



LexisNexis®

Lexis Advance®

LEXIS ADVANCE® RESEARCH QUICK GUIDE for LAW SCHOOL

This guide shows you where to find—and how to use—Lexis Advance® features and content. Keep this easy-to-use interactive guide handy for quick reference to features you use often.

On the move? Lexis Advance adapts automatically to your mobile device.

Find more helpful Lexis Advance literature, videos & research tips

lexisnexis.com/lawschool is your resource for on-demand research training, updates on new Lexis Advance enhancements and contact information for your school's Account Executive.

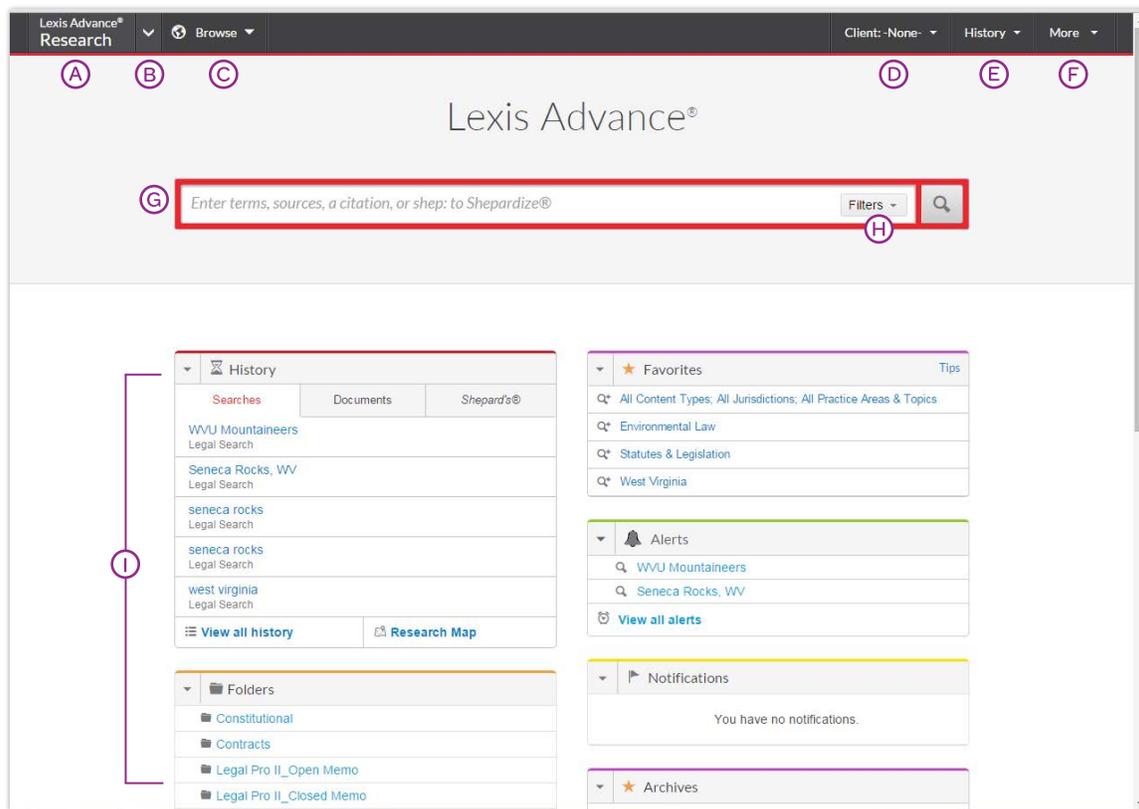


Find how-to videos on legal research:
youtube.com/LexisNexisLawSchools

Start your search: red search box	2
Filter: refine your search and save browsing time	3
Browse Sources: find specific sources to search	4
Browse Topics: find and search by legal topic	5
Search Results: find the most relevant documents fast	6
Snapshot View: view the most relevant results on one screen	7
Case Summaries and Headnotes: making class preparation easier	8
Folders: save documents, selected text, searches and more	9
Cases: get more than full text	10
Shepard's® Citations Service	11
Shepard's® Graphical: map the appellate history	12
Shepard's® Graphical: spot trends in citing references	13
Deliver: print, download and email	14
Get updates automatically: create an alert	15
History: view searches and much more in the list view	17
History: use the map to expand your research	18
Research cost-effectively for employers	19

2015 – 2016

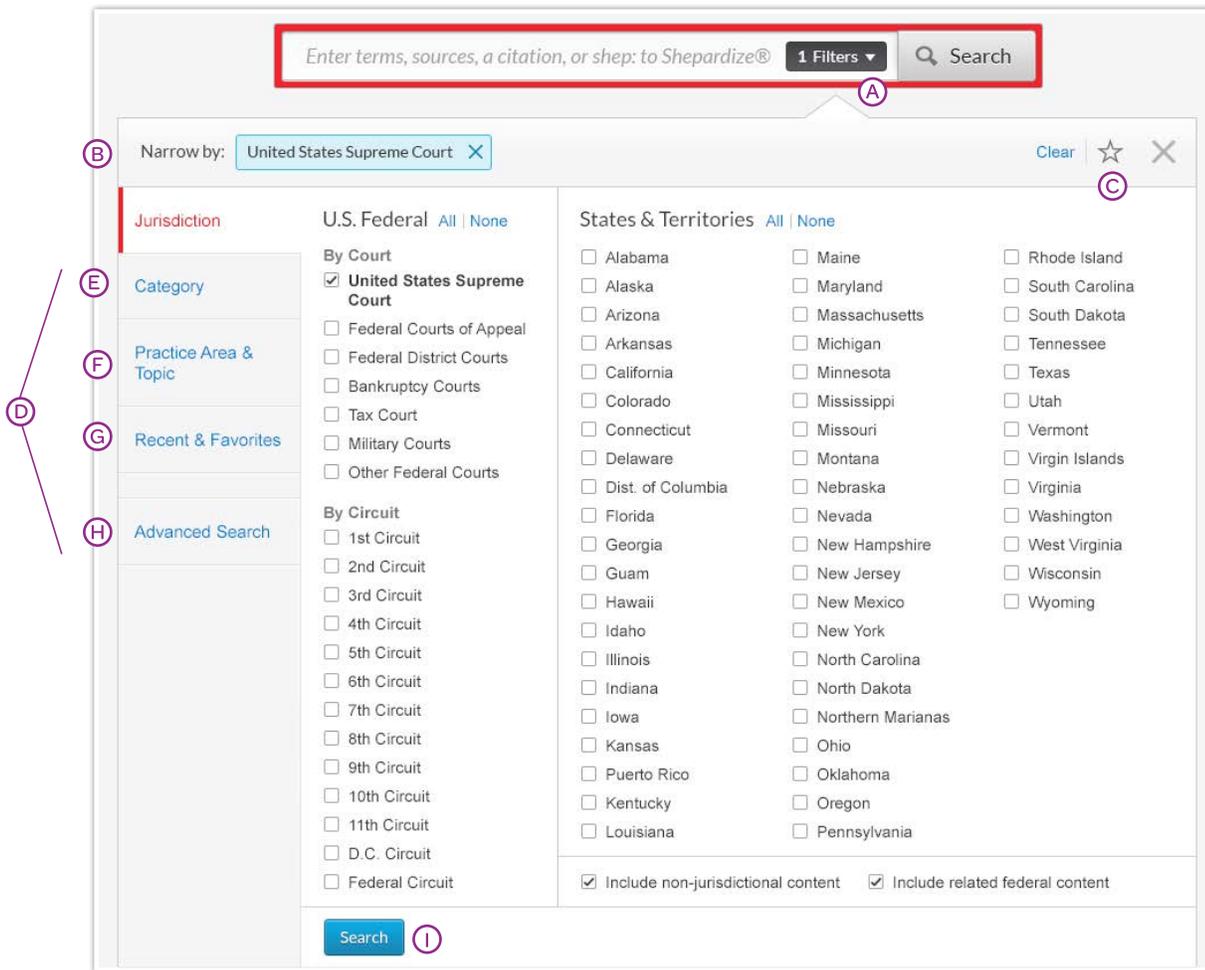
START YOUR SEARCH: RED SEARCH BOX (HOME)



When you sign in to Lexis Advance, the home page displays.

