

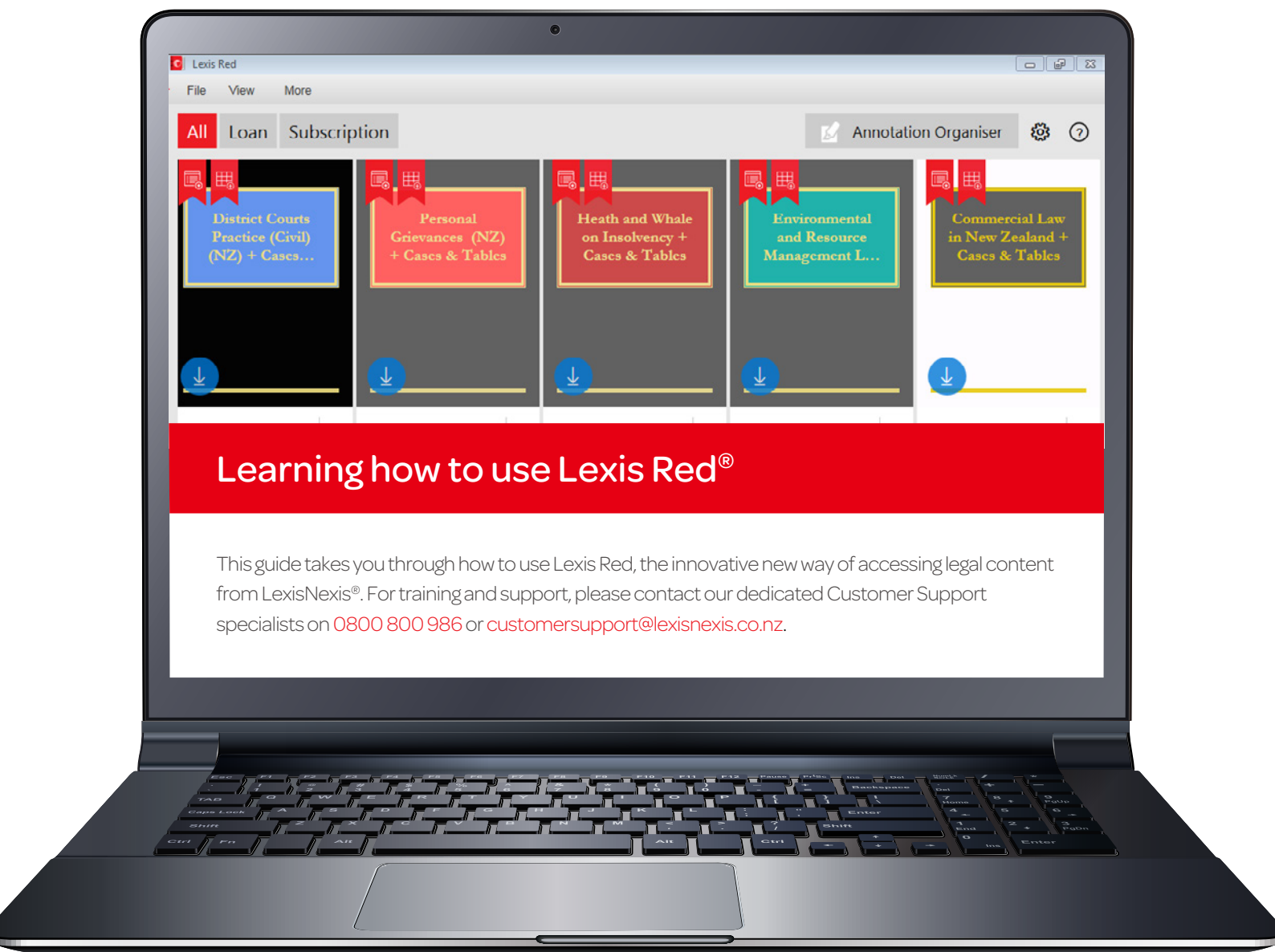


# WEIGHT LESS

Heavy on content Light on space

Learning how to  
use Lexis Red®

FOR WINDOWS 7 COMPUTERS & LAPTOPS



#### Page 1: Downloading and Logging in to Lexis Red®

##### Page 2: Your publication home screen

- Downloading your publications
- Downloading publication updates
- More information about your publications
- Opening a publication
- Editing the order of your publications

