REUTERS/Desmond Boylan

THOMSON REUTERS PROVIEW™

USER GUIDE

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

PROVIEW

SWEET & MAXWELL

THOMSON REUTERS™

ACCESSING PROVIEW ON YOUR PC, MAC OR iPAD

SELECT
ProView App

PROVIEW

ENTER
OnePass username and password

CLICK
"Sign In To Your ProView Account"
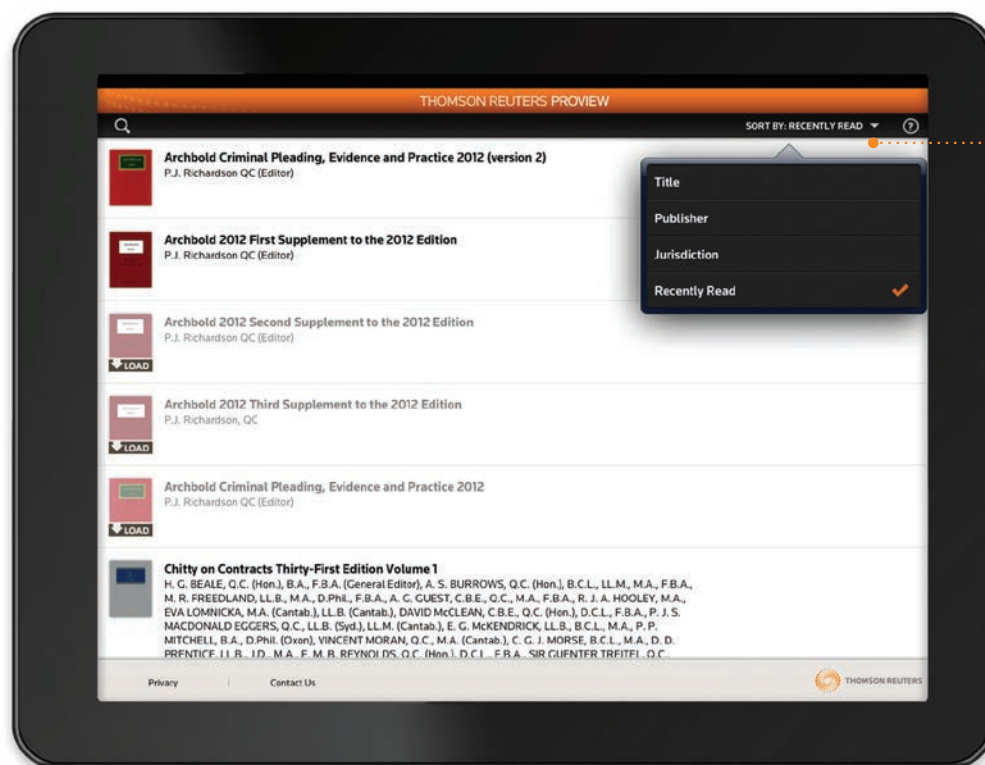
THOMSON REUTERS PROVIEW

ONEPASS USERNAME

ONEPASS PASSWORD

Sign In To Your ProView Account

Forgot username or password?

YOUR LIBRARY

Once signed in, your library of eBooks will appear.

THOMSON REUTERS PROVIEW

Archbold Criminal Pleading, Evidence and Practice 2012 (version 2)
P.J. Richardson QC (Editor)

Archbold 2012 First Supplement to the 2012 Edition
P.J. Richardson QC (Editor)

Archbold 2012 Second Supplement to the 2012 Edition
P.J. Richardson QC (Editor)

Archbold 2012 Third Supplement to the 2012 Edition
P.J. Richardson, QC

Archbold Criminal Pleading, Evidence and Practice 2012
P.J. Richardson QC (Editor)

