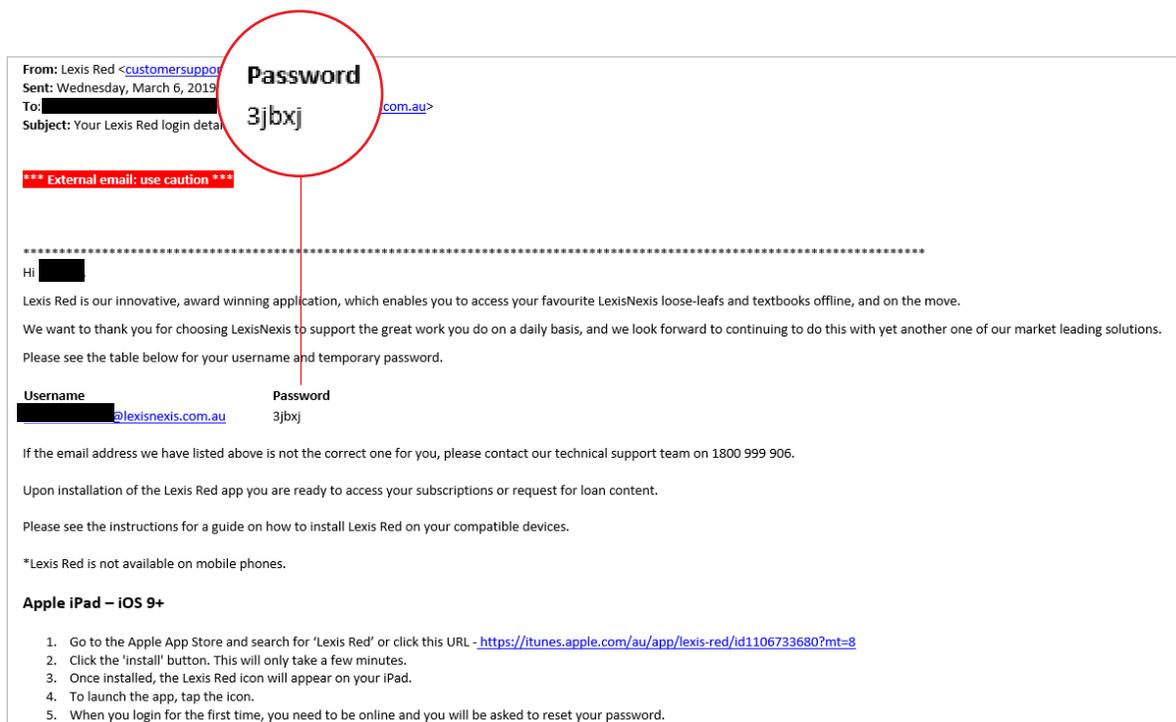


Lexis Red®
**Digital Library
User Guide**

April 2020

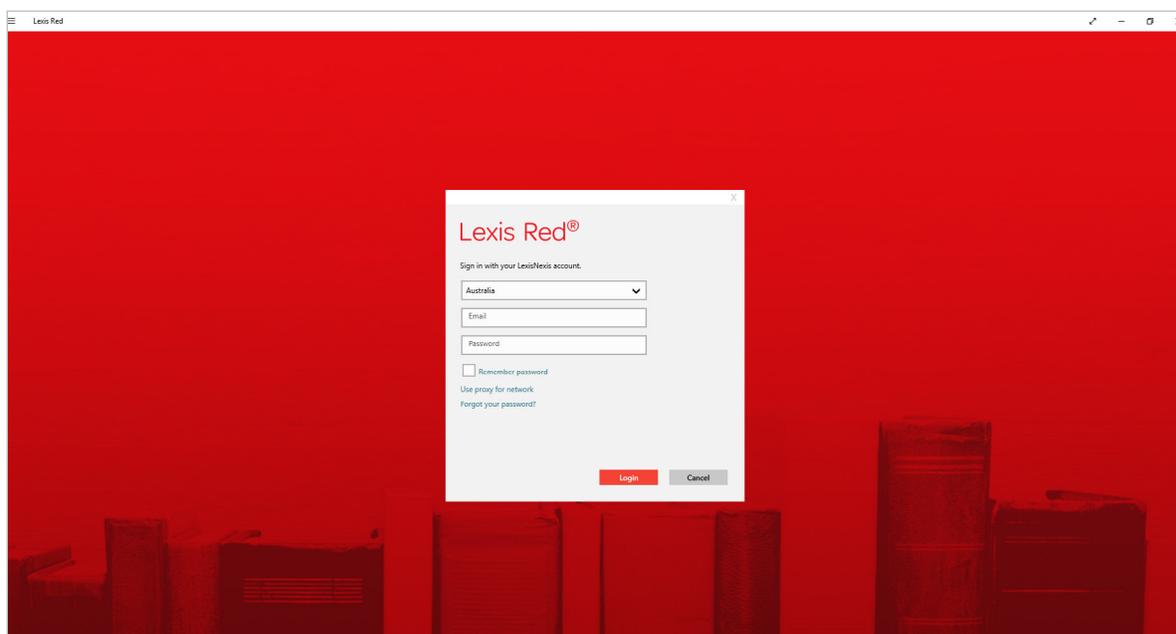
1

If signing in for the first time, type the password from