



Lexis Advance®
Hong Kong

Starter Guide



Lexis Advance[®] Hong Kong



Intuitive
Experience

Legal-Tech
Expertise

Content Without
Boundaries



Advancing Legal Technology To A New Level



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Please note: Lexis Advance® Hong Kong is continually evolving, so actual screens and features may vary slightly from those displayed here.

About Lexis Advance® Hong Kong

It elevates online legal research experience to a new level. Lexis Advance® Hong Kong hosts an extensive content source and incorporates the latest legislation, case law, commentary and our Practical Guidance solutions on precedents and workflow documents. In the era of information, it is crucial to access relevant information efficiently to assist you to make better informed legal decisions. We combine smart content with flexible and advanced technology to help you dig deeper, spot hidden connections and analyze better for your legal research. The new Lexis Advance® Hong Kong accelerates the power to connect, communicate and collaborate among teams on the platform, which enhances the synergy within the digital workplace trend.

Winner of Hong Kong Business Technology Excellence Awards 2019.
Award in the category **“Online Services for Legal award”**

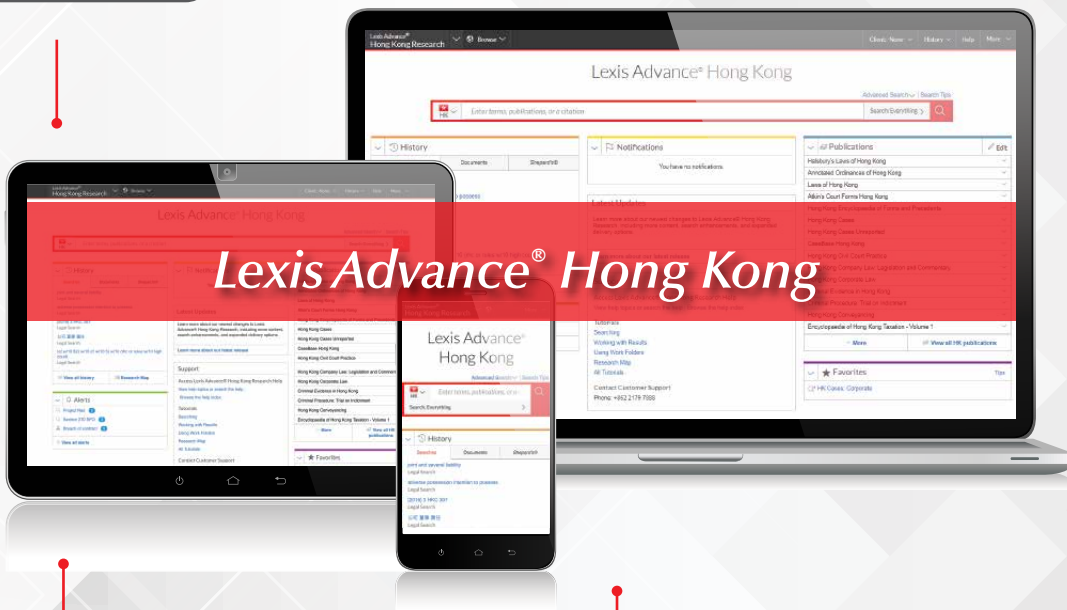


Unrivalled Experience of Advanced Technology and Smart Content

**Made in Hong Kong,
for Hong Kong**

**World Class
Law Library**

**Advanced Legal
Technology**



Lexis Advance[®] Hong Kong

**Legal Content
since 1818**

All-in-One

**Local and International Legal
Expertise Connections**

Why Lexis Advance[®] Hong Kong?



Intuitive Experience

You can now get information at a faster and easier pace. Lexis Advance® Hong Kong is equipped with an intelligent legal search engine, built together with legal taxonomy and incisive filters. It assists you to improve search relevance and accuracy by narrowing down the results efficiently.



Legal-Tech Expertise

Being a technology leader and resources provider in the legal industry, we build strong legal intelligence with access to trusted legal, news and business sources. Lexis Advance® Hong Kong hosts an extensive content source and incorporates the latest legislation, case law, commentary and our Practical Guidance solutions on precedents and workflow documents. Our respected and experienced editors and expert authors enrich Lexis Advance® content with analysis and in-depth commentary to further enhance your understanding.



Content Without Boundaries

Lexis Advance® Hong Kong transforms the way professionals conduct legal research, including a streamlined research tool providing an efficient and user-friendly interface to access thousands of legal materials from legislation and cases to analytical materials. Lexis Advance® enhances your productivity by saving you time accessing the most critical and accurate information available without any boundaries, to make the best-informed decisions.



Lexis Advance® Hong Kong

HK Enter terms, publications, or a citation Search: Everything

History

Searches Documents Shepard's®

prejudicial value outweighs probative value
"joint and several liability"
adverse possession intention to possess
case-citation(2016 3 HKC 307)
公司董事責任

View all history Research Map

Latest Updates

Learn more about our newest changes to Lexis Advance® Hong Kong Research, including more content, search enhancements, and expanded delivery options.

Learn more about our latest release

Alerts

Breach of contract 3

View all alerts

Quick Find

Cases Legislation Secondary Materials Defined Terms

Case Citation
Case Name

Advanced Search: Cases

Search

Support

Access Lexis Advance® Hong Kong Research Help
View help topics or search the help | Browse the help index

Tutorials
Searching
Working with Results
Using Work Folders
Research Map
All Tutorials

Contact Customer Support
Phone: +852 2179 7888

Publications

Halsbury's Laws of Hong Kong
Annotated Ordinances of Hong Kong
Laws of Hong Kong
Atkin's Court Forms Hong Kong
Hong Kong Encyclopaedia of Forms and Precedents
Hong Kong Cases
Hong Kong Cases Unreported
CaseBase Hong Kong
Hong Kong Civil Court Practice
Hong Kong Company Law: Legislation and Commentary
Hong Kong Corporate Law
Criminal Evidence in Hong Kong
Criminal Procedure: Trial on Indictment
Hong Kong Conveyancing
Encyclopaedia of Hong Kong Taxation - Volume 1

More View all HK publications

Notifications

Favourites

Help

Lexis Advance® Hong Kong Research User Guide

Lexis Advance[®] Hong Kong

Advancing Legal Technology To A New Level

MORE PRECISE SEARCHES | MORE RELEVANT RESULTS

Legal Research You Can Rely On



Find Your Search Terms: Natural Language Terms & Connectors Let Advance Decide

Content include

Legislation

Cases

Commentaries

**Forms &
Precedents**

Journals

Legal News

Dictionaries

Practice Notes

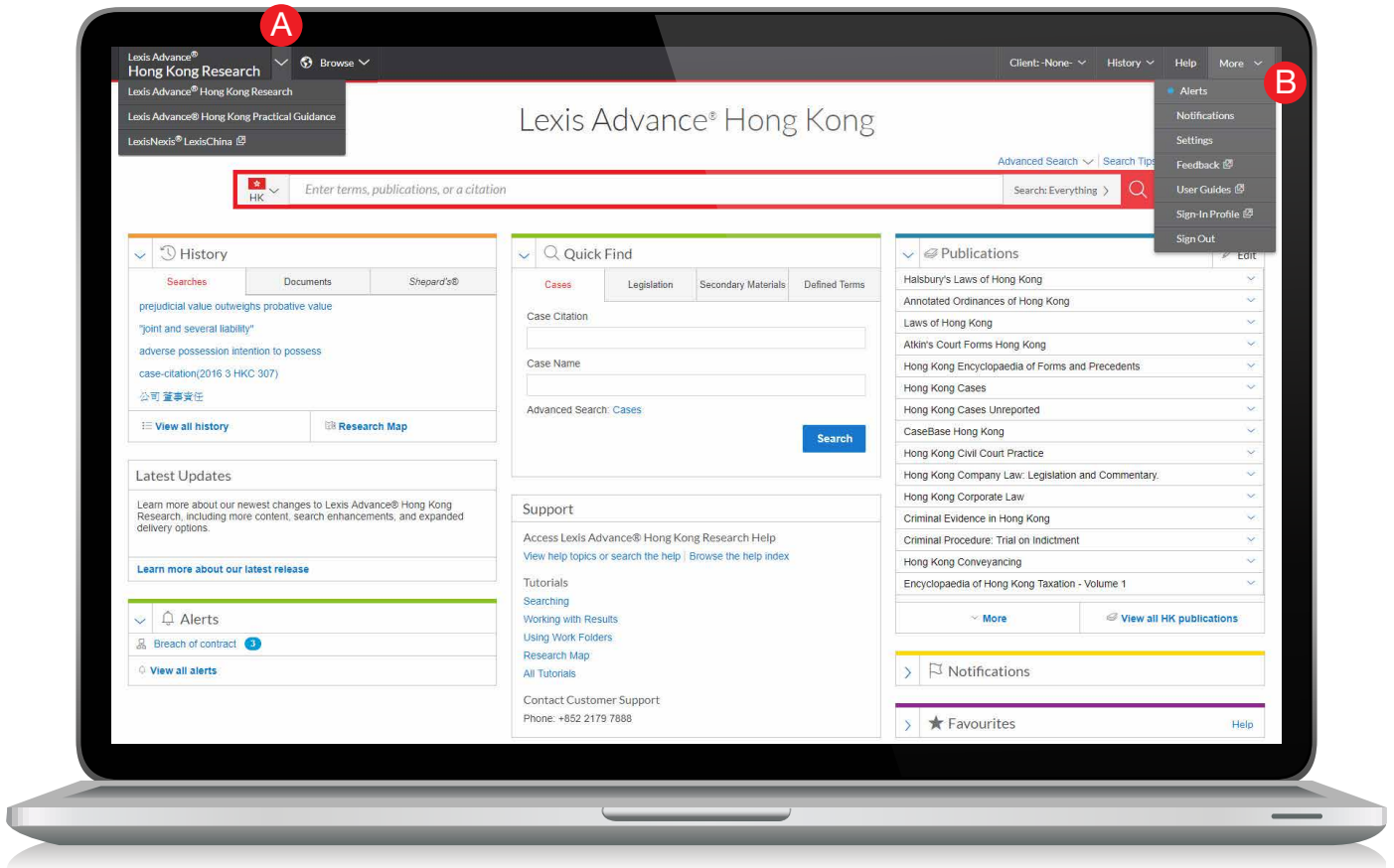
Drafting Notes

**Legislation
Tracker**

Checklists

Flowcharts

Login Credentials



C

ID

Create new password

First Name

Last Name

Email address

e.g., name@company.com

For information on the collection and use of profile information, please see our [privacy policy](#).

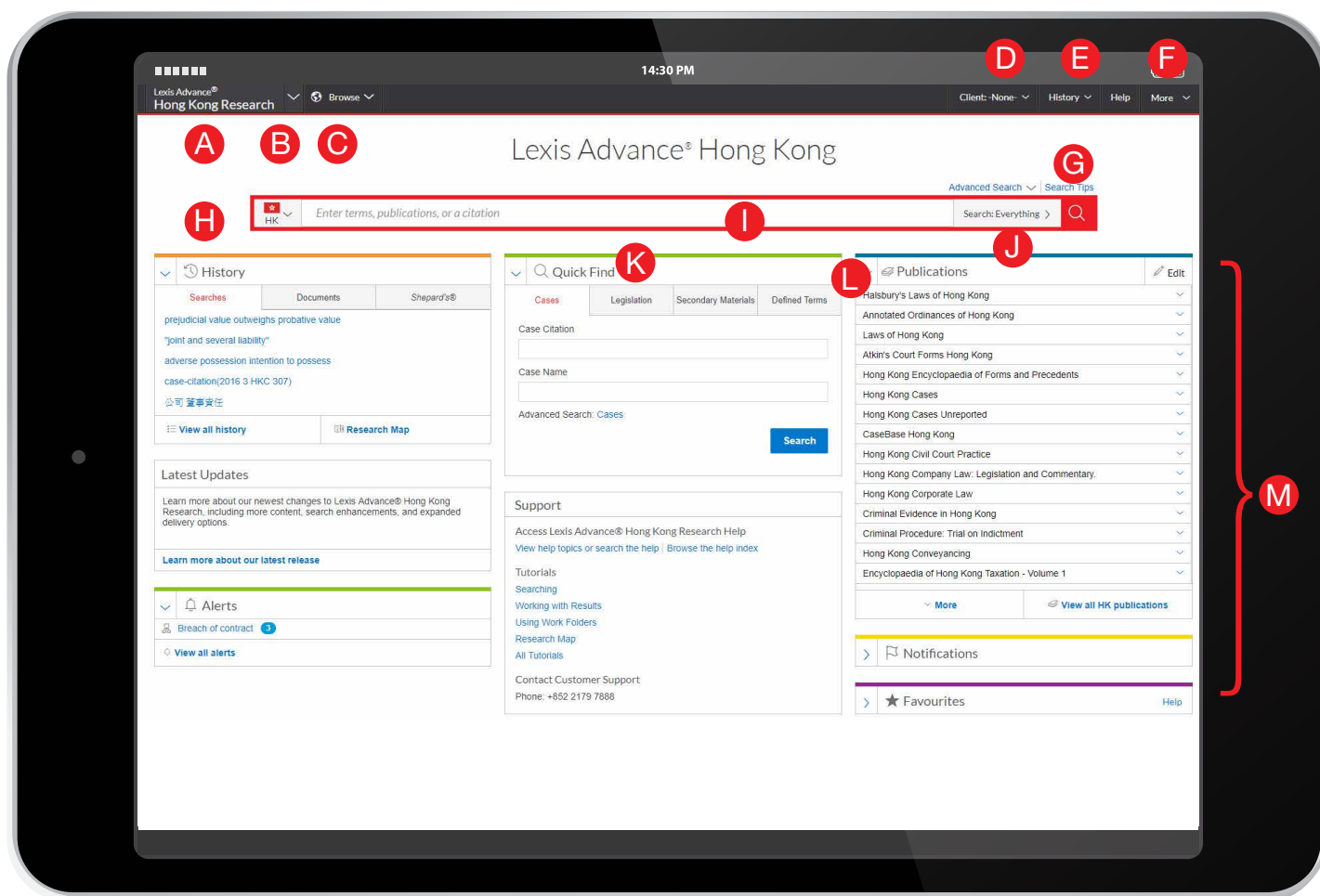
TimeZone

A If you have subscriptions to Lexis Advance® Hong Kong Practical Guidance, you can switch between the Research and Practical Guidance applications using the drop-down Product Switcher menu in the top left-hand corner of any page.

