

# LexisNexis™ Publisher *User Guide*

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## Sign On and Overview

LexisNexis™ Publisher contains all the tools you need to locate reliable, relevant information from the LexisNexis™ services and to offer access to that content via your intranet or your Internet site. You control the information offered to your site visitors by creating the searches that retrieve documents. You then review the documents found by the searches, decide which ones you want to link to from your site and publish links to them. It's that easy!

Some functions described in this user guide apply only to using LexisNexis Publisher to publish documents to an intranet site. If your subscription to LexisNexis Publisher is for Internet publishing, WATCH FOR NOTATIONS OF SPECIFIC FUNCTIONS THAT APPLY ONLY TO INTRANET PUBLISHING.

### Sign On

1. Enter the LexisNexis Publisher URL in your Internet browser: *http://publisher.lexisnexis.com*
2. Enter your LexisNexis Publisher *Web ID* and *Password*.
3. Click **Sign On**.

Now let's take a quick tour of the various sections of LexisNexis Publisher.

### Overview

#### Topics Link

The *Topics* link takes you to the *Topic List*, which lists the names of all topics currently created in your LexisNexis Publisher subscription and the main properties of each topic. Your contract with LexisNexis stipulates how many topics you can place here. Think of topics as containers for searches and of searches as retrievers of documents.

The *Topic List* screen also contains function buttons and links that help you edit your topics, create new ones, or delete outdated ones.

See pages 5–11 for details about the *Topics* link.

#### Admin Link

Use the *Admin* page to review and change information associated with LexisNexis Publisher projects AND, IF YOU ARE PUBLISHING TO AN INTRANET, END USERS. You can also set up new projects from the *Projects* tab on this form.

See pages 12–14 for details about the *Admin* link.

#### Options Link

You will use the *Options* link to reach the *Defaults Setup* page. LexisNexis Publisher allows you to establish default settings for all of your topics at one time, saving you time and effort. With these settings, you can customize the LexisNexis Publisher materials you place on your site and integrate access to them seamlessly into your site.

See pages 15–22 for details about the *Options* link.

# Work with Topics

To display the *Topic List* page, click the *Topics* link at the top of various LexisNexis Publisher screens.

## Topics Admin Options Help

The *Topic List* screen displays the titles and main properties of all existing topics. It also contains function buttons and links that help you edit your topics and create new ones.

Here's a quick run down of the components of this page. We'll discuss them in further detail in subsequent pages.

### Setup Topic Link

Click this link to create a new topic by completing a set of forms. Use these forms to set up all elements of the new topic, including the editor's name, the way the topic appears to your site visitors on their monitors, and a search for the topic.

### Usage Reports Link

Click this link to view the number of times your topics and published documents have been viewed by your site visitors during a specific timeframe (see page 32 for the various options). Viewing these reports helps you know what's important to your site visitors.

**Note:** Usage reports may not be available to all users.

### Sort End User View Link

Click this link to choose the order in which topics are displayed to site visitors.

These five links take you to the various activities you can perform in LexisNexis Publisher.

Click to see how many times site visitors have viewed published documents.

Click a link to edit a topic or to delete it.

Topic Name ▲	Status ▶	Editor ▶	New ▶	Pub'd ▶	Updated ▶	Actions
<a href="#">Business Taxation</a>	Active	Nicole	0	2	03:09pm 07/02	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Community News</a>	Inactive	wes	3	1	09:52am 07/07	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Company Profiles</a>	Active	Wiest	4	0	N/A	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">sh</a>
<a href="#">Company News</a>	Active	Matt	1	6	10:40am 07/09	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">sh</a>
<a href="#">Competitive Information</a>	Active	Dennis	0	6	06:03pm 07/08	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">sh</a>
<a href="#">English Premier League</a>	Active	Stan	220	1	09:35am 07/07	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">sh</a>
<a href="#">In the News</a>	Inactive	Victoria	4	28	11:11am 07/07	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">sh</a>
<a href="#">Profiles</a>	Active	bohman	397	2	11:13am 07/02	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">sh</a>
<a href="#">News</a>	Active	Julia Stewart	0	4	06:04pm 07/08	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Legislative News - Federal</a>	Active	bohman	0	19964	10:23am 07/09	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Legislative News - State</a>	Active	jeff	46	3	09:35am 07/07	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Mad Cow</a>	Inactive	sebastin	0	9	09:48am 07/02	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Market Research</a>	Active	Deb	483	1	06:14pm 07/08	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Press Releases</a>	Active	Deb	0	10	08:55am 06/27	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Print-on-Demand</a>	Active	Russ	78	6	06:16pm 07/08	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Product News</a>	Active	Janet Terry	119	18	10:48am 07/09	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Product Releases</a>	Active	julia	8	5	10:39am 07/09	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Sales Opportunitites - International</a>	Active	costanza	700	41	11:34am 07/07	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">Sales Opportunitites - Domestic</a>	Active	Chad	25	1	06:12pm 07/08	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
<a href="#">SCA events</a>	Active	Joe Day	1	0	N/A	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>
	Active	Dean	0	1	10:40am 07/09	<a href="#">edit</a> - <a href="#">delete</a> - <a href="#">preview</a> - <a href="#">show URL</a>

Click a topic link to work with the results found under a topic.

Click a tab to sort the *Topic List* by the information in that column.

The *Status* column indicates if the document appears on your site. Click the link to change the status.

**Show URL Link** (for all topics)

Click this link to

- view and add an HTML link on your site to a *Topic List* or a *Document List* for all documents.
- generate the URL used to retrieve a *Topic List* or *Document List* as XML
- generate JavaScript that displays a *Topic List* or *Document List* "in line" in your own HTML

**Preview All Link**

Click this link to see how a specific topic or all topics will appear on your site.

**Topic Name**

The *Topic Name* column displays the names of all existing topics. Click any topic to review the documents retrieved by searches in that topic or to access the document publishing functions (see page 28).

**Status**

The *Status* column indicates if a topic is active or inactive. Click on the link to change the status.

**Note:** *The status only indicates if the topic appears on the site. Persistent Query searches continue to run for inactive topics.*

**Editor**

The *Editor* column displays the names of the people responsible for the content of each topic. Click the heading to sort the topics alphabetically by editor name.

**New**

The *New* column displays the number of new documents retrieved by the searches within each topic. This number is updated when a persistent query search with manual publication finds new results or when an editor runs a manual search. (See page 25 for an explanation of the various types of searches.) The editor can determine which documents to publish.

**Published**

The *Published* column displays the number of documents per topic currently published to your site.

**Updated**

The *Updated* column displays the time at which a topic was last updated; that is, the last time a document associated with the topic was added or deleted from the *Published* tab.

**Actions**

The *Actions* column includes links for tasks you can perform for a specific topic.

**edit**

Click this link to change the current settings for a topic, (such as the topic or editor name and comments to be displayed with the topic. Clicking this link also lets you view a list of searches currently associated with this topic and add a new search.

**delete**

Click this link to delete a topic and the searches, documents, or comments associated with it.

**preview**

Click this link to see how a topic will appear on your site.

**show URL**

This link shows the URL for individual topics.

## Set Up a New Topic

To establish a new topic, click **Setup Topic** on the *Topic List* screen to display the *Topic Setup* page. The *Topic Setup* page guides you through the process of establishing a new topic to publish on your site and includes five forms on which you enter or select a specific type of information.

The basic steps to create a new topic include:

1. Assign a topic name.
2. Assign an editor.
3. Set options to define the display of the *Document List* and *Full Document* views.

**Note:** *You can set the display definitions for the Document List and Full Document once for the first topic you set up, and then you can use those same definitions (the "defaults") for any future topics (see pages 19 and 21).*

4. Create a search for the topic.
5. Copy and paste the URL (which LexisNexis Publisher provides) that links your site visitors to the new topic.

## Using the *Topic Setup* Screen

### Define Topic Settings

In this section, you will name your topic and note the editor's name (both required). You may also add the editor's email address, request that the editor receive an email alert of new results, make comments, and define the number of document headlines and previews displayed on the initial screen.

#### New Topic Name

Type a unique name for the topic in this field. Choose a topic name that encompasses the type of searches included in the topic. This is a required field.

#### Editor

Enter the name of the person who is responsible for the content of this particular topic. This is a required field.

#### Editor Email

Enter the email address for the person named in the *Editor* field. If no email address is available, leave this field blank.

#### Email editor when new search results are available

Check this box to send an email alert to the designated editor when new search results are available for this topic.

#### Number of Topic List Headlines

Enter the number of headlines for this topic that you wish to appear on the Topic List.

#### Topic List Annotations

Enter text to be displayed with the topic on your site visitor's *Topic List*, such as descriptive information about the topic. The comments will appear just beneath the topic with which they are associated.

#### Active Checkbox

Check this box to make the topic available to your site visitors.

### Define HTML Header & Footer

Use the *Define HTML Header & Footer* form for seamless integration into your Web site by including images (such as your company logo) or text from your site at the top and/or bottom of the *Document List* and on each full-text document.


**Note:** You can use either the default settings established on the Defaults Setup page (see page 15) or deviate from those settings by cutting and pasting HTML code into the appropriate slots on this form.

#### Use Default is checked.

Check this box to use the header and footer definitions as they were set for your entire site on the *Defaults Setup page* (see page 15). Typically, you set the display definitions once for the first topic you create and then use the same ("default") definitions for any future topics.

#### Use Default is not checked.

To change the current header and footer definitions:

1. Make sure the *Use Default* box is not checked.
2. Expand the form if it is closed using the  icon.
3. Enter the appropriate changes to the HTML. Cut and paste the appropriate HTML code from your existing site into the *Header HTML* and *Footer HTML* fields. You can include your site's style sheets here as well.

Note the following restrictions:

- Do not include a `<Base HREF= " ">` tag in this field.
- Use only absolute paths for your links. For example, instead of `<IMG SRC = /img01.gif>`, use `<IMG SRC =http://domainname.com /img01.gif>`

You can see a preview of the *Header* and *Footer* on both the *Define the Document List Display* form and the *Define Full-Text Display* form that appear below it.

## Define the Document List Display

Use the *Define the Document List Display* form to choose how the *Document List* appears to all site visitors. For example, you can choose the color and font size for document names and comments. You only need to choose these default display settings once—on the *Defaults Setup page* (see page 19). Each topic will then use your selections unless you change them for a specific topic when you create it.

### Use Default is checked.

The topic will have the standard look and feel you selected on the *Defaults Setup page* (see page 19).

