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Lexis Red™ User Guide
for Windows users (3.13 version update)

Learning How To Use Lexis Red™

LexisNexis®

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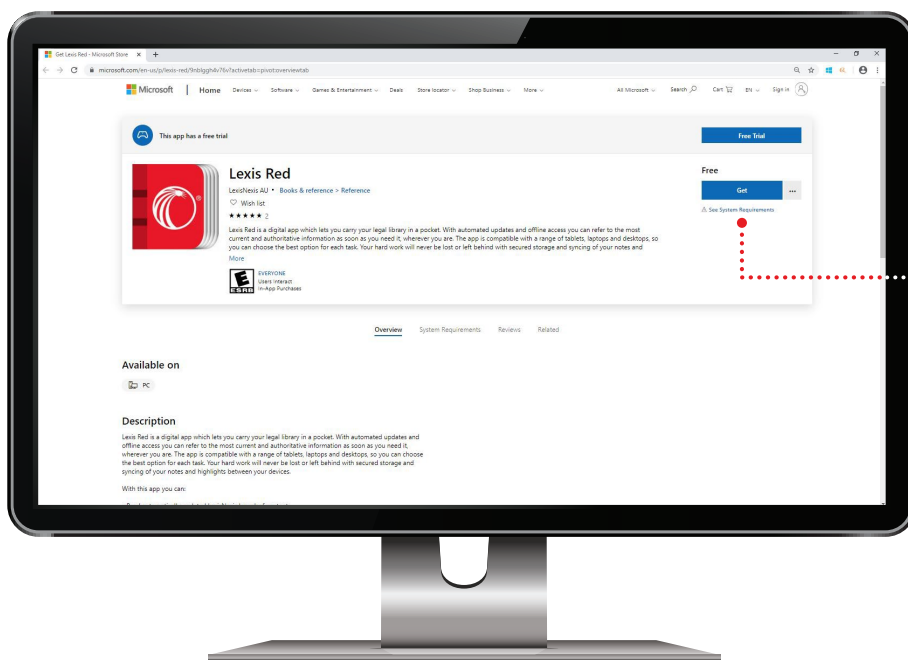
Download the app
Go to the Windows App store and search for *Lexis Red*.

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

Check this box to *remember your password* on this device.
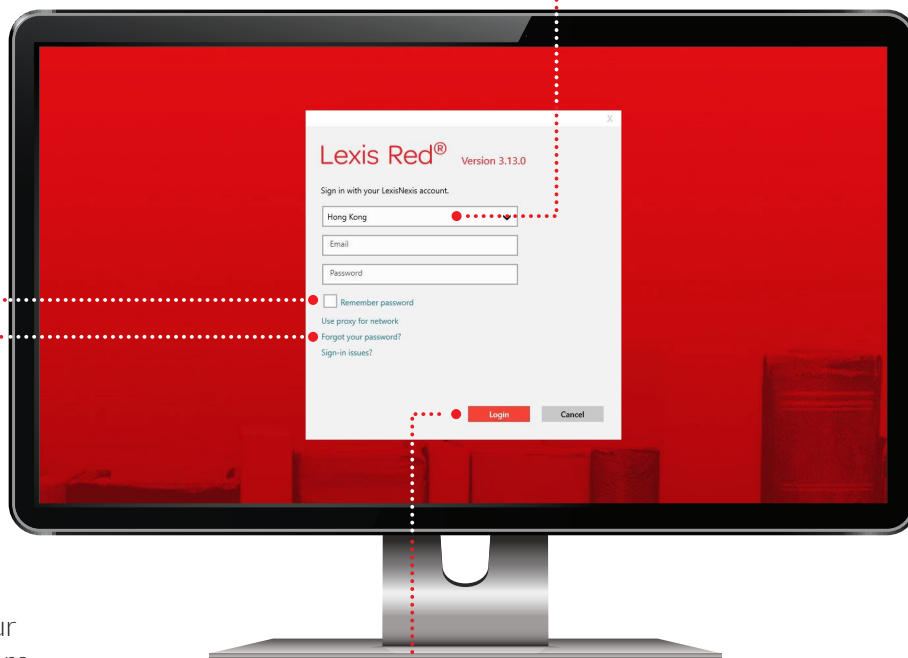
Password reset
If you have forgotten your password, please click here to reset. You will receive an email with a new password.

