

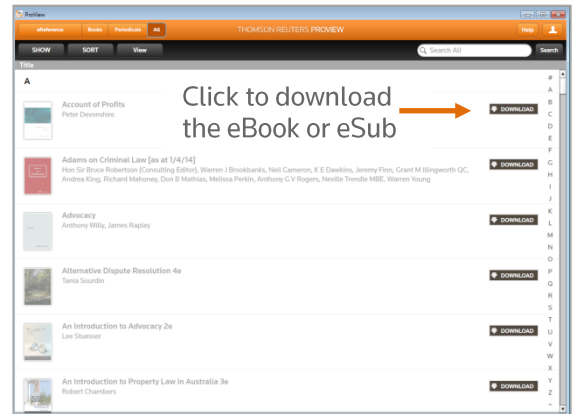
PROVIEW™ QUICK GUIDE

This guide refers to Proview when using the **Desktop** version.

Access Your Library

To view your collection of purchased eBooks & eSubs

1. Download the application from <http://thomsonreuters.com/proview>
2. Double click the Proview icon on your desktop
3. Enter your OnePass Username and Password
4. Click Download for subscribed products.



Searching All Publications in Your Library

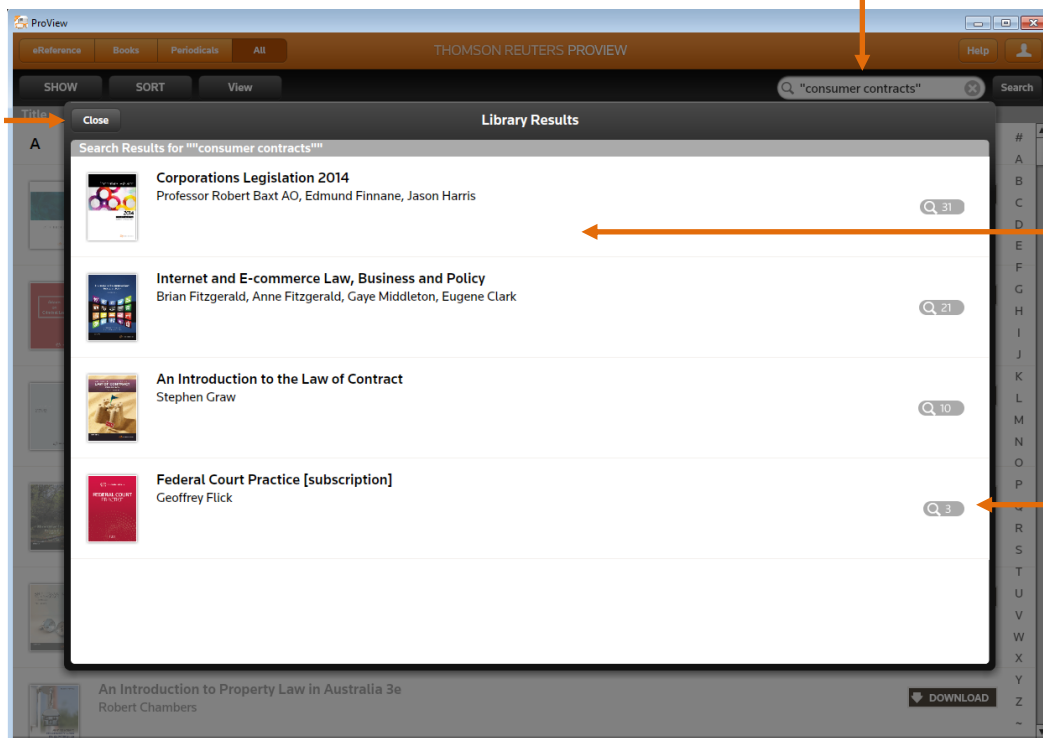
To search for terms across all publications downloaded to your library enter search terms into the 'Search All' box and click Search.

The titles in your library are displayed with the total number of hits in each title.

Select a title from the Search Results to display the results within the publication, where your search terms occur.

Step 1: Enter **search terms** to search across all titles in your library e.g "consumer contracts".

To return to your library click **close**.



Step 2: Click the search icon.

