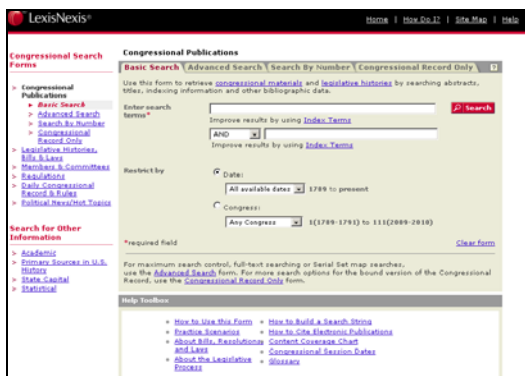


Slide 1
This tutorial will introduce you to the Lexis Nexis Congressional electronic resource.



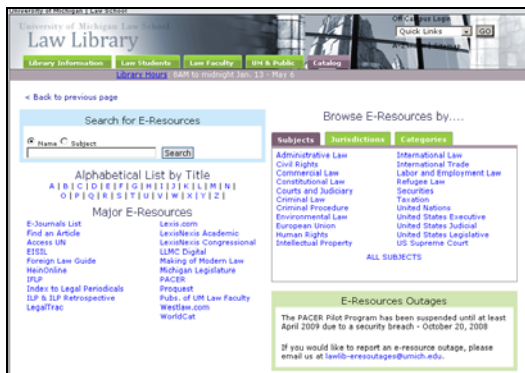
Slide 2
We will discuss how to access Lexis Nexis Congressional, how to search using the Congressional Publications Search tool and how to navigate your search results.



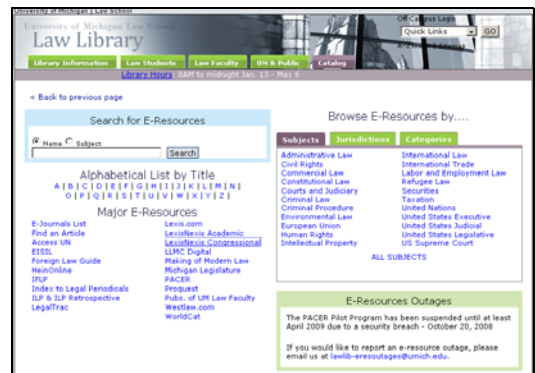
Slide 3
Lexis Nexis Congressional is a comprehensive research tool used to search congressional publications and to conduct other legislative research. There are six search features, each with multiple search forms, which you can use to search Lexis Nexis Congressional: Congressional Publications; Legislative Histories, Bills & Laws; Members & Committees; Regulations; Congressional Records & Rules; and Political News/Hot Topics. In this tutorial, we will cover the foundational search tool in Lexis Nexis Congressional: Congressional Publications.



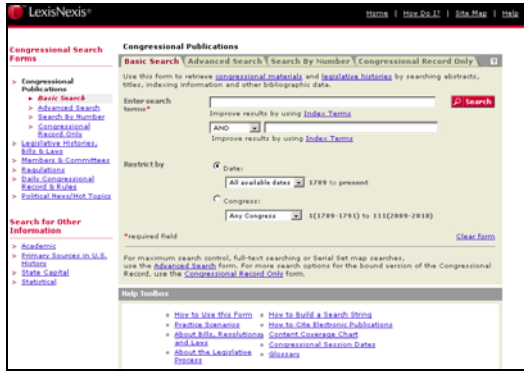
Slide 4
To access Lexis Nexis Congressional from the Law Library's homepage, click "All E-Resources" in the E-Resources box.



Slide 5
Next, under the "major resources" heading click Lexis Nexis Congressional.



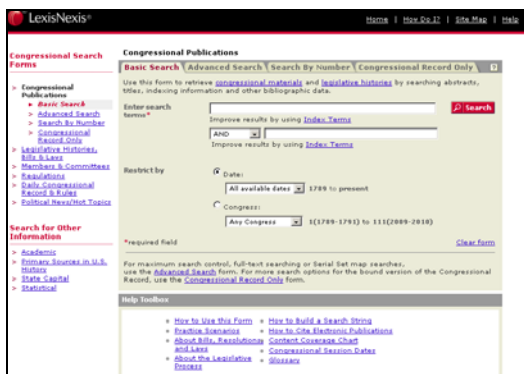
Slide 6



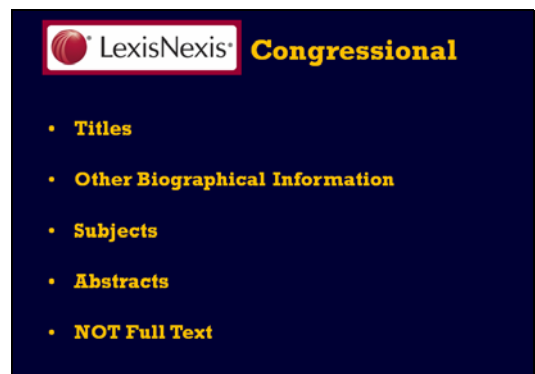
Slide 7
This link will take you to the default search tool of Lexis Nexis Congressional: Congressional Publications. The Congressional Publications Search Tool allows you to search



