

# Lexis®PSL Full User Guide

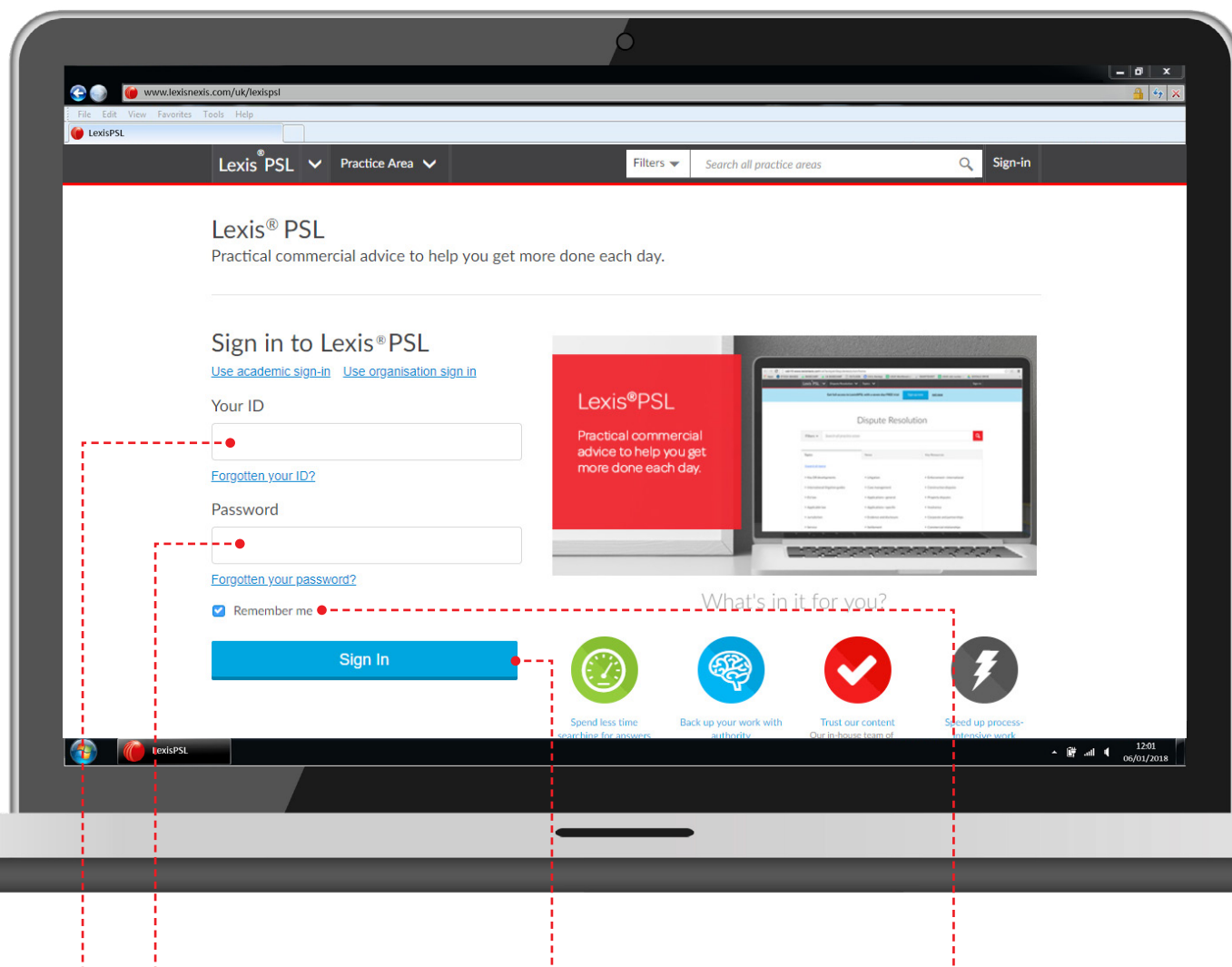


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## Signing In

To login 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 log you in automatically when you next open LexisPSL.

