

# Westlaw AU

## The Essentials Course Outline

### Session Objectives

The purpose of this session is to:

- Introduce the essential elements of Westlaw AU
- Enable a researcher to develop the skills required to search, retrieve and download relevant documents.
- Outline support and help facilities.

### Learning Outcomes

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

- Login to Westlaw AU and navigate the home page
- Customise your settings
- Browse the table of contents to locate documents
- Conduct a keyword or subject search from the home page
- Locate and display an advance search template
- Conduct a refine search
- Apply post search filters to refine a search
- Change the display of results
- Print, save, email and download documents
- Create an Alert
- Save a search or document to a folder
- Display research history
- Locate Help and Support Pages

### 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 AU. At no time does the trainer access your computer.

### Learning Materials

- Westlaw AU Quick Guide

### Training Specialist – Rachael Albert

A Thomson Reuters Training Specialist will conduct the session. All Training Specialists hold a Certificate IV in Training and Assessment or higher qualification.