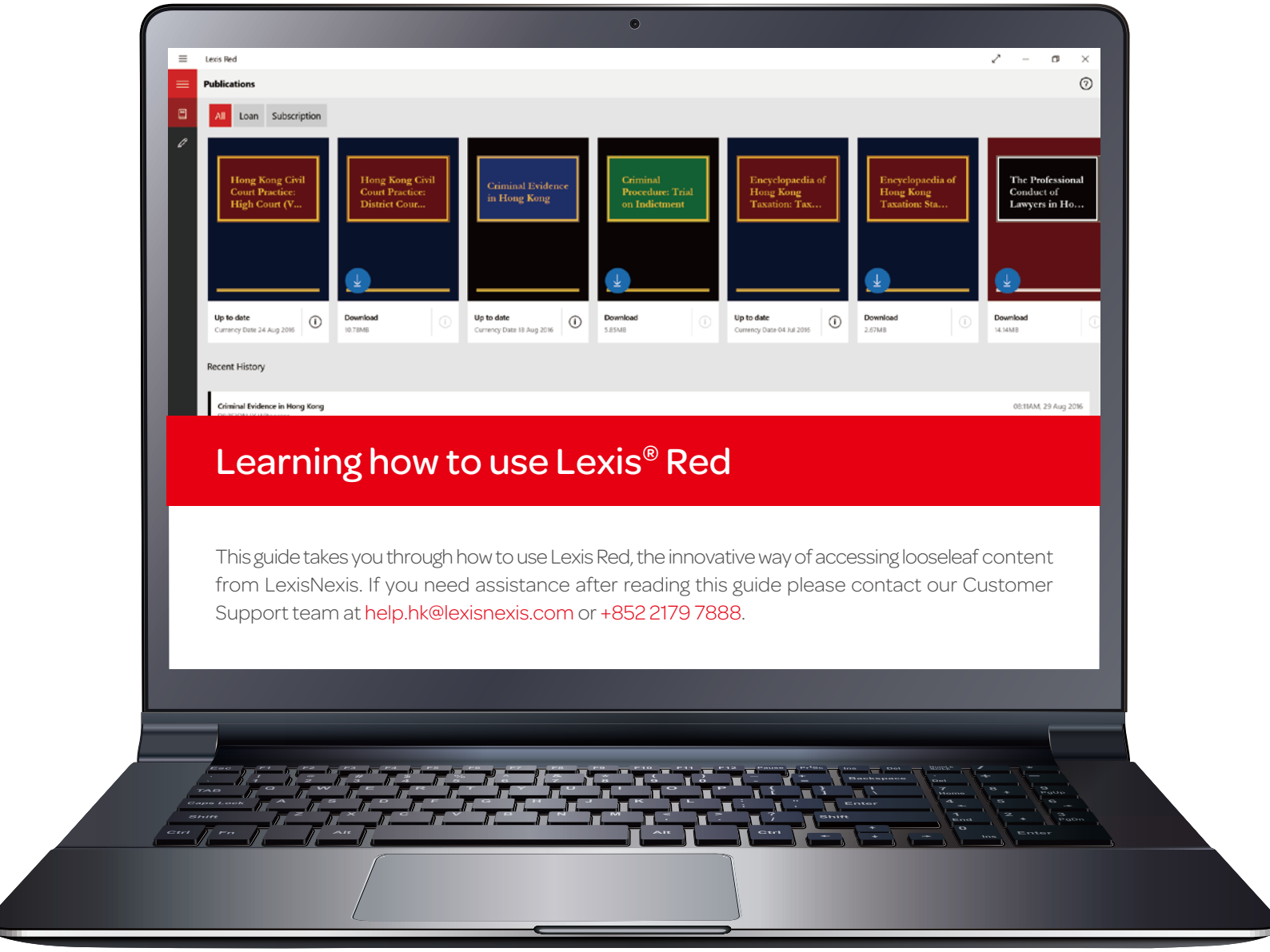

Learning how to use Lexis® Red

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.

