



Lexis+ AI user guide

WHAT IS LEXIS+AI™?

Lexis+ AI™ is the latest addition to the Lexis+ UK experience dock. On the top left-hand side, you now have access to the **AI Assistant**. Lexis+ AI is a generative AI product that uses the full power of LexisNexis' extensive, highly vetted legal content.

It combines the power of generative AI with UK cases, legislation, commentary, and guidance, to help you with your legal tasks, including:

- Asking legal questions
- Generating drafts, including clauses, emails, letters, and research notes
- Summarising a case
- Uploading documents to summarise or ask a question against

Over time, tasks and content sources will be expanded.

Lexis+ AI is supported by state-of-the-art encryption and privacy technology to keep your sensitive data secure.

Using the four tasks displayed on the home page, you can:



Ask legal questions in a conversational style and receive answers with citations and links to LexisNexis content that you can verify and use in your legal research



Draft legal arguments, research notes, letters, emails and clauses



Generate a summary of a case, giving an overview of the case, legal reasoning, and its outcome

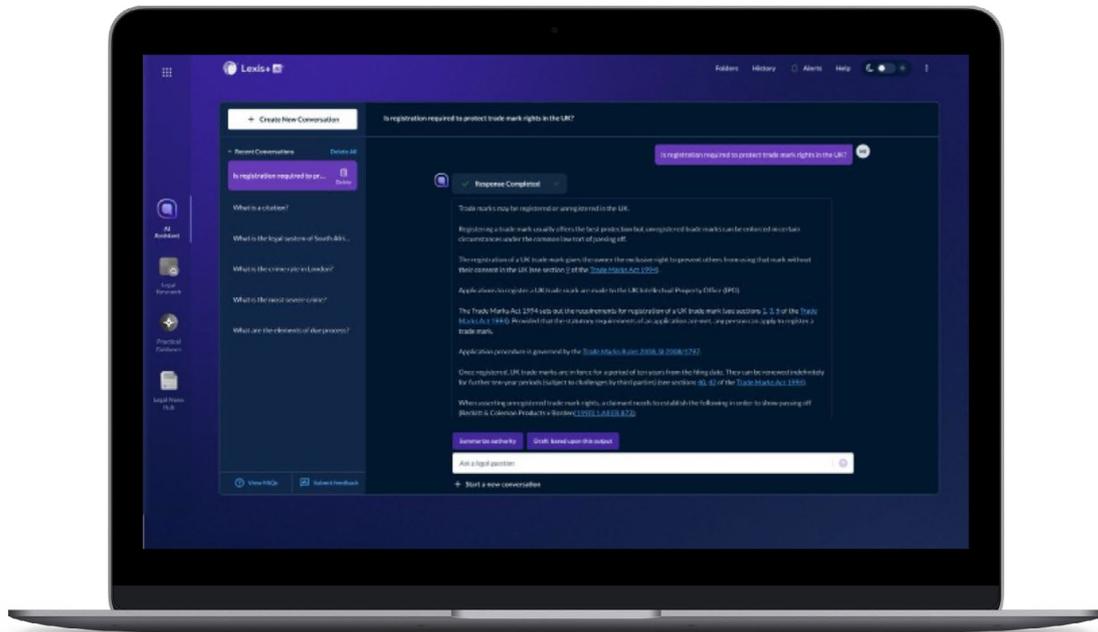


Upload your documents and ask questions about those documents or have Lexis+ AI generate a summary of the uploaded documents

Lexis+ AI is a specialist legal product, so you can ask any legal question. The responses are grounded in trusted, highly vetted LexisNexis content. Each answer includes linked citations so you can verify that the answer is correct.

ASK A LEGAL QUESTION

Use the **Ask a legal question** task to ask a question about a legal topic or issue, such as finding a case or legislation.



What types of legal questions can I ask? You can ask legal questions such as:

- Legal definitions (e.g. What is a Norwich Pharmacal Order?)
- Questions of current law (e.g. Which law governs the labelling of medical devices which are manufactured in Northern Ireland?)
- Questions about procedure (e.g. In England, when can the insolvency court exercise its discretion to review or rescind a winding-up order?)
- More complex legal scenarios (e.g. Can a business use a celebrity's image in its advertising on social media channels without the permission of the celebrity?)

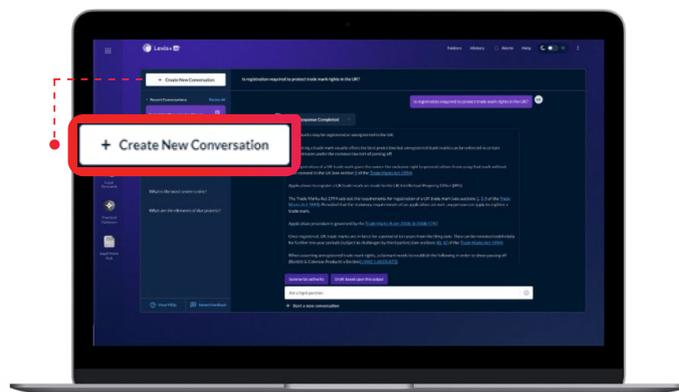
Can I ask follow-up questions? Yes, you can ask follow-up questions to refine your question, broaden it, or explore variations. Alternatively, you could request the previous response is restated in a different way (e.g., more concise, in a more formal style, in bullet points, etc.).

