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ProView App

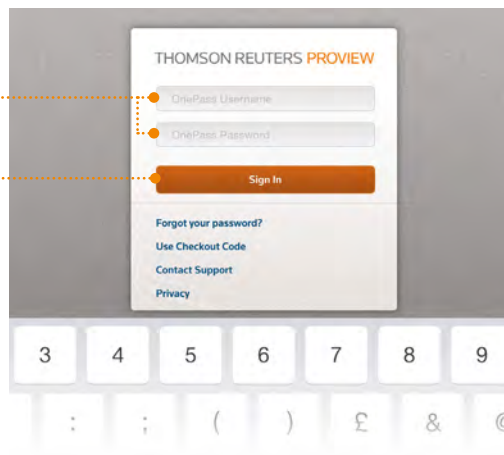


ENTER

OnePass username and password

CLICK

"Sign in"



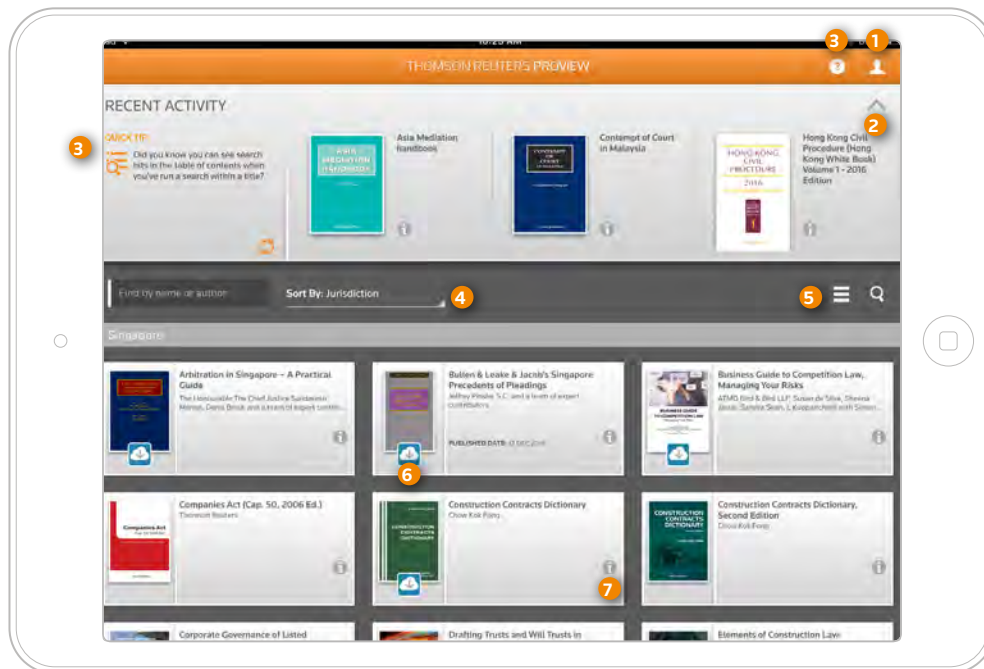
Alternatively, login to ProView via your internet browser at <http://proview.thomsonreuters.com/login>

What is OnePass?

A OnePass account is a username and password that you create to gain access to multiple Thomson Reuters websites and applications, such as Westlaw, Practical Law & ProView.

YOUR DIGITAL LIBRARY


Once signed in, your library of eBooks will appear.



ACCOUNT 1

Contact customer services, review the privacy policy and terms and conditions, and refresh your library.

RECENT ACTIVITY 2

The Recent Activity panel allows you to view the last 6 eBooks accessed by the user. Expand or collapse the pane using the icon  on the right-hand side.


QUICK TIP 3

Make the most of ProView's features and functionalities with helpful tips and hints.


INTERACTING WITH THE LIBRARY 4 5

Personalise the way in which your eBooks are displayed by choosing either a list or tabular view. Sort content in ways that are meaningful to you, and perform searches using filters as determined by you.

