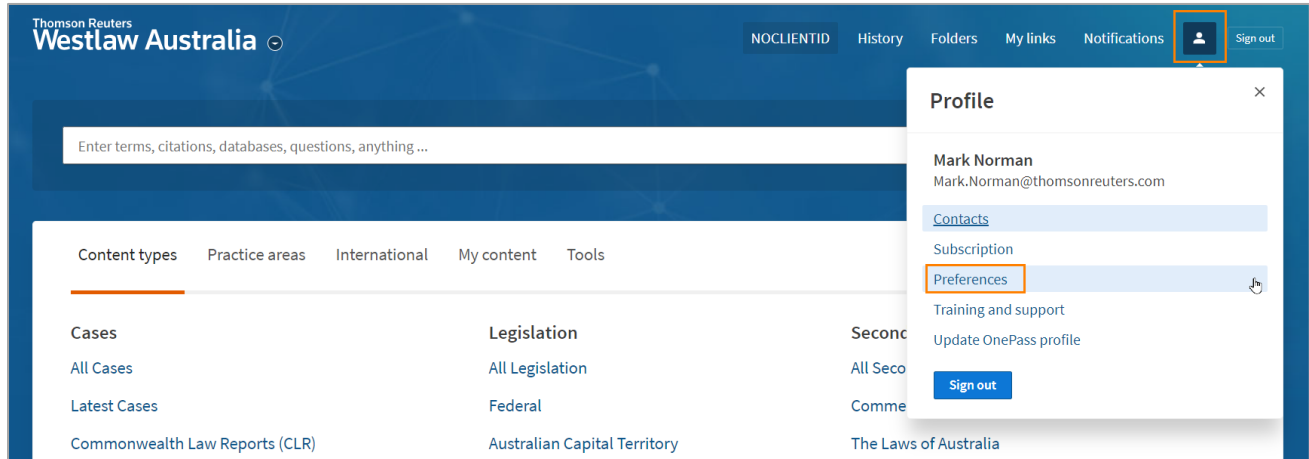


### Profile Preferences

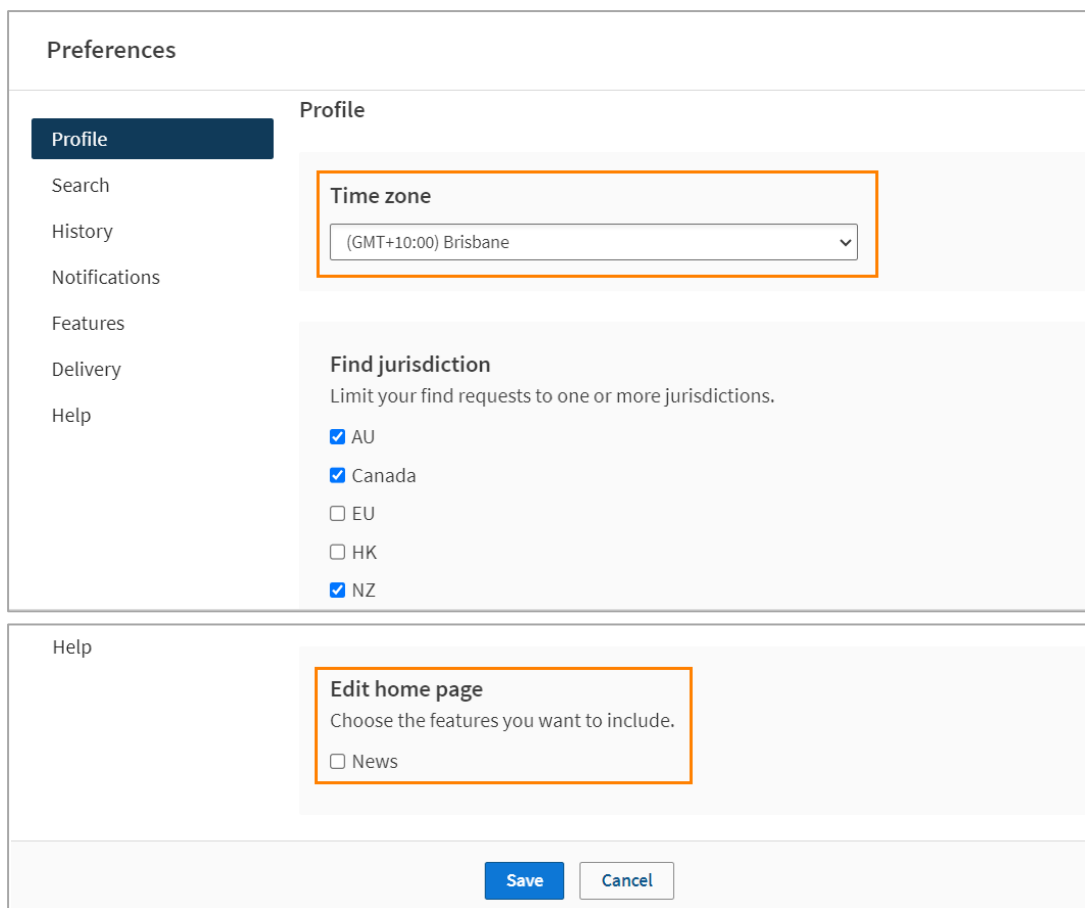
You can change a number of Profile preferences using the Profile icon. We recommend changing the options below for optimum performance.

1. Click on the **Profile icon** in the top right corner and select **Preferences**.



### Profile tab

- Change time zone
- Scroll down and untick News



## Search Tab

- You can change default sort order to Most Cited, so the most cited cases are at the top.

**Preferences**

Profile Default

**Search**

History

Notifications

Features

Delivery

Help

*Note: Some content such as Secondary Sources is excluded from these additional settings*

**Default sort order**  
Set different sort orders for different content types.

**Cases**

- Relevance
- Relevance
- Date
- Court
- Most cited

**News Room**

Date

**News & Current Awareness**

Date

**Save** **Cancel**

## Delivery tab

- Ensure Document format is Microsoft Word (DOC)
- Ensure Multiple Documents is Multiple files (ZIP)

**Preferences**

Profile

Search

History

Notifications

Features

**Delivery**

Help

**Delivery**

**Format**

**Document format**

Microsoft Word (DOC)

**Multiple documents**

Multiple files (ZIP)

**Layout and style**

**Page layout for cases**

Dual column layout for cases

**Footnotes**

**Save** **Cancel**

## 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/new-westlaw-australia>