



LEXIS·NEXIS®

# Learning NEXIS

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# Getting started

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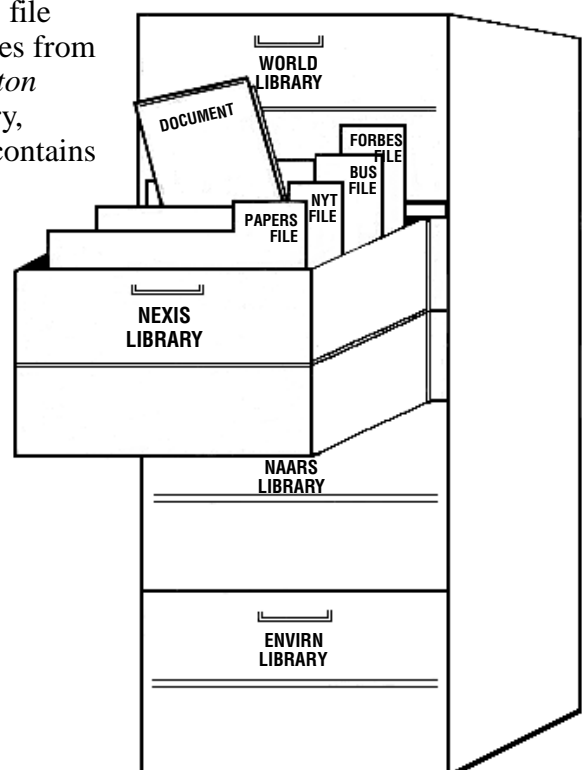
NEXIS® and related services offer one of the world's most comprehensive, full-text online libraries of business, company, financial and news information. With the power of the NEXIS service at your fingertips, you can follow the news . . . review articles on emerging consumer markets in China . . . find information on the effects of air pollution in large cities . . . check the latest movie grosses . . . find detailed information on a particular company . . . watch government or industry leaders . . . and much more!

This guide is designed to help you quickly learn the basics of searching the NEXIS service.

First, you need to know a bit about how the NEXIS service is organized. One useful way to think of the service is as a filing cabinet, whose drawers are libraries, containing files, which in turn contain documents.

The NEXIS service has many libraries. Each library contains files of related information. For example, the WORLD library contains international news and business information. The COMPNY library contains company and industry information.

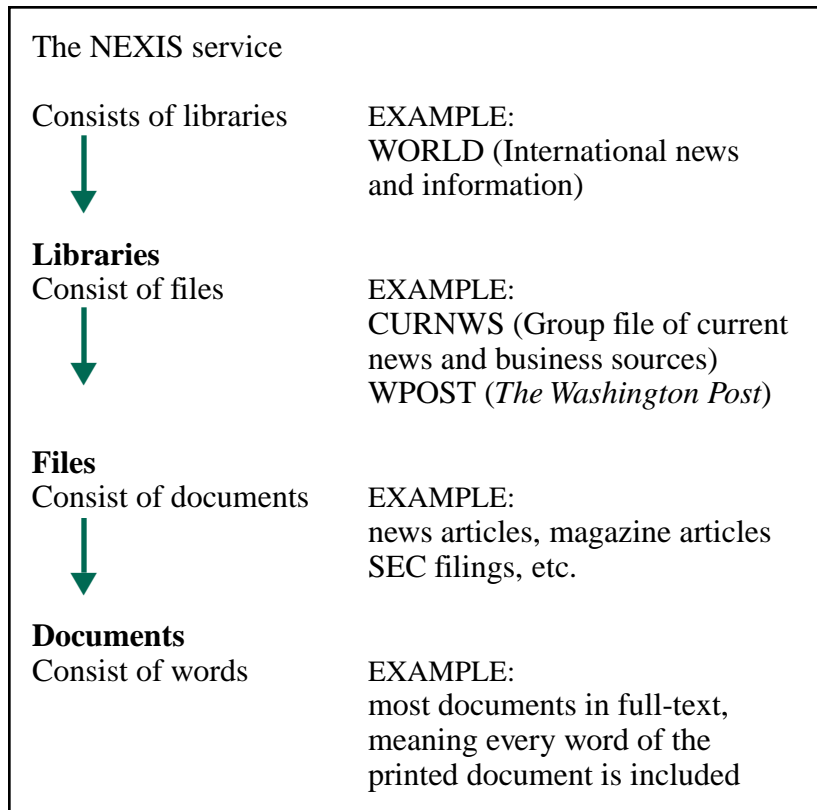
All information sources are stored in files within libraries. In a file you'll find articles or documents from a *single* source or from a *group* of sources. For example, articles from only *The Times* (of London) exist in the WORLD library, TTIMES file because TTIMES is an *individual* file. In contrast, articles from *many* newspapers such a *The Washington Post*, *The Boston Globe* and *The New York Times* exist in the NEWS library, PAPERS file because PAPERS is a *group* file. (PAPERS contains the WPOST, BGLOBE, NYT and other individual files.)



