Learning how to use Lexis Red™

FOR iPAD DEVICES

SEPTEMBER 2018

LexisNexis®

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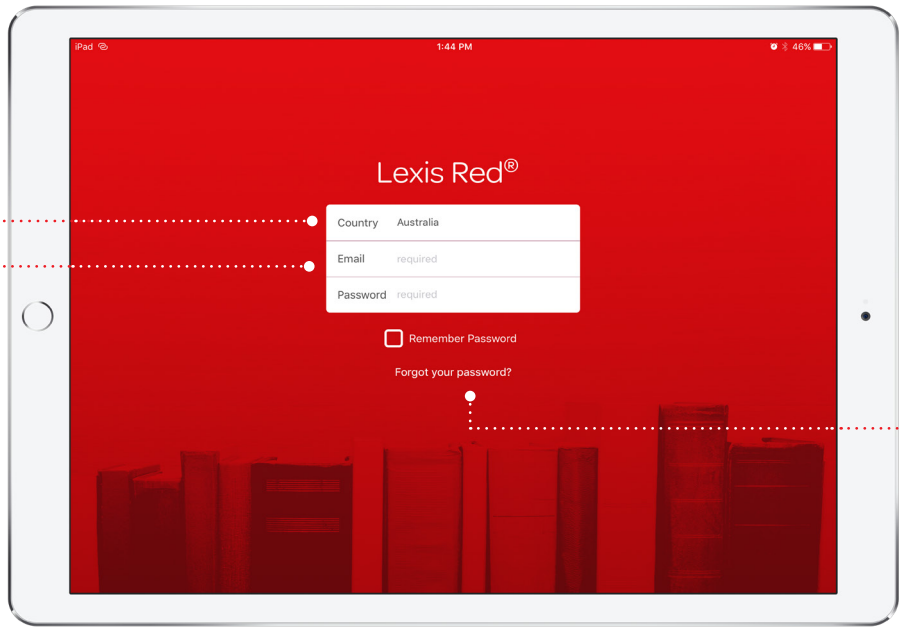
Downloading Lexis Red

Open the App Store, search for 'Lexis Red' and select the app. Press to download and install Lexis Red.

Logging in to Lexis Red



Select your country.

Enter your **login email** and **password**. If this is the first time, please refer to your welcome email for login details.

Reset your password.

Viewing your Lexis Red library

Type a partial or full title name to see relevant publications instantly.

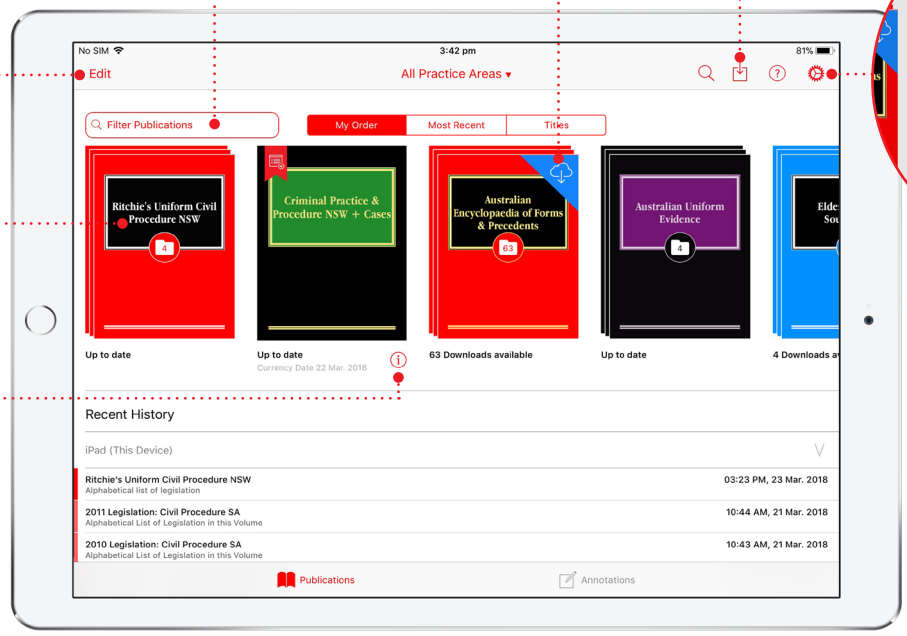
Tap the **Download** icon to download your publication to your device.

