

Getting Started Guide

Always connected, on-demand access
to your library eBook collection.

The LexisNexis® Digital Library features a personalized home page, a user-friendly reading experience and an app for easy offline reading. Get your customized experience started with a few simple steps.

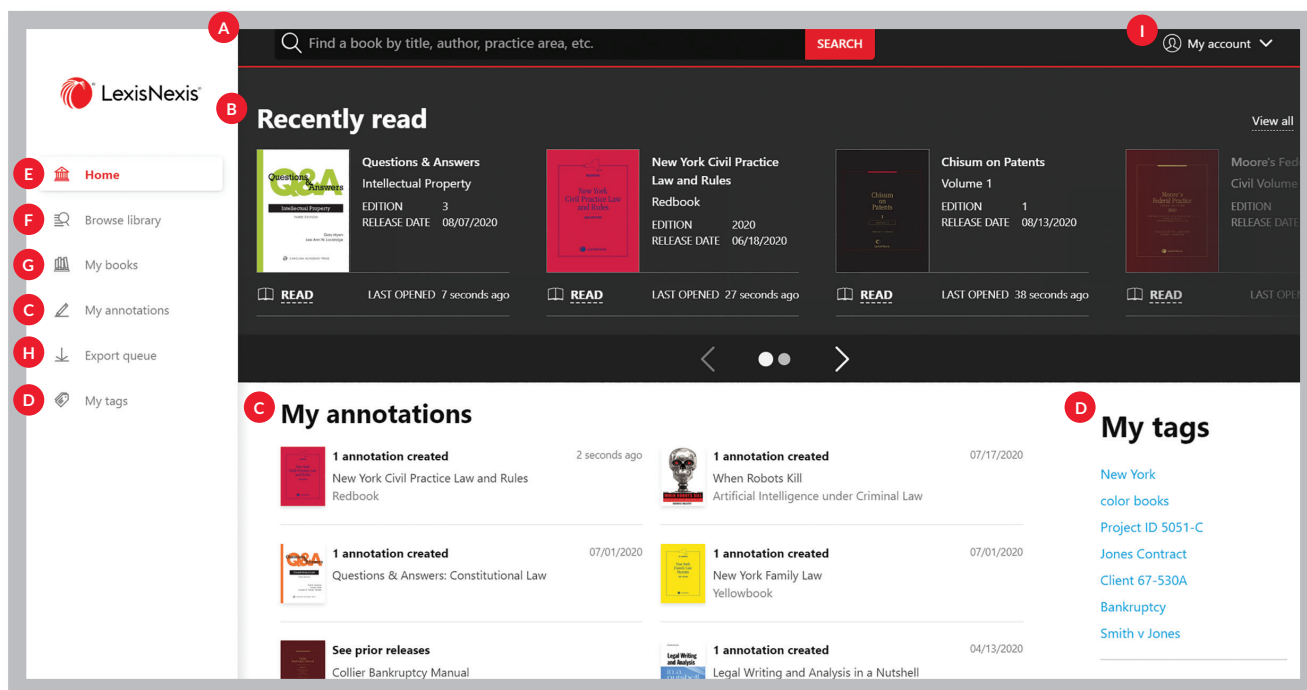
Go to your digital library site and sign in:

Account URL

YOUR PERSONAL HOME PAGE

Start your research or resume your work from your customized workspace. As you read eBooks, take notes and add personal tags, your home page populates.

- A. **Search bar** enables you to find eBooks by title, author or practice area within your collection.
- B. **Recently read eBook titles** appear front and center for quick access.
- C. **My annotations** shows you the most recent eBooks in which you have added notes and highlights. To view all annotations, click the **Go to my annotations** link or **My Annotations** in the left navigation bar.
- D. **My tags** displays all titles you have tagged for easy access.
- E. **Home** brings you back to the main page.
- F. **Browse library** allows you to view curated collections, sort by relevance or browse by filter.
- G. **My books** shows your history as well as shared, expiring and downloaded titles, plus those on hold, when applicable.
- H. **Export queue** makes it easy to view all selected annotations and select and export passages.
- I. **My account** includes features like download settings, help and sign out.



The screenshot shows the LexisNexis Digital Library interface. On the left is a navigation bar with icons and labels: Home (E), Browse library (F), My books (G), My annotations (C), Export queue (H), and My tags (D). The main content area is divided into several sections:

- Search bar (A):** Located at the top, with the placeholder text "Find a book by title, author, practice area, etc." and a red "SEARCH" button.
- My account (I):** Located in the top right corner, with a user icon and a dropdown arrow.
- Recently read (B):** A section displaying four eBook covers with their titles, editions, release dates, and "LAST OPENED" timestamps. The books are: "Questions & Answers Intellectual Property", "New York Civil Practice Law and Rules Redbook", "Chisum on Patents Volume 1", and "Moore's Federal Civil Volume".
- My annotations (C):** A section showing a list of annotations created by the user, including the book title, the date it was created, and a small icon representing the annotation.
- My tags (D):** A section displaying a list of tags added by the user, such as "New York", "color books", "Project ID 5051-C", "Jones Contract", "Client 67-530A", "Bankruptcy", and "Smith v Jones".

LEARN ABOUT YOUR TITLES

Select an eBook to learn more about its author, edition and release date. Use the table of contents view to open the title to a specific section... making your research more efficient.

From this page you can also copy a title link to share with another researcher in your organization, add a personal tag to organize eBooks of interest by project ID or topic, or search a single eBook or its entire set before opening it.

READING THE eBook

Click **Read** to begin reading the title. Add annotations, navigate via the table of contents, and much more. Blue links take you to locations inside the book, and green links connect you to cases and statutes on the Lexis+™ or Lexis® service.* Use **My annotations** page while on the digital library home screen to access and sort your notes quickly- without opening the eBook.

