User Guide

vlex

Your World of Legal Intelligence



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1. MENU AND SEARCH BAR

History

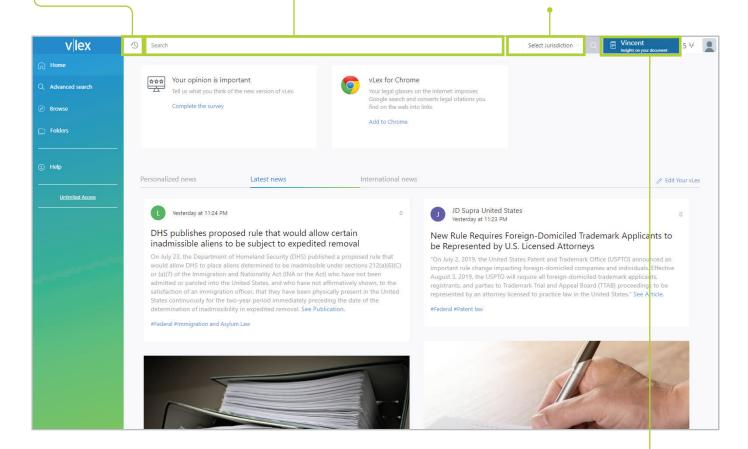
This page gives you access to your search history, and all documents that you have viewed. Various filtering options allow you to easily search through your history.

Search bar

On the top of the page, there is a search bar that allows you to quickly enter any term(s). The autocomplete feature will show you popular searches, SmartTopics (see page 6) and the source of each result (i.e. the book or journal).

Jurisdiction selector

vLex gives you access to content from more than 100 jurisdictions, all on a single platform. Use the jurisdiction selector to choose one or more jurisdictions to only see content from there. The search bar also takes your jurisdiction preferences into account when displaying your search results.



Vincent

Vincent is a virtual legal assistant that uses artificial intelligence and machine learning to discover legal citations, cited authorities and relevant legal concepts in any document. Vincent functions in English and Spanish, and works in 9 different jurisdictions. To use Vincent, upload your document in Word, txt or PDF format. Automatically, Vincent will generate a list of related documents including case law, legislation, books, magazine articles and other related material.



2. HOME PAGE

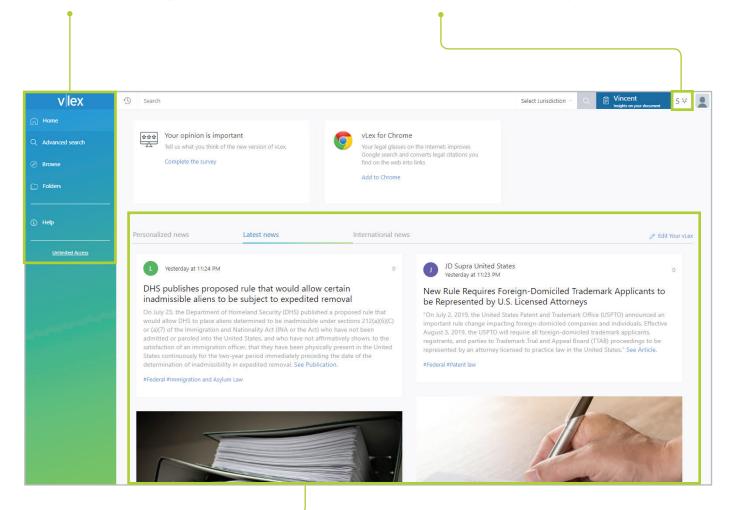
Your vLex home page will keep you up-to-date.

Main menu

The vLex main menu is located on the left side of the page. When you are viewing a document, this menu will be minimized, but still available by clicking on the icons. In this menu, you will find access to all of vLex's features and applications, including the help button.

Credit counter

You can view documents which are not included in your subscription by using vLex Credits. In this section, you can see your balance and purchase more credit if necessary.



Legal news stream

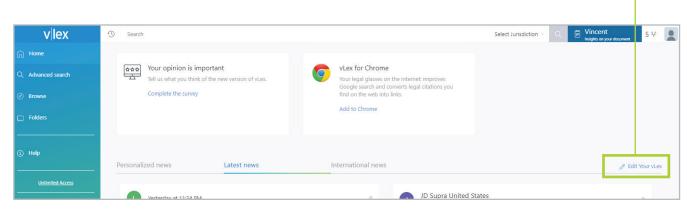
The main news stream will show you legislative and case law highlights, as well as legal news and any updated content, both nationally and internationally.

