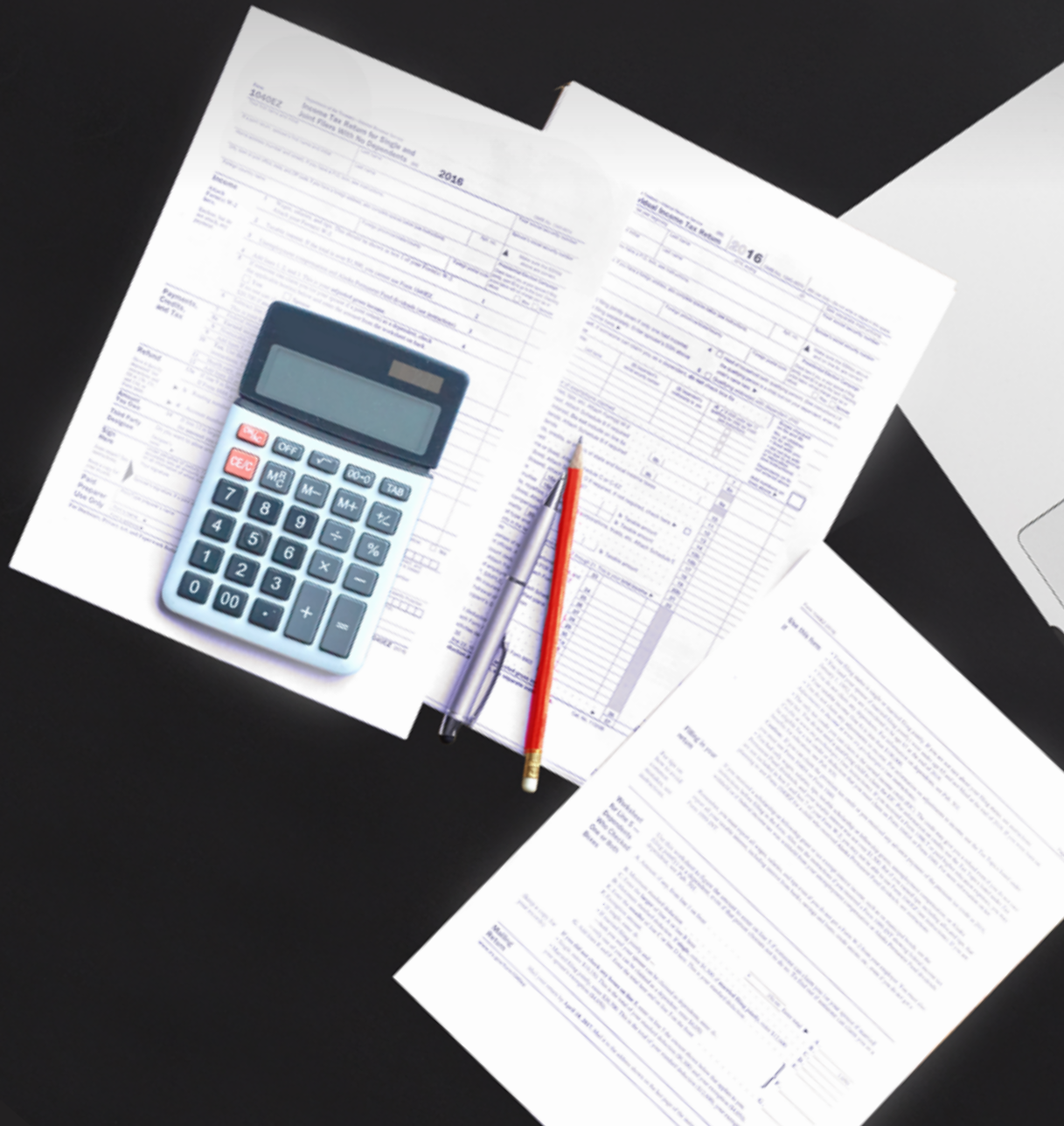


LexisSmart Forms User Guide



LexisSmart Forms User Guide

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Accessing the LexisSmart Forms Platform

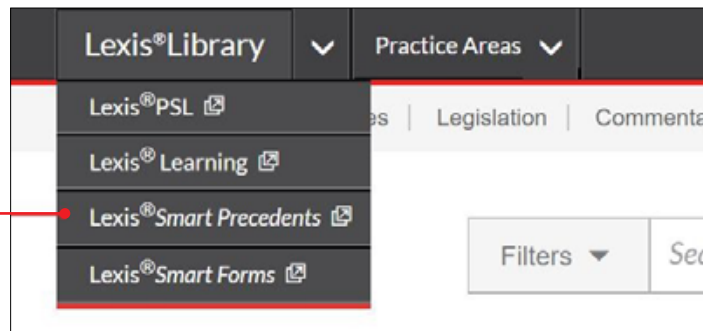
To access the LexisSmart Forms website click on the following link:

<https://www.lexissmartforms.co.uk/lsf/>

LexisSmart Forms can also be accessed through other LexisNexis subscriptions.

