ProView

Browser Quick Guide

Guide Overview
This User Guide refers to ProView when using the Internet Browser version.

Accessing Your Library
To view your collection of eBooks and eSubs

1. Go to https://proview.thomsonreuters.com
2. Enter your OnePass Username and Password
3. Click Sign In.

This will display the ProView library page with a list of the eBooks currently available to you.

The Grey Information Icon
All products in your library will feature a grey information icon. Click "i" to display information about a product, option for opening the title, importing annotations, and adding a category.
Searching All Publications in your Library
ProView provides the ability to search all publications your library. This is an efficient method for locating relevant material across multiple products.

How to Conduct a Library Search
The library page provides the ability to search across all titles in your library. To further refine a library search you may also select one or more filters.

1. Click the search icon from the library page.
2. Type your search terms into the Search library content box.
3. Select one or more of the filter by options — (optional).
4. Click the search icon to run the search.
5. To view results in a title click the title from the list.

Library Screen Filtering
This feature allows you to locate a publication within your library by publication title or author name. Simply type in the author name or publication title to filter and display a list of products.
Browsing the Table of Contents
Browse the Table of Contents to access content in an eBook or eSub. When displayed the Table of Contents will synchronise with the content on the screen page.

How to Conduct a Browse Search
1. Select a publication from the Library e.g. Corporations Legislation 2016.
2. Click the Table of Contents icon to expand and display the Table of Contents.
3. Click a heading and/or subheading to drill further into a chapter or section e.g. Index.
4. Click a heading to display content e.g. G
5. Select a link on the page to display the section or commentary e.g. 440J(2)

Step 1: Select Corporations Legislation 2016 from the library page.

Step 2: Click the Table of Contents icon to display the TOC.

Step 3: Click titles to drill further into a Chapter or Heading

Step 4: Click G from the Index.

Step 5: Click a link to display section and/or commentary.

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

To Navigate Back or Forward
1. Click the history icon.
2. Select < Back or Forward > to jump back or forward a screen.

To Redisplay a Page
1. Click the history icon.
2. Select and click an item to display the selected page.
The ProView Reading Screen

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

**ProView Toolbar Icons**

1. The Table of Contents icon will display the content of an eBook or eSub. Enter terms into the Filter Table of Contents box to search the headings and subheadings only of a product.
2. Click the Search icon to conduct a topic or keyword search across the entire product.
3. Click the Annotations icon to display a list of bookmarks, highlights and notes.
4. Click the History icon to view your research trail.
5. Click the Quick Links icon to conduct a filter search by Provision or Defined Terms.

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Searching & Filtering with ProView

Proview 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 term/s in the title or subtitle of the Table of Contents.
- **Quick Links Search** - filter by provision or definitions to locate a section or a defined term (selected publications).

**How to Search an eBook or eSub**

1. Select the Title from the library e.g. Corporations Legislation 2016.
2. Click the Search icon.
3. Enter search terms into the Search box located at the top of the page e.g. audit.
4. Click the Search icon to execute the search.
5. To add another term to the search click ADD and type in the search term/s e.g. remuneration.

The following search term connectors may be used to specify the relationship between terms. To view a list of Search Connectors click the link at the bottom of the search pane.

<table>
<thead>
<tr>
<th>Connectors</th>
<th>Symbol</th>
<th>Retrieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phrase</td>
<td>&quot; &quot;</td>
<td>Search terms in the same order as in the quotation marks. For example, &quot;financial corporation&quot;.</td>
</tr>
<tr>
<td>Numerical</td>
<td>/n</td>
<td>Search terms within &quot;n&quot; terms of each other (Where &quot;n&quot; is a number). For example, input /3 credits.</td>
</tr>
<tr>
<td>Connectors</td>
<td>OR</td>
<td>Either search term or both in the same chunk of the publication. For example, car or automobile.</td>
</tr>
<tr>
<td>AND</td>
<td>space</td>
<td>Search terms in the same chunk of the publication. For example, trade mark registration.</td>
</tr>
</tbody>
</table>

**Expanders**

- **Plurals**
  - Proview 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**
  - Proview will automatically retrieve variations on terms entered. For example, revoke will also find revokes, revocable, and revocation.
Filtering (or Searching) the Table of Contents

1. Select the eBook or eSub from the library e.g. Corporations Legislation 2016.
2. Click the Table of Contents icon located top left 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. debentures. This lists headings in the Table of Contents which feature the search term/s.
4. Select from the list to display required text.

Quick Links Search to Find a Provision

1. Select the eBook or eSub from the library e.g. Corporations Legislation 2016.
2. Click the Quick Links icon located in the left tools bar.
3. Click Select Links and choose Provisions
4. Enter a provision number e.g. 7.1.04E
Working with Search Results

The Proview Search Results screen contains the following features, and has an optional table of contents to view your results in context of the service.

- Click **Sort By** to display results in Title Order or Hit Count.
- Click **Collapse All** or **Expand All** to change view options.
- Click to display the hit count in the Table of Contents.
- Click to display the Search pane.
- Click a Hit to display the term in the context of the service.
- Click the **Clear Search** to cancel the search.
- To view number of hits in TOC click the TOC Search icon.
- Click the Up or Down arrows to navigate hits in the service.

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Annotations – adding Bookmarks, Highlights and Notes

You can add a bookmark, note and/or choose to highlight a specific section of text in an 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 and/or Highlight Text

1. Click 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.

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 then enter the description.
3. Click Done then Close.

Note: See more about using colour overleaf.
Search & Review Annotations – Bookmarks, Highlights and Notes

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

Assigning 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, or through Preferences.

To Assign Colour Labels

1. Click the Settings icon then click the Labels > arrow
2. Select a folder then type in the Name or Title and click Done
3. Enter the Name or Title and tap Done
4. Repeat these steps until all labels have an assigned name.
Preferences
ProView provides the ability to customise how a page is displayed. 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.

Print or Email Selected Text
ProView provides the ability to create a PDF document. Where printing is enabled in an eBook or eSub the Create & Share icon will appear next to the Preferences icon.

Note: Not all options are available for every title.

Help & Support
ProView features a context sensitive help option. To activate click the help icon (?) then tap an outlined area to learn more about it.

Customer Care is available 8am-6pm (Sydney time) Monday to Friday.
Technical Support 1800 020 548 or email LTA.Helpdesk@thomsonreuters.com
Training Specialist Team 1800 020 548 or email LTA.Trainers@thomsonreuters.com