

ProView

The Essentials Course Outline

Session Objectives

The purpose of this session is to:

- Provide an overview of the ProView application.
- Demonstrate the essential research skills required to search, browse and retrieve content.

Learning Outcomes

On completion of this session the participant will be able to:

- Locate resources in the ProView library
- Browse the Table of contents to establish coverage, currency and content available.
- Access a list of Legislation contained in a service using the legislation finder (where applicable)
- Filter by Provision to locate a section of an Act or Regulation
- Filter by Definitions to locate a defined term
- Conduct a topic or subject search across an entire publication
- Navigate results
- Link to Westlaw AU Cases (where applicable)
- Create and share content
- Annotate text within a publication including highlighting, adding a note and bookmarking.
- Access the History tool to navigate back and forwards
- Access Help and support materials

Session Duration

Approximately 30 minutes.

Session Delivery Methods

Internet (Webex/Telephone) - This training method is ideal for individuals or groups whom or that are based remotely or where face to face training is not possible.

Note: The Webex session allows you to view the trainer's computer screen as they show you how to access your subscription, at no time do they access your computer

Learning Materials

ProView Quick Guide

Training Specialist – Rachael Albert

A Thomson Reuters Training Specialist will conduct the session. All Training Specialists hold a Certificate IV in Training and Assessment.