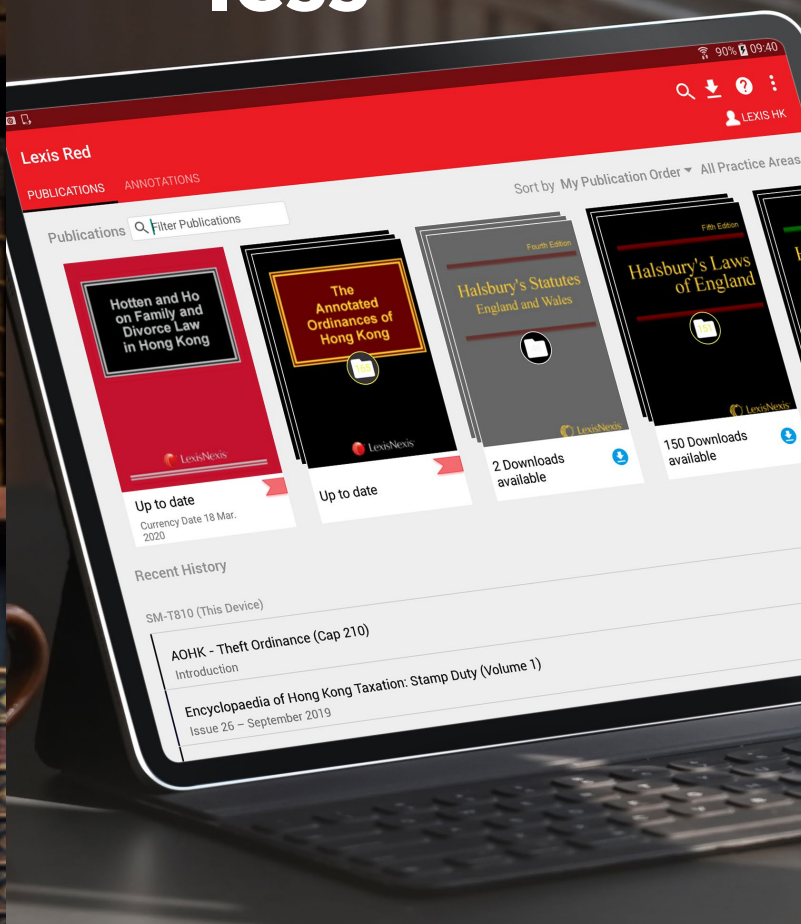


weight ————— less

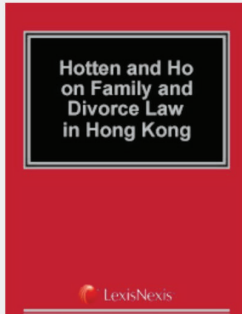


Lexis Red™ User Guide

for Android users (3.13 version update)

Publications

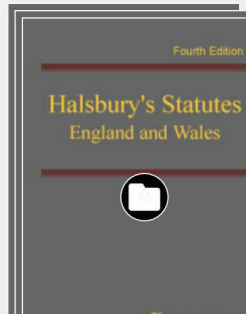
Sort by My Publication Order ▾ All Practice Areas