P.1. Downloading and logging in to Lexis® Red

P.2. Your publication home screen
- Downloading your publications
- Downloading publication updates
- More information about your publications
- Opening a publication
- Editing the order of your publications

P.3. Browsing Content
- Browsing through the table of contents
- Navigating back and forth through pages
- Increasing and decreasing font size
- Emailing or printing content
- Accessing your recent reading history on this device
- Browsing your annotations within a publication
- Searching within a publication

P.4. Creating annotations and looking up legal definitions
- Adding a highlight
- Copying text
- Adding a note
- Adding a tag
- Looking up the legal definition of a word

P.5. Editing your annotations
- Editing highlights
- Editing notes
- Editing tags

P.6. Accessing and editing your annotations from the home screen
- Browsing and viewing annotations
- Searching annotations across all publications
- Editing annotations
- Orphan annotations

P.7. Syncing annotations across devices

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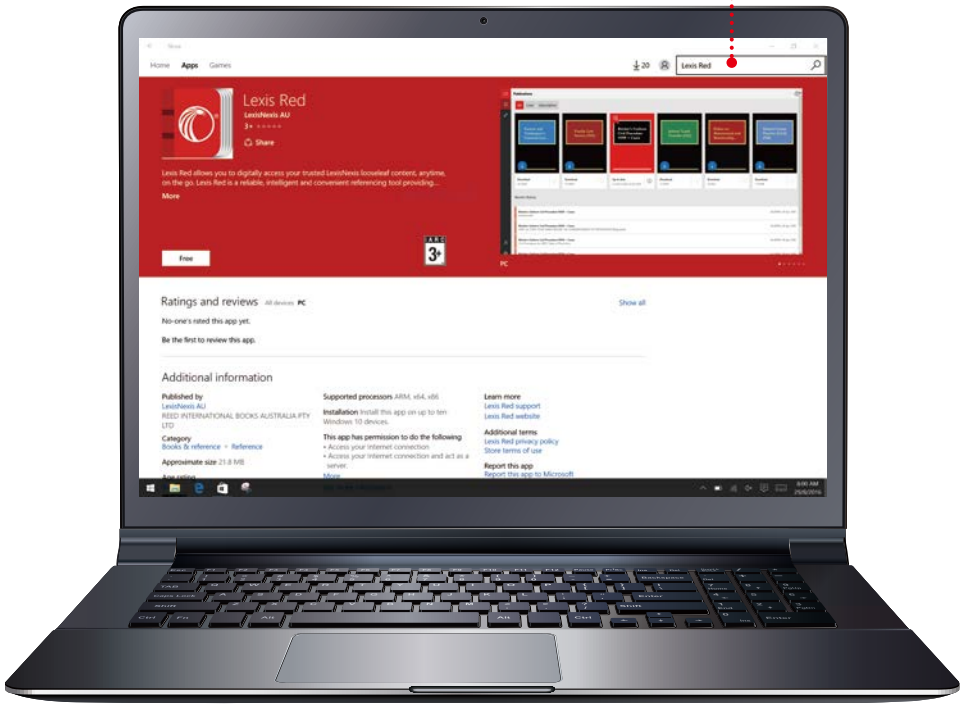
Downloading and logging in to Lexis® Red

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
To download the Lexis® Red application go to the Windows 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.

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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.

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

Editing the order of your publications
Click the ***edit button***, then hold and drag the publications into the order you want using the three line symbol.
Titles can also be ***deleted*** (using the - symbol) and ***restored*** (using the download symbol)

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

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

Downloading publications
To download your publications onto your device, tap the ***download button***.

