



# WEIGHT LESS

Heavy on content Light on space

Learning how to  
use Lexis Red<sup>®</sup>

FOR ANDROID DEVICES



# Learning how to use Lexis Red®

This guide takes you through how to use Lexis Red, the innovative new way of accessing legal content from LexisNexis. For training and support, please contact our dedicated Customer Support specialists on **0800 800 986** or [customersupport@lexisnexis.co.nz](mailto:customersupport@lexisnexis.co.nz).

## Page 2: Logging in to Lexis Red

### Page 3: Your publication home screen

- Downloading publications and updates
- Editing the order of your publications
- Toggle between publications and annotations.
- More information about your publications
- Opening a publication
- Recent History

### Page 4: Browsing Content

- Navigating back and forth through pages
- Increasing and decreasing font size
- Emailing or printing content
- Accessing your recent reading history on this device
- Browsing your annotations within a publication
- Searching within a publication

## Page 5: Creating annotations

- Adding a highlight
- Copying text
- Adding a note
- Adding a tag

## Page 6: Editing your annotations

- Editing highlights
- Editing notes
- Editing tags

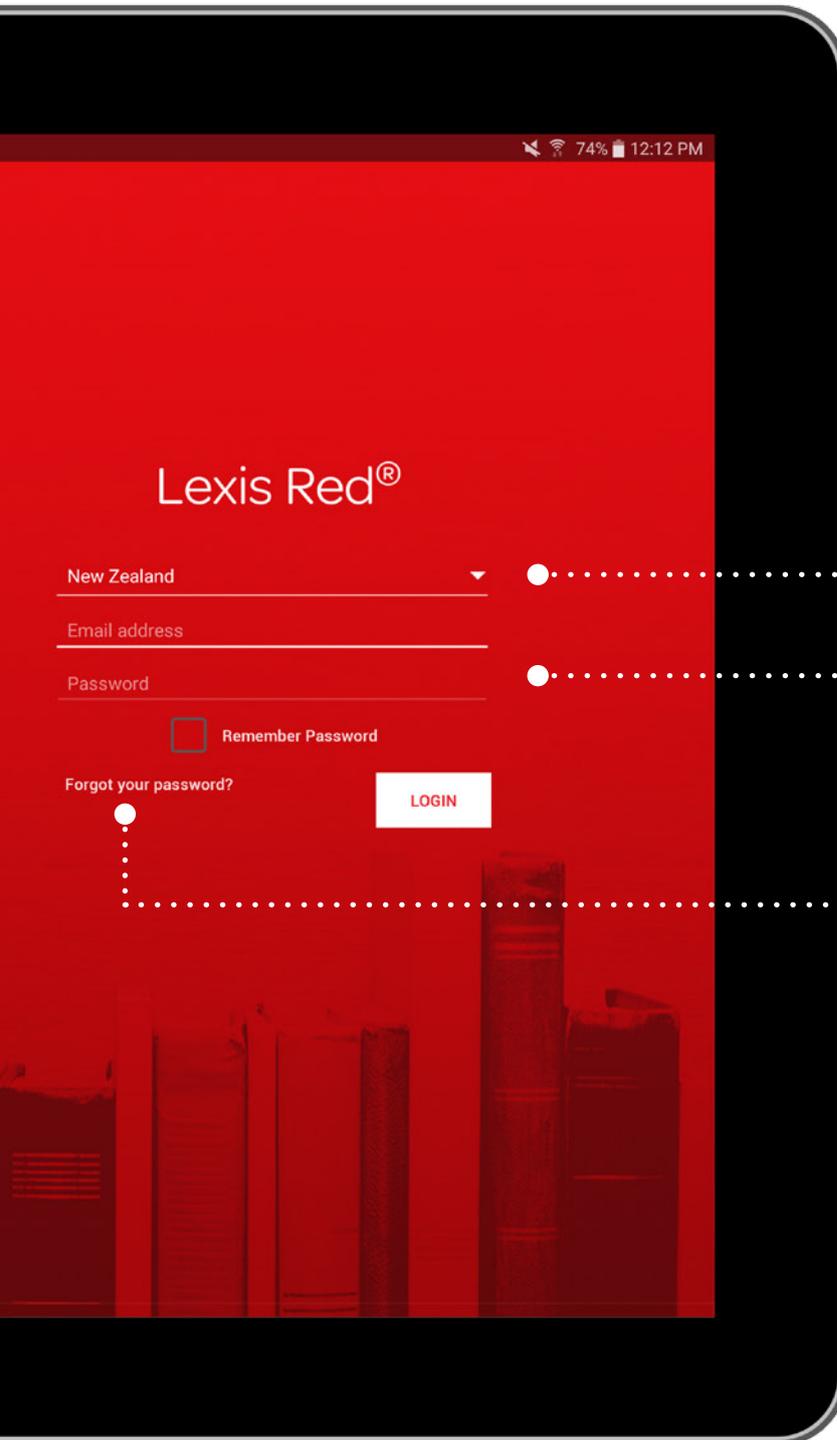
## Page 7: Accessing and editing your annotations from the home screen

