WEIGHT LESS

Heavy on content Light on space

Learning how to use Lexis Red™

FOR MAC COMPUTERS & LAPTOPS

LexisNexis

Learning how to use Lexis Red™

This guide takes you through how to use Lexis Red, the innovative new way of accessing legal content from LexisNexis. For training and support, please contact our dedicated Customer Support specialists on 1800 772 772 or customersupport@lexisnexis.com.au
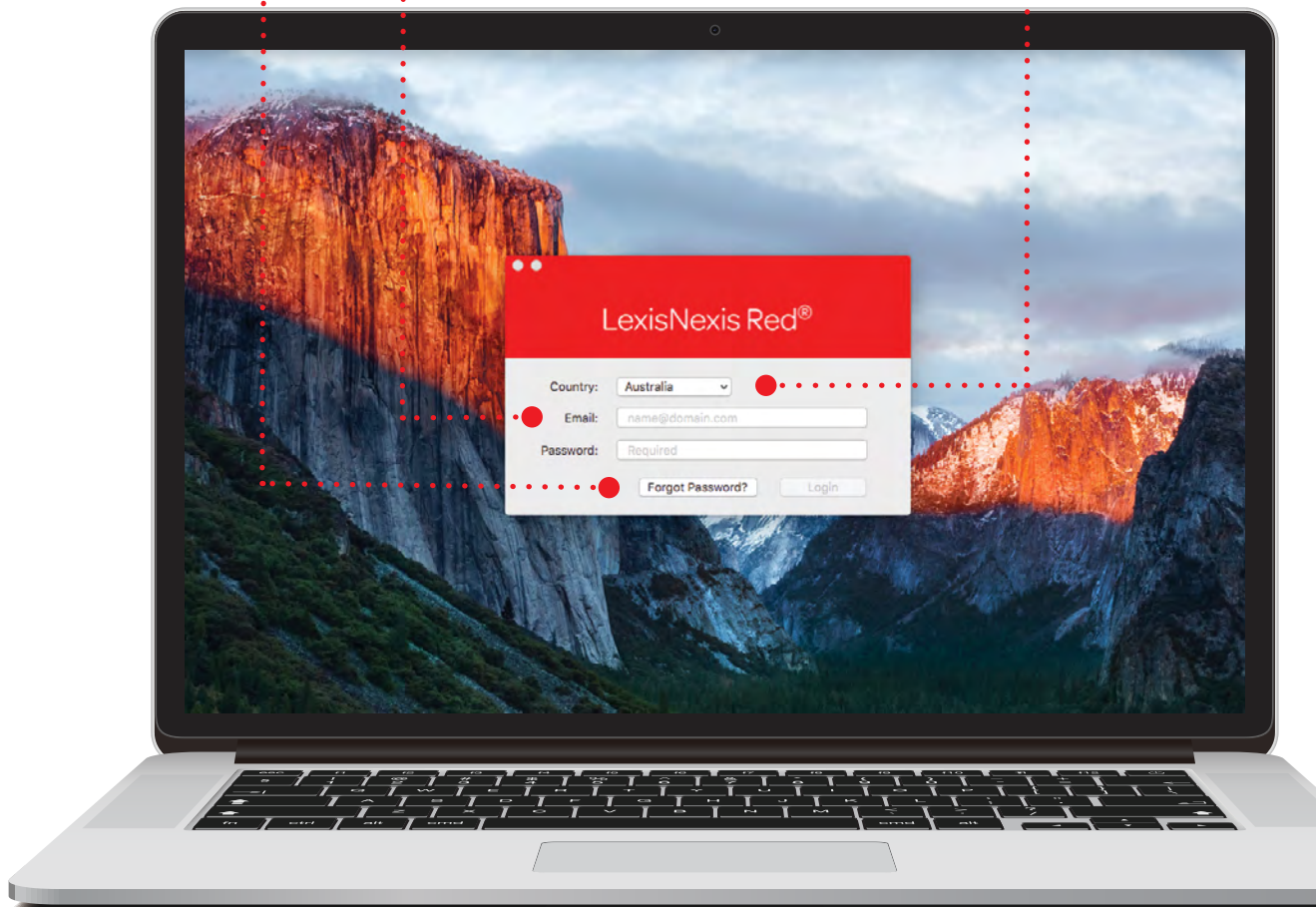
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Logging in to Lexis Red™

Click on the Lexis Red icon app from your Mac.

