

# Information Professional Update



Issue 1, January 2005

Specifically designed for legal information professionals

IN THIS ISSUE

**Librarian To Librarian**

A New Look ... and a New Path for *Update* . . . . . 05:01

**Take A Tour**

LexisNexis® Custom ID: One ID for All [www.lexis.com](http://www.lexis.com) Billing Plans . . . . . 05:02

**Knowledge Exchange**

Today's Library "Miracle Workers" Use Report Products to Balance Time, Cost & Thoroughness. . . . . 05:04

**Spotlight On**

LexisNexis® Report Products Vary by Source, Research Task . . . . . 05:05

**FYI Flash**

Now Appearing! LexisNexis Research Tasks Pages Come to Menu Screens . . . . . 05:07

View Transactional Prices for LexisNexis Sources . . . . . 05:07

Search Selected Sections of Tables of Contents . . . . . 05:07

**Thrifty Searcher**

What is *Zimmerman's Research Guide* . . . . . 05:08

**January New Product Postings (in a new format) Enclosed**

LexisNexis® InfoPro is Home to *Zimmerman's Research Guide!* Check More Than 1,000 Entries Without Charge at <http://lexisnexis.com/infopro>

Be an E-Subscriber to **LexisNexis Information Professional Update!** Go to <http://www.lexisnexis.com/trial/NALM102646LNIPU.asp>

## Librarian To Librarian

*A Message from Cindy Spohr*

### A New Look ... and a New Path for the *Update* in 2005



Cindy Spohr

Thank you. That's the best way to start 2005 ... to thank you for speaking up.

Last year, through market research that included focus groups and a major survey, we asked for your thoughts on *LexisNexis® Information Professional Update* and how we could make this publication better.

You can see the results of your input right on this cover. In 2005, the look of the *Update* newsletter will mirror the new design of the LexisNexis InfoPro site.

And since some of you asked to hear from me on important issues, I'll oblige gladly. You'll see my column occasionally, on appropriate topics, e.g., the direction of this newsletter.

We're pleased that **78 percent of survey respondents said they read the content of every issue** or nearly every issue. And a large majority of you—in focus groups and through the survey (93 percent)—said you found the newsletter helpful in your work.

You told us why: You like the LexisNexis® product news and research tips *LexisNexis Information Professional Update* provides. And you'd like more.

So, in 2005, we'll keep your newsletter favorites, including **Thrifty Searcher** (a short tip on finding facts the time- and cost-effective way), **Spotlight On** and **Online With** (detailed looks at new products). Plus, you'll see more stories designed to bring you up to speed on the latest LexisNexis products and to review popular sources. Watch for:

- **Take a Tour articles**—We'll step you through a new or existing product.
- **Search Strategies**—Find research examples, applications and/or sample searches.

Some of our coverage will change per your suggestions. For example, every month a LexisNexis Librarian Relations Consultant will share his or her research expertise and perspectives on the profession in the **Knowledge Exchange**.

And look for this heading—**For IPs Only**—to find details on LexisNexis librarian programs such as Certificate of Mastery. We'll have plenty to share in 2005.

**Product Postings** will continue to appear. But you'll find a new format. Source descriptions include Short Name (e.g., GENFED;CASES). You can use the Short Name as well as the Long Name (e.g., *Chicago Tribune*) to pinpoint a resource under the Find A Source tab.

We'll also regularly remind you that product updates—deletions as well as additions—are available weekly via the LexisNexis This Week e-mail and via the InfoPro Web site. (To sign up for the weekly e-mail, go to [http://www.lexisnexis.com/trial/signup\\_thisweek.asp](http://www.lexisnexis.com/trial/signup_thisweek.asp))

Of course, you don't have to wait for a survey or focus group to comment on *LexisNexis Information Professional Update* and its new look. Our Managing Editor, Barbara Byrd, is only an e-mail away at [barbara.byrd@lexisnexis.com](mailto:barbara.byrd@lexisnexis.com) So am I at [cindy.spohr@lexisnexis.com](mailto:cindy.spohr@lexisnexis.com)

