



# 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.

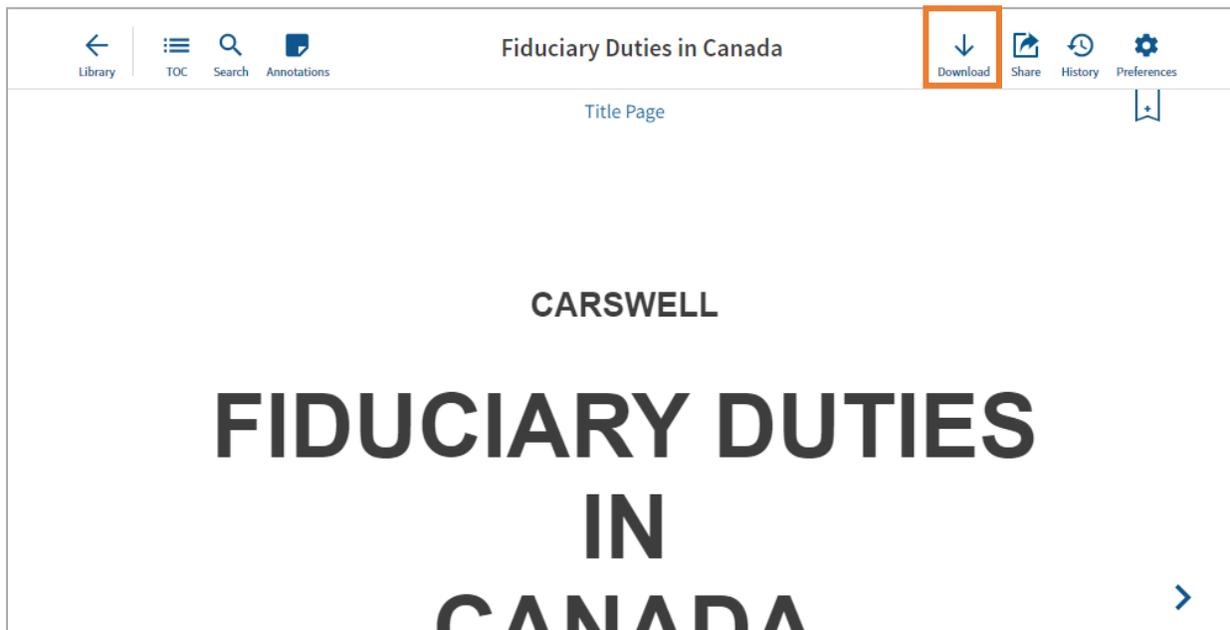
#### Option 1: Downloading from the Library

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



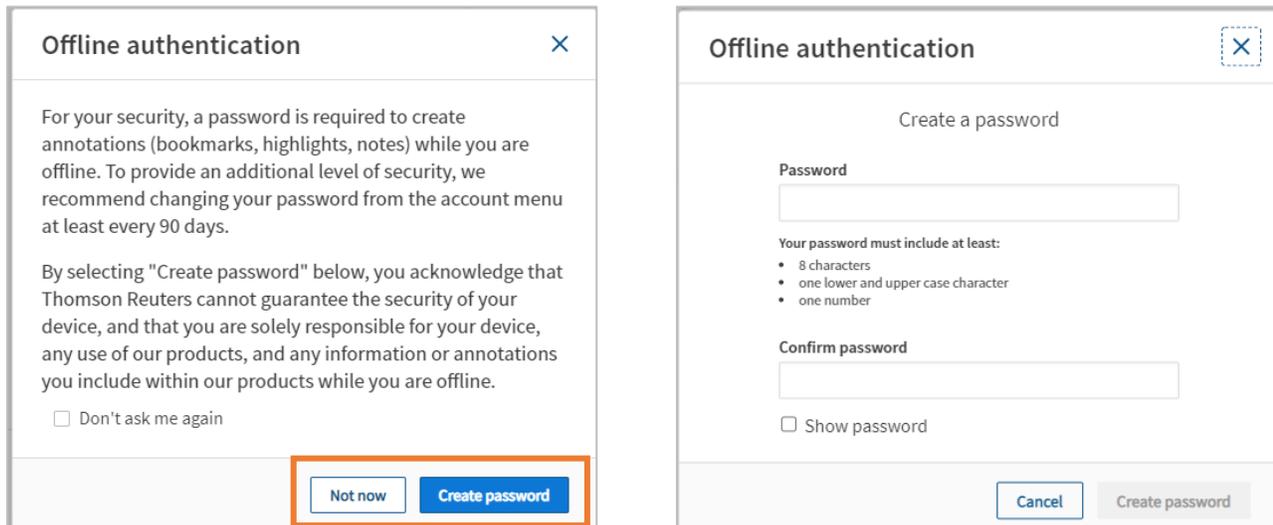
## Option 2: Downloading from within the Title

