



## Learning how to use Lexis® Red 3.1 on Windows 7

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](mailto:help.hk@lexisnexis.com) or +852 2179 7888.

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# Downloading and logging in to Lexis® Red

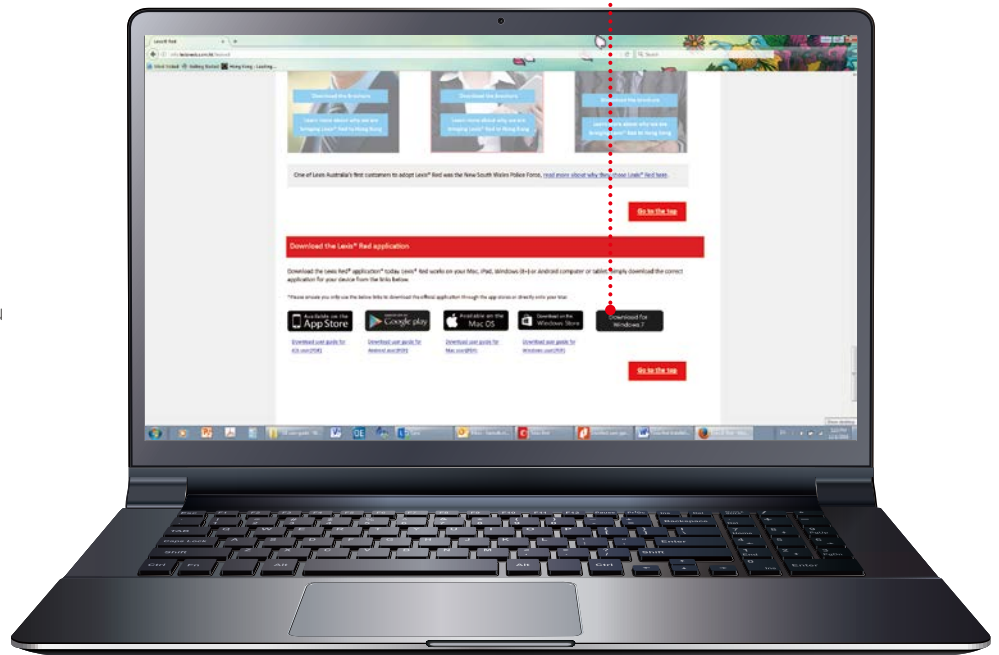
Download the Lexis® Red app from the Windows app store, and then tap on the Lexis® Red app on your tablet or laptop.

## Download the app

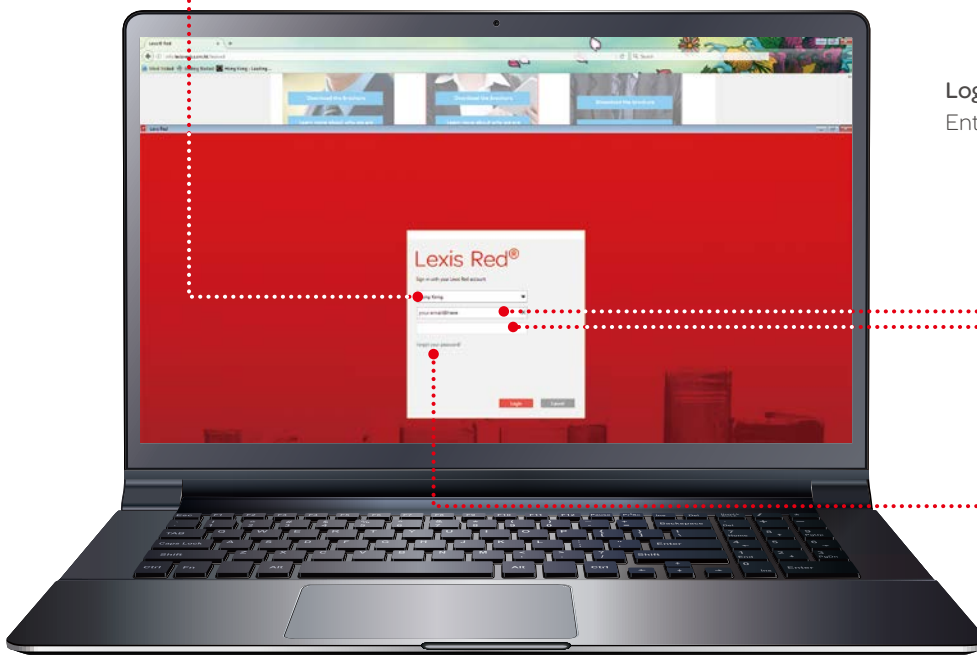
1. To download Lexis® Red for Windows 7 go to [www.lexisnexis.com.hk/lexisred](http://www.lexisnexis.com.hk/lexisred) and click the Download for Windows 7 button at the bottom of the page.

