

# Top 10 Nexis Uni™ Features to Explore

## 1 Search across all content types in a single search

Nexis Uni™ offers a search experience familiar to Millennials—broad searching across all content types. Start your search on Nexis Uni using the top search box and with a single-click search across all content types. Or, you can select specific content categories, topics or favorite sources.

**A TIP:** Use connectors to get more relevant results. When searching in Nexis Uni, a space is an implied “OR” between two terms. This is different than LexisNexis Academic, where a space was an implied “AND” connector.

## 2 Conduct advanced searches

For the more experienced researcher, Nexis Uni offers several Advanced Search templates. For example, selecting the News category in Advanced Search provides options to search by document segment. Document segments include headline, title, lead sections, publication, date, section, publication type, company name and classification. Searching by document segment can be helpful in finding specific results.

**TIP:** There are Advanced Search forms for numerous content categories, including news, company and financial, directories and legal content.

The screenshot shows the top navigation bar of the Nexis Uni website. On the left, it says "Nexis Uni™" with a "Menu" dropdown. On the right, there are links for "History", "Help", and "Hi Sara". The main search area features a large "Search" button with a red circle containing the number "1" next to it. Below the search bar, there are links for "Advanced Search", "Tips", and "Get a Doc Assistance". On the right side of the search bar, there is a magnifying glass icon and the text "All Nexis Uni" with a dropdown arrow.

This screenshot shows two sections of the search interface. The top section is titled "Terms" with a red circle containing the number "2" next to it. It has four input fields: "All of these terms", "Any of these terms", "This exact phrase", and "Exclude these terms". Each field has a placeholder text: "Enter just keywords to run as Natural Language. To run as Terms & Connectors, choose a cor." and an "Add ↑" button. The bottom section is titled "Document Segments/Fields" and includes a note: "While these segments apply to the majority of documents, they may not apply to all documents." It has four input fields: "Headline", "Title", "Headline and Lead Sections", and "Publication".

This screenshot shows a "Use Connectors" section with a blue circle containing the letter "A" next to it. It lists several connectors and their functions: " " for "Exact phrase"; "and" for "2 or more words anywhere in the document (alternative: &)" ; "or" for "Include one or more words"; "and not" for "Exclude documents containing the word or phrase; should be the last connector, or may produce unexpected results"; "/n" for "First word within 'n' words of the second (alternative: w/n or near/n)" ; and "!" for "Word variations using this as the root word (alternative: \*)". At the bottom, there is a link: "View all connectors and commands" with an external link icon.

This screenshot shows a section titled "Or let us help you find it...". It has three main input areas. The first is "What are you interested in?" with buttons for "News", "Cases", "Law Reviews", "Company Info", and "A Publication". The second is "Enter Search Term" with a text input field containing the placeholder "Enter keywords or subjects". The third is "Choose date range" with a dropdown menu showing "All available dates" and a blue "Search" button.

### 3 Filter using facets

Once you run a search, you can use post-search filters, or facets, to narrow down your results set to the most relevant documents. Multiple filters can be applied, and they can easily be removed without needing to re-run the search.

Clicking on the arrow next to the filter type will show the options available for your results set. The facets available to filter by include: Location (location of the source), Publication Type, Subject, Industry, Geography (geographical region relevant to the content), Timeline, Sources, Practice Areas & Topics, People and Keyword.

**B TIP:** Click on **Select Multiple** and a pick list will appear for quickly checking off the relevant attributes to include.

**C TIP:** Adjust the timeline filter from the calendar or by moving the slider bar to adjust the date range.

### 4 Annotate a document

Once in a document view, you have the ability to add and save annotations. Simply select the text you wish to highlight or annotate and you will be given the option to add the selected text to a folder, add the text to your search, annotate or highlight.

**D TIP:** Once notes have been added to a document, they will appear on the right hand side under the **Notes** tab.

**E TIP:** Check out the **Printer Friendly View** for a clear, condensed view of the full document.

### 5 Look for the reading glasses

Keeping track of which documents you have viewed in your research can be tricky, but Nexis Uni can help. Once you have viewed a document, a pair of eye glasses will appear next to the document in the results list. If you saved the document to a folder, a folder icon will also appear.