your Welcome email on the Lexis Red login screen - see Step 2.



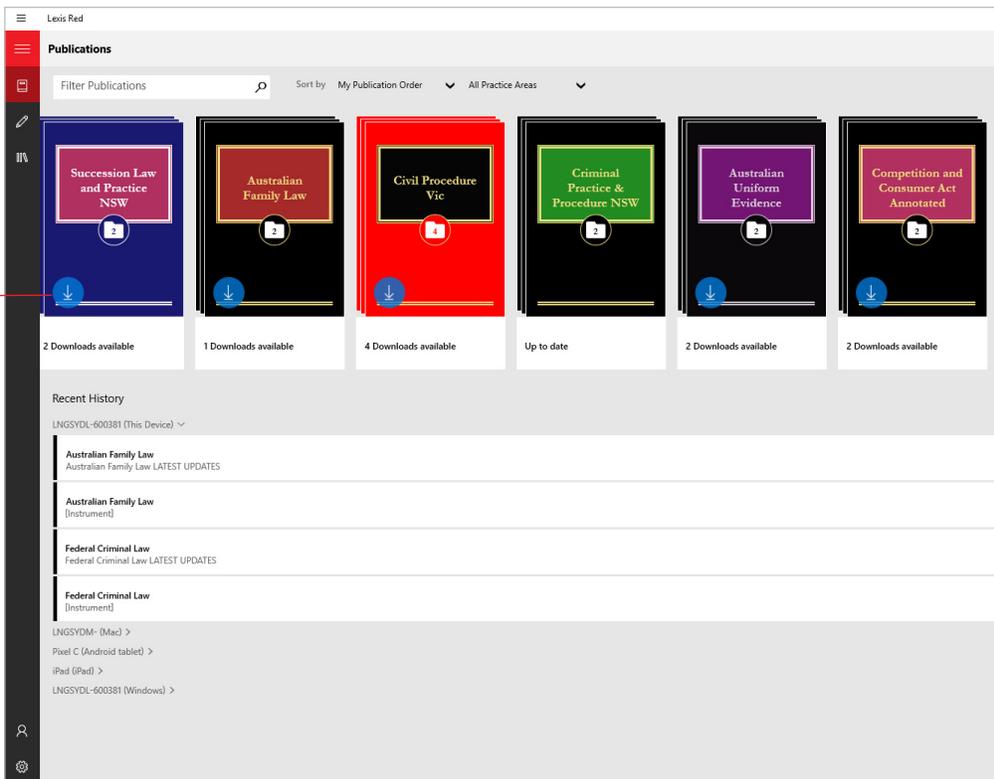
2

To sign in, enter your email address and Lexis Red password, then click 'Login' below.



