

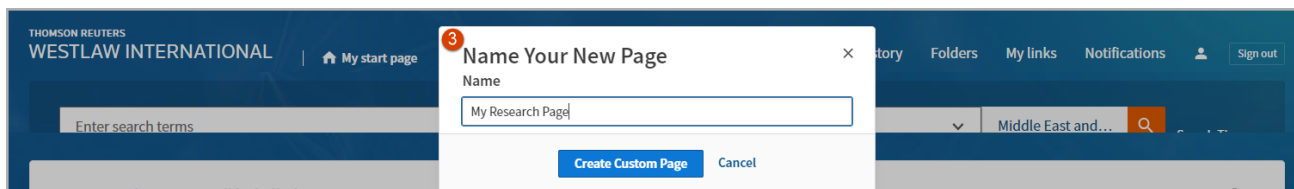
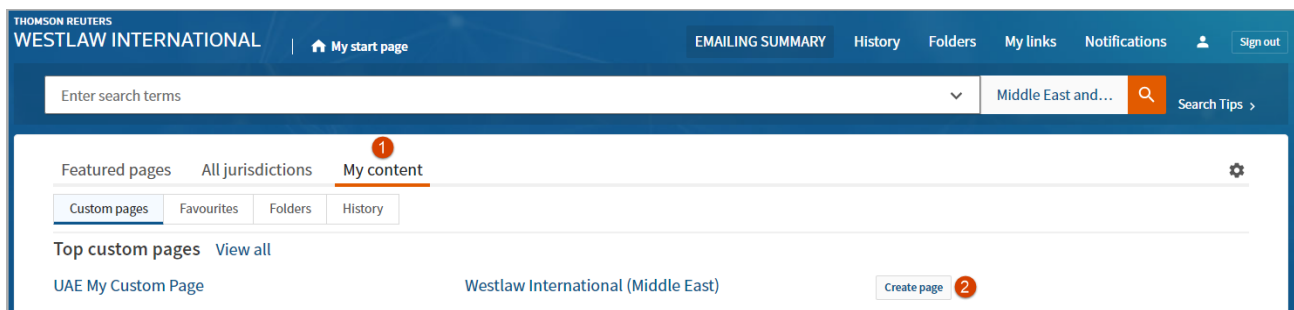


### How to Create and Manage Custom Pages

This guide offers detailed instructions on creating a Custom Page on Westlaw International – Middle East. By creating a Custom Page, you can personalize your platform experience and set it as your Home Page for faster access to your chosen content, thereby enhancing your research efficiency.

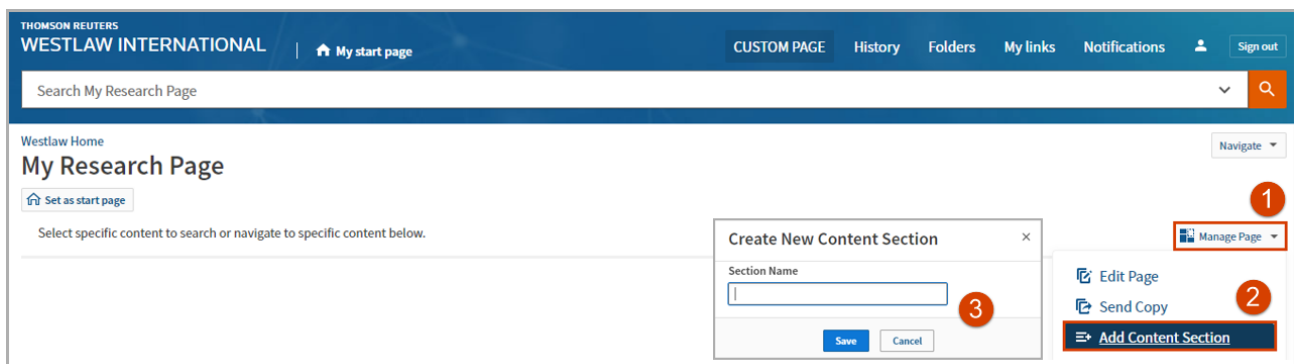
#### Create a Custom Page

1. From the Westlaw International Home Page, click on the “My content” tab.
2. Select “Create Page” to start creating your own Custom Page.
3. Type a name for your new Custom Page page and click “Create Custom Page”.



