Nexis® User Guide

LexisNexis®

Sign In

Go to the global login page at http://www.nexis.com
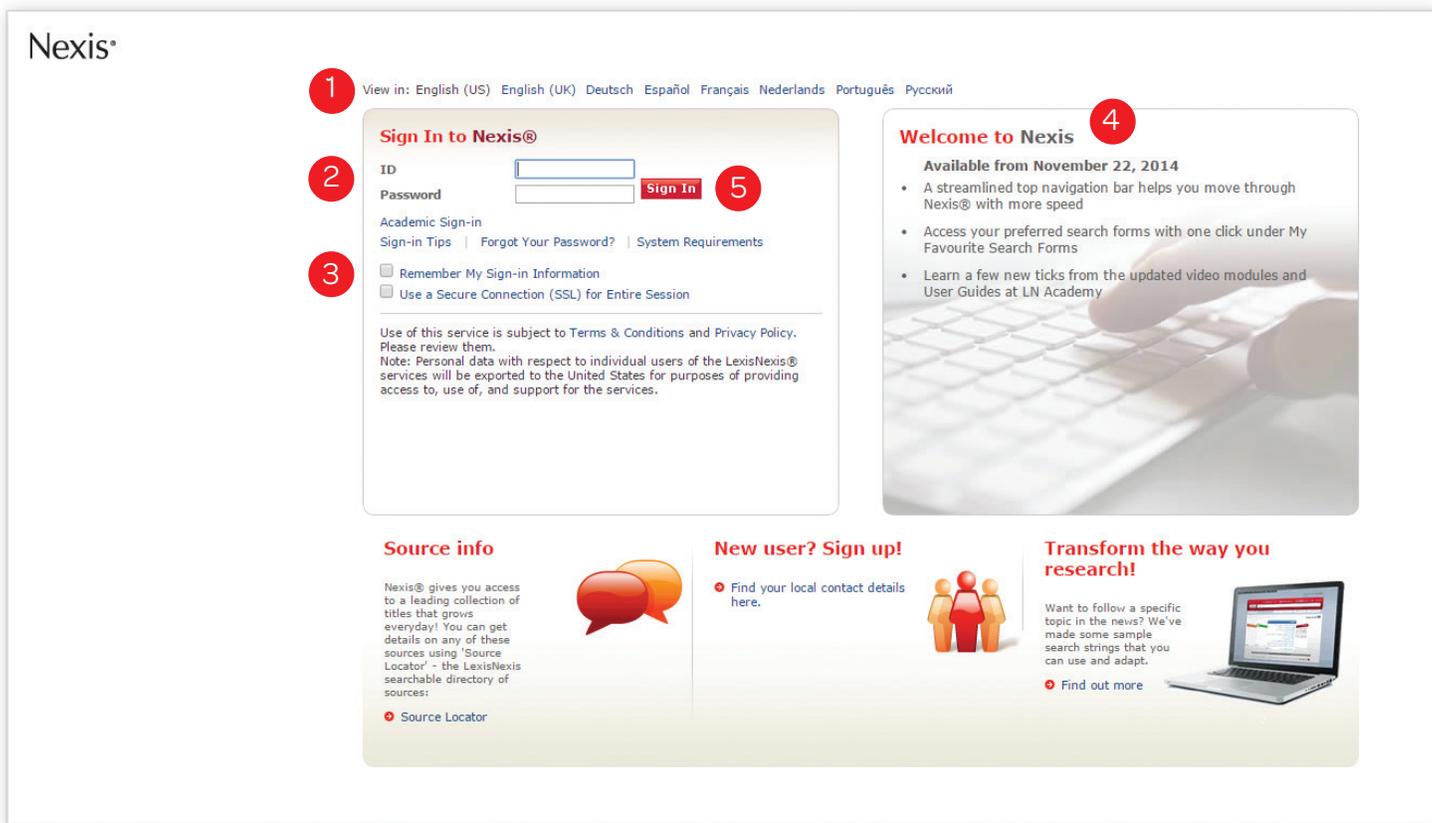
1 Choose the language you prefer to use within the Nexis interface. Based on your selection, region-specific customer support options will appear within the top navigation after login.

