Learning how to use Lexis Red
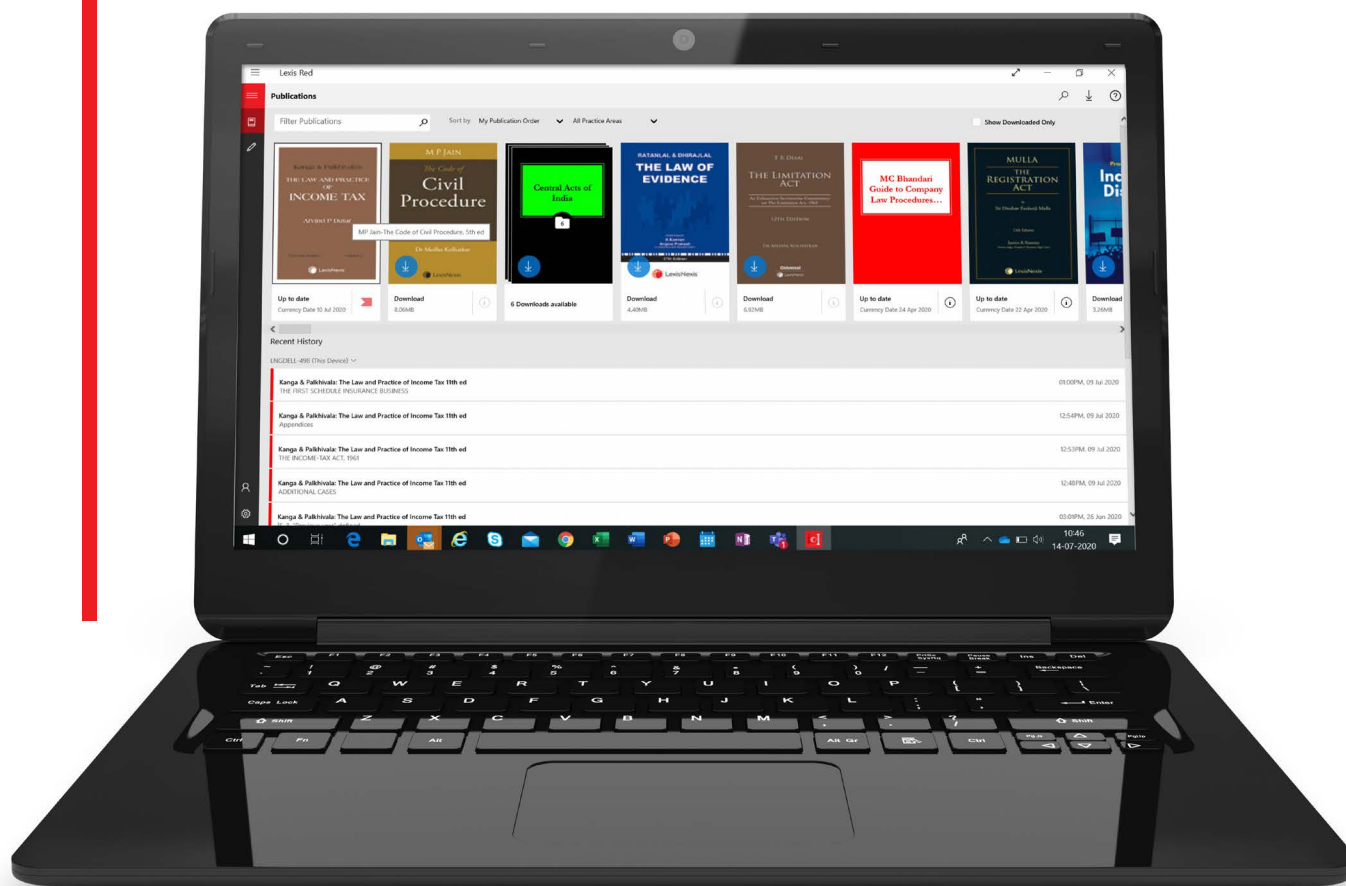

This guide takes you through how to use Lexis Red, the innovative new way of accessing India content from LexisNexis If you still need assistance after reading this guide please contact our Customer Support team at customersupport.in@lexisnexis.com or 1800-102-8177 or 1800-180-7126

