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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**.



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

## Logging 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, click here to reset. You will receive an email with a new password.

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

# Your publication homescreen

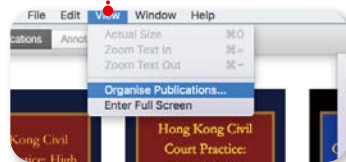
Once you have logged in, you will see your homescreen. This is where you can view all your subscribed publications, and download updates to each of them.

## 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.



## My Order Publication

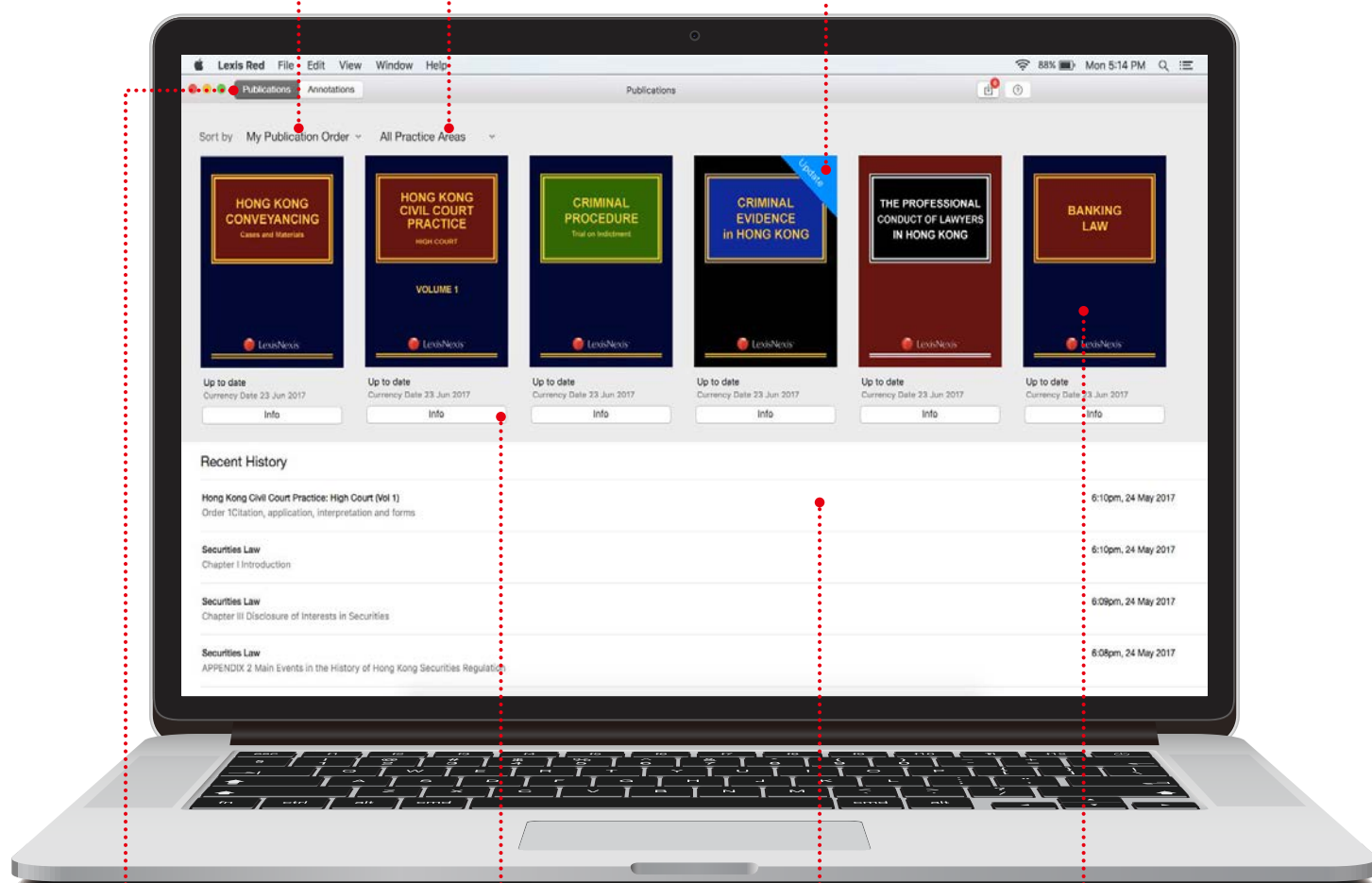
Click here to view your own choice of titles allocation.

## All Practice Areas

Filter your subscribed titles by different practice areas by using the **filter bar**.

