

- ❖ You should always include a clip search at the start of your research. It will add context, detail and value to your reporting.
- ❖ If you are only searching Google and not using LexisNexis or our other paid databases, you are missing out on searching the Deep Web. LexisNexis is *“the rich man’s Google, but you have access to undreamed of explicitness and exactitude.”* –B Walsh, NYT DC Research Supervisor
- ❖ [Why you shouldn’t use Wikipedia as a research source](#): [http://www.youtube.com/watch?v=XPC-bNX9O\\_E](http://www.youtube.com/watch?v=XPC-bNX9O_E) ; or as Wikipedia founder Jimmy Wales says, “it’s an okay place to start research, but a horrible place to end your search.”

1) LexisNexis Academic defaults to [Easy Search](#) but you should always choose the [Power Search](#) option on the left for the most targeted searching. Always try to use the “advanced search” options in any database or search engine.

2) Then choose your date range, the default is “all dates”.

3) Choose your source. The default - all news, is a good option unless you have a specific source or sources. Another good choice is “New York Sources”.

General Searching | **Power Search**

» Easy Search™  
» **Power Search** ←

» **Tip:** Click the headings below to view links to specialized search forms and other useful features.

News  
US Legal  
International Legal

Use of this service is subject to Terms and Conditions

Search Type:  Terms & Connectors  Natural Language

Search Terms: [Text Field] [Search]

Specify Date: All available dates ←

Add Index Terms: [Company](#) [Industry](#) [Subject](#) [Geography](#) [People](#)

Select Source:

By Type: --- Select ---  
By Name: --- Select ---

» Try also Find Sources

Major World Publications  
**All News (English)** ←  
Foreign Language News  
Broadcast Transcripts  
Industry News Publications  
Company Information  
Federal & State Cases

4) Search for sources not in pulldown menu, click [Find Sources](#)

Select Source:

By Type: --- Select ---

By Name: [Text Field]

Start typing a title like **New York Times**

» Try also [Find Sources](#) Or [Browse Sources](#)

**Find Sources** Help

By  Keyword  Source Name (A-Z)

Keyword  [Find Sources](#) | [Edit Find](#)

01 Selected [OK - Continue](#)

Publication Type : All Publication Types  
Topics : All Legal Topics;All News & Business Topics;All Industry ...  
Region of Coverage : All Countries  
Publication Languages : All Languages  
Frequency of Update : All Frequencies

1-88 of 88 Sources

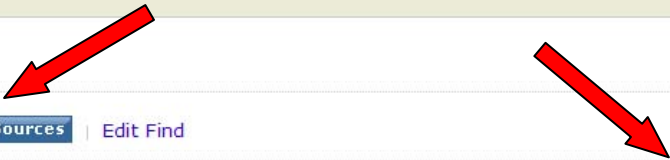
↓ Select sources below to search

- New York News Sources**
- Newsday (New York, NY)
- NY - New York Consolidated Laws Service, Constitution, Court Rules & ALS, Combined
- NY - New York Consolidated Laws Service
- NY - New York Constitution
- NY - New York Advance Legislative Service
- NY - New York Consolidated Laws Service Archive from 1992
- NY - New York Consolidated Laws Service, 1992

**Selected Sources**

- New York News Sources [Remove](#)

[Remove all](#)



5) If you want to combine sources to search, just keep searching and checking off sources. Click on [OK - Continue](#) and begin searching your combined sources:

**Find Sources** Help

By  Keyword  Source Name (A-Z)

Keyword  [Find Sources](#) | [Edit Find](#)

06 Selected [OK - Continue](#)

Publication Type : All Publication Types  
Topics : All Legal Topics;All News & Business Topics;All Industry ...  
Region of Coverage : All Countries  
Publication Languages : All Languages  
Frequency of Update : All Frequencies

1-88 of 88 Sources

↓ Select sources below to search

- New York News Sources**
- Newsday (New York, NY)**
- NY - New York Consolidated Laws Service, Constitution, Court Rules & ALS, Combined
- NY - New York Consolidated Laws Service
- NY - New York Constitution
- NY - New York Advance Legislative Service
- NY - New York Consolidated Laws Service Archive from 1992
- NY - New York Consolidated Laws Service, 1992

**Selected Sources**

- New York Observer [Remove](#)
- The New York Post [Remove](#)
- The New York Times [Remove](#)
- Daily News (New York) [Remove](#)
- Newsday (New York, NY) [Remove](#)
- New York News Sources [Remove](#)

[Remove all](#)



Click on the icon next to a source to find coverage dates and other source info.

