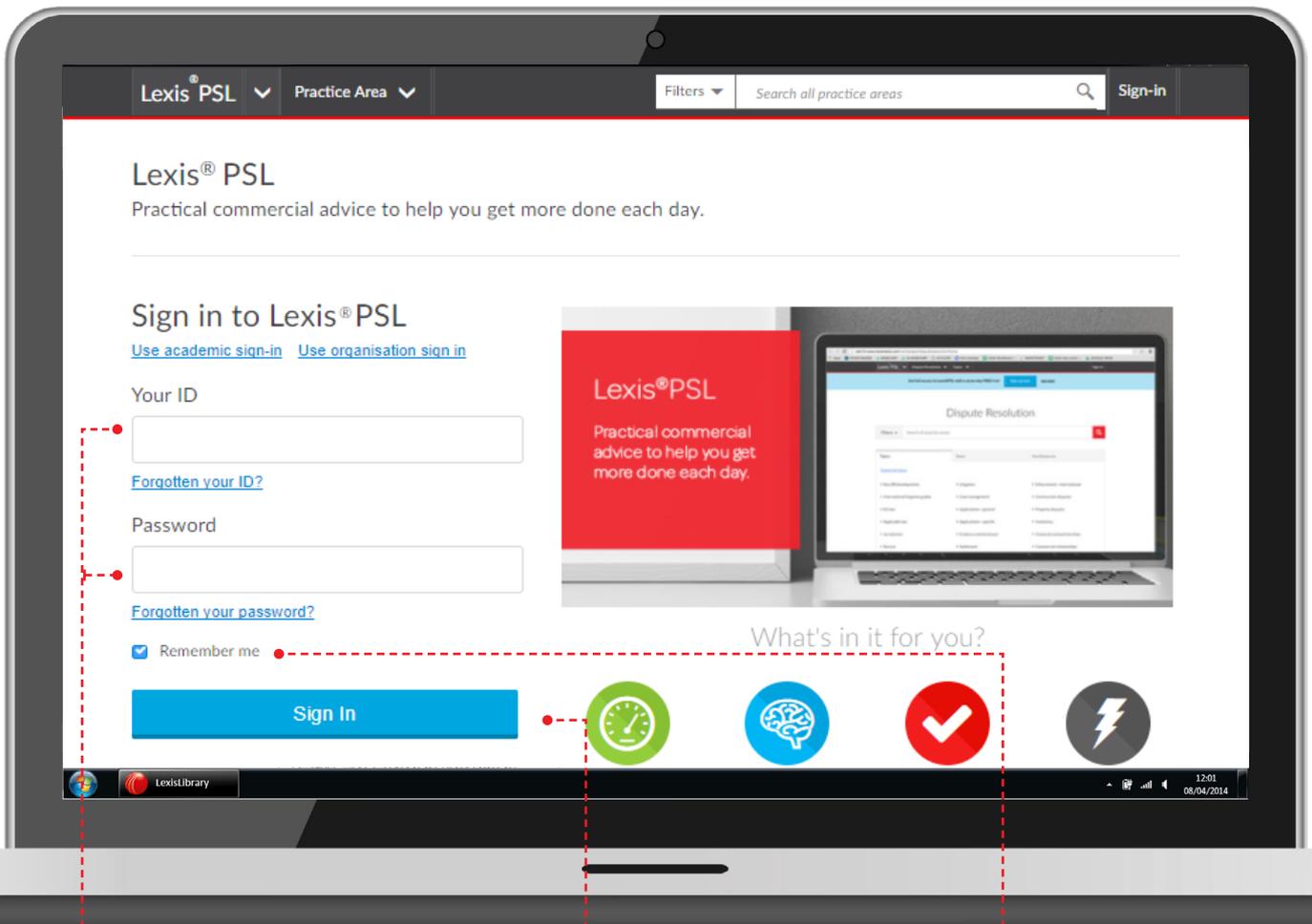


# Lexis® PSL Full Guide



## Login

To log on to LexisPSL follow this link [www.lexisnexis.com/uk/lexispsl](http://www.lexisnexis.com/uk/lexispsl)



Enter your username *ID* and *Password*

The *Sign in* button will take you to the homepage

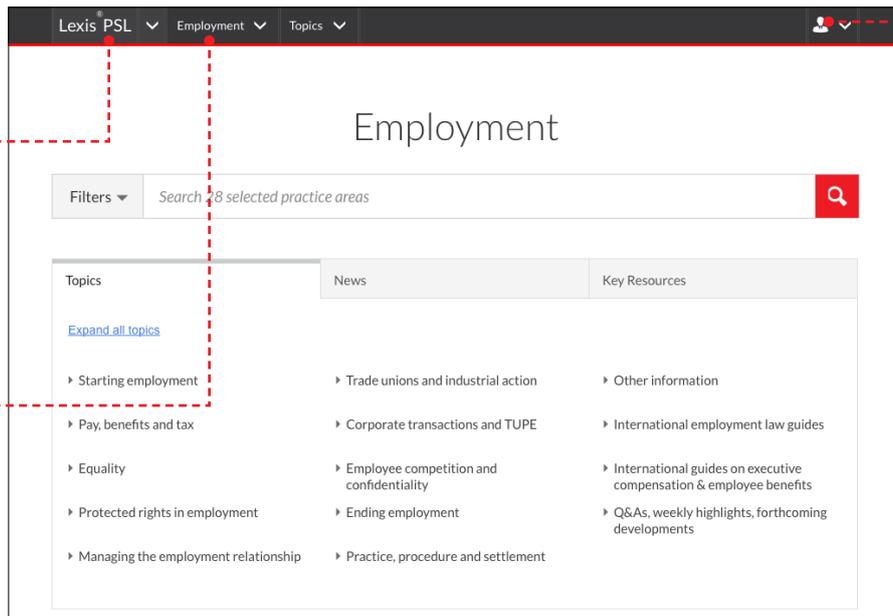
Tick the *Remember me* box. This will mean you are logged in automatically next time you access LexisPSL.

