



WEIGHT LESS

Heavy on content Light on space

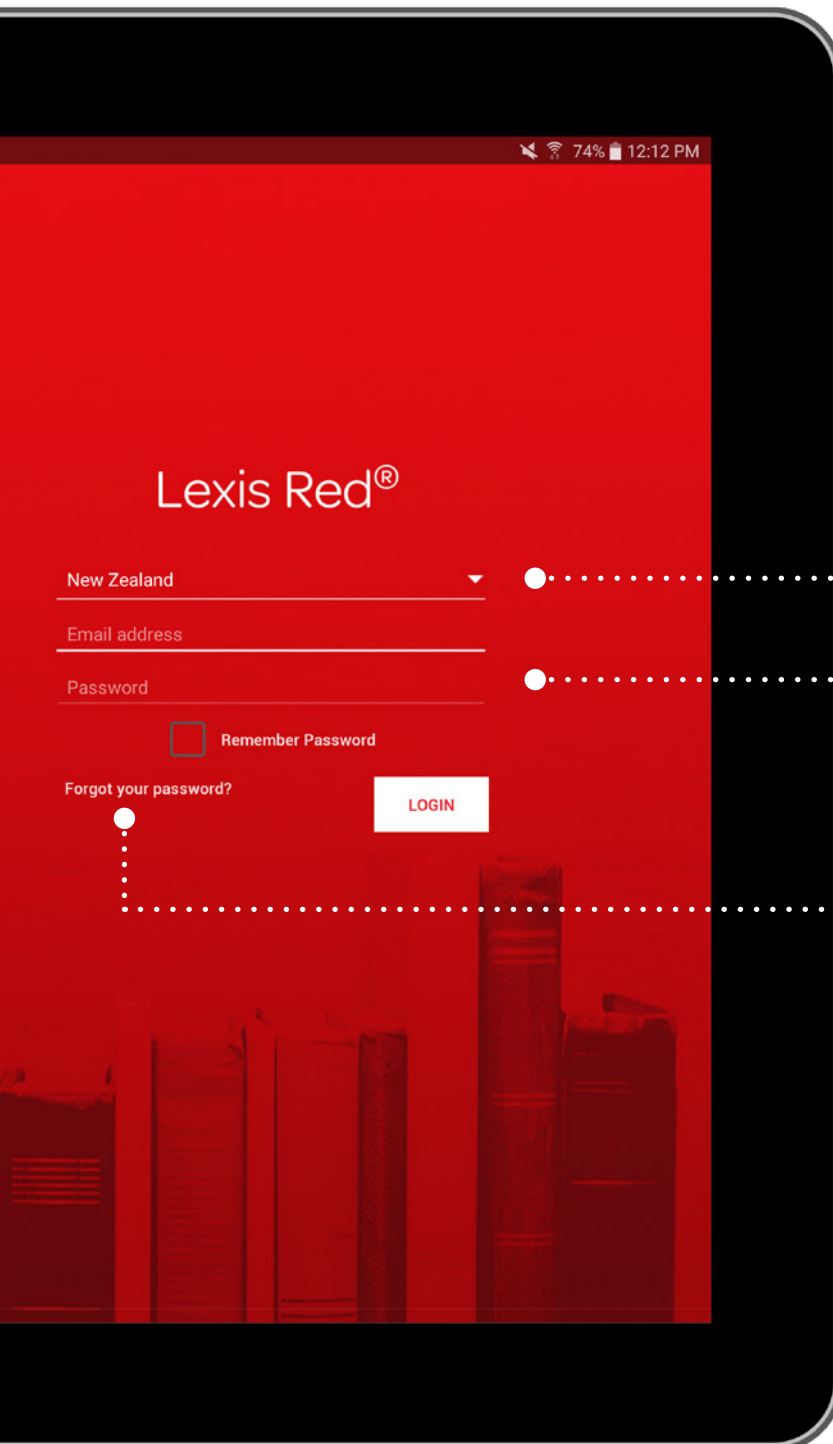
Learning how to
use Lexis Red®

FOR ANDROID DEVICES



Logging in to Lexis Red®

Tap on the Lexis Red app on your tablet.



