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In today’s marketplace, information is power. LexisNexis™ at nxis.com gives you the power to succeed. It couples the convenience of the Internet with the power of the LexisNexis services so you can quickly and easily find the information you want.

Think of LexisNexis at nxis.com as your personal researching toolkit. It contains a variety of tools designed to help you perform the different types of information-gathering tasks that you might encounter. And you can personalize and customize it to fit your workflow and your research habits.

*LexisNexis™—It’s how you know.*
Overview

Research Tools

A Quick Search
Very much like a traditional Internet search, Quick Search relies on the standardized index terms assigned by LexisNexis SmartIndexing™ Technology™. It searches a few key document segments.

B Power Search
Designed for experienced researchers who want a high level of control, Power Search lets you choose from the full suite of search term connectors, wildcard characters, and other search control features.

C Search Forms
Each search form is designed to look for a specific type of information and is associated with sources appropriate for that topic. Fields prompt you for search terms and other relevant information.

D LexisNexis Company Dossier
Input a company’s name or ticker symbol to gather a wide variety of current, comprehensive information that is organized in logical categories and presented in a series of easy-to-use, interactive reports.

E Public Records Search
This search “gadget” provides a convenient way to access the large collections of people and business locator information.

F Subject Directory
Navigate through the hierarchy of categories and sub-topics, and LexisNexis at www.nexis.com automatically issues searches based on LexisNexis SmartIndexing Technology terms appropriate for the topic and retrieves the most relevant news documents.

G My News

Personal News
This current awareness feature updates topics of interest to you on a specified schedule.

Shared News
Using Shared News, a nexis.com administrator creates searches of interest across your organization. You customize Shared News by picking the topics you want added to your personal collection of tracked news.

Real Time News
Through Real Time News’ gateway, you search the Inlumen archives to locate the information you need from a variety of news sources. Then, you can save your search as a Real Time News topic and have it continuously updated with the latest news.

All three of these features offer e-mail alerts when new documents are available.

Screen 1
LexisNexis SmartIndexing Technology

LexisNexis SmartIndexing Technology applies index terms to all sources in the news and Nexis® Web Search collections and to selected company and legislative sources. SmartIndexing combines sophisticated software analytical tools, algorithms, and human input to enhance the value of documents. The algorithms look for words, phrases, names, acronyms, abbreviations, spelling variations, and nicknames (e.g., International Business Machines = IBM = Big Blue) to assign appropriate index terms.

Currently, LexisNexis indexes the following:

- subjects
- people names
- company names
- organization names
- geographic locations.

A relevance score—based on criteria such as a term’s frequency of usage, weight, and document placement—follows each index term. Index terms and scores are inserted into the TERMS segment of documents as well as the appropriate index-type segments (SUBJECT, COMPANY, PERSON, ORGANIZATION, CITY, STATE, COUNTRY, and GEOGRAPHIC). (See page 23 for an explanation of Segments.)

Relevance scores show how much discussion of a term appears in a document:

- 90% - 99% = major reference
- 80% - 89% = strong passing reference
- 50% - 79% = weak passing reference.

You can search using relevance scores to find documents with various levels of reference to your terms. For example, to retrieve:

- all references to a topic (even very weak ones) terms (index term)
- documents that discuss a topic terms (index term PRE/2 8*% OR 9*%)
- only very strong discussions of a topic terms (index term 9*%)

Nexis Web Search

Nexis Web Search creates unique searchable documents (Screen 2) that help you retrieve information from the World Wide Web. First, we access URLs found in selected sources available on the LexisNexis services. Next, we download the Web page text and apply LexisNexis SmartIndexing Technology. We then create a document that you may search like you do other documents on the LexisNexis services.

If you search using Quick Search or Power Search and retrieve a Nexis Web Search document, you will see such information as

- Web page title
- type of domain (commercial, organization, government, country of origin, etc.)
- leading text of the Web site
- date the Web page was last updated
- the URL so you can link to the Web site to view the full text.

You are not, however, able to view the full text of the Web site using LexisNexis at www.nexis.com. You must link to the Web page to view the text.

Using Nexis Web Search Documents

Because of the nature of this feature and how it works, Nexis Web Search documents are a little different from other documents retrieved by LexisNexis at www.nexis.com. They do not contain the full text from the target Web page or the referencing news articles. Instead, they are like reports that summarize information about the target Web page and provide links that allow you to access the actual Web pages. When you click the URL provided, a second browser opens and that Web page displays. You can then navigate through that site or on to other sites as you normally would.

See page 20 to learn how to search for only Nexis Web Search documents.

Screen 2
**Premium Sources**
The majority of sources available to you are covered under your monthly LexisNexis subscription rate. However, you may encounter some premium sources or reports that are only available at an additional charge. A dollar sign ($) identifies these sources when they appear in a selection list, or a message states the pricing information at the top of the search form when it is the only source accessed by that form. Typically, you can search a premium source at no charge. However, when you choose to view a retrieved document or report, you are indicating that you accept those additional charges.

Contact your nexis.com service administrator within your organization or your LexisNexis Account Representative if you have any questions about this policy.

**Project Activity Tracking**
Depending on your organization, you may or may not see an Activity Tracking label when you use some features. Since your nexis.com administrator can customize this label name, it may appear as a department number, client ID, time code, project ID, or something else. If you see an Activity Tracking label displayed on your search tool, please note the following:

- The information you enter or select displays along with your search results and appears on your organization’s invoice.
- If History appears near the input box, enter up to 32 characters to identify your research or click History to select one of your recently used entries.
- If Select appears near the input box, click it and choose one of your organization’s valid Activity Tracking codes.
- Other organizations provide a template (such as: XXX%NNN/AAA) to help you enter the information correctly. If you have a template, follow this key:
  
  - X = Alphanumeric characters (a–z, 0–9)
  - A = Alpha characters (a–z only)
  - N = Numeric characters (0–9 only)
  - B = Blank (a space)
  - / % & - etc. = All other characters and symbols must match exactly.

Contact your manager or administrator if you receive an error message or have any questions about the values you should enter.

**Using Secured Socket Layer**
Although your ID and password are always encrypted, your search session is not encrypted unless you request that it be.

1. Type `http://www.nexis.com` in your browser’s address line, and press Enter.
2. Type your ID and password in the appropriate fields, and click Login Now.

