



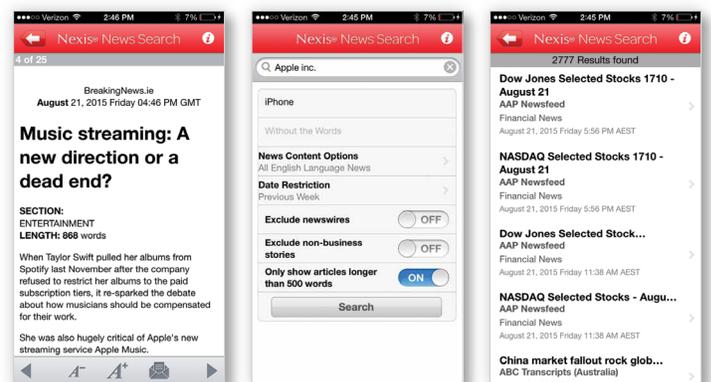
# Nexis® User Guide

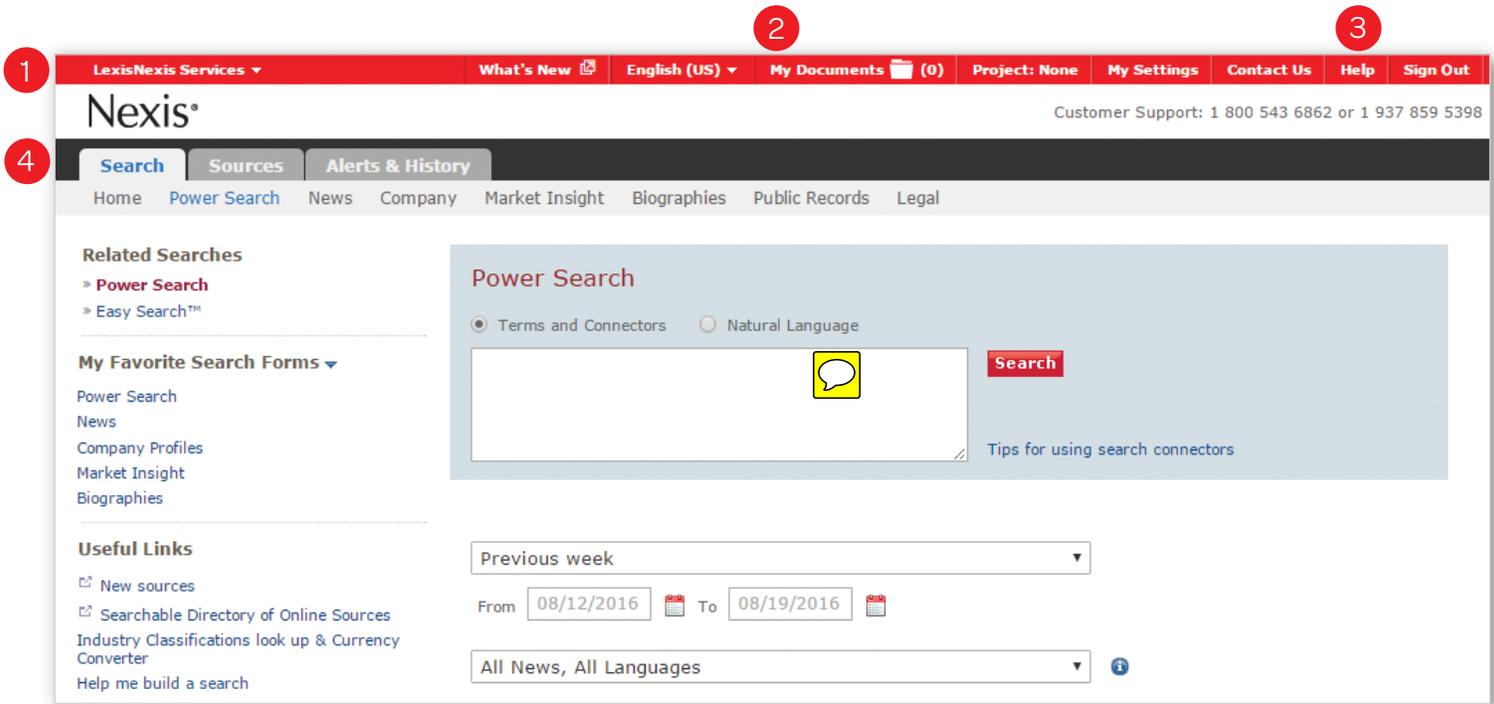
## Sign In

Go to the global login page at <http://www.nexis.com>

- 1 Choose the language you prefer to use within the Nexis interface. Based on your selection, region-specific customer support options will appear within the top navigation after login.
- 2 Enter your Nexis® user ID and password.
- 3 Check the **Remember Me** box to save your password & ID for seamless login.
- 4 Click **Sign In**.

