# WESTLAW NEW ZEALAND

Custom Pages Guide

Custom Pages provide a user with the ability to both limit and expand content for searching. For example, you may want to search multiple jurisdictions, practice areas or products.
Note: OnePass and SSO customers can create a Custom Page.

This guide will provide step by step instructions on how to create a multi jurisdiction Custom Page across New Zealand and Australian subscribed content.

Create a Custom Page

1. From the home page, scroll down and select the **Custom Pages** tab, and click **Create Custom Page.**

2. Enter a name into the Name box that appears and click **Create Custom Page**. e.g., Employment and Human Rights, and click **Save.**
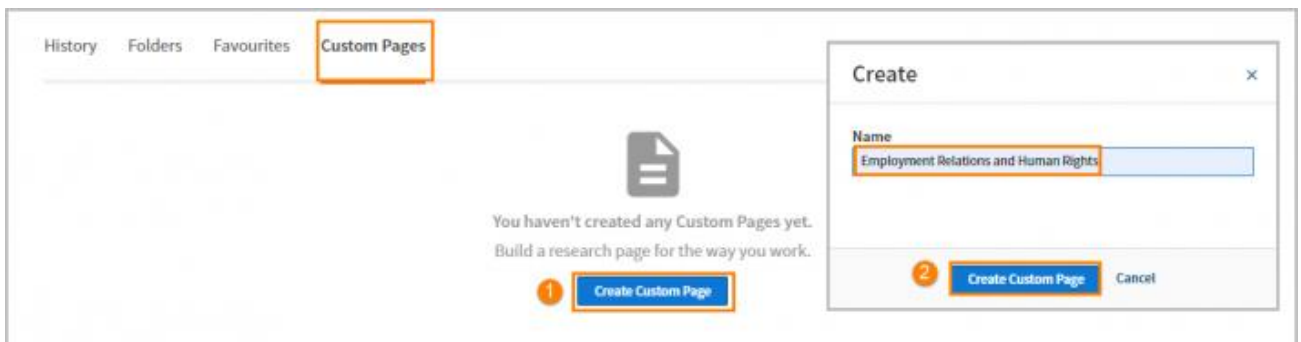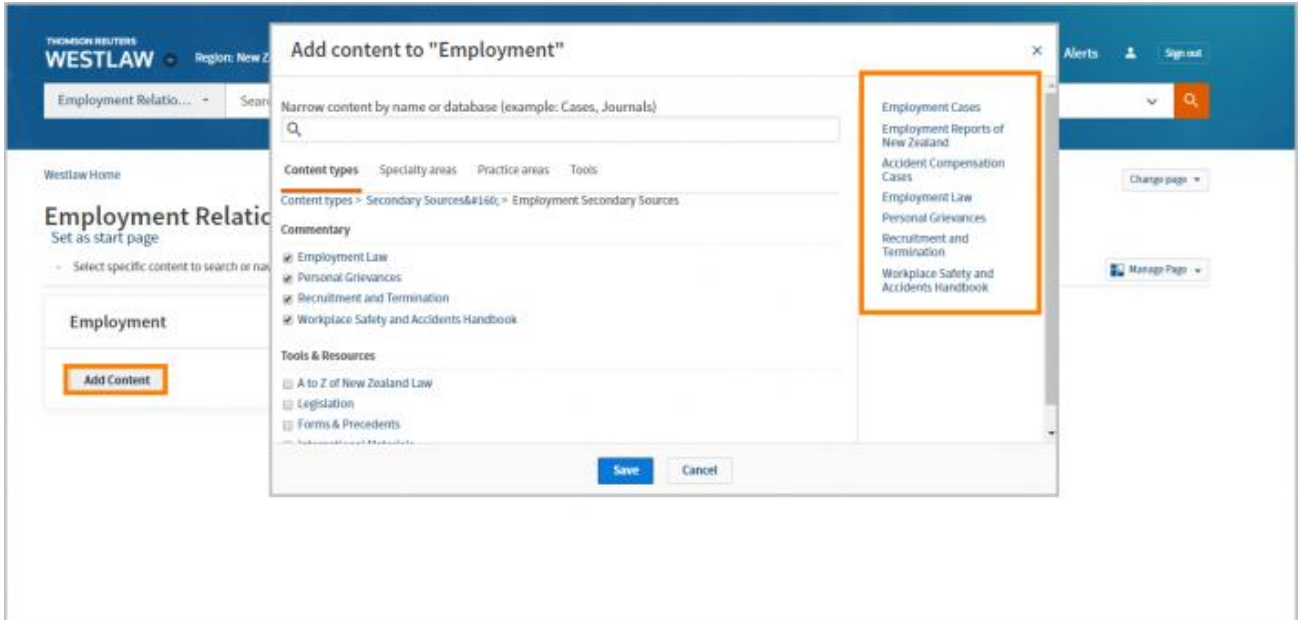

