# Westlaw NZ

Guide to Annotating Documents

Westlaw NZ now allows you to personalise your research further and make it even more productive by annotating Documents. With Westlaw NZ you are able to add notes to a document or part of the text notes, highlight parts of the text of a document.
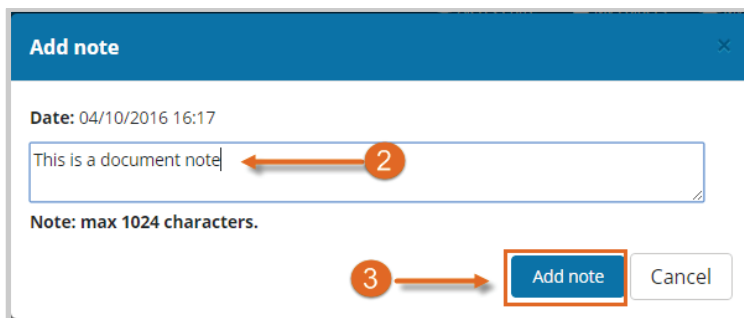
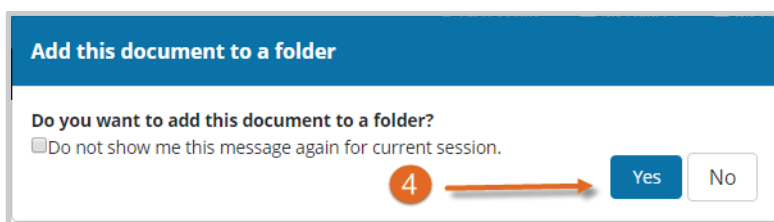### Adding Document Notes

Add a note to a document

1. Open a document you wish to annotate.
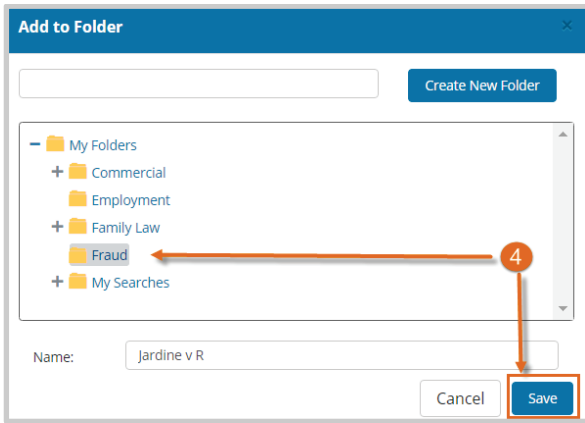2. From the document view page, click on the Add note icon from the tool bar
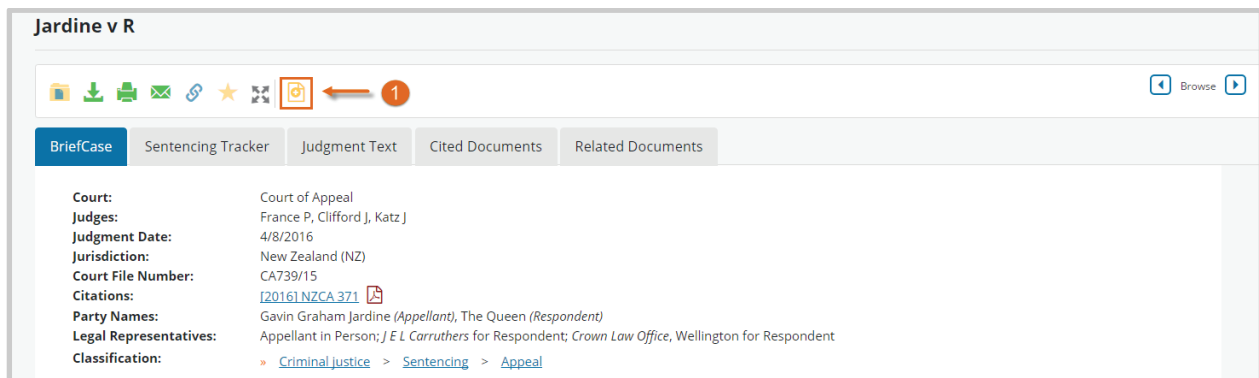
3. Write your note in the space provided in the Add Note box and click the Add Note button to save. The maximum number of characters is 1024.
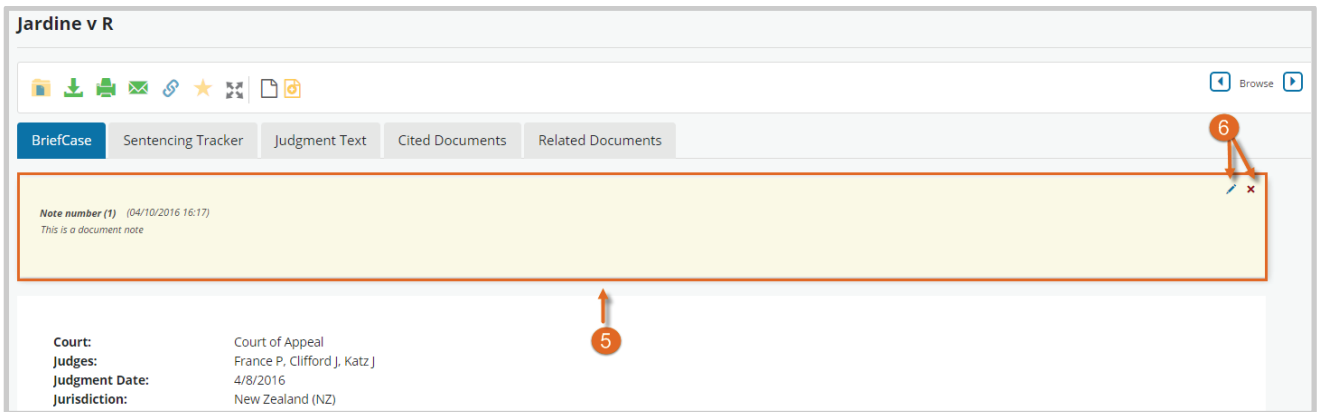

