

PRACTICAL LAW

A guide to Viewing Documents on Practical Law

This guide provides a useful overview of the various aspects and tools that are displayed when viewing a resource on Practical Law.

The screenshot shows the Practical Law interface for a document titled "Global Supply Chain Compliance: Facilitating Compliance Through Contracting Process and Clauses" by Practical Law Commercial. The interface includes a navigation menu on the left, a main content area, and a right-hand margin with metadata. Numbered callouts 1, 2, and 3 highlight the author information, the Table of Contents, and the maintained status/metadata respectively.

1. Details of the author of the resource – the Practical Law team and/or any external contributors – is provided directly below the title of the document. The first paragraph after the title provides a summary of what the document is about.
2. When available, a **table of contents** is displayed in the left pane. It can be collapsed or expanded using the link at the top, or the +/- sign next to each header. Click on the << sign at the top right of the table of contents to hide it.
3. In the righthand margin, the **maintained status** of the document, the type of resource it is, and the applicable jurisdiction(s) are reflected. When available, a link to view the resource history is provided to view the latest changes to the document. This is also displayed at the bottom of the document.

The screenshot shows the Practical Law interface for the same document, but with the Table of Contents expanded. The "Compliance Clauses: General or Specific" section is selected in the Table of Contents. Numbered callouts 4, 5, 6, and 7 highlight the selected section, the "Explore related content" link, the "Expanded view" button, and the right-hand margin tools respectively.

4. As you scroll through the document, the Table of Contents remains on the left. The header bar under the document's main title adapts to include the title of the section you are viewing.

5. The **Explore related content** button is continuously displayed at the top right as you scroll, making it easier to link to other related content on Practical Law. For example, you could utilise this panel to link from an overview into an in-depth Practice Note, and then into a Checklist, a Standard Document, or the latest Legal Update. This list of related content is also displayed at the bottom of the document.
6. On the righthand side of the document are your document and **delivery options** in icon format.
7. If you are unsure of what an icon does, roll your mouse cursor over the icon and it will display a written description. Here is a list of the document and delivery options:

	Email this document.
	Print this document.
	Download this document.
	Add this document to a folder on the Practical Law platform.
	Add an annotation to this document. See a guide to document annotations HERE .
	Show/Hide document annotations (toggle). It also indicates the number of annotations in that document underneath.
	Open the document in your house style. See a guide to setting up FirmStyle HERE .
	Open a clean copy of the document in Word.
	Show/Hide document drafting notes (toggle).
	Create a link to the document that can be shared with other Practical Law subscribers.
	Expanded view to read the document in full screen.
	Set up a Document Alert to receive an email when this document is updated.