**Signing On**

Click the checkbox—your entire session, ID, and password are now encrypted.

If you want `nexis.com` to remember your ID and password, click the **Remember ID and password** checkbox.
Search Forms

Use Search Forms if you know what information you want but are unsure of the best places to look for it and how to create a search to find it. A form lists sources relevant to the topic in a drop-down list. Other fields prompt you for options that are appropriate for the sources.

Using Search Forms

New users will find the five most commonly used forms listed on your home page (Screen 4). Click Edit to add additional forms or to remove the default forms.

1. Select the search form you want to use.
   a. Click a link to access one of the default forms and move to Step 2.
   or
   b. Click Search Forms.

1) A list of research topics available to you displays. One topic label expands, showing the list of search forms for that topic, and one of the forms displays.
2) If the displayed search form doesn’t meet your needs, pick another one under that topic or click the name of another research topic to select it and pick a topic from the new list that appears.

2. Complete the form.

You are prompted for information to help LexisNexis determine what source(s) you want to search and what information you want to find. A collection of Tips appears below the form.

3. Click Search. LexisNexis returns a list of documents that match your specifications. (See Working with Search Results on page 25.)

To manually add or remove individual search forms listed on your home page, click Edit.

Note: Because of vendors’ restrictions related to use of their information in a Web environment, some sources that are available from the software-based interface to the LexisNexis services may not be available through www.nexis.com or may not be used in a group file there.
Subject Directory

Subject Directory makes it easy for you to retrieve news documents based on a specific subject. It relies on LexisNexis SmartIndexing Technology. (See page 3 for a more detailed description of LexisNexis SmartIndexing Technology.)

Subjects are listed in a categorical format. As you navigate through the directory, LexisNexis at www.nexis.com performs automatic searches using index terms to retrieve the most current documents and displays them in order of their relevance to your search terms. You may also add a few additional terms and apply them to your current answer set to get a more targeted set of documents to review.

Using Subject Directory

1. Click the name of a category (Screen 6). A search using subject index terms associated with that category runs automatically, and the Search Results page appears (Screen 7). It displays a list of Directory Subjects that comprise that category and a list of the documents retrieved by the search. They are displayed in order of their relevance to the subject.

2. At this point you can:
   - Click a Directory Subject to further refine your quest for information.
   - Browse through the documents.
   - Tag documents you want to work with later.
   - Print, download, or e-mail the list of documents or individual documents.*
   - Use the FOCUS™ feature to refine the list of documents. (See page 26 for a description of FOCUS.)

While browsing through a category, use your browser's Back function or click the links at the top of the page to return to a previous level.

* Subject to terms and conditions

Subject Directory results are limited to no more than 1,000 of the most relevant documents.

Subject Directory searches news content for the last week to the last two months (varies by source).
Quick Search

Quick Search gives you a quick and easy method of retrieving information. It searches the standardized index terms assigned to each document by the LexisNexis SmartIndexing Technology process and a few key document segments—TERMS, HLEAD (news articles), TITLE (legislative documents), SYNOPSIS (legislative documents), and WEB-LEAD-TEXT (Nexis Web Search documents). (See page 3 for a explanation of SmartIndexing.)

Using Quick Search

1. Define your search.
   Enter a few words or phrases that describe your topic using keyword/index term searching. When entering a search:
   - Do not enter any special commands (AND, OR, W/n, etc.) or wildcard characters (* and !).
   - Enclose two or more words in quotation marks to treat them as a phrase.

To see the list of controlled index terms, visit the LexisNexis InfoPartner Web site: http://www.lexisnexis.com/infopro/products/index

2. Select sources to search.
   Use the drop-down list to select the source or source combination you want to search.

3. Set date parameters.
   Select a date parameter from the drop-down list.

4. Enter an activity tracking code.
   (optional feature)
   Input information to identify your research. See page 4 for more information on Activity Tracking.

5. Get search results.
   Click Search. A list of up to 1,000 of the most relevant documents listed in the order of their relevance appears. Three things determine the relevance ranking of a document:
   - where search terms appear in the document (e.g., search terms appearing in the segments mentioned above make a document more relevant)
   - how many of the search terms are in the document (valid only for multiple-term queries)
   - how frequently search terms appear throughout the document.

At this point, another series of features and tools becomes available to help you browse through and work with the documents. See Working with Search Results on page 25.

The Quick Search Sources:

- All news sources
- U.S. and International company sources
  - Standard & Poor’s Register of Corporations
  - Disclosure®—U.S. Public Company Profiles
  - Hoover’s® Company Capsules & Profiles
  - Company Intelligence—U.S.
  - Company Intelligence International—International Company Profiles
  - Worldscope®—International Company Profiles
  - Financial Post Corporate Surveys—International Company Profiles
  - ICC Full-Text Annual Reports
  - Directory of Corporate Affiliations
- Legislative sources
  - Congressional Record
  - Bill Text
  - Committee Reports
- Nexis Web Search sources (see page 3)
Power Search

Power Search is designed to provide a high level of control in order to locate very specific information. Power Search lets you choose from the full suite of search term connectors, wildcard characters, and other search control features when building a Boolean-type search.

Using Power Search

1. Select the sources to search.
   See the special section on pages 9-10 for detailed instructions.

2. Define your search.
   Type search terms in the input box. Since you are searching the full text of documents, these will be words or phrases you expect to find in a document. Consult Search Techniques on page 21 for insight into conducting searches or use the Search tips link.

3. Add index terms (if desired).
   Click Add index terms to your search. The Index Tool (Screen 10) appears to help find standard index terms and add appropriate ones to your search. On the Select term type drop-down list, select the subject index term category you want to search (subject, companies, persons, places, or organizations.) In the Find All Terms box, enter a word, phrase, or string of characters that should appear in the index term. Click Find, and LexisNexis displays a list of index terms that match your search.

   Click the Add link associated with one or more terms to select them and to add them automatically to your search. LexisNexis inserts an AND connector between each selection.

   When you have finished adding index terms, close the Index Tool by clicking the X in the upper right corner.

   Note: Use this feature only with indexed sources (news sources, the Nexis Web Search file, and selected company and legislative sources). Otherwise, the LexisNexis service will look for a segment that does not exist in those sources. This will cause your search to fail in those sources and no documents will be retrieved from them.

