

Top 10 Nexis® Features to Explore

1 Search across all content types in a single search

Nexis offers broad searching across all content types. Start your research by typing your search terms into the **red search box** and with a single-click of the magnifying glass, you'll search across all content types. You can select specific content categories, topics or favorite sources by clicking on the **Filters** drop-down menu or visiting the **Sources** tab.

A TIP: Nexis uses Natural Language to search by default; if your search includes a connector (and, or...) that were not within a quoted phrase, Nexis will automatically run the search as a Terms and Connectors search. The red search box on the **Home** tab has a search assistant that will intuitively help you to search for exact company names, people or publication names through search suggestions.

2 Conduct precise, advanced searches

For the more experienced researcher, Nexis offers several Advanced Search templates. For example, clicking on the **News** tab provides options to search by document segment—Document segments include headline, title, lead sections, publication, date, section, publication type, company name and classification. Searching by document segment can be helpful in finding specific results.

TIP: There are Advanced Search forms for numerous content categories, including news, company and financial, biographies and legal content.

The image displays two screenshots of the Nexis search interface. The left screenshot shows the main search bar with a red box around it and a 'Filters' dropdown menu. The right screenshot shows the 'News' search page with a search bar, 'Search Everything' options, and a 'Use Connectors' section.

1 Points to the search bar in the main interface.

2 Points to the 'Filters' dropdown menu in the main interface.

A Points to the search bar in the 'News' search page.

3 Start broad then filter your results

When you run a broad search, you may get thousands of results. With no quantity limit on results, you'll want to use post-search filters to find the most relevant documents and news stores. Multiple filters can be applied or removed without needing to re-run the search.

Clicking on the arrow next to the filter type will show the options available for your results set. The filter options include: Location (location of the source), Publication Type, Subject, Industry, Geography (geographical region relevant to the content), Timeline, Sources, Language, Practice Areas & Topics, People and Keyword.

B TIP: Click on **Select Multiple** and a pick list will appear for quickly checking off the relevant attributes to include.

C TIP: Analyze coverage over time by adjusting the **Timeline** filter from the calendar or by moving the slider bar to adjust the date range.

4 Look for the reading glasses

Keeping track of which documents you have viewed in your research can be tricky, but Nexis can help. Once you have viewed a document, a pair of eye glasses will appear next to the document in the results list. If you saved the document to a folder, a folder icon will also appear.

D TIP: Hover over the **glasses** to see when the document was last viewed.

5 Set and share Alerts

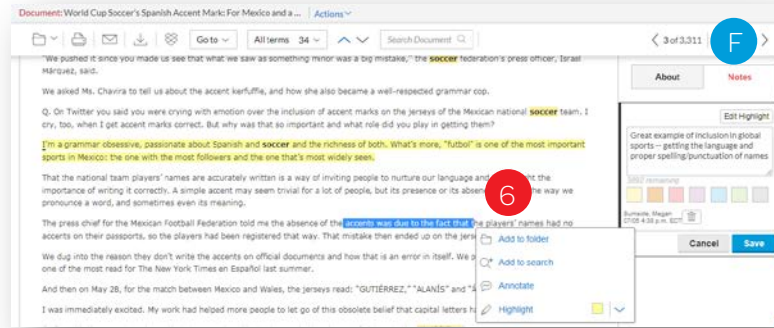
For some topics, you may wish to set an Alert so you can be notified when new results are available. Alerts can be set on searches or on publications. To set an Alert on a search you have conducted, simply click the Alert icon from the results view. From there, you will be prompted to name the alert as well as set the frequency and other specifics. Multiple content types can be combined in the same alert.

E TIP: You can also share an Alert by simply entering the email address of the Nexis user to whom you wish to share. Alerts can only be accessed by Nexis users.

