Practical Law Australia

Welcome to Practical Law Australia

This guide provides an overview of the great time-saving features and functionality in Practical Law Australia.

Signing On

1. Go to **www.practicallaw.com.au**

2. Click **Sign in** at top right of page

3. Enter your OnePass username and password and click **sign in** button

For any issues with your OnePass username or password, please contact Technical Care below.

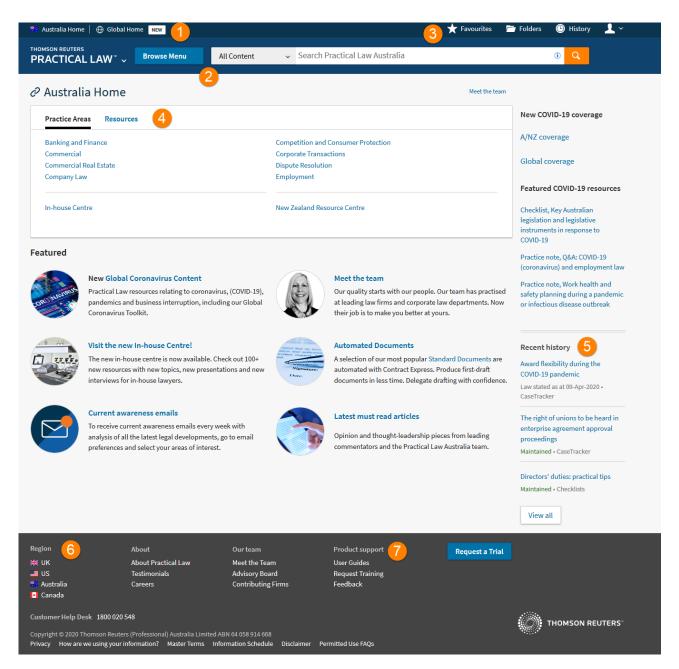> **Technical Care** (technical assistance and access enquiries)
>
> Tel: 1800 020 548
>
> Email: TechCare.ANZ@thomsonreuters.com

Homepage overview

1   Quick link to Global Home allows easy access to international materials including Country Q&A Comparison Tool.

2   The dark blue **search and browse bar is available on every screen** as you navigate throughout the site, so you can quickly move to new documents as required.

3   The top right of the screen has quick links to your **Favourites**, **Folders**, **History**, and **User Preferences**.

4   The box in the centre of the screen allows you to **browse content by Practice Area or Resource Type.**

5   **Recent History** is listed on the right of the screen.

6   **Jurisdiction** selection on bottom left of the screen allows quick navigation between Practical Law Australia, UK, US, and Canada.

7   **Further information** including links to training, user guides and feedback is available at the bottom of the screen.

Resource Types

Practical Law content is made up of the following Resource Type documents.

Practice Notes

Straightforward how-to guides and clear explanations of current law and practice, ranging from high-level overviews to detailed analysis for specialists.

Standard Documents and Clauses

Up-to-date precedents that reflect current law and practice with comprehensive expert commentary, including detailed drafting and negotiating guides, opposing positions, alternative clauses and more. These documents can be downloaded and saved in Word for easy editing.

Checklists

Mitigate risk and ensure you have everything covered with these quick reference reminders of the law, as it applies in practice.

Toolkits

Toolkits step you through various legal and practical considerations that require attention when completing a particular transaction; and point you to the various Practical Law resources available to assist you.

Legal Updates and Current Awareness

Legal updates explain what you need to know about new cases or legislative changes in your area of practice. Opt in to get weekly current awareness emails delivered straight to your inbox (see **Personalisation Features**).

Global Guides

Global guides are written by international and local experts who compare the law across jurisdictions. Guides feature cross-border analysis articles and a Q&A tool which allows you to generate custom comparison reports.

Glossary Terms

Your Practical Law Australia subscription includes access to a full glossary of legal terms. When our writers have created a glossary entry for legal terms and principles, you can click on the term (which will be in bold and underlined throughout documents), and a pop-up will appear with the glossary item. You can read through the definition and then close the pop-up to continue reading the rest of the document.

We are constantly adding new content to Practical Law Australia. To keep up to date with what has been recently published and what's coming soon, click here.

Navigating Practical Law Australia

Searching

Search for content

The dark blue search and browse bar is available on every screen as you navigate throughout the site, so you can quickly move to new documents as you require. You can narrow your search to a single practice area using the All Content filter to the left of the search bar, or search across the entire platform.

Plurals

By default, when you enter a search term in the singular, Practical Law Australia will automatically search for the plurals as well. For example, entering "company" will also search for "companies".