P1 Downloading and Logging in to Lexis Red

P2-3 Your publication homescreen
- Downloading your publications
- Downloading publication updates
- More information about your publications
- Opening a publication
- Editing the order of your publications

P4 Browsing content
- Browsing through the table of contents
- 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

P5 Creating annotations
- Adding a highlight
- Copying text
- Adding a note
- Adding a tag

P6 Editing your annotations
- Editing highlights
- Editing notes
- Editing tags

P7 Accessing and editing your annotations from the homescreen Browsing and viewing annotations
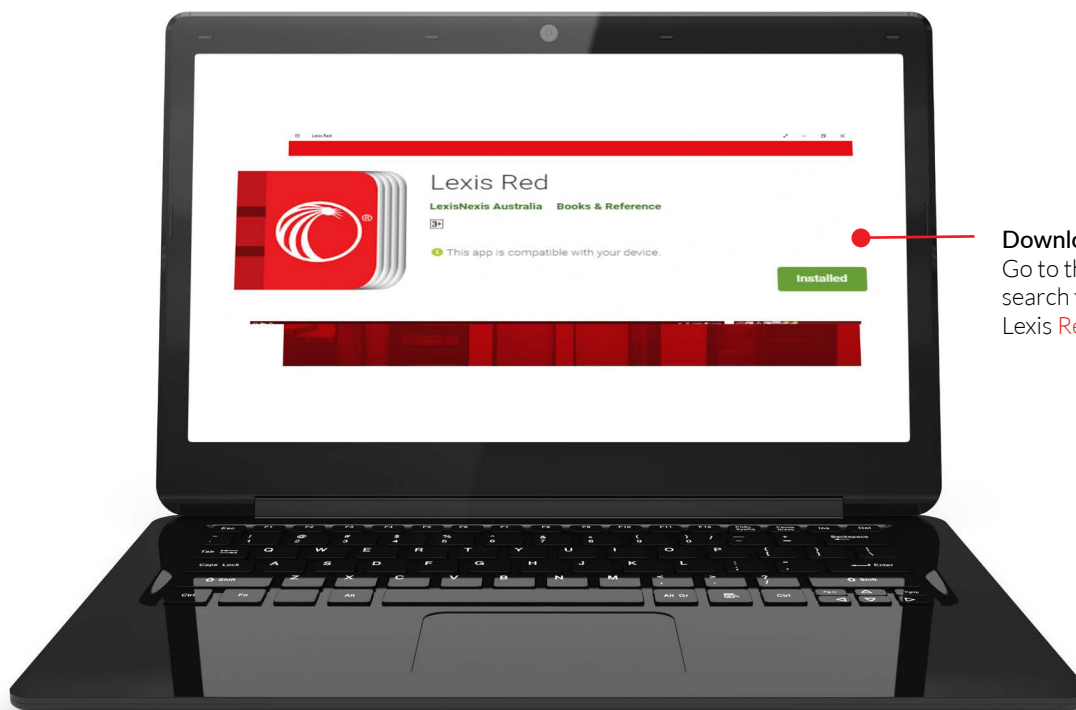- Searching annotations across all publications
- Editing annotations
- Accessing and editing orphan Annotations

