Quick Search

1. Click Quick Search.
2. Enter words or phrases that describe your search topic.
   - Do not use connectors (AND, OR, W/n, etc.) or wildcard characters (* and !).
   - To treat words as a phrase, enclose them in quotation marks.
3. Select sources using the Source drop-down.
4. Establish a time frame for your search using the Date drop-down.
5. Add a Project ID, if needed.
6. Click Search.

Power Search

1. Click Power Search.
2. Select source(s) using either the Source to Search drop-down or Find More Sources.
   A. Source to Search has two options:
      (1) My Sources (lists your favorite sources)
      (2) Top Sources (lists the most frequently used sources)
   B. Find More Sources has three options:
      (1) Source Directory (organized by category)
      (2) Popular Sources (lists the most frequently used news and company/financial sources)
      (3) Find a Source (provides an alphabetic listing or name search function)
   On the source selection screen, click Done Search Now.
3. Enter your search. You may use connectors and wildcard characters. (See below.)
4. Use the Date drop-down or the From and To boxes to set date restrictions.
5. Click a Sort By button to set document sorting options.
6. Add a Project ID, if needed.
7. Click Search.

Power Search Tools

Universal Characters

\[ \text{litigat!} = \text{litigate, litigator, litigation, litigating, etc.} \]
\[ \text{bank!} = \text{bank, banking, banker, bankrupt, bankruptcy, etc.} \]
\[ \text{wom*n} = \text{woman, women} \]
\[ \text{bank***} = \text{bank, banking, banker (but not bankrupt)} \]

Connectors

\[ \text{OR} \] Finds one or both terms in the same document
doctor OR physician

\[ \text{AND} \] Finds both terms in the same document
bank AND deregulate!

\[ \text{W/n} \] Finds both terms within a specified number of words
market W/7 share

\[ \text{W/s} \] Finds both terms in the same sentence
sanction W/S frivolous

\[ \text{W/p} \] Finds both terms in the same paragraph
rule 11 W/P sanction

\[ \text{PRE/n} \] Finds both terms when the first one precedes the second one by a specified number of words
cable PRE/2 television

n = any number from 1 to 255
Company Dossier

Obtain a Company Dossier report by two methods:

1. Enter the company name or ticker symbol. Click Search.
2. Click Screen by Criteria. Select the search criteria to be used. Click Find.

Select the type of report that suits your needs:
- Snapshot
- In the News – By Top Publication, By Topic, By Region
- Business Analysis
- Financial Analysis
- Legal Analysis
- Intellectual Property Analysis

Public Records Search

To find a person:
1. Complete the Last Name and First Name input boxes.
2. Click Search to run a search in the Combined Nationwide Person Locator file.

To find a business:
1. Complete the Business input box.
2. Click Search to run a search in the Combined Business and Corporation Information file.

Add address information to either search to help refine your results, if desired.

Subject Directory

1. Click the link of the subject you wish to research.
2. Begin reading documents or click one of the subtopic links to further define your topic.
3. To search within the listed documents, input additional search terms in the FOCUS™ box, and click Search Within Results.

Search Forms

1. Click one of the default search forms listed.
   or
   Click Search Forms. A search form opens by default. Click another form in the list to select a different one.
2. Complete the form. Input boxes and drop-downs vary. Options marked with a red asterisk require data to be entered.
3. Click Search.
My News

Personal News

To track a topic:
1. Run a search using Power Search or Search Forms.
2. Click Track in Personal News.
3. Complete the form.
4. Click Save.

To view results:
1. Click Personal News.
2. Click a topic to view the most recent update. If desired, click Update Now to refresh the topic or select another date.

Shared News

*Shared News* topics have been established for your organization. Subscribe to those that interest you.

To add or remove a topic:
1. Click Shared News.
2. Click Edit Topics.
3. Click add topic or remove topic, as appropriate.

To view a topic:
1. Click Shared News.
2. Click a category in the left margin to select it. The topics under that category appear.
3. Click a topic to select it. The latest results appear. If desired, select another date.

Real Time News

1. Click Real Time News.
2. To view already established topics, click a topic in the left margin.
3. To set up a new topic, click Create New Topics, select a form, complete it, and click Search.
4. To edit a topic, select the topic, and click Edit Topic.
Working with Results

Click a tab to change between view options: *

**List**
- Gives basic information about each article in a numbered list

**Expanded List**
- Gives basic information about each article and a few words of context around each search term in a numbered list

**KWIC™**
- Shows search terms with a 30-word window of context (15 words before and 15 words after)

**Full**
- Shows the complete text

**Custom**
- Allows you to pick the document sections you want to see

* Options will vary

A box at the top of the screen offers a means to narrow search results. The options will vary.

You have a variety of options for delivering your documents.

Click the white box to tag a document for later viewing or delivery.

Click a document link to view that document.

Click prev or next or the arrows to navigate between documents and screens.

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Document Delivery

There are four document delivery options—print, e-mail, download, and FTP. Click the option you want. Follow the directions on the screen.

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Customer Support

1-800-543-6862

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Availability of features and sources depends on your nexis.com subscription