

Factiva.com

Search Quick Reference Card

The Search screen puts professional searcher-quality results in the grasp of all users, by providing intuitive browsing and “point and click” access to Factiva Intelligent Indexing™.

Search with Factiva Intelligent Indexing™ terms

Why? To receive only those items that mention a Company, Subject, Industry or Region in a meaningful way.

1. Click the Search tab.
2. Click the **+** next to *Look up*.
3. Enter your terms in the text box (e.g. *bankruptcy*) and click the **+** button.
4. Click the name of the Factiva Intelligent Indexing term(s) you would like to add to your search. Your selected terms will appear next to the indexing category. Repeat to add more terms. [figure 1.1]
5. If you have selected multiple terms, you will notice that the default connector between your terms is OR. To change the connector to AND, click on the "OR" that appears between your terms. To exclude term(s) double click the name(s).
6. Click *Run Search*.

Searching a Single Source

Why? When you only want to retrieve content from a particular source.

1. Click the Search tab and select the Sources category.
2. Enter the source name in the text box provided and click the **+** button.
3. Click the name of the source to add it to your search.
4. Add any additional search criteria, and then click *Run Search*. [fig 1.2]

Search by Headline

Why? A technique used to insure search results are related to your topic.

1. Click the *Search* tab.
2. Enter the terms that should appear in the headline, in the *Free-Text* box.
3. Click the **+** next to *More Options*.
4. Select *Headline* from the *Search for Free-Text* terms in drop-down menu.
5. Add any additional search criteria, and then click *Run Search*.

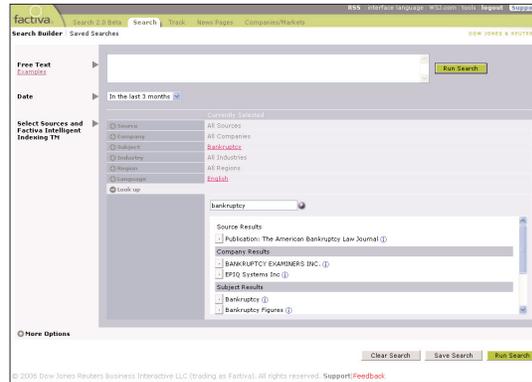


Figure 1.1 Select from the indexing terms: Company, Subject, Industry or Region

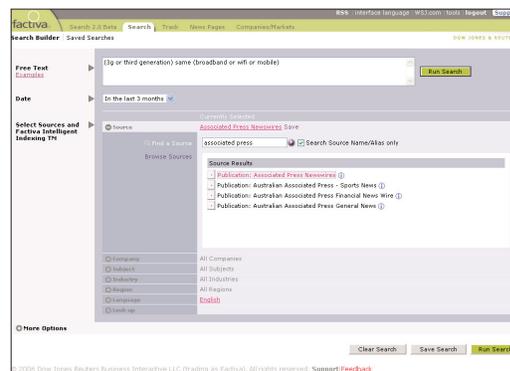


Figure 1.2 Selecting sources in Factiva.com

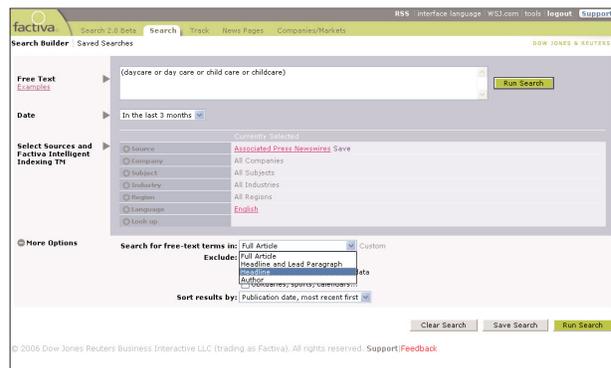


Figure 1.3 Searching by headline

Quick Reference Sheet

How to use connectors and operators

Why? To make your search statements more precise and accurate.

connector/operator	Use it to identify items that contain...
and	All the words or phrases you enter. <i>technology spending and Canada</i>
or	One or more of the words you enter. <i>merger or acquisition</i>
not	Exclude items that contain these words. <i>software not spreadsheets</i>
same	Two words in the same paragraph. <i>vodafone same telecommunications</i>
atleastn	words mentioned more than once. atleast5 <i>Microsoft</i> Note: not available for Track Folders
() (Parentheses)	Group words together. <i>press releases and (university or instruction or courses)</i>
?	Words that are spelled differently by one letter. <i>organi?ation</i>
* (asterisk)	Words with multiple endings of any length. <i>telecom*</i> Note: You must enter at least three characters before using *, and * must be entered at the end of a word only.
\$n	Words with multiple endings limited to a certain number of characters. <i>earn\$4</i> Note: You must enter at least three characters before using \$, and \$ must be entered at the end of a word only. If no number is used, n is 5.
adjn	Words adjacent to each other in the order specified, within a certain number. <i>rugby adj5 World Cup</i>
w/n	Words adjacent to each other in the order specified, within a certain number. <i>Wireless w/3 mobile</i>
/Fn/	Words in the first few words of an article. <i>toyota/F50/</i> Note: Not available for Track Folders.
nearn	Words near another word in any order, within a certain number. <i>Carrefour near5 retail sales</i>

Working with Search and Track results

Headline Display Options

-  Select All places checkmarks next to all articles on the screen. You can also check individual articles.
-  View Selected will display the full text of any selected articles.
-  Headlines with this icon will display articles that include images, graphs, or photographs.

Article and Headline Display Options

-  E-mail Results will let you e-mail articles in a variety of formats (e.g. HTML or Text, Full Article or Headline with link to full article).
-  Format for Printing will open a new browser window with selected articles specially formatted for printing.
-  Format for Saving will open a new browser window with selected articles in a text-only format.
-  Add to Briefcase allows you to save useful articles or headlines for later use, until you're ready to print, save, or e-mail these items. You can create 25 briefcases and store 100 items in each. Briefcases are retained until 30 days after the most recent Format for Saving will open a new browser window with selected articles in a text-only format.
- RTF** RTF will allow you to export headlines, articles, or headline and articles with a Table of Contents to your word processor.
- PDF** PDF will allow you to export headlines, articles, or headline and articles with a Table of Contents in a presentation ready format.
- XML** Use this flexible document format for saving and republishing articles in newsletters, intranets or other communications tools.

Example:

RIGHT: wheat **and** (pesticides **or** herbicides)
WRONG: wheat **and** pesticides **or** herbicides

RIGHT: Mercury **same** (Venus and Mars)
WRONG: Mercury **same** Venus **same** Mars

RIGHT: **atleast3** salt **and** **atleast3** pepper
WRONG: **atleast3** (salt **and** pepper)

How to enter words or phrases with punctuation

The following punctuation marks are optional: hyphens, periods, apostrophes, commas, and the slash (/) character. For example, entering "Coca-cola" will retrieve the same results as entering "Coca cola."

Reserved words

There are a small number of words that must be enclosed in double quotes in order for them to be searched. These words are:

and or not same near date

For example, enter phrases like "not for profit" or "peas and carrots" within double quotes to retrieve documents with those phrases.

Note: There are no unsearchable words (i.e. "stop words") in Factiva.com.



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