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Hong Kong Civil Court Practice: High Court (Volume 1)

Hong Kong Civil Court Practice: District Court (Volume 2)

Criminal Evidence in Hong Kong

Update

Criminal Procedure: Trial on Indictment

Encyclopa Kong Taxa of Income

Learning how to use Lexis® Red

This guide takes you through how to use Lexis® Red, the innovative new way of accessing looseleaf content from LexisNexis. If you still need assistance after reading this guide please contact our Customer Support team at help.hk@lexisnexis.com or +852 2179 7888.

LexisNexis®

Logging in to Lexis® Red

Download the Lexis® Red app from the App Store, and then tap on the Lexis® Red app on your iPad.

Downloading the app
Go to the App Store and search for *Lexis Red*.

Select *'Hong Kong'* from the *"Country"* drop-down menu.

Check this box to **remember your password** on this device.

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

Log in to the app
Enter your *login email* and *password*. If this is the first time you login, you will be prompted to change your password.
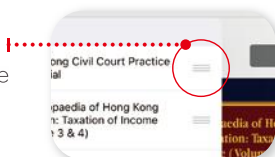
Your publication homescreen

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

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*.

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, tap this update button.

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

Toggle between publications and annotations.

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

Browsing content

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

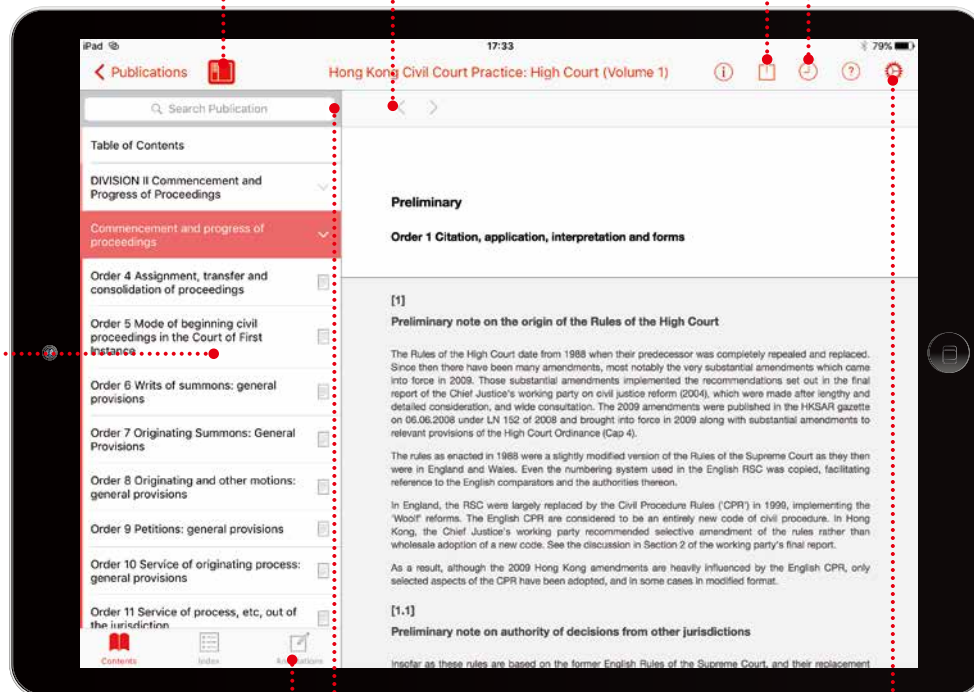**Navigating back and forth through content**
Tap the *left* and *right arrows* to go backwards and forwards through documents you have read.

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

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.

