

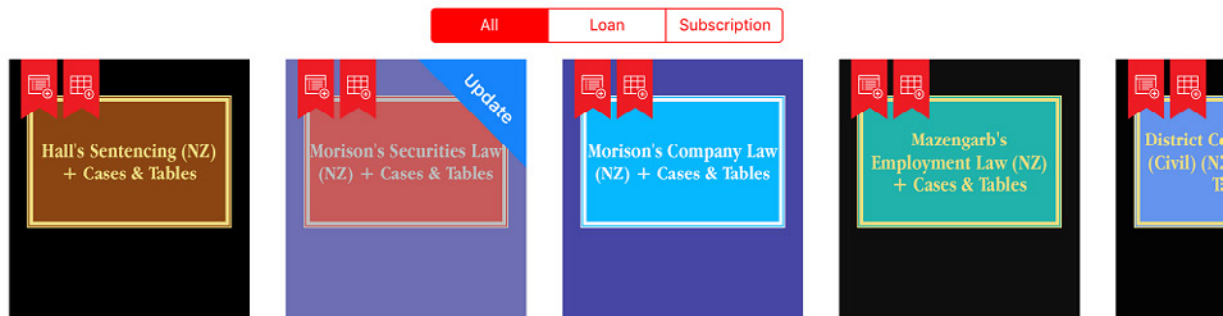


# WEIGHT LESS

Heavy on content    Light on space

Learning how to  
use Lexis Red<sup>®</sup>

FOR IPAD DEVICES



## Learning how to use Lexis Red®

This guide takes you through how to use Lexis Red, the innovative new way of accessing legal content from LexisNexis. For training and support, please contact our dedicated Customer Support specialists on 0800 800 986 or [customersupport@lexisnexis.co.nz](mailto:customersupport@lexisnexis.co.nz).

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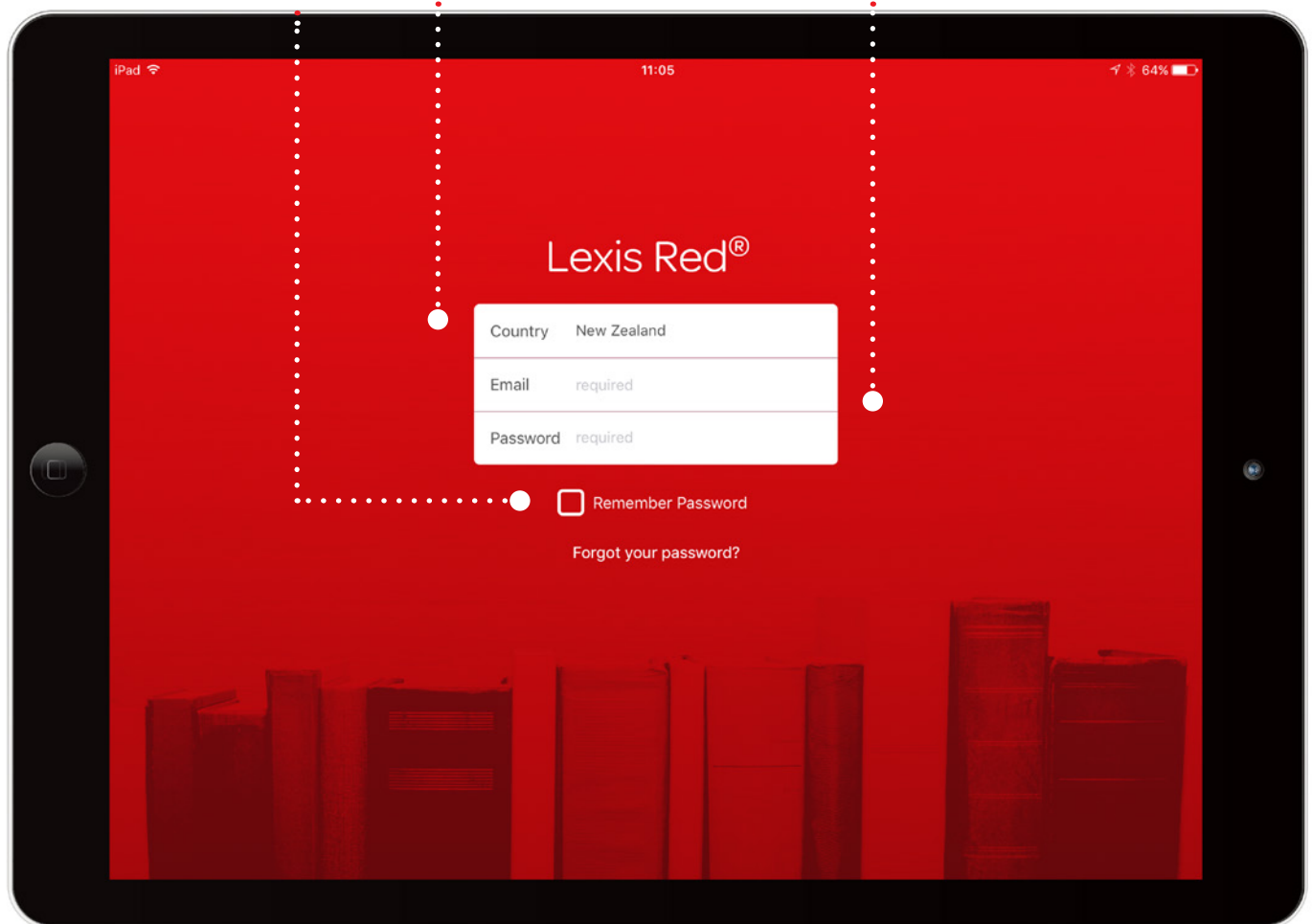
# Logging in to Lexis Red®

