

When you know the name of the source you wish to locate, use one of the following methods:

While viewing the Search screen, choose From My Last 20 Sources. A

1. Select a source that you have used previously, then click **Go**.

Find a Source B

1. Enter the name of the source you want to search. You may use a long, descriptive name, e.g., *supreme court briefs*, or a short library/file name, e.g., GENFED;BRIEFS.
2. Click **Long Names** or **Short Names**, as appropriate.
3. Click **Find**.

When you don't know the name of the source you wish to locate, use one of the following methods:

Explore Sources C

1. Click on one of the subject folders, e.g., **Federal Legal-U.S.**, to display the list of subtopics for that subject.
2. Continue clicking on subtopics. Each selection you make takes you to a more detailed level of the subject hierarchy, while showing a "trail" of your path. Continue clicking on subtopics until you find one that is appropriate for your search.
3. Click on the name of the source you want to search.



Top Level Source



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