**TIP:** Now, Nexis users can search the LexisNexis® news collection via the Nexis News Search iPhone® and iPad® application or the Nexis News Search mobile site at [www.lexisnexis.com/nexisnews](http://www.lexisnexis.com/nexisnews)





## Navigating in Nexis

- 1 Access other LexisNexis products and services via the drop down menu in the top left navigation bar.
- 2 The **Language Preferences, My Documents, Settings** and **Sign-Out** links are located in the top right navigation bar. 
- 3 Find Support Options through the **Help** link in the top right corner. Region-specific customer support options are displayed in the top right corner based on the preferred language selected at sign in.
- 4 The available search tabs are specific to your Nexis subscription.



## Search

The **Power Search** form is the default homepage. Once signed in, you can customize your default homepage to any of the search forms under the **My Settings** link in the top right corner.

**TIP:** Customize the **My Favorite Search Forms** list for quick access to the pages you use most frequently. This list appears in the left hand navigation menu. Click the down arrow at the top of the list to open the selection box.



## Power Search

Use **Power Search** to search across all content source types, construct precise queries or use LexisNexis SmartIndexing Technology™ in your search.

The screenshot shows the LexisNexis Power Search interface. At the top, there is a navigation bar with 'LexisNexis Services', 'English (US)', 'My Documents (0)', 'Project: None', 'My Settings', 'Contact Us', 'Help', and 'Sign Out'. Below this is the 'Nexis' logo and 'Customer Support: 1 800 543 6862 or 1 937 859 5398'. The main navigation tabs include 'Search', 'Sources', and 'My Alerts & History'. Under 'Search', there are links for 'Power Search', 'News', 'Company', 'Market Insight', 'Biographies', 'Public Records', and 'Legal'. The 'Power Search' form is the central focus, with four numbered callouts: 1. The search mode selection (Terms and Connectors vs. Natural Language) and the search input box. 2. The date range selection, showing a dropdown for 'Previous year' and a date range from '06/06/2015' to '06/06/2016'. 3. The 'More Sources' dropdown menu, which is open, showing a list of source groups like 'All News, All Languages', 'US Publications', etc. 4. The 'Add Index Terms' section, which includes a text input for 'Start typing a subject or industry term...'. A calendar for 'July 2015' is overlaid on the right side of the interface, showing dates from 5 to 31. A 'Search' button is visible next to the search input box.

- 1 Power Search allows you to search using “Terms and Connectors” (Boolean logic) or “Natural Language.” Choose your preference at the top of the form. Enter keywords or phrases into the search box.
- 2 Select a time period from the drop down list or define a specific date range using the calendar feature to narrow the scope of your search.
- 3 Select a popular source group or one of your pre-selected Favorite Sources from the drop down list or select a single source or group file from the **More Sources** link. Begin typing a source, group file or topic to see suggestions for related sources.
  - a. To change the Sources displayed, select **Edit this List** in the drop down list.

- 4 Click **Add Index Terms** to use LexisNexis SmartIndexing Technology™ to refine your search by adding subjects or themes to your entered search terms. Begin typing a keyword to see suggestions for related index terms.

