

ProView Offline Access Guide

The ProView web application is designed to function with and without an internet connection. This guide describes how to access ProView when you are offline.

Making Titles Available for Offline Access

To access your eBooks without an internet connection, you must first download the ebooks to your device when you have an internet connection.

Step 1: Download your eBook

- Your downloads are specific to your device and browser, so you must use that same device and browser to access your ebooks offline.
- Because ProView is browser-based, clearing your browser cache will remove your downloaded content from your device.

There are two options for downloading a title.

Option 1: Downloading from the Library

Download a title by clicking on the title action menu (:) in the upper right corner of the title card and choosing "Download title":



Archive

Option 2: Downloading from within the Title

When reading a title, you can download that title by clicking the down arrow in the title header:



Step 2: Create an Offline Access Password (optional)

When you initiate a title download, you will be prompted to create an offline access password:

Offline authentication ×	Offline authentication	C
For your security, a password is required to create annotations (bookmarks, highlights, notes) while you are offline. To provide an additional level of security, we recommend changing your password from the account menu at least every 90 days. By selecting "Create password" below, you acknowledge that Thomson Reuters cannot guarantee the security of your device, and that you are solely responsible for your device, any use of our products, and any information or annotations you include within our products while you are offline.	Create a password Password Vour password must include at least: S & characters one lower and upper case character one number Confirm password Show password	
Not now Create password	Cancel Create p	assword

- Creating an offline authentication password allows you to view and create annotations while you are offline.
- If you choose not to create a password, you are still able to view your titles offline, but the Annotations feature will be disabled.

• If you choose "Not now" or check "Don't ask me again," you can also create an offline authentication password from the Account Menu:

Profile	>	×
Cars_Titles		
anguage	English - US ゝ	
Refresh library		
Export list of titles		
Clear ProView cookie	2S	
Create offline passwo	ord	
Privacy policy		
Send us feedback		
Contact us		

Note: Your offline access password is specific to the device and browser you used to create your password.

Step 3: Confirmation of Download

When you download an ebook title, you will receive several notifications:



Accessing ProView without an Internet Connection

Once you've downloaded your ebooks, you can now access those titles from your browser even if you do not have an active internet connection.

Step 1: Open your browser

For optimal performance, use Chrome, Edge, Firefox or Safari browsers.

Step 2: Enter the ProView URL in the browser address bar



When you are offline, an alert will appear in the upper right corner of the screen and a persistent red footer will appear at the bottom of the screen:





Step 3: Locate your downloaded titles

If you have a large library, the quickest way to locate your available titles is to select "Downloaded to this device" in the Storage filter dropdown, which is accessed from the filter panel on the left side of the screen:

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This will filter your Library view to only titles that have been downloaded to your device.

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Filter ×	Library	Search	
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Step 4: Open your eBook

From the filtered Library view, click the cover image of the eBook you want to open. If you created an offline authentication password, you will be prompted to enter that password:



Using Your Titles When Offline - Offline Features and Functionality

When you are using ProView offline, certain features and functionality will not be available. Options that are not available when you are offline are grayed out.

Library Header Features

History can be viewed offline but only previously downloaded titles can be opened from the History panel

History × Criminal Procedure, 4th (West's Crimin...-2022 update Wayne R. LaFave, Jerold H. Israel, Nan...Orin S. Kerr 03/11/2022 at 04:49 PM Show recent activity > 4 Advising Small Businesses, 2021-2 update Clifford R. Ennico 03/11/2022 at 03:56 PM Show recent activity > 4 Civil Practice in the Southern Distric...rk, 2021 ed. Michael C. Silberberg, Edward M. Spiro... Ith L. Mogul 03/07/2022 at 03:16 PM Show recent activity >

Notifications can be viewed offline but only previously downloaded titles can be opened from the Notifications



Account Menu can be viewed offline but unavailable options are grayed out



Library Search

In offline mode, the Title/Author search is available, but the Content search option is not available.

Search	
	Search library by Title / Author

Title Action Menu Features



Title Features

Share menu Create PDF is disabled but user can create links

	A Remove Share
Share	×
Share link	
Create PDF	

History can be viewed offline but "This title" is disabled

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History × Recently read This title Insights into IFRS 18th Edition 2021/22 KPMG 03/14/2022 at 04:31 PM INSIGHTS \downarrow Criminal Procedure, 4th (West's Crimin...-2022 update Wayne R. LaFave, Jerold H. Israel, Nan...Orin S. Kerr 03/11/2022 at 04:49 PM $\mathbf{1}$ Civil Practice in the Southern Distric...rk. 2021 ed. History × Recently read This title Title history is not available in offline mode. Connect to the internet to view your title history.

User Preferences are available unless grayed out

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Title Search

Search functionality works differently when you are offline. Because offline search has different capabilities, there will be difference in the search results when searching offline versus online.

Key word and terms-and-connector searches are supported in offline mode. Phrase searching and proximity searching are not supported in offline mode.

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Search					×
Search			_		Q.
Offline s	earch (connect	ors		Q
Offline s	earch o	connect	ors		Q
Offline s	search o AND OR	connect	ors		Q
Offline s	earch o AND OR BUTNO	connect	ors		Q

In offline mode, the search panel provides a list of the search connectors available.