

Westlaw NZ

The Essentials Course Outline

Session Objectives

The purpose of this session is to:

- Introduce the essential elements of Westlaw NZ.
- Enable a researcher to develop the 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 NZ and navigate the home page
- Customise your settings – Preferences
- Search for a Product or Document from the homepage
- Browse the table of contents to locate documents
- Conduct a keyword or subject search from the home page
- Locate and display an advance search template
- Conduct a refine search
- Apply post search filters to refine a search
- 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
- Locate Help and Support Pages

Session Duration

Approximately 50-60 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 NZ. At no time does the trainer access your computer.

Training Specialist – Elizabeth Odom

A Thomson Reuters Training Specialist will conduct the session.