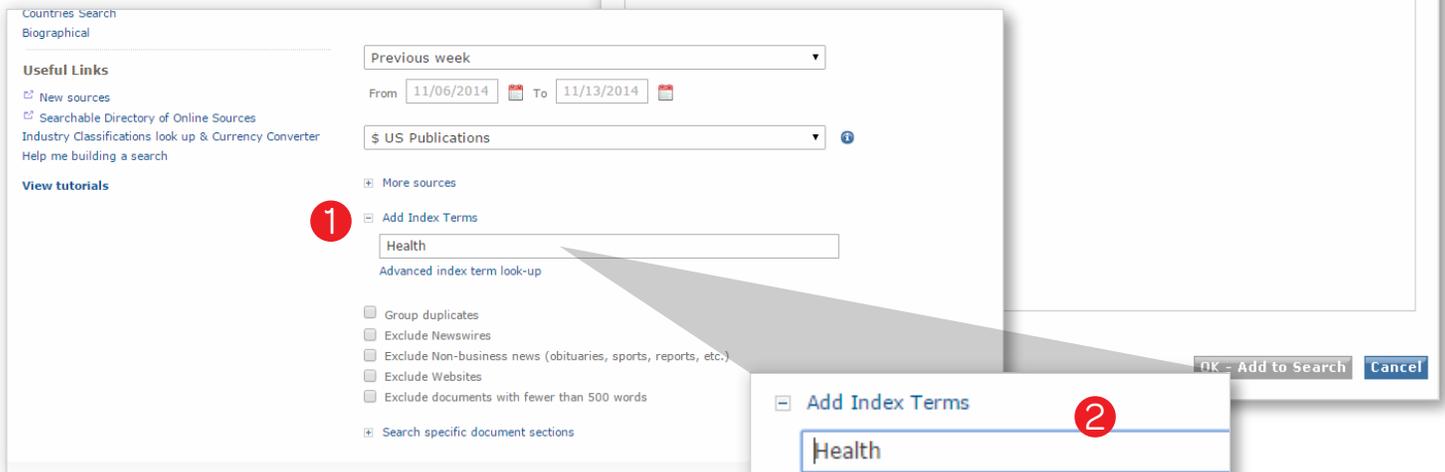
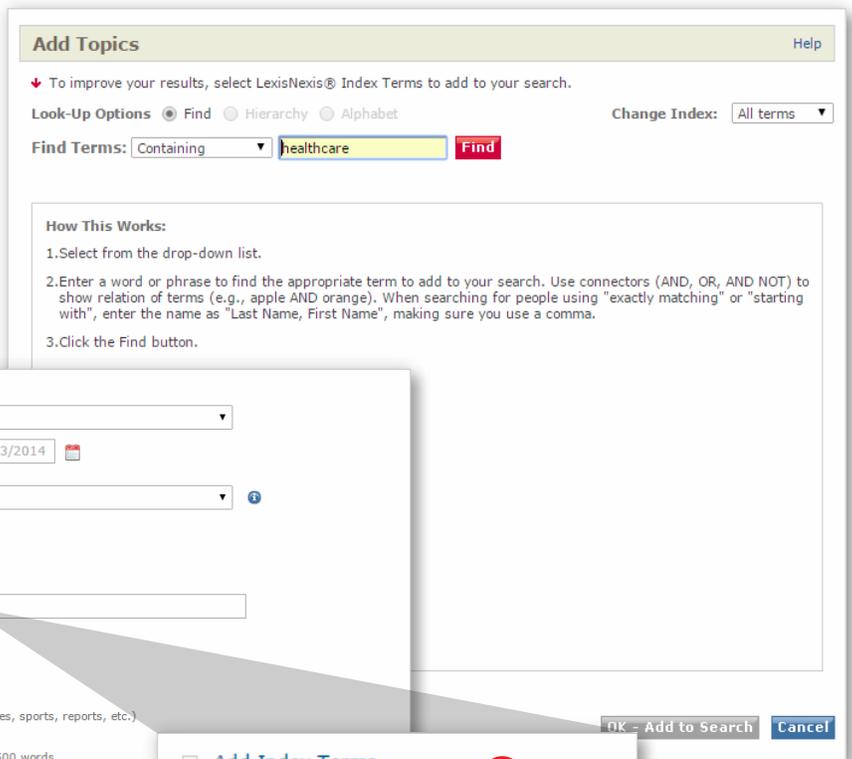
This screenshot shows the top navigation bar of the LexisNexis interface. It includes the 'LexisNexis Services' dropdown, the 'Nexis' logo, and a 'What's New' link. Below the logo, there are tabs for 'Search', 'Sources', and 'Alerts & History'. Under the 'Search' tab, there are links for 'Home', 'Power Search', 'News', 'Company', 'Market Insight', 'Biographies', 'Public Records', and 'Legal'.

**TIP:** Switch to different search forms using the links along the top of the Search tab.

## LexisNexis SmartIndexing Technology™

Construct more precise searches with LexisNexis SmartIndexing Technology™, a proprietary, rule-based, classification system applied to all documents within the Nexis® database. Use this advanced search technology to locate documents containing specific themes or subjects; choose from over 4,000 subject terms. LexisNexis SmartIndexing Technology subject terms include:

- Companies
- Industries
- Subjects
- Geographic Areas
- People



- 1 Click the **Add Index Terms** link to utilize subject terms. Enter a keyword in the box. The Index Term Word Wheel will automatically show terms related to that keyword.
- 2 Use the **Advanced Index-Term Lookup** to browse all subject terms or drill down by hierarchy.



## Home Page

Take a look at the **Search Tab home page** designed to improve your search experience.

It offers a **Quick Search feature** so you can conduct easy search enquiries across all available content types with ease. The **Research Dashboard** provides an overview on your latest research activity and favorites.

To set the home page as your start page, go to **My Settings** and select **Home** from the **My Start Page** drop down.

## Quick Search

On the home page, you will find a **Quick Search** option, offering a search experience to complement the existing search forms available for your use. Use Quick Search if you need a **broad orientation on an entity or topic** and you are not sure where to start.

You can **search across multiple content types with a single action**. The Quick Search features the widest set of content for news, company information, market insight, biographies and global legal sources, together in one search request.

Your results are **organized by content type** so that you can easily check for relevant information within each content type.

Each content type will run **up to 60,000 results** and return the 3,000 newest (News) or most relevant (other content types) documents.