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.

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.

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

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

Toggle between publications and annotations.

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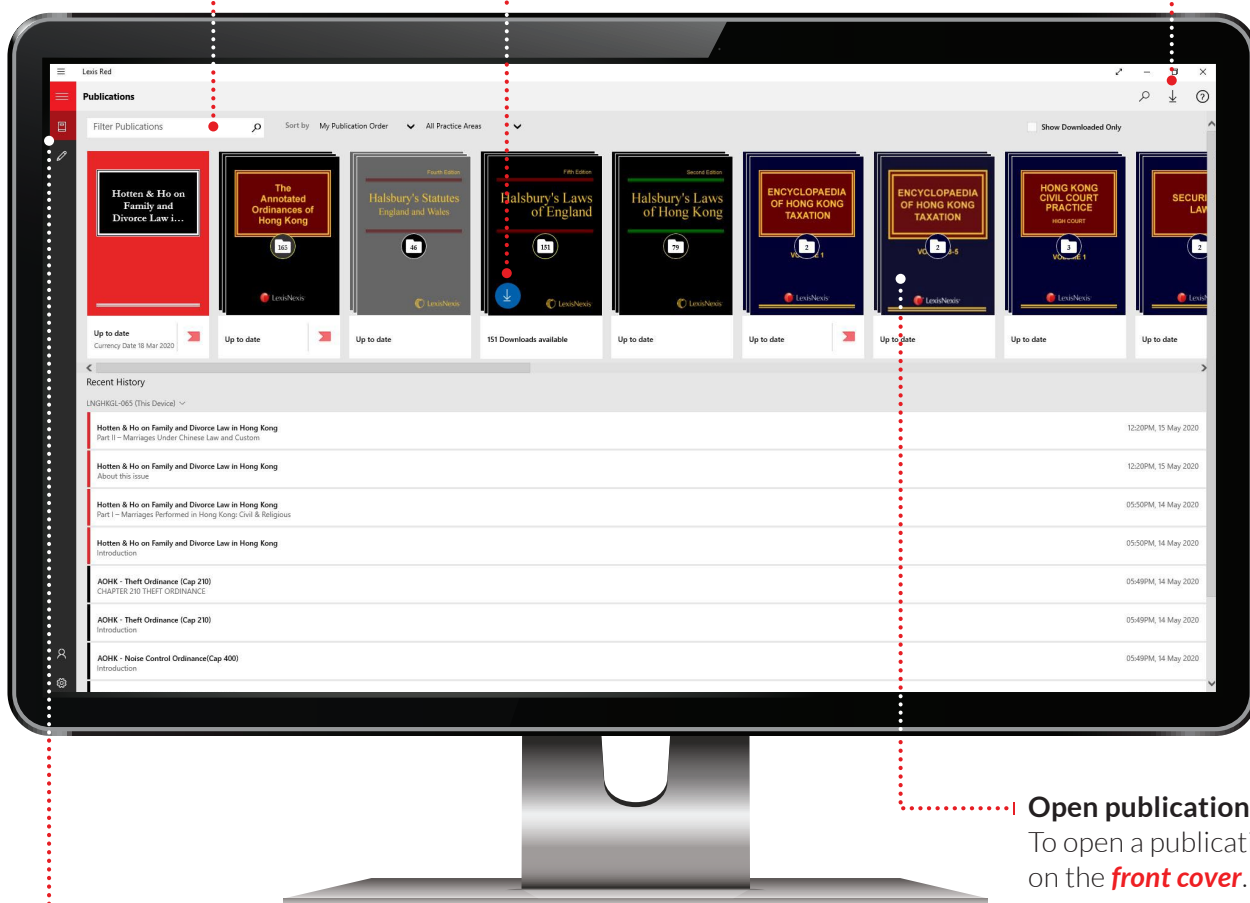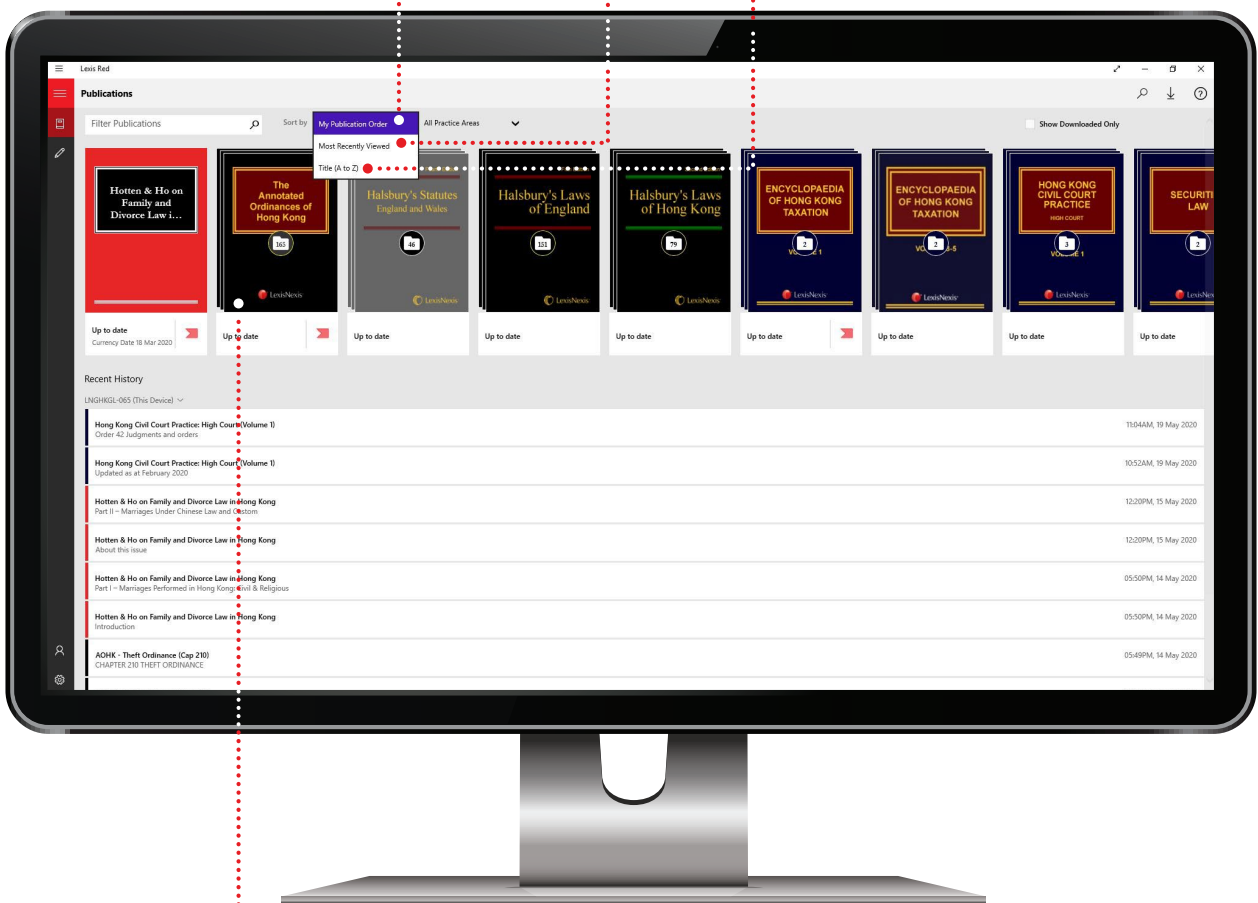
Most Recent
View your most recently viewed titles by clicking the "*Most Recently Viewed*".

