

Nexis® Quick Reference

www.nexis.com

Sign In

Go to <http://www.nexis.com>

Enter your *nexis.com*® user ID and password. Click **Sign In**.

Passwords & IDs may be saved for seamless logon for future research.

Search

For new users, Easy Search™ will be the default page.

While Easy Search is the default page for all new *Nexis*® service users, once signed in, you can make any page your default page.

Easy Search™

Search using natural language or Boolean logic. *Nexis* will automatically detect your search format preference.

Select from six major categories:

- News
- Company
- Industry
- People
- Countries
- Legal

Select any/all that meet your particular research needs.

Enter a search term.

Click on the red search button

The screenshot shows the Nexis Easy Search interface. At the top, there's a navigation bar with the Nexis logo and links like Start Page, Project: None, View, Preferences, Sign Out, Contact Us, and Help. Below this is a secondary navigation bar with tabs for Search, Sources, and History & Alerts. The main content area is titled 'Easy Search™' and features a large search input field labeled 'Search terms' with a red 'Search' button to its right. Below the search field, there are options to 'Search within' (Select All, Clear All) and a 'Specify date' dropdown menu. To the right of these options are six checkboxes for search categories: News (Last Two Years), Industry, Countries, Company, People, and Legal. At the bottom right of the search area, there are links for 'Save this search' and 'Clear form'. On the left side of the interface, there's a sidebar with various links and sections: 'Search' (with links to Power Search and Easy Search), 'My Favorite Search Forms', 'Show Search Forms', 'History & Alerts', 'Recent Searches', 'Recent Documents', 'Links' (with links to Business Portal, Government Portal, Searchable Directory of Online Sources, What's New on Nexis, LexisNexis® Risk Solutions, and Courtlink®), 'View tutorials', 'Overview', 'Selecting Sources', 'Working with Results', and 'Scheduling Alerts'.

Power Search

With Power Search, you have all the options under Easy Search and more; use Power Search if you want to select specific sources or use LexisNexis® SmartIndexing Technology™ in your search.

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.

Choose your sources from the drop down Select Sources menu. The drop down menu contains commonly used sources in **Nexis**.

To search specific sources or groups of sources and create use the “Sources” Link at top of page. You may create and name up to 50 favorite sources or source groups.

To refine search, click on **Add precision keywords** (SmartIndexing) to your search.

LexisNexis® SmartIndexing Technology™

LexisNexis SmartIndexing Technology helps you find targeted information in all News and Company documents.

The “Add keywords (Index Terms) to your search...” link will allow you to utilize subject tags.

You may search or browse to find specific terms.

Select terms matching your research needs to create search.

LexisNexis SmartIndexing includes:

- Companies
- Industries
- Subjects
- Geographic Areas
- People

Source Navigation/Selection

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

Click on the **Sources** table and select either **Browse Sources** or **Find Sources**.

The **Find Sources** tab allows you to search for sources of interest – using publication name (full or partial), subject, media type and/or geography.

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.

The **Browse Sources** tab allows you to browse sources – using publication name (full or partial), subject, media type and/or geography.

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



After selecting any source(s)* and saving them as a favorite set for future use, you can name it or add it to your Favorites.

After selecting sources, click on the **OK-Continue** button and you will return to the Power Search form where you will see the list of sources you have selected in the drop down list.

* Not all sources can be combined with other sources.

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

Results

Result display can be viewed in several different ways.

List



Expanded List



Full Document, Full with Indexing



Custom – Allows you to specify particular document sections for custom analysis.

KWIC – Displays your keywords within the context of each individual article.

The headline is in **bold** and the search terms are highlighted in **red**. You may browse through any documents by scrolling or from search term to search term using **Hit to Hit** functionality in the lower right hand of the screen.

Default display shows the most recent story/record first, with subsequent results following in chronological order. You may change this display to sort results by relevance.

To search within your retrieved result set, use the “Search Within Results” feature at top left of page.

Find Documents with Similar Topics

While viewing a document, you can quickly find documents containing similar topics.

