

Installing Lexis® Create.

This document will guide you through the installation process for Lexis Create.

Before you begin, please ensure that you are connected to the internet and that you close any open Microsoft Word documents.

System Requirements and Pre-requisites

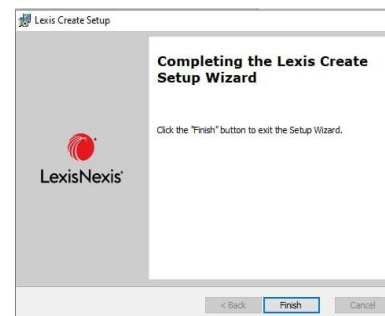
- Windows 10
- Office / Outlook 2016 SP2 or later 64-bit or 32-bit
- Intel Dual Core Processor or equivalent 64-bit or 32-bit
- A LexisNexis Online User ID and appropriate subscription

Download and Installation Steps

1. You will have been provided with a link to download the Lexis Create installer software. Click on the link for the MSI Installer file to get downloaded automatically into your system. The location of the file depends on which browser you used to download the installer.
2. Once the download has been completed, click on the Installer file from the location where it downloaded, to initiate the installation process.
3. You will be prompted with a Lexis Create Setup Wizard Welcome Screen and a Next button to continue Setup. Now click "Next".



4. In the Select Installation folder screen, click "Continue" to proceed installing the software in the default location shown, otherwise to install to a different folder, enter it or click "Browse" to select a folder.
5. Click "Install" to begin the installation. If any of the pre-requisites are not present, they will be downloaded and installed.
6. When prompted to confirm that you want the Installer to make changes to your Computer, Click "YES".
7. Click "Finish" to complete the Installation.

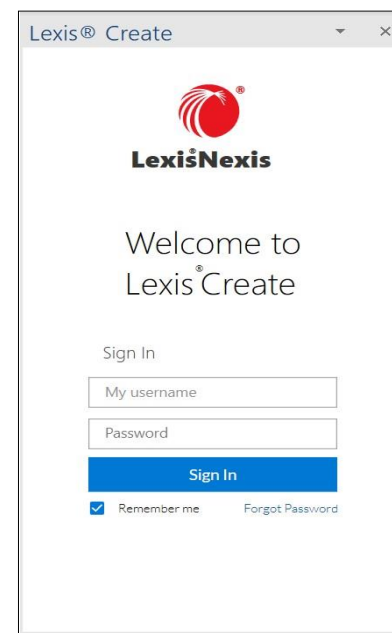


Installation Complete

1. The next time you restart Microsoft Word, Lexis Create software is loaded as a Add-In and you can see it in the MS Tool Bar.



2. The first time you use Lexis Create, you will be asked to sign in. Enter your Lexis Create Username and password provided. If you cannot find these details, please contact our helpdesk.



If you need any assistance, please contact the Lexis Create Helpdesk for assistance.

- Australia call **1 800 772 772** (between 8am to 6pm AEST) Monday-Friday or
- New Zealand call **0800 800 986** (between 8am to 5pm) Monday-Friday
- Email lexiscreatepacific@lexisnexis.co.nz