Lexis Advance Pacific Quick Guide

Getting Started

1. The first time you log in you will see this screen:

   ![](image)

2. Click on Get Started.
3. You are now at the Lexis Advance dashboard (home page).

To search

1. Enter words, phrases, and citations into the Lexis Advance Pacific search box.

   ![](image)

   Note: to run a search in a specific search form (i.e. Cases), select a relevant option under the Advanced Search menu.
2. You can use the **Search: [filters]** button at the right edge of the search box to limit your searches to specific areas of interest (i.e. Jurisdiction - Commonwealth).

![Search screen](image)

3. Click on the **Search** button.

4. Results will be listed in the right pane and the left pane lists the content types you searched. If your search includes multiple content types, you can select a specific content to view, i.e. AU Analytical Materials will show journal articles and commentary on the search topic.

![Results screen](image)

5. You can also filter/narrow your results by selecting a Content Type, Publication, Legal Topic or entering additional terms in the **Search Within Results** box.

![Search Within Results](image)
6. The entered search terms appear below the **Narrow By** heading in the left pane, and the filtered list of results appears in the right pane.

7. To remove a filter from the results, select the delete icon (×) to the right of the filter you want to remove.

8. To see a research map (trail) of your searches, click on **History** in the toolbar at the top of the page, and then on **Research Map**.
Customising the Dashboard

You can customise the Lexis Advance Pacific dashboard to suit your personal research needs. To move the dashboard boxes/pods around the screen, simply hover over the title of the box/pod you wish to move and then drag and drop into position.

Folders

The Folders option enables you to create folders in which you can store searches, individual documents, and selected document text. Click on View all folders to create new folders.

Publications

The publications available in Lexis Advance Pacific are listed in this box. You can rename, move, group, add, or delete items. To edit the list of publications, click on the Edit icon at the top of the box. Then click on the edit icon next to the name of a publication and use the editing toolbar.

Favourites

The Favourites box/pod displays the 5 most recent publications, topics, and filters you have used in your searches. Select More to display additional favourites.

History

The History option automatically retains records of your research activities (for up to 90 days) and the Research Map enables you to view your individual research activities in a graphical format (for previous 90 days).