



Custom Pages

You can create your own Custom Page(s) so that content important to you is easily accessible and searchable from one place.

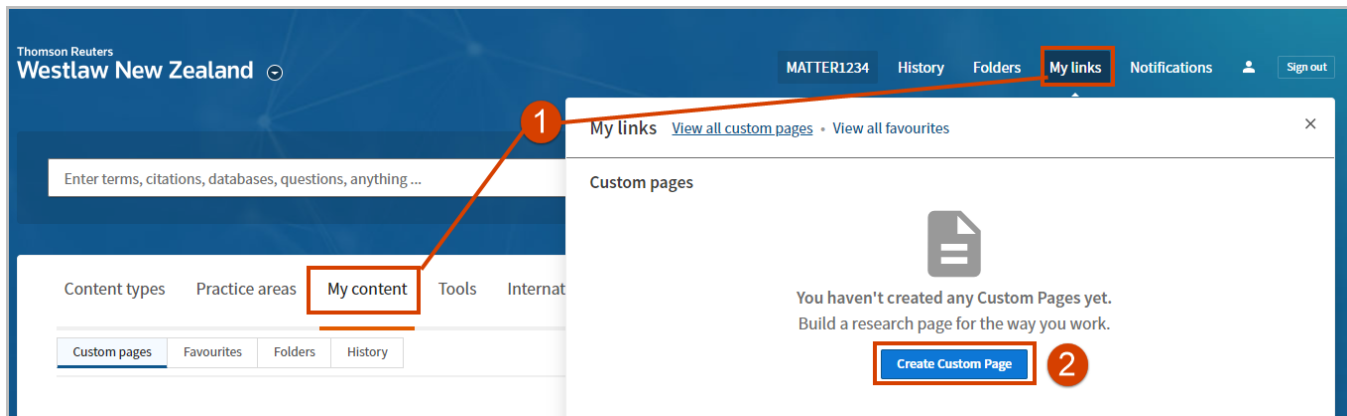
This guide demonstrates how to:

- [Create a Custom Page](#)
- [Edit a Custom Page](#)
- [Search & Browse using a Custom Page](#)
- [Make a Custom page your Start Page](#)
- [Share your Custom Page](#)

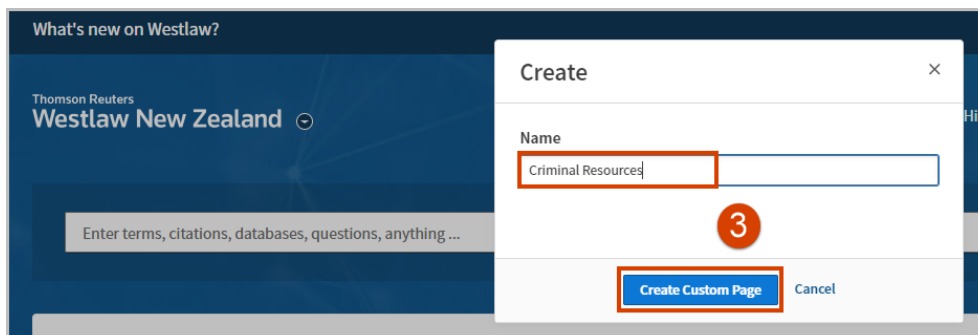
Create a Custom Page

Custom pages can be created and accessed via **My links** in the blue toolbar or via the **My content** tab located on the homepage.

