

WEIGHT LESS

Heavy on content Light on space





Learning how to use Lexis Red™

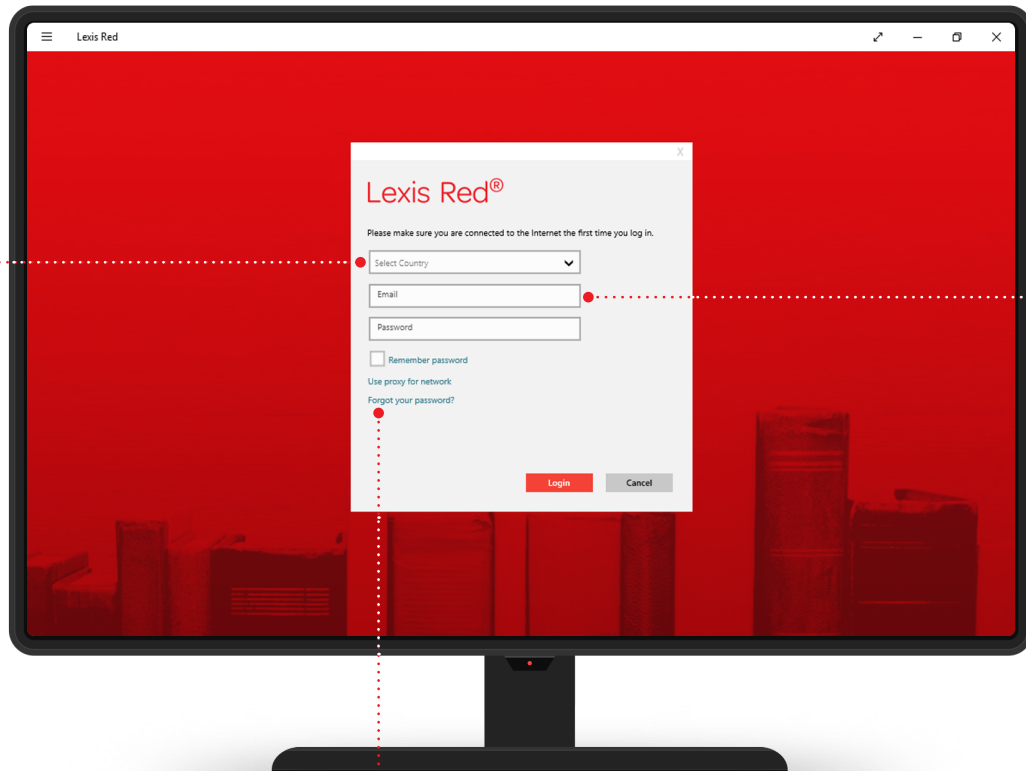
FOR WINDOWS PCs
SEPTEMBER 2018

Downloading Lexis Red

2

Open the Microsoft Store, search for 'Lexis Red' and select the  app. Click  to download and install Lexis Red.

Logging in to Lexis Red



Select your country.

Enter your **login email** and **password**. If this is the first time, please refer to your welcome email for login details.

Reset your password.