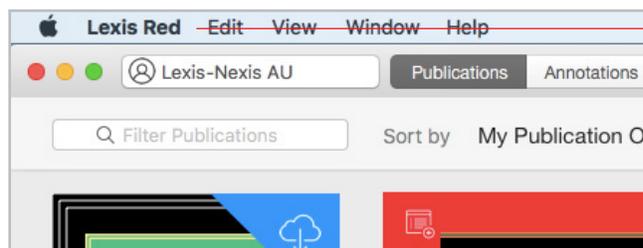
3 Access the Digital Library.

 On Windows machines, open the Digital Library using the bookshelf icon



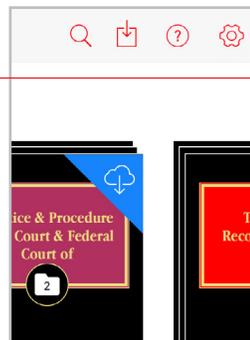
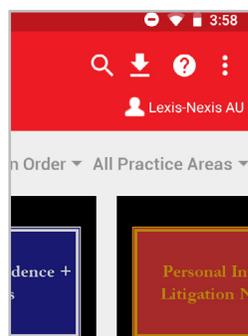
 Download a publication

If required, switch to your loan access billing account before opening the Digital Library



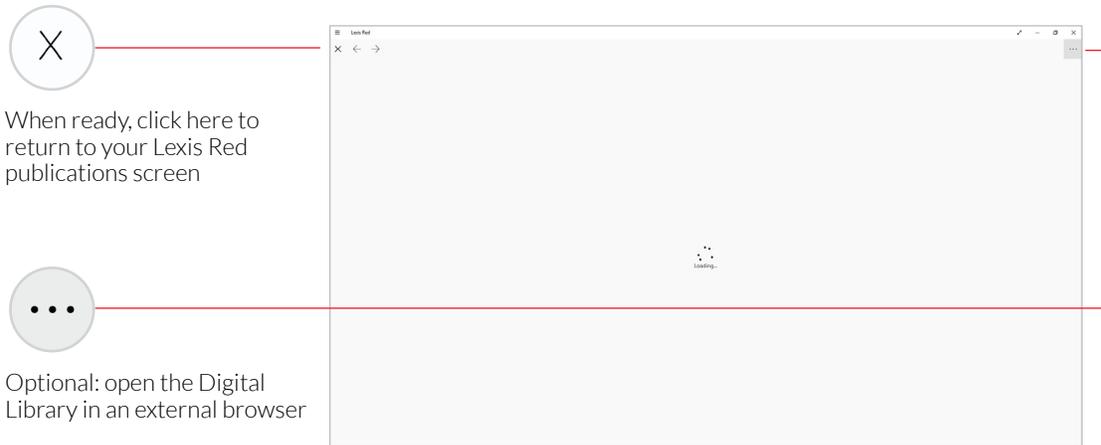
Lexis Red

For Macintosh notebooks and desktops, go to "Lexis Red" > "Lexis Red Digital Library" to open the Digital Library



For iPad and Android tablets, go to Settings > "Lexis Red Digital Library" to open the Digital Library