### Use Default is not checked.

The *Define the Document List Display* form has two tabs:

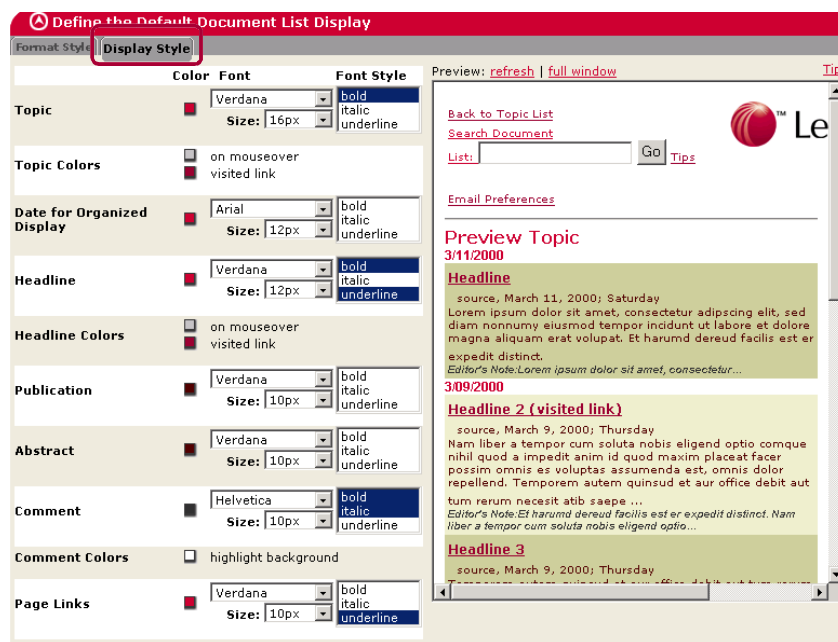
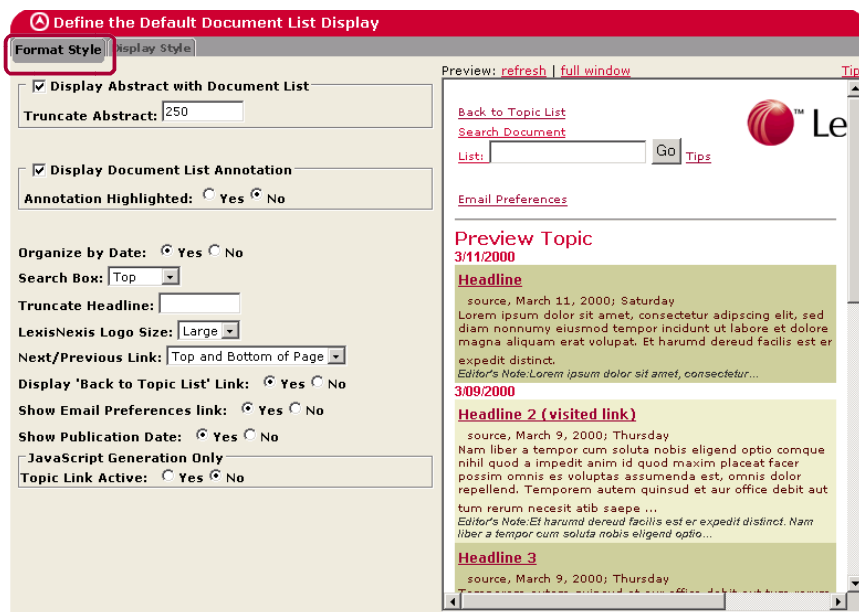
- *Format Style*
- *Display Style*

Use the *Format Style* settings to determine what categories of information appear on your site visitors' *Document List*.

Use the *Display Style* settings to determine the color, font, and style of text (such as headline names) and images appearing on your site visitor's *Document List*.

(See pages 19-20 for a full explanation of the settings you can establish on these two tabs.)

A preview of the *Document List* appears in the *Preview* window. Click **refresh** to update the *Preview* window with your changes. For a larger *Preview* window, click **full window**.



## Define Full Text Display

Use the *Define Full Text Display* form to choose how documents look to all site visitors. You only need to choose these default display settings once—on the *Defaults Setup page* (see page 21). Each document will then use your selections unless you change them for a specific topic when you create it.

### Use Default is checked.

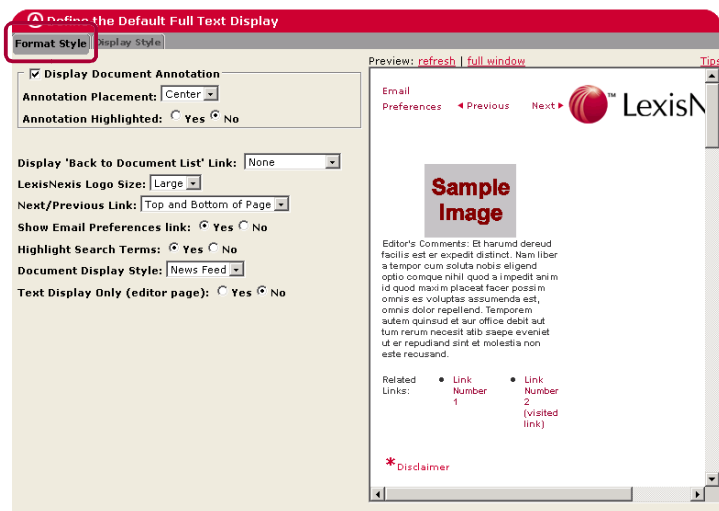
The documents displayed on your site will have the standard look and feel you selected on the *Defaults Setup page* (see page 21).

### Use Default is not checked.

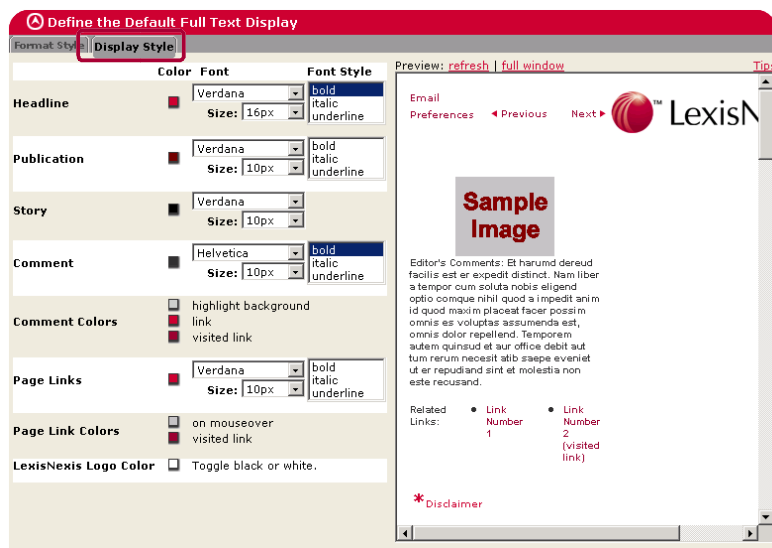
The *Define Full Text Display* form has two tabs:

- *Format Style*
- *Display Style*

Use the *Format Style* settings to determine what categories of information appear on your site visitors' *Full Text Documents*.



Use the *Display Style* settings to determine the color, font, and style of text (such as document names) appearing on your site visitor's full-text documents.

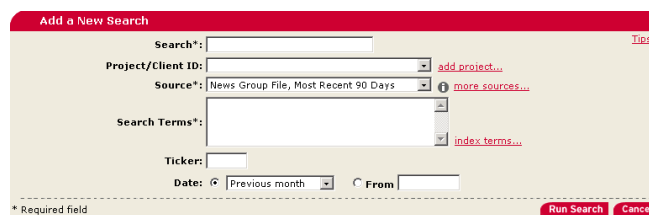


(See pages 21–23 for a full explanation of the settings you can establish on these two tabs.)

Click **refresh** to update the *Preview* window with your changes. For a larger *Preview* window, click **full window**.

## Add a New Search

Use this form to add a search to a new topic. Each new topic must contain at least one search. When you finish defining the search, click **Run Search** to save the search and display the *Document List*.



### Search


Give your search a name and enter it in the *Search* field.

### Project/Client ID

Select an existing *Project/Client ID* from the drop-down list or click **add project...** to establish a new one. (See page 12 for instructions on this procedure.)




**Source**

Choose a source in which to search from the *Source* drop-down list. The list includes the last 20 sources you searched. Or click [more sources...](#) to choose from a wide selection of LexisNexis sources. Note that a source you choose using [more sources...](#) will appear in the *Source* drop-down list only after you run a search using that source. Click  for more detailed information about a source.

**Search Terms**

Enter words, phrases, and connectors in the *Search Terms* field. (See pages 34–37 for assistance in formulating a search).

Much of the material available through the LexisNexis services is indexed. Click [index terms...](#) to open a tool that helps you locate index or "key" terms related to the topic on which you are searching. To use the tool, click the category that is most closely related to your search topic. After the next list opens, click  [add](#) to include individual index terms to your search. (For information about using this indexing in creating an on-target search, visit this Web site: <http://www.lexisnexis.com/infopro/products/index/>.)




**Ticker**


You may search for information about a company by entering its ticker symbol in the *Ticker* field. Searching for a company by ticker may return more exact results than searching by company name alone. For instance, a search for *Apple Computer* by name only may return some information about *apples* in general. Searching by ticker ensures that your results contain information about a specific company.

**Note:** The ticker itself does not need to be present in a document in order for LexisNexis Publisher to retrieve it.

**Date**

Choose an option from the drop-down list or type a specific date (in *MM/DD/YYYY* format) in the *From* field.

When you have completed all five sections of the *Setup Topic* page, click  [Run Search](#). This saves the search and opens the *Publishing* page, which shows you the list of documents resulting from the new search in the *New* tab.

After you've checked the documents you want to move to the *Stage* page, click  [Schedule Search](#) at the top of the *Document List* on the *Stage* page to set up a schedule for the search.

See pages 26–35 for information on working with the *Document List* and your search results.

# Work with an Existing Topic

## Edit Topic Settings

Use the *Topic Settings* screen to change the properties of a particular topic, such as its name and the name of the editor responsible for its content. You can also add and delete searches for the topic at this screen.

Access this screen by clicking the [edit](#) link associated with the topic you wish to edit. Edit information as desired and then click [Save](#) to save your topic settings. The components of the form are explained below.

### Topic Name

Enter a descriptive name for the topic. The name should encompass the idea of all the searches included within the topic. For example, type *Acme Company in the News Abroad*.

### Email Editor When New Search Results Are Available

Select this checkbox if you want the editor to receive an email message when at least one of his/her searches has retrieved new documents. The email message contains a list of all searches in the topic and the number of new documents retrieved for each.

### Editor

Enter the name of the person responsible for the content of this topic.

### Active

Click the checkbox to permit visitors to view and search this topic.

### Editor Email

Enter the email address of the editor named in the *Editor* field.

### Number of Topic List Headlines

Enter the maximum number of headlines that can appear in the *Topic List* at one time.

### Display Format

Click [Header/Footer HTML](#) to display the current HTML used to add images and text from your site at the top and/or bottom of the *Document List* and each full-text document. Additional help is available from that display.

Click [Document List View](#) to display the current settings for your site visitors' *Document List* (a list of documents published for a particular search). Additional help is available from that display.

Click [Full Document View](#) to display the current settings for your site visitors' full-text document view (viewed when site visitors click a document title in the *Document List*). Additional help is available from that display.

### Topic List Annotations

Enter text in this field, such as descriptive information about the topic. When your site visitors view the list of topics, the text you enter in this field appears just beneath the topic with which it is associated.

### Add New Search

Click [Add New Search](#) to add a search to this specific topic (see [page 11](#) for more information).

### Search Name

To review or edit a search, click the search name.

### Schedule

To review or change the schedule for a search, click the schedule name.

**Note:** You cannot edit the schedule for a search that has never been run or which has not been run in two days. In these cases, first run the search and then edit the schedule.

### Copy

Click [COPY](#) to copy the properties of the search into a new one. This is useful when you want to create a new search that is similar to an existing one. By copying the properties, you save yourself the added steps of reentering text and deselecting choices associated with the new but similar search.

### Delete

Click [Delete](#) to remove the search from this topic.

## Add a Search

1. On the *Topic Settings* screen, click **Add New Search**.
2. The *Add Search* form appears. It contains the same options as the *Add a New Search* form that appears on the *Topic Setup* screen. (See page 8 for an explanation of its components.) Complete this form.
3. Click **Run Search**. Proceed with the usual steps for publishing materials to your site.

## Delete a Search

1. On the *Topic Settings* screen, look for the name of the search you wish to delete, and click the **delete** link associated with it.
2. Click  to delete the search. Click  if you change your mind.