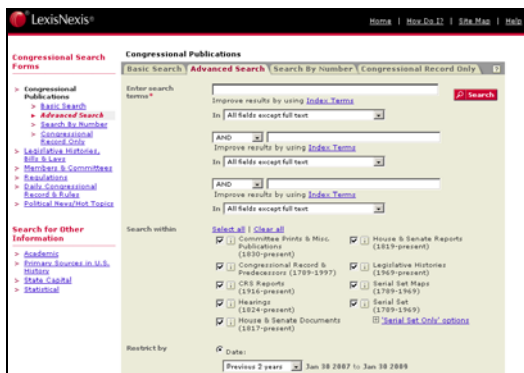
Slide 8
committee hearings, House and Senate documents, House and Senate Reports, Committee prints, legislative histories, and U.S. Serial Set in addition to several other sources.



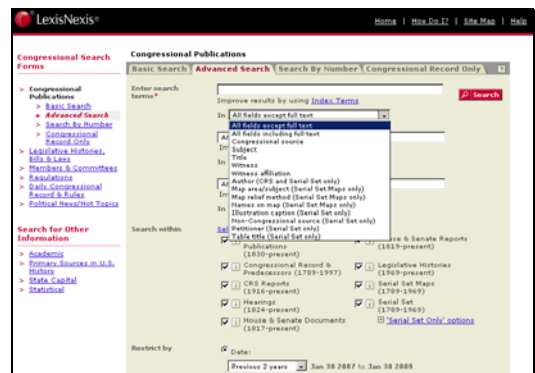
Slide 9
In the Congressional Publications Search Tool, there are three search forms: Basic, Advanced and Search by Number. The Basic Search is a keyword search



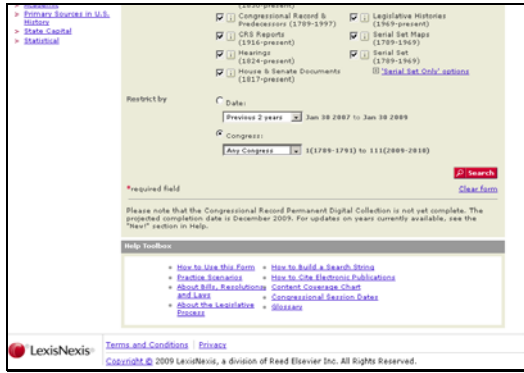
Slide 10
that will search titles, other biographical information, subjects, and when available abstracts; note however that the Basic Search will not search the full text of documents, to search the full text of documents you must use the Advanced Search.



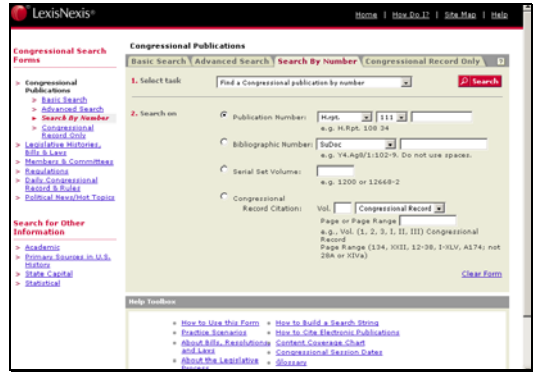
Slide 11
The Advanced Search is also a keyword search, but it provides more options to limit and narrow your search results, such as



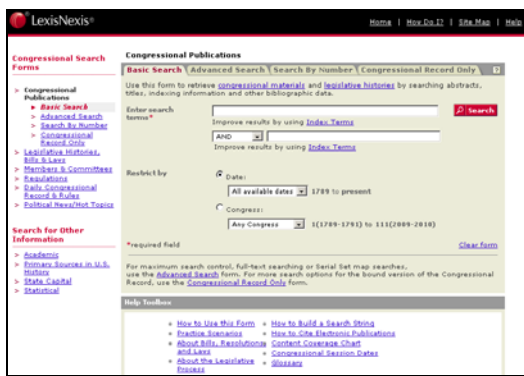
Slide 12-14
what fields to search, what documents to search,



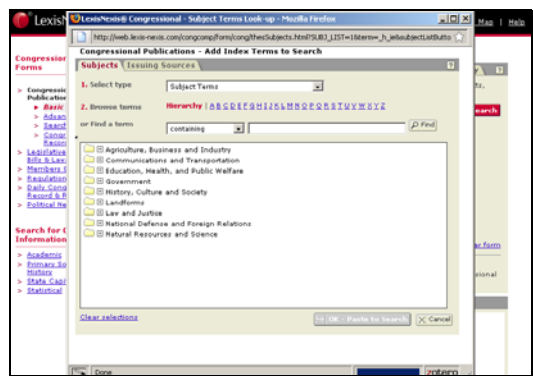
Slide 15-17 and what dates or sessions of congress to search.