*Much success in 2005!*

*Cindy Spohr*

*Sr. Director, LexisNexis Librarian Relations Group*

# LexisNexis® Custom ID: One ID for All [www.lexis.com](http://www.lexis.com) Billing Plans

## Associate all your LexisNexis IDs—for all of your LexisNexis billing plans—under one Custom ID alias

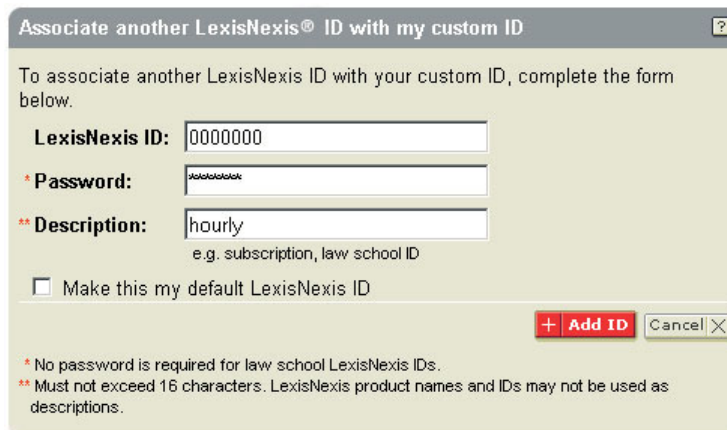
Switch seamlessly between LexisNexis IDs while researching—without physically signing off and on again. And you'll know exactly what plan you're researching with at all times, because a special navigation bar tool shows you which plan you're using.

Plus, you can also select a default ID for sign on, print all the ID cards you need—even change your Custom ID set-up through a simple-to-find and even simpler-to-use Custom ID Manager.

Here's how Custom ID works:

### To create a Custom ID:

1. Select the **Create a Custom ID** link on the [www.lexis.com](http://www.lexis.com) sign-on screen.
2. Enter your **LexisNexis ID** and **Password**. Enter an ID description to identify that ID/billing plan. Click **Next**.
3. Create your **Custom ID** and **Password**—ID must consist of 6 – 25 alphanumeric characters, password 6 – 50. Enter your e-mail address, select a security question and provide an answer. Click **Finish**. (Security information is required so LexisNexis can remind you of a forgotten password and notify you when changes are made to your Custom ID.) *When you receive your confirmation, you can go back to the sign-on screen, print a Custom ID card, or associate more IDs.*



Associate another LexisNexis® ID with my custom ID

To associate another LexisNexis ID with your custom ID, complete the form below.

LexisNexis ID: 0000000

\* Password: [masked]

\*\* Description: hourly  
e.g. subscription, law school ID

Make this my default LexisNexis ID

**+ Add ID** **Cancel**

\* No password is required for law school LexisNexis IDs.  
\*\* Must not exceed 16 characters. LexisNexis product names and IDs may not be used as descriptions.



LexisNexis ID	Description
1. kppnmhw (default)	subscription

### To associate additional IDs to your Custom ID:

1. Click the **Associate Additional IDs** link on the confirmation screen. *(If you already have a Custom ID, click the custom ID Manager link on the sign-on screen.)*
2. Enter another **LexisNexis ID** and **Password**. Also **enter a description** to display in the navigation bar, e.g., *hourly*. *You can opt to make this ID the default, i.e., the one applied when you sign on for the first time each session. If you do not select a default, then you will be asked to choose an ID/billing plan each time you sign on.*
3. Click **Add ID**. *The confirmation screen lets you return to the sign-on screen or associate another ID. Repeat the process for other LexisNexis IDs.*

## Take the Tour Online!

Walk through the LexisNexis Custom ID setup. Click on **See What's New!** on the [www.lexis.com](http://www.lexis.com) sign-on screen. Then click **Take a Tour** on the new Custom ID feature.

## To sign on with your Custom ID (and any associated LexisNexis ID):

1. Enter your **Custom ID** and **Password**. Click **Sign On**.
2. If you have selected not to have a default ID, you'll see a list of LexisNexis IDs associated with your Custom ID. Select one and click **Set ID**.  
*Research will be applied to this ID until you change it.*



## To change IDs (and billing plans) while researching:

When you change to another ID associated within your Custom ID, your research session under the originally displayed ID is finished. A new research session begins, even though you do not physically sign off and on again.