The screenshot shows the LexisNexis digital library interface. At the top, there is a search bar with the text "Find a book by title, author, practice area, etc." and a "SEARCH" button. Below the search bar, the main title "Moore's Federal Practice" is displayed in large, bold letters, followed by "Volume 2". The authors are listed as "AUTHOR Professor Daniel R. Coquillette, Gregory P. Joseph, Esq., Sol Schreiber, Esq., J. Georgene M. Vairo, Moore's Board of Editors". To the left of the title, there is a thumbnail image of the book cover. Below the title, there is a "Table of contents" section with a "Expand all" and "Collapse all" link. The table of contents lists "Cover", "Prefatory Material", and "Volume 2. Analysis: Civil Rules 7-12". Below the table of contents, there is a "Description" section, a "Details" section, a "Subjects" section, a "Volumes" section showing "39", and a "Prior releases" section. At the bottom left, there is a "Copy title link" button and a URL "https://lexisdl.com/library/lexis...". A red "READ" button is prominently displayed in the center.

The screenshot shows the LexisNexis digital library interface displaying the text of a legal document. The document is titled "Supplemental Rules for Admiralty or Maritime Claims and Asset Forfeiture Actions". The text discusses the application of Rule 9(h) and the identification mechanism. The interface includes a top navigation bar with "Close", "Print", "Search", "Annotations", "Table of Contents", "Settings", and a menu icon. The document text is displayed in a clean, readable font with blue links for navigation. A sidebar on the left shows a list of sections, including "Supplemental Rules for Admiralty or Maritime Claims and Asset Forfeiture Actions". The bottom of the screen shows the page number "23" and the document title "Moore's Federal Practice - Civil (9/09/14) (2019)".



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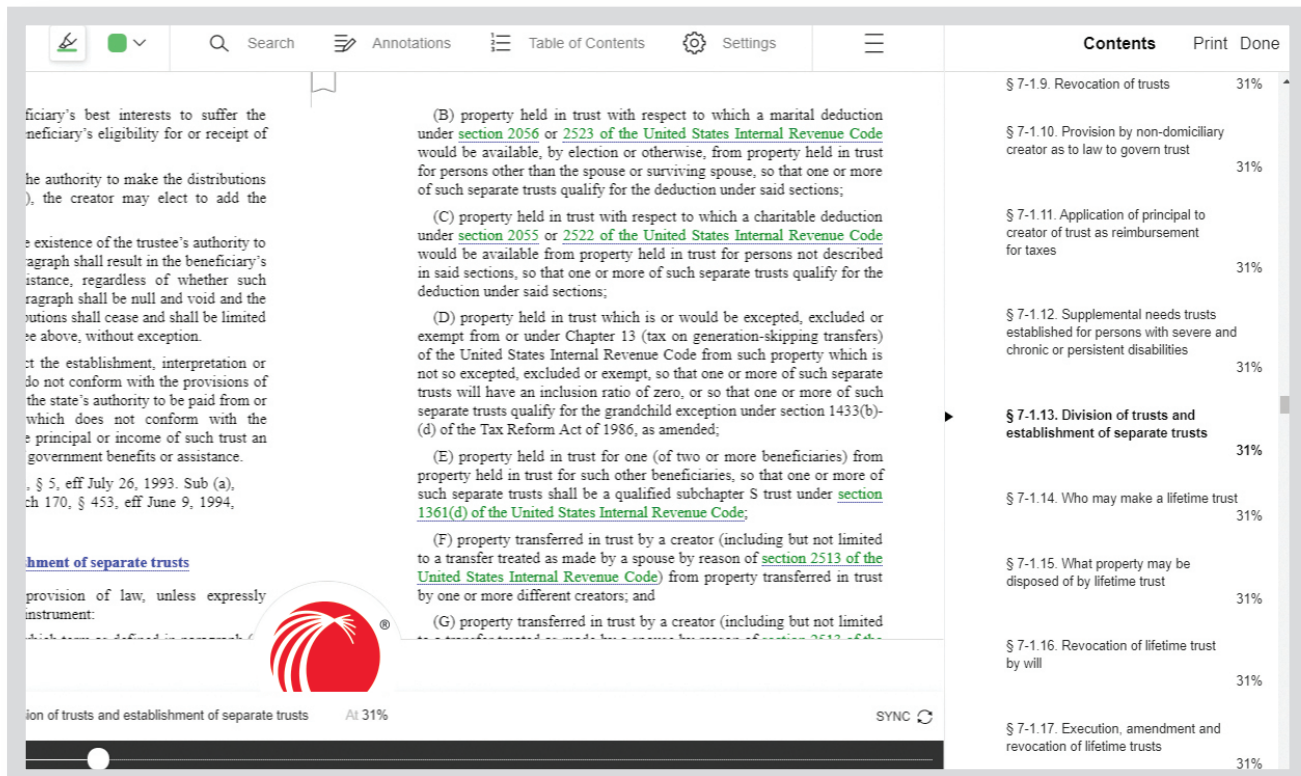
eBook Reading Made Easy



Experience the authoritative LexisNexis® titles you trust in market-leading eBook format. With LexisNexis® Digital Library, you can always stay connected with on-demand access to your library eBook collection.

EASILY NAVIGATE

- **Turn pages with ease.** Click or tap **page margins** or use keyboard **right/left arrow keys**. Alternately, use the keyboard **spacebar** to move forward and use **shift + spacebar** to go backward.
- **Have your toolbox handy.** The most common eReading tools appear at the top of your screen.
- **Check your table of contents.** Click or tap the toolbar icon to open for easy review in the right navigation box. Click to navigate to a section.
- **View reading progress.** Click or tap the **seek bar** at the bottom to see reading progress at a glance. You can also drag the slider to navigate and click the small dot to return.
- **Link internally and externally.** Know where you're going. Blue links navigate to table of contents locations within the eBook, and green links take you outside the eBook—to the Lexis+™ or Lexis® service* or the internet.

