### Nexis® Commands at-a-glance

#### Signing on
1. Go to [http://www.nexis.com](http://www.nexis.com)
2. Type your LexisNexis ID and password in the appropriate fields.
3. Select appropriate search tool. Enter the search.

#### Connectors

**Use connectors to establish logical relationships between words only when you use Power Search or Search Forms.**

<table>
<thead>
<tr>
<th>Connector</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>Links words or phrases that must appear together in the same document, no matter how close or far apart.</td>
<td>bank AND deregulate</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>Excludes documents that contain the word or phrase following it. Use this connector with caution because it can exclude relevant documents. Always use at the end of your search.</td>
<td>(michael W/2 jordan) AND NOT basketball OR bulls OR sports</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Links synonyms, antonyms, alternate forms of expression, etc. Broadens search results. Words separated by OR will appear in any of the documents returned, but not necessarily in the same document.</td>
<td>outlook OR forecast OR trend</td>
</tr>
<tr>
<td><strong>PRE/N</strong></td>
<td>Requires words to appear in the document, the first word must precede the second word by no more than N words.</td>
<td>cable PRE/2 television OR tv OR t.v.</td>
</tr>
<tr>
<td><strong>W/N</strong></td>
<td>Locates search terms within a certain number (N) of words of each other. Does not specify word order.</td>
<td>market W/5 share (read: market within five words of share)</td>
</tr>
</tbody>
</table>

#### Wildcards

**Use the * to replace a letter in a word. You can use up to seven in the same word, anywhere in the word except as the first letter. (Like the blank tile on a Scrabble board.)**

**Use the ! to replace an infinite number of letters following a word root.**

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASTERISK (*)</strong></td>
<td>Use the * to replace a letter in a word. You can use up to seven in the same word, anywhere in the word except as the first letter. (Like the blank tile on a Scrabble board.)</td>
<td>bernst**n = bernstein, bernstien, bernstown, etc.</td>
</tr>
<tr>
<td><strong>EXCLAMATION POINT (!)</strong></td>
<td>Use the ! to replace an infinite number of letters following a word root.</td>
<td>insur! = insure, insured, insurance, insuring, insuree, insurer</td>
</tr>
</tbody>
</table>

#### Precision search tools

**Use Precision Search Tools within Power Search or Search Forms.**

Precision search tools increase the accuracy and efficiency of your searches by forcing the Nexis® search engine to read search terms a certain way. These tools often work against the default settings of the LexisNexis® services.

For example, by default, the LexisNexis services are not case sensitive, but by incorporating certain precision search tools (allcaps, caps and nocaps), you can force the search engine to read capitalization.

Also, LexisNexis will automatically find singulars, plurals and possessives of any word that becomes plural by adding s, es or ies. By using precision tools (singular and plural), you can override this default.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALLCAPS</strong></td>
<td>Locates articles in which all letters of your search term are capitalized; especially helpful when researching acronyms.</td>
<td>allcaps (era) = articles that contain the abbreviation for Equal Rights Amendment or Earned Run Average</td>
</tr>
<tr>
<td><strong>ATLEASTN</strong></td>
<td>Assists with frequency searching, allowing you to retrieve only those documents that mention your search term at least a certain number (N) of times.</td>
<td>at10 (competitive intelligence OR ci)</td>
</tr>
<tr>
<td><strong>CAPS</strong></td>
<td>Finds instances in which at least one letter is capitalized; proves particularly useful when researching names and proper nouns.</td>
<td>caps (era) = articles that contain the brand name of the detergent</td>
</tr>
<tr>
<td><strong>NOCAPS</strong></td>
<td>Retrieves articles in which your search term has no letters capitalized and ignores any acronyms, names, and proper nouns.</td>
<td>nocaps (era) = articles that contain the word era as the time period</td>
</tr>
<tr>
<td><strong>PLURAL</strong></td>
<td>Retrieves only the plural or plural possessive forms of your search term.</td>
<td>plur (rallies)</td>
</tr>
<tr>
<td><strong>SINGULAR</strong></td>
<td>Finds only the singular or singular possessive forms of your search term.</td>
<td>sing (rally)</td>
</tr>
</tbody>
</table>

* N = 1-255
Segments

Use Searchable Segments only within Power Search or Search Forms.