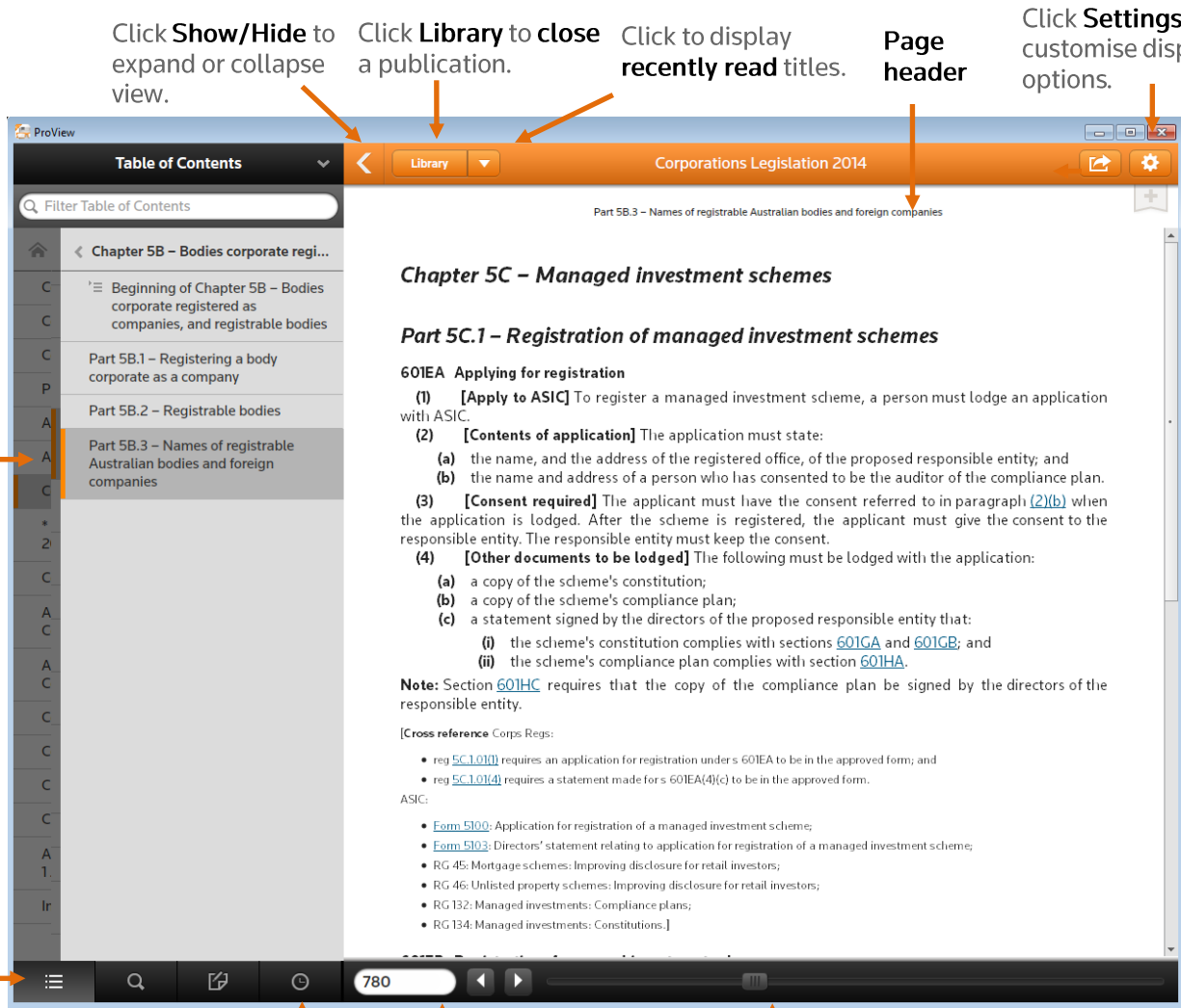
Step 3: Select a title to display a list of hits in the title.

The total number of **results** in each title is displayed.

Tip: You can return to the library screen and continue to review the search results.

The Proview Reading Screen

The Proview reading screen contains the following features, and has an optional table of contents available on the left.



Click **Show/Hide** to expand or collapse view.

Click **Library** to close a publication.

Click to display **recently read titles**.

Page header

Click **Settings** to customise display options.

Current location in the eBook

Click **Table of Contents** to display the TOC.

Click **Search** to display search box.



Click **Annotations** to view bookmarks, highlights and notes.

Click **History** to view your research trail.