- A Return to the home page.** Click the Lexis Advance logo on any screen.
- B Access other products.** Click the down arrow for access to Lexis Practice Advisor®, Litigation Profile Suite, LexisNexis® Interactive Citation Workstation, *lexis.com*® and more.
- C Browse sources or legal topics.** Click **Browse**. Select **Sources** or **Topics**. Drill through the hierarchy or search for specific sources or topics.
- D Change/edit client.** Use to organize research by class name.
- E Return to recent searches** or documents retrieved. Also use the History pod below the red search box.
- F Link to Settings**, Personalize your Lexis Advance experience, plus access Help, My Lexis™, Sign Out, etc. Also access Folders, Alerts and Notifications.
- G Enter your search words, find sources and more.** As you type, the red search box offers suggested legal phrases, documents or sources. Enter a:
 - **natural language search** and click **Search**. No source selection is necessary.
 - **terms and connector search**, e.g., *americans disabilities/20 alcohol!* and click **Search**
 - **citation**, e.g., *800 f2d 111* and click **Search** to retrieve the full-text document as well as search results for that citation
 - **partial or full source title**, e.g., *Collier*, to find a source title to add to your search as a filter. Or retrieve the source's documents.
 - **popular case name**, e.g., *roe v. wade*, and click **Search** to retrieve the full-text document as well as search results for that case
 - **popular statute name**, e.g., *Georgia Lemon Law*, and click **Search** to retrieve the full-text document as well as search results for that statute
 - **Shepard's® request**, e.g., *shep: 800 f2d 111*, and click **Search**
- H Refine your search upfront and filter** by content, jurisdiction or practice area—or get help with terms & connectors. Click **Filters** to re-use recent sources, filters or topics. You can also filter your **search results**.
- I Get there quicker!** Come to this page for fast access to favorite sources, Folders, Alerts, Archived Codes and legal topic update Notifications (a blue dot means that item has new information). Also get access to **Help topics**.

FILTER: REFINE YOUR SEARCH AND SAVE BROWSING TIME



Filter **search results** to limit the number of documents after a search. Or **save time upfront by filtering before you search**, choosing jurisdictions, content categories and/or topics. Add **favorite sources, source combinations, recently used filter combinations or frequently used legal topics** to your search. Finally, you can get assistance developing a **terms & connectors** search.

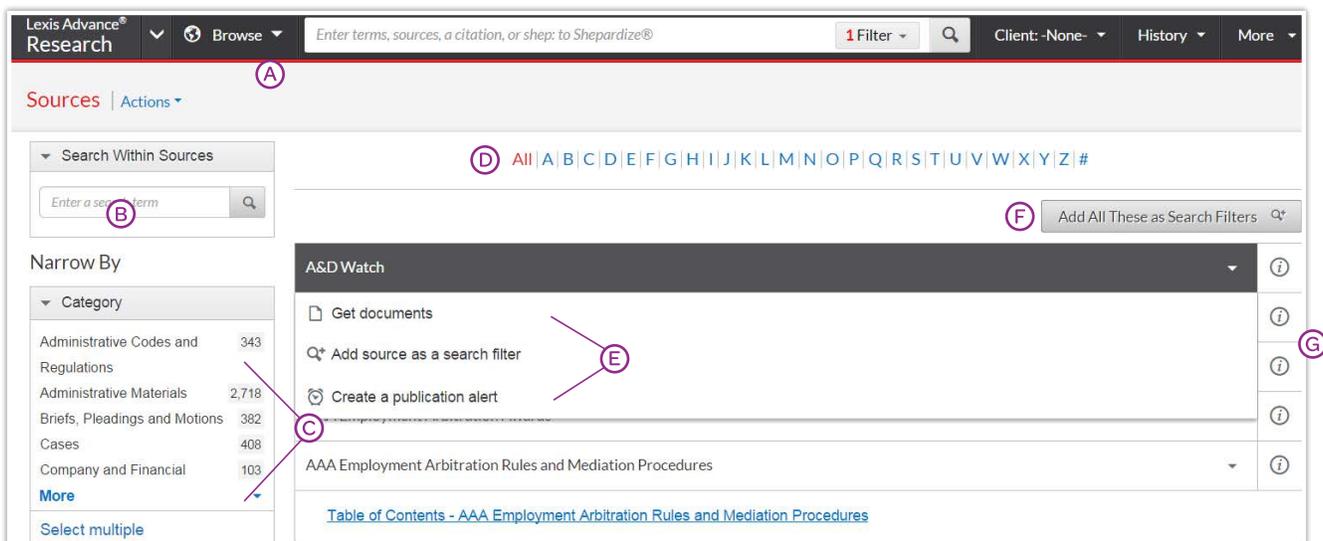
- Ⓐ **Click the Filters** pull-down menu to add filters. As you add, the filters box displays the number of filters you've selected.
- Ⓑ **As you add filters** across screens, the **Narrow by** box displays your filter choices. Click the **X** to delete a choice or **Clear** to remove all choices.
- Ⓒ **Add your filter combination to your Favorites list.** Click the star to **save the combination** and re-use.
- Ⓓ **Navigate filters here.** Select a filter to display its options.
- Ⓔ **Category** options include all content types available, e.g., select to search only legislative sources and cases.
- Ⓕ **Practice Area & Topic** options include more than 40 practice areas.
- Ⓖ **Recent & Favorites** options include up to 50 recent and favorite sources or source combinations, recent and favorite filter combinations, and recent and favorite legal topics selected from **Browse Topics**.
- Ⓗ **Advanced Search** helps you select search commands to easily create a terms & connectors search. Also link to **citation formats** for retrieving full-text documents.
- Ⓘ Click **Search** to run your desired search, using your selected filters.

BROWSE SOURCES: FIND SPECIFIC SOURCES TO SEARCH

You don't need to select sources before you search at Lexis Advance. But if you want to search specific sources, you can find them two ways.

