

Westlaw New Zealand

NewsRoom

NewsRoom is an extensive aggregated source of Global News of over 7200 resources, paired with our very own trusted Reuters News providing our customers with the ability to keep up to date with the issues affecting their businesses, marketers, and clients to support business development and for general research.

Learn how to create an alert to receive a list of all the articles from a newspaper using a Publication Alert. Conduct a search across several publications and create an WestClip alert to receive future updates and new content based on the search.

Navigating NewsRoom

1. Click on **NewsRoom** in the Specialty Areas in Westlaw New Zealand.
2. On the left: **News from Reuters** as well as **Most Popular News & Analysis**
3. On the right: **Browse NewsRoom**. There is an option to use the search box at the top of the page to search all content included in Newsroom or restrict your search to specific content by using the checkboxes provided.
4. To narrow your search to **Australia & New Zealand News** click the title on the **Browse NewsRoom** section.

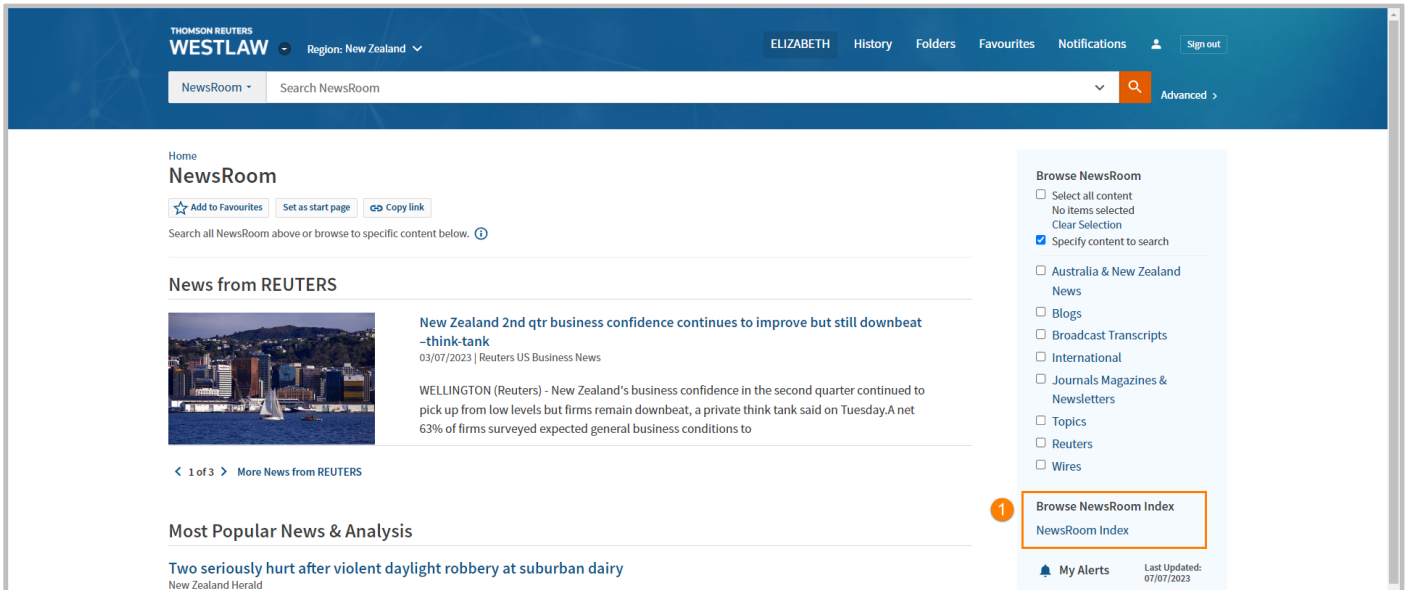
The screenshot shows the Westlaw NewsRoom interface. At the top, there is a navigation bar with the Westlaw logo, user name 'ELIZABETH', and various menu items like History, Folders, Favourites, Notifications, and Sign out. Below the navigation bar is a search bar with the text 'NewsRoom' and a search icon. The main content area is divided into several sections:

- 1** Points to the 'NewsRoom' header.
- 2** Points to the 'News from REUTERS' section, which includes a featured article titled 'New Zealand 2nd qtr business confidence continues to improve but still downbeat -think-tank' and a 'Most Popular News & Analysis' section with articles like 'Two seriously hurt after violent daylight robbery at suburban dairy' and '\$850k Rolls-Royce Ghost spirited away'.
- 3** Points to the 'Browse NewsRoom' sidebar menu, which includes options like 'Select all content', 'No items selected', 'Clear Selection', and 'Specify content to search'.
- 4** Points to the 'Australia & New Zealand News' option in the sidebar menu.

