



# Nexis Uni<sup>®</sup>

使用手冊

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## 1. Nexis Uni<sup>®</sup>簡介

美國 LexisNexis<sup>®</sup>公司在全世界的高等教育市場位居領先地位。專為法律機構、企業、政府與學術研究單位等提供全方位的資訊服務，並且定期出版法律、新聞、商業、財務、科技與其他的相關資料，產品供全球超過 2,000 家圖書館和 800 多萬名學生和研究人員所使用。

Nexis Uni<sup>®</sup>為美國 LexisNexis<sup>®</sup>公司所建置。前身為 LexisNexis<sup>®</sup> Academic，Nexis Uni<sup>®</sup>提供 15,000 種商業、法律、新聞等相關資源全文資料，並擁有簡易搜尋介面、智慧檢索、主題式分類、共同研究等功能，協助學生與研究人員快速獲取所需資訊，為洞察商業先機的推手，協助商業管理人員、公私機構研究人員在巨量資料中找到企業完整的財務資訊與產業發展趨勢。

您可以在 Nexis Uni<sup>®</sup>獲取：

- 新聞資訊：收錄來自美國與全球 6,000 多種新聞資料來源，其中包含國際報紙全文與摘要、雜誌、期刊、電子報、新聞稿、廣播抄本等 9 種語言的資訊。
- 商業資訊：收錄超過 8,000 多萬公共和私人國際公司以及 7,500 萬筆高階管理人的商業訊息，包含商業新聞、期刊、產業資訊、公司財務資訊、SEC(美國證券及交易委員會)檔案和報告、企業和市場新聞。
- 法律資訊：自 1790 年以來美國聯邦最高法院及各州高級法院的判例、法規、規章條例、法律新聞、法律評論、法律資訊以及美國最高法院案例的 Shepard's<sup>®</sup> Citations。

## 2. 資料庫介面說明

登入 Nexis Uni<sup>®</sup>，請連線各機構專屬網址。

### 2-1 Nexis Uni<sup>®</sup>主畫面

The screenshot shows the Nexis Uni homepage with several key features highlighted by red and green boxes and numbered callouts:

- ① 簡易檢索 (Simple Search):** A large search bar at the top with the placeholder text "Enter terms, sources, companies, or citations".
- ② 引導式檢索 (Guided Search):** A section below the search bar with the heading "Guided Search" and a sub-heading "進階檢索與檢索技巧說明". It includes filters for "What are you interested in?" (News, A Publication, Cases, Law Reviews, Company Info, Country Info), a "Search in all News for" field, and a "Choose date range" dropdown.
- ③ 主題式瀏覽 (Thematic Browsing):** A section titled "Discover topics" featuring three topic cards: "Business", "Criminal Justice", and "Political Science".

Other visible elements include a "Menu" dropdown, "歷史記錄" (History), "個人化帳戶" (Personalized Account), and "使用說明" (Help/Usage) links.

Nexis Uni<sup>®</sup>首頁分有三大操作功能：

1. 資訊檢索：分①簡易與進階檢索、②引導式檢索與③主題式瀏覽三種方式。
2. 主選單(Menu)：點選 Menu 可快速回到搜尋頁面(Search Home)、各主題資源頁面(系統預設為 Business, Criminal Justice, Political Science)、All Sources(所有資源總覽)、Company Dossier(企業資訊)、Patent Filings(專利資訊)等各頁面。

3. 系統輔助功能：包含檢索歷史(History)、使用說明(Help)以及個人化帳號與功能設定。

## 2-2 Nexis Uni<sup>®</sup>收錄內容

在首頁上方的「Menu」中下拉式列表點擊「All Sources」可以看到所有資料庫收錄之資料來源。您可以透過以下幾種方式搜尋到資料來源標題：

1. 資源內檢索(Search Within Sources)：輸入資料來源標題關鍵字進行檢索。
2. 字母列表瀏覽：點選資料來源首字字母進行列表瀏覽。
3. 其他條件限縮：依照資源類別(Category)、各級管轄法院(Jurisdiction)、法律執業領域或主題(Practice Areas & Topics)與出版社(Publisher)等來限定搜尋特定資源。

此外，為提供更好與便捷的資源應用：

- A. 點選資源名稱之下拉式選單，即可將資源加入為限定檢索範圍或建立快訊通知(Alerts)。
- B. 透過點選 i 圖標可以查看該資料來源之詳細描述訊息。

The screenshot displays the Nexis Uni interface for the 'Sources' section. On the left, a 'Menu' dropdown is visible, with 'All Sources' selected. The main content area shows a list of sources. The first source, 'A&D Watch', is highlighted with a green box and labeled 'A'. The second source, 'AAA Employment Arbitration Rules and Mediation Procedures', is highlighted with a green box and labeled 'B'. The 'i' icon next to each source indicates that detailed information is available. The search bar at the top is labeled '2', and the 'Narrow By' filters are labeled '3'.

### 3. 資料庫檢索

#### 3-1 簡易檢索


您可以選擇多個主題來篩選資料集，發掘並獲得其研究領域相關的權威資訊資源。點擊 All Nexis Uni<sup>®</sup>即可出現選單，根據您的需求限縮搜尋資源。

The screenshot shows the Nexis Uni search interface. At the top, there is a search bar with the text "All Nexis Uni < | Enter terms, sources, companies, or citations". Below the search bar, there are links for "Advanced Search", "Tips", and "Get a Doc Assistance". The "Narrow By:" section is expanded, showing a list of filters. On the left side of the filter menu, there are five blue buttons: "內容資料類別", "判例與法典", "新聞類型", "執業領域與主題", and "時間範圍". The "判例與法典" button is highlighted with a red box. The filter menu is divided into several sections: "Content Collection", "Cases and Codes", "News", "Practice Areas & Topics", "Date Range", and "Recent & Favorites". The "Cases and Codes" section is highlighted with a red box, and a red arrow points from the search bar to it. The "Cases and Codes" section includes sub-sections for "Cases by Court", "Cases by Circuit", and "States & Territories Cases & Codes". The "States & Territories Cases & Codes" section lists 50 states and territories with checkboxes for selection. A "Search" button is visible at the bottom right of the filter menu.

資料檢索限縮：

1. **內容資料類別(Content Collection)**：可限定於新聞、法律評論與期刊、判例、企業與財務資訊、名錄等 10 種資料類別。
2. **判例與法典(Cases and Codes)**：包含各級法院判例(Court)、巡迴上訴法院判例(Circuit)與美國 50 州&屬地地區判例和法典(States & Territories Cases & Codes)。

3. **新聞(News)**：可限定新聞內容類型、新聞資料來源、商業新聞類型，以及包含英、荷、法、德、義、葡、西、俄、簡體中文等共 9 種新聞語言。
4. **法律執業領域與主題(Practice Areas & Topics)**：可限定如行政、銀行、商業法(UCC)等共 43 種法律執業領域與主題。
5. **時間範圍(Date Range)**：可限定檢索日、週、月、年或特定的時間區段範圍。
6. **最近使用記錄與偏好(Recent & Favorites)**：可將記錄之歷史檢索策略儲存為喜好的檢索策略或者移除，未來亦可運用儲存之檢索策略進行再次檢索。

All Nexis Uni < **Enter terms, sources, companies, or citations** 

Advanced Search | Tips | Get a Doc Assistance

Narrow By: Clear | ☆ ×

Content Collection	Commercial Law (UCC)	★	×
Cases and Codes	News	☆	×
News	A&D Watch	☆	×
Practice Areas & Topics	Company and Financial - Category: Company Profiles;	☆	×
	All Content Types; All Jurisdictions; All Practice Areas & Topics	☆	×
Date Range	News; News	☆	×
	News - Timeline: Jul 04, 2018 to Jul 04, 2019; : News;	★	×
<b>Recent &amp; Favorites</b>	News; News; Jul 04, 2018 to Jul 04, 2019	☆	×



## 3-2 進階檢索

對於經驗豐富的研究人員，Nexis Uni®提供多種進階檢索功能來加強資訊檢索的精確性。使用者除了可於搜尋框輸入字詞、文獻標題、公司名稱、參考引文(citation)等關鍵字外，亦可依據以下方式進行進階檢索：

1. 依據不同資料內容類型(Select a Different Content Type)：Nexis Uni®提供新聞、公司與財務資訊、判例法規、法律評論與期刊等 20 種資料內容限定類別。選擇資料內容類型後，可再依據類別文獻之標題、日期、企業名、語言等欄位，進一步輸入關鍵字限定。

The screenshot displays the Nexis Uni Advanced Search interface. At the top, there is a search bar with the placeholder text "Enter terms, sources, companies, or citations" and a magnifying glass icon. Below the search bar, there is a navigation bar with "Home / Advanced Search" and "Advanced Search" with a dropdown arrow. The main search area features a search bar with the same placeholder text and a magnifying glass icon. Below the search bar, there is a section titled "Search Everything" with a dropdown menu "Select a specific content type". Underneath, there is a "Terms" section with a "Document Segments/Fields" subsection. This subsection includes a "Date" dropdown menu set to "All available dates" and a "Citation" input field. There are also "Search" and "Clear" buttons at the bottom of the search area. On the right side, there is a "Use Connectors" section with a list of connectors and their descriptions: " " (Exact phrase), "and" (2 or more words anywhere in the document), "or" (Include one or more words), "and not" (Exclude documents containing the word or phrase), "/n" (First word within "n" words of the second), and "!" (Word variations using this as the root word). There is also a "Frequently Asked Questions" section with a link to "About searching..." and a link to "How does the search box interpret common legal phrases? Do I need to use quotation marks (" ")?".

2. 大部分之文獻內容皆可依據標題、日期、參考文獻等欄位限定來搜尋特定內容區段 (Segment)的內容。各種資料內容類型之 Segment 檢索欄位定義，可參考檢索區右下側的範例。
3. 檢索欄位可使用**連接詞(Connectors)**來串聯多個關鍵字。不同連接詞說明可看檢索區右方範例。

【註】：在 Nexis Uni®中空格表示 “OR” 檢索邏輯。

The screenshot shows the Nexis Uni search interface. On the left, there is a search form with the following fields: Company Name, Publication, Date (set to 'All available dates'), Summary, Publication Type, MSA, NAICS, and Ticker. At the bottom of the form are 'Search' and 'Clear' buttons. On the right side, there are two informational panels. The top panel, titled 'Use Connectors', lists various operators: "" (Example), "and" (2 or more words anywhere in the document), "or" (Include one or more words), "and not" (Exclude documents containing the word or phrase), "/n" (First word within "n" words of the second), and "!" (Word variations). The bottom panel, titled 'Segment Examples', shows a sample document with a highlighted segment. A red box highlights the 'Company Profiles' dropdown menu in the top left, and a red arrow points from it to the 'Use Connectors' panel. Two blue boxes with white text are overlaid on the right side: one pointing to the 'Use Connectors' panel and another pointing to the 'Segment Examples' panel.