Select 'Australia' from the "Country" drop-down menu.

Enter your login email and password. If this is the first time you are trying to log in, please refer to your welcome email for login details. You will then be prompted to change your password.

If you have forgotten your password, please click here to reset. You will receive an email with a new password.

LexisNexis Red®

Country: Australia

Email: name@domain.com

Password: Required

Forgot Password? | Login

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Your publication homescreen

Once you have logged in, you will see your home screen. This is where you can view all subscribed publications, and download updates for each of them.

Editing the order of your publications
From the top menu bar select view --> organise publications.
You can then drag the publications to change their order.
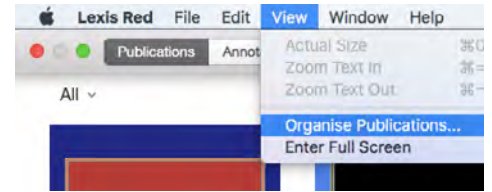
Toggle between the publication and annotations screens.

Downloading updates
Whenever you are connected to the Internet, you will be notified of updates to your publications by the update button. To download an update, click this update button.
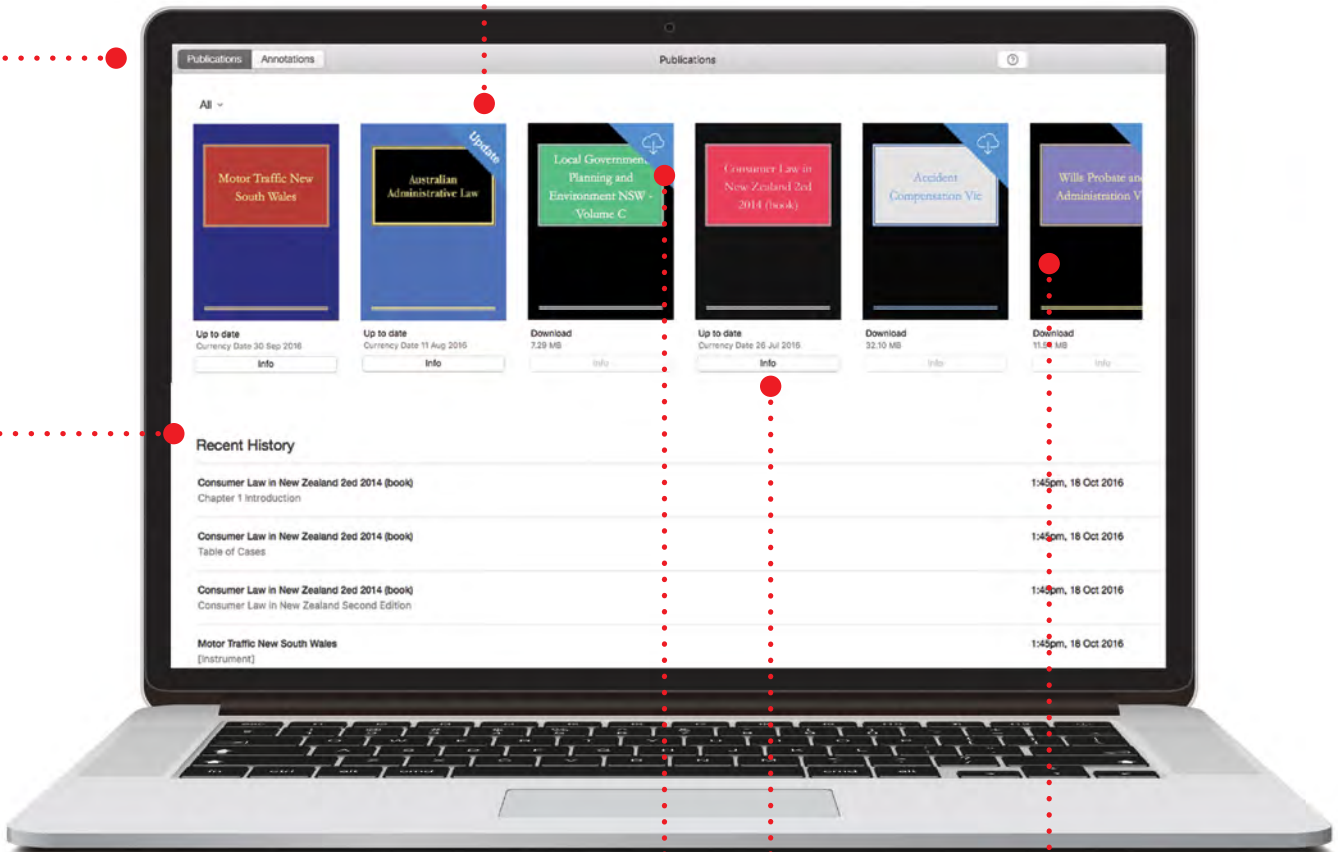
Recent history
View your recent history on this device - displays the last 10 documents accessed.