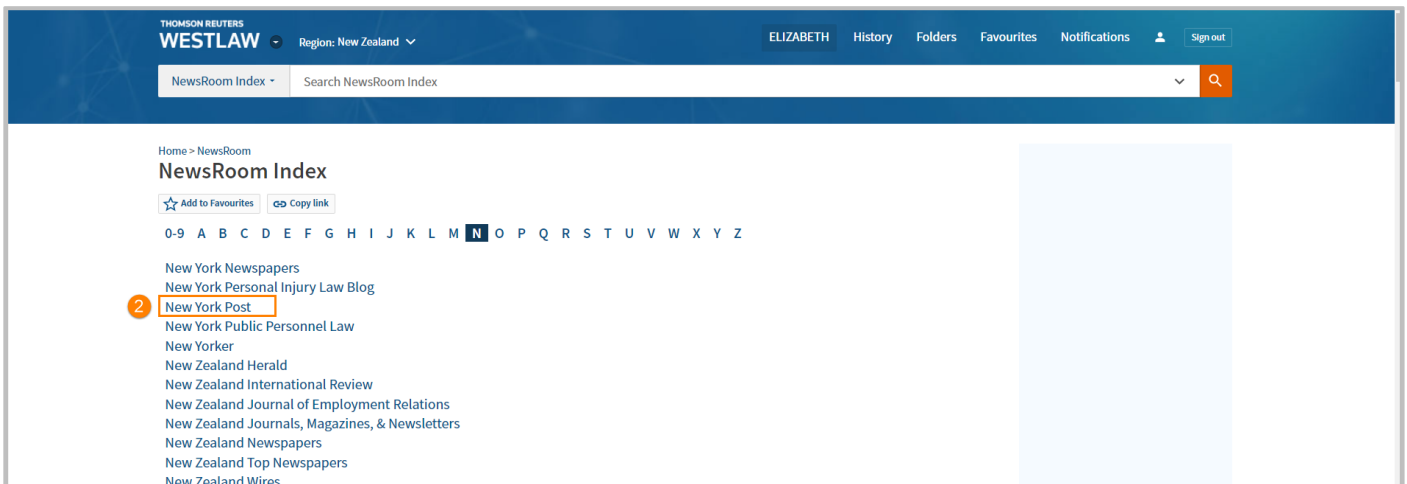
5. Search all **Australia & New Zealand News** in the Global Search Bar or refine your search by selecting specific content below.
6. Click on the title of a publication you would like to view the top ten most recent documents in this newspaper. E.g., **Sydney Morning Herald**.

Browse by NewsRoom Index

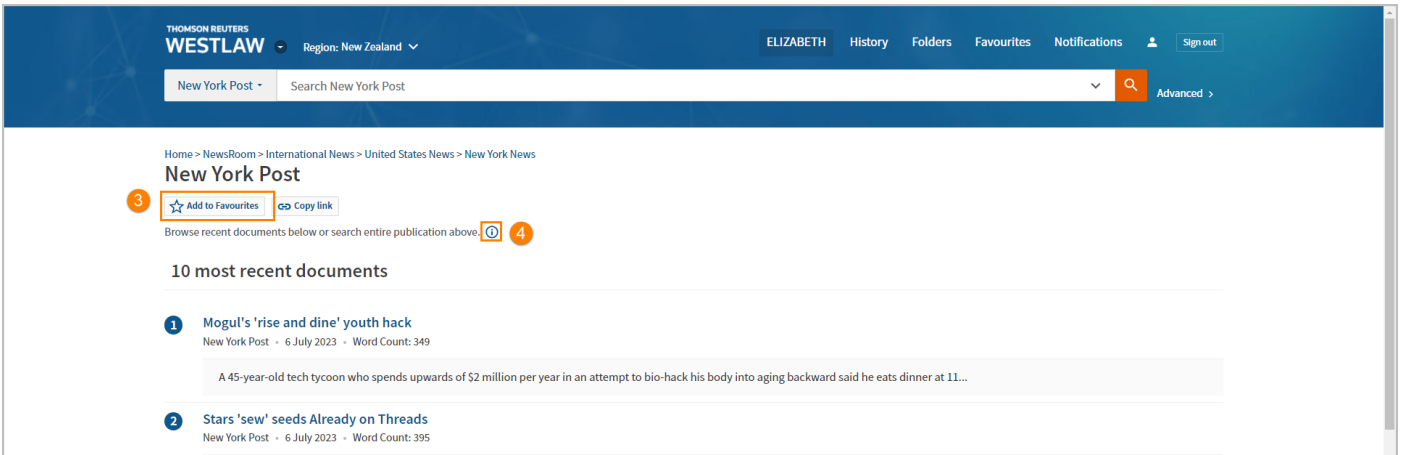
1. Select the NewsRoom Index link located on the right side of the News page.