Company Profiles | [Select a different content type](#)

> Terms

Document Segments/Fields  
While these segments apply to the majority of documents, they may not apply to all documents.

Company Name

Publication

Date  
All available dates  
Enter a date in mm/dd/yyyy format or any of the supported [date formats](#)

Summary

Publication Type

MSA

NAICS

Ticker

[Search](#) [Clear](#)

Use Connectors

"" Ex **連接詞(Connectors)範例**

and 2 or more words anywhere in the document (alternative: &)

or Include one or more words

and not Exclude documents containing the word or phrase; should be the last connector, or may produce unexpected results

/n First word within "n" words of the second (alternative: w/n or near/n)

! Word variations using this as the root word (alternative: \*)

[View all connectors and commands](#)

Segment Examples

**區段定義(Segment)範例**

Frequently Asked Questions

### 3-3 引導式檢索(Guided Search)

透過引導欄位使用者能夠快速檢索特定內容(如，新聞、出版品、判例、法律評論、公司資訊、國家資訊等)，並且可再利用條件設定(如，時間、出版類型、語言、產業等)限縮找到高度相關的結果。

The image illustrates the Guided Search process in four steps:

- 1 選擇類別**: Selecting a category from options like News, A Publication, Cases, Law Reviews, Company Info, and Country Info.
- 2 輸入關鍵字**: Entering a search term, such as "CNN", into the search field.
- 3 限定時間範圍**: Choosing a date range, such as "7 days".
- 4 點擊檢索**: Clicking the "Search" button to execute the query.

The resulting search interface shows:

- Search Results Summary**: "News (10,000+)" with a "Group Duplicates" toggle set to "On".
- Sort by**: Set to "Relevance".
- Search Results List**: A list of five news items, each with a "Preview" button. The items are:
  - CNN "CNN RIGHT NOW" INTERVIEW WITH REP. TOM REED (R-NY)
  - First Batch of Democrats Square Off in a CNN Presidential Debate; Amy Klobuchar Checks In on Support for Women's Healthcare; CNN Gets Access to Controversial Texas Migrant Facility. Aired 9-9:30a ET
  - New CNN Presidential Poll Released; Trump Willing to Accept North Korea as Nuclear Power?; Rep. Max Rose (D-NY) is Interviewed About Report that Trump May Allow North Korea to Keep Nukes in Exchange for Freeze. Aired 4-4:30p ET
  - CNN International: Hong Kong Protesters Take Over Legislative Council Chamber; Reports: Protesters to Leave Building at Midnight. Aired 11a-12p ET
  - CNN International: Hong Kong Protesters Storm Legislative Council Building; China Told Britain Not to Interfere; Hong Kong Legislative Council Building Vandalized. Aired 1-2p ET
- Filtering Options**: A sidebar on the left with expandable sections: Search Within Results, Timeline, Location by Publication, Publication Type, Subject, Industry, Geography by Document, Negative News, Sources, and Language.

### 3-4 Connector (連接詞)與運算順序

Nexis Uni 支援常見的布林邏輯，並可以從進階搜尋中看到連接詞的使用說明，或者在首頁右上方的「Help」查看。透過連接詞的使用，可以獲得更精準的檢索結果。

Connector	示例	釋義
AND	affirmative and action	關鍵字出現在同一篇文獻中。
AND NOT	例 1 : capital and not gains 例 2 : capital and not gains and not improvements	從結果列表中排除一些特殊單詞 使用 AND NOT 連接符時，請將它放在檢索命令的最後，否則會將跟在它後面的所有單詞都排除掉，而這可能不是您想要的結果。 例 1：檢索包含 capital 但無 gains 的文獻。 例 2：檢索包含 capital 但無 gains 亦無 improvements 的文獻。
ATLEASTN	atleast5 (budget)	限定一個關鍵字在一篇文章中出現的最少次數，幫助您檢索關於一個主題更有深度的文獻。
NEAR/N	richard near/3 branson	同一篇文獻，關鍵字彼此相隔 N 個字數以內。
ONEAR/N	overtime onear/3 compensation	同一篇文獻，關鍵字彼此相隔 N 個字數以內，且第一個單詞在第二個詞前面。
PRE/N	cable pre/2 television	
OR	doctor or physician	只要有一個關鍵字存在於文獻中。
W/N	George w/3 Bush	同一篇文獻，相隔 N 個單詞以內，不限其先後順序。
W/P	rule w/p sanction	關鍵字們出現在同一個段落中，且彼此間隔不超過 75 個字。
W/SEG	unreported w/seg income	關鍵字們出現在同一個區段(Headline, Body, etc.)，且彼此間隔不超過 100 個字。
W/S	sanction w/s frivolous	關鍵字們出現在同一個句子中。
NOT W/N	Rico not w/5 Puerto	同一篇文檔，相隔 N 個單詞以上，不限其先後順序。
NOT W/S	market not w/s share	關鍵字在同一篇文獻但在不同句子中。
NOT W/P	cable not w/p tv	關鍵字在同一篇文獻但在不同段落中。
※ N 可以在 1-255 之間任意調整		

Nexis Uni®中所支援之檢索連接詞，具有一定之運算優先順序，依優先順序高至低如下：

1. OR
2. 鄰近型連接詞(proximity connectors)：例如 NEAR/N, ONEAR/N, W/N, PRE/N, NOT W/N, W/S, NOT W/S, W/P, NOT W/P 等。運算範圍優先從小(關鍵詞間距離近)到大(關鍵詞間距離遠)。
3. AND
4. AND NOT

另一方面，檢索時建議亦可以加入括弧來限定您的檢索式，例如：

- ✗ drug w/5 kingpin or drug w/5 dealer and death penalty (檢索式 A)
- ✓ (drug w/5 kingpin) or (drug w/5 dealer) and death penalty (檢索式 B)

檢索式 A：不正確，檢索結果系統顯示檢索語法不成立。

檢索式 B：正確。

### 3-5 Wildcards or Universal Characters ( 萬用字元 )

萬用字元	範例輸入	找到單字	描述
星號 ( * )	Employ*	employee, employer, employment	以 * 代替一或多個字母，適用於尋找同一字根但不同變化形的文字。
驚嘆號 ( ! )	negligen!	1.negligent 2.ngeligently	用在一個單詞的末尾，用來替代一個或者更多的字母，適用於同詞但不同詞性或變化形的文字查詢。( ! 前必需要有至少 3 個字母。)
問號 ( ? )	wom?n	1.women 2.woman	以 ? 代替一個字母，可在一個單詞中出現多次，或在字首外的任何地方出現。

### 3-6 Noise Words ( 停用字 )

當以自然語言檢索時，以下文字 Nexis Uni<sup>®</sup>將會視為停用字(Noise Words)而不予檢索。

當您想檢索的關鍵字包含這些字元的時候，建議可用空格替代。比如您想檢索「black and white」，輸入「black white」即可。由於停用字非常多，我們無法提供一個完整的停用字列表，下面是其中最常見的一部分：

the	of	my	his	is	so
-----	----	----	-----	----	----

【註】and 和 or 於檢索中會被系統識別為連接詞(connector)使用。

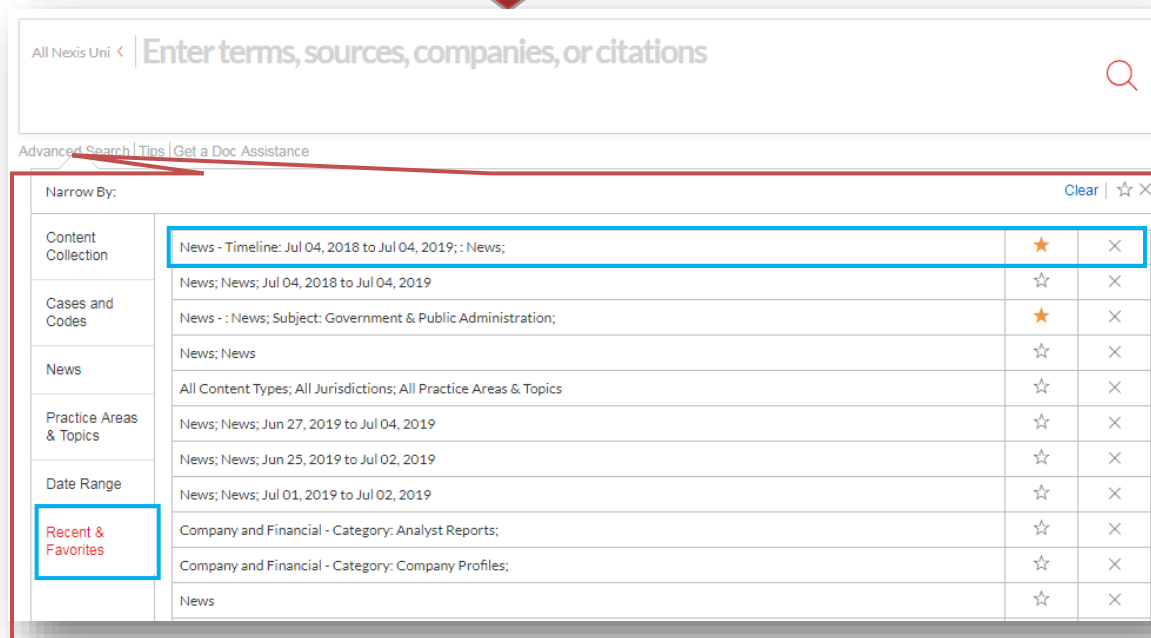
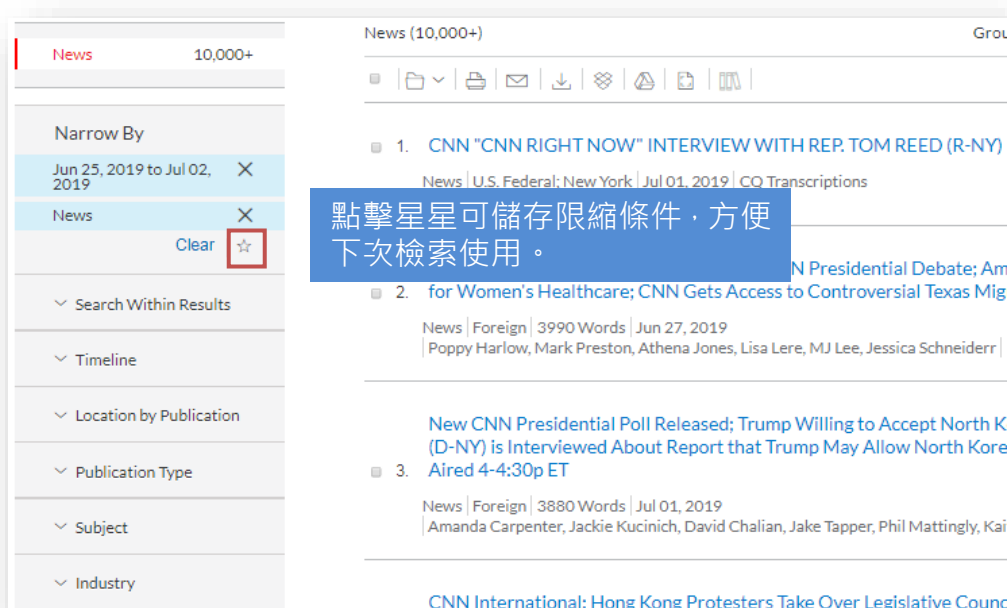
#### 常見停用字列表

all	ever	herewith	really	therefrom	viz
also	from	him	said	therein	was
am	had	his	she	thereof	we
an	hardly	however	should	thereon	were
any	has	i.e	so	thereto	what
are	have	if	some	therewith	when
as	having	into	such	these	where
at	he	is	than	they	wherein
be	hence	it	that	this	wherever
because	her	its	the	those	whether
been	here	me	their	thus	which
could	hereby	no	them	to	who
did	herein	of	then	too	whom
do	hereof	on	there	unto	whose
does	hereon	onto	thereby	us	why
e.g.	hereto	our	therefore	very	with

