Nexis Uni™ User Guide

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Nexis Uni™ User Guide

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Intuitive search. Incomparable content. Experience academic research aligned to the needs and expectations of today's digital natives.

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Sign in

Go to the global login page at **www.nexisuni.com.**
Access is available via IP recognition.

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.
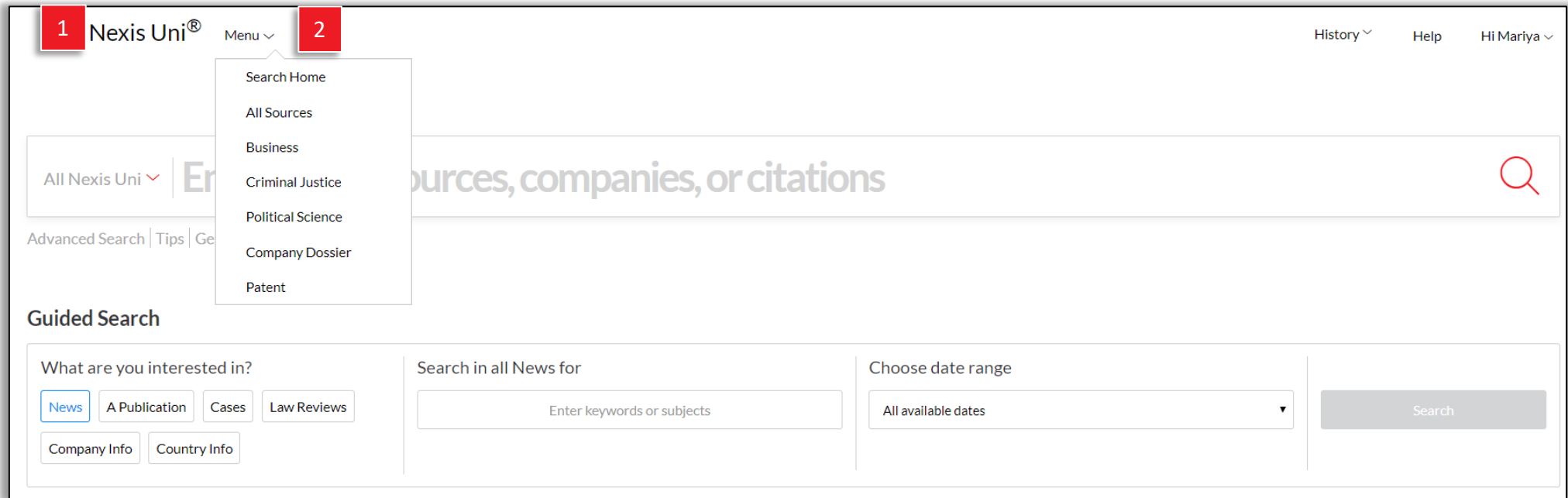

Sign in

While Nexis Uni™ can be used in anonymous mode, the self-registration option allows students and other users to create a Nexis Uni account by providing their name and email address.

1. From the home page, click on the **Sign In | Register** link in the top right corner.
2. You will be taken to a sign-on page. Click the **Create a profile** now button. A self-registration form will open.
3. Enter your First name, Last name and Email address in the form fields. Middle name is optional. Click **Submit**.
4. From the **Build Personal Profile** tab, set your Language Preference, Display Preference and Time Zone, then click the Submit and Go To The Next Step button.
5. Create a **User ID**, following the requirements shown. Then create a **New password**, following the security recommendations, and re-type it to.
6. Select a **Security question** and enter the **Answer** in the form field.
7. Enter and confirm your **Email address** in the appropriate form fields.
8. Click **Submit** to complete the registration process.
9. Use your newly created **User ID** and **Password** to Sign in for the first time.

Screen orientation

1 The **Nexis Uni icon** (top, left) takes you to 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.

Screen orientation

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3   The **History drop-down** (top, right) shows previous searches for the last 30 days, previous documents, and *Shepard's*.

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.

Screen orientation

4 The **User drop-down** allows you to view folders, alerts, notifications (changes w/shared documents, etc.), settings, and feedback.

5 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.

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Permalinks

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1   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.

Favorites

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.

