



Practical Law

Getting Started

Course Description

This session will introduce Practical Law resources and functionalities. It will demonstrate the Practical Law* tools to better equip you to efficiently navigate and find resources. After this session, users will understand the coverage of content, navigate the platform, and locate relevant resources. *Access is subscription dependent.

This session cover the following:

- A refresher on navigating the platform, including optimising the search functionality
- Market-leading standard documents and clauses for drafting
- The FastDraft tool containing automated drafting templates
- Cross-border resources, including jurisdiction specific materials
- The complimentary ASK function for answers from in-house experts on questions of law or content
- How to annotate documents, utilize delivery tools and create folders
- Creating Document or Practice Area Alerts
- Platform customization, including setting up your own home page and creating a favourites list

Session Duration

60 minutes.

Session Delivery Method

Online via Microsoft Teams. **Note:** The Webinar session allows participants to view the trainer's computer screen. At no time does the trainer access your computer.

Learning Materials

Online help and support materials available [HERE](#).

Training Specialist

Each session is facilitated by one of our MENA/SSA Training Specialists. Maresa Botha, the MENA Training Specialist based in Dubai, is a qualified South African attorney with more than 10 years of legal practice experience.