### 3-7 保存限縮條件

您可以將常用限縮條件，點擊限縮條件下方之星星符號予以保存，點選 Clear 予以清除。

※在簡易檢索欄位分類中的「Recent & Favorites」提供您再次快速檢索此領域。



## 4. 資訊瀏覽與特色功能

### 4-1 資訊瀏覽

#### 文獻資訊頁面概覽

The screenshot shows a document viewer interface for a document titled "Tech Executives Push Trump on Huawei Sales". The interface includes a top navigation bar with a Google logo and language options, a document title bar, and a toolbar with various icons. The document content is displayed in a large central area, and a right-hand sidebar contains metadata and navigation options. Numbered callouts (1-5) highlight specific features:

- 1**: Document title and author information.
- 2**: The main body text of the document.
- 3**: The classification section, which includes language, publication type, subject, company, ticker, industry, person, geographic, and load date information.
- 4**: The sidebar containing "About This Document" and "Source Information".
- 5**: The top navigation bar and toolbar.

**Document: Tech Executives Push Trump on Huawei Sales** | Actions

Google 語文翻譯

請選取語言 | Disclaimer

資料分享與儲存運用

關鍵字位置與文內再檢索

書目資訊

資料來源與註記

內容全文

資料概念與分類

**1** Tech Executives Push Trump on Huawei Sales

**2** Body

WASHINGTON -- President Trump on Monday assured executives of several big technology companies that his administration's "timely" decisions about whether to allow American firms to continue selling products to Huawei, the Chinese telecom equipment maker, had been placed on a government blacklist, the White House said in a statement.

Mr. Trump met on Monday afternoon with the leaders of Google, Qualcomm, Cisco, Intel, Micron, Western Digital and Broadcom to discuss the administration's ban on Huawei as well as the economy and trade relations with China, the White House said.

The meeting comes as tech companies, including semiconductor firms, continue to push the administration to follow through with Mr. Trump's promise to ease restrictions on selling chips and other technology to Huawei. The industry has been lobbying the administration to allow a resumption of sales to Huawei after a ban on the sale of American technology that was imposed this year over national security concerns.

That ban prevented many big tech companies, like Google, from doing business with Huawei without getting a government waiver. As a result, Google cut off support to Huawei for many Android hardware and software services, and other companies also stepped back from doing business with the firm.

Tech companies said little about the outcome but expressed gratitude for the meeting.

"We believe strategic technology investment and policies that ensure open and fair trade on a level playing field are essential to ongoing U.S. technology leadership, as well as economic growth throughout the world," Micron said in a statement.

Intel said that it was grateful for the opportunity to have its concerns heard.

"We regularly engage with the administration on issues important to Intel and our industry," the company said in a statement. "We appreciate joining our peers attending today's White House economic meeting and sharing Intel's perspective on economic issues, including how the current trade situation with China impacts the critical U.S. semiconductor industry."

This is a more complete version of the story than the one that appeared in print.

<https://www.nytimes.com/2019/07/22/us/politics/trump-huawei.html>

**3** Classification

**Language:** ENGLISH

**Publication-Type:** Newspaper

**Subject:** TALKS & MEETINGS (88%); INTERNATIONAL RELATIONS & NATIONAL SECURITY (87%); EXECUTIVES (73%); US PRESIDENTIAL CANDIDATES 2020 (73%); NATIONAL SECURITY (67%); SALES & SELLING (67%); COMMERCE DEPARTMENTS (64%)

**Company:** GOOGLE INC (85%); INTEL CORP (58%); BROADCOM CORP (57%); QUALCOMM INC (57%)

**Ticker:** INTC (NASDAQ) (58%); BRCM (NASDAQ) (57%); QCOM (NASDAQ) (57%)

**Industry:** TELECOMMUNICATIONS (87%); WIRELESS INDUSTRY (74%); MEDIA & TELECOMMUNICATIONS (72%); ELECTRONICS (72%); TELECOMMUNICATIONS EQUIPMENT (71%); TELECOMMUNICATIONS EQUIPMENT MFG (71%); 5G WIRELESS (66%); TELECOMMUNICATIONS SERVICES (66%); SEMICONDUCTOR MFG (65%); SEMICONDUCTORS (64%); WIRELESS NETWORKS (50%)

**Person:** DONALD TRUMP (89%); XI JINPING (72%)

**Geographic:** BEIJING, CHINA (55%); NORTH CENTRAL CHINA (70%); UNITED STATES (93%); CHINA (92%)

**Load-Date:** July 23, 2019

**4** About This Document

Source Information

The New York Times

**5** Document: Tech Executives Push Trump on Huawei Sales | Actions

GOOGLE 1 of 4

Search Document

6 of 352 | Results list



依據新聞、法律等不同類型資料有不同的內容資料區段(Segment)與顯示資訊，但頁面主要包含以下幾個部分：

**1** 書目資訊

- 包含標題、作者、出版時間等書目資訊。另提供 Export Citation 功能來匯出書目引用資訊，並提供 APA, Chicago, MLA 之書目格式選擇。

**2** 內容全文(Body)：

- 文獻資料內容，如有圖片或原始資料來源網址，亦會提供說明與註記。

**3** 資料概念與分類(Classification)：

- 針對文獻資料內容進一步分析，提供資料類型、語言、主題詞、相關人員/企業、地理區域、資料更新時間等，協助使用者瞭解此筆文獻資料。

**4** 資料來源與內容註記：

- 資料來源(About This Document)：文獻資料之資料來源(Source Information)內容說明，包含出版者、於資料庫之收錄範圍、起迄年份以及更新頻率等資訊。
- 內容註記(Notes)：針對儲存的文獻，可於瀏覽文獻時進行標註(Highlight)與註解(Annotate)，所筆記的內容將置放於 Notes 中。

**5** 瀏覽輔助功能：Nexis Uni<sup>®</sup>提供多種資料瀏覽輔助功能，包含

- **Ⓐ 資訊分享與儲存運用**：提供文獻列印、Email 分享、下載、Dropbox 與 Google 雲端硬碟分享與儲存功能。
- **Ⓑ 關鍵字位置與文內再檢索**：提供關鍵字顏色標示、Go to 關鍵字的快速定位，以及於文內新關鍵字之檢索。
- **Ⓒ Google 語文翻譯**：Nexis Uni<sup>®</sup>內嵌 Google 翻譯功能，可提供多國語言即時翻譯。

