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 you to information you need—can be completed at Lexis Advance® in a couple of steps. Try them out. Get comfortable. They're so simple you'll memorize them quickly.

Need more assistance with Lexis Advance?

The **Lexis Advance Support** site can help.

Call LexisNexis® Customer Support at **800-543-6862**.

Talk to a representative virtually 24/7.

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LexisNexis®

Search with "terms & connectors"

Just enter your words and connectors in the red search box, e.g., *same sex! W/10 marriage,* and click **Search**. Lexis Advance automatically interprets search commands—! and * to truncate words and W/n, OR, AND, etc.

Please note: Lexis Advance ignores certain "noise words" 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 connector works in Lexis® Web.*

Search a specific source

It's simple! Enter a partial **source name** in the **red search box**. The word wheel will make suggestions. OR ...

1. Click **Browse Sources** (above the red search box).
2. Enter a **partial title** in the **Sources** search box. (Or browse titles alphabetically, by content type[s] or jurisdiction[s].)
3. Click a **title link**. Select an action, e.g., **Add the source to a search**. (Also save the source to your **favorites** list or view a source **description**, e.g., update schedule, content, etc.)

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 a source.**
2. Repeat to add more sources to your search. The source combination is saved automatically in **Recent & Favorites**. Click **Recent & Favorites** under the red search bar to reuse.

To create and search favorite sources:

- Click **Recent & Favorites** under the red search bar.
- Click the **gold star** next to a source to make it a favorite, i.e., keep it on the list.

> Note: *Your sources stay selected to search until you click* **Clear All***.*

Search with segments

Common case-law segment searches

- *NAME(roe AND wade)*
- *JUDGES(merz) or JUDGES(michael W/2 merz)*
- *WRITTENBY(merz)*
- *ATTORNEY(paul W/2 stewart)*
- *FIRM(thompson hine)*

Common news segment searches

- *HEADLINE(oil AND domestic)*
- *HLEAD(george W/2 soros)* finds terms in the headline and/or lead paragraph
- *PUBLICATION*
- *PUBLICATION—TYPE,* e.g., magazine
- *SECTION,* e.g., financial

ATLEAST segment search

- *ATLEAST3(obama AND christie)* Use a number with ATLEAST. Use OR or AND only.

Use connectors with segment searches. Review the available segments for each content type.

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, 964 f sup 1416*
- *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*

You receive **two** results tabs:

1. The red case-name tab offers the **full text** of the case. (Find links to the documents if you entered multiple citations.)
2. The citation tab includes **results that reference** your citation. (If you entered multiple citations, results will reference one or more cites.)

Find a full-text case by name

The Lexis Advance word wheel contains the names and citations of the **5,000 top-cited cases** and many U.S. Public Laws and popular state laws. If you begin to enter party names or a statute name, the word wheel will make suggestions.
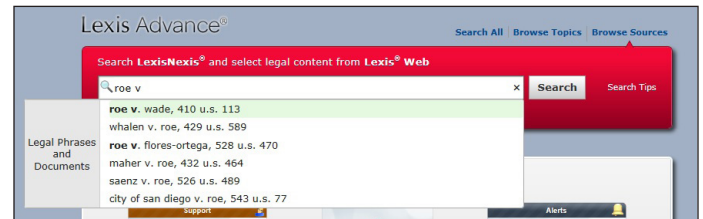
Also find cases by searching with the NAME segment.
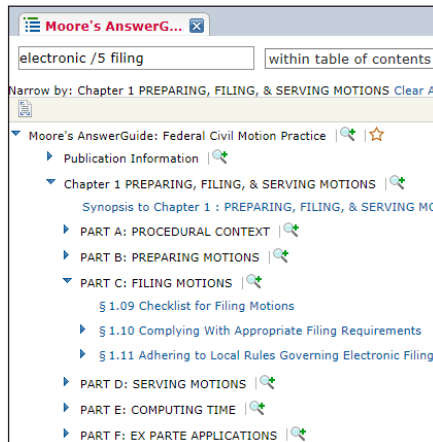Enter: *NAME (roe and wade)*