Operating like descriptors or fields, segments are searchable parts of a document. Some of the most commonly used of the many available segments are listed here.

Incorporate segments, search terms, or date restrictions using connectors as needed.

**BODY** For articles where terms are in the story text. **BODY (election)**

**BYLINE** Articles attributed to person(s) identified as the author/reporter. **BYLINE (james W/2 brady)**

**CITY** For articles that are substantially about a city. **CITY (new york)**

**COMPANY** Articles containing the name(s) of any companies discussed in the document. **COMPANY (kodak)**

**DATE** For articles written on a particular date. **DATE (jan. 22 2002)**

**DATELINE** For articles filed from a particular city. **DATELINE (dayton)**

**GEOGRAPHIC** For articles about a particular geographic location. **GEOGRAPHIC (united states)**

**GRAPHIC** For articles that have a photo. **GRAPHIC (empire state building)**

**HEADLINE** Articles featuring the term in headline or title. **HEADLINE (seagram)**

**HLEAD** Segment combining the headline and lead paragraph. **HLEAD (college playoff AND nike)**

**INDUSTRY** For articles that are substantially about a particular industry. **INDUSTRY (mining)**

**LANGUAGE** For articles in a particular language. **LANGUAGE (spanish)**

**LEAD** For articles where term is in lead paragraph. **LEAD (candy)**

**ORGANIZATION** For articles about a particular non-profit government agency or association. **ORGANIZATION (DAR)**

**PERSON** For articles that are substantially about a particular person. **PERSON (cher)**

**LENGTH** The approximate number of words in the BODY segment; arithmetically searchable. **LENGTH > 100**

**PUBLICATION** The name of the publication. **PUBLICATION (new york times)**

**SECTION** For a particular section of a publication. **SECTION (obituary)**

**STATE** For articles that are substantially about a particular state. **STATE (new york)**

**SUBJECT** Search the LexisNexis SmartIndexing Technology® topic of the article (Note: Controlled subject terms are available at http://www.lexisnexis.com/intopro/products/index). **SUBJECT (electronic commerce)**

**TERMS** Search the LexisNexis SmartIndexing Technology terms for people names, company names, organization names and geographical location in an article. (Note: Controlled proper name terms are available at http://www.lexisnexis.com/intopro/products/index). **TERMS (marioW/2 lemieux) AND TERMS (pittsburgh)**

**TICKER** For articles about a publicly-traded company. **TICKER (IBM)**

**TYPE** For particular types of news/stories. **TYPE (obituary)**

Other helpful information

Nexis URL
http://www.nexis.com

LexisNexis URL
http://www.lexisnexis.com

LexisNexis SmartIndexing Technology
http://www.lexisnexis.com/smartindexing

LexisNexis Learning Tools
http://www.lexisnexis.com/nexis_learning_tools

LexisNexis Source Locator
http://web.nexis.com/sources

LexisNexis Customer Support
1-800-543-6862

* When searching on the length segment use the < or > relational operators.

** When searching in LexisNexis SmartIndexing segments (Subject and Terms) you can search for concepts/processes without regard for how they are worded in an article.

You can also select the relevancy of a term in the article by using the following syntax: Subject(Fraud pre/1 9%*). This will find articles that are 90% and above about your search term.

LexisNexis, the Knowledge Burst logo Nexis and SmartIndexing are registered trademarks of Reed Elsevier Properties Inc., used under license. Other products or services may be trademarks or registered trademarks of their respective companies.

© 2009 LexisNexis, a division of Reed Elsevier Inc. All rights reserved.

NK10748-3 0209