

# Quick Reference Guide

## Content Types Table of Contents

This quick reference guide covers the various changes made in the new **Content Types** Table of Contents within Lexis Library.

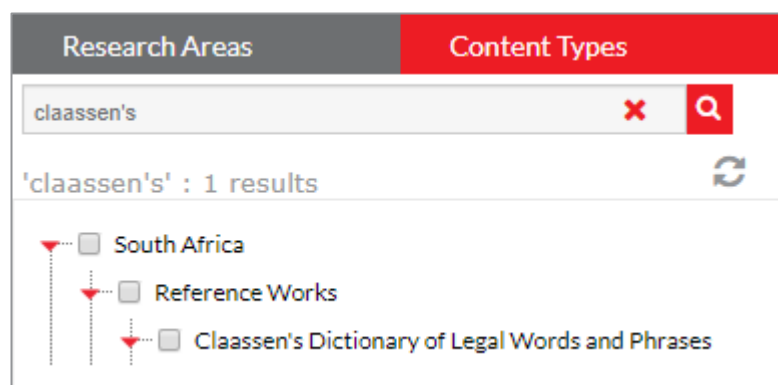
We cover some of the general changes, and then highlight key changes to where certain content can be found.

**Please note: All screens shown may change slightly as new sources, features and enhancements are added.**

**This training document makes reference to various titles available on Lexis Library. Content you are able to access will depend on your subscription.**

## Search Function

Should you need to narrow down the Table of Contents or if you're looking for specific content, you can use the search bar directly above the Table of Contents to filter the list. Please note that this isn't a full search, and only filters what the Table of Contents displays. By default the drop-down arrows are not expanded, so you will need to expand the results until you see the content you're looking for.



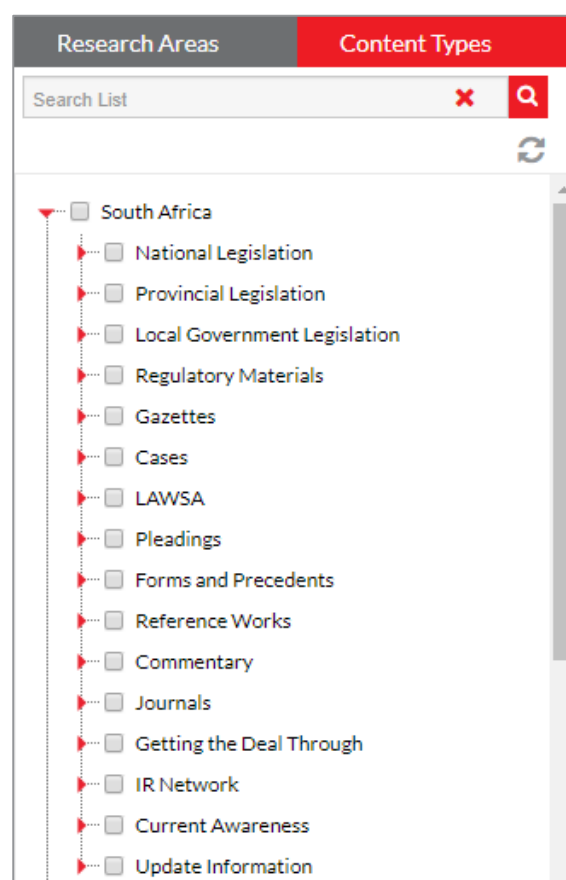
## General Changes

The original **Publications** Table of Contents was an alphabetical list of publications and countries with some categorised by subject eg. commentary works were grouped by subject, such as 'Civil Procedure' and LAWSA was found under 'Reference Works'. With the addition of numerous new publications and new regions, this 'loose' categorisation became unwieldy for customers with multiple subscriptions to navigate.

The new **Content Types** Table of Contents complements the **Research Areas** Table of Contents by classifying all content firstly by the region (with South Africa first), and then by the type of content. The South Africa content drop-down is open by default as shown to the right.

Primary sources are displayed first (**Legislation** and **Cases**), then favourite sources such as **LAWSA** and **Forms and Precedents**.

