

Westlaw AU – Softdocs

Session Objectives

The purpose of this session is to:

- Introduce the essential elements of the Softdocs document automation process
- Enable a user to work with standard letters and documents combined with specific matter data to quickly produce and reproduce letters and document for use in all legal matters.

Learning Outcomes

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

- Locate and browse the Softdocs suites
- Create Quick Links to key documents
- Complete and save your firm details
- Enter information into a master data file and save answer file
- Retrieve the master file data when completing subsequent documents for your matter
- Update a master file with new information added to documents
- Add additional information to relevant court forms
- Delete repetitive information
- Customise options where applicable
- Locate Help and Support Pages

Session Duration

Approximately 1 hour

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. At no time does the trainer access your computer.

Training Specialist

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