詳細瀏覽輔助功能說明，將於 4-2 特色功能詳細介紹。

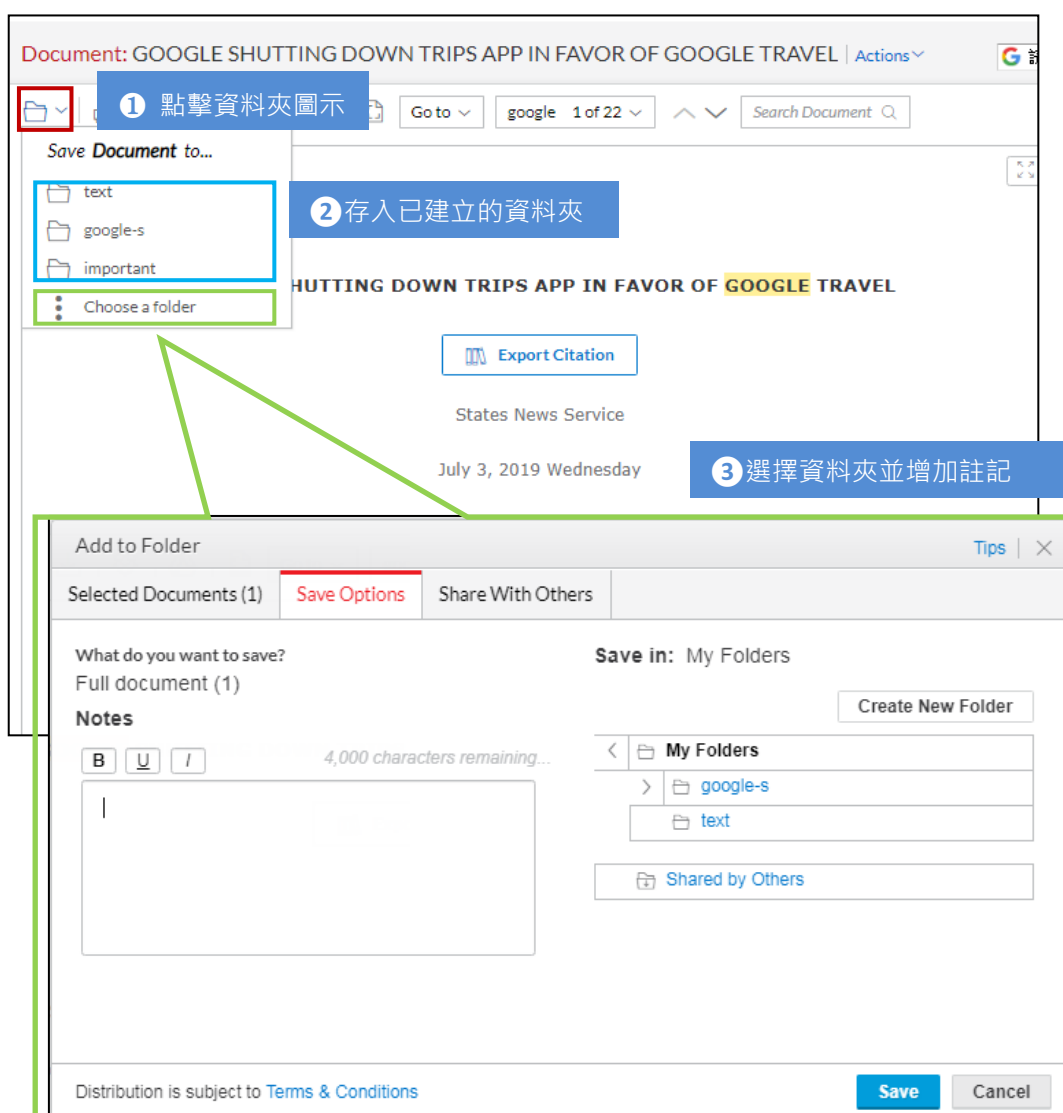
## 4-2 特色功能介紹

### 1. 文獻資料管理、儲存與分享

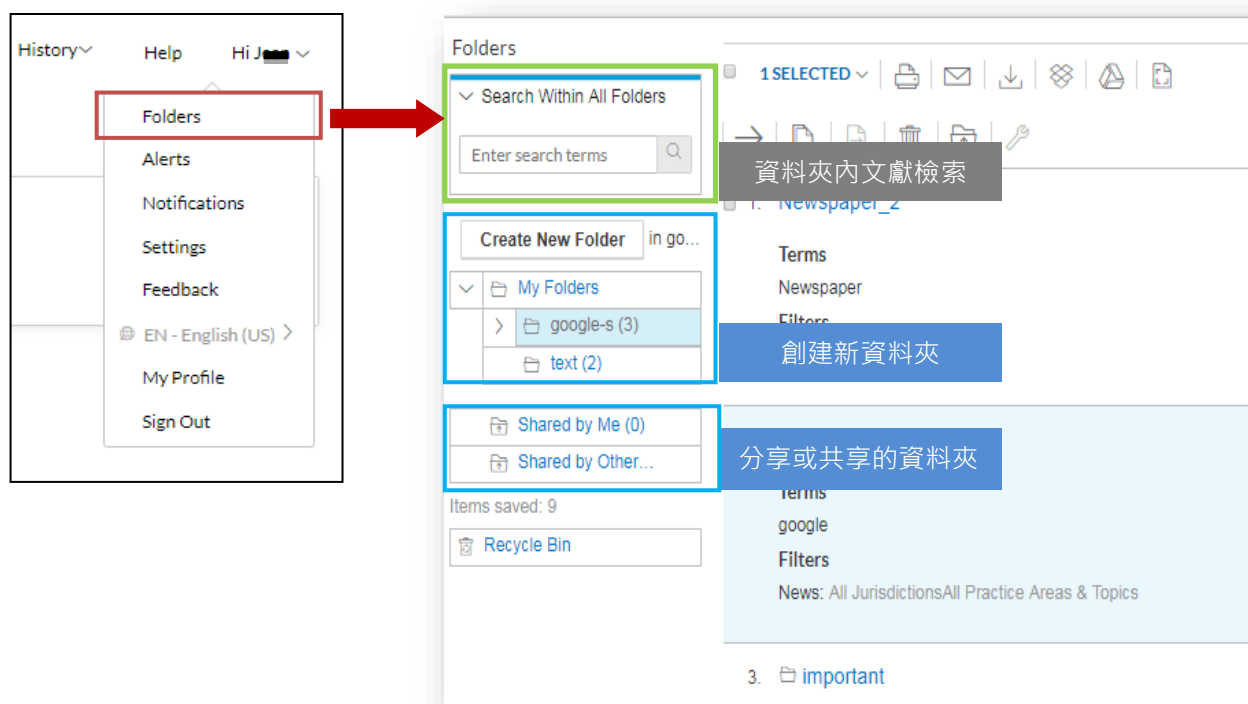
Nexis Uni<sup>®</sup>提供使用者多種資料儲存與分享方式。

#### (1) 資料夾建立與儲存文獻資料：

Nexis Uni<sup>®</sup>提供「**個人資料夾**」功能方便使用者管理與運用所瀏覽的資料。瀏覽文獻時，可直接點擊文獻左上方之資料夾圖示，將文獻資料儲存於個人資料夾中。儲存時可選擇直接儲存於已建立的資料夾，或者選擇欲存入的資料夾並增加註記。



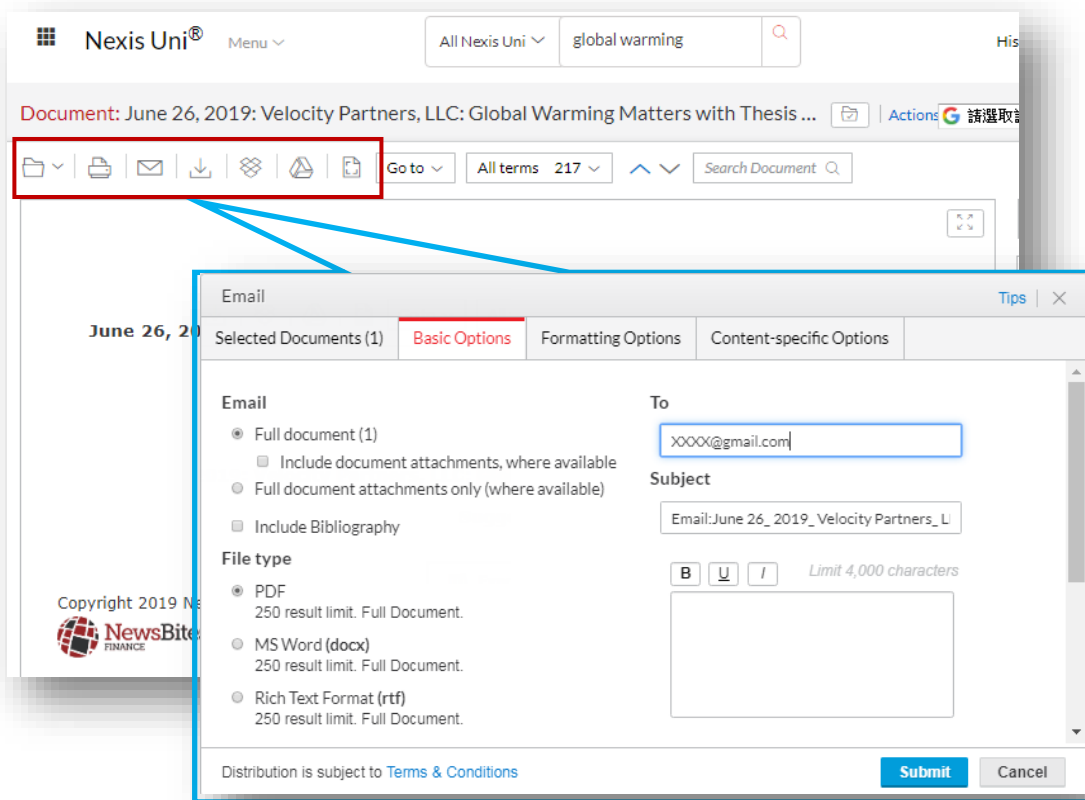
點選個人化帳號下拉列表中的「Folders」即可快速取得您所儲存的文獻。使用者可以依據不同主題創建資料夾，並進行資料夾之組織與次分類。所有文件夾都可以重新命名、刪除、移動或進行資訊分享。此外，亦可透過 Search Within All Folders 功能，輸入關鍵字檢索所有資料夾內的文獻資源內容。



## (2) 文獻資料運用與分享

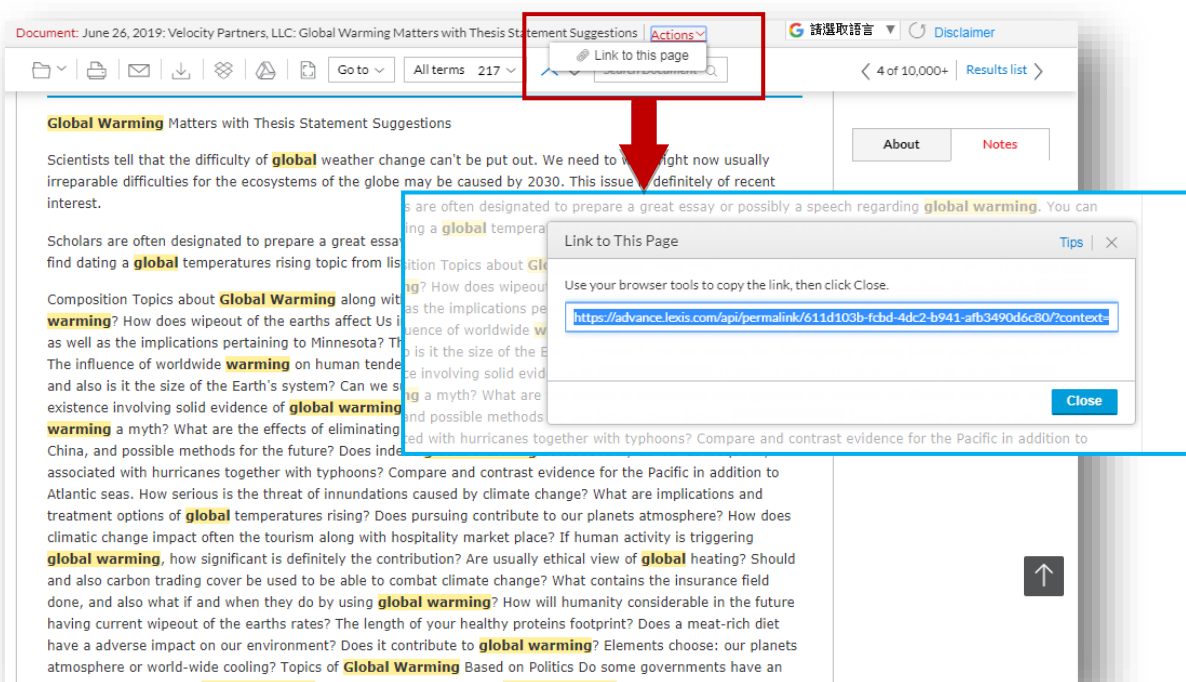
Nexis Uni<sup>®</sup>使用者除能透過個人化資料夾的功能將文獻書目資料或全文儲存至資料庫外，亦可透過電子郵件寄送、檔案下載、儲存至 Dropbox 或 Google Drive 雲端空間等方式儲存或分享文獻資訊。

- 檔案下載：支援 PDF、WORD 與 RTF 檔。
- 共享資料夾：共享資料夾資訊給其他 Nexis Uni<sup>®</sup>使用者時，對方將收到一封電子郵件通知，並須於 30 天內接受，否則需重新分享一次。