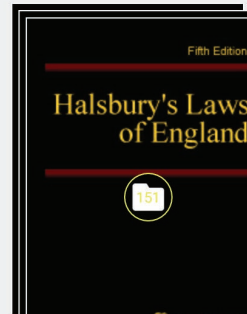
Up to date
Currency Date 18 Mar.
2020



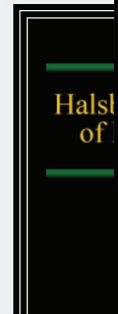
Up to date



2 Downloads
available



150 Downloads
available



79 Downl
available

Learning How To Use Lexis Red™

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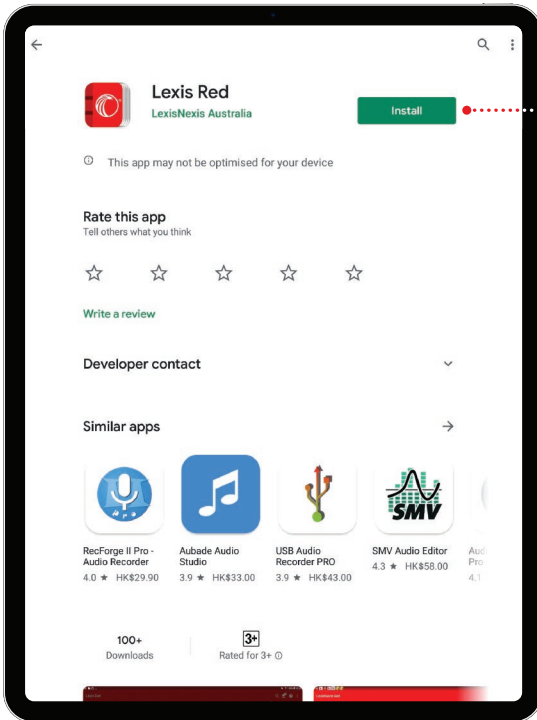
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Downloading and logging in to Lexis Red™

Download the app from the Google Play store and then tap on the Lexis Red™ app on your tablet.



Download the app

Go to the Google Play store and search for **Lexis Red**. Download the Application.

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

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

Password reset

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



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.

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.

Filter publications

Type a partial or full title name to see relevant publications instantly.

