

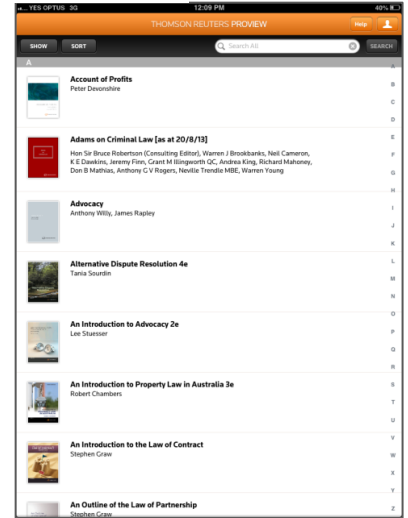
# PROVIEW™ QUICK GUIDE

This Guide refers to ProView when using an iPad.

## Access Your Library

To view your collection of eBooks and eSubs

1. Download the Proview app then tap Proview.
2. Enter your OnePass username and password.
3. Tap Download for subscribed products.



## Searching All Publications in Your Library

To search for terms across all publications downloaded to your library enter search terms into the Search All box and tap Search.

The titles in your library are displayed with the total number of hits in each title.

Select a title to display the results within the publication, where your search terms occur.

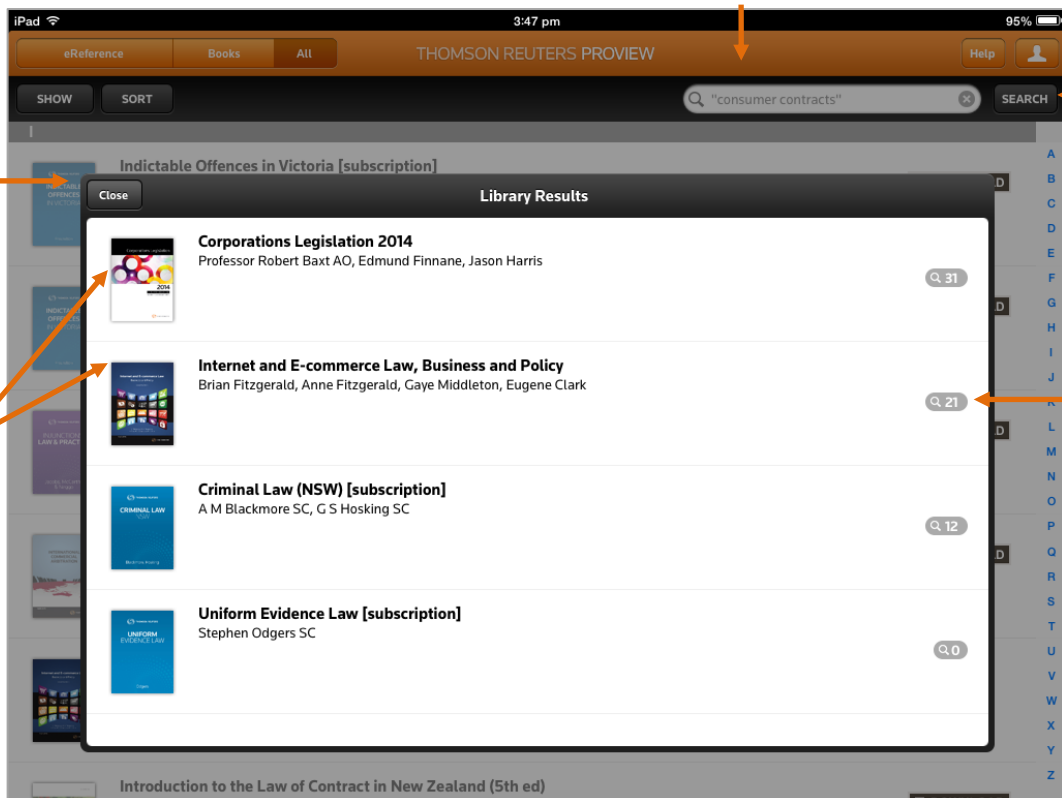
**Step 1:** Enter **search terms** to search across all titles in your library.

