



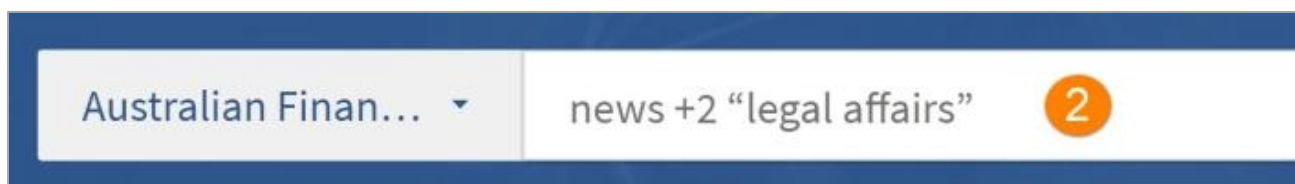
### Westlaw Australia Guide - Creating a Newsroom alert for Legal affairs section Australian Financial Review (AFR)

This tip shows how to create an email alert to monitor the Legal Affairs section of the AFR.

1. On the homepage, type in Australian Financial Review and click on the suggestion to search just the AFR.



2. In the search box type *news +2 "legal affairs"* and run the search.



3. On the results page, click on Bell icon and choose Create WestClip alert to create the alert.



- In the Basics section, give your alert a name and click on Continue button.

### 1 Basics

Administrator | [Change owner](#)

**Name of alert**

4

Client ID: MARK [Change](#)

**Description (optional)**

Notify me of changes to this alert

[Assign to alert group](#)

[Add categories](#)

Continue

4

- In the Select Content section, AFR should already be selected so click on Continue button.

### 2 Select content

Content types
Specialty areas
Practice areas
Favourites

**Content types**

- Cases
- Legislation
- News & Current Awareness
- [Secondary Sources](#)
- The Laws of Australia
- Government & Regulatory Materials
- Forms & Precedents

**Your selections:**

Australian Financial Review

Continue

5

- In the Enter Search Terms section, ensure sort order is By Date and documents are no older than Past week. Click on the Continue button.

**3 Enter search terms**

Search Terms and connectors help ⓘ

news +2 "legal affairs"

Search only headlines and lead paragraphs [Case-Sensitivity](#) [Term frequency](#)

**Smart terms ⓘ**

Add Smart Terms to your search or search Smart Terms alone

Select Smart Terms

**Exclude these document types**

Personal announcements

Sports  Routine market / Financial data

Obituaries

**Sort order**

Date 6

**Documents no older than ⓘ**

Past week 6

**Document length**

Any document length

**Continue** 6 [Preview results](#)

- In Customise Delivery section, enter email addresses, change format to Inline HTML. Set What to Deliver option to documents. Click on the Continue button.

To My contacts

mark.norman@tr.com 7

Allow recipients to unsubscribe from this alert delivery ⓘ

**Group ID ⓘ**

TRSSO

Do not use a Group ID

**Reply to ⓘ**

Do not use a reply-to address

**Subject**

WestClip alert: AFR Legal Affairs Friday

**Email note**

**Format** **Number of items**

Inline HTML 7 100

**What to deliver**

List of items  Documents 7

- In the Schedule alert settings select weekly on WEDNESDAYS as there is a 3 day embargo imposed by the publisher. Save the alert.

### 5 Schedule alert

<b>Frequency</b>	<b>Alert at this time</b>
Weekly <span>8</span> <span>▼</span>	(GMT+10:00) Brisbane <span>▼</span>
<b>End date (DD/MM/YYYY)</b>	Wednesday <span>8</span> <span>▼</span>
None	8:00 AM <span>8</span> <span>▼</span>
<input type="checkbox"/> Alert even if there are no results	
<b>Save alert</b> <span>8</span>	

### Looking for more information?

To sign into Westlaw Australia Precision, visit <https://aulaw.thomsonreuters.com>

For assistance using Westlaw Precision Australia, call 1800 020 548

To request training, click <https://support.thomsonreuters.com.au/request-training>

For additional training materials, visit <https://support.thomsonreuters.com.au/product/new-westlaw-australia>