

LexisNexis® Library Express User Guides

Making research easier!

LexisNexis® Company Dossier: Compare Companies

This function is helpful when you would like to compare up to five companies' assets and liabilities side by side.

The screenshot shows the LexisNexis interface. On the left is a navigation menu with the following items: General Searching, News, US Legal, International Legal, Companies, » Company Dossier, » Dossier Create a Company List, » Dossier Compare Companies, » Company Profiles, and » SEC Filings. A red arrow labeled '1.' points to 'Dossier Compare Companies'. The main content area has tabs for Company, Executive, Industry, and Upload a List. Below these are sub-tabs: Find a Company, Create a Company List, and Compare Companies. A red arrow labeled '2.' points to the 'Compare Companies' sub-tab. The 'Compare Companies' form includes a title bar with a question mark, instructions: 'Enter up to 5 company names or ticker symbols for comparison. The report will compare balance sheet, income statement, and ratio information for companies that are listed on one of the US stock exchanges. By default, balance sheet and income statement information will be displayed in the currency that the company reports to the SEC.', and a table with two columns: 'Company Name' and 'Ticker'. There are five rows for input. A red arrow labeled '3.' points to a red 'Compare' button and a blue 'Clear Form' link.

After clicking on the Companies tab:

1. On the left navigation bar, click **Dossier Compare Companies**.
You will be redirected to the Compare Companies search form.
2. Enter the names of the companies you would like to compare.
3. Press the **Compare** button.

LexisNexis® Library Express User Guides

Making research easier!

LexisNexis® Company Dossier: Make a Company List

This function is helpful when you would like to make a list of companies that have something in common. For the example below, a list of all public companies that make over \$1 billion and are located in Washington, D.C., is used.

The screenshot shows the 'Create a Company List' form in the LexisNexis interface. The left navigation bar has 'Companies' selected, and 'Dossier Create a Company List' is highlighted with a red arrow labeled '1.'. The form itself has several fields: 'Company Type' is set to 'All Companies' (arrow '2'); 'Sales/Revenue' is set to 'Above \$1,000,000,000' (arrow '3'); 'Regions/Countries' is set to 'All Countries' (arrow '4'); 'States/Provinces' is set to 'All States/Provinces' (arrow '5'); and the 'Create' button is highlighted with a red arrow labeled '6.'. The form also includes sections for SIC and NAICS codes, a search bar, and geographic information fields like Counties, Street Address, and Area Codes.

After clicking on the Companies tab:

1. On the left navigation bar, click **Dossier Create a Company List**.
2. Set the Company Type to **All Public**—you have other choices to include all companies or private companies.
3. Choose **\$1,000,000,000** from the above pull-down menu.
4. Choose the **United States** in the Regions/Countries pull-down menu.
5. Choose **District of Columbia** in the States pull-down menu.
6. Press **Create**.

LexisNexis® Library Express User Guides

Making research easier!

News Search: Find an Editorial or Opinion Piece

This function is helpful when you would like to look up an editorial article.

The screenshot shows the LexisNexis 'All News' search interface. A sidebar on the left contains navigation links: 'General Searching', 'News', 'US Legal', 'International Legal', 'Companies', 'Subject Areas', 'Sources', 'Help & Instructions', and 'Beta Tools'. The 'News' section is expanded, showing 'All News' as the selected option. The main search area is titled 'All News' and includes a disclaimer: 'Use of this service is subject to Terms and Conditions'. The search form contains several fields: 'Search For:' with three input boxes and 'in' dropdown menus set to 'Everywhere'; 'Specify Date:' with a dropdown set to 'All available dates'; 'Select Sources:' with a 'By Type:' dropdown set to 'Major World Publications' and an 'Or by Names:' input field; 'Article Type:' with a grid of checkboxes, where 'Editorials & Opinions' is checked; and 'Article Location:' with radio buttons for 'US State', 'Canadian Province', 'Country', and 'World Region', and a 'Choose a State' dropdown. Five red arrows with numbers 1 through 5 point to the following elements: 1. The 'All News' link in the sidebar; 2. The first 'Search For:' input box; 3. The 'Specify Date:' dropdown; 4. The 'Major World Publications' dropdown in the 'Select Sources:' section; 5. The 'Editorials & Opinions' checkbox in the 'Article Type:' section.

The easiest way to look up an editorial is on the All News form.

After clicking the News tab:

1. Click the **All News** link to get to the All News search form.
2. Enter a subject that you'd like to search for editorials on, like *oil spill*.
3. Specify Date.
4. Select Source.
5. Check the **Editorials & Opinions** box.

LexisNexis® Library Express User Guides

Making research easier!

News Search: Find Entertainment Reviews

This function is helpful when you would like to look up a book, movie or some other type of critical review given in a major newspaper.