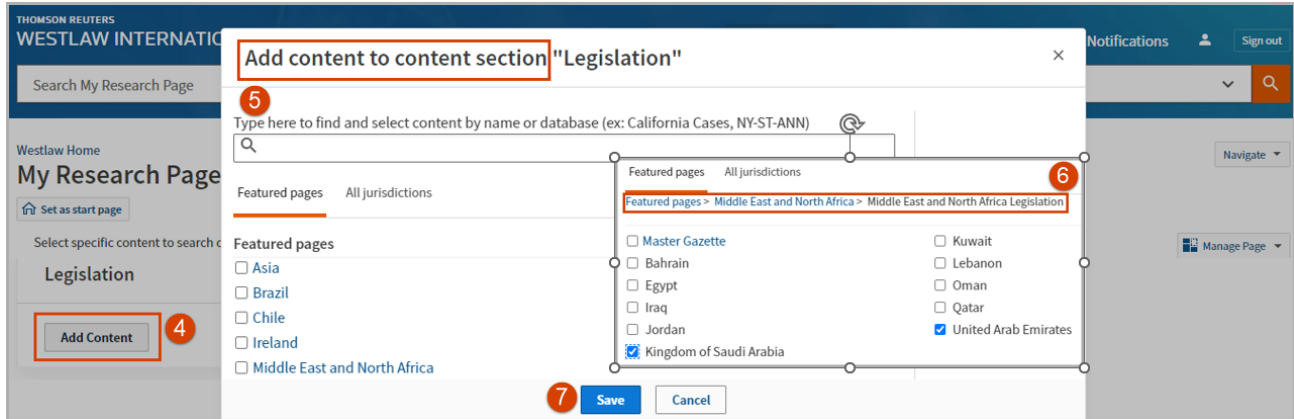
#### Add Content Sections to a Custom Page

1. Click “Manage Page” at the top righthand of the Custom Page.
2. Select “Add Content Section”.
3. Type a name for the Section and click “Save”.



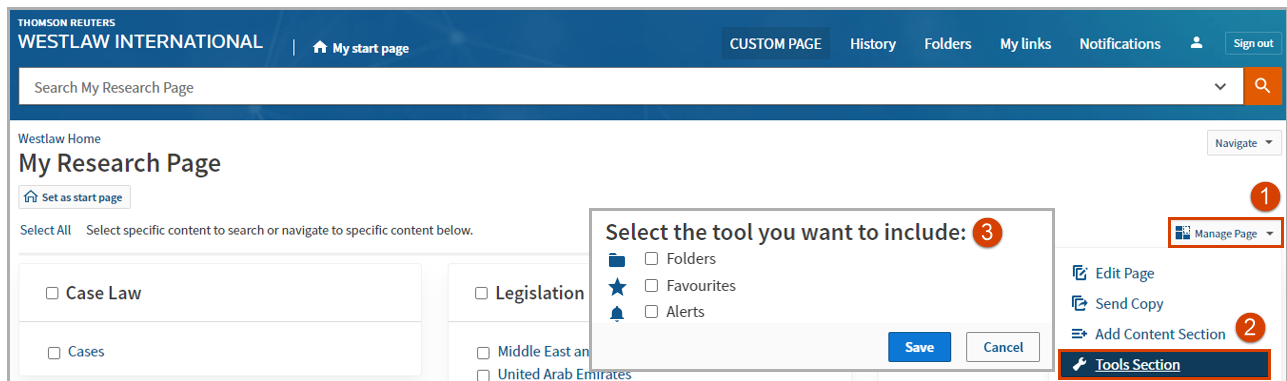
4. Within the new Content Section you have created, click “Add Content”.
5. From the list, select which content you want to add.

