

WEIGHT LESS

Heavy on content Light on space

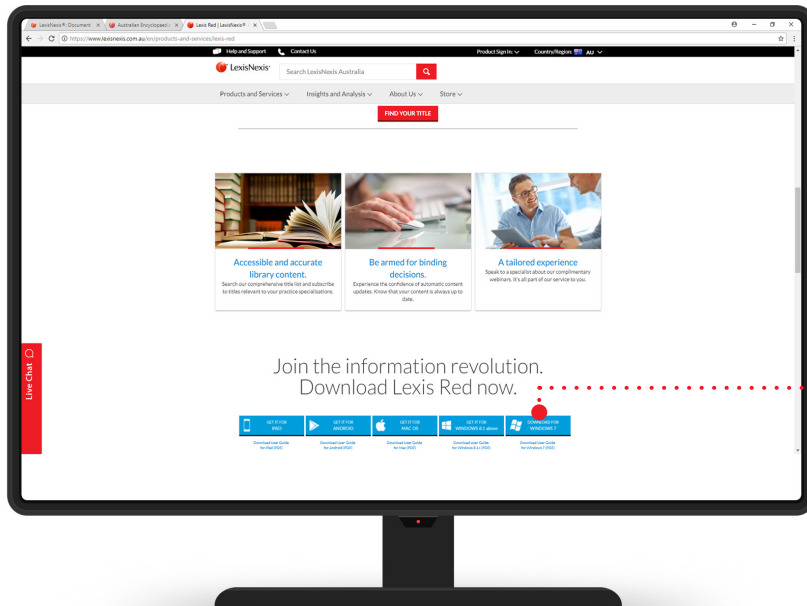


Learning how to use Lexis Red™

FOR WINDOWS 7 PCs
FEBRUARY 2018

Downloading Lexis Red

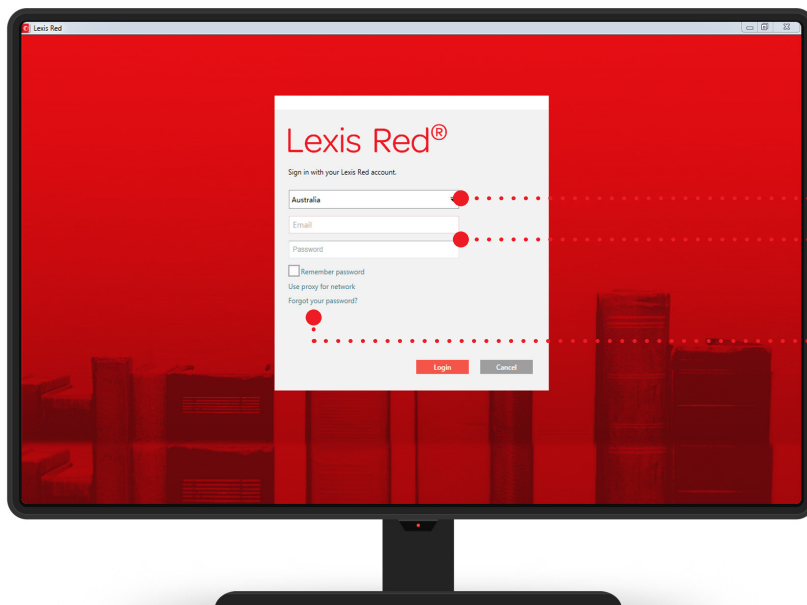
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Download the app

Go to lexisnexis.com.au/en/products-and-services/lexis-red and click **Download for Windows 7**.

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.

