



### Westlaw Homepage Overview

This guide provides an overview of the Westlaw homepage and details various icons you will find within Westlaw.

This includes:

- [Features available on the Westlaw homepage](#)
- [Content types tab](#)
- [Practice areas tab](#)
- [My content tab](#)
- [Tools tab](#)
- [International tab](#)
- [Icons](#)

### Features available on the Westlaw homepage


- A.** Westlaw logo – Click to return to the homepage.
- B.** Drop down arrow – Click to switch to Practical Law (subscription required).
- C.** Client ID – Client ID is linked to your History and Folders.
- D.** History – View your research history for the last 12 months.
- E.** Folders – View all content saved within folders.
- F.** My Links – View and manage your Favourites and Custom pages.
- G.** Notifications – Set up and manage your alerts.
- H.** Profile icon – View your organisation’s subscription, modify your preferences, access the Training & Support portal, or sign out.
- I.** Sign out – Westlaw shows the duration of the research session, and details of research conducted.
- J.** What's new on Westlaw – Select the **Show more** button to view details of new features in Westlaw.
- K.** Global search bar – Search using natural/plain language, or terms and connectors.
- L.** Drop down arrow – Click to view your 10 most recent searches.
- M.** Search tips – Shows the Boolean connectors you can use to search in Westlaw.
- N.** Advanced – A search form to conduct detailed search queries. The advanced search form changes depending on the Westlaw page you are accessing ie if you’ve clicked into the Cases collection, you will be taken to a Cases specific search form when you click Advanced.
- O.** Browse pane - Quickly find case law, legislation and secondary sources.
- P.** Content tab settings icon – Click to customise the resources you want to see on the homepage.

The screenshot shows the Thomson Reuters Westlaw New Zealand interface. At the top, there is a navigation bar with the text "What's new on Westlaw?". Below this, the main header area contains the "Westlaw New Zealand" logo (labeled A) and a search bar (labeled K) with the placeholder text "Enter terms, citations, databases, questions, anything...". To the right of the search bar are several navigation links: "MATTER1234" (labeled C), "History" (labeled D), "Folders" (labeled E), "My links" (labeled F), "Notifications" (labeled G), "Sign out" (labeled H), and "Show more" (labeled J). Below the search bar is a secondary navigation bar with links for "Content types", "Practice areas", "My content", "Tools", and "International" (labeled O). A settings icon (labeled P) is located in the bottom right corner of this bar. The main content area is divided into three columns: "Cases", "Legislation", and "Secondary Sources". Each column lists various sub-categories and links.

Cases	Legislation	Secondary Sources
All Cases	All Legislation	All Secondary Sources
Latest Cases	Current Acts	Commentary
Specialist Law Reports	Current Secondary Legislation	A to Z of New Zealand Law
By Practice Area	Current Other Instruments	Forms & Precedents
Key Number System	Bills	Law Reviews & Journals
Browse by topic	Browse All Bills	Workflows

- Q.** NewsRoom/News from Reuters – Articles showcasing insight and legal analysis from current news sources. Click **All News** to access NewsRoom (subscription required).
- R.** Customer Support links:
  - Contact Us – Training, Technical support and Customer Care contact details.
  - Live Chat
  - Quick Start Guide
  - Training and Support Materials – will direct you to the Westlaw Training & Support portal.
  - Improve Westlaw/Report an error – provide feedback and report any technical issues.
  - Pricing Guide for pay-per-view content.

### News from REUTERS



**New Zealand looking into Indian spice brands over contamination**  
15/05/2024 · Reuters US World News

HYDERABAD (Reuters) - New Zealand's food safety regulator on Wednesday said it is investigating possible contamination in spice products of top Indian brands MDH and Everest after they faced scrutiny in other countries. The United States and

**UAE and New Zealand to launch talks for a free trade deal**  
06/05/2024 · Reuters US World News

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**New Zealand signs MOU with German institute on Antarctica cooperation**  
04/05/2024 · Reuters US World News

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**New Zealand foreign minister calls China relationship complex**  
02/05/2024 · Reuters US World News

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**New Zealand not close to decision on joining AUKUS pact, minister says**  
01/05/2024 · Reuters US World News

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**Air New Zealand falls after earnings outlook cut on stiff competition**  
22/04/2024 · Reuters US Business News

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## Browse pane tabs

### Content types tab

Select the Content types tab and click a link to browse or search resources. These resources include:

- A. The Key Number System where cases are grouped by topic.
- B. Newsroom (subscription required).
- C. Analytics: Sentencing (*Sentencing Tracker*), Accident Compensation, OSH, Personal Grievance or Resource Management cases and analytics (subscription required).