Tap on the Lexis Red app on your tablet or laptop.

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 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.

## Editing the order of your publications

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

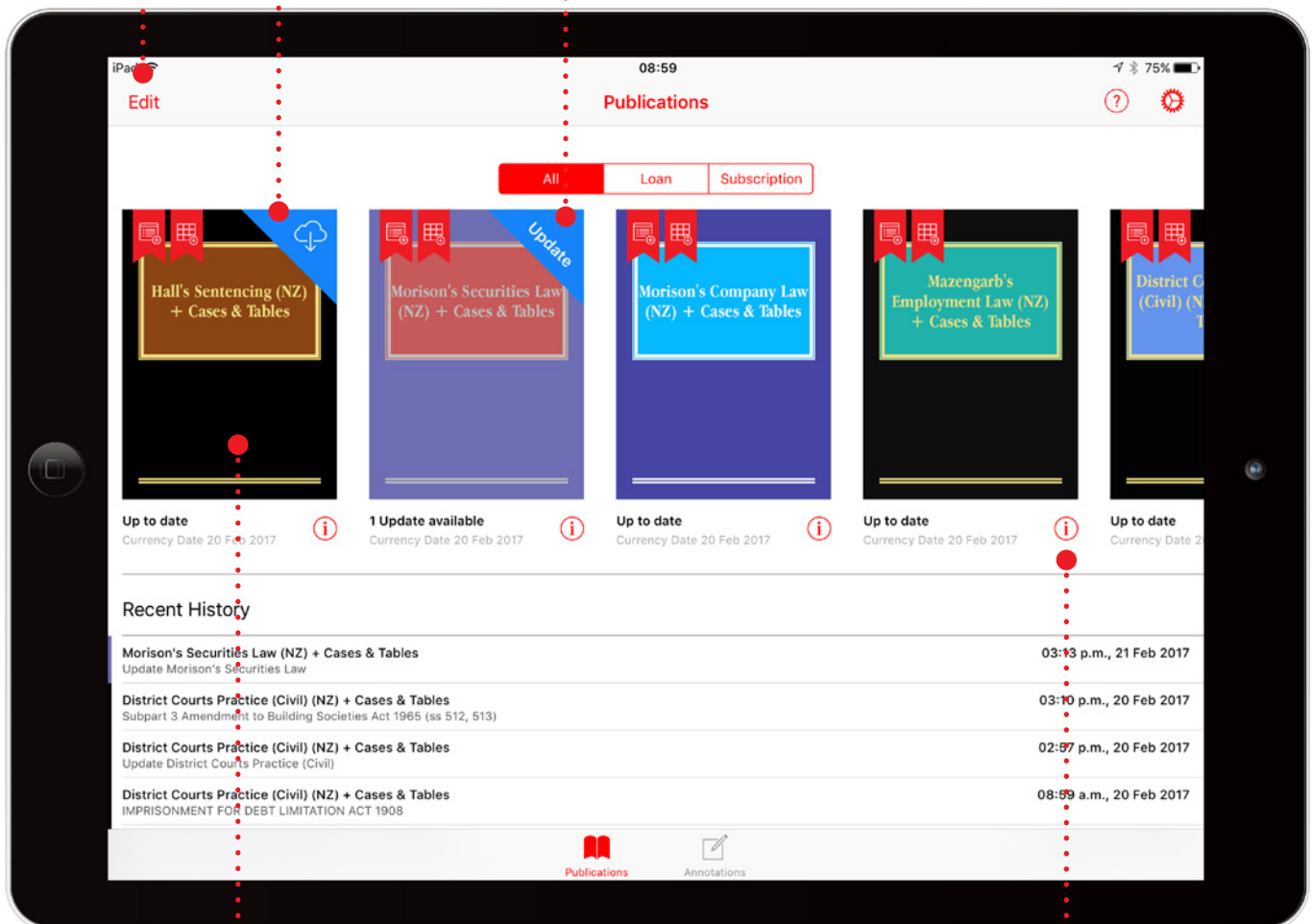


## Downloading publications

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