##### Page 3: Browsing Content

- Browsing through the table of contents
- Navigating back and forth through pages
- Increasing and decreasing font size
- Emailing or printing content
- Accessing your recent reading history on this device
- Browsing your annotations within a publication
- Searching within a publication

#### Page 4: Creating annotations

- Adding a highlight
- Copying text
- Adding a note
- Adding a tag

#### Page 5: Editing your annotations

- Editing highlights
- Editing notes
- Editing tags

#### Page 6: Accessing and editing your annotations from the home screen

- Browsing and viewing annotations
- Searching annotations across all publications
- Editing annotations
- Orphan annotations

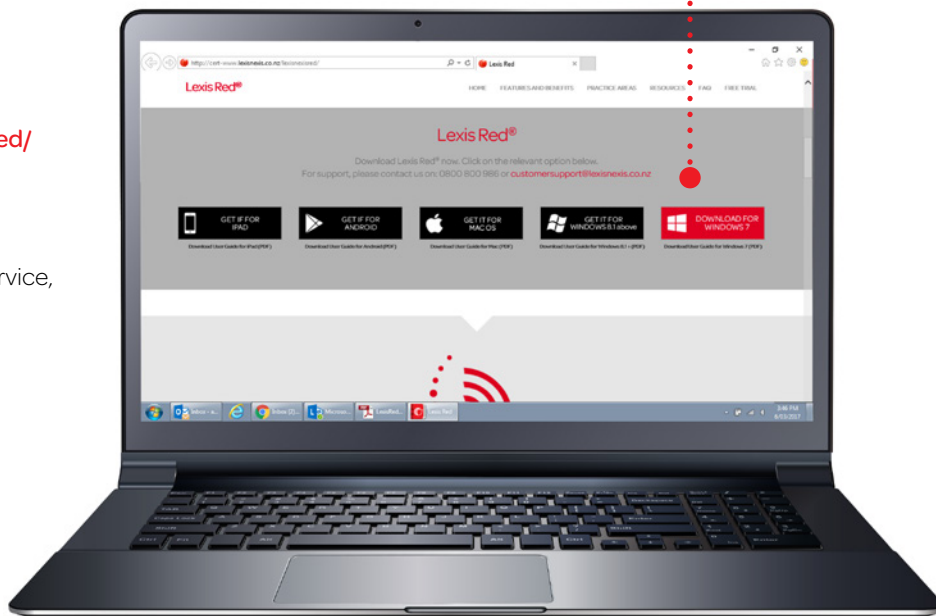
#### Page 7: Syncing annotations across devices

# Downloading and logging in to Lexis Red®

Download the Lexis Red app from the Lexis Red microsite, and then tap on the Lexis Red app on your tablet or laptop.

## Download the app

1. To download Lexis Red for Windows 7 go to <http://www.lexisnexis.co.nz/lexisred/> and click the Download for Windows 7.
2. You will need to have IT admin rights to enable the installation of the file.
3. Once installed, to locate the Lexis Red service, click on Start, All Programs, and double click "Lexis Red" to open the application.
4. When you login for the first time, you need to be online and you will be asked to reset your password.



Select '**New Zealand**' from the "**Country**" drop-down menu.



Enter your **login email** and **password**. If this is the first time you are trying to log in, please refer to your welcome email for login details. You will then be prompted to change your password.

If you have forgotten your password, please click here to reset or contact Customer Support for assistance.