2. Click the downloaded installer file **"LexisRed.exe"**, then the installation wizard will help you install the application step by step.

3. Upon completion of the installation, the application starts automatically. If you want to start it again, you can see the "Lexis Red" app icon in the windows start menu, you just need to click it.



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



## Log in to the app

Enter your **login email**

## Enter your password

Enter your **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

Click '**view**' and then '**reorder publications**' to open the publication order box. You can then use the up and down arrows to the right of the titles to change the order of the publications.

## Downloading updates

Whenever you are connected to the Internet you will be notified of updates to your publications by the **update button**.

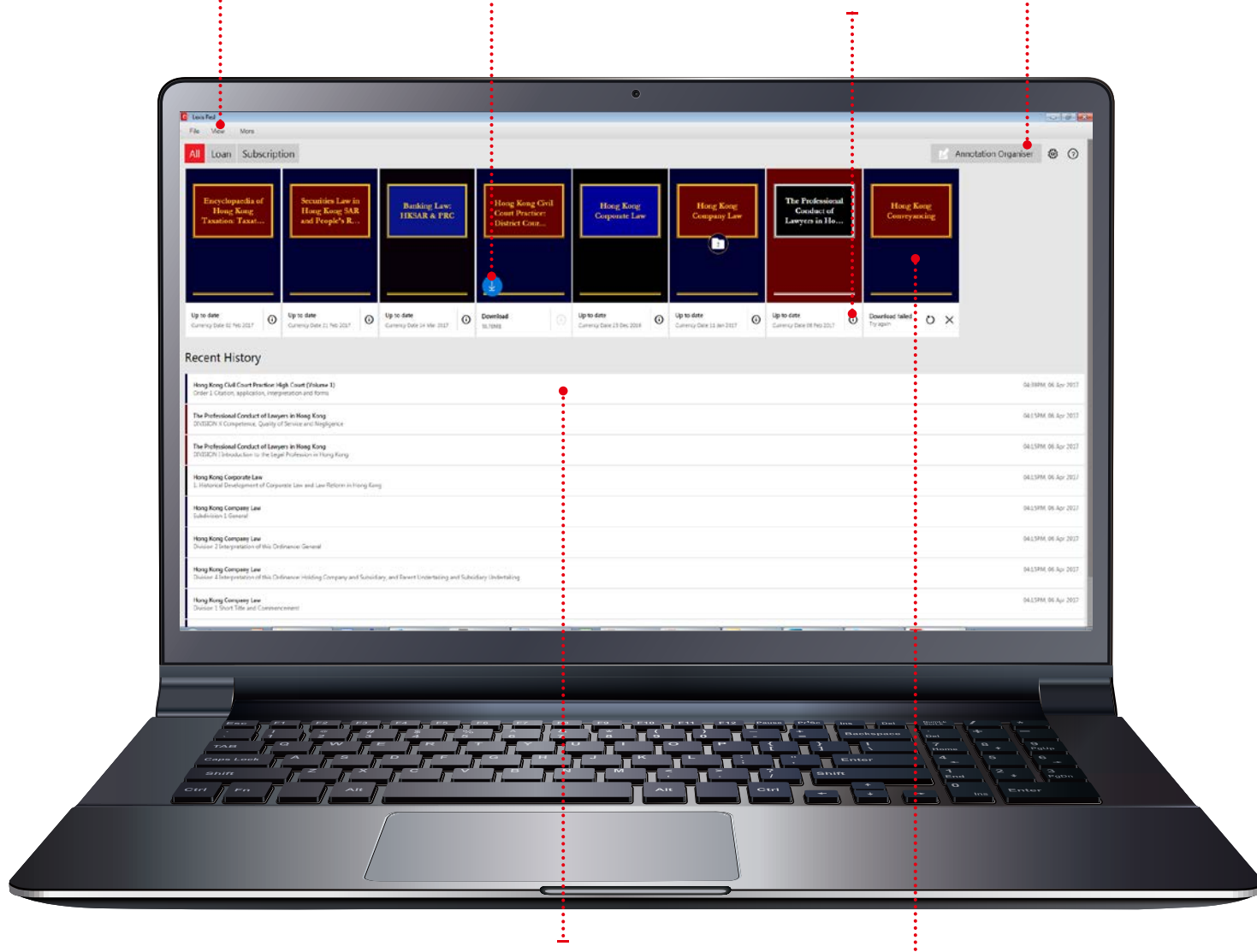
To download an update, click this update button.

