

Lexis[®]Library Essential User Guide

LexisLibrary

Essential User Guide

Overview of the Homepage

Navigating to LexisLibrary:

- Enter the address www.lexisnexis.com/uk/legal/ into your browser of choice

Bookmarking the LexisLibrary page in your browser:

- In Internet Explorer right click anywhere on the page and click Add To Favorites
- In Google Chrome click on the Star icon in the address bar and specify Bookmarks Bar in the Folder field.
- In Mozilla Firefox click on the Star icon next to the address bar. You can then move it into the Bookmarks Bar by clicking on the icon to the right of the Star icon.

Input your username and password into the LexisLibrary Login.

Tick the box **Remember Me** at the login page and the site will remember your password and always take you directly to the home page on accessing the website.

Searching

When searching in any of the search boxes on Lexis Library, use the principle of **Terms and Connectors** (unless you are confident of the exact legal phrase). Enter the words you would expect to find in the document you are looking for and link with a connector. Please see the **Connectors** guide for more details.

Logo

Select to return to your homepage from any part of the site.

Search Tab

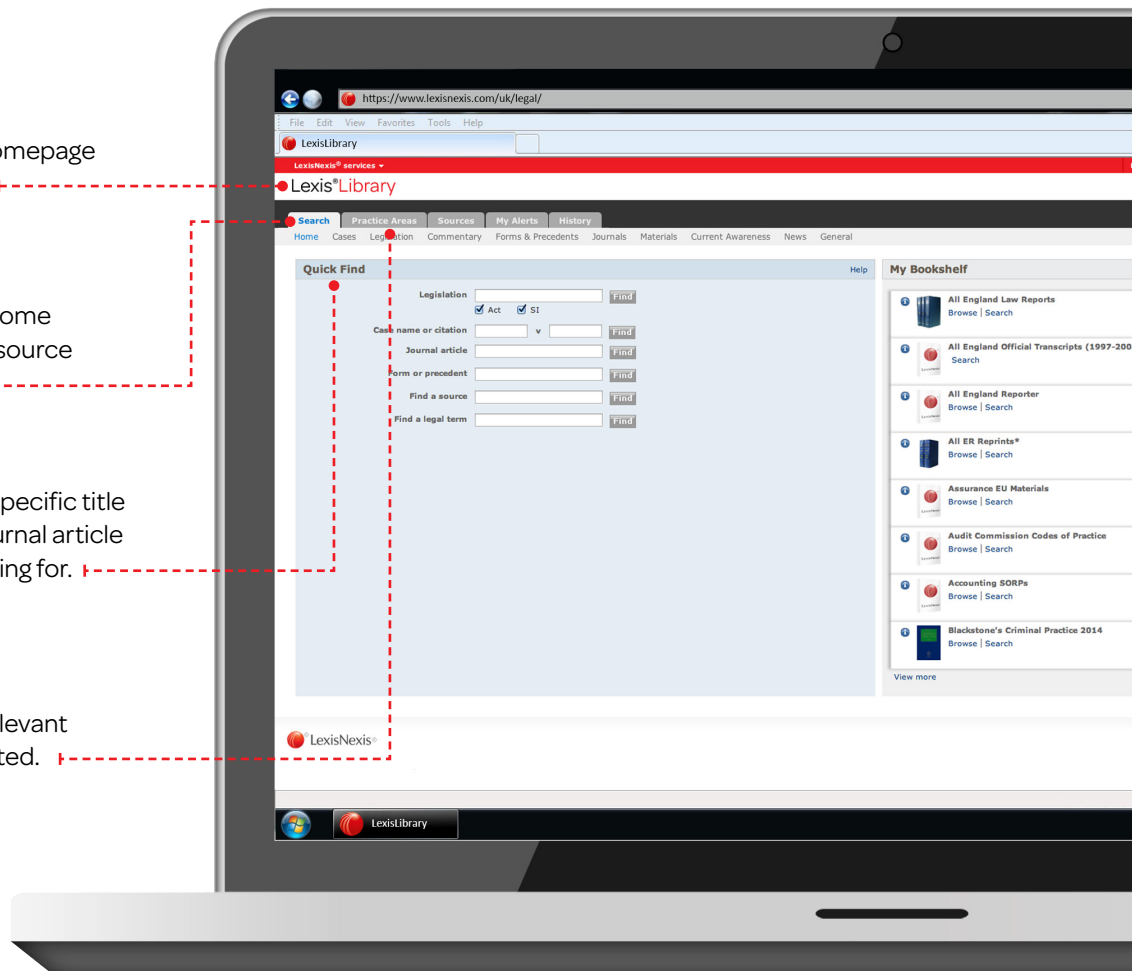
Gives you access to the Home search form and also the source specific search forms.

