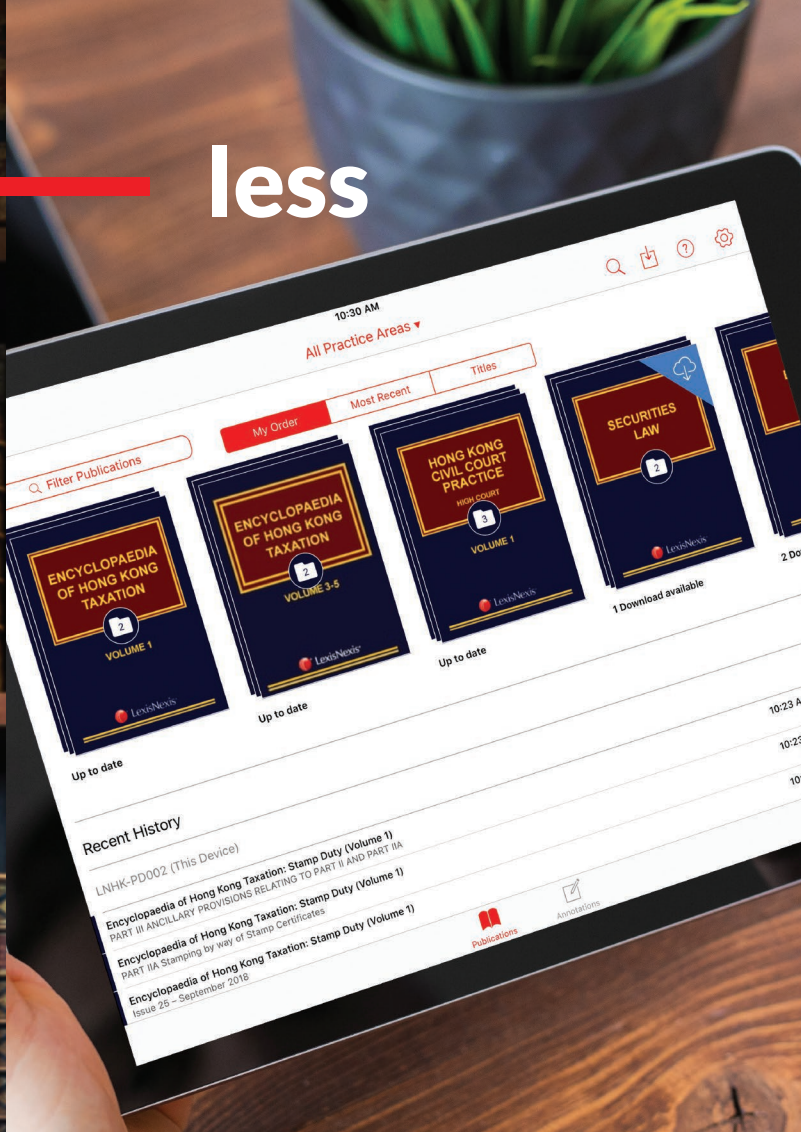


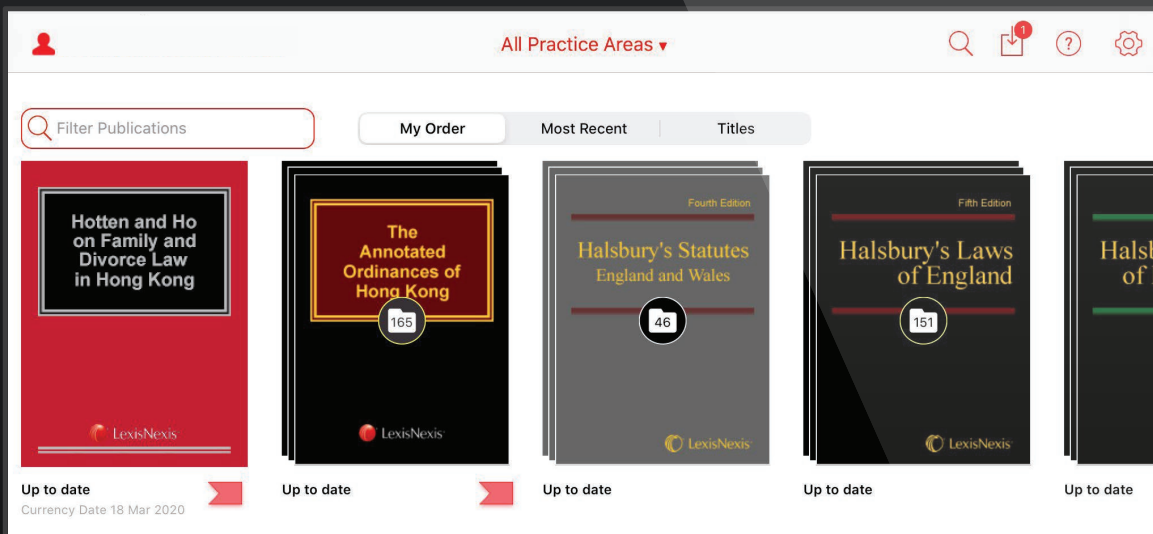
weight

less



Lexis Red™ User Guide

for iPad users (3.13 version update)



Learning How To Use Lexis Red™

PAGE

1

Download and Log in to Lexis Red™

6

Editing your annotations

- Edit highlights, notes and tags

2-3

Your publication homescreen

- Download your publications
- More information about your publications
- Open publications
- Edit the order of your publications

7

Accessing and editing your annotations from the homescreen

- Browse and edit annotations
- Search annotations across all publications
- Access orphan annotations

4

Browsing content

