THE RESEARCH TASKS YOU DO MOST: HERE’S HOW AT LEXIS ADVANCE®

Many of your favorite research tasks—those tasks you rely on to get to the information you need—can be completed at Lexis Advance® in a couple of steps. Try them out. They’re so simple you’ll memorize them quickly.

Sign in to Lexis Advance at www.lexisadvance.com

Need more assistance with Lexis Advance?
Go to the Lexis Advance Support & Training site at lexisnexis.com/advancesupport for help.

Call LexisNexis® Customer Support at 800-543-6862. Talk to a representative virtually 24/7.

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Personalize your home page

Move home page pods, e.g., History, Alerts, etc., where you want them. Just drag and drop the pods into the position you prefer. (The Explore Content pod cannot be moved.) You can also rearrange Practice Center pods.

Start searching with the source combination you want

1. Enter terms, sources, criticism or drop to Respondent®
2. Search all sources on this page
3. Select sources to search
4. Narrow By

The Explore Content pod on the Lexis Advance home page lets you quickly assemble and search just the sources you want. Explore source hierarchies by Content Type; Federal, State or International jurisdictions; or Practice Area or Industry.

1. Choose a tab, e.g., State. (Content Type is the default view.)
2. Click through the source hierarchy screens, e.g., select Ohio.
3. Select a source and move to the Advanced Search form for that content type. Or search all sources on the screen displayed (default option).

To choose multiple sources, click the Select sources to search radio button, then select source checkboxes. To make your combination a Favorite, click the star in the Narrow By: box. (Not shown.)

Search a specific source

If you know the source: Enter a partial title in the Red Search Box, which makes source suggestions. Select the magnifying glass icon next to the title to add that title to the Red Search Box. Select the title name and move to the Advanced Search form for that content type or the Table of Contents (if applicable).

Plus, you can find a source through the Explore Content feature. (See items 1 – 4 at left.)

You can also browse and search sources:
1. Select Browse in the black Lexis Advance header and select Sources. Enter a partial title in the Sources search box.
2. Or select All Sources. The screen below displays.
3. Browse titles alphabetically, by content types, jurisdictions, etc.
4. Select a title link. Actions display. You can click Add source as a search filter to add the source to your search or Get documents to retrieve all available source documents. Also Create a publication alert for many sources. To get source details, such as update schedule, select the icon. To select all sources on the Browse Sources screen, click the Add All These as Search Filters button (not shown).

Combine sources/search favorite sources

To combine sources:
1. Enter a partial source name in the Red Search Box. The word wheel will make suggestions. Select the magnifying glass icon next to the title to add that title to the Red Search Box.
2. Repeat to add more sources to your search. The source combination is saved automatically in Recent & Favorites.

View recent searches and create Favorites:
- Select the Filters pull-down menu in the Red Search Box and select Recent & Favorites.
- View recently searched sources, combinations, legal topics and pre-search filters.
- To create a Favorite, select the star next to the title combination. The item will then remain in your Recent & Favorites list and display in the Favorites pod on the Lexis Advance home page.

You can also create Favorites in the Explore Content feature. (See left, item 3.)
Build your search with a simple screen form

**Advanced Search**

Use Advanced Search forms to build your search. Select a source title link from the Red Search Box suggestions and move to the Advanced Search form for that content type automatically. (You can also select a form by choosing the Advanced Search link above the Red Search Box.) Each form automatically displays segment options, i.e., the parts of the document, for that content type. You can refine your search to those document parts. No need to remember segment names; just fill in the form blanks and go!

**Search with “terms and connectors”**

Just enter your words and connectors in the Red Search Box, e.g., *same sex* W/10 *marriage*, and select the red magnifying glass Search button (not shown). Lexis Advance automatically interprets search commands such as ! to truncate words and W/n, OR, AND, &, etc. For help selecting connectors, click Advanced Search above the Red Search Box.

Please note: Lexis Advance ignores certain “noise words,” e.g., of, the, an, etc., in your query but counts these noise words when determining the proximity of terms in a document. So broaden your proximity connectors. For example, consider searching W/10 instead of W/5. For W/p and W/s, consider W/75 or W/25, respectively.

**Note:** Only the AND and & connectors work in Lexis® Web.

Learn more about searching with terms and connectors.

**Search within specific document parts**

You can use Advanced Search forms to search document segments, i.e., specific document parts. No need to remember segment names. Segment fields are provided automatically.

**Common** case-law segment searches

- NAME(roe AND wade)
- JUDGES(merz) OR JUDGES(michael W/2 merz)
- WRITTENBY(merz)
- ATTORNEY(paul W/2 stewart)

Get more details on searching with segments.

**Search specific jurisdictions, content types, practice areas, etc.**

Use the Explore Content tabs on the Lexis Advance home page to choose sources or refine your search by Content Type: Federal, State or International jurisdiction; or Practice Area or Industry.

For example, if you need to search for case law in Arizona, go to the State tab and select Arizona.