## Edit a Search

1. On the *Topic Settings* screen, click the name of the search you wish to edit.
2. Edit the search component you wish to change.
3. Click **Run Search**.

## Edit a Schedule

1. On the *Topic Settings* screen, click the schedule name (for example, **One Time Only / Manual Publish**), which is located under the **Schedule ▶** header. (See page 25 for detailed information about scheduling searches.)
2. Select a new scheduling option from the drop-down menu.
3. Click **Save**.

**Note:** You cannot edit the schedule for a search that has never been run or which has not been run in two days. In these cases, first run the search and then edit the schedule.

## Copy Search Traits

There may be times you want to create a new search that is similar to an existing one. By copying the properties on an existing search, you save yourself the added steps of reentering text and deselecting choices associated with the new but similar search.

1. On the *Topic Settings* screen, click **COPY**. A search that is designated as a copy is added to the list.

**Copy of Our Company in the News**  
**Our Company in the News**

2. Click the link to the copied search. The *Search Setup* page appears.
3. Make any changes desired.
4. Click **Run Search**.

## Delete a Topic

1. On the *Topic List*, click the **delete** link of the topic from which you wish to delete a search.

# Administer Projects and End Users

To display the *Admin* page, click the *Admin* link at the top of various LexisNexis Publisher screens.



The *Admin* page includes one or two tabs—*Projects* and *End Users*. All LexisNexis Publisher users will have access to the *Projects* tab, which lists currently available projects. Only LexisNexis Publisher users who are publishing documents to an intranet site will see the *End Users* tab.

## Projects Tab

The *Projects* tab lists all currently available projects and gives you their name and any description you entered when you created each project. Use this form to review and change information associated with LexisNexis Publisher projects. You can also set up new projects from this form.

Project/Client ID	Project Name	Project Description
<a href="#">IndustryNews</a>	Industry News	
<a href="#">Legislation</a>	Legislation	Federal and state legislation that influences Our Company
<a href="#">Industry Market</a>	Marketing	Market share and marketing efforts in the industry
<a href="#">Industry News</a>	News	News about our industry
<a href="#">Our Company</a>	News about us	Our press releases and other mentions of Our Company in the news
<a href="#">Executive News</a>	Our People in the News	Recent news coverage of Our Company executives
<a href="#">Competitors</a>	Press Releases	Press releases issued by our competitors

### Project/Client ID

Review the current LexisNexis Publisher project IDs. Click a project ID to edit settings associated with that project (such as the ID, name and description) or to determine how many searches are associated with the project ID.

### Project Name/Description

To review or change the name or description, click the appropriate link in the *Project/Client ID* column.

## Add a New Project

Use this form to add a new project that can be assigned searches in LexisNexis Publisher topics. All project IDs will appear on the search form on a drop-down list.

1. Click [Add Project](#).
2. Complete the *Add Project* form (shown below) by inputting an ID, name, and description (optional) for the project.
3. Click [Save](#).

**Add Project** Tips

\*Project/Client ID:

\*Name:

Description:

\*Required [Save](#) [Cancel](#)

## Edit a Project

1. Click the project ID; for example: [Industry Market](#).
2. Make the changes desired on the *Edit Project* form (shown above).
3. Click [Save](#).

**Edit Project** Tips

\*Project/Client ID:

Number of Searches:

Name:

Description:

\*Required [Save](#) [Delete](#) [Cancel](#)

## Delete a Project

1. Cancel the searches under the project (See page 11).
2. Click the project ID on the *Admin* page; for example: [Industry Market](#).
3. Click [Delete](#).

## End Users Tab

(INTRANET PUBLISHING ONLY)

If you are publishing documents to an intranet, use this form to view information associated with site visitors who have elected to receive email notification of updates to topics you have published on your site. You can use this tool to see if any email addresses are invalid, to correct email addresses, or to remove users from the list of those receiving email.

User Name	Email Address	<input type="checkbox"/>	Flags
Andrew Stollfuss	andrew.stollfuss@ourcompany.com	<input type="checkbox"/>	
Ann Roberts	ann.roberts@ourcompany.com	<input type="checkbox"/>	
Christina Sandquist	christina.sandquist@ourcompany.com	<input type="checkbox"/>	
Craig Salmon Gilmore	craig.salmon-gilmore@ourcompany.com	<input type="checkbox"/>	
Dan Vaske	daniel.vaske@ourcompany.com	<input type="checkbox"/>	
David Miller	davidmiller@ourcompany.com	<input type="checkbox"/>	
Diana Seitner	diana.seitner@ourcompany.com	<input type="checkbox"/>	
Hugh Moody	hugh@ourcompany.com	<input type="checkbox"/>	
Kathy Flayler	kathy.flayler@ourcompany.com	<input type="checkbox"/>	
abdul sawah	als1@ourcompany.com	<input type="checkbox"/>	
b fontana	bfontana@ourcompany.com	<input type="checkbox"/>	

### User Name

This is a list of current site visitors who have signed up for email notification. Click a user's name to edit settings associated with that site visitor (such as name and email address) and to view a list of topics for which that site visitor is receiving email updates.

### Email Address

Review the email address associated with a site visitor. To send email to the site visitor, click the address. To change the address for a site visitor, click the appropriate name in the *User Name* column.

### Check Box

Use this column to remove a site visitor from the list of those who can view topics published to your site. Check the box associated with a site visitor's name, and then click **Remove**. To remove all site visitors at once, click the check box at the top and then click **Remove**.

### Flags

This column displays messages to alert you to possible problems with the information currently entered for a site visitor. *Email address is invalid* is an example of the types of messages you'll see here.

## End User Email Notification

(INTRANET PUBLISHING ONLY)

Site visitors have the option of signing up to receive email notification of new documents. With this notification, they will receive a link to the *Document List* or full-text documents. A message at the bottom of the email instructs site visitors how to opt out of email notification.

### How End Users Sign up or Edit Email Notification Information

(INTRANET PUBLISHING ONLY)

While viewing full-text documents or a *Document List*, a site visitor can click **Email Preferences** to sign up for email notification or to edit his information. The screen below appears.

Site visitors may use this form to sign up for email notification, to pick topics, and to suspend or change notification information. They should complete the form as described below and then click **Save** to save any changes.

**Receive Email Notification**

Check this box to receive email notifications. Notifications are sent whenever new articles are available for the topics assigned to the site visitor.

**Last Name/First Name**

Enter the first and last names in the appropriate fields.

**Email/Confirm Email**

Enter the recipient's email address in both fields.

**Email Schedule**

Use the drop-down menu to select once-a-day or three-times-a-day notification.

When once a day is selected, email notification will be sent early in the morning.

When three-times-a-day is selected, multiple updates may arrive during the day if new stories are published throughout the day. If new stories are published only once a day, the email notification will arrive after the time of publication, no matter the time of day.

**Email Type**

Select either *HTML* or *Plain Text* format for any email sent. Use *Plain Text* if you prefer not to receive email that includes features such as text formatting, bullets, images, and so on.

**Account Status**

Reflects the status of the person requesting email notification. Possible displays in this field include *Active*, *Suspended*, and *New*.

**Topic Notifications**

Click the checkbox next to one or more topics to receive email notification for those topics.

Also check the Receive Email Notification box at the top of this form in order for the notices to be sent.

## Establish Default Settings

To display the *Options* page, click the *Options* link at the top of various LexisNexis Publisher screens.

**Topics Admin Options Help**

LexisNexis Publisher allows you to establish default settings for all of your topics at one time, saving you time and effort. With these settings, you can customize the LexisNexis Publisher content you place on your site and integrate it seamlessly into your site.

Click the *Options* link to access the *Defaults Setup page*, which you can use to create the default settings for the LexisNexis Publisher documents you publish on your site. The following instructions help you understand how to use this page.

## Defaults Setup Page

### Define the Default HTML

The *Define the Default HTML* form (below) lets you incorporate access to the LexisNexis Publisher content with your site's design. You can include images (such as a company logo) or text from your site at the top and/or bottom of the *Document List* and each full-text document. You need to enter the header and footer information only once—each topic will then use this information unless you change it for a specific topic when you create it. (See page 6 for how to deviate from the default.)

Cut and paste the appropriate HTML code from your site into the *Header HTML* and *Footer HTML* fields. You can include your site's style sheets here as well.

Note the following restrictions:

- Do not include a `<Base HREF= " ">` tag in this field.
- Use only absolute paths for your links. For example, instead of `<IMG SRC = /img01.gif>`, use `<IMG SRC =http://domainname.com /img01.gif>`

You can see a preview of the *Header* and *Footer* on both the *Define the Default Document List Display* form and the *Define Default Full-Text Display* form.

### Define the Topic List Display

Use the *Define the Topic List Display* form (shown on next page) to choose how the *Topic List* appears to site visitors. For example, you can choose the color and font size for topic names and comments. You need to choose these default display settings only once—each topic will then use your selections.

The *Define the Topic List Display* form has two tabs:

- *Format Style*
- *Display Style*

When you have finished working with any of the forms on the *Default Setup* page, click **Save** on the last form (*Content Information*) to save your settings.

Click the  and  icons to open and close the forms.

## Format Style Tab

Use the *Format Style* settings to determine the appearance of the *Topic List*. A preview of the *Topic List* appears in the Preview window. Click **refresh** to update the *Preview* window with your changes. For a larger *Preview* window, click **full window**.

### Display Topic Annotation

Check this option to display editor's comments underneath the corresponding headline. (Editors can enter comments at the *Document List* screen.)

### Annotation Highlighted

Click *Yes* to display any comments with a different color background to help them stand out. You can select the color for the background using the *Comment Color* setting on the *Display Style* tab. Click *No* to display any comments with the same background color as your site.

### Display Document List with Topics

This option allows you to choose the display of headlines, abstracts, annotations, and publication dates on the topic list. When setting up each topic, you will be asked to specify the number of headlines you wish to display on the topic list page.

### Sort Order

Select the sort order of the document list by choosing one of the options in the drop-down menu.

### Topic Link Active

Click *Yes* to have topic names be links that take site visitors to the list of all documents published to that topic.

### Truncate Headline

To save space on your pages by shortening the headlines, enter the number of characters to display. For example, enter 20 to display only the first 20 characters of each headline.

### Show Publication Date

Click *Yes* to display the publication date for each document underneath the corresponding headline.

### Display Abstract with Document List

Check this option to display a summary of each document underneath the corresponding headline.

### Truncate Abstract

To save space on your pages by shortening the document summaries, enter the number of characters to display. For example, enter 75 to display only the first 75 characters of each summary.

### Display Document List Annotation

Check this option to display editor's comments underneath the corresponding headline. (Editors can enter comments at the *Document List* screen.)

### Organize Display

Click this check box to group topics and documents into expandable and collapsible menus. If you select this option, you must specify an organization method below.

- *Organize by Topic/Date*  
Select this option to group documents by topic, and then by date beneath each topic.
- *Organize by Date/Topic*  
Select this option to group documents by date, and then by topic beneath each date.

### Number of Days to Display

Specify the number of days that should be displayed in Topic List date groupings. This setting applies to both the *Organize by Topic/Date* and *Organize by Date/Topic* options. Documents on your *Published* tab that are older than the number of days you specify in this box will not appear in the Topic List. However, they will still be available from the topic's *Document List*.



## Search Box

Select a location on the *Topic List* (*Top*, *Bottom* or *Both*) to display a *Search* box. The *Search* box allows site visitors to retrieve published documents containing specific words or phrases.