## Accessing annotations

Change the home screen view from Publications to Annotations by tapping **Annotations Organiser**

## More information

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



## Recent history

For 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.

## Emailing or printing content

To email or print content click the **share button**, 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.

## 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.

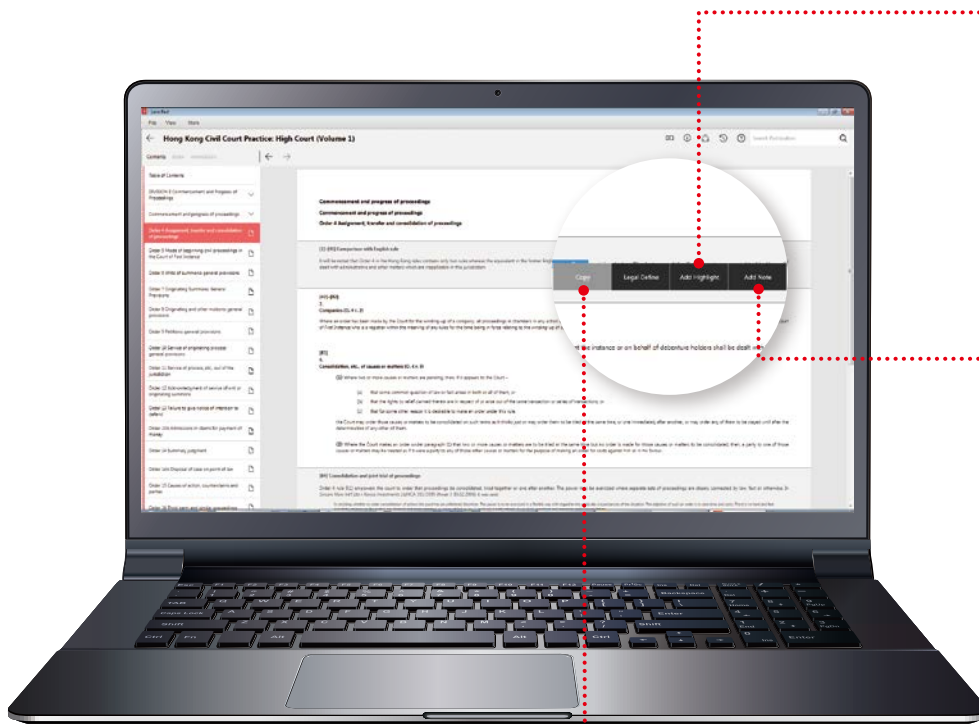
## Using the table of contents

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



# Creating annotations

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



