



Westlaw AU

Quick Guide

1. LOGGING ON TO WESTLAW AU

1. Go to www.westlaw.com.au
2. Enter a Username and Password and click LOG IN or IP users, click IP Users click here to log in.

The left screenshot shows the main login page with the following elements:

- Header: WELCOME TO WESTLAW
- Username field: Username* jsmith
- Password field: Password*
- Client ID field: Client ID (optional) jsmith
- Remember my details checkbox: Remember my details
- IP Users link: IP Users, click here to log in.
- LOG IN button
- SUPPORT link: SUPPORT
- Forgotten your password? link
- Call 1800 020 548 or click here for Help.
- Use OnePass Password link

The right screenshot shows the 'OnePass Sign In' page with the following elements:

- Header: OnePass Sign In Use Westlaw AU Password
- Username field: Username jsmith
- Password field: Password
- Forgot my username or password link
- Save my Username checkbox: Save my Username
- Save my Username and Password checkbox: Save my Username and Password
- Sign In button
- Create a new OnePass profile link
- Update an existing OnePass profile link
- Learn more about OnePass link

An arrow points from the 'Use OnePass Password' link in the first screenshot to the 'OnePass Sign In' page.

Note: The Client ID box is optional. Enter a name or number to reference your research. Click the "Remember my details" box to remember your password.

2. WESTLAW AU HOMEPAGE

The Westlaw AU homepage features the following elements.

The screenshot shows the Westlaw AU homepage with the following annotated elements:

- Westlaw AU or Home:** Click Westlaw AU or Home to return to the homepage.
- NEWSROOM:** Click Newsroom to access the newsroom publications.
- MY ALERTS:** Click My Alerts to display a list of all your Alerts.
- CLIENT ID:** Click Client ID to change or enter a new id.
- MY RESEARCH:** Click My Research to access session history and folders.
- MY SETTINGS:** Click My Settings to personalize your research.
- FEEDBACK:** Click Feedback to assign a rating.
- SEARCH:** Click Search to run the search.
- Logout:** Click Logout to end your session.
- Basic Search:** Enter search terms into the Basic Search box, operators may be used.
- Search Scope:** Select Title or Citation to narrow the scope of your search.
- Browse By:** Select to Browse By Content Type, Practice Area, Product Title or Jurisdiction from the drop-down menu.
- Content Type Selection:** To select a single content type click the corresponding box e.g. Cases.
- Multiple Titles:** To select multiple titles for searching place a tick in the corresponding box(s).
- Drill-down:** To drill-down further into a Content Type for browsing and/or searching, click the title to display a list of products titles and subtitles.

3. SEARCHING

With Westlaw AU you can choose to conduct a Basic homepage search or an Advanced fielded search. Search term connectors and expanders may be used to specify the relationship between terms, see table below.

CONNECTOR	SYMBOL	RETRIEVES
AND	& (or a space)	Search terms in the same document: <i>eg trade & mark & registration</i>
OR	or	Either search term or both: <i>eg car or automobile</i>
BUT NOT	%	Documents not containing the term or terms following the % symbol: <i>eg taxation % income</i>
Phrase	“ ”	Search terms appearing in the same order as in the quotation marks: <i>eg “fiduciary duty”, “in consequence of”, “break enter and steal”</i>
Numerical Connectors	/n	Search terms within “n” terms of each other (where “n” is a number): <i>eg person /5 jurisdiction</i>
	+n	The first term preceding the second by “n” terms (where “n” is a number): <i>eg capital +3 punishment</i>
Root Expander	!	To search for terms with multiple endings use the ‘!’ character: <i>eg object! will retrieve object, objected, objection, objecting, objectionable</i>
Universal Character	*	To search for words with variable characters, use the * character. When you place the universal character within a term, it requires that a character appear in that position: <i>eg withdr*w will return withdraw and withdrew</i>
Plurals & Turning Off Plurals	#	Westlaw AU automatically retrieves plurals including irregular plurals: <i>eg child will also retrieve children, tooth will also retrieve teeth</i>
		Turn off plurals and irregular plurals by placing the # symbol in front of the term. <i>eg #damage will retrieve damage but not damages eg #child will retrieve child but not children</i>
Compound Terms		Typing good-will will retrieve good-will, goodwill and good will.

