

# Commands At-A-Glance

## Signing on

1. Go to <http://www.nexis.com>
2. Type your LexisNexis® ID and password in the appropriate fields.
3. Select appropriate search tool. Enter the search.

## Connectors

Use connectors to establish logical relationships between words only when you use Power Search or Search Forms.

<b>AND</b>	Links words or phrases that must appear together in the same document, no matter how close or far apart. Example: <b>bank AND deregulate</b>
<b>AND NOT</b>	Excludes documents that contain the word or phrase following it. Use this connector with caution because it can exclude relevant documents. Always use at the end of your search. Example: <b>(michael W/2 jordan) AND NOT basketball OR bulls OR sports</b>
<b>OR</b>	Links synonyms, antonyms, alternate forms of expression, etc. Broadens search results. Words separated by <b>OR</b> will appear in any of the documents returned, but not necessarily in the same document. Example: <b>outlook OR forecast OR trend</b>
<b>PRE/N*</b>	Requires words to appear in the document, the first word must precede the second word by no more than N words. Example: <b>cable PRE/2 television OR tv OR t.v.</b>
<b>W/N*</b>	Locates search terms within a certain number (N) of words of each other. Does not specify word order. Example: <b>market W/5 share</b> (read: market within five words of share)  It is particularly important to use the W/2 connector between first and last names when researching people. This will allow you to find documents including nicknames, middle names or initials, or where the person is mentioned last name first. Example: <b>donald W/2 trump</b>
<b>W/P</b>	Looks for documents with search words in the same paragraph; cannot be combined with the W/N. Example: <b>airline W/P merger</b>
<b>W/S</b>	Looks for documents with search words in the same sentence; cannot be combined with the W/N. Example: <b>predict! W/S hurricane season</b>

## Wildcards

<b>ASTERISK (*)</b>	Use the * to replace a letter in a word. You can use up to seven in the same word, anywhere in the word except as the first letter. (like the blank tile on a Scrabble® board.) Example: <b>bernst**n = bernstein, bernstien, bernstown, etc.</b>
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<b>EXCLAMATION POINT (!)</b>	Use the ! to replace an infinite number of letters following a word root.
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Example: **insur! = insure, insured, insurance, insuring, insuree, insurer**

## Precision search tools

Use Precision Search Tools within Power Search or Search Forms.

Precision search tools increase the accuracy and efficiency of your searches by forcing the Nexis® search engine to read search terms a certain way. These tools often work against the default settings of the LexisNexis® services.

For example, by default, the LexisNexis services are not case sensitive, but by incorporating certain precision search tools (allcaps, caps and nocaps), you can force the search engine to read capitalization.

Also, the LexisNexis Services will automatically find singulars, plurals and possessives of any word that becomes plural by adding s, es or ies. By using precision tools (singular and plural), you can override this default.

## Constructing your search

Construct your search using the following format: *precision search tool (search term)*. Common precision search tools include:

<b>ALLCAPS</b>	Locates articles in which all letters of your search term are capitalized; especially helpful when researching acronyms. Example: <b>allcaps (era) = articles that contain the abbreviation for Equal Rights Amendment or Earned Run Average</b>
<b>ATLEASTN OR ATLN</b>	Assists with frequency searching, allowing you to retrieve only those documents that mention your search term at least a certain number (N) of times. Example: <b>atl10 (competitive intelligence OR ci)</b>
<b>CAPS</b>	Finds instances in which at least one letter is capitalized; proves particularly useful when researching names and proper nouns. Example: <b>caps (era) = articles that contain the brand name of the detergent</b>
<b>NOCAPS</b>	Retrieves articles in which your search term has no letters capitalized and ignores any acronyms, names and proper nouns. Example: <b>nocaps (era) = articles that contain the word era as the time period</b>
<b>PLURAL</b>	Retrieves only the plural or plural possessive forms of your search term. Example: <b>plur (rallies)</b>
<b>SINGULAR</b>	Finds only the singular or singular possessive forms of your search term. Example: <b>sing (rally)</b>

## Commands At-A-Glance

## Segments

Use Searchable Segments only within Power Search or Search Forms.

