Lexis®Library - searching for newspaper articles
Zita Szabo, June 2018
QG LAW020 [https://www.abdn.ac.uk/library/documents/guides/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.
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. The drop-down menu with each search box helps 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 a connector:
- And (both words/phrases must appear in the article)
- Or (at least one of the words/phrases must appear in the article)
- Same Sentence (both words/phrases must appear within the same sentence)
- Same Paragraph (both words/phrases must appear within the same paragraph)
- Within 5 words (all words/phrases must appear within 5 words of each other)
- And Not (the first word/phrase must appear in the article, then any records containing the word/phrase after this connector are subtracted from the results list).

You can be even 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 these lists can be selected. Click on the tick-box next to Exclude from Search to exclude Industry, Subject or Country/Region.

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)
- On - High Similarity (the documents must be nearly identical in order to be grouped together)
- On - Moderate Similarity (the documents with relatively less similarity can be included in the same group).
Specify date
Using this feature allows you 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 corner 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 below)

![Image of search results]

Click on the title (in blue) to open the full text of the article. The View last search tab located on the top left corner of the screen will take you back to your original results list.

To edit the existing search, select the icon at the top right corner of the screen; to start a new search click on the News tab on the main navigation bar. (See screenshot above)

My Documents
In the top right of the page, you find the 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 Print, 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.

Online tutorials
For contextual help, click on the icon on the top right corner, and select Help. A detailed user guide and online tutorials are available under Support & Training at http://help.lexisnexis.co.uk/.

Logging off
Click on the icon and select the Sign Out link. Finally, click on OK to exit the database.

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

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Nicola Will, Site Services Manager, Taylor Library, Tel: +44 (0)1224 273166, Email: n.will@abdn.ac.uk
Taylor Library – Issue Desk, Tel.: +44 (0)1224 272601, Email: lawlib@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)