The **Research Areas** Table of Contents has also been categorised by region. The content types found under each Research Area remain largely unchanged.



General reference works that span the breadth of SA law follow under **Reference Works**, such as **Classen's Dictionary of Legal Words and Phrases** or **Voet's Commentary on the Pandects**.

- Reference Works**
  - Claassen's Dictionary of Legal Words and Phrases
  - Law Diary & Directory 2018
  - Voet - Commentary on the Pandects

Specific commentary works follow under **Commentary**. Due to the extensive number of commentary publications, these have again been classified by subject areas (which now match our research areas for ease of use) eg. the **Family Law Service** can be found under **Family Law and Persons** and **Hiemstra's Criminal Procedure** under **Criminal Law and Procedure**.

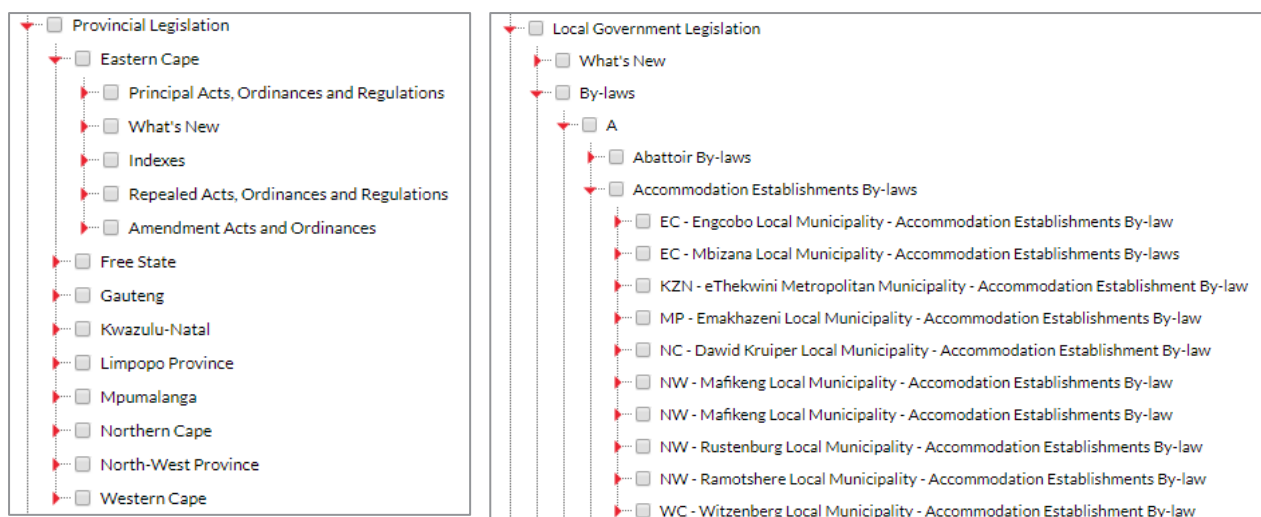
- Commentary**
  - Accounting
  - Advertising
  - Aviation
  - B-BBEE
  - Banking and Finance
  - Civil Procedure
  - Competition
  - Constitutional and Administrative Law
  - Consumer
  - Corporate and Commercial

By popular demand, we classified **Journals** separately.

- Journals**
  - Employee Benefits and Retirement
  - Financial Planning and Investments
  - Labour and Employment
  - Legal Practice
  - Property
  - Tax

We have also taken this opportunity to improve the navigation of specific solutions -

- **Provincial Legislation** now mirrors the **National Legislation** layout and allows customers to access subordinate legislation directly linked to the relevant principal Act.
- **Local Government Legislation** was difficult to navigate with the multitude of municipalities available per province. The new layout allows customers to navigate by municipality using the **Find My Municipality** drop-down, or alphabetically by the various content types such as **By-laws**, **Policies**, **Rules** and **Tariffs**, across all municipalities.



