

Westlaw AU

Softdocs Browser Set up

This guide is designed to assist with different browser settings when using Softdocs in Westlaw AU.


How to check/amend your settings in relation to:

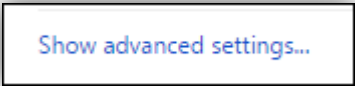
1. Pop-ups
2. Download options

1. Pop-Ups

It is crucial to **allow** pop-ups to ensure a seamless experience in Softdocs on Westlaw AU. If a pop-up blocker is in operation you will not be able to start a document, form or letter in Softdocs on Westlaw AU. The following instructions will allow pop-ups for common browsers.

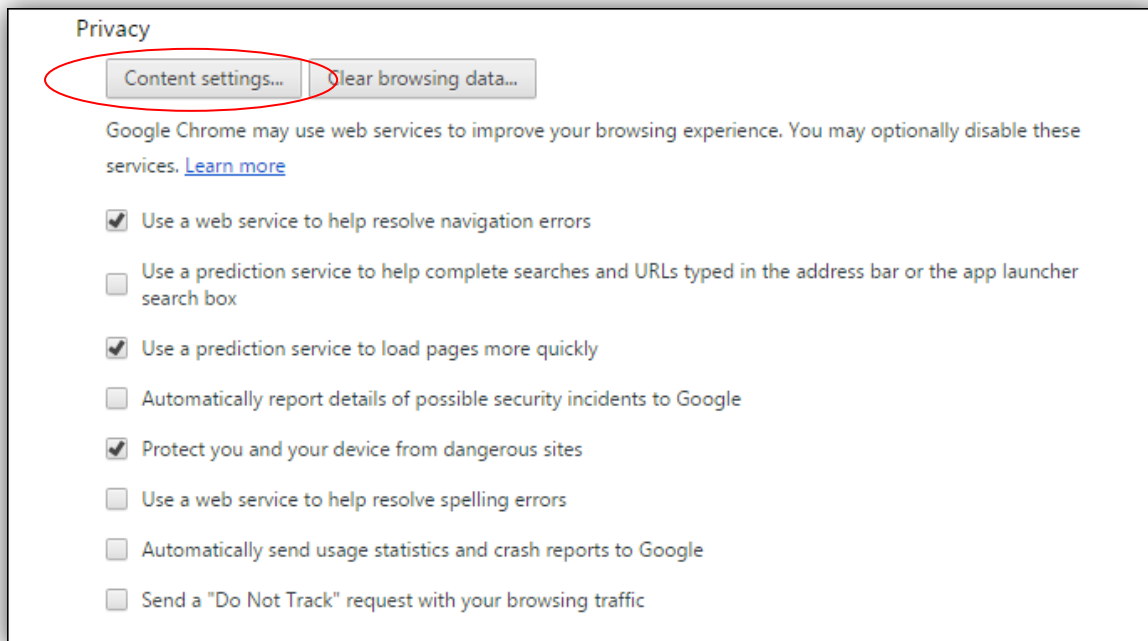
CHROME

1. Click  at top right of screen
2. Select Settings then "Show advanced settings"

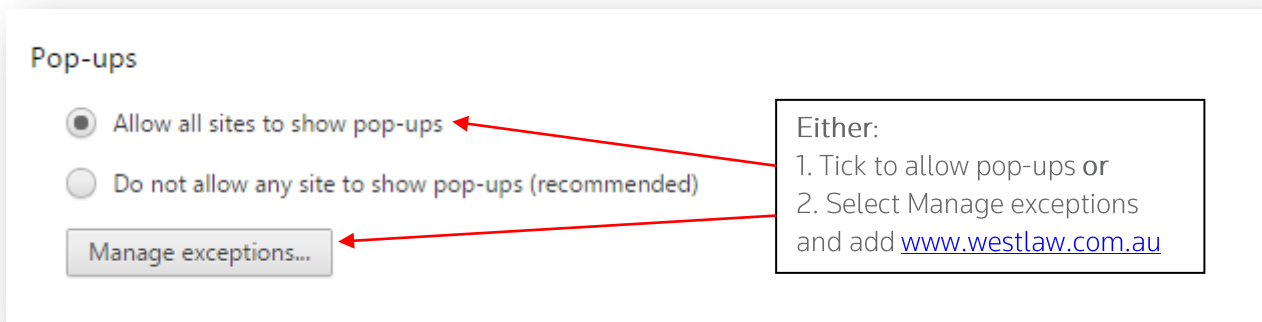


Show advanced settings...


