

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.

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

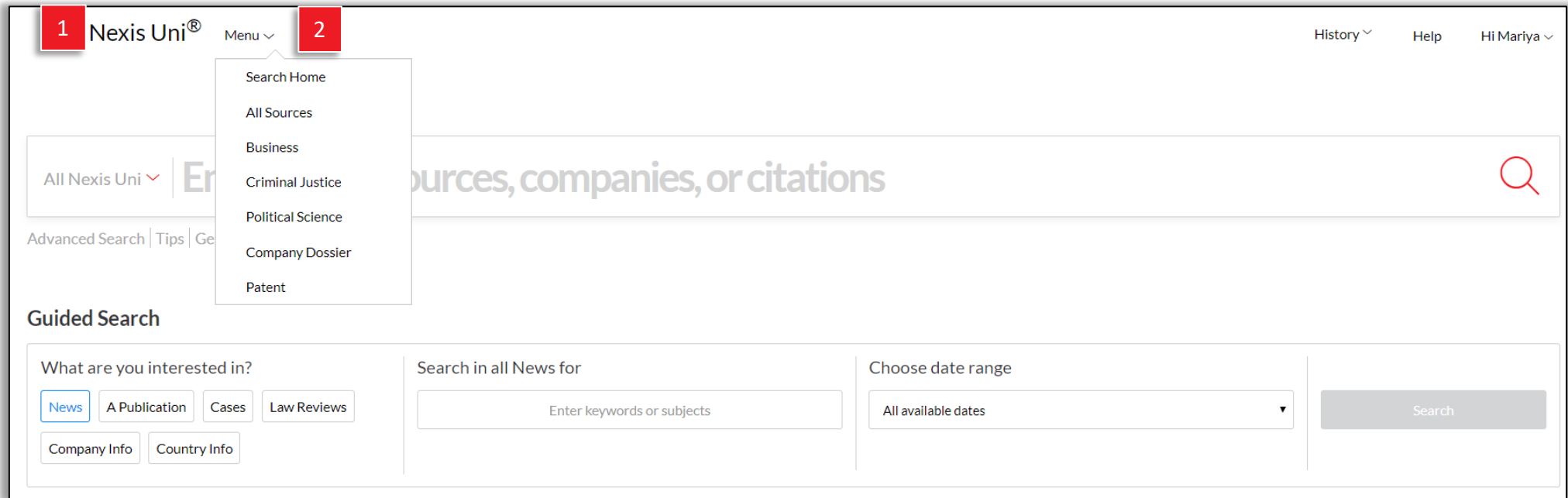
While Nexis Uni™ can be used in anonymous mode, the self-registration option allows students and other users to create a Nexis Uni account by providing their name and email address.

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.

The screenshots illustrate the following steps:

- Step 1:** Initial registration form with fields for First name, Middle name (optional), Last name, and Email address. A blue **Submit** button is at the bottom.
- Step 2:** 'User Self Registration' page with two tabs: '1. Enter Registration Information' and '2. Build Personal Profile'.
- Step 3:** 'Build Personal Profile' section with fields for Language Preference, Display Preference, and Time Zone. A blue **Submit** button is at the bottom.
- Step 4:** 'Security question' section with a dropdown menu for the question, an input field for the answer, and an Email address field.
- Step 5:** 'New password' and 'Confirm new password' fields.
- Step 6:** 'Email address' and 'Confirm email address' fields.
- Step 7:** Final 'Submit' button.

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

The screenshot displays the Nexis Uni web interface. At the top left is the Nexis Uni logo and a 'Menu' dropdown. On the top right, there is a 'History' dropdown menu, a 'Help' link, and a user profile 'Hi Mariya'. A red box with the number '3' highlights the 'History' dropdown. The dropdown menu is open, showing three tabs: 'Searches', 'Documents', and 'Shepard's®'. The 'Searches' tab is active, displaying a list of search results: '372 U.S. 335', 'apple', 'apple', 'apple', and 'apple'. Below the list are two buttons: 'View all history' and 'Research Map'. The main search area features a large input field with the placeholder text 'Enter terms, sources, companies, or citations'. Below this are links for 'Advanced Search', 'Tips', and 'Get a Doc Assistance'. The 'Guided Search' section includes filters for 'What are you interested in?' (News, A Publication, Cases, Law Reviews, Company Info, Country Info), a 'Search in all News for' field with the placeholder 'Enter keywords or subjects', a 'Choose date range' dropdown set to 'All available dates', and a 'Search' button.