P8 Syncing annotations across devices
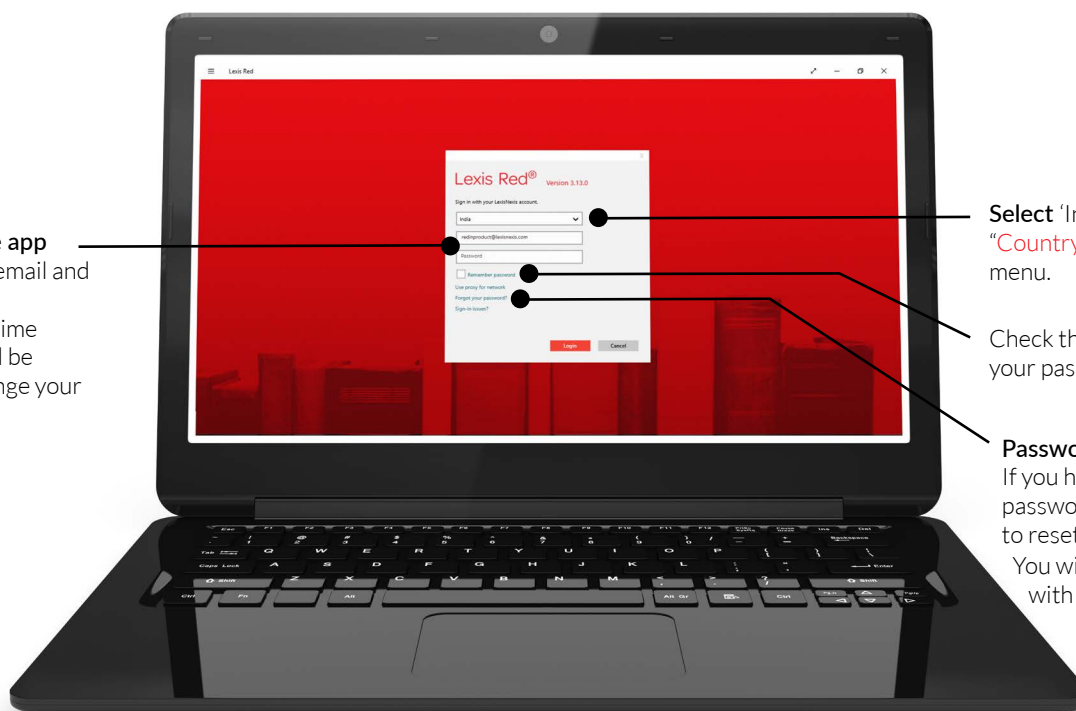
Logging in to Lexis Red

Lexis® Red app is available on:-

- For Ipad go to App Store, and then tap on the Lexis Red app on your iPad.
- For Windows Laptop/Tablet go to Microsoft Store and search for Lexis Red app
- For Android Tablet go to play store and search for Lexis Red app.

Downloading the app
Go to the App Store and search for
Lexis Red.

Logging in to the app
Enter your login email and password.
If this is the first time you login, you will be prompted to change your password.

Select 'India' from the "Country" drop-down menu.

Check this box to remember your password on this device.

Password reset
If you have forgotten your password, please click here to reset.
You will receive an email with a new password.

Your publication homescreen

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

Toggle between publications and annotations.

