## How to Create and Manage Custom Pages

This guide provides instructions on how to create a Custom Page on Westlaw International – Asia. By creating a Custom Page, you can personalize your Westlaw International experience and set this page as a Home page for faster access to your chosen content.

Create a Custom Page

1. From the Westlaw International Home Page, click the **My content** tab.
2. Select **Create Custom Page** button to start creating the Custom Page.
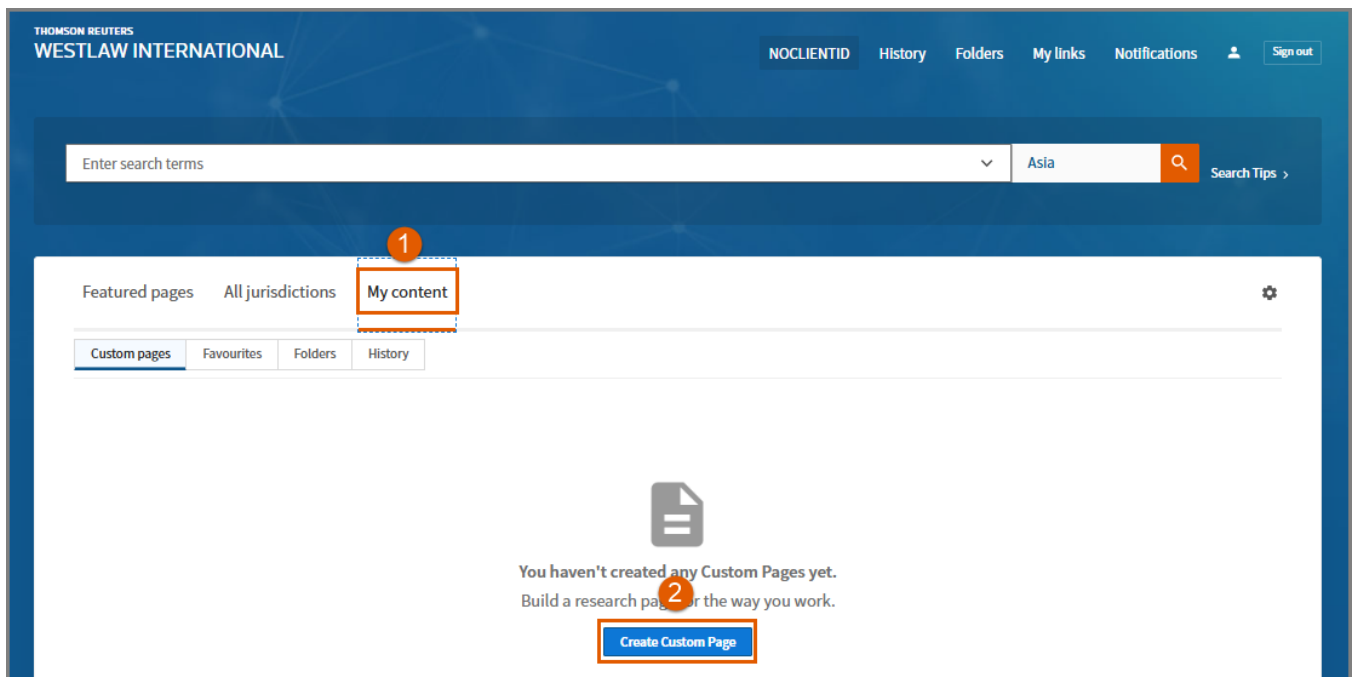
3. Type a name for the new Custom Page page and click **Create Custom Page**.
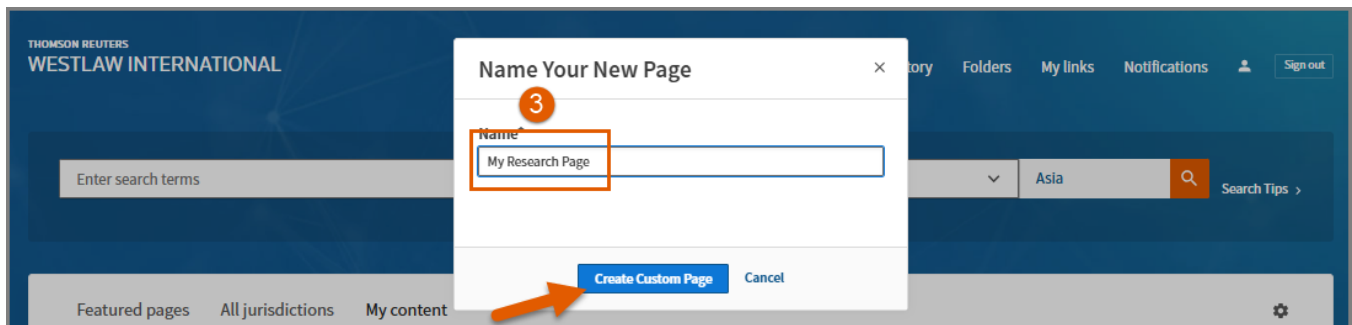
Add Content Sections to a Custom Page

To help display content on a custom page you can organise content into sections.