2 Enter your Nexis® user ID and password.

3 Check the **Remember My Sign-in Information** to save your password & ID for seamless login.

4 Read the "Welcome to Nexis" section highlighting important product and content updates, as well as helpful search tips and training resources.

5 Click **Sign In**.

TIP: Now, Nexis users can search the LexisNexis® news collection via the Nexis News Search iPhone® and iPad® application or the Nexis News Search mobile site at **www.lexisnexis.com/nexisnews**
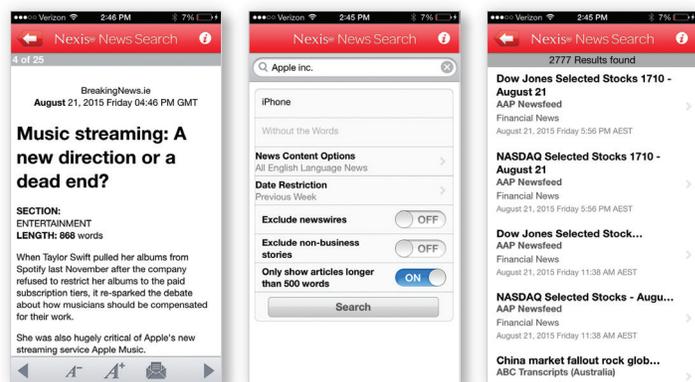
Navigating in Nexis

1 Access other LexisNexis products and services via drop down menu in the top left navigation bar.

2 The **My Documents**, **Settings**, **Language Preferences** and **Sign-Out** links are located in the top right navigation bar.

3 Find Support Options through the **Help** link in the top right corner. Region-specific customer support options are displayed in the top right corner based on the preferred language selected at sign in.

4 The available Search tabs are specific to your Nexis subscription.

Search

The **Power Search** form is the default homepage. Once signed in, you can customize your default homepage to any of the search forms under the **My Settings** link in the top right corner.

TIP: Customize the **My Favorite Search Forms** list for quick access to the pages you use most frequently. This list appears in the left hand navigation menu. Click the down arrow at the top of the list to open the selection box.

Power Search

Use **Power Search** to search across all content source types, construct precise queries or use LexisNexis SmartIndexing Technology™ in your search.

1 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 into the search box.

2 Select a time period from the drop down list or define a specific date range using the calendar feature to narrow the scope of your search.

3 Select a popular source group or one of your pre-selected Favorite Sources from the drop down list or select a single source or group file from the **More Sources** link. Begin typing a source, group file or topic to see suggestions for related sources.

   a. To change the Sources displayed, select **Edit** this list in the drop down list.

4 Click **Add Index Terms** to use LexisNexis SmartIndexing Technology™ to refine your search by adding subjects or themes to your entered search terms. Begin typing a keyword to see suggestions for related index terms.

TIP: Switch to different search forms using the links along the top of the Search tab.

LexisNexis SmartIndexing Technology™

Construct more precise searches with LexisNexis SmartIndexing Technology™, a proprietary, rule-based, classification system applied to all documents within the Nexis® database. Use this advanced search technology to locate documents containing specific themes or subjects; choose from over 4,000 subject terms. LexisNexis SmartIndexing Technology subject terms include:

- Companies
- Industries
- Subjects
- Geographic Areas
- People
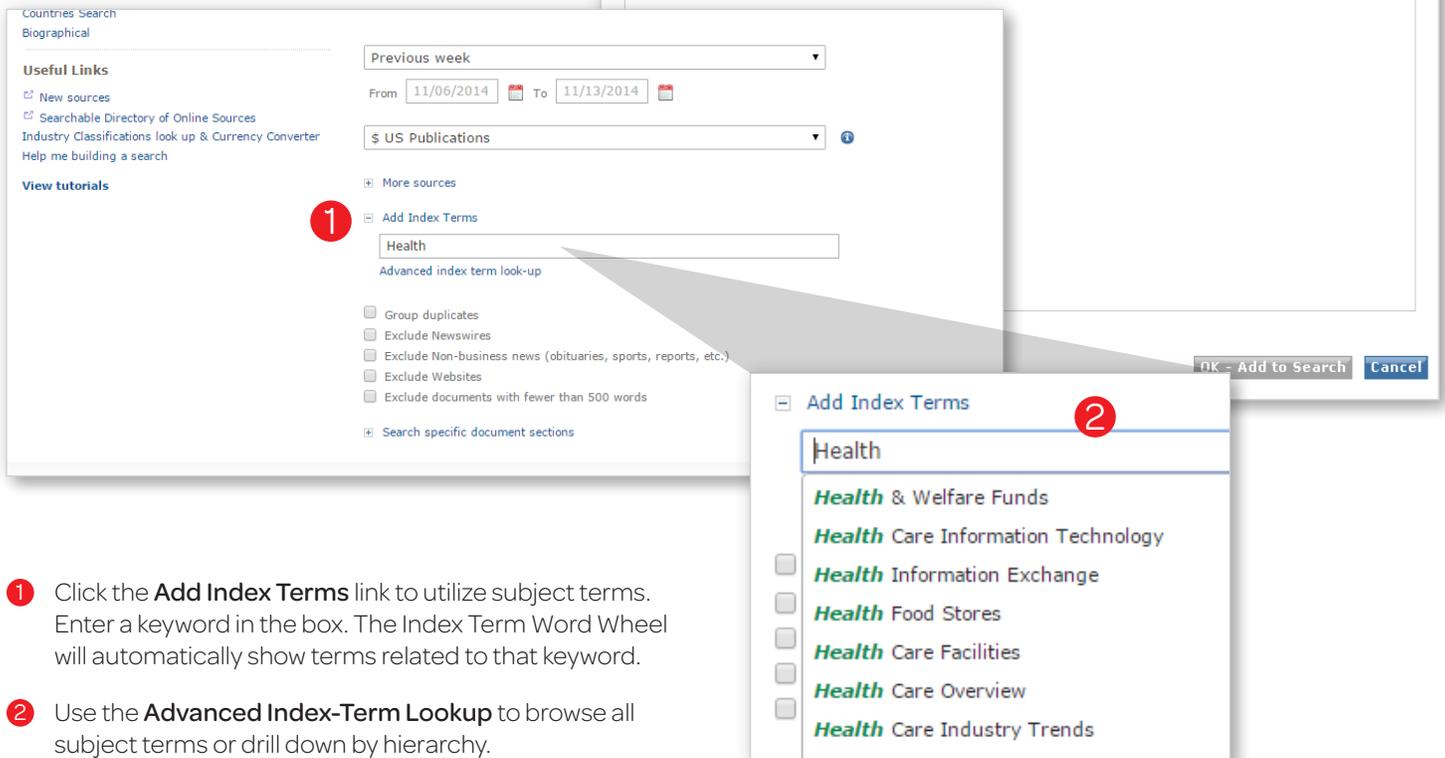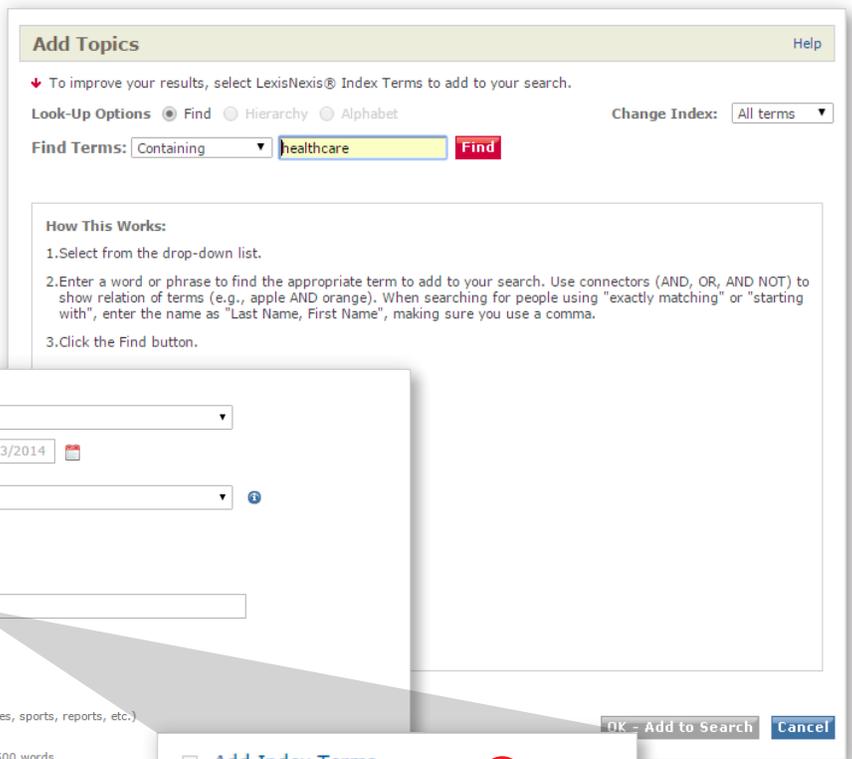
1 Click the **Add Index Terms** link to utilize subject terms. Enter a keyword in the box. The Index Term Word Wheel will automatically show terms related to that keyword.