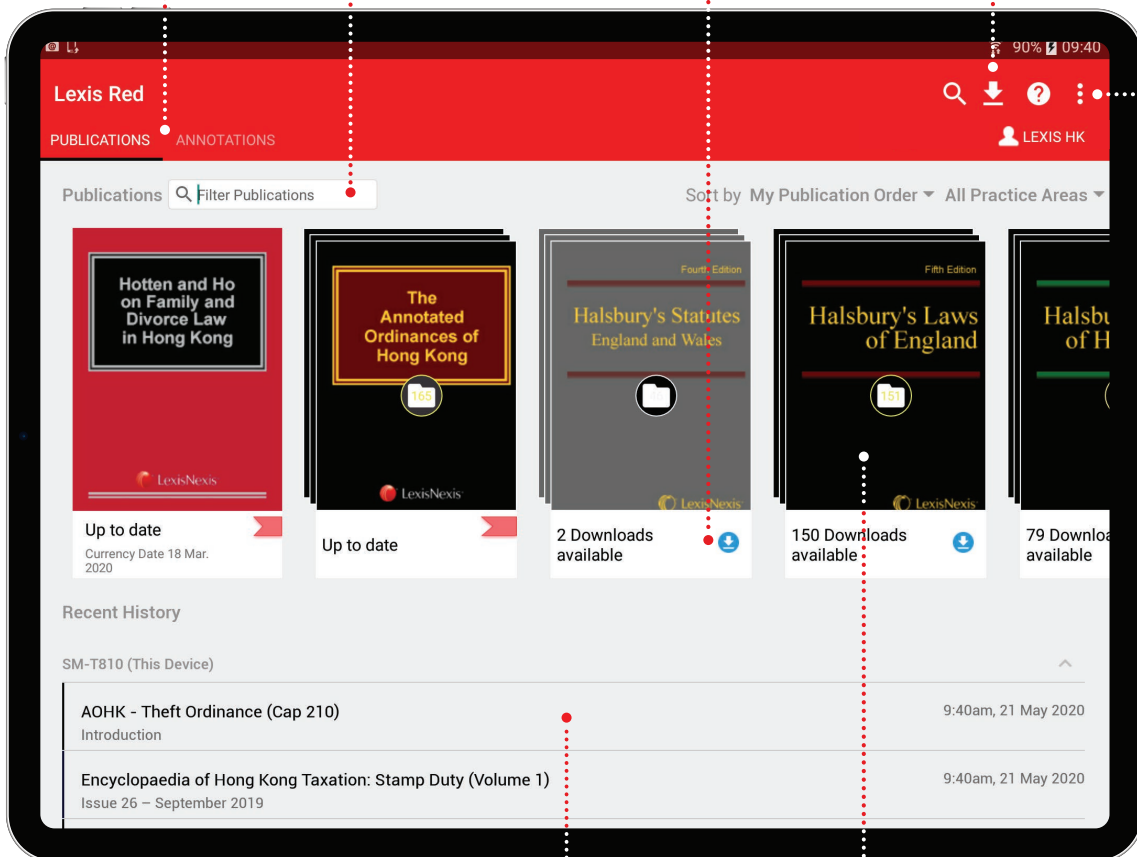
Download updates

Whenever you are connected to the Internet you will be notified of updates to your publications by the **update button**. To download an update, tap this update button.

Toggle between publications and annotations.

Download publications

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



Recent history

View your recent history on this device, displays the 10 last accessed documents.

Editing the order of your publications

Tap the **settings button** then select change publication order.

Open publications

To open a publication, tap on the **front cover**.

Your publication homescreen (continued)

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.

Most Recent

View your most recently viewed titles by clicking the **"Most Recently Viewed"**.

All Practice Areas

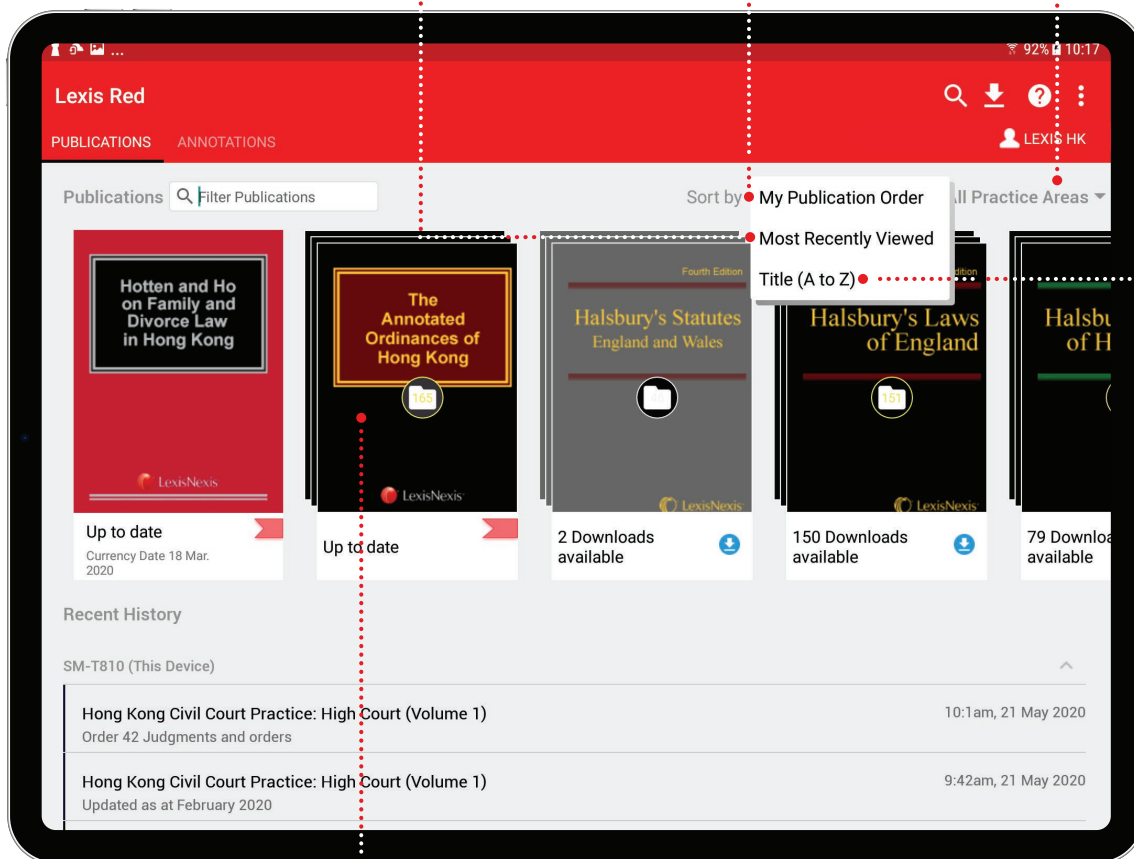
Filter your subscribed titles by different practice areas by using the **filter bar**.

