To get started enter in your Login/Email [1] and your Password [2] and click on Log In [3].

Please note: your email address is your username and your password is sent via email.

Access your Loose Leaf library wherever you go without the need to be online. Your library will automatically update once your device is online.
All of your subscribed publications, including those on loan, will appear on the homepage.

With each publication you have the option to:

- Browse the Table of Contents;
- Browse the Index;
- View Annotations; and
- View Publication information.

When your iPad is online, LexisNexis Red will search for any updates to your subscribed publications.

[1] A notification will appear at the top right hand corner of the publication.

[2] Select **Update Publication** to download the update.
You can browse the **Table of Contents** for a Publication just like browsing a book. Simply select the section and it will expand and reveal the corresponding subsections [1].

When you are browsing your publication, you can use the bottom menu to quickly navigate to the **Index, My Annotations, My Publications**, and a **History** of documents previously viewed [2].

**TIP:** A colour trail will highlight the sections browsed in Maroon leading to displayed page in Blue of the publication.

You can also browse the Index for a Publication just like browsing the Index in a book. Simply select the prefix corresponding with the Keyword you need [3].
Searching

You can search within a Publication by entering text in the **Search Field** located at the top of the App.

**Narrow by** located on the right allows you to filter the results of your search according to the type of material available for that Publication. Selecting any of the listed results* will take you to the respective page of the service.

*The results are listed according to the sequence of the Publication.
Upon selecting the relevant document from your search, your search terms will appear highlighted [3].

The **Table of Contents** [4] on the left hand side of the App will indicate the location of the document in the Publication.

Should you want to view the other results from your initial search, simply select the search field containing the terms from your search and it will display the list of results [5].
Annotations

You can add annotations to your publications by simply selecting the nominated text and your preferred option including:
- **Copy** text to paste in an email or document on your iPad [1].
- **Highlight** option will paint the text yellow [2].
- **Note** option will present a new sticky note to add comments [3]. Once you have completed your note, click on **Done**.

To retrieve your list of notes and highlights, select the **annotation icon** from the homepage, or if you are within a publication, select **My Annotations** from the menu at the bottom of the app.

You can manage how you view your annotations, whether you want to view **Sticky Note** or **Highlights**. If you have annotations that don’t correspond with new pages added due to an update, they will can viewed under **Orphans**.

**Tip:** To remove an annotation you no longer require, simply swipe that annotation and select **Delete**.

Should you require further support while using LexisNexis Red, or need to Sign Out of the app click on the following icon located at the top right hand corner of the app.