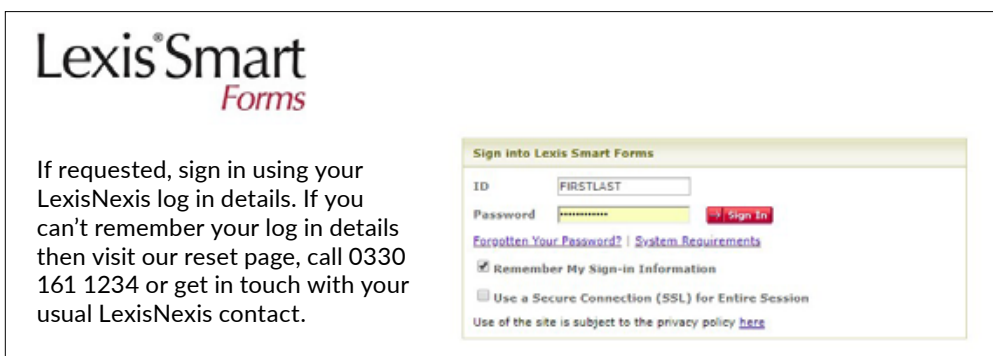
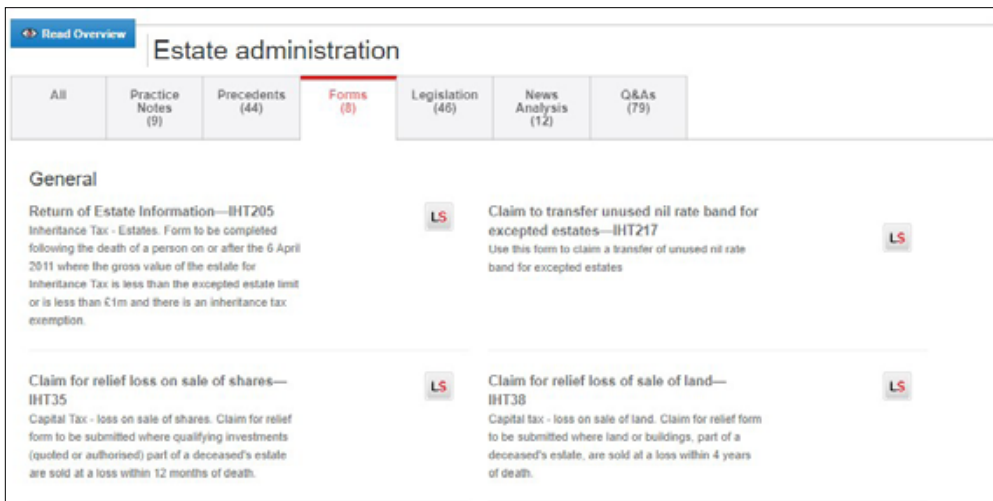
Via LexisPSL or LexisLibrary, use the drop-down menu next to the product title in the black bar to see a list of other platforms Click on LexisSmart Forms to access the site.

This menu can be found in the top left - hand corner of the screen in both LexisPSL and Lexis Library



Additionally, LexisSmart Forms can also be downloaded directly from LexisPSL.

Click on the LS icon next to the title of a Form to open it.