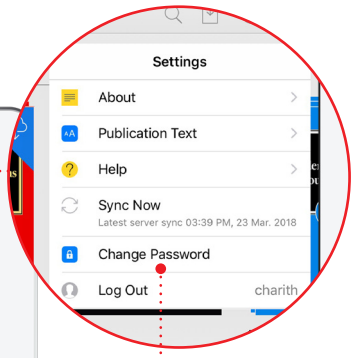
Tap here to download all updates.

Tap **Edit** to rearrange the order of your publications.

Tap the **front cover** to open a publication.

Tap for more information on the publication.





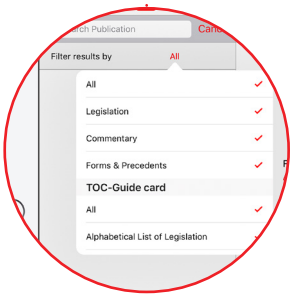
Change password option under settings.

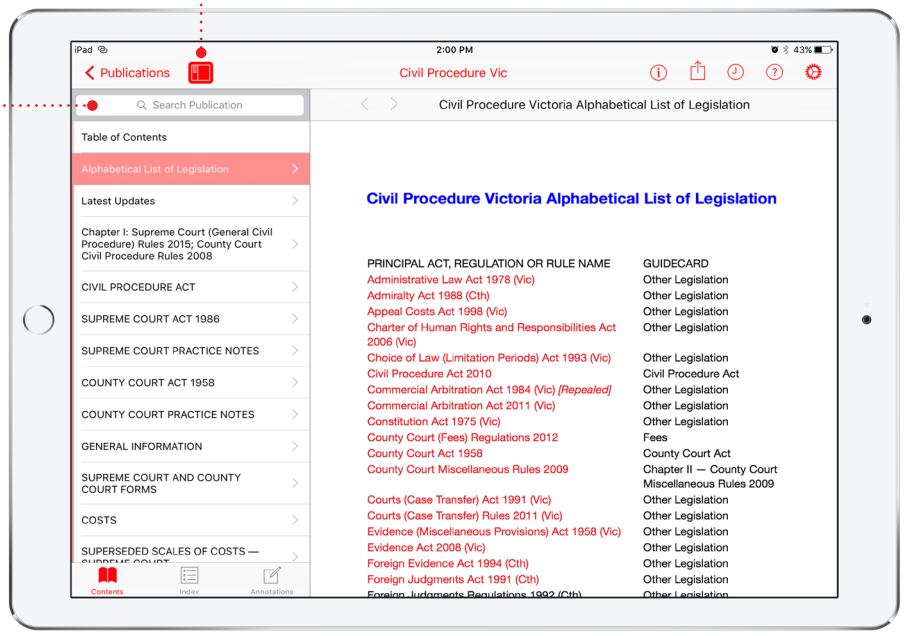
Browsing content

You can view each publication with its table of contents or in full screen.

View full screen, without the table of contents.

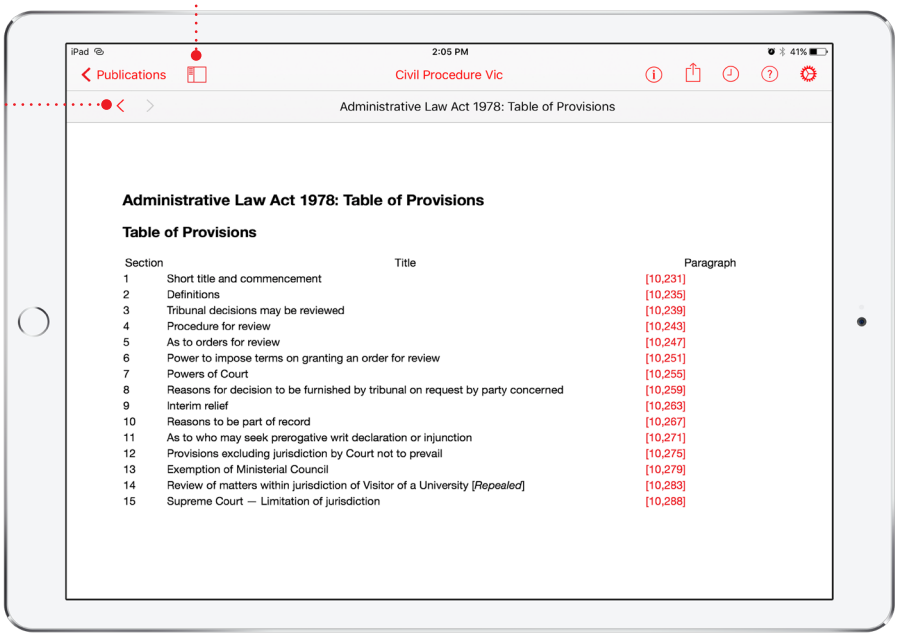
Search within the open publication. Results can be filtered by content type.