The screenshot shows the LexisNexis News Search interface. A sidebar on the left contains navigation tabs: 'General Searching', 'News', 'US Legal', 'International Legal', 'Companies', 'Subject Areas', 'Sources', 'Help & Instructions', and 'Beta Tools'. The 'News' tab is selected. The main content area is titled 'All News' and contains a search form. Red arrows with numbers 1 through 6 point to specific elements: 1. The 'All News' link in the sidebar; 2. The first search input box; 3. The 'Everywhere' dropdown menu; 4. The 'Specify Date' dropdown menu; 5. The 'Major World Publications' dropdown menu in the 'Select Source' section; 6. The 'Article Type' section, which includes checkboxes for 'Book Reviews', 'Movie Reviews', 'Music Reviews', 'Theater Reviews', 'Deaths & Obituaries', 'Editorials & Opinions', 'Interviews', and 'Letters & Comments'. Below the 'Article Type' section is the 'Article Location' section with radio buttons for 'US State', 'Canadian Province', 'Country', and 'World Region', and a 'Choose a State' dropdown menu. A tip at the bottom reads: 'Tip: For more options try Edit in Power Search.'

After clicking the News tab:

1. Click the **All News** link to go to the All News search form.
2. Enter the name of the book, movie, etc., in the search box.
3. Choose **Headline & Lead** to narrow your search.
4. Specify Date.
5. Select Source.
6. Select the type of review you would like to search.

LexisNexis Library Express also provides aggregated sources of all critical reviews. Click the **Sources** tab and enter any kind of review (Book Review, Music Review, etc.) into the search box. You will see the aggregated sources with that name.

LexisNexis® Library Express User Guides

Making research easier!

Legal Search: Get a Case

This function is helpful when you would like to look up a U.S. Federal or State case by citation, party name or topic.

The screenshot shows the LexisNexis search interface for 'US Federal & State Cases'. The left sidebar has a 'US Legal' section with 'Federal & State Cases' highlighted. The main search area has a 'Search For:' field, a dropdown menu set to 'Everywhere', and a 'Search' button. Below this are 'Specify Date:' and 'Jurisdiction:' dropdown menus. A tip at the bottom explains shortcuts for searching by case name or citation.

After clicking the Legal tab:

1. Click the **Federal & State Cases** link on the left side of the screen.
2. If you would like to get a case by case name, enter a name (or both names) in the box. Although the formal name of the case is *Roe v. Wade*, entering *Wade v. Roe* will return the same results. If you would like to get a case by citation number, enter the citation inside the Citation Number box.
3. Select **Party Names** or **Citation** from the pull-down menu depending on which field you would like to search under.
4. Specify Date and Jurisdiction.

LexisNexis® Library Express User Guides

Making research easier!

News Search: Find Foreign Language News

This function is helpful when you would like to find news in Dutch, French, German, Italian, Portuguese or Spanish.

The screenshot shows the LexisNexis 'Foreign Language News' search interface. On the left is a 'General Searching' sidebar with a 'News' section containing links for 'All News', 'Newspapers & Wires', 'TV & Radio Transcripts', 'Foreign Language', 'College & University', 'Business & Industry', and 'Blogs & Video'. The 'Foreign Language' link is highlighted with a red arrow and the number '1.'. The main content area is titled 'Foreign Language News' and includes a 'Use of this service is subject to Terms and Conditions' notice. Below this is a search form with three rows of 'Search For:' fields, each with a pull-down menu for 'And' and 'in' (set to 'Everywhere'), and a 'Search' button. A red arrow and the number '2.' point to the first search input field. Below the search form are 'Specify Date:' and 'Language:' sections. The 'Specify Date:' section has a pull-down menu set to 'All available dates'. The 'Language:' section has a pull-down menu set to 'All Non-English' with a small 't' icon next to it. A red arrow and the number '3.' point to the 'Language:' pull-down menu.

The easiest way to look up foreign language news is on the Foreign Language News form.

After clicking the News tab:

1. Click the **Foreign Language** link to go to the Foreign Language News search form.
2. Enter a search term. You may also want to search within a section like *Headline*. Use the pull-down menu next to the search box to do so.
3. Choose a language from the pull-down menu.

LexisNexis® Library Express User Guides

Making research easier!

News Search: Get a Document

This function is helpful when you're looking for a very specific document.

The screenshot shows the LexisNexis News Search interface. On the left is a navigation menu with 'News' selected. The main area is titled 'All News' and contains a search form. Red arrows and numbers 1 through 5 point to specific elements: 1. The 'All News' link in the left menu. 2. The first search input field containing 'Online Gambling'. 3. The 'Everywhere' dropdown menu for the first search field. 4. The 'Specify Date' dropdown menu set to 'All available dates'. 5. The 'By Type' dropdown menu set to 'Major World Publications'. The search form also includes a 'Search' button, a 'Select Source' section with a 'By Name' input field, an 'Article Type' section with various checkboxes, and an 'Article Location' section with radio buttons and a state dropdown.