## Opening publications

To open a publication, tap on the front cover.

## 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.

## Navigating back and forth through content

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

## Accessing your recent reading history

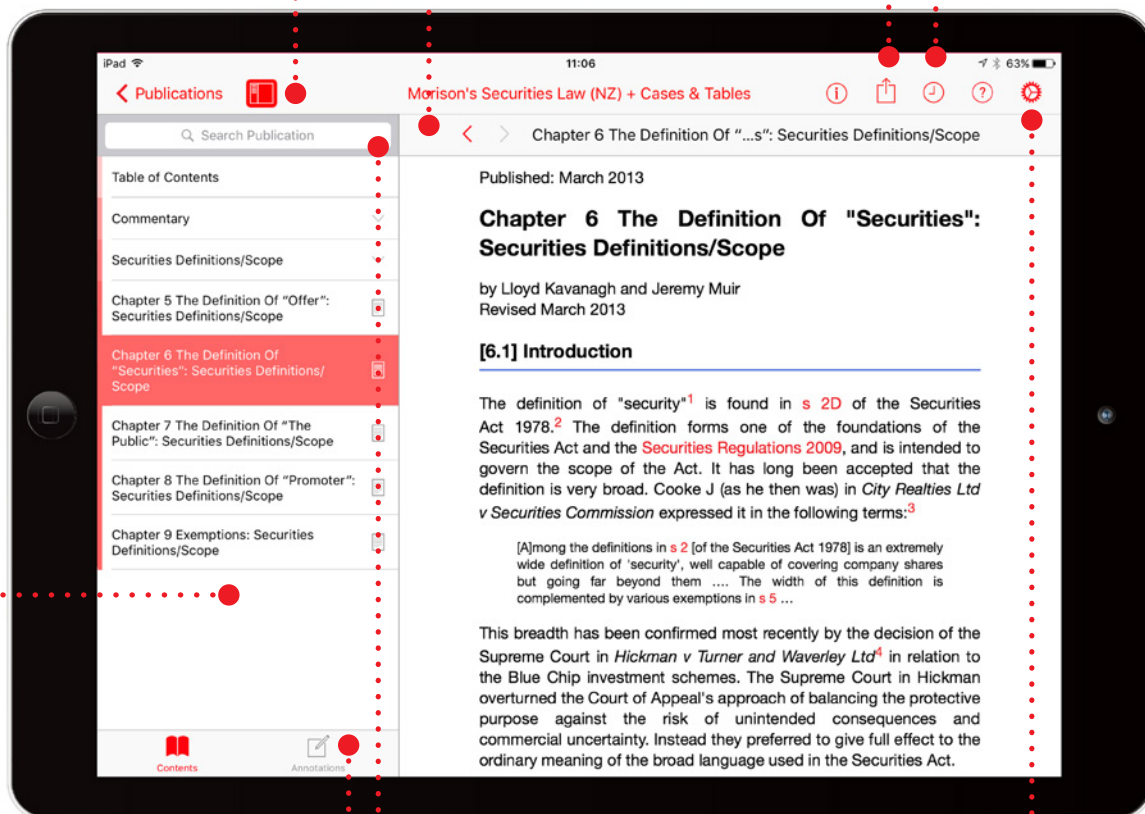
Tap the **clock button** to view your recent browsing and searching history on this device.

