

# Lexis®Library

## Handy Hints



# Logging In and Saving LexisLibrary as a Favourite

You can access LexisLibrary by clicking on the following link, or entering it into your web browser: [www.lexisnexis.com/uk/legal](http://www.lexisnexis.com/uk/legal)

## Add a Favourite

Click on 'favourites' or the Star icon at the top right of your web browser's address bar.

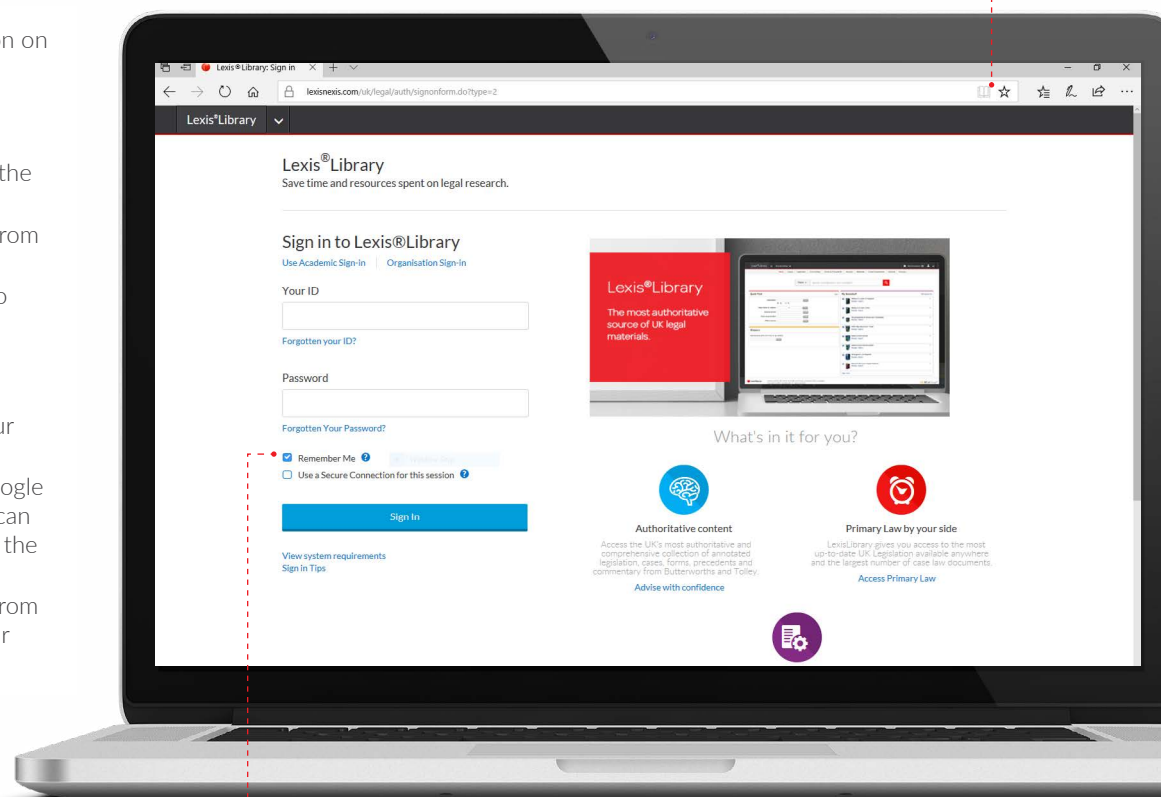
Save the log-in page as an icon on your desktop:

### 1. Internet Explorer

- Right-click anywhere on the log-in page.
- Select 'Create shortcut' from the menu.
- Choose yes to add this to your desktop.

### 2. Google Chrome

- Open LexisLibrary on your browser.
- Partially minimise the Google Chrome window so you can see your desktop behind the browser window.
- Drag and drop the URL from the address bar onto your desktop.



Check the 'Remember Me' to save your login information. You will be automatically logged in and directed to the LexisLibrary homepage when accessing the site.

