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 red search box and with a single-click search across all content types. Or, you can select specific content categories, topics or favorite sources.

Ⓐ **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.
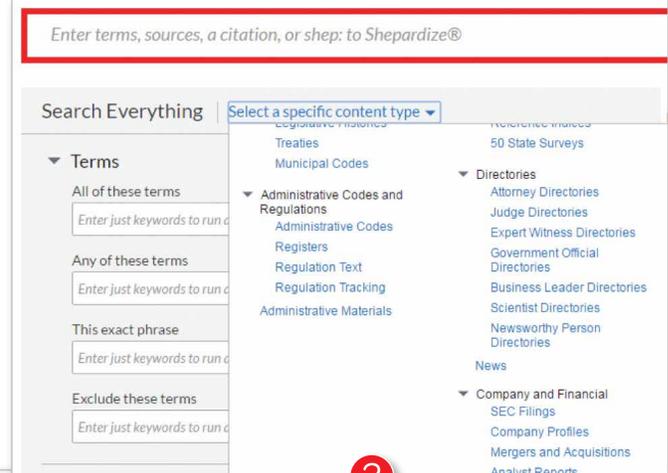
Use Connectors Ⓐ

" "	Exact phrase
and	2 or more words anywhere in the document (alternative: &)
or	Include one or more words
and not	Exclude documents containing the word or phrase; should be the last connector, or may produce unexpected results
/n	First word within "n" words of the second (alternative: w/n or near/n)
!	Word variations using this as the root word (alternative: *)

View all connectors and commands

Document Segments/Fields
While these segments apply to the majority of documents, they may not apply to all documents.

Headline

Title

Headline and Lead Sections

Publication

Date

All available dates

Enter a date in Mmm dd, yyyy format or any of the supported date formats

Segment Examples

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.

LexisNexis®

❸ 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.

❹ 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.

❺ 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.

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.
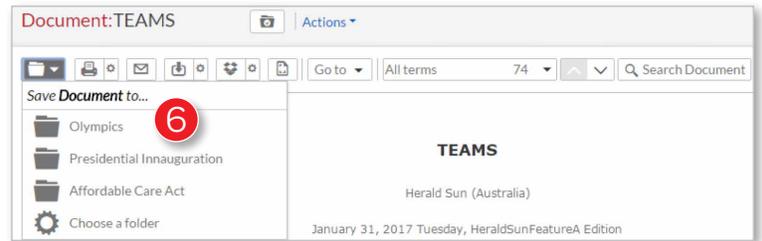
7 Set and share Alerts

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.
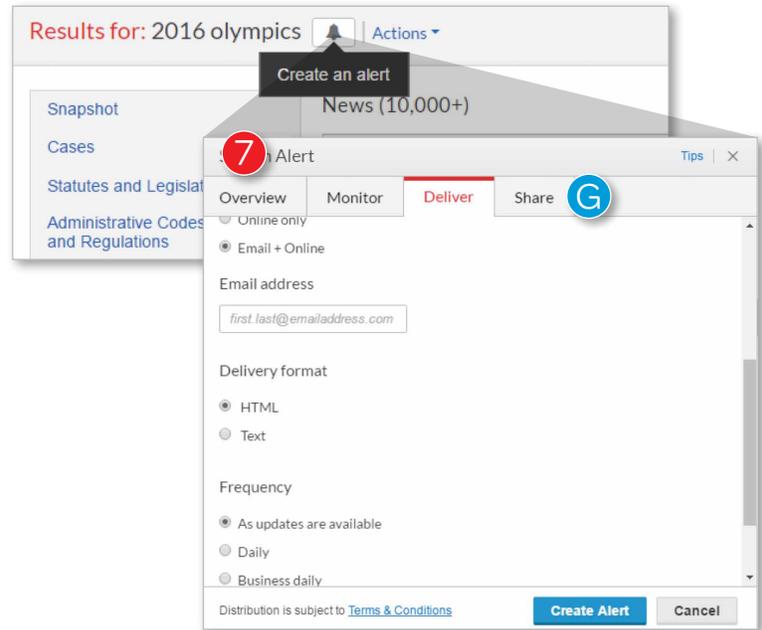
8 Create and share folders

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.
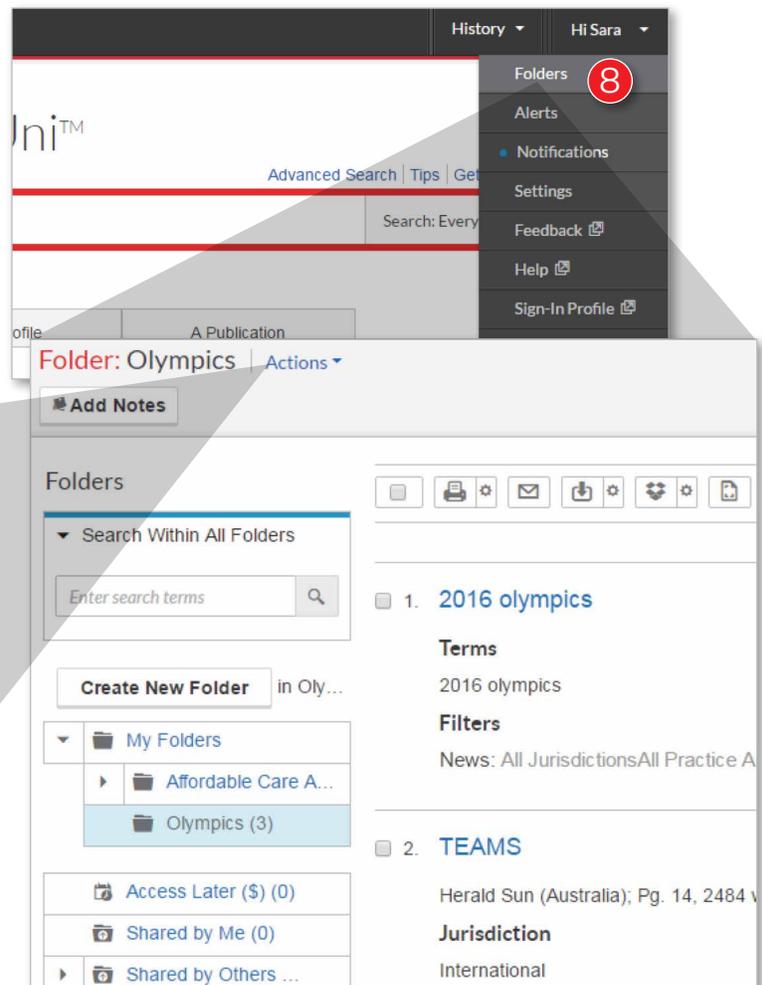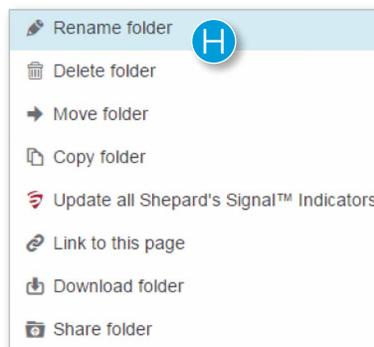
9 Tag favorite sources

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.

I 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.

J TIP: A discipline page can be set as a home page by clicking the anchor icon.

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.