2 Use the **Advanced Index-Term Lookup** to browse all subject terms or drill down by hierarchy.

Easy Search™

Use **Easy Search**™ to run broad searches when you are unsure of which sources, publication dates and index terms will return the most relevant results.
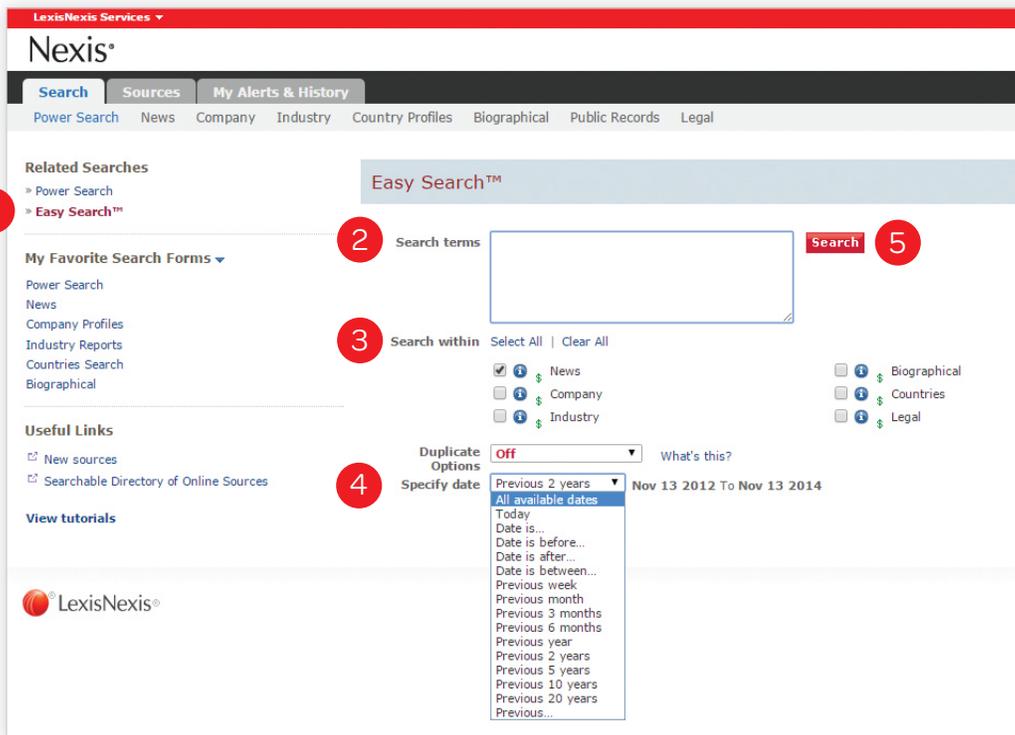
① Navigate to the **Easy Search** form from the **Search tab**, and **Power Search link**, under the **Related Searches** section on the left navigation menu.