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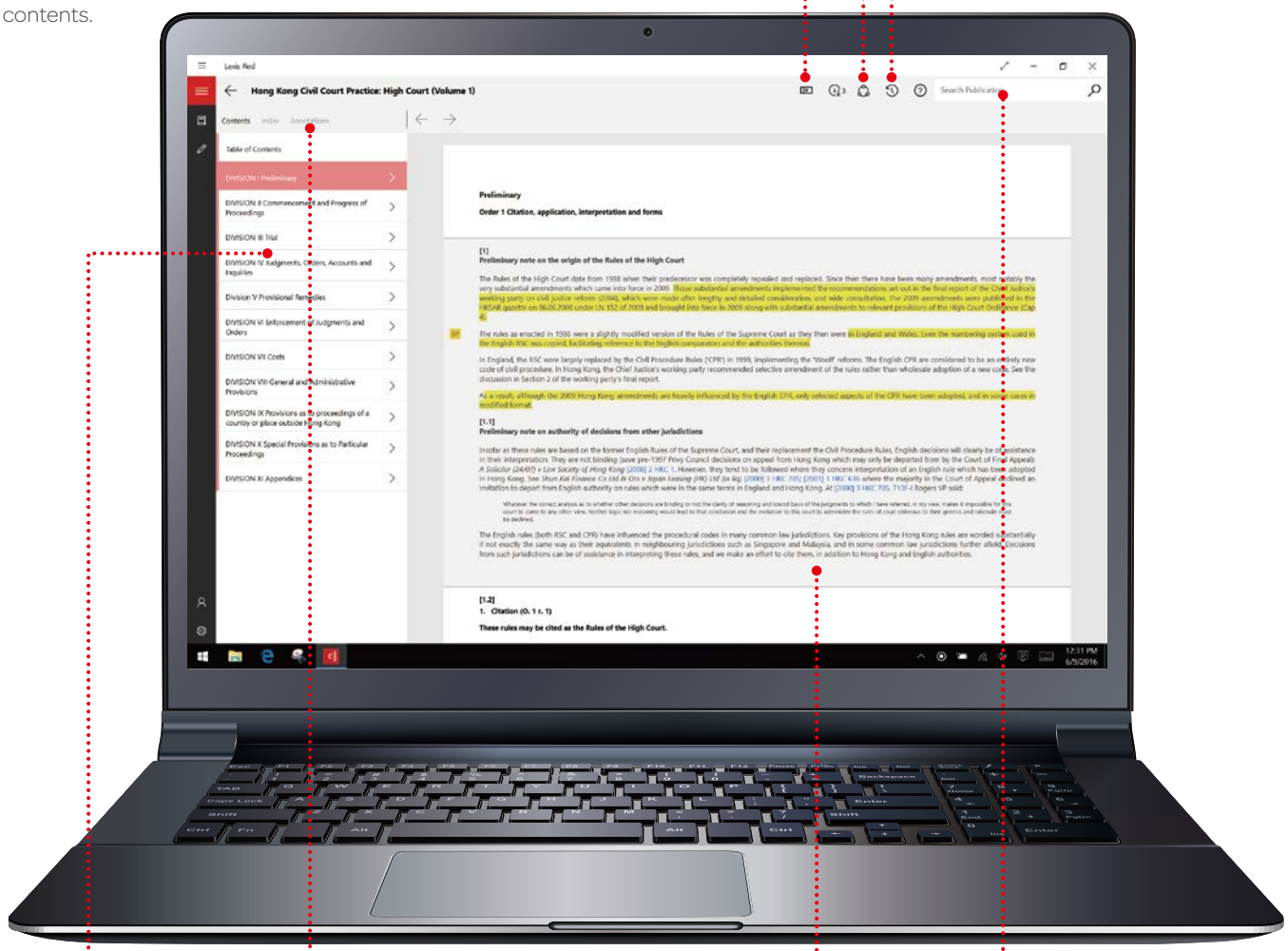
Browsing content

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

Emailing or printing content
To email or print content tap the ***share button***, 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.

Opening and closing the table of contents
Click the ***table of contents button*** to open and close the table of contents.



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 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.

Commentary
Is indicated by a grey background.

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.

