Quicklaw® Cheat Sheet: News & Companies

Discover how to find premium news and business content on Canada’s leading online legal research service.

Search business- and news-related sources on the LexisNexis® Quicklaw® service, such as Factiva®, content, Dun & Bradstreet®, reports, Hoover’s® company records, and current news. Sources also include news and business leaders, such as The Globe and Mail®, the National Post®, The Wall Street Journal® and The New York Times® newspapers; Dow Jones® and Reuters® newswires; and Barron’s® and Moody’s® content. News & Companies sources are premium content sources and will often come with additional search charges. To access the following News & Companies search forms, click the Search tab and then the News & Companies subtab.

News Power Search

The News Power Search form, the default search form for News & Companies information, is a streamlined search form to help you quickly locate relevant news information.

1. **Enter Search Terms** — Enter search terms or phrases in the Search Terms box. You may use truncation and wildcard characters. Click the View connectors... link for more information on using these special characters and connectors, such as AND, OR, AND NOT, etc., to show relationships between terms.

2. **Add Index Terms** — To search or select additional criteria, click the Company, Industry, Subject or Geography link under Add Index Terms to open the appropriate pop-up window:
   - **Company** — Enter search words or abbreviations from the name of the company you are researching (e.g., IBM). Select one or more companies from the displayed results list.
   - **Industry** — Select from a preselected list of industry areas (e.g., Health Care).
   - **Subject** — Select from a preselected list of subject areas (e.g., Government & Public Administration).
   - **Geography** — Select from a preselected list of regions (e.g., North America).
   **Note:** The Industry, Subject and Geography lists can all be expanded for more specific legal topics. Once you have added a legal topic, you can check the Relevance checkbox to match strong references only in your search results.

3. **Select Sources** — Select a source from the drop-down list. Click the information icon to learn more about the source content. The window that opens provides coverage type, language, content summary, file name, and a complete file list.

4. **Duplicate Options** — Use this feature to group multiple documents that closely resemble (On - High similarity) or somewhat resemble (On - Moderate similarity) each other, displaying only the “lead document,” with similar documents expandable beneath it.

5. **Specify Date** — Narrow your search to documents published on a specific day or within the date range you specify.
   **Note:** Because of the volume of news stories included, selecting an appropriate date restriction is recommended:
   - Incorporate a date restriction command in the Search Terms box and select All available dates in the Specify date drop-down list, or
   - Select a custom date restriction from the Specify date drop-down list, such as All available dates, Today, Date is, etc., and then select the appropriate dates.

6. **Search** — Click the Search button.
1. Enter Search Terms – Enter a search term or phrase in the first box. You may use truncation and wildcard characters. Enter up to five rows of search terms, document sections, and connectors.
   • Specify where the term should appear using the first drop-down list.
   • Select a connector from the second drop-down list to define how the term in this row will be linked to the term in the second row.
   • Repeat these steps until you have finished entering your terms. If you need more than three rows, click the More... link to display two additional rows.
   **Note:** If you click the More... link, add search terms in the two additional rows, and then click the Less... link, the search terms you entered in the two hidden rows will not be used in your search.
   **Note:** Although the boxes appear short, you may type your entire search into one box, including any connectors.

2. Add Legal Topics – To make your searching more precise, select any combination of legal topics to add to your search from the Industry, Subject or Region lists:
   • Select up to ten items from any or all checkbox lists.
   • Click the Exclude from search checkbox beneath a list to exclude any results that match the legal topics you selected in the list.
   • Click the Hide link to collapse this section or the Show link to display it again.

3. Select Sources – Select a source category from the drop-down list:
   • Select one or more sources from the checklist.
   • Click the information icon to learn more about the contents of a source. The window that opens provides coverage type, language, content summary, file name, and a complete file list.

4. Duplicate Options – Use this feature to group multiple documents that closely resemble (On - High similarity) or somewhat resemble (On - Moderate similarity) each other, displaying only the “lead document,” with similar documents expandable beneath it.

5. Specify Date – Narrow your search to documents published on a specific day or within the date range you specify.
   **Note:** Because of the volume of news stories included, selecting an appropriate date restriction is recommended:
   • Incorporate a date restriction command in the Search Terms box and select All available dates in the Specify date drop-down list, or
   • Select a custom date restriction from the Specify date drop-down list, such as All available dates, Today, Date is, etc., and then select the appropriate dates.

6. Search – Click the Search button.
Located below the News link in the left-hand panel is the Company Profile link. Use the Company Profile search form to find financial details and profiles of companies around the world.

1. Enter Company Name(s) in the box provided.
2. Click the Find company names… link to use the Company portion of the Legal Topics Lookup feature to find and add a specific company name, and/or
3. Enter your search terms in the box provided. Include connectors and other special characters to link terms and phrases, and to search for word variations.
4. Click the View connectors… link for information on search-string construction.
5. Click the Add topic(s) to search link to add related terms to your search.
6. Click the checkbox in front of the source name to search within that source.
7. You may also add a date from the drop-down list to narrow your search to documents published on a specific day or within the date range you specify.
8. Click the Search button.