

## Nexis® Alerts Tips (June 2014)

As a [Nexis®](#) subscriber, you know that Nexis helps you stay up to date with trending news stories via alerts, but did you know you can set up alerts for any type of content within the Nexis service?

Here's how to create a strong search string to use to configure alerts anytime new content is added to our database (including company reports or filings, executive reports, industry reports or analysis or any news content!) in just a few steps:

- 1. Identify the topic:** Determine the general subject that you want to research, such as information about the technology company IBM.
- 2. Select your Source:** When researching a specific organization, you might want to begin your search in a group file containing a variety of business reports. A good place to start is the Group Source called "All Company Information." This file contains profiles of companies and company executives, annual reports and other SEC filings, bankruptcy reports, merger and acquisition transactions, earnings reports for all U.S. public companies, more than 200,000 private U.S. companies and many thousands of other companies around the world.
- 3. Choose your Search terms:** Select search terms that are specific or closely related to your topic of interest. Ask yourself: "What words must a document contain in order to be relevant?" For each concept within your topic, think of alternative words, synonyms and abbreviations that apply. Try to avoid terms that are too general.
- 4. Use truncation and/or wildcards to include word variations:** The truncation (!) character lets you easily combine or eliminate search terms, making your search simpler. ! Finds a root word plus all the terms made by adding letters to the end of the root. For example, acqui! finds variations of the word acquire, including acquired, acquiring, acquisition and any other words beginning with a-c-q-u-i.
- 5. Link the Search terms using Connectors:** Connectors such as OR, AND, W/N and so on define relationships between your search terms.  
*For example:*  
Acqui! W/10 ibm OR i.b.m. OR international business machines OR big blue
- 6.** This search would find documents where acquisition (or its variants) appears within 10 words of the various names for IBM.
- 7. Specify date restrictions:** Use date restrictions to narrow your search to documents published on a specific day or within a date range you specify.
- 8.** Once you have run your search, select the Create Alert icon to save your precise search. You will be prompted to specify your preferred delivery times and format. Click **Save** and your alert has been set up!

See this [PDF](#) for an in-depth guide on building a stronger search.