3. Under Privacy, select 'Content settings'

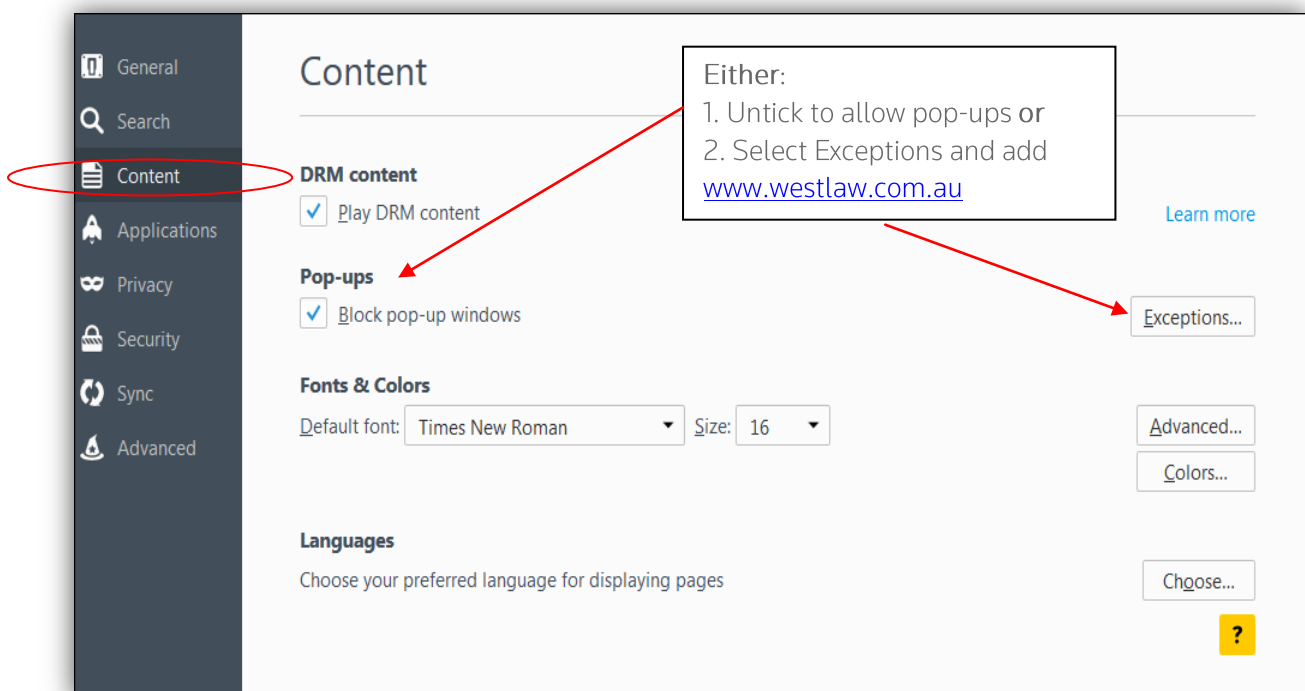


4. Scroll through Content settings and under Pop-ups either tick "Allow all sites to show pop-ups" or select "Manage exceptions" and add www.westlaw.com.au