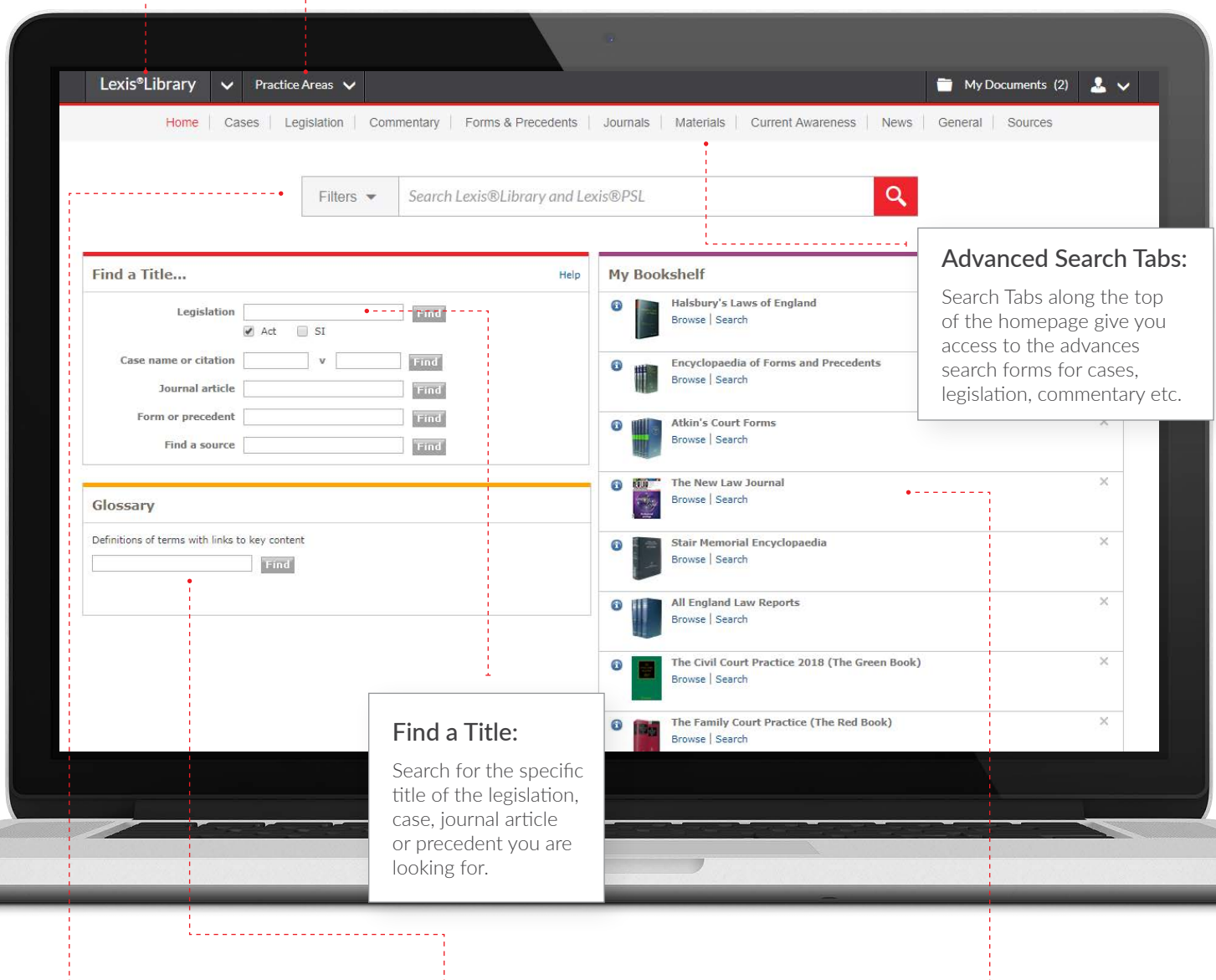
# Homepage Overview and Customisation

## LexisLibrary logo:

Use this logo to return to your homepage from any part of the site.

## Practice Areas:

The Practice area dropdown menu allows you to tailor the information you see on the homepage so that it is relevant to one selected practice area. When a practice area is selected, a pre-customised bookshelf with sources relevant to the selected area will appear. Additionally, when you search, only content from that area will be returned – giving fewer and more accurate results.



## Advanced Search Tabs:

Search Tabs along the top of the homepage give you access to the advanced search forms for cases, legislation, commentary etc.

## Find a Title:

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

## Search Box:

The widest means of searching LexisLibrary. Use keywords to search the whole text of all subscribed content.