Downloading publications
To download your publications onto your device, click on the download button.

More information
To see more information about a publication, click the info button.

Opening publications
To open a publication, click on the front cover.

Browsing content
Once you have opened a publication, you are free to browse and search the content.

Opening and closing the table of contents
Click the table of contents button to open and close the table of contents.
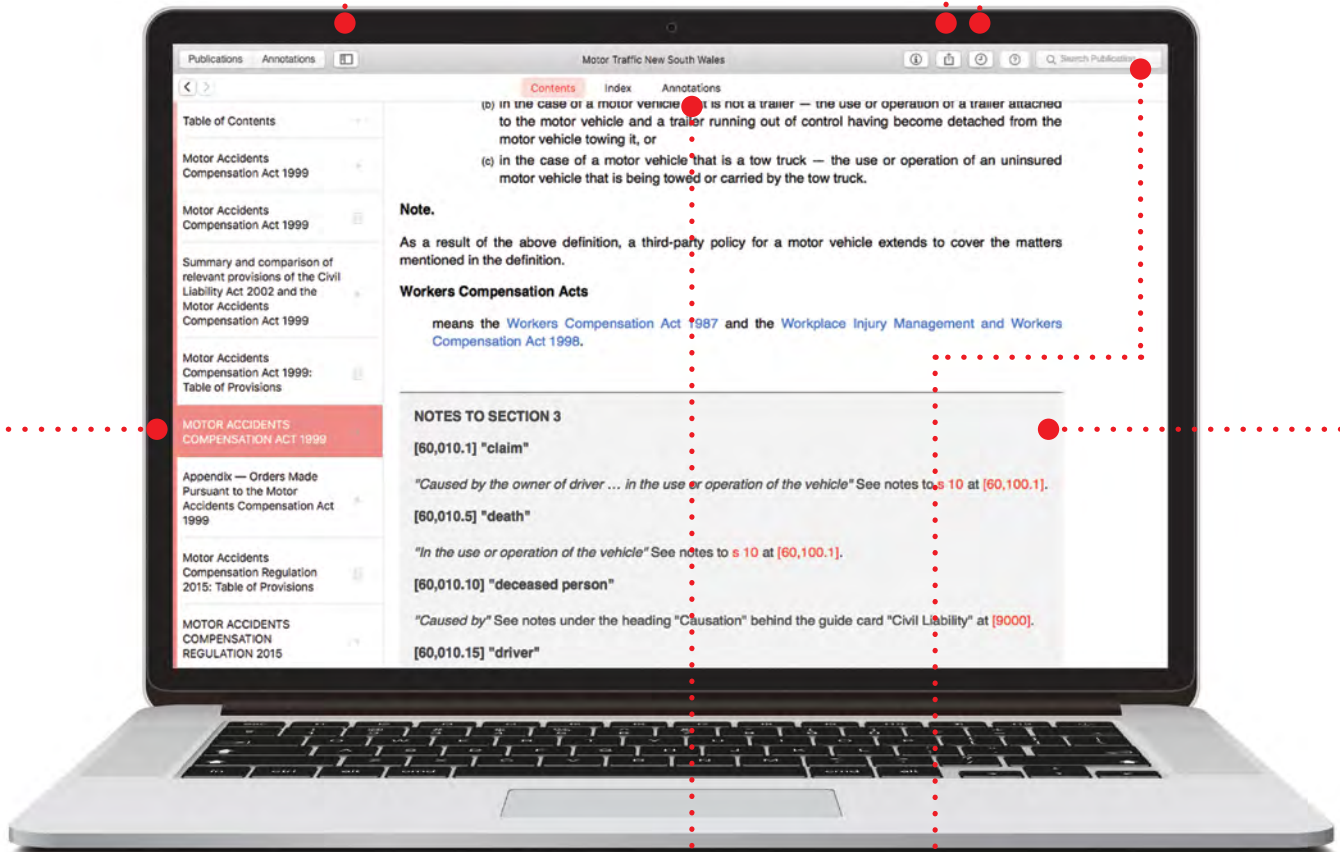
Emailing or printing content
To email or print content, click the share button, then select either print or email.

Accessing your recent reading history
Click the clock button to view your recent browsing and searching history on this device.

Commentary
Is indicated by a greyed out background.

Using the table of contents
Navigate through the sections of the publication by clicking the right arrow, down arrows and the document button.

Browsing your annotations within a publication
View your annotations on this publication in the left-hand pane by clicking the annotations button. Filter by annotation type using the filters at the top of the pane.

Search
Search within the publication using the search bar.
Results within the document you are currently browsing will appear under the **"Document"** heading.
Results in other parts of the publication will appear under the **"Publication"** heading.

Creating annotations
On a Lexis Red™ publication you can highlight, tag (bookmark),
add notes and copy the text.
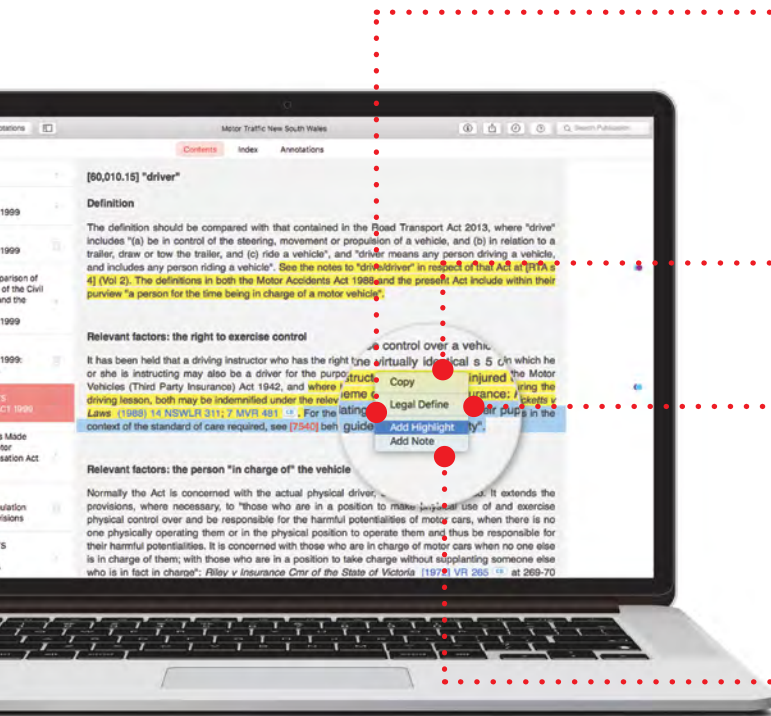
Adding a highlight
To highlight, click and drag the desired word/s, right click with your mouse and select **'Add Highlight'**.

Copying Text
To copy the text, click and drag to highlight the text you need to copy, then right click with your mouse and select **'Copy'**.

Legal Define
This is a dictionary within Lexis Red. Right click, select a word and click **"Legal Define"** – this will give you a meaning of the word, or you can search the web by clicking **"Search Web"** from pop-up box.
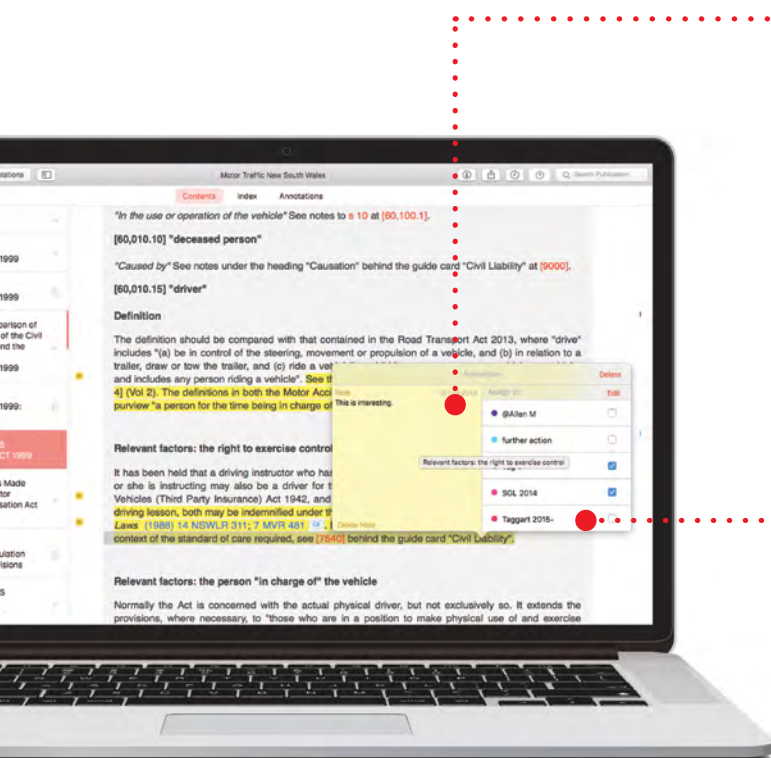
Adding a note
To add a note to a highlighted section of text, click on any word in the highlighted section and then click **'Add Note'**.

A note screen will pop up for you to type your notes – they will be autosaved. Click outside of the annotation screen to continue reading.

Adding tags
Once you highlight a section of text, a box will pop up for you to select a tag. Click the tag(s) you want and a tick will appear. You can create tags for file numbers, client names etc.

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Editing your annotations

Annotations can be edited from within a publication.