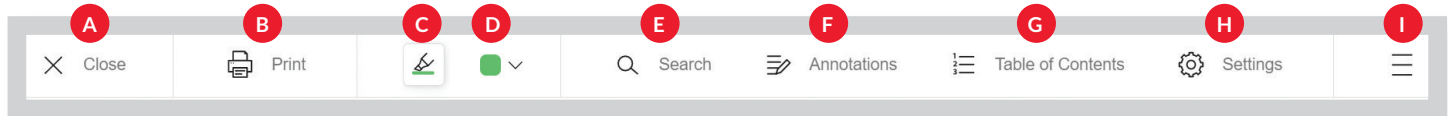


The screenshot displays the LexisNexis eBook interface. The top toolbar includes icons for editing, search, annotations, table of contents, settings, and a menu. The main text area shows a document with various sections, including a table of contents on the right. The table of contents lists sections such as "Revocation of trusts", "Provision by non-domiciliary creator as to law to govern trust", "Application of principal to creator of trust as reimbursement for taxes", "Supplemental needs trusts established for persons with severe and chronic or persistent disabilities", "Division of trusts and establishment of separate trusts", "Who may make a lifetime trust", "What property may be disposed of by lifetime trust", "Revocation of lifetime trust by will", and "Execution, amendment and revocation of lifetime trusts". Each section is accompanied by a percentage indicating its progress. A "SYNC" button is visible at the bottom right.

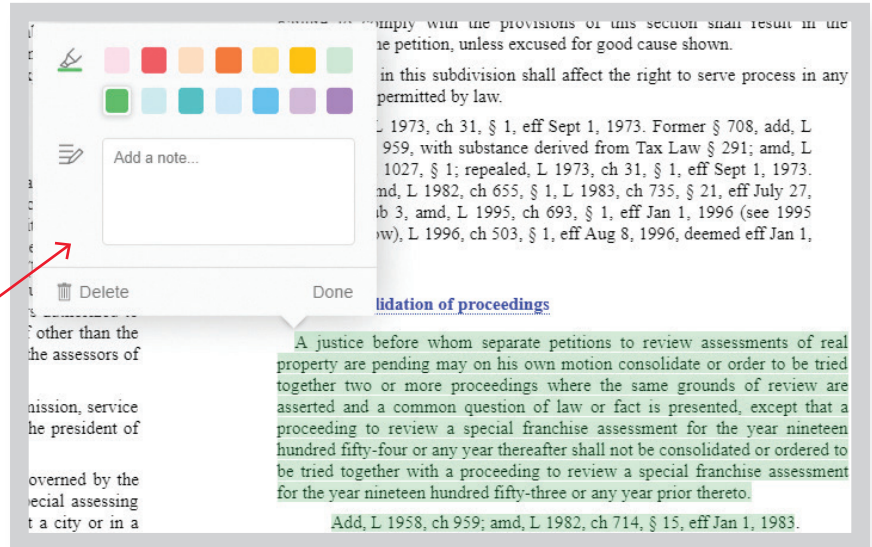
Section	Progress
§ 7-1.9. Revocation of trusts	31%
§ 7-1.10. Provision by non-domiciliary creator as to law to govern trust	31%
§ 7-1.11. Application of principal to creator of trust as reimbursement for taxes	31%
§ 7-1.12. Supplemental needs trusts established for persons with severe and chronic or persistent disabilities	31%
§ 7-1.13. Division of trusts and establishment of separate trusts	31%
§ 7-1.14. Who may make a lifetime trust	31%
§ 7-1.15. What property may be disposed of by lifetime trust	31%
§ 7-1.16. Revocation of lifetime trust by will	31%
§ 7-1.17. Execution, amendment and revocation of lifetime trusts	31%

TAKE ACTION AS YOU READ

Use intuitive features for searching, adding highlights, annotations, bookmarks, printing and more.



- A. **X** closes the eBook and returns you to the Digital Library home page.
- B. **Print icon** enables you to print the current section of the eBook.
- C. **Highlighter pen icon** allows you to pick a color before you click and drag to select the text you want to highlight. Once you select text, you also can add notes for reference as shown in this example.
- D. **Highlight color icon** displays the color currently selected and the many highlighting colors available for your organization needs.
- E. **Search icon** opens the right navigation bar and allows you to search within the eBook. Type a specific word or phrase in the search bar and click the spyglass or hit enter on your keyboard. Once you see results in the right bar, you can click to go directly to that section of the eBook.
- F. **Annotations icon** opens the right navigation bar and displays notes or highlights you added within the eBook. Click to go to that section.
- G. **Table of Contents icon** opens the right navigation bar and displays table of contents details. Click to go directly to any specific section of the eBook.
- H. **Settings icon** allows you to adjust text scale, lighting and book design for your reading needs.
- I. **Menu icon** displays additional options, including title overview, bookmarks and tips.



EASILY READ OFFLINE OR ON THE GO



Flexible eBooks make it simple to read offline or on a mobile device. Just download and open the LexisNexis Digital Library app, available for iOS® and Android™. Enter your library access code and sign in with your ID and password.

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Or contact your library administrator or digital media consultant for additional assistance.

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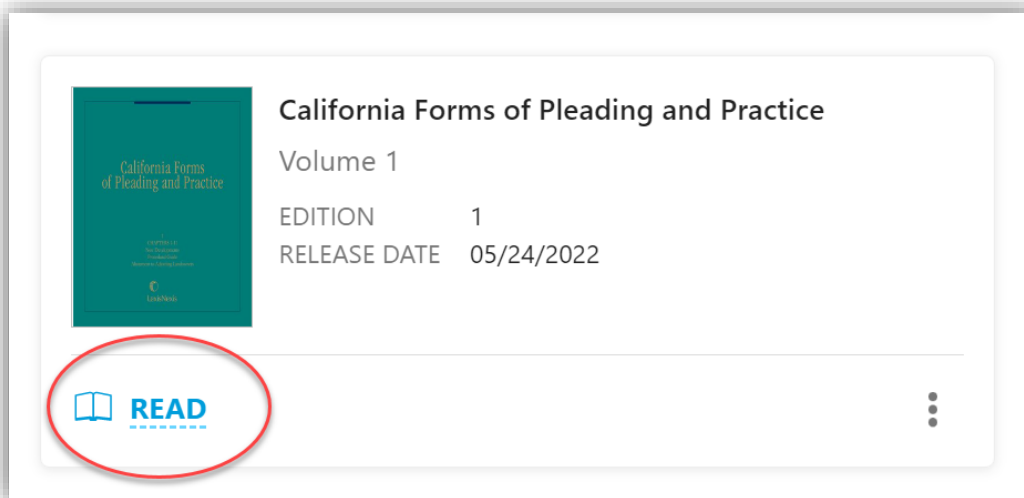
Images for representation only. Actual screens may vary.