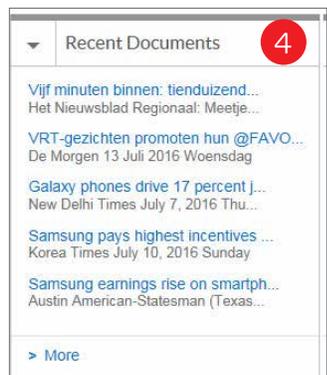
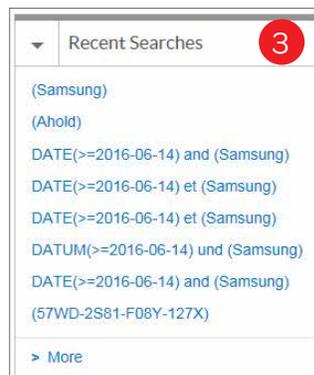
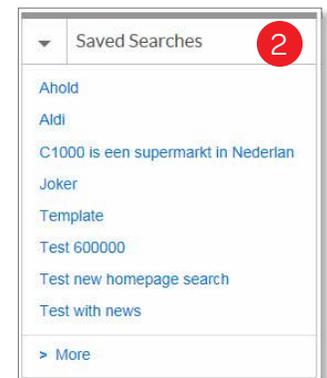
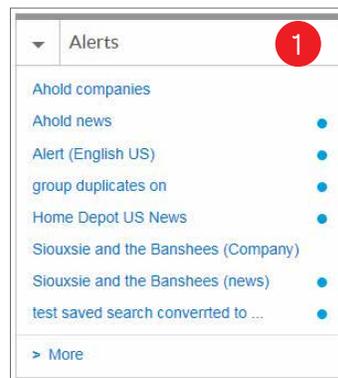
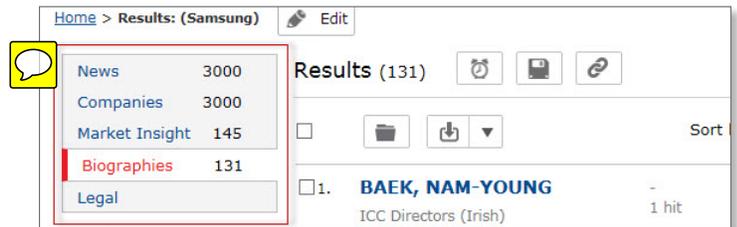
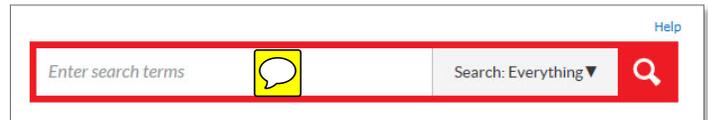
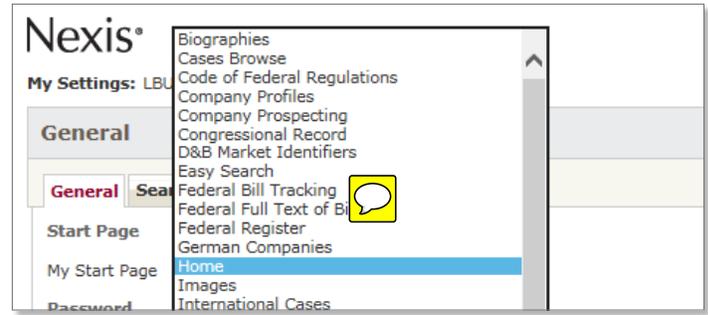
Quick Search provides a **list of filters** that you can apply before the search.

If you tend to use the **same filters** repeatedly then click 'Save these settings for my next searches' at the bottom of the filter area.

## Research Dashboard

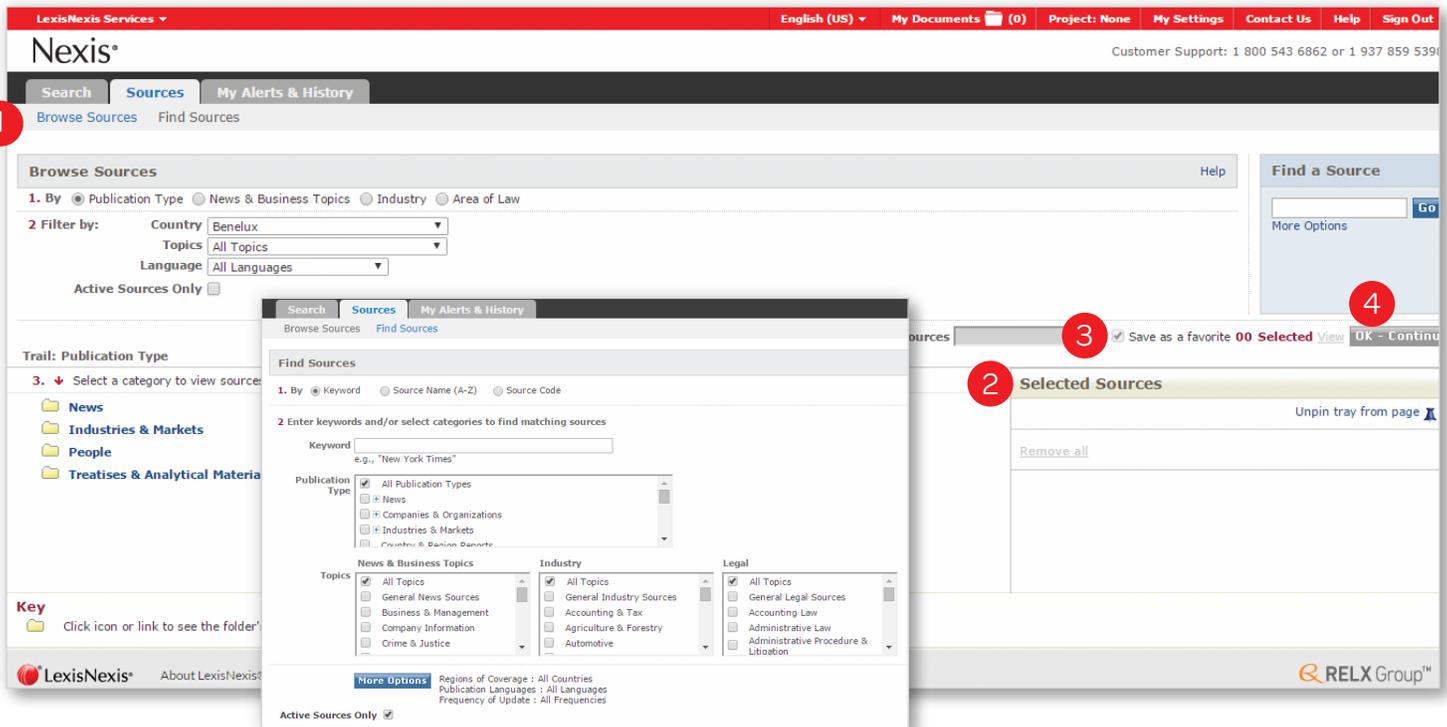
On the home page, you will also find a Research Dashboard containing your favorite and recent research activities. This page contains:

- 1 Up to 8 of the most recent **alerts**.  
A blue circle beside the Alert name indicates if alert results are available.
- 2 Up to 8 of your **saved searches**.  
You can execute the saved search by clicking on the search name.
- 3 Up to 8 of your **recent searches**.  
You can re-execute a recent search by clicking on the link.
- 4 **Documents you recently viewed**.  
You can re-open the document by clicking on the document title.



## Sources

Source selection allows you to quickly find the sources you need, and create custom source sets for any particular research project.\*

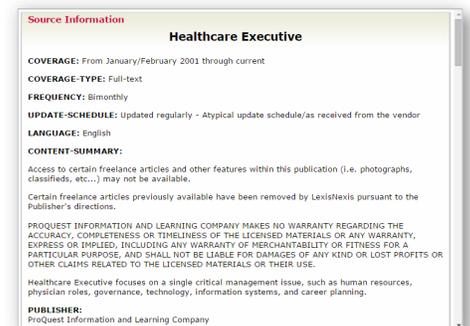


- 1 Click on the **Sources** tab and select either **Browse Sources** or **Find Sources**.
  - The **Find Sources** tab allows you to search for sources of interest—using publication name subject, media type, language and/or geography.
  - The **Browse Sources** tab allows you to browse sources—using publication name, subject, media type, language and/or geography.

- 2 To select a source, check the box next to the publication name or group file name. Once selected, it will appear in the **Selected Sources**. Customize the name under which the group of sources will appear in the drop down list.
- 3 After selecting your preferred sources, you can choose to **Save as a favorite** by checking the box above Selected Sources. Customize the name under which the group of sources will appear in the drop down list.
- 4 Click the **OK-Continue** button and you will return to the Power Search form where you will see the sources in the drop down list.

**TIP:** The **Find Sources** tab is best if you know all or part of the source name you are looking for, or if you would like to check to see if a source is available.

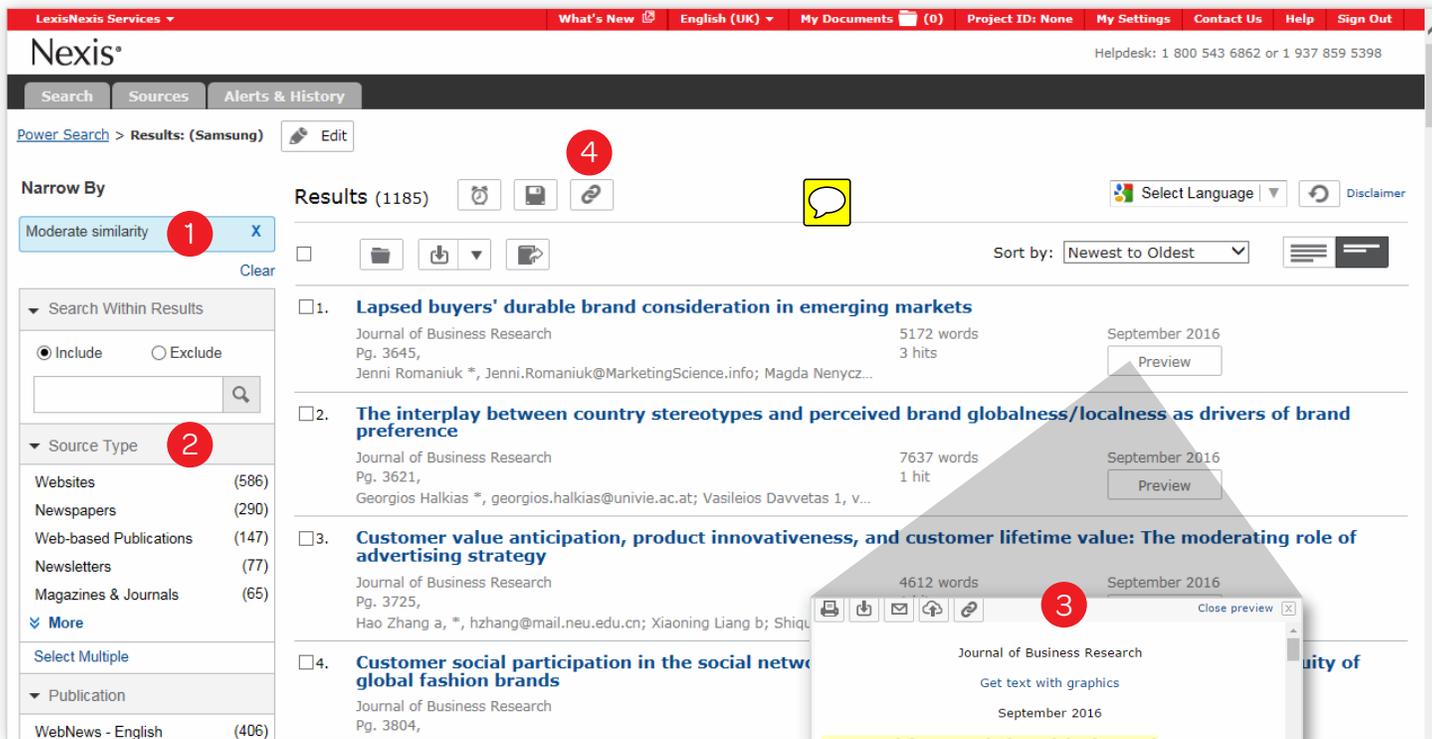
**TIP:** The **Browse Sources** tab is best if you'd like topic suggestions and want to take the guesswork out of finding appropriate sources.



