



Westlaw AU

Quick Guide

1. LOGGING ON TO WESTLAW AU

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

WELCOME TO WESTLAW

Username*: jsmith

Password*:

Client ID: (optional) jsmith

☒ Remember my details

IP Users, click here to log in.

LOG IN

OnePass Sign In Use Westlaw AU Password

Username: jsmith

Password:

☐ Save my Username

☒ Save my Username and Password

Sign In

Create a new OnePass profile

Update an existing OnePass profile

Learn more about OnePass

To log in using **OnePass** click here.

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.

Click **Westlaw AU** or **Home** to return to the homepage.

Click **Newsroom** to access the newsroom publications.

Click **My Alerts** to display a list of all your Alerts.

Click **Client ID** to change or enter a new id.

Click **My Research** to access session history and folders.

Click **My Settings** to personalize your research.

Click **Feedback** to assign a rating.

Click **Search** to run the search.

Click **Logout** to end your session.

Enter search terms into the **Basic** Search box, operators may be used.

Select **Title** or **Citation** to narrow the scope of your search.

Select to **Browse By** Content Type, Practice Area, Product Title or Jurisdiction from the drop-down menu.

To select a **single** content type click the corresponding box e.g. **Cases**.

To select **multiple** titles for searching place a **tick** in the corresponding box(s).

To drill-down further into a Content Type for browsing and/or searching, click the title to display a list of products titles and subtitles.

Westlaw AU

HOME NEWSROOM MY ALERTS CLIENT ID MY RESEARCH MY SETTINGS HELP FEEDBACK

THOMSON REUTERS

Welcome back jsmith - Logout

HOME

Type keywords here to search

SEARCH

Free Text Title Citation

Browse By: Content Type

☒ Search All Content Type

☒ Cases

☒ Legislation and Commentary

☒ Journals

☒ Encyclopaedia

☒ Forms and Precedents

☒ News and Current Awareness

☒ Government and Regulatory Materials

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THOMSON REUTERS

3. SEARCHING

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

CONNECTOR	SYMBOL	RETRIEVES
AND	& (or a space)	Search terms in the same document: <i>eg trade & mark & registration</i>
OR	or	Either search term or both: <i>eg car or automobile</i>
BUT NOT	%	Documents not containing the term or terms following the % symbol: <i>eg taxation % income</i>
Phrase	" "	Search terms appearing in the same order as in the quotation marks: <i>eg "fiduciary duty", "in consequence of", "break enter and steal"</i>
Numerical Connectors	/n	Search terms within "n" terms of each other (where "n" is a number): <i>eg person /5 jurisdiction</i>
	+n	The first term preceding the second by "n" terms (where "n" is a number): <i>eg capital +3 punishment</i>
Root Expander	!	To search for terms with multiple endings use the '!' character: <i>eg object! will retrieve object, objected, objection, objecting, objectionable</i>
Universal Character	*	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: <i>eg withdr*w will return withdraw and withdrew</i>
Plurals & Turning Off Plurals	#	Westlaw AU automatically retrieves plurals including irregular plurals: <i>eg child will also retrieve children, tooth will also retrieve teeth</i> Turn off plurals and irregular plurals by placing the # symbol in front of the term. <i>eg #damage will retrieve damage but not damages</i> <i>eg #child will retrieve child but not children</i>
Compound Terms		Typing good-will will retrieve good-will, goodwill and good will.

BASIC SEARCH

The basic search is a single search box on the homepage enabling you to search across all or specific content to which you subscribe. Enter your search term(s) into the box, select Free Text, Title or Citation and click Search. Connectors and expanders may be used to structure your search.

Step 1: Enter search term(s) into the box e.g. defamation internet.

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

Step 3: Select a single content type by placing a tick in the corresponding box e.g. **Cases** or multiple content types by placing a tick in the box(s).

Step 4: Click **SEARCH**.

