WEIGHT LESS

Heavy on content   Light on space

Learning how to use Lexis Red™

FOR WINDOWS 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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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.

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Sign in with your LexisNexis account.

Australia

Email

Password

Forgot your password?

Login   Cancel
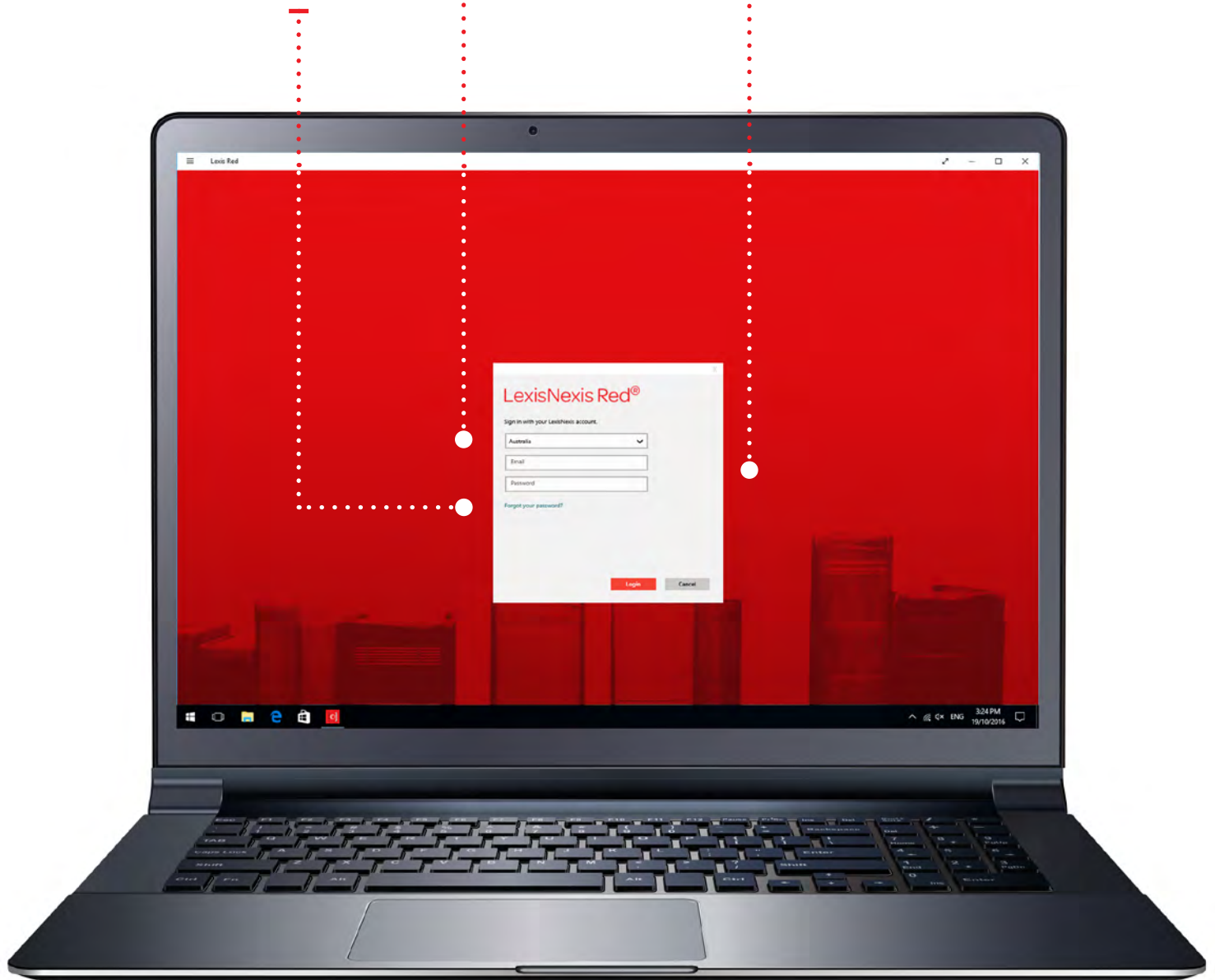
Your publication homescreen

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.