- Browse through the table of contents
- Adjust font size
- Email or print content
- Access your recent reading history on this device
- Browse your annotations within a publication
- Search within a publication
- Hide and show commentary

8

Syncing annotations across devices

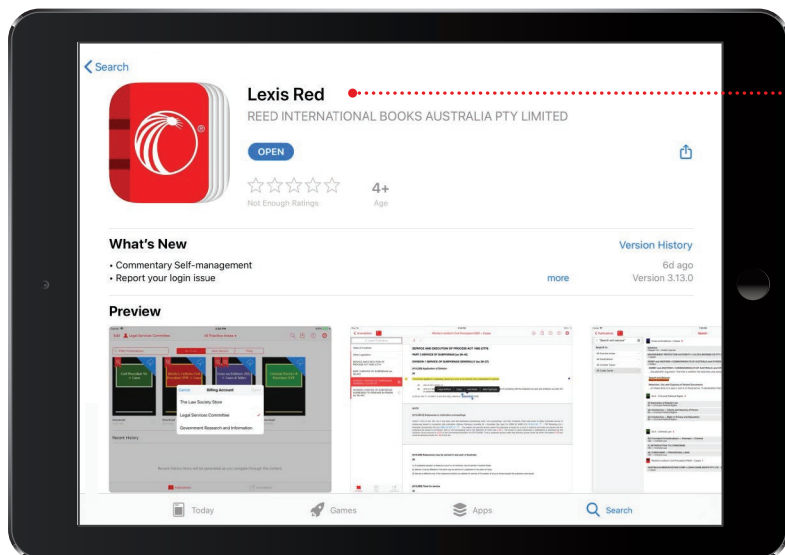
5

Creating annotations and looking up legal definitions

- Add highlight
- Add note
- Add tag
- Look up the legal definition of a word
- Add bookmark

Logging in to Lexis Red™

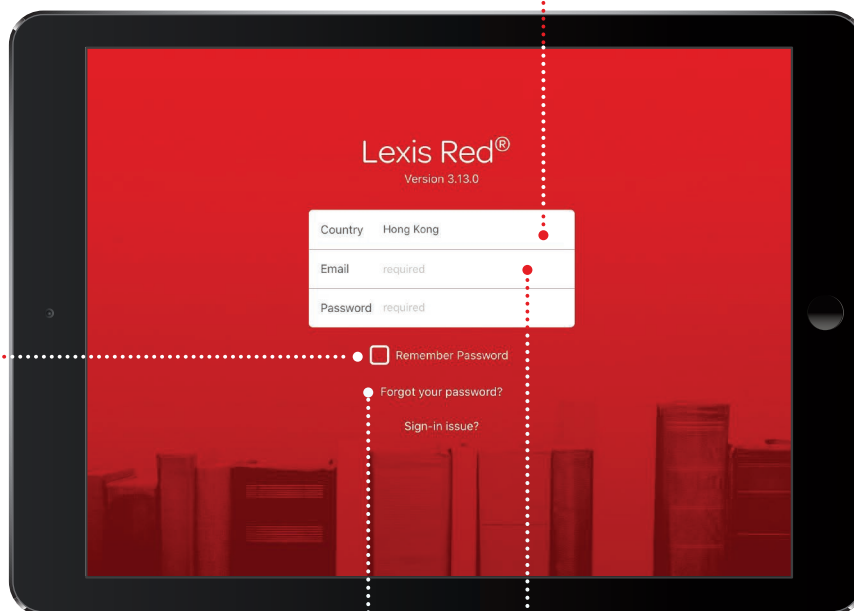
Download the Lexis Red™ app from the App Store, and then tap on the Lexis Red™ app on your iPad.



