

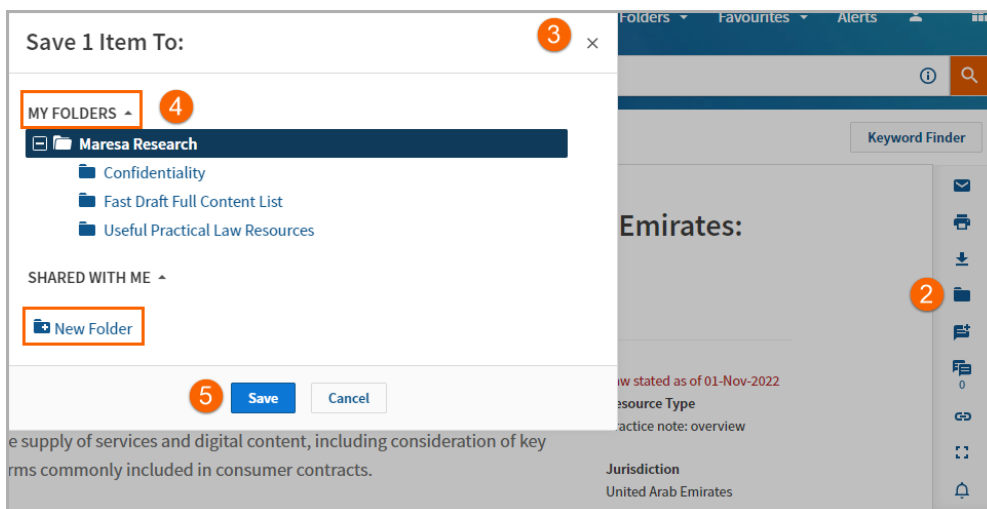
PRACTICAL LAW

How to customise your Practical Law experience

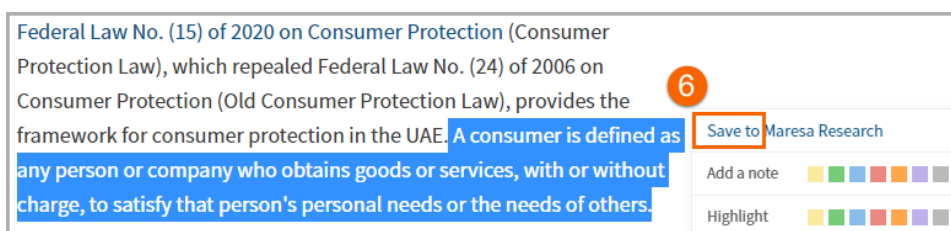
Thomson Reuters Practical Law provides several ways to customise and personalise your experience.

FOLDERS

1. Saving a document to your Folders Centre creates a quick link to that document within the Folder, enabling you to access the latest version of that document from the Folders Centre.
2. The Folder icon on the right-hand side of a document, or at the top of the search results list, enables you to add a document to a Folder.
3. When you select the Folder icon, a pop-up will appear.
4. Select an existing Folder from the list or create a New Folder by clicking on the "New Folder" link at the bottom.
5. Once you have selected or created a Folder, click on "Save". A green confirmation message will appear on the screen indicating that the document is now saved to the Folders Centre.



6. Alternatively, sections of a document can be saved to a Folder by selecting the relevant section of text with your mouse cursor and selecting the "Save to" option from the pop up.

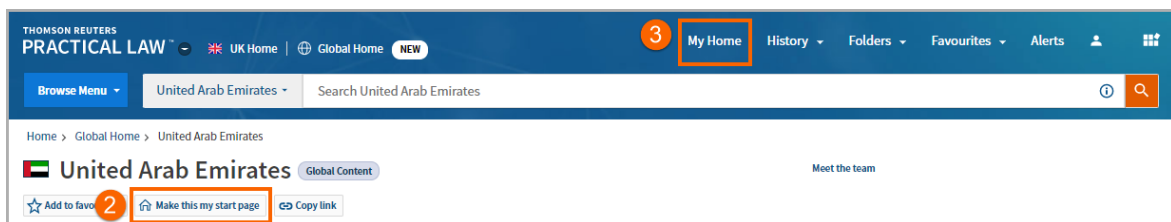


7. Use the drop-down arrow next to the Folders Centre to quickly access content. For a comprehensive guide on accessing, managing and organising the Folders Centre, log into the Practical Law platform and then click [HERE](#).

