Westlaw New Zealand

Beyond Searching – Managing your Research

Course Description

Learn how to filter and refine results, extract text from documents, annotate and save important content to folders, save key searches and create alerts. How to set up a Custom Page will also be covered.

After this session attendees will be able to:

- Use filters to refine results.
- Add notes and highlights.
- Use Folders to save and manage content.
- Copy with reference and copy citation.
- Set up a Westclip alert and Custom page.
- Set up a Custom page.
- Locate Help and Support Pages.

Session Duration

30 minutes (0.5 CPD credits).

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.

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