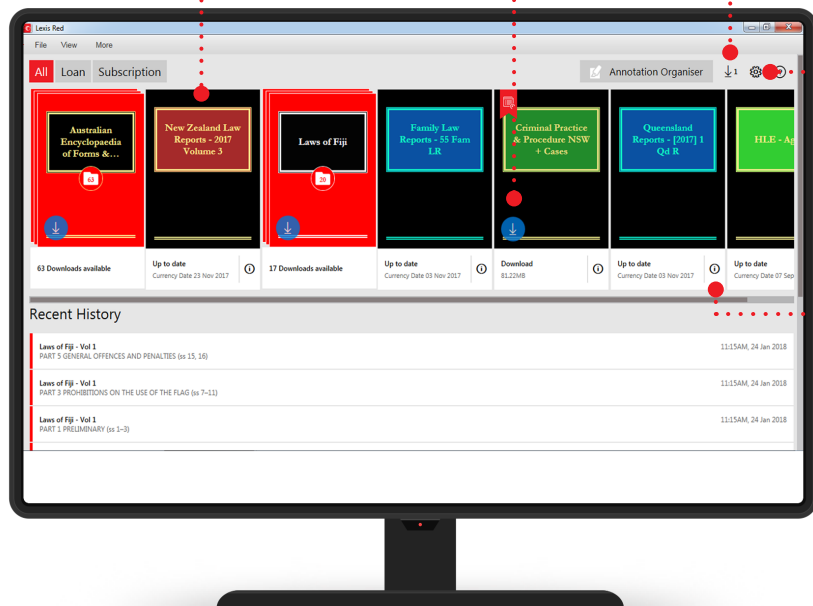
Click the **front cover** to open a publication.

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

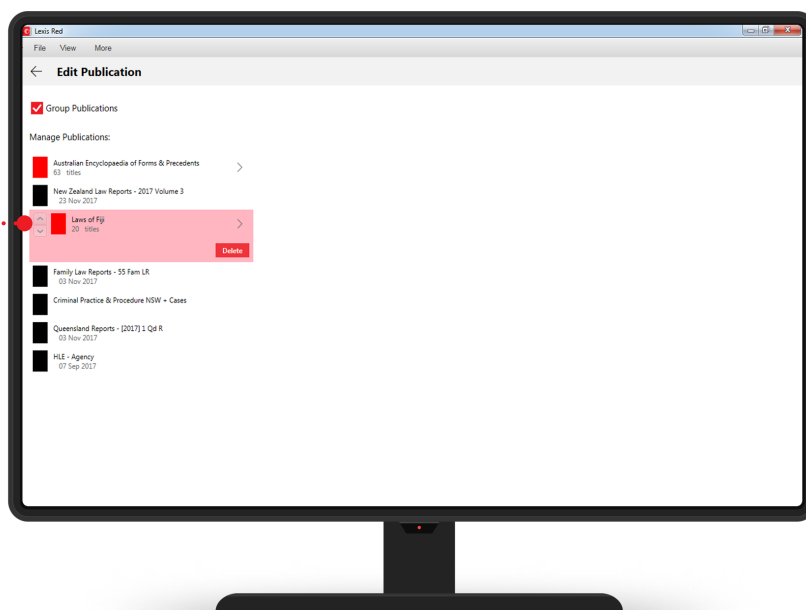
Click here to download all updates.

Go to **Settings** to edit publications

Click for more information on the publication.



Go to **Settings** to rearrange the order of your publications



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.