2. Browse the alphabetised list to find the publication you are looking for e.g., New York Post.

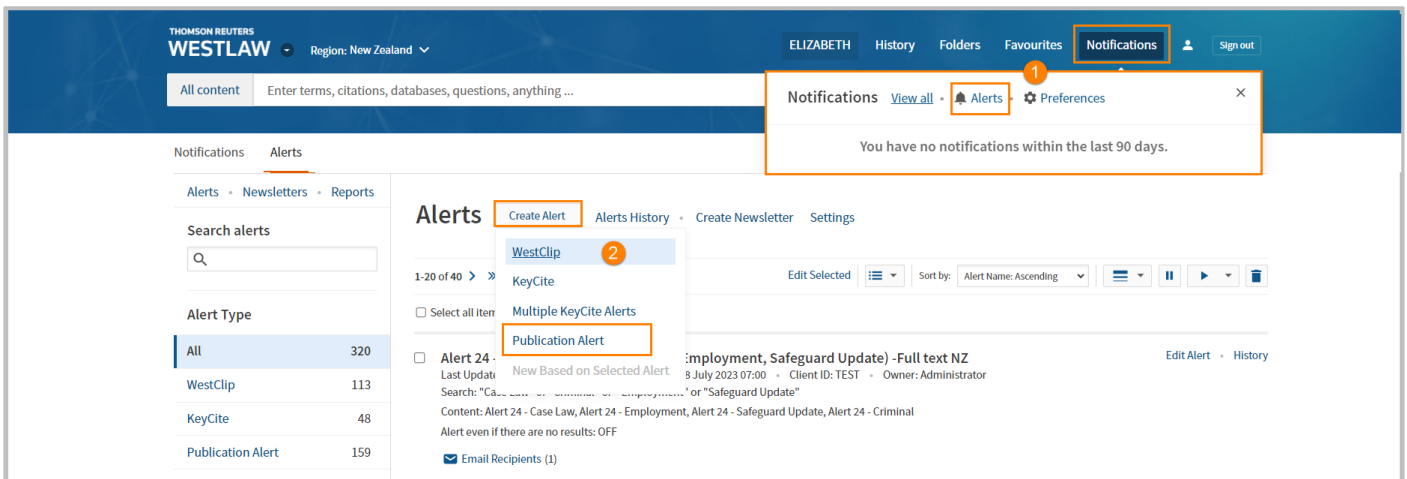


3. The top ten most recent documents in this newspaper are displayed. If you want to read this newspaper every day, click on the **Add to Favourites** icon to add this page to your favourites,
4. The **information** icon displays the scope of coverage. For example, **New York Post** is a newspaper covering news and events in New York City, New York as a daily publication from 1997 to the present day. Content is published as an article, column, letter, or other section of text. Graphic material is not included.

