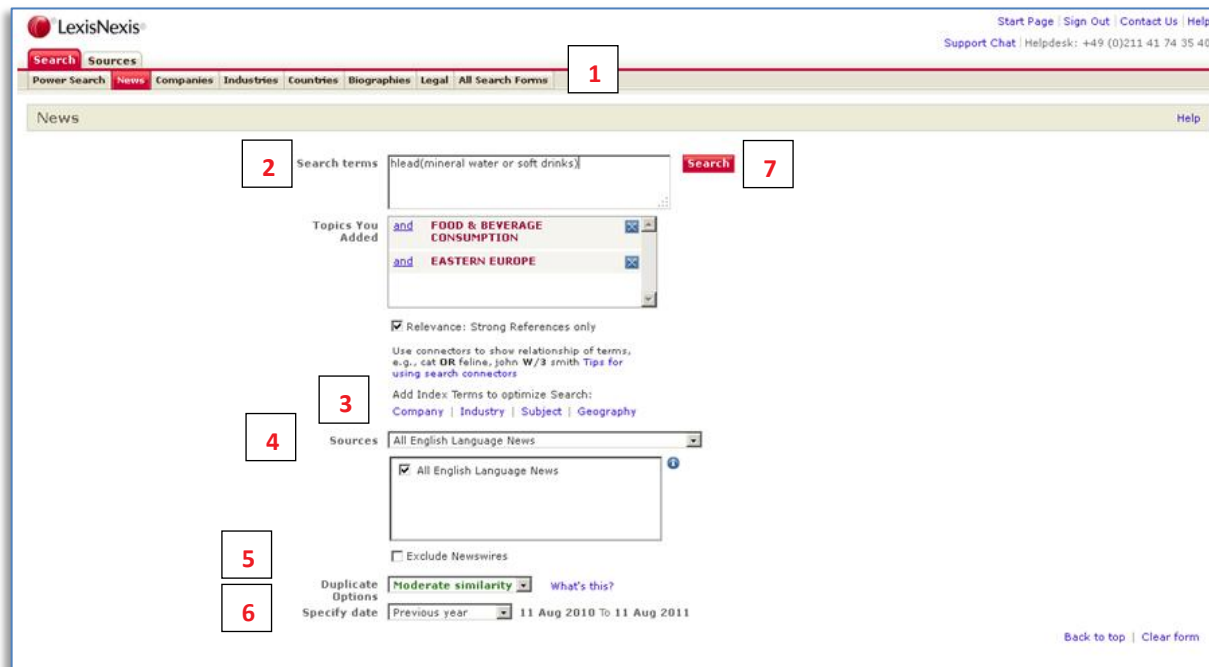


Getting results with LexisNexis® Quickcard

Searching



The screenshot shows the LexisNexis search interface with the following numbered steps:

- 1**: Select the appropriate **search form**. (The 'News' tab is selected under the 'Search' menu.)
- 2**: Type in your **search term(s)**. (The search term 'blead(mineral water or soft drinks)' is entered in the 'Search terms' field.)
- 3**: Add **Index Terms** to optimize your search. (The 'Topics You Added' section shows 'FOOD & BEVERAGE CONSUMPTION' and 'EASTERN EUROPE' added with 'and' connectors.)
- 4**: Select a **source** from the drop-down list or access the source directory via the tab SOURCES. (The 'Sources' dropdown is set to 'All English Language News'.)
- 5**: The **duplicate analysis** groups similar documents together. (The 'Duplicate Options' section shows 'Moderate similarity' selected.)
- 6**: Specify a **date restriction**. (The 'Specify date' field shows 'Previous year' and '11 Aug 2010 To 11 Aug 2011'.)
- 7**: Click **Search**. (The 'Search' button is highlighted.)

1. Select the appropriate **search form**.
2. Type in your **search term(s)**.
If you use more than one term you need to add **connectors** like AND, OR.
Use **wild cards** to include word variations, *recycl!* finds *recycle*, *recycling* and *recyclable*.
3. Add **Index Terms** to optimize your search. Indexed are all English, German and French language News.
4. **Select a source** from the drop-down list or access the source directory via the tab SOURCES.
5. The **duplicate analysis** groups similar documents together.
6. Specify a **date restriction**.
7. Click **Search**.

