Lexis Advance®

THE RESEARCH TASKS YOU DO MOST: HERE'S HOW AT LEXIS ADVANCE®

Many of your favorite research tasks—those tasks you rely on to get you to information you need—can be completed at Lexis Advance® in a couple of steps. Try them out. Get comfortable. They're so simple you'll memorize them quickly.

Need more assistance with Lexis Advance?

Go to the Lexis Advance Support & Training site at lexisnexis.com/advancesupport for help.

Call LexisNexis® Customer Support at 800-543-6862.
Talk to a representative virtually 24/7.

Search

- Start searching with the source combination you want
- Search a specific source
- Combine sources/search favorite sources
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- Search with "terms & connectors"
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- Search specific jurisdictions, content types, practice areas, etc.

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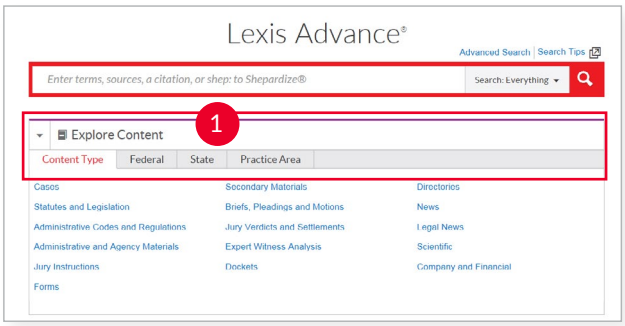
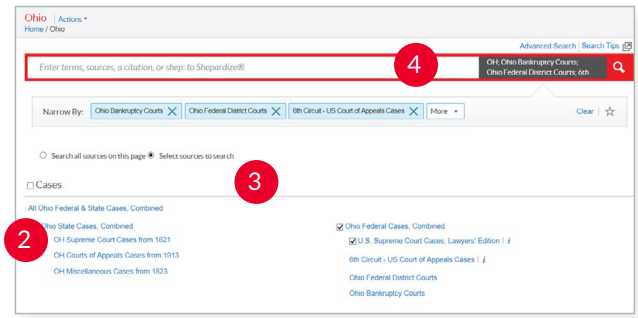
Search

Start searching with the source combination you want





The **Explore Content** pod on the Lexis Advance home page lets you **quickly assemble and search just the sources** you want. Explore source hierarchies by Content Type, by Federal or State jurisdiction or by Practice Area.

1. Choose a tab.
2. Click through the source hierarchy screens.
3. Select a source or *search all sources* on the screen displayed.
   To choose multiple sources, select the **Select sources to search** radio button, then select source checkboxes.
   To make your combination a Favorite, click the **star** in the Narrow By box.
4. The red search box shows your choices as you select. When you're ready, enter your search words and search.

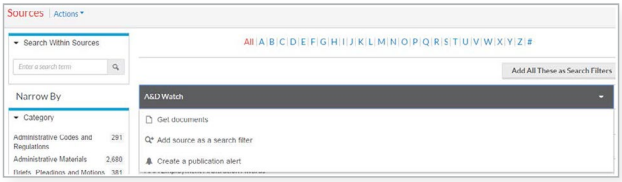
Search a specific source

If you know the source: Enter a partial **title** in the red search box, which makes source suggestions. Select to add your title to a search. Select **Get Documents** to retrieve available source documents. Select **Table of Contents** to view a source's TOC.

Plus, you can find a source through the Explore Content feature (see items 1 – 4 above).

You can also browse and search sources:

1. Select **Browse** in the black Lexis Advance header and select **Sources**.
2. Select **All Sources**. The screen below displays.



3. Enter a partial title in the Sources search box. (Or browse titles alphabetically, by content types, jurisdictions, etc.)
4. Select a **title link**. Actions display. You can **Add to filters** to add the source to your search or **Get Documents** to retrieve all available source documents. Also create a **Publication Alert** for many sources. To get source details, such as update schedule, select the ⓘ icon. To select all sources on the Browse Sources screen, click the **Add All These as Search Filters** button.

Combine sources/search favorite sources

To combine sources:

1. Enter a **partial source** name in the red search box. The word wheel will make suggestions. **Select a source.**
2. Repeat to add more sources to your search. The source combination is saved automatically in **Recent & Favorites**.

