

## **(Title Slide) How to find Company Information using LexisNexis**

January 2014

George Brown College  
Educational Resources  
Library Learning Commons

This document is available in alternate formats upon request.

### **(Slide 2) LexisNexis: Quick Facts**

- Provides Company Information
- Canadian Legal cases
- International Legal cases
- Financial news
- Newspaper articles

### **(Slide 3) LexisNexis: Company Info**

- Find Company Dossier
- Find Company Profiles
- Compare Companies
- Create Company Lists

### **(Slide 4) Start at the Library homepage**

Go to the library homepage at: [georgebrown.ca/lc](http://georgebrown.ca/lc)

### **(Slide 5) Databases A-Z**

Go to the Start your research section, and click on the “Articles & Databases” tab. Then click on “Databases A-Z” located on the bottom of the tab.

### **(Slide 6) Click on L**

An alphabetical list of databases will load onto the screen. Click on “L”, then find “Lexis-Nexis Academic (+ QuickLaw)” in the list, and click on it.

### **(Slide 7) Remote access from ANYWHERE!**

If you are not on campus when you click on the database link, you will be asked to login.

- Barcode: Your student number (Can be found on your student card.)
- PIN: last 4 digits of your phone number

### **(Slide 8) Quick Search: Company Info**

Click on the “Get Company Info” section.

### **(Slide 9) Quick Search: Company Info**

Enter the company name into the “By Name” search box of the “Get Company Info” section. For example: “research in motion”.

### **(Slide 10) Quick Search: Company Info**

A list of companies will load up. Click on the one you are interested in. For this example, click on “Research In Motion Limited (BBRY)”.

### **(Slide 11) Company Dossier Snapshot**

A company dossier will load up, containing documents such as: a company snapshot, news articles, financials, legal and intellectual property information.

### **(Slide 12) Browse publication types on left**

In the left “Reports” column is a list of publication types that you can browse through. Click on any of them to bring up the documents.

### **(Slide 13) Print, Email or Download**

Click on the icon preceding any document title to select any number of documents, then click “Email”.

### **(Slide 14) Choose Format & what to Email**

An Email Documents form will pop up. Choose “Attachment” in the “Send as” dropdown menu to email a PDF. At the bottom of the form will be a list of all the documents chosen. You can click the box next to any document you wish to exclude from emailing. Then click Send.

### **(Slide 15) Further Research: Click here!**

For further research, go back to the company dossier and click on the “References” link at the bottom of the “Reports” column (containing the different publication types).

### **(Slide 16) Further Research**

A reference list of sources used for the dossier will load onto the screen.

### **(Slide 17) New Search: Company Profiles**

Go back to the main search page of LexisNexis. Click on “Search By Content Type”, then go to the “Companies” section and click on “Company Profiles”.

### **(Slide 18) Company Profile: Use Advanced Options**

You will be brought to the “Company Profiles Search” page. Enter the company name in the search box. In this example, enter “BlackBerry Limited”. Then click on “Advanced Options”, below the search box.

### **(Slide 19) Choose Publications: For example...**

In the “Sources section, check off “Hoover’s Company and Industry Reports” and “Standard & Poor’s Corporate Descriptions”. Then click the “Apply” button.

### **(Slide 20) Company Profile: Search Results**

A list of profiles will load onto the page. Find in the list: “Research in Motion Limited, Hoover’s Company Records - In-depth Records, January 8, 2014”. Click on it.

### **(Slide 21) Hoover’s Company Records**

A Hoover’s Company Record will load up, of “BlackBerry Limited”.

### **(Slide 22) Scroll down...**

Scroll down to find information about Industry and Markets.

### **(Slide 23) New Search: Compare Companies**

To compare companies, go back to the main page of LexisNexis. Click on “Search By Content Type”, go to the “Companies” section, then click on “Dossier (Company, Executive, & Industry)”.

### **(Slide 24) Choose up to 5 companies**

Click on the “Compare Companies” tab. Enter up to 5 company names or ticker symbols. For this example, enter “Wal-Mart”, “Target”, and “CVS”. Then click the “Compare” button.

### **(Slide 25) Compare Financials, Choose Currency**

A “Company Financial Comparison” table will load up. You can click on “Currency” and choose any currency in the list.

### **(Slide 26) New Search: Create a Company List**

To compile a company list, go back to the main page of LexisNexis. Click on “Search By Content Type”, go to the “Companies” section, then click on “Dossier (Company, Executive, & Industry)”.