Page Number for document displayed. [Note: eBooks only]

To navigate through your publication click and drag the **slide bar**. To view current location click and hold the slide bar button.

Navigation Tips when Viewing a Publication

- Click the **forward button**  to move forward one page.
- Click the **back button**  to move back one page.
- Click the **page header** to view the exact location within the publication.
- Click and drag the **slide bar** to navigate through a publication.
- Click and enter a **page number** to jump to a specific page in a publication. [Note eBooks do not feature page numbers.]

Browsing the Table of Contents

Browse the Table of Contents to access content in an eBook or eSub. The Table of Contents also displays your current location.

Click the **page header** to view the exact location within the publication.

Click < to go back a previous level in the TOC or select the left hand pane.

Step 2: Click a heading to display content.

Step 1: Click to display the Table of Contents.

Page Number for document displayed. (eBook only)

History Icon

The history icon displays page references viewed in a publication. It is also a quick method for navigating back through your research trail.

To Redisplay a Page

1. Click the **history icon** to display your research trail.
2. Select an item to display the selected page.



To Navigate Back or Forward

1. Click the **history icon**
2. Select < **Back or Forward** > to jump back or forward a page.

Searching & Filtering with Preview

Preview provides a number of different search and filter options to find content fast. These include:

- Searching an eBook or eSub for a topic or concept.
- Filtering the Table of Contents to locate a title or subtitle.
- Filtering the Provision list to locate a provision of an Act or Regulation.
- Access the Provision Finder to locate an Act or Regulation.

Searching an eBook or eSub

1. Select the book or eSub from the library e.g. Corporations Legislation 2014.
2. Click the Search icon located at the bottom of the page.
3. Enter search term/s into the Enter Text to Search For box located at the top of the page e.g. "statutory demand".
4. Click Search. The total number of hits in each section of the Table of Contents will appear in orange.

The following search term **connectors** may be used to specify the relationship between terms.

Connectors	Symbol	Retrieve
Phrase	""	Search terms in the same order as in the quotation marks. For example, "financial corporation".
Numerical Connectors	/n	Search terms within "n" terms of each other (where "n" is a number). For example, input /3 credits.
OR	or	Either search term or both in the same chunk of the publication. For example, car or automobile.
AND	space	Search terms in the same chunk of the publication. For example, trade mark registration.
Expanders		
Plurals		Preview will automatically search for both the singular and plural form of any search term. For example, contract will also find contracts and vice versa.
Word Stemming		Preview will automatically retrieve variations on terms entered. For example, revoke will also find revokes, revocable, and revocation.

Tip: A space between terms results in an AND search. For more precise results we recommend using the numerical connectors between terms e.g. input /3 credits. This will locate input within 3 words of credits.

Filtering the Table of Contents

1. Select the book or eSub from the library e.g. Corporations Legislation 2014.
2. Click the Table of Contents icon located at the bottom of the page.
3. Enter a search term or terms into the **Filter Table of Contents** box at the top of the page e.g. "shares". This lists headings in the TOC which feature the search term or terms.
4. Select from the list to display required text.

Filtering the Provisions List

1. Select the book or eSub from the library e.g. Corporations Legislation 2014.
2. Click on the Table of Contents drop-down arrow and select Provisions.
3. Enter a provision number e.g. 7.1.04
4. Select the provision from the list to display.

Provision Finder

1. Select an eSub from the Library e.g. Criminal Law NSW.
2. Click Provision Finder from the Table of Contents. This will display an A-Z listing of all Acts & Regulations contained within a product.
3. Click the Act or Regulation title to display the Table of Provisions.

Tips: Provision Finder is available in publications which contain a large number different legislation. All provisions contained in a product can be filtered.

