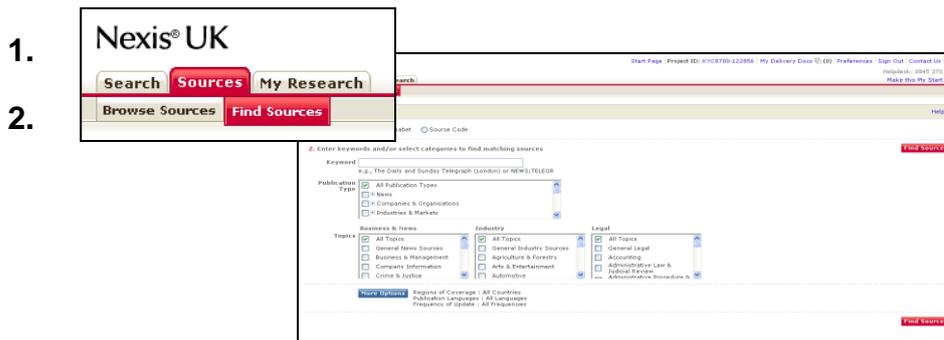


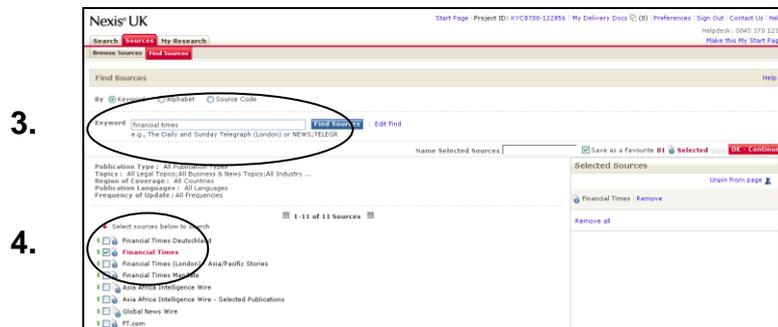
How to include The Financial Times in your Nexis searches

To run a search on the FT only

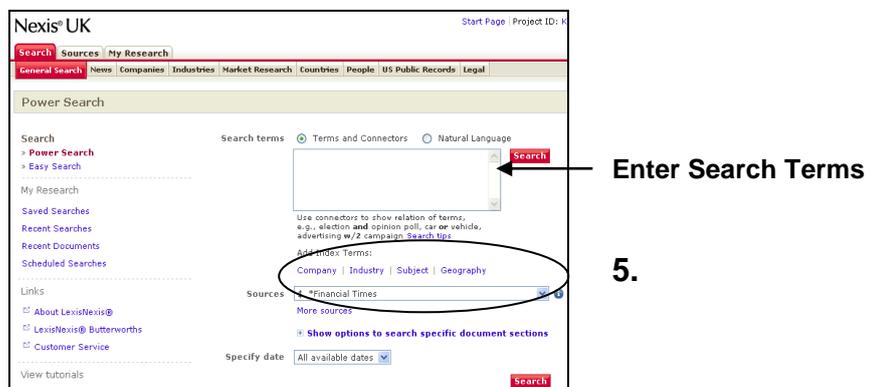
1. Select the **Sources** tab from the top left hand corner of the screen.
2. You will notice the sources tab is split into two further categories; Browse Sources and Find Sources. Select **Find a Source**.



3. Enter '**Financial Times**' in the 'Keyword' Box and select **Find Sources**
4. The Financial Times will be listed below. **Select with a tick** and press **OK - Continue**



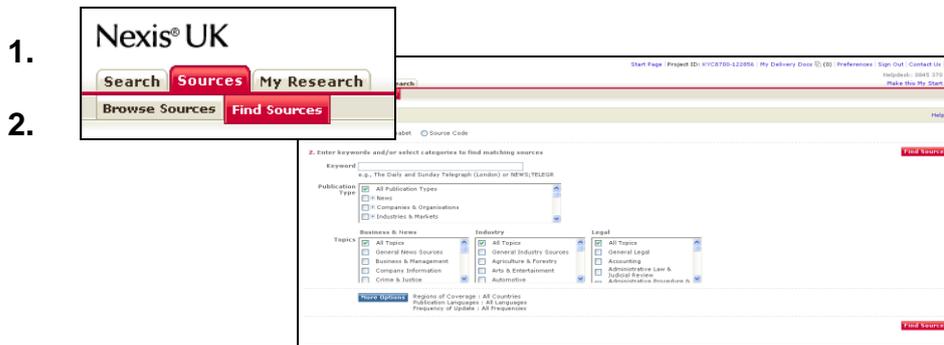
5. You will now be returned to the 'General' Search page and the Financial Times will automatically appear in your sources box. **Enter your search terms in the white box** towards the top of the screen (For additional help on entering your terms select the Search Tips hyperlink from below the white box).



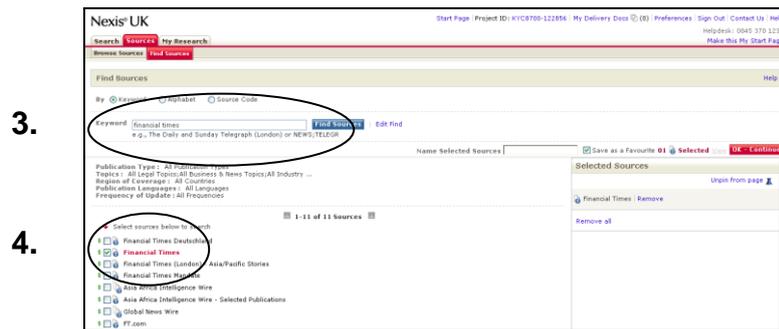
To include The Financial Times in a combined Source Group:

On Nexis you can create folders with selected publications:

1. Select the **Sources** tab from the top left hand corner of the screen.
2. You will notice the sources tab is split into two further categories; Browse Sources and Find Sources. Select **Find a Source**.



3. Enter **'Financial Times'** in the 'Keyword' Box and select **Find Sources**
4. The Financial Times will be listed below. **Select with a tick**

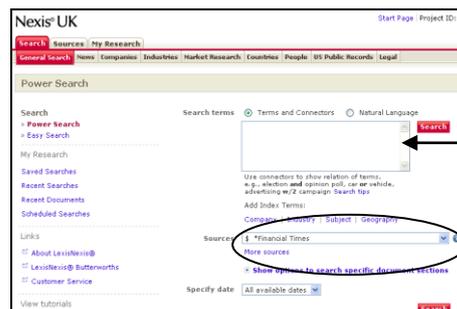


5. Find additional sources in the same way that you located the Financial Times; **enter the name** of the other publications you wish to add to your source group, or titles of combined sources if required .i.e. All English Language News or UK Publications in the 'keyword' box. **Select with a tick for each publication or group** you wish to add to your folder.

6. Add a name to the folder you have created in the **Name Selected Sources** box and tick **Save as favourite** and

OK - Continue

7. You will now be returned to the 'General' Search page and the name of your folder will automatically appear in your sources box with the publications listed beneath. **Enter your search terms in the white box** towards the top of the screen. (For additional help on entering your terms select the Search Tips hyperlink from below the white box).



Enter Search Terms

5.