

Creating a Newsroom alert for the Legal Affairs section in the Australian Financial Review

Learn how to create an email alert to monitor the Legal Affairs section of the AFR.

1. On the homepage, type in Australian Financial Review and click on the suggestion to search just the AFR.



2. In the search box type *news +2 "legal affairs"* and run the search.



3. On the results page, click the Bell icon and then Create WestClip alert to create the alert.



4. In the Basics section, give your alert a name and click on Continue button.

1 Basics

Administrator | [Change owner](#)

Name of alert

4

Client ID: MARK [Change](#)

Description (optional)

☐ Notify me of changes to this alert

[Assign to alert group](#)

[Add categories](#)

[Continue](#) 4

5. In the Select Content section, AFR should already be selected so click on Continue button.

2 Select content

[Content types](#) [Specialty areas](#) [Practice areas](#) [Favourites](#)

Your selections:

Australian Financial Review

Content types

☒ Cases

☒ Legislation

☒ News & Current Awareness

☒ [Secondary Sources](#)

☒ The Laws of Australia

☒ Government & Regulatory Materials

☒ Forms & Precedents

[Continue](#) 5

6. In the Enter Search Terms section, ensure sort order is By Date and documents are no older than Past week. Click on the Continue button.

3 Enter search terms

Search Terms and connectors help ⓘ

news +2 "legal affairs"

☐ Search only headlines and lead paragraphs [Case-Sensitivity](#) [Term frequency](#)

Smart terms ⓘ

Add Smart Terms to your search or search Smart Terms alone but no. ▾

[Select Smart Terms](#)

Exclude these document types

☐ Personal announcements

☐ Sports ☐ Routine market / Financial data

☐ Obituaries

Sort order

Date ▾ 6

Documents no older than ⓘ

Past week ▾ 6

Document length

Any document length ▾

[Continue](#) 6 [Preview results](#)

7. In Customise Delivery section, enter email addresses, change format to Inline HTML. Set What to Deliver option to documents. Click on the Continue button.

To My contacts

mark.norman@tr.com 7

☐ Allow recipients to unsubscribe from this alert delivery ⓘ

Group ID ⓘ

TRSSO

☐ Do not use a Group ID

Reply to ⓘ

☒ Do not use a reply-to address

Subject

WestClip alert: AFR Legal Affairs Friday

Email note

Format Number of items

Inline HTML ▾ 7 100

What to deliver

☐ List of items ☒ Documents 7

8. In the Schedule alert settings select weekly on WEDNESDAYS as there is a 3 day embargo imposed by the publisher. Save the alert.

5 Schedule alert

Frequency
Weekly 8 ▾

Alert at this time
(GMT+10:00) Brisbane ▾

End date (DD/MM/YYYY)
None

Wednesday 8 ▾

8:00 AM 8 ▾

☐ Alert even if there are no results

Save alert 8

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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/>