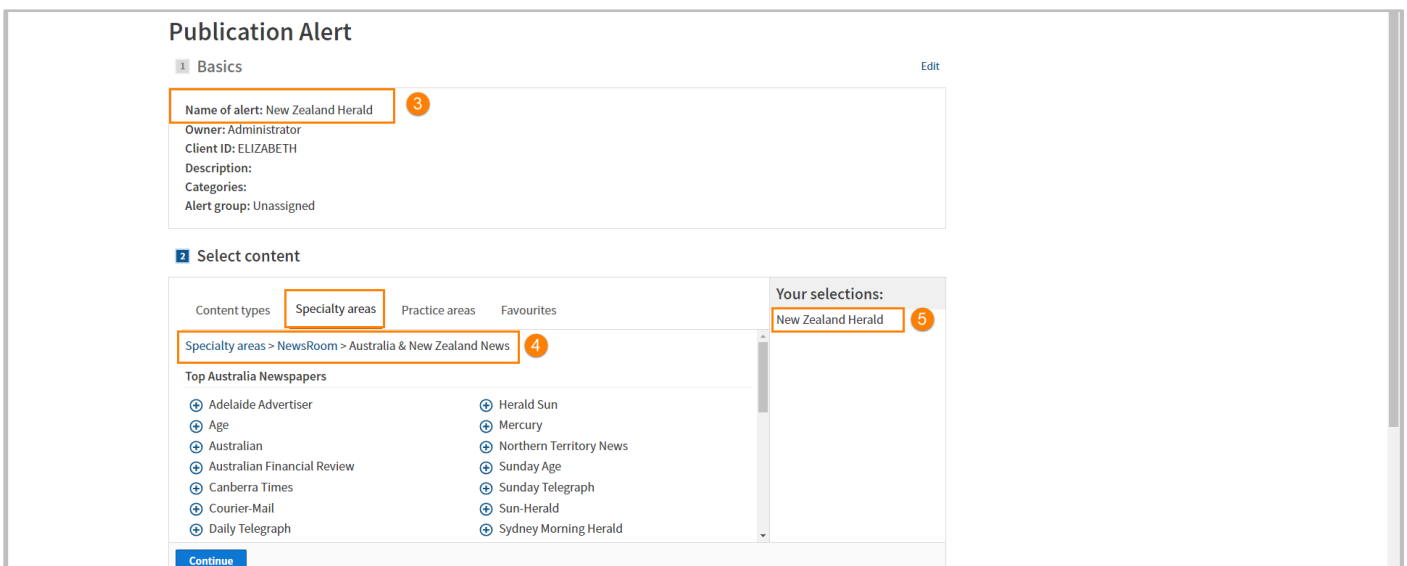


Create a Publication Alert to be notified of new articles.

1. Select Notifications from the top menu and click Alerts.
2. Click Create Alert. Select Publication Alert from the drop-down list.



3. Name your alert and click Continue.
4. Click on Specialty areas > NewsRoom > Australia & New Zealand News
5. Click the +plus next to the required newspaper. E.g., New Zealand Herald. Click Continue.



6. Customize delivery: Enter the email address you would like the alert to be emailed to. You can tick the checkbox to include full text of new documents, and change the format, i.e., Word, RTF, PDF, or HTML, and then click Continue.
7. Schedule alert: Select the frequency of the alert and the time to be emailed. It is recommended to change the time zone to your own region. Click Save alert.

The screenshot shows two forms side-by-side. The top form, titled '3 Customize delivery', has an 'Email settings' section with 'Recipients: elizabeth.odom@tr.com', 'Format: InlineHtml', and 'Number of items: 500 results'. A circled '6' is next to the 'Number of items' field. The bottom form, titled '4 Schedule alert', has a 'Frequency' dropdown set to 'Weekdays (M-F)', an 'Alert at this time' section with '(GMT+12:00) Auckland, Wellington' and '9:00 AM' selected, and an 'End date' field. A 'Save alert' button with a circled '7' is at the bottom. A footer contains navigation links and the Thomson Reuters logo.

Note: A message will display stating the alert has been saved. In the Alerts page, you can edit the alert or tick the checkbox and delete the alert.

Search NewsRoom and create a WestClip alert to receive updates on a search query.

1. Specify the content to search using the tick boxes on the right-hand side of the screen. E.g., **Australian and New Zealand News**.
2. There are several ways to conduct your search. The first option is to enter your term into the global search bar. E.g., "reserve bank" /p "interest rate" & forecast. Reserve bank is entered as a phrase, to appear within the same paragraph (/p) of interest rate and forecast.
3. The second option is to use the **Advanced Search Template** to build a complex search. Click on Advanced to open the search template.