Toggle view to see table of contents.

Navigate back and forth through content using the left and right arrows.



Search

More information on the publication

Share and Print

View recent history

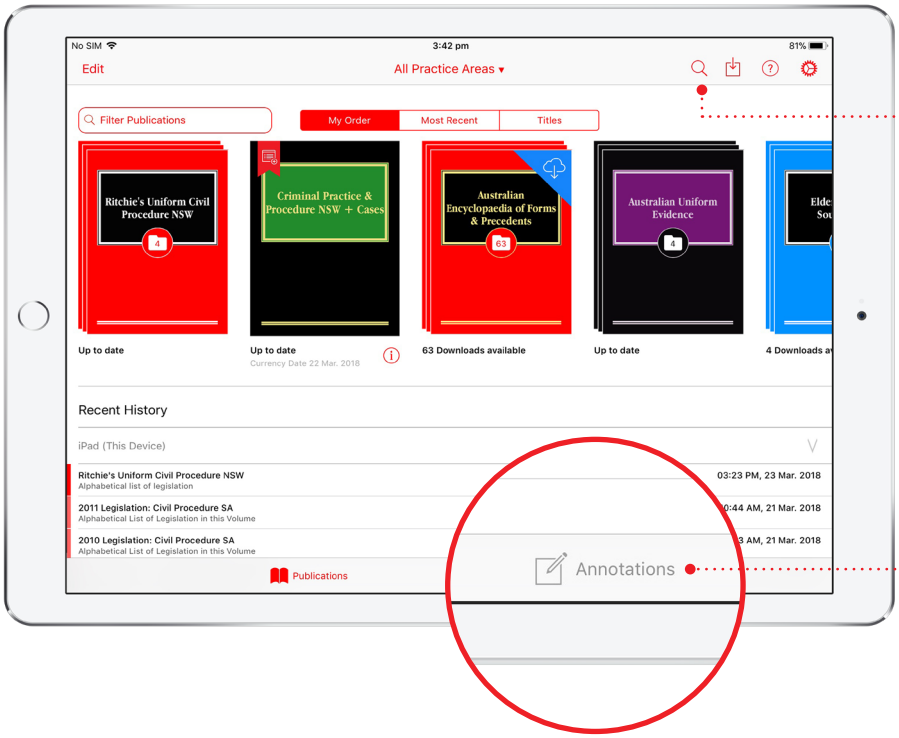
Get more information on how to use the app

Settings

Browsing content

You can view Publications or Annotations by toggling views as shown here.

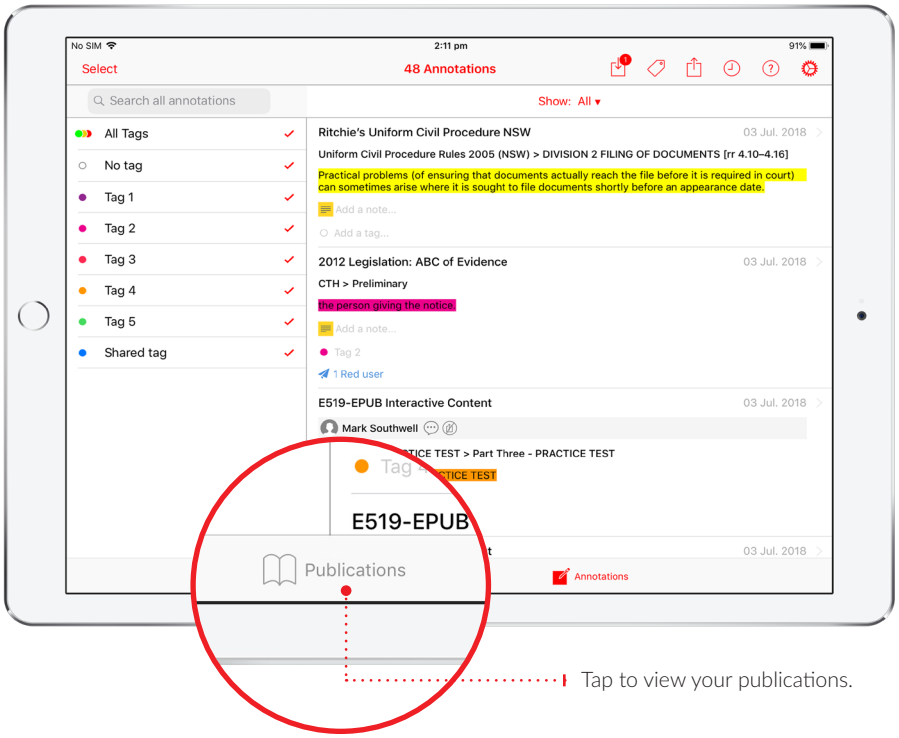
Publications screen



Search across your publications.