## LexisNexis Logo Size

To change the size of the LexisNexis logo that appears on the upper right corner of the *Topic List*, choose *Large* or *Small* from the drop-down list. IF YOU ARE PUBLISHING TO AN INTRANET, YOU WILL ALSO HAVE A *NONE* OPTION.

## Show Email Preferences link

(INTRANET PUBLISHING ONLY)

Click *Yes* to include a link that takes site visitors to the sign up page for email notification of new topic results.

## Display Style Tab

Use the *Display Style* settings to determine the color, font, and style of text (such as topic names) and images appearing on your site visitor's *Topic List*. A preview of the *Topic List* appears in the *Preview* window. Click **refresh** to update the *Preview* window with your changes. For a larger *Preview* window, click **full window**.

The following explains the *Topic List* elements that you can influence with settings on this form.

**Note:** The font style settings on the *Display Style* tab will not override your browser settings. For example, if your browser is set to underline any links, topic links will appear underlined, even if you selected the bold setting for topic links instead of the underline setting.

### Topic

Set the color, font, and style of topic links.

### Topic Colors

Set the color that a topic link changes to when a site visitor passes the cursor over it (*mouseover*). You can also change the color of the link to indicate that the site visitor has previously clicked the link (*visited link*).

### Topic Comment

Set the color, font, and style of any comments displayed with topics. This setting applies only if you chose *Yes* in the *Show Comment* field on the *Format Style* tab.

### Topic Comment Colors

Set the background color for any comments displayed with topics. This setting applies only if you chose *Yes* in the *Show Comment* field on the *Format Style* tab.

### Date for Organized Display

Set the color, font, and style of the date that appears when topics or documents are grouped by date in the *Topic List*. This setting only applies if you selected one of the *Organize Display* options on the *Format Style* tab.

### Date Colors for Organized Display

Set the color that the date groupings change to when a user passes the cursor over the link (*mouseover*). You can also change the color of the link to indicate that the user has previously clicked the link (*visited link*). This setting only applies if you selected one of the *Organize Display* options on the *Format Style* tab.

### Headline

Set the color, font, and style of the document links.

### Headline Colors

Set the color that the document links change to when a site visitor passes the cursor over the link (*mouseover*). You can also change the color of the link to indicate that the site visitor has previously clicked the link (*visited link*).

### Publication

Set the color, font, and style of the name of the publication displayed with a document link.

**Abstract**

Set the color, font, and style for the summaries displayed underneath headlines. This setting applies only if you check *Display Abstract* with *Document List* option on the *Format Style* tab.

**Document List Comment**

Set the color, font, and style of any comments displayed with document links. This setting applies only if you click *Display Document List Annotation* on the *Format Style* tab.

**Document List Comment Colors**

Set the background color for any comments displayed with document links. This setting applies only if you chose *Yes* in the *Annotation Highlighted* field on the *Format Style* tab.

**Page Links**

Set the color, font, and style of the *Terms*, *Copyright*, and *Privacy* links that appear at the bottom of the *Topic List* display. This setting also affects the *Email Preferences* link that appears at the top of the *Topic List* (INTRANET PUBLISHING ONLY).

**Page Link Colors**

Set the color that the color and style of *Terms*, *Copyright*, *Privacy*, and *Email Preferences* (INTRANET PUBLISHING ONLY) links change to when a site visitor passes the cursor over them (*mouseover*). You can also change the color of the links to indicate that the site visitor has previously clicked them (*visited link*).

**Alternating Row Colors**

To facilitate reading the *Topic List*, you can set the background colors of alternating rows on the *Topic List*. Click the colored square to the left of the *Row 1* and *Row 2* headings, and choose a new color from the color palette.

**LexisNexis Logo Color**

Set the color for the LexisNexis logo that appears on the upper right corner of the *Topic List*. Click the colored square next to the *LexisNexis Logo Color* heading. If you select  (black), white lettering appears with a black background. If you select  (white), black lettering appears on a white background.

**Change Color, Font, Size, and Style of Text**

Follow this chart when you want to change the color, font, size, and style of text.

To change this...	Do this...
<b>Color of Text</b>	Click the colored square to the right of the appropriate heading, and choose a new color from the color palette.
<b>Font</b>	Choose a font from the drop-down list for each heading. Your choices are Arial, Bookman Old Style, Century Gothic, Courier, Helvetica, Lucinda Sans, Palatino, Times New Roman, and Verdana.
<b>Size of Text</b>	Choose a pixel size (10, 12, 14, 16, and 18) from the drop-down list.
<b>Style of Text</b>	Choose a style from the menu. To select more than one option, press the Control key while clicking an option. Your choices are <b>bold</b> , <i>italic</i> , and <u>underline</u> .

This chart applies to the Display Style tabs for these forms

- Define the Topic List Display (page 7)
- Define the Default Document List Display (page 9)
- Define Default Full Text Display (page 11)
- Define the Document List Display (page 21)
- Define Full Text Display (page 22)

## Define the Default Document List Display

Use the *Define the Default Document List Display* form to choose how the *Document List* appears to visitors to your site. For example, you can choose the color and font size for document names and comments. You only need to choose these default display settings once—each topic will then use your selections unless you change them for a specific topic when you create it (see page 7).

The *Define the Default Document List Display* form has two tabs:

- *Format Style*
- *Display Style*

### Format Style Tab

Use the *Format Style* settings to determine the appearance of the *Document List*. Click [refresh](#) to update the *Preview* window with your changes. For a larger *Preview* window, click [full window](#).

### Display Abstract with Document List

Check this option to display a summary of each document underneath the corresponding headline.

### Display Document List Annotation

Check this option to display editor's comments underneath the corresponding headline. (Editors can enter comments at the *Document List* screen.)

### Annotation Highlighted

Click *Yes* to display any comments with a different color background to help them stand out. You can select the color for the background using the *Comment Color* setting on the *Display Style* tab. Click *No* to display any comments with the same background color as the Web page.

### Sort Order

Select the sort order of the document list by choosing one of the options in the drop-down menu.

### Organize by Date

Click *Yes* to group documents by date (each date will appear as a collapsible menu, and all articles for that topic and date will be listed beneath it). Click *No* to list the articles beneath topics with no date grouping.

### Search Box

Select a location on the *Topic List* (*Top*, *Bottom* or *Both*) to display a *Search* box. The *Search* box allows site visitors to find documents containing specific words or phrases.

### Truncate Headline

To save space on your pages by shortening the headlines, enter the number of characters to display. For example, enter 20 to display only the first 20 characters of each headline. If no truncation is desired, leave this box blank.



### LexisNexis Logo Size

To change the size of the LexisNexis logo that appears on the upper right corner of the *Document List*, choose *Large* or *Small*, from the drop-down list. **IF YOU ARE PUBLISHING TO AN INTRANET, YOU WILL ALSO HAVE A *None* OPTION.**

### Next/Previous Link

To display *Next* and *Previous* links, choose *Top and Bottom of Page*, *Top of Page*, or *Bottom of Page* from the drop-down list. Select *None* if you do not wish to display these links.

### Display 'Back to Topic List' Link

Click *Yes* to display a link that lets site visitors return to the topic list.

### Show Email Preferences link (INTRANET PUBLISHING ONLY)

Click *Yes* to include a link that takes site visitors to the sign up page for email notification of new topic results.

### Show Publication Date

Click *Yes* to display the publication date for each document underneath its headline.

### Java Script Generation Only

When using JavaScript, click *Yes* to make a topic link active.

### Display Style Tab

Use the *Display Style* settings to determine the color, font, and style of text (such as headline names) and images appearing on your site visitor's *Document List*. A preview of the *Document List* appears in the *Preview* window. Click [refresh](#) to update the *Preview* window with your changes. For a larger *Preview* window, click [full window](#).

The following explains the *Document List* elements that you can affect with settings on this form.

**Note:** The font style settings on the *Display Style* tab will not override your browser settings. For example, if your browser is set to underline any links, headlines will appear underlined, even if you selected the bold setting for headlines instead of the underline setting.

### Topic

Set the color, font, and style of topic links.

### Topic Colors

Set the color that a topic link changes to when a site visitor passes the cursor over it (*mouseover*).

You can also change the color of the link to indicate that the site visitor has previously clicked the link (*visited link*).

### Date for Organized Display

Set the color, font, and style of the date that appears when documents are grouped by date in the *Document List*. This setting only applies if you select the Organize by Date option on the *Format Style* tab

### Headline

Set the color, font, and style of the document links.

### Headline Colors

Set the color that a document link changes to when a site visitor passes the cursor over it (*mouseover*). You can also change the color of a link to indicate that the site visitor has previously clicked it (*visited link*).

### Publication

Set the color, font, and style of the name of the publication displayed with a document link.

### Abstract

Set the color, font, and style for the summaries displayed underneath headlines. This setting applies only if you check the *Display Abstract with Document List* option on the *Format Style* tab.

### Comment

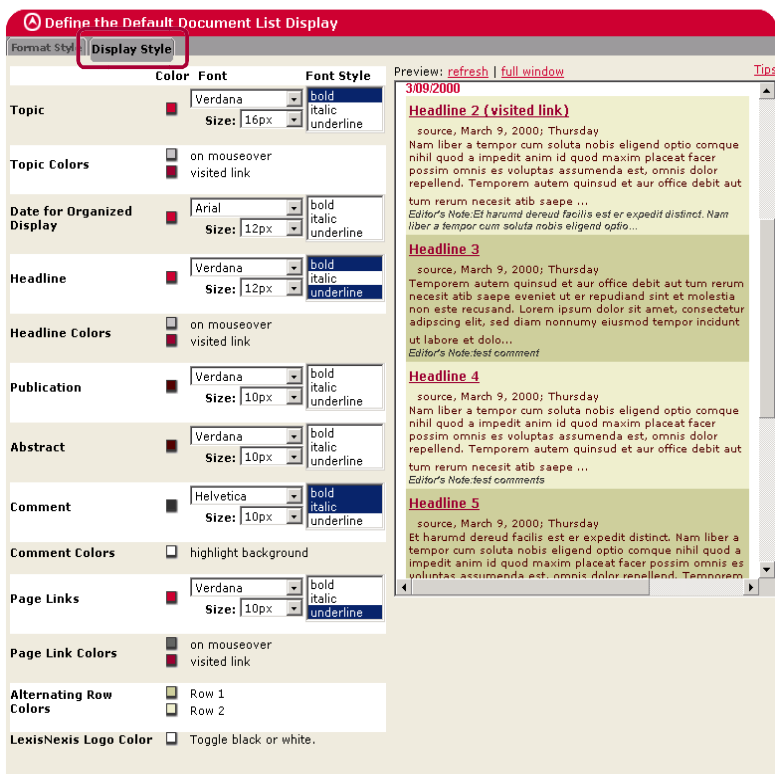
Set the color, font, and style of any comments displayed with document links. This setting applies only if you click the *Display Document List Annotation* on the *Format Style* tab.

### Comment Colors

Set the background color for any comments displayed with document links. This setting applies only if you chose Yes in the *Annotation Highlighted* field on the *Format Style* tab.

### Page Links

Set the color, font, and style of *Back to Topic List* link and the *Terms*, *Copyright*, and *Privacy* links that appear at the bottom of the screen.



### Page Link Colors

Set the color and style that the *Back to Topic List* link and the *Terms*, *Copyright*, and *Privacy* links change to when a site visitor passes the cursor over them (*mouseover*). You can also change the color of the links to indicate that the site visitor has previously clicked them (*visited link*).

### Alternating Row Colors

To facilitate reading the *Document List*, you can set different background colors for alternating rows. Click the colored square to the left of the *Row 1* and *Row 2* headings, and choose a new color from the color palette.