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



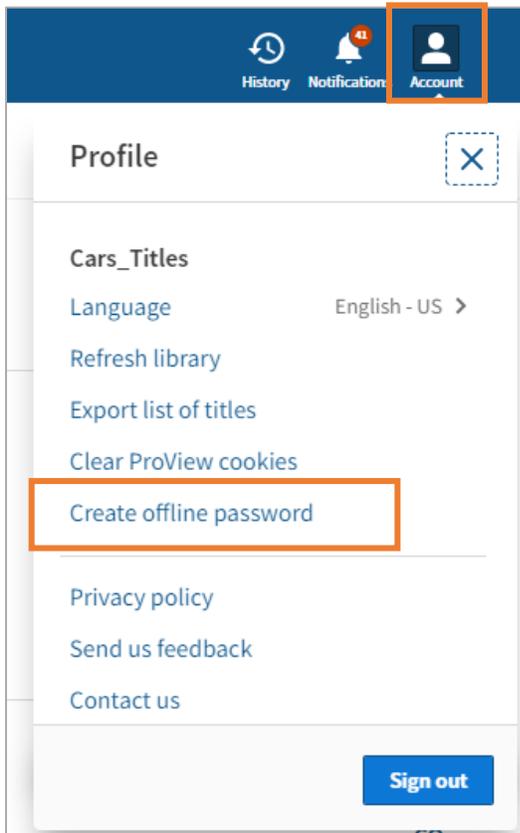
## Step 2: Create an Offline Access Password (optional)

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



- 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.

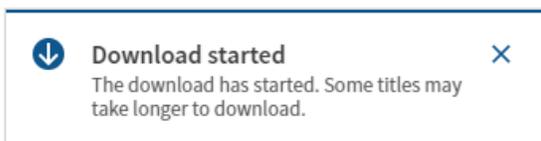
- If you choose “Not now” or check “Don’t ask me again,” you can also create an offline authentication password from the Account Menu:



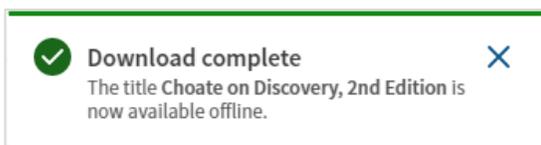
**Note:** Your offline access password is specific to the device and browser you used to create your password.

### Step 3: Confirmation of Download

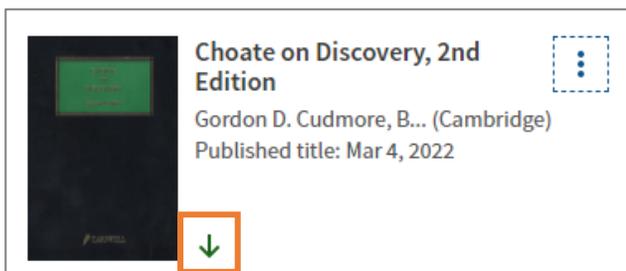
When you download an ebook title, you will receive several notifications:



Notification that download has started



Notification that download has successfully completed



Green arrow icon indicates title has been download and is available for offline access

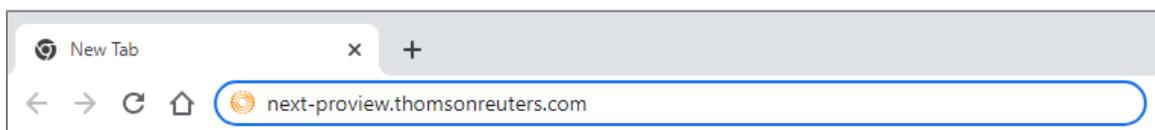
## Accessing ProView without an Internet Connection

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.

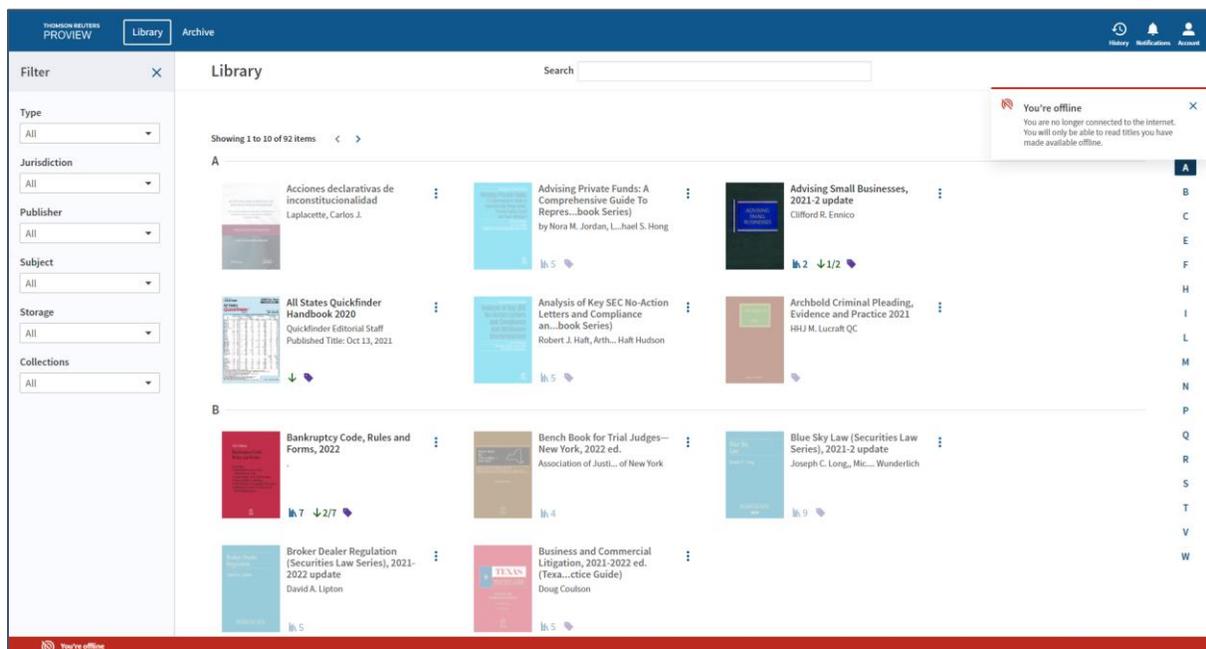
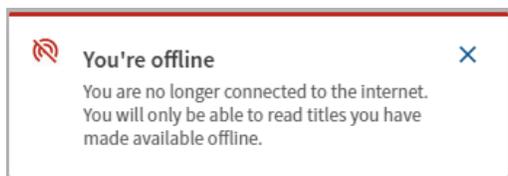
### Step 1: Open your browser

