

FACTIVA QUICK REFERENCE GUIDE

Updated 10 September 2007



Factiva delivers targeted business information with a simple web-like search. It provides the latest news and information from nearly every industry and every region. Results are displayed in charts and graphs to uncover trends, article timelines, top companies mentioned and much more. Factiva offers more than 10,000 publications from 159 countries in 22 languages.

Searching

The search area of Factiva allows you to conduct in-depth research using intelligent indexing and free text. Offering easy browsing through industry, subject, region, and company indexing terms, as well as source and language selection. Use the look up tag to find specific indexing terms. Use the free text box to enter words and phrases connected with powerful operators to create precise free-text searches. When using this search area your screen will have a collapsed view, to view Factiva Intelligent Indexing together with the free text search box click the '+' icon next to select sources and Factiva intelligent Indexing. **When using the free text search box you will need to combine keywords with Boolean operators.**

Selecting Sources

This section allows you to browse or search for particular publications, companies, subjects, industries and regions and add them to your search. If you wish to exclude a particular source, double click the source to strike it through and this will automatically show the Boolean operator 'not' in your source selection.

Using the look up Option

This option allows you to search for particular terms across all the sources, companies, industries and regions available.

Searching for a source

To search for a particular source click on source and enter the name or subject of interest in the find a source box and click on run a search. All titles where your entry was matched in the name or description will be returned.

Viewing Source details

The following options are available:

Full text- cover to cover coverage of a publication

Selected full text- coverage includes full text articles.

Abstracts- summaries of articles

Free-Text Searching

You can create a search either by entering words in the free text search box or by using Factiva Intelligent Indexing or a combination of the two. Your search can be up to 2,048 characters long. You may enter search words in upper or lower case, for example entering 'unicef' will retrieve the same results as entering 'UNICEF'.

You can use the free text search box to search across all the available sources, or standard Boolean operators to create precise searching or enter your terms as a phrase. You can also narrow your search to a particular date range by using the date drop down menu.

More search options

Here you can search within the full text of an article,

By headline and lead paragraph,

By headline or by author.

Your results can be displayed by publication date, most recent or oldest first.

Viewing and Processing Results

Once you have run your search you have the option to view using the split screen option, to do this click on the Frames link located in the top right of your screen, the split screen will appear with your headlines. You may select the number of headlines you see at one time in Preferences. The maximum is 100. Select the headlines to view by clicking the individual boxes next to the headlines. Click the 'view Selected' icon and those selected articles will appear in the frame on the right.

How to select different display formats

You can select from several article display formats. Click on 'view as' pull down menu to see your choices.

Full Article

Keywords in context – displaying your keywords in the context in which they appear in the article.

Full Article plus indexing

How to use the 'more like this' automatic search

This feature is available in two places in the search area – The headline view and the document view.

In Headline View – 'More like this' searches on words in the headline and lead sentences and returns similar documents. You may also highlight words and select 'more like this'.

In Document View - 'More like this' searches on words in the headline and lead paragraph and returns similar documents.

How to get more information on related topics

While viewing a document you will see a yellow area below the 'more like this' link. This is populated with the Factiva Intelligent Indexing terms that have been automatically applied to the documents. Clicking a Region, Industry or subject term runs a new search based on that Indexing term.

How to get more Company information

When you select a related Factiva Indexing Company link, you can get more than news articles on the company. A pop up menu presents you with a range of company information options, including links to company data from Reuters, quotes and interactive charts. The financial snapshot plus profile and comparison reports selections are available only for quoted companies. Choosing the news selection performs a search based on the Factiva Intelligent Indexing code for that company.