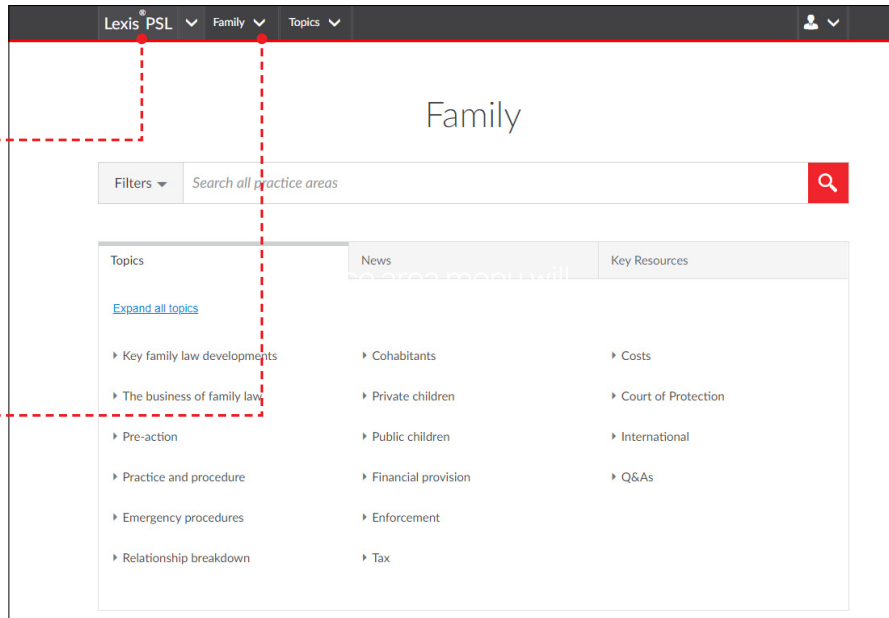


## LexisPSL Practice Areas

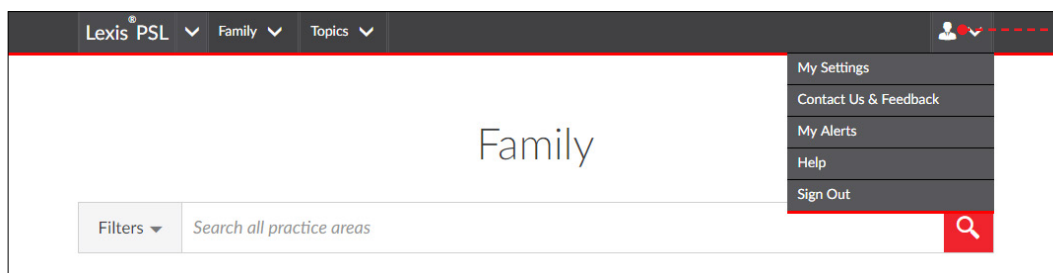
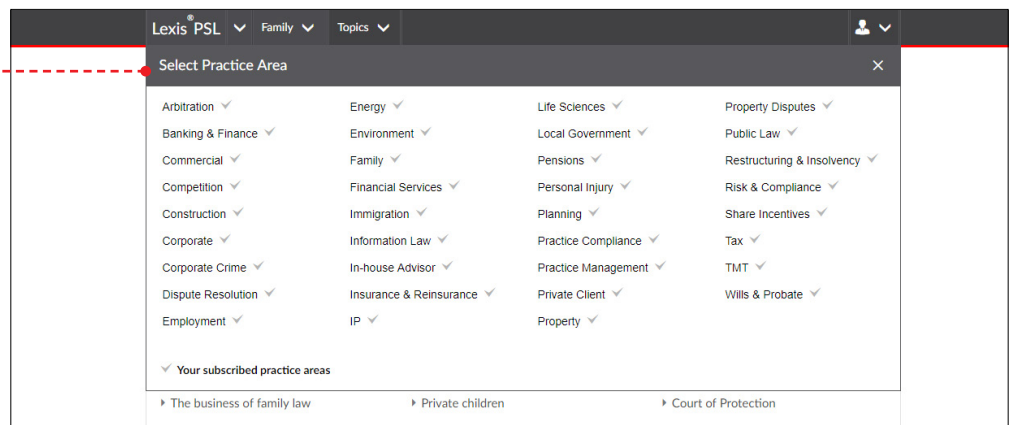
You can navigate through the different practice areas on LexisPSL to access specific material to your specialism.

Click the LexisPSL logo to return to the homepage at any point.

Select the dropdown arrow to change to another practice area.



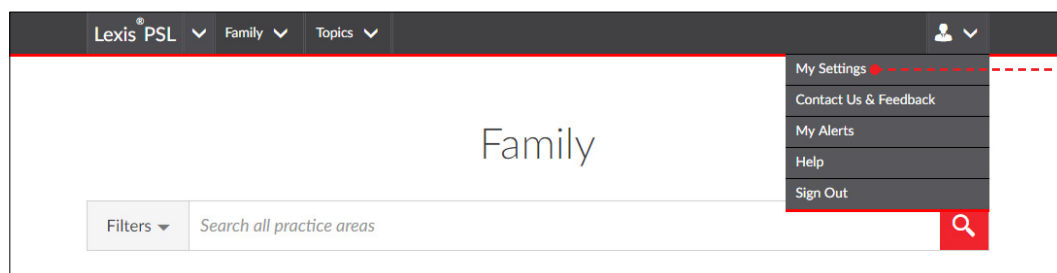
The practice area menu will appear in a pop up window.



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

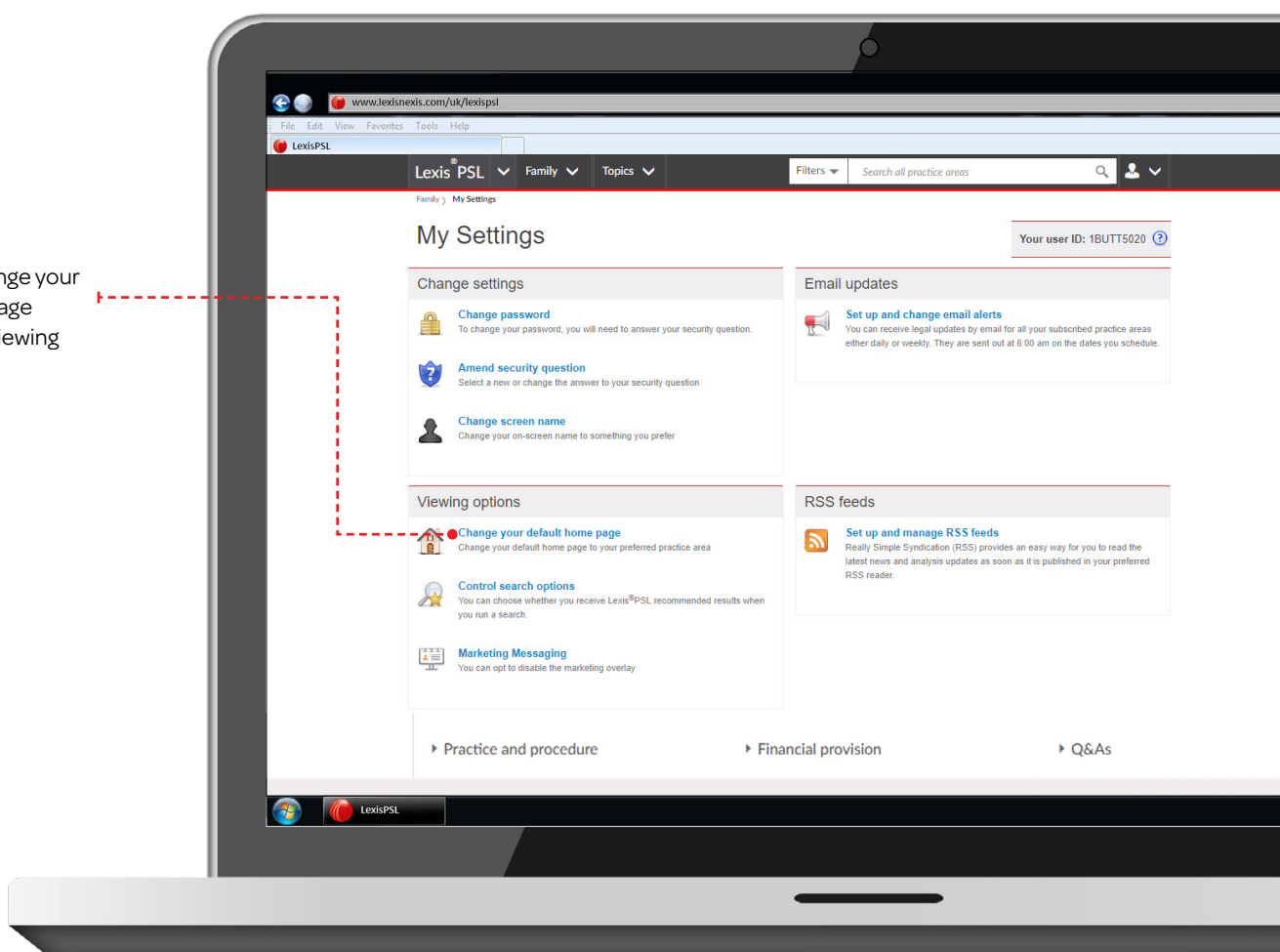
## Setting a Practice Area Homepage

You can select your preferred practice area to be your default homepage.

