



# LexisNexis- Serial Set Quick Start

The LexisNexis Serial Set contains all published House and Senate documents and reports from 1789 to the present.

## Three Easy Ways to Search:

1. **Basic Search:** The **basic search** form lets novice and advanced users conduct general searches of abstracts, titles, indexing and other bibliographic data for fast and relevant results. The **basic search** includes the ability to restrict by date or specific congress.
2. **Advanced Search:** The **advanced search** allows users to search full-text, all metadata, and specific metadata fields for optimum results.
3. **Search By Number:** Used to search for specific publications, Serial Set volumes, or legislative histories or to find congressional publications that reference a bill, public law or statute at large. The Serial Set Collections are indexed by document title, author, bill number, issuing body, subjects, organizations, personal names, witness or petitioner, document/report number, and full-text. Illustration and statistical table captions are also searchable by keywords.

The screenshot shows the 'Congressional Publications' search page. It features three tabs: 'Basic Search', 'Advanced Search', and 'Search By Number'. The 'Basic Search' tab is active. The interface includes a search input field with a 'Search' button, a dropdown menu for search scope (set to 'All fields except full text'), and a section for advanced search with 'AND' operators and another search scope dropdown. At the bottom, there is a 'Search within' section with a grid of checkboxes for various document types, all of which are checked. The checked items include: Committee Prints & Misc. Publications (1830-present), Legislative Histories (1969-present), Hearings (1824-present), Serial Set Maps (1789-1969), House & Senate Documents (1817-present), and Serial Set (1789-present). There is also a link for 'Serial Set Only' options.

## Access:

LexisNexis can be accessed two ways. From within the State Library of Ohio and many state agency buildings using the library homepage ([www.library.ohio.gov](http://www.library.ohio.gov)) or remotely using OhioLINK.

### From the Library Homepage:

- Select "State Employee" from the menu bar across the top of the page and click "Government Documents" . Then select LexisNexis U.S. Serial Set Digital Collection.
- If the page is unable to authenticate you as a state employee, please follow the remote access instructions below.

### Using OhioLINK:

- From the library homepage, select "Access OhioLINK Resources" and then select "Access OhioLINK Resources from Any Other Location" .
- Enter your last name and the last nine digits of your State Library of Ohio library card.
- Select "Databases Listed by Subject" and then select "Law and Legislation" .
- Select "LexisNexis Congressional" .

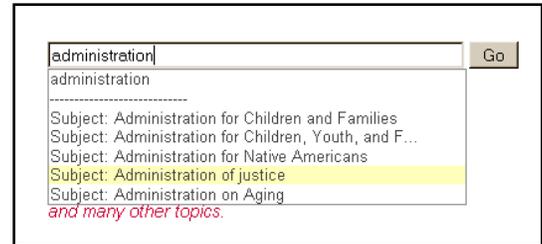


# LexisNexis- Statistical Insight Quick Start

LexisNexis Statistical Insight compiles statistical data from hundreds of public domain and licensed sources. It allows users to search across all content with one search and then filter their search results to find the exact data they are seeking. To access LexisNexis Statistical Insight, follow the access instructions on the reverse side of this sheet to LexisNexis Congressional. On the right side of the page, under the heading "Search for Other Information", select the "Statistical" link.

## Searching LexisNexis Statistical Insight:

As you enter your search terms, a list of common subjects will be displayed below the search box to assist you with your search:



## Your Results:

LexisNexis allows you to refine your results using the faced search feature on the left side of your results page. You can use this section to filter by source, geographical area, subject, date published or date covered.

The symbols below the result will guide you to the available information for that result. If only an **Abstract** button is displayed, you will be provided with the bibliographic information for that survey. If the **Table** icon is displayed, you will be able to obtain the results in a table or GIF format. Finally, if the **Prior Editions** button is displayed, you will be taken to abstracts for all previous editions of the same publication which are indexed by Statistical Insight.

