Nexis is a source of news information, including international newspapers, trade publications and company information. 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/](http://library.leeds.ac.uk/) or to the “Learn” tab in Minerva
2. Type **Nexis** into the Search Library box
3. Select **Nexis** from the results list, then enter your University username and password if prompted

**Searching Nexis**

1. Use the news search to find articles. If you are researching a specific company, industry or country then use the alternative searches at the top of the screen

2. For a keyword search, enter your search statement in the search boxes. Use quotation marks around phrases.

3. To make your search more specific change this to search for your keywords **In the Headline** or **Major Mentions** instead of Anywhere.

4. Narrow your search by date using the drop-down box

Select specific publications from the sources drop-down box
Understanding your results

Refining your results

1. **Limit**
   Limit your results using the list of options on the left of the page. You can narrow to specific publication types, subject, industry, and more.

2. **Sorting**
   From the drop-down menu at the top of the results page, you can sort results by date (the default is to sort newest to oldest), or by relevance.

3. **Search within your results**
   If you have a large number of results, you can narrow your search by entering additional keywords in the **Search within results** box at the top of your results.

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 relevant option at the top of the results list and follow the on-screen instructions. You can also create a link to paste into your web browser which will display your results.

Getting help
- Click on the Help link in the top right-hand corner of Nexis
- Contact Library enquiries: [http://library.leeds.ac.uk/enquiries](http://library.leeds.ac.uk/enquiries)