

Windows Quick Start Guide Version 5



PRO-WORKSPACE QUICK START GUIDE

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www.pro-workspace.com



THE PRO-WORKSPACE TOOLBAR

The Pro-Workspace toolbar sits across the top of your screen and you can use it to access all of the Pro-Workspace features.





GETTING STARTED WITH A PROJECT

- Once you have downloaded Pro-Workspace locate the Pro-Workspace programme on your computer and open it.
- When you first open Pro-Workspace the main tool bar will dock to the top of your screen
- To make a new project click on *Manage* and select *New Project*.

Pro-Workspace Research Organise plan	V D	Manage Bookmark	Preview Export Colour	Project Legal Case Evidence Organisation •	(7) Background (2) Photo evide (0) History	(2) OCR Paper e (3) Useful file
		New Project				
		Manage Projects				
		Backup				
		Restore				
		Colour Overlay				
		Reference Options				
		Bookmarks	and the second se			
		Registration				
		About	and a statement			
		Sync	10 march 10			
	25	a for	12 Ma			

- Give the project a name and any additional information.
- Then give your first category a name and choose a colour in the drop down menu to represent this category (categories can be added and edited a later stage if required).

New Project		\otimes
Project Name Legal Case Evidence Or	rganisation	
Additional Info Case 103		
Category Name Background		• 🗙 📊
Category Name Photo Evidence		• X
Category Name OCR Papers		- X
Category Name Useful Files		• X +
	ОК	Cancel

- You can choose from a wide selection of colours or even use the colour selector to pick a colour from your screen. Simply select the colour selector and click and drag to pick a colour from you screen.
- Keep repeating by clicking the **Set** button until you have completed all the categories you require for your project and then click <u>OK</u> (you can add more categories later if needed).
 - Please note you may have a maximum of 20 categories per project.
- Now the first project is ready to be used and should look something like the example below.





CAPTURING INFORMATION

- Access the internet using Google Chrome, Edge or Firefox. You can also gather information from Books, Journals, E-Journals, PDFs and Word documents.
- Highlight the specific text on the webpage or document that you would like to keep and select the coloured category tab that you want the text to be stored in.

RESEARCH DECEMBER PLAN	Colour Project Legal Case Evidence Organisation	(7) Background (2) Photo evide (2) 0CR Paper e (3) Useful file	
G Forensic Toxicology - Google Bo: X Anna Sorokin: Fake heiress deta: X +		<u> </u>	
← → C		B 🛠 🕱 🙋 !	
GR Sorabin tricked the New York City's eithe into thinking the wara abilitonale heires. Her lawyer, Mr Spodek, argued in court that Sorokin had tried to "fake it until she could make it".		Tchose to have my leg	Click here
Ultimately, Sorokin was found guilty of eight counts and acquitted of two others. She was sentened to between four and 12 years in prison, but released on parole in February this year. Her story came to international attention in 2018 after a hit New York Maazine feature bur writer Jascica Pressier.		Elsewhere on the BBC	
Since her release from prison, Sorokin has been capitalising on the infamy she gained during her trial. Buoyed by the media interest in her story, she has been giving interviews, exploring business ventures and lining up TV projects.			
Sorokin was paid \$320,000 (230,000) by Nettilis for her life story. Some of those funds were used to pay back banks she defrauded. In an interview with the BBC last month, Sorokin was asked if crime pays. In a was, it did," she replied.		'Everybody's got the potential	
More on this story		to statk: Stacey Dooley meets victims and perpetrators of a crime that devastates lives	
Fake heiress Anna Sorokin released from US prison 12 February 2021			

- In the previous example the user has already made a project to help with a task set on a legal case. In order for them to store a useful piece of text all they need to do is highlight the required text and click the category that this belongs to. In the example above this would be the 'blue category' as this category represents anything related to the 'Background' research.
- Pro-Workspace will then store the selected text into the category to be previewed later, including the title, date and time, referencing information and a link back to the original source.
- If you are unsure of what specific text you want you can click <u>Bookmark</u> to come back to a website or document later.



RESEARCH CAPTURE COUNTER

As you collect each new piece of information the counter on each category will go up indicating that the piece of information has successfully been captured and how many pieces of information there are within each category. This will additionally help to focus on what needs to be researched next.





CAPTURE TEXT FROM A JOURNAL WITH A LINK BACK TO THE ORIGINAL SOURCE

You can select text in a Word document or PDF and capture that piece of information within a category by simply clicking on it. It will also make a link back to the file in the Preview Window just the same as an online source for quick access at a later date.

