

Learning how to use Lexis® Red

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

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Downloading and logging in to Lexis® Red

Download the Lexis® Red application for Mac from the App Store, and then tap on the Lexis® Red icon.

Downloading the app

To download the Lexis® Red application go to the App Store and search for **Lexis Red**.



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

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

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.

Password reset

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

From the top menu bar select view-->organise publications.

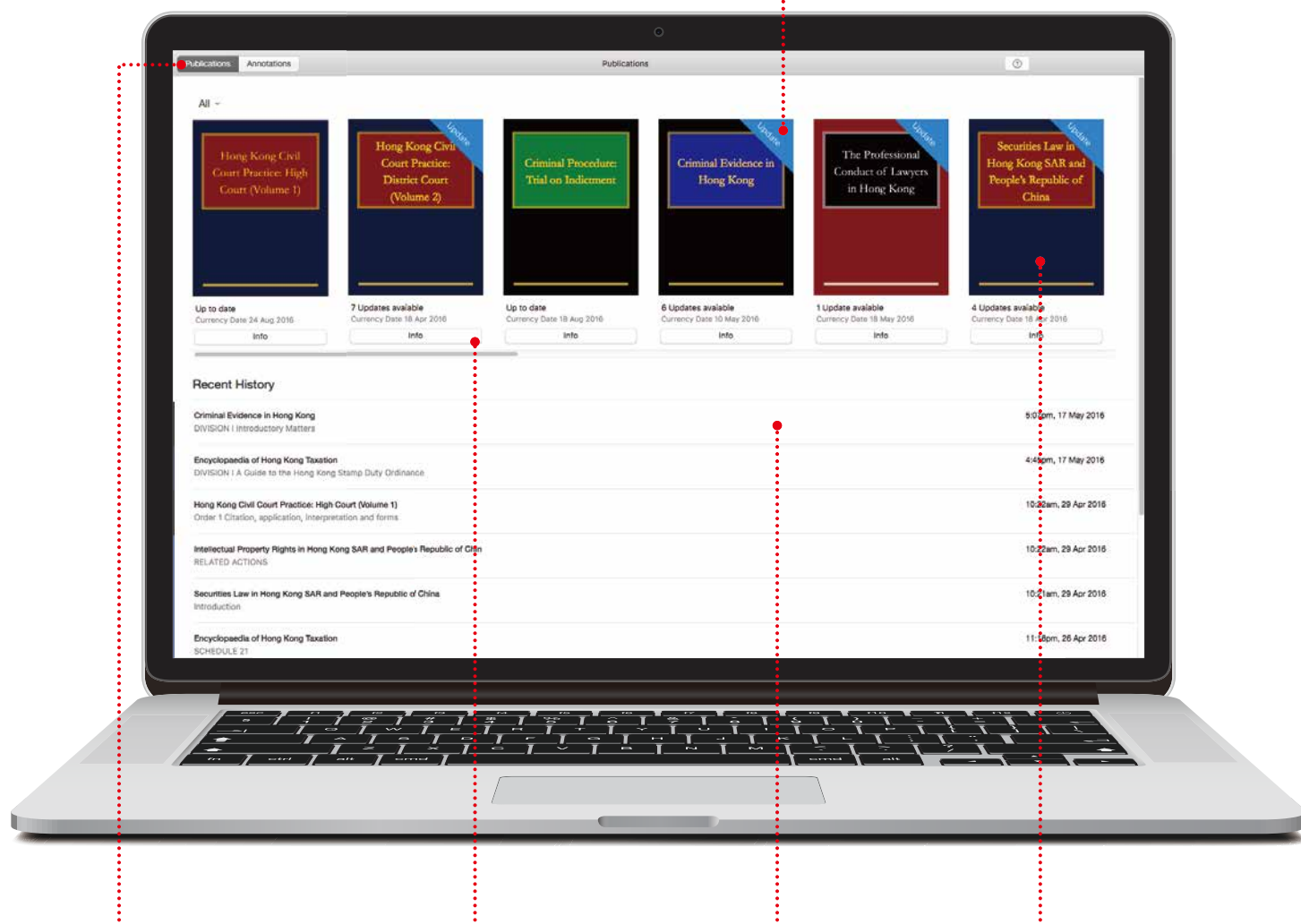
You can then drag the publications to change their order.

You can also **delete** and **restore** titles from here.



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 this update button.