DOWNLOADING YOUR eBook 6

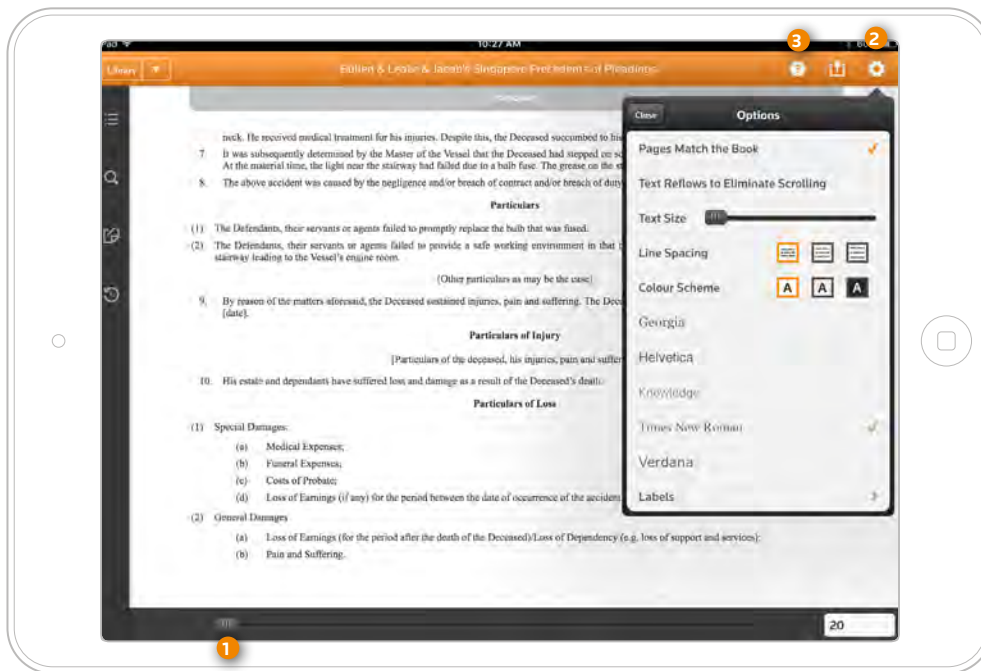
Click on the blue  icon to download a book. To cancel the download, click on it again (the colour of the icon changes to red). Once downloaded, you can open your eBook by clicking on the front cover without an internet connection giving you mobility to take your eBooks with you wherever you go.

INFORMATION ICON 7

The  icon provides additional information about the eBook such as the publisher, edition and description of contents. You can also assign eBooks to custom created categories, import your annotations to new editions or remove titles from your library.

FEATURES AND FUNCTIONALITIES

ProView has many features and functionalities. You can add notes, jump to the Table of Contents, highlight text and configure how the text appears to suit you.

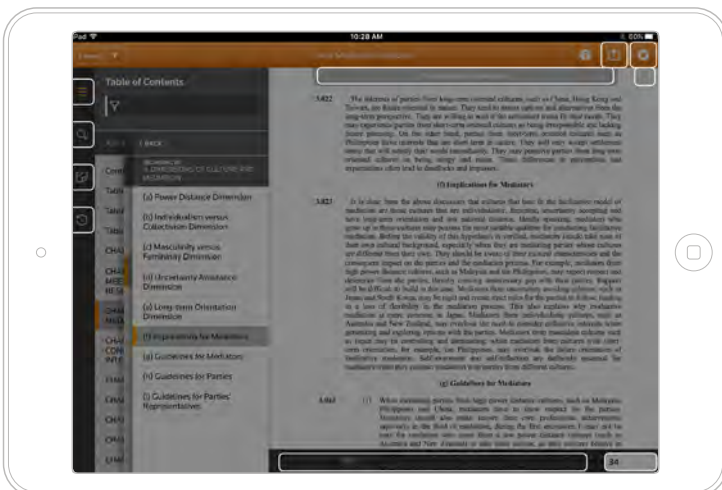


SCROLL BAR 1

Use the scroll bar to move through the pages quickly. Alternatively, swipe across the page left to right or right to left to move back and forth through the pages of the eBook. If you know the page number you need you can enter it in the page number view screen and click return.

CONTEXT SENSITIVE HELP 3

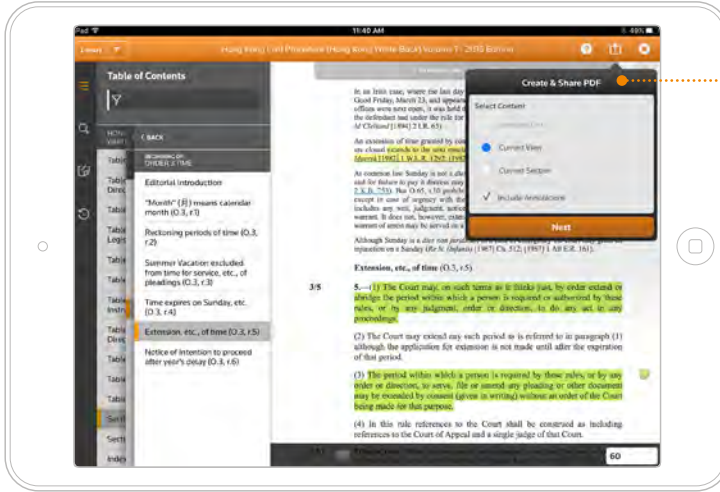
Click on the question mark icon to highlight and explain important features.