Pro-Workspace V C Balance (2) Data and (2) Cold Page (2) Cold (2)	
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me Tools sorokin-sotpaff × 🔘 🥼 Si	gn In
	6
ANNA SOROKIN Ind. No. 3129-2017	Q
	B
Defendant.	-
	Po
Detendant is charged with committing or attempting to commit seven crimes	ę.
Extendent is charged with communing of arcinping to communication charged	E)
involving six different victims between November 2016 and August 2017 with a total	. ED
loss of approximately \$275,000 First on November 21, 2016 Defendant sought a	
	4
loan of approximately \$22 million from City National Bank to open a private club.	0
Defendant fraudulently represented berself to be a German beiress with	
Derenant inwedelity represented heisen to be a optimal iteress with	a.
approximately €60 million in assets and claimed that the loan would be fully secured	~
	1->

In the image below you can see the text from the PDF has been categorised and has a link back to the original source in the Preview window. It also includes an icon in the Preview window that represents the file type to help identify the correct piece of information. You can therefore easily capture and organise specific information, with links automatically made, from multiple sources e.g. PDF Articles, Journals, Word documents and Websites.

	\otimes
ct Legal Case Evidence Organisation	✓ Filter Search >>
ckground info (8) Photo evidence (2) OCR Paper evidence (2) Useful files (I) History (0)
nna Sorokin: Fake heiress detained by US immigration authoritie	s - BBC Ne 07/03/2022 10:35:42 [Web Page]
con woman who was jailed for financial crimes while posing as a wealthy New You thorities.	k socialite has been detained by US immigration
nna Sorokin, who created a fake persona as Anna Delvey, was taken into custody	on 25 March.
he 30-year-old is facing deportation to her home country Germany after her relea	se from prison in February.
she was found guilty in April 2020 of stealing from banks and hotels, having scamm	ed more than \$200,000 (£153,580).
ittps://bbc.co.uk/news/world-us-canada-56614021	
SOROKIN VS THE STATE OF NEW YORK.pdf	07/03/2022 12:04:18 [E-Journal]
) Defendant is charged with committing or attempting to commit seven crimes involv August 2017 with a total loss of approximately \$275,000. First, on November 21, 20 million from City National Bank to open a private club. Defendant fraudulently repre	ing six different victims between November 2016 and 16, Defendant sought a loan of approximately \$22 esented herself to be a German heiress with d by a letter of credit from UBS is Switzerland. In
approximately €60 million in assets and claimed that the loan would be fully secure support of this claim, Defendant presented City National Bank with forged bank sta sventually, City National Bank turned Defendant down because Defendant did not h	iements purporting to substantiate these assets. iave sufficient cash flow to make loan payments.



BOOKMARK

You can save whole webpages and computer files to review later. To do this click on the open webpage or file and then click the Bookmark tool on the main toolbar.

You can view your collected bookmarks by clicking on *Manage* and then *Bookmarks*.

Bookmarks	\times
Project	
Legal Case Evidence Organisation	•
Peak mark Name	
Appa Soroking Eaks beirges detained by US immigration authorities. PBC News	
sorokin-sof.pdf	
Anna Delvey2.0 (@theannadelvey) • Instagram photos and videos	
Home - BBC News	
sorokin-sof.pdf	
Anna Sorokin: The trial of New York's fake heiress - BBC News	

To open bookmarks choose the correct project name in the drop-down box and then click on the required bookmark.



DRAG AND DROP WHOLE FILES ONTO CATEGORIES

You can also drag and drop whole files onto any category within a project. This is particularly useful if you want to go through a Journal at a later date to further analyse and categorise.



This can be any file type e.g. PDFs, Word documents, Images etc. This will again include file icons representing each file type capture in the Preview window.

Yet, ultimately, her time at the top was short-lived. And it unravelled spectacular	y.
heating-and-cooling business.	viagazine, ner lauter is a tormer didexer, wito funs a
https://bbc.co.uk/news/world-us-canada-47741923	•
sorokin-sof.pdf	10/03/2022 16:10:23 [E-Journal]
Defendant is charged with committing or attempting to commit seven crimes inv August 2017 with a total loss of approximately \$275,000. First, on November 21, million from City National Bank to open a private club.	olving six different victims between November 2016 and 2016, Defendant sought a loan of approximately \$22
C:\Users\jiweb\Documents\Pro-AT Group\Products\Pro-Workspace\sorokin-sof.p	df Dialactic Contraction of the second secon
sorokin-sof.pdf	10/03/2022 16:25:01 [E-Journal]
sorokin-sof.pdf	
<u>C:\Users\jiweb\Desktop\sorokin-sof.pdf</u>	2

You can also add whole folders and shortcut links for websites to any category.



