Nexis® User Guide for Universities and Libraries
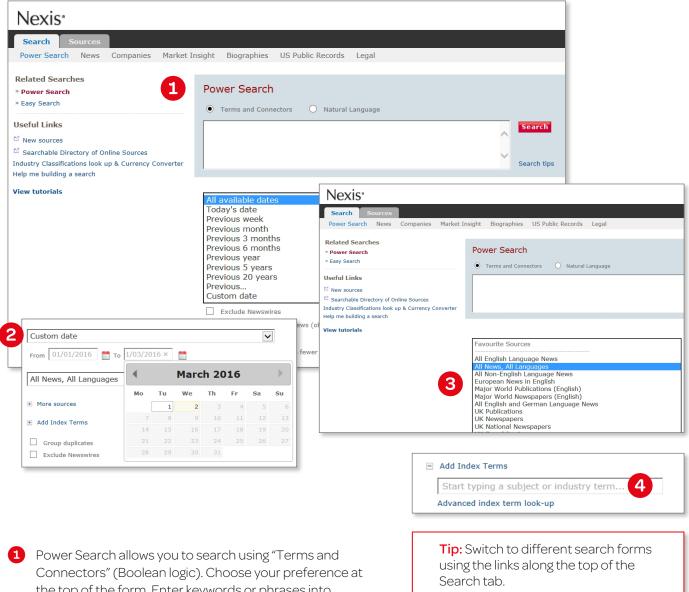
Sign In

Go to the global login page at **http://www.nexis.com**

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). Choose your preference at the top of the form. Enter keywords or phrases into the search box. For more information about terms and connectors please see the next page.

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

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.

Note: 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.

Search

Connectors

or	*vw or volkswagen* To find documents that contain either or both of the words or phrases.
and	*beiersdorf and nivea* To find documents that contain both words or phrases.
and not	*ford and not harrison ford* To find documents in which a word or phrase is to be excluded.
w/n	*private equity w/15 outsourcing* (value n can be any number up to 255) To find documents with search terms that appear within "n" words of each other, in this example within 15 words.

Special Search Features

atleastn	*atleast5 (financial crisis)* (value n can be any number up to 255) To find documents containing an in-depth discussion, in this example of financial crisis mentioned at least 5 times in a document.

Wildcards

!	The exclamation mark replaces an unlimited number of letters following a word root. *bank!* finds bank, banking, banker, bankruptcy , etc.

Note: German Language News allow you to search with ! at the beginning of a word, e.g. !versicherung! finds Versicherung, Lebensversicherung, Versicherungsprämie, etc.

*	Use an asterisk to replace characters anywhere in a word, except the first character. *organi*ation* finds organisation or organization

Using Document Sections

Commonly used document sections in the news:

headline (safety and road traffic)
To search within the headline of a news article.

hlead (low fare or low cost carrier or no frill)
To search within the headline and lead paragraph of an article.

byline (aust)
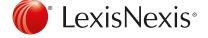To search for articles written by a specific author.

length>500
To search for articles with a minimum number of words.

section (book reviews)
To search within a specific section. **Note:** *the sections differ according to the publication.*

publication (new york times)
To search within one or more individual publications.

Commonly used document sections in the company databases:

company (lexisnexis)
To search for a company profile.

country (germany)
To search for companies located in a specific country.

city (frankfurt)
To search for companies located in specific cities.

zip (45! or 46!)
To search for companies in specific zip code areas.

revenues>10000000
To search with revenues.

employees>20
To search for companies with more than "n" employees.

Finding companies by industry codes:
Note: *The type of industry code depends on the selected database. Use the source information to look up the used industry classification. Most used industry codes are SIC (Standard Industrial Classification, 4 digits) and NACE (Classification of Economic Activities in the European Community, 5 digits).*

sic (2111)   Used by Hoover's, Bisnode/Hoppenstedt, The Major Companies Database

nace (70220)   Used by Creditreform, Bürgel, Hoppenstedt

Commonly used document sections in legal sources:

Cases

name (roe and wade)
To search for the name of the case.

cite (447 u. s. 303)
To search for a citation of a case.

core-terms (tort liability)
To search for the keywords of US cases.

catchwords (protect! und animal)
To search for the keywords of UK cases.

Law Journals

title (human rights)
To search within the title of a document.

author (jennifer brown)
To search for articles written by a specific author.

cite (69 s. cal. l. rev. 1679)
To search for a citation of a law journal, e.g. volume 69, Southern California Law Review, Page 1679.

