# Dow Jones Factiva - Factiva.com: Search User Guide

Use Search to explore the full 30+ year Factiva archive and 20,000+ sources. With Search you have full control to build precise searches using a combination of keywords and Factiva Intelligent Indexing™.

Selecting a Single Source

1. Select the Sources category.
2. Enter the source name in the text box and click ⬤ .
3. Click the name of the source.

Searching by Headline

4. In the *Free Text* box, enter the terms that should appear in the headline.
5. Click ⊕ next to *More Options* .
6. Select *Headline* from the *Search for Free Text terms in* drop-down menu.
7. Add any additional search criteria and click *Run Search*.
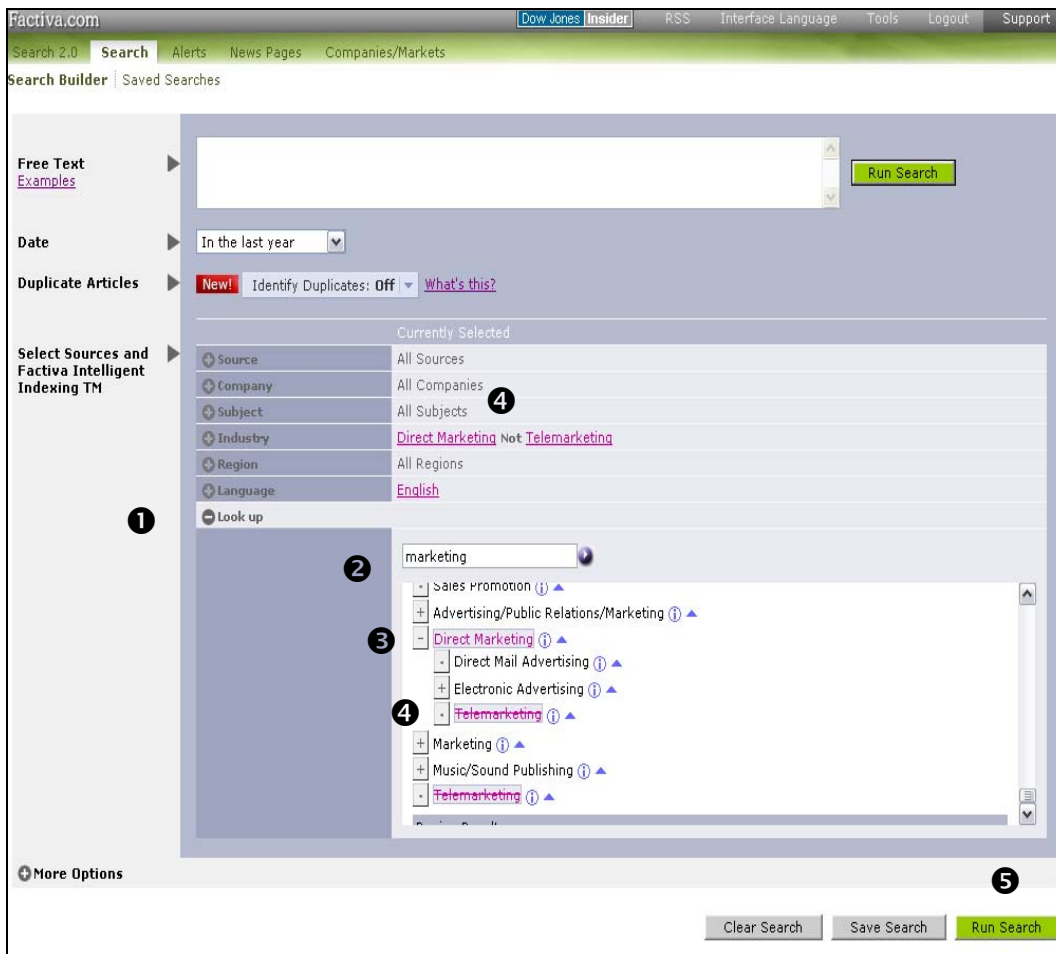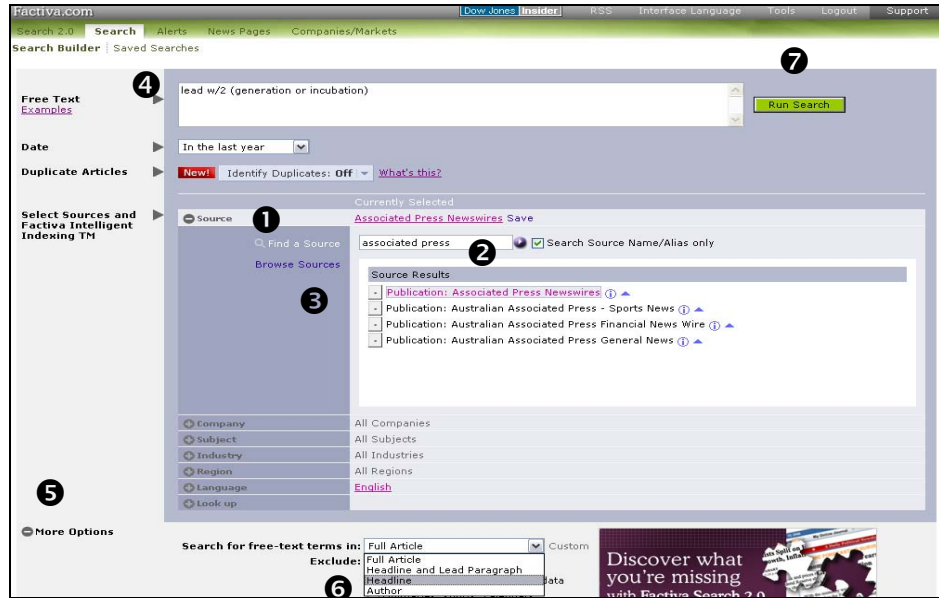
Search with Factiva Intelligent Indexing™ terms

