



WEIGHT LESS

Heavy on content

Light on space

Learning how to use Lexis Red™

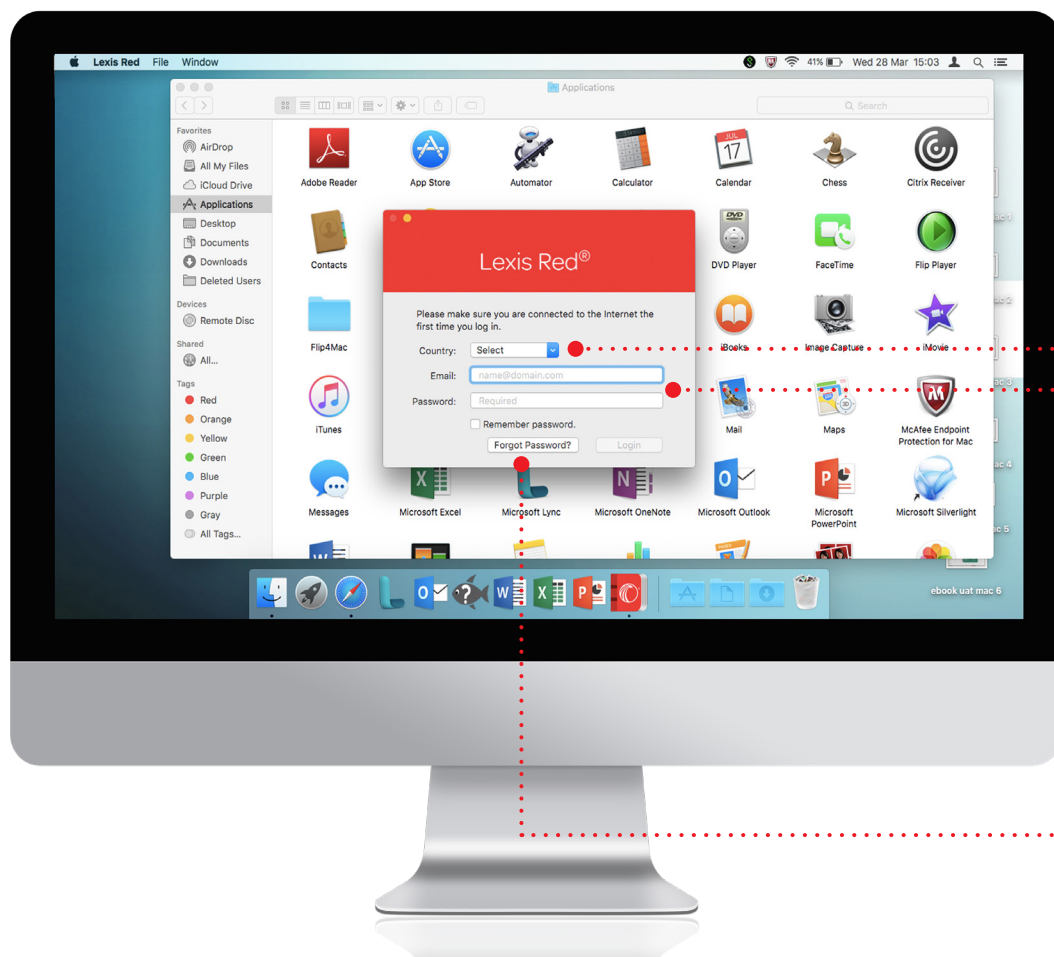
FOR MACINTOSH COMPUTERS AND LAPTOPS
MARCH 2019

Downloading Lexis Red

2

Open the App 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 your first time logging in, please refer to your welcome email for login details.

Reset your password.

Change password option under the Lexis Red tab.

Select **Organise Publications** to rearrange the order of your publications.

Click here to view the automatic updates option.

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

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

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

Click for more information on the publication.



