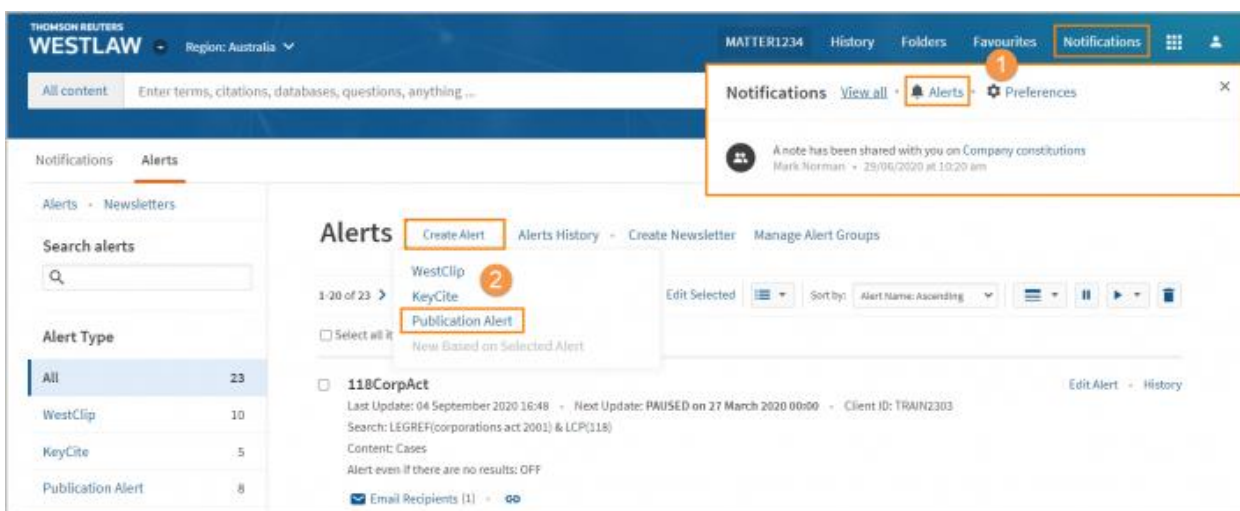


Creating a Newsroom publication alert for all articles in an issue

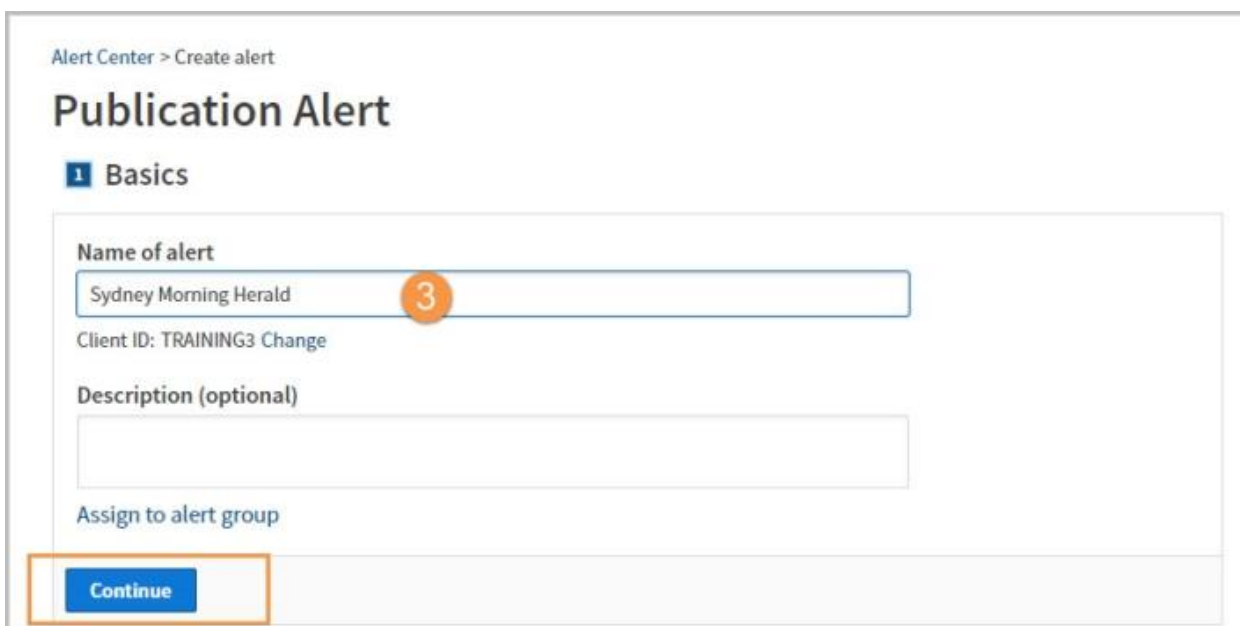
You can use Newsroom to create an alert which provides links to all articles in an issue.

To create the Publication Alert

1. Select **Notifications** from the top menu and click **Alerts**.
2. Click **Create Alert**. Select **Publication Alert** from the drop-down list.



3. Name your alert and click **Continue**.



4. Click on Specialty areas > NewsRoom > Australia & New Zealand News.

5. Click the **+plus** next to the required newspaper.
6. Click **Continue**.

2 Select content

Content types Specialty areas Practice areas Favourites

Specialty areas > NewsRoom > Australia & New Zealand News

Top Australia Newspapers

<input type="checkbox"/> Adelaide Advertiser	<input type="checkbox"/> Herald Sun
<input type="checkbox"/> Age	<input type="checkbox"/> Mercury
<input type="checkbox"/> Australian	<input type="checkbox"/> Northern Territory News
<input type="checkbox"/> Australian Financial Review	<input type="checkbox"/> Sunday Age
<input type="checkbox"/> Canberra Times	<input type="checkbox"/> Sunday Telegraph
<input type="checkbox"/> Courier-Mail	<input type="checkbox"/> Sun-Herald
<input type="checkbox"/> Daily Telegraph	<input checked="" type="checkbox"/> Sydney Morning Herald

Continue

Your selections:
Sydney Morning Herald

7. **.Customize delivery:** You can only alerts containing a list of items. Enter the email address you would like the alert to be emailed to Select Inline HTML as the Format and then click **Continue**.

3 Customize delivery

Select delivery

Email HTML XML RSS Portal

Portal option
SharePoint

Newsletters - Add

You currently do not have any Newsletters. You need to create a Newsletter before you can add an alert to it.

Email settings

Recipients Layout and limits

To My contacts

clientname@hotmail.com

Subject
Publication Alert: Sydney Morning Herald

Email note

Format PDF Number of items 500

Note: Publication Alert results are delivered as a list of results, with links to full text when available.

Other settings (HTML, XML, RSS, Portal)

Continue

8. **Schedule alert:** Select the frequency of the alert and the time to be emailed. It is recommended to change the time zone to your own region.
9. Click **Save alert**. A message will display stating the alert has been saved.

Schedule alert 8

Frequency: Daily

Alert at this time: (GMT+10:00) Canberra, Melbourne, Sydney

7:00 AM

End date (DD/MM/YYYY)

Alert even if there are no results

Save alert 9

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