



How to Use Favourites

The Favourites feature in Westlaw is a convenient way to store links to content you use frequently as part of your research. The following are examples of content that can be added to your favourites: Practice Area pages, Commentary titles, Key Numbers, Legislation titles, Book titles, Workflows, and Forms & Precedents groups. Individual content, such as individual pieces of commentary, news articles, cases, sections of Legislation, and specific forms and precedents, should be added to a folder instead.

Favourites can be easily accessed, searched and put into groups. This guide provides guidance on the following:

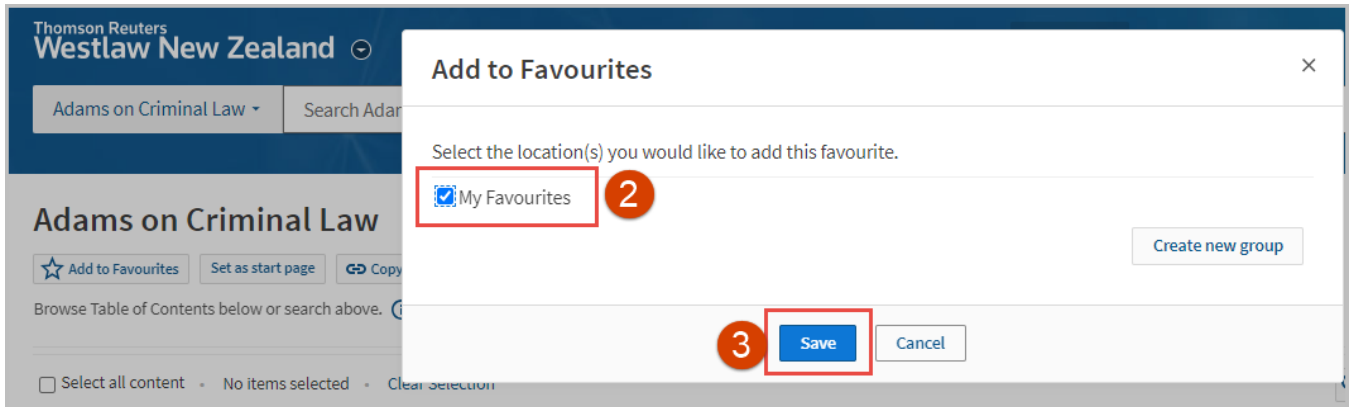
- [Creating a Favourite](#)
- [Accessing Favourites \(including saving Favourites as the default homepage tab\)](#)
- [Searching Favourites](#)
- [Managing Favourites \(including deleting and grouping\)](#)

Creating a Favourite

1. If content can be added to your Favourites, an **Add to Favourites** button will be available, located under the title towards the top left hand corner of the page. Click the **Add to Favourites** button to save the resource as a Favourite.

The screenshot shows the Westlaw New Zealand interface. At the top, there is a navigation bar with the Thomson Reuters logo, the text 'Westlaw New Zealand', and several menu items: 'CLIENT ABC', 'History', 'Folders', 'My links', 'Notifications', and a 'Sign out' button. Below the navigation bar is a search bar with the text 'Adams on Criminal Law' and a search icon. The main content area is titled 'Adams on Criminal Law'. Below the title, there are three buttons: 'Add to Favourites' (highlighted with a red box and a red circle with the number 1), 'Set as start page', and 'Copy link'. Below these buttons, there is a section for 'Browse Table of Contents' with a search bar and a 'Search TOC' button. Below this section, there is a list of items with checkboxes: 'What's New', 'Offences and Defences', 'Criminal Procedure', 'Rights and Powers', 'Evidence', and 'Sentencing'.

