Search

Advanced Search | Tips | Get a Doc Assistance

Or let us help you find it...

What are you interested in?
- News
- Cases
- Law Reviews
- Company Info
- A Publication

Enter Search Term

Enter keywords or subjects

Choose date range

All available dates

Search

Discover topics

Business

Criminal Justice

Political Science

Nexis Uni™ User Guide

FOR INTERNAL USE ONLY
Overview

The purpose of this document is to provide a sample demo of the Nexis Uni™ product, with a focus on some of the unique and powerful functionality that it provides, to conduct academic research. Nexis Uni™ was designed with input from college students, it’s not just another database; it is academic research evolved that will benefit librarians, students and faculty alike.
Nexis Uni Value Prop - Librarians:
As an experienced scholar, your role in mentoring and developing the research skills of your students is critical to their success. Nexis Uni is not just another database; it’s a new solution designed for the evolving needs of today's students, offering intuitive searching for all levels of research experience along with personalization and collaboration features to help students in their research journey. You can be confident when you recommend Nexis Uni that it will provide quick answers from trusted sources - resulting in superior value for your library.

Benefits:

- Be confident that your students will find the answers they need in our vast collection of news, company and legal information
- Help your students become efficient researchers with an intuitive research platform specifically designed to meet their needs.
- Ensure best use of your library's resource budget by providing access to a tool that will fully support students in their research journey with precise searching capabilities, individualized features and a collaborative workspace.

Elevator Pitch
For librarians, Nexis Uni is a research tool that they can confidently recommend to provide quick answers from trusted sources.
Nexis Uni Value Prop - Faculty:
Give your students a head start in their chosen professions by encouraging research habits critical to their future success. Designed to offer Millennials an ideal research experience, Nexis Uni offers an intuitive interface for quick discovery from a trusted collection of sources. Students who are challenged to probe vetted, comprehensive content - rather than scouring a handful of internet search results - are more likely to submit better work and become well-rounded scholars. Far more than just a database, Nexis Uni promotes critical thinking, refines research skills and encourages collaboration with peers.

Benefits:
• Allows professors and instructors to share folders containing annotated documents with their students.
• Encourage and develop critical thinking skills with your students by recommending a platform that facilitates accurate and comprehensive research.
• Rest assured that group projects will be truly collaborative with a shared workspace promoting efficiency and accountability.
• Maintain your reputation as a trusted source of research direction with a reputable content collection.

Elevator Pitch
For faculty, Nexis Uni challenges students to probe vetted, comprehensive content—shaping them into more well-rounded scholars who produce better work.
**Sign in**

- Go to the global login page at [www.nexisuni.com](http://www.nexisuni.com).
- Choose the language you prefer to use within the Nexis Uni interface. Based on your selection, region-specific customer support options will appear within the top navigation after login.
- Enter your Nexis Uni user ID and password.
- Check the Remember Me box to save your password & ID for seamless login.
- Click Sign In.

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**Benefit:** The layout of the screens in Nexis Uni will reformat to fit whatever device is being used to access the product (laptop, tablet, smart phone) so that students do not lose functionality or have a bad experience if accessing via a mobile device.

Nexis Uni offers new functionality, some of which is available to users who set-up a profile / ID—which was not an option for LNA users.
**Screen orientation**

1. The **Nexis Uni icon** (top, left) takes you to the home screen.
2. The **Menu drop-down** shows discipline pages, source listing and a link back to the Home page.

**Benefit:** Nexis Uni™ offers a search experience familiar to Millennials—broad searching across all content types. Start your search on Nexis Uni using a single-click search across all content types. Or, you can select specific content categories, topics or favorite sources.
The **History drop-down** (top, right) shows previous searches for the last 30 days, previous documents, and *Shepard’s*.

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**Benefit:** Students can see a listing of recent searches run and documents accessed without having to proactively save them. They can re-run the search or re-access the document in a single click.
The User drop-down allows you to view folders, alerts, notifications (changes w/shared documents, etc.), settings, and feedback.

The Results section is new and improved, with results categorization.

