

THOMSON REUTERS PROVIEW



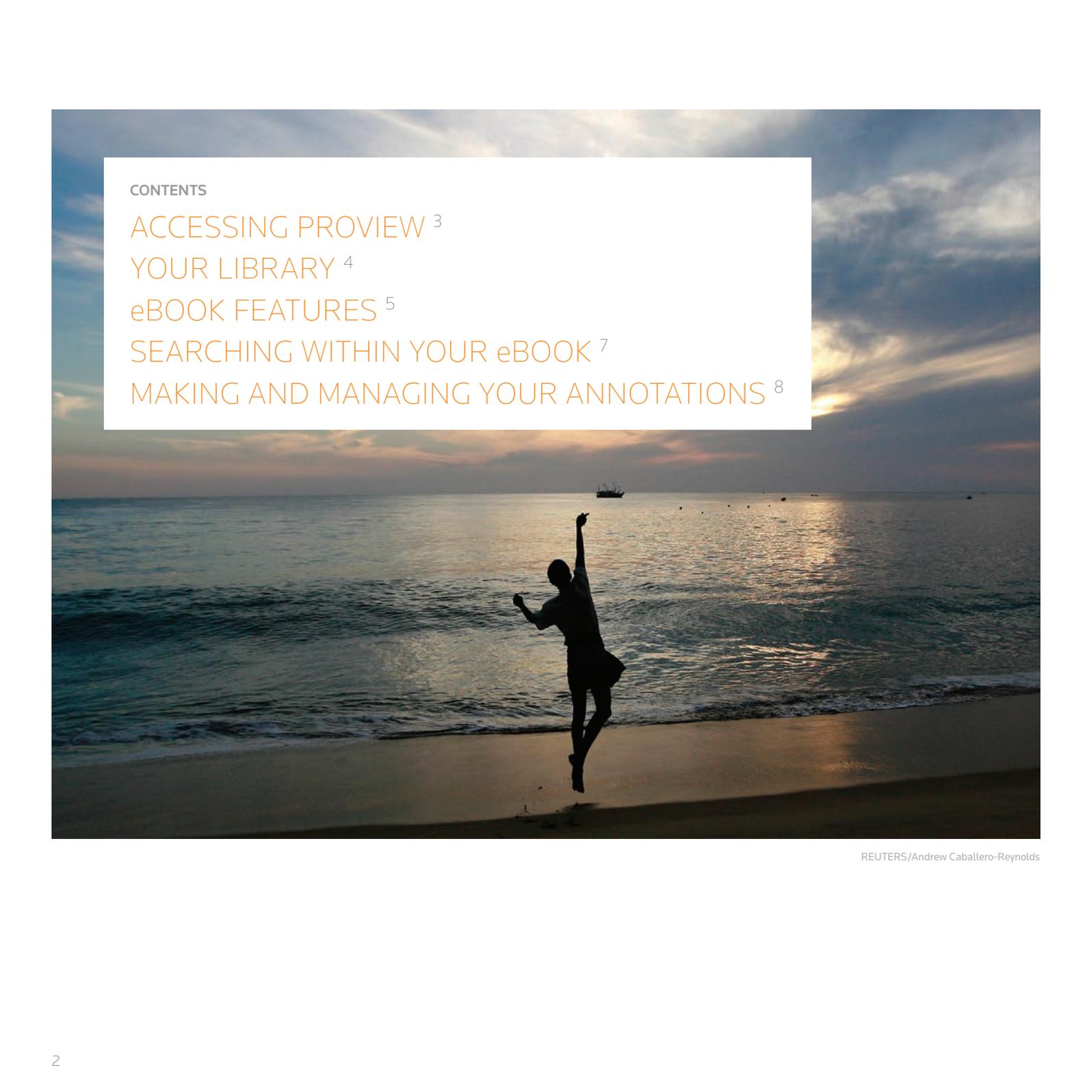
The eReader app for PC, Mac, Android
and iPad for Sweet & Maxwell eBooks



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THOMSON REUTERS™

A person is captured in mid-air, jumping joyfully on a sandy beach. The scene is set at sunset, with the sun low on the horizon, casting a warm, golden glow across the sky and reflecting on the ocean's surface. The sky is filled with soft, wispy clouds. In the distance, a few small boats are visible on the calm water. The overall mood is peaceful and celebratory.

