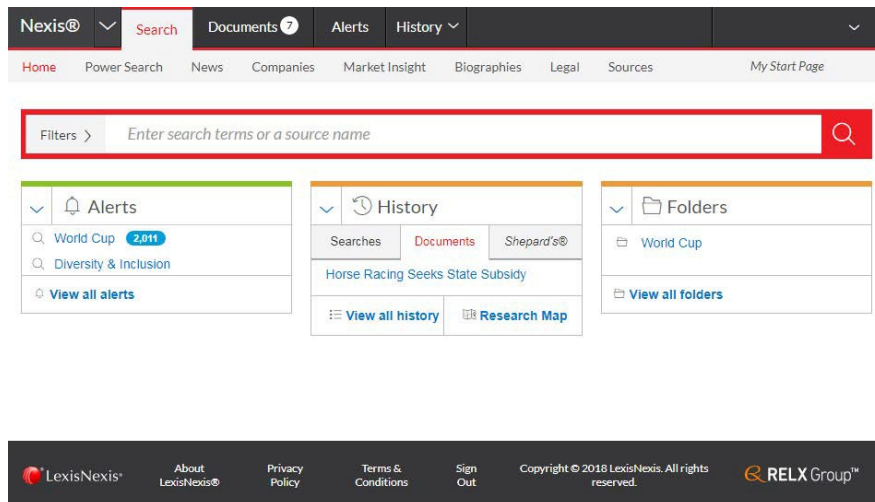




Nexis®

NEXIS® QUICK REFERENCE GUIDE

This Guide shows you where to find—and how to use—Nexis® features you'll use often. Keep this Guide handy for reference.



On the road? Need the facts? You can gain access to Nexis with current smartphones, tablets and laptops at signin.nexis.com. Nexis screens adapt automatically.

Review other Nexis how-to literature, videos, tips and more!

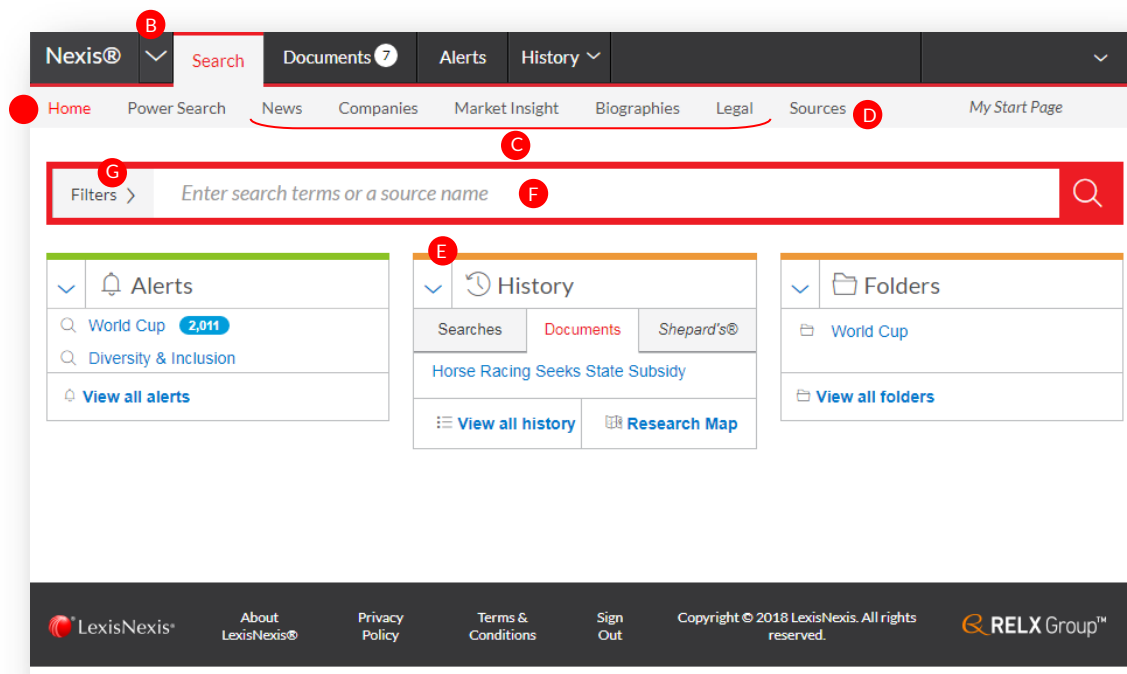
The [Nexis Support & Training site](#) can help you with sign-in issues and update you on new enhancements.

Please note: All screens shown may change slightly as new sources, features and enhancements are added.