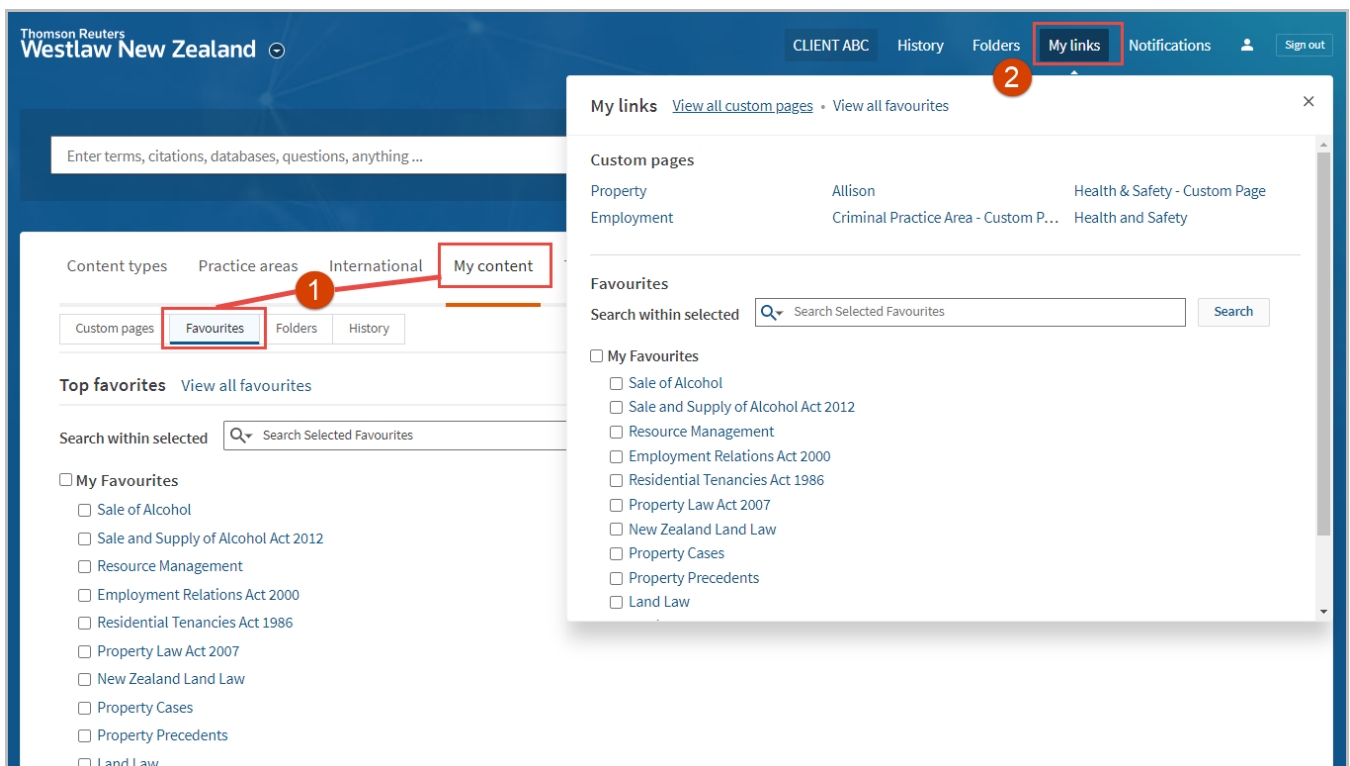
- A pop-up window will appear. Select **My Favourites**.
- Click **Save**.