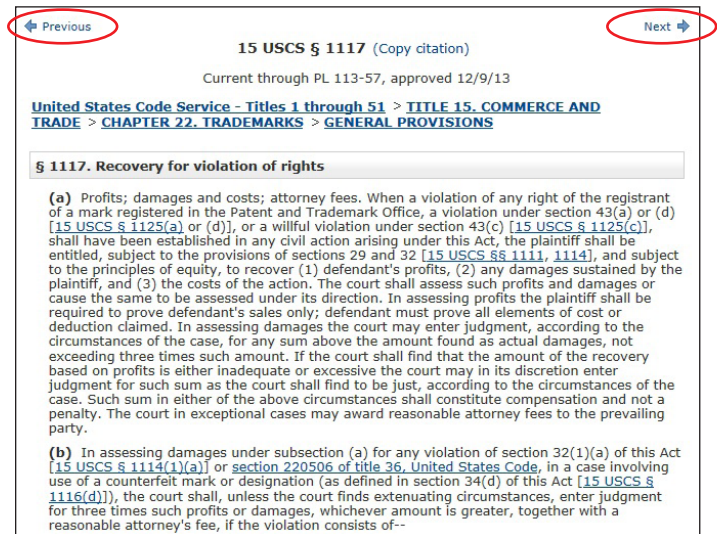## TOC — Browse or search a table of contents (TOC)

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 word wheel and select the **View Table of Contents** link.

2. Identify your TOC source in Browse Sources and select the **View Table of Contents** link.

3. Select the source's **View Table of Contents** link in your search results.

4. Select the source's **View Table of Contents** link in your Recent & Favorites list.

To browse a TOC:
Open and close hierarchy levels. Click ▶ to open, ▼ to close.

Click a **blue document link** to open a full-text section. The document opens in a new tab. To return to the TOC, close the document tab.

To search a TOC:
Enter your search terms in the search box at the top of the open TOC, e.g., ENTER: *electronic /5 filing*.

You can search:
- Both the TOC and documents at once, or the TOC or documents separately. Make your selection next to the **Search** button. (Default is both.)
- Specific portions of the TOC, e.g., several chapters. Click the **magnifying glass icon** next to the sections you wish to search.

After you make your selections, click **Search**.

Open relevant documents or browse surrounding levels. To return to the TOC, click the document name link or click on the TOC tab.

Browse statutes

Move to preceding or succeeding sections. Click the **Next** or **Previous** arrows at the top or bottom of the screens. Or move to a **TOC level**: Select a level from the **hierarchical links**.

Research a specific legal topic (Browse Topics)

Click **Browse Topics** (above the red search box). You can search for your topic or browse a topic hierarchy.
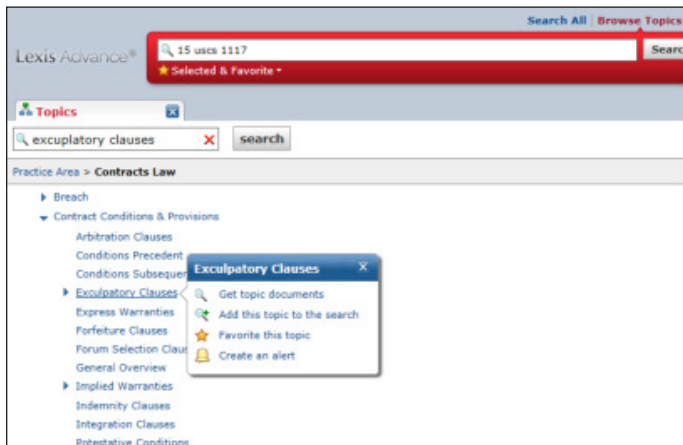
To search for your topic:

Enter your search words in the topics search box, e.g., *exculpatory clauses*, and click **Search**.

To browse for your topic:

1. Select an area of law, e.g., Contracts Law.
2. Click ▶ to open subtopics, ▼ to close.
3. Click a **topic link**. Select a task.

