# Quick Reference for the new *Nexis*® service 5.1

at www.nexis.com

# Sign In

- 1. Go to http://www.nexis.com
- 2. Enter your *nexis.com*<sup>®</sup> user ID and password.
- 3. Click Sign In.

#### Search

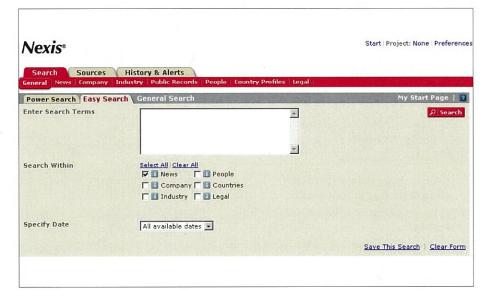
- 1. General Search will be the default tab that will open.
- For new users, Easy Search™ will be the default page. Existing customers will open to Power Search.

# Easy Search™

While Easy Search is the default page for all new *Nexis*® service users, once signed in, you can make any page your default page.

- 1. Click Easy Search.
- Search using natural language or "Terms and Connectors." The new Nexis service will automatically detect what you are using.
- Select from six major categories: News, Industry, Countries, Company, People and Legal. Check off as many as you need.
- 4. Enter a search term.
- 5. Click on red search button.







#### **Power Search**

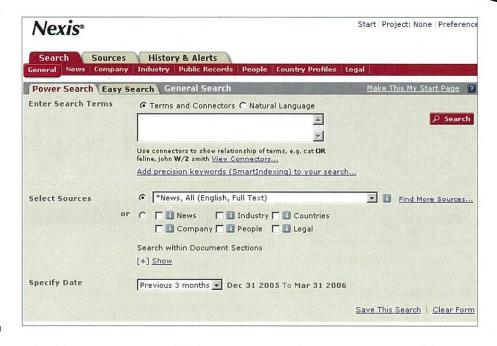
In Power Search, you have all the options under Easy Search and more.

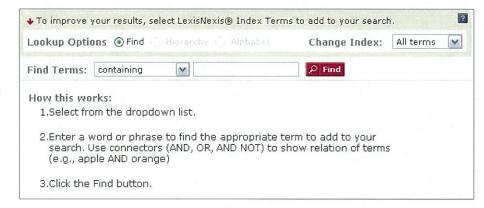
- 1. Click on Power Search tab.
- Select Power Search if you want to select specific sources or use LexisNexis SmartIndexing Technology™ in your search.
- Search using "Terms and Connectors" or "Natural Language." Choose your preference at the top of the form.
- 4. Enter your keywords or phrases.
- To refine search, click on Add precision keywords (SmartIndexing) to your search.
- Choose your sources in the drop down menu from the Select Sources category.
- The drop down menu contains commonly used sources in *Nexis*. If you are a previous user of *Nexis*, any saved "Favorite Sources" will be transferred to the new *Nexis* service.
- Add additional sources if your source does not appear in the drop down through "Find More Sources" Link.
- 9. Create and name up to 50 favorite sources or source groups.

# LexisNexis® SmartIndexing Technology™

LexisNexis SmartIndexing Technology helps you find targeted information in all News and Company documents.