Tap to view your annotations.

Annotations screen



Tap to view your publications.

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Customise tag names

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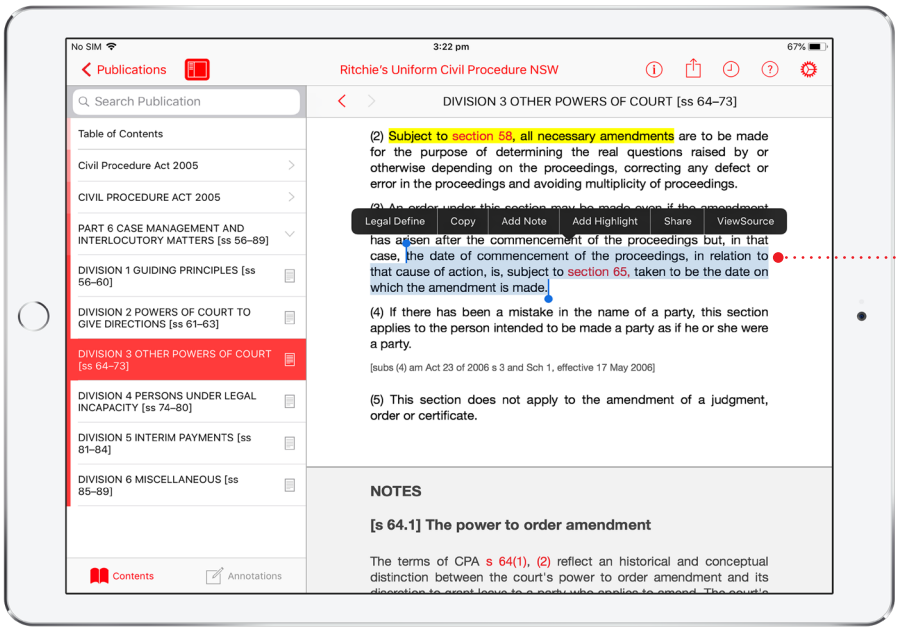
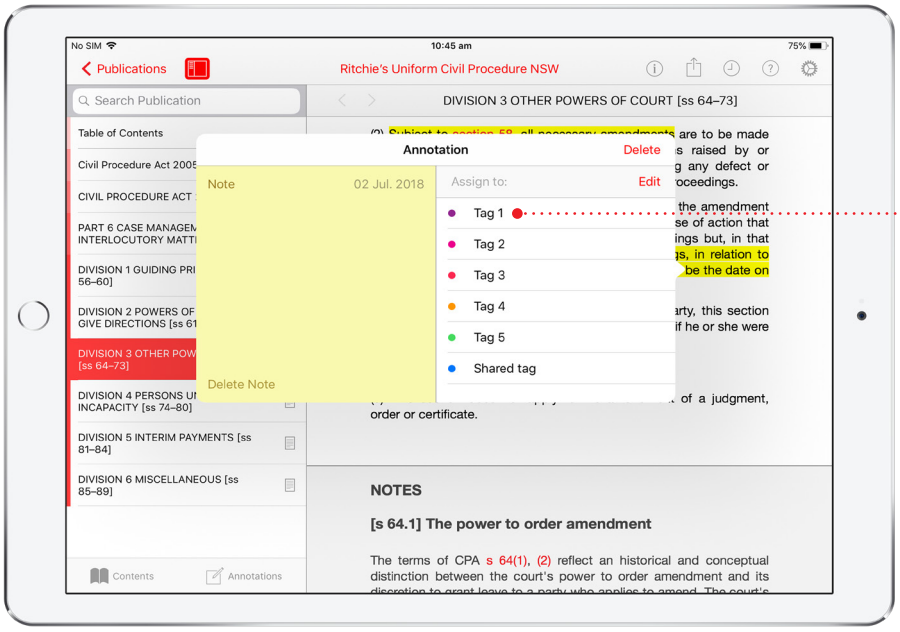
Creating annotations



Press and select text to add highlights and notes.



