Within Nexis you can create automated alerts from any results page or pre-run search. How you build that search strategy is completely up to you and the Nexis search pages will support you from new users to advanced, no matter which search page you prefer to work from. Within this guide you can follow any of the 3 simple set ups to get the most out of your alerts.

**Basic:**

Key word ‘Google’ style searching including: Key word searching and creating alerts

**Step 1:** Select your Search page of choice, e.g. News.

**Step 2:** Enter your search terms in the Search box, e.g. GEA Group.

**Step 3:** Select the Date range.

**Step 4:** Select a Source group from the drop down menu, e.g. UK Publications.

**Step 5:** When form is complete, click the Search button.

**Creating Alerts**

From the Search Results page, select the Create Alert icon, and fill in the form:

A: Give your alert a name.

B: Select how often you wish to receive updates.

C: Enter your email address.

D: Select your preferred format and save.

Tip: For continuous updates throughout the day, select hourly.
Medium:

Searching via the Search Builder

Including: Key word searching, Applying theme/subject searching via the News page

The News search page is a great search builder all you need to do is select from the drop down menus to ensure your search is more relevant.

Step 1: Select the News sub tab from the top of the screen.
Step 2: Enter your search criteria. Within the news page you can enter as much or little detail as you like to refine your searches. Select from:
   A. Enter a key word/Search terms if required.
   B. Select word placement with the article e.g. ‘Anywhere’ or ‘in the headline’ or tag as company.
   C. Add additional words via the blue ‘add a search field’ link.
   D. Add or exclude a ‘Topic’/theme to your search via the smart indexing to help increase the relevancy of results.

Step 3: Select Source/Publications. Click on the drop down menu and select which publications you would like to search e.g. All English Language News, UK Publications, UK Broadsheets etc.

Step 4: Select Date & Search, each form will allow you to restrict the amount of results returned by date range if required, e.g. Today, last week, last month etc. When the form is complete click the Search button.

Effective Searching Tip

- For company searching select Company from the drop down box B.
- To search for your key word in the headline and lead paragraph only, select ‘At the start’ from drop down box B.
- If you have opted to add an additional word to your search, you may wish to change the automatic ‘And’ connector to ‘Same sentence’ or ‘Same paragraph’ to increase results relevancy.
Alerts Migration Guide

Log on at www.nexis.com/uk

Advanced:

Searching via the Power Search
Including: Key word searching, Applying theme/subject searching

The Power Search allows a more advanced search strategy that will give you complete flexibility.

Step 1: Select the Power sub tab from the top of the screen.
Step 2: Enter your search criteria in the large search box.

Within the news page you can enter as much or little detail as you like to refine your searches. Select from:

A. Enter a key word/Search terms and if required, select word placement with the article using commands e.g. Hlead (Google) to locate mentions of Google in the headline or lead paragraph. For a full list select the blue search tips link.
B. Specify word proximity using the and/or/within connectors, e.g. Google w/p merger to see any articles where the word Google is in the same paragraph as the word merger.
C. Add or exclude a ‘Topic’/theme to your search via the smart indexing to help increase relevance of results via the blue links below the search box for company/subject/industry or geography.

Step 3: Select Source/Publications, click on the drop down menu and select which publications you would like to search e.g. All English Language News, UK Publications, UK Broadsheets etc.

Step 4: Select the Date, each form will allow you to restrict the amount of results returned by date range if required, e.g. Today, last week, last month etc. When the form is complete click the Search button.

Search Examples
Copy and paste the following search examples into the power search box and change the words highlighted to suit your needs:

- Company
  Hlead (Tesco or Sainsbury or ASDA) and Company
  (Tesco or Sainsbury or ASDA)
- Search for your key words in same sentence
  Renewable energy w/p wind farms
- Subject searching via Smart Indexing
  BP and terms (mergers or company activity or environment)
- Excluding themes via Smart Indexing
  Barclays and not (sponsorship or sport)