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 on this publication in the left hand pane by taping 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.
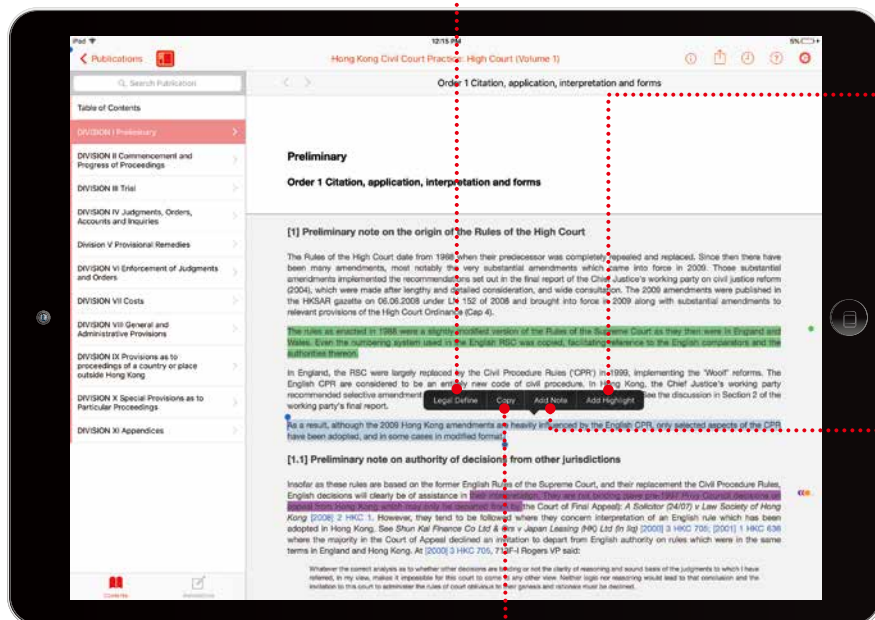
Increasing and decreasing font size
To increase or decrease the font size, tap the *settings button*, then tap *Publication Text*. This will open a slider to increase or decrease the font size.

Creating annotations and looking up legal definitions

On a Lexis® Red publication, you can highlight, tag (bookmark), add notes, copy text and access legal definitions.

Legal define
To find the legal definition of a word tap and hold the word, then select *'Legal Define'*.

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'.
NOTE: If you add a tag to this highlight, the colour of the highlight will change to the colour of the first tag of the tag screen.

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. Tab outside of the annotation screen to continue reading.
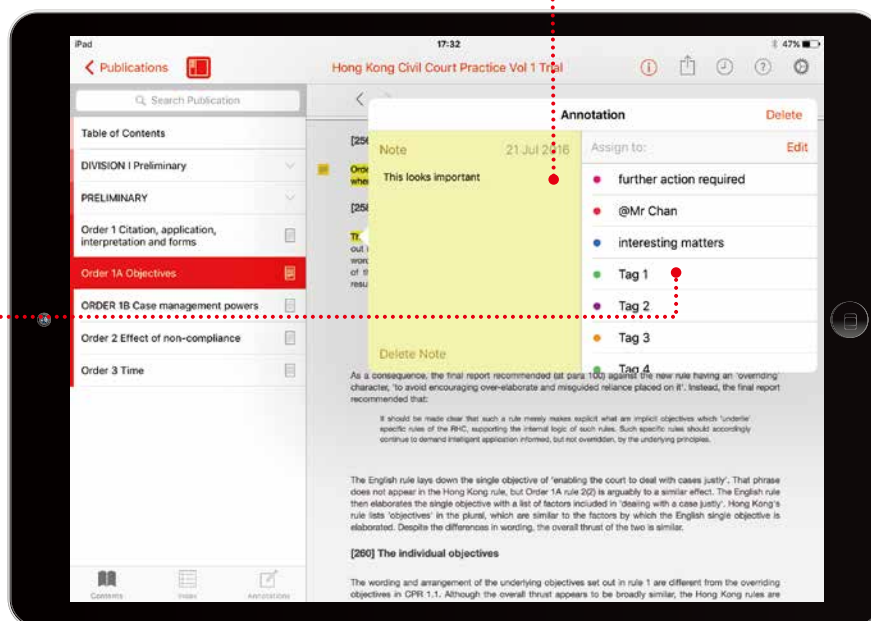
Copying Text
To copy the text, tap and hold a word, drag the blue dots to highlight the text you need then tap *'Copy'*.

