

# Lexis<sup>®</sup>Library **Full User Guide**



# LexisLibrary

## Full User Guide

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# LexisLibrary

## Basic Library Guide

### Overview of the Homepage

Navigating to LexisLibrary:

- Enter the address [www.lexisnexis.com/uk/legal/](https://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

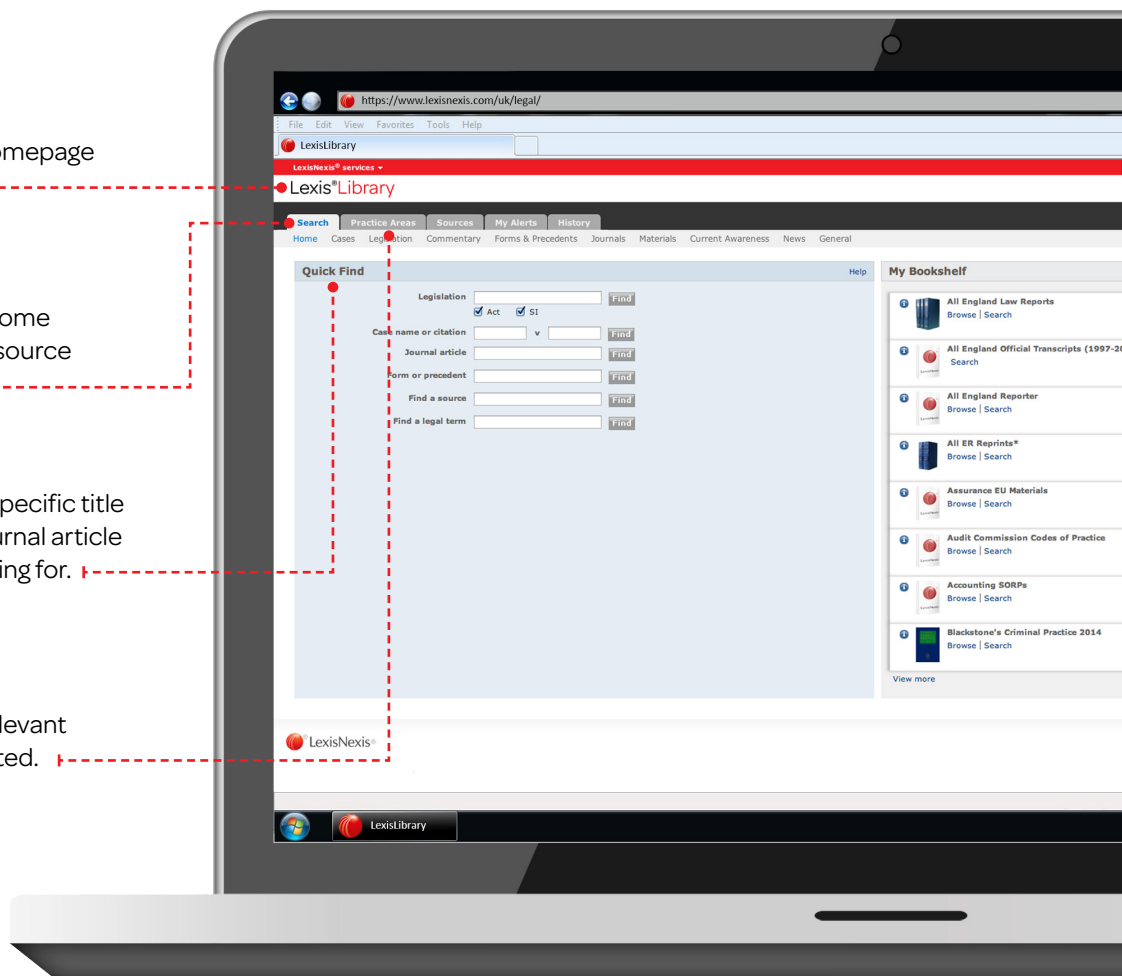
Gives you access to the Home search form and also the source specific search forms.

### 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.





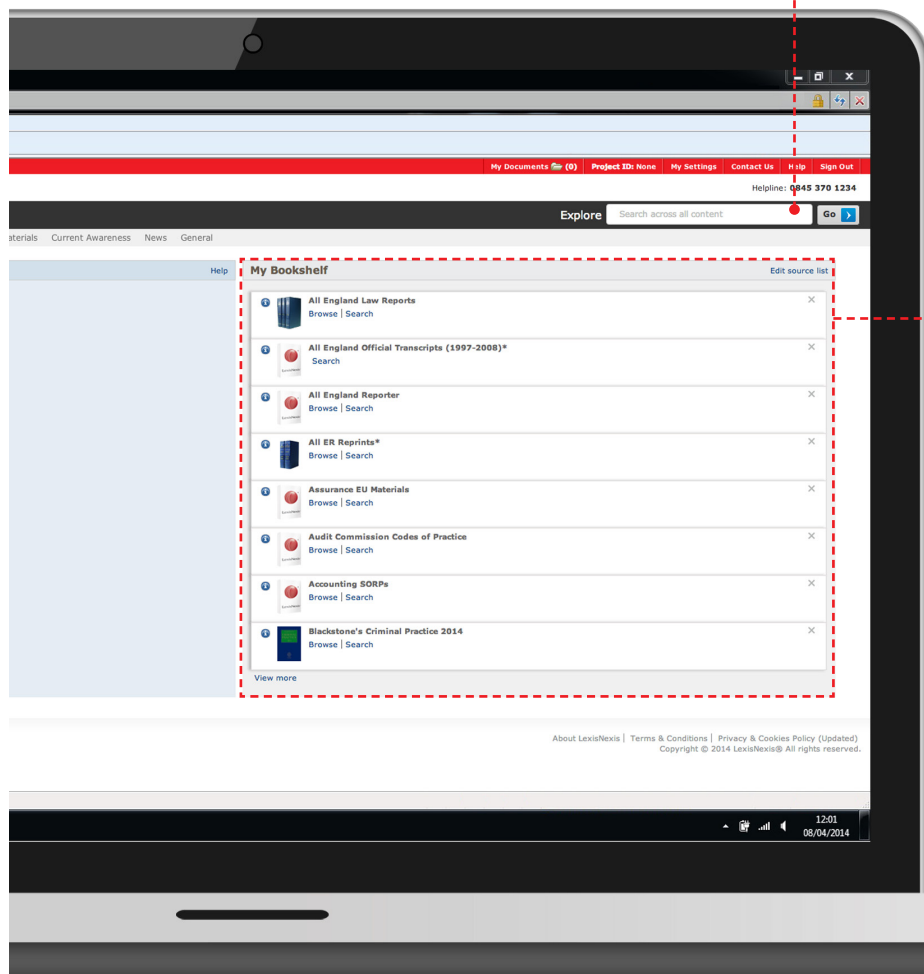
# LexisLibrary

## Basic Overview

### 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

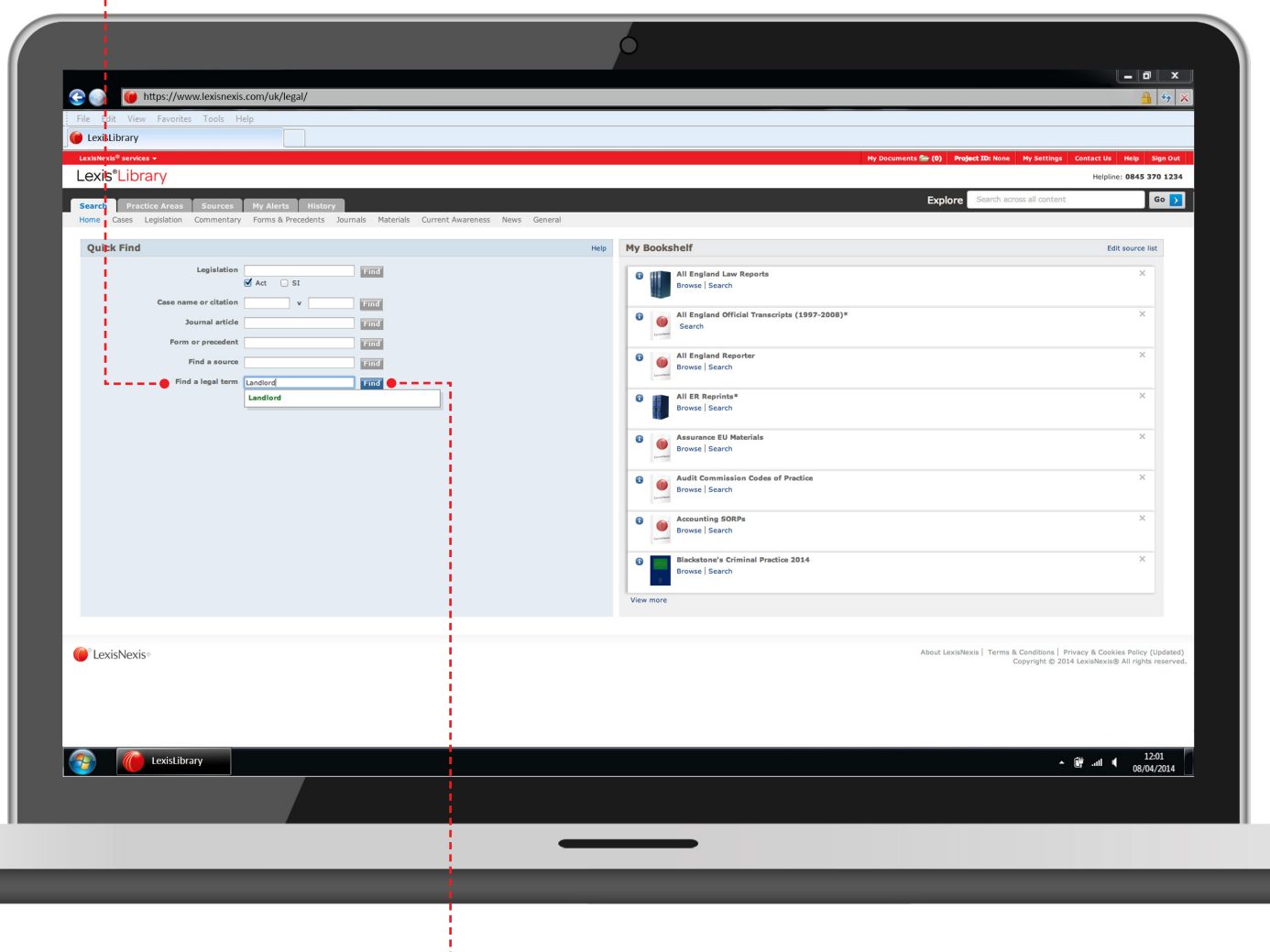
To view a title from the bookshelf, click on the **Browse** link under the source you wish to open.

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## Find a Legal Term

You can find definitions of legal terms, and key documents relating to that term, from the Find a Legal Term field in the QuickFind area of the Search Home page. The key documents may include legislation, cases, forms and precedents or journal articles.

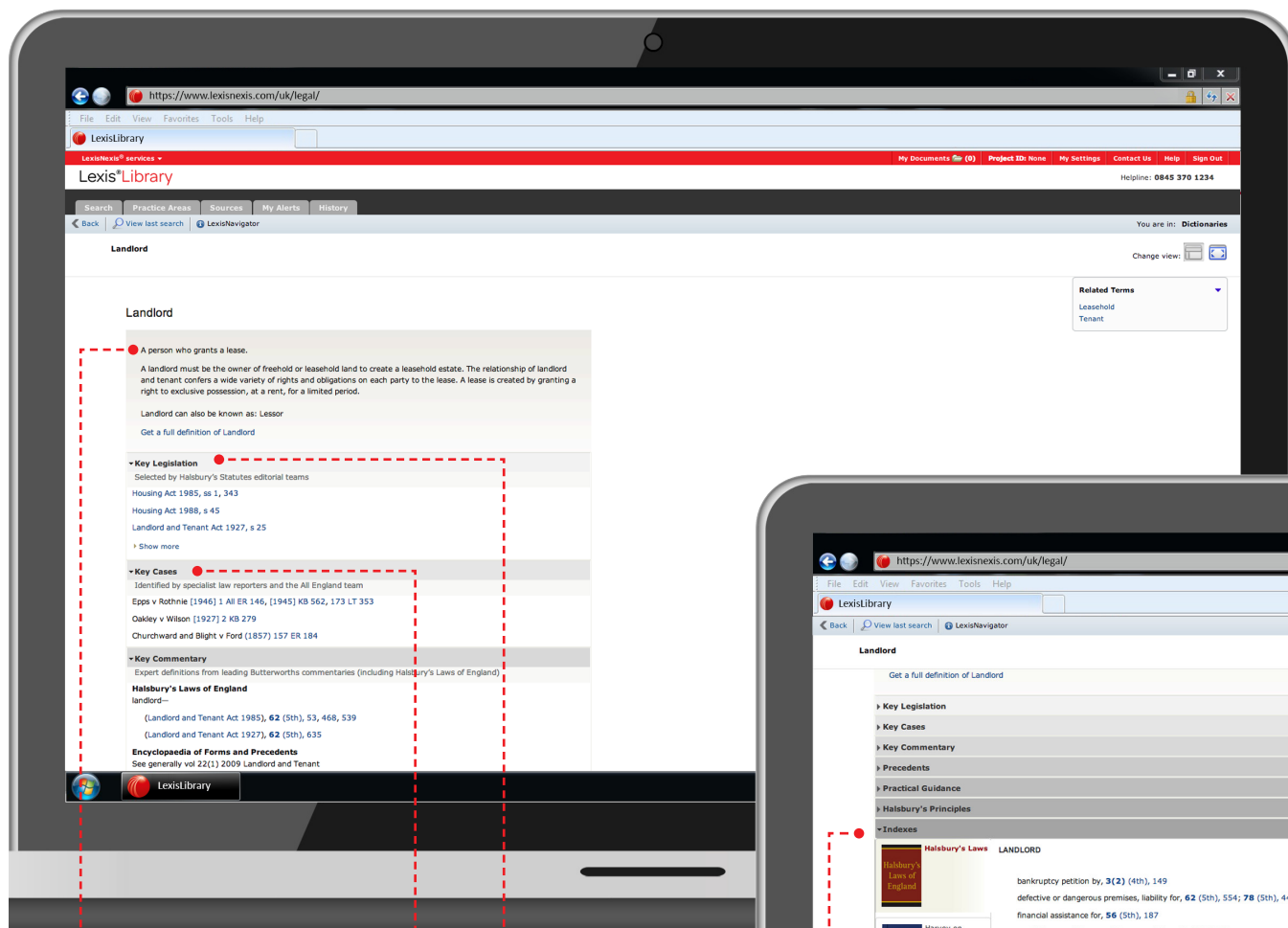
Enter the legal term in the **Find a legal term** field.



Either select an option from the suggestions drop-down list or click **Find**.

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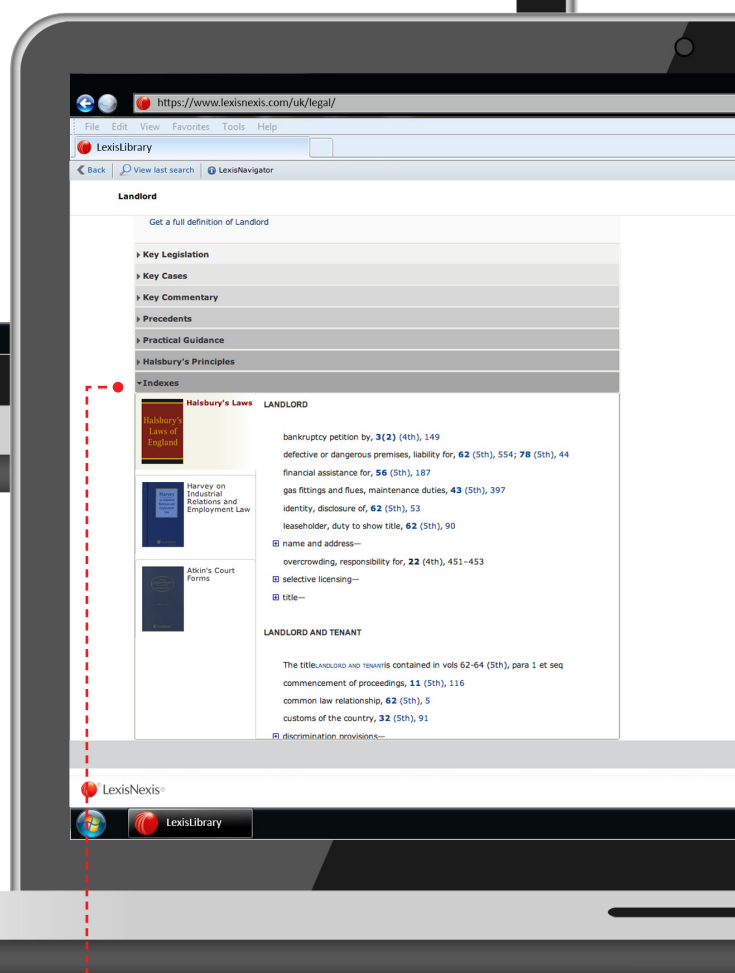
## Find a Legal Term



The **Definition** provided is a brief definition, and there will be a link to a full definition as found in Words and Phrases Legally Defined.

**Key cases** which relate to your term may also be listed. Click on the citation link to access that case report.

**Legislation definitions** will highlight pieces of legislation where your term has been defined. Click on the link to go to that legislation.



The **Indexes** will list links to paragraphs of text, within a particular book, which relate to your term.

Click on a different book to display the index on the right.

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## Browsing Sources

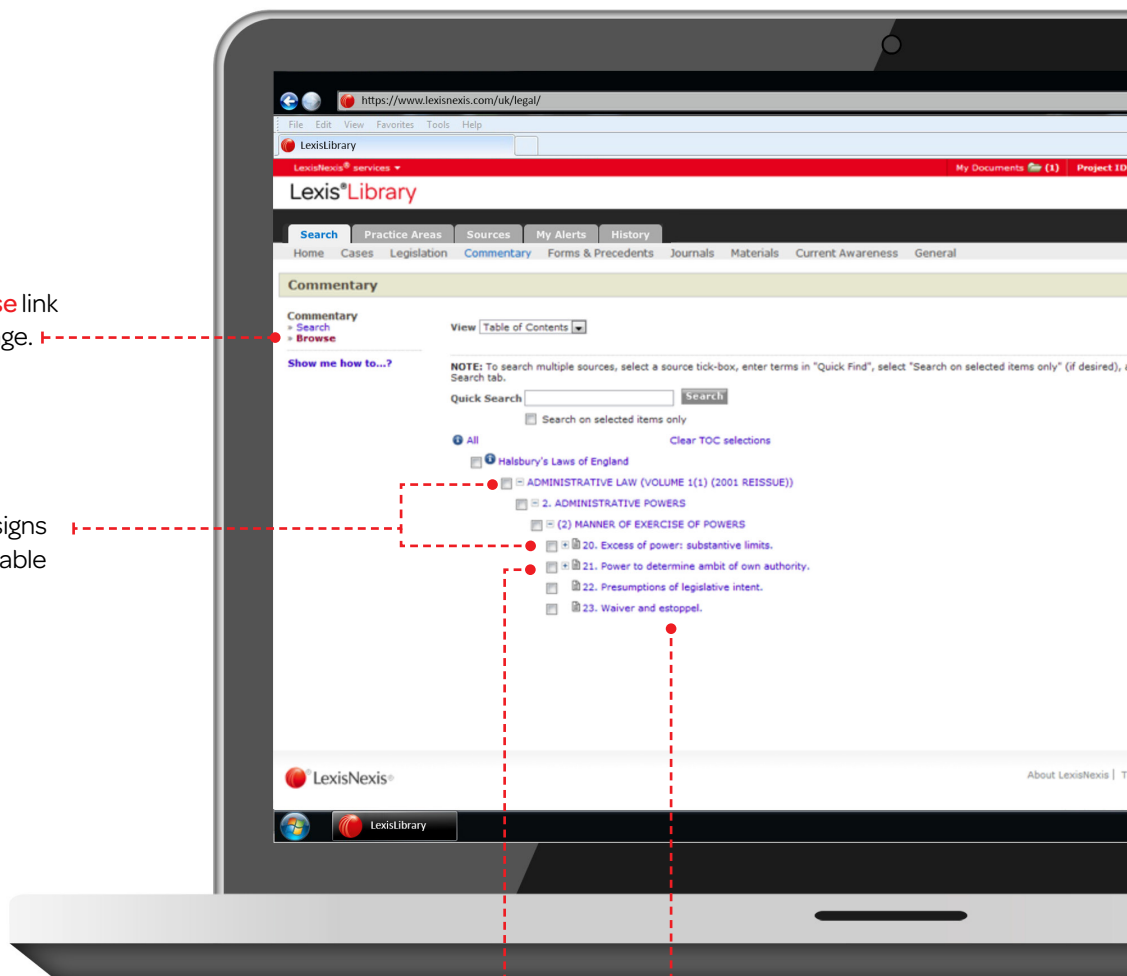
You can find information in your sources by browsing the table of contents.