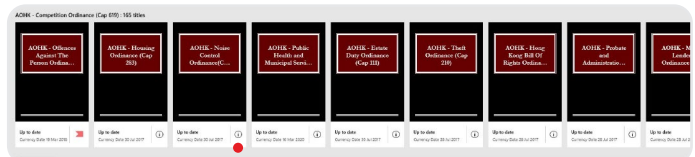**My Publication Order**
Click here to view your own choice of titles allocation.

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.

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

Browse your annotations within a publication
View your annotations on this publication in the left hand pane by tapping the expand, collapse and the *document button*. Filter by annotation type using the filters at the top of the pane.

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

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

Access your recent reading history
Tap the *clock button* to view your recent browsing and searching history on this device.
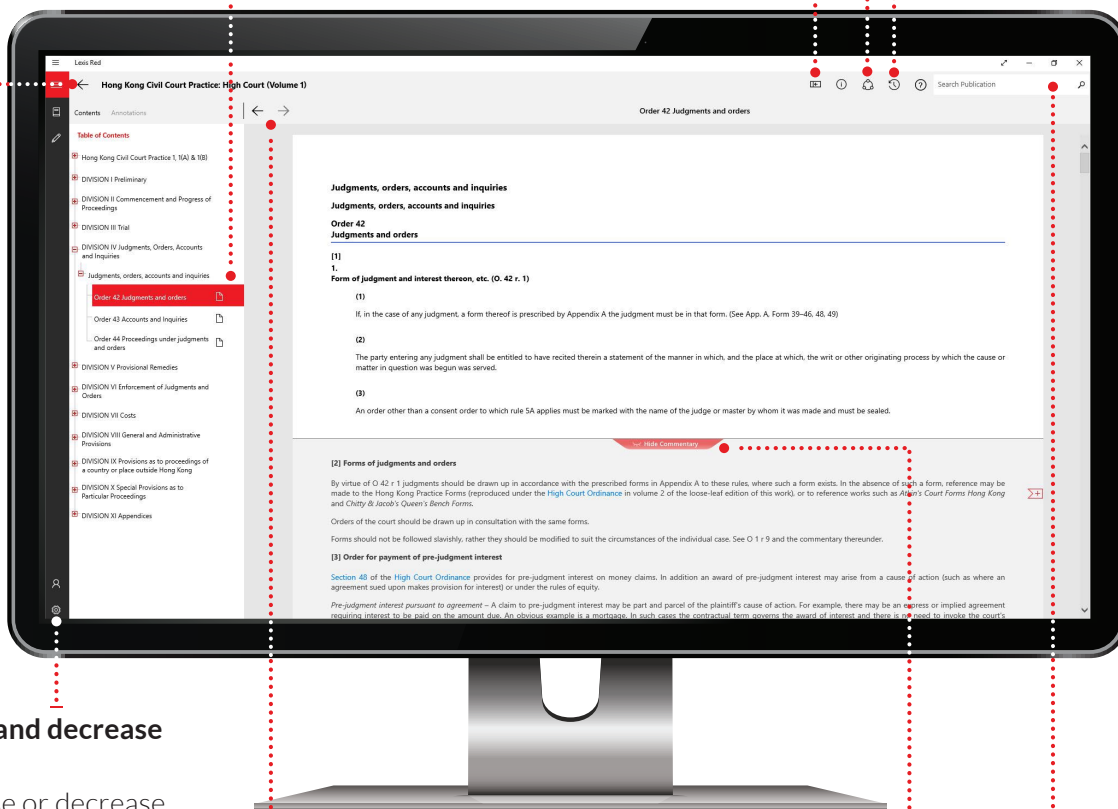
Increase and decrease font size
To increase or decrease font size, tap the settings button, then tap Preference, then change publication text size.