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

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

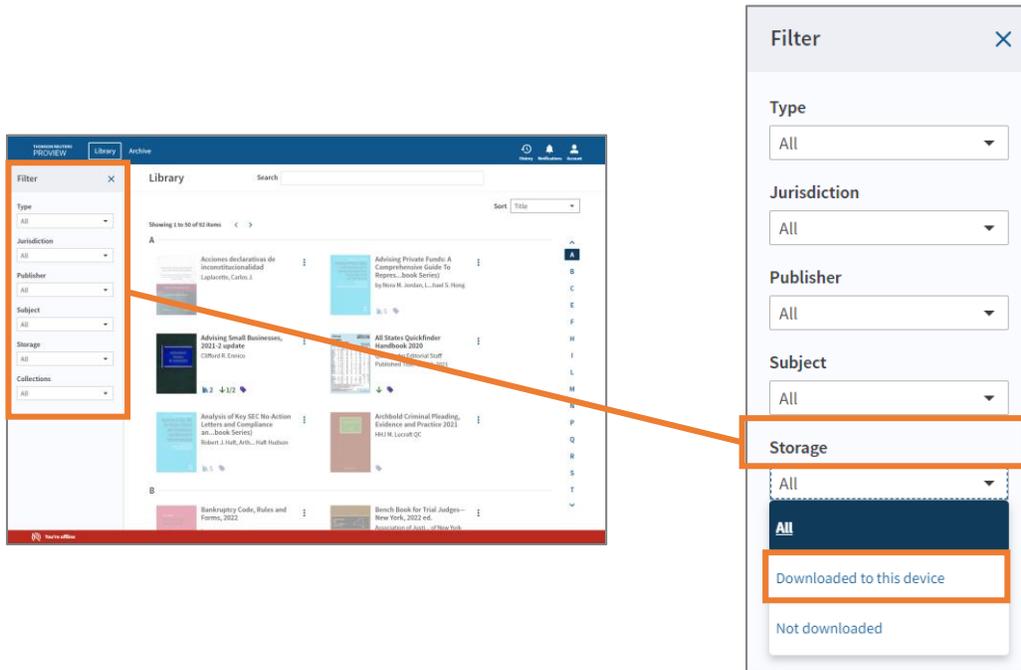


When you are offline, an alert will appear in the upper right corner of the screen and a persistent red footer will appear at the bottom of the screen:

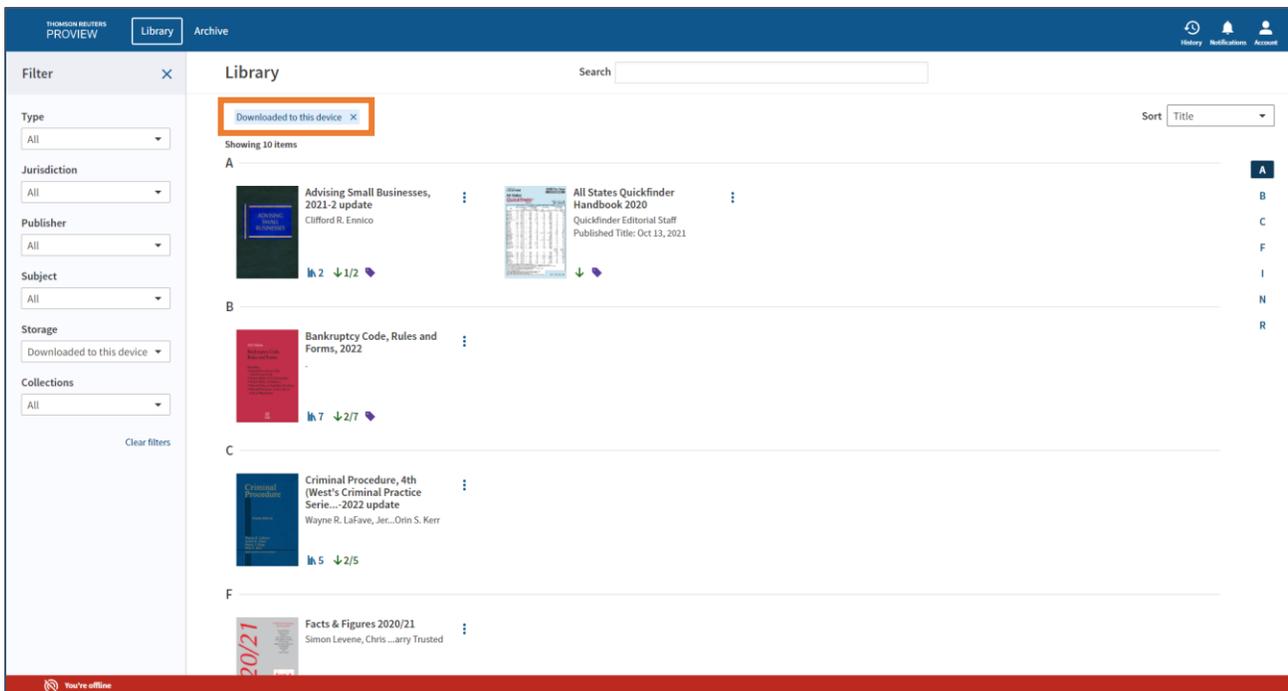


### Step 3: Locate your downloaded titles

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:

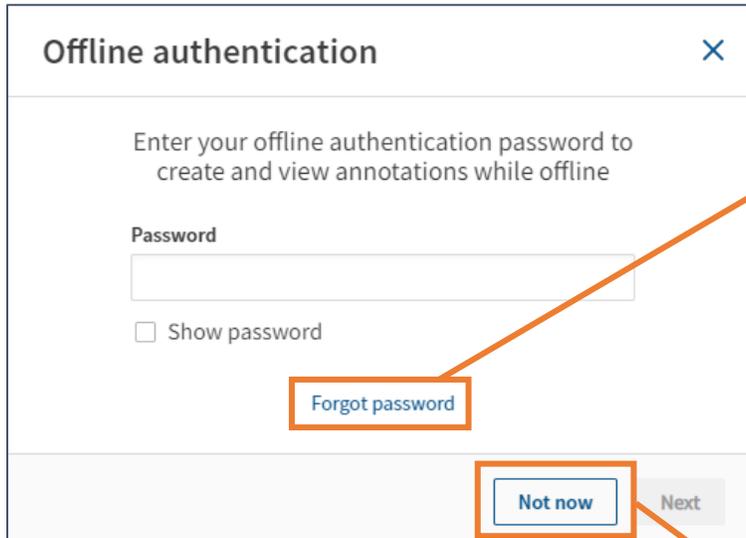


This will filter your Library view to only titles that have been downloaded to your device.



## 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:



The dialog box is titled "Offline authentication" and contains the following elements:

- Text: "Enter your offline authentication password to create and view annotations while offline"
- Label: "Password" above a text input field.
- Checkbox: "Show password" with an unchecked box.
- Link: "Forgot password" located below the password field.
- Buttons: "Not now" and "Next" at the bottom right.

Forgetting and resetting your password will require you to re-download your eBook titles.



Choosing "Now now" will allow you to view your title, but the Annotations feature will be disabled.

