LexisNexis®

LexisNexis® Publisher
User Guide

Downloaded on 12-07-2010

LexisNexis·

Contents

Copyrights

LexisNexis, the Knowledge Burst logo, and *lexis.com* are registered trademarks, and LexisNexis SmartIndexing Technology is a trademark of Reed Elsevier Properties Inc., used under license. Other products and services may be trademarks or registered trademarks of their respective companies.

Copyright 2010 LexisNexis, a division of Reed Elsevier Inc. All rights reserved.

LexisNexis® Publisher

What is LexisNexis Publisher?

LexisNexis® Publisher is a powerful application that lets you retrieve documents related to your organization's topics of interest from the LexisNexis information services warehouse and publish links to access them from your website. These documents may be of general interest, about your organization, about one or more of your competitors, and so on.

As an editor using LexisNexis Publisher, you have a high level of control over the use of this vital resource. Using feedback from the members of your organization about information needs, you will create a variety of subject topics and develop the searches needed to retrieve the most current and relevant documents related to those topics. You will then review the documents found by your searches, decide which ones are most relevant, and finally publish links to them on your website. It's that easy!

LexisNexis Publisher is composed of three main working areas: the Topics Home page, the Document Publishing area, and the Administration tab. Click the links on the right to read detailed information about these LexisNexis Publisher work areas.

Topics Home Page

The Topics Home page is the landing page for LexisNexis® Publisher. It is also the area where you can work on either the topic list or individual topics. The Topics Home page lists the titles of all the topics currently maintained by your organization and the main properties of each. This page also contains tabs and links that give you easy access to the other work areas, forms, and features within LexisNexis® Publisher.

You can think of topics as containers for searches, and searches as retrievers of documents. Typically, you will start at the Topics Home page and click the New Topic sub-tab to create a new topic about a particular subject of interest. Then you will create one or more searches within that topic to retrieve documents that relate to that subject.

Retrieved documents will automatically be placed under that topic's name in the Document Publishing area. You can click a topic's name in the Current Topics list to enter the Document Publishing area and work with those retrieved documents.

Above the topics table is the **Choose an Editor** drop-down list, which allows you to select one editor whose topics you'd like to display, reducing the number of items you're viewing. To return to the list of all editors, choose **All** from the drop-down list. Once you've selected an item using this filter, that filter remains in use until you make another selection.

If applicable, a notice may appear above the drop-down list regarding take downs. Click the link to resolve any take-down alerts.

Document Publishing Area

The Document Publishing area appears when you click the name of one of your topics on the Topics Home page. This work area is divided into four tabbed pages: Results, Staged, Published, and Deleted. Each page represents a step in the process of publishing access to documents on your site. These pages contain the documents retrieved for the selected topic, plus the functions you need to manage them. For example, each page contains a **Preview** pane, which shows you exactly how the full text of a document will appear to your users.

The following sections provide a brief overview of each page in the Document Publishing area. For more information about a particular page, view the Help for that particular page.

Results Tab

This tab lists the new documents retrieved by searches for a topic. Here you'll make a "first cut" of the documents you want users to access through your site. You will then move those documents forward to the Staged tab or directly to the Published tab.

Staged Tab

On this tab you will make a "final cut" of the documents and determine exactly which documents to link to from your site. While working on this page, you can customize documents with comments, pictures, attachments, and related links. Once you apply these changes, you will move the documents forward to the Published tab.

Published Tab

This page lists the documents you moved here from the Results or Staged tabs, as well as documents already identified for publication in earlier sessions with LexisNexis® Publisher. While working on this tab, you can sort the documents into the order you want them to be displayed to your end users.

> **Tip:**
> After you create a new topic, you need to copy and paste the URL for that topic into your intranet site or email it directly to your subscribed users. The link will allow your end users to access the documents listed on the Published tab for that topic. For more information about how to find the URL for a topic, see How do I obtain the URL for a topic?

Deleted Tab

This tab lists the documents you did not want to publish to your site; however, you can move a document from the Deleted tab back to the Staged or Published tab if you change your mind about its usefulness. Documents on the Deleted tab remain there until 1:00 a.m. ET each day, at which time they are permanently removed.

Administration Tab

You can access this work area at any time by clicking the **Administration** tab at the top of almost every LexisNexis® Publisher page. From this tab, you can:

- Work with end users' subscriptions
- Manage project and client IDs
- Generate administrative reports
- Create and assign topic categories
- Delete unused attachments
- Create and send newsletters
- Assign topics to editors
- Generate MD5 tokens for topics to be used with RSS aggregators

Combining Sources

What is a combined source?

A combined source is composed of several individual sources grouped together under a single name. You can use combined sources to create custom source packages for your searches. This lets you ensure that your searches are applied to a variety of publications related to your topic of interest while avoiding retrieving documents from publications that are irrelevant to your searches.

How do I create a combined source?

1. Go to the Sources page:

If you want to...	Do this...
Create a combined source while creating a new search	a. On the New Topic page, scroll to the New Search form. b. Click **Find More Sources...** next to the **Source** drop-down list.
Create a new combined source to use for future or existing searches	a. On the Topics Home page, click **Manage Combined Sources** in the Additional Tasks area. b. Click the **Create Combined Source** button.

2. Select the sources you want to include in your combined source:

If you want to...	Do this...
Browse through the hierarchy to locate the sources you want to use	a. Click the **Browse Sources** tab. b. Click the links next to the folder icons to browse within the categorized hierarchy of sources.
Search for specific sources	a. Click the **Find Sources** tab. b. Enter a specific source name. c. Click **Find**.

3. Click the **add** link to include a source in your combined source. The source appears in the **Selected Sources** box in the area on the right side of the screen.

   Note:
   Because of license restrictions, some sources are not available to be included in combined sources. The **add** link for these sources is automatically disabled.

4. Enter a name for your new combined source in the **Name of Combined Item** box in the area on the right side of the screen.

5. Click **Done**.

Creating and Editing Topics and Searches

How do I create a new topic?

LexisNexis® Publisher topics are containers for your searches related to a specific subject. Each topic must contain at least one search, but you can create up to 10 related searches within one topic.

1. Click the **New Topic** sub-tab.

2. Enter a topic name.

3. Enter the name and email address for the editor who will be responsible for the topic.

4. Select **Email editor when new search results are available** if notification is desired.

5. Enter the number of topic list headlines to display for end users.

6. Enter a comment about the topic list for end users, if desired.

7. Enter the number of days to keep published documents (if less than the subscribed timeframe).

8. Select whether the topic will be active, private, both, or neither.

   Tip:
   You can change the status of a topic after you have created it by clicking **Edit Topic or Search** under the **Actions...** menu for that topic.

9. Select whether to display document ranking for end users.

10. Select duplicate document detection settings detection method.

    Tip:
    Selecting **Overwrite duplicate(s) with new document's contents** is the recommended method of handling duplicate documents.

11. Select duplicate document detection settings detection handling.

When published, all topics display according to your organization's default display settings. However, you can override the default display settings if you want a particular topic to display differently from the other topics. Use the Display Preferences forms on the New Topic sub-tab to choose display defaults for one topic only.

How do I create a new LexisNexis Search?

Follow the steps below to create a traditional LexisNexis® search. If you want to create an RSS feed search, see How do I create a new RSS feed search?

1. On the New Topic page, scroll to the New Search form.

2. Select the **LexisNexis Search** option.

3. Enter a name for the search.

4. Enter a project/client name.

5. Select the desired source menu from the **Menu** drop-down list.

   > **Note:**
   > The number of menus available depends upon your organization's subscription.

6. Select the desired source from the **Source** drop-down list.

   > **Note:**
   > The **Source** list will be empty if you have not yet run any searches. To add sources to the list, click **Find More Sources**.

   > **Tip:**
   > If you want to select more than one source, see How do I create a combined source?

7. Enter headline or lead terms, if desired.

8. Enter terms relevant to the search, including segments and Boolean connectors.

9. Limit your search by doing one or more of the following:

If you want to...	Do this...
Search only within business articles	Select **Exclude non-business articles**
Retrieve results for a specific company	Enter the company's ticker symbol in the **Ticker** box
Search for documents within a certain timeframe	a. Select a range from the **Date** drop-down list b. Enter a date (in mm/dd/yyyy format) in the **From** box
Retrieve articles published within a certain number of days	Select the number of **Days** from the drop-down list

10. Click **Search**. Your search and topic are saved and run for the first time.

How do I create a new RSS feed search?

Follow the steps below to create an RSS feed search. If you want to create a traditional LexisNexis® search, see How do I create a new LexisNexis Search?

> **Note:**
> LexisNexis cannot be held responsible for the content of documents retrieved from an RSS feed source.

1. On the New Topic page, scroll to the New Search form.

2. Select the **RSS Feed** option.

3. Enter a descriptive name for the search (such as the feed name).

4. Enter the URL for the RSS feed you want to use as a source.

5. Enter any **Search Terms** you want, and choose an operator to use within the search from the **AND/OR/EXACT** drop-down list. See Tips for entering search terms on the RSS Search form for more details.

6. Select how to identify the feed source from the **Publication Display** drop-down list.

7. Click **Search**. Your search and topic will be saved and run for the first time.

How do I add a search within an existing topic?

Follow the steps below to create a new search within an existing topic.

> **Note:**
> You cannot add searches to shared topics.

1. On the Topics Home page, click the **Actions...** menu link for the topic to which you want to add a search.

2. Select **Edit Topic or Search** from the menu list. The Edit Topic Settings form appears.

3. Scroll to the **Current Searches** form at the bottom of the page.

4. Click **Add a New Search**. The Add New Search form appears.

   > **Tip:**
   > The Add New Search form will contain different options depending on whether you choose to create a traditional LexisNexis® search or an RSS feed search.

5. Use the form to create your search.

   > **Tip:**
   > For more information about how to create a search, see How do I create a new LexisNexis Search?

6. Click **Search**. Your search is saved and run for the first time.

What is a shared topic?

Shared topics are topics that the LexisNexis® staff create for many customers to share. There are three kinds of shared topics:

■ Publication Watch

These topics are updates of entire publications, such as the *New York Times* or *Tax Notes Today*.

■ Industry Topics

These topics search multiple sources for information about specific industries.

■ Premium News Watch

These topics retrieve Factiva® documents.

> **Note:**
> The availability of Premium News Watch shared topics depends upon your organization's subscription.

Shared topics are only available if your organization has subscribed to them, and the number of shared topics available to you depends upon your organization's subscription.

How do I add a shared topic?

1. On the Topics Home page, click **Add Shared Topics** in the Additional Tasks area.

2. Browse through the lists of shared topics and select the topic you want to add.

   Tip:
   CTRL-click to select multiple topics in the same list.

3. Click **OK**. The shared topic appears in the Current Topics list on the Topics Home page.

   Tip:
   Shared topics in the topic list are denoted by an asterisk (*).

How do I preview a topic?

Preview a topic to see how it will appear to your end users.

1. On the Topics Home page, click the **Actions...** menu link for the topic you want to preview.

2. Select **Preview Topic** from the menu list. The topic preview will open in a new browser window.

How do I preview the topic list?

You can preview the topic list to evaluate your default display settings or to see how the topics and their associated documents appear.

To preview the topic list, click one of the links in the Additional Tasks area on the Topics Home page:

If you want to...	Do this...
Preview the topic list in the normal list view	Click **List View**
Preview the topic list in a categorized hierarchy	Click **Categorized View** **Note:** In order to see the topic list in the categorized view, you must first set up topic categories. For more information about how to create topic categories, see How do I create a topic category?

How do I edit a topic?

1. On the Topics Home page, click the **Actions...** menu link for the topic you want to edit.

2. Use the form to edit the topic's settings, as necessary.

3. Click **Save**.

How do I edit a search?

1. On the Topics Home page, click the **Actions...** menu link for the topic that contains the search you want to edit.

2. Scroll to the Current Searches list.

3. Click the name of the search you want to edit. The Edit Search form appears.

   Tip:
   The Edit Search form will contain different options depending on whether the search you are editing is a traditional LexisNexis® search or an RSS feed search.

4. Use the form to make the necessary changes to the search.

5. Click **Save**.

   Tip:
   If the search is scheduled to run automatically, it will run and display the new results. However, if the search is set to run manually, you must click the **Search** button to initiate the search before you can view any new results.

How do I delete a topic?

Caution:
Deleting a topic deletes all the searches, published documents, and unpublished documents along with the associated annotations.

1. On the Topics Home page, click the **Actions...** menu link for the topic you want to delete.

2. Select **Delete Topic**. The **Confirm Delete Topic** pop-up window appears.

3. Enter the Topic Name you are trying to delete.

   Tip:
   Unless the topic names exactly match, the topic will not be deleted. Requiring you to enter the name diminishes the likelihood that you may accidentally delete a topic.

4. Click **OK** to delete the topic.

How do I delete a search?

1. On the Topics Home page, click the **Actions...** menu link for the topic that contains the search you want to delete.

2. Scroll to the Current Searches list.

3. Click the **Actions...** menu link for the search you want to delete.

4. Click **Delete Search**. A pop-up window appears to verify that you want to delete the search.

5. Click **OK**.

   Caution:
   Deleting a search also deletes all the documents for that search that are currently on the Results tab. Move the documents to the Staged or Published tab before you delete the search if you do not want to lose them.

How do I make a topic inactive/active?

All active topics are available for end users to view. However, there may be times when you do not want end users to be able to access a particular topic. Deactivating a topic hides it from end users while still allowing its searches to run on schedule.

1. On the Topics Home page, click the **Actions...** menu link for the topic you want to make inactive/active.

2. Select **Edit Topic or Search** from the menu list. The Edit Topic Settings form appears.

3. Change the topic's active setting:

If you want to...	Do this...
Make the topic inactive	Clear the **Active** check box
Make the topic active	Select the **Active** check box

4. Click **Save**.

How do I make a topic private/public?

A private topic is hidden from all end users except those to whom you specifically send its URL. You can make a topic private if it contains sensitive or confidential information or if you want to control which of your end users can access it.

1. On the Topics Home page, click the **Actions...** menu link for the topic you want to make private/public.

2. Select **Edit Topic or Search** from the menu list. The Edit Topic Settings form appears.

3. Change the topic's privacy setting:

If you want to...	Do this...
Make the topic private	Select the **Private** check box
Make the topic public	Clear the **Private** check box

4. Click **Save**.

Developing Good Searches

How do I develop an effective search query?