Editing highlights — adjusting the highlighted area

To highlight more: Click on a highlighted word and drag to cover the extra content you want to highlight. Right click with your mouse, then select **'Edit annotation'**.
To highlight less: Click on the highlighted area and right click with your mouse, then select **'delete annotation'**. You can then re-highlight the relevant area.
NOTE: Deleting a highlight will also delete any associated tagging or notes.
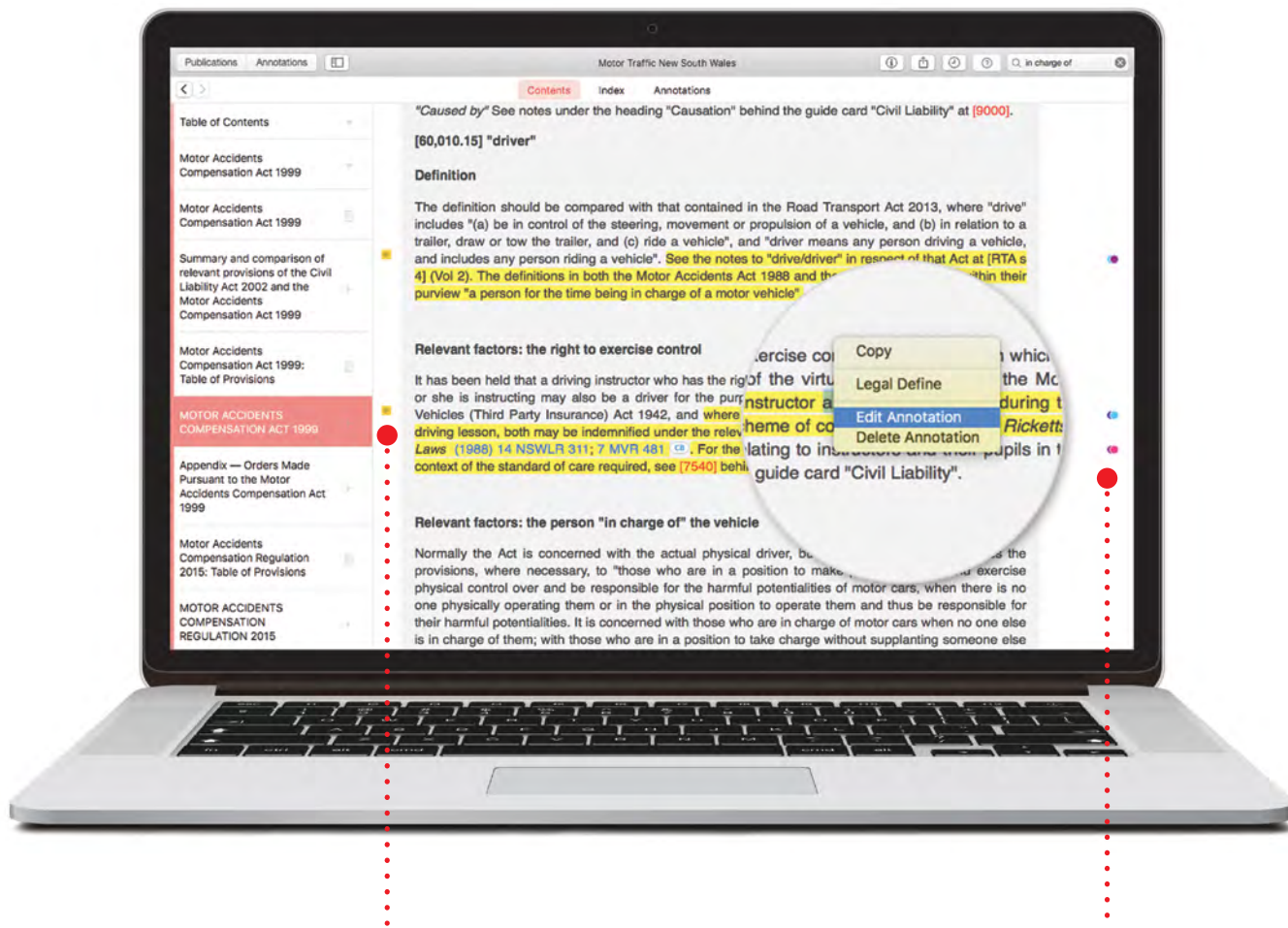
Editing notes
Click the note icon on the left-hand side of the text.

Editing tags
To edit a tag, click the tag icon (a coloured circle) on the right-hand side of the text.

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Accessing and editing your annotations from the homescreen

Annotations can be viewed and edited from the homescreen using the annotations button.

Filter your annotations to show notes, tags, highlights or orphans.
Orphaned notes are those which were attached to sections of text which have been removed or substantially amended during a content update

Change the home screen view from Publications to Annotations by tapping the **annotations button**.

Edit the names of the tags.