How to configure your news stream - next page >

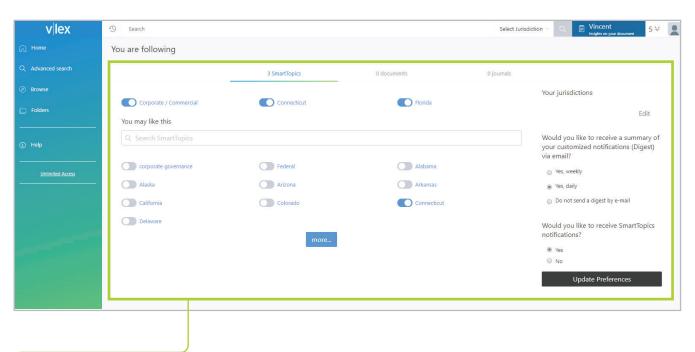


How to configure your news stream

The first time you visit vLex, you can choose the topics that are of most interest to you via SmartTopics. These SmartTopics will configure the content that you see on your news stream. If you want to edit or review which topics you are following, you can do so by selecting "Edit Your vLex." •







From this page you can:

- Follow more SmartTopics, either from the list of suggestions or by selecting "Search SmartTopics" to identify new and relevant SmartTopics
- View the SmartTopics and documents that you follow
- Unfollow a SmartTopic or document

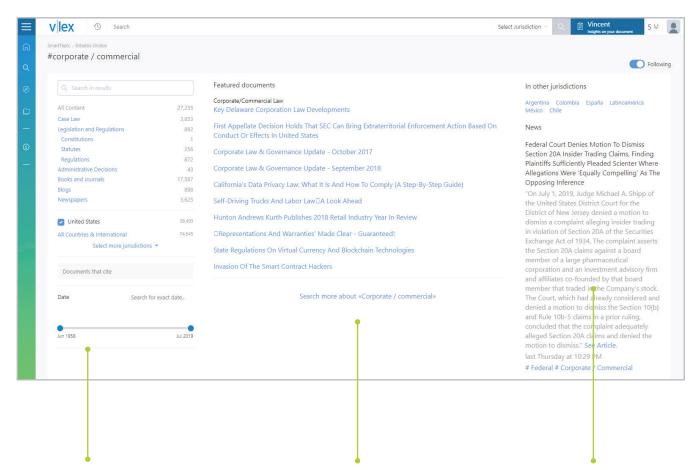


SmartTopics view

To explore a SmartTopic, select the link and you will see two columns: the central column is for specially selected documents relating to the SmartTopic; and the column on the right highlights any recent news related to the SmartTopic.







vLex filters

This transforms your SmartTopic into a search, allowing you to find the vLex documents most relevant to your topic.

Featured documents

These are the documents most closely related to the selected topic.

Updates about your topic

This shows any updates from the document's country of origin, alongside relevant updates from other countries.

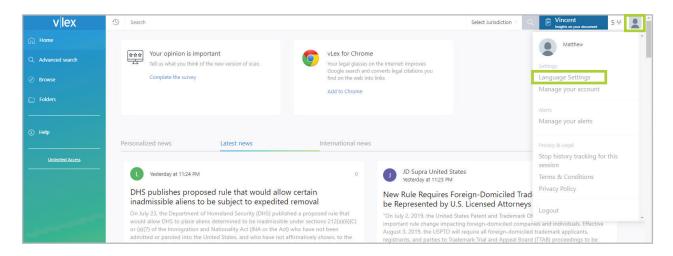


Language and translation

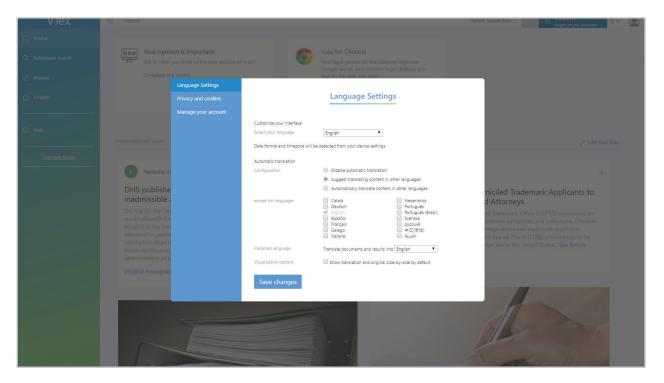
How to change the interface's language and translation settings

In this section, you can:

- · Choose the language of the platform
- · Disable the translation feature
- Translate content to other languages
- · Enable automatic translation of content published in other languages









