Symbiosis Law School, NOIDA

LexisNexis India

User Help Guide

New features in Lexis® india

New User Interface

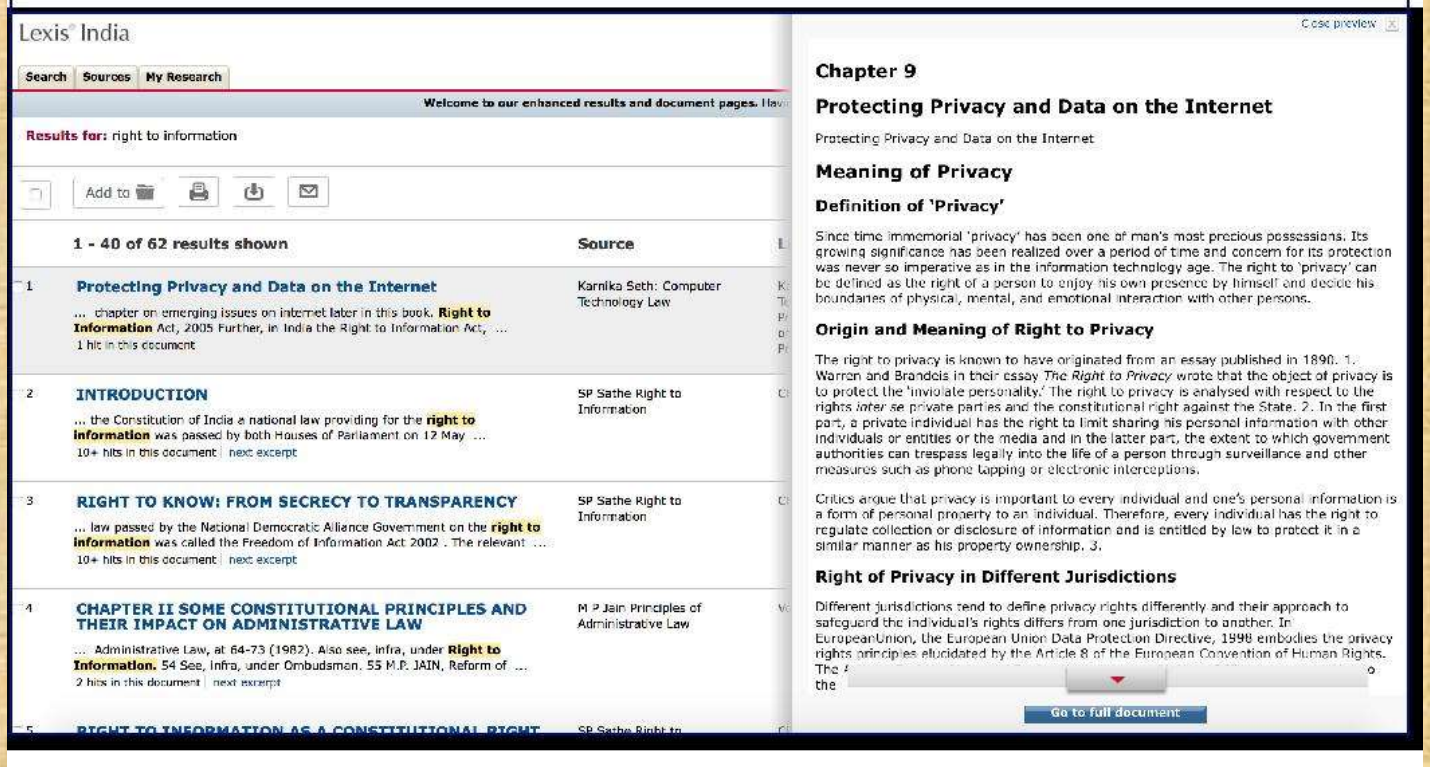
Look and feel of User Interface is refreshed with a new theme

New excerpt button

Click to the next hit of the search result in the document, enabling you to locate the most relevant search.

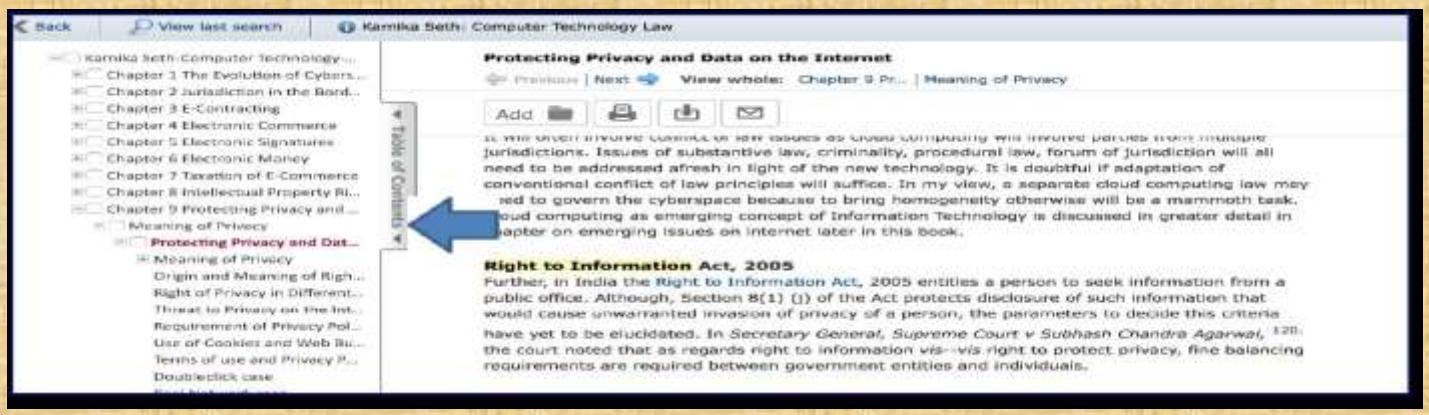
New preview screen

Preview the content and decide whether the search result is relevant, saving you from a number of clicks.



Expandable "Table of Contents" button

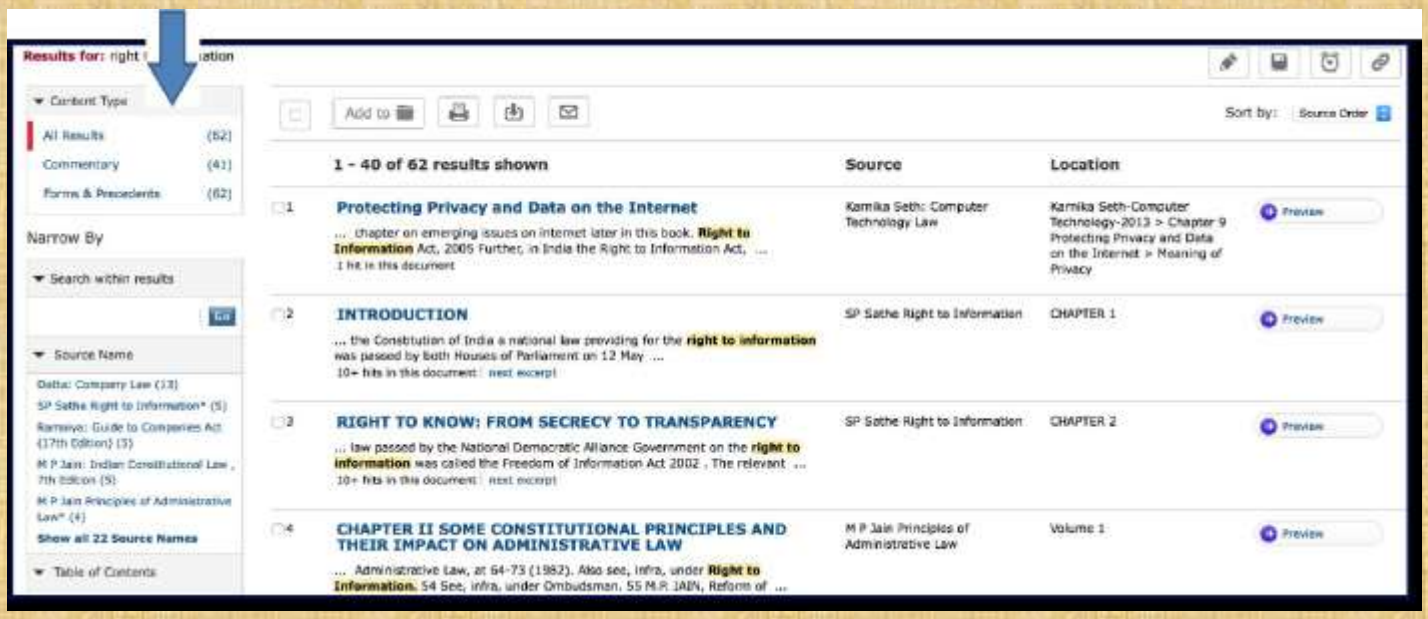
Expand or hide the table of contents on demand, providing you the flexibility to view the content on a much wider reading screen.



For LexisNexis® Internal Circulation only

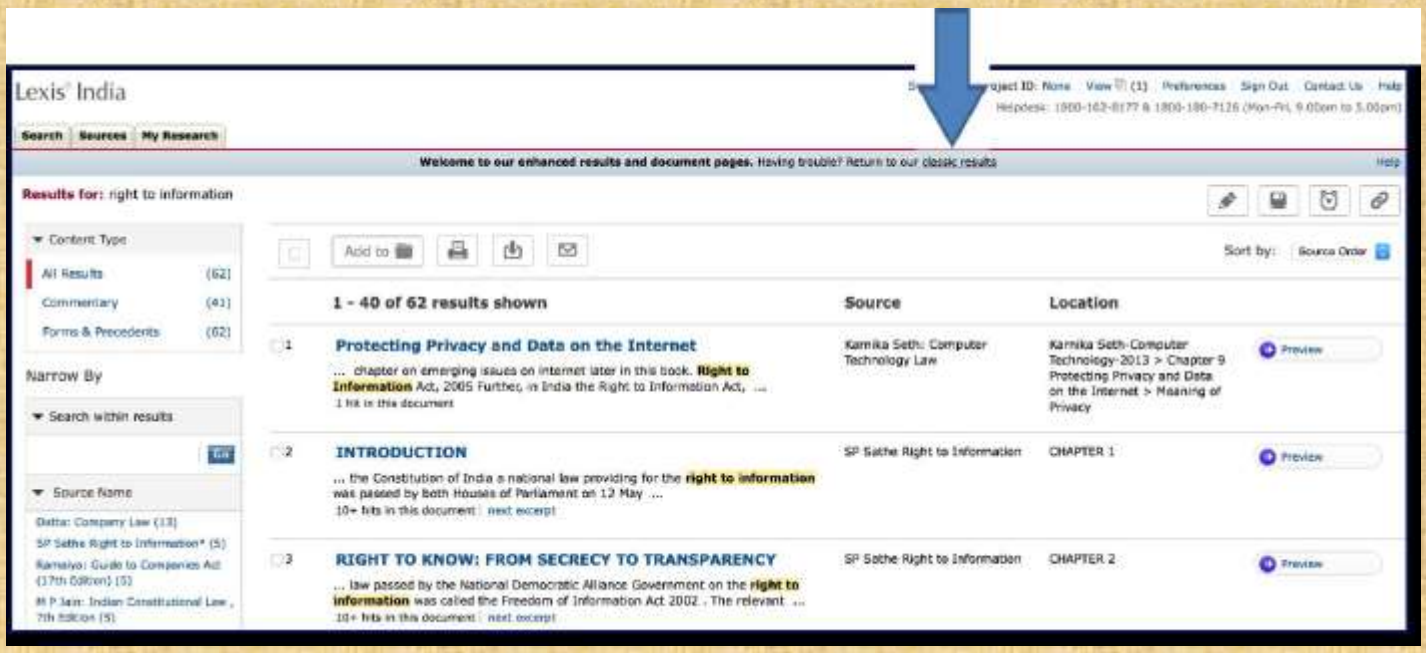
New content type location

Content type is now listed on the left panel, allowing you to navigate with ease



Option to return to the classic view

Not used to the new interface? We provide you the freedom to change back to the classic view



From Classic view one needs to sign out & re-sign into the Product to get to the enhanced results version of Lexis® India.