Chitty on Contracts Thirty-First Edition Volume 1
H. G. BEALE, Q.C. (Hon.), B.A., F.B.A. (General Editor), A. S. BURROWS, Q.C. (Hon.), B.C.L., LL.M., M.A., F.B.A.,
M. R. FREEDLAND, LL.B., M.A., D.Phil., F.B.A., A. C. GUEST, C.B.E., Q.C., M.A., F.B.A., R. J. A. HOOLEY, M.A.,
EVA LOMNICKA, M.A. (Cantab.), LL.B. (Cantab.), DAVID McCLEAN, C.B.E., Q.C. (Hon.), D.C.L., F.B.A., P. J. S.
MACDONALD EGGERS, Q.C., LL.B. (Syd.), LL.M. (Cantab.), E. G. McKENDRICK, LL.B., B.C.L., M.A., P. P.
MITCHELL, B.A., D.Phil. (Oxon), VINCENT MORAN, Q.C., M.A. (Cantab.), C. G. J. MORSE, B.C.L., M.A., D. D.
PRENTICE, LL.B., J.D., M.A., F. M. B. REYNOLDS, Q.C. (Hon.), D.C.L., F.B.A., SIR GUENTER TREITEL, Q.C.

SORT BY: RECENTLY READ ▼

Title

Publisher

Jurisdiction

Recently Read ✓

Privacy | Contact Us

THOMSON REUTERS

Select this icon to choose
to view your library in
alphabetical order, by
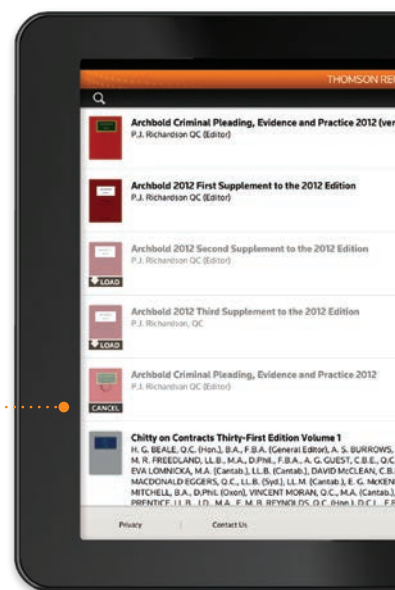publisher, jurisdiction
or publishing date.

eBOOKS ON YOUR PC, MAC OR iPAD

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.

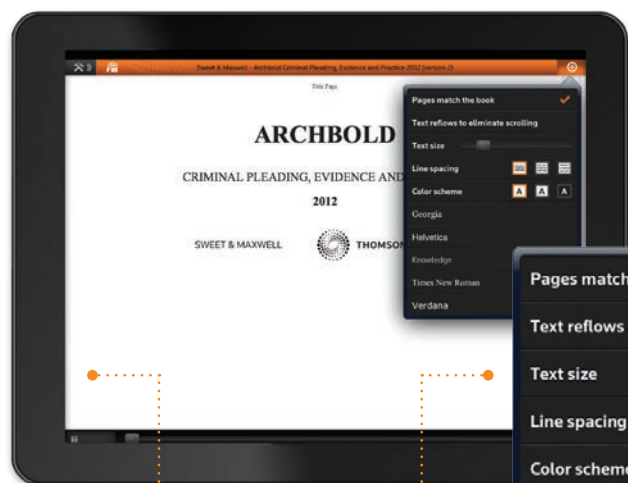Underneath the book image, select the "LOAD" button to activate the content.
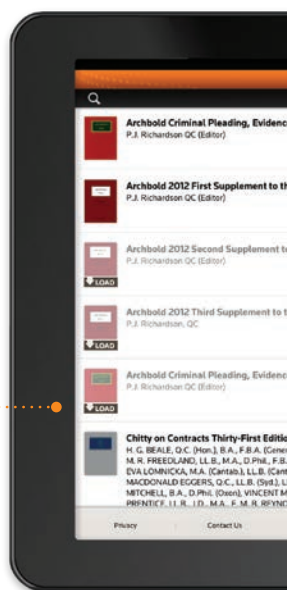
To cancel a download, select the "CANCEL" button.

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.