6) Type in your terms to search, words next to each other in Lexis like Herald Towers will be treated as the phrase “herald towers”.

Most popular search operators are:

- hlead ( ) – searches headline/lead paragraph;
- byline ( ) - searches author name;
- atleast# ( ) – searches for at least that many mentions of a word, very useful for profile searches – find last name mentioned 4 or 6 times in an article;
- length(>900) – searches for articles greater than 900 words in length.
- Exclamation point: ! – replaces an infinite number of letters after the root of a word.
  - Example: legis! = legislate, legislator, legislation, etc.
- w/#: locate terms within a certain amount of words within one another.

**LexisNexis Commands at-a-glance sheet:**

[http://www.lexisnexis.com/documents/pdf/20081120044549\\_large.pdf](http://www.lexisnexis.com/documents/pdf/20081120044549_large.pdf)

Search Terms:

Specify Date:

Add Index Terms:  [Company](#)  [Industry](#)  [Subject](#)  [Geography](#)  [People](#)

Select Source: Selected:

 [New York News Sources \(remove\)](#)

Then specify a date or date range. “All available dates” is the default:

All available dates ▼

- All available dates
- Today**
- Date is...
- Date is before...
- Date is after...
- Date is between...
- Previous week
- Previous month
- Previous 3 months
- Previous 6 months
- Previous year
- Previous 2 years
- Previous 5 years
- Previous...

7) You can sort your results by publication date or chronological (which lets you see oldest first.) Results are categorized on the left by type of publication, etc.

LexisNexis® Academic

Results List | Edit Search | New Search | Home

Search within results

Show List

Sort Publication Date 

View Relevance

Chronological

1-25 of 385

Result Groups

View Multiple Groups >

All Results (385)

Sources by Category 

- Newspapers (361)
- Magazines & Journals (14)
- Newswires & Press Releases (8)
- Aggregate News Sources (2)
- People Directories & Profiles (1)

Publication Name

Subject

Industry

Company

Geography

Language

People


Help

- Gunn sews up 'Runway' season  
Buffalo News (New York), April 18, 2010 Sunday, TV TOPICS; Pg. TV3, 562 words, By Jacqueline Cutler - ZAP2IT
- In Stride  
The New York Times, February 21, 2010 Sunday, Section ST; Column 0; Style Desk; ON THE STREET Pg. 4, 103 words, By BILL CUNNINGHAM
- Nice Way to Fold the Tents  
The New York Times, February 20, 2010 Saturday, Section A; Column 0; Style Desk; FASHION REVIEW; Pg. 18, 822 words, By CATHY HORYN
- N.Y. City slick. Last day's designers keep it simple & sexy  
Daily News (New York), February 19, 2010 Friday, NOW; Pg. 35, 228 words, BY COLIN BERTRAM DAILY NEWS FEATURES EDITOR
- N.Y. City slick. Last day's designers keep it simple & sexy  
Daily News (New York), February 19, 2010 Friday, NOW; Pg. 35, 228 words, BY COLIN BERTRAM DAILY NEWS FEATURES EDITOR
- End of an era: Fashion Week ends Bryant Park run  
The Associated Press State & Local Wire, February 19, 2010 Friday, 9:44 AM GMT, LIFECD45-1210


8) On the top right, you can search for terms within your results, edit your search terms or start a new search.


Results List | Edit Search | New Search | Home

Search within results



9) Also on the top right (just below search results), you can print, email or download documents you choose.





When you click on the save/disc icon to download documents, you can save it as a word doc or pdf, make sure that you are only getting the items you chose unless you want them all, and make sure the view is set as "full document." Hit download button.

**Download Documents** [Help](#)

Source: New York News Sources **Download** **Cancel**

Terms: (hlead(bryant park w/10 fashion))

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Format **Word (DOC)** 

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**Document View:** **Full Document** 

**Document Range:**

- All Documents (1 - 381)
- Tagged Documents (3) 
- Select Items

e.g., 1,3-5,9

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**Page Options**

- Cover Page
- Add a Brief Note (appears on cover page):**
- End Page
- Each Document on a New Page

**Font Options**

- Times New Roman**
- Search Terms in Bold Type
- Search Terms Underlined

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