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THOMSON REUTERS **PROVIEW™**

# USER GUIDE

The professional-grade PC, Mac, iPad and Android app for Sweet & Maxwell eBooks



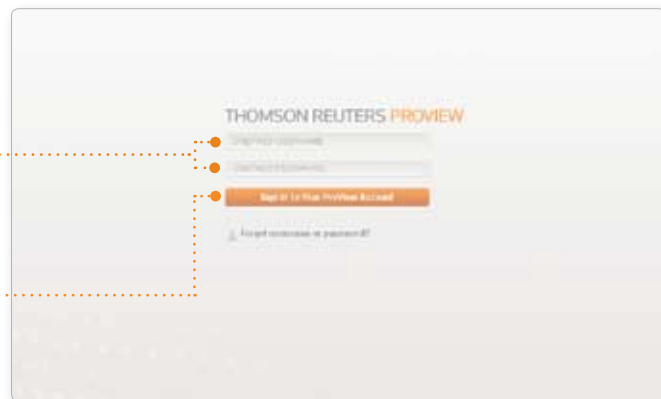
# WELCOME TO PROVIEW™ WHICH WILL BRING YOUR LEGAL LIBRARY TO LIFE

## ACCESSING PROVIEW™ ON YOUR PC, MAC, IPAD OR ANDROID TABLET

- **SELECT**  
ProView App



- **ENTER**  
OnePass username and password



- **CLICK**  
"Sign In To Your ProView Account"

## YOUR LIBRARY

Once signed in, your library of eBooks will appear.

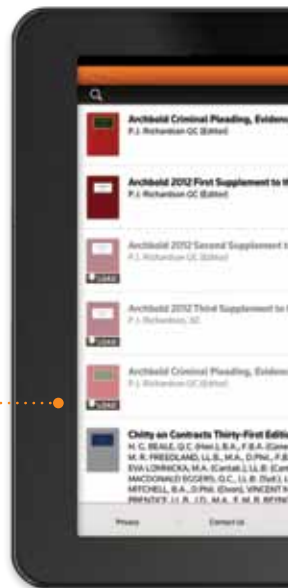


Select this icon to choose to view your library in alphabetical order, by "Publisher, Jurisdiction or Recently Read".

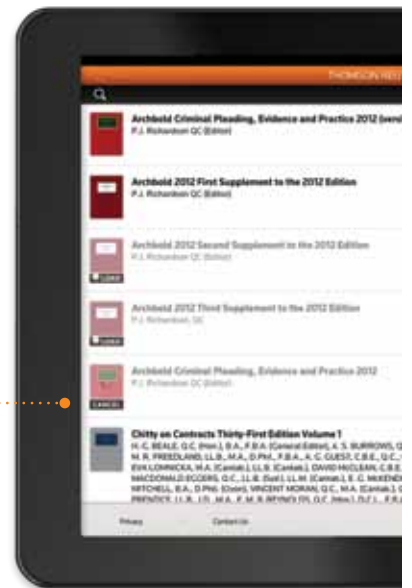
## eBOOKS ON YOUR PC, MAC, IPAD OR ANDROID TABLET

When you have purchased an eBook it will be added to your library once you are connected to the internet. You only need to do this the first time you open the eBook.

Underneath the book image, select the "LOAD" button to activate the content.



To cancel a download, select the "CANCEL" button.