# Your publication homescreen

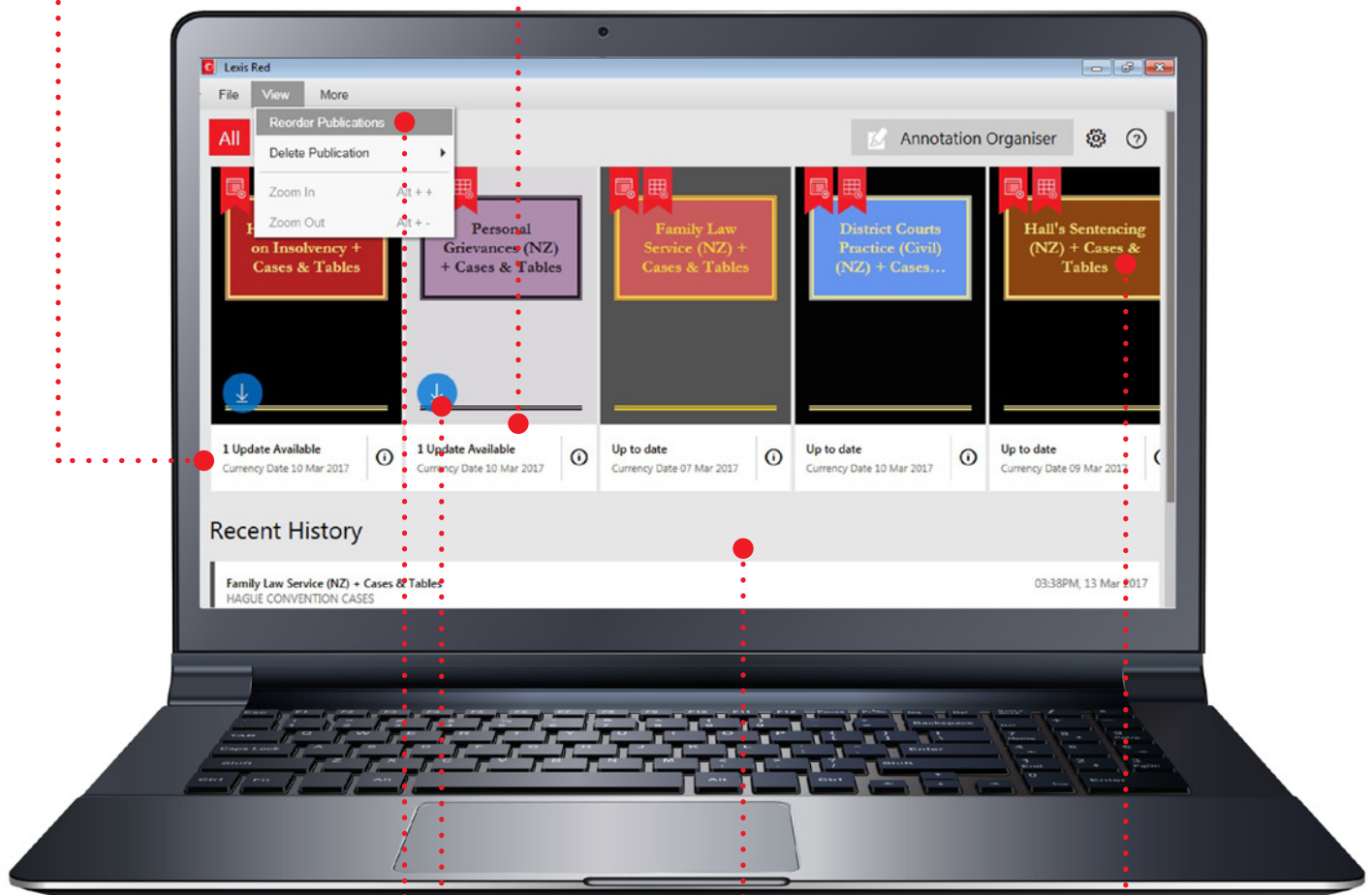
Once you have logged in, you will see your home screen. This is where you can view all subscribed publications, and download updates for each of them.

## More information

To see more information about a publication, click the **info button**.

## Downloading 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, click this update button.



## Editing the order of your publications

Click the **edit button**, then hold and drag the publications into the order you want using the three line symbol.