4. When you add a Document Note, you can choose to add the document to a folder. If you choose yes, the document, with the note attached, will be saved to the folder that you choose. For help with using folders, see our Guide to My Folders

THOMSON REUTERS

5. Once added, a Document Note will appear at the top of the document
6. You can edit the text of a note by clicking on the Edit Note icon , or delete a note by clicking on the Delete Note icon .
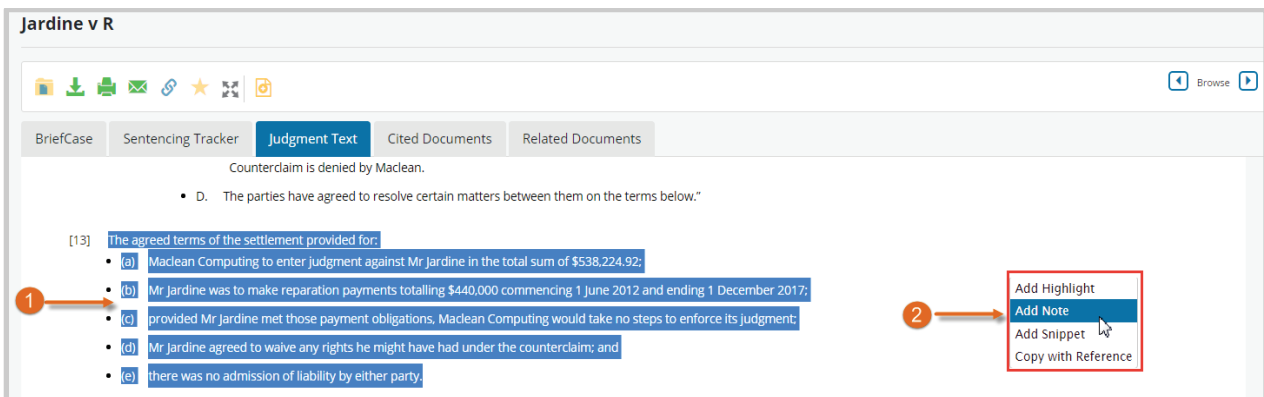

7. You can add further notes by using the Add Note button (up to a maximum of 10 notes, including both Document Notes and Text Notes)

Adding In-line Text Notes

To add a note to part of the text:

1. Click and select the text that you would like to attach the note to
2. . After you have selected the text, a shortcut menu will appear. Select Add Note from the menu.