## Find your Practice Area

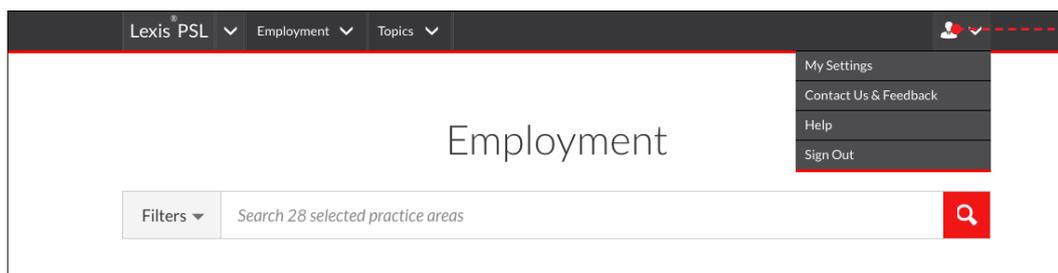
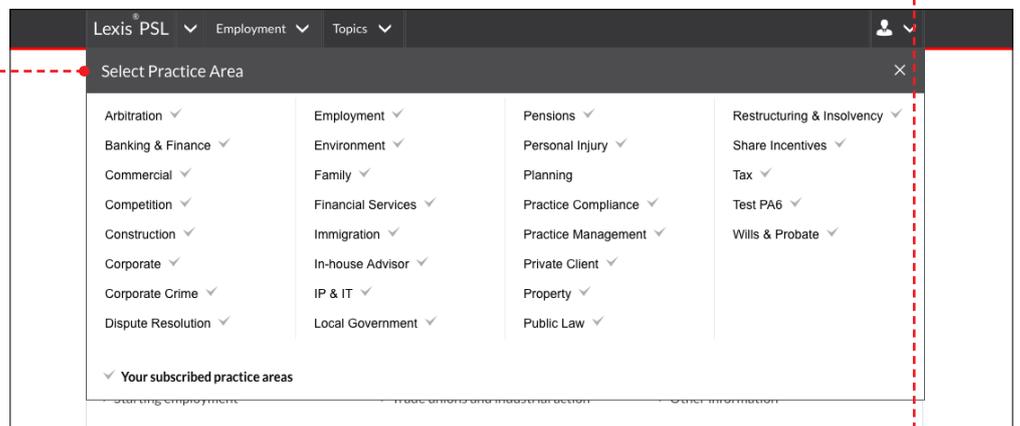
When you reach the PSL service it may not necessarily display the practice area that you require.

Click the **LexisPSL** logo to return to the home page at any point.

Select the dropdown arrow to change to another practice area.



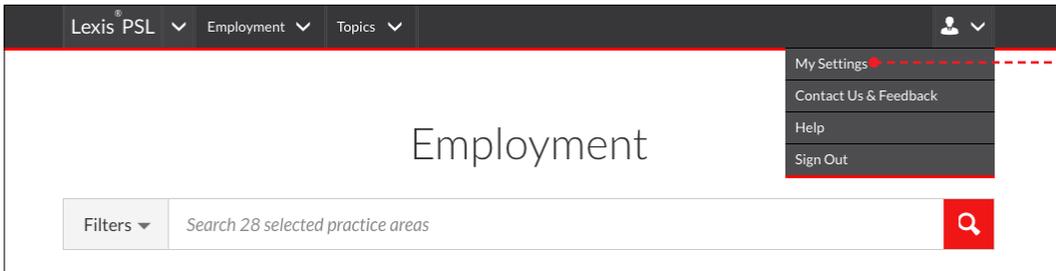
The practice area menu will appear in a pop up window.



This icon will allow you to manage your settings, contact our experts, access help or sign out.

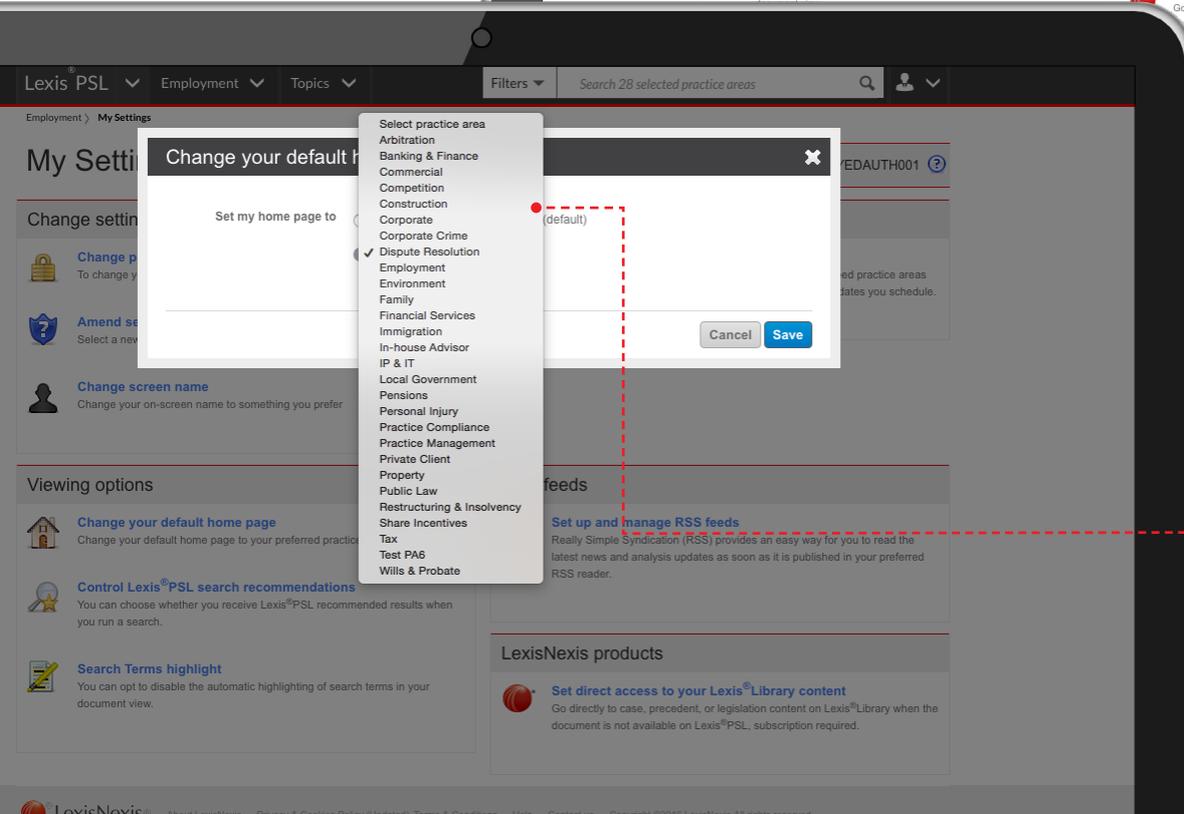
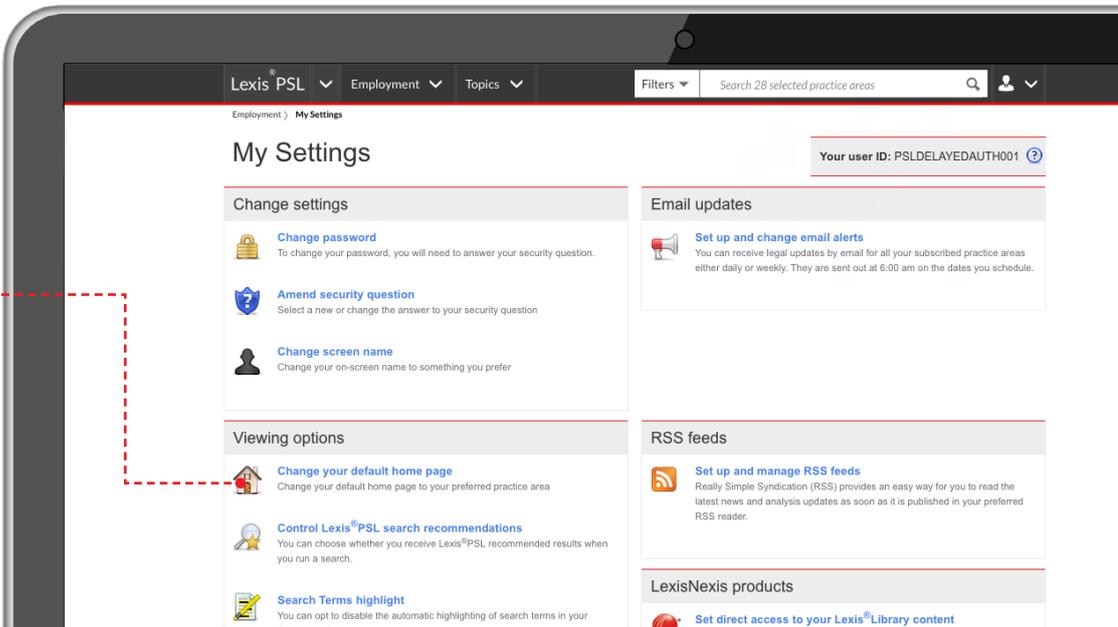
## Remember my Practice Area