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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**

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

Nexis Uni®   Menu ⌄   History ⌄   Help   Hi Mariya ⌄

Search Home
All Sources   **4**
Business
Criminal Justice
Political Science
Company Dossier
Patent

All Nexis Uni ⌄   En_____ources, companies, or citations   🔍

Advanced Search | Tips | Ge_____

Guided Search

What are you interested in?   Search in all News for   Choose date range
News   A Publication   Cases   Law Reviews   Enter keywords or subjects   All available dates ▾   Search
Company Info   Country Info

Discover topics

1 Business   **2** Criminal Justice   **3** Political Science

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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.

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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.**

Nexis Uni® Menu EN - English (UK) History Help Sign In | Register

Political Science

6 ⌂ Set as home page | 🔗 Link to page

Follow Key Topics: Tax Reform Government Shutdown Trade Tariffs Elections Brexit

All Nexis Uni | Enter terms, sources, companies, or citations 🔍

Advanced search | Search tips | Get a Doc Assistance

Recent Political Science News

Jo-Ann Miller accuses Queensland Deputy Premier Jackie Trad of 'abusing' colleagues as internal unrest grows

5 Political Science

Set Political Science as your Home Page ✕

Political Science will be set as your home page. This change will be applied next time you log in to Nexis Uni®. You can manage this setting in your profile.

7 **Set as my Home Page** | Cancel

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Task Pods

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**".

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.

Screenshot content

Nexis Uni®   Menu ∨   [All Nexis Uni ∨]   immigration DACA work visa deportation | History ∨   Help   Hi Mariya ∨

Results for:immigration DACA work visa deportation 🔔 | Actions ∨

News (10,000+)   Group Duplicates: On ▬ Off

Snapshot	
News	10,000+
Law Reviews and Journals	521
Cases	66
Statutes and Legislation	507
Company and Financial	Get
Administrative Codes and Regulations	63
Administrative Materials	52
Legal News	274
Briefs, Pleadings and Motions	1,020
Directories	946
Less	

Sort by: Relevance ∨
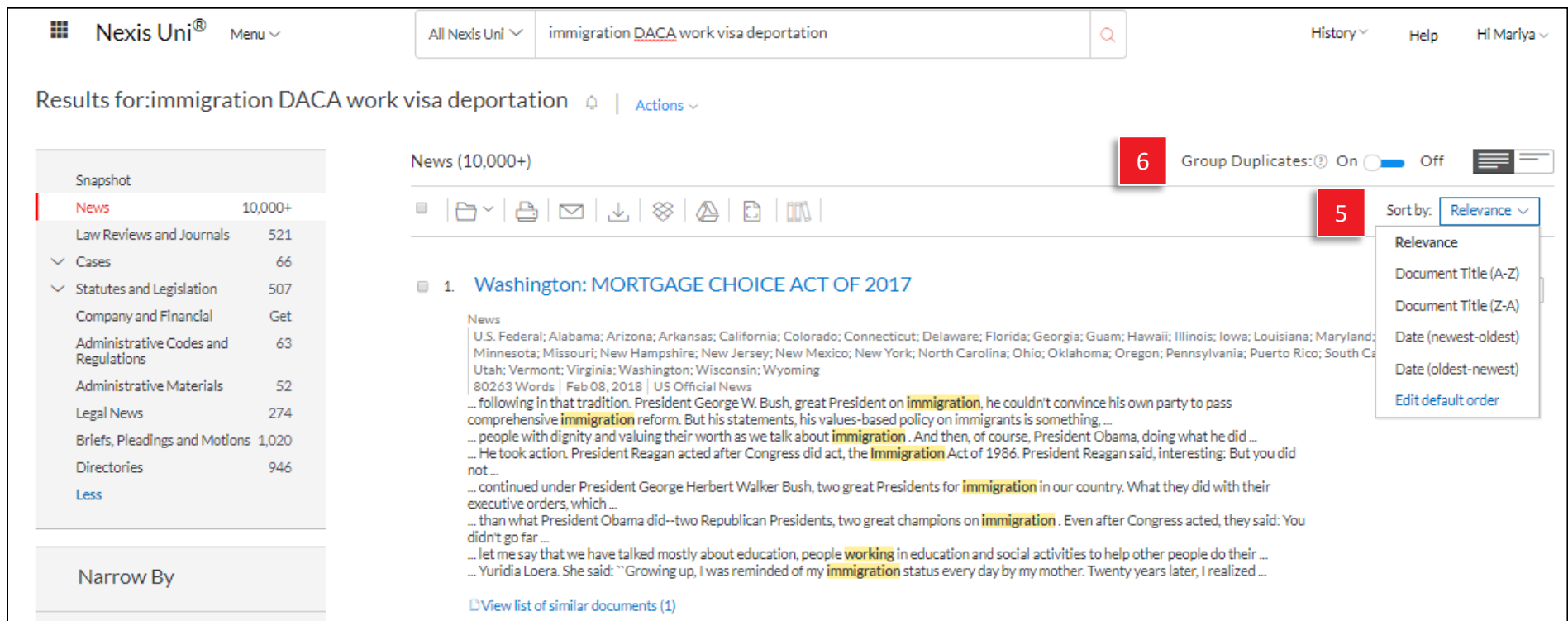
1. Washington: MORTGAGE CHOICE ACT OF 2017   Preview

