

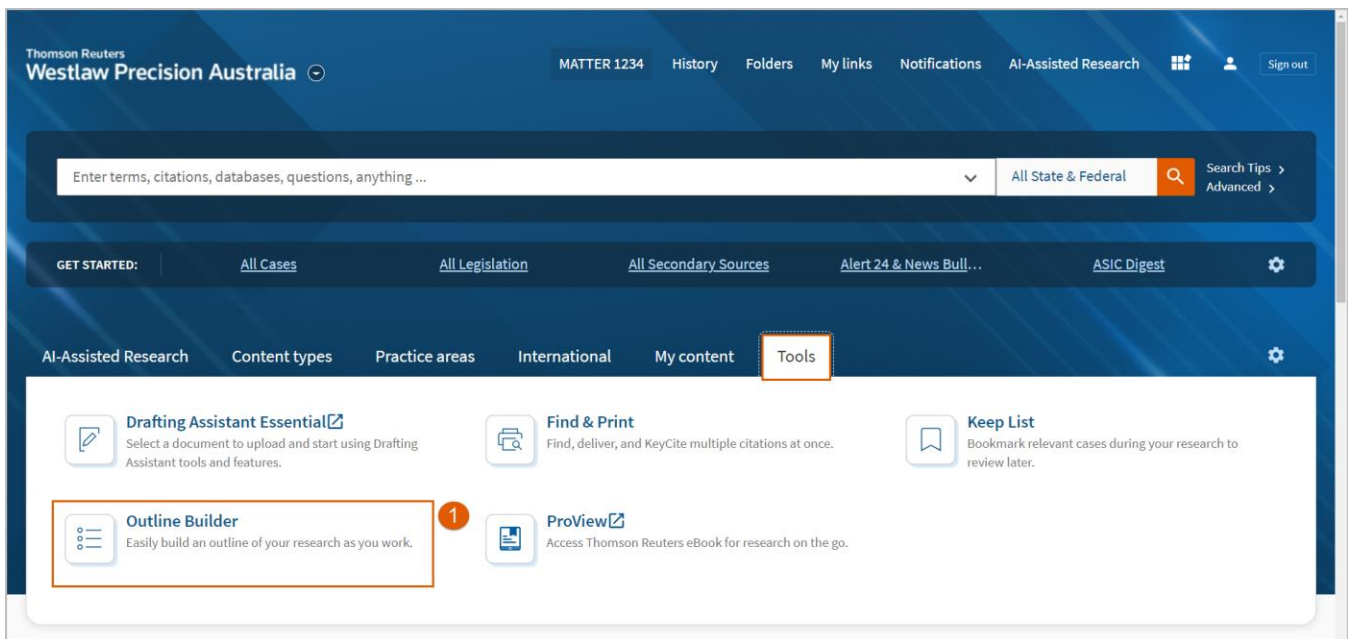


Outline Builder

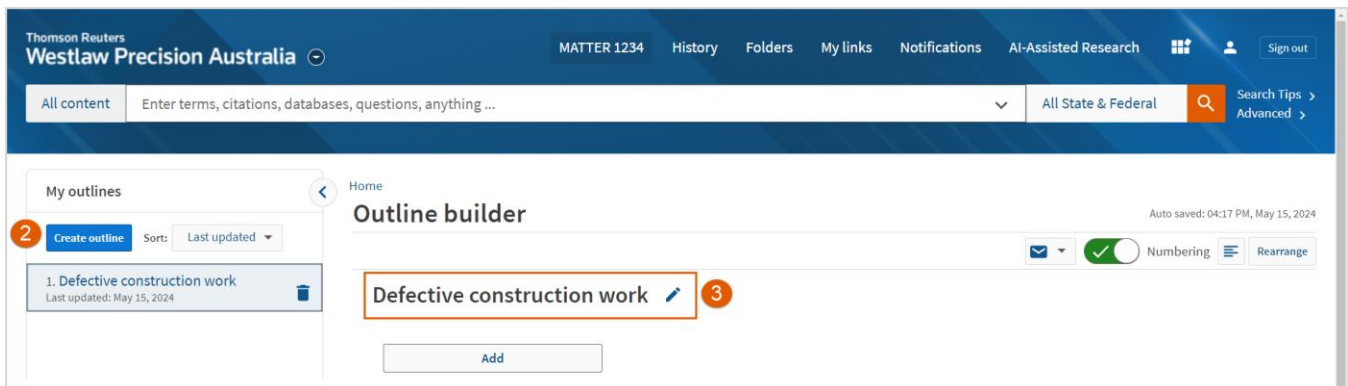
Outline Builder in Westlaw Precision Australia improves efficiency by enabling to you drag and drop content into your outline while researching, building an outline as you go. After finishing the outline, simply export your outline to Microsoft Word to continue working.

