

**Overview:** This powerful online research tool provides you with up-to-the-minute business and new information whenever you need it from a database of over 20,000 trusted sources. LexisNexis global business & new 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.

## Running a News search in Nexis

### Step 1: Select the New tab

#### Effective navigation tip:

- ✓ **Search:** contains content specific search forms and the General Search page (for advanced users).
- ✓ **Sources:** contains all the publications that is currently subscribed to in Nexis.
- ✓ **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.

### 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 on the 'n' the headline'.
- B. Add additional words** via the blue 'add a search field' link.
- C. Exclude a word** from your search using the 'but not this term' box.
- D. Add or exclude a Topic** to your search via the smart indexing to help increase relevancy of results.

#### 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 you are both refining yours set of results and searching economically.

### Step 3: Select Source/Publications

- Click on the drop down menu.
- Select which publications you would like to search e.g. Mega New, All, All English Language News, UK Publications, UK Broadsheets, etc.

### 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.

The screenshot shows the Nexis News search page. At the top, there are navigation tabs for Search, Sources, and My Research. Below this is a search form with several sections:

- A:** Search terms: A text input field followed by a dropdown menu set to 'Anywhere' and a 'What's this?' link.
- B:** + Add a Search term field: A blue link to add more search terms.
- C:** But not this term: A text input field for excluding terms.
- D:** Within these topics: A text input field with a dropdown menu and a 'What's this?' link. Below it is a section for 'But not these topics' with another text input field.
- Sources:** A dropdown menu set to '\$ All English Language News' with a 'More sources' link and an 'Edit this Source List' link.
- Duplicate Options:** A dropdown menu set to 'On - Moderate similarity' with a 'What's this?' link.
- Specify date:** A dropdown menu set to 'All available dates'.
- Search:** A red button to execute the search.

At the bottom of the page, there is a footer with the LexisNexis logo and copyright information.

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

# Nexis Results Page

Log on at [www.lexisnexis.com/uk/nexis](http://www.lexisnexis.com/uk/nexis)

**Overview:** Each **Results** page in Nexis is in the same format, with the articles/reports in the centre of the screen, Results Groups on the left and a **Search within results** box to the right. Each of these features will assist you in locating efficiently the most relevant results for your search.

## Working within Results

**Option 1. 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.

**Option 2. 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 blue in the text.

**Option 3. Activity Trail:** As you add additional words to your search within the classic results page, blue links will appear at the top left hand side of your page. This is so you can always return to your previous results and enter a different word if required. Your current location will be highlighted in black, just select the blue link to the left to retrieve previous results. Alternatively if you are using the alternative results page, simply select the 'undo' button to retrieve previous results.

**Option 4. 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.

### Effective searching tip:

- ✓ **Work within your results** grouping, narrowing and moving backwards and forwards on the activity trail 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.

The screenshot shows the Nexis search results page for the query 'Olympics w/s London' (1000 results). The interface includes a top navigation bar with 'Start Page', 'Project ID: None', 'My Delivery Docs (0)', 'Preferences', 'Sign Out', 'Contact Us', and 'Help'. Below this is a search bar with 'Search Sources My Research' and a 'Results' button. The main content area is divided into three sections: 1. Results Group, 2. Search within results, and 3. Activity Trail. The Results Group section shows filters for 'All Results (1000)', 'Publication Type' (Newspapers: 724, News wires & Press Releases: 151, Web-based Publications: 109, Magazines & Journals: 48), and 'Narrow by publication name' (Future News - Media Planner: 494, Government News: 52, guardian.co.uk: 56, telegraph.co.uk: 34, M2 PressWIRE: 28) and 'Narrow by language' (English: 1000). The Search within results section has a 'Search within results' box and a 'Go' button. The Activity Trail section shows a list of previous searches with 'undo' buttons. The main results list shows two articles: 'Britain welcomes in New Year with trip down memory lane; Tens of thousands of people gathered in London to see in the New Year by remembering some of the most best moments of 2012.' and '2020 Vision: Wakeboarding, squash and roller sports among those vying for Olympic place'. Each article has a 'Preview' button and a 'My Documents' button. The page also features a 'Classic Results View' button in the top right corner.

## Next Steps: Delivering Results

Within the classic view, each article is numbered to the left. Tick the box next to the articles you wish to keep and click either the print, email or download icon as required to receive the results in the format requested. Alternatively, click on the 'add to' to dispense articles to your basket for continued research. From the alternative results page, simply select the 'My Documents' button to add articles directly to your basket to await delivery.



### Print, Email or Save/Download:

Each article is numbered to the left. Tick the box next to the articles you wish to keep and click either the print, email or download icon as required to receive the results in the format requested.



### Create an automatic 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.