

| COMMAND          | FUNCTION  | EXAMPLE                                |
|------------------|---|--|
| AND              | Use when all words or phrases must appear   | Mobile phone <b>and</b> subscriber     |
| OR               | Use when at least one of the words or phrases must appear   | e-banking <b>or</b> online banking     |
| AND NOT          | Use to exclude specific words   | Barclaycard <b>and not</b> premiership |
| W/N              | Use to specify the proximity between the words. N represents the number of words between 1 -255   | Barclays <b>w/10</b> profit            |
| W/P              | Use to find article in which the specified words appear within the same paragraph   | Vodafone <b>w/p</b> joint venture      |
| W/S              | Use to find articles in which specified words appear within the same sentence   | Zeneca <b>w/s</b> price                |
| !                | Use to replace any number of letters at the end of a word. You may use only one exclamation mark in a word.   | telecom <b>!</b>                       |
| *                | Use the asterisk to replace one or more letters in a word. You can use more than one asterisk and you can use it anywhere in a word, except as the first letter | Int**net Smo*th                        |
| HEADLINE         | Search within the headline  | <b>Headline</b> (call centre)          |
| HLEAD            | Search within the headline and lead paragraph   | <b>Hlead</b> (pension)                 |
| COMPANY          | Search within company indexing  | <b>Company</b> (British Airways)       |
| BYLINE           | Search within the byline for author or journalist's name  | <b>Byline</b> (cathy newman)           |
| PUB              | Search within the publication title   | <b>Pub</b> (el pais)                   |
| TERMS            | Search within indexed terms   | <b>Terms</b> (insurance)               |
| NEXTERMS         | Search within indexed terms and/or headline and lead paragraph  | <b>Nexterms</b> (easyjet)              |
| SINGULAR         | Use to retrieve the singular form of a word   | <b>Singular</b> (William)              |
| PLURAL           | Use to only retrieve the plural form of a word  | <b>Plural</b> (Williams)               |
| CAPS             | Word must have one or more capital letters  | <b>Caps</b> (orange)                   |
| NOCAPS           | Word must have no capital letters   | <b>Nocaps</b> (reading)                |
| ALLCAPS          | Words must have all capital letters   | <b>Allcaps</b> (us)                    |
| ATLN or ATLEASTN | Use when you want words to appear a defined number of times in a document. N represents number of words between 1 - 255   | <b>Atl5</b> (investment)               |

## Search Tips

### British English and American English Spelling

In Nexis, search results are retrieved whether the words have a British English or American English spelling. For example, colour or color.

### Singular and Plural

Using the singular word form will retrieve the singular, plural and possessive forms of most words. E.g. City would find city, cities, city's and cities'.

### Upper and Lower Case

Upper and lower case characters are interpreted as equivalents. E.g. internet would find internet or Internet.

## Section Searching

Documents of the same type (e.g. news articles) have a common structure. In Nexis, this structure is represented by document sections, or parts of the document. For example, news articles contain a headline.

You can use the document sections to find your search terms within a particular part of a document. For example, the headline of a news article.

To use section searching, you may enter the document section in the **Enter Search Terms** box on any page within Nexis e.g. **HLEAD** to search headline and head paragraph.