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Lexis®India

Revolutionizing Legal Research

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GETTING STARTED

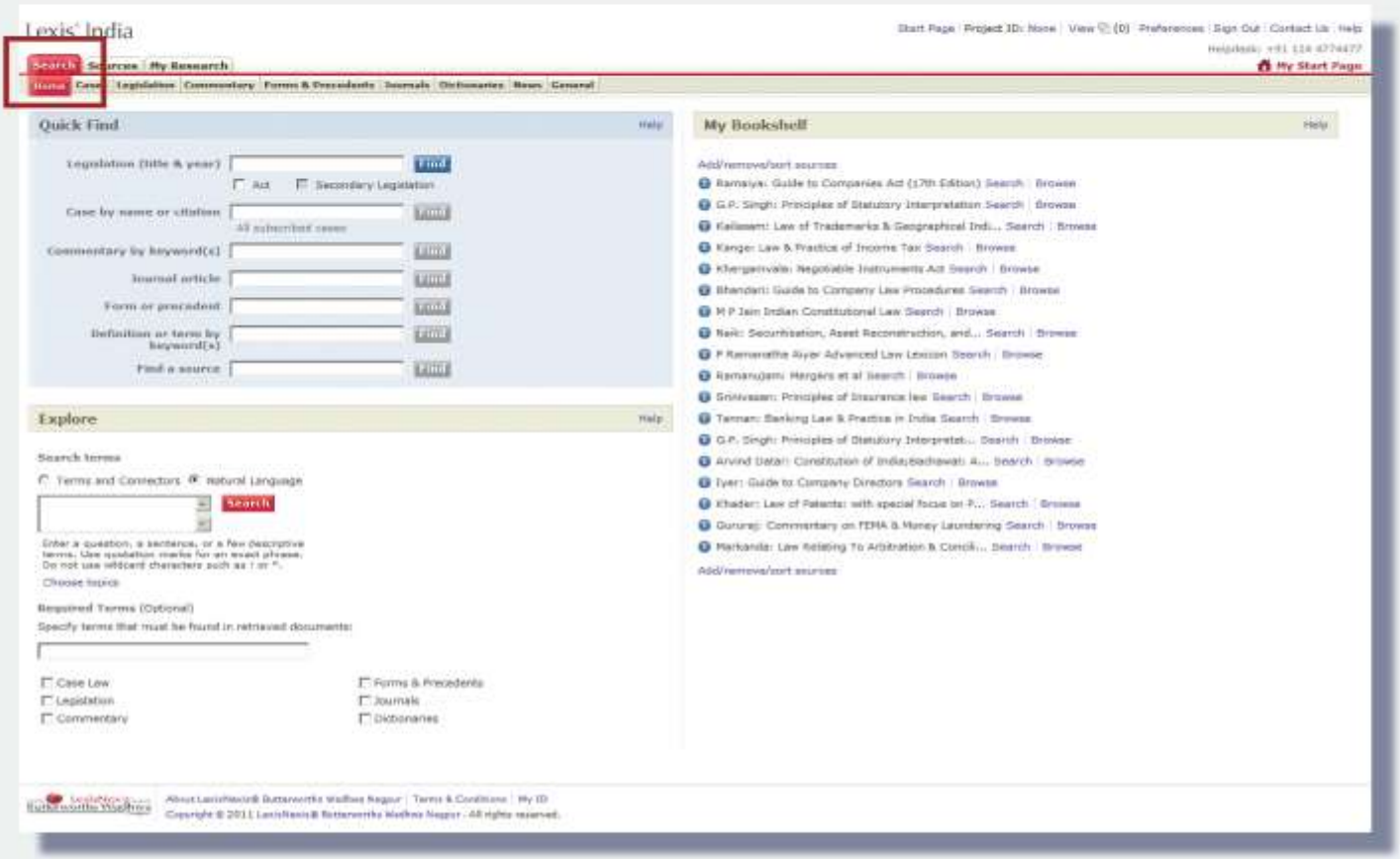
Signing in to Lexis®India

To log in to **Lexis®India**, open your browser and navigate to
www.lexisnexis.com/in/legal

1. Enter your sign in details, as shown in the screen above, and click "**Sign In**".
2. You may wish to tick "**Remember My Sign-In Information**", so you do not have to re - enter your details next time.

SEARCH

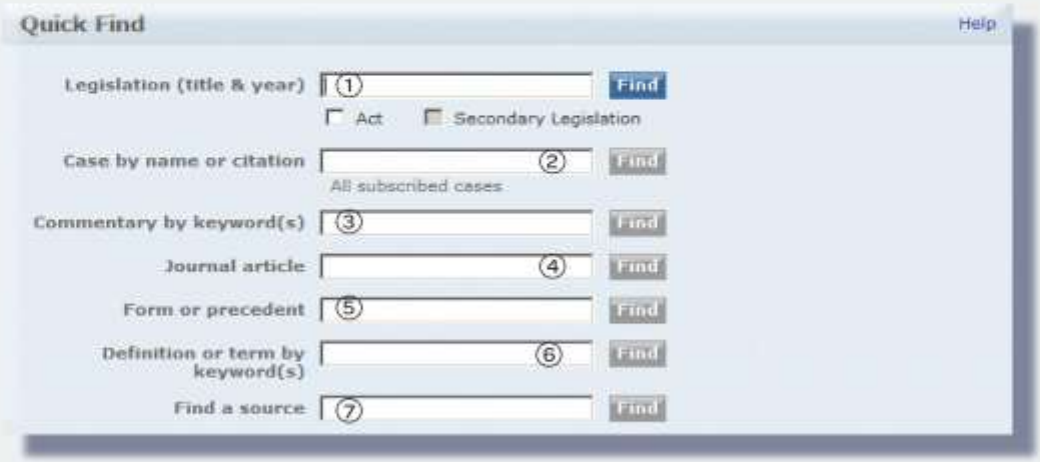
Home



Click on the 'Home' tab to open the 'Quick Find' feature.

Quick Find

The 'Quick Find' screen, below, enables you to perform quick and easy searches, across all of your subscriptions, from the home page.

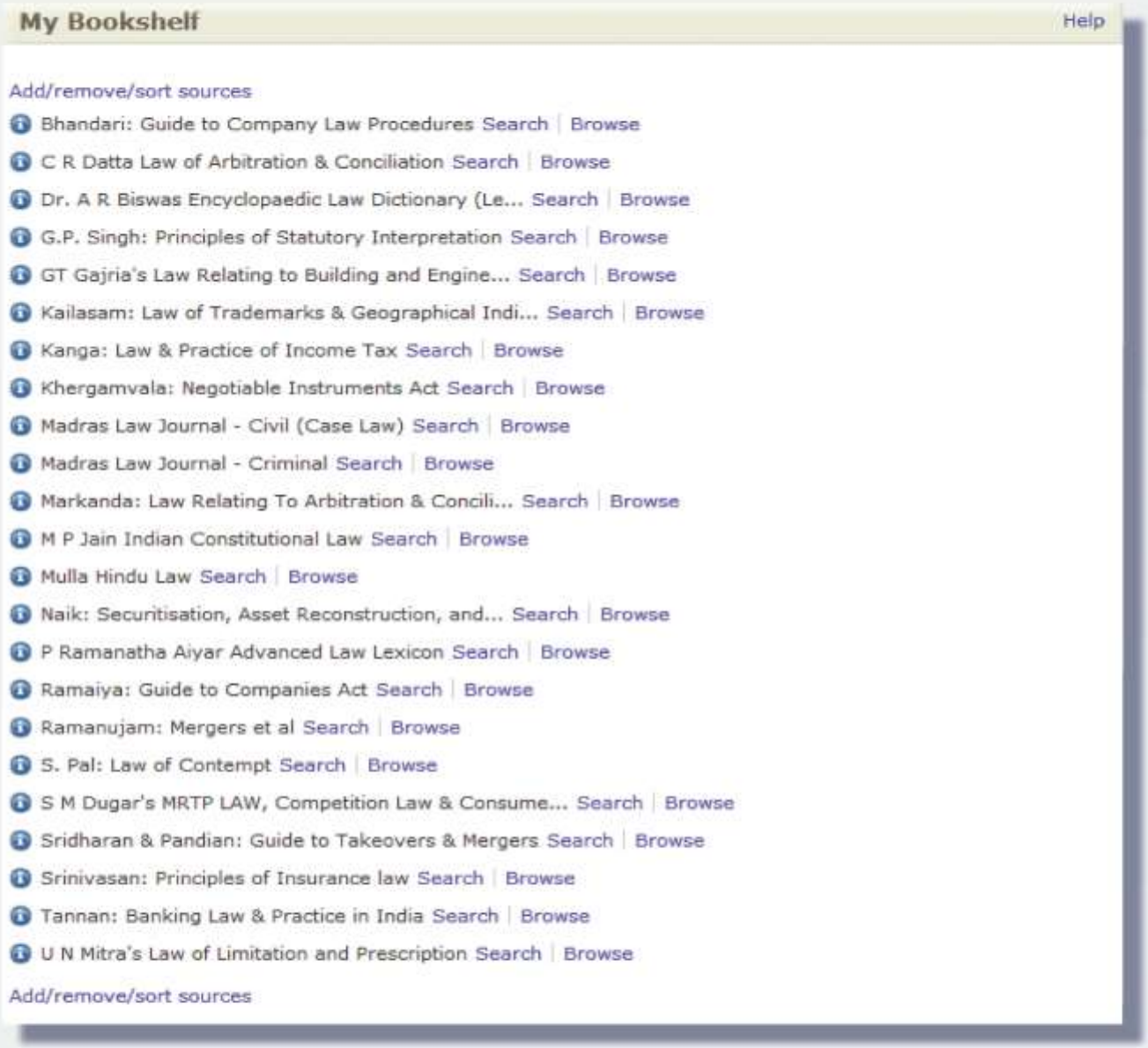


The following is a list of the research tasks available to you using the 'Quick Find' feature:

1. Navigate to a particular piece of legislation using only the legislation title or part of the legislation title. To do this, use the **'Legislation (title & year)'** field
   - E.g.: Type in 'copyright act 1957' to open up this piece of legislation
   - ☑ Select act to view the principal act and ☑ select secondary legislation to view the subsidiary legislation.*
2. Find a case using just the case citation or part of the case name. To do this, use the **'Case by name or citation'** field.
   - E.g.: To find a case where the parties names are known, enter Bhagat Singh, and click find.
   - E.g.: To find a case where the citation is [1960] 2 mlj 425 , enter [1960] 2 mlj 425, [2009] 9 mlj 242, then click find.
   - In this field you have the choice to search in either all of your subscribed case law products or in case analysis*(citator) alone.
3. Find expert commentary on a particular point of law by entering your keywords pertaining to the point of law of interest. To do this, use the **'Commentary by keyword(s)'** field.
   - E.g.: To find material on evasion of tax, enter 'tax evasion'
4. Retrieve a journal article using the article name. To do this, use the **'Journal article'** field.
   - E.g.: To find articles on supreme court, enter supreme court
5. Retrieve forms using the form title. To do this, use the **'Form or precedent'** field.
   - E.g: incorporation w/3 company
6. Find legal definitions in the directory sources. To do this use **"Definition or term by keyword(s)"** and type the search term.
   - E.g.: To find definition of the term "Good Faith", enter "Good Faith"
7. Navigate to a particular source, or product, on the basis of its name. To do this, use the **'Find a source'** field.
   - E.g.: Type in Ramaiya in the source field

* Terms & Conditions apply. For further information, log on to www.lexisnexis.co.in/lexis-india

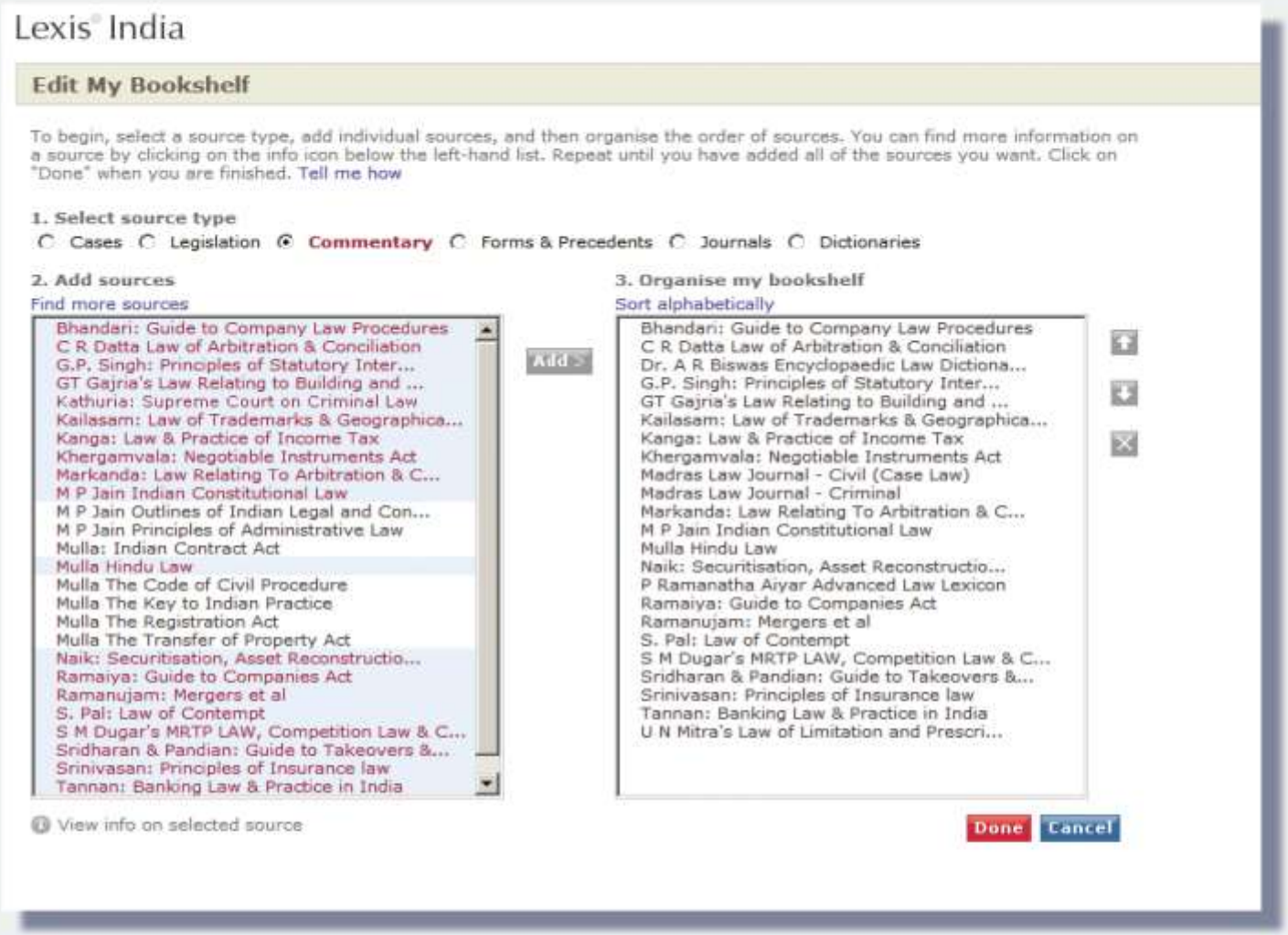
My Bookshelf



My bookshelf* provides single-click access to your most frequently accessed sources or products available in your subscription. You are presented with two options, beside each source – Search or Browse.