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REUTERS/Andrew Caballero-Reynolds

ACCESSING PROVIEW ON YOUR PC, MAC, ANDROID OR IPAD

SELECT

ProView App

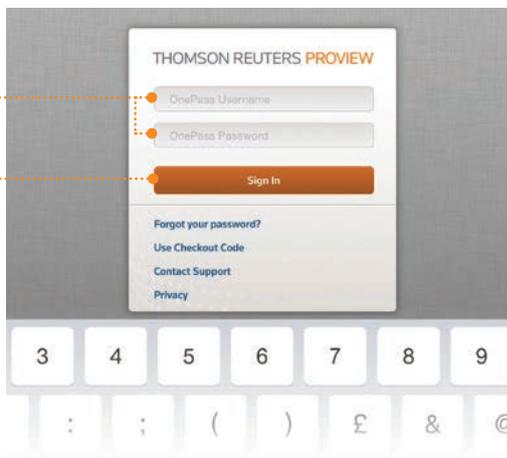


ENTER

OnePass username and password

CLICK

“Sign in”

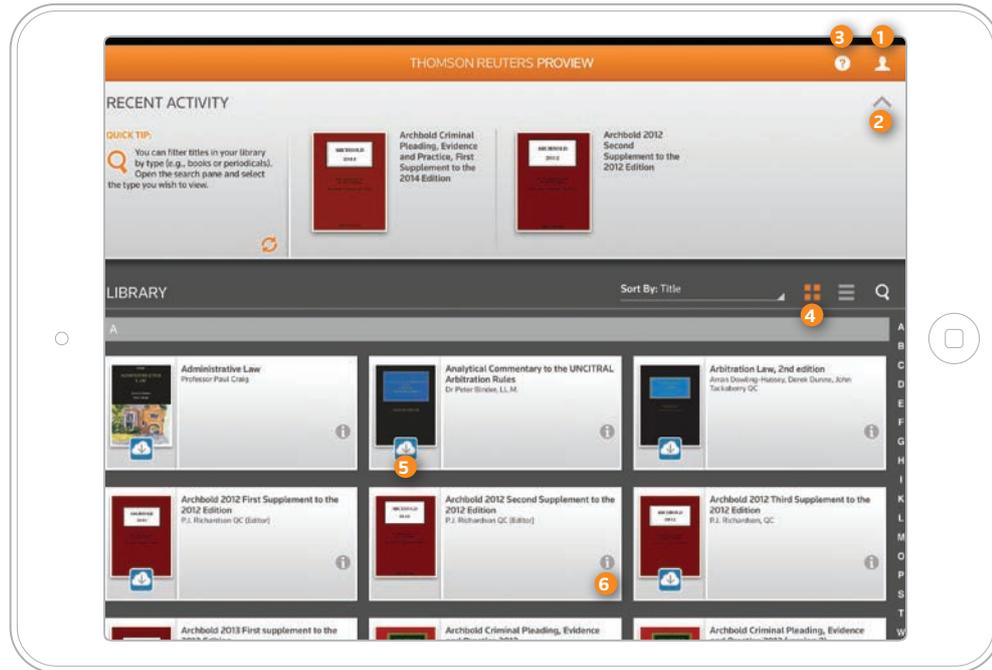


What is OnePass?

OnePass provides IP authentication for customers. It is a transparent authentication method, where users can access ProView easily without the need to re-enter their username and password credentials.

YOUR 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 5 books accessed by the user. Expand or collapse the pane using the icon  on the right-hand side

HINTS 3

Make the most of your ProView reader with helpful tips and hints

INTERACTING WITH THE LIBRARY 4

Personalise the way in which your books 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 5

