

Westlaw AU

Advanced Features on Westlaw AU – Course Outline

Objectives

This session will demonstrate the Advanced features on Westlaw AU, which include:

- Setting Alerts
- Annotating Documents
- Creating Quick Links (Favourites)
- Using Folders
- Save Searches
- Personalise Settings

Note: *These advanced features are only available to those who sign in to Westlaw AU with a One Pass. IPP users can easily create a One Pass from within Westlaw AU*

Learning Outcomes

At the end of this session participants will be able to:

- Set Document Alerts or Search Alerts
- Save a document or Search to a Folder
- Create Quick Links
- Set an Alert for a product (eg Journals or Current Awareness)
- Deliver Alerts to multiple recipients
- View saved Alerts from within the Alert Centre
- Use the Folder system in Westlaw AU

Session Duration

30 minutes Overview

60 minutes Extended (1 CPE Point)

Session Delivery Methods

Online via WebEx / Telephone

Note: The WebEx session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials

Support materials including Guides, Videos and tips are available via the link below

<https://support.thomsonreuters.com.au/product/westlaw-au>

Training Specialist

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