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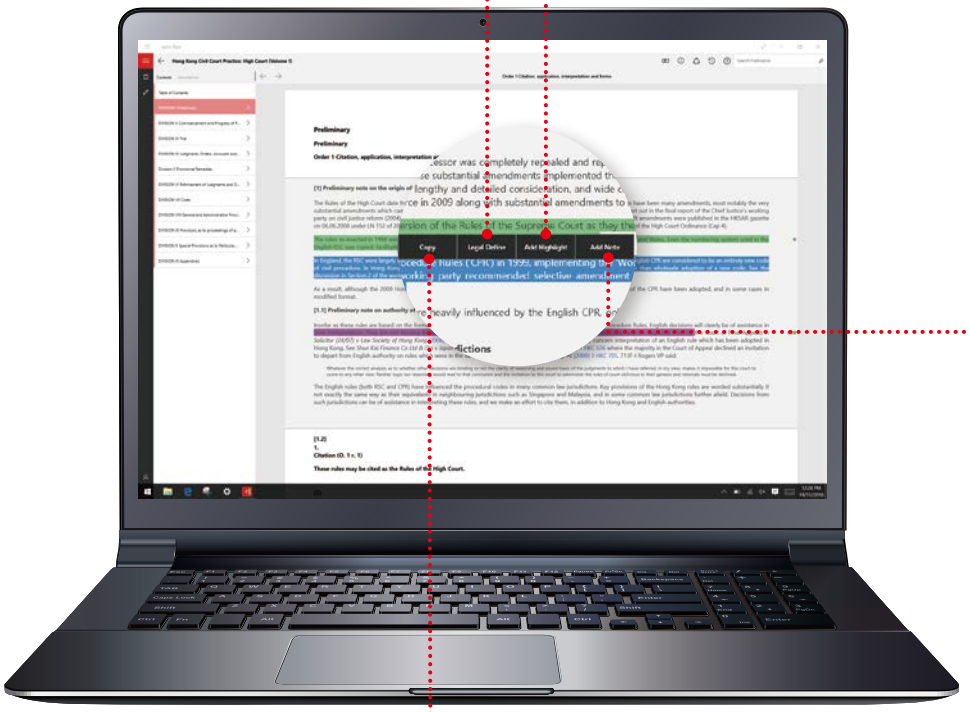
Creating annotations and looking up legal definitions

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'***.

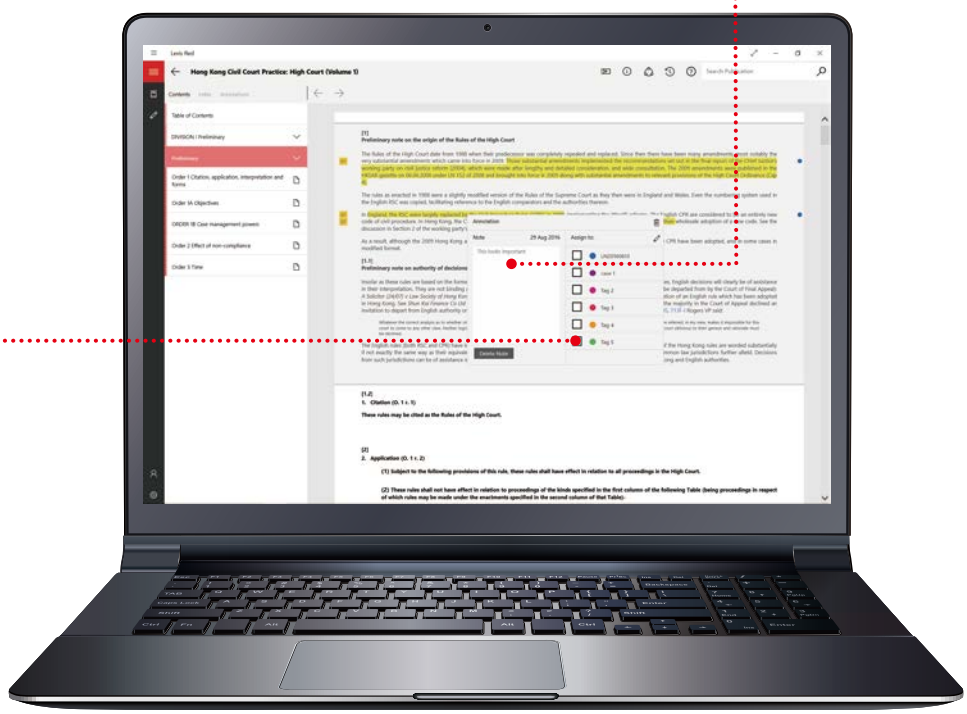


Adding a highlight
To highlight, click and drag the desired word/s, then hold with two fingers or right click with your mouse and select ***'Add Highlight'***.
NOTE: If you add a tag to this highlight, the colour of the highlight will change to the colour of the first tag of the tag screen.