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

The screenshot displays the Nexis Uni interface. At the top, there's a navigation bar with the Nexis Uni logo, a menu, a search bar containing 'trump wall mexico', and user options like History, Help, and Hi Mariya. A red box labeled '4' highlights the user profile area. On the left, a sidebar shows 'Results for: trump wall mexico' with a 'Snapshot' table. A red box labeled '5' highlights this sidebar. The main content area shows search results for 'News (10,000+)'. A news article is displayed with the title 'Mexican President: I Told Trump Mexico Wouldn't Pay For The Wall; Trump, Clinton Neck-and-Neck i Interview with Vicente Fox. Aired 7-8p ET'. On the right, a user dropdown menu is open, showing options like Folders, Alerts, Notifications, Search Widget Generator, Settings, Feedback, Live Chat Support, My Profile, and Sign Out. A red box labeled '4' highlights this menu.

Category	Count
Snapshot	
News	10,000+
Law Reviews and Journals	10,000+
Cases	2,452
Statutes and Legislation	10,000+
Company and Financial	Get
Administrative Codes and Regulations	10,000+
Administrative Materials	10,000+
Legal News	10,000+
Briefs, Pleadings and Motions	10,000+
Directories	10,000+

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

The screenshot shows the Nexis Uni interface. At the top, the search bar contains 'trump wall mexico'. Below the search bar, the results are displayed. On the left, there is a sidebar with various categories and their counts. The main results area shows a search result titled 'Mexican President: I Told Trump Mexico Wouldn't Pay For The Wall; Trump, Clinton Neck-and-Neck in New National Poll; Interview with Vicente Fox. Aired 7-8p ET'. A red box with the number '1' highlights the 'Link to this page' option in the 'Actions' dropdown menu.

Category	Count
Snapshot	
News	10,000+
Law Reviews and Journals	10,000+
Cases	2,452
Statutes and Legislation	10,000+
Company and Financial	Get
Administrative Codes and Regulations	10,000+
Administrative Materials	10,000+
Legal News	10,000+
Briefs, Pleadings and Motions	10,000+
Directories	10,000+

Results for:trump wall mexico

Actions

- Add search to folder
- Run search as terms & connectors
- Include legal phrase equivalents
- Expanded results
- Link to this page

Group Duplicates: On Off

Sort by: Relevance

1. Mexican President: I Told Trump Mexico Wouldn't Pay For The Wall; Trump, Clinton Neck-and-Neck in New National Poll; Interview with Vicente Fox. Aired 7-8p ET

News | U.S. Federal; Arizona; California; Florida; Indiana; Louisiana; Michigan; North Carolina; Ohio; Pennsylvania; Texas; Wisconsin | 7824 Words | Aug 31, 2016 | Erin Burnett, Jim Acosta, Sara Murray, Joe Johns, John Vause, Mark Preston, Maria Cardona, Kayleigh McEnany, Sunlen Serfaty | CNN Transcripts

Preview

... BURNETT: Trump's surprise visit came just hours before he's scheduled to give ...
... down to that, Jim Acosta begins our coverage OUTFRONT tonight in Mexico City. He was there and Jim, you have some breaking news about what the President of Mexico told Trump about that wall. JIM ACOSTA, CNN CORRESPONDENT: That's right. You remember during this ...
... Boris Epshteyn, Vicente Fox NEWS International 083101CNV31 Mexican President: I Told Trump Mexico Wouldn't Pay For The Wall; Trump, Clinton Neck-and-Neck in New National Poll; Interview with ...
... contributes to development in both Mexico and the U.S. They're honest people, working people, people of good ...
... respect family. Mexicans deserve everybody's respect. ACOSTA: But after their meeting, Trump told reporters he and Pena Nieto never discussed whether Mexico will indeed, pick up the check for the GOP nominee's signature proposal, a wall on the Southern U.S. border. TRUMP: We did discuss the wall. We didn't discuss payment of the wall and that will be for a later date. This was a ...
... good evening, I'm Erin Burnett. OUTFRONT tonight, the breaking news, Donald trump face to face with the ...

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 permlinking to this search.

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Favorites

The screenshot shows the Nexis Uni interface. At the top, there is a search bar with the text "All Nexis Uni < 1 ter terms, sources, companies, or citations". Below the search bar, there is a "Narrow By:" section with a table of filters. The table has three columns: the filter name, the filter value, and a star icon. A red callout box labeled "2" points to the star icon in the first row of the table.

Narrow By:		
Content Collection	Cases, News, Law Reviews and Journals	★
Cases and Codes	All Content Types; All Jurisdictions;	☆
News	Statutes and Legislation	☆
Practice Areas & Topics	Minnesota	☆
	Nebraska	★
Date Range	Agency Adjudication	☆
	International	☆
Recent & Favorites	International, State Courts	☆
	United Kingdom	★
	Companies and Financial	☆

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.

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.

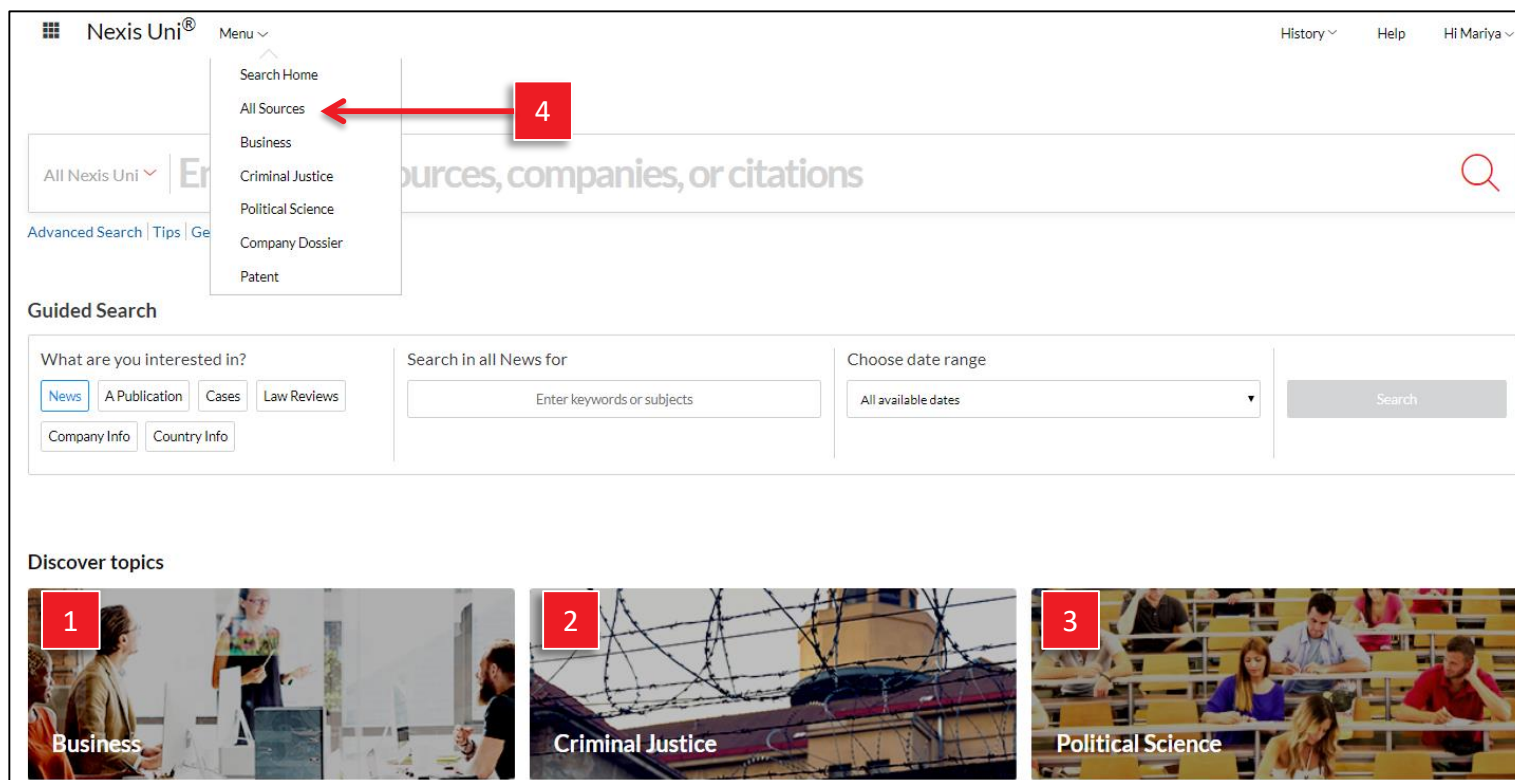
Click on one of three options:

1 Business

2 Criminal Justice

3 Political Science

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



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**.

The screenshot shows the Nexis Uni interface. The main header features the Nexis Uni logo, a menu, and navigation links for Secondary Materials, EN - English UK, History, Help, and Sign In | Register. The main content area is titled "Political Science" and includes a "Set as home page" button (highlighted with a red box and arrow labeled 6) and a "Link to page" button. Below this is a section for "Follow Key Topics" with links to Tax Reform, Government Shutdown, Trade Tariffs, Elections, and Brexit. A search bar is present with the placeholder text "Enter terms, sources, companies, or citations". Below the search bar, there is a section for "Recent Political Science News" featuring a profile picture and a news item about Jo-Anne Miller. A modal dialog titled "Set Political Science as your Home Page" is overlaid on the bottom right. The dialog contains the text: "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." At the bottom of the dialog are two buttons: "Set as my Home Page" (highlighted with a red box and arrow labeled 7) and "Cancel".

Nexis Uni® Menu

Secondary Materials EN - English UK History Help Sign In | Register

Political Science

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

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.

Set as my Home Page Cancel

Task Pods

Task Pods surface latest news, top publications, current topics in a dashboard format.

The screenshot displays the 'Political Science' dashboard on the Nexis Uni platform. The header includes the title 'Political Science' and buttons for 'Set as home page' and 'Link to page'. Below the header, a navigation bar lists 'Follow Key Topics: Tax Reform, Government Shutdown, Trade Tariffs, Elections, Brexit'. A search bar at the top right contains the placeholder text 'Enter terms, sources, companies, or citations' and a magnifying glass icon. Below the search bar, there are links for 'Advanced Search', 'Tips', and 'Get a Doc Assistance'.

The dashboard is organized into several task pods:

- Recent Political Science News:** This pod features a circular icon with a person's face. It lists several news items, including 'Ex-GOP US Rep Schock says he's gay, regrets anti-gay stances' and 'Malaysia's anti-graft chief quits after government changes'. Each item includes a brief summary and the source (e.g., 'THE ASSOCIATED PRESS / MAR 06, 2020').
- Find and Track Legislation:** This pod includes a circular icon of the U.S. Capitol. It offers options to 'Which Jurisdiction?' (Federal or State) and 'Current session' (By year or By issue). A search input field contains 'e.g. cybersecurity', and a blue 'Find' button is at the bottom.
- Featured Publications:** This pod features a circular icon of a book. It lists several publications, including 'USCS - Constitution of the United States', 'The PRS Group International Country Risk Guide', 'U.S. Supreme Court Cases, Lawyers' Edition', 'GAO Red Book', 'Principles of the Law, Election Administration: Non-Precinct Voting and Resolution of Ballot-Counting Disputes - Drafts', and 'Mueller Report'. Each item has a small icon and a link.
- Recent Supreme Court Opinions:** This pod features a circular icon of the Supreme Court. It lists several opinions, including 'Kansas v. Garcia, 2020 U.S. LEXIS 1511', 'Rodriguez v. FDIC, 140 S. Ct. 713', 'Monasky v. Taglieri, 140 S. Ct. 719', 'McKinney v. Arizona, 140 S. Ct. 702', and 'Hernandez v. Mesa, 140 S. Ct. 735'. Each item includes the case name, date, and a link.
- History:** This pod features a circular icon of a document. It includes a table with columns for 'Searches', 'Documents', and 'Shepard's®'. The table shows results for 'trump wall mexico' and 'The Oscars 2020'.

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".

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	

Narrow By

- Search Within Results
- Timeline
- Location by Publication
- Publication Type

Results for: immigration DACA work visa deportation

News (10,000+)

1. [Washington: MORTGAGE CHOICE ACT OF 2017](#)

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](#)

Use Connectors

- " " Exact phrase
- and 2 or more words anywhere in the document (alternative: &)
- or Include one or more words
- and not Exclude documents containing the word or phrase; should be the last connector, or may produce unexpected results
- /n First word within "n" words of the second (alternative: w/n or near/n)
- ! Word variations using this as the root word (alternative: *)

[View all connectors and commands](#)

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.

The screenshot displays the Nexis Uni search results page for the query "immigration DACA work visa deportation". The interface is divided into several sections:

- Search Bar:** Located at the top, containing the search query and a search button.
- Results Summary:** Shows "Results for: immigration DACA work visa deportation" with a count of "News (10,000+)" and a "Group Duplicates" toggle.
- Filters (Left Sidebar):**
 - Snapshot:** A table showing the distribution of results by publication type.

Publication Type	Count
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
 - Narrow By:** A section with expandable filters.
 - Search Within Results:** Filter 1
 - Timeline:** Filter 2
 - Location by Publication:** Filter 3, which includes a "Select location by publications to display at the top of this list. Edit Settings" link and a list of states with counts.

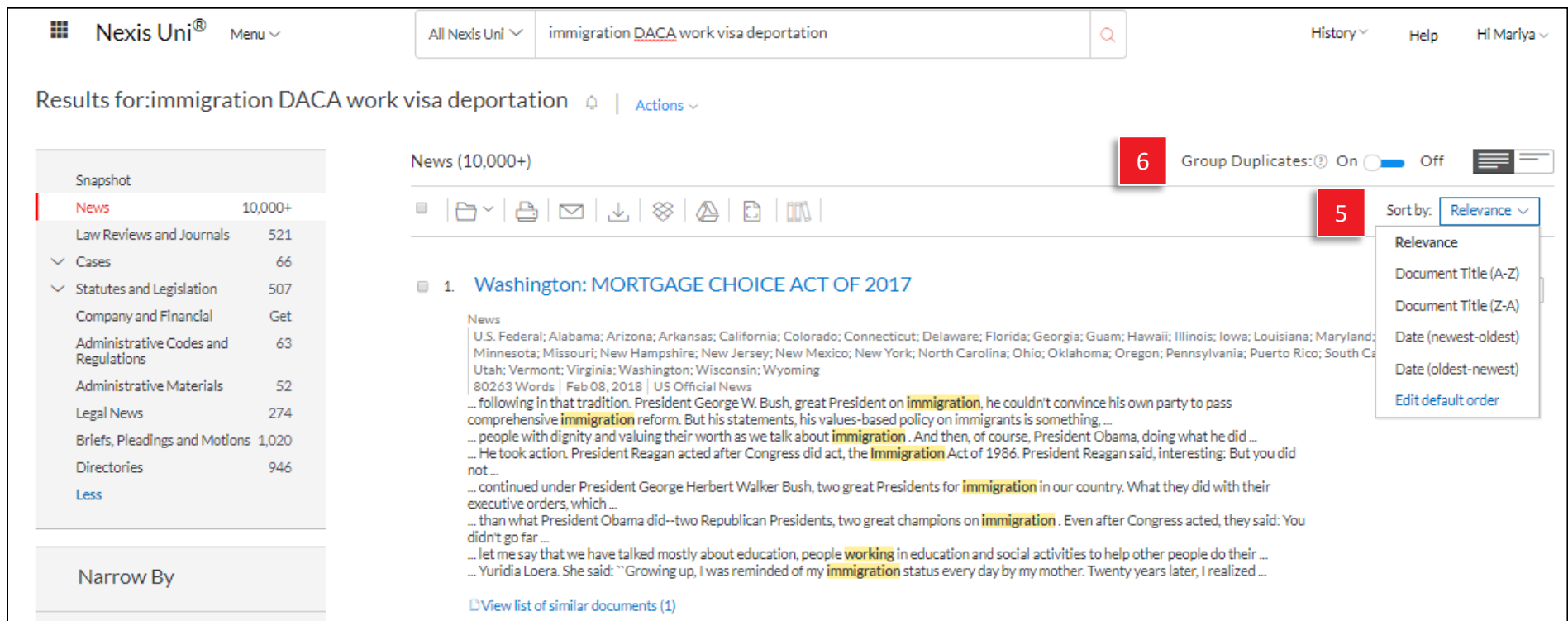
State	Count
Alabama	37
Alaska	1
Arizona	100
Arkansas	18
California	541
- Document Previews (Main Area):**
 - Document 1:** "Washington: MORTGAGE CHOICE ACT OF 2017". Preview button.
 - Document 2:** "House Judiciary Committee Hearing: 'Protecting Dreamers and TPS (Temporary Protected Status) Recipients'; Testimony by Andrew Arthur, Resident Fellow in Law and Policy, Center for Immigration Studies; WAX22730619H085". Preview button.
- Timeline Filter (Bottom Right):** Filter 4. A bar chart showing the distribution of results over time from 2012 to 2020. Below the chart are input fields for the date range (01/01/2012 to 12/31/2020) and an "OK" button.

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.

Refine your results

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

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



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


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

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	

Narrow By

News (10,000+)

6 Group Duplicates: ⓘ On ☒ Off 

5 Sort by: **Relevance** ▾

- Relevance
- Document Title (A-Z)
- Document Title (Z-A)
- Date (newest-oldest)
- Date (oldest-newest)
- [Edit default order](#)

1. **Washington: MORTGAGE CHOICE ACT OF 2017**

News
U.S. Federal; Alabama; Arizona; Arkansas; California; Colorado; Connecticut; Delaware; Florida; Georgia; Guam; Hawaii; Illinois; Iowa; Louisiana; Maryland; Minnesota; Missouri; New Hampshire; New Jersey; New Mexico; New York; North Carolina; Ohio; Oklahoma; Oregon; Pennsylvania; Puerto Rico; South Carolina; 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 \(1\)](#)

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. They 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** Many immigrants without le

"Law enforcement is **1** who focuses on U **visa** case

But immigrant rights activists victims who have assisted t

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

2

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

Printer-friendly view

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

About Notes

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

Benefit: Once in a document view, you have the ability to add and save annotations. Simply select the text you wish to highlight or an note and you will be given the option to add the selected text to a folder, add the text to your search, annotate or highlight.

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 >

Washington: MORTGAGE CHOICE ACT OF 2017

Export Citation

About Notes

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

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

The idea behind the U **visa** is to encourage immigrants to come forward to help put criminals behind bars. Many immigrants with **visas** are afraid they'll be **deported**.

"Law enforcement is going to be more willing to come forward to help put criminals behind bars. Many immigrants with **visas** are afraid they'll be **deported**."

But immigrant rights advocates say that many immigrants, especially in suburban communities, are often reluctant to help the crime victims who have assisted them.

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

- 1 Copy (Advanced)
- 2 Add to folder
- 3 Add to search
- 4 Annotate
- 5 Highlight

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.

The screenshot displays the Nexis Uni interface. At the top, the document title is 'Washington: MORTGAGE CHOICE ACT OF 2017'. Below the title, there is a toolbar with various icons. A red box labeled '1' highlights the 'Folder icon'. A red box labeled '2' highlights the 'Choose a folder' option in the dropdown menu. The 'Add to Folder' dialog box is open, showing 'Selected Documents (1)' and 'Save Options'. The 'Save in: My Folders' section shows a list of folders: 'Bayer', 'Gazprom', 'Marbury v. Madison', and 'roe v. wade'. A new folder named 'immigration' is being created. A red box labeled '3' highlights the 'Create New Folder' button. A red box labeled '4' highlights the 'immigration' text input field. A red box labeled '5' highlights the 'Create' button. A red box labeled '6' highlights the 'Save' button at the bottom right of the dialog.

Collaborate with peers

From within the document view (as well as the User dropdown), 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.