Hide and Show Commentary
Tap to Hide and Show Commentary.

Navigate back and forth through content
Tap the *left "<"* and *right ">"* arrows to go backwards and forwards through documents you have read.

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.

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# 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 save file for sharing use.

Include highlights
Include notes
✓ Include commentary
Save as PDF
Share
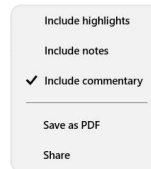
Add highlight
To highlight a single word, tap and hold the word, then tap '*Add Highlight*'. To highlight a section of the text, tap and hold the first word, then drag the blue dots and tap 'Add Highlight'.

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.
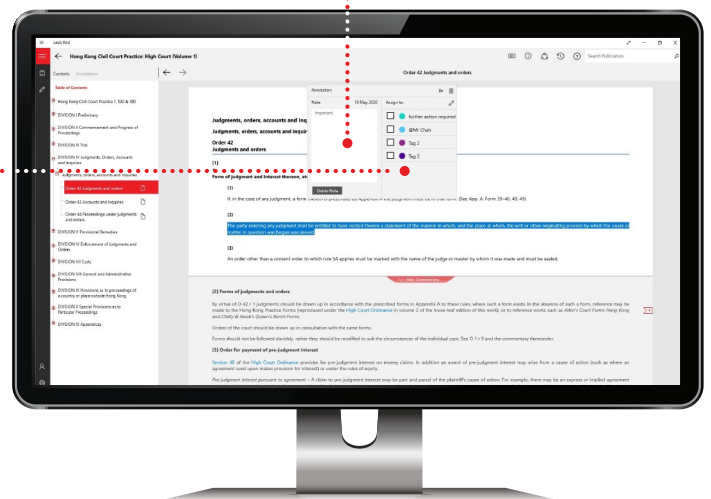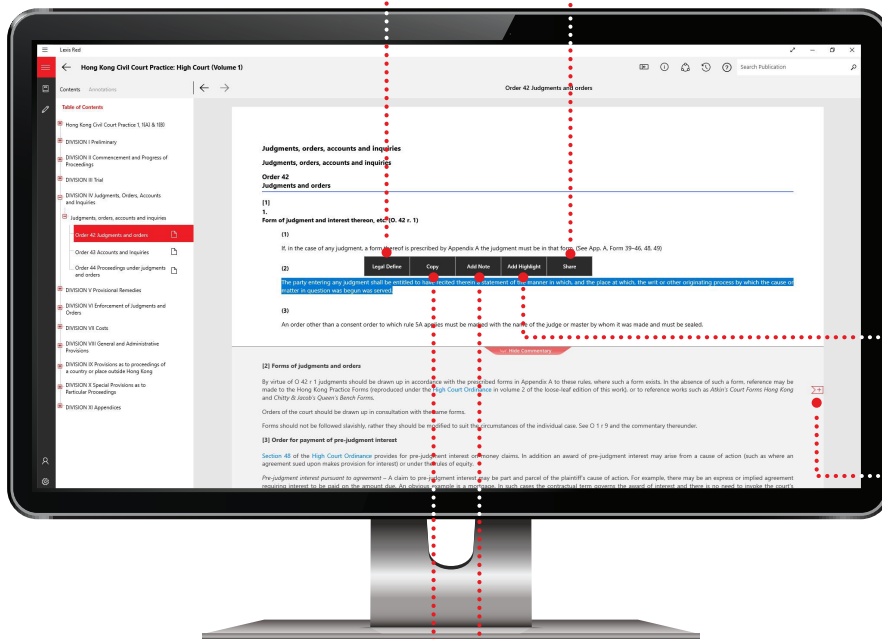
Editing your annotations

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 '*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.

