

# Nexis® Commands at-a-glance

## Signing On

1. Go to <http://www.nexis.com>
2. Type your LexisNexis ID and password in the appropriate fields.
3. Select appropriate search tool. Enter the search.

## Connectors

Use connectors to establish logical relationships between words only when you use Power Search or Search Forms.

**OR** Links synonyms, antonyms, alternate forms of expression, etc. Broadens search results. Words separated by **OR** will appear in any of the documents returned, but not necessarily in the same document.  
Example: *outlook OR forecast OR trend*

**W/N\*** Locates search terms within a certain number (N) of words of each other. Does not specify word order.  
Example: *market W/5 share* (read: market within five words of share)

It is particularly important to use the W/2 connector between first and last names when researching people. This will allow you to find documents including nicknames, middle names or initials, or where the person is mentioned last name first.  
Example: *donald W/2 trump*

**W/S** Looks for documents with search words in the same sentence; cannot be combined with the W/N.  
Example: *predict! W/S hurricane season*

**W/P** Looks for documents with search words in the same paragraph; cannot be combined with the W/N.  
Example: *airline W/P merger*

**PRE/N\*** Requires words to appear in the document, the first word must precede the second word by no more than N words.  
Example: *cable PRE/2 television OR tv OR t.v.*

**AND** Links words or phrases that must appear together in the same document, no matter how close or far apart.  
Example: *bank AND deregulate*

**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 at the end of your search.  
Example: *(michael W/2 jordan) AND NOT basketball OR bulls OR sports*

\* N = 1-255

## Wildcards

Asterisk (\*) — Use the \* to replace a letter in a word. You can use up to seven in the same word, anywhere in the word except as the first letter. (Like the blank tile on a Scrabble board.)  
Example: *bernst\*\*n = bernstein, bernstien, bernstown, etc.*

Exclamation Point (!) — Use the ! to replace an infinite number of letters following a word root.  
Example: *insur! = insure, insured, insurance, insuring, insuree, insurer*

## Other Helpful Information

LexisNexis URL:  
<http://www.nexis.com>

LexisNexis Corporate URL:  
<http://www.lexisnexis.com>

LexisNexis SmartIndexing Technology®:  
<http://www.lexisnexis.com/smartindexing>

LexisNexis Tutorial:  
<http://www.nexis.com>

LexisNexis Source Locator:  
<http://web.nexis.com/sources>

LexisNexis Customer Service: (800) 346-9759  
(Press “2” for assistance with news and financial searching)

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## Precision search tools

Use *Precision Search Tools within Power Search or Search Forms.*

Precision search tools increase the precision and efficiency of your searches by forcing the Nexis® search engine to read search terms a certain way. These tools often work against the default settings of the LexisNexis® services.

For example, by default, the LexisNexis services are not case sensitive, but by incorporating certain precision search tools (allcaps, caps, and nocaps), you can force the search engine to read capitalization.

Also, LexisNexis will automatically find singulars, plurals, and possessives of any word that becomes plural by adding s, es or ies. By using precision tools (singular and plural), you can override this default.

## Consider the following key information when using precision search tools.

*You will construct your search using the following format: precision search tool (search term).*

*Common precision search tools include the following:*

<b>CAPS</b>	Finds instances in which at least one letter is capitalized; proves particularly useful when researching names and proper nouns. Example: <i>caps (era) = articles that contain the brand name of the detergent</i>
<b>ALLCAPS</b>	Locates articles in which all letters of your search term are capitalized; especially helpful when researching acronyms. Example: <i>allcaps (era) = articles that contain the abbreviation for Equal Rights Amendment or Earned Run Average</i>

<b>NOCAPS</b>	Retrieves articles in which your search term has no letters capitalized and ignores any acronyms, names, and proper nouns. Example: <i>nocaps (era) = articles that contain the word era as the time period</i>
<b>SINGULAR</b>	Finds only the singular or singular possessive forms of your search term. Example: <i>sing (rally)</i>
<b>PLURAL</b>	Retrieves only the plural or plural possessive forms of your search term. Example: <i>plur (rallies)</i>
<b>ATLEASTN or ATLN</b>	Assists with frequency searching, allowing you to retrieve only those documents that mention your search term at least a certain number (N) of times. Example: <i>atl10 (competitive intelligence OR ci)</i>

## Segments

*Use Searchable Segments only within Power Search or Search Forms.*

Operating like descriptors or fields, segments are searchable parts of a document. Some of the most commonly used of the many available segments are listed here.

*Incorporate segments, search terms, or date restrictions using connectors as needed.*

<b>BYLINE</b>	Person(s) identified as the author/reporter. <i>BYLINE (james W/2 brady)</i>
<b>COMPANY</b>	Contains the name(s) of any companies discussed in the document. <i>COMPANY (kodak)</i>
<b>GEOGRAPHIC</b>	For articles about a particular geographic location. <i>GEOGRAPHIC (united states)</i>

<b>GRAPHIC</b>	For articles that have a photo. <i>GRAPHIC (empire state building)</i>
<b>HEADLINE</b>	Headline or title of a document. <i>HEADLINE (seagram)</i>
<b>HLEAD</b>	Segment combining the headline and lead paragraph. <i>HLEAD (college playoff AND nike)</i>
<b>LENGTH</b>	The approximate number of words in the BODY segment; arithmetically searchable. <i>LENGTH &gt; 100</i>
<b>PUBLICATION</b>	The name of the publication. <i>PUBLICATION (new york times)</i>
<b>SECTION</b>	For a particular section of a publication. <i>SECTION (obituary)</i>
<b>SUBJECT</b>	Search the LexisNexis SmartIndexing Technology® topic of the article (Note: Controlled subject terms are available at <a href="http://www.lexisnexis.com/infopro/products/index">http://www.lexisnexis.com/infopro/products/index</a> ) <i>SUBJECT (electronic commerce)</i>
<b>TERMS</b>	Search the LexisNexis SmartIndexing Technology terms for people names, company names, organization names, and geographical location in an article. (Note: Controlled proper name terms are available at <a href="http://www.lexisnexis.com/infopro/products/index">http://www.lexisnexis.com/infopro/products/index</a> .) <i>TERMS (mario W/2 lemieux) AND TERMS (pittsburgh)</i>