How many questions can I ask? Currently, you can ask five questions within a single conversation. A counter is displayed that shows how many questions you have remaining. Once you have reached the 5th question, you will be prompted to **Create a New Conversation**.

Note: Context is not carried between conversations. So once 5 questions have been asked and a new conversation is started on Lexis+ AI™, the next question starts afresh.

How do I start a new conversation? You can start a new conversation at any time during your session and are required to after your fifth query within a conversation. New conversations are typically started when you want to ask a question that is not related to an answer given by the AI Assistant.

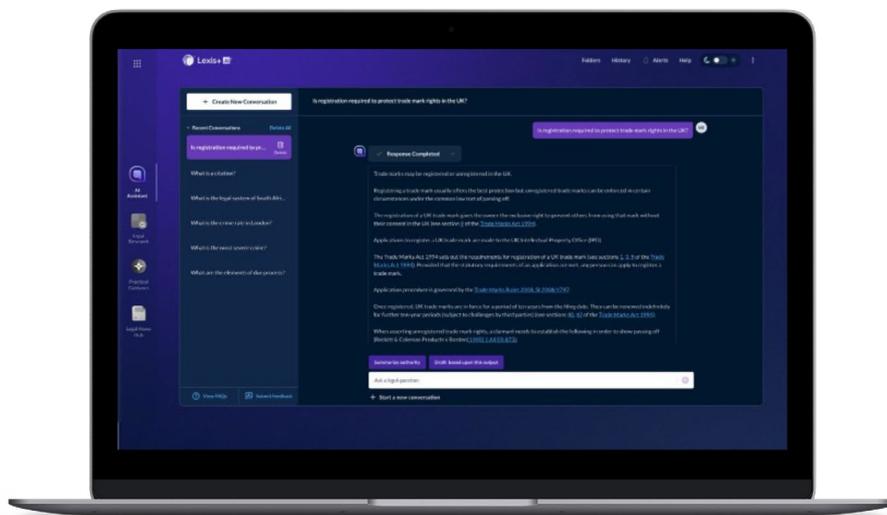
To start a new conversation, select the **Start a new conversation** link under the input bar or the **Create New Conversation** button on the left-hand side of the Lexis+ AI™ screen.



Note: The main window removes any results from your previous conversation. To access this conversation later, simply select the original question you submitted from the conversation list on the left.

Why do I not get the same answer to a question I asked earlier? Asking the same question in two separate conversations will not necessarily produce the same result. The model is dynamic, and questions are answered in real-time.

How do I delete a conversation? To delete a single conversation, highlight the question in your conversation history on the left. A delete icon is displayed next to the question and the conversation is shown in the main window.



Click on the **Delete** icon to delete that single conversation. To delete all conversations in the history list, click on the **Delete All** link at the top of your conversation history.

Note: Once you have deleted a conversation you cannot retrieve it. Your conversations are purged after 90-days or until you delete them (whichever occurs first).

How do I save a conversation? Conversations are automatically saved in the **Recent conversations** list on the left-hand side of the Lexis+ AI window.

GENERATE A DRAFT

What type of drafts can I generate? You can draft the following:

- Legal Arguments
- Research Notes
- Letters
- Emails
- Clauses

How do I generate a draft? From the main Lexis+ AI home screen, select the **Generate a draft** button.

Notice that there are examples of the types of prompts you can enter to generate a successful draft.

How do I change the language in a draft message? You can change the tone of voice in the generated draft. For example, in the input bar enter one of the following statements:

- Shorten and simplify
- Soften tone or make more assertive
- Explain what changed

How do I return to my original draft message? If it's in the same conversation, scroll up to the top of the Conversation. You can also access it from your **Recent Conversations** list on the left-hand side.

How do I create the best draft response? You will receive the best draft by following the tips below:

- Be specific in the type of draft you want, for example “Draft a client email detailing under what circumstances a non-compete agreement will be enforceable against a non-executive level employee”
- Provide enough context and background to help Lexis+ AI understand what exactly you want to generate
- If you do not get the draft you are looking for, ask a follow up question with more details

SUMMARISE A CASE

Use the **Summarise a Case** task to create an overview of the facts, issues, and legal reasoning of a specific court case.

What is a summary in Lexis+ AI? A summary gives an overview of a case, legal reasoning, and its outcome.

What can I Summarise? Lexis+ AI responds best to full citation information. The more specific you are the better the response you will receive.