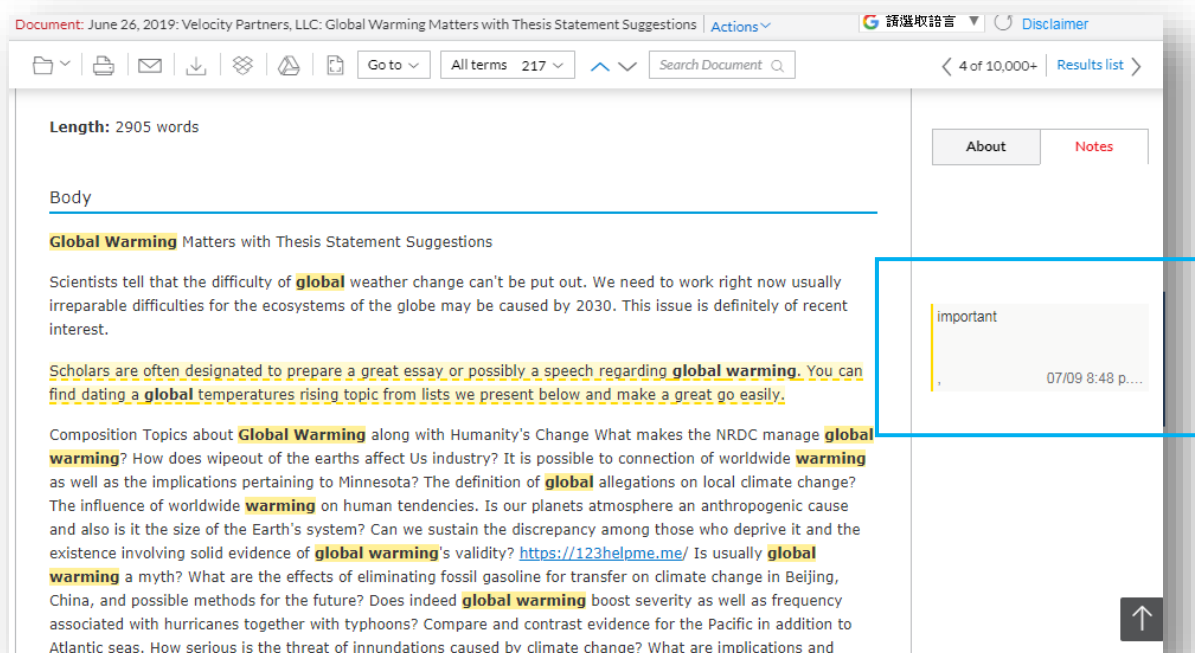
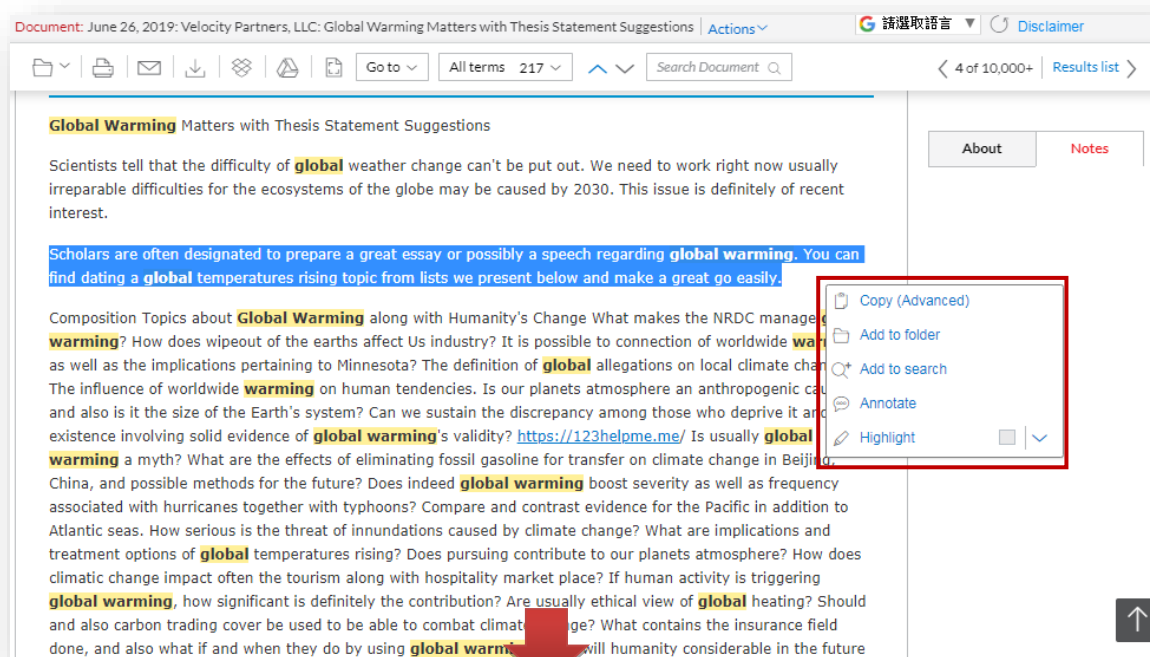
Nexis Uni® 使用者除了透過 Email、Dropbox 或 Google Drive 雲端硬碟分享外，點選文獻上方「Action」即可複製該篇文獻之永久連結網址，並將網址分享給 Nexis Uni® 其他使用者。被分享者點選該網址即可觀看文獻。複製之連結網址亦可當作書籤儲存。

※提醒：若 URL 連結兩年未被使用，該連結將不再有效。



## 2. 註記文獻：

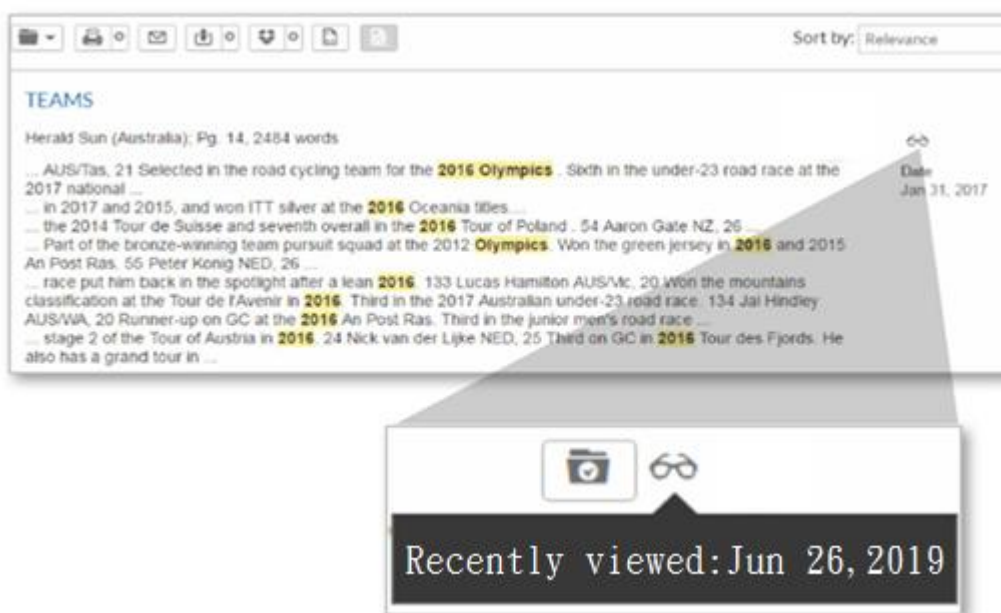
使用者選擇一段文獻文字或段落後，頁面會自動出現工具列表，可進行劃重點(Highlight)、添加註釋(Annotate)並保存筆記至資料夾(Add to folder)，抑或可將選取的文獻文字或段落增加至檢索欄位，進行再次檢索(Add to search)。凡註記的內容皆會自動添加顯示於頁面右方「Notes」區域。



### 3. 查閱文獻瀏覽紀錄

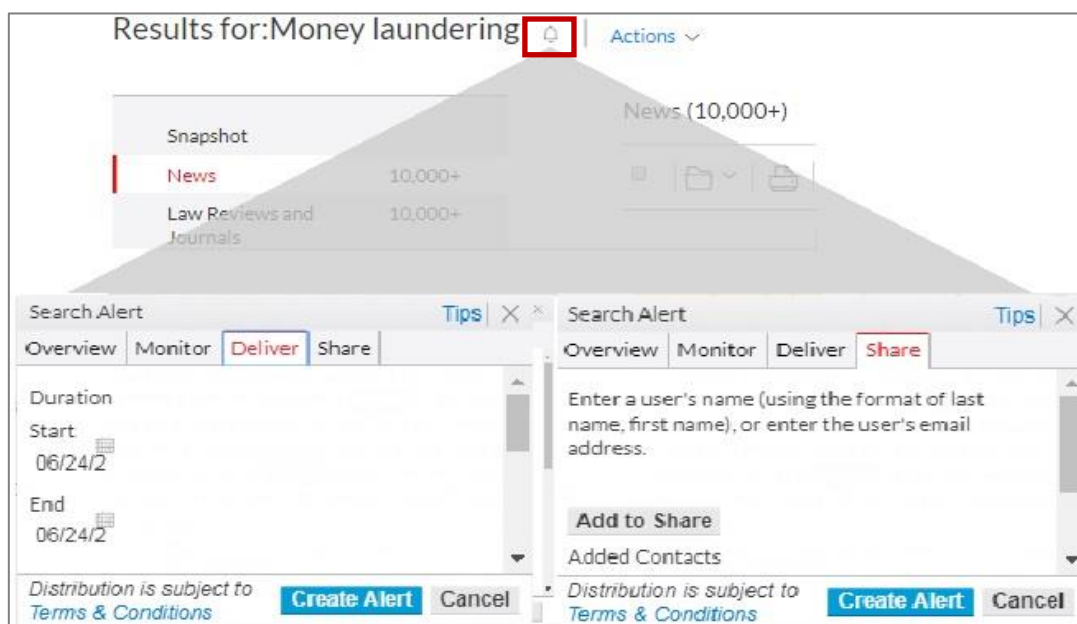
Nexis Uni® 考量使用者於眾多資源列表中，具有分辨、尋找或回顧查看過的文檔之需求，因此只要使用者曾經瀏覽過某篇文獻，**眼鏡圖示**將出現在結果列表中之文獻旁邊。此外，只要使用者儲存過某篇，**文件夾圖標**亦會出現於列表中之文獻旁。

