

# lexis.com® At-A-Glance

## Sign In

1. Establish an Internet connection and go to [www.lexis.com](http://www.lexis.com).
2. In the ID or Custom ID box, enter your LexisNexis® ID.
3. Enter your Password. (A temporary password is assigned to your ID; the first time you sign in, you will be prompted to change it.)
4. Click Sign In.
5. Enter the appropriate Client ID if prompted.

For a lost or forgotten ID or password, use the links below the ID and Password fields.

## Selecting Sources

Get the results you want by selecting specific sources from the unparalleled collection of resources.

### Surface Practice Area or Jurisdictional Content You Need Most by Customizing Your Tabs

Add up to 18 search subtabs to your main [lexis.com](http://lexis.com)® page. Move to practice area/ jurisdictional content or tasks in one step.

1. Click +Add/Edit Subtabs.
2. Select up to 18 options; Click Next.
3. You can change tab order and/or set a default starting tab. Click Set.

### Your Recently Used Sources Ⓐ

Your last 20 selected sources are saved. Select from the drop-down menu. To retain or delete sources, click Edit Sources.

### Find a Source by Subject or Source Name Ⓑ

Enter a full or partial source name, e.g., *wall street journal*, or subject, e.g., *oil spill*, in the Quick Tools search box and click Find a Source. Results are listed by relevance. (Another way to access Find a Source is the Search tab drop-down menu.)

### Search by Topic or Headnote

Just choose a legal topic and compile relevant materials—cases, briefs, treatises, news, etc., or build a digest of cases on the fly.

1. Select *Search by Topic or Headnote* under the Search tab.
2. Choose your topic. Select a practice area and browse the table of contents. Or enter search words describing your topic, e.g., *trademark significance*.
3. Follow the screen instruction for selecting sources or retrieving headnotes.

### Practice Area/Jurisdictional Sources

Special [lexis.com](http://lexis.com) practice area or jurisdiction pages highlight relevant jurisdictional and practice-area content and tools. Select the Legal tab under Search and choose a practice area or jurisdiction. Or select [view more sources](#).

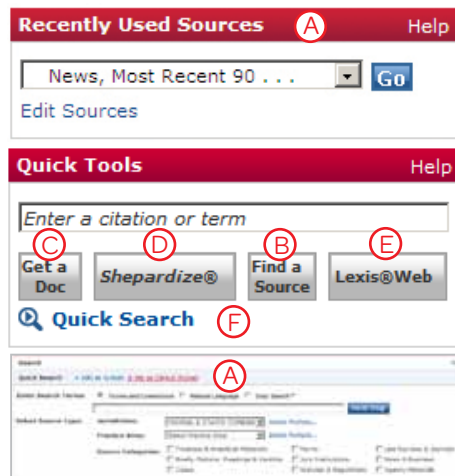
### Additional Resources (More Tab)

Related products and services are available at the More tab. For example, find links to:

- LexisNexis® Analyzer
- Counsel Selector
- LexisNexis® Total Litigator
- LexisNexis® Verdict & Settlement Analyzer
- and others

## Frequent Research Tasks

Access many of your regular research tasks from the main [lexis.com](http://lexis.com) screen.



Note: Actual screens may vary due to frequent enhancements and product additions.

### Get a Document Ⓒ

By Cite—full text of a case, statute, law review and more.

1. Enter the citation, e.g., *800 f2d 111*, in the Quick Tools search box.
2. Click Get a Doc.

By Party Name—full text of a case, docket, brief and more.

1. Click the drop-down menu at the Get a Document tab (next to Search).
2. Select *By Party Name*.
3. Enter party name(s).
4. Select a jurisdiction, court and/or source.
5. Click Search.

### Retrieve Multiple Documents (Get & Print)

Retrieve full-text documents by cite (cases, statutes, regulations, *Shepard's*® reports, etc.) and print all at once.

1. Click the drop-down menu at the Get a Document tab (next to Search) or the *Shepard's* tab.
2. Click Get & Print.
3. Sign in, if prompted.
4. Complete required fields in Get & Print box, e.g., enter cites.
5. Click Get.

### Shepardize® Ⓓ

Verify cases, statutes, regulations, patents and more.

1. Enter the citation, e.g., *800 f2d 111*, in the Quick Tools search box.
2. Click *Shepardize*.

The *Shepard's* Summary condenses your report and shows why your case or statute received its *Shepard's* Signal™ indicator, e.g., *Caution*. (Another way to access *Shepard's* is by selecting the *Shepard's* tab.)

### Search Web Sources (Lexis® Web) Ⓔ

Lexis Web is a legal-specific search engine offering free Web content from legal websites validated by LexisNexis attorney editors.

1. Enter your search words, e.g., *original work of authorship*, in the Quick Tools search box.
2. Click Lexis Web.

Find recommended documents from [lexis.com](http://lexis.com) as well as from the Web. Use the left navigation bar to filter results by topic, practice area, source, etc.

### Quick Search Ⓕ

Select jurisdictions, practice areas and source categories and Lexis Quick Search compiles a list of relevant sources.

1. Click the Quick Search link that appears in the Quick Tools section of the main [lexis.com](http://lexis.com) screen.
2. Choose the type of search you want to do—Terms and Connectors, Natural Language, or Easy Search™ and enter your search terms.
3. Select a jurisdiction from the pull-down list (if you want to choose more than one, click the Select Multiple link).
4. Select a practice area from the pull-down list (if you want to choose more than one, click the Select Multiple link).
5. Choose your source categories.
6. Click the Next Step button.
7. Select your sources (as many as 50) from the compiled list.
8. Click the Search button.

