Lexis®Library - searching for newspaper articles
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QG LAW020  [https://www.abdn.ac.uk/library/documents/guides/law/qglaw020.pdf]

Accessing the database
Click on the Primo link in the Search Our Collections tab on the Libraries, Special Collections and Museums home page, and enter Lexis in the search box. Log in with your university username and password.

To access the Lexis®Library service off campus, use the UK Federation (Shibboleth) link. This link can be used off or on campus by logging in with your university username and password.

Note: Personalisation services, e.g. Alerts, Saved searches etc. are only available when using the UK Federation link.

Accessing Newspapers
To access and search for newspaper stories, click on the News tab located on the top navigation bar.

Searching for newspaper articles
The News screen opens three rows of search terms. By clicking on the More button, two more search boxes can be opened. (See above) The drop-down menus with each search box help you specify where your search terms should appear: Anywhere, In the Headline, At the Start, Company, In the Indexing, Major Mentions (in the headline, lead paragraph or indexing), or 3 or more mentions in the text.

By default each search box is connected to the one below by the connector And (both words/phrases must appear in this article). Use the drop down menu on each connector box to select other options:

- Or (at least one of the words/phrases must appear in the article), or
- Same Sentence (both words/phrases must appear within the same sentence), or
- Same Paragraph (both words/phrases must appear within the same paragraph), or
- Within 5 words (all words/phrases must appear within 5 words of each other).

Once you have entered your search strategy, click on the Search button.

Alternatively, you can be more specific about what you are searching for by using any of the following options:

Add index terms
Select any combination of Index Terms from the Industry, Subject or Country/Region lists to refine your search. Up to ten items from any or all of the tick-box lists can be selected. To exclude an Industry, Subject or Country from your search results, click on that tick-box and then on Exclude from Search.

Sources
Select a Source category from the drop-down list: UK Newspapers, UK National Newspapers, UK Broadsheets, and UK Regional Newspapers. If appropriate you can select one or more of the newspapers listed. Depending on the publication, the full text coverage begins from January 1982 onwards. To exclude results from Newswire Services, click on the tick box provided.

Duplicate options
You can choose whether or not you want to use similarity analysis to process your search results. From the Duplicate Options drop-down list you can select either:

- Off (no similarity; the results list is regenerated without similarity analysis), or
- On - High Similarity (the documents must be nearly identical in order to be grouped together), or
- On - Moderate Similarity (the documents with relatively less similarity can be included in the same group).
Specify date

There are several options allowing the user to narrow a search to a specific date or range of dates: **All available dates, Today, Date is, Date is before, Date is after, Date is between.** Select a pre-defined date restriction, e.g. **Previous week, Previous month**, etc. or select **Previous** and define the value and units of time required.

**Viewing search results**

The **All Results** section on the left of the Results screen identifies the total number of hits, and lists the sources of the results. You can move quickly between individual newspapers by clicking on the title in the left-hand screen. Search results appear in a brief **List** view, with 40 results on each page. Click on the **title** (in blue) to open the full text of the article. Click on the **View last search** tab located on the top left of the screen, to return to your list.

You can refine your search by adding further terms in the **Search within results** box, located at the top left of the Results screen and clicking on **Go**. To begin a new search or edit the existing search select the **Go back** tab located close to the top right corner.

**My Documents**

In the top right of the page is your **My Documents** folder. It is a useful temporary store for documents you have saved from your results list. Save a document by clicking on **My Documents** link found to the right of each result. From this folder you can arrange, print, email and download your documents. A maximum of 100 items will remain saved in this folder for 30 days.

**Printing, emailing and downloading documents**

You can opt for delivery of a single document, a range of documents, or all of the documents in your documents folder.

Click on the printer, **email** or download **icon** at the top right of the screen and follow the on-screen instructions. If you only have access to network printers we advise that you use the email option.

**Logging off**

To log off, click on the **Sign-out** link at the top right of the screen and then select **OK** to exit the database.

**Online tutorials**

Click on the **Help** link in the top right of the screen to access contextual help. From the Help screen, you can also access online tutorials. A detailed user guide is available under **Support & Training** at [www1.lexisnexis.co.uk/customerservicecentre/index.htm](http://www1.lexisnexis.co.uk/customerservicecentre/index.htm).

**Help**

If you have any problems in using this database, please contact:

Elaine Shallcross, Information Consultant, Tel:+44 (0)1224 273848, Email: e.shallcross@abdn.ac.uk
Nicola Will, Site Services Manager, Taylor Library, Tel: +44 (0)1224 273166, Email: n.will@abdn.ac.uk

For access problems (including Out-of-Hours Service) contact the **IT Service Desk**: Log a problem via your MyIT portal at [https://myit.abdn.ac.uk/](https://myit.abdn.ac.uk/), or Email: servicedesk@abdn.ac.uk
Telephone: +44 (0)1224 273636 (call this number for **Out of Hours Service**)