

Overview: This powerful online research tool provides you with up-to-the-minute business and news information whenever you need it from a database of over 20,000 trusted sources. LexisNexis global business & news service allows you to quickly find the critical information you need to gain insight into your customers, markets and competitors, enabling you to make information business decisions and gain a strategic advantage over your competitors. By offering you a choice of search, content, access and delivery options, you can tailor the service to your individual and business requirements.

Effective navigation tip:

- Search: contains content specific search forms and the Power Search page (for advanced users).
- Sources: contains all publications from your Nexis subscription.
- My Research: contains personal searches and Alerts.
- At any point if you wish to return to your selected homepage, just click the Nexis logo at the top left of the screen.

Running a News search in Nexis

Step 1: Select the News tab

Step 2: Enter your search criteria

Within the news page you can enter as much or little detail as you like to refine your searches. Select from:

- A.** Enter a key word/search term if required, select word placement within the article e.g. 'Anywhere in the text' or "In the headline only".
- B.** Add additional words via the blue 'Add another search term' link.

- C.** Add or exclude a Topic to your search via the blue 'add index terms' link to help increase relevancy of results.

Step 3: Select Source Publications

- Click on the drop down menu.
- Select which publications you would like to search e.g. All English Language News, UK Publications, Major World Newspapers, All News All Languages.

Step 4: Select Date and Search

Each form will allow you to restrict the amount of results returned by date range if required, e.g. today, last week, last month, etc. When the form is complete, click either Search button.

Effective searching tip:

- Search broad and you will have a larger set of results to work within the cost of a single search.
- Select a targeted source group and you are both refining your set of results and searching economically.

At any point if you wish to return to your selected homepage just click the Nexis logo at the top left of the screen.

The screenshot displays the LexisNexis News search interface. At the top, there is a navigation bar with 'Search', 'Sources', and 'My Alerts & History' tabs. Below this, a search form is visible with two input fields, a date range selector, and a source selection dropdown. A 'Search' button is present. The interface includes a sidebar on the left with 'Related Searches', 'My Favorite Search Forms', 'Useful Links', and 'View tutorials'. A bottom section contains 'Add Index Terms' with checkboxes for 'Group duplicates', 'Exclude Newswires', 'Exclude Non-business news', 'Exclude Websites', and 'Exclude documents with fewer than 500 words'. The LexisNexis logo is in the bottom left, and contact information is in the bottom right.

Overview: Within Nexis you can choose between two views of your results, both will provide, articles/reports in the centre of the screen, Results Groups on the left and a Search within results box. Each of these features will assist you in locating efficiently the most relevant results for your search.

Working within Results

Option 1. Open Articles: To view the whole article you can either click the title to view it from the beginning or select any of the key words to view it from that section within the alternative results page you can also select preview to see a snapshot of the article without viewing the full text.

Option 2. Search within Results: Search within Results: this box allows you to enter additional words that you would also like to see appearing in the articles. Enter word and press Go and the additional word will be highlighted in the text.

To return to the previous set of results, simply select 'undo'. (Alternatively if you are using the Classic view click on the blue activity trail at the top of the page)

Option 3. Results Groups: this area is particularly useful for organising your results into:

- Source Types: newspapers, trade press, etc.
- Source Name: if you know which publication you need.
- Subject: if your search is very general then by organising by subjects you can see recurring themes in the articles.
- Industry: so you can organise by industries relevant to the articles.
- Geography: regions mentioned in the articles.

Click the area you wish to organise by and results will appear accordingly.

Alternatively if you are using the new results page, simply select the 'undo' button to retrieve previous results.

Effective searching tip:

- Work within your results grouping, narrowing and moving backwards and forwards as many times as you like without running a further search.
- Limit usage of the Edit a search as this will return you to the original search page and you will need to re-run the search.

Next Steps: Delivering Results

Print, Email or Save/Download:

Select the 'My Documents' button to add articles directly to your documents folder to await delivery (within the classic view, tick the box next to the articles and click on the 'add to' to dispense to the My Documents folder instead). Alternatively for immediate delivery select print, email or add to cloud icon as required to receive the results in the format requested.

Create an automatic Alert:

Create Alert You can create an automatic alert to run exactly the same search on your behalf at the times you specify and to the email addresses you enter. Click on the 'create an alert' link to set this up. Once created it will be stored in the My Research tab where you can modify it if required.

