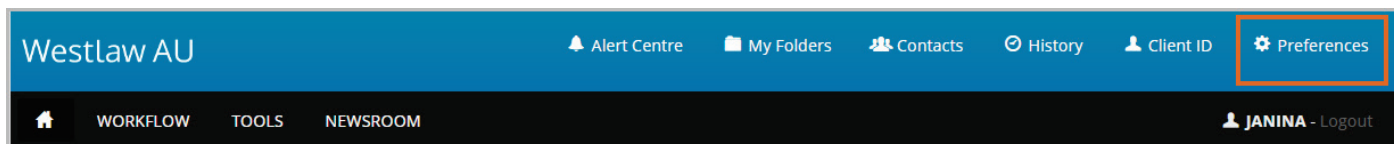


Westlaw AU

Preferences allow you to customise your Westlaw AU experience. Changes are made by selecting or deselecting listed options.

To set your Preferences click the **Preferences** menu located in the system toolbar. This will display a list of the following options:



Contact Information

- Email – The email address entered here is the one that appears on outgoing emails from Westlaw AU. You should set this to the email address that you use in your day-to-day business.

User Preferences

Contact Information

E-mail Address

Time Zones

- Time zone – The time zone that you select is displayed in the time stamp on items including, My folders, History and document delivery. All date/time stamps within Westlaw AU can be set to your local time.

General

The General section allows you to customise how you work with Westlaw AU and how your search results are displayed.

Search results per page

Click a radio button to display 10, 25 or 50 results per page. The default is set at 25 results per page.

Number of Extracts

Click a radio button to display the first 1, 2, 3 or 4 extracts in which your search term(s) highlighted in yellow appear within a result document

Display Options

Select items to display when printing, downloading or saving documents.

Default Jurisdiction

Select jurisdiction to set default for Advanced Search templates.

Browse By

Choose to view, search or browse your subscriptions by Content Type, Product Title or Practice Area.

Basic Search Radio Buttons

Click a radio button to change the default homepage search from Free Text to Title or Citation

Details Level in Result List

Click a radio button to increase/decrease the level of detail displayed in the result list.

General

Search Results per Page 10
 25
 50

Number of Extracts 1
 2
 3
 4

Display Options Show Document Flags
 Show Filters
 Display Hit Term Highlighting
 Display Document Path

Default Jurisdiction

Browse By Content Type
 Jurisdiction
 Practice Area
 Product Title

Basic Search Radio Buttons Citation
 Free Text
 Title

Details Level in Result List Least
 Most
 Some

Delivery Options

These define your preferences when you print or export a document or result list. The options only serve as defaults. Prompt boxes will also appear before each export at which time you can choose to override the defaults.

- Display status indicators
- Highlight search terms
- Include live links
- Include summary page
- Include footnotes
- Default Attachment File Format
- Paper Size
- Margin Size

Delivery Options

Default Output Options Display Status Indicators
 Highlight Search Terms
 Include Live Links
 Include Summary Page
 Include Footnotes

Default Attachment File Format PDF
 Word

Paper Size A4
 Letter

Margin Size Normal
 Wide

FirstPoint

Select this option to display verified references (selected by our internal legal editors) only in FirstPoint.

FirstPoint


Include Only FirstPoint Verified Citator Information Document Display
Document Delivery

Web Logging

This allows us to enhance our platform based on your patterns of usage.

Web Logging

Enable Web Logging On


 [How are we using your information?](#) Off

Pay Per View

If you are eligible and have been approved for PPV you will be able to click the radio button On or Off as you wish. Selecting On shows search results and documents outside your current subscription plan. Off restricts results to your subscriptions.

Pay Per View

Enable Pay Per View On

 [More Information about PPV](#) Off

Change your Password

Click the Change your Password to reset your password. You can also contact Customer Care on 1800 020 548 to assist with username and password queries.

Change your Username and Password

[Click here to change your Username and or Password](#)

Update your Preference3s

Click **Update Preferences** to save your selections.