## Using Your Titles When Offline - Offline Features and Functionality

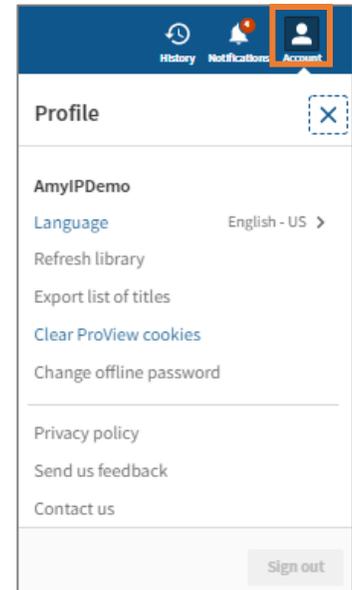
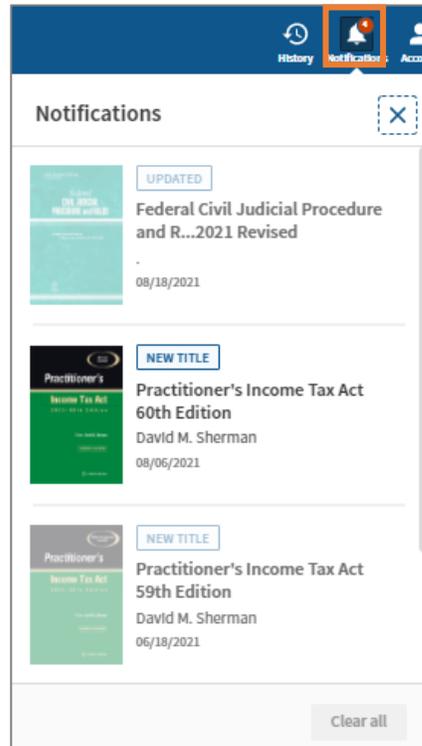
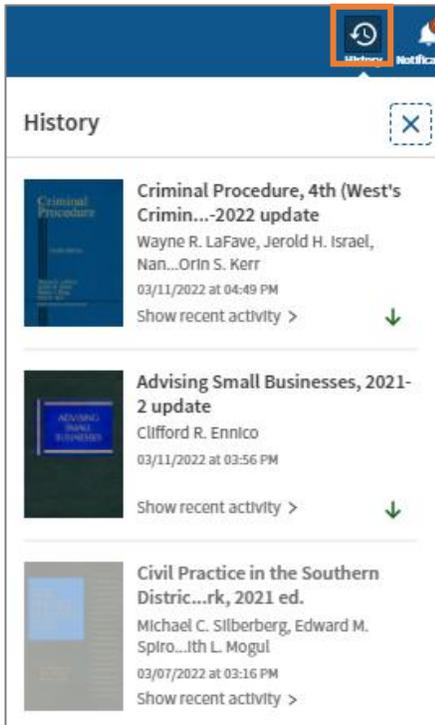
When you are using ProView offline, certain features and functionality will not be available. Options that are not available when you are offline are grayed out.

### Library Header Features

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

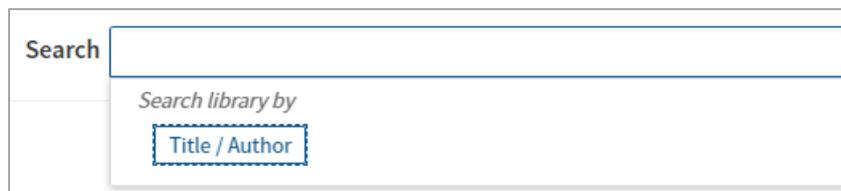
**Notifications** can be viewed offline but only previously downloaded titles can be opened from the Notifications