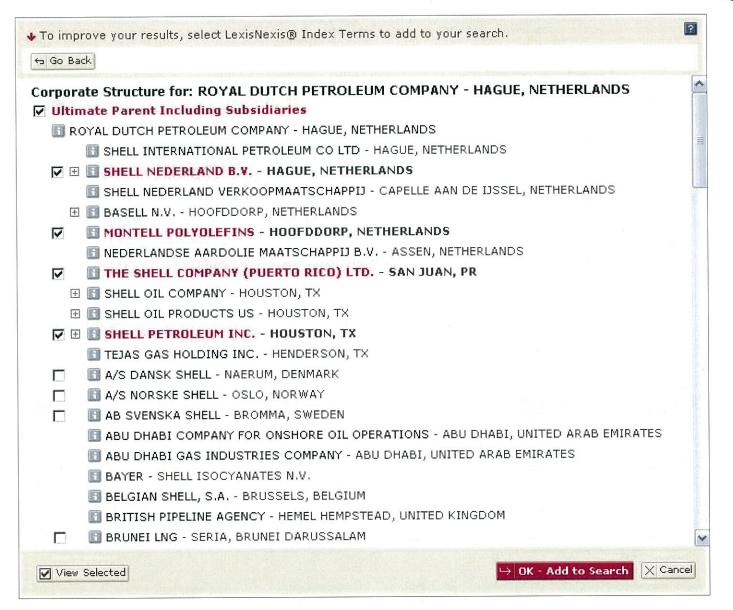
- 1. Click on Add precision keywords (SmartIndexing) to your search...
- 2. In the new browser window, enter keywords.
- Click on Find Terms drop down menu to choose how you want to execute your search.
- Select from "Containing," "Exactly Match," or "Start With" to search with your new term.





Choose the index from which you would like to search. You may select from a general list or specify the company, subject or industry to limit the search. Click on the drop down menu. Results will appear below the **Find Index Terms** form. For specific company search, use the **Company Index** drop down menu.





Click on View Corporate Structure to see complete hierarchy of organizations. Select Ultimate Parent Including Subsidiaries to roll up entire selection in search string or click on Plus to drill down and find specific subsidiary Click on your selection and hit OK-Add to Search.

To ensure that you have found the correct company, click I to get details on the firm. Select as many subsidiaries as you want. If you check major subsidiary or the ultimate parent, it will give you all the companies included lower in the hierarchy. Once you check the index terms you want, they are saved in your search. Click **OK-Add to Search** in lower right-hand corner.

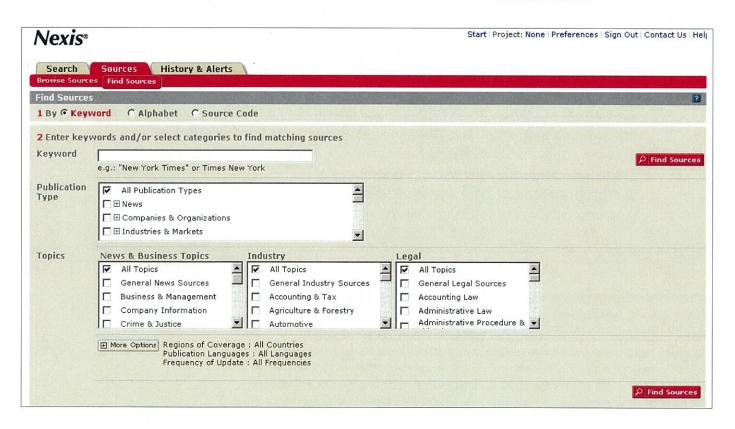


#### Sources

Source selection has been greatly enhanced in *Nexis*. We have made it easier for you to quickly find the sources that you need, as well as access relevant sources that you didn't even know you had.

- 1. Click on the Sources tab.
- Select from Browse Sources or Find Sources.
- Under the Find Sources tab you can search sources by Keyword (if you know all or part of a source name) Alphabetical order, or Source code. 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.
- 4. The **Browse Sources** tab allows you to browse source by the following categories: Publication Type, News and Business, Industry and Area of Law. You can then further filter by Country or Topics. The Browse Sources tab is best if you'd like topic suggestions and want to take the guesswork out of finding appropriate sources.
- Click on the licon next to the source name for more information about that source.
- 6. After selecting any source, you can name it or add it to your Favorites. When selecting multiple sources, you may combine\* them and save them as a unit so they can be searched at the same time in the future.
- After you have finished selecting sources, click on the OK-Continue button and you will return to the Power Search form where you will see the list of sources you have selected in the drop down list.