## Opening and closing the table of contents

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

## Emailing or printing content

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



## Using the table of contents

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

## 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.

## Search

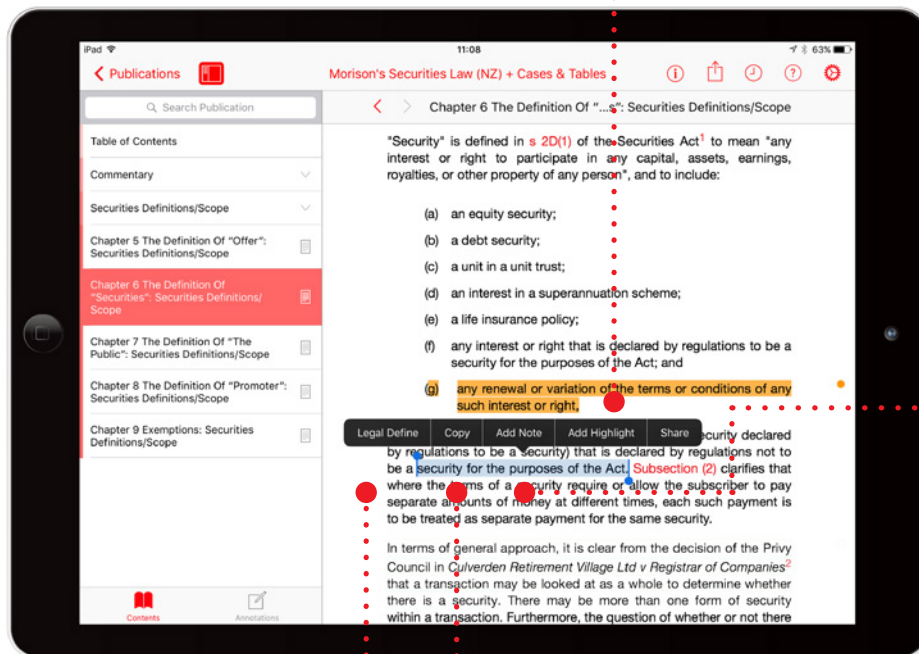
Search within the publication using the search bar. Results within the document you are currently browsing will appear under the "Document" heading. Results in other parts of the publication will appear under the "Publication" heading.

## Increasing and decreasing font size

To increase or decrease the font size, tap the settings button, then tap Publication Text. This will open a slider to increase or decrease the font size.

# Creating annotations

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



## 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'**.

## 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 autosaved. Tap outside of the annotation screen to continue reading.