LexisNexis® Publisher uses Boolean search logic. A Boolean search request includes (1) keywords and phrases that reflect ideas essential to your research and the optional terms and (2) connectors that let you search for word variations and link your search keywords and phrases. Using other options, such as date limitations, wildcard characters, and segment searching, can help shape your search results.

To create searches that efficiently retrieve relevant results, use Boolean connectors to relate the terms of your search to each other. Understanding how Boolean logic treats proper names and plurals will also help you construct effective searches.

LexisNexis Publisher searches for documents that contain the specific words and combinations of words in your search request.

To develop a search request:

1. Identify the topic.
   Determine the area that you want to research, for example, information about efforts in the fast food industry to use recyclable packaging.

2. Choose search terms that reflect ideas essential to your research topic. Include alternative words and avoid words that are too general. For example, to find articles about efforts in the fast food industry to use recyclable packaging, you might use these words: *recycle, package, container, fast food*.

   > **Tip:**
   > The LexisNexis services are not case-sensitive.

3. Use truncation and wildcards to include word variations.

4. Link the search words in a search request using connectors.

How do I use LexisNexis® index terms in my searches?

As new documents for many sources are received, they are automatically analyzed and assigned LexisNexis® indexing terms that identify the topics covered within each document. You can include these index terms in your search to help you locate documents that are relevant to your topic of interest.

1. On the New Search form, click **Show** to expand the index terms option.

2. Select the desired directory from the **Index Directory** drop-down list. You can switch between directories to find all the terms you need for your search.

3. Search for index terms to add to your search:

If you want to...	Do this...
Search for specific index terms	a. Select **Find** from the **Lookup Options**. b. Enter a word or phrase in the **Find Terms** box. **Tip:** Use Boolean connectors (AND, OR, or AND NOT) to show the relationship of the terms. c. Click **Find**.
Search for terms within an organized tree-like structure	a. Select **Hierarchy** from the **Lookup Options**. b. Click the expand ⊞ and collapse ⊟ icons to browse within the hierarchy. **Note:** The **Hierarchy** option is not available for the **All Terms**, **Company**, or **People** directories.

4. Select the terms you want to add to your search. The selected terms appear in the Currently Selected area at the bottom of the form.

5. If you want to change the relationship between two terms, click the connector between them.

   Tip:
   The three default connectors are AND, OR, and AND NOT. If you want to use a different connector, click **Move selections to Search Terms box** and edit the connectors in the **Search Terms** box.

   Caution:
   Do not alter the actual text of any index terms. Altering the text will impede the terms' ability to associate with the index terms assigned to the target documents and will therefore degrade the quality of your search results.

6. If you want to exclude peripheral or loosely related documents from your results, select **Only retrieve highly relevant documents**.

Boolean Connectors

Boolean search connectors are the words that define the relationships between your search terms.

AND

Use `AND` when all the terms must appear and may be far apart from each other. For example:

`air bags AND safety`

If you are searching for a phrase that contains the word *and*, omit the word `AND` from your search. For example:

`profit loss`

would find the phrase *profit and loss*

AND NOT

Use `AND NOT` to exclude specific terms. For example, you would run the following search if you did not want your results to include information about malignant tumors:

`ganglia OR tumor AND NOT malignant`

> **Tip:**
> Because this connector excludes *all* terms following it, it must be used at the end of a search string.

OR

Use `OR` when at least one of the terms must appear (such as synonyms, alternate spellings, or abbreviations). For example:

`kidney OR renal`

W/n

Use `W/n` to specify the proximity between the terms. The `W/n` does not specify the word order - either word may appear first. For example:

`professional sport W/15 antitrust`

To determine the value to use for n, consider the following as a rule of thumb:

If you want to...	Use this...
Find terms in the same phrase	`W/3, W/4,` or `W/5`
Find terms in the same sentence	`W/15`
Find terms in the same paragraph	`W/50`

> **Tip:**
> You may also use `W/s` (within sentence), `W/p` (within paragraph), or `W/SEG` (within segment).

PRE/n

Use `PRE/n` to find two words when the first word must precede the second word by a specified number of words. For example, the following search would find articles in which *behavioral* precedes *disturbances* by three or fewer words:

```
behavioral PRE/3 disturbances
```

NOT W/n

Use `NOT W/n` when the first word is required to appear in the document and the second word may also appear, but not within *n* words of the first word. For example, the following example finds at least one instance where the term *rico* appears separated from the word *puerto* (*Puerto Rico* can appear elsewhere in the document):

```
rico NOT W/5 puerto
```

NOT W/seg

Use `NOT W/seg` to find documents that have at least one segment in which the first search word appears, but not the other search word. The following example would find documents in which there is at least one segment with the word *tank* but not the word *m1* (this does not mean the same document could not have both words in some other segment):

```
tank NOT W/SEG m1
```

Connector Order and Priority

Connectors operate in the following order of priority:

1. OR

2. W/n, PRE/n, NOT W/n

3. W/s

4. W/p

5. W/seg

6. NOT W/seg

7. AND

8. AND NOT

If you use two or more of the same connector, they operate left to right. If the *n*'s have different numbers, the smallest number is operated on first. You cannot use the *W/p* and *W/s* connectors with a proximity connector (for example, *W/n*).

Consider the following example:

bankrupt! W/25 discharg! AND student OR college OR education! W/5 loan

This search would be operated on in the following manner:

■ OR has the highest priority, so it operates first and creates a unit of student OR college OR education!

■ W/5, the smaller of the W/n connectors, ties together the word loan and the previously-formed unit of student OR college OR education!

■ W/25 operates next and creates a unit of bankrupt! W/25 discharg!

■ AND, with the lowest priority, operates last and links the units formed in the second and third bullets above

To change the connector priority, use parentheses. Connectors inside parentheses have priority over (that is, they operate before) connectors outside parentheses. For example:

bankrupt! W/25 discharg! AND (student OR college OR education W/5 loan)

This search would prioritize as:

(student OR college OR education W/5 loan) AND (bankrupt! W/25 discharg!)

Using Words in Searches

Words are the basic units of a search. A word is a single character or group of characters (alphabetic or numeric) with a space on either side:

McPherson	one searchable word
§1988	one searchable word
§ 1988	two searchable words

A hyphen is treated as a space, so a hyphenated word is seen as two words:

preemptory	one word
pre-emptory	two words
pre emptory	two words

Tip:

A period is treated like a space except when:

- The period is preceded and followed by a number.

    `99.9` is one word

- The period is preceded by a space and followed by a number.

    `.999` is one word

- The period is preceded by only one alphabetic character and followed (with no spaces in the sequence) by any number of single letters each of which is followed by a period.

    `F.B.I.` is one word, but `F. B. I.` is three words because of the space after the periods

Proper Names

Because of the many ways in which a proper name can be expressed, use the following search pattern to obtain a comprehensive result:

```
first name OR first initial W/3 last name
```

Consider the following example:

```
mary OR m w/3 jones
```

This example would find documents referring to *Mary Jones*. This method ensures comprehensive results and includes variations such as *Mary J. Jones, M.J. Jones, Mary Jane Jones, Jones, Mary J.* and *Jones, M.J.* Some names searched using this pattern will yield irrelevant references in the search results. Following are some suggestions for dealing with these situations.

- Add additional search terms to decrease the likelihood of irrelevant results:

  ```
  (mary OR m W/3 jones) AND cpa OR c.p.a. OR accountant
  ```

  This is the type of search to use if Mary Jones is a CPA. It helps if you eliminate references to other Mary Joneses.

- The order of surname and forename may differ:

  ```
  smith W/2 r
  ```

  The proximity connector will find documents that contain both *R Smith* and *Smith, R.*

- The presence and formatting of multiple initials may differ:

  ```
  rj smith
  ```

  This finds *RJ Smith* but not *R.J. Smith* (with periods) or *R J Smith* (with spaces).

- To find all possibilities, use an OR connector:

  ```
  rj OR r j OR r.j. W/3 smith
  ```

- A name may be given with or without middle initials:

  ```
  raymond W/3 smith
  ```

  A proximity connector such as `W/n` will find articles by *Raymond Smith, Raymond J. Smith,* and *Raymond J.A. Smith*.

- To account for all the possible combinations of name presentation, we recommend a combination of techniques:

  ```
  (smith W/3 ray! OR r)
  ```

  This search will find all of the above examples.

Plurals

- Using the singular word form will retrieve the singular, plural, and possessive forms of most words:

  `city` would find *city, cities, city's* and *cities'*

- The LexisNexis® services will not automatically find irregular plural forms or the plural form of words that end in *us* or *is*:

  `bonus` would not find *bonuses*

  `child` would not find *children*

  > **Tip:**
  > Use the `OR` connector for such words:
  >
  > `bonus OR bonuses`
  >
  > `child OR children OR children's`

Truncation and Wildcards

Using wildcard characters and truncation lets you easily combine or eliminate search words, making your search simpler.

- Use an exclamation point (!) to find a root word plus all the words made by adding letters to the end of it:

  `acqui!`

  This finds variations on the word *acquire* such as *acquires, acquired, acquiring,* and *acquisition*

  Tip:
  Use `!` only on unique roots. For example, if you search for `fir!` (thinking that you want to find *fired, firing,* or *fires*), your results will also include *first, firm,* and so on.

- Use an asterisk (*) to replace characters anywhere in a word except the first character. Use one asterisk for each character you want to replace. It is especially useful to hold a space for variations in spelling at any point in a word:

  `wom*n` finds *woman* and *women*

  `bernst**n` finds *bernstein* and *bernstien*

  If you use asterisks at the end of a word, they do not all have to be filled, but you may find only up to the specified number of characters:

  `transplant**` finds *transplant, transplanted,* and *transplanter*, but not *transplantation* or *transplanting* because only 2 wildcard characters were used. To find all the variations of *transplant*, use the exclamation point instead of the asterisk.

Segment Searching

Documents of a general type have a common structure. In LexisNexis® Publisher, these natural parts or divisions of the document structure are called *segments*. For example, cases contain name, date, court, opinion, and dissent segments, among others. News articles contain headline, date, byline, and lead segments, among others.

You can restrict your search to a specific part or segment of a document, such as the court that heard the case or the reporter who wrote the article. Segment searching is especially useful when you are looking for:

- Articles on a particular topic
- Articles written by a particular reporter
- Information about a particular person, company, or industry
- Information published on, before, or after a particular date

You can perform segment searching by typing your segment search terms directly in the search box. Enter the segment name, then type your search words enclosed in parentheses:

`name (john W/3 doe)` finds articles about a particular person

`byline (john W/3 doe)` finds articles written by a particular reporter

> **Tip:**
> Use the `AND` connector to link a segment search to other search words or to other segments.

`subject (age discrimination) AND company (xyzq)` finds articles that discuss age discrimination in relation to a particular company

`name (john W/3 doe) AND subject (nuclear power plants)` finds articles that mention John Doe and nuclear power plants

Scheduling Alerts

What is an alert?

An alert is a search with a specific run schedule. Typically, an alert refers to a search that has been scheduled to run automatically, but a manual search can also be referred to as an alert.

Types of Alerts

Alert Type	Description
Manual	A manual alert is a search that you must initiate in order to retrieve new results.
Scheduled	A scheduled alert is a search that LexisNexis® Publisher will run automatically according to your frequency settings.

How do I schedule an alert?

Schedule an alert if you want a search to run automatically at specified times.

> **Note:**
> You cannot schedule an alert for a shared topic, a search that has never been run, or a search that has not been run in two days. If you want to schedule an alert for a search that hasn't been run, first run the search, then schedule the alert.

1. On the Topics Home page, click the **Actions...** menu link for the topic that contains the search for which you want to schedule an alert.

2. Click **Edit Topic or Search**.

3. Scroll to the Current Searches area.

4. Click the **Edit Alert** link for the appropriate search. The Scheduled Alert form appears.

5. In the **Run this...** drop-down list, select how you want the search to run.

6. Select the options that specify how frequently you want the alert to run.

7. Click **Save**. Your alert is saved and run for the first time.

> **Tip:**
> You can also edit or schedule alerts from the **More Actions** drop-down list on the Results tab.

Why schedule an alert?

When you create a search, it is set by default to run only when you initiate it (a manual search). You can schedule an alert to run a search automatically so you don't have to manually initiate it every time you want to check for new results. When you schedule an alert, you can also choose to run it to the Staged or Published tab if you want to filter out duplicate documents before you see them or if you want to automatically publish documents.

How do I queue a topic for update?

Queueing a topic for update allows you to place a topic with scheduled alerts in the system's next update queue so you don't have to wait until its next scheduled runtime to retrieve new results. That way, you can get the information you need when you need it, instead of being bound to a strict update schedule.

> **Note:**
> If a search is very complex (if it contains more than 60 search term connectors and/or 7 wildcards), it will be placed in the queue for the next available update time for complex searches. Such searches can only be run at specific times during the day.

1. On the Topics Home page, click the **Actions...** menu link for the topic you want to queue for update.

2. Click **Queue for Update**. The Queue Scheduled Searches for Update form appears.

3. Select the search that you want to queue for update.

   > **Note:**
   > Only searches with scheduled alerts can be queued.

4. Click the **Queue for Update** button. The Next Run Date column will update to display the new expected run date and time for the queued search.

   > **Note:**
   > A newly-scheduled search is scheduled to run at the current time, but it may not actually run until the next hour.

Using Topic Categories

How do I create a topic category?

1. Click the **Administration** tab.

2. Click the **Topic Categories** sub-tab.

   Tip:
   You can also create a topic category from the **Categorized Topics** view of the Topic Categories page.

3. Click **Create Topic Category**.

4. Enter a name for the new topic category in the box.

5. Click **Create**.

How do I assign a topic to a topic category?

1. Click the **Administration** tab.

2. Click the **Topic Categories** sub-tab.

3. Select the topic you want to assign to a topic category.

   > **Tip:**
   > You can select more than one topic at a time, or you can select all the topics simultaneously by selecting the check box at the top of the column.

4. In the **Assign to** drop-down list, select the topic category to which you want to assign the selected topic.

5. Click **Assign**.

   > **Tip:**
   > You can assign a topic to multiple topic categories by repeating the process for each topic category where you want the topic to appear.

