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## Developing a Search with Terms and Connectors

The first step in a successful search is planning the strategy you will use when you log in to LexisNexis®. This means thinking about the keywords and search terms you will use, and the databases you will select to find the answers you need.

To create a search request with the LexisNexis® services, start with words and phrases that reflect ideas essential to your research.

Then include Connectors and other special characters to link the terms and phrases, and to search for word variations. You may also decide to incorporate Precision Commands, Indexing, and Document Sections to create a more specific search.

To create the best search strategy, follow these basic steps:

1. **Identify the topic. Most topics include two to four concepts.**
   Determine the general subject that you want to research. For example, information about efforts in the fast food industry to use recyclable packaging.

2. **Select your Source.**
   For a topic like recycling in the fast food industry, you might want to begin your search in a news source. The Group Source called 'All English Language News' contains thousands of full-text business, financial, trade and news publications.

3. **Choose your search terms.**
   Choose search terms that are specific or closely related to the 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 are relevant. 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,** recycl! finds 'recycle,' 'recycling' and 'recyclable.'

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: recycl! **W/10** packag! OR container **AND** fast food OR mcdonalds OR burger king OR kfc OR kentucky fried chicken OR taco bell

   This search would find documents where 'recycle' (or its variants) appears within 10 words of either 'package' (or its variants) or 'container.' In addition, one or more of the following terms must also appear in the same document: 'fast food,' 'McDonalds,' 'Burger King,' 'KFC,' 'Kentucky Fried Chicken,' or 'Taco Bell.'

   **Note:** You may choose to group your concepts using parentheses to help you understand how your search will be processed. Parentheses are not necessary in this example because OR is the first Connector processed by the LexisNexis® services.

6. **Specify date restrictions.**
   Use date restrictions to narrow your search to documents published on a specific day or within a date range you specify.

## Defining Words and Phrases

Now that we've reviewed the basic steps of developing a search, let's take a closer look at how terms are processed.

### Words
Words are the basic units of a search. A 'word' is a single character or group of characters, alphabetic or numeric, with a space, or a character recognized as a space (such as punctuation), on either side.

Examples:
- McPherson — One searchable word
- Mc Pherson — Two searchable words
- John D. Rockefeller — Three searchable words, with the period operating as a space

These following symbols are generally treated like spaces:

| & | $ | / | + | ' | ? | : | . | , | ' | ( | ) | - |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

However, there are a few exceptions concerning the treatment of some of these symbols:

*The ampersand (&)*—only treated as a space if there is a character immediately preceding and following it, such as AT&T. However, when one blank space precedes and follows the ampersand (like AT & T) it processes like Boolean AND Connector.

*Parentheses*—besides acting as a space when searching for a term like 401(K), parentheses also may alter the processing sequence used for Commands and Connectors. Parentheses also are used when searching by Document Section.

*Periods, commas and colons*—treated like a space except when part of a word, like 1,000, 5:00, 7.6, .5, I.B.M., I.R.S.

*Apostrophes*—treated like a space except when part of a word, like O'Brien.

### Phrases
Two or more adjacent words are considered a phrase. No quotes are needed to specify a phrase when using the Terms and Connectors search method. Words typed next to each other will automatically be found immediately next to each other in the documents retrieved. The exception can be 'noise words' that may appear in between words in a phrase.

### Noise Words
Certain very common words cannot be searched. The list is too extensive to give here, but think of noise words generally as structural words that are used repeatedly in most writing—the, at, of, his, my, when, is, are and so on. If you are in doubt and are doing a Terms and Connectors search, omit the questionable word and use the W/N Connector instead.

### Reserved Words
Reserved words are those that the LexisNexis services reserves for use as part of search logic and will be processed as such when entered:

| and | and not | or | equ | gtr | lss | bef | aft | but not | > | < | = |
|-----|---------|-----|-----|-----|-----|-----|-----|---------|---|---|---|

### Singular and Plural Words and Possessive Words
In Terms and Connectors searching, you may use any form of a noun—singular, plural or possessive. The LexisNexis services will automatically pick up the other word forms as long as the word has a regular plural.

Examples:
- book also finds books, book's or books'
- pony also finds ponies, pony's or ponies'

However, the search will not find all word forms for nouns that have irregular plurals. Use universal characters to get all forms of these words, or the OR Connector to include variations.