LexisPSL can remember your practice area the next time you use LexisPSL.



Navigate to **My Settings** under the top right icon.

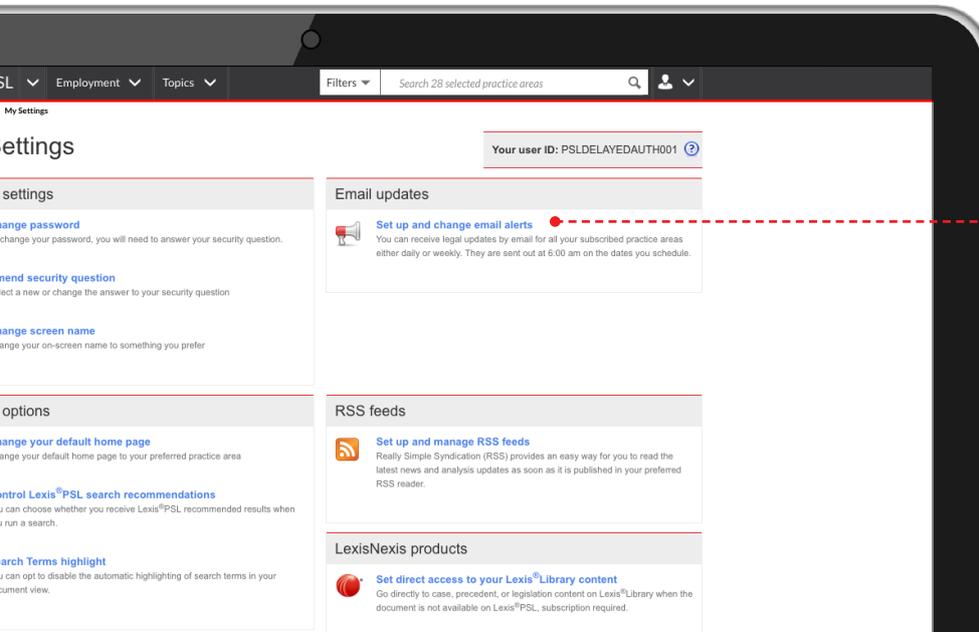
Select **Change your default home page**.



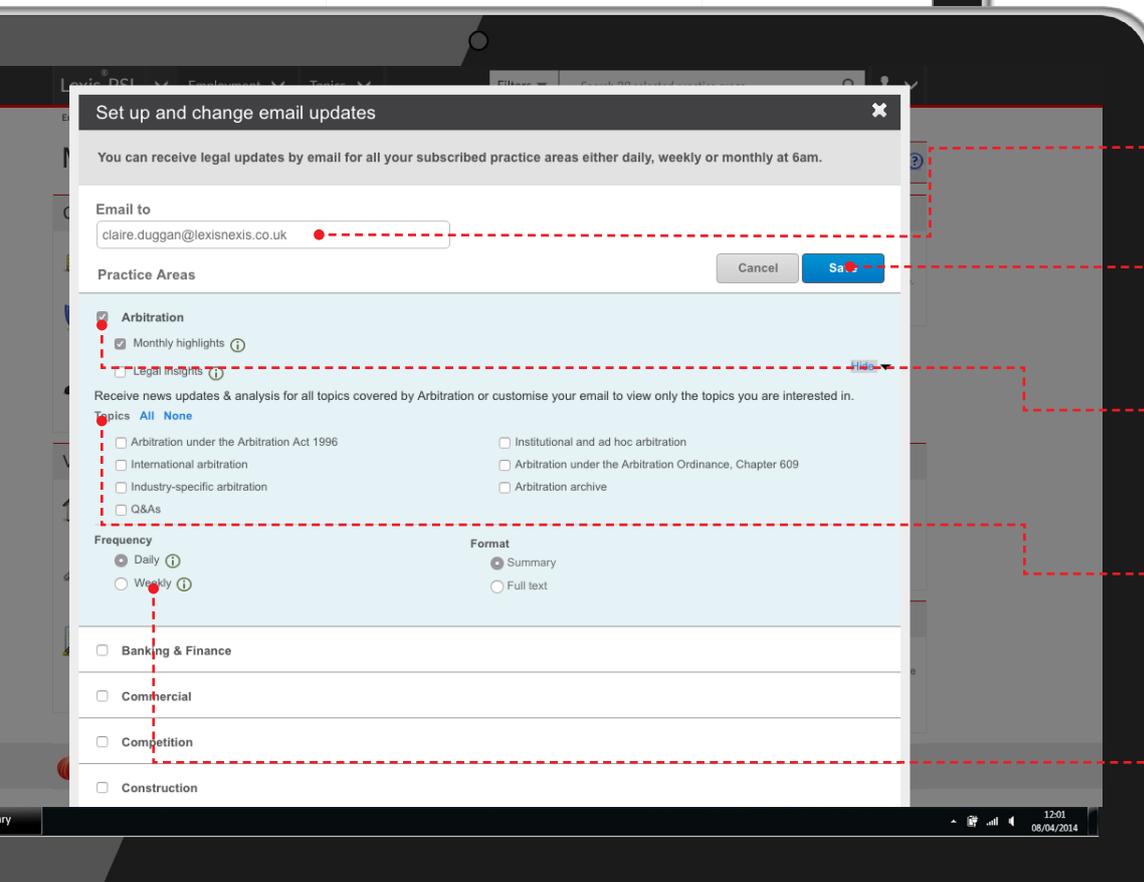
Choose your desired practice area from the drop-down list. Then click **Save** to apply changes.