- Click 'Search' if you wish to search across that source, e.g. To find a complete listing of every mention of a particular term or concept, within that given source.
- Click 'Browse' if you wish to navigate through the source as you would through a physical copy, using either the table of contents or index, where provided.
- You may also click on the icon, next to any source, to find out more about that source, such as 'When the most recent service was published?'

Customizing / Edit My Bookshelf

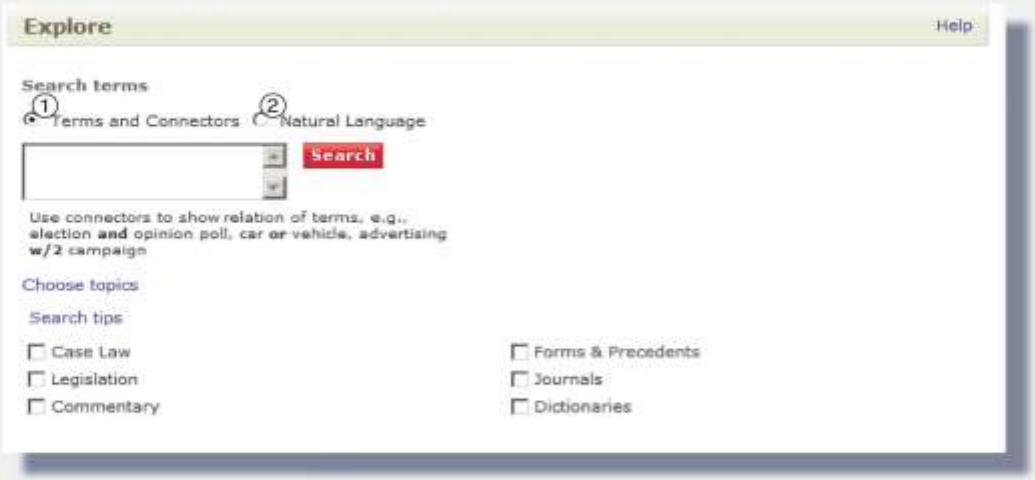


** My Bookshelf contains all subscribed sources only*

To customize the sources appearing in the 'My Bookshelf' section:

- Click on the 'Add/remove/sort sources' link beneath 'My Bookshelf'.
- Choose which category of source you wish to add.
- Select sources to add. You can select multiple sources by holding down the 'ctrl' button on your keyboard while making your selections.
- Click on the 'Add' button to add them to your 'My Bookshelf' list.
- You can also change the order of sources in 'My Bookshelf' by clicking on 'Sort alphabetically'.
- Click 'Done'.

Explore



The 'Explore' component allows you to do a broader search. It is more useful in conducting an advanced search & gives you the flexibility for searching in various source categories like Case law, Commentary, Legislation, Forms & Precedents, Journals as well as Dictionary sources or a combination of these all at one go.

'Explore' tab also gives you the capability to build complex search strings using the **'Terms & Connectors'** as well as **'Natural Language'** search.

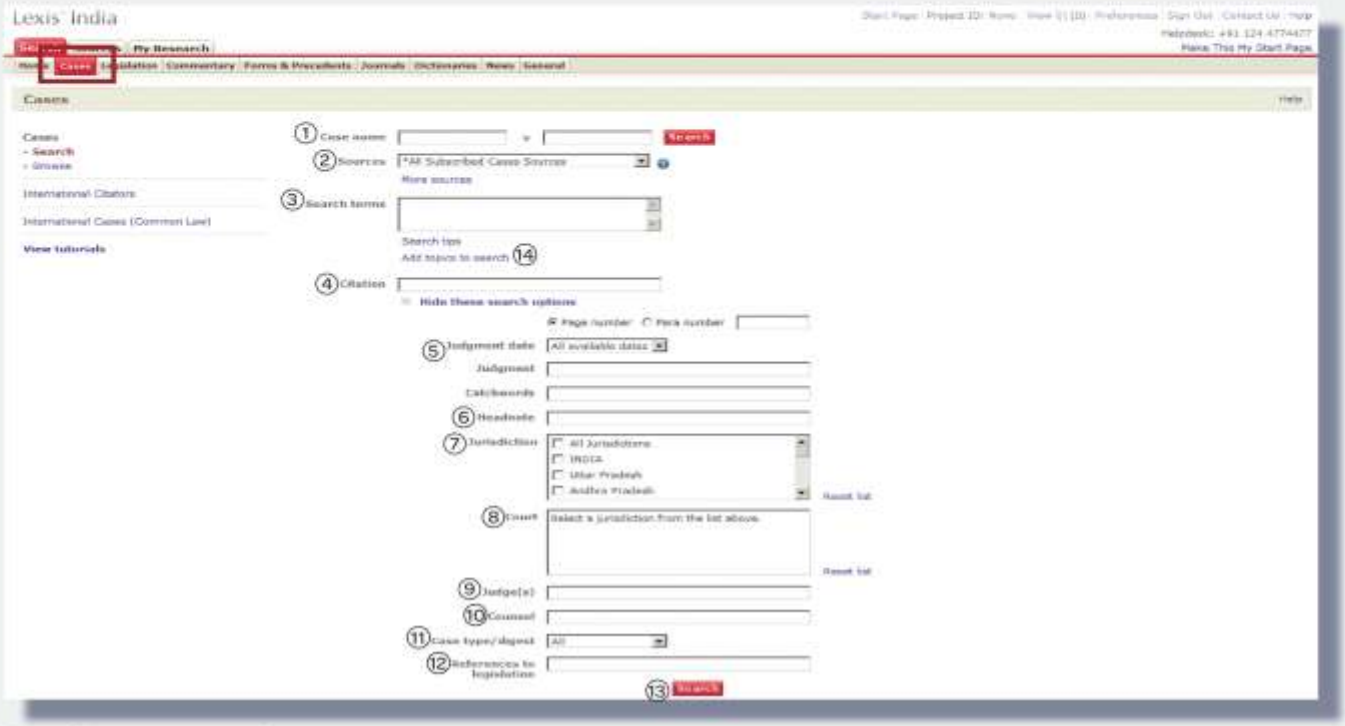
1. **Terms and Connectors**- This method of searching is the most advanced and precise method of searching. Please refer to the 'Terms & connectors' page No. 24 for more help.
2. **Natural Language**- This method of searching allows you to keep things simple. You may enter a question, a statement, or simply a list of words describing the concepts desired. This option most closely resembles searching the open Internet with a general search engine. Though this method is perfect for those with no searching experience, it also works well when searching a subject or a content category that's unfamiliar.

There are specific search forms to do elaborate searches. They include:

- Cases
- Legislation
- Commentary
- Forms & Precedents
- Journals
- Dictionaries
- General

Cases

Click on the 'Cases' tab to bring up the form you use to search across all of your case sources.

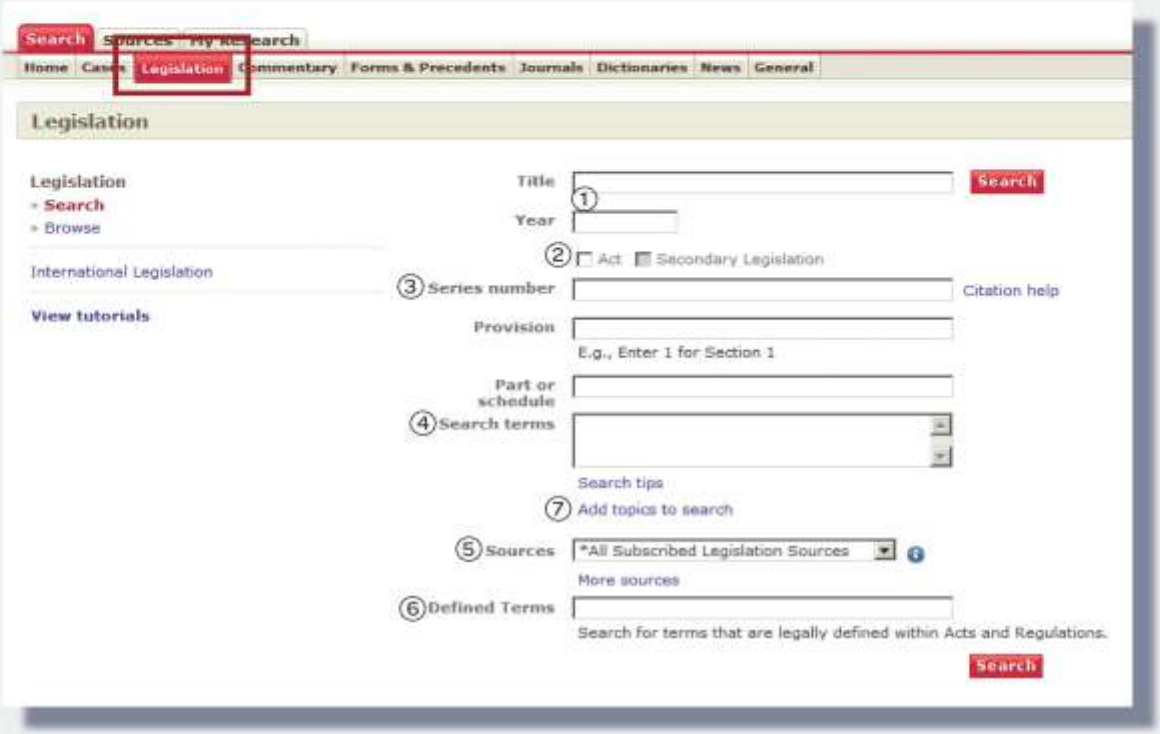


To perform your search:

1. **Case name** - is where you specify full, or part, of the case name you are searching for, e.g. Bhagat Singh versus the State of Punjab
2. **Sources** – Select your source(s) by clicking the drop-down arrow.
3. **Search terms** – is where you specify keywords that must be found anywhere within the case document, e.g. Enter medical negligence to look for cases with this term.
4. **Citation** – is where you restrict your results to contain only those that match the citation you provide, e.g., To find [1960] 2 mlj 425 , type: [1960] 2mlj 425.
5. **Judgment date** – Limit your search by date by using any one of the judgment date choices.
6. **Catchwords and Headnote** – Find words in the catchwords and headnotes fields.
7. **Jurisdiction** – Limit your search results by choosing a particular jurisdiction.
8. **Court** – chose the 'Court' field to filter your search using a particular court
9. **Judge(s)** – Find cases heard by a particular judge, e.g. Type **J.C. Shah** or **A.N. Grover**
10. **Counsel** – Find cases where a lawyer or firm acted.
11. **Case type/digest** – To select the content type. e.g. Law reports or transcript
12. **References to Legislation** – Find cases in your results that refer to a particular piece of legislation, e.g. **Guardians and wards act, 1890** enter child custody
13. **Click** the search button for your results.
14. **Add topics to search**- You may also add various topics in your search. Please refer to the 'Add topics to search' page No. 26 for more help.

Legislation

Click on the 'Legislation' tab to use this form to search all of your subscribed legislation sources.