Monitor the ID description throughout your research session. See the Custom ID drop-down box in the middle of your *www.lexis.com* navigation bar. The active ID description is displayed on the navigation bar. To change that ID:

1. Click on the Custom ID drop-down box and select **Switch LexisNexis ID**.
2. A list of ID descriptions appears. **Select** one and click **Set ID**.
3. Note the **new description appears next to the drop-down box**.

Behind the scenes, the Custom ID feature has signed off the first ID and signed on with the second. A new research session has begun.

## Custom ID Manager

When you select the Custom ID Manager from the *www.lexis.com* sign-on screen or from the Custom ID drop-down box during a research session, you can:

- View a summary of your Custom ID information, including associated IDs
- Print an ID Card
- Delete your Custom ID
- Associate another ID or disassociate an ID

You can also view or change your Custom ID, ID descriptions, passwords, and security information. (You may be asked to enter your Custom ID and Password before entering Custom ID Manager.)

## Today's Library "Miracle Workers" Use Report Products to Balance Time, Cost & Thoroughness

By Michael Saint-Onge, Senior Librarian Relations Consultant,  
LexisNexis Librarian Relations Group

I've been a law librarian for almost 20 years now, so allow me the opportunity to reminisce just a little.

Remember when the biggest challenge we faced as librarians was finding the information—often locked in a courthouse, a government agency, or even a print directory that we didn't have in our libraries? Our task was to uncover that one helpful person who could get us the right facts, and many times it took days to locate them. When we finally found the information, we were hailed as miracle workers.

*Now the challenge is no longer locating the information.* With the "information explosion," facts are available in multiple locations and formats. Instead, the challenge is obtaining information in the most timely and cost-effective manner. *Often that means weighing time vs. cost vs. thoroughness. That can be a tough balancing act!*

LexisNexis understands the challenges of being a law librarian today. You are pulled in many different directions, with competing priorities. And you have a choice in where to go for your information.

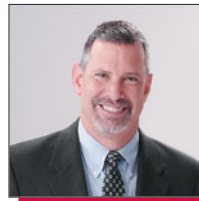
In fact, you have *lots* of choices. You can go to 15 or 20 different databases to get pieces of the information and to compile it into a finished report to pass along to your patron. But who has time for that?

Long before LexisNexis was a publisher, we were an aggregator, meaning we took other publishers' information and made it available online. We're still doing that today, though we've also got a significant number of our own sources. This makes LexisNexis the perfect one-stop shop for all of your information needs.

With LexisNexis, you can gain access to specific cutting-edge products that compile reports from multiple sources—in the most cost-effective and timely manner—leaving you time to make certain your "i's" are dotted and your "t's" are crossed.

And LexisNexis doesn't just compile information from one "type" of source. For example, LexisNexis® **Company Dossier** compiles from company directories, intellectual property databases, news, case law, and stock information. Searching for experts in the new and improved LexisNexis® **Analyzer** product means you're conducting the same search across law reviews, news sources, directories, congressional testimony—research that would take you hours to complete.

The best news is that the results are delivered to you in a flash, and you can choose the documents you want to include in your final report. (Remember when preparing materials to give to the patron meant cutting the thermal paper into 8½" by 11" sheets?)



Michael Saint-Onge

Now the final product needs to be in a client-ready format, professionally presented. If you have ever seen the power of a LexisNexis® **CourtLink® Strategic Profile** report, you know what a difference these report products can mean in terms of impressing a client.

With the pressure on and the clock ticking, LexisNexis report products deliver the information you need in the format you want. And that means you can still be seen as a miracle worker.

### Here's an Extra Time Saver!

In this month's Spotlight On, find a quick-read overview of LexisNexis Report Products, including what each product covers and the best ways to use them. See next page.

## LexisNexis® Report Products Vary by Source, Research Task

All LexisNexis report products allow you to search multiple LexisNexis sources simultaneously, and all provide a compiled report for review. But it's not one size fits all. Each LexisNexis report product was designed around different resources, and each answers different research needs.