1. Go to **My links** or **My content**.
2. Click **Create Custom Page**.



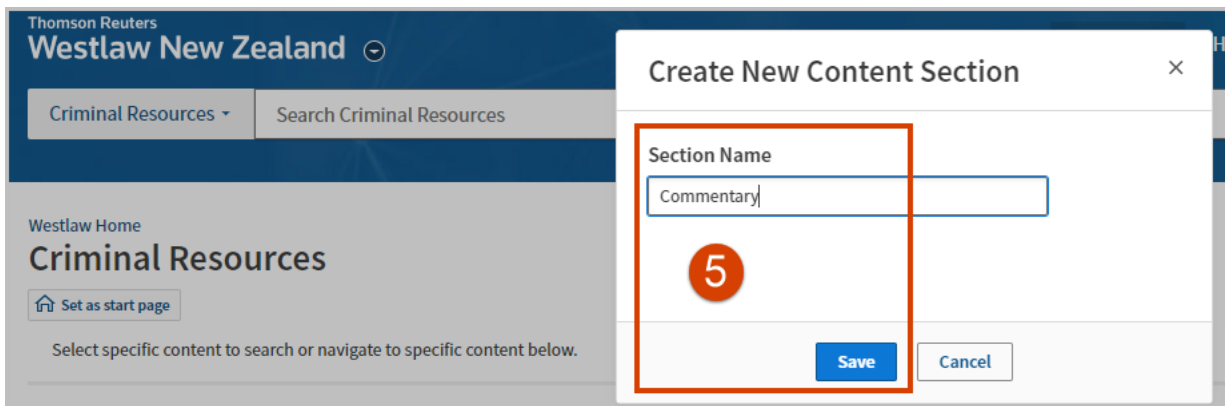
3. Enter a name for the page and click **Create Custom Page**.



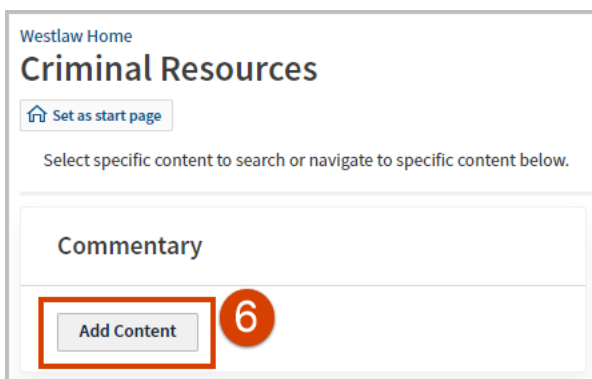
4. Select the **Manage Page** drop-down and click on **Add Content Section**.



5. Name the new content section click **Save**.



6. In the new section, click the **Add Content** button.



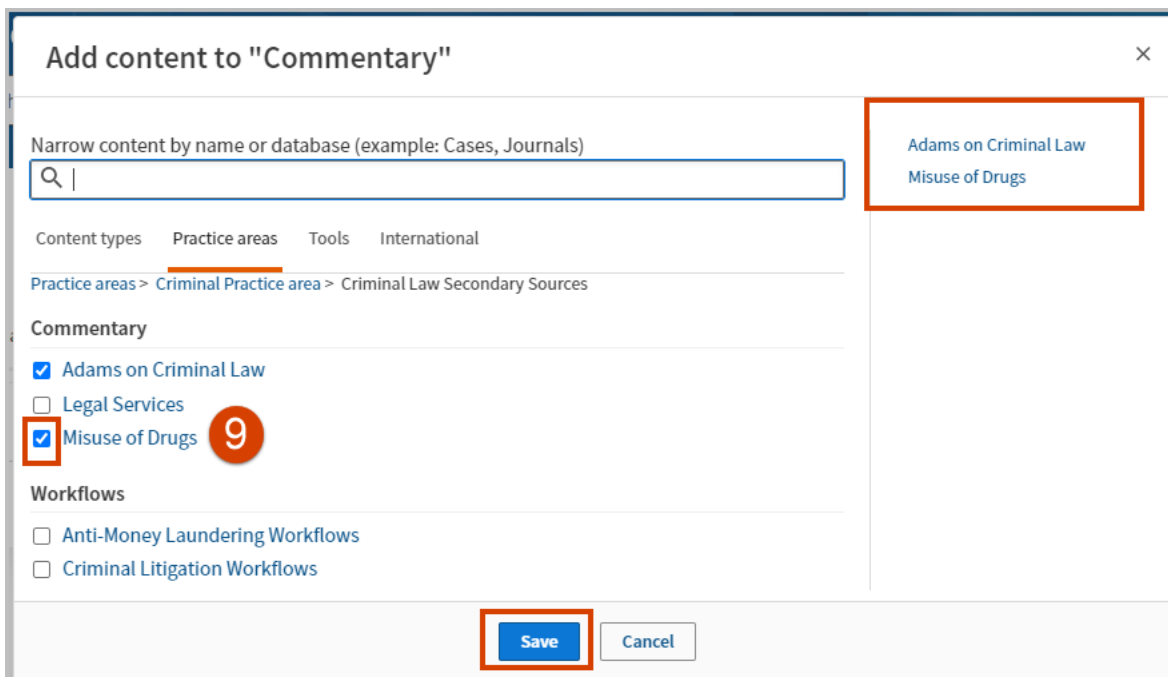
- Enter the name of the content you want to add into the search bar. If it can be located via the search function it will appear in a pop up window. Select it to add to the Custom page.



