

# Westlaw AU

## Getting Started – Course Outline

### Objectives

This session demonstrates the basic functionality of Westlaw AU, enabling the new or infrequent user to navigate and research effectively.

### Learning Outcomes

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

- Log in and Confidently Navigate the Westlaw AU Platform
- Customise user settings
- Conduct a Basic Key Word Search using Terms and Connectors
- Save a Search
- Filter results or use Keywords to Refine
- Re-order results list
- Display, Download, Print or Save a document
- Edit a search
- Browse to explore Product content and Scope
- View Search History
- Locate Westlaw AU Help and Support

### Session Duration

30 minutes Basics

60 minutes Extended (1 CPE Point)

### Session Delivery Methods

Online via WebEx / Telephone

**Note:** The WebEx session allows participants to view the trainer's computer screen. 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/westlaw-au>

### Training Specialist

Tia Friedland