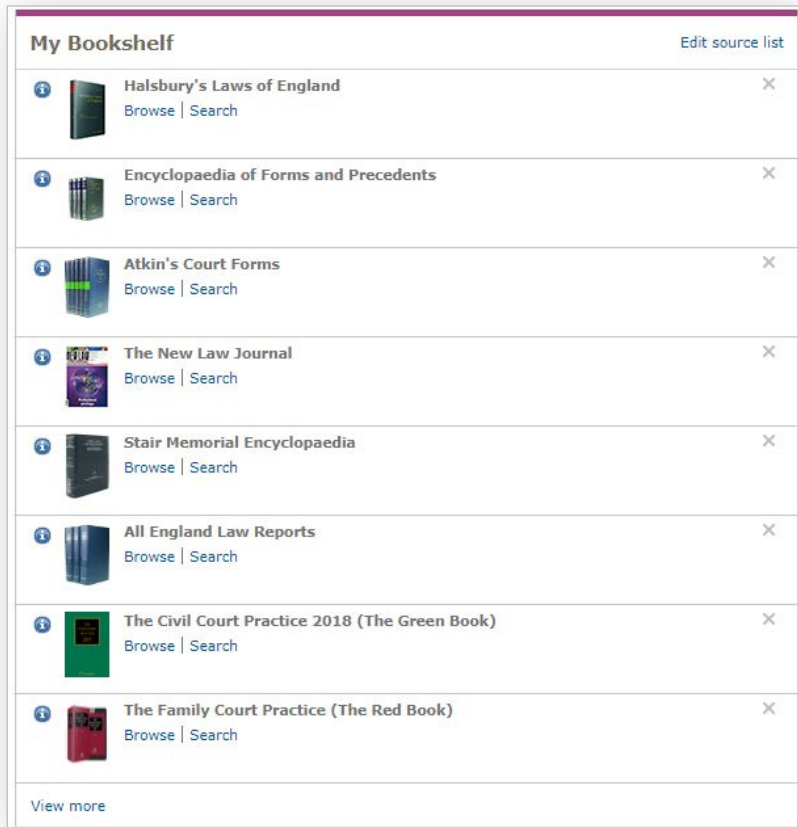
## Glossary:

Provides definitions and links to key content for important legal terms. Useful as a starting point for research.

## Bookshelf:

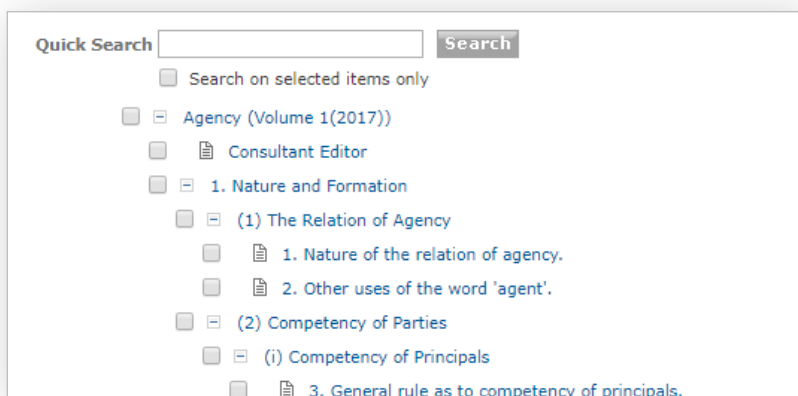
The Bookshelf can be customised by clicking on the Edit Source List at the top right. You can also arrange the order of the bookshelf by clicking on a book and dragging and dropping the book.

# Browsing from the Bookshelf



## Browsing:

Selecting the Browse option underneath the title of a book on the Bookshelf will take you to the book's table of contents.

