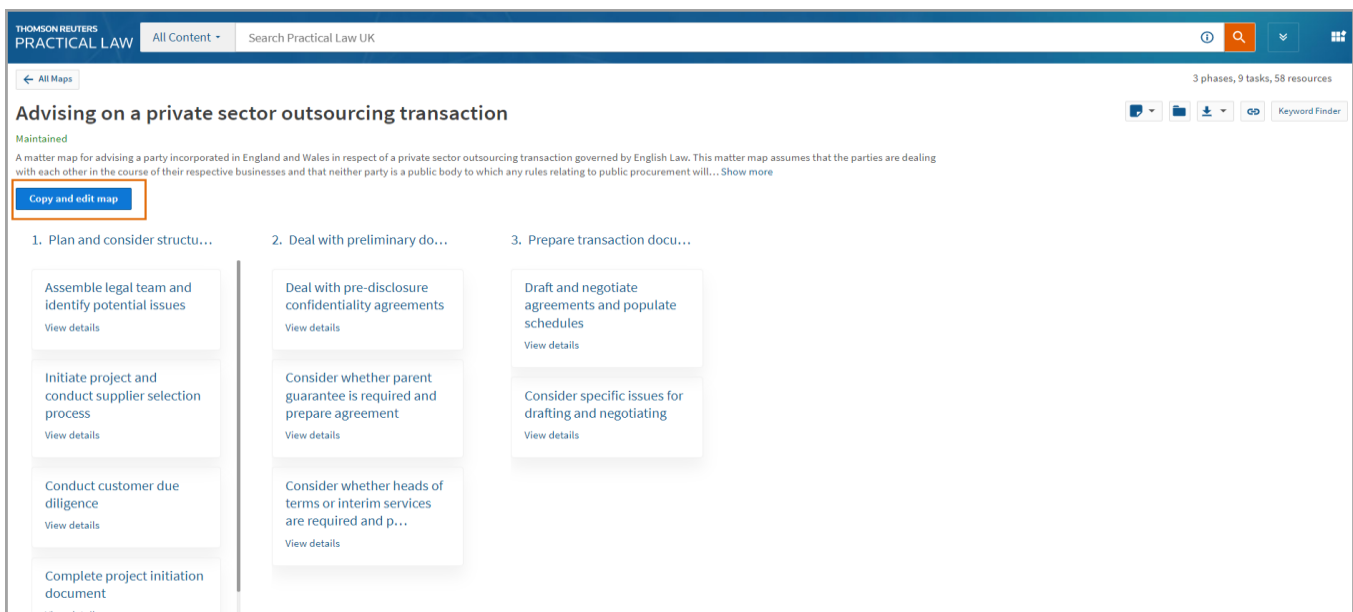


# PRACTICAL LAW AUSTRALIA

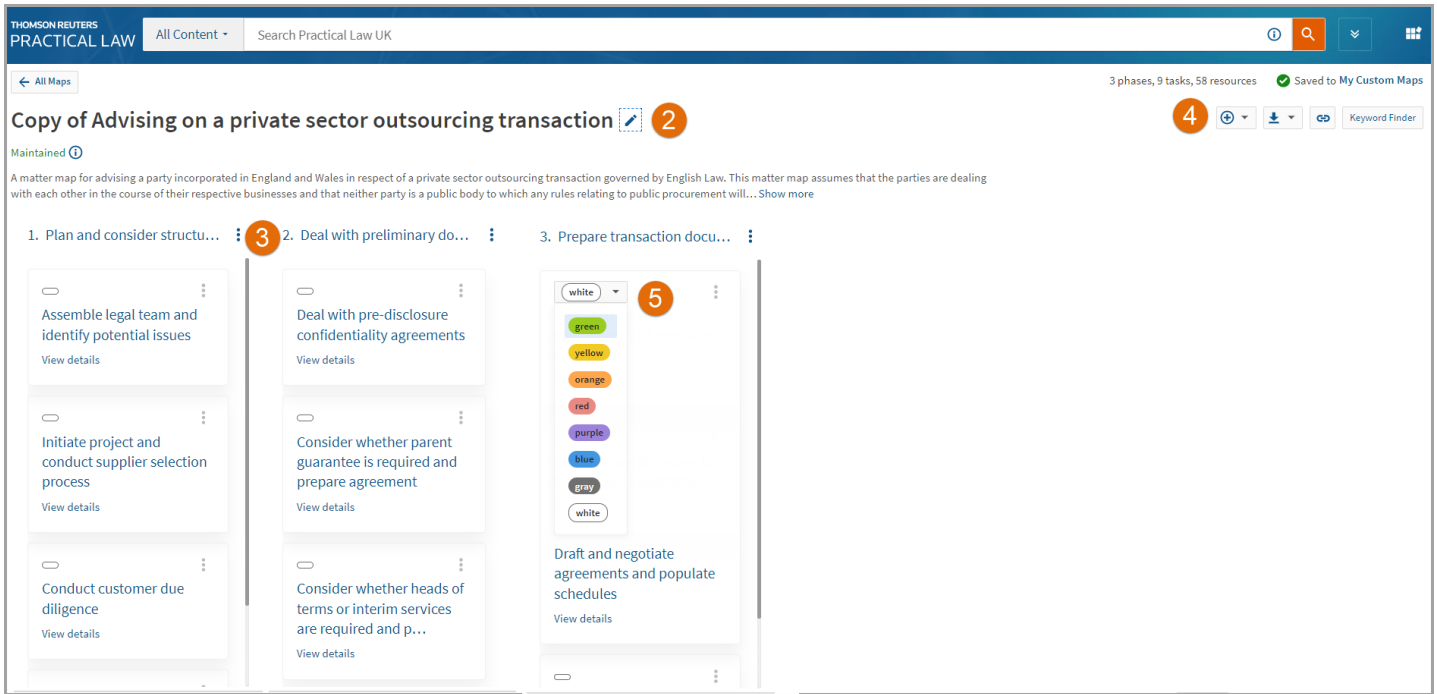
## Creating and/or customising your own Interactive Matter Maps within the Dynamic Tool Set

Enhance your organisation's workflow with Interactive Matter Maps within Practical Law's multinational content. With Dynamic Tool Set, you can customise these to fit your specific requirements.

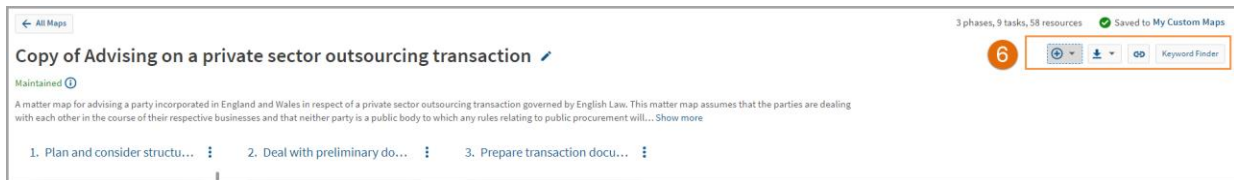
- 1) To create your own version of a Matter Map, click 'Copy and edit map' in the top left-hand corner.