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 select ***'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.



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Editing your annotations

Annotations can be edited from within a publication.

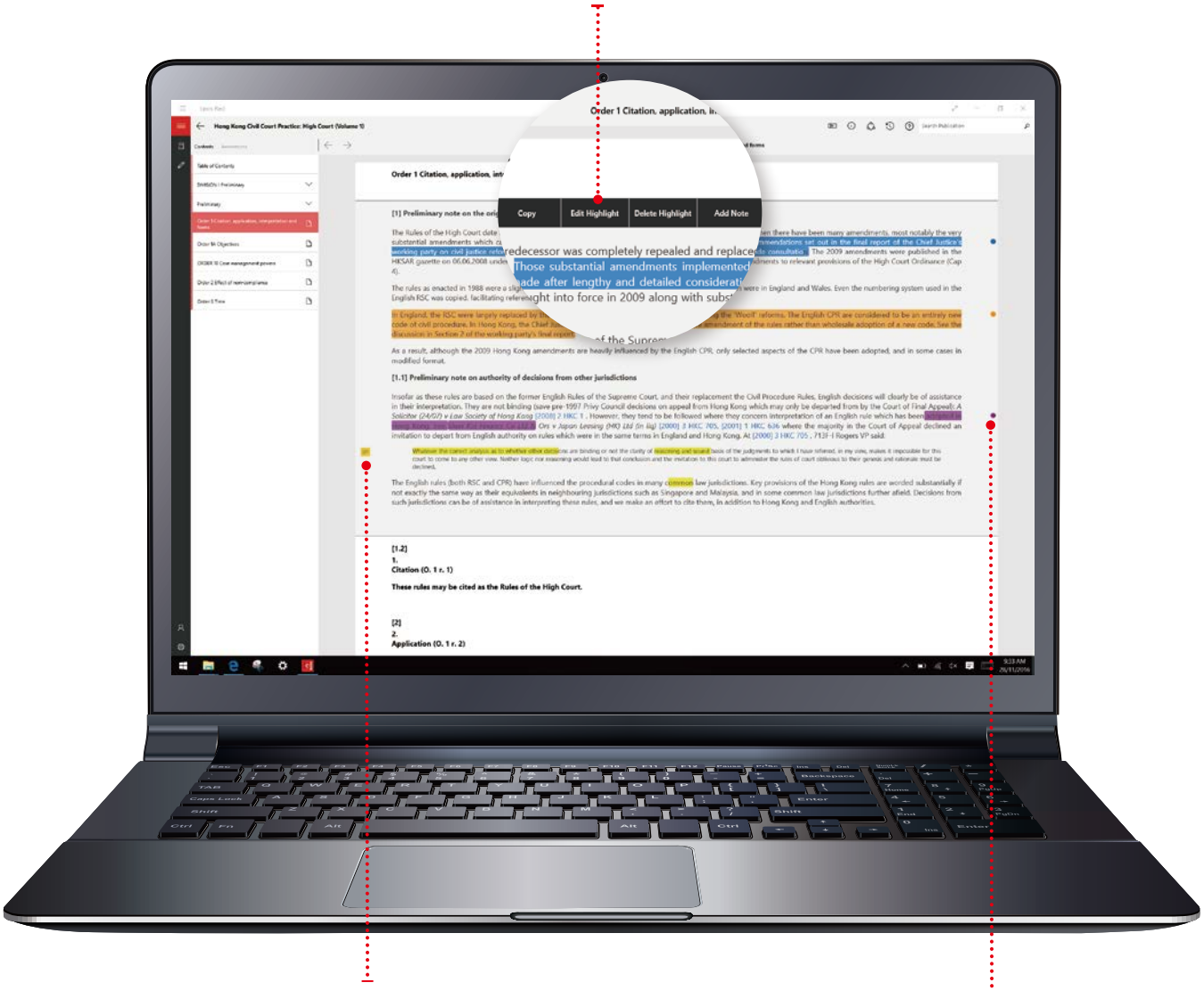
Editing highlights – adjusting the highlighted area

To highlight more: Click on a highlighted word and drag to cover the extra content you want to highlight, then select ***'Edit highlight'***.