Quick-find

Allows you to search the specific title of the legislation, case, journal article or precedent you are looking for.

Practice Area Pages Tab

Offer a pre-customised bookshelf with sources relevant to the practice area selected.



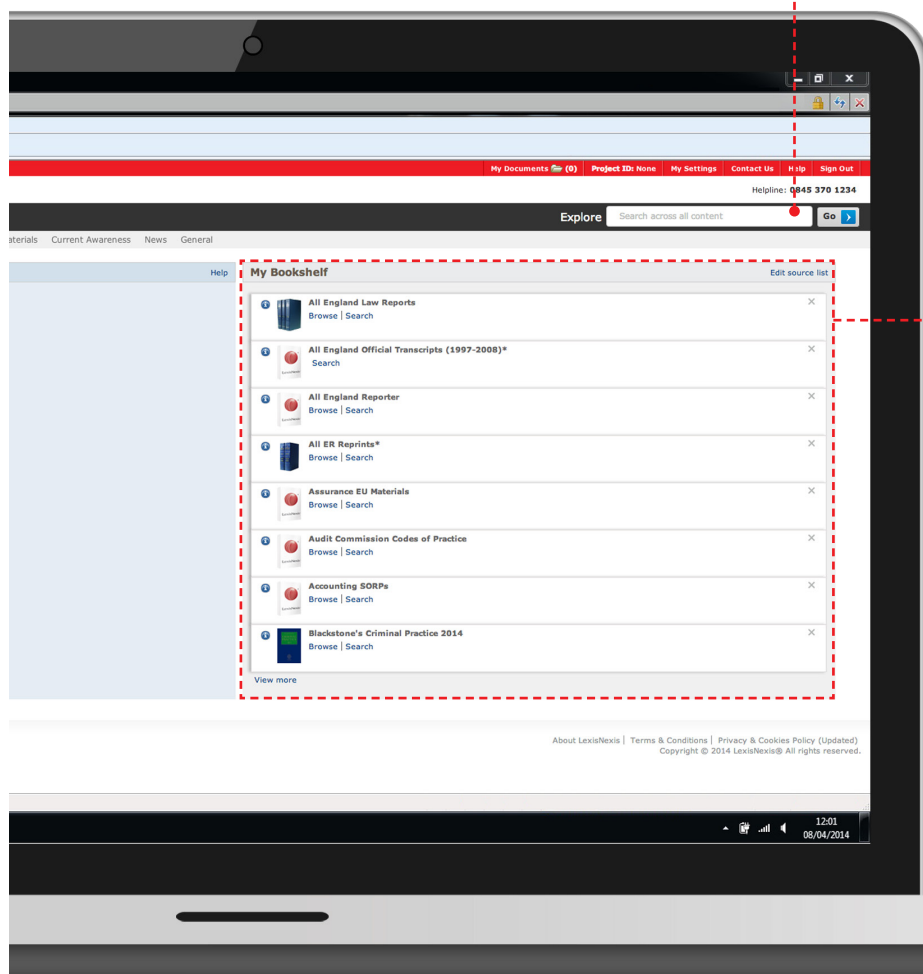
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Overview of the Homepage (continued)

Explore

Is the widest search form on the site and will search across the full text of all subscribed content.



My Bookshelf

The bookshelf can be customised to suit your needs by clicking on **Edit Source List**.

You can also arrange the bookshelf.

- Click on a book
- Hold down the mouse button
- Drag and drop the book to the point at which you would like it to appear

To view a title from the bookshelf, click on the **Browse** link under the source you wish to open.

