

Creating a Newsroom publication alert for all articles in a newspaper issue

You can create Newsroom alerts linking 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.

The screenshot shows the Westlaw Australia interface. At the top, the 'Notifications' menu is highlighted with a red box and a red circle containing the number 1. Below it, the 'Alerts' sub-menu is also highlighted with a red box and a red circle containing the number 2. The main content area shows the 'Alerts' section with a 'Create Alert' button highlighted by a red box. A dropdown menu is open, showing 'WestClip', 'KeyCite', and 'Publication Alert' (highlighted with a red box). The 'Publication Alert' option is selected. The interface also shows a list of alerts on the left and a detailed view of a selected alert on the right.

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

The screenshot shows the 'Publication Alert' creation form. The form is titled 'Alert Center > Create alert' and 'Publication Alert'. Under the '1 Basics' section, there is a 'Name of alert' field with the text 'Sydney Morning Herald' (highlighted with a red box and a red circle containing the number 3). Below this is the 'Client ID: TRAINING3 Change' field. There is also a 'Description (optional)' field. At the bottom, there is an 'Assign to alert group' field and a 'Continue' button (highlighted with a red box).

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**.

1 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

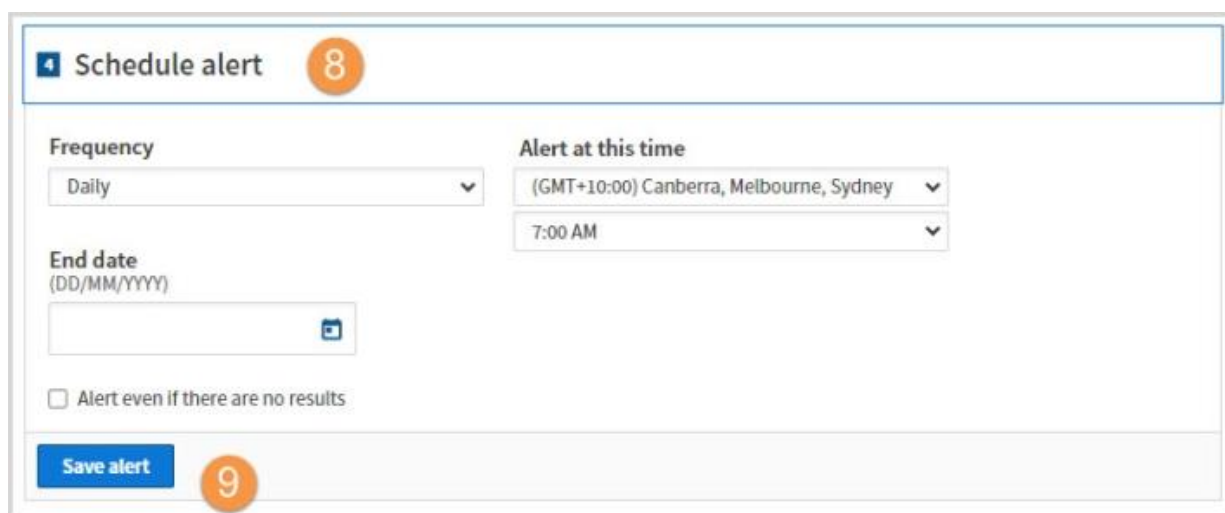
Number of items
500

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.



The screenshot shows a 'Schedule alert' form with the following fields and options:

- Frequency:** A dropdown menu set to 'Daily'.
- Alert at this time:** Two stacked dropdown menus. The first is set to '(GMT+10:00) Canberra, Melbourne, Sydney' and the second is set to '7:00 AM'.
- End date:** A text input field with the placeholder '(DD/MM/YYYY)' and a calendar icon to its right.
- ☐ Alert even if there are no results
- Save alert:** A blue button at the bottom left.

Orange circles with the numbers 8 and 9 are overlaid on the form, corresponding to the steps in the list above.

Looking for more information?

To sign into Westlaw Precision Australia, 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/>