

LexisNexis user notes

Nexis.com

Product Tours, Source Lists, Whats New and much more is available at [www.lexisnexis.com.au/lexisnexis](http://www.lexisnexis.com.au/lexisnexis)



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# Getting started with *Nexis*<sup>®</sup>

Nexis is our premier News and Business research portal. The URL for this product is [www.lexisnexis.com/new](http://www.lexisnexis.com/new)



The screenshot shows the 'Sign In to Nexis®' login form. It includes a 'Help' link in the top right. There are input fields for 'ID' and 'Password', with a red 'Sign In' button to the right of the password field. Below the password field are links for 'Forgot Your Password?' and 'System Requirements'. There are two checkboxes: 'Remember My Sign-In Information' and 'Use a Secure Connection (SSL) for Entire Session'. At the bottom, there is a note: 'Use of this service is subject to Terms and Conditions. Please review our initiatives on protecting your Privacy.'

Figure 1. Sign on with your user ID and Password



The screenshot shows the Nexis® Start Page. At the top left is the 'Nexis®' logo. To the right are links for 'Start Page', 'Project: None', 'View (3)', 'Preferences', 'Sign Out', 'Contact Us', and 'Help'. Below this is a navigation bar with tabs for 'Search', 'Sources', and 'History & Alerts'. Under 'Search' are 'My Nexis™', 'News', 'Company', 'Industry', 'People', 'Country Profiles', and 'Legal'. A 'My Start Page' icon is on the right. The main content area is titled 'General Search' with a 'Help' link. It features a search interface with 'Search terms' (radio buttons for 'Terms and Connectors' and 'Natural Language'), a search input box, and a 'Search' button. Below the input box is a note: 'Use connectors to show relationship of terms. e.g., cat OR feline, john W/2 smith. Tips for using search connectors. Add keywords (Index Terms) to your search...'. There are 'Sources' options (radio buttons for 'Specific Source' and 'Source Categories'), a dropdown menu showing '\*Australia Publications' and 'More sources', and a link 'Show options to search specific document sections'. A 'Specify date' dropdown is set to 'All available dates'. At the bottom right are links for 'Save this search' and 'Clear form'.

Figure 2. Your Start Page.

This is your start page, containing:

- **The Search Tab.** This is where you will spend the majority of your time. This contains both Power Search and Easy Search™ options.
- **The Sources Tab.** For setting up customised groupings of publications.
- **The History & Alerts Tab.** The system automatically records every search you run, and every document you view. This information can be accessed and used from here. You can also access your alerts from this page.

## Using Power Search

Search terms  Terms and Connectors  Natural Language

**Search**

Use connectors to show relationship of terms,  
e.g., cat **OR** feline, john **W/2** smith  
[Tips for using search connectors](#)

[Add keywords \(Index Terms\) to your search...](#)

Sources  Specific Source  Source Categories

\*Australia Publications

[More sources](#)

[Show options to search specific document sections](#)

Specify date

Figure 3. The Power Search Screen

Feature	Function
Search Terms	Lets you determine what words and phrases the platform searches for, and within which sections the system searches for them.
Add keywords (Index Terms) to your search	Indexing can be added to your search to quickly improve the relevancy of your results
Sources	Lets you specify in which publications you wish to search
Show options to search specific document sections	Allows to restrict the document sections (e.g. headline) that your search terms will be located in.
Specify Date	It is normally best to restrict your search to a particular date range, in order to prevent obtaining an unmanageably large number of results.

## Constructing Your Search

- Identify key words you wish to find, e.g. *Rudd Kyoto protocol*. Capitalisation is ignored by the system unless you ask it not to (see below).
- If necessary, include connectors between these words. Note that the above phrase will not return results because the platform assumes you wish for them to be found together as a phrase. Unless you do indeed wish for this to occur, you must enter a connector (Boolean operator), such as:
  - *and* (both/all search terms must be included in the result, not necessarily together), e.g. *Rudd and Kyoto protocol*
  - *or* (either of the search terms must appear), e.g. *Rudd or Howard and Kyoto protocol*
  - *and not* (any documents containing words located after *and not* will be excluded from the results) e.g. *Rudd and Kyoto protocol and not Peter Garrett*

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## More Advanced Connectors

### *Truncation and Wildcards*

The **truncator symbol (!)** allows you to search for multiple word endings. For example, instead of searching for...