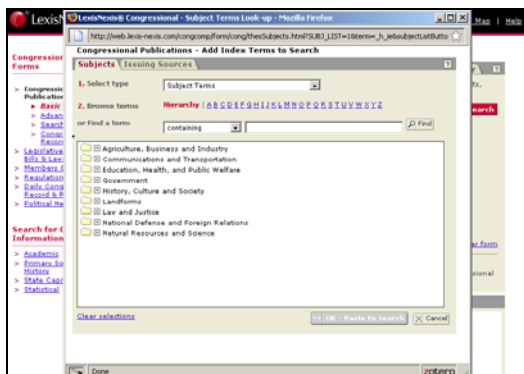
Slide 18 Finally, the Search by Number form is used when you have the citation of a document you want to find or a related document.



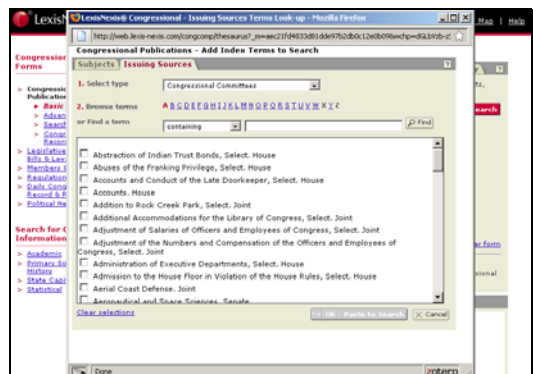
Slide 19 In both the Basic Search form and the Advanced Search form, Lexis Nexis Congressional offers a link to "index terms" to help improve your searching.



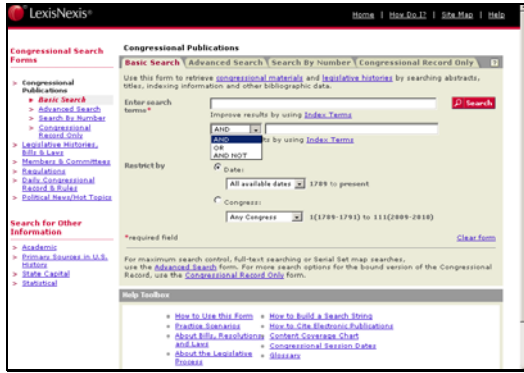
Slide 20 "Index terms" is a tool you can use to find additional search terms. The tool contains a list of controlled subject terms,



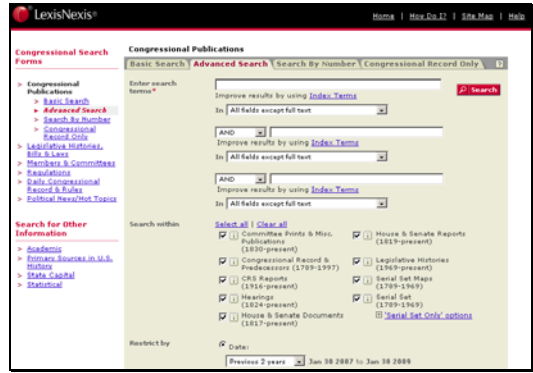
Slide 21 congressional committees, other congressional groups,



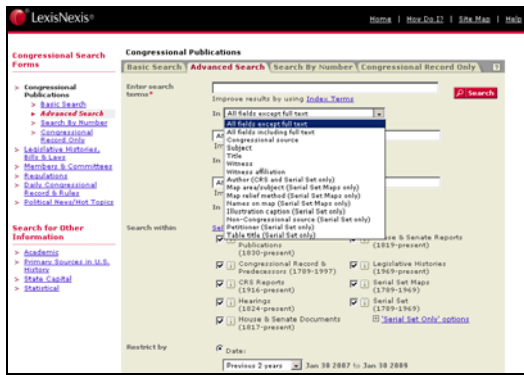
Slide 22-23 and geographic subject terms.



