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LexisLibrary
Basic Library 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.

Explore
Allows you to search across your LexisLibrary and Lexis®PSL subscription content using keywords.

Search Tab
Access source-specific search forms from ‘Cases’ to ‘Current Awareness’. The ‘General’ tab will allow you to run an advanced search across all content sources simultaneously.

Log In
Click to return to your homepage from any part of the site.

Practice Area Pages Tab
Navigates to a Practice Area specific homepage with a pre-customised bookshelf sources relevant to the Practice Area selected.

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

Glossary
Provides a definition, key cases, legislation, commentary, forms & precedents and useful LexisPSL documents relating to the legal term.
LexisLibrary

Glossary

You can find definitions of legal terms and 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.
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 the case report.

Key Legislation will highlight pieces of legislation where your term has been defined. Click on the link to go to the 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 results for that book.
LexisLibrary
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.

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

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

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

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

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 one or more of the search fields. Please note that you do not have to complete all of the search fields to find results. The more accurate the 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 and shows terms which closely match those 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.

You can make use of the Search Tips link at the bottom of the Search Terms box to optimise your search by using connectors to link your search 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.
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; you may move between versions by clicking on the version required.
You may search for an alternative version by entering a new date in the Find Versions for point in time field and clicking Find.

You may browse all available versions by clicking on the Browse all versions link.
Legislation on LexisLibrary provides a range of incorporated tools allowing you to conduct deeper research with just one click.

**Status Signal**
A legislation status signal appears on overview and provision level documents and indicates its current status:
- In force
- Not yet in force or partly in force
- No longer in force

**Annotations** can be viewed via the yellow speech bubble icon to the right of the text of an Act. Click on the icon to open Halsbury’s Annotations, click the icon again to close the window.

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 and phrases judicially considered.

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

**Status Snapshot** will display commencement and amendment information relating to each section of an Act, as well as showing destination and derivation tables.
LexisLibrary
Finding Cases

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

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

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

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 via the use of search connectors.

Select the Cases tab along the top toolbar.

Click on the Search button to retrieve your search results.

You can quickly find your required case by inserting the Citation. Note: Do not 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.

Use the Summary Box to narrow your search. This will only look through the Catchwords and Headnote of the case.
LexisLibrary

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 two ways: Using the Case Overview link on the left-hand side of the Cases search screen or by selecting a search result from the source entitled Case Overview on a results page.

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 case’s 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 each decision.

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

**Appeal Tracker** shows the status of the case throughout the appeal process.

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

- Last Updated Date displays cases arranged by the date they were published.
- Judgment Date displays cases arranged by their judgment dates.
- Show allows you to search for cases using catchwords or case names.

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

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

'!': this icon appears next to new content.
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.
Click on this icon to view the judgment on a new page/via a PDF 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.
LexisLibrary
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

Click on the Settings dropdown arrow on the top right of the page and navigate to My Alerts.
If you do not already have an update scheduled click on the Create button.
LexisLibrary
Judgments Alerter

1. Give the alert a name so you can easily recognise it in your inbox.

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

3. On the next tab, select the topic area(s) you wish to receive updates on.

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

5. Click Next.
Access the tabs below to enter your email address and specify your delivery preferences.
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 wish 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.
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

Searching for Precedents using the source-specific search form:

You can search in a more detailed way by clicking on the Forms and Precedents search form link located in the grey bar at the top of your home page.

This will take you to the Forms and Precedents search page which has additional search options. You can enter a combination of search terms to find words in different parts of the resource.

Words to be found in title

You can select whether you wish to return results for a Form or Precedent or from the Commentary sections

Type in words and/or phrases to be found in the body of precedent document
The search will lead to a list of results:

You can narrow your results using additional words using the Search within results field.

The left-hand navigation panel contains the Source Name filter. Click on the title of a publication to filter your results accordingly.

Click on the title of the precedent to view the document.

The Document View

Once you have located a relevant document using any of the above methods it will bring you to the Document View.

To see other documents in the same area of the publication click on Table of Contents. This is useful to move forward or back through the work and navigate around the section to alternative documents.

The text of the precedent is shown on the right.
Downloading a Document to use for Drafting

When you have found a precedent you wish to use, click on the link under Other formats available to convert into an editable Microsoft Word document.