Opening publications
To open a publication, tap on the front cover.
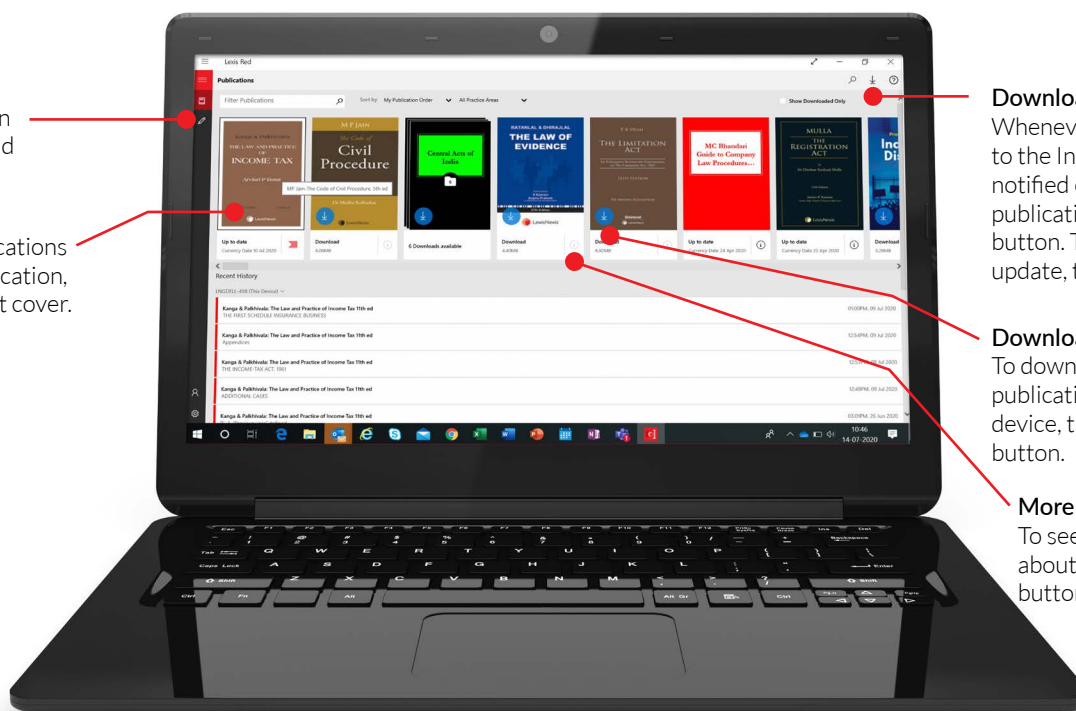
Downloading updates
Whenever you are connected to the Internet you will be notified of updates to your publications by the update button. To download an update, tap this update button.

Downloading publications
To download your publications onto your device, tap the download button.

More information
To see more information abouta publication tap the i button.

My Order Publication
Click here to view your own choice of titles allocation.

Most Recent
View your most recently viewed titles by clicking the "recent tab".

Titles
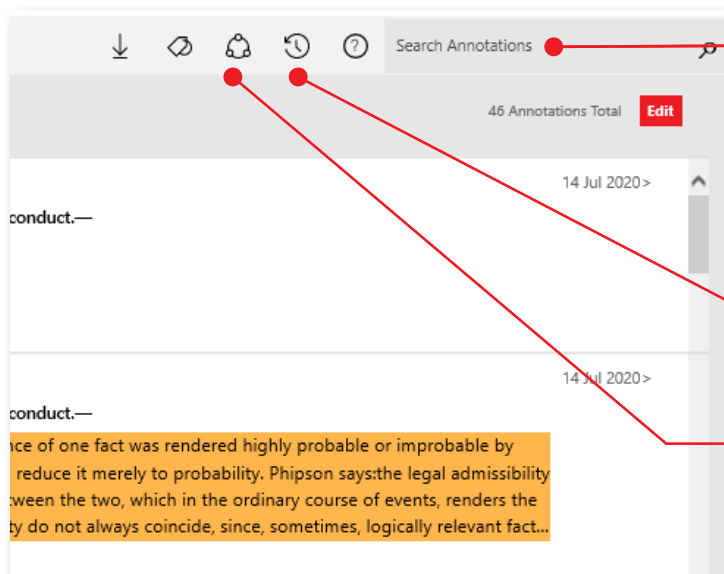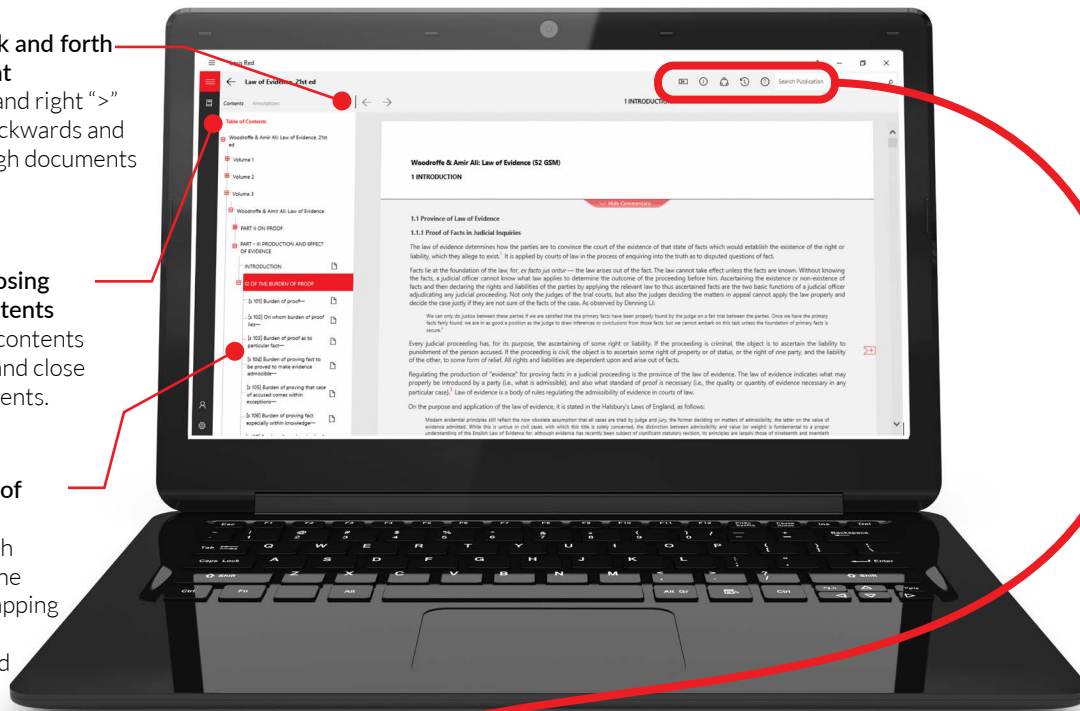Click here to view your titles alphabetcally.

