Lexis®Library - searching for newspaper articles
Zita Szabo, July 2017
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.

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 (see image above), two more search boxes can be opened. 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 the 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)
- 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 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/Region 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)
- 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

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 below)

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 of the screen, 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:

Janet MacKay, Information Consultant (Law), Tel.: +44 (0)1224 273892, Email: j.i.mackay@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/, or Email: servicedesk@abdn.ac.uk
Telephone: +44 (0)1224 273636 (call this number for Out of Hours Service)