View recent searches and **create Favorites**:

- Select the **Filters** pull-down menu in the red search box and select **Recent & Favorites**.
- View recently searched sources, combinations, legal topics and pre-search filters.
- **To create a Favorite**: Select the star next to the title. Once a Favorite, the item remains in your Recent & Favorites list and Favorites pod.

You can also create Favorites in the Explore Content feature (see left, item 3).

Build your search with a simple screen form

Advanced Search

Use Advance Search forms to build your search! Select a form by choosing the **Advance Search** link above the red search box. Each form automatically displays segment options, that is, the parts of the document, for that content type. You can refine your search to those document parts. No need to remember segment names; just fill in the form blanks and go!

Search with "terms & connectors"

Just enter your words and connectors in the red search box, e.g., same sex! W/10 marriage, and select the **red magnifying glass Search** button. Lexis Advance automatically interprets search commands such as ! and * to truncate words and W/n, OR, AND, &, etc. For help selecting connectors, select **Advance Search** above the red search box.

Please note: Lexis Advance ignores certain "noise words" in your **query** but counts these noise words when **determining the proximity of terms** in a document. So, broaden your proximity connectors. For example, consider searching W/10 instead of W/5. For W/p and W/s, consider W/75 or W/25, respectively.
Note: *Only the AND and & connectors work in Lexis® Web.*

Search with segments and commands

Use Advanced Search forms to search document segments. No need to remember segment names. Segment fields are provided automatically.

Common case-law segment searches

- *NAME(roe AND wade)*
- *JUDGES(merz) OR JUDGES(michael W/2 merz)*
- *WRITTENBY(merz)*
- *ATTORNEY(paul W/2 stewart)*

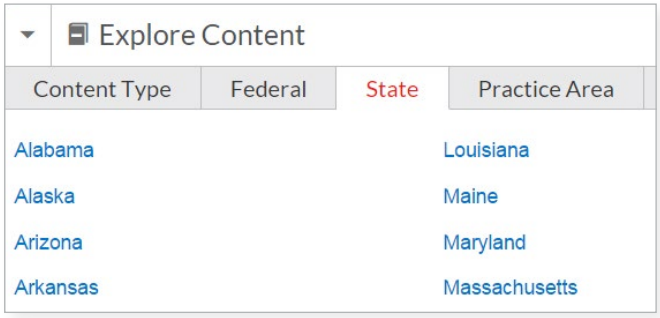
Common news segment searches

- HEADLINE(oil AND domestic)
- HLEAD(george W/2 soros) finds terms in the headline and/or lead paragraph
- PUBLICATION(wall street journal)
- PUBLICATION—TYPE(magazine) AND ukraine AND putin
- SECTION(financ!) & bitcoin

Search specific jurisdictions, content types, practice areas, etc.

Use the Explore Content tabs on the Lexis Advance home page to choose sources or refine your search by **Content Type**, by **Federal** or **State jurisdiction** or by **Practice Area**.

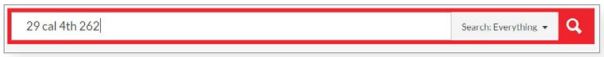
For example, if you need to search for case law in Arizona, go to the **State** tab and select **Arizona**.



In addition, **Lexis Advance Practice Pages** offer more than 20 practice areas and jurisdictions with links to most-used practice content from across the LexisNexis services. Select the **Browse** pull-down menu in the black Lexis Advance header and select **Practice Pages**.

Find in one step

Retrieve full-text documents by citation



Enter the citation(s) in the red search box and select Search.
For example, ENTER:

- *29 cal 4th 262*
- *289 f3d 865*
- *2004 WL 6075307, 964 f supp 1416*
- *107 pl 204*
- *116 stat 745*
- *2002 enacted hr 3763*
- *orc ann 2901.05*
- *15 uscs 1117, 15 uscs 1127*
- *75 fr 66832*
- *29 cfr 1630.2*
- *521 us 591*

You receive **two** results types:

1. The **full text** of the authority, which displays automatically. Select **Results List** on the full-text document or the **View References** link on the results list and move to ...
2. **Results that reference** your citation.