## 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'**.

## Adding a note

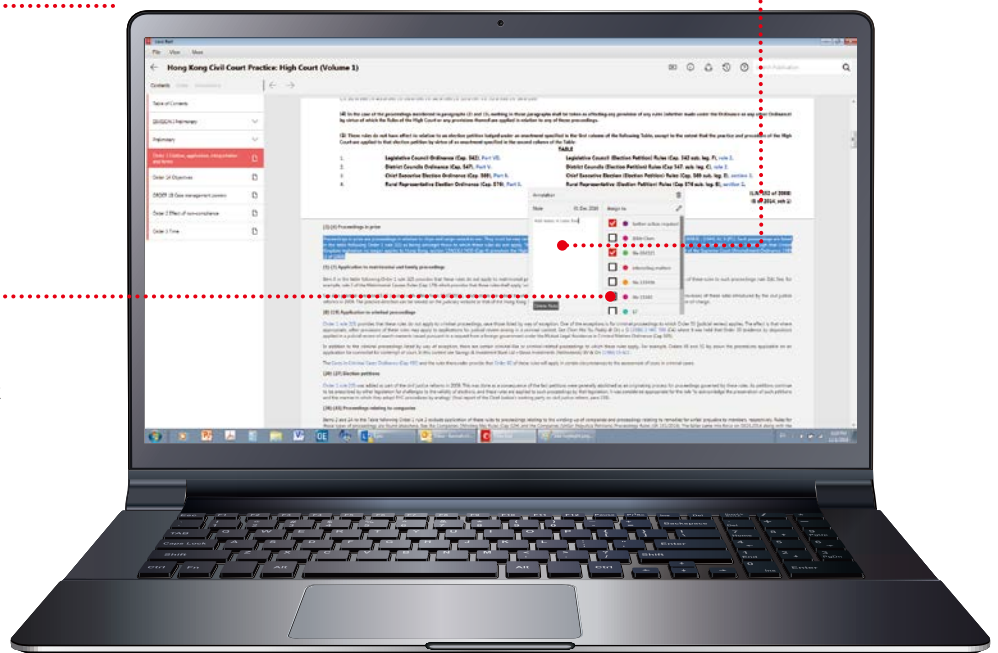
To add a note to a highlighted section of text, click on any word in the highlighted section, right click with your mouse and then click **'Add Note'**. A note screen will pop up for you to type your notes – they will be autosaved. Click outside of the annotation screen to continue reading.

## Copying Text

To copy the text, click and drag to highlight the text you need, 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. **Click the tag(s) you want** and a tick will appear. You can create tags for file numbers, client names, etc.





# Editing your annotations

Annotations can be edited from within a publication.