4. Specify a date range.
   Use the Date option to expand or narrow your search to a specific timeframe. For specific details, see Specifying a Date on page 22.

5. Select a document sort option.
   Use this option to specify how you want your initial set of search results sorted—by date (newest articles listed first) or by relevance (highest relevancy score listed first).

6. Enter an Activity Tracking Code.
   (optional feature)
   Input information in this box to identify your research. See page 4 for more information on Activity Tracking.

7. Get search results.
   When you have completed the steps above, click Search.

   A list of up to 1,000 documents that match your request appears. At this point another series of features and tools becomes available to help you browse through and work with the documents. See Working with Search Results on page 25.
How To Select Power Search Sources

There are two ways to select sources:
• Drop-Down List
• Find More Sources

Drop-Down List (Screen 11)
The drop-down source selector has two parts:
A. My Sources
B. Top Sources

My Sources
To select a source with either option, highlight it and click. It will appear in your Sources to Search window.

Screen 11
My Sources (formerly called Favorites) lists up to 20 sources that you have used previously. By default, Find More Sources places the names of sources you use in My Sources. As you attempt to add a twenty-first source, the “oldest” source drops from the list.

If you do not want a source you select using Find More Sources listed in My Sources, click the Save to My Sources List checkbox to remove the checkmark. You can also maintain this list by clicking Edit My Sources on the Power Search form and then clicking the Delete link associated with any source you want to remove.

Top Sources
Top Sources includes 25 of the most frequently used and highly valued source groupings found on LexisNexis at nexis.com. Their inclusion here makes them easier to find—saving you time and effort.

Find More Sources (Screen 12)
Clicking this link gives you three additional options for selecting sources to search.
A. Source Directory
B. Popular Sources
C. Find a Source

Source Directory
The Source Directory helps you select sources individually or in a custom combination.*
To use this feature:
1. Click Source Directory. A source hierarchy that categorizes the sources available displays (Screen 12).
2. Maneuver through the structure by clicking the links appropriate for your search topic. As you browse the Source Directory hierarchy, a trail of corresponding links appears above the hierarchy. Click a link to move through this trail.
3. Click Add to select a source. Its name appears in the Selected Sources window. If you change your mind about using a source, highlight it in the Selected Sources window, and click Remove Selected Source.
4. When your source selection is complete, click Done Search Now.

Popular Sources
Clicking Popular Sources gives you access to a list of the most used individual news sources and company and financial publications.
To use this feature:
1. Click Popular Sources.
2. Click Add to select a source. Its name appears in the Selected Sources window. If you change your mind about using a source, highlight it in the Selected Sources window, and click Remove Selected Source.
3. When your source selection is complete, click Done Search Now.

Symbols Used in Find More Sources:
- indicates a list of related sources; click the link to see the list
- shows that information about this source is available; click the link to view it
- indicates a selectable source; click this link to select it

* Some sources cannot be combined to form a custom source combination. The Source Directory automatically disables (grays out) those sources that cannot be selected at a specific point in the process. If you “de-select” the source that caused the conflict, these sources will be enabled again.

A (+) sign in front of a source listed in Source to Search indicates a custom source combination.
Find a Source

This feature provides two tools for locating sources:

A. Alphabetical list
B. Name search tool

To use the alphabetical list:

1. Click Find a Source.
2. Click the link for the first character in the name of the source you are seeking. A list of titles appears.
3. Scroll through the list.
4. Click Add to select a source. Its name appears in the Selected Sources window. If you change your mind about using a source, highlight it in the Selected Sources window, and click Remove Selected Source.
5. When your source selection is complete, click Done Search Now.

To use the name selection tool:

1. Click Find a Source.
2. Type the full name of the source or a string of characters that appears somewhere in the name of the source you want, and click Find.
   
   If you are familiar with the library and file acronyms used in the software interface to the LexisNexis services, you may use those acronyms to find a source. For example, to find the Major Papers file, enter news; majpap instead of a source name.
   
   • If your search finds more than 300 sources, you will receive a message like this.

   The results set produced over 489 sources titles containing the word(s): NEW YORK
   Please try limiting your results with additional words or try other words

   When you get this message, add more characters or words to your search to further refine it, and click Find again.
   
   • If your search finds no sources, you will receive a message like this.

   0 sources were found containing the words: MAJPAP

   When you get this message, first verify the spelling. If you are spelling the name correctly, you must change your search in some way. Click Find again.
3. Scroll through the list.
4. Click Add to select a source. Its name appears in the Selected Sources window.
   
   If you change your mind about using a source, highlight it in the Selected Sources window, and click Remove Selected Source.
5. When your source selection is complete, click Done Search Now.
LexisNexis™ Company Dossier

Company Dossier is designed to assist those who need current, fast, and comprehensive information about a specific company. It gathers a wide variety of relevant information, organizes it into logical categories, and presents it in a series of easy-to-use, interactive reports.

Company Dossier searches a vast collection of sources to locate and retrieve specific nuggets of information. It then uses that information to fill in a variety of prefabricated topic-related reports. In many cases, the retrieved information is embedded directly within the report with links to let you review the entire source document. In those cases where larger amounts of information are available (such as recent news articles), Company Dossier provides a brief summary with links to the original documents.

To generate these reports, Company Dossier uses a collection of templates designed to gather specific pieces of information related to a research category (In the News, Financial Analysis, Legal Analysis, etc.). These templates build the initial report databases and then, using advanced data indexing technology, continuously monitor the data entering the LexisNexis information warehouse for new or updated information. As newer information becomes available, the databases are updated automatically. Therefore, when you select a specific report, Company Dossier assembles a topic-focused report containing the freshest information available for that company.

Using Company Dossier

To begin your research:

1. A. Type the full or partial name or ticker symbol of a company, and click Search.

   OR

2. B. Click Screen by Criteria to locate one or more companies based on factors such as location, industry, size, and financial status; complete the Screen form, and click Find to retrieve a list of companies that match your criteria.

2. If only one company matches your query, a Snapshot report appears. Otherwise, Company Dossier displays a list of companies that meet your criteria. Browse through the list of companies, and click the one you want to research in depth to view its Snapshot report.