② Enter a search term using natural language or Boolean logic. The Nexis service will automatically detect your search format preference.

③ Select one or more of the six major content categories based on your particular research needs.

- • News
- • Industry
- • Countries
- • Company
- • Biographical
- • Legal

④ Specify a date range.

⑤ Click **Search**

Sources

Source selection allows you to quickly find the sources you need, and create custom source sets for any particular research project.*
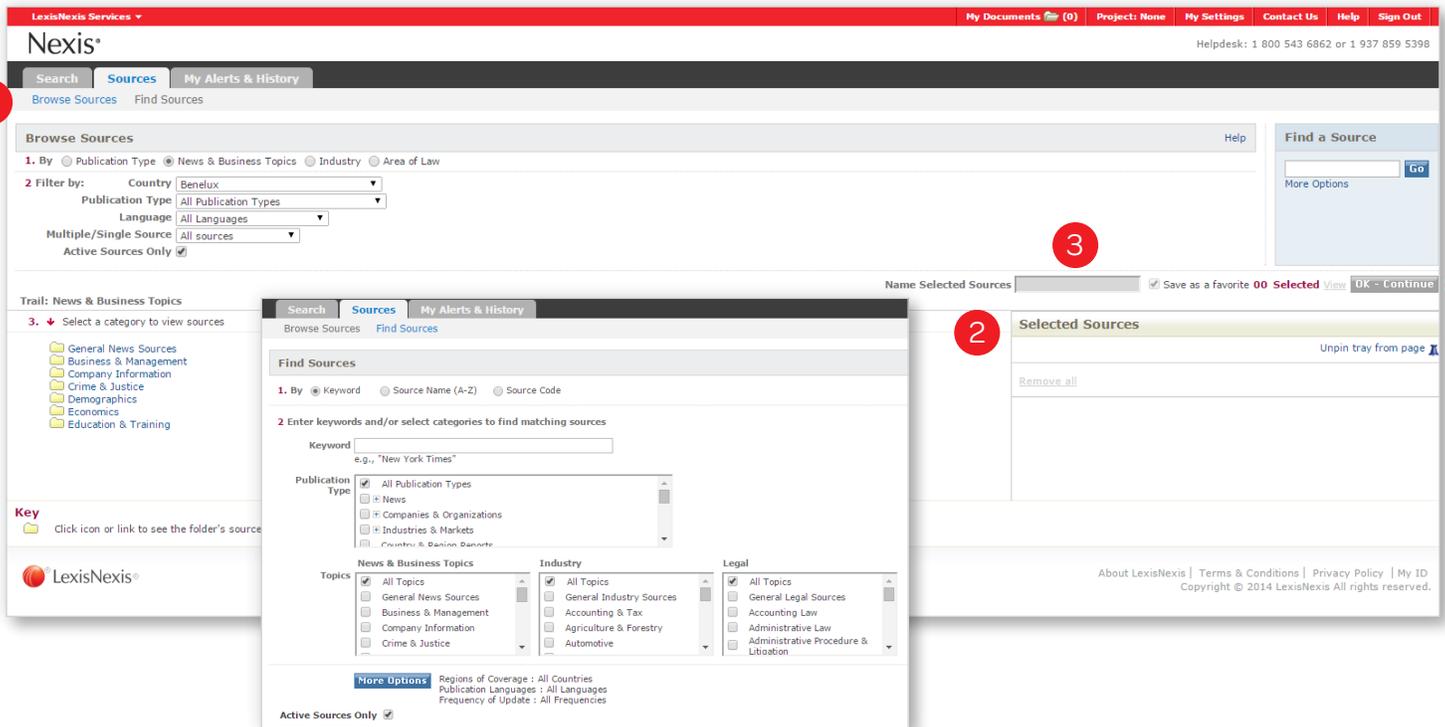
1 Click on the **Sources** tab and select either **Browse Sources** or **Find Sources**.