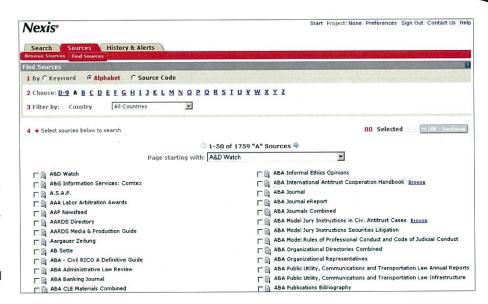
**Note:** Not all sources can be combined with other sources.





#### **Find Sources**

- Under the Keyword option, you can focus your source selection by Publication Type or Topic (News and Business, Industry and Legal). Additionally, you can click on the More Options link and choose your source based upon Regions of Coverage, Publication Languages and Frequency of Update.
- Under the Alphabet option, you can see a list of sources in alphabetical order. You can further filter by Country as well.
- Under the Source Code option, you can find a source using classic library/file name source codes.
- Click on the OK-Continue button to add sources to your search





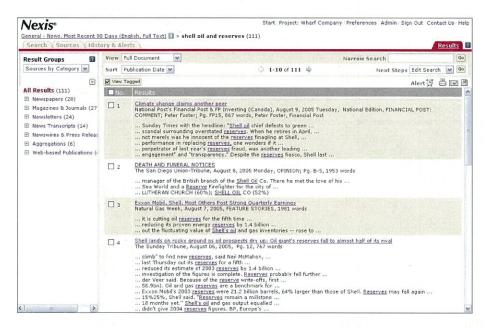
#### **Browse Sources**

- Choose to browse by Publication Type, News and Business, Industry or Legal. You can then further filter by Country or Topics
- Click on the link beside or below any folder in order to see a list of individual sources, group sources, or aggregated sources.
- 3. Click on the **Ok-Continue** button to add sources to your search



#### Results

Results can be viewed in several different ways.



From Easy Search, based on natural language, the results will be displayed with the most recent references first. Click on headline to see the full text of item.

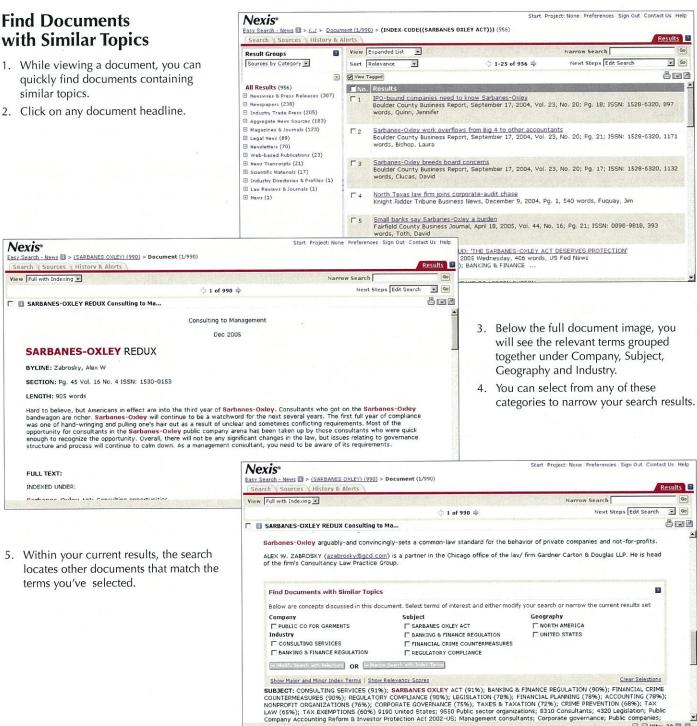


The headline is in **bold** and the search terms are in **red**. Browse through the document moving from search term to search term using **Hit to Hit** functionality in the lower right hand of the screen.



