WEIGHT LESS

Heavy on content   Light on space

Learning how to use Lexis Red™

FOR WINDOWS 7

LexisNexis®

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Downloading and logging in to Lexis Red™

Download the Lexis Red app from the Windows app store, and then tap on the Lexis Red app on your tablet or laptop.

Download the app

1. To download Lexis Red for Windows 7 go to www.lexisnexis.com.au/lexisred and click the Download for Windows 7.
2. Click the downloaded installer file "*Lexis_Red_WPF_OFFICIAL_3.0.1_1.exe*", then the installation wizard will help you install the application step by step.
3. Upon completion of the installation, click on Start, All Programs, and double click "Lexis Red" to open the application.
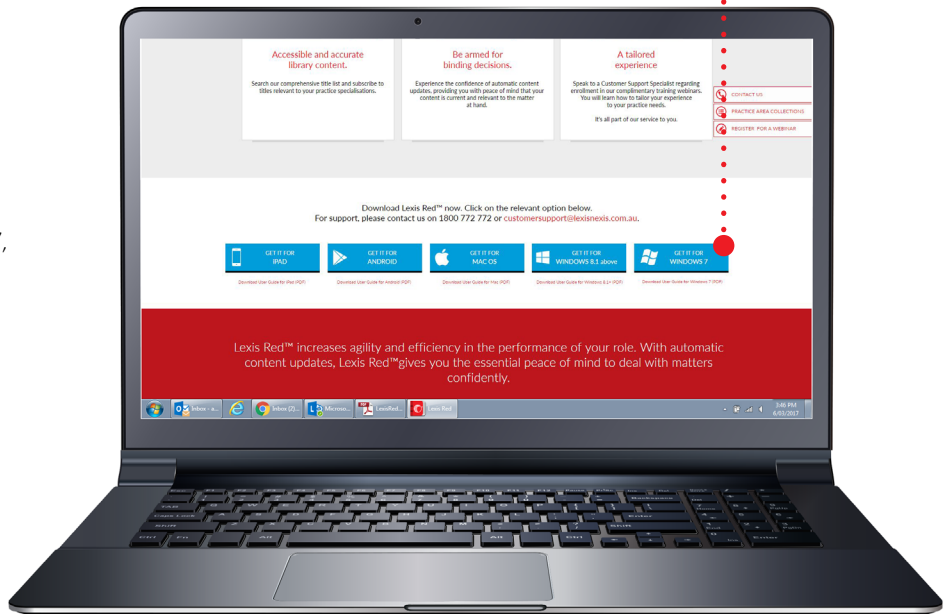
Select 'Australia' from the **"Country"** drop-down menu.
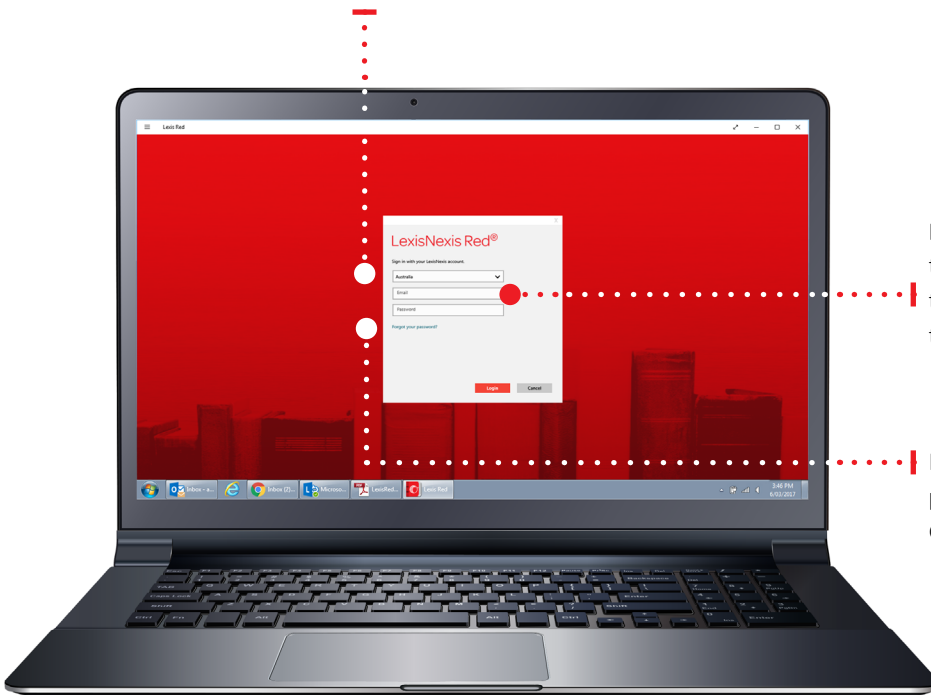
Enter your **login email** and **password**. If this is the first time you are trying to log in, please refer to your welcome email for login details. You will then be prompted to change your password.