※滑鼠移至眼鏡圖式即可查看上次閱讀文檔的時間。



### 4-3 設置與共享快訊通知(Alert)

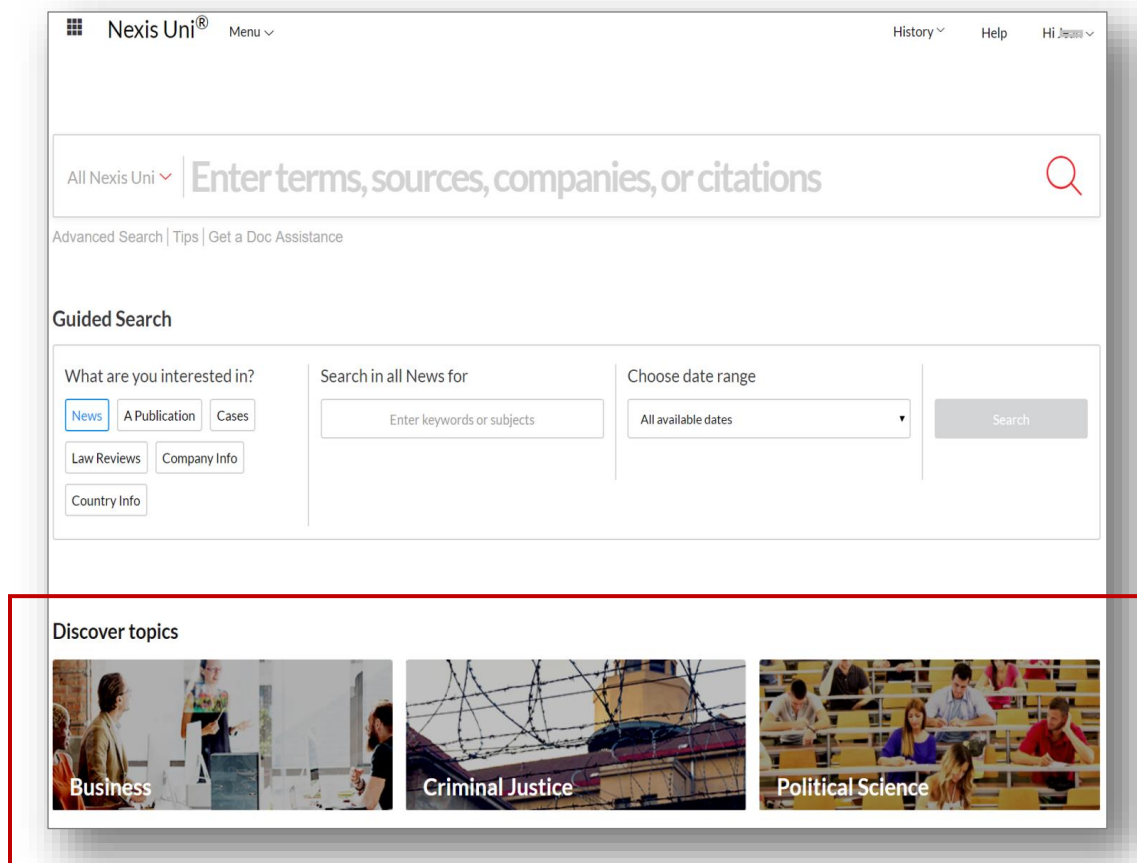
Nexis Uni<sup>®</sup>使用者可針對檢索策略或出版品設置個人化快訊通知(Alert)，當資料庫有更新資訊時，即可收到新訊通知。Alert 可進行命名、通知頻率、通知期間、新訊分享等功能設置。如欲與 Nexis Uni<sup>®</sup>用戶共享已設置的快訊通知(Alert)，只要輸入電子郵件信箱即可共享(但內容需為同為 Nexis Uni<sup>®</sup>用戶才能點選觀看)



## 4-4 設置學科主頁

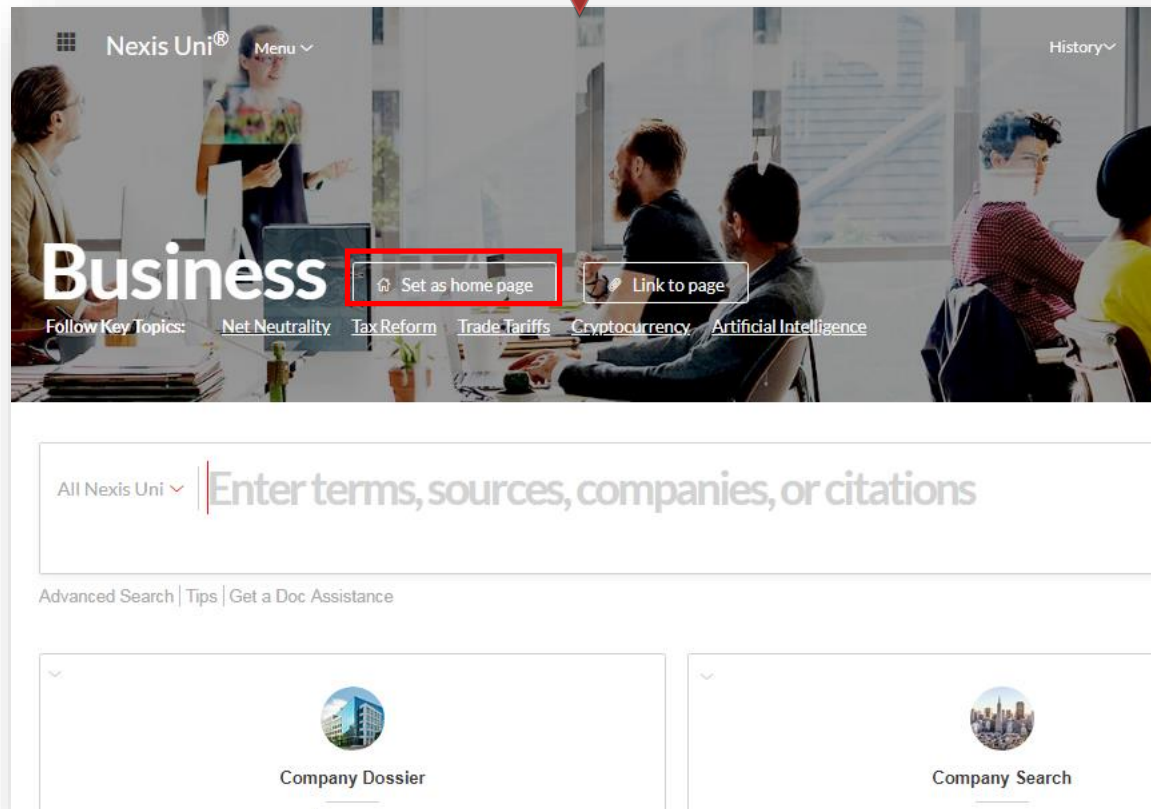
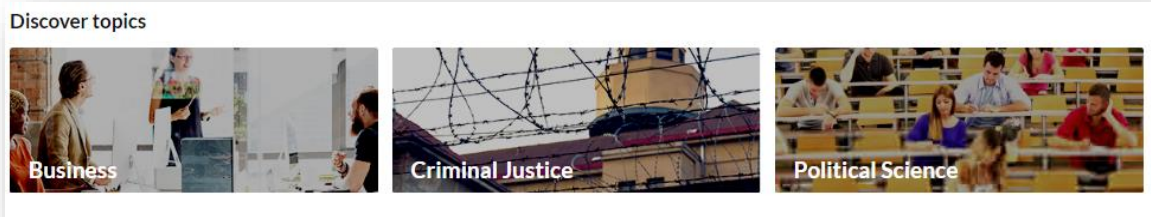
Nexis Uni<sup>®</sup>涵蓋新聞、商業、法律等多種學科資訊，為協助特定領域師生研究之便利性，資料庫特別開發「主題探索(Discover topics)」之檢索入口頁面。資料庫預設的頁面顯示學科為商業(Business)、刑事司法(Criminal Justice)與政治科學(Political Science)，未來將添加更多學科領域。學科頁面之目的在於提供與學科相關之最新消息、資源和文獻等，使用者點擊學科主題，即可進行該主題相關資源之瀏覽與檢索。

1. 點擊在首頁下方的主題探索(Discover topics)區塊。





2. 點擊「Set as home page」按鈕，即可將此學科主題設置為登錄後顯示首頁。



## 5. Nexis Uni<sup>®</sup>的法律資源

Nexis Uni<sup>®</sup>收錄美國聯邦和各州判例法、法規、規章條例等第一手資料，亦提供法律新聞、法學論文、法律評論等二手資料，並提供 LexisNexis<sup>®</sup> 獨有的 Shepard's<sup>®</sup> 引證分析功能 (Shepard's<sup>®</sup> Citations)。Shepard's<sup>®</sup>整理了自 1789 年以來美國最高法院審理過的案件的歷史記錄、目前狀況以及各方意見情況，協助使用者瞭解某個法律問題的背景狀況。透過 Shepard's<sup>®</sup> 引證分析功能可協助使用者：

- 瞭解某個判例是否被推翻，或者之後引用者的觀念態度，作為之後援引的判斷依據。
- 列舉了所有曾經引用過此案的其他案件，以及其他權威人士的引用，包括注釋和法律評論文章等資訊。
- 確保對一個判例的引用是精確的，包括判例的名字、管轄權和並行援引之準確性。

### 5-1 法律資訊檢索

Nexis Uni<sup>®</sup>提供以多種方式進行法律資訊檢索，以下將以搜尋判例(Cases)為例來進行說明：

1. 簡易檢索：點選 **ALL Nexis Uni** 中限定內容資料類別為「判例」，選擇判例與管轄法院、執業領域與主題等資訊，並於檢索框輸入關鍵字即可檢索。
2. 進階檢索：點選 **Advance Search**，並選擇資料內容類型(Select a Different Content Type)為判例，即可進一步進行關鍵字搜尋。其中，於 Document Segments 中可再輸入 Party、Court 等檢索詞，以增加檢索結果精準度。

3. 引導式檢索：點選 **Guided Search** 中的 **Cases**，之後選取法庭種類，輸入關鍵字與限定欲檢索的日期區間，即可以進行檢索。

此外，Nexis Uni<sup>®</sup> 為方便使用者取得美國法院判例(Cases)的原始文件，提供「**Get a Doc Assistance**」的功能協助使用者尋找到所需的文件。使用者點選「**Get a Doc Assistance**」後，可再依據**Citations(引證)**、**Party Name(當事人姓名)**或者**Docket Number(案卷編號)**來檢索所需的判例的原文檔案，或再進行Shepardize<sup>®</sup> 引證分析。

點選 **Get a Doc Assistance** 後，

- 1 點選 **By Citation**。
- 2 選取 **Citation Formats**：
  - 選擇**內容類型(Content Type)**：如判例、法規等。
  - 選擇**特定管轄法院(Jurisdiction)**，或者非特定的管轄法院(**Non-Jurisdictional**)的內容。
  -
- 3 選取頁面下方 **Sources** 呈現的資源列表，並點選資源名稱。
- 4 輸入判例等資源相關之案號。
- 5 點選 **Get Document** 或要進行 Shepardize<sup>®</sup> 引證分析。

All Nexis Uni

Advanced Search | Tips

Home / Get a Doc Assistance  
**Get a Doc Assistance** | Actions

1 **By Citation** | Cases by Party Name | Cases by Docket Number

Citation Formats

2 Content Type

3 Jurisdiction  
 Clear Jurisdiction

Sources	Citation Formats
B. Stockton [NJ]	B. Stockton
New Jersey Court of Chancery LEXIS cite	N.J. Ch. LEXIS
New Jersey Equity Reports [NJ]	N.J. Eq.
New Jersey Law Reports [NJ]	N.J.L.
New Jersey Miscellaneous LEXIS cite [NJ]	N.J. Misc. LEXIS
New Jersey Miscellaneous Reports [NJ]	N.J. Misc.
New Jersey Prerogative Court LEXIS cite	N.J. Prerog. Ct. LEXIS
New Jersey Reports [NJ]	<input type="text" value="N.J."/>
New Jersey Superior Court LEXIS cite [NJ]	N.J. Super. LEXIS