The easiest way to get a document is to use the All News search form.

1. Click the **News** tab and then **All News** link to get to the All News search form. (This search can be done the same way on the Power Search form.)
2. Enter your search terms. In the above example, the search is *Online Gambling*.
3. Select where, in the article, you would like to search. If you know a specific headline or part of a headline, like in the above example, enter it into this box and choose **Headline and Lead** from the pull-down menu.
4. Specify a Date. You can give an exact date, like in the above example. Or, you can select a general date like **Previous 3 months** from the pull-down menu
5. Select a source. You can enter your own (like The New York Times above) or select a group file from the pull-down menu.

LexisNexis® Library Express User Guides

Making research easier!

News Search: Find News by State

This function is helpful when you would like to find news about a particular state, country or world region.

The screenshot shows the LexisNexis 'All News' search interface. On the left is a navigation menu with 'General Searching' and 'News' tabs. The 'News' tab is selected, and a red arrow labeled '1.' points to the 'All News' link. The main search area has a 'Search For:' section with three input fields and 'in' dropdown menus, with a red arrow labeled '2.' pointing to the first input field. Below this is a 'Specify Date:' dropdown set to 'All available dates'. The 'Select Source:' section has a 'By Type:' dropdown set to 'Major World Publications' and an 'Or by Name:' input field. The 'Article Type:' section has a grid of checkboxes for various article types. The 'Article Location:' section has radio buttons for 'US State', 'Canadian Province', 'Country', and 'World Region', with a red arrow labeled '3.' pointing to the 'US State' radio button. Below the radio buttons is a 'Choose a State' dropdown menu.

The easiest way to look up news by state is on the All News form.

After clicking the News tab:

1. Click the **All News** link to go to the All News search form.
2. Enter a search term. You may also want to select a section to search within from the pull-down menu.
3. Select a region. If you pick US State, a pull-down menu will appear below. Choose a State.

LexisNexis® Library Express User Guides

Making research easier!

News Search: Find an Obituary

This function is helpful when you would like to find an obituary in a newspaper.

The screenshot shows the LexisNexis All News search interface. On the left is a navigation sidebar with 'General Searching' and 'News' tabs. The 'News' tab is selected, and 'All News' is highlighted. The main search area is titled 'All News' and includes a 'Use of this service is subject to Terms and Conditions' link. The search form contains several sections: 'Search For' with three input fields and 'in' dropdowns set to 'Everywhere'; 'Specify Date' with a dropdown set to 'All available dates'; 'Select Source' with a 'By Type' dropdown set to 'Major World Publications' and an 'Or by Name' input field; 'Article Type' with a grid of checkboxes where 'Deaths & Obituaries' is checked; and 'Article Location' with radio buttons for 'US State', 'Canadian Province', 'Country', and 'World Region', and a 'Choose a State' dropdown.

The easiest way to look up an obituary is on the All News form.

After clicking the News tab:

1. Click the **All News** link to get to the All News search form.
2. Enter a name.
3. Choose **Headline & Lead** to narrow results.
4. Select Source.
5. Select **Deaths & Obituaries** from the Article Type.

LexisNexis® Library Express User Guides

Making research easier!

News Search: Read a Show Transcript

This function is helpful when you would like to find a print transcript of a TV or radio broadcast.

The screenshot shows the 'TV & Radio News Transcripts' search interface. On the left is a navigation menu with 'News' selected and 'TV & Radio Transcripts' highlighted. The main area contains a search form with the following elements:

- 1.** A red arrow points to the 'Use of this service is subject to Terms and Conditions' link.
- 2.** A red arrow points to the 'Search For:' text input field.
- 3.** A red arrow points to the 'Search' button.
- 4.** A red arrow points to the 'All Transcripts' checkbox in the 'Select Source(s):' section.

The search form includes three 'And' rows for Boolean search, a 'Specify Date:' dropdown set to 'All available dates', and a 'Select Source(s):' section with checkboxes for various news sources like ABC News, CBS News, CNN, etc. A tip at the bottom suggests using 'Edit in Power Search' for more options.

The easiest way to look up transcripts is on the TV & Radio Transcripts form.

1. Click the **News** tab and then the **TV & Radio Transcripts** link to go to the Transcripts search form.
2. Enter the subject you're searching for. It could be a show name, a guest name or a topic.
3. Choose a selection from the pull-down menu.
4. Select a source or group of sources to search within.

Tip: Use Boolean search terms to narrow by show, host or guest. For example, type *GUEST(Sarah Palin)* in the search box and keep **Everything** selected in the pull-down menu. (Sometimes the Host string is replaced by Byline.)