### **(Slide 27) Create a Company List**

Click on the “Create a Company List” tab.

CHOOSE:

- ❖ Type of company
  - (ie. Public or Private)
- ❖ Size of Company
  - (Sales / Revenue AND / OR Number of Employees)
- ❖ Specific NAICS Code
- ❖ Specific Company
  - name / ticker symbol
- ❖ Geographical area

Great tool for Job Hunting!

### **(Slide 28) Create a Company List using NAICS Codes**

Use the NAICS Lookup to find Construction industry codes.

### **(Slide 29) Example: Construction Industry**

Choose the appropriate codes for your industry and hit “OK”. For this example, choose “2361 Residential Building Construction”, “2362 Nonresidential Building Construction”, and “2371 Utility System Construction”.

### **(Slide 30) Creating a Company List**

In the “Geographic Information” section, use the dropdown menu to choose CANADA and/or ONTARIO. Then, type in the name of city (or cities) of choice.

### **(Slide 31) Further Limit the Search**

You can limit your search to larger companies by typing in Sales/Revenue AND/OR number of employees. Then click create to start generating a list.

### **(Slide 32) View Preview List**

A preview list is generated. You need to customize it to get the full list. Click on the “Next: Customize List” button.

### **(Slide 33) Customizing Your Company List**

Customize your list by adding details like Executives and Business Description. Sort by Sales to have the largest companies at the top of your list. Click the “Update Company List” button.

### **(Slide 34) Download Your Company List**

You now have a full list of companies that you can download into excel. Click on the “Download Selected Items” button.

### **(Slide 35) Save Your Company List**

You can now select “A Microsoft Excel spreadsheet” in order to save the file to open in excel. Then click on the “Download” button.

### **(Slide 36) Cite your Sources!**

- ❖ Citing your sources is an essential part of college research.
- ❖ It allows you to acknowledge and use the works of others in your essays, research and assignments.
- ❖ Any information (including ideas!) that you did not create yourself must be credited using a citation method.

### **(Slide 37) LexisNexis Citation tool**

To cite individual Reports click on “Export Bibliographic References” (the book icon) located in the top right hand corner of the document.

### **(Slide 38) LexisNexis Citation tool**

An “Export Bibliographic References” form will pop up. Select the citation style you want, in the “Style” dropdown menu. In the “Export” section, Select “Display Bibliographic Information in new window”. Then click on the “Export” button.

### **(Slide 39) Success!**

There is a note on LexisNexis above the generated citations: “Please note that these citations are not guaranteed to be accurate. Edit and check your citations before using them in your Bibliography Page.”

\*\*\* Always check and edit citations as needed. \*\*\*

Check out the APA / MLA guides on the library’s website:  
[researchguides.georgebrown.ca/citingsources](https://researchguides.georgebrown.ca/citingsources)

### **(Slide 40) LexisNexis Help: Further citation tips**

For further help in citation, go back to the main page, and click on the “Help” link.

### **(Slide 41) Citation Help**

Then click on “Look up a Legal Case” and go to the bottom of the box. Select “Click here for citation help” link.

### **(Slide 42) Click “Citing References”**

A “Legal Citation Formats” page will load onto the page. Click on “Citing References” at the end of the first paragraph.

### **(Slide 43) Click “Citing References”**

A “Citing References” page will load onto the page. A variety of useful citation examples can be found in the contents box. For example: Citing our “Hoover’s In-Depth Company Record”, in section 4.2.

### **(Slide 44) Need Help?**

On the library homepage, at [georgebrown.ca/ilc](https://georgebrown.ca/ilc), you can click on the button in the top right corner for access to live chats with a librarian, FAQ, and more.

### **(Slide 45) Questions? Ask us!**

You can find many ways to get help from our [contact page](#), including the AskGBCLibrary service, email, AskON chat, locations and hours, and by phone.

### **(Slide 46) Online Chat**

Click on “ASK ON” (or the mouse icon) to go to the [Live Help page](#). AskON is a live chat service that delivers online research help. We can help you find materials on your topic, answer your questions about the LLC, or suggest research strategies. Click on the “askON” icon to start chatting with library staff.

### **(Slide 47) Accessible Format**

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If you experience any barriers to access, please contact us via email: [askgbclibrary@georgebrown.ca](mailto:askgbclibrary@georgebrown.ca).