lexis.com® At-A-Glance

Sign In
1. Establish an Internet connection and go to www.lexis.com.
2. In the ID or Custom ID box, enter your LexisNexis ID.
3. Enter your Password. (A temporary password is assigned to your ID; the first time you sign in, you will be prompted to change it.)
4. Click Sign In.
5. Enter the appropriate Client ID if prompted.

For a lost or forgotten ID or password, use the links below the ID and Password fields.

Selecting Sources
Get the results you want by selecting specific sources from the unparalleled collection of resources.

Surface Practice Area or Jurisdictional Content
You Need Most by Customizing Your Tabs
Add up to 18 search subtabs to your main lexis.com™ page. Move to practice area/jurisdictional content or tasks in one step.
1. Click +Add/Edit Subtabs
2. Select up to 18 options; Click Next
3. You can change tab order and/or set a default starting tab; Click Set

Your Recently Used Sources
Your last 20 recently used sources are saved. Select from the drop-down menu. To retain or delete sources, click Edit Sources.

Find a Source by Subject or Source Name
Enter a full or partial source name, e.g., wolf street journal, or subject, e.g., oil spill, in the Quick Tools search box and click Find a Source. Results are listed by relevance. (Another way to access Find a Source is the Search tab drop-down menu.)

Search by Topic or Headnote
Just choose a legal topic and complete relevant materials—cases, briefs, treatises, news, etc., or build a digest of cases on the fly.
1. Select Search by Topic or Headnote under the Search tab.
2. Choose your topic. Select a practice area and browse the table of contents. Or enter search words describing your topic, e.g., trademark significance.
3. Follow the screen instructions for selecting sources or retrieving headnotes.

Practice Area/Jurisdictional Sources
Special lexis.com practice area or jurisdiction pages highlight relevant jurisdictional and practice-area content and tools. Select the Legal tab under Search and choose a practice area or jurisdiction. Or select view more sources.

Additional Resources (More Tab)
Related products and services are available at the More tab. For example, find links to:
- LexisNexis® Analyzer
- Counsel Selector
- LexisNexis® Total Litigator
- LexisNexis® Verdict & Settlement Analyzer
- and others

Shepardize®
Verify cases, statutes, regulations, patents, and more.
1. Enter the citation, e.g., 800 f/2d 111, in the Quick Tools search box.
2. Click Shepardize.
The Shepard's Summary corroborates your report and shows why your case or statute received its Shepard's Signal® indicator, e.g., Caution. (Another way to access Shepard's is by selecting the Shepard's tab.)

Search Web Sources (Lexis® Web)
Lexis Web is a legal-specific search engine offering free Web content from legal websites validated by LexisNexis attorney editors.
1. Enter your search words, e.g., original work of authorship, in the Quick Tools search box.
2. Click Lexis Web.
Find recommended documents from lexis.com as well as from the Web. Use the left navigation bar to filter results by topic, practice area, source, etc.

Quick Search
Select jurisdictions, practice areas and source categories and Lexis Quick Search compiles a list of relevant sources.
1. Click the Quick Search link that appears in the Quick Tools section of the main lexis.com screen.
2. Choose the type of search you want to do—Terms and Connectors, Natural Language, or Easy Search™ and enter your search terms.
3. Select a jurisdiction from the pull-down list. (If you want to choose more than one, click the Select Multiple link.)
4. Select a practice area from the pull-down list. (If you want to choose more than one, click the Select Multiple link.)
5. Choose your source categories.
6. Click the Next Step button.
7. Select your sources (as many as 50) from the compiled list.
8. Click the Search button.

View Search Results
Cite: Bibliographic references. For cases, include Shepard's Signal indicators, LexisNexis Core Terms and Overview to quickly preview results.
KWIC™: Key words in context. You can specify 1 to 999 words on either side of search terms.
Full: Full text of document.
Custom: Select the document segments you wish to review.
Case Law at lexis.com

Each Case Search Compiles the Appellate Chain and More Relevant Content
Now lexis.com case-law searches—federal and state—automatically uncover vital insights. All retrieved documents are organized into one navigation pane to the left of your full-text case. Results may include:
- Official report PDFs
- Prior and subsequent cases
- Briefs, motions & pleadings
- Dockets
- Jury verdicts
- Trial transcripts
- Jury instructions

Plus, link to relevant analysis from this exclusive combination:
- Matthew Bender® treatises plus U.S. and state practice guides
- BNA® legal analysis
- ALR®; Am Jur® and state jurisdictions such as Witkin
- Law reviews
- Emerging Issues Analysis—From Matthew Bender; Mealey's® and Martindale-Hubbell® authors

Search Tip: A new window opens each time you link to a new document. To return to your navigation pane, minimize document screens.