The screenshot shows the Westlaw AU homepage with a search bar containing "defamation internet". Below the search bar are radio buttons for "Free Text" (selected), "Title", and "Citation". Under "Browse By: Content Type", there are checkboxes for "Search All Content Type", "Cases" (checked), "Legislation and Commentary", "Journals", "Encyclopaedia", "Forms and Precedents", "News and Current Awareness", and "Government and Regulatory Materials". A "SEARCH" button is located to the right of the search bar.

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 search), you can restrict a search to one or more of these fields. Doing so is an effective method for refining a search.

To access a fielded search select a content type from the homepage eg Cases, click the ADVANCED SEARCH link to display the cases search template.

Step 1:
Click a
**Content
Type**
from the
homepage
e.g. **Cases**.

Westlaw AU

HOME NEWSROOM MY ALERTS CLIENT ID MY RESEARCH MY SETTINGS HELP FEEDBACK

Welcome back jsmith · Logout

HOME > Content Type > Cases

Type keywords here to search

Free Text Title Citation

SEARCH

ADVANCED SEARCH

☒ Search All Cases

☒ Product Title

☒ Practice Area

☒ Jurisdiction

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Step 2:
Click
**Advanced
Search**
to display
the cases
search
template.

CASES ADVANCED SEARCH TEMPLATE

Step 3:
Enter search
term(s) into
one or more
Fields e.g.
Free Text:
defamation internet,
Case Title:
Gutnick.

Step 4:
Select a title
or products
for searching
by drilling
down the table
of contents.
Place a
tick in the
corresponding
box(s).

Westlaw AU

HOME NEWSROOM MY ALERTS CLIENT ID MY RESEARCH MY SETTINGS HELP FEEDBACK

Welcome back jsmith · Logout

HOME > Content Type > Cases

Free Text: defamation internet

Case Summary/Digest

Case Title/Party Name: Gutnick

Citation

Classification

Catchwords

Judge(s)

Court

Jurisdiction: Choose one

Judgment Date: to Exact Date

SEARCH

BASIC SEARCH

Clear Search

More options

☒ Search All Cases

☒ Product Title

☒ Practice Area

☒ Jurisdiction

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Step 5:
Click
Search
to run the
search.

Click **More
Options**
to display
additional
search
fields.

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.

The screenshot displays the Westlaw AU search results page for the query "Free Text (defamation AND Internet) AND Case Title(Gutnick)". The interface includes a navigation bar, a search bar, and a list of results. Annotations highlight the following steps:

- Step 1:** Click a filter type to display a list of options e.g. Jurisdiction, Judgment Date. (Points to the "Filter By" section on the left.)
- Step 2:** Place a tick in the required box or box(s) e.g. Commonwealth or Victoria. (Points to the "Jurisdiction" filter options.)
- Step 3:** Click Go to filter the results. (Points to the "GO!" button.)
- Refine Search:** A box at the top right shows "Step 1: Enter search terms into the Refine Search box." and "Step 2: Click REFINE SEARCH." (Points to the "REFINE SEARCH" button.)
- Edit Search and New Search links:** Arrows point to the "Edit Search" and "New Search" links below the search bar.

The results list shows three cases related to "Gutnick v Dow Jones & Co Inc":

- Gutnick v Dow Jones & Co Inc (No 4)**: Content Type: Cases; Court: Supreme Court of Victoria; Jurisdiction: Australia (VIC); Judgment Date: 26/4/2004; Documents: [FirstPoint], [Judgment Text]; Citations: [2004] VSC 138, (2004) 9 VR 369, [2004] Aust Torts Reports 81-748, [2004] ALMD 7323, [2004] ALMD 7324; Court File Number: No. 7763 of 2000; Classification: Defamation > Justification > Generally > Whether plea established; Defamation > Privilege > Qualified privilege > Statements made in respect of a duty or interest > Generally.
- Gutnick v Dow Jones and Co Inc (No3)**: Content Type: Cases; Court: Supreme Court of Victoria; Jurisdiction: Australia (VIC); Judgment Date: 16/10/2003; Documents: [FirstPoint], [Judgment Text]; Citations: [2003] VSC 407; Court File Number: 7763 of 2000; Classification: Defamation > Actions for defamation > Particulars > Of statement of defence or plea > Other cases.
- Gutnick v Dow Jones & Company Inc**: Content Type: Cases; Court: Supreme Court of Victoria; Jurisdiction: Australia (VIC); Judgment Date: 21/3/2003; Documents: [FirstPoint], [Judgment Text]; Citations: [2003] VSC 79; Court File Number: 7763 of 2000; Classification: Defamation > Actions for defamation > Pleading > Victoria > Statement of defence.