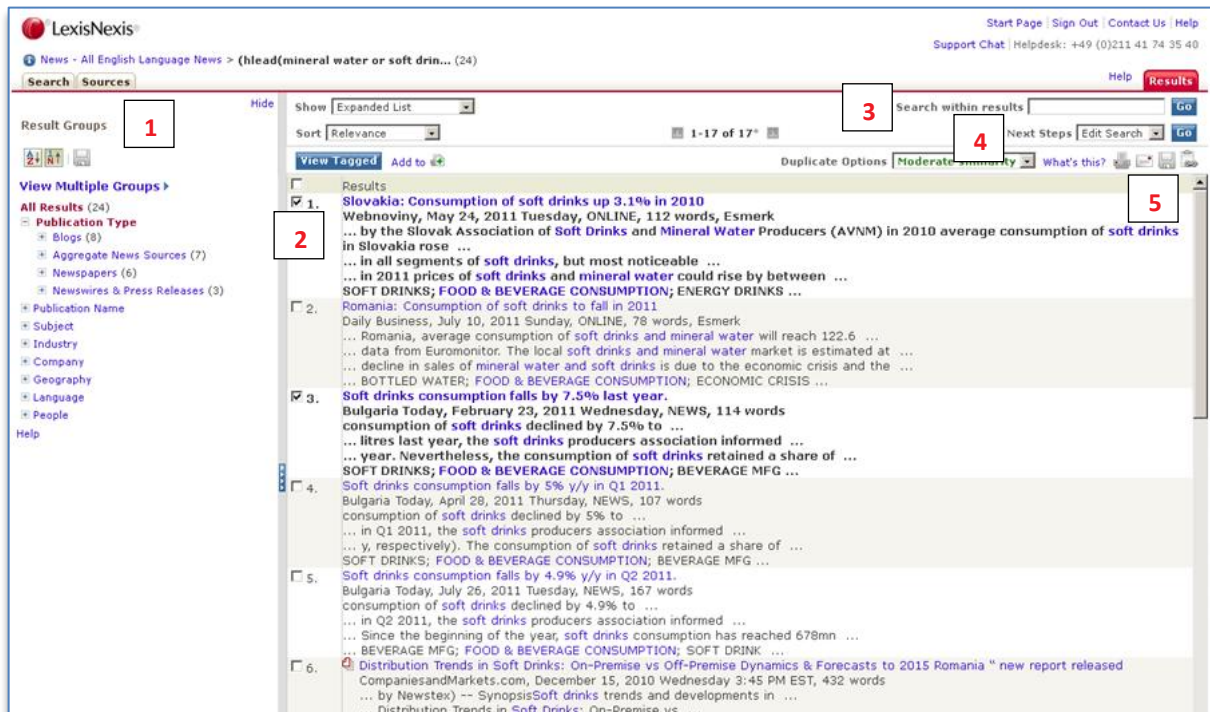
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TIP: Click the tab „All Search Forms“ to select easy to use search forms like News – Guided.

Working with Results



The screenshot shows the LexisNexis search results interface. The search query is "(head(mineral water or soft drink... (24)". The results are displayed in a list format. The interface includes a sidebar with filters, a main results area, and a top navigation bar. Numbered callouts highlight specific features:

- 1**: Points to the "Result Groups" section on the left sidebar.
- 2**: Points to the "View Tagged" button above the results list.
- 3**: Points to the "Search within results" input field at the top right.
- 4**: Points to the "Next Steps" button at the top right.
- 5**: Points to the checkbox next to the first result, "Slovakia: Consumption of soft drinks up 3.1% in 2010".

1. Use the **Result Groups** to display a specific group of documents within your results. You can view the list of results by document type, publication name, language and others.
2. Click one of the results to **view the full text** of the document.
3. Use the „**Search within results**“ feature to search for more specific word(s) within your original search results.
4. To edit a search or begin a new search, use the „**Next Steps**“ feature.
5. To **tag documents**, click the checkbox next to the document name and click the appropriate delivery icon to **print, e-mail** or **download**.

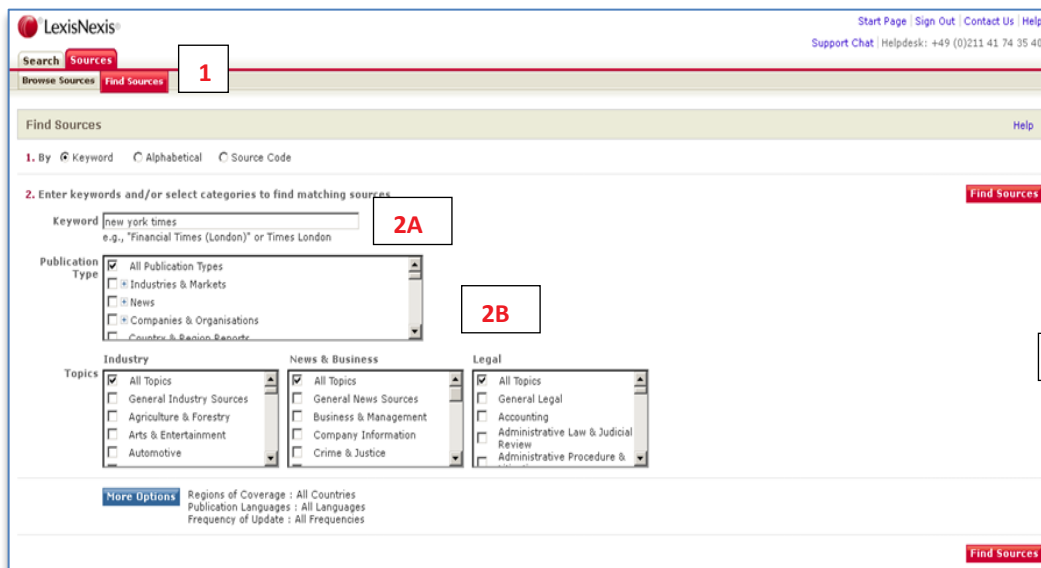
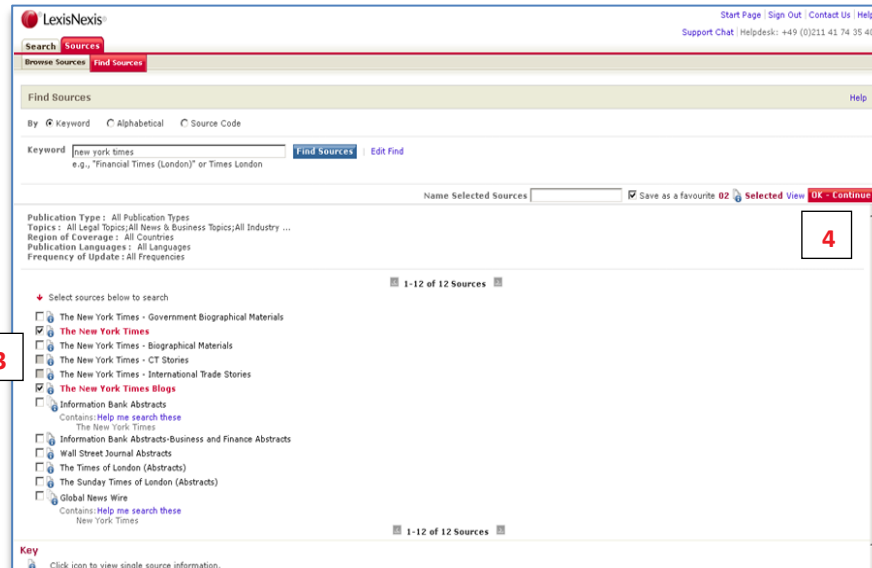
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Browsing and Searching Sources