Download the app
Go to the App Store and search for **Lexis Red**.

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.

Download publications

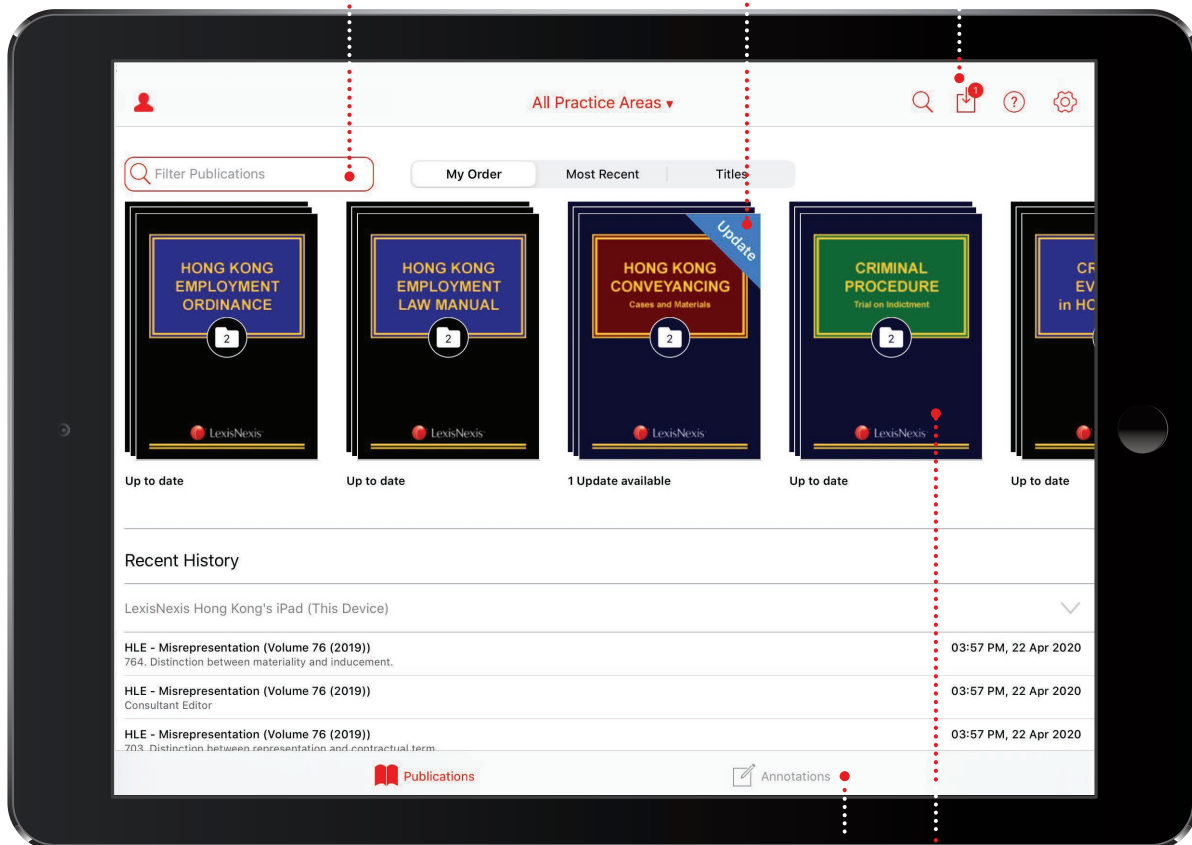
To download your publications onto your device, tap the **download button**.