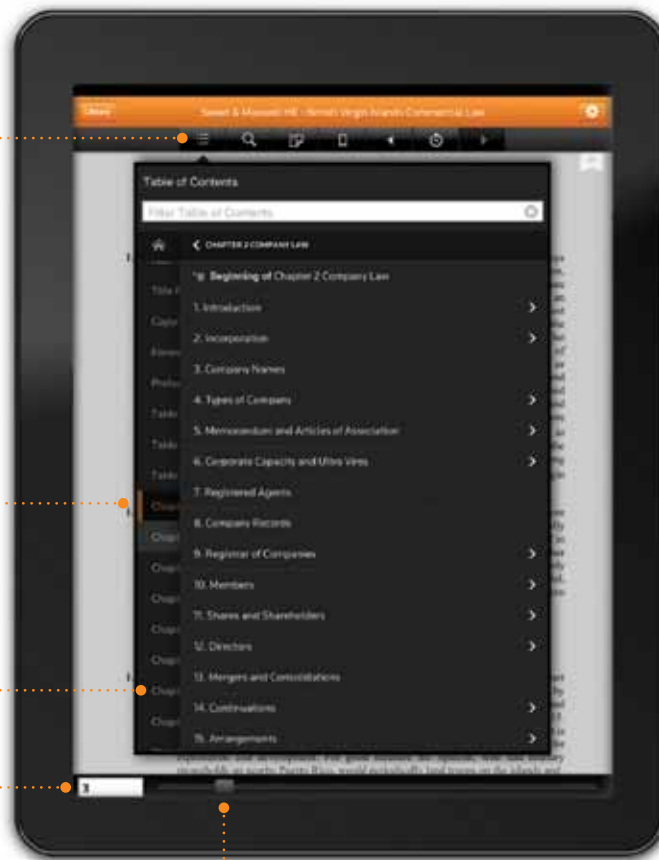


Once the eBook has finished downloading, select the title you would like to read and the eBook will open.

**After downloading the content, you can read the eBook at any time without the need to connect to the internet.**

## TABLE OF CONTENTS

Tap/click this icon to bring up the Table of Contents.



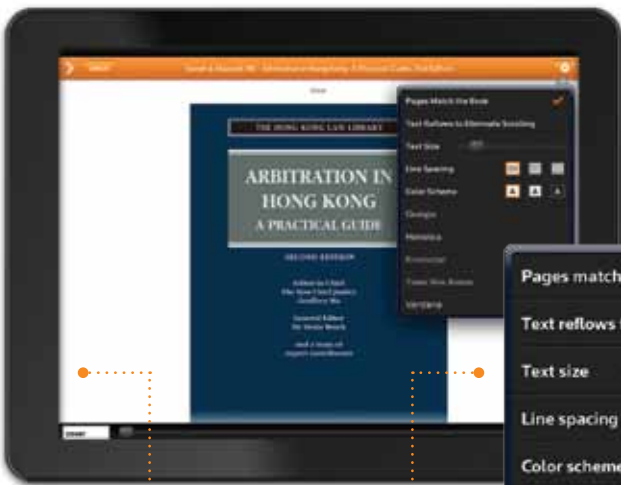
Select the section you want to read.

View your contents list in layers so you always know where you are in the book.

To jump to a specific page, type the page number into the box.

Scroll through the book using the navigation bar.

# READING eBOOKS



To go back a page, tap/click the **left** hand side of the screen.

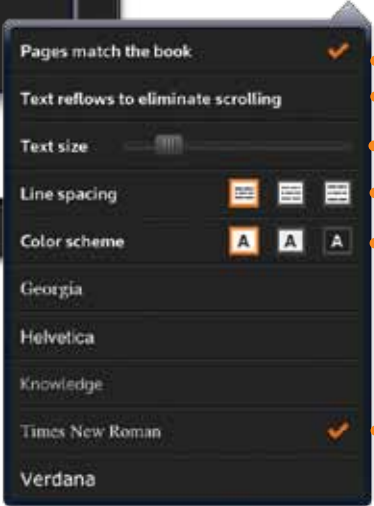
To go forward, tap/click the **right** hand side of the screen.

# USEFUL TOOLS

There are a whole series of features in each eBook. You can add notes, jump to the contents table, highlight text and configure how the text appears to suit you.

# SETTINGS

Tap/click the settings icon on the top right hand corner.