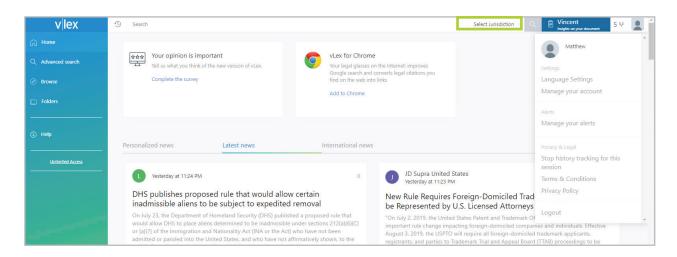
Select a jurisdiction

How to select one or more jurisdictions

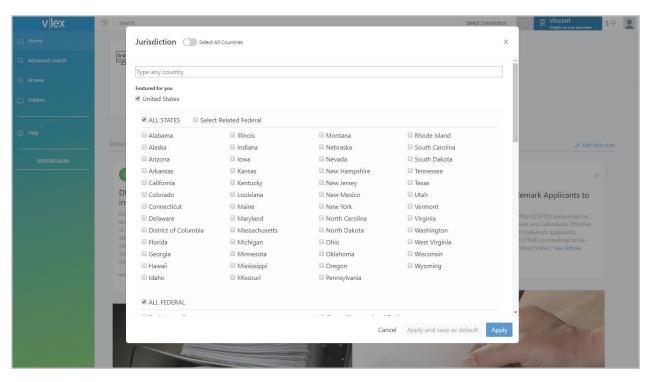
vLex will search in the jurisdiction(s) that you have selected by default. To see which jurisdiction(s) you are using, simply select the country from the drop-down menu, which is in the top right corner of the vLex interface.

If you want to perform a search in a different jurisdiction, or add a jurisdiction, you can select it from the drop-

Click on "apply" to save the changes. Now, any searches you perform in the simple search bar will show content from the selected jurisdictions.







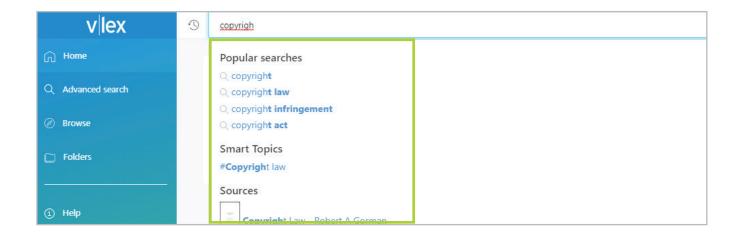


3. SEARCH

The search tool allows you to perform complex searches with little effort.

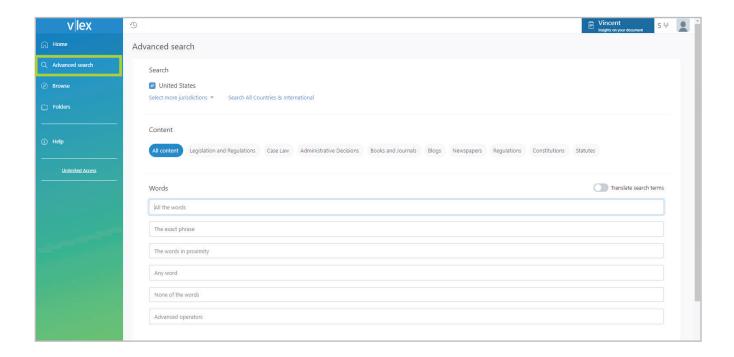
Autocomplete

To improve searching and help you to refine your results, we have created an autocomplete feature so that when you start your search, we can suggest some of the most relevant results before you even finish typing.



Advanced search

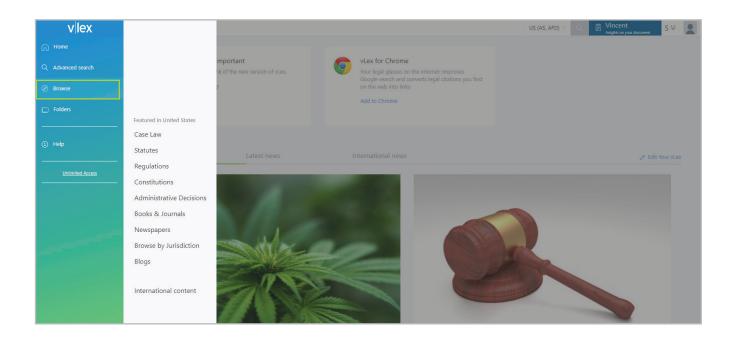
Searching for a certain word or a string of text is now much more powerful thanks to the multiple combination option. This allows you to search exactly, in combination, by proximity or by omission.