If you have forgotten your password, please click here to reset or contact Customer Support for assistance.

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Your publication home screen

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.
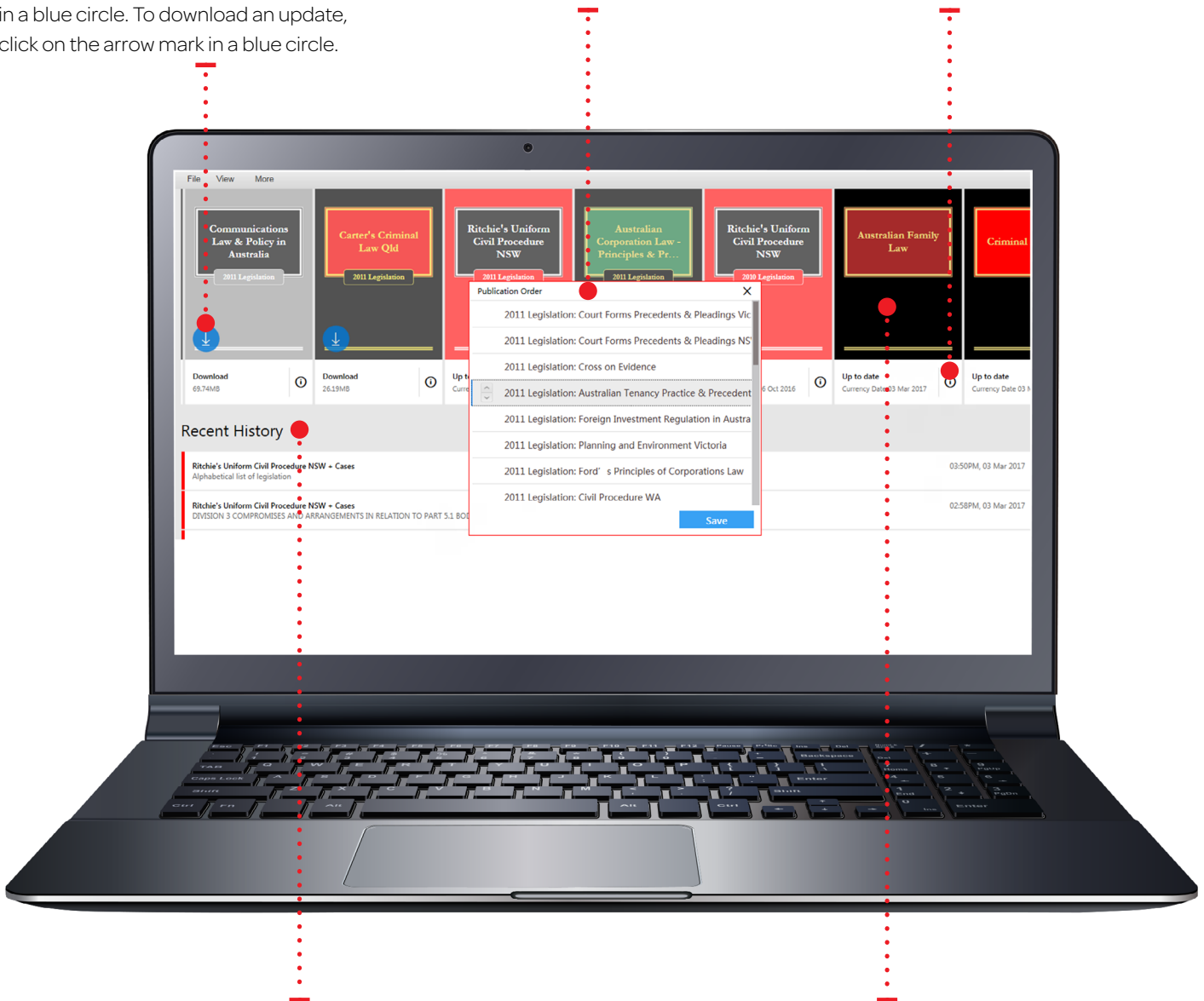
Downloading publication updates
Whenever you are connected to the Internet you will be notified of updates to your publications by displaying an arrow mark in a blue circle. To download an update, click on the arrow mark in a blue circle.