To return to the library tap **Close**.

**Step 2:** Tap search.

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

**Step 3:** Tap a title to display results in the publication



**TIP:** You can return to the library screen and continue to review the search results.

## The Proview Reading Screen – (landscape view)

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



Search for terms appearing only in the **Table of Contents**.

Tap < to open full screen display

Tap the **Library icon** to a close a publication.

Tap the **Create & Share PDF icon** to create and email a pdf.

Tap the **Settings icon** to customise display options.

Tap to insert bookmark.

Tap and hold the **page header** to view the current location within the publication

Tap to link to a referenced section.

Tap the **Table of Contents icon** to display the TOC.

Tap and enter **search terms** to search and entire publication.




Tap the **Annotations icon** view bookmarks, highlights and notes.

Tap the **History icon** to view your research trail.

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

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

### Navigation Tips when Viewing a Publication

- Tap  to expand for full screen and click  to return to split screen.
- Tap  Tap library to return to the library screen or the down arrow to display recently read publications
- Tap right/or single finger swipe – to move forward one page.
- Tap left/or single finger swipe – to move back one page.
- Three finger swipe from left to right – will take you **back**.
- Two finger swipe from right to left – to move to the next **search hit**.

## Browsing the Table of Contents

Browse the Table of Contents to access content in an eBook or eSub. The Table of Contents also displays your current location.

Search for terms appearing only in the Table of Contents.

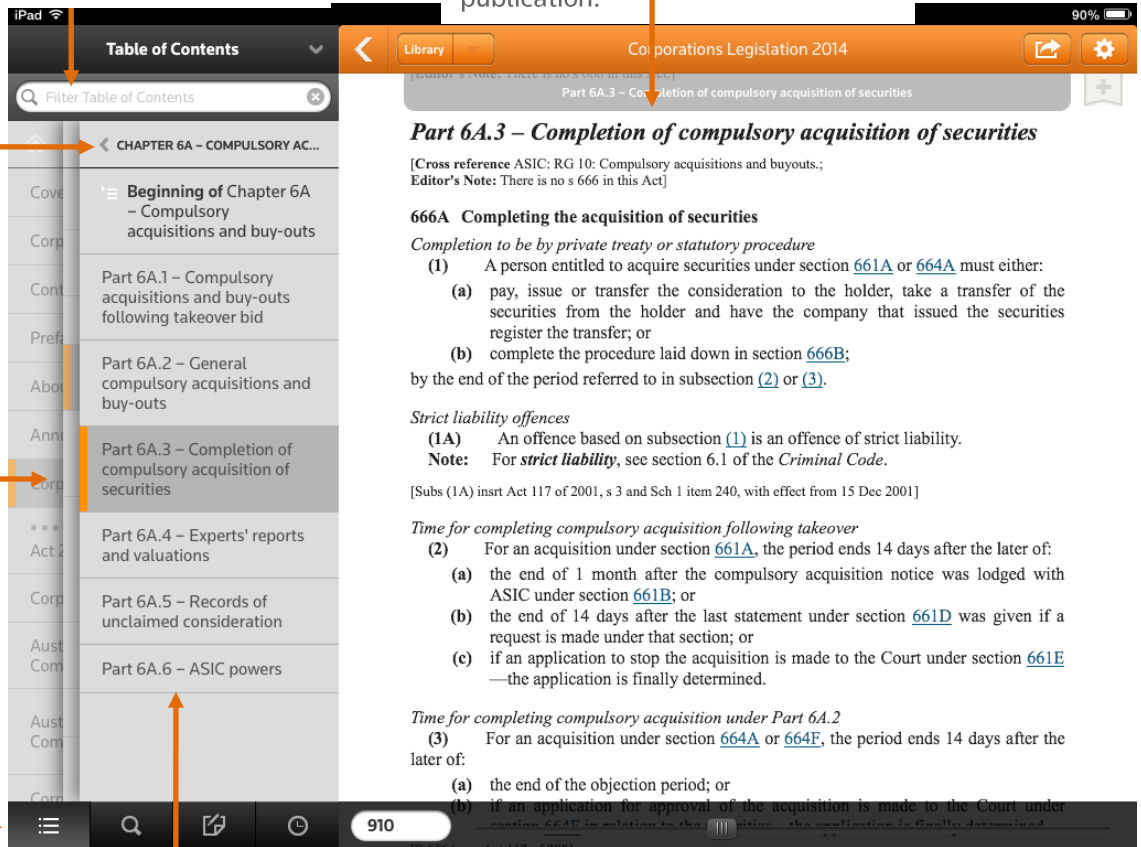
Tap and hold the **page header** to view current location within the publication.

