



Finding News Articles in LexisNexis

Getting Started

From the Babson Library home page, click on “**Databases A-Z**” under “**Finding what you Need**”. Scroll down the page to “**LexisNexis Academic Universe**.” If you are off-campus, you will be prompted for your SC ID# and your last name. Type in the first nine digits of your ID, including zeroes (ex. 000012345). Leave off any number after the dash.

How to find News Articles

Click on the “Guided News Search” tab from the start screen, or choose **News** from the “Academic Search Forms” menu. Lexis-Nexis archives the full text of most major news sources and countless minor or regional ones. Follow the steps outlined in the gray search area:

The screenshot shows the 'Guided News Search' form with the following steps and annotations:

- Step One: Select a news category -- Entry Required**: A dropdown menu labeled 'Select a News Category'. An annotation 'Click here first' points to the 'Guided News Search' tab.
- Step Two: Select a news source-- Entry Required**: A dropdown menu labeled 'All Available Documents' with a link to 'Source List'. An annotation 'Click here for help and more search tips' points to a 'Tips' link in a red circle.
- Step Three: Enter search terms -- Entry Required**: Three search input fields, each with a dropdown menu for search scope (e.g., 'Headline, Lead Paragraph(s), Terms').
- Step Four: Narrow to a specific date range -- Optional**: Radio buttons for 'Previous six months' (selected) and 'From: [] To: []'.
- Step Five: Search this publication title(s) -- Optional**: An empty text input field.

Buttons for 'Search' and 'Clear Form' are at the bottom right. A note on the left says 'See below for how to use this form'.

1. **Select a news category** from the pull-down menu. If you want major sources like *The New York Times*, *Newsweek* or *The Jerusalem Post*, select “General News.” Select “U.S. News” for more local coverage. Select “World News” for international news sources not found in the “General News” category.

2. **Select a news source:** The sources are organized into sub-categories. Choose the one that makes the most sense to you. For example, for *Newsweek* you would select “General News” as a category and “Magazines and Journals” as the source. Click on the “source list” link to the right of the pull-down menu to see which titles are included in each option.
3. **Enter search terms:** Enter keywords, author names, headlines, etc. into search boxes. Then choose the location you want to search in. For example, the default location, “Headlines, lead paragraph(s) and Terms” searches the headline, the first paragraph of the article and the subject terms. See below for more information on how to search effectively.
4. **Choose a specific date range:** The database automatically searches the last six months’ worth of articles. Make sure to change it if you want something older. If you aren’t sure when the article you’re looking for was published, select “All available dates”. You can also specify a range of dates, such as: 1/1/2000-3/25/2000.
5. **Search this publication title:** If you know the name of the source you want to search, enter it here. ex. “The New York Times”

Articles will appear sorted by date, with the most recent articles first.

Search Tips

PHRASE SEARCHING: Lexis-Nexis Academic Universe will search for words typed right next to one another with no connecting terms as a **phrase**. Example:

A search interface showing a text input field containing the phrase "baseball players" followed by the word "in" and a dropdown menu currently displaying "Headline".

The database will find articles that have the exact phrase “baseball players” in their headlines. Use phrase searching to narrow your search.

CONNECTORS: Putting a connector between words tells the database to do specific things with those words:

AND: Linking two or more words with “AND” tells the database to search for BOTH words in the specified fields. For example:

A search interface showing a text input field containing the phrase "Iraq AND war" followed by the word "in" and a dropdown menu currently displaying "Headline, Lead Paragraph(s), Terms".

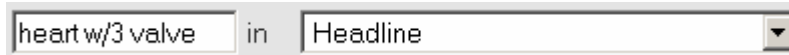
This search will find documents that have both the word “Iraq” and the word “war” in the headline, lead paragraph or terms. Use this connector to narrow your search. The more words you connect to your search using AND, the narrower your search becomes.

OR: Connecting two or more words with “OR” tells the database to search for ANY of the words in the specified fields. For example:

A search interface showing a text input field containing the phrase "puppies OR dogs" followed by the word "in" and a dropdown menu currently displaying "Full Text".

This search will find documents that have either the word “puppies” or the word “dogs” in the full text. Use this connector to broaden your search. The more words you connect to your search using OR, the broader your search becomes.

W/#: This connector tells the database to find terms within a certain number of words of one another (the # stands for a number you choose between 1 and 255). For example:



A screenshot of a search interface. On the left, there is a search input box containing the text "heart w/3 valve". To the right of this box is the word "in", followed by a dropdown menu that currently displays "Headline".

This search will find the word “valve” within three words in either direction of the word “heart” in the headline. Increase the number of words to broaden your search, lower it to narrow your search.

WILDCARDS (advanced): There are two characters that will allow you to search for variations or different spellings of words.

!: An exclamation point at the end of a word tells the database to search for an unlimited number of characters in a word after the text you entered. For example, **presiden!** would find **president, presidents, presidential, presidency** and so on.

*****: Asterisks can fill in for a single letter. For example, **s*ng** would find **sing, sang, song** and **sung**.

Troubleshooting

COMMON ERROR MESSAGES: Read error messages carefully! They look very similar.

Too many hits:

[Return to Search Form](#)

This search has been interrupted because it will return more than 1,000 documents.

Lexis-Nexis will not return over 1,000 documents. See how to narrow your search above, or use the search hints given on the error screen.

No hits:

[Return to Search Form](#)

No documents were found for your search.

Lexis-Nexis could not find any matching documents. Check your search for spelling and dates selected, then see how to broaden your search above or on the error screen.

For Assistance...

Library staff are always willing to help! Contact us:

Call (413) 748-3315
or toll-free at 1-800-730-LBRY

Use the *Ask the Librarian* form on the library homepage:

IM username: *BabsonLibrarian*

<http://www.springfieldcollege.edu/library/>