

# Lexis Advance

## Quick Tips

Below are 5 tips to help you navigate around your Full Text Documents;

- A** Expand the Go to/View menu to reach a specific section of a document, navigate to search hits, or go to specific pages helping you find the correct part of the text faster.
- B** Copy and paste text into an email, document or other program, using the Copy function. The citation is automatically added with a hyperlink, allowing you to go back to the text at any time.
- C** Click on the Actions Link to save a permanent link to your document.
- D** Select your desired text and click on Highlight or Annotate from the menu which appears. You will then be prompted with an option to save your document to a folder when navigating away from your document this enables you to store your annotations and highlights.
- E** Your search term is highlighted in the full document view and results preview, helping you to conveniently skim through long documents and review results faster.

The screenshot displays the Lexis Advance interface for a document titled "GOODE v GOODE (2006) 36 Fam LR 422". The interface includes a top navigation bar with a search bar containing "duff beer case" (marked with tip E), a "Go to" menu (marked with tip A), and an "Actions" link (marked with tip C). The main content area shows the document title "Goode v Goode" and a "Copy Citation" button (marked with tip B). A context menu is open over the document text, showing options like "Copy (Quick)", "Copy (Advanced)", "Add to folder", "Add to search", "Annotate" (marked with tip D), and "Highlight". The document text includes a section on "Parents and Children" and "Effect of amendments Introduced". The left sidebar shows a "Table of Contents" with various case entries, including "GOODE v GOODE - 36 Fam LR 422 - 15 December 2006".