Nexis UK Quick Guide

You can access Nexis UK by searching the CityLibrary Search (http://www.city.ac.uk/library/) or visiting the Journalism Subject Guide (http://libguides.city.ac.uk/journalism). If you require any support or training in using these databases please contact Alexandra.asman.1@city.ac.uk

About Nexis UK

Nexis UK provides full text access to national, international and regional newspapers. It is updated daily. It is especially useful for accessing full text articles from papers which operate pay-walls on their websites such as the Times and the New York Times.

*Please note that you will only receive text on Nexis UK, no images or tables.*

Performing a basic search

1. Enter your keywords/phrases and use the connectors to broaden or narrow your search

2. Use the proximity connectors to close the gap between where words are found in the text.

3. Select your date range or set a custom date.

4. Select your source subset from the drop down list.
5. You may also want to further specify your search by excluding newswires etc.

6. Click ‘Preview’ to read the first few paragraphs of an article and click on a headline to read the whole thing.

7. Select ‘Source’ to narrow to an individual newspaper/publication.
Truncation and Wildcard:

Using wildcard and truncation will tell the system to search for most or all-possible word endings.

- The wildcard symbol (exclamation mark) ! will find all possible endings of a word.
- The truncation symbol (asterisk) * will find the plural of the word.
- E.g. fund! - retrieves articles that contain fund, funds, funding, etc.
- E.g. fund* - retrieves articles with the word fund or funds only

Refining a search

<table>
<thead>
<tr>
<th>Too few results</th>
<th>Too many results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extend the timescale</td>
<td>Narrow your search: Add more terms using AND</td>
</tr>
<tr>
<td>Limit the timescale</td>
<td>Searches more publications: e.g. in UK Publications rather than UK News</td>
</tr>
</tbody>
</table>

Limit your search to key newspapers