

# Westlaw NZ

## The Essentials Course Outline

### Session Objectives

The purpose of this session is to:

- Introduce the essential elements of Westlaw NZ
- 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 NZ 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.