## Set up email alerts

Email alerts can be set up.



Select **Set up and change email alerts**.



Enter your **email address**

Click **Save** to finish setting up your alerts.

**Tick** the box next to the practice area that you wish to receive updates on.

To customize your legal insights, select/deselect the topics of interest.

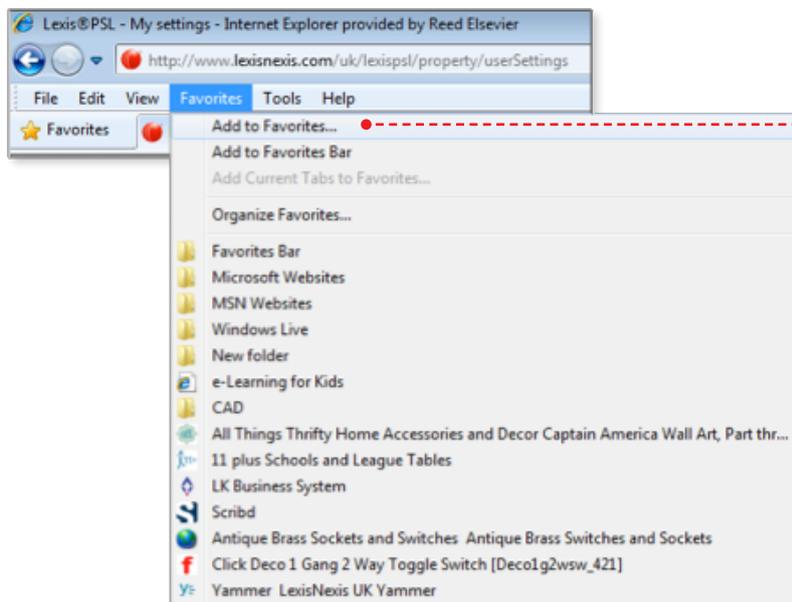
Select whether you wish to receive updates daily or weekly.

## Add LexisPSL as a favourite or a bookmark using Internet Explorer and Google Chrome

LexisPSL can be added to your favourites within your Internet browser.

### Internet Explorer

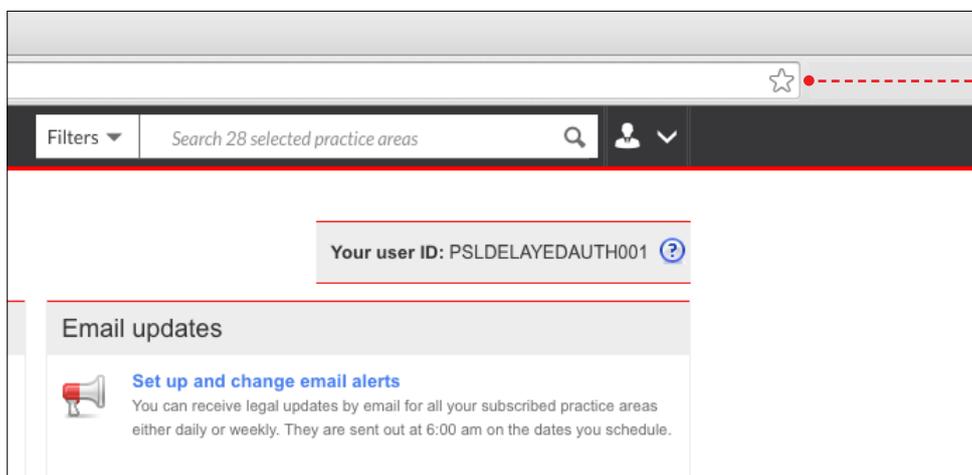
To add LexisPSL as a favourite using Internet Explorer:



Select *Favourites* from the internet browser menu bar or select the star next to *Favourites* on the tool bar.

### Google Chrome

To add LexisPSL as a bookmark using Google Chrome:

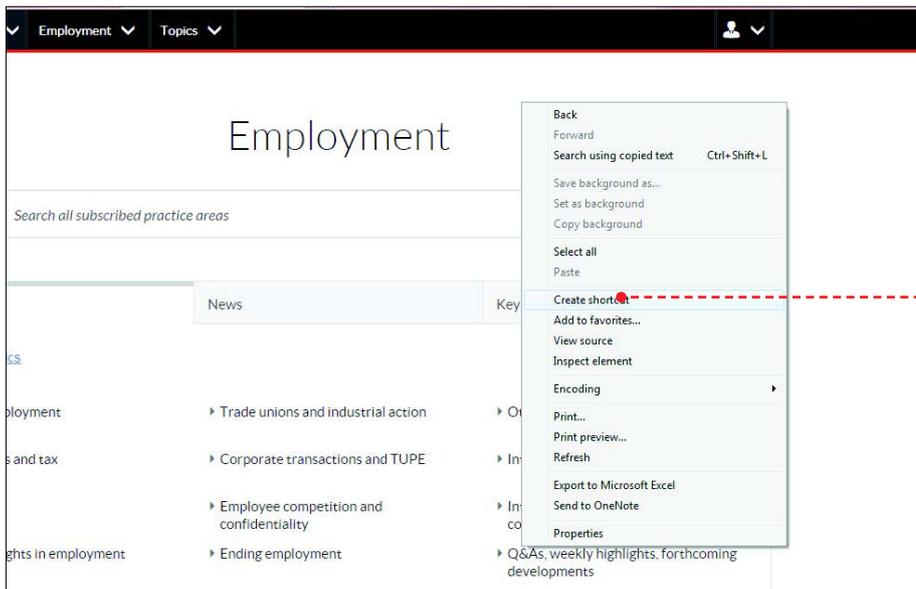


Select the star icon on the address bar to add LexisPSL to your bookmarks in Google Chrome.