SETTINGS 2

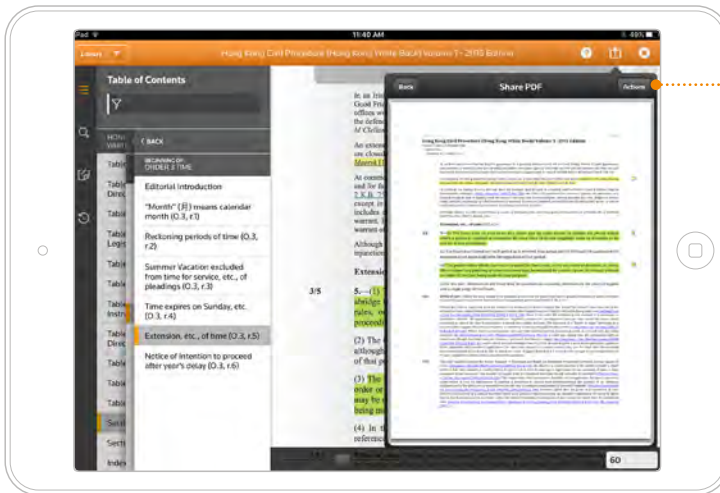
The settings icon lets you:

- Select 'Pages Match the Book' so the eBook follows the same layout as the hard copy edition. This is particularly useful in Court when you need to refer to a particular page;
- Use this option so that the text fits the screen and eliminates the need to scroll up and down the page;
- The scroll bar lets you change the font size. Drag the bar to the right to make the text bigger or to the left to make it smaller;
- Choose your line spacing;
- Adjust colour scheme for ease of reading;
- Select your preferred font.

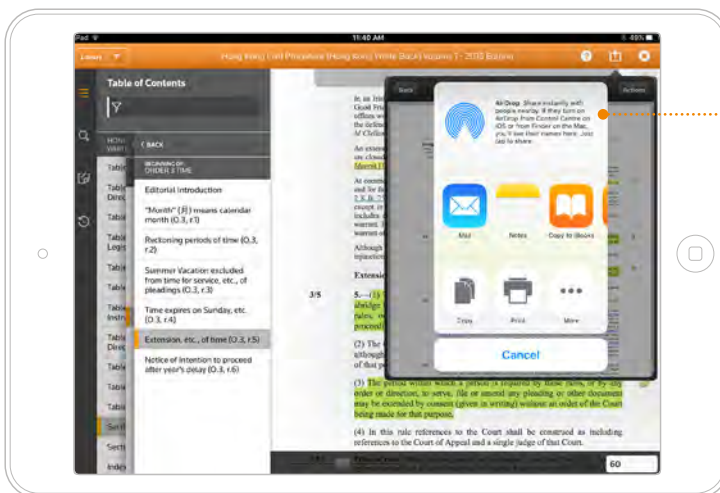


CREATE & SHARE PDF

From within an eBook, the  icon at the top right allows you to create a PDF of selected content. Print, share or drop into another application with or without your annotations.



You will see a preview of the PDF before exporting.



Different options to share, export or print the PDF will appear depending upon the device used to access ProView.

SEARCHING WITHIN YOUR eBook

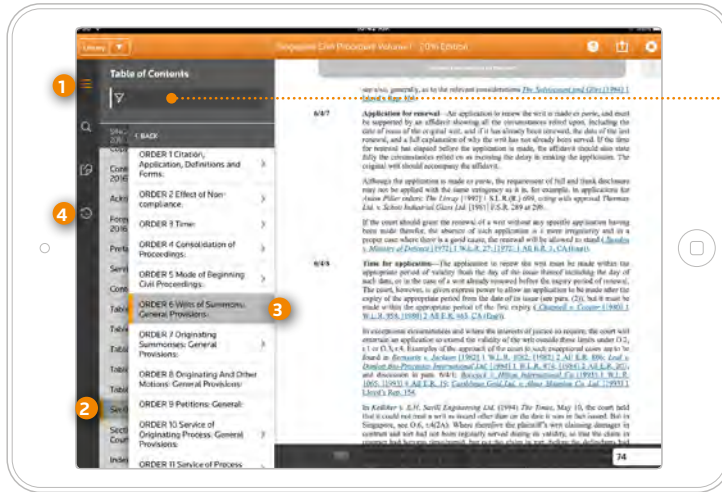


TABLE OF CONTENTS SEARCH BOX

Typing a search term to find results with in the table of contents.