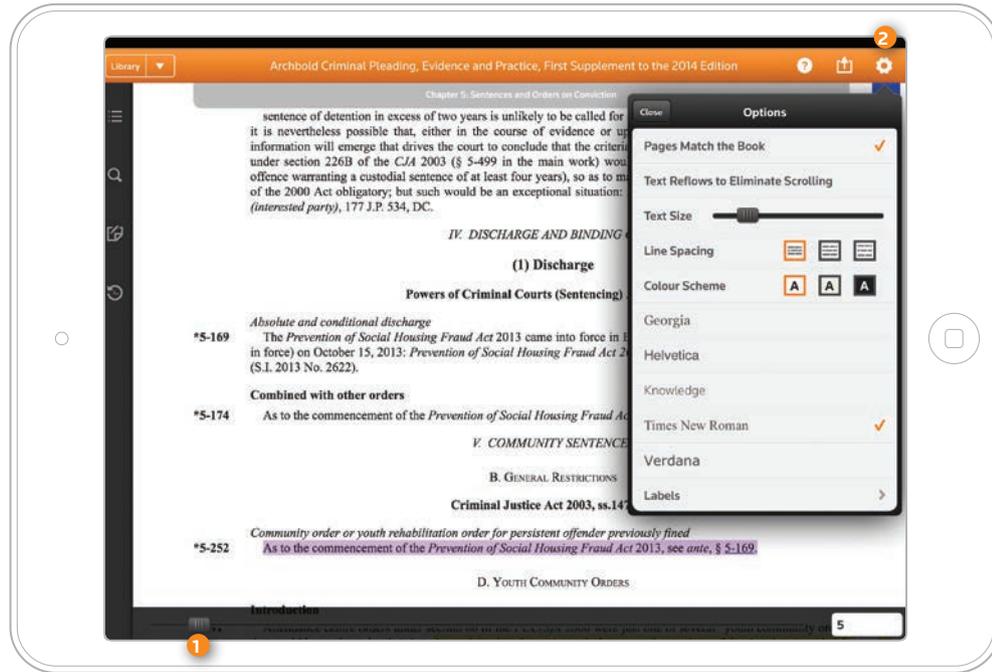
Click on the blue  icon to download a book. To cancel the download, click on it again (the colour of the icon changes to red). Once downloaded, open your eBook by clicking on the front cover

INFORMATION ICON 6

The  icon provides additional information about the eBook by displaying the front cover, title, author, edition, and when it was downloaded. You can also use this icon to remove a book from your device.

eBOOK FEATURES

Your eBook comes complete with a whole series of features. You can add notes, jump to the Table of Contents, highlight text and configure how the text appears to suit you



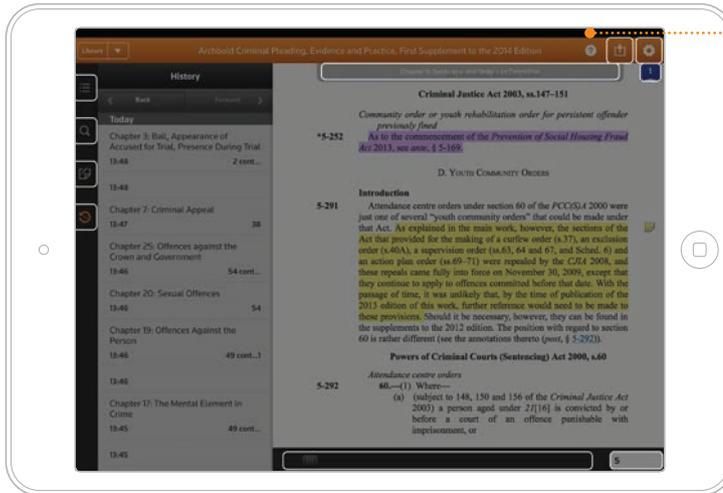
SCROLL BAR 1

Use the scroll bar to jump to different parts of the book. Alternatively, to go back a page, tap the left hand side of the screen. To go forward, tap the right hand side of the screen.

SETTINGS 2

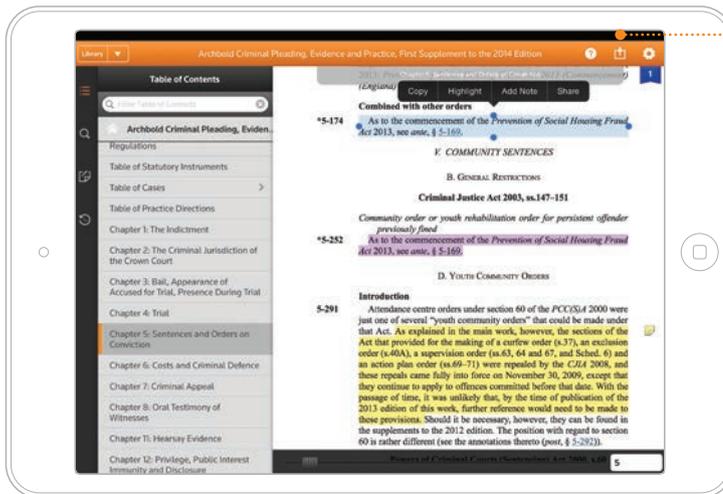
The settings icon lets you:

- 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



CONTEXT SENSITIVE HELP

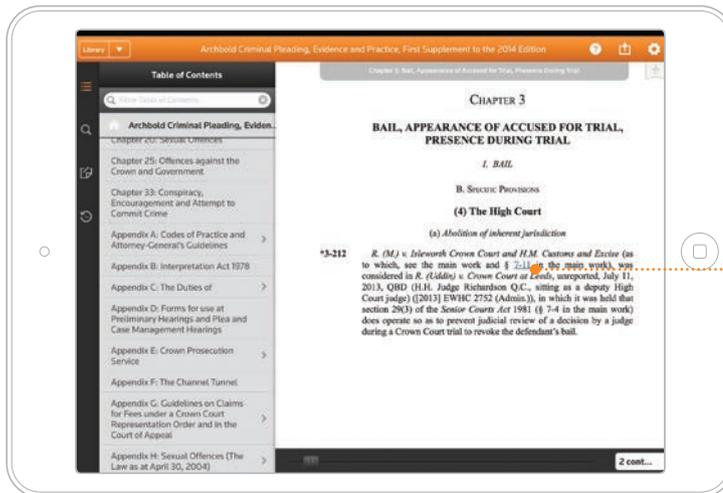
The latest version of the ProView app offers context sensitive help where important features are highlighted for your ease.



CREATE PDFs

The  icon on the top right hand side of the device allows you to select content, then create and share as a PDF.

SEARCHING WITHIN YOUR eBook



HYPERLINKS

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

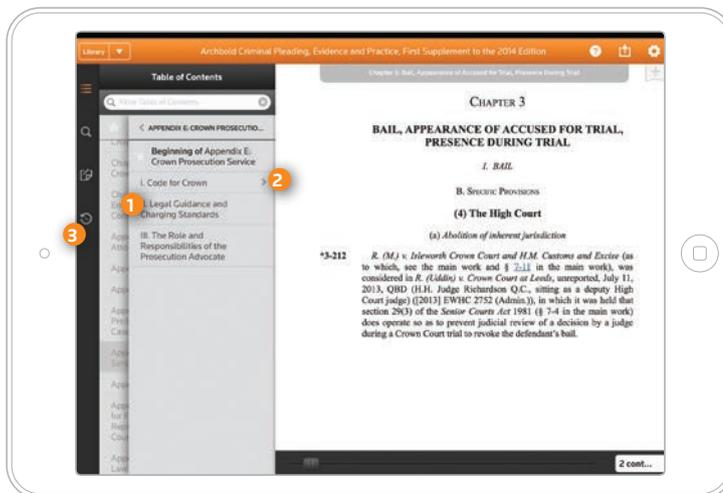


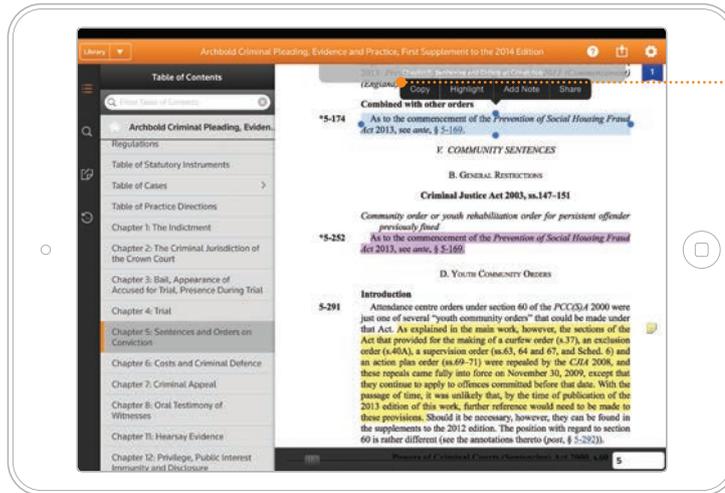
TABLE OF CONTENTS

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

HISTORY

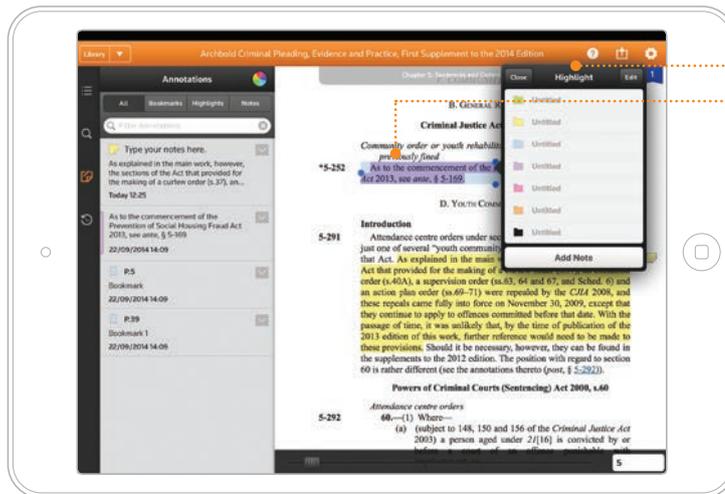
Review your recent history. Results include the date and time you visited each page.