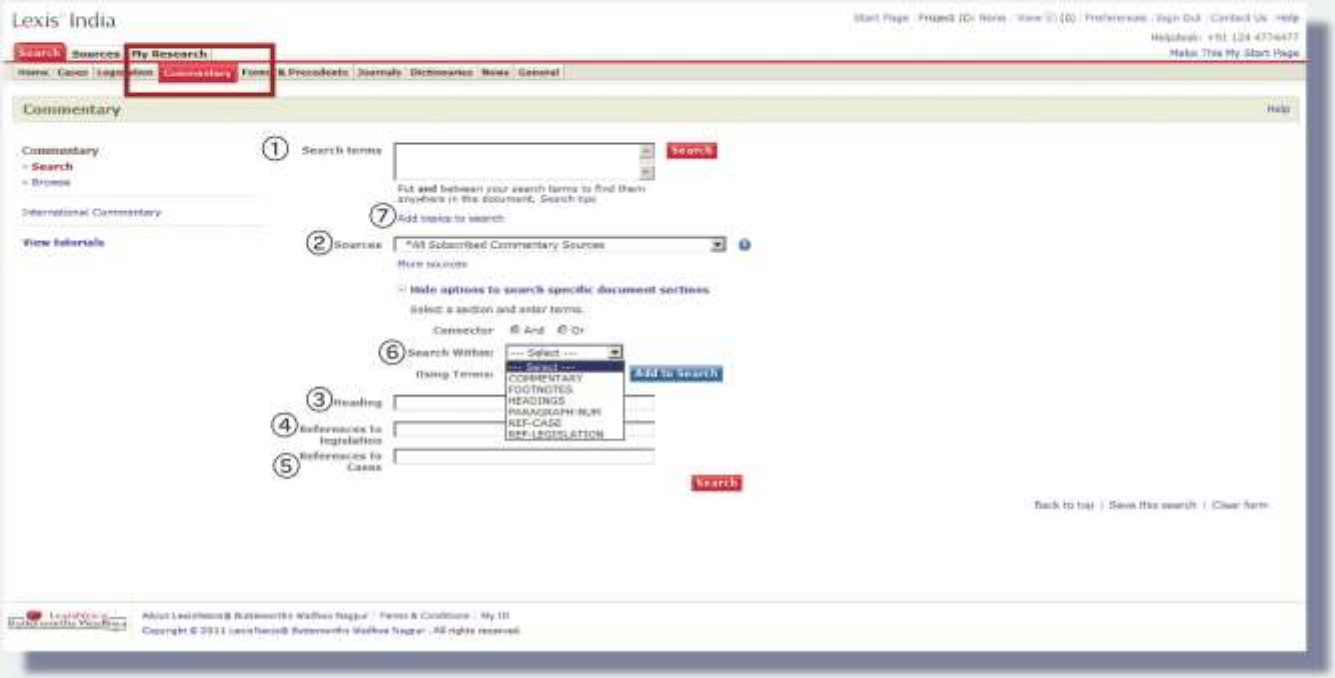


To perform your search:

1. **Title & Year** – Navigate to a particular piece of legislation using the legislation title and year. e.g.: Type in copyright act in the title field and 1957 in the year field to open up this piece of legislation.
2. **Act/Secondary Legislation** - ☑ Select act to view the principal act and ☑ select secondary legislation to view subsidiary legislation.
3. **Series number** – Type in the act number to open up that legislation. e.g.: Enter 1 for section 1
4. **Search terms** – Type in specific keywords, to be included anywhere in the legislation. e.g.: Copyright.
5. **Sources** – Click on the drop down arrow in the sources field to choose the sources you want to search across
6. **Defined Terms** – Type in words defined by legislation. e.g. Type in tenant to find interpretations on tenant across the legislation.
7. **Add topics to search**- You may also add various topics in your search. Please refer to the 'Add topics to search' page No. 26 for more help.

Commentary

Click on the 'Commentary' tab to use this form to search all of your subscribed commentary sources

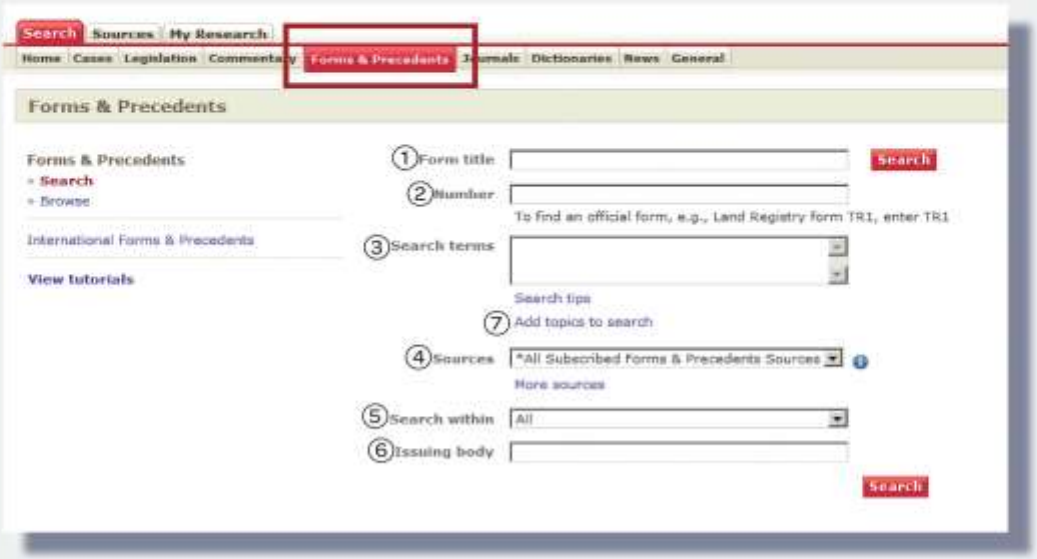


To perform search:

1. **Search terms** – Type in specific keywords, to be included anywhere in the commentary sources. e.g.: to find commentary on double taxation, enter *double taxation*.
2. **Sources** – Click on the drop down arrow in the sources field to choose the sources you want to search across. Alternatively you can also select '*All Subscribed Commentary Sources*' to search across all your sources for commentary. You can also combine two or more sources in this field.
3. **Heading** – Use this field to type to search in the main heading of each commentary chapter e.g.: Insider trading
4. **References to legislation** - Enter terms to search within References to Legislation.
5. **References to Cases**- Enter the citation for a particular case to find the reference in the commentary e.g.: [2002] 2 mlj 157
6. You can also search within specific document section in the commentary like- Footnote, Headings, Page number etc.
7. **Add topics to search**- You may also add various topics in your search. Please refer to the 'Add topics to search' page No. 26 for more help.

Forms & Precedents

Click on the 'Forms & Precedents' to bring up the form to search across all of your subscribed Forms & Precedents sources.

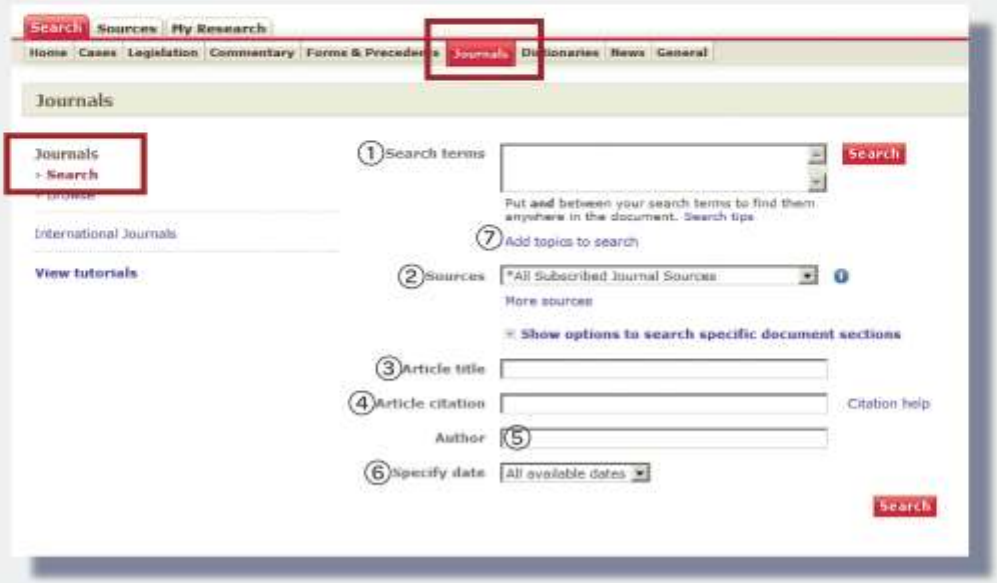


To perform search:

1. **Form title** – Enter the title of the specific form you are looking for eg: defects in unregistered applications
2. **Number** – You may also enter the specific official form number for the form you are looking for e.g.: 8
3. **Search terms** - Enter your search terms, using connectors to show the relationship between the terms
4. **Sources** - Click on the drop down arrow in the sources field to choose the sources you want to search across.
5. **Search within** – This field allows you to search for official forms with commentary sources as well as specific forms sources. **e.g.:** All Form or Precedent **or** Commentary
6. **Issuing body** - Enter the name of the form's issuing body.e.g.: Companies House
7. **Add topics to search**- You may also add various topics in your search. Please refer to the 'Add topics to search' page No. 26 for more help.

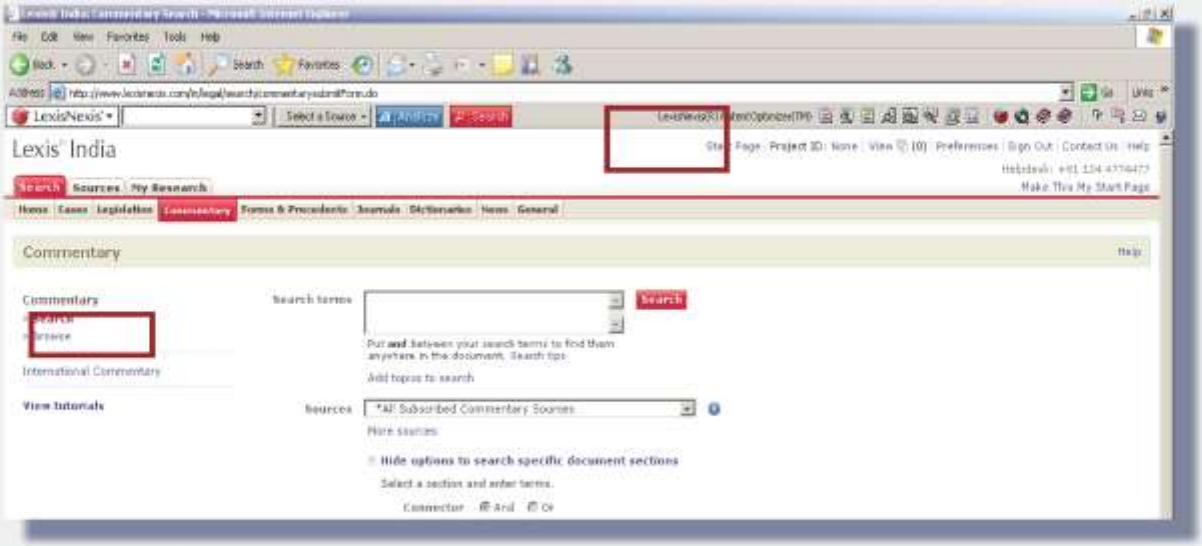
Journals

Use this form to search across your entire journal sources.



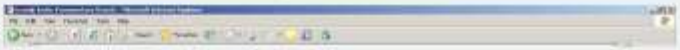
To perform your search:

1. **Search terms** – Type in specific keywords, to be included anywhere in the journal article. e.g.: To find articles on judicial reforms, enter *judicial reforms.*
2. **Sources** – Click on the drop down arrow in the sources field to choose the sources you want to search across.
3. **Article title** – Use this field to type in the article title e.g.: Title name supreme court rules
4. **Article citation** – Type in the citation for a particular article e.g.: [2007] 7 Mlj 1089
5. **Author** – Type in the author's name in this field e.g.: *Shantimal Jain*
6. **Specify date** – Use this field to filter articles by specifying the date.
7. **Add topics to search**- You may also add various topics in your search. Please refer to the 'Add topics to search' page No. 26 for more help.



To browse through Journals

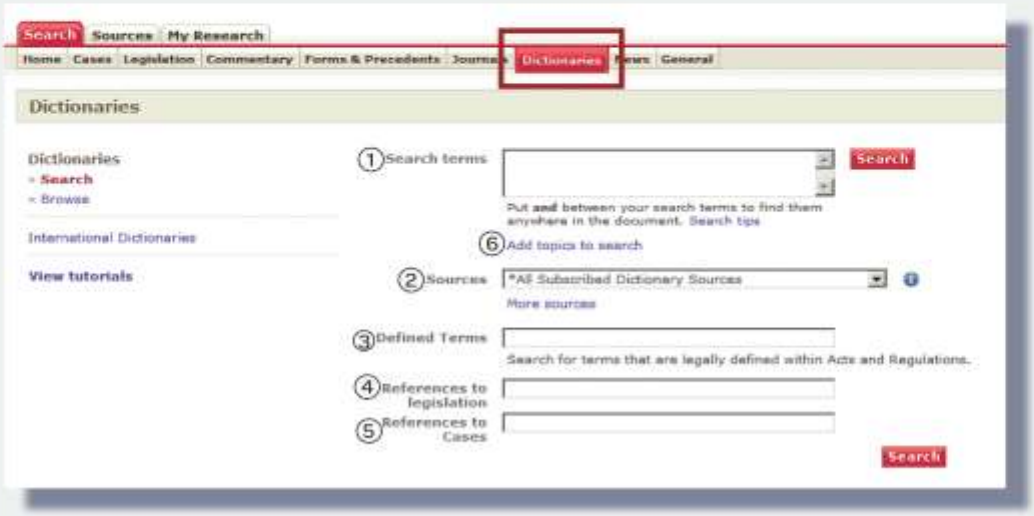
- Access the source by clicking on 'Browse' next to the source name in 'My Bookshelf' on the home page.

  E.g. 

- Access the source by entering part of the source name in the 'Source by title' field under the 'Quick Find' feature on the home page and then clicking on 'Browse' next to the relevant source in your search results.
- Access the source using either 'Browse Sources' or 'Find Sources' under the source directory, and then click on 'Browse' next to the source name.

Dictionaries

Use this form to search within your dictionary sources.

