Cheat Sheet for Lexis Nexis Academic and Factiva

	Lexis Nexis Academic	**Factiva**
CONNECTORS		
and (finds all words, narrows search)	chinatown **and** schools	chinatown **and** schools
or (finds either word, broadens search)	school **or** teacher **or** student	school **or** teacher **or** student
not (finds first word but not second word)	chinatown **and** schools **and not** (elementary **or** primary)	chinatown **and** schools **not** (elementary **or** primary)
PHRASE		
(no quotation marks needed)	board of education	board of education
PROXIMITY		
within number of words	hillary **w/2** clinton	hillary **w/2** clinton
within same sentence	chinatown **w/s** school	chinatown **same** school
within same paragraph	chinatown **w/p** school	chinatown **near10** school
ATLEAST		
use to find minimum number of specified word occurrences	**atleast4**(chinatown) **and atleast4** (school **or** teacher **or** student)	**atleast4** chinatown **and** (**atleast4** school **or atleast4** teacher **or atleast4** student)
use with connector, **and**	joel **w/2** klein **and atleast25**(klein)	joel **w/2** klein **and atleast25**(klein)
LENGTH		
find articles with specified number of words	**length>**500	**wc>**500
use with connector, **and**	**length>**200 **and byline**(jane mayer)	**wc>**200 **and by=**jane **w/2** mayer
SEGMENT		
byline	**byline**(jane mayer)	**by=**jane **w/2** mayer
headline/lead paragraph	**hlead**(earthquake)	**hlp=**earthquake
source	**publication**(new york times)	**sn=**new york times
WORD VARIATIONS		
truncation **(!, *)** (unlimited characters, end of word)	expan**!** (finds expand, expansion, expanding)	expan***** (finds expand, expansion, expanding)
wildcards **(*, ?)** (character replacement, anywhere in word)	wom***n (finds woman or women)	wom**?**n (finds woman or women)
CAPITALS		
to find *AIDS* but not *aids*	**allcaps**(aids)	
to find *Turkey* but not *turkey*	**caps**(turkey)	
to find *law* but not *Law*	**nocaps**(law)	