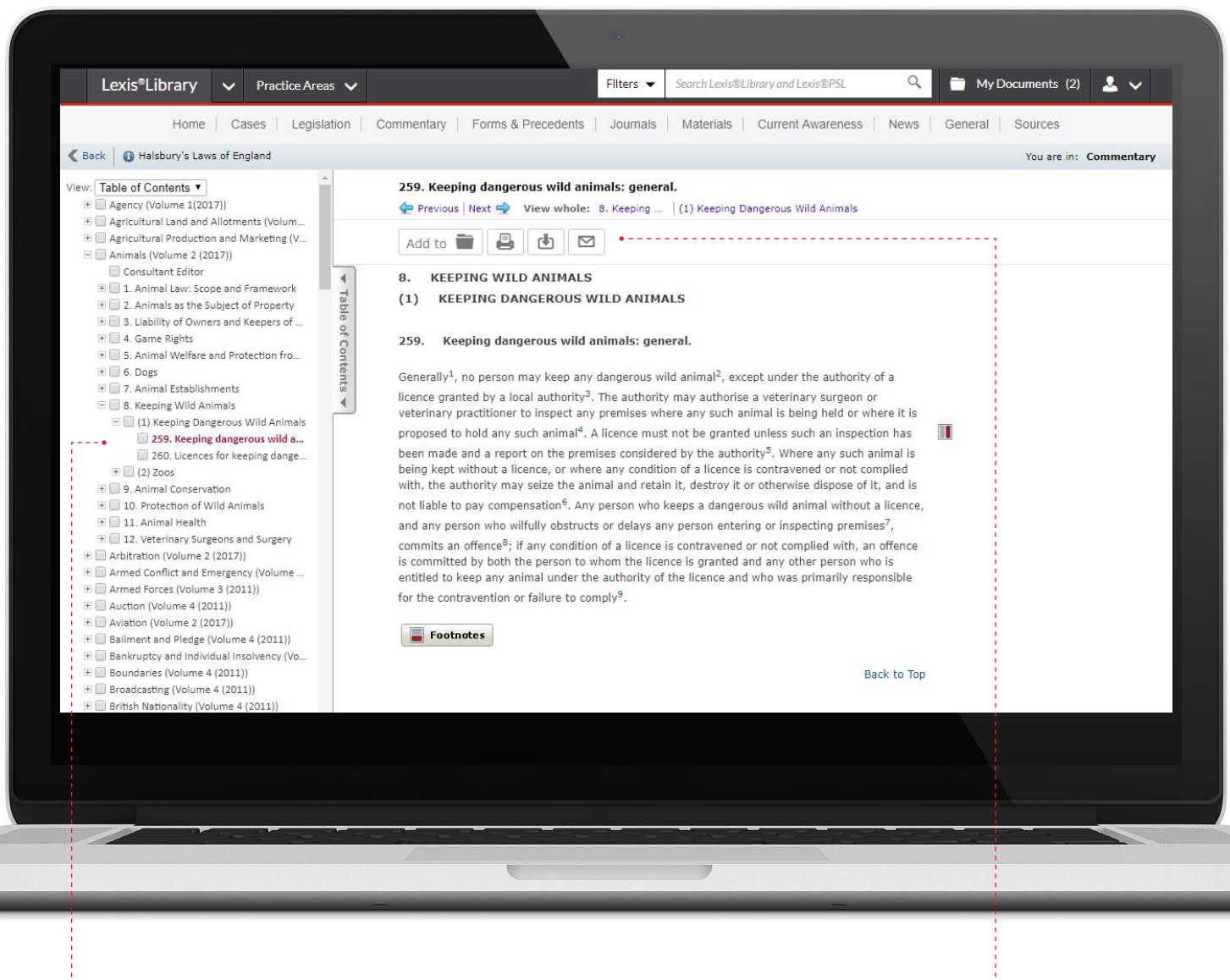


## Table of Contents:

Once you have the Table of Contents open, clicking on the '+' or '-' will open or close the next level of headings. Positioning your cursor over the '+' icon will give you the option to 'open all levels'.

You will be at the page level when the when you see a page icon to the left of the heading.

# The Document View



## Document Page:

- The Table of Contents on the left-hand side will display the location of the page you are viewing within its source.
- You can navigate to different parts of the source by selecting the title of the document you wish to view. These can be opened in a new window or tab by right clicking on the heading.
- You can expand or contract the Table of Contents by using the arrows to the right of the box.

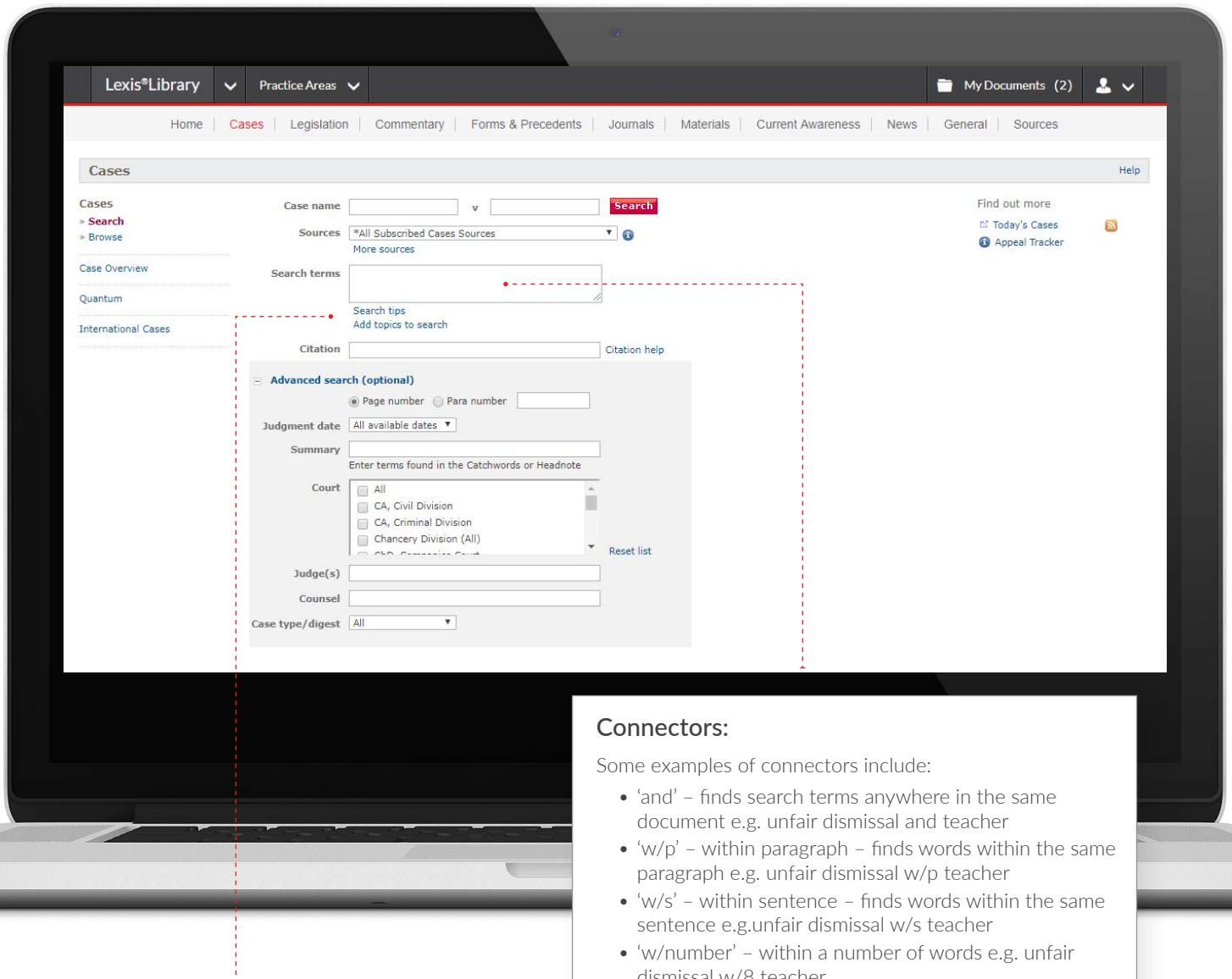
## Adding to Documents, Printing, Downloading and Emailing:

- At the top of the page, four buttons will allow you to add the page to your documents, print the document, download the document or email it.
- Adding the page to My Documents by selecting the Add to option will store the page in your My Documents folder at the top right of the screen. The document will be saved for 30 days.
- Select the printer icon to print the document page. This can be used in conjunction with check boxes in the Table of Contents to print multiple pages.
- You can download the document and save it to your computer by selecting the downloading option. This can also be used in conjunction with the check boxes in the Table of Contents.
- If you would like to email the document to yourself or a colleague, select the email option.

# Advanced Search Tabs

## Searching tips:

- When searching in any of the source tabs in LexisLibrary and searching for key words within the Search terms boxes, you will need to use 'connectors' to link your words unless you are confident your keywords will appear as a phrase.
- Connectors allow you to dictate with much greater accuracy the proximity at which your keywords appear and in which context they are used
- To keep results relevant to a particular area of law, you can add topics to your search.



Clicking on the **Search tips** link will give you a list of the connectors you can use and a definition of how this search functions.

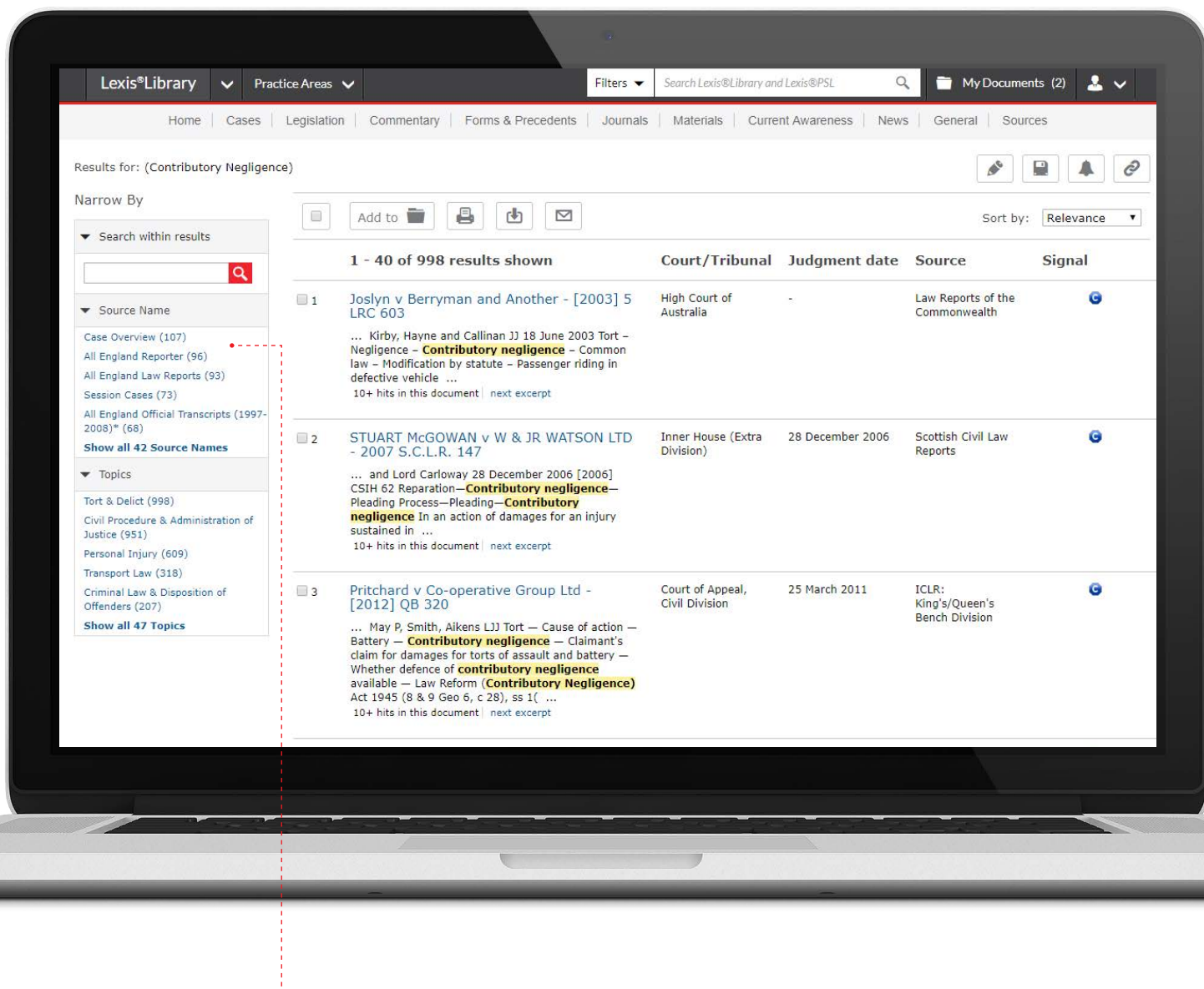
## Connectors:

Some examples of connectors include:

- 'and' – finds search terms anywhere in the same document e.g. unfair dismissal and teacher
- 'w/p' – within paragraph – finds words within the same paragraph e.g. unfair dismissal w/p teacher
- 'w/s' – within sentence – finds words within the same sentence e.g. unfair dismissal w/s teacher
- 'w/number' – within a number of words e.g. unfair dismissal w/8 teacher
- 'or' – finds alternatives and synonyms e.g. teacher or lecturer
- '!' – truncator – finds any ending of word e.g. educat! will find educate, educating, education
- You can use as many search terms as you wish linked with multiple connectors e.g. unfair dismissal w/s discrim! w/s teacher or lecturer



# Working with Search Results



## Filtering Search Results:

Any search will lead to a list of results. You can refine the results further by using the filtering options down the left-hand side:

Choosing a specific content type – e.g cases or commentary

Searching within results – enter an additional search term to narrow the results further

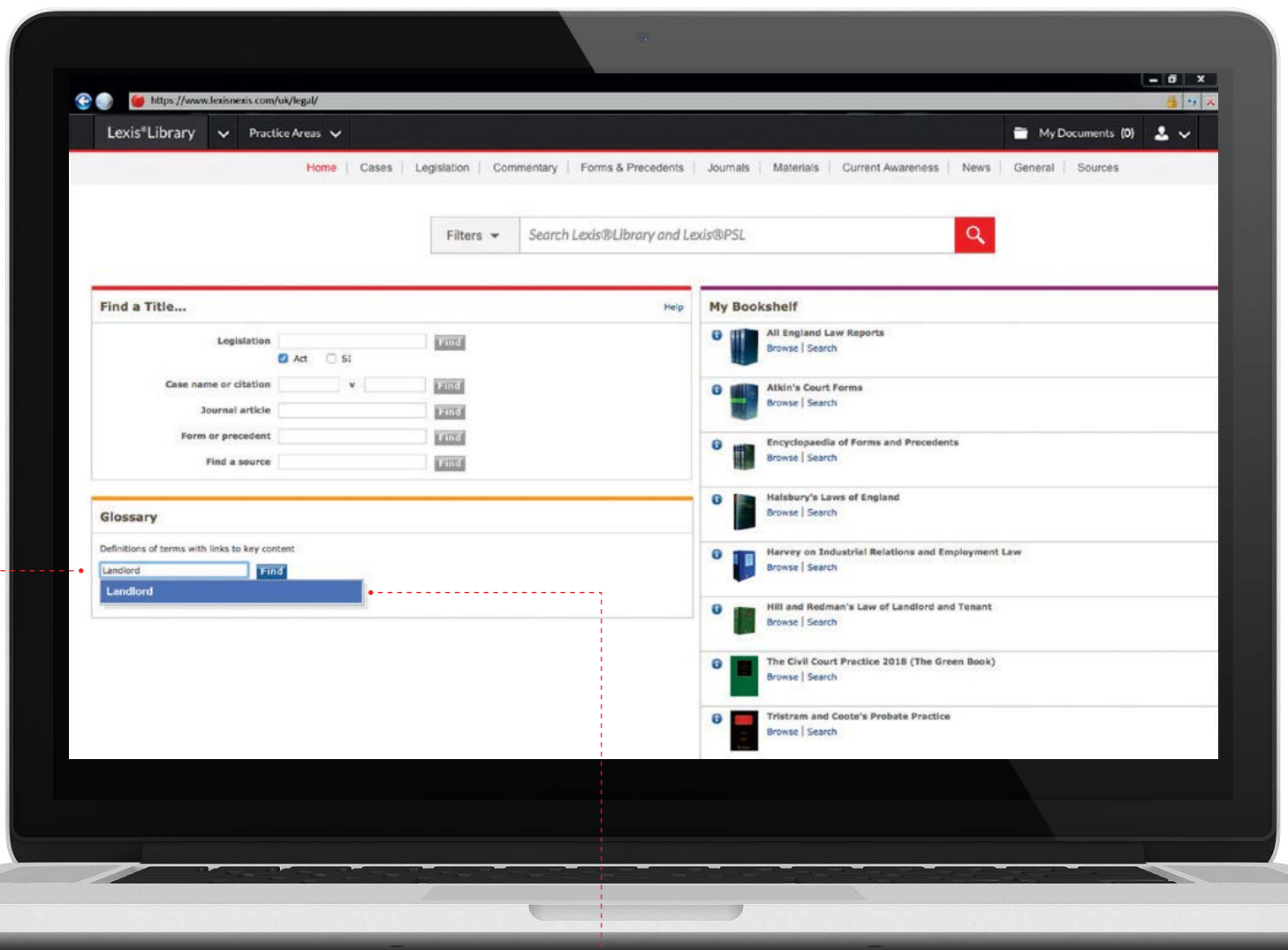
Filtering by source name or table of contents – click on the blue source name for the work you wish to view