3. Select the Manage Page drop-down and click on **Add Content Section.** Name the **New Content Section**, e.g., **Employment** and click **Save.**
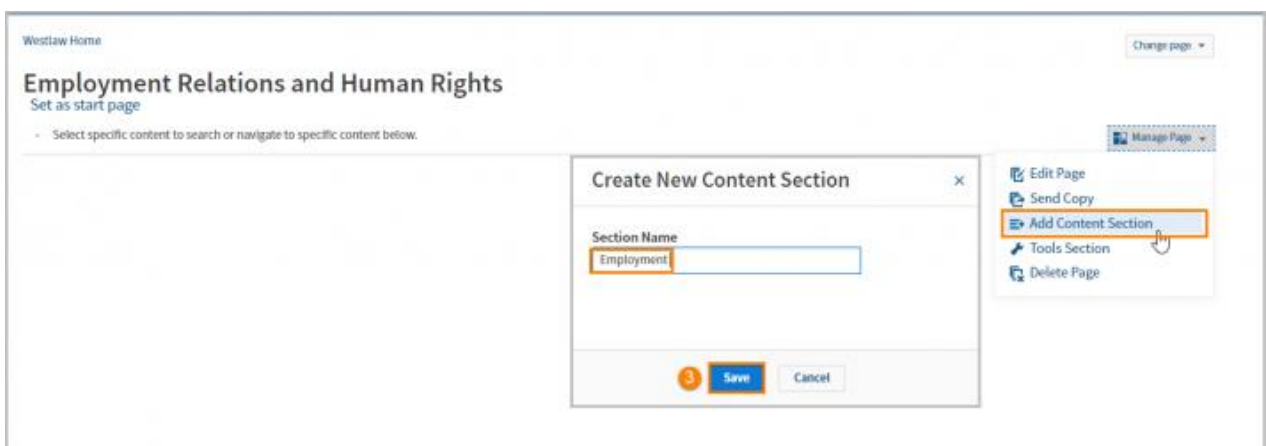
4. In the new section, click the **Add Content** button.

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5. Add databases, jurisdictions, or practice areas by browsing or searching for content.

- Once you find the required content, select the check box or drill own further to select individual products by clicking the blue link.


4. Your selections will appear on the right side of the window. Check additional boxes to add more content to that section or click Save to save your selection.

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Create a Custom Page for Multiple Jurisdictions

If you subscribe to both New Zealand and Australian content a Custom Page will allow you to search across both jurisdictions in one search.

1. To add content from Australia, select **Region** and then **Australia** to open the Westlaw Australia homepage.
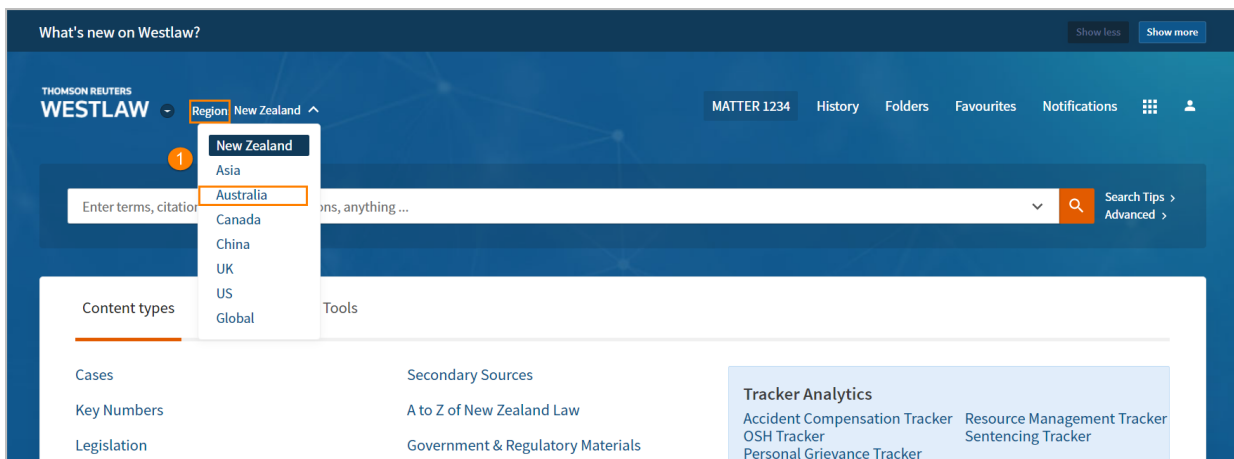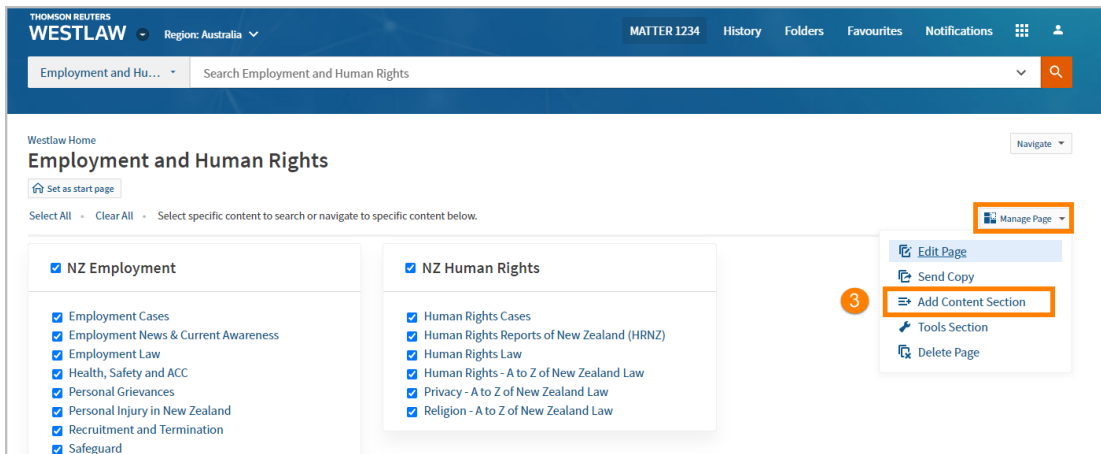