**F TIP:** Hover over the glasses to see when the document was last viewed.

This screenshot shows the search results interface. On the left, a 'Search Within Results' panel displays various facets: Location, Publication Type (with a red circle '3' next to it), Subject, Industry, Geography, and Timeline. The 'Publication Type' facet is expanded, showing counts for Newspapers (1,644,959), News-wires & Press (577,298), Releases (376,769), Video (171,343), Web-based Publications (148,696), and News (148,696). Below this is a 'Select multiple' button. The 'Timeline' facet shows a calendar and a bar chart with a red circle 'C' next to it. On the right, a 'Sources' panel (with a blue circle 'B' next to it) lists various sources like 'Global Broadcast Database - English (Full Text) (163,116)', 'The Associated Press (120,513)', etc. A list of search results is visible on the far right, with some text highlighted in yellow.

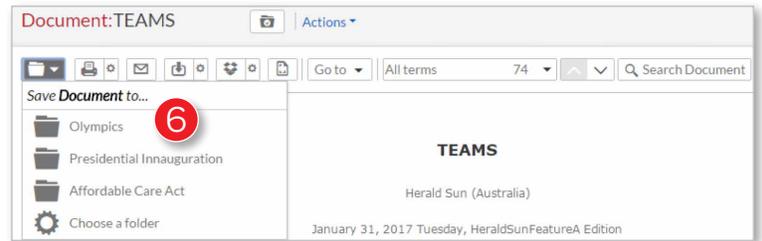
This screenshot shows a document view for 'TEAMS' from the Herald Sun (Australia), dated January 31, 2017. The document is displayed in a 'Printer-friendly view'. On the right side, there is a 'Notes' tab (with a blue circle 'D' next to it) containing a note: 'Dan- For our assignment'. Below the document text, there is an annotation toolbar (with a red circle '4' next to it) containing options like 'Add to folder', 'Add to search', 'Annotate', and 'Highlight'. A red box highlights the 'Annotate' option. The document text includes 'TEAM SKY (GBR) © TeamSky 01 Chris Froome' and '02 Withdrawn.'.

This screenshot shows a search results list for 'TEAMS'. The top result is from the Herald Sun (Australia), dated Jan 31, 2017. To the right of the document title, there is a pair of reading glasses icon (with a blue circle 'F' next to it) and a date 'Jan 30, 2017'. The document snippet includes text about the 2016 Olympics and cycling events.

A notification box with a camera icon, a pair of glasses icon, and a blue circle 'F'. Below the icons, it says 'Recently viewed: Jan 30, 2017'.

## 6 Add a document to a folder

From within the document view, you can also save the document to one or more folders. Additionally, you can email a link, download or send the document to Dropbox.

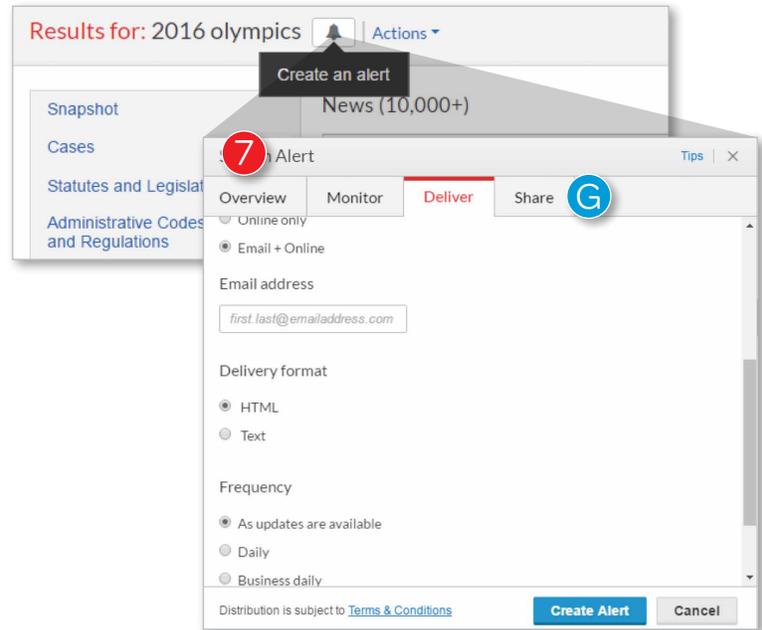


## 7 Set and share Alerts

For some topics, you may wish to set an Alert so you can be notified when new results are available. Alerts can be set on searches or on publications. To set an Alert on a search you have conducted, simply click the **Alert icon** from the results view.

