LexisNexis®

Publisher

Sign In to LexisNexis Publisher

Sign In

(Page 3 of the LexisNexis Publisher User Guide dated June 2006)

1. Go to www.lexisnexis.com/publisher
2. Enter ID and Password.
3. For lost or forgotten ID or for assistance, call 800-543-6862.

Create a New Topic (Pages 5 – 9)

Create a Topic

1. Click New Topic tab.
2. Enter topic name.
3. Enter name and e-mail address of editor (Person responsible for overseeing this particular topic, i.e., librarian, paralegal practice group head, etc.)
4. Click Email editor when new search results are available.
5. Enter comment (optional) (i.e., Tracking news coverage of Smith Litigation).
6. Enter e-mail subject line so that recipients will know what the e-mail is about. (You'll only have this option if you've chosen separate e-mails for each topic. If you want all your published topics to be combined into one e-mail, you need to click Org Preferences in the upper-right corner and choose Send One Email for All Subscribed Topics under Email Settings.)
7. Duplicate Document Detection Settings
   a. In most cases, you'll want to choose Headlines and Sources Match.

   b. Choose Overwrite duplicate(s) with new document's contents.

See Display Preferences (next page) for more information on display options.

New Search

1. Assign distinctive name to this search.
2. Enter client name/number (optional).
3. Click on the drop-down arrow to see the menu choices. (Note: not all menus will be available for all subscribers.)

WSOLXP	WWLNWP
WWLNIP	WHLNWP
WHLNIP	WWLN01

Find A Source

1. Click Find More Sources.
2. Locate source by browsing through hierarchy or by entering source name in Find Sources tab.
3. Click the name of the source (i.e., News, Most Recent 90 days) to select single source.
4. To combine sources, click Add to the right of each source. The Selected Sources appear to the right. Once you've combined the sources you want, you'll need to name the combined source a distinctive name.

Construct Search (Page 34)

1. Type in search terms. Standard lexis.com® segments apply.
2. Ticker symbols can be used if the search term is a publicly traded company.
3. Choose date restrictions. (This is for initial search only.)
4. Use LexisNexis SmartIndexing Technology™ by clicking Index Terms: + Show. Use the pull-down menu to choose relevant category (All Terms, Company, Industry, Subject, or Geography) and enter terms in the Find Terms field. For more information on using LexisNexis SmartIndexing Technology, see http://www.lexisnexis.com/infopro/smartindexing/

See Manage Results (this page) for information on editing / publishing results.

See Schedule Alert (next page) for options related to frequency of searches.

See Subscribe Users (next page) for information on adding recipients to the subscriber list.

Edit Existing Topic

Click Actions next to topic name and choose Edit Topic or Search.

Add Search

1. Scroll down to the bottom and click Add New Search.
2. See New Search (this page) for instructions on how to choose menu and sources and enter search items.

Edit Search

1. Scroll down to the bottom and click on the name of the search you'd like to edit.
2. Make your changes and then click Search to run your revised search.

Edit Schedule

1. Scroll down to the bottom and click Edit Alert on the right-hand side.
2. See Schedule Alert (next page) for more information about frequency and format choices.

Delete Search

1. Scroll down to the bottom and click Actions next to the search name.
2. Click Delete Search.

Manage Results (Pages 23 – 31)

Click Actions next to topic name and choose Manage Results.

Results (Page 23)

1. Click Show Hits at the top of the left-hand column for search terms to appear.
2. Review documents. (To see article in full text in the right-hand window, click on blue headline in cite list.)
3. Click in checkbox to the left of the cite list to select documents. (Please note that duplicates may appear in the Results tab—they aren't eliminated until the results are Staged or Published, even if you selected to eliminate duplicates when you created your search.)
4. Once you've selected documents, hit Stage to edit, or Publish to publish as is.