The screenshot shows the Westlaw NewsRoom search interface. At the top, the 'NewsRoom' dropdown is selected, and the search bar contains the query 'adv: "reserve bank" /p "interest rate" & forecast'. A circled '2' is next to the search bar. To the right of the search bar is an 'Advanced >' button with a circled '3'. Below the search bar, the 'Browse NewsRoom' section is visible, with a circled '1' next to the 'Specify content to search' checkbox. Under this checkbox, 'Australia & New Zealand News' is selected with a blue checkmark. Other options include 'Blogs', 'Broadcast Transcripts', and 'International'. The main content area shows 'News from REUTERS' with a featured article titled 'New Zealand 2nd qtr business confidence continues to improve but still downbeat -think-tank'.

- This example uses the Find documents that have fields to construct a search. E.g., (increase hold held pause lift higher) & ("interest rate" /p forecast) & ("reserve bank")
 This search will look for the Reserve bank is entered as a phrase, interest rate is to appear within the same paragraph (/p) of forecast and any of the following terms must be mentioned; increase, hold, held, pause lift or higher).

&	AND
/s	In same sentence
or	OR
+s	Preceding within sentence
/p	In same paragraph
""	Phrase
+p	Preceding within paragraph
%	But not
/n	Within n terms of
!	Root expander
+n	Preceding within n terms of
*	Universal character
#	Prefix to turn off plurals and equivalents

- By default, the results are sorted by date with the most recent at the top, you can choose to sort by relevance which is calculated by the number of search terms in the document. Search terms will be highlighted in yellow.
- WestClip Search Alert can be created from a search, allowing you to receive future updates and added content based on the previously conducted search.
- Click Alert Bell icon and select to create WestClip Alert.

The screenshot shows the Westlaw NewsRoom interface. At the top, the search bar contains the query: `adv: (increase hold held pause lift higher) & ("interest rate" /p forecast) & ("reserve bank")`. The left sidebar contains filter options like 'Select multiple', 'Filter category', and 'Search within results'. The main area displays search results, with the first result titled 'Local aspect' highlighted by a red box. A 'Create WestClip Alert' button is also highlighted by a red box.

7. Enter a name for the Alert and click Continue. This name will appear in the subject field of your email.
8. Enter Search Terms: As you continue through the Alert template you will notice the content selected, and the search conducted are already populated in Parts 2 and 3 of the Alert Template. These can be edited if required.

The screenshot shows the 'WestClip alert' configuration screen. Step 1: Basics. The 'Name of alert' field is populated with 'ANZ- Interest Rate Forecast - Reserve Bank'. The 'Select content' section shows 'NewsRoom' selected under 'Your selections'.

The screenshot shows the 'WestClip alert' configuration screen. Step 3: Enter search terms. The search terms field is populated with '(increase hold held pause lift higher) & ("interest rate" /p forecast) & ("reserve bank")'.

9. Use Smart Terms to narrow your news searches, organized by industry, subject, location, and company.

Tip: SmartTerms is a proprietary topic taxonomy made up of three areas: Industry, Subject and Geography. SmartTerms represent general concepts and do not require specific terms be present in the article text for a particular topic to be applied. Company tags are applied by a separate, but related operation, and identify company names appearing in an article. Click **Continue**.

At the bottom of the search template, the Expose and identify duplicate documents tick box allows you to remove articles that are syndicated and reprinted from one newspaper to another. This often happens with NewsCorp articles.

10. Customize delivery: Add the recipients' email addresses and required preferences for format, delivery, and detail level, then click Continue.
11. Schedule alert: Select the frequency and time(s) of the alert, then click Save alert to schedule the alert.

Search Tips:

Using Field Restrictions: News articles on Westlaw are composed of sections called fields. For example, in news content, the headline and author are each contained in a separate field. Use fields to search for terms in specific parts of an article.

Tip: Use a date restriction in your query to retrieve articles issued on a specific date or during a specific range of dates, e.g., da(aft mm/dd/yyyy & bef mm/dd/yyyy).

Looking for more information?

To sign into **Westlaw New Zealand**, visit <https://nzlaw.thomsonreuters.com>.

For assistance using Westlaw New Zealand, email NZtrainers@thomsonreuters.com

For additional training materials, visit <https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand>.