

Connectors and Commands

How to Search

Nexis[®] will search for consecutive words as phrases, unless they are separated by a connector.

For example, **barclays and online banking** finds the word barclays and the phrase online banking.

Use **connectors** to establish logical relationships between words.

Or Links synonyms, alternative forms of expression, abbreviations, acronyms, etc.

Example: **teacher** or **lecturer** finds either teacher or lecturer

w/n Links search words and phrases to create concepts, without specifying word order. 'n' represents any number from 1 to 255.

Example: **vodafone w/5 profit** finds vodafone within 5 words or fewer of profit, regardless of which appears first.

w/s Looks for documents with search words in the same sentence.

Example: **cloning w/s legislation** finds cloning in the same sentence as legislation. Note: The w/s and w/p connectors cannot be combined with the w/n connector.

w/p Looks for documents with search words in the same paragraph.

Example: **internet w/p mobile phones** finds internet in the same paragraph as mobile phones.

Note: The w/p connector cannot be combined with the w/n connector.

and Links words or phrases that appear anywhere in the same document.

Example: **ipod and itunes** finds both ipod and itunes anywhere in the same document.

Section Searching

Documents of the same type (e.g. news articles) have a common structure. In LexisNexis[®], 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 the Power Search form. Alternatively, use the Search within Document Sections area of the Power Search form.

Additional Commands

To refine your search, you may like to use the following commands:

- To only retrieve the plural form of a word (e.g. AIDS not aid):

plural (aids)

- To retrieve words when the first letter is a capital (e.g. Reading not reading):

caps (reading)

- To retrieve words that are all in capital letters (e.g. US not us):

allcaps (us)

- To find words appearing at least a defined number of times in a document (n represents number of words between 1-255):

atln e.g. atl6 (blair)

To view all connectors and commands available on Nexis[®] use the **View Connectors** link on the **Power Search** form.

Results

Viewing your Search Results

1. **Show** – Change the Results display by selecting one of the following view formats from the View drop-down list:

List: Displays document names and basic information in a numbered list.

Expanded List: Displays document names and basic information in a numbered list, along with your search terms in context.

Full Text: Displays the full text of the documents found by your search, one by one.

Full Text with Indexing: Displays the full text of the documents, together with associated Index Terms at the foot of each document.

Hits in Context: Displays each document individually, with your search terms highlighted and surrounded by a window of 25 words.

Custom: The Custom option allows you to specify those sections of document information you would like to view.

2. **Sort** – This allows you to sort your results by **Publication Date, Relevance or Chronological**. Options may vary depending on the source.
3. **Search within Results** – Refine your search results by entering additional terms and clicking on **Go**.
4. Click on the document title to view the full text of that document.
5. Tick the box to the left of a listed document to tag it. Click on the **View Tagged** button to view only your tagged items.
6. **Result Groups** – There are many ways to manage your results. Open the branch of the option you prefer by clicking on the plus sign to display a specific group of documents within your search results. For example, to view the results list for a particular source, click the plus sign next to the Source Name option.
7. To **Print, E-mail or Download** documents, click on the appropriate icon. You may deliver individual, tagged or all documents.
8. The breadcrumb trail at the top of the page helps you to re-trace your steps. Simply click on one of the links that register each stage of your search. Use this feature as an alternative to the **Back** button in your browser.



Overview and Key Features

You can access up to 34,000 global sources from Nexis® UK, including:

- 12,000 regional, national and global newspapers
- Over 80 suppliers of global company financial information
- Country information, including risk information
- MarkIntel market research data
- Key biographical titles and groups of sources

Nexis® offers the following Key Features:





- 1. Search** – You can search quickly and easily using either the **Power Search** or **Easy Search** forms, or the content-specific search forms, which provide relevant sources for **News, Companies, Industries, Market Research, Countries, People and Legal**.
- 2. Sources** - Search our collection of approximately 34,000 sources for an individual source or sources within aggregate source files. You may also create and save your own source combinations.
- 3. My Research** (Only available when a password has been used) – Here you will find your History (Recent Searches & Recent Documents), Saved Searches and Alerts. Set up Alerts to run daily, weekly or monthly at a chosen time during the day. You may have e-mails sent to you within your e-mail as text or HTML, or as an attachment.
- 4. Make this My Start Page** (Only available when a password has been used) – Decide which search form is most relevant for you and make it your Start Page.
- 5. Add Index Terms** – Click on the links to find an index term, or browse and select from the structured displays of Company, Industry, Subject and Geography index terms.
- 6. Search** – Click on Search to run your search and retrieve the results.
- 7. Links** – Access other useful LexisNexis® pages such as Customer Service, where PDFs of our Training Documentation are available.
- 8. View Tutorials** – Click on the appropriate link to view one of our online tutorials: **Overview, Selecting Sources** or **Working with Results**.



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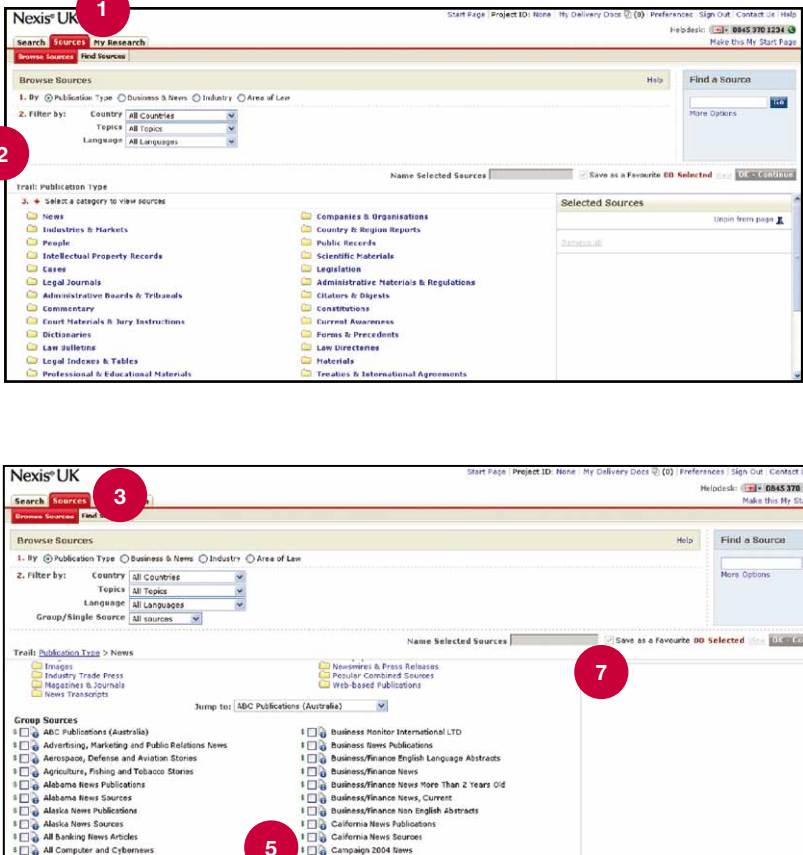
Sources

Use the Sources tab to locate the source you wish to search in when using the Power Search form

1. Click on the **Sources** tab at the top of the screen.
2. This will take you to sources displayed by Publication Type. Click on the link beside a folder icon to view sources grouped under that heading.
3. Alternatively, click on the **Find Sources** sub-tab to search for words in a source title.
4. Sources are indicated by a Multiple-Source file icon , Single-Source file icon  or Aggregate Source file icon . Click on the information icon  to find information about that source.

5. In order to select a source, simply tick the box next to the source by clicking on it. The selected source(s) will be highlighted in red. You can combine multiple sources.
6. **OK-Continue** – Click to return to **Power Search** form and search through your selected source(s).
7. **Save as a Favourite** – You can also save your source(s) as a favourite by ticking the box next to **Save as a Favourite**.

Note: Favourite Sources will be added to the drop-down list of sources on the Power Search form and will be identified with an asterisk (*). **Combined Sources** are identified by a plus sign (+).