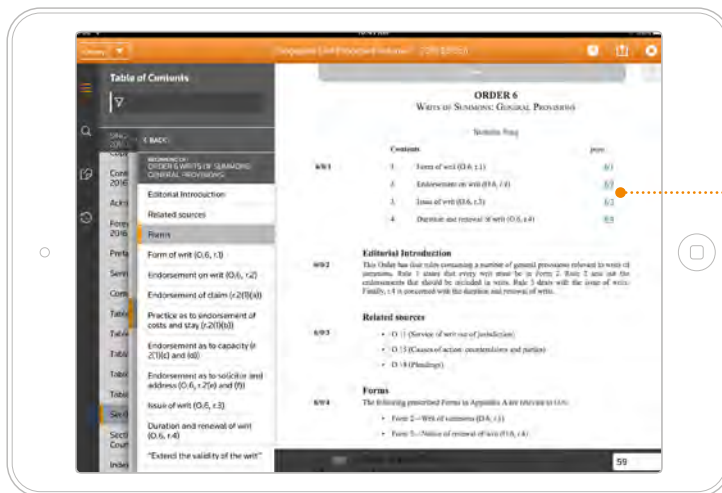
TABLE OF CONTENTS

☰ icon allows you to see the table of contents. 1

- Select the section you want to read. 2
- View your contents list in layers so you always know where you are in the book. 3

HISTORY

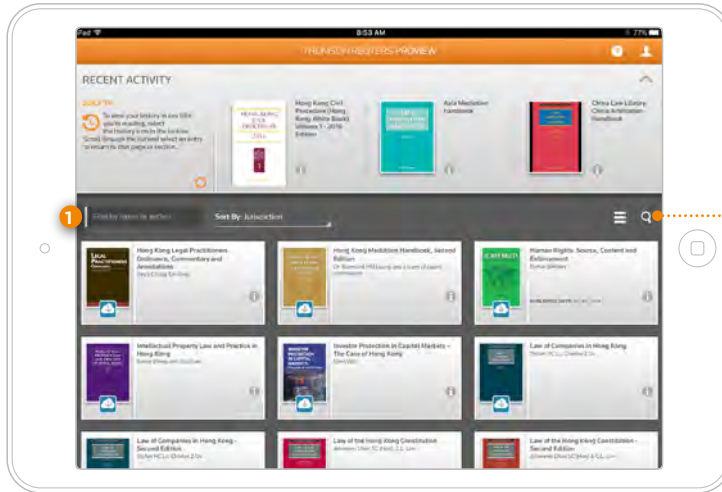
Review your recent history. Results include the date and time you visited each page. 4




HYPERLINKS

Paragraph references have active hyperlinks throughout the text to enable seamless research so you can move quickly to related content.

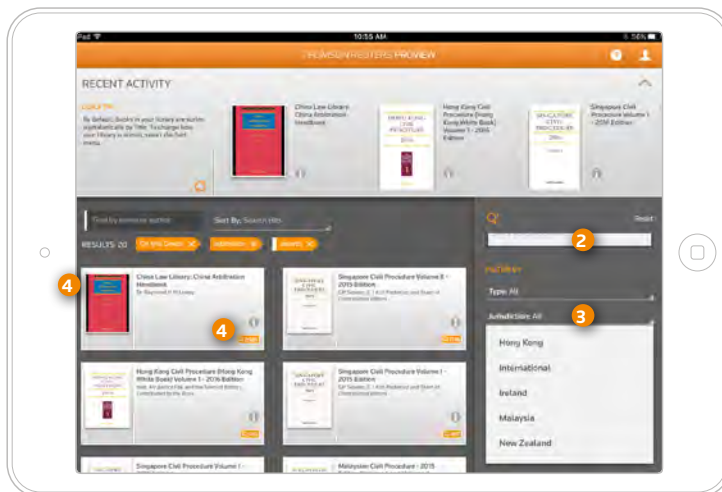
SEARCH ACROSS YOUR LIBRARY



SEARCH

Click on the  image to reveal the search library content box and type the subject or phrase within the box.