BASIC SEARCH

The basic search is a single search box on the homepage enabling you to search across all or specific content to which you subscribe. Enter your search term(s) into the box, select Free Text, Title or Citation and click Search. Connectors and expanders may be used to structure your search.

Step 1: Enter search term(s) into the box
e.g. defamation internet.

Step 2: Select **Free Text**, Title or Citation to narrow the scope of your search.

Step 3: Select a single content type by placing a tick in the corresponding box e.g. **Cases** or multiple content types by placing a tick in the box(s).

Step 4: Click SEARCH.

ADVANCED SEARCH

All documents in Westlaw AU are composed of several parts called fields. In a cases document for example, case title/party name, citation, classification, catchwords, judges, court, jurisdiction, and judgment date are each considered a separate field. Rather than search the entire document (e.g. free text search), you can restrict a search to one or more of these fields. Doing so is an effective method for refining a search.

To access a fielded search select a content type from the homepage eg Cases, click the ADVANCED SEARCH link to display the cases search template.

Step 1: Click a **Content Type** from the homepage e.g. **Cases**.

Step 2: Click **Advanced Search** to display the cases search template.

The screenshot shows the Westlaw AU homepage with a navigation bar and a search box. The search box has a dropdown menu for 'Content Type' and a 'SEARCH' button. Below the search box, there are checkboxes for 'Search All Cases', 'Product Title', 'Practice Area', and 'Jurisdiction'. The footer contains contact information and the Thomson Reuters logo.

CASES ADVANCED SEARCH TEMPLATE

Step 3: Enter search term(s) into one or more **Fields** e.g. Free Text: defamation internet, Case Title: Gutnick.

Step 4: Select a title or products for searching by drilling down the table of contents. Place a tick in the corresponding box(s).

Step 5: Click **Search** to run the search.

Click **More Options** to display additional search fields.

The screenshot shows the 'Cases' advanced search template with various search fields: Free Text (defamation internet), Case Summary/Digest, Case Title/Party Name (Gutnick), Citation, Classification, Catchwords, Judge(s), Court, Jurisdiction (Choose one), and Judgment Date. There is a 'SEARCH' button and a 'More options' link. Below the search fields, there are checkboxes for 'Search All Cases', 'Product Title', 'Practice Area', and 'Jurisdiction'. The footer contains contact information and the Thomson Reuters logo.

4. REFINING A SEARCH

When a search retrieves too many documents you can choose to refine the results by **Editing** the current search, conducting a Refine Search or by selecting one or more of the **Filter By** options.

REFINE SEARCH

The refine search will search the current set of results. To conduct a Refine Search, enter your additional search term(s) into the box and click the Refine Search button. Connectors and expanders may be used to structure your search.

The screenshot shows the Westlaw AU interface with search results for 'Gutnick v Dow Jones & Co Inc'. Annotations include:

- Refine Search:** A box at the top right with 'Step 1: Enter search terms into the Refine Search box.' and 'Step 2: Click REFINE SEARCH.' pointing to the search bar and button.
- Edit Search and New Search links:** Arrows pointing to the 'Edit Search' and 'New Search' links below the search bar.
- Filtering Results:** A sidebar on the left with three steps:
 - Step 1:** Click a filter type to display a list of options e.g. Jurisdiction, Judgment Date. (Points to 'Jurisdiction' in the 'FILTER BY' section).
 - Step 2:** Place a tick in the required box or box(s) e.g. Commonwealth or Victoria. (Points to the 'Australia (13)' and 'Victoria (8)' checkboxes).
 - Step 3:** Click Go to filter the results. (Points to the 'GO!' button).

The search results list shows three entries for 'Gutnick v Dow Jones & Co Inc' with details such as Content Type, Court, Jurisdiction, Judgment Date, Documents, Citations, Court File Number, Classification, and Hit terms in context.

FILTERING RESULTS

Westlaw AU features advanced filtering capability from the results list. This provides the opportunity to refine the results by selecting single, multiple or a combination of filters to target key areas relevant to your research.

There are 4 filters available across all content types. These include Content Type, Practice Area, Product Name and Jurisdiction. Content specific filters are available when searching across a single content type or product.

5. NAVIGATING THE RESULTS

After you have conducted a search in Westlaw AU the search results contain the following information and features. In the example below the results display a cases Advanced Search for Free Text: defamation internet, Case Title: Gutnick.