**TIP:** For information about a source or group of sources click the  icon adjoining a source name.

\*Not all sources can be combined

## Results Page



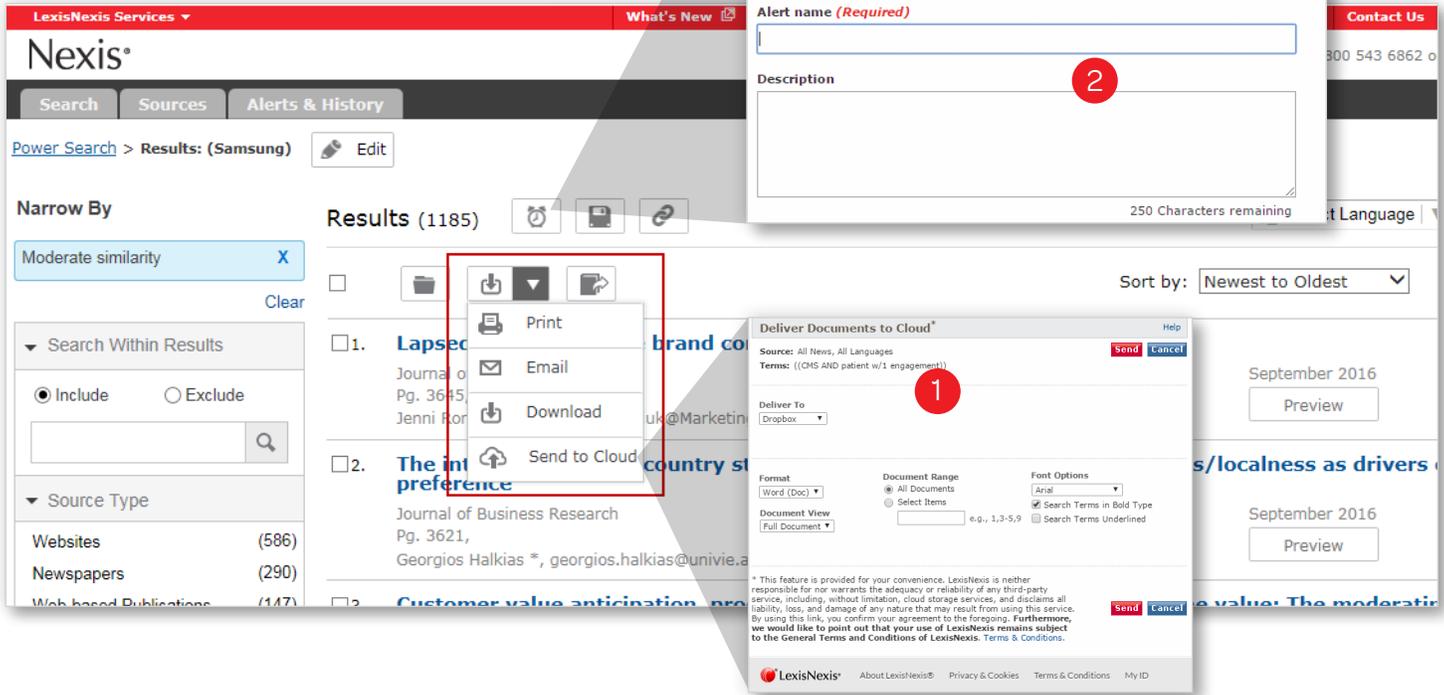
- 1 From the results page, quickly filter, results by selecting one or multiple categories.
  - To remove a filter, select the 'x' on that filter's button.
  - Use the Search within results box to narrow your results to documents that contain or do not contain your search phrase.
- 2 Use the drill-down list in the left navigation to narrow results by:
  - Source Type
  - Source
  - Website
  - Language
  - Subject
  - Industry
  - Company
  - People
  - Geography
- 3 Click the **Preview** icon to see the full text of news articles and the first 500 words for other content types in a split-screen preview pane without leaving your results.
- 4 Permalinking allows users, with one-click, to create a direct link to search queries and documents. These links allow anyone with a Nexis or NexisDirect ID to execute a shared search query or referenced document. Click the  to share your search queries and documents.