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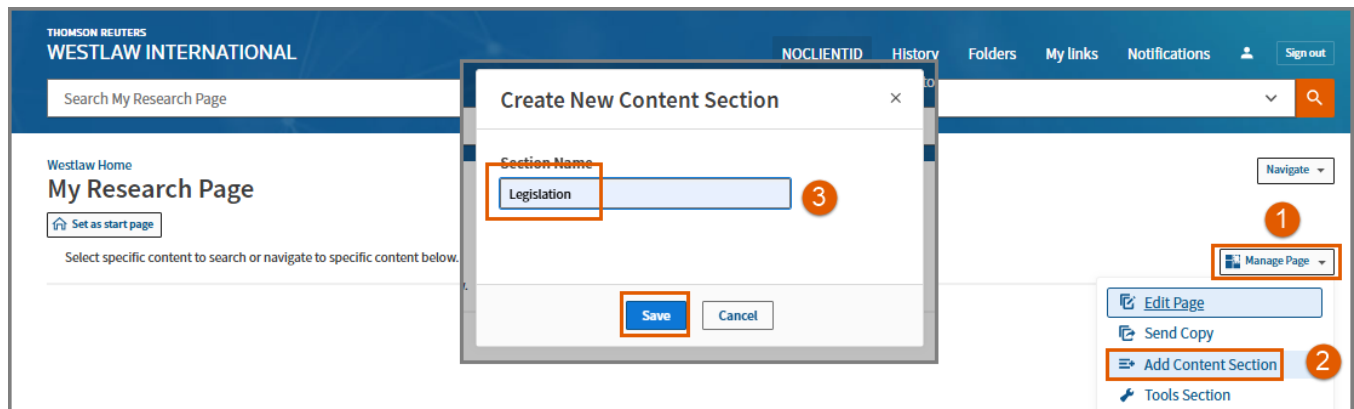

4. Within the new Content Section created, click **Add Content**.
5. From the list, select which content you want to add. For example, click **Asia** under the Featured pages list, click into **Asia Legislation**, then select one or more jurisdictions.
6. Click **Save** to add the selected content to your Section.
7. Repeat Steps 1 to 6 above to create multiple customized Content Sections on your Custom Page.
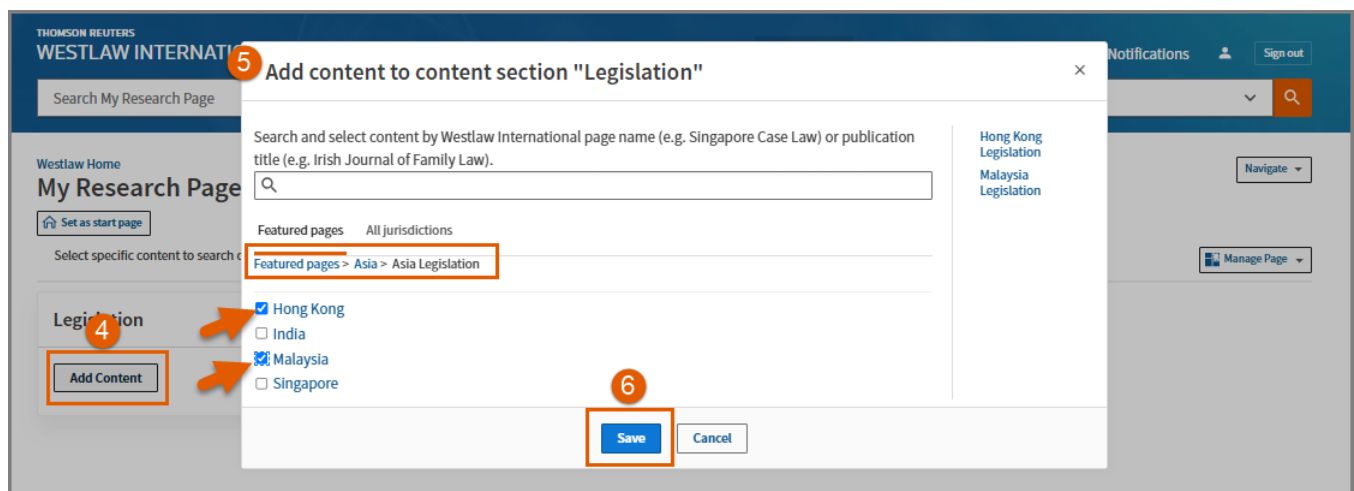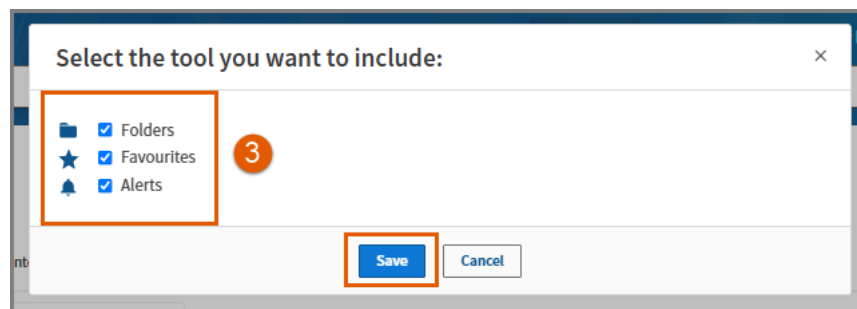
Add Tools to a Custom Page