### LexisNexis Logo Color

Set the color of the LexisNexis logo that appears on the upper right corner of the *Document List*. Click the colored square next to the *LexisNexis Logo Color* heading. If you select , white lettering appears with a black background. If you select , black lettering appears on a white background.

**See the chart on page 18 for an explanation of the color, font, and style options on the Display Style tab.**

## Define Default Full Text Display

Use the *Define Default Full Text Display* form to choose how the *Full Document* view appears to site visitors. For example, you can choose the color and font size for document names and comments. You only need to choose these default display settings once—each topic will then use your selections unless you change them for a specific topic when you create it (see [page 22](#)).

The *Define Default Full Text Display* form has two tabs:

- *Format Style*
- *Display Style*

### Format Style Tab

Use the *Format Style* settings to determine what information appears on your site visitors' full-text documents. Click [refresh](#) to update the *Preview* window with your changes. For a larger *Preview* window, click [full window](#).

### Display Document Annotations

Check this option to display any comments, related links, or pictures with the document name. (Editors can enter comments at the *Document List* screen.)

### Annotation Placement

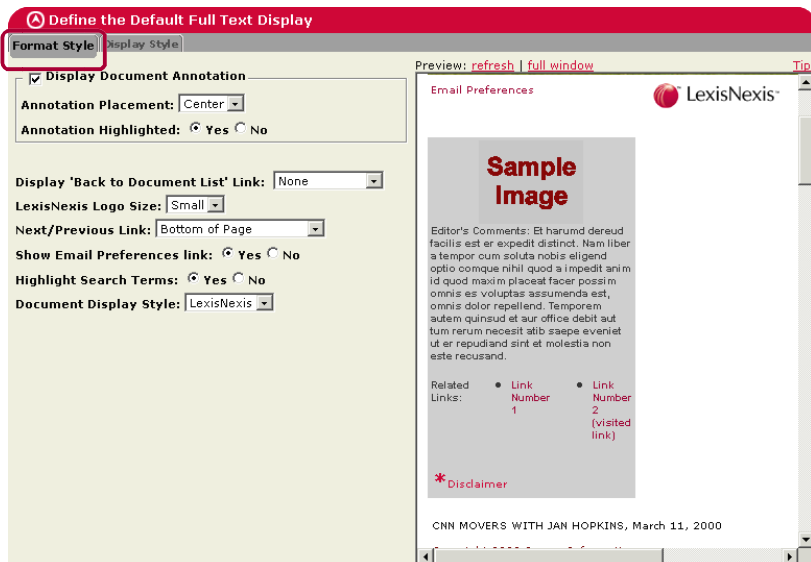
Choose *Centered*, *Left Justified*, or *Right Justified* to change where any comments, related links, or pictures appear on the full text document.

### Annotation Highlighted

Click *Yes* to display any comments with a different color background to help them stand out. You can select the color for the background using the *Comment Color* setting on the *Display Style* tab. Click *No* to display any comments with the same background color as the Web page.

### Display 'Back to Document List' Link

Click *Yes* to display a link in full-text documents that lets site visitors return to the *Document List*. The options here are *None*, *Document List*, and *history.back*. The *history.back* option is an alternative for publishers of electronic newsletters to allow readers to move back to previously read pages.



### Show Email Preferences Link

(INTRANET PUBLISHING ONLY)

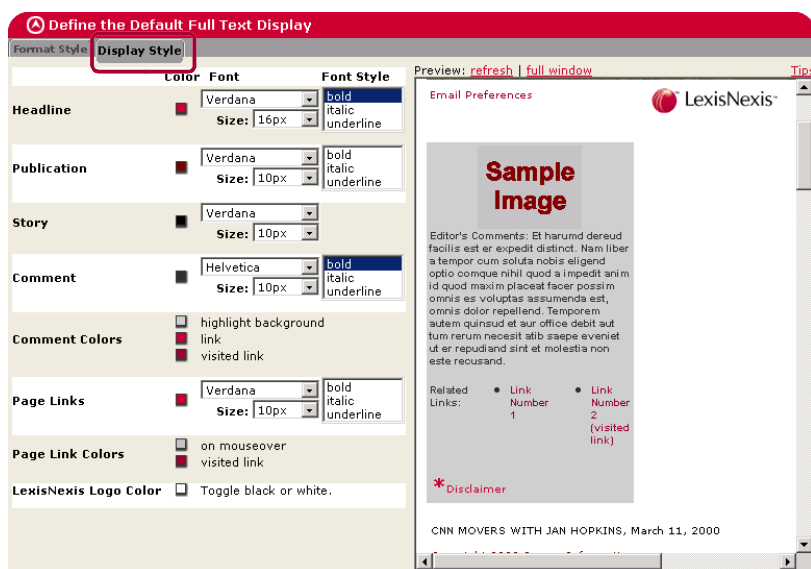
Click Yes to include a link that takes site visitors to the sign up page for email notification of new topic results.

### Highlight Search Terms

Click Yes, and the search terms the editor used to locate a document display in bold when a visitor to your site views a full-text document. Search terms are always highlighted in the editor's preview.

### Document Display Style

Select the *Display Style* for the documents. Options are *LexisNexis* or *News Feed*.



### Display Style Tab

Use the *Display Style* settings to determine the color, font, and style of text (such as document names) appearing on your site visitor's full-text documents. Click **refresh** to update the *Preview* window with your changes. Click **full window** for a larger window,

**Note:** The font style settings on the Display Style tab will not override your browser settings. For example, if your browser is set to underline any links, headlines will appear underlined, even if you selected the bold setting for headlines instead of the underline setting.

The following explains the Full-Text Display elements.

#### Headline

Affects the color, font, and style of document names.

#### Publication

Affects the color, font, and style of the name of the publication displayed with a document.

#### Story

Affects the color, font, and style of the text in the body of a document.

#### Comment

Sets the color, font, and style of any comments and related links displayed with documents.

### LexisNexis Logo Size

To change the size of the LexisNexis logo that appears on the upper right corner of the *Topic List*, choose *Large* or *Small* from the drop-down list.

### Next/Previous Link

To display *Next* and *Previous* links, choose *Top and Bottom of Page*, *Top of Page*, *Bottom of Page*, or *None* from the drop-down list.

### Comment Colors

Set the background color for any comments, related links, and pictures displayed with documents. You can also set the color that related links change to when a site visitor passes the cursor over one of these links (*mouseover*), and change the color of the links to indicate that the site visitor has previously clicked them (*visited link*).

### Page Links

Set the color, font, and style of the *Back to Document List* link and of the *Terms*, *Copyright*, and *Privacy* links that appear at the bottom of the screen.

### Page Link Colors

Set the color that the *Back to Document List*, *Terms*, *Copyright*, and *Privacy* links change to when a site visitor passes the cursor over one of these links (*mouseover*). You can also change the color of the links to indicate that the site visitor has previously clicked them (*visited link*).

### LexisNexis Logo Color

Set the color of the LexisNexis logo that appears on the upper right corner of the full-text document. Click the colored square next to the *LexisNexis Logo Color* heading to change the logo color from black to white, or vice versa.

See the chart on page 18 for an explanation of the color, font, and style options on the Display Style tab.

## Content Information

Use the *Content Information* form to choose settings that affect how certain information appears to your site visitors. This includes the format in which dates appear, the time zone, and the maximum number of documents displayed per site page.

Complete the form by making selections from the drop-down lists, and then click **Save**.

### Date Display Format

Select the format for date stamps that appear in the *Updated* column on the editor's *Topic List*. There are two options: *MM/DD/YYYY* and *DD.MM.YYYY*.

### Default Time Zone

Select the time zone for your location from the drop-down list. The time zone you choose will be used in time stamps on documents retrieved by your searches (i.e., the time when the document was retrieved). All times in this list are

relative to Greenwich Mean Time (GMT). For example, the option Eastern Time (GMT-5:00) denotes Eastern Time as Greenwich Mean Time *minus* five hours, and the option Central European Time (GMT + 1:00) as Greenwich Mean Time *plus* one hour.

### Email Subject Line

(INTRANET PUBLISHING ONLY)

To specify the subject line for your intranet visitors, enter the email subject.

### Number of Results Per Document Page

Select the maximum number (10, 25, or 50) of documents that can be displayed on a single site page at one time.

### Document Expiration Days

Indicates how long published content remains available to your site visitors. Documents are automatically removed from your site the day after the content access period expires.

### SSL

Indicates whether content is transferred to your site visitors under a Secure Socket Layer (SSL). If this is set to *Yes*, URLs will start with *https://* instead of *http://*.

### Security Key

If your visitors are located outside of your company's IP address range, you may include a security key in the links that are sent to them through e-mail. The security key authenticates those users and allows them to view documents on your intranet. Enter any number or letter combination (up to 16 characters) to establish your security key.

## Work with Search Results

After you run a search, a screen similar to the one at right appears. On this document management screen, you use various tabs and buttons to perform a variety of tasks related to your search results.

Here's a quick overview.

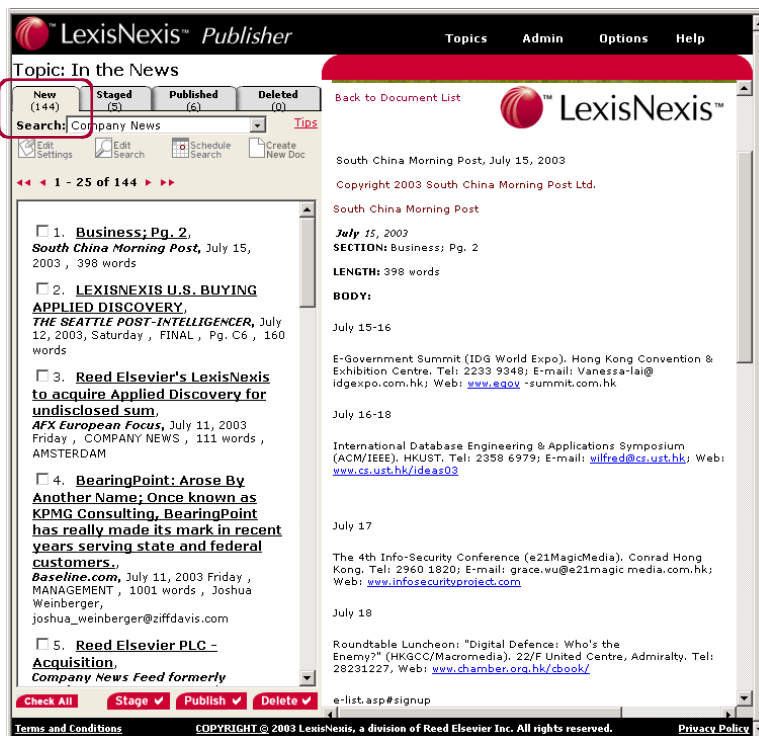
- New**  
(64)

Click this tab to work with new search results or to create your own document.
- Staged**  
(6)

Click this tab to work with documents you have staged; that is, documents you are holding for future action.
- Published**  
(32)

Click this tab to work with documents your have previously published to your site.
- Deleted**  
(4)

Click this tab to work with documents you have previously deleted from your search results.



Use these buttons to perform certain document tasks.

Let's take a more detailed look at these functions on the next few pages.

### Using the New Tab

The *New* tab (shown above) lists the new documents retrieved by a search. This list may change as often as several times a day or as infrequently as once a week. How often it changes depends on the scheduled frequency of the search whose results you are viewing (see the box on the next page).