< Tap to display previous level.

**Step 2:** Tap a heading to display content.

**Step 1:** Tap the **Table of Contents icon** to display the TOC.

Slide the TOC to display the previous level.



## History and Back Button

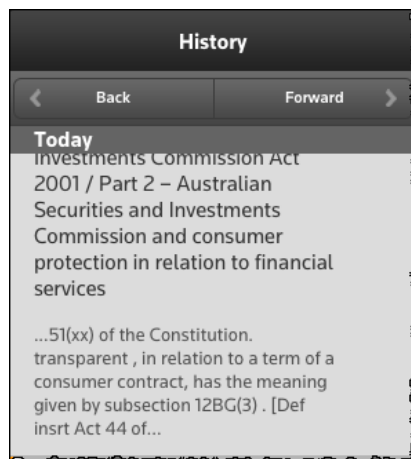
The navigation history icon displays page references viewed in a title. It is also a quick method for navigating back through your research trail.

To Navigate Back or Forward

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

To Redisplay a Page

1. Tap the navigation history icon to display your research trail.
2. Select and tap an item to display the selected page.



**Note:** In Portrait View there are < Back and Forward > buttons at the top of the page.



## Searching & Filtering with Preview

Preview 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 title or subtitle.
- Filtering the Provision list to locate a provision of an Act or Regulation.
- Access the Provision Finder to locate an Act or Regulation.

### Searching an eBook or eSub

1. Select the book or eSub from the library e.g. Corporations Legislation 2014.
2. Tap the Search icon located at the bottom of the page.
3. Enter search term/s into the Enter Text to Search For box located at the top of the page e.g. "statutory demand".
4. Tap Search. The total number of hits in each section of the Table of Contents will appear.

The following search term **connectors** may be used to specify the relationship between terms.

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		Preview 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		Preview will automatically retrieve variations on terms entered. For example, revoke will also find revokes, revocable, and revocation.

**Tip:** A space between terms results in an AND search. For more precise results we recommend using the numerical connectors between terms e.g. input /3 credits. This will locate input within 3 words of credits.

### Filtering the Table of Contents

1. Select the book or eSub from the library e.g. Corporations Legislation 2014.
2. Tap the Table of Contents icon located at the bottom 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. "shares". This lists headings in the TOC which feature the search term or terms.
4. Select from the list to display required text.

### Filtering the Provisions List

1. Select the book or eSub from the library e.g. Corporations Legislation 2014.
2. Tap on the Table of Contents drop-down arrow and select Provisions.
3. Enter a provision number e.g. 7.1.04
4. Select the provision from the list to display.

### Provision Finder

1. Select an eSub from the Library e.g. Criminal Law NSW.
2. Tap Provision Finder from the Table of Contents. This will display an A-Z listing of all Acts & Regulations contained within a product.
3. Tap the Act or Regulation title to display the Table of Provisions.