Locating the Forms you Need

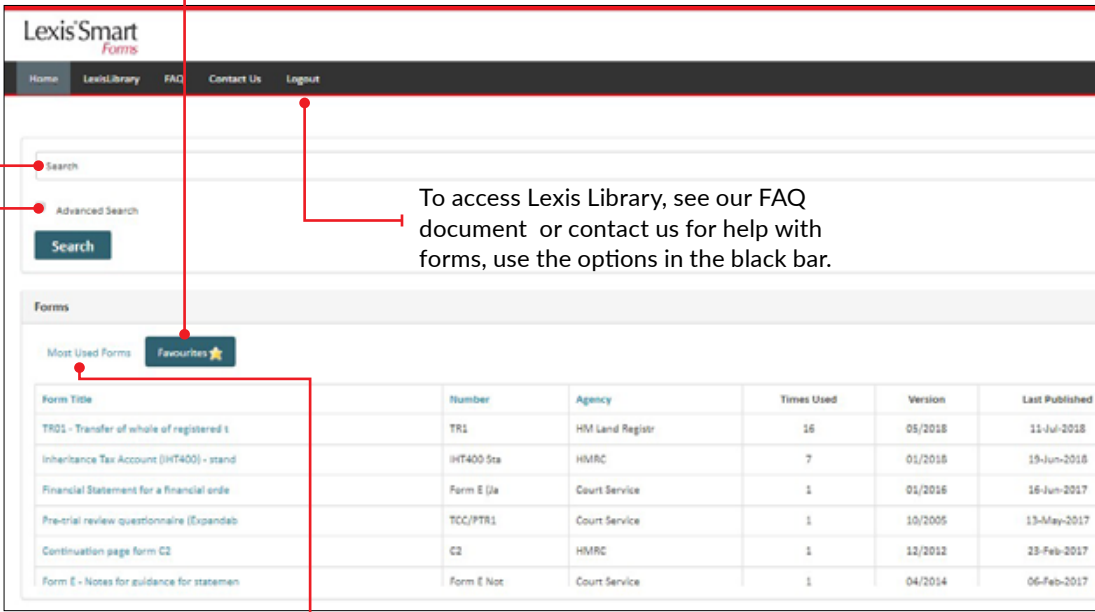
Once you are logged in, you will find yourself on the homepage of the **Smart Forms Portal**.

TOP TIP! If you find a form you're likely to use again, make sure to click on the star icon next to the name of the form, to favourite it. This will mean the form is added to your favourites and will be easy to locate next time from your homepage!

Starting with the main search bar at the top of the page, here you can search for the form by its name e.g. "Transfer of Whole" or its issuing body code e.g. "TR1". You will then see a list of potential matches.

If you want to search with more detailed criteria, you can also select the Advanced Search tick box for more specific search options.

To access Lexis Library, see our FAQ document or contact us for help with forms, use the options in the black bar.

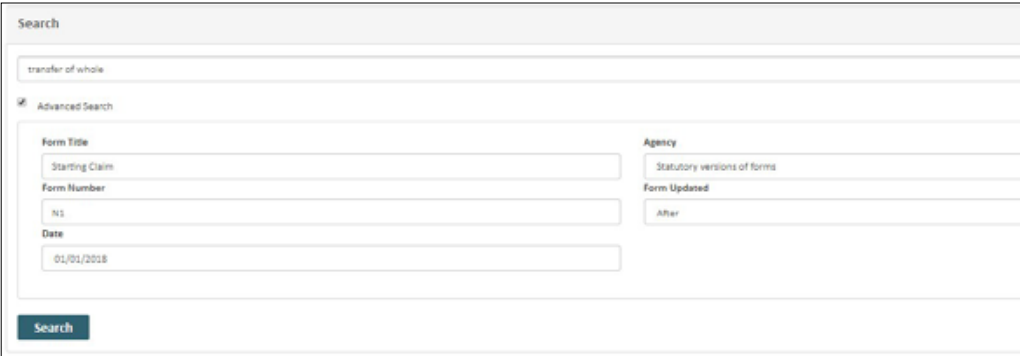


Once you start using the site, you will also see any frequently or recently used forms start to appear in the **Most Used Forms** Section next to your favourites. This means you'll be able to locate your commonly used documents even if you forget to save them!