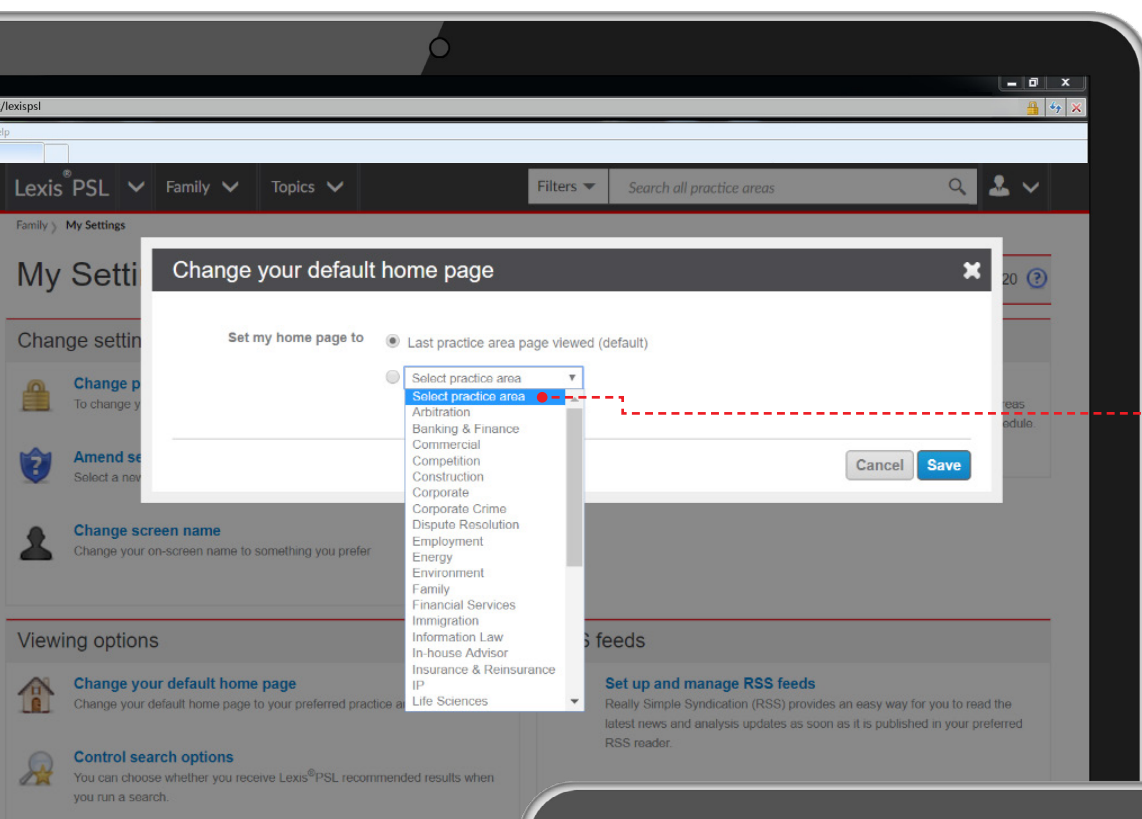


Navigate to the settings menu by selecting the My Settings option under the top right icon.

Select the Change your default homepage option under Viewing options.