- Alternatively, drill down into the different content groups to locate what you are looking for by clicking the blue links.



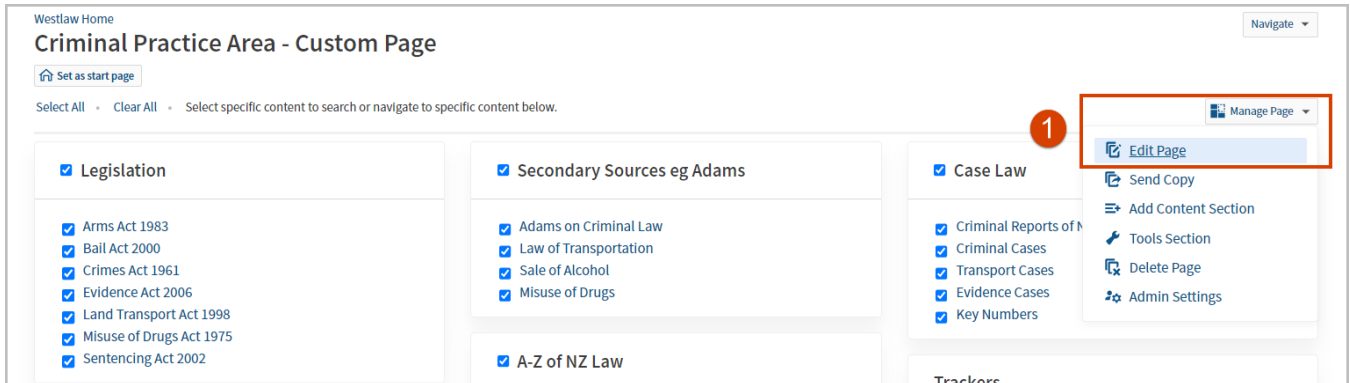
- Tick the box next to the content name to add it to the Custom page. Your selections will appear on the right side of the window. Once finished adding content, click **Save**.



