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.

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.

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(es).

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.
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.

<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: eg trade &amp; mark &amp; registration</td>
</tr>
<tr>
<td></td>
<td>(or a space)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>or</td>
<td>Either search term or both: eg car or automobile</td>
</tr>
<tr>
<td>BUT NOT</td>
<td>%</td>
<td>Documents not containing the term or terms following the % symbol: eg taxation % income</td>
</tr>
<tr>
<td>Phrase</td>
<td>“ ”</td>
<td>Search terms appearing in the same order as in the quotation marks: 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): 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): eg capital +3 punishment</td>
</tr>
<tr>
<td>Root Expander</td>
<td>!</td>
<td>To search for terms with multiple endings use the ‘!’ character: eg object! will retrieve object, objected, objection, objectioning, 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: eg withdr*w will return withdraw and withdrew</td>
</tr>
<tr>
<td>Plurals &amp;</td>
<td>#</td>
<td>Westlaw AU automatically retrieves plurals including irregular plurals: eg child will also retrieve children, tooth will also retrieve teeth</td>
</tr>
<tr>
<td>Turning Off Plurals</td>
<td></td>
<td>Turn off plurals and irregular plurals by placing the # symbol in front of the term. eg #damage will retrieve damage but not damages 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**

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.
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 e.g. Cases, click the ADVANCED SEARCH link to display the cases search template.

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

Case Title: Gutnick.

Step 2: Click Advanced Search to display the cases 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).

Step 5: Click Search to run the search.

Click More Options to display additional search fields.

Cases Advanced Search Template

Westlaw AU Searching
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.

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.

Current search is displayed at the top of the page.

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

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).

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

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

**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-Friday 8.00am-6.00pm (AEST)