LexisNexis Academic provides full-text documents from over 5,900 news, business, legal, medical, and reference publications with a variety of flexible search options. Sources include:

- Business news journals, company financial information, SEC filings and reports, and industry and market news
- National and regional newspapers, wire services, broadcast transcripts, international news, and non-English language sources
- U.S. Federal and state case law, codes, regulations, legal news, law reviews, and international legal information
- Shepard's® Citations for all U.S. Supreme Court cases back to 1789
- NEW! Company Dossier – in-depth company and industry information, with the option to build company lists or comparison charts.

Quick News Search (Default):  
(This type of search only covers the most recent two years of news sources. For coverage more than two years old, choose Guided News Search - see below.)

1. Enter your search term(s) or phrase.*
2. Quick News Search assumes an “OR” relationship between your terms, so, for example, entering “bush” and “campaign” will look for all documents containing either of those terms. However, the results containing both terms will display first.
3. *To search for a phrase, enclose the words in quotations; i.e., entering “campaign finance reform” will look for those words, in that order, only.
4. Use the “Date:” drop-down list to choose the time period for your search.
5. Click Search.

Guided News Search:
(Use this type of search for more complicated searches, or to focus your search more clearly. This can also be used to search for news from a wide range of dates.)

1. Select the news category to be searched.
2. Select a news source. NOTE: the category selected in Step 1 will determine the choices available in Step 2. Examples:
   - Category = University News / Sources = The Chronicle of Higher Education and University Wire
   - Category = Arts & Sports News / Sources = Book, movie, music, & play reviews; Entertainment news; Sports News; or Knight-Ridder/Tribune Arts & Sports News
3. Enter search terms in the boxes provided. Select the type of search from the drop-down boxes to the right, i.e., author, full-text, headline text, etc.
4. Use the “and” or “not” drop-down boxes to limit the search; use “or” to expand the search. (for information on using the other available choices, choose “Help” from the right end of the black header bar, then choose “Connectors”)
5. Choose the date range desired for your search, or enter a custom date range.
6. If desired, you may also limit your search to specific publications, i.e, New York Times or Washington Post.
7. Click Search.
Example:

Results:

LexisNexis offers users several options for viewing results. To select a viewing option, click the appropriate gray tab from the top of the list. In all options, results are sorted by relevance. However, you may choose to display the result in date order by selecting the “Sort by: Date” link appearing underneath the option tabs.

- **DOCUMENT LIST** (default) – Results are displayed in short citation form, in a numbered list, for quick browsing. To read any article, click the red linked text.
- **EXPANDED LIST** – Displays a numbered list with each search word in context surrounded by approximately five words.
- **KWIC** – “Key Words In Context” displays your search term(s) surrounded by approximately 20 words of text from the document. KWIC format helps you quickly determine whether or not a document applies to your research topic.
- **FULL** – Displays the full text of an article.

In the DOCUMENT LIST or EXPANDED LIST views, articles may be tagged for later retrieval by clicking the check box to the left of each article. When all desired articles have been checked, choose the “Print” or “Email” tabs at top right. *Please note: when choosing to print or email tabbed items from a list, only the citations will print or be sent, not the complete articles. To print or email articles, see below.

**Print or Email:**

- To print an article:
  1. Retrieve the article by selecting its link from a list, or by scrolling through the KWIC or Full displays.
  2. Select the “Print” tab at the top right of the display.
  3. Click **Display Document**.
  4. Use the Print command compatible with your browser.
To **email** an article:
1. Retrieve the article as described above.
2. Select the “Email” tab at the top right of the display.
3. Enter the desired email address. You may also add a brief note to the message.
4. Click **Email**.
5. The text that was displayed, whether a list or KWIC view or Full text, will be emailed to the address specified.

**BUSINESS RESEARCH**

**Company Dossier Quick Search (Default):**
1. From the Quick Info (home) screen, use the “Company Dossier” box on the lower right.
2. Enter a company name or ticker symbol in the appropriate box, for example, `<microsoft>` or `<msft>`. **NOTE:** using the ticker symbol will yield more pertinent results.
3. Click **Search** to generate a Company Dossier Snapshot Report.
4. If your search retrieves more than one company, choose from the list of company names by clicking on the company title you desire.

**Company Dossier Advanced Search:**
1. Select the “Advanced Search Options” link in the Company Dossier box.
2. You may choose from three types of Advanced Search:
   - Find a Company
   - Create a Company List (Default)
   - Compare Companies
3. Select the option you want to use by clicking its name under the red Company Dossier tab.

**Find a Company:**
*(Use this feature to generate a company report when you don’t know the exact name or ticker symbol - or to generate a list of companies meeting certain criteria.)*
1. Enter as much information as you know in the appropriate boxes.
2. You may choose to generate a report for the company’s headquarters by checking the “Headquarters” box.
3. Click Find.

**Create a Company List:**
*(Use this feature to generate a list of companies that meet the criteria you specify.)*
1. Enter information in the appropriate boxes for the type of list you want – for example, all companies in a certain city, all companies in a specified industry with less than 1,000 employees, etc. You do not have to enter a company name.
2. You can specify the type of information that will be included for each company in your list. Scroll to the bottom of the screen to view a list of possibilities. Check or uncheck the boxes to customize your company list to your specifications.
3. Click Find.

**Compare Companies:**
*(Generate a report showing financial information for up to five different companies.)*

1. Enter names or ticker symbols for the companies you wish to compare.
2. Click Compare.
3. The resulting report may be downloaded as an Excel file, which can then be opened as a spreadsheet.

**Company Dossier Snapshot Report:**
- The default Snapshot Report provides basic information about the company.
- Options for additional information are displayed in the sidebar. Click on the option desired to display that information.

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**Microsoft Corp - At A Glance**

**Business Description**

Microsoft's ambitions are anything but small. The world's #1 software company provides a variety of products and services, including its

- "In the News" provides articles about the company from newspapers, magazines, and industry journals.
- "Business Information" provides links to various analytic and research reports, and a list of major competitors.
- "Corporate Hierarchy" displays a list of subsidiaries and branch offices.
- "Financial Information" shows net income and sales figures, annual assets and other figures, and recent SEC filings.
- "Legal Information" provides links to recent court decisions regarding or involving the company.
- "Intellectual Property Information" provides information on recent patents, trademarks, and copyright information.
- "References" generates a list of links to reports and other documents that were used to compile the information in the Company Dossier.
- "Custom Report" allows the user to specify various types of information to be included in a company report, which can then be printed.
Basic Business Research:
1. Choose “Business” from the list of Academic Search Forms found on the left side of the home screen.
2. Select the type of information you wish to search for:
   - To find business articles from newspapers, journals, etc., choose one of the options under “News.”
   - To find articles on accounting topics, choose the Accounting option under “Accounting Literature.”
   - To find corporate profiles, filings, and reports, choose one of the options under “Company Information.”
   - To find directory information for industries or companies, choose Directories under “Business Resources.”
3. Enter search terms as appropriate. Different choices made in Step 2, above, will result in different types of search screens. In some cases, you have the option of choosing either a Basic or Guided Search by selecting the tabs at the top of the search dialog box.

NOTE: LexisNexis offers a vast array of resources for business students and professionals. However, some of its features may prove confusing or complicated. For help with specific types of business research, select the Help button in the black header bar. Then click on the bold heading that best describes the type of information you are seeking. These help screens may be printed out for future reference.

For assistance please contact a Reference Librarian 214/333-5221 or 1/800/483-7048