**LexisNexis Academic** provides full-text documents from over 6,000 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
- Company Dossier – in-depth company and industry information, with the option to build company lists or comparison charts.
- Biographies and news stories concerning people of interest in business, politics, and world affairs.

**Easy Search (Default):**

1. Enter your search term(s) or phrase. 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.
2. Without quotation marks, Easy 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. Select the types of sources you wish to search. You may choose more than one kind. **NEW!** LexisNexis allows you to search transcripts from TV and radio broadcasts, as well as popular blog sites.
4. Use the “Date:” drop-down list to choose the time period for your search.
5. Click **Search**.

**Results:**

LexisNexis offers several options for viewing results. You may sort results by category, name of publication, or other criteria by selecting the desired option from the sidebar. To select more than one category, resulting in an aggregated result list, choose the
“View Multiple Groups” option from the sidebar, select the desired categories, and click the “View Selected” button.

You may also choose the way in which results are displayed. Select the desired option from the “Show” drop-down list.

- **LIST** (default) – Results are displayed in short citation form, in a numbered list, for quick browsing. To read any article, click the article title.
- **EXPANDED LIST** – Displays a numbered list with each search word in context surrounded by approximately five words.
- **FULL DOCUMENT** – Displays the full text of each article. Progress from article to article by using the forward and back buttons found at the bottom right corner of the screen.
- **FULL WITH INDEXING** – Displays as in the Full Document view, but the results also contain a list of index terms for the article. You may select terms from the list to modify or expand your search.
- **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.

In the LIST or EXPANDED LIST views, articles may be tagged for later retrieval by checking the box to the left of each article’s title. You may review your list of selected items by clicking the “View Tagged” button. You may print, email, or download your selections by using the appropriate icons found at the top right corner of the results list.

**Print, Email, Download:**
- Retrieve the article by clicking on its title.
- Select the appropriate icon from the toolbar at the top right of the article display.
- A dialog box will appear. Make selections as appropriate, then click the red button to proceed.

**OTHER SEARCHES**
Use the tabs at the top of the main page to specify areas for targeted research. Choose News, Legal, Business, or People.
News:
The News search dialog features advanced search options, allows for Boolean searching, and offers powerful search limiters.
- Type search terms in the empty boxes.
- Select the areas to be searched for each term; for example, you can choose to find articles in which your term is mentioned only in the headline.
- If using more than one term, choose the way in which your terms will be combined by selecting And, Or, Within..., or AND NOT.
- More fields can be added, if desired, by selecting the “More...” link.
- You may also wish to specify specific publications or types of publications by using the drop-down menus.

Legal:
The Legal search dialog allows for structured or natural language searching of various types of law-related publications. Law Reviews constitute the default search mode, but you may also choose to search Federal and State Cases, Shepherd's Citations, Tax Law, and more by selecting from the options in the sidebar. Each option will display its own topic-specific search dialog.

Business:
The Business search dialog defaults to the Company Dossier search.
- Enter a company name or ticker symbol in the appropriate box.
- Select other limitations if desired from the remaining search fields.
- Click Search to generate a Company Dossier Snapshot Report.
- Other types of report information can be accessed by selecting the appropriate option from the sidebar.

The Business Search dialog offers additional options and types of search, including the ability to create a company list based on specified criteria, the ability to create side-by-side comparisons of up to five companies, the ability to retrieve SEC filings, and more.

People:
The People search dialog allows users to find biographical information and news articles about news-worthy individuals in a variety of fields. Enter last and first names, and specify types of sources, if desired.

NOTE: LexisNexis offers a vast array of resources for business, law, and journalism students and professionals. However, some of its features may prove confusing or complicated. Context-specific help is available on every screen. Select the Help link at top right, or click on one of the FAQs listed in the sidebars, when available. These help screens may be printed out for future reference. Look for the “View Tutorials” links for animated PowerPoint lessons on specific features within LexisNexis.

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