Titles

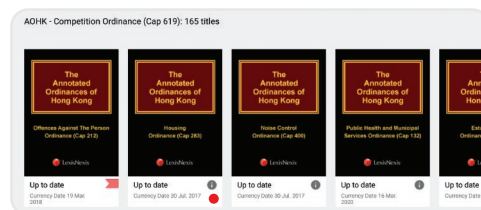
Click here to view your titles alphabetised.

My Publication Order

Click here to view your own choice of titles allocation.



Group title list



More information

To see more information about a publication tap the **i button**.

Browsing content

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

Access your recent reading history

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

Save or print content

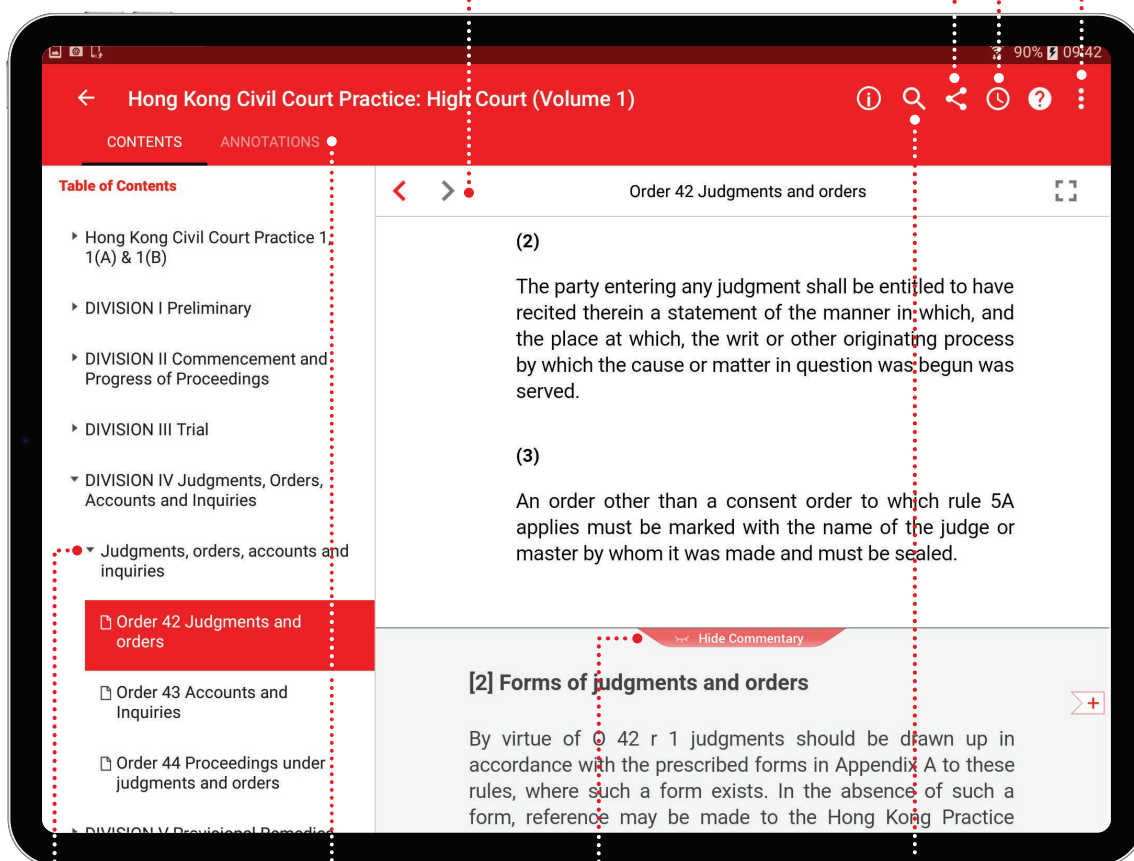
To email or print content tap the **share button**, select whether you want to share highlights and / or notes along with the content, and then select either print or email.