You can click on the **Browse** link on the left of the search page.

Click on the plus (+) or (-) signs to expand or collapse the table of contents.

Select the parts or sections of the source that you would like to search by clicking your mouse in the box on the left, then enter your search terms in the **Quick Search** box and click Search.

Click on the title of a document to open the source at that point and view the full text.



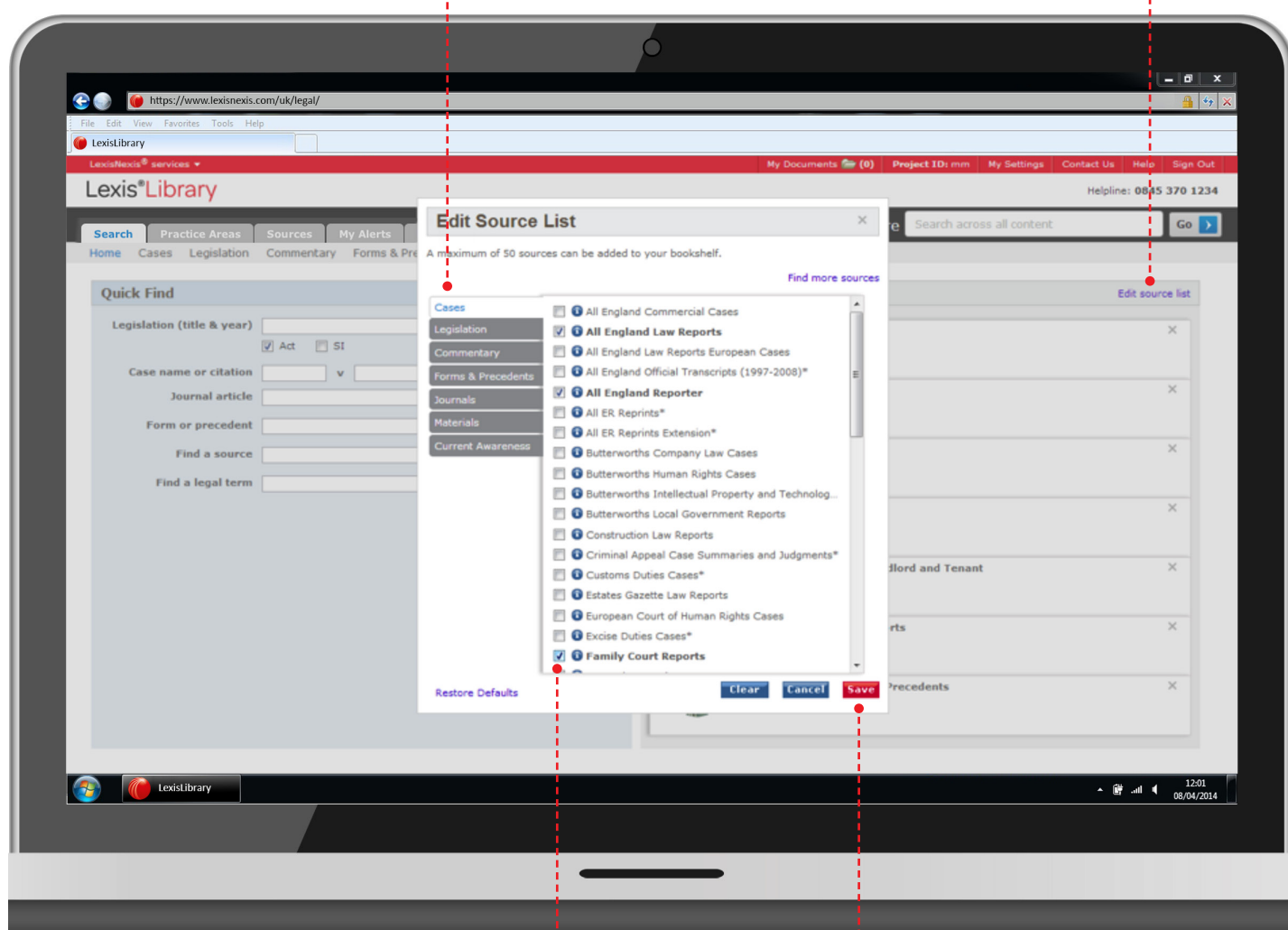
# LexisLibrary

## Customising your Bookshelf

You can customise your bookshelf so that your favourite and most frequently used books are instantly available to you. Only books included in your subscription will be available to add to your bookshelf.

Choose the relevant source type by clicking on the tabs on the left of the pop-up window.

Click on the **Edit source list** link to edit your bookshelf.



Tick the box to the left of each book to add to your bookshelf, and un-tick to remove.

Click **Save** to update your bookshelf. You can now drag and drop books into your preferred position on the bookshelf.

# LexisLibrary

## Finding Legislation

You can run a search across all of your subscribed Legislation sources by entering details into either one or more of the search fields. Please note that you do not have to complete all of the search fields to find results. However, the more accurate information you have the more specific the result will be.

Select the **Legislation** tab on the navigation bar which is located under the **Search** tab.

Confirm if you are looking for an **ACT** or an **SI** by selecting the appropriate tick box next to the corresponding name.

To find current legislation, choose **Current Legislation** at the top of the search page.

Enter the legislation title in the **Title** field. A suggested search will appear in a drop-down box which shows terms that closely match what you have entered. If you do not see your Act/SI in the suggested searches simply continue to type over the suggestion.

If you are looking for a specific section of an Act, you can enter the section number in the **Provision** field.

If you want to search for specific words or terms that appear within the legislation you can use the **Search Terms** box.

The screenshot shows the LexisLibrary website interface for finding legislation. The navigation bar at the top includes 'Search', 'Practice Areas', 'Sources', 'My Alerts', and 'History'. The 'Legislation' tab is selected under the 'Search' category. The search interface includes several fields: 'Title' (with a suggested search dropdown), 'Year enacted', 'Series number', 'Provision' (with a hint 'E.g., Enter 1 for Section 1'), 'Part or schedule', and 'Search terms'. There are also radio buttons for 'Current Version' and 'Historical Version', and checkboxes for 'Act' and 'SI'. A 'Search' button is located next to the 'Title' field. At the bottom of the search terms box, there is a 'Search tips' link and a 'Sources' dropdown menu set to 'All Subscribed Legislation Sources'. Red dashed lines connect the instructional text to these specific UI elements: the 'Legislation' tab, the 'Current Legislation' link, the 'Title' field, the 'Act/SI' checkboxes, the 'Provision' field, the 'Search terms' box, and the 'Search tips' link.

You can make use of the **Search Tips** link at the bottom of the Search Terms box to optimise your search through the use of connectors to link your search words or terms together.

# LexisLibrary

## Historical Versions

Searching for Historical Versions of Legislation.

From the Legislation Search Page, choose **Historical Versions** to search for previous versions of legislation.

Enter the relevant information in to the fields displayed:

**Title; Provision; Part or schedule; Search terms.**

Enter a date in the **Point in Time** field to search for legislation in force on that date.

Click **Search** to run the search.

The source Information icon will display a list of all statutes for which Historical Versions are available.

The screenshot shows the LexisLibrary website interface. The browser address bar displays <https://www.lexisnexis.com/uk/legal/>. The LexisLibrary logo is at the top. Below the navigation bar, the 'Legislation' section is active. The search form includes fields for 'Title' (containing 'Companies Act 1985'), 'Provision' (containing '5'), 'Part or schedule', and 'Search terms'. A 'Point in Time' field is set to '04/11/1999'. The 'Version' section has radio buttons for 'Current Version' and 'Historical Version', with 'Historical Version' selected. A red dashed line connects the 'Search' button to the text 'Click Search to run the search.' Another red dashed line connects the 'Point in Time' field to the text 'Enter a date in the Point in Time field to search for legislation in force on that date.' A third red dashed line connects the 'Search' button to the text 'From the Legislation Search Page, choose Historical Versions to search for previous versions of legislation.' A fourth red dashed line connects the 'Search' button to the text 'Enter the relevant information in to the fields displayed: Title; Provision; Part or schedule; Search terms.'

**Historical Versions of UK Legislation**

This content is unique to LexisNexis

Published by:  
**LexisNexis**

Regions of coverage:  
• **United Kingdom**

Topics covered:  
• **All**

Dates covered:  
**July 1998 to date**

This source contains historical versions of Statutes and Statutory instruments. Legislation made by the Westminster Parliament that relates to Scotland only is not included, although provisions of Scottish Acts that apply or are relevant to England and/or Wales are included.

Historical versions of the most frequently searched for Acts and SIs have been selected for inclusion in this source. The following Acts and SIs are available:

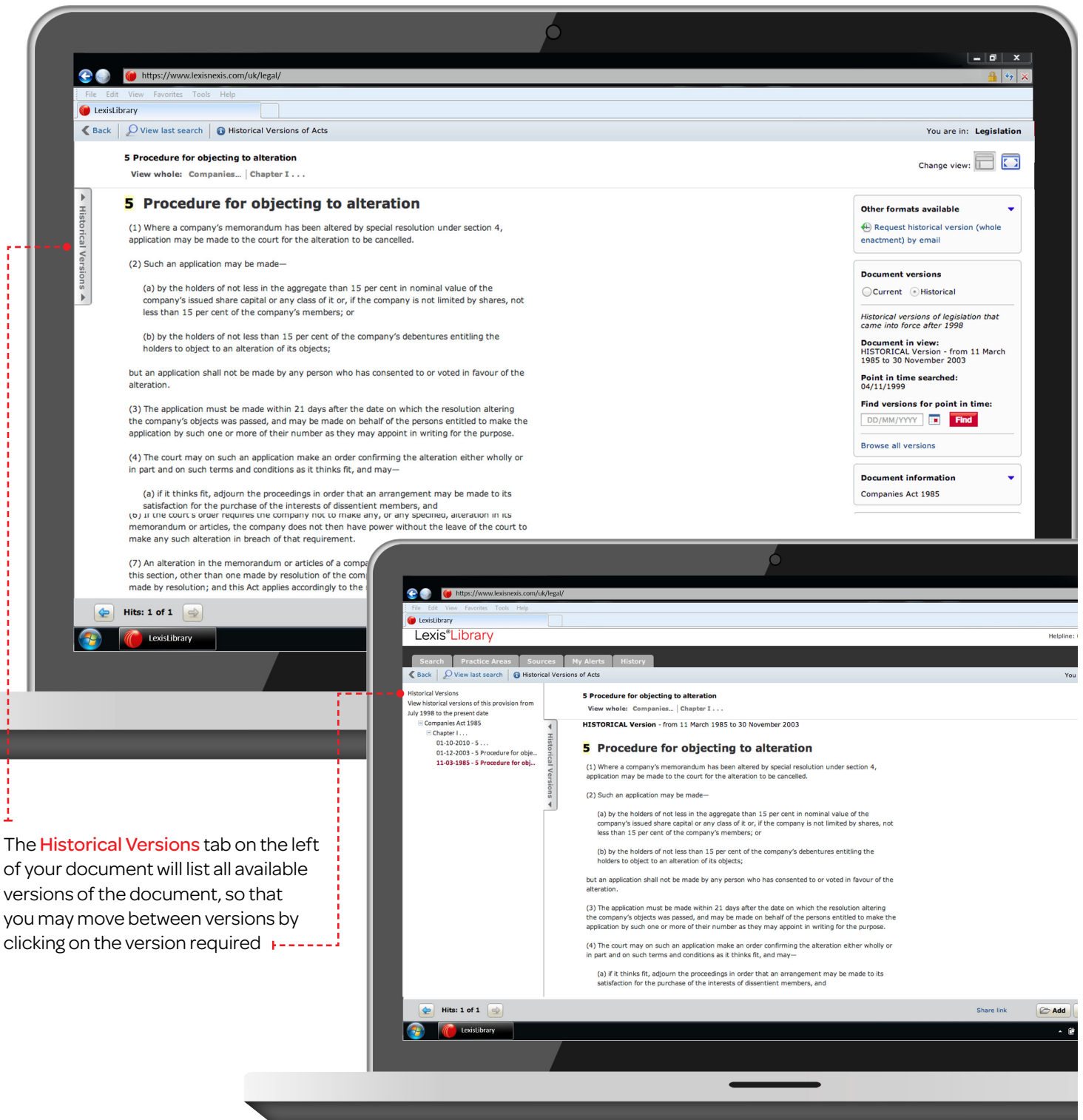
- Access to Justice Act 1999
- Administration of Justice Act 1985
- Arbitration Act 1996
- Attachment of Earnings Act 1971
- Bribery Act 2010
- Capital Allowances Act 2001
- Carers and Disabled Children (Vouchers) (England) Regulations 2003
- Charities Act 2011
- Children Act 1989
- Civil Partnership Act 2004
- Civil Procedure Rules 1998
- Communications Act 2003
- Companies Act 1985
- Companies Act 2006
- Company Directors Disqualification Act 1986
- Competition Act 1998
- Consumer Credit Act 1974
- Consumer Protection Act 1987
- Consumer Protection from Unfair Trading Regulations 2008
- Copyright, Designs and Patents Act 1988
- Corporation Tax Act 2009
- Corporation Tax Act 2010
- County Courts Act 1984
- Crime and Disorder Act 1998
- Criminal Justice Act 2003
- Criminal Justice and Public Order Act 1994

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## Historical Versions

### Historical Versions Document View.

Once you have located your statute your document will be displayed as below.

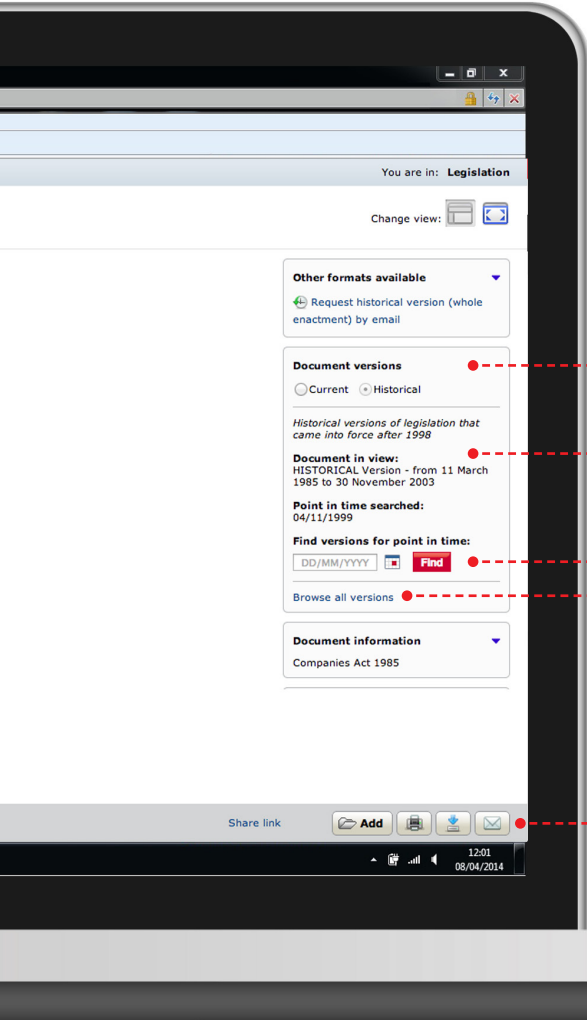


The **Historical Versions** tab on the left of your document will list all available versions of the document, so that you may move between versions by clicking on the version required



# LexisLibrary

## Historical Versions



On the right hand side of your document, you may toggle between **Current** and **Historical** versions by clicking the relevant option in the **Document Versions** field.

**Document in view** and **Point in time searched** information will appear on the right hand side of the document.

You may search for an alternative version by entering a new date in the **Find Versions for point in time** field and then clicking **Find**.

You may browse all available versions by clicking on the **Browse all versions** link.

You may deliver the document you are viewing by clicking on the relevant delivery options in the bottom right-hand corner of the screen.

# LexisLibrary

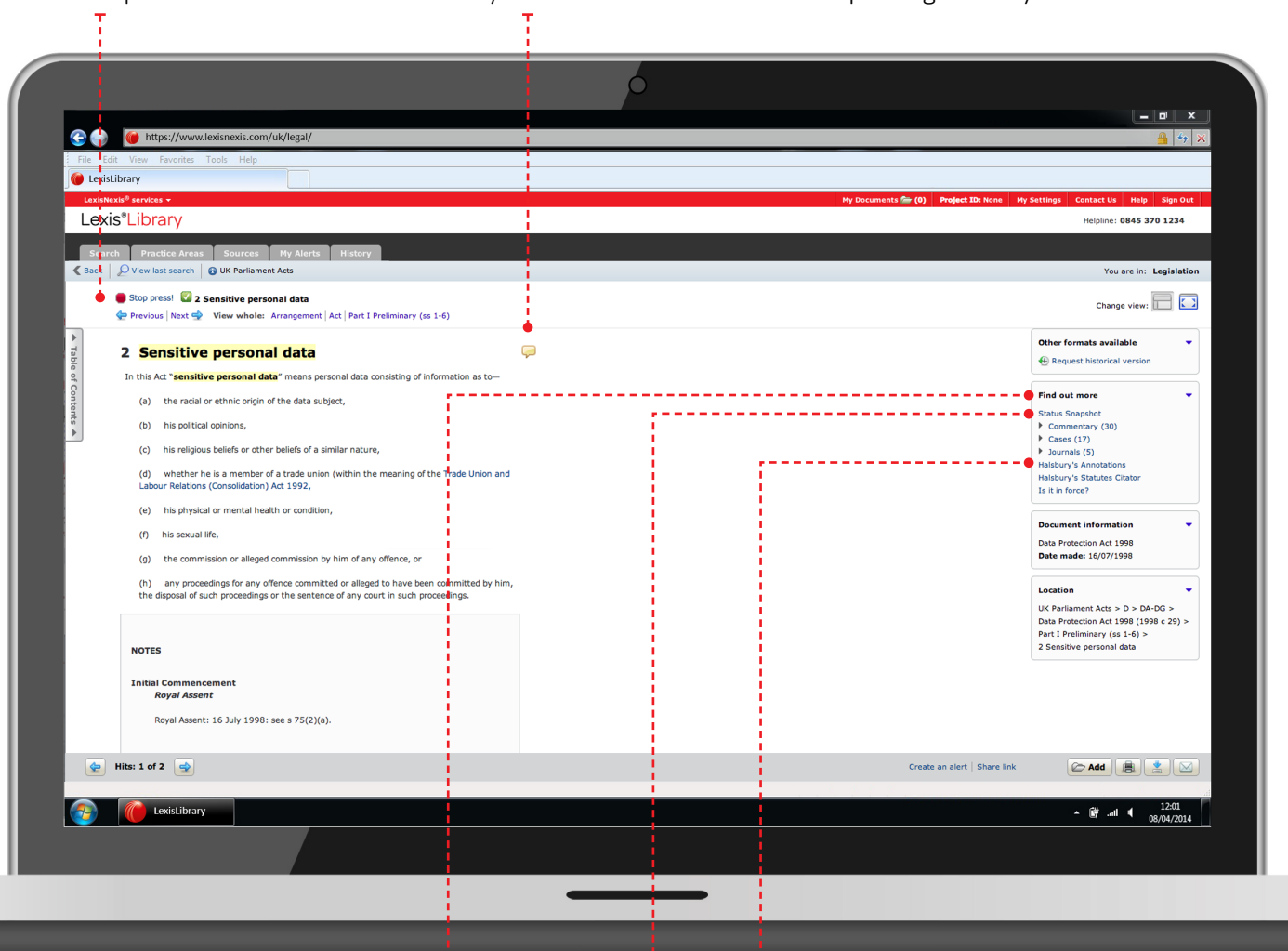
## Working with Legislation

Using **Legislation** on LexisLibrary allows you to use a range of incorporated tools to conduct deeper research with just one click.

**Stop Press** allows you to see if there are any recent, or upcoming, changes to this legislation which are yet to be incorporated into the text.

**Annotations** can be viewed via the yellow speech bubble icon to the right of the text of an Act.

Once you have found the piece of legislation that you require, click on the Open/Close Halsbury's Annotations icon to view corresponding Halsbury's Statutes Annotations.



Click on the links shown under **Find out more** to access related content such as cases, journals or commentary.

For example, **Status Snapshot** will display commencement and amendment information relating to each section of an act as well as showing destination and derivation tables.

You may also use the **Annotations** link in the Find Out More box.

Halsbury's Annotations provides precise information relating to parliamentary debates, judicial interpretation, links to subordinate legislation and references to words specifically defined in the Act.

# LexisLibrary

## Finding Cases

You can run a search across all of your subscribed Case sources by entering details into either one or more of the search fields. Please note that you do not have to complete all of the search fields to find results. However, the more accurate information you have the more specific the result will be.

