



Stay Informed with LexisNexis® Alerts

Did you know that your LexisNexis® subscription offers a simple way to stay current on critical changes to your important research issues?

LexisNexis® Alerts provide continuous updates on topics of interest online or via e-mail. Alerts are created once you run a search; simply click the Alert icon (**Create Alert**) after running a search to receive automatic updates on a monthly, weekly, daily or intra-daily schedule.

Alerts may be run using any content collection—legal, news, legislative/political, intellectual property, company/industry intelligence, biographical and more. In one easy click, you can ensure that you have the most current information on any issue critical to your success.

To Set Up a LexisNexis Alert Update:

First, run a *nexis.com*® search and review your results. Then, click the **Save As Alert** link at the top of your results screen. (You can select this link even if your search found 0 documents.) Fill in the Save LexisNexis® Alert form:

A Name your saved search and check the **Save as an Alert (Scheduled Search)** box.

B Select your **update frequency**:

- Hourly (and select weekdays or weekend days)
- Daily (and select weekdays or weekend days and once, twice or three times per day)
- Weekly (and select the day and time)
- Monthly (and select the date and time of day)
- Time zone (select the appropriate time zone for search scheduling)

C Select your **delivery options**—online or email. If you select email, provide an email address for the delivery and, if necessary, include a note that will be included in the email delivery. You may also specify the attachment type and formatting.

D If you want to be notified via email only when your search has new results, click the check box.

E To include the settings you have provided for your Alert saved search each time you receive an update, click the check box.

The screenshot shows the 'Save Search/Schedule as Alert' form. Callout A points to the 'Save as' field. Callout B points to the 'Run this...' section, specifically the 'Weekly' option. Callout C points to the 'Email to' field. Callout D points to the 'Send as' dropdown menu. Callout E points to the 'Alert me only if there are new results' checkbox. Callout F points to the 'Results format' dropdown menu. Callout G points to the 'Search Terms in Bold Type' checkbox. Callout H points to the 'Do not include duplicate documents' checkbox. Callout I points to the 'How Many Documents?' dropdown menu.

F Indicate the format and font for your displayed results.

G To display search terms in bold type or underline, click the appropriate check box.

H To exclude any duplicate documents or to include a cover page in your results, click the appropriate check box.

I After you have reviewed some results from your alert you may want to change the How Many Documents? settings.

After you've made your selections, click **Save**. Each time your search is updated, you will receive only new items. Your stored Alert searches can be found by selecting the **Alerts** tab, then the **Alert** sub-tab. From this sub-tab listing, you can:

- Edit or delete your saved search
- Run a FOCUS™ feature search on the most recent search results
- Review previous results
- Update your search on the spot