

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.

Recently accessed Titles

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

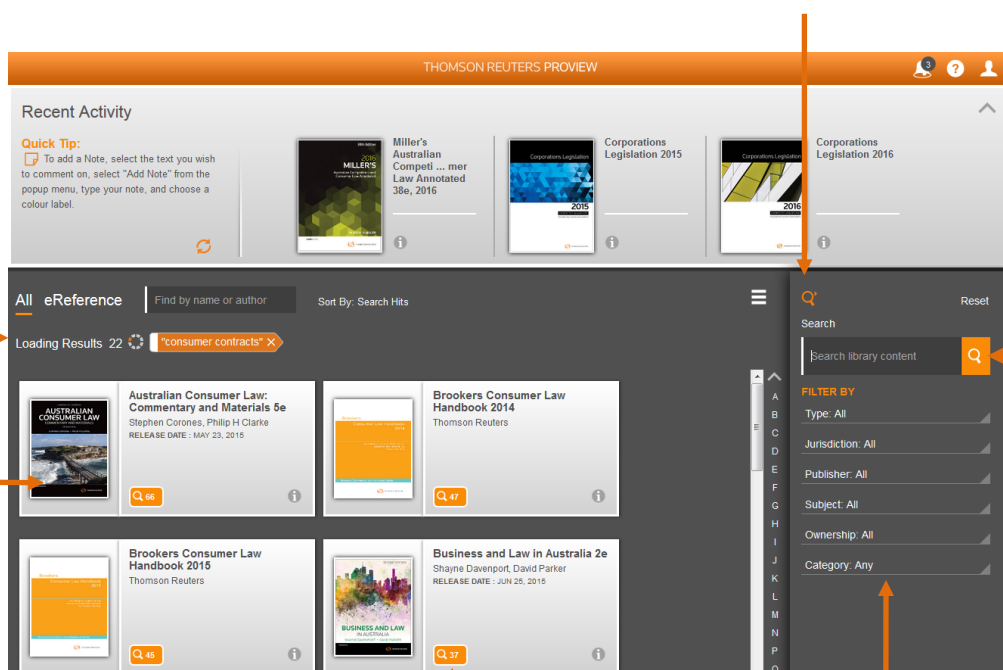
The library page provides the ability to search across all titles in your library. To further refine a library search you may also select one or more filters.

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.

Step 1: Click the **search icon** to display the search box.

Number of Titles with hits, Search Terms and Filters displayed here.

Step 5: Select a title to display a list of hits in the title.



Step 2: Type **search terms** into the search box e.g. “consumer contracts” and click Search.

Step 3 & 4: Select a **filter** from the list

The total number of **results** in each title is displayed.

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.



Type in a **publication name** or **author name** to filter library.

Click and select a **Sort By** option to change library display.

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.