## Copying Text

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

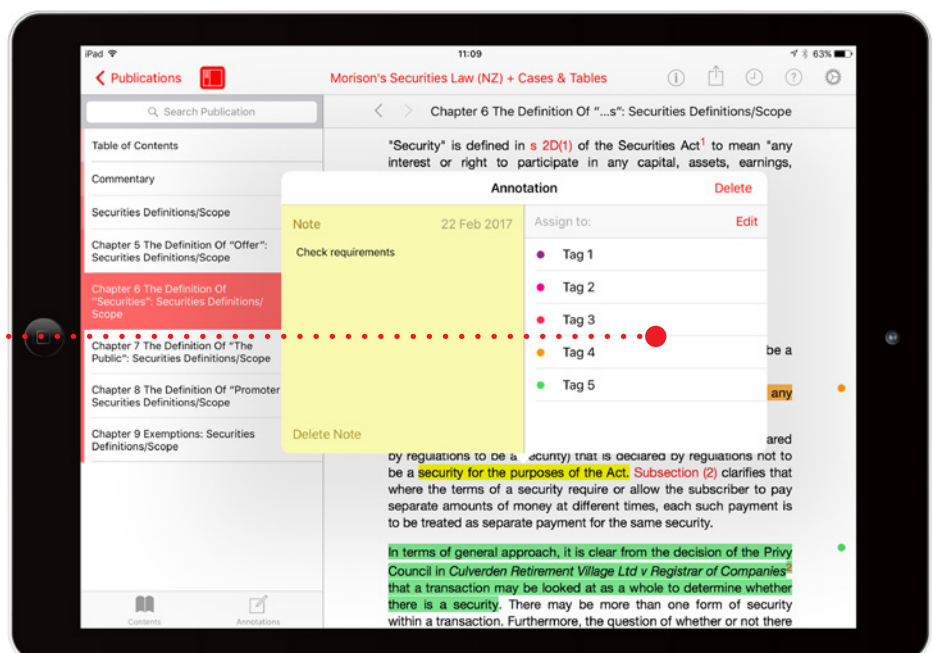
## Legal Define

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 the web by tapping "Search Web" from the 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

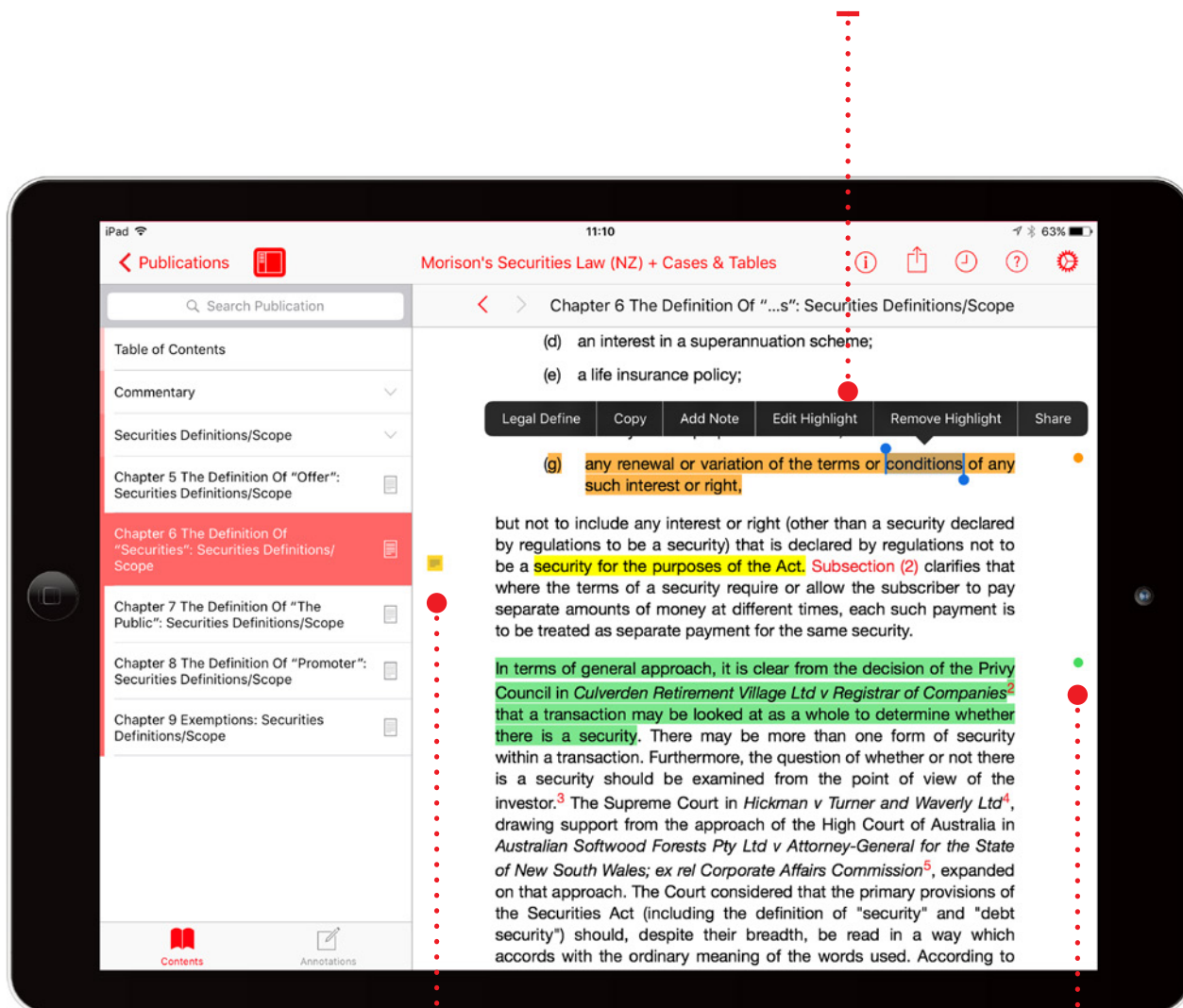
Annotations can be edited from within a publication.

