Menu sidebar

vLex features the main options in a fixed black menu on the left side of the screen. From there you will have access to all of vLex functionalities, as well as access to the Help button and account settings.

Search

Located on top of the screen, the search box is used to perform quick searches. When a quick search is launched in all contents, results are ordered first by source and headnotes then appears a list with the remaining results. You can decide which sort of navigation you are interested in.

Product selection button

The product selection button, located in the upper right side of the screen will provide you access to other products purchased.
HOME

Now vLex homepage is the best way to keep you always informed

**Recent activity section**
The most relevant updates to legislation and case law will be featured in the main wall, as well as legal news and content updates.

On the right side of the screen you will find the updated content divided by categories. You can then select different categories in order to filter updates, according to your preferences.
Setting options in the home profile
Know how to configure your own updating profile
The search tab is used to perform really complex searches without effort. The search engine allows you to find information according to the sort of content, word combination and can also be used to refine results by means of filtering options.

Word combination
The search by means of a certain word or text chain is now more powerful thanks to the multiple combination options. You will be able to search by the exact phrase, the words in proximity, by browsing for some words in a group or by excluding others. Moreover, the translation tool will feature the search results already translated into the language of choice.
Filter options

Filters are used to define very precisely the search, thereby obtaining less results but far more relevant. Once the search is launched, filters are located on the right side of the screen, in order to be modified as you navigate and refine better your search.

Five filters are common to all sections: category, headnote, quoted rules, title and date. Additionally, depending on the content searched these other filter options will open:

- In Legislation: territorial scopes and legislative range.
- In Case law: successful party, decision type and summary.
- In Books & Journals: author and summary.
- In Forms and Contracts: document type.
- In Collective Labor Agreements: territorial scopes, type, activity and code.
Save the search as an alert
From every search that is launched, an alert can be created in order to keep you always informed about new content related to the search criteria selected. Remember that the automatic translation tool is also useful for the creation of alerts.

Options from the list of results
In the list of search results, the topics related to the search terms will appear in the first place, and then the remaining results.
Upon a list of results you can select multiple documents so as to mark them as favorites, add them to folders or create an alert. In the same way, you can print, save or send the list of selected documents.
The explore functionality is really useful in order to discover new contents or whenever you would like to perform a document search through different categories.

**Explore**

**Browse by content type**
Browsing by type of content is used to launch a search from the less specific results to the most specific ones. For instance, if you need to access an official gazette, the browse by content type functionality offers a broader view of all the gazettes available and in turn guides you to a specific gazette.

**Browse by practice area or thesaurus**
In vLex you can browse content by means of practice areas or legal terms. From a certain legal concept, the system features content in a hierarchical manner.
Browse by list of sources

If you would like to browse a particular source, you can access it as in a library. Browse thousands of books in full text through the list of sources.
This page allows you to access your search history, documents, categories and documents recently consulted.
In this section, all documents added to favorites will appear, in order to be read, highlighted, and saved in a folder or to create notes. With the favorites option you can make a previous selection of content in order to work with them in more detail later on.
vLex helps to improve your productivity by means of the Folders system. Select the name of the categories which you would like to work with, save your documents and in a few moments you will have a powerful document management system that adapts to your working needs.

In every search result and inside each document you can find a small folder, once it is selected it will turn black, which means that the document has been already saved in the ‘folders’ tab.

Thanks to this tool, you have the possibility to create your own document classification, thereby organizing them according to your needs.
NOTES

In vLex you have the option to work with a document and highlight interesting parts or create notes.

Access a document, highlight the text and create a note. This document will be saved in the Notes tab from the main menu.
DOCUMENT OPTIONS

Each document has its own data sheet, but also according to the sort of content that you browse, you will find additional content such as: Analysis, Versions, Citations, Topics and Related Content.

**Versions:** in consolidated legislative texts you can see whether the legal provisions have been annulled, modified or rewritten thanks to the chart list of versions.

**Analysis:** legislation analysis provides direct links to those documents that clarify or modify the legal disposition, and also links to other related provisions, thereby providing a direct access to the documents featured.

**Citations:** This tab shows all documents quoted in the document. It relates the document to other judgments, books, forms or legal provisions, thereby providing a direct access to them.

**Topics:** searches can be enhanced by browsing other topics or legal terms that are related to the document and appear in this tab.

**Related Content:** This option is used to rapidly browse content related to the document. Thus, you will perform more comprehensive searches.
In order to facilitate reading, vLex features the table of contents on the right side of the screen. For instance, if you browse a book or legislation content, it will be really easy to navigate for sections from the table of contents.

Above the table of contents, you will find a small search box that can be used in order to find portions of text within the document.
Vlex has been designed in order to completely reduce eye strain. Therefore, color combination and typography have been carefully chosen. We have implemented the Reader option, which is a full screen view, where a text can be read as if it were a book. Click in the reader option in any document and activate this functionality.

Thus, as in the Reader option, you will be able to adjust the text options in order to configure the document view to make it even more legible.

Download Options
The print, send and download options are available in every document. Thus, you can add documents to a vLex folder or save them as favorites.