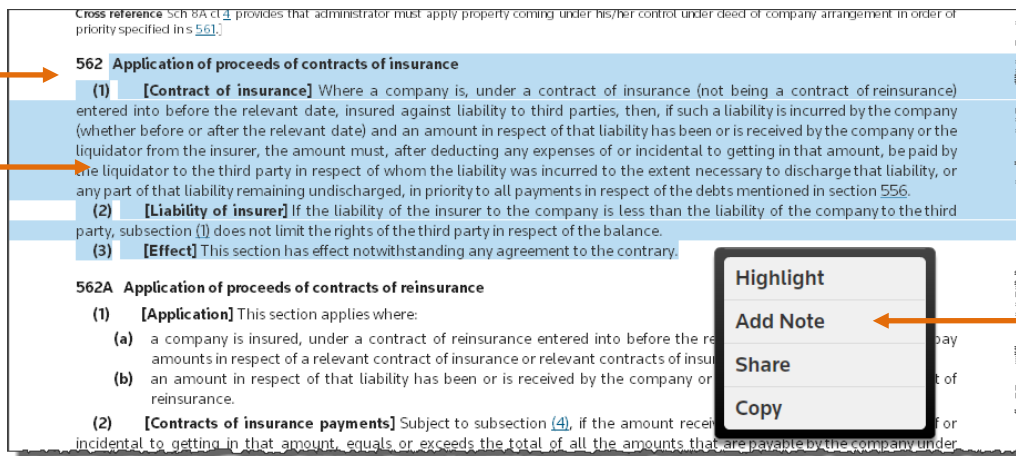
Annotations – adding Bookmarks, Highlights and Notes

You can add a bookmark, note and/or choose to highlight a specific section of text in your eBook or eSub. When you receive an updated edition you will be prompted on the library screen to import your notes, bookmarks and highlighted sections.

To Add a Note, Highlight or Copy Text

1. Select and drag the cursor over selected text
2. Select **Highlight** to choose the section of selected text OR
3. Select **Add Note**, enter your note and select Save Note. This will highlight the text in the colour you have selected and add a note symbol on the right margin of the text OR
4. Select **Copy** to copy text to another document.

Step 1:
Selected text for highlighting or adding a note.

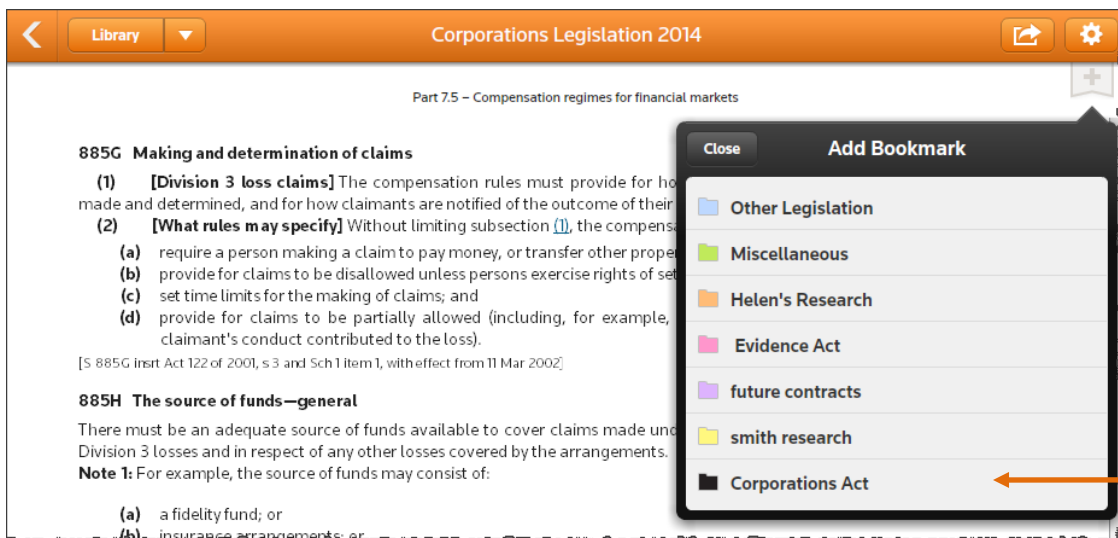


Step 2:
Select an option from the menu.

Note: See more about using colour overleaf.

To Add a Bookmark

1. Click the **Bookmark** icon to create a bookmark for future reference.
2. Select a folder from the Add Bookmark menu. Add a description if required by clicking the > expand arrow, and then click close.



Step 1:
Click the Bookmark icon.

Step 2:
Select a folder, then add a description.

To Search & Review Annotations – Bookmarks, Highlights and Notes

To view a list of previously created bookmarks, highlighted sections and notes click the Annotations icon located at the bottom of the page. You can colour code, name and search annotations.

Annotations icon



Select Bookmarks, Highlights or Notes to filter display.

Click the colour wheel to filter annotations by colour.

To delete an annotation click the V arrow then click X.