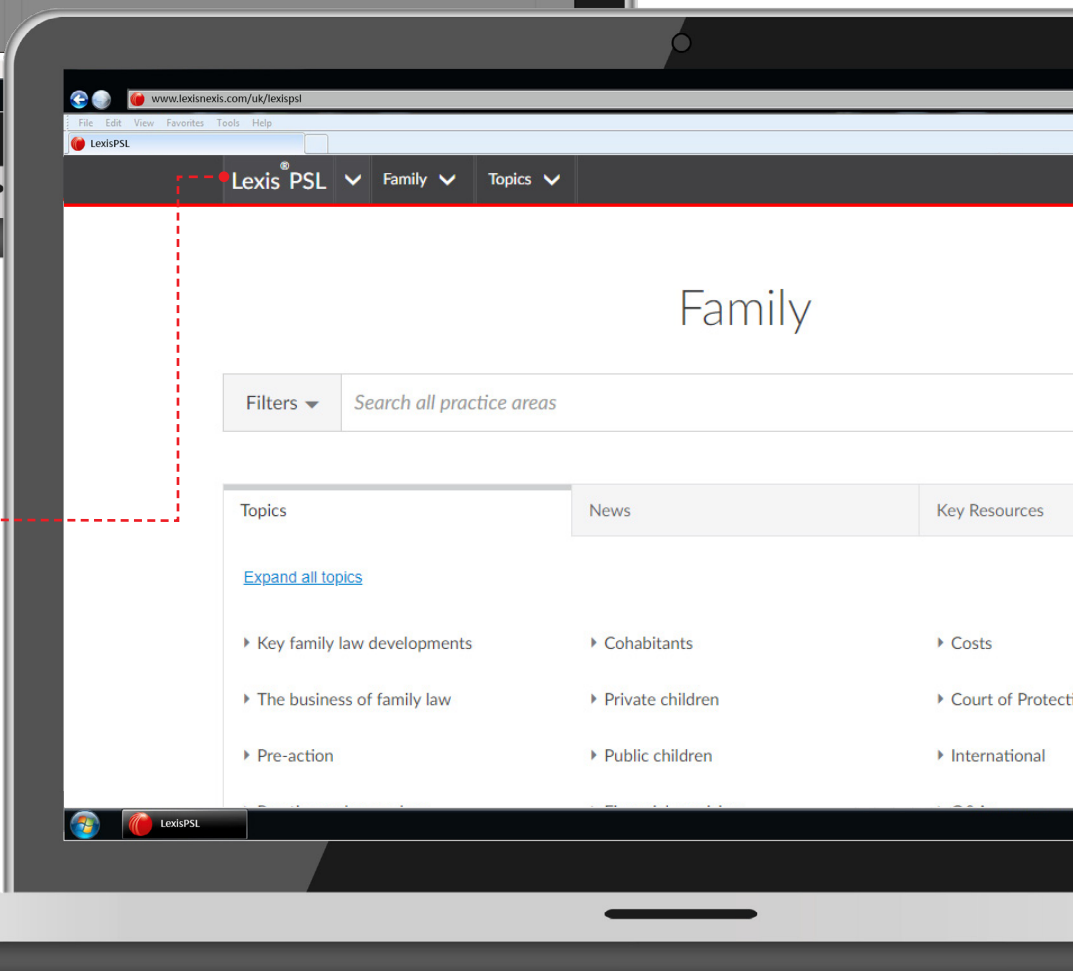


## Setting a Practice Area Homepage (cont'd)



Select the practice area you would like to be your default homepage from the drop-down list. Select Save to apply the selection.

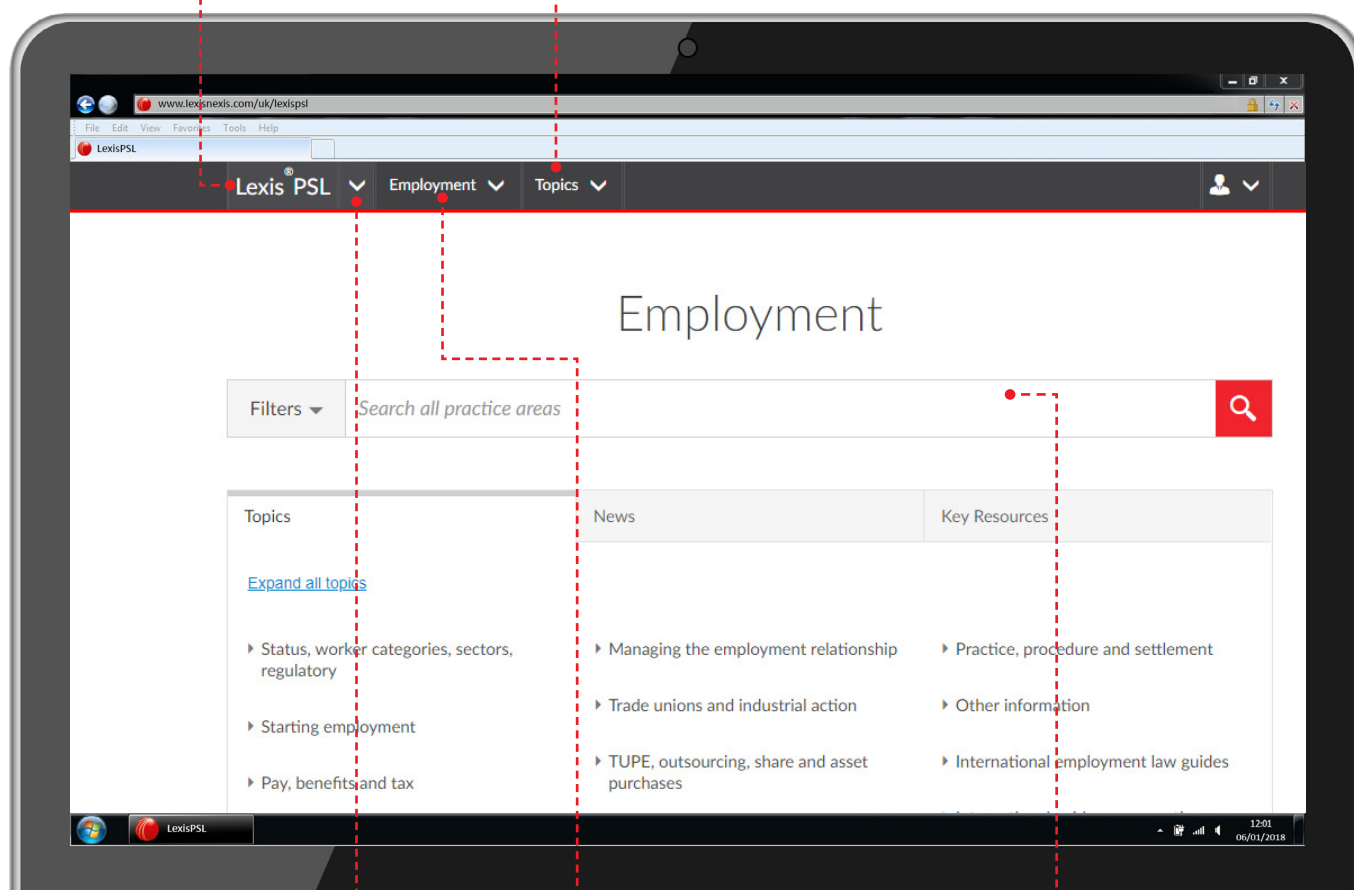
Clicking on the LexisPSL icon at the top-left will now redirect to the selected practice area.



## Navigating the Homepage

The LexisPSL logo will take you to your practice area homepage.

Use the Topics tab or the Topics drop-down menu to browse practice area content.



Select the arrow next to the LexisPSL logo to navigate to other LexisNexis platforms.

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

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

## Navigating the Homepage (cont'd)

The screenshot shows the LexisPSL homepage with several key sections:

- Multimedia:** A section featuring three video thumbnails. The first is titled "Tax effective giving to charities" by Jacques Lescarp, dated 10/08/2017, with a duration of 17:03. The second is "Best practice for charity trustees" dated 10/08/2017, with a duration of 20:21. The third is "Residence Nil Rate Band" by Stephanie Mooney, dated 10/08/2017, with a duration of 08:24. A link "View all multimedia" is at the bottom.
- Web links:** A section listing various external resources: Charity Commission, Office of the Public Guardian, HMRC Manuals A-Z, Principal Registry of the Family Divi..., Official Solicitor and Public Trustee, STEP discussion forum, SFE, The Law Society, and CIOT.
- Private Client Partners:** A section with a gear icon and text describing the LexisPSL Private Client team's partnership with leading Private Client lawyers. It mentions the Consulting Editorial Board's role in guiding the development of new content and updating Practice Notes. A link "Private Client experts" is provided.