## Getting started

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**The chart to the right shows the hierarchy of the NEXIS service:**



**How to use your research software:**

### IMPORTANT

If you are using Research Software for DOS, press the function key on your personal computer's keyboard to execute commands in the NEXIS service. The keys you press may vary depending upon your version of Research Software. Refer to the templates and documentation sent with your Research Software.

If using Research Software for Windows, use pull-down menus, and point and click on choices at the bottom of each screen. To get Research Software for Windows, contact Customer Service/Help Desk.

Whether or not you use research software, you can execute commands by typing them and pressing ENTER.

# Search basics

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When you want to find information in the NEXIS service, you select a library and file (discussed in the previous section) and then enter a search made up of a few words describing what you need to know.

It's important for you to know a few rules about how to select words to create a search for the NEXIS service. Basically, you need to know how to:

- choose appropriate search words to define what you're looking for
- simplify the search words
- connect the search words
- restrict your search to a part of a document (segment searching)
- confine your search results to a particular time frame (date searching)

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## Choose search words

The words you choose to create your search should get to the heart of the information you need as efficiently as possible.

For example:

- to find out about a government leader or executive, you would enter that person's name.
- to find out about a company, you would enter the company's name.
- to find out about a news event, issue or topic, you would enter a few words describing the event, issue or topic.

## Make a list

Start by making a simple list of words that describe a topic of interest. Be sure to include alternative words, and avoid words that are too general. For example, let's say you want to see news articles about efforts from the fast food industry to use recyclable packaging. Your list might look like this:

<i>recycle</i>	<i>package</i>	<i>container</i>
<i>recycling</i>	<i>packages</i>	<i>containers</i>
<i>recyclable</i>	<i>packaging</i>	<i>fast food</i>

You'd include both *package* and *container*, because both of these terms might be used to describe fast food packaging. You'd leave out words like *effort* or *industry*, because these words are general and could be used in many contexts.

### IN SUMMARY

The basic rules of thumb for identifying search terms:

- Make a list of concrete words that define your topic.
- Identify alternatives.
- Eliminate general terms.

## What's a word?

The NEXIS service has a few rules governing how it works with words.

### Words to avoid

There are a few words the NEXIS service won't process in a search. These are:

- noise words, so called because they are so common. These include personal pronouns (*he, she, they*), most forms of the verb to be (*be, is, was*), and some conjunctions (*and, as, because*).
- reserved words, so called because the NEXIS service uses them as part of the search logic (*and, or*).

### Plurals and possessives

In the example above, our words include singular and plural forms of words (*container, containers*). Fortunately, you don't have to remember to enter the plural or possessive forms of most words:

- If a word has three or more characters and is made plural by adding *s* or *es* or by changing the final letter *y* to *ies*, the NEXIS service will find the singular, plural and possessive forms of that word. *Boy* finds *boys, boy's, boys'*.
- The NEXIS service does not find the plural of words that end in *us* or *is* or other irregular plural forms. *Bonus* does NOT find *bonuses*; *child* does NOT find *children*.
- The NEXIS service does find the possessive of irregular forms: *children* finds *children's*.