How to create an Outline

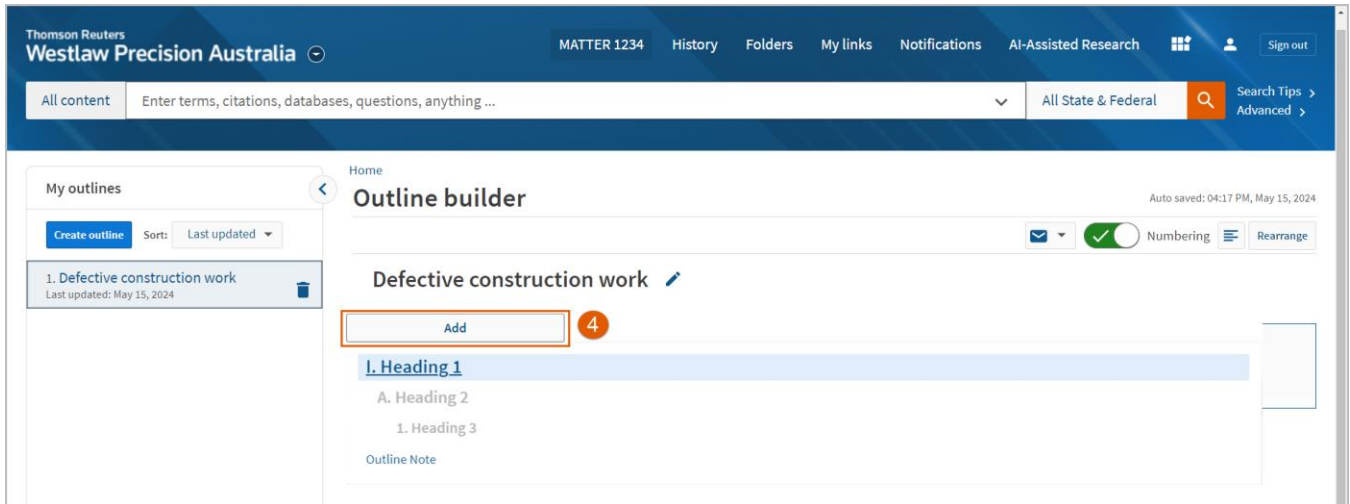
1. Start from the Westlaw Precision Australia homepage, click the **Tools** menu. Click **Outline Builder**.



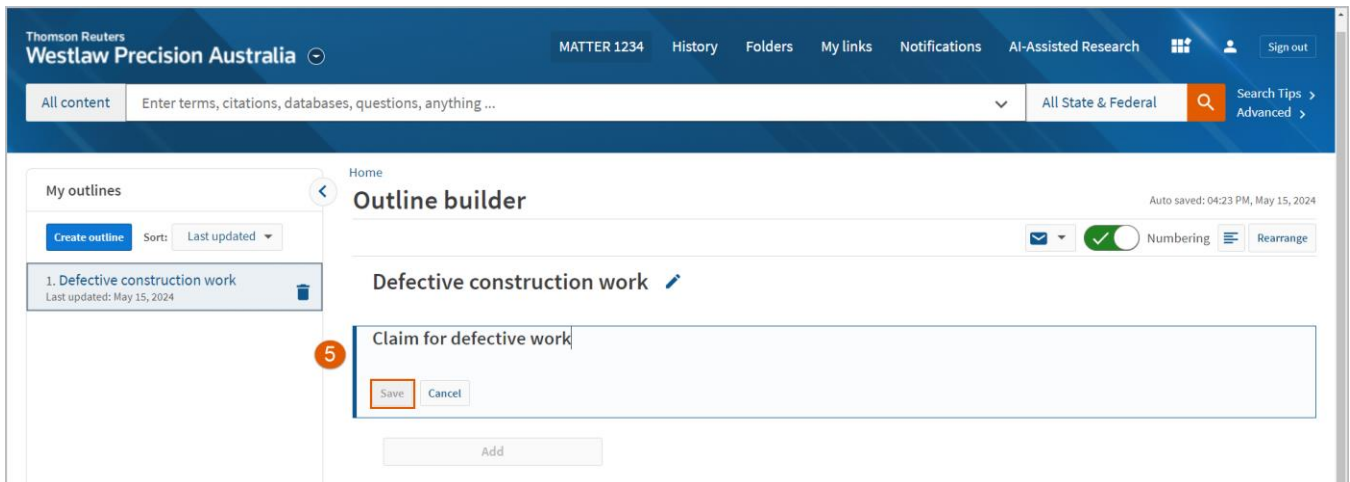
2. Click **Create outline**.
3. Click the pencil icon to give your outline a title and click **Save**.