## Add as a shortcut on your desktop using Internet Explorer and Google Chrome

### Internet Explorer

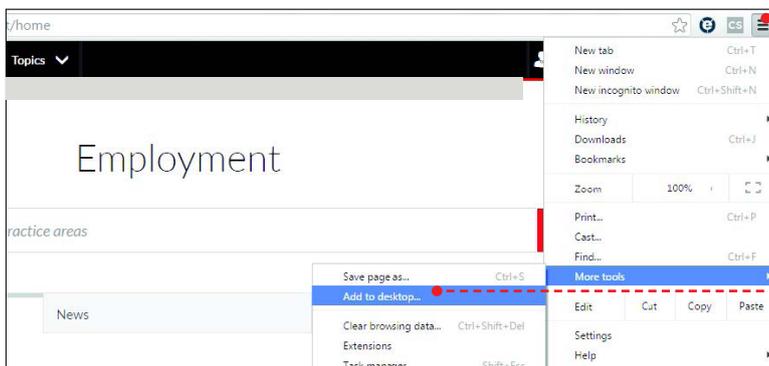
To add LexisPSL as a shortcut to your desktop using Internet Explorer:



Right click your mouse anywhere on the white space and select **Create shortcut** from the menu and click **OK** to select a desktop shortcut direct to the service.

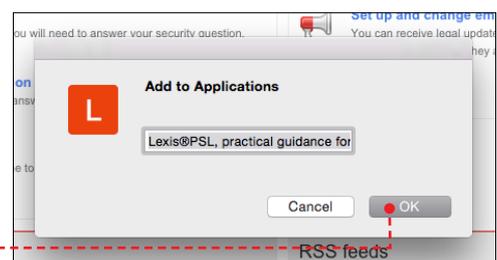
### Google Chrome

To add LexisPSL as a shortcut to your desktop using Google Chrome:



Click on the Customize icon, navigate to **More tools** and select **Add to desktop**

A pop-up box will appear, select the locations to which you wish to add the shortcut and select **Ok**.



## Navigating the home page

The Lexis PSL logo will take you back to your practice area homepage.

Select the arrow next to LexisPSL to navigate to Lexis Library, Lexis Nexis Webinars, Lexis Smart or Blog content.

Click on the current practice area title to open the menu and navigate to another practice area.

The screenshot shows the LexisPSL Corporate homepage. At the top, there is a navigation bar with 'Lexis PSL', 'Corporate', and 'Topics' dropdown menus, and a user profile icon. Below the navigation bar, the word 'Corporate' is displayed in a large font. A search bar with the placeholder text 'Search all practice areas' and a magnifying glass icon is located to the right of the 'Filters' dropdown. Below the search bar, there are three main sections: 'Topics', 'News', and 'Key Resources'. The 'Topics' section has a list of sub-topics with expandable arrows. The 'News' section has a list of news items with expandable arrows. The 'Key Resources' section has a list of resource items with expandable arrows. Below these sections, there are two more sections: 'Multimedia' and 'Private Client Partners'. The 'Multimedia' section features three video thumbnails with titles and dates. The 'Private Client Partners' section features a logo and a paragraph of text. At the bottom, there is a 'Web links' section with a list of external links.

Use the Topics tab or Topics dropdown menu to browse practice area content.

Type words and/or phrases in the search box to search across all subscribed LexisPSL content. You can use the Filters button on the left to narrow your search to specific practice areas.

The Multimedia section provides access to webinars and other multimedia content that you may find useful.

Find out who our experts and practice area partners are with the experts link.

Find additional information through useful external links under Web links.

Next to Topics, you will find a News and Key Resources tab.

## News:

Set up email alerts or subscribe to RSS feeds using the hyperlinks in the blue toolbar.

Access the News Archive, or the latest monthly Highlights.

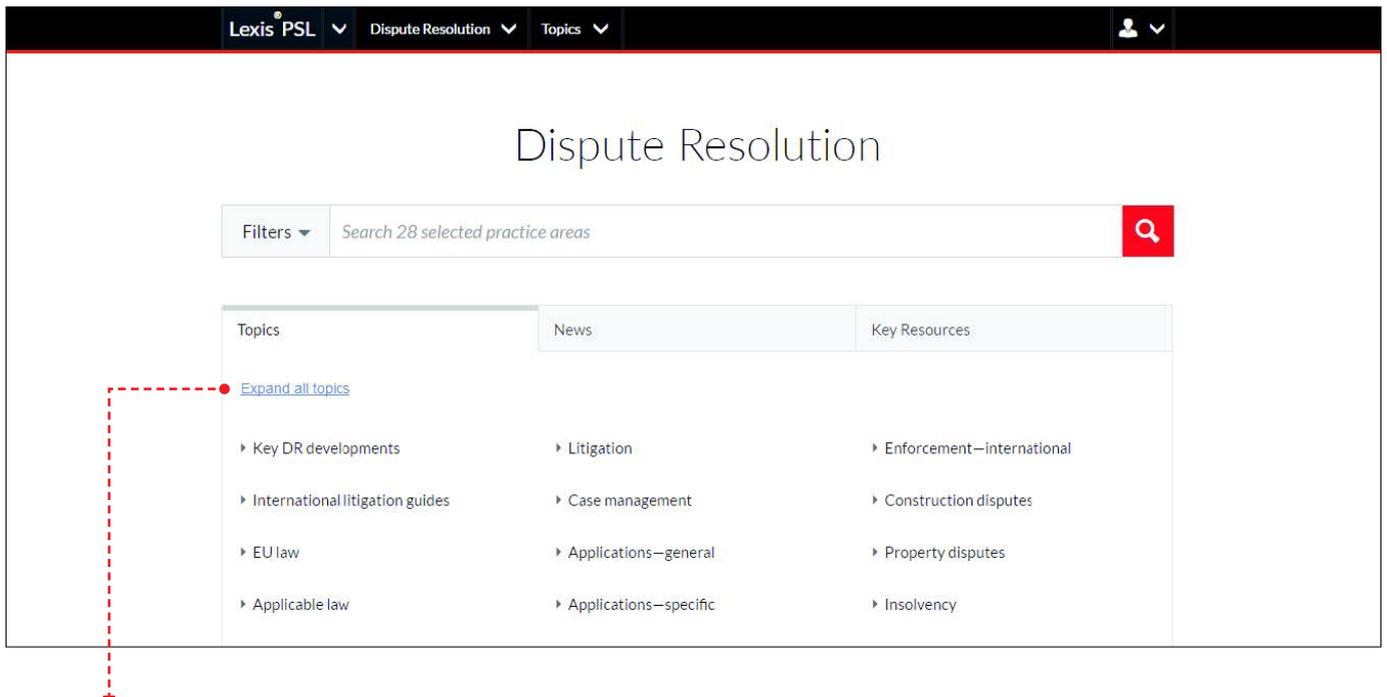
The News tab shows the six latest items, which can be viewed by clicking *Read More*.