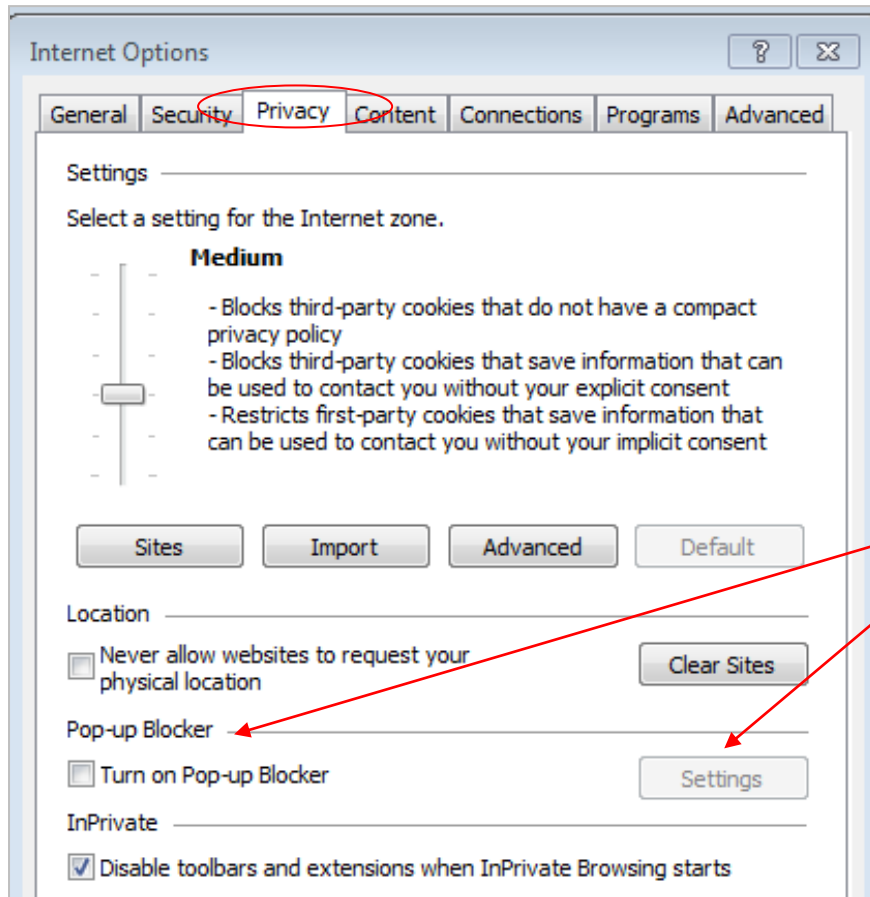
FIRE FOX

1. Click  at top right of screen
2. Select Options
3. Under Content – either untick "Block pop up windows" or under "Exceptions", add www.westlaw.com.au and click OK



INTERNET EXPLORER

1. Click  at top right of screen
2. Select Internet Options
3. Under Privacy – either untick “Turn on Pop up Blocker” or select “Settings” and add www.westlaw.com.au



Either:


1. Untick to allow pop-ups or
2. Select Settings and add www.westlaw.com.au

NOTE: If no toolbar or menu is present, right click in space at top of screen to add.

2. Download options

Your browser settings will dictate where downloaded files are saved. You can control download preferences using the following instructions. You can set a default folder to save files or direct the settings to ask you each time where to save a file.

CHROME

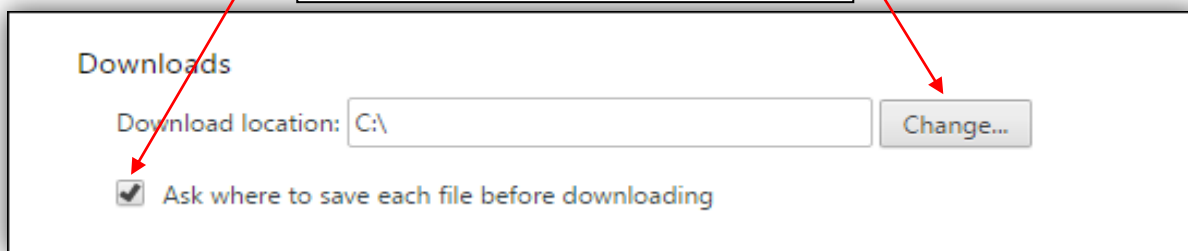
1. Click  at top right of screen
2. Select Settings then "Show advanced settings"

Show advanced settings...

3. Under Downloads, either tick next to "ask where to save each file before downloading" or select "Change" and set a folder as default save location