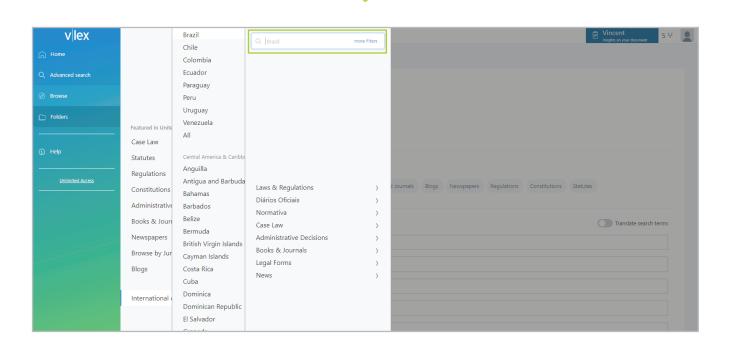




Browse

Explore all of our content, or narrow your search to specific collections by browsing by category, jurisdiction or country. There is also a search bar within Browse so you can quickly find what you are looking for.

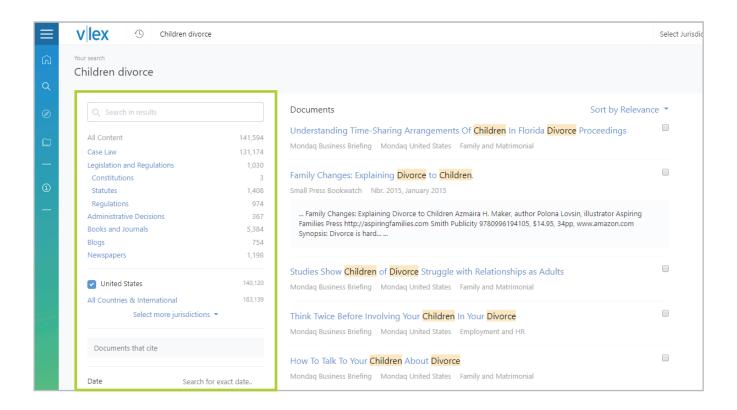






Filter options

Filters allow you to refine search results quickly to show fewer results, which are more relevant. You can modify and refine your results using the filters located on the right-hand side of the page.



Additional filters will also be displayed, depending on the selected collection:

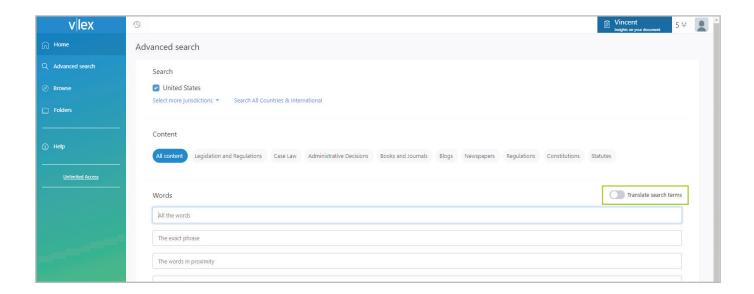
- In Legislation and Regulations filter by source, territorial scope and regulation.
- · In Case Law filter by court, decision type and category.
- In Administrative Decisions filter by court, decision type and category.
- In Books and Journals filter by source, type of source and category.
- · In Contracts and Forms filter by source, document type and category.
- In Legislative Initiatives filter by source and category.
- In Collective Agreements filter by territorial scope, type and activity.
- · In News filter by source and category.
- In Official Bulletins filter by source, territorial scope and category.
- In vLex Guides search by source and category.

In all collections, you can filter by jurisdiction, date and content included or not included in your plan.



Translation tool

This is a key feature to support you when you're carrying out international legal research. Start by searching in your own language for content originally published in a different language. The system will then display all results that meet your search terms, and will automatically translate the documents' titles according to your language preferences.



Save searches as an alert

You can create an alert for each search that you perform, including a Vincent search based on an uploaded document, so that you are always informed of any news that could be important to you. Remember that the machine translation tool also works with these alerts.

At the bottom of the advanced search page, click the 'Save as an alert' button to set this up.

