

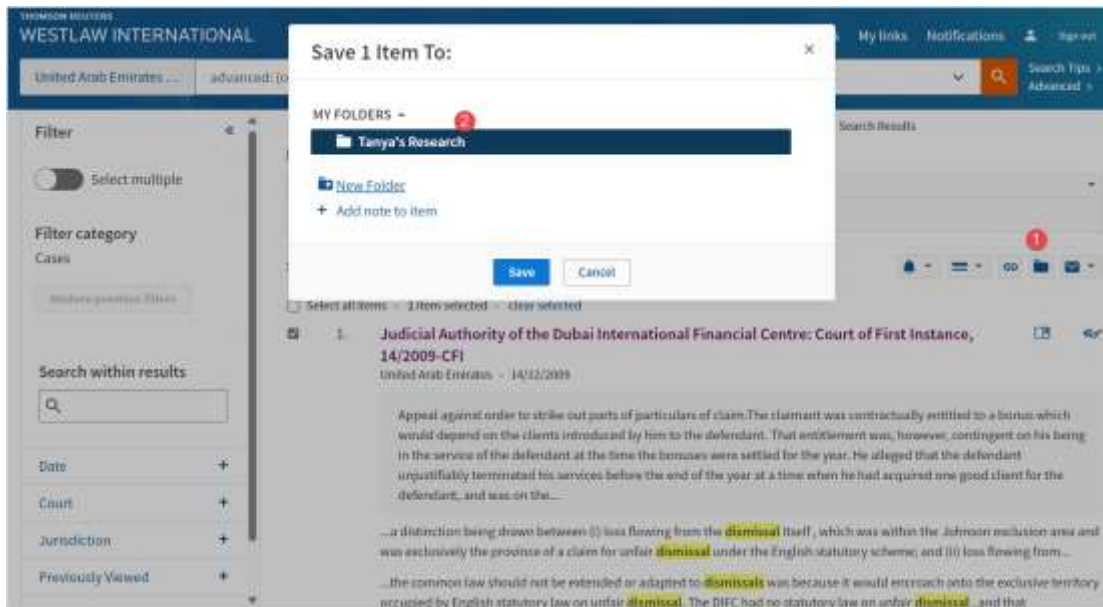
# Westlaw International – Middle East

## How to save, share and manage folders

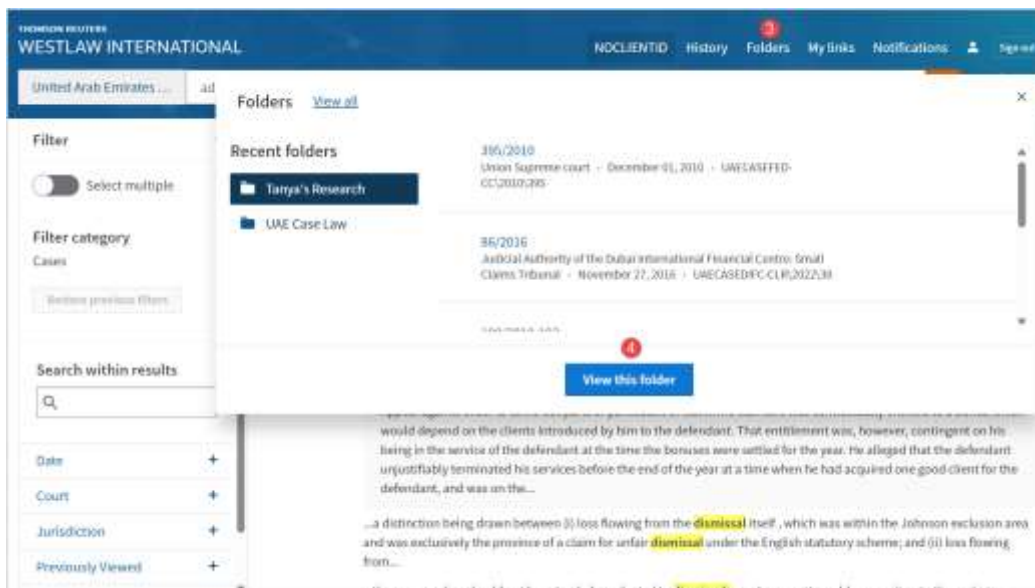
### Navigating to the Westlaw International Folders