2. Scroll down to select **Custom Pages.**

   a) To create a new custom page click **Create.** Name the new page and click **Create Custom Page.**

   b) To add further content to an existing custom page select the Name of the custom page to edit.

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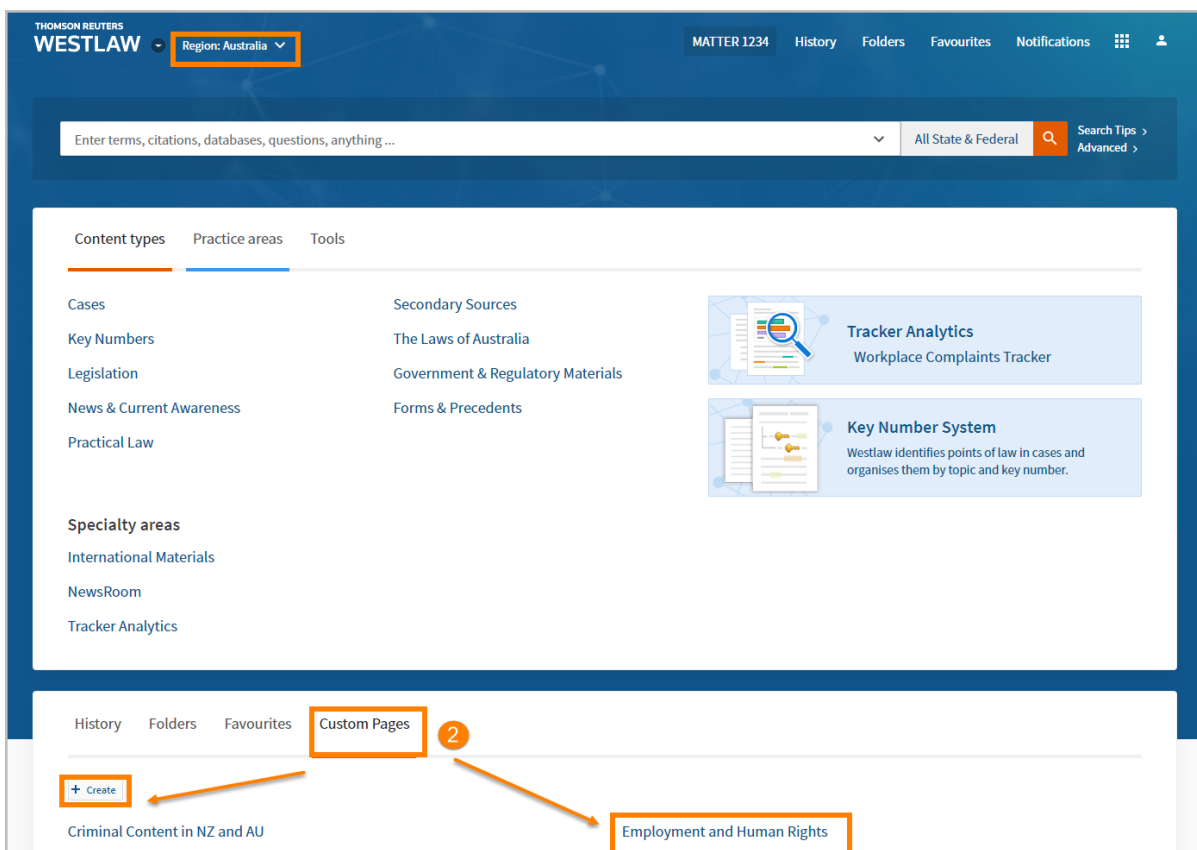
3. Select the **Manage Page** drop-down and click **Add Content Section**.