Start your search: home page

This Home Page of Nexis is your dashboard and easy gateway to searching. The big red box at the top lets you search across our vast collection of News, Company, Biographical and Legal content all at the same time.



When you sign in to Nexis, the home page displays.

- A** You can always return to the home page by clicking on Home.
- B** Access other subscription products. Click the down arrow for access to your other subscription products, such as LexisAdvance®.
- C** Move to fill-in-the-blank search forms by content type that develop a search for you.
- D** Browse and search within sources.
- E** Return to recent searches via the History pod below the Red Search Box.
- F** Place your cursor in the Red Search Box and enter your search words with natural language or terms and connectors. Enter a:
 - natural language search and click **Search**. No source selection necessary
 - terms and connectors search, e.g., *americans disabilities /20 alcohol!* and click **Search**

As you type, the Red Search Box offers suggested phrases, documents or sources.

Press the magnifying to execute the search.

- G** Refine your search up-front by filtering. Also find recent sources, filters or topics. You can also filter your search results.



Power Search: start with a more powerful search and get precise results

This latest release of Nexis® includes an impressive upgrade to our current search technology, including:

- Boolean search as well as natural language searching capabilities
- Search engines that strike a balance between recall and precision
- Phrase recognition and protection
- Synonyms, word correlations, and alternative forms of root words; for example, "house" would also find "housing" and "housed"

Select the **Power Search** beside the Home link.

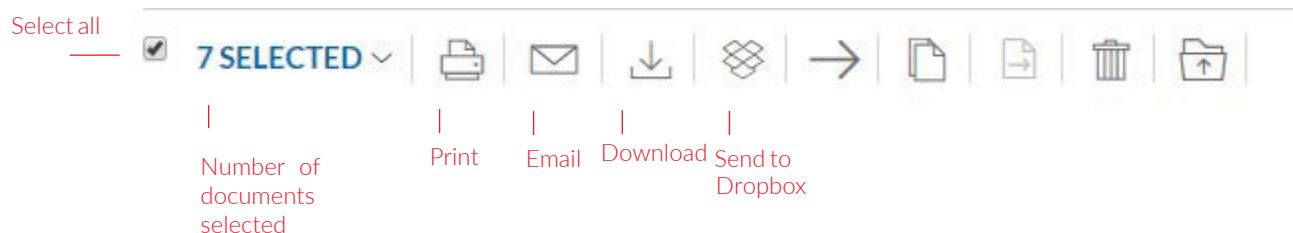
- A** **Your search is built for you!** Enter search terms and connectors.
- B** **Select a date range**, e.g., before, after or in between two dates.
- C** **Choose sources**.
- D** **Select News type**
- E** **Choose** the language of the content you would like to include in your results.

The screenshot shows the Nexis Power Search interface. At the top, there is a navigation bar with 'Nexis®', 'Search', 'Documents', 'Alerts', and 'History'. Below this is a secondary navigation bar with 'Home', 'Power Search', 'News', 'Companies', 'Market Insight', 'Biographies', 'Legal', and 'Sources'. The main search area is titled 'Power Search | Actions'. It features a large search input field labeled 'Enter search terms and connectors' (annotated with A). Below the search field is a 'Date' section with a dropdown menu set to 'All available dates' (annotated with B) and two date input fields labeled 'From' and 'To'. To the right of the search field is a 'Use Connectors' panel with various options like 'Exact phrase', 'and', 'or', 'and not', 'in', and '!' (annotated with C). Below the date section is a 'Sources' section with a text input field for 'Type a source name' and a list of 'Recent & Favorite Sources' including 'Dayton Daily News (Ohio)' (annotated with D). Further down is a 'News' section with checkboxes for 'Newspapers', 'Industry Trade Press', 'Transcripts', 'Audio-Visual', 'Newswires', 'Magazines', and 'Web'. Below this is an 'Exclude' section with a checkbox for 'Documents with less than 500 words'. The 'Language' section (annotated with E) has checkboxes for Arabic, Chinese, Czech, Dutch, English, French, German, Italian, Japanese, Korean, Portuguese, Russian, Scandinavian, Spanish, and Turkish. At the bottom of the search area are 'Search' and 'Clear All' buttons. The footer contains 'LexisNexis' and various legal links.



Deliver: print, download and email

Use the same, easy-to-remember delivery icons in the same screen locations across Nexis. Look for these icons at the top of your results lists, TOC pages and full-text documents. (Actual configuration may vary slightly to fit the task. For example, full-text documents won't include the "red number" or "Select all" boxes.)



