The Basics
Easy Access to Valuable Information

Signing On to LexisNexis™

You can access LexisNexis with an Internet browser and a LexisNexis ID and password—no software is needed.

Follow the steps below to gain access to LexisNexis:

1. Establish an Internet connection and enter the URL address: http://www.lexis.com.

2. The screen you see is the Home Page. To start your research session, enter your LexisNexis ID and password.

3. Click the Remember my Sign On information box to save your ID and password for future access to LexisNexis.

4. Click Sign On.

NOTE: Each user’s Internet Service Provider (ISP) can affect the quality of the connection and transmission speed in LexisNexis. In addition, some of the features and functionality may differ depending on the browser you are using.

Selecting A Source

You have three options for selecting a source.

Choose From My Last 20 Sources:
Select a source you have used before from the drop-down list and click Go.

Find a Source:
Enter all or part of the name of the source in which you want to search and click Find. For example, enter us supreme court.

Explore Sources:
Click on a topic to browse the source directory and find sources listed under particular topics.
Searching

After you select a source, the search template will appear on your screen:

1. Click Terms and Connectors or Natural Language.
2. Enter your search request.
3. Click Suggest Words and Concepts to add additional terms that relate to the terms you have entered (optional).
4. Click Restrict Search Using Document Segments to incorporate segments into your terms and connectors search (optional).
5. Choose a date range from the pull-down menu OR enter your own date range in the spaces provided (optional).

LexisNexis™ Search Advisor

Search Advisor aids you in finding legal materials based on a classification system of areas of law and related topics. You have three options for selecting a topic.

Choose From My Last 20 Legal Topics: Select by highlighting a topic in the drop-down menu and click Go.

Find a Legal Topic: Enter a legal topic in the field and click Find.

Explore Legal Topics: Point and click through the topics and subtopics to explore and select the topic you want.

Using LexisNexis Search Advisor to Search

1. Click on an option to view treatises, law reviews or news articles.
2. Select a jurisdiction from the drop-down menu.
3. Select Terms and Connectors or Natural Language searching.
4. To complete your search, type and select the appropriate information in the search field of the Search Advisor template and click Search to process your request.
5. Add suggested words or concepts for your topic or for your search terms (optional).
6. Restrict the search by specifying applicable segments (optional).
7. Choose a date range from the pull-down menu OR enter your own date range in the spaces provided (optional).
The Basics

Tips for Using Terms and Connectors or Natural Language Searching

Terms and Connectors use words and connectors to create phrases and concepts based on specific rules of search logic. You can find every mention of a specific name, use a full range of connectors, and use universal characters.

Natural Language is useful when you are researching conceptual issues, or you are not sure where to begin your research.

Natural Language is a supplement, not a replacement for Terms and Connectors searching. There are times when it is more appropriate to use one method and other times when both methods may be used together.

Use universal characters in your search terms

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<th>Character</th>
<th>Example</th>
<th>Description</th>
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<tr>
<td>!</td>
<td>litigat!</td>
<td>litigate, litigator, litigation, litigating, etc.</td>
</tr>
<tr>
<td>*</td>
<td>wom*n</td>
<td>woman, women</td>
</tr>
<tr>
<td>**</td>
<td>bank***</td>
<td>bank, banking, banker (not bankrupt)</td>
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Use connectors to link search terms together

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Terms and Connectors

Choose a viewing format.

- **Cite List** — Displays basic information, in a numbered list, about the documents your search found.
- **KWIC™** — Shows your search terms surrounded by a 25-word window of text.
- **FULL** — Displays the complete text of each document.
- **Custom** — Lets you display a particular segment or segments of each document.

Narrow your search results.
Rerun the search automatically at specified intervals.
Find documents with similar citation or language patterns.
Print, Download, Fax, or E-mail.
Shepardize®.
Create customized answer sets based on highlighted passages of text you select.

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Get A Document

Enter a citation.

Print multiple documents.

Shepardize®

Click Check a Citation to display the Shepard's® search form.

Enter a citation.

Select an option for Shepardizing™:
- KWIC to validate the citation.
- FULL for research.

Print multiple Shepard's® reports.

Deliver Documents

Select printer from drop-down menu.

Select display format in which to print.

Customize the print.

Click Check to Shepardize the citation.

Click Get to get document.

Select the documents to print.

Format the print.