Lexis®Library - searching for newspaper articles
Zita Szabo, May 2016
QG LAW020  [https://www.abdn.ac.uk/library/documents/guides/law/qglaw020.pdf]

Accessing the database
Go to the Library home page and enter Lexis Library in the Search Our Collections box. Click on the title line in the results list to link out to Lexis®Library, and, when prompted, log in with your university username and password.

Note: Personalisation services e.g. Alerts, Saved searches, etc. are only available when using off campus access via the UK Federation (Shibboleth) link.

Accessing Newspapers
To access and search for newspaper articles, 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
Search results appear in a list view, with 40 article titles on each page. The All Results section on the top left of the Results screen identifies the total number of hits. You can move quickly between individual newspapers by clicking on the titles in the Source Name box. You can refine your search by adding further terms in the Search within results box. (See image above)

To edit the existing search, click on the icon at the top right corner of the screen. To start a new search click on the Search tab at the top left of the screen.

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 original results list.

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. 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
For contextual help or online tutorials, click on the icon on the top right corner of the screen. A detailed user guide to using Lexis®Library or LexisPSL is available under Support & Training at http://help.lexisnexis.co.uk/.

Help
If you have any problems in using this database, please contact:
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/, or Email: servicedesk@abdn.ac.uk
Telephone: +44 (0)1224 273636 (call this number for Out of Hours Service)