**Benefit:** Users are encouraged to self-create an ID to benefit from the full user experience. Key new features targeted towards sharing and collaboration —ie: alerts, folders, annotations—are key differentiators.
Click on "Link to this page" to create a link to this results page or to a specific document.

**Benefit:** After running a search you have several options, including saving that search to a folder or permalinking to this search.
1. Click on **All Nexis Uni** to view recent sources used.

2. Click on the star to permanently save a single source or a group of sources to use in subsequent searches.

**Benefit:** Save time when you create your own set of sources to use in subsequent searches.
Select discipline

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.

Click on one of three options:

1. Business
2. Criminal Justice
3. Political Science

You can also use the drop-down menu to search for specific sources.

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**Benefit:** Allows students to discover some of the content that Nexis Uni has to offer for their discipline/area of study; surfaces latest news, top publications, current topics in a dashboard format without the student having to run a search.
Select discipline

A Discipline page can be set as a home page.

5. Click the respective discipline.
6. Select Set as home page.
7. Click Set as my Home Page.
Task Pods surface latest news, top publications, current topics in a dashboard format.
Single search across ALL content!

1. This returns a **new unlimited results set** across all content areas.

2. Once you run the search, you can click the **Actions drop down** and select "Run search as terms & connectors".

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**Benefit:** Students can search across ALL available content in a single search.
Refine your results

1. Narrow your search results, as needed, by **Searching Within Results** or by specific filters.

2. 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.

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

4. **Tip:** The timeline filter can be used in calendar format or by moving the slider bar to adjust the date range.

**Benefit:** 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.
Refine your results

5. You can also sort by additional options.

6. You can also eliminate duplicates by using Group Duplicates to either High Similarity or Moderate Similarity.
Annotate your research

To annotate and save for future analysis/review:

1. Select the text and right-click to select **Annotate**.
2. Enter a description and select your annotation highlight color.
3. Click the **Annotate** button.

**Tip:** Check out the ‘Printer Friendly View’ for a clear, condensed view of the full document.

**Benefit:** 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.
New & improved review features

Merely select a passage to:

1. Add to folder
2. Add to search
3. Annotate
4. Highlight

Salazar’s experience with the police in the south suburb isn’t unusual, according to records and interviews with immigration rights advocates. They say similar requests are routinely denied even though the law allows the police to help undocumented immigrants in such cases.

In the 12 months that ended Aug. 31, more than 3,100 applications were filed for U visas in Illinois - the third-most in the United States, behind only California and Texas, according to U.S. Citizenship and Immigration Services.

Government figures show 755 of those visas were granted to applicants from Illinois, and 81 were denied by federal authorities. That doesn’t include those, like Salazar, who can’t apply because local law enforcement agencies won’t provide the paperwork needed for their visa applications.

The idea behind the U visas is for immigrants to be more willing to come forward to help put criminals behind bars. Many immigrants with cases haven’t applied because they’re afraid they’ll be deported.

“Law enforcement is getting more involved in these cases because they might not otherwise come forward,” says Trisha Teofilo Olave, a lawyer who focuses on U visa cases.

But immigrant rights activists say officials in the Chicago area, particularly in suburban communities, are often reluctant to help the crime victims who have assisted them.

Sometimes, they say, the police won’t even respond to people seeking certification of their cooperation in an investigation.
Organize your research: Create 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.

To save the document for future use:

1. Click the **Folder icon**.
2. Select **Choose a folder**.
3. Click the **Create New Folder button**.
4. Name the folder.
5. Click the **Create button**.
6. Click the **Save button**.

**Benefit:** Students can save documents, snippets of documents, and searches to a folder or folders.
Collaborate with peers

From within the document view (as well as the User drop-down), you can access the document you saved to a folder or select from other folders.

To share the document with your colleagues or students:

1. Access the respective document (or folder).
2. Select the appropriate document.
3. Click to add a checkmark and select the document.
4. Select the Share icon.
5. Select the Add to Share tab.
6. Enter whom you wish to share with.
7. Click the Add to Share button.
8. Select what rights you want them to have, giving them the ability to edit the document, or simply view it.
9. Click the Save button.

