

Lexis/Nexis consists of dozens of databases (some full text, others provide directory or numerical information). These databases provide access to a wide range of News, Business, Legal, Medical, and Reference information. Select from the five major categories, or “Libraries” to begin your research in that area. Each Library offers a large selection of resources.

BASIC SEARCHING:

1. Choose the general section you wish to search by **clicking on the icon for that subject.**
2. Choose a subsection to search by **clicking on the red underlined links**, or make selections from the drop down menus that are offered.
3. Most search screens look like this. **Fill in the search boxes.**

Academic Search Forms

- News
- Business
- Legal Research
- Medical
- Reference

Quick News Search | Guided News Search | Tips

Step One: Select a news category -- Entry Required
 General News

Step Two: Select a news source -- Entry Required
 Please select from list below | Source List

Step Three: Enter search terms -- Entry Required
 [] in []
 and [] in []
 and [] in []

Step Four: Narrow to a specific date range -- Optional
 Previous six months
 From: [] To: []

Step Five: Search this publication title(s) --Optional
 []

Search Clear Form

Enter your keyword(s) in the search term box.

You may narrow your search with additional terms.

Click to select a **source** from the available options.

Click to select a **Date** or type in a specific date.

Click on SEARCH

Basic | Guided Search

Medical & Health Journals

Keyword terms must appear at least three times in the article. Additional Terms search the full text. C all the criteria you enter will be found.

Keyword: []
 Entry Required e.g. tobacco OR smoking

Narrow search with additional terms: []
 e.g. emphysema

Source: [Medical & Health Journals] | Source List

Date: Previous six months
 From: [] To: [] Examples

Search Clear Form




Search Tips:

- Check out the [Source List](#) on each search screen to find out what publications, exactly, you will be searching.
- Each Lexis “Library” is completely different. Notice the defaults on each search screen—dates and publications.
- Use the Help and How Do I? Features to guide you through the search process as needed.

VIEWING RECORDS:





1. If your search *was successful*, you will see a **document list** of records matching your search criteria:


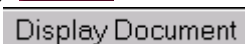

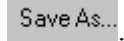
If your screen reads **No documents were found for your search** or you are *not satisfied* with the document list you retrieved, GO BACK or click [Edit Search](#) (at top of document list screen) to try a different set of keywords in the search box.

2. Scan the list of titles in the document list  click **Jump to Documents:**  to view the next group of records on your documents list.
3. Click the [underlined link](#) to **view the full text** of a record. View full text of each record in succession by clicking [«previous](#) or [next»](#).
4. Click  to return to your list of documents when you're viewing one particular record.
5. You may wish to **mark** records by clicking inside the box to the left of the [underlined links](#) on your documents list. However, when you choose to print, save or email, **you will only print, save, or email citations**. See the next section on how to **print, save, or email full text** records.




PRINTING, SAVING OR EMAILING RECORDS:


1. **You can only print, save or email the full text of a record when the full text is displayed.** What you see on the screen is what you will get when you click print, save or email. If the full text is not displayed (or not available--you can only display the citation or summary) you cannot acquire it.
2. To print, save or email citations from your marked document list or the displayed full text of a record:

To print: Click 
Click 
(You will be viewing records through your browser.)
Click , then .

To save: Click 
Click 
(You will be viewing records through your browser.)
Click , then .

Save as text file:

Click  to the right of **Save as type:**
Select  (default is html).
Click inside **File name** box. **Type file name followed by .txt.**
Click .

To email: Click 
Type in email address.
Click .

E-mail this document to this e-mail address:
