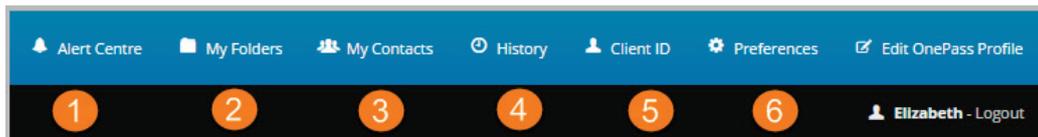


Westlaw NZ

Navigating Westlaw NZ Homepage (Desktop)

Return to Home Page

Select the  Home Icon or “Westlaw NZ”  logo found in the top left of your screen to return to your home page.



Functional Tool Bar

Please note that the below features are available when logging in using a OnePass (Username and Login) only.

1. Alert Centre

Alert Centre enables you to create searches that can run automatically on a regular basis, and provide you with an emailed result. You need a username and password to use this feature. To use it, we suggest you run a search and refine it as necessary. Once you are satisfied that it is the search you want, click on the bell symbol **** near the top right of the screen to create your Alert. You can click on Alert Centre us the menu bar any time to manage your Alerts.

2. My Folders

My Folders enables you to use folders to save and print documents, for example documents that you might want to access frequently. You need a username and password to use this feature.

3. My Contacts

A list of all one pass users in your firm or organisation. Share folders with users and share alerts with your contacts.

4. History

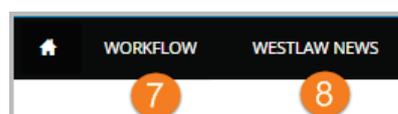
View your session history, with a record of search strings completed and documents viewed for up to 15 days.

5. Client ID

Record your search time using a Client ID.

6. Preferences

Preferences is the place where you can customise your Westlaw NZ settings to better meet your needs. Please be aware that this function may be unavailable to you if you are logging in without a password.



Please note that the below features are a subscription based content.

7. Workflow

Workflow is designed to provide lawyers with step by step information in the form of easy to follow modules about practice, procedure and the various tasks that lawyers need to complete.

8. Westlaw News

Search or browse available News Publications

Search the Homepage (Basic Search)

Enter the name of the database, act, regulation enter the name into the search bar on the homepage. It is also useful to quickly find case titles or case citations.

1. Database. Select the name of the database you would like to open by selecting from the drip down menu



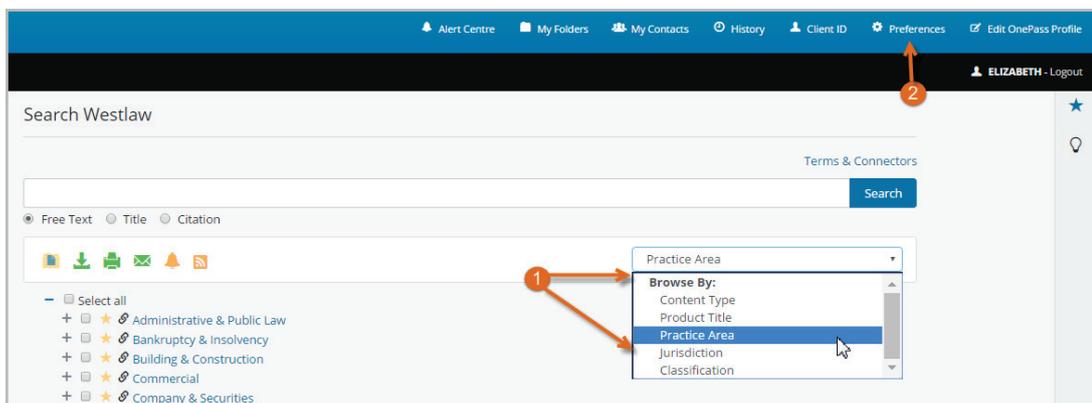
2. Citations across one or more databases. Select the Citation radio button



3. Free Text Search. The basic search bar is suitable for words and phrases, e.g. a conceptual search. By default, all words in all the databases in your subscription will be searched.
4. You can narrow your search by only selecting certain tiles in your subscription list, or by using search connectors. A list of connectors is available near the top right of the screen, under the [Terms & Connectors](#) link.