**Benefit:** Students can share documents, folders, annotations, searches, etc. with their classmates, allowing them to collaborate on group research projects and hold each other accountable for contributing.

**Tip:** 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.
Identify previously viewed documents

**Benefit:** 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. This saves time from re-reading documents already viewed and allows users to quickly scan results list to find new documents across multiple searches and sessions.

**Tip:** Mouse over the glasses to see when the document was last viewed.

**Tip:** Click on the folder icon and it will tell you which folder you saved the document to.
Advanced search form

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.

1. Click on the Advanced Search. This will default to Search Everything.
2. If you want to search specific content, click the Select a specific content type drop-down.

Tip: There are Advanced Search forms for numerous content categories, including news, company and financial, directories and legal content.
Enter search terms. This automatically creates a Boolean type search

Click the Add button.

**Benefit:** Each content type (e.g., news, cases) has an advanced search form that's geared specifically to the segments available in that content type. There is also a generic advanced search form that can be used to search across all content.
Set alerts

For some searches/projects, you may wish to set an Alert so you can be notified when new results are available.

To set an Alert on a search you have conducted:

1. Click the Alert icon at the top of the results view.
2. From there, you will be prompted to name the Alert, as well as set the frequency and other specifics.
3. When done, click the Create Alert button.

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.

Benefit: Alerts can be set on searches or on publications and shared with colleagues.
Set alerts: Publications

...but let’s say you really want to monitor a particular publication within a search, as opposed to ALL of the results of a given search.

1. Select All Sources from the Menu drop-down.
2. Enter a publication name.
3. Select the publication and click the search button.
4. Choose Get Documents, Add Source as Search Filter or Create a Publication Alert.
### Coming this summer!

<table>
<thead>
<tr>
<th>Feature</th>
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| **Export Bibliographic References**          | • Students will be able to print, download, save, etc. a bibliography of the sources that they want to use for their research project from the results view by selecting some or all documents.  
• For the June release, the bibliography will be in a generic bibliographic format, not in a particular style.  
Comparison to LNA: LNA does not currently allow the user to create or print/save a bibliography. However, LNA does provide the ability to create a file that can be uploaded into third party bibliography software. Nexis Uni will not initially have this capability. |
| **Content Reports**                           | • Students or librarians will be able to download a report of the content currently available in Nexis Uni at any time and from inside the product.  
Comparison to LNA: For LNA, our content reporting is hosted on an external site and the process for updating it is manually intensive and prone to error. These reports are updated quarterly rather than dynamically. |
| **Delivery to Cloud**                         | • Students can deliver documents to Dropbox or Google Drive.  
• January release will include Dropbox; Google Drive will be added by the June release. |
| **Download to Excel**                         | • Students can create an Excel version of their results list to allow them to do a quick and dirty data analysis on their search results.  
• Download to Excel will be available for each of the content types in Nexis Uni.  
Comparison to LNA: Similar functionality exists in LNA but it is limited to the news content only. |
| **Results Visualization**                     | • Students can interact with their results through visualization.  
• For the June release, we are planning a graphical timeline view and a world map view, with more to come later in 2017/2018.                                      |
| **Student ID/Passwords**                      | • Students can set up their own IDs/PWs so that they can take advantage of the personalization features available in Nexis Uni.  
• Students will self-register so librarians won’t be responsible for issuing or maintaining IDs/PWs.                                      |
| **Usage statistics**                          | • Librarians can view usage statistics for their school through their My Lexis portal within Nexis Uni.                                                                                          |
| **Comparison to LNA:**                        | Comparison to LNA: Currently, librarians view statistics in a third party site, disconnected from our business systems. There are delays in posting statistics and errors/absent schools due to the complexity of the process of harvesting and posting the stats to the third party tool. |
| **Wordwheel -- Top Companies**                | • Students will have access to a type-ahead list in the main search box that will auto populate with the names of the top 1,000 companies to help them search for company information. |