The image contains two screenshots of the Nexis UK Sources interface, illustrating the steps for selecting a source.

Top Screenshot (Step 1-2): Shows the 'Browse Sources' page. A red circle '1' highlights the 'Sources' tab at the top. A red circle '2' highlights the 'Find Sources' sub-tab on the right. The main area shows a list of source categories under 'Publication Type'.

Bottom Screenshot (Step 3-7): Shows the 'Find Sources' sub-tab. A red circle '3' highlights the 'Find Sources' sub-tab. A red circle '4' highlights a source entry in the list. A red circle '5' highlights a checkbox next to a source entry. A red circle '6' highlights the 'OK-Continue' button. A red circle '7' highlights the 'Save as a Favourite' button.

Simple Searching

News

The **News** Search form is quick and easy to use.

1. News - Click on the **News** tab at the top of the screen.

2. Enter Search Terms

- Enter your search terms
- Select which part of the article you would like to look in.
- Select a connector if you have more than one search term.

- If required enter more search terms.

- Add Index Terms if required.

3. Select Sources – Select a source from the drop-down list, for example, UK Broadsheets. Then, if required, select one or more specific sources from the list below, e.g. The Guardian.

4. Specify Date – Select from a list of date options or specify a range.

5. Search – Click on **Search** to retrieve your results.

The screenshot shows the 'News' search interface on the Nexis UK website. Red circles with numbers 1 through 5 highlight key elements: 1. The 'News' tab in the top navigation bar. 2. The 'Search terms' input field. 3. The 'Sources' dropdown menu, which is open to show 'All English Language News'. 4. The 'Specify date' dropdown menu, set to 'All available dates'. 5. The 'Search' button.

Companies

Use the **Companies** Search form to search for company and financial reports. For example, ICC Financial Analysis Reports or Hoover's Company Profiles.

1. Companies - Click on the **Companies** tab at the top of the screen.

2. Company Name(s) - Enter a company name or click on the **Enter Search Terms** - Enter search terms to refine your search and, if required, select an index term.

3. Company Name Look-Up – use to select a company.

4. Select Sources – Choose to search across a group of sources such as All UK Company Information, or an individual source such as Hoover's Company Profiles.

5. Specify Date – Select from a list of date options or specify a range.

6. Search – Click on Search to retrieve your results.

The screenshot shows the 'Companies' search interface on the Nexis UK website. Red circles with numbers 1 through 6 highlight key elements: 1. The 'Companies' tab in the top navigation bar. 2. The 'Company Name' input field. 3. The 'Company name look-up' dropdown menu. 4. The 'Sources' dropdown menu, which is open to show 'All Company Information (Including D&B)'. 5. The 'Specify date' dropdown menu, set to 'All available dates'. 6. The 'Search' button.

General Searching

Searching Nexis®

Search from the Power Search form, Easy Search form or select a content-specific search form (e.g. News or Companies) by clicking on the corresponding tab.

The content specific search forms will enable you to enter more detailed information and easily search individual sources.

How to construct a search in the Power Search form

1. **Enter Search Terms** – Select the Terms and Connectors radio button, and use connectors to show the relationship between your search terms. Or, select the Natural Language radio button to search in phrases.

When searching using Terms and Connectors, click on **Search Tips** for more information on constructing a search string.

Click on the **Add Index Terms** links of **Company, Industry, Subject** and **Geography** for a look-up list of Index Terms to add to your search.

2. **Select Sources** – Choose a particular source from the dropdown list.


More Sources – Click on this link to go to the Sources tab to select from all the sources available on your subscription.

View combined sources – Open this if you want to see what your combined source contains.

Show options to search specific document sections – Click on this link to show or hide document sections that you may use in your search

3. **Specify Date** – Select your date range option.

4. **Search** – Click on Search to retrieve your results.



How to construct a search in the Easy Search form

1. **Enter Search Terms** – Specify a few words or phrases that describe your topic of interest. You do not need to use connectors

2. **Search Within** – Select the categories of sources within which you would like to search.

3. **Specify Date** – Select your date range option.

4. **Search** – Click on Search to retrieve your results