Review the documents on the *New* tab to determine which should be retained for publication to your site and which should be deleted. Then move them to the appropriate tab using the buttons at the bottom of the screen. You can also create your own document to add to your site.

- Click a title to view the full text of the document in the *Preview* panel on the right side of the screen.
- To view results from a different search created under this topic, select it from the *Search* drop-down menu.



New documents resulting from a one-time-only search remain on the *New* tab for up to two days, when they are deleted.

New documents resulting from a scheduled search remain for five days on the *New* or *Staged* tabs.



User documents expire after 365 days.

## Making Topic Changes



If you are not satisfied with the documents returned for the topic, you can change the settings for the search or topic.

### Edit the Topic Settings

Settings include the name of the topic or editor, comments displayed with the topic, and an option to email the topic's editor when new searches are available. You can also add a new search to the topic, as well as view the current searches associated with it.

1. Click . The *Topic Settings* screen appears.
2. Make your edits to the topic.
3. Click .

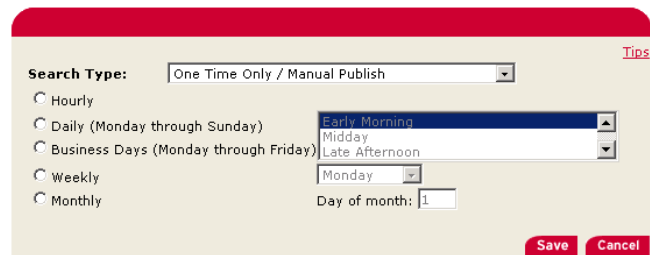
### Edit a Search


1. Select the search from the *Search* drop-down list.
2. Click . The *Search Setup* screen appears.
3. Redefine the properties of the search, such as its name, the sources in which it searches, the words for which it searches, and date restrictions.
4. Click .

### Change When a Search Runs

You cannot edit the schedule for a search that has never been run or that has not been run in two days. In these cases, first run the search and then edit the schedule.

Schedule Company News Search



1. Select the search from the *Search* drop-down list.
2. Click . The *Schedule Search* screen appears. You use this form to determine the times at which a particular search runs and the level of control the editor has over publishing documents retrieved from the search.
3. Click the *Search Type* drop-down menu and make a selection. Your choices include:

- *One Time Only / Manual Publish*  
A one-time-only search runs only when manually launched from the *Topic Settings* screen. Choose this option if you want a search to run only when you choose to run it, not on a particular schedule.
- *Persistent Query / Manual Publish*.  
A persistent query is a search that runs automatically at the time intervals you select. Selecting this option gives you control over which new documents an automatic query finds are published and when they are published. With this option, when new documents a persistent query search finds arrive on the *New* tab, you must manually send them to the *Published* tab.
- *Persistent Query / Automatic Publish*  
Select this option, and new documents a search retrieves are automatically sent to the *Published* tab.

4. If you opt to run a persistent query, you need to choose a schedule option from the *Schedule* drop-down menu. Your options include:

Every Monday (Early Morning)  
 Every Tuesday (Early Morning)  
 Every Wednesday (Early Morning)  
 Every Thursday (Early Morning)  
 Every Friday (Early Morning)  
 Early Morning-(Monday through Friday)  
 Twice a day-(Early Morning & Late Afternoon)  
 Three times a day-(Early Morning & Midday & Late Afternoon)  
 Late Afternoon-(Monday through Friday)  
 Midday-(Monday through Friday)

5. Click .

If you are satisfied with the type of documents returned for the search, move to one of the next steps: staging, publishing, or deleting and existing document or customizing your own document.

### To stage a document

There may be some documents you aren't sure if you want to publish. You can hold documents like this temporarily on the *Staged* tab. To do this, click the checkbox next to the document title. (To select all documents on the tab, click **Check All**.)

After you have selected only the documents you want to keep, click **Stage** to move them to the *Staged* tab.

**Note:** There may be times when you want to move documents directly to the *Published* tab, skipping the *Staged* tab. To do that, select the documents as described above, and click **Publish**.

### To publish a document

For each document you want to publish to your site, click the checkbox next to the document title. (To select all documents on the tab, click **Check All**.)

After you have selected only the documents you want to publish, click **Publish** to move them to the *Published* tab.

### To delete a document:

For each document you want to delete, click the checkbox next to the document title. (To select all documents on the tab, click **Check All**.)

After you have selected only the documents you want to delete, click **Delete** to move them to the *Deleted* tab.

## Creating a New Document

From time to time, you may want to create your own document (such as a company memo or marketing piece) to publish on your site along with documents retrieved by your LexisNexis Publisher searches. You can create the document by entering original text or by copying text from an existing document.

To create and publish your own document, do the following:

1. Display the *Document List* for the topic that will contain the new document.
2. On the *New* tab, click **Create New Doc**.
3. In the *Headline* field, enter a descriptive headline for the document. It will appear at the top of the document.
4. If the text of the new document comes from an existing document, enter the name of the existing document in the *Source* field.
5. In the *Date* field, type today's date in MM/DD/YYYY format.
6. In the *Body Text* field, type the main text of the document or copy and paste the text from an existing document.
7. Click **Save** to save the new document. To publish the document to your site, move it to the *Staged* and *Published* tabs as you would any other document.

### Understanding the Create a New Document Form

Use this form to create a new document by entering original text or by copying text from an existing document.

Complete the form as described below and then click **Save** to save the document and place it on the *New* tab. To publish the document to your site, move it to the *Staged* and *Published* tabs as you would any other document.

#### Headline

Enter a descriptive headline for the document. The headline will appear at the top of the document.

#### Source

If the text of the new document comes from an existing document, enter the name of the existing document.

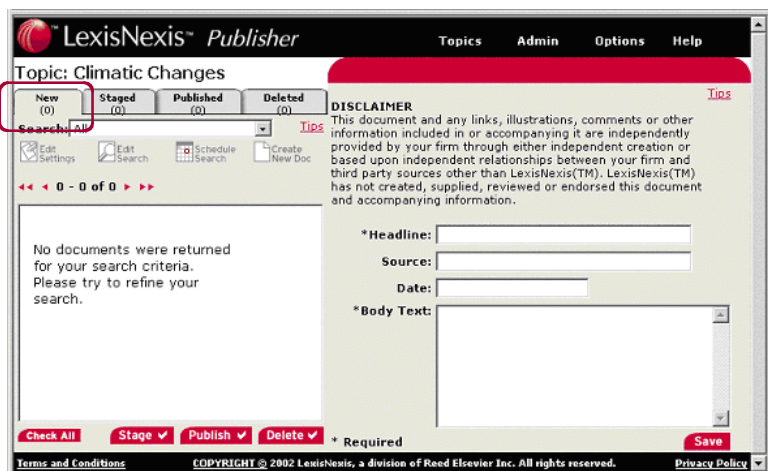
#### Date

Enter today's date in MM/DD/YYYY format.

#### Body Text

Type the text for the document or copy and paste the text from an existing document.

**Note:** At this time, formatting such as bold, italic, and underline is not available in this field.



### Format for IE 5.X

Use this form to format the text of a document for IE 5.x. Complete the form as described below. Be sure to click the Preview button to take a look at your changes to the document and to ensure you have made the appropriate changes. Then click the Save button to save the changes and return to document view.

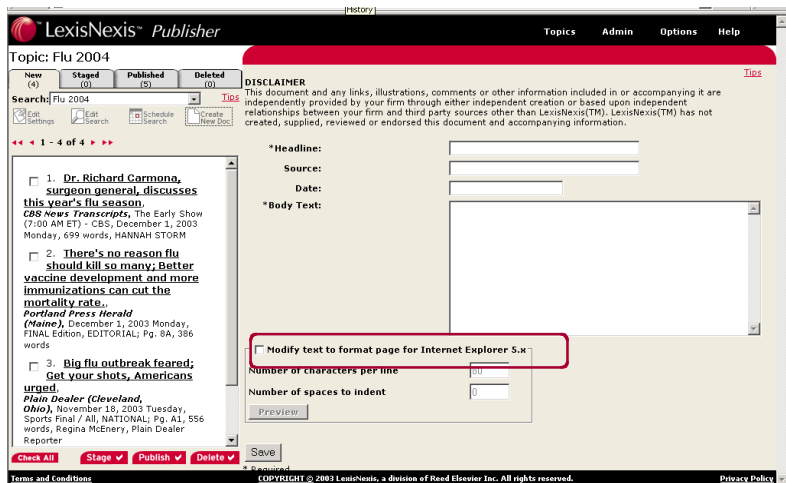
**Note:** Once you save the document, you will not be able to edit it.

## Using the Staged Tab

The *Staged* tab (shown here) contains a list of all documents you decided to retain from the *New* or *Deleted* tabs. Documents can remain in the *Staged* area for up to five days. (This includes the time the document was in the *New* area.) Within that time period, you must choose to publish them to your site or delete them.

Review the documents on the *Staged* tab and decide if you need to customize any of them before publication (see page 30). You can also delete any documents that you now determine are not pertinent to your site.

After working with the staged documents, move them to the appropriate tab using the **Check All**, **Publish**, or **Delete** buttons at the bottom of the screen. Follow the steps described earlier to complete these tasks.



### Modify text to format page for Internet Explorer 5.x

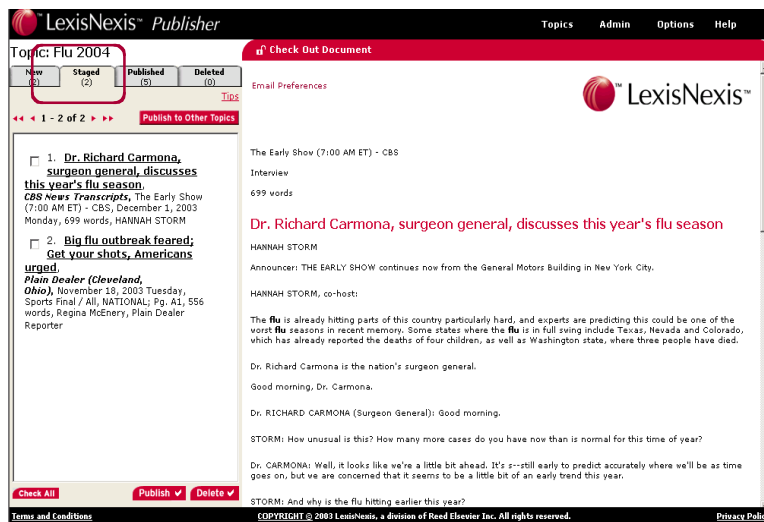
Check this box to make formatting changes to the document text and preview the document.

### Number of Characters per Line

Enter a number to indicate the desired length of each line.

### Number of Spaces to Indent

Enter a number to indicate how many spaces to indent the first line of each paragraph.



## Using the *Published* Tab

The *Published* tab contains a list of all published documents to which your site visitors can currently link. Links to published documents remain on your site for 30 days unless you delete them before they expire. **IF YOU ARE PUBLISHING TO AN INTRANET, YOU MAY RENEW THEM FOR A SET PERIOD OF TIME.**

Use the *Published* tab to review the documents made available through links on your site, delete links to documents no longer valid to your site, and renew links to older documents that you want to keep on your site for an additional 30 days.

Follow the steps below to complete these tasks.

1. To review a published document, click a title to view the full text of the document in the *Preview* panel on the right side of the screen.
2. Determine if you want to keep, renew, or delete the link to the document and perform one of the following steps. Note that you can also sort the documents to change the order in which they appear on your site.

### To keep the document

Do nothing. Published documents remain on your site for the length of time indicated on your agreement, usually 30 or 60 days.

