NEXIS CHEAT SHEET	**FACTIVA CHEAT SHEET**

NEXIS CHEAT SHEET

AND (find all words)
*chinatown **and** schools*
(The more you use AND, the <u>fewer</u> results you'll get.)

OR (find any word)
*school **or** teacher **or** student*
(The more you use OR, the <u>more</u> results you'll get.)

COMBINE AND and OR
*chinatown **and** (school **or** teacher **or** student)*

! (at end of a word segment)
***compet!** picks up **compet**e, **compet**itor, **compet**ition, etc.*

<u>Phrase searching</u>
To search an exact phrase, do NOT use quotes. Just type it in without punctuation:
board of education

<u>Proximity searching</u>
(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*

<u>ATLEAST searching</u>
A minimum number of occurrences of a word (name, phrase) must appear.
atleast4 (chinatown) and
atleast4 (school or teacher or student)
When searching transcripts or for in-depth news stories on a person, try using atleast this way:
joel w/2 klein and atleast25(klein)

<u>Byline searching</u>
Instead of searching the full text, do a search by "Author."

FACTIVA CHEAT SHEET

AND (find all words)
*chinatown **and** schools*
(The more you use AND, the <u>fewer</u> results you'll get.)

OR (find any word)
*school **or** teacher **or** student*
(The more you use OR, the <u>more</u> results you'll get.)

COMBINE AND and OR
*chinatown **and** (school **or** teacher **or** student)*

* (at end of a word segment)
compet picks up **compet**e, **compet**itor, **compet**ition, etc.*

<u>Phrase searching</u>
To search an exact phrase, do NOT use quotes. Just type it in without punctuation:
board of education

<u>Proximity searching</u>
(use instead of AND)
same (within same paragraph)
*chinatown **same** school*

proximity search for names:
W/# (replace # with a number)
*hillary **w/2** clinton*

<u>ATLEAST searching</u>
A minimum number of occurrences of a word (name, phrase) must appear.
atleast4 chinatown and (atleast4 school or atleast4 teacher or atleast4 student)
When searching transcripts or for in-depth news stories on a person, try using atleast this way:
joel w/2 klein and atleast25(klein)

<u>Byline searching</u>
Enter name, without quotes, then scroll down to "Search for free-text terms in: ", and select "Author."