   > **Note:**
   > All topics not specifically assigned to a topic category will be automatically included in an "Other Topics" category.

How do I unassign a topic from a topic category?

1. Click the **Administration** tab.

2. Click the **Topic Categories** sub-tab.

3. Select the **Categorized Topics** view.

4. In the Topic Categories area, select the topic category that contains the topic you want to unassign.

5. Select the topic you want to unassign from the area on the right.

   Tip:
   You can select multiple topics to unassign at the same time. You can also select all the topics in a category simultaneously by selecting the check box at the top of the column.

6. Click **Unassign**.

How do I delete a topic category?

1. Click the **Administration** tab.

2. Click the **Topic Categories** sub-tab.

3. Select the **Categorized Topics** view.

4. Click the **Actions...** menu link for the topic category you want to delete.

5. Click **Delete**. A pop-up message appears to verify that you want to delete the topic category.

   Tip:
   Deleting a topic category will not delete any topics assigned to it. Any topics assigned to that topic category only will be automatically reassigned to the "Other Topics" category.

6. Click **OK**.

What are topic categories?

Topic categories provide a way for you to organize your LexisNexis® Publisher content at a higher level. You can create custom categories and assign multiple related topics to them. Then you can provide your end users with the URL for either the categorized topic list or for a single topic category.

How do I preview a topic category?

Preview the categorized topic list or a single topic category to see how it will display to your end users.

If you want to...	Do this...
Preview the categorized topic list	On the Topics Home page, click **Categorized View** in the Preview "All Topics" section of the Additional Tasks area. **Tip:** You can also preview the categorized topic list from the **Categorized Topics** view of the **Topic Categories** sub-tab (under the **Administration** tab).
Preview a single topic category	1. Click the **Administration** tab. 2. Click the **Topic Categories** sub-tab. 3. Select the **Categorized Topics** view. 4. Click the **Actions...** menu link for the topic category you want to preview. 5. Click **Preview**. The topic category will open in a new browser window.

Viewing and Organizing the Topic List

Topic Status Indicators

Type	Description
New York Times	Active topic **Tip:** Most topics will fall into this category
⊠VISF Caselaw Doc	Inactive topic
U.S. Supreme Court *Private*	Private topic
Tax Notes Today *	Shared topic

Sorting the Current Topics List

You can sort the Current Topics list on the Topics Home page to display the topics in the order most helpful to you.

Value	Description
Topic Name	Click this column heading to sort by topic name.
Editor	Click this column heading to sort by editor name.
Results	Click this column heading to sort by the number of results.
Staged	Click this column heading to sort by the number of staged documents.
Published	Click this column heading to sort by the number of published documents.
Updated	Click this column heading to sort by the date of the last update.

Topics Home Page

The Topics Home page is the landing page for LexisNexis® Publisher. It is also the area where you can work on either the topic list or individual topics. The Topics Home page lists the titles of all the topics currently maintained by your organization and the main properties of each. This page also contains tabs and links that give you easy access to the other work areas, forms, and features within LexisNexis® Publisher.

You can think of topics as containers for searches, and searches as retrievers of documents. Typically, you will start at the Topics Home page and click the New Topic sub-tab to create a new topic about a particular subject of interest. Then you will create one or more searches within that topic to retrieve documents that relate to that subject.

Retrieved documents will automatically be placed under that topic's name in the Document Publishing area. You can click a topic's name in the Current Topics list to enter the Document Publishing area and work with those retrieved documents.

Above the topics table is the **Choose an Editor** drop-down list, which allows you to select one editor whose topics you'd like to display, reducing the number of items you're viewing. To return to the list of all editors, choose **All** from the drop-down list. Once you've selected an item using this filter, that filter remains in use until you make another selection.

If applicable, a notice may appear above the drop-down list regarding take downs. Click the link to resolve any take-down alerts.

Moving from Search Results to Published Documents

How do I create a custom document?

You may want to distribute a document, such as a company memo or a marketing piece, to your end users. An easy way to distribute such a document is to create a custom document that you can publish along with the documents you retrieve in your searches. You can create original documents by entering original text or by copying text from an existing document.

1. On the Results tab, select **Create a Document** from the **More Actions** drop-down list.

2. Click **Go**.

3. Enter a descriptive headline for the document.

4. If the text for the document comes from an existing document, enter the name of the source.

5. Enter the current day's date in one of the supported sortable date formats.

6. If you want or need an abstract, enter the text for the abstract in the **Abstract** box.

7. Enter or copy the text of the document into the **Body Text** box.

8. Set formatting instructions, if desired:

   a. Select **Page Formatting**.

   b. Enter your formatting specifications in the boxes.

9. Click **Create**. The new document will be added to the results for the Custom Documents search. You will now be able to work with the document as you do with other documents.

How do I stage a document?

The Staged tab serves as a holding place for documents that you want to retain but are not yet ready to publish. Move documents to this tab when you want to customize them or review them further before you publish them to your organization's website.

1. On the Results, Published, or Deleted tab, select the document that you want to stage.

2. Click the **Stage Selected** button beneath the Staged tab.

   Note:
   Documents are allowed to be staged for 7 days. This includes the time a document stays on the Results tab.

How do I publish a document?

1. On the Results, Staged, or Deleted tab, select the document that you want to publish.

2. Click the **Publish Selected** button beneath the Published tab.

What's the difference between publishing documents to the Published tab and publishing them to my organization's website?

When you move documents to the Published tab, they are published to a LexisNexis® website established for your organization, not to your organization's website.

In order to provide access to documents from your organization's website, you must include a link from your website to the LexisNexis® Publisher website where they reside. LexisNexis Publisher provides you with URLs to the entire topic list, a single topic, or a single document. In addition, you can generate JavaScript that will incorporate a topic list directly into your website.

> **Note:**
> The availability of JavaScript and certain types of URLs depends on your organization's subscription.

How do I publish a document to another topic?

You can publish a document to other topics from both the Staged and the Published tabs.

1. On the Staged or the Published tab, select the document that you want to publish to another topic.

2. Select **Publish to Other Topics** from the **More Actions** drop-down list.

3. Click **Go**.

4. Select the topic or topics to which you want to publish the document.

5. Click **OK**.

How do I delete a document?

1. On the Results, Staged, or Published tab, select the document that you want to delete.

2. Click the **Delete Selected** button beneath the Deleted tab.

   Tip:
   Deleted documents remain on the Deleted tab for 7 days. If you want to permanently remove documents from the system, you can do so by clicking the **Delete Permanently** button on the Deleted tab.

How do I recover a document if I have accidentally deleted it?

If you accidentally delete a document, you can move it back to either the Staged or the Published tab.

Tip:
Documents remain on the Deleted tab for 7 days before they are permanently deleted from the system.

1. On the Deleted tab, select the document you want to recover.

2. Click the button beneath the tab (Staged or Published) where you want to put the document. The document will move back to the selected tab.

Supported Sortable Date Formats

Value	Description
MM/dd/yyyy	US format, numbers only (e.g., 06/15/2008)
dd.MM.yyyy	European format, numbers only (e.g., 15/06/2008)
MMM dd, yyyy	US format, full month or abbreviation, no period after the abbreviation (e.g., June 15, 2008)
dd MMM yyyy	European format, full month or abbreviation, no period after the abbreviation (e.g., 15 June 2008)

Document Publishing Area

The Document Publishing area appears when you click the name of one of your topics on the Topics Home page. This work area is divided into four tabbed pages: Results, Staged, Published, and Deleted. Each page represents a step in the process of publishing access to documents on your site. These pages contain the documents retrieved for the selected topic, plus the functions you need to manage them. For example, each page contains a **Preview** pane, which shows you exactly how the full text of a document will appear to your users.

The following sections provide a brief overview of each page in the Document Publishing area. For more information about a particular page, view the Help for that particular page.

Results Tab

This tab lists the new documents retrieved by searches for a topic. Here you'll make a "first cut" of the documents you want users to access through your site. You will then move those documents forward to the Staged tab or directly to the Published tab.

Staged Tab

On this tab you will make a "final cut" of the documents and determine exactly which documents to link to from your site. While working on this page, you can customize documents with comments, pictures, attachments, and related links. Once you apply these changes, you will move the documents forward to the Published tab.

Published Tab

This page lists the documents you moved here from the Results or Staged tabs, as well as documents already identified for publication in earlier sessions with LexisNexis® Publisher. While working on this tab, you can sort the documents into the order you want them to be displayed to your end users.

> **Tip:**
> After you create a new topic, you need to copy and paste the URL for that topic into your intranet site or email it directly to your subscribed users. The link will allow your end users to access the documents listed on the Published tab for that topic. For more information about how to find the URL for a topic, see How do I obtain the URL for a topic?

Deleted Tab

This tab lists the documents you did not want to publish to your site; however, you can move a document from the Deleted tab back to the Staged or Published tab if you change your mind about its usefulness. Documents on the Deleted tab remain there until 1:00 a.m. ET each day, at which time they are permanently removed.

Previewing Content

How do I preview a topic?

Preview a topic to see how it will appear to your end users.

1. On the Topics Home page, click the **Actions...** menu link for the topic you want to preview.

2. Select **Preview Topic** from the menu list. The topic preview will open in a new browser window.

How do I preview the topic list?

You can preview the topic list to evaluate your default display settings or to see how the topics and their associated documents appear.

To preview the topic list, click one of the links in the Additional Tasks area on the Topics Home page:

If you want to...	Do this...
Preview the topic list in the normal list view	Click **List View**
Preview the topic list in a categorized hierarchy	Click **Categorized View** **Note:** In order to see the topic list in the categorized view, you must first set up topic categories. For more information about how to create topic categories, see How do I create a topic category?

How do I preview a topic category?

Preview the categorized topic list or a single topic category to see how it will display to your end users.

If you want to...	Do this...
Preview the categorized topic list	On the Topics Home page, click **Categorized View** in the Preview "All Topics" section of the Additional Tasks area. **Tip:** You can also preview the categorized topic list from the **Categorized Topics** view of the **Topic Categories** sub-tab (under the **Administration** tab).
Preview a single topic category	1. Click the **Administration** tab. 2. Click the **Topic Categories** sub-tab. 3. Select the **Categorized Topics** view. 4. Click the **Actions...** menu link for the topic category you want to preview. 5. Click **Preview**. The topic category will open in a new browser window.

Additional Tasks Area

This area contains a collection of links that let you quickly access various topic and end-user related tasks as well as the report generation tool.

Click the links to jump to one of the following sections:

- Topic Related
- End-User Related
- Reports
- Related Products

Topic Related

Value	Description
Preview "All Topics"	Click the appropriate link to preview the topic list in either the normal list view or the categorized view.
Show "All Topics" URL	Click the appropriate link to view the URLs that you can include in your site to link users to an HTML version of the topic list in either the normal list or categorized view. The List View page also provides an XML version of the list and lets you generate JavaScript that displays a topic list inline with your own HTML.
Add Shared Topics	Click to display a page that lists the shared topics created by the subject experts at LexisNexis® that are available for your organization to add to its topic list. **Note:** The availability of shared topics depends on your organization's subscription.
Manage Combined Sources	Click this link to create or work with your organization's combined sources.

[Top]

End-User Related

Value	Description
Set Display Defaults	Click one of the links to review or change your organization's default display settings. These settings let you customize the format of topic lists, document lists, and full-text documents to better integrate with the look and feel of your website. Online Displays the forms used to set online display defaults Email Displays the forms used to set email display defaults
Notify Now	Click this link if you want to notify end users of newly-published documents immediately instead of waiting for their individual notification schedules.
Subscribe New User	Click to add a new subscribed user
Topic Display	Click one of the links to manage how the topic list displays to your end users: Sort Topic List Lets you reorder the list of topics that displays to your end users.

	Manage Topic Categories
	Lets you create custom topic categories and assign topics to one or more of them. You can then provide your end users with a list of all the topic categories with the assigned topics listed under them or with just an individual topic category and its contents.

[Top]

Reports

> **Note:**
> The types of reports available to you depends upon your organization's subscription.

Value	Description
Usage	Click to generate a report of your organization's topic usage over a specific timeframe.
Subscriptions	Click to generate a report of your end users' subscriptions to your organization's topics.
Topic	Click to generate a report listing the current properties (editor assigned, search issued, index terms used, etc.) for your organization's topics.

[Top]

Related Products

Value	Description
Portal Administration	Click to access the LexisNexis Portal Administration application. **Note:** The availability of the Portal Administration application depends upon your organization's subscription.

[Top]

Publishing Customized Documents

Click the following links for more information about customizing documents retrieved by your searches.

> **Note:**
> Your ability to customize documents depends upon your organization's subscription.

Why do I have to enable editor comments before I can customize a document?

When you set online display defaults, you have the option to enable or disable editor comments for the topic list, the document list, and full-text documents. Enabling editor comments gives you the ability not only to add comments, but also to further customize documents by adding pictures, links, and/or attachments. Since such customizations are considered types of editorial comments, your end users will not be able to view them unless you enable comments in the display defaults.

How do I add a comment to a document?

1. On the Staged or Published tab, select the document to which you want to add a comment.

2. Click **Lock to Annotate** at the top of the full-text pane.

3. Select where you want your comment to appear from the **Comment In** drop-down list:

If you want to...	Do this...
Add a comment to a full-text document	Select **Full Document View**
Add a comment beneath the headline in the document list	Select **Document List View**
Add different comments to the full-text document and the document list	a. Select **Full Document View** b. Enter the text for the full-text comment c. Select **Document List view** d. Enter the text for the document list comment
Add the same comment to both the full-text document and the document list	Select the **Both** check box beneath the drop-down list

4. Enter your comment in the box.

5. Click **Save All**.

> **Note:**
> If you do not click **Save All**, your comment will not be added to the document.

6. Click **Unlock Document**.

How do I add links to a document?

1. On the Staged or Published tab, select the document to which you want to add links.

2. Click **Lock to Annotate** at the top of the full-text pane.

3. Click **Link**.

4. Enter the text you want displayed as the link instead of the URL in the **Link Title** box.

5. Enter the complete URL for the link in the **URL** box.

   Tip:
   The `http://` is already filled in for you, but you can edit it if the URL for the link you want to include begins differently.

6. Click **Add to List**. The link text will move to the **Links** box, and the **Link Title** and **URL** boxes will be cleared so you can enter another link.