Increase and decrease font size

To increase or decrease the font size, tap the **settings button**, then select font size.

Navigate back and forth through content

Tap the **left “<”** and **right “>”** arrows to go backwards and forwards through documents you have read.



Use the table of contents

Navigate through the sections of the publication by tapping the **expand**, **collapse** and the **document button**.

Hide and Show Commentary

Tap to Hide and Show Commentary.

Browse your annotations within a publication

View your annotations on this publication in the left hand pane by tapping the annotations button. Filter by **annotation type** using the filters at the top of the pane.

Search

Search within the publication using the **search button**. 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'.

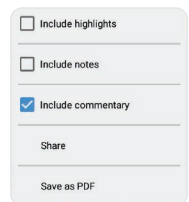
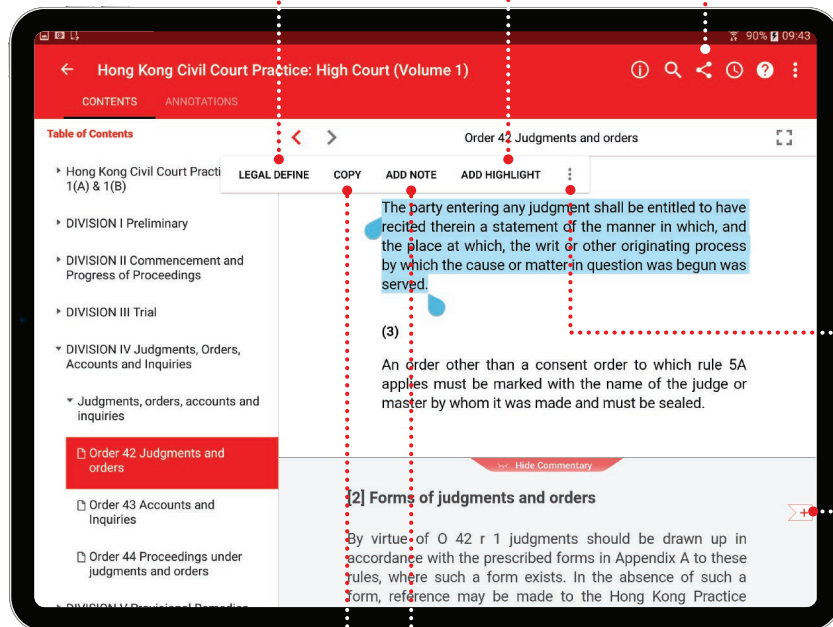
Add highlight

To highlight a single word, tap and hold the word, then tap 'Add Highlight'. To highlight a section of the text, tap and hold the first word, then drag the blue dots and tap '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.

Share

This function directs to the share button on upper right corner. It allows users to save file and share file.



Tap the button on the right for sharing.



Bookmark

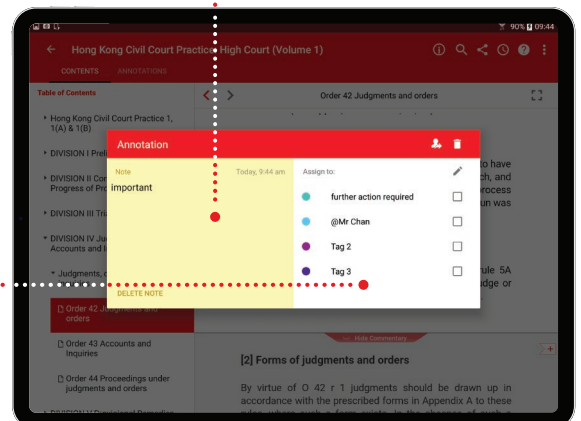
Bookmarks allow you to jump to specific parts of the publication.