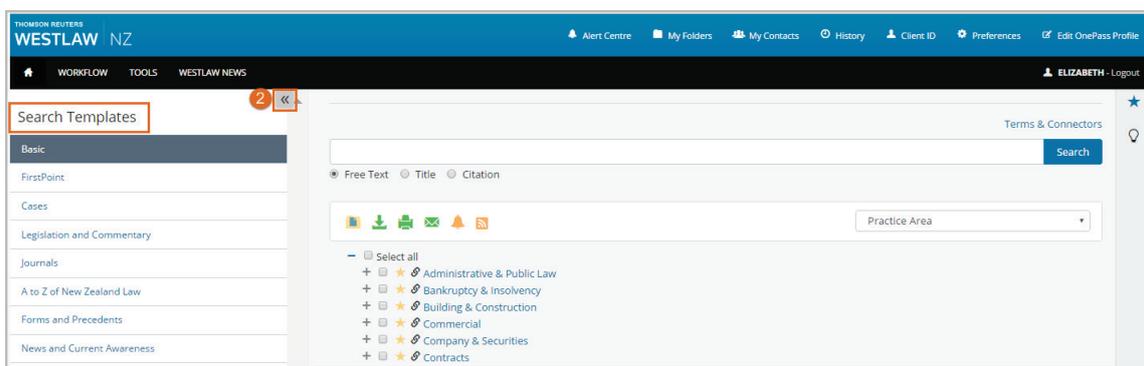
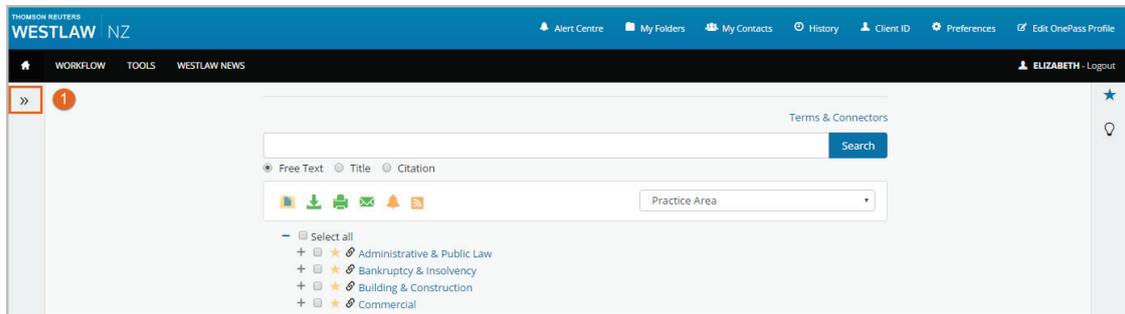
Changing the database display

1. The Browse By option on the right-hand side of the homepage changes the display of your subscribed databases. Choose from Content type, Practice Area, Product Title and Jurisdiction.
2. To change this setting permanently, go to Preferences. Scroll to "Browse By" and select your preferred view, for example "Practice Area". Remember to save by "updating preferences"
3. Browse to Content by Expand each database using the + sign. Click the blue header of a title to open the document



Advanced Search Templates

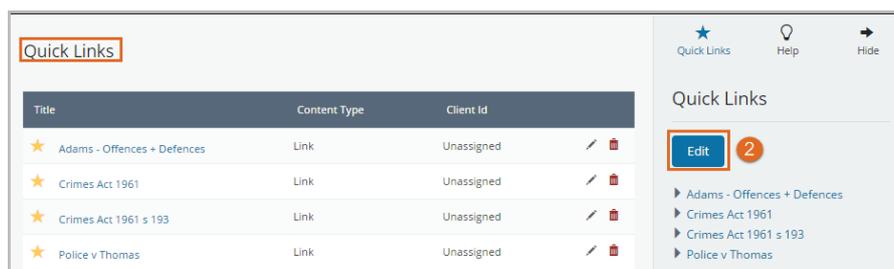
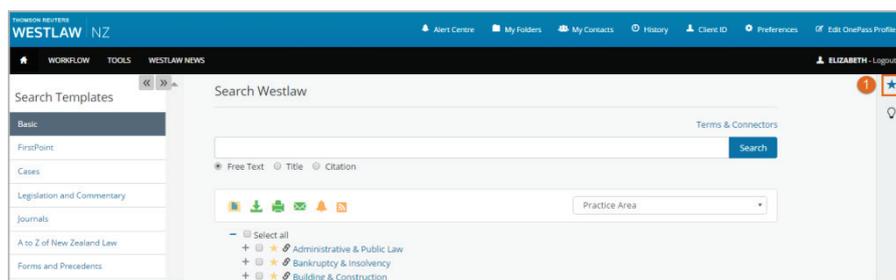
A list of all Advanced Search Templates that are available to you is located in the left-hand pane of the homepage. These Search Templates provide quick access to advanced searching options on a particular content type. The search fields available to you differ, depending on what information you are deciding to search across. To learn more about Advanced Searching please access our training materials on this topic.



Quick Links

The Quick Links functionality provides Users with the ability to personalise the homepage and create links to regularly accessed content. This includes search forms, products, a chapter, legislation, precedent, case, journals and more.

Once a quick link is created a link is displayed on the right hand side of the homepage. Simply click blue star icon  to display a list of deep links.



Contextual Help

The screenshot shows the 'Search Cases' interface. On the right side, there are three contextual help boxes:

- Quick Links:** A 'Help' icon is highlighted with a red box.
- Tips for Searching:** A red box highlights the 'Terms & Connectors' button and the 'Find Case Law - Video' button.
- Training & Support:** A red box highlights the 'Training & Support Resources' button.
- Ask a Trainer:** A red box highlights the 'Ask a Trainer' button.

Delivery Tools

1.  Save Content to Folders. Content saved to folders are located in "My Folders", located on Westlaw NZ Homepage.
2.  Download Content to Word or PDF, select the content you would like to include or remove. For example, include or exclude highlighted search terms.
3.  Print the current document(s) selected.
4.  Email content to yourself or others that subscribe to content in Westlaw NZ. Choose to attach documents as PDF, Word, HTML or links to content.
5.  Create an Individual Alert. Individual Alerts can be to Alert24 or create a search Alert to a case or search string
6.  Create an Organisational Alert. This content is available to users with Alert Administration access.
7.  Create and RSS Feed.