



LexisNexis Butterworths Newspaper Database Quick Start Guide

Introduction

Lexis-Nexis is primarily a legal database but it also provides access to national and local UK newspapers. For a guide to finding legal information in LexisNexis, see <http://www.external.shl.lon.ac.uk/pdf/lmbhelp.pdf>. Management, economics and finance students should note that the newspaper coverage includes The Business, a national business news publication.

Logging On

Go to <http://www.lexisnexis.com/uk/legal/auth/athensredirection.do>. Enter your Athens username and password and click on the **Login** icon.

Help

If you need any help whilst using LEXIS, click on 'Help', at the top right of the screen. You will also find a "How to P" section in the left side menu of the search screen for each database. If you encounter any problems using LexisNexis please contact the library enquiries service on +44 (0)20 7862 8478 (between 09.00 and 17.00 GMT), by email on external@shl.lon.ac.uk or by the enquiries form at <http://www.external.shl.lon.ac.uk/help/enquiries/index.asp?group=law>

Searching the Newspapers Database

Select the **News** database from the menu at the top of the homepage. This will bring up the Simple Search screen.

Enter each search term in one of the **Search terms boxes (1)**. If you need more than three boxes click on the **click more ... link (2)**.

By default the search will return articles that contain all your search terms, anywhere in the document. For a more precise search, you can use the options in the second (3) and third (4) columns.

In the second column (3) you can specify where in a document the search term appears. For example, if you know the title of the article or wish to reduce the number of

hits your search is returning, set the option to **In the headline**, or if you are looking for articles about a certain company use the **Company** option.

The third column (4) allows you set how your search terms are linked together in the search. For example, if you use the **Or** option, articles containing the preceding OR following search term will be returned, giving a broader search than the default **And** option.

If you click on the + **show icon** you will be presented with options to restrict the scope of your search to particular industries (5), subjects (6) or countries (7).

The screenshot shows a search interface with the following sections:

- Add index terms** (with a "Hide" button):
 - Industry 5**: A list of industries with checkboxes. "All Industries" is checked. Other options include Aerospace & Defence, Automotive, Banking & Finance, and Biotech & Genetic. There is an "Exclude from search" checkbox at the bottom.
 - Subject 6**: A list of subjects with checkboxes. "All Subjects" is checked. Other options include Alliances & Partnerships, Antitrust, and Appointments. There is an "Exclude from search" checkbox at the bottom.
 - Country/Region 7**: A list of countries/regions with checkboxes. "All Countries" is checked. Other options include Africa, Americas, Antarctica, and Asia. There is an "Exclude from search" checkbox at the bottom.
- Sources**: A dropdown menu currently set to "UK Newspapers" (labeled 8). Below it is a list of sources with checkboxes: "UK Newspapers" (checked), Aberdeen Evening Express, Aberdeen Press & Journal, and Bath Chronicle. There is an "Exclude Newswires" checkbox at the bottom.
- Specify date**: A dropdown menu set to "All available dates".

This is particularly useful if your search is returning too many hits but you are not sure how to change your search terms to narrow your search. For example, searching on Microsoft will return too many results, but restricting the **Industry** to Electronics and the **Subject** to Antitrust returns a manageable number of hits.

By default the entire newspapers database will be searched, which includes a large number of local newspapers but you can restrict the search to national papers by using the **Source option (8)**.

Refining Your Search

You can edit your search in two ways, using either the **Edit Search** tab or the **Search Within Results** box at the top right of the results screen:

- **Edit Search** returns you to the search screen so that you can enter further search terms.
- **Search Within Results** enables you to conduct a search within the current set of search results.

Viewing Search Results

Marking (tagging) documents

You can mark selected documents for downloading either by clicking (tagging) the box (es) to the left of each record in the results list, or by clicking the box in the top left hand corner of the document display if you are viewing a document: click on the source (journal) title to see the full text of the document.

Printing, Saving and Emailing

First ensure that the document(s) you require is displayed, or is tagged if you are viewing the results list.

To Print



Select the Print option at the top right of the screen.

- Select the range and format you require (by default the document currently displayed will be printed in full – for an explanation of the other formats click on the help icon).
- Click Print.

To Save



- Select Download option at the top right of the screen.
- Choose the documents (Range) to save to disk and the format you require and delivery options (by default the document currently displayed will be saved in full – for an explanation of the other formats click on the help icon).

Then Download.

To Email your document(s)



- Select the Email option at the top right of the screen.
- Select the range and format you require. (For an explanation of the other formats click on the help icon)
- Enter your email address. If you wish to mail it to more than one address, separate addresses with a semicolon or a space.
- Click Send

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