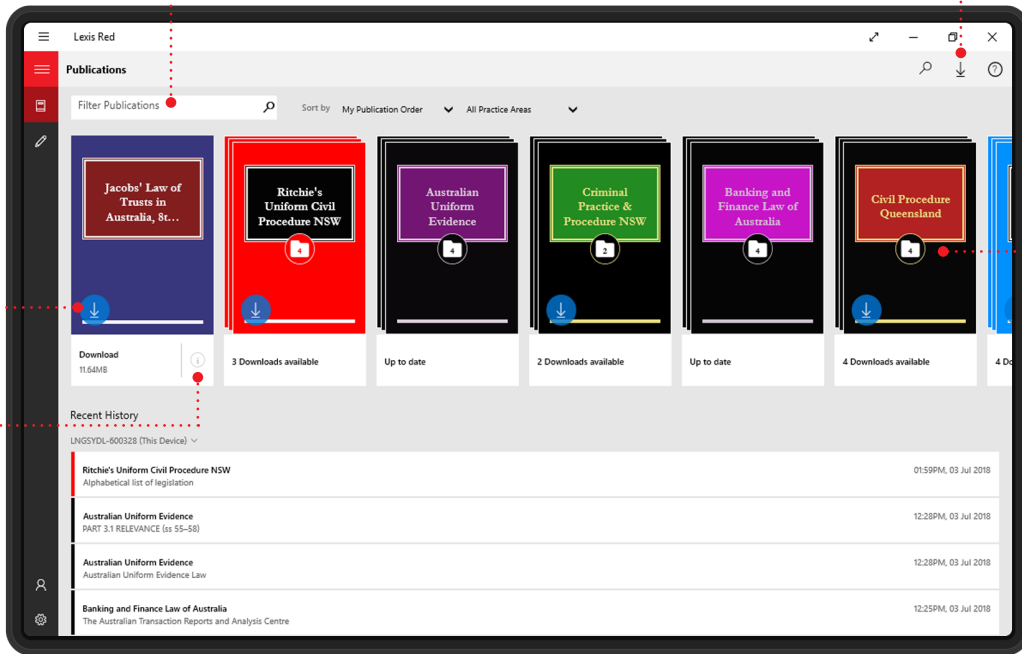
Type a partial or full title name to see relevant publications instantly.

Click the **Download** icon to download the publication to your device.

Click for more information on the publication.

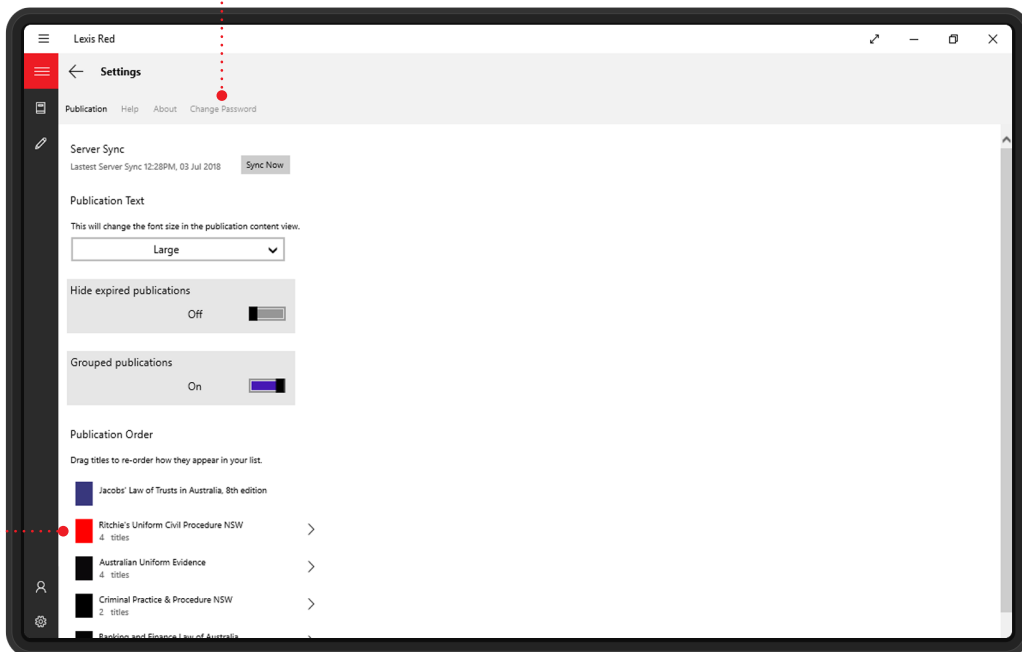
Click here to download all updates.

Click the **front cover** to open a publication.



Option to change password.

Drag tiles to rearrange the order of your publications.