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.

Opening and closing the table of contents
Tap the table of contents button to open and close the table of contents.

Using the table of contents
Navigate through the sections of the publication by tapping the right arrow, down arrows and the document button.

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

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, select whether you want to share highlights and / or notes along with the content, and then select either print or email.

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Creating annotations

On a Lexis Red publication, you can highlight, tag (bookmark), add notes and copy text

Adding a note
To add a note to a highlighted section of text, tap on any word in the highlighted section and then tap 'Add Note'.
A note screen will pop up for you to type your notes – they will be autosaved. Tab outside of the annotation screen to continue reading.

Copying Text
To copy the text, tap and hold a word, drag the blue dots to highlight the text you need then tap 'Copy'.

Adding a highlight
To highlight a single word, tap and hold the word, then tap 'Add Highlight'.
To highlight a section of the text, tap and hold the first word, then drag the blue dots and tap 'Add Highlight'.
NOTE: If you add a tag to this highlight, the colour of the highlight will change to the colour of the first tag of the tag screen.

Sharing content
To email or print content tap the share button, select whether you want to share highlights and / or notes along with the content, and then select either print or email.

Adding a tag
Once you highlight a section of text, a box will pop up for you to select a tag. Tap the tag you want and a tick will appear. You can create tags for file numbers, client names, etc.
NOTE: If you add a tag to this highlight, the colour of the highlight will change to the colour of the first tag of the tag screen.