If you want to turn this rule off and only search for the singular, then place # in front of the search term. For example, entering "#property" will only search for "property" and not "properties".

Search syntax

We also provide search connectors and field options to enable you to run detailed searches. You can combine fields and connectors to build your search.

Fields and connectors

CONNECTOR	USED FOR	EXAMPLE
" "	Searching for exact phrases	"due diligence"
&	AND – look for both terms in a document	ill & employee
OR	Look for either term in a document	discrimination or harassment
%	BUT NOT – Documents should not include this term	% property
/p	Terms should appear in the same paragraph	property /p notice
+p	Preceding within the same paragraph	board +p minutes
/n	Within n terms of	director /5 duties
+n	Preceding within n terms of	exemplary +5 damages
*	Universal character	dr*nk (would look for drink, drank, drunk)
#	Turns off plural searches	#cost (will not search for costs)
!	Search for terms with multiple endings	object! (will search for objected, objects, objection, etc)

FIELD	USED FOR	EXAMPLE
TI( )	Searching for words in the title	TI(share purchase)
AU( )	Searching for documents by a particular external contributing author or Practical Law Australia team	AU(Corporate)
CI( )	Searching for a specific document when you know the document ID	CI(w-001-0200)

SY( )	Searching for terms in the Synopsis/abstract	SY("injured employee")

The above search syntax can be found in the information icon within the search bar for handy reference.

Search results page

1. The tick boxes let you select multiple results at once to print, download, email or save.

2. Use these icons to print, download, email or file individual or multiple documents from your results list.

3. These icons indicate if you have previously viewed a document (in the last 30 days) and if it has been saved in a folder.

4. User the left hand side to filter your search results by resource type or practice area.

Refining search results

Having run a search, there are several ways to refine and scan through your results to ensure you can effectively access the most relevant information.

1. You can add in additional search terms by typing them straight into this search box. You can also use the '% (BUT NOT)' connector to remove results containing specific terms.

2. Filters on the left hand-side enable you to quickly refine your results. Available filters include Resource Type, Practice Area and Jurisdiction. Click on the **+** signs to view sub-categories. You can apply as many filters as required. Simply

click the checkboxes and then click the Apply Filters button at the top or bottom of the list. You can remove any filter by unchecking the box and clicking Apply Filters again.

3. You can use the drop down menus to re-sort your results by relevance or date (most recent document first), and also to view more or less detail for each result.

You can view more or less detail in your search results and you can click on the snippets in the detail boxes to go directly to that part of the document.

Highlighting search terms in a document

1   After you perform a search and select a relevant document, use the arrow buttons and checkbox on the top right-hand side to highlight and move between instances of your search term within the document. If you want to remove the search term hit highlighting in the document, uncheck the search term next to the arrows. To restore highlighting, check the box again.

Moving between search results

2   When viewing a search result document, a breadcrumb trail will appear with the option to navigate back to search results.

3   Arrowed tabs will also appear on the left and right edges of the page to take you to the previous (if available) or next result in your search hit list.

Browsing

Browse Menu

The browse menu bar is available on every screen as you navigate throughout the site, so you can quickly move to new documents as required. Click on **Browse Menu** and select a Practice Area or Resource Type from the drop down menu to navigate easily throughout the site content no matter where you are in Practical Law.

Browse by Practice Area and Topics

From the Home Page, the default view allows you to browse by Practice Area and then Topics and Resources.

Each Practice Area landing page gives you a list of Topics housed within that Practice Area. Click on a topic name to see all documents within that Topic. You can filter this Topic list by Resource Type using the filters on the left of the screen.

You can print, download, email or add these documents to Folders by using the checkboxes next to the names of documents and then selecting the appropriate icon from the top right of the list.

From the Topic page, the search box will default to only search across documents within this topic, but you can broaden your search by using the drop down list left of the search box.

Browse by Resource Type

From a practice area landing page, select the Resources tab and select a particular Resource Type to see all of the documents of this type within the practice area.

History and recent documents

You can utilise the History link in the top right-hand corner or the Recent History list from the Homepage to quickly revisit any search you have run, or document viewed.

Favourites and frequently used items

You can save Topics you regularly use as Favourites for quick access at any time using the star icon left of the topic name. The Favourites page (accessed via the Favourites link on the top right of every page) also includes a list of frequently used Practice Areas and Topic pages.

Viewing documents and delivery options

Practical Law Australia documents have various features:

- An optional **table of contents** is visible on the left for easy navigation throughout the document.

- **Related content** link on the right takes you to a list of other relevant documents that may assist with your legal problem.