Search



More information on the publication



Share and Print



View recent history



Help and tips



Settings

Browsing content

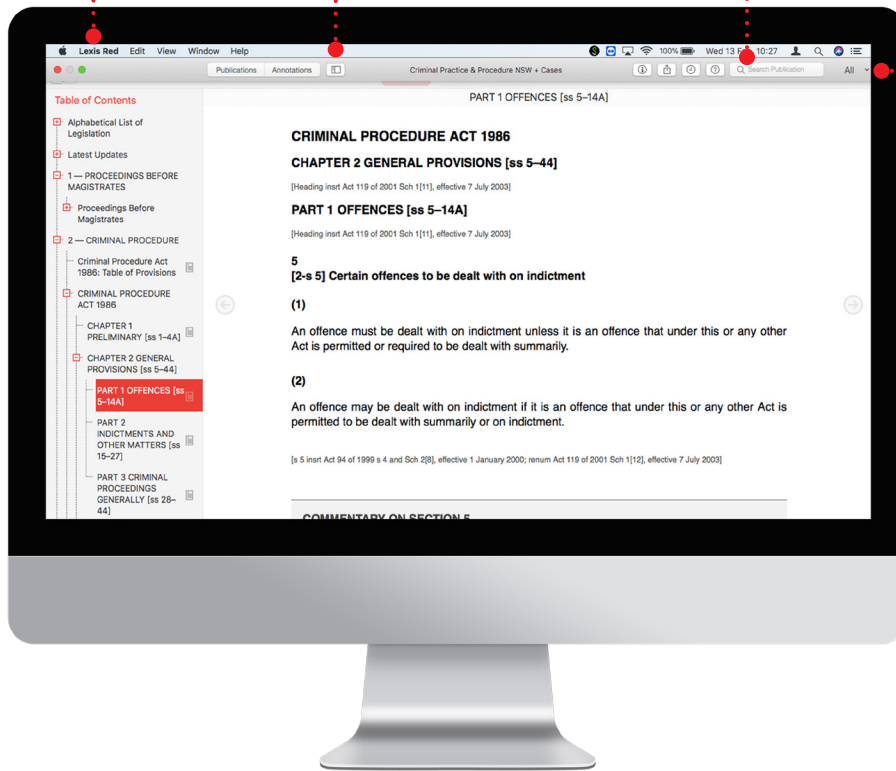
You can view each publication with its table of contents or in full screen.

Change your table of contents style under
Lexis Red > Preferences.

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

Search within the
open publication.

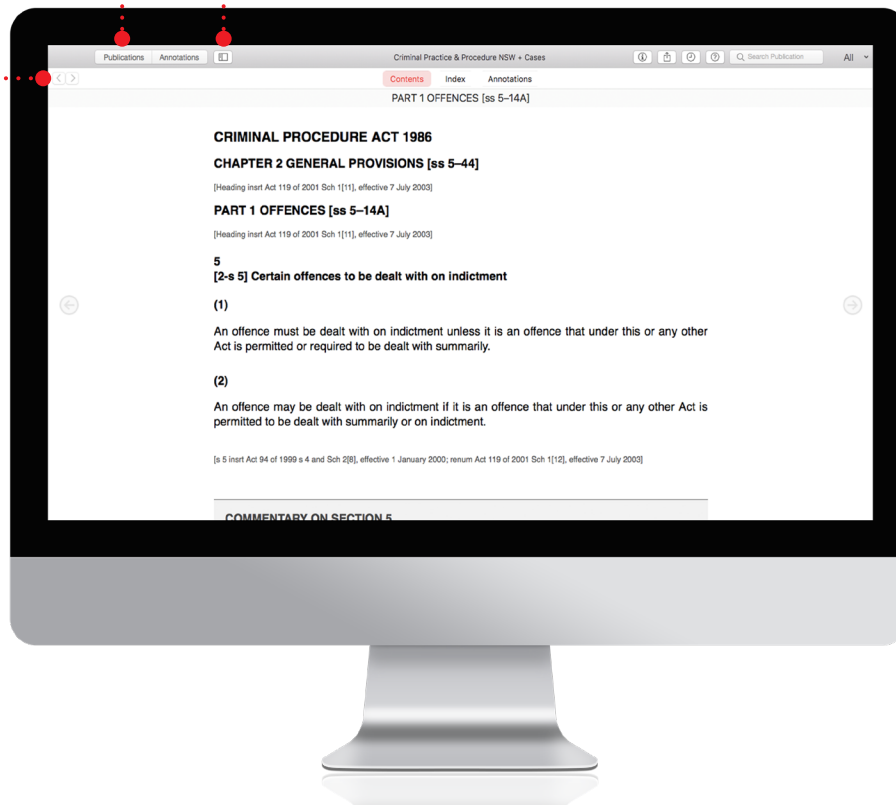
Results can
be filtered by
content type.



