

# Westlaw AU

## Benefits of using SAML Single Sign on

Users can experience the benefits of personalising Westlaw Australia without the need to log in with a username and password.

### Customising Preferences

Preferences allow you to customise your Westlaw AU experience. Changes are made by selecting or deselecting listed options. To set your Preferences, click the Preferences menu located in the system toolbar. This will display a list of the following options.

See Guide: [Westlaw AU Guide - Preferences](#) This user guide provides guidance on the customisation features of Westlaw AU.

### Create Shortcuts or Quick Links

The quick links functionality provides users with the ability to personalise the homepage and create links to regularly accessed content. This includes search forms, products, a chapter, legislation, precedent, case, journals and more. Once a quick link is created, a link is displayed on the right-hand side of the homepage.

See Video: [Westlaw AU - How to Create a Quick Link \(1:43min\)](#) Demonstrates how to create a Quick Link which allows easy, single click access, to frequently used content.

### Create Folders

Westlaw AU folders help you to organise, manage and share your research. This includes the ability to save searches, documents and snippets, and includes the ability to share folders and content with colleagues within your organisation.

See Guide: [Westlaw AU Guide - My Folders](#) This user guide explains how to save to and share content in My Folders.

### Annotating Documents

Personalise your research and be more productive by annotating documents in Westlaw AU. You can add notes to a document or part of the text notes, highlight parts of the text in the document and more.

See Guide: [Westlaw AU Guide - Annotations](#) This user guide explains how to annotate (highlighting, document notes, inline notes) content on Westlaw AU.

See Video: [Westlaw AU - How to Annotate Documents in Westlaw AU \(2:41min\)](#)

### Create Search Alerts

The Alert feature will ensure you are kept up to date with enhancements and developments on legal topics.

See Guide: [Westlaw AU Guide - My Alerts](#) This guide explains how to create an email alert to keep up to date with latest information added to Westlaw AU.

### Receive Alert 24 email alerts.

Alert 24 provides the latest details on legal and regulatory developments in key areas of practice. You can choose to receive regular email alerts or search Westlaw AU to access archived articles.

See Guide: [Westlaw AU Guide - Alert24 Subject Area Descriptions](#) This document contains descriptions of all Australian Alert24 subject areas / topics.

See Guide: [Westlaw AU Guide - Alert24](#) This quick user guide explains how to set up various alerts across Alert24 content.

### View your session History

History allows you to browse over past activity, using this tool to find recent searches and documents viewed.

See Guide: [Westlaw AU Guide - Search History](#) This document outlines how to locate History in Westlaw Australia.  
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