HN Use LexisNexis® headnotes to find documents

Find the LexisNexis headnote you want to explore in a full-text case.
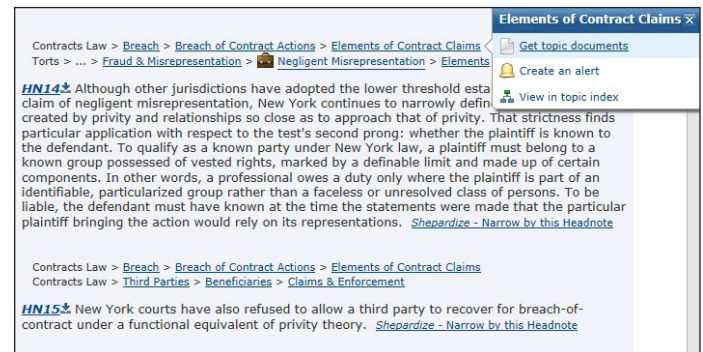
1. Click a **topic link** in the headnote, e.g., *Elements of Contract Claims*.
2. Click **Get topic documents**. Your results documents are sorted by relevance with the Cases tab displaying.
3. Refine. Add **filters**, e.g., select a jurisdiction. Or **Search within results**, i.e., add search words to describe your issue or fact pattern.

Refine your search results

Refine by adding search words

1. Go to the Search within results search box at the top left of your results screen.
2. Enter your search terms, e.g., ENTER: *shock! W/5 conscience W/5 standard* and click OK.

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

Refine by filters

You can filter only one content type, e.g., cases, at a time.

Click a filter link to apply it to your results. All filters added display at the top of the filter list on the left side of the screen.

Click the X next to the filter at the top of the filter list to remove it. To remove all filters, click Clear All.

[Screenshot of search filter panel]

Cases	Legis	Admin Codes	Ad

1,598 for **substantive due process** O

Narrow by...

You've selected   Clear All

shock! w/5 conscience w/5 standard ☒

Save as a favorite

≽ **Search within results**

shock w/ conscience   [OK]

≽ **Jurisdiction**

U.S. Federal	1,369
Michigan	30
California	25
Louisiana	25
New Jersey	18
More	Select multiple

≽ **Court**

Federal (1,355)

3rd Circuit	379
6th Circuit	188
2nd Circuit	162
10th Circuit	158
1st Circuit	96
More	Select multiple

State (228)

Michigan	30
California	25
Louisiana	25
New Jersey	17
New York	16
More	Select multiple

≫ **Timeline**

≫ **Source**

≫ **Practice Areas & Topics**

Open results documents in a browser window

Right-click on a document link in your results. Select Open in new window. This option helps keep the tabs on your Lexis Advance screen at a minimum.

Copy cites and text for your work

Add citations: Including parallel cites and links to the full-text document. Just click the Copy Citation link at the top of the full-text document.
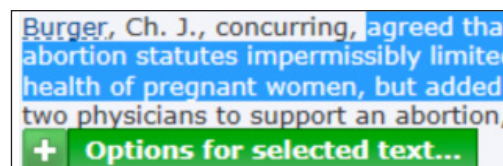
Copy text: Highlight the text you need. Click the green Options for selected text... + sign and click Copy clip to clipboard. Select a style manual format—standard citation format or *California Style Manual*. Some other state style guidelines are also available. You can alsochoose to include parallel cites and a link to the document.

[Screenshot showing highlighted text]

Burger, Ch. J., concurring, agreed that abortion statutes impermissibly limited health of pregnant women, but added two physicians to support an abortion,

+ Options for selected text...

Print, email, download and save to work folders

Deliver a single document as you view the full text of that document. Deliver one or more documents from the results list—even across tabs. Click the checkbox next to each document you wish to deliver.

Then look for the delivery icons at the top of the screen:

Print: Options let you open as a PDF, format (fonts, search terms in bold, etc.), show headnotes in cases, etc.

Email: Options let you format, add recipient addresses, subject and message.

Download: Options let you download as DOCX or PDF, send to LexisNexis® CaseMap® case analysis software or download the results list. Even send as multiple, zipped files.

Save to a work folder: Options help you select a folder, save the document(s) or results list(s) and add notes to preface the document(s).

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