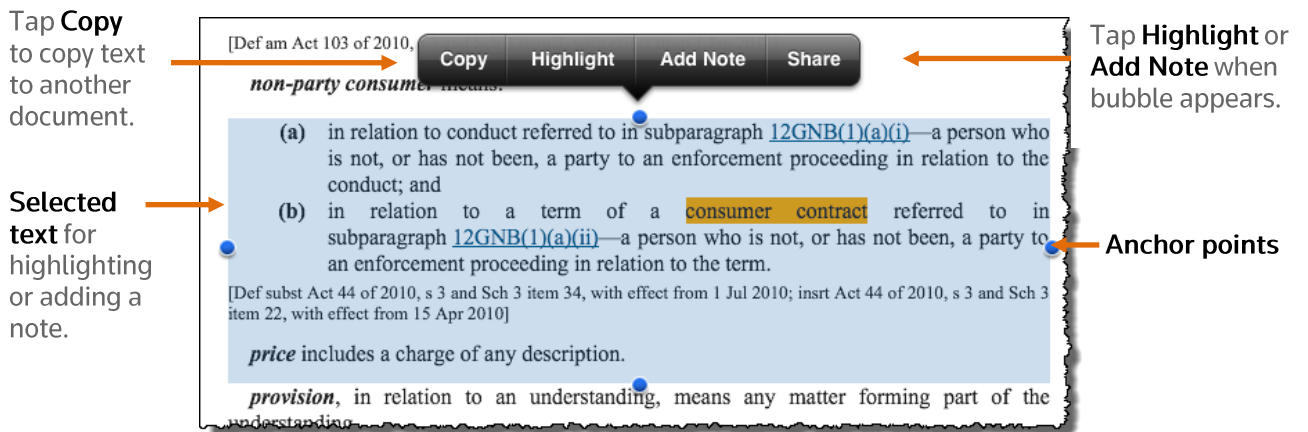
**Tips:** Provision Finder is available in publications which contain a large number different legislation. All provisions contained in a product can be filtered.

## Annotations – adding Bookmarks, Highlights and Notes

You can add a bookmark, note and/or choose to highlight a specific section of text in your 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. Touch and drag the anchor points over selected text
2. Tap **Highlight** to highlight the section of selected text or
3. Tap **Add Note** then choose a coloured folder, enter your note and tap Close.  
This will highlight the text in the colour you have selected and add a note symbol on the right margin of the text.

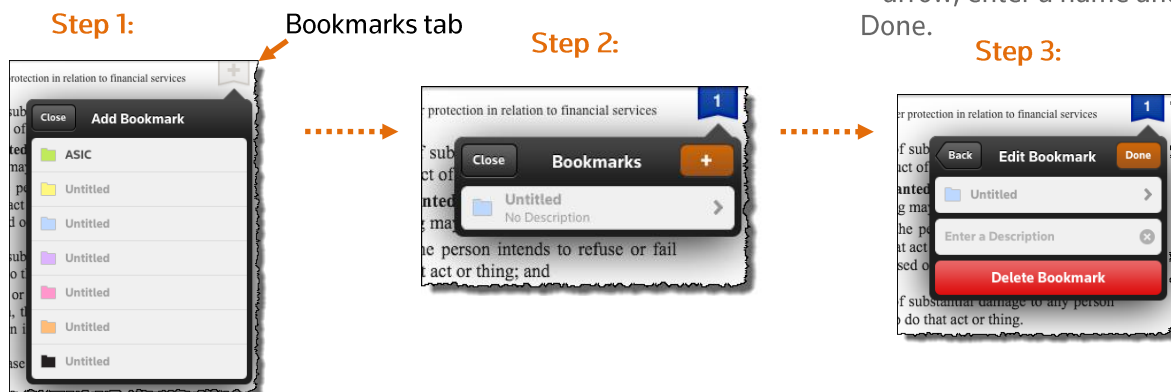


**Note:** See more about using colour overleaf.

### To Add a Bookmark

1. Tap the **Bookmark** tab to display the Add Bookmark options, then tap a folder (colour) from the list.
2. Tap **Close** to save the bookmark without a description or tap the > arrow to enter a description or title for the bookmark.
3. Enter a description for the Bookmark and tap **Done**