## View Search Results

**Cite:** Bibliographic references. For cases, include *Shepard's* Signal indicators, LexisNexis Core Terms and Overview to quickly preview results.

**KWIC™:** Key words in context. You can specify 1 to 999 words on either side of search terms.

**Full:** Full text of document.

**Custom:** Select the document segments you wish to review.

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## Case Law at lexis.com

Each Case Search Compiles the Appellate Chain and More Relevant Content

Now *lexis.com* case-law searches—federal and state—automatically uncover vital insights. All retrieved documents are organized into one navigation pane to the left of your full-text case. Results may include:

- Official report PDFs
- Prior and subsequent cases
- Briefs, motions & pleadings
- Dockets
- Jury verdicts
- Trial transcripts
- Jury instructions

Plus, link to relevant analysis from this exclusive combination:

- **Matthew Bender**® treatises plus U.S. and state practice guides
- **BNA**® legal analysis
- **ALR**®, **Am Jur**® and state jurisprudences such as **Witkin**
- Law reviews
- **Emerging Issues Analysis**—From **Matthew Bender**, **Mealey's**™ and **Martindale-Hubbell**® authors

**Search Tip:** A new window opens each time you link to a new document. To return to your navigation pane, minimize document screens.

## LexisNexis Case Law Enhancements

**LexisNexis**® Case Summaries present a concise Procedural Posture, Overview and Outcome section written by attorneys—a LexisNexis exclusive.

**LexisNexis**® Core Terms are descriptive, computer-generated key words drawn directly from the text of a case.

**LexisNexis**® Headnotes are the case's key legal points selected by LexisNexis attorney-editors and drawn directly from the language of a case. Headnotes are mapped to LexisNexis legal topics taxonomy.

**Search Tip:** Find *More Like This Headnote*

Find an on-point LexisNexis headnote and move to other cases with headnotes containing similar language, as well as closely matching opinion language. Just click the **More Like This Headnote** link at the end of the LexisNexis headnote.

## Pricing Information

Depending on your subscription, some sources may be provided at a separate charge. If you see a dollar sign (\$) next to a source name, click the \$ for separate pricing information. Or click the ⓘ icon next to any source link and scroll to the bottom of the pop-up page.

## Get Search Updates (LexisNexis® Alerts)



Get automatic research updates; view via email or online.

1. Review your search results.
2. Click the **Save as Alert** link. (You can save a search with 0 results for future updates.)
3. Fill in the **Save LexisNexis Alert** form.
4. Click **Save**.

To **manage** your alerts, click the **Alerts** icon.

## Research History



Re-run a search from a previous session or resume interrupted research. Click the **History** icon. The **Recent Results** tab shows searches and results from the last 24 hours. The **Archived Activity** tab shows activity without results from an additional 29 days.

## Narrow Your Search Results (FOCUS™ feature)

The FOCUS feature:

- Narrows your results by adding terms and searching some or all documents from your original results
- Delivers a subset of results while retaining original search and results
- Highlights your added search terms in results for easy viewing

To use:

1. View search results.
2. Type additional terms in FOCUS terms box at top of page (using terms and connectors).
3. Click **Go**.

To return to original results, click **Exit FOCUS**.

## Print/Deliver Search Results

**Print**



Print one or more documents with custom formatting:

1. Click the **Print** icon (see above) and use the print form to print one or more documents and customize delivery format.
2. Print multiple documents at one time. Click the open checkbox beside each document you want to print, then click the **Print** icon and complete the print form.

For a printer-friendly view, click the printer-friendly format icon.



**Download**



1. Click the **Download** icon (see above) as you view your search results. Complete the download form.
2. Click **Download** again.

**Email**



1. Once you have viewed your search results, click the **Email** icon (see above). Complete the email form. (You can send to up to three addresses.)
2. Click **Send**.

**Fax**



1. Once you have viewed your search results, click the **Fax** icon (see above). Complete the fax form. (You can send to up to three addresses.)
2. Click **Send**.

## Constructing a Search with Terms and Connectors

- A **term or word** is any series of letters or numbers with a space on either side (e.g., *contract* or *\$1,234*).
- **Singular, possessive and plural** forms are automatically found (if word ends with s, 's, es, ies).
- **Some common equivalents are found** (e.g., *cal* finds *Calif.* and *California*).
- A **hyphen** is read as a space; a hyphenated word is read as two words.
- A **space** is read as a space.
- Use the @ symbol for the section symbol used in citations (e.g., *Section 305 = @ 305* or *@305*).
- **Exclamation Point:** Replaces any number of letters after a word root. Use only one ! per word at the end (e.g., *litigat!* finds *litigation*, *litigate*, *litigator*).
- **Asterisk:** Replaces one letter. You can use more than one \* in a word, anywhere except as the first letter (e.g., *wom\*n* finds *woman* or *women*; *bank\*\*\** finds *banked* or *banking* but not *bankruptcy*).

Connectors establish a logical connection among search terms, operating left to right in this order:

CONNECTOR	EXAMPLE	EXPLANATION
OR	<i>doctor OR physician</i>	Finds documents containing any of the terms or phrases connected by OR.
/n	<i>market /5 share</i>	Finds two search words in same document within <i>n</i> words of each other ( <i>n</i> = any number, 1 – 255).
/s	<i>circumstances /S mitigating</i>	Finds words in same sentence.
/p	<i>rule /P sanction</i>	Finds words in same paragraph.
AND	<i>bank! AND deregulat!</i>	Finds documents containing all terms or phrases connected by AND.

**Get in touch** To find out more about LexisNexis contact:

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