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Editing your annotations

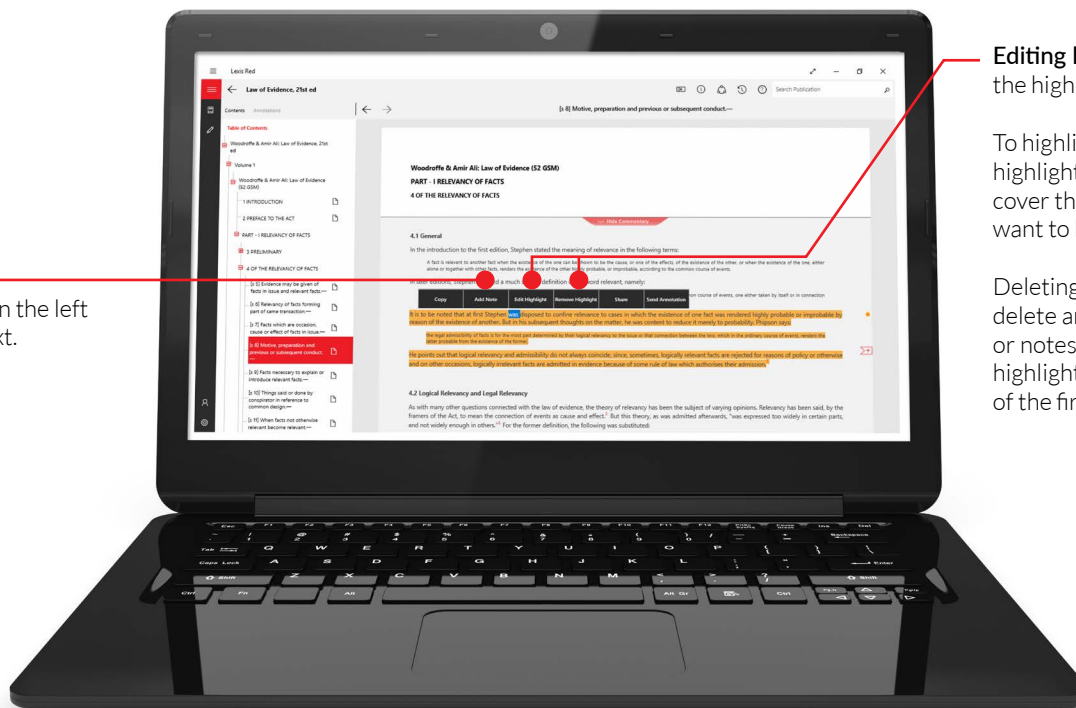Annotations can be edited from within a publication.

Editing notes
Tap the note icon on the left hand side of the text.

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.

Deleting a highlight will also delete any associated tagging or notes. The colour of the highlight changes to the colour of the first tag of the tag screen.

Accessing and editing your annotations from the homescreen

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

Editing notes
To edit a note,
tap the note icon.

Filter by tag
Filter annotations
by tags.

Edit or remove tags
To edit or remove a
tag, tap the tag icon.
NOTE: The colour of
the highlight changes
to the colour of the
first tag of the tag
screen.