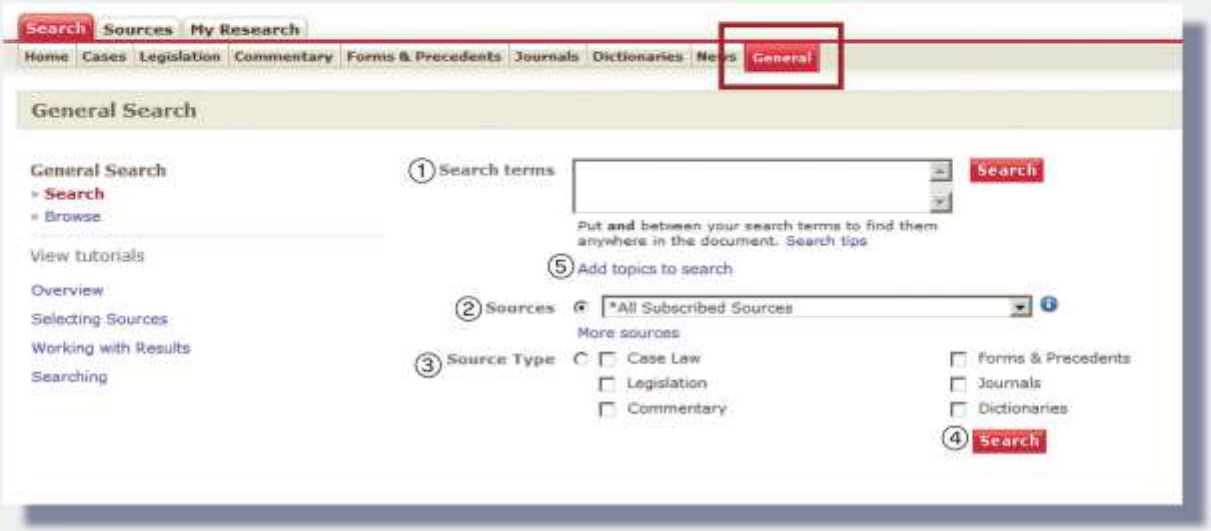


To perform search:

1. **Search terms** – You may enter search terms using connectors to show the relationship between the terms
2. **Sources** - Click on the drop down arrow in the sources field to choose the sources you want to search across.
3. **Defined Terms** – Enter the word or phrase you require a definition for. e.g.: company
4. **References to legislation** – Enter terms to search within references to legislation
5. **References to cases** - Enter words to search within references to cases
6. **Add topics to search-** You may also add various topics in your search. Please refer to the 'Add topics to search' page No. 26 for more help.

General

General Search is the broadest search available on **Lexis® India**. For this reason, it is best to use this search form when you are looking for something highly specific, or are researching an unfamiliar area of law.



To create your search:

1. Enter your query in the 'Search terms' field.
2. Then, in the 'Sources'* field, choose which source you wish to research by clicking on the arrow in the drop-down box.
3. **Source Type**- Provides searching under multiple categories like Case Law, Legislation, Commentary etc. all together. Please refer to 'Explore' section on page No. 8 for more help.
4. Click the **Search** button to perform your search.
5. **Add topics to search**- You may also add various topics in your search. Please refer to the 'Add topics to search' page No. 26 for more help.

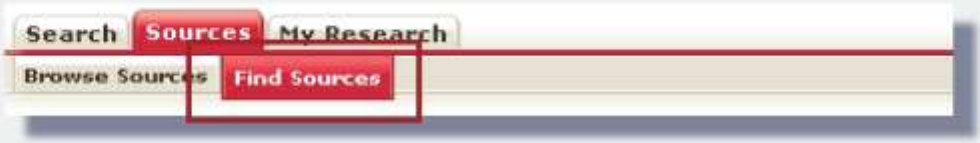
* It is important to note that, when you leave the general search form the sources drop-down box will revert to the source that was last used.

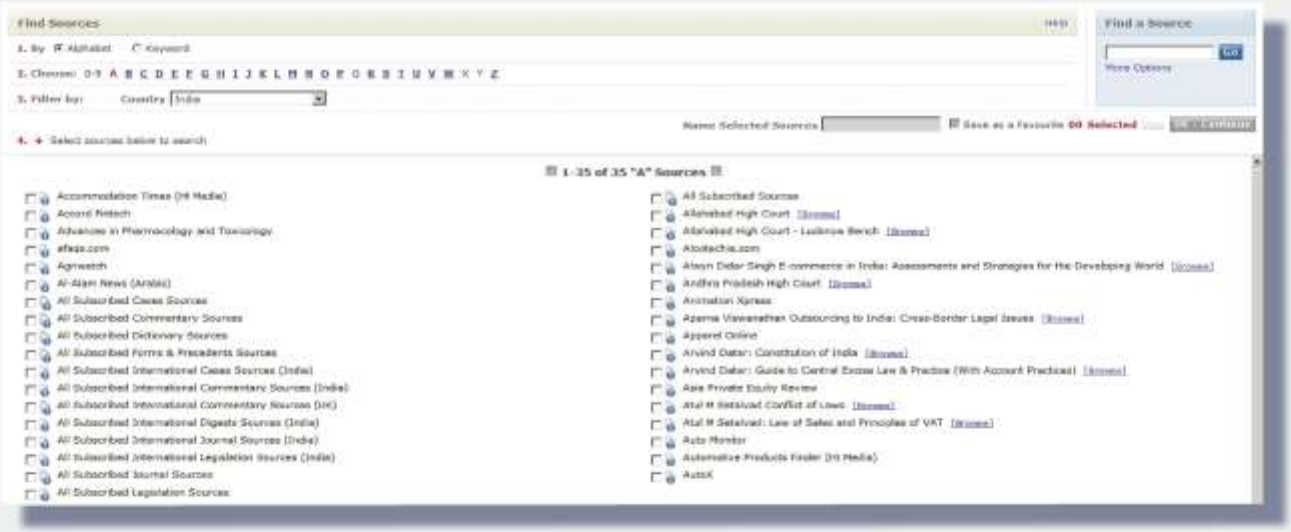
SOURCES

The source directory organizes and displays all sources in your subscription. Use the source directory to find the source you wish to access, either through viewing lists of sources, or by searching for a specific source.
To access the source directory, click on the source directory tab. The source directory provides two main ways to locate your sources:

- Find Sources
- Browse Sources

Find Sources





Use find sources:

- To search for a particular source when you know its name.
- To create a customized grouping of sources using the source directory
- Click on the name of the source to add it to your selected sources. (Repate the above steps until you have added all the sources you wish to include. You can remove sources at any time by clicking on 'remove' next to the name of the source in the 'Selected Sources' tray.)
- You can give your customized grouping a name under '**Name Selected Sources**'.
- Ensure '**Save as a Favourite**' is ticked.
- Click on '**Ok – Continue**'.

Browse Sources

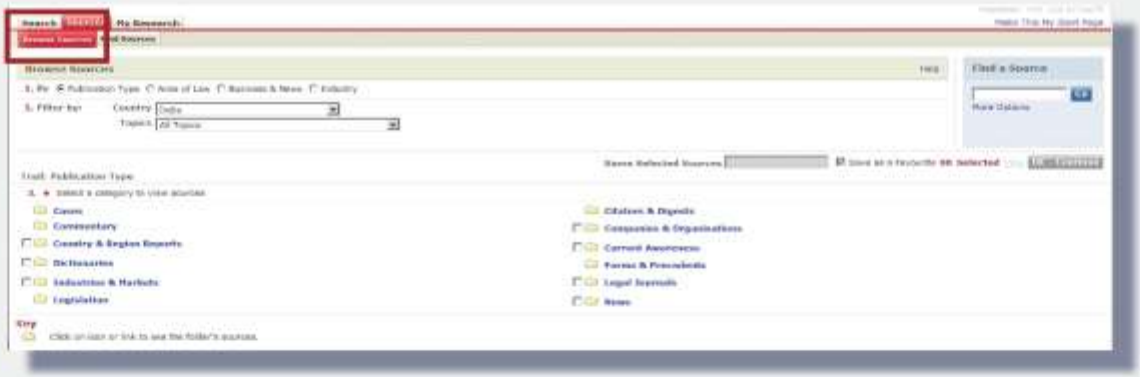
'Browse Sources' allows you to navigate through categorized folders of sources. This is useful if you want to look at all your sources that deal with a given area of law.

Browsing Contents

You can navigate a single source by using the table of contents

Combine Sources

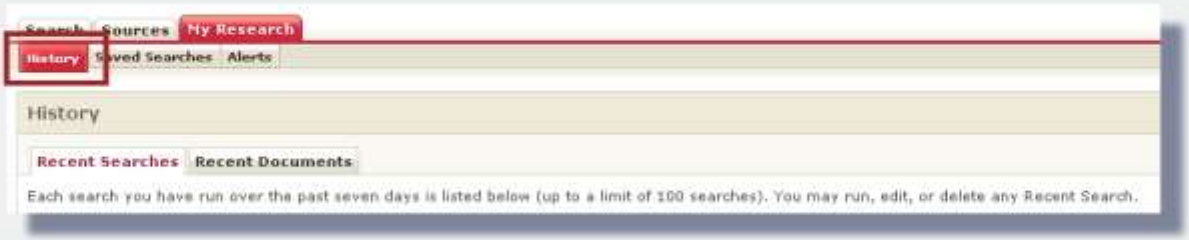
The 'Combine Sources' is a unique feature in **Lexis®India**. It helps you to select multiple sources together and create your favorites. This is useful when you want to look for a topic in multiple sources. Rather than looking for the topic in individual books, one can combine multiple books and run a search.



MY RESEARCH

Lexis®India conveniently keeps a log of every search you have run, and every document you have viewed. Accessing your search history is done via the 'My Research' tab.

History



Recent Searches

Each search you run is automatically archived for up to seven days. This allows you to re-run a recent search as originally constructed. You also have the opportunity to edit the search first.

To re-run a search, click on 'Run' next to that particular search in the recent searches section.

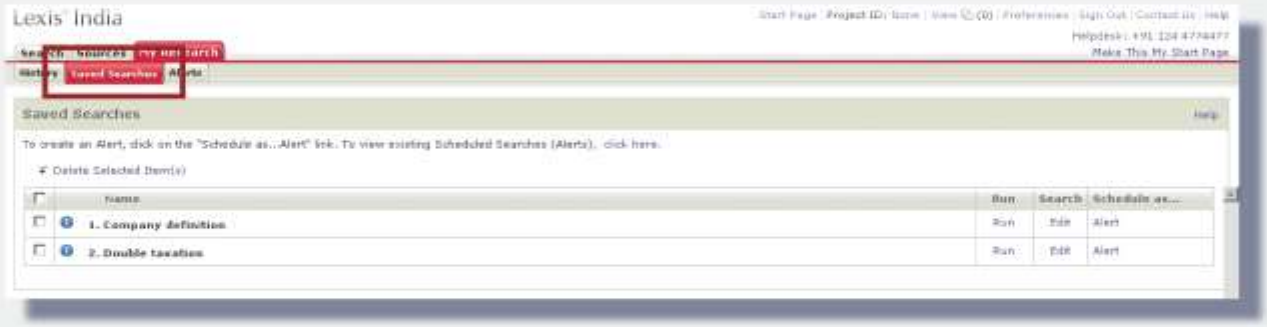
Recent Documents

Each document you view is automatically archived for 48 hours. This allows you to retrieve any document you have viewed without having to remember what search you originally performed.

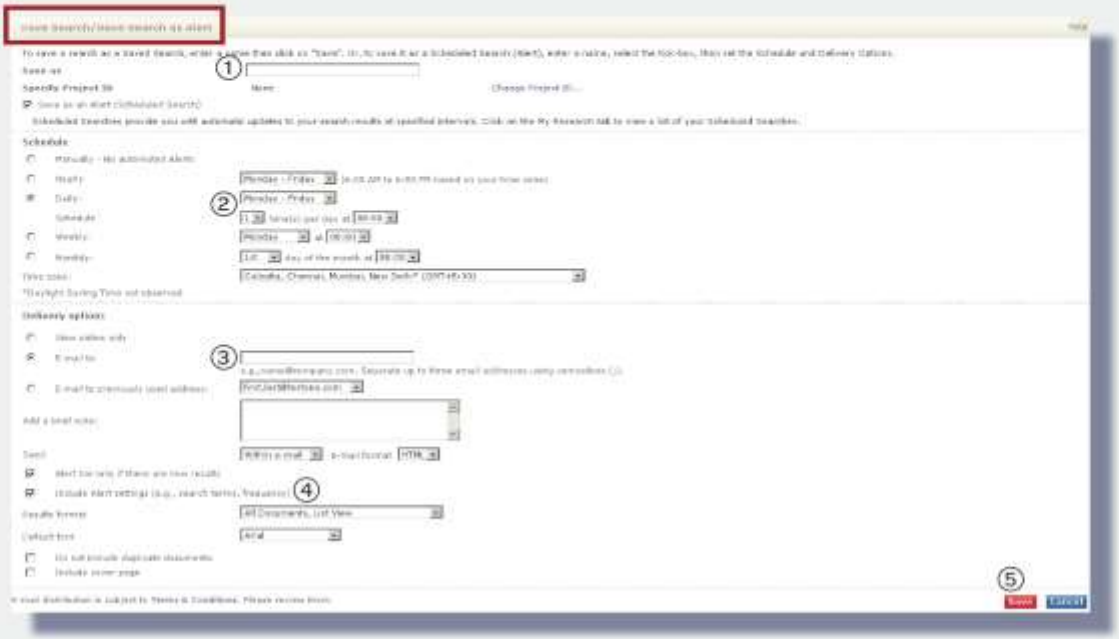
To access a recently-viewed document, click on the name of that document under recent documents.

Saved Searches

Use the saved searches form to run, edit, and delete the searches you have saved. You may also schedule any saved search as an alert.