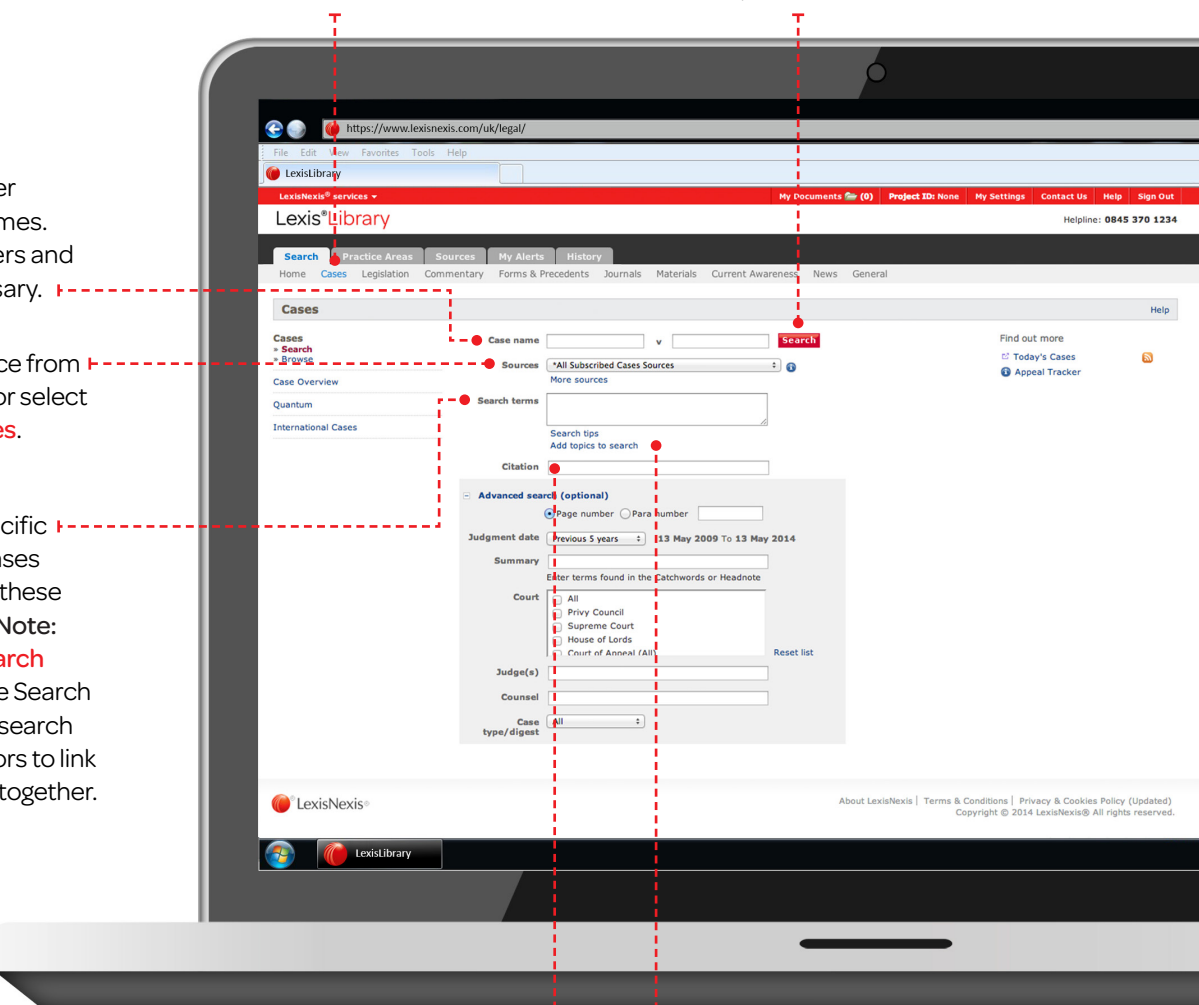
Select the **Cases** tab on the navigation bar which is located under the **Search** tab.

Click on the **Search** button to retrieve your search results.

In the **Case name** field, enter either one or both party names. **Note:** Brackets, capital letters and punctuation are not necessary.

Select the appropriate source from the **Sources** drop down list or select **All Subscribed Case Sources**.

If you want to search for specific words or terms within the cases source group you can enter these into the **Search Terms** box. **Note:** You can make use of the **Search Tips** link at the bottom of the Search Terms box to optimise your search through the use of connectors to link your search words or terms together.



You can quickly find your required case by inserting the **Citation**. **Note:** There is no need to include brackets however spaces are required.

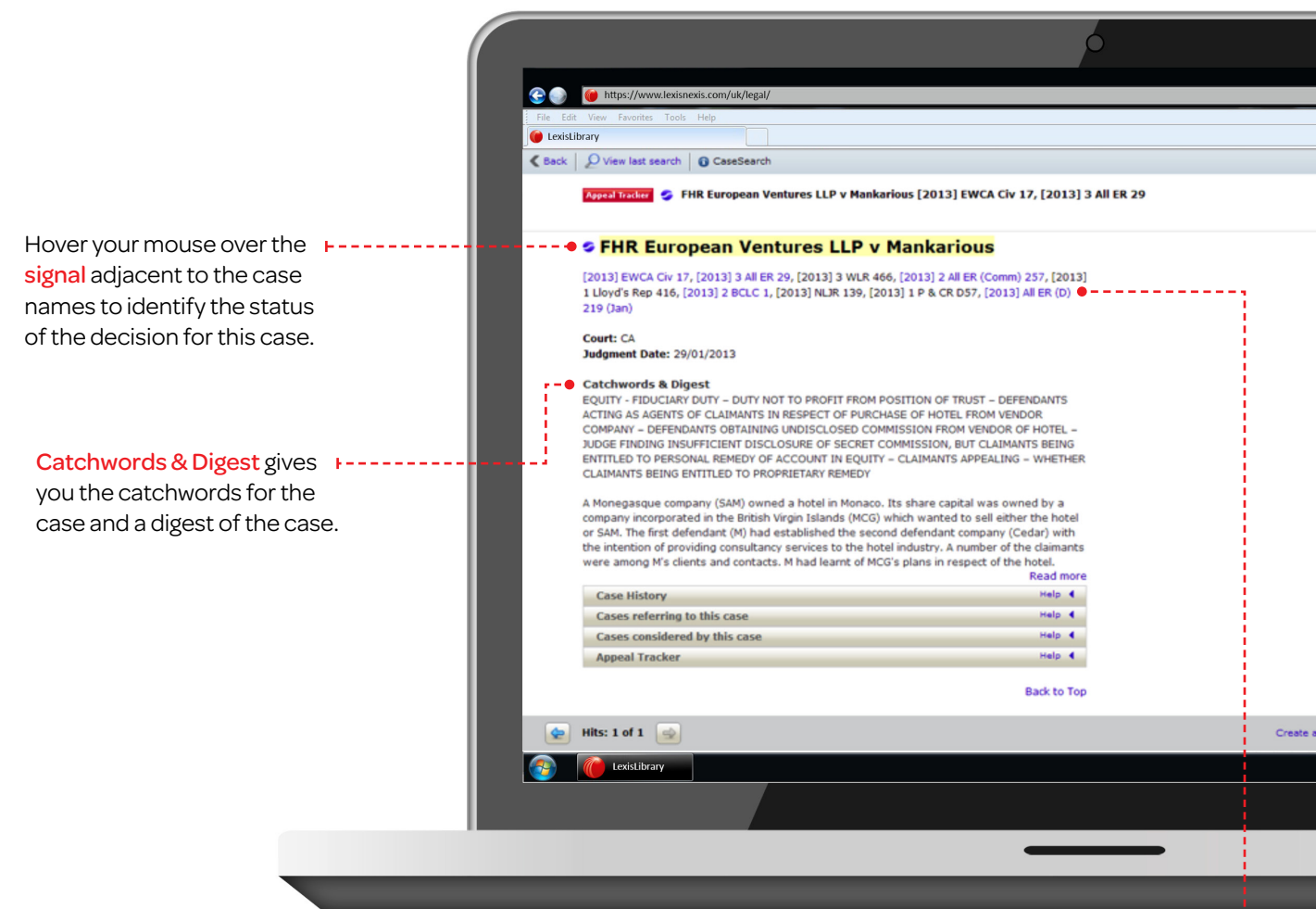
You can add specific topics to your search by clicking on the **Add topics to search** link under the **Search Terms** box. Topics are a quick way of narrowing down your search to only a specific topic. *Example:* Adoption & Fostering.

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## Case Overview

Case Overview gives you the history of a case and the judicial treatment the decision has received.

You can find Case Overview documents in several ways: By selecting Case Overview in the Case Names field in QuickFind, by searching for cases using the Case Overview search screen which you access from the link on the left side of the Cases search screen, or by selecting a search result which is from the Source entitled Case Overview.



Hover your mouse over the **signal** adjacent to the case names to identify the status of the decision for this case.

**Catchwords & Digest** gives you the catchwords for the case and a digest of the case.

All available **citations** for this case are listed underneath the case names, in order of authoritativeness.

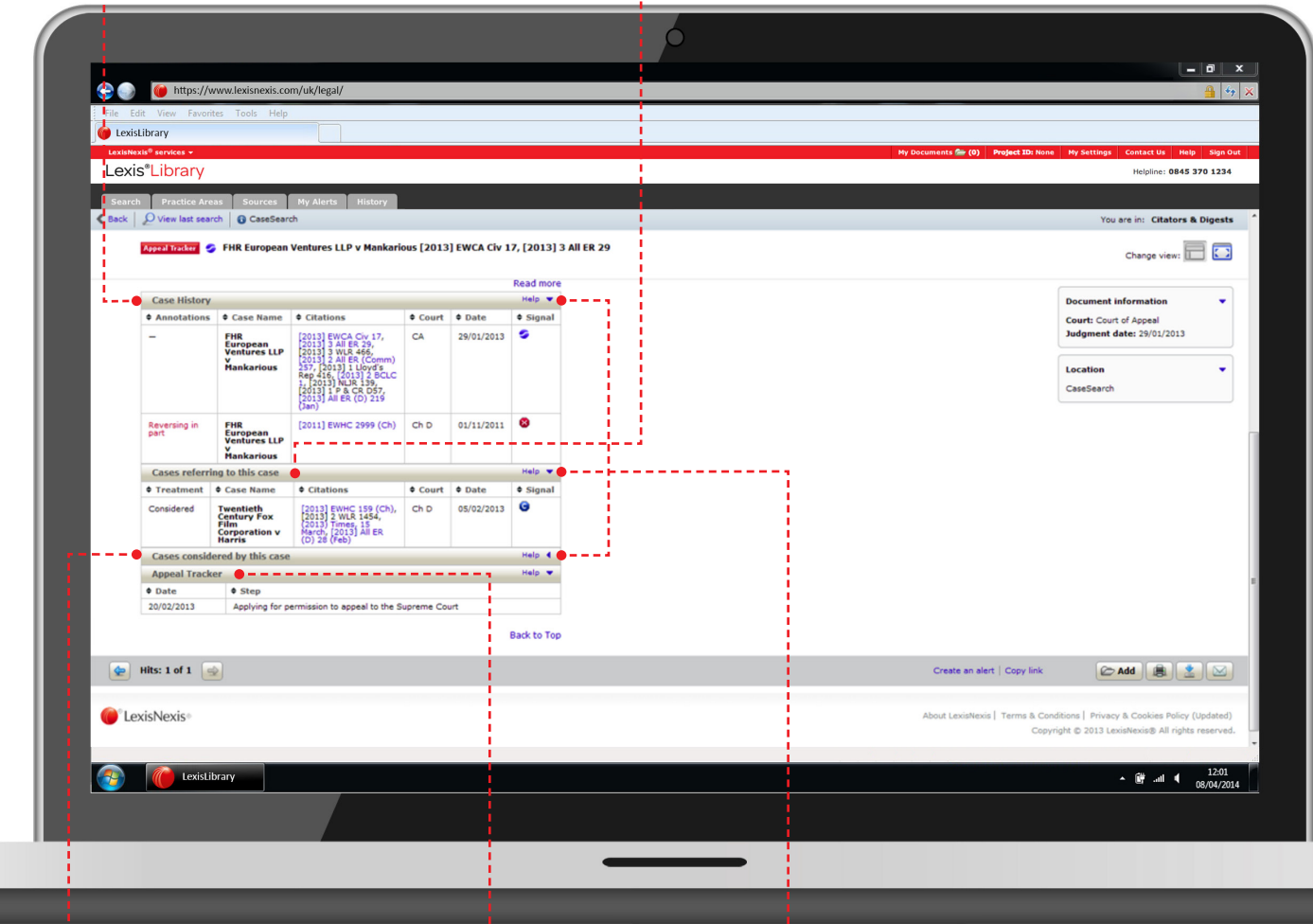
**Citations** highlighted in blue are links which will take you to that version of the case report.

# LexisLibrary

## Case Overview

**Case History** shows you the path the case has taken through the court system, the overall status of the decision for each case and annotations detailing how each case treated the previous cases decision.

**Cases referring to this case** shows you subsequent cases that have referred back to your case, the treatment they gave to your case's decision, and the overall status of the decision for each case.



**Cases considered by this case** shows you the case's that were considered during your case, how the decision was treated for each case, and the overall status of the decision for each case.

**Appeal Tracker** shows the status of a case on its path to appeal.

Click on the blue arrows to expand or collapse the Case History, Cases Referring to this case, Cases considered by this case and Appeal Tracker tables.

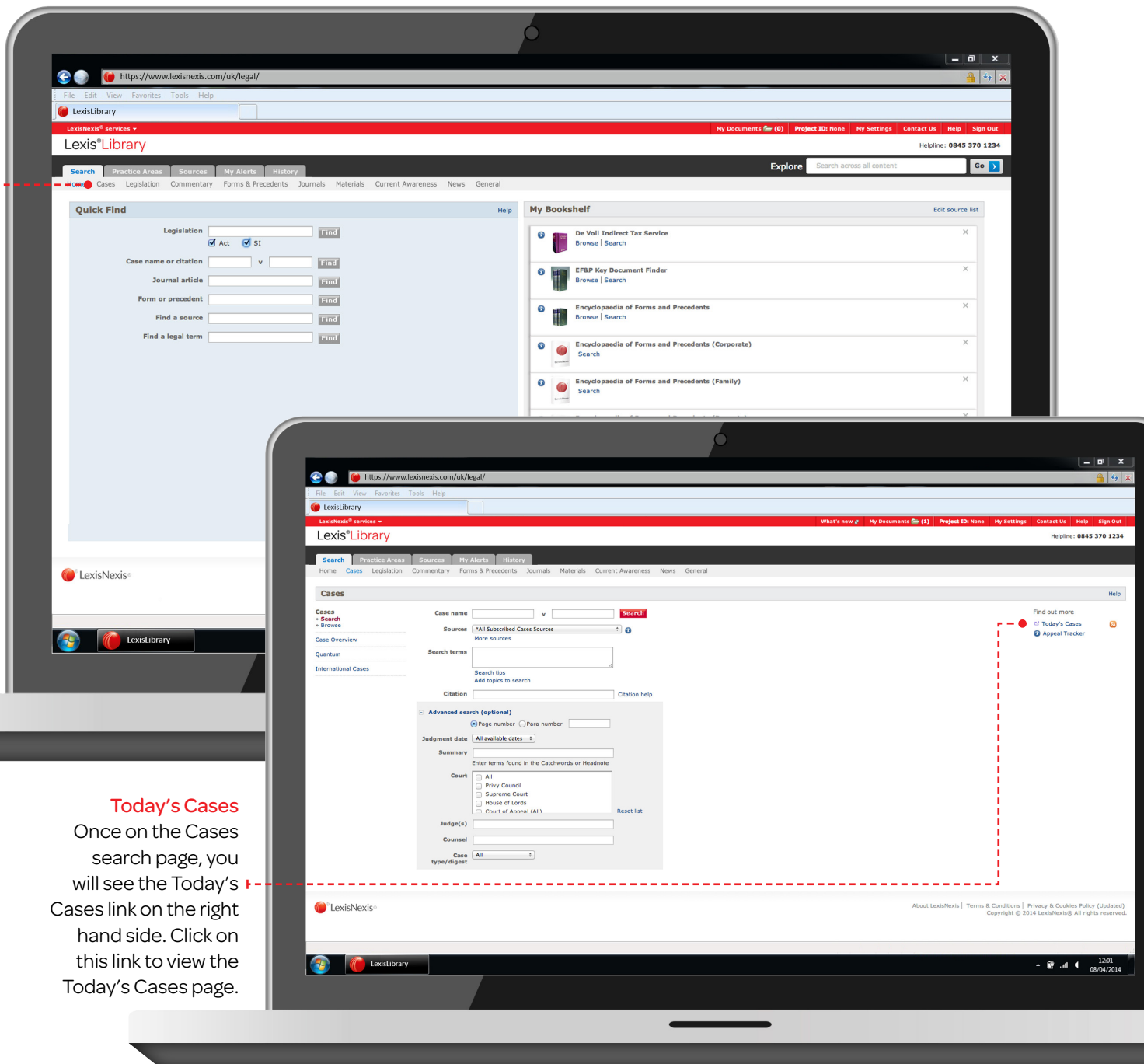
# LexisLibrary

## Today's Cases

### Getting Started

You can access the Today's Cases page from the LexisLibrary homepage or by saving it as a free [web app](#) on Apple or Android devices to access on the go.

To access it from LexisLibrary, click on the Cases tab in the top left hand side of the page.



### Today's Cases

Once on the Cases search page, you will see the Today's Cases link on the right hand side. Click on this link to view the Today's Cases page.

# LexisLibrary

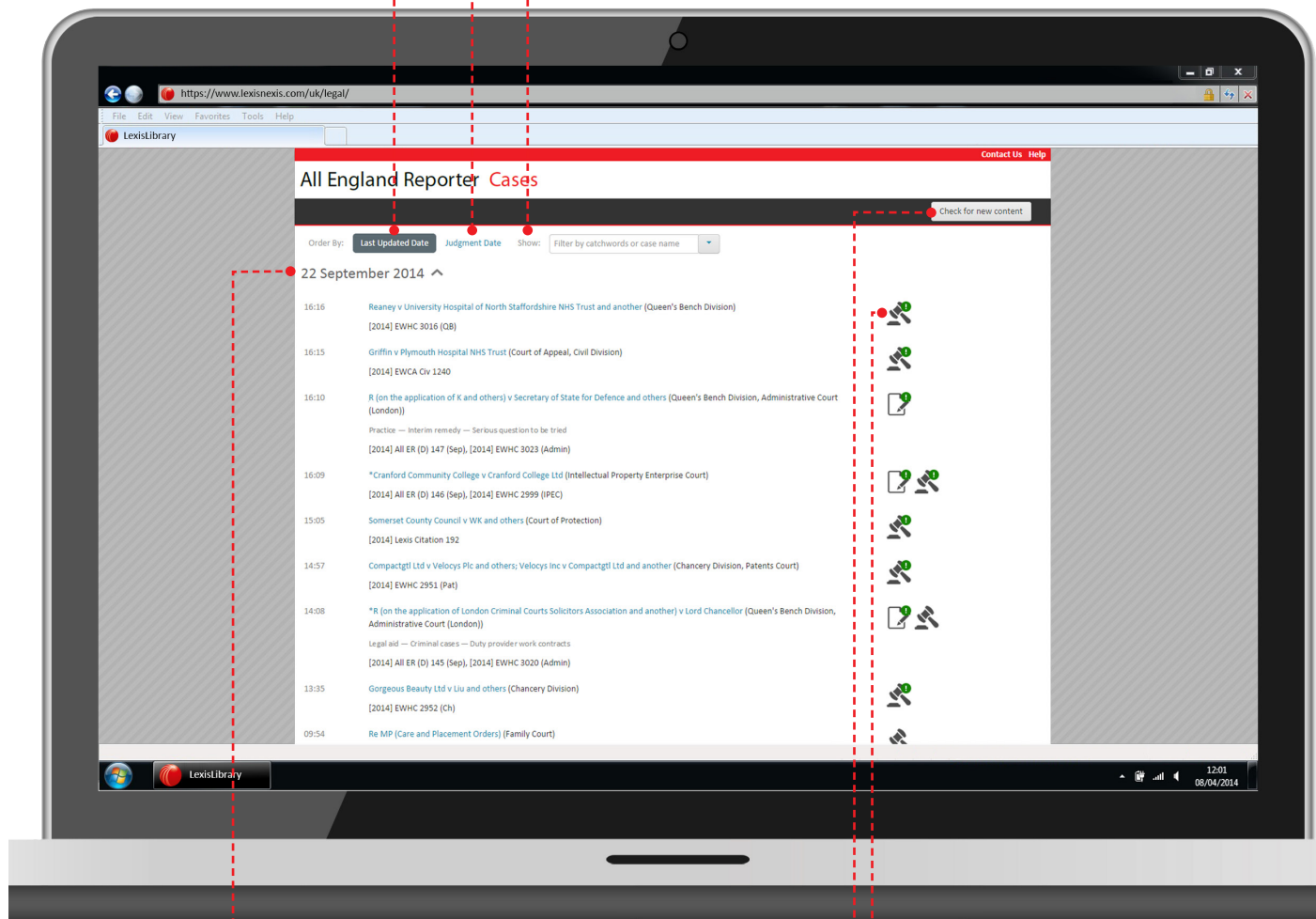
## Today's Cases

Today's Cases provides case coverage from the last 10 days.