Accessing Favourites

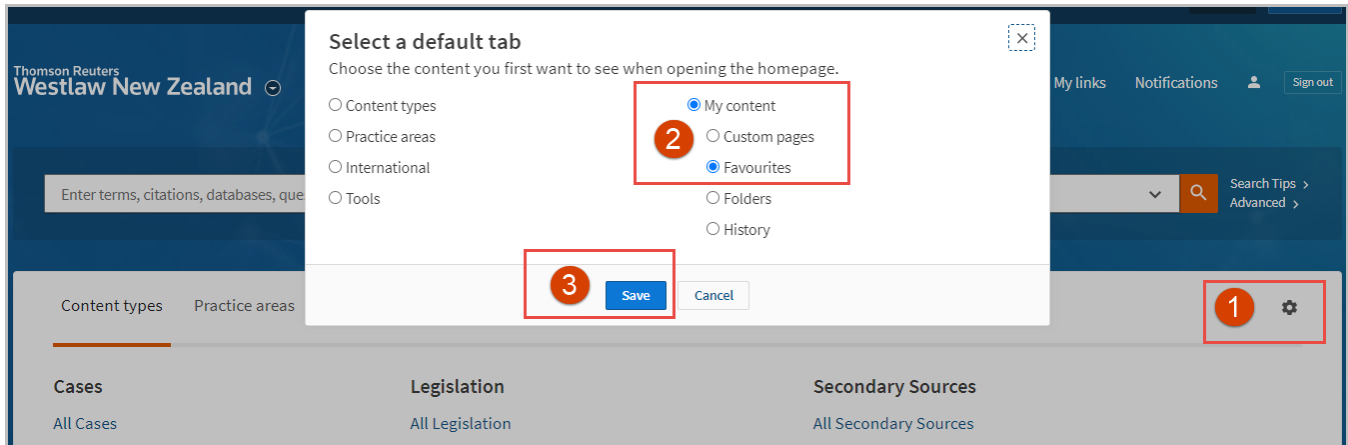
You can access your Favourites in one of two ways:


- By clicking the **My content** tab (available on the Westlaw homepage) and clicking **Favourites**
OR
- By clicking **My Links** in the top right hand corner of any page.



You can save the Favourites tab as the default tab that appears when you are on the Westlaw homepage (i.e. when you log into Westlaw or when you click the Westlaw New Zealand logo).

1. From the Westlaw homepage, click the Content tab settings icon ⚙️
2. Select **My Content** and then **Favourites**.
3. Click **Save**. Now every time you log into Westlaw or click the Westlaw New Zealand logo, your Favourites tab will be displayed in the main pane.




 Note: Click the **Content types** tab to return to the original content displayed on the homepage.

Searching Favourites

You can search across all Favourites or selected Favourites.

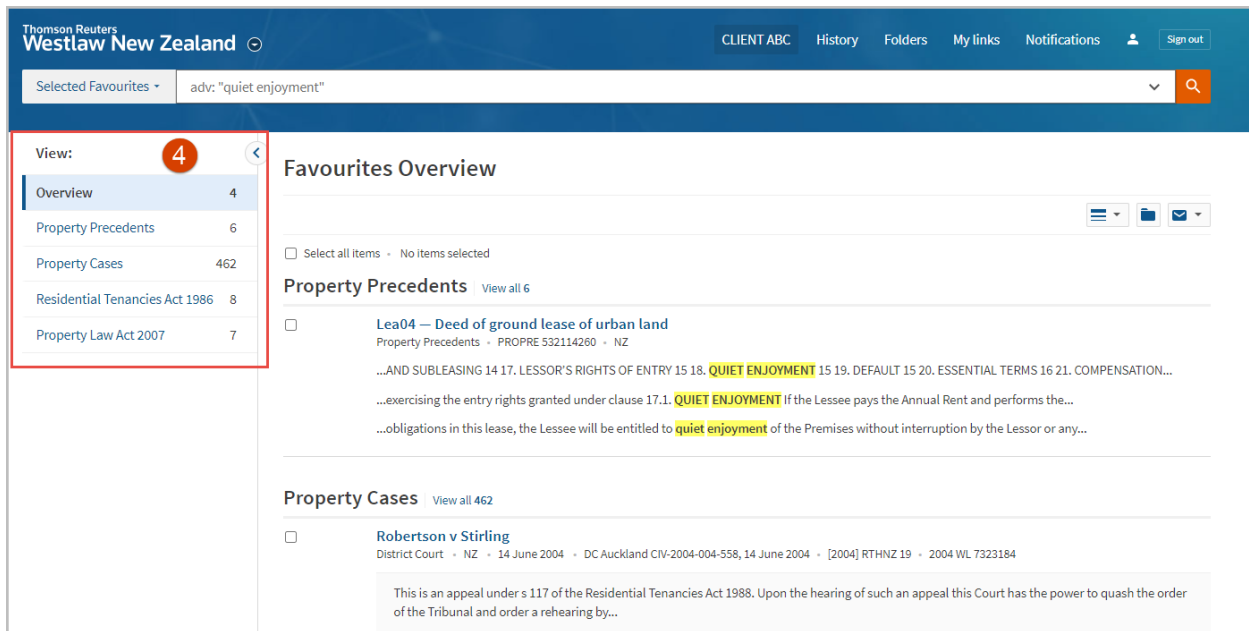
1. After navigating to Favourites via My links or the My content tab, select the Favourites you would like to search.
2. Enter your search terms or click the magnifying glass to access a recent search.
3. Click **Search**.

