

## NEXIS CHEAT SHEET

### **AND (find all words)**

*chinatown and school*

The more you use **AND**, the **fewer** results you will retrieve.

### **OR (find any word)**

*(school or teacher or student)*

The more you use **OR**, the **more** results you will retrieve. Use parentheses to group the **OR** terms.

**COMBINE AND and OR for great results:** *chinatown and (school or teacher or student)*

### **! (at end of a word segment)**

*compet! picks up compete, competitor, competition, etc.*

### **Phrase searching**

To search an exact phrase, do **NOT** use quotes. Just type it in **without punctuation:**

*board of education*

### **Proximity searching**

(use instead of AND)

**w/p (within same paragraph)**

**w/s (within same sentence)**

*chinatown w/s school*

**proximity search for names:**

**w/# (replace # with a number)**

*hillary w/2 clinton*

### **ATLEAST searching**

A minimum number of occurrences of a word (name, phrase, etc) must appear.

**atleast4 (chinatown) and atleast3 (school or teacher or student)**

When searching transcripts or for in-depth news stories on a person, try:

**joel w/2 klein and atleast25 (klein)**

### **Byline searching**

Power Search screen: Click "Search within Document Sections," select **BYLINE**, type author name in **TERMS** box.

## FACTIVA CHEAT SHEET

### **AND (find all words)**

*chinatown and school*

The more you use **AND**, the **fewer** results you will retrieve.

### **OR (find any word)**

*(school or teacher or student)*

The more you use **OR**, the **more** results you will retrieve. Use parentheses to group the **OR** terms.

**COMBINE AND and OR for great results:** *chinatown and (school or teacher or student)*

### **\* (at end of a word segment)**

*compet\* picks up compete, competitor, competition, etc.*

### **Phrase searching**

To search an exact phrase, do **NOT** use quotes. Just type it in **without punctuation:**

*board of education*

### **Proximity searching**

(use instead of AND)

**same (within same paragraph)**

*chinatown same school*

**proximity search for names:**

**w/# (replace # with a number)**

*hillary w/2 clinton*

### **ATLEAST searching**

A minimum number of occurrences of a word (name, phrase, etc) must appear.

**atleast4 chinatown and (atleast3 school or atleast3 teacher or atleast3 student)**

When searching transcripts or for in-depth news stories on a person, try:

**joel w/2 klein and atleast25 klein**

### **Byline searching**

Type **BY=** and then author's name, remembering to use w/2:

**BY=linda w/2 greenhouse**