Examples:
- Wom*n finds woman or women
- Child OR children finds either term

Sometimes, however, the use of singular or plural forms of words will dramatically impact the results of your Terms and Connectors search. There are commands you can use to specifically request only the singular or only the plural form of a word.

### Capitalization
The LexisNexis services are not case sensitive by default. However, there are commands that can force case sensitivity.

## Using Connectors and Proximity Operators

An essential aspect of Terms and Connectors searching is how you define the logical relationships among the terms being searched. Words that link concepts in a search request are called Connectors. Three kinds of logical relationships are defined on the LexisNexis services: OR, AND, and AND NOT. These Connectors are also known as Boolean Operators.

In addition to the basic Connectors, LexisNexis offers several Proximity Operators that specify the relative nearness of search terms to one another. When using Proximity Operators, AND logic is implied: both terms must be present in a given record. In addition, the terms must occur in the same field, or be within a certain proximity of one another.

## The Superstars

| Connector | Function |
|---|---|
| **OR** | Links synonyms, alternative forms of expression, acronyms, and so on. Finds either or both search words or phrases in the same document OR logic *increases* the number of records retrieved. |

| | |
|---|---|
| ibm OR i.b.m. OR international business machines OR big blue | Finds any of the variations of the company name entered. |
| takeover OR take over | Finds the term *takeover* as one word or two words. |
| example OR illustra! OR instance OR sample OR prototype | Finds any of the synonyms listed. |
| al qaeda OR al-qa'ida OR al-qa'ida OR al qaida | Finds the spelling variations of the organization name. |

| Connector | Function |
|---|---|
| **AND** | Links words or phrases that must both appear anywhere in the same document, no matter how close or far apart. The AND does not specify word order. AND logic *decreases* the number of records retrieved since it requires that all search terms be present for retrieval. Each time you add an AND to a search, you are restricting the number of records retrieved.<br><br>**Note:** The ampersand (&) works like AND when one blank space precedes and follows it. |

| Examples | Documents Retrieved |
|---|---|
| doctor AND malpractice | Finds both *doctor* and *malpractice* anywhere in the same document. |
| atkins diet AND heart AND protein AND exercise | Requires all words and phrases to appear in the same document. |
| teen! AND dinner table AND overscheduled OR over-scheduled | Finds *teen* (and its variants) along with the phrase *dinner table*. In addition, the term *overscheduled* must appear as either one or two words in the same document. |

## The Superstars *(continued)*

**Connector**

W/N

**Function**

Referred to as the 'within' Connector because the words on either side of it must be found *within* a certain number of words of each other in the same document. The letter 'N' stands for a number of intervening words between 1 and 255. The W/N does not specify word order.

| Examples | Documents Retrieved |
|---|---|
| iraq W/50 war OR conflict | Finds *Iraq* within fifty or fewer words of either *war* or *conflict*, regardless of which word appears first. |
| market W/7 share AND telecom! | Finds *market* within seven or fewer words of *share*, in either order. In addition, variants of the word *telecommunications* must appear in the same document. |
| george W/3 bush | Finds *George* within three words of *Bush*, used to link first and last names, allowing for middle names or initials (which may or may not be used), and last-name-first references. |

**Connector**

AND NOT

**Function**

The AND NOT Connector is useful for excluding search terms that are known in advance to be irrelevant to the search topic. Use AND NOT carefully, since you may unintentionally eliminate on-point records. For example, the strategy 'energy AND NOT nuclear' would eliminate an article entitled 'Alternatives to Nuclear Energy.'

AND NOT *decreases* the number of records retrieved. Always use this Connector at the end of your search since any terms to the right of it will be eliminated.

| Examples | Documents Retrieved |
|---|---|
| michael W/2 jordan AND NOT basketball | Finds records that mention *Michael Jordan*, but not *basketball*. |
| visa AND NOT immigration OR travel visa | Finds the word *Visa*, but neither *immigration* nor the phrase *travel visa* may appear anywhere in the same document. |
| enron AND sarbanes oxley AND NOT worldcom | *Enron* and *Sarbanes Oxley* must appear in the same document, but *Worldcom* cannot appear in that record. |

**Connector**

| ! |

**Function**

Use the exclamation point to replace an infinite number of letters following the root of a word. You can use only one exclamation point in a word, and it must be at the end of the word root.