4. Now the outline is created, add a heading by clicking **Add**.



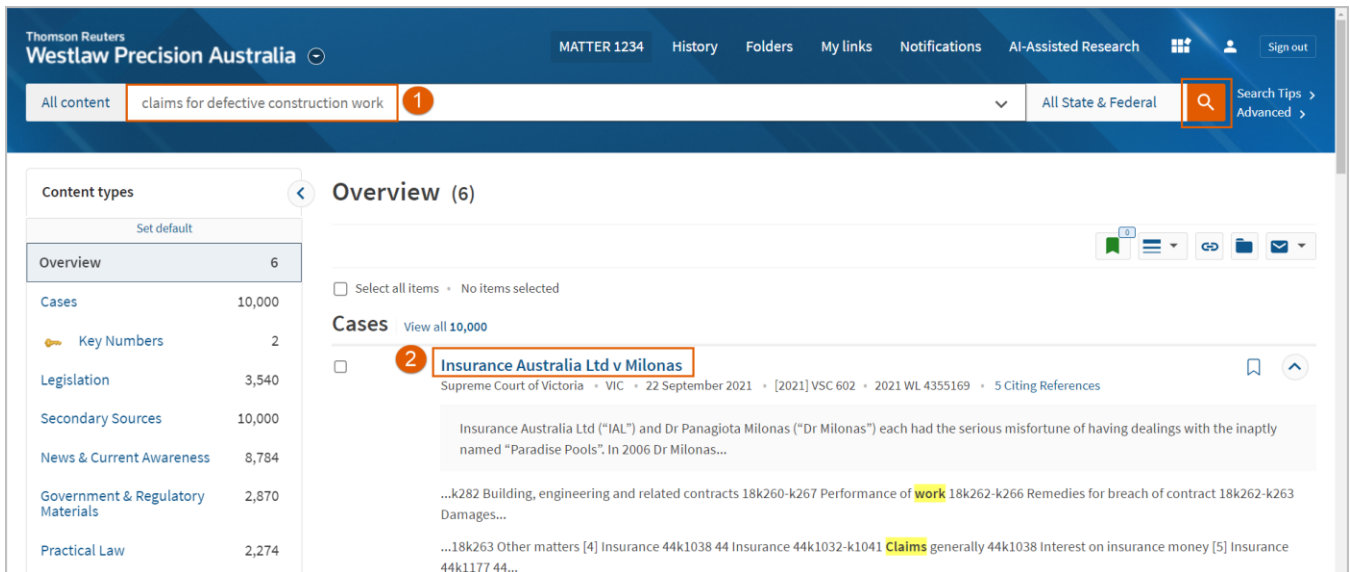
5. Enter a heading title e.g., **Claim for defective work** and click **Save**.



How to add content to your Outline


You can add content to your outline from your search results.