Delivery is simple and flexible because you can deliver:

- **One or many documents at once.** To deliver:
 - One document: As you view the full text, select the **Delivery** icon. Choose delivery method.
 - Multiple documents: **Select the checkbox(es) next to the document(s)** in a results list, even moving among content types. **Select multiple documents from a TOC display** or a *Shepard's* report. The red box shown with the delivery icons keeps count for you. Then select the **Delivery** icon and choose delivery method. **No need to open documents to deliver.**
- **Attachments to documents.** Deliver those valuable attachments, such as PDFs.
- **Lengthy documents fast.** Delivery icons “float” and stay on screen as you scroll lengthy, full-text documents such as cases or annotated statutes. Deliver quickly—without scrolling back to the top of the screen.
- **More than documents.** Print your results list, *Shepard's* citing references and lists of your Folder documents or Alert searches. Even deliver your Research History Map! You can also use the **Printer-friendly view** icon and your own device print functions.
- **Documents to Dropbox®.** This functionality is widely available. If you do not see the Dropbox icon (shown above) in your delivery options, check with your Nexis account administrator or your LexisNexis representative.
- **Printed research from most browsers** like Safari® or Chrome™. No plug-ins are needed.
- **Investigate further—fast—**after you download or email documents, link back to the document at Nexis from the cover page of your document.

Plus choose from many delivery options—and save a step later.

When you select a **Delivery** icon, deliver using your current/last-used settings. If you select the **settings wheel icon** next to the delivery icon, an option menu displays offering Basic, Formatting and Content-Specific options:



Print Options

Basic: Include document attachments where available. Select a printer attached to your device.

Formatting: Select fonts, search terms in bold, exclude cover page and other options.

Content-Specific: For example, include classification information, like language, publication type and subject keywords.



Download and Send to Dropbox options

Basic: Send as PDF, .Docx.

You can group and/or compress files. Select file name and destination.

Formatting: Select fonts, search terms in bold, etc., plus cover page and other options.

Content-Specific: For example, include headnotes with cases or annotations with statutes.



Email Options

Basic: Send as PDF or .Docx and group and/or compress files. Add recipient addresses, subject and message.

Formatting: Select fonts, search terms in bold, etc., plus cover page and other options.

Content-Specific: For example, include headnotes with cases or annotations with statutes.



History: view searches and much more in the list view

The screenshot displays the LexisNexis History interface. At the top, there's a 'History' header with a dropdown menu for 'Actions'. Below this, a 'Narrow By' section is set to 'Tuesday', with a blue box around it and an 'X' to clear the filter. To the right, 'List (30)' is selected, and a 'Research Map' button is visible. A 'Sort by' dropdown is set to 'Date Saved (Oldest)'. The main content area shows a list of search results, with the first two items being 'LexisNexis' and 'World Cup'. Each item includes details like 'Search Type: Natural Language', 'Originated In: Nexis®', 'Type: Search', 'Client: -None-', and 'Date & time'. A printer icon is visible next to the 'World Cup' entry.

View search history for the past 90 days. View searches, documents retrieved, reports, documents delivered (you can quickly re-send them), web-page views, topic summaries, even searches from other LexisNexis products like LexisNexis® Litigation Profile Suite. **You can view your search history in a list view or as a graphical research map.** *Get interrupted during research?* Pick up where you left off quickly by going to your History. And go back to your Search History to save useful searches to your Folders.

Return to a search fast. Select from the five most recent searches or documents from the **History pod** on the landing page. Or click **History** in the black header. Then link to your complete History list by selecting **View all history** (not shown).

- B** **The List view** is the default view.
- C** **View your search history** in a graphical map. Click [Research Map](#).
- D** **Print your history.** Get a printer-friendly list of searches. Then click the **Print** button.
- E** **Sort your history** by **date saved** (oldest or newest first), **client** number (highest or lowest first), **type** or search **title** (alphabetical or reverse alpha order).

- F** **Filter history to display** by date or date range, client or tasks type, e.g., Alerts created, email sent, web searches, legal searches, etc. Only dates with research are included. Just click a date, type, etc.; the filter **displays in blue under Narrow By**. Remove the filter; just click the **X** in the blue box (not shown).

See search details up-front. Each listing tells you so much—content categories, search type, e.g., natural language, search terms, task type and more.

Return to your search, including the pre-search filters you originally chose. Click the search t

For additional training, please reach out to:

Marie Kaddell
Federal Solutions Consultant, USPS
202.857.8223
Marie.Kaddell@lexisnexis.com

For questions on your Nexis access, please reach out to:

Karen Mark
USPS Librarian
202.268.2906
Reference.Library@USPS.gov