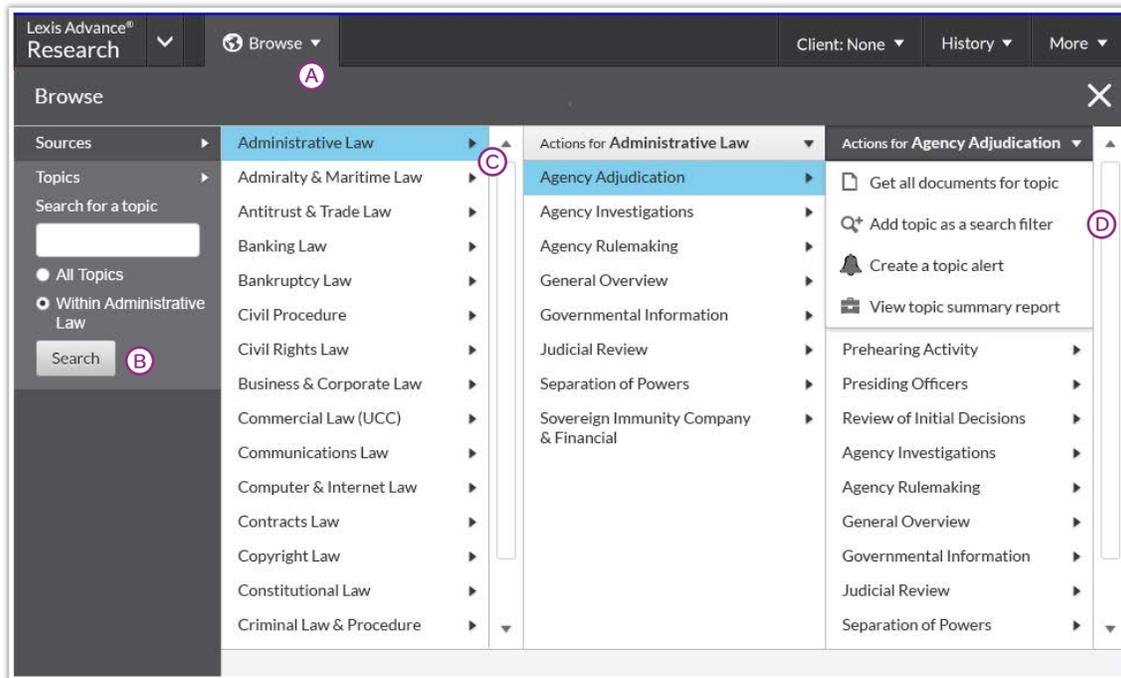


1. If you know the source name or partial name, enter it in the red search box.
 - Select a source title to add it to your search.
 - Select a source's **Table of Contents (TOC)** link to browse the TOC, search the full TOC or **select specific parts of the TOC** to search and/or deliver.
- Select a source's **Get documents** link to retrieve all available documents for that source. Then you can set a **Publication Alert** to get source updates.



2. It's easy to browse or search source listings from the top menu:
 - Click **Browse** then select **Sources**. Browse by jurisdiction, content category, practice area and more. Or click **All Sources** to search and browse alphabetically by title.
 - Enter a title or partial title.** Suggestions are provided as you type. Click the gray magnifying glass to search.
 - Filter sources** by content categories, jurisdictions, etc. Find what you need more quickly by selecting filters, e.g., News, then California.
 - Browse sources alphabetically.** Use this bar first to select a letter. Then add content and jurisdiction filters.
 - Click a source link** and you can:
 - add the source to your search
 - retrieve all available documents for that source
 - set up an Alert update to get new releases from that source
 - Select the **Add All These as Search Filters** button to choose all the sources on the screen for your search.
 - Click the information**  icon to display the source description with details on content, coverage and update schedule.

BROWSE TOPICS: FIND AND SEARCH BY LEGAL TOPIC



If you want to learn more about a legal topic, begin your research in **Browse Topics**. You'll discover a variety of resources on the topic—news, legislation, cases, dockets and more. **Selecting a relevant headnote** in a case will also bring you to this topic hierarchy.

- A** **Search for specific topics** or browse through the Lexis Advance legal topic hierarchy. Click **Browse** then select **Topics**.
 - B** **You can search for specific topics.** Enter your search words and click **Search**.
 - C** **Browse levels of the legal topic hierarchy.** Click a **Practice Area** link. Select a topic or use the arrows to open or close additional levels.
 - D** **Use your topic in your research.** Once you choose a topic, you can:
 - View Lexis Advance search results on this topic, e.g., relevant cases, legislation, news, dockets, etc.
 - Add it to a search (and add your own search words)
 - Create an Alert on the topic. Your topic Alert will be added to your landing page Alerts pod
 - Some topics give you access to Topic Summary Reports, which offer seminal cases and statutes, secondary sources, details on burden of proof, etc.
- Legal topics added to your search will be saved in your **Recent & Favorites** list. To make it a Favorite—and add it to your Favorites pod—click the star next to the topic in the Recent & Favorites list.

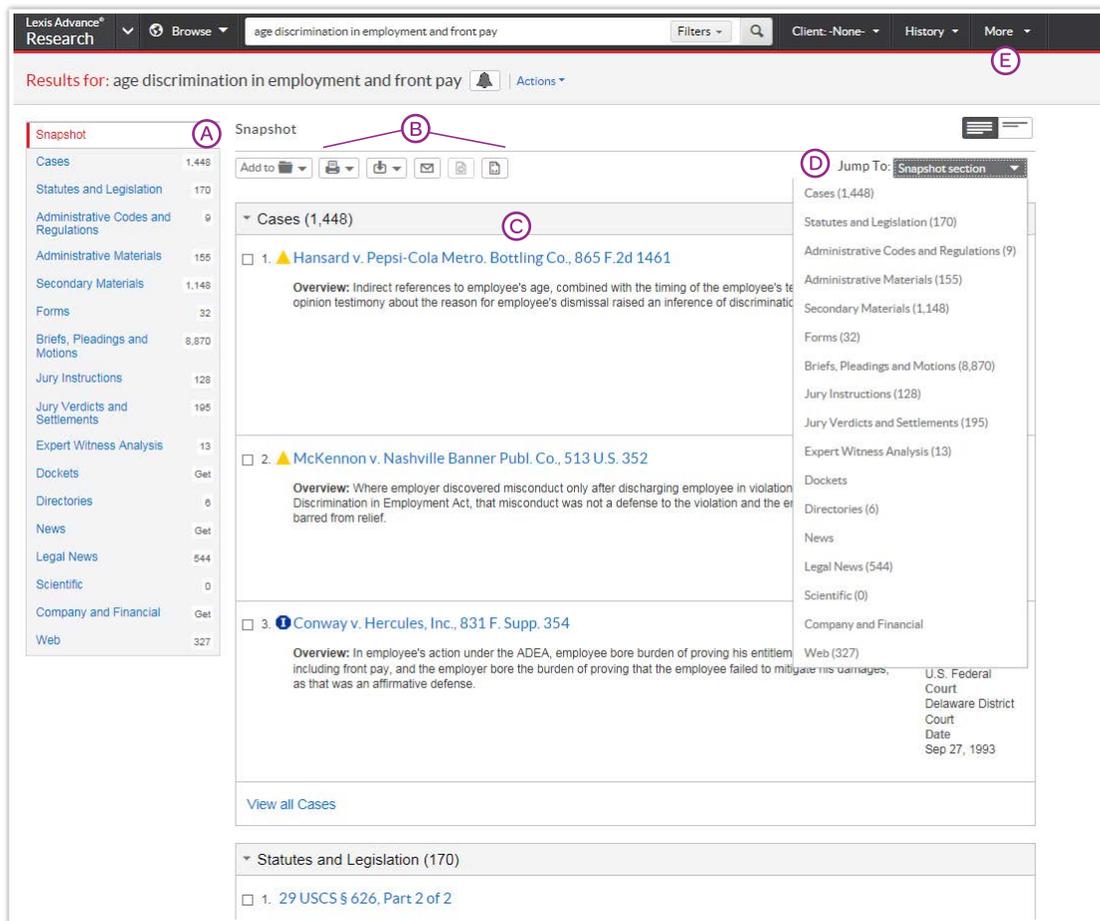
SEARCH RESULTS: FIND THE MOST RELEVANT DOCUMENTS FAST

The screenshot displays the Lexis Advance Research interface. At the top, the search query is 'age discrimination in employment and front pay'. Below the search bar, there are filters, a client selection dropdown, and a history button. The main results area shows 'Cases (1,320)' with a 'Sort by: Relevance' dropdown. A 'Snapshot' sidebar on the left lists content categories like Cases (1,320), Statutes and Legislation (175), etc. The first result is 'Hansard v. Pepsi-Cola Metro. Bottling Co., 865 F.2d 1461', and the second is 'McKennon v. Nashville Banner Publ. Co., 513 U.S. 352'. Annotations A through K are placed over various UI elements to illustrate their functions.

