Lexis+ UK – Key features
Zita Szabo, August 2022
QG LAW016 [https://www.abdn.ac.uk/library/documents/guides/qglaw016.pdf]

Lexis+ UK database (formally known as LexisLibrary) is an important source of full text legal information. It provides access to UK, EU, US, and international case law, legislation, legal journals, as well as UK national and regional newspapers.

Accessing the database
Please, follow the link to Lexis+ UK. On the Primo result page, click on the title of the database in the ‘View Online’ section, and when prompted, log in with your university IT username and password. The first time you access Lexis+ UK, you will see a welcome message, and then you will be asked to enter your name in a form and click on ‘Accept and continue’ to accept the ‘Terms and conditions’. Once you provide your details, you will be set up to start your research in Lexis+ UK.

Lexis+ UK Home page
The first screen that appears is the Lexis+ UK home page. The default colour of the background on the screen is black (night light mode). Have a look at the image on the right and follow the instructions to change it to white (day light mode), if you wish.

Click on the last icon of the Navigation bar (see the three dots in the red square in the image) to get access to Alerts, Settings, Notifications, Live chat support, etc.

Select Settings if you want to change the Document display settings, like Font type, Font size, or the Results display settings to get more results to display per page. The default is 10 but you can change it to 25 or 50.

Key features of the Lexis+ UK home page
Lexis+ UK offers a search facility covering all sections of the database on top of the home page. Search All combines both the Legal Research and Practical Guidance options. As you start typing, Lexis+ UK suggests potential search terms. You can use any of them, or just ignore the suggestions and use your own search terms/phrases. If you click on All in the search box and select one of the options, e.g., Legislation, Cases, News (see image below), your search will be limited to your chosen category.

Legal Research
On the left-hand side of the home page, you can find access to Legal Research, Practical Guidance, and Legal News Hub. By default, Lexis+ UK opens with Legal Research.

Under the main search box, Legal Research offers three distinctive choices: My Sources, Content, and Practice Area.
My Sources

As the image on the right-hand side shows, My Sources offers the possibility to search or browse sources. Be careful when you opt Search Sources: you will be searching only for the titles of the sources BUT not for their contents. If you want to search for source content, you need to use the main search box (Search All) in the home page of Lexis+ UK.

Click on View All Sources to get the alphabetical list of all sources of Lexis+ UK. You can narrow down your results by selecting filters on the left-hand side of the screen, e.g., Content (Books & Journals, Halsbury’s Laws & Stair, Cases, Legislation, etc.), Practice Areas & Topics (Administrative Law, Arbitration, Banking & Finance, etc.), and Publisher. Alternatively, simply use the Search within sources box above the filters to find the required source.

My Pinned Sources

In My Sources, under the Search Sources and View All Sources tabs, you will find an area where you can pin specific resources which are relevant to your research. By default, some titles have been already added to your list, like Halsbury’s Laws of England, Case Overview, Judgments, etc., but you can extend the list with further titles.

If you open and search a source, it will be automatically added to the list of Recently Viewed Sources. Click on Pin next to the title to add them to My Pinned Sources. (See the big red square in the image above.) If you want to delete items from your list, click on Edit (see the small red square) and click on Unpin to remove them.

Content

Content gives you the opportunity to choose from nine main areas to search or browse: Halsbury’s Laws & Stair, Legislation, Cases, Books & Journals, Practical Guidance, Forms & Precedents, Manuals & Regulations, News, and Newspapers. If you revisit the second image of this guide, you will discover that the areas of Content are the same as the options you get if you click on All within the main search box of Lexis+ UK.

After selecting an area, you will be provided with basic or advanced search options, or the opportunity to browse the content by Content Type or Topics.

Practice Area

In this section, you can find an extensive list of practice areas and topics. Selecting one enables you to conduct a more focused search.

For example, if you click on Immigration and Asylum, a new page opens, and you can either use the search box at the top to search for content within this topic or choose one of the different content types (e.g., Halsbury’s Laws & Stair, Legislation, Books & Journals, Cases), and get the content specific advanced search form.
As image shows below, once Legislation is selected within Immigration and Asylum, a new advanced search form opens. Now, simply use this form to conduct a more precise search.

Practical Guidance

Practical Guidance is accessible from the left-hand side of the Lexis+ UK’s home page. Here, you can run a search using the search box at the top of the screen to find materials meeting your search criteria or to select a topic from the list of Practice Area to browse through its content. Once you have selected a topic, Practical Guidance also offers practical notes, forms, checklists, drafting tools, etc.

Let us use the previous example and select immigration from this list. You will soon see the difference in the results. While selecting Immigration as a practice area in Legal Research opened a more sophisticated advanced search screen, here in Practical Guidance, you will find a further list of Topics & Tasks to browse through. Click on one of them, e.g., Students, and you will see sub-topics like Child Student, Parent of a Child Student, or Student. (See image below.) Another significant difference you must bear in mind is that Practice Area provides fewer topics in Practical Guidance than in Legal Research.

On the right-hand side of the screen, you can see Tools such as Getting the deal through comparator (which enables you to quickly compare two or more jurisdictions in any given practice area) or LexTalk (which provides access to a forum of the Lexis+ UK users). Under Tools, there is a section for Key Resources such as guides, forms, and training materials.
Legal News Hub

Legal News Hub is a high-quality legal information service which is continuously updated. It opens with the Home tab. Select All sections to see practice areas and topics to help you find the news that most interest you. The Search box can be found in the top right corner of the page.

Viewing search results

Once you have performed your search, the results appear in a list view. Filters, e.g., different content types in All, Practice Areas & Topics and Sources appear on the left-hand side of the screen. You can also use Search within results to narrow down your search results. (See image below.)

Results are listed by Relevance. To change it, click on the arrow in the Sort by box (on the right of the screen) and select Date (newest-oldest/oldest-newest). You also have the option to decide how to view your search results. On the top right corner of the page, you will see three icons for Graphical view (which displays a coloured bar to show the distribution of your search terms within the source), Full view, or Title view.

To save documents for later use, select them by ticking the boxes alongside the titles, then choose delivery options, e.g., Folders, Print, Email, Download. In Folders, you can create as many folders as you wish by selecting the Create new folder icon, then naming and saving them. You can save up to 2000 documents in your personalised folders.

Folders, and other useful tools like History and Help are available on the main Navigation bar and accessible from every page. History guarantees access to Recent searches and Recent documents up to 90 days, while Help offers comprehensive training videos and guides.

If you click on the Lexis+ UK logo in the top left corner of the page, you will be taken back to the home page at any point. When you have finished your work, please click on the three dots at the right-hand side of the Navigation bar and select Sign out.

Help & Contacts

If you have any problems using this database or require further assistance, please contact:

Janet MacKay, Information Consultant (Law)  Nicola Will, Site Services Team Lead
Tel: 01224 - 272572, 01224 - 273892  Tel: 01224 - 273166
Email: j.i.mackay@abdn.ac.uk  Email: n.will@abdn.ac.uk

Taylor Library Staff  Tel: 01224 - 272601
Email: lawlib@abdn.ac.uk