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 be prompted to change your password.

If you have forgotten your password, please click here to reset.

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.

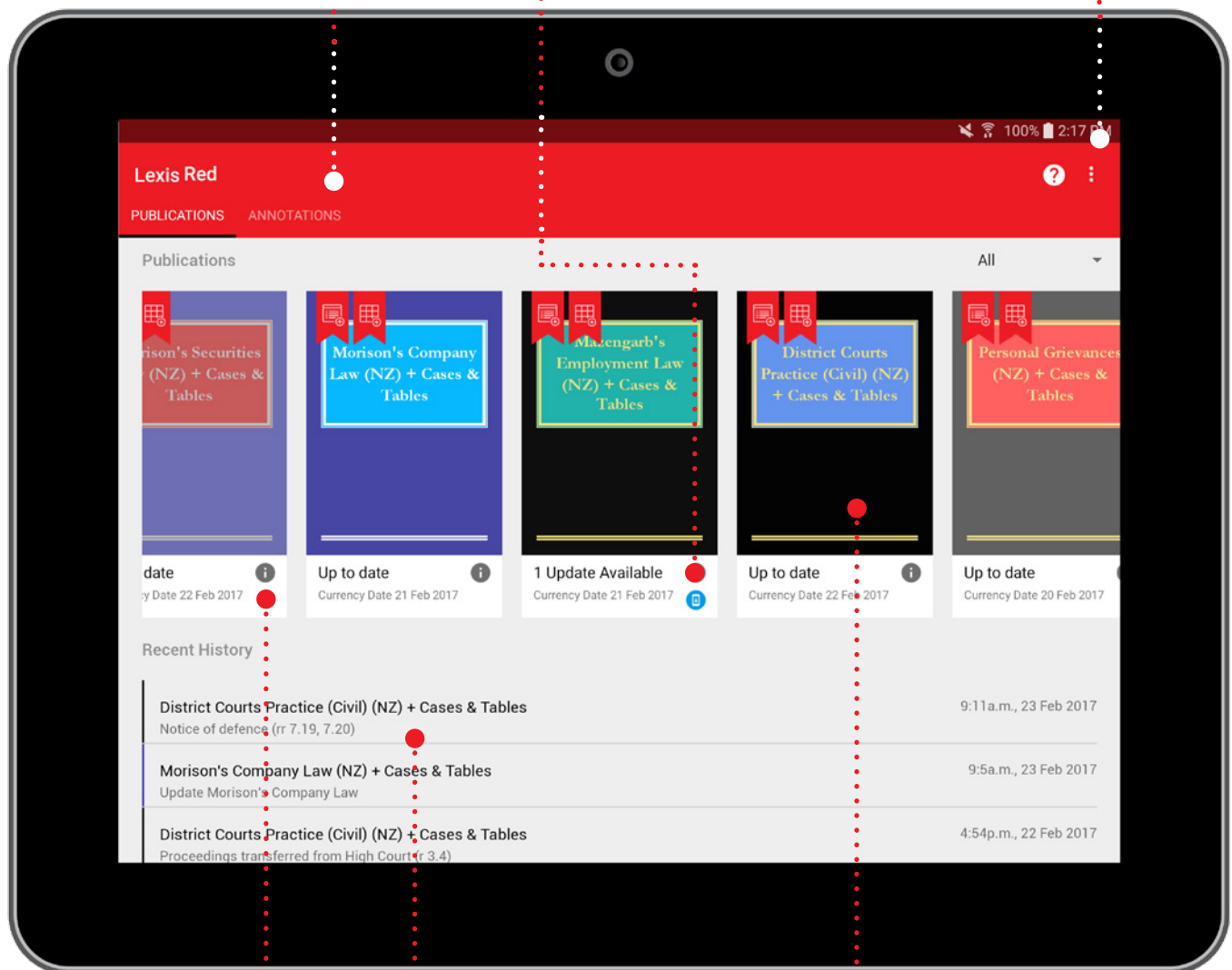
Downloading publications and updates

To download your publications onto your device, or to download updates when notified by the word 'Update', tap the download button.

Toggle between publications and annotations.