How do I ask for a summary? Select the **Summarise a case** task from the main Lexis+ AI screen. Enter a case name or a citation that you want to summarise in the input bar located at the bottom of the screen, where it says **Search for a case**. Click on the up arrow to run the summary.

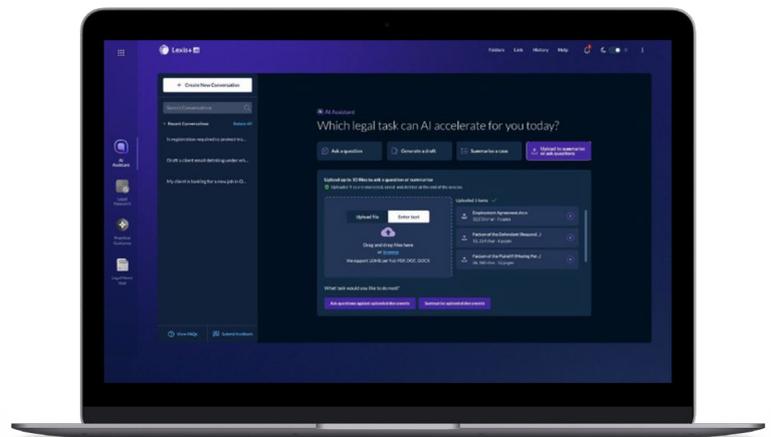
Lexis+ AI will display a message stating that it is generating a response. When the summary is finished, you will see a message stating **Response completed**.

What information is provided in a summary? Generating a summary of a case using Lexis+ AI simplifies your search experience by reducing the need to read through a large case report. The typical summary consists of headings and bullet points setting out key aspects of the case.

UPLOAD DOCUMENTS

Use the **Upload to Summarise or ask a question** task to extract and summarise key insights from your firm's documents in moments. You can upload 10 files, with a maximum size of 20MB per file, during a single session.

NOTE: All files are encrypted when uploaded, saved temporarily, and deleted at the end of the session.



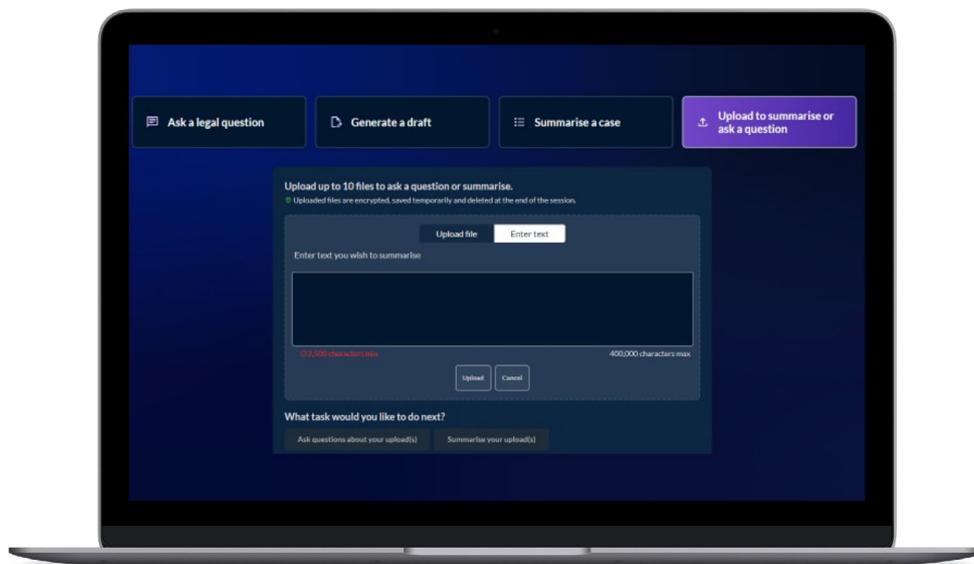
How do I upload my documents? You can either drag and drop files directly into the **Upload file** box or click the **browse** link to find the file you want to upload. The file types supported are .pdf, .doc, .docx and .txt.



Tip: You can select multiple documents at a time, whether you drag and drop or use the browse function, by holding down the CTRL-SHIFT buttons as you normally would in the file explorer.

As you upload each document, you see it added to the **Upload file** box.

How do I use the Enter text option? To manually enter text into the **Upload to Summarise or ask a question** feature, click on the **Enter text** button to display a text box.



From here, you can enter text directly into the text box or cut and paste a section of an existing document. You must enter a minimum of 2,500 characters and no more than 40,000 characters.

How do I ask questions about my uploads? Once you have your documents uploaded, the buttons on the bottom are active. Click on the **Ask questions about your uploads** button to ask a question about your documents. For example, you can ask Lexis+ AI to find the main arguments in the documents.

How do I Summarise my uploads? Once you have your documents uploaded, the buttons on the bottom are active. Click on the **Summarise your uploads** button to have Lexis+ AI generate a summary of your uploaded documents.