1. Click ⊕ next to *Look up*.
2. Enter your terms in the text box *(e.g.marketing)* and click ⬤ .
3. Click the name of the Factiva Intelligent Indexing term(s) you would like to add to your search.
4. Multiple search terms are automatically connected with OR. Click on OR to change it to AND. Double click on a term to exclude it.
5. Click *Run Search*.

Search Operators

Use one or more to make your search statements targeted and relevant.

connector/operator	Use it to identify items that contain…
and	All the words or phrases you enter. *technology spending* **and** *Canada*
or	One or more of the words you enter. *merger* **or** *acquisition*
not	Exclude items that contain these words. *software* **not** *spreadsheets*
same	Two words in the same paragraph. *vodafone* **same** *telecommunications*
atleast*n*	Words mentioned more than once. **atleast5** *Microsoft* **Note**: not available for Alerts
( ) *(Parentheses)*	Group words together. *press releases and* **(***university or instruction or courses***)**
***** *(asterisk)*	Words with multiple endings of any length. *telecom***** **Note**: You must enter at least three characters before using *, and * must be entered at the end of a word only.
w/n	Words adjacent to each other in the order specified, within a certain number. *wireless* **w/3** *mobile*
near/n	Words near another word in any order, within a certain number. *Carrefour* **near5** *retail sales*
TIP:	*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."*

Processing Options

Headline Display Option
Select All places checkmarks next to all articles on the screen. You can also check individual articles.
View Selected will display the full text articles.

Headlines with this icon will display articles that include images or graphics.

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 update.

RTF will allow you to export headlines, articles and articles with a Table of Contents to your word processor.

PDF will allow you to export headlines, articles or headline and articles with a Table of Contents in a presentation ready format.

Use this flexible document format for saving and republishing articles in newsletters, intranets or other communication tools.

Newsletter Builder lets you create and download Newsletters on the fly in many different formats to share throughout the organization. You can create up to 400 Newsletter editions with up to

DOWJONES

Need More Answers? Log in to Factiva.com and click the Support link in the upper-right-hand corner for more answers, faster.