



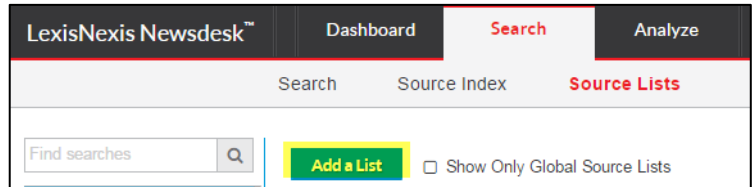
## Using LexisNexis Newsdesk™ Source Lists

Source Lists are easy to create, edit and utilize in LexisNexis Newsdesk™. They allow researchers the ability to create a list of favorite sources and restrict search results to those sources.

Here's an overview of the process:

### To create a source list

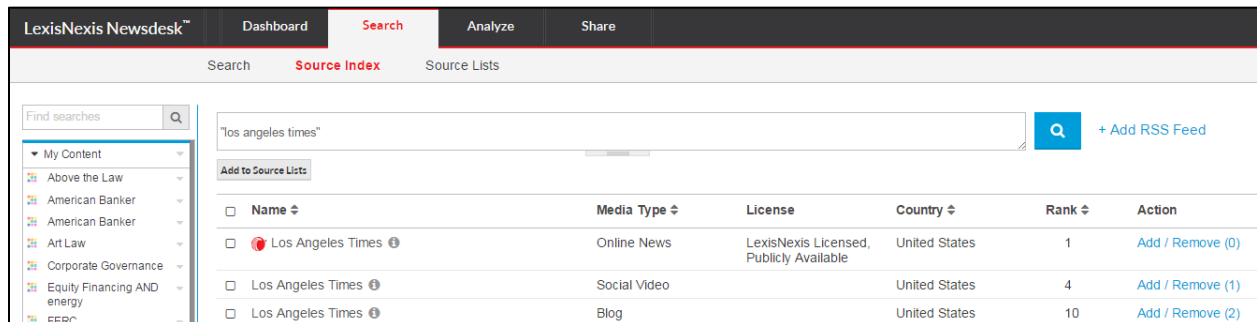
Click on the Search tab, then click on the Source Lists subtab. Click on "Add a List."



The dialog box has a title bar that says 'Please enter source list name' with a close button (X). Below the title bar is a text input field containing the text 'California Newspapers'. At the bottom of the dialog are two buttons: 'Cancel' and 'Add a List'.

Give the Source List a name.

Click on the "Source Index" tab, enter the name of a source in the search box and click enter.



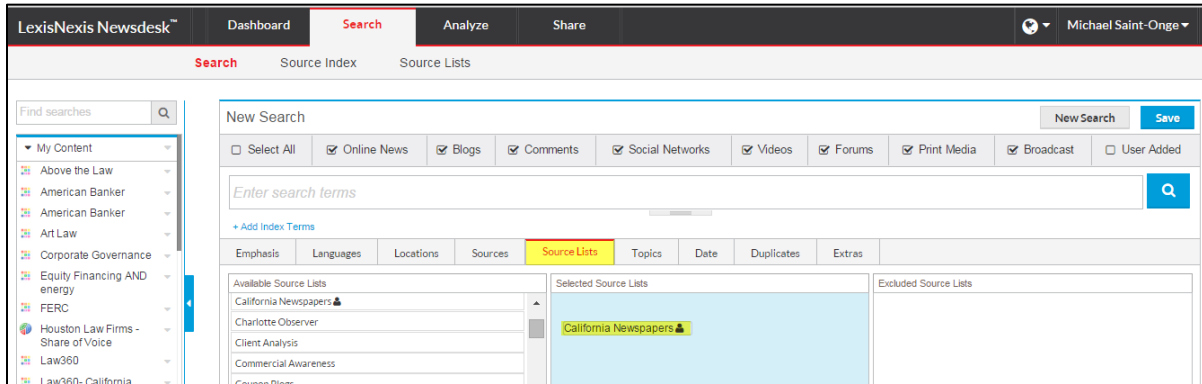
Note that you may retrieve duplicate entries representing different versions of the same publication (licensed from LexisNexis®, scraped from the open web, separate blogs or other features).

To add the title, click on "Add/Remove" to the right of the title and check the box next to the name of the appropriate Source List. Continue this process to build your Source List.

