Welcome to LexisNexis®

LexisNexis is a leading global provider of content and technology solutions that enable professionals in legal, corporate, academic, government and non-profit organisations to make informed decisions and achieve better business outcomes. As a digital pioneer, the company was the first to bring legal and business information online with its Lexis® and Nexis® services. Today, LexisNexis harnesses leading-edge technology and world-class content, to help professionals work in faster, easier and more effective ways. Through close collaboration with its customers, the company ensures organisations can leverage its solutions to reduce risk, improve productivity, increase profitability and expand their business. A member of Reed Elsevier, LexisNexis employs more then 10,000 people worldwide to serve its customers in more than 100 countries.

The LexisNexis User Manual will help you:
- select the appropriate source for your search,
- develop a search,
- refine a search,
- work with and distribute the results.

Customer Service

For questions and additional information please contact us.
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LexisNexis provides you with an easy-to-use interface and enables quick and easy research in more than 45,000 national and international news, business and legal databases. These publications are updated and expanded daily.

To log in to the LexisNexis service please access the webpage http://www.lexisnexis.com/de/business, type in your user ID and password and click 'Sign-In'.

To access the English language version of LexisNexis please click on 'English'. If you subscribed to the UK adaption, go to http://www.lexisnexis.com/uk/nexis. Click 'Use a Secure Connection' to use LexisNexis via a secure connection.
Search Forms

Using different search forms via category tabs

The LexisNexis research service offers several search forms for your research. Select the search forms via category tabs depending on the information you require. Each search form is designed to search a particular type of content. Under the tab ‘All Search Forms’ you can define which search forms are shown by default.

Power Search
You have access to all sources you subscribed to. You have the ability to select sources from the drop-down list or all sources from the source directory. You can save sources as favourites and use connectors, document sections and index terms.

News
Search in German or international full text news sources. You can choose between two search forms:
• ‘News’ is an advanced search interface similar to the ‘Power Search’ form, where you can use all existing search connectors and commands in the predefined news sources.
• If you prefer an easy-to-use interface with self-explanatory drop-down lists to select document sections, sources and index terms, click the tab ‘All Search Forms’ and select ‘News - Guided’.

Companies
Search for corporate profiles and financial and business information on specific companies using the Companies search form. Additional Company Search forms such as Company Dossier, Mergers & Acquisitions and D&B Companies are available on the tab ‘All Search Forms’.

Industries
Search for news, financial and business reports or industry forecasts on specific industries using the Industries form.

Countries
Search for specific information on a country, including country reports and profiles, statistical data, risk reports and economic and political news.

Note
The availability of search forms depends on your current subscription. More search forms are available when you click the tab ‘All Search Forms’.
**Search Forms**

**Biographies**
Use the search form to retrieve information on individuals, including biographies, executive directories and who's who information.

**Legal**
Offers the most important sources for your legal research in order to retrieve legal information such as cases, legislation or secondary legal material.
Searching

Defining your Start Page

After signing in for the first time, the LexisNexis research services directs you to the ‘Power Search’ form. You may specify which search form should be displayed the next time you sign in. For example, if your research consists primarily of company searches, you may want to have the ‘Company’ search form displayed as your ‘Start Page.’

To designate a form as your Start Page, display the form on the Search Page, then click the ‘My Start Page’ link in the upper right of the form.

Developing a Search

To create a search request with the LexisNexis research service, start with terms and phrases that reflect ideas essential to your research. Then include connectors (such as or and and) to link the terms and phrases.

You may want to use wildcards to search for word variations. You can also use options such as date restrictions or searching document sections to create a more specific search.

The following steps will help you get started:

1. Identify the topic.
   Determine the area that you want to research.
   For example: You are looking for information about efforts to recycle packaging in the fast food industry.

2. Choose your search terms.
   Use words and phrases you expect to find in a document. Include alternative terms and try to avoid terms that are too general. For example, to find articles about efforts to recycle packaging in the fast food industry, you might use these terms and phrases: recycle, package, fast food.

Note
The service is not case-sensitive.
3. Use truncation and wildcards.
Use truncation (!) and wildcard (*) characters to include word variations.
Use the ! to replace an unlimited number of letters following a word root.

For example: recycl! finds ‘recycle’, ‘recycling’ and ‘recyclable’.

Use the * to replace one character in a word. You can use more than one * in a word, and you can use a * anywhere except as the first letter.
Organi*ation finds ‘organization’ and ‘organisation’.
Bernst**n finds different spellings like ‘Bernstein’ and ‘Bernstien’.

4. Link the search terms using connectors.
Connectors such as or, and, w/n establish logical relationships between your search terms.

For example: recycl w/25 fast food w/10 package

finds documents where ‘package’ is within 10 words of ‘fast food’, and ‘fast food’ is within 25 words of ‘recycle’ (or its variants).
To see the list of all connectors and information about how to use them, click the ‘Tips for using search connectors’ link.

5. Select a source.
Select a source from the drop-down list or access the source directory via ‘More Sources’ (also see chapter ‘Source Directory’).

6. Duplicate Options.
Duplicate analysis lets you choose whether or not you want to use similarity analysis to process your search results. Choose the type of similarity analysis you want from the drop-down list.

7. Specify a date.
Use date restrictions to narrow your search to documents published on a specific day or within a date range you specify.
Index Lookup Tool

Adding Index Terms to optimise your Search

LexisNexis provides multilingual Indexing across English, French and German news content. LexisNexis Indexing comprises terms associated with the index term as well as synonyms or translations. A search using the index term ‘Automotive’ will retrieve documents dealing with the automotive industry.

Benefits of searching using index terms:

• Excellent for searching general topics which would require complex free text search strategies.
• You can refine your search if you cannot think of search terms to use or if you want to add terms.
• You save time and work, because you do not have to enter all search terms which may appear in the searched documents.
• Terms from the index term concept will automatically be searched in the languages English, French and German, therefore you do not have to translate them.
• Ideal for obtaining a general overview of a subject and the existing vocabulary on industries or subjects.
• Relevance scores (expressed as a percentage; %) can be applied to allow you to obtain highly relevant results. You may also use the relevance scores to refine your search.

LexisNexis® Wirtschaft provides index terms on Company, Industry, Subject and Geography. Click on one of the index term categories under ‘Add Index Terms to optimise Search’.

After clicking on one of the index categories ‘Company’, ‘Industry’, ‘Subject’ or ‘Geography’, a new window opens and index terms are listed hierarchically. In addition, you can search for index terms with the Lookup Option ‘Find’ or view them alphabetically.
Index Lookup Tool

Choose relevant index terms.

Adding index terms:

1. Select an index category.
2. Click the plus icon to look up narrow index terms.
3. Tag the checkbox of the index terms you want to use for your search.
4. Click the 'OK - Add to Search' button to add the selected terms to your search.
Index Lookup Tool

Adding index terms:

5. If you want to combine the index term(s) with or or and not instead of and, simply click the connector to change it.

6. You can add a relevance of 85% or more just by tagging the box ‘Relevance: Strong References only’.

Note
If you search with index terms only, the and in front of the first index term will be disabled. If you want to delete the selected index term, click the X to the right of the index term.

The used index terms can be seen when selecting the format ‘Full text with Indexing’. Also see chapter ‘Find Documents with Similar Topics’ on page 18.

Note
The category ‘Company’ provides the Find Lookup Option only. After entering a company name you will have the opportunity to look at the corporate structure of the company.
Duplicate Options

Duplicate analysis lets you choose whether or not you want to use similarity analysis to process your search results. Similarity analysis analyses a results list, identifies documents that have similar or identical content, and groups these documents together. No document will be included in more than one group.

In the search forms and search results you can choose between three options via the drop-down menu.

- **Off**: no similarity analysis. If similarity analysis has already been performed, the results list is regenerated without similarity analysis.
- **High similarity**: documents must be nearly identical for the service to include them in the same group of documents.
- **Moderate similarity**: documents with relatively less similarity can be included in the same group of documents.

If no documents in the list are similar enough to be grouped together, the results list may not contain any groups.

After similarity analysis has identified and grouped similar documents, it chooses one document in each group as the ‘lead document’. In the results list, a lead document icon next to its title designates it as a lead document. Aside from this, lead documents are no different from any other documents in the list.