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

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/tap this update button.
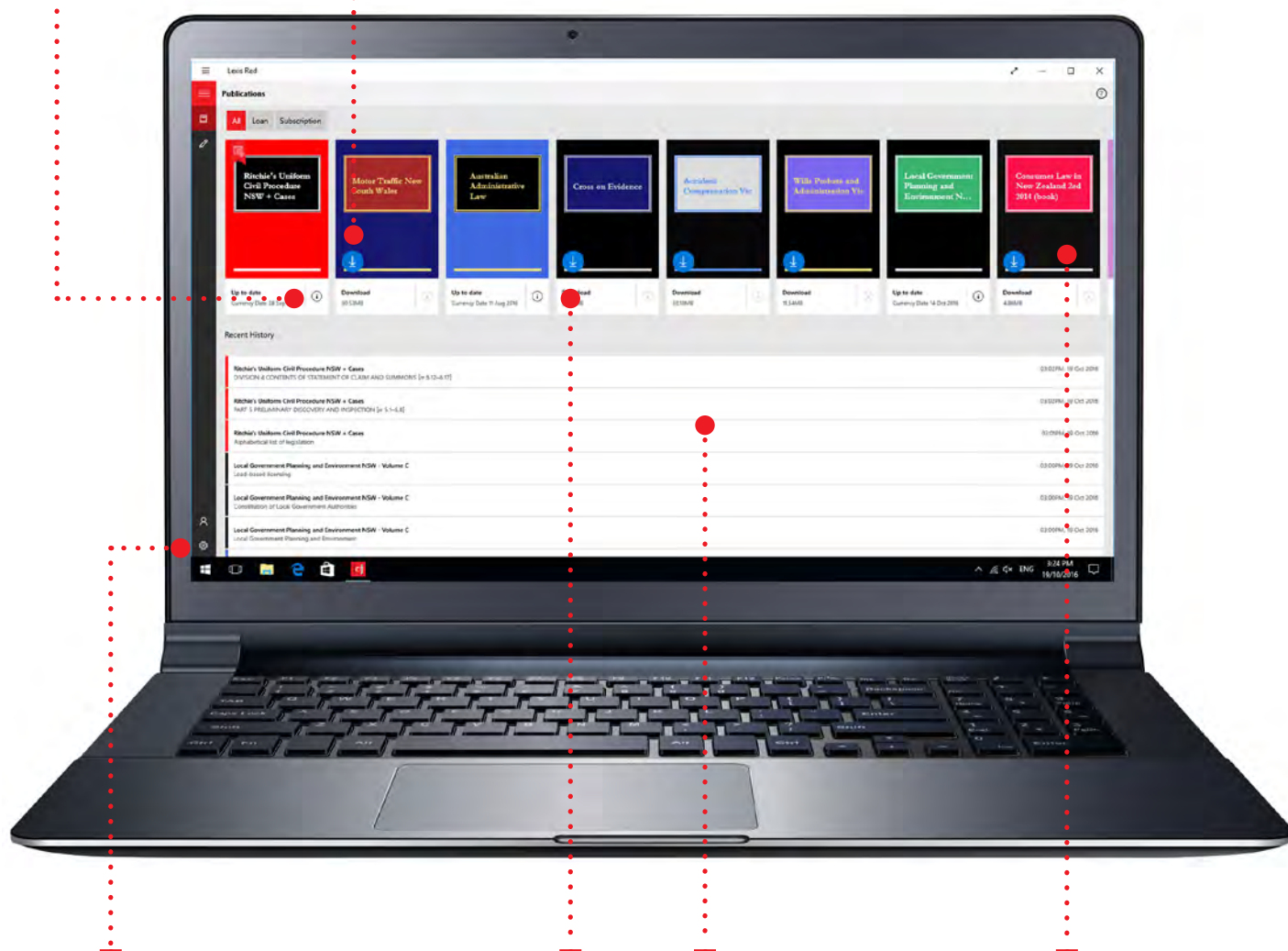
Editing the order of your publications
Tap the **edit button**, then hold and drag the publications into the order you want using the three line symbol.

Downloading publications
To download your publications onto your device, tap the **download button**.

Recent history
View your recent history on this device — displays the last 10 documents accessed.

