

Nexis Advanced Search Guide

For advanced use of Nexis UK, select the **General Search** tab and the **Power Search** page from the left hand side of the Nexis UK start page

Nexis® UK

The **Power Search** allows you to be very specific both about the key words you enter and where you would like to see them appear in the article and which publications you would like to search.

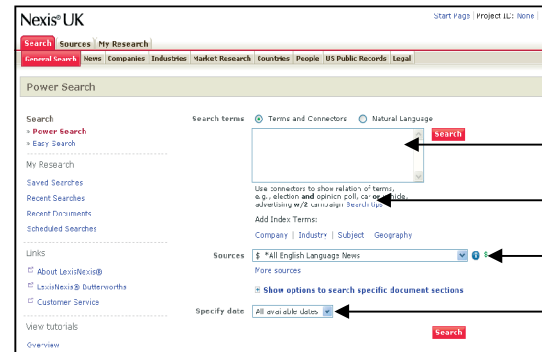


Making the most of the Power search Page

Step 1. Key word placement: The Power Search has a much larger box in which to enter your key words. You can also use more commands to make your searches more specific. Some of the most frequently used are listed below (more commands can be located the 'Search Tips' link below the search box) :

Command	Use
<i>General commands</i>	
And	To add an additional word anywhere in the text to limit results
Or	To add a variety of words to broaden your search
<i>To make search more relevant</i>	
w/s	To add the words within the same sentence
w/p	To add the words within the same paragraph
<i>Word location within text</i>	
Headline	Word to appear in headline only
Hlead	Word to appear in headline or lead paragraph
Nexterms	Word to appear in headline or lead paragraph or index terms
Company	Word to appear in company indexing

Step 2. Utilising your commands: You can combine any commands to create an effective search string (see table to right). Select your sources (see over page) and select date and press search.



Examples	
Company only search	Company (Royal Bank of Scotland or British Land or British Airways or Barclays or HSBC or Tesco plc)
Company mentions in text to increase relevancy	Hlead (Royal Bank of Scotland or British Land or British Airways or Barclays or HSBC or Tesco plc)
Additional terms added	Hlead (Royal Bank of Scotland or British Land or British Airways or Barclays or HSBC or Tesco plc) w/s (property or board changes or ownership changes or Company Activities & Management)

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Nexis UK Sources

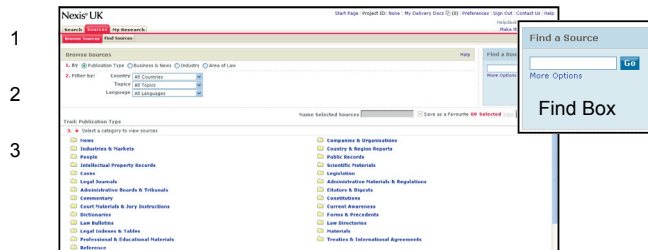
To select specific publications to group and/or search in the Power Search page, select the **Sources** tab from the left hand side of the Nexis UK start page.

You can find sources in two different ways: you can either **Browse** or **Find** the publication required and either run a search on the publication solely or add it to group folder.



Browse

From the Browse tab, the publications available in your subscription will be organised according to publication type or subject. This is really beneficial if you are unsure which publication to look for or want to find other publications on a similar subject.



On the left hand side of the screen you will see the numbers **1-3 in red**.

Step 1: In section 1 you can select to organise your subscription either the Publication type, Business & News, Industry or Area of Law.

Step 2: In section 2 you can organise according to origin of Publication

Step 3: From section 3 you can open the folders produced in relation to the categories previously selected in step 1 and 2.

Step 4: Select the publication you wish to group (the right hand side of the screen will display a number in red to represent the number of publications currently selected and added in your folder).

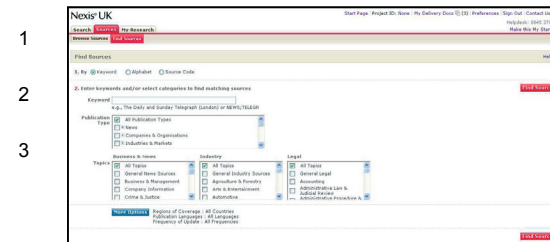
Step 5: Enter a name for your grouped publications in the 'Name Selected Sources' box and tick the 'Save as favourite' box (if you wish to use this group only once then just select continue).

Step 6: Select **Continue** to have group added to the Power Search.

Find: From the Browse tab you can also use the 'Find a sources box' at the top right and type the publication name directly (follow find tab steps)

Find

From the Find tab you can enter the name of the publication you would like to locate as well as add limitations if required. This is beneficial if you know the publication you wish to locate



On the left hand side of the screen you will see the numbers **1-3 in red**.

Step 1: Select how you wish to search for the publication, either keyword , alphabetical or source code.

Step 2: If keyword is selected enter the name or keyword of the publication and select any additional options required e.g. language etc. (NB you may need to click More Options) or select publication name from the alphabet if the alphabetical option is selected in step 1.

Step 3: Select the publication you wish to group (the right hand side of the screen will display a number in red to represent the number of publications currently selected and added in your folder).

Step 4: Enter a name for your grouped publications in the 'Name Selected sources' box and tick the 'Save as favourite' box (if you wish to use this group only once then just select **Continue**).

Step 5: Select **Continue** to have group added to the Power Search.

OK - Continue

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