## Compound words

Compound words using a hyphen are sometimes treated as a single word, but not always. To be on the safe side, use variations for a compound word, such as antitrust and anti-trust.

## Simplify search words

In the example above, our words included variations on words (*recycle, recycling, recyclable*). Universal characters let you include all these variations without entering each one.

Use *!* only at the end of a word root to find the word root plus the words that could be made by adding letters to it. For example: *recycl!* finds *recycle, recycling, recyclable, etc.*

Use *\** to hold one space for a character, *\*\** for two characters, etc. The *\** may be used in the middle or at the end of a word. For example: *wom\*n* finds *woman, women, woman's* and *women's*.

### To summarize:

Simplify search words. The NEXIS service finds plurals and possessives automatically. Universal characters also simplify:

**These words**

*recycl!*  
*wom\*n*  
*container*  
*fast food*

**find all of these words:**

*recycle, recycled, recycling, recyclable*  
*woman, women, woman's, women's*  
*container, containers, container's, containers'*  
*fast food, fast foods*

## Connect search words

Connectors link together search words. The basic connectors are described below.

**OR**

finds documents which contain either or both of the search terms. The search:

*doctor or physician*

will find documents with just the word *doctor* or just the word *physician* or both words.

## W/n

finds documents with words within some number (*n*) of each other. This search:

*doctor w/10 medicine*

finds documents where the words *doctor* and *medicine* are within 10 words of each other. *W/n* has a few rules:

*W/n* skips over noise words when counting how far apart the words are.

*n* can be any number up to 255. Follow these guidelines when picking a number:

- 3 to 5 to link words in a phrase or person's name
- 10 to 15 to link words in the same sentence
- 25 to 100 to link words in the same paragraph

*W/1* finds words that are side by side:

*john w/1 kennedy* finds *John Kennedy*

but not *John F. Kennedy*

## AND

finds documents with both of the search terms. This search:

*doctor AND physician*

will find only the documents with both words.

**The NEXIS service acts on these connectors in this order:**

**1. OR**

**2. W/n**

(smaller numbers operate first)

**3. AND**

With these words,

*recycl!*

*packag!*

*container*

*fast food*

you could create a search like this:

*container or packag! W/5 fast food and recycl!*

This would find all documents where either the word *container* (or its plural or possessive forms) or *packag!* (*package, packages, packaging, etc.*) or both words are within 5 words of *fast food*; and where *fast food(s)* and *recycl!* (*recycle, recycles, recycling, recyclable, etc.*) appear somewhere in the document.

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## Segment searching

Documents are divided into segments, such as the HEADLINE, BYLINE, COMPANY, and so on. Use segments to limit your search to a specific part of a document:

*headline (baseball expansion)*

finds documents with the phrase *baseball expansion* in the HEADLINE

*byline (mike royko)*

finds articles written by Mike Royko

*company (monsanto)*

finds reports on a particular COMPANY – in this instance, the Monsanto company

Segments vary depending on document type; a newspaper article will have segments different from those in a company's annual report or a patent.

To identify segments for a particular file:

- Check the printed *NEXIS Product Guide* or online *GUIDE* library (by typing *.gu* and pressing ENTER).
- View a list of segments online. After you select a file, but before you enter a search, type *.se* and press ENTER.

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## Date searching

Sometimes you will need to limit searches to a timeframe.

on a date	<i>date is 1995</i>
after a date	<i>date aft 1994</i> (includes 1995 & beyond)
before a date	<i>date bef june 18, 1994</i>
between two dates	<i>date aft 6-18-94 AND bef 04-30-95</i>

Enter the date in this order: month/day/year. Put the date limit at the beginning or end of your search with the AND connector:

*date aft 8/1/95 AND headline (gatt) AND agricultur!*

*headline (bank! reform) AND date is 1995*



# Running a search

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The basic steps to running a search are:

- signing on
- entering a search
- displaying the search results
- reviewing the search results

Once you have reviewed the results, you may wish to:

- modify the search and run it again
- run a new search
- store or print the results
- sign off

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## Signing on

1. If you are using LEXIS-NEXIS Research Software installed on a terminal or personal computer (PC), refer to your Research Software documentation and follow the steps for connecting to the NEXIS service.
2. After you have successfully connected, you get a welcome message and an instruction to enter your personal identification number. With some LEXIS-NEXIS Research Software, you can set up your LEXIS-NEXIS ID to enter automatically. If that is the case, wait a few seconds for the ID to enter, and then go to step 3. Otherwise, type in your your ID and press ENTER.
3. After your ID is entered, the Client Identification Screen appears. Identify your research by typing in a client name or identifying phrase of up to 32 characters, and then press ENTER.