Filtering by legal topic and subtopics – to drill down to the relevant area of law

# Glossary: Searching

You can find definitions of legal terms and links to key documents relating to that term from the Glossary field on the Search Home page. The key documents may include legislation, cases, forms and precedents, journal articles or LexisPSL documents.

Enter the legal term in the **Glossary** field.



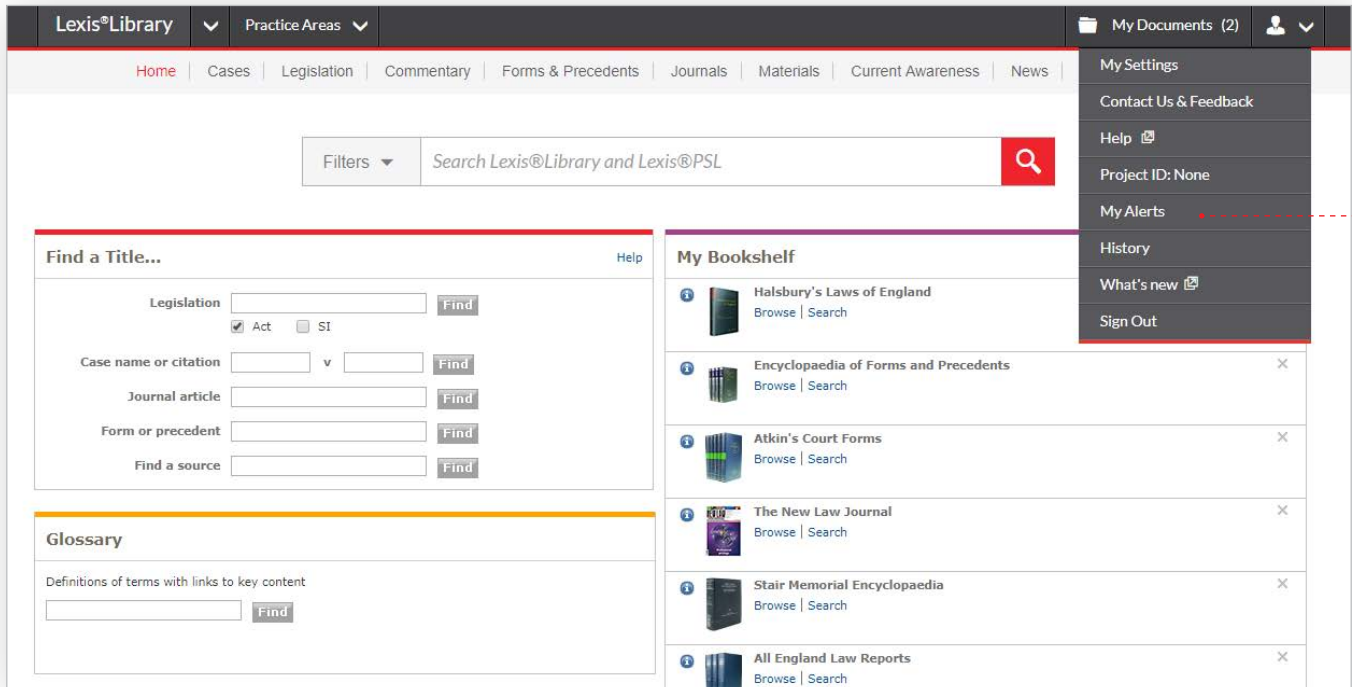
Select an option from the suggestions drop-down list and click on **Find**.