Find books by title or author by typing text into this search box. **1**

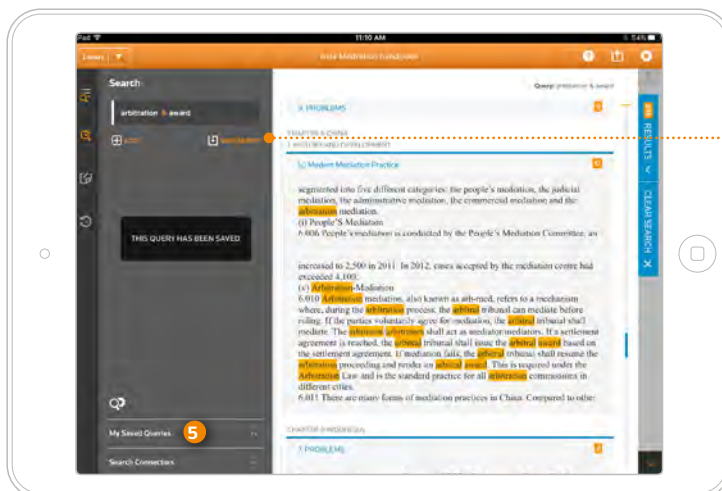


SEARCH ACROSS YOUR LIBRARY


You can continue to add more subjects or phrases to narrow down results. **2**

You can also filter your results by type, jurisdiction publisher, subject and more. **3**

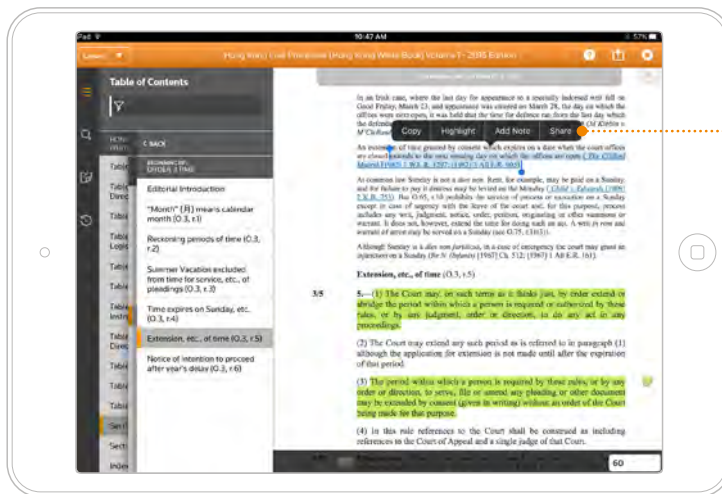
The titles containing references to your search will be displayed with the number of instances of the particular word or phrase within each eBook. **4**



SAVE QUERY

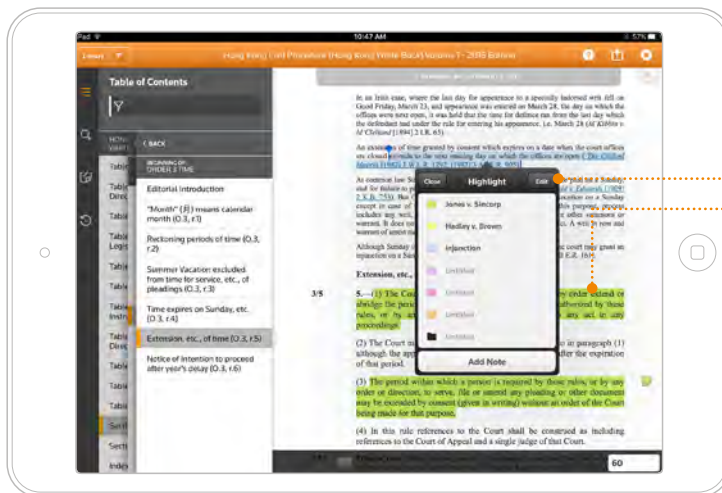
You can save your favorite or frequently used query by tapping on  save query icon. The content of your query will be saved here. **5**