6. For example, navigate to “Middle East and North Africa” under the Featured pages list, select “Legislation” as a content type, then select one or more jurisdictions.
7. Click “Save” to add the selected content to your Section.
8. Repeat steps 1 to 7 above to create multiple customized Content Sections on your Custom Page.



## Add Tools to a Custom Page

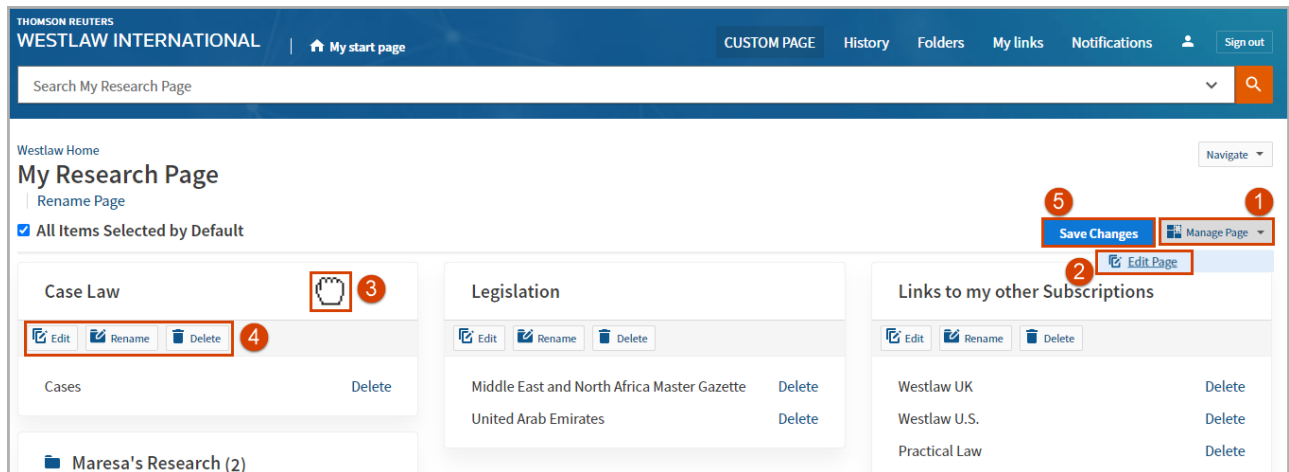
1. Click “Manage Page” at the top righthand of the Custom Page.
2. Select “Tools Section”.
3. Select Favourites, Folders and/or Alerts and click “Save” to add the selected Tool to the Custom Page.



## Make changes to a Custom Page

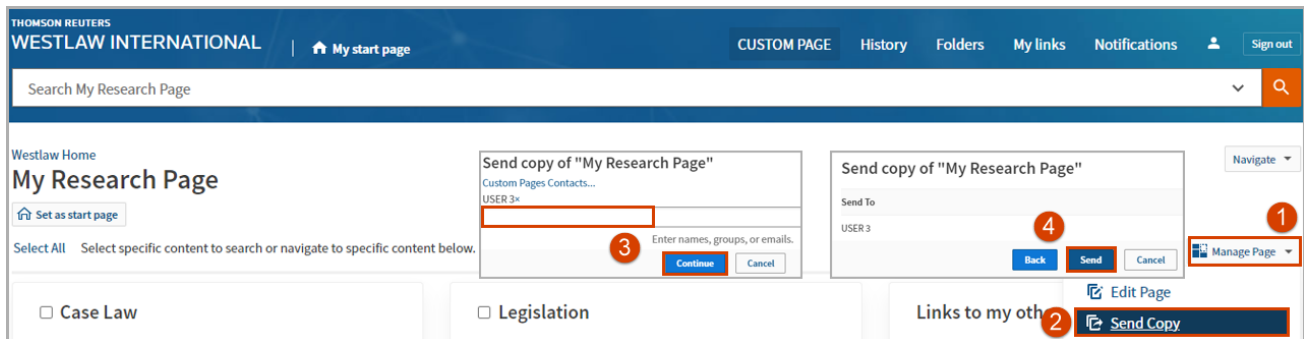
1. Click “Manage Page” at the top righthand of the Custom Page.
2. Select “Edit Page”.
3. The mouse cursor hand enables you to move a Content Section either up or down or from left to right on the Custom Page.
4. Within a Content Section:
  - a. Click “Edit” to make changes to the content within the Content Section.
  - b. Click “Rename” to make changes to the name of the Content Section.
  - c. Click “Delete” to delete the Content Section.