### To renew the document

**(INTRANET PUBLISHING ONLY)**

Renewing a document keeps it on your site for an additional 30 days from the date you renew it. Documents may be renewed up to a full 90 days from the date they were originally published to your intranet:

1. Click the checkbox next to the document title.
2. After you have selected only the documents you want to renew, click **Renew** ✓.

### To delete a document


Click the checkbox next to the document title. After you have selected only the documents you want to delete, click **Delete** ✓ to move them to the *Deleted* tab.

### To view the URLs for the *Document List* for this topic

Click **Show URL** on the *Published* tab to display a form where you can copy the appropriate URL for pasting to your Web site. Click **Done** when finished copying.

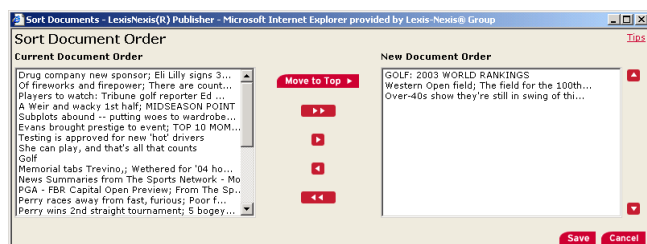
**Note:** XML is an option based on the terms of your LexisNexis Publisher contract.

## To sort the published documents

Click  on the *Published* tab to display a form where you can change the order in which links to documents appear on your site.





Use this form to change the order of documents displayed on your site visitors' *Document List*. For instance, you may want to order documents by company relevance, putting the most relevant documents at the beginning.


**Note:** Documents are ordered relative to other documents published on the same date. So, a document published yesterday and ordered first will appear first on the list of all documents published yesterday. However, it will appear after any documents published today.



In general, to work with the *Sort Document Order* form, select the documents you want to reorder from the *Current Document Order* column. Then move them to the *New Document Order* column and reorder them relative to each other, if necessary. After you save your changes, the documents in the *New Document Order* column will appear at the beginning of your site visitors' *Document List*, ahead of all other documents and in the order you placed them. The documents will also be reordered on the *Published* tab.





## Moving Documents to the Beginning of the List

1. In the *Current Document Order* column, select the document or documents you want to display at the beginning of your site visitors' *Document List*. To select multiple documents, press the *Control* key while you click each document name.
2. Click  to move the selected documents to the *New Document Order* column.
3. If you selected multiple documents, use  and  to reorder them, if necessary. For example, say you moved documents 10, 15, and 20 to the *New Document Order* column and you want to move document 20 ahead of the other two documents. You would select document 20, and then click  twice to move it ahead of the other documents.

4. When you are finished working with the documents, click  to save your changes. The documents will appear at the beginning of your site visitors' *Document List* in the order you specified. Any documents you didn't re-order will follow them in the same order as before.

## Moving a Document to a New Position Within the List

Follow these steps to display a document in a position within the list other than first. For example, you may want to move document 10 to be the third document in the list.

1. In the *Current Document Order* column, select the document you want to reposition. Then select all the documents above it. To select multiple documents, press the *Control* key while you click each document name. For example, to move the tenth document to be third on the list, you first need to select document 10, then select documents 1 through 9.
2. Click  to move the selected documents to the *New Document Order* column.
3. In the *New Document Order* column, select the document you want to move. Then click  or  as needed to move it to its new position in the list.
4. When you are finished working with the documents, click  to save your changes. The document will appear in its new position in your site visitors' *Document List*.

### Using the Arrow Buttons

The following table explains how to use the arrow buttons on the *Sort Document Order* form:

Use this button...	To do this...
	Move selected topics from the <i>Current Document Order</i> column to the top of the list of documents in the <i>New Document Order</i> column.
	Move all the documents in the <i>Current Document Order</i> column to the <i>New Document Order</i> column.
	Move selected documents from the <i>Current Document Order</i> column to the <i>New Document Order</i> column.
	Move selected documents from the <i>New Document Order</i> column to the <i>Current Document Order</i> column.
	Move all the documents in the <i>New Document Order</i> column to the <i>Current Document Order</i> column.
	In the <i>New Document Order</i> column, move a selected document up in the list.
	In the <i>New Document Order</i> column, move a selected document down in the list.

### Using the Deleted Tab

The *Deleted* tab contains all documents that you previously marked for deletion in the *New*, *Staged*, or *Published* tabs. The documents in the *Deleted* tab are permanently removed at 1:00 a.m. ET.

To move a file from the *Deleted* tab back to either the *Staged* or *Published* tab, click the checkbox next to the document title. Then click either **Stage** or **Publish** button to move the document back to the appropriate tab.

To delete a file immediately without waiting until 1:00 a.m. ET, click the checkbox next to the document title. Then click **Delete** to permanently remove the document.

**Note:** To quickly select all documents on the Deleted tab before performing an action, click **Check All**.

## Customizing Documents— Staged Tab or Published Tab

Customizing documents allows you to add comments, links, and pictures and to perform other tasks.

To customize a document,

1. Click the checkbox next to the document title.
2. Then click **Check Out Document** in the red bar at the top of the preview panel to display links for the customization tools. The customizing screen, which has five tabs for performing different functions, appears.

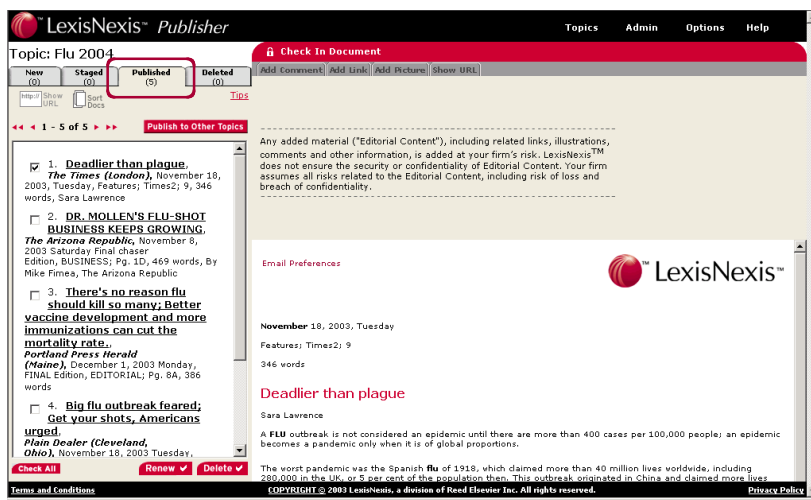
**Note:** Checking out the document "locks" other editors out of that document and prevents them from making any changes to the document while you are working with it.

3. Click the tab for the customization option(s) you want to use.
4. Follow the directions for each tab as outlined in the next section.
5. Click **Check In Document** to unlock the document.

### Add Comment

Insert comments into your readers' *Document List* or the full text of a document to emphasize a key idea or draw attention to a particular segment of the document.

Complete the form as described below and then click **Save** to add the comment.



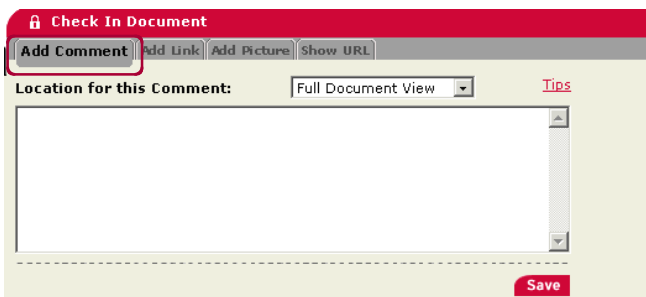
**Location for This Comment**

Choose where you want the comment to appear. To add comments to both the full document and the *Document List*, choose one location and enter the first comment; then choose the other location, and enter the second comment.

- *Full Document View*—Places the comment at the top of the full text of the document. Your site visitors will see the comment when they click a title in the Document List to display the full document.
- *Document List View*—Places the comment just below the title of the document in your site visitors' *Document List*.

**Text Box**

Type your comments in the white text box. If you previously entered a comment for this document, the comment appears in the text box, where you can change or delete it.



**Add Link**

Use this form to add links in a document to sites containing information related to that document. These related links help your site visitors quickly go to complementary information located elsewhere on the Internet.

To add one or multiple links to the beginning of the full text of a document, complete the form as described below and then click **Save**.

**Enter the URL for a New Link**

Type or copy and paste the URL for the link into this field. The URL must begin with http://. For example, *http://www.lexisnexis.com*



**Enter the Text to Be Displayed**

Type the text on which you want site visitors to click to launch the link. This text will be displayed on the document instead of the actual URL. For example, *Read more about this at the www.lexisnexis.com Web site.*

**Add to List**

After filling in the first two fields, click **Add to List** to add the link to the list on this form that displays all the links that you want to include in the document.

**Existing Links**

This list includes the related links currently in the document.

**Remove From List**

Select a link in the *Existing Links* list and then click **Remove From List** to remove it from the document.

## Add Picture



Pictures add a colorful representation of the main idea of a document. Use this form to add a relevant picture from another Web page to a document. Complete the form as described below and then click **Save** to add the picture to a document.

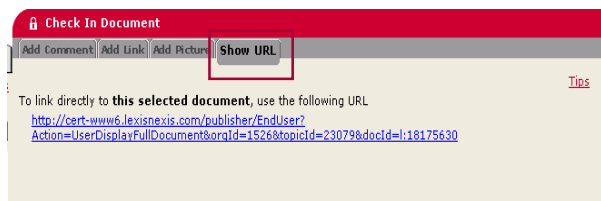
### Enter the URL for the Picture

In this field, type or copy and paste the URL for the picture into this field. The URL must begin with http://.

### Show URL

*(Published tab only)*

Use this form to add a link on your site to a specific *Document List*. The URL for the link is displayed on a pop-up screen. Copy the URL for this selected *Document List*, and then paste it into your Web site. This creates a link that, when clicked by your site visitors, opens the full text of the document you are currently viewing in the *Document List*.



## Usage Reports

Click [Usage Reports](#) to see how many times site visitors have viewed published documents.

**Note:** *Usage Reports may not be available to all users.*

The *Usage Reports* form shows you the number of times site visitors have viewed documents retrieved by the LexisNexis Publisher on a specific time period during the past year. These reports keep you informed about what topics your site visitors find most interesting and helpful. Usage patterns should make it easier to manage your documents by helping you determine what your site visitors find useful.

This form has two sections: *Date* and *Features*.

Follow these steps to use this form.

1. The *Date* drop-down list (*shown here*) gives you a variety of reporting period options. Choose the time period for which you want to view document usage statistics.
2. Then click **Go**. The *Features* table below the drop-down list updates to reflect the date you choose. This section contains a categorized list of all documents retrieved by the LexisNexis Publisher currently published on your site.
3. Click **+** next to *Topic List Viewed* or *Full Docs Viewed* to see statistics for the topics and documents contained within it. The statistics appear in the *Number of Page Hits* column.



Use date option to change usage reports Tips

Date:

Features		Number of Pages	Hits
▼ Topic List Viewed			
News about us		1052	
Our People in the News		614	
Press Releases		451	
Industry News		405	
Marketing		102	
	Topic List Viewed Total:	2624	
▼ Full Docs Viewed			
News about us		10066	
Our People in the News		5510	
Press Releases		4201	
Industry News		1610	
Marketing		625	
	Full Docs Viewed Total:	22012	
	<b>Total:</b>	24636	



## Sort End User View

Use this form to change the order of topics displayed on your site visitors' *Topic List*. For instance, you may want to display the topics in order by company relevance, putting the most relevant topics at the beginning. On page 27, we discussed using the *Sort Document Order* form. This form is similar except you use it to change the order of topics instead of the order of documents.