Continued on next page ...
Once you select a Practice Center, you can make it your home page. Select the **Actions** pull-down menu next to the Practice Center name at the top of the Practice Center home screen and select **Make this my research start page**. You can also personalize your Practice Centers, i.e., drag, drop and relocate pods such as Key Topics.

**Assess case relevance—in color!**

**Search Term Maps** at Lexis Advance automatically **color code your search words** and phrases. Every Lexis Advance case you retrieve is then mapped with **Search Term Location Bars** so you can **spot term patterns and the densest concentrations** of search hits faster.

*In search results,* **preview top passages** in the document opinion, headnotes and more. (See graphic below.)

*In full-text cases,* see a **complete map** of search terms found.

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Find in one step

Retrieve full-text documents by citation

Enter the citation(s) in the Red Search Box and click Search. For example, ENTER:

- 29 cal 4th 262
- 289 f3d 865
- 2004 WL 6075307
- 107 pl 204
- 116 stat 745
- 2002 enacted hr 3763

- orc ann 2901.05
- 15 uscs @1117, 15 uscs @1127
- 75 fr 66832
- 29 cfr 1630.2
- 521 us 591

Enter an internal cite (e.g., pinpoint cite) for a case or statute and retrieve the full-text document—open to the requested page or section—as well as documents that reference the full-text case or statute citation. For example, ENTER: 42 uscs @4577(c).

Not sure of the citation format? Click the Get a Doc Assistance link above the Red Search Box. The Get a Doc Assistance feature offers fill-in-the-blank forms to help you retrieve the document you want.

Request a Shepard’s® report

Enter shep: then the citation in the Red Search Box, e.g., ENTER: shep:800 f2d 111 then Search.

To Shepardize® the full-text case you are viewing, click the Shepardize® this document link in the Shepard’s Preview box on right side of the screen. Shepard’s Preview shows you the report highlights before you Shepardize.

Find the citing text that had the strongest influence on the overall Shepard’s Signal™ indicator. Just click View the top citing reference.

Retrieve a full-text case by name

The Lexis Advance Red Search Box suggests the names and citations of cases and many U.S. Public Laws and popular state laws. If you begin to enter party names or a statute name, the search box will make suggestions automatically, e.g., ENTER: roe v wade. You can also find cases by searching with the NAME segment. ENTER: NAME (roe and wade).

Find litigation documents related to your case

As you view your full-text U.S. or state case, related Briefs, Pleadings, Motions and Dockets will display via link in the About This Document box. Select a content link, e.g., click Briefs (4), to move to a results list of four briefs. Review the documents, look for specific words or filter by attorney, law firm and more.
Browse by hierarchy

Browse or search a table of contents (TOC)

TOCs are available for U.S. and state statutes, constitutions, court rules and administrative codes, plus municipal codes and many treatises, guides and form books.

Gain access to a TOC several ways:
1. Enter the TOC source name in the Red Search Box and select the source title’s link.
2. Identify your TOC source in Browse Sources and click the source name link.
3. Click the source’s View Table of Contents link in your search results.
4. Click the source’s View Table of Contents link from your Favorites pod.

To browse a TOC:
Open and close hierarchy levels. Select + to open, - to close.

Select a blue document link, e.g., 1.100 Content of this title, to open a full-text section. To return to the TOC, select the Table of Contents tab on the left side of the full-text document.

To search a TOC:
You can search the TOC only or Search All Documents in this source. Make your selection with the radio buttons beneath the Red Search Box. (The default is to search all source documents.)

Enter your search terms in the Red Search Box at the top of the open TOC, e.g., ENTER: “executive order” and click Search.

If you search the TOC only, your results will be a subset of the TOC.

If you search source documents, your results screen will look like other Lexis Advance search results, e.g., you can apply post-search filters (see page 8), re-sort results documents and more.

To search or deliver specific portions of the TOC, e.g., all the documents in a chapter or part, select the check box in front of that part or chapter. The Search Selected button under the search box is chosen automatically (not shown in the graphic at left), and the red delivery tray box shows how many individual documents you will search or deliver.

To deliver those documents, select a delivery icon.

To search the selected documents, enter your search and click the red magnifying glass button.

Open relevant documents or browse surrounding levels. Your search terms are highlighted in yellow. To return to the TOC, select Edit Search.

Browse statutes

Select a blue document link, e.g., 1.100 Content of this title, to open a full-text section. To return to the TOC, select the Table of Contents tab on the left side of the full-text document.

Move to preceding or succeeding sections. Click the Previous or Next (not shown) arrows at the top or bottom of the screens. To move to a TOC level, you can select a level from the hierarchical links at the top of the document. Or click the Table of Contents tab on the left side of the document.
Research legal topics

Research a specific legal topic
(Browse Topics)

Select Browse in the black Lexis Advance header, then click Topics. You can search for your topic or browse a topic hierarchy.

To search for your topic:
Enter your search words in the topics search box, e.g., ENTER: police powers, and click Search.