Editing the order of your publications

Tap the settings button then select **"Organise Publication"** order.



More information

To see more information about a publication tap the i button.

Recent history

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

Opening publications

To open a publication, tap on the front cover.

Browsing content

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

Navigating back and forth through content

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

Using the table of contents

Navigate through the sections of the publication by tapping the down arrows and the document button.

Accessing your recent reading history

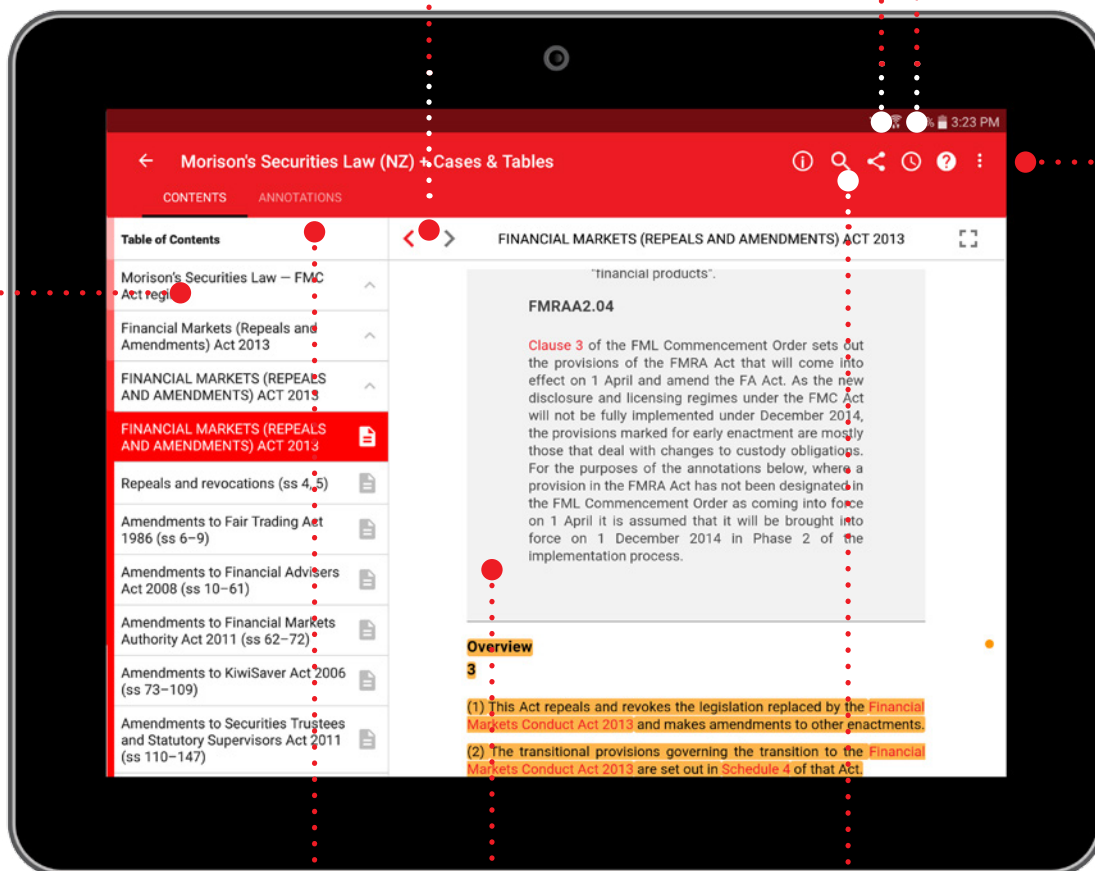
Tap the **clock button** to view your recent browsing and searching history on this device.

Emailing or printing content

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

Increasing and decreasing font size

To increase or decrease the font size, tap the **settings button**, then tap **Publication Text**.



Browsing 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.