4 Wait for the Digital Library to load (an internet connection is required).

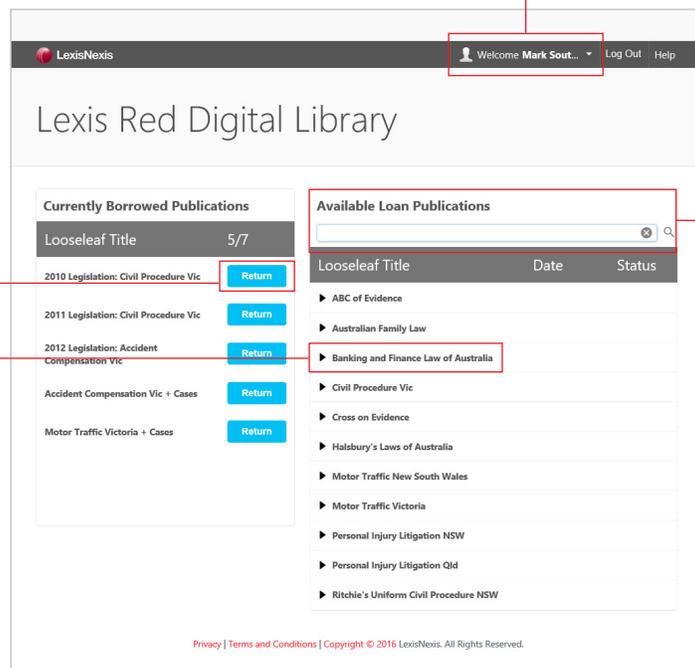


5 (i) Search for a title, (ii) expand a title group to see more information or (iii) return a borrowed publication.

Option to change your Digital Library and Lexis Red password in dropdown menu

Return loaned publication to the Digital Library

Publication group can be expanded



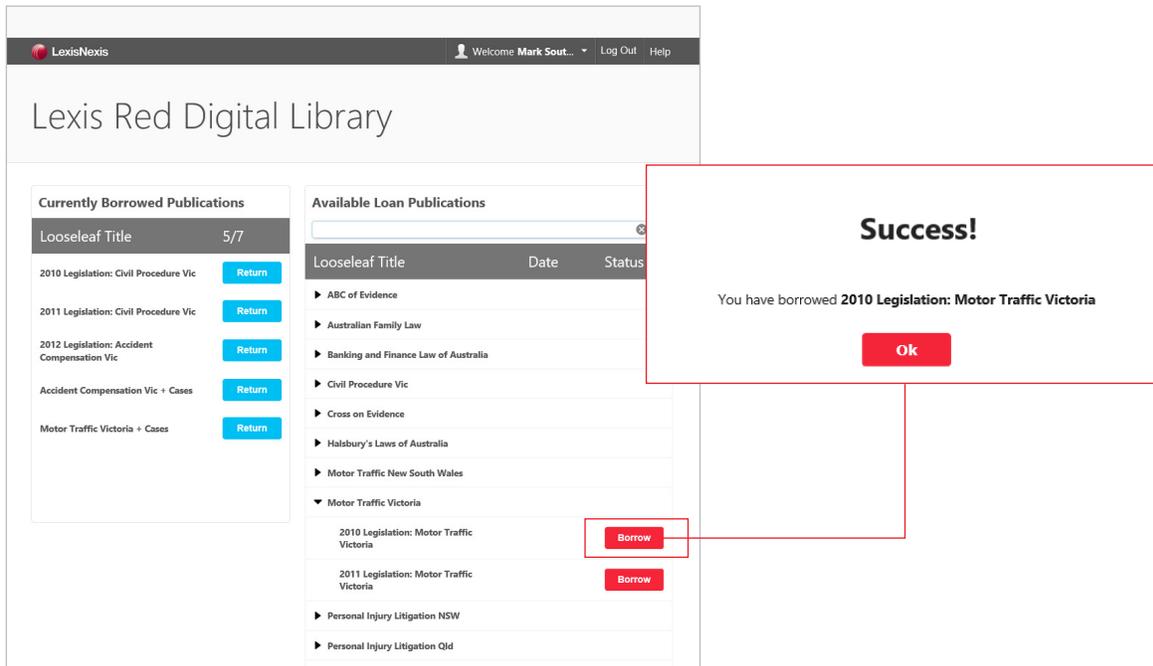
Search for a publication using all or Part of the title name, then click the Magnifying glass icon

5(i)

5(iii)