Logging Into the Digital Law Library

- 1. Visit the link:**
- 2. Access – Select your library...**
 - a.**
 - b.**
- 3. Enter your assigned login credentials:**

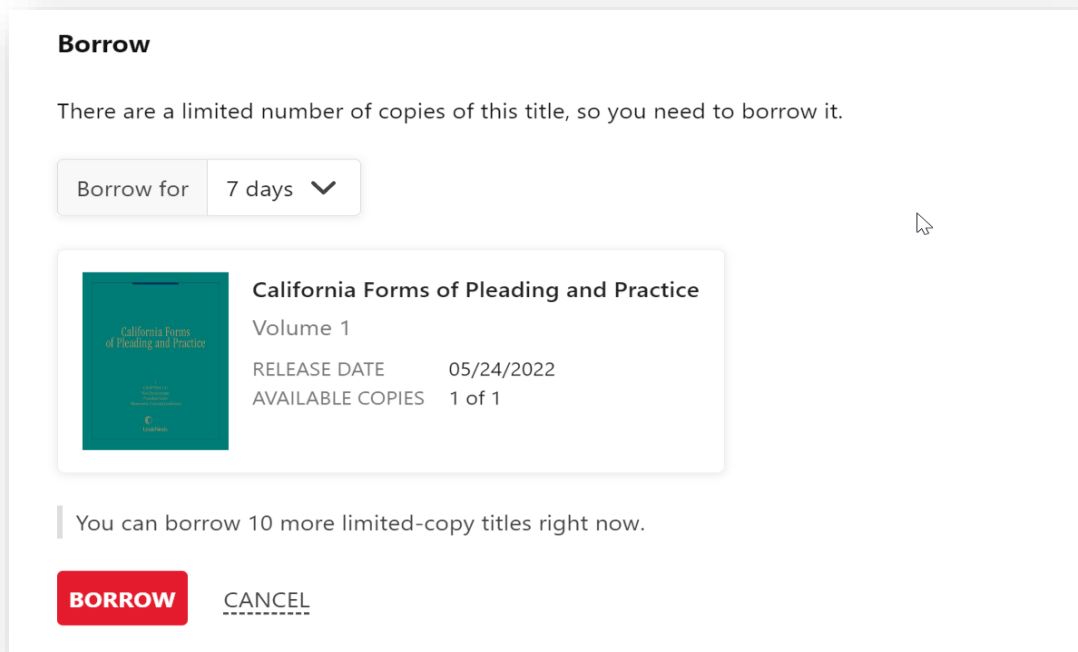
Borrow a Book

Find the title you want to read and select the “READ” button.



There is a 7-day maximum borrowing period for each title. Select “BORROW.”

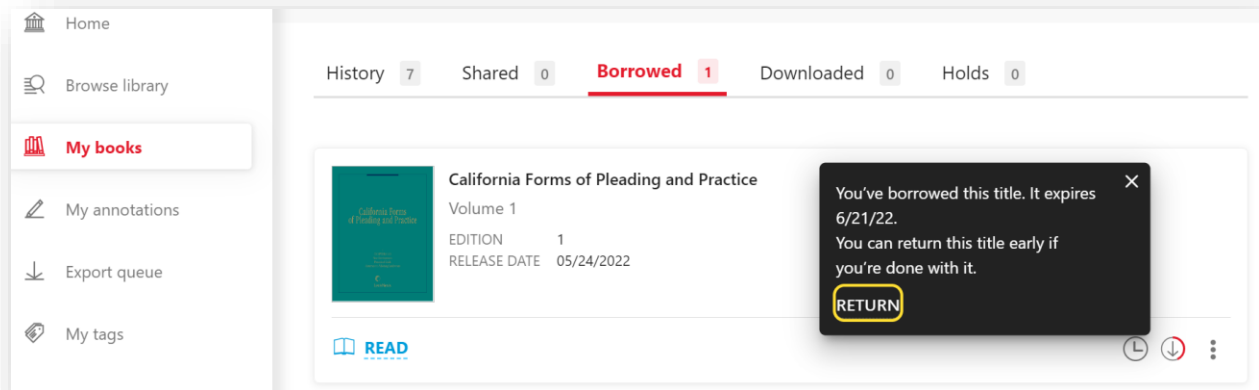
Whenever possible, please return the book as soon as you are done reading it.



Returning Books

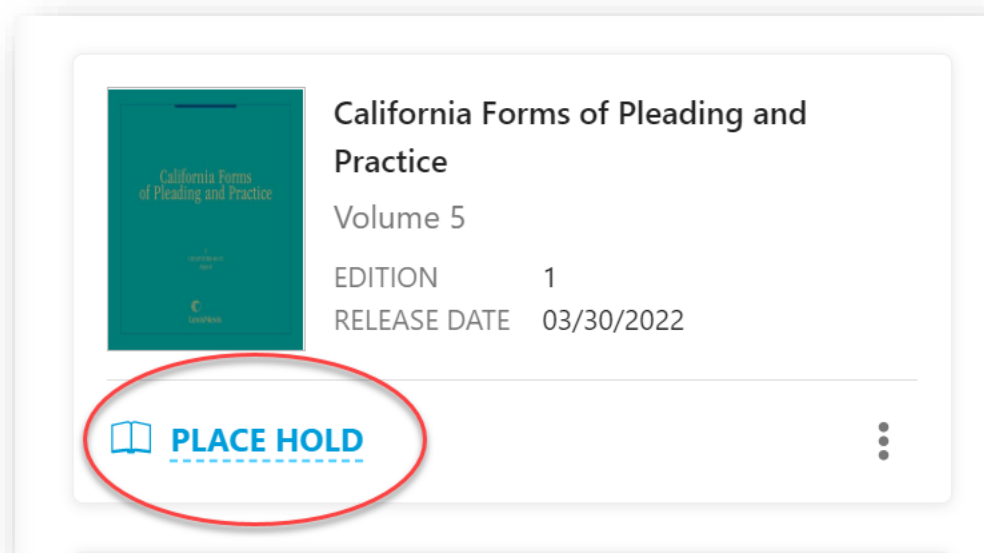
Once you finish reading a book, please **“RETURN”** the book. Go to the **“My Books”** tab, then the **“Borrowed”** tab, and then in the time menu for the book, select **“RETURN.”**

Many books only allow one reader at a time; please consider other patrons and return the book once you are done reading it.



