

## Factiva – Example Searches

(Suggested answers available on pages 2-5)

### Free-text searching:

1. Search Factiva for articles that refer to **3G** or **third generation** within the Headline and lead paragraph, published within the last 3 months.

### Free-text searching, truncation, search operators & E-mailing:

(Refer to document titled “Quick Reference Sheet” for additional information)

2. Search Factiva for articles that contain the following keywords within the same paragraph: **smoking, ban, banning, banned, public places**. E-mail yourself 2 articles from the results list.

### Free-text searching with Field Tags:

(Refer to document titled “Factiva Field Tags” for additional information)

3. Search Factiva for articles that refer to the phrase **stem cell research** at least 5 times and are longer than 2000 words

### Free-text searching & Find a Source:

4. Search Factiva for an article published in The Guardian (UK), in June 2004, titled “**How D-day veteran hitched a lift with a president**”. Once you have located and read the article, run another search for similar articles.

### Factiva Intelligent Indexing:

5. Search Factiva for articles published in the last 12 months that have been subject indexed as **New Products/Services** and company indexed as either **Pfizer, GlaxoSmithKline PLC** or **GlaxoSmithKline Pharmaceuticals Ltd.**

### Free-text searching and Select Source by Type:

6. Search Factiva for articles published in **Celex** in the last 6 months that refer to the keyword **enlargement** in the full article.

### Searching for pictures:

7. Search Factiva for pictures of **Ronald Reagan** that were published within the last year

### News Pages:

8. Browse Factiva for articles published on the front page of the **Financial Times** this week

## Factiva – Example Searches (Continued)

### Company Quick Search:

9. Run a company quick search on **Tesco PLC** to find out their latest share price on the London Stock Exchange, the latest news involving Tesco, their latest press releases and their key competitors.

## Factiva – Suggested Answers

### Free-text searching:

1. Search Factiva for articles that refer to **3G** or **third generation** within the Headline and lead paragraph, published within the last 3 months.

- Enter the keywords **3g OR third generation** into the free-text search box
- Open the “date” drop down menu and select In the last 3 months
- Open “more search options” by clicking the + sign
- Open the drop down menu titled “Search for free-text terms in:” and select Headline and lead paragraph
- Run the search

### Free-text searching, truncation, search operators & E-mailing:

(Refer to document titled “Quick Reference Sheet” for additional information)

2. Search Factiva for articles that contain the following keywords within the same paragraph: **smoking, ban, banning, banned, public places**. E-mail yourself 2 articles from the results list.

- Enter the following into the free search box:
- **smoking same (ban\* and public places)**
- Note: you will need to search within the full article
- Run the search
- From the results list mark 2 boxes to the left of 2 results
- Click the envelope icon from the tool bar above the results list
- Complete your e-mail address details and click send

### Free-text searching with Field Tags:

(Refer to document titled “Factiva Field Tags” for additional information)

3. Search Factiva for articles that refer to the phrase **stem cell research** at least 5 times and are longer than 2000 words

## Factiva – Suggested Answers (Continued)

- Enter the following into the free search box:
- **atleast5 stem cell research and wc>2000**

Note: you will need to search within the full article

### Free-text searching & Find a Source:

4. Search Factiