

# Nexis<sup>®</sup> Advanced Search Guide

## Making the most of the Power Search page

For advanced use of Nexis<sup>®</sup>, select the **Power Search** option on the left-hand side of the screen under Search.

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

### Step 1: Keyword placement

The Power Search has a much larger box in which to enter your keywords. 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)

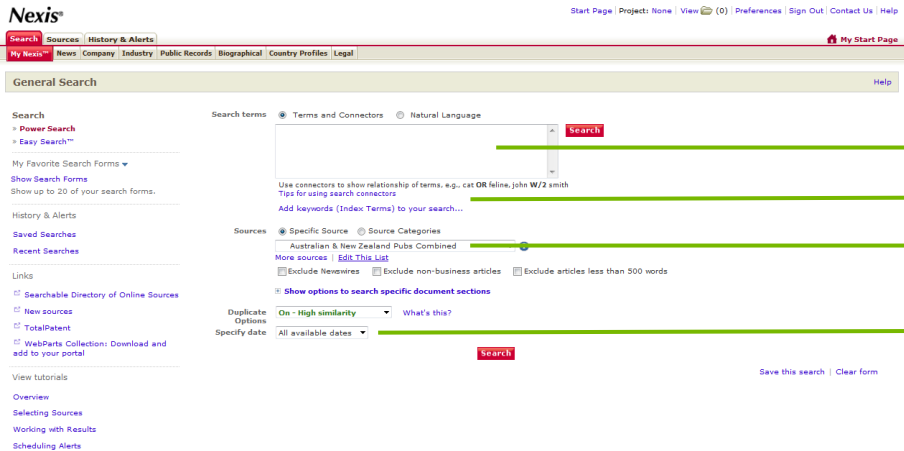
Command	Use
<b>General Commands</b>	
<b>And</b>	To add in additional word anywhere in the text to limit results
<b>Or</b>	To add variety of words to broaden your search
<b>To make search more relevant</b>	
<b>w/s</b>	To add the words within the same sentence
<b>w/p</b>	To add the words within the same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

### Step 2: Utilising your commands

You can combine any commands to create an effective search string

Examples	
<b>Company only search</b>	Company (Coles or Woolworths or IGA)
<b>Company mentions in text to increase relevancy</b>	Hlead (Coles or Woolworths or IGA)
<b>Additional terms added</b>	Hlead (Coles or Woolworths or IGA) w/s (property or board changes or ownership changes)

Then select your sources, select date and lastly, select Search



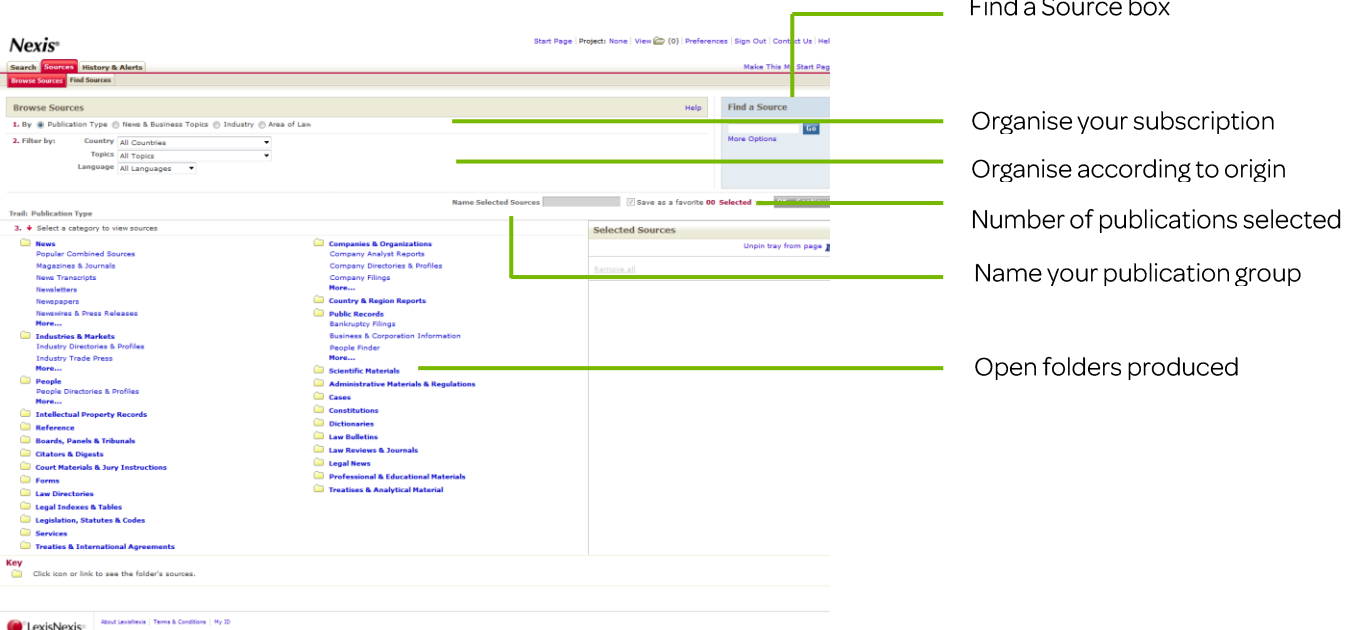
## Nexis® Sources

To select specific publications to group and/or search in the Power Search page, select the **Sources** tab from the top of the Nexis® 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.



**Step 1:** Select and organise your subscription either by publication type, business & news, Industry or Area of Law

**Step 2:** Organise according to origin of publication

**Step 3:** Open the folders produced in relation to the categories previously selected

**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 to your folder

**Step 5:** Enter a name for your grouped publication in the Name Selected Sources box and tick the Save as a Favourite box (If you wish to use this group only once then just select continue)

**Step 6:** Select Continue to have the 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 in the publication name

## 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

The screenshot shows the 'Find Sources' page on the Nexis website. The interface includes a search bar, a 'Find Sources' button, and several filter sections: 'By' (Keyword, Alphabet, Source Code), 'Keyword' (with an example 'New York Times' or Times New York'), 'Publication Type' (All Publication Types, News, Companies & Organizations), 'Topics' (News & Business Topics, Industry, Legal), and 'More Options' (Regions of Coverage, Publication Languages, Frequency of Update). Green lines and arrows point from text labels on the right to these specific interface elements.

Select how you wish to search

Enter keywords

Select Publication type

Select Topic

**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.