**PLEASE NOTE:** The NEXIS service may instruct you to press the TRANSMIT key. If you are using a personal computer or terminal, press ENTER when you are instructed to press TRANSMIT.

### Entering a search

4. After you identify your research, a menu of the libraries available to you appears on your screen. Press the ENTER key to see more libraries, if available.

Type in a library name (for example, *market*) and press ENTER.

5. A list of files for the library you've selected appears on your screen. Press the function key for **Next Page** (or type *.np* and press ENTER) to see more files, if available.

Type in a file name (for example, *prompt*) and press ENTER.

In some cases, you can select more than one file name by typing in the file names separated by a comma (for example, *nyt,wpost*). The system will let you know if you can't do that for a particular file.

6. A screen appears telling you to enter your search. Type in a search (for example, *recycl! w/15 fast food w/5 container or packag! and date aft 4/95*) and then press ENTER.

## Displaying search results

7. Once your search is processed, you see a message stating how many results you received. View results in one of these formats:

### KWIC™

- **To see documents with search terms highlighted, with a small block of text on either side** (15 words for NEXIS and related services; 25 for LEXIS® and related services), press the function key for **KWIC™** (or type *.kw* and press ENTER).

### VAR KWIC

- **To see documents with search terms highlighted, with a larger block of text on either side** (30 words for NEXIS and related services; 50 for LEXIS and related services), press the function key for **VAR KWIC** (or type *.vk* and press ENTER).

You can also alter the number of words displayed by typing a number and pressing the function key for **VAR KWIC** (for example, type *60* and press the function key for **VAR KWIC**). Or type *.vk* and a number and press ENTER (for example, type *.vk75* and press ENTER).

### FULL

- **To see the full-text document with search terms highlighted**, press the function key for **FULL** (or type *.fu* and press ENTER).

### CITE

- **To see a bibliographic list of the documents your search retrieved**, press the function key for **CITE** (or type *.ci* and press ENTER). Press a number from the **CITE** list and press ENTER to display that document in **KWIC**.

### SEGMENTS

- **To select a segment of the documents to display**, press the function key for **SEGMENTS** (or type *.se* and press ENTER). A list of segments that can be displayed appears. Type the name of a segment – **HEADLINE** – or more than one segment separated by commas – **HEADLINE,BYLINE** – and press ENTER.

### LEAD

- **To see the lead or opening paragraph of news articles**, type *.le* and press ENTER (not available in all types of documents; there is no function key for this format).

After choosing a viewing format, the first document in your search results appears on your screen. You can change display formats at any time you are reviewing documents.

### Reviewing search results

8. Move within a document with these commands  
(*n* stands for a number):

	Press key(s) for:	Type, press ENTER:
forward one page	<b>Next Page</b>	<i>.np</i>
forward more than one page	<b>Next Page <i>n</i></b>	<i>.np n</i>
back one page	<b>Prev Page</b>	<i>.pp</i>
back more than one page	<b>Prev Page <i>n</i></b>	<i>.pp n</i>
to the first page	<b>First Page</b>	<i>.fp</i>

9. Move between documents with these commands  
(*n* stands for a number):

	Press key(s) for:	Type, press ENTER:
forward one document	<b>Next Doc</b>	<i>.nd</i>
forward more than one document	<b>Next Doc <i>n</i></b>	<i>.nd n</i>
back one document	<b>Prev Doc</b>	<i>.pd</i>
back more than one document	<b>Prev Doc <i>n</i></b>	<i>.pd n</i>
to the first document	<b>First Doc</b>	<i>.fd</i>

At this point you may want to modify your search, run a new search, or print search results.

