

# Customizing Westlaw Tabbed Pages

Tabbed pages on Westlaw are organizational tools that help you focus your research and save you time. You can now quickly and easily customize tabbed pages to meet your exact research needs.

## Selecting Tabbed Pages

To select one or more tabbed pages, follow these steps:

1. Click **Add a Tab** at the top of any page. At the next page, click **Add Westlaw Tabs** to display a list of available tabbed pages. (To preview a page, click the page name.)
2. Select the check box next to the name of each tabbed page you want to add, e.g., the **Ohio** check box under *Jurisdictional–State* and the **Real Property Practitioner** check box under *Topical*, and then click **Add to My Tab Set**.
3. A list of the pages you've selected is displayed under *In Tab Display* (Figure 1). One page is designated as your default page (the page that is displayed when you sign on to Westlaw). To select a different page as your default, click **Set as Default** next to the page. To select a different page as your default, click **Set as Default** next to the page.
4. To display a tabbed page, click its tab.

For assistance using Westlaw, call 1-800-WESTLAW (1-800-937-8529).

For free reference materials, visit [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

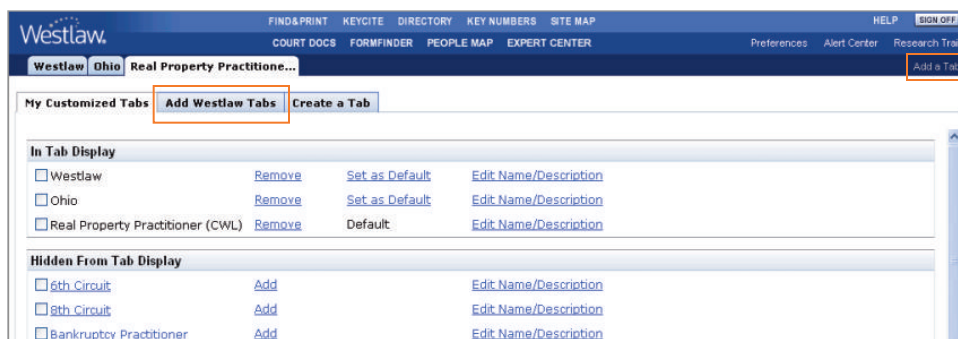


Figure 1. Adding tabbed pages

As shown on the Ohio page in Figure 2, the left frame contains useful shortcuts to common research tasks and the right frame contains a *Search* section followed by database groups. You can customize each of these sections to increase your Westlaw efficiency.

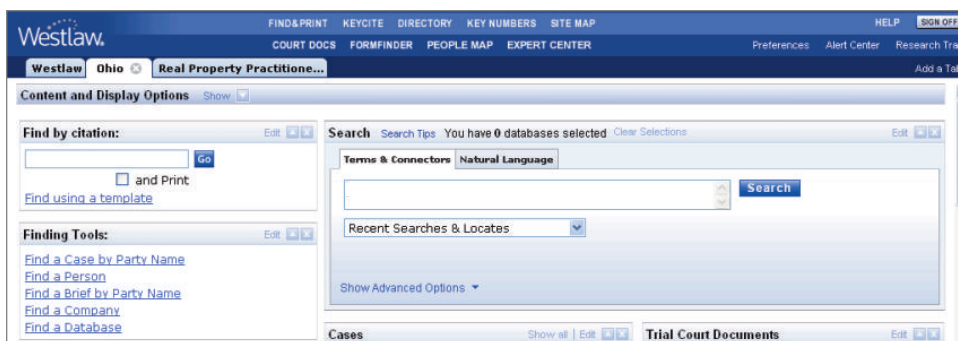


Figure 2. Tabbed Ohio page

## Customizing Content and Display Options

To customize content and display options, click **Show** next to *Content and Display Options* at the top of the page. Three sets of options are displayed, as described below.

### TAB OPTIONS

Use the options in the *Tab Options* section to rename a page, save a copy of a page, delete a page, change the layout, or e-mail a page. You can also add state-specific content to selected topical tabbed pages. For example, to add New York and Pennsylvania content to the tabbed Real Property Practitioner page, follow these steps:

1. Click **Show** next to *Content and Display Options* at the top of the Real Property Practitioner page.
2. Click **States** in the *Tab Options* section (Figure 3).
3. Select the NY and PA check boxes, then click **Save**.

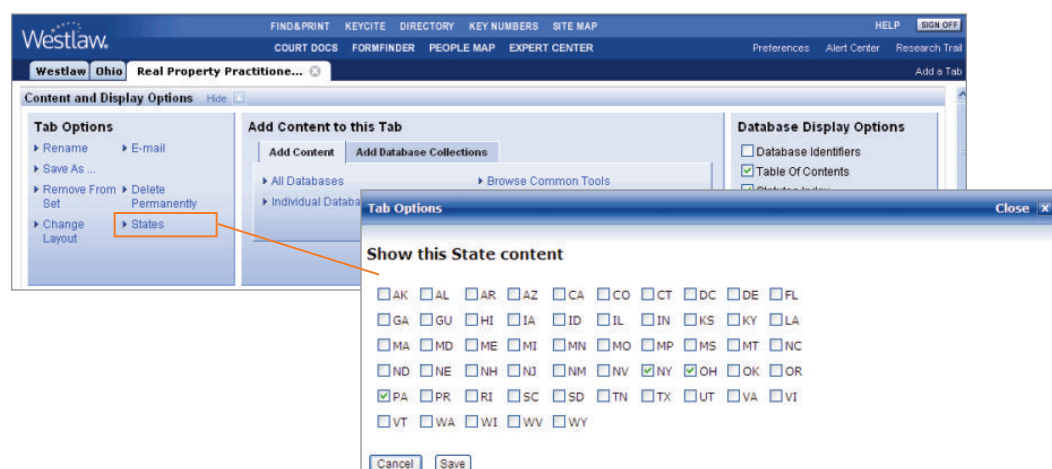


Figure 3. Adding state-specific content to a tabbed page

### ADD CONTENT TO THIS TAB

Use the options in the *Add Content to this Tab* section to add individual databases and useful tools to your page.