Commentary

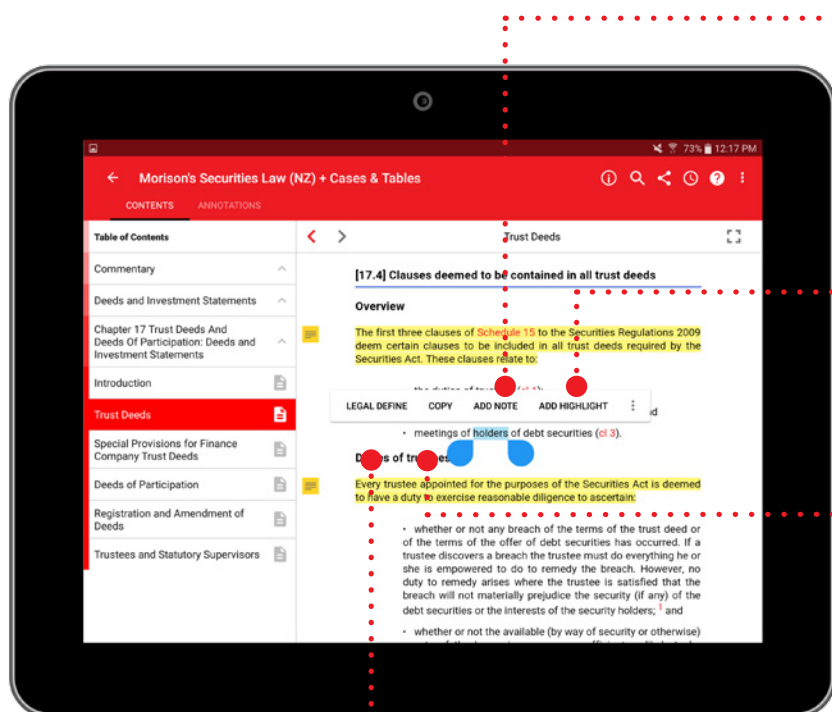
Is shown with a grey background.

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 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 auto-saved. Tap outside of the annotation screen to continue reading.

Adding a 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'.

Copying Text

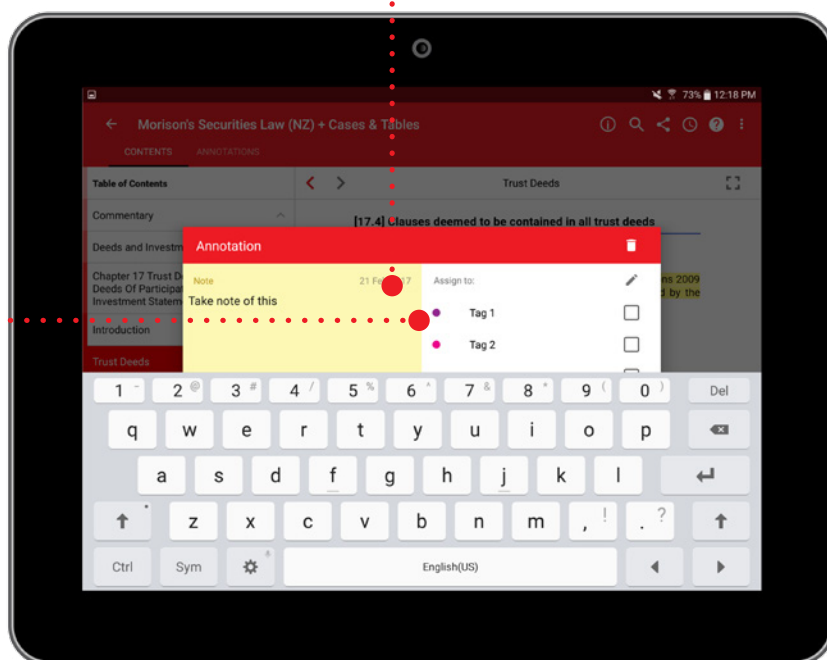
To copy the text, tap and hold a word, drag the blue dots to highlight the text you need, then tap 'Copy'.

Legal Define

This is a dictionary within Lexis Red. Tap and hold a word and tap "Legal Define" – this will give you the meaning of the word or you can search in the web by tapping "Search Web" from pop-up box.

Adding a 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.



Editing your annotations

Annotations can be edited from within a publication.

Editing highlights – adjusting the highlighted area

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

To highlight less: Tap on the highlighted area, and then tap **'Remove highlight'**. You can then re-highlight the relevant area.

