



Westlaw New Zealand

Search Techniques

Course Description

This session focuses on efficient research techniques providing examples of different search strategies to find relevant content in Westlaw. This includes natural legal language and how to ask a legal question, the best way to structure a terms & connectors search, understanding linking between documents, and how to refine results.

This session will cover the following:

- Locating a document, commentary publication or case using the global search bar
- Natural Legal Language (NLL) Search
 - Explain the advantages of a plain language and how to refine or filter results.
 - Introduce Best Portion feature, to quickly identify the relevant section of a document.
- Terms & Connectors (T&C) Search
 - How to structure a T&C search – query, identify keywords, locate T&Cs, build search string.
 - Refine or filter search results – search within a search.
 - When to use an Advanced Search template – discuss benefits.
- Print, Download or Save to folders.
- Create a Search alert to be notified of future documents related to your search.

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 available [here](#).

Training Specialist

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