IMAGE CAPTURE

Pro-Workspace comes with an image capture feature (Snapshot).



To use this feature simply select the Snapshot tool on the main tool bar and then choose the image snip feature.



Draw a box around the desired image. You can also drag an image such as a jpeg straight onto the camera feature. The image capture window will then load and you can select the project and category to save the image. Everything else is captured automatically e.g. the URL and Title however you can edit these if required.



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WEBCAM AND BARCODE READER (ALSO AVAILABLE THROUGH OUR COMPANION APP – PROJECT ASSIST)

Pro-Workspace also allows you to access your webcam to take snapshots of text and images from books. You can then add the barcode from the book and it will automatically capture all the reference information.



To use this feature simply select the Snapshot tool on the main tool bar and then choose the Webcam Capture feature.



We recommend using the countdown dropdown box to give you enough time to position the page from the book in front of the camera. Click 'Take Snap Shot' and the countdown will begin. It doesn't need to be perfect as you can delete any unwanted text at the next stage. If you are happy with the image click 'Use Image'





If it is an image such as a graph you can just leave the image as it is however if you want to edit some text you can click OCR so it becomes accessible text.

Pro-Workspace RESEARCH ORGANISE PLAN

Once the text is accessible you can edit it as required in the Text Preview Window. This will allow you to delete any unwanted text, edit any of the information or add notes.



If you want to reference the book and cite the information you can simply click the Barcode reader feature and the Webcam will look for the barcode. The Webcam just needs to see a barcode (you don't need to click anything).



Once the Webcam has seen a barcode it will display an image of the front cover of the book with all reference information automatically displayed in the Book Controls.

If you don't have a webcam you can use the 'Manual ISBN lookup' (ISBN usually found above the barcode or inside the book). Enter the ISBN number and click Search.

The Information in the Book Controls can be edited as required.

10 | Page

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Once you have finished adding the book click 'Use Book' and this will take you back to the Snapshot Window where you can save all the information to a category.



OCR FEATURE

Pro-Workspace also includes an OCR tool for converting inaccessible text into accessible text. This is often an issue when using online books (E-books), Google Scholar (E-journals) etc whilst researching. The example below can be found by following this link.

You use the Snapshot tool to capture the text as an image and then click the OCR tool button and it will automatically convert it for you. You then select the project and category as normal to save it.

Snapshot	
Title	Barcode Text Preview
Forensic Toxicology - Google Books	The legal profession should know that the operations of a toxicology
URL	laboratory are very well organized so that an analysis done at two different laboratories with identical methods gives identical results. Congress enacted
https://google.co.uk/books/edition/Forensic_Toxicology/7rcWWLDarTUC?hl=en	&gbpv=1&dq=legal+case&prin (GLIA), which established rules on laboratory operations.
Project	The book is organized in such a way that medical and legal professions can understand the operations of hospital laboratories and the operations of
Legal Case Evidence Organisation	the U.S. legal system.
Category	
History	
The legal profession should know that the operation laboratory are very well organized so that an analysis de laboratories with identical methods gives identical result a law in 1988 called the Clinical Laboratory Improve (CLIA), which established rules on laboratory operations The book is organized in such a way that medical a can understand the operations of hospital laboratories are the U.S. legal system.	ons of a toxicology one at two different is. Congress enacted ement Amendment s. nd legal professions nd the operations of
<u></u>	
OCR	Save Cancel



PREVIEW DATA

Preview your collected information in the preview window, <u>Preview</u> can be found on the main toolbar. This will allow you to access the information you have collected. This will also automatically inform you of how many pieces of information you have collected so far, titles of articles, content type, the date and time you collected them and links back to the original source.