Enter an **internal cite (e.g., pinpoint cite)** for a case or statute and retrieve the full-text document—open to the requested page or section—as well as documents that reference the full-text case or statute citation.
For example, ENTER:

- *800 f2d 113*
- *42 uscs @4577(c)*
- *orc ann 1701.591(d)*

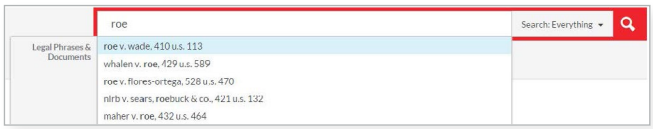
Request a *Shepard's*® report

Enter shep: then the citation in the red search box, e.g., ENTER: shep:800 f2d 111 then **Search**.

Find a full-text case by name

The Lexis Advance red search box suggests the names and citations of **top-cited cases** and many **U.S. Public Laws** and **popular state laws**. If you begin to enter party names or a statute name, the search box will make suggestions automatically, e.g., ENTER: roe v wade.

Choose a narrower or expanded result set when you enter party names. A more narrow, default option returns cases that find plaintiff and defendant names. Click **Actions** on your results screen, (not shown) and select **Expanded Results** to view cases with plaintiff or defendant names as well as exact matches with the party names reversed.



You can also find cases by searching with the NAME segment. *ENTER: NAME (roe and wade)*

Get and print by citation

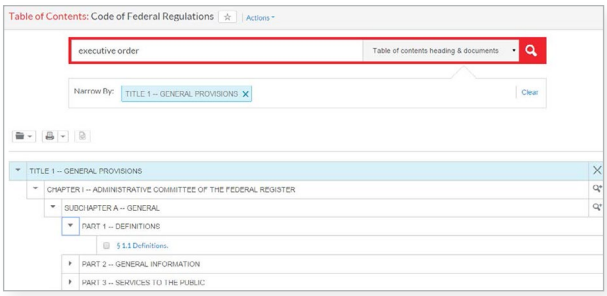
Retrieve and deliver—print, download or email—multiple documents or *Shepard's* reports in one batch from one screen.

Select the **Research** pull-down menu at the top left of the Lexis Advance home page. Select **LexisNexis® Get & Print**. Enter up to 100 citations to retrieve full-text documents and up to 10 citations to retrieve *Shepard's* reports. (You can restrict your *Shepard's* report to specific editorial treatment). Follow screen instructions to choose document type and formatting, delivery method, etc.

Browse by hierarchy

Browse or search a table of contents (TOC)

TOCs are available for U.S. and state statutes, constitutions, court rules and administrative codes, plus municipal codes and many treatises, guides and form books.



Gain access to a TOC several ways:

1. Enter the TOC source name in the research box and select the **Table of Contents** link.
2. Identify your TOC source in Browse Sources and select the **Table of Contents** link.
3. Select the source's **View Table of Contents** link in your search results.
4. Select the source's **View Table of Contents** link from your Recent & Favorites list or Favorites pod.

To browse a TOC:
Open and close hierarchy levels. Select ▸ to open, ▾ to close.

Select a **blue document link**, e.g., 1.1 Definitions, to open a full-text section. The document opens in a new window. To return to the TOC, close the document.

To search a TOC:
Enter your **search terms** in the search box at the top of the open TOC, e.g., ENTER: executive order and **Search**.

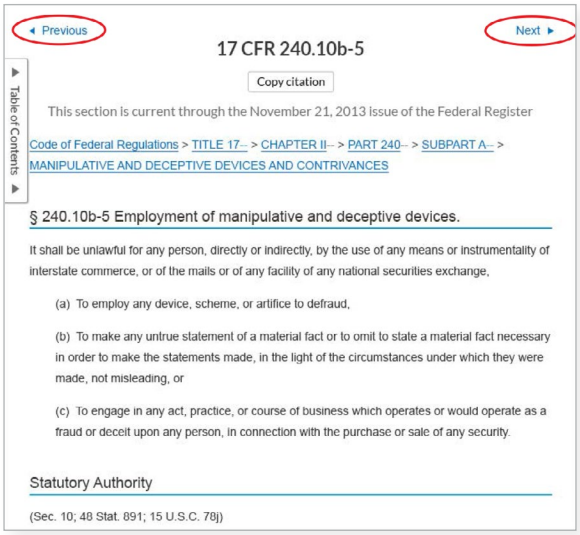
You can search:

- **Both the TOC and documents at once**, or the TOC or documents separately. Make your selection beneath the search box. (Default is both.)
- **Specific portions of the TOC**, e.g., several chapters Select the **magnifying glass icon** next to the sections you wish to search. **(You can also select sections then print, deliver or share.)**

After you make your selections, select the **red magnifying glass Search button.**

Open relevant documents or browse surrounding levels. Your search terms are highlighted in yellow. To return to the TOC, select the **TOC title** link or select **Clear Search**.

Browse statutes

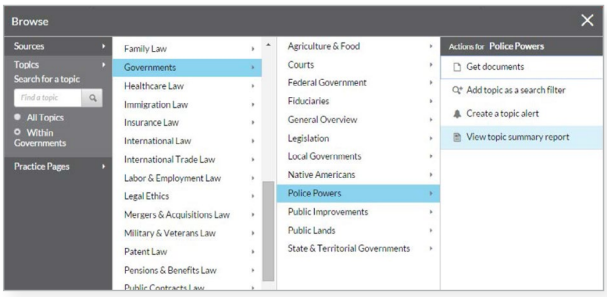


Move to preceding or succeeding sections. Select the **Next** or **Previous** arrows at the top or bottom of the screens. To move to a **TOC level**, you can select a level from the **hierarchical links** at the top of the document. Or select the **Table of Contents** link on the left side of the document.

Research legal topics

Research a specific legal topic (Browse Topics)

Select **Browse** in the black Lexis Advance header, then select **Topics**. You can search for your topic or browse a topic hierarchy.



To search for your topic:
Enter your search words in the topics search box, e.g., ENTER: *police powers*, and **Search**.

To browse for your topic:

1. Select an area of law, e.g., Governments.
2. Select ▸ to open subtopics, ▾ to close.
3. Select a **topic link**. Select a task, e.g., **add the topic** to a search or set up a **topic alert** to notify you of changes in the topic documents. **Topic Summary Reports**, compiled by LexisNexis legal editors, point you to seminal cases and other vital authority, key definitions and references to secondary sources that can help bring you up to speed on a legal topic.

Use LexisNexis® headnotes to find documents

Find the LexisNexis headnote you want to explore in a full-text case.

1. Select a **topic link** in the headnote, e.g., *Police Powers*.
2. Select **Get documents**. Your results documents are sorted by relevance with the Case content tab displaying.
3. Refine. Add **filters**, e.g., select a court. Or **Search within results**, i.e., add search words to describe your issue or fact pattern.

Topic Summary Reports, discussed below left, also point you to relevant authority in addition to topic definitions and secondary sources.

Using/delivering results

Refine your search results

Refine by content category
Review just cases or forms, etc. Select a **category link** (in blue) at the top of your left navigation pane.

Check results numbers
See how many results for most content types. Determine what to view first and/or how to refine.

Refine by adding search words
1. Go to the Search within results box in the left pane.
2. Enter your search terms, e.g., ENTER: social host.

To remove the additional search words, **select the X** next to the displayed words.

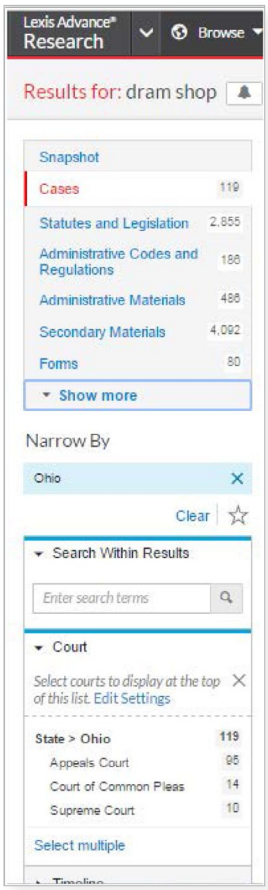
Refine by adding filters
You can filter only one content category at a time.

