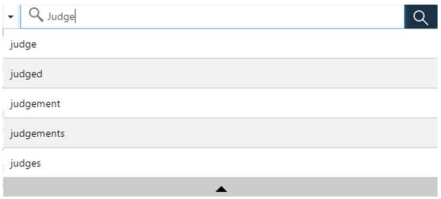
OUP LawReader on ProLibro™ Search Quick Reference (macOS)

Search Controls:

The following provides a brief introduction to the common controls and features of the Search.

	The **Quick Search** box is where you type in your search terms.
	When you begin typing your search you may notice that a list appears with suggested **Search Terms**. If the term you're searching for is not in the list, it will not provide any search results.
	Click on the **Previous / Next Hit** icons to navigate between search results.
	Click on the **Clear Search** icon to clear your search.

Search Scope and Special Characters Commonly Found in Legal Texts

Use the pull down menu to change the **scope** of your search to specific types of content. In the **keyword search** use quotation marks around your search term (eg: ***"Martin [2006]"***) to search for a phrase (such as a case citation) that uses special characters commonly found in legal texts (see the first entry in ***Operators*** below. You do not need to use inverted commas or quotation marks in the other search categories.

Operators and Symbols:

The following operators are currently supported to allow you to extend your searches beyond the scope of a simple keyword.

Operator	Example	Result
[ ], ( ), { } **:** **-**	"Martin [2006]"	**Reserved** by ProLibro. In order to use these types of symbols in your search, you must perform a phrase search. Example phrase search finds content with the exact phrase "Martin [2006]".
"…"	"to be or not"	The **Phrase Search** operators find content with the exact phrase 'to be or not'.
&	one two one & two one and two	The **AND** operator finds content with both 'one' and 'two'.
|	me | you me or you	The **OR** operator finds content with either 'me' or 'you'.
^	^him not him	The **NOT** operator finds content that don't contain 'him'.
?	wom?en th??	The **Any Single Character Wildcard** operator finds content with 'woman', 'women', etc. or 'this', 'that', 'them', etc..
*****	a*n work*	The **Zero or More Wildcard** operator finds content with 'an', addition', 'assign', etc., or 'work', 'works', 'working', etc..

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OUP LawReader on ProLibro™ User Guide for macOS

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1 GENERAL INFORMATION

1.1 ABOUT OUP LAWREADER ON PROLIBRO™

Welcome to OUP LawReader on ProLibro™

This digital platform enables you to get the most of your library with powerful features including:

- Highly responsive **search capabilities** to get you to the information you are looking for fast.
- A **detailed Table of Contents** panel allows you to quickly scroll down into the structure of a Title, and then jump to the desired location.
- **Personalized annotation features** such as Highlights, Notes, and Favourites enable you to add your own touch to the title content in a way supports how you want to work. Annotations can be grouped into your own collection of types, each with their own title and highlight color. Once applied, you can then search each annotation by type – the more annotations you add, the richer your version of the title will be.
- LawReader on ProLibro™ allows for automatic updating of your titles, integrating new material directly without disturbing your annotations.
- An **extended History** allows you to check back on all your major navigation actions – searches performed, links followed, multimedia content loaded and more are all listed in a continuously growing list so that you can quickly find and reload previously viewed content.
- A **Media panel** is included that allowing multimedia content to be loaded directly within the App, including PDF files and external websites (Internet connection required).
- **Multiplatform support**. Each App platform is connected through the ProLibro system so that your annotations and history can be automatically synchronized between your devices with the OUP LawReader on ProLibro™ App installed.

1.2 About this Guide

This user guide contains all of the information required to allow you to download and install the OUP LawReader on ProLibro™ App; and use the App to view, navigate, and search OUP ProLibro™ titles.

2 The OUP LawReader on ProLibro™ App for macOS

2.1 Minimum System Requirements

The OUP LawReader on ProLibro™ App was built and tested for use on OS X El Capitan (10.11), macOS Sierra (10.12), and macOS High Sierra (10.13) systems. Images within this guide have been taken on a Mac Mini running macOS Sierra.

2.2 Downloading and installing the OUP LawReader on ProLibro™

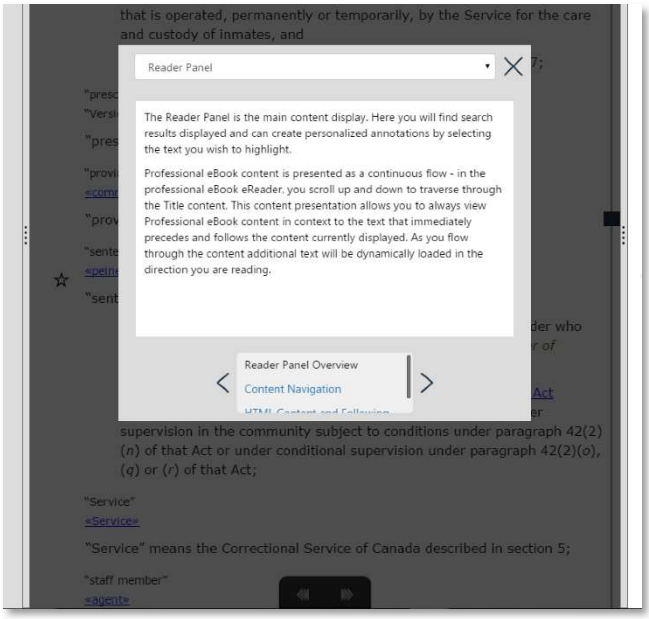
Please follow the 'how to download' instructions provided at www.oup.com/blackstones/criminal.

2.3 Accessing the Help Dialogs

The ProLibro App presents title contents and features in the form of different panels. Each panel within the App includes a Help feature specific to that panel.

These Help dialogs will inform you on the features and options that are available on that particular panel. Help boxes contain information related to what the different buttons and icons do and mean, as well as the various navigation options.

To display a Help dialogs, click on the Help icon (Help) that appears in the bottom left corner of each panel. To close the Help box, click on the "X" icon at the top right.



2.4 LOGGING IN TO OUP LAWREADER ON PROLIBRO™

To view your list of LawReader on ProLibro™ titles, you will require an OUP account. After you first launch the LawReader on ProLibro™ App, you will be presented with a login screen.



Enter the credentials that you used when creating your OUP account. If you do not recall your credentials, click on *Need Help?* and follow the instructions on the page.

If you do not have an OUP account, register with the system by clicking *Not Registered?* this will open the OUP registration page.