10. Repeat the steps above, adding the required Content groups and corresponding content.

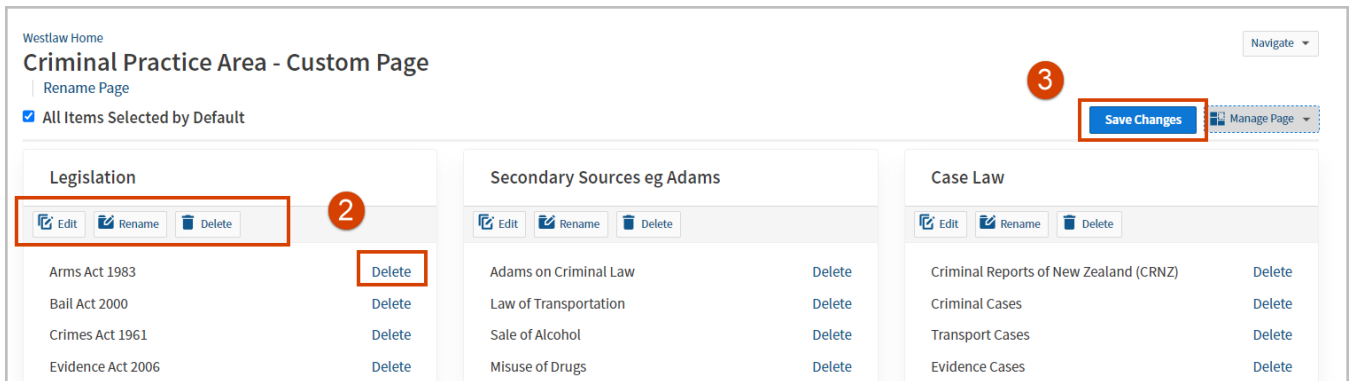
Edit a Custom Page

1. Select the **Manage Page** drop-down in the upper right-hand corner and click **Edit Page**.



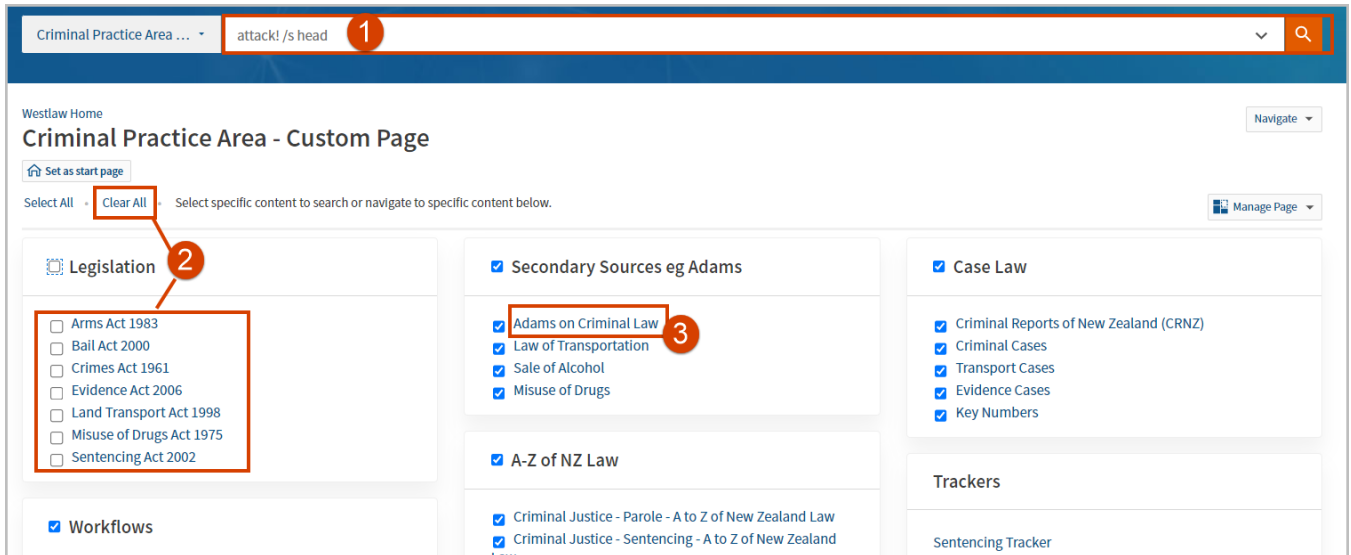
2. Use the **Edit**, **Rename** and **Delete** commands to make your changes to sections or remove content from sections. You can also re-arrange sections or move content links by dragging and dropping them anywhere on the page.

