Lexis-Nexis™ Academic Universe

Lexis-Nexis™ Academic Universe provides full-text access to over 5,600 news, business, legal, medical and reference publications. News sources include international, U.S., state, regional, and local newspapers, magazines, wire services, and broadcast transcripts. Business publications are drawn from business and financial news sources, as well as government and private publications, market research, industry reports and SEC filings. Legal coverage draws heavily on primary source material such as case law, statutes, and regulations, coupled with supporting secondary materials from legal news and law reviews. Medicine and health are covered from the perspective of the extensive news, business, and legal collections with an added collection of full-text and abstracted journal literature. The abstracted journal literature is taken from the National Library of Medicine’s MEDLINE database.

Connecting

<table>
<thead>
<tr>
<th>Via MEDCat</th>
<th>Via E-Resources</th>
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<tbody>
<tr>
<td>• Go to medcat.med.nyu.edu.</td>
<td>• Go to library.med.nyu.edu.</td>
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<tr>
<td>• Select Title Search.</td>
<td>• Under E-Resources, select Biomedical Databases.</td>
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<tr>
<td>• Search for Lexis-Nexis.</td>
<td>• Scroll down to the entry for Lexis-Nexis in the results list.</td>
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<tr>
<td>• Click on the link Connect to: Lexis-Nexis academic universe in the catalog record.</td>
<td>• Click on the Lexis-Nexis Academic Universe link in the list of results.</td>
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Searching

Once you are connected to the database you will be directed to the default search screen, a “Quick Info” news search. Other collections can be accessed by selecting one of the options in the left side bar under Academic Search Forms (see below), or Search for Other Information (see below).

**Note:** In general, when searching Lexis-Nexis™ you should follow the instructions on each individual search screen, or refer to the Tips for a particular section.

**Academic Search Forms**

Academic Search Forms are structured search forms that prompt you to enter search terms and specify search options to perform a search. These forms are available for several of the major collections in the Lexis-Nexis™ suite, including News, Business, Legal Research, Medical, and Reference. Selecting an Academic Search Form will either direct to a search screen or to additional screens of more specific collections. In the latter case, continue to select the collection you wish to search until you are presented with a search screen.

**Quick Searching**

Quick Search screens are available for the News segments of each of the major database sections. These forms are designed for very simple searches. Quick searches assume a Boolean OR relationship between search terms. The database searches the TERMS field containing indexing terms (similar to subject headings) assigned by indexers, and the HLEAD segment (Headline and Lead Paragraphs) to increase the relevance of the documents retrieved. For more advanced or complex searches, use a Guided Search.
When you are presented with a Quick Search screen:

- Type a word or phrase in the search box.
- You cannot use Boolean operators (AND, OR, NOT).
- You cannot use wildcard characters (* or !) to truncate any of your search terms.
- Select the date limit you wish to apply from the drop down Date menu. The default limit is the previous six months.
- Click the Search tab beside the search box to execute your search.

**Guided Searching**

The Guided Search forms direct you through the search process with step-by-step instructions, and also allow you to determine the field(s) in which your terms are searched. Available fields vary from one section of the database to another based on the type of material being searched.

When you select a Guided Search, simply follow the step-by-step instructions on the search form. Be sure to specify the correct Boolean relationship between your terms, and to select the appropriate field(s) in which you wish the term(s) to be searched. When you are finished, click the Search tab to execute the search.

**Basic Searching**

Certain sections of the database (Business, for example) will present you with a Basic search screen allowing you to search using a very simple keyword search. In most instances, especially in the News sections, keyword searches are pre-set to search the Title, Lead Paragraph, or Indexing Terms.
When you are presented with a Basic or Keyword search screen:

- Enter your primary concept in the first search box.
- You can structure your search using the Boolean operators, AND, OR, NOT.
- You can truncate search terms using an asterisk (*) to replace a single character, or an exclamation point (!) to replace an unlimited number of characters.
- Add terms to your search using the "Narrow search with additional terms" box.
- Follow the instructions below the search boxes to limit your search. These may include limiting to a particular publication, collection of publications, a specific category of information, and date.
- When you are finished, click the [Search] tab at the end of the search section of the screen.

Guided Searches are often available in these sections as well.