B Click **Sign-In Profile** under **More** to change your user ID, name, password and the associated email address for your Lexis Advance® Hong Kong account.

C You could change the existing login credentials by inserting a new user ID, password or personal particulars in the designated fields and save them in the account.

Lexis Advance® Hong Kong Research Home Page



◆ Introducing Lexis Advance® Hong Kong Red Search Box
One box does it all.

A Return to the home page. Click **Lexis Advance® Hong Kong Research** on any screen.

B Access other subscription products. Click the down arrow for access to your other subscription products, such as Lexis® Advance Hong Kong Practical Guidance.

C Browse legal publications, legal topics or search for specific publications or topics. Click **Browse**. Select **Publications** or **Topics**. Drill through the jurisdiction or search for specific publication or topic.

D Set, change or edit client IDs. You could keep track of the legal research you have done for a particular client or matter.

E Return to recent searches or documents retrieved. Also connect via the History pod below the Red Search Box.

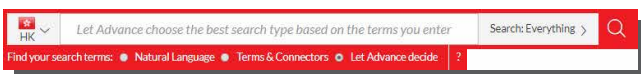
F Link to **Settings**, Alerts, Feedback and Sign Out etc. Or use the landing page pods shown on this page.

G Search Tips. Get help with searching tips and terms and connectors.

H Jurisdiction Filter. Select a country from the drop-down list to see its filters. When you run a search, the selected country's results display first, although results from all other countries will be available.



I Place your cursor in the Red Search Box and **enter your search words, find publications and more:**

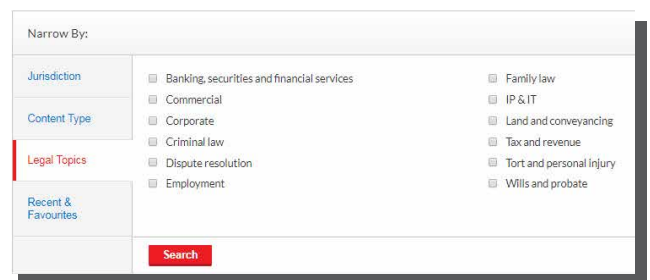


- **natural language**, you can enter a search in plain English, without having to use any special terms or connectors, e.g., *company law director fiduciary duty* and click **Search**. If you would like to search the exact phrase, you could use double quotation marks, e.g. "joint and several liability"
- **terms and connectors** search, e.g., *director w/30 fiduciary duty* and click **Search**. Check the last few pages of this guide for the terms & connectors tips for details
- **citation** to find the full-text document, e.g., [2016] 3 HKC 307
- **partial or full publication title**, e.g., Halsbury's, to find a publication title to add to your search. Or retrieve the documents within the publication

- **case name**, e.g., *Akai Holdings Ltd v Ernst and Young*, and click **Search** to retrieve the full-text case and CaseBase, as well as search results for other cases making references to *Akai Holdings*
- **legislation title**, e.g., Arbitration Ordinance (Cap 609), and click **Search** to retrieve results as well as search results for annotated versions and other secondary materials
- **traditional Chinese search terms**, e.g., 公司 董事 責任

As you type, the **Red Search Box** offers suggested legal phrases, documents or publications. It offers to run your search in natural language or terms & connectors. You could also let Lexis Advance® decide which one is more appropriate for your search based on your search words.

J Refine your search up front and filter by content, jurisdiction or legal topic. Also find recent searches, filters or topics. You can also filter your search results from the results page.



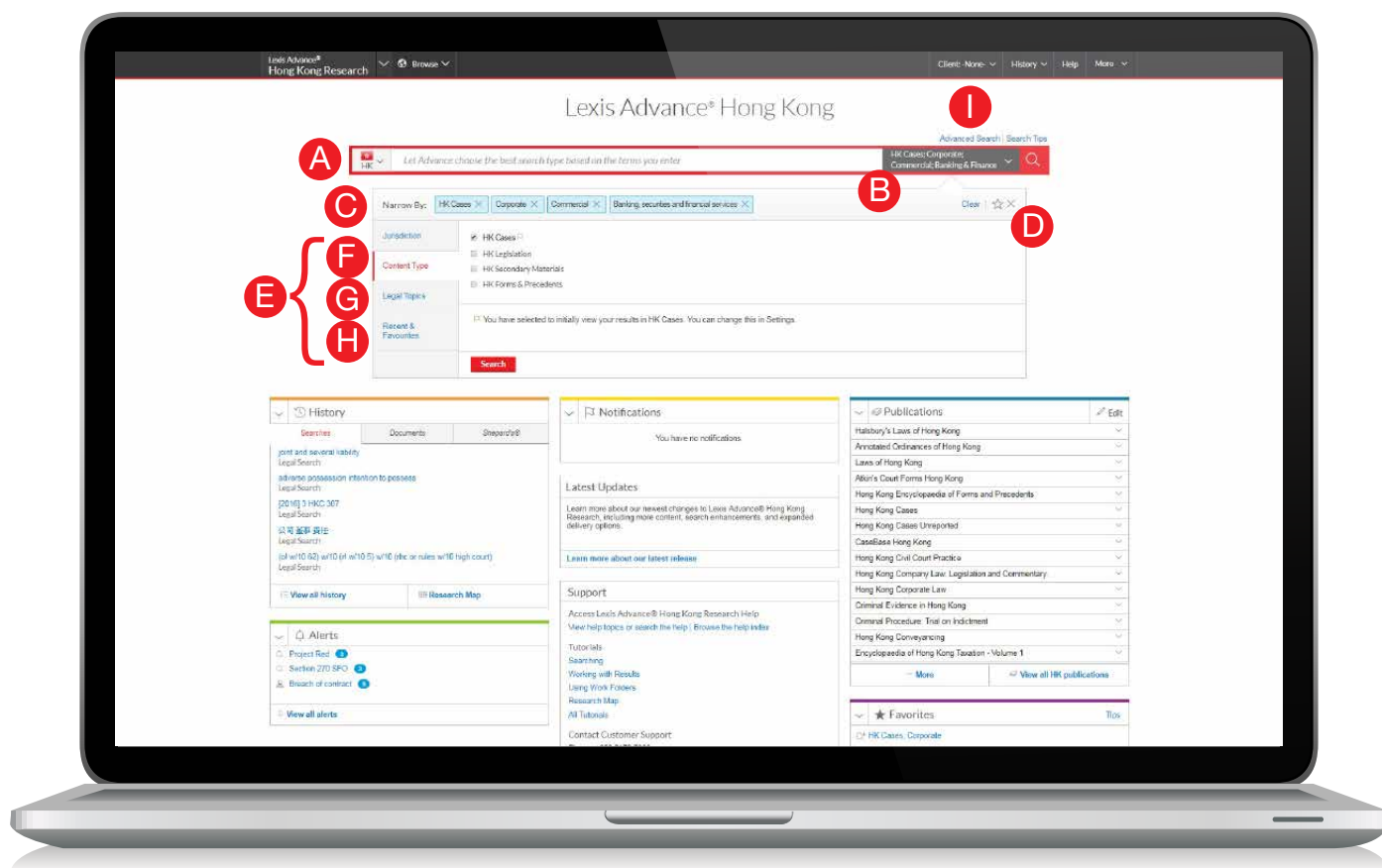
K Quick Find Pod. You could now access the law reports, legislation, secondary materials or the legal definitions much faster. For example, if you put 2016 3 HKC 307 under **Case Citation**, the platform would give you only its full judgment. If you search the **Dictionary Definitions** of bona fide under **Defined Terms**, the platform would show you its legal definitions under Hong Kong law in both English and Chinese. You could also find Hong Kong legislations that have made references to your search terms by searching under **Legislative Definitions** of **Defined Terms**.

L Publications Pod. You can view, edit or rearrange the list of your publications.

M Get there quicker! Get fast access to Publications, Favourites, Alerts (a blue dot indicates that the item has new information). Also get access to **Help topics**.

Rearrange your Lexis Advance® Hong Kong home page, moving the pods to put what you want at the top. Just drag and drop.

Pre-Search Filters



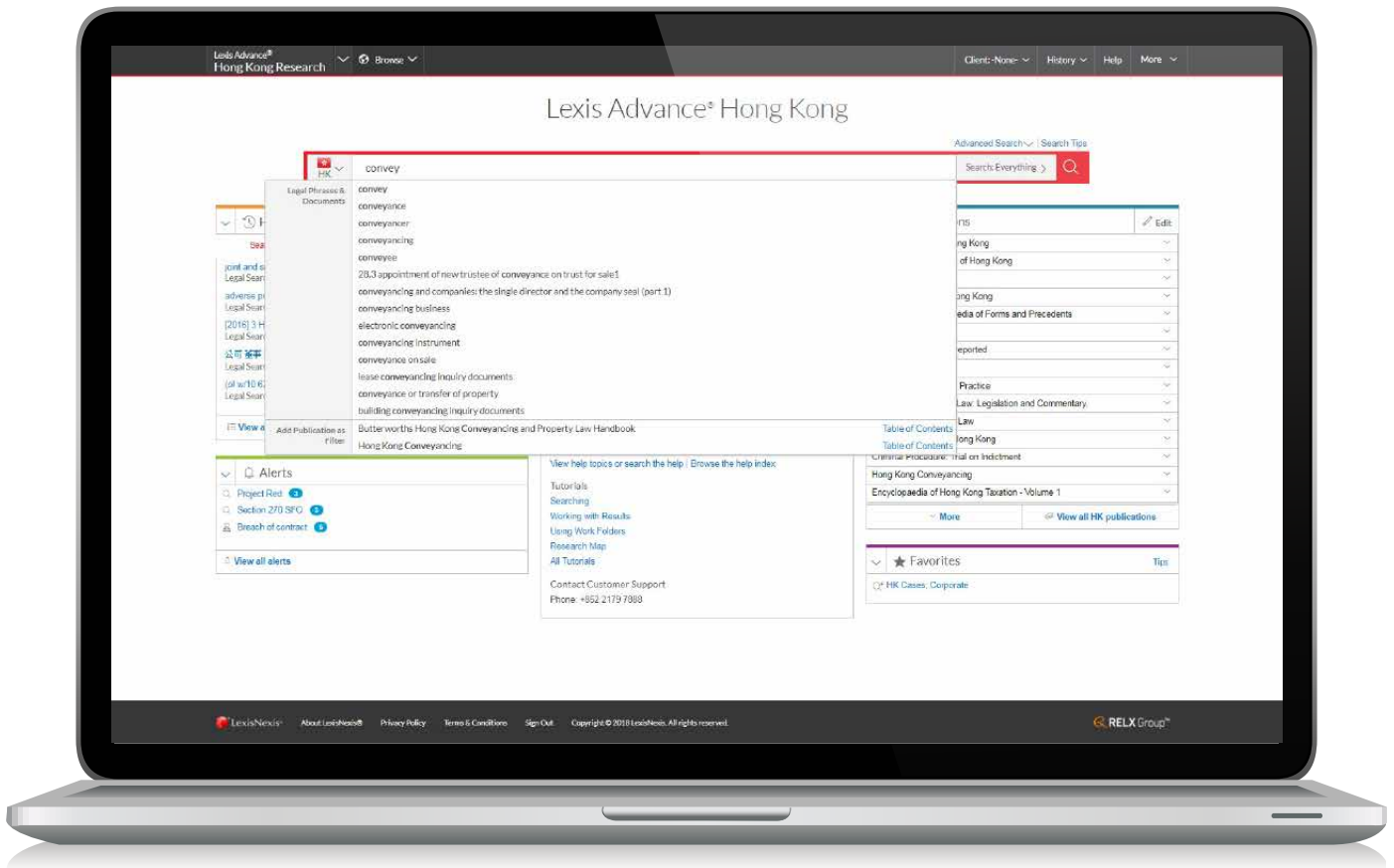
◆ Pre-Search Filters

Choose your research scope by jurisdiction, practice area and content type in the Red Search Box.

You can filter your search results to limit the number of documents that appear. You can also save time by filtering before you search by choosing jurisdictions, content types and/or legal topics. Add favourite publications, combinations of publications, recently used filter combinations or frequently used legal topics to your search. Finally, you can get assistance developing terms and connectors through search tips.

- A** Click the **flag** and choose your relevant jurisdiction filter.
- B** Click the Search Everything pull-down menu to add filters. As you add, the **Search Everything** box will display the filters you've selected.
- C** As you add filters across screens, the **Narrow By** box displays your filter choices. Click the **X** to delete a choice or **Clear** to remove all choices.
- D** Finished selecting filters? You can **save the combination as a favourite** and re-use. Click the **star** to add it to your **Favourites** list.
- E** Navigate filter choices. Just select a **Filter** link.
- F** **Content Type** options include all content types available, eg, select to search only legislation and cases.
- G** **Legal Topics** options include a wide range of top level legal topics.
- H** **Recent & Favourites** options include recent and favourite publications, filter combinations and legal topics selected from **Browse Topics** on the top left hand corner of the screen.
- I** **Advanced Search** helps you to conduct a more refined search by Cases, Legislation, Secondary Materials and Forms & Precedents.