3. At this point, several options are available.
   • View a source document referred to in a Company Dossier. Click the link embedded within the report.
   • Switch to a different report style. Click the name of the report you want.
   • Perform another Company Dossier search. Enter a new company name or ticker symbol or click New Search.
   • Edit and rerun your current Company Dossier search. Click Edit Search.
   • Save tabular data for use later in your spreadsheet application. Click Download Table located near the displayed table and follow any instructions provided.
   • Print the report or source document you are viewing. Use your browser’s built-in Print function.
   • Create a custom company dossier by combining information sections from all the available company dossiers. Click Custom Dossier. On the form, check the items you want to include in this report, and click OK. Company Dossier will then assemble and display your custom report.
   • Conduct additional independent research on some item mentioned in a Company Dossier. Click New Search to run a new Company Dossier search or click Home to select a different search tool.

LexisNexis Company Dossier adapts to unusual spellings in a company name or to slight differences in a company’s official name and its common usage name with connectors or wildcard characters. Company Dossier looks at character string patterns used at the beginning of a word (and other commonly used abbreviations or equivalents) and matches them with the names of candidate companies. For example, the word micro finds both Microsoft and Advanced Micronics, Inc.

For consistency throughout Company Dossier, all negative values are shown enclosed in parentheses rather than with a minus sign.
About Company Dossier

*Company Dossier* offers a series of topic-related reports (described below) with each report subdivided into several categories of information. You can print any report using your browser’s *Print* function, and you can build a custom report showing just those sections that interest you. Click *Custom Dossier* and pick the various *Company Dossier* items you want from the menu presented.

**Snapshot Report**
The *Snapshot* report always displays first. It gives you a high-level view of the company by providing information, such as:
- the ticker symbols, addresses, and SIC codes associated with it;
- its recent exposures in the news;
- to recently issued press releases;
- a business description summary; and
- information about its financials, holdings, and leadership.
This collection of information helps you determine if this company merits further investigation. If it does, there are several other company dossiers you can select. See pages 13 and 14 for a sample *Snapshot* report.

**In the News Reports**
- *By Top Publications*—lets you see what the most respected news, financial, and business publications are saying about this company.
- *By Topic*—locates recent news articles about this company and sorts them by topic. This is helpful if you are trying to focus your attention on specific areas such as financials or products.
- *By Region*—helps you determine a company’s standing around the world. Today’s marketplace truly extends around the entire globe, and many companies have interests in a variety of countries. Therefore, it is important to understand how a company is perceived in different areas of the world. One good way is to check the news sources from those regions.

**Business Analysis Report**

This report draws information from a variety of respected, specialized sources to show you where this company fits in the marketplace. It identifies the products and services this company provides, what brands it’s associated with, and who its competitors are.

**Financial Analysis Report**

This report also draws information from a variety of respected, specialized sources to give you a financial view of the company. You can investigate its current financial standings or review summaries of past financial activities to help determine its investment potential.

**Legal Analysis Report**

This report shows you where this company stands in the legal arena. Although the current reports paint one picture, recent court decisions could indicate an impending change in the company or one of its major products.

**Intellectual Property Analysis Report**

Much of a company’s value is in the patents and trademarks it holds. For example, a newly acquired patent could indicate a potential increase in market share. By the same token, a currently held patent that is about to expire could indicate an impending increase in activity by that company’s competitors.
Run another **Company Dossier** search right from a **Snapshot** report.

Pertinent company information displays clearly and prominently.

Click this link to create a customized **Company Dossier** on your target company.

Recent news articles about your target company are just a click away.

**Company Dossier** gives you easy access to a company’s recent press releases.

**Company Dossier** gives you a quick overview of a company.
Learn about a company's subsidiaries.

Names and titles of company executives are readily available.

Names of board members are available, too.

Easy-to-read financial information is at your fingertips.

Be informed about the source of the Company Dossier information—and link directly to the source on LexisNexis.

Availability of research tools and sources is dependent upon your subscription.
Public Records Search

The Public Records Search “gadget” gives you easy access to two group files of people and business information: Combined Nationwide Person Locator* or Combined Business & Corporation Information.

Public Records Search lets you enter three types of search terms: a person’s name, a company name, and address information (state, county, city, zip code, street, etc.). You can enter the name of a person or the name of a company, but not both at the same time; you can enter address terms with both types of searches.

It may be helpful to use a connector in your search:

EXAMPLES:  
robert AND dianne
jonathan OR jon

*LexisNexis’ use of the non-public personal information contained in this file complies with the Gramm-Leach-Bliley Act.

To find a person:
1. Complete the Last Name and First Name input boxes.
2. Add information to the Address input box to further delineate your results, if needed.
3. Input information in the Activity Tracking box to identify your research. See page 4 for more information on Activity Tracking.
4. Click Search.

To find a business:
1. Complete the Business input box.
2. Add information to the Address input box to further delineate your results, if needed.
3. Input information in the Activity Tracking box to identify your research. See page 4 for more information on Activity Tracking.
4. Click Search.
Personal News

Personal News is a current awareness feature—that is, it lets you save a search about any subject and reruns the search according to the schedule you specify. You can opt to be notified via e-mail when there are new results.

Creating a Personal News Topic

1. Use Power Search or Search Forms to establish a search on a subject you want to follow.
2. Review the results to verify that the search meets your needs, and click Track in Personal News. (If the search doesn’t meet your needs, edit it until it does.)
3. Complete the Add to Personal News page that appears.
   a. Name your topic to identify your results when we deliver them to you.
   b. Indicate if you want duplicate documents eliminated. If you check Do not include duplicate documents, LexisNexis compares each document with other documents in your answer set. If over 90% of the text is the same (allowing for publication name, date, and other standard similarities), LexisNexis considers the document a duplicate and does not deliver it to you.
   c. Determine an update schedule—on demand or on a schedule set by you. Personal News can match the updating schedule to your time zone. If you chose e-mail notification, you’ll receive an e-mail message when Personal News finds new results. Otherwise, you can check for Personal News updates the next time you use LexisNexis at www.nexis.com. Click Update Now on the Search Results page.
   d. Click Save when you have completed the form.

Maintaining Your Personal News Topics

As your interests change, you can adjust your Personal News topics to match. You can add new Personal News topics or edit old ones at any time.