*Australia, Australian, Australian's, Australasia, or Australasian*

...you could simply search for *Austral!*

The **wildcard symbol (\*)** replaces a single character, allowing you to search for spelling variations within a word. For example, instead of searching for...

*Pierce, Pearce, or Peirce*

...you could simply search for *p\*\*rce*.

### *Proximity Connectors*

Often it is not enough that two words be located within the same document; instead you will want them to occur close to each other (so that they are more likely to be semantically related). For example, instead of *Rudd and Kyoto protocol*, you could search for *Rudd w/5 Kyoto protocol*. This would only find the word *Rudd* where it occurs within five words of the phrase *Kyoto protocol*, thus preventing instances where the two parts appear in completely unrelated contexts.

The following proximity connectors are available:

<i>w/n</i> (within <i>n</i> words)	<i>not w/n</i> (not within <i>n</i> words)
<i>w/s</i> (within the same sentence)	<i>not w/s</i> (not within the same sentence)
<i>w/p</i> (within the same paragraph)	<i>not w/p</i> (not within the same paragraph)
<i>w/seg</i> (within the same document section)	<i>not w/seg</i> (not within the same document section)
<i>pre/n</i> (within <i>n</i> words, in the order specified)	

### *Examples*

In searching for articles about the manufacture of submarines, the best search string to use would be *manufactur! w/10 submarine*

This will cover phrases such as '*...Russia's oldest manufacturers of submarines, with a lineage that predates ...*', and '*GSE is a manufacturer of structural parts for airplanes, submarines and tanks...*'

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## Using Document Segments

All of the documents on LexisNexis are broken into 'segments'. The names of the segments vary according to the type of document and the source, but within the news you will usually find the following –

<i>headline</i>	<i>section</i>	<i>publication</i>
<i>hlead</i>	<i>length</i>	<i>company</i>
<i>byline</i>	<i>terms</i>	

To search for LexisNexis in the headline or leading paragraph, use *hlead(LexisNexis)*

## Advanced Commands

Command	Function	Example
atleast <i>n</i> ()	Results must contain at least <i>n</i> mentions of the phrase in brackets	<i>atleast4(Kyoto)</i> to find articles that mention Kyoto at least 4 times.
plural()	Prevent Nexis from finding the singular of a word	<i>animal w/1 plural (rights)</i> to find 'animal rights' and not 'animal right next to the fence'.
singular()	Prevent Nexis from finding the plural of a word	
caps()	Only find the word in brackets where it contains at least one capital letter	<i>caps(apple)</i> to find the company Apple and not the fruit (in most instances)
allcaps()	Only find the word in brackets where it contains only capital letters	<i>allcaps(aids)</i> to find 'AIDS' and not 'the drink aids digestion'
nocaps()	Only find the word in brackets where it contains no capital letters	<i>nocaps(aim)</i> to find the verb 'aim' rather than 'AOL Instant Messenger'

# Your Results

The screenshot shows the Nexis search results interface. At the top left is the Nexis logo (7). Below it is the search path: General Search - Australia Public... > (subject(renewable energy)) (136). The main navigation bar includes Search, Sources, History & Alerts, and Results (3). The results area shows a list of items with a 'Show' dropdown set to 'Expanded List' (1). The 'Sort' is set to 'Publication Date' and the results are numbered '1-25 of 136'. A 'Search within results' box (3) is present. Below the list, there are buttons for 'Next Steps', 'Edit Search' (5), and 'Go'. A 'Create Alert' button (4) is also visible. At the bottom right of the results area, there are icons for printing, emailing, and downloading (6). On the left side, there is a 'Result Groups' section with 'View Multiple Groups' and 'All Results (136)'. Under 'Sources by Category', there are links for 'Aggregate News Sources (21)', 'Industry Trade Press (3)', 'News Transcripts (4)', 'Newspapers (77)', 'Newswires & Press Releases (33)', and 'Web-based Publications (1)'. At the bottom of this section, there are filters for 'Publication Name' (2), 'Subject', and 'Industry'.