The remaining documents in the group – those that are not lead documents – are called ‘shadow documents’. Shadow documents do not appear among the listed documents in the results list.
Using the Source Directory and Find Sources

In the Source Directory you can access all available and subscribed sources of LexisNexis.

To explore the Source Directory click the ‘Sources’ tab on any page.

The available sources are pre-sorted by type of publication (e.g. Newspapers, Industry Trade Press etc.). You can also sort the sources by Industry, News & Business or Area of Law. In addition you can filter the publications according to Country, Topics or Language.

Some sources cannot be combined with each other. Sources that cannot be combined with your chosen source will be greyed out and you will not be able to select them.

Use ‘Find a Source’ to look up sources or to create lists matching your criteria.

Note

You can combine up to 200 sources in one group source and save up to 50 favourite sources in your source list.
Source Directory

Selecting Sources

How to select a source:

1. Browse for suitable sources or use ‘Find a Source’ to look up specific publications for your research.

2. Select one or more sources by activating the checkbox in front of them. The source name will turn red.

3. Use the information icon to get a source description.

4. As soon as you are finished with your selection you can save the source as a favourite if you want to use it several times. Select the box ‘Save as a favourite’. You can also name your selected sources.

5. Click on ‘OK - Continue’. The source will immediately be available for your research on the Power Search form. If you deselect ‘Save as a favourite’, the source can be replaced by more recently used sources.
Source Directory

Editing Sources

To modify the list of stored sources, go to the Power Search form and access link ‘Edit this Source List’.

Sources marked with a yellow star are saved as your favorite sources. Sources marked with a grey star are sources you have used without saving them as favorites. Click the checkbox to retain a source as a favourite; uncheck it to activate the ‘Delete’ link. Afterwards you can remove the source, by clicking on it.

If you would like to edit the content of a source or rename it, click the link ‘Edit / Rename’. This will open the source directory.

All your sources appear in the ‘Edit Recent Sources’ list, with a plus sign in front of each source name.

Note

LexisNexis Sources at a glance:

Newspapers:

Magazines and Trade Journals:
AutoWeek, The Banker, Chemical Week, The Economist etc.

Country Profiles:
Economist Intelligence Unit Country Reports, BBC Monitoring, Global Insight etc.

Company Information:
For German and international companies, Creditreform, Hoppenstedt, Dun & Bradstreet, SEC Filings, Hoover’s and many more.
Viewing Search Results

Viewing your Search Results

The results page displays your search results and includes features to help you get the most out of them.

You may view your results in a variety of different formats.

How to work
with results:

1. Use the Results Groups link to display a specific group of documents within your search results.

2. Narrow the search by entering additional search terms in the ‘Search within results’-field. The results of a narrowed search are a subset of your original results.

3. Click here to view tagged articles in list format.

4. Add articles to the Print List.

5. Print articles, send them by e-mail, save them or copy the URL of the result link.

The search terms are highlighted in blue and can be used as links to access the full text document. By clicking a highlighted in blue search term you immediately ‘jump’ to the part of the document where the search term appears.
Viewing Search Results

Results Groups

By arranging the results in groups, your results are shown in a clear, easy-to-read form.
You can sort the results according to Publication Type, Publication Name, Subject, Industry, Company, Geography, Language or People.
The available groups depend on the documents contained in your results.

You can display several Results Groups at one time. Within the group you can sort results alphabetically or numerically. Furthermore you can export Results Groups to Excel to display the allocation of index terms or different publications.

Note
The groups are only available in the Expanded List and List view, not in the Full Text view.

View Formats

You can open a document in Full Text view by clicking on the linked headline of news articles or on the name of the company (e.g. in company databases).

You may look at your search results in several different view formats, available through the drop-down list on the results page. Each view format displays a different level of detail.

List
Displays basic information in a numbered list. The information typically includes the title, name of the source and the publication date.

Expanded List
Displays the same information as in List view (see above) for each document, along with your search terms in a brief context.
Viewing Search Results

Full Text
Displays the complete text of the document.

Full Text with Indexing
Displays all the functionality of Full Text view plus all indexed terms that are associated with the document.