3. Write your note in the space provided in the Add Note box and click the Add Note button to save. The maximum number of characters is 1024. As with Document Notes, when you add a Text Note you can choose to add the document to a folder. If you choose yes, the document, with the note attached, will be saved to the folder that you choose.
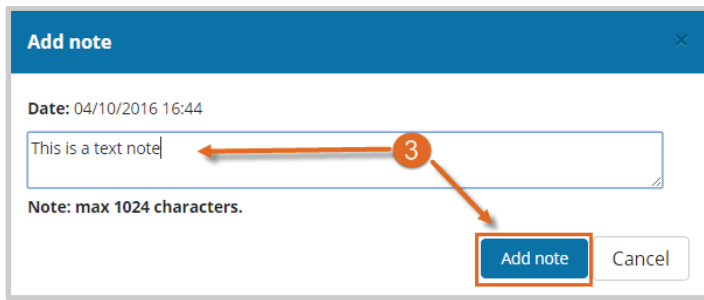
4. The text to which the note relates will be highlighted and the note will appear in the margin next to the text.

    The Show/Hide Notes icon 🏷 will display in the text next, allowing you to display or hide the note.

5. You can edit the text of a note by clicking on the Edit Note icon ✏

    Delete a note by clicking on the Delete Note icon ✖

6. You can add additional notes to the same piece of text by clicking on the highlighted text and selecting Add Note from the shortcut menu, or add notes to other parts of the text by repeating the process of highlighting text and selecting Add Note from the shortcut menu.
    A document can have up to a maximum of 10 notes, including both Document Notes and Text Notes.

Highlighting Text

Applying a highlight to text
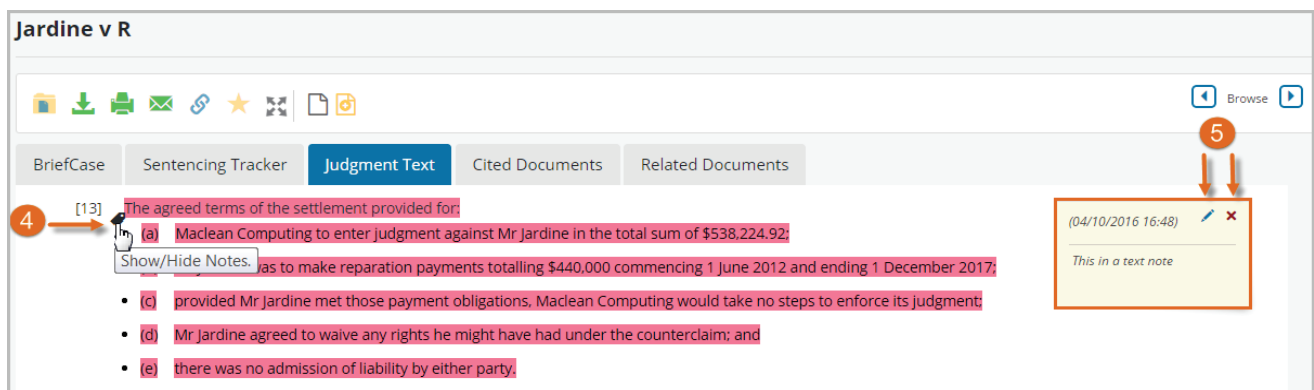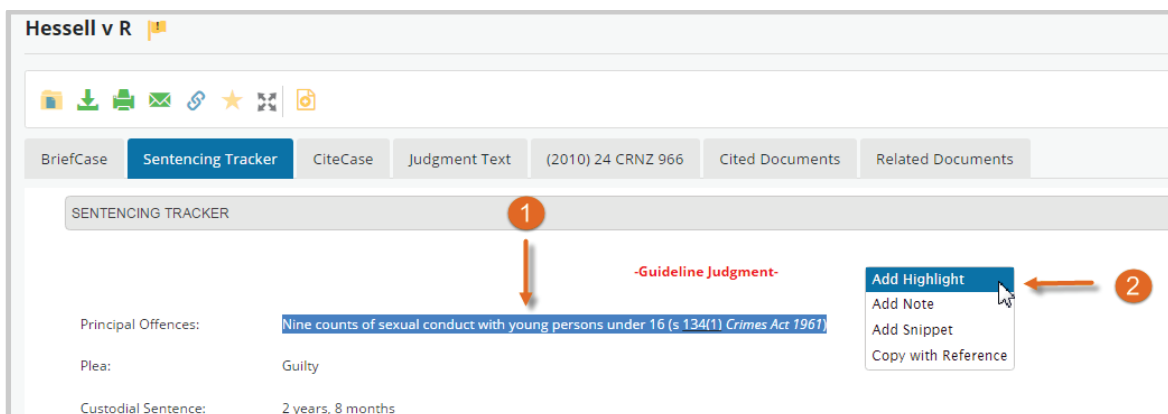
1. Click and select the text that you would like to attach the note to.
2. After you have selected the text, a shortcut menu will appear. Select Highlight from the menu.