- The **Find Sources** tab allows you to search for sources of interest—using publication name subject, media type, language and/or geography.

- The **Browse Sources** tab allows you to browse sources—using publication name, subject, media type, language and/or geography.

2 To select a source, check the box next to the publication name or group file name. Once selected, it will appear in the **Selected Sources** tray.

3 After selecting your preferred sources, you can choose to add them to your **Favorite Sources** and customize the name under which the group of sources will appear in the drop down list.

4 Click the red **OK-Continue** button and you will return to the Power Search form where you will see the sources in the drop down list.

*Not all sources can be combined

TIP: 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.

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

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

Results Page

1 From the results page, quickly filter results by selecting one or multiple categories.

- To remove a filter, select the 'x' on that filters button.
- Use the **Search within results** box to narrow your results to documents that contain or do not contain your search phrase.
- Combine results with Moderate or High similarity using the **Group Duplicates** radio buttons.

2 Use the drill-down list in the left navigation to narrow results by:

- Publication
- Language
- Subject
- Industry
- Company
- Geography

3 Click the **Preview** icon to see the full text of news articles and the first 500 words for other content types in a split-screen preview pane without leaving your results.

TIP: In addition to licensed content, Nexis aggregates 1,000+ respected open-Web sources, vetted by LexisNexis editors for industry relevance and expertise. In the results list, Web-News articles are identified by the icon.