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.
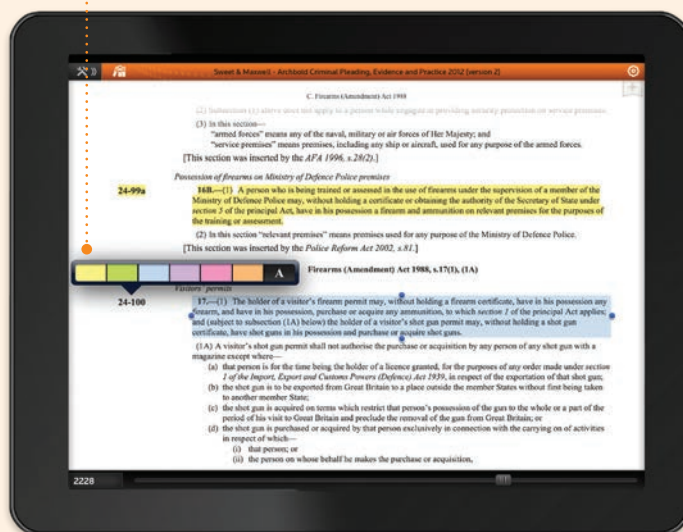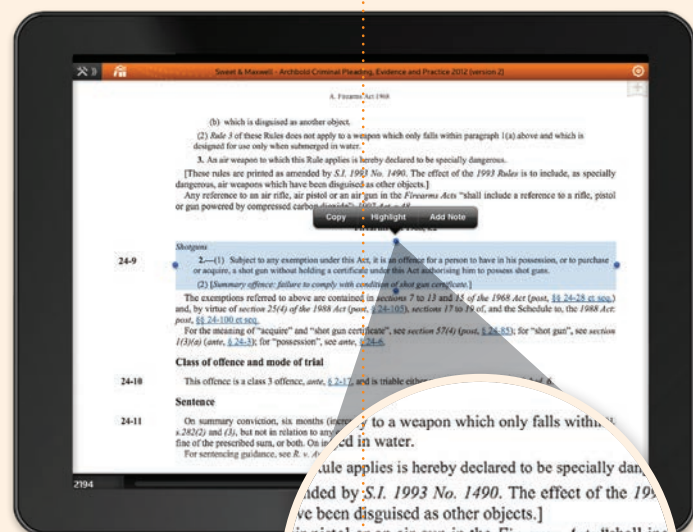

Use the blue dots to expand the covered text.
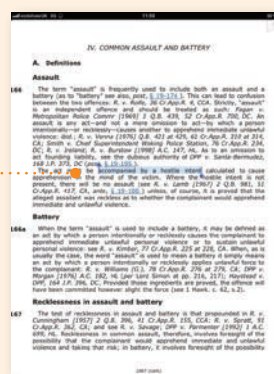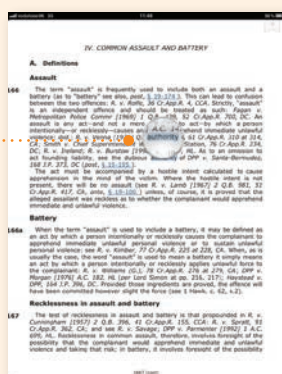
The options to copy, highlight or add note appear.

① Copy

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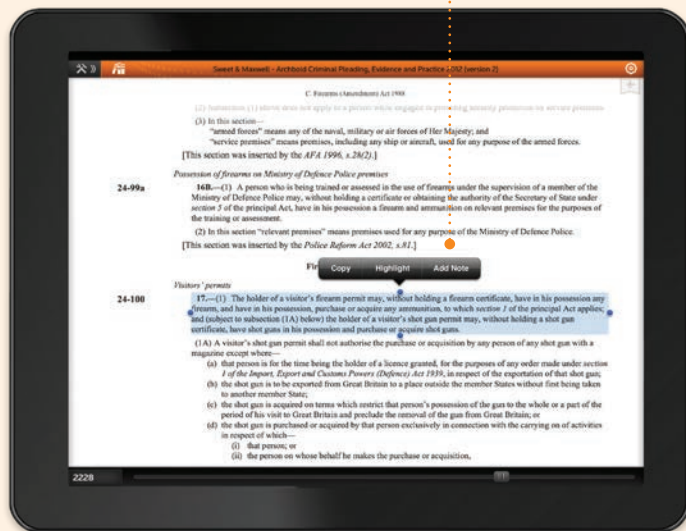