Placing a Hold on a Checked-Out Book

If the book you need is currently unavailable it will say **“PLACE HOLD”** instead of **“READ.”** You can place a hold on multiple titles within the digital library.



Select **“PLACE HOLD”** and enter your email address.

Place hold

Enter your email address to be notified when this title is ready for you to borrow.

Email address
andrea.roberts@lexisnexis.c

PLACE HOLD CANCEL

You can edit your holds by navigating to the **“My Books”** section, selecting **“Holds”** and clicking the **“EDIT HOLD”** option.

Home
Browse library
My books
My annotations
Export queue
My tags

History 7 Shared 0 Borrowed 1 Downloaded 1 **Holds 1**

California Forms of Pleading and Practice
Volume 5
EDITION 1
RELEASE DATE 03/30/2022

EDIT HOLD

This will allow you to change the email address associated with the hold or cancel the hold altogether.

Edit hold

Change the email address we'll send hold notifications to for this title.

Email address
rea.roberts@lexisnexis.com

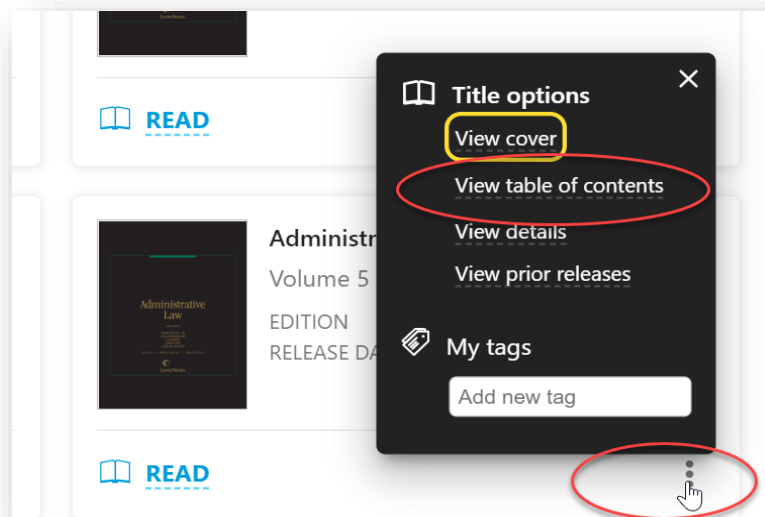
APPLY CANCEL

Remove hold

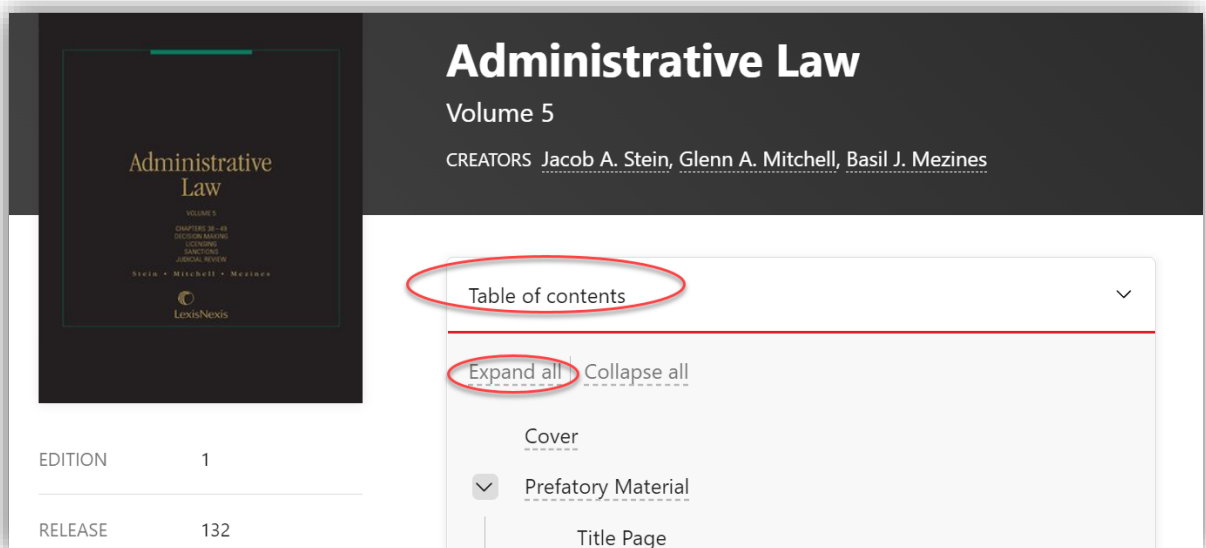
Searching the Table of Contents

You can search the table of contents from multiple points within the digital library. The table of contents is available on both single volumes and multi-volume sets.

From your search results – select the three dots located on the bottom right corner of the result.