Editing the order of your publications
Click on **View** and select **Reorder Publication** and the Publication Order screen will pop-up.

More information about your publications
To see more information about a publication click the **info button**.

File   View   More

Communications Law & Policy in Australia
2011 Legislation

Carter's Criminal Law Qld
2011 Legislation

Ritchie's Uniform Civil Procedure NSW
2011 Legislation

Australian Corporation Law - Principles & Pr...
2011 Legislation

Ritchie's Uniform Civil Procedure NSW
2010 Legislation

Australian Family Law

Criminal

Publication Order   ✕

2011 Legislation: Court Forms Precedents & Pleadings Vic

2011 Legislation: Court Forms Precedents & Pleadings NS

2011 Legislation: Cross on Evidence

2011 Legislation: Australian Tenancy Practice & Precedent

2011 Legislation: Foreign Investment Regulation in Austra

2011 Legislation: Planning and Environment Victoria

2011 Legislation: Ford's Principles of Corporations Law

2011 Legislation: Civil Procedure WA

Save

Download 69.74MB   Download 26.19MB   Up to   6 Oct 2016   Up to date Currency Date 03 Mar 2017   Up to date Currency Date 03 M

Recent History

Ritchie's Uniform Civil Procedure NSW + Cases
Alphabetical list of legislation   03:50PM, 03 Mar 2017

Ritchie's Uniform Civil Procedure NSW + Cases
DIVISION 3 COMPROMISES AND ARRANGEMENTS IN RELATION TO PART 5.1 BOD   02:58PM, 03 Mar 2017

Recent history
For this device. Displays the last 10 documents accessed.