Select one or more sources which are not available through the drop-down lists of the search forms.

1. Click the tab **Sources**.
2. **A)** Enter a publication name or part of the name.
B) Generate a list of sources using filter like publication type, topics and more options like language of publication.
3. **Tag the checkbox** next to a source to select it and
4. click **OK - Continue**.

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LexisNexis Connectors

- OR** *vw or volkswagen*
To find documents that contain either or both of the words or phrases.
- AND** *beiersdorf and nivea*
To find documents that contain both words or phrases.
- AND NOT** *ford and not harrison ford*
To find documents in which a word or phrase is to be excluded.
- w/n** *private equity w/15 outsourcing*
(value n can be any number up to 255)
To find documents with search words that appear within “n” words of each other, in this example within 15 words.
- pre/n** *pay pre/5 television*
(value n can be any number up to 255)
To find documents in which the first search word precedes the second by not more than the stated number of words.

Special Search Features

- atleastn** *atleast5 (financial crisis)*
(value n can be any number up to 255)
To find documents containing an in-depth discussion. The search term has to appear “at least” 5 times in a document.

Wild Cards

- !** The exclamation point replaces an unlimited number of letters following a word root.
bank! finds *bank, banking, banker, bankruptcy*.

Note: German Language News allow you to search with ! at the beginning of a word, e.g.
!versicherung! finds *Versicherung, Lebensversicherung, Versicherungsprämie* etc.

- *** Use an asterisk to replace characters anywhere in a word, except the first character.
*int**net* finds *internet* and *intranet*.

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Using Document Sections

Commonly used document sections in the News

headline (safety and road traffic)

To search within the headline of an article.

hlead (low fare or low cost carrier or no frill)

To search within the headline and lead paragraph of an article.

byline (aust)

To search for articles written by a specific author.

length>500

To search for articles with a certain number of words.

section (book reviews)

To search within a specific section.

Note: the sections differ according to the publication.

publication (new york times)

To search within one or more individual publications.

Commonly Used Document Sections in the Company Databases

company (lexisnexis)

To search for a company profile.

country (italy)

city (london)

zip (45! or 46!)

To search for companies located in a specific countries, cities or zip code areas.

revenues>10000000

To search with revenues.

employees>20

To search with the number of employees.

sic (2111)

Used e.g. by Hoover's, Hoppenstedt, The Major Companies Database.

nace (70220)

Used by Creditreform, Bürgel, Hoppenstedt.

Finding companies by industry code(s).

Note: The type of industry code depends on the selected database. Use the source information to look up the used industry classification. Most used industry codes are SIC (Standard Industrial Classification, 4 digits) and NACE (Classification of Economic Activities in the European Community, 5 digits).

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Using Document Sections

Commonly Used Document Sections in the Legal Sources

Cases

name (roe and wade)

To search with the name(s) of the case.

cite (447 u. s. 303)

To search with a citation of a case.

core-terms (tort liability)

To search with the keywords of US cases.

catchwords (protect! and animal)

To search with the keywords of UK cases.

Law Journals

title (human rights)

To search within the title of a document.

author (jennifer w/2 brown)

To search for articles written by a specific author.

cite (69 s. cal. l. rev. 1679)

To search with a citation of a law journal, e.g. volume 69, Southern California Law Review, Page 1679.

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