Nexis UK – A User Guide

COVERAGE

Nexis UK contains over 20,000 full-text sources including 12,500 news sources, local, national and international, (eg. the Belfast Telegraph; Irish News and Belfast Newsletter) and a huge range of company, financial and industry sources (eg. ICC Directory of UK Companies; ICC Financial Analysis Reports – Ireland; Hoovers Industry Snapshots; Worldscope International Company Profiles). The database also includes access to a variety of trade and professional business journals (eg. Accountancy Age; Campaign; Investors Chronicle; Management Today and Marketing Week).

Please note that there is a large amount of legal information available including full-text legislation and case law in LexisNexis Butterworth, which is not covered by this guide.

ACCESS

Nexis UK is available both on and off campus via the university Portal using your University username/password. To access the database, login via the Portal, select the Learning Resources tab and click on Databases then select Nexis UK from the list of databases.

SEARCHING

The default page when opening the database is the ‘News’ search screen. However, depending on the information you are looking for, you can move to different sources by clicking on the red tabs running along the top of the search screen ie. ‘Company Profiles’, ‘Industry News’, ‘Countries’, ‘Biographies’, ‘Cases’ etc.

Also note that you are able to change the default start page by clicking on Preferences at the top of the page.

At the ‘News’ search screen, insert the terms or phrases that you want to search and then select where you want those terms to appear using the drop-down menu (the default is ‘Anywhere’). You are then able to combine search terms using logical connectors – the most common are ‘And’ and ‘Or’.

• Use ‘And’ to find occurrences of two or more words. As a general rule, use ‘and’ when it doesn’t matter where your search words appear in a document.
• Use ‘Or’ to find documents that contain either or both of the search terms, for example, when searching on synonyms, alternative spellings or abbreviations (eg. “take over” or takeover).
Search Tip:
• Use an exclamation mark at the end of a word to represent any number of additional letters eg. account! will retrieve account, accounting, accountancy, accountability etc.
• Use an asterisk to substitute letters anywhere in a word except for the first letter eg. wom*n will retrieve woman and women. The asterisk can be used more than once - use one asterisk for each letter you wish to replace.

You are able to further refine your search by selecting index terms such as a particular industry, subject, country, or by restricting your search by publication or date range.

If there are too many search results (more than 3,000), you will be prompted to refine your search further (Edit Search) to reduce the number or to retrieve (Retrieve Results) the first 1000 references. As the results are listed in reverse chronological order this should give you the most recent articles first. Reducing the number of results can be done by, for example, adding another search term, narrowing the date range or selecting a more specific information source.

With Power Search (tab along the top of the screen) you can search across all content with just one search quickly and easily. For more advanced searching, the Power Search form lets you enter your search using terms and connectors. The power search is useful for when you are searching on an unfamiliar topic or need to search a variety of sources. It is possible to run your search on a particular source.

To find a source, click on the ‘Sources’ tab and then use the ‘Find Sources’ tab to locate a particular title.

First, create a search
… select the source in which you would like to search
… select the time period for the search

You can continue to add extra publications to run your search against – when finished with the selection, click on the ‘Search’ button on the right hand side of the screen. Sources have an icon to the right of the tick box – by clicking on this, you will be able to see details of the content and coverage of the source.
RESULTS

Following a search, the results will be displayed in publication date order. Click on the highlighted blue text beside the reference number to display the full-text of the record, or select the edit search option at the top of the screen to modify the search further. You can filter the search results by marking (tagging) those records which you want to retain by clicking on the check box to the left of each of the references. To display only the tagged records click on the

You may print, email or download the search results by clicking on the appropriate icon at the top right hand side of the results screen. There are a number of output options available.

When you run a search that retrieves results that you would like to update periodically, you may save the search as an alert. Select the icon and complete the on screen form.

HELP

On-screen help is available by clicking on Help (top right-hand corner). There are also a number of short online tutorials available. If you need more help with this database then please ask at the library service desk or contact one of the Faculty librarians.

EXIT

To leave the Lexis-Nexis database, click on Sign Out button at the top right hand side of the screen.