## Key Resources:

Key Resources contains quick access to the key documents, topics, and our collection of calculators and tools, curated by our team of practice area experts.

Lexis PSL is designed to take effort out of finding research and drafting materials by grouping them together by topic. You can access the topic you need on the homepage or from the Topics dropdown menu, which can be accessed on any page.

## Viewing Topics

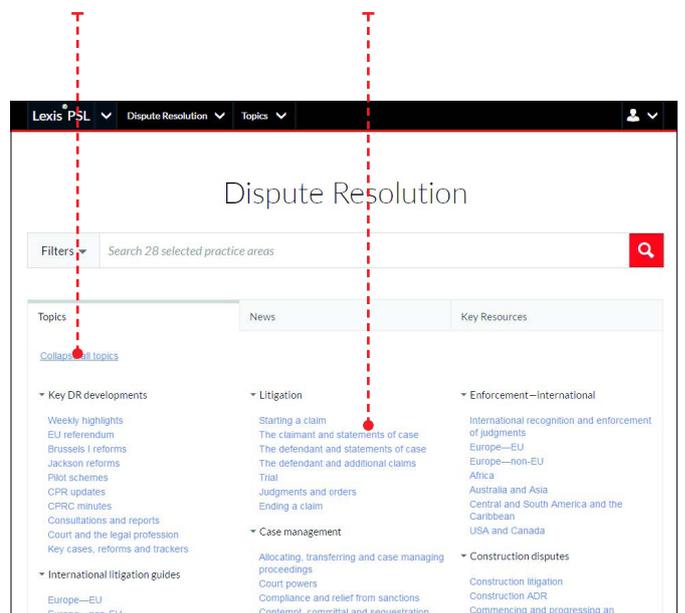
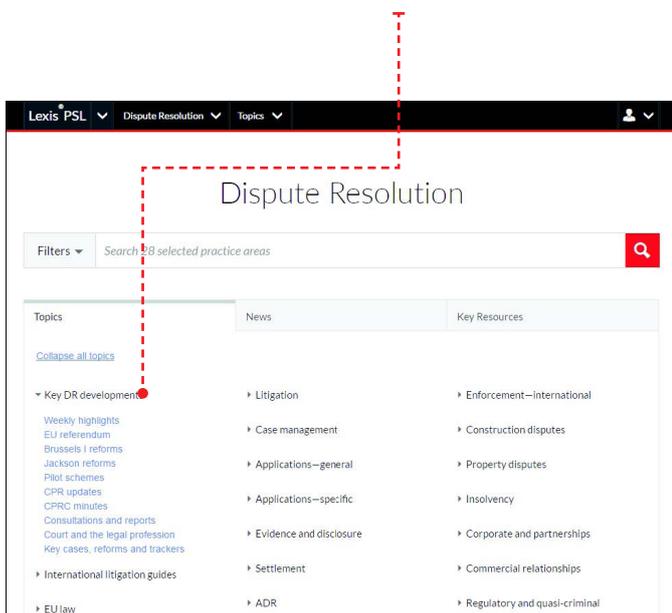


The Topics tab displays all of the high-level topics for the current practice area.

These can be expanded individually on headings to show the subtopics beneath.

Or you can click 'Expand all topics' to view everything at once. You can undo this by clicking on 'Collapse all topics'.

The topics area grouped under the black headings, with blue links underneath to signpost specific subtopic areas.



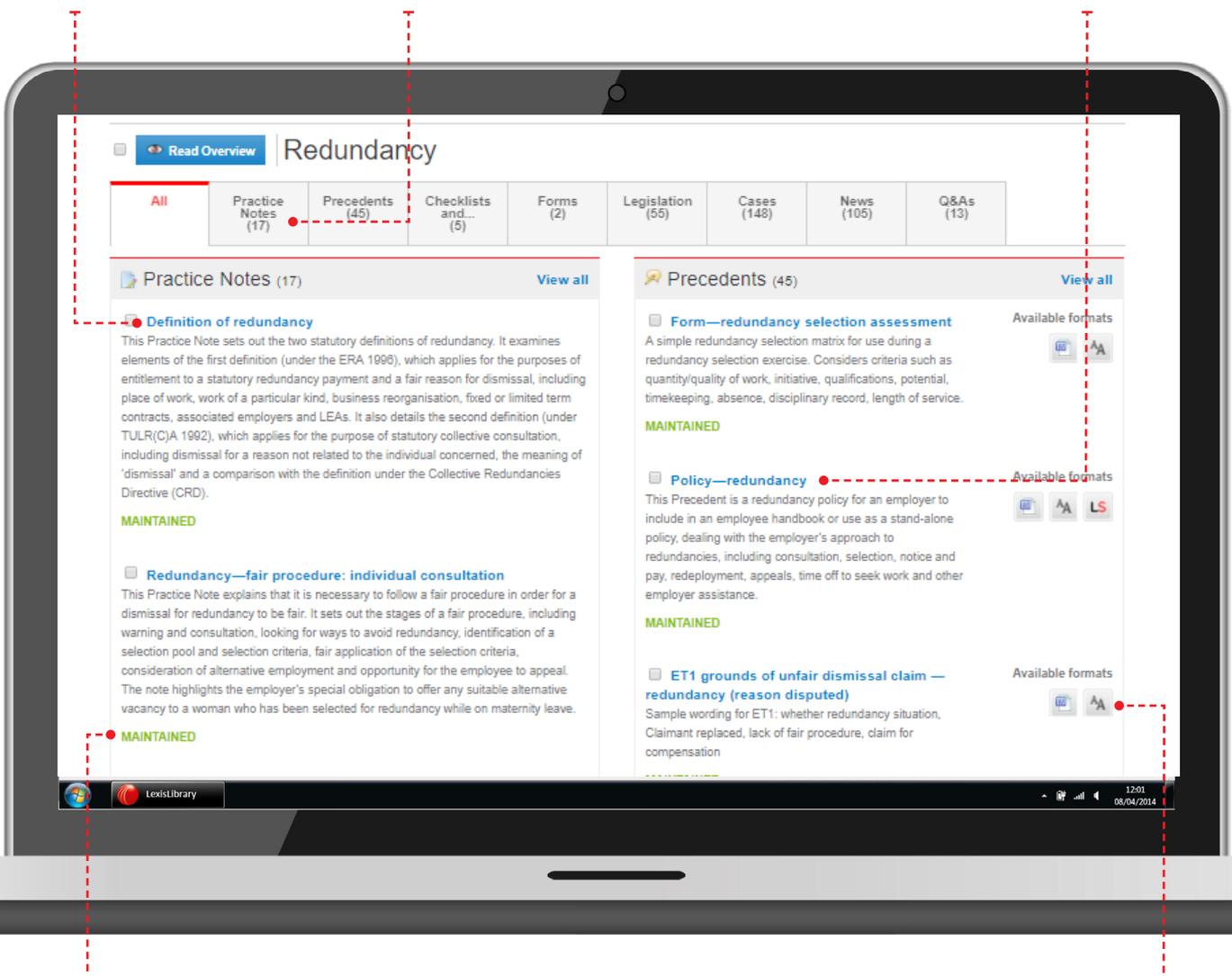
## Viewing the collection of documents within a topic