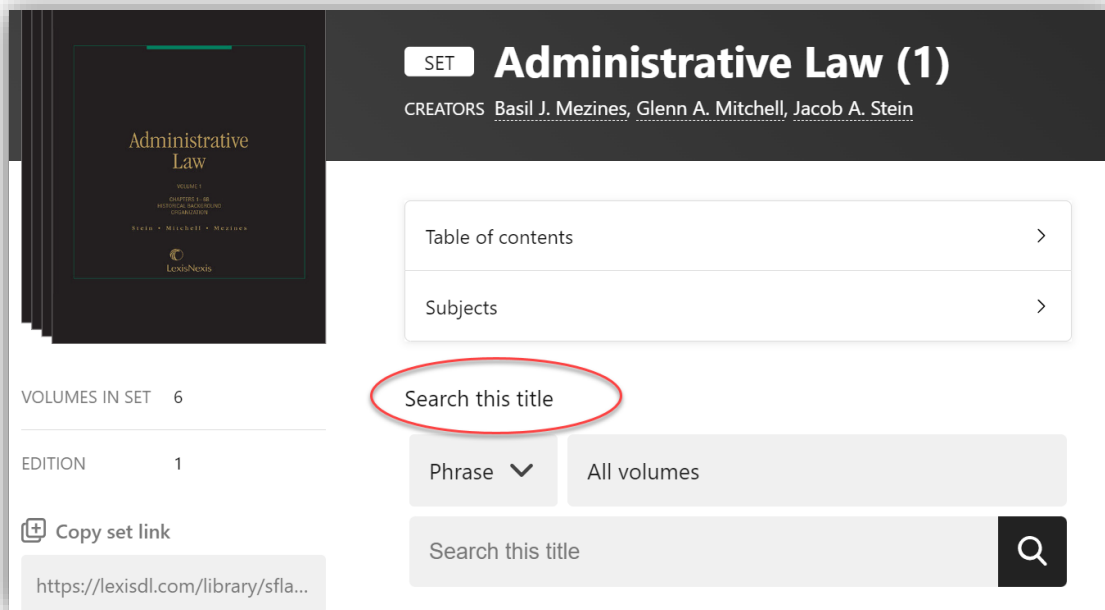


From the book details page – select the Table of Contents drop-down and click “Expand All.”

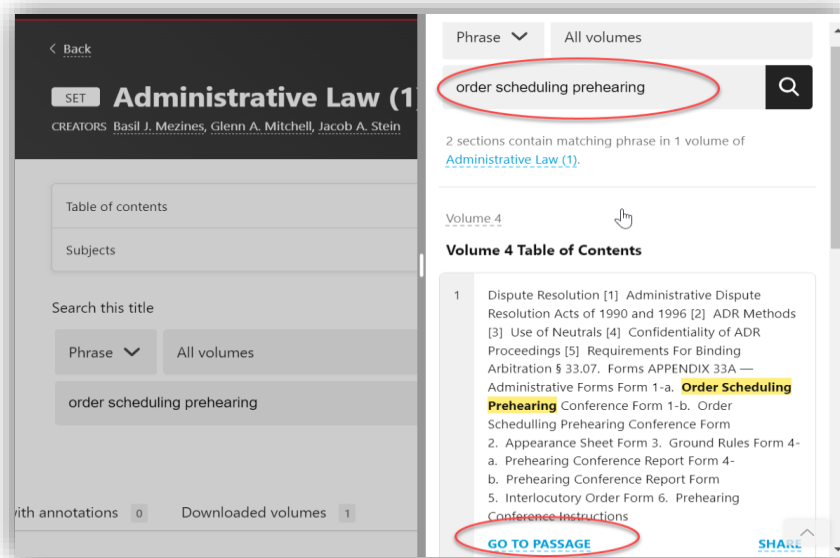


Search Within a Title or Set to Find Relevant Content

Each individual volume and multi-volume set page contains a “Search this Title” option. You have the ability to search a single volume or an entire multi-volume set for specific keywords or phrases.



Enter your search phrase or keyword. Your search results will appear on the right side of your screen. Scroll down to view all search results. You have the option to open each section by selecting the “Go to Passage” link.

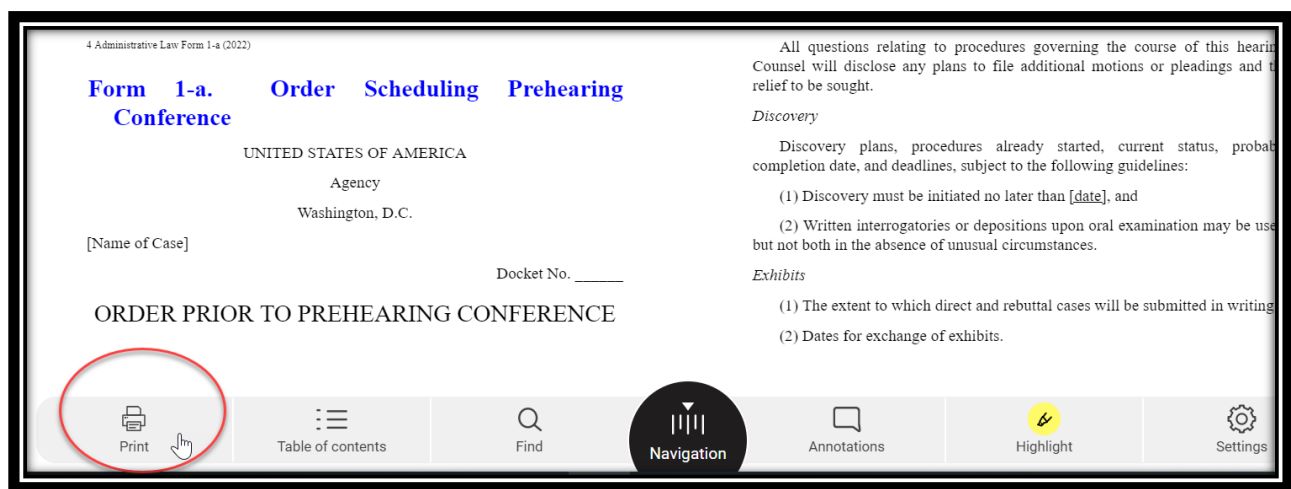


Printing eBook Sections

To print, open a LexisNexis ebook, then select **“Print”** at the bottom of the ebook reader. You'll need to use a web browser (not the LexisNexis Digital Library app) to print.

Note: You can only print from ebooks published by LexisNexis.

The current page, the current chapter, or several chapters may print, depending on the ebook.



