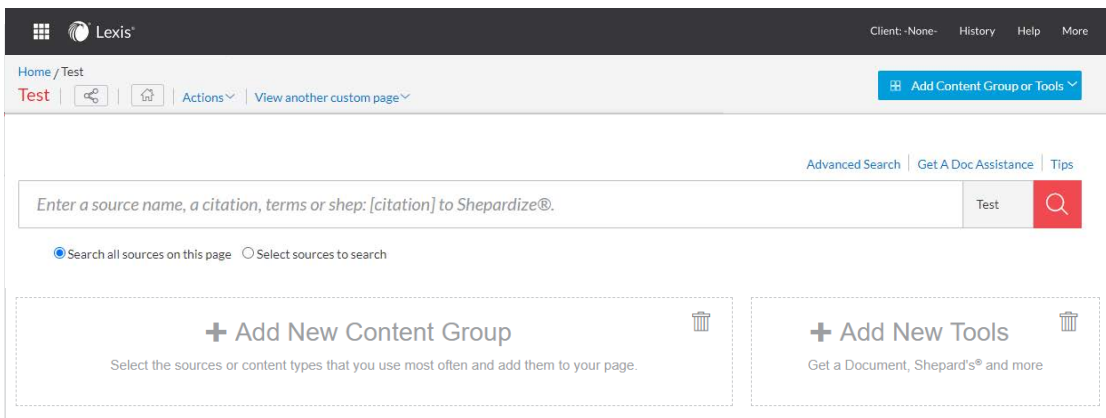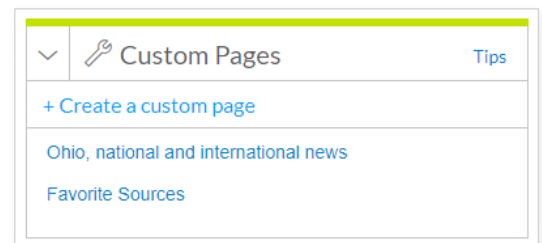**LexisNexis®**

Custom Pages on the Lexis® Service

COMBINE SOURCES AND RESEARCH TOOLS YOU USE MOST ON YOUR OWN CUSTOM PAGES

Custom Pages on the Lexis® service give you a convenient way to **keep the sources and tools you use most at your fingertips—all on one screen/page, organized your way**. Quickly set up one or more Custom Pages, and access them anytime so you can start searching faster. Even make a Custom Page your starting page.

You can include the sources you prefer—for example, a mix of practice area, state and industry sources—as well as Lexis tools for accessing research history, Get a Document or a *Shepard's*® report when you know the citation, and more. Put content and tools in the order you need and easily add, move or remove them later.
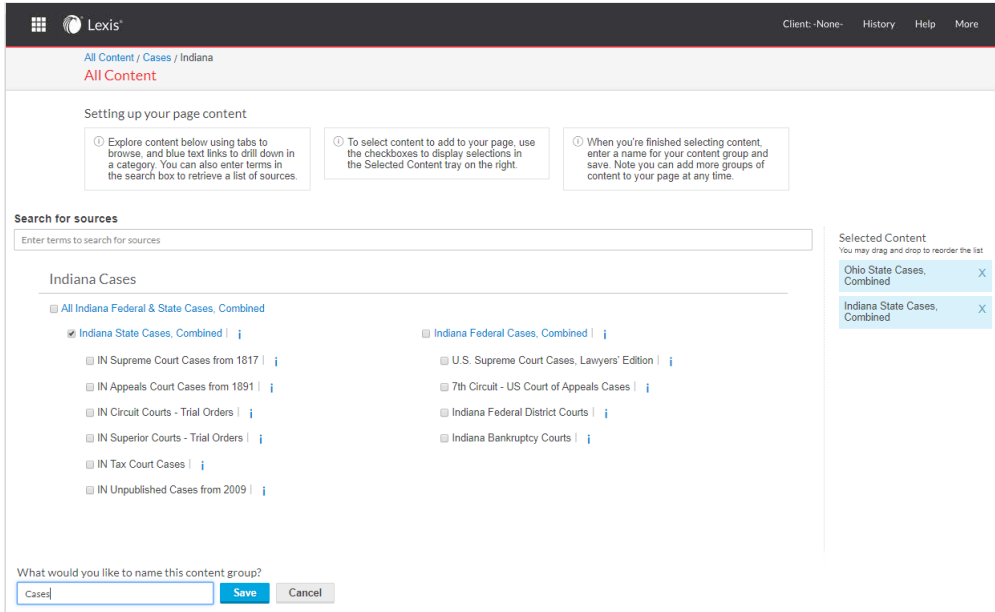
Here's how to create a Lexis Custom Page

1 Select **Custom Pages** from Explore Content, then click the **+ Create a custom page** link in the **Custom Pages** pod on the Lexis home page. ▶

2 **Enter a name** for your Custom Page and click **Create Page**. Your Custom Page shell displays with the name in red in the upper left corner.