3. Click **Save Changes** once completed.



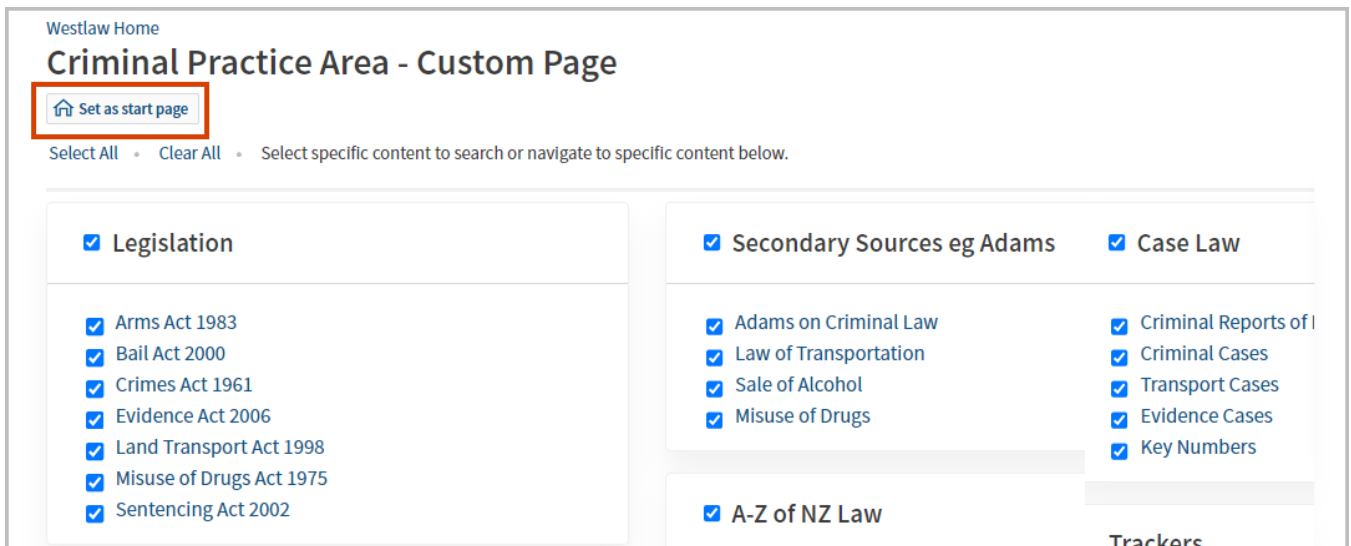
Search & Browse using a Custom Page

1. Type your query in the search bar and click **search**. Westlaw will automatically search all content selected on the Custom page.
2. To only search a selection of content, either click **Clear All** then select what you want to search, or unselect the content you don't want to search.
3. To browse content click on a title to open (not available for all content).



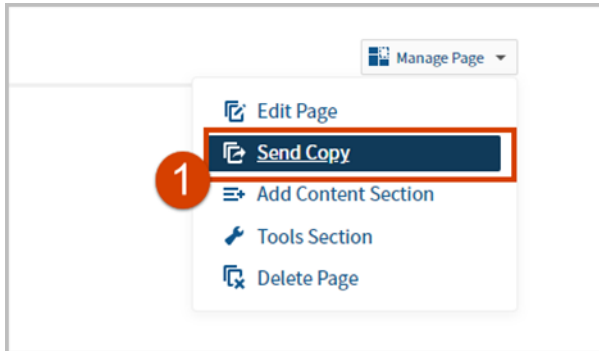
Make a Custom Page your Start Page

To make a custom page your start page (the page that opens when you log into Westlaw), click **Set as Start Page**.

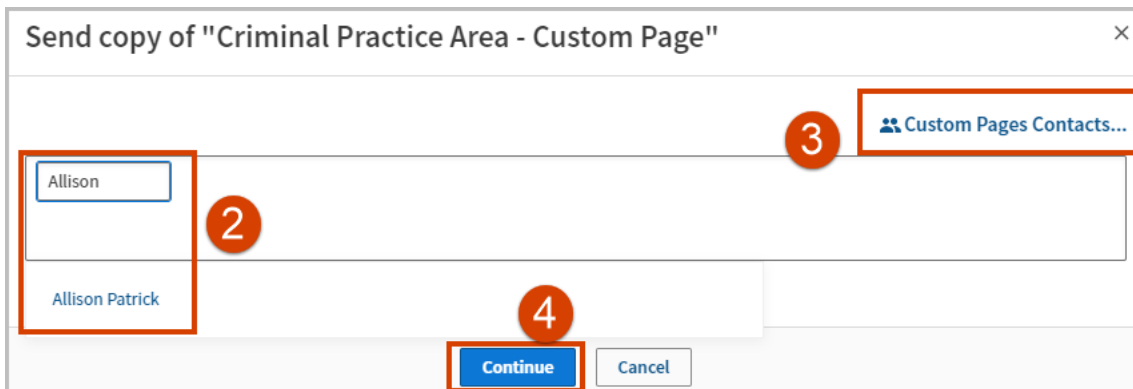


Share your Custom Page:

1. To share your Custom Page with other Westlaw users, select the **Manage Page** drop-down and click **Send Copy**.



2. To share with an individual person, type and select their name from the drop-down or enter their email address. If your colleague is outside your organisation, an invitation to accept the Custom Page will be sent.
3. To send to a group of users, select **Custom Pages Contacts**
4. Once the email recipients have been added, select **Continue**.



Looking for more information?

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For technical assistance, call the help desk on 0800 10 60 25

For assistance using Westlaw New Zealand, email NZTrainers@thomsonreuters.com

To request training, click <https://support.thomsonreuters.co.nz/request-training>

For additional training materials, visit <https://support.thomsonreuters.co.nz/product/new-westlaw-new-zealand>