The screenshot displays the Nexis Uni interface with two panels. The top panel shows a document titled 'Washington: MORTGAGE CHOICE ACT OF 2017' with a 'Document Saved In' dropdown menu open, showing 'Immigration' selected. The bottom panel shows a folder named 'immigration' with a list of documents. The document 'Washington: MORTGAGE CHOICE ACT OF 2017' is selected. A 'Share' icon is visible in the top right corner of the document list. Red numbered callouts (1-8) indicate the steps for sharing the document.

The 'Share With Others' dialog box is shown. It has a 'Selected Documents (1)' section with an 'Add to Share' button. Below this is a text input field for 'Enter a peer's name and select to share. To share outside group, enter an email address'. There is an 'Add to Share' button next to the input field. At the bottom, there are 'Save' and 'Cancel' buttons. Red numbered callouts (5-8) indicate the steps for sharing the document.

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.

Identify previously viewed documents

Tip: Click on the folder icon and it will tell you which folder you saved the document to.

Tip: Mouse over the glasses to see when the document was last viewed.

The screenshot shows the Nexis Uni search results page. The search query is "immigration DACA work visa deportation". The results list shows a document titled "Washington: MORTGAGE CHOICE ACT OF 2017". To the left of the document title is a folder icon. To the right of the document title is a pair of glasses icon. A red arrow points from the "Tip" box to the folder icon. Another red arrow points from the "Tip" box to the glasses icon.

Results for: immigration DACA work visa deportation | Actions ▾

News (10,000+)

Group Duplicates: On Off

Sort by: Relevance ▾

1. **Washington: MORTGAGE CHOICE ACT OF 2017**

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 \(1\)](#)

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

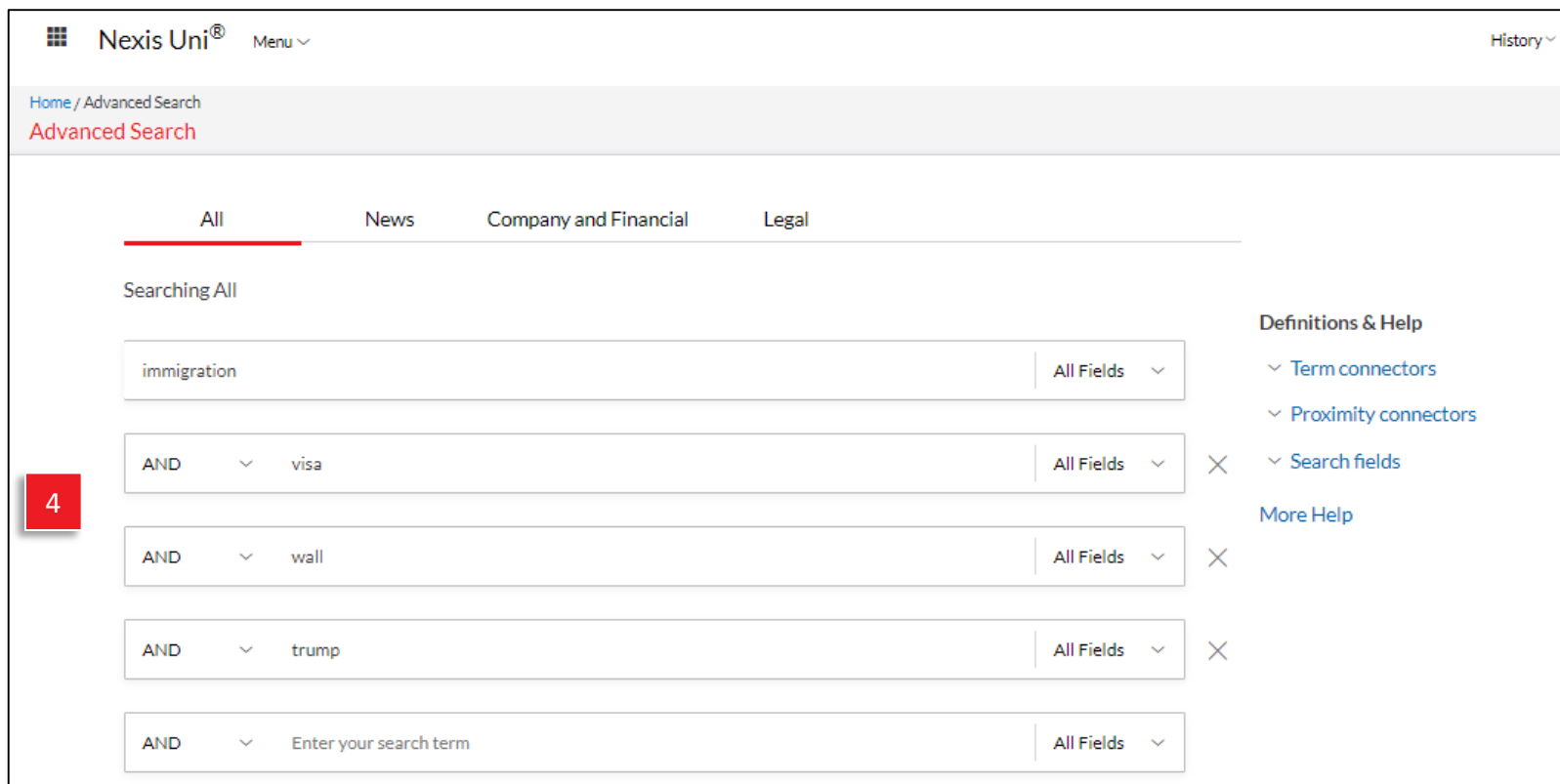
Click on the **Advanced Search**. This will default to **Search Everything**.