- Browsing and viewing annotations
- Searching annotations across all publications
- Editing annotations
- Orphan annotations

## Page 8: Syncing annotations across devices

# Logging in to Lexis Red®

Tap on the Lexis Red app on your tablet.



Select '**New Zealand**' from the "**Country**" drop-down menu.

Enter your **login email** and **password**.  
If this is the first time you are trying to log in, please refer to your welcome email for login details, you will be prompted to change your password.

If you have forgotten your password, please click here to reset.

# Your publication homescreen

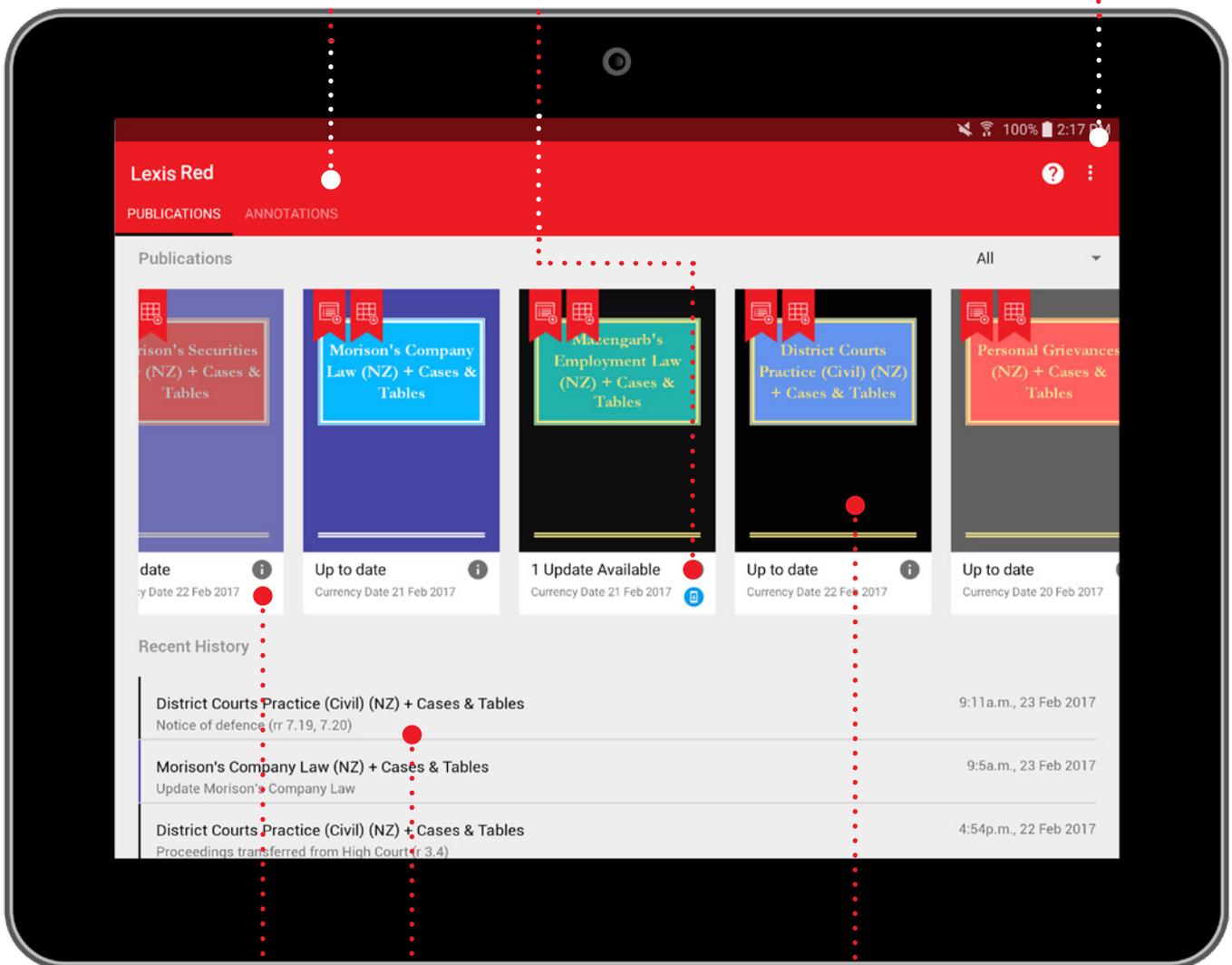
Once you have logged in, you will see your home screen. This is where you can view all subscribed publications, and download updates for each of them.