Home / Get a Doc Assistance  
**Get a Doc Assistance** | Actions

**By Citation** | Cases by Party Name | Cases by Docket Number

New Jersey Reports [NJ]  
[Back to citation formats](#)

4 Citation  
 N.J.   
 Example: 141 N.J. 434

5

## 5-2 Shepard's® Citations 引證分析

Nexis Uni®可以透過兩種方式進行 Shepard's® Citations 引證分析：

### 1. 方法一：透過「Get a Doc Assistance」

透過「Get a Doc Assistance」針對特定的判決、法規、期刊文章等資料，輸入已知的引證內容、當事人名稱或案件編碼進行檢索。尋找到目標文件檔案後，點選「Shepardize®」即可。

### 2. 方法二：直接在搜索框中輸入「shep:文檔引文」指令即可。

The screenshot illustrates the search process in Nexis Uni. The top search bar contains the query `shep:119N.J.287`. Below the search bar, the results page for *Shepard's®: Abbott v. Burke, 119 N.J. 287* is displayed. The page shows a list of citing decisions, with the first result being *Bd. of Educ. v. N.J. Dep't of Educ.*, 183 N.J. 264, 872 A.2d 1052, 2005 N.J. LEXIS 581. The page also includes a sidebar with navigation options and a 'Narrow By' section.

**Search Bar:** All Nexis Uni `shep:119N.J.287`

**Results:** Shepard's®: [Abbott v. Burke, 119 N.J. 287](#)

**Citing Decisions (80)**

Subsequent appellate history contains possible negative analysis

**Narrow By:**

- Analysis
- Caution: 7
- Distinguished by: 6
- Criticized by: 1
- Positive: 5
- Followed by: 5
- Neutral: 17
- Cited in Dissenting Opinion at: 13
- Explained by: 2
- Cited in Concurring Opinion at: 1
- Distinguished in Concurring Opinion at: 1
- "Cited by": 63

**Results List:**

- Bd. of Educ. v. N.J. Dep't of Educ.*, 183 N.J. 264, 872 A.2d 1052, 2005 N.J. LEXIS 581
- Joye v. Hunterdon Cent. Reg'l High Sch. Bd. of Educ.*, 176 N.J. 568, 826 A.2d 624, 2003 N.J. LEXIS 687

## 5-3 Shepard's® Citations 引證分析指示符號

指示符號	描述
	<p><b>警告，存在負面的評價</b></p> <p>隨後判決中出現過強烈負面的評價，包括：被駁回、被取代、被廢除、被撤銷等。</p>
	<p><b>警告，在法令中存在負面評價</b></p> <p>隨後判決中出現中有強烈的否定，例如某部分被認定是違背憲法的或無效的。</p>
	<p><b>警告，引用的法院有質疑</b></p> <p>由於某些情況或事實的出現，包括司法或立法否定，導致對案件某些論點的有效性和價值的質疑</p>
	<p><b>注意，可能負面的評價</b></p> <p>在隨後的判決中可能是負面的評價，例如 limited 或 criticized</p>
	<p><b>正面的評價</b></p> <p>隨後判決中的評價與此案例的沿革對該案由正面的影響，例如 affirmed 或 followed</p>
	<p><b>被引用或者存在中性的分析</b></p> <p>隨後的判決中未出現正面或者負面的評價，例如 explained</p>
	<p><b>存在引證文獻</b></p> <p>雖然有文獻引用，但在隨後無任何判決有相關評價或歷史沿革，例如被法律期刊引用。</p>

## 6. Nexis Uni<sup>®</sup>的商業資訊

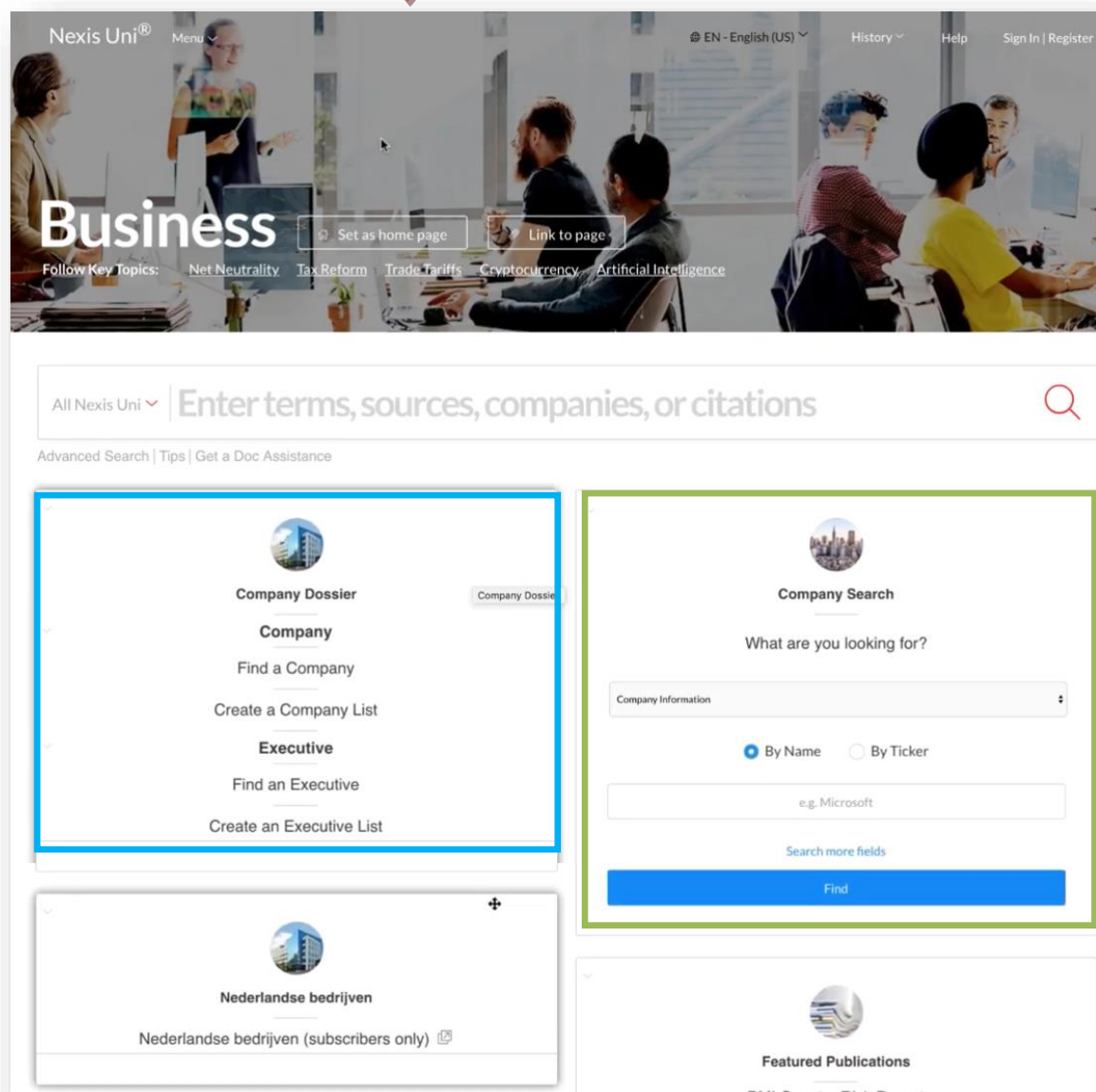
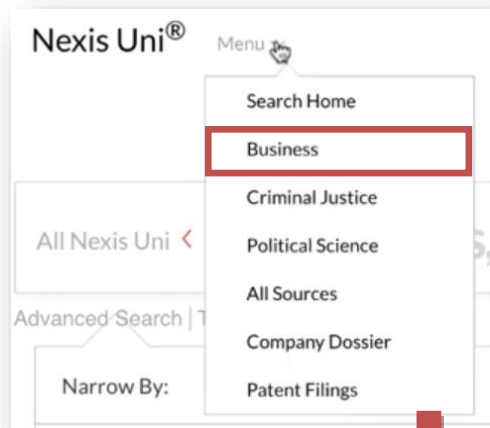
Nexis Uni<sup>®</sup>收錄豐富的商業資訊資源，包含

- 超過8,000萬家美國與全球公司之行政、財政、競爭者情形等產業與管理資訊。
- 主要商業新聞媒體、報紙、期刊雜誌與行業資訊，如《會計時代》、《併購報告》、《胡佛IPO報告彙編》等。
- 會計財務資訊資源，諸如《標準普爾每月產業評論》、《胡佛公司報告》等國際企業、股票報告、公司財務資訊，與其他類型等資源。
- 美國證券及交易委員會檔案(SEC Filings)和報告，包括《10-Q報告》、《10-K報告》、威廉姆斯法案相關文件(Williams Act Filing)等資訊。

### 6-1 商業資訊檢索

Nexis Uni<sup>®</sup>收錄豐富的商業資訊資源，可透過以下方式進行檢索：

1. **簡易檢索**：點選 **ALL Nexis Uni** 限定內容資料類別為「**Company and Financial**」，選並於檢索框輸入欲查詢之公司名稱關鍵字即可檢索。
2. **引導式檢索**：點選 **Guided Search** 中的 **Company Info**，輸入欲查詢之公司名稱關鍵字即可檢索。
3. **主題式檢索**：點選 **Menu→Business** 或者首頁下方之 **Business** 頁面即可進行
  - **Company Search**：透過公司名稱或股票代號來搜尋。
  - **Company Dossier**：連結至 **Dossier** 尋找公司或管理者資訊。