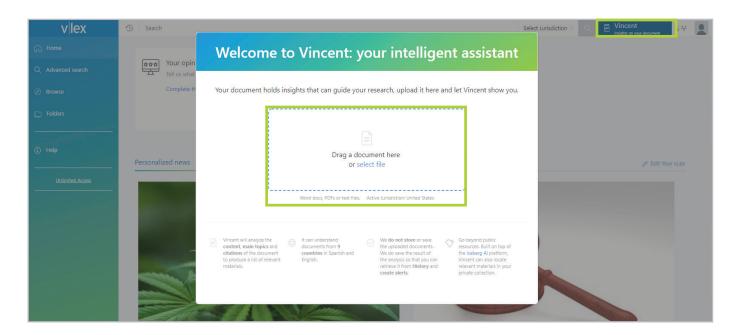




Searching in Vincent

Check your jurisdiction

Vincent will search in your selected jurisdiction(s) by default. To know which jurisdiction(s) you are using, select Jurisdiction Settings (see page 8). If you want to change jurisdiction, simply click on the new jurisdiction to add it to your search.

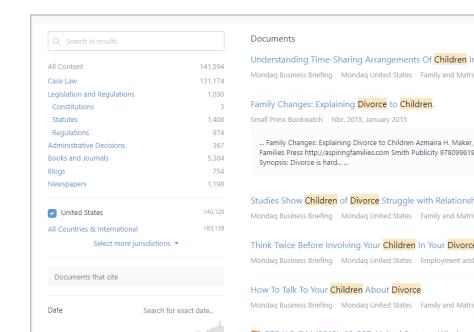


Uploading a document

Vincent allows you to upload any document from your computer in Word, txt or PDF format. Vincent will then discover any citations or references cited within the document and uncover the most relevant legal concepts. Vincent functions in English and Spanish and works in 9 different jurisdictions. Vincent will also show you a list of related vLex documents for you to review, including legislation, case law, books, magazine articles and, where available, model contracts. A progress bar will load, which could take a few seconds, depending on the number of references being analysed.

Checking the results

In the centre of your screen, you will find a list all the documents found by Vincent relating to the area of law, cases considered and/or any documents cited within your document. From here, you can narrow the results using the vLex filters and by searching within your results. In addition, you can also customise Vincent to focus on certain document relationships, such as key topics or citations when creating your results list.

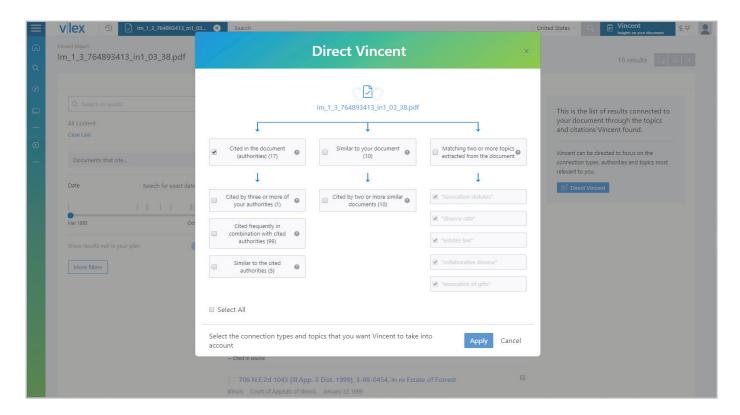




NOTE vLex does not save the document. However, the query and results are saved so that you can view them at any time, or so that you can rerun to the search without needing to upload the document again at a later date.

Direct Vincent

The section allows you to customise the results you see on the screen. Click on the "Direct Vincent" button to view all of the options.





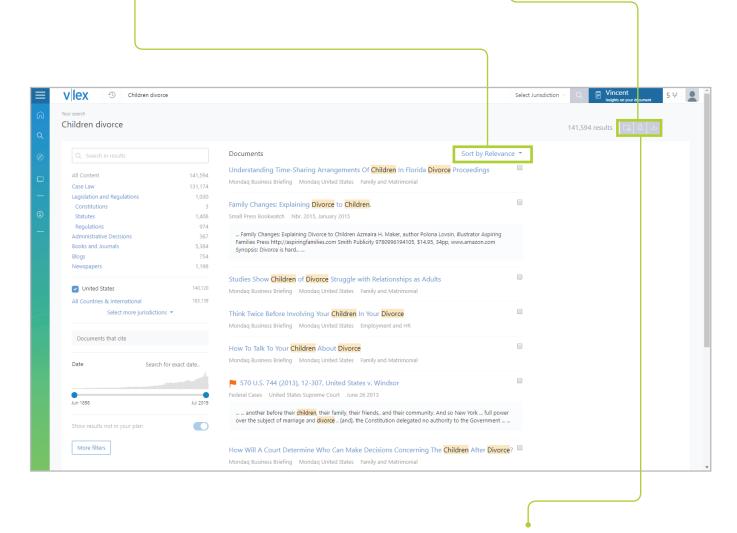
4. RESULTS LIST OPTIONS

Sort results

You can sort your results in the following ways: by relevance, popularity, most recent or oldest.. In addition, case law collections can be sorted by number of citations, labelled 'Popularity'

Save and download

You can download a list of all your results, or you can also select one or more documents from your results list to save into a folder.