Custom
You can specify which document sections should be displayed, e.g. title, body or index terms. This is helpful for getting an overview of long documents such as US cases or company financial information and if you are only interested in specific parts of the document.

Hits in Context
Display each document individually, with your search terms highlighted and in a context of 25 words. This view helps you to define whether a document is relevant or not.

Sorting the Results
Sort the results by publication date, chronological order or relevance. Sorting by publication date is the default. In the company databases you can also sort your results by company, employees, revenues or post code.

Find Documents with Similar Topics
Use this function to find documents that cover the same topics as the document you are viewing. When opening a news document in the format ‘Full Text with Indexing’ you will see the topics that are discussed in the current document. They are sorted in different categories such as subject or geography (See chapter ‘Adding Index Terms to optimise your Search’ on page 9).

You may choose any combination of the topics displayed and then do one of the following:
• Click ‘Modify Search with Selections’ to re-submit your search, adding the selected index terms.
• Click ‘Narrow Search with Index Terms’ to narrow your current search results to documents that match the selected terms.
• Delete the selection again. Click on the link ‘Clear Selections’.

Note
You can change the number of documents displayed on each page by clicking the link ‘Preferences’ at the top of each page and then on the tab ‘Search and Results’.

Note
To browse the documents use the navigation arrows to view the next document in the Title view or the next document in Full Text view.
By default, the form only shows ‘major’ index terms (terms with a relevance score of 85% or higher). If you also want to see ‘minor’ index terms, which are less relevant, click the link ‘Show Major and Minor Index Terms’.

To display the relevance as a percentage click the link ‘Show Relevancy Scores’.

Viewing Search Results
Working with Results

Editing a Search / Creating a New Search

You can narrow your search results within the existing results list by entering additional search terms in the field ‘Search within results’ and clicking ‘Go’. To perform another search, go to the ‘Next Steps’ drop-down list and then use ‘New Search’ or ‘Edit Search’.

Tagging Documents in Results

You may select or ‘tag’ documents in your results list to deliver or view them. For example: if you tag document numbers 2, 6 and 10 in your results, you can later print or save these documents. You tag a document by clicking the checkbox next to its name.

To view only tagged documents in the List view, click the ‘View Tagged’ button. To see all results after viewing the tagged items, click the ‘View All Results’ button.

Note

If you are viewing tagged results, the ‘Search within results’ feature is not available.
Working with Results

Print List

Use the Print List to store up to 100 documents to print, download, or e-mail them at a later time. Documents remain in the Print List for up to 24 hours after the time of your search, or until you deliver or delete them.

You can delete individual or all documents from the Print List at any time, or change the order of the documents.

To rearrange the documents in the Print List, click the button ‘Arrange Documents’. A new window will be displayed in which you can change how documents are sorted.

To deliver one or more documents from the Print List, use the checkboxes and select the documents which you want to process. Then click the corresponding button to print documents, send them via e-mail or download them.

To save the Print List content and return to your results, click the ‘Save & Exit Folder’ button.

Using the Print List enables you to store documents from several searches and process them all at once. You do not have to process the retrieved documents immediately after each search.

By delivering documents from the Print List you can put a title list in front of your full texts and create a table of contents.
Delivering your Documents

To deliver your documents:
1. Submit your search request.
2. Review the documents in your search results.
3. Indicate which documents you want to deliver by clicking the checkboxes.

The delivery icons for print, e-mail, download and share search are available top right in your search form.

Print Delivery
Click the Print icon from any search results page. Follow the directions in the popup to print the document to your attached printer.

E-mail Delivery
Click the e-mail icon from any search results page. Follow the directions in the popup to send documents to your own e-mail addresses. You may also add a brief note that will appear at the top of the e-mail.

Download Delivery
Click the Download icon from any search results page. Follow the directions in the popup to specify the documents you want to download and the format in which you want to download them. You may also select several page and font options.
Working with Results

**Downloading to Excel**

LexisNexis supports downloading data from databases like Creditreform German Companies, Hoppenstedt Company Profiles, Dun & Bradstreet International Company Profiles, Hoover’s Company Profiles and others to Excel. After selecting one of these sources and conducting your search you may save retrieved documents in tabular format (.csv file) and open it in Excel.

