LexisNexis Academic provides full-text documents from over 5,600 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

**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 “Guided News Search” tab.
2. Select the news **category** to be searched.
3. 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
4. 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.
5. 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”)
6. Choose the **date** range desired for your search, or enter a custom date range.
7. If desired, you may also limit your search to specific publications, i.e., **New York Times** or **Washington Post**.
8. Click **Search**.
Example:

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.

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 tagged 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