

Westlaw NZ

Benefits of using a OnePass Login

OnePass logins provide the ability to access Westlaw New Zealand everywhere Internet access is available. Simply search www.westlaw.co.nz and enter your username and password.

Customising Preferences

Preferences allow you to customise your Westlaw NZ experience. To set your Preferences, click the Preferences menu located in the system toolbar. This will display a list of preference settings that you can customise.

See Guide: [Westlaw NZ Guide - Setting Preferences](#) This user guide provides guidance on the customisation features of Westlaw NZ.

View your session History

History allows you to browse over past activity, using this tool to find recent searches and documents viewed.

See Guide: [Westlaw NZ Guide- Search History](#) This document outlines how to locate and view History in Westlaw New Zealand.

Create Shortcuts or Quick Links

The quick links functionality provides users with the ability to personalise the homepage and create links to regularly access content. This includes search forms, products, a chapter, legislation, precedent, case, journals and more. Once a quick link is created, a link is displayed on the right-hand side of the homepage. Simply click the blue star icon to display a list of quick links.

See Guide: [Westlaw NZ Guide - How to Create Quick Links](#) This user guide explains how to create your own quick links to commonly accessed content.

Annotating Documents

Personalise your research and be more productive by annotating documents in Westlaw NZ. You can add notes to a document or part of the text notes, highlight parts of the text in the document as well as copy/paste text easily, along with a live reference to its origin.

See Guide: [Westlaw NZ Guide - Annotating Documents](#) This user guide explains how to annotate (highlighting, document notes, inline notes) content on Westlaw NZ.

Create Folders

Westlaw NZ folders help you to organise, manage and share your research. This includes the ability to save searches, documents and snippets, and includes the ability to share folders and content with colleagues within your organisation.

See Guide: [Westlaw NZ Guide - Using Folders](#) This user guide explains how to save to and share content in My Folders in Westlaw NZ.

Create Search Alerts

The Alert feature will ensure you are kept up to date with enhancements and developments on legal topics.

See Guide: [Westlaw NZ Guide - How to Create Individualized Alerts](#) This guide explains how to create an email alert to keep up to date with latest information added to Westlaw NZ.

Receive Alert 24 email alerts

Alert 24 provides the latest details on legal and regulatory developments in key areas of practice. You can choose to receive regular email alerts or search Westlaw NZ to access archived articles.

See Guide: [Westlaw NZ Guide - Alert24](#) This user guide explains how you can set up daily email alerts for Alert24. It also explains how to schedule breaking news alerts so that you don't miss out on any updates throughout the day.

Ask a Trainer – nztrainers@thomsonreuters.com