**Share your search results**

You can paste the link to the results of your search into a document or e-mail. Just click the Share Icon, then right-click the bold text and select Copy Shortcut or Copy Link Location from the pop-up context menu. This copies the link to your search results on your clipboard.

**Note**

If your version of Excel displays the data incorrectly, please proceed as follows:
1. Save the .csv file as .txt file.
2. Open the .txt file in Excel.
   The text conversion program asks you how you want the data to be displayed.
3. Choose ‘separated’ as the file type, ‘comma’ and ‘semicolon’ as the separator, and ‘standard’ as the column format.

**Note**

The search is re-run when the pasted link is clicked. Identical search results may not be returned.
Saving Searches

Saving Search Strategies

You can save a recent search permanently and run it again manually any time you choose. To do so, select ‘Save Search’ from the ‘Next Steps’ drop-down list and click on ‘Go’.

Name your search and click on ‘Save’. Saved Searches can be retrieved via the ‘My Research’ tab. You may run, edit and delete the Saved Searches or you can save one of them as an alert. You can save up to 200 searches.

Creating Alerts

You may save the search as an Alert if you want to receive new documents related to a specific topic automatically by e-mail. Alerts are scheduled searches that run at specified intervals and deliver the results automatically via e-mail.

To save a search as an Alert, click the alarm clock icon ‘Create Alert’.
Saving Searches

A new window opens where you can proceed with the settings:

- Name the Alert (the alert name can be up to 32 characters).
- Select how often to run the Alert (e.g., three times a day, daily, weekly, monthly) and choose the time.
- Optimise delivery options for e-mail and mobile devices.
- Enter an e-mail address to specify where you would like the results to be sent, or choose to view the results online only. You may enter up to 3 e-mail addresses, separated by semicolons.
- Define if you want the text within the e-mail or as an attachment.
- Choose your result formats. You can choose whether you just want to be notified if new results are available or to receive new results in various views like List or Expanded List view etc.

To finish click the ‘Save’ button.

Running, Searching, Editing and Deleting Alerts

You can edit your alerts at any time.

1. Click the tab ‘My Research’ and then ‘Alerts’ on the top navigation bar.
2. Click ‘Search Archive’ to quickly search in already delivered documents.
3. To update an Alert, click the ‘Run’ link.
4. To change the frequency of the Alert notification or some settings, click the ‘Change’ link.
5. To modify the search criteria, click the ‘Edit’ link.
6. To delete an Alert, tag the checkbox and click the link ‘Delete selected item(s)’.
The ‘My Research’ tab provides a single location in which you can manage all of your past research activities, including Recent Searches, Recently Viewed Documents, Saved Searches and Alerts.

History

The History feature automatically archives searches that you have recently run or documents that you have recently viewed. Documents and searches you have run on gateways such as Company Dossier are not recorded in the History tab.

Recent Searches

Each search you run is automatically archived for seven days. The list can contain up to 100 searches and includes information such as date and time of the last run or the number of results.

You may re-run any of your recent searches, edit or delete them or save them as an alert. The icon gives you information about the search criteria and the used source.

Recent Documents

Each document that you open in full text format will automatically be archived in History for 48 hours. The list can contain a maximum of 100 documents. By clicking on the name of a recent document you can view it again.

Saved Searches

Here you can run, edit or delete saved searches (you can save up to 200 searches) or schedule one of the saved searches as an alert.

Alerts

Alerts are scheduled searches and automatically provide updates to your search results at specified intervals. You can search the archive, re-run an alert, change the schedule or edit the search. For more information, please have a look at chapter ‘Creating Alerts’ on page 24.

Note

Once there are more than 100 documents in the list of ‘Recently Viewed Documents’ older documents are deleted from the list.
Appendix – Professional Search

Truncation and Wild Cards

!  acqui! finds acquire, acquired, acquisition, acquiring etc.
Use the exclamation mark (!) to replace an unlimited number of letters following
a word root. You can use only one ! in a word and it must be at the end of the
word root.

*  organi*ation finds organisation or organization.
Use an asterisk (*) to replace characters anywhere in a word, except the first
character. Use one asterisk for each character you want to replace.