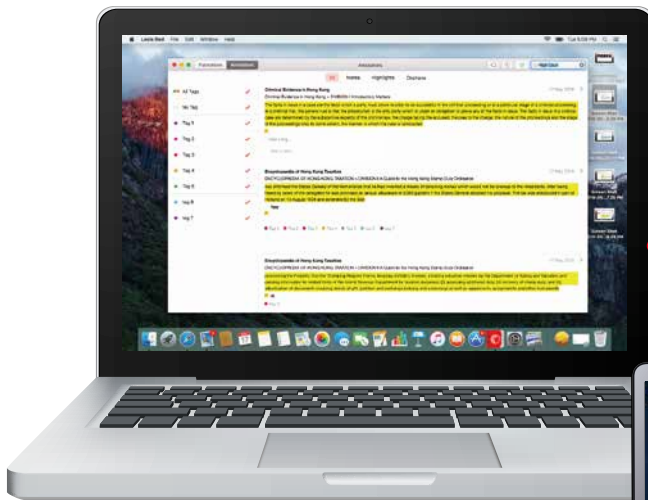Use the search bar to search across all your annotations in all publications.
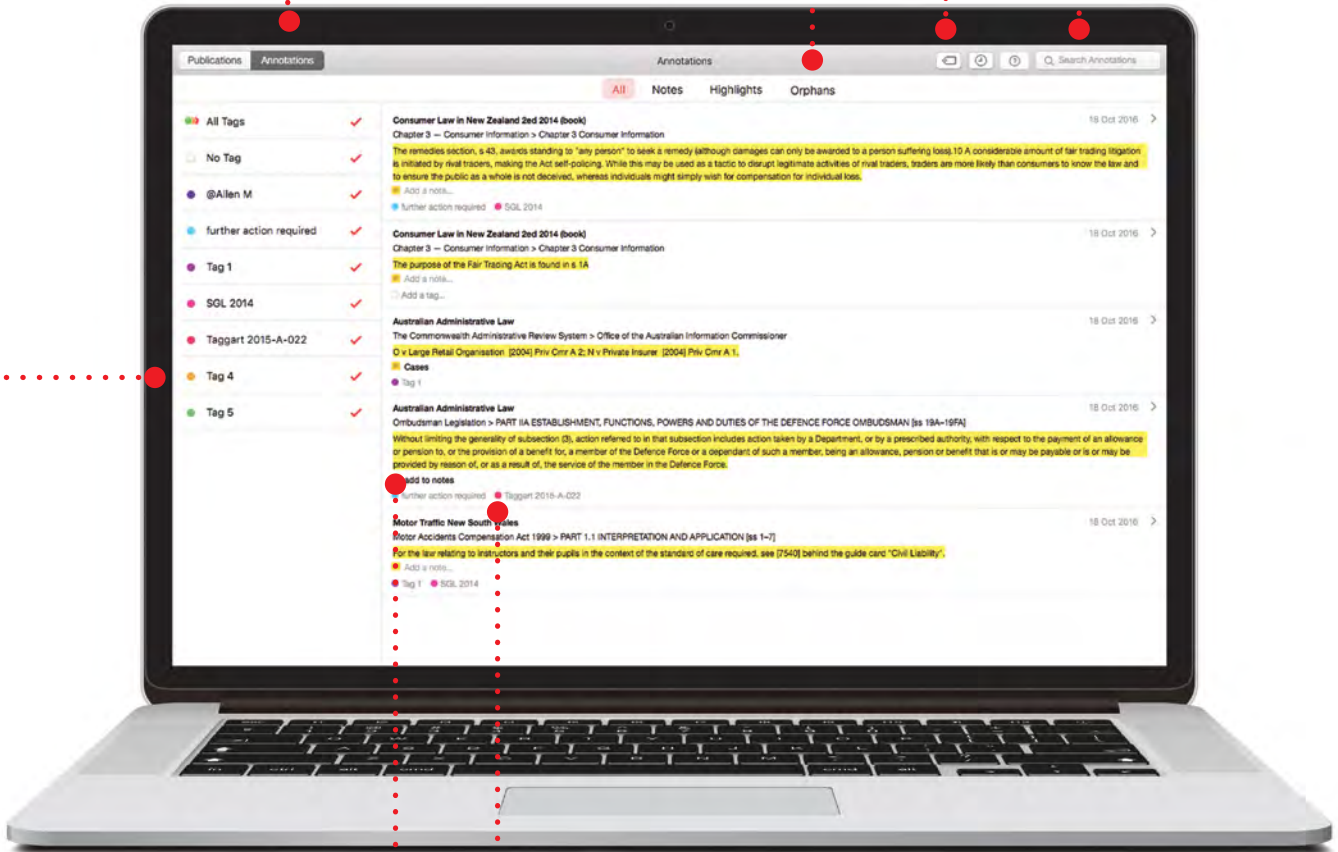
Filter annotations by tags.
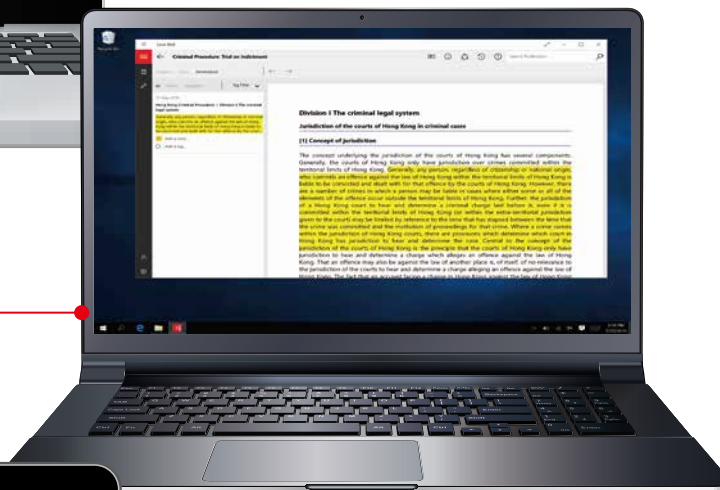
To edit a note, click the note icon.