The screenshot displays the Thomson Reuters Westlaw New Zealand interface. At the top, the logo and 'CLIENT ABC' are visible. A search bar contains the text 'Enter terms, citations, databases, questions, anything ...'. Below this, a navigation menu includes 'Content types', 'Practice areas', 'International', 'My content', and 'Tools'. Under 'My content', there are sub-tabs for 'Custom pages', 'Favourites', 'Folders', and 'History'. The 'Favourites' tab is active. Below the tabs, there is a section for 'Top favorites' with a link to 'View all favourites'. A search bar labeled 'Search within selected' contains the text '"quiet enjoyment"' and a magnifying glass icon. A 'Search' button is located to the right of the search bar. Below the search bar, there is a list of 'My Favourites' with checkboxes next to each item. The items are: 'Sale and Supply of Alcohol Act 2012', 'Resource Management', 'Family Property', 'Property Precedents', 'Property Cases', 'Residential Tenancies Act 1986', 'Employment Relations Act 2000', 'Property Practice area', and 'Property Law Act 2007'. Red boxes and numbers 1, 2, and 3 highlight the 'Favourites' tab, the search bar, and the 'Search' button, respectively.

 Note: Boolean connectors and expanders are supported. If no Connectors are used, the default connector is OR.

 Note: If preferred, you can select **View all favourites** and run a search from the Favourites page.

- The number of results per Favourite will be displayed on the left hand side of the results page.