It is important you understand the following features of the Nexis results page:

Label	Feature	Function
1	Show (List, Expanded List, Full Document, Full w/ Indexing, KWIC)	Changes the way results are displayed
2	Result Groups (Sources by Category, Publication Name, Subject, Industry)	Lets you elect to show only results that belong to a particular category (e.g. only results from a specific publication).
3	Search within results	Lets you search within your current set of results.
4	Create Alert	Allows you to set up an ongoing, regular search that will alert you with new results.
5	Edit Search and New Search	Goes back to the search form to allow you to either begin a new search or modify and existing search
6	Printing, Emailing, & Downloading buttons	Allow you to obtain copies of your search results by various means.
7	Research Trail	Shows you the steps you have taken to get to your current point, and allows you to back to any previous point in your research.

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## Result View Formats

Various means of displaying the results are available. They vary in how much information they present, and whether multiple or single results are display on each results page.

Format	Functionality
List	Provides basic information only, such as Headline, Publication, Date Published etc.
Expanded List	Provides basic information, as well as a few words around each occurrence of your search terms; this allows you to see the context in which your search terms have been found.
Full Document	Provide the full text of each document. This will display one document per page.
Full with Indexing	Similar to Full Document view, but also displays the Index categories that have been allocated to each result. Allows you to find similar results on the basis of common Index terms.
KWIC™	Key Words In Context. Similar to Full Document view, but only shows around 30 words on either side of each occurrence of your search terms. Provides more contextual information than Expanded List view.

(The Custom tab is an advanced way of looking at specific segments of an article, and is more useful for financial information, case law and tables, where you have more segments to choose from)

# Using Results Groups

The screenshot shows the Nexis search interface. At the top, there's a search bar with the query "(subject(renewable energy)) (136)". Below the search bar, there are tabs for "Search", "Sources", and "History & Alerts". The "Sources" tab is active, showing a list of "Result Groups" on the left. The groups are categorized by "Publication Name", with "The Age (Melbourne, Australia)" selected and highlighted in red. The main area displays a list of results from this group, including titles like "Brief Cases", "Sustainability chief recommends green policy assessments", "Ready for heavy weather", "Cutting Edge", and "Emissions will drop when we end the reliance on coal; COMMENT & DEBATE". Each result includes the publication name, date, page number, and a list of keywords.

Figure 4. Using Results Groups

Result Groups allow us to break our results down into various categories, and then view only those results that belong to a particular category. For example, in Figure 4 we have chosen to group our results by Publication Name, and then chosen to view only those results from The Australian newspaper.

The following Result Groups are available:

- **Sources by Category.** The default grouping. Groups Newspapers, Magazines, Newswires, Journals etc. together.
- **Publication Name.** Use to only view articles from relevant publications.
- **Subject.** Groups results together on the basis of which Subject categories have been assigned to them.
- **Industry.** Groups results together on the basis of which Industry categories have been assigned to them.
- **Company, Geography, Language.** You are less likely to use these on a frequent basis.

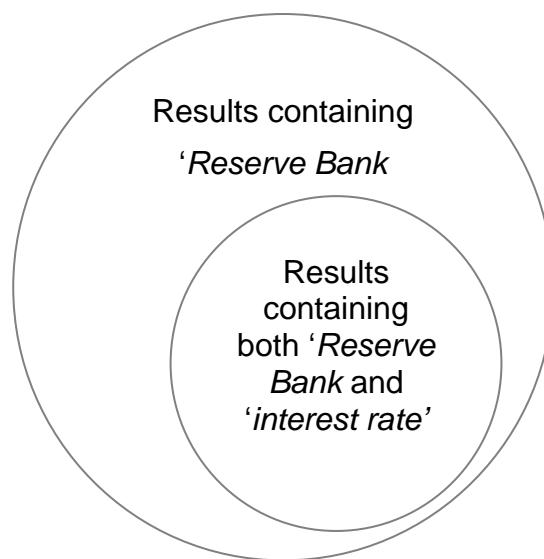
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## Search within results

'Search within results' permits you to search within your current set of results, giving you a smaller subset to work with. This allows you to take a 'funnel' approach to your searching, where you start with broad terms and then perform subsequent 'Search within results' commands until you obtain a final, much smaller and relevant set of results.

Search within results  [Go](#)


Unlike performing a new search, narrowing your existing search does not count towards your Nexis usage.



