

Lexis Library: quick start guide

Lexis Library covers law reports, legislation, legal journals and key legal commentaries such as Halsbury's Laws of England. All content is available in full text and is updated twice a day.

Getting started

1. Go to the Library homepage at <http://library.leeds.ac.uk>
2. Type **Lexis Library** into the Library search box.
3. Select **Lexis Library** from the Database recommendations list at the top of the screen.
4. Enter your IT username and password if prompted. To login from off-campus, select 'UK Federation Access' and find University of Leeds in the list to be taken to the log-in page.

Searching Lexis Library

The screenshot shows the Lexis Library homepage. At the top, there are navigation tabs: Home, Cases, Legislation, Commentary, and Forms & Precedents. Below these is a search bar with the text 'Search Lexis@Library' and a magnifying glass icon. On the left, there is a 'Find a Title...' section with several search options: Legislation (with checkboxes for Act and SI), Case name or citation, Journal article, Form or precedent, and Find a source. On the right, there is a 'My Bookshelf' section with a list of sources: All England Law Reports, All England Official Transcripts (1997-2008)*, All England Reporter, All ER Reprints*, Amended Legislation, and Atkin's Court Forms. Four numbered callouts provide instructions: 1. Points to the 'Commentary' tab. 2. Points to the 'Sources' tab in the 'My Bookshelf' section. 3. Points to the 'Find a Title...' search box. 4. Points to the 'Add/remove/sort' options in the 'My Bookshelf' list.

1. Choose a tab to search for specific types of material e.g. cases, legislation, journal articles.

2. Select the Sources tab to search for international law materials.

3. Use Find a Title to search for the title of an article or legislation, or names in a case.

4. Use My Bookshelf to search or browse specific titles. Customise the list by clicking on Add/remove/sort sources.



Understanding your results

1. Click here to search within the results set.

2. Click here to save your search.

3. Click here to sort your results.

4. Use the checkboxes and "Add to" button to add items to a personalised list of results.

5. Click on any title in the results list to view the full text.

6. Use these options to narrow your results to a particular source or topic.

The screenshot shows the Lexis Library interface with a search bar at the top. Below the search bar, there are navigation tabs for 'Commentary', 'Forms & Precedents', 'Journals', and 'Materials'. A search icon is visible in the search bar. To the right of the search bar, there are icons for 'My Documents (0)', a user profile, and a dropdown menu. Below the search bar, there are icons for 'Add to', 'Print', 'Download', 'Email', and 'Save'. The main content area displays a list of search results, with the first result being '90 The role of equitable doctrines in family breakdown'. The results are sorted by 'Relevance'. On the left side, there is a 'Content Type' filter with options like 'All Results', 'Legislation', 'Journals', 'Commentary', 'Forms & Precedents', and 'Materials'. Below that, there is a 'Narrow By' section with a search bar and a 'Source Name' filter with options like 'Law Society Gazette', 'Trust Law International', 'Journal of International Banking & Financial Law', 'The New Law Journal', 'Pensions World', and 'Show all 80 Source Names'. There is also a 'Topics' filter with options like 'Tax Law', 'Equity & Trusts', and 'Banking & Finance Law'.

Saving, printing and emailing records

You will see the following options at the top of the results page, and also when you view the full text of any result:



"Add to" will add the result to your My Documents list (view the whole list using the My Documents link on the top right of the page).

You can use the other buttons to set up alerts when new items are added to the search, or to print, email, save or export your results list. Hover over each icon with your mouse to see what it does.

Getting help

- Click on Help from the drop-down menu in the top right corner of the Lexis Library page.
- Contact Library enquiries: <http://library.leeds.ac.uk/enquiries>