The documents available for your topic are grouped together in pods according to document type, e.g. Practice Notes, News, Cases, Forms, Precedents, Checklists and Legislation.

Click on a content type in this banner to view the full range of documents available.

A small selection of the most popular documents within each document type appear directly in the pod, but to see all the available documents, click on the category tabs along the top.

To tell at-a-glance whether a document is the one you need, there is a mini-summary of its contents underneath the blue title.



A document will be flagged as **Maintained**, **New** or **Updated**, to give you the status of the information contained within, or to alert you to a new document.

Depending on your subscription, you may have access to some Forms and Precedents in a LexisSmart format. LexisSmart Forms are pdf documents that can be completed, saved and edited online. LexisSmart Precedents (Document Assembly) save time by generating a tailored document following the completion of a questionnaire. To access the LexisSmart version of a document, click on the **Document Assembly** button.

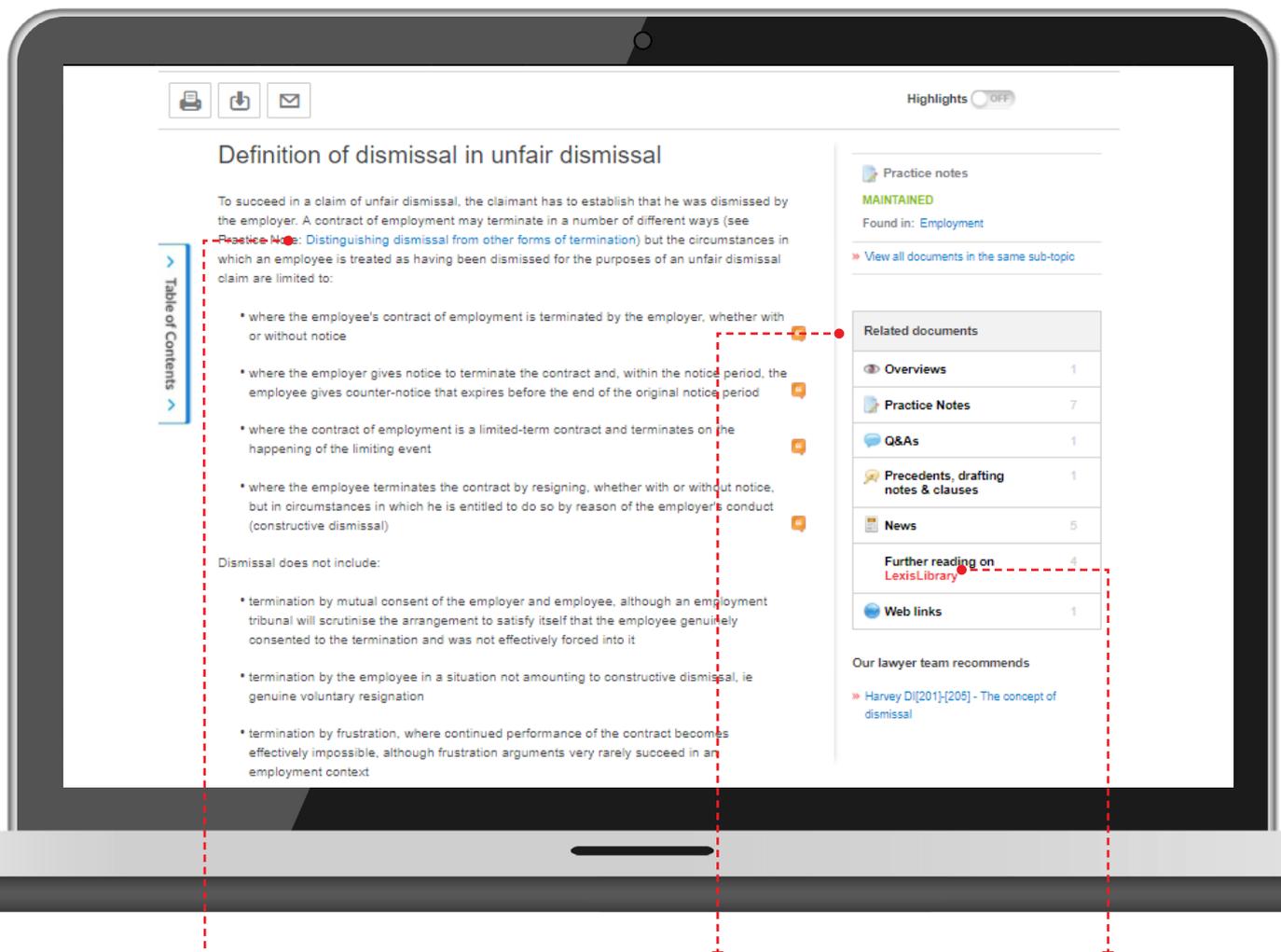
## Navigating your selected document

Once you have clicked through to your selected Practice Note, Precedent, Checklist or other document within LexisPSL, there are several additional features available to help you save time. These are:

- Hyperlinks within the document to the underlying authority
- Hyperlinks to Related Documents on the same similar topic
- Hyperlinks to excerpts from key texts, expanding on the topic
- A **Table of Contents** button so you go straight to the relevant part within a document
- **Document Delivery** buttons to let you download, print or email the document
- A **Feedback** button so you can contact the LexisPSL team of lawyers with comments or queries in relation to that selected document

## Hyperlinks within your Document

LexisPSL has been designed to work in layers so you are able to access just what you need without wasting time trawling through unwanted material. Most documents contain links directly through to other relevant material, whether that's legislation, cases, practice notes, forms, checklists extracts from key texts or other documents, so you can drill down as far as you need to go.