Search



More information on the publication



Share and Print



View recent history



Help and tips



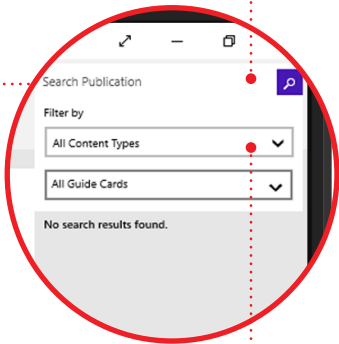
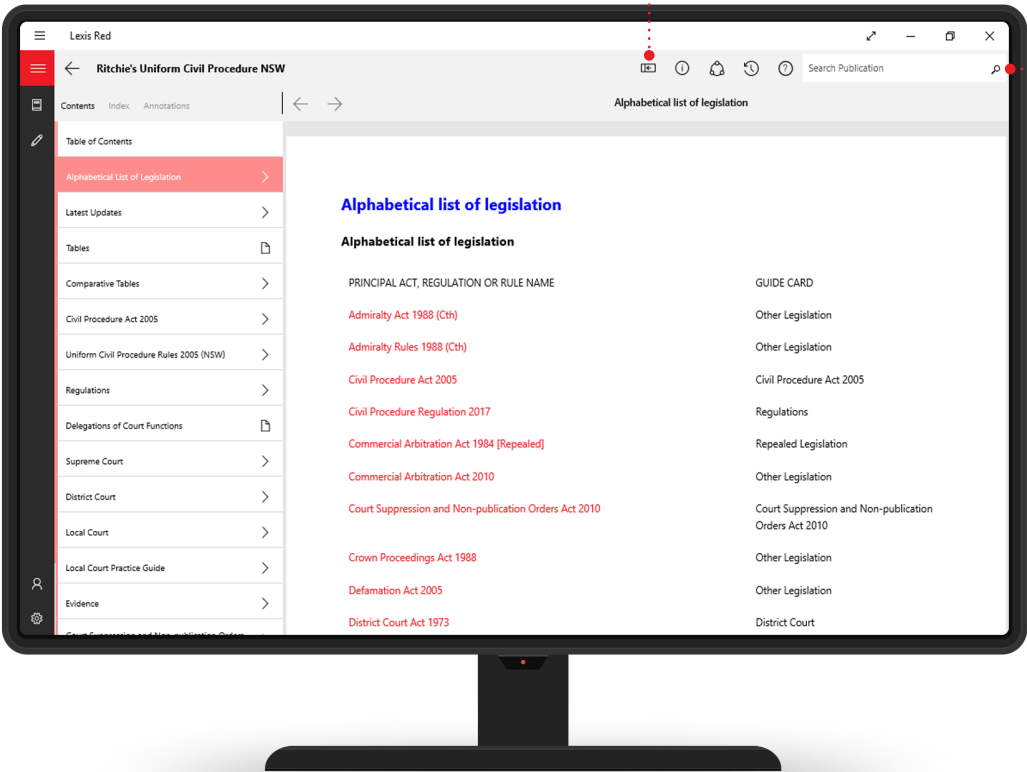