**Note:** You can also assign a Label to the coloured folder by tapping > arrow, enter a name and tap Done.



## To Search & Review Annotations – Bookmarks, Highlights and Notes

To view a list of previously created bookmarks, highlighted sections and notes tap the Annotations icon located at the bottom of the page. You can colour code, name and search annotations.



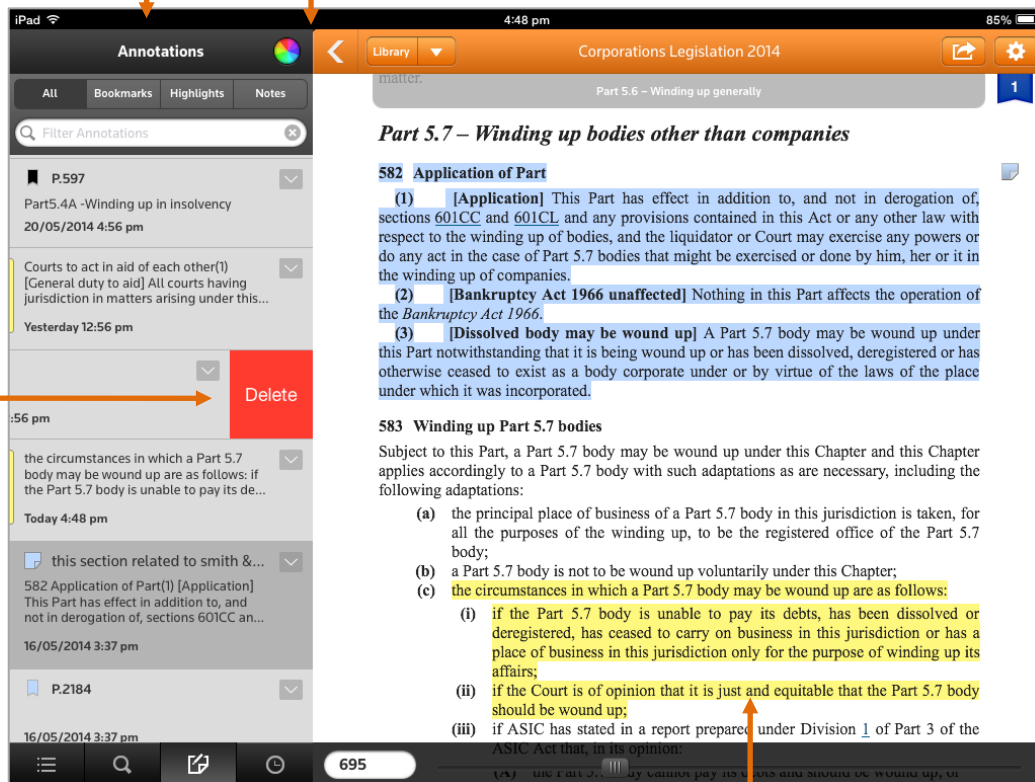
Annotations icon

Tap Bookmarks, Highlights or Notes to filter the display.

Tap the colour wheel to filter annotations by colour.

To delete an annotation swipe right to left and tap delete.

Tap an item to display.



Bookmark icon

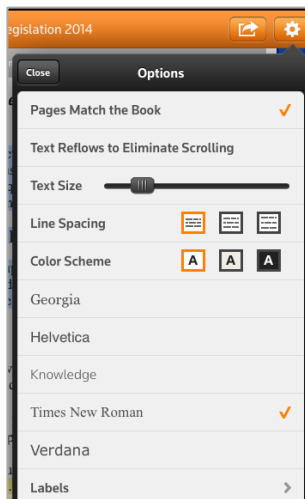
Tap the Note Symbol to display the note relevant to the highlighted text.