From there, you will be prompted to name the Alert, as well as set the frequency and other specifics.

**G TIP:** You can also share an Alert that you have created by simply entering the email address of the Nexis Uni user you wish to share the Alert with. Alerts results can only be accessed by Nexis Uni users.



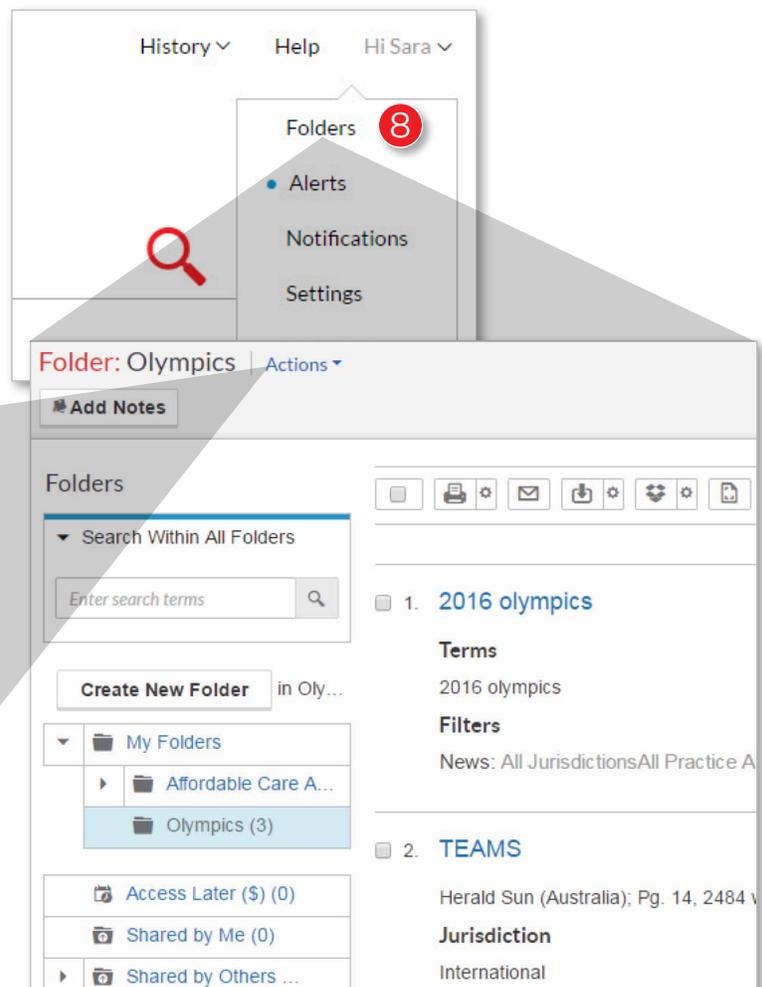
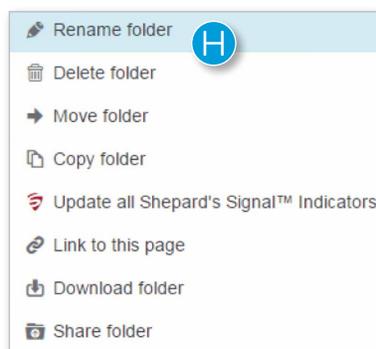
## 8 Create and share folders

Folders are helpful for organizing and sharing relevant documents. You can create folders for various topics, projects or classes. You can quickly access your folders by clicking on **Folders** from the drop down in the navigation bar.

Once in the Folder view, you can see folders you created, folders you shared and folders shared by others.

Clicking on a folder will show the documents, searches or text that has been saved to that folder.

