

# USING LEXIS-NEXIS

## Coverage

Lexis-Nexis is one of the leading online database systems for full-text information in electronic format. The Lexis portion offers a wide variety of federal and state legal information. The Nexis portion provides full-text news, business, and trade information.

## Structure

Lexis-Nexis is arranged in large categories called “Libraries” and sub-categories called “Files”. For instance, the “News” library contains full-text information from U.S. and foreign newspapers, magazines and other sources, and the subcategory “60 days” file contains news stories that have a publication date of 60 days old or less. Before you begin any search, you must select a Library and either a Group File or an individual File.

## How To Connect

Lexis-Nexis Academic Universe is available through the Simmons Library homepage drop-down database menu at the following URL:

- <http://www.simmons.edu/resources/libraries/index.html>.
- No password is required, but note that this version is not as expansive as the non-academic version.

Lexis-Nexis can also be accessed at:

- <http://www.nexis.com> OR <http://www.lexis.com>.
- A password is required to log on to the non-academic version of Lexis-Nexis. All GSLIS students have a password assigned to them in their TOR booklet. Please see the GSLIS Technology Group staff if you have not received a password.

## How To Search

- Every search must begin with choosing the appropriate Library and File.
- Enter your search terms, using connectors, universal characters and segment searching as needed. On the following page are some basic search commands to help you focus your search
- Also on the following page, you will find a link to further learning resources.

Search Command	Explanation	Example
* Asterisk	use as a placeholder for one letter	wom*n bank***
! Exclamation Mark	use as a placeholder for an infinite number of letters	child! bank!
OR	use to connect similar terms to broaden your search	doctor or physician
AND	use to connect separate concepts to narrow your search	bank and deregulate
W/n	use to find both terms in the document, with a maximum of n words between them	john W/2 doe
W/s	use to find both terms in the same sentence	frequent flyer W/s mile!
W/p	use to find both terms in the same paragraph	retire! W/p benefit
date is	use to find documents with a known date	date is 2000
date aft	use to find documents printed after a certain date	date aft 2/15/1999
date bef	use to find documents printed before a certain date	date bef 6/1996

### **Additional Resources**

Lexis-Nexis is a sophisticated database with powerful searching capabilities – this sheet provides only the basics on how to become familiar with the system. There are additional resources available:

- See the Lexis-Nexis Knowledge Base web page at <http://support.lexis-nexis.com/default.asp>.
- nexis.com Quick Reference can be downloaded as a PDF at <http://www.lexisnexis.com/businessonline/productliterature.asp>
- Several instructional aids in PDF format including “User Guide for Librarians” can be found at <http://www.lexisnexis.com/academic/1univ/acad/subscriberResources.asp>