CREATE AND MANAGE YOUR ANNOTATIONS

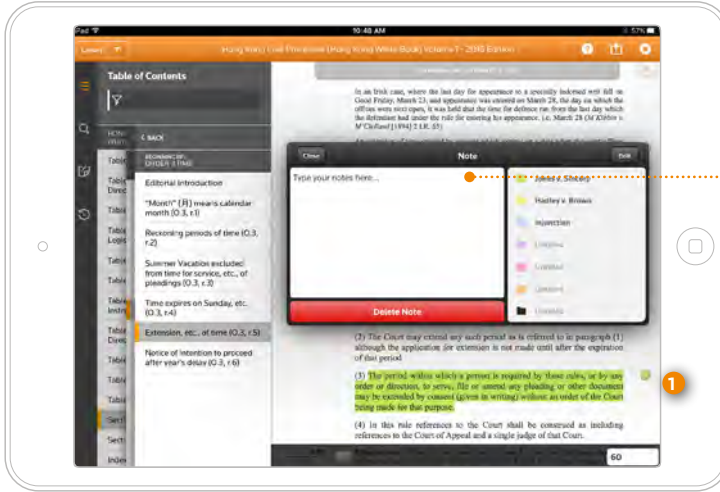


COPY AND HIGHLIGHT

Tap anywhere in the page to select text. Use the blue dots to expand the blue-shaded text. Select "Copy": the shaded blue bar disappears and your selected text is ready to be pasted into other applications.



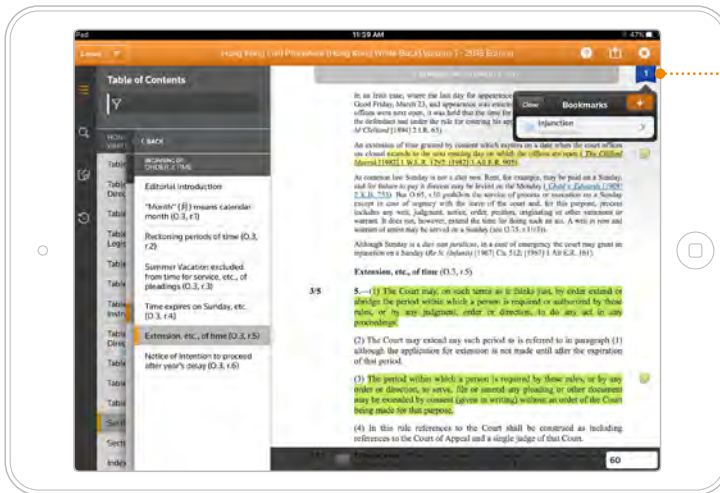
Choose "Highlight" to shade important text in a colour of your choice. Click "Edit" to name or assign categories to your colour-coded highlights and notes.



ADD NOTES

Select "Add Note", then type your notes into the white box that appears on your screen. Select a colour from the right hand side and click "Close".

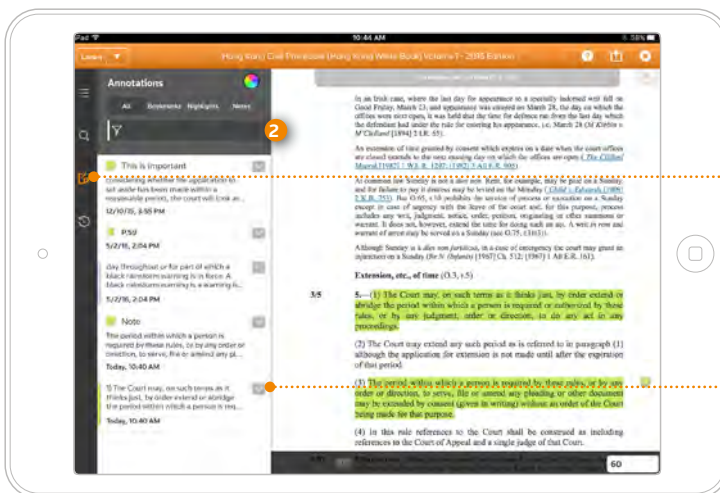
The text will remain in the colour you have chosen and a small note icon appears on the right hand margin. Select the note icon to open your note. You then have the option to make amendments or delete the note if required.



BOOKMARK

To bookmark a page, simply select the ribbon icon underneath the the icon and your bookmark appears in blue.

The blue ribbon is numbered showing that a page has been bookmarked and saved to your eBook.



ANNOTATIONS

The annotations icon lets you store and review all your bookmarks, highlights and notes in one convenient place.

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Click on the arrow to see an expanded view of your annotations.

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