3. When you highlight the text of a document, you can choose to add the document to a folder. If you choose yes, the document, including the highlighted text, will be saved to the folder that you choose.
4. To delete a highlight, click on the highlighted text and select Delete Highlight from the shortcut menu.

THOMSON REUTERS

Including Notes and Annotations in Delivered Documents

When delivering (printing, downloading or emailing) documents that have Notes or Highlights, you can choose whether to include or exclude your annotations.

Creating a Snippet

A snippet is a section of text which may include a quote, legal principal and/or relevant text. Snippets are saved to a folder and when you click on a saved snippet it will take you directly to that section of the document referenced.

1. Select a section of text you want to save. If you choose to create a new folder you must do this first before saving the search.
2. Choose **Add Snippet** from the menu.
3. Select or create a **New Folder** to save the snippet to then click **Save**.
4. Click **X** from the **Success** menu.

Copy with Reference

1. Select a section of text you want to save. If you choose to create a new folder you must do this first before saving the search.
2. Choose **Copy with Reference** from the menu.
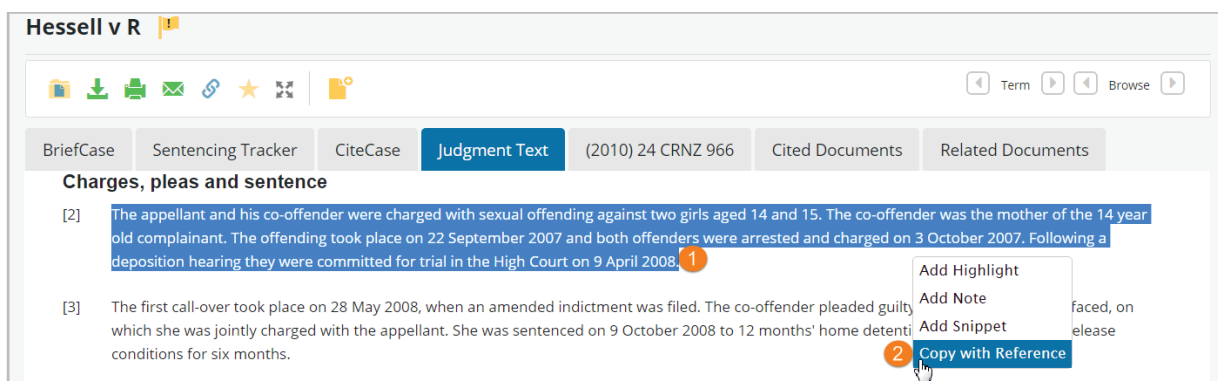
3   Press ok and Paste into Word document.
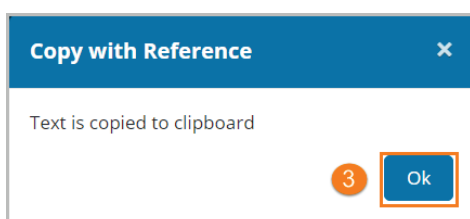
The·appellant·and·his·co-offender·were·charged·with·sexual·offending·against·two·girls·aged·14·and·15.·The·co-offender· was·the·mother·of·the·14·year·old·complainant.·The·offending·took·place·on·22·September·2007·and·both·offenders· were·arrested·and·charged·on·3·October·2007.·Following·a·deposition·hearing·they·were·committed·for·trial·in·the·High· Court·on·9·April·2008.¶

Hessell·v·R!·,·[2010]·NZSC·135,·(16/11/2010)¶

THOMSON REUTERS