

Nexis UK: quick user guide

What is Nexis UK?

Nexis UK is a major full text database for global news and business information. It gives access to over 35,000 sources, with more than 12,000 international news sources including UK daily and regional newspapers, and company information for over 100 million companies worldwide.

When should I use Nexis UK?

Use Nexis UK when you want to:

- find newspaper articles and trade journal articles on a business related topic
- gather information about a company, industry, country and people
- keep up to date on a topic of interest.

Accessing Nexis UK

Nexis UK is accessed via the **E-resources Guide**. To open the E-resources Guide:

1. Access it directly at this address: <http://subjectguides.york.ac.uk/e-resources>
2. When the E-resources Guide has opened select **Newspapers** from the **E-resources by Category** drop-down menu. A list of resources in this area is then displayed.
3. Click on **Nexis UK**. You may be asked to log in with your IT Services username and password. The resource will now open in a new window.

The interface

Nexis UK groups its content into several different categories. These are accessed via tabs on the main interface. The resource automatically opens in the **News** tab.



In the next part of this guide we will look at each of the tabs on Nexis UK.

News

The News tab allows you to search the archives of a huge range of international, national and local newspapers. The search box appears as follows:

Multiple search boxes allow you to build up your search.

The drop-down menus allow you to search specific fields, e.g. *In the headline*.

Choose a date range to search

Sources lists the different categories of newspapers e.g. UK broadsheets

Tick to select specific newspapers

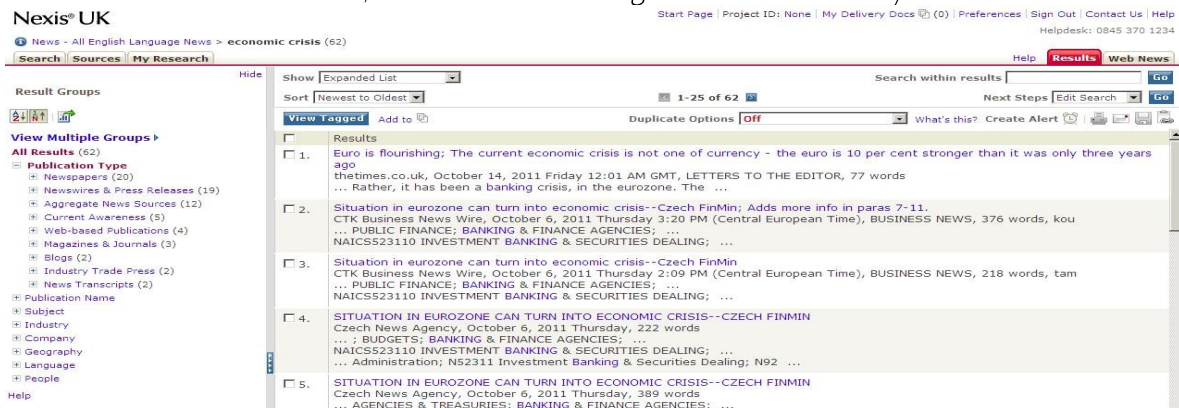
Search terms: economic crisis, euro or Eurozone, bank!, In the Headline, In the Headline, Anywhere, Anywhere, Anywhere, Less... And/or

Select topic(s): Search within: Tip, Don't search within:

Sources: UK Broadsheets, The Business, The Daily Telegraph (London), The Guardian (London), Exclude Newswires, Exclude non-business articles

Duplicate Options: Off, Specify date: All available dates

This screen shows results from UK Broadsheet Newspapers that contain the words “economic crisis” and “euro or EuroZone” *In the Headline*, and “bank or banking or bankers etc.” *Anywhere* in the article:



- The panel on the left of the screen shows how many articles were found in each **newspaper**.
- The panel on the right lists the different **articles**. Clicking on the title of the article opens up the full text.
- Icons on the top left of the screen allow you to **email**, **save** or **print** your results.
- You can also create an **alert** for your search; Nexis UK will then email you when new content is added to the database that matches your search terms. To set up an alert click on **Create Alert**.

The other search tabs

Power Search allows you to search across the entire Nexis UK database. Use the drop-down menu to specify which sources you wish to search. You can search by keyword, or select subject terms from four categories: company, industry, subject or geography.

Company Profiles contains links to profiles of National and International companies. It is possible to search by industry, subject or geography.

Industry News allows you to search by industry, to find reports and publications.

Countries contains geographic profiles and reports, economic and political news, and country based risk assessments. All searches can be limited by date.

Biographies contains links to biographies of government officials, politicians, celebrities, investors and business contacts.

Search tips

And combines search terms so that each search result contains all of the terms. For example, **management and strategies** finds results that contain both terms.

Or combines search terms so that each search result contains at least one of the terms. For example, **broker or stockbroker** finds results that contain either term.

Wildcard (*) use an asterisk to replace a single letter anywhere in a word, except the first character.

Wildcards are particularly useful for finding variations in spelling, for example **organi*ation** finds results that contain either organisation or organization.

Truncation (!) use an exclamation mark to truncate (shorten) a word and find all the words made by adding letters to the end of it. For example, **manager!** finds results that contain the terms manager or managers or managerial etc.

Proximity (W/n) use W/n when there is a connection between your search terms and you need to find the terms near each other. For example, **advertising W/2 campaign** finds results that contain the terms within two words of one another such as campaign champions interactive advertising.

 On-screen help is available by clicking on Help (top right corner).

For more help with this database, please ask at the Library's Help Desk or contact your Liaison Librarian:
<http://subjectguides.york.ac.uk/subjectguides>

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