Preview Data						
Project Legal Case Evi	dence Organisation		Text Size Small	- Filter	<u>.</u>	Search >>
Background info (10)	Photo evidence (2)	OCR Paper eviden	ce (2) Useful files (5)	History (1)		
Anna Sorokin: Fa	ike heiress detaine	ed by US immig	ration authorities -	BBC Ne	07/03/2022 10:35:42	[Web Page]
A con woman who wa authorities. Anna Sorokin, who cr The 30-year-old is fac	eated a fake persona i cing deportation to her	rimes while posing a as Anna Delvey, wa home country Gerr	as a wealthy New York s s taken into custody on many after her release	ocialite has been 25 March. from prison in F	en detained by US immigration February.	
She was found guilty	in April 2020 of stealin	g from banks and h	otels, having scammed	more than \$20	0,000 (£153,580).	Ð
https://bbc.co.uk/new	/s/world-us-canada-56	614021				G
SOROKIN VS THE	STATE OF NEW YO	ORK.pdf			07/03/2022 12:04:18	[E-Journal]
Defendant is charged August 2017 with a to million from City Nati approximately €60 m support of this claim, Eventually, City Natio	I with committing or at stal loss of approximat onal Bank to open a pr sillion in assets and clai Defendant presented anal Bank turned Defer	tempting to commit ely \$275,000. First, ivate club. Defenda imed that the loan v City National Bank v idant down because	t seven crimes involving on November 21, 2016, Int fraudulently represe vould be fully secured b with forged bank staten e Defendant did not hav	six different vi Defendant sou nted herself to y a letter of cre nents purportin e sufficient casi	ctims between November 2016 ight a loan of approximately \$22 be a German heiress with dit from UBS in Switzerland. In g to substantiate these assets. h flow to make loan payments.	and 2
C:\Users\samco\One	Drive\Desktop\Aventid	lo\Pro-Workspace\L	egal project\SOROKIN \	S THE STATE C	DF NEW YORK.pdf	6
						_

- You can change between Projects in the drop-down box at the top of the Preview Window.
- You can change Text Size in the drop-down box at the top of the Preview Window.
- You can click on different coloured tabs to change between categories.
- The background colour will indicate which category you are currently viewing.
- You can click the hyperlink which will take you back to the original source.
- You can copy a reference.
- You can View and edit any of the information you have captured.
- You can delete any information you may no longer require by right clicking on the capture and clicking delete.



EDITING CAPTURED INFORMATION

eview Data		
ect Legal Case Evidence Organisation	ter	Search >>
ckground info (10) Photo evidence (2) OCR Paper evidence (2) Useful files (5) History	(1)	
Anna Sorokin: Fake heiress detained by US immigration authorities - BBC Ne.	07/03/2022 10:35:42	[Web Page]
A con woman who was jailed for financial crimes while posing as a wealthy New York socialite ha authorities. Anna Sorokin, who created a fake persona as Anna Delvey, was taken into custody on 25 March. The 30-year-old is facing deportation to her home country Germany after her release from prisor She was found guilty in April 2020 of stealing from banks and hotels, having scammed more than https://bbc.co.uk/news/world-us-canada-56614021	Edit Delete Move To Content Type Comments Copy Reference	5
SOROKIN VS THE STATE OF NEW YORK.pdf	07/03/2022 12:04:18	[E-Journal]
Defendant is charged with committing or attempting to commit seven crimes involving six differe ugust 2017 with a total loss of approximately \$275,000. First, on November 21, 2016, Defendant million from City National Bank to open a private club. Defendant fraudulendly represented herse approximately €60 million in assets and claimed that the loan would be fully secured by a letter o upport of this claim, Defendant presented City National Bank with forged bank statements purps ventually, City National Bank turned Defendant down because Defendant did not have sufficient	nt victims between November 2016. sought a loan of approximately \$22 If to be a German heiress with f credit from UBS in Switzerland. In orting to substantiate these assets. cash flow to make loan payments.	and
:\Users\samco\OneDrive\Desktop\Aventido\Pro-Workspace\Legal project\SOROKIN VS THE STA	TE OF NEW YORK.pdf	POR

Right click on the captured content and choose 'Edit'

From within the Edit Content Window, you can view all the information that has been captured and edit as required.

Edit Content R	teference
_Γ Content Re	eference Data ——————————————————————————————————
Title	Conformity in the Asch Experiment
line.	
Data:	Asch's studyi is recognized as a classic experiment in social psychology, demonstrating the tendency of subjects to conform when exposed to the social pressure of a unanimous majority. Asch carried out his study during the fifties, when McCarthyism was active and alive, a period known for its unobtrusive students. Could the general social pressures generated toward conformity at that time have also affected this simple perceptual task? If so, we should expect less conformity after this last decade of student activism. The purpose of this study was to attempt to replicate the Asch experiment. In addition we included self-esteem as a predictor of confor- mity, since other investigators2 have shown that self-esteem under certain conditions is related to persuasion.
Link:	https://www.researchgate.net/publication/254349046 Conformity in the Asch Experiment
Author:	Knud S Larsen
Publisher:	
Publish Date:	
Place of Pub:	
Edition:	
Reference Previo	ew
Knud S Larsen (< <u>https://www.r</u> October 2020].	[n.d.) Conformity in the Asch Experiment [Online]. Available from: esearchgate.net/publication/254349046 Conformity in the Asch Experiment> [Accessed 22
	Save Cancel



COPYING A SINGLE REFERENCE

Right click on the captured content in Preview and click 'Copy Reference'. This will copy the reference (in the style you have chosen in the reference options) and allow you to paste it straight to another document.