Alerts

From here, you can also create alerts and choose how often you want to receive them.

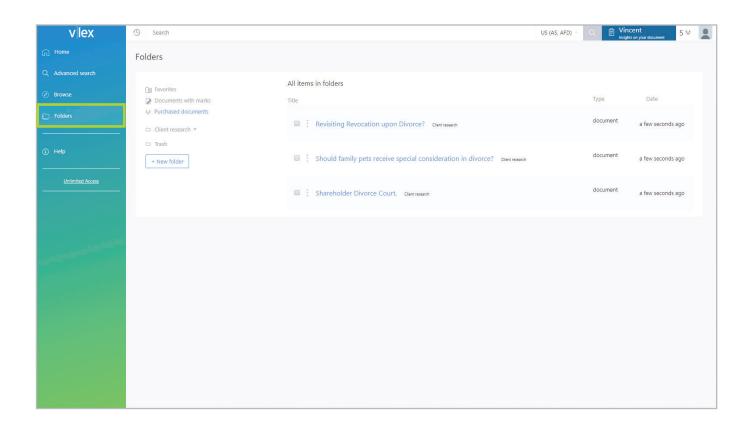


Folders

vLex helps you to improve your productivity by allowing you to save documents to folders that you can name and categorize yourself. This is like having a powerful document management system that adapts to your way of working. Each set of search results and every document can be saved in a folder. This feature gives you the option to create your own document classifications, organizing them according to your needs.

- · View your favourite documents
- · View documents that you have highlighted or added notes to
- · View documents purchased with vLex Credit

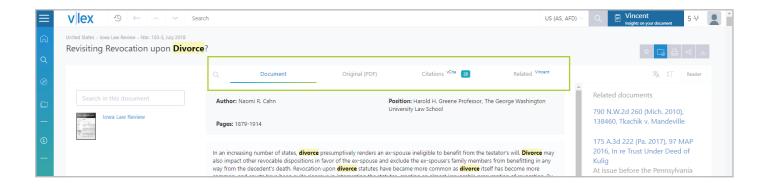






5. DOCUMENT ANALYSIS OPTIONS

Each vLex document contains surrounding information and, depending on the type of document, you will find additional insights and features such as citations, related content, whether there are any different versions, or any documents that have cited the document you are viewing.



Versions and original PDF

Versions is only available in certain countries, and allows you to see a list of previous versions of a piece of legislation, Alternatively, you may also see a link to the original PDF.

Within Versions, you can filter by date to see every previous version of a document and also see, all of the changes that have been made. This allows you to compare them to the current version quickly and easily.





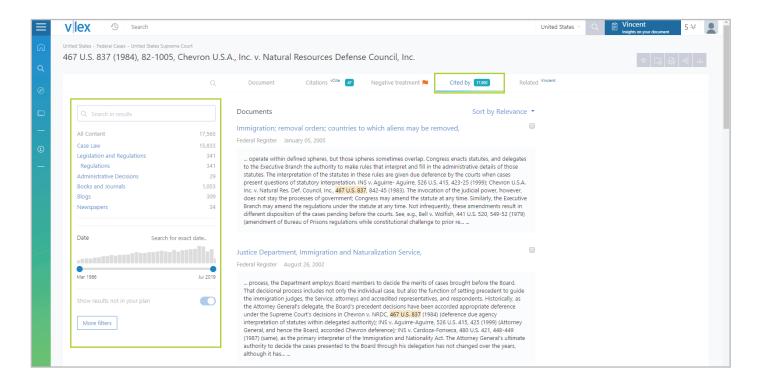
Analysis & negative treatment

In certain countries, our Analysis tool allows you to see how documents relate to one another - i.e. whether a document has affected the document you are interested in, or whether your document has been affected by another. This is particularly useful if your case of interest has received a negative treatment which could affect its viability.