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.

Filter publications

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



Toggle between publications and annotations.

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 “*recent tab*”.

All Practice Areas

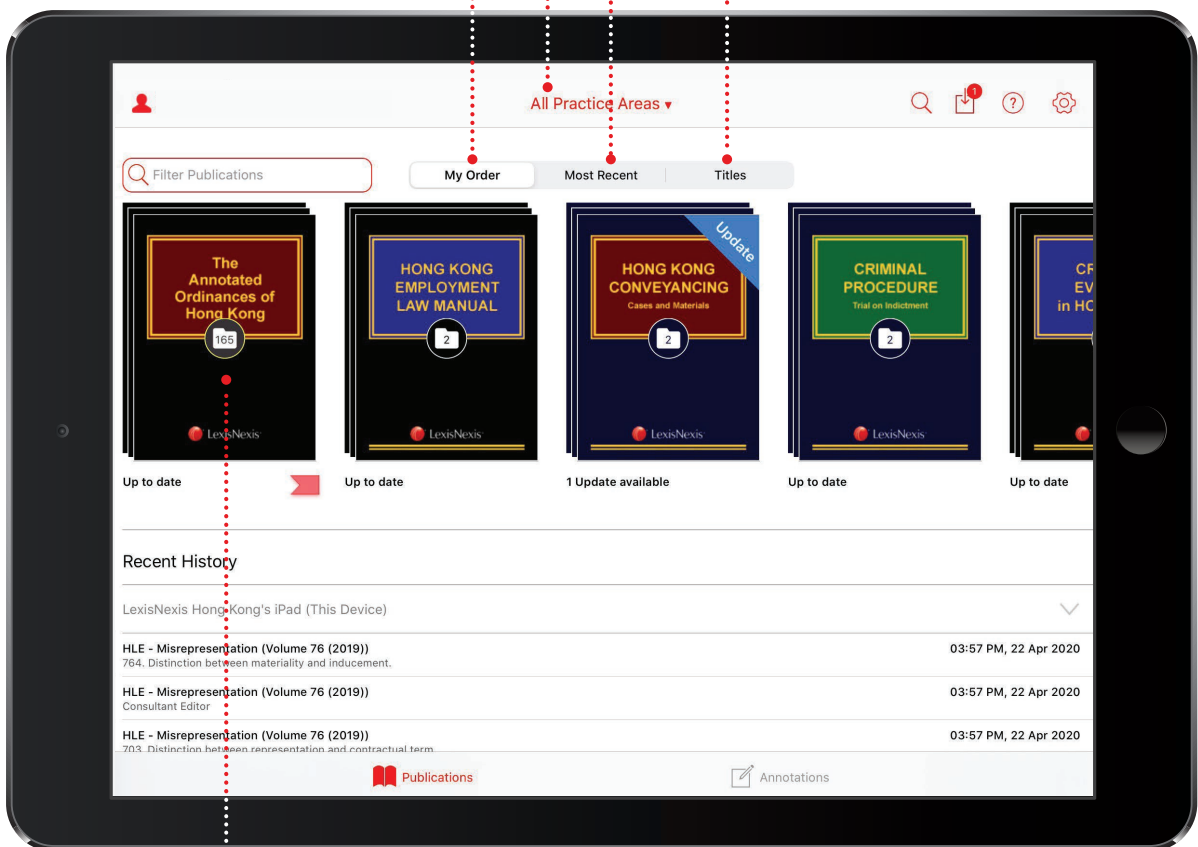
Filter your subscribed titles by different practice areas by using the *filter bar*.

My Order Publication

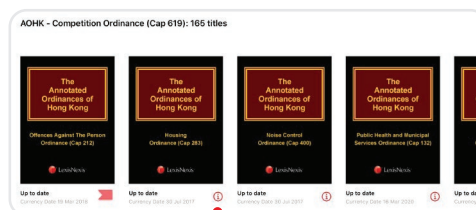
Click here to view your own choice of titles allocation.

Titles

Click here to view your titles alphabetised.



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.

Open and close the table of contents

Tap the **table of contents** button to open and close the table of contents.

Email 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.