LexisNexis Case Law Enhancements

LexisNexis® Case Summaries present a concise Procedural Process, Overview and Outcome section written by attorneys—a LexisNexis exclusive.

LexisNexis® Core Terms are descriptive, computer-generated key words drawn directly from the text of a case.

LexisNexis® Headnotes are the case's key legal points selected by LexisNexis attorney-editors and drawn directly from the language of a case. Headnotes are mapped to LexisNexis legal topics taxonomy.

Search Tip: Find More Like This Headnote
Find an on-point LexisNexis headnote and move to other cases with headnotes containing similar language, as well as closely matching opinion language. Just click the More Like This Headnote link at the end of the LexisNexis headnote.

Pricing Information

Depending on your subscription, some sources may be provided at a separate charge. If you see a dollar sign ($) next to a source name, click the $ for separate pricing information. Or click the [?] icon next to any source link and scroll to the bottom of the pop-up page.

Get Search Updates (LexisNexis® Alerts)

Get automatic update reminders for search results.
1. Review your search results.
2. Click the Save as Alert link. (You can save a search with 0 results for future updates.)
3. Fill in the Save LexisNexis Alert form.
4. Click Save.

To manage your alerts, click the Alerts icon.

Research History

Re-run a search from a previous session or resume interrupted research. Click the History icon. The Recent Results tab shows searches and results from the last 24 hours. The Archived Activity tab shows activity without results from an additional 29 days.

Narrow Your Search Results (FOCUS™ feature)

The FOCUS feature:
- Narrows your results by adding terms and searching some or all documents from your original results
- Delivers a subset of results while retaining original search results
- Highlights your added search terms in results for easy viewing

To use:
1. View search results.
2. Type additional terms in FOCUS terms box at top of page (using terms and connectors).
3. Click Go

To return to original results, click Exit FOCUS.

Print/Deliver Search Results

Print one or more documents with custom formatting:
1. Click the Print icon (see above) and use the print form to print one or more documents and customize delivery format.
2. Print multiple documents at one time. Click the open checkbox beside each document you want to print, then click the Print icon and complete the print form.

For a printer-friendly view, click the printer-friendly format icon.

Download

1. Click the Download icon (see above) as you view your search results. Complete the download form.
2. Click Download again.

Email

1. Once you have viewed your search results, click the Email icon (see above). Complete the email form. (You can send to up to three addresses.)
2. Click Send.

Fax

1. Once you have viewed your search results, click the Fax icon (see above). Complete the fax form. (You can send to up to three addresses.)
2. Click Send.

Constructing a Search with Terms and Connectors

- A term or word is any series of letters or numbers with a space on either side (e.g., contract or $1,234).
- Singular, possessive and plural forms are automatically found (if word ends with s, 's, es, ies).
- Some common equivalents are found (e.g., Calif finds California).
- A hyphen is read as a space; a hyphenated word is read as two words.
- A space is read as a space.
- Use the @ symbol for the section symbol used in citations (e.g., Section 305 = @305 or s/305).
- Exclamation Point: Replaces any number of letters after a word root. Use only one ! per word at the end (e.g., illegal finds litigation, litigate, litigant).
- Asterisk: Replaces one letter. You can use more than one * in a word, anywhere except as the first letter (e.g., wom*n finds woman or women; bank* finds banking or bank but not bankruptcy).

Connectors establish a logical connection among search terms, operating left to right in this order:

<table>
<thead>
<tr>
<th>CONNECTOR</th>
<th>EXAMPLE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>doctor OR physician</td>
<td>Finds documents containing any of the terms or phrases connected by OR.</td>
</tr>
<tr>
<td>/n</td>
<td>maker /n share</td>
<td>Finds documents containing all terms or phrases connected by AND.</td>
</tr>
<tr>
<td>/s</td>
<td>circumstances /s mitigating</td>
<td>Finds documents containing all terms or phrases connected by AND.</td>
</tr>
<tr>
<td>/p</td>
<td>rule /p sanction</td>
<td>Finds documents containing all terms or phrases connected by AND.</td>
</tr>
</tbody>
</table>

For more connector options, see the tips offered with the lexis.com Search Form.

For research support, call 800.543.6862.