- a. Select this so the eBook follows the same layout as the hard copy edition
- b. Use this option so the text fits the screen and eliminates the need to scroll up and down the page
- c. Use the scroll bar to change the font size, push the bar to the right to make the text bigger or to the left to make it smaller
- d. Allows you to choose the line spacing
- e. Change the brightness of the screen from light to dark
- f. Select your preferred font

# COPY, HIGHLIGHT & ADD NOTES

Select any text and a magnifying glass and blue shaded bar appears.



Use the blue dots to expand the covered text.

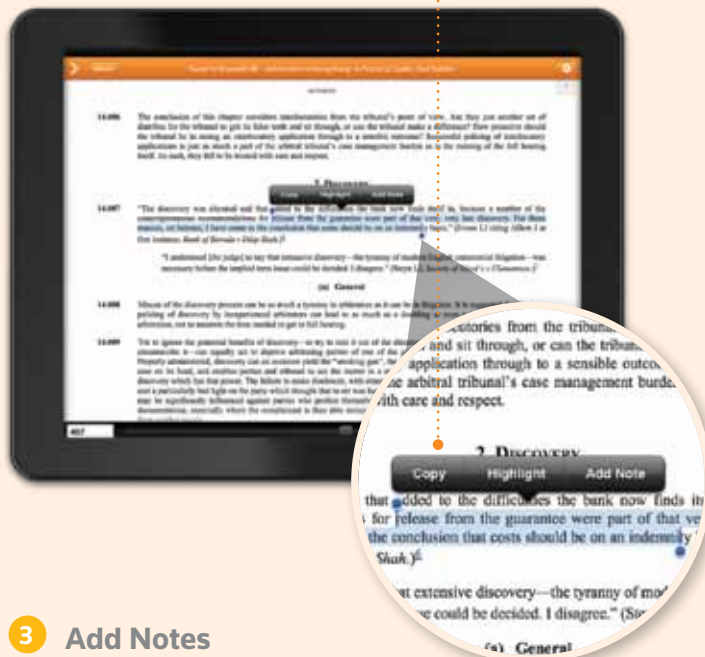


The options to copy, highlight or add note appear.



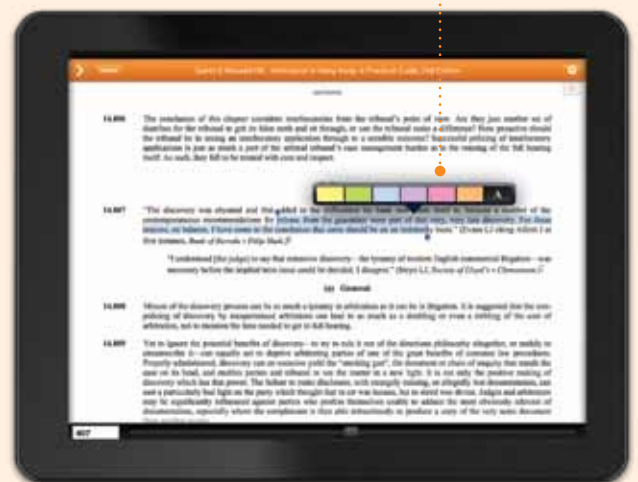
## 1 Copy

If you select "Copy", the shaded blue bar disappears and your selected text is ready to be pasted into another document.