Using Connectors

Use connectors such as and / or or proximity connectors such as w/n to
link two or more search terms or phrases. If you have not used a connector,
the system automatically uses the connector pre/1 to link the terms.
Use the or connector to find documents that contain either or both of the
terms or phrases linked by or. Use the or connector to link search terms
that are synonyms, antonyms, alternative spellings or abbreviations.

or
  Synonyms: teacher or lecturer
  Antonyms: regulated or deregulated
  Alternative spellings: takeover or take over
  Abbreviations: GM or General Motors

and
  ipod and itunes

and connects two or more search terms or phrases that have to appear in the
same document, no matter where in the document they appear.

To achieve greater relevance, use proximity connectors to receive documents where
the search terms appear in the same sentence or paragraph or within a special number
of words.
Use the w/n connector to find documents with search terms that appear within ‘n’
words of each other. The value of ‘n’ can be any number up to 255. Use w/n to join terms
and phrases that express parts of a single idea or to join closely associated ideas. Either
term may appear first.

The following search request tells LexisNexis to find documents in which both terms
appear in the same segment, within three or fewer words of one another:

w/n  william w/3 hearst
  It retrieves documents containing terms like William Randolf Hearst;
  William R. Hearst; Hearst, William R. etc.
w/p  internet w/p mobile phones or smart phones
     Use the w/p (Within Paragraph) connector to find documents with search terms that appear within the same paragraph.

w/s  automotive manufacturer w/s Germany
     Use the w/s (Within Sentence) connector to find documents with search terms that appear within the same sentence. You can also use w/s if you want the terms to be close but not necessarily adjacent.

pre/n pay pre/3 television
     Use the pre/n connector to find documents in which the first search term precedes the second by not more than the stated number of words. pre/n is primarily useful in situations where a different word order significantly alters the meaning.

and not trust and not charitable
     The exclusion covers the entire document: no document, in which ‘charitable’ appears will be retrieved.

Using Brackets

You may use up to 4,000 characters for your search terms and combine them via connectors. Connectors operate in the following order of priority:

1. or
2. w/n
3. pre/n
4. w/s
5. w/p
6. w/seg
7. and
8. and not

Connector priority has an impact on the search request. Use brackets to maintain the original meaning of a search.

For example:  mineral water and glass bottle or bottle w/5 glass

This will be processed in the following order:

• Because or has the highest priority, the unit ‘glass bottle or bottle’ will be searched first.
• w/5 links ‘glass’ to the previously formed unit ‘glass bottle or bottle’
• and connects ‘mineral water’ to the previously formed unit ‘glass bottle or bottle w/5 glass’
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That means you are searching for
mineral water and glass bottle w/5 glass or bottle w/5 glass

To receive correct results, please use brackets:
mineral water and glass bottle or (bottle w/5 glass)

Using Document Sections

All LexisNexis documents are arranged into common sections. In addition to the free text search (where you may enter terms to search through the entire document), you can perform a search in specific document sections. This may improve the search by restricting it to a particular part of the document; e.g. the headline of a news article.

To search in document sections:
1. Click the ‘Show options to search in specific document sections’ link on the ‘Power Search form’.
2. Search in the document section you want to use, such as HEADLINE.
3. Enter your search term(s) into the ‘Using Terms’ field below the chosen document section.
4. Click ‘Add to Search’.
5. The search terms will be added automatically to the search form.

You may also enter the document section directly in ‘Search terms’.
For example: headline (mineral water)
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List of Document Sections (Extract)

Different types of documents use diverse document sections. Please find some examples below:

Commonly Used Document Sections in the News

- **headline** (safety and road traffic)
  To search in the headline of a news article.

- **hlead** (drugstore! and internet!)
  To search in the headline or lead paragraph of an article.

- **byline** (aust)
  To search for articles written by specific author.

- **terms** (insurance)
  To search in Indexing.

- **nexterms** (vodafone)
  To search in the index terms and/or the headline and lead paragraph.

- **section** (wirtschaft)
  To search in a specific section.

- **length** >500
  To search for articles with a certain number of words.

- **pub** (Berliner Morgenpost)
  To search in an individual publication.