Navigate Publications

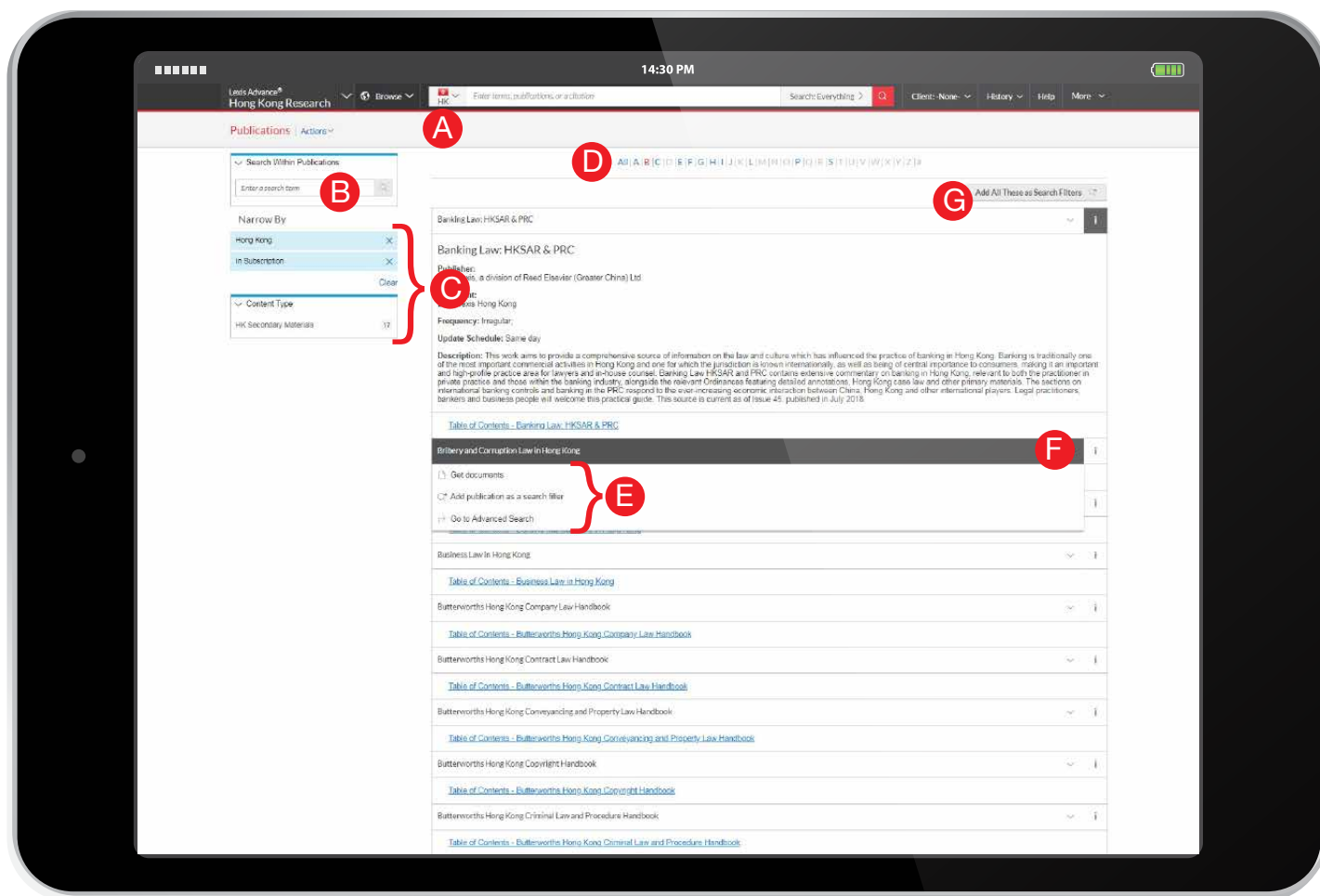


◆ Phrase Suggest Technology

Lexis Advance® suggests and predicts legal phrases, documents and publications relevant to your search terms. (e.g. Halsbury for Halsbury's Laws of Hong Kong)

Enter the publication title in the Red Search Box.

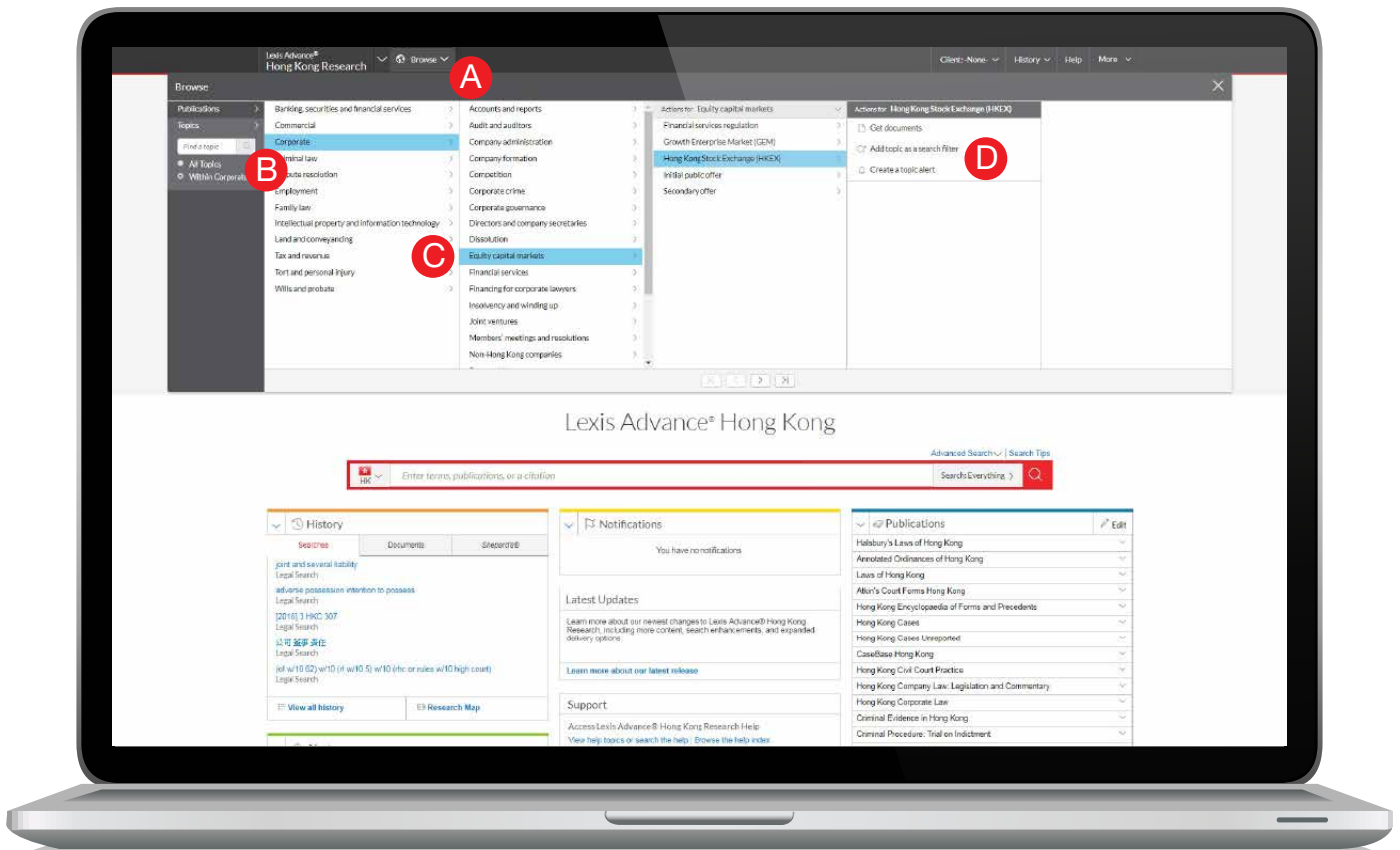
- Select the Table of Contents (TOC) link of a publication title to browse the TOC all the way through to document level.
- Select the publication title to add it to your search in the Red Search Box. Your search results would be within the scope of your selected publications. You could also add multiple publication titles to expand your research scope.



You can also search or browse your subscribed publications under publication listings:

- A** Click **Browse** then select **Publications**. Browse by jurisdiction, content type etc. Or click **All Publications** to search and browse alphabetically by title.
- B** Enter a full or partial title name. Suggestions are provided as you type. Click the gray magnifying glass to search.
- C** Filter publications by content types, jurisdictions, etc. Find what you need more quickly by selecting filters, e.g., Hong Kong Secondary Materials. As you add filters, the **Narrow By** displays your filter choices. Click the **X** to delete a choice or **Clear** to remove all choices.
- D** Browse publications alphabetically. Use this bar first to select a letter. Then add content and jurisdiction filters.
- E** Click a publication link and you can:
 - add the publication to your search
 - retrieve all available documents for that publication
 - Go to advanced search for that publication
- F** Click the information icon **i** to display the publication description with details on content, coverage and update schedule.
- G** Click the **Add All These as Search Filters** button to add all the publications on the screen to your search.

Navigate Legal Topics



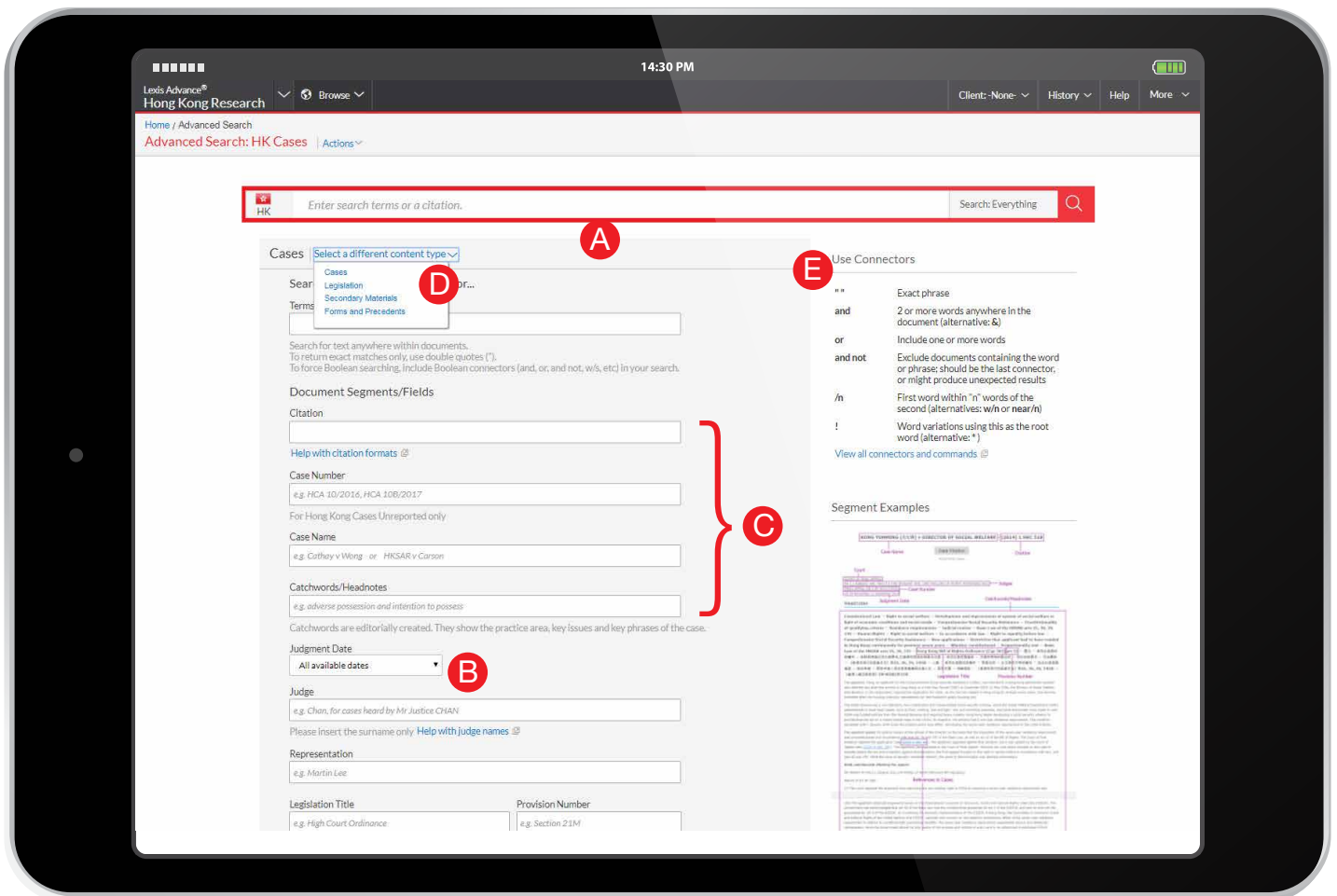
◆ Legal Taxonomy

Lexis Advance® classifies vast amount of legal resources into the corresponding jurisdiction, legal topics and issues.

If you prefer to find a legal topic to begin your research, start in Browse Topics.

- A** **Search for specific topics** or browse through the Lexis Advance® Hong Kong legal topic hierarchy. Click **Browse** then select **Topics**.
- B** **You can search for specific topics.** Enter your search words and click **the magnifying glass**.
- C** **Browse levels of the legal topic hierarchy.** Click a Topic link. Select a topic or use the arrows to open or close additional levels.
- D** **Use your topic in your research.** Once you choose a topic, you can:
 - **Get documents.** View search results on this topic, such as relevant cases, legislation, commentary and journals.
 - **Add topic as a search filter.** Add it to a search where you can add your own search terms.
 - **Create a topic alert.** Your Topic Alert will be added to your landing page Alerts pod. To make it a Favourite, add it to your Favourites pod by clicking the Star icon next to the topic in the Recent & Favourites list.

