

Getting Started with **Westlaw Australia** (60 minutes)

Objectives

This session provides an in-depth overview and demonstration of Westlaw Australia covering searching and browsing primary and secondary law as well as current awareness and personalisation features.

Learning Outcomes

At the end of the session participants will be able to:

- Confidently navigate the Westlaw (Australia) Home Page
- Find out products in plan through accessing “My subscription”
- Understand how to use the Global Search Bar to:
 - i) Find a Case, Legislation, or a Product (Database)
 - ii) Ask a Common legal question and use Law Summaries
 - iii) Structure a Boolean Keyword Search
 - iv) Understand and use Natural Legal Language
- Conduct Searches by Practice Area
- Conduct Advanced Searching across Case Law and Secondary Sources
- Examine and understand Keycite and Key Numbers
- Browse and search secondary sources: Commentary, Journals, Laws of Australia
- Browse and Search Forms and Precedents
- Personalise and Organise the platform (Favourites, Preferences, Folders, Custom Pages)
- Navigate the Search Results in the Overview Page
- Annotate a resource (highlight, note, folder)
- Display, Download, Print or email a document

Session Duration

60 minutes (1 CPD/CLE Point)

Session Delivery Methods

Microsoft Teams. The Microsoft Teams session allows participants to view the trainer’s computer screen. The audio element is via telephone or your computer. At no time does the trainer access your computer.

Learning Materials

Support materials including Guides, Videos and tips are available via the link below

<https://support.thomsonreuters.com.au/product/new-westlaw-australia>

Training Specialist

This session will be facilitated by either:

Mary.Dossis@thomsonreuters.com

Mary Dossis is a qualified secondary teacher and has over 25+ years' experience working in legal publishing and training lawyers on legal research.

May.Nguyen@thomsonreuters.com

May Nguyen is an admitted lawyer and has over 7 years practice in commercial and property law and has also worked in legal/business consulting.