Once you have opened the precedent, you may find it useful to Save as onto your local drive before editing the document.
LexisLibrary

Working with Results

When entering search terms in to the Explore box on the homepage your results will be displayed as shown below. All results are displayed, use the filters on the left-hand side to display results by content type.

Filters on the left-hand side of your results list will allow you to filter your results to a specific content type including results from LexisPSL.

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

Provided are quick links to Save this Search, Create an Alert and Link to this Search which will copy the URL.

To assist with your research Lexis Recommends links to definitions and cases you may find useful, relevant legislation and handpicked legal commentary.
LexisLibrary

Working with Results

You may select documents to collate or review later by ticking the box(es) to the left of the document title and clicking Add to my documents.

The filters on the left-hand side of the screen allow you to refine your results. Search within results. Insert a further search term or phrase and the service will look for this additional search term or phrase contained within your existing results.
LexisLibrary

The Practice Area Tab

The Practice Area tab on LexisLibrary provides tailored bookshelf content related to your practice area and allows you to search content specific to your practice area.

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 using the Change option.

Atkins and EF&P are now more accessible using the Key Document Finder.

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

You can also link to the Glossary results from the Practice Area Page.

If you subscribe to LexisPSL you can access additional practical guidance content on the corresponding LexisPSL Practice Area.
You can create Scheduled Search 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.

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

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

Select your alert Schedule and Delivery options and click Save.
Creating Scheduled Search 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 click Delete selected item(s).

You can change your frequency and delivery settings using the Change link.

Edit the search and 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 to keep you informed of new developments related to the topics of your choice.

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 on the top left-hand side of your screen.

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

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.

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 you specify.

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

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

Alert results will be delivered based on the content to which you subscribe.
**LexisLibrary**

**Creating Updates**

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

During the topic selection process you have the option to drill down into 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 (example: Employment & Labour Law as shown in the screenshot above) to navigate back by one hierarchical level or more.

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

Click **Next** to proceed once you are happy with your topic selection.
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 to display this screen.

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

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

Once you are happy with your selections click on Next.
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.
The final step provides you with a summary screen which allows you to review the settings you have specified thus far.

Once 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.

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. The results of your keyword search will be automatically displayed.
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 group your sources together by publication type. Click on one of the folders to see the sources included in your subscription. You also have the option to view your sources by Area of Law.

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.
Dependent 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. Select filter by Country.
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.

Click the OK – Continue button once you have selected the sources you want to use.
You can also access international sources from the Cases, Legislation and Journals search pages.

Example: 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 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, they 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.

<table>
<thead>
<tr>
<th>Connector</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>and</strong></td>
<td>Links words or phrases that appear anywhere in the same document. Example: armed robbery and weapon finds both the phrase armed robbery and the word weapon anywhere in the same document.</td>
</tr>
<tr>
<td><strong>or</strong></td>
<td>Links synonyms, alternative forms of expression, abbreviations, acronyms, etc. Example: lawyer or counsel finds either the word lawyer or the word counsel</td>
</tr>
<tr>
<td><strong>w/n</strong></td>
<td>Links search words and phrases to create concepts, without specifying word order. ‘n’ represents any number from 1 to 255. Example: dismissal w/5 constructive finds dismissal within 5 words or fewer of constructive, regardless of which word appears first.</td>
</tr>
<tr>
<td><strong>w/s</strong></td>
<td>Looks for documents with search words in the same sentence. Example: cloning w/s legislation finds cloning within the same sentence as legislation. Note: The w/s connector cannot be combined with the w/n connector.</td>
</tr>
<tr>
<td><strong>w/p</strong></td>
<td>Looks for documents with search words in the same paragraph. Example: unfair w/p dismissal finds unfair within the same paragraph as dismissal. Note: The w/p connector cannot be combined with the w/n connector.</td>
</tr>
<tr>
<td><strong>! Truncation</strong></td>
<td>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: acqu! will find acquire, acquires, acquired, acquiring, and acquisition. Note: Words that work best with ! are those that are unique in their truncated form. For example, if you search fir! (to retrieve fired, firing or fires), your results will also include first, firm, etc.</td>
</tr>
<tr>
<td>*** Wildcard**</td>
<td>The wildcard symbol (an asterisk) replaces a single character at any point in a word, except for the first character. Example: wom<em>n will find both woman and women. The wildcard (</em>) 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. Example: int<strong>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</strong>* finds transplant, transplants or transplanted, but will not find transplantation, transplanting, etc.</td>
</tr>
</tbody>
</table>