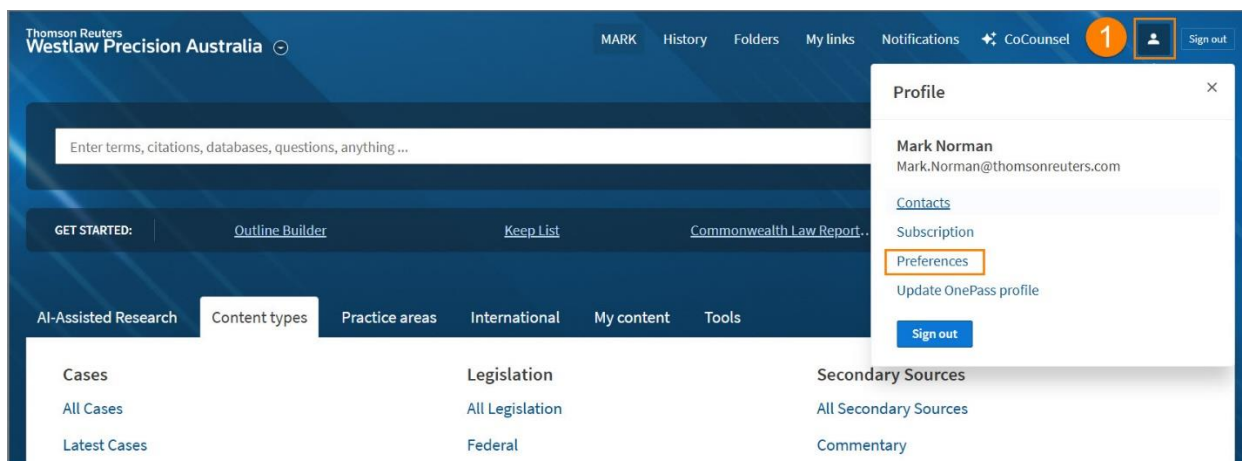


Profile Preferences

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

- Select your time zone.
- Scroll down and untick News and click the Save button.

Preferences

Profile

Search

History

Notifications

Features

Delivery

Help

Profile

Time zone

(GMT+10:00) Brisbane

Find jurisdiction

Limit your find requests to one or more jurisdictions.

☒ AU

☒ Canada

☐ EU

☐ HK

☒ NZ

Help

Edit home page

Choose the features you want to include.

☐ News

Save

Cancel

Search Tab

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

The screenshot shows the 'Preferences' window with the 'Search' tab selected. On the left is a sidebar with links: Profile, Search (highlighted), History, Notifications, Features, Delivery, and Help. The main content area has a 'Default' profile selector and a note: 'Note: Some content such as Secondary Sources is excluded from these additional settings'. Below this is the 'Default sort order' section with the instruction 'Set different sort orders for different content types.' A dropdown menu for 'Cases' is open, showing options: Relevance (selected), Relevance, Date, Court, and Most cited. To the right are 'News Room' and 'News & Current Awareness' sections, both with a 'Date' dropdown. At the bottom are 'Save' and 'Cancel' buttons.

Delivery tab

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

The screenshot shows the 'Preferences' window with the 'Delivery' tab selected. The sidebar on the left has 'Delivery' highlighted. The main content area is titled 'Delivery'. A box highlights the 'Format' section, which includes 'Document format' set to 'Microsoft Word (DOC)' and 'Multiple documents' set to 'Multiple files (ZIP)'. Below this is the 'Layout and style' section with a checkbox for 'Dual column layout for cases' (unchecked). At the bottom is the 'Footnotes' section. 'Save' and 'Cancel' buttons are at the bottom right.

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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