Advanced Search



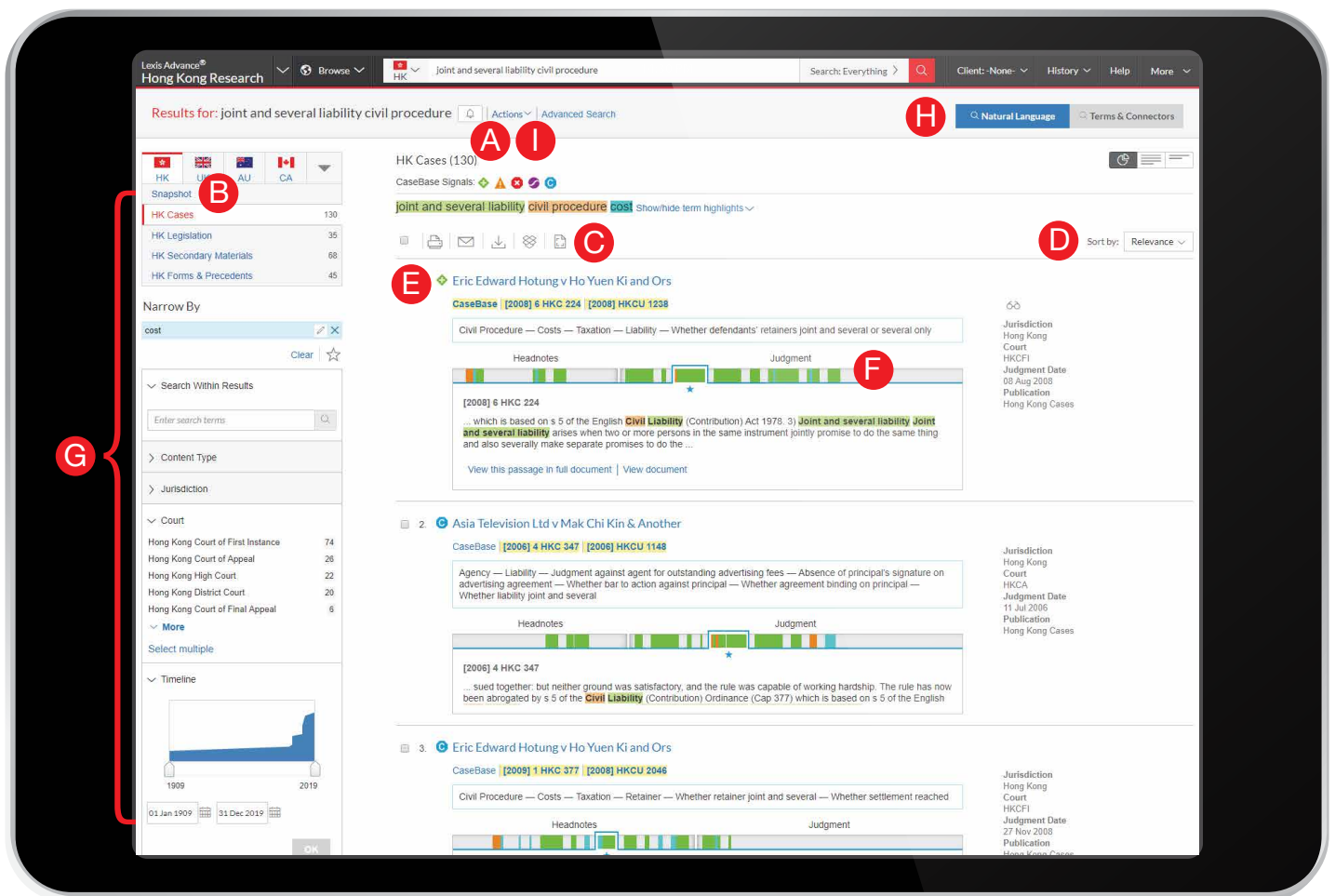
◆ Advanced Search

Lexis Advance® refines search results efficiently by different aspects of cases, legislation, secondary materials and forms & precedents, delivering the most relevant search results.

Select the Advanced Search link above the Red Search Box to move to Advanced Search forms.

- A** **Your search is built for you!** As you enter words in the fields below, the search query displays in the Red Search Box.
- B** **Select a date**, e.g., before, after or in between two dates.
- C** **Each field is a document segment** or part. Limit your search to specific document parts.
- D** **Move to another** Advanced Search form. Choose another content type under the Advanced Search pull-down menu at the top of the Red Search Box. Or choose a different content type at the bottom of the Advanced Search page.
- E** **Get help** with searches, including search commands. Even find segment examples and answers to frequently asked questions.

Post-Search Filters



◆ Post-Search Filters

Lexis Advance® redesigned the results page by empowering you to streamline your search results by jurisdiction, keywords, timeline, court etc. It creates a new standard for research, while enhancing its fundamental components.

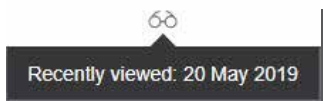
A **Set up an Alert** for your search across content types. Click the **bell** icon to set up your customized alert.

B **Click Snapshot** to see an overview of the relevant results for each content category.


C **Print, download, email, or send to Dropbox** without opening documents. Check the box next to the document title(s) you need and click the appropriate Delivery icon. Or create a printer-friendly page of your results.

D **Sort documents.** Use this pull-down box to re-sort by relevance, date and court, etc. To change your default order, select **Edit Default Order**.

E **Keep track of documents viewed.** The **glasses** icon marks the documents you viewed over the last 30 days. Hover over the icon to see the last viewed date.



F **Search Term Maps** add color coding to your search words. The colors display as markers on the convenient new Search Term Location Bars you see in case-law results lists and in full-text cases. **The star indicates the best cluster of search terms.** To add words to your search, use the Search within Results box in the left navigation bar. Added search words will display in teal. **Each term and/or phrase—up to five—is highlighted in different colors.** If you enter more than five terms/phrases, the terms will be highlighted in one color only.

NOTE: If you do not see the color coding on your results screen, select the Graphical View icon  in the upper-right corner of your results screen.

G **Refine your search.** For more focused results, filter by:

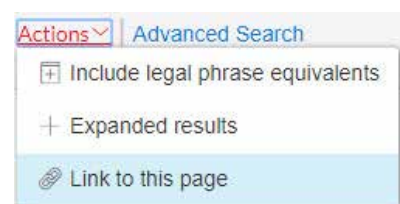
- **Content type**, e.g. select from legislation, secondary materials and more. Select a content type or click **More** to see additional content categories.
- **Date**, i.e. slide the timeline or enter dates.
- **Adding more words to your search.** Enter them in the **Search Within Results** box. You could search within results multiple times.
- **Content-specific options**, such as refining cases by selecting single or multiple courts. Each content type offers different filter options, so you can only filter one content type at a time.

To add filters: Click a filter link; **it displays in blue under Narrow By.** To remove the filter just click the **X** in the blue box. Select and remove multiple filters.

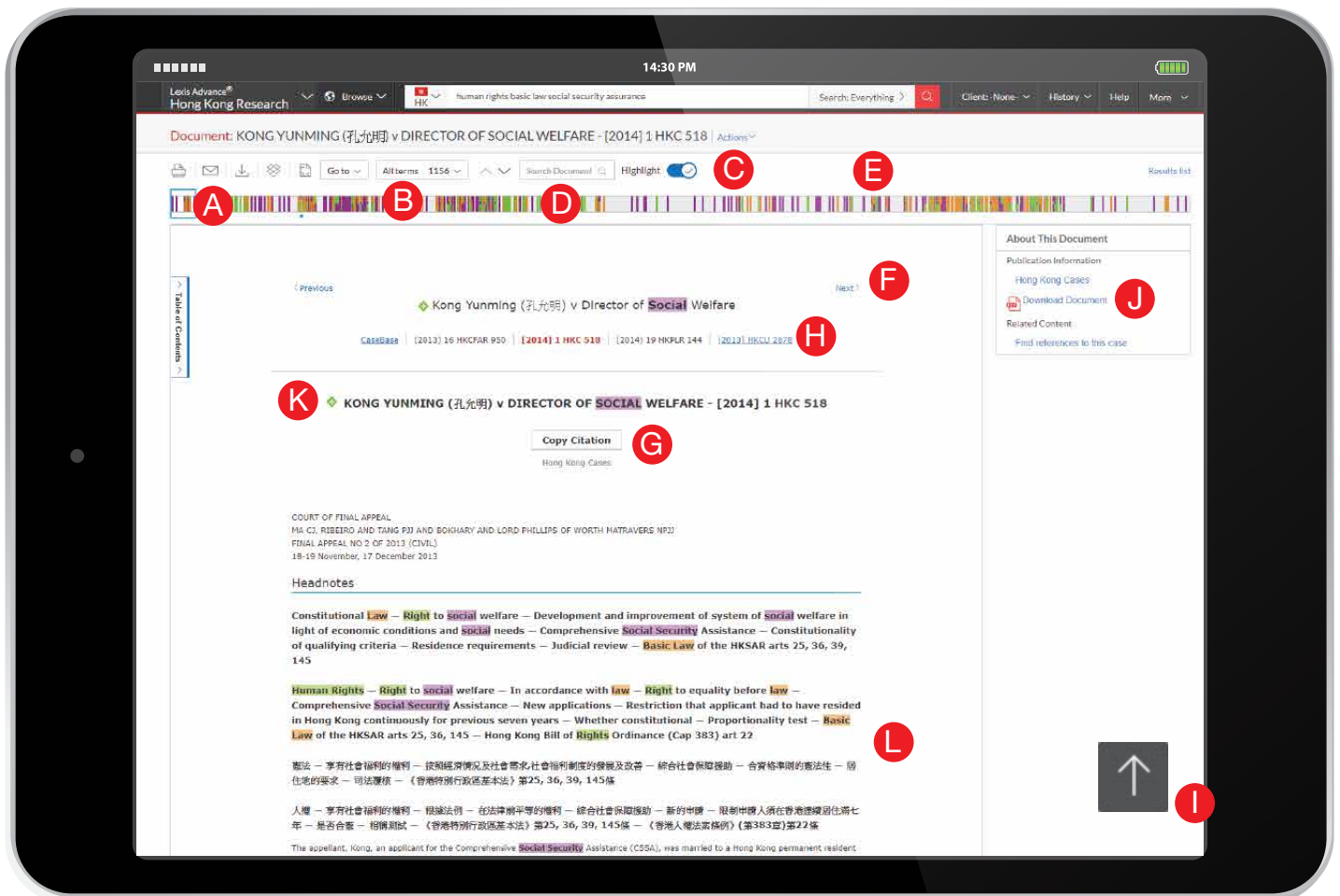
Save favourite filter combinations, e.g., your practice area and jurisdiction, to use again. Click the **star** and save the combination to your Favourites pod on the landing page.

H **Natural Language and Terms & Connectors Search Results.** You could rerun the search as “Natural Language” or “Terms & Connectors” type by selecting the relevant button at the top of your results page.

I You could share the results page to your colleagues for ease of convenience by clicking **Actions** and select **Link to this page**. The platform will provide you a hyperlink for sharing.



Case Features



◆ Case Features

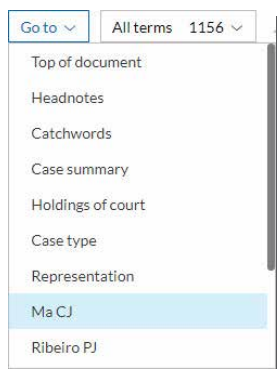
When you view a full-text case, even lengthy cases, you can navigate quickly to the facts you need with our new intuitive features.

A Print, deliver or share. Also request a printer-friendly version.

B Navigate quickly in the document. The toolbar displays at the top of your document and “floats” with you as you move through the text, so you can navigate or work without scrolling back to the top. **Go to** specific **document parts**, e.g., case summary or ruling of a specific judge. Move among **search terms** or **reporter pages**.

C Create a direct link to quickly and easily share your full-text document by clicking **Actions** and select **Link to this page**.

D Add more search words. In the **Search Document** box, enter specific words to further refine your search. You could also read different sections of the judgment by clicking **Go to**. The drop-down menu will show case summary, holdings of court, judges name etc. By clicking the judges name, the platform will automatically bring you to the specific passages that the judge has written.



E Hover over color markers or clusters to see which terms are depicted and the location of those terms. **Click on the color marker or cluster to move to those terms in full text.** Or slide the blue window “scroller” to move through the document.

F Move among results documents. Click **Next document** or **Previous document** arrows. Click **Results list** to return to your last position in the results list.

G Copy the case citation for your work. Include parallel citations and a link to the full-text case. Format using a variety of styles.

H Change law reports. Select a reporter.

I Return to the top of a page, with a single click. While scrolling, click on the **Back to the Top** arrow.

J Click Download Document to download the pdf version of the reported judgment.

K CaseBase Signal shows the subsequent treatment of a case. You could refer to the key below for details.

X Negative treatment
Warning – Negative treatment indicated. A negative (red) signal is given to decisions which have been subsequently reversed, disapproved or overruled.

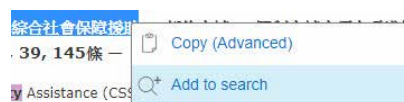
! Cautionary treatment
Caution – Questioning or distinguishing treatment indicated. A cautionary (yellow) signal is given to decisions which have been subsequently distinguished, explained, not followed, questioned or varied.

+ Positive treatment
Positive treatment indicated. A positive (green) signal is given to decisions which have been subsequently applied, approved, followed or affirmed.