② Highlight

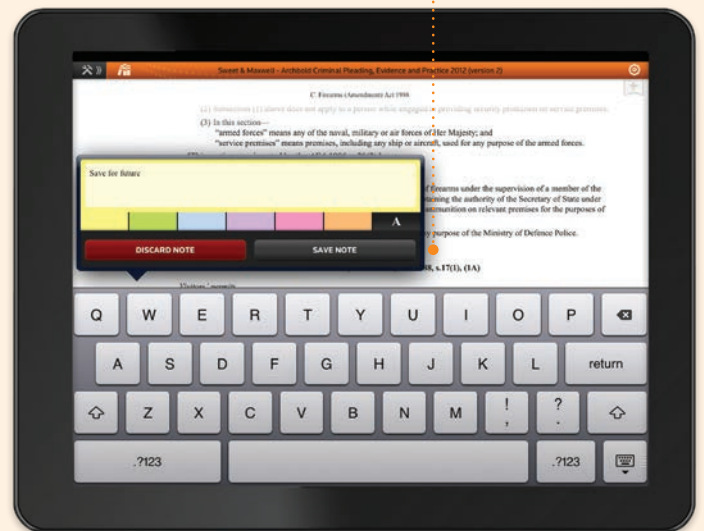Choose "Highlight" to shade important text in a colour of your choice.
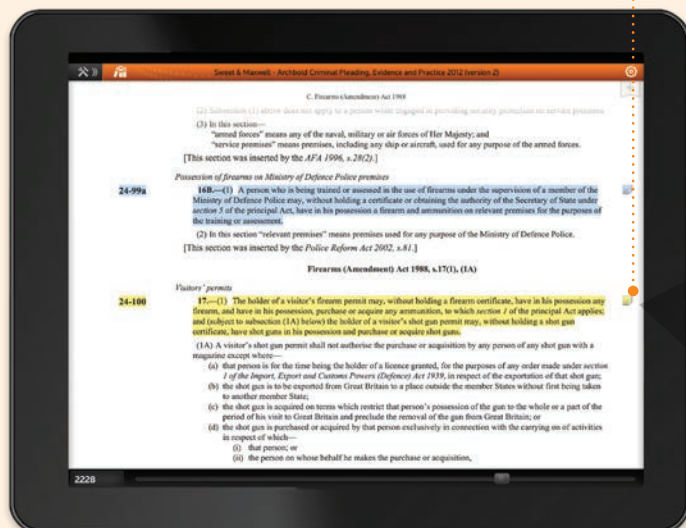
❸ Add Note

Press "ADD NOTE".

A keyboard and notepad appear if you are using an iPad.

Type your notes , select a colour and click "SAVE NOTE".

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.