#### **Find Documents** with Similar Topics

- quickly find documents containing





# **Result Groups**

Result Groups are a new feature of *Nexis*. Through Result Groups, your search can be classified by geography, industry, language or publication type. The result groups are always displayed with the category having the highest number of results first.



Publication types can expand to individual publications.



### **History & Alerts**

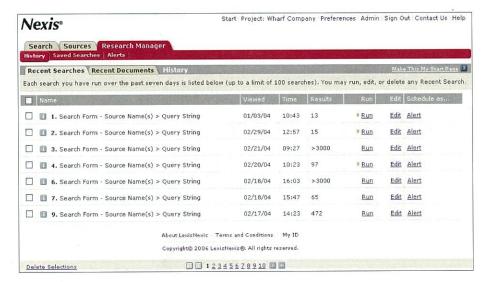
#### **Saved Searches**

Click on **Recent Searches** and then **Recent Documents**.

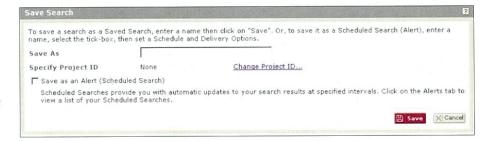
The new *Nexis* service will automatically save all searches for up to 1 week, or up to 100 searches. *Nexis* will also save all retrieved documents for up to 48 hours from the time the document was last accessed.

You may also elect to save a search that you like—just click on **Save Search** on Power Search and most other search forms. Just enter an appropriate name for the search and save it. The search will be saved on the **Saved Searches** tab. And you can save up to 100 searches and they will remain until you delete them. You can also set up a saved search to run automatically on a schedule.

Note: Other search forms including NEWS, COMPANY DOSSIER, INDUSTRY DOSSIER, LEGAL, etc. found in the previous version of Nexis are still available. You may determine which search forms apply to your area of interest by reviewing the tabs along the top of your query form as well as on the right navigation bar.



If you are interrupted in the middle of research, or just forget to save a search that you like, **Nexis** will save it for you. If you forget to download or print a relevant document, **Nexis** will save it for you.





#### **Alerts**

An alert (formerly known as Personal News) is a search that updates on a schedule you choose: daily, several times a day, weekly or monthly.

Scheduled searches are found on the Alerts tab. Simply click on the **Alert icon** or **Alerts tab** to set up a scheduled search as an alert. You can set up unlimited alerts.

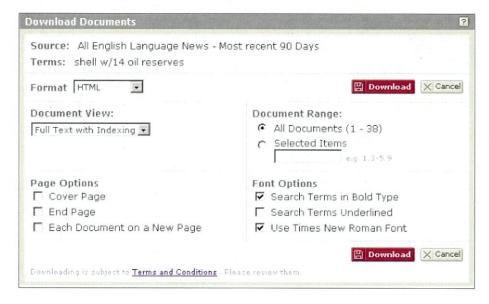


From this tab it's easy to see all searches, change the alert schedule, view the archive of the scheduled search, change the search, or run the search ad hoc outside of the alert schedule.

# **Delivery Options**

You can deliver your results in several ways: download to a file, deliver via email, or print to an attached printer. When you click on an icon on the results page, a form appears where you can format your results delivery.

- Download options allow you to save the file in an HTML, Word, or RTF format.
- E-mail options allow you to send the documents to three e-mail addresses as inline text or attachments
- Print options include adding a brief note, cover or end page, document views and font options.



# **Customer Support 1.800.543.6862**

LexisNexis, the Knowledge Burst logo, nexis.com, Nexis and Shepard's are registered trademarks and FOCUS, KWIC and LexisNexis SmartIndexing Technology are trademarks of Reed Elsevier Properties Inc., used under license. Other products and services may be trademarks or registered trademarks of their respective companies. Copyright 2006 LexisNexis, a division of Reed Elsevier Inc. All rights reserved. NXE00977-1 0706

