



Lexis®Library – searching for newspaper articles

Zita Szabo, May 2020

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. On the results page, select the **Books+** tab, then click on the **title** line which will link you to the database, **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. You may be asked to sign in via your institution, in which case you must select ‘UK Access Management Federation’, then ‘University of Aberdeen’, and lastly, enter your University of Aberdeen username and password.

Accessing newspapers

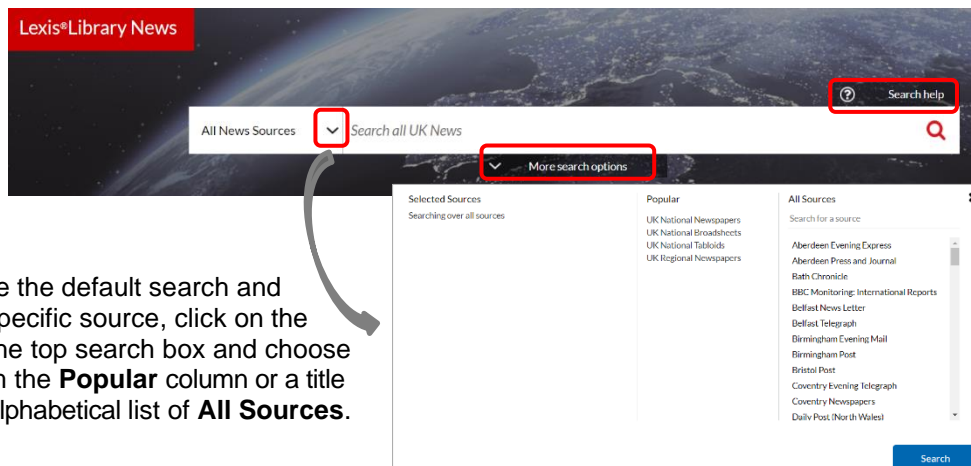
To access and search for newspaper articles, click on the **News** tab located on the top navigation bar of **Lexis®Library**.



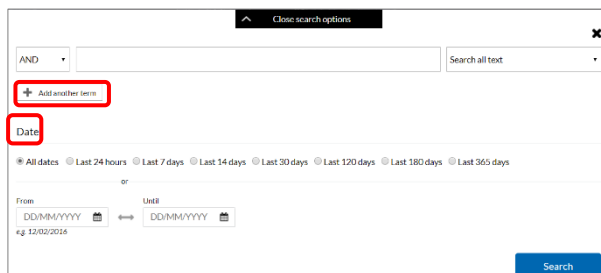
Searching and browsing newspaper articles

The opening page of **Lexis®Library News** offers both options, searching and browsing.

For **searching**, use the top search box, add your search terms, and press **Enter**. The default search is **All News Sources** across the all UK News.



To change the default search and select a specific source, click on the arrow in the top search box and choose a link from the **Popular** column or a title from the alphabetical list of **All Sources**.



Under the main search box, click on the **More search options** link (see image above) to open a more advanced search form. It offers one search box as default, but you can add four more search boxes by clicking on **Add another term**. You can also specify **dates** (e.g. All dates, Last 24 hours, Last 7 days, etc., or select a date range).

Search help is available above the main search box (see second image from the top). Click on the link to see all the **Connectors** and **Wildcards** you can use to get a better, more precise search result.

For **browsing**, please check the alphabetical list of available newspapers under **Source Title**, on the left-hand side of the screen. You can select a **title** from the list, e.g. *Aberdeen Evening Express*, **choose a letter**

to find newspapers whose titles start with the selected letter or use the **Search for a source** box to get quick access to a source.

Source information is available on the right-hand side of the page, once you have selected a source.

Use the **Search within this source** box to find information in your selected title.



Viewing search results

Search results appear in list view. Documents are sorted by **Relevance** as default. Click on the arrow in the **Sort by** box to select **Date** (oldest-newest/newest-oldest).


You can narrow down your results by selecting filters, e.g. **Sources**, **Date**, **Hide duplicate results** and **Industry** from the left-hand side of the screen. (As shown in image here)

Click on the **title** (in blue) to open the full text of an article. To save it for later use, you can select the **Print**, **Email** or **Download** options.

Logging off

To close **Lexis@Library News**, click on **Close**  in the top right corner of the page. To exit the database, **Lexis@Library**, click on the icon  in the top menu bar, and select the **Sign Out** link. Finally, click on **OK**.

Online tutorials

For contextual help, click on the icon  in the top right corner of the screen, and select **Help**. Detailed user guides are available [here](#).

Help

If you have any problem using this database or require further assistance, please contact:

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IT Service Desk (for any access problem)
Telephone: +44 (0)1224 273636
Login to [MyIT portal](#)
Email: servicedesk@abdn.ac.uk

You may also want to consult other Lexis@Library guides:

QGLAW016: [Lexis@Library - key features](#)

QGLAW017: [Lexis@Library – searching for case law](#)

QGLAW019: [Lexis@Library – searching for articles in UK and international legal journals](#)