News
U.S. Federal; Alabama; Arizona; Arkansas; California; Colorado; Connecticut; Delaware; Florida; Georgia; Guam; Hawaii; Illinois; Iowa; Louisiana; Maryland; Massachusetts; Michigan; Minnesota; Missouri; New Hampshire; New Jersey; New Mexico; New York; North Carolina; Ohio; Oklahoma; Oregon; Pennsylvania; Puerto Rico; South Carolina; Tennessee; Texas; Utah; Vermont; Virginia; Washington; Wisconsin; Wyoming
80263 Words | Feb 08, 2018 | US Official News
... following in that tradition. President George W. Bush, great President on **immigration**, he couldn't convince his own party to pass comprehensive **immigration** reform. But his statements, his values-based policy on immigrants is something, ...
... people with dignity and valuing their worth as we talk about **immigration** . And then, of course, President Obama, doing what he did ...
... He took action. President Reagan acted after Congress did act, the **Immigration** Act of 1986. President Reagan said, interesting: But you did not ...
... continued under President George Herbert Walker Bush, two great Presidents for **immigration** in our country. What they did with their executive orders, which ...
... than what President Obama did--two Republican Presidents, two great champions on **immigration** . Even after Congress acted, they said: You didn't go far ...
... let me say that we have talked mostly about education, people **working** in education and social activities to help other people do their ...
... Yuridia Loera. She said: ``Growing up, I was reminded of my **immigration** status every day by my mother. Twenty years later, I realized ...

View list of similar documents (1)

2. House Judiciary Committee Hearing;"Protecting Dreamers and TPS (Temporary Protected Status) Recipients.";Testimony by Andrew Arthur, Resident Fellow in Law and Policy, Center for Immigration Studies;WAX22730619H085   Preview

News | U.S. Federal; Arkansas; California; Connecticut; Dist. of Columbia; Georgia; Guam; Maryland; North Carolina; Northern Marianas; Texas; Virginia | 21661 Words | Mar 06, 2019 | Government Publications & Documents
... The characteristics of the population of **DACA** recipients are only vaguely understood, as my colleague, Jessica Vaughan, explained ...
... Judiciary Committee: Very little is known of the characteristics of the **DACA** population. Some studies **DACA** beneficiaries within the Census Bureau data, but there is no way to know if they correctly describe widely cited study published by a pro-**DACA** advocacy group was based on a Facebook survey of **DACA** a generally accepted scholarly survey methodology. ...
... methodology. I know of only one reputable academic study of actual **DACA** beneficiaries, conducted by ...
... that case, a cornerstone of our system of justice. History of **DACA DACA** finds its genesis in various iter...
... as the "DREAM Act," a brief history of which the American **Immigration** Council n43 described in a Sept...
... in August of this year with the announcement that **deportation** would no longer occur for any primary p...
... date for the implementation of the ACA. The federal law mandates **deportation** for individuals in the co... discretion has been ...