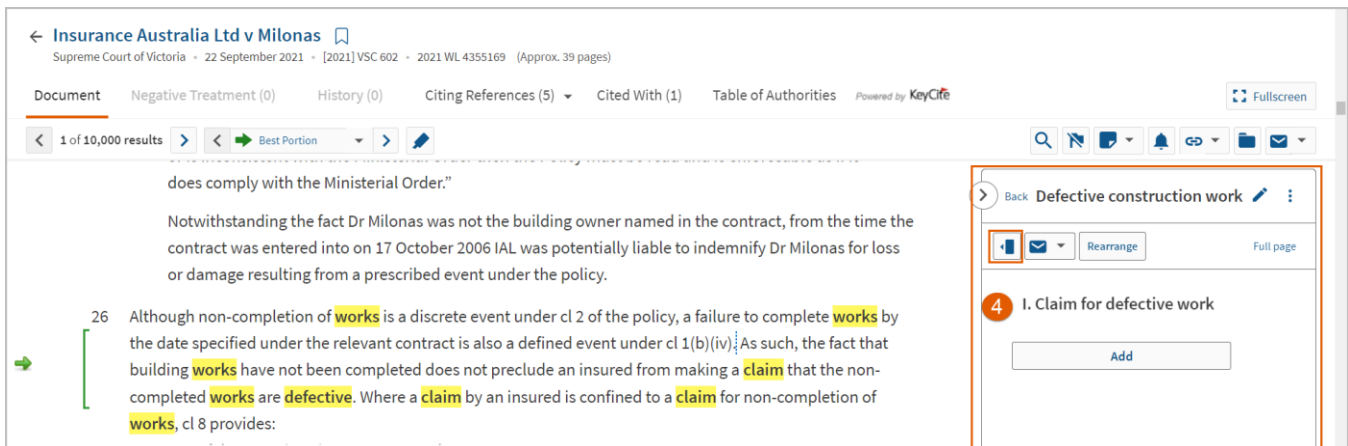
1. Conduct a search. Enter search terms into the Global Search Bar e.g., **claims for defective construction work** and click **search**.
2. In this example, click on the first case result.



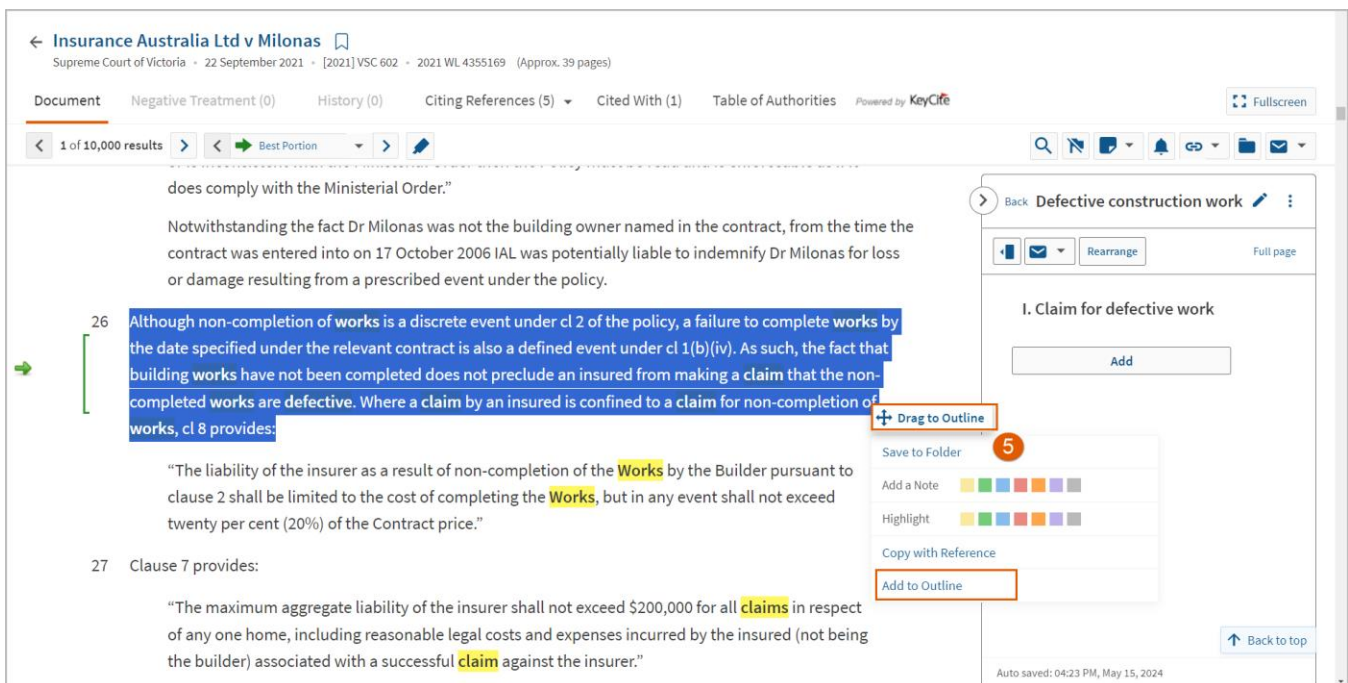
3. While conducting your research and reading documents in Westlaw, you can access your outline in the right-hand panel. Click the **Outlines** button to expand the panel.