There were some enhancements to LexisNexis report products in 2004, i.e., LexisNexis® Company Analyzer expanded to offer Analyzer reports on attorneys, judges, arbitrators and experts. Here is a quick overview of what's currently available and what the different reports offer you:

### LexisNexis Report Product

### Helps You Investigate

### A Good Tool When

#### LexisNexis® Analyzer

*Now in addition to companies, explore more!*

Each **company** report can cover up to 36 legal, business, news, public records and intellectual property sources from the LexisNexis services.

**New Judge, Attorney, Arbitrator and Expert** reports vary slightly by type, but all include pertinent federal and state cases, law reviews, Martindale-Hubbell® listings, full-text news and more. Also find specialized directories and Mealey's publications with links to pleadings and other court dockets, etc.

- Attorneys
- Arbitrators
- Judges
- Experts
- Companies—more than 10 million private and public

**You need the most comprehensive look**, like due diligence, discovery, conflict checking and M&A research requires. You can retrieve up to 9,000 documents.

**Also ...** link directly from Analyzer reports to LexisNexis® CourtLink® Strategic Profiles on subjects.

**Look for it!** Check your additional products list on the LexisNexis sign-in screen. Or choose the **References** link on the main Legal menu. Some LexisNexis® Research Tasks pages also have links. *Ask your LexisNexis account executive for subscription information.*

#### LexisNexis® Courtlink® Strategic Profiles

Each report is presented with text, graphs and charts that make it easy to identify trends, opportunities and risks. Plus drill down into the report and view full-text docket documents.

Reports vary to fit the subject type.

- Litigants
- Attorneys/Firms
- Judges
- Courts
- Suit Types

**You need court dockets to answer your questions.** CourtLink Strategic Profiles help litigators argue more effectively by revealing litigants' case histories, opposing counsel arguments and pleadings that judges found compelling in similar cases.

**Also ...** Grow business by using court record information to identify business risks and opportunities.

**Also ...** Improve business and hiring decisions by pinpointing candidates' possible strengths and weaknesses. **Look for it!** Click the CourtLink link on the main menu screen. Many LexisNexis Research Task pages also have the link to this gateway. *Ask your LexisNexis account executive for subscription information.*

**Report Sources Include:** The CourtLink® database of federal civil court docket records covering 10 – 20 years of cases.

continued from page 05:05

### LexisNexis Report Product

### Helps You Investigate

### A Good Tool When

#### LexisNexis® SmartLinx™ Reports

Each report—person, business, location and driver's license\*—shows the subject's connection to other people, businesses and locations. And you can *link to source documents presented*.

**Report Sources Include:** *Over one billion public records*—asset ownership, deed transfers, bankruptcy histories, verdicts and settlements, telephone white-pages records, judgments/liens, professional licenses, voting records, etc.

\*restricted access; must have a legally permitted use

- Businesses
- People
- Locations (by address)

You need to understand the connections among people, business and locations, e.g., uncover a chain of ownership, pattern of movement, or a personal or business history based on public records.

**Also ...** Make the relationships easier to visualize. Change the text report format into a visual chart.

**Look for it!** Click the Public Records tab on the main menu. Many LexisNexis Research Tasks pages also have links.

#### LexisNexis® Company Dossier

Each report offers current details on company finances, executives and operations, including recent litigation and recent trademark acquisitions.

**Report Sources Include:** Financial analysts reports, SEC filings, stock information, current U.S. and British Commonwealth cases, recently acquired copyrights and patents, etc. Also get access to the 20,000 sources of the Nexis® service.

- 20 million public and private companies, including three million non-U.S. companies

You need a *current* look at what's happening within the company. While LexisNexis Analyzer is a comprehensive due diligence tool, LexisNexis Company Dossier reports are valuable for prospecting new clients, scouting possible M&A or joint venture prospects, etc.

**Also ...** Compile company lists using selection criteria such as sales revenue, city, state, number of employees, etc.

**Also ...** Compare up to five companies' balance sheets, income statements and ratio info.

**Look for it!** Click the [Dossier](#) link on the main menu screen. Select the Company Dossier tab. The [Dossier](#) link is also available on several LexisNexis Research Tasks pages.