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



Editing notes

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

Editing tags

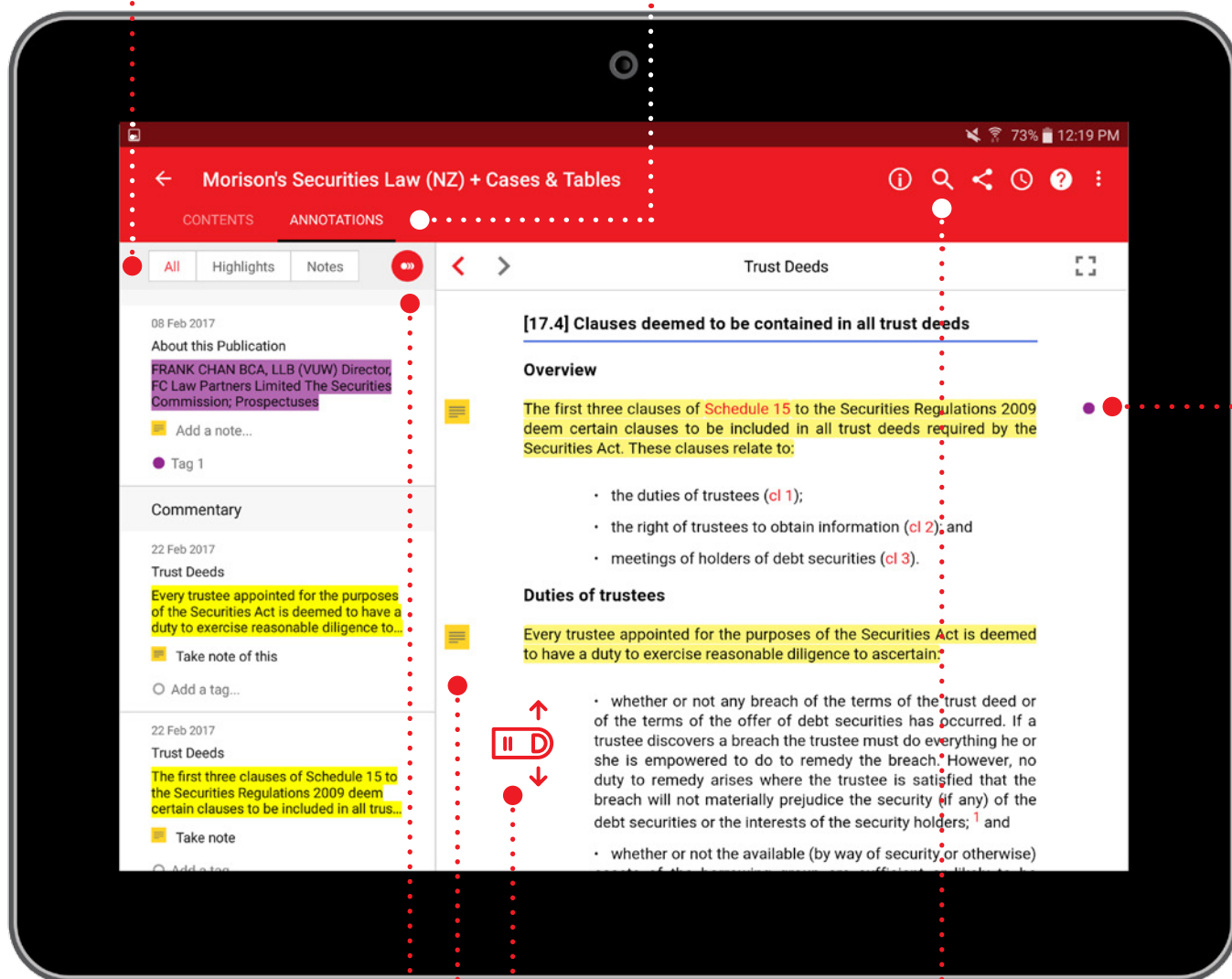
To edit a tag, tap the tag icon (a coloured circle) on the right-hand side of the text.

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.

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



Filter annotations by tags.

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

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

To edit or remove a tag, tap the **tag icon**.

Scroll through your annotations.

Syncing annotations across devices

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