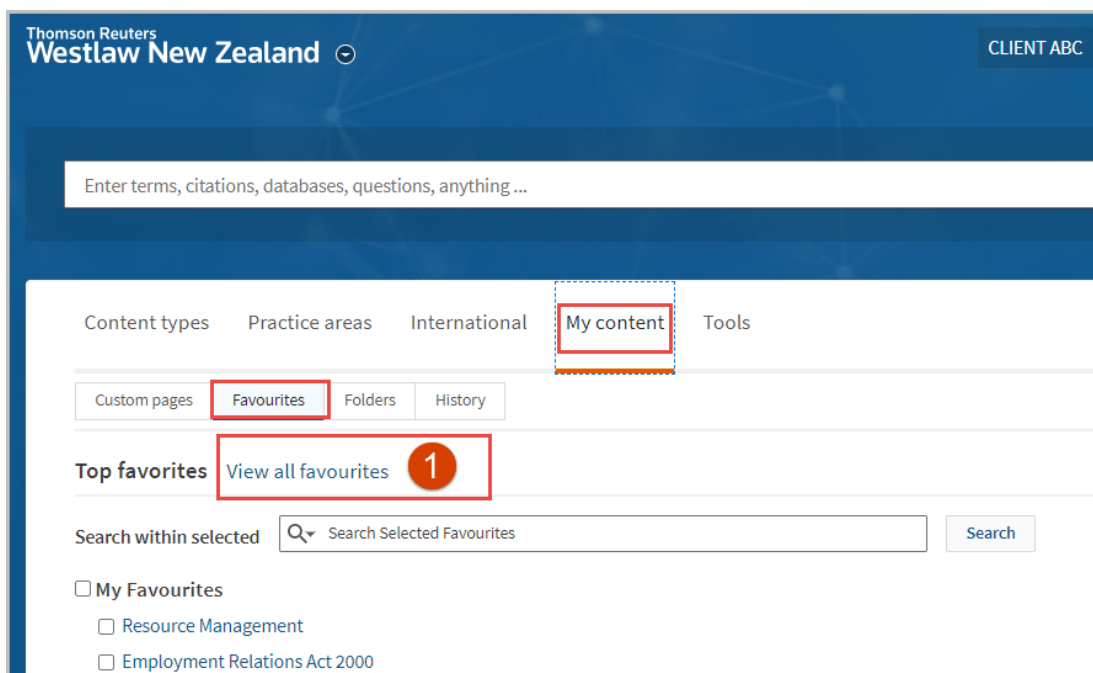


Managing Favourites

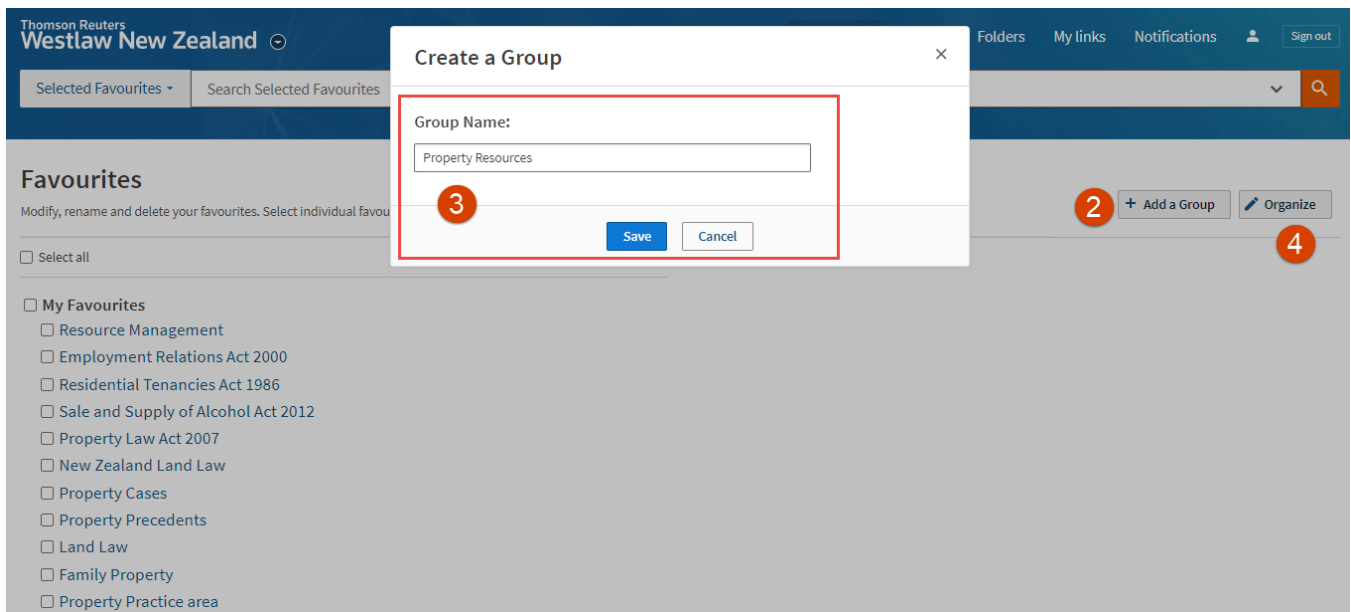
Favourites can be placed into groups, deleted or reordered.