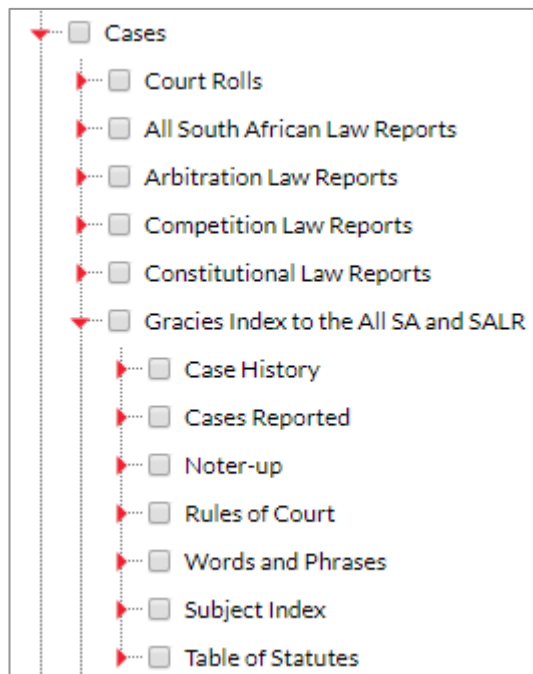
**Regulatory Materials** is a new content type that houses the guidance / information / rules from various regulatory bodies, such as:

- Superior and Magistrates Courts' Practice Directives
- King Reports and Codes on Corporate Governance



## Specific Changes

The Index and Noter-up to the All SA and SALR have moved to the **Cases** section, located at: **Cases** -> **Gracies Index to the All SA and SALR**.



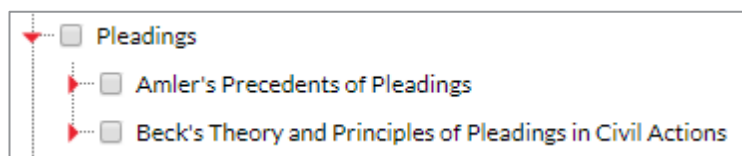
Law Reports are now located under the **Cases** content menu.



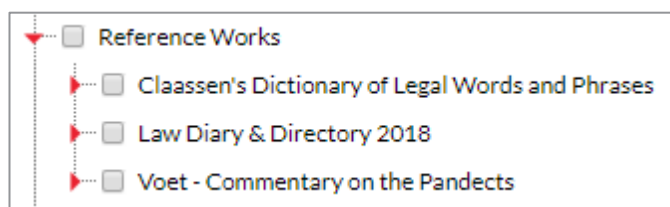
LAWSA is no longer under Reference Works and is now its own category.



Amler's Precedents of Pleadings and Beck's Theory and Principles of Pleadings in Civil Actions are now under Pleadings.



Claassen's Dictionary of Legal Words and Phrases is now under Reference Works -> Claassen's Dictionary of Legal Words and Phrases.



We have introduced a new heading, **Commentary**, under which titles are organised by Subject Areas such as **Corporate and Commercial**, which include publications such as **Henochsberg on the Companies Act**.

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|--------------------------|---|
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| <input type="checkbox"/> | Accounting  |
| <input type="checkbox"/> | Advertising   |
| <input type="checkbox"/> | Aviation  |
| <input type="checkbox"/> | B-BBEE  |
| <input type="checkbox"/> | Banking and Finance   |
| <input type="checkbox"/> | Civil Procedure   |
| <input type="checkbox"/> | Competition   |
| <input type="checkbox"/> | Constitutional and Administrative Law                                 |
| <input type="checkbox"/> | Consumer  |
| <input type="checkbox"/> | <b>Corporate and Commercial</b>                                       |
| <input type="checkbox"/> | Agreements in Restraint of Trade in South African Law                 |
| <input type="checkbox"/> | Business Contracts Compendium   |
| <input type="checkbox"/> | Christie's Law of Contract in South Africa                            |
| <input type="checkbox"/> | Close Corporations and Companies Service                              |
| <input type="checkbox"/> | Corporate Governance - An Essential Guide for South African Companies |
| <input type="checkbox"/> | Henochsberg on the Close Corporations Act                             |
| <input type="checkbox"/> | Henochsberg on the Companies Act 71 of 2008                           |
| <input type="checkbox"/> | Henochsberg on the Companies Act 61 of 1973                           |