**Last Updated Date** displays cases arranged by order of the date they were published.

**Judgment Date** displays cases arranged by order of their judgment dates.

**Show** allows you to search for cases by using catchwords or case names.



**Dates:** Click on a date to reveal or conceal the cases published on that day.

**!:** this icon appears next to new content.

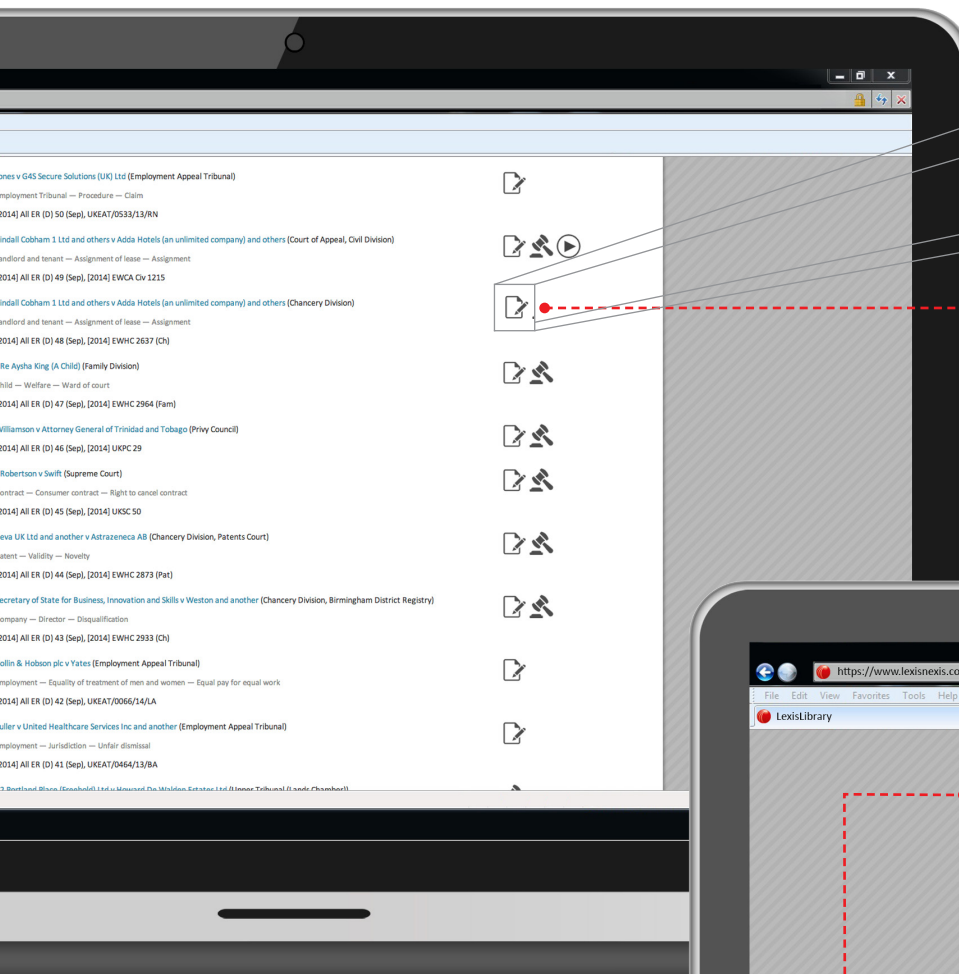
**Checking for new content**

You can check for new content by clicking on the tab on the top right side of the page.



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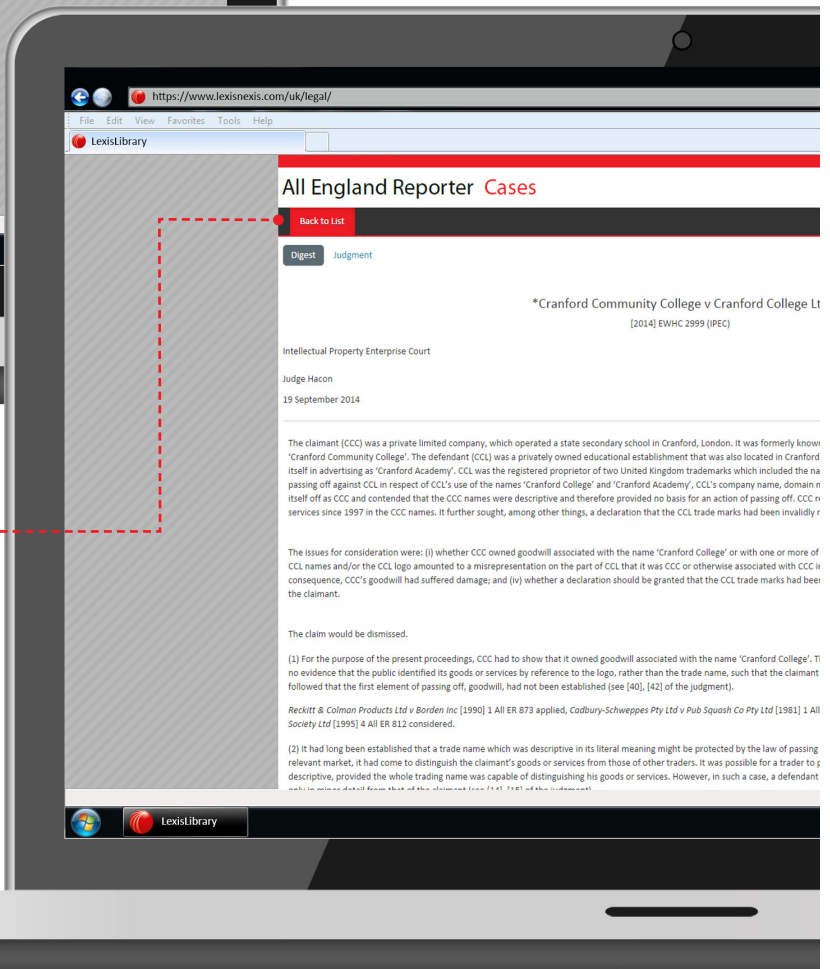
## Today's Cases



Click on the Case Digests icon to read a digest of the case as reported in the All England Reporter

The case digest will be displayed on a new page.

Click on **Back to List** to return to the previous page displaying the list of cases.





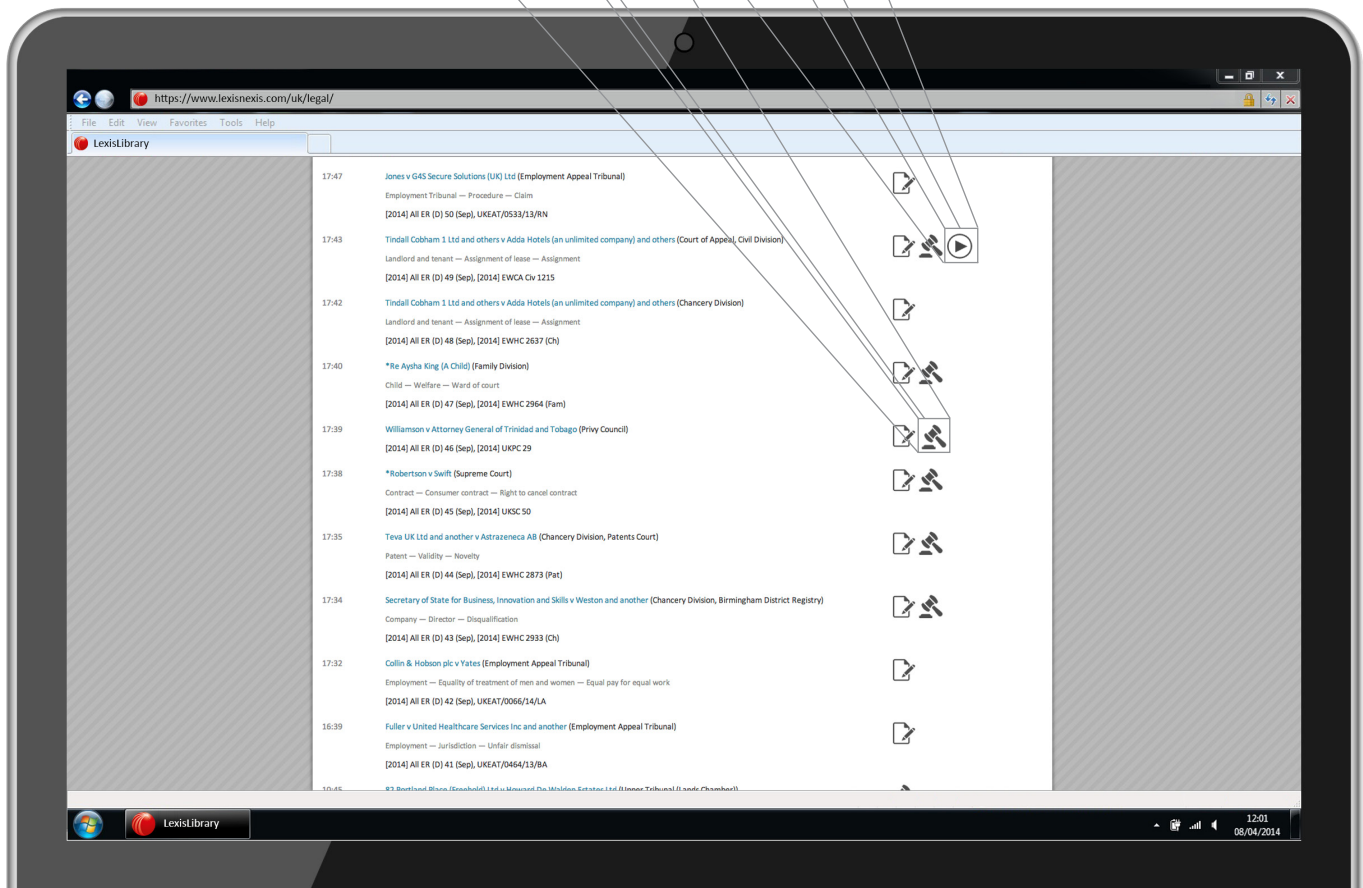
# LexisLibrary

## Today's Cases

Click on this icon to view the judgment either on a new page or for those that are only available in PDF via a link.



Where a video of a case is available, you can view it by clicking on the play icon.



To get the web app, simply go to <http://cases.lexisnexis.uk> and it will be downloaded. Some devices may ask for approval to use a larger database. This is expected and allows us to serve up all of the additional content compared to the current splashpage. For further details, go to <https://cases.lexisnexis.uk/#/faq>.

*Please note: The web app works on all modern browsers and devices. Unfortunately, IE8 does not support some of the key functionality required for offline access. As it is not supported for use in any mobile device in any event, you will only be able to use Today's Cases as a normal web page on IE8 and won't have the benefit of being told when new content is available. You will still be able to access all of the other improvements around search and layout. For the full experience, you should upgrade to a different browser or to a newer version of IE.*

*Please note: If you are using IP authentication to access LexisLibrary, you will only be able to access LexisLibrary related products and services from devices that use the same IP address, this includes the Today's Cases web app. As such, unless your mobile devices are also registered to the same IP address, you won't be able to access the web app on that device. In this case, if you wish to use the web app, please contact your Account Manager to discuss authentication options.*

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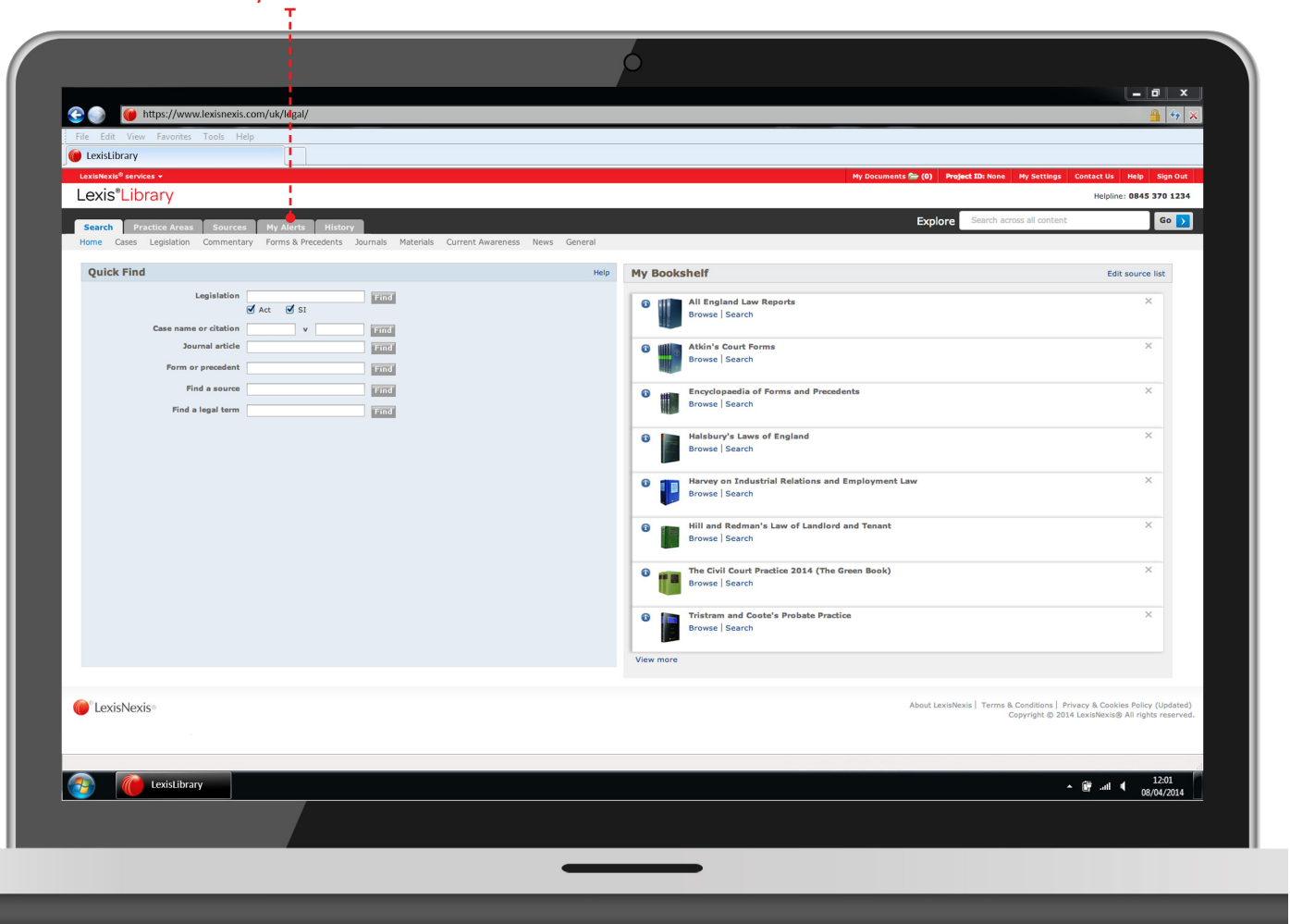
## Judgments Alerter

This source allows you to set up daily email alerts notifying you of the new judgments which have been handed down in Court and added to LexisLibrary.

Judgment Alerter can be added to your existing Update or set up as a new update.

### Setting up Judgment Alerter as a new alert

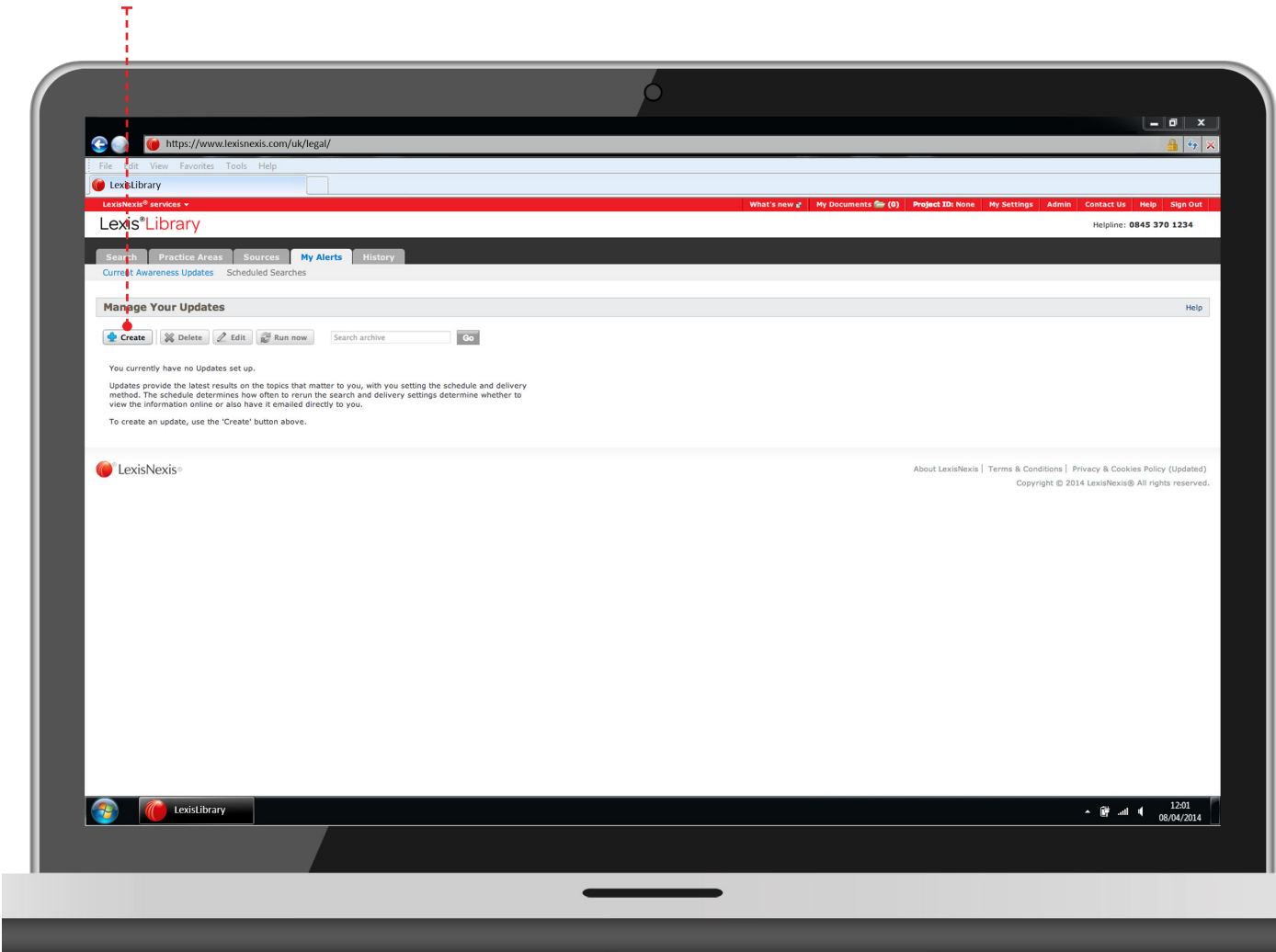
Select the **My Alerts** tab.



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## Judgments Alerter

If you do not already have an update scheduled click on the **Create** button.



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## Judgments Alerter

1 In the **Content Types** box click on the arrow next to the **Cases** field and tick the box next to Judgments Alerter.

2 Next tick the box next to the topic area(s) on which you would like to receive updates.

3 Finally select the jurisdiction(s) from which you would like to receive judgments.

LexisLibrary

What's new g My Documents (0) Project ID: None My Settings Admin Contact Us Help Sign Out

Helpline: 0845 370 1234

Search Practice Areas Sources My Alerts History

Current Awareness Updates Scheduled Searches

Manage Your Updates

Create Delete Edit Run now Search archive

You currently have no Updates set up.

Updates provide the latest results on the topics that matter to you, with you setting the method. The schedule determines how often to rerun the search and delivery set view the information online or also have it emailed directly to you.

To create an update, use the 'Create' button above.

LexisNexis

Step 1 Content

Step 2 Topics & Search terms

Step 3 Delivery

Step 4 Frequency

Step 5 Summary

Content Types\*

☐ All ☐ Appeal Tracker, Practice Directions and...

☐ Analysis ☐ General Case Digest

☒ Cases ☒ Judgments Alerter

☐ Journals ☐ Specialist Case Digests

☐ Legislation

☐ News

Jurisdictions\*

☐ Wales

☐ Scotland

☐ Northern Ireland

☐ European Union

☐ Eire

☐ International

Most important documents only  
(Selected by our editors as very relevant to your search)

☐ Yes ☒ No

Next

\* Required fields

Cancel

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12:01 08/04/2014

4 Click on **Next Step**.

# LexisLibrary Judgments Alserter

You will then access  
the tabs below to  
enter your email  
address and specify  
your delivery  
preferences.

Once you have entered these  
details please click on **Finish** to  
activate your update.