Alerts



To set up a scheduled alert: Run the search you wish **Lexis®India** to continue to run for you.

Click on the icon at the top right of your search results screen.

1. Insert your chosen title, for the scheduled search, in the save as field.
2. Select how frequently you want the search to run, e.g.: Daily, weekly, monthly.
3. Enter an email address to specify where you want the results to be sent.
4. Choose your notification and results format preferences.
5. Click the 'Save' button.

You can delete and modify alerts from the research manager.

ENHANCE YOUR SEARCH- SEARCHING WITHIN RESULTS

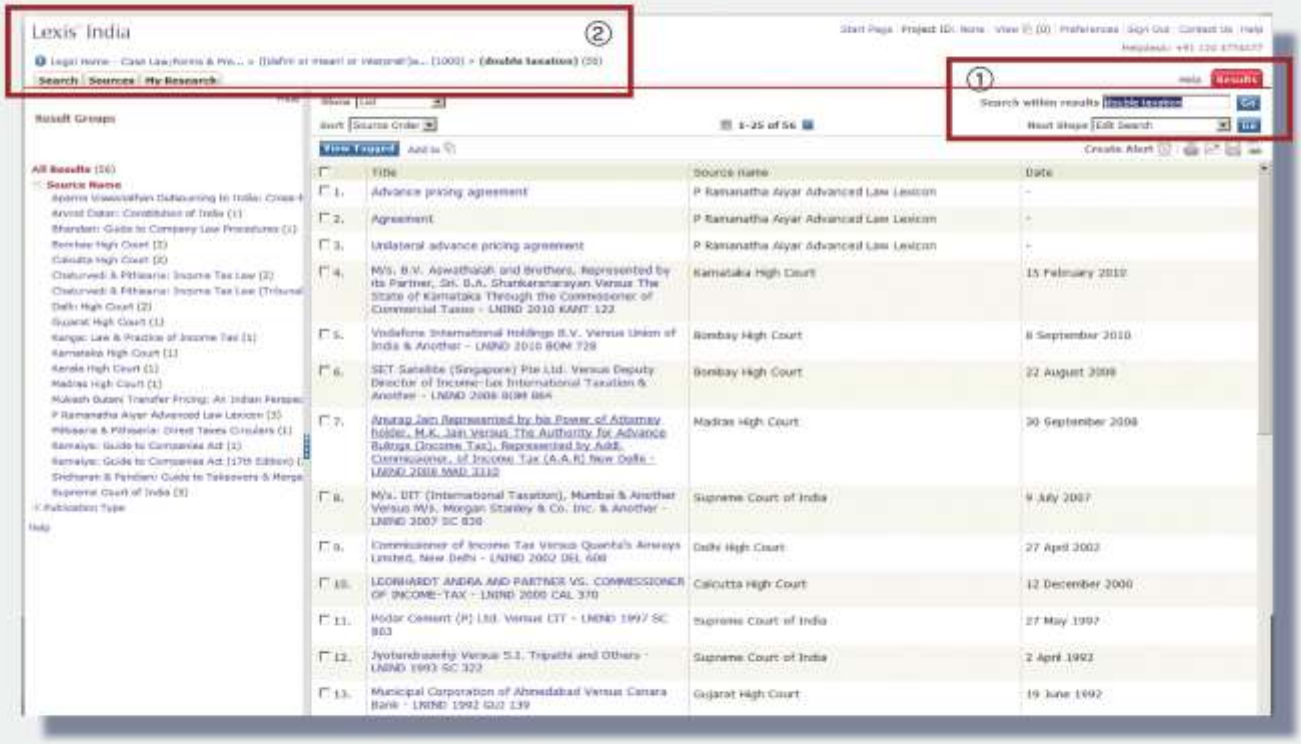
Lexis®India has many options for narrowing in on the precise documents you are after. This section covers four options:

- Narrow Search
- Result Classification
- View format- Results Display
- View Number of Hits

Narrow Search

1. You can search within your results by adding 'Terms and/or Connectors' to the narrow search box, circled below:

This will reduce your current result set to include only those that contain the additional search criteria.

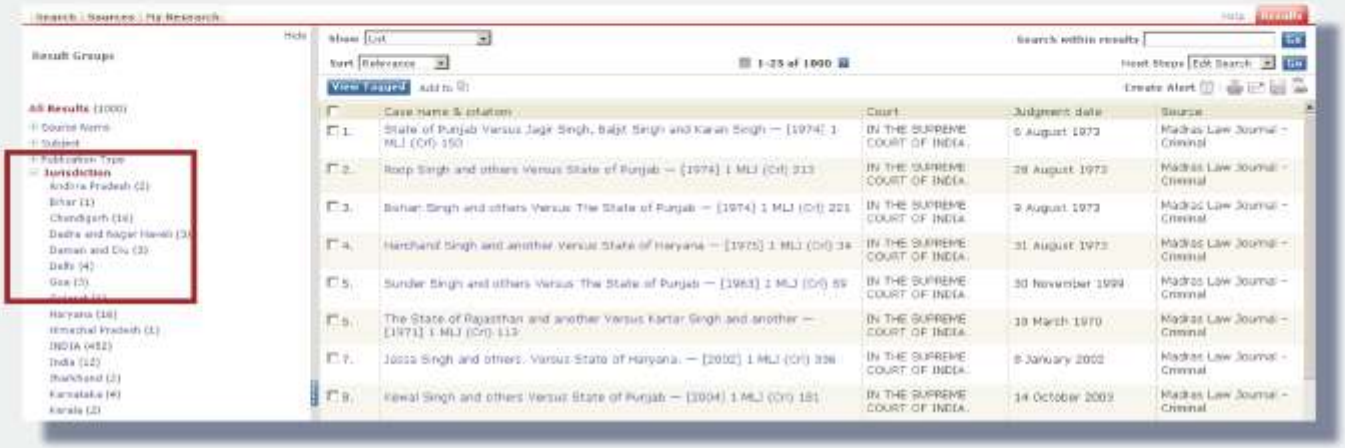


2. **Breadcrumb Trail**- The source and terms for your search are displayed in a 'trail' in the upper left of the Results page. The trail shows the path you took to arrive at your results. You may click on a source name or Search form name in the trail to return to the Search form where you ran the search, or clock on search terms to return to the results of that search. As per the screenshot above.

Result Classification*

You can filter your results according to a few criteria:

- Source name
- Subject
- Source type
- Table of contents
- Jurisdiction

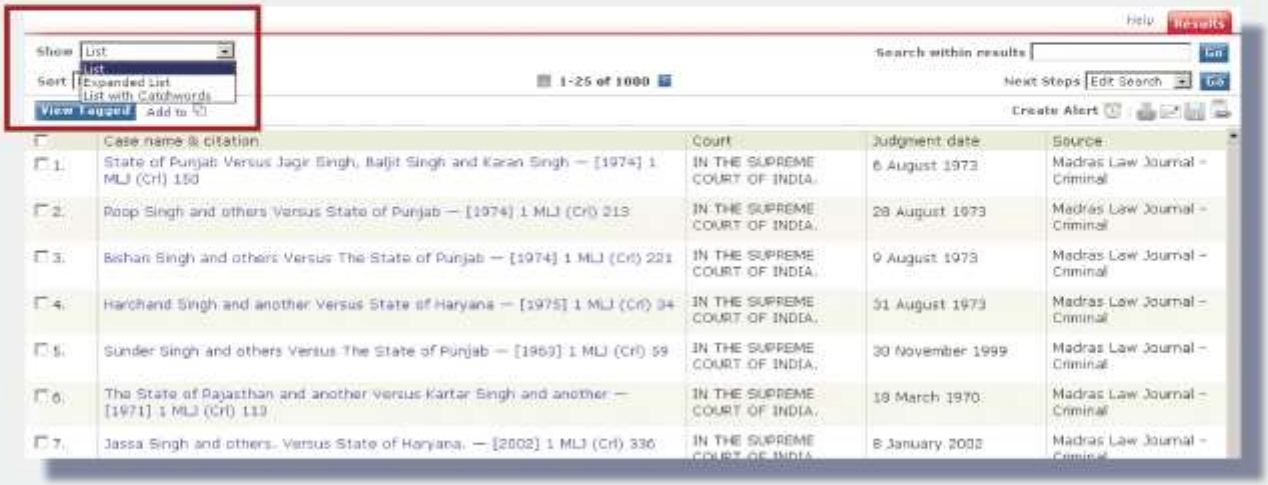


Choose a viewing category by clicking on it. Only results belonging to that category will be displayed.

*Please note the results group vary along with each search category

View format- results display

Your results can be displayed in a different format, which vary in the amount of detail they display.



To change your results' view format, use the drop-down arrow in the view field shown in the screen shot above.

- **List** – Displays basic information, about the documents your search retrieved, in a numbered list.
- **Expanded List** – Displays list view and the context in which your search terms were found within the document. It will display 10 words on either side of each occurrence of your search terms.
- **List with Catchwords** - Displays list view, and the catchwords which have been added to each case, when viewing cases in your results.

View number of hits

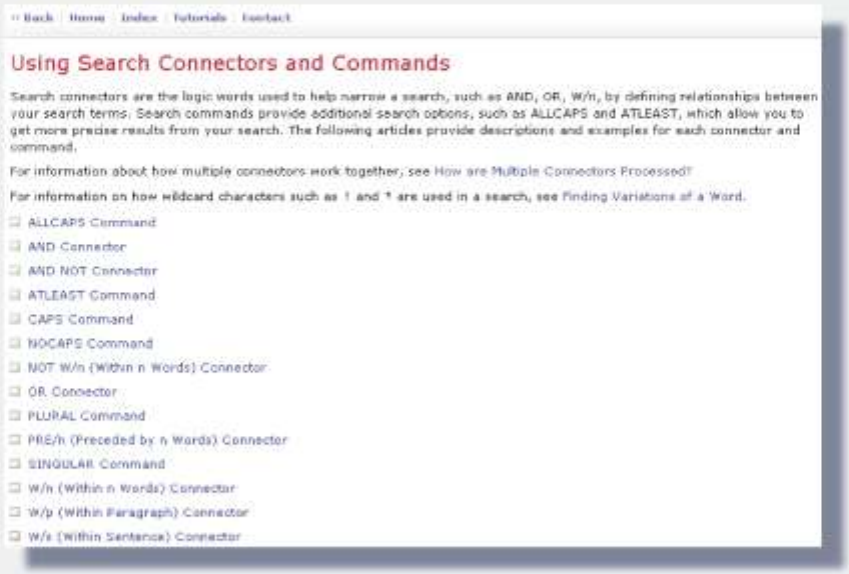
In document view, the number of search terms, 'Hits', in the document is displayed on the bottom of each document. Click the hits navigation buttons to move quickly from search term to search term in the document.

USING SEARCH CONNECTORS AND SMART INDEXING

1. Terms & Connectors

Click on search tips for more information on using connectors to construct a search term.

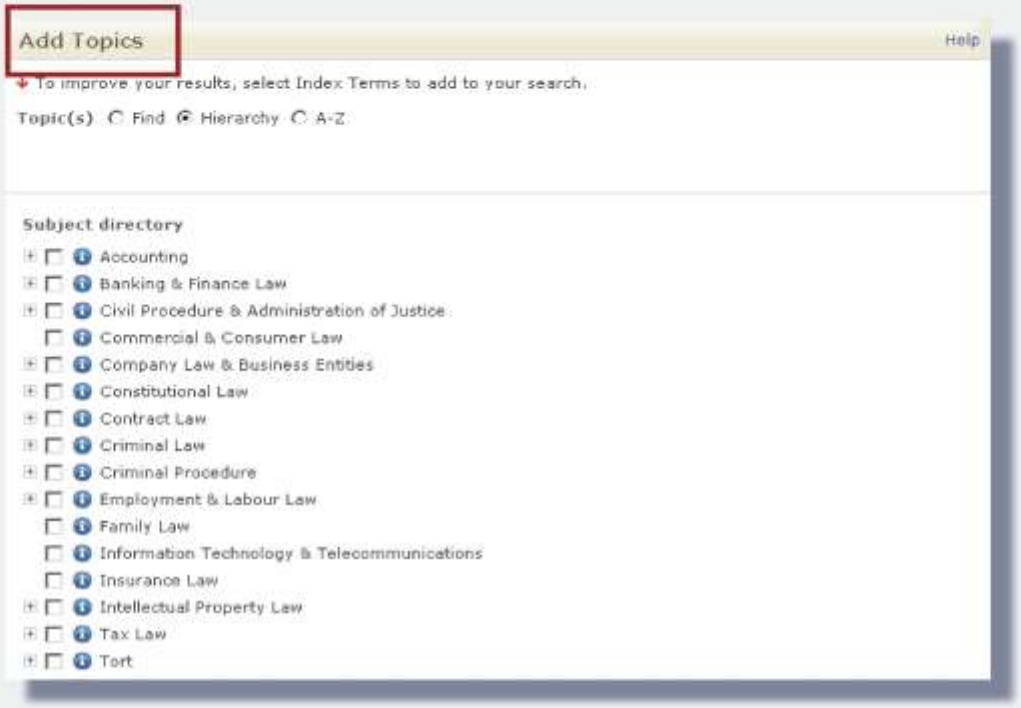
There will be a pop-up window which displays all the connectors and commands available to help narrow a search