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## Creating Alerts

If we wish to be kept up-to-date with ongoing news articles relevant to our search, we can do so by creating an alert. This will get the system to keep on running our original search on a regular basis (for example, daily), and email you if new results are found. The end result will be the system notifying you of any instances in the media of your search terms.

To create an alert, first run your search and then click on the [Create Alert](#)  button.

## Using the Research Trail

[General Search - Australia Public...](#) > [\(reserve bank of australia\) \(204\)](#) > **(interest rates) (98)**

[Search](#) [Sources](#) [History & Alerts](#)



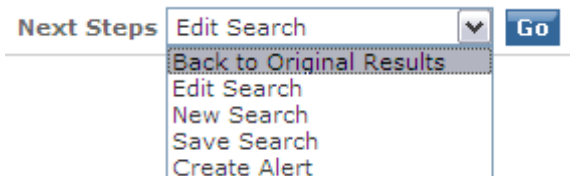
Figure 5. Representation of Narrow Search

The Research Trail shows us the steps we have taken to get to our current point. Our current position is in black (interest rate). We can go back to any point in our research (e.g. the original results) by clicking on the relevant step in the research trail, which is in blue and underlined text.

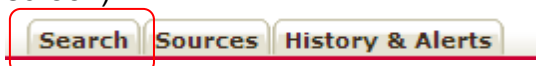
## Edit Search and New Search

A common question to ask is “How do I go back to the search form?”. There are two main ways of going back to the search form, depending on what you wish to do when you get there.

- **If you wish to modify your existing search terms** then you will need to do what is called an Edit Search. This will take you back to the search form, with the words and connectors you had previously used still there. This allows you to make minor modifications to your search, without having to start from the beginning. This quickest way of doing this is to click on the ‘Go’ button next to ‘Edit Search’ on the right hand side of the screen.



- **If you wish to begin a completely new search** then you will need to do what is called a New Search. Like Edit Search, this will take you back to the search form, only this time it will present you with a blank search form, to give you a fresh start. This quickest way to do this is to click on the Search tab, just beneath the Nexis logo (top left side of the screen).



## Printing, Emailing and Downloading Results



Wherever these icons appear, you can use them to either print, email or download (or more broadly, *deliver*) a document. From the results page, you can choose to have multiple documents delivered by ticking the boxes next to those you are interested in.

## Indexing

Using Indexing allows for you to research a subject even if you do not know all the keywords, jargon or topics.

All English language news is indexed. We look for the subjects covered in an article, significant mentions of companies and people, and the geographic regions concerned.

LexisNexis indexes over 2000 subjects. To find a list of them click on 'Add Index Terms to your search'

This opens the Index Term Lookup box. The simplest way to use this box is to type your area of interest into the Find Terms box.

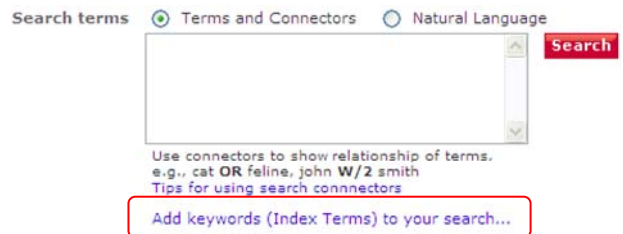


Figure 6. Results from entering in the term 'defence'

You will notice from Figure 6 that entering in the term 'defence' has resulting in three different type of Index Terms:

- **Company.** These Index Terms relate to companies (predominantly US) that deal with the area of *defence*.

- **Industry.** These Index Terms relate to Industries related to the term defence.
- **Subject.** Subject Index Terms tend to be broader than index terms, and related to subject a matter rather than verticals of particular markets.

You can limit your search for Index Terms to a particular category (Company, Industry or Subject) by using the 'Change Index' dropdown at the right hand side of the Index Term Lookup Box. Then select 'Find'.

You can also view a hierarchy of Index Terms. To do this, you will first need to use the 'Change Index' dropdown to select a category of index. You will find that 'Hierarchy' becomes selected automatically.