**TIP:** In addition to licensed content, Nexis aggregates 1,000+ respected open-Web sources, vetted by LexisNexis editors for industry relevance and expertise. In the results list, Web-News articles are identified by the .

## Delivery Options

Save and share results in several ways: download, send to the Cloud, email, or print.



1 To save or share an entire results list, select a delivery option at the top of the results page. The following immediate delivery options are available:

- Print options include adding a brief note, cover or end page; document views; and font options.
- Download results to a Microsoft® Word or Microsoft® Excel document or HTML, Text, PDF, HTML or Rich Text Format (RTF).
- Email documents to three email addresses using semicolons (;) to separate each one.
- Download to Cloud allows you to save the file in PDF, HTML, Microsoft® Word, or RTF format to your Dropbox™, Google Drive™, Microsoft® OneDrive and BOX™ account.

Alternatively use the My Documents folder, where you can compile documents from various searches to save or share together. The My Documents folder holds up to 500 documents for 30 days.

- To add a document to the folder, click the **Add to My Documents** folder icon.
- Click on the **My Documents** link in the top right corner to manage, sort, download and share your saved documents.

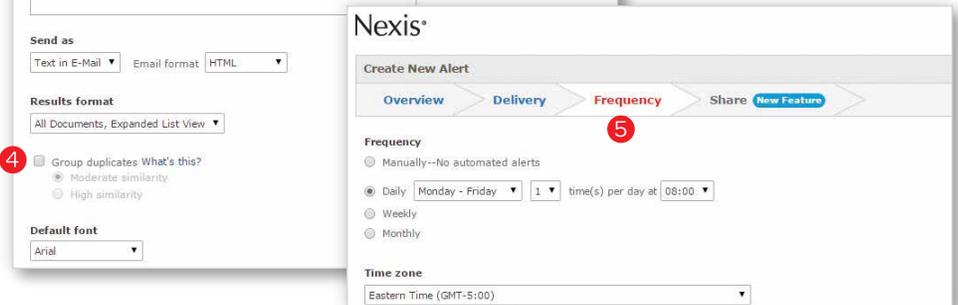
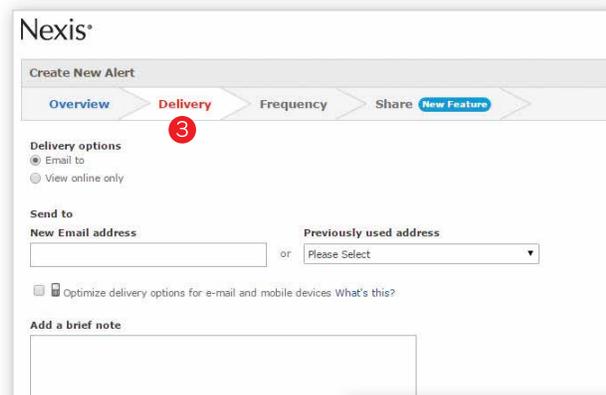
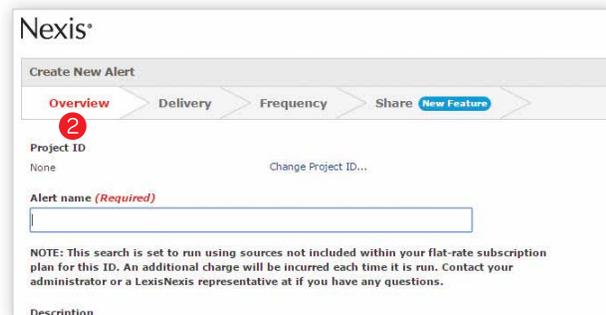
2 Create an alert for continuous updates on a search via email. Continue reading for more details on setting up alerts.

**TIP:** Click **Link to this search** to create a direct link to any query or document allowing your colleagues to execute searches and access documents.

## Setting Up Alerts

Stay current on critical changes to your important research issues by setting up alerts to provide continuous updates on topics of interest online or via email.

- 1 After running a Nexis search, simply click the **Create an Alert** icon  to schedule automatic updates.
- 2 Select the Overview tab. Enter the **Alert name**. You may also add a Project ID or Description.
- 3 Select the **Delivery** tab. Choose from among various options.
- 4 Reduce repetitive documents by selecting the **Group duplicates** option. Deduplication is now available for your Alerts. Because this option reduces duplicative results, your Alert emails will be shorter and easier to scan. If you previously selected the Group duplicates at the Search or Results steps, you don't need to take any further action—deduplication will be automatically applied for your Alerts.
- 5 Select the **Frequency** of Alert updates.
- 6 Select the **Share** tab to allow your colleagues to subscribe to your Alert.
- 7 Specify who can see your Alert. To make your Alert visible to a colleague, you must click the button **Share the Alert** so that other users in your account can access and subscribe to it.