Get to your most relevant results faster with many options for refining and using your search results on this screen:

- A See the top relevant results** for each content category. Click **Snapshot**. View the number of results for most content categories.
- B Set up an Alert** for your search—across content types, if you choose. Click the **bell** icon next to your search.
- C Select Actions** to add a search to a **Folder** or to **expand** your search.
- D Save in a Folder**. Check the box next to the document title then click **Add to Folder**. Select a **Folder**. When that document appears in future results, it displays the **Saved to Folder**  icon. Click the icon for quick Folder access.
- E Print, download or email** without opening documents. Check the box next to your document titles, then click the appropriate icon. Also create a printer-friendly page of results.
- F Return to prior research tasks**. Click **History** and select a prior search or document.
- G Browse just the titles**. Click on **Title View** to see an efficient list of your results.
- H Sort documents**. Default is by relevance. Use this pull-down box to **re-sort** by date and/or jurisdiction, etc.
- I Refine your search**. Need a smaller, more-focused results set? Filter by:
 - **Content category**, e.g., move to statutes, secondary sources and more. Just select a content type.
 - **Date**, slide the timeline or enter dates. (Not shown.)
 - **Adding more words to your search**. Enter them in the **Search within results** box.
 - **Narrow By options**, e.g., publication status, source, practice area & topics, attorney, law firm, judge, most cited and keyword. Each category offers different filter options, so you can only filter one content category at a time.
- J Determine relevance**. See your search terms in context to help determine which documents are on point. Hover over the yellow highlighted terms, then click the link to go directly to those terms in the document.
- K Keep track of documents viewed**. The glasses icon marks documents you viewed over the last 30 days. Hover over the icon to see the last viewed date.

SNAPSHOT VIEW: THE MOST RELEVANT RESULTS ON ONE SCREEN



Save time by browsing the most relevant documents retrieved by your search—in one screen—with the **Snapshot** view. Save even more time by using the Snapshot view to **deliver multiple documents**, e.g., print or email to colleagues or save multiple documents to Folders.

- A** In the **Snapshot View**, the top three results in the **first four** content categories in your search are open to display automatically.
- B** **Deliver or save documents across content categories.** It's fast. Browse and check the boxes of the document you want. Click the **print**, **email** or **download** icons or the **Folder** icon. **And save even more time** with quick delivery options that let you bypass dialog boxes.
- C** **Click a document link** to move to the full-text document.
- D** **Quickly move to a specific type of content.** Use the **Jump To** icon and pull-down list to see a different results section.
- E** **If your research needs change**, go to Settings > Lexis Advance Research > Results to change the first category that displays in your search results from Cases to Snapshot.

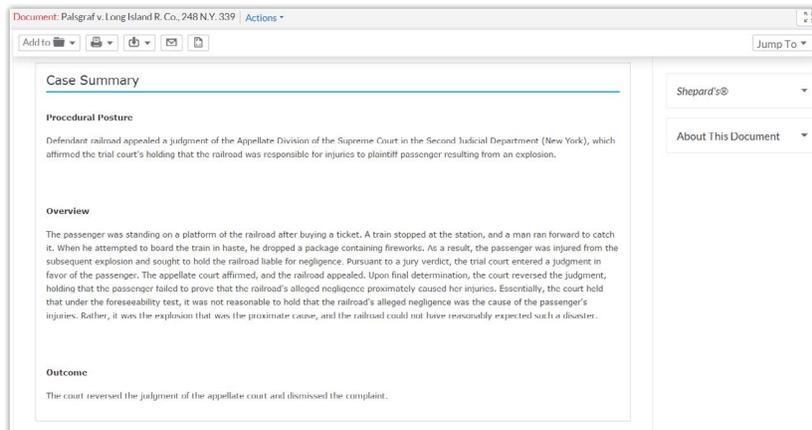
CASE SUMMARIES AND HEADNOTES: MAKING CLASS PREPARATION EASIER

Be more prepared to answer your professor's questions about a case.

Review the facts and legal issues covered in the cases you're assigned before you read them.

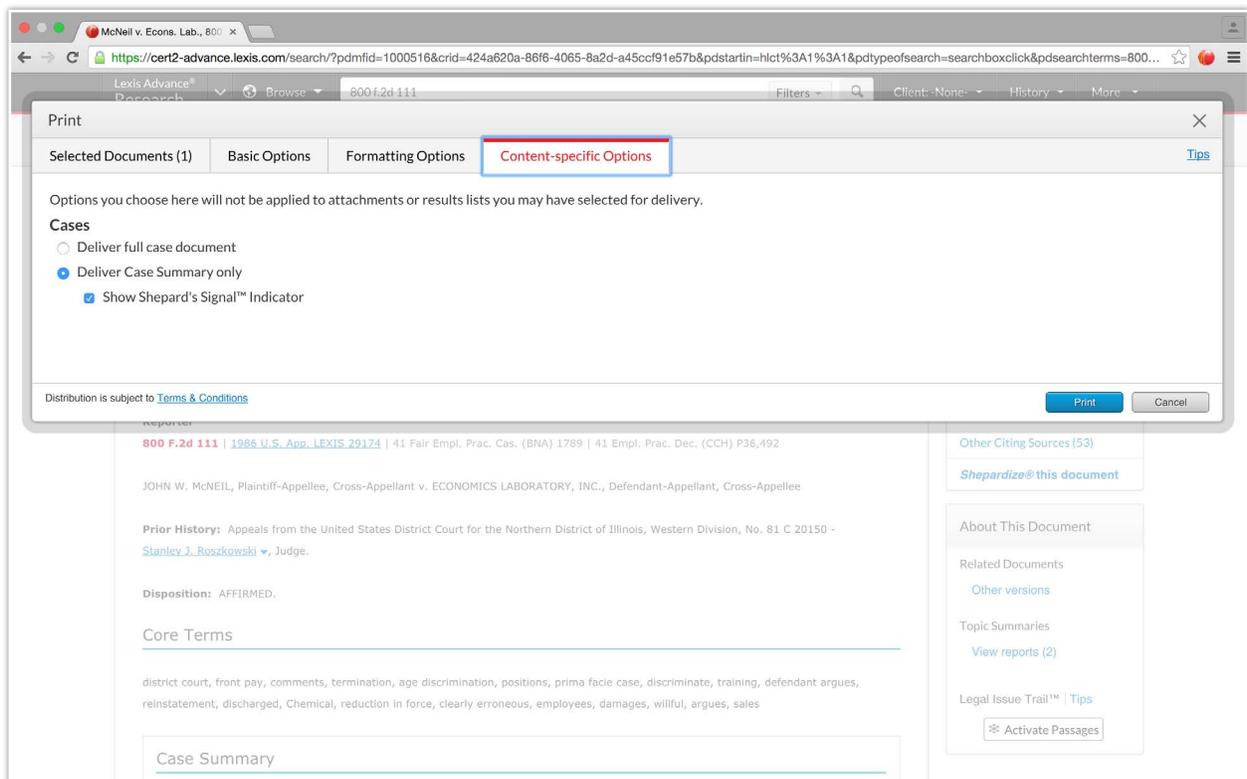
The case summary is divided into three parts:

- Procedural Posture: describes the case's procedural history (e.g., how this case arrived before this court).
- Overview: provides a brief review of the underlying facts, legal issues and the court's holding(s).
- Outcome: contains the ultimate procedural disposition of the issue(s).