4. Type in a Name into the **Section Name** box, **e.g., AU Employment** and click **Save.**
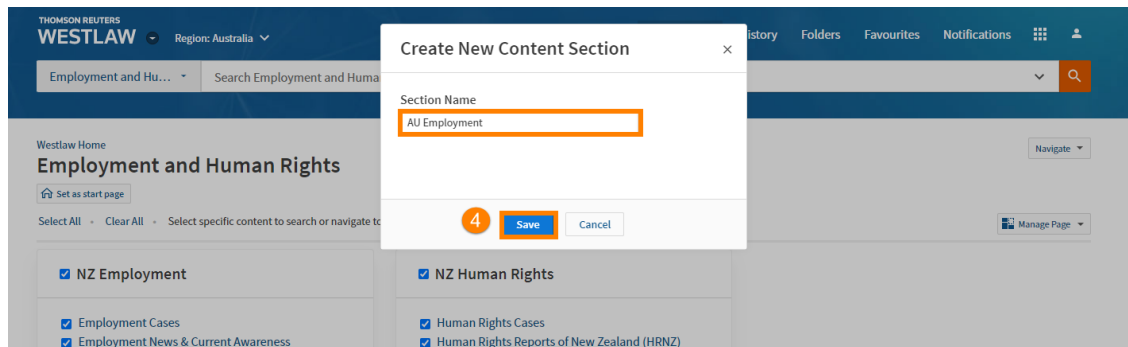
5. In the new section, click the **Add Content** button.

6. Add Australian databases, jurisdictions, or practice areas by browsing or searching for matching content.

- Once you find the content you want, select the box next to it or drill down further to select individual products by clicking the blue link.
- Your selections will appear on the right side of the window. Select additional boxes to add more content to that section or click **Save** to save your selection.

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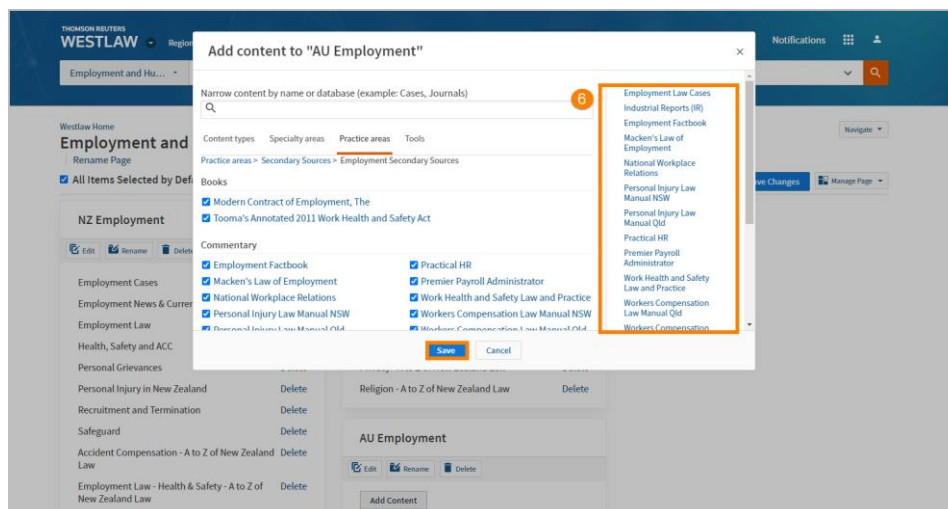
Search using the Custom Page

1. Custom Pages will search all selected content on your page. Click **Clear All** and tick the content's checkboxes.

2. Type your query into the search box at the top of the page **e.g., age /s discriminat!** and click the **search icon.**

3. Results will be displayed by content type in the Overview section of the results. Select a content type to filter the list of results.

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Edit a Custom Page

1. Select **Manage Page** and click **Edit Page.**

2. Use the **Edit, Rename and Delete** commands to make your changes to sections.

3. Re-arrange sections by dragging and dropping to a new location on the page.

4. Click **Save Changes**

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How to share your Custom Page

1. To share your Custom Page with other Westlaw subscribers, 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.**

5. Ensure that the list of recipients is correct, then click **Send.**