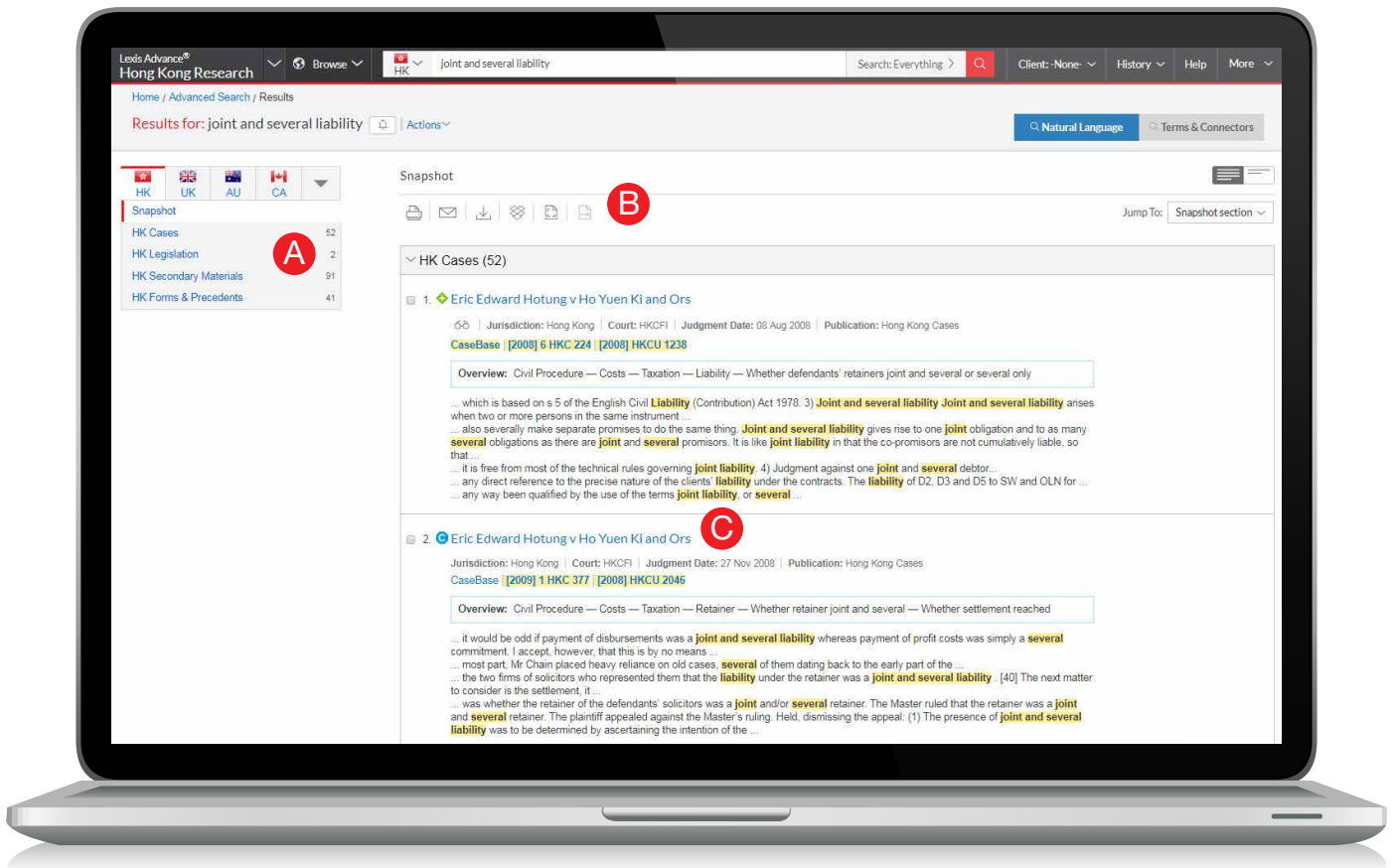
Neutral treatment
Neutral or citing treatment indicated. A neutral signal is given to decisions which been either considered or cited (also 'referred to' or 'discussed').

C Citation information
Link to CaseBase entry. A citation information signal is given to decisions for which there is only citation information available.

L You could run a new search by simply highlighting the keywords you want and click **Add to search**. The platform will run a new search with the highlighted text.



Snapshot View

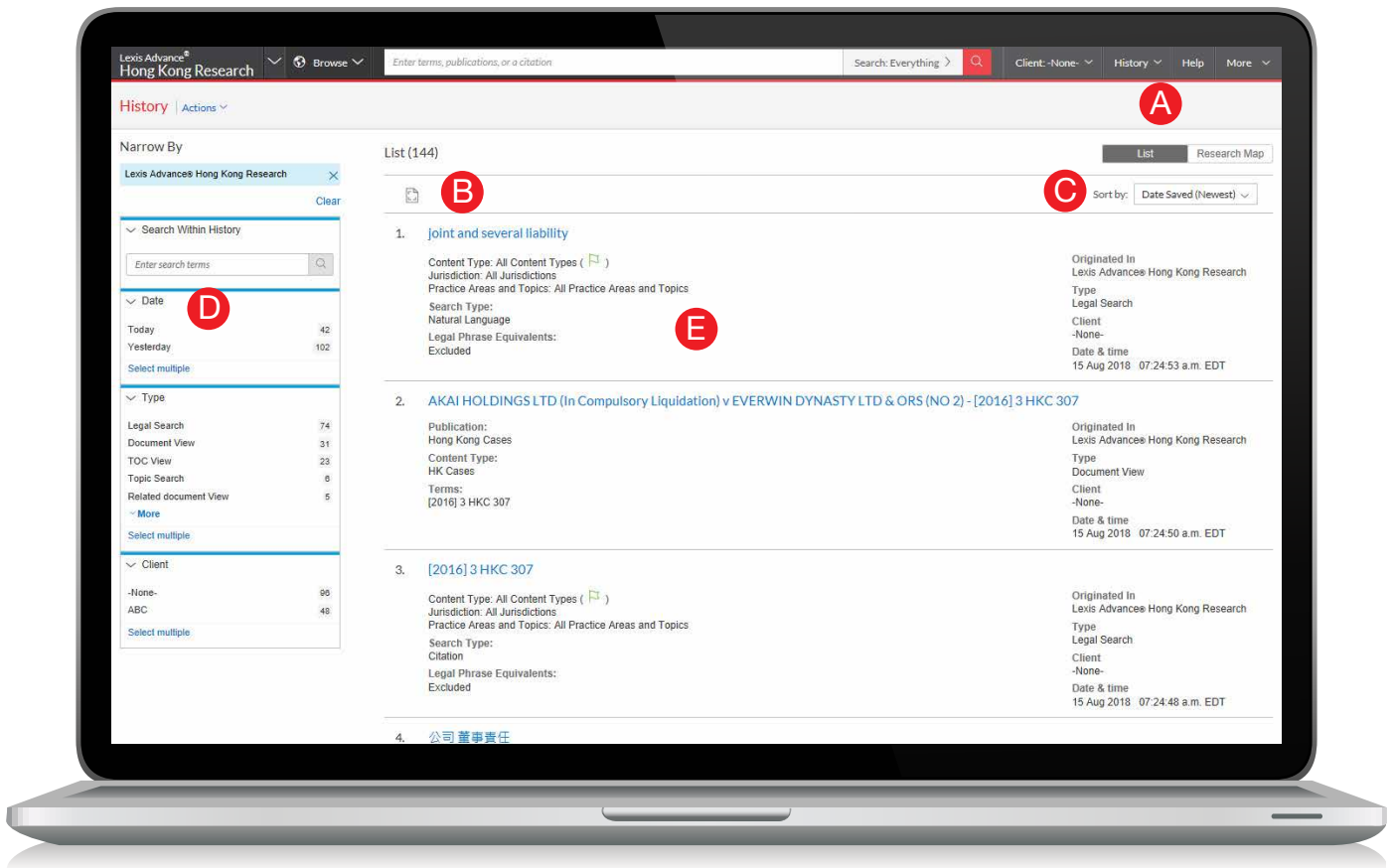


◆ Snapshot View

Snapshot displays the relevant search results across multiple content types and jurisdictions in a single screen, giving you a holistic view of your search results.

- A** Scroll and view the top three results by relevance. In the Snapshot View, the content types in your search will display automatically.
- B** Deliver or save documents across content types. Browse and check the boxes of the documents you want and click the print, email or download icons.
- C** Click a document link or citation to open the full-text document.

History





◆ History

View search history for the past 90 days. You can view your search history and pick up where you left off quickly by going to your History.

- A** **Return to a search fast.** Select from the five most recent searches or documents from the History pod on the landing page. Or click History in the black header. Link to your complete History list by selecting **View all history**.
- B** **Print your history.** Get a printer-friendly list of searches. Then click the Print button.
- C** **Sort your history by date** (oldest or newest first), client ID, search type or search title (alphabetical or reverse alphabetical order).
- D** **Filter history to display** by date or date range, client ID and more. Only dates with research are included. Just click a date, type, document view etc, **the filter displays in blue under Narrow By**. Remove the filter, just click the **X** in the blue box. You could check the history of your searches and documents read, downloaded etc.
- E** **See search details up front.** Each listing tells you content types, search type, eg, natural language, search terms, and more.

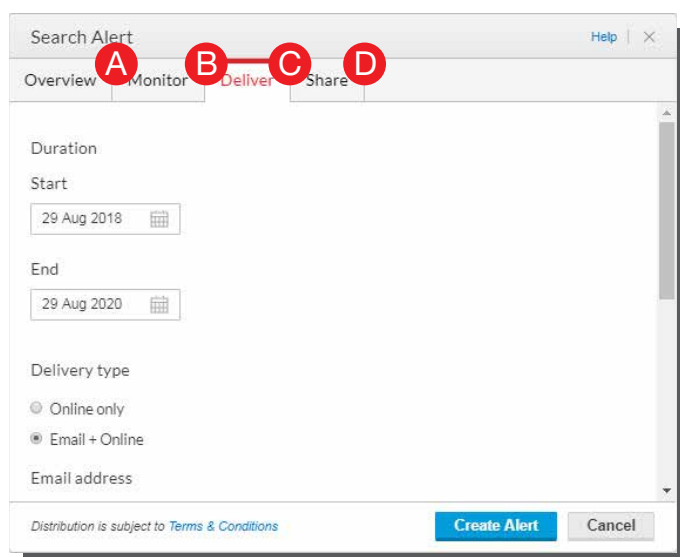
Alerts

To set up an Alert, look for the Alert  “bell” icon. You’ll find it at the top of most screens when you’re conducting tasks that may require updates. For example, it’s located conveniently at the top of your search results screen. This icon  also displays when you select a legal topic in Browse Topics and on the results screen when you get topic documents.

Select the Alert icon and then choose your update options

Move through the options screens in seconds, selecting just what you need.

- A** Overview options: Select an Alert title, review/edit search terms, add a description and select a client ID (optional).
- B** Monitor options: Your options mirror your search, eg, if you searched case law, legislation and secondary materials, you can include any or all that content in one alert update.
- C** Deliver options: Select start and end dates, online or email + online delivery, etc for your alerts. Plus select the update frequency. Choose the delivery date and time or deliver alerts when updates are available.
- D** Share options: Add email addresses so colleagues could also receive alert updates.

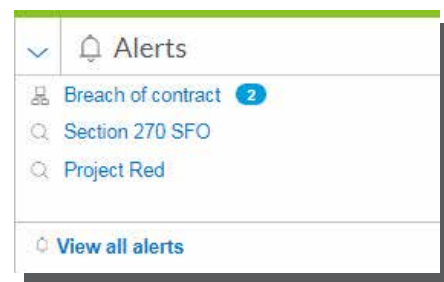


View Alerts results

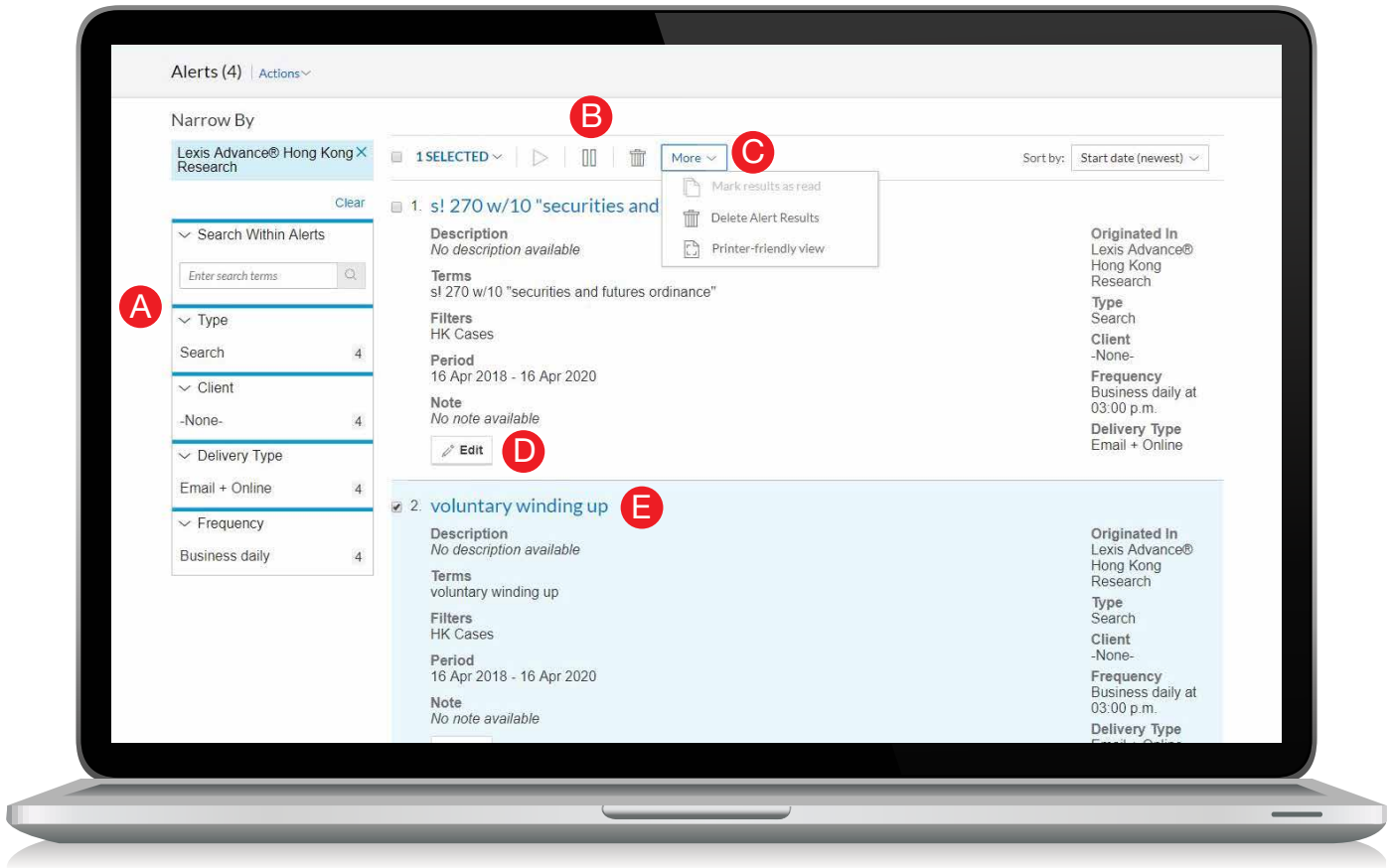
Email updates come to your inbox. View search terms to determine relevance. Select documents, review and use internal document links to navigate to other relevant documents.