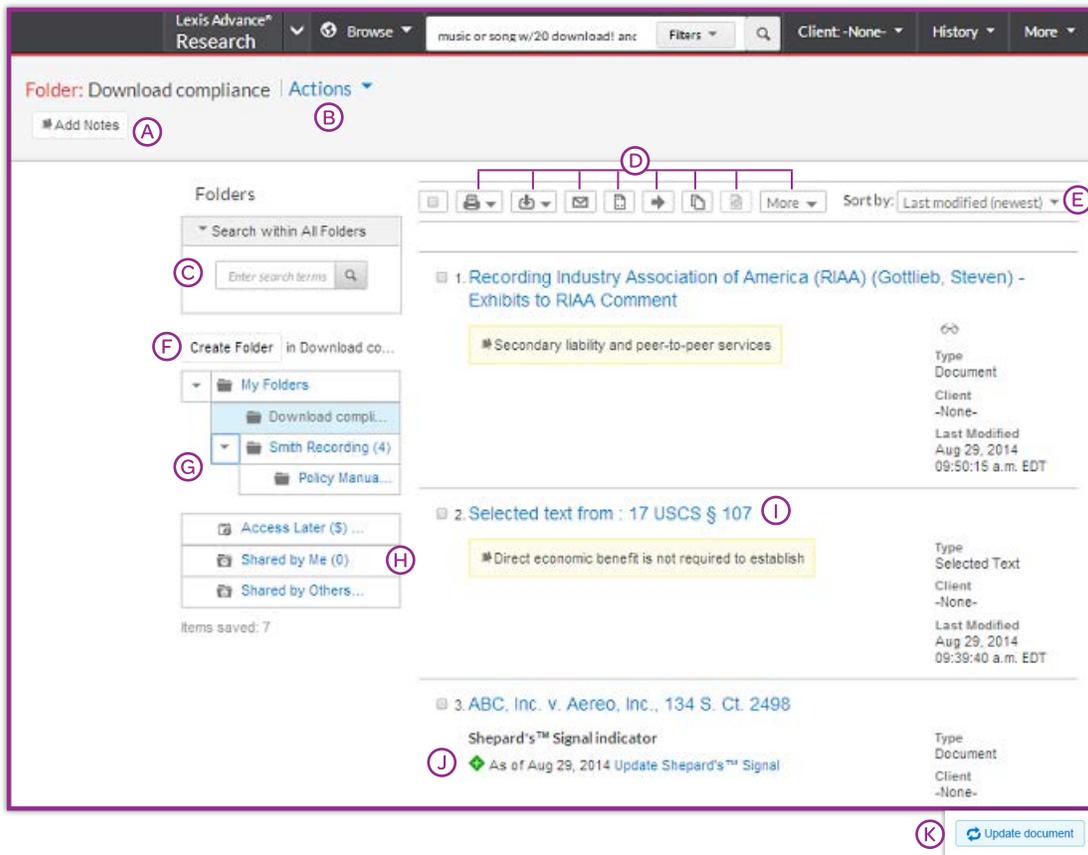


Deliver a Case Summary

You can quickly download, email or print a case summary.



FOLDERS: SAVE DOCUMENTS, SELECTED TEXT, SEARCHES, ETC.

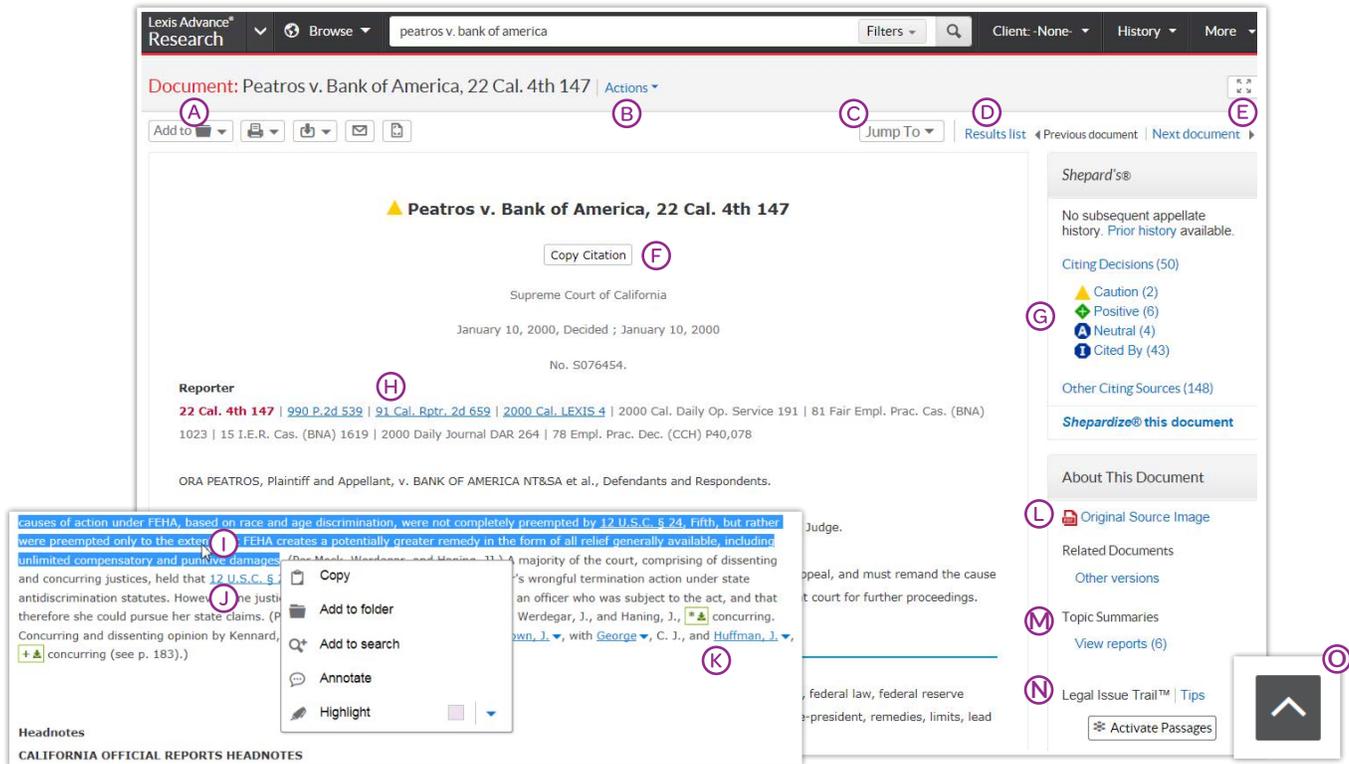


Organize your research to save time. View your folders using the **Folder** pod on the landing page or click the **More** pull-down menu at the top of most Lexis Advance screens. Here you can modify, organize & deliver folder contents.