**Search for Other Information**

The search screens in this section of Lexis-Nexis™ will vary from section to section based on the type of information and type of document(s) being searched. Search screens are designed in this way to help you maximize search capabilities in each section of the database. Typically, these will be one of two types:

1) Very simple search screens similar to the Basic Search. These search screens will have one or two search boxes and possibly a series of drop down menus for you to apply limits or specify a collection or document type to search.

**Sample Search Screen**

![Sample Search Screen](image1)

2) Search screens similar to the Guided Search. These screens will have multiple text boxes and will require you to make a number of decisions about how and where to search for your term(s).

**Sample Search Screen**

![Sample Search Screen](image2)

For these sections of the database, select the category of information that you wish to search until you are presented with a search screen. Follow the instruction on the search screen or read the Tips for that section for particular search instructions.

**Applying Limits**

Limits vary from section to section of the database and are included on each search form or screen. Basic limit functions include date, search field, and publication.
Displaying Documents

There are four display formats available in Lexis-Nexis. Once you have executed a search, your results will be displayed in the Document List format. To change formats, simply click on the corresponding tab at the top of the list. Documents can be printed or downloaded in any of these formats.

**Document List**
This is the default display for search results. Displays basic information, in a numbered list, about the documents in your search results. The information includes the case name, title or headline, author or byline, source, and date. Other information may appear, depending on which sources you search.

**Expanded List**
Displays a numbered list with each search word in context surrounded by approximately five words.

**Full**
Provides the complete text of the documents in your search results.

**KWIC™**
Displays documents in the **Key Words In Context** format, showing each of your search terms surrounded by a window of text of approximately 20 words of text. The KWIC format helps you quickly determine whether or not a document applies to your research topic.

Navigating

To navigate through the database you can generally use the Back and Forward buttons of your Internet Browser.

- To change search screens, use the tabs at the top of each search form.
- To move within a list of documents, use the Previous and Next links at the top and bottom of any results list. OR use the Back and Forward buttons in your Internet Browser.
- To return to the main Lexis-Nexis screen from any page in the data, simply click on the word **Home** in the black bar at the top of each screen.

Exporting Documents

Once you have executed a search, a list of results will display in the Document List format. Documents can be printed, downloaded, or emailed.

**Printing and Downloading**
1. Use the document format tabs at the top of the results list, to display documents in the format you wish to print.
2. To select records for printing or downloading, click the check box to the left of each article title that you wish to print.
3. When you are finished, click the **Print** button in the upper right corner of the results list.

   **For Full or KWIC format**
   4. Click the Display Document button to display your in a printable/downloadable format.
   5. Use your browser's print or save commands to export the documents.

   **For Document List or Expanded List format**
   Follow steps 1-3 above for Printing and Downloading. A dialog screen will display.

   4. Choose one of the options listed to select the documents you wish to export by clicking the radio button next to it.
   5. Select the format you want from the **Format of Results** drop-down list.
   6. Click Display Citations to display your document list in a printable/downloadable format.
   7. Use your browser's print or save commands to export the documents.
Emailing
1. Use the document format tabs at the top of the results list, to display documents in the format you wish to print.
2. To select records for printing or downloading, click the check box to the left of each article title that you wish to print.
3. When you are finished, click the Email button in the upper right corner of the results list.

For Full or KWIC format
1. Enter an email address in the Email this document to this email address text box.
2. You may add a note in the Add this note to the body of the Email text box if you wish.
3. Click the Email button to send your email.

For Document List or Expanded List format
Follow steps 1-3 above for Emailing. A dialog screen will display.

4. Choose one of the options listed to select the documents you wish to export by clicking the radio button next to it.
5. Select the format you want from the Format of Results drop-down list.
6. Enter an email address in the Email this document to this email address text box.
7. You may add a note in the Add this note to the body of the Email text box if you wish.
8. Click the Email button to send your email.

Help
Access to the complete version of online help is available by clicking the Help link in the upper right corner of every screen. Context sensitive is available by clicking on the Tips link at the top right of each search form. Instructions for finding particular types of information and performing specific types of searches are also available in the How Do I? section located in the black header bar at the top of each screen.

Disconnecting
There is no formal mechanism to disconnect or logoff from the database. Once you have finished using the database, simply click the Home button in your browser.