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.
NOTE: If you add a tag to this highlight, the colour of the highlight will change to the colour of the first tag of the tag screen.
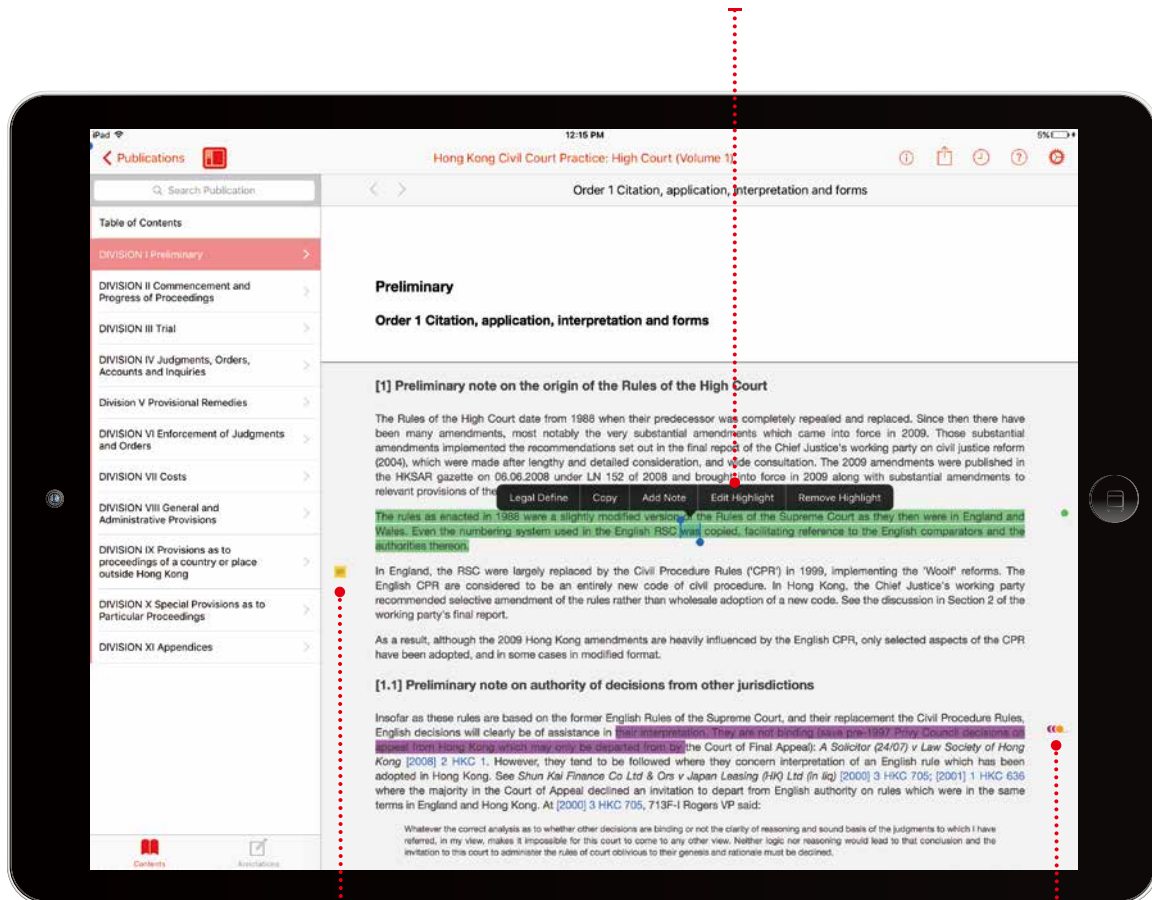
Editing your annotations

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. The colour of the highlight changes to the colour of the first tag of the tag screen.

