



THOMSON REUTERS

User Guide

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System requirements

This product is supported on systems with the following minimum requirements:

- Microsoft Windows 2000 or above with the latest service packs. (Note: will not install on 64-bit versions of Windows.)
- Microsoft Office (Excel & Word) 97 or above with the latest service packs.
- The minimum hardware recommended for your versions of MS Windows and Office
- Adobe Acrobat Reader.

Installation

To install the product, place your CD into the appropriate drive.

Windows 2000 and above

From the **Start** menu select **Run** and enter the installation command:

Driveletter:\SETUP

The *Driveletter:* will be your CD drive identification, e.g. D:\SETUP.

This will initiate the InstallShield Wizard, which will prompt you for information about yourself and your computer, and then complete the installation for you.

Installation options

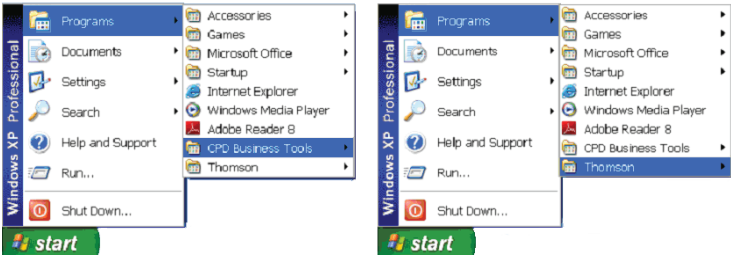
- Typical** The Typical mode **installs the Folio viewer** on your hard disk and configures to access the document files from your CD. This option minimises the disk space required on your hard drive.
- Custom** The Custom mode **fully installs** onto the hard drive of your choice. This option enables you to use the product without running the CD.
- Network** For network installation instructions, please call Thomson Reuters on 1300 304 195.

Getting started

In this section you will learn to open the product and become familiar with its layout. The product is installed in a program group named **CPD Business Tools** or **Thomson**.

Windows 2000 & XP

Click on the **Start** button and select **Programs, CPD Business Tools** (or **Programs, Thomson**) and then the product name.



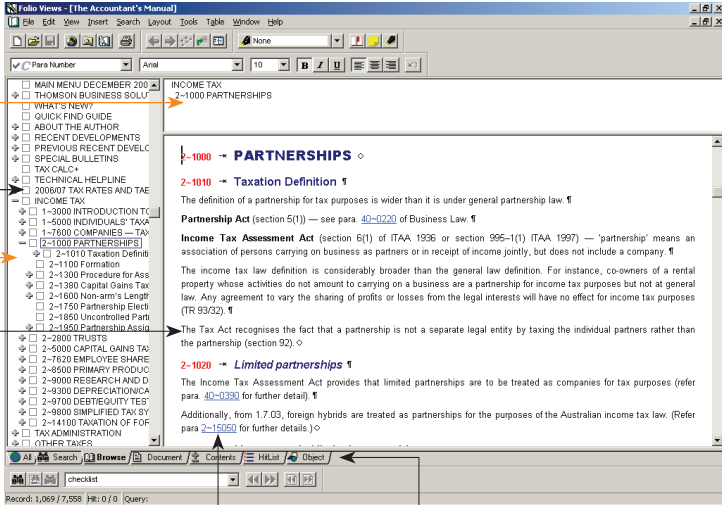
Once you have opened the program, the main menu will be displayed on screen.

Windows Vista

An illustrated version of these instructions is available at:
http://services.thomsonreuters.com.au/downloads/Folio_Views_with_Windows_Vista.pdf

1. In the Windows **Start Menu**, select **Programs**, then **CPD Business Tools** (or **Thomson**) and right-click on the product.
2. Select **Properties**.
3. Select **Show settings for all users**.
4. Tick the box for **Run this program as an administrator** and select **OK**.
5. Windows Vista may ask for permission from an Administrator to carry out this action. Click **Continue** and if required, enter an Administrator username and password.
6. Tick the box for **Run this program as an administrator** and select **OK**.
7. Run the product and check that links to documents (e.g. templates) open those documents successfully.

Finding your way around



Jump links

Blue text indicates a jump link. Click once on the text to follow the link.

Document

Displays text of the product.

Table of contents

Click once on the plus or minus sign next to a heading to expand or collapse contents. Doubleclick on a heading to go to that section.

Check boxes

Check boxes appear next to each heading in the table of contents. Click the check box next to a heading to select that section or document for searching or printing.

Reference window

Shows you where you are in the product. Doubleclick on any heading displayed in the reference window to go to that section.

Views

You can change your view by clicking on one of these tabs:

All

Displays table of contents, and hit list (results of searches).

Search

Displays text and results of searches.

Browse

Displays table of contents and text (this is the default view).

Document

Displays text only.

Contents

Displays table of contents only.

Hit list

Displays results of searches only.

Object

Displays pictures accessed via jump links.



Print

Displays the print dialog box



Go back

Jumps back to your previous location



Go forward

Jumps forward again



Show history

Shows links and searches in your current session



Tag record

Tags a record or hit



Clear All Tags

Clears all tags in infobase



Bookmark

Places a bookmark so you can return to a location (shadow file only)



Advanced query

Allows you to define complex searches



Clear query

Clears the results of your last search



Previous hit

Goes to the previous hit in your search



Next hit

Goes to the next hit in your search



Query tool

Searches for a single word or a phrase (enclose phrase in double quotes)

Searching

Query tool (F3)



For a quick and easy search, type a word (or a phrase in double quotes) into the **Query tool** box on the toolbar and press enter.

Advanced query (F2)



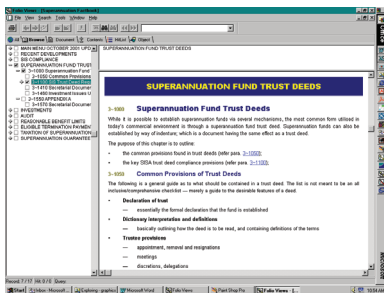
Design your own complex search. Select **Advanced query** from the toolbar. Type in your query and click OK.

If you are searching the whole of the product, make sure you clear all check boxes in the table of contents before beginning your search by selecting **Clear all checks** from the **View** menu. Searches can be cleared when no longer required by selecting **Clear query** from the toolbar.

Searching within a section or document

Before starting, clear all check boxes in the table of contents by selecting **Clear all checks** from the **View** menu.

- 1 Click the check box next to the section(s) or document(s) you want to search in.
- 2 Continue your search using one of the search tools above.

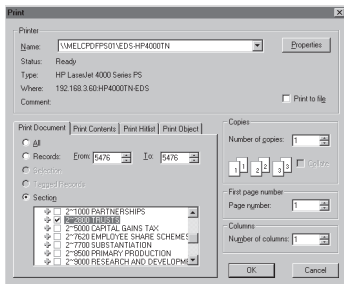


Printing

Single document

Before starting, clear all check boxes in the table of contents by selecting **Clear all checks** from the **View** menu.

- 1 Select your document by clicking the check box next to its title in the table of contents.
- 2 Select **Print** from the toolbar to open the print dialog box.
- 3 Click the "Section" option.
- 4 Make sure the correct document is checked in the list and click OK.



Part of a document

- 1 Highlight text using the mouse or Shift + arrow keys.
- 2 Select **Print** from the toolbar to open the print dialog box.
- 3 Check that "Selection" is highlighted and click OK.

Tagged records

- 1 Use the **Tag** button on the toolbar to tag records or search hits.
- 2 Select **Print** from the toolbar to open the print dialog box.
- 3 Check that "Tagged Records" is high-lighted and click OK.

Tags can be cleared when no longer required by selecting **Clear all tags** from the toolbar.

Tagging

You can select non-sequential paragraphs by tagging them. **Tag Records** marks information for future action, e.g. printing. There is no limit to the number of paragraphs you can tag.

To tag a record

- 1 Place your cursor in the paragraph to be tagged (if you want to tag a heading and a paragraph highlight all information to be tagged).
- 2 Select **Tag Records** from the toolbar (a red line will appear next to the tagged information).

To clear a single tagged record

- 1 Place your cursor in the tagged paragraph (highlight the tagged area if more than one paragraph).
- 2 Select **Tag Records** from the toolbar (the red line will be cleared).

To clear all tagged records

- 1 Select **Clear all tags** from the toolbar.

Shadow files

Shadow files enable the user to add bookmarks, highlighters and notes. **Changes made this way will only be valid for the current release.**

To create a shadow file

- 1 Select **New** from the **File** menu.
- 2 Select **Folio Shadow File** as the file type.
- 3 Enter the name of your shadow file.
- 4 Click **New**.

Changes need to be saved before closing or exiting.

To view your shadow file

- 1 Select **Open** from the **File** menu.
- 2 Select your shadow file.
- 3 Click **Open**.

Bookmarks, highlighters and notes can be added by selecting those options from the **Tools** menu.

Bookmark You can designate locations you may wish to find later.

Highlighter You can highlight points to help you remember the information.

Notes You can annotate a paragraph with your insights and/or clarifications.

Templates

If this product contains templates, they will be formatted to an A4 size in a Microsoft Word format (.doc) ready for use within your organisation. When you open one of these templates in Microsoft Word, they may be changed and reformatted to accommodate the special requirements of your organisation.

How to access these templates

To use any of the templates:

- check the list of templates in the product to identify the name of the file you wish to use; and
- click the title to open the file.

When saving your amended templates, we recommend that you choose the **Save as...** option and save the documents into your own directory structure.

Customer support

Thomson Reuters Helpdesk

Thomson Reuters Customer Service Team will be pleased to assist you with any questions about installing or using this product. Phone **1300 304 195** Monday to Friday between 8.45 am and 5.30 pm Eastern Standard Time.

Frequently asked questions

For Frequently Asked Questions on this product or other Thomson Reuters electronic products, please visit our website at www.thomsonreuters.com.au and select Support/Digital Support, then FAQs.