



# Westlaw New Zealand

## Improving your Efficiency in Westlaw

### Course Description

This course is designed for users that have a basic understanding of Westlaw but feel like they could be using it more efficiently. Learn how to quickly get to legislation, cases and commentary without having to drill down into different groups of content, and how to use advanced search options when required. The instructor will also provide various tips on managing search results in Westlaw.

### This session will cover the following:

- Know what you are looking for? Use the typeahead to quickly navigate to a case, section of legislation or commentary publication.
- Unsure of what you subscribe to? Find a list of subscriptions in the profile page, filter secondary sources to show 'in plan' only.
- Want to quickly find relevant related information? Understand the power of the cited documents tab to find relevant resources that cite the case or legislation you are viewing.
- Looking for a broad concept or getting started with your research? Use Natural Language searching to explore results.
- Looking for specific terms and/or phrases? Structure your search using terms and connectors or use Advanced Search Templates.
- Dealing with a large number of results? Use a variety of filters and search techniques to help pinpoint key information.

### Session Duration

30 minutes (0.5 CPD credit).

### 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 are available [here](#).

### Training Specialist

Each session will be the same and will be facilitated by one of our NZ Training Specialists.