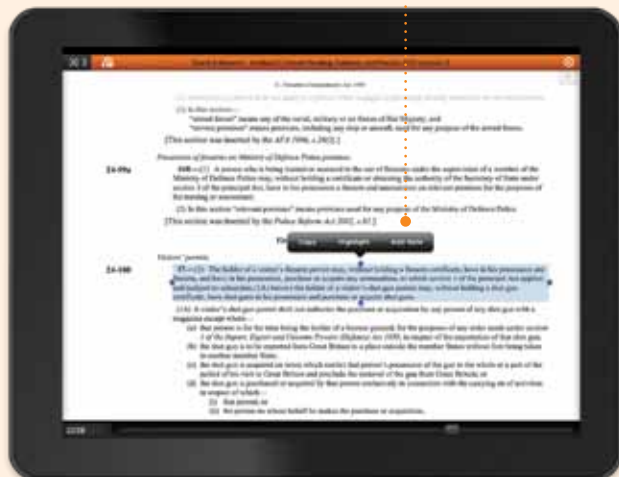
## 2 Highlight

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

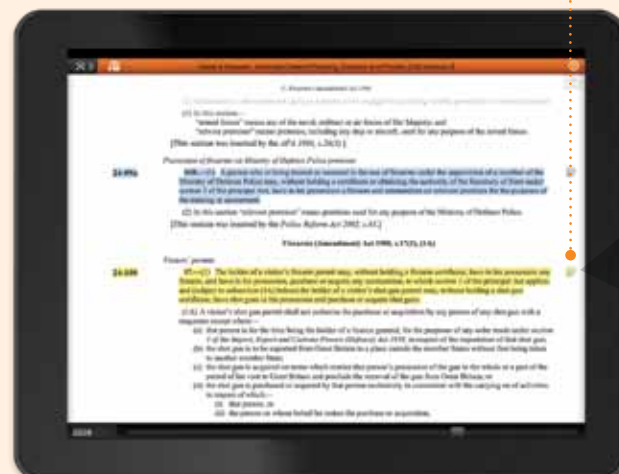


## 3 Add Notes

Press "ADD NOTE".



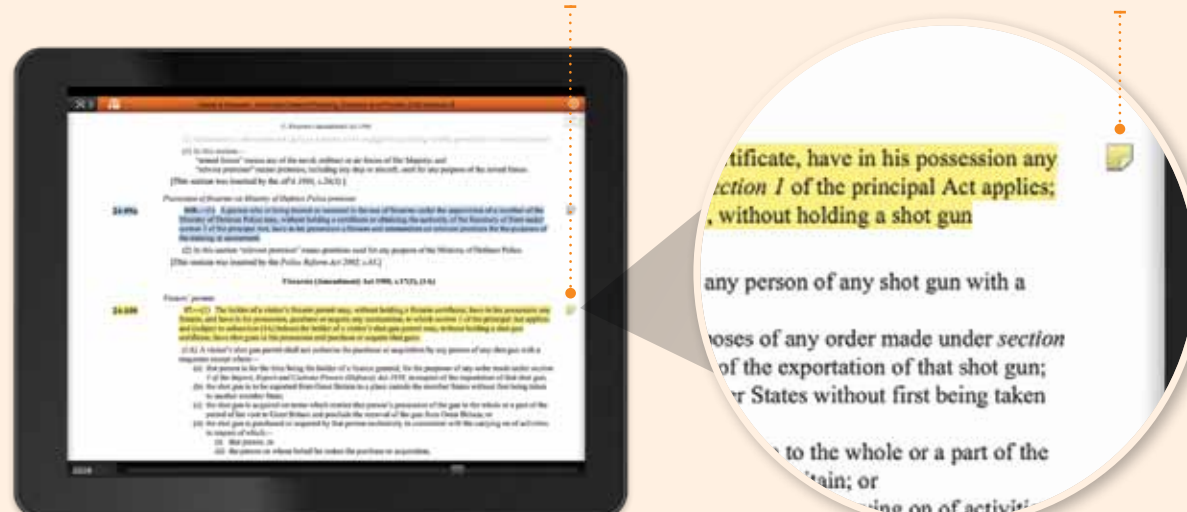
The text will remain in the colour you have chosen and a small note icon appears on the right hand margin.



A keyboard and notepad appear if you are using an iPad. Type your notes, select a colour and click "SAVE NOTE".

