

## Getting results with LexisNexis® Quickcard

### Searching

The screenshot shows the LexisNexis search interface with the following elements highlighted by numbered callouts:

- 1:** The "All Search Forms" tab in the top navigation bar.
- 2:** The "Search terms" input field containing the text "blead(mineral water or soft drinks)".
- 3:** The "Topics You Added" section, which includes a list of topics: "FOOD & BEVERAGE CONSUMPTION" and "EASTERN EUROPE".
- 4:** The "Sources" dropdown menu, which is currently set to "All English Language News".
- 5:** The "Duplicate Options" section, which includes a "Moderate similarity" dropdown and a "What's this?" link.
- 6:** The "Specify date" section, which includes a date range selector set to "Previous year" and "11 Aug 2010 To 11 Aug 2011".
- 7:** The "Search" button.

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**.

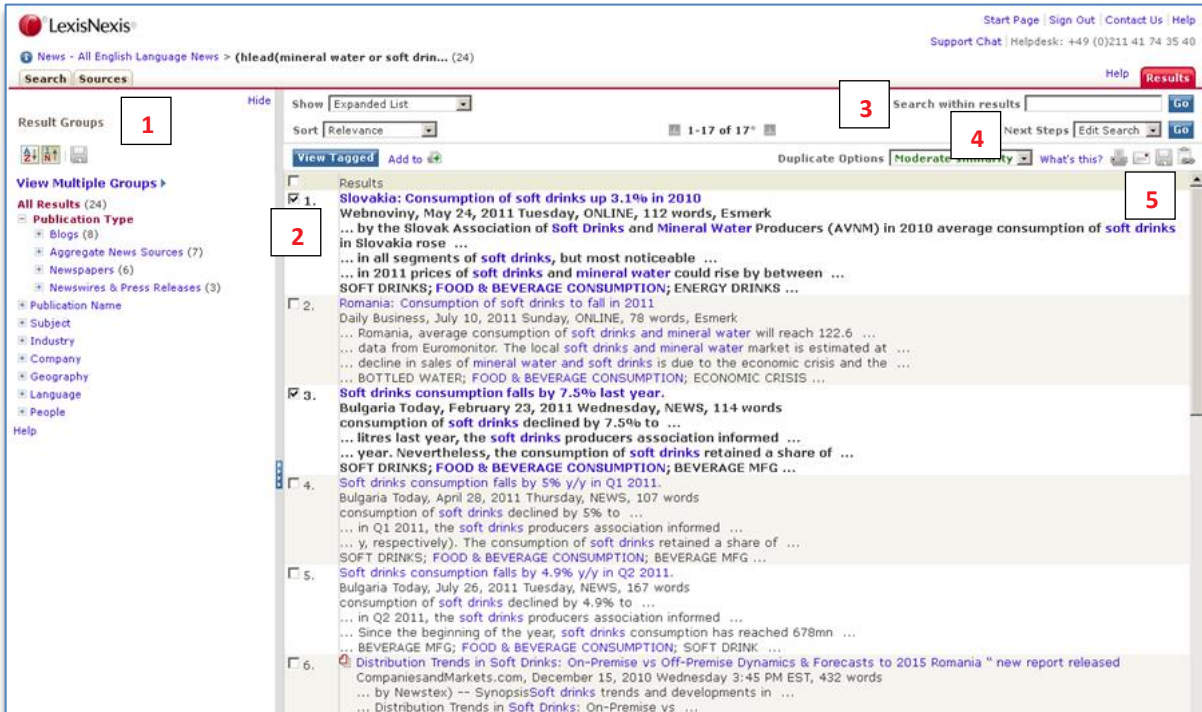
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**TIP:** Click the tab „All Search Forms“ to select easy to use search forms like News – Guided.

## 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. Five numbered callouts highlight key features:

- 1:** Points to the "Result Groups" section on the left sidebar, which includes filters like "Publication Type", "Publication Name", "Subject", "Industry", "Company", "Geography", "Language", and "People".
- 2:** Points to a checkbox next to the first search result, indicating that documents can be selected or tagged.
- 3:** Points to the "Search within results" input field at the top of the results list, used for refining the search.
- 4:** Points to the "Next Steps" button, which allows users to edit the search or start a new one.
- 5:** Points to the document title and metadata of the first result, which includes the document name, date, time, and word count.