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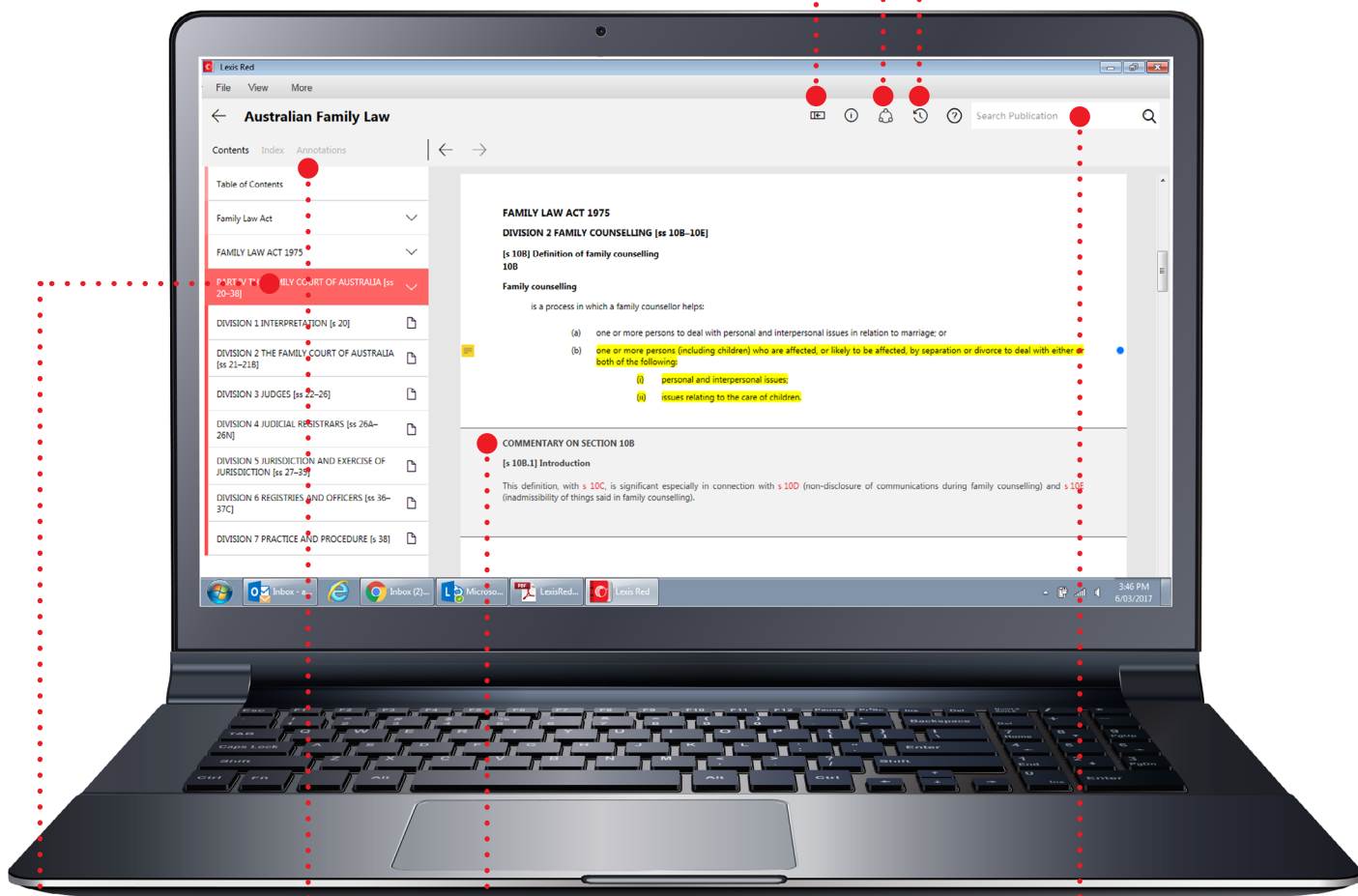
Using the table of contents
Navigate through the sections of the publication by clicking the **right arrow**, **down arrows** and the **document button**.

Browsing your annotations within a publication
View your annotations in 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.
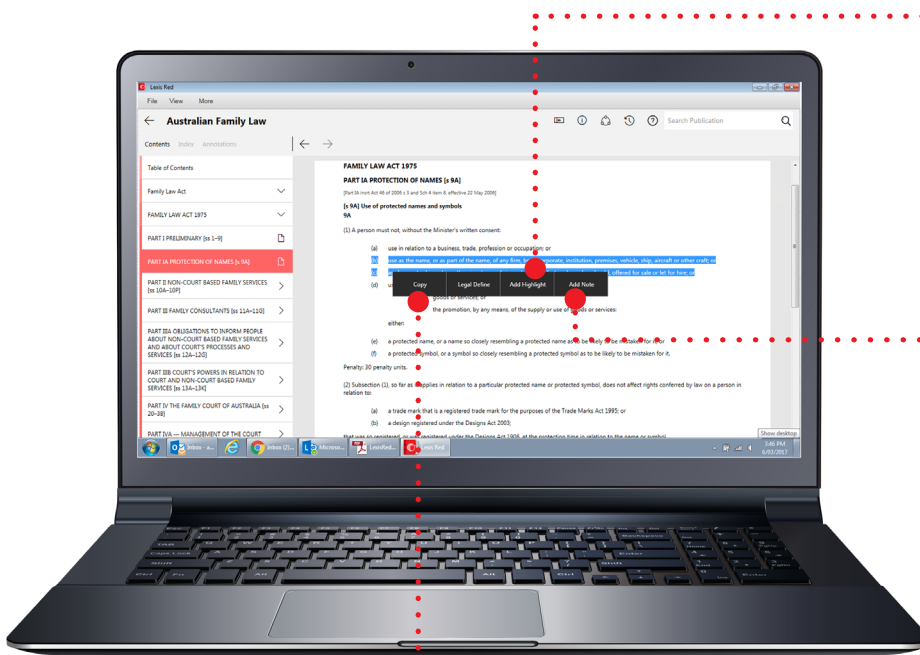
Commentary
Is indicated by a greyed out background