To print specific pages from the current section, select a custom page range in your browser's print confirmation pop-up. We recommend using Chrome, which includes a preview of the selected pages.

To print specific pages from Chrome:

1. Select **“Print”** at the bottom of the ebook reader.
2. Select **OK**.
3. In the **"Pages"** drop-down, select **Custom**.
4. Specify the pages you want, then select **Print**.

eBook Annotation Features

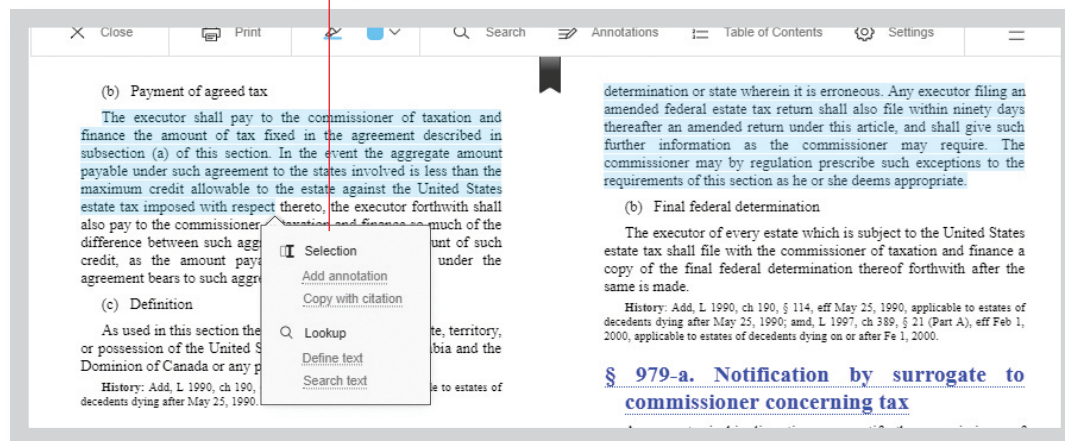
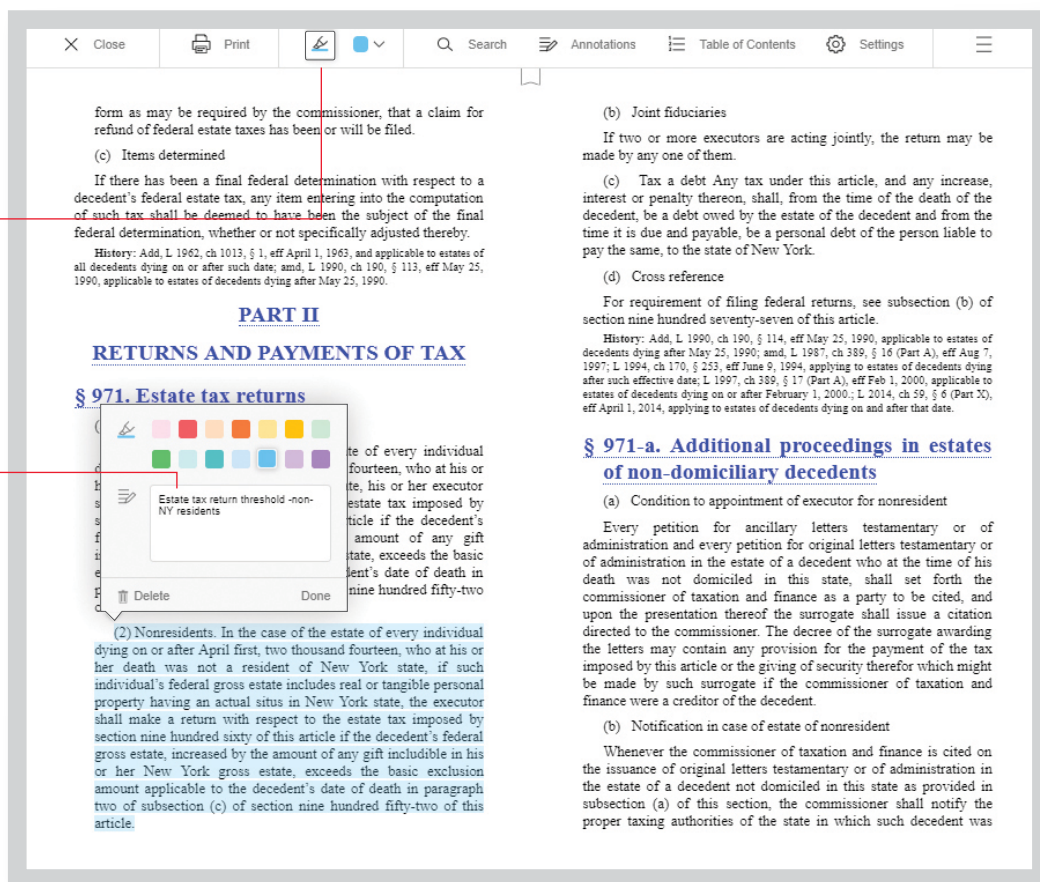
Reference on-point passages and your prior insights quickly with the LexisNexis® Digital Library eBook annotation features. Your personal annotations are easily available within the eBook or under **My Annotations** in the digital library when you resume your work.

CREATE IN-BOOK NOTES FOR CRITICAL CONTEXT

Select the highlighter in the eBook navigation bar at the top of your page to choose a color. Then point, click and drag to select the text.

Add a custom notation to the open dialog box.