Return to the
Publications screen.

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

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



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.

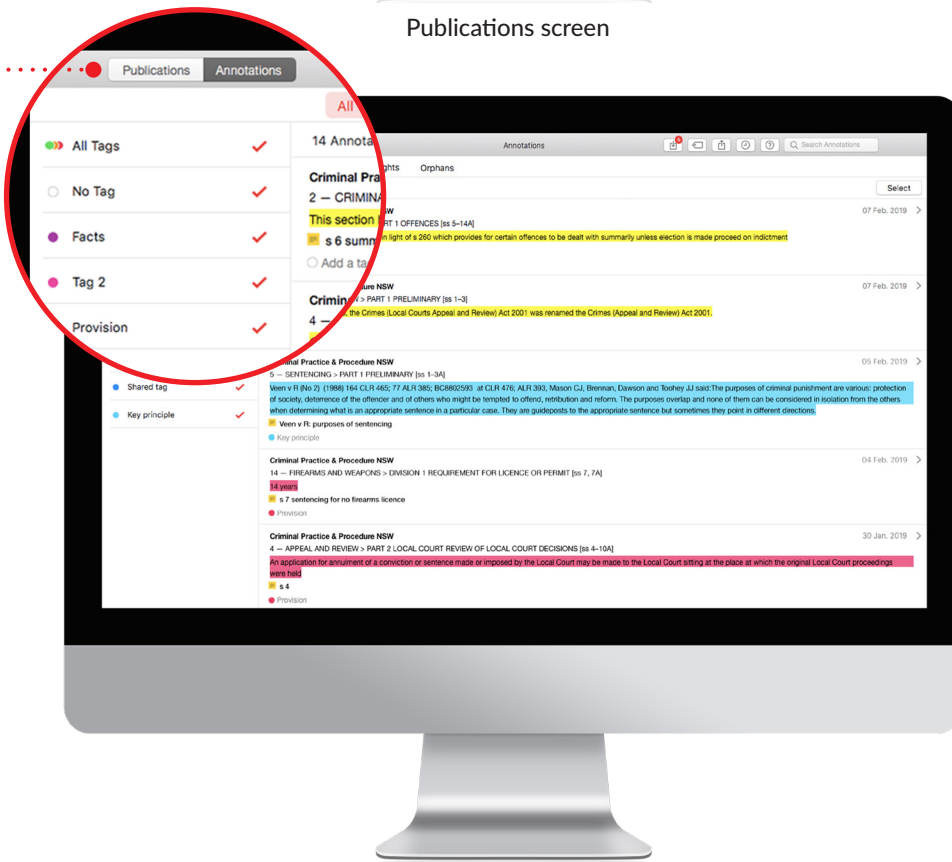
Click to view
your annotations.



Search across your publications.

Publications screen

Click to view
your publications.