## 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.

## Sharing or printing content

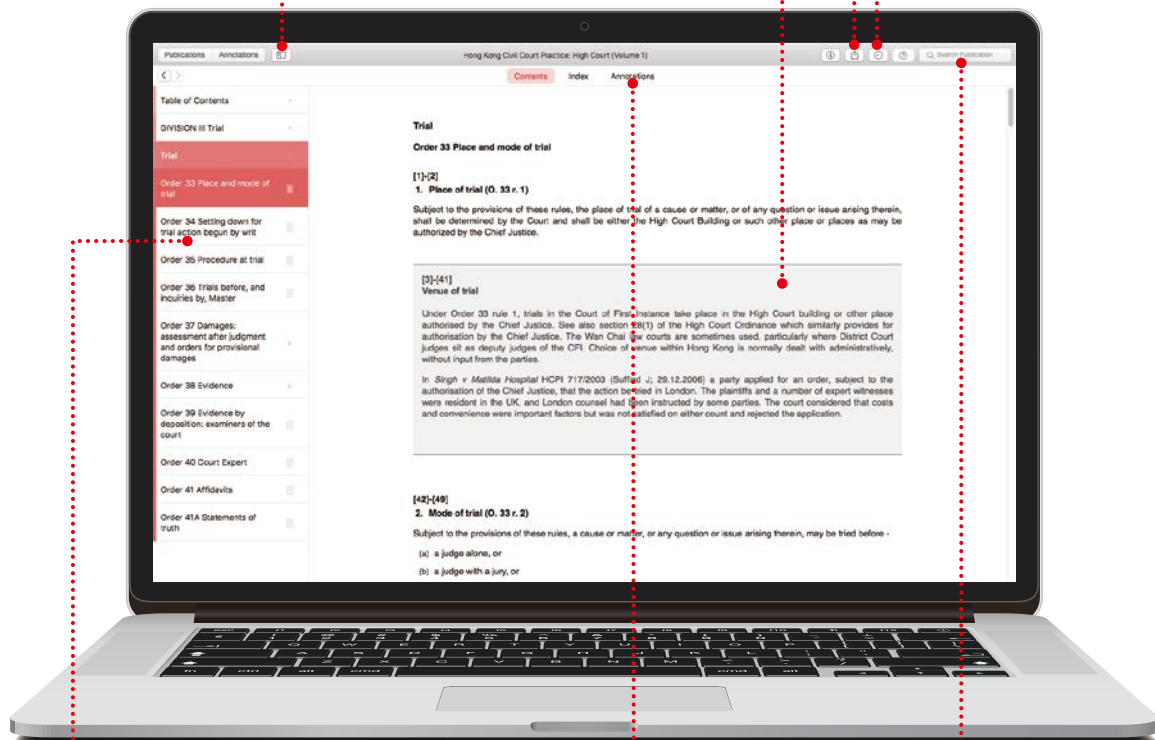
To email or print content click the **share button**, then select either print or email. select whether you want to share highlights and / or notes along with the content, and then select either print or email.

## Commentary

Is indicated by a greyed out background

## Accessing your recent reading history

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



## 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.

## 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.



# 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

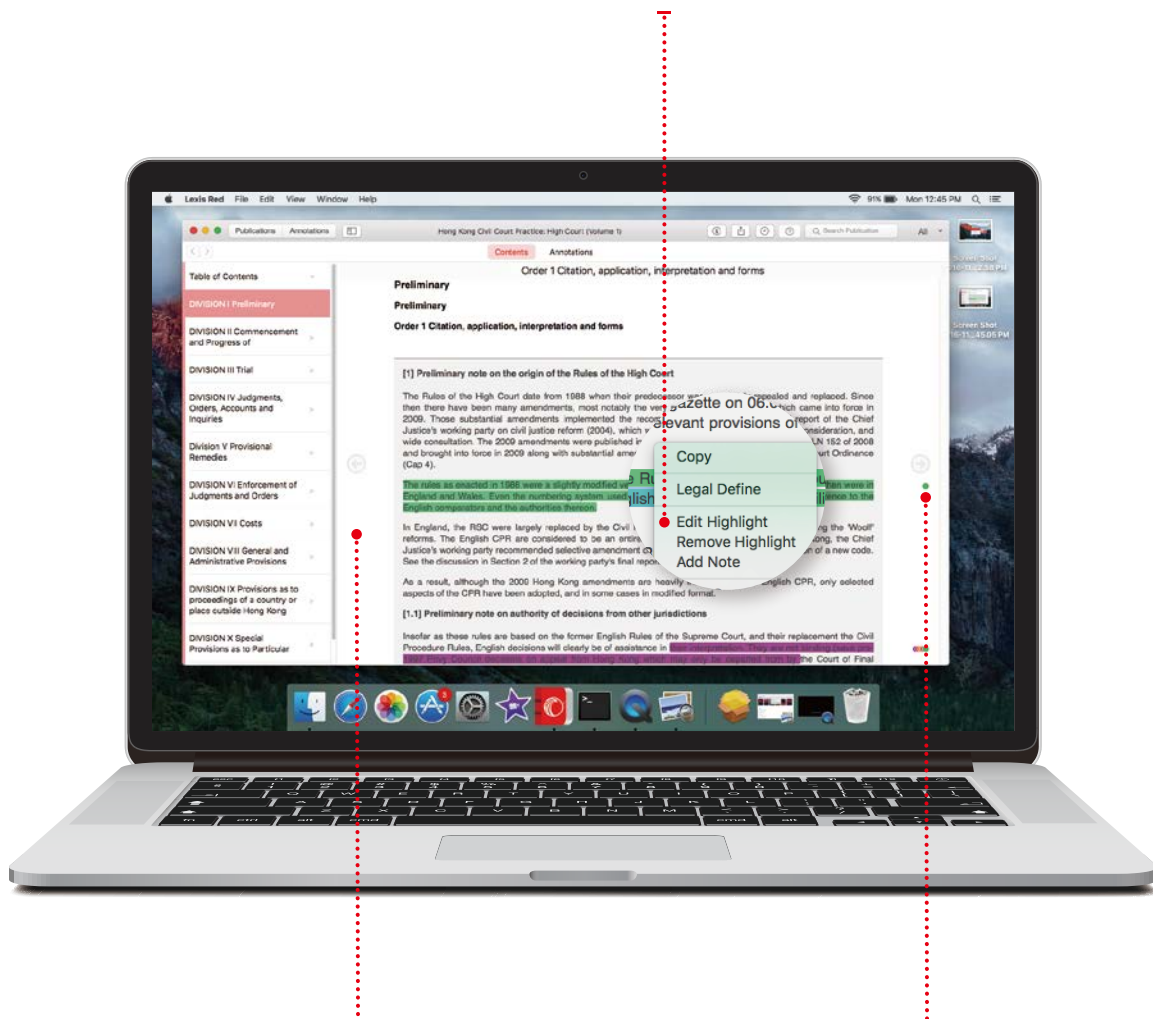
Annotations can be edited from within a publication.

