

## Westlaw NZ

### Using Terms and Connectors- Course Outline

#### Session Objectives

- This session will guide the researcher to use appropriate Terms and Connectors (Boolean Operators) to deliver relevant results when performing a search in Westlaw New Zealand.

#### Learning Outcomes

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

- Identify operators and define their use in a search string.
- Construct a search string using keywords and terms and connectors
- Conduct a refined search using terms and connectors
- Become familiar with where the pop of window listing the search terms and connectors is in Westlaw New Zealand
- Apply post search filters to a search
- Change the display of results
- Print, save, email and download documents
- Create a search Alert
- Save a search or document to a folder

#### Session Duration

Approximately 50-60 minutes.

#### Session Delivery Methods

Internet (Webex/Telephone) - This training method is ideal for individuals or groups who are based remotely or where face to face training is not possible.

**Note:** The Webex session allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw NZ. At no time does the trainer access your computer.

#### Training Specialist – Elizabeth Odom

A Thomson Reuters Training Specialist will conduct the session.