

Using *LexisNexis* for Legal & Business Research

Universal Orlando
Foundation Library

For Legal Research ...

Step 1 - Start at the **Library Home Page** (<http://library.ucf.edu/Rosen/>)

Step 2 - Click on the **Databases** tab

Step 3 - Choose the subject **Hospitality**

Step 4 - Choose **LexisNexis Academic** from the database list

If working off-campus, you may be asked to enter your **Library ID Number** (found on your UCF card) and Password to verify you are affiliated with UCF.

Searching Federal and State Codes (including FL Statutes):

1. Click on the **US Legal** tab
2. Select **Federal Statutes, Code and Regulations** for federal information or **State Statutes, Codes & Regulations** for state specific information
3. Check the applicable sources you would like to search
Ex.: For Florida Statues, choose **FL** (state) and click on the **Statutory Code** box
4. Type **Keywords** in the **Search Box**, ex: hotel and negligence
5. Click the **Search** button
6. Use the **Sort** drop-down box at the top of the results list to display the codes by **Relevance** or **Date** order
7. Click on the citation link for the statute you wish to view, ex: [Fla. Stat. § 47.051 \(2011\)](#)
8. The full text of statute will be displayed, along with print, email, cite, and save options

Searching Federal & State Cases

1. Click on the **US Legal** tab
2. Select **Federal & State Cases**
3. Use the **Jurisdiction** drop-down box to select **Federal** or **State** cases
4. You can search by **Case Name** (ex: Bruno v. State) or by **Citation Number** (ex: 807 So. 2d 55), if you already have that information OR type **Keywords** in the **Search Box**, ex: golf course and easement
5. Click the **Search** button
6. Use the **Sort** drop-down box at the top of the results list to display the **Cases** by **Relevance** or **Date** order
7. Click on the citation link for the case you wish to view, ex: Palm Beach County v. Cove Club Invs.
8. The full text of the case will be displayed, along with print, email, and save options

For more assistance with using the LexisNexis database, please ask a librarian for help.

For Business Research ...

Step 1 - Start at the **Library Home Page** (<http://library.ucf.edu/Rosen/>)

Step 2 - Click on the **Databases** tab

Step 3 - Choose the subject **Hospitality**

Step 4 - Choose Companies and then Company Dossier to begin your search

If working off-campus, you may be asked to enter your **Library ID Number** (found on your UCF card) and Password to verify you are affiliated with UCF.

Individual Company Information

Company Dossier, the default search option, will allow you to find most public company information including: analysis and basic information, current news stories, company profiles, list of competitors, corporate hierarchy, financial information, legal information, and intellectual property information.

1. Search for a company by its name (being as specific as possible e.g., Ford Motor Company or Apple Computer Inc), or its ticker symbol
2. If your search returns too many results, you can use the options, such as selecting the location of the company, below the main search box to limit results

Company Lists

1. **Dossier: Create a Company List** lets you create an exportable spreadsheet of all companies in a particular industry
2. You can search by SIC or NAICS codes, location, zip code, size, sales, employees, and other variables
3. When you have completed the Search Form click **Create** to view a list of companies that meet your criteria
4. Click **Next: Customize List** to choose the attributes that you want included in your list such as revenue, company web address, number of employees, etc.
5. Click on **Update Company** list
6. To save your customized list as an Excel worksheet, click **Download Selected Items**

Other Business Search Options

Dossier: Compare Companies allows you to view financial information of public companies for a side-by-side comparison.

SEC Filings provides access to the required documents submitted to the Securities & Exchange Commission: annual reports (10-K), quarterly reports (10-Q), prospectuses, and other reports of interest to shareholders.

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