View list of similar documents (1)

Narrow By

1 ∨ Search Within Results

∨ Timeline

2 ∧ Location by Publication

Select location by publications to display at the top of this list. Edit Settings

Alabama	37
Alaska	1
Arizona	100
Arkansas	18
California	541

3 More
Select multiple

4 ∧ Timeline

2012 ———————— 2020

01/01/2012

12/31/2020

OK

Refine your results

| 5 | You can also **sort by** additional options. |

| 6 | You can also eliminate duplicates by using **Group Duplicates.** |

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.

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 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. T include those, like Salazar, who can't apply because local law enforcement agencies won't provide the paperwork needed for their applications.

The idea behind the U **visa** s to be more willing to come forward to help put criminals Many immigrants without le they're afraid they'll be **deported**.

"Law enforcement is ght not otherwise come forward," says Trisha Teofilo Ol who focuses on U **visa** case downtown Chicago.

But immigrant rights activis y in suburban communities, are often reluctant to help the victims who have assisted t

Sometimes, they say, the police won't even respond to people seeking certification of their cooperation in an investigation.

1
- Copy (Advanced)
- Add to folder
- Add to search
- Annotate
- Highlight

2

B   U   I   Edit Highlight

4000 remaining

3

Cancel   Annotate

Nexis Uni®   Menu ⌄   All Nexis Uni ⌄ immigration DACA work visa deportation   🔍   History ⌄   Help   Hi Mariya ⌄

Document: Washington: MORTGAGE CHOICE ACT OF 2017   Actions ⌄

Go to   All terms 1041 ⌄   Search Document 🔍   〈 1 of 10,000+ | Results list 〉

Printer-friendly view

About   **Notes**

No annotations have been made yet to this document. Select some text and click Annotate to start annotating.

Washington: MORTGAGE CHOICE ACT OF 2017

📖 Export Citation

US Official News

February 8, 2018 Thursday

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PMS
Plus Media Solutions

Length: 80263 words

Body

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.

Nexis Uni™ User Guide

New & improved review features

Merely select a passage to:

1	Copy citation
2	Add to folder
3	Add to search
4	Annotate
4	Highlight

Nexis Uni®   Menu ∨   All Nexis Uni ∨   immigration DACA work visa deportation   🔍   History ∨   Help   Hi Mariya ∨

Document: Washington: MORTGAGE CHOICE ACT OF 2017   Actions ∨

📁∨ | 🖨 | ✉ | ⬇ | ⊗ | △ | 📄 | Go to ∨ | All terms 1041 ∨ | ∧ ∨ | Search Document 🔍   ‹ 1 of 10,000+ | Results list ›

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1	📋 Copy (Advanced)
2	📁 Add to folder
3	⊕ Add to search
4	💬 Annotate
5	✏ Highlight ▢ ∨

Sometimes, they say, the police won't even respond to people seeking certification of their cooperation in an investigation.

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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.

Nexis Uni® Menu ⌄   All Nexis Uni ⌄   immigration DACA work visa deportation   🔍   History ⌄   Help   Hi Mariya ⌄

Document: Washington: MORTGAGE CHOICE ACT OF 2017 Actions ⌄

1 📂⌄ | 🖨 | ✉ | ⬇ | ⊗ | | 📄 | Go to ⌄ | All terms 1041 ⌄ | ⋀ ⋁ | Search Document 🔍   ⟨ 1 of 10,000+ | Results list ⟩

Save **Document** to…
📁 Bayer
📁 Marbury v. Madison
📁 roe v. wade
📁 Gazprom
2 ⋮ Choose a folder

About   Notes

No annotations have been made yet to this document. Select some text and click Annotate to start annotating.

Washington: MORTGAGE CHOICE ACT OF 2017

📖 Export Citation

US Official News

February 8, 2018 Thursday

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PMS
Plus Media Solutions

Length: 8

Add to Folder   Tips | ✕

Selected Documents (1)   **Save Options**   Share With Others

What do you want to save?   Save in: My Folders
Full document (1)
                                       3 Create New Folder
Notes
                                       ⟨ 📁 My Folders
B **U** *I*   4,000 characters remaining…
                                       4 [immigration] [Create] **5**

                                          📁 Bayer

                                          📁 Gazprom

                                          📁 Marbury v. Madison

                                          📁 roe v. wade

                                       📁 Shared by Others

                                       6 [Save]   [Cancel]

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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 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.

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Identify previously viewed documents

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.

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.

