



Westlaw New Zealand

Books on Westlaw New Zealand

Course Description

This course explains how to locate books in Westlaw New Zealand, browse a book title and search for key terms within books. It also provides guidance on managing information found in books and how to locate more details regarding author information, publication date, currency and citation information.

In this session we will cover the following:

- How to locate books in Westlaw.
- Browse and search the table of contents of a book/s.
- Searching book titles for a term or phrase.
- How to refine and filter search results.
- Find content in Books that cite a section of legislation.
- How to create annotations, view a book in reading mode, print, download or email.
- Locate the publication date, last review date and author information.

Session Duration

Approximately 30 minutes (0.5 CLE/CPD).

Session Delivery Method

Online via Microsoft Teams. **Note:** The Webinar session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials

Online help and support materials available <https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand>

Training Specialist

The session will be facilitated by one of our ANZ Training Specialists.