Toggle between the publication and annotations screens

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

Recent history
View your recent history on 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

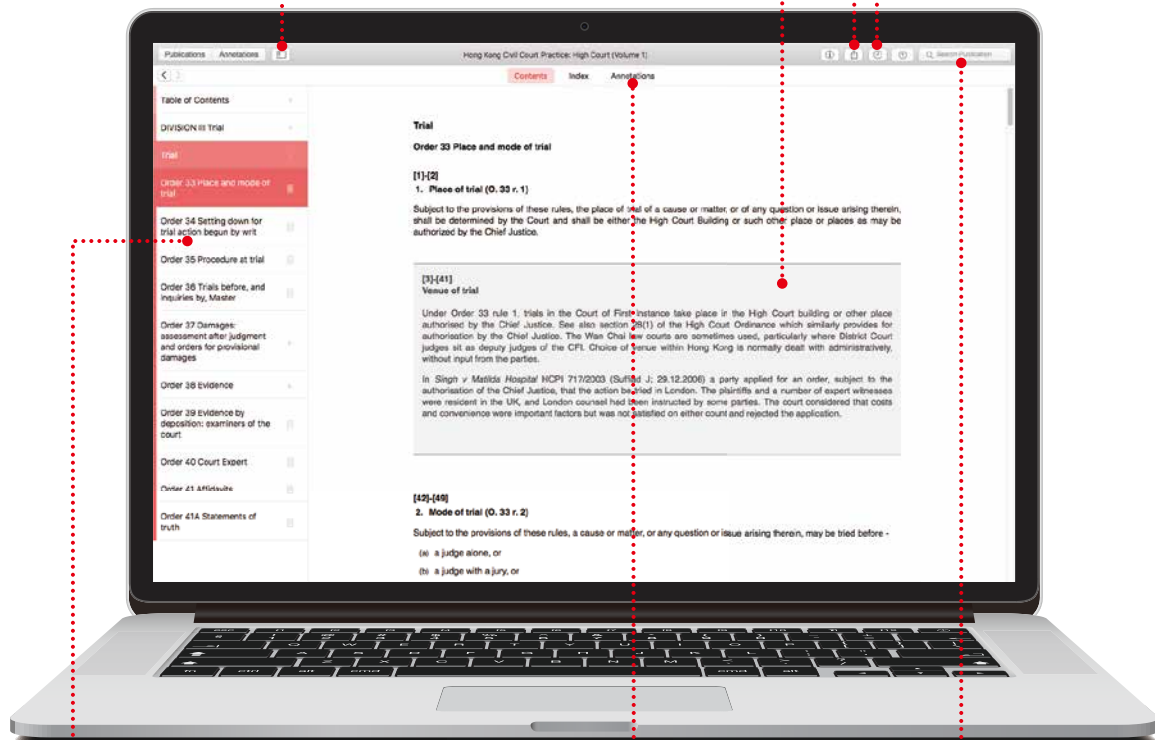
To email or print content click the **share button**, then select either print or email. select whether you want to share highlights and / or notes along with the content, and then select either print or email.

Accessing your recent reading history

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

Commentary

Is indicated by a greyed out background



Using the table of contents

Navigate through the sections of the publication by clicking the **right arrow**, **down arrows** and the **document button**.

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.

Browsing your annotations within a publication

View your annotations on 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.

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, click and drag the desired word/s, then hold with two fingers or right click with your mouse and select '**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, click on any word in the highlighted section 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

To copy the text, click and drag to highlight the text you need then hold with two fingers or right click with your mouse and select '**Copy**'.