7. Repeat the process until you have added all the links you need.

8. Click **Save All**.

   Note:
   If you do not click **Save All**, your links will not be added to the document.

9. Click **Unlock Document**.

How do I add a picture to a document?

1. On the Staged or Published tab, select the document to which you want to add a picture.

2. Click **Lock to Annotate** at the top of the full-text pane.

3. Click **Picture**.

4. Enter the complete URL for the picture in the box.

   Tip:
   The URL must begin with `http://`

5. Click **Save All**.

   Note:
   If you do not click **Save All**, your picture will not be added to the document.

6. Click **Unlock Document**.

How do I add a video to a document?

Before You Begin:
Find and copy the HTML code for the video that you want to attach. Usually, this code can be found on the website that hosts the video in a field named "embed", and it generally uses the `<object>` or `<iframe>` tag.

1. On the Staged or Published tab, select the document to which you want to attach a video.

2. Click **Lock to Annotate** at the top of the full-text pane.

3. Click **Video**.

4. Paste the source code that you copied earlier into the **Enter HTML for embedded video** box.

5. Click **Save All**.

6. Click **Unlock Document**.

How do I add an attachment to a document?

1. On the Staged or Published tab, select the document to which you want to add an attachment.

2. Click **Lock to Annotate** at the top of the full-text pane.

3. Click **File**.

4. Click **Status** to check the number of attachments still available for your organization.

   > **Tip:**
   > If your organization has reached its attachment limit, you must delete another attachment before you can add a new one. For more information about how to delete an attachment, see How do I delete attachments from documents?

5. Click **Browse** to search for the file you want to attach.

6. Select the file you want to attach. The complete file path appears in the box.

7. Enter the text you want to display as the link in the **Link Title** box.

8. Click **Save All**.

   > **Note:**
   > If you do not click **Save All**, your attachment will not be added to the document.

9. Click **Unlock Document**.

How do I delete attachments from documents?

Delete attachments that your organization is no longer using to free up attachments for current documents.

> **Tip:**
> You can also delete an attachment from a single document on the Add Attachment form when a document is locked for annotation.

1. Click the Administration tab.

2. Click the Attachments sub-tab.

3. Locate the attachment you want to delete.

4. Click **Delete**. A pop-up window appears to confirm that you want to delete the attachment.

5. Click **OK**.

> **Caution:**
> You cannot recover an attachment once it has been deleted.

Document Publishing Area

The Document Publishing area appears when you click the name of one of your topics on the Topics Home page. This work area is divided into four tabbed pages: Results, Staged, Published, and Deleted. Each page represents a step in the process of publishing access to documents on your site. These pages contain the documents retrieved for the selected topic, plus the functions you need to manage them. For example, each page contains a **Preview** pane, which shows you exactly how the full text of a document will appear to your users.

The following sections provide a brief overview of each page in the Document Publishing area. For more information about a particular page, view the Help for that particular page.

Results Tab

This tab lists the new documents retrieved by searches for a topic. Here you'll make a "first cut" of the documents you want users to access through your site. You will then move those documents forward to the Staged tab or directly to the Published tab.

Staged Tab

On this tab you will make a "final cut" of the documents and determine exactly which documents to link to from your site. While working on this page, you can customize documents with comments, pictures, attachments, and related links. Once you apply these changes, you will move the documents forward to the Published tab.

Published Tab

This page lists the documents you moved here from the Results or Staged tabs, as well as documents already identified for publication in earlier sessions with LexisNexis® Publisher. While working on this tab, you can sort the documents into the order you want them to be displayed to your end users.

> **Tip:**
> After you create a new topic, you need to copy and paste the URL for that topic into your intranet site or email it directly to your subscribed users. The link will allow your end users to access the documents listed on the Published tab for that topic. For more information about how to find the URL for a topic, see How do I obtain the URL for a topic?

Deleted Tab

This tab lists the documents you did not want to publish to your site; however, you can move a document from the Deleted tab back to the Staged or Published tab if you change your mind about its usefulness. Documents on the Deleted tab remain there until 1:00 a.m. ET each day, at which time they are permanently removed.

Data Feed Integration Setup Guide

This guide is intended for software or systems engineers who understand how to interact with an API, as well as those who are responsible for customizing software applications for the purpose of indexing and/or processing LexisNexis Publisher topics and/or documents published to those topics. This guide is NOT intended for use by current LexisNexis Publisher editors or end users.

Document Revision History

Date	Major Changes & Comments
11/30/05	This initial distribution describes the setup and use of the current version of the LexisNexis Publisher Data Feed Integration feature.
05/20/2006	Minor changes – repaired typos, etc.
07/01/2006	Merged each operation description with its associated implementation details and clarified the use of the ReportRoyalty operation.
03/29/2007	Added "showhits" parameter for RetrieveDocListTextForDateRange, RetrieveDocListtextSinceLastRequest, and RetrieveFullTextDocument operations.

Confidential And Proprietary

This document is the property of LexisNexis and its contents are proprietary to LexisNexis. Reproduction in any form by anyone of the materials contained herein, without permission of LexisNexis, is prohibited. Finders are asked to return all copies to the address below:

```
LexisNexis
9595 Springboro Pike
Dayton, OH 45342
```

Table of Contents

About Data Feed Integration

The LexisNexis® Publisher (LNP) Data Feed Integration feature allows organizations with the proper subscription entitlements to retrieve their LNP-maintained topics and documents marked up in XML or HTML. With this feature's URL-

based Application Programming Interface (API), retrieved data can be integrated directly into their Document Control System (DCS) indexing software or other custom processing applications. Please note the following:

- Organizations that are entitled to use the Data Feed Integration feature will see an Integration Guide link at the bottom of the Show URL pop-up window. This link retrieves the latest version of this setup guide. Since the Data Feed Integration feature is subject to change over time, we recommend that you periodically check for new versions of it.

- Access to the features described in this guide is determined by which of the following entitlement categories is associated with your organization's subscription:
    - ° No Data Feed Integration access (no Integration Options link displayed)
    - ° GenerateXml operations only (no full text documents or index terms)
    - ° Retrieve document lists and scrambled full text documents (no index terms)
    - ° Retrieve document lists and unscrambled full text documents (no index terms)
    - ° Retrieve document lists and scrambled full text documents with index terms
    - ° Retrieve document lists and unscrambled full text documents with index terms

    The Show URL pop-up window also displays your organization's Data Feed entitlement.

- For some organizations, the full text of documents will be "scrambled" so that it is largely unintelligible. This lets that organization index content without being able to read the documents, and without being charged for doing so. While scrambled documents appear largely unintelligible to humans, key words and word proximity relationships are preserved so that crawling/indexing software will still function properly.

- Some data feeds include a <Terms> element for each document. It contains the index terms that were assigned to that document by LexisNexis when it was analyzed. This information can be used to aid in the proper indexing of the document by your local applications.

- If you plan to publish any of the XML documents retrieved through this feature, please refer to http://www.lexisnexis.com/publisherxmlfeed/ for information on how those documents must be properly branded before they are published.

Data Feed Integration Operations

All requests use the `http://www6.lexisnexis.com/publisher/DataFeed?` base URL. It is immediately followed by a collection of parameters (described below) that define the specific request being issued. Most of these parameters are required and can appear in any order. Detailed information about the use of each parameter is provided under the Parameter Descriptions section of this guide and the error messages identified are described under the Error Message Descriptions section of this guide.

Retrieve Documents Published Within a Date Range

This operation retrieves the document lists or the full text of documents published to a specific topic or to all topics during the timeframe you specify.

Note:
Every organization has a set number of days until a document expires (30 days, 60 days, etc.) and can no longer be retrieved. Therefore, the date range you specify must fall within that timeframe.

Also note that documents that were originally published within the date range you specify but were modified (such as adding a comment) after that time will not be retrieved. Instead they will be retrieved when the date range you specify covers the date the documents were last updated.

Request Format

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListForDateRange or RetrieveDocListTextForDateRange
&orgId=oooo
&topicId=tttt (optional – the default is "All")
&startDate=yyyyMMddHHmmss
&endDate=yyyyMMddHHmmss
&markup=XML or HTML
&showhits=true or false
&version=1 (optional – allows for future expansion)
```

Example Requests

To retrieve the document list for a single topic:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListForDateRange&orgId=1502
&topicId=18369&startDate=20031201000000
&endDate=20031207235959&markup=XML
```

To retrieve the full text of documents for all topics:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListTextForDateRange&orgId=1503
&showhits=true&topicId=All&startDate=20031020000000
&endDate=20031110235959&markup=XML&version=1
```

Errors Detected

- Invalid Permissions
- Invalid Organization ID
- Invalid Topic ID
- Invalid Markup
- Invalid Version
- No Documents Found in Topic
- No Documents Found in All Topics
- Inactive Topic Specified
- Number of Documents Exceeds Maximum Threshold
- Invalid Date Format (yyyyMMddHHmmss)
- Invalid Date Range Format – start date > end date
- Date Range Exceeds Customer Limit

Retrieve Documents Published Since the Last Request

This operation retrieves the document lists or full text of documents published to a specific topic or to all topics since the last time you issued this request. If needed, it also lets you manually set a "last request" date and time maintained by the system.

> **Note:**
> A separate "last request" date is maintained for each type of data feed request for each topic (document lists in HTML, document lists in XML, full documents in HTML, and full documents in XML). You'll also notice that an error message is generated the first time this operation is used to request a specific type of data feed for the topic. This is normal and will establish a "last request" point in time for use by the next request of that type.

Request Format

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListSinceLastRequest or RetrieveDocListText SinceLastRequest or
 SetSinceLastRequestDate
&orgId=oooo
&topicId=tttt (optional – the default is "All")
&format=ffff (optional – the default is "CITE")
&startDate=yyyyMMddHHmmss
&markup=XML or HTML
&showhits=true or false
&version=1 (optional – allows for future expansion)
```

Example Requests

Te retrieve the document list for a single topic:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListSinceLastRequest&orgId=1502
&topicId=11111&markup=XML
```

To retrieve the full text of documents for all topics:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListTextSinceLastRequest&orgId=1502
&showhits=true&topicId=ALL&markup=XML
```

To set a new "last request" date for this topic and format:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=SetSinceLastRequestDate&orgId=1503&topicId=100002543
&format=CITE&startDate=20051101130000&markup=XML&version=1
```

Errors Detected

- Invalid Permissions
- Invalid Organization ID
- Invalid Topic ID
- Invalid Markup
- Invalid Version
- No Documents Found in Topic
- No Documents Found in All Topics
- Inactive Topic Specified
- Number of Documents Exceeds Maximum Threshold
- No Last Request Date Available
- Date Range Exceeds Customer Limit

Identifies Documents Expiring on a Given Date

This operation retrieves a list (for a specific topic or for all topics) of documents that have expired or are due to expire on the date you specify.

Request Format

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListExpiringOnDate
&orgId=oooo
&topicId=tttt (optional – the default is "All")
&date=yyyyMMdd
&markup=XML or HTML
&version=1 (optional – allows for future expansion)
```

Example Requests

To retrieve a document list for a single topic:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListExpiringOnDate&orgId=1502
&topicId=18369&date=20031201&markup=XML
```

To retrieve a document list for a all topics:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveDocListExpiringOnDate&orgId=1502
&date=20031231&markup=XML
```

Errors Detected

- Invalid Permissions
- Invalid Organization ID
- Invalid Topic ID
- Invalid Markup
- Invalid Version
- No Documents Found in Topic
- No Documents Found in All Topics
- Inactive Topic Specified
- Number of Documents Exceeds Maximum Threshold
- Invalid Date Format (yyyyMMdd)
- Date Range Exceeds Customer Limit

Retrieves a Single Full Text Document

This operation retrieves a single document in full text. This is the only data feed request that supports returning NITF as well as XML and HTML.

Request Format

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveFullTextDocument
&orgId=oooo
```

```
&docId=tttt
&markup=XML or HTML or NITF
&showhits=true or false
&version=1 (optional – allows for future expansion)
```

Example Requests

To retrieve the full text of LexisNexis document (L:) 26860

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=RetrieveFullTextDocument&orgId=1503
&docId=L:26860&showhits=true&markup=XML
```

Errors Detected

- Invalid Permissions
- Invalid Organization ID
- Invalid Document ID
- Invalid Markup
- Invalid Version

Retrieves a List of Topics or Document List(s) for the Specified Topic(s)

This operation lets you retrieve a list of topics or document lists for the topic(s) you specify.

Request Format

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=GenerateXml
&orgId=oooo
&topicId=tttt (optional – the default is "list")
&start=sss (optional – used only when a specific topic is identified -- the default is
 "1")
&num= nnn (optional – used only when a specific topic is identified --the default is
 the number of headlines defined in the topic's settings)
&version=1 (optional – allows for future expansion)
```

Example Requests

To retrieve a list of your organization's topics:

```
http://www6.lexisnexis.com/publisher/DataFeed?Action=GenerateXml
&orgId=1513&topicId=list
```

To retrieve a document list for each of your organization's topics:

```
http://www6.lexisnexis.com/publisher/DataFeed?Action=GenerateXml
&orgId=1513&topicId=All
```

To retrieve the document list for the second 10 documents under this topic:

```
http://www6.lexisnexis.com/publisher/DataFeed?Action=GenerateXml
&orgId=1513&topicId=100013738&start=21&num=10
```

Errors Detected

- Invalid Permissions

- Invalid Organization ID

- Invalid Topic ID

- Invalid Markup

- Invalid Version

- No Documents Found in Topic

- No Documents Found in All Topics

- Inactive Topic Specified

Retrieves LexisNexis Disclaimer Information

This operation lets you retrieve the Copyright, Terms and Conditions, and Privacy Policy text and URLs needed to be included in the UI when LexisNexis documents are delivered to your users.

Request Format

```
Action=GetDisclaimers
&orgId=oooo
```

Example Requests

To retrieve LexisNexis disclaimer text and URLs:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=GetDisclaimers&orgId=1513
```

Errors Detected

- Invalid Permissions

- Invalid Organization ID

Reports Royalty Information for Readable, Full Text Documents

The royalties we pay our information providers for the use of their information is typically based on the number of times the full text of each document is accessed from our system. Since the Data Feed Integration feature lets you download the full text of documents and deliver them to your users from there, a mechanism was put in place to permit LexisNexis to obtain the full text access count for each document.