Annotations screen



Search



Customise tag names



Share and Print



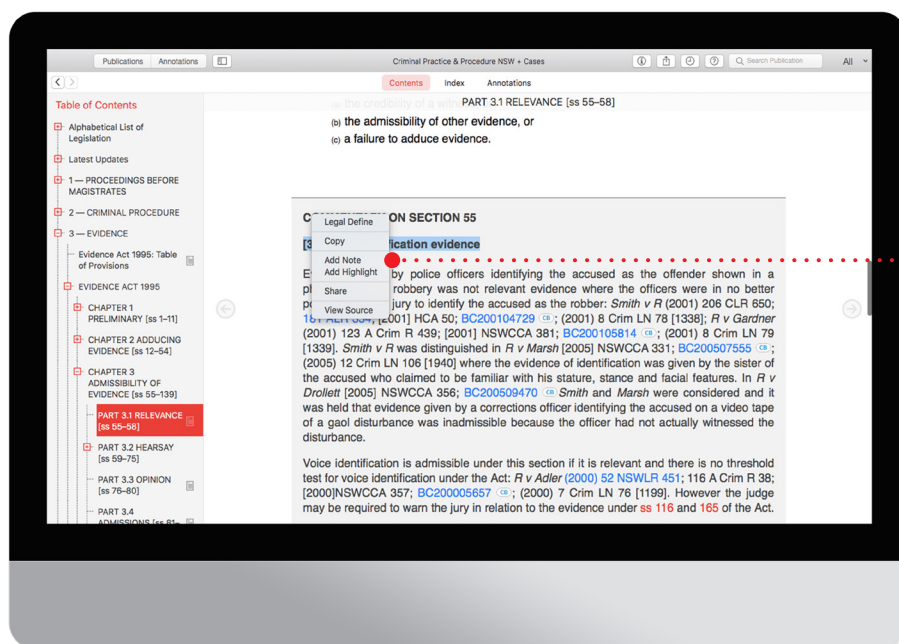
View recent history



Help and tips



Settings



Select text with the mouse and right click to add highlights and notes.



Send annotations to other Red users in your company.

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



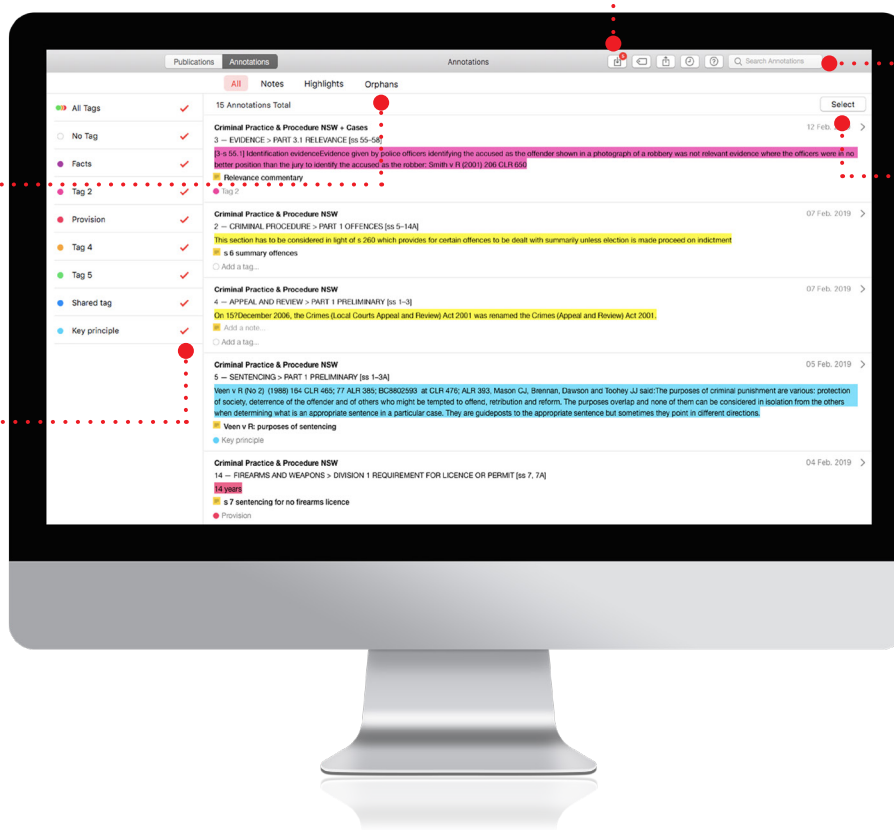
Settings

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



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

Download received annotations.



Orphans are notes that have been removed by content updates.

Select the tags you want to see.

Search across your annotations.

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



Search



Customise tag names



Share and Print



View recent history



Help and tips



Settings