

LexisNexis™ at *nexis.com*SM Commands at-a-glance

Signing On

1. Go to <http://www.nexis.com>
2. Type your LexisNexis ID and password in the appropriate fields.
3. Select appropriate search tool. Enter the search.

Connectors

Use connectors to establish logical relationships between words only when you use Power Search or Search Forms.

- OR** Links synonyms, antonyms, alternate forms of expression, etc. Broadens search results. Words separated by **OR** will appear in any of the documents returned, but not necessarily in the same document.
Example: *outlook OR forecast OR trend*
- AND** Links words or phrases that must appear together in the same document, no matter how close or far apart.
Example : *bank AND deregulate*

W/N* Locates search terms within a certain number (N) of words of each other. Does not specify word order.
Example : *market W/5 share*
(read: market within five words of share)

It is particularly important to use the W/2 connector between first and last names when researching people. This will allow you to find documents including nicknames, middle names or initials, or where the person is mentioned last name first.
Example : *donald W/2 trump*

PRE/N* Requires both words to appear in the document, the first word must precede the second word by no more than N words.

W/S Looks for documents with search words in the same sentence; cannot be combined with the W/N.

W/P Looks for documents with search words in the same paragraph; cannot be combined with the W/N.

AND NOT Excludes documents that contain the word or phrase following it. Use this connector with caution because it can exclude relevant documents. Always use at the end of your search.
Example : *(michael W/2 jordan) AND NOT basketball OR bulls OR sports*

* N = 1-255

Wildcards

Wildcards are only applicable when you use Power Search or Search Forms.

Asterisk (*)—Use the * to replace a letter in a word. You can use up to seven in the same word, anywhere in the word except as the first letter. (Like the blank tile on a Scrabble board!)

Example: *bernst**n = bernstein, bernstien, bernstoun, etc.*

Exclamation Point (!)—Use the ! to replace an infinite number of letters following a word root.

Example: *legis! = legislate, legislator, legislation, etc.*

Other Helpful Information

LexisNexis URL:
<http://www.nexis.com>

LexisNexis Corporate URL:
<http://www.lexisnexis.com>

LexisNexis SmartIndexing Technology™:
<http://www.lexisnexis.com/infopro/products/index>

LexisNexis Tutorial:
<http://www.nexis.com>

LexisNexis Source Locator:
<http://web.nexis.com/sources>

LexisNexis Customer Service: (800) 346-9759
(Press “2” for assistance with news and financial searching)

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Precision search tools

Use *Precision Search Tools* within *Power Search* or *Search Forms*.

Precision search tools increase the precision and efficiency of your searches by forcing the *nexis.com*sm search engine to read search terms a certain way. These tools often work against the default settings of the LexisNexis™ services.

For example, by default, the LexisNexis services are not case sensitive, but by incorporating certain precision search tools (allcaps, caps, and nocaps), you can force the search engine to read capitalization.

Also, LexisNexis will automatically find singulars, plurals, and possessives of any word you enter, but by using precision tools (singular and plural), you can override this default.

Segments

Use *Searchable Segments* only within *Power Search* or *Search Forms*.

Operating like descriptors or fields, segments are searchable parts of a document. Some of the most commonly used of the many available segments are listed here.

Consider the following key information when using precision search tools.

You will construct your search using the following format: *precision search tool (search term)*.

Common precision search tools include the following:

CAPS	Finds instances in which at least one letter is capitalized; proves particularly useful when researching names and proper nouns. Example: <i>caps (visa) = Visa</i>
ALLCAPS	Locates articles in which all letters of your search term are capitalized; especially helpful when researching acronyms. Example : <i>allcaps(era) = ERA</i>
NOCAPS	Retrieves articles in which your search term has no letters capitalized and ignores any acronyms, names, and proper nouns. Example: <i>nocaps (video monitoring) = video monitoring</i>
SINGULAR	Finds only the singular or singular possessive forms of your search term. Example: <i>singular (job) W/5 discriminat!</i>
PLURAL	Retrieves only the plural or plural possessive forms of your search term. Example: <i>steven W/2 plural (jobs)</i>
ATLEASTN or ATLN	Assists with frequency searching, allowing you to retrieve only those documents that mention your search term at least a certain number (N) of times. Example: <i>atleast10 (competitive intelligence OR ci)</i>

Incorporate segments, search terms, or date restrictions using connectors as needed.

BYLINE	Person(s) identified as the author/reporter. <i>BYLINE (james W/2 brady)</i>
COMPANY	Contains the name(s) of any companies discussed in the document. <i>COMPANY (kodak)</i>
HEADLINE	Headline or title of a document. <i>HEADLINE (seagram)</i>
HLEAD	Segment combining the headline and lead paragraph. <i>HLEAD (college playoff AND nike)</i>
LENGTH	The approximate number of words in the BODY segment; arithmetically searchable. <i>LENGTH > 100</i>
PUBLICATION	The name of the publication. <i>PUBLICATION (New York Times)</i>
SUBJECT	Search the LexisNexis SmartIndexing Technology™ topic of the article (Note: Controlled subject terms are available at http://www.lexisnexis.com/infopro/products/index) <i>SUBJECT (electronic commerce)</i>
TERMS	Search the LexisNexis SmartIndexing Technology terms for people names, company names, organization names, and geographical location in an article. (Note: Controlled proper name terms are available at http://www.lexisnexis.com/infopro/products/index .) <i>TERMS (mario W/2 lemieux) OR TERMS (pittsburgh)</i>