6 Annotate a document

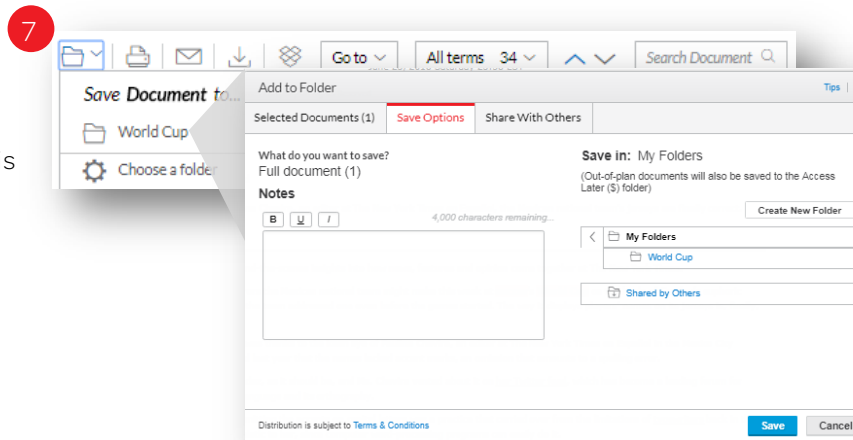
Once in a document view, you have the ability to add and save annotations. Simply select the text you wish to highlight or annotate and you will be given the option to add the selected text to a folder, to your search, annotate it or highlight it.

F TIP: Once annotations have been added to a document, they will appear on the right side of the window under the **Notes** tab. Make sure to save the document to a folder to save your annotations.



7 Add a document to a folder

From within the document view, you can also save the document to one or more folders. Once a document is saved to a folder, notes can be added to the bottom of the document using the **Add Note** button. Additionally, you can email a link, download or send the document to Dropbox.



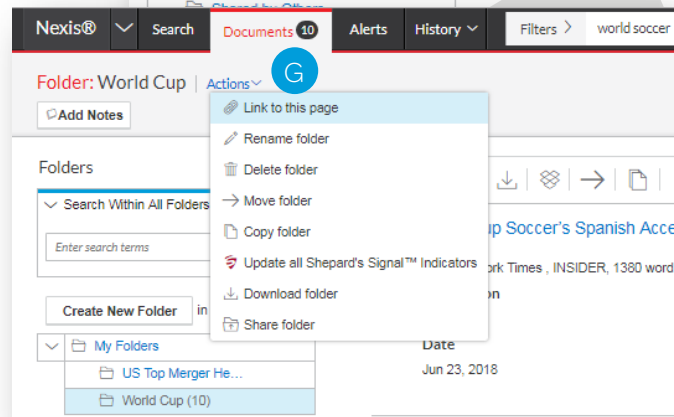
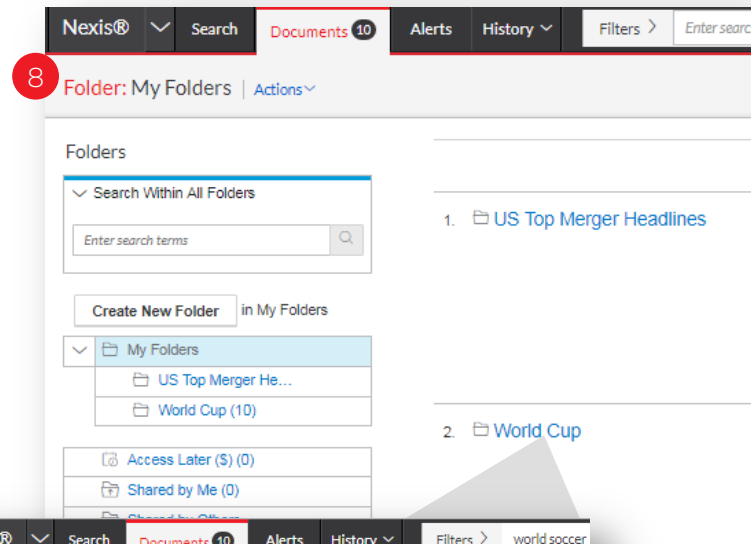
8 Create and share folders

Folders are helpful for organizing and sharing relevant documents. You can create folders for various topics or projects, and you can quickly access your folders from a pod on the **Home** tab or by clicking on **Documents** on the navigation bar.

Once in the **Folder** view, you can see folders you created, folders you shared and folders shared by others. Clicking on a folder will show the documents, searches or text that have been saved to that folder.