## 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 (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.

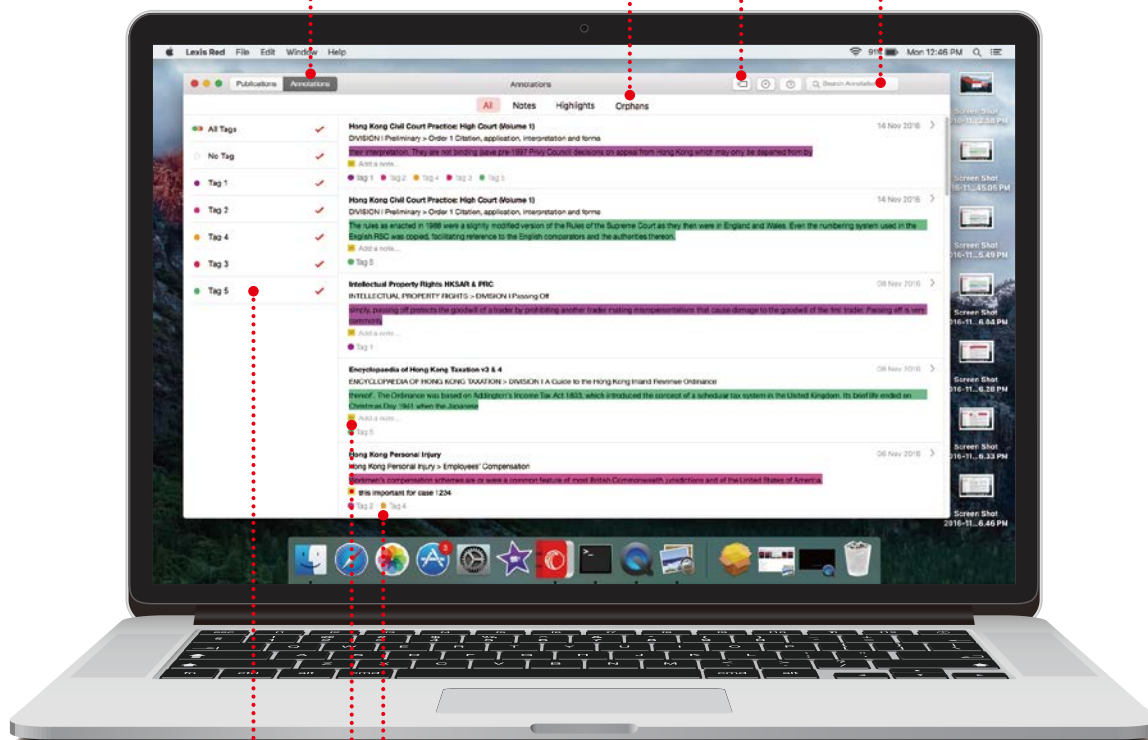
## Accessing annotations

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.

## 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.

# Syncing annotations across devices

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

