

## Using LexisNexis Academic: A Guide to Finding Local News Articles

### 1. Select your source

LexisNexis® Academic

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The screenshot shows the LexisNexis Academic interface. At the top, there are tabs for 'Search' and 'Sources'. The 'Sources' tab is selected, and a callout box points to it with the text 'Select the Sources tab.'. Below the tabs, there are two buttons: 'Browse Sources' and 'Find Sources'. The 'Find Sources' button is highlighted with a red box. To the right, there is a 'Find a Source' search box containing the text 'Richmond times dispatch' and a 'Go' button. A callout box points to the search box with the text 'Enter the newspaper title.'. Below the search box, there are two dropdown menus: 'Country' (set to 'All Countries') and 'Topics' (set to 'All Topics').

**Tip:** If you don't know the exact title of the newspaper you want to search, try **Browse Sources**.

### 2. Set up your search

LexisNexis® Academic

The screenshot shows the LexisNexis Academic search page. At the top, there are tabs for 'Search' and 'Sources'. The 'Search' tab is selected, and there are sub-tabs for 'General', 'News', 'Legal', 'Business', and 'People'. The 'News' sub-tab is selected. Below the sub-tabs, there are three search options: 'Easy Search™', 'Power Search', and 'General Search'. The 'Power Search' option is selected. The search terms are entered in a text box: '("carver community" or "carver neighborhood") and (vcu or "virginia commonwealth university")'. A callout box points to the search terms with the text 'Enter search terms.'. Below the search terms, there is a section for 'Connectors (and / or) help clarify your search.' with a callout box pointing to it. The search results show 'Select Sources' with a dropdown menu set to '\*Richmond Times Dispatch'. A callout box points to the dropdown menu with the text 'Specify date range here.'. Below the dropdown menu, there is a 'Specify Date' section with a dropdown menu set to 'All available dates'. A 'Clear Form' button is located at the bottom right.

**Tip:** Synonyms connected with "or" result in a broader search (more articles). Terms connected with "and" require both terms to be included. This will narrow your search (fewer articles).

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### 3. Manage your results

The screenshot shows the LexisNexis Academic search results interface. At the top, there is a 'View' dropdown set to 'List', a 'Narrow Search' field, and a 'Go' button. Below this is a 'Sort' dropdown set to 'Publication Date', a '1-25 of 78' indicator, and buttons for 'Next Steps', 'Edit Search', and 'Go'. A 'View Tagged' checkbox is checked. On the right side, there are icons for printing, emailing, and saving. The main content area displays a list of search results. Three annotations with arrows point to specific features: 'Sort by date or relevance.' points to the 'Sort' dropdown; 'Customize view.' points to the 'View' dropdown; and 'Narrow your search by adding more keywords.' points to the 'Narrow Search' field.

Sort by date or relevance.

Customize view.

Narrow your search by adding more keywords.

View: List

Sort: Publication Date

1-25 of 78

View Tagged

No. Results

- 1 [There's no reason for a fight over VCU proposal](#)  
Richmond Times Dispatch (Virginia), July 2, 2007 Monday, METRO BUSINESS; Pg. F-12, 678 words, Brian Glass
- 2 [New threats bring updated responses; Va. universities' well-trained police officers confront special challenges](#)  
Richmond Times Dispatch (Virginia), May 6, 2007 Sunday, AREA/STATE; Pg.

**Tip:** Refine your search with index terms identified at the end of the articles that you like.

### 4. Print, e-mail, and save

The screenshot shows the LexisNexis Academic search results interface, similar to the previous one. In this view, the 'View Tagged' checkbox is circled in red. On the right side, the icons for printing, emailing, and saving are also circled in red. The main content area displays a list of search results. The first two results have checkboxes next to them, and the first two are checked.

View: List

Sort: Publication Date

1-25 of 78

View Tagged

No. Results

- 1 [There's no reason for a fight over VCU proposal](#)  
Richmond Times Dispatch (Virginia), July 2, 2007 Monday, METRO BUSINESS; Pg. F-12, 678 words, Brian Glass
- 2 [New threats bring updated responses; Va. universities' well-trained police officers confront special challenges](#)  
Richmond Times Dispatch (Virginia), May 6, 2007 Sunday, AREA/STATE; Pg. A-1, 1658 words, JIM NOLAN; Times-Dispatch Staff Writer
- 3 [Neighborhood eateries; Many new choices join long-time favorites](#)  
Richmond Times Dispatch (Virginia), August 6, 2006 Sunday, DISCOVER

**Tip:** Check the boxes next to relevant articles and click view tagged to see your tailored list. Print, email, or save the articles you wish to keep.