Select to display **Most, Some** or **Least** information in your results.

Current search is displayed at the top of the page.

Total number of search result documents is displayed here. Click the arrows to navigate the results.

Consolidated result list displays all Documents in the set.

Hit terms in context list displays all documents which contain the search term(s).

Tools include Alerts, RSS, Folders, Download, Print and Email.

To change the sort order select one of the **Sort By** options from the drop-down list.

Search terms appear highlighted in yellow. Click to go to the term in the document.

The screenshot shows the Westlaw AU interface with search results for 'Gutnick v Dow Jones & Co Inc'. The results are sorted by 'Date (most recent first)'. Annotations include:

- Current search:** A search bar at the top with the text 'Type keywords here to refine search' and a 'REFINE SEARCH' button.
- Total number of search result documents:** A navigation bar showing '1 - 13 of 13' with left and right arrows.
- Consolidated result list:** A list of three case entries:
 - Gutnick v Dow Jones & Co Inc (No 4):** Supreme Court of Victoria, Australia (VIC), Judgment Date: 26/4/2004. Documents: FirstPoint, Judgment Text. Citations: [2004] VSC 138, (2004) 9 VR 369, [2004] Aust Torts Reports 81-748, [2004] ALMD 7323, [2004] ALMD 7324. Court File Number: No. 7763 of 2000. Classification: Defamation > Justification > Generally > Whether plea established, Defamation > Privilege > Qualified privilege > Statements made in respect of a duty or interest > Generally.
 - Gutnick v Dow Jones and Co Inc (No3):** Supreme Court of Victoria, Australia (VIC), Judgment Date: 16/10/2003. Documents: FirstPoint, Judgment Text. Citations: [2003] VSC 407. Court File Number: 7763 of 2000. Classification: Defamation > Actions for defamation > Particulars > Of statement of defence or plea > Other cases.
 - Gutnick v Dow Jones & Company Inc:** Supreme Court of Victoria, Australia (VIC), Judgment Date: 21/3/2003. Documents: FirstPoint, Judgment Text. Citations: [2003] VSC 79. Court File Number: 7763 of 2000. Classification: Defamation > Actions for defamation > Pleading > Victoria > Statement of defence, Private international law > Choice of law > Torts and similar > General principles.
- Hit terms in context:** A list of documents containing the search terms, with terms like 'defamation', 'internet', and 'GUTNICK' highlighted in yellow.
- Sort By options:** A dropdown menu showing 'Most', 'Some', and 'Least' options.
- Tools:** A row of icons for Alerts, RSS, Folders, Download, Print, and Email.

6. DOCUMENT DISPLAY

With Westlaw AU our consolidated document display presents the different product instances where the document has been published by Thomson Reuters via tabs. This method of display provides the ability to quickly move between instances by selecting the applicable tab.

Click **Judgment Text** to view the unreported version of the case.

Click **Reported Version** and select a citation to view a version of the case.

Click **Cited Documents** for a list of cited documents.

Click **Related Documents** for a list of other Thomson Reuters content which cites the current document.

Click **FirstPoint** to view case digest summary.

Click the **citation, Word.doc** or **PDF** icon to display the case.

Tools include Link Builder, Folders, Download, Print and Email.

Status symbols alert you to the litigation history of the case e.g. yellow flag.

7. PRINTING, DOWNLOADING & SAVING

With Westlaw AU you can choose to download, save, print, or e-mail the search results, a document or multiple documents.



Click to **Save** a search or document to a folder.



Click to **Download** the search results or document.



Click to **Print** the search results or document.



Click to **E-mail** the search results or document.

Select your chosen option by clicking the relevant tool located in the top right-hand corner of the screen.

8. ALERTS, RSS & LINK BUILDER

The following icons and features are also available on Westlaw AU.



Click to create a **Link** to a document or section of the TOC.



Click to create an **Alert** on a search.



Click to create a **RSS feed**.

9. HELP AND SUPPORT

Technical Support

Call Customer Helpdesk **1800 020 548**
Email LTA.Helpdesk@thomsonreuters.com

Training Support

Call **1800 020 548**
Email LTA.Trainers@thomsonreuters.com

Customer Care

Call **1300 304 195**
Email LTA.Care@thomsonreuters.com

HOURS: Monday-Friday 8.00am-6.00pm (AEST)