Preview Data	
Project Legal Case Evidence Organisation • Text Size Small • F	ilter Search >>
Background info (10) Photo evidence (2) OCR Paper evidence (2) Useful files (5) History	y (1)
Anna Sorokin: Fake heiress detained by US immigration authorities - BBC Ne	07/03/2022 10:35:42 [Web Page]
A con woman who was jailed for financial crimes while posing as a wealthy New York socialite h authorities. Anna Sorokin, who created a fake persona as Anna Delvey, was taken into custody on 25 March The 30-year-old is facing deportation to her home country Germany after her release from priss She was found guilty in April 2020 of stealing from banks and hotels, having scammed more tha https://bbc.co.uk/news/world-us-canada-56614021	E brend developed by LISJimmigration Edit Delete Move To Coopy To Content Type Comments Coopy Reference
SOROKIN VS THE STATE OF NEW YORK.pdf	07/03/2022 12:04:18 [E-Journal]
Defendant is charged with committing or attempting to commit seven crimes involving six differ August 2017 with a total loss of approximately \$275,000. First, on November 21, 2016, Defenda million from City National Bank to open a private club. Defendant fraudulently represented hers approximately 660 million in assets and claimed that the loan would be fully secured by a letter support of this claim, Defendant presented City National Bank with forged bank statements pur Eventually, City National Bank turned Defendant down because Defendant did not have sufficient	ent victims between November 2016 and it sought a loan of approximately \$22 eff to be a German heiress with of credit form UBS in Switzerland. In sorting to substantiate these assets. It cash flow to make loan payments.

MOVING AND COPYING CAPTURED INFORMATION

You can also move or copy previously captured information between projects and categories. A very useful tool as research projects grow or you need the same research for new tasks and projects.

To do this right click on the desired piece of information in the Preview Window and choose if you wish to copy or move it, then you choose the project and category and Pro-Workspace will perform the task.

Preview Data						×
Project Legal Case Evi	dence Organisation	▼ Text	Size Small	▼ Filter		Search >>
Background info (10)	Photo evidence (2)	OCR Paper evidence (2)	Useful files (5)	History (1)		
Anna Sorokin: Fa	ike heiress detain	ed by US immigration	authorities - E	BC Ne	07/03/2022 10:35:42	[Web Page]
A con woman who E authorities. [Edit cr	imes while posing as a we	althy New York so	cialite has been	n detained by US immigration	
Anna Sorokin, who	Nove To 🔹 🕨	Outdoor Music Event Legal Case Evidence Organii	ation Back	March.	-	
The 30-year-old is	Content Type	Business travel plans	Pho	to evidence		
She was found gui	Comments	g from banks and hotels, h	oCR Usef	Paper evidence ul files	153,580).	
https://bbc.co.uk/new	/s/world-us-canada-56	614021	Histo	ny		•
SOROKIN VS THE	STATE OF NEW Y	DRK.pdf			07/03/2022 12:04:18	[E-Journal]
Defendant is charged August 2017 with a to million from City Nati approximately €60 m support of this claim, Eventually, City Natio	d with committing or at otal loss of approximat ional Bank to open a pr iillion in assets and cla Defendant presented anal Bank turned Defen	tempting to commit seven ely \$275,000. First, on Nov ivate club. Defendant frau imed that the Ioan would b City National Bank with for idant down because Defen	crimes involving s ember 21, 2016, D dulently represent e fully secured by ged bank stateme dant did not have	ix different vict defendant soug ted herself to be a letter of credi ents purporting sufficient cash	ims between November 2016 ht a loan of approximately \$2: e a German heiress with it from UBS in Switzerland. In to substantiate these assets. flow to make loan payments.	i and 2
<u>C:\Users\samco\One</u>	Drive\Desktop\Aventic	lo\Pro-Workspace\Legal pr	oject\SOROKIN VS	THE STATE OF	NEW YORK.pdf	1



CONTENT TYPE

Pro-Workspace will automatically detect the content type of a piece of information e.g. E-journal to help identify the original source and aid with the referencing style.