Staged (Page 26)

1. Move documents to this tab when you want to edit, comment, or enter a custom expiration date.
2. Click on Staged Tab to review documents.
3. Click on document so that it appears in the right-hand window. Click on Lock to Annotate. See LexisNexis Publisher User Guide (Pages 29 – 31) for an in-depth explanation of editing your results.
4. When you're done editing, click on Unlock Document.
5. Once you've chosen the documents you want to publish by clicking in the checkbox on the left-hand side, click on Publish.

Published (Pages 27 – 29)

1. Click on the Published tab to review published documents.
2. To reorder documents on this tab, click on More Actions at the top of the left-hand column and choose Sort Document List Order.

LexisNexis Publisher

Customer Support: 800.543.6862

Subscribe Users

Individually

1. On the home tab, under End-User Related section in the Additional Tasks box on the right-hand side, click on Subscribe New User ; or under the Administration tab on the home tab, click on Add a New User under the Subscribed User section.
2. Enter the new user's e-mail address and click OK . This will bring up a profile template.
3. To alert user by e-mail that this is subscription has been entered, click on Receive Email Notification at the top of the profile.
4. Fill out the profile, including user's name, e-mail schedule (Hourly, daily, or whenever the editor of the topic pushes the content out to subscribers).
5. Choose Plain Text ... for Email Format if the user is accessing this information on a BlackBerry ® .
6. Choose Email View . (Document List, Document List w/ Abstracts, Document List w/ Hits, or Full Text.)
7. Click on desired topics under Topic Notifications . (To subscribe user to new topics automatically, click on Automatically include new topics .) Click on Save.

By Topic

1. Under the Topics tab, click on Actions next to the desired topic. Click on View Subscribed Users.
2. List End Users has a drop-down menu to display the list of those individuals currently subscribed to this topic, or a list of all subscribers in the firm. If you'd like to add subscribers to this topic, click on the checkbox to the left of their names and click on Save.

Importing User Lists

1. Under the Administration tab on the home page, click on Subscribed Users and then on Import User List .
2. Select File to Import . (Click on See Tips for source file formats for more information.)
3. Set up Subscription Preferences for these users . (Frequency, format, etc.)

Schedule Alerts

1. To schedule the frequency of the alerts, at the Topics page, click on Actions next to the particular topic you want to schedule, and click on Edit Topic or Search .
2. Scroll down to Current Searches at the bottom of the screen.
3. Click on Edit Alert . The default is to publish Manually Only , which requires the editor to initiate the search to get results. Choose Automatically to the Results tab to run the search regularly and deliver documents to the Results tab for your review. Choose Automatically to the Staged tab to review or edit the results, or choose Automatically to the Published tab to automatically push results out to subscribers.
4. Once you've chosen where you want the results sent, click to schedule the frequency (Hourly, Daily, Weekly, Monthly).

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Display Preferences

See pages 15 – 22 of the LexisNexis Publisher User Guide (June 2006) for an in-depth discussion of display preferences, including how the text, font and color of the topic list, document lists and full-text documents can be displayed.

These Default Display Preferences can be accessed by clicking on Set Default Display under the End-User Related section of the Additional Tasks box on the right-hand side of the Topics page.

Publish to an Intranet

Single Topic

1. Click on Actions next to topic name.
2. Click on Show Topic URL.
3. Copy and paste HTML, XML or RSS Feed URL into your intranet page.

All Topics

1. Click on Show All Topics URL under Topic Related section under the Additional Tasks box on the right-hand side of the home page.
2. Choose HTML, Frame Display or XML format. Copy and paste URL into your intranet page.

Administrative Usage Reports (Page 31 of the LexisNexis Publisher your guide)

To access administrative reports, click on Administration tab, and then click on the Reports tab.

Additional Resources

For a copy of the current LexisNexis Publisher User Guide , as well as other resources such as FAQs, Best Practice Tips and a list of recent Publisher Enhancements, please go to www.lexisnexis.com/infopro/publisher.

Research Assistance

- For technical assistance, call 800-543-6862

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