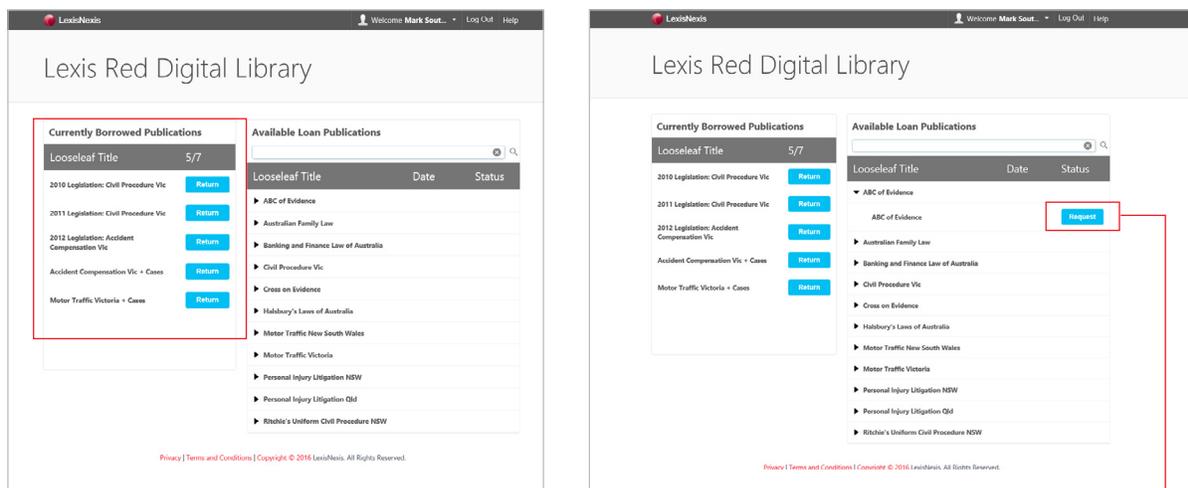
5(ii)

6 Borrow a title.



The screenshot shows the Lexis Red Digital Library interface. On the left, under 'Currently Borrowed Publications', there is a list of titles with 'Return' buttons. On the right, under 'Available Loan Publications', there is a table with columns 'Looseleaf Title', 'Date', and 'Status'. The entry '2010 Legislation: Motor Traffic Victoria' has a red 'Borrow' button highlighted. A red box highlights this button, and a line connects it to a larger red box containing a success message: 'Success! You have borrowed 2010 Legislation: Motor Traffic Victoria' with an 'Ok' button.