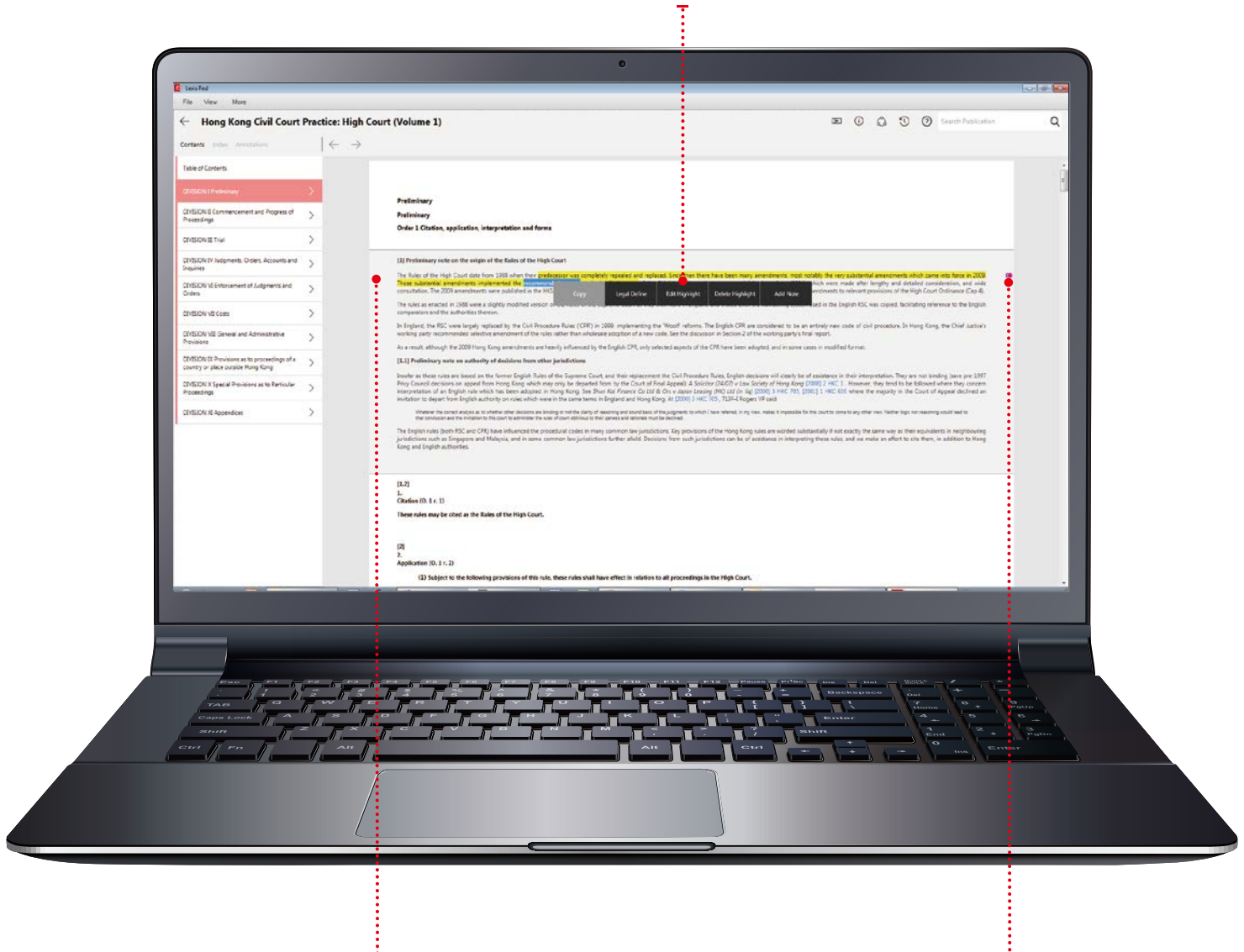
## Editing highlights – adjusting the highlighted area

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

**To highlight less:** Click on the highlighted area, right click with your mouse and then select **'Remove highlight'**.

You can then re-highlight the relevant area.

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



## 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.

## Accessing annotations

Change the home screen view from Publications to Annotations by tapping **Annotations Organiser** while in the homescreen.

## Go back to the home screen

Go back to the homescreen using the back button.