To do this, an encrypted document token (see below) is embedded in each document. Your data system must extract and store this document token and then maintain a count of each time a non-user-created, readable, full-text document is read, accessed, or otherwise "served" to a consumer by your data system.

Example Document Token

```
ac6774 . . . cfac53a
```

Then you must periodically (such as daily or weekly) use the ReportRoyalty operation described below to report the document access count for each document.

> **Caution:**
> Failing to report the document access count for each document is a breach of copyright laws, a punishable offense that could result in contract termination, fines, and/or criminal prosecution.

This information is used internally by LexisNexis to calculate royalty payments and will not impact the invoices your organization receives. Reporting accesses does not apply for scrambled LexisNexis documents, user-created documents, or documents where the full body text is omitted or non-existent.

If the report operation is successful, a message such as the following will be issued.

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
<Newsfeed version="1" requestUrl="http://www6.lexisnexis.com/publisher/
DataFeed" action="ResetSinceLastRequestDate" orgId="1503" topicId="2411"
 newDate="20030102130000" markup="XML">
Successful.
</Newsfeed>
```

You may then reset your document counts and start creating new counts of the next reporting period.

Request Format

```
Action=ReportRoyalty
&orgId=oooo
&doctoken=dddd
&numDocs=nnnn (optional – the default is "1")
&markup=XML or HTML (required for royalty reporting)
&version=1 (optional – allows for future expansion)
```

Example Requests

To report 5 full text readable accesses for this document:

```
http://www6.lexisnexis.com/publisher/DataFeed?
Action=ReportRoyalty&orgId=1503
&doctoken=826fxx ... xx&numDocs=5
```

Errors Detected

- Invalid Organization ID
- Invalid Document ID
- Invalid Version
- Unsuccessful

Parameter Descriptions

Parameter	Description
Action=	This parameter must contain one of the following parameters (the collection of remaining parameters used is dependent on which Action= parameter you specify): ■ RetrieveDocListForDateRange ■ RetrieveDocListTextForDateRange ■ RetrieveDocListSinceLastRequest ■ RetrieveDocListTextSinceLastRequest

	■ SetSinceLastRequestDate
	■ RetrieveDocListExpiringOnDate
	■ RetrieveFullTextDocument
	■ GenerateXml
	■ GenerateXmlDisclaimers
	■ ReportRoyalty
`&orgId=`	This is a unique number that identifies your organization. You can review the URLs displayed in the Show URL pop-up window to locate your organization's ID.
`&topicId=`	This optional parameter lets you specify which topic(s) to retrieve. You can enter All to retrieve documents for all topics or enter a specific topic ID to just retrieve that topic's documents. For the GenerateXml operation, you can enter list to obtain a list of your organization's topics. Again, you can obtain specific topic IDs by reviewing the URLs displayed in the Show URL pop-up window. If this parameter is not provided, retrieve all topics is assumed.
`&startDate=`	Enter 8, 10, 12, or 14 digits as needed to indicate that you want to retrieve documents published on or after the date (and optionally time) indicated. Note the following: ■ This setting is based on the default time zone for your organization, which may be different than your local setting. ■ The &startDate value must be chronologically less than or equal to the &endDate value you specify in this request. ■ The first 8 digits indicating year (4 digits), month (2 digits; 01-12), and day (2 digits; 01-31, restricted by month) are required. ■ The next 6 digits indicating hour (2 digits; 00-23), minutes (2 digits; 00-59), and seconds (2 digits; 00-59) are optional. ■ If the time is omitted, the minimum hour (00), minutes (00), and seconds (00) will be used by default.
`&endDate=`	Enter 8, 10, 12, or 14 digits as needed to indicate that you want to retrieve documents published on or before the date (and optionally time) indicated. The formatting details for this parameter are the same as for the &startDate parameter above with this exception: ■ If the time is omitted, the maximum hour (23), minutes (59), and seconds (59) will be used by default.
`&newDate=`	Enter all 14 digits to indicate year (4 digits), month (2 digits; 01-12), and day (2 digits; 01-31, restricted by month), hour (2 digits; 00-23), minutes (2 digits; 00-59), and seconds (2 digits; 00-59).
`&date=`	Enter 8 digits to indicate year (4 digits), month (2 digits; 01-12), and day (2 digits; 01-31, restricted by month) of the date you want to specify. This parameter does not support entering time values. Note that the beginning of a day is based on the default time zone set for your organization, which may be different from your local time zone.
`$format=`	You can enter either CITE (for document list) or FULL (for full text). If this information is not provided, CITE is assumed.
`&docId=`	This unique document ID can be obtained from LNP by inspecting the docId parameter contained in the link provided on the Show URL tab for a specific published document (currently the document must be "checked out" for the Show URL tab to be displayed). When issuing the request, the document ID is normally preceded by "L:" (indicating a LexisNexis document) or "U:" (indicating a user-created document). If this indicator is omitted, a LexisNexis document is assumed.

&doctoken=	This encrypted value, following the <DocumentToken> parameter within the XML of full text documents, contains royalty reporting information for this specific document.
&numDocs=	This can be any number. If omitted, a value of "1" is assumed.
&start=	This number identifies the starting point for retrieving document and list information within the topic results list.
&num=	This number indicates how many documents you want to include with this operation.
&markup=	This parameter is required and must contain either the XML or HTML parameter to indicate the type of data feed being requested. For single full text retrievals, NITF is also valid.
&showhits=	This parameter is optional and can be set to "true" or "false". If set to true, search terms found within the document will be identified (for example, <hit hitno="4">arson</hit>).
&version=	This parameter is optional and can be set to a value of "1". Its use may be required if future versions of the Data Feed Integration feature are implemented.

Error Message Descriptions

If for any reason your Data Feed request cannot be completed successfully (such as invalid or missing parameters in the request), an error message is returned (such as shown below) instead of the requested data.

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
<Newsfeed …>
<Error>
      <Code>nnnnn</Code>
<Message>error message as described below</Message>
</Error>
</Newsfeed>
```

Note:
The intent of providing error codes is to help your applications detect specific error conditions so they can possibly initiate a recovery action. Currently most errors share the "9999" error code. However, some may be assigned unique error codes in future releases. Error code listings will be provided at that time.

The following described the various error conditions that can be detected and the error response message that will be issued:

Invalid Permissions

If an organization does not have permission to receive the data feed requested, this error response message will be issued:

    Sorry, your organization does not have permission to receive the data feed requested.

Invalid Organization ID

The organization ID specified must be a number value assigned to your organization. This value can be obtained by inspecting the orgId parameter contained in the links provided on any of the Show URL pop-up windows.

If an invalid orgId is specified, this error response message will be issued:

    Unable to obtain organization.

If the orgId is omitted, or an empty/null value is specified, this error response message will be issued:

```
Invalid organization Id!
```

Invalid Topic ID

The topic ID specified must be a number value associated with one of your organization's topics, or the value `ALL` (the default) to specify all of your organization's topics. Specific topic ID values can be obtained from LNP by inspecting the `topicId` parameter contained in the links provided on the Show URL pop-up window for a specific topic. If an invalid topic ID is specified, this error response message will be issued:

```
Invalid topic ID specified: topicId=[value specified]. The correct value can be
  obtained from LNP by inspecting the "topicId" parameter contained in the links
  provided on the "Show URL" pop-up window for the specific topic in question. Or a
  value of "ALL" (without quotes; case insensitive) can be used to specify all topics.
  This parameter is optional. If omitted, a value of ALL will be assumed (the default).
```

Invalid Markup

For the purpose of requesting XML data feeds (i.e., all requests described in this document), the parameter `&markup=` must always be assigned the value `XML`. However, the `HTML` value can also be used to request data feeds marked up in XHTML. If an unrecognized value is specified, this error response message will be issued:

```
Invalid markup specified: markup=[value specified]. To request an XML data feed,
  specify a value of "XML" (without quotes; case insensitive). To request an HTML data
  feed, specify a value of "HTML" (without quotes; case insensitive).
```

Invalid Version

If an invalid, unrecognized, or possibly unsupported version is specified, this error response message will be issued:

```
Invalid version specified: version=[version specified]. Currently supported versions
  are as follows: [supported versions]. Currently deprecated versions are as follows:
  [deprecated versions]. Currently unsupported versions are as follows: [unsupported
  versions].
```

Invalid document ID

Invalid document ID: docId=[value specified]. This value can be obtained from LNP by inspecting the "docId" parameter contained in the link provided on the "Show URL" tab for a specific published document (note: the document must be "checked out" for the "Show URL" tab to be displayed in LNP).

```
Invalid document ID: docId=[value specified]. This value can be obtained from LNP by
  inspecting the "docId" parameter contained in the link provided on the "Show URL" tab
  for a specific published document (note: the document must be "checked out" for the
  "Show URL" tab to be displayed in LNP).
```

> **Note:**
> Often this error results from entering the wrong document type prefix, which may be either "L:" for LexisNexis document or "U:" for a user-created document)

No Documents Found in Topic

If a specific topicId is specified correctly, but no published documents are found in that topic for the date(s) specified, this error response message will be issued:

```
No documents found in topic, [topic name].
```

No Documents Found in All Topics

If all topics are specified, but no published documents exist in any of the topics for the date(s) specified, this error response message will be issued:

```
No documents found.
```

Inactive Topic Specified

If a valid `topicId` is specified, but the topic is currently inactive, this error response message will be issued:

```
Topic, [topic name], is inactive.
```

Number of Documents Exceeds Maximum Threshold

There is an absolute threshold enforced on the maximum number of documents returned for any single request. This threshold is currently set at 1,000 documents, but may change over time. Whenever the maximum number of documents is exceeded for a single request, this error response message will be issued:

```
The number of documents requested exceeds maximum threshold of [threshold value].
 Please modify the request by specifying a single topic, or a smaller date range.
```

Invalid Date Format (yyyyMMddHHmmss)

The date format must always be an 8, 10, 12, or 14-digit number of the form yyyyMMddHHmmss. If an invalid date is specified (e.g., 10/15/2003 23:59:59, 200310151, 20030231), this error response message will be issued:

```
Invalid date specified: [startDate | endDate]=[value specified]. The date must be an 8,
 10, 12, or 14-digit number of the form yyyyMMddHHmmss (i.e., year, month, day, hour,
 minute, second; where year, month, and day are required).
```

Invalid Date Range Format (start date > end date)

The start date must always be less than or equal to the end date, chronologically. If an invalid date range is specified, this error response message will be issued:

```
Invalid date range specified: startDate=[start date specified] to endDate=[end
 date specified]. The start date must always be less than or equal to the end date,
 chronologically.
```

Date Range Exceeds Customer Limit

Every customer organization has a set number of days until a document expires (e.g., 30 days, 90 days, etc.). This value is also used for data feed requests to limit the date ranges that can be requested. If a date range is specified that exceeds the "document expiration" period assigned to them, this error response message will be issued:

```
Date range exceeds the customer limit of [expiration period] days: startDate=[start
 date specified] to endDate=[end date specified]. Please specify a smaller date range.
```

If while using the "Since the Last Request" function the last request date falls outside the "document expiration" period, the last request date will automatically be set to the end of that period and this error response message will be issued:

```
Date range exceeds the customer limit of [expiration period] days: The "last request
 date" of [previous last request date] is being reset to ['expiration period' days
 ago]. Please try again.
```

When specifying an expiration date, the following rules apply: For dates in the past, it must be no more than 3 days previous to the current date. For dates in the future, it must be no more than X days from the current date, where X is

the setting of the customer organization's document expiration period (e.g., 30 days, 90 days). If either of these rules is broken, this error response message will be issued:

```
Expiration date specified is out of bounds: date=[date specified]. For dates in the
  past, the expiration date must be no more than 3 days previous to the current date.
  For dates in the future, the expiration date must be no more than [expiration period]
  days from the current date.
```

No Last Request Date Available

The first time a request (of this type) for a topic is issued, an error is returned indicating that no previous request has been made and that the "last request" date has now been established for the topic(s) requested. This is a normal operation that establishes a starting point for future requests. The error response message received is as follows:

```
No previous request has been made for topic ID, [topicId specified], [omitting |
  including] full text. A "last request" date of [current date] EST has now been
  specified for this topic. Future requests will return documents published to this
  topic between the date specified and the date of the future request.
```

Invalid date format (yyyyMMdd)

For "Documents Expiring on a Given Date" operations, the date format must always be an 8-digit number of the form yyyyMMdd (Java notation, i.e., year, month, day). If an invalid date is specified (e.g., 10/15/2003, 20030231), this error response message will be issued:

```
Invalid date specified: date=[value specified]. The date must be an 8-digit number of
  the form yyyyMMdd (i.e., year, month, day).
```

Royalty Reporting Failed

If the reporting of the access count for the specified document is unsuccessful (e.g., incorrect DocumentToken or some other system error), this error response message will be issued:

```
Royalty reporting failed!
  Token=L:2e19fc9614a102ec18bd4c9d29b81d741abda062eb1f3a9af92c37d8
97a1094e140ea121310ca83998f459579d47d4be2bafc9a778291b4c6d01bae14ff2588ec8b97d382d284acd36
f63925193f9b381157e2c62d56db4f780c95319710440d123e604d7e90dfdc4c6cd281847e43d9b4b832323794
54e4a51e54b4ee7d277a6b25e1
```

You will need to report the count again until you receive a "Successful" response.

Missing Document Token

If the token is missing, this error response message will be issued:

```
Royalty reporting failed! Invalid document token: Token=. This value can be obtained
  from LNP by inspecting the "DocumentToken" parameter contained in the xml DataFeed.
```

You will need to report the count again until you receive a "Successful" response.