Westlaw International has several ways to customize and personalise your experience. You can create and save documents into Folders to easily access frequently used materials or to collate your research

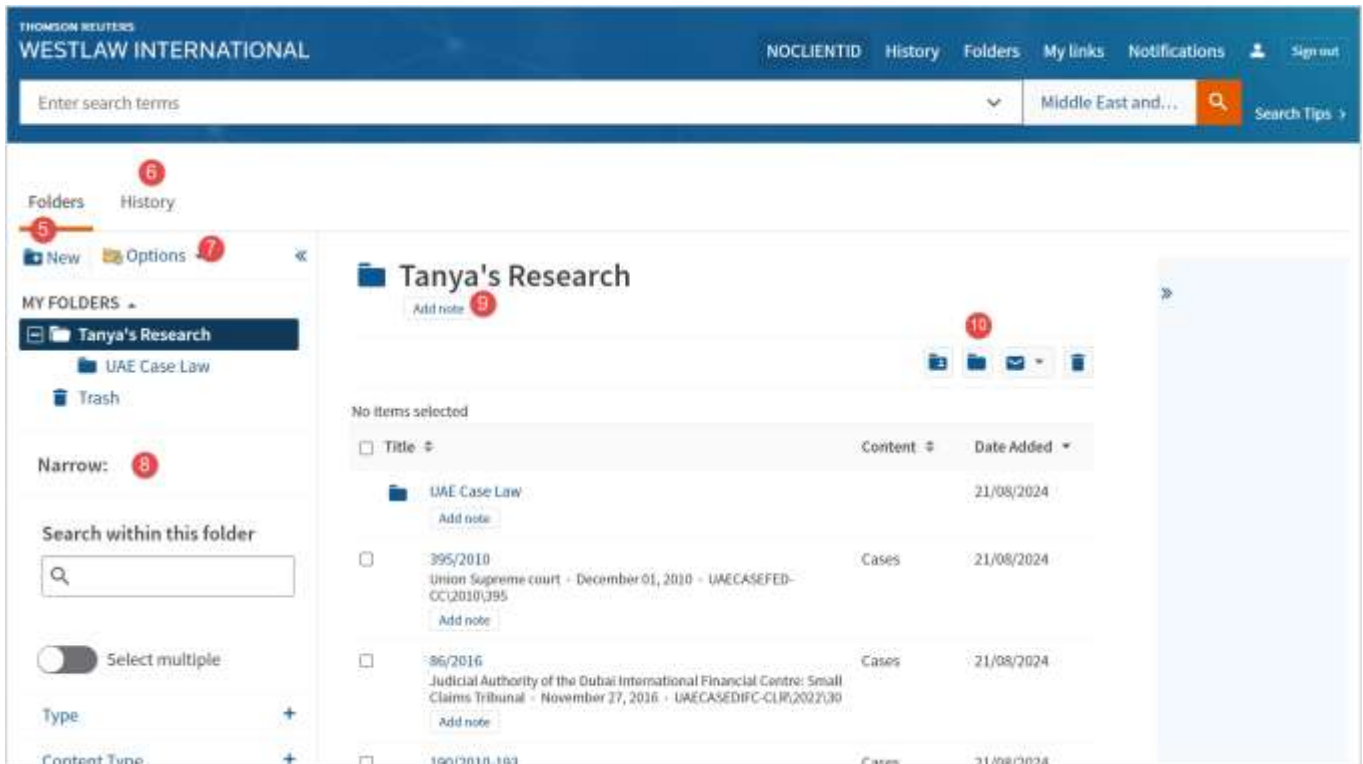
1. From a document or result list, select the Folder icon. You can choose to save your document(s) into an existing Folder or create a New Folder.
2. Saving a document to a Folder creates a quick link to that document, so you will always be taken to the latest version of that document.