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### Modifying a search

#### To modify a search

1. Type *m* and press ENTER. Your search will display.
2. Type in a connector (most commonly and most effectively, use AND), new search words, and press ENTER.
3. The NEXIS service searches for documents that meet the requirements of both your first and second search levels and then displays a screen telling you how many documents were found. You can then display and review documents as described above.

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## Using the FOCUS™ feature

The FOCUS feature lets you do “a search within a search” so that you can narrow the results of your answer set. You can use the FOCUS feature in almost every part of the LEXIS-NEXIS services and as part of almost any search.

You cannot use the FOCUS feature:

- when you have more than 1,000 documents in your results
- when you are conducting a search in the QUOTE library

### To use the FOCUS feature

1. Type *focus* (or *.fo*) and press ENTER.
2. Type the word(s) you want to find. Note that unlike modifying a search, you do not begin with a connector. Then press ENTER.

*magnavox*

3. Your FOCUS request will find all documents in your original research results that contain the word *magnavox*.

Note that you can use other search techniques with the FOCUS feature, for example:

*magnavox W/5 matsushita*  
*magnavox OR fujitsu*  
*headline (magnavox)*

(Each FOCUS request must begin with *.fo*)

### To display or print your FOCUS results

1. To display documents found by the FOCUS feature, press the appropriate function key to choose a format, or type the dot command (i.e., *.kw* for the KWIC format) and press ENTER.
2. To review documents found by your FOCUS request, press the appropriate function key or type a dot command (i.e., *.nd* for Next Document) and press ENTER.

### To leave the FOCUS feature

1. Either type *.ef* and press ENTER or
2. Change library or file (type *.cl* or *.cf* and press ENTER)

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### Running a new search

To run a new search, press the function key for **New Search** (or type *.ns* and press ENTER).

To change to a different library, press the function key for **Chg Lib** (or type *.cl* and press ENTER).

To change to a different file, press the function key for **Chg File** (or type *.cf* and press ENTER).

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### Printing and storing to disk

**For Microsoft Windows™  
communications software**

#### Print a screen

1. Display the screen you want to print.
2. Click PRINT SCREEN.

#### Store screens (session recording)

1. Display the first screen you want to save.
2. From the File menu, select either Open or New.
  - If you choose New, select Recording and enter up to 8 characters for the filename followed by a period and a 3-character suffix, for instance, RECORD.REC.
  - If you open an existing file, select Recording and click the name of the file you want.
3. Click OK.

The Recording file does not appear on your screen; it operates in the background. However, the REC in red at the bottom of the screen indicates you are recording.

4. After you record the screens you want, do one of the following:
  - Turn recording off by pulling down the File menu and selecting Close and Recording. The REC disappears from the screen.
  - Pause recording by clicking the REC PAUSE button at the bottom of the screen. Click the REC RESUME button to resume recording.

#### Print or store a document

1. Display the document you want.
2. Click PRINT DOC.
3. Choose a delivery method from those listed.
4. Change the format (if you wish) by clicking FULL, CITE, and so on. The default is FULL.

5. Confirm your choice and continue your research. When you sign off, you'll be asked to name the file and choose to print or save it to disk (or the hard drive).

### **Print or store *all* or *selected* documents**

1. Display any document in the search level.
2. Click PRINT ALL.
3. Choose a format from those listed.
4. Choose a delivery method from those listed.
5. Choose a confirmation option or cancel.
6. Continue your research. When you sign off, you'll be asked to name the file and specify if you want to print or save the documents.

### **For IBM or IBM-compatible DOS communications software**

#### **Print screens**

1. Display the screen you want to print.
2. Click PRINT SCREEN or Shift + PRINT SCREEN to print on your attached printer.

#### **Store screens (session recording)**

1. Display the first screen you want to save.
2. Press Alt + F2 or Shift + F11. An RC appears at the bottom of the screen when Session Record is on.
3. Specify drive a: or b: or c: and type in the filename; then press ENTER. As you move from screen to screen, the previous screen will be stored in the filename you specified.
4. When you have recorded the screens you want, turn Recording off by pressing Alt + F2 or Shift + F11.
5. Print or view the screens you stored the same as you do your other word processor files.