Below the full document image, you will see associated tags grouped together under Company, Subject, Geography and Industry labels. You can select from any of these categories to narrow your search results or create a new search.

Find Documents with Similar Topics

Below are concepts discussed in this document. Select terms of interest and either modify your search or search within the current results set

Company

- ☐ CITIGROUP INC(91%) CD
- Minor Terms
- ☐ LOS ANGELES TIMES(59%) CD
- ☐ FEDERAL DEPOSIT INSURANCE CORP(58%) CD
- ☐ WALL STREET JOURNAL(55%) CD
- ☐ ATLANTA JOURNAL-CONSTITUTION(54%) CD

Industry

- ☐ BANKING & FINANCE(89%)
- ☐ OIL & GAS PRICES(88%)
- Minor Terms
- ☐ OIL & GAS INDUSTRY(76%)
- ☐ 401K PLANS(57%)
- ☐ PENSION & RETIREMENT PLANS(57%)
- ☐ MEDICAL MARIJUANA(50%)

Subject

- ☐ BAILOUTS(90%)
- ☐ CREDIT CRISIS(90%)
- ☐ CHILDREN(89%)
- ☐ INTERVIEWS(89%)
- ☐ POUTICS(86%)
- Minor Terms
- ☐ CANNABIS(78%)
- ☐ ECONOMIC NEWS(78%)
- ☐ CAMPAIGNS & ELECTIONS(77%)
- ☐ ELECTIONS(77%)
- ☐ PRESIDENTIAL ELECTIONS(77%)
- ☐ US PRESIDENTIAL ELECTIONS(77%)
- ☐ VETO(77%)
- ☐ STUDENTS & STUDENT UFE(74%)
- ☐ INVESTIGATIONS(74%)

Geography

- ☐ ALASKA, USA(93%)
- ☐ UNITED STATES(93%)
- ☐ INDIA(92%)
- Minor Terms
- ☐ GEORGIA, USA(79%)
- ☐ HOUSTON, TX, USA(79%)
- ☐ TEXAS, USA(79%)
- ☐ UKRAINE(79%)

People

- Minor Terms
- ☐ JOHN BOEHNER(52%)
- ☐ STENY HOYER(52%)

Result Groups

Result Groups allow you to parse your results and navigate to the most relevant documents.

This feature displays results by extracted and related subjects from all documents retrieved.

As a default, all results will be classified as publication type; publication types can expand to individual publications.

Through Result Groups, your search can be classified and browsed by:

- Geography
- Industry
- Language
- Publication Type
- Publication Name
- Company
- Language
- People

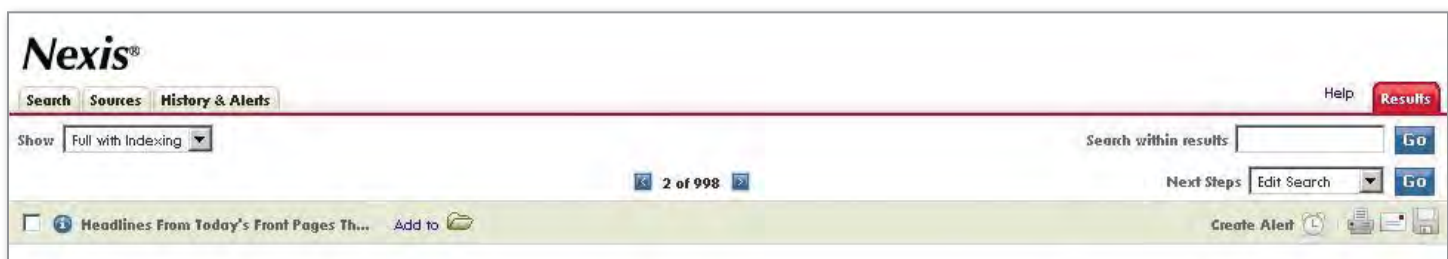
The result groups are always displayed with the category having the highest number of results first.

All NEWS and most COMPANY documents have indexing applied.