**Note:** Terms that work best with the '!' are those that are unique in their truncated form. For example, if you search for fir! (thinking that you want to find 'fired,' 'firing' or 'fires'), your results will also include 'first,' 'firm' and so on. Using the OR Connector between particular variations is more efficient in such cases.

| Examples | Documents Retrieved |
|----------|---------------------|
| Litigat! | Finds variations of the word litigate, including litigator, litigated, litigation, litigating and any other words beginning with l-i-t-i-g-a-t. |
| Acqui! | Finds variations of the word acquire, including acquired, acquiring, acquisition and any other words beginning with a-c-q-u-i. |

**Connector**

| * |

**Function**

Use the asterisk to replace a character in a word. You may use up to 7 asterisks in the same word. You may place them anywhere *except* in the first position. If multiple asterisks are placed at the end of a word you are allowing up to the number of characters to appear as the number of asterisks entered, but the positions held by asterisks at the end of the word do not have to be filled. *Asterisks used in the middle of a word must be filled.*

| Examples | Documents Retrieved |
|----------|---------------------|
| Bernst**n | Finds both the ei and ie spelling of the name, in other words, 'Bernstein' or 'Bernstien.' |
| Wom*n | Finds woman or women. |
| Bank*** | Finds any word beginning with b-a-n-k and which has no more than three letters following the root. This example will find bank, banker and banking, but will not pick up bankrupt or bankruptcy. To find all endings, with no character limitation, use the exclamation point instead. |
| Property-address (2** Main Street) | This search would locate buildings on Main Street that have building numbers beginning with '2' with up to two additional digits following. Spaces held by the asterisks do not need to be filled when used at the end of a word. This would find 2, 20, 28, 200, 219, 235, 276, 299, etc. |
| Zip (94*** OR 95***) | This search would restrict your results to zip codes in Northern California because this is the only area with zip codes that begin with either 94 or 95. |

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# The Supporting Players

**Connector**

PRE/N

**Function**

Requires both words to appear in the document, the first word must *precede* the second by 'N' words. The letter 'N' stands for a number from 1 to 255. Use this Connector when a different word order would change the meaning of the search.

| Examples | Documents Retrieved |
|---|---|
| southwest PRE/2 air or airlines | Finds either Southwest Air or Southwest Airlines, but not 'United Airlines flies to the Southwest.' |

**Connector**

W/S

**Function**

Requires both search words or phrases to appear in the same sentence.

| Examples | Documents Retrieved |
|---|---|
| Doctor W/S malpractice | Finds *doctor* in the same sentence as *malpractice*. |

**Connector**

W/P

**Function**

Requires both search words or phrases to appear in the same paragraph.

| Examples | Documents Retrieved |
|---|---|
| Doctor W/P malpractice | Finds *doctor* in the same paragraph as *malpractice*. |

**Connector**

W/SEG

**Function**

Requires both search words or phrases to appear in the same Document Section, formerly called segments.

| Examples | Documents Retrieved |
|---|---|
| Doctor W/SEG malpractice | Finds *doctor* in the same Document Section as *malpractice*. Common Document Sections include headline and headline/lead paragraph. |

**Connector**

NOT W/N

**Function**

The first search word or phrase is required to appear in the document and the second word or phrase may also be there; however, if the second word/phrase is there, it cannot be within 'N' words of the first word/phrase; 'N' represents any number between 1 and 255.

**Connector**

NOT W/S

**Function**

Both words or phrases may appear in the same document; however, they cannot be in the same sentence.

**Connector**

NOT W/P

**Function**

Both words or phrases may appear in the same document; however, they cannot be in the same paragraph.

**Connector**

NOT W/SEG

**Function**

Both words or phrases may appear in the same document; however, they cannot be in the same Document Section.

**Note:** Numeric proximity Connectors (W/N, PRE/N) cannot be combined directly with W/S or W/P. If you do combine a numeric proximity Connector with W/S or W/P, an error message will appear. For example, *retire! W/S benefit PRE/2 plan!* would result in an error message. You may avoid this conflict by using W/25 to approximate a sentence, and W/50 to approximate a paragraph.

## Refining with Precision Commands

The Precision Commands are designed to fine-tune your search request, offering greater specificity in the results you obtain. Precision Commands force the LexisNexis services to read your terms in a particular way, often overriding the default settings built into the search.

Many times these commands are used when *editing* or *narrowing* a search, since it's often only after an initial review of results that it is apparent that a Precision Command is needed. However, they may certainly be employed from the start if you anticipate their benefit.