Search
Search within the publication using the **search bar**. Filter your search by Legislation, Commentary or Forms & Precedents.

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Creating annotations

On a Lexis Red™ publication you can highlight, tag (bookmark), add notes and copy the text.

Adding a highlight
Highlight text and then right click to see the option **'Add Highlight'** and click.

Adding a note
To add a note to a highlighted section of text, click on any word in the highlighted section, right click with your mouse 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.

Copying Text
Highlight text and then right click to see the option **'Copy'** and click.

Adding a tag
Once you highlight a section of text for adding a note, 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.
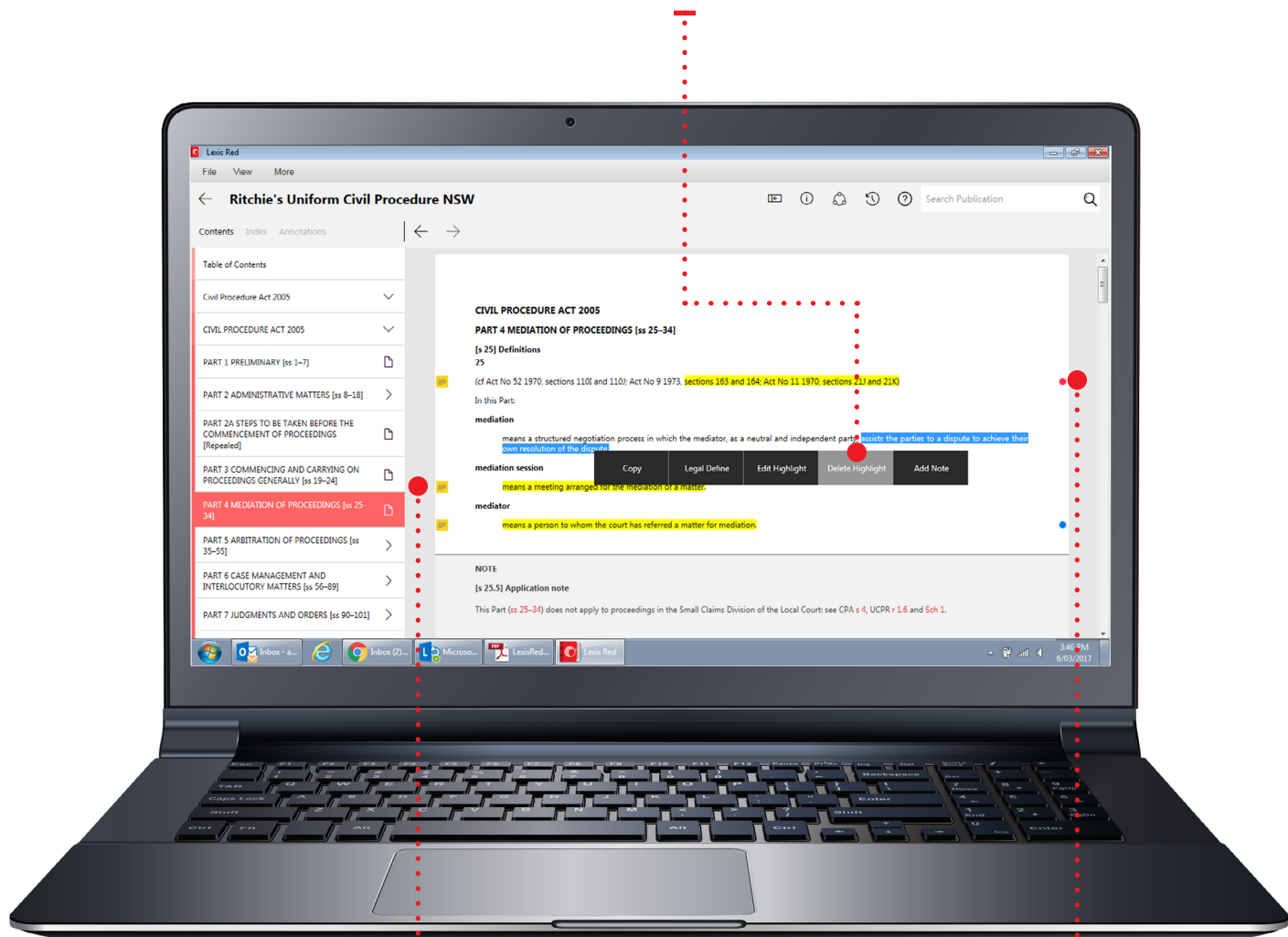
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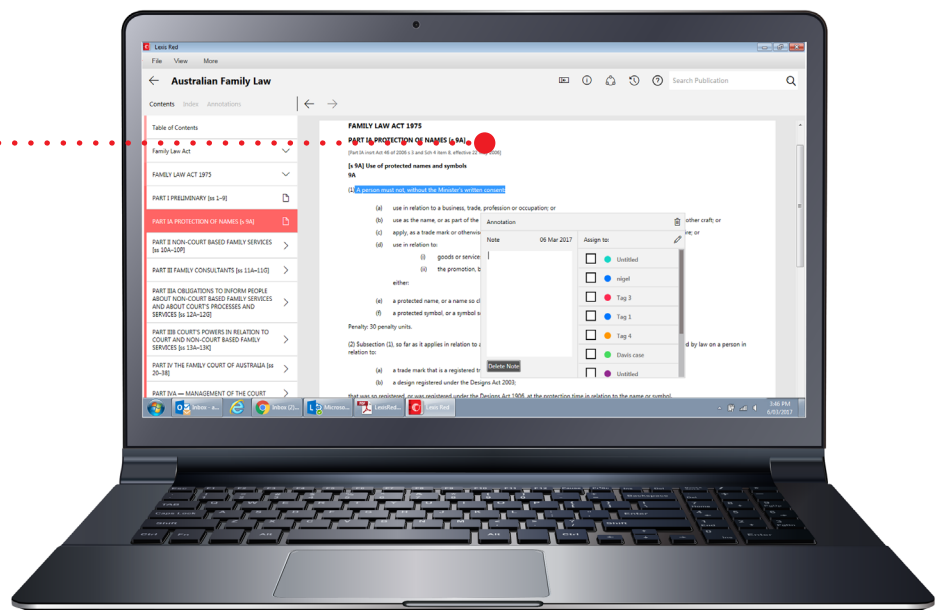
Editing your annotations
Annotations can be edited from within a publication.

Editing highlights

To highlight less: Select the highlighted area, right click with your mouse
and then select **'Delete highlight'**. 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 colored circle) on the
right hand side of the text.

Accessing and editing your annotations from the homescreen

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

Accessing annotations
Change the home screen view from Publications to Annotations by clicking the **Annotations Organiser** while in the home screen.

Go back to the home screen
Go back to the home screen using the back button.