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

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Browsing content

Once you have opened a publication, you are free to browse and search the content.
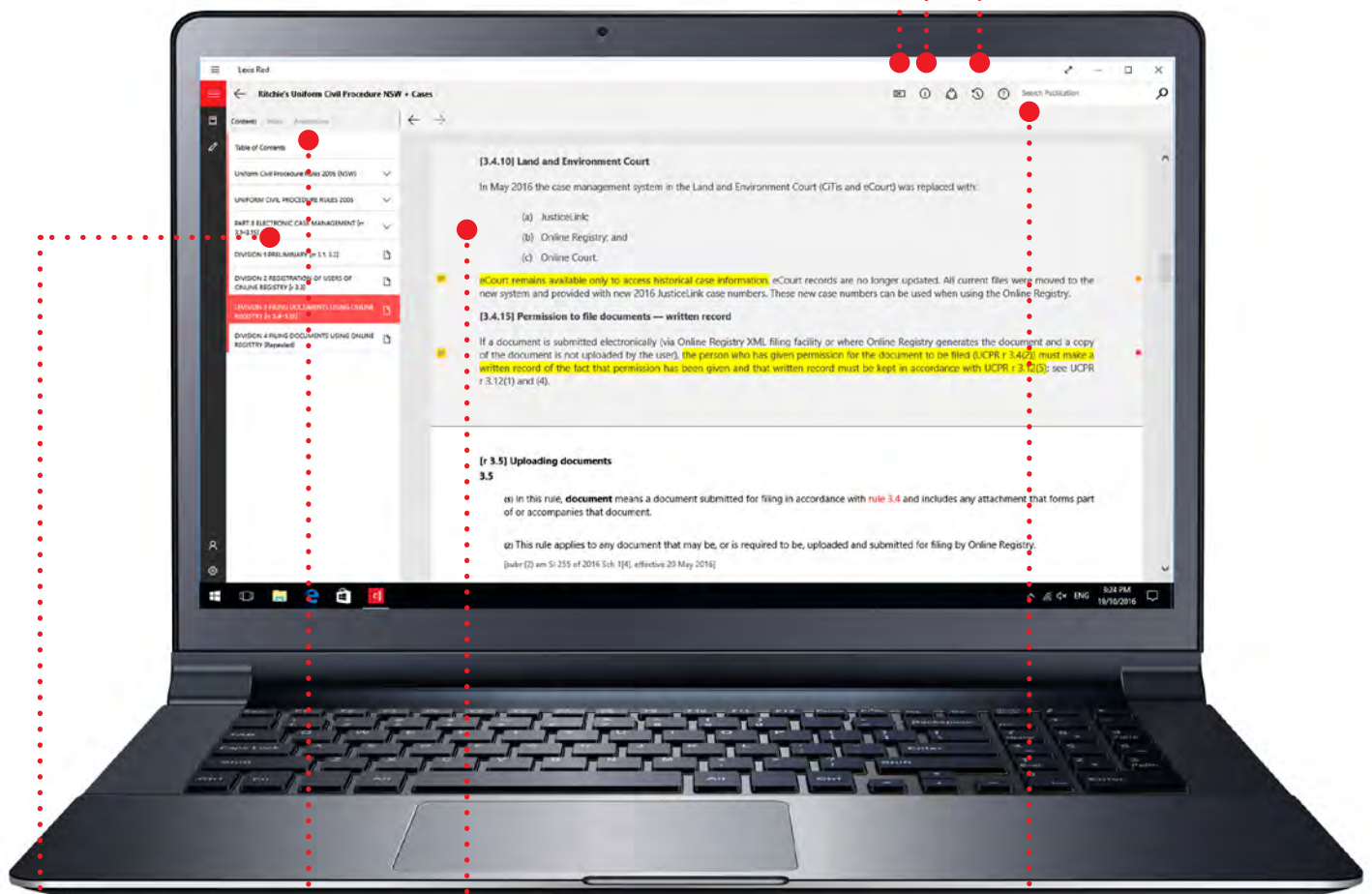
Opening and closing the table of contents
Tap the table of contents button to open and close the table of contents.

Emailing or printing content
To email or print content tap the share button, then select either print or email.

