

NSU LIBRARY, RESEARCH, AND INFORMATION TECHNOLOGY CENTER

LexisNexis Academic Help Sheet

DESCRIPTION: LexisNexis Academic Universe is a database that offers a wide range of resources, including news, business information, legal materials, medical information, and reference sources.

SEARCHING LexisNexis Academic:

The screenshot shows the 'Academic Search Forms' menu on the left with options: News, Business, Legal Research, Medical, Reference, and 'Search for Other Information' (Congressional). The 'Quick News Search' form is active, featuring a search box, a 'Search' button, and a 'Clear Form' button. Below the search box is an example: "Campaign Finance Reform". A 'Date' dropdown menu is set to 'Previous six months'. A 'Tips' link is in the top right. Text below the search box reads: "This form searches LexisNexis™ news content. Enter words or "phrases" for your Quick Search. Do not use any special commands (AND, OR, W/n, etc.) or wildcard characters (* and !). For maximum search control use the full-text capabilities of Guided News Search or select a content-specific search form."

At the main menu (shown above), you can choose a search form that fits your topic (News, Business, Legal Research, Medical, or Reference). If you are searching for news topics enter your term(s) into the *Quick News Search* box, and click on *Search*.

If you are searching for “non-news” information, choose a search form that best fits your topic (Business, Legal Research, Medical, or Reference).

Next, you will need to select a subcategory that best fits your topic.

Once you select your subcategory, the default screen that pops up will be a *Basic Search* form (you may see a tab for a *Guided Search* form, which will allow more options to narrow your search criteria). The *Basic Search* form is shown below:

The screenshot shows the 'Basic Search' form for 'Industry & Market News'. The left menu is the same as above, with 'Industry & Market' selected. The form has a 'Keyword' field with a red asterisk and 'Entry Required' below it, with an example 'e.g. computer OR PC'. Below that is a 'Narrow search with additional terms' field with an example 'e.g. army OR military'. An 'Industry' dropdown menu is set to 'Aerospace, defense, & aviation news' with a 'Source List' link. A 'Date' section has a radio button selected for 'Previous six months' and another for 'From: [] To: []' with an 'Examples' link. 'Search' and 'Clear Form' buttons are at the bottom. Text above the search fields reads: "Keyword searches the headline and lead paragraph(s) of articles. Additional Terms searches the full text. Only articles that match all the criteria you enter will be found."

Enter your search terms in the various fields. Required fields vary for each search form. NOTE: When a down arrow appears next to a required field, select the field you want from the drop-down list.

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Select a source from the drop-down list in the Source field.

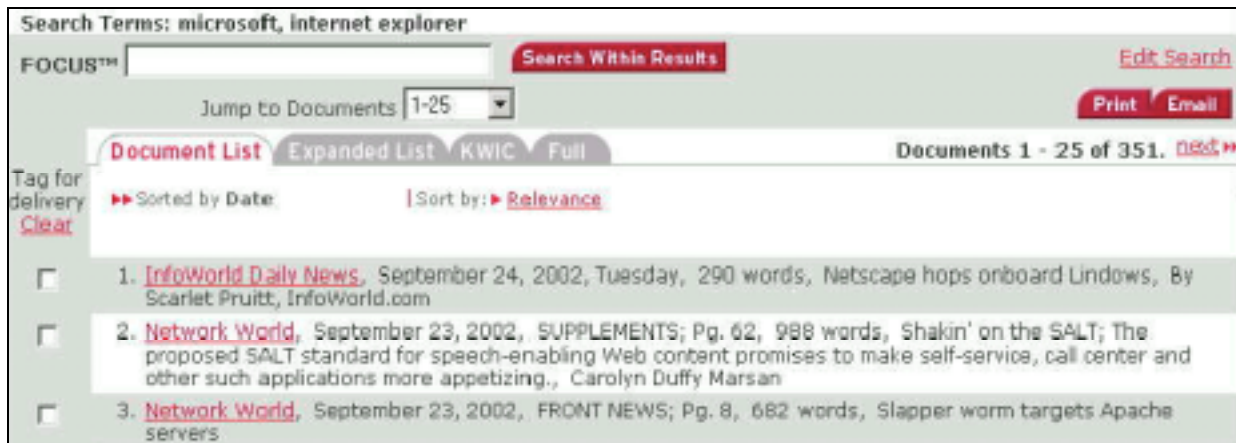
Select an option from the drop-down list to the right of the *Date* field, or click the button to the left of the *From* field to enter a date in the *From* and *To* fields.

Click Search to run your search and open the document list. This list provides general information about the documents such as headline, source, date, and length.

Click the link associated with the document you want to view. Search results will vary. If you get...

- **“No documents were found for your search”** - check your spelling or the fields you searched in.
- **“This search has been interrupted because it will return more than 1,000 documents”** - go back and narrow your search. Strategies for narrowing your search include inserting additional keywords, searching only a specific field, adding date limitations, or limiting by type of material.
- **If your search produces very few items** - go back and expand your search. Consider synonyms for your search words or concepts, or try using professional language.

OPTIONS FOR VIEWING SEARCH RESULTS:



As you view your results, use the tabs near the top of the screen:

- Document List (default) - gives your search results with the source, date, and number of words contained in the article, and a segment of the headline or title of the each article.
- Expanded List - displays a list of matching items containing your search terms and approximately 5 words on either side of your search terms.
- KWIC™ (Key Words in Context) - displays only the portion of the document(s) containing your search terms and 15 to 25 words on either side of your search terms.
- Full – displays the complete text of the documents in your search results (use the *Next* and *Previous* buttons to navigate through your search results).

Additional options:

Use *FOCUS* to find additional terms within the current results.

Use *Edit Search* to change or revise your search.