## Downloading publications and updates

To download your publications onto your device, or to download updates when notified by the word 'Update', tap the download button.

Toggle between publications and annotations.

Editing the order of your publications  
Tap the settings button then select "Organise Publication" order.



More information  
To see more information about a publication tap the i button.

Recent history  
View your recent history on this device, displays the 10 last accessed documents.

Opening publications  
To open a publication, tap on the front cover.

# Browsing content

Once you have opened a publication, you are free to browse and search the content.

## Navigating back and forth through content

Tap the **left** and **right** arrows to go backwards and forwards through documents you have read.

## Using the table of contents

Navigate through the sections of the publication by tapping the down arrows and the document button.

## Accessing your recent reading history

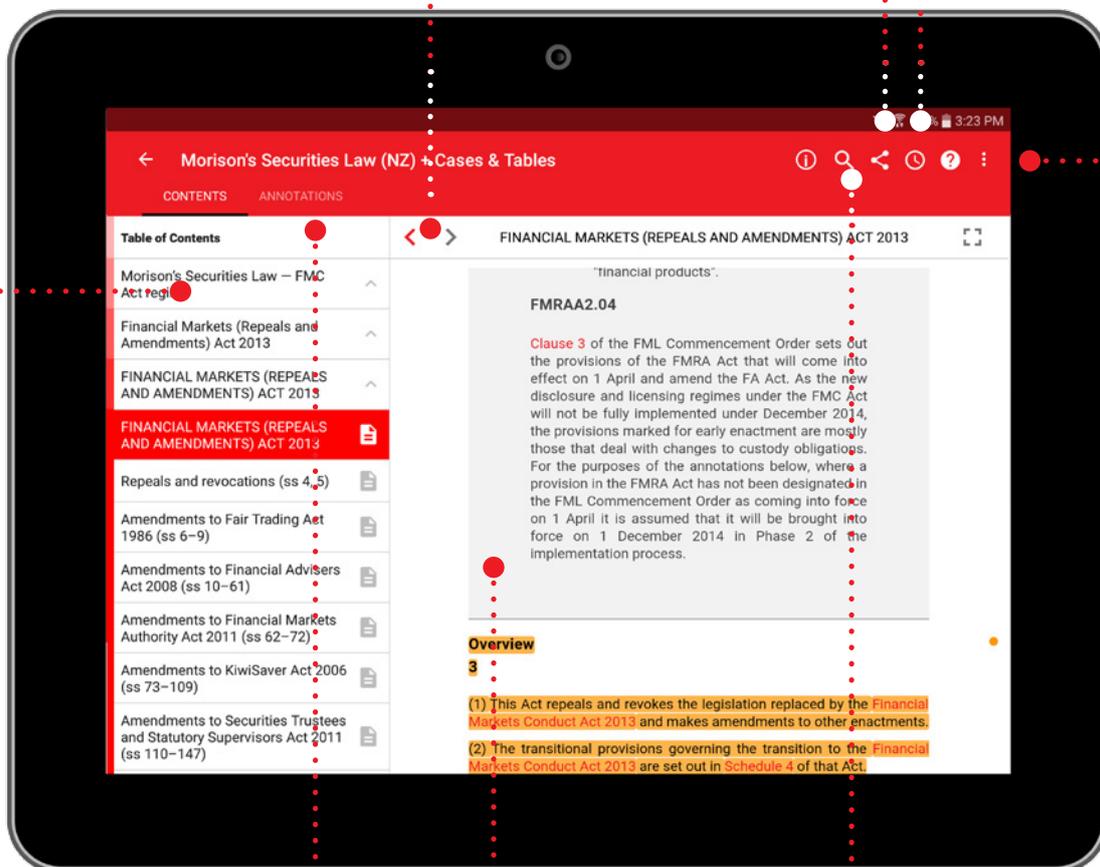
Tap the **clock button** to view your recent browsing and searching history on this device.