Annotations with red dashed lines point to these sections:

- A line from the "Multimedia" section points to the text: "The Multimedia section provides access to webinars and other useful multimedia content."
- A line from the "Web links" section points to the text: "Find additional information through useful external sites under Web links."
- A line from the "Private Client Partners" section points to the text: "Discover who our experts and practice area partners are by selecting the experts link."

The Multimedia section provides access to webinars and other useful multimedia content.

Find additional information through useful external sites under Web links.

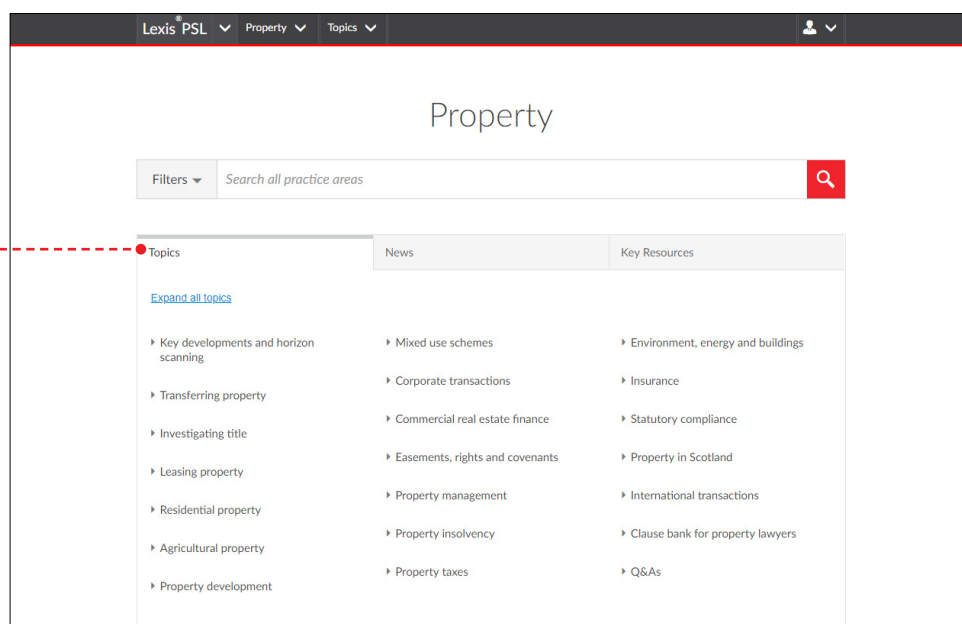
Discover who our experts and practice area partners are by selecting the experts link.



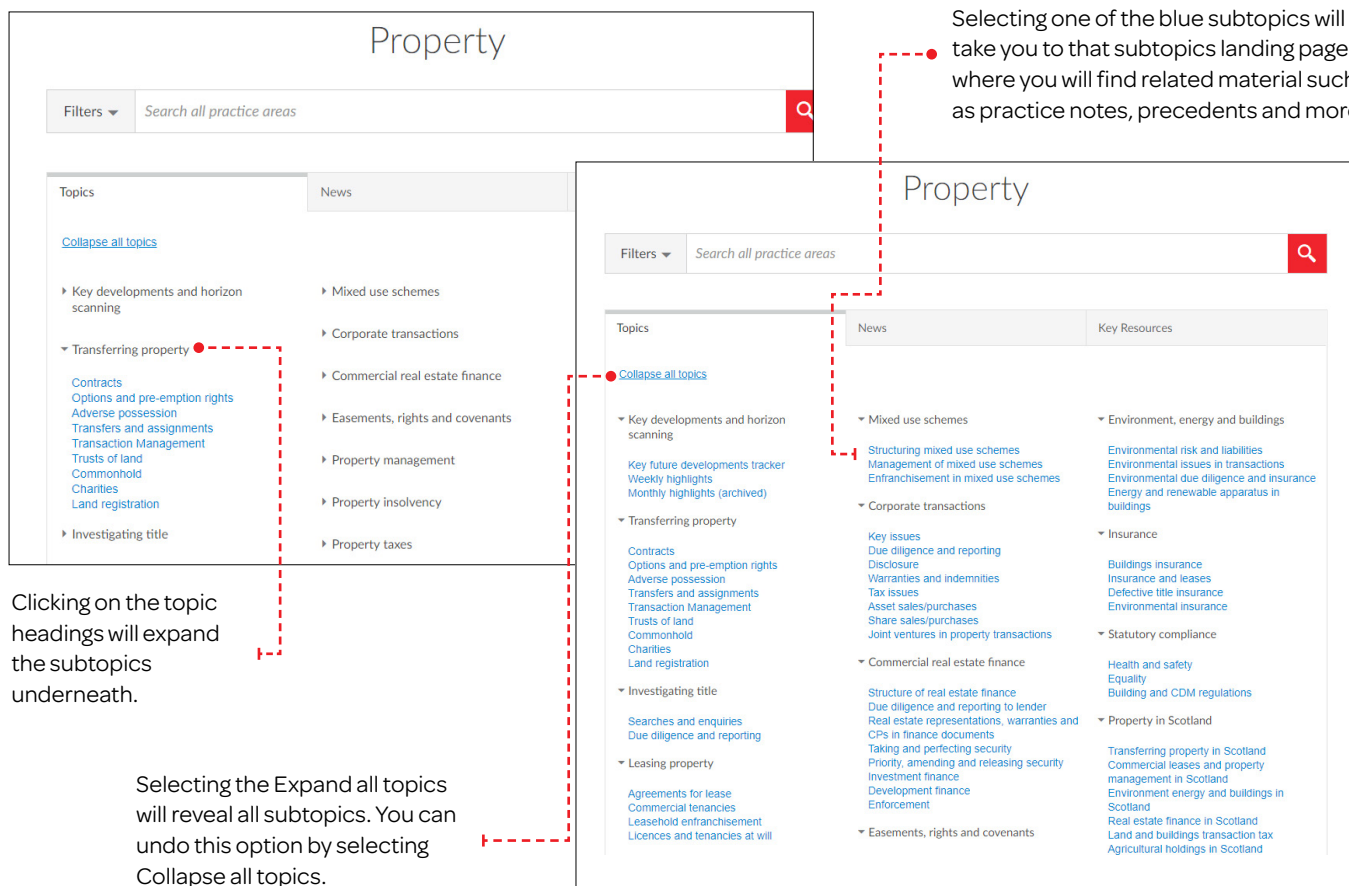
## Browsing LexisPSL

LexisPSL 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 practice area homepage or from the Topics drop-down menu, which can be accessed from any page.