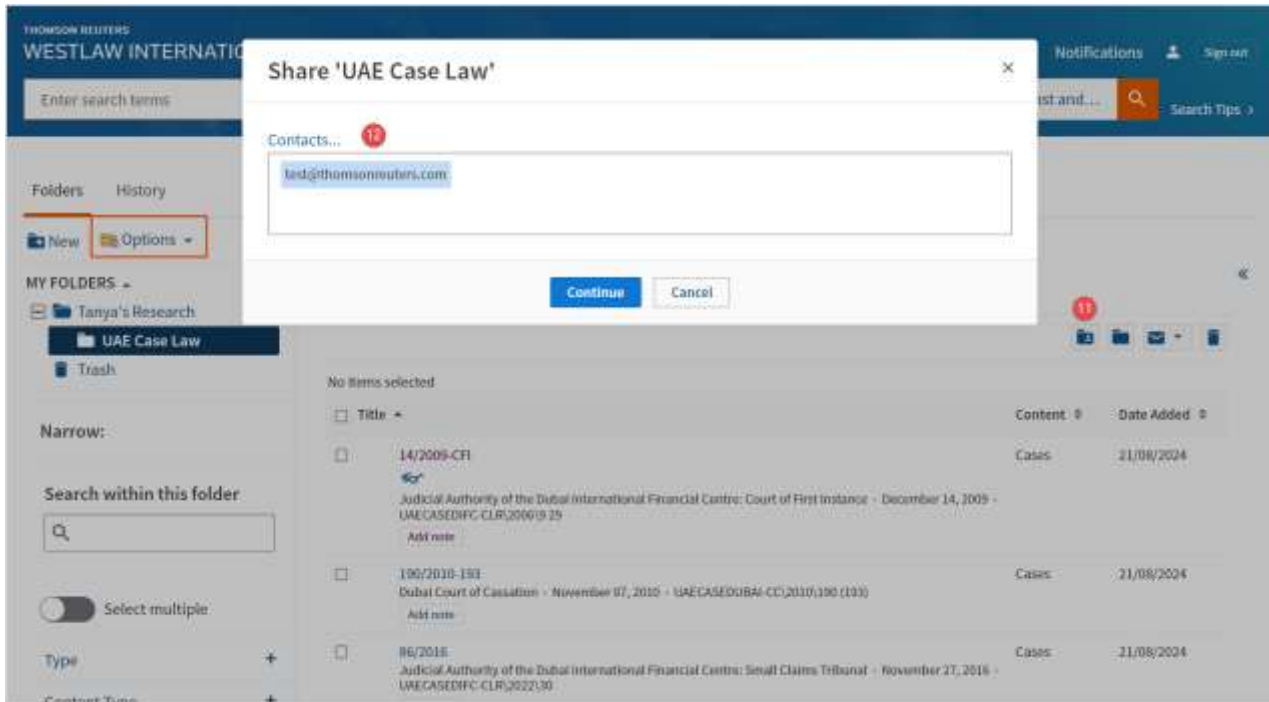
3. You can access your Folders at any time by clicking the Folders link at the top of the screen.
4. Select the View this folder option to view the details and options within the folders.