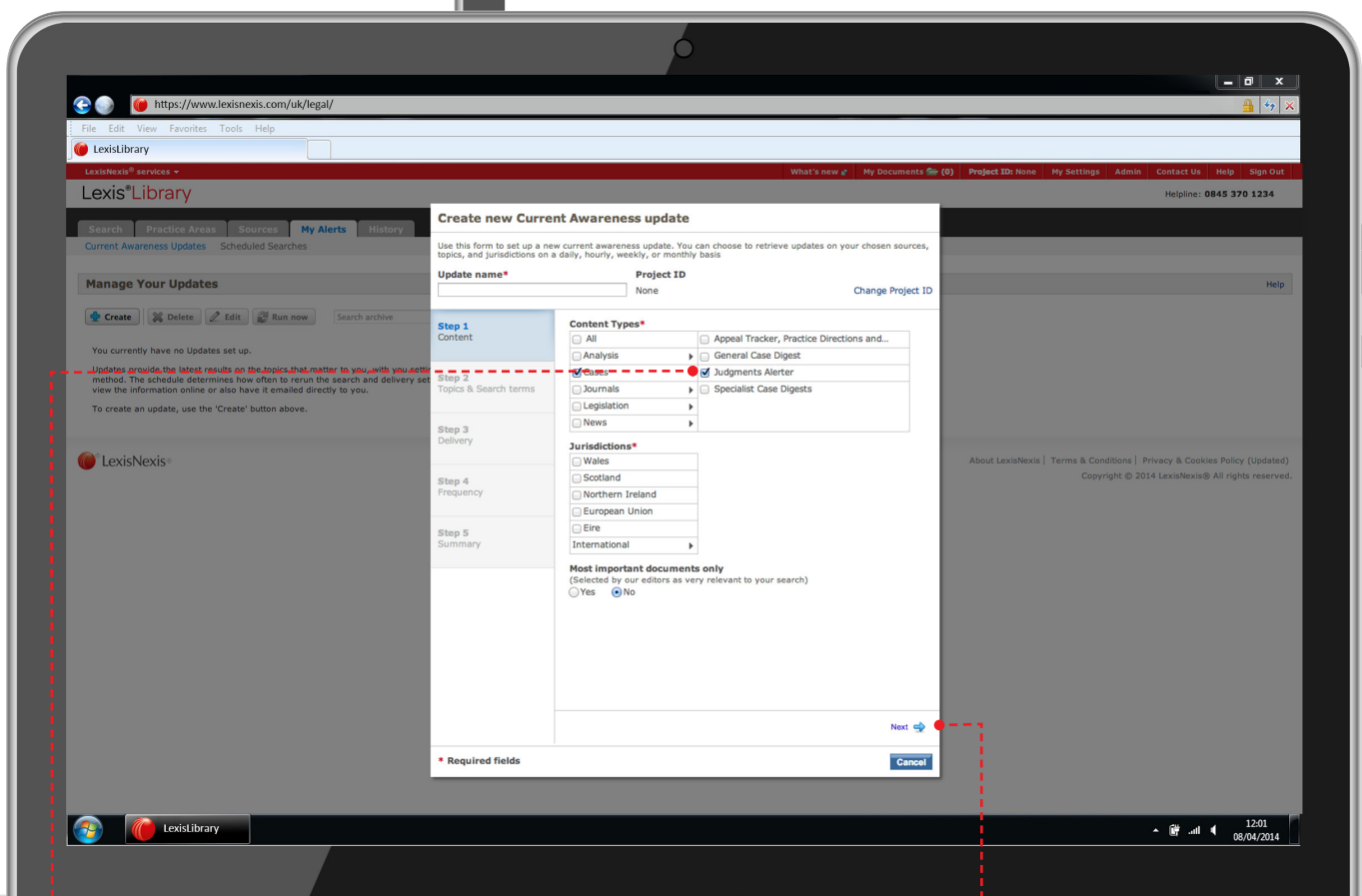
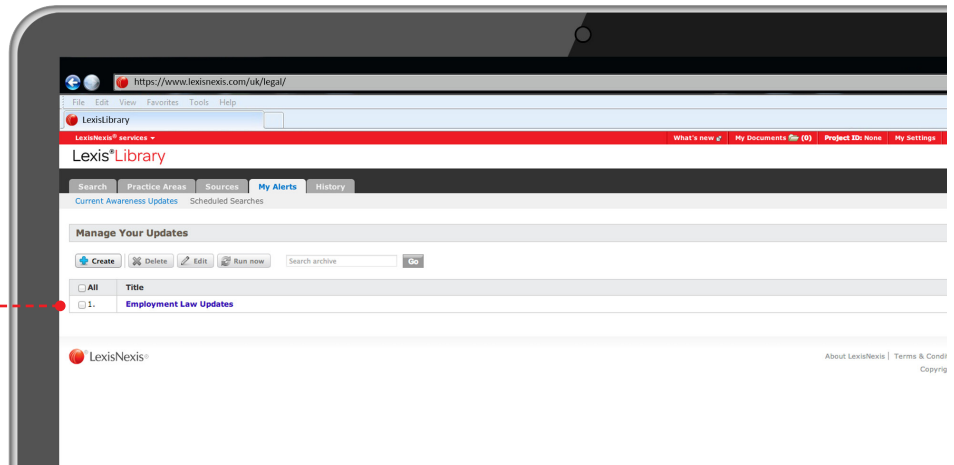
# LexisLibrary

## Judgments Alerter

### Adding Judgments Alerter to your existing alert

NB: You will not need to add Judgments Alerter to your existing alert if you have selected All Sources on your alert – it will automatically be included.

Tick the box next to the update you want to edit and click on **Edit**.

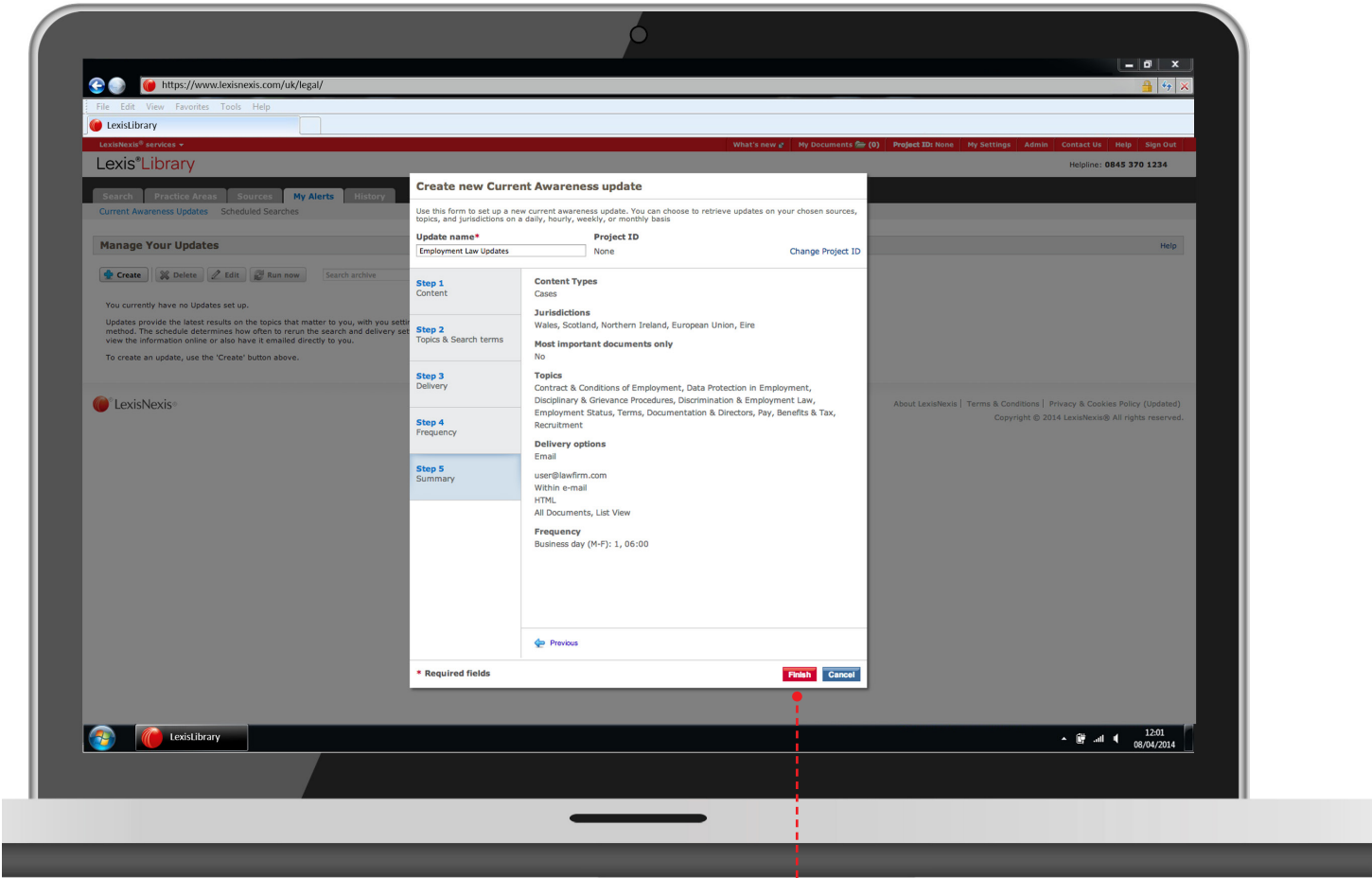


Click on the arrow next to the **Cases** field and tick the box next to **Judgments Alerter**.

Click **Next**.

# LexisLibrary

## Judgments Alerter



If you do not wish to make any other changes to your email, click on **Finish** to save your update.


## LexisLibrary

# Finding Forms and Precedents

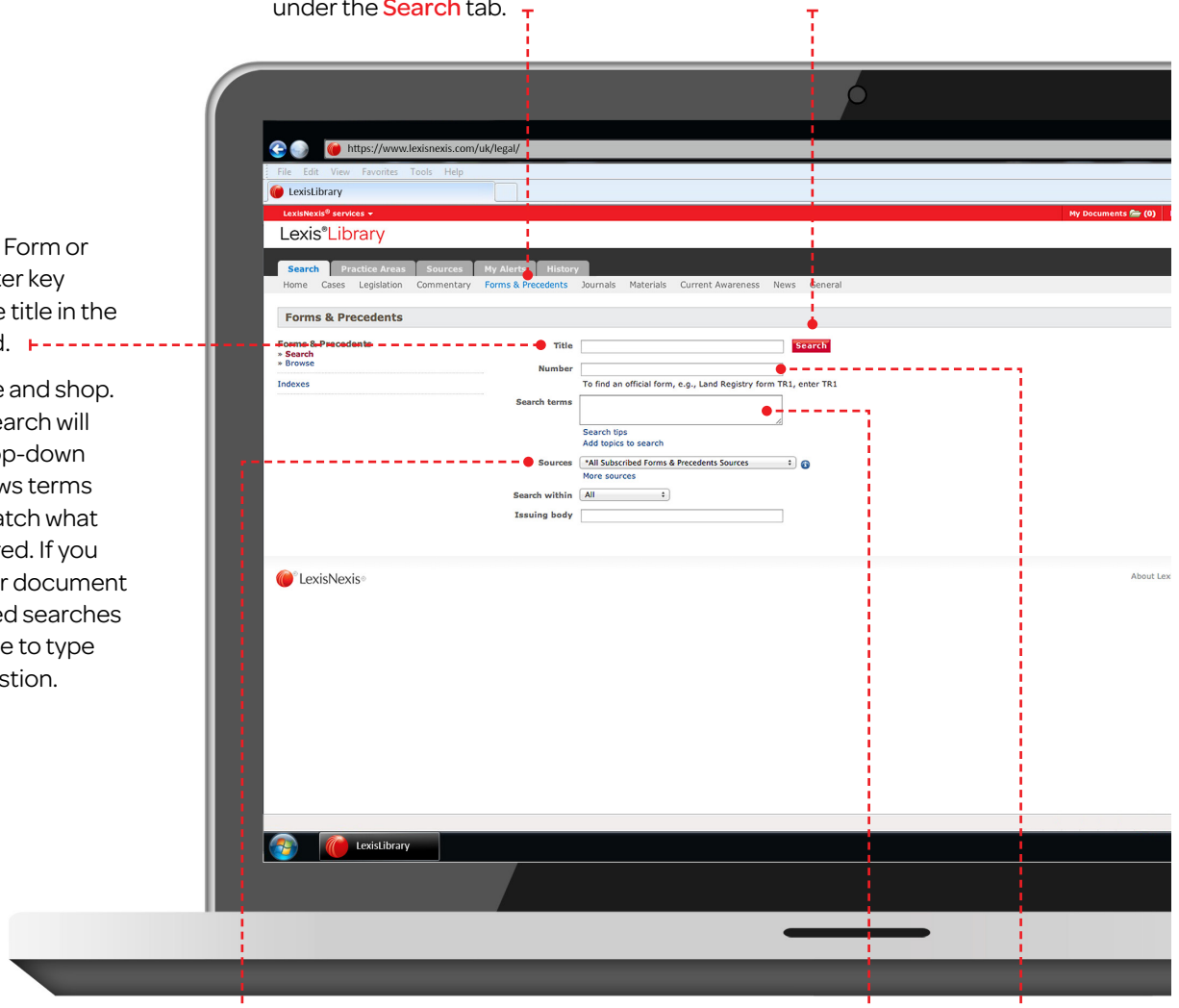
You can run a search across all of your subscribed Form and Precedent sources by entering details into either one or more of the search fields. Please note that you do not have to complete all of the search fields to find results. However, the more accurate information you have the more specific the result will be.

Select the **Forms & Precedents** tab on the navigation bar which is located under the **Search** tab. 

Click on the **Search** button to retrieve your search results.

To search for a Form or Precedent, enter key words from the title in the Form **Title** field. 

*Example:* lease and shop.  
A suggested search will appear in a drop-down box which shows terms that closely match what you have entered. If you do not see your document in the suggested searches simply continue to type over the suggestion.



Select the appropriate source from the **Sources** drop down list.

If you want to search for specific words or terms that appear within the form or precedent you can use the **Search Terms** box.

*Note:* You can make use of the **Search Tips** link at the bottom of the Search Terms box to optimise your search through the use of connectors to link your search words or terms together.

To search for a specific form number, enter the number of the form in the **Number** field.  
*Example:* AP01



# LexisLibrary

## Finding Newspapers

You can search across your subscribed Newspaper sources by entering details in either one or more of the search fields. Please note that you do not have to complete all of the search fields to find results. However, the more accurate information you have the more specific the result will be.

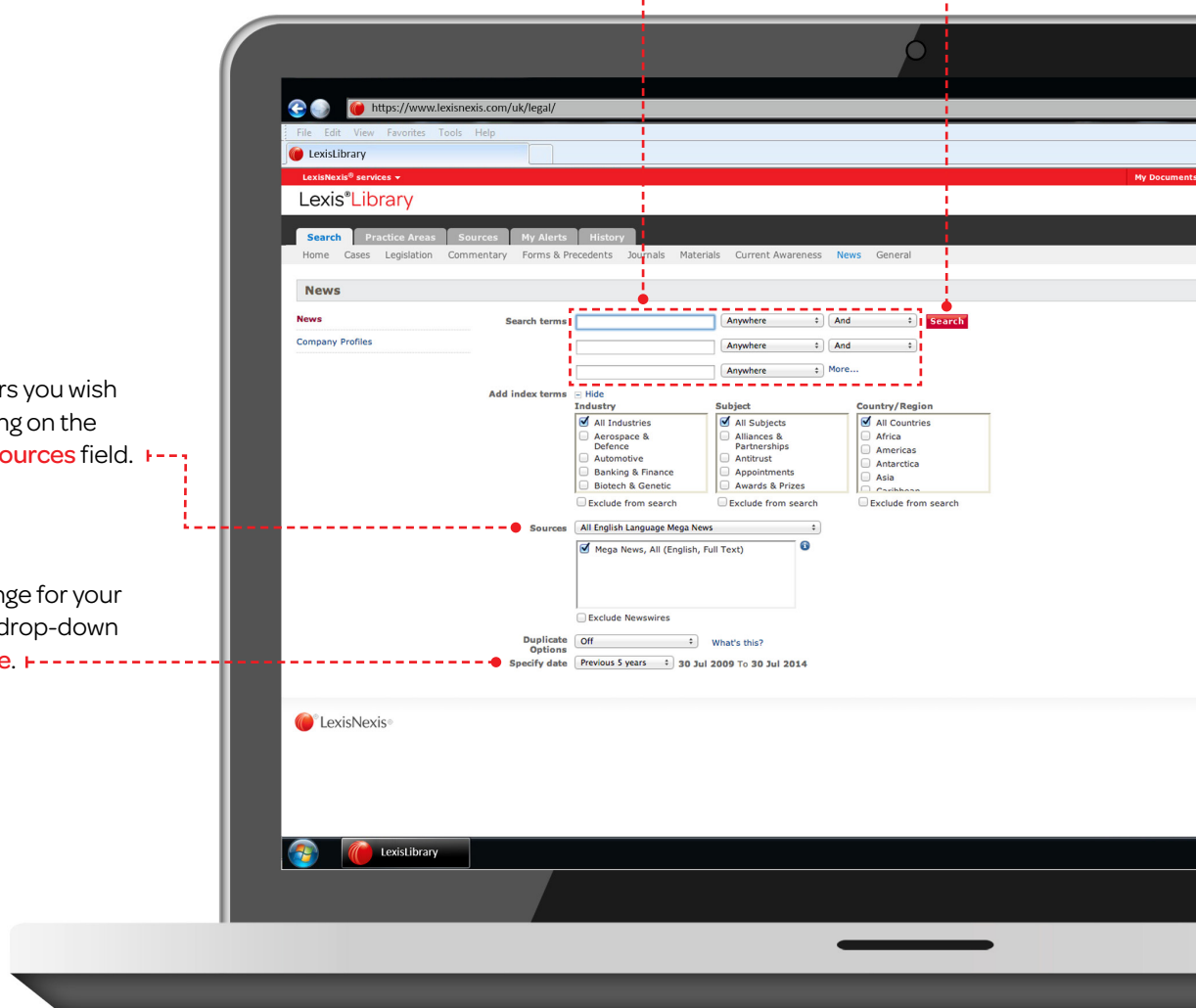
Enter the search terms in to the **Search Terms** fields.

Choose where in the article your terms should appear, and also choose which connector you wish to use by using the drop-down arrows and choosing the relevant option.

Click the **Search** button after you have entered all of the information.

Choose which newspapers you wish to search across by clicking on the drop-down arrow in the **Sources** field.

Choose a date or date range for your search by clicking on the drop-down arrow next to **Specify date**.



# LexisLibrary

## Working with Results

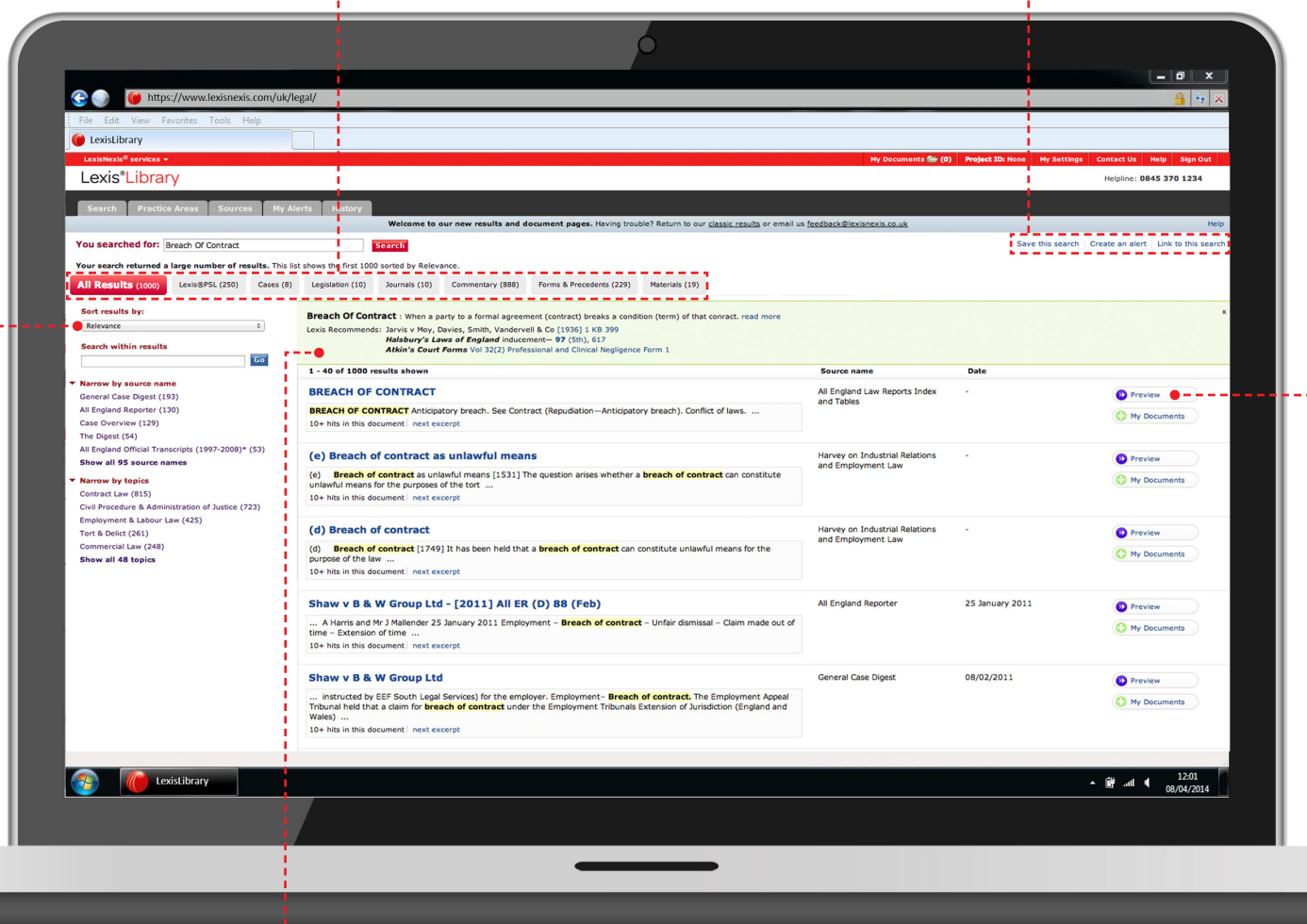
When entering search terms in to the **Explore** box on the homepage; your results will be displayed as shown below, with ALL results and then tabs which will display results by content type.