Cited by

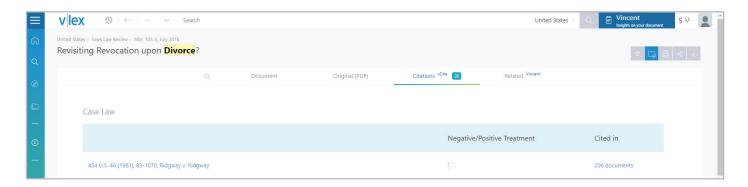
The Cited By functionality allows you to see which, if any, documents have cited the document that you are researching. Of course, we can only show you a result if your document has indeed been cited elsewhere. The vLex filters can be used to refine the results in this section, to save you time when looking at documents that have been cited multiple times.





vCite Citations

Available only in certain countries, and similar to the Versions feature, vLex Citations lets you know whether the legislation cited and applied in a document is still current. vLex can not only tell you if it has been amended, but also if it there are plans to amend its that have already been passed, but are not yet in force.

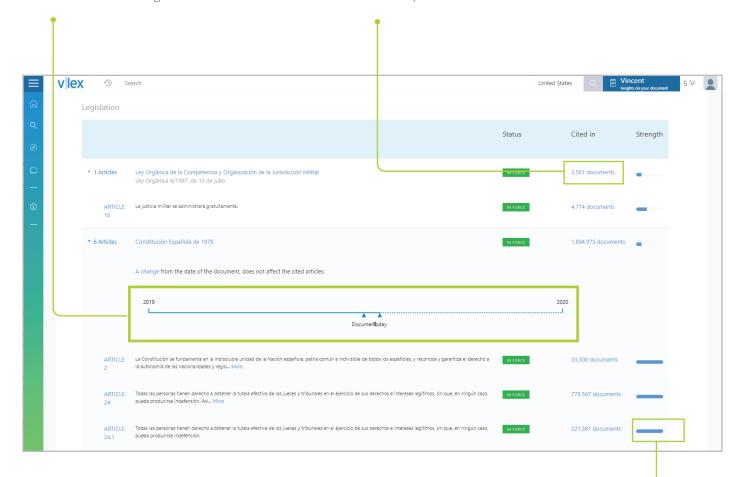


Chronological line

A visual representation of any reforms that the law or article has undergone.

Citations

The number of documents that have cited a specific law or article.



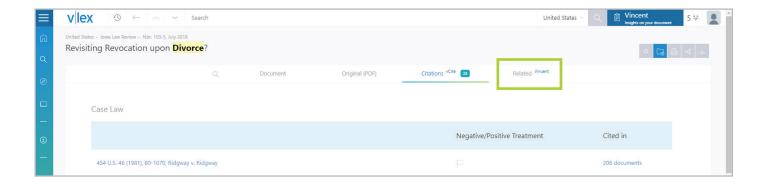
Strength -

The importance of the legislation to the document in which it was referenced.

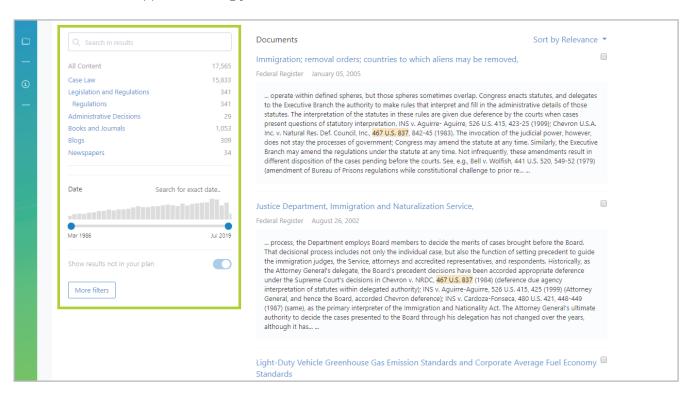


Related Vincent

Related Vincent applies Vincent's analysis to the document that you are viewing. Click on the Related Vincent section in any document from any collection to start the analysis.



The vLex filters will appear, allowing you to narrow down the results.

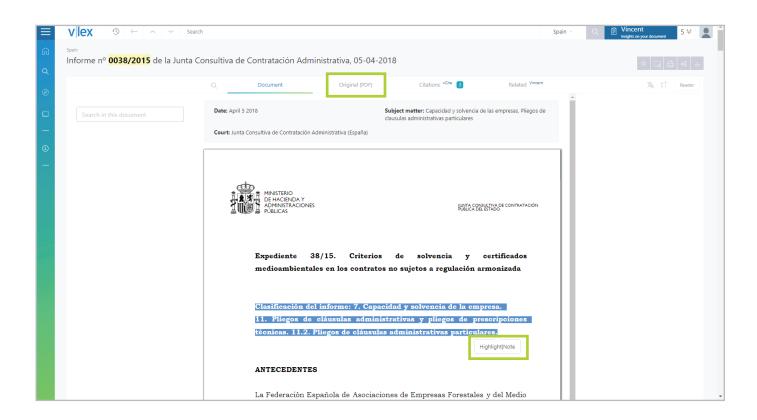




Processing PDF documents

Some vLex documents are in PDF format. vLex technology can read a PDF's content and apply the same vLex features that are available for other documents to it, such as:

- · Highlighting and adding notes
- Showing links in the text to other vLex documents
- Using Vincent's analysis by clicking on "Related Vincent"
- · Downloading a document, marking it as a favourite, or saving it to a folder



If you want to view a document as it was published (without vLex document enrichment), click on the "Original (PDF)" tab. This will allow you to view it without downloading it to your computer.