#### **Print or store a document**

1. Display the document you want.
2. Press Shift + F3 or type *.pr* and press ENTER.
3. Choose a delivery method from those listed and then confirm your request.
4. To print or store additional documents, repeat steps 1 and 2.
5. When finished with your research, press Alt F9 or type *.so* and press ENTER. Select *y* to save or *n* not to save your research.
6. Press ENTER to see the Document Delivery screen. Messages vary slightly, depending on whether you prefer to print or send documents to a disk or hard drive.
7. Follow the instructions on the screen.

### **Print or store *all* or *selected* documents**

1. Display any document in the search level.
2. Press Shift + F4 or type *.pa* and press ENTER.
3. Choose a print format, such as CITE or FULL.
4. Choose a delivery method, such as printer or disk.
5. On the following screen, choose an option:
  - Y to Confirm
  - N to Cancel
  - MANY to print more than one story on a page
  - SEL to print selected documents
6. If you choose SEL, type in the number displayed at the top of every document, separating each number with a comma, and press ENTER. Numbers can be listed in any sequence.
7. To sign off, press Alt + F9 or type *.so* and press ENTER.
8. Press ENTER to see the Document Delivery screen.

Depending on whether you want to print or store your documents to a disk or hard drive, messages vary slightly.
9. Follow the instructions on the screen.

### **For Macintosh® 2.7**

#### **Print a screen**

1. Display the screen you want to print.
2. Select Print Screen from the File menu.

#### **Store screens (session recording)**

1. Display the first screen you want to save.
2. Select New Recording File from the File menu.
3. Enter a name to save session recording. Click on the square at top left of the screen to return to the LEXIS-NEXIS screen.
4. As you view the screens, they will be recorded.
5. After recording the screens you want, turn off Session Record by choosing Close Recording File from the File menu.

#### **Print or store a document**

1. Display the document you want.
2. Choose Print Document from the File Menu.
3. Select a delivery method from those listed.
4. Enter *opt* and follow the directions to select printing options.
5. Confirm your selection and continue your research.
6. When you sign off, save your research by entering *y*.
7. Enter a document name or use the default name.
8. Follow instructions on the screen.

#### **Print or store *all* or *selected* documents**

1. Display any document in the search level.
2. Select Print All Documents from the File menu.

3. Choose a format and a delivery method from those listed.
4. Choose SEL to print selected documents, and type the numbers of the documents you want. (The number is displayed at the top of the first screen for each document in each format except CITE. In the CITE format, each document is numbered in a list.) For example, enter *1,3-5,7* to print those selected documents.
5. Choose a confirmation option or cancel.
6. Continue your research. When you sign off, you'll be asked to name the file and specify if you want to print or save the documents.
7. Follow instructions on the screen.

### Tips on printing

- Make sure the printer is ON, set for ONLINE, and has paper and ink.
- Narrow your search results with the FOCUS™ feature (a search within a search) by entering *.fo*; then enter the words you want to focus on. Enter *.ef* to exit the FOCUS feature.
- Saving documents to disk lets you make personal annotations on them, delete parts you don't want, or edit them in other ways before printing.
- With PRINT ALL, select MANY when confirming your prints in order to print more than one document per page.
- Sign off by entering *.so*; this will initiate printing of your documents.
- To save to disk (or hard drive), the default filename is DOCUMENT.DSK; the default directory is C:\LEXIS.
- If printing or saving is interrupted, resume by exiting and then reentering the software. After you enter your ID, you will see a screen to resume printing or save to disk or hard drive.
- To print a cite list, enter *.pa*; then choose to print in the CITE format

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## Signing off

After completing your research:

1. Press the Sign Off function key or type *.so* and press ENTER.
2. A screen appears asking if you wish to save your research:
  - Type *y* and press ENTER if you do.  
Your research is held until 2 a.m. Eastern Standard Time (7:00 GMT/UTC) of the next day.
  - Type *n* and press ENTER if you do not.