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**.

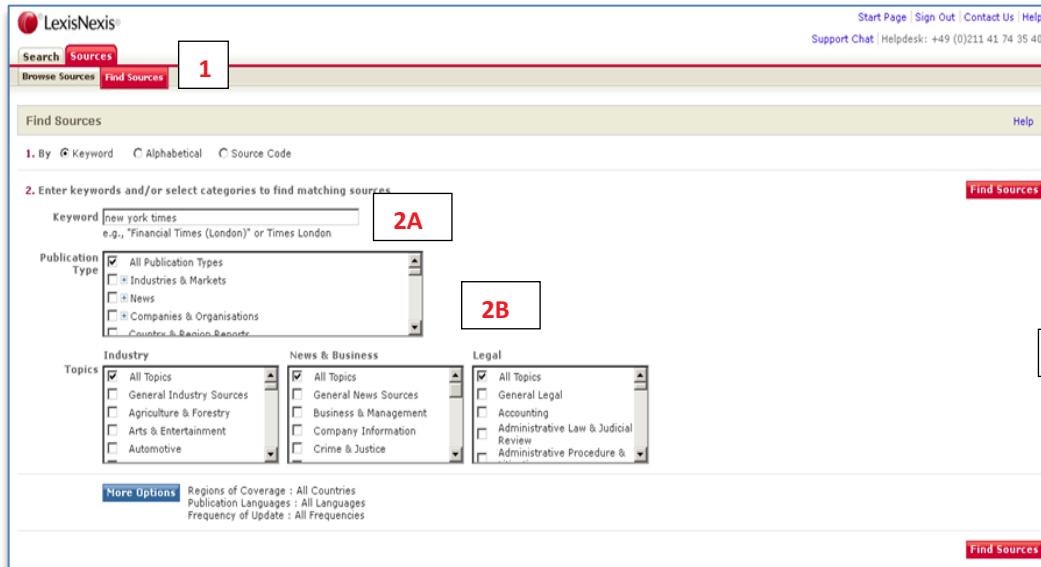
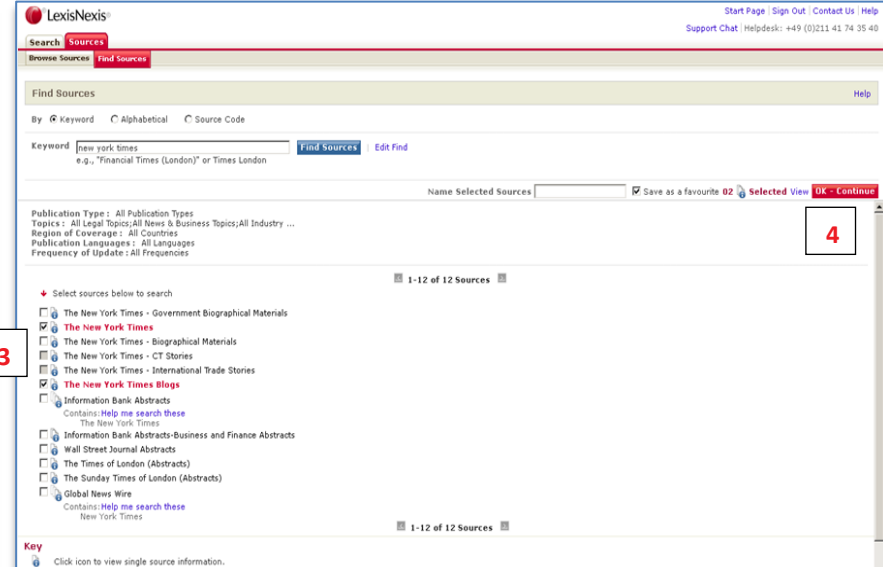
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## Browsing and Searching Sources

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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