To work with one of your existing Personal News topics, click Edit Topics. The Edit Personal News Topics page that appears lists all of your current Personal News topics and provides links that let you see a summary of the settings, delete a topic, change its options (name, update schedule, etc.), or modify the original search.

If you choose to edit the search, the original search form appears with the various fields filled in. Edit your search as needed, and click Test to run the modified search. In this test mode, some of the options available with a standard search are disabled. However, you can view the results to determine if your modified search is retrieving the type of information you want. If it is, save the search, and if it is not, edit and test it again until it does.

Tip: If you aren’t receiving any new documents, check the date range you specified for your search. For example, if you specified a date range using the From and To fields and the date in the To field has passed, your search won’t retrieve any documents.

The last seven updates are listed under each topic name in the left navigation frame. Since the latest List contains only the new documents found since the last update, LexisNexis at www.nexis.com provides this option so you can glance back through the recent updates to look for documents you may have originally overlooked. Although you may choose to receive updates several times a day, for this archive purpose, these intra-day updates are grouped together and listed under a single date.

If you feel that you might need future access to more than the seven previous updates, we recommend you save the URLs from the e-mail alert messages you receive. Be aware that all update information is deleted from the system after 90 days.
Industry News

*Industry News* provides current news related to your industry. The topics included here have been specifically requested by your organization, and LexisNexis has set up customized searches that fit them.

When you click *Industry News*, one or more news topics appear. To view the list of retrieved documents for a topic, click that topic’s name. You can review the list of documents and pick the document you want to read. The full text of that article appears.

Note: Older articles will be deleted as newer articles are found.

Shared News

*Shared News* lets the LexisNexis at www.nexis.com administrator in your organization build a series of current awareness topics and then share them with everyone. You subscribe to topics that interest you and indicate how you want to be notified when new information is found. If you select the e-mail option, LexisNexis will let you know via e-mail when new information is published for those topics—and include a link directly to the document list in the e-mail.

Note: Your LexisNexis at www.nexis.com administrator can rename *Shared News* to something more personalized. Therefore, this feature may appear under a different name.

Subscribing / Unsubscribing to a Topic

**To subscribe to a topic:**

1. Click *Shared News*. If this is the first time you have selected this option, the *Welcome* page appears. Otherwise, the *Shared News* page appears.
2. If the *Welcome* page appears, click *Select Your Topics of Interest*. If the *Shared News* page appears, click *Edit Topics*.
3. The *Edit Shared News Topics* page, which lists the available topics, appears. Topics may be listed under a category. Click *add topic* next to a topic to subscribe to it. To subscribe to the whole category, click *add all topics* in the category bar.
4. A page appears prompting you to specify various notification and delivery options.
5. Click *Save*. The *Topic List* page reappears.
6. Add additional topics, if desired.
7. Click *Done*.

**To unsubscribe to a topic:**

1. Click *Shared News*.
2. Click *Edit Topics*.
3. The *Edit Shared News Topics* page, which lists the available topics, appears. Click the *remove topic* link associated with the topic you wish to remove.
4. Delete additional topics, if desired.
5. Click *Done*.

Working with Shared News Results

Working with *Shared News* results is similar to working with your *Personal News* results. Clicking *Latest Results* under a topic displays the current list of documents. You then pick the document you want and the full text of that article appears.

Use the search window above the *Shared News List* to search for specific information in the archive of that *Shared News* topic. The drop-down list lets you search the current update or those from the previous week, previous month or the previous three months.
Real Time News

LexisNexis has teamed with Inlumen, Inc. to offer Real Time News—one of the fastest news delivery services available on the Web.

Using Real Time News, you'll activate the Inlumen information retrieval system to keep yourself informed of changing news events as they happen. Through the Real Time News gateway, you can search the Inlumen archives to locate information from a variety of news sources. Then, you can save those searches as Real Time News topics, have them continuously updated with the latest news, and have results delivered to you through LexisNexis at www.nexis.com.

With Real Time News, you'll first create and run a search. Then, you'll review the results to ensure that your search is retrieving the information you want. If it isn't, you can easily edit your search and run it again. Finally, when you are satisfied with the results, you can save that search as a Real Time News topic and choose the method and the schedule for receiving update notifications.

Creating a Search

The first time you access Real Time News, you'll see a Welcome page introducing Real Time News and asking for your e-mail address. This information will be needed if you later choose to receive update notifications via e-mail. Input your e-mail address, and click Go.

Note: Since Real Time News is interacting with the Inlumen retrieval system, the syntax of the search and operators used within it differ from those used by the other LexisNexis at www.nexis.com features. Refer to the information in the box on page 19 for details.

1. Choose one of the Real Time News forms (subject, company and industry) to describe your topic of interest. (When setting up a second search, click Create New Topic to access these options.)
2. Enter your search. You may use Boolean logic.
3. Click Search.
4. Review the list of documents that appears to verify this is the type of information you want. If it is not, click Edit, modify your search, and submit it again. When you feel comfortable with your search, click Save Topic.
5. An Options page appears. Name your topic and specify how and when you want to be notified when new results are found.
6. Complete this form, and click Save.

Viewing Updates

All update notifications will be sent to the single e-mail address you supply. If you change this address, future updates for all topics will be sent to that new address.

If you ask for e-mail notification, you’ll receive update e-mails according to the schedule you select.

For your convenience, these updates have embedded links to each document.

If you chose not to use e-mail notification, click Update Now within Real Time News to generate updates when you want them.
About Real Time News Searches

AND (or a blank space)
Narrows your search by requiring all the words, phrases, or other search term expressions connected by the AND operator to appear in the document before it will be retrieved.

EXAMPLE:  *microsoft AND “bill gates”*

OR
Expands your search by permitting either search expression (word, phrase, etc.) connected by the OR operator to satisfy the search criteria when it appears in the document.

EXAMPLE:  pope OR pontiff

AND NOT
Narrows your search by eliminating stories where the search expressions following the AND NOT operator appear in the same document with the search expressions preceding it. Use this operator carefully because it can exclude relevant documents. Use it only at the end of your search.

EXAMPLE:  *dell OR gateway OR compaq OR apple AND NOT fruit*

NEAR
Narrows your search by requiring those search expressions (words, phrases, etc.) connected by the NEAR operator to appear in close proximity to each other within the same document. The exact distance is not defined; however, it is used for purposes of relevance ranking when your search results are displayed.