To highlight less: Click on the highlighted area, then select ***'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

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.

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Accessing and editing your annotations from the homescreen

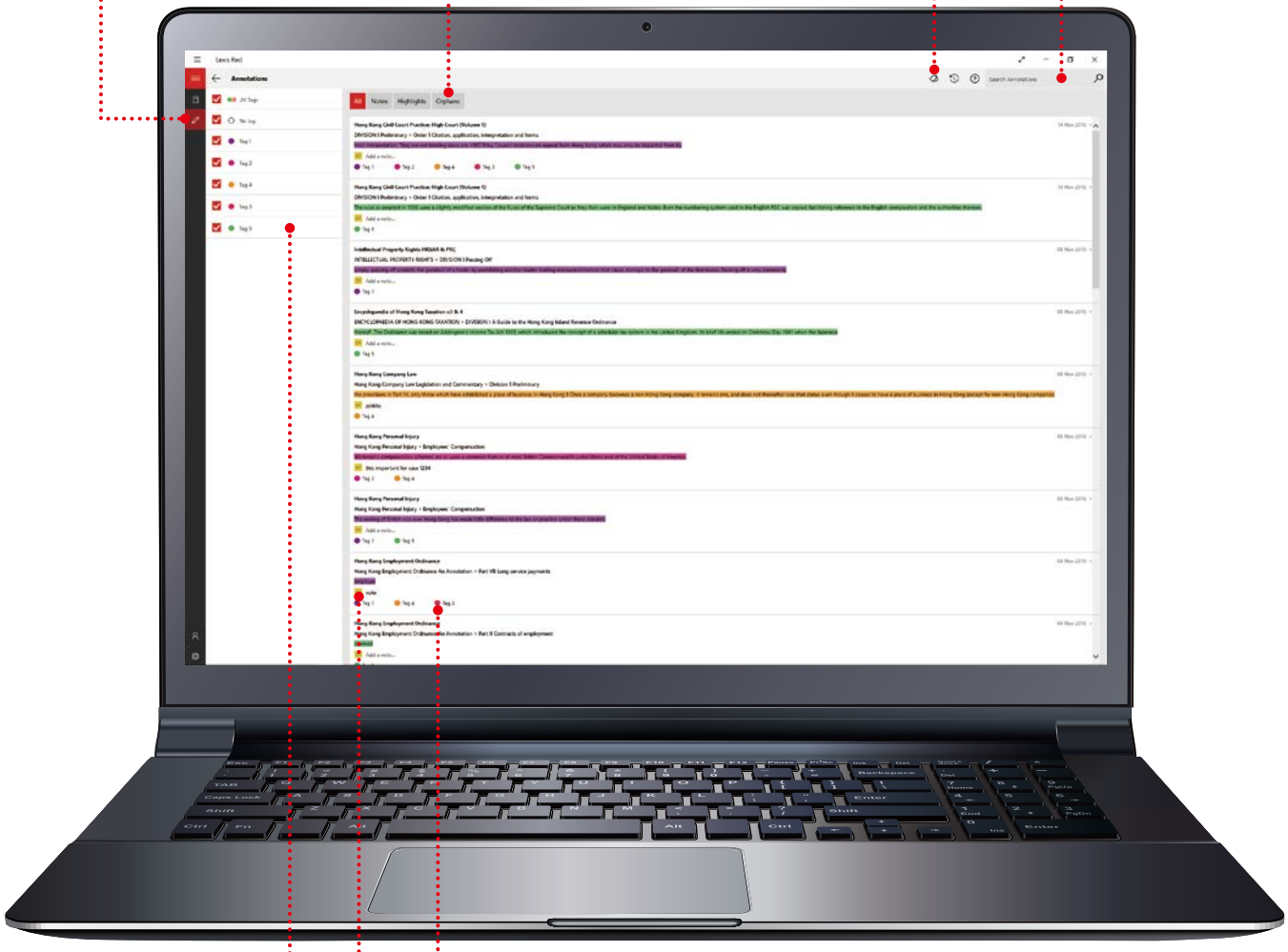
Annotations can be viewed and edited from the homescreen using the annotations button.