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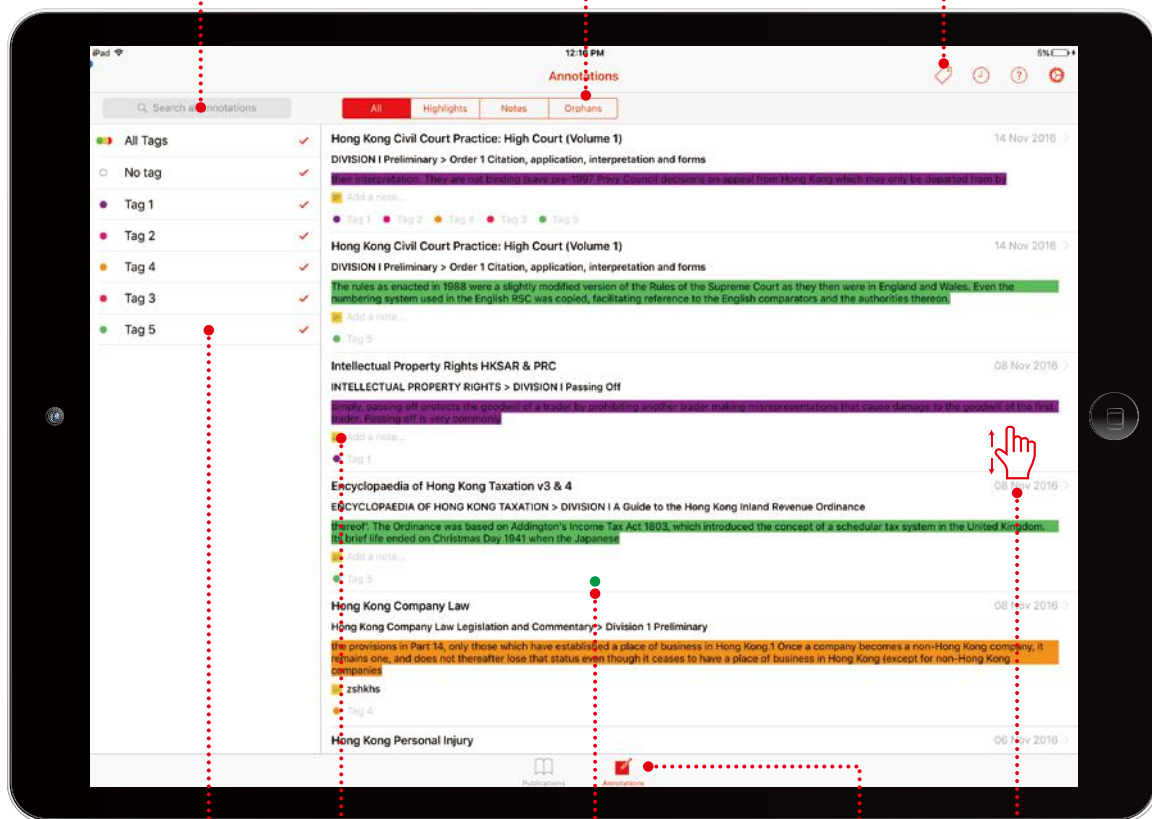
Filtering annotations
Filter your annotations to show notes, tags, highlights or orphans.
Orphaned notes are those which were attached to sections of text which have been removed or substantially amended during a content update.

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

Edit the names of the tags.

Scroll through your annotations.

Filter by tag
Filter annotations by tags.

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

Edit or remove tags
To edit or remove a tag, tap the *tag icon*.
NOTE: The colour of the highlight changes to the colour of the first tag of the tag screen.

Toggle between publications and annotations
Change the home screen view from Publications to Annotations by tapping the *annotations button*.

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+