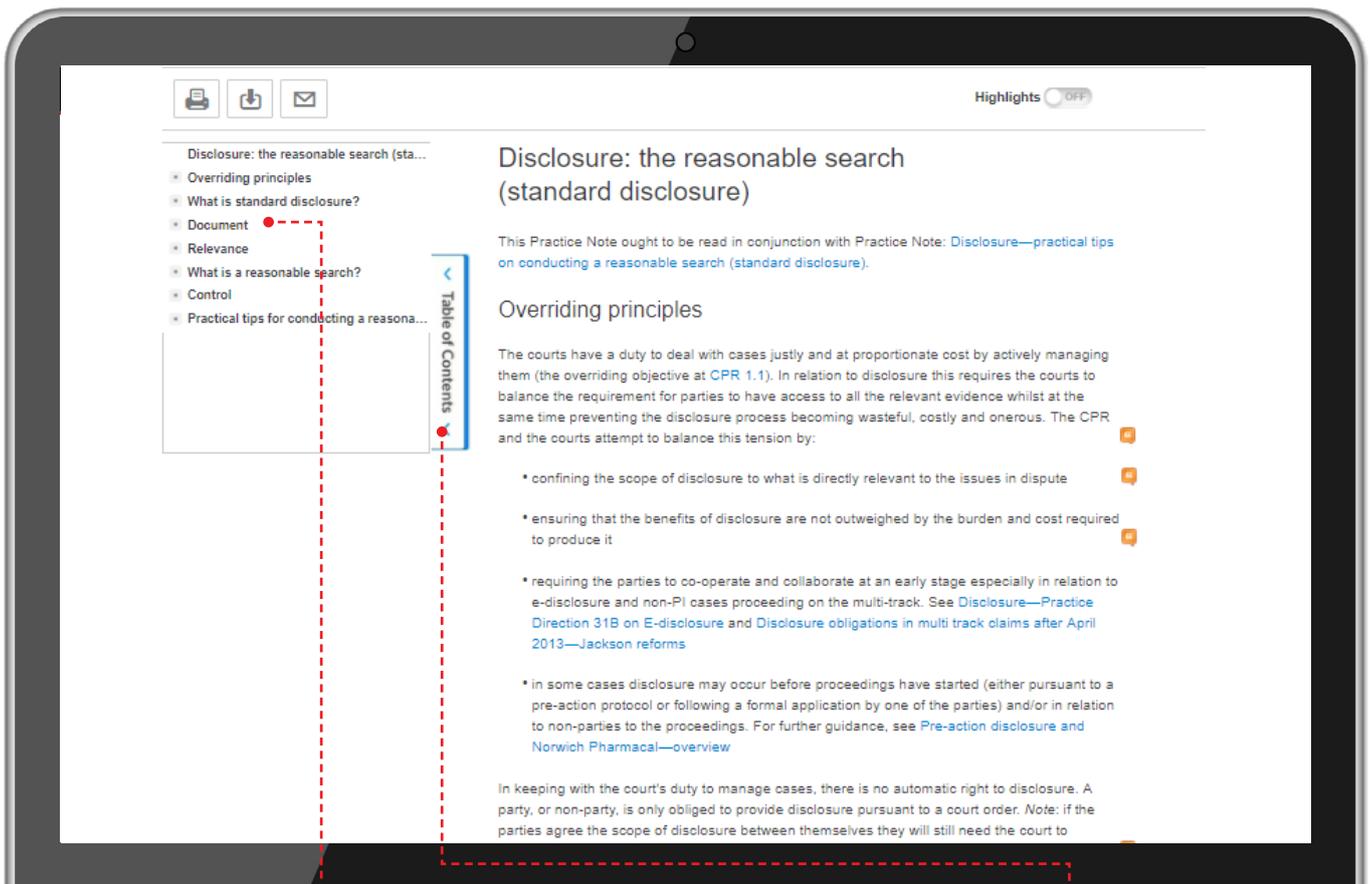
Links to cases, legislation or to other LexisPSL Practice Notes may be displayed within the text of the document itself. You may also see + signs on the right of the text which, when you hover over them show the underlying authority for the statement in the text. You can click on this link to go straight to that part of the legislation or case.

**Related Documents** are listed on the right hand side of the screen. These may be other relevant practice notes, precedents, forms or checklists. Clicking on a link to open that document

Links to **further reading** on LexisLibrary may be listed on the right of the screen. Depending on your subscription, these links will take you directly to a relevant document within the LexisLibrary service, for example, a section within Halsbury's Laws or another key text.

## Document Table of Contents

Once you have opened a document, you can navigate quickly to a specific paragraph, section or heading using **Table of Contents** button. This appears on the left side of the black bar under the document.



Click on a heading to navigate to that particular paragraph/section/chapter of the document.

Click on the black **Table of Contents** button to view the different paragraphs, sections or chapters within your current document.

## Downloading, printing and emailing selected documents



Use the check boxes to select one or multiple documents.



To print the document, click on the Print Delivery icon. The Print pop-up window will appear. Complete the fields as necessary and click Print.



To download and save the document, click the Download Delivery icon. The Download pop-up window will appear. Complete the fields as necessary and click Download.



To email the document, click on the Email Delivery icon. The Email pop-up window will appear. Complete the fields as necessary and click Email.

## LexisAsk

The LexisPSL team of lawyers are always keen to receive your queries or comments on a particular document or aspect on the service. You can use the Feedback icon (on the right of the black bar underneath the document) to contact them for this purpose.



To send feedback, enter your name and a message.

Click **Send** to send a message through to the LexisPSL team.

The screenshot shows the LexisAsk feedback form interface. At the top left is the LexisAsk logo. The main content area includes a question mark icon with a red dot, a text block explaining that the service is not for legal advice, and a link to 'Take a look at what others are asking'. There are input fields for 'Name' and 'Email address', both marked as mandatory. A checkbox for 'Send me a copy' is present. Below these is a 'Page ID' field with a long URL. A text area for 'Type your question here...' is shown with a '250 words remaining' indicator. A 'Disclaimer' section follows, detailing the terms of use and legal advice disclaimer. At the bottom, there is a checkbox for agreeing to the terms and two buttons: 'Clear' and 'Send'.

Visit our website [www.help.lexisnexis.co.uk](http://www.help.lexisnexis.co.uk)  
or follow us on Twitter @LNResources  
Helpdesk number: +44 (0) 330 161 1234

The Future of Law. Since 1818.



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