Send Annotations
It directs to a message box which allows users to share the annotation with one or more users.
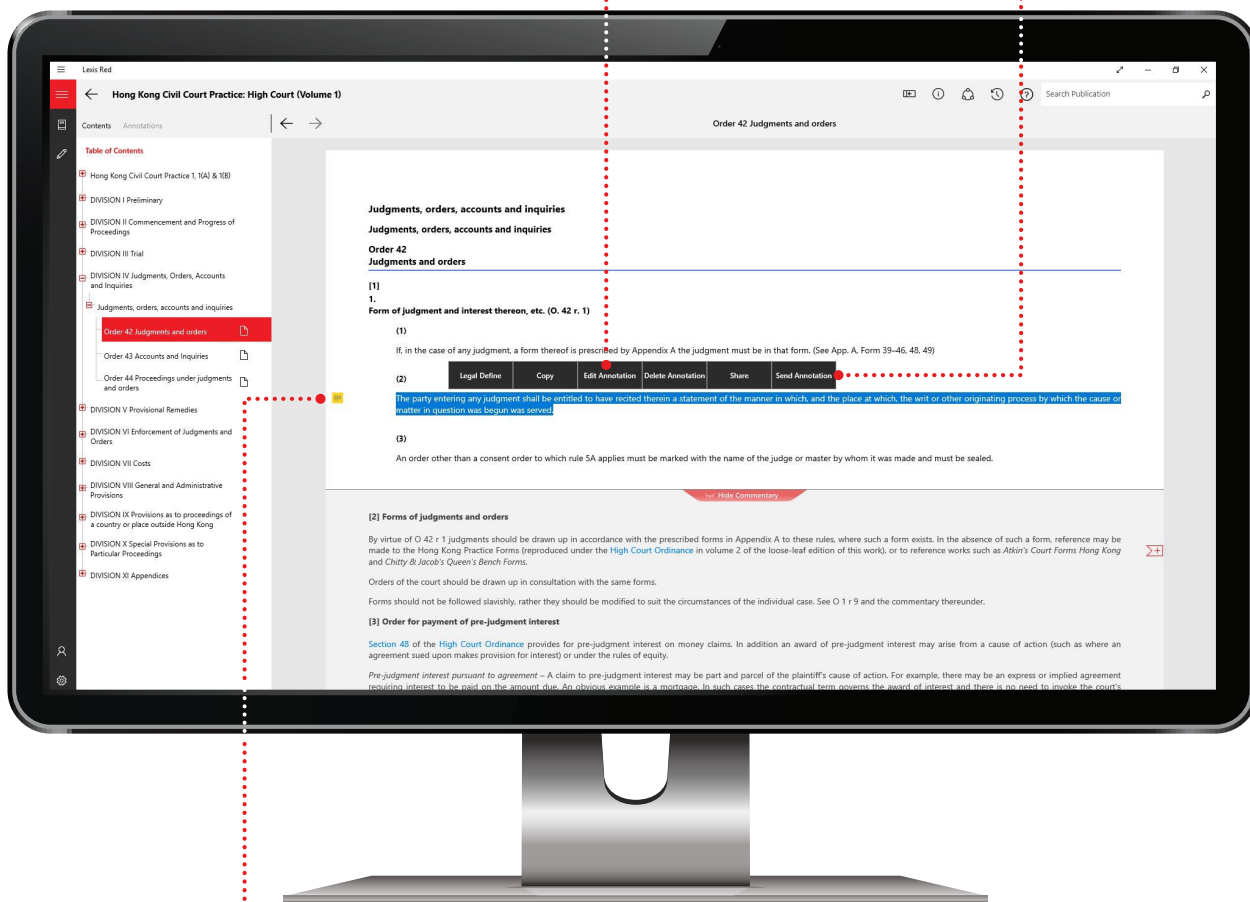
Edit notes
Tap the note icon on the left hand side of the text.

