LexisLibrary Home Page

The LexisLibrary home page is divided into two easy to use search areas and a fully customisable bookshelf.

Quick Find

The Quick Find search is ideal when you know the specific piece of legislation, case, journal article or form/precedent you are looking for.

1. Enter your search terms into the relevant search field. A suggested search will appear in a drop-down box which shows terms that closely match what you have entered.
2. Select your legislation, case or form/precedent by clicking on the title in the suggested search. If you do not see your document in the suggested searches simply continue to type over the suggestion and click Find.
3. Use the Find a source field to quickly search the source directory for your required source

   Note: The source directory is based on your personal subscription

Explore

The Explore search is ideal to conduct a broader search for information on a subject across some or all of the content.

4. Enter your search terms into the Search Terms box.

   Note: Use the Search Tips link at the bottom of the Explore search area to optimise your search

5. Select the content types you want to include in the search by selecting the tick boxes next to the corresponding categories. Click on the Search button to start your search.

My Bookshelf

The My Bookshelf area can be personalised so that only your most frequently used sources appear on the home page ready for quick searching or browsing.

Add/remove/sort sources

6. Click on the Add/remove/sort sources link and follow the steps in the Edit My Bookshelf screen to personalise your bookshelf.

To browse the Table of Contents of a Source

7. Select the Browse link next to the source name. For example: Halsbury’s Laws of England

8. 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.

9. To search the volume, place a tick in the box to the left of your volume and enter your keywords in the Quick Search box and click on the Search button.
Finding a Legal Term

You can find specifically written dictionary definitions for key legal terms within Lexis Navigator. Lexis Navigator can be accessed from the Quick Find section from the Lexis Library Home Page.

1. Enter your legal term into the Find a Legal Term search field and click on the Find button.
2. Lexis Navigator presents you with a dictionary definition of the legal term, legislation definitions, a list of key cases that have influenced the legal term, key narrative definitions from leading commentaries, handpicked precedents that relate to the term and the indexes to key publications that provide you with links to relevant paragraphs.

Finding a Case

LexisLibrary contains a variety of content-specific search pages. All searches conducted in the Cases search tab will only search through the subscribed case sources.

Note: 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.

1. Select the Cases tab on the navigation bar which is located under the Search tab.
2. In the Case name field, enter either one or both party names. 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 case in the suggestions simply continue to type over the suggestion.
   
   Note: Brackets, capital letters and punctuation are not necessary.
   
3. You have the option to select the law report series from the Sources drop down list.
4. If you want to search for specific words or terms within the cases 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.
5. You can add specific topics to your search by clicking on the Add topics to search link underneath the Search Terms box. Topics are a quick way of narrowing down your search to only a specific topic. Example: Divorce & adoption.
6. Click on Show more search options to reveal additional search fields you may wish to use such as Court and Judge(s).
7. Click on the Search button to retrieve your search results.

Your search results will be displayed in reverse chronological order.
8. The **Result Groups** panel on the left of the screen will allow you to refine your search by organising your results into groups. Open up a group by clicking on the (+) sign.

9. The panel on the right of the screen lists each case in reverse chronological order.

10. To the top right of the screen 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. This process can be repeated to continue refining your search.

11. Click on the case name to view your case.

---

**To View Today's cases**

Lexis Library provides you with same and next-day case digests together with links to the approved judgments from the Supreme Court, Privy Council, both divisions of the Court of Appeal and all divisions of the High Court and a number of Tribunals.

12. From the cases tab click on the link to **Today's Cases** from the left hand side of the screen to open up the digests in a separate window.
Finding Legislation

All searches conducted in the Legislation search tab will only search through your subscribed legislation sources.

Note: 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.

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

2. Enter the legislation title in the 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.

Note: Brackets, capital letters and punctuation are not necessary.

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

4. If you are looking for a specific section, you can enter the section number in the Provision field.

5. If you want to search for specific words or terms that appear within the legislation 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.

Your search results will appear in the results page.

6. The panel in the centre of the screen lists each section of legislation – each section will be displayed as a separate document.

7. Click on the Data Protection Act 1998 title link at the top of your list of results to open up the Act.

8. Click on the link to Annotations to view corresponding Halsbury’s Statutes Annotations, which provide precise information relating to parliamentary debates judicial interpretation links to subordinate legislation and references to words specifically defined in the Act.

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

10. The Status Snapshot will display commencement and amendment information relating to each section of an act as well as showing destination and derivation tables.

11. Click on the Act title shown under View whole of to view the entire piece of legislation.
Finding a Form or Precedent

The Forms & Precedents search page gives you the ability to search for any Form and Precedent content subscribed to.

Note: 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.

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

2. 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.

3. To search for a specific form number, enter the number of the form in the Number field. Example: 288b

4. 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.

5. Select the appropriate source or publication from the Sources drop down list if you wish.

6. Click on the Search button to retrieve your search results.
Finding a Form or Precedent (continued)

7. From the results page, select the relevant link for the form or precedent you would like to view by clicking on the form or precedent title.

To view an online form select the Click here to view form link. LexisLibrary will open a new window with further instructions - simply select the View Form button to open the form.

Note: You may need to download HotDocs Player to access the form online.

8. To view a precedent in Microsoft Word format look out for the small MS word doc icon above the precedent document and double-click on the icon. Deleting a clause in Microsoft Word will auto-renumber all remaining clauses.
Delivering a Document

1. From your search results, you can select the documents you would like to print, e-mail or download by selecting the boxes that appear to the left of the document titles.

2. Delivery icons are located in the upper right-hand corner of your Results page. Click on the delivery icon you would like to use - you can Print, E-mail, Download or Copy the URL.

3. Alternatively, after selecting your documents, click on the Add to link to save your documents to a temporary delivery folder.

4. Documents saved in the delivery folder can be accessed, collated or delivered for up to 24 hours after being saved. To access these saved documents click on View.

Create a topic/subject based alert

You can create a topic/subject based alert that will send you regular updates on the selected topic or subject of your choice.

1. To create a topic/subject based alert, click on the My Research tab and then select the Alerts option.

2. If this is the first Update you have created select the Update Wizard link. If you have previously created an update select the Create New Update link.

3. Follow the simple four-step process:
   - Select topic(s) and sources;
   - Select frequency of update;
   - Select delivery format; and
   - Save the update with a name.

4. Your existing Alerts are located within the My Research tab. Click on My Research and then click on the Alerts tab. You will find options to run, edit, delete an alert, or search the archive.
Connectors

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, similar to putting quotation marks around search terms in Google.

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

and

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.

w/p

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.

w/s

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.

w/n

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.

or

Links synonyms, alternative forms of expression, abbreviations, acronyms, etc.
Example: lawyer or counsel finds either the word lawyer or the word counsel

! Truncation

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
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.

* Wildcard

The wildcard symbol (an asterisk) replaces a single character at any point in a word, except for the first character. The wildcard (*) is particularly useful if you are unsure of the spelling of a particular word or name.
Example: int**net finds both internet and intranet.