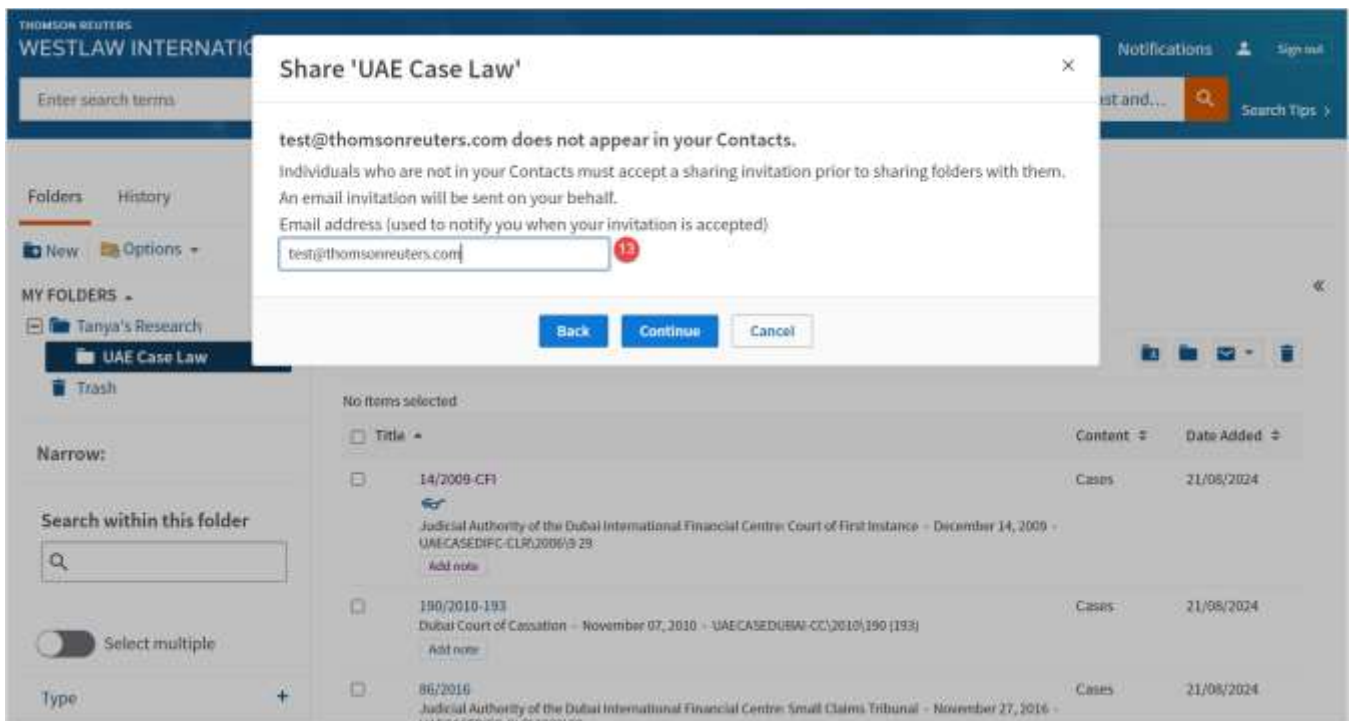
5. **New folder:** Create sub folders to categorize your research.
6. **History:** View previously saved/stored documents.
7. **Options:** Select options to rename folders, share a folder and export a folder. Export a folder to PDF, Word, or to Amazon Kindle.
8. **Narrow:** Filter and search within folders for saved documents.
9. **Add note:** Add notes/descriptions within the folders.
10. **Delivery options:** Share a folder, save documents to a folder, email, print, download and delete content/folders.



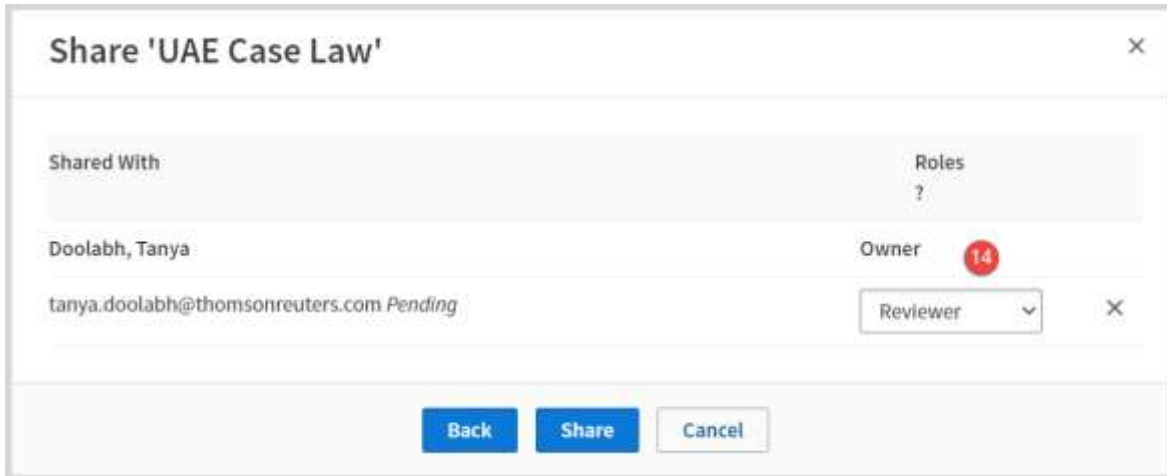
11. To share a subfolder, select the Share icon on the right or from the drop-down under the options tab.
12. Add in an email address or several email addresses to share a subfolder.