Save more than full-text documents. Copy and save selected document text, search result lists, effective searches and Research Maps from History, Web links, Topic Summary Reports, PDFs, etc., as well as documents from other LexisNexis® products like Lexis Practice Advisor. **Documents stay in Folders** until you remove them. If allowed at your school, the Folder sharing option lets you **share Folder items or entire Folders** and manage access.

- A Add Folder notes.** Click and add up to 4,000 characters.
- B Move, copy, share or delete Folders** with Actions. Also **download** the Folder, **rename** it or update all **Shepard's Signal™** indicators.
- C Search within All Folders.** Search for vital facts across all Folders and notes. Just enter your search words, e.g., front pay.
- D Use Folder listings.** Check the **box(es)** next to the listing(s). Select a **delivery icon**, e.g., **Print**. Select the **More** pull-down menu to **remove** the document from the folder, **share** or **manage sharing** options (if allowed in your school).
- E Sort by.** Re-sort Folder documents by date modified, newest documents, relevance and more.
- F Create Folders.** Create a subfolder within a Folder, or create a **new Folder**, by first clicking **My Folders** then the **Create Folder** button.
- G Move among your Folders.** Just select a Folder link. Click ▼ to open levels of subfolders. Also see how many documents you've shared.
- H Manage shared Folders and items,** and view items shared with you by others.
- I Click a document listing link** to view the search, filters and sources used to get the document. Open the document or view the text selection. **Add Notes** to the listing. Also **View** all notes for the Folder.
- J Shepard's Signal indicators.** Ensure documents are good law. See immediately when a document was checked via *Shepard's*. Update if needed.
- K Get notified of updates.** Documents you store in Folders are flagged when updates are available so you can retrieve them.

CASES: GET MORE THAN FULL TEXT



When you view a full-text case, you also have quick access to other vital case-analysis resources available via Lexis Advance, e.g., *Shepard's*® reports, Legal Issue Trail™ and Topic Summary reports.

- A Save the document** to a Folder, print, deliver or share. Also request a printer-friendly version.
- B Create a direct link to quickly and easily share your full-text document.** While scrolling within a document, the title and citation scroll with you, always in view.
- C Jump to specific document parts**, e.g., opinion or headnotes. Move among **search terms** or **reporter pages**.
- D Move among results documents.** Click **Results List** to view **your full results set**.
- E Read in full-screen view.** Click the **Reading Mode** icon to remove navigation elements. Enlarge typeface if you choose. Select the **Exit Reading Mode** icon to display navigation again.
- F Copy the full-case citation** for your work. Include parallel citations and a link to the full-text case. Format your citation with a variety of style formats.
- G Check the *Shepard's* status immediately.** See possible issues and move directly to the ***Shepard's* report**.
- H Select a reporter citation** to view its **pagination**.
- I Select—and use—vital text.** When you select text, an options box displays. You can copy the text to paste it in your work; save the text to a Folder with optional annotation; or search using the selected text. You can highlight selected text, with your choice of colors. Save the highlighted document to a Folder to retain your highlighting.
- J Link to full-text documents cited.** Just click the link.
- K Get more detail** on judges, attorneys, expert witnesses and companies mentioned. Click the underlined name. Get the option to search across Lexis Advance for more information, such as the entity's other cases.
- L Open the original source PDF** and other available case documents.
- M Come up to speed on legal topics.** Find **seminal cases and statutes**, relevant secondary sources and details on burden of proof, review standards, etc., for the legal topics covered. Also find **Topic Summary** Briefcase icons next to LexisNexis® headnotes. Click and link to Topic Summary Reports.
- N Highlight a passage** that represents your specific legal issue. Click **Activate Passages**. **Legal Issue Trail** opens in a new window with **cases that cite to your case**, as well as the **cases cited in your case**.
- O Return to the top of a page, with a single click.** While scrolling, click on the **Back to the Top** arrow.

SHEPARD'S® CITATIONS SERVICE

- A** See treatment upfront. *Shepard's* Signal indicators show subsequent treatment at a glance.
- B** Navigate quickly to the *Shepard's* report section that generated the signal:
 - Appellate History
 - Subsequent **Citing Decisions**
 - Other Citing Sources such as treatises, annotated statutes, court documents and more
 - Table of Authorities, which shows the cases your case cited and their subsequent treatment
- C** Get an overview of subsequent history fast—in one sentence.
- D** Alerts provide updates when the *Shepard's* status changes. You can select **change type**, e.g., negative analysis.
- E** Get the big picture on citing references. Click **Grid** and see citing references in context over jurisdictions and time.
- F** Save, deliver and/or share. Familiar icons let you save reports to a Folder or deliver report specifics. For example, you can deliver the *Shepard's* report, the full text of citing references, or both.
- G** Sort report results by date as well.
- H** Filter citing references to get to vital cases faster. Refine by specific treatment, specific headnotes, jurisdictions, time frame or depth of discussion. Even search for specific words within your results.
 - Click a filter; **it displays in blue under Narrow By**. (Not shown.) Remove the filter; just click the **X** in the blue box. Select and remove multiple filters.
- I** Pinpoint citing cases' language. Get flag colors, a short description, a pinpoint page reference—and the case language in question.
- J** See how citing cases have been treated subsequently by viewing their *Shepard's* Signal indicators.
- K** Depth of Discussion bars quickly show how in-depth the discussion in this case is of the case you *Shepardized*™.
- L** Find on-point headnote language. Click a headnote of interest and move to similar language in the citing case.
- M** Review what each signal indicator means in the *Shepard's* Legend at the bottom of the screen.

SHEPARD'S® GRAPHICAL: MAP THE APPELLATE HISTORY

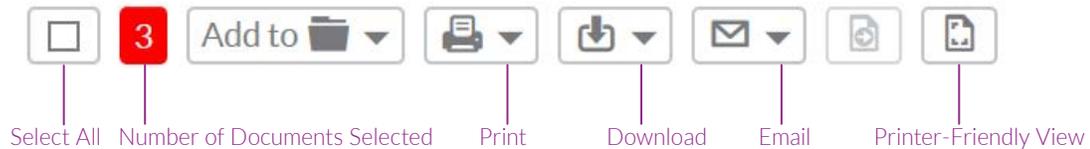
The screenshot displays the Lexis Advance Research interface for the case *McNeil v. Economics Laboratory, Inc., 800 F.2d 111*. The main content area shows the Appellate History (5) in Map view. A legend (D) is open, detailing map symbols: Shepardized™ citation (location pin), Direct connection (solid line), Direct path to the Shepardized™ citation (red line), Indirect treatment history (dashed line), Prior history (grey box), Color indicates history analysis (blue box), Two or more phrases assigned (yellow box), and Numbers correspond to the List view (1). The map shows a path from the U.S. Supreme Court to the 7th Circuit Court of Appeals, with a callout box (G) for the case: *McNeil v. Economics Laboratory, Inc., 800 F.2d 111 (1988) 7th Cir. Ill.* The callout box includes the text 'Shepardized Case Affirmed by' and 'Actions' with links for 'Open Document' and 'Show in list'. Navigation icons (F) for zooming and a 'List' button are also visible.

For a quick understanding of the history of a case, the appellate history map gives you a visual snapshot of how it traveled over time through different courts.