# Email Alerts

## Setting Up Daily Alerts:

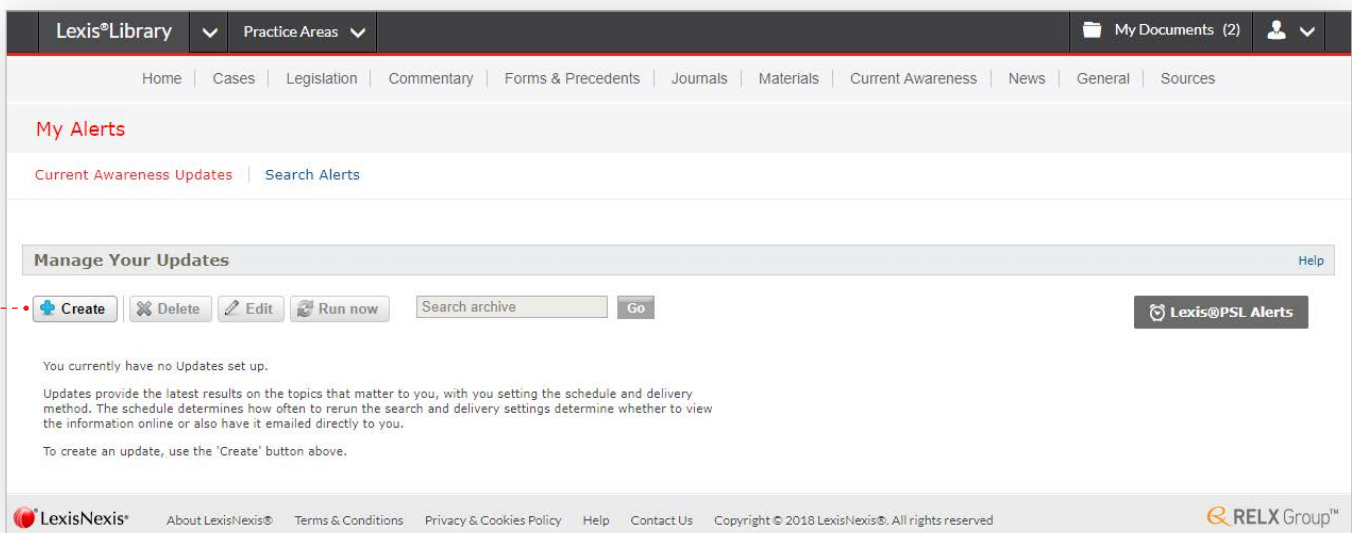
Click on 'My Alerts' at the top left, then 'Current Awareness Updates'.



Click on 'Create'.

Work through the 5 steps:

1. Give the Update a name and select the content and jurisdictions from which you wish to receive information.
2. Select topics and enter optional search terms.
3. Choose your delivery options.
4. Select frequency options.
5. Check your selections on the Summary page and then Click 'Finish'.



# Help

You can contact our helplines by selecting the Contact Us & Feedback option in the top-right dropdown menu.

The screenshot shows the LexisLibrary website interface. At the top, there is a navigation bar with 'LexisLibrary' and 'Practice Areas'. Below this is a secondary navigation bar with links: Home, Cases, Legislation, Commentary, Forms & Precedents, Journals, Materials, Current Awareness, and News. A search bar is located below the navigation bar, with a 'Filters' dropdown and a red search button. To the right of the search bar is a dropdown menu with the following options: My Settings, Contact Us & Feedback (highlighted with a red dashed box), Help, Project ID: None, My Alerts, History, What's new, and Sign Out. Below the search bar, there is a 'Find a Title...' section with various search filters (Legislation, Case name or citation, Journal article, Form or precedent, Find a source) and a 'Glossary' section. On the right side, there is a 'My Bookshelf' section listing several legal resources: Halsbury's Laws of England, Encyclopaedia of Forms and Precedents, Atkin's Court Forms, The New Law Journal, Stair Memorial Encyclopaedia, and All England Law Reports.

## Phone or email

Technical support, ID, or password assistance

Phone: +44 (0) 330 161 1234

Email: [technical.helpdesk@lexisnexis.co.uk](mailto:technical.helpdesk@lexisnexis.co.uk)

For assistance with finding documents or content queries

Phone: +44 (0) 330 161 1234

Email: [contentsupport@lexisnexis.co.uk](mailto:contentsupport@lexisnexis.co.uk)

The Future of Law. Since 1818.