Adding tags

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

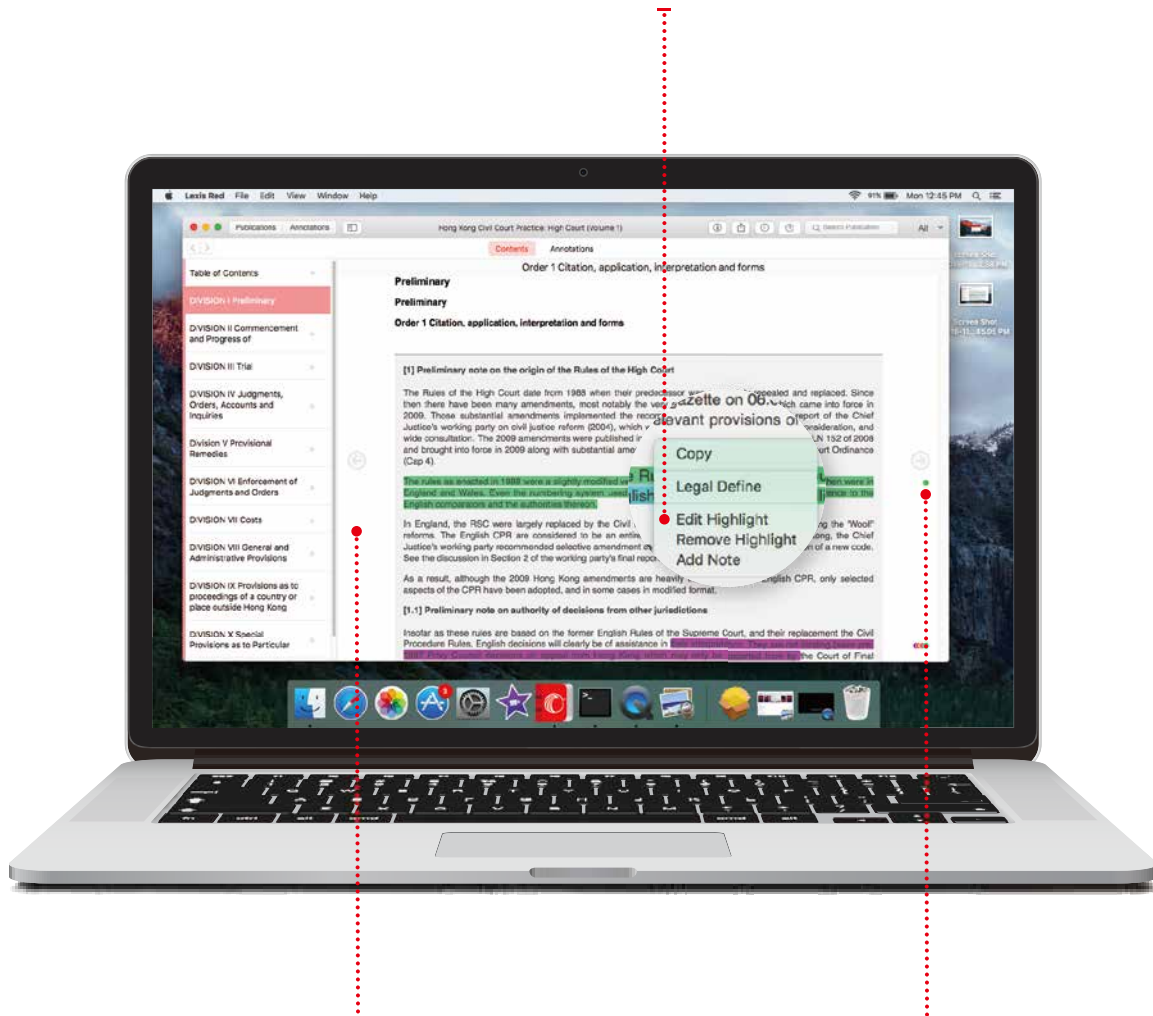
Annotations can be edited from within a publication.

Editing highlights – adjusting the highlighted area

To highlight more: Click on a highlighted word and drag to cover the extra content you want to highlight. tap with two fingers or right click with your mouse, then select **'Edit annotation'**.

To highlight less: Click on the highlighted area, and then tap with two fingers or right click with your mouse, then select **'delete annotation'**. 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

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.

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.