Copy text

To copy the text, tap and hold a word, drag the blue dots to highlight the text you need then tap 'Copy'.

Add note

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



Add 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.

Editing your annotations

Annotations can be edited from within a publication.

Edit annotations – Adjust the highlighted area

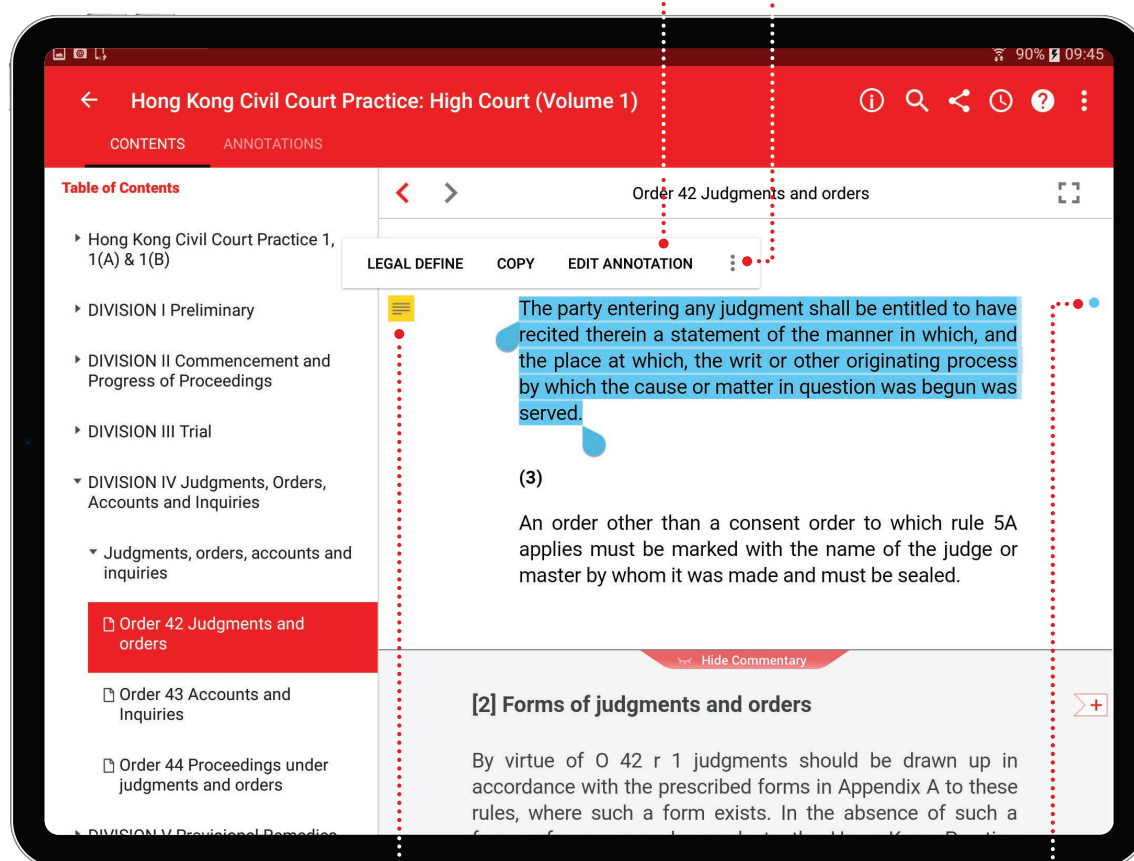
To annotate more: Tap on a highlighted word and drag to cover the extra content you want to annotate. Tap **'Edit annotations'**.