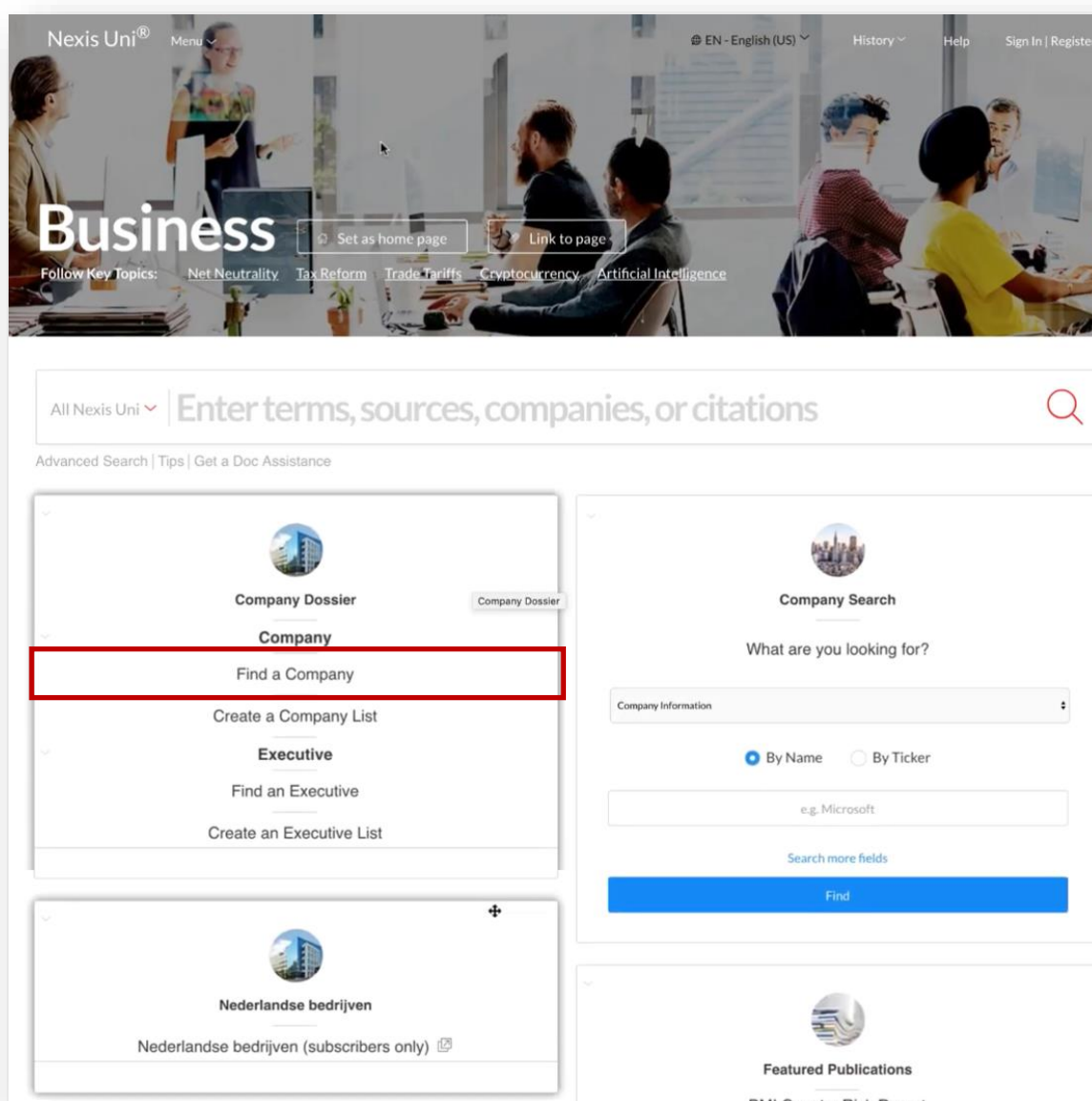




## 6-2 Company Dossier ( 公司資訊檢索 )

**Company Dossier** 協助使用者方便查詢目標公司之聯繫方式、高階管理者、雇用人數、財務狀況，以及美國證交委員會檔案和報告 SEC Filing 等。

1. 點選 **Menu**→**Business** 或者首頁下方之 **Business** 頁面即可進入商業資訊專業。點擊 **Company Dossier** 中之 **Find a Company**。



The screenshot displays the Nexis Uni Business interface. At the top, there is a navigation bar with 'Nexis Uni', a 'Menu' dropdown, and user options like 'EN - English (US)', 'History', 'Help', and 'Sign In | Register'. The main header features the word 'Business' in large white text over a background image of people in a meeting. Below this, there are links for 'Set as home page' and 'Link to page', and a section for 'Follow Key Topics' including 'Net Neutrality', 'Tax Reform', 'Trade Tariffs', 'Cryptocurrency', and 'Artificial Intelligence'. A search bar is present with the placeholder text 'Enter terms, sources, companies, or citations'. Below the search bar, there are several menu items: 'Company Dossier' (with a 'Company Dossier' tag), 'Company' (with 'Find a Company' highlighted by a red box), 'Create a Company List', 'Executive' (with 'Find an Executive' and 'Create an Executive List'), 'Nederlandse bedrijven' (with 'Nederlandse bedrijven (subscribers only)'), and 'Featured Publications' (with 'BML Country Risk Report').

2. 於檢索框裡輸入公司名稱，亦可透過股票代碼(Ticker symbol)、公司類型(Company type)、所在地區(Regions/Countries)等限定進行檢索。

以檢索 IBM 公司為例：

The screenshot shows the LexisNexis search interface. At the top, there are navigation tabs: "Company", "Executive", "Upload a List", "Alerts & History", and "Preferences". Below these are sub-tabs: "Find a Company", "Create a Company List", and "Compare Companies". The main section is titled "Find a Company" with a "Tips" link. The search form includes the following fields and options:

- Company name:
- Ticker symbol:
- DUNS® number:
- Dossier ID:
- Company type:  (dropdown)
- Headquarters:  Only show headquarter locations
- Regions/Countries:  [Edit](#)
- States/Provinces:  (dropdown)
- Cities:



The screenshot shows the search results page for IBM. At the top, there are navigation tabs: "Company", "Executive", "Upload a List", "Alerts & History", and "Preferences". The main section is titled "Top 3 results for: IBM". Below this, there is a message: "Your search found 3246 companies. Listed below are the Top 3 companies. Select the company name from the results list to see the reports or click **View All** to see".

Company Name	Street Address	Company Type
1. <a href="#">IBM Global Services</a>	1 New Orchard Rd, Armonk, NEW YORK, UNITED STATES	PRIVATE - PARENT
2. <a href="#">IBM DEUTSCHLAND PENSIONSFONDS AG</a>	1 IBM ALLEE, EHNINGEN, GERMANY	PRIVATE - SUBSIDIARY/BRAN
3. <a href="#">IBM Global Process Services Private Ltd.</a>	1st Fl., Birla Twr., 25 Barakhamba Rd., Connaught Pl, New Delhi, INDIA	PRIVATE - PARENT

Below the table is a "View All" button. At the bottom of the page, there is a footer with the LexisNexis logo, navigation links (About LexisNexis®, Privacy Policy, Cookie Policy, Terms & Conditions), copyright information (Copyright© 2019 LexisNexis. All rights reserved.), and the RELX Group™ logo.

3. 可透過頁面左側分層欄位，獲取公司詳細資訊，如：公司基本資訊、產業報告、投資狀態、新聞、法律報告、專利持有狀況等相關資訊。

The screenshot shows a web application interface for generating a report for IBM Global Services. The interface includes a navigation menu on the left, a main content area with a 'Snapshot' section, and a 'Generate Report' button highlighted in green.

**Navigation Menu (Left):**

- Snapshot
- Current News
- Company Information
  - Company Hierarchy
  - Full Executive Lists
  - Executive Contacts
- SEC Filings
- Company Reports
- Industry Knowledge
- Company Activities
- Investment Research
- News
- Legal
- Intellectual Property

**Main Content Area:**

Report for: IBM Global Services [Generate Report](#) [Edit search](#) | [New search](#) | [Return to results](#) | [Save search](#)

Expand all | Collapse all

Snapshot

0 [Print] [Email] [Download]

**IBM Global Services**

**Type:** Private - Parent  
**Address:** 1 New Orchard Rd  
Armonk, New York  
10504  
United States  
**Phone:** (914) 499-1900  
**Fax:** (914) 765-7382  
**Email:** [ews@us.ibm.com](mailto:ews@us.ibm.com)  
**Address:** International  
Business  
Machines  
Corporation  
(Armonk, New  
York)

**Dossier ID:** 99974168  
**DUNS@**  
**Number:**  
**Ticker(s):**  
**Exchange(s):**  
**Employees:** 190,000  
**Internet:** [www.ibm.com/contact/us/en](http://www.ibm.com/contact/us/en)

**Parent:** International  
Business  
Machines  
Corporation  
(Armonk, New  
York)

**Yearly Financials**

(USD) Currency

	Amount
<b>Net Sales (USD)</b>	47400

1 from [Company Briefs-Gale Group](#), April  
2019 Copyright 2018 Gale Group, Inc., All Rights Reserved

**Top Executives**

Name	Title
------	-------

4. 點選 Snapshot 再點選 Generate Report，即可自訂欲匯出的欄位資訊(最多 10 個選項)，下載客制化公司報告。下載的報告檔案格式支援 PDF 與 WORD 檔。

### Generate Report

Select the Company Dossier sections you want to include in your company report.

2/10 Selected ?

- Snapshot**
- Current News \***
- Company Information**
  - Brands
  - Competitors
  - Company Hierarchy
  - Full Executive Lists
    - Executive Contacts
    - Professional Contacts
- SEC Filings \***
  - Executive Compensation
  - Corporate Articles & Bylaws
  - Corporate Material Contracts
  - Insider Trading Files (Form 4)
  - Insider Trading Files (Form 144)
  - Recent SEC Filings
  - Proxy Statement
  - Recent Ownership Filings (Williams Act)
  - Latest 10-K Filings (Form 10-K)
  - Latest 10-Q Filings (Form 10-Q)
  - Latest 8-K Filings (Form 8-K)
- Company Reports**
  - Standard & Poor's Corporate Descriptions plus News
  - Worldscope
  - LexisNexis Corporate Affiliations
  - D&B Duns Market Identifiers Plus (US)
  - U.S. Institutional Database
  - Market Guide Company Profiles
  - Company Briefs-Gale Group
- Industry Knowledge**
  - Industry Overview
  - Recent Industry News
  - MarketLine Reports
    - Company SWOT Analysis
    - Industry SWOT Analysis
  - Other Industry Reports
- Company Activities \***
  - Mergers
  - Corpin Worldwide
- Investment Research \***
  - Analyst Reports
  - Zacks Investment Research
- News \***
  - Top Publication
    - Major Newspapers
    - Press Release
    - Magazines
    - Transcripts
    - Legal Publications
  - Topic
    - Business Activity
    - Corporate Structure
    - Financial
    - Legal
    - Marketing and Product
  - Region
    - United States
    - Canada, Central America and South America
- Legal \***
  - Recent Cases
    - Recent United States Cases
    - Recent Canada Cases
    - Recent UK Cases
    - Recent Irish Cases
  - Mealey's Reports
  - Directory Information
    - Martindale-Hubbell Outside Counsel
  - Intellectual Property \***
    - Trademarks
      - Recent United States State Trademarks
      - Recent United States Federal Trademarks
      - Recent International Trademarks
    - Copyrights
      - Recent United States Copyrights

**More Options**

\*Return  items in the cite list

Include full document

**Document Type**

Adobe® (PDF)  Word (DOC)

[Generate Report](#)

[Cancel](#)

如有任何問題，歡迎您隨時與我們聯繫！



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