Use the table of contents

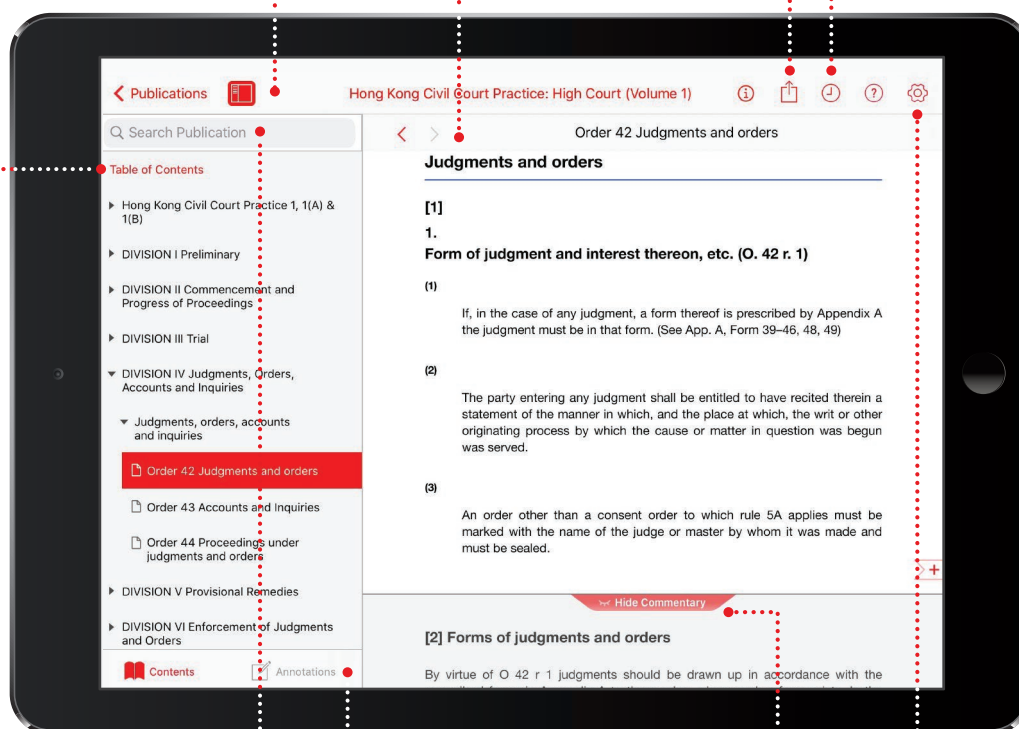
Navigate through the sections of the publication by tapping the **expand, collapse** and the **document button**.

Navigate back and forth through content

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

Access your recent reading history

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



Search Publication

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.

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.

Increase and decrease font size

To increase or decrease the font size, tap the **settings button**, then tap **Preference**, then tap **Publication Text**. This will open a slider to increase or decrease the font size.

Hide and Show Commentary

Tap to Hide and Show Commentary.

Creating annotations and looking up legal definitions

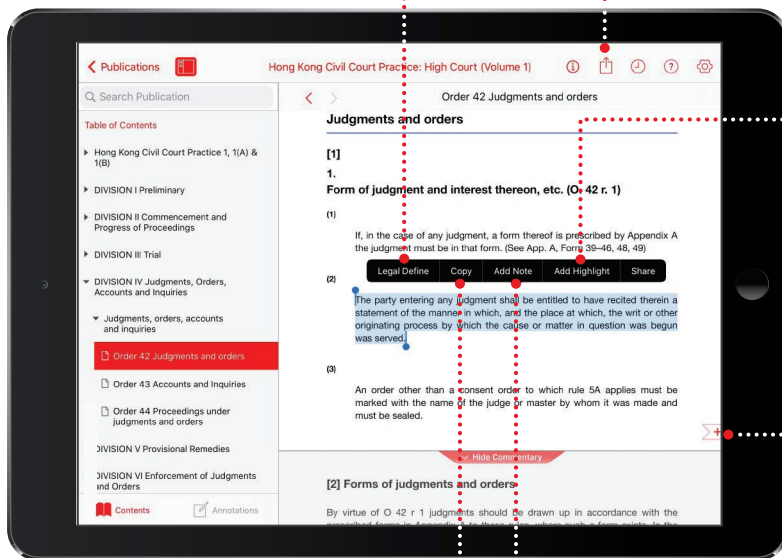
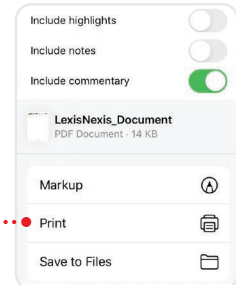
On a Lexis Red™ publication, you can highlight, bookmark, add notes, copy text and access legal definitions.