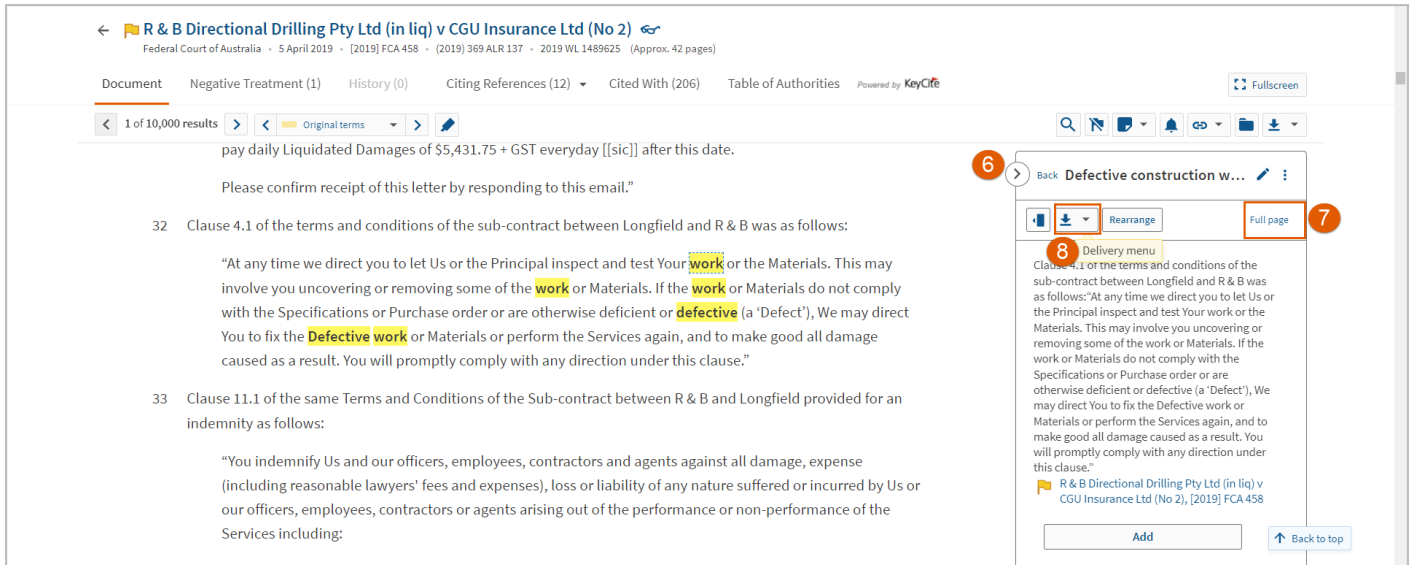
- This will pop out the outline that you most recently accessed. This allows you to access your outline side-by-side with the document you are viewing while completing your legal research. Click  to widen the panel. Click **Add**, to add to further headings.



- Drag and drop document titles, highlighted text, and citations, and add text notes as needed. Save text from the document in your outline by highlighting the text, select **Drag to Outline** or **Add to Outline**, and place the text under a heading in your outline on the right-hand side.



6. Content will be saved by default to the last outline accessed. Click the Edit Icon to change the heading.
7. Select **Full page** to go back to the full view for your outline or to select a different outline.
8. After finishing the outline, select the document delivery icon to either email or download your outline to Microsoft Word.



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/westlaw-precision-australia>