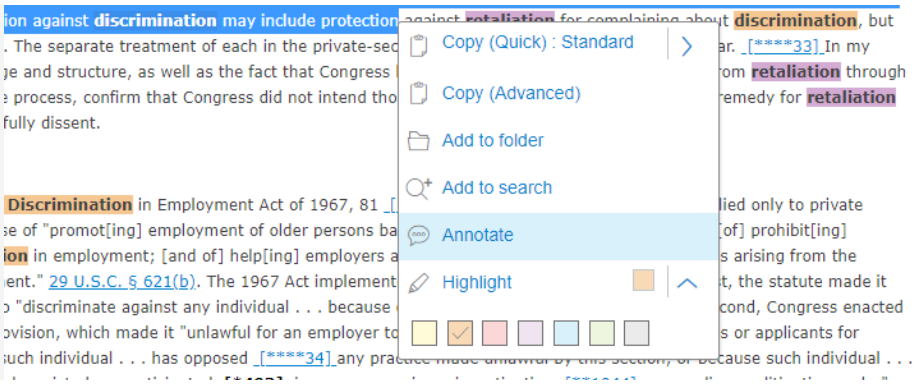
LexisNexis®

Highlighting and Annotating: Quick Reference



Save time by adding notes and highlighting passages in primary and secondary law, news stories and other documents as you research.

HIGHLIGHT DOCUMENTS

1. **Highlight text** with your cursor.
2. Select the **drop-down arrow** next to Highlight; choose a color.

Continue highlighting. Copy text and select **Highlight**.

Save your highlighted document to a Work Folder. Select the **Folder** delivery icon at the **top of the results screen**.

To change highlighting color, add notes or delete highlighting, click the **highlighted text**.

ANNOTATE DOCUMENTS

1. **Highlight text** with your cursor.
2. Select **Annotate**.
3. **Add notes** in the text box. Click **Annotate**.

Save your annotated document to a Work Folder. Select the **Folder** delivery icon.

To edit or delete annotations:

1. Click the annotation **text box** next to the annotated text.
2. Select the **pencil** or **waste can** icon.
3. Click **Save** to keep edits or **Delete**.

HIGHLIGHT/ANNOTATE SELECTED TEXT

1. **Highlight document text** with your cursor.
2. Choose **Add to Folder**.

If a pinpoint cite to the full-text document is available, it's included automatically.

To **add notes to selected text**, go to your folders. Select the **More** pull-down menu at the top of the screen.

1. Open the selected text.
2. Click the **Add Note** button.
3. Enter your notes. Click **Save**.

REVIEW MARK-UPS OUTSIDE WORK FOLDERS

Once saved, highlights and annotations also display when you:

- View the document in new search results.
- Retrieve the full-text document by cite.
- Review the document in your History.

Deliver folder documents with notes and highlighting; go to delivery formatting options.

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