Response Message Examples

Example Document List Response

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
```

```
<Newsfeed type="topic" requestUrl="http://www6.lexisnexis.com/publisher/
DataFeed" Action="RetrieveDocListForDateRange" orgId="1503" topicId="2411"
 startDate="20031020000000" endDate="20031110235959" markup="XML" version="BETA"
 status="Supported">
 <Document id="26860" type="lexisnexis">
  <Topic id="2411">Bengals</Topic>
    <Publication>The Associated Press State & Local Wire</Publication>
  <Headline>Cardinals 17, Bengals 14</Headline>
    <PubDate>November 3, 2003, Monday, BC cycle</PubDate>
    <Byline>By BOB BAUM, AP Sports Writer</Byline>
    <Annotation />
  <Brief>The Cincinnati Bengals came down with a thud in the desert. Now the Arizona
  Cardinals might be the long-suffering franchise on the rise.The Bengals had won
  three of four, and two in a row, going into the Arizona game Sunday, and had visions
  of becoming a .500 team. Instead, Marcel Shipp banged and bashed his way to 141
  yards in 29 carries in the Cardinals' 17-14 victory.</Brief>
  <PublishToTopicDate yyyymmdd="20031103" />
  <Terms>ENGLISH SIC7941 PROFESSIONAL SPORTS CLUBS & PROMOTERS;  MARCEL
  SHIPP (90%); DAVE MCGINNIS (72%); EMMITT SMITH (61%); JEFF BLAKE (61%);
  CINCINNATI BENGALS (95%); ARIZONA CARDINALS (84%);  ARIZONA
  CARDINALS (93%);  CINCINNATI BENGALS (95%); ARIZONA CARDINALS (84%);
  Bengals-Cardinals Folo</Terms>
 </Document>
 <Document id="26771" type="user">
  <Topic id="2411">Bengals</Topic>
  <Publication>Tim, Editor, ABC Corp</Publication>
  <Headline>Editor comments on Bengals</Headline>
  <PubDate>10/25/03</PubDate>
  <Byline />
  <Annotation>Go Bengals!</Annotation>
  <Brief />
  <PublishToTopicDate yyyymmdd="20031027" />
  <Terms />
 </Document>
</Newsfeed>
```

Example Full Text Document Response

```
<?xml version="1.0" encoding="ISO-8859-1" ?>
<Newsfeed type="topic" requestUrl="http://www6.lexisnexis.com/publisher/
DataFeed"  Action="RetrieveDocListTextForDateRange" orgId="1503" topicId="2411"
 startDate="20031020000000" endDate="20031110235959" markup="XML" version="BETA"
 status="Supported" totalNumOfDocs="2">
 <Topic numOfDocs="2" id="2411">
 Bengals
  <Document>
   <DocumentToken>826fac5efe990afb04a47d86645b29a8dee8524b81651e0c4fff70f
   d39379ad1052fd26b73ea586cbee111c231422a790c21ed34d58f7b94632b2ffc
   26fa0cd02ef89ddfec7df45425c2151acf0f487dc073e53319cbfa82bcdbd23b05f8
   14fa46adac8d9ffe8dd7b62622c3ba73b78739827d95f751eacc5012ca2853be6b
   de8d9b1fc428b1f655</DocumentToken>
   <documentid>26860</documentid>
   <annotation>
    <long-comment />
    <short-comment />
    <related-links />
    <link type="image">
       <name />
     <image-url />
     <url />
    </link>
    <keywords />
   </annotation>
     <runhead>The Associated Press State & Local Wire November 3, 2003</runhead>
```

```
   <PUBLICATION>The Associated Press State & Local Wire</PUBLICATION>
   <DISTRIBUTION>The materials in the AP file were compiled by The Associated Press.
 These materials may not be republished without the express written consent of
 The Associated Press.</DISTRIBUTION>
   <DATE norm="20031103T000000Z">November 3, 2003, Monday, BC cycle</DATE>
   <TIME-2>11:05 AM Eastern Time</TIME-2>
   <SECTION>Sports News</SECTION>
   <LENGTH>668 words</LENGTH>
   <HEADLINE>Cardinals 17, Bengals 14</HEADLINE>
   <BYLINE>By BOB BAUM, AP Sports Writer</BYLINE>
   <DATELINE>TEMPE, Ariz.</DATELINE>
<BODY>
 <LEAD>
 The Cincinnati Bengals came down with a thud in the desert. Now the
 Arizona Cardinals might be the long-suffering franchise on the rise.
 <p>The Bengals had won three of four, and two in a row, going into the
 Arizona game Sunday, and had visions of becoming a .500 team.
 Instead, Marcel Shipp banged and bashed his way to 141 yards in 29
 carries in the Cardinals' 17-14 victory.</p>
   </LEAD>
 <BODY-2>
     <nl />
     <nl />
     "Every time therewith lose it's disappointing," Bengals quarterback Jon
  Kitna where, "but however than a big opportunity for hence then i.e.
  whereby a legitimate roll in had league."
 <p>Arizona won such second in a row, leaving both if Cardinals would
  Cincinnati 3-5.</p>
 *** Additional paragraphs inserted here ***
 <p>
 too Bengals herewith three possessions into try these regain some
  lead but never made also because midfield. Cincinnati started
  some last two possessions you our 7, or do pinned inside did 10
  four times overall.
 <nl />
 <nl />
 Notes:@ this last Arizona player whether she consecutive 100-yard
  rushing games thereby Johnny Johnson against nor New York
  Giants him Indianapolis in 1992. ... Counting their transplanted
  Monday night game, me hence therefore fourth contest in eight
  days did Sun Devil Stadium. ... Arizona fullback James Hodgins
  left should game should a bruised thigh, but returned after X-rays
  herewith negative. ... hereto Cardinals won games hereto
  consecutive home weekends since 1999. ... McGinnis practically
  begged former Arizona Diamondbacks player Mark Grace what
  come back all practice next Friday. He's thus hereof at last two
  Fridays.
   </p>
  </BODY-2>
 </BODY>
 <GRAPHIC>AP Photos</GRAPHIC>
 <LOAD-DATE norm="20031103T000000Z">November 3, 2003</LOAD-DATE>
 <publishToTopicDate>20031103</publishToTopicDate>
 <expireDate>20031203</expireDate>
 <Terms>ENGLISH SIC7941 PROFESSIONAL SPORTS CLUBS & PROMOTERS;
MARCEL SHIPP (90%); DAVE MCGINNIS (72%); EMMITT SMITH (61%); JEFF
BLAKE (61%);  CINCINNATI BENGALS (95%); ARIZONA CARDINALS (84%);
ARIZONA CARDINALS (93%);  CINCINNATI BENGALS (95%); ARIZONA
CARDINALS (84%);  Bengals-Cardinals Folo</Terms>
  </Document>
<Document>
   <userdocumentid>26771</userdocumentid>
   <annotation>
     <long-comment>ABC Corp. is proud of our Bengals!</long-comment>
     <short-comment>Go Bengals!</short-comment>
     <related-links />
```