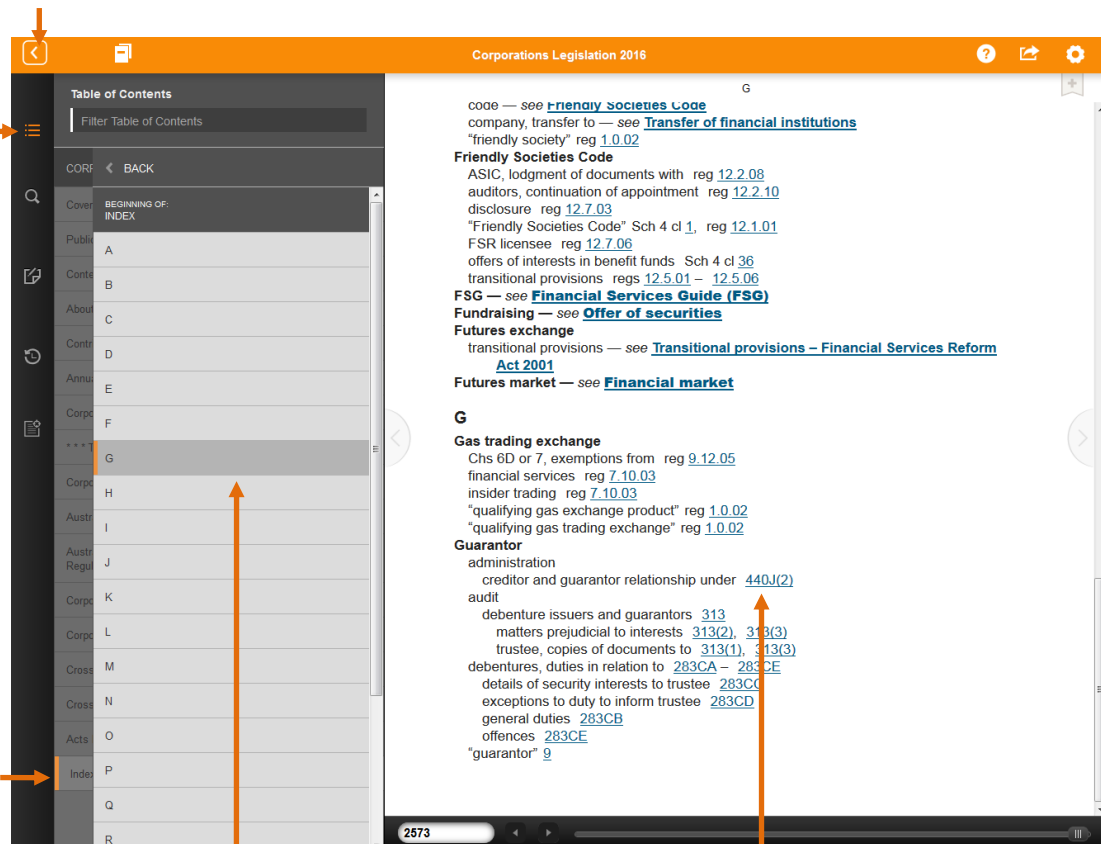
How to Conduct a Browse Search

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

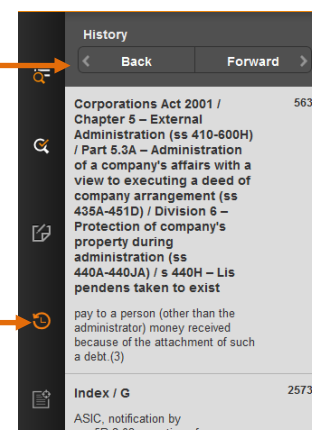
1. Click the history icon.
2. Select < Back or Forward > to jump back or forward a screen.

To Redisplay a Page

1. Click the history icon.
2. Select and click an item to display the selected page.

Back & Forward buttons.

History icon



The ProView Reading Screen

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

Click **Library** to close a publication.

Click to display **recently read** titles.

Click the **page header** to display current location in the publication.

- 1.
- 2.
- 3.
- 4.
- 5.

The screenshot displays the ProView Reading Screen for 'Corporations Legislation 2016'. On the left, a 'Table of Contents' sidebar is visible, listing various sections such as 'BEGINNING OF DIVISION 6 - PROTECTION OF COMPANY'S PROPERTY DURING ADMINISTRATION (SS 440A-440JA)', 's 440A - Winding up company', 's 440B - Restrictions on exercise of third party property rights', 's 440D - Stay of proceedings', 's 440E - Administrator not liable in damages for refusing consent', 's 440F - Suspension of enforcement process', 's 440G - Duties of court officer in relation to property of company', 's 440H - Lis pendens taken to exist', 's 440J - Administration not to trigger liability of director or relative under guarantee of company's liability', 's 440JA - Property subject to a banker's lien—exemption from this Division', 'Cross', 'Acts', and 'Index'. The main content area on the right shows the text of section 440J, titled 'Administration not to trigger liability of director or relative under guarantee of company's liability'. It includes subsections (1) through (4) and a 'Note' regarding section 1323. The bottom of the screen features a page number indicator showing '563' and a slide bar for navigation.

Current location in the publication

Enter **page number** to jump to a specific page in the publication. [Note: eBooks only.]

To navigate through your publication click and drag the **slide bar**. To view current location click and hold the slide bar button.