Your results may be ordered by selecting from a drop down menu under **Sort results by**.

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

Provided are quick links to **Save this Search** in **My Research**, **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.

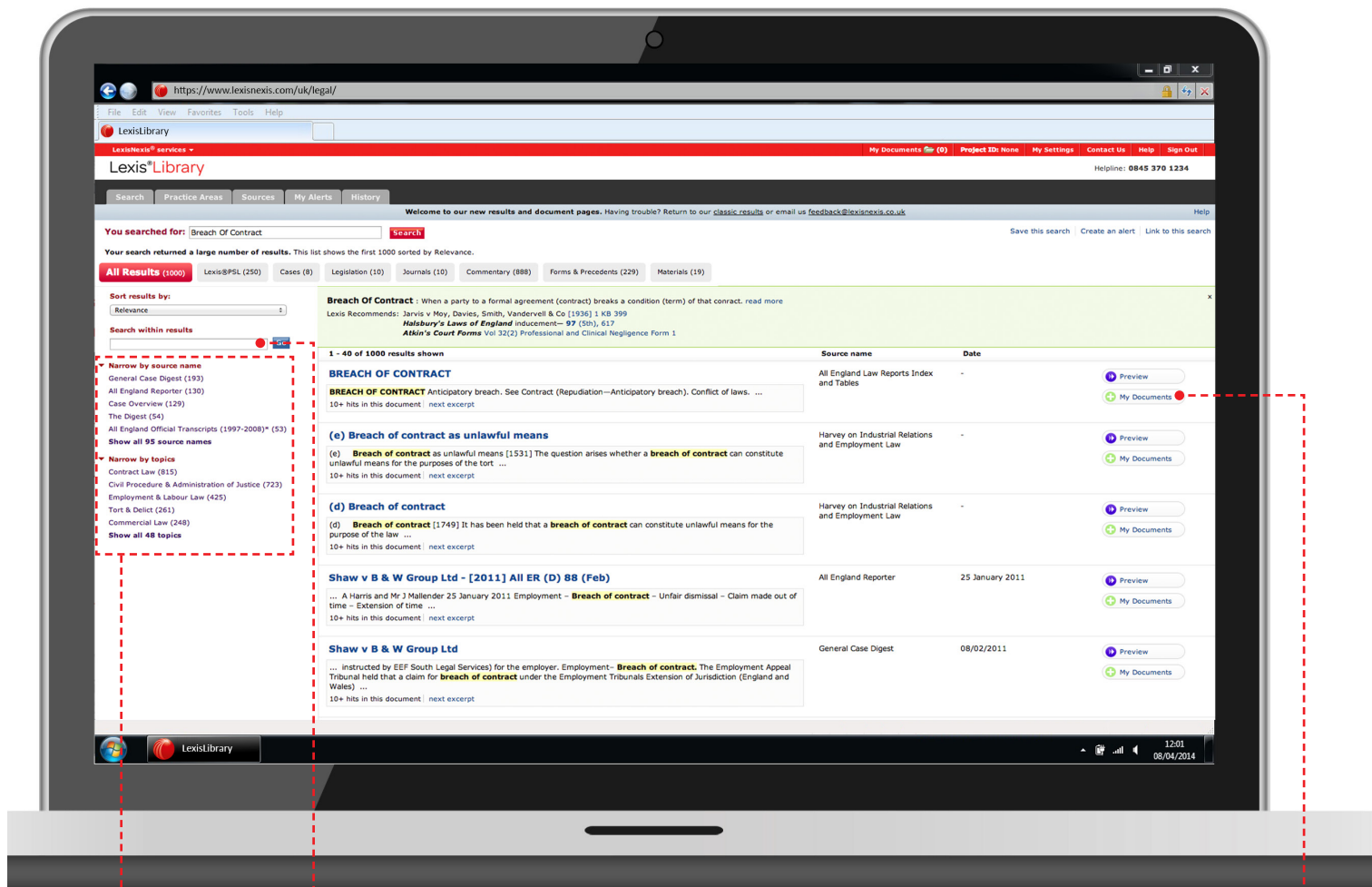
Each result is displayed in the middle of the screen. To view a preview of the document, click on the **Preview** button on the right hand side of the screen.



To assist with your research **Lexis Recommends** links to definitions, cases that you may find useful and handpicked legal commentary. **Lexis Recommends** also gives you legislation recommendations.

# LexisLibrary

## Working with Results



The filters on the left of the screen will allow you to refine 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.

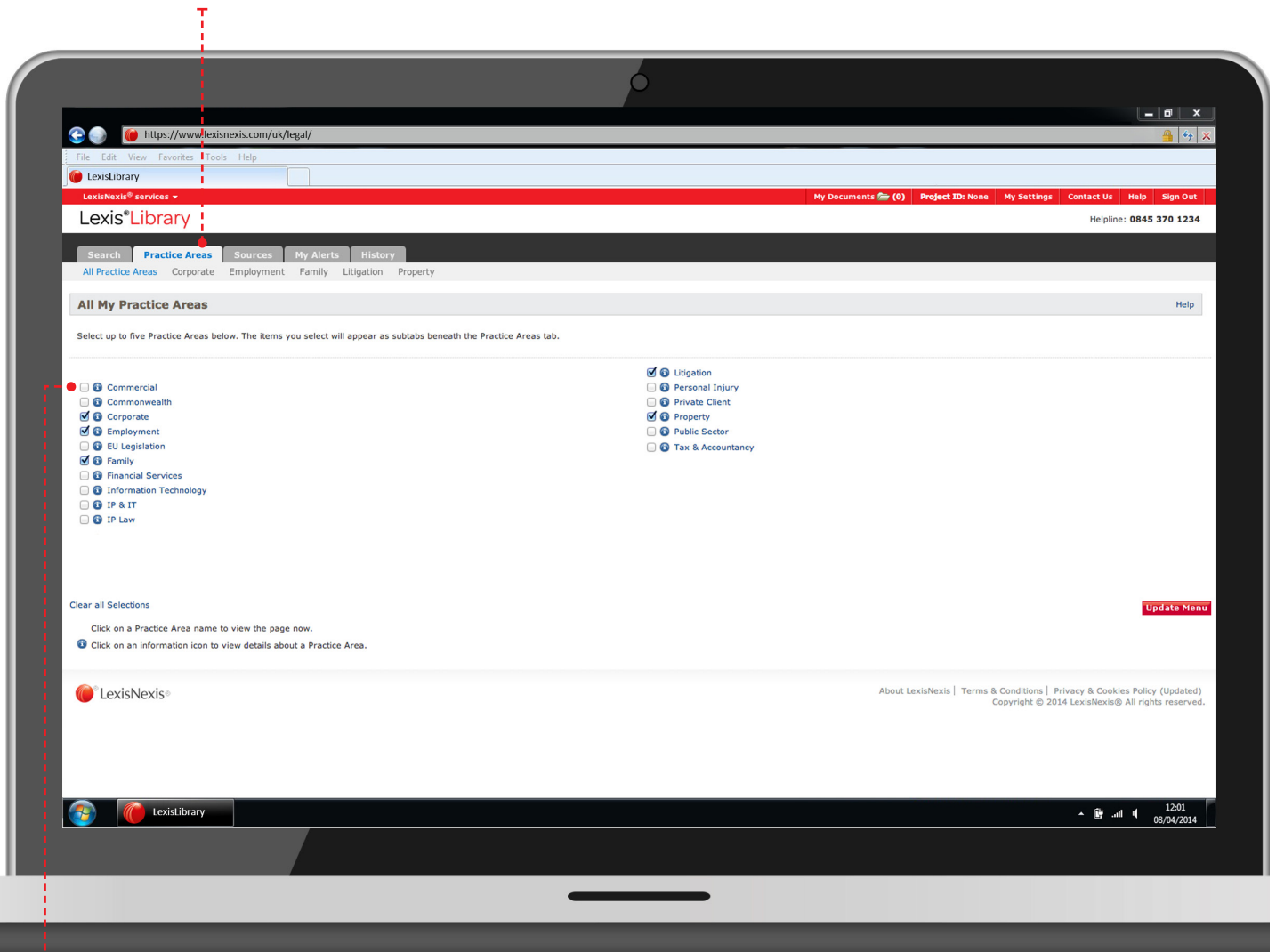
To review later or collate documents you may select **+ My Documents**. This will then be added to the **My Documents** folder at the top of the screen.

# LexisLibrary

## The Practice Area Tab

By using the Practice Area Tab on LexisLibrary you can personalise your bookshelf content in just one click to ensure that you can browse and search practice area specific content.

Select the **Practice Area** tab.



Select your required practice area.

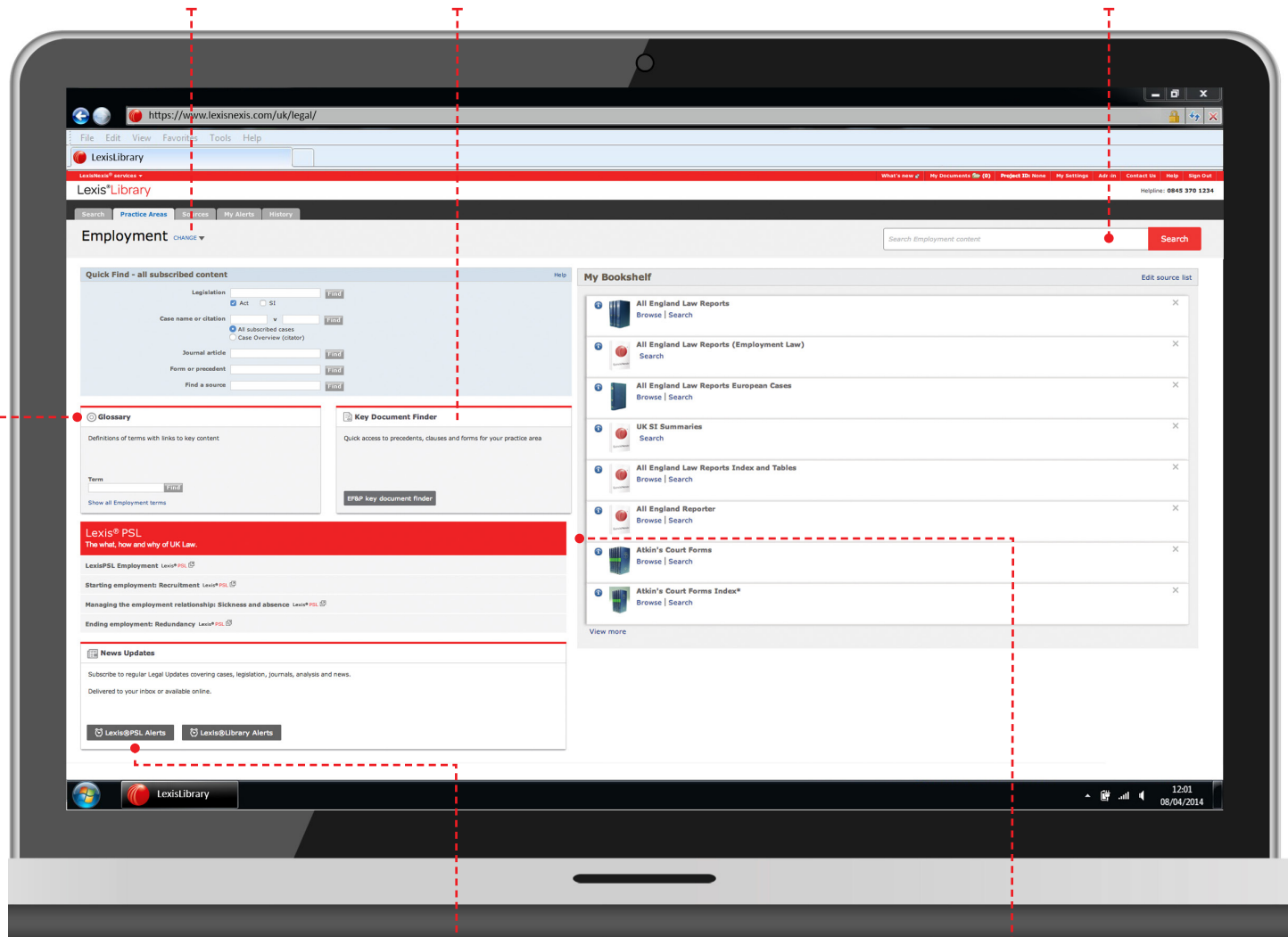
# LexisLibrary

## The Practice Area Tab

It is now easier for you to switch between your Practice Area Pages (based on the practice areas you subscribe to).

Atkins & EF&P is now accessible more easily with the Key Document Finder.

The Search field on your practice area page allows you to run Practice Area-specific searches.



LexisNavigator content is now more accessible via the Glossary box.

If you subscribe to LexisPSL, you can now set up and manage your LexisPSL alerts from your LexisLibrary practice area page, with this direct link.

If you subscribe to LexisPSL, you are now able to access more easily additional practical guidance content on the corresponding LexisPSL Practice Area.

# LexisLibrary

## Creating Scheduled Searches Alerts

You can create Scheduled Searches alerts in LexisLibrary from a **Results** page, either for a search that you have constructed or for a topic area in which you are interested.

LexisNexis® services

What's new | My Documents (0) | Project ID: None | My Settings | Contact Us | Help | Sign Out

LexisLibrary

Helpline: 0845 370 1234

Search | Practice Areas | Sources | My Alerts | History

Having trouble? Return to our classic results or email us feedback@lexisnexis.co.uk

You searched for: Statutory Power

Search

Save this search | Create an alert | Link to this search

Click on the **Create an alert** link to set up your search-based alert.

This will take you to the **Save Search/Save Search as Alert** page.

https://www.lexisnexis.com/uk/legal/

LexisLibrary

LexisNexis® services

My Documents (0) | Project ID: None | My Settings | Contact Us | Help | Sign Out

Save Search/Save Search as Alert

To save a search as a Saved Search, enter a name then click on "Save". Or, to save it as a Scheduled Search (Alert), enter a name, select the tick-box, then set the Schedule and Delivery Options.

Save as

Specify Project ID: None

Change Project ID...

☒ Save as an Alert (Scheduled Search)

Scheduled Searches provide you with automatic updates to your search results at specified intervals. Click on the My Research tab to view a list of your Scheduled Searches.

☐ Manually - No automated Alerts

☐ Hourly

☒ Daily

☐ Schedule

☐ Weekly

☐ Monthly

Monday - Friday

(6:00 AM to 6:00 PM based on your time zone)

Monday - Friday

1 time(s) per day at 06:00

Monday

at 06:00

1st

day of the month at 06:00

Greenwich Mean Time (GMT)

Time zone:

Daylight Saving Time not observed

☐ View online only

☒ E-mail to

☐ E-mail to previously used address:

e.g. name@company.com. Separate up to three email addresses using semicolons (;).

first.last@btopen.com

Add a brief note:

Send

☒ Alert me only if there are new results

☒ Include Alert settings (e.g., search terms, frequency)

Results format

All Documents, List View

Default font

Arial

☐ Do not include duplicate documents

☒ Include cover page

E-mail distribution is subject to Terms & Conditions. Please review them.

Save

Cancel

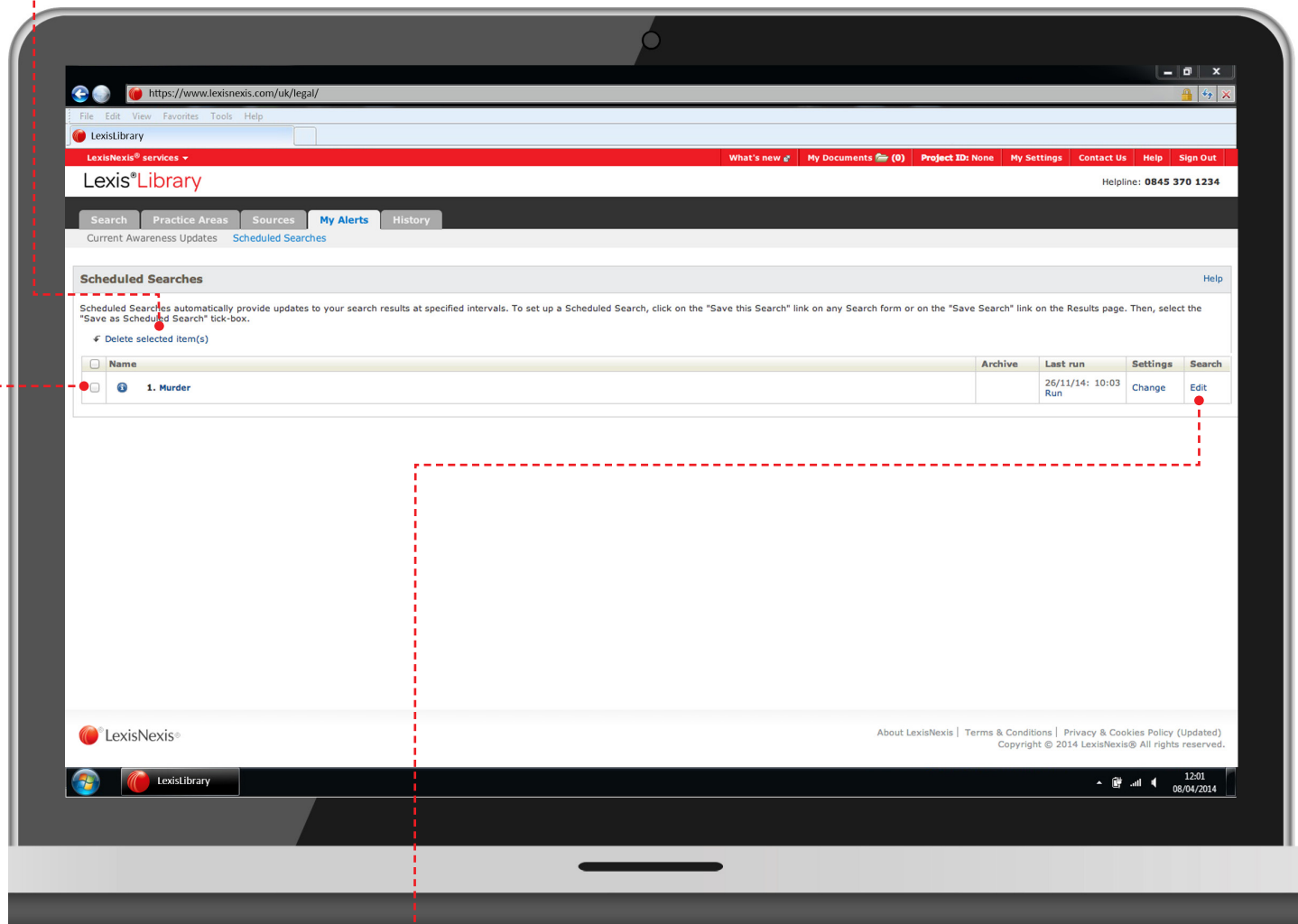
Select your alert frequency **Schedule** and **Delivery** options and click **Save**.

# LexisLibrary

## Creating Scheduled Searches Alerts

Your Alerts will be stored in the **Scheduled Searches** page of the **My Alerts** tab.

To delete the alert, select the **tick box** to the left of your alert name and then click **Delete selected item(s)**.



You can change your frequency and delivery settings, edit the search and also run the search again by clicking on the **Edit** link.