If the content type automatically detected needs changing right click on the information within the Preview Window and choose a different type.

Preview Data						×
Project Legal Case Evi	dence Organisation	▼ Te	xt Size Small	• Filter		Search >>
Background info (10)	Photo evidence (2)	OCR Paper evidence (2)	Useful files (5)	History (1)		
SOROKIN VS THE	STATE OF NEW Y	ORK.pdf			07/03/2022 12:04:18	[E-Journal]
Defendant is charged August 2017 with a to million from City Nati approximately €60 m support of this claim, Eventually, City Natio <u>C:\Users\samco\One</u>	Edit Delete Move To Copy To Content Type Comments	empting to commit seve y \$275,000. First, on No ate club. Defendant fra ned that the loan would ity National Bank with f ant down because Defe Web Page Web Page Web Page (No Author)	en crimes involving s ovember 21, 2016, E audulently represent be fully secured by forged bank stateme endant did not have ASOROKIN VS	ix different vice efendant soug ted herself to b a letter of cred ents purporting sufficient cash THE STATE OF	tims between November 2016 a ght a loan of approximately \$22 e a German heiress with lit from UBS in Switzerland. In to substantiate these assets. flow to make loan payments.	nd
Anna Sorokin: Fa	Copy Reference Re neiress decaine	Journal Et	thorities - E	BC Ne	10/03/2022 15:05:55 [Web Page]
She was found guilty https://bbc.co.uk/new	in April 2020 of stealin /s/world-us-canada-56	Book E-Book 614021	g scammed n	nore than \$200),000 (£153,580).	()
Anna Sorokin: Fa	ke heiress detain	ed by US immigratio	on authorities - E	BC Ne	10/03/2022 15:06:02 [Web Page]
In February one of he https://bbc.co.uk/new	r lawyers, Todd Spode /s/world-us-canada-56	tk, told the BBC he expec	ted Sorokin to be de	ported to Gern	nany in due course.	٩

If a webpage has no author the reference style will automatically change to the Web Page (No Author) style on Export.



COMMENTS

You can add comments to your individual pieces of captured information within the Preview Window.

To access the comments, go to a piece of information captured within the Preview Window and right click on it, this will open a menu in which you can click 'Comments'. Click 'Edit', add your note and then click 'Save', you will see the piece of information now has a comment ^{loc} icon in the Preview Window which can be selected to view and edit the comment.

Comments		\otimes
Anna Sorokin: Fake heiress detained by US immigration authorities - BBC New	s	
https://bbc.co.uk/news/world-us-canada-56614021		
Cross reference dates with first case		
	Cancel	Save

You will have the option to include the comments in your report when Exporting.



KEYWORD SEARCH

The Pro-Workspace search feature allows you to quickly search through all of your projects using keywords. Pro-Workspace will then show easy to follow results from all of your previous projects within the database.

If Pro-Workspace has been used for multiple projects, then the list should be quite extensive with results from Books, Journals, Websites, Articles etc. Results can also be used again by adding them into a category within a new Pro-Workspace project using the 'copy' feature.



To use the Search feature, go to the Preview Window and click 'Search' to open the search side panel. Enter the word you are looking for and click the magnifying glass or press enter.

The results will be displayed below with the title of the project, the colour of the category, category title and a snippet of the text from the result. Select the result you want to open and Pro-Workspace will take you to the project and category and highlight it for you.

The results panel will stay open until you close it, allowing you to work your way through all the results.



KEYWORD FILTER

You can filter the category you are working on with specific keywords to help locate sources of information quickly.



In this example 10 captures have filtered down to just 1.

Preview Data				\times
Project Legal Case Evidence Organisa	tion • Tex	tt Size Small 🔹	Filter march	Search >>
Background info (10) Photo evider	OCR Paper evidence (2)	Useful files (5) Hi	istory (1)	
Anna Sorokin: Fake heiress o	detained by US immigratio	n authorities - BBC	News 07/03/2022 10:35:42	[Web Page]
A con woman who was jailed for fina authorities. Anna Sorokin, who created a fake p The 30-year-old is facing deportatio She was found guilty in April 2020 o	ancial crimes while posing as a w ersona as Anna Delvey, was take in to her home country Germany f stealing from banks and hotels,	ealthy New York socialit n into custody on 25 Ma after her release from p having scammed more	te has been detained by US immigration arch. prison in February. : than \$200,000 (£153,580).	r
https://bbc.co.uk/news/world-us-car	1ada-56614021			🗾 🔁