Operating like descriptors or fields, segments are searchable parts of a document. Some of the most commonly used of the many available segments are listed here.

Incorporate segments, search terms or date restrictions using connectors as needed.

<b>BODY</b>	For articles where terms are in the story text. <b>BODY (election)</b>
<b>BYLINE</b>	Articles attributed to person(s) identified as the author/reporter. <b>BYLINE (james W/2 brady)</b>
<b>CITY</b>	For articles that are substantially about a city. <b>CITY (new york)</b>
<b>COMPANY</b>	Articles containing the name(s) of any companies discussed in the document. <b>COMPANY (kodak)</b>
<b>DATE</b>	For articles written on a particular date. <b>DATE (jan. 22 2002)</b>
<b>DATELINE</b>	For articles filed from a particular city. <b>DATELINE (dayton)</b>
<b>GEOGRAPHIC</b>	For articles about a particular geographic location. <b>GEOGRAPHIC (united states)</b>
<b>GRAPHIC</b>	For articles that have a photo. <b>GRAPHIC (empire state building)</b>
<b>HEADLINE</b>	Articles featuring the term in headline or title. <b>HEADLINE (seagram)</b>
<b>HLEAD</b>	Segment combining the headline and lead paragraph. <b>HLEAD (college playoff AND nike)</b>
<b>INDUSTRY†</b>	For articles that are substantially about a particular industry. <b>INDUSTRY (mining)</b>
<b>LANGUAGE</b>	For articles in a particular language. <b>LANGUAGE (spanish)</b>
<b>LEAD</b>	For articles where term is in lead paragraph. <b>LEAD (candy)</b>
<b>ORGANIZATION†</b>	For articles about a particular non-profit government agency or association. <b>ORGANIZATION (DAR)</b>

<b>PERSON †</b>	For articles that are substantially about a particular person. <b>PERSON (cher)</b>
<b>LENGTH</b>	The approximate number of words in the BODY segment; arithmetically searchable. <b>LENGTH &gt; 100</b>
<b>PUBLICATION</b>	The name of the publication. <b>PUBLICATION (new york times)</b>
<b>SECTION</b>	For a particular section of a publication. <b>SECTION (obituary)</b>
<b>STATE</b>	For articles that are substantially about a particular state. <b>STATE (new york)</b>
<b>SUBJECT</b>	Search the LexisNexis SmartIndexing Technology™ topic of the article (Note: Controlled subject terms are available at <a href="http://www.lexisnexis.com/infopro/products/index">http://www.lexisnexis.com/infopro/products/index</a> ). <b>SUBJECT (electronic commerce)</b>
<b>TERMS</b>	Search the LexisNexis SmartIndexing Technology terms for people names, company names, organization names and geographical location in an article. (Note: Controlled proper name terms are available at <a href="http://www.lexisnexis.com/infopro/products/index">http://www.lexisnexis.com/infopro/products/index</a> ) <b>TERMS (mario W/2 lemieux) AND TERMS (pittsburgh)</b>
<b>TICKER</b>	For articles about a publicly traded company. <b>TICKER (IBM)</b>
<b>TYPE</b>	For particular types of news/stories. <b>TYPE (obituary)</b>

## Other helpful information

## Nexis URL

<http://www.nexis.com>

## LexisNexis URL

<http://www.lexisnexis.com>

## LexisNexis User Website

<http://www.lexisnexis.com/bis-user-information>

## LexisNexis SmartIndexing Technology

<http://www.lexisnexis.com/smartindexing>

## LexisNexis Source Locator

<http://web.nexis.com/sources>

## LexisNexis Customer Support

1-800-543-6862

NOTE: When searching on the length segment use the < or > relational operators.

† When searching in LexisNexis SmartIndexing Technology segments (Subject and Terms) you can search for concepts/processes without regard for how they are worded in an article. You can also select the relevancy of a term in the article by using the following syntax: Subject(Fraud pre/1 9\*). This will find articles that are 90 percent and above about your search term.