# LexisLibrary

## Creating Updates

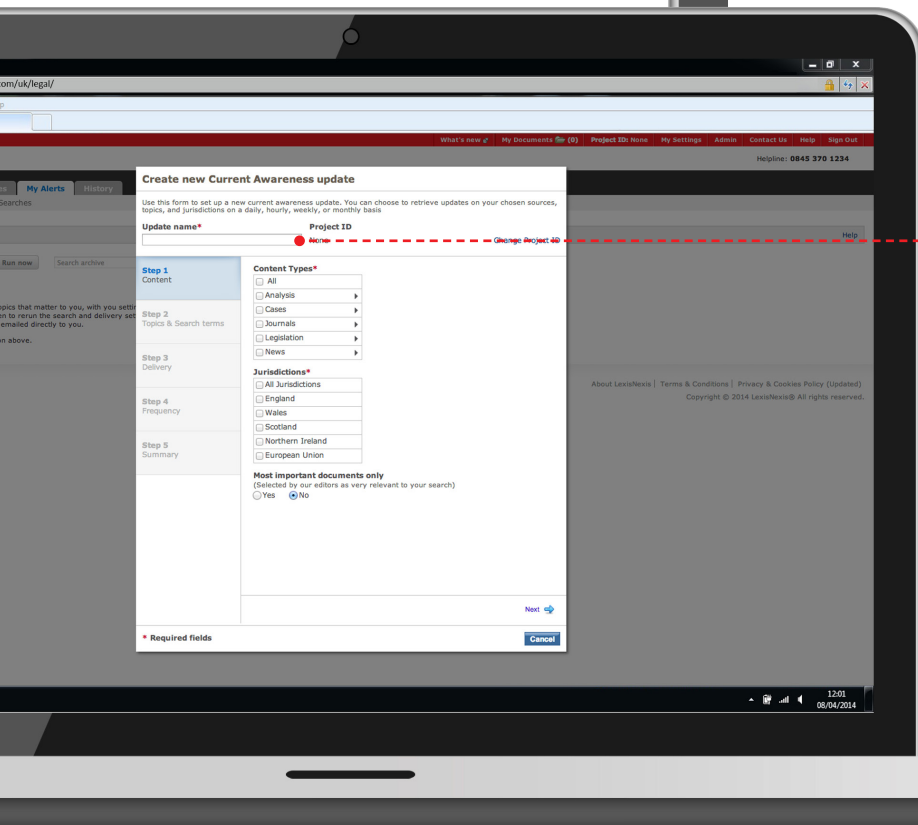
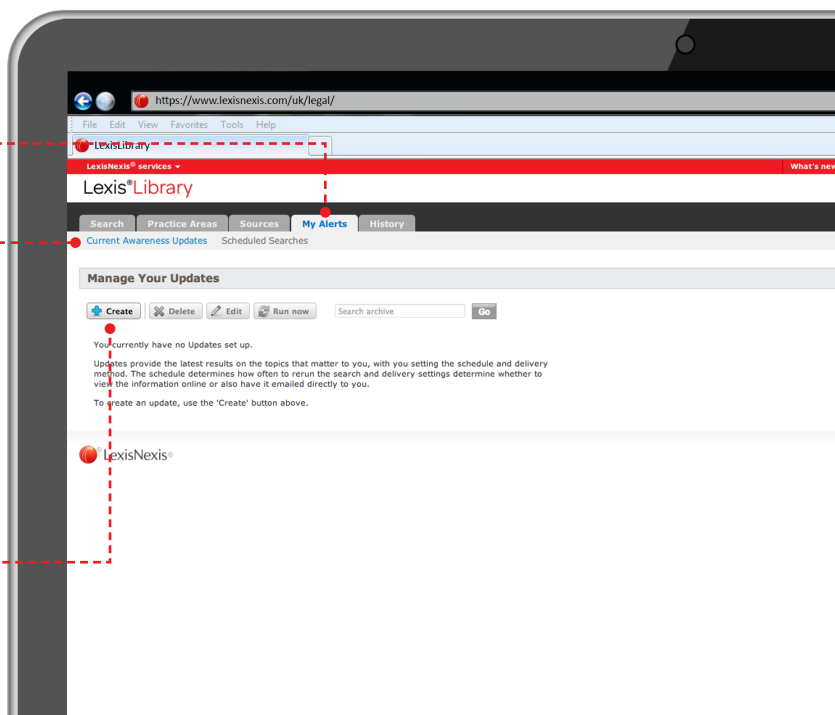
This guide will walk you through the process of creating, configuring and saving email updates that will keep you informed of new developments in the topics of your choice.

To set up a new update click on the **My Alerts** tab in LexisLibrary:

You will be automatically taken to the **Current Awareness Updates** screen. Here you can create new updates, modify existing updates and review your settings.

To create a new update click on the **Create** button in the top left hand side of your screen.

Doing so will launch the creation screen.



Here you can specify the name of the email alert in the **Update Name** field. Once the update has been given a title, you can proceed with the 5 step configuration process.



# LexisLibrary

## Creating Updates

Step 1 allows you to select the **Content Types** and **Jurisdictions** your update will cover.

**Create new Current Awareness update**

Use this form to set up a new current awareness update. You can choose to retrieve updates on your chosen sources, topics, and jurisdictions on a daily, hourly, weekly, or monthly basis.

Update name\* Project ID: None

**Step 1 Content**

**Content Types\***

- ☐ All
- ☐ Analysis
- ☒ Cases
- ☐ Journals
- ☐ Legislation
- ☐ News
- ☒ Appeal Tracker, Practice Directions and...
- ☒ General Case Digest
- ☒ Judgments Alerter
- ☒ Specialist Case Digests

**Jurisdictions\***

- ☐ Wales
- ☐ Scotland
- ☐ Northern Ireland
- ☐ European Union
- ☐ Eire
- ☐ International
- ☒ Abu Dhabi
- ☐ Afghanistan
- ☒ Ajman
- ☐ Albania
- ☐ Algeria
- ☐ Andorra

**Most important documents only**  
(Selected by our editors as very relevant to your search)

☐ Yes ☒ No

Next

Each content type can be selected as a complete category by ticking the box to the left of the **Content Type**.

If you would like to specify a greater level of precision you can do so by clicking on the arrow next to the content type to expand and display the available options:

Please note that you can select an individual country as your jurisdiction of choice. There are further individual countries from the International field.

You also have the option to decide if you want to receive only the most important documents or all possible matches for the search parameters that you specify.

Once you are happy with your selection click **Next**.

# LexisLibrary Creating Updates

Step 2 allows you to specify the **Topic(s)** for your update.

Once again you can either receive everything that pertains to a given topic by ticking the box next to the topic or opt for a subtopic (or several) by clicking on the arrow icon.

You can also specify search terms or keywords to be part of your search.

During the topic selection process you have the option to drill down into quite specific subtopics. The breadcrumb trail that appears below the **Topics** heading as you select items in the menu will help you identify how specific your topic selection has been. You can click on a specific part of the breadcrumb trail (e.g. Employment & Labour Law in the screenshot) to navigate back by one hierarchical level or more.

Click **Next** to proceed once you are happy with your topic selection and would like to specify your update delivery options.

# LexisLibrary

## Creating Updates

Step 3 allows you to specify the delivery options for your update.

If you would like to specify more delivery options click on **More Options** which will display this screen.

The screenshot shows the LexisLibrary website interface. The main content area is titled 'Create new Current Awareness update'. It includes a sidebar with steps 1 through 5. Step 3, 'Delivery', is highlighted. The main form area contains the following fields and options:

- Update name\***: Employment Law Updates
- Project ID**: None
- Delivery options\***: ☒ Email, ☐ Online
- Email address\***: user@lawfirm.com
- Delivery Format\***: ☒ Within e-mail, ☐ As attachment
- E-mail format**: HTML
- Results format**: All Documents, List View

At the bottom of the form are buttons for 'Previous', 'Next', and 'Cancel'. Red dashed lines point from the 'Email' button and the 'Next' button to the explanatory text below the screenshot.

Select **Email** or **Online** depending on your preference and enter your **Email Address**.

If you don't wish to customise the update further click on **Next**.

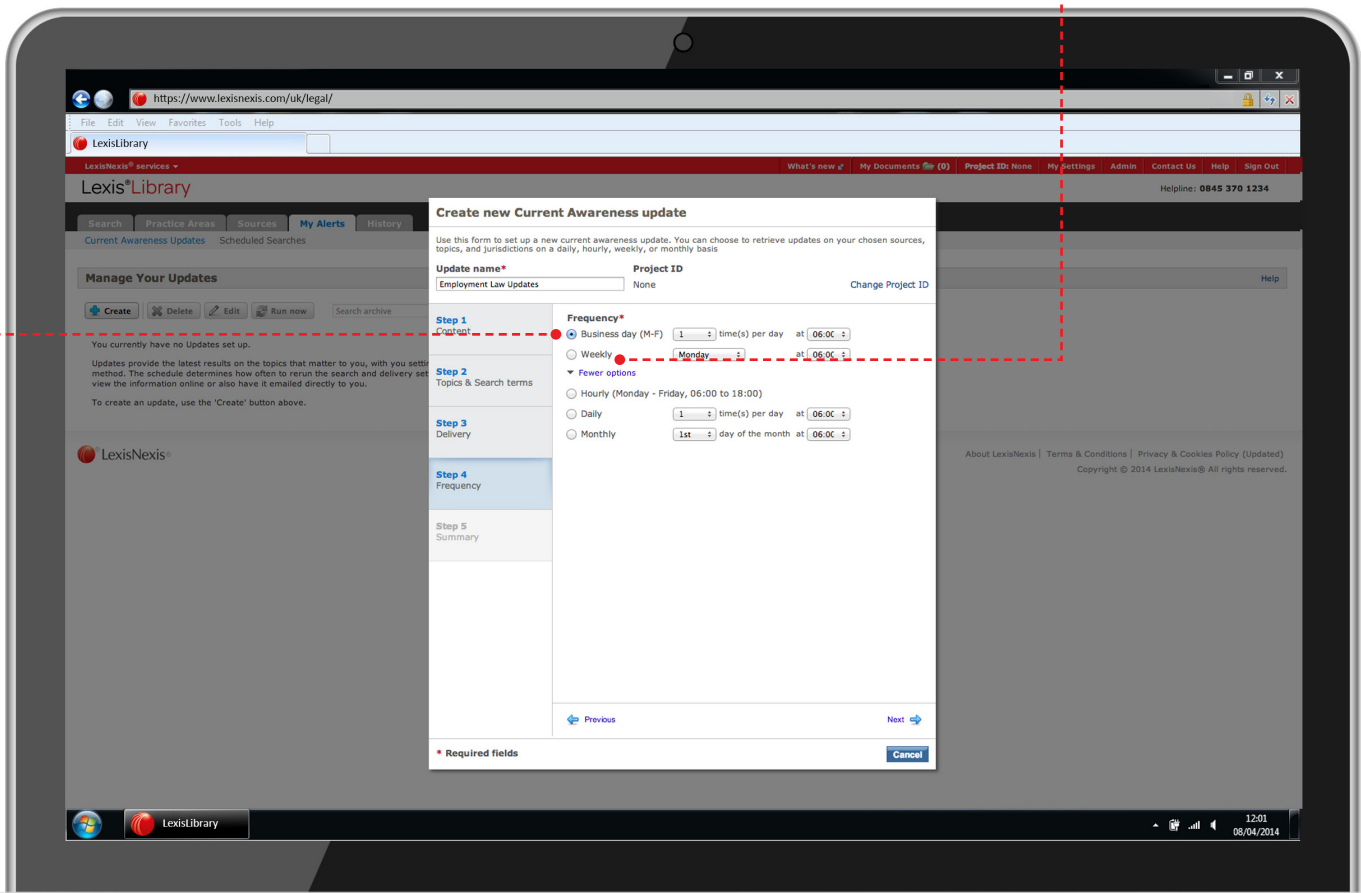
In the additional options screen you can specify the **Delivery Format**, the **E-mail Format** and the **Results Format**.

# LexisLibrary

## Creating Updates

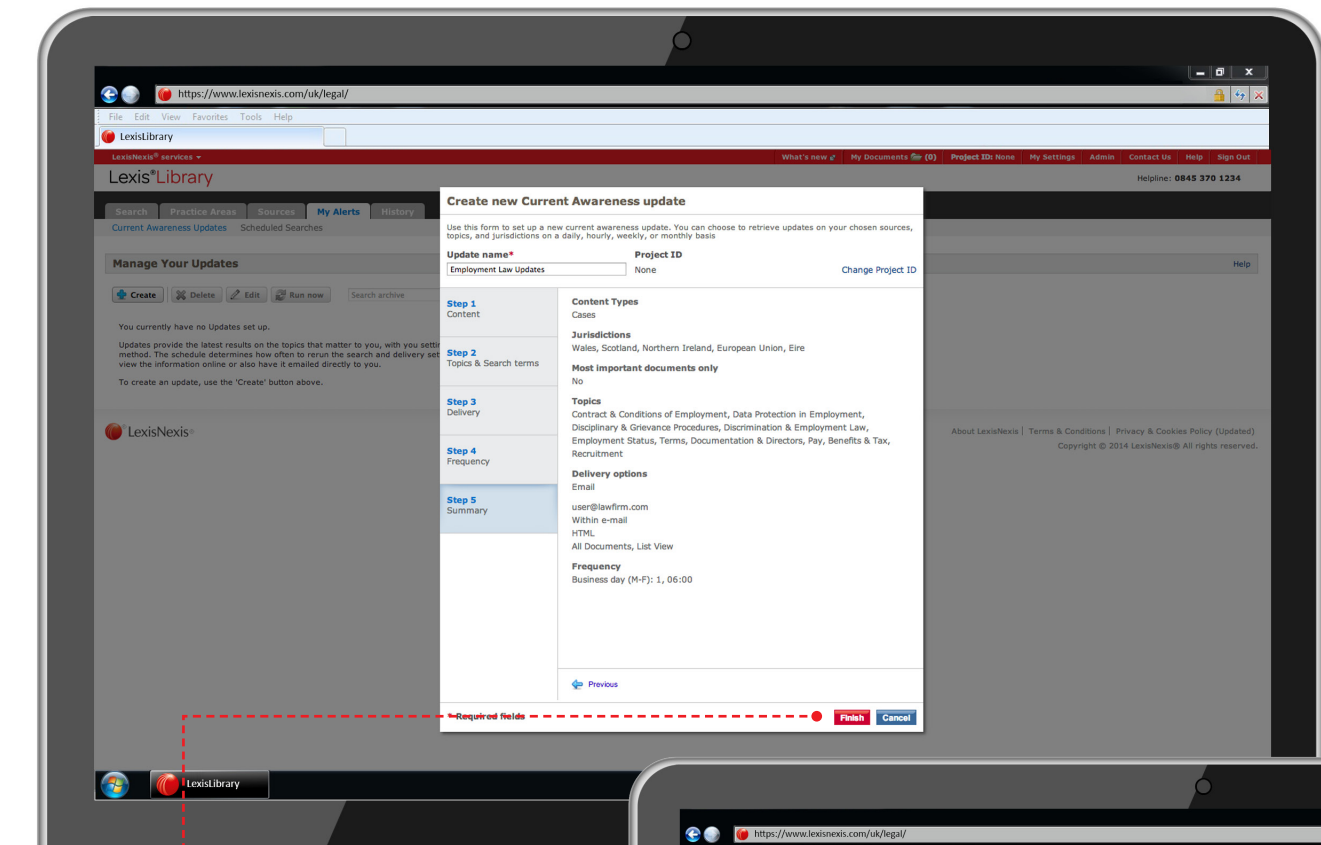
Step 4 gives you the option to specify the frequency of your alerts.

You can select either the **Business Day** or **Weekly options**. The **More Options** link gives you additional control over the frequency settings for your update.

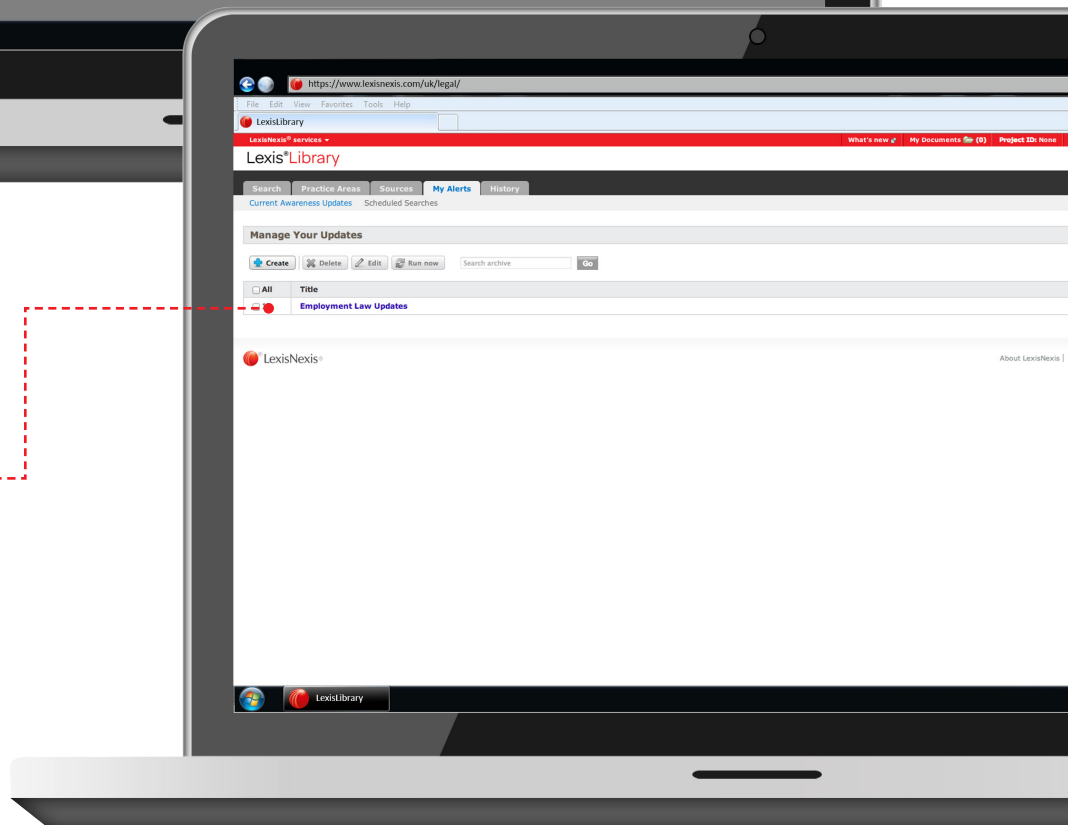


# LexisLibrary Creating Updates

The final step provides you with a summary screen which allows you to review the settings you have specified thus far.



If you are happy with the settings for this alert, press **Finish** and the update will become active. It will deliver the specified items according to the schedule you have selected.

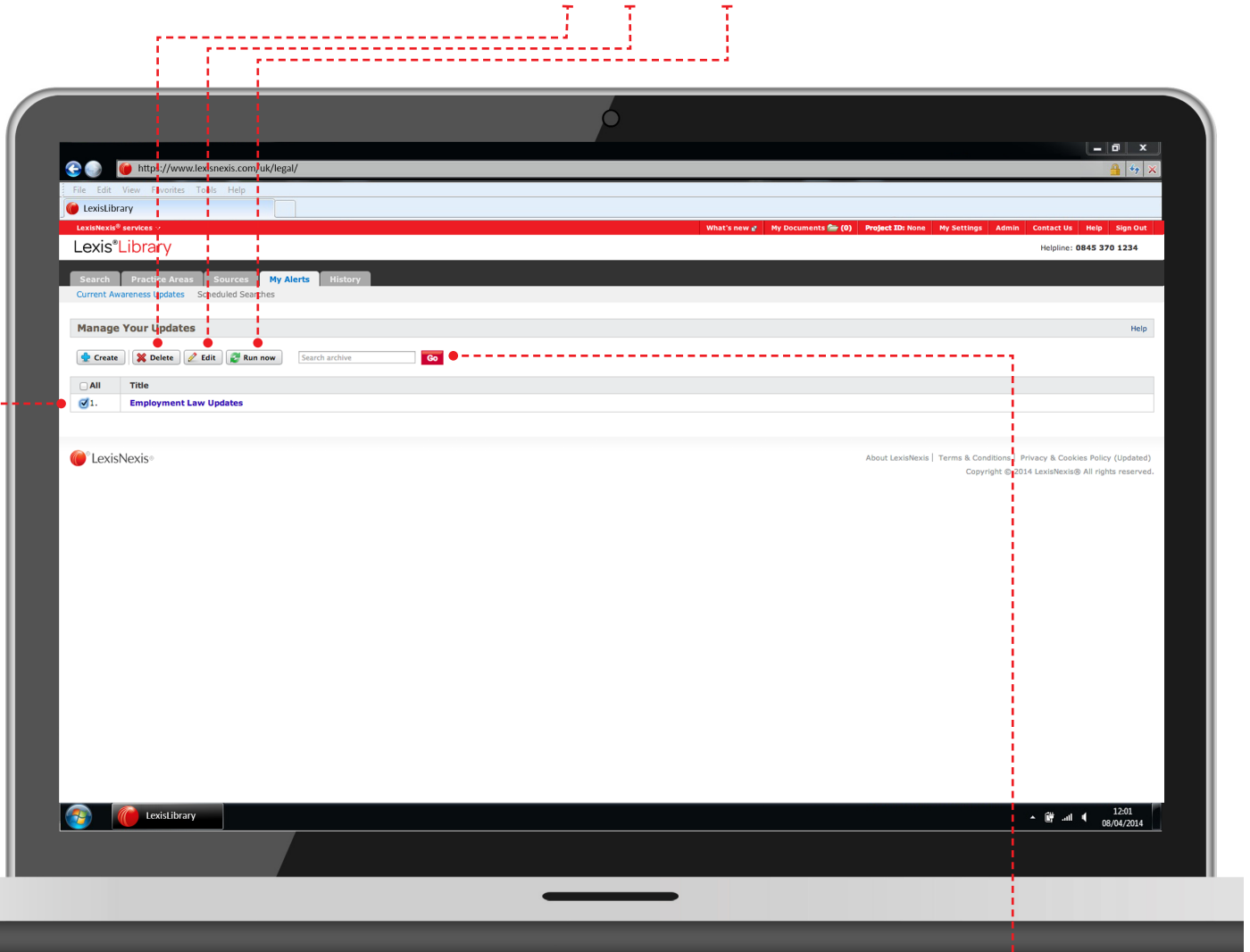


# LexisLibrary

## Creating Updates

The update can be modified, deleted entirely or invoked to run immediately.