Tap the Annotations icon to display a list of all bookmarks, highlights and notes.

Highlighted text

## 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 however they can also be setup through preferences.



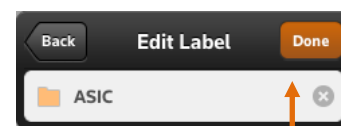
Step 1:

### To Assign Colour Labels

1. Tap the Settings icon then click the Labels > arrow
2. From the list of folders tap a folder to assign a name
3. Enter the Name or Title and tap Done
4. Repeat these steps until all labels have an assigned name.



Step 2:



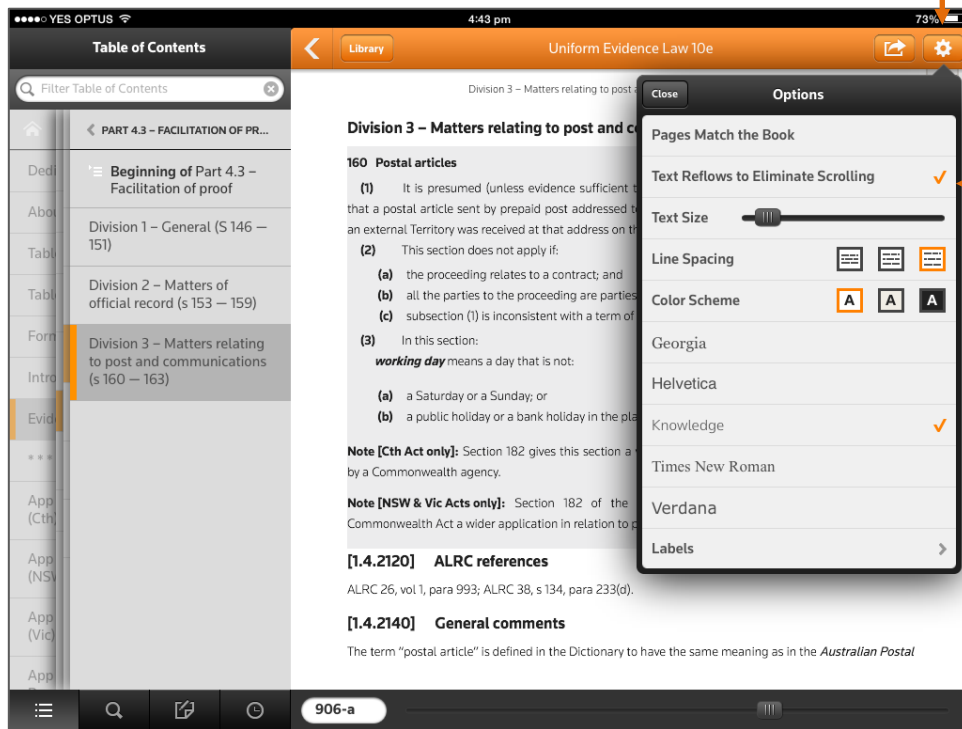
Step 3:

## Preferences

Proview provides the ability to customise how your titles look. 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.

Tap your preferred options from the list to adjust the display.

Tap the **Settings** icon to display a list of options.



The **tick** indicates your selected option.

Note: The first 2 settings options are available for eBooks, but not eSubs.

## 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 but you can create a PDF.

## Help & Support

If you require assistance Customer Care is available 8am-6pm (Sydney time) Monday to Friday.

Our Training Specialists are also on hand to conduct a training session to help you get started.

Customer Training – Call 1800 020 548 or email [LTA.Trainers@thomsonreuters.com](mailto:LTA.Trainers@thomsonreuters.com)

Technical Support – Call Helpdesk 1800 020 548 or email [LTA.Helpdesk@thomsonreuters.com](mailto:LTA.Helpdesk@thomsonreuters.com)