

Nexis Basic Quick Start Guide

Overview: This powerful online research tool provides you with up-to-the-minute business and news information whenever you need it from a database of over 20,000 trusted sources. LexisNexis global business & news service allows you to quickly find the critical information you need to gain insight into your customers, markets and competitors, enabling you to make informed business decisions and gain a strategic advantage over your competitors. By offering you a choice of search, content, access and delivery options, you can tailor the service to your own individual and business requirements.

Nexis® UK

Navigation: Nexis is split into three main areas:

- **Search:** Containing content specific search forms and the General search page (for advanced users)
- **Sources:** Containing all the publications you are currently subscribed to in Nexis UK
- **My Research:** Containing personal searches and Alerts

At any point if you wish to return to your selected homepage just click the Nexis UK logo at the top left of the screen.



Running a search in Nexis UK

Step 1. Selecting the correct search form relevant to content/publications

News: International and regional press, trade journals, newswires, blogs and transcripts

Industry: News content as above and/ or specific trade journals to the select industry and industry reports e.g. Datamonitor and Hoovers

People: News content as above and/or biographical publications e.g. Debrett's, Who's Who and Gales' Biographies

Companies: Company Reports and filings e.g. Hoover's, Datamonitor, Worldscope, Extel etc,

Country: Both political and economic reports on a country e.g. EUI Reports and BBC World Monitoring

General Search : All above content can be searched from this form & you can select specific sources as required.

Step 2. Enter your search criteria

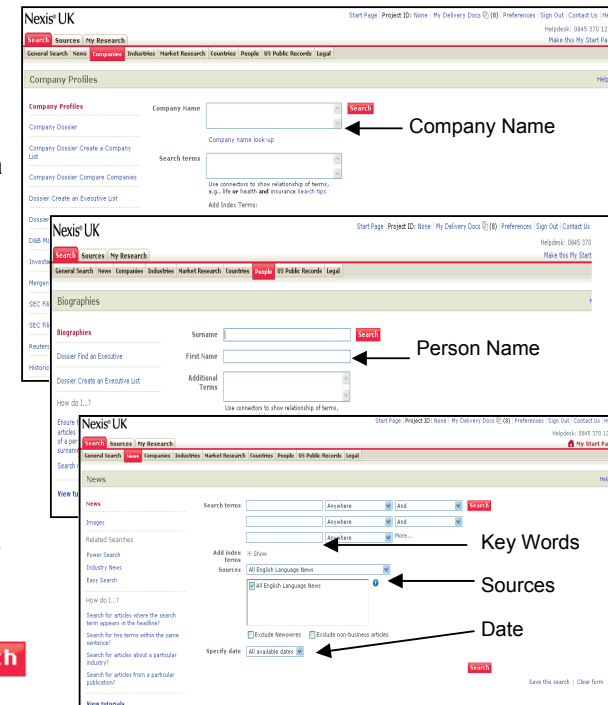
Each search form will have a box for you to enter your search criteria and/or terms e.g. company name, Individual name or the words that you want to see appearing in your news articles.

Step 3. Select source/publications

Each form will have a 'drop down list' to enable you to select which publications you would like to search e.g. All English Language News, UK Publications, All Company Information, All News & Biographies or All Biographies.

Step 4. Select Date & Search

Each form will allow you to restrict the amount of results returned by date range if required. e.g. Today, last week, last month etc. When form is complete click either Search button



Help available Contact the LexisNexis Help Desk for assistance with our products, functionality, search advice or technical issues:

call: +44 (0)845 370 1234 e-mail: contentsupport@lexisnexis.co.uk

www.lexisnexis.com/uk/nexis

Nexis UK Results Page

Overview: Each Results page in Nexis UK is in the same format, with the articles/ reports in the centre of the screen, **Results Groups** on the left and a **Search within results** box to the right. Each of these features will assist you in locating efficiently the most relevant results for your search.

Working with Results

Option 1. Results Groups: this area is particularly useful for organising your results into:

- **Source Types:** newspapers, trade press etc
- **Source Name:** if you know which publication you need
- **Subject:** if your search is very general then by organising by subjects you can see recurring themes in the articles.
- **Industry:** so you can organise by industries relevant to the articles
- **Geography:** regions mentioned in the articles

Click area you wish to organise by and results will appear on the right hand side accordingly

Option 2. Search within Results: This box allows you to enter additional words that you would also like to see appearing in the articles. Enter word and press Go and the additional word will be highlighted in blue in the text

Option 3. Activity Trail: As you add additional words to your search, blue links will appear at the top left hand side of your page. This is so you can always return to your previous results and enter a different word if required. Your current location will be highlighted in black, just select the blue link to the left to retrieve previous results.

Option 4. Open Articles: To view the whole article you can either click the title to view it from the beginning or select any of the key words to view it from that section.



The screenshot shows the Nexis UK interface with the following elements:

- 1. Results Groups:** A vertical navigation menu on the left with categories like Source Name, Subject, Industry, Company, Geography, Language, and People.
- 2. Search:** A search box at the top right labeled 'Search within results' with a 'Go' button.
- 3. Activity Trail:** A breadcrumb trail at the top left showing the search path: 'Power Search - UK Publications > (olympics w/s london) (727)'.
- 4. Open Articles:** A list of search results, each with a checkbox, a title, and a snippet of text. The first result is 'Rethinking IT Management Services, Summer 2008, Pg. 36, 1001 words, Jones, Daniel T. Daniel T Jones is a management thought leader and advisor on applying lean, process thinking to every type of business across the world. He is the founding chairman of the Lean Enterprise Academy www.leanuk.org in the UK, dedicated to pushing forward the frontiers of lean thinking and helping others with its implementation. He is the author, with James P Womack, of the best-selling management books - The Machine that Changed the World and Lean Thinking: Banish Waste and Create Wealth in Your Organisation - which describe the principles and practice of lean thinking in production. ... now working on the London Olympics for 2012.Laying the ...'.

Next Steps: Deliver Results



Print, Email or Save/Download:

Each article is numbered to the left. Tick the box next to the articles you wish to keep and click either the print, email or download icon as required to receive the results in the format requested.



Create an automatic Alert:

Once you are happy with the results you are looking at you can create an automatic alert to run exactly the same search on your behalf at the times you specify and to the email addresses you enter. Click on the alarm clock icon to set this up. Once created it will be stored in the My Research tab where you can modify it if required.

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