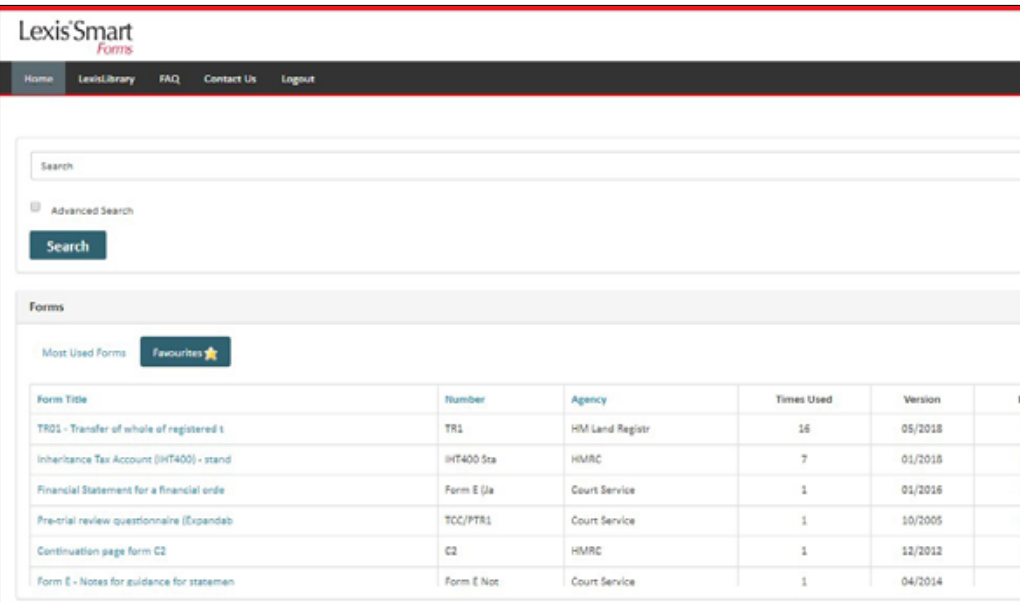
Locating the Forms you Need (cont'd)

Once you are logged in, you will find yourself on the homepage of the **Smart Forms Portal**.

This will allow you to input more detailed information you have about the form you need, such as the **Form Title**, **Form Number**, whether it was **Updated** before or after a certain **Date** or **Agency**. This will typically allow you to find just the one form you are looking for, or piece together whatever information you have if you don't know the title.

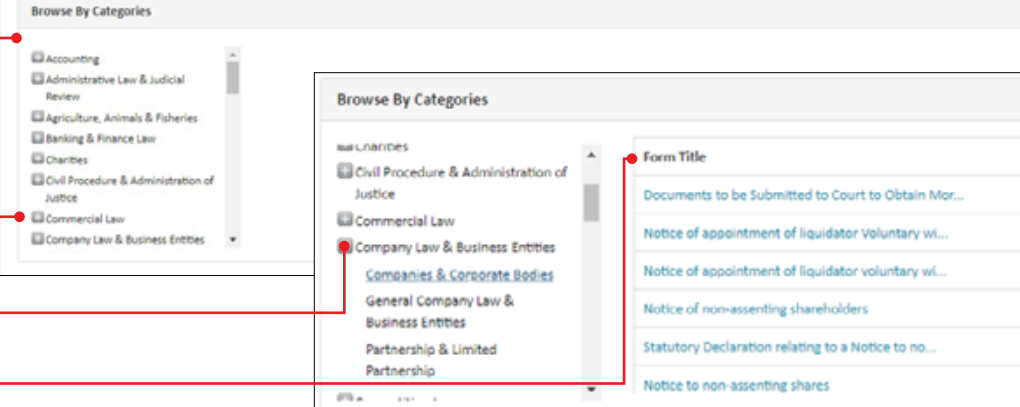


TOP TIP! The Browse By Categories menu can be found by scrolling to the bottom of the homepage, this is great if you want to see all forms pertaining to a certain area!



Finally, if you don't know the title of the form you need, but you do know which area of law the form is intended for, you can use the **Browse By Categories** Section at the bottom of the page.

Here, click on a category of law to see the sub - categories of that area and then the list of forms available for that subject will appear!



Once you have located the correct Form, click on either the blue hyperlinked title, or the PDF icon to open the form and start filling it in!

Again, remember to favourite any forms that you are likely to use again by clicking on the star icon.



Filling in the Forms

LexisSmart Forms are amendable and adaptable PDFs, which means that they are easy and convenient to work with, just like a word version.

Every form is different, but some of the most popular features include:

Some forms are also available in **Word Format!** Click on the blue hyperlink in the top left-hand corner of the page if you would prefer to work with the form in its Word version!

Type directly into the blue fields to start filling the form. If you need more space than the form allows, our Smart Forms **Automatically Expand** – meaning there is no need for continuation sheets!

Some of our forms also have the option to **Select Clauses** allowing you to add and remove different categories of information that might be required in certain situations!

Our financial forms, such as a Form E, also **Auto -Calculate**, so that you don't have to do calculations manually!

Finally, many of our forms have a **Sign and Lock** feature, allowing our clients to render the form read only and add a password if desired!

More information can be found in the FAQs Questions and feedback should be sent to lexissmart@lexinexis.co.uk

The Future of Law. Since 1818.

