



ACADEMIC UNIVERSE LEXIS/NEXIS

BEGINNER'S GUIDE

COVERAGE: This database provides full-text of news sources, including newspapers, magazines, and transcripts of news broadcasts, as well as extensive legal information.

ACCESS: From the Library web page (www.ius.edu/Library) click on "Article and Database Search" (under FIND INFORMATION.) Scroll down to the "Shortcuts"

BASIC INSTRUCTIONS FOR GENERAL SEARCHING:

1. Type in search terms; then select the sources and specify the dates you wish to search, using the pull-down menus. Click red search button at the upper right.
2. Click on the title of the article to get the full article.
3. To print, e-mail, or download, use the icons in the upper right corner.

BASIC INSTRUCTIONS FOR **LEGAL** SEARCHING:

1. To do legal searching, click the "legal" box under Easy Search. (This will search law reviews and federal and state court cases only.)
2. For other legal searching, click on the red "Legal" box at the top of the screen. Click on the source you wish to search in the right column.
3. Enter search terms, and if desired, select more specific sources and dates from the pull-down menus. Click the red search button; follow general searching instructions.
4. To search individual State codes, click on the "Sources" tab at the top of the screen; click on "Legislation, Statutes, and Codes;" click on "Statutes (Statutory Codes)" at top right. Select the states you wish to search by clicking in the boxes, and click the red "Ok-Continue" box at bottom right . Do your search as above.
5. To search for international legal sources, click on the "Sources" tab at the top of the screen; click on "Legislation, Statutes, and Codes;" and select the sources you wish to search. Click the red "OK-Continue" box at bottom right, and do your search as above.

PLEASE NOTE THAT THESE ARE EXTREMELY BASIC INSTRUCTIONS. FOR ADDITIONAL INFORMATION CONSULT ONLINE HELP, ASK AT THE REFERENCE DESK, OR CALL 941-2489. Indiana University is an equal opportunity institution. If you have a disability and need assistance, arrangements can be made to accommodate most needs. Contact the Office of Services for Students with Disabilities at 941-2579.