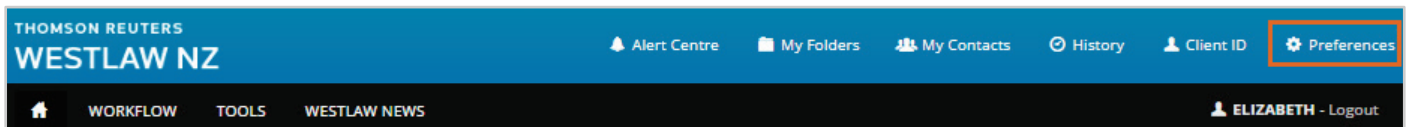


Westlaw NZ

Preferences

Preferences allow you to customise your Westlaw NZ experience. Changes are made by selecting or deselecting listed options.

To set your Preferences click the **Preferences** menu located in the system toolbar. This will display a list of the following options.



Contact Information

1. Email – The email address entered here is the one that appears on outgoing emails from Westlaw NZ. You should set this to the email address that you use in your day-to-day business.
2. Time zone – The time zone that you select is displayed in the time stamp on items including, My folders, History and document delivery.

User Preferences

Contact Information

E-mail Address ← 1

Time Zones ← 2

General

The General section allows you to customise how you work with Westlaw NZ and how your search results are displayed.

1. Search results per page
Click a radio button to display 10, 25 or 50 results per page. The default is set at 25 results per page.
2. Number of Extracts
Click a radio button to display the first 1, 2, 3 or 4 extracts in which your search term(s) highlighted in yellow appear within a result document
3. Display Options
Select items to display when printing, downloading or saving documents.
4. Default Jurisdiction
Select jurisdiction to set default for Advanced Search templates.
5. Browse By
Choose to view, search or browse your subscriptions by Content Type, Product Title or Practice Area.
6. Basic Search Radio Buttons
Click a radio button to change the default homepage search from Free Text to Title or Citation

7. Details Level in Result List

Click a radio button to increase/decrease the level of detail displayed in the result list.

The screenshot shows the 'General' preferences section with the following settings and callouts:

- Search Results per Page:** Radio buttons for 10, 25 (selected), and 50. Callout 1 points to the 25 option.
- Number of Extracts:** Radio buttons for 1, 2, 3 (selected), and 4. Callout 2 points to the 3 option.
- Display Options:** Checkboxes for Show Document Flags, Show Filters, Display Hit Term Highlighting (all checked), and Display Document Path (unchecked). Callout 3 points to the checked options.
- Default Jurisdiction:** A dropdown menu currently showing 'No Default Selected'. Callout 4 points to the dropdown.
- Browse By:** Radio buttons for Content Type (selected), Jurisdiction, Practice Area, and Product Title. Callout 5 points to the Content Type option.
- Basic Search Radio Buttons:** Radio buttons for Citation, Free Text (selected), and Title. Callout 6 points to the Free Text option.
- Details Level in Result List:** Radio buttons for Least, Most (selected), and Some. Callout 7 points to the Most option.

Delivery Options

These define your preferences when you print or export a document or result list. The options only serve as defaults. Prompt boxes will also appear before each export at which time you can choose to override the defaults.

1. Default Output Options
2. Default Attachment File Format
3. Paper Size
4. Margin Size

The screenshot shows the 'Delivery Options' preferences section with the following settings and callouts:

- Default Output Options:** Checkboxes for Display Status Indicators, Highlight Search Terms, Include Live Links, Include Summary Page, and Include Footnotes (all checked). Callout 1 points to the checked options.
- Default Attachment File Format:** Radio buttons for PDF and Word (selected). Callout 2 points to the Word option.
- Paper Size:** Radio buttons for A4 (selected) and Letter. Callout 3 points to the A4 option.
- Margin Size:** Radio buttons for Normal (selected) and Wide. Callout 4 points to the Normal option.

Web Logging

This allows us to enhance our platform based on your patterns of usage.

Web Logging

Enable Web Logging On
[How are we using your information?](#) Off

Pay Per View

If you are eligible and have been approved for PPV you will be able to click the radio button On or Off as you wish. Selecting On shows search results and documents outside your current subscription plan. Off restricts results to your subscriptions.

Pay Per View

Enable Pay Per View On
[More Information about PPV](#) Off

Change your Password

Click the Change your Password to reset your password. You can also contact Customer Care on 0800 10 60 25 to assist with username and password queries.

Change your Username and Password

[Click here to change your Username and or Password](#)

[Update Preferences](#)

Update your Preferences

Click **Update Preferences** to save your selections.