G TIP: Under **Actions** you can rename, delete, move or share a folder. Similar to Alerts, only an email address is needed to share a folder, but to access the folder the individual must be a Nexis user.

When you share a folder, the end receiver will get an email letting them know that you have shared a folder with them. They will have 30 days to accept the share invitation.

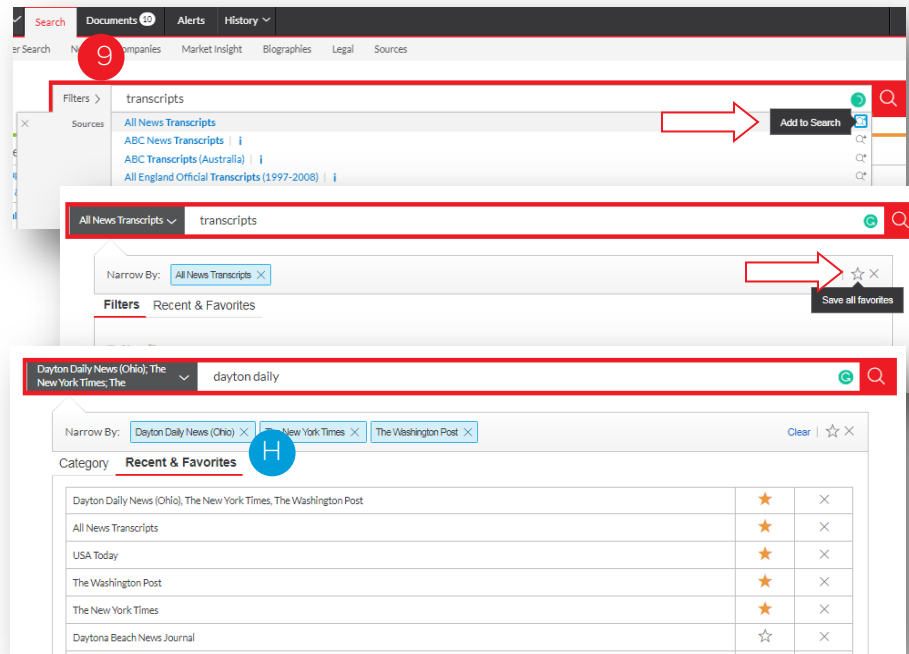


9 Search by and tag favorite sources

Saving sources to your **Favorites** can help you quickly select sources of interest across your future searches. To search by and favorite a source, type the source name into the red search box on the home tab. Click on the **magnifying glass with the plus sign** to add that source to your search. Repeat this step until you have combined the sources you need. Click on the dark gray drop-down menu to the left to adjust your sources and click on the **star** to add to favorites.

H TIP: Recently used and favorite sources can be accessed by clicking on the drop-down arrow within the red search bar and then selecting **Recents & Favorites**. Simply click on the source or sources you wish to include in your search.

Recent sources that appear in this list can also be added to favorites simply by clicking on the star next to the source name. Those with yellow stars are favorites; those without are recent sources.



10 Take advantage of advanced search tips

If you want to find an exact phrase, put the phrase within quotation marks. When you use quotation marks, Nexis will find exactly what is within the quotation marks and will not find variation of the terms, i.e. if you want to find a singular form of a term or phrase, enter the term or phrase in quotation marks.

If you don't use quotation marks, Nexis automatically finds various forms of words. Nexis will search based on the root of the word and additional forms of the word like its plural form, possessive forms, or tense and adjectival forms without having to use a wildcard or connector in your search. Examples:

- Dog bite: dog bite, dog bites, dog biting and dog bitten
- Officer: officer, officers, officer's and officers'

I TIP: Nexis will read all terms in quotes, including terms like the, an, and a—that were not previously searched against. For example, "Bank of America" will return the exact phrase "Bank of America"

Wildcards	
! or *	Root word expanders
?	Replace a letter in a word

I Nexis recognizes the following Terms & Connectors. Unless you use parentheses, connectors are processed in the following order/priority:

1	Or
2	Proximity connectors, such as NEAR/N, NEAR/N, /SEG, W/N, PRE/N, NOT/N, NOT/SEG, /S, /P, W/SENT, W/PARA
3	And
4	And Not

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