Tag your highlights and notes by matter, for example.

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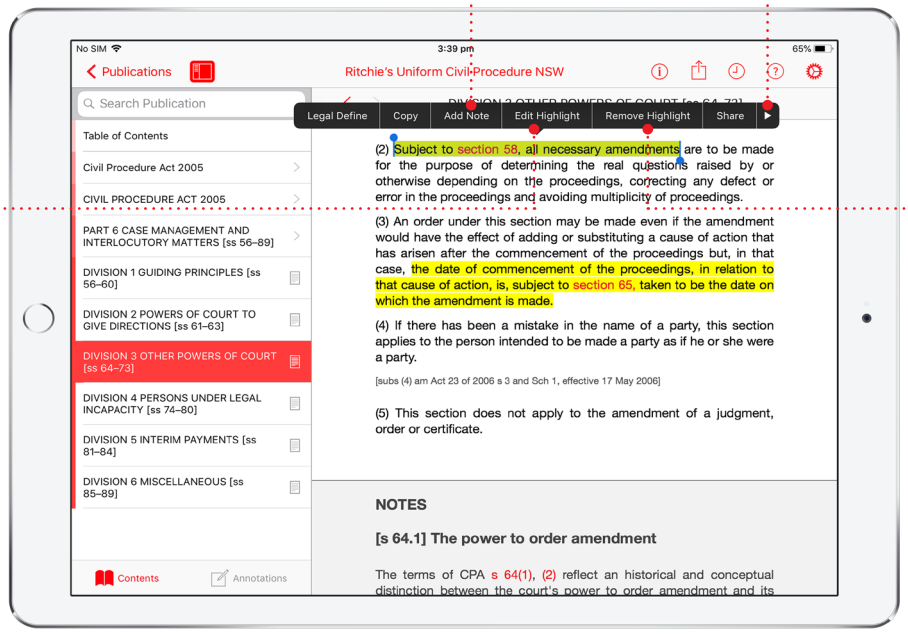
Editing, sending and searching your annotations

Send Annotation option in the expanded menu and **Add Note** view.

To highlight more: Tap on a highlighted word and drag to cover the extra content you want to highlight. Tap **Edit Highlight**.

NOTE: Deleting a highlight will also delete any associated tagging or notes.



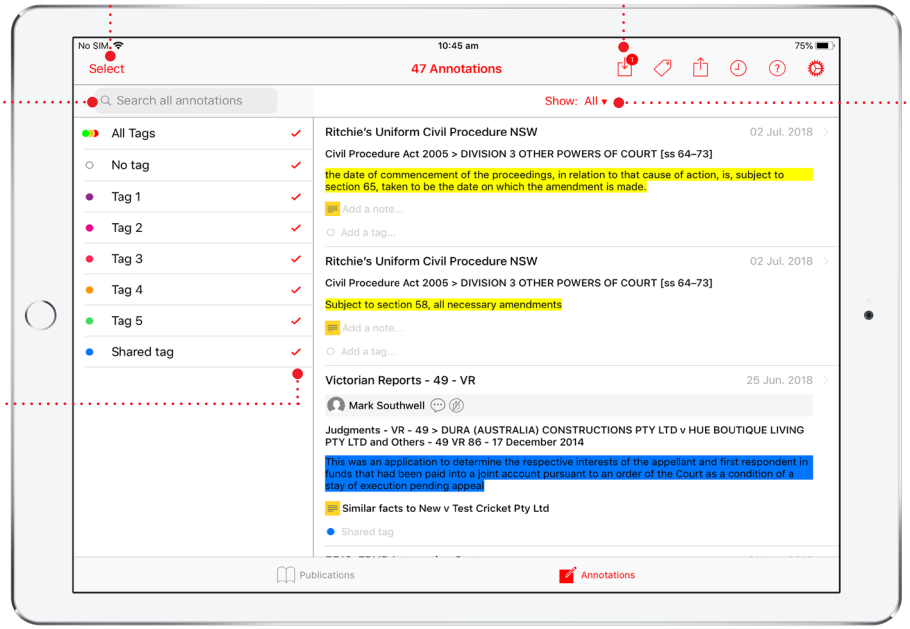
Select multiple annotations to delete, tag, print or share as PDFs.

Download received annotations.

Search across your annotations.

Filter your annotations, including your **Received Annotations** and **Orphan Notes** - notes amended or deleted by content updates.

Select the tags you want to see.



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