

# Westlaw AU

## Features Course Outline

### Session Objectives

The purpose of this session is to:

- Provide an overview of the advance features and functionality available in Westlaw AU.
- Maximise the benefits of the Westlaw AU application.

### Learning Outcomes

On completion of this session the participant will be able to:

- Create Alerts to be kept up-to-date with latest developments
- Create folders and share these with others in your organisation
- Save documents, searches and snippets into a folder
- Annotate a Document including highlighting and adding notes
- Print, Download and Email documents
- Maximise full page mode for reading large documents
- Locate help and support materials

### Session Duration

Approximately 20 minutes.

### Session Delivery Methods

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 the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw UK. At no time does the trainer access your computer.

### Learning Materials

Westlaw AU Quick Guide

### Training Specialist

A Thomson Reuters Training Specialist will conduct the session. All Training Specialists hold a Certificate IV in Training and Assessment or higher qualification.