

new Westlaw (New Zealand)

Getting Started with Westlaw

Course Description

This 30-minute course is designed to quickly get you up and running using the key features in new Westlaw (New Zealand). Learn how to locate what content is available in your subscription, confidently navigate the homepage, find a commentary publication, a case, legislation, as well as conduct a search on a point of law.

Learning Outcomes

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

- Logging in OnePass and Client ID
- Navigate Westlaw Homepage
 - What's new feature
 - History, Folders, Favourites and Notifications
 - Find subscription list – User Profile
 - Browsing the homepage
- Searching and Browsing
 - Find and browse the contents of a commentary publication
 - Explain the legislation collection
 - Find a case by party name and establish if a case is good law
 - Locate a case on a point of law using the Key Number System
 - Ask a legal question and view the Law Summaries
 - Conduct a topic-based search using basic terms and connectors
- Document Delivery
 - Learn to print, download, or save a document to folders
 - Create Alert 24 email notifications.

Session Duration

Approximately 30 minutes. Trainer will be online and available to assist with queries.

Session Delivery Methods

Online via Microsoft Teams. The Microsoft Teams meeting allows the participant to view the trainer's computer screen as they demonstrate research strategies on Westlaw. At no time does the trainer access your computer.

Learning Materials

Support materials including how to videos, research tips, user guides and webinar dates are on the Training and Support portal. <https://support.thomsonreuters.co.nz/>

Training Specialist

Elizabeth Odom has over 14 years' experience in designing and delivering adult education training in the telecommunications and legal industries. Elizabeth's key focus is creating legal training and support programs specific to client's needs. elizabeth.odom@thomsonreuters.com