**H TIP:** Under **Actions** you can rename, delete, move or share a folder. Similar to Alerts, only an email address is needed to share a folder, but to access the folder the individual must be a Nexis Uni user. When you share a folder, the end receiver will receive an email letting them know that you have shared a folder with them. They will have 30 days to accept the share invitation.



### 9 Tag favorite sources

At various points in your research, you may desire to only search a select number of sources. Saving sources to your **Favorites** can help quickly select these sources of interest. To favorite a source, type the source name into the red search box and select the source you desire from the list of suggested matches.

Selecting the source will add it as a filter to your search. At that time, you can click the star to add to your favorites.

Recently used and favorite sources can be accessed by clicking on the drop-down arrow within the red search bar and then selecting **Recent & Favorites**. Simply click on the source or sources you wish to include in your search.

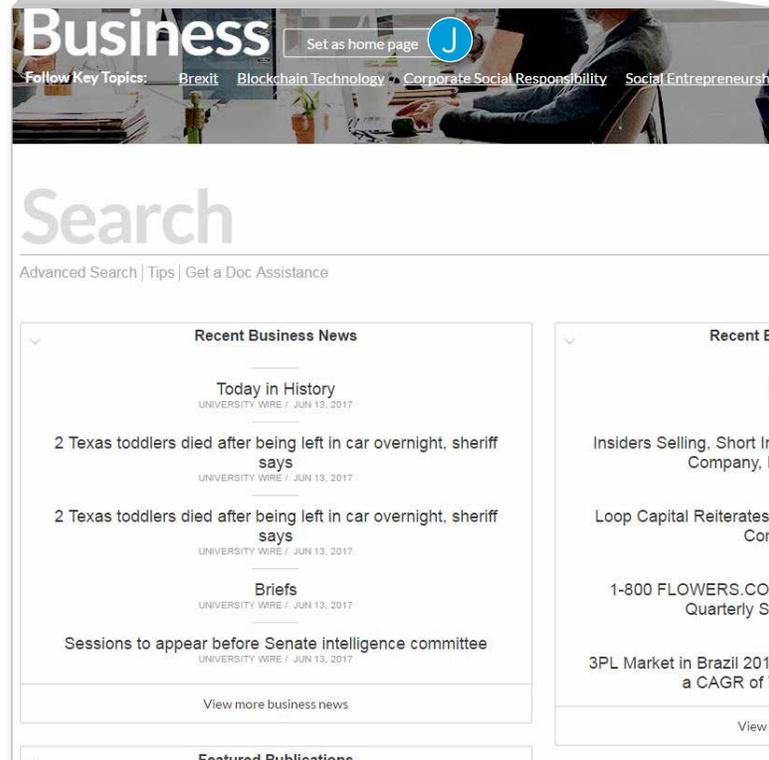
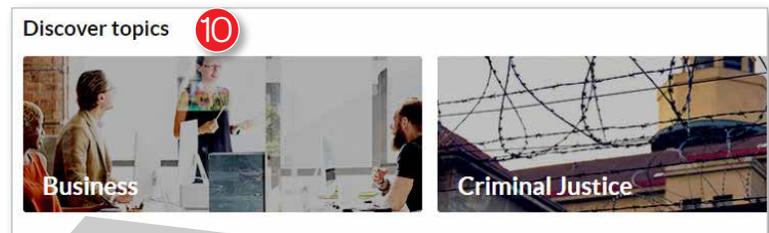
**1 TIP:** Recent sources that appear in this list can be added to favorites simply by clicking on the star next to the source name. Those with red stars are favorites; those without are recent sources.

### 10 Take advantage of discipline pages

In addition to offering broad and advanced searching, Nexis Uni has developed discipline pages to help students begin their research. Currently, discipline pages for Business, Political Science and Criminal Justice are available, with more being added in the future.

The discipline pages are designed to curate relevant topics, sources, tasks and documents pertinent to students within that area of study.

**1 TIP:** A discipline page can be set as a home page by clicking the **Set as Homepage** button.



Have feedback on how to make Nexis Uni better? Please share with us by clicking on the **Feedback** link within the drop down menu in the top right navigation.