## Downloading publications

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

## Recent history

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

## Opening publications

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



# Browsing content

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

## Opening and closing the table of contents

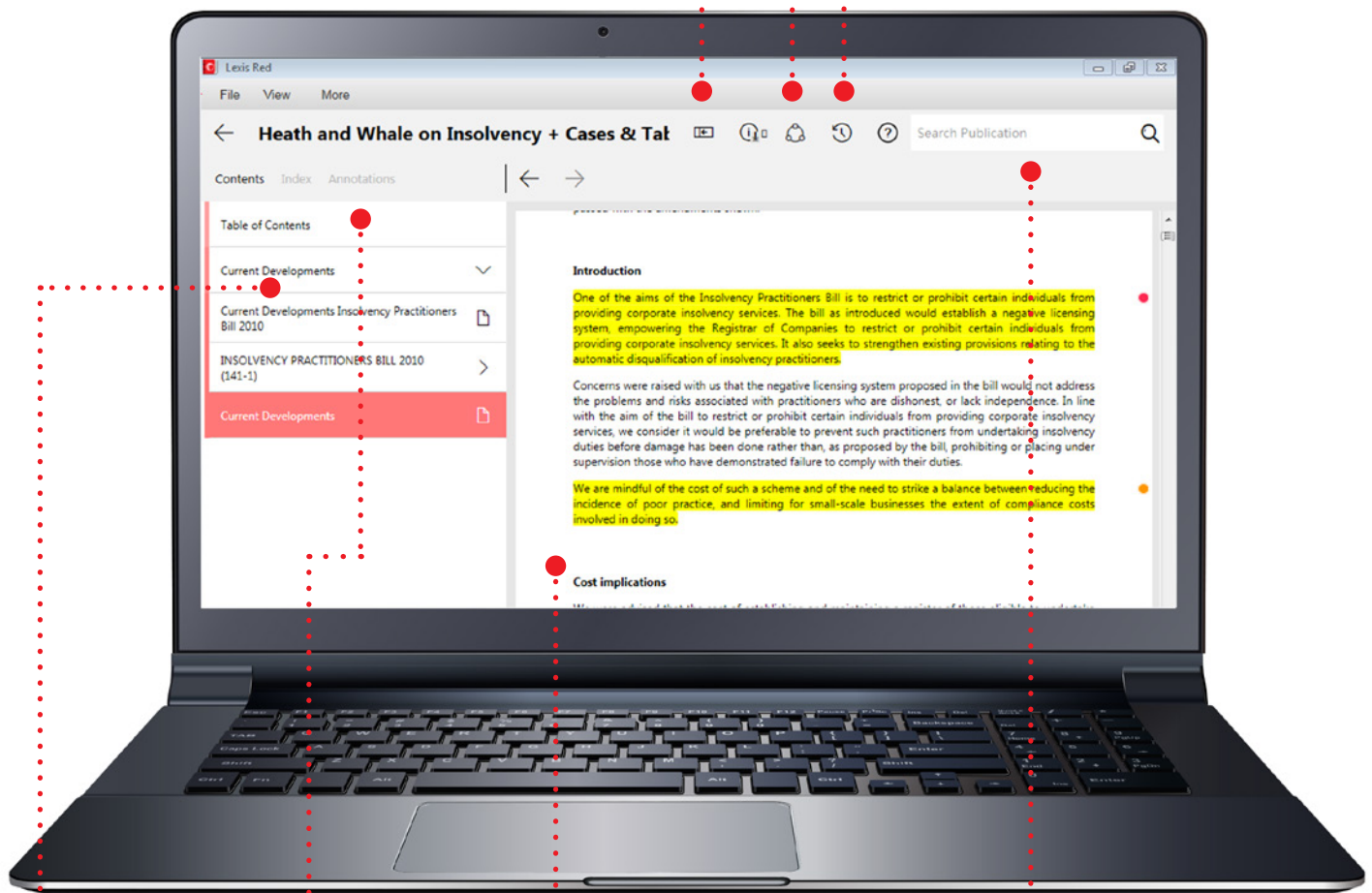
Click the **table of contents button** to open and close the table of contents.

## Emailing or printing content

To email or print content click the **share button**, then select either print or email.

## Accessing your recent reading history

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



## Using the table of contents

Navigate through the sections of the publication by clicking the right arrow, down arrows and the document button.

## Browsing your annotations within a publication

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

## Commentary

Is indicated by a greyed out background

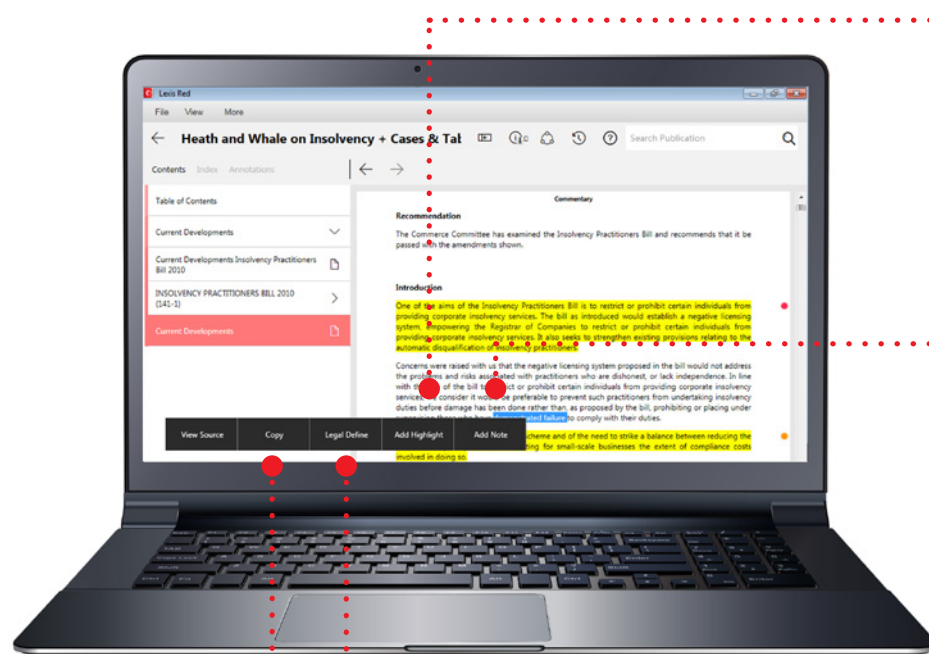
## Search

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.

# Creating annotations

On a Lexis Red® publication you can highlight, tag (bookmark), add notes and copy the text.



## Adding a highlight

To highlight, click and drag the desired word/s, right click with your mouse and select 'Add Highlight'.

## Adding a note

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

## Legal Define

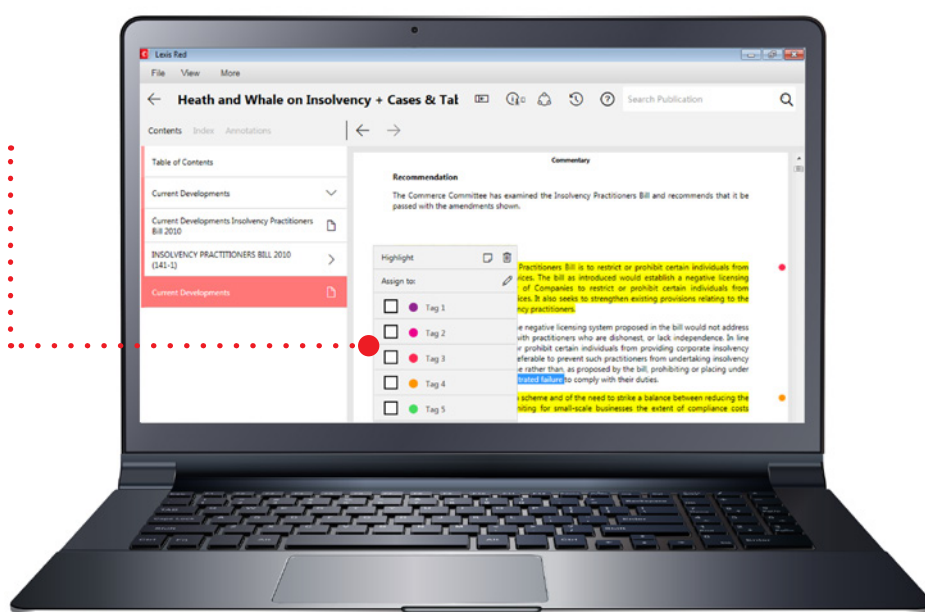
This is a dictionary within Lexis Red. Click and hold a word and click 'Legal Define'—this will give you the meaning of the word, or you can search the web by clicking "Search Web" from the pop-up box.

## Copying Text

To copy the text, click and drag to highlight the text you need to copy, then right click with your mouse and select 'Copy'.

## Adding a tag

Once you highlight a section of text, a box will pop up for you to select a tag. Click the tag(s) you want and a tick will appear. You can create tags for file numbers, client names etc.



# Editing your annotations

Annotations can be edited from within a publication.