## My Alerts & History

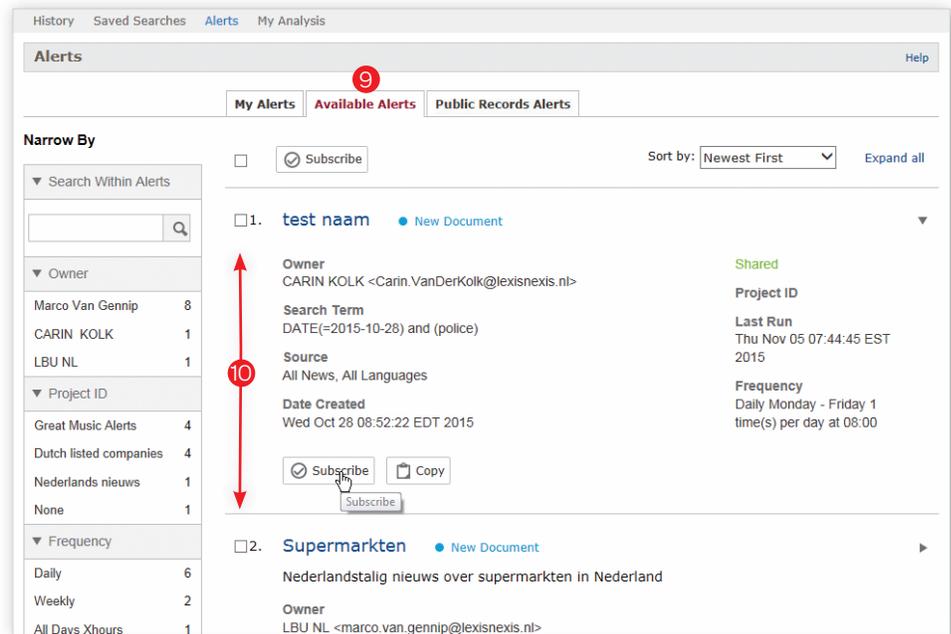
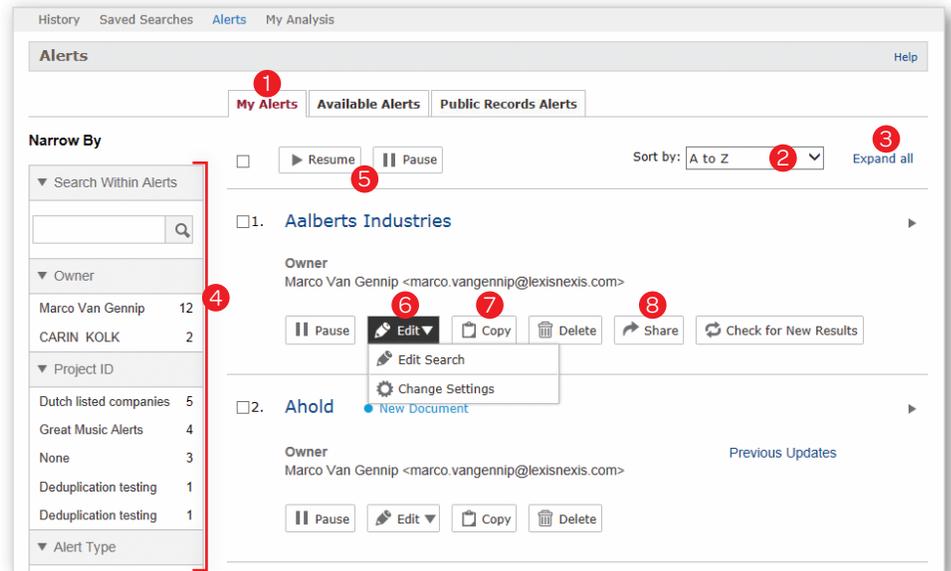
The **My Alerts** hub provides many details at-a-glance so you can efficiently manage all the Alerts that you have created or subscribed to.

- 1 Click on the **My Alerts** tab.
- 2 **Sort** your results to show either newest or oldest results first.
- 3 **Expand** or **Collapse** the views of your Alerts. In Expanded mode, you can view more details of your Alert, such as search, source, format and status.
- 4 Filter your results within the **Narrow By** area. **Search Within Alerts** enables you to search by a keyword. Apply filters to limit your results to an Owner, a Project ID, or the Frequency of an Alert.
- 5 Easily **Pause** or **Resume** your Alerts. Avoid in-box overload when you are out of the office.
- 6 **Edit** your Alert frequency or settings.
- 7 Quickly **Copy** an Alert as a template for creating a new Alert.
- 8 **Share** Alerts with your colleagues in the same Nexis account. Make your Alert visible to colleagues by clicking on the 'Share' button. Users will need to opt-in to subscribe to your Alerts.

## Available Alerts

The **Available Alerts** tab shows Alerts that your colleagues have opted to share.

- 9 Click on the **Available Alerts** tab to view Alerts created by others within your Nexis account.
- 10 **Subscribe** to an Alert by checking the box.



Visit our LexisNexis user site at [lexisnexis.com/bis-user-information](http://lexisnexis.com/bis-user-information) for tips, training, self-paced online tutorials, printed literature, contact information and more.

**Customer Support: 800.543.6862**