Content types	Practice areas	My content	Tools	International
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<p><b>Cases</b></p> <p>All Cases</p> <p>Latest Cases</p> <p>Specialist Law Reports</p> <p>By Practice Area</p> <p><b>Key Number System</b></p> <p style="border: 1px solid orange;">Browse by topic</p> <p><b>Specialty areas</b></p> <p>LINX</p> <p style="border: 1px solid orange;">NewsRoom</p> <p style="border: 1px solid orange;">Analytics</p>	<p><b>Legislation</b></p> <p>All Legislation</p> <p>Current Acts</p> <p>Current Secondary Legislation</p> <p>Current Other Instruments</p> <p><b>Bills</b></p> <p>Browse All Bills</p>	<p><b>Secondary Sources</b></p> <p>All Secondary Sources</p> <p>Commentary</p> <p>A to Z of New Zealand Law</p> <p>Forms &amp; Precedents</p> <p>Law Reviews &amp; Journals</p> <p>Workflows</p> <p><b>Current Awareness</b></p> <p>Alert 24 &amp; News Bulletins</p> <p><b>Government &amp; Regulatory Materials</b></p> <p>Inland Revenue - Te Tari Taake</p>
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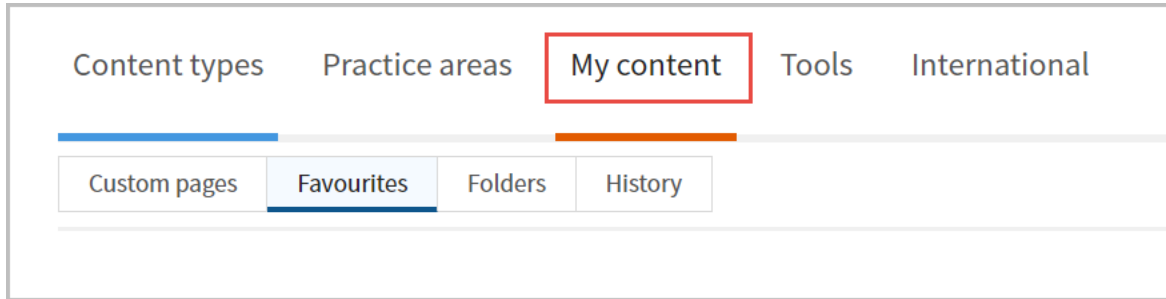
Select the **Practice areas** tab to browse and search all content in a selected practice area.

Content types	Practice areas	My content	Tools	International
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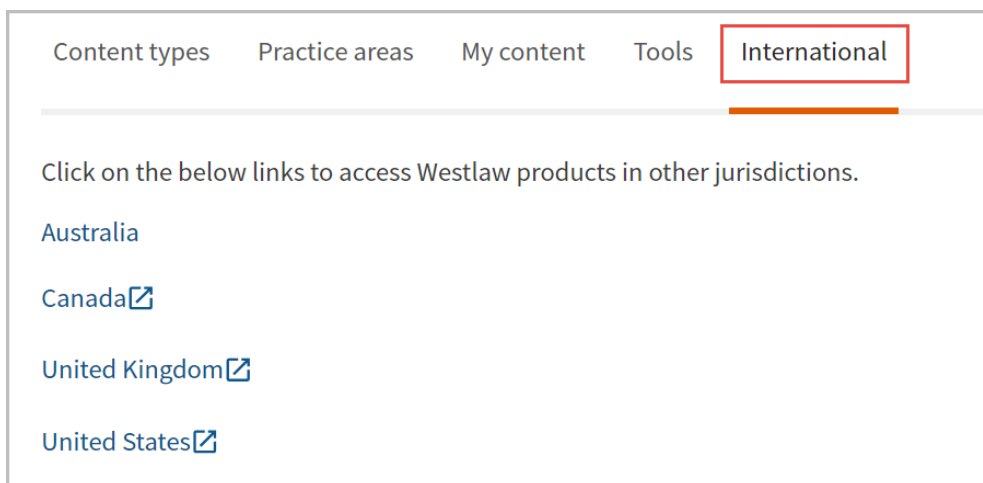
  

Administrative & Public Law	Environment & Resources	Māori Law
Alcohol	Evidence	Media
Alternative Dispute Resolution	Family	People Management
Bankruptcy & Insolvency	Fisheries	Personal Injury
Building & Construction	General Practice	Privacy
Civil Litigation	Health	Property
Commercial	Human Rights	Social Welfare
Company & Financial Markets Law	Immigration	Sports & Recreation
Competition & Consumer	Insurance	Taxes & Duties
Contract	Intellectual Property	Transport
Corporations	Legal Aid	Trusts & Equity
Criminal	Legislative Interpretation	Wills & Succession
Employment	Local Government	


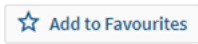


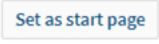







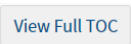
Select the **My content** tab to view key personalisation features in one spot.





Select the **International** tab to use other Westlaw products in the listed jurisdictions (subscription required).



## Icons

Icon	Where can I see it?	What does it mean?
	Top right-hand corner of screen	Enter a ClientID to help track research conducted/time spent researching.
	Top-left of a practice area/topic page/publication or Act	Add this page to your favourites for quick and easy access
	Right of individual search results	You have viewed this document in the last 30 days with the same Client ID
	Top-right of search results	Change the level of detail shown in results: less, more, most
	Top-left of a practice area/topic page	To make this your start page
	Right-hand toolbar	Search for terms or phrases within your document
	Right-hand toolbar	Customise your display option; show the KeyCite status for citations within the document
	Right-hand toolbar	Add note/view annotations
	Right-hand toolbar	Save to your folder
	Right-hand toolbar	Email, print, or download
	Right-hand toolbar	Copy a link or citation for the document you are viewing
	Above the right-hand toolbar	View in full screen mode
	Left hand side when viewing commentary/books	View and browse the Table of Contents for the content you are viewing.

Reading Mode	Right hand toolbar when viewing commentary/books	Change to a scrollable view. Click again to return to a section by section view.
	Can be found on cases or legislation	Cases – indicates the case is no longer good for at least one point of law.  Legislation – document is repealed, revoked, or expired, or has commenced amendments that have not yet been consolidated
	Can be found on cases or legislation	Cases – some negative treatment, but not reversed or overruled  Legislation – future amendments which have not yet come into force apply to the document

## Looking for more information?

To sign into Westlaw New Zealand, visit <https://nzlaw.thomsonreuters.com/>

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

For assistance using Westlaw New Zealand, email [NZTrainers@thomsonreuters.com](mailto: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>