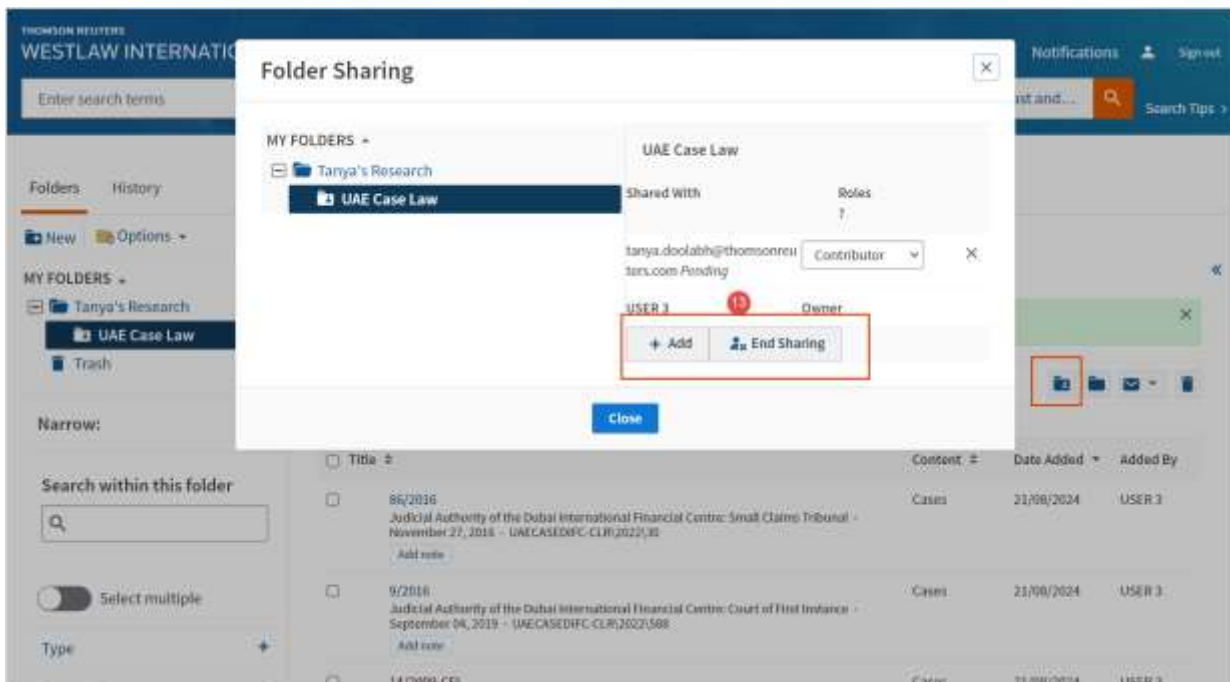
13. An email invitation will be sent on your behalf. Click onto the contacts options to view contact information or add groups.



14. Select the share icon to share, and review folder.



15. Remove access to folders by selecting the end sharing option or add more email addresses to share selected folders.



### Looking for more information?

To sign into Westlaw Middle East, visit <http://login-middleeast.westlaw.com/>

For assistance using Westlaw Middle East, email [SSA.MENATrainers@thomsonreuters.com](mailto:SSA.MENATrainers@thomsonreuters.com)

To request training, click <https://support.thomsonreuters.com.hk/request-training-1>

For additional training materials, visit <https://support.thomsonreuters.ae/>