The dialog box has a title bar that says 'Update Source Lists' with a close button (X). Below the title bar is a text input field containing the text 'Add or remove source "Los Angeles Times"'. Below the text input field is a checkbox labeled 'California Newspapers'. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

## To use the Source List

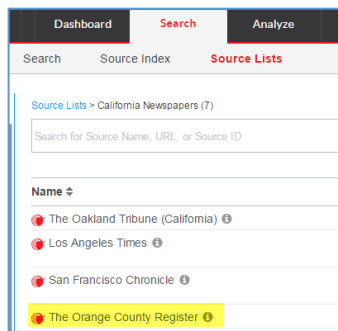
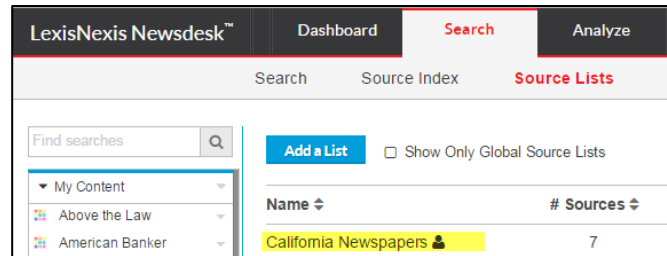
Click on the “Search” tab and open the Advanced pull down in the lower right hand corner below the search box. Click on the “Source Lists” tab, and drag the Source List to the “Selected Source Lists” column to the right.



Enter your search terms in the search box. Your results will be limited to the sources contained in your Source List.

## To edit the Source List

First, you need to open the existing source list.



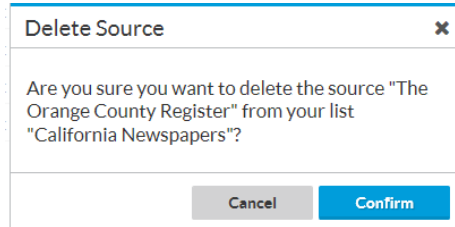
Then identify the title you want to delete (in the example below, “The Orange County Register”).

Simply click on the trash can icon on the right hand side to delete the unwanted source.

The screenshot shows the LexisNexis Newsdesk interface with the 'Source Lists' tab selected. The main area is titled 'Source Lists > California Newspapers (7)'. There is a search box for 'Source Name, URL, or Source ID'. Below the search box is a table of source lists. The 'The Orange County Register' source list is highlighted. Other source lists include 'Tribune's Los Angeles Times (recent 6 months)', 'Sacramento Bee', and 'San Diego Union-Tribune'.

Name	Media Type	License	Country	Rank	Action
Tribune's Los Angeles Times (recent 6 months)	Print	LexisNexis Licensed	United States	4	
The Orange County Register	Print	LexisNexis Licensed	United States	4	
Sacramento Bee	Print	LexisNexis Licensed	United States	4	
San Diego Union-Tribune	Print	LexisNexis Licensed	United States	4	

And confirm your choice:



Note that you have other actions available within the Source Lists, depending upon whether or not you created the lists.

Name ^	# Sources ⇅	Created By ⇅	Last Updated ⇅	Last Updated By ⇅	Action
California Newspapers 📄	7		Oct 21, 2016		share rename clone delete
Energy Sources 📄	0		Aug 26, 2016		share rename clone delete
Factiva Sources 🔒	2095		Jan 19, 2016		unshare rename clone delete
Legal sources 📄	5		Aug 03, 2016		share rename clone delete
Major World News 🔒	83		Jun 23, 2015		unshare rename clone delete
Major World Publications 🔒	129		Jun 23, 2015		unshare rename clone delete
My User Added Feeds 📄 📄	0		May 13, 2016		share rename clone delete
UK National Newspapers 🔒	30		Jun 23, 2015		unshare rename clone delete

Showing 1 to 8 of 8 entries

If it is a LexisNexis Newsdesk™ created source list – as indicated by the locked icon to the left of the source list title-- your only choice is to clone it, which would then give you the ability to add or delete sources included in the original list. Source lists that you’ve created are able to be shared, renamed, cloned or deleted.

If you have questions or problems, contact LexisNexis Newsdesk™ Customer Support for assistance.

### Contact Information

Questions? Call Customer Support at:

United States: +1 866 897 8129

United Kingdom: +44(0)845 647 8888

France: +33(0)1 71 72 48 50

Deutschland: +49(0)211 417435 40

Nederland: +31(0)20 485 3456

Or by email at [clientservices@moreover.com](mailto:clientservices@moreover.com) in North America, Asia, and Africa.

Email [support@lexisnexis.eu](mailto:support@lexisnexis.eu) in Europe.

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