Connector	Example	Function	Additional Usage Notes
And	Marriage and short and duration	The *and* connector finds your search terms within the same document.	As a general rule, use *and* when it doesn't matter how far apart your search words Appear in a document.
Or	Lawyer or counsel or Attorney	Use the *or* connector to find documents that Contain either, or both, of the words or phrases linked by or.	Use the *or* connector to link search words that are synonyms, alternative spellings, or abbreviations.
And not	Trust and not charitable	Use the *and not* connector to find documents in which a search word or phrase is not mentioned.	If you build your search using multiple Connectors, *and* include *and not* in your search, it should be the last connector you use. Otherwise everything after the *and not* will be excluded.
W/n	Fraud w/3 tax	Specifies that words must Occur within" n" words of each other. Either word may occur first.	Use the w/n connector to find documents with search words that appear within "n" words of each other. The value of "n" can be any number up to 255. Use w/n to join words and phrases that express parts of a single idea or to join closely-associated ideas. You can use multiple w/n connectors to join several words in a proximity search.
Pre/n	Summary pre/3 judgment	Specifies that words must Occur within "n" words of each other, in the order you Specified.	Pre/n is primarily useful in situations where a different word order significantly alters meaning. For example, "summary judgment" is significantly different from "judgment summary".
W/p	Medical negligence w/p hospital	Use the w/p connector to find documents with search words that appear within the same paragraph.	W/p connectors cannot be used in combination with w/n connectors.
Truncation	Walk!	Use an exclamation mark (!) To find a root word plus all the words made by adding letters to the end of it.	Exclamation mark automatically retrieves the plurals and possessives of nouns that follow a standard pattern, and different tenses of verbs that follow standard patterns (e.G. Walk, walking, walked, but not run, running, ran).
Wildcard	Maxi*e P**rce	Use an asterisk (*) to replace characters any where in a word, except the first character. Use one asterisk for each character you want to replace.	Use the asterisk to hold a space for Variations in spelling at any point in a word. If you use asterisks at the end of a word, they do not all have to be filled, but may find up to the specified number of Characters. (E.G. Maximi*e will find Maximise or maximize)

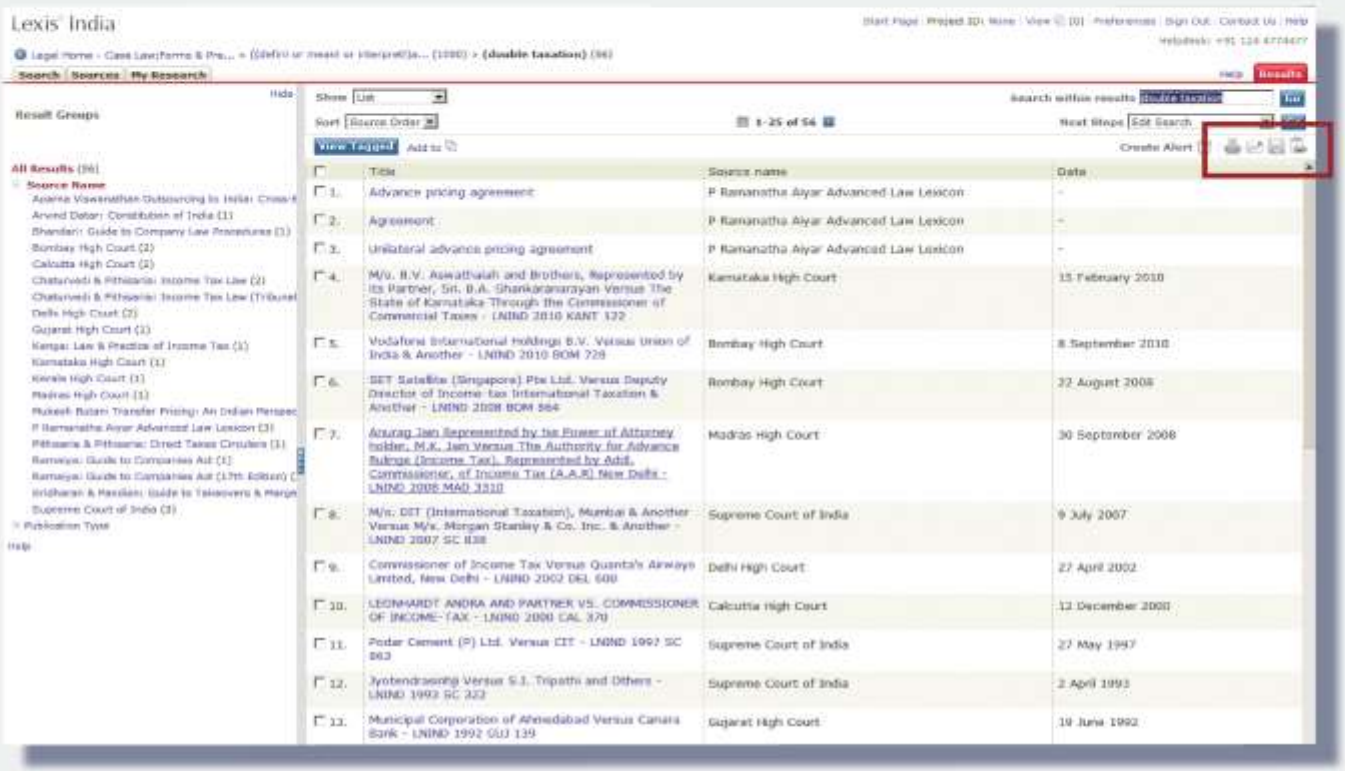
2. Add topics

Click on 'Add topics to search' for smart indexing. The following page will help you to add index terms to your search. It helps you to choose legal topics from the list and narrow your search to the specific practice area.



DELIVERY MECHANISMS

Print, Email, Download and Bookmark Documents

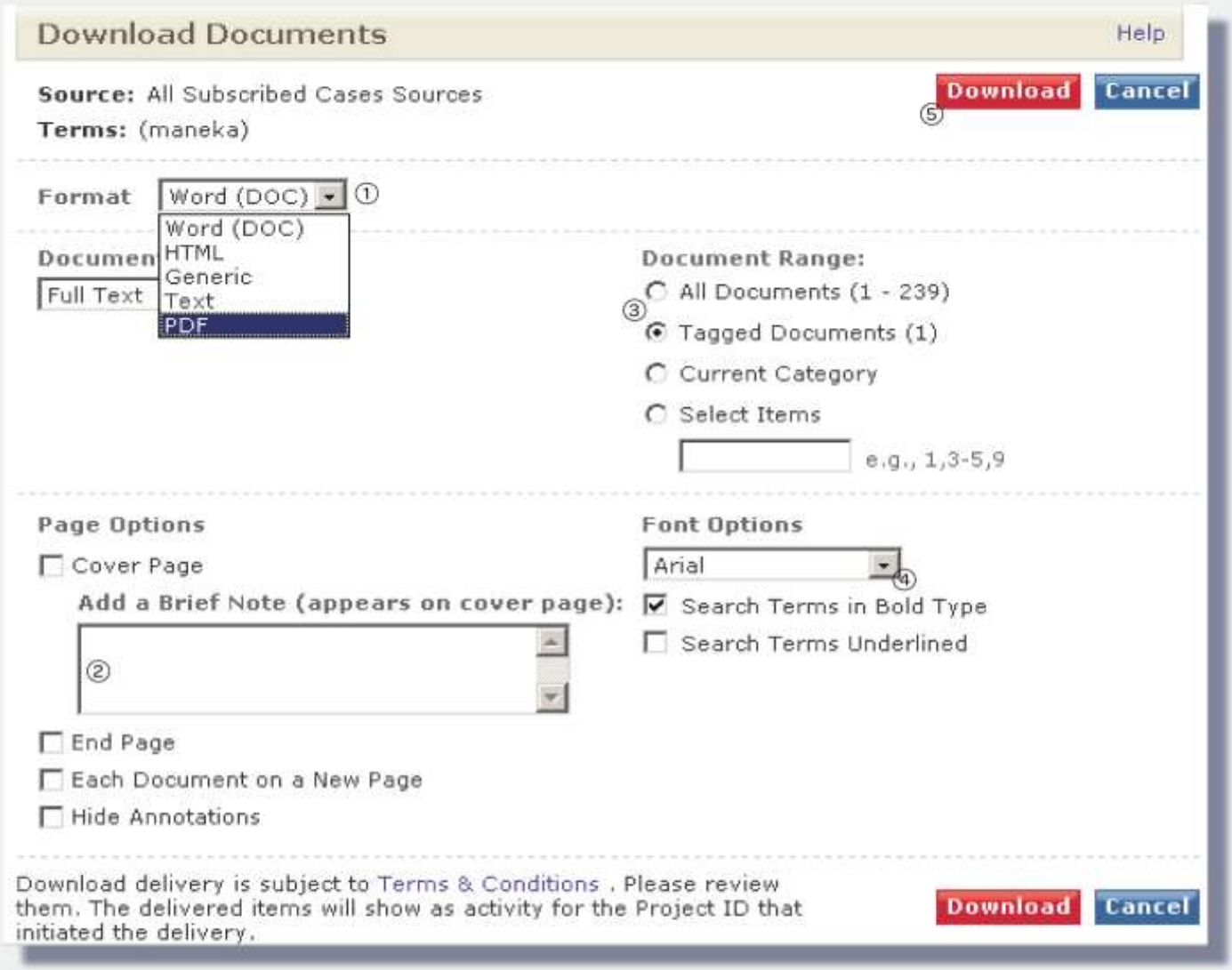


When you see the icons above, you can print, email, download or bookmark documents from the current view. Whenever you choose one of these options, a pop-up box will appear asking you what options you wish to choose. Options from your last action will be remembered if you use a user name and password to log into the system.

Using the Print icon

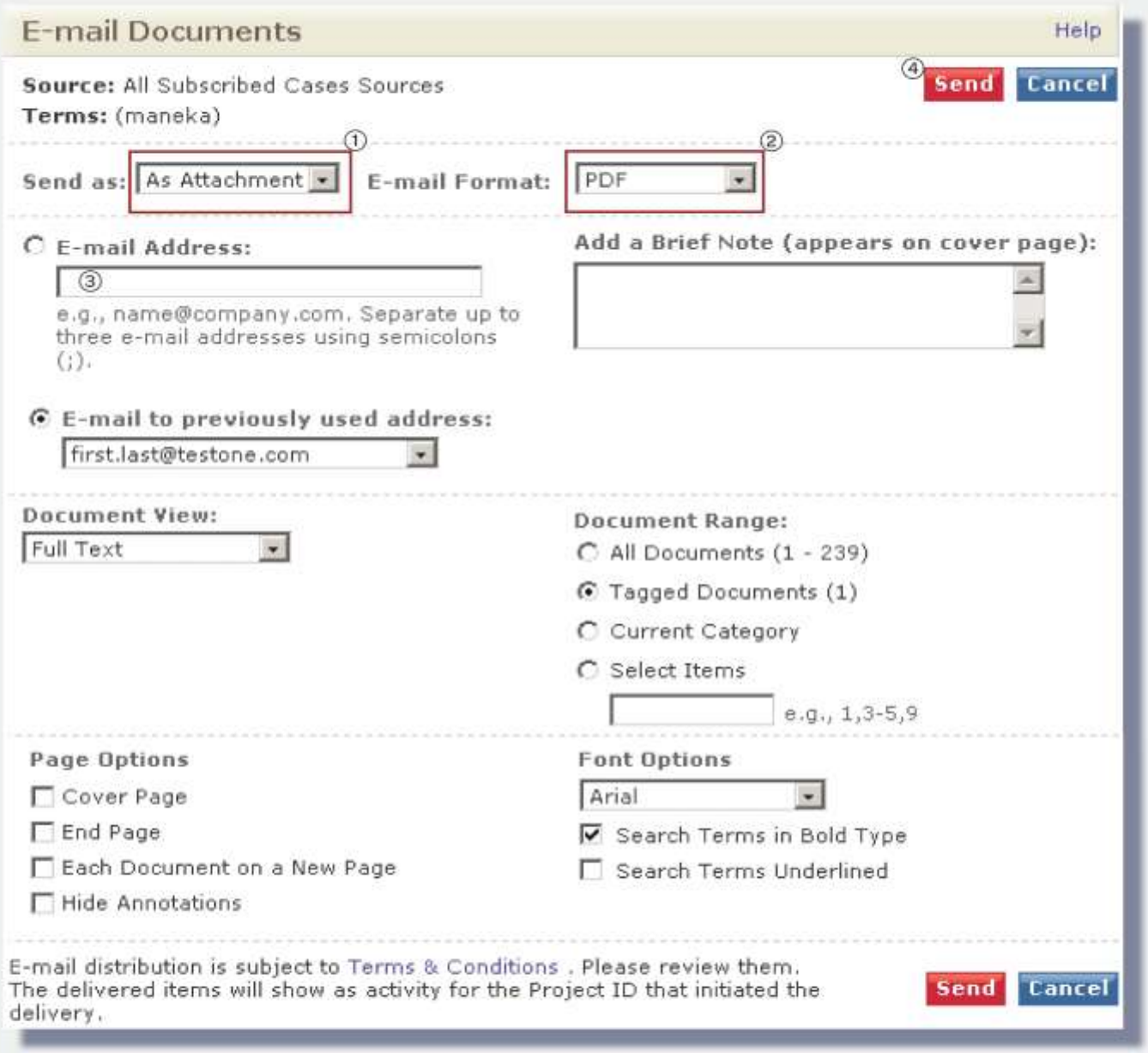
1. **Page options** – select to print with a cover page or each document on a new page.
2. **Document range** – choose to print all document or just the selected items.
3. **Font options** - you may choose a font option by clicking on the drop-down arrow.
4. **Print** – after you have formatted your document, you may print or print preview to view the document before printing.

