

# Nexis: quick start guide

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/> 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

The screenshot shows the Nexis search interface. At the top, there are tabs for 'Search', 'Sources', and 'My Alerts & History'. Below these are navigation links: 'Power Search', 'News', 'Company', 'Industry', 'Country Profiles', 'Biographical', 'Public Records', and 'Legal'. The main search area is titled 'News' and contains a search box, a dropdown menu set to 'Anywhere in the text', and a 'Search' button. Below the search box are options for 'Add another search term' and 'Tips for using search connectors'. Further down, there is a 'Previous year' dropdown menu, a date range selector with 'From' and 'To' fields (both showing '07/21/2014'), and a 'Sources' dropdown menu set to 'All English Language News'. On the left side, there are sections for 'Related Searches' (with a link to 'News'), 'My Favorite Search Forms' (listing 'Power Search', 'News', 'Company Profiles', 'Industry Reports', 'Countries Search', and 'Biographical'), and 'Useful Links' (with a link to 'Help me search news').

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

Click on the article title to read the full text

<input type="checkbox"/> 7.	<a href="#">Retailers' high hopes dashed by consumer gloom and rain</a> The Guardian (London) - Final Edition, July 31, 2012 Tuesday, GUARDIAN FINANCIAL PAGES; Pg. 19, 416 words, Lucy Roberts and Larry Elliott ... lifting the economy out of its <a href="#">double dip recession</a> are dealt a blow ... ... ; RETAILERS; <a href="#">RECESSION</a> ; SALES FIGURES ...
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## 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>