## Emailing or printing content

To email or print content, tap the **share button**, then select either print or email.

## Increasing and decreasing font size

To increase or decrease the font size, tap the **settings button**, then tap **Publication Text**.



## Browsing your annotations within a publication

View your annotations on this publication in the left hand pane by tapping the annotations button. Filter by annotation type using the filters at the top of the pane.

## Commentary

Is shown with a grey background.

## Search

Search within the publication using the search bar. Results within the document you are currently browsing will appear under the "Document" heading. Results in other parts of the publication will appear under the "Publication" heading.



# Editing your annotations

Annotations can be edited from within a publication.

## Editing highlights – adjusting the highlighted area

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

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

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



## Editing notes

Tap the note icon on the left-hand side of the text.

## Editing tags

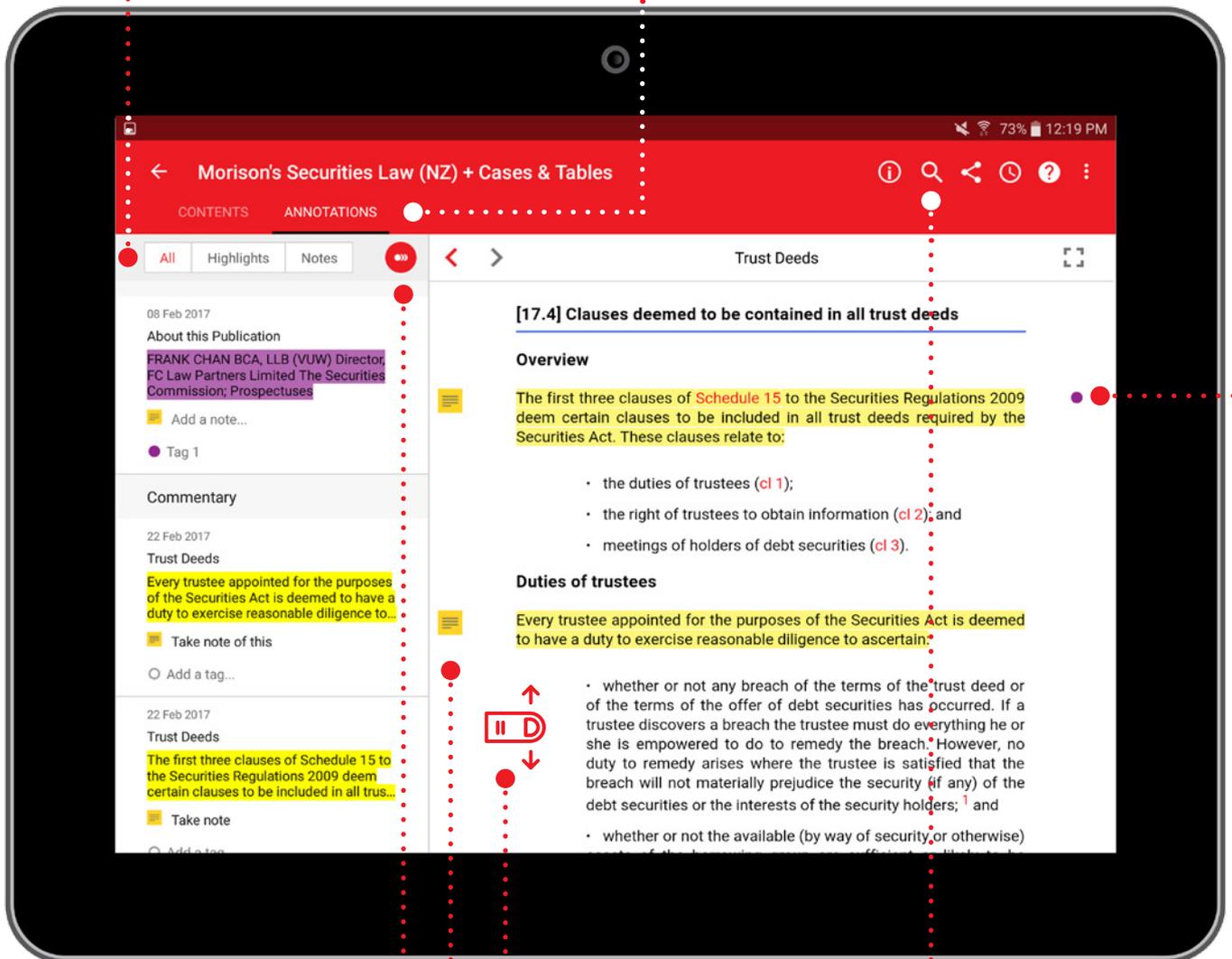
To edit a tag, tap the tag icon (a coloured circle) on the right-hand side of the text.