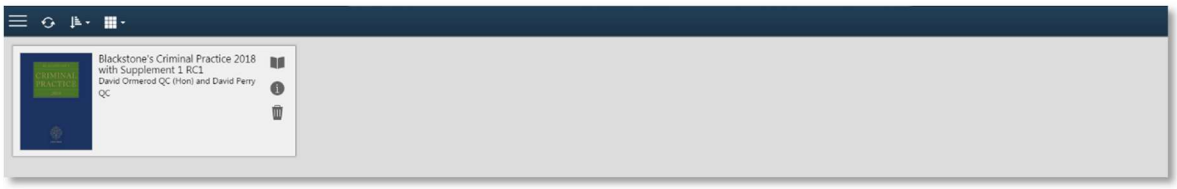
You can also activate the *Remember me* switch if you want the LawReader on ProLibro™ App to submit these login credentials automatically each time you launch the App. Note that if you use the *Logout* function from the Library

panel, you will need to re-enter your login credentials with a subsequent launch of the App.

2.5 The Library Panel – Your List of Titles

After you log in to the App, you are presented with the Library panel which lists the titles to which you have access.

Each title within your collection is represented by a title Tile, which consists of a title image; additional information related to the title including the title Name



and Author or Editor; and a number of icons representing the current state and options related to the title.

2.5.1 Panel Elements and Descriptions

2.5.1.1 *TITLE TILE ICONS*

When a title is first added to your collection, it displays the icons for *Download* ( ) and *More Information* ( ). Clicking on the *Download* icon will initiate a download and integration of that title.

Note: due to nature of the type of content often contained in ProLibro format, certain titles can be very large. The OUP LawReader software requires approximately 40MB of disk space. BCP 2018 requires approximately 170MB of disk space. Total expected download time on a 10Mbit/s connection is less than three minutes. Transmission speed can also impact how quickly a title will install.

Clicking on the *More Information* icon before a title is downloaded will display additional metadata related to that title. Clicking on the icon after it has been downloaded will display additional information contained within the book, such as notes from the editor or author, accreditations, or information related to the most current version.

After a title has been downloaded, the *Download* icon is replaced by the *Open title* icon ( ), which is used to launch the title and view its contents. As well, the *Delete* icon ( ) is added, which can be used to remove the title content.

2.5.1.2 *UPDATING YOUR TITLE*

When a title update is published, the title tile will indicate that a download is available by showing the download icon ( ). Click on the download icon to download the title update. Once the download is complete click on the Open title icon ( ) to launch the title and view its contents. When you do launch the title, you will be prompted to migrate your Annotations and Favorites (see Title Updates and Migrating your Annotations and Favorites). You can choose to migrate at this time or do it later. If you choose later, you will be asked again the next time you launch the title.

2.5.1.2.1 Accessing a Title's Previous Versions

After you have downloaded a title update, the Versions icon ( ) will appear in the Title's tile. Click on the Versions icon to show the title Versions dialog. This shows the list of this Title's versions available that are to you. To access a different version of the Title, select an item in the list and click Set as active version then close the title Versions dialog. The title tile will be updated to show your selection as the current version.

2.5.1.3 *ADDITIONAL LIBRARY PANEL OPTIONS*

2.5.1.3.1 Sorting titles

Click on the "Sort by" button ( ) at the top of the screen to change the sort order of the available titles into Last Viewed, Title, or Publisher options.

2.5.1.3.2 Refreshing the View

If you have recently activated a license for a new title while the OUP LawReader on ProLibro™ App has been running, click on

the Refresh Tiles icon ( ) to reload the panel and display the new addition to your Library.

2.5.2 Viewing OUP LawReader on ProLibro™ titles

Once you have downloaded a title, you can launch that title to navigate, view, and search the contents.

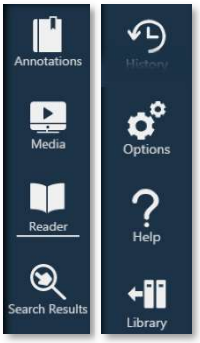
A title is displayed through a collection of panels, each of which is used to display different aspects of the title. Some panels, such as the Table of Contents and Search, are displayed automatically if enough room is available on screen. Others will require that you click on the associated tab in order to reveal them.

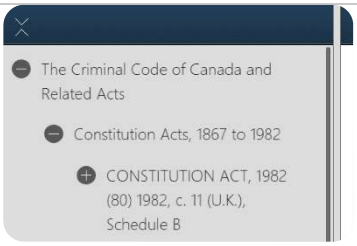
The following is a detailed overview of content contained in each of the panels.

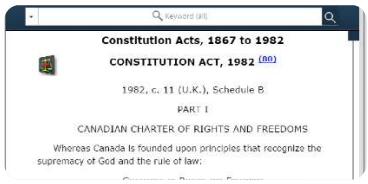
2.5.3 Panel Navigation

The **Panel Navigation** tabs are located at the right side of the screen. You can access each of these panels or actions by clicking on the icon.

Each of the icons can be used to perform the following different actions:



	Used to return to the Library panel to view your title list. For more information, see the section on the Library panel.
	Displays the Media panel. The Media panel is a container into which multimedia content can be loaded. For more information, see the section on the Media panel.
	Displays the Title's Table of Contents. For more information, see the section on the Table of Contents panel.

	The Reader Panel contains the primary contents of a pane. The Reader is also the primary interface used to perform searches, add annotations to the content, and launch extended content into the Media panel. For more information, see the sections on the Reader panel, Searching, and Annotating Content - Highlights, Notes, and Favorites.
	The Annotation panel is used to view the highlights, notes, and favorites that you have added to a title. You can create and manage your list of annotation types, which can be used to organize and differentiate your annotations for highlight color and search. For more information, see the section on Annotations.
	The History panel displays a growing list of your interactions with a title, including a history of searches performed, ToC Nodes and links followed, assets loaded into the Media panel, and more. For more information on the History panel, refer to the section on History.
	The Previous and Next icons are used to move through Reader panel events, such as following a link.

2.6 The Reader Panel

The Reader Panel is the main display area for content in the ProLibro App. It is here that you view and read through the content of a title.

2.6.1 Flow - Continuous Scrolling

Content is presented as a continuous flow – in the LawReader on ProLibro™ App, you scroll up and down to traverse through the title content. This content presentation allows you to always view content in context to the text that immediately precedes and follows the content currently

displayed. As you flow through the content additional text will be dynamically loaded in the direction you are reading.

2.6.2 The Content Navigator Scrollbar

You can always determine your relative position within the content by looking at the Navigator Scrollbar to the right of the Reader Panel. For more details on your current location, click on the Navigator Cursor to view a structural view on your current location. To rapidly navigate through the Title's Table of Contents structure, click, hold, and slide the Navigator Cursor up and down.