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

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



More information on the publication



Share and Print



View recent history



Help and tips

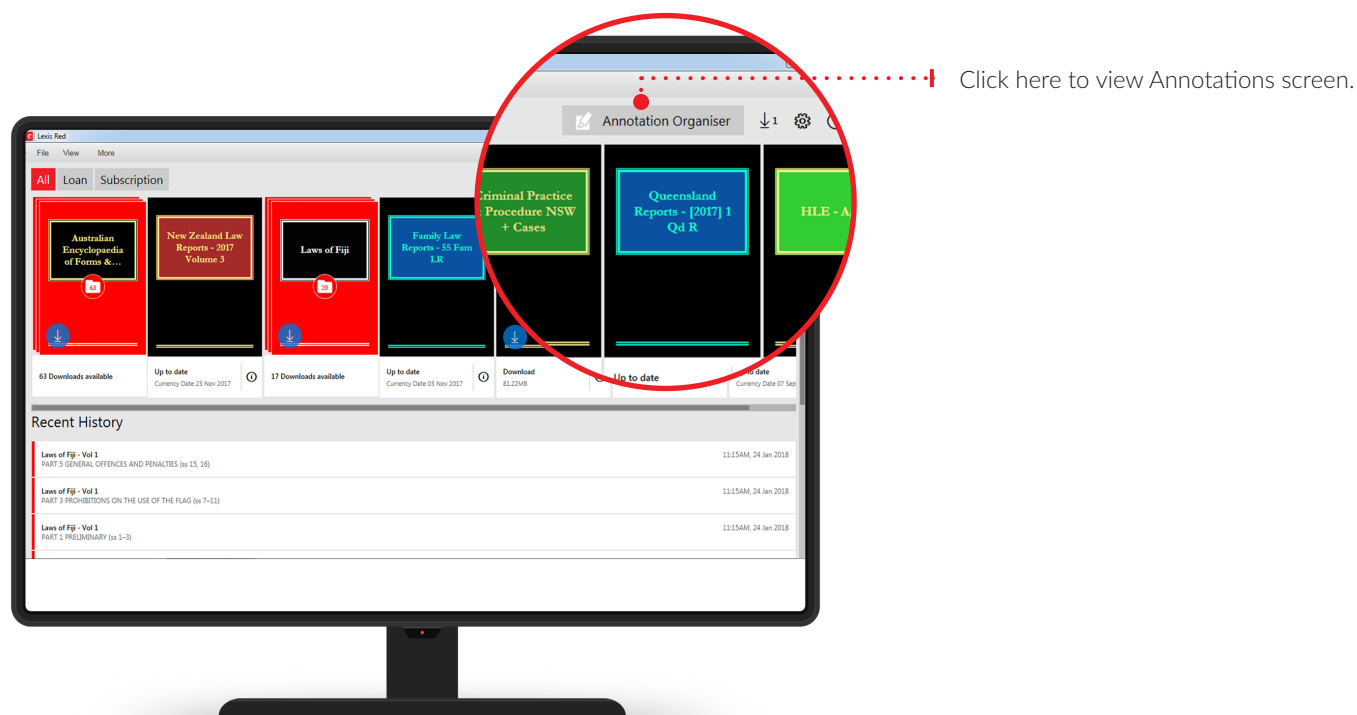


Settings

Browsing content

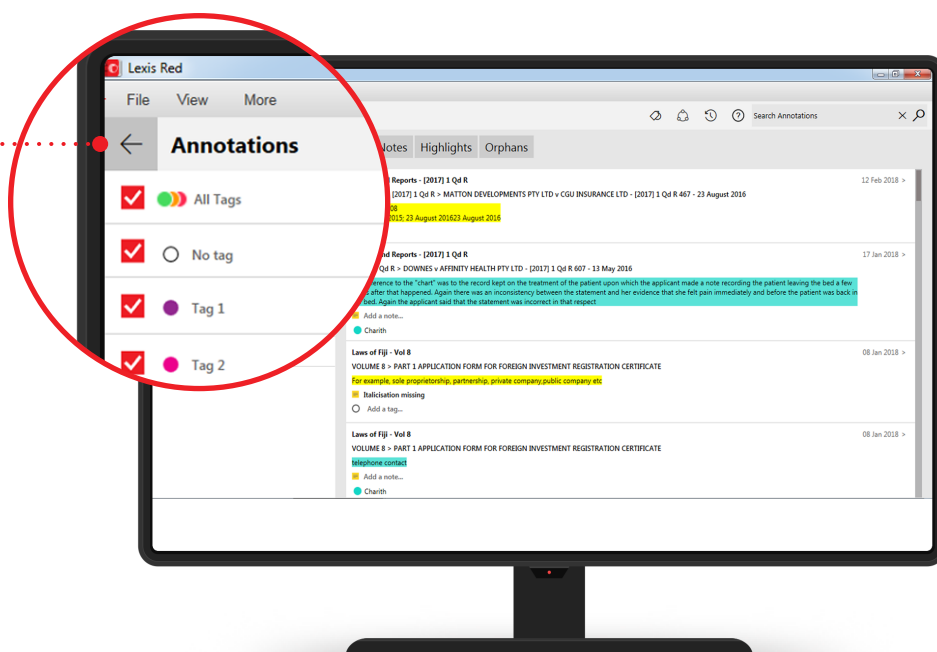
5