**Note:** A Precision Command is only applied to the terms that immediately follow it in parentheses. You may type a space after the command and before the open parenthesis if you'd like, or you may leave this space out.

### A Few Words About Acronyms:

It is a common misconception that the ALLCAPS command is required when searching *any* acronym, but this is not the case. When used unnecessarily you slow down the processing of your search with no benefit.

- Some acronyms in their lowercase forms actually spell common words. For example, the ERA stands for the Equal Rights Amendment, but in its lowercase form this letter combination spells the word 'era,' as in a time period. *This would be a good time to use the ALLCAPS command.* If the ALLCAPS command was not used in this example you would get results on both the ERA and the word 'era' because the LexisNexis services by default are not case sensitive, which would produce extraneous results.

- Some acronyms can be pronounced as words, but do not have meaning beyond what the acronym stands for, even in a lowercase form. An example would be NASA, which is pronounced as a word, but which always refers to the National Aeronautics and Space Administration. In other words, this letter combination, regardless of case, always refers to the same thing. In this instance, the ALLCAPS command is *not* needed, since the letters N-A-S-A, by themselves, are unique and will always retrieve the desired result.

- Similarly, acronyms that are pronounced one letter at a time, such as the NYPD, do not require the use of the ALLCAPS command *unless* the letter combination happens to *spell out a common word* in its lowercase form.

- Finally, you do not need to use the ALLCAPS command when searching for acronyms with periods between the letters. If you were searching for the term Social Insurance Number, you would want to use ALLCAPS when entering SIN (so as not to pick up the word 'sin'), but you would not need to use ALLCAPS when entering S.I.N. because the separation of each letter by a period eliminates the possibility of the common word being retrieved (because the common word 'sin' does not have spaces between each letter).

## Capitalization—Forcing Case Sensitivity

As mentioned in the **Defining Words and Phrases** section, a LexisNexis search is *not* case sensitive by default. However, there are three commands that force case sensitivity. Because capitalization can play a striking role in your search results, these commands are especially powerful. Notice in the examples below that even when a capitalization command is used that the term in parentheses is still entered in lowercase. In fact, it doesn't matter what case you type your keyword(s) since the search is reading the command itself in order to determine proper capitalization; it is not actually noting capital or lowercase letters that you may have typed.

| Command | Function |
|---|---|
| **ALL CAPS** | Designates that *all letters* of your search word(s) must be capitalized and is especially helpful when searching acronyms that *in their lowercase form can spell common words*. |

| Examples | Documents Retrieved |
|---|---|
| ALLCAPS ( jaws) | Finds the acronym for a screen reader whose full name is 'Job Access with Speech,' but eliminates references to the part of the mouth that holds the teeth, and the movie *Jaws*. |
| ALLCAPS (era) | Finds the acronym "ERA" that stands for the Equal Rights Amendment rather than the common word 'era' referring to a time period. |
| ALLCAPS (it) | Finds the acronym IT which stands for Information Technology. In this instance, if the ALLCAPS command wasn't used, the word would be completely ignored since 'it' (the lowercase form of IT) is a noise word. |

**Note:** It is recommended that you cover all of your bases by searching for acronyms with and without periods, plus the spelled-out version of the term. For instance: **ALLCAPS (era) OR e.r.a. OR equal rights amendment**.

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| Command | Function |
|---|---|
| CAPS | Requires that *at least one letter* must be capitalized and is particularly useful when searching proper nouns, which in their lowercase form can equate to common words. |

| Examples | Documents Retrieved |
|---|---|
| CAPS (visa) | Finds the company named Visa, not the word 'visa' as in student visas, tourist visas, work visas, etc. |
| CAPS (apple) | Finds the company named Apple, or at least capitalized versions of the word Apple. Ignores references to the fruit. |
| CAPS (era) | Finds references to the laundry detergent Era, rather than the common word 'era' meaning a time period. |

**Note:** This would also pick up the ERA (Equal Rights Amendment) because the CAPS command simply requires *at least* one letter be capitalized. So, if looking for the laundry detergent, the *CAPS* command would be appropriate. When looking for the ERA, the *ALLCAPS* command would be more precise.

**Note:** You do not need to use the CAPS command with all proper names, just proper names that can be confused with common words in their lowercase form.