Settings

Browsing content

You can view each publication with its table of contents or in full screen.

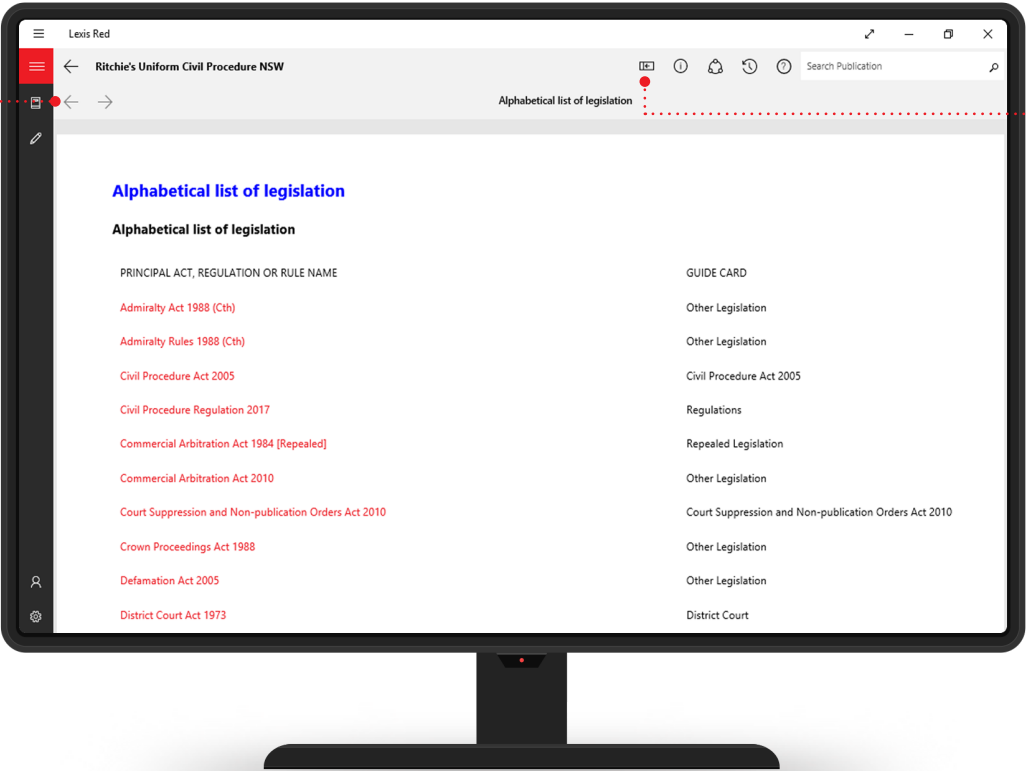
View full screen without the **table of contents**.

