

Proview

The Essentials Course Outline

Session Objectives

The purpose of this session to:

- Provide an overview of the ProView eReader application
- Demonstrate the essential research skills required to search, browse and retrieve content

Learning Outcomes

On completion of the session the participant will be able to:-

- Locate Resources on the Proview Library
- Browse the Table of Contents to establish coverage, currency and content available.
- Access Legislation from the Alphabetical List of Legislation
- Conduct a topic based search result across a publication
- Navigate results
- Link to WLNZ Cases (Where applicable)
- Create and Share Content
- Annotate text within a publication including highlighting, adding a note and bookmarking.
- Assign titles to colour labels/folders for your annotations.
- Access the History tool to navigate back and forth.
- Access Help and support materials.
- Customise ProView options such as Font, Text Size, Line Spacing.

Session Duration

Approximately 30 to 40 minutes.

Session Delivery Methods

Internet (Webex/Telephone) - This training method is ideal for individuals or groups whom or that are based remotely or where face to face training is not possible.

Note: The Webex session allows you to view the trainer's computer screen as they show you how to access your subscription. At no time does the trainer access your computer.

Learning Materials

ProView - Quick Guide

Training Specialist – Elizabeth Odom

A Thomson Reuters Training Specialist will conduct the session. Elizabeth may be contacted by email on Elizabeth.Odom@thomsonreuters.com