Add a Group

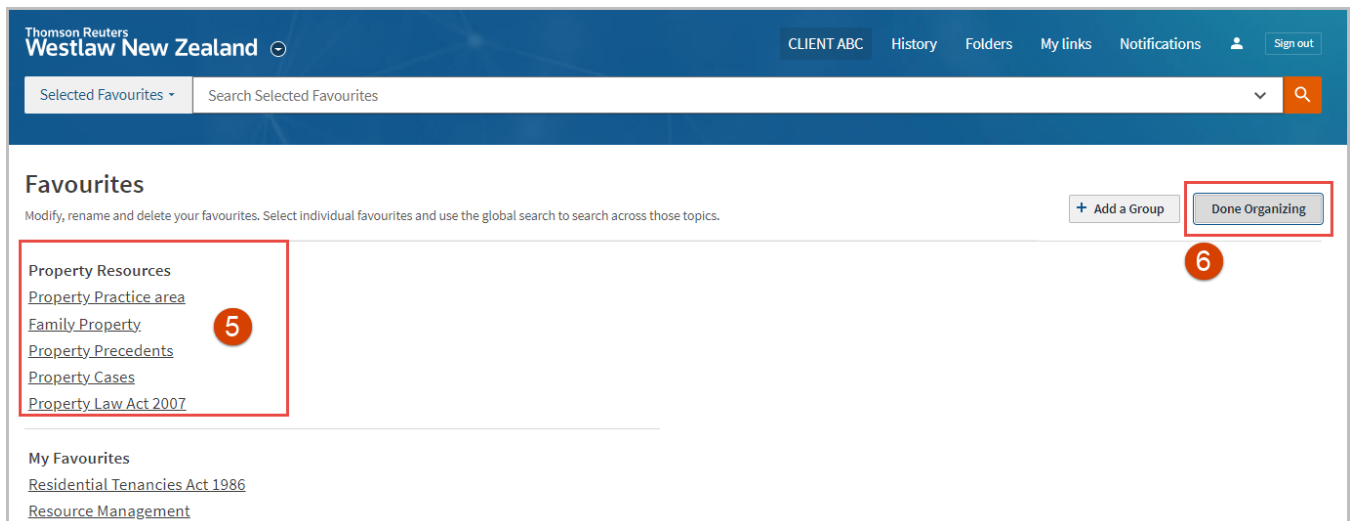
- After navigating to Favourites via My links or the My content tab, click **View all favourites**.