Search within the open publication.



Results can be filtered by content type.

Navigate back and forth through content using the left and right arrows.



Toggle view to see **table of contents**.



Search



More information on the publication



Share and Print



View recent history



Help and tips



Settings

Browsing content

You can view Publications or Annotations by toggling views as shown here.

Publications screen

Click to view your annotations.

Search across your downloaded publications.

Annotations screen

Click to view your publications.



Search



Customise tag names



Share and Print



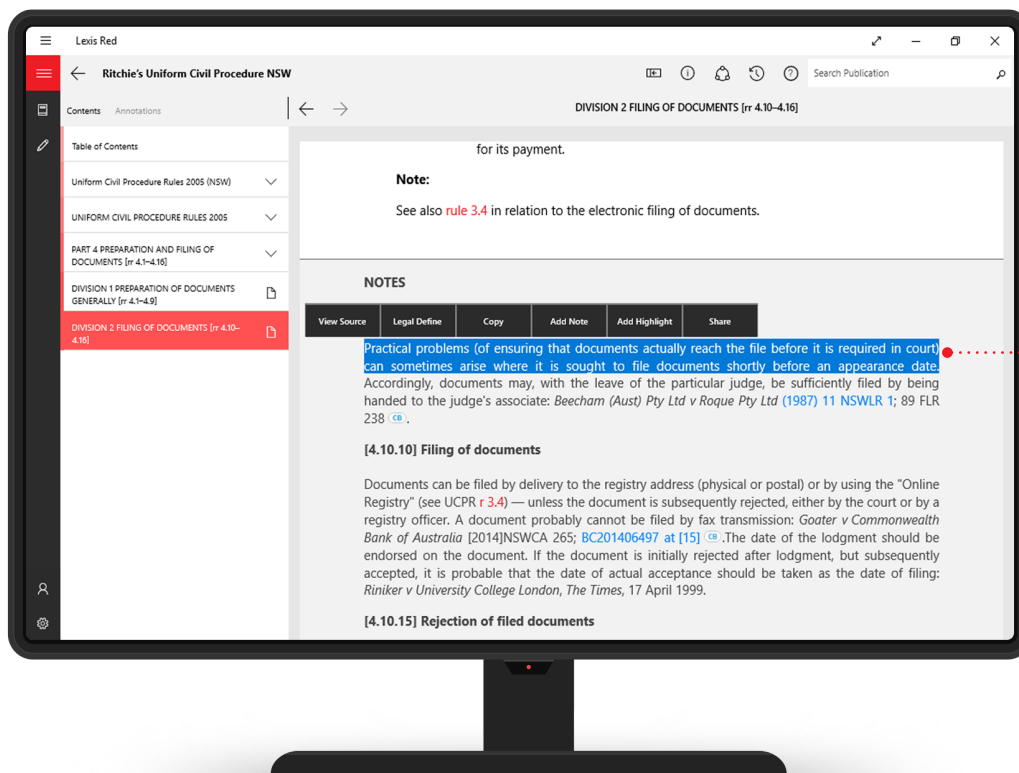
View recent history



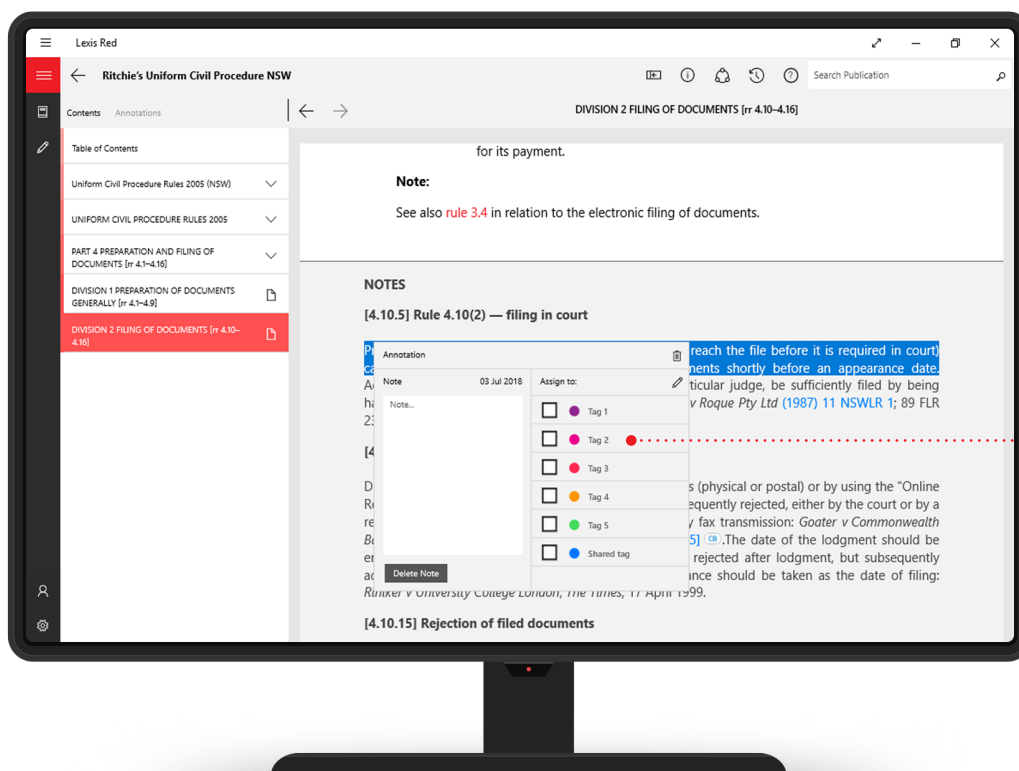
Help and tips



Settings



Click and hold to select text with the mouse to add highlights and notes.



Use tags to sort your highlights and notes by matter, for example.



