1. LOGGING ON TO WESTLAW AU

1. Go to www.westlaw.com.au
2. Enter a Username and Password and click LOG IN or for IP users, click IP Users click here to log in.

Note: The Client ID box is optional. Enter a name or number to reference your research. Click the “Remember my details” box to remember your password.

2. WESTLAW AU HOMEPAGE

The Westlaw AU homepage features the following elements.

- **Search Templates** provide one click access to an Advanced Search template.
- **Quick Links** provide one click access to your most popular content.
- **Select content for browsing, searching and/or printing from the table of contents.**
- **Select to Browse By Content Type, Practice Area, Product Title or Jurisdiction.**

Click **My Alerts** to display a list of all your Alerts.
Click **My Folders** to access saved searches and documents.
Click **Help** to access guides, videos and training.
Click **History** to view your session.
Click **Preferences** to personalise your research.
Click **Client ID** to change or enter a new id.
Click **Feedback** to assign a rating.
Click **Logout** to end your session.

Search Templates provide one click access to an Advanced Search template.

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3. SEARCHING

With Westlaw AU you can choose to conduct a Basic search or an Advanced fielded search. Search term connectors and expanders may be used to specify the relationship between terms, see table below.

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>SYMBOL</th>
<th>RETRIEVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>&amp;</td>
<td>Search terms in the same document:</td>
</tr>
<tr>
<td></td>
<td>(or a space)</td>
<td>eg trade &amp; mark &amp; registration</td>
</tr>
<tr>
<td>OR</td>
<td>Or</td>
<td>Either search term or both:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg car or automobile</td>
</tr>
<tr>
<td>BUT NOT</td>
<td>%</td>
<td>Documents not containing the term or terms following the % symbol:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg taxation % income</td>
</tr>
<tr>
<td>Phrase</td>
<td>“ ”</td>
<td>Search terms appearing in the same order as in the quotation marks:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg “fiduciary duty”, “in consequence of”, “break enter and steal”</td>
</tr>
<tr>
<td>Numerical Connectors</td>
<td>/n</td>
<td>Search terms within “n” terms of each other (where “n” is a number):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg person /5 jurisdiction</td>
</tr>
<tr>
<td></td>
<td>+n</td>
<td>The first term preceding the second by “n” terms (where “n” is a number):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg capital +3 punishment</td>
</tr>
<tr>
<td>Multiple Character Wildcard</td>
<td>!</td>
<td>To search for terms with multiple endings use the ‘!’ character:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg object! will retrieve object, objected, objection, objecting, objectionable</td>
</tr>
<tr>
<td>Universal Character</td>
<td>*</td>
<td>To search for words with variable characters, use the * character. When you place the universal character within a term, it requires that a character appear in that position:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg withdr*w will return withdraw and withdrew</td>
</tr>
<tr>
<td>Plurals &amp; Turning Off Plurals</td>
<td>#</td>
<td>Westlaw AU automatically retrieves the singular and plural of a search term:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg child will also retrieve children, contract will also retrieve contracts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn off plurals by placing the # symbol in front of the term:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg #damage will retrieve damage but not damages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg #child will retrieve child but not children</td>
</tr>
<tr>
<td>Compound Terms</td>
<td></td>
<td>Typing good-will will retrieve good-will, goodwill and good will</td>
</tr>
</tbody>
</table>

BASIC SEARCH

Using the Basic Search on the Home page you can search using Free Text, Title (ie party name) or Citation. Enter your search term(s) into the search box, select a radio button then click search. Connectors and expanders may be used to structure your search for free text searches.

**Step 1:** Enter search term(s) into box eg Gutnick.

**Step 2:** Select Free Text, Title or Citation to narrow the scope of your search.

**Step 3:** Select content type by placing a tick in the corresponding box or boxes.

**Step 4:** Click Search.
ADVANCED SEARCH

All documents in Westlaw AU are composed of several parts called fields. In a cases document for example, case title/party name, citation, classification, catchwords, judges, court, jurisdiction, and judgment date are each considered a separate field. Rather than search the entire document (e.g., free text), you can restrict a search to one or more of these fields. This is an effective method for refining a search.

To access an advanced search template click a Content Type from the Search Templates listed in the left column or click a content type from the Table of Contents.

CASES ADVANCED SEARCH TEMPLATE

Step 2: Enter search term(s) into one or more Fields.

Step 3: Select product(s) for searching by placing a tick in the corresponding box(s).

Step 4: Click Search to run the search.
4. REFINING A SEARCH

When a search retrieves too many documents you can choose to refine the results by Editing the current search, conducting a Refine Search or by selecting one or more of the Filter By options.

REFINE SEARCH

The Refine Search will search the current set of results. To conduct a Refine Search, enter your additional search term(s) into the box and click the Refine Search button. Connectors and expanders may be used to structure your search.

FILTERING RESULTS

Westlaw AU features advanced filtering capability from the results list. This provides the opportunity to refine the results by selecting single, multiple or a combination of filters to target key areas relevant to your research.

Filters are available across all content types. These include Content Type, Practice Area, Product Name and Jurisdiction. Additional content specific filters will also be displayed when searching across a single content type or product.
5. NAVIGATING THE RESULTS

The Search Results page contains the following information and features. In the example below the results are displayed for a cases advanced search for Free Text: defamation internet; Case Title: Gutnick.

- **Total number of search result documents** is displayed here.
- **Select to display Most, Some or Least information in your results.**
- **To change the sort order select one of the Sort By options from the drop-down list.**

### Refine your Search

Type keywords here to refine search.

### Search Results

12 documents found.

### Select All

Details: Most, Set By: Date (most recent first)

### Consolidated result list displays all Documents in the set.

### Search terms appear highlighted in yellow. Click these to go straight to the term in the document.
6. DOCUMENT DISPLAY

The consolidated document display presents the different product instances where the document has been published by Thomson Reuters. These product instances are presented via tabs. This method of display provides the ability to quickly move between instances by selecting the applicable tab.

Click **FirstPoint** to view case digest summary.

Click **Judgment Text** to view the unreported version of the case.

Click **Reported Version** and select a citation to view a version of the case.

Click **Cited Documents** for a list of cited documents.

Click **Result or Term** arrows to move to the next or previous result or term.

Click **Related Documents** for a list of other Thomson Reuters content which cites the current document.

Synchronized table of contents.

Click **Document** arrows to view the next or previous document in a publication.

7. TOOL ICONS

Westlaw AU features a number of tools to assist with your research.

![Tool Icons]

- **Save the current document or search to a folder.**
- **Print search results or individual documents.**
- **Set an E-Mail Alert on the current search.**
- **Download search or individual documents.**
- **E-mail search results or individual documents.**
- **Create an RSS Feed of the current search.**
- **Add to my Quick Links.**
- **Create an organisational alert for search results or individual documents.**
- **Create a link to a product, chapter, or document from the table of contents.**

8. HELP AND SUPPORT

**Technical Support**
Call Customer Helpdesk 1800 020 548
Email LTA.Helpdesk@thomsonreuters.com

**Training Support**
Call 1800 020 548
Email LTA.Trainers@thomsonreuters.com

**Customer Care**
Call 1300 304 195
Email LTA.Care@thomsonreuters.com

HOURS: Monday to Friday 8.00am-6.00pm (AEST)