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
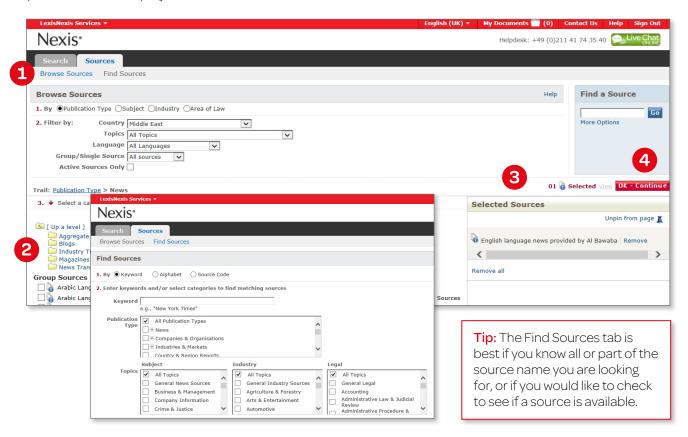- People

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.

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.
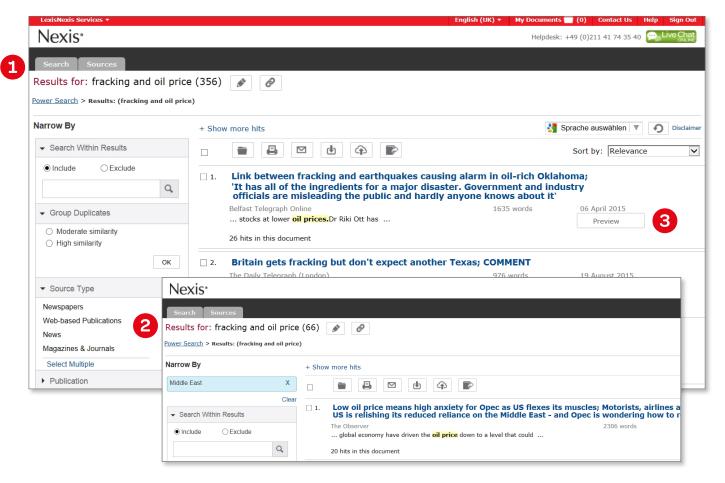
*Not all sources can be combined

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

Source Information

The Jerusalem Post

COVERAGE: From January 01, 1989 through current

COVERAGE-TYPE: Full-text

FREQUENCY: Daily; Sunday - Friday; Not published on Jewish religious festivals

UPDATE-SCHEDULE: Within 2 weeks of publication

LANGUAGE: English

CONTENT-SUMMARY:

Access to certain freelance articles and other features within this publication (i.e. photographs, classifieds, etc...) may not be available.

Since its establishment in 1932, The Jerusalem Post has come to be regarded as one of the most important newspaper titles in Israel. The Post has been reporting Israel since before the State was founded - covering the region for 74 years through the lows and

Tip: For information about a source or group of sources click the ⓘ icon adjoining a source name.
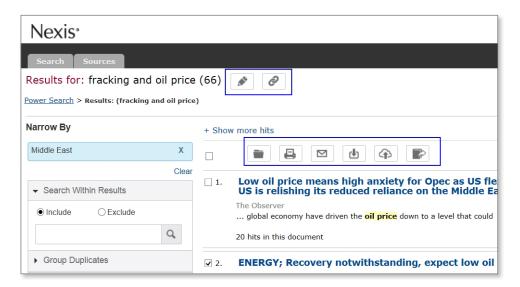
Results Page

1 From the Enhanced results view, quickly filter results by content type by clicking on one of the results category buttons displayed along the top.

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.

Tipp: In addition to licensed content, Nexis® aggregates 3,000+ 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.

To save or share an entire results list, click the **Deliver Results** link at the top of the results page. The following immediate delivery options are available:
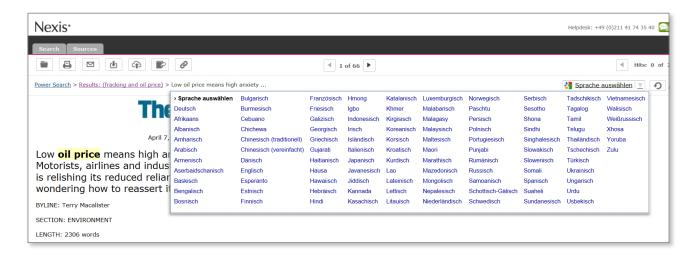
- Print options include adding a brief note, cover or end page; document views; and font options.
- Download results to a Microsoft® Word or Microsoft® Excel document or HTML, Text, PDF, HTML or RTF format.
- Email documents to three email addresses using semicolons (;) to separate each one.
- Download to Cloud allows you to save the file in PDF, HTML, Microsoft® Word, or RTF format to your Google or DropBox account.
- Export Bibliographic References directly to Refworks or others to manage your references and create bibliographies.

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.

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 for tips, training, self-paced online tutorials, printed literature, contact information and more.
Customer Support: +49(0)211 41735-40