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.
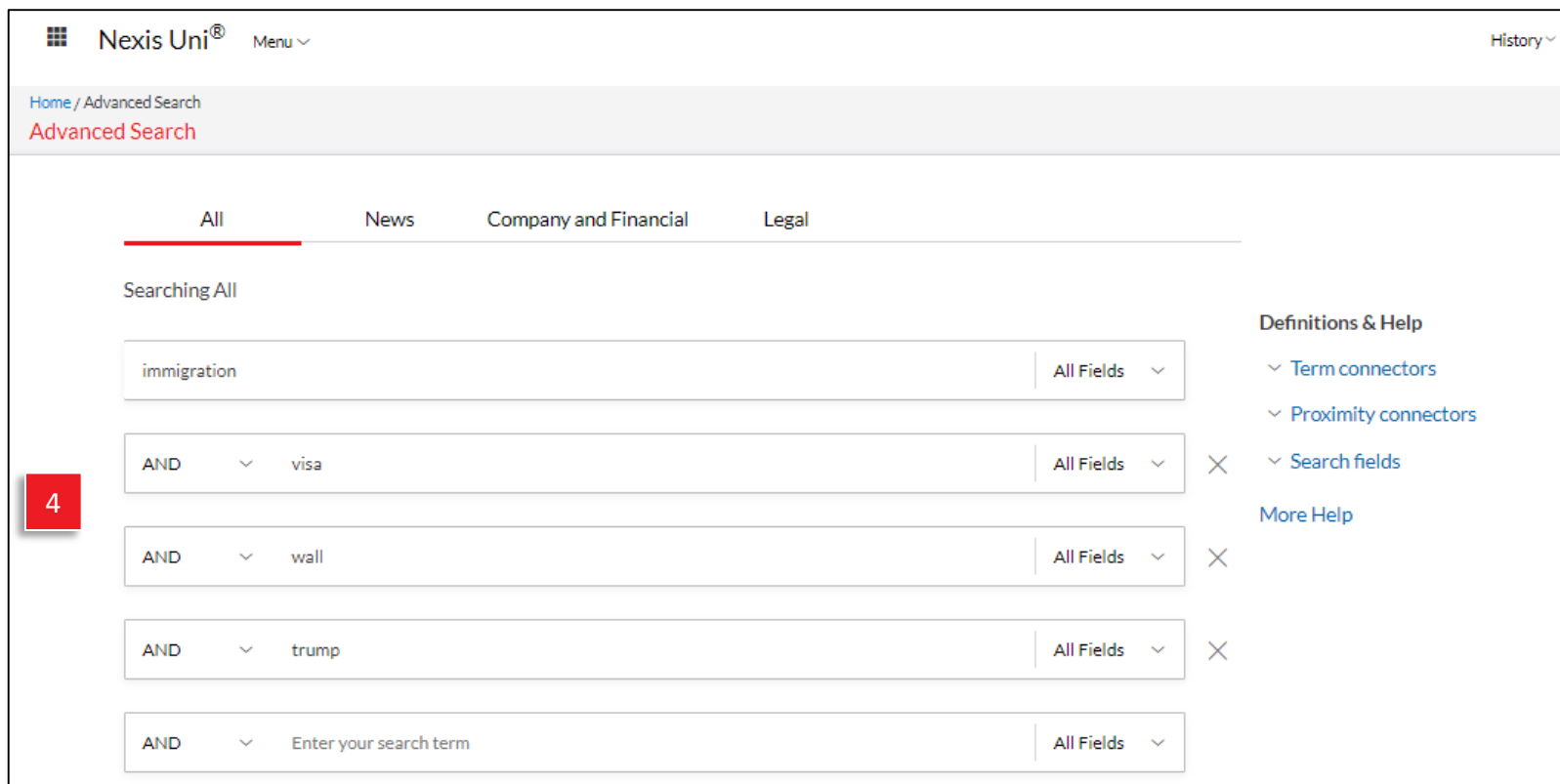
1 Click on the **Advanced Search.** This will default to **Search Everything.**

2 You can search specific content, for example, N**ews.**

Tip: There are Advanced Search forms for numerous content categories, including news, company and financial, directories and legal content.

Advanced search form

4   Enter search terms

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.**

Any questions?

LexisNexis Eastern Europe

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