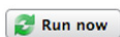
To do so tick the box next to the update and click on the **Delete**, **Edit** or **Run Now** button.



The created update can be modified at any time by pressing the Edit button.



The update can be deleted using the Delete button.



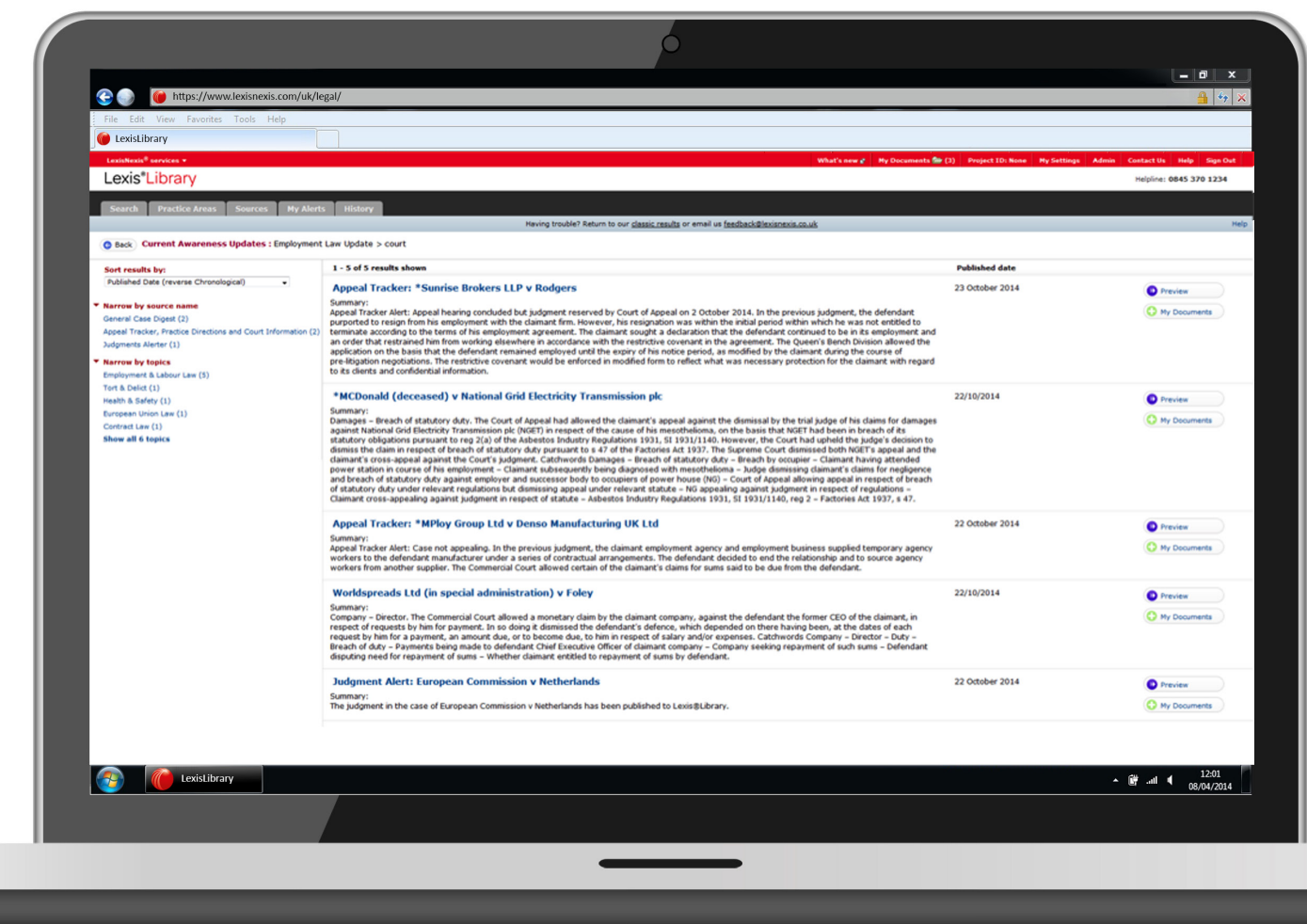
The update can be run by pressing Run Now.

Next to the Run Now button you will find the **Search archive** field. Every time an update is delivered to you via email or online, LexisNexis will store the content of the update for a total of 90 days. During this time period the content of past updates can be searched via the use of keywords. To search through the archive tick the box next to the name of your update and enter your search term into the **Search Archive** field.

# LexisLibrary

## Creating Updates

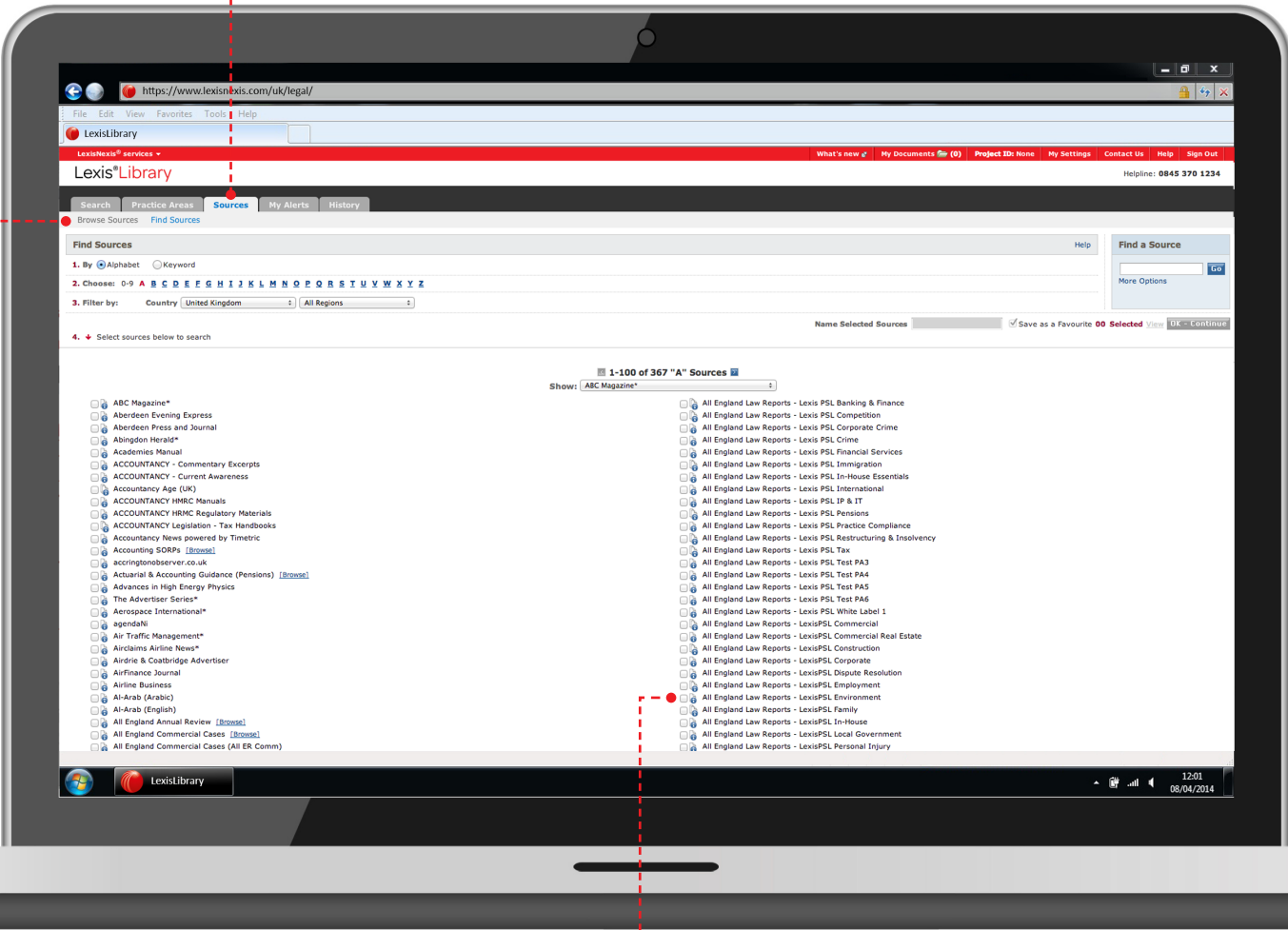
The results of your keyword search will be automatically displayed.



# LexisLibrary Sources

The **Sources** tab shows you exactly which sources are included in your LexisLibrary subscription.

The **Find Sources** page will list your sources alphabetically.



The **Browse Sources** page will firstly group your sources together by publication type.

Click on one of the folders to see which of that source type are included in your subscription. You have the option to also group your sources by Area of Law.

Click on a folder to see every source which is relevant to that area that is included in your subscription.

The **Information** icon is located to the left of each source and will provide you with source information, such as how often the source is updated.



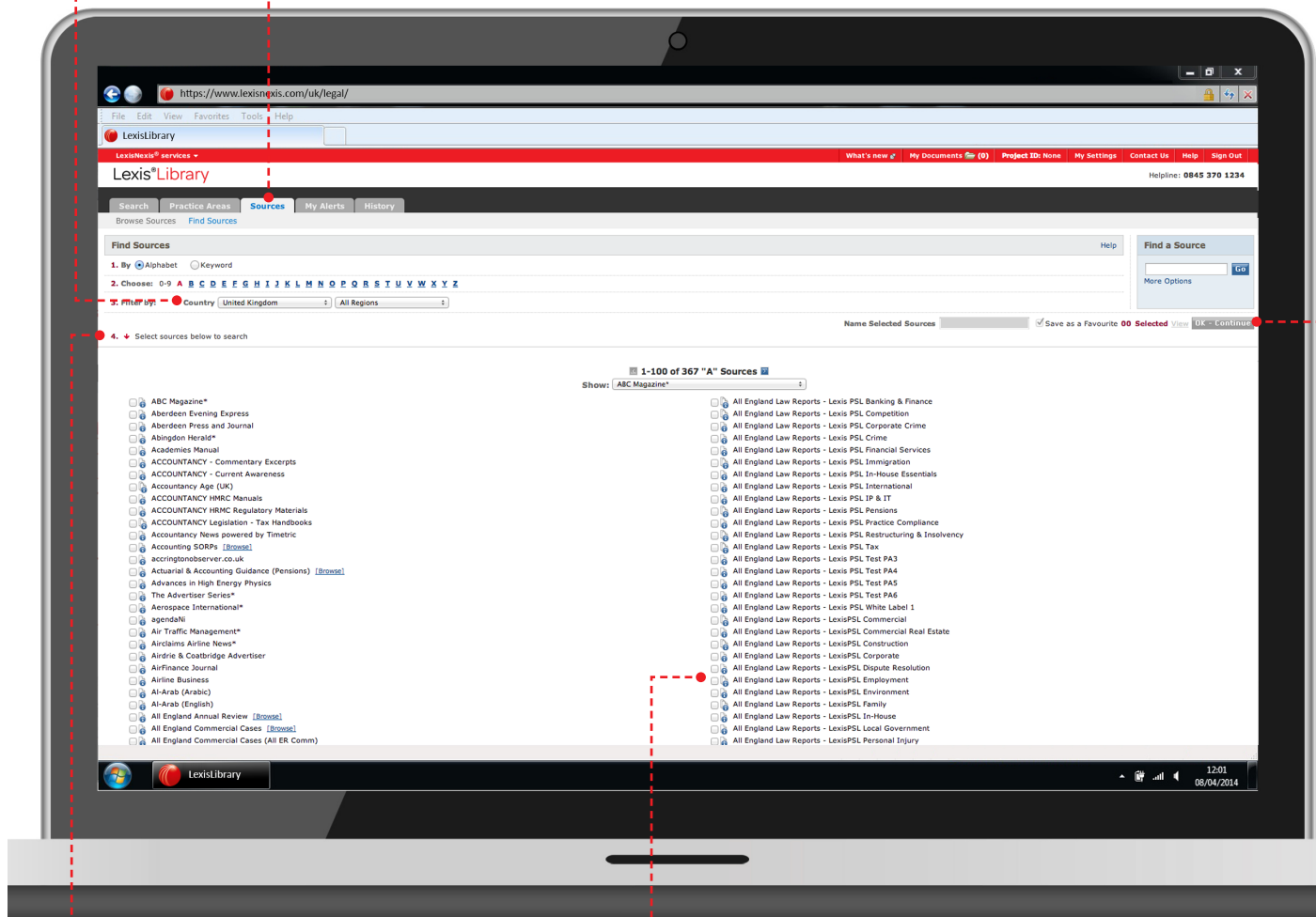
# LexisLibrary International Sources

Dependant on your subscription, international sources are available on LexisLibrary. These include international cases, legislation and journals.

1 To find international sources, click on the **Sources** tab.

2 Then select filter by **Country**.

5 Click the **OK – Continue** button once you have selected the sources that you want to use.

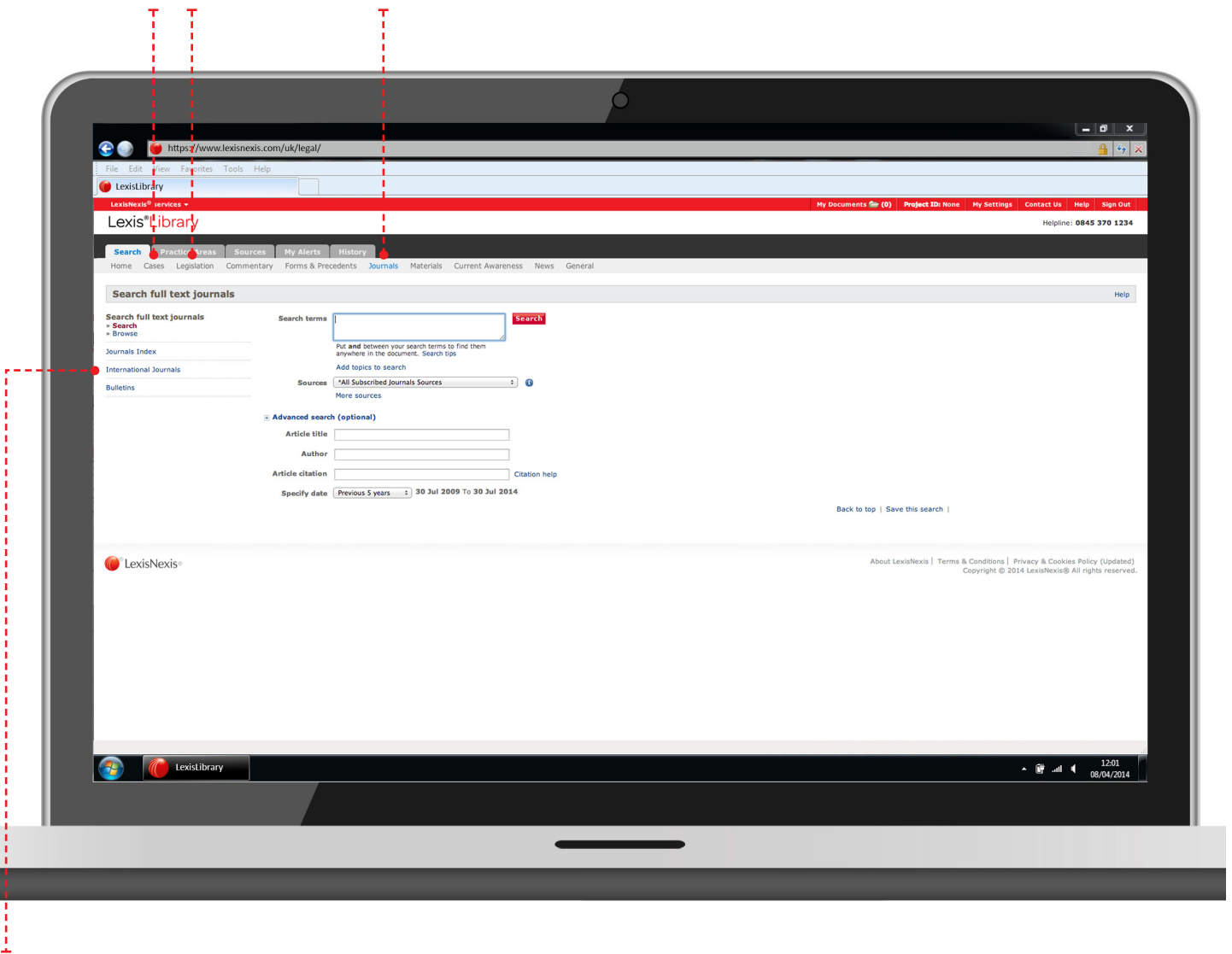


3 Once you have chosen your country the sources list will change accordingly.

4 You may select the source you wish to search by clicking your mouse in the tick box to the left of the source name.

# LexisLibrary International Sources

You can also access international sources from the **Cases**, **Legislation** and **Journals** search pages.



Click on the **International Journals** link to go to the International Search screen.

# LexisLibrary

## Saving Favourite Sources

Sources can be saved as favourites, either individually or as a group.

--- Select the **tick box** to choose the source, or sources, you wish to save as a favourite.

--- If you have combined more than one source, you may give them a name; enter the name in to the **Name Selected Sources** box.

--- Make sure the **Save as a Favourite** box is also ticked.

Click your mouse in the box to the left of the title and then click **OK - Continue**.

You will find your sources in the Sources drop-down list of the relevant search page, and are identified by an asterisk (\*) to the left of the source name. If you have combined sources together, you will also see a list of those sources.

# LexisLibrary

## How to Search

LexisLibrary will search for consecutive words as phrases, unless they are separated by a **connector**.

For example: Searching for *Human Rights* only brings back articles with those words next to each other in that order.

For example: searching for *fraud and online banking* will find the word fraud and the phrase online banking.



Connectors and wildcards enable you to conduct more efficient and effective searching on LexisLibrary. The key connectors are outlined below.

<b>and</b>	Links words or phrases that appear anywhere in the same document. <i>Example: armed robbery <b>and</b> weapon finds both the phrase armed robbery and the word weapon anywhere in the same document.</i>
<b>or</b>	Links synonyms, alternative forms of expression, abbreviations, acronyms, etc. <i>Example: lawyer <b>or</b> counsel finds either the word lawyer or the word counsel</i>
<b>w/n</b>	Links search words and phrases to create concepts, without specifying word order. 'n' represents any number from 1 to 255. <i>Example: dismissal <b>w/5</b> constructive finds dismissal within 5 words or fewer of constructive, regardless of which word appears first.</i>
<b>w/s</b>	Looks for documents with search words in the same sentence. <i>Example: cloning <b>w/s</b> legislation finds cloning within the same sentence as legislation.</i> <i>Note: The w/s connector cannot be combined with the w/n connector.</i>
<b>w/p</b>	Looks for documents with search words in the same paragraph. <i>Example: unfair <b>w/p</b> dismissal finds unfair within the same paragraph as dismissal.</i> <i>Note: The w/p connector cannot be combined with the w/n connector.</i>
<b>! Truncation</b>	The truncation symbol (an exclamation mark) replaces any number of characters at the end of a word and allows you to search for alternative word endings. Example: acqui! will find acquire, acquires, acquired, acquiring, and acquisition <i>Note: Words that work best with ! are those that are unique in their truncated form. For example, if you search fir! (to retrieve <b>fired, firing or fires</b>), your results will also include <b>first, firm</b>, etc.</i>
<b>* Wildcard</b>	The wildcard symbol (an asterisk) replaces a single character at any point in a word, except for the first character. <i>Example: wom*n will find both woman and women. The wildcard (*) is particularly useful if you are unsure of the spelling of a particular word or name. You can also use multiple wildcards in a single word.</i> <i>Example: int**net finds both internet and intranet. Using wildcards at the end of a word will truncate a word for a specific number of characters. Example: Transplan*** finds <b>transplant, transplants or transplanted</b>, but will not find transplantation, transplanting, etc.</i>

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or follow us on Twitter @LNResources  
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