- Once you have made all changes, click “Save Changes” at the top righthand of the Custom Page.



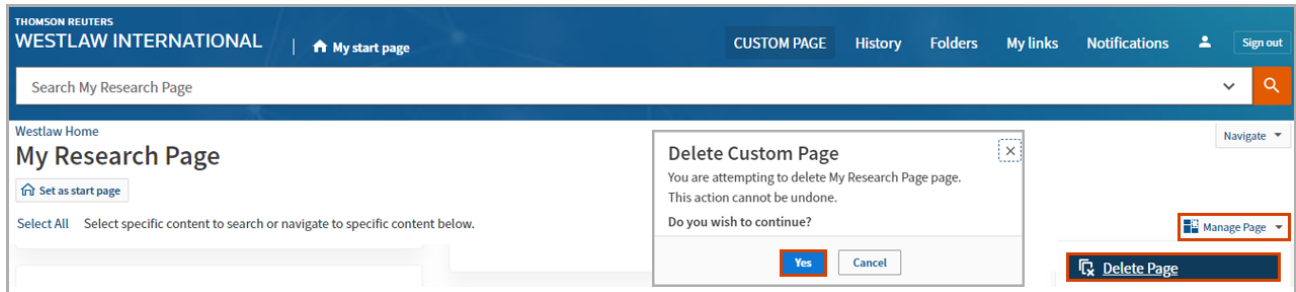
## Share a Custom Page

- Click “Manage Page” at the top righthand of the Custom Page.
- Select “Send Copy”.
- Enter the name or email of the contact you wish to share the Custom Page with and click “Continue”.
- Click “Send” to share the Custom Page.



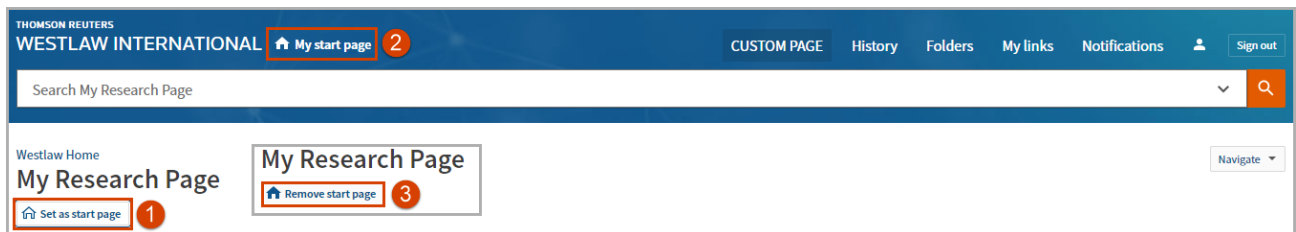
## Delete a Custom Page

- Click “Manage Page” at the top righthand of the Custom Page.
- Select “Delete Page”.
- Click “Yes” to delete the Custom Page. This action cannot be undone.