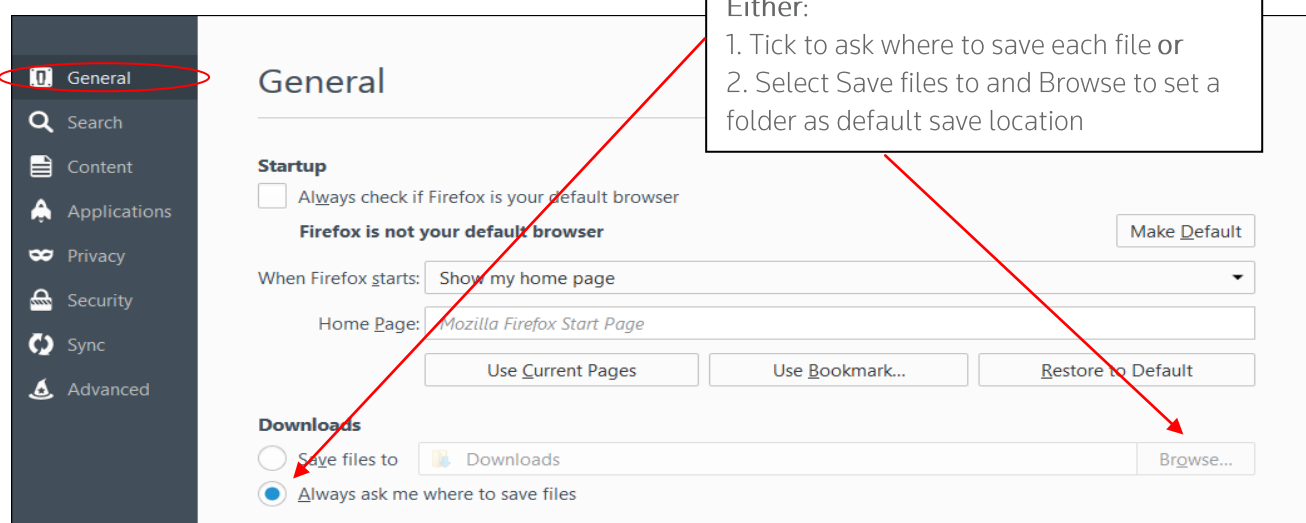
Either:

1. Tick to ask where to save each file or
2. Select Change and set a folder as default save location




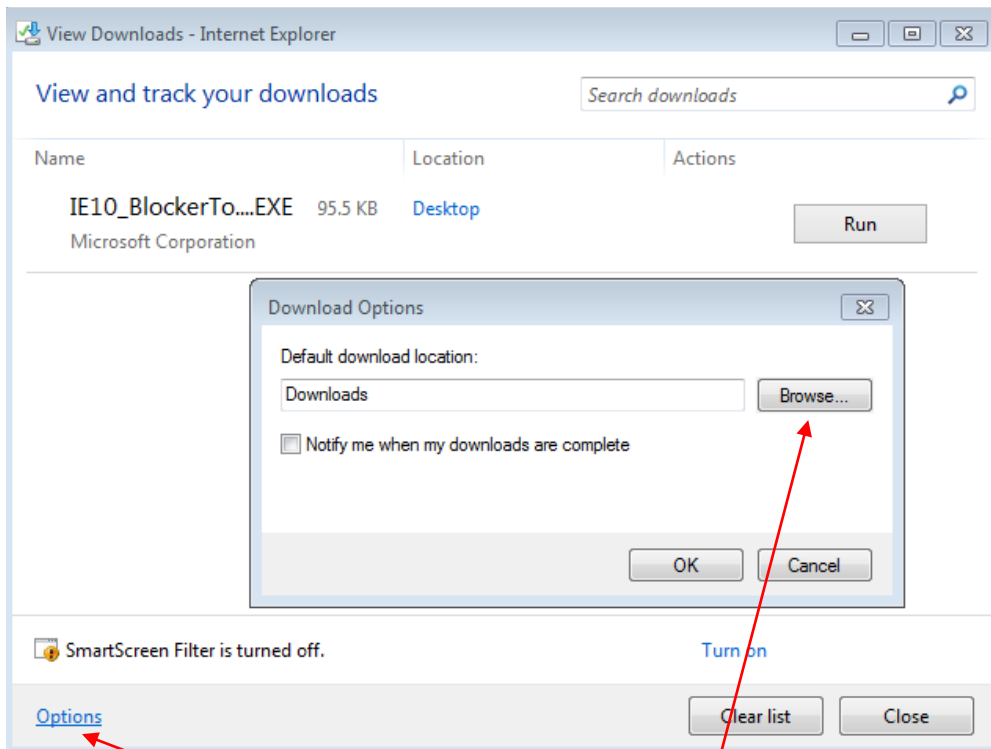
FIRE FOX

1. Click  at top right of screen
2. Select Options
3. Under General – select either "Save files to" and Browse to you folder of choice or "Always ask where to save"



INTERNET EXPLORER

1. Click  at top right of screen
2. Select View Downloads
3. Click Options (bottom left)
4. Select Browse - this will enable you to select a file or folder that you want to save your documents into (for example, into a file structure you have set up or directly to your desktop)
5. Select a folder to download into and click OK and close



Select Options then Browse and select a file or folder that you want to save your documents into