- **language** (german)
  To receive articles in a specific language.

Commonly Used Document Sections in Company Databases

- **company** (novartis)
  To search for a company profile.

- **revenues** >100,000,000
  To search for companies with revenues over 100 million.
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To search for address information

**address**  
_address (hamburg)_

**city**  
_city (berlin)_

**country**  
_country (germany or deutschland)_

**zip**  
_zip (60!)_
To search for companies in zip code area 60.

**employees**  
_employees > 50_
To search for companies with more than 50 employees.

Commonly Used Document Sections in Legal Sources

**name**  
_name (microsoft)_
Searching by case name.

**cite**  
_cite (447 u.s. 303)_
Searching by case citation.

_cite (69 s. cal. l. rev. 1679)_
Searching by citation in Law Journals, e. g. Volume 69,  

**title**  
_title (compelling the expert witness)_

**core-terms**  
_core-terms (product und liability)_
Searching in key terms of US cases.

**catchwords**  
_catchwords (product and liability)_
Searching in key terms of UK cases.
Searching with Industry Codes

The industry or business operation of a company can be displayed in different ways. Many database providers use SIC codes (Standard Industrial Classification Codes), others use the WZ Code (Classification of Sector). Use the source information to check which classification and document sections apply to your source.

**sic**

To search for companies that are assigned to sic code 5411 = Grocery Stores (e.g. applies to Dun & Bradstreet).

To search for companies that are assigned to sic code 28 = Chemicals and allied products.

**nace**

To search for companies which are assigned to WZ code 40107 = hydroelectric power (applies to databases such as Creditreform).

**description**

To search for telecommunication or mobile phone companies (e.g. applies to databases such as Hoover’s Company Profiles or Worldscope).
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Using Special Search Features

Using the ‘atleast’ Command

Use `atleastn` to ensure that a term appears at least n times in a document. With using `atleast` you can receive documents that contain an in-depth discussion on a topic rather than just a mention.

\[\text{atleast} \quad \text{atleast}n \quad \text{(itunes)}\]
This will bring you documents where `itunes` appears at least n times. You can use any number from 1 to 255 with the `atleast` command.

LexisNexis ignores case sensitivity when search terms are entered. If this is important for your search you can use the following commands:

\[\text{allcaps} \quad \text{algcaps} \quad \text{(pet)}\]
To search for `PET`, not for `pet` (animal).

\[\text{caps} \quad \text{caps} \quad \text{(supervga)}\]
Finds documents where capital letters can appear anywhere in the term, like `superVga`, `SuperVga`, `Supervga`, `SUPERVGA` etc.

\[\text{nocaps} \quad \text{nocaps} \quad \text{(debris)}\]
The command retrieves only terms without any capital letters.

Using the plural Command

LexisNexis automatically retrieves singular, regular plural and possessive endings for search terms. However, there may be times when you want only the singular or plural form of a term.

\[\text{singular} \quad \text{singular} \quad \text{(aid)}\]
To find documents which contain the word `aid` but not AIDS.

\[\text{plural} \quad \text{plural} \quad \text{(aids)}\]
To find documents which contain the word `AIDS` but not `aid`.

To exclude the plural forms and inflections in German-language news publications, please enter the word in quotation marks.

\[\text{‘gewinn’} \quad \text{This will bring you ‘Gewinn’, but not ‘gewinnen’ or ‘Gewinne’}.\]
Examples of Searches

In this chapter you will find some examples, showing how to search in LexisNexis® Wirtschaft. If you cannot see one of the tabs you can add it under the tab ‘All Search Forms’.

To search for ice cream consumption in Scandinavia:
• Click on the tab ‘Search’ and then the tab ‘News’.
• Chose ‘All English Language News’ in the ‘Sources’ drop-down menu.
• Enter for example the following search term:
  \[(\text{ice cream or icecream}) \text{ w/10} (\text{litre or consum}) \text{ w/10} (\text{finland or sweden or denmark or norway or scandinav})\]
• Click on ‘Search’.

To search for the top global manufacturer of fluid power pumps:
• Click on the tab ‘Search’ and then the tab ‘Companies’.
• In ‘Sources’ select ‘Hoover’s Company Profiles’.
• Enter for example the following search term:
  \[\text{naics}((\text{fluid power pump}) \text{ or sic})(\text{fluid power pump})\]
• Click on ‘Search’.