For example, while the CAPS command is helpful when looking for the computer company Apple, there's no need to use the CAPS command when searching Microsoft. The reason is that the word Microsoft always refers to the computer company—even if the 'M' appeared in lowercase—whereas the word Apple in its lowercase form would refer to a piece of fruit.

| Command | Function |
|---|---|
| NO CAPS | Denotes that *no letters* in your search terms can be capitalized, so it ignores acronyms and proper names. |

| Examples | Documents Retrieved |
|---|---|
| NOCAPS (visa) | Finds references to student visas, tourist visas, work visas, etc., but ignores references to the company Visa, or any other capitalized version of the term. |
| NOCAPS (era) | If you were looking for the word 'era,' as in a time period, you would be wise to use the NOCAPS command. This will eliminate references to the Equal Rights Amendment and to Era laundry detergent. |

**Caution:** Remember that words will be capitalized at the start of sentences even if they are not proper names or acronyms. For instance, if you searched NOCAPS (visa), you would miss the sentence beginning: Visas are issued to foreign nationals.

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## Word Forms—Specifying Singulars & Plurals

As mentioned in the **Defining Words and Phrases** section, the LexisNexis search will automatically find the singular, plural or possessive of any noun that you search. The exception is nouns that have irregular plurals, which are not automatically located. This default is generally beneficial. It allows your search to process faster, and requires you to do less typing. For instance, you *do not* need to type a wildcard (! or *) at the end of every word just to retrieve the plural form of the word. However, sometimes the search will pick up the plural version of a word when you only want the singular; or the singular version of a word when you only want the plural. In some instances, this situation can produce a large number of undesirable documents. The singular and plural commands allow you to override the default that finds both word forms automatically. By using these commands, you are able to limit your results to a particular word form.

| Command | Function |
| --- | --- |
| SINGULAR | Finds only the singular or singular possessive form of your search word. |

| Examples | Documents Retrieved |
| --- | --- |
| dan or daniel W/2 sing (connor) | Finds documents mentioning Dan or Daniel Connor, but excludes Dan or Daniel Connors with an 's' on the end. |
| internet W/5 singular (security) | Finds documents that mention issues relating to *internet security*, as in online security, password protection, encryption, etc. Excludes documents relating to *internet securities*, as in the trading of stocks over the Internet or stocks related to public Internet companies. |
| CAPS(sing(discover)) | Finds the credit card company Discover. While the CAPS command alone assists with locating the proper name, capitalized versions of the word are found in the unwanted plural format, such as when the plural word 'Discovers' appears in a headline or the start of a sentence. By adding the singular command, you add a second degree of specificity. |

**Note:** 'Sing' is an abbreviated way of entering the singular command; sing and singular are interchangeable.

| Command | Function |
| --- | --- |
| PLURAL | Finds only the plural or plural possessive form of your search word. |

| Examples | Documents Retrieved |
| --- | --- |
| steve* W/2 plur ( jobs) | Finds documents mentioning Steve or Steven Jobs of Apple Computer. By using the plural version of Jobs, you eliminate phrases like, 'save Steve the extra job of landscaping' and 'If Steve got his job ... .' The CAPS command would have also been useful in this example. |
| internet W/5 plural (securities) | Finds documents relating to *internet securities*, as in the trading of stocks over the Internet or the stocks of publicly traded Internet companies, like Google. Excludes documents that mention issues relating to *internet security*, as in online security, password protection, encryption, etc. |

**Note:** 'Plur' is an abbreviated way of entering the plural command; plur and plural are interchangeable.

## Frequency Searching—Specifying Multiple Mentions of Terms

When you enter a term into the LexisNexis services, it will automatically return any document that mentions that term even one time, which allows you to be very comprehensive. Sometimes, however, you may want to find just documents that really feature a term, rather than documents that simply mention a term in passing.

Frequency searching enables you to set the minimum number of times that a search word or phrase must appear within each document in your answer set. In other words, it can help you retrieve only the most relevant documents.

| Command | Function |
|---------|----------|
| ATLEASTN | Retrieves only those documents that mention your search term at least a certain number of times (N) in the same record. You may use any number between 1 and 255. |

| Examples | Documents Retrieved |
|----------|---------------------|
| ATLEAST10 (microsoft) and executive moves | Finds documents that mention Microsoft at least 10 times in any document retrieved. In addition, the phrase 'executive moves' must be mentioned at least once. |
| ATLN7 (malpractice and medical or surgical) | Requires that malpractice must be mentioned at least 7 times in any document retrieved. In addition, either medical or surgical must also be mentioned at least 7 times. |
| George W/2 bush and ATLEAST25 (bush) | Finds documents that mention George Bush. In addition, 'Bush' must appear at least 25 times in any document retrieved. |

**Note:** When searching for feature stories on a person, apply the frequency command to their last name only since they will not be mentioned by their complete name throughout the document.