- (A) **View appellate history** in List view. Click the **Appellate History** subtab. A list of references is the default view.
- (B) **Viewing options.** To view the history in graphical map, as shown, click **Map**. To return to the **List** view, click **List**.
- (C) **Print your map.** Get a printer-friendly display. Then click the **Print** icon.
- (D) **To understand map icons,** click **Legend**. For example, the location icon identifies where your case is on the map—the citation you *Shepardized*.
- (E) **Remove map notations,** e.g., Indirect history, and re-display the map.
- (F) **Use these icons** to zoom into the citation you *Shepardized*, move to a full-screen view or expand/contract your view, respectively.
- (G) **Review vital cases in the appellate history.** Click a map icon. Then open the full-text document or the reference in the List view.

DELIVER: PRINT, DOWNLOAD AND EMAIL

Use the same, easy-to-remember delivery icons in the same screen locations across Lexis Advance. Look for these icons at the top of your results lists, TOC (Tables of Contents) pages and full-text documents: (Actual configuration may vary slightly to fit the task. For example, full-text documents won't include the red number or Select All boxes.)



Delivery is simple and flexible in Lexis Advance because you can deliver:

- **One or many documents at once.** To deliver:
 - One document: As you view the full text, select a delivery icon. Choose delivery options. (See option details below.)
 - Multiple documents: **Select the check box(es)** next to the document(s) in a results list, even moving among content types. **Select multiple documents from a TOC display** or a *Shepard's* report. The red box shown with the delivery icons keeps count for you. Then select a delivery icon and choose delivery options.
No need to open documents to deliver.
- **Attachments to documents.** Deliver those valuable attachments, such as PDFs.
- **Lengthy documents fast.** Delivery icons “float” and stay onscreen as you scroll lengthy, full-text documents such as cases or annotated statutes. Deliver quickly—without scrolling back to the top of the screen.
- **More than documents.** Print your results list, *Shepard's* citing references and lists of your Folder documents or Alert searches. Even deliver your Research History Map! You can also use the **Printer-Friendly View** icon, shown above, and your own device print functions to print your Research History List, *Shepard's* Appellate History Map and *Shepard's* Graphical display of citing references.
- **Print from most modern browsers**, like Safari® or Chrome™. No plug-ins are needed.

Plus choose from many delivery options—and save a step later

After you select a delivery icon, choose delivery options. Or **save a step and bypass options by selecting your default options.** If you select **Choose Settings**, an option menu displays offering Basic, Formatting and Content-Specific options:

 **Print Options**
Basic: Select a printer attached to your device. (Install the print/download utility software on initial selection.) You can also include your formatting choices on your cover page.

Formatting: Select fonts, search terms in bold, exclude cover page and other options. Even view highlights and notations you add to the document.
Content-Specific: For example, include headnotes with cases or annotations with statutes.

 **Download Options**
Basic: Send as PDF, .Docx or send to CaseMap® case analysis software. Even select WordPerfect® .WPD. You can Group and/or compress files. Select file name and destination.

Formatting: Select fonts, search terms in bold, etc., plus cover page and other options. Even include highlights and notations you add to the document.
Content-Specific: For example, include headnotes with cases or annotations with statutes.

 **Email Options**
Basic: Send as PDF, .Docx, .WPD or send to CaseMap, group and/or compress files. Add recipient addresses, subject and message.
Formatting: Select fonts, search terms in bold, etc., plus cover page and other options. Even include highlights and annotations you add to the document.
Content-Specific: For example, include headnotes with cases or annotations with statutes.

GET UPDATES AUTOMATICALLY: CREATE AN ALERT



To set up an Alert, look for the Alert “bell” icon. You’ll find it at the top of many screens when you’re conducting tasks that may require updates. For example, it’s located conveniently at the top of your:

- **Search results screen**
- **Shepard’s report**
- **Get Document/source results screen**, i.e., when you select the [Get Documents](#) link.
- **Topic Summary report**
- **Compare Search Results and Find Similar Documents** results in the Research History Map.

This icon also displays when you:

- Display **full-text legislative and regulatory documents**.
- **Open the pull-down menu for some publications** listed in [Browse Sources](#).
- Select a **legal topic** in [Browse Topics](#) and on the results screen when you get topic documents.

Select the Alert icon and then choose your update options

Move through the options screens in seconds, selecting just what you need.

- (A) Overview Options:** Select an **Alert title**, review/edit search terms, add a Description and Note at any time.
- (B) Monitor Options:** Your options mirror your search, e.g., if you searched case law, statutes and Web content, you can include any or all of that content in one Alert update. For *Shepard’s Alerts*, monitor for all changes, change in *Shepard’s Signal* indicator, negative changes only, changes concerning a specific headnote, etc.

- (C) Delivery Options:** Select start and end dates, online or email/online delivery, etc. Plus select the update frequency. Choose the delivery day and time. Or select as updates are available to get Alerts as they are released.
- (D) Share Options:** Add email addresses so colleagues also receive the Alert updates. (Note: Sharing may not be included with your subscription.) After choosing your options, select **Create Alert**.

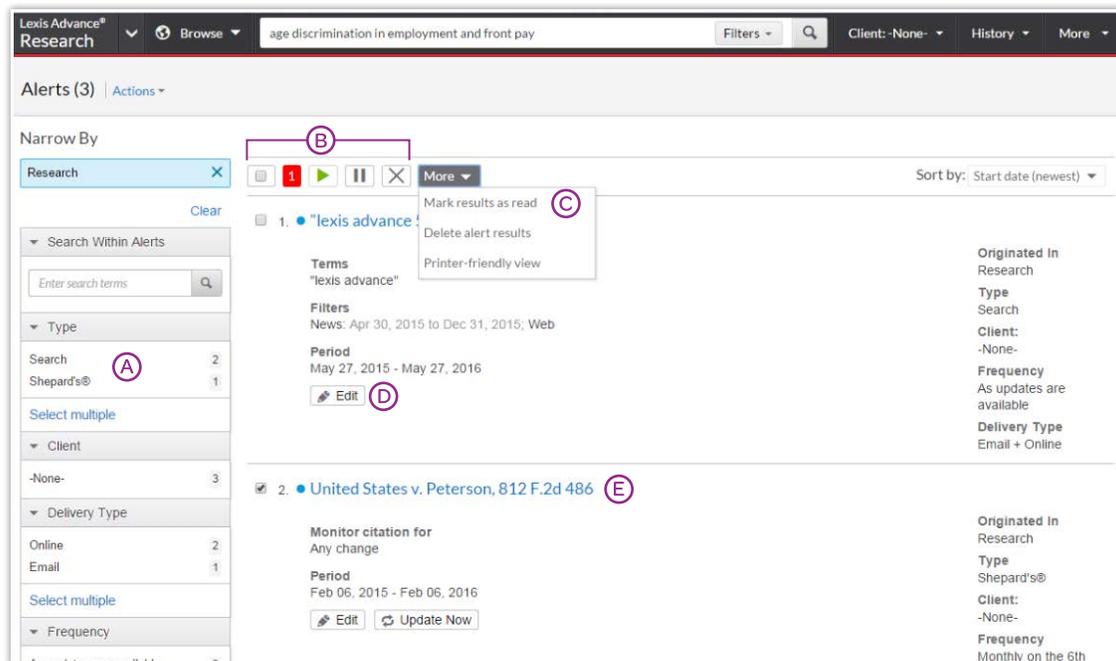
GET UPDATES AUTOMATICALLY: CREATE AN ALERT

View Alerts results

Email updates come to your inbox. **View search terms to determine relevance.** Select documents, review and use internal document links to navigate to other relevant documents.

Plus you can view all your Alerts and check for updates from the Lexis Advance home page. Check the Alerts pod. The blue dot denotes update results are available for that item.