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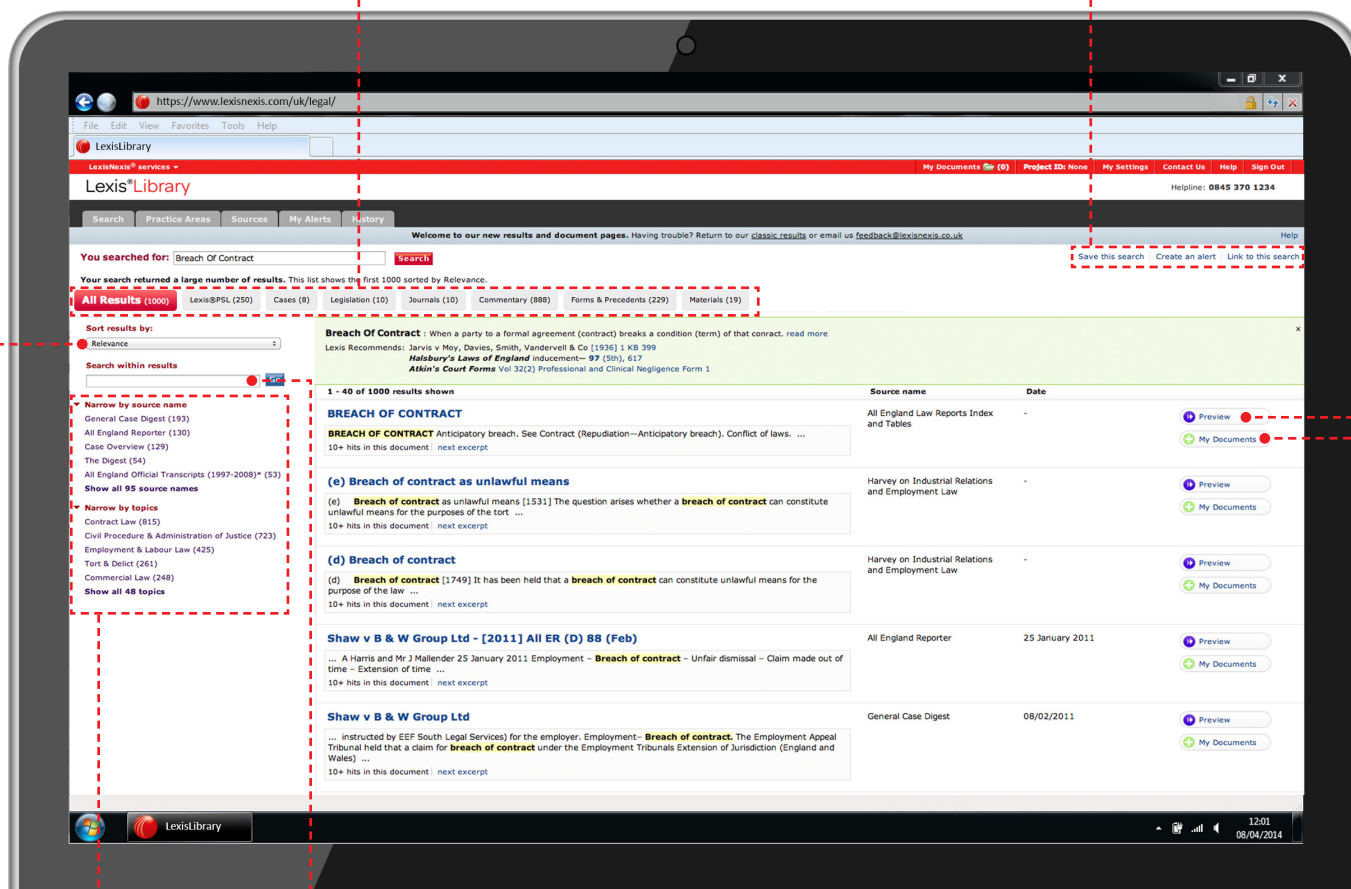
Working with Results

Sort results by will allow you to change the way your results are displayed, by clicking on the drop-down and choosing a suitable option.

Tabs along the top of the results page allow you to filter your results concentrate on a specific content type to help you minimise results.

We also provide you with quick links to **Save This Search**, **Create an Alert** if new results become available and **Link to this search** which will copy the URL for future or forward to other users.

Each result is displayed in the middle of the screen. To view a **Preview** of the document, click on the Preview button on the right hand side of the screen.



The **filters** on the left of the screen will allow you to refine your search by organising your results into groups. Click on a filter such as a topic to view only the cases relating to that legal topic of interest.

Above the filters is the **Search within results** box. Insert a further search term or phrase and the service will look for this additional search term or phrase within your existing results.

To review later or collate documents you may select **+ My Documents**. This will then be added to the **My Documents** folder at the top of the screen.