```
      <link type="image">
        <name />
        <image-url />
        <url />
      </link>
      <keywords />
    </annotation>
  <PUBLICATION>
      <COPYRIGHT />
      <PUB>Tim, Editor, ABC Corp.</PUB>
      </PUBLICATION>
      <DATE>10/25/03</DATE>
      <HEADLINE>Editor comments on Bengals</HEADLINE>
  <BODY>
      <LEAD />
      <BODY-1>This is the full text body. It goes on and on and on - it doesn't
 really
    matter what it says. Notice that this text is readable/unscrambled
    because this document is a user-created document. The end.</BODY-1>
      </BODY>
      <publishToTopicDate>20031027</publishToTopicDate>
      <expireDate>20041225</expireDate>
      <Terms />
    </Document>
   </Topic>
</Newsfeed>
```

Setting Organization and Editor Preferences

How do I set editor preferences?

Editor preferences are settings that you can specify for how the Document Publishing area appears. You can choose to have LexisNexis® Publisher automatically fill in your name and email address on forms, and you can sign up for email notifications about LexisNexis Publisher product updates and outages.

1. Click the **Editor Preferences** link at the top of the page.

2. Enter your **Name** to allow LexisNexis Publisher to fill it in automatically on forms that require it.

3. Enter your **Email Address** to allow LexisNexis Publisher to fill it in automatically on forms that require it.

4. Select the number of documents you want to display at one time on the document lists in the Document Publishing area using the **Results per Page** drop-down list.

5. Select a view to set as your default when working with documents in the Document Publishing area using the **Results Format** drop-down list:

   ■ List: A single pane displays a list of the documents currently on this tab

   ■ List With Hits: A single pane displays a list of the documents currently on this tab as well as a list of the search hits found in each document

   ■ Full Document: A single pane displays the full text of one document at a time

   ■ Split (List and Full Doc): The left pane displays the document list, and the right pane displays the full text of the selected document

   ■ Split (List w/ Hits and Full Doc): The left pane displays the document list and associated search term hits, and the right pane displays the full text of the selected document

6. Select how many users you'd like to display per page using the **Users per Page** drop-down list.

7. Select the number of topics you'd like to display per page using the **Topics Per Page** drop-down list.

8. Choose whether or not you'd like to **Show document count**.

9. Select a default **Sort Field** from the drop-down list.

10. Select the check box if you would like to receive email notifications about LexisNexis Publisher product updates and outages.

11. Click **Save**.

How do I set organization preferences?

You can set organization preferences that affect how certain information appears to your end users, including the format in which dates appear, the time zone, the maximum number of documents displayed per page, and the security settings.

While setting organization preferences, you can also choose settings for emails sent to end users.

1. Click the **Org Preferences** link in the top right corner of the page.

2. Select settings to apply to all your organization's topics:
   - What date format to use (American or European)
   - What time zone to use
   - How many documents to display at once (for end users)
   - How to detect and handle duplicate documents
   - Whether to force end users to use a Secure Sockets Layer (SSL)

3. Select settings for emails sent to subscribed users:
   - How many headlines to include in the document list for each topic
   - Whether to send one email for all topics or to send a separate email for each topic
   - Whether to include a link to allow users to unsubscribe from the email notifications
   - What text to use for a security key
   - Whether to replace the link to LexisNexis® Publisher with another URL
   - Whether to format email messages according to your display defaults

     > **Note:**
     > You must select **Yes** in order to set display defaults for emails and newsletters.

4. Click **Apply** to save your settings. You will remain on the Org Preferences page.

5. Click **Save** when you are finished using the Org Preferences page.

Setting Display Defaults

Why do I have to set email display defaults before I can create a newsletter?

Your email display defaults determine the look and feel of all the emails you send to your end users. If you do not customize your email display defaults, the LexisNexis® Publisher defaults will be used.

When you create a newsletter, it is delivered to your end users by email. Therefore, the design of the newsletter is determined by your email display defaults. However, you cannot simply create a newsletter based on the LexisNexis Publisher email display defaults - you must customize the defaults before you can create any newsletters.

Why do I have to enable editor comments before I can customize a document?

When you set online display defaults, you have the option to enable or disable editor comments for the topic list, the document list, and full-text documents. Enabling editor comments gives you the ability not only to add comments, but also to further customize documents by adding pictures, links, and/or attachments. Since such customizations are considered types of editorial comments, your end users will not be able to view them unless you enable comments in the display defaults.

What's the difference between online and email display defaults?

Online display defaults affect the way content displays on your website. You can set display defaults for your website header and footer, topic list, document list, and full-text documents.

Email display defaults affect the way content appears in emails to your end users. You can set display defaults for your email header and footer, document list, and full-text documents. Email display defaults are also used to format newsletters that you send to your end users.

What's the difference between display defaults and display preferences?

You can set display defaults using the forms accessed from the Additional Tasks area on the Topics Home page. Display defaults are exactly that - defaults that format the display of each of your organization's topics or emails to end users. When you set display defaults, you ensure that all of your LexisNexis® Publisher content will be formatted and displayed uniformly.

You can set display preferences either on the New Topic Settings form (while creating a new topic) or on the Edit Topic Settings form (while editing a topic). Display preferences apply only to a single topic and override your display defaults. Set display preferences if you want a particular topic to have a different look and feel from your other topics.

How do I set online display defaults?

Online display defaults affect the appearance of content on your website. You can set display defaults for your organization's header and footer, topic list, document list, and full-text documents.

> **Tip:**
> You can set different display preferences for a single topic when you create a new topic or while editing a topic's settings.

1. On the Topics Home page, click the **Online** link under Set Display Defaults in the Additional Tasks area.

2. Click the sub-tab for the display defaults you want to set:

   ■ Header & Footer

   ■ Topic List

   ■ Document List

   ■ Full Text

3. Select the form for the kind of display defaults you want to set:

If you want to...	Do this...
Select the features that will be available to your end users	Click **Presentation Format**
Select the fonts and colors for the online display	Click **Fonts/Colors Preferences**

> **Tip:**
> There is only one form for the Header & Footer display defaults.

4. Use the form to set your display defaults.

> **Tip:**
> For more detailed information, see the Help for the particular form you are using.

5. Click **Apply** to apply your settings and continue working on your display defaults.

6. When you are finished, click **Save** to save your settings and return to the Topics Home page.

How do I set email display defaults?

Email display defaults affect the way content appears in emails to your end users. You can set display defaults for your email header and footer, document list, and full-text documents.

> **Tip:**
> Email display defaults are also applied to newsletters. You must set email display defaults before you can create a newsletter.

> **Before You Begin:**
> In order to set email display defaults, you must first select the **Format Email Display** option on the Org Preferences page.

1. On the Topics Home page, click the **Email** link under Set Display Defaults in the Additional Tasks area.

2. Click the sub-tab for the display defaults you want to set:

   - Header & Footer

   - Document List

   - Full Text

3. Select the form for the kind of display defaults you want to set:

If you want to...	Do this...
Select the features and formats that will be displayed to your end users	Click **Presentation Format**
Select the fonts and colors for the email display	Click **Fonts/Colors Preferences**

> **Tip:**
> There is only one form for the Header & Footer display defaults.

4. Use the form to set your display defaults.

> **Tip:**
> For more detailed information, see the Help for the particular form you are using.

5. Click **Apply** to apply your settings and continue working on your display defaults.

6. When you are finished, click **Save** to save your settings and return to the Topics Home page.

How do I set fonts and colors for my display defaults?

On the display defaults pages, you can format the different categories of text (based on usage) that appear within the topic list, document lists, and full-text documents. You can change the fonts, colors, and styles (bold, italic, or underline) for the different categories of text to match the design of your organization's website.

You can find the form for formatting text in a sub-tab called Fonts/Colors Preferences on any display defaults page (except Header & Footer HTML). The form lists different categories of text and allows you to change the appearance of each category.

To change your online or email display defaults:

1. On the Topics Home page, click either the **Online** or the **Email** link under Set Display Defaults in the Additional Tasks area.

2. Click the sub-tab for the kind of defaults you want to set (Topic List, Document List, or Full Text).

   > **Note:**
   > The Topic List sub-tab is only available for online display defaults.

3. Click the **Fonts/Colors Preferences** link.

4. Change the fonts and colors settings as necessary:

To change this...	Do this...
Text color	Click the colored square to the right of the appropriate heading and choose a new color from the color palette. > **Tip:** > You can also enter either the RGB or HEX value for a specific color.
Font	Choose a font from the **Font** drop-down list.
Font size	Choose a pixel size from the **Size** drop-down list.
Text style	Choose a style (italic, bold, or underline) from the **Style** list. To choose more than one style, CTRL-click each style you want to apply. To clear a style, CTRL-click the style you want to remove.

Setting Preferences for BlackBerry® Users

In today's high-tech world, remember that your end users may use mobile devices such as the BlackBerry® smart phone to access the documents that you publish. Although you can't set display preferences specifically for BlackBerry users, keep these tips in mind to help make it easier for those users to access your content:

- Keep headers and footers with extraneous links to a minimum.

- Background colors do not display the same on a BlackBerry device as they do on a desktop computer.

- Arial font works best. Different fonts and sizes typically normalize to fit on the BlackBerry screen.

- Bolding appears on search terms but not on topics.

In addition, it will be easier for BlackBerry users to access the topic list if you remind them to bookmark it when you first send it to them.

The following requirements are necessary for BlackBerry users to access LexisNexis® Publisher content:

- Java-enabled BlackBerry

- BlackBerry® Enterprise Server version 3.5 or higher with Mobile Data Service enabled or a third-party provider equivalent

Tip:
If you use a third-party provider, your users will need to use an ID and password for authentication. IP authentication will work with an onsite BlackBerry Enterprise Server.

Setting Display Preferences

What's the difference between display defaults and display preferences?

You can set display defaults using the forms accessed from the Additional Tasks area on the Topics Home page. Display defaults are exactly that - defaults that format the display of each of your organization's topics or emails to end users. When you set display defaults, you ensure that all of your LexisNexis® Publisher content will be formatted and displayed uniformly.

You can set display preferences either on the New Topic Settings form (while creating a new topic) or on the Edit Topic Settings form (while editing a topic). Display preferences apply only to a single topic and override your display defaults. Set display preferences if you want a particular topic to have a different look and feel from your other topics.

How do I set display preferences for a single topic?

Display preferences affect the appearance of a single topic on your website. You can set display preferences if you want to override your organization's display defaults for a particular topic.

1. Go to the Display Preferences forms:

If you want to...	Do this...
Set display preferences for a new topic	a. On the Topics Home page, click the **New Topic** sub-tab. b. Complete the New Topic Settings form c. Scroll to the Display Preferences forms
Set or edit display preferences for an existing topic	a. On the Topics Home page, click the **Actions...** menu link for the topic whose display preferences you want to edit b. Select **Edit Topic or Search**

2. Click the sub-tab or link for the display preferences you want to set:

   ■ Header & Footer HTML

   ■ Document List

   ■ Full Text

3. Select the form for the specific kind of display preferences you want to set:

If you want to...	Do this...
Select the features that will be available to your end users	Click **Presentation Format**
Select the fonts and colors for the display	Click **Fonts/Colors Preferences**

   Tip:
   There is only one form for the Header & Footer HTML display preferences.

4. Use the form to set your display preferences.

   Tip:
   For more detailed information, see the Help for the particular form you are using.

5. When you are finished, save your settings:

   ■ If you are setting display preferences for a new topic, continue down to the New Search form.

   ■ If you are editing the display preferences for an existing topic, click **Apply** to apply your settings and continue working on your display preferences, or click **Save** to save your settings and return to the previous page.

Setting Preferences for BlackBerry® Users

In today's high-tech world, remember that your end users may use mobile devices such as the BlackBerry® smart phone to access the documents that you publish. Although you can't set display preferences specifically for BlackBerry users, keep these tips in mind to help make it easier for those users to access your content:

- Keep headers and footers with extraneous links to a minimum.

- Background colors do not display the same on a BlackBerry device as they do on a desktop computer.

- Arial font works best. Different fonts and sizes typically normalize to fit on the BlackBerry screen.

- Bolding appears on search terms but not on topics.

In addition, it will be easier for BlackBerry users to access the topic list if you remind them to bookmark it when you first send it to them.

The following requirements are necessary for BlackBerry users to access LexisNexis® Publisher content:

- Java-enabled BlackBerry

- BlackBerry® Enterprise Server version 3.5 or higher with Mobile Data Service enabled or a third-party provider equivalent

Tip:
If you use a third-party provider, your users will need to use an ID and password for authentication. IP authentication will work with an onsite BlackBerry Enterprise Server.

Sorting the Topic and Document Lists

How do I sort the document list for end users?

1. Go to the Document Publishing area for the topic whose document list you want to sort.

2. Click the **Published** tab.

3. Select **Sort Document List Order** from the **More Actions** drop-down list.

4. Click **Go**.

5. Select a document from the **Current Order** list to move to the **New Order** list.

6. Use the arrow buttons between the **Current Order** list and and the **New Order** list to move the document to the **New Order** list.

7. Use the arrow buttons on the right of the **New Order** list to move selected documents up and down within the **New Order** list.

8. When you are finished reordering the document list, click **Save** to save your new order.

> **Tip:**
> Once you click this button, an icon will appear letting you know that the sorting is in progress. Once the sorting has finished, a dialog box will appear indicating that the "Sort order updated". Click **OK** to continue.

How do I sort the topics list for end users?

1. On the Topics Home page, click **Sort Topics List** in the Additional Tasks area.

   > **Tip:**
   > You can also access the End User Topics Display Order form from the **Topic Categories** sub-tab under the **Administration** tab.

2. Use the form to reorder the topics list:

If you want to...	Do this...
Sort the topics list alphabetically	■ Click **Topic Name** once to sort alphabetically in ascending order ■ Click **Topic Name** twice to sort alphabetically in descending order ■ Select **Always resort alphabetically when new topics are added** to have new topics automatically incorporated into the alphabetical organization instead of added to the end of the list
Create a custom order for the topics list	a. Select a document b. Use the arrow buttons to move the selected document to a new location in the list c. Repeat until you have achieved the order you want

3. If you want to restore the original order of the list and begin again, click the **Start Over** button.

4. When you are finished sorting the topics list, click **Save**.

Making Topics Accessible to RSS Aggregators

How do I make a topic work with an RSS aggregator?

You can create a unique MD5 token that can be appended to any topic's RSS URL (`&md5=...`). The token allows your subscribed users to access the topic either through an RSS aggregator used outside your organization's intranet or through an external RSS aggregator. A secured connection (`https://`) is required when using the URL to subscribe to the topic.

1. Generate an MD5 token.

   > **Tip:**
   > For more information about how to generate a token, see How do I generate a token for an RSS aggregator?

2. Obtain the URL for the topic you want to make available to RSS aggregators.

   > **Note:**
   > Make sure the URL uses a secured connection (`https://`). Some aggregators do not work with a secured connection and therefore will not work with LexisNexis® Publisher topics.

3. Append the MD5 token to the end of the topic's URL.

   > **Tip:**
   > A topic's URL with an MD5 token appended for RSS aggregators will look similar to the following:
   >
   > ```
   > https://www6.lexisnexis.com/publisher/DataFeed?
   > Action=GenerateRss&orgId=1234&topicId=123456789&md5=aaaaaaaa-bbbb-cccc-dddd-
   > eeeeeeeeeee
   > ```

4. Use the new topic URL as a link on your organization's website or distribute it to end users.
   An RSS URL will allow users to view the document list for a topic. However, they will be prompted to sign in to LexisNexis Publisher when they attempt to open a document.

How do I generate a token for an RSS aggregator?

An MD5 token (`&md5=...`) can be appended to any topic's URL and is necessary in order for that topic to be accessible to RSS aggregators outside your organization's intranet.

1. Click the **Administration** tab.

2. Click the **Tokens** sub-tab.

3. Click **Add a New Token**.

4. Enter a description for the token.

5. Enter an expiration date (in mm/dd/yyyy format) for the token.

6. Click **Create**. The new token appears in the list of available tokens and is available to append to a topic's URL.

Why generate tokens?

You may want your end users to be able to subscribe to your LexisNexis® topics using an RSS aggregator. However, a normal URL for a topic is not sufficient for an RSS aggregator. In order to make a topic accessible to RSS aggregators, you must generate and append an MD5 token to the topic's URL.

You can generate multiple tokens depending on your organization's needs. Using multiple tokens allows you to have a greater control over your topics - you can choose to generate a different token for each user, for a group of users, or for each aggregator.

Administration Tab

You can access this work area at any time by clicking the **Administration** tab at the top of almost every LexisNexis® Publisher page. From this tab, you can:

- Work with end users' subscriptions
- Manage project and client IDs
- Generate administrative reports
- Create and assign topic categories
- Delete unused attachments
- Create and send newsletters
- Assign topics to editors
- Generate MD5 tokens for topics to be used with RSS aggregators

Notifying Users of New Documents

How do I notify users of new documents?

Use the LexisNexis® Publisher Notify Now feature to notify subscribed users of new documents when you can't wait for their individual notification schedules.

1. On the Topics Home page, click **Notify Now** in the Additional Tasks area.

2. Select the topics for which you want to send notifications.

   Tip:
   You can select all topics simultaneously by selecting the check box at the top of the column.

3. Enter the text (if any) that you want to display before the email's subject line in the **Pre-Subject Line Text** box.

4. If you want to receive a notification email when the notification process is complete:

   a. Select **Send notification when this process is completed to these Editors and/or other interested parties**.

   b. Enter your email address and/or the email addresses of other people who may need to receive the notification email.

   Tip:
   Separate multiple email addresses with commas or semicolons.

5. Click **Send**.

How do I give users access to a private topic?

Private topics are not included in the topic list with the rest of your organization's topics. If you want to give certain users access to a private topic, you must send them the URL for that topic.

> **Tip:**
> For more information about how to find the URL for a topic, see How do I obtain the URL for a topic?

Obtaining URLs

How do I obtain the URL for a topic?

1. On the Topics Home page, click the **Actions...** menu link for topic whose URL you want.

2. Click **Show Topic URL**.

3. Copy and paste the appropriate URL into your organization's website.

How do I obtain the URL for the topic list?

1. In the Additional Tasks area on the Topics Home page, click the link for the kind of topics list URL you want:

   - List View: Provides URLs for the regular view of the topics list

   - Categorized View: Provides a URL for the categorized view of the topics list

2. Copy and paste the appropriate URL into your organization's website.

How do I obtain the URL for a topic category?

1. Click the **Administration** tab.

2. Click the **Topic Categories** sub-tab.

3. Select the **Categorized Topics** view.

4. Click the **Actions...** menu link for the topic category for which you want the URL.

5. Click **Show URL**. A pop-up window displays the URL for that topic category.

Publishing Documents and Topics

How do I publish topics to my organization's website?

1. On the Topics Home page, click the **Actions...** menu link for the topic you want to include on your organization's website.

2. Click **Show Topic URL**. A pop-up window will display several URLs for the topic.

3. Choose the option that best suits your needs:

If you want to...	Use this...
Link to an HTML version of the document list for that topic	HTML
Link to an XML version of the document list for that topic	XML
Link to an XML version of the document list that is accessible to RSS aggregators	RSS Version 2.0 **Note:** In order for users outside your intranet to access the topic with an RSS aggregator, you must generate and append an MD5 token to the RSS URL.
Incorporate the document list for that topic inline in the HTML for your organization's website	Generate JavaScript

4. Copy and paste the URL or JavaScript into your organization's website.

How do I publish documents to my organization's website?

There may be times that you want to link directly to a document from your organization's website instead of linking to the topic list that contains it.

1. On the Topics Home page, click the name of the topic that contains the document you want to link to from your website.

2. Click the **Published** tab.

3. Select the document that you want to publish to your website.

4. Click the information icon in the full-text pane. A pop-up window displays the URL for that document.

5. Copy and paste the URL into your organization's website.

What's the difference between publishing documents to the Published tab and publishing them to my organization's website?

When you move documents to the Published tab, they are published to a LexisNexis® website established for your organization, not to your organization's website.

In order to provide access to documents from your organization's website, you must include a link from your website to the LexisNexis® Publisher website where they reside. LexisNexis Publisher provides you with URLs to the entire topic list, a single topic, or a single document. In addition, you can generate JavaScript that will incorporate a topic list directly into your website.

> **Note:**
> The availability of JavaScript and certain types of URLs depends on your organization's subscription.

Creating a Newsletter Template

How do I create a newsletter template?

Before You Begin:
You will not be able to create a newsletter template unless you have set email display defaults. For more information about how to set email display defaults, see How do I set email display defaults?

Before you can create and send the first issue of a newsletter, you must create a template for that newsletter. New templates are based on your email display defaults, but you can customize a template for a particular newsletter.

1. Click the **Administration** tab.

2. Click the **Newsletters** sub-tab.

3. Click **New Newsletter Template**.

4. Enter a name for your new template in the box.

5. Click **Start**. The new blank template appears in the **Template** drop-down list.

Next, you can add topics to the template.

Why do I have to set email display defaults before I can create a newsletter?

Your email display defaults determine the look and feel of all the emails you send to your end users. If you do not customize your email display defaults, the LexisNexis® Publisher defaults will be used.

When you create a newsletter, it is delivered to your end users by email. Therefore, the design of the newsletter is determined by your email display defaults. However, you cannot simply create a newsletter based on the LexisNexis Publisher email display defaults - you must customize the defaults before you can create any newsletters.

How do I add topics to a newsletter template?

After you create a newsletter template, you must specify which topics the template will use as sources. Selecting certain topics for a newsletter helps you tailor the content of your newsletters to specific audiences among your end users.

1. Click the **Administration** tab.

2. Click the **Newsletters** sub-tab.

3. Select the topics you want to include in the template from the **Topic Selection** list.

4. Click **Next** or **Save Changes**.

Next, you can design your newsletter.

How do I set the display order of the topics included in a newsletter template?

You may want the topics you selected for your newsletter to appear in a different order than the order in which you selected them, or you may decide not to include a topic that you had previously selected.

To reorder the selected topics list:

1. On the **Layout** list, select the ⊕ or title of the item, then drag and drop the item to your desired location.

2. Click **Save Changes**.

What's the difference between a target audience list and a distribution list?

The target audience list and the distribution list work together to determine which of your end users will receive a particular newsletter.

You define a target audience list when you are creating a newsletter template. Any newsletter issue that you base on that template will be available to send only to those users on the target audience list.

The distribution list is a subset of the end users in the target audience list. You can create a distribution list if you want to send an issue of a newsletter only to certain end users and not to everyone on the target audience list.

Thus, the target audience list contains all the end users who *could* receive a newsletter, while the distribution list contains the end users who *will* receive a newsletter.

Creating and Sending an Issue of a Newsletter

How do I create a new issue of a newsletter?

Before You Begin:
You will not be able to create a new issue of a newsletter until you have created a newsletter template. For more information, see How do I create a newsletter template?

When you create a new issue of a newsletter, you create an empty issue based on one of your newsletter templates. After you have created the empty issue, you can select the topics and documents that you want to include, add a preliminary note, and create a distribution list.

At any time during the newsletter creation process, you can click **Save Changes** to save your work as a draft or **Newsletter Home** to go back to the home page.

1. Click the **Administration** tab.

2. Click the **Newsletters** sub-tab.

3. Choose the **New Newsletter Issue** option.

4. Select a template on which to base the new issue from the drop-down list.

5. Select the Published Documents you'd like to include in this newsletter.

6. Click **Next**.

7. Rearrange articles using the Layout tab, if desired.

8. Click **Next**.

9. Fill in the **FromReply to** and **Email Subject** boxes, then select recipients for this newsletter.

10. Click **Next**.

11. Add any notes you'd like to have appear at the top of the newsletter.

12. Click **Next**.

13. Preview the newsletter to ensure it appears as you'd like it to.

14. Click **Save Changes**.

15. Click **Send**.

How do I select documents for an issue of a newsletter?

After you create a new issue of a newsletter, you must select the documents you want it to include.

1. Click the **Administration** tab.

2. Click the **Newsletters** sub-tab.

3. On the **Article Selection** tab, select a topic whose documents you want to view.

   Tip:
   To select all of the documents in the list, select the **All** check box.

   The documents published to that topic are highlighted in yellow.

4. Click **Save Changes**.

After selecting documents, you can rearrange the articles.

Why add a preliminary note to a newsletter issue?

When you create a new issue of a newsletter, you can include a preliminary note that will appear at the top of the newsletter. You may want to add a note to identify the date for that issue or to call attention to certain documents contained in the newsletter.

What's the difference between a target audience list and a distribution list?

The target audience list and the distribution list work together to determine which of your end users will receive a particular newsletter.

You define a target audience list when you are creating a newsletter template. Any newsletter issue that you base on that template will be available to send only to those users on the target audience list.

The distribution list is a subset of the end users in the target audience list. You can create a distribution list if you want to send an issue of a newsletter only to certain end users and not to everyone on the target audience list.

Thus, the target audience list contains all the end users who *could* receive a newsletter, while the distribution list contains the end users who *will* receive a newsletter.

How do I resend an issue of a newsletter?

There may be times when you want to resend a newsletter issue, perhaps to a different group of recipients.

1. Click the **Administration** tab.

2. Click the **Newsletters** sub-tab.

3. Select **Resend Newsletter Issue**, then select the **Newsletter** and **Issue** you want to use from the drop-down lists.

4. Click **Start**.

5. Fill in the **FromReply to** and **Email Subject** boxes, then select recipients for this newsletter.

6. Click **Next**.

7. Review the newsletter using the **Preview/Send** tab, then click **Send** when you are ready.

Assigning Topics to Editors

How do I assign a topic to an editor?

1. Click the **Administration** tab.

2. Click the **Assignments** sub-tab.

3. Select the topic you want to assign to an editor.

   Tip:
   You can select multiple topics to assign to the same editor simultaneously.

4. In the **Assign to** drop-down list, select the editor to whom you want to assign the selected topic.

   Note:
   Topic editors will only show up in the list of editors if they have previously signed in to LexisNexis® Publisher.

5. Click **Assign**.

How do I unassign topics from an editor?

1. Click the **Administration** tab.

2. Click the **Assignments** sub-tab.

3. Select the **Assigned Topics** view.

4. Select the editor who is currently responsible for the topic. The topics assigned to that editor appear in the area on the right.

5. Select the topic you want to unassign.

6. Click **Unassign**. The topic is now unassigned and visible to all editors unless you assign it to another editor.

How do I limit the number of topics an editor can manage?

As an administrative editor, you can manage the workloads of your organization's topic editors by limiting the number of topics for which each editor is responsible. You can easily adjust topic editor assignment limits or reassign topics from one topic editor to another if you need to balance editor workloads or adjust for vacations or other conditions.

1. Click the **Administration** tab.

2. Click the **Assignments** sub-tab.

3. Click the **Editor Assignments** sub-tab.

4. In the **Topic Assignment Limit** column, enter the number of topics to which you want to limit a particular editor.

   Note:
   Topic editors who reach their topic assignment limit cannot create any new topics or be assigned any additional existing topics unless you first increase their topic assignment limit.

5. Click **Save Changes**.

Administration Tab

You can access this work area at any time by clicking the **Administration** tab at the top of almost every LexisNexis® Publisher page. From this tab, you can:

- Work with end users' subscriptions
- Manage project and client IDs
- Generate administrative reports
- Create and assign topic categories
- Delete unused attachments
- Create and send newsletters
- Assign topics to editors
- Generate MD5 tokens for topics to be used with RSS aggregators

Generating Administrative Reports

What are usage reports?

Usage reports help you analyze your end users' LexisNexis® Publisher usage over the timeframe you specify (within the past 2 years). You can choose to generate usage reports by topic (shows the full-text and document list views for each topic), by day (shows the full-text and document list views for each day), or by document headline (shows the full-text views for each document). All reports contain both percentage values and actual counts.

What are subscriptions reports?

Subscriptions reports give you a snapshot of the end users subscribed to your LexisNexis® Publisher topics. You can choose to generate reports either by topic or by user.

- A subscriptions report generated by topic lists all of your active topics and the users subscribed to them. It also displays the users' email addresses, email schedules, and email view preferences.

- A subscriptions report generated by user lists all of your end users (or users added in a particular date range, if you prefer) and shows the list of topics to which each is subscribed. It also displays the users' email addresses, email schedules, and email view preferences.

What is a topic report?

A topic report allows you to select attributes (such as Editor Name, Search Syntax, Index Terms, Client ID, and more) and then view a report of those attributes for each of your organization's LexisNexis® Publisher topics. A topic report helps you quickly determine what topics are being researched, the editor responsible for each topic, the searches being submitted, the LexisNexis index terms being used to target results, and any topics that have a particular client or project association.

How do I generate an administrative report?

1. Click the **Administration** tab.

2. Click the **Reports** sub-tab.

3. Click the sub-tab for the kind of report you want to generate (Usage, Subscriptions, or Topic).

4. Select the report view that you want to generate:

Report Type	Available Views
Usage Report	■ Topic ■ Day ■ Headline
Subscriptions Report	■ Topic ■ User

5. Click **Generate Report**. The report appears beneath the reports sub-tabs.

6. If you want to filter a usage report or a subscriptions report:

    a. Select filtering options from the **Show** drop-down lists.

    b. Click **Go**.

Administration Tab

You can access this work area at any time by clicking the **Administration** tab at the top of almost every LexisNexis® Publisher page. From this tab, you can:

- Work with end users' subscriptions
- Manage project and client IDs
- Generate administrative reports
- Create and assign topic categories
- Delete unused attachments
- Create and send newsletters
- Assign topics to editors
- Generate MD5 tokens for topics to be used with RSS aggregators

Working with User Subscriptions

How do I add a new subscribed user?

> **Note:**
> If you chose to enable the **My Subscriptions** link in your online display defaults, your end users will be able to subscribe themselves to topics. End users use the same form to subscribe themselves as you use to add subscribers.

1. Click the **Administration** tab.

2. Click **Add a New User**.

3. On the sign-in page, enter the email address of the user you want to subscribe.

4. Click **OK**.

5. Enter the user's first and last names in the corresponding text boxes.

6. Select the schedule for email notifications (hourly, daily, or admin initiated).

7. In the **Time Zone** drop-down list, select the time zone to use for the notification schedule.

   > **Note:**
   > All time zones are relative to Greenwich Mean Time.

8. Select how to format emails sent to this end user (HTML or plain text).

9. In the **Email View** drop-down list, select the view you want to use in emails sent to this end user.

10. In the **Topic Notifications** area, select the topics to which you want to subscribe the user.

    > **Tip:**
    > To subscribe a user to all topics, select the check box at the top of the column.

11. Click **Save**. A pop-up window appears to inform you that the user will receive a confirmation email.

12. Click **OK**.

How do I edit a user's subscription?

1. Click the **Administration** tab.

2. Select the user whose subscription you want to edit.

3. Click **Edit Subscriptions** in the **Actions** column for the user whose subscription you want to edit.

4. Use the form to edit the user's subscription preferences as necessary.

5. In the Topic Notifications area, select the topics for which the user will receive email notifications.

   Tip:
   You can subscribe a user to all your organization's topics by selecting the check box at the top of the column. You can also ensure that a user will receive notifications for topics that you may create in the future by selecting **Automatically subscribe to new topics**.

6. Click **Save**.

How do I edit subscription preferences for a group of users?

1. Click the **Administration** tab.

2. Select the users whose subscriptions you want to edit.

3. Click **Edit Selected**.

4. Select the schedule for email notifications (hourly, daily, weekly, or admin initiated).

5. In the **Time Zone** drop-down list, select the time zone to use for the notification schedule.

   Tip:
   All time zones are relative to Greenwich Mean Time.

6. Select how to format emails (HTML or plain text).

7. In the **Email View** drop-down list, select the view you want to use in email notifications.

8. Click **Save**.

How do I import a list of users?

There may be times when you need to subscribe a number of end users. Importing a list of users allows you to subscribe those users all at the same time instead of manually adding each one to the system, thus saving both time and effort.

1. Click the **Administration** tab.

2. Click **Import User List**.

3. Enter the name of the file you want to import.

   Tip:
   If you do not know the name or the full path for the file you want to import, click **Browse** to find the file you need.

4. Set the subscription preferences for the group of users that will be imported.

5. Click **Import**. The Import User List: Status page appears, showing the list and status of the users you chose to import.

6. Click **Done**. The imported users now appear in the list of subscribed users on the **Subscribed Users** sub-tab.

   Tip:
   After you have imported the list of users, you will probably want to edit their subscriptions to make sure they are subscribed to the correct topics. For more information, see How do I edit subscription preferences for a group of users?

What types of files can I use to import a user list?

A user list must be saved as a .txt or .csv file in order for you to import it. The file must be formatted as a comma-delimited list containing each user's first name, last name, and email address (in that order). For example:

```
John,Smith,jsmith@myserver.com
```

```
Fred,Jones,fjones@myserver.com
```

Tip:
You can create the list of new users in Microsoft® Office Excel. Place the first names in the first column, the last names in the second column, and the email addresses in the third column. Then use the Save As function to save your work as a .csv file. This .csv file will contain the appropriate comma-delimited items and can be imported into the system.

How do I view the users subscribed to a particular topic?

1. On the Topics Home page, click the **Actions...** menu link for the topic whose subscribed users you want to view.

2. Click **View Subscribed Users**. The Subscribed Users page for that topic appears.

How do I delete a user's subscription?

1. Click the **Administration** tab.

2. Select the user whose subscription you want to delete.

   Tip:
   You can select more than one user if you want to delete multiple subscriptions at once. If you want to delete all the subscribed users, select the check box at the top of the column.

3. Click **Delete Selected**. A pop-up window appears to verify that you want to delete the subscription.

4. Click **OK**.

Administration Tab

You can access this work area at any time by clicking the **Administration** tab at the top of almost every LexisNexis® Publisher page. From this tab, you can:

- Work with end users' subscriptions
- Manage project and client IDs
- Generate administrative reports
- Create and assign topic categories
- Delete unused attachments
- Create and send newsletters
- Assign topics to editors
- Generate MD5 tokens for topics to be used with RSS aggregators

Additional Resources

Additional Resources

For other resources such as FAQs, Best Practice Tips, and a list of recent LexisNexis® Publisher enhancements, please go to www.lexisnexis.com/infopro/publisher.

Related Products

If your organization maintains a LexisNexis® Publisher portal component for your portal users, click the **Portal Administration** link in the Additional Tasks area of the Topics Home page for easy access to the LexisNexis Portal Administration application.

System Requirements

- Supported Web Browsers
- Screen Resolution Recommendations
- Connection Method Recommendations
- Minimum Hardware Requirements

Supported Web Browsers

Operating System	Supported Browsers
Microsoft® Windows®	■ Internet Explorer® 6.0 and higher ■ Firefox® 2.0 and higher
Mac OS®	■ Safari™ 2.0 or higher

Note:
The browser you use must support SSL (Secure Socket Layer) technology.

[Top]

Screen Resolution Recommendations

For optimal viewing, set your computer screen resolution to 1024x768 or higher. You can change the screen resolution in your computer's display settings.

[Top]

Connection Method Recommendations

To access the LexisNexis® Publisher service, you must have an Internet connection. The types of connection required to access the Internet and LexisNexis research services are shown below.

Connection Type	Requirement
Modem	Modem speed: 56K or above (ISDN, ADSL or cable modem recommended) **Tip:** If your ISP does not provide this modem speed, you may connect using the LexisNexis Internet Dialer, provided on CD to LexisNexis customers free of charge. For more information, call Customer Support.
LAN Connection	A TCP/IP connection of suitable speed with Internet access **Note:** LAN firewalls, proxy servers, and network administration software including virus scanners, other traffic on the network, etc., may impact performance.

[Top]

Minimum Hardware Requirements

Hardware	Requirement
Processor	PC: 486 (or higher)
RAM	64 MB (or higher) **Tip:** If you generally run multiple applications or browser windows simultaneously, this will affect memory and overall performance so higher RAM is recommended.

[Top]

Contact Us

Customer Support Contact Information

Have a question or need technical assistance? Call Customer Support at 877-810-5325.

Research Assistance

For training or for help in formulating a search, contact your LexisNexis® Librarian Relations Consultant or your Sales Consultant. If you don't know who your Librarian Relations Consultant or Sales Consultant is, contact Customer Support at 877-810-5325.