To view an alert, select its link from the Alerts pod. Or select **View all alerts** (or **Alerts** from the **More** pull-down menu) to move to your Alerts management screen.



Manage Alerts: edit, delete, pause, etc.

On the Alerts management screen, you can:

- A** **Filter results**, even adding more search words to refine your results.
- B** **Use the icons** to:
 - Select multiple Alerts for edits  
 - As you select, the red box counts for you
 - Start Alert updates again after pausing 
 - Pause the Alert updates 
 - Delete the Alert updates 
- C** Browse and delete all results quickly. Or keep the results and mark as read.
- D** Edit search terms, change delivery frequency or content and other options.
- E** Move to your search results; select the Alert title link. The content bar (not shown) shows which content has update results. Look for the blue dots.

Monitor a publication for updates

Create a Publication Alert for the sources you rely on. When you select the [Get Documents](#) link, look for the Alert icon at the top of the source results screen.

Monitor legislation for updates

Select the Alert icon as you view a full-text bill. Monitor options let you request updates as the bill passes each step. Or request updates for specific events, e.g., bill is vetoed.

HISTORY: VIEW SEARCHES AND MUCH MORE IN THE LIST VIEW

View search history for the past 90 days. View searches, documents retrieved, *Shepard's* reports, documents delivered (you can quickly re-send them), Web-page views, topic summaries, even searches from other LexisNexis products like LexisNexis Litigation Profile Suite. **You can view your search history in a List view or as a graphical research map.** *Get interrupted during research?* Quickly pick up where you left off by going to your History. And go back to your Search History to save useful searches to your Folders.

- (A) Return to a search fast.** Select from the five most recent searches or documents from the **History pod** on the landing page. Or click **History** in the black header. Link to your complete History list by selecting **View all history**.
- (B) The List view** is the default view.
- (C) View your search history** in a graphical map. Click **Research Map**.
- (D) Print your history.** Get a printer-friendly list of searches. Then click the **Print** button.
- (E) Sort your history.** You can sort by **date** (oldest or newest first), **type** or **search title** (alphabetical or reverse alpha order).
- (F) Filter history to display** by date or date range, type of view, such as Document View or TOC, Alerts created, email sent, Web searches, legal searches, etc. Only dates with research are included. Just click a date, type, etc.; the filter **displays in blue under Narrow By** (not shown). Remove the filter; just click the **X** in the blue box.
- (G) See search details upfront.** Each listing tells you so much—content categories, search type, e.g., natural language, search terms, task type and more.
- (H) Return to your search.** Click the search title.

HISTORY: USE THE MAP TO EXPAND YOUR RESEARCH

The screenshot displays the Lexis Advance Research History Map. At the top, the search bar contains 'copyright infringement music download'. The interface is divided into a sidebar on the left and a main map area. The sidebar includes a 'Search Within History' section with a search input, a 'View by' section set to 'Last modified date', a 'Client' section set to 'All', and a 'Show Trails' section with several checked items. The main map area shows a graphical trail starting from a search icon labeled 'copyright infringement music download' and leading to a document icon labeled 'A & M Records, Inc. v. Napster, Inc., 114 F. Supp. 2d'. A 'Content Type' popup window is open over the map, showing 'Cases' with 85333 results. Callouts A through H are placed around the interface to highlight key features.

- Ⓐ **Learn more** about the **History Map**. Icons and graphical trails.
- Ⓑ **Get a step-by-step graphical depiction** of your prior research. Click **Research Map** to identify explored versus unexplored paths, possibly uncovering other relevant results.
- Ⓒ **Add your History Map** to one of your Folders.
- Ⓓ **Share your History Map** via email or download. Request a printer-friendly view and print. Click **More** for options.
- Ⓔ **Compare 2 – 3 search results** to find common documents—and perhaps expand your research. Click a map search icon and **Select search to compare results**. Repeat. Then click **Compare Search Results**. Your results open in a new window.
- Ⓕ **Find similar relevant documents**. Click a document icon in your map and **Select document to find similar results**. Then click **Find Similar Documents**. This is a fast way to compare relevant documents to find more, including ones you may not have reviewed yet.
- Ⓖ **Filter your map**. Filter by **date** and more. Search for **words** included in your map. You can also exclude specific searches, e.g., **trails**, on your map or change the trail order. Click **Reset map to default view** to clear filters.
- Ⓗ **Rerun or save your work**. Click a map icon and choose to rerun your search or **save a search to a Folder**.

RESEARCH COST-EFFECTIVELY FOR EMPLOYERS

When using your employer's paid subscription to Lexis Advance, documents outside their subscription are clearly marked and **cannot be accessed unless you take active steps** to purchase them. Many out-of-subscription sources can be added to your searches without extra cost. There are no search charges or hourly charges in Lexis Advance subscriptions.

Screens shown here are examples; they do not reflect current Lexis Advance prices.

Selecting out-of-subscription sources

From Browse Sources screens:

AAA Employment Arbitration Rules and Mediation Procedures	▼	ⓘ
AAA Labor Arbitration Awards*	▼	ⓘ
AAACN Viewpoint	▼	ⓘ
AAANA Journal**		ⓘ

Select a source with one asterisk: Search this source at no charge, but you will incur document-access charges if you select documents from the results screen. Sources with two asterisks (and a grayed-out source name) cannot be added to your search.

Out-of-plan documents in search results

All out-of-subscription documents are marked. Plus you can see the cost and your search words in context to help you make a purchase decision. Documents available at a special price include a Save! icon (not shown).

2. **Cambridge Univ. Press v. Becker, 863 F. Supp. 2d 1190**

Injunction granted at, Costs and fees proceeding at Cambridge Univ. Press v. Becker, 2012 U.S. Dist. LEXIS 123154 (N.D. Ga., Aug. 10, 2012)

Get it now! for **\$96**

Jurisdiction
US Federal
Court
Supreme Court
Date
Mar 27, 1991

You can only access the document via the **Get it now!** link. (The document title is not linked.) You can also save the document to a **Folder** and purchase it later. There is no charge to hold an out-of-plan document in a Folder. Click the checkbox, then the Folder icon and make your Folder selection.

Linking to out-of-plan documents

If you click an embedded link, i.e., attempt to link from a full-text subscription document to an out-of-plan document, you are notified and can cancel the task, or save or purchase the document:

Additional Charges Will Apply
This material is not included in your flat-rate plan for this ID.

List price: \$120
Your Price: **\$96** **Save!**

Client ID: None

Get It Now! Cancel

Reminders on purchased documents

Once purchased, non-subscription documents can be used for 90 days—or for one year if the document is saved to a Folder. **Lexis Advance shows you the expiration date on the:**

- **full-text document** in the “About this document” box
- **search results** listings showing that document
- **History** lists displaying that document
- **Folder** listings for that document. Updates to that Folder document during the year you use the document are included in the purchase price.

GO MOBILE

Lexis Advance now adapts to your mobile device's screen.

CONNECT YOUR WAY

Like or follow us to get updates regarding current law school activities and tips for success in school.



facebook.com/LexisNexis4LawStudents

To find your school's Facebook® page, go to "Find Your School."



twitter.com/LNlawschool



Short how-to videos on legal research.

youtube.com/LexisNexisLawSchools

RESEARCH ASSISTANCE

Working late? So are we. Reach out for research assistance when you need it.

- 24/7: 800.45.LEXIS (800.455.3947)
- Live chat 8 A.M. to 1 A.M. at www.lexisadvance.com
- Your Account Executive on campus:
visit lexisnexis.com/lawschool for contact information