7 Review your borrowed publications.

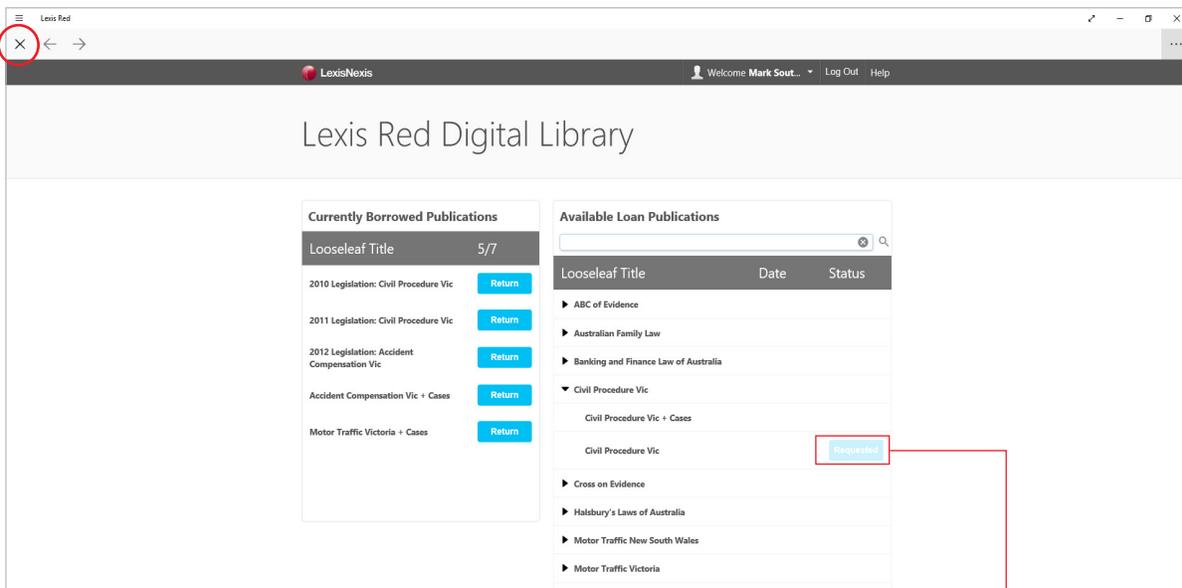


The first screenshot shows the 'Available Loan Publications' table with 'ABC of Evidence' highlighted and a red 'Request' button next to it. A red box highlights this button, and a line connects it to a larger red box containing a success message: 'Success! You have sent a request for ABC of Evidence' with an 'Ok' button.

Submit a loan request to the Knowledge Manager

8

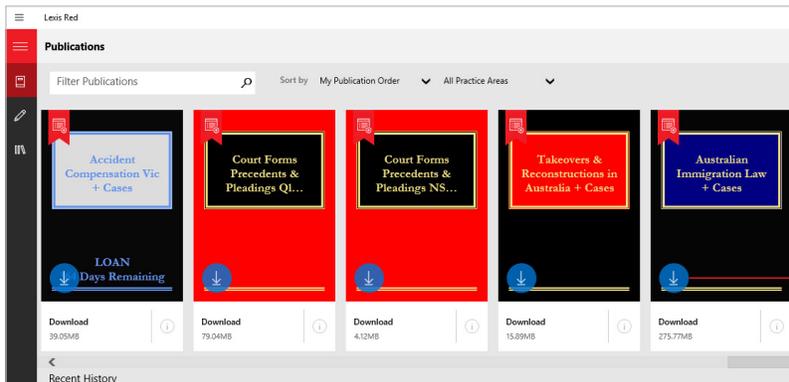
Exit the Digital Library and return to the Lexis Red app.



The disabled button indicates you have already requested a loan for this title

9

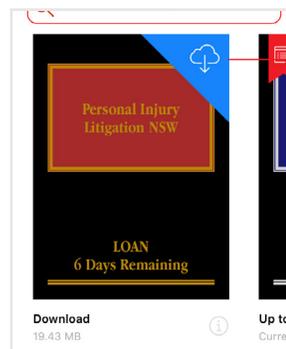
Download your loaned title.



Windows PCs and tablets – download button



Android tablets – download button

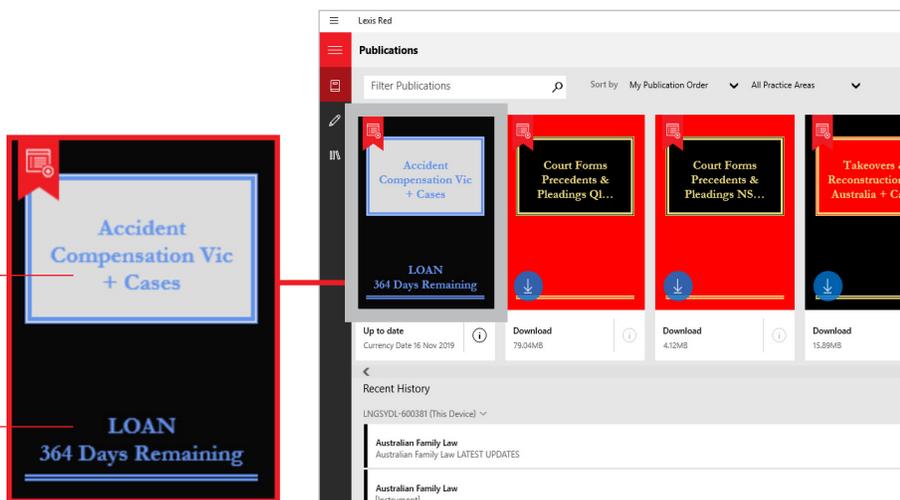


iPad and Macintosh devices – download button

10 View your loaned publication.

Click on the title cover to open it for viewing

Borrowed publication loan duration



11 Request a loan renewal from your Knowledge Manager or Librarian.