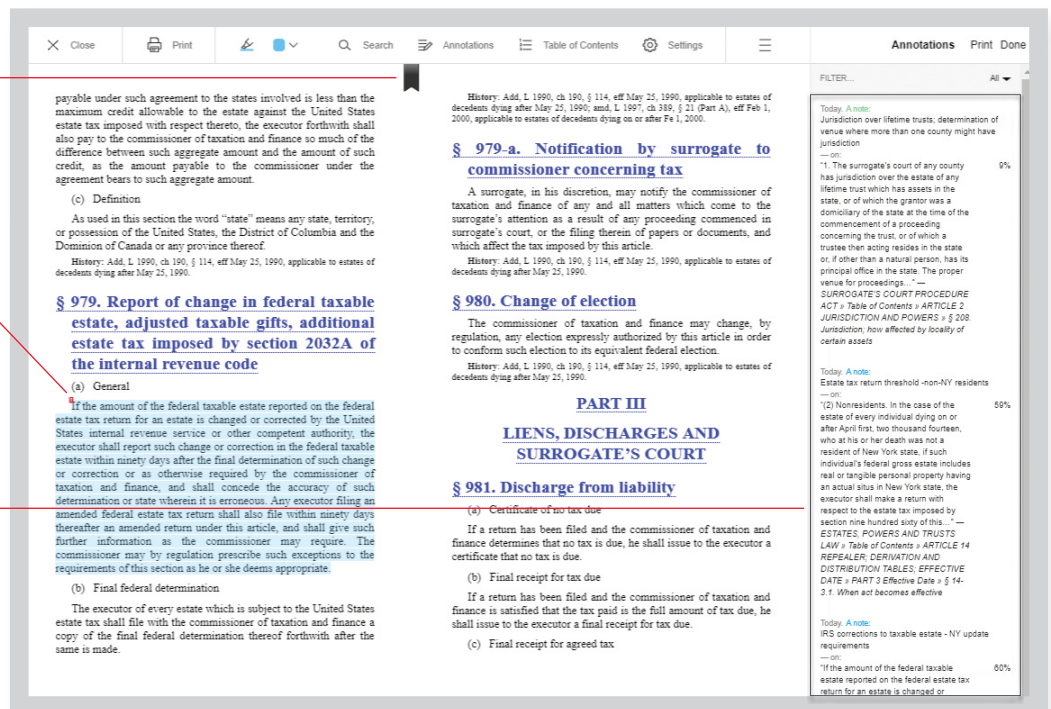
You can also click and drag to select a section of text and choose from menu options. **Add a notation, copy with citation or activate lookup features.**



To **bookmark** pages within the title, click the **bookmark** icon below the reading toolbar.

A **red annotation indicator** at the beginning of the highlighted text shows where your note is added.

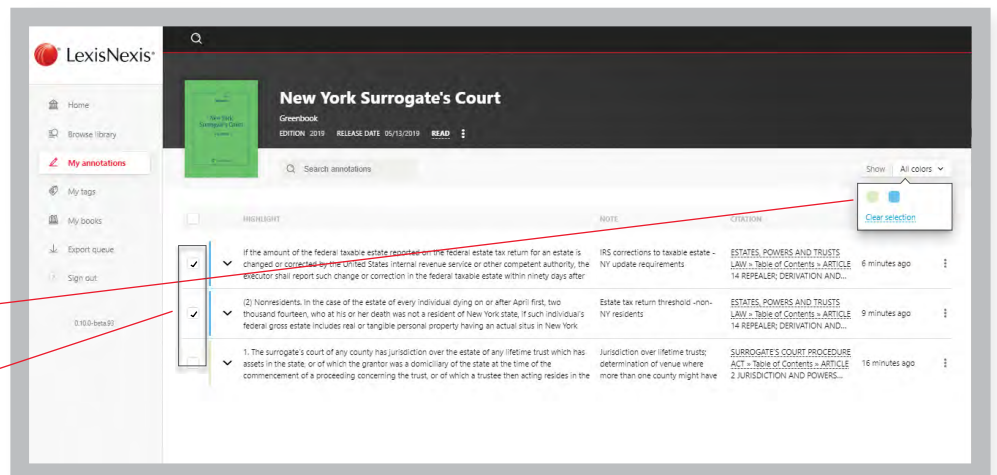
View all your notes within the eBook by clicking the **Annotations** toolbar button. You can easily click to navigate to a specific note and section of the eBook, if desired.



REVIEW ALL PERSONAL eBook NOTATIONS WITH THE MY ANNOTATIONS PAGE

There's no need to open each individual title to review your notes—just use the **My Annotations** page to see a list of all eBooks where you have added personal notations.

Select a title to review its annotations. Search the text of excerpts highlighted, search notes or sort by color. Select and export for incorporation into your work.



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Google Play

<https://play.google.com/store/apps/details?id=com.overdrive.mobile.android.lexisdl>

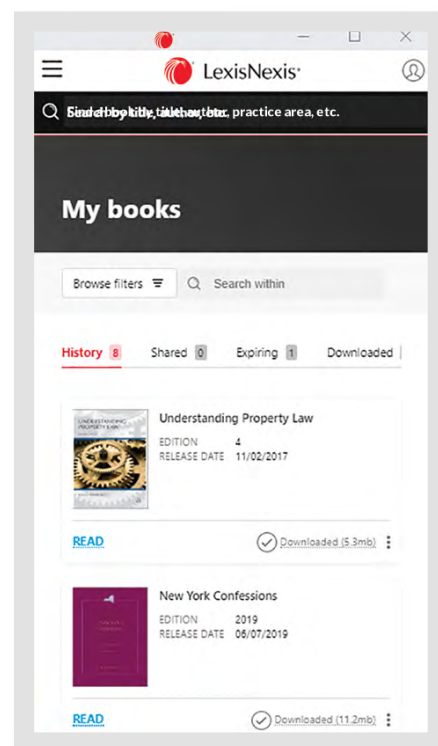
Enter your library code and follow the prompts to sign in.

SEARCH FOR TITLES WHILE YOU'RE ONLINE

- Use the **search bar** to search by author, title, practice area, etc.
- Use the top-left menu to navigate to unique pages including **My Books, My Annotations, Browse library**, etc.
- Click a title to learn more or click **Read** to open the eBook. Use reading features such as **Table of Contents** or **Search** to locate a specific section.
- Add **annotations** including highlights and notes.
- When you are on the internet via wireless, titles will **download automatically** ✓ to your device. If you are on a data connection, click the **download link** ☁ to have access to the title offline.

OFFLINE READING IS EASY

- Open your LexisNexis Digital Library app and go to the **My Books** page.
- Click **Read** to open a book.
- Any notations and highlights you add will sync up automatically the next time you connect online.



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