Legal define

To find the legal definition of a word tap and hold the word, then select '**Legal Define**'.

Share

This function directs to the share button on upper right corner. It allows user to print or save file for sharing use.



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.

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**'.

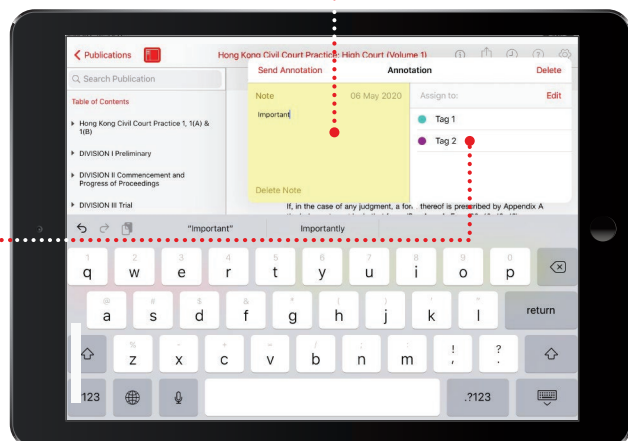
Add note

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. Tab 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

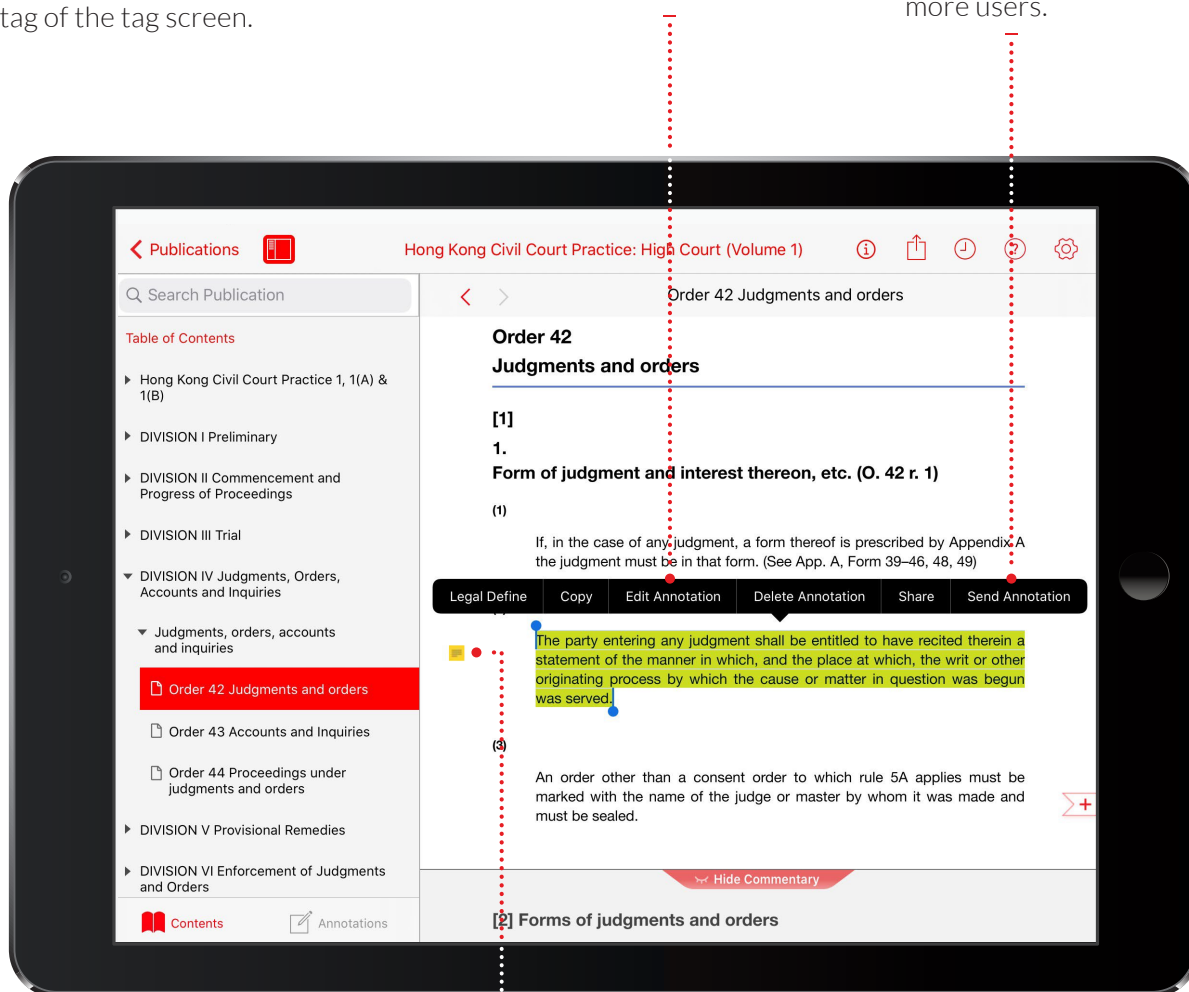
To annotate more: Tap on a highlighted word and drag to cover the extra content you want to annotate. Tap **'Edit annotations'**.