Select a filter to apply it to your results, e.g., select a court to restrict your review to cases for that court. All court and jurisdiction filters are in alphanumeric order.

To add multiple filters at once, e.g., several jurisdictions, choose **Select multiple**, make your choices and select **OK**. All filters added display in blue boxes under **Narrow By**.

Bring up to three jurisdictions and three courts to the top of your filters list. Click **Edit Settings** (not shown) under Narrow By.

Select the X next to an applied filter to remove it. To remove all filters, select **Clear**.



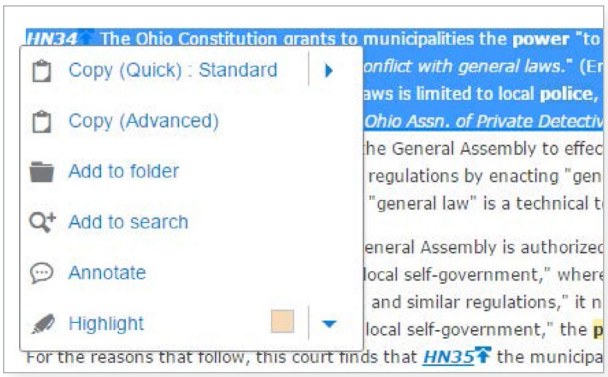
Search within results/move to specific terms

Search within full-text results documents. Enter terms, phrases and connectors in a clear, expandable in-document search box. Then navigate easily to any or all of your term and phrase hits.

While viewing a full-text document within your results, click **Search Document** to display the in-document search box. Enter your search terms and go.

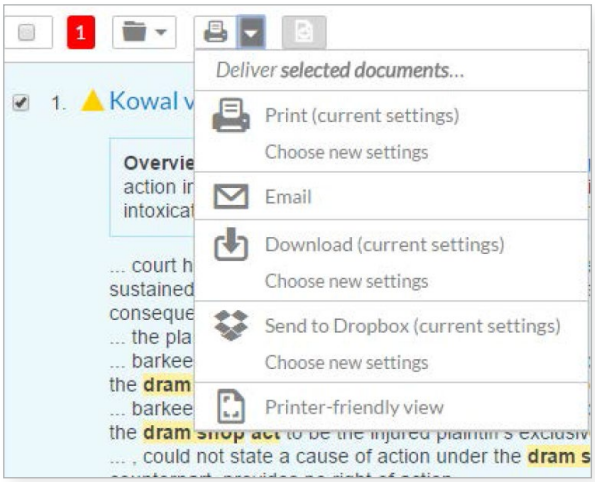
Copy cites and text for your work

Add citations: Including parallel cites and links to the full-text document. Just select the **Copy Citation** link at the top of the full-text document.



Copy text and citation: Highlight the text you need. An option box displays. Select **Copy (Advanced)**. For citation and copy attribution, select a frequently used format once, and it remains for your next clip. Or you can change and select from a variety of style formats. You can also choose to include parallel cites and a link to the document.

Print, email, download and save to Folders



Deliver a **single document** as you view the full text. Deliver **one or more documents** from the results list—even across content categories. **Select the checkbox** next to each document you need. The red box keeps count.

Select the **Delivery pull-down** menu and choose your delivery icons.

Print: Options let you format (fonts, search terms in bold, etc.), show headnotes in cases, etc. Save steps and bypass options screens too. Just select **Use current settings**.

Email: Options let you format (.PDF, .Docx, .WP), add recipient addresses, subject and message. Also send to LexisNexis® CaseMap® case analysis software or compress (.zip) files.

Download or send to Dropbox®: Options let you download or send to Dropbox as .Docx, .WP or .PDF. You can download to multiple Dropbox accounts. Deliver the results list. Even send as multiple, zipped files. If downloading, you can also send to CaseMap®.

Save steps and bypass options screens too. Just select **Use current settings**.

Please note: If you do not see the Dropbox icon in your delivery options (shown at left), check with your Lexis Advance account administrator or your LexisNexis representative.

Save to a Folder: Options help you select a folder, save the document(s) or results list(s) and add notes to preface the document(s).

Sign in

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