

## Accessing Primary and Secondary Source Material on the *lexis.com* service

**Note:** To take advantage of this feature, you must subscribe to the *lexis.com* service.

- 1 In the string of command buttons located in the upper-right portion of the *LexisNexis*<sup>TM</sup> CD main window, click *lexis.com*<sup>®</sup>.  
Your browser opens to the *lexis.com* Sign On page.

**Note:** If you have previously set the *lexis.com* service to remember your sign-on information, your browser opens to the *lexis.com* home page. Proceed to step 4.


- 2 In the *lexis.com* Sign On dialog, type your *LexisNexis*<sup>TM</sup> ID and your Password in the corresponding fields.
- 3 Click **Sign On**.
- 4 Navigate the *lexis.com* service using the procedures that you normally follow.

## Exporting Content

**IMPORTANT!** Exporting of content is subject to Terms and Conditions.

- 1 After opening the publication from which you want to export (see “Opening Publications” earlier in this guide), select or tag the desired content in the Document pane or select levels in the table of contents for the content that you want to export.
- 2 Open the Export dialog box by clicking the **File** menu and choosing **Export**.
- 3 In the corresponding areas of the Export dialog box, navigate to the destination drive and directory; provide a **File Name**; and indicate the **Save as Type** for the exported file.
- 4 In the **Export Range** field, choose applicable export range (e.g., **Selected Records**, **Checked Branches**, or **Tagged Records**).
- 5 Click the **Export** button.

## Printing Content

- 1 After opening the publication from which you want to print (see “Opening Publications” earlier in this guide), open the Print dialog box by clicking the **Print** button (  ) in the toolbar.

**Tip:** You can also open the Print dialog box by pressing **CTRL+P** or clicking the **File** menu and choosing **Print**.

- 2 Click the tab corresponding to the category of content that you want to print (i.e., **Print Document**, **Print Contents**, or **Print Hitlist**).
- 3 Indicate the scope of material to print (e.g., **Selection**, **Records**, or **Branch**).
- 4 Set additional print options, as desired, then click **OK**.

## Contacting Technical Support

Technical Support is available 24 hours a day, 7 days a week. When calling for technical assistance, please be at the computer on which the program is running, and please have your account number ready.

**Phone:** 1-800-223-5297

**E-mail:** [technical.support@lexisnexis.com](mailto:technical.support@lexisnexis.com)



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