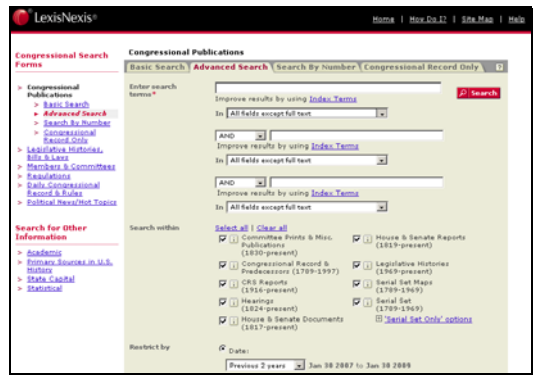
Slide 24-25
To conduct a search using either the Basic Search or the Advanced Search Form enter your keyword in the text box, you can use the additional text boxes to add more words using the connectors in the drop down menus.



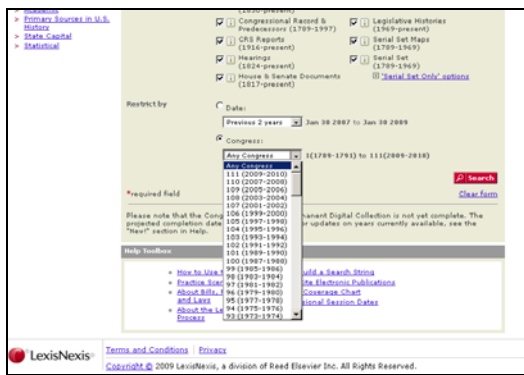
Slide 26
In the Advanced Search form you can then choose



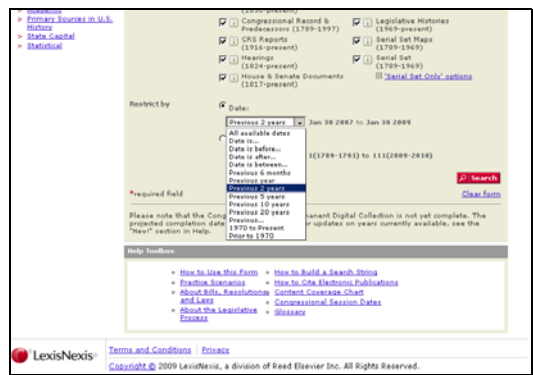
Slide 27
which areas within the document data you want to search



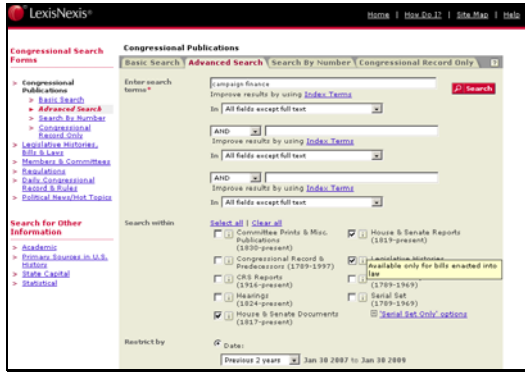
Slide 28-34
and you can restrict your search to certain document types.



Slide 35
In both forms you can restrict your search by date



Slide 37-42
or Session of Congress. Once you have conducted your search, you can navigate the results.



Slide 43



Slide 44

The default organization of the results is by document type. You can also organize the results by publication date by clicking the link at the top of the list.



Slide 45

The tabs at the top of the list offer additional ways to view your results, these tabs are attached to the search results of all lexisnexis congressional searches, regardless of the search tool used.



Slide 46

The expanded list will show your results list with the text where your search terms appear, in context.



Slide 47

The KWIC, or Key Words In Context, tab, will show you one document at a time, giving you keywords in the context in which they appear in the document,



Slide 48

it offers slightly more information about each document than the expanded list.



Slide 49
 Finally the Full Document tab will show you the full text of each document, one at a time.



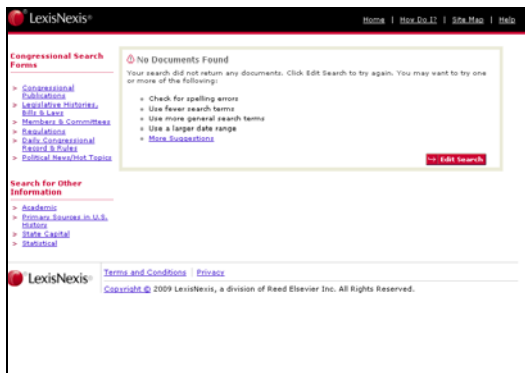
Slide 50
 If the full text of the document is not available it will provide all the available information so you can find the document using another source.



Slide 51
 In addition to the various views of your search results, Lexis Nexis Congressional also offers you the opportunity to search within your initial results using the Focus™ Search tool.



Slide 52
 To use this tool, simply type an additional keyword into the text box and click search,



Slide 55
 it will search within your initial results for the new term. Like the tabs, the Focus search tool is connected to all Lexis Nexis congressional searches, no matter which search tool is used.