

### Creating a Newsroom alert

You can create alerts based on Newsroom searches to monitor the media as part of a current awareness service.

1. To create a Newsroom alert, go to the Newspaper or the media of interest.
2. Conduct your search, e.g., "lobby groups".

The screenshot shows the Westlaw Newsroom interface. At the top, there's a navigation bar with 'THOMSON REUTERS WESTLAW' and 'Region: Australia'. Below the navigation bar, there's a search bar with 'Australia & New Zealand News' and a search term 'lobby groups'. A red circle '1' is placed over the 'Home > NewsRoom' breadcrumb, and a red circle '2' is placed over the search bar. The main content area shows 'Australia & New Zealand News' with a list of 'Top Australia Newspapers' including Australia Top Newspapers, Adelaide Advertiser, Age, Australian, Australian Financial Review, Canberra Times, Courier-Mail, Daily Telegraph, Gold Coast Bulletin, Herald Sun, Mercury, Northern Territory News, Sunday Age, Sunday Telegraph, Sun-Herald, and Sydney Morning Herald. A red circle '3' is placed over the 'Bell' icon in the top right corner of the interface.

3. Click on the **Bell** icon to create the Westclip Alert.

The screenshot shows the Westlaw Newsroom interface with search results for 'lobby groups'. The search bar at the top contains 'adv: "lobby groups"'. The main content area shows 'Australia & New Zealand News (7,293)' with a list of results. A red circle '3' is placed over the 'Bell' icon in the top right corner of the interface, with an arrow pointing to it. The left sidebar contains a 'Filter' section with 'Select multiple' and 'Apply' buttons, a 'Filter category' section with 'News' and 'Restore previous filters' buttons, and a 'Search within results' section with a search bar. The main content area shows a list of results with titles like 'Wong's Middle East tightrope', 'Farm groups unite to protect Australian icon', and 'Religious 'freedom' or the right to religious coercion?'. Each result includes the source, date, and word count.

- Enter a name for the alert and click **Continue**. It will also be the subject line of your email.

- As you work through the alert template, the Selected Content and Search Terms stages are already populated, but you can change these if you wish.
- To schedule your alert, set the delivery times (usually once a day).
- Ensure the email details are correct and finally, click the **Save alert** button.

## 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>

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