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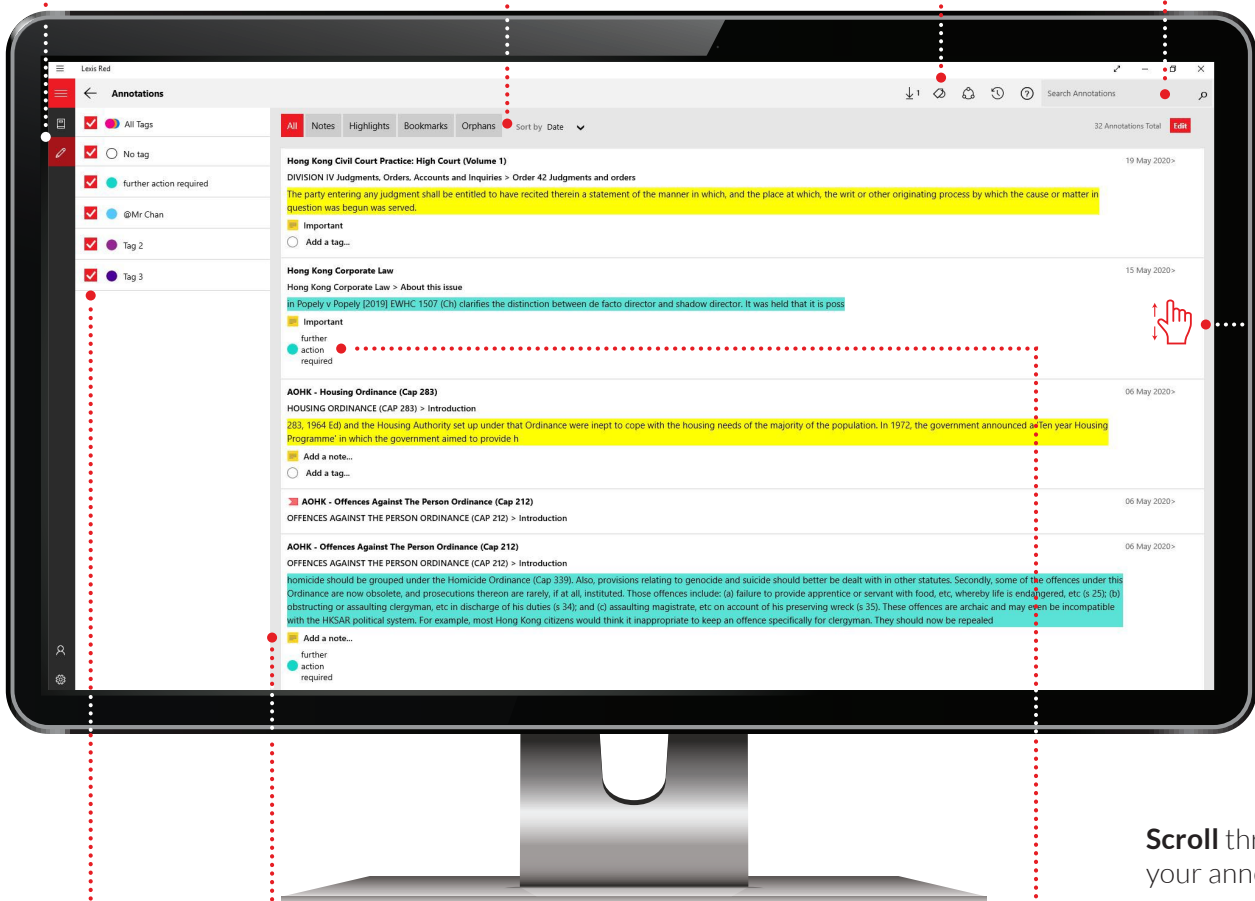
Search annotations
Use the *search bar* to search across all your annotations in all publications.

Toggle between publications and annotations
Change the home screen view from Publications to Annotations by tapping the *annotations button*.

Edit the names of the tags.

Scroll through your annotations.

Filter by tag
Filter annotations by tags.

Edit 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.

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Syncing annotations across devices

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

Windows 8.1+

Mac OS 10.10+

iOS 8+

Android 4.4+

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.