TIP SHEET

Nexis Commands at a Glance

Connectors

Use connectors to establish logical relationships between words. If connectors are not used, Nexis will use Natural Language searching.

AND
Links words or phrases that must appear together in the same document, no matter how close or far apart.
Example: *bank AND deregulate*

AND NOT
Excludes documents that contain the word or phrase following it. Use this connector with caution because it can exclude relevant documents. Always use at the end of your search.
Example: *(michael W/2 jordan) AND NOT basketball OR bulls OR sports*

OR
Words separated by OR will appear in any of the documents returned, but not necessarily in the same document. Use to link synonyms, antonyms, alternate forms of expression, etc. Broadens search results.
Example: *outlook OR forecast OR trend*

PRE/N
Requires words to appear in the document, the first word must precede the second word by no more than N words. N = 1-255
Example: *cable PRE/2 (television OR tv OR t.v.)*
It is particularly important to use the PRE/2 & W/2 connector between first and last names when researching people.
Example: *bill pre/2 george*

W/N or NEAR/N or /N
Locates search terms within a certain number (N) of words of each other. Does not specify word order.
Example: *market W/5 share* (read: market within five words of share) Or *donald W/2 trump*

W/P
Looks for documents with search words in the same paragraph; cannot be combined with the W/N.
Example: *airline W/P merger*

W/S or NEAR/S or /S
Looks for documents with search words in the same sentence.
Example: *predict! W/S "hurricane season"*

Wildcards

QUESTION MARK ?
Use the **?** to replace a letter in a word. You can use up to seven in the same word, anywhere in the word except as the first letter. (like the blank tile on a Scrabble® board.)
Example: *bernst??n = bernstein, bernstien, bernstown, etc.*

EXCLAMATION POINT ! or ASTERISK *
Use the ! or * to replace an infinite number of letters following a word root. Root word expander wildcards can only be used with 3 or more characters.
Example: *insur! = insure, insured, insurance, insuring, insuree, insurer*

Precision Search Commands

Precision search commands increase the accuracy and efficiency of your searches by forcing the Nexis® search engine to read search terms a certain way. These commands often work against the default settings of the LexisNexis® services.

For example, by default, the LexisNexis services are not case sensitive, but by incorporating certain precision search tools (allcaps, caps and nocaps), you can force the search engine to read capitalization.

If you want to find an exact phrase, put the phrase within quotation marks. If you don't use quotation marks, Nexis automatically finds various forms of words. Nexis will search based on the root of the word and additional forms of the word like its plural form, possessive forms, or tense and adjectival forms without having to use a wildcard or connector in your search.

Nexis will read all terms in quotes, including terms like "the", "an", and "a"—that were not previously searched against. *For example, "Bank of America" will return the exact phrase "Bank of America".*

Constructing Your Search With Commands

Construct your search using the following format: command (search term). Common precision search commands include:

ALLCAPS
Locates articles in which all letters of your search term are capitalized; especially helpful when researching acronyms. Can only be used when searching News content.
Example: allcaps(era) = articles that contain the abbreviation for Equal Rights Amendment or Earned Run Average

CAPS
Finds instances in which at least one letter is capitalized; proves particularly useful when researching names and proper nouns. Can only be used when searching News content.
Example: caps(era) = articles that contain the brand name of the detergent

Constructing Your Search With Commands (cont'd)

NOCAPS
Retrieves articles in which your search term has no letters capitalized and ignores any acronyms, names and proper nouns. Can only be used when searching News content.
Example: nocaps(era) = articles that contain the word era

ATLEASTN or ATLN
Assists with frequency searching, allowing you to retrieve only those documents that mention your search term at least a certain number (N*) of times.
Example: atl10("competitive intelligence" OR ci)

Segments

Operating like descriptors or fields, segments are search-able parts of a document. Some of the most commonly used of the many available segments are listed here.

Incorporate segments, search terms or date restrictions using connectors as needed.

BODY
For articles where terms are in the story text.
BODY(election)

BYLINE
Articles attributed to person(s) identified as the author/reporter.
BYLINE(james W/2 brady)

HEADLINE
Articles featuring the term in headline or title.
HEADLINE(seagram)

HLEAD
Segment combining the headline and lead paragraph.
HLEAD("college playoff "AND nike)

LEAD
For articles where term is in lead paragraph.
LEAD(candy)

DATE
For articles written on a particular date.
DATE(jan. 22 2002) or DATE>2017

LENGTH
The approximate number of words in the BODY segment; arithmetically searchable.
LENGTH>100

PUBLICATION
The name of the publication. Pub() no longer works
PUBLICATION("New York Times")

SECTION
For a particular sect"ion of a publication.
SECTION(obituary)

TICKER
Returns articles about a publicly traded company.
TICKER(IBM)

STATE
Returns articles that are substantially about a state.
STATE("New York")

SHOW
Returns documents from a television show
SHOW(Dateline)

SIC
Contains industry codes and descriptions from the Standard Industry Classification (SIC).
SIC("NONCLASSIFIABLE ESTABLISHMENT")

PUBLICATION-TYPE For particular types of news/stories.
PUBLICATION-TYPE(obituary)

LexisNexis SmartIndexing Technology

LexisNexis SmartIndexing Technology tags news, business and legislative documents with the topics discussed within them. Because LexisNexis SmartIndexing Technology searches based on topic, you can find information about companies, industries, subjects, people and locations whether or not they are explicitly mentioned in the document.
For example, search with the MERGERS & ACQUISITIONS index term and get on-point references, no matter what words the article uses to discuss mergers. No synonyms needed.

TERMS
Search the LexisNexis SmartIndexing Technology terms for people names, company names, organization names, subject terms, industry terms and geographical location in an article. The Term segment replaces all other segments that were used in the past including Subject, Organization, Person, Country, Industry and Geography
TERMS(marioW/2 lemieux) AND TERMS(pittsburgh)

COMPANY
Search SmartIndexing Technology for articles containing the name(s) of companies discussed in the document.
COMPANY(kodak)

Other Helpful Information

Nexis URL: https://signin.nexis.com
LexisNexis URL: http://www.lexisnexis.com
LexisNexis Training & Support:
https://www.lexisnexis.com/en-us/support/nexis/default.page

LexisNexis SmartIndexing Technology
http://www.lexisnexis.com/smartindexing

LexisNexis Source Locator http://web.nexis.com/sources

LexisNexis Customer Support 1-800-543-6862