EXAMPLE:  ford NEAR escort

Parentheses
Help you describe complex search criteria by combining individual search expressions (words, phrases, etc.) into search expression groups (i.e., (dog or cat) near (flea or tick)). At the lowest level, the search expressions within each group are processed first to give that group a pass or fail rating (in respect to the document being analyzed). Each group’s rating is then treated as the result of an individual search expression when processed with the other groups or search expressions at the next higher level. You can create as many levels of search expression groups (called nesting) as needed to successfully describe your search.

EXAMPLE:  *currency AND (copper AND (penny OR cent OR coin))*

Quotation Marks
Treats the words between the quotation marks as a phrase. To do this, the space between the individual words is interpreted as a NEAR operator rather than as the AND operator.

EXAMPLE:  “new york” OR “los angeles”

Asterisk
The asterisk serves as a wildcard by replacing one or more characters at the end of a word.

EXAMPLE:  wom* (finds both woman and women)

C%–Ticker Symbol Category Specification
Used to identify the characters immediately following it as a ticker symbol. Note that only those documents containing a vendor-supplied ticker symbol category will be searched—the actual text of the article will not be searched.

EXAMPLE:  C%cpq (finds documents identified by the Compac Computer Corp. ticker symbol)

C% %–Industry Category Specification
Used to identify the characters immediately following it as an industry category. Note that only those documents containing a vendor-supplied industry category will be searched—the actual text of the article will not be searched.

EXAMPLE:  C%%chemicals (finds documents related to the chemical industry)
Finding Nexis Web Search Documents

You can use Quick Search or Power Search to look for only Nexis Web Search documents.

- With Quick Search, you search index terms and the WEB-LEAD-TEXT segment for Web pages for the date range that you specify.
- With Power Search, you search the full text of selected Web pages and the index terms based on the date range you specify.

Using Quick Search to Look for Only Nexis Web Search Documents

When using Quick Search to look for Nexis Web Search documents, perform a search as described in the Quick Search portion of this User Guide (page 7). When you select sources to be searched, specify Web Sources in the drop-down list.

Using Power Search to Look for Only Nexis Web Search Documents

1. When using Power Search to look for Nexis Web Search documents, perform a search as described in the Power Search portion of this User Guide, which begins on page 8. When you select sources to be searched, click Source to Search and highlight Nexis Web Search under the Top Sources heading.
2. When the results appear, view them first in List display format (Screen 22).
3. Scan the List, and take one of two actions:
   A. Click the document name link to access the special Nexis Web Search document for an overview of a Web site that mentions your search terms.
   B. Click the URL (Universal Resource Locator) to view the Web page. The URL is also included in the Nexis Web Search document.
Search Techniques

Connectors

Connectors establish logical relationships between words and concepts. LexisNexis does not look for connectors in documents—just for the actual search words.

You can use multiple connectors in one search request. When you use multiple connectors, the LexisNexis services process the search according to a priority order that works much like an algebraic equation. Connectors operate in the following order of priority:

1. OR
2. W/n, PRE/n
3. W/s
4. W/p
5. AND
6. AND NOT

When you use two or more of the same connector in a search, the one that appears first operates first (that is, they operate left to right). The W/n and PRE/n connectors resolve the smallest number first. You cannot combine the W/s or W/p connectors with W/n or PRE/n.

Below is a list of all connectors.

OR

Links synonyms, alternative forms of expression, acronyms, and so on.

**EXAMPLE:** doctor OR physician
finds either doctor or physician

AND

Links words or phrases that must both appear anywhere in the same document, no matter how close or far apart.

**EXAMPLE:** doctor AND malpractice
finds both doctor and malpractice anywhere in the same document

W/n

Links search words and phrases to create concepts. The letter n stands for a number from 1 to 255. W/n does not specify a word order.

**EXAMPLE:** doctor W/5 malpractice
finds doctor within five or fewer words of malpractice, regardless of which word appears first

PRE/n

Requires both words to appear in the document, the first word must precede the second word by n words. The letter n stands for a number from 1 to 255. Use this connector when a different word order would change the meaning.

**EXAMPLE:** southwest pre/2 air OR airline
finds Southwest Air or Southwest Airlines

W/p

Looks for documents with search words in the same paragraph.

**EXAMPLE:** doctor W/p malpractice
finds doctor in the same paragraph as malpractice

W/s

Looks for documents with search words in the same sentence.

**EXAMPLE:** doctor W/s malpractice
finds doctor in the same sentence as malpractice

AND NOT

Excludes documents that contain the word or phrase following it. Use this connector with caution because it can exclude relevant documents. Always use this connector at the end of your search.

**EXAMPLE:** doctor AND NOT malpractice
finds the word doctor anywhere in the document, but the word malpractice cannot appear anywhere in the same document
Special Characters / Wildcards

The asterisk ( * ) and the exclamation mark ( ! ) are referred to as special characters. Sometimes they are called “wildcards.” Use them to substitute for letters in words. Each has a different function.

Asterisk ( * )

Use the * to replace a character in a word. You can use more than one * in a word, and you can use it anywhere in a word except as the first letter.

EXAMPLES:
- bernst**n finds both the ei and ie spelling of the name
- wom*n finds woman and women
- bank*** finds any word beginning with bank and which has no more than three letters after the k; will pick up banker and banking, but will not pick up bankrupt or bankruptcy

Exclamation Mark ( ! )

Use the ! to replace an infinite number of letters following a word root. You can use only one ! in a word, and it must be at the end of the word root.

EXAMPLES:
- litigat! finds variations of the word litigate (litigator, litigated, litigation, litigating)
- acqul! finds variations of the word acquire (acquired, acquirig, acquisition)
- book! finds book or bookkeeper, but will not find book-keeper or book keeper because these are read as two separate words.

Specifying a Date

It can be helpful to expand or narrow your search to a specific time frame.

Quick Search has a date drop-down list from which you can make a selection.

Power Search and some Search Forms have a Date field that allows you to do one of the following:
- Select an option from a drop-down list.
- Specify a date range by entering specific dates in the From and/or To fields.

