

# LexisNexis® Quickcard

## Connectors combine search terms

### Examples:

#### OR

- *gm or general motors*

To find documents that contain either or both of the terms or phrases.

#### AND

- *beiersdorf and nivea*

To find documents that contain both terms or phrases.

#### AND NOT

- *ford and not harrison ford*

To exclude documents that contain certain words or phrases. Always use this connector at the end of your search.

#### w/n

- *merger w/15 automotive industry*

To find documents that appear within "n" terms of each other. The letter n stands for a number from 1 to 255. W/n does not specify a word order. Use W/n to link search words and phrases to create concepts.

#### w/p

- *fast food w/p europe*

To find documents where search terms appear in the same paragraph.

#### w/s

- *hungary w/s infrastructure*

To find documents where search terms appear in the same sentence.

#### pre/n

- *pay pre/3 television*

Requires both words to appear in the document with the first word preceding the second word by n words. The letter n stands for a number from 1 to 255. Use this connector when a different word order would change the meaning.

## AT LEAST SEARCH

#### atleastn

- *atleast5 (globalization)*

Use this command when you want your search terms to appear a defined number of times in a document. The letter n stands for a number from 1 to 255. Use aTLEAST when you want only documents that contain an in-depth discussion on a topic rather than just a mention.

## WILDCARDS

By using wildcards you can find variations of a word or different spellings of a term and make your search definition easier.



Use the ! to replace an unlimited number of letters following a word root. Use the ! at the end of the word root.

- *acqui!* finds acquire, acquired, acquisition, acquiring

**Note:** German Language News allow you to search with ! at the beginning of a word, e. g. *!versicherung!* finds Versicherung, Lebensversicherungsprämie etc.

- \* Use an asterisk (\*) to replace characters anywhere in a word, except the first character. Use one asterisk for each character you want to replace:

- *organi\*ation* to search for organisation or organization.

## CAPITALIZATION

The LexisNexis® research services are not case sensitive, so for most searches you do not need to worry about capitalization. There are times when capitalization or non-capitalization does affect the meaning of a specific search term. Use the following commands when you need to specify capitalization.

*allcaps (pet)* word(s) must have all capital letters.  
*caps (apple)* word(s) must have only capital letters.  
*nocaps (debis)* word(s) must have no capital letters.

## PLURAL/SINGULAR

### English Language Documents:

The LexisNexis® services automatically search singular, possessive, plural, and plural possessive endings for search words. For example: A search on the term *company* finds company, companies, company`s, and companies`.

To find irregular plural endings use the OR connector:

*child or children*

However, sometimes you may only want to search for a particular plural/singular term. Searching plural and singular forms only:

*plural (steven jobs)* to search for documents discussing Steven Jobs.

*singular (aid)* to search for documents not discussing AIDS.

### German Language News Sources:

The LexisNexis® services automatically search for German inflections, e.g. searching for haus also finds Häuser. To find only singular or plural endings, use the quotation marks, e.g.:

*„allianz“* to find Allianz only.

*„allianzen“* to find Allianzen only.

## SEARCHING DOCUMENT SECTIONS

A document on the LexisNexis services is a news or journal article, a company profile etc. All documents are divided into segments. A segment is a natural part or section of a document. In addition to the free text search (where you may enter terms to search through the entire document), you can conduct a search within specific document sections.

### In the News:

*headline (economic and risk)*

Source: e.g. All English Language News

- To find documents where search terms appear in the headline.

*hlead (pharma! and launch!)*

Source: e.g. Healthcare News

- To find documents where search terms appear in the headline or lead paragraph of a document.

*byline (barbara quint)*

Source: e.g. All English Language News

- To find articles written by a particular author.

*publication (european cosmetic markets)*

Source: e.g. All English Language News

- To find documents of a particular publication included in a group file.

*length>500*

- To find only documents with more than 500 words.

### In Company sources:

**Note:** please check the guide (source information) to check which document sections can be searched for the source you have selected.

To search for a specific company profile:

*company (lexisnexis)*

Source: e. g. All Company Information

To search for companies located in specific countries:

*country (germany or italy or france)*

Source: e. g. Hoover´s

To search for companies located in specific cities:

*city (frankfurt)*

Source: e. g. Worldscope

To search with ZIP code:

*zip (1! or 2!)*

Source: e. g. Dun & Bradstreet Market Identifiers  
or Creditreform German Companies

To search for companies with revenue greater than n:

*sales>10000000*

Source: e. g. Dun & Bradstreet Market Identifiers

To search for companies with more than n employees:

*employees>20*

Source: e. g. Dun & Bradstreet Market Identifiers

To search for company business description:

*sic (2111)*

*sic (cigarettes)*

Source: e. g. Dun & Bradstreet Market Identifiers

*description (metal mining)*

Source: e. g. Worldscope

### In selected Industry sources:

**Note:** please check the guide (source information) to check which document sections can be searched for the source you have selected.

Source: Datamonitor Industry Reports

To search for market reports

*industry (beer or wine or beverage) and pub-region (china or japan or asia)*

Source: RDS TableBase

To search for rankings/tables

*table-title (brew! or beer)*

**Note:** industry specific publications are available via the Source Directory via PUBLICATION TYPE INDUSTRY DIRECTORIES & PROFILES.



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