The screenshot shows a search interface with two main sections: 'Search terms' and 'Topics you added'.  
 - **Search terms:** A text input field contains 'defen\*e spending'. To the right of the input are two radio buttons: 'Terms and Connectors' (selected) and 'Natural Language'. A red 'Search' button is to the right of the input field.  
 - **Topics you added:** A list box contains two items: 'AND DEFENSE RESEARCH' and 'OR DEFENSE SPENDING'. Each item has a blue 'X' icon to its right. Below the list box is a checkbox labeled 'Relevancy: Major terms only'.

Once you have ticked relevant Index Terms, click on 'OK – Add to Search'. This will add the Index Terms to a box below your search terms.

You can then specify the desired relationship between Index Terms by clicking on the Boolean operators in Blue, underlined text – you can toggle between AND (to specify that documents must be relevant to both Index Terms), OR (to specify that documents may be relevant to either Index Terms) and AND NOT (to exclude documents that are relevant to the second Index Term)

# The Source Directory



There are two ways to use the Source Directory – Browse Sources and Find Sources.

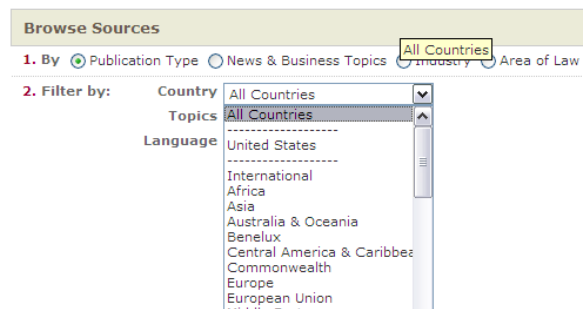
## Find Sources

Use Find Sources when you know which Publication you are looking for. Enter part of the name into the “Keyword” field, and click on **Find Sources**. You will then be presented with a list of publications that contain that name. Tick those which you wish to add to your customised grouping of publications.



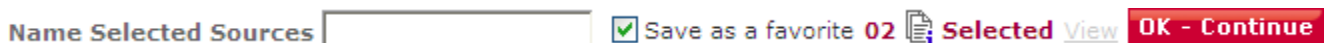
## Browse Sources

Use Browse Sources when you aren't too sure which publications you wish to add, or wish to explore which publications are available on Nexis. There are many ways of approaching Browse Sources. The basic principle is that sources are nested within folders.



The best way to obtain Australian sources is to click on the dropdown next to ‘Country’ and choose either “Australia & Oceania” (the continent) or “Australia” (the country).

## Continue with your selection

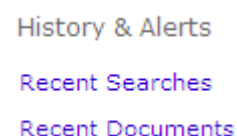


Having ticked those publications which interest you, you are ready to return to the search form. To do so, you will need to click on the ‘OK – Continue’ button. You also have to option of naming your selection (e.g. “Steve’s Sensational Selection of Salient Sources”). Tick the ‘Save as a favorite’ box to indicate that you want this grouping to be used on an ongoing basis, rather than just as a once-off.

# History & Alerts

## Reviewing recent search activity

Nexis conveniently stores a record of all of the searches you've completed recently, as well as all of the documents that you've recently viewed. This allows you to re-run a recent search without



having to remember your search terms. It also allows you to return to any document you've recently viewed without having to remember what search you performed to arrive at the document in the first instance.

To re-run a recent search, click on the “Run” link located to the right of the search in question (1). You can also edit and delete the search from this screen. To delete a search, tick the box to the left of the search in question (2), and then click on “Delete Selected Items” (3) just below the grey bar containing the Recent Searches tab.

#### Managing saved searches

Although Recent Searches will let you re-execute any search you've performed over the last seven days, there may be occasions where you wish to save a search indefinitely, for later use. One way of doing this is to run the search you wish to save, and then click on the drop-down next to “Next Steps” (1). Select “Save Search” as shown in the diagram (2). Then click on “Go” (3).

When in the Research Manager, the Saved Searches feature gives you the ability to run, edit or delete these saved searches. To delete a search, tick the box to the left of the search in question, and then click on “Delete Selected Items” just below the grey bar containing the Recent Searches tab.

#### Managing Your Alerts

You can delete alerts, change alert settings and modify alert search terms from this section.

## For more information

If you have any queries, our helpline technicians are available 8am-6pm (8am-8pm AEST) on 1800 999 906, and are able to help you with your enquiry.

Additionally, free training can be provided at request. Bookings can be made using the number above.