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



Selecting one of the blue subtopics will take you to that subtopics landing page where you will find related material such as practice notes, precedents and more.



Clicking on the topic headings will expand the subtopics underneath.

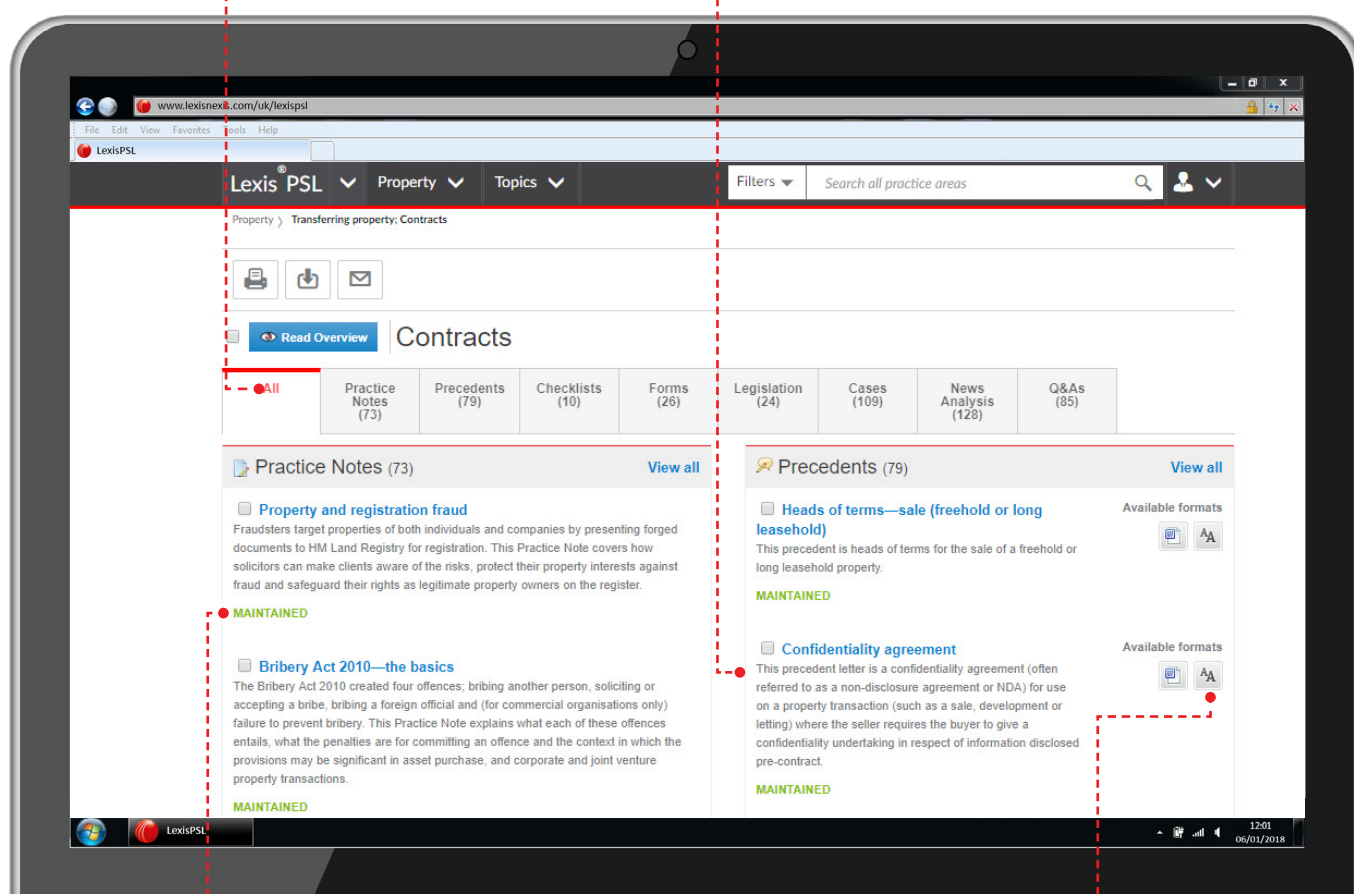
Selecting the Expand all topics will reveal all subtopics. You can undo this option by selecting Collapse all topics.

## Viewing the collection of documents within a topic

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

Select a tab to view the full range of documents available.

A brief summary of what the document contains is listed under the title of the document.



A document will be flagged as Maintained, New, Updated or Under Review to indicate 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 to your own computer. SmartPrecedents (Indicated by 'LS') save time by generating a tailored document following the completion of a questionnaire. To access the LexisSmart version of a document, click on the LexisSmart button.

## Navigating LexisPSL Documents

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 linking to further reading on similar topics or linking through to relevant authorities
- Orange quotation marks on the right-hand side of the document indicating and linking to relevant authorities
- When looking at a precedent, clicking a speech bubble and pencil icon on the right-hand side of the document will reveal drafting notes for extra guidance
- A Table of Contents to navigate swiftly through to specific paragraphs within a document
- Document Delivery buttons to let you download, print or email the document

## Hyperlinks within your Document

LexisPSL has been designed to link you seamlessly through to further reading or relevant authorities. These are indicated by blue hyperlinks within the document, or to the right of the document within behind orange quotation marks. Selecting on the hyperlinks will link directly to the authority or document being cited so you do not have to run separate searches.

Links to cases, legislation or to further reading may be displayed within the text of the document itself or behind orange quotation marks.

Related Documents are listed on the right-hand side of the screen. These may be other relevant practice notes, precedents, forms or checklists.

The screenshot displays the LexisPSL interface for a document titled "Rules of contract interpretation". The top navigation bar includes "Lexis PSL", "Dispute Resolution", "Topics", and a search bar. The breadcrumb trail shows the path: "Dispute Resolution > Claims and remedies: Contract interpretation > Rules of contract interpretation".