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

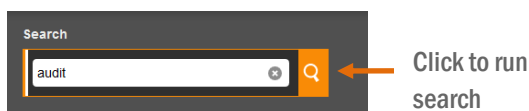
Searching & Filtering with ProView

Proview provides a number of different search and filter options to find content fast. These include:

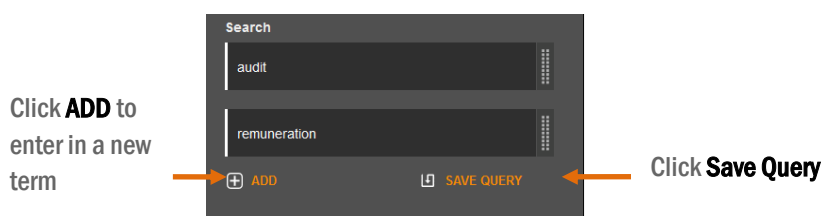
- **Searching an eBook or eSub** – for a topic or concept.
- **Filtering the Table of Contents** – to locate a term/s in the title or subtitle of the Table of Contents.
- **Quick Links Search** - filter by provision or definitions to locate a section or a defined term (selected publications).

How to Search an eBook or eSub

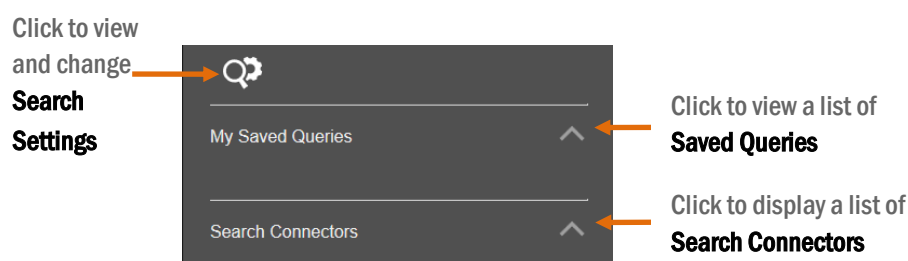
1. Select the Title from the library e.g. Corporations Legislation 2016.
2. Click the Search icon 
3. Enter search terms into the Search box located at the top of the page e.g. audit
4. Click the Search icon to execute the search.



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.



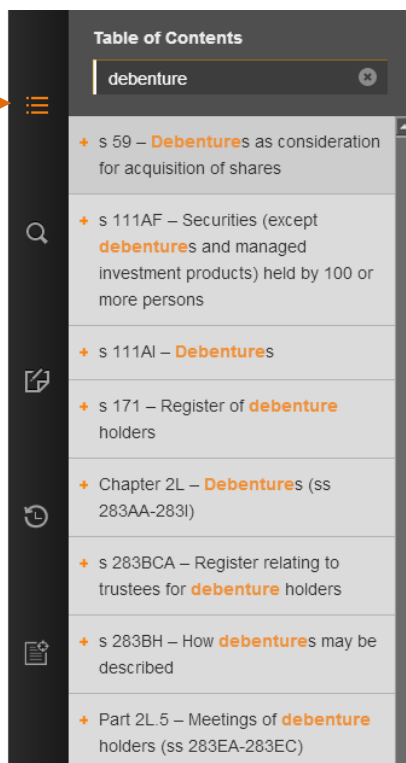
Search Connectors

Connectors	Symbol	Retrieve
Phrase	" "	Search terms in the same order as in the quotation marks. For example, "financial corporation".
Numerical Connectors	/n	Search terms within "n" terms of each other (where "n" is a number). For example, input /3 credits.
OR	or	Either search term or both in the same chunk of the publication. For example, car or automobile.
AND	space	Search terms in the same chunk of the publication. For example, trade mark registration.
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.