## 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.

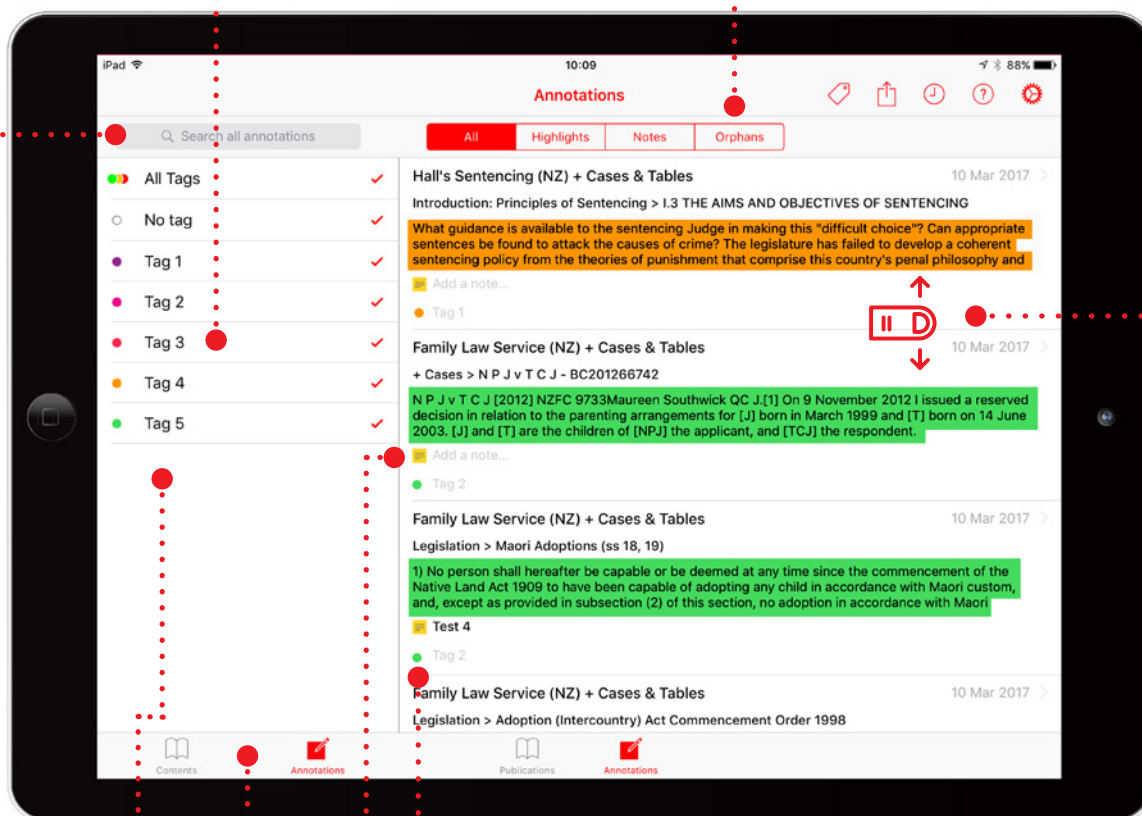
# Accessing and editing your annotations from the homescreen

Annotations can be viewed and edited from the homescreen using the annotations button.

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

Edit the names of the tags.

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



Filter annotations by tags.

To edit a note,  
tap the note icon.

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

Scroll through your annotations.

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



# Syncing annotations across devices

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

