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:

- 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
- Business news journals, company financial information, SEC filings and reports, and industry and market news

**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 more clearly focus your search. 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:

LEXICAL RESEARCH
LexisNexis offers powerful search features for legal research, including access to Shepard’s Citations Service for analysis and citation of U.S. Supreme Court decisions.

Get A Case (Default):
1. From the Quick Info (home) screen, use the “Get A Case” box on the lower left.
2. Enter a citation number (if known) or party names, i.e., “roe” and “wade.”
3. Click Search.

Basic Legal Research:
1. Choose “Legal Research” 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 articles or reviews concerning legal cases, choose one of the options under “Secondary Literature.”
   - To find actual legal proceedings, reports, cases, citations, and judgements, choose one of the options under “Case Law.”
   - To find laws, statutes, and codes at the federal or state level, or tax laws, choose one of the options under “Codes and Regulations.”
   - To find information concerning laws or treaties of other countries besides the U.S., choose one of the options under “International Legal Materials.”
   - Search for patents or patent classification by choosing one of the options under “Patent Research.”
   - Access information on law schools and firms around the country by choosing one of the options under “Career Information.”
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 law students and legal professionals. However, some of its features may prove confusing or complicated. For help with specific types of legal 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.

**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.

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