SEARCHING FOR NEWS BY PUBLICATION IN NEXIS UNI

1. Go to Nexis Uni

2. To search only one newspaper, use the large search box at the top of the page. (If you need to search multiple newspapers at the same time, jump to step 7.)

3. Start typing in the name of the news source you’d like to search (e.g., Dayton Daily News, New York Times, etc). Suggested sources will appear below. Select the source you’d like to search.
4. Once you select the source, Nexis Uni will automatically take you to the advanced search page, with a limit to search within that source. If you use the search fields at the top of the page, you will need to select the "add" button to the right of each line you use.

5. We recommend scrolling down to the Document Segments/Fields and searching within the Headline and Lead sections. This makes sure the terms you're searching are a major focus of the article. Limit the date to an appropriate range for your topic.

6. Use the red search button at the bottom of the page or the red magnifying glass at the top of the page to finish your search.
7. To search several sources for the same news, you will first need to search by keyword and date. You can do that either from the home page or the advanced search screen.

8. On the result page, look to the left column/navigation area for the “Sources” drop-down option. Use the “select multiple” link.
9. From the pop-up box, select all sources that you want to include in your search, then select OK.

10. As always, contact your librarian or use our Ask a Librarian service with any questions.