On the left side of the document, there is a "Table of Contents" panel. The main text of the document discusses the basic approach of contract interpretation as provided by Lord Hoffmann's five principles in *ICS* (see Practice Note: [interpreting contracts—the guiding principles](#)) and mentions the *parol evidence rule* in *interpreting contracts* and *Admissibility of pre-contractual negotiations and statements in interpreting contracts*.

On the right side, there is a "Related documents" box. It lists various documents related to the current document, including "Practice notes", "Cases & decisions", and "News". The box also includes a "Further reading on LexisLibrary" link.

Red dashed lines and arrows indicate the following features:

- A red dashed line points from the "Table of Contents" panel to the "Table of Contents" section of the document.
- A red dashed line points from the text "see Practice Note: [interpreting contracts—the guiding principles](#)" to the hyperlink.
- A red dashed line points from the "Related documents" box to the "Related documents" section of the document.

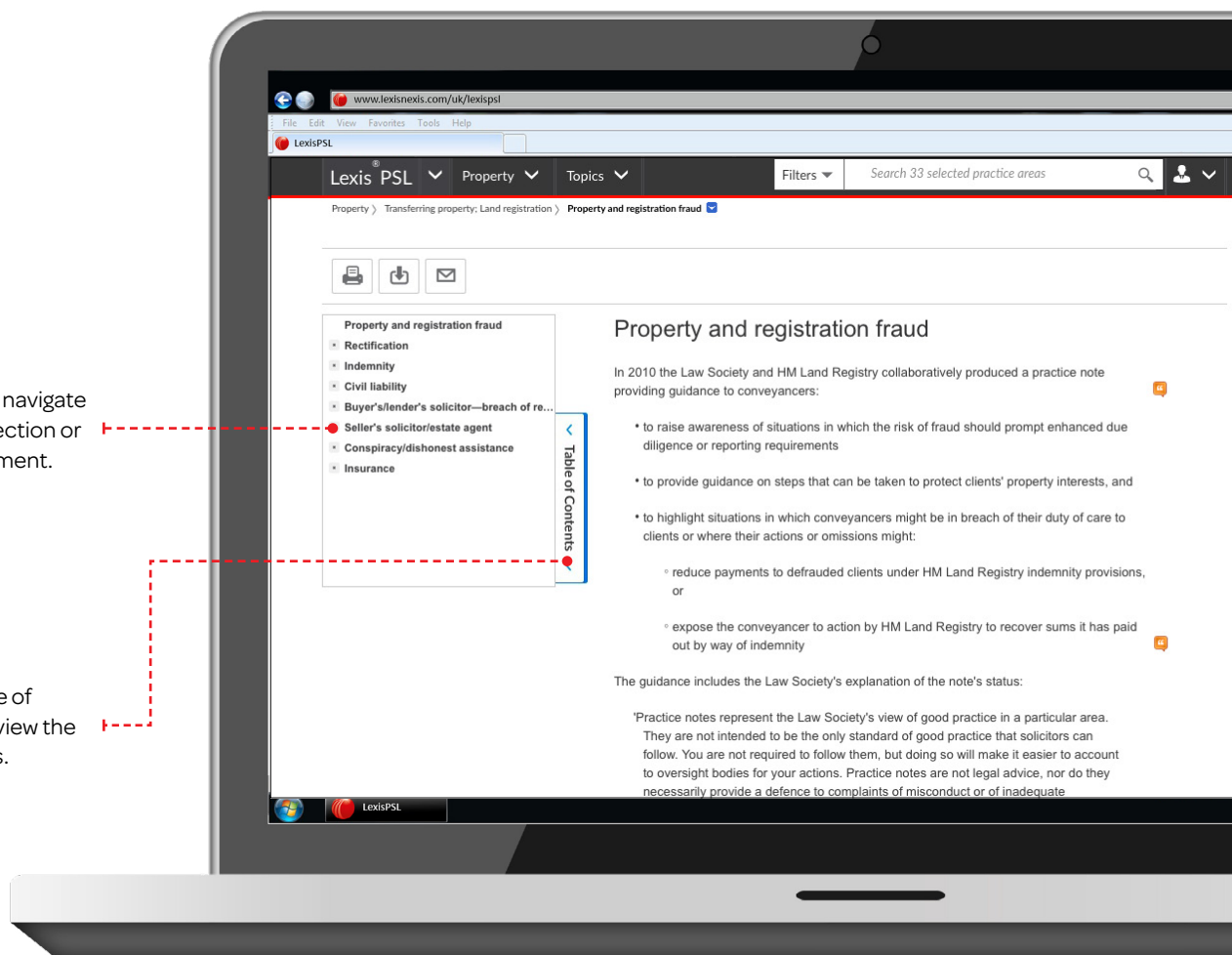
Links to further reading on LexisLibrary may be listed on the right of the screen under the **Related Documents** box. Depending on your subscription, these links will take you directly to relevant commentary within the LexisLibrary service such as Halsbury's Law of England or other key texts.

## Table of Contents

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

Select a heading to navigate to that particular section or clause of the document.

Click on the Table of Contents tab to view the table of contents.



## Downloading, printing and emailing selected documents



You can select these buttons at the top of the document page to print, download or email the document. For search results, you can select the check boxes next to each result to print, download or email multiple documents.