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.

There are 4 filters available across all content types. These include Content Type, Practice Area, Product Name and Jurisdiction. Content specific filters are available when searching across a single content type or product.

5. NAVIGATING THE RESULTS

After you have conducted a search in Westlaw AU the search results contain the following information and features. In the example below the results display a cases Advanced Search for Free Text: defamation internet, Case Title: Gutnick.

Select to display **Most**, **Some** or **Least** information in your results.

Current search is displayed at the top of the page.

Total number of search result documents is displayed here. Click the arrows to navigate the results.

Consolidated result list displays all Documents in the set.

Hit terms in context list displays all documents which contain the search term(s).

Tools include Alerts, RSS, Folders, Download, Print and Email.

To change the sort order select one of the **Sort By** options from the drop-down list.

Search terms appear highlighted in yellow. Click to go to the term in the document.

The screenshot displays the Westlaw AU search results page. At the top, the navigation bar includes links for HOME, NEWSROOM, MY ALERTS, CLIENT ID, MY RESEARCH, MY SETTINGS, HELP, and FEEDBACK. The search bar contains the text 'Type keywords here to refine search' and a 'REFINE SEARCH' button. Below the search bar, the results are displayed for the search 'Free Text (defamation AND internet) AND Case Title(Gutnick)'. The results are sorted by 'Date (most recent first)' and show a total of 13 results (1 - 13 of 13). The results are organized into a list of cases, each with a title, content type, court, jurisdiction, judgment date, documents, citations, court file number, and classification. The first case is 'Gutnick v Dow Jones & Co Inc (No 4)', followed by 'Gutnick v Dow Jones and Co Inc (No3)', 'Gutnick v Dow Jones & Company Inc', and 'Dow Jones and Company Inc v Gutnick'. Each case entry includes a 'Hit terms in context' section, which lists the search terms found in the document. The search terms are highlighted in yellow in the original image. The 'Hit terms in context' section also includes a 'Details' dropdown menu and a 'Sort By' dropdown menu. The 'Details' dropdown menu is set to 'Most' and the 'Sort By' dropdown menu is set to 'Date (most recent first)'. The 'Hit terms in context' section also includes a 'Details' dropdown menu and a 'Sort By' dropdown menu. The 'Hit terms in context' section also includes a 'Details' dropdown menu and a 'Sort By' dropdown menu.

6. DOCUMENT DISPLAY

With Westlaw AU our consolidated document display presents the different product instances where the document has been published by Thomson Reuters via tabs. This method of display provides the ability to quickly move between instances by selecting the applicable tab.

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

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

Click the **citation, Word.doc or PDF** icon to display the case.

Tools include Link Builder, Folders, Download, Print and Email.

Status symbols alert you to the litigation history of the case e.g. yellow flag.

7. PRINTING, DOWNLOADING & SAVING

With Westlaw AU you can choose to download, save, print, or e-mail the search results, a document or multiple documents.



Click to **Save** a search or document to a folder.



Click to **Download** the search results or document.



Click to **Print** the search results or document.



Click to **E-mail** the search results or document.

Select your chosen option by clicking the relevant tool located in the top right-hand corner of the screen.

8. ALERTS, RSS & LINK BUILDER

The following icons and features are also available on Westlaw AU.



Click to create a **Link** to a document or section of the TOC.



Click to create an **Alert** on a search.



Click to create a **RSS feed**.

9. HELP AND SUPPORT

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