LexisNexis™ at
nexis.com^{sm}

Sign On

1. Go to *http://www.nexis.com*
2. Enter your *nexis.com* user ID and password. Click *Sign On*.

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.*
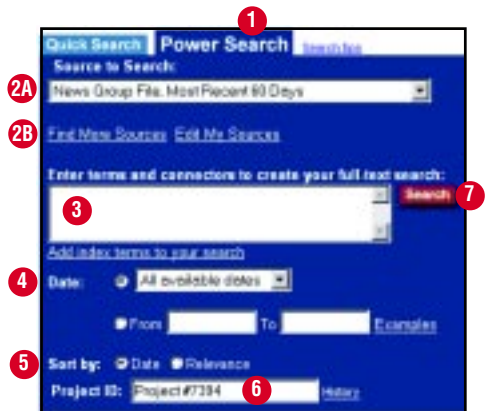
3. Enter your search. You may use connectors and wildcard characters. (See below.)
4. Use the *Date* drop-down or the *From* and *To* boxes to set date restrictions.
5. Click a *Sort By* button to set document sorting options.
6. Add a *Project ID,* if needed.
7. Click *Search*.

Power Search Tools

Universal Characters

! *litigat!* = *litigate, litigator, litigation, litigating, etc.*

bank! = *bank, banking, banker, bankrupt, bankruptcy, etc.*

* *wom*n* = *woman, women*

bank*** = *bank, banking, banker (but not bankrupt)*

Connectors

OR Finds one or both terms in the same document
doctor OR physician

AND Finds both terms in the same document
bank AND deregulat!

W/n Finds both terms within a specified number of words
market W/7 share

W/s Finds both terms in the same sentence
sanction W/S frivolous

W/p Finds both terms in the same paragraph
rule 11 W/P sanction

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

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It's how you know™

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*.

To place a link to this search form on your *nexis.com* home page, click this box before clicking *Search*.
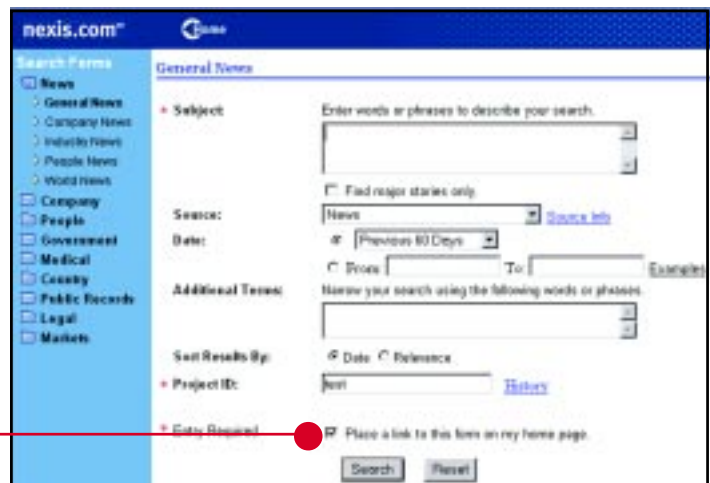
Company Dossier

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.

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.

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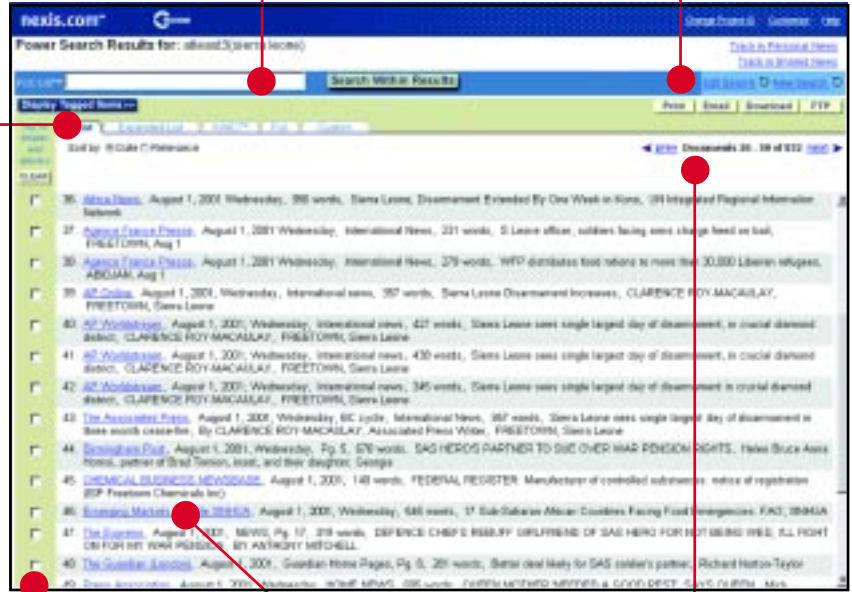
A box at the top of the screen offers a means to narrow search results. The options will vary.

You have a variety of options for delivering your documents.

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

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.

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.

Customer Support
1-800-543-6862

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