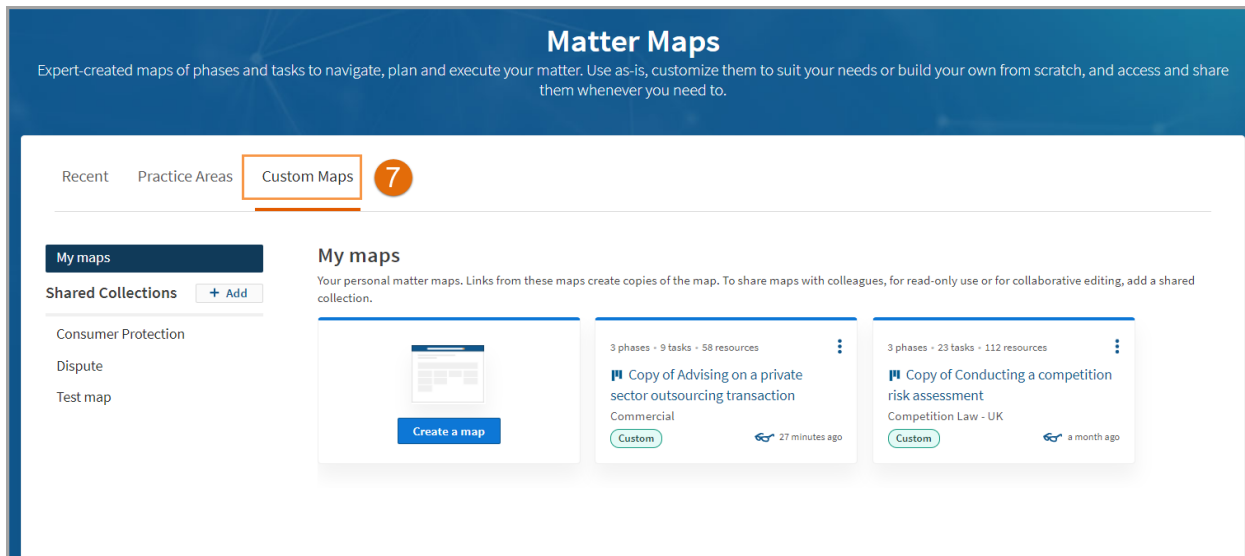
- 2) Click on the **pencil icon** to rename or edit the description of the Map.
- 3) Click on the **3 dots** next to a task or phase to edit or delete. You can edit the name, description and resources listed for each phase or task. You can add resources from within Practical Law Global, Practical Law Australia or any other website by adding the URL.
- 4) Click on the **+** icon to add new phases and tasks.
- 5) Click on the **white oval** to assign a colour code to any task.



6) Once you have completed your customisation, you can use the delivery options at the top right of the screen to email, print or download. You can also create a deep link to the matter map for ease of sharing.



7) Customised Maps will be automatically saved to My Custom Maps which is accessible via the **Interactive Matter Maps** landing page, under the **Custom Maps** tab.



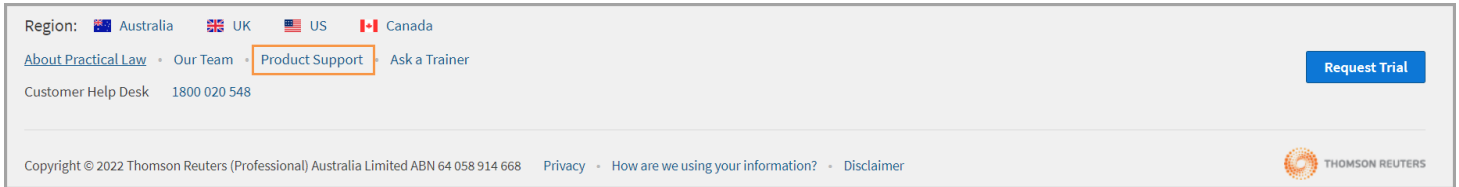
## Training and Support

For assistance using Practical Law email

AU Trainers [LRA.trainers@thomsonreuters.com](mailto:LRA.trainers@thomsonreuters.com)

NZ Trainers [NZTrainers@thomsonreuters.com](mailto:NZTrainers@thomsonreuters.com)

To access guides, videos, and tips click the Training and Support link at the bottom of the Practical Law page.



The screenshot shows the top navigation bar of the Practical Law website. It includes a 'Region' selector with options for Australia, UK, US, and Canada. Below this are links for 'About Practical Law', 'Our Team', 'Product Support' (which is highlighted with an orange box), and 'Ask a Trainer'. A 'Request Trial' button is located on the right side. At the bottom of the header, there is a copyright notice for Thomson Reuters (Professional) Australia Limited, along with links for 'Privacy', 'How are we using your information?', and 'Disclaimer'. The Thomson Reuters logo is also present in the bottom right corner.

### Looking for more information?

To sign into Practical Law Australia, visit [www.practicallaw.com.au](http://www.practicallaw.com.au)

For assistance using Practical Law Australia,

call AU **1800 020 548** or NZ **0800 10 60 25**

For assistance TechCare support: [TechCare.ANZ@thomsonreuters.com](mailto:TechCare.ANZ@thomsonreuters.com)

For additional training materials, visit <http://support.thomsonreuters.com.au/product/practical-law-australia-incl-nz-resource-centre>