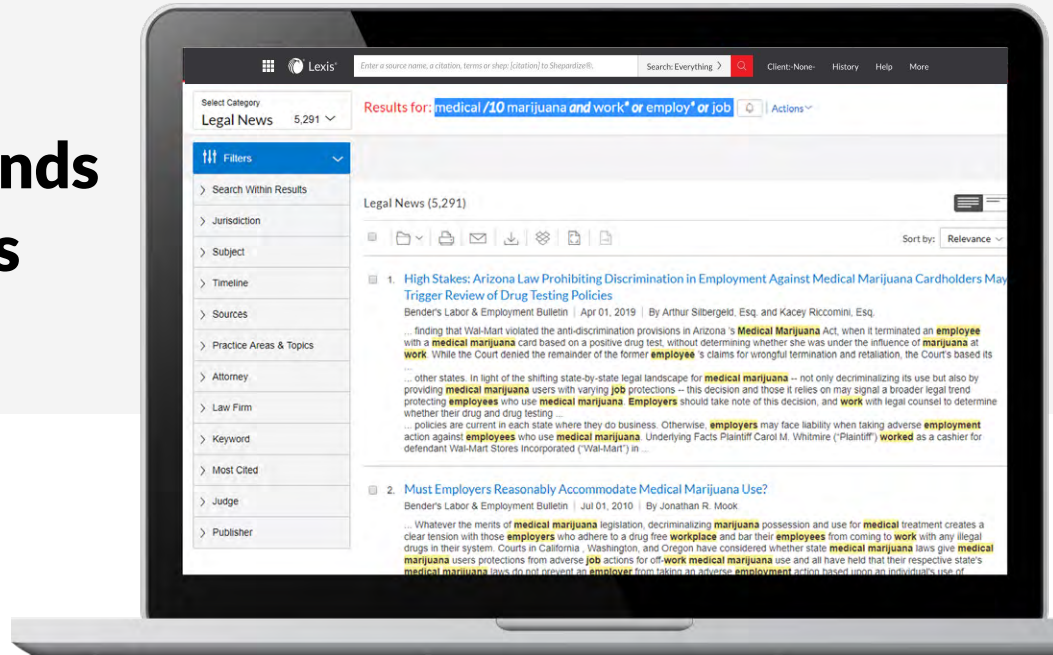


Search Commands and Connectors



The Lexis® service lets you use advanced search commands. If you're comfortable using search commands and connectors—! and * to truncate words and W/n, OR, AND, &, etc., to connect search words and phrases—you can use these special commands to develop Lexis searches. Here's what you need to know:

Lexis Automatically Interprets Search Commands

Just enter your words and commands in the Lexis Search Box, e.g., ENTER: *drone and commercial W/10 deliver!*. **Commands are not case-sensitive**, i.e., enter AND, And or and.

Broaden W/N Connectors

While a Lexis search ignores certain “noise words” added to your search, it **counts all words** in results documents **for the purpose of determining proximity**. So broaden your W/n connector. In other words, consider W/10 instead of W/5. For W/p and W/s, consider W/75 or W/25 respectively.

Let the Advanced Search Help You

For help selecting connectors, select the Advanced Search link below the Search Box to access **Advanced Search** forms, which provide fields that help you use the right connector.

Common Legal Phrases

The Lexis service automatically recognizes many common legal phrases, e.g., *limited liability partnership*, *summary judgment*, and *search and seizure*. However, if you want to be sure any phrase you're searching is recognized, enclose it in quotation marks, i.e., ENTER: *"right to work."*

When More Than One Connector is Used ...

Lexis acts on the connectors in this order:

- OR
- Proximity connectors (W/n, /p, near/n, etc. See next page.) from the smallest to the largest number value
- AND (You can use & instead of AND, except in legal phrases.)
- AND NOT or BUT NOT

For example, you ENTER: *bankrupt! /25 discharg! AND student OR college OR education! /5 loan.*

First, Lexis creates a unit of *student OR college OR education!*. Next Lexis joins *loan* with *student OR college OR education!* to create a unit. Then *bankrupt! /25 discharg!* is joined to create a second unit. Finally AND (or &) operates last, joining the two created units.

Here's an overview of Lexis commands:

Command/Connector	Overview
!	Child! finds child, children, childless, childish, etc. Used after word endings only. The word requires a minimum of three characters for the wildcard to be applied. Find the word root plus an unlimited number of additional characters. Note: Lexis automatically finds common plural words, i.e., ending in s, es and ies.
*	When used as a suffix: Bank* is the same as Bank! The ! and * are equivalents. They will both replace 0 or more characters when used with a three-character or more word root. Search results for bank* include bank, banks, banking, banker and bankruptcy.
?	Lars?? Bank??? The industry standard ? replaces one character. For example, Lars?? finds Larsen and Larson. And Bank??? will find bank, banked, banker and banking but not bankrupt or bankruptcy.
OR	physician OR doctor Lexis finds documents with either word or both words.
AND (or &)	bank* AND deregulat! bank* & deregulat! Lexis finds documents with BOTH words only. Words can be ANYWHERE in the same document, not necessarily close in context. When entering legal phrases that contain AND, e.g., “cease and desist order,” use “and” because Lexis is reading the phrase literally.
Proximity Connectors: W/n or near/n	disparate W/10 impact or disparate near/10 impact or disparate +10 impact (Use a number with W/n or near/n)
PRE/n or ONEAR/n +n, +s, +p	cable PRE/1 tv OR television or cable ONEAR/1 tv OR television (The first word must precede the second within a specific number of words.)
W/p or /p	Converts to W/75
W/s or /s	Converts to W/25
W/seg or /seg	Converts to W/100
NOT W/n or NOT /n	disparate NOT W/10 impact finds documents where disparate is not within 10 words of impact. (Use a number with NOT W/n.)
AND NOT or % or BUT NOT	rico AND NOT puerto or rico % puerto or rico BUT NOT puerto Lexis finds documents with “rico.” Documents with any mention of “puerto” — anywhere in the document—will not be retrieved.

Command/Connector Overview

Special Commands:

ATLEASTn

You must use a number and search words in parentheses with ATLEASTn.
ENTER: `atleast5(obama AND putin AND oil)` and a Lexis search will find documents with at least five mentions of each search word. You can use the OR and AND connectors with ATLEASTn. You cannot use proximity connectors like W/n with ATLEASTn.

ALLCAPS

allcaps(AIDS)

You must use search words in parentheses with ALLCAPS.
ENTER: ***allcaps(AIDS)*** and your Lexis search will find news documents with references to "AIDS" the acronym and ACQUIRED IMMUNODEFICIENCY SYNDROME but not "aids" the verb.
NOTE: The ALLCAPS command works with news content searches only.

NOCAPS

nocaps(aids)

You must use search words in parentheses with NOCAPS.
ENTER: ***nocaps(aids)*** and your Lexis search will find news documents with references to "aids" the verb but not "AIDS" the acronym.
NOTE: The NOCAPS command works with news content searches only.

CAPS

caps(Rico)

CAPS finds words with initial caps, e.g., proper nouns.
You must use search words in parentheses with CAPS.
ENTER: `caps(Rico)` and your Lexis search will find news documents with references to "Puerto Rico" but not references to the "RICO Act."
NOTE: The CAPS command works with news content searches only.

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