PERSONALISATION

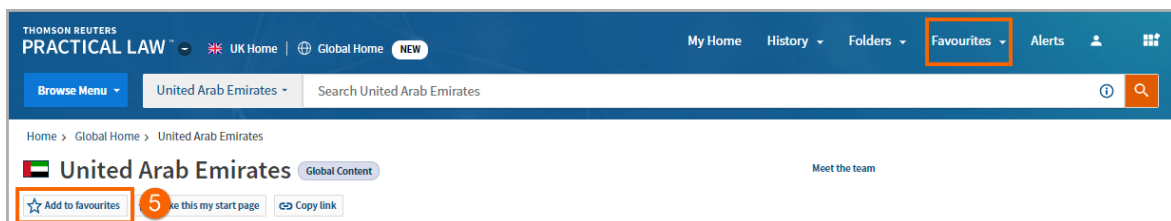
Home Page

1. You can set a specific Jurisdiction, Sector, Practice Area, or Topic as your default Home Page for quick access.
2. Click the *"Make this my start page"* button to set that page as your Home Page. You can only have one Home Page set at any time. Setting a new Home Page will overwrite your previous selection.
3. Once a Home Page has been set, an additional link will appear at the top right of the screen called *"My Home"*. Click on *"My home"* to return to this set page when navigating on the platform.



Favourites

4. You can also save an unlimited number of pages to the Favourites Centre for quick and easy access.
5. To add a page to the Favourites Centre, navigate to that page and click the *"Add to favourites"* button at the top left of the page. The star will then be filled, indicating that the page has been added to the Favourites Centre. To remove a page, click the same button again.



6. Use the drop-down arrow next to the Favourites Centre to quickly access content. For a comprehensive guide on accessing, managing and organising the Home Page or Favourites Centre, log into the Practical Law platform and then click [HERE](#).

HISTORY

1. All your activity on Practical Law is automatically tracked so that you can revisit any aspect of your research or pick up where you left off.
2. Click on the History Centre at the top right of the screen to access a list of all searches run and all documents viewed over the last 12 months.
3. The filter options on the left pane enable you filter by documents viewed and/or searches run, as well as by date.
4. Click on any link in the history list to go back to the document viewed or re-run a search.

The screenshot displays the 'History: Documents' page in the Practical Law interface. The top navigation bar includes 'My History' (2) and 'History' (3). The left sidebar shows 'Documents' (3) and 'Date' filters. The main content area shows a table of history items with columns for Title, Content, Date/Time, and Client ID.

Title	Content	Date/Time	Client ID
Anti-Corruption: Private Acquisitions and Joint Ventures (United Arab Emirates) Law stated as at 01-Aug-2022 - Practice notes	Know-how	22 Nov 2022 08:07	NOCLIENTID
Contracting with Consumers in the United Arab Emirates: Overview Law stated as of 01-Nov-2022 - Practice note: overview	Know-how	22 Nov 2022 08:04	NOCLIENTID
Developing effective in-house legal teams: seven key requirements Maintained - Practice notes	Know-how	22 Nov 2022 08:04	NOCLIENTID
Global Environmental, Social and Governance (ESG) Toolkit Maintained - Toolkit	Know-how	22 Nov 2022 08:04	NOCLIENTID
Homeworking and hybrid working	Know-how	22 Nov 2022	NOCLIENTID

5. Use the drop-down arrow next to the History Centre to quickly access the last 4 documents viewed and the last 5 searches conducted. For a comprehensive guide on the History Centre, log into the Practical Law platform and then click [HERE](#).