MAKING AND MANAGING YOUR ANNOTATIONS

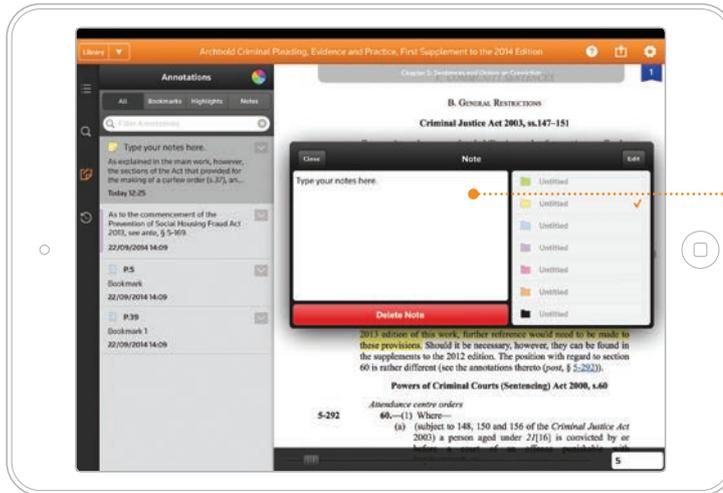


COPY AND HIGHLIGHT

Select any text and a magnifying glass and blue shaded bar appears. Use the blue dots to expand the covered text. Select “Copy”: the shaded blue bar disappears and your selected text is ready to be pasted into other applications.

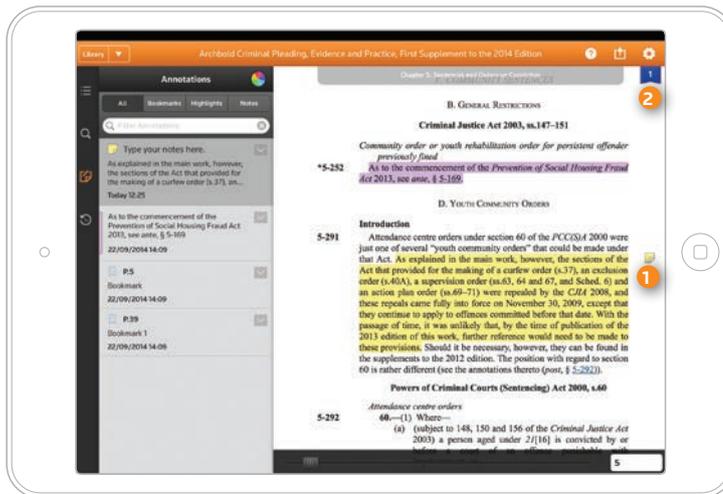


Choose “Highlight” to shade important text in a colour of your choice.



ADD NOTE

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”.



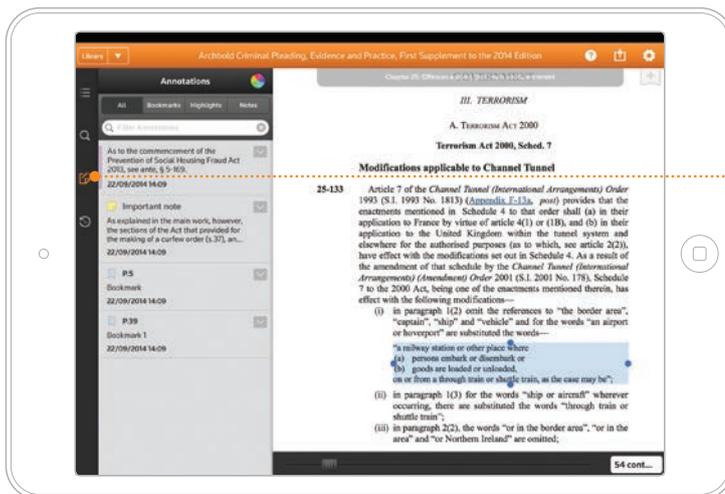
ADD NOTE...CONTINUED

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. 1

BOOKMARK

To bookmark a page, simply select 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. 2

All notes, bookmarks and highlighted references are stored on the eBook.



ANNOTATIONS

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

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