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



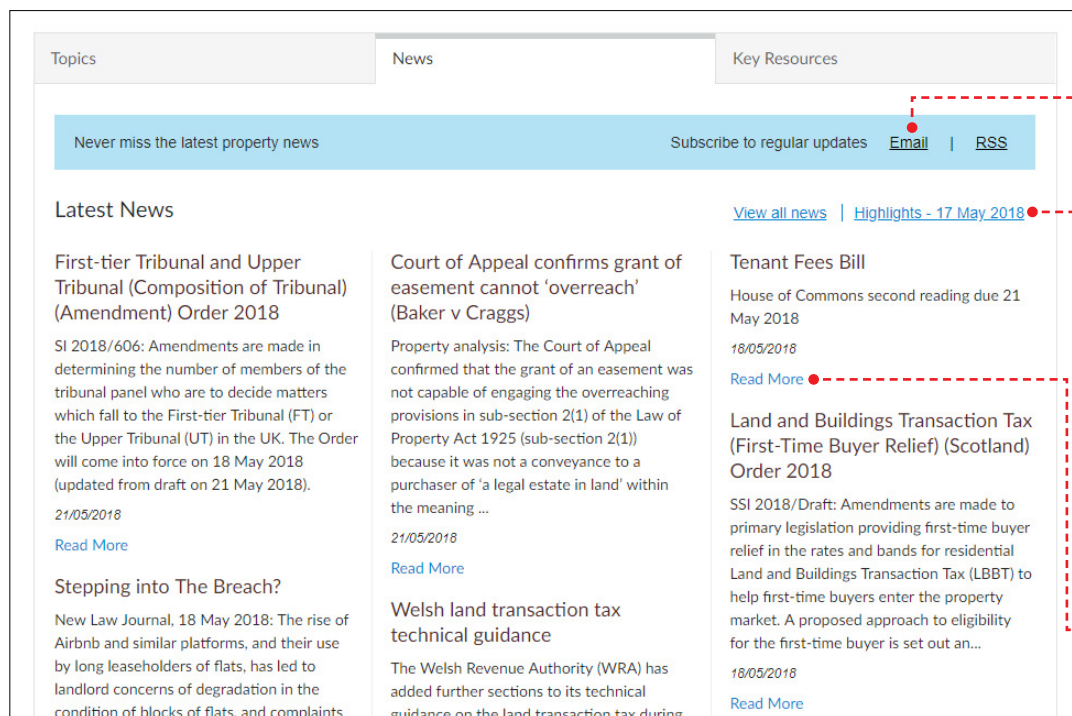
To download and save the document to your computer, click the Download Delivery icon.



To email the document to yourself or someone else, select the Email Delivery icon.

## News and Alerts

Next to the topics tab on the homepage is the news tab where you can view the latest articles and cases relating to a specific practice area.



You can set up email alerts or subscribe to our RSS feeds using the hyperlinks in the blue toolbar.

Access the news archive or the latest monthly highlights.

The News tab shows the six most recent items. Selecting read more will redirect you to the full article.

Selecting the Email option from within the blue toolbar will redirect you to your settings page where you can subscribe to regular email updates.

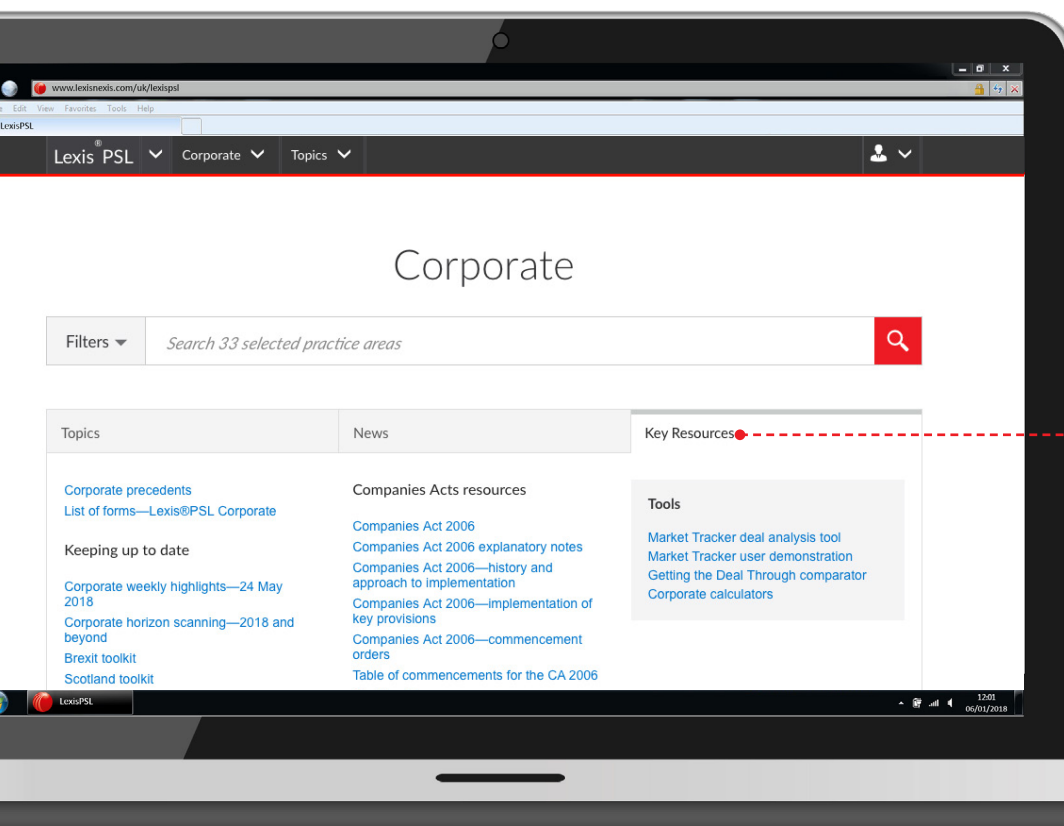
Enter your email address into the Email to box.

You can choose to receive weekly or monthly highlights and you can choose Legal Insights to specify the topics you would like to be updated on.

Select Save once you have chosen your settings receive the email updates.



## Key Resources



The Key Resources tab contains quick access to the key documents, topics, tools and calculators for each practice area.

## LexisAsk

The LexisPSL team of lawyers are happy to receive your queries or comments on a particular document or aspect of the service. You can use the LexisAsk feature at the bottom-left of any document page in LexisPSL.



Click on the Lexis Ask icon to open the question portal which is located at the bottom of each document.

Enter your question here and select Send to send a message to our LexisPSL team. Each question has a 250 word limit.

 A screenshot of the LexisAsk form. At the top, it says 'LexisAsk'. Below that is a message: 'If you haven't been able to find the answer to your question, why not ask our experts? While we always love to hear from you, unfortunately we can't respond to questions which are fact-based or where our answer may constitute legal advice. Please therefore bear this in mind when submitting your question and do not include client or matter specific details.' There is a link: '» Take a look at what others are asking.' and a note: '\* Mandatory field'. The form includes fields for 'Name \*', 'Training ID', 'Email address \*', and a checkbox for 'Send me a copy'. Below these is the 'Page ID' and a URL: 'https://www.lexisnexis.com/uk/lexispsl/privateclient/contactUs.faces'. At the bottom is a large text area labeled 'Type your question here...'.

Visit our website [help.lexisnexis.co.uk](https://help.lexisnexis.co.uk)  
or follow us on Twitter @LNResources  
Helpdesk number: **0330 161 1234**

The Future of Law. Since 1818.