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.
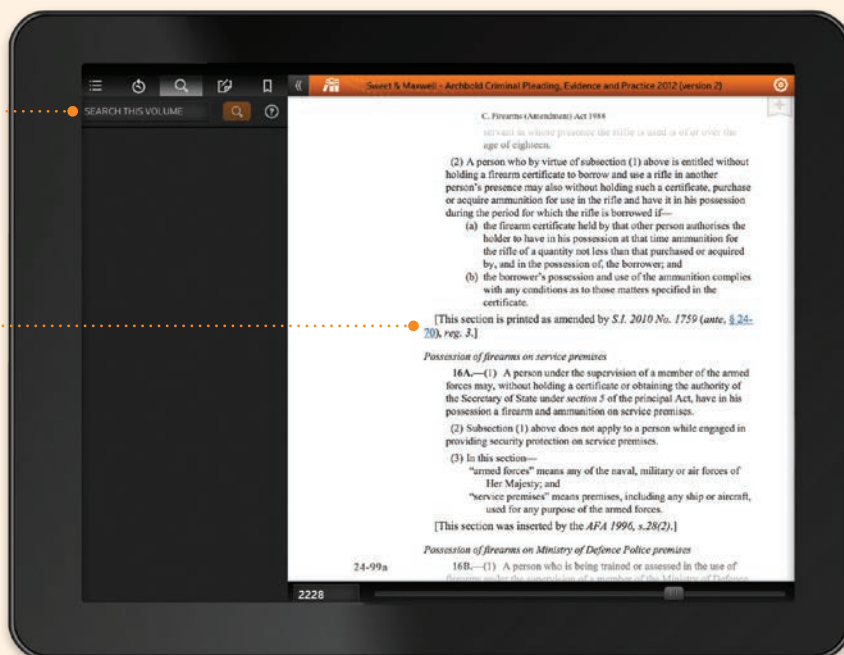
TABLE OF CONTENTS
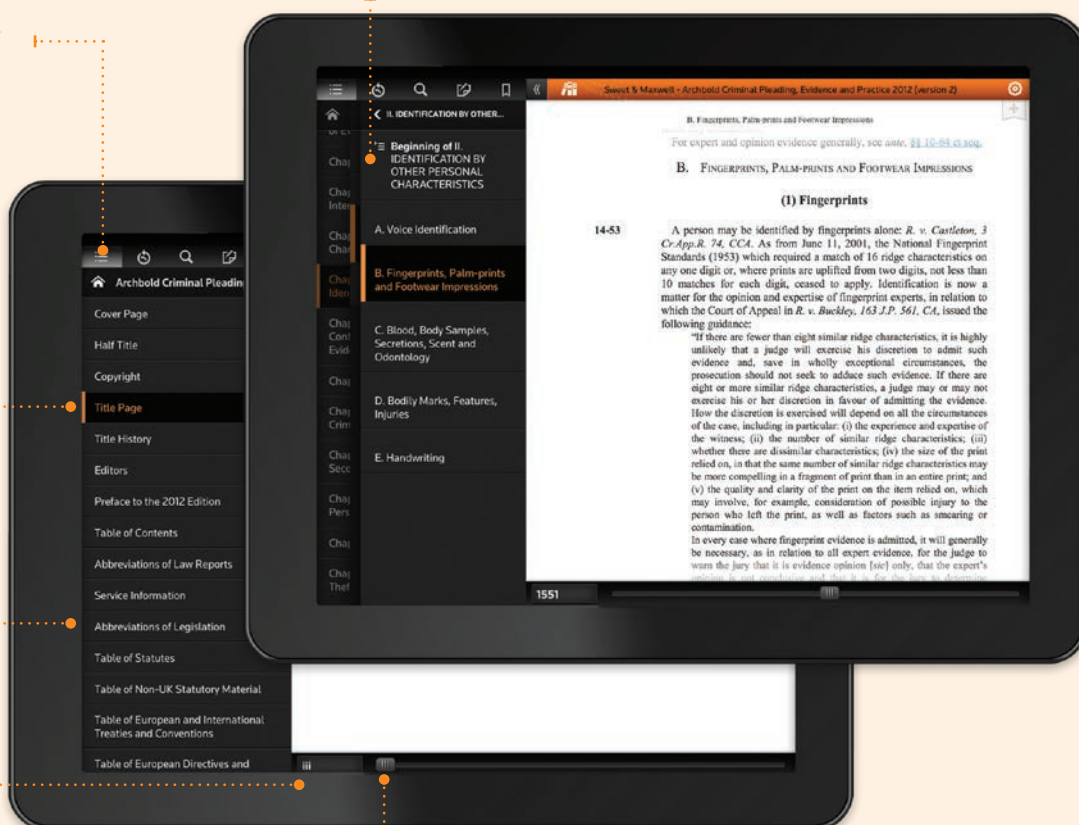
Go to different sections with a chapter.

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.

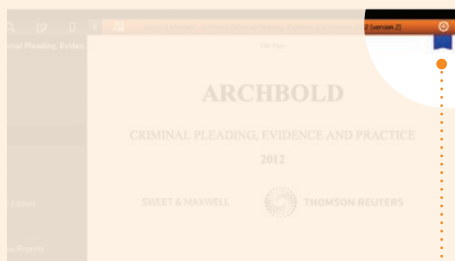To jump to a specific page, type the page number into the box.