Plus, you can view all your Alerts and check for updates from the Lexis Advance® Hong Kong home page. Check the Alerts pod. **A blue oval icon shows you the number of results documents available for that item.**

To view an alert, select its link from the Alerts pod. Or select **View all alerts** to move to your Alerts management screen.



Manage Alerts



On the Alerts management screen, you can...

- A** Filter Alerts by frequency, client and more, even adding more search words to refine your results.
- B** Use the icons to:
 - Select multiple alerts for edits
 - Start alert updates again after pausing
 - Pause the alert updates
 - Delete the alert updates
- C** From the **More** drop-down option, browse and delete all results quickly. Or keep the results and mark as read.
- D** Edit search terms, content or change delivery frequency etc.
- E** Move to your search results; select the alert title link. Look for the number of update documents in the blue oval icon.

Browse Topics

Reset all topics

- Key developments
 - Legislation tracker
 - News and analysis
- Company incorporation
 - Forms of business vehicle
 - Setting up a company
 - A company's constitution
- Company management
 - A company's ongoing obligations
 - Companies Registry specified forms
- Directors and company secretaries
 - A company's directors
 - The company secretary
 - Directors' service contracts
 - Powers, duties and liabilities
 - Transactions with directors
 - ^ Fewer Subtopics
- Corporate governance
 - The corporate governance regime
 - Board committees
 - Directors' remuneration
- Members' meetings and resolutions
 - Calling and holding a general meeting
 - Calling and holding an annual general meeting
 - Proxies and corporate representatives
 - Resolutions
 - ^ Fewer Subtopics
- Audit and auditors
 - A company's audit obligations
 - A company's auditor
 - An auditor's duties, rights and liabilities
- Accounts and reports
 - The statutory regime
 - Specific content requirements
 - Obligations of a company and its directors
- Re-registration of companies
 - Public to private
 - Private to public
- Deregistration and restoration
 - Deregistration
 - Restoration
- Share capital
 - Share capital
 - Share transfers
- Private M&A
 - Shares
 - Assets
 - Due diligence
 - Intra-group reorganisation – share purchase
 - Intra-group reorganisation – asset purchase
 - ^ Fewer Subtopics
- Joint ventures
 - Corporate joint ventures
 - Contractual joint ventures and other agreements
- Private equity
 - Private equity
- Public company takeovers
 - Schemes
- Equity capital markets
 - Main Board listing
 - GEM
 - Financial services regulation
- Partnerships
 - General partnerships
 - Limited partnerships
- Insolvency for corporate lawyers
 - Directors' and members' issues
 - Corporate insolvency processes
 - Trading with an insolvent company
- Financing
 - Lending
 - Security
 - Quasi-security
- Tax
 - Tax considerations in M&A
 - Due diligence
 - Stamp duty
- Offshore companies
 - Offshore companies
- International
 - Company Law Guide
 - M&A Law Guide
 - Cross-jurisdictional guides
 - International Comparator Tool
 - ^ Fewer Subtopics
- Insights
 - Insights

Essential Content

- Getting The Deal Through Comparator
- Corporate tracker – key legislation
 - New Companies Ordinance: Share Capital
- Incorporating a company
 - Written resolutions
 - Shareholder resolutions
 - Heads of terms – joint ventures
- Guarantee
 - Incorporating a company limited by shares – flowchart
 - Financial assistance – checklist

Latest News & Analysis

- Mar 25 Deacons: What's new about the new AML FAQs?
- Mar 15 Gazettal of three pieces of subsidiary legislation under Companies (Amendme...)
- Feb 18 Gazettal of Financial Reporting Council (Amendment) Ordinance 2019
- Feb 16 Deacons: Changes to documentary requirements for listed issuers will come i...
- Feb 13 Standing Committee on Company Law Reform publishes annual report

View all Latest News & Analysis

Recently Viewed

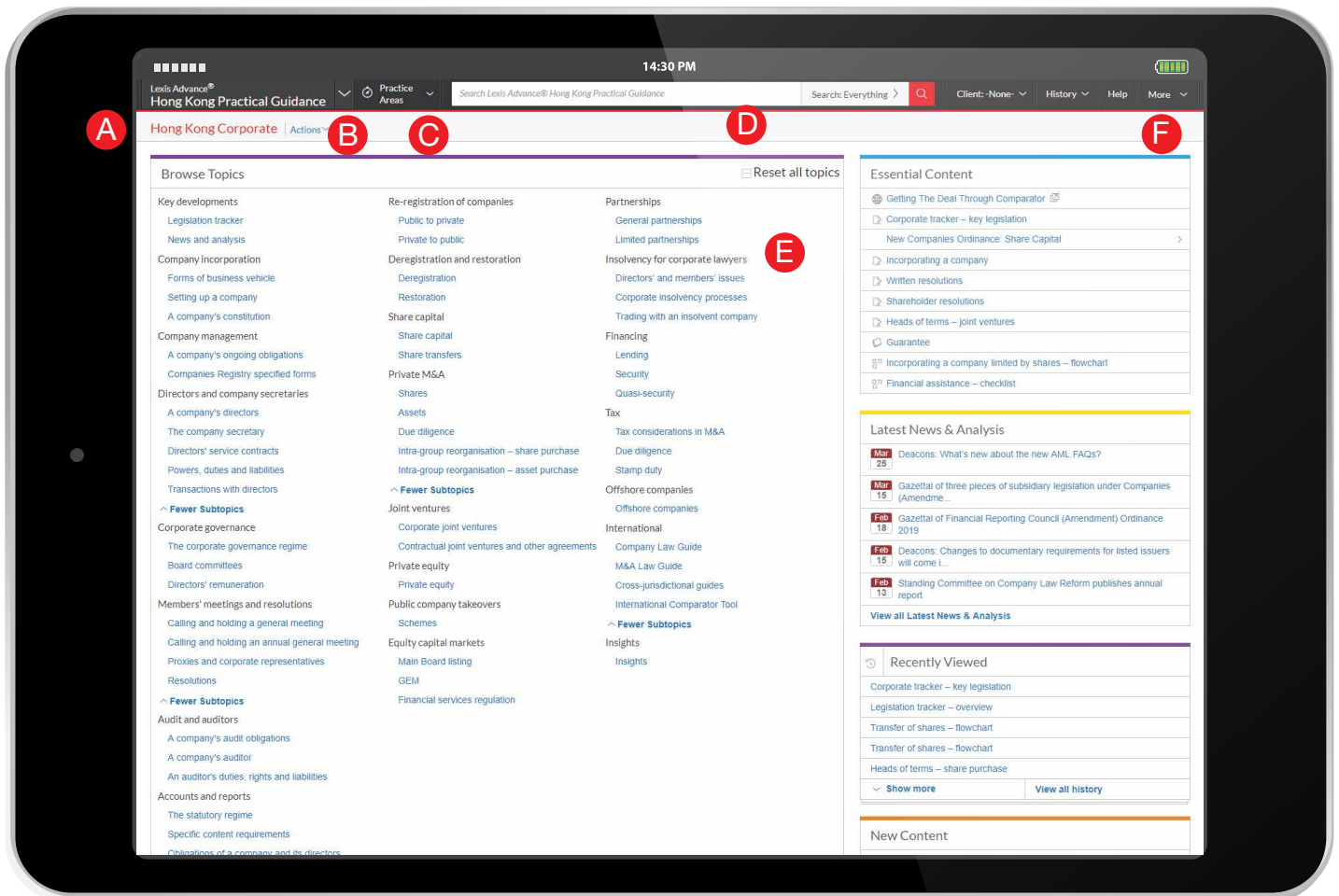
- Corporate tracker – key legislation
- Legislation tracker – overview
- Transfer of shares – flowchart
- Transfer of shares – flowchart
- Heads of terms – share purchase
- ^ Show more
- View all history

New Content

- Deacons: What's new about the new AML FAQs?

Lexis Advance® Hong Kong Practical Guidance User Guide

Lexis Advance® Hong Kong Practical Guidance Home Page

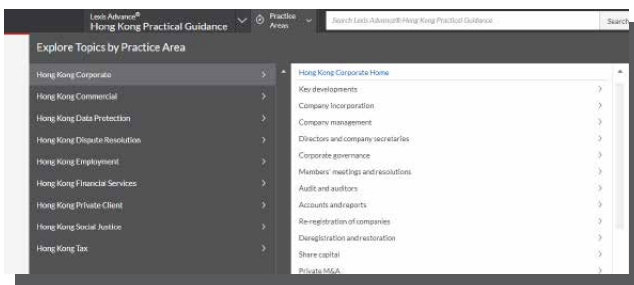


Lexis Advance® Hong Kong Practical Guidance is our workflow solution providing you with a wide range of unique practical materials built around a Hong Kong practitioner's workflow. Made in Hong Kong, for Hong Kong, our service contains exclusively written content by trusted legal experts. Each module, organised by practice area, includes practice notes, precedents with drafting notes, checklists and flowcharts to accelerate your drafting process. It covers commercial, corporate, data protection, dispute resolution, employment, financial services, private client, social justice and tax in Hong Kong.

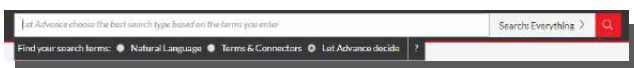
A Practical Guidance is structured as a series of independent modules based on practice areas. The practice area you are currently viewing can be seen in the top left-hand corner of the practice area home page.

B If you have subscriptions to Lexis Advance® Hong Kong Research, you can switch between the Practical Guidance and Research applications using the drop-down Product Switcher menu in the top left-hand corner of any page.

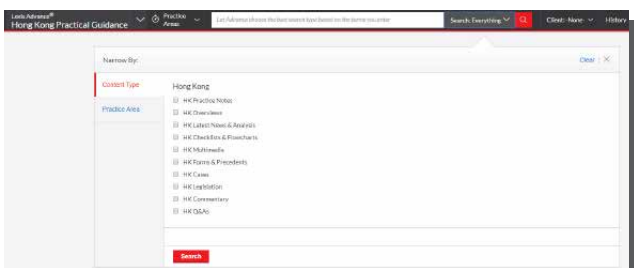
C To change to different practice area, select it from the **Practice Areas** menu, and click the **Home** link for



D You can search all LexisNexis Practical Guidance content from anywhere in the application, using the search box in the bar.

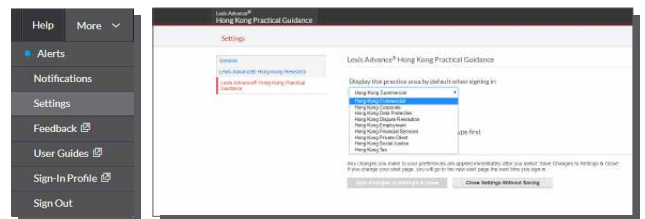


To pre-filter your search by content type and practice area, use the options in the **Filters** panel, accessed from the search scope viewer at the right-hand end of the search bar.

