

Guide to Cost-Effective Research with LexisNexis®

Transactional vs. hourly: The right ID decreases costs

Know when to use the appropriate LexisNexis® ID to save money.

Transactional ID—Time is not an issue. Charges are assessed by each search. Use this ID when you stay online to review results.

Hourly ID—Quantity of searches is not an issue. Charges are assessed by time spent online. Use this ID when you run a number of searches but will not be staying online to review results.

Use Alert features to save valuable time

Stay on top of the latest developments by setting up automatic updates of your LexisNexis research, your *Shepard's*® Citations Service reports and your LexisNexis® CourtLink® court records research.

Results are available via e-mail and are also stored online, accessible through the Alerts tab toward the top of your LexisNexis research screen.

Note: Some subscriptions do not allow for e-mailed Alerts.

After you click the **Alerts** tab, select from one of three secondary Alert tabs to view results from the LexisNexis® Alert feature, the *Shepard's* Alert® feature or CourtLink® Alerts.

The LexisNexis Alert Feature

- 1 Run a search.
- 2 When you have the results you want, click the **Save as Alert** link.
- 3 Specify how frequently you want the Alert to run (if your subscription allows it), how you want the results delivered, how you want to be notified and other options.
- 4 If you wish to view results online, click the **Alerts** tab toward the top of your screen and then the **Alert** secondary tab.

Note: The Alert feature is not available in some situations (e.g., in *Book Browse* mode or from a *Natural Language* search).

The Shepard's Alert Feature

- 1 Click the **Alerts** tab at the top of any LexisNexis research page.
- 2 If necessary, click the **Shepard's Alert** secondary tab.
- 3 Create a new *Shepard's* Alert or manage existing ones.

CourtLink Alerts

- 1 Click the **Alerts** tab at the top of any LexisNexis research page.
- 2 If necessary, click the **CourtLink Alerts** secondary tab.
- 3 Click the **Continue** button to go to the CourtLink service and follow screen directions to set up your Alerts.

Source Selection—Make informed choices to save money

Pick your source based on the information you need. Smaller sources typically cost less than larger sources. To determine the content of a source before selecting it, click the  icon next to a source for free access to the source description.

Combined Search—Maximize research potential

Save valuable time by running just one search through multiple sources simultaneously. Combine cases, codes, law reviews, news and more in one search. Quickly review your results using the tabbed answer set, organized by source categories with direct links to results from each source or an entire source category.

LexisNexis® Toolbar

With the LexisNexis Toolbar, you can search the LexisNexis services from any Web site and save time by taking the shortest route to information vital to your success. The Toolbar stays on your Web browser. When you see an item of interest, you can search in a way that's convenient for you:

- Enter terms in the LexisNexis Toolbar search box, select a source and click **Search**. (You will be asked for your LexisNexis ID and password.)
- or
- Highlight text of interest on the Web page, select a source and click **Search**.

The download is free, and the Toolbar takes only moments to install.

Get a Document—Get a full-text document without a source charge

To retrieve an individual legal document by its citation:

1. Click the **Get a Document** tab at the top of the LexisNexis research screen, and then click the **Citation** secondary tab.
2. Enter an exact citation in the open field and click **Get**.

To retrieve a document by Party Name or Docket Number:

1. Click the **Get a Document** tab.
2. Click the **Party Name** or **Docket Number** secondary tab.
3. Complete the form and click **Search**.

Note: If you do not know a publication's exact citation format, click the **Citation Formats** link to determine the proper format.

Book Browse—Gain access to adjacent code sections at no extra cost

Use this feature when reading a document for results that can be browsed sequentially, such as statutes. Book Browse lets you navigate to the previous or next sections of a document by clicking the **PREV** or **NEXT** button at the top of the page.

Note: *Book Browse is available only in the Full view.*

- To use Book Browse, click the **Book Browse** link toward the top left of your results screen.
- To return to normal browsing, click the **Return to ...** link at the top left of the screen.

The FOCUS™ Feature—Narrow your search results at no additional charge

After performing your initial search, use the FOCUS feature to narrow your results. A FOCUS search finds documents within your results that contain the FOCUS terms you specify. You can perform a FOCUS search on:

- The entire list of documents—find all occurrences of one or more search terms within your results.
- Selected documents only—find all occurrences of a search term within the documents that you specify.

To narrow results using FOCUS:

1. Enter new terms or revise your original terms as a Terms and Connectors search query in the FOCUS Terms box*, which is located in the FOCUS bar at the top of the search results page.

If the FOCUS bar does not appear, click the red plus sign (+) on the right side of the screen above your search results to display it. If the red plus sign is not visible, verify that you have chosen Show FOCUS Bar in the Results View section of the Preferences form by clicking **Preferences in the upper navigation bar.*

2. Select **All Documents** or **Selected Documents** from the pull-down list.
3. Click **Go**. The results of your FOCUS search appear on a new page.
4. You can continue to use the FOCUS feature to further narrow results from your previous FOCUS search. As you repeat the process, added terms will be applied to your FOCUS results rather than the original search. To go back to the original search-results set, click **Exit FOCUS**.

Note: *The FOCUS feature is not available in some situations, e.g., in the Book Browse mode. Also, if you are viewing combined search results, you cannot select documents from the All Results tab. First select a category or a source, and then select the items on which you want to use FOCUS.*

To narrow your *Shepard's*® report results at no extra cost:

Click the **FOCUS—Restrict By** link at the top of the report page and complete the form by entering FOCUS terms and/or customizing restrictions.

LexisNexis® Case Summaries and LexisNexis® Headnotes—Reduce review time

LexisNexis Case Summaries in LexisNexis case-law documents provide three-part, concise synopses of case-law decisions to save you time.

LexisNexis Headnotes, drawn directly from the court's language and selected by LexisNexis editors, are numbered key legal points of a case. Save time by linking from these headnotes to relevant text in a case or to other pertinent documents.

History—Quickly review saved searches and see recent searches at no charge

History automatically stores your searches in Recent Results, saved for 24 hours. You can view recent search results at no extra charge during that period (re-running or editing searches comes at a charge). After 24 hours, searches are moved to Archived Activity and saved for the following 29 days. After 29 days, a search expires and is removed from the archive.

Note: *Accessing recent results is free if a Transactional ID was used for the original research session.*

- To see your search activity, click **History** in the upper-right corner of the *lexis.com*® black navigation bar.
- To access a search in Recent Results or to rerun or edit a search in Archived Activity, click the search title in the far-left column.

LexisNexis® Get & Print—Save online time by getting multiple documents by their citations

Use LexisNexis Get & Print when you have multiple citations and you need either full-text documents or *Shepard's* reports.

1. Click the **Get a Document** tab at the top of your screen and then the **Citation** secondary tab, OR click the **Shepard's** tab at the top of your screen and then the **Shepard's** secondary tab.
2. Click the **Get & Print** link toward the bottom of the form.
3. Enter your sign-on information and click **Sign On**.
4. Complete the Define Your Job form; enter citations, indicate delivery method, choose a report service and click **Get**.

Attached Printers—Free printing

You can print from your Internet browser to an attached printer at no extra charge. Click the **Print** link at the top right of your results screen or the printer icon on your browser, or go to the **File** menu on your browser and select **Print** from the pull-down list.

**LexisNexis Customer Support—
24/7 cost-effective research help**

Call **800.455.3947** to reach knowledgeable research assistants, available 24/7 to help you develop effective research strategies, select sources, construct search requests and use the many beneficial features on the LexisNexis services.