# Scheduled searching

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The ECLIPSE™ (Electronic Clipping Service) feature lets you instruct the LEXIS-NEXIS services to search on a *scheduled* basis. You can choose to have one or more ECLIPSE searches repeated daily, every business day, weekly or monthly.

ECLIPSE results are either automatically printed on a LEXIS-NEXIS printer or held in the online system until you are ready to review them. After reviewing your ECLIPSE results online, print some or all of them as needed.

## **To set up an ECLIPSE search**

Conduct a search that finds results that meet your needs.

- Type *sav* and press ENTER.
- Follow the screen instructions.

If you choose to have your ECLIPSE results saved in the online system, you will see a message like this when your search finds new information.

**ONLINE ECLIPSE HAS NEW INFORMATION.**

## **To view your ECLIPSE results**

- Type *rec* and press ENTER.
- Follow the screen instructions.

# FREESTYLE searching

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To search without terms and connectors, simply *describe* the information you're seeking. To do so, first choose a library and file. Then type *.fr* and press ENTER. Type your search, for instance:

*What is the latest news on violence in the schools?*

and press ENTER. You can refine your search by following the screen prompts. The FREESTYLE feature automatically assigns a value to each word in your search description and then displays whatever number of documents you specify, ranked in order of relevance.

To go back to searching with terms and connectors (as described throughout this booklet), type *.bool* (for *Boolean*) and press ENTER.

# Getting more information

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## Additional documentation

Various sources are available to help you stay up-to-date on the materials available online and to strengthen your search skills:

- *LEXIS-NEXIS Directory of Online Services* covers all LEXIS and NEXIS services, alphabetically and by library.
- *NEXIS Alphabetical List & Subject Index* covers all NEXIS sources, alphabetically and by subject.
- *NEXIS Product Guide* describes all NEXIS libraries and files.
- *LEXIS-NEXIS – The Basics* gives brief explanations of online commands and features.

To order any of the above pieces, contact the nearest LEXIS-NEXIS office or your sales executive.

- Use of the online GUIDE library is free to customers. It provides detailed descriptions of LEXIS-NEXIS files and contains newsletters and training schedules. To access it, type `.gu` and press ENTER.

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## Customer Service/Help Desk

Questions? LEXIS-NEXIS Customer Service/Help Desk provides assistance, free of charge, 24 hours a day, from these locations:

Australia .....	1-800-128-367
Canada .....	1-800-553-3685
Caribbean <sup>1</sup> .....	1-800-543-6862
Germany .....	0130-81-5374
Hong Kong .....	800-8733
Japan <sup>2</sup> .....	0031-113259
Malaysia .....	800-2291
New Zealand .....	0-800-440-814
Saipan .....	1-800-543-6862
Singapore .....	800-1100-415
Switzerland .....	155-7074
Taiwan .....	0080-10-3330
United Kingdom .....	0-800-895-107
United States .....	1-800-346-9759

All other locations, please call direct at 1-513-859-5398 or call your sales executive.

<sup>1</sup> Jamaica – use prefix “0” instead of “1”

<sup>2</sup> Japan – touch tone telephone only; pulse dial telephone: call collect at 1-513-859-5398

Hours: available all hours except Sunday 2 a.m. - 10 a.m. Eastern Standard Time / Sunday 7:00 - 15:00 GMT/UTC.

## SIGN ON

Make your connection to the LEXIS-NEXIS services, type your ID number (7 characters) and identify your research (up to 32 characters).

## SEARCH

- Select a library and file(s).
- Enter your search request.  
**OR** *ge OR g.e. OR general electric*  
**W/n** *ge W/5 announc!*  
**AND** *ge OR g.e. OR general electric W/5 announc!  
AND joint venture*

### Search tips:

Use ! to find alternative endings:  
*announc!*

Use \* to find alternative characters:  
*wom\*n*

Avoid implied words like *company* or *Inc.*

## VIEW

Copyright 1995 Business Wire, Inc.  
Business Wire  
January 12, 1995, Thursday

**DISTRIBUTION:** Business Editors  
**LENGTH:** 269 words  
**HEADLINE:** Lapin Named President of GE Japan  
**DATELINE:** FAIRFIELD, Conn.