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

Editing tag names
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.

Editing notes
To edit a note, click 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.

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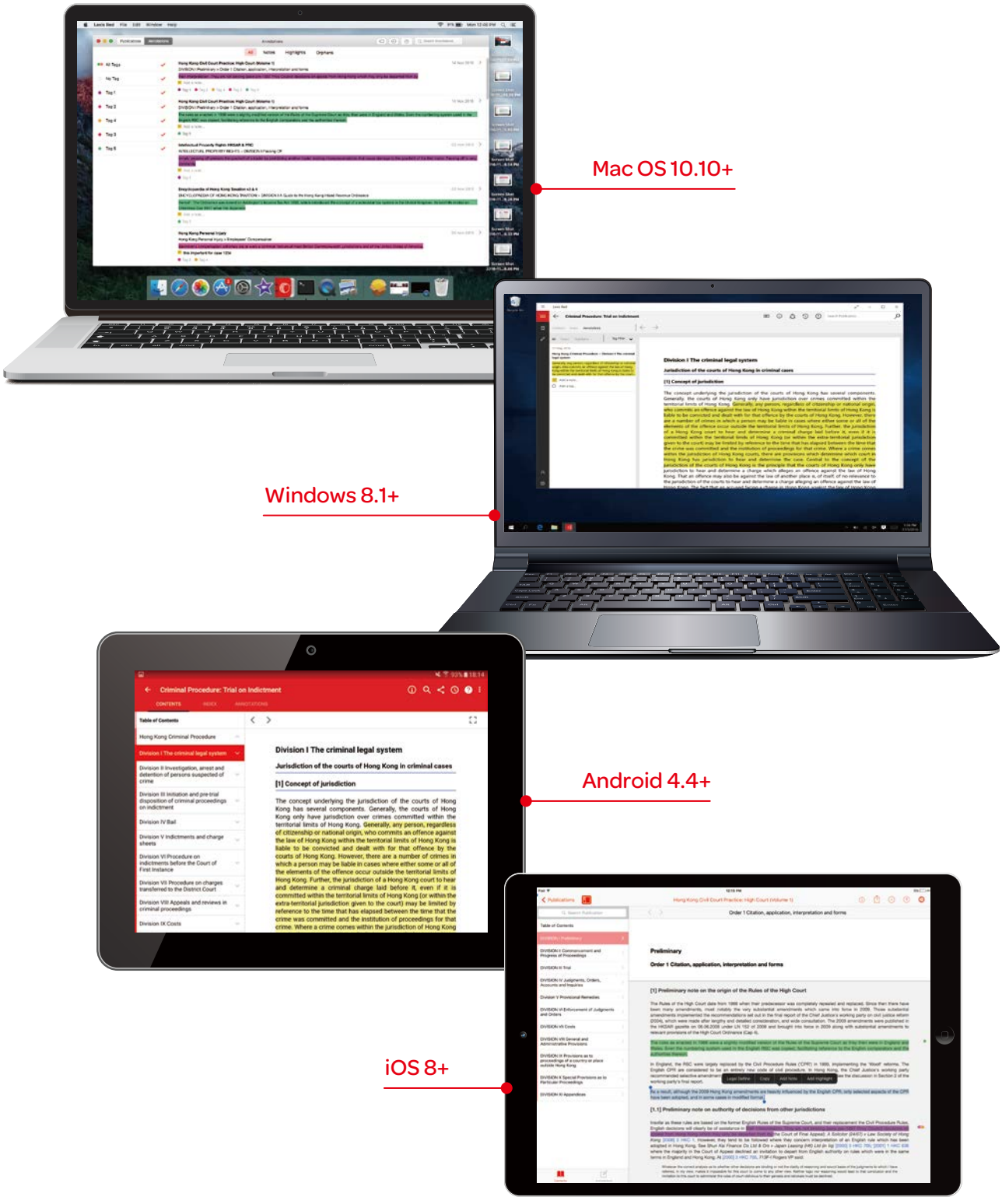
Syncing annotations across devices

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



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