## Editing highlights – adjusting the highlighted area

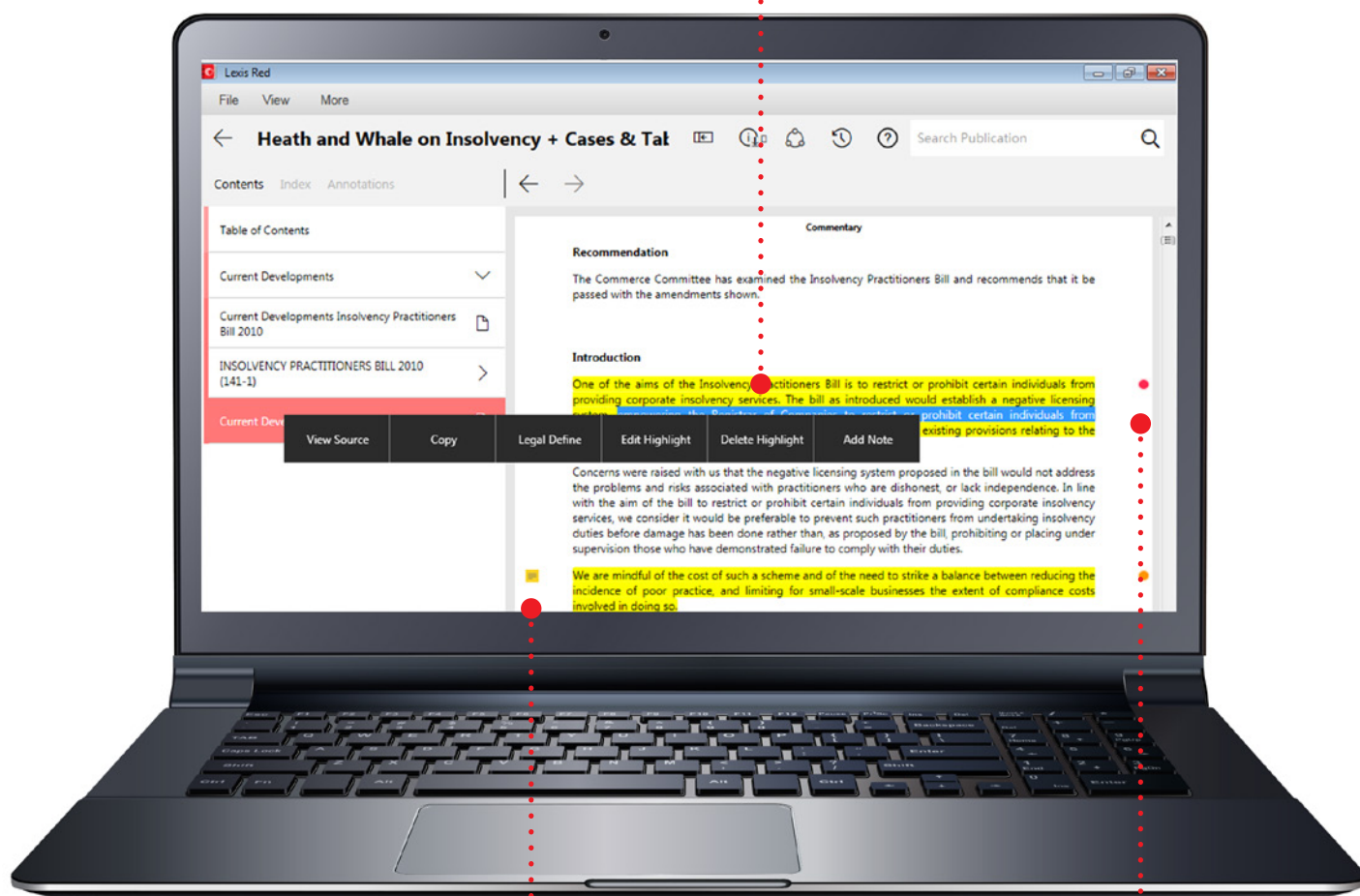
**To highlight more:** Click on a highlighted word and drag to cover the extra content you want to highlight.

Right click with your mouse, then select **'Edit annotation'**.

**To highlight less:** Click on the highlighted area and right click with your mouse, then select **'delete annotation'**.

You can then re-highlight the relevant area.

NOTE: Deleting a highlight will also delete any associated tagging or notes.



## Editing notes

Click the note icon on the left-hand side of the text.