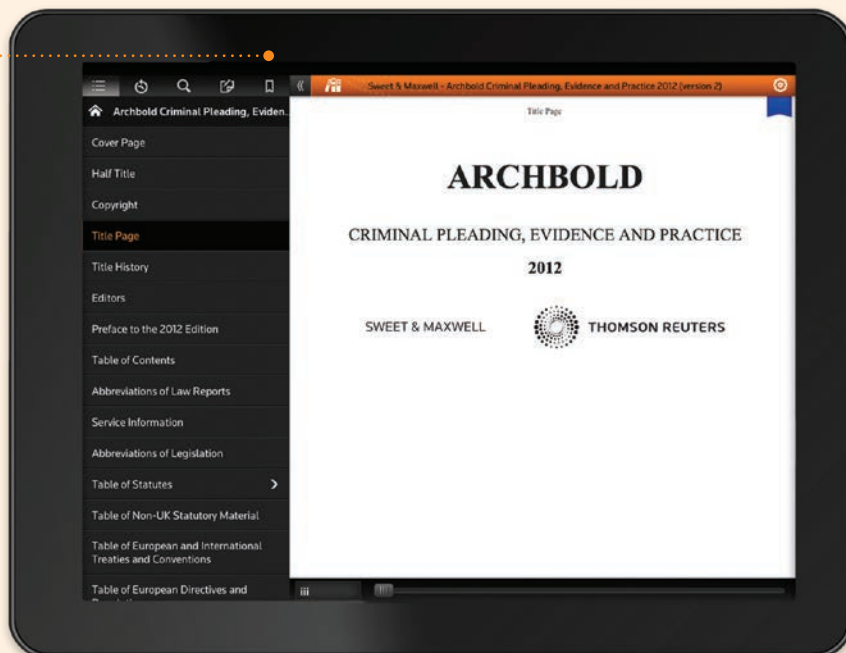Scroll through the book using the navigation bar.

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.
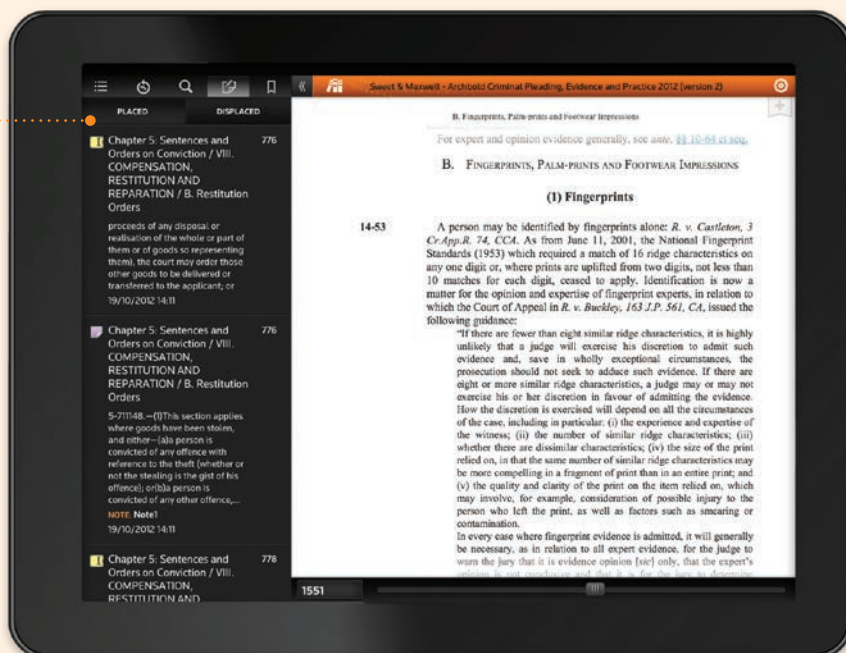