**Note:** This form does not affect the order of topics on the editors' *Topic List* screen. To change the topic order on that screen, click the appropriate column heading.

### Working with the Sort End User Topics Form

1. Select the topics you want to reorder from the *Current Topic Order* column.
2. Move them to the *New Topic Order* column and reorder them relative to each other, if necessary.
3. Click **Save** to save your changes. The topics in the *New Topic Order* column will now appear at the beginning of your site visitors' *Topic List*, ahead of all other topics and in the order in which you placed them.

### Moving Topics to the Beginning of the List

1. In the *Current Topic Order* column, select the topic or topics you want to display at the beginning of your site visitors' *Topic List*. To select multiple topics, press the *Control* key while you click each topic name.
2. Click **▶** to move the selected topics to the *New Topic Order* column.
3. If you selected multiple topics, use **▲** and **▼** to reorder them, if necessary. For example, say you moved Topics 10, 15, and 20 to the right, and want to move Topic 20 ahead of the other two topics. You would select Topic 20, and then click **▲** twice to move it ahead of the other topics.
4. Click **Save** to save your changes. The topics will appear at the beginning of your site visitors' *Topic List*, in the order you specified.

### Moving a Topic to a New Position Within the List

Follow these steps to display a topic to a position within the list other than first. For example, you may want to move Topic 10 to be the third topic in the list.

1. In the *Current Topic Order* column, select the topic you want to reposition.
2. Then select all the topics above it. To select multiple topics, press the *Control* key while you click each topic name. For example, to move the tenth topic to be third, you first need to select Topic 10, and then select Topics 1 through 9.
3. Click **▶** to move the selected topics to the *New Topic Order* column.
4. In the *New Topic Order* column, select the topic you want to move.
5. Then click **▲** or **▼** to move it to its new position in the list. For example, to move Topic 10 to be third, move it up so it appears after the second topic in the list.
6. Click **Save** to save your changes. The topic will appear in its new position in your site visitors' *Topic List*.

### Using the Arrow Buttons

The table on page 30 explains how to use the arrow buttons on the *Sort End User Topics* form:

## Show URL

Click this link on the *Topic List* screen to display a form from which you can copy the appropriate URL for pasting to your Web site. When a site visitor clicks this link on your site, they access a list of the topics you have chosen to publish to your site. Click **Done** when finished copying.

**Note:** XML is an option based on the terms of your LexisNexis Publisher contract.

## Search Tips

LexisNexis Publisher uses the same search syntax with which you may already be familiar from prior use of the LexisNexis services. If you are not familiar with using search terms and connectors to search, read the information below for assistance.

### Developing a Search Request

LexisNexis Publisher uses Boolean search logic. A Boolean search request includes keywords and phrases that reflect ideas essential to your research and the optional terms and connectors that let you search for word variations and link your search keywords and phrases. Using other options (such as date limitations, wildcard characters, and segment searching) can help shape your search results.

LexisNexis Publisher searches for documents that contain the specific words and combinations of words in your search request.

Follow these steps to develop a search request.

#### 1. Identify the topic.

Determine the area that you want to research; for example, *information about efforts in the fast food industry to use recyclable packaging.*

#### 2. Choose your search words.

The words should reflect ideas essential to your research topic. Include alternative words, and avoid words that are too general. For example, to find articles about efforts in the fast food industry to use recyclable packaging, you might use these words: *recycle, package, container, fast food.*

**Note:** *The LexisNexis services are not case-sensitive.*

#### 3. Use truncation and wildcards to include word variations.

! Finds a root word plus all the words made by adding letters to the end of it.

Example:  
*recycl!*

finds *recycle, recycling, and recyclable*

**Note:** *Words that work best with ! are those that are unique in their truncated form. For example, if you search for fir! (thinking that you want to find fired, firing, or fires), your results will also include first, firm, and so on.*

\* Holds one space for a character at any point in a word.

Example:

*bernst\*\*n*

finds both the *ei* and the *ie* spelling of the name.

[See page 36 for more information about wildcards.](#)

#### 4. Link the search words in a search request using connectors.

Connectors such as *OR, AND, W/N*, and so on define relationships between your search words. Once you've decided on your search request, you can run the search.

Example:

*recycl! W/25 fast food W/10 container OR package*

finds documents where either *container* or *package* is in the same sentence as *fast food* and *fast food* is in the same paragraph as *recycle* (or its variants). Depending on your results, you may then decide to edit your search, change your source, or use a number of other options for searching.

[See page 36 for more information about connectors.](#)

### Words

Words are the basic units of a search. A word is a single character or group of characters (alphabetic or numeric) with a space on either side.

Examples:

<i>McPherson</i>	one searchable word
<i>\$1988</i>	one searchable word
<i>\$ 1988</i>	two searchable words

A hyphen is treated as a space, so a hyphenated word is seen as two words.

Examples:

<i>pretrial</i>	one word
<i>pre-trial</i>	two words
<i>pre trial</i>	two words

A period is treated like a space except when:

- The period is preceded and followed by a number.

Example:

99.9            one word

- The period is preceded by a space and followed by a number.

Example:

.999            one word

- The period is preceded by only one alphabetic character and followed (with no spaces in the sequence) by any number of single letters each of which is followed by a period.

Example:

F.B.I.            one word

F. B. I.            three words (because of the spaces after the periods).

## Search Terms: Guidelines

- Choose search terms that are specific or closely related to the topic of interest.

Example:

*medical malpractice OR physician! negligence*

- Choose terms you might use when discussing the topic with a colleague, including current jargon or buzzwords.

Example:

*freedom of information act OR foia*

- The words should reflect ideas essential to your research topic.

Example:

If you are searching a medical issue, you may opt to include words such as *treatments, cures, or side effects*.

- Include alternative words and abbreviations.

Example:

*mri OR magnetic resonance imaging*

- Avoid words that are too general, such as illness or behavior.

## Proper Names

Because of the many ways in which a proper name can be expressed, use the following search pattern to obtain a comprehensive result:

*first name OR first initial W/3 last name.*

Example:

*mary OR m w/3 jones*

finds documents referring to Mary Jones. This method ensures comprehensive results and includes variations such as *Mary J. Jones, M. J. Jones, Mary Jane Jones, Jones, Mary J., and Jones, M. J.*

Some names searched using this pattern will yield irrelevant references in the search results. Here are some suggestions for dealing with these situations.

- Add additional search terms to decrease the likelihood of irrelevant results.

Example:

*(mary OR m W/3 jones) AND cpa OR c.p.a. OR accountant*

is the type of search to use if Mary Jones is a CPA; it helps you eliminate references to other Mary Joneses.

- The order of surname and forename may differ.

Example:

To find documents that contain *R Smith* and *Smith, R*, use a proximity connector like W/n:  
*smith W/2 r*

- The presence and formatting of multiple initials may differ.

Example:

*rj smith*

finds *RJ Smith* but not *R.J. Smith* (with periods) or *R J Smith* (with spaces).

To find all possibilities, use an OR connector:

*rj OR r j OR r.j. W/3 smith*

**Note:** *The LexisNexis services interpret the periods in initials as blank spaces.*

- A name may be given with or without middle initials.

Example:

*raymond W/3 smith*

finds articles by *Raymond Smith, Raymond J. Smith, and Raymond J. A. Smith* use a proximity connector like W/n:

- To account for all the possible combinations of name presentation, we recommend a combination of techniques.

Example:

*(smith W/3 ray! OR r)*

finds all of the above examples.

## Plurals

- Using the singular word form will retrieve the singular, plural, and possessive forms of most words.

Example:

*city*

finds *city, cities, city's, and cities'*

- The LexisNexis services will not automatically find the plural form of words that end in *us* or *is* or irregular plural forms.

Examples:

*bonus*

would not find *bonuses*

*child*

would not find *children*

**Note:** Use the OR connector in these instances:

bonus OR bonuses

child OR children OR children's

## Connector Order and Priority

Connectors operate in the following order of priority:

1. OR
2. W/n, PRE/n, NOT W/n
3. W/s
4. W/p
5. W/SEG
6. NOT W/SEG
7. AND
8. AND NOT

If you use two or more of the same connector, they operate left to right. If the *n* connectors (with *n* representing any number between 1 and 255) have different numbers, the smallest number is operated on first. You cannot use the W/p (within paragraph) and W/s (within sentence) connectors with a proximity connector (e.g., W/n).

Example:

*bankrupt! W/25 discharg! AND student OR college OR education! W/5 loan*

is operated on in the following manner:

- Because OR has the highest priority, it operates first and creates a unit of *student OR college OR education!*
- W/5, the smaller of the W/n connectors, ties together the word *loan* and the previously formed unit of *student OR college OR education!*
- W/25 operates next and creates a unit of *bankrupt! W/25 discharg!*
- AND, with the lowest priority, operates last and links the units formed in the second and third bullets above.

## Changing Connector Priority

To change the connector priority, use parentheses.

Connectors inside parentheses have priority over (that is, they operate before) connectors outside parentheses.

Example:

*bankrupt! W/25 discharg! AND (student OR college OR education W/5 loan)*

prioritizes as *(student OR college OR education W/5 loan) AND (bankrupt! W/25 discharg!)*

## Wildcard Characters

Using wildcard characters and truncation lets you easily combine or eliminate search words, making your search simpler.

- Use an exclamation mark (!) to find a root word plus all the words made by adding letters to the end of it.

Example:

*acqui!*

finds variations on the word acquire such as *acquires, acquired, acquiring, and acquisition*

**Note:** Use ! only on unique roots; *fir!* will find *fired, firing, and fires, but will also find first, which you may not want.*

- Use an asterisk (\*) to replace characters anywhere in a word except the first character. Use one asterisk for each character you want to replace. It is especially useful to hold a space for variations in spelling at any point in a word.

Example:

wom\*n finds woman and women  
 bernst\*\*n finds bernstein and bernstien

If you use asterisks at the end of a word, they do not all have to be filled, but you may find up to the specified number of characters.

Example:

transplant\*\* finds transplant, transplanted, transplanter

**Note:** transplant\*\* does not find transplantation or transplanting because only two wildcard characters were used. To find all the variations of transplant, use the exclamation point instead of the asterisk.

## Segment Searching

Documents of a general type have a common structure. In LexisNexis Publisher, these natural parts or divisions of the document structure are called segments. For example, cases contain name, date, court, opinion, and dissent segments, among others. News articles contain headline, date, byline, and lead segments, among others.

You can restrict your search to a specific part or segment of a document, such as the court that heard the case or the reporter who wrote the article. Segment searching is especially useful when you are looking for:

- Articles on a particular topic
- Articles written by a particular reporter
- Information about a particular person, company, or industry
- Information published on, before, or after a particular date

You can perform segment searching by typing your segment search terms directly in the search box. Enter the segment name; then type your search words enclosed in parentheses.

Examples:

To find articles about a particular person, enter:  
 name (john W/3 doe)

To find articles written by particular reporter, enter:  
 byline (john W/3 doe)

Use the AND connector to link a segment search to other search words or to other segments.

Examples:

To find articles that discuss age discrimination in relation to a particular company, enter:  
 subject (age discrimination) AND company (xyzq)

To find articles that mention John Doe and nuclear power plants, enter:  
 name (john W/3 doe) AND subject (nuclear power plants)

## Source Selection

You may choose from a variety of sources from the drop down box or search for a particular source in the Search box. Sources available to you are determined by the terms of your agreement and depend on whether you are publishing to a public or private site.

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