To edit or remove a tag, click the tag icon.

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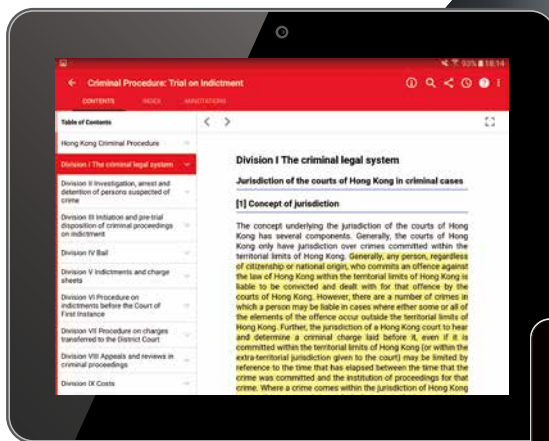# Syncing annotations across devices

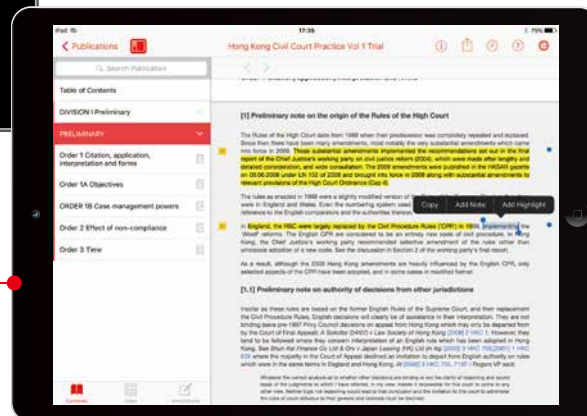Annotations automatically sync across multiple devices when you connect to the internet.

Mac OS 10.10+

Windows 8.1+

Android 4.4+

iOS 8+

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