

SESSION TITLE – The Essentials

SESSION OBJECTIVES

The purpose of this session is to:

- Introduce the essential elements of Westlaw AU
- Enable a researcher to develop the essential skills required to search, retrieve and download relevant documents.
- Outline support and help facilities.

LEARNING OUTCOMES

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

- ✓ Login to Westlaw AU and navigate the home page
- ✓ Browse Content
- ✓ Conduct a search from the home page
- ✓ Locate and display an Advance Search Template
- ✓ Conduct a Refine Search
- ✓ Filter results using Single and Multiple Filters
- ✓ Change the Display of Results
- ✓ Print, Save, Email and Download documents
- ✓ Create an Alert
- ✓ Save a Search or Document to a Folder
- ✓ Display Research History
- ✓ Use Client Id to Track Research
- ✓ Customise your Settings
- ✓ Locate Help and Support Pages

SESSION DURATION

Approximately 60 minutes.

SESSION DELIVERY METHOD

Internet (Webex/Telephone) - This training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

Note: (The Webex session allows you to view the trainer's computer screen as they show you how to access your subscription. At no time do they access your computer).

LEARNING AIDS

Westlaw AU Quick Guide

PRESENTER – [Name of presenter]

A Thomson Reuters Training Specialist will conduct the session. All Training Specialist's hold a Certificate IV in Training and Assessment.