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
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 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.
Results

Result display can be viewed in several different ways.

List

- Results header: "Nexis® Quick Reference"
- Result display can be viewed in several different ways.
- List

Expanded List

- Expanded List

Full Document, Full with Indexing

- Full Document

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.
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
- 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.

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

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.
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.