

# LexisNexis® Academic

## Getting Started with LexisNexis® Academic

LexisNexis *Academic* is designed to be fast, flexible, and powerful for all users, from first-time users to professional researchers. Whether it's quickly finding information through the Easy Search form, doing thorough research on the Power Search form, or using the source directory to select from thousands of news, business, legal, and other sources—LexisNexis will bring you the content you need. The database contains over 350 newspapers with archives back 25 years or more, 300 magazines and journals, over 600 newsletters, transcripts of television and radio broadcasts, polls and surveys, non-English news sources, and even blogs and online publications. This guide will help you get started, but look for our special guides on topics such as Legal Research for advanced techniques.

### Easy Search

The default page of LexisNexis *Academic* is Easy Search. You can always return to this form by clicking the LexisNexis logo at the top left of every form. Not just for beginners, the Easy Search form is the place to go when you want to do a quick search of the most popular sources. This form is the most useful when you are browsing articles on a specific topic, or when you are doing preliminary research and want more general information. Simply choose your source(s), enter a few words related to your topic, select a date range, and click

the Search button. Help is available under the “How do I?” and Tutorial links on the right, indicated by the dual arrows.

**For example**, if you were would like the most recent articles on global warming from around the world, enter “global warming” into the search box (put quotes around phrases), select the “Major U.S. and World Publications” option, specify a date to keep your result set manageable, and click the Search button.

The screenshot shows the LexisNexis Academic Easy Search interface. At the top, there are tabs for 'Search' and 'Sources'. Below the 'Search' tab, there are sub-tabs for 'General', 'News', 'Legal', 'Business', and 'People'. The 'Easy Search' tab is selected. The main search area has a text box containing 'Global Warming' and a red 'Search' button. Below the text box is a 'Search Within' section with a 'Select All / Clear All' link and several checkboxes: 'Major U.S. and World Publications' (checked), 'Major World Publications (non-English)', 'News Wire Services', 'TV and Radio Broadcast Transcripts', 'Blogs', 'Web Publications', 'Company', 'SEC Filings', and 'Legal'. To the right of these checkboxes is a 'Specify Date' section with a dropdown menu showing 'Previous 2 years' and a date range 'Oct 22 2005 To Oct 22 2007'. A 'Clear Form' link is at the bottom right of the search area. On the right side of the page, there is a sidebar with 'Terms and Conditions', 'Related Links' (including 'Academic Portal', 'How do I...?', 'View Tutorials', 'Overview', 'Selecting Sources', 'Working with Results', 'More...'), and 'Related Products' (including 'Congressional', 'Environment', 'Government', 'Periodicals Index', 'Primary Sources in U.S. History', 'State Capital', 'Statistical'). Blue arrows point to the search box, the 'Major U.S. and World Publications' checkbox, and the date range.

### Power Search

The other search form under the General Search tab is the Power Search. This form is recommended for precise, in-depth research. The default setting on this form is a “Terms and Connectors” search. Boolean style searching is encouraged while using Power Search.

To make your search even more powerful and precise, the Power Search form offers you many more ways to improve

your results set. You can add LexisNexis SmartIndexing terms. Use the “Global Warming” index term to retrieve relevant articles, even when those exact words don’t appear in the article. You can use the “Search within Document Sections” option to search specific fields, for example when you’re looking for an article with the BYLINE of a certain author or an interview with a specific GUEST on a television or radio program.

## Special Search Forms for News, Business, Legal, and People

Besides the General searching tab, you will also see a News, Legal, Business, And People tabs on the LexisNexis *Academic* interface. Each tab contains separate search forms customized to search that particular type of information. Note the list of forms that appears on the right side of the screen under most of these tabs.

The News search form is specifically designed to work with news sources. The “Terms and Connectors” option makes it easy to search for a byline or headline. The “Add Index Terms” gives you quick access to SmartIndex Terms including subject terms, such as “Editorials & Opinions” and “Deaths & Obituaries.” The forms under the Legal tab take this specialization a step further. You can search case law by citation

or case name, or get advanced help on citation formats in the Shepard’s® Citations form. Under the Business tab, you can search in the advanced Company Dossier service, as well as SEC filings, accounting literature, and country profiles. Company Dossier is an extremely powerful tool, created for business professionals and covering millions of public and private corporations worldwide. Each Dossier report pulls together information from over sixty searches to create a comprehensive picture of a company’s organization, finances, activities, and intellectual property. Identify companies by industry, size, and other characteristics, or go immediately to the full report by entering a ticker symbol such as MSFT.

## The Sources Tab

Explore the Sources tab to discover the full breadth of LexisNexis *Academic* as well as specialized collections of sources that will save you time and improve your search results. There are two options under the Sources Tab. The Find Sources option allows you to search for sources by name or by categories such as publication type, region, and language. Use the radio buttons at the top of the form to switch to an A-Z listing of all sources. Under the Browse Sources option, use the radio buttons to view sources by Publication Type, News & Business Topics, Industry, or Area of Law. The

“Filter by” dropdown boxes will change as you make selections. Select “United States” in the Country box and new box will appear that allows you to pick a region or state. The folders will also change as you make selections to show only the content that matches the selections you have made so far.

To retrieve a particular source directly, use the Find Sources tab or the quick “Find a Source” box on the Browse Sources form. Enter all or part of the source title, using quotation marks if you want the words in a specific order, such as “New York Times.”

The “i” icon next to each source will take you to a detailed description. Select the sources you want by checking them off. You can combine dozens of sources. The “Selected” count at top right shows you how many you have chosen, and the “View” option lets you edit the list. If you leave the “Save

as a favorite” box checked, your selection will be stored until you close your browser. When you are ready to search, click the “OK – Continue” button at top right to proceed to the Power Search form.