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



Publications screen

Click here to return to Publications screen.



Annotations screen



Customise tag names



Share and Print



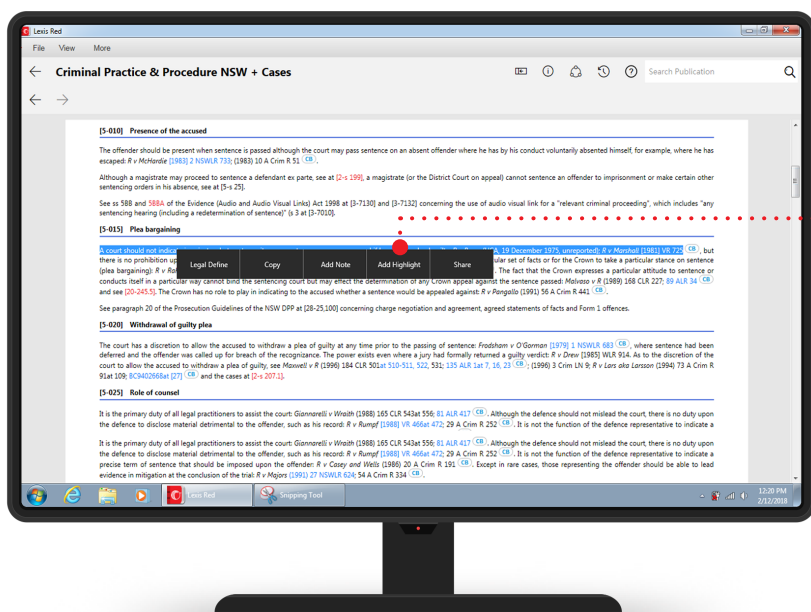
View recent history



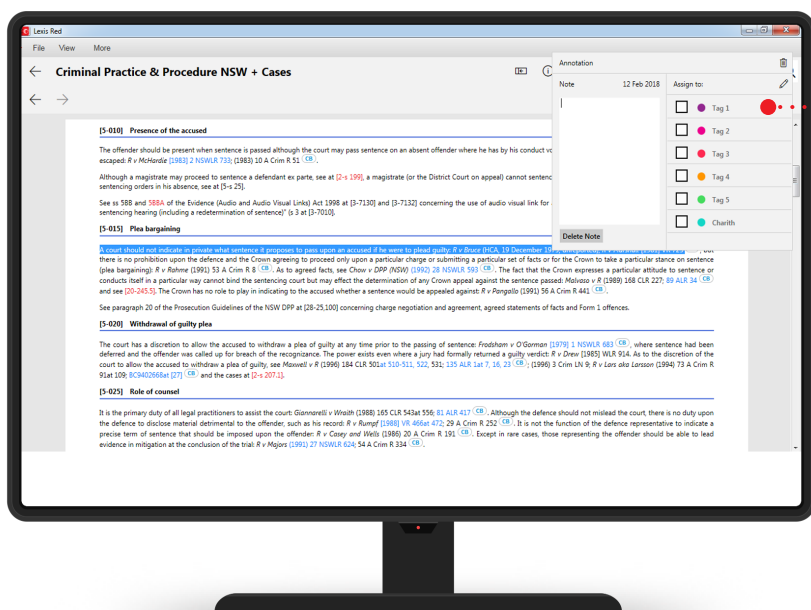
Help and tips



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.