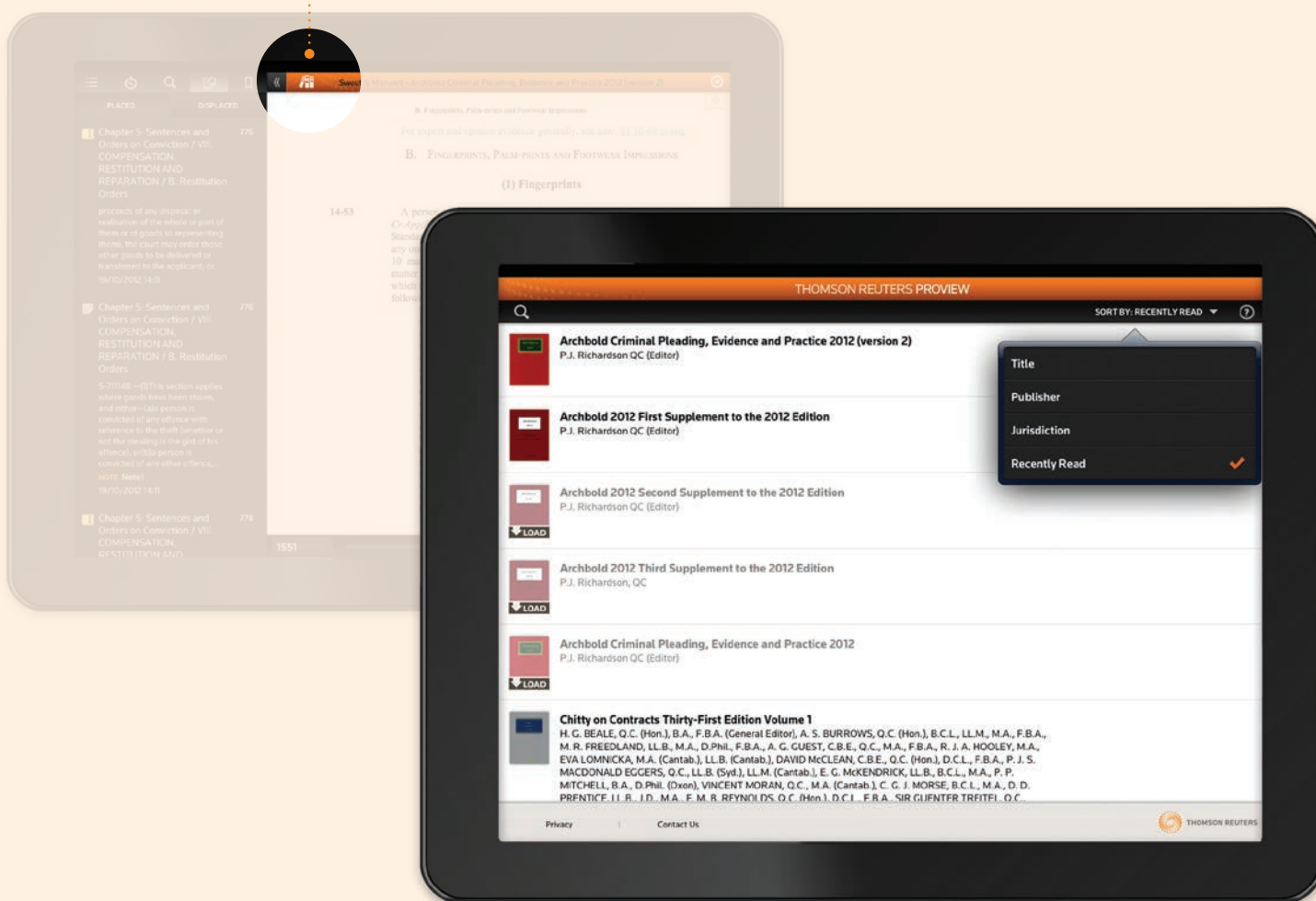# REFERRING TO NOTES

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.

LIBRARY

Tap/click the library icon to return to your eBook library.

eBooks are available at wildy.com
Download Thomson Reuters ProView to your PC, Mac or iPad from the App Store

For further information please contact us at ebooks@wildy.com or call 0207 242 5778

SWEET & MAXWELL

THOMSON REUTERS™