Click the radio button to select an option to use.

a. If you are using the drop-down list, click the arrow to display the list and highlight the option you want to use.
b. If you are using the input fields, enter the date parameters in the appropriate fields using a mm/dd/year, mm/year, or year format. For example:
- 07/24/2001
- 7/24/01
- July 24, 2001
- Jul 24, 2001
- July 2001
- 2001

EXAMPLES:

<table>
<thead>
<tr>
<th>Date Restriction</th>
<th>Field</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>date is Oct. 15, 2000</td>
<td>From:</td>
<td>10/15/2000</td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td></td>
</tr>
<tr>
<td>date after Oct. 15, 2000</td>
<td>From:</td>
<td>10/15/2000</td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td></td>
</tr>
<tr>
<td>date between 4/1/01 and 7/1/01</td>
<td>From:</td>
<td>4/1/2001</td>
</tr>
<tr>
<td></td>
<td>To:</td>
<td>7/1/2001</td>
</tr>
</tbody>
</table>
Searching with Segments

Segments are sections within documents. Segment searching restricts your search to a particular area of the document, allowing you to retrieve a more targeted results set. Segments differ depending on the type of content you are researching. For example, segments will not be the same in newspapers and legal cases. Some segments are word searchable and others are arithmetically searchable.

- Use the arithmetic operators listed below in numeric segments.

<table>
<thead>
<tr>
<th>Arithmetic Operators</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>is equal to or is</td>
</tr>
<tr>
<td>&gt;</td>
<td>greater than or after</td>
</tr>
<tr>
<td>&lt;</td>
<td>less than or before</td>
</tr>
</tbody>
</table>

**EXAMPLES:**

- \( \text{eps} < 1 \)
  - Retrieves documents for companies that have an earnings per share less than 1

- \( \text{cash} > 100000 \)
  - Locates documents about companies that have cash on hand greater than 100,000

- \( \text{median-age} > 32 \)
  - Finds demographic reports for geographic areas where the median age is greater than 32

- \( \text{ship-date aft 1/15/2000} \)
  - Retrieves reports that have a ship date after January 15, 2000

- \( \text{patno} = 5,147,066 \)
  - Locates the patent with the patent number indicated

**Viewing Document Segments**

When it is available, *Custom* format allows you to pick segments to view. At any point after you have located documents, click *Custom* and select segments to view from the pick list.

*You cannot use the Custom format for viewing documents while the FOCUS™ command is in use.*
Precision Search Tools

Precision search tools increase the efficiency of your searches by forcing LexisNexis at www.nexis.com to read search terms a certain way, often working against the default settings. You can use precision search tools to address capitalization, singular and plural word forms, and frequency searching.

Capitalization

By default, LexisNexis is not case sensitive. By incorporating certain precision search tools (e.g., allcaps, caps, and nocaps), you can force the search engine to read capitalization.

Three commands impact capitalization:

- **allcaps** designates that all letters of your search word must be capitalized and is especially helpful when researching acronyms.
- **nocaps** denotes that no letters in your search term can be capitalized, so it ignores acronyms or proper nouns.
- **caps** requires that at least one letter must be capitalized and proves particularly useful when researching proper nouns.

**EXAMPLES:**

- `allcaps (era)` accesses references to the Equal Rights acronym Amendment ERA.
- `nocaps (era)` retrieves references to era, as in a period of time.
- `caps (era)` locates references to the laundry detergent Era.

Pluralization

Regardless of which form you enter, LexisNexis finds both the singular and plural forms of words that have regular plurals (those ending in *s*, *es*, or *ies*). By using the singular or plural precision search tools, you can limit your search to a particular form.

When you need to request only the singular or only the plural form of a word, use the following commands. (You will still automatically retrieve the associated possessive form.)

- **singular** finds only the singular or singular possessive form of your search word.
- **plural** retrieves only the plural or plural possessive form of your search word.

**EXAMPLES:**

- `singular (job) W/5 discriminat!` retrieves references to the singular word job within five words or less of words that begin with discriminat (e.g., job discrimination, discriminating on the job, job’s discrimination, etc.).
- `apple W/3 plural (computers)` locates documents that contain the word apple within three words or less of the plural word computers (e.g., Apple Computers, computers’ apples, apples lying on the computers, etc.).
- `singular (nocaps (aid))` finds the singular form of the word aid, but it doesn’t find the acronym for Agency for International Development (AID) or the disease AIDS.

Frequency Searching

Frequency searching enables you to set the minimum number of times that a search word or phrase must appear within each document in your answer set. In other words, it can help you retrieve only the most relevant documents.

To conduct a search based on search word frequency, use the `atleastn` command, which will retrieve only those documents that mention your search term at least a certain number (n)* of times.

*represents any number between 1 and 255

**EXAMPLES:**

- `atleast5 (chrysler)` requires that the word Chrysler appears at least five times in any document retrieved.
- `atleast15 (negligence AND contributory)` finds documents that mention both search words at least fifteen times.
- `atleast10 (competitive intelligence OR ci)` retrieves documents that reference either competitive intelligence or ci at least ten times.
Working with Search Results

Formats

Click a tab to change between view options:

- **List**—gives basic information about each article in a numbered list
- **Expanded List**—gives basic information about each article and a few words of context around each search term in a numbered list
- **KWIC™**—shows search terms with a 30-word window of context (15 words before and 15 words after)
- **Full**—shows the complete text
- **Custom**—allows you to pick the document sections you want to see

* Options will vary

Identifying Search Terms

A quick glance at a document shows you where your search terms appear. LexisNexis places them in bold type when you are viewing in Expanded List, KWIC, Full, or Custom format.

(See above for a discussion of these formats.)
**FOCUS™**

Within most LexisNexis at www.nexis.com search tools, the FOCUS feature helps you zero in on particular topics, words, or phrases within your original search results by running a “search within a search.” Use FOCUS to add words, phrases, or tighter date restrictions to your search to create a subset of results from your original search results.

**To use the FOCUS feature:**
1. Enter search terms in the box. They may be the same terms you used originally plus some new terms or they may be entirely new terms.
2. Click Search Within Results.
3. Work with the results as you normally would. If desired, run another FOCUS search.

When using FOCUS, keep the following points in mind:
- Your FOCUS results set will never be larger than your original answer set because FOCUS searches through only those documents you originally retrieved.
- You may run multiple FOCUS searches against one search; the FOCUS search always runs against your original answer set, even if you do not exit the previous FOCUS search.
- To return to your original set of results, click the link that appears above the FOCUS box after you have run a FOCUS search.