Delivery Options

Save and share results in several ways: download, send to the Cloud, email, or print.
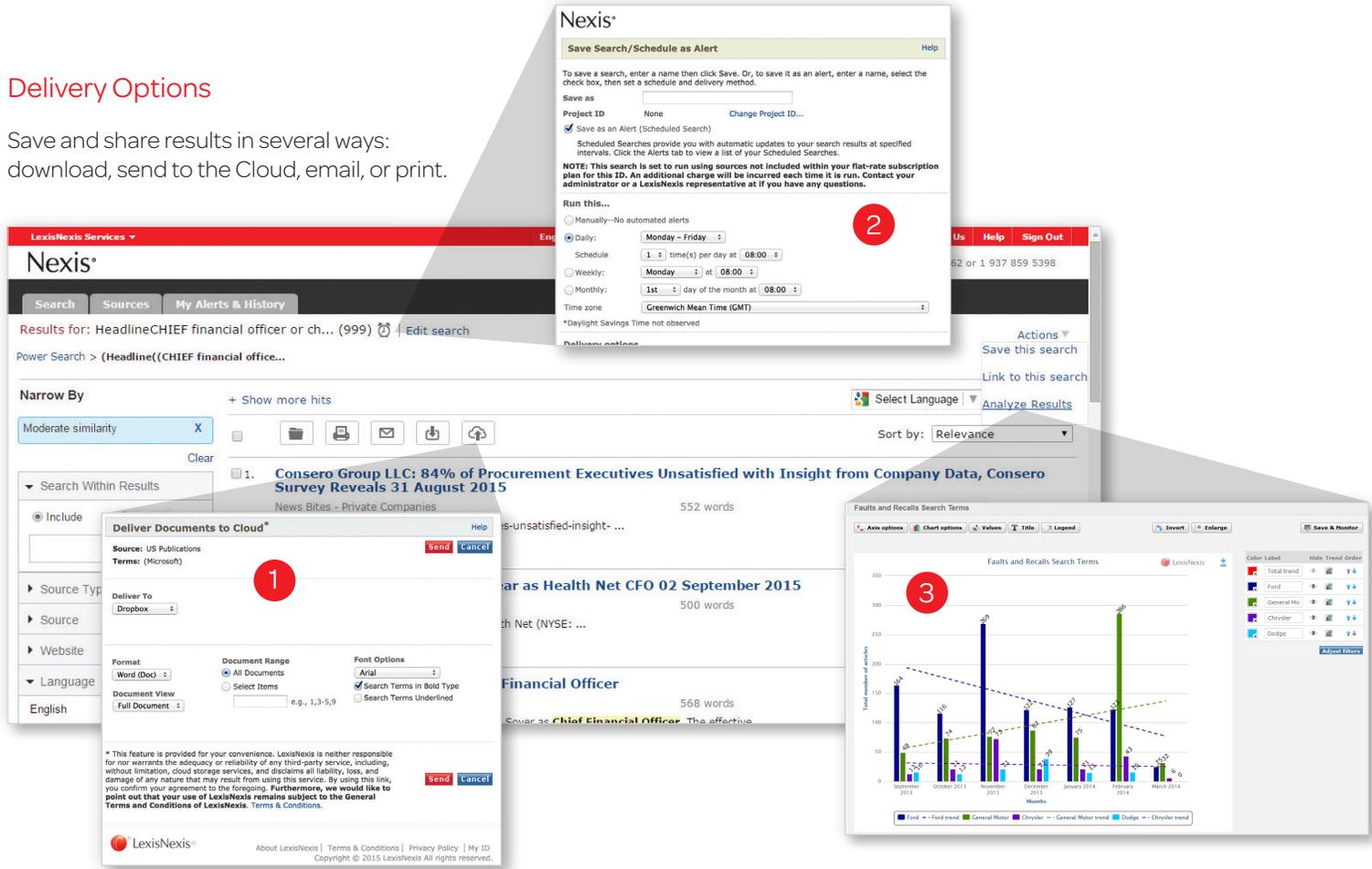
1 To save or share an entire results list, select a delivery option at the top of the results page. The following immediate delivery options are available:

- Print options include adding a brief note, cover or end page; document views; and font options.
- Download results to a Microsoft® Word or Microsoft® Excel document or HTML, Text, PDF, HTML or RTF format.
- Email documents to three email addresses using semicolons (;) to separate each one.
- Download to Cloud allows you to save the file in PDF, HTML, Microsoft® Word, or RTF format to your Dropbox™, Google Drive™, Microsoft® OneDrive and BOX™ account.
- Export Bibliographic References directly to RefWorks to manage your references and create bibliographies.

  Alternatively use the **My Documents** folder, where you can compile documents from various searches to save or share together. The **My Documents** folder holds up to 500 documents for 24 hours.

- To add a document to the folder, select the **My Documents** icon next to the article title.
- Click on the **My Documents** link in the top right corner to manage, sort, download and share your saved documents in the formats as listed above.

2 Create an alert for continuous updates on a search via email. Continue reading for more details on setting up alerts.

3 Analyze your results in easy-to-read custom charts and graphs to help you uncover the trends within your research. The **Analyze your results** link will take you to an analysis dashboard (subscription sensitive).

a. Select the graph that best suits your analysis needs.

b. Customize the chart, values, title, colors, legend and trend lines.

c. Save, share and monitor your analysis from the download icon in the top right corner of your graph.

TIP: Click "Link to this search" to create a direct link to any query or document allowing your colleagues to execute searches and access documents.