- **Links to legislation on Westlaw AU** are included as part of your Practical Law Australia subscription. Links to cases are available subject to Westlaw AU subscription.

Currency

Where a Practical Law Australia document is stated to be **Maintained**, you can be confident that our writers will update documents within 48 hours of significant changes. A full resource history is available at the end of a document which summarises the reason for updating the document.

Delivery Options

Delivery Options appear as icons both on the Search Results screen and once you have clicked into a document.

Delivery icons appear on the right-hand side of the screen when viewing documents, and at the top of the search results list (so that you can deliver multiple documents at once). The icons enable you to **email, print, add to folder, annotate** or **download** (in word, RTF or PDF).

You can customise delivered content to include only pages containing your search terms, whether to include the Table of Contents and your preferred format (Word, RTF, PDF or document link to Practical Law Australia).

The Advanced options tab will enable you to have your search terms highlighted, include a margin for notes, add a cover page or change the font size and appearance of links.

Open in word or download

Our Standard Documents have the option to either **Open in Word** or **Download**.

Clicking the Download icon gives you the options to download a formatted Standard Document, with or without drafting notes, in Word, RTF or PDF.

Clicking **Open in Word** opens an unformatted version of the Standard Document, so you can easily edit, re-format and apply your own firm's style.

Folders

You can save any Practical Law documents or quotes from documents into Folders. You can save individual or multiple documents from a results list. For more information, see **Personalisation Features**.

Annotations

You have the option to add annotations at the top of the document, or in line with a particular paragraph or sentence.

To add a note to the top of the document, click on the **New Annotation** button with the delivery icons on the right-hand side. After typing your note, you have the option to share with other Practical Law users within your organisation. Click Save to finalise the annotation.

To add a note to a particular sentence or paragraph, highlight the relevant text. A pop-up box appears with the options to save a snippet to your research (see Personalisation Features, below), add a note, highlight, or copy (with or without reference).

You can access your saved Research at any time by selecting the **Folders** link in the top right-hand corner of the screen.

Feedback

The **Provide Feedback** icon allows you to connect directly with the Practical Law writing team in order to ask clarifying questions, provide suggestions for future coverage, or give feedback on existing resources.

Personalisation Features

Set your own start page

You can select any Practice Area or Topic page as your default start page so it will always be the first page you see when you sign in to Practical Law Australia.

When viewing a Practice Area or Topic page, you will see a house icon appear next to the Title. Click on the house icon to set the current page as your start page. To revert to the main default Practical Law homepage, simply deselect the icon on your current personalised homepage.

You can change your default homepage as often as you like.

Current awareness emails

Your Practical Law Australia subscription includes weekly current awareness emails that explain what you need to know about new cases or legislative changes in your area of practice. To opt in:

1. Click on the user profile icon on top right of screen.
2. Select **Email Preferences** from the drop down menu.
3. Tick the box next to the practice areas for which you would like to receive emails.
4. Click the **Save** button.

Favourites

You can save any Practice Area or Topic page as a favourite for quick and easy access. When viewing a Practice Area or Topic page, you will see a star icon left of the Title.

Click the star icon to add that page to your Favourites.

You can access your Favourites at any time by selecting the **Favourites** link in the top right-hand corner of the screen.

Organise your Favourites pages, access your most frequently used pages or create your own groups of Favourite pages.

Note: you cannot save individual documents as a Favourite, but you can create quick links to your frequently used documents by using Folders (see below).

Folders

You can save any Practical Law documents or quotes from documents into Folders. When you save a Practical Law document into your Folders, it will continue to be updated and maintained by our writing team in line with any changes in the law.

You can save individual or multiple documents from a results list.

To save the document you are viewing, simply click the Folder icon which appears on the right-hand side of the screen.

To save multiple documents from a results list, use the checkboxes to the left of each document you want to add and then click the Folder icon above the list.

To save a paragraph, sentence, or other snippet of text to a folder, select that text, hover over Save to Folder, and then choose which of your folders you want to save it to.

You can access your Folders at any time by selecting the **Folders** link in the top right-hand corner of the screen. From here you can access all the material you have saved to your folders. You can also create sub folders, move documents between folders, share entire folders with your colleagues, or deliver documents via email from within Folders.

Collaboration

You can share an entire folder of your saved Documents and snippets with other Practical Law users when collaborating on a matter. From the **Folders** page, tick the checkbox of the folder you would like to share, then click the Share icon from the left of the delivery options.

Annotations and highlighting

You have the option to add annotations at the top of the document, or in line with a particular paragraph or sentence.