2. Click **Add a Group**.
3. Enter a name for the group and click **Save**.
4. Click **Organize**.

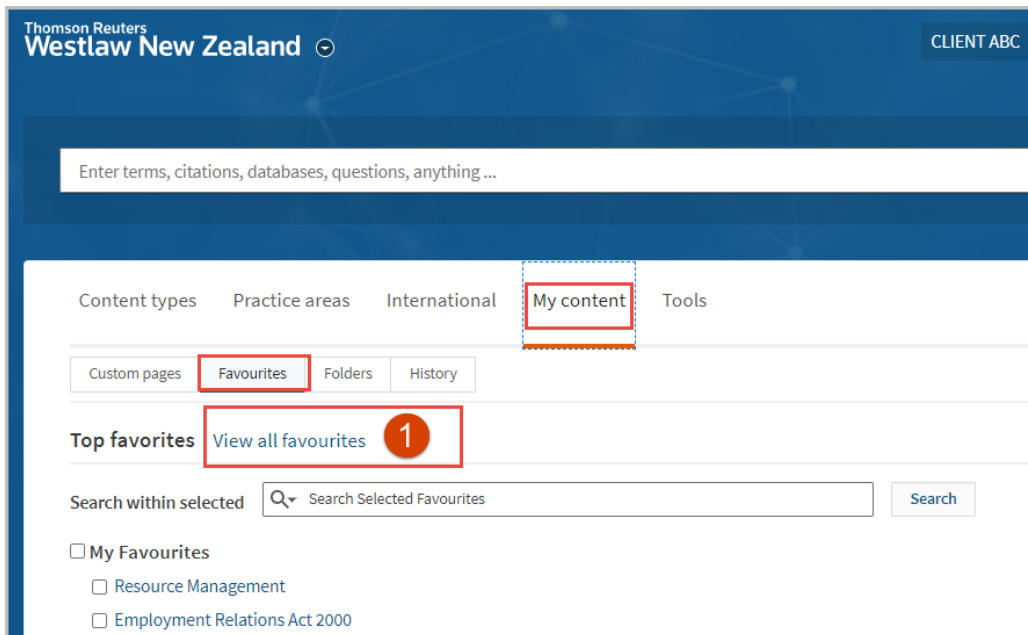


5. Drag and drop Favourites into the newly created group.
6. Click **Done Organizing** once finished adding resources to the group.

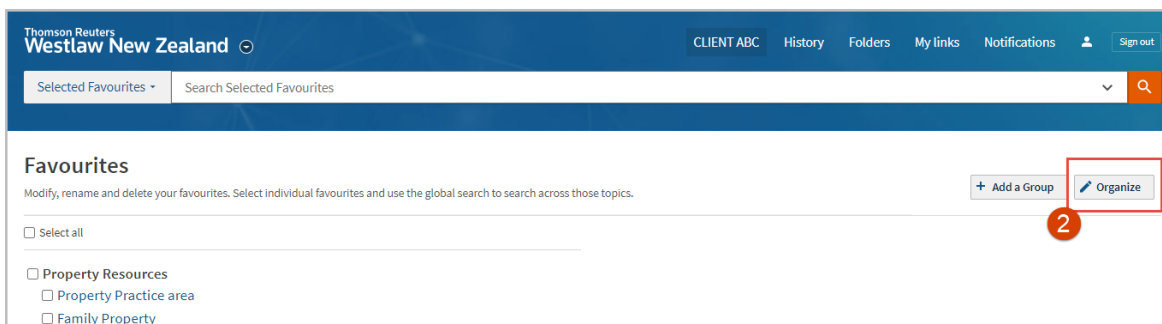


Delete or Reorder Favourites

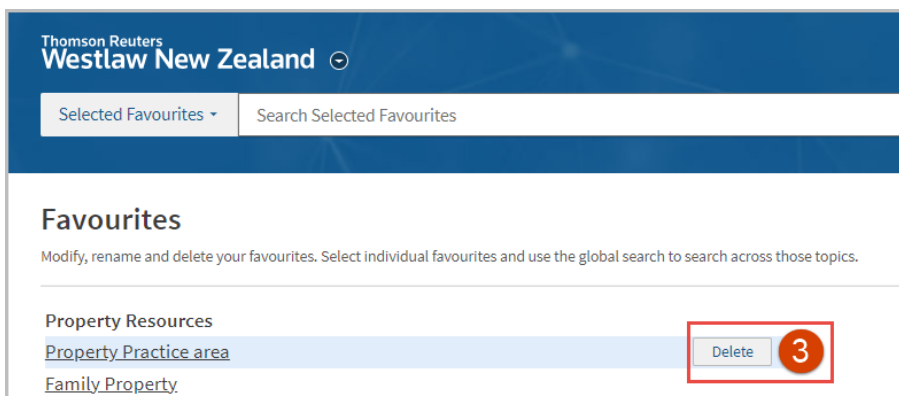
1. After navigating to Favourites via My links or the My content tab, click **View all favourites**.