3 Use the links displayed in the Custom Page shell, i.e., click **+ Add New Content Group** and **+ Add New Tools**, to include sources and tools such as Get a Document to your pages. ▼
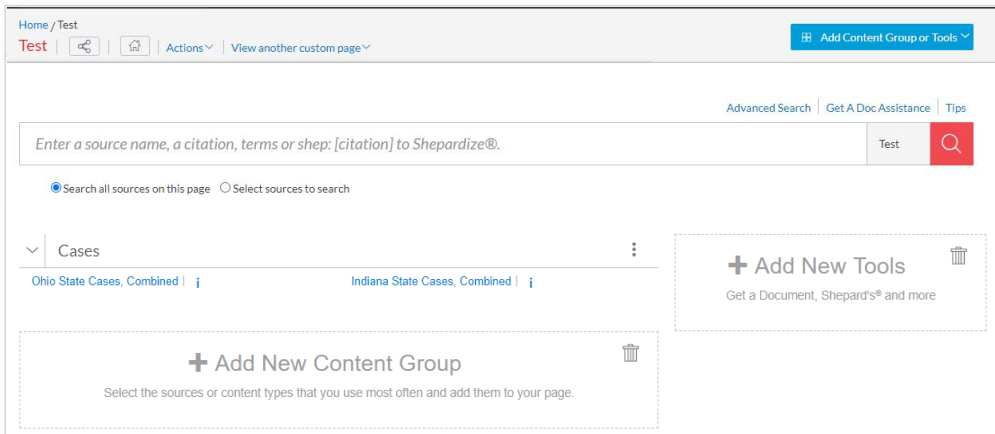
Adding content (sources) to your Custom Page

1 Click the **+ Add New Content Group** link displayed in your Custom Page shell. The **Explore Content source hierarchy** displays. You can search for sources or click through the hierarchy pages, **selecting the checkboxes** next to the sources or combined sources you want to add to your Custom Page. You can select sources on different hierarchy screens. Use the blue "breadcrumb trail" at the top left of your screen to return to hierarchy pages.

As you choose sources, a **Selected Content** list displays in blue on the right side of your hierarchy screen. You can drag and drop sources to reorder this list, or you can remove sources. ▼
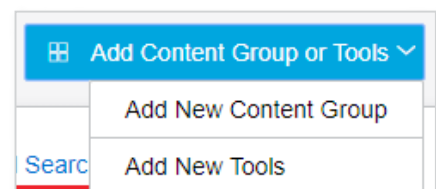

2 Finished selecting sources? **Enter a name** for the content group/pod you are creating, e.g., Cases (see above, lower left). Click **Save**. The Cases group displays on your Custom Page. ▼

3 To add more content (i.e., another content pod), click the **+ Add New Content Group** link again or click the **Add Content Group or Tools** pull-down menu at the top right of your Custom Page and choose **Add New Content Group**. ▶

Repeat steps 1 and 2 of this section. When your Custom Page has two or more groups/pods, you can **drag and drop to reorder the pods**.
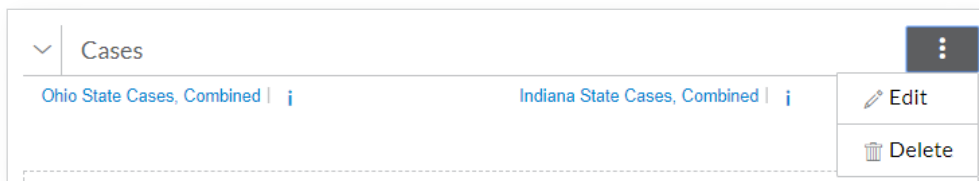
Adding tools to your Custom Page

1 Click the **+ Add New Tools** link displayed in your Custom Page shell. A selection of tools displays. You can **preview** what the tool will look like on your Custom Page. To add a tool, click the **Add** button on your tool selection.

2 Then click the **Save** button. A pod for your tool will display on your Custom Page.

3 To add more tools, click the **+ Add New Tools** link or select the **Add Content Group or Tools** pull-down menu at the top right of your Custom Page and choose **Add New Tools**. Repeat steps 1 and 2 of this section. You can also remove tools using the 🗑.

Editing your Custom Page content or tools

1 Click the **three-dot icon** ⋮ in a content pod in your Custom Page. Select **Edit**. ▼

2 You will return to the Explore Content source hierarchy where you can browse and add sources. Click **Save**. You can also delete sources from your Selected Content list.

To edit (delete) a tool, select 🗑 in your tool pod.

Setting your Custom Page as your Lexis start page

When you make this settings change, your Custom Page will display first whenever you sign in to the Lexis service.

1 While your Custom Page displays, select the **Home** icon next to the Custom Page name.

2 Click **Set as Start Page** to confirm. Your Custom Page will be set as your research start page the next time you sign in.

You can change your start page anytime by going to the **More** pull-down menu and selecting **Settings**. Then choose **Lexis® Research** to change your start page.

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