Search



More information on the publication



Share and Print



View recent history



Help and tips

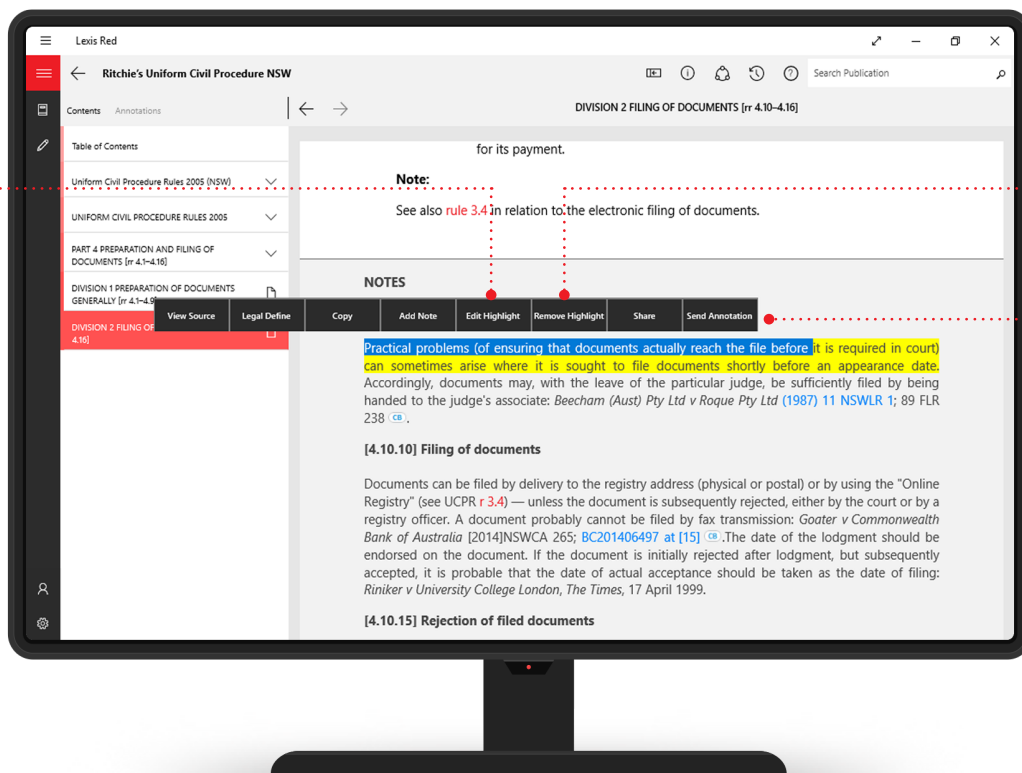


Settings

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

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

Click **Send Annotation** to send a note to other Red users.



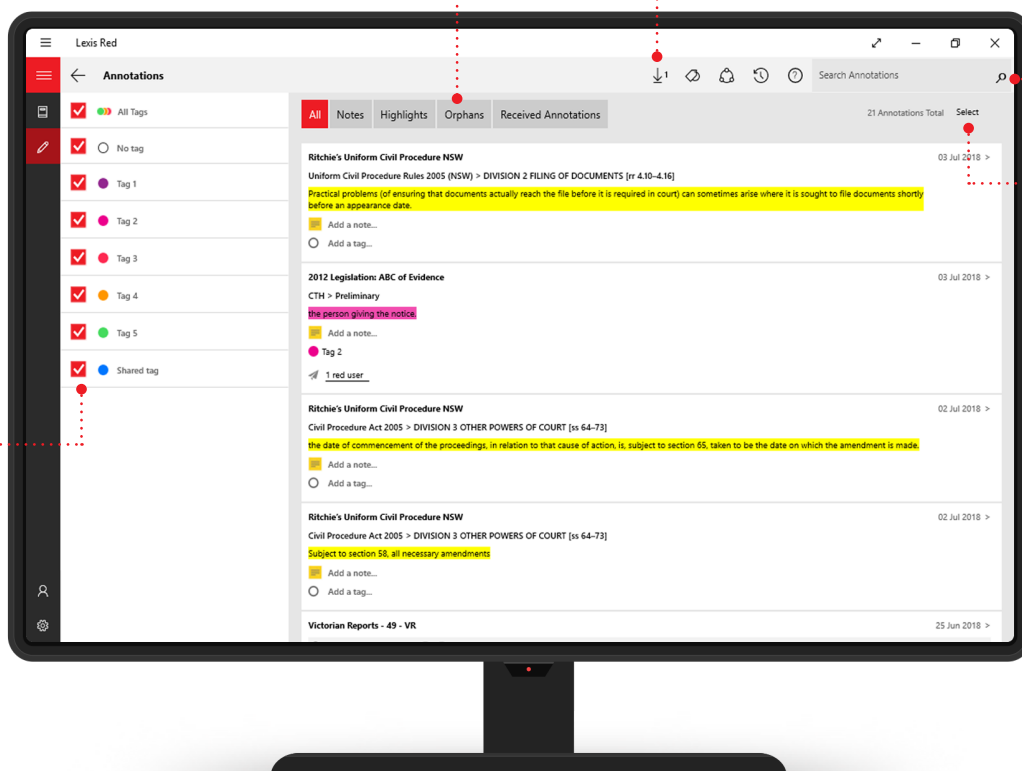
Orphan Notes are notes that have been amended or removed by content updates.

Download received annotations.

Search across your annotations.

Select multiple annotations to delete, tag, print or share as PDFs.

Select the tags you want to see.



Search



Customise tag names



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Help and tips



Settings