To browse for your topic:
1. Select an area of law, e.g., Governments.
2. Select to open subtopics.
3. Select a topic link. Select a task, e.g., add the topic to a search or set up a topic alert to notify you of changes in the topic documents. View topic summary reports, compiled by LexisNexis legal editors, pointing you to seminal cases and other vital authority, key definitions and references to secondary sources that can help bring you up to speed on a legal topic.

Find more relevant headnotes

If you find a relevant headnote in a full-text case, use the More like this Headnote feature to retrieve more similar LexisNexis headnotes.

As you view the relevant headnote in the full-text case, click the More like this Headnote link. (See graphic, below, right.) Your results list of cases, ordered by headnote relevance, highlights compatible headnote text for quick review.

HN Use LexisNexis® headnotes to find documents

Find the LexisNexis headnote you want to explore in a full-text case.

To get new documents on your topic—automatically delivered via email—click the Create an alert link. You can get new cases, codes, regulations and administrative materials, briefs and pleadings—even new jury verdicts, settlements and news, etc.

Focus Shepard's reports to specific headnotes

If you are reviewing a Shepard's report, use the results filter options for headnotes in the report’s left-hand navigation pane. Just select your headnote filter, e.g., HN17, to apply it.

If you are viewing the headnotes of a full-text case, just view Shepardize – Narrow by this Headnote in the case’s headnotes. Even see how many citing references are available for that headnote. Select a specific Shepard's Signal indicator to view your Shepard’s report focused to that specific headnote and that specific editorial treatment.
Using/delivering results

Refine your search results

Refine by content category
Review just cases or codes, etc. Select a category link (in blue) at the top of your left navigation pane.

Check results numbers
See how many results for most content types. Determine what to view first and/or how to refine.

Refine by adding search words
Go to the Search Within Results box in the left pane. Enter your search terms, e.g., ENTER: social host.

To remove the additional search words, click the X next to the displayed words.

Refine by adding filters
You can filter only one content category at a time. Select a filter to apply it to your results, e.g., select a court to restrict your review to cases for that court. All court and jurisdiction filters are in alphanumeric order.

To add multiple filters at once, e.g., several jurisdictions, choose Select multiple, make your choices and click OK. All added filters display in blue boxes under Narrow By.

Bring up to three jurisdictions or three courts to the top of your filters list. Click Edit Settings under Court or Jurisdiction.

To refine by date: the Timeline filter charts results coverage so you see trends at a glance. Just move the slider; the date in the box below the chart adjusts as you move. Or click on the calendar icons to select specific dates.

Click the X next to an applied filter to remove it. To remove all filters, click Clear.

Search within results/move to specific terms
Search within full-text results documents. Enter terms, phrases and commands in an expandable, in-document search box. Then navigate easily to any or all of your term and phrase hits.

While viewing a full-text document within your results, click Search Document to display the in-document search box. Enter your search terms and go.

Copy cites and text for your work
Copy citations, including parallel cites for cases and links to the full-text document. Just select the Copy Citation link at the top of the full-text case, statutory and administrative code/regulation or secondary source.

Copy text and citation: Highlight the text you need. An option box displays. Click Copy (Quick): Standard or Copy (Advanced). For case citation and copy attribution, select a frequently used citation style (format) once, and it remains for your next clip. Or you can change and select from a variety of style formats. You can also choose to include parallel cites and a link to the document.
Highlight and annotate text in all document types, even news.

Select text in your document and click Annotate from the options box that displays. Add your notes in the annotation box, choose a highlighting color and click the blue Annotate button.

Your annotations are available in the Notes tab in the right margin of your document. You can return to edit or delete annotations. **You must save the document to a work folder to save the annotations.**

The highlighting and annotations are included when you deliver, e.g., print, the documents. Links to annotations are included at the bottom of documents delivered via PDF.

Deliver a single document as you view the full text. Deliver one or more documents from the results list—even across content categories. Select the checkbox next to each document you need. The red box keeps count. You can also deliver a results list of up to 250 entries from the first 1,000 entries on the results list.

Select from the Delivery icons on your full-text document or your results screen:

- **Print:** Select the Options wheel to choose options, e.g., to format (fonts, search terms in bold, etc.), show headnotes in cases, etc. You can also save steps and bypass options screens too. Just click the Print (current settings) icon.

- **Email:** Options let you format (.PDF, .Docx, .WP) and add recipient addresses, subject and message. Also send to LexisNexis® CaseMap® case analysis software or compress (.zip) files.

- **Download or send to Dropbox:** Click the Options wheel to choose options, e.g., download or send to Dropbox as .Docx, .WP or .PDF. You can download to multiple Dropbox accounts. Deliver the results list. Even send as multiple, zipped files. If downloading, you can also send to CaseMap®.

- **Save to a folder:** Options help you select a folder; save the document(s), searches (with filters) or results list(s); and add notes to preface the document(s).

Please note: If you do not see the Dropbox icon in your delivery options (shown above), check with your Lexis Advance account administrator or your LexisNexis representative.