EXPORTING TO MICROSOFT WORD AND THE CLOUD

- Exporting your projects will generate a useful document that will contain all of your captured information from your selected categories.
- It will also include a navigation pane, contents page and a Bibliography.
- Use the *Export* tool on the main toolbar to access the Export window.
- You can export whole projects or individual categories into Microsoft Word or the Cloud. Cloud platforms include Pro-Workspace Cloud, Google drive, Dropbox and OneDrive.
- Exporting your projects to the Cloud will allow you to download and view your research from any device that has Microsoft Word installed.

EXPORT TO WORD

- To do this tick the boxes of the individual categories or whole projects.
- Choose your Reference Style.
- Choose if you want comments exported.
- Then click Export to Word to export your chosen projects straight into MS Word

Export	\otimes
Select Projects and Categories	
Select Ali	
 Outdoor Music Event Legal Case Evidence Organisation Background info Photo evidence OCR Paper evidence Useful files History Business travel plans 	
Export References	🛃 Export Comments
Harvard Reference Style	
Export to Cloud Providers	Export to Word

- It will ask you where to save the Word document.
- Once you click save it will save the Microsoft Word document and then open it automatically. The Word document will be a full report containing all of your research.



CLOUD PLATFORMS – EXPORTING AND DOWNLOADING

- Choose your Projects and categories and click 'Export to Cloud'.
- Then choose one of the following Cloud platforms you will need to enter your username and password the first time you do this.
- Login to your cloud platform on any device and you will be able to see your project.



PRO-WORKSPACE DASHBOARD

- Pro-Workspace Dashboard visit the Pro-Workspace website, navigate to the portal and login to the dashboard area using the same username and password you used when registering.
- In the dashboard area you will be able to download any of the research you have previously exported to the Pro-Workspace Dashboard into Microsoft Word.
- Once logged in scroll down and you will be able to see your projects.
- Once you have located the required project click download and this will download the file.
- In the Dashboard you can also view your account details.

Name	John Smith			0	Edit Profile			
Username	proadmin			-				
Email Address	demo@pro.c	co.uk			Change Passwor	d		
Telephone Number	0123456789				Logout			
Date Joined	15/12/2015 8	3:56pm		C	Logout			
Licence Key 1JV0Q8LAEMQ4		Expires 31/12/2030						
My Project Files								
Project		Filename				Uploaded	Download	Delete
Legal Case Evidence Organis	sation	legal-case-evidence-	organisation-1103	2022-163	35.doc	11/03/2022	Download	Delet



REFERENCE OPTIONS

Click 'Manage' and the 'Reference Options' option to access the Reference Options window.

In this window you can view and edit referencing styles, these include Web Pages, E-Journals, Journals, E-Books and Books. Pro-Workspace comes with Harvard and APA as default. You can add more styles from a built-in list of over 9500 different pre-set styles and you can customise your own styles as well.

Reference Options				×
✓ Add reference details on export	Reference Style	Harvard	×	
				^
Web Page				
Keywords				
🗹 Author 🗹 Year 🗹 Title 🗹 AccessMode 🗹 DateAccessed	VRL Publisher	PlaceOfPublicat	ion Edition	L
[Author]([Year])[Title][[AccessMode]]. Available from:<[URL]> [Accessed [Date	eAccessed]].			
Keywords				
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Author 🗹 Year 🗹 Title 🗹 AccessMode 🗹 DateAccessed	URL Publisher	PlaceOfPublicat	ion Edition	
Title1 (IYear)) [[AccessMode1], Available from:<[URL)> [Accessed [DateAccest]	ssed]].			~
		ОК	Cancel	

- You will be able to choose what you need to be included in the referencing style e.g. Author, Year, Title etc and also change the order this information is to be exported into Microsoft Word.
- You can also change which bits of information need to be in Bold, Italics and Underlined.
- As well as the option to add any of your own information (anything in Red Pro-Workspace will attempt to automatically find and include in the bibliography).



PRE-SET REFERENCE STYLES (CSL)

To add more pre-set styles in the reference options, click the three dots in the top right-hand corner next to the Reference Style in Reference Options.

		\frown
Reference Style	Harvard	~)

This will open the 'Reference Styles Editor' Window.