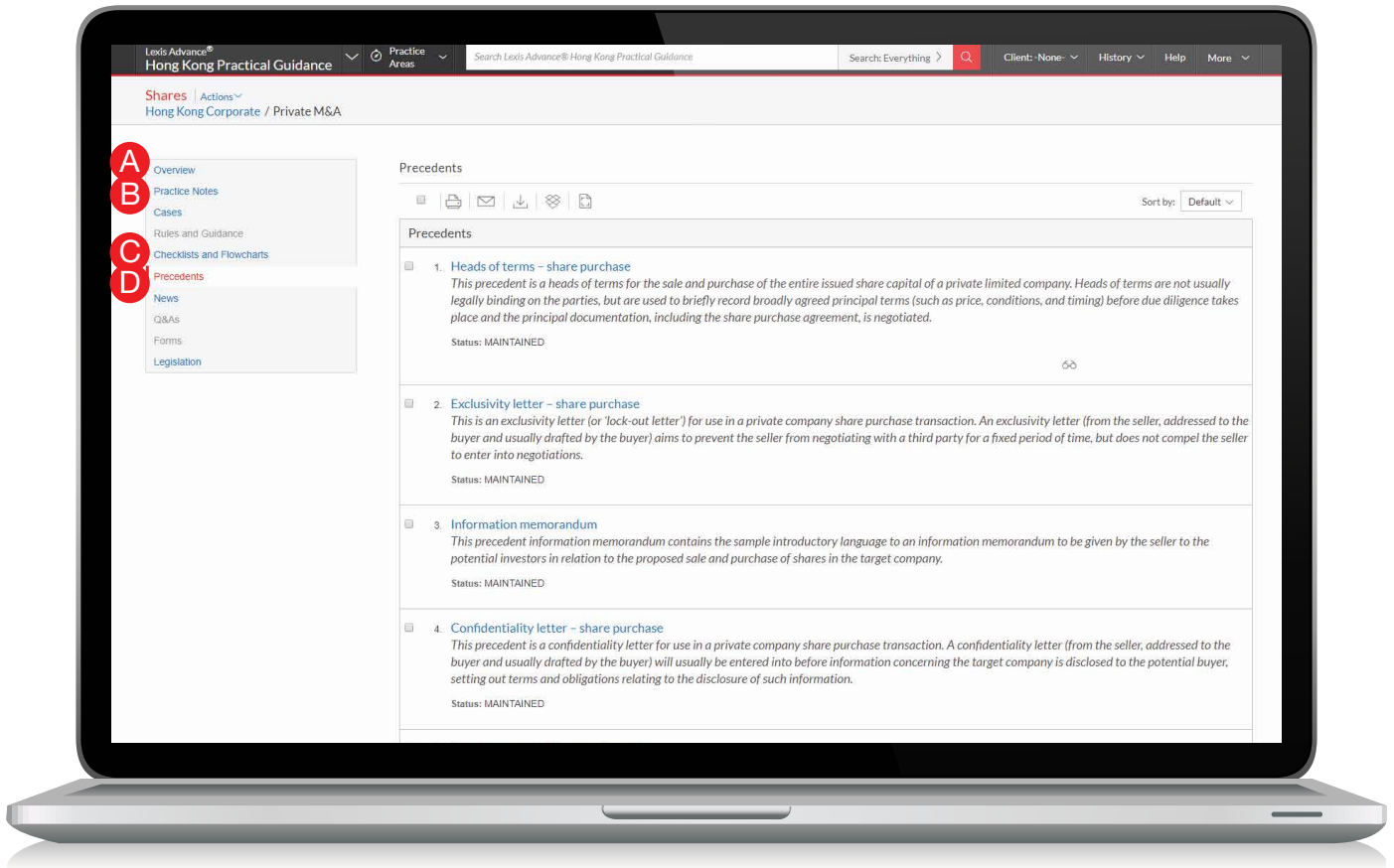


E The content of each Practice Area Module is organised into topics and subtopics. Note that the topic headings are there to help you understand the structure of the module and find the subtopic you are looking for; all the actual content is attached to the subtopics. To display all subtopics within all topics of the Practice Area, click **Expand all topics** at the top right-hand corner of the **Browse Topics** panel.

F To specify the practice area page you want to see first by default, access **Settings** in the **More** menu in the top right-hand corner of any page, and make a selection under the **Display this practice area by default when signing in** heading in the **Lexis Advance® Hong Kong Practical Guidance** section and save changes.

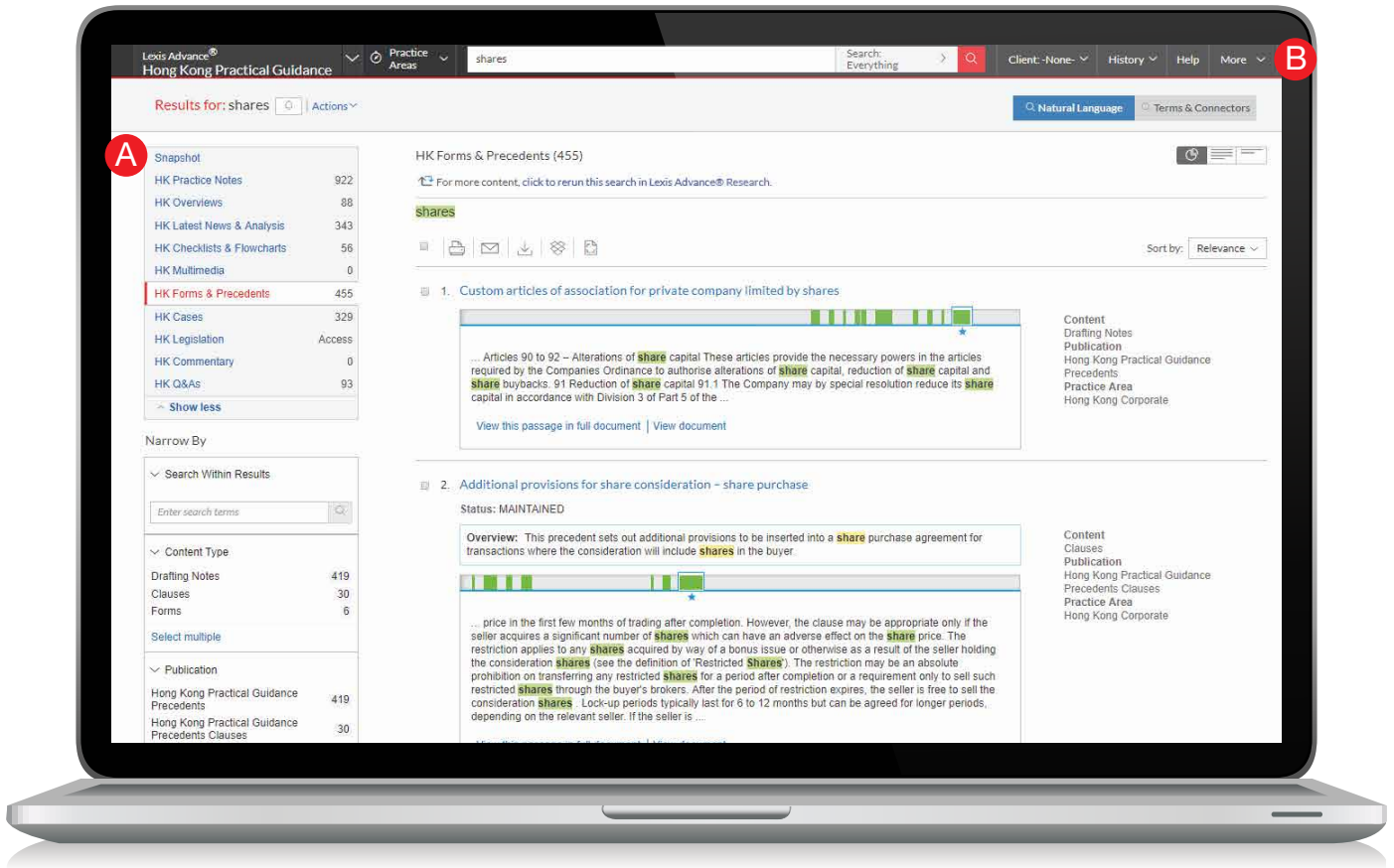


Browse Topics

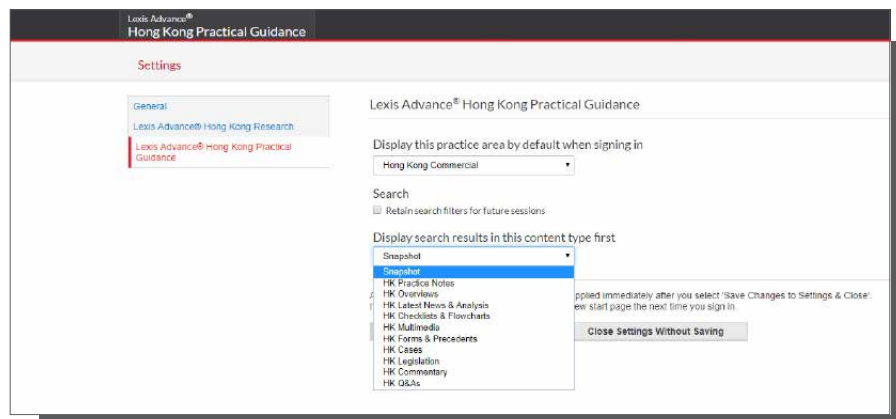
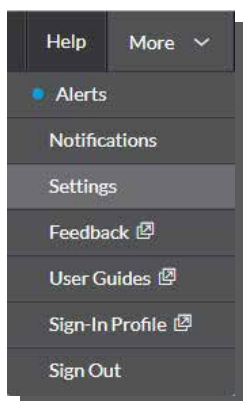


- A** The **Overview** provides a first point of reference for the subtopic – a broad summary written by experts in the field, with links to the most relevant cases and legislation, as well as to individual guidance notes and related topics.
- B** **Practice notes** provide a practical treatment of the subtopic. The Practice Notes section provides access to all guidance notes for the subtopic, including direct access to individual subsections within the guidance notes.
- C** **Checklists and Flowcharts** provide visual explanation of complex legal procedures, ensuring you have all relevant issues covered.
- D** **Precedents** are templates of agreements, legal documents or workflow documents for legal practitioners based on their legal practice.

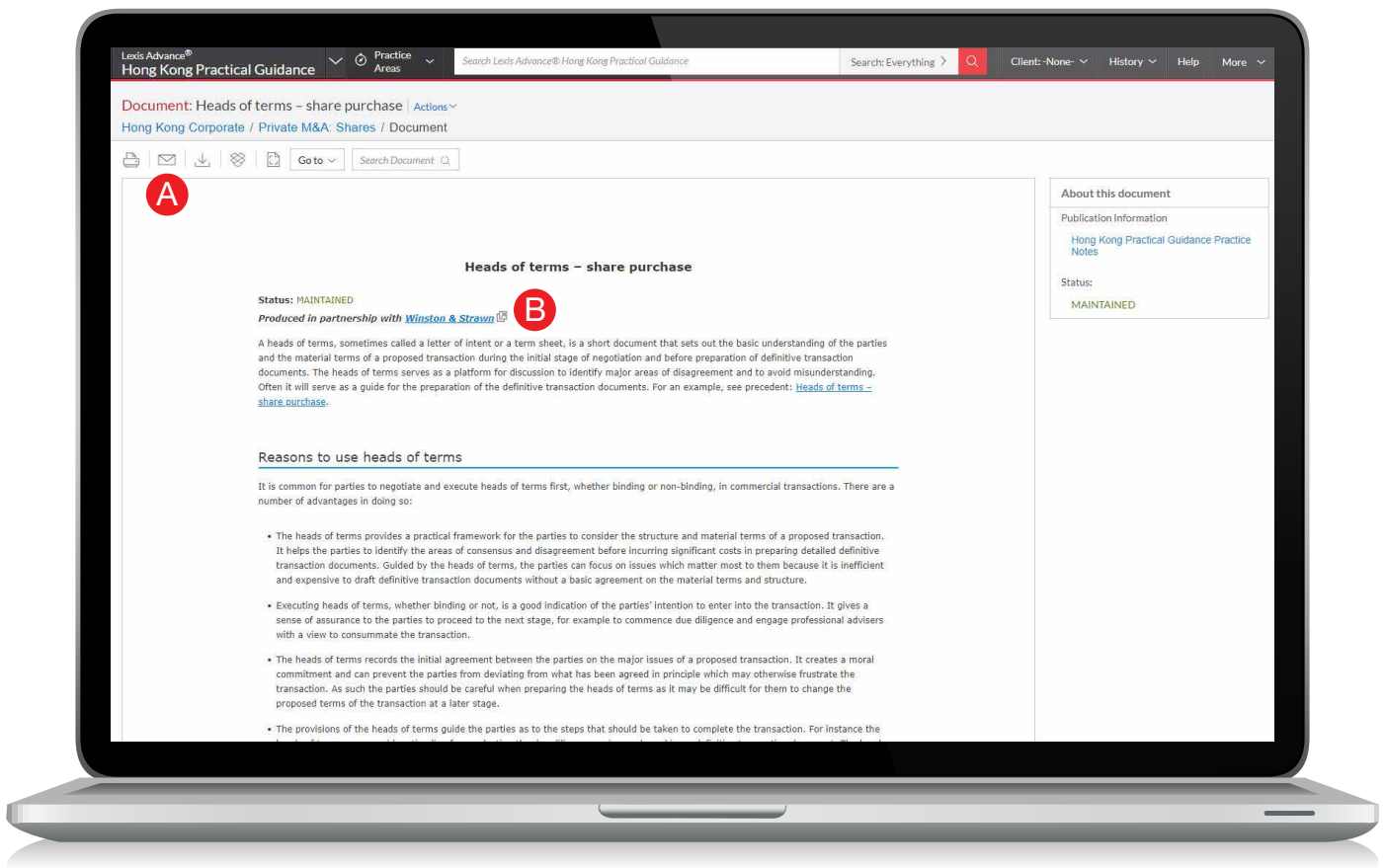
Search Topics



- A** When you conduct a search on the platform, you can narrow down your results by choosing the relevant sources and filters on the left-hand corner of the panel.
- B** To specify which type of search results you want to see first by default, access **Settings** in the **More** menu in the top right-hand corner of any page, and make a selection under the **Display search results in this content type first** heading in the **Lexis Advance® Hong Kong Practical Guidance** section and save changes.