#### LexisNexis® Industry Dossier

Each report offers a current list of top industry performers, along with current industry economic and sales reports, recent mergers and acquisitions and pending legislation that could affect the industry.

**Report Sources Include:** DISCLOSURE®, MERGERSTAT®, U.S. Economic Census data, LexisNexis legislative and bill-tracking sources.

- More than 1,000 industries

You need a *current industry overview*—recent legislation, M&A activity, industry revenue, top companies, the latest news, etc.

**Also ...** View side-by-side comparisons on sales for an industry's top 20 companies.

**Also ...** Use in conjunction with LexisNexis Company Dossier, e.g., identify M&A targets, top earners, etc.

**Look for it!** Click the [Dossier](#) link on the main menu screen. Select the Industry Dossier tab.

## Now Appearing! LexisNexis Research Tasks Pages Come to Menu Screens

Now you can find some LexisNexis Research Tasks pages via menu source selection. For example, you can select the Insurance Research Tasks page from the Research Tasks Page index under the RESEARCH TASKS tab. Or select it from menu screens; just click Insurance under the LEGAL tab.

These Research Tasks pages are now available through source-selection screens:

- California Employment Law
- California Worker's Compensation
- Construction Law
- Corporate/M&A
- Criminal Law
- Due Diligence
- Health Care
- Immigration
- Insurance
- Social Security Administration
- Trademark/Copyright
- FL, IL, NJ, OH, PA and TX Litigation Research Tasks pages

## View Transactional Sources' Retail Prices

Now it's easier to view retail transactional prices for LexisNexis sources outside your flat-rate subscription.\* Get quick access to the retail cost of transactional searches, so you can make more informed decisions.

Locate this information several ways. **Click on the \$ signs** next to the names of sources shown in:

- the menu **source-selection hierarchy**
- your **Last 20 Sources** list
- the source trail (for example, Legal > Cases - U.S. > **\$ Federal & State Cases, Combined**) that appears above the **Enter Search Terms** box
- the **source trail** that appears above your search results

After you click on the \$ sign, you'll see a **Price Information** window, which details the retail transactional charge that applies. (If the *Shepard's*<sup>®</sup> **Citations Service** is outside your flat-rate subscription, you'll see a shaded box. Just click on the \$ sign to see the transactional price.

\*NOTE: These enhancements do not apply to hourly subscribers. Also, they do not apply to LexisNexis<sup>®</sup> Research Tasks pages. Customers who access LexisNexis sources via these pages can continue to access transactional price information by clicking on the **Information** ("i" in square) icon and scrolling to the end of the source information. Also note that prices shown are retail prices, and do not include any special discounts that may apply to your account.

## Search Selected Sections of Table of Contents Documents

The LexisNexis services at [www.lexis.com](http://www.lexis.com) offers more than 1,400 Table of Content (TOC) sources—statutes, regulations and treatises that are arranged hierarchically by topic so you can uncover the facts you need quickly. Select a TOC source and browse. Just click + to open a level and – to close a level. Or open and close multiple TOC levels simultaneously.

And now you can do *more*. Select a TOC source and discover an advanced search box. Just click the Advanced link in the basic TOC search box.

Use the advanced search box to research specific TOC sections. Check the boxes next to the titles, chapters, etc. you wish to search. Then click the Advanced link. Your selections will appear in the advanced search box. Just add your search terms and click SEARCH. (If you're already viewing the advanced search box, click EDIT to select TOC sections. Then click Advanced again.)

The advanced search box can become your default search box. Just check that option at the bottom of the advanced search screen.

### Dear Thrifty Searcher:

I recently browsed the (LexisNexis) InfoPro Web site and saw a link to Zimmerman's Research Guide, An Online Encyclopedia for Legal Researchers. What's in this guide? Is it geared to my patrons?

Sincerely,  
Columbus, Ohio

#### Dear Columbus:

*Zimmerman's Research Guide* was developed specifically for librarians and authored by librarian Andrew Zimmerman. (See below)

This practical guide gives you tips for finding answers on practically every topic that might cross a law library reference desk. And not only will you find quick overviews, you'll also discover links to the free online resources and the proprietary services.