2

You can search specific content, for example, **News**.

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

Advanced search form



Nexis Uni® Menu History

Home / Advanced Search
Advanced Search

All News Company and Financial Legal

Searching All

immigration All Fields

AND visa All Fields

AND wall All Fields

AND trump All Fields

AND Enter your search term All Fields

Definitions & Help

- Term connectors
- Proximity connectors
- Search fields

More Help

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.

The screenshot shows the Nexis Uni interface. At the top, the search bar contains 'immigration and visa and wall and trump'. Below the search bar, the results are displayed. A red box labeled '1' highlights the 'Alert' icon in the top right of the results view. A second red box labeled '2' highlights the 'Search Alert' dialog box. The dialog box has tabs for 'Overview', 'Monitor', 'Deliver', and 'Share'. The 'Overview' tab is selected. The 'Title' field contains 'immigration and visa and wall and trump'. The 'Description' field is empty, with a note '1,000 characters remaining'. The 'Search terms' field contains 'immigration and visa and wall and trump'. The 'Search type' is set to 'Terms & Connectors'. A third red box labeled '3' highlights the 'Create Alert' button at the bottom right of the dialog.

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**.

The screenshot illustrates the process of setting a publication alert within the Nexis Uni interface. The interface includes a top navigation bar with the 'Nexis Uni' logo, a 'Menu' dropdown, and user options like 'History', 'Help', and 'Hi Mariya'. A search bar is prominently displayed with the placeholder text 'Enter sources, companies, or citations'. Below the search bar, there are filters for 'Advanced Search', 'Tips', and 'Get'. A 'Choose date range' dropdown is set to 'All available dates', and a 'Search' button is present.

The steps are numbered 1 through 4, corresponding to the instructions on the left:

- Step 1:** The 'Menu' dropdown is open, showing options like 'Search Home', 'All Sources', 'Business', 'Criminal Justice', 'Political Science', and 'Company Dossier'. The 'All Sources' option is highlighted with a red box labeled '1'.
- Step 2:** The 'Search Within Sources' dropdown is open, showing a search bar with 'new york time' and a list of results including 'International New York Times', 'Syracuse New Times (New York)', 'The New York Times', 'The New York Times Blogs', 'The Times Union (Albany, NY)', and 'TimesLedger Newspapers (Queens, New York)'. A red box labeled '2' is next to the search bar.
- Step 3:** The search results for 'new york time' are displayed. The 'The New York Times' result is highlighted with a red box labeled '3'.
- Step 4:** The 'Actions' dropdown for 'The New York Times' is open, showing options like 'Get documents', 'Add source as a search filter', and 'Create a publication alert'. A red box labeled '4' is next to the 'Get documents' option.

Any questions?

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