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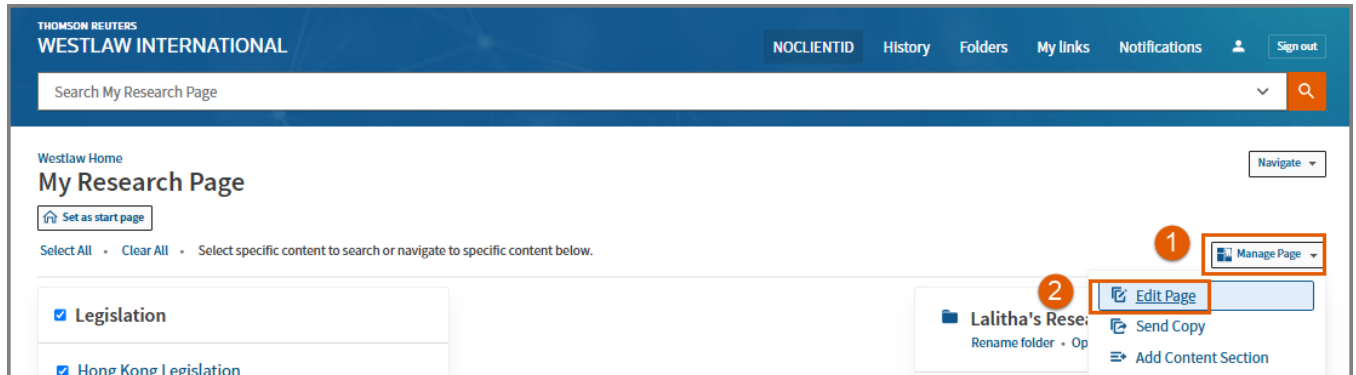2. Select **Tools Section**.
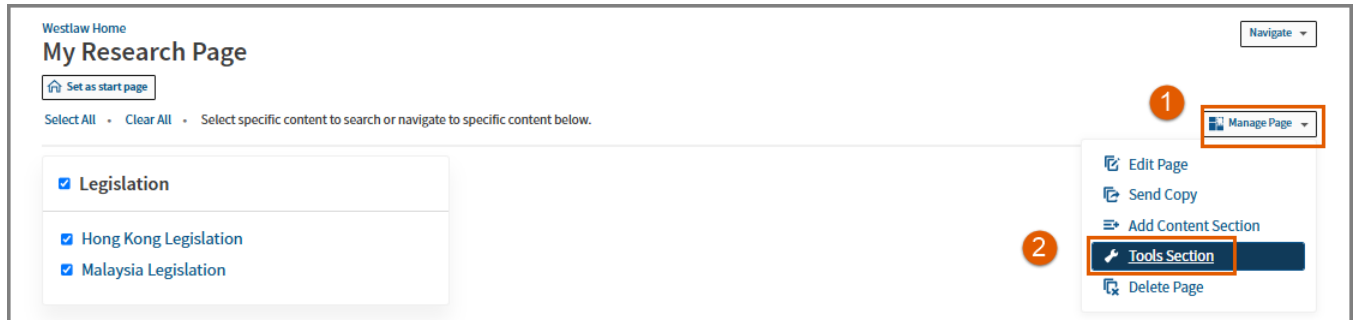
3. Select **Favourites**, **Folders** and/or **Alerts** and click **Save** to add the selected Tool to the Custom Page.