To search for Manufacturers of bottled soft drinks in the Baltic States:
• Click on the tab ‘Search’ and then the tab ‘Companies’.
• In ‘Sources’ select ‘Dun & Bradstreet Market Identifiers’.
• Enter for example the following search term:
  \[\text{sic}(2086) \text{ and country}(\text{latvia or lithuania or estonia})\]
• Click on ‘Search’.
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To search for personal information about Gerhard Cromme:
• Click on the tab ‘Search’ and then the tab ‘Companies’.
• In ‘Sources’ select ‘All Company Information (Excluding D&B)’.
• Enter for example the following search term:
  gerhard w/2 cromme
• Click on ‘Search’.

To search for the US case ‘McDonald’s Corp. v. Burger King Corp’:
• Click on the tab ‘Search’ and then the tab ‘Legal’.
• Choose ‘Combined Federal & State Cases’ in the ‘Sources’ drop-down menu.
• Enter for example the following search term:
  name (mcdonald’s and burger king)
• Click on ‘Search’.

For internal identification or billing purposes you may use Project IDs to tag your research projects. Please use the link ‘Project ID’ at the top of the search forms. You can use existing Project IDs or enter new ones.

The Project ID you enter will be used for your research until you change it again. LexisNexis can specify the use of a Project ID as mandatory. If you prefer this setting, please contact us.
Preferences

General

To change your system settings, please click on the ‘Preferences’ link at the top of the screen and select the tab ‘General’. You can choose the following options:

My Start Page
From the drop-down list, choose the form you would like to see each time you begin a research session.

Password
Click ‘Change Security Settings’ to modify your password.

Sources
Decide whether subsets of sources you want to include in the source directory or not.

Entering a Project ID
Check the ‘Remember the Last Used Project ID, the Next Time I Sign In’ box to retain the same Project ID every time you sign in. If you change the Project ID during your research, or use the Global Change link, the Project ID will be changed at that time.

Security
Click the ‘Use Secure Connection (SSL) for Entire Session’ checkbox if you want to research in a secure environment. Check with your system administrator if you have any questions.

Information about LexisNexis® Online Products & Services
Click the ‘I would like to receive Marketing Information’ checkbox if you want to receive our newsletter.

Regional Display
Choose your language and time zone.
Preferences

Search and Results Preferences

To change the default Search and Results settings, please click on the ‘Preferences’ link at the top of the screen and select the tab ‘Search and Results’.

Displaying Search Results
Choose the number of search results that should be displayed on one page and the format in which the results should be shown (List, Expanded List, Full Text, Full Text with Indexing or Hits in Context).

Results Classification
Define if you want to open the Results Groups panel by default. You can also select your default Results Group and the format (Excel, CSV) you would like to use for the download.

Document Display
Select the full text format (Full Text, Full Text with Indexing or Hits in Context) in which the documents should be displayed.

Document Indexing
Define whether you want to display index terms with Major References only or all index terms within ‘Find documents with Similar Topics’. You can display the Relevance Scores as default.

Date Selection
Select the date range you would like to appear by default on all search forms.

Duplicate Options
Select the method by which the lead document of a duplicate set should be determined.

Enhanced Coverage Linking
Select whether you want to display Enhanced Coverage Linking for companies and/or people. With Enhanced Coverage Linking, names of companies or people are displayed as links in documents and can be used for a new search in the sources displayed when you click the arrow next to the link.
Help & Support

Click the Help link top right on your screen on every page to find information about searching, using terms and connectors and other topics.

Customer Support

If you have any questions on how to use LexisNexis you can also contact our expert team personally on weekdays between 8:30 am and 6 pm. Give us a call on +49(0)211 417435-40, send us an e-mail at kundenservice@lexisnexis.com or use our Support Chat by clicking the link ‘Support Chat’ top right on every page.

Training

If you would like detailed training for yourself or your team, make an appointment for individual training on your premises or for a webinar. We will train you 1:1 or in a group on how to use LexisNexis quickly and efficiently.