Using the Download icon



1. **Format** – choose word (doc) or pdf as a format for the document(s).
2. **Page options** – select to print with a cover page or each document on a new page
3. **Document range** – choose to print all documents or just the selected items.
4. **Font options** - you may choose a font option by clicking on the drop-down arrow.
5. Click on the **Download** tab once formatting is completed.

Using the Email icon



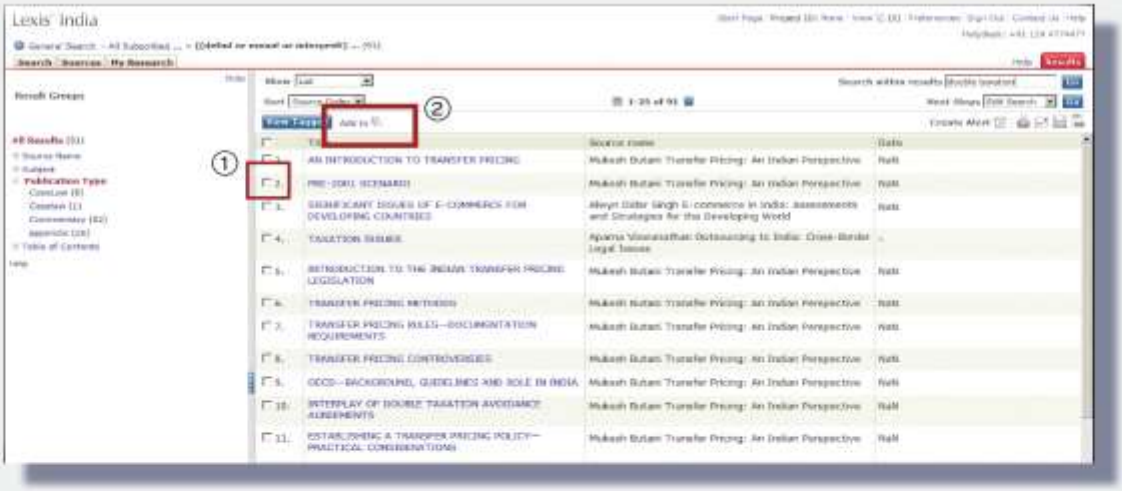
1. **Send as** – Choose to send the document within e-mail or as an attachment.
2. **E-mail format** – Choose the email format by clicking on the drop-down arrow.
3. **E-mail address** – Type in the respective email address in the box provided. You may key in up to three email addresses using semicolons (;). Or choose from an email address previously used.
4. Once the documents have been formatted click on the **Send** tab.

Using the Bookmark link

The bookmark link can be used to share your results link with other users using **Lexis®India**.

Add to folder

Using the document delivery folder



Lexis®India provides you with a document delivery folder, which allows you to store documents for up to 24 hours. So you can select various documents, over a number of searches, before having to print, email or download them.

To add documents to the document delivery folder:

1. Click on the box next to the results you wish to add - a process known as 'tagging'.
2. Click on the icon to add those documents to the document delivery folder.

Repeat steps 1 and 2 until you have completed your research session.

You can then access the documents in the document delivery folder by clicking on the icon at the top of the screen.

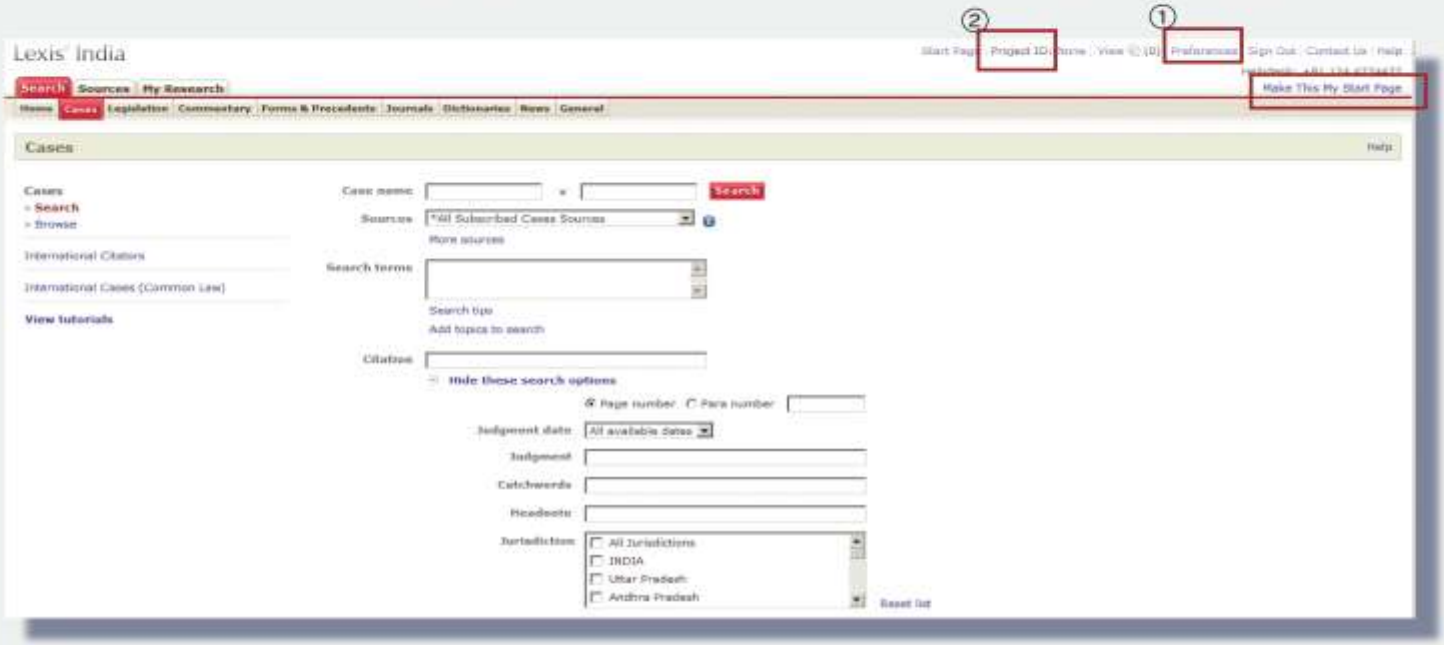
CUSTOMIZING LEXIS®INDIA

Changing the start page

You can specify which page/search form you want displayed when you log on to **Lexis®India.**

Example: If your research consists primarily of case searches, you may want to have the cases search form displayed as your 'start page'.

To choose your preferred start page, open it up and then click the 'make this my start page' link in the upper right of the form.



Other preferences

1. You can set a variety of to **Lexis®India** options by changing your preferences. Some of the options you can set include:
   - Default start page
   - Default view format for your search results
   - Default time zone for alerts
   - The number of documents displayed at one time in your search results
   - Change password

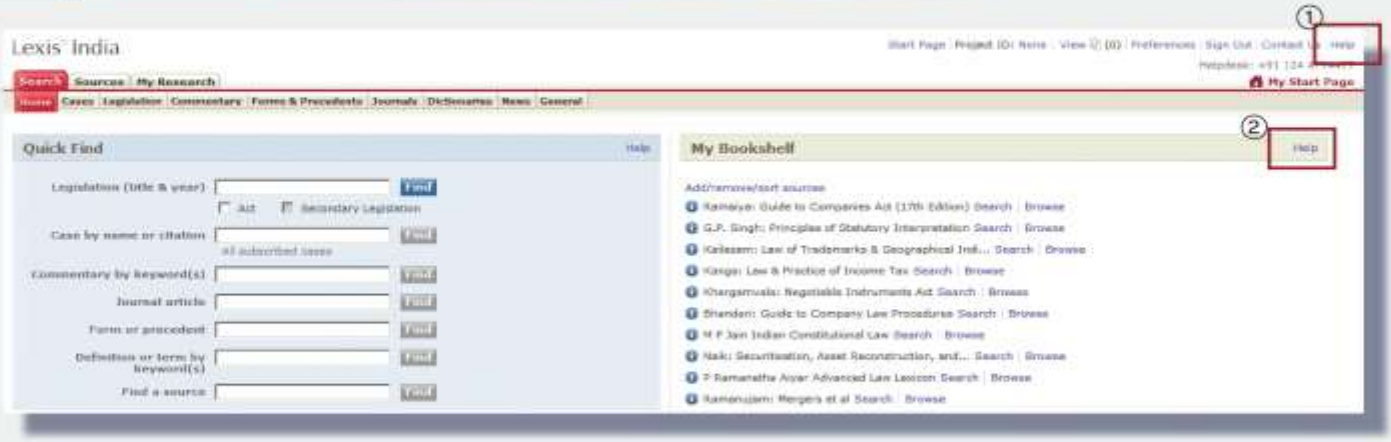
To change your preferences, click on the 'preferences' link at the top right hand corner of your page.

Note: You need a user profile to register your preferences. If you do not require a user name and password to sign in to **Lexis®India**, you will not be able to change the default preferences settings.

2. **Project ID** : The project ID option allows you to create separate project IDs and save your research under different names to differentiate between searches conducted for separate clients.

HELP

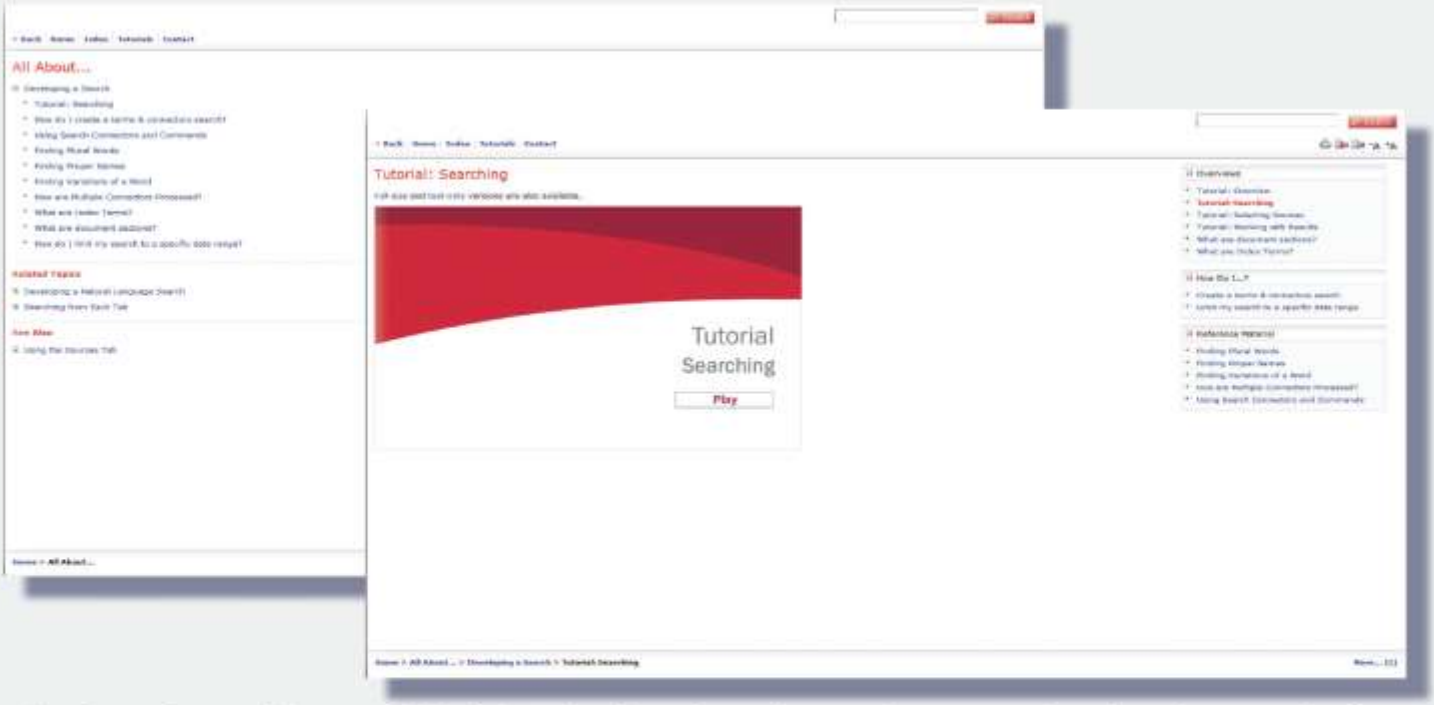
Help online



Two sources of help are available to assist you in using our product.

1. **General Help** –A help link is available at all times at the top right hand corner of the screen. This will take you to our help system, where you can access detailed help on a variety of topics.
2. **Context Specific Help** – Other help links are found across the platform. They provide help that is specific to the page on which they are located.

Online Tutorial



The interactive tutorials are available in the Help to introduce various product areas and teach you how to use key features of **Lexis®India.**

Training

Personalized training is available upon request. To book a session, please send an email to training.in@lexisnexis.com for training request.

Helpdesk

Contact our Customer Helpdesk from Monday to Friday, 8.30 am – 5 pm at

+91 124 4774477 or help.in@lexisnexis.com

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