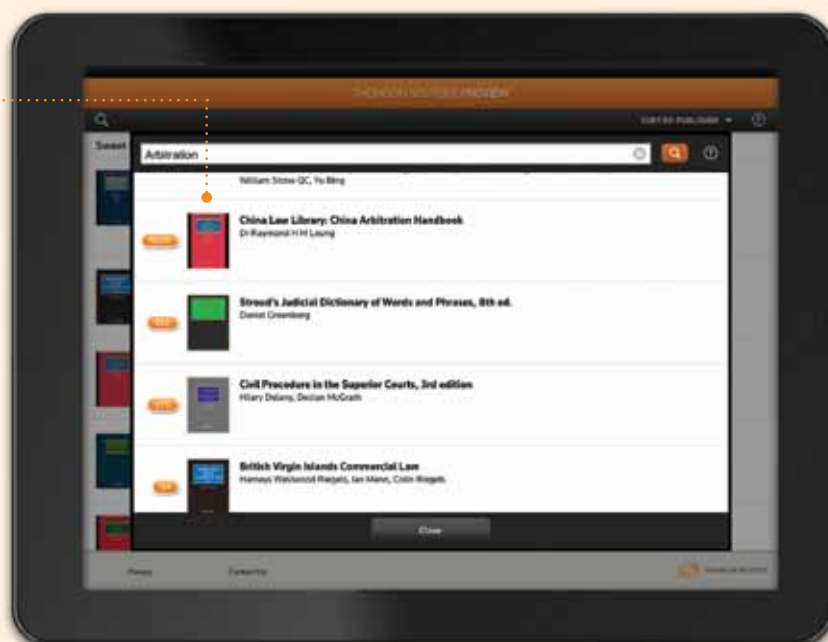


Select the note icon to open your note. You then have the option to make amendments or delete the note if required.



## SEARCH WITHIN YOUR LIBRARY

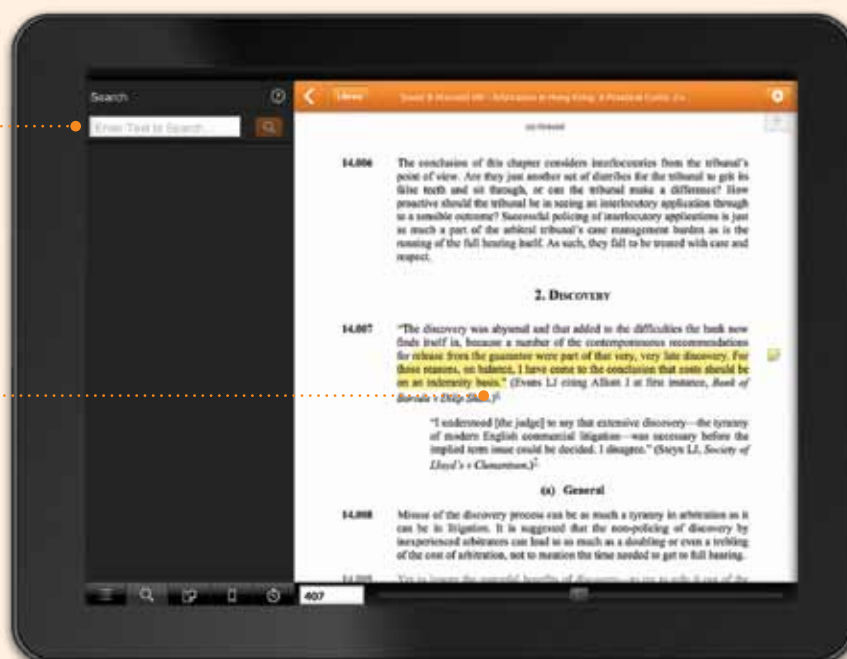
You can search through the library without having to leave the page



## SEARCH WITHIN YOUR eBook

You can also search through the eBook without having to leave the page.

Paragraph references have active hyperlinks throughout the text to enable seamless research.