To add a note to the top of the document, click on the **New Annotation** button with the delivery icons on the right-hand side. After typing your note, you have the option to share with other Practical Law users within your organisation. Click Save to finalise the annotation.

To add a note to a sentence or paragraph, select the relevant text. A pop-up box appears with the options to save a snippet to your research (see **Folders**), add a note, highlight, or copy (with or without reference). To add an annotation, select your preferred colour, then click add a note. Enter the text of your note, opt to share with other users within your organisation and then click save.

History and recent documents

Practical Law Australia allows you to quickly access recent documents viewed or go back to any searches you have run. The Practical Law Australia homepage lists your recently viewed documents on the right hand side, so you can easily pick up where you left off.

You can view a full history of your activity either by clicking the **View all** button at the bottom of your Recent History, or by clicking the History link at the top right-hand corner of the screen.

From the History page you can filter your history by documents viewed or searches run (or both), and by date, client ID or by content type.

You can sort your history by clicking on the column titles, and when using the History: Documents tab, you can also deliver or add documents to folders from this page.

If you have viewed a document in the last 30 days using the same Client ID, then these will also be identified in any results lists with the glasses icon.

Special features of Standard Documents (Precedents)

Practical Law Australia's Standard Documents (precedents) have some special features to assist you in completing legal transactions more efficiently.

Open in Word

Our Standard Documents have the option to either **Open in Word** or **Download**.

Clicking the Download icon gives you the options to download a formatted Standard Document, with or without drafting notes, in Word, RTF or PDF.

Clicking **Open in Word** opens an unformatted version of the Standard Document, so you can easily edit, re-format and apply your own firm's style.

Drafting notes

Drafting notes appear at the beginning and throughout Standard Documents. They provide guidance on the legal and practical considerations to keep in mind when completing the document and provide links to other Practical Law resources with more detailed information.

Document Automation

Selected Practical Law Australia Standard Documents have been set up as Automated Documents, powered by Contract Express. Our software will guide you through a questionnaire that allows you to complete a first-draft document more efficiently. For more information, refer to the [Automated Documents User Guide](#).

FirmStyle

If your organisation is set up with FirmStyle, you have the capacity to open Standard Documents in a template pre-populated with your organisation's own header and chosen formatting. Once you have navigated to your Standard Document, click the FirmStyle icon in the list of delivery options on the right-hand side. For queries about setting up FirmStyle, please contact your Account Manager.

Citing Practical Law resources

When referring to Practical Law resources in external publications, please cite using the *Australian Guide to Legal Citation* (3rd ed), rule 6.15, as follows:

6.15   Internet Materials

Example	Board of Examiners,	*Admission Requirements*	(18 February 2010)	Council of Legal Education	<http://www. lawadmissions .vic.gov.au>
Element	Author	Document Title	Full Date	Website Name	Uniform Resource Locator
Rule	6.15.1	6.15.2	6.15.3	6.15.4	6.15.6

[AUTHOR] [and Practical Law [PRACTICE AREA]], [*RESOURCE TYPE AND TITLE*] [([DATE OF LAST UPDATE OR CREATION])], Thomson Reuters Practical Law [Australia **OR** New Zealand **OR** Hong Kong], <https://au/practicallaw.thomsonreuters.com/>.

For example:

- Orla McCoy and Tom Gardner, *Article, Is Court approval really needed for security granted by an externally administered company?* (2 November 2021), Thomson Reuters Practical Law Australia, <https://au.practicallaw.thomsonreuters.com/>.

- Richard Hamer and Practical Law Commercial, *Practice note: overview, IP in business transactions* (October 2021), Thomson Reuters Practical Law Australia, <https://au.practicallaw.thomsonreuters.com/>.

- Practical Law Employment, *Practice note, Employment implications of COVID-19 vaccinations* (10 December 2021), Thomson Reuters Practical Law Australia, <https://au.practicallaw.thomsonreuters.com/>.

Matthew Berkahn and Lindsay Trotman and Practical Law New Zealand, *Practice note, Share buy-backs*, Thomson Reuters Practical Law New Zealand, <https://au.practicallaw.thomsonreuters.com/>.

Further assistance

Training

To request further training, please contact our Training team.

     Tel: 1800 020 548

     Email: LRA.Trainers@thomsonreuters.com

OnePass

Should you have any issues with your OnePass username or password, please contact Technical Care.

     Technical Care (technical assistance and access enquiries)

     Tel: 1800 020 548

     Email: TechCare.ANZ@thomsonreuters.com

Account

For queries related to your account, please contact Customer Care.

     Customer Care (general account and billing enquiries)

     Tel: 1300 304 195

     Email: Care.ANZ@thomsonreuters.com

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