Filtering annotations
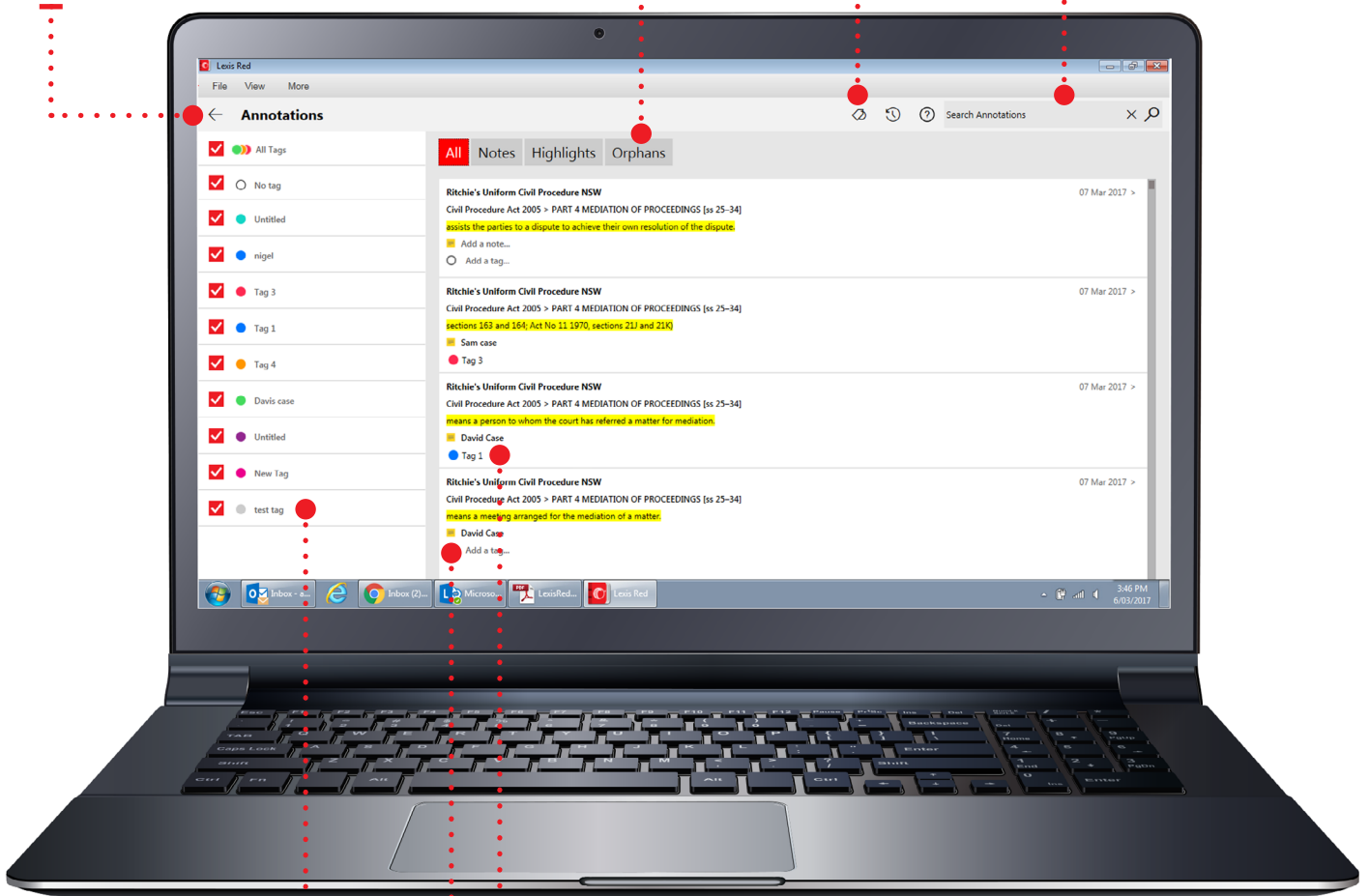**Filter your annotations** to show notes, tags, highlights or orphans.

Orphaned notes are those which were attached to sections of text which have been removed or substantially amended during a content update.

Edit tag names
Edit the names of the tags.

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

Filter by tags
Filter annotations by tags.

Editing notes
To edit a note, click the **note icon**.

Edit or remove tags
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.

PLEASE NOTE: Using Lexis Red™ 3.0 or above is important to automatically sync across all devices. Functionality, look and feel might change dependent on the operating system used. Please see the user guides for more help.
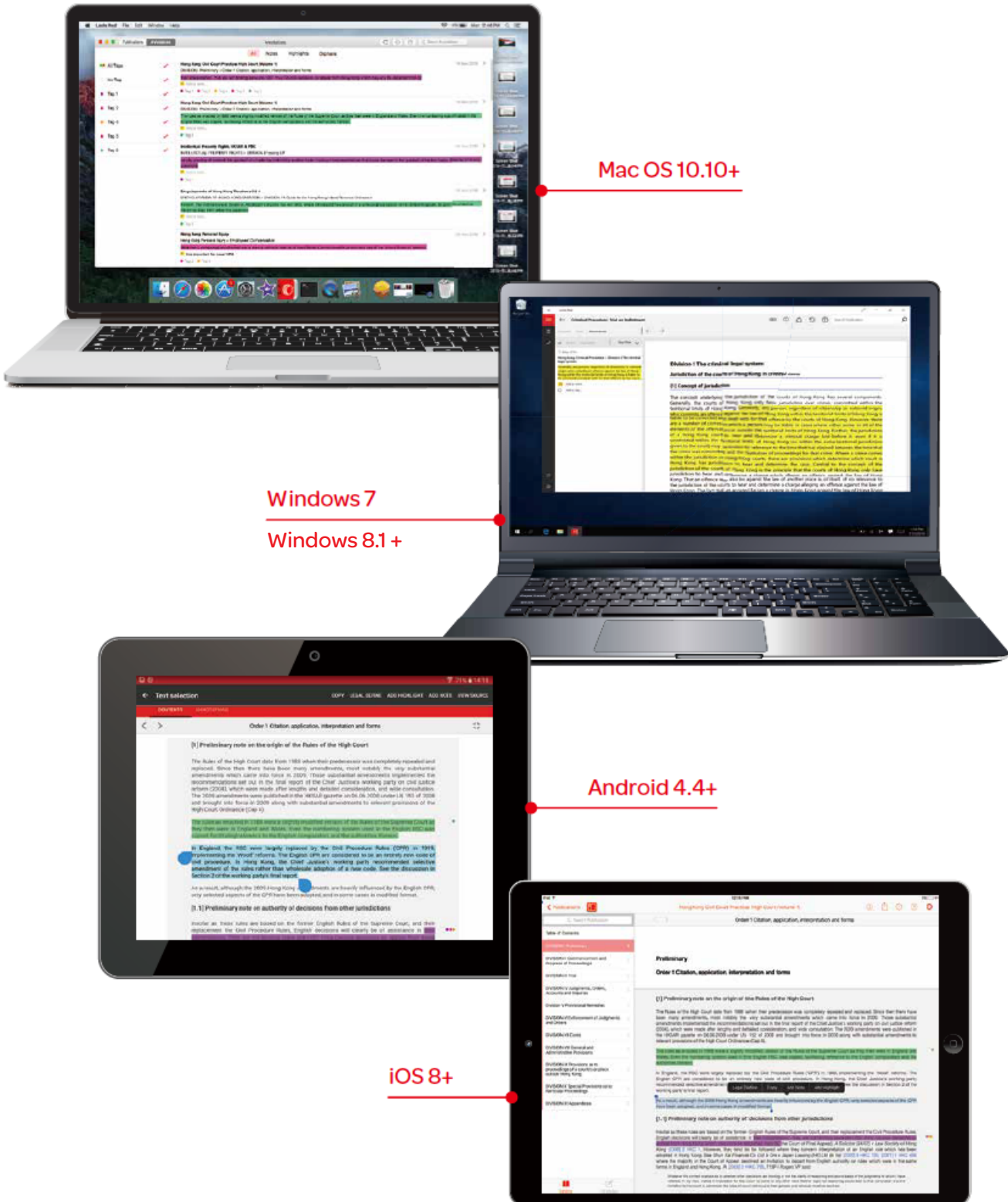
Mac OS 10.10+

Windows 7

Windows 8.1 +

Android 4.4+

iOS 8+