## Filtering annotations

**Filter your annotations** to show notes, tags, highlights or orphans.

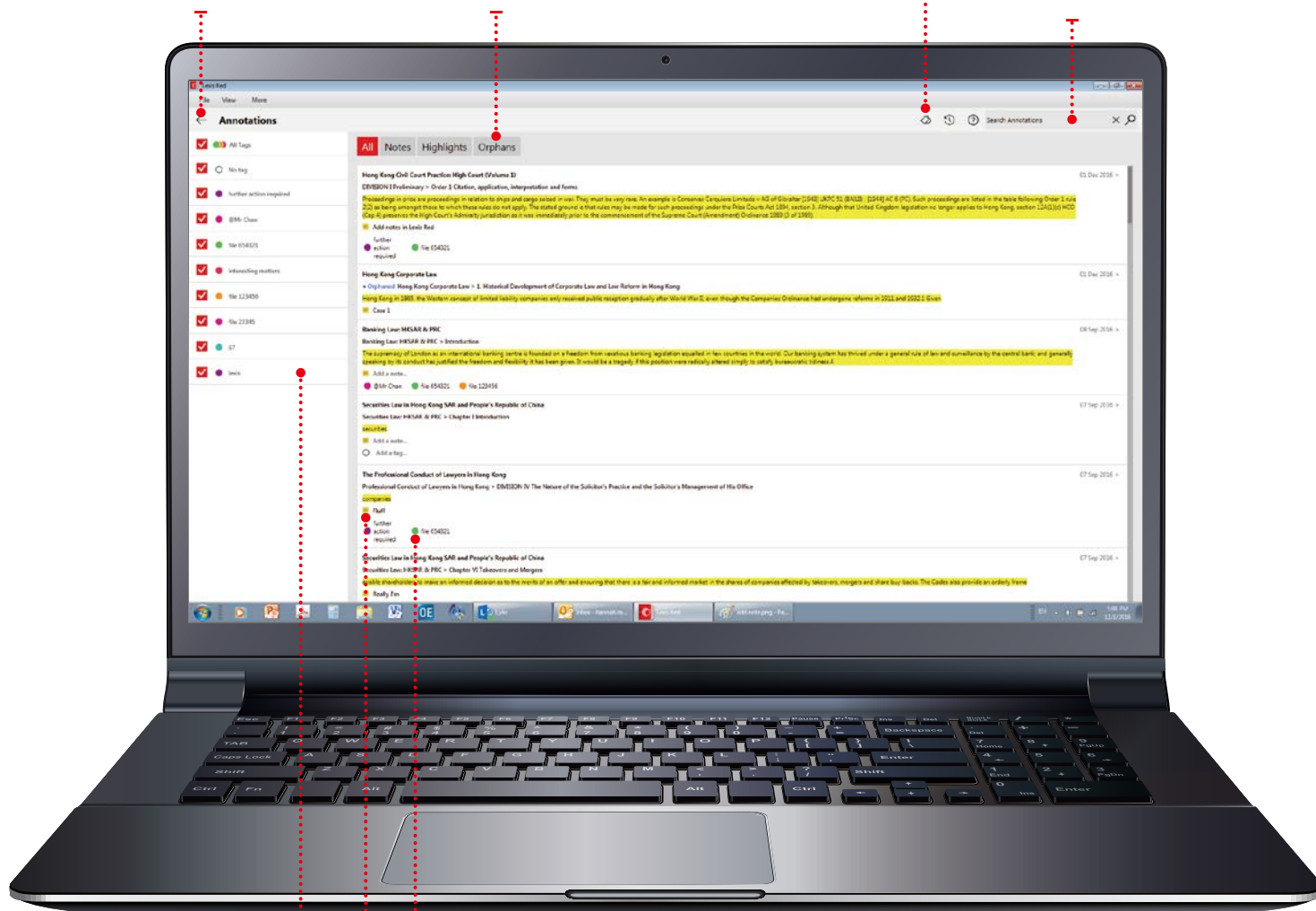
**Orphaned notes** are those which were attached to sections of text which have been removed or substantially amended during a content update.

## Edit tag names

Edit the names of the tags.

## Search annotations

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



## Filter by tags

Filter annotations by tags.

## Editing notes

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

## Edit or remove tags

To edit or remove a tag, click the **tag icon**.



# Syncing annotations across devices

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

**PLEASE NOTE:** iPads, Android devices, Macs and Windows devices running Windows 8.1 or above will be using Red 3.1, which contains additional functionality which might change the look of your highlights. For more details please see the user guides for these devices at [www.lexisnexis.com/lexisred](http://www.lexisnexis.com/lexisred).