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My History & Alerts

The **My History & Alerts** tab provides direct access to all alerts, saved searches, recent searches, recently viewed documents and saved analysis.

History

Nexis automatically saves up to 100 searches for 7 days and the last 100 documents accessed for up to 48 hours after last accessed.

Saved Searches

Save a frequently used or complex search to quickly access it in the future—select Save Search on any search forms or from the results page.

TIP: To access, rerun or edit any alerts, navigate to the Alerts tab. From this tab it's easy to see all searches, change the alert schedule, view the archive of the scheduled search, edit the search, or run the search outside of the alert schedule.

Alerts

Alerts may be created from any search via the results page or history section to enable automatic delivery of any new results to your email, since the last time the search was performed.

- Alerts may be scheduled to run as frequently as hourly, or at a specific time daily, weekly or monthly
- Optimize alert emails for mobile viewing
- Set alerts to be triggered only by new results
- Customize the format of alert emails to highlight search terms, include a cover page, and more.

My Analysis

Run, edit, and monitor saved analysis from your search results.

Translation

Users may invoke the Google Translate™ feature† to render results to any of 57 supported languages. Google Translate is accessed at the top-center of the menu options of the results page or document view. Translations are persistent through any research session; all documents are displayed in your language of choice until you sign out. You may turn translations off at any time using the pull-down list options. Alerts set from a translated search will be delivered in the original publication language, as will exported documents. The search interface, results lists, and articles are translated in the language of your choice, allowing users access to critical news, company, industry and biographical insights.
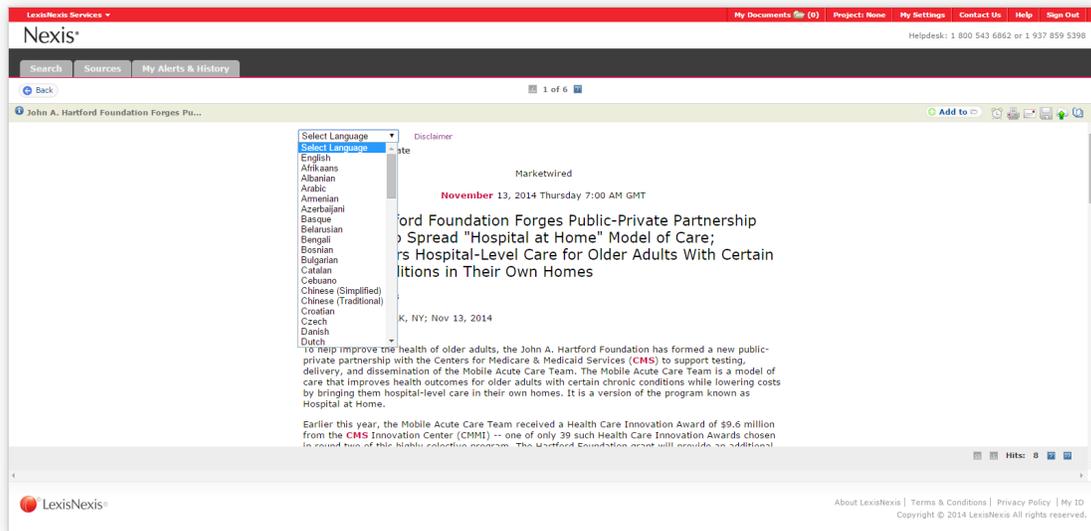
†A translation generated by machine-translation software is no substitute for a professional human translator. LexisNexis does not take responsibility for the accuracy, reliability or completeness of any translation; the results of any translation are "as is." No proprietary or identifying information is transmitted to the Google™ service, no data is cached and the Google service has no access to search logic.

Visit our LexisNexis user site at www.lexisnexis.com/bis-user-information for tips, training, self-paced online tutorials, printed literature, contact information and more.

Customer Support: 800.543.6862