## Editing tags

To edit a tag, click the tag icon (a coloured 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.

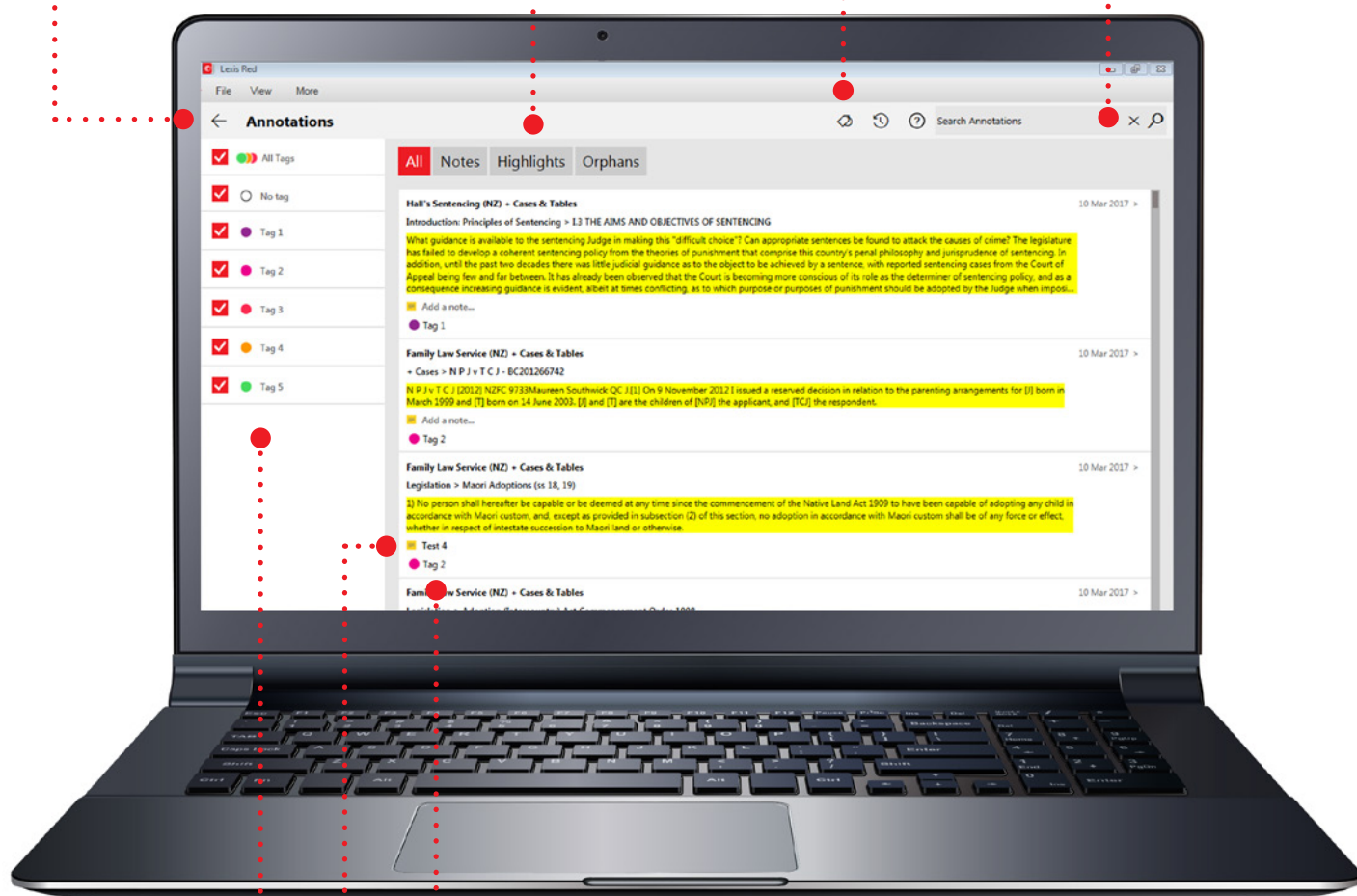
Filter your annotations to show notes, tags, highlights or orphans.

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

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

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 annotations by tags.

To edit or remove a tag, click the tag icon.

To edit a note, click the note icon.



# Syncing annotations across devices

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