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, click on the box at the top righthand to:
   a. **Edit**: make changes to the content within the Content Section.
   b. **Rename**: make changes to the name of the Content Section.
   c. **Delete:** delete the Content Section.
   d. **Rearrange:** change the order of the content set.
5. Once you have made all changes, click **Save Changes** at the top righthand of the Custom Page.
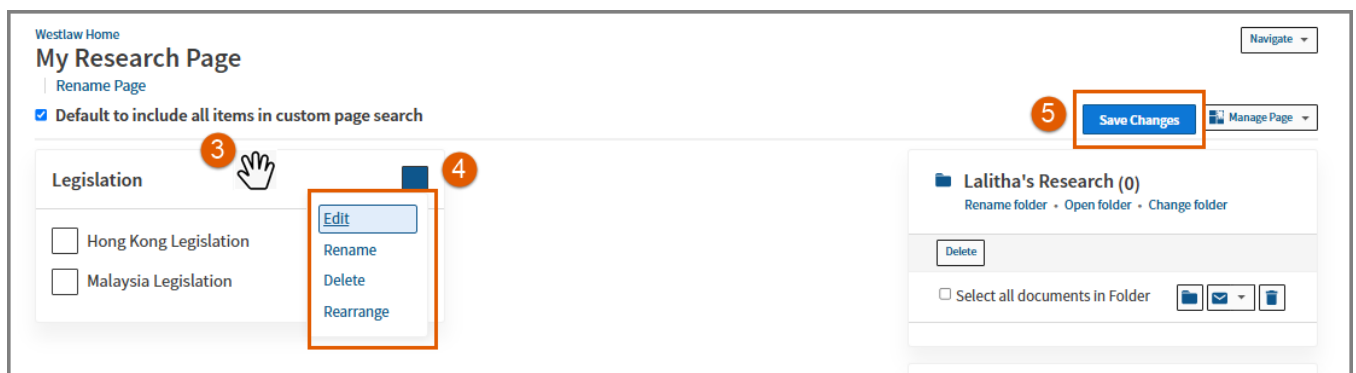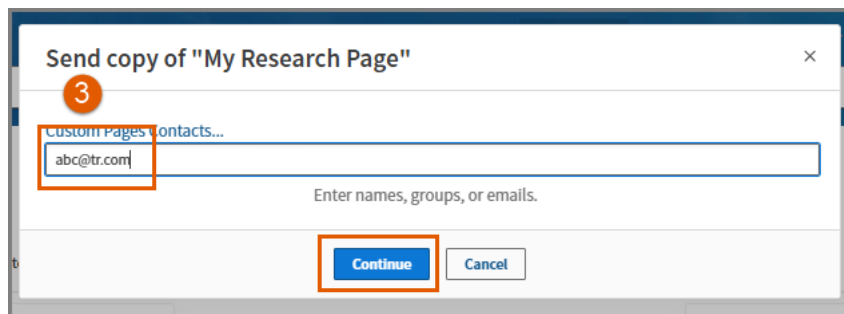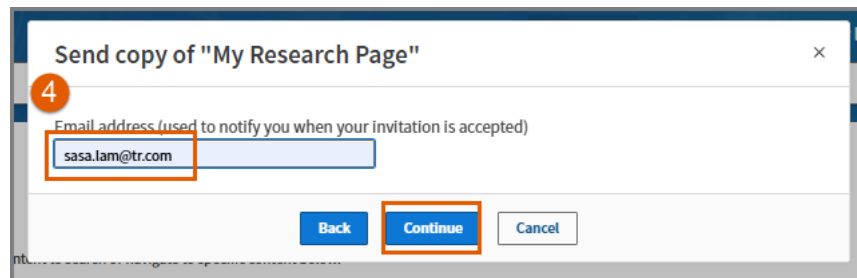
Share a Custom Page