**More Like This**

If you locate a document that seems to be “on target” for your needs, LexisNexis at www.nexis.com can automatically analyze the document and process a search to find up to 25 documents similar to it.

**To use More Like This:**
1. Select a document as a model document. View it in KWIC, Full, or Custom format.
2. Click More Like This. More Like This will analyze the document and construct a search by choosing relevant search terms from your chosen document.
3. Work with the results as you normally would.
4. Click your browser’s Back button to return to your original set of results.

As you use More Like This, you will want to keep the following points in mind:
- More Like This works in most materials within the LexisNexis service, including case law, statutes, law reviews, and news articles.
- Shorter documents may not generate a sufficient number of terms to run a More Like This search.
- More Like This searches do not retain the original date restrictions, connectors, and segments used in your original search.
- More Like This searches incur the same charges as a new search in the content area where you conducted your model search.
- More Like This does not work when you are viewing documents found using More Like This.
Tagging Documents

LexisNexis at www.nexis.com makes it easy to select documents to view, print, download, or e-mail. You simply click the checkbox beside a document in a list or on an individual document to select it.

To view the selected documents:
1. Click Display Tagged Items.
   This creates a new list of just the documents you marked.
2. Click a document link to view that document or another format tab to view the documents, starting with the first one.
3. When finished, click Go Back To Results or click Home.

To “de-select” documents:
Click Clear to remove all marks or click the checkbox associated with a document to remove just that mark.

To deliver tagged documents:
After you have viewed documents, you may want to deliver the tagged documents (via print, download, or e-mail). Click one of those options on the right side of your screen and follow the directions for that option.
Document Delivery

The first three steps for all delivery options are similar. Follow these three steps before proceeding to the unique steps.

1. Click your delivery option (Print, E-mail or Download).
2. Select which documents to deliver by selecting one of these options:
   - All documents from my current search
   - All tagged documents from my current search (This option appears only if you have previously tagged documents.)
   - Just these documents (Type the numbers of those documents you want to deliver.) If you choose to deliver selected documents, be sure to use the number displayed next to each retrieved document to identify the ones you want (for example: 3-7, 17, 21, 8-10, 24).
3. Select one of the options from the Format of Results drop-down list.
4. Proceed to the unique steps for your selected option.

Note: All delivery options are subject to the terms and conditions of your subscription agreement.

E-mailing

4. Complete steps 1, 2, and 3 above.
5. In the To this E-mail Address field, select an e-mail address from the drop-down list of those you previously used or enter one in the box.
6. If desired, add a short notation to this e-mail in the Add this note to the E-mail field. It will appear in the summary information at the beginning of the e-mail message.
7. Click the E-mail button. You will automatically return to your search results.

Downloading

4. Complete steps 1, 2, and 3 above.
5. Use the Download as selection to choose if you want them downloaded in the popular Rich Text Format (RTF) word processing format or as HTML.
6. Click the Download button. Your results will be sent to your browser. Follow the directions on the screen.
7. Click Back on your browser’s toolbar to return to your result set.

Printing

4. Complete steps 1, 2, and 3 above.
5. Click View Printable Page. This removes the navigation bar and graphics.
6. Click Print on your browser’s toolbar.
7. Click Back on your browser’s toolbar to return to your result set.
Customizing

There are two areas you can customize:
- your nexis.com home page
- your result pages.

Begin by clicking Customize. The Customize page (Screen 30) appears.

### Home Page Customization

There are two areas on your LexisNexis at nexis.com home page that you can customize:
- which search tool displays as the default and
- which search forms you’d like to access directly from the LexisNexis at www.nexis.com home page.

#### Default Search Tool

The Quick Search and Power Search tools provide two differing approaches to researching. Although you will probably use both of these tools, you may find that you use one more often than the other. Therefore, you can select which tool you want to appear as the default every time you sign on to LexisNexis at www.nexis.com. Of course, you can easily switch between them as often as you like.

Set your default search tool by clicking the appropriate radio button.

#### Selecting Search Forms

Depending on your LexisNexis at www.nexis.com subscription, you may have access to multiple menus and to a large variety of search forms. Each is designed to help you locate a specific type of information by prompting you for search terms and options and by applying your search to an appropriate selection of sources.

Note: If you have access to multiple menus, your favorite Search Forms will be listed under the appropriate menu name.

You may find that you use several search forms all the time and others only occasionally. Click Select Search Forms to display a list of all the search forms, and then check the ones you use most often. When you click Save, LexisNexis at www.nexis.com will then place a direct link to each of those search forms on your home page.

### Result Page Customization

You can customize two areas related to search results delivery:
- the display format LexisNexis at the nexis.com service uses initially to display your results and
- how many documents to display at a time.

#### Default Format

If you have a display format preference, you can select it as the default. Use the drop-down list to select the default display format. Your results will initially display in whatever format you select. You can switch to another format at any time.

Note: Quick Search and Subject Directory do not support the Expanded List and KWIC formats. Therefore, if you select Expanded List, those results will be displayed in the List format. And, if you select KWIC, they will be displayed in the Full format.

#### Result Set Size

By default, LexisNexis at www.nexis.com delivers your results 25 documents at a time. This option lets you change this result-set size to one between 1 and 99. While some people prefer to receive large numbers of documents and scroll through them, others find it easier to work with groups of just a few.

Click Save when you have completed your customization.
Other Tasks

Removing a Saved ID and Password

1. Click Return to Sign On to display the Sign On page.
2. Delete the nexis.com ID that appears in the ID field and the password that appears in the Password field.
3. Click to remove the checkmark in the Remember my ID and password checkbox.

Removing the nexis.com ID and password from the Sign On page requires each person to enter his/her own nexis.com ID and password.

Signing Off

You do not need to sign off or disconnect from LexisNexis at the nexis.com service because billing is not determined by the length of time you are connected.

However, for security or confidentiality reasons, you may want to sign off without shutting down your Internet browser. To accomplish this, return to the Sign On page by clicking Home and then clicking Return to sign-on.

Finding Your ID

While you are signed on to nexis.com, click Support Identifier at the bottom of the screen to see your ID. Knowing your ID will speed up your assistance from Customer Support, especially if you have accessed www.nexis.com via Seamless Activation.