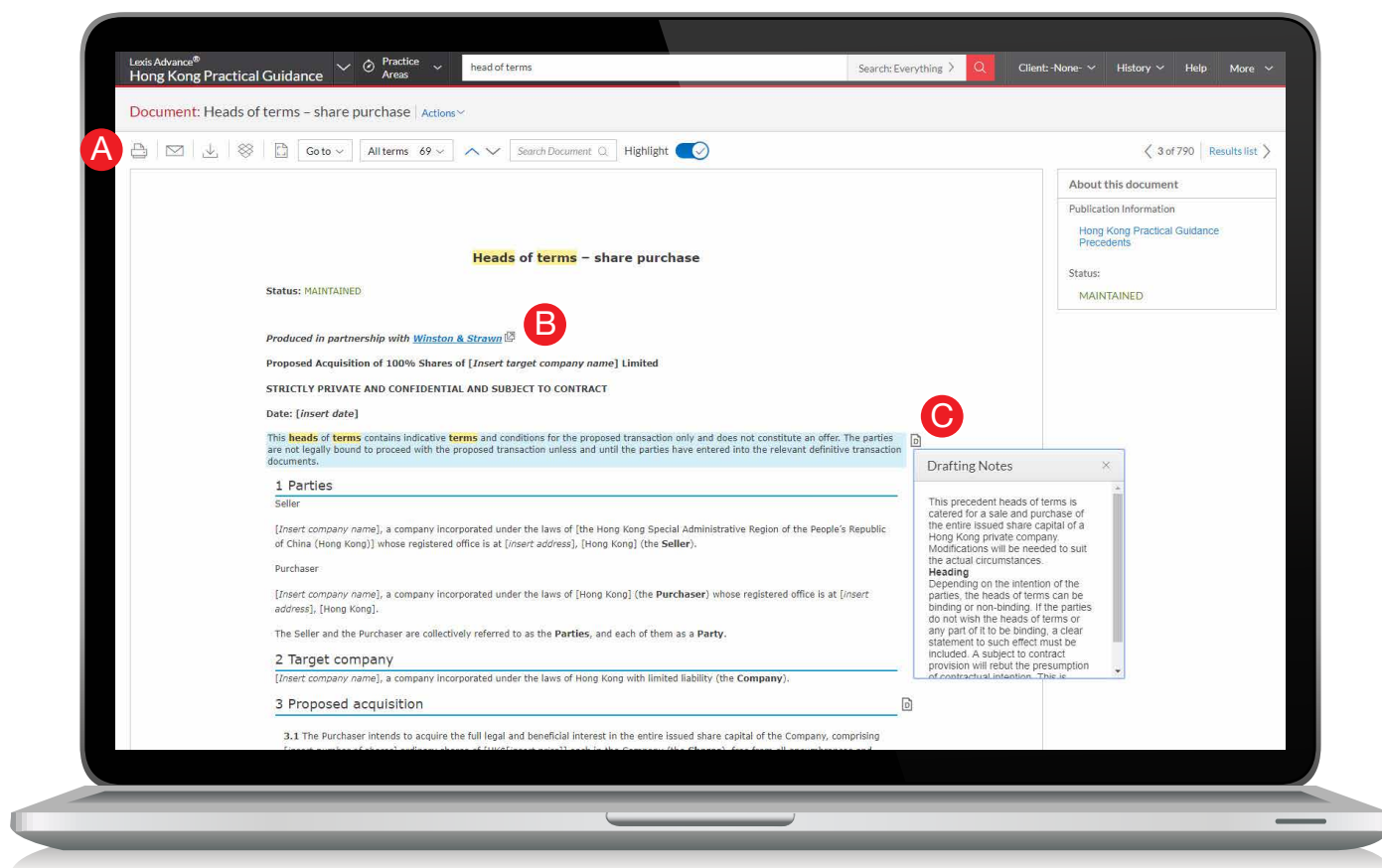
Practice Notes



Practice notes contain practical commentary on key issues in a legal topic and provides practical guidance in handling client matters.

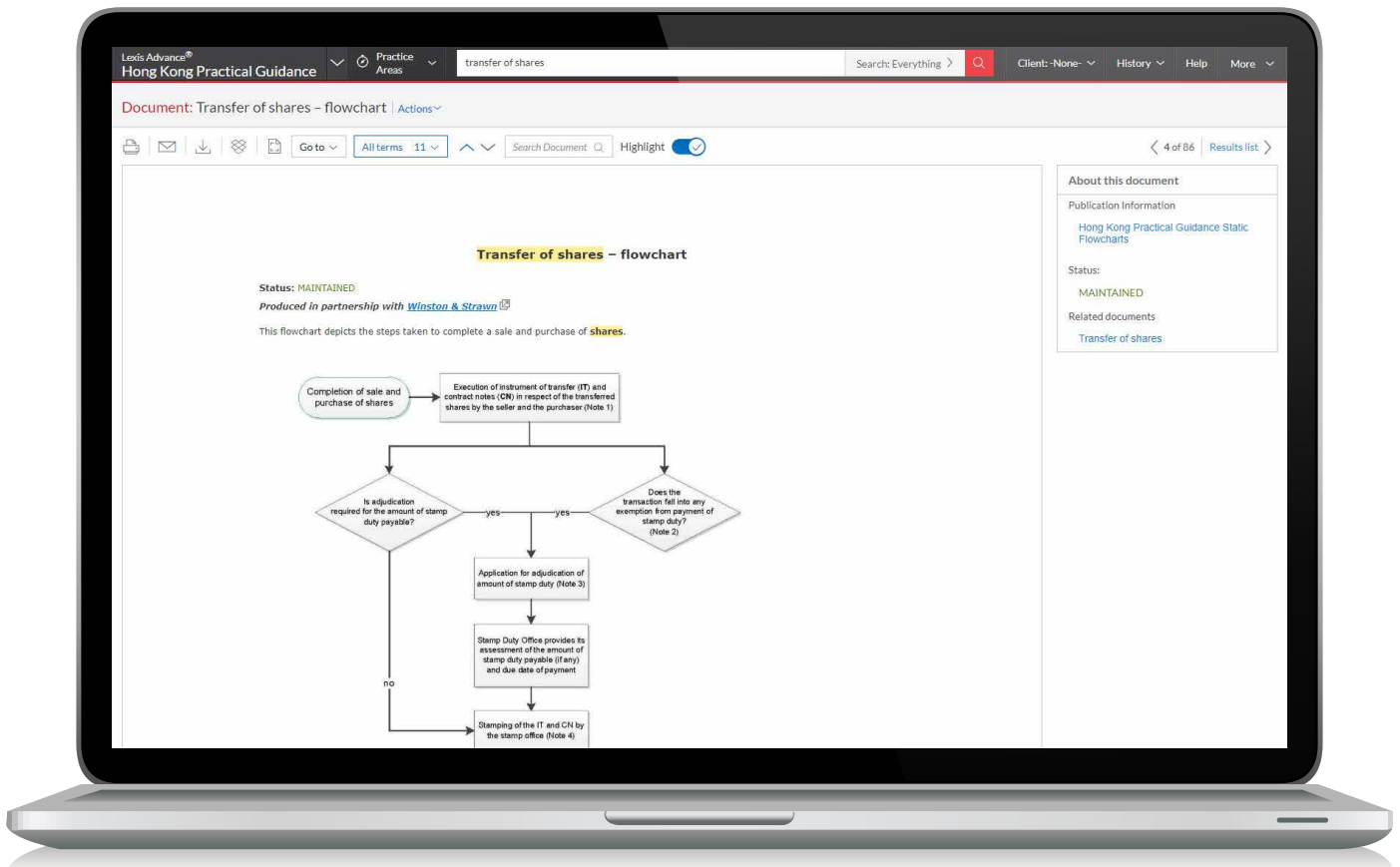
- A** You could print, email or download the practice notes by clicking the relevant icons on the top left-hand corner of the page. You could also save the document to your own Dropbox account.
- B** The source of the practice notes will be displayed from the beginning of the document, giving you assurance of the quality of the practice notes.

Precedents



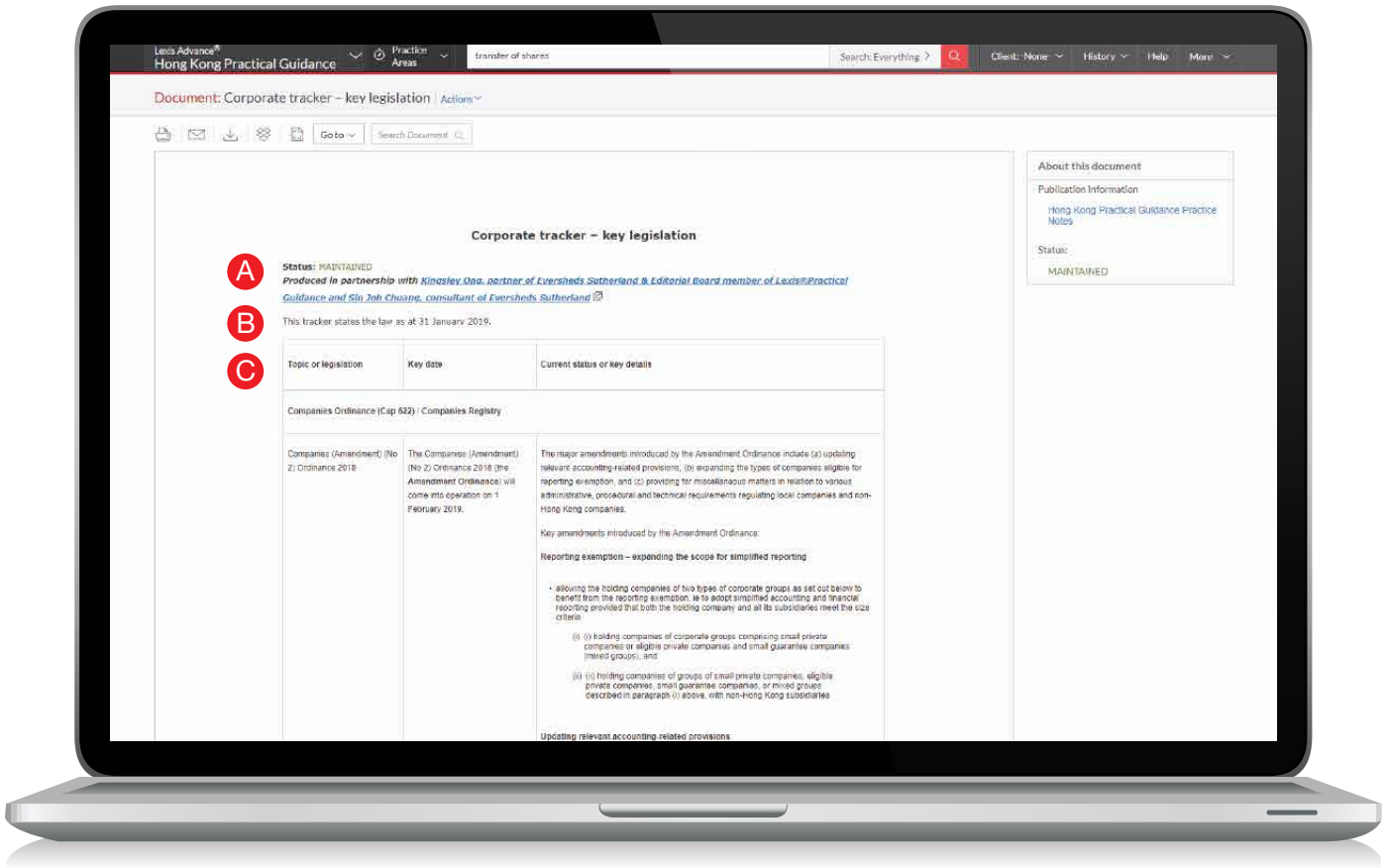
- A** You could print, email or download the precedent by clicking the relevant icons on the top left-hand corner of the page. You could also save the document to your own Dropbox account.
- B** The source of the precedents will be displayed from the beginning of the document, giving you assurance of the quality of the precedents.
- C** The white document icons are Drafting notes. The drafters for these precedents provide users a more comprehensive understanding of the precedent by explaining and/or giving additional details to the clause.

Checklists & Flowcharts



The Checklists and Flowcharts provide a visual explanation of the complex legal procedures, helping practitioners to understand from the outset what is required to complete the matter.

Legislation Tracker



Legislation tracker is a collaboration between LexisNexis and various international law firms. It provides a summary of the key legislation, regulation and information in the corresponding practice area of the module in recent years or in the future. It provides important legal insight for legal practitioners to keep track of the development of the law in Hong Kong.

- A** The tracker shows the firms that have collaborated with us in publishing this legislation tracker.
- B** The tracker shows the date the law was written in the legislation tracker.
- C** The tracker table shows the date, name and details of the key legislation, regulation or information that may influence the relevant practice area in Hong Kong.

Terms & Connectors Tips (Cases)


1 Synonyms

Are there any synonyms or abbreviations for the terms you entered?

E.g. liquidation insolvency **OR** winding up

E.g. BVI British Virgin Islands

Apply this to the example and insert all the relevant synonyms:

 Search: Everything > 

2 Variations

Are there any variations for the terms you entered?

E.g. liquidat! liquidate(s), liquidated, liquidating, liquidation or liquidator(s)

E.g. wind! up wind up, wind-up, winding up or winding-up

Enter the ! connector at the end of the root word to cover all the variations:

 Search: Everything > 

3 Connectors

Or mainly for connecting synonyms

w/n¹ the connected search terms will be within range of the specified number of words

e.g. w/30 means that the connected search terms will be within 30 words of one another

() group the search terms together

Your completed search will look like this:

 Search: Everything > 

¹ We suggest w/10 for the search terms to be extremely close and w/100 for more flexibility in searching legal issues.

Terms & Connectors Tips (Legislation)

e.g.

1 Synonyms

e.g. Basic Law could be BL

2 Variations

e.g. Variations of article include art, art., arts, article, articles etc.

3 Connectors

- Or** Basic Law or BL
- w/n** Art! w/30 37 covers judgment that wrote "article 35, 36, 37" and the like.
Art! w/30 37 w/30 Basic Law improves the accuracy in referring to Article 37 of Basic Law.
- ()** (Basic Law or BL)

Your completed search will look like this:

Journey to Lexis Advance® Hong Kong

Like any journey from one place to another, it should start by where you are coming from, what you are bringing with you and where you are heading to. The diagram would assist you on your journey to Lexis Advance® Hong Kong.

Getting Started

- Understand the scope of content you need
- Understand the user behavior
- Tailor-made Subscription Plan
- Sign the contract

Training

- On-site Training (Group/One-to-One)
- Training Videos
- Online Tutorial (Webinar)

Access

- Receive Lexis Advance® Welcome Email & Login Credentials
- Receive Lexis Advance® Hong Kong Starter Guide

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