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

**Edit the names of
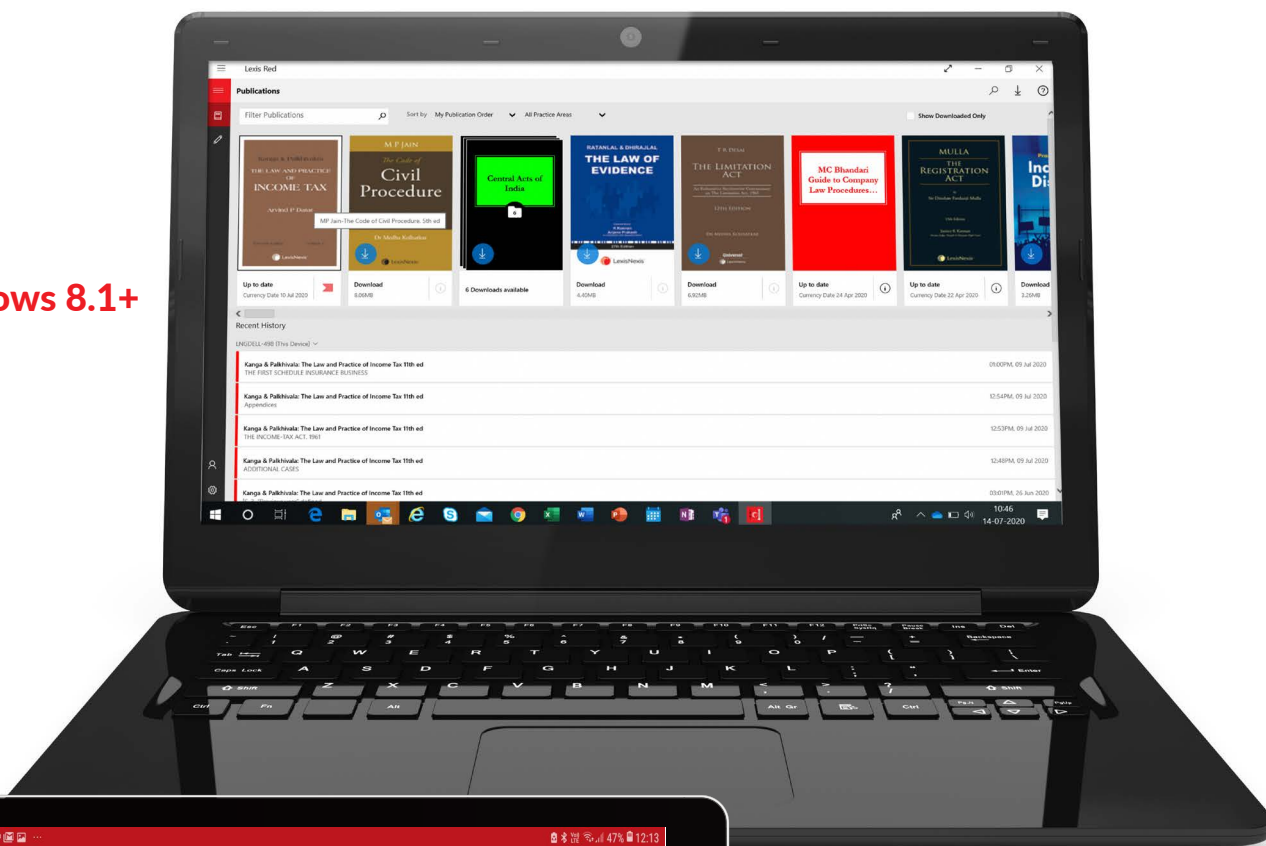the tags.**

Filtering annotations
Filter your annotations to
show notes, tags, highlights or
orphans. Orphaned notes are
those which were attached
to sections of text which have
been removed or substantially
amended during a content
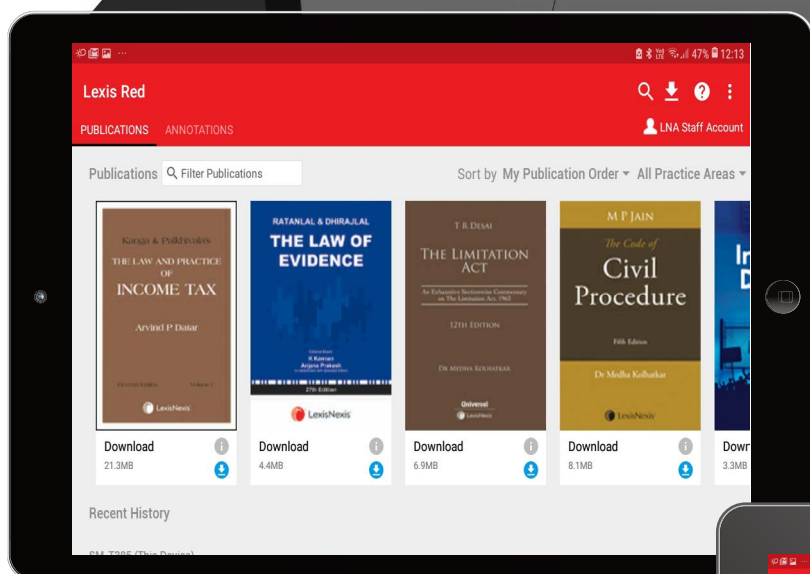update.

Scroll through your
annotations.

Syncing annotations across devices

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

Windows 8.1+

iOS 8+

Android 4.4+