Jan 12, 1995-**General Electric** Company announced today that Jay F. Lapin, 49, has been appointed President of GE Japan, Ltd. effective February 1, 1995. In his ...  
(Document is in KWIC format.)

**KWIC™** – 15 words on either side of your search words. Press *F5*, or type *.kw* and press ENTER.

**VAR KWIC** – 30 words on either side of your search words. Press *F9*, or type *.vk* and press ENTER.

**FULL** – all words of the document. Press *F6*, or type *.fu* and press ENTER.

**CITE** – a list of citations or references. Press *F7* or type *.ci* and press ENTER.

**SEGMENTS** – one or more of the parts of the document. Press *SHIFT* and *F10* or type *.se* and press ENTER. Type desired segment name(s) separated by commas, and press ENTER.

**LEAD** – document's first paragraph. Type *.le* and press ENTER.

## FOCUS™

To zero in on part of your search results, type *focus* or *.fo* and press ENTER. Type the word(s) to focus on. Or use the SHORT CUT feature and save a step:

*.fo;lapin*

To leave the FOCUS feature, type *exit* or *.ef* and press ENTER. You can also leave the FOCUS feature by changing libraries or files, or by signing off.

## MODIFY

To modify your results, type *m* and press ENTER. Then type in the modification to your search, beginning with AND, OR or W/n.

*AND date aft 3/95*

## PRINT

### To Print One Document

- Display the document you wish to print.
- Press *SHIFT* and *F3* or type *.pr* and press ENTER.
- Select a printer (*1* for your PC-attached printer or diskette, *2* for your LEXIS-NEXIS printer, fax machine or E-Mail address).
- Type *y* to print the document in the FULL format. To print in KWIC, press *F5* or type *.kw* and press ENTER. Then type *y* and press ENTER.

### To Print All or Selected Documents

- Display one of the documents you wish to print.
- Press *SHIFT* and *F4* or type *.pa* (for PRINT ALL) and press ENTER.
- Choose a format.
- Select a printer: (*1* for your PC-attached printer or diskette, *2* for your LEXIS-NEXIS printer, fax machine or E-Mail address).
- Choose document(s) to print. To print all documents, type *y* and press ENTER. To print selected documents, type *sel* and press ENTER. For the first and third documents, type *1,3* and press ENTER.

### To Print Selected Parts of a Document(s)

Use either of the above listed printing options and choose the SEGMENTS format. This lets you print just those parts of the document(s) you desire.

## SIGN OFF

Press *ALT F9* or type *.so* and press ENTER. Type *y* and press ENTER to save your search until 2 a.m. EST/7:00 GMT/UTC. Or type *n* and press ENTER.

Account  
executive

Phone

### Customer Service/Help Desk

Inside the United States: 1-800-543-6862

Outside the United States –

see page 20 for a listing of numbers  
or 1-513-859-5398

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## Customer Service/Help Desk

Questions? LEXIS-NEXIS Customer Service/Help Desk, provides assistance, free of charge, 24 hours a day, from these locations:

Australia .....	1-800-128-367
Canada .....	1-800-553-3685
Caribbean <sup>1</sup> .....	1-800-543-6862
Germany .....	0130-81-5374
Hong Kong .....	800-8733
Japan <sup>2</sup> .....	0031-113259
Malaysia .....	800-2291
New Zealand .....	0-800-440-814
Saipan .....	1-800-543-6862
Singapore .....	800-1100-415
Switzerland .....	155-7074
Taiwan .....	0080-10-3330
United Kingdom .....	0-800-895-107
United States .....	1-800-346-9759

All other locations, please call direct at 1-513-859-5398  
or call your sales executive.


<sup>1</sup> Jamaica – use prefix “0” instead of “1”

<sup>2</sup> Japan – touch tone telephone only; pulse dial telephone: call collect at 1-513-859-5398

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