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

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

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

Commentary
Is indicated by a greyed out background

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.
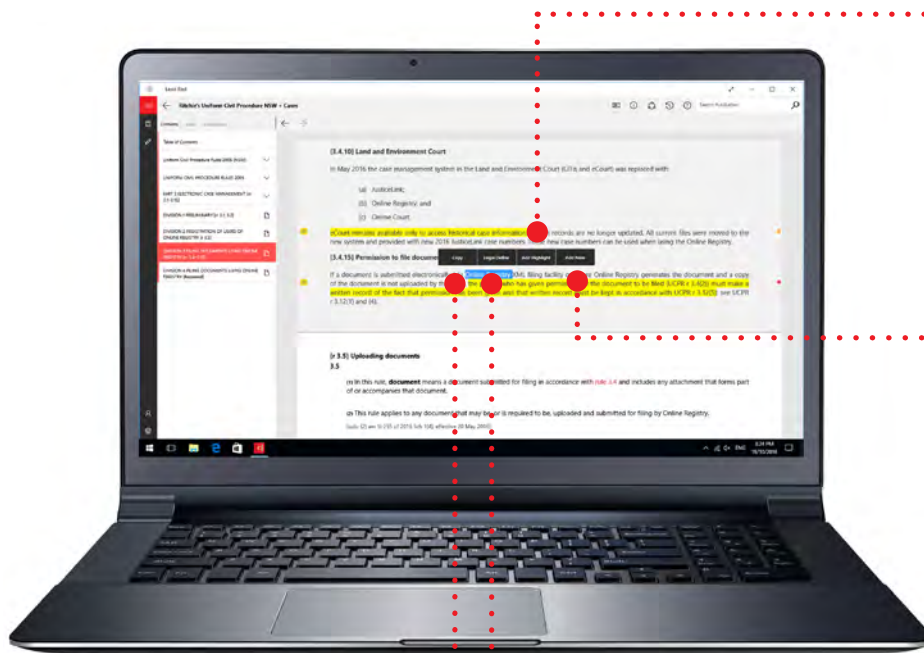
Adding a highlight

To highlight a single word, tap and hold the word, then tap 'Add Highlight'. To highlight a section of the text, tap and hold the first word, then drag the blue dots and tap **'Add Highlight'**.

Adding a note

To add a note to a highlighted section of text, tap on any word in the highlighted section and then tap **'Add Note'**. A note screen will pop up for you to type your notes – they will be autosaved. Tap outside of the annotation screen to continue reading.

Legal Define

This is a dictionary within Lexis Red. Tap and hold a word and tap "Legal Define" – this will give you the meaning of the word, or you can search the web by tapping "Search Web" from the pop-up box.

Copying Text

To copy the text, tap and hold a word, drag the blue dots to highlight the text you need, then tap **'Copy'**.