Key concepts and suggested documents

vLex technology extracts the key concepts from a case and suggests similar cases to you that could be of interest.

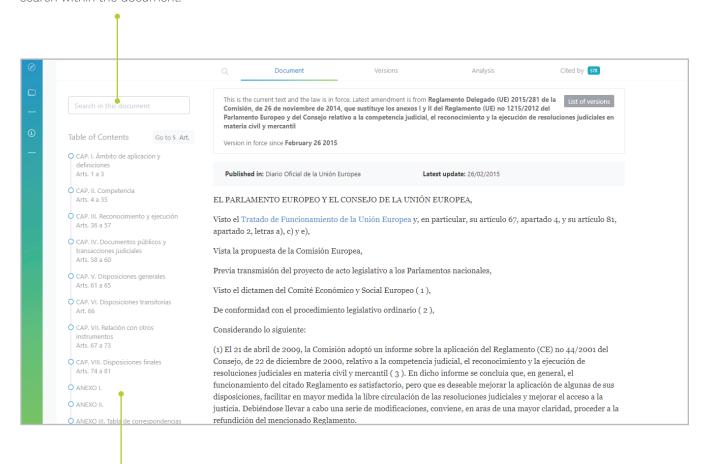
This feature will show you a series of related keywords at the top of the document, and a column to the right shows you the SmartTopics related to the decision you are viewing along with any other similar decisions.



6. DOCUMENT OPTIONS

Text search

On the upper left-hand side, you will find a small search box that allows you to search within the document.



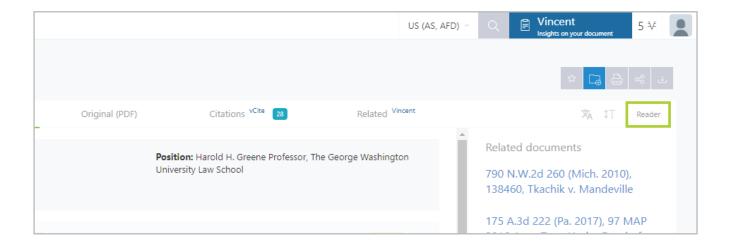
Document navigation

To simplify the review of large documents, an index or table of contents, as applicable, is located on the left side of the page. When browsing a document or regulation, for example, this feature makes it easy to move between passages, sections or subsections.



Reading mode

The combination of colours and text within the vLex platform have been carefully chosen to reduce visual fatigue. Alongside this you have the option to use a full-screen viewer, where you can read the text as if it were a book. To use this option in any document, simply click on Reader.

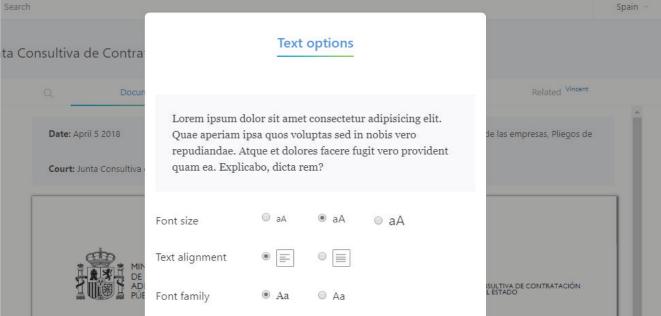


Text options

You can also adjust a document's text options to further facilitate readability.











Sharing options

vLex allows you to send a specific document link by email without having to download it or save it. There is also the option to share a link to a specific document on your social networking sites, including Twitter, Facebook, and LinkedIn.

Download and print options

The different options for downloading and printing a document are located at the top of the page, as seen in the following image.

User Guide

For more information, consult our help centre

www.vlex.com support@vlex.com

USA

+1 (305) 356-3400

Canada

1-800-561-0220

Spain

+34 932 722 685

Mexico

+52 (55) 6820 2109

Brazil

+55 61 9 8111 0657

Colombia

(+57) 1 646 79 83

Chile

+56-2-257 38 598

Italy

+39 02 898 77507