- To add databases using the Westlaw Directory, click **All Databases**. Browse the directory by clicking the links. Then select the check boxes next to the databases or collections of databases you want to add and click **Add**.
- To add a database when you know its name, click **Individual Databases and Folders**. Then click **Add a Database**, type the database name in the *Add a Database* text box, and click **Add**. In the displayed list of databases, select the check box for the database you want, then click **OK**.
- Click **Browse Common Tools** to display a list of tools you can add to your page. Select the check boxes next to the tools you want to add, e.g., *Alerts* and *Definitions*. Then click **Add**.

You can also use the content and display options to add database collections, add tools and other resources from other tabbed pages, and browse the Westlaw Directory by WestlawPRO® plan.

## DATABASE DISPLAY OPTIONS

Use the options in the *Database Display Options* section to add options to your database display. Select the check box next to each option you want to display. For example, select the **Table of Contents** and **Statutes Index** check boxes to display links to the table of contents and statutes index for all the individual databases that contain these materials. Then click **Save Options**.

After you have selected content and display options, click **Hide** next to *Content and Display Options*, if necessary, to hide the options. Tools you added are displayed in the left frame and databases you added are displayed in the right frame under *Recently Added*.

## Customizing Tools in the Left Frame

You can customize the tools in the left frame to display useful options. To edit a tool, click **Edit**, where available. For example, click **Edit** next to *Find by citation* to display a list of options you can add to this tool (Figure 4). To add an option, select its check box; to remove an option, clear its check box. Then click **Save**.

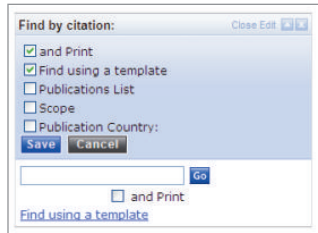


Figure 4. Editing the *Find by Citation* tool

To hide a tool you use infrequently, click the **Hide** button (☒). For example, click the **Hide** button next to *Alerts* if you don't want to display the list of alert services. Click the **Show** button (☑) to display a tool. Click the **Close** button (☒) to permanently delete a tool from the left frame.

To move a tool in the left frame to another location on the page, point to the tool name, e.g., *Find by citation*. When the pointer becomes a four-way arrow, drag the tool to its new location.

## Customizing the Search Section

You can customize the *Search* section to display features you can use when searching on Westlaw. Click **Edit** to display the available options (Figure 5). Select the check boxes next to the options you want to display; clear the check boxes next to the options you do not want to display. Then click **Save**.

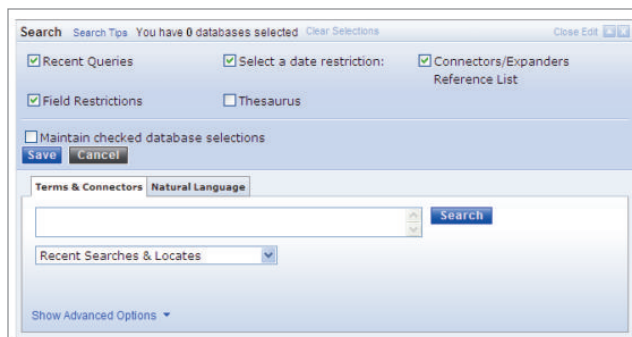


Figure 5. Editing the *Search* section

## Customizing Database Groups

You can customize database groups in the right frame in a variety of ways, as described below.

### EDITING A DATABASE GROUP

You can easily make changes to one or more database groups. Click **Edit** next to a database group name, e.g., *Cases*, to display available options, including the following:

- To rename the database group, type the name in the *Rename* text box and click **Rename**.
- To add a database, type one or more database names or identifiers, separated by semicolons, in the *Add Database* text box and click **Add**.
- To change the number of databases displayed in the group, choose a number from the *Show* drop-down list and click **Save**.

### DISPLAYING INDIVIDUAL DATABASE OPTIONS

You can also access options for individual databases within database groups. Point to a database name and then click the **Show** button to display available options (Figure 6), including the following:

- To display the Search page for a database, click its database identifier, e.g., **OH-CS**.
- To view detailed information about a database, click **Scope**.
- To rename a database, click **Rename**.
- To delete a database from the group, click **Remove from List**.

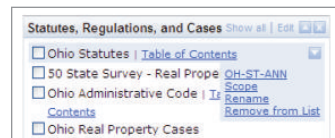


Figure 6. Options for individual databases

In addition to the options listed above, statutes databases may include the following two options:

- To link to the statutes index for a database, click **Statutes Index**.
- To display the table of contents for a database, click **Table of Contents**.

### MOVING DATABASE GROUPS AND INDIVIDUAL DATABASES


You can move entire database groups as well as individual databases within groups. To move a database group, point to the name of the group. When the pointer becomes a , drag the group to its new location (Figure 7).



Figure 7. Moving a database group

To move an individual database, either within its group or to another group, point to the database name to highlight it, then drag the database to its new location.