

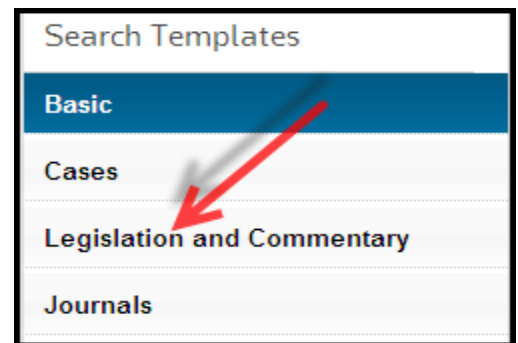
In WLNZ there are different ways to access the same materials. The instructions below are designed to help you with some everyday search situations. Depending on how you have logged in, your settings may be slightly different from the defaults.

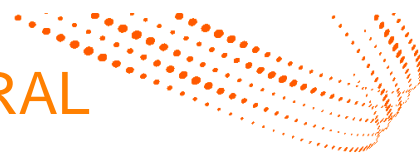
Instructions below are all based on the default screen setting of “Practice Area” (see options on right of screen if you want to change this on your computer).

## How do I find the beginning of an Act/Statute?

- From the left pane on the home page, click the Legislation and Commentary search template
- Into the Legislation Title field, start entering the name of the Act/Statute – WLNZ will predict what you want and present a list to choose from – the more text you enter, the more precise the result will be
- From the list that appears, click on the title you want
- Click the blue Search button
- The result screen will display lots of hits, the first of those is generally the beginning of the Act/Statute – click on the Act title, or the highlighted links

*Tip: If this is an Act that you use frequently, you could save it to your Quick Links (feature available only with a OnePass).*





## How do I find a specific section of an Act/Statute?

- From the left pane on the home page, click Legislation and Commentary
- Into the Legislation Title field, starting entering the name of the Act/Statute – WLNZ will predict what you want and present a list to choose from – the more text you enter, the more precise the result will be
- From the list that appears, click on the title you want
- Into the Legislation (Provision) field, enter the section number you want
- Click the blue Search button
- In the result screen, click on the section title – you may be presented with more than one choice of document – see diagram below - click the one you want
  - Legislation indicates just the section
  - Other options indicate databases that also contain that section, likely with commentary

**Search Results**

Results: 1

Select All

Details: Most ▾

**56 [Termination for non-payment of rent and other breaches]**

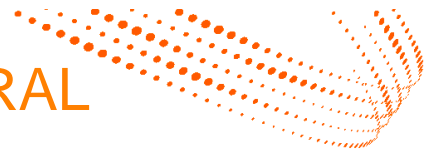
Cor  **Legislation** Find section 56 in Statutes of NZ

Leg  **Land Law** Find section 56 in Land Law

Jur  **Land Law**

Documents:  **Legislation**,  **Land Law**

Document Path: [Civil Procedure: District Courts & Tribunals : Dispute Resolution/Adjudication](#) > [Tenancy agreements - \(s 12 - s 66\)](#) > [Termination of tenancies and recovery](#) > [Statutes of New Zealand : R](#) > [Residential Tenancies Act 1986](#) > [Residential Tenancies Act 1986](#)



## How do I find case law?

- If you know the name of the case, in the Basic Search on the home page click the circle beside Title
- Enter the name of the case you want eg Baking Trades – see diagram – press Search
- You can also use this process to find a case by its citation- see diagram

salad bowl

Free Text  Title  Citation

2013 ernz 326

Free Text  Title  Citation

## If you don't have the name or citation of the case, or you wish to use other search parameters –

- From the left pane on the home page, click Cases
- A search template will appear, this will search *all* the case law you subscribe to
- Use the fields provided in the search template to refine your search (see diagram below for example)

Search Cases Need help? Hints and tips on advanced searching techniques

[Return to basic search](#)

Free Text:

Case Summary/Digest:

Case Title/Party Name:

Citation:

Classification:

Catchwords:

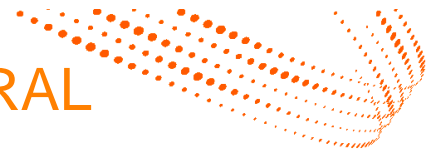
Judge(s):

Court:


Jurisdiction:

Judgment Date:  to

Eye Date




## Where do I find the Terms and Connectors (aka Search Operators)?

 [Need help? Hints and tips on advanced searching techniques](#)

- Look for the above link near the top right quarter of the screen
- There are some differences in comparison to the terms and connectors used with Brookers Online
- A more explanatory list of terms and connectors can be downloaded from the Help page


## How to manage lots of search results?


- If you have lots of search results, you can use the Filtering options on the left of the screen to narrow down your search results
- You can click on any of the titles on the left so that your screen indicates only those results
- Or you can tick the box(es) beside the results and use the “refine search” text box in the right pane to search again only within those results
- If you find the search result screen a little busy, you can change the amount of detail that is displayed in the Details drop-down menu

Details:   Sort By:

Search Summary


Search terms: Free Text (coastal /15 erosion)

 Edit Search

 New Search

Filter your Search

- Content Type
- Practice Area
  - Building & Construction (7)
  - Environment & Resources (25)
  - Fisheries (7)
  - General Practice (23)
  - Human Rights (5)
  - Local Government (1)
  - Property (2)

 Click + symbol to expand

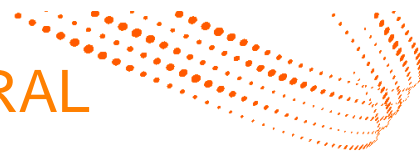
## Can I edit my search?

- You can edit your search from the options on the left
- Or you can begin a new search
- Or you can refine your search by entering terms into the field in the right pane, then clicking on the blue Refine Search box

## Refine your Search

Type keywords here to refine search

**REFINE SEARCH**



## How to print - basic



- Be in the document you wish to print
- Use the download or print tools, located near the top of the search results
- Hover your mouse over the options to choose the one you want

**Tip:** The print icon prints straight to the printer, the download icon lets you download it to Word or a PDF before it prints

- The download and print tools provide choices as to Word or PDF format
- If you have a list of search results, you can select which results to print by ticking the boxes to the left of each result
- Do not use your browser print icon – it won't work as well as the Westlaw NZ printing tools provided

## To print non-consecutive data from the same database (e.g. various sections of an Act, or an entire Schedule)

- From the home page, find the database you want and find the Table of Contents for it
- From the Table of Contents, click the plus symbols until you see the item(s) you require
- Put a tick into the box beside the item(s) you want to print
- Click the “download” button, then OK

## How to gather documents from various databases for printing at a later time

- Create a folder in My Folders called Printing (you can do this only if you have a OnePass)
- Locate the documents you wish to print, save them to that Printing folder
- Open the Printing folder, place a tick in the box to the left of each item you wish to print (or you could tick the Select All box near the top)
- Use the tools to print or download the documents (if you download them to Word, the formatting will be retained, and you will also be able to delete any unwanted items (e.g. history notes

## How to get help?

Call or email 0800 10 60 25 or [techcare@thomsonreuters.com](mailto:techcare@thomsonreuters.com) – access issues, login and password problems

You can email the training team on [trainers@thomsonreuters.co.nz](mailto:trainers@thomsonreuters.co.nz) for assistance by phone