**Note:** 'ATLN' is an abbreviated way of entering the ATLEASTN command; ATLN and ATLEASTN are interchangeable.

## Order of Operators

**Commands and Connectors have an order of priority. They process in the following order:**

1. Word Form commands (ALLCAPS, CAPS, PLURAL, SINGULAR, NOCAPS)
2. Frequency command (ATLEASTN)
3. OR
4. W/N
5. PRE/N
6. NOT W/N
7. W/S
8. NOT W/S
9. W/P
10. NOT W/P
11. W/SEG
12. NOT W/SEG
13. AND
14. AND NOT

**In addition, if two or more of the same Connector are used in a search, they operate left to right.**

**Example:** Takeover OR take over OR buyout OR buy out OR merg! OR acqui! AND automobile OR car

*The six OR Connectors have priority. Because more than one OR Connector is present, they are processed left to right, with the first OR having the highest priority. After all ORs are operated on, then the AND will be processed.*

**If two or more of the Connectors that use a number (W/N, PRE/N, NOT W/N) appear in a search, the smaller numbers are operated on first. If the numbers are the same, left-to-right progression applies.**

**Example:** Market W/5 share AND Donald W/2 trump AND casino W/5 atlantic city

*Because '2' is the smallest number, the W/2 Connector operates first. Then the two W/5 Connectors operate left to right. Finally, the AND Connectors are processed, also left to right.*

## Order of Operators *(continued)*

**Using parentheses to alter the order of term processing**

Sometimes the hierarchy of the Commands and Connectors impacts your search in a negative way and totally changes your search from what you intended. In these instances, use parentheses to rectify the situation. *Parentheses allow you to override the order in which your terms would otherwise be processed.*

Connectors used inside parentheses operate before Connectors used outside parentheses. Connectors inside parentheses follow the standard order as previously described.

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**Example:** Mary W/2 smith OR jane W/2 jones OR William W/2 matthews
The LexisNexis services will first look for smith OR jane and then jones OR William. This is not the intention of the search, which is to find articles on all three individuals independently.

**VERSUS**

(mary W/2 smith) OR ( jane W/2 jones) OR (William W/2 matthews)

---

*The use of parentheses makes the search operate as intended. The parentheses force the names to 'stay together' as independent search units.*

**Note:** Many people prefer to use parentheses in their searches so they don't have to fully master the order of operators. Parentheses also help the searcher organize their own thoughts into logical search concepts. So feel free to use parentheses even if they are not technically required.

## Searching with Document Sections

**What is a Document Section?**

Each document in the LexisNexis services is divided into naturally occurring parts, or sections. These sections are searchable and can help you achieve targeted search results.

**Note:** Document Sections were formerly referred to as *segments* and may still be labeled as such in some places.

**When should you use a Document Section?**

When the topic you are searching is general or widely covered, use sections to narrow your research to the most relevant information.

Using sections as part of your search request will limit your results to those documents that have your search terms in a specific part of the documents, such as the headline, byline or case name. In the LexisNexis services, some common reasons to use sections include:

- to find news articles written by a particular journalist

- to find news articles where a term appears in the headline or lead paragraph

- to find all companies in a specified industry located in a particular zip code, city or state

- to find court cases where a person appears as a defendant

- to find pieces of legislation that focus on a particular topic, such as immigration

## Searching with Document Sections *(continued)*

**How can you identify what document sections are available for any particular search?**

Document Sections differ depending on the type of *source* you are searching. For example, you would find a HEADLINE section in a news article, but not in a court case. Similarly, you would find a DEFENDANT field in a U.S. District Court filing, but not in a news article.

You can identify the searchable Document Sections for any particular source by checking the **Source Information** for any publication.

The Source Information can be accessed by clicking the Information Icon ( ) next to any source name. You will need to scroll down within the description until you get to the portion labeled '**SEGMENT-DESCRIP**.' This part will provide a list of searchable Document Sections for the specific source you are viewing.