*Zimmerman's Research Guide* is available through the LexisNexis InfoPro Web site **free of charge**. (However, once you link to a proprietary site, its regular subscription rates or charges apply.) **Link to *Zimmerman's Research Guide* right on the InfoPro home page.** (It's also at <http://www.lexisnexis.com/infopro/zimmerman>) Or click the drop-down menu for Select A Research Tool at the top of the page.

Find more than **1,000 entries** covering **legal, business and medical topics**—everything from *Abbreviations & Acronyms* to *Zoning*. Even global topics are covered, such as an in-depth entry on *Doing Business in Foreign Countries*.

(By the way, *Abbreviations & Acronyms* covers sources for deciphering medical and business abbreviations and acronyms as well as legal abbreviations. Plus find links to several handy Web dictionaries of general abbreviations.)

Reference veteran Zimmerman, who does all the writing, editing and updating, organizes each entry so librarians can read—and act. In other words, he lists where he would start first. If sources are equivalent, he'll mention the free/lowest cost option first. If the proprietary resource is the best option, he says so.

Locate your topic easily; just browse a list or search. Entries come complete with active links to resources. For sources available through proprietary services, such as the LexisNexis services, Westlaw® and Dialog®, find library;file names or numbers. Phone and fax numbers to provider companies may be included where appropriate.

There are also links to similar topics. For example, go to the guide's *Medical Devices* entry, and also find links to *Medical Materials* and *Mealey's Litigation Reports*.

### Who is Andrew Zimmerman?

The author of the online *Zimmerman's Research Guide* has been a reference librarian for more than a decade, serving patrons at Proskauer Rose LLP, Dewey Ballantine LLP and now Hogan & Hartson LLP.

His original guide was his personal notebook of vital reference information—a book of “where to find what” similar to those his more experienced colleagues had compiled. As his own book grew, his colleagues urged him to share the knowledge. He did, first as print-outs of Microsoft® Word documents stored in three-ring binders.

The guide became so popular that online seemed the best option. *Zimmerman's Research Guide* became a favorite link on the Law Library Resource Exchange (LLRX) site.

Last year, Zimmerman moved the 1,000-entry guide to the LexisNexis InfoPro Web site. But Zimmerman maintains his objectivity, even though his guide's latest iteration is provided via the LexisNexis-sponsored site. He alone controls what's in and what's out.

Zimmerman tests every suggested inclusion at least once. Suggested updates are eagerly accepted and reviewed. Write [zimmermansguide@hotmail.com](mailto:zimmermansguide@hotmail.com)

### LexisNexis® Information Professional Update

Newsletter editions are also available at <http://www.lexisnexis.com/infopro/current/newsletter>

*LexisNexis Information Professional Update* is a monthly newsletter (November/December issues combined) for law-firm, law-school, corporate, and government information professionals published by LexisNexis, P.O. Box 933, Dayton, OH 45401-0933.

#### Managing Editor

Barbara M. Byrd  
[barbara.byrd@lexisnexis.com](mailto:barbara.byrd@lexisnexis.com)

#### Contributors

Peter Adams, Beverly Burns, Kara Cox,  
Lorraine Gongla-Coppinger, Jayne Nash,  
Carol Sandy

#### Legal Liaison

Shari Townsend

For comments or questions regarding legal products, contact:

Cindy Spohr, MLS  
Senior Director, Librarian Relations Group  
[cindy.spohr@lexisnexis.com](mailto:cindy.spohr@lexisnexis.com)

LexisNexis, Nexis, Martindale-Hubbell, *Shepard's*, and the Knowledge Burst logo are registered trademarks of Reed Elsevier Properties Inc., used under license. SmartLinx is a trademark of LexisNexis, a division of Reed Elsevier Inc. CourtLink is a registered trademark of LexisNexis CourtLink, Inc. DISCLOSURE is a registered trademark of Thomson Licensing Corporation. Westlaw is a registered trademark of West Licensing Corporation. Microsoft is a registered trademark of the Microsoft Corporation. Other products or services may be trademarks or registered trademarks of their respective companies.

© 2005 LexisNexis, a division of Reed Elsevier, Inc.  
All Rights Reserved. LB2005-1 0105