To annotate less: Tap on the highlighted area, and then tap **'Delete annotations'**. You can then re-highlight the relevant area.

NOTE: Deleting an annotation 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.



Tap the button on the right for more edit choices.



Editing notes

Tap the note icon on the left hand side of the text.

Edit tags

To edit a tag, tap 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.

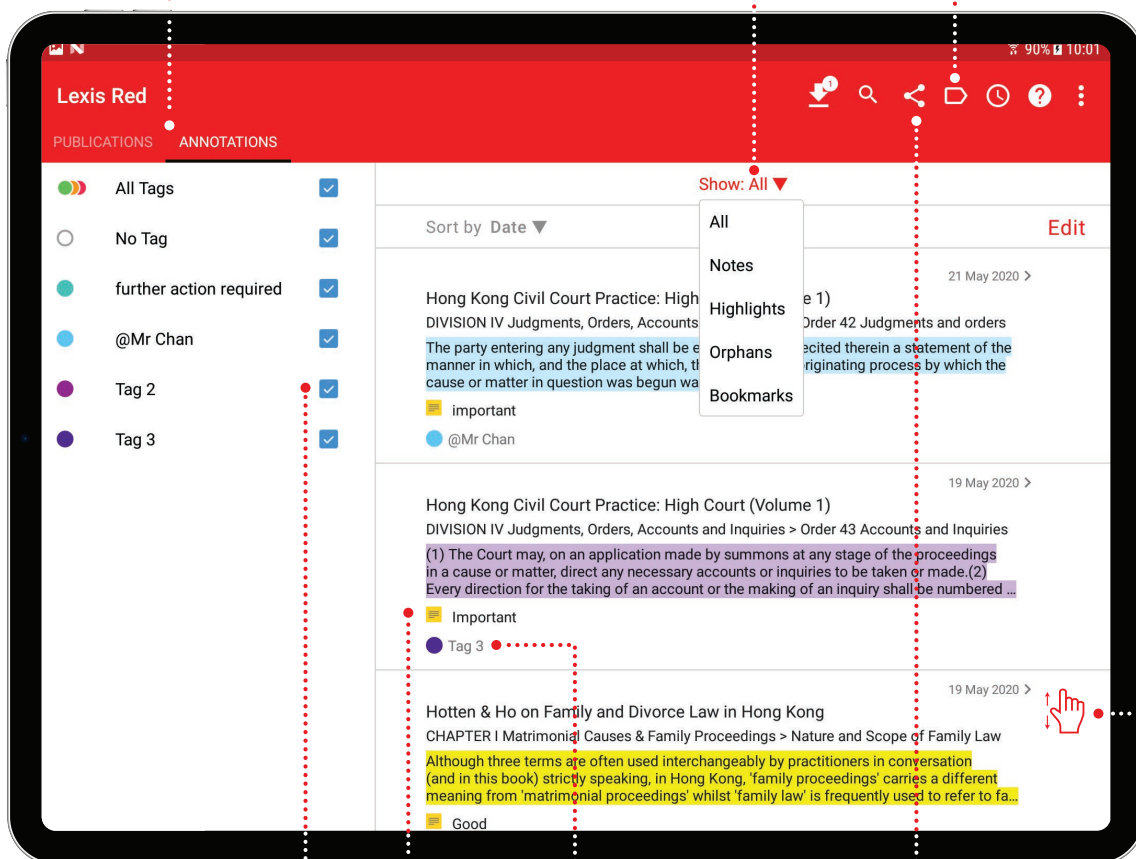
Access annotations

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

Filter annotations

Filter by annotations to show notes, bookmarks, 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 the names of the tags.



Filter by tag

Filter annotations by tags.

Editing notes

To edit a note, tap 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.

Search annotations

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

Scroll through your annotations.

Syncing annotations across devices

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



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