**Note:** When you view a description for a Group Source, such as U.S. Company Reports, the SEGMENT-DESCRIP portion may be excluded. This is because the Document Sections available may vary from source to source within the individual publications that make up the group. If the sections available for searching are inconsistent across Individual Sources contained within a group then the SEGMENT-DESCRIP portion will be excluded from the Source Information record. Use caution not to select a section that is not available in all documents if you intend to find documents from every Individual Source within a Group Source or a customized grouping.

**How do you format your section-specific search?**

Some Document Sections are *word searchable* and others are *arithmetically searchable*.

**Word searchable format: section name (search terms)**

**Note:** Type the section name, then, enclosed in parentheses, type the words you want to find in that section. The section-restriction will only be applied to the terms in parentheses, not to any other keywords that may be part of your search string. You may type a space after the section name and before the open parenthesis if you'd like, or you may leave this space out.

| Source: | Sample Search: | Documents Retrieved: |
|---|---|---|
| News, All (English, Full-text) | hlead (pesticides and fruit or veg!) | Locates news articles that mention 'pesticides' and either fruit or vegetable (or its variants) in either the headline and/or lead paragraph. |
| Duns Market Identifiers Plus | pri-sic (3699) and zip (94*** or 95***) and minority owned | The *pri-sic* command searches within the Primary SIC code field to produce a list of electrical equipment and supply companies that operate in Northern California that are minority-owned. 'Minority owned' can appear anywhere in the document since no section is specified. |
| Congressional Full-text Bills—Current Congress | synopsis (immigration and border security) | Finds bills and resolutions introduced in the current Congress that primarily deal with the subjects of immigration and border security. Both terms must appear in the synopsis section for documents to be retrieved. |

| Arithmetically searchable operators: | | |
|---|---|---|
| = | is | meaning equal to or is |
| > | aft | meaning greater than or after |
| < | bef | meaning less than or before |

**Note:** '=' and 'is' are equivalents; '>' and 'aft' are equivalents; '<' and 'bef' are equivalents. All equivalents may be used interchangeably. You may type a space on either side of the arithmetic symbol or you may leave these spaces out.

| Source: | Sample Search: | Documents Retrieved: |
|---|---|---|
| CA Deed Transfers | sale-price > 10,000,000 and property-address (san francisco) | Finds all properties located in San Francisco that sold for more than $10 million. |
| U.S. Utility Patents | filed-date=2005 and assignee (microsoft) | Locates utility patents filed by Microsoft in the year 2005. |
| OneSource® CorpTech® Company Profiles | Employees>100 and revenues>50,000,000 and revenues <100,000,000 | Produces a list of companies with more than 100 employees and revenues between $50 and $100 million. |

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## Nesting Search Terms

To apply multiple Precision Commands and/or Document Sections to the same term at the same time, you may "nest" your terms using parentheses. Various scenarios are depicted below:

**Document Section + Precision Search Tool**

• headline(allcaps(era))

**Multiple Precision Search Tools**

• atleast5(nocaps(singular(aid)))

**Document Section + Multiple Precision Search Tools**

• hlead(plural(allcaps(aids)))

• body(atleast3(caps(visa)))

Remember that whenever you are using parentheses, you need to have a matching set. In other words, for every open parenthesis, there needs to be a close parenthesis. You may want to carefully count your 'opens' and 'closes' before processing your search, particularly when nesting a term with multiple simultaneous commands.

## Using LexisNexis SmartIndexing Technology™

LexisNexis SmartIndexing Technology™ labels news, business and legislative documents with controlled vocabulary or standardized index terms that cover vital topics—the people, companies, industries, locations and/or subjects discussed within those documents. Leverage index terms to find topics based on the topics discussed within them, not just the text within them.

You can add index terms to your search two different ways, from the online list or within the search form.

### Finding Index Terms In the Online List

From the Power Search form, select  the "Add keywords (Index Terms) to your search" link. In the pop-up that appears, search or browse for and select the term(s) you want to add. To learn more about a term, click the       icon.

## Adding Terms in the Search Form.

Type your index terms in parentheses in the Power Search form. For example, to find news articles that discuss car manufacturers and their earnings:

*TERMS (automakers AND financial results)*

Add other search words (non-index terms) as needed outside the parentheses:

*TERMS (osama bin laden) AND date bef 2000*

Use LexisNexis SmartIndexing Technology to capture a variety of concepts and topics.