Reference Styles Edit	\times
Harvard	Defeuilt
APA	Detault
American Psychological Association 7th edition	
York St John University - Harvard	
Leeds Beckett University - Harvard	
American Psychological Association 6th edition	
	Delete
Naw Style Name	
	Artist
	Add
	Add CSL
	Close

Then click 'Add CSL' (Citation Style Language). This will open a list of pre-set styles for you to choose from. You can search in the top search field to access more styles.

Please note - you will need to select the new style and click 'Default' to default this reference style.





CUSTOMISE REFERENCE STYLES

To completely set-up your own reference styles in the reference options, click the three dots in the top righthand corner next to the Reference Style in Reference Options.



This will open the 'Reference Styles Editor' Window.

Reference Styles Edit	\times
Harvard APA American Psychological Association 7th edition York St John University - Harvard Leeds Beckett University - Harvard American Psychological Association 6th edition	Default
	Delete
New Style Name	
	Add
	Add CSL
	Close

- Give the new style a name and click Add.
- Close the Reference Styles Editor.
- You can select or un-select what bits of information you want in the referencing for each source e.g. you could un-select the 'Author' in Web Page.
- To change the order of the referencing click where you want the information to be and then select the box of what you want e.g. Un-select the 'Year', click in the middle of the sentence e.g. after 'Date Accessed' and re-select 'Year', this will then put the 'Year' in the middle of your referencing line.

Keywords							
🗹 Author	🗹 Year 🗹 Title	✓ AccessMode	✓ DateAccessed	VRL	Publisher	PlaceOfPublication	Edition
[Author]([Year]) [Title] [[AccessMod	e]]. Available from:<[URL]> [Accessed [Da	teAccessed]].			
Keywords							
Bold	Underline	Italic					

- If you need part of the information to be in e.g. Bold, highlight the required part and select the 'Bold' option.
- If you need to add your own information simply click in the referencing line where you would like this to appear and type it in.



MANAGE PROJECTS

In the manage window you will be able to manage your projects, add new projects, change the names of categories, add new categories, delete categories, re-order categories, backup your projects, restore your projects, view your bookmarks, change the colour on the colour overlay and change your reference options.



- To manage a project, click on *Manage* and then click on *Manage Projects* on the main toolbar.
- You can change the name of the Project, the additional information and the name of the categories.
- You can use the 3 dots on the side of the category to move the categories and re-order them.
- You are able to delete a whole project or individual categories, click on the 🌌 to do this.
- You can also increase the number of categories you have by clicking the 🖶 button.

Manage Projects			×
Project			
Legal Case Evidence Organisation		• X	
Additional Info			
Case 234- Jon Do			
Category Name			
Background info		· 🗙 :	
Photo evidence		• 🗙 :	
OCR Paper evidence		• 🗙 :	
Useful files		• 🗙 :	
History		• × : +	
	ОК	Cancel	



BACKUP AND SHARING PROJECTS

- It is important to backup your projects in-case your computer fails and loses it memory.
- You can also use this tool to share your projects with other Pro-Workspace users.
- To do this simply click on <u>Manage</u> and then click on <u>Backup</u> and choose a place to save your projects. We recommend saving the Backup file on an external source or online cloud e.g. an USB memory stick or Google Drive.

RESTORE

- You can restore backed up projects using the restore tool.
- To do this click on *Manage* and then click on *Restore*, it will then ask you "Do you want an automatic backup on restoring the database". You can then find and select the backup file and the projects will be restored *please note this can take a while depending on how much information needs to be restored*.

COLOUR OVERLAY

- If you click on the <u>Colour Overlay</u> tool on the main tool bar a colour overlay will be placed over the screen.
- You can choose what colour this overlay is by clicking on <u>Manage</u> and then clicking <u>Colour</u> <u>Overlay</u>. In this window you will have the option to change the colour of the overlay.





SYNCING

Pro-Workspace can sync with Project Assist by uploading all your projects to the Cloud.

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REGISTRATION – MAKING A PRO-WORKSPACE ACCOUNT
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If you haven't already done so you will need to make a Pro-Workspace account to allow Pro-Workspace on the computer to sync all your projects with the Project Assist App.

• Please go to the 'Portal' section of the Pro-Workspace website and fill out the form. You will need your licence key for this.

AUTOMATIC SYNCING

Pro-Workspace will automatically sync every minute when it detects a change has been made. Please note you must be signed in.

MANUAL SYNCING

Go to the 'Manage' on the main toolbar and click on 'Sync'



Once you are in the Sync window click on the 'Perform Sync' button and Pro-Workspace will sync all your projects with Project Assist and store them securely on the Cloud.