Click an item to display

Click the Annotations icon to display a list of All bookmarks, highlights and notes.

Click the Note to display the note relevant to the highlighted text.

Highlighted text

Bookmark icon

Colour Labels

You can categorise bookmarks, highlights and notes by assigning names to the coloured labels or folders in Proview. Labels can be assigned when creating a highlight or adding a note however they can also be setup through preferences.

To Assign Colour Labels

1. Click the Settings icon then click the > arrow to assign a name
2. Enter the Name or Title and click Done
3. Repeat these steps until all labels have an assigned name.

Step 1:

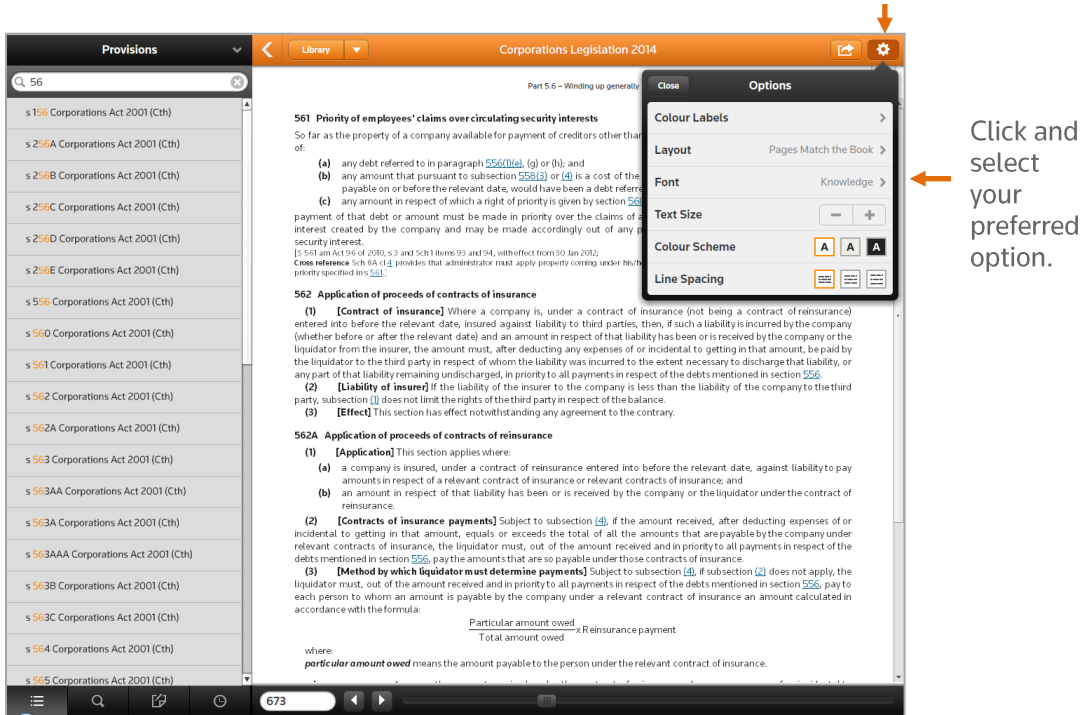
Step 2:

Preferences

Proview provides the ability to customise how your titles look. You can adjust the text size, text and page colour, fonts used, and line spacing by selecting your preferred options from the **Settings** icon (rosette) located in the top right corner of the menu options bar.

Select your preferred options from the list to adjust the display.

Click the **Settings** icon to display a list of options.



Click and select your preferred option.

Print or Email Selected Text



When printing is enabled in an eBook or eSub the Create & Share icon will appear next to the Preferences icon in the top right hand corner. Proview provides the ability to create a PDF document. You can then choose to save, email or print the PDF.

Tick **Current View** to PDF what is currently displayed on the screen.



Highlight required text on page then click Share to PDF selected text.

Tick **Current TOC Section** to PDF the selection section from the Table of Contents.

Note: Note all options are available for every title but you can create a PDF.

Help & Support

If you require assistance Customer Care is available 8am-6pm (Sydney time) Monday to Friday.

Our Training Specialists are also on hand to conduct a training session to help you get started.

Customer Training – Call 1800 020 548 or email LTA.Trainers@thomsonreuters.com

Technical Support – Call Helpdesk 1800 020 548 or email LTA.Helpdesk@thomsonreuters.com