Delivery Options

You may save/deliver results in several ways: download to a file, deliver via email, or print to an attached printer. When you click on an icon on the results page, a form appears where you can format your results delivery.

- Download options allow you to save the file in PDF, HTML, Word, or RTF format.
- E-mail options allow you to send the documents to three e-mail addresses as inline text or attachments.
- Print options include adding a brief note, cover or end page, document views and font options.
- You may also create emails alerts for continuous updates.



History & Alerts

The **History & Alerts** provides direct access to all alerts, saved searches, recent searches and recently retrieved documents.

Nexis automatically saves all searches for up to 1 week and up to 100 searches. **Nexis** will also save all retrieved documents for up to 48 hours after last accessed.

| Search Terms | Viewed | Results | Run | Search | Schedule as... |
|--|----------------|---------|-----|--------|----------------|
| 1. [bailout] | 10/10/08 14:00 | > 3000 | Run | Edit | Alert |
| 2. {Small Business News-Stark County} | 10/06/08 21:23 | 113 | Run | Edit | Alert |
| 3. {pub[economist]} and DATE[>=2008-09-05] | 10/05/08 23:40 | 539 | Run | Edit | Alert |

*If you are interrupted in the middle of research or just forget to save a search that you like **Nexis** will save it for you. If you forget to download or print a relevant document **Nexis** will save it for you.*

You may also elect to save any searches — select **Save Search** on any search forms. The search will be saved on the **Saved Searches** tab. You may save 100 searches. You can also set up a saved search to run as an automatic alert.

Alerts, with automatic delivery to your e-mail, may be created with any search run in most sources.

Scheduling of alerts is flexible and customizable to meet your particular research needs.

Delivery of alerts is available:

- Hourly
- Intra-daily
- Daily
- Weekly
- Monthly

Save Search/Schedule as Alert

To save a search, enter a name then click Save. Or, to save it as an alert, enter a name, select the check box, then set a schedule and delivery method.

Save as:

Project ID: None [Change Project ID...](#)

☒ Save as an Alert (Scheduled Search)

Scheduled Searches provide you with automatic updates to your search results at specified intervals. Click the Alerts tab to view a list of your Scheduled Searches.

Run this...

☐ Manually --No automated alerts

☐ Hourly (Monday - Friday, 6:00 AM to 6:00 PM based on your time zone)

☒ Daily: time(s) per day at

☐ Weekly: at

☐ Monthly: day of the month at

Time zone:

*Daylight Savings Time not observed

Delivery options

☐ View online only

☒ Email to:

☐ Email to previously used address:

Add a brief note:

Send as: Email format:

To access, re-run or edit any alerts, the Alerts tab provides direct access. From this tab it's easy to see all searches, change the alert schedule, view the archive of the scheduled search, change the search, or run the search ad hoc outside of the alert schedule.

Nexis®

Search Sources **History & Alerts**

History Saved Searches **Alerts**

Alerts Help

Alerts automatically provide updates to your search results at specified intervals. To set up an alert, click the "Save This Search" link on any search form or the "Create Alert" link on the results page.

[Delete selection\(s\)](#)

| <input type="checkbox"/> | Name | Archive | Last run | Settings | Search |
|--------------------------|-------------------------------------|----------------|----------------------------|------------------------|--------|
| <input type="checkbox"/> | 1. AUTOMOTIVE | Search Archive | 10/10/08: 05:32 Run Now | Change | |
| <input type="checkbox"/> | 2. WELLS FARGO & CO (New documents) | Search Archive | 10/10/08: 05:32 Run Now | Change | |

Customer Support
1.800.543.6862

LexisNexis, the Knowledge Burst logo, *nexis.com*, *Nexis* and *Shepard's* are registered trademarks and FOCUS, KWIC and LexisNexis SmartIndexing Technology are trademarks of Reed Elsevier Properties Inc., used under license. Other products and services may be trademarks or registered trademarks of their respective companies.

Copyright 2006 LexisNexis, a division of Reed Elsevier Inc. All rights reserved. NXC02172-0 0609