

## Factiva help tips

### Using Connectors and Operators:

Connector	Explanation
and	<i>technology spending and canada</i> finds items containing the words "technology spending" adjacent to one another, as well as the word "canada"
or	<i>merger or acquisition</i> finds items containing either "merger" or "acquisition"
not	<i>software not spreadsheets</i> finds items containing software, but excludes those containing spreadsheets
() Parentheses or [] Brackets	<i>select releases and (university or instruction, or courses)</i> finds items about select releases related to universities, instruction, or courses
atleast <i>n</i> , where <i>n</i> is any number between 1 and 50	<i>atleast5 microsoft</i> will return items with at least five mentions of Microsoft <b>Note:</b> <i>Atleast</i> works only in Search: Free-Text/Indexing, and not in Track.
same	<i>vodafone same telecommunications</i> finds items containing "vodafone" in the same paragraph as "telecommunications"
w/ <i>n</i> , where <i>n</i> is any number from 1 to 10	<i>president w/2 bush</i> finds items containing "president" within 2 words of "Bush," where "Bush" is the second word ("President Bush" or "President George Bush") <b>Note:</b> w/1 is assumed if a number is omitted.
adj <i>n</i> , where <i>n</i> is any number from 1 to 10	<i>world Cup adj5 rugby</i> finds items containing "World Cup" within 5 words of "rugby," where "rugby" is the fifth word (0-4 words between) <b>Note:</b> adj1 is assumed if a number is omitted.
near <i>n</i> , where <i>n</i> is any number from 1 to 500	<i>carrefour near5 retail sales</i> displays articles with the word "carrefour" not more than 5 words away from "retail sales," where "retail" is the fifth word (0-4 words between)
/N <i>n</i> /, where <i>n</i> is any number from 1 to 500	<i>boeing 747/N30/british airways</i> finds articles containing the term "boeing 747" within 30 words of "british airways," where "British" is the 30th word (0-29 words between)
/F <i>n</i> /, where <i>n</i> is any number from 1 to 500	<i>toyota/F50/</i> will find articles with the word "toyota" within the first 50 words of the article. <b>Note:</b> /F <i>n</i> / works only in Search: Free-Text/Indexing, and not in Track.
\$ <i>n</i> , where <i>n</i> is any number from 1 to 9	<i>earn\$4</i> will find articles that contain any word with the root "earn," including earnings, earns, or earned <b>Note:</b> At least 3 characters must be typed before using the \$ sign, and the \$ sign must be entered at the end of a word only. \$5 is assumed if a number is omitted.
* (asterisk)	<i>telecom*</i> will find articles that contain the root "telecom," including telecom, telecommunications, telecommute, or telecommuting <b>Note:</b> At least 3 characters must be typed before using the * sign, and the * sign must be entered at the end of a word only. No number is allowed following the truncation.
?	<i>globali?ation</i> will find articles that contain the words "globalization" or "globalisation." <b>Note:</b> At least 3 characters must be typed before using the ? sign.

### Using specific Field Tags *(Selected List)*

Field Name	Field Tag	Description
Author	by=	Author's name
Dow Jones Ticker Symbol*	co=	Company ticker symbol
Headline	hd=	Headline
Headline Group	hl=	Includes Headline, Section, Column
Headline/Lead Paragraph Group	hlp=	Includes Headline, Section, Column, Lead Paragraph, Correction Field.
Industry Code	in=	Industry codes
Language Code	la=	Document Language
Lead Paragraphs	lp=	First two paragraphs of a story
Region Code	re=	Geographic Region codes
Source Code	sc=	Publication source code
Source Name	sn=	Publication source name
Text	td=	Text of article after lead paragraphs
Word Count	wc> wc<	All words found in the Headline and Text groups

\* Searchable fields, but *not displayable fields* in articles.

*(Retrieved from Factiva help guides)*