Adding a tag

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

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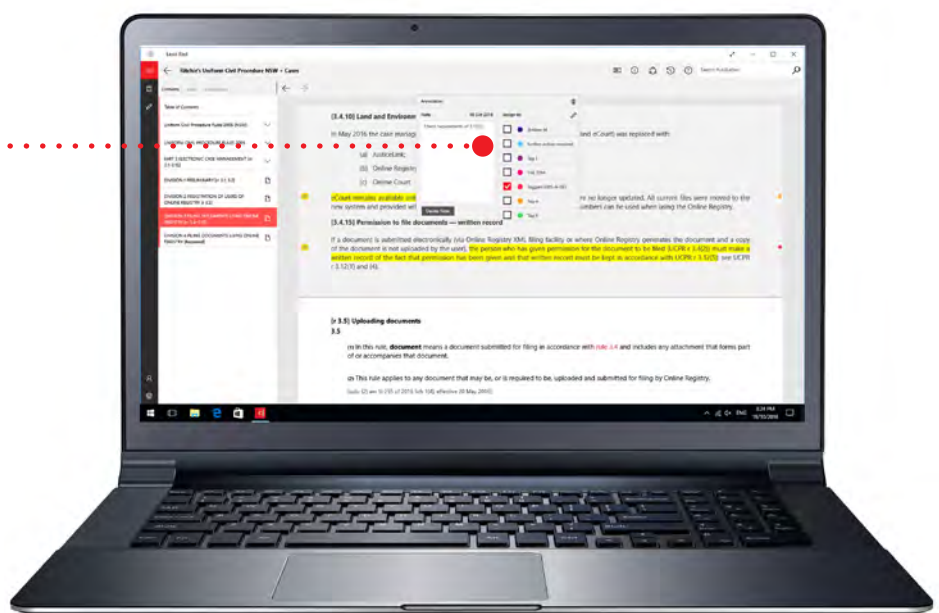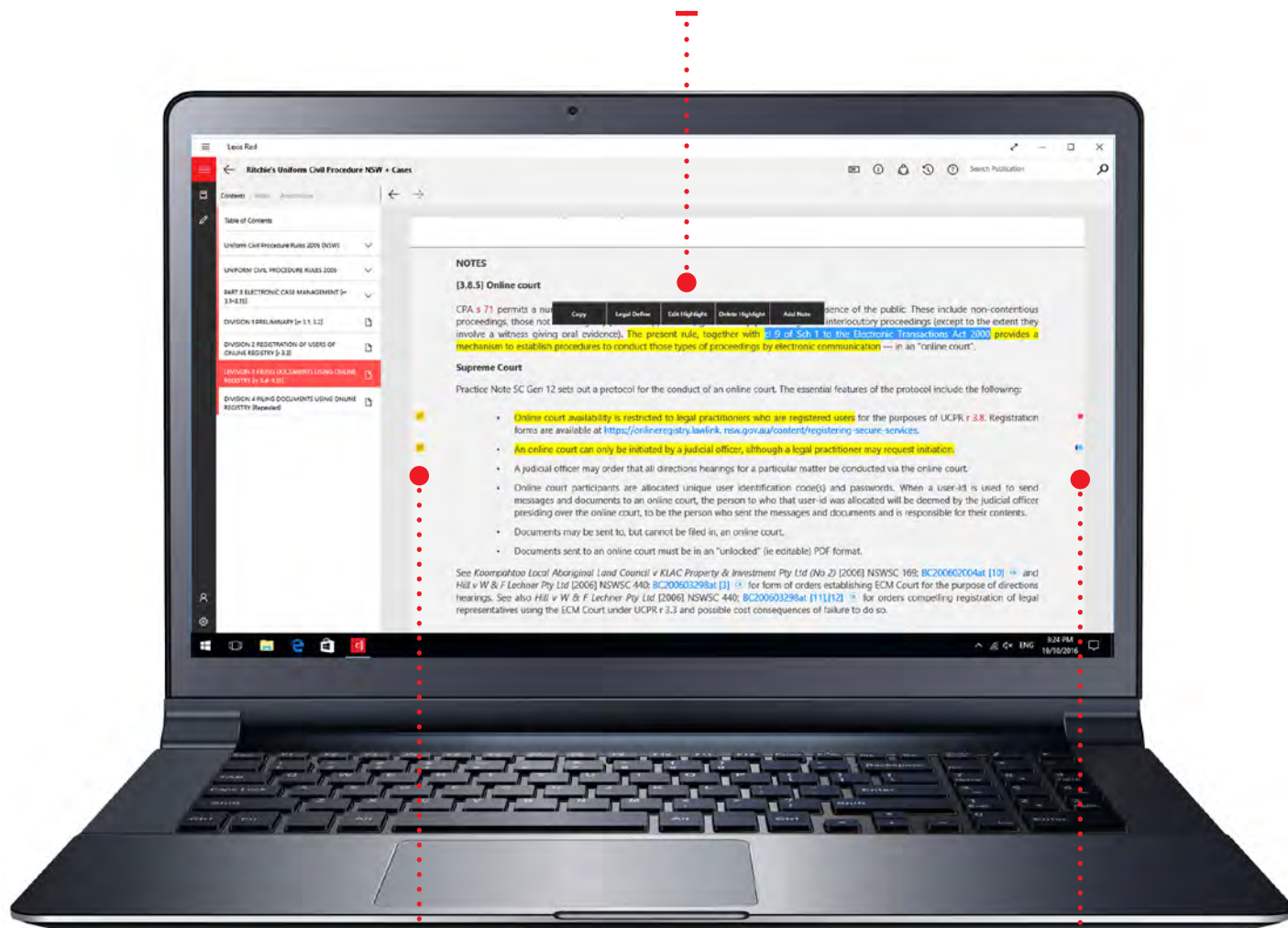
Editing your annotations
Annotations can be edited from within a publication.

Editing highlights — adjusting the highlighted area

To highlight more: Tap on a highlighted word and drag to cover the extra content you want to highlight. Tap **'Edit highlight'**.
To highlight less: Tap on the highlighted area, and then tap **'Remove highlight'**. You can then re-highlight the relevant area.
NOTE: Deleting a highlight will also delete any associated tagging or notes.