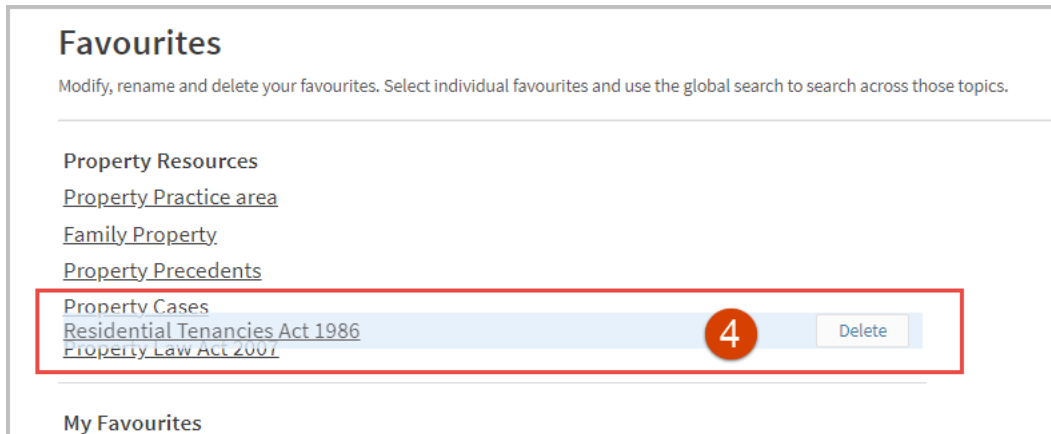
2. Click **Organize**.



3. To delete - hover your mouse over the Favourite or Group to be deleted, a Delete button will appear. Click **Delete** to remove the Favourite.



- To reorder – drag and drop a Favourite or Group to a different location in the list.

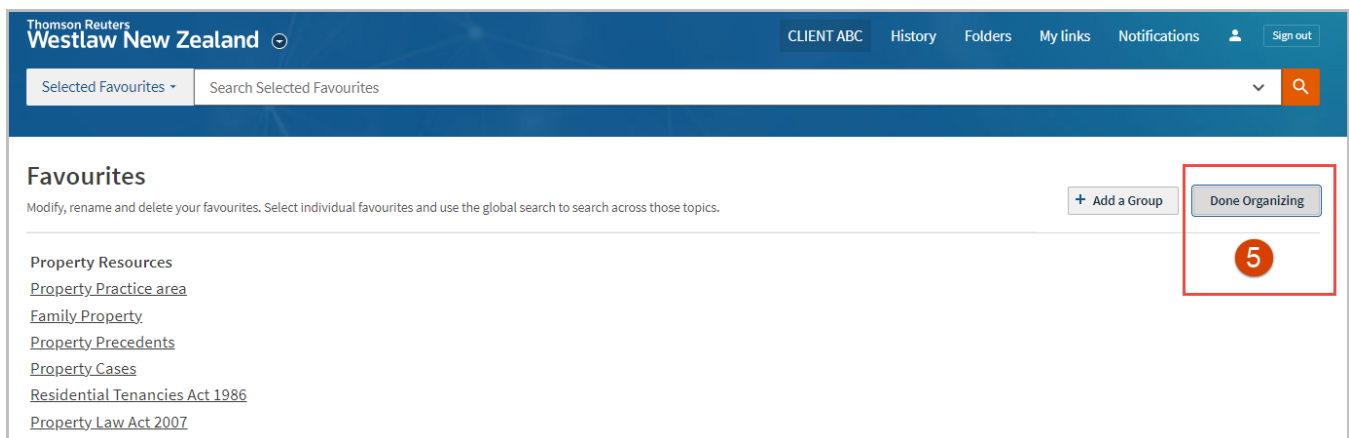



Favourites
Modify, rename and delete your favourites. Select individual favourites and use the global search to search across those topics.


Property Resources
[Property Practice area](#)
[Family Property](#)
[Property Precedents](#)
Property Cases 4
[Residential Tenancies Act 1986](#)
[Property Law Act 2007](#)

My Favourites

- Once finished, click **Done Organizing**.



Thomson Reuters
Westlaw New Zealand 

CLIENT ABC History Folders My links Notifications 

Selected Favourites ▾ Search Selected Favourites

Favourites 5

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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

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>