# Accessing and editing your annotations from the homescreen

Annotations can be viewed and edited from the homescreen using the annotations button.

Filter your annotations to show notes, tags, highlights or orphans.

Change the home screen view from Publications to Annotations by tapping the **annotations button**.



Filter annotations by tags.

To edit a note, tap the **note icon**.

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

To edit or remove a tag, tap the **tag icon**.

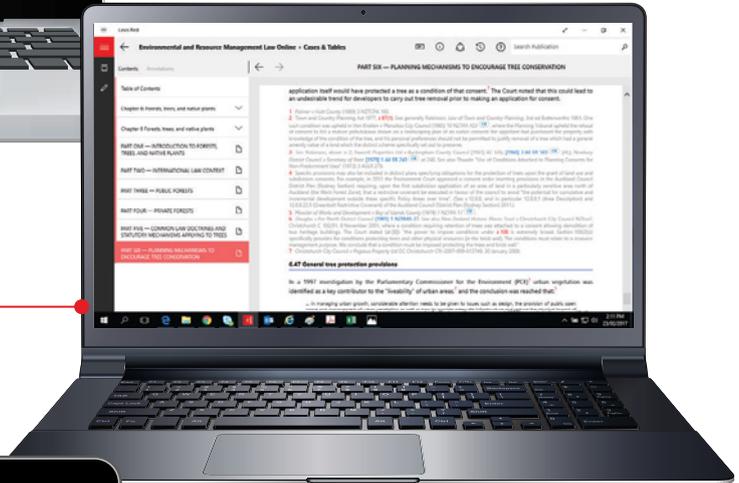
Scroll through your annotations.

# Syncing annotations across devices

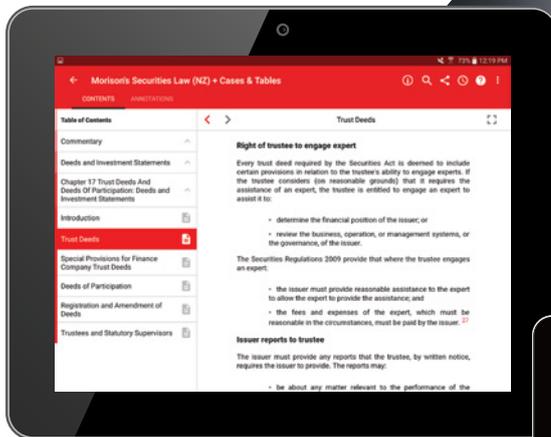
Annotations automatically sync across multiple devices when you connect to the internet.



Mac OS 10.10+



Windows 8.1+



Android 4.4+



iOS 8+