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

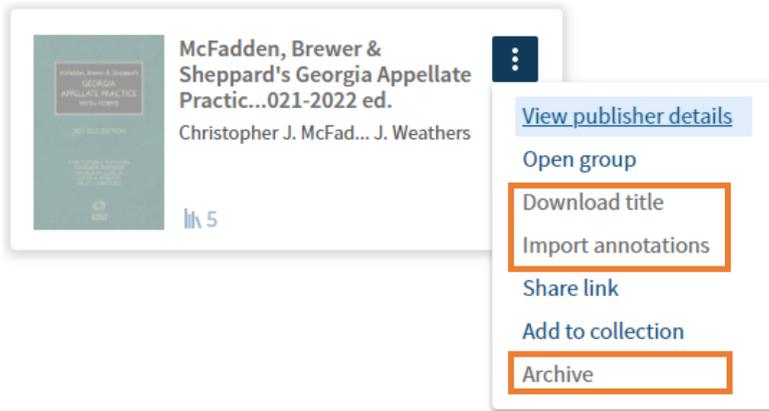


### Library Search

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



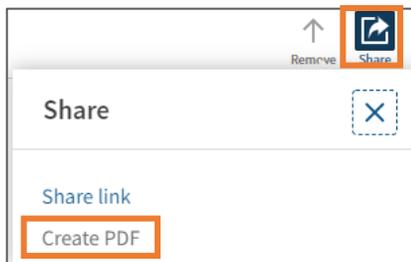
## Title Action Menu Features



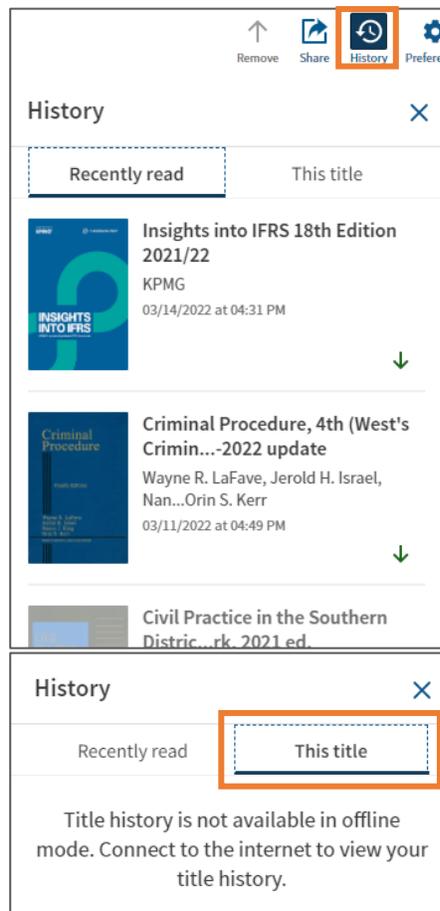
Title actions that are not available offline are grayed out.

## Title Features

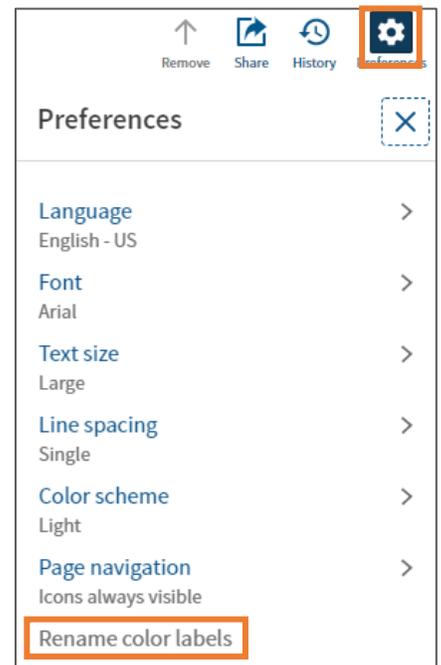
**Share** menu Create PDF is disabled but user can create links



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



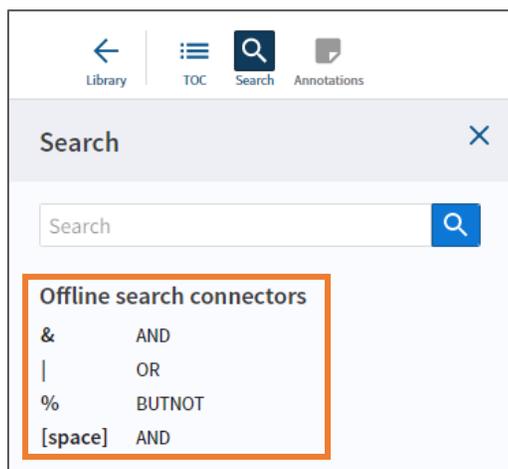
**User Preferences** are available unless grayed out



## 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.



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