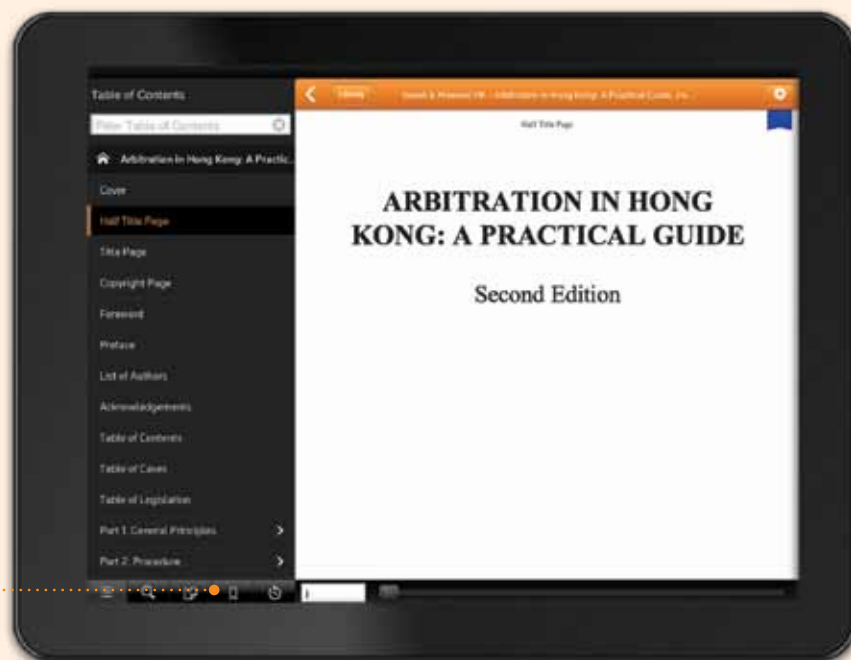
# BOOKMARK

You can see the full list of your bookmarked pages by pressing this icon on the menu screen.



Select the bookmark icon at the top of the page and it changes to blue.

The blue icon shows that a page has been bookmarked and saved to your eBook.

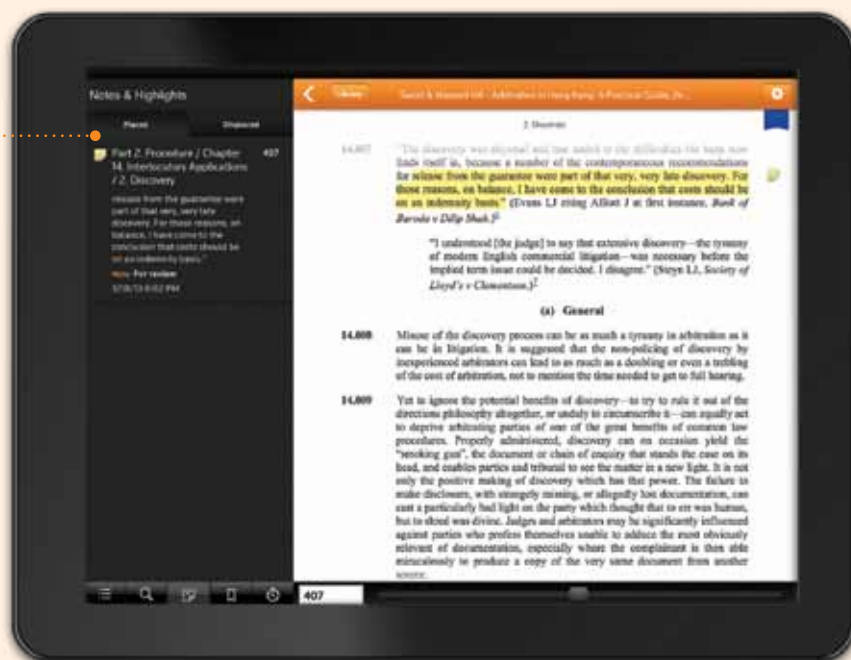


# REFERRING TO NOTES

Open the menu.

Select on the note icon. Your saved notes and highlighted text will appear, along with the first line of text and page number.

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



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