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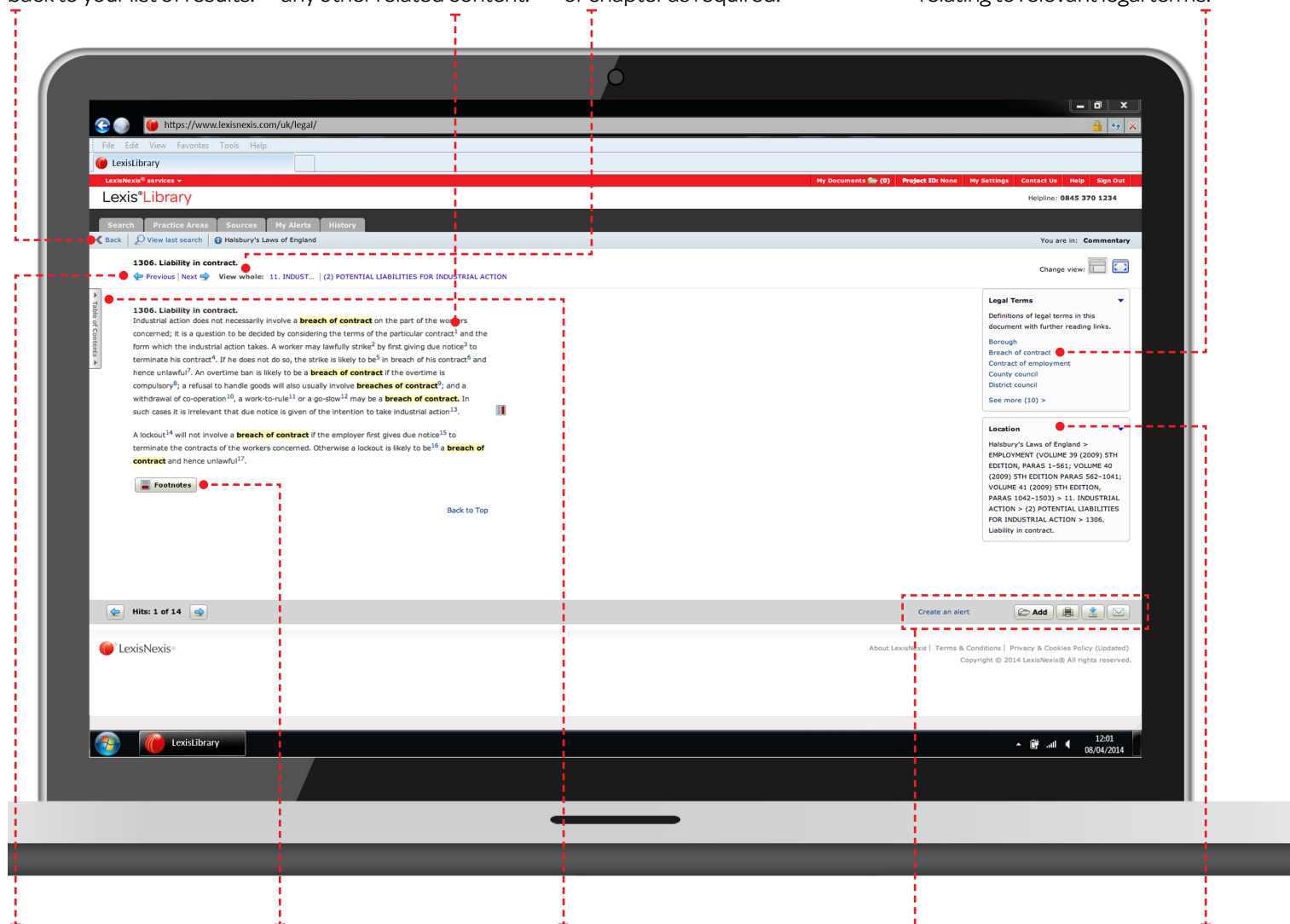
Working with Results (continued)

Use the **Back** button to go back one page and the **View last search** link to go back to your list of results.

Use the blue hyperlinks inside of the document to link to legislation, cases or any other related content.

Click on the links within the **View whole of box** to view the entire section, legislation or chapter as required.

Click on the blue links displayed in **Legal Terms** to go to information relating to relevant legal terms.



Use the **Previous** and **Next** arrows to navigate to the relevant documents in your results list.

The **Footnotes** icon will, when relevant, open any footnotes contained within your document.

Once you have selected your document use the **Table of Contents** tab on the left of the screen to open the table of contents screen and navigate the preferred source.

Links on the bottom right of the document allow you to **Create an alert** for any changes, **Print** the document, **Email** it as an attachment or **Download** it as a Word or PDF document.

The **Location** box shows you in which source your document has been found.

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Helpdesk number: **0845 370 1234**

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