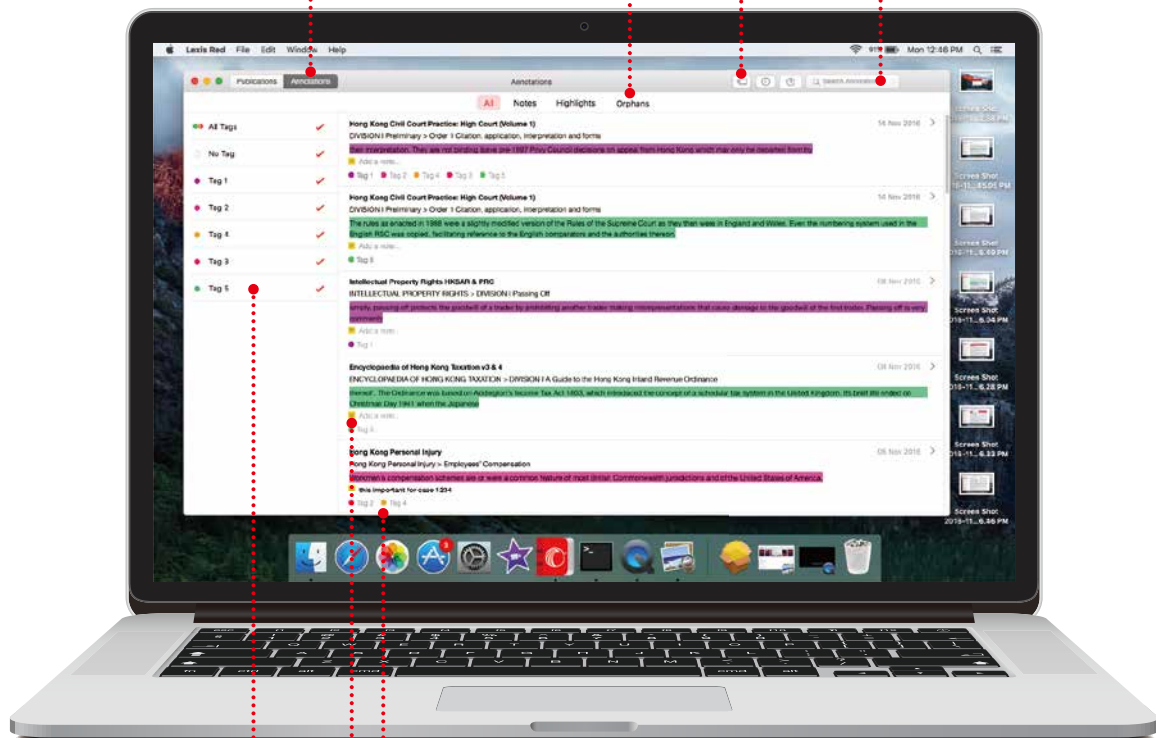
Accessing annotations

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

Edit the names of the tags.

Searching annotations

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



Filter by tag

Filter annotations by tags.

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.

Editing notes

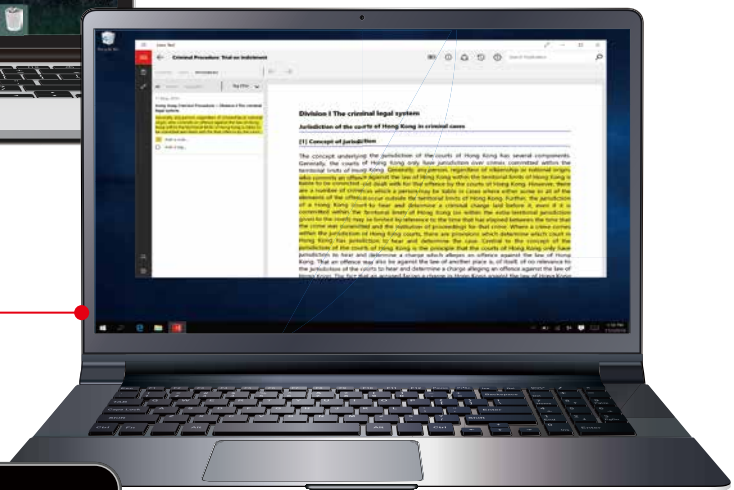
To edit a note, click the **note icon**.

Syncing annotations across devices

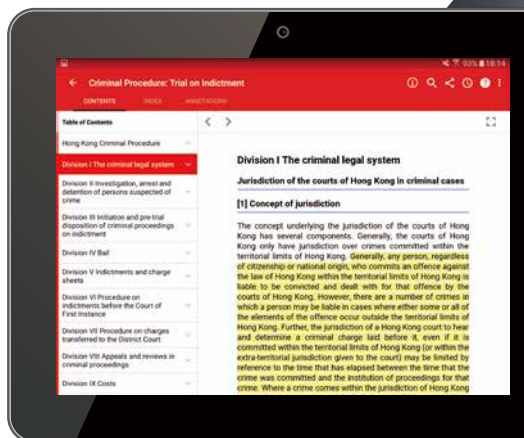
Annotations automatically sync across multiple devices when you connect to the Internet.



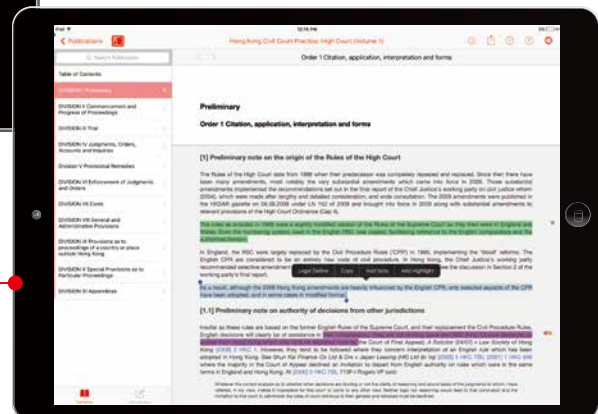
Mac OS 10.10+



Windows 8.1+



Android 4.4+



iOS 8+