1. Click **Manage Page** at the top righthand of the Custom Page.
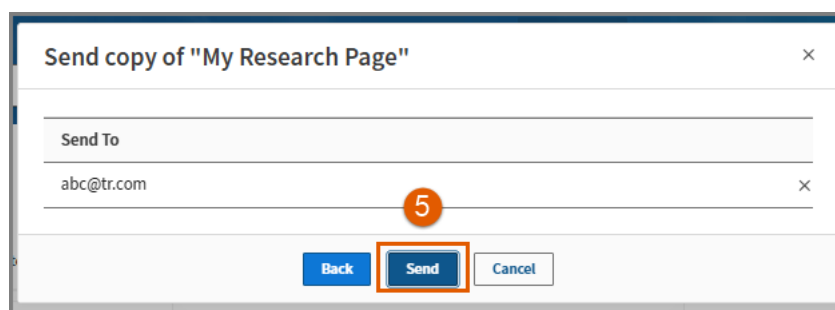2. Select **Send Copy**.
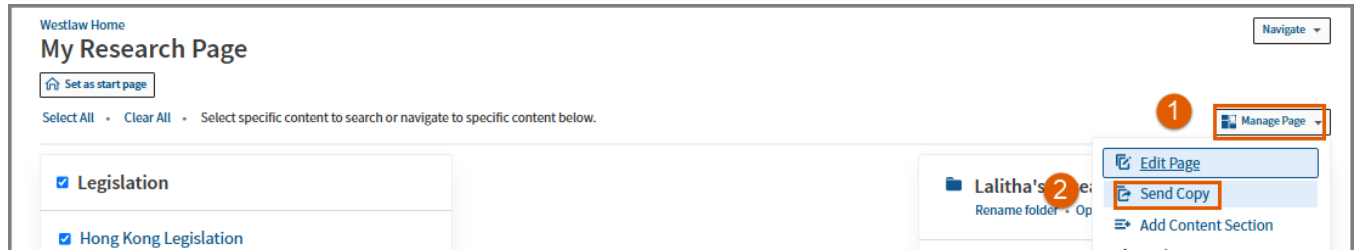
3. Enter the name or email of the contact you wish to share the Custom Page with and click **Continue**.

4. Enter your email address so you will receive a notification when your invitation is accepted. Click **Continue**.
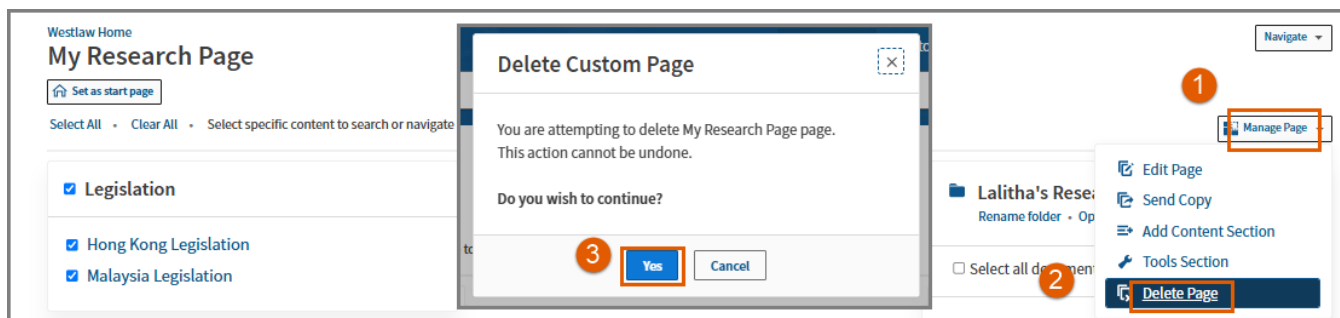

5. Click **Send** to share the Custom Page.

Delete a Custom Page

1. Click **Manage Page** at the top righthand of the Custom Page.
2. Select **Delete Page**.
3. 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.
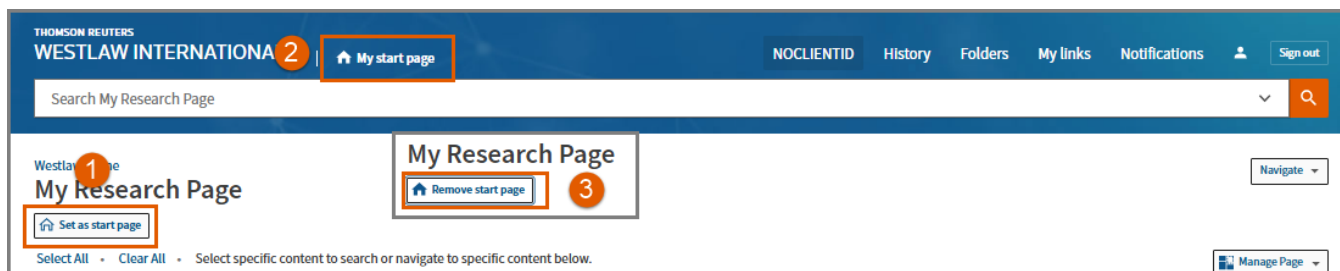
Navigating between various Custom Pages