For example:

*TERMS (toxic tort AND reinsurance) COMPANY† (abcdoughnut) AND TERMS (product liability)*

*TERMS (shareholder lawsuits OR shareholder rights AND internet service providers)*

*TERMS (legislation AND affirmative action AND academic admissions)*

The TERMS command checks all the sections within a document that contain index terms.  You can also search specific sections within a document, use these terms to do so:

SUBJECT to search topics; e.g., SUBJECT (internet crime AND internet auction)

COMPANY (reed elsevier OR wolters kluwer)

ORGANIZATION (peta)

PERSON (tom OR thomas PRE/2 ridge)

COUNTRY (vietnam AND hong kong)

STATE (idaho)

CITY (tripoli)

GEOGRAPHIC combines country, state and city; e.g., GEOGRAPHIC (middle east)

†Fictitious business name; used for illustration purposes only.

## Using Relevance Scores

Add Relevance Scores to your LexisNexis SmartIndexing terms to find news that discusses your topic in detail. Within news articles on Nexis, a relevance score accompanies each applied index term. This score is based on the term's frequency, location in document, and how much discussion of the topic occurs.

You can interpret these scores as follows:
90% – 99% = major reference
80% – 89% = strong passing reference
50% – 79% = weak passing reference

**Use scores to expand or refine an index term search**
By using relevance scores, you have greater control over what results are returned. If you are only interested in major references to a particular topic, for example, you can look for documents that are tagged 85% and above.

*Broadest search—all matching documents*
**terms(index term)**

*Narrowest search—major references only*
**terms(index term #85plus#)**

Follow these two simple rules when searching with relevance scores and you'll be an expert indexing searcher in no time!

**Rule 1**: Type the appropriate syntax after the index term. Add #85plus# after the index term to retrieve major references only.

*Example:*
**subject(trends #85plus# and oil gas industry #85plus#)**

**Rule 2**: Use the exact form of the index term or, when in doubt, insert a PRE/3 connector before the score.

*Example:*
**company(royal dutch pre/3 #85plus#) and city(houston pre/3 #85plus#)**

The full controlled company name is Royal Dutch Shell PLC and the full controlled city name is Houston, TX, USA. Use a PRE/3 to be more flexible if you do not know the controlled name. You are telling the LexisNexis services that you want Royal Dutch to be three or fewer words in front of the relevance score.

Remember, LexisNexis SmartIndexing Technology terms display in upper case followed by a score (POLITICS (86%)). Publisher-provided indexing appears in mixed case with no score.

## LexisNexis SmartIndexing Technology™ Coverage

**Find LexisNexis SmartIndexing Technology terms in:**

**Most English-language newspapers, news wires, newsletters, magazines, journals, and transcripts** available through LexisNexis at *lexis.com*® and LexisNexis at *nexis.com*® plus the **Nexis® Web Search** database of Web pages.

These **Federal Legislative sources**
- Full-text bills, bill-tracking reports and legislative forecasts
- *Congressional Record*
- Committee reports, prints and membership profile reports
- House and senate documents, including floor voting records
- Federal regulation tracking reports
- U.S. budget reports
- Presidential documents
- NCSL *LegisBriefs*
- Federal News Service Daybook
- Federal Election Commission news releases and media advisories

These **State Legislative sources**
- Full-text bills and bill-tracking reports
- Regulation-tracking reports and Reg Alert
- California legislative committee analysis of pending bills

These **Company Sources**
- Company Intelligence—U.S. and international reports
- *Directory of Corporate Affiliations™*
- Disclosure® reports
- Extel® Cards
- *Financial Post*

These **Corporate Surveys**
- ICC full-text quoted company annual reports
- Standard & Poors® *Corporate Register* and *Daily News*
- U.S. Business Directory
- Worldscope international company profiles

## Find LexisNexis SmartIndexing Technology™ Terms for:

**330,000+ company names**
(Public and private companies worldwide with revenues greater than $150 million)

**4,000+ people names**
(CEOs of indexed companies, all heads of state, sports figures, celebrities, US Supreme Court Judges, members of the U.S. Congress plus individuals from the *Almanac of Famous People, Celebrity Register, Newsmakers* and *International Who's Who)*

**3,300+ industries**
(Covering major industrial classifications such as Banking & Finance, Energy & Utilities, Manufacturing, Retail & Wholesale Trade and much more.)

**1,040+ geographic locations**
(U.S. states and Canadian provinces plus all countries, including territories and possessions, capital cities, all cities with a population greater than one million, astronomical places and physical features.)

## Plus …

More than **3,100 subject topics** covering business, industry and news plus **millions of proper names** discussed in the media.

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