To annotate less: Tap on the highlighted area, and then tap **'Remove 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.

Send Annotations

It directs to a message box which allows users to share the annotation with one or more users.



Edit notes

Tap the note icon on the left 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.

Filter annotations

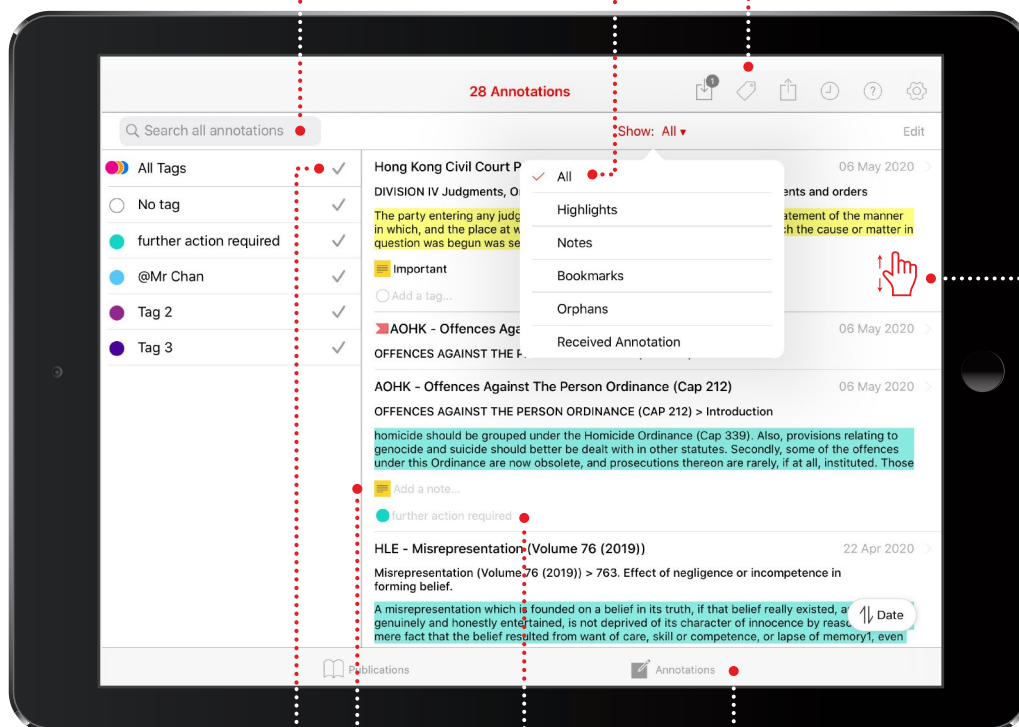
Filter your annotations to show notes, bookmarks, highlights or orphans. **Orphaned notes** are those which were attached to sections of text which have been removed or substantially amended during a content update.

Search annotations

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

Edit the names of the tags.

Scroll through your annotations.



Filter by tag

Filter annotations by tags.

Toggle between publications and annotations

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

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.

Edit notes

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

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.