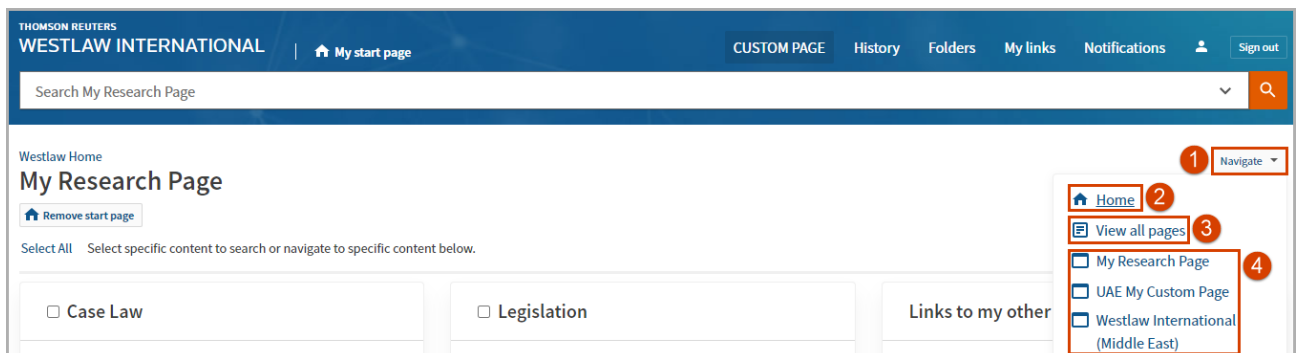
## Setting a Custom Page as your bespoke Start Page

1. Click “Set as start page” at the top lefthand under the name of the Custom Page.
2. When refreshing the browser page, a new icon “My start page” will appear next to the Westlaw International logo, allowing you to navigate to the Custom Page.
3. To remove the Custom Page as your start page, navigate to the Custom Page and click “Remove start page” at the top lefthand under the name of the Custom Page.



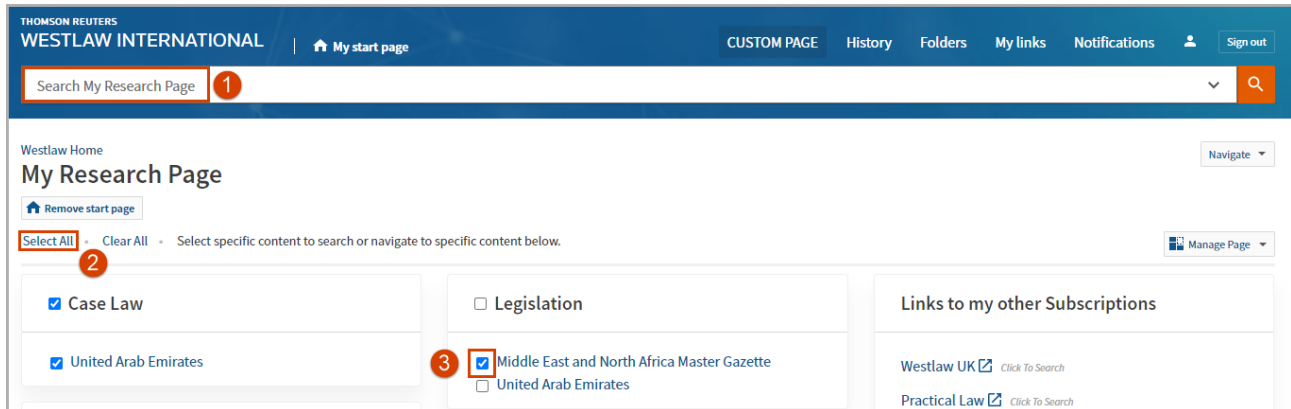
## Navigating between various Custom Pages

1. Click “Navigate” at the top righthand of the Custom Page.
2. Select “Home” to navigate to Westlaw International Home Page.
3. Select “View all pages” to view a list of all Custom Page you have created.
4. Your Custom Page, and those shared with you by colleagues, will also appear in the Navigate dropdown menu.



## Search from a Custom Page

1. On the Custom Page, you can select content and run a search using the static search bar.
2. Click “Select All” at the top lefthand corner to add all Content Sections and search through all Custom Page content.
3. Alternatively, tick the box next to a specific content type in a Content Section to search through that specific content.



### Looking for more information?

To sign into Westlaw International – Middle East, visit <https://mena.westlaw.com>

For assistance or to request training, email [SSA.MENATrainers@thomsonreuters.com](mailto:SSA.MENATrainers@thomsonreuters.com)

For additional training materials, visit <https://support.thomsonreuters.ae/product/westlaw-international-middle-east-and-north-africa>