

Nexis: quick start guide

This is a quick guide to help you to start using the Nexis database. This database is a source of news information, and includes UK and international newspapers, foreign language news, and company information. It is different from Lexis Library/LexisNexis, which is a legal database. All articles are available in full text, and it is updated daily.

Getting started

1. Go to the Library homepage at <http://library.leeds.ac.uk/> or to **Library Search** in Minerva
2. Type **Nexis** into the Library search box
3. From the results list, click on the link to **Nexis**
4. On campus you will be connected to Business Source Premier automatically; off campus please enter your University username and password when prompted.
5. Click on News from the top menu

Searching Nexis

Enter your keywords to start searching across news sources.

Choose advanced search for more specific search options

The screenshot displays the Nexis website interface. At the top, there is a navigation bar with the Nexis logo and menu items: Search, Folders, Alerts, History, and Subscriber S... Below this is a secondary navigation bar with links: Home, Power Search, News (highlighted), Companies, Market Insight, Biographies, Legal, Sources, and Make this my... A search bar is located below the navigation, with the placeholder text 'Enter search terms'. To the right of the search bar are links for 'Advanced search' and 'Search tips', and a 'News' button with a search icon. Below the search bar, there are sections for 'By Type' and 'By Region'. The 'By Type' section lists various publication types with information icons: Major World Publications, Major Newspapers, Newspapers, Newsletters, Blogs, News Abstracts, News Transcripts, Newswires and Press Releases, Magazines & Journals, and Visual Media Collection. The 'By Region' section lists geographical regions: Africa, Asia, Australia & Oceania, Central America & Caribbean, Europe, Foreign, Middle East, North America, South America, and View All Countries. Below the 'By Region' section is a 'By Language' section listing various languages: Arabic, Czech, Dutch, English, French, German, Italian, Japanese, Korean, Portuguese, Russian, Scandinavian, Spanish, and Turkish. A callout box points to the 'Advanced search' link, stating 'Choose advanced search for more specific search options'. Another callout box points to the search bar, stating 'Enter your keywords to start searching across news sources.' A third callout box points to the 'By Type' section, stating 'You can limit your search by type of publication, regional news, or by language'.

Tips for effective searching

Using a single keyword as your search term will probably find too much information to process. Use two or more keywords to refine your request and link them together using: **AND**, **OR**, **NOT**, or search for a **phrase** using **quotation marks** around your keywords e.g., “corporate social responsibility”.

- AND = fewer, more specific results e.g. consumer AND motivation
- OR = more results, broadening your search e.g. wage OR salary
- NOT = fewer results, excluding irrelevant information e.g. human resources NOT director

Understanding search results

Young voices grow louder in company strategies and values; Recruitment Millennials and Generation Z, as employees and stakeholders, are a growing force in corporate sustainability. By Amy Bell

24 May 2021 | Financial Times (London, England) | Amy Bell
RESPONSIBLE INVESTING;NEWS; Pg. 10 | 1231 words | 7 hits

Preview

Click on the article title to read the full text

Improving your search results

Limit

Limit your results using the list of options on the left of the results page. You can limit by publication date, publication types, subject, language, geography, and more.

Advanced Search

Advanced search provides more search options for your keywords. For example you are able to search for a word/phrase appearing in the headline or title of the article, as well as having more options to combine your keywords.

Power Search

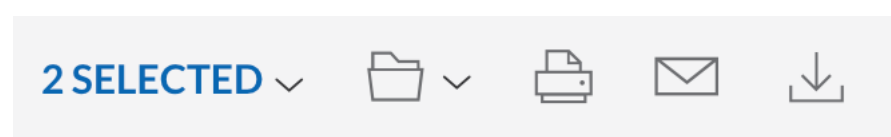
Power search enables you to perform a more focused search through a number of filters. For example you can specify a date range or search different publication types.

Sources

Use this to search within a specific source(s), or to add those sources to your favourite publication in the Power Search.

Saving, printing and emailing records

On your results page, check the boxes next to the references you want to save, print or email. Click on the options at the top of the results list to email or save the results.



Getting help

Click on the **question mark** at the bottom left of any Nexis page, or contact Library enquiries:

<https://library.leeds.ac.uk/contact/enquiries>