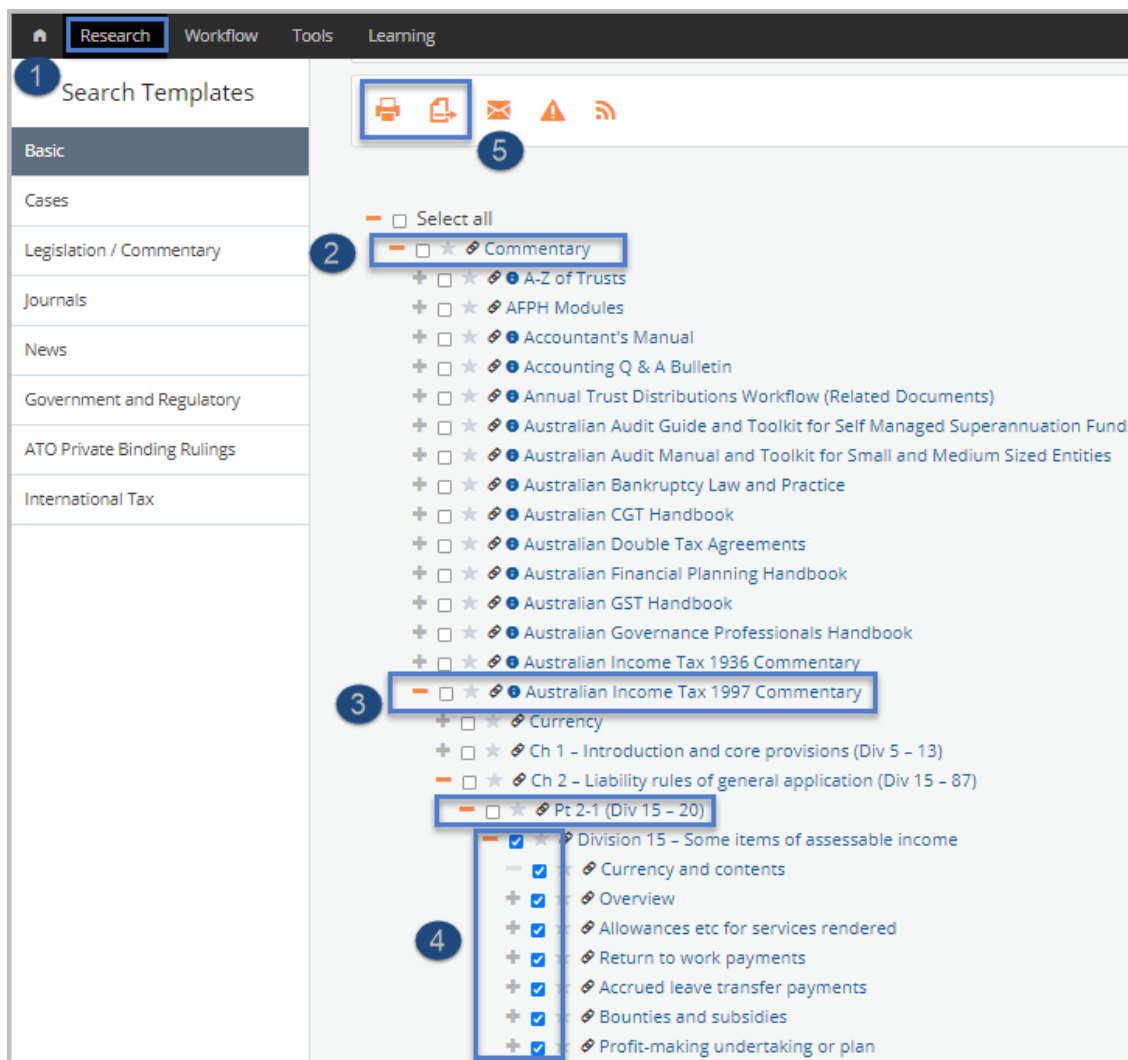# Checkpoint Tip

Viewing & Printing/Exporting a Division from a Commentary Product
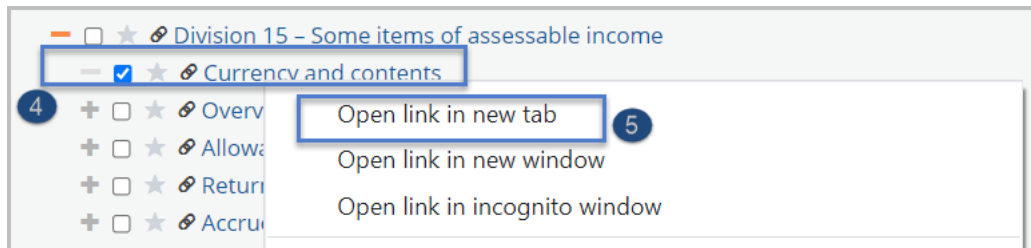
Subtitle example only

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 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

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 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 the 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 or
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

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2
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