2.6.3 Search



In LawReader on ProLibro™ for macOS, the search tools are found within the expandable menu next to the search bar at the top of the screen as seen in the image to the right, and the search panel which appears at the bottom of the Reader section (when it is selected from the bar along the right side of the screen). For detailed information on using search to find content in ProLibro, see the section on Searching.

2.6.4 HTML Content and Following Links

The Reader panel uses HTML to display the title content, in the same manner as your favorite web browser. Like your browser, different sections of a title can be linked together. Click on a link to jump to the linked location in the content.

Like the HTML in a web browser, link styling is very flexible and different publishers will create different looking links, and links with different functionality. After you've triggered a link, you can return to the previous location using the Previous / Next arrows () located at the bottom of the Reader panel.

2.6.5 Triggering Media and the Media Panel

There are two ways to trigger the Media Panel. The first is to access the Media Panel tab in the sidebar menu at the right side of the screen (

).

The second is when you click on an object that has been linked to the Media panel, referred to as an *asset*. Types of assets include images, video, audio, PDF files, Office Documents, and even entire websites. Note that some links are to assets that are not contained within the Title, which will require an active Internet connection. More information can be found in the section on the Media panel.

2.6.6 Annotating Content – Creating Highlights, Notes, and Favorites

The LawReader on ProLibro™ App for macOS has powerful features that allow you to add your own personalization to the title content. These features are collectively referred to as Annotations. The Annotation features allow you highlight text, add notes, and identify favorite locations within the content.

2.6.6.1 *ANNOTATION TYPES*

Each Highlight and Note created is associated with a specific Annotation Type. Annotation Types allow you to organize your Highlights and Notes, apply custom colors to the Highlights, and then narrow down your Annotation searches to these specific types. These features can make Annotation Types a powerful way to adapt the content of a title to your own purposes. For example, a lawyer making use of a legal title may create different types for each case; and accountant different types for each client; or a doctor different types for each patient.

2.6.6.1.1 The Default Annotation Type

The first Annotation Type in a title is created for you by default and named “Default Annotation Type”. You can experiment with application, viewing, and searching of annotations using this type, and then go on to create your own. You can rename the Default Annotation Type using the Annotation Types Manager view of the Annotations panel.

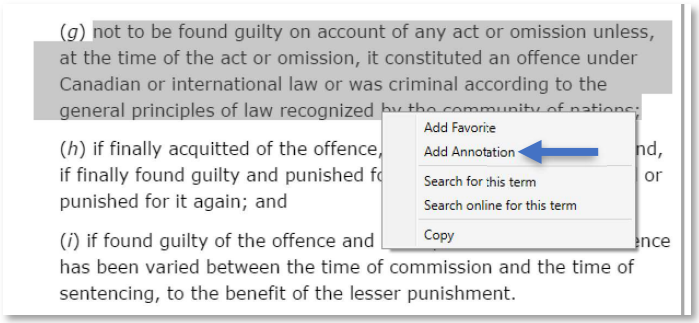
2.6.6.1.2 Creating a New Annotation Type

There are two methods of creating Annotation Types. The first is to create the Annotation Type at the same time as when you are adding an Annotation to the content. The second is through the Annotation Types view in the Annotations panel. More information regarding the options available in the Annotation panel can be found in the associated section.

2.6.6.2 *ADDING A HIGHLIGHT AND NOTE ANNOTATION USING THE READER PANEL*

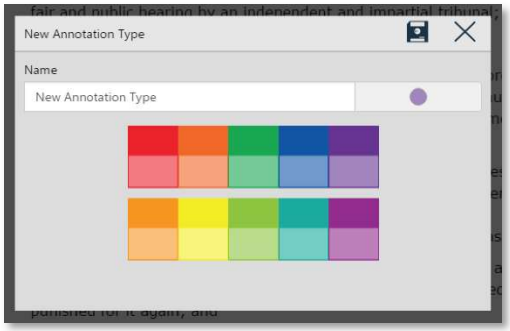
To create a new annotation type, click and drag to select words in the text, right click and select "*Add Annotation*" from the drop-down menu. The text selected will be the text that will be highlighted as your new Annotation.

Select ***Add Annotation*** from among the context options provided to open the New Annotation dialog.

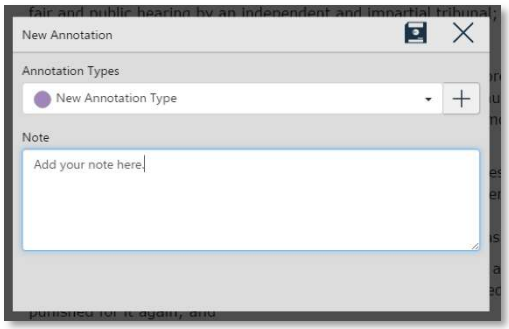


To select the Annotation Type, click on the text of the currently selected Annotation Type to view a list of the available types. To add a new Type, click on the (+) icon next to currently selected type.

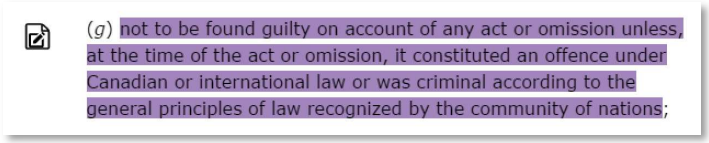
Enter the name of your new Annotation type. You can change the annotation highlight color by clicking on the Color Picker and then selecting or defining a new annotation highlight color.
Click on **Save** ( ) to finish creating your new Annotation Type. You will be returned to the New Annotation dialog.



Within the New Annotation dialog, you will see your new Annotation Type displayed under the Selected Annotation Type heading. Add an optional note within the edit box provided.



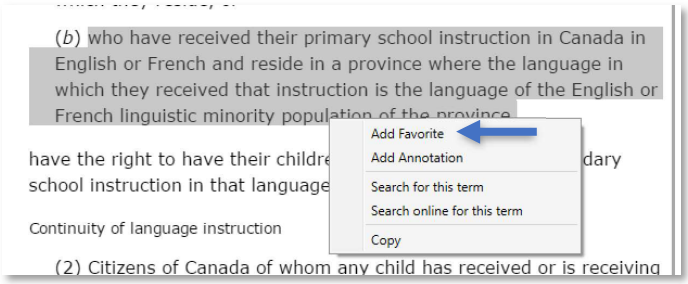
Keep in mind that the text that you have highlighted, along with the text of your Note, will both be added to the search index for that Annotation Type, allowing you to use the annotation search functionality to find it in the future. Click on the **Save** ( ) button to apply your new Annotation.



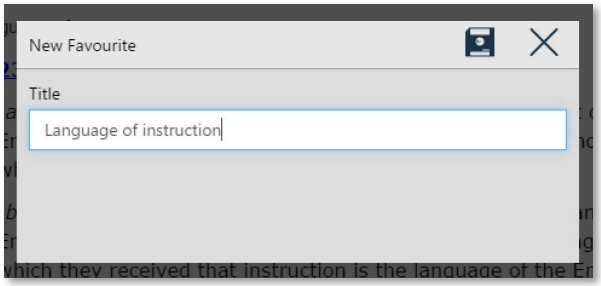
2.6.6.3 *FAVORITES*

Favorites are similar to Highlights and Notes, with the exception that they contain no additional information, and therefore contain no text

that can be searched on. Your collection of favorites is used to denote sections of the title to which you return often.
Adding a Favorite is similar to adding an annotation. Drag to select the text and click on the ***Add Favorite*** option to display the Add Favorite dialog.



The Add Favorite Dialog contains the title of your new Favorite. The name of the Favorite is automatically populated with the nearest heading that it is under. This is an editable field that you can change to a more appropriate selection. The location of your new Favorite is its position related to the Table of Contents structure of the title.



Click on ***Save*** ( ) to set the position of your new Favorite. In the column to the left of the paragraph you will now see a star (☆) indicating that a Favorite has been applied at that location.

2.6.6.4 *SEARCHING ANNOTATIONS*

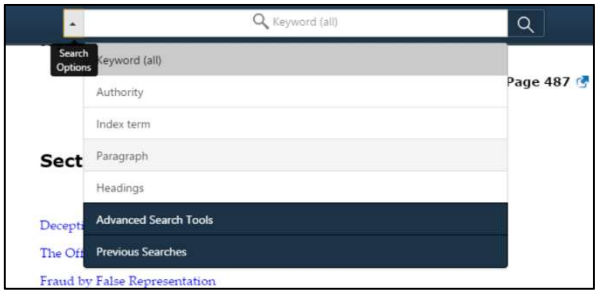
You can search for Annotations by their associated Annotation Type. See the section on Searching for more details.

2.6.6.5 *VIEWING AND MANAGING ANNOTATIONS*

To view an annotation, click on the highlighted text or Annotations tab to activate the Annotations panel with that Annotation selected. Refer to the Annotations panel section for more information.

2.7 SEARCHING

Within the OUP LawReader on ProLibro™ system, Search is one of the fastest ways to locate the content you are looking for. The search engine is extremely fast and efficient, able to return search results for specific keywords and to highlight these results within the Reader panel in fractions of a second.
The power of search extends beyond simple speed. The search can be extended to the context of specific text within a title.
In the following example, the "Paragraph" field is selected. Therefore, the search engine will only provide results associated with the Paragraph numbers in the text.





ProLibro searches also allow you to use **Boolean** search methods to extend or limit your search, and **Wildcards** to replace one or more characters. Finally, the Table of Contents panel enables **Search Filtering** (when this option is active in the options menu) by allowing you to select the sections of the content from which search results will be returned.
Collectively, these search features make ProLibro the fastest vehicle delivering quick access to the contents of high volume research materials.

2.8 THE SEARCH BAR

2.8.1 The Search Panel

All of the search functions for ProLibro are collected within the Search bar (located at the top of the screen) or the Search Panel (located at the bottom of the Reader Section when active).

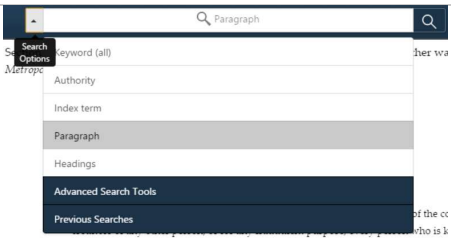
Each of the options within the Search bar have the following function:

NOTE: Search Scope and Special Characters Commonly Found in Legal Texts

Use the pull down menu to change the **scope** of your search to specific types of content. In the **keyword search** use quotation marks around your search term (eg: ***"Martin [2006]"*)** to search for a phrase (such as a case citation) that uses special characters commonly found in legal texts. You do not need to use inverted commas or quotation marks in the other search categories.



The **Quick Search** box is where you type in your search terms. You can change the **scope** of a search by selecting a different **search context**. For more information, see the sections on Quick Search and on Search Syntax.



Each title has its own set of **Search Forms**, which help to narrow down your query to only certain sections of the title in question.



Click on the **Previous / Next Hit** icons to move through next and previous search results which have been identified in the Reader panel with a broken red underline. Note that previous and next hit is relative to what is on screen.

 **Inactive**  **Active**	The **Search Filter** icon displays whether Search Filtering is active or inactive. If black, search filtering is active and search results will be limited to the sections that have been selected in the Table of Contents panel. If white, then search filtering is inactive. You can enable or disable this feature in the options menu. See the section on the Table of Contents panel for more information on Search Filtering.
	Click on the **Clear Search** icon to clear the search results and quick search bar in order to perform a new search.

2.8.2 The Quick Search box

The Quick Search box is a fixed space in which to enter the text that you wish to search for within the system. To perform a search, place your cursor in the Quick Search box, type the term for which you wish to search, and then click on the **Search** button or press **Enter** on the keyboard.

2.8.2.1 *THE SEARCH TERM LIST*

When you begin to type in the Quick Search box, the LawReader on ProLibro™ App will automatically begin to list the words within the title that begin with the characters you have entered. Once the word you are looking for comes into view, you can click on that word to add the complete term to the Quick Search box. If the word you are looking does not appear in the Search Term list, then it does not appear in the search index and a search on that term will not generate any search results.

Search Scope and Special Characters Commonly Found in Legal Texts

Use the pull down menu to change the **scope** of your search to specific types of content. In the **keyword search** use quotation marks around your search term (eg: ***"Martin [2006]"*)** to search for a phrase (such as a case citation) that uses special characters

commonly found in legal texts. You do not need to use inverted commas or quotation marks in the other search categories.

Some symbols such as "[ ] ( ) { } : -" are reserved by ProLibro. In order to use these types of symbols in your query, you must use a phrase search. This is done by enclosing your search terms with the double quote symbol ". Phrase searches can be performed in any context except when using the Proximity Advanced Search Form. In addition, you can search on multiple phrases and use the & or |search operators to further qualify your phrase searches.

Note that the Search Term list is aware of the context of the Quick Search box. If the context has been limited to a specific scope of information, only the terms that match that scope will be displayed.

2.8.2.2 *QUICK SEARCH CONTEXT*

By default, the Quick Search will search for any words within the title, as shown by displaying the text *Keyword (all)* in grey within the box. Using the Search Tools, however, you can change the scope of the Quick Search to different contexts. For more information, see Changing the Context of the Quick Search Box.

2.8.2.3 *ADVANCED SEARCHING – OPERATORS*

The Quick Search dialog will also recognize the advanced search features of the LawReader on ProLibro™ system, including the use of Operators to expand or narrow search options.

2.8.3 The Search Tools

The search tools allow you to refine how the search engine will be applied by either making changes to the context of the Quick Search box, or by presenting a form that allows you to easily construct complex searches.

2.8.3.1 *CONTENT PANEL'S CONTEXT MENU*

The Content Panel's context menu has two search tools, "Search for this term", and "Search online for this term". To use these search tools, first select one or more terms in the Content Panel. Then right click (or for Touch enabled devices, long press) to reveal the context menu. Select either of the two search tools.

"Search for this term" will enter the term(s) in the Quick Search box and execute the search. "Search online for this term" will open the Media Panel and load your chosen Search Engine (see Options > Search Engine) with a search on the selected terms.

2.8.3.2 *CHANGING THE CONTEXT OF THE QUICK SEARCH BOX*

By default, the Quick Search box will search for terms with Keywords (all), which will return search results for matching terms within the entire content of the title, with no specific context. For example, in the Blackstone's Criminal Practice title, users can also perform category searches using the following targeted searches: 'Authority', 'Index term', 'Paragraph number' and 'Headings'. Each title can have its own set of search contexts, as appropriate for that title.

2.8.4 Operators

The words that you type into the Quick Search box need to appear within the same content segment in order to count as a search result. A content segment is a flexible unit, but can be generally considered to be equal to a paragraph or small collection of paragraphs of text.

You can use the following operators to extend or limit your searches beyond the scope of a simple keyword.

2.8.5 Search Forms

Search Forms are an

&	The **AND operator** (applied by default by including a space between two terms). AND narrows the search results as both terms in an AND search must appear within a content segment in order to generate a search result.
|	The **OR operator**. An OR search expands the scope of the search results as only one of the terms in an OR search need to appear within a content segment in order to generate a search result.
?	The **Any Single Character Wildcard**. A question mark can be used to represent any possible character at that location in a term. For example, a search for "r?n" would return results for *run*, *ran*, and *ron* but would NOT return a result for *ruin*.
*****	The **Zero or More Wildcard**. The Asterisk can be used in place of one or more characters, and is often valuable to find words that begin with a certain root. For example, a search for run* will find *run*, *runs*, *running*, *runner*, *runt*, *runny*, or any other word that begin with *run*. Using the * in the middle of a word can replace multiple characters. For example, r*n will find *run*, *running*, *runner*, *reaction*, *raccoon*, *region*, *rain*, and any other words in which an *r* is followed by any number of characters before an *n*.
"…"	The **Phrase Search** can be performed by enclosing your search terms with the double quote symbol ". Phrase searches can be performed in any context except when using the Proximity Advanced Search Form. In addition, you can search on multiple phrases and use the & or |search operators to further qualify your phrase searches.

intuitive method to allow you to combine multiple context fields into a single search through a simple, fill in the blanks type form.

2.8.5.1 *DEFAULT SEARCH FORMS*

A number of default search forms are included with the LawReader on ProLibro™ App, and can be applied within all titles.

2.8.5.1.1 The Table of Authorities Search Form

The Tables of Authorities Search form allows you to narrow the scope to one or more of the Tables of Authorities.

2.8.5.1.2 The Proximity Search Form

The Proximity Search form allows you to find either exact phrases OR the entered words within a range of words of each other in either the exact order entered, or in any order.

Note that a phrase search (enclosing search terms in double quotes) is not necessary (nor allowed) in this search form.

2.8.5.1.3 The Annotation Search Form

The Annotation Search allows you to search through your annotations by any or all of your annotation types. The Annotations search can be used to search Notes, Highlights, or both together as Annotations.

2.8.6 Search Filtering – Limiting Results to Specific Sections of the Table of Contents

You use search filtering to limit the sections of a title from which search results will be returned. To activate search filtering, and to define which sections will be included, see the heading on Using Search Filtering to Limit Search Scope in the Table of Contents panel section. Note that, by default, the search filtering options are disabled and hidden. To enable search filtering, open the Options panel and click on the Advanced Search Filtering switch.

2.8.7 The Search Results List

After you perform your search, the Search Results will show a list of all of the content segments that match your search. This list can be sorted by relevancy rank or by reading order. Reading order is the order if read from the beginning of a title to the end, whereas Relevancy rank is the order in which the search engine has determined how relevant each content segment in the list is to your search.

Relevancy search results sorts the results using a term frequency/inverse document frequency formula. Each term in query is scored using a Term frequency/Inverse document frequency formula: the scores for each term in the query are used to compute each hit document's final score, the score being how relevant this hit document is to the query. Note that there are variations of the scoring formula for different types of queries. For example, field, proximity, annotation query terms are scored higher because the additional context of the query makes the term more important.

Items in the Search Results have the following components:

- The heading text and heading path for the section that the search terms occur in;
- The rank of the item;
- And excerpts of the content showing your search terms in context.

Once you have identified a section of interest, click on the text of the node to jump to that section of the title.

2.8.7.1 *CLEARING A SEARCH*

To clear a current search, click on the **Clear Search** button () displayed next to the search bar at the top of the screen.

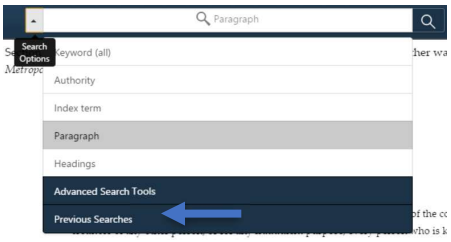
2.8.8 Viewing and Navigating Search Results in the Reader Panel

After you perform a search, the search results will be identified in the Reader panel through the application of a red, dashed underline and a bolding of the result text. You can navigate forward and backward through

the search results by clicking on the Next (﹀) and Previous (﹀) search result icons.

2.8.9 Viewing your Previous Searches

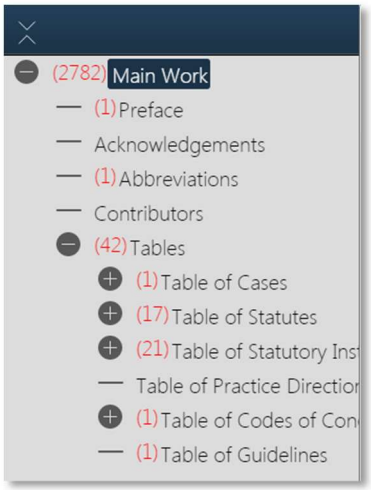
To access the Search History information, click on the icon in the drop-down list. A list of items will appear in the History Panel with the scope narrowed to your previous searches.



2.9 THE TABLE OF CONTENTS PANEL

The Table of Contents panel is a hierarchical representation of the structure of the Title, presented as a tree with indented branches associated with the heading levels that are used to organize content within the title.

You can expand the sections of the Table of Contents to view this structure, and then jump to that location by clicking on the text of a ToC Node. When a search is active, the ToC will also display a numerical distribution search results throughout the content.



2.9.1 Expanding and Collapsing Table of Contents Nodes

When the Table of Contents is first presented, the structure of ToC tree will be fully collapsed to show only the top level nodes.

To expand one of the nodes, click on the expand button, presented as a button with a plus symbol (⊕).

To collapse one of the nodes, click on the collapse icon, presented as a button with a minus symbol (⊖).

Nodes which have no children are presented as a dash (—).

You can reset the Table of Contents to the nodes collapsed view as presented when the Table of Contents is first loaded by clicking on the **Collapse** option () at the top of the screen.

2.9.2 Search and the Table of Contents

The Table of Contents interacts with the search engine in two ways.

First, when a search is active, the ToC will show the breakdown and distribution of those search results within the content by displaying a count of the number of hits contained within each search node.

Second, the ToC can be used to set a **Search Filter**, which limits the scope of a search and only shows Search Results from within the checked sections. In order to enable this feature, active the Advanced Search Filtering switch in the Options menu.

2.9.2.1 *TOGGLING THE TABLE OF CONTENTS SEARCH FILTER INPUTS*

The **Toggle Inputs** option on the Table of Contents Tool bar allows you to show or hide the boxes that are next to each node. These boxes are used to select which sections of the title you would like to search through.

2.9.2.2 *USING SEARCH FILTERING TO LIMIT SEARCH SCOPE*

To apply a Search scope, click on the Search Filter input boxes to add a check to the sections that you wish to search. This will also activate the Search Filter.

When the Search Filter is active – indicated by a change in the color of the Search Filtering icon ( ) from white to black – search results will only be returned for those nodes that have been checked within the Table of Contents.

> **<u>Hint</u>: It is sometimes easy to forget that you have applied a Search Filter, and you will get different search results than expected.**

2.9.2.3 *CLEARING THE TABLE OF CONTENTS SEARCH FILTER INPUTS*

You can clear all of the Search Filter checkboxes at once by clicking on the **Clear All** button ( ) in the table of Contents Toolbar.

2.10 THE ANNOTATIONS PANEL

The Annotations Panel allows you to view and manage your Annotations, Annotation Types, and Favorites.

2.10.1 Adding Annotations to the title Content

Annotations are added to the content through the Reader panel. For more information on adding Annotations, see the section on Annotating Content – Creating Highlights, Notes, and Favorites.

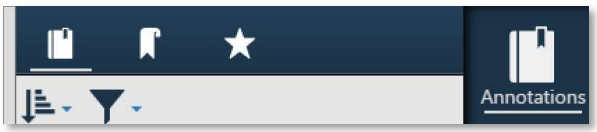
2.10.2 Annotation Panel Elements

The Annotations panel views are broken into three major sections: Annotations, Annotation Types, and Favorites.

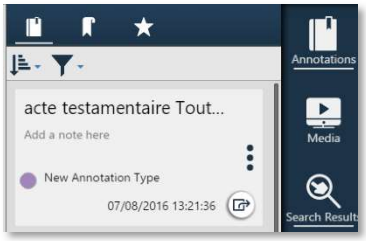
The left hand side section contains the **List** of elements related to the active View. Select an item in the list to view its **Details**.

To change the View from one type to another, click on the View selector in the top left corner of the screen to choose between showing the Annotations, Annotation Types, or Favorites views.

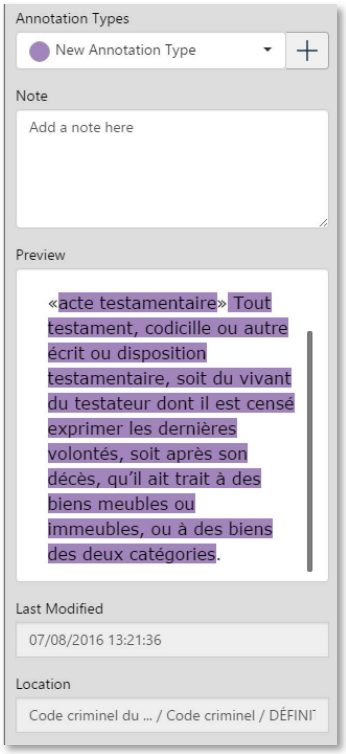
Below are the three icons representing each View of the Annotations panel: The Annotations View ( ), the Annotation Types View ( ), and the Favorites View ( ).



2.10.2.1 *THE ANNOTATIONS VIEW*



When the Annotations View is selected, the panel will display the annotations that you have created within the title.



To view an annotation's details, click on that annotation to load additional information. The Details section will indicate which Annotation Type has been applied to the Annotation; the date that the Annotation was last modified; the hierarchical location of the annotation in the content relative to the Table of contents; a preview of the section where the Annotation resides; and the contents of the Note associated with that Annotation, if any has been entered. You can use the Details section to make changes to some of these elements.

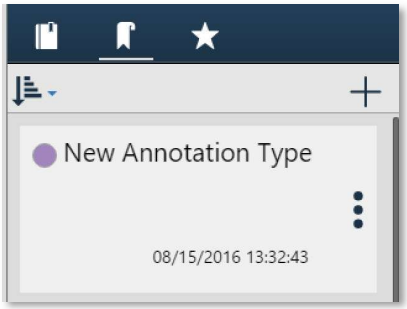
You can change the Annotation Type for an Annotation by clicking on the text of the current Annotation to reveal the current list of Annotation types. To add a new Annotation Type and apply it to the currently selected item, click on the symbol next to the currently displayed Annotation Type. The Details section will change to an Edit box where you can enter the name for the new Type, and a color picker to select the new highlight color.

You can also edit the contents of your Notes by clicking on the text of the edit box below the Note heading, and adding or modifying the text entry.

Any changes that you have made can be saved or discarded by clicking on the appropriate button at the top of the Details section.

Above the List section are options to Go To the selected Annotation's location within the Reader panel ( ), and to permanently Delete the Annotation ( ).

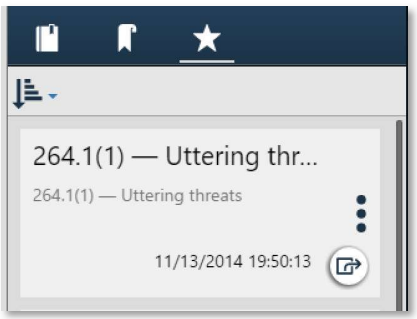
2.10.2.2 *THE ANNOTATIONS TYPE VIEW*



The Annotations Type view can be used to modify the Name of an Annotation Type; or to change the highlight color associated with that type.

Keep in mind that when you change the name or color of an Annotation Type, these changes apply to all of the current annotations of that type within the Reader panel.

2.10.2.3 *THE FAVORITES VIEW*



The Favorites view allows you to view the list and details of Favorites that you have created within the title content; rename or delete Favorites; and Go to the locations of these Favorites within the Reader panel.

2.11 THE HISTORY PANEL

The History panel contains a growing list of chronologically sorted actions you have performed while using the features of the ProLibro system, such as searches performed, navigation bar actions, links followed, table of contents nodes followed, or media panel content loaded. Selecting items in the History panel will return the App to match the state that it was in following that action event. For example, clicking on a Link action will switch you to the

Reader panel and jump you to the corresponding destination within the title content, whereas clicking on a Search action will restore the search associated with the action, and display the list of results in the Search Results window.

2.11.1 Common History Action Item Information

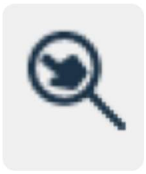
There are some elements that are common to all History action items. The date and time that an action took place will be displayed with each items listed.

As well, those items that relate to loading new content into the Reader panel such as following a link or Table of Contents heading, a search result, or using the Navigator will also display the top heading that the action item is associated with in bold, and the hierarchical breakdown of that location relative to the Table of Contents just beneath.

2.11.2 Types of History Actions

There are many different types of actions that are added to the History panel. The following is a detailed list of each of these types, and the types of actions that it will trigger.

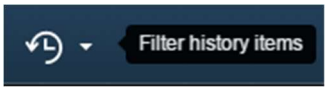
	The **Table of Contents** icon indicates that the Table of Contents as used to load the location of a heading within the title content into the Reader panel. Clicking on this item will load the corresponding location into the Reader panel.
	The **Searches** icon displays the text of a search that has been performed. Clicking on this item will re-apply the search to the system, and reload the Search Results with the entries associated with that search.

	The **Search Results** icon indicates that a search result was followed to a specific location. Clicking on this item will return you to the location of that search result within the content.
	The **Links** icon item is added whenever you follow a hyperlink within the title content. Clicking on this item will take you to that destination of the link triggered.
	The **Navigator** icon is added when you use the Navigator feature to scroll to another section of the content. Clicking on this item will reload the destination section.
	The **Media** icon is added whenever you follow a link in the title Content to an embedded multimedia element, such as a Video, Image, Audio clip, PDF File, or JavaScript applet.
	The **External Website** icon is added whenever you follow a link in the title Content to an external website.
	The **App Closure** icon is added whenever the title or App was closed or lost focus, for example, by switching to another App on your device.

2.11.3 Filtering History Action Types

You can use the Scope menu at the top left side of the history panel to limit what types of actions will be displayed.

To filter History action types, click on **Scope** seen to the right, and then click on one of the History action types, and it will automatically filter that type separately from the other types. Click on **All** to restore the list to all History action item entries.



2.12 THE MEDIA PANEL

The Media panel acts as a flexible container for enhanced content that does not present itself naturally within the main title content. This content can include images, PDF files, video, audio, Office documents, complete websites, and JavaScript applets.

Note: Accessing content that has not been embedded within the title but that is loaded through external links may require an Internet connection. The 'View this page as PDF' function is only available when your device is online.

The Media panel is triggered and enhanced content assets are loaded by clicking on an object in the Reader panel that the title publisher has associated with the enhanced content. These objects may appear in the title content as links, image thumbnails, or other types of content.

2.12.1 Other Media Panel Features

2.12.1.1 *CONTENT PERSISTENCE*

Content that has been loaded into the Media panel remains until either subsequent content has been loaded into the panel, or until the App is closed. In this manner, you can use the icons on the navigation bar to switch quickly between the Media panel and the Reader panel while continuing to scroll through and read the Reader panel content.

2.12.1.2 *ZOOMING / PANNING IMAGES AND PDF FILES*

The Media panel supports the zoom and pan commands and key combinations to zoom in or out of images or PDF content.

To pan around a zoomed content asset, use your mouse or keyboard to move the asset in the desired direction.

2.12.1.3 *BROWSING WEB CONTENT*

When a web page has been loaded into the Media panel, the Media panel Toolbar adds additional controls to allow you to use the Media panel as a web browser for the loaded site. This allows you to browse references related to the Reader panel content, without needing to load an external web browser. The following controls are added to the Media Panel Toolbar when viewing an external web site:

	The **Address** box shows the URL of the currently loaded website. As the Media panel is intended for display purposes, the Address box is currently read only.
	The **Back** and **Forward** arrow icons allow you to navigate backwards and forwards through followed web links.
	The **Refresh** icon can be used to refresh the current page.
	The **Cancel** icon is used to cancel the loading of a web page.
	The **Open in Browser** icon allows you to view the current website in your device's default web browser.

2.13 USER CONTENT AND SYNCHRONIZATION

One of the advantages of the ProLibro system is that titles can be viewed on any of your devices, with information that you add to the titles that you have access to – referred to as User Content – Synchronized between your different devices. In this manner, regardless of the devices with which you

access your title, you will always see the latest User Content that you have added to the system.

User Content consists of the information that you add to the system either expressly, such as Annotations and Favorites, or implicitly, such as your Action History items.

User Content is synchronized with your account within the OUP LawReader on ProLibro™ system at specific intervals of use, such as when a title is launched and closed, or when an Annotation is created or modified.

As this information is continuously updated, your User Content is continuously backed up, meaning that a lost, or damaged device will not result in lost personalization of your copy of the Title, so long as an Internet connection is maintained.

2.14 Title Updates and Migrating your Annotations and Favorites

When a title is updated, the content may have been modified, rearranged, or even removed. These changes may affect your annotations and favorites. The migration process ensures that none of your annotation or favorites are lost or misplaced. Some annotations or favorites can be automatically moved to the correct text or paragraph in the updated title. And where the LawReader on ProLibro™ App cannot re-locate an annotation or favorite with certainty, the Migration Panel provides a way for you to choose the best location.

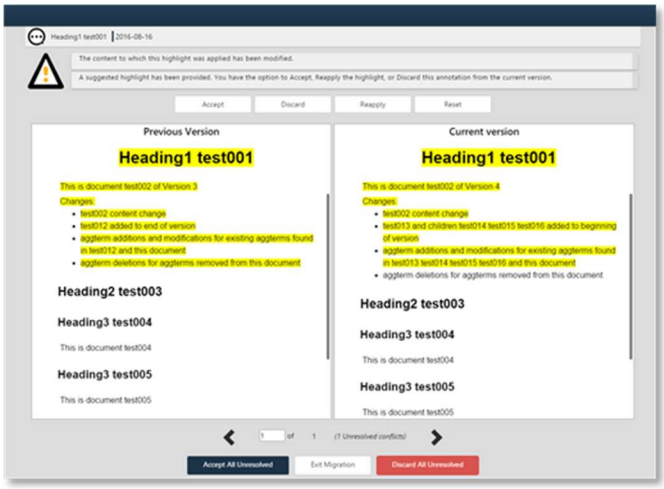
2.14.1 The Migration Panel

The Migration panel provides you the information to understand and choose a resolution for migration conflicts – it is only presented when performing a content migration (updating to a newer version of the content) and a migration conflict exists. The App presents a suggested relocation for each annotation and favorite. You can **Accept** the suggestion, **Reapply** a new location, or **Discard** the annotation or favorite all together. At any time, you can choose to **Accept All Unresolved** suggestions, **Discard All Unresolved** suggestions or **Exit Migration** which will end the migration process to continue another time if necessary. No matter which choice you make, a conflict resolution choice must be made for each conflict before it

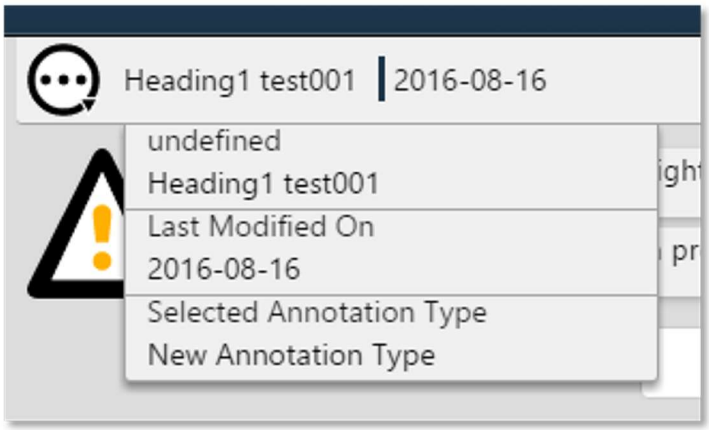
can be viewed in the new version of the title. When you open the title you will see all of your migrated annotations and favorites.

2.14.2 Viewing and Resolving your Migration Conflicts

The Migration Panel shows information about the annotation or favourite being shown and information describing the conflict and a suggested resolution.



Additional information about the annotation or favorite is available by clicking the information button.



The following table describes the icons you might see that describe the conflict resolution.

	This icon indicates a conflict that has a suggested location for the annotation or favorite.
	This icon indicates that the conflict has been resolved by accepting the suggested location or applying a new location for the annotation or favorite.
	This icon indicates that the conflict has been resolved by deleting the annotation or favorite.

Two content panels are used to present information to aide in resolving a migration conflict. Both panels present sections of title content preceding and after the location of the annotation or favorite. This provides the necessary context to make an informed decision when relocating or discarding the annotation or favorite.

The **Previous Version** panel shows the annotation or favorite in its location in the previous version of the title. The **Current Version** panel shows the annotation or favorite in its new location in the current version of the title. This new location will be either the suggested location provided by the App or a new location that you have already applied. If you have chosen to discard the item, the Current Version will not show the item.

The button bar, shown here, is used to apply your resolution choice.



The **Accept** button will mark the annotation or favorite to be saved as shown in the Current Version panel. Note that if you relocated the

annotation or favorite using the **Reapply** button, you must still accept the change by clicking the **Accept** button. Until the migration process is finalized, accepted items can be reset, reapplied, or discarded. Click the **Reset** button to reset to the original conflict resolution suggestion. At the end of the migration process, all **Accepted** items will be saved and can no longer be relocated.

The **Discard** button will mark the annotation or favourite to be deleted. The Current Version panel will not show an annotation or favorite. Until the migration process is finalized, discarded items can be reset, reapplied, or accepted. Click the **Reset** button to reset to the original conflict resolution suggestion. At the end of the migration process, all **Discarded** items will be deleted and cannot be retrieved.

Use the **Reapply** button to relocate an annotation or favorite. Make a text selection in the **Current Version** panel and then click the **Reapply** button. Note that you must still accept the change by clicking the **Accept** button. You can reset the original conflict resolution suggestion by clicking the **Reset** button.

The **Reset** button resets the annotation or favorite to the original conflict resolution suggestion, regardless if it was previously deleted, accepted, or reapplied. The Conflict Information and the **Current Version** will be restored to show the original suggestion.

Use the navigation bar to navigate through your conflicts. The numbers indicate the current conflict, the total number of conflicts, and the number of conflicts for which no choice has been made (Unresolved conflicts).

The arrows allow you to navigate to the next or previous conflict. You can also type in a conflict item number to go directly to that conflict.

Finally, the following buttons allow you to process all remaining unresolved conflicts and to exit the migration process.

- **Accept All Unresolved** will, for those items which the user has not yet made a choice, accept the suggested locations made by the LawReader on ProLibro™ App. You will still be able to review each item by navigating through the conflicts.

- **Discard All Unresolved** will delete all of the annotations and favorites for which the user has not yet made a choice. You will still be able to review each item by navigating through the conflicts. The deletions will not be finalized until you exit the migration process.
- **Exit Migration** finalizes all of the migration choices made during the migration process and then opens the title. Annotations and favorites for which no choice has been can still be reviewed and resolved the next time the migration process is run. You will be prompted to migrate your Annotations and Favorites each time you open the title as long as there are unresolved conflicts.

3 GETTING SUPPORT

3.1 OUP LAWREADER ON PROLIBRO™ APP SUPPORT

3.1.1 Additional Information regarding Blackstone's Criminal Practice

For support with the functionality of the LawReader on ProLibro™ App, please refer to support information found on the Oxford University Press Blackstone's Criminal Practice product page at http://www.oup.com/blackstones/criminal.

3.1.2 E-mail Support

To contact us directly via email, please address your questions to bcpdigital@oup.com.

3.1.3 Telephone Support

To get support over the telephone, please dial +44 1536 452919, 8:30 – 17:00 Monday to Friday.