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.
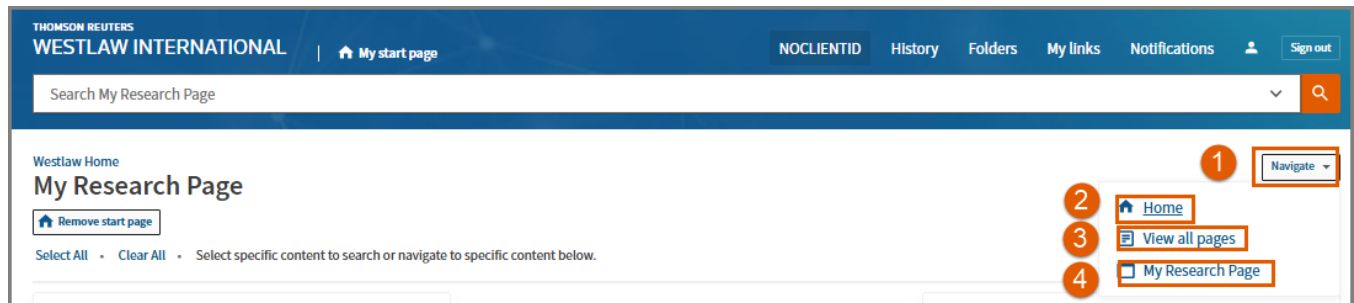
Search from a Custom Page

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, click **Clear all** and tick the boxes next to the specific content types in a Content Section to search across those specific content types.
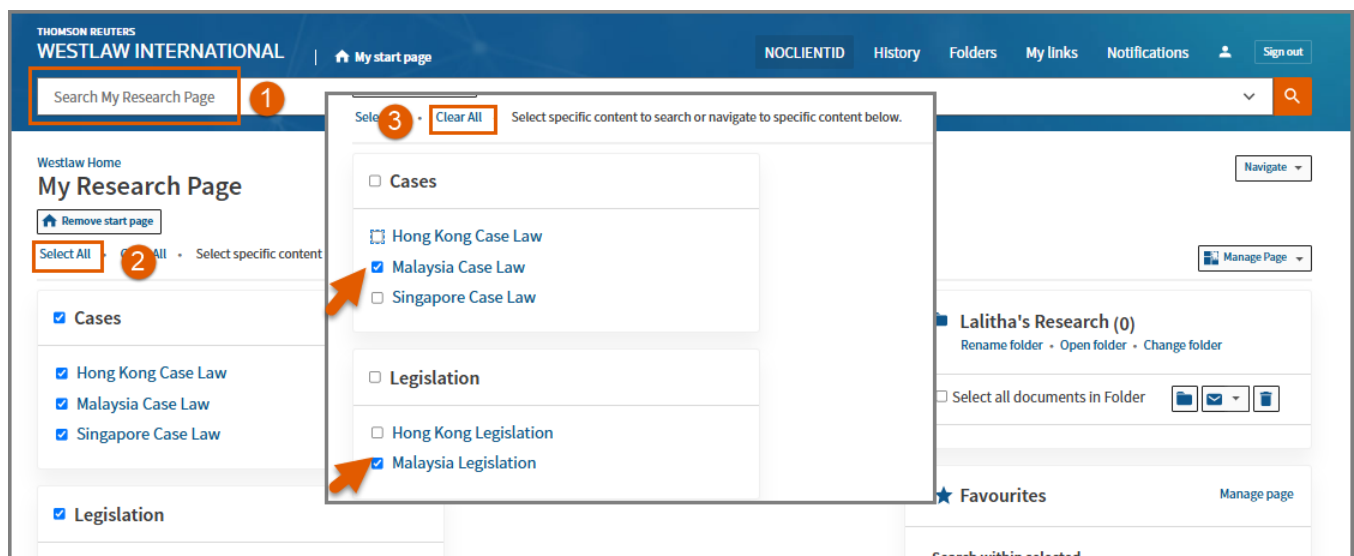
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