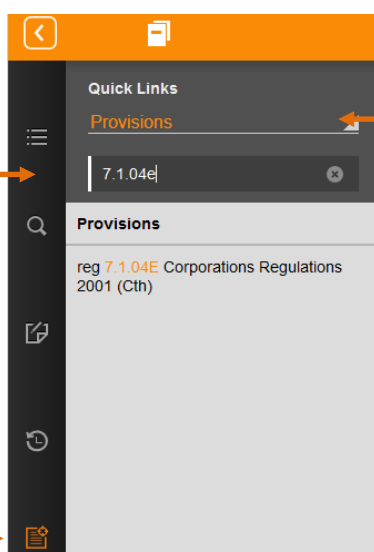
Click the **Table of Contents** and enter search terms to search the headings and subheadings e.g. debenture



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

Enter **provision** number here



Click here to select **Provision** from the menu

Quick Links icon

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 to display the hit count in the **Table of Contents**.

Click to display the **Search** pane.

Click **Sort By** to display results in Title Order or Hit Count.

Click **Collapse All** or **Expand All** to change view options.

The screenshot shows the Proview Search Results interface. On the left is a sidebar with a search bar containing 'audit' and 'remuneration', and buttons for 'ADD' and 'SAVE QUERY'. Below the search bar are sections for 'My Saved Queries' and 'Search Connectors'. The main area displays search results for the query 'audit + remuneration'. At the top, there's a 'Sort By' dropdown menu with options 'Title Order' and 'Hit Count'. To the right of the dropdown are 'Collapse All' and 'Expand All' buttons. The results are listed with a hit count of 3. A table of contents is visible below the main results, showing sections like 'Table of Provisions' (102 hits), 'Table of Amending Legislation' (4 hits), and 'Chapter 1 - Introductory (ss 1-111Q)'. A 'Hit' is highlighted, showing its context within the 'Corporations Act 2001'.

Total number of Hits

Click **Clear Search** to cancel the search.

Click a **Hit** to display the term in the context of the service.

Number of hits in a section of the service.

To view number of hits in TOC click the **TOC Search** icon

The screenshot shows the Proview Table of Contents interface. On the left is a sidebar with a search bar and a 'Table of Contents' section. The 'Table of Contents' section has a 'Filter Table of Contents' input and a list of sections with their hit counts. The sections are: 'CORP' (303 hits), 'BEGINNING OF DIVISION 2 - REMUNERATION OF DIRECTORS (SS 202A-202C)' (7 hits), 's 202A - Remuneration of directors (replaceable rule—see section 135)' (3 hits), 's 202B - Members may obtain information about directors' remuneration' (7 hits), and 's 202C - Special rule for single director/single shareholder proprietary companies' (178 hits). The main area displays the content of the selected section, 's 202C - Special rule for single director/single shareholder proprietary companies'. It includes a paragraph about the company's duty to disclose remuneration, followed by two subsections: (1A) [Strict liability for s 202B(1) offence] and (2) [Execution of direction]. The content is formatted with bold text for headings and italicized text for notes.

Click the **Up** or **Down** arrows to navigate hits in the service.

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.

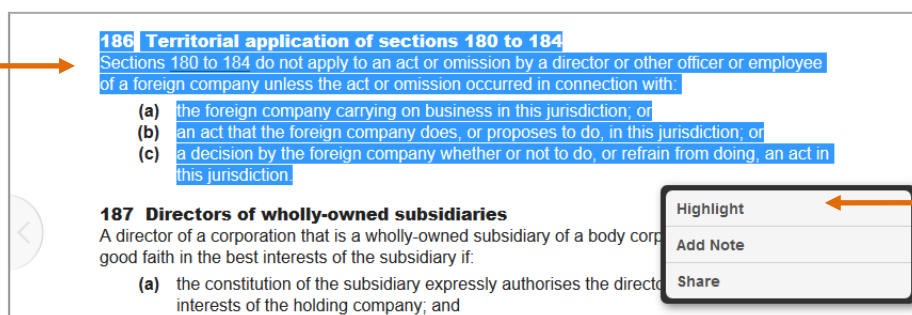
To Add a Note and/or Highlight Text

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.

Step 1:

Selected text
for
highlighting,
adding a note
or copying
text.