Editing notes
Tap the note icon on the left-hand side of the text.

Editing tags
To edit a tag, tap 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.

Use the **search bar** to search across all your annotations in all publications.

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

Edit the names of the tags.
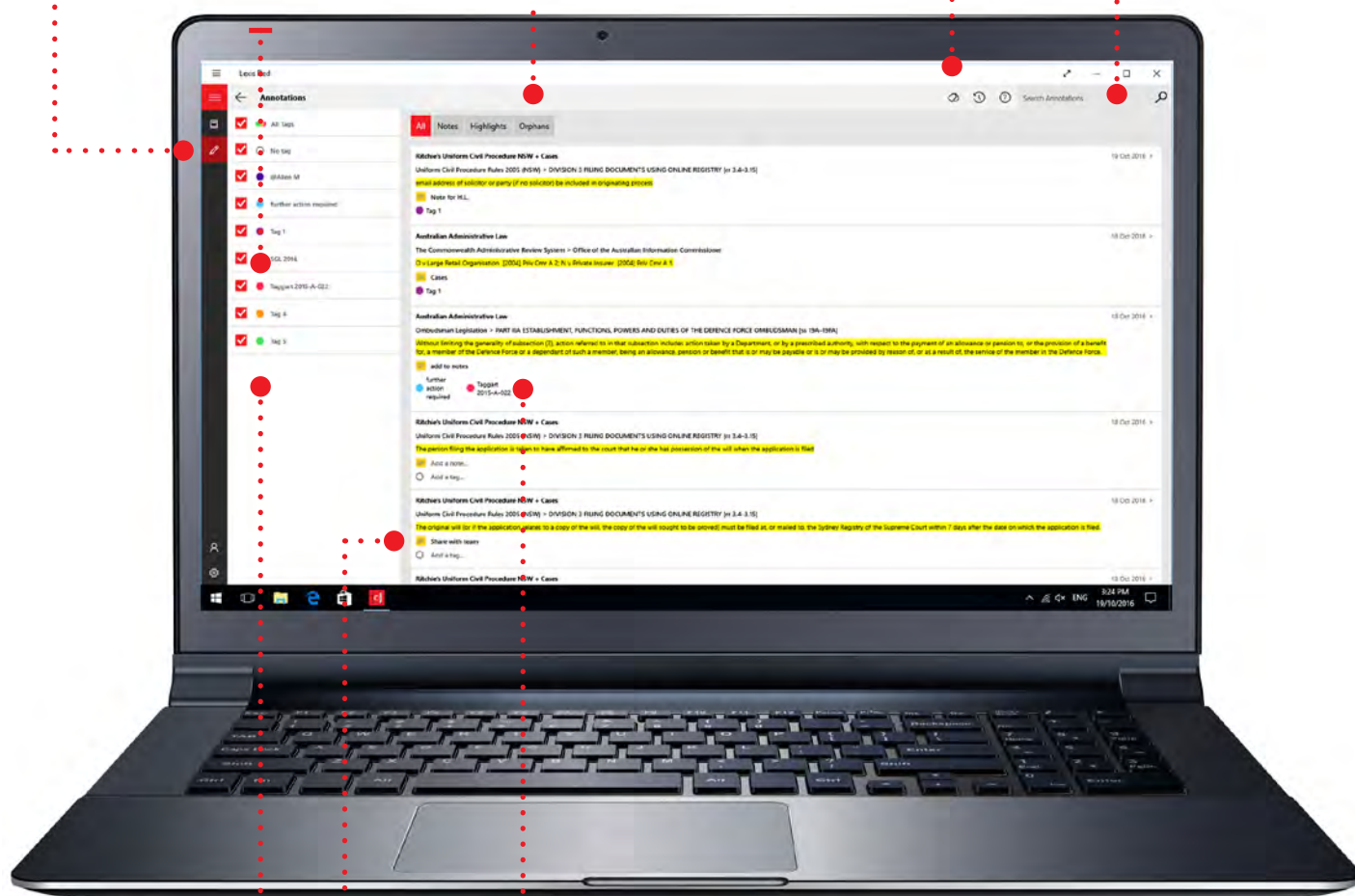
Filter annotations by tags.

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

To edit a note, tap the **note 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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