Customise tag names



Share and Print



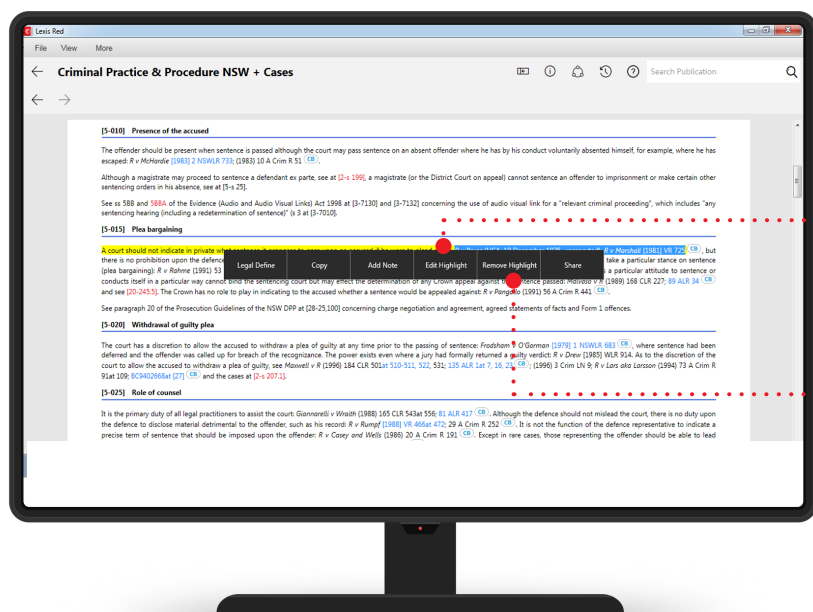
View recent history



Help and tips



Settings



Editing highlights — adjusting the highlighted area

To highlight more:

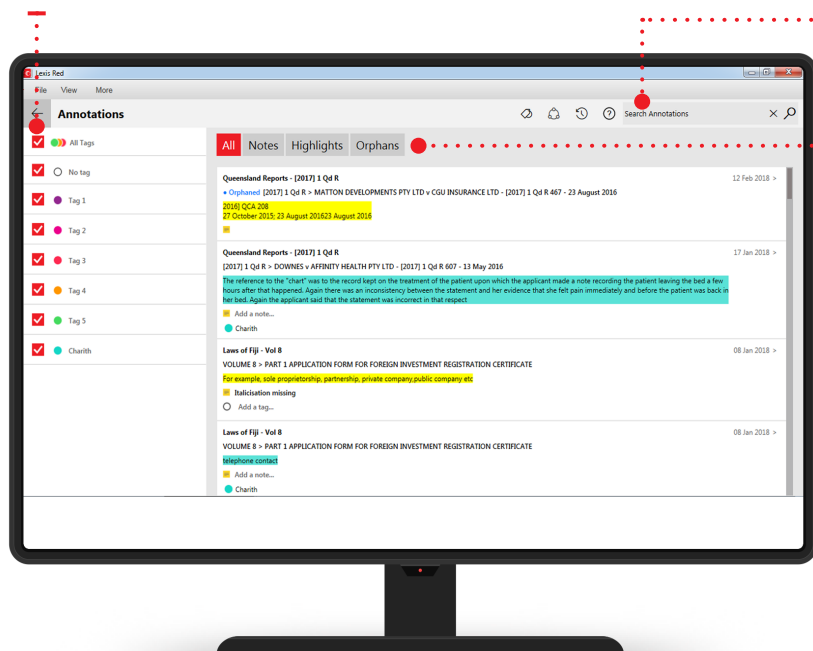
Click on a highlighted word and drag to cover the extra content you want to highlight.

Click **'Edit Highlight'**.

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

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

Select the tags you want to see by ticking the relevant boxes.



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

Orphan Notes are notes which you have amended or removed.



Customise tag names



Share and Print



View recent history



Help and tips



Settings