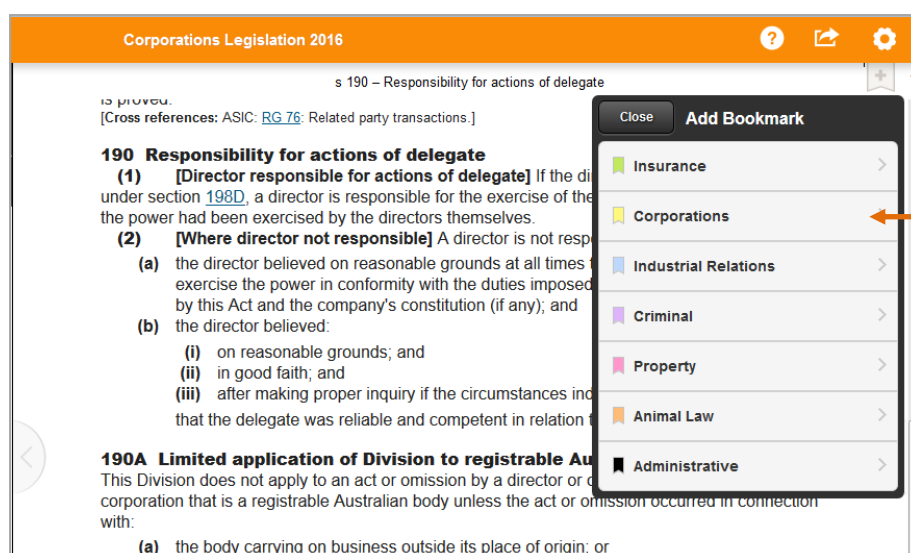
Step 2:

Select an option
from the menu.

Note: See more about using colour overleaf.

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.



Step 1:

Click the
Bookmark
icon.

Step 2:

Select a
folder, then
add a
description.

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.

Annotations icon



Select Bookmarks, Highlights or Notes to filter the display.

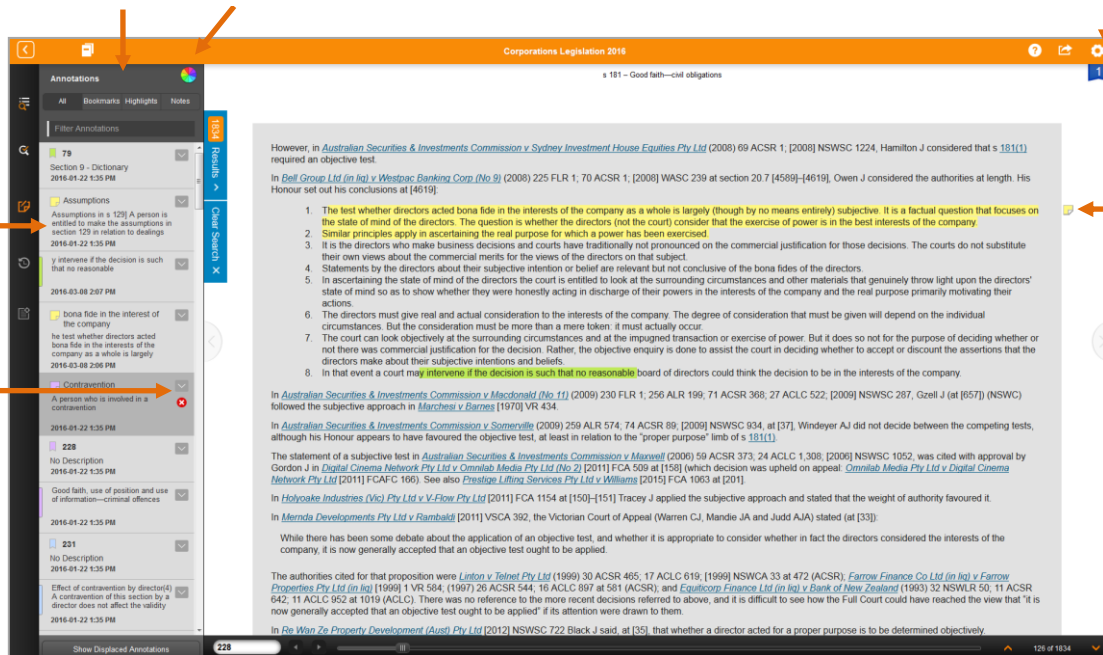
Tap the colour wheel to filter annotations by folder colour.

Bookmark icon

Click an item to display.

To delete click the V arrow then click X.

Click the Note to display the note relevant to the highlighted text.

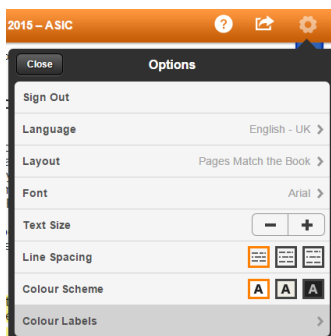


Assigning Colour Labels

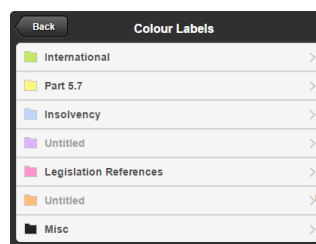
You can categorise bookmarks, highlights and notes by assigning names to the coloured labels or folders in Proview. Labels can be assigned when creating a highlight or adding a note, or through Preferences

To Assign Colour Labels

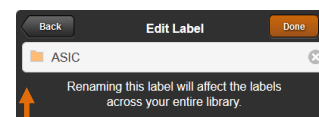
1. Click the Settings icon then click the Labels > arrow
2. Select a folder then type in the Name or Title and click Done
3. Enter the Name or Title and tap Done
4. Repeat these steps until all labels have an assigned name.



Step 1:



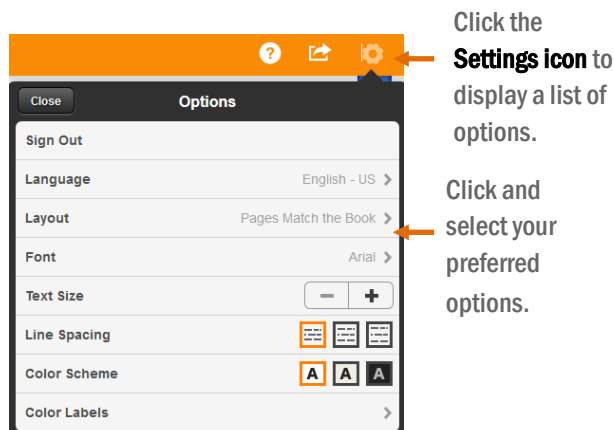
Step 2:



Preferences

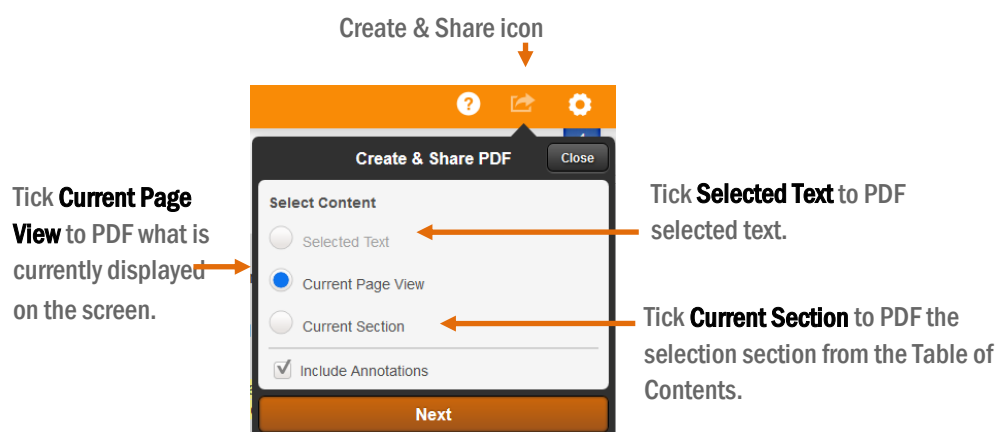
ProView provides the ability to customise how a page is displayed. You can adjust the text size, text and page colour, fonts used, and line spacing by selecting your preferred options from the **Settings icon** (rosette) located in the top right corner of the menu options bar.

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