

Checkpoint Tip

Viewing & Printing/Exporting a Division from a Commentary Product

To find a Commentary:

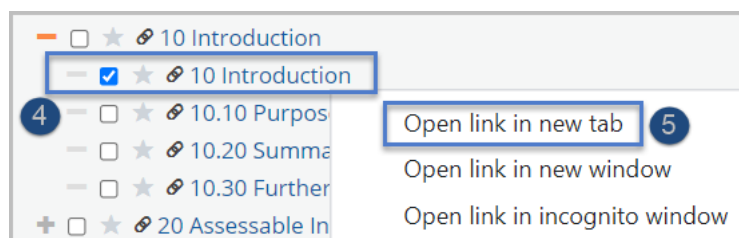
1. Click **Research** in the navigation toolbar
2. From the product library, use the '+' icon to expand the Commentary product group
3. Continue to expand the library until you locate the product Division you require
4. To print/export a Division as a .pdf or Word document, select the division or sections of the division
5. Click the **Print** or **Export** icon from the white toolbar section.
 - a) **Print** – will print the selected division documents
 - b) **Export** – will generate an electronic .pdf or word document as per your selection

Note: there are limits to the number of pages that can be printed/exported at one time

The screenshot displays the Thomson Reuters Research interface. The 'Research' tab is active in the top navigation bar. On the left, a sidebar shows a list of product categories: Basic, Cases, Legislation / Commentary, Journals, News, Government and Regulatory, and Forms and Precedents. The main content area shows a tree view of products. A blue box labeled '1' highlights the 'Search Templates' header. A blue box labeled '2' highlights the 'Commentary' product group, which is expanded to show a list of sub-products. A blue box labeled '3' highlights the 'Staples & Tax Rates Guide' product. A blue box labeled '4' highlights the '10 Introduction' sub-product, which is expanded to show a list of sections: '10 Introduction', '10.10 Purpose', '10.20 Summary of topics covered', and '10.30 Further information'. A blue box labeled '5' highlights the toolbar at the top right, which contains icons for Print, Export, Email, Alert, and RSS. The 'Print' and 'Export' icons are highlighted with a blue box.

To view a Division

1. Click **Research** in the navigation toolbar
2. From the product library, use the '+' icon to expand the Commentary product group
3. Continue to expand the library until you locate the product Division you require
4. Click the title of the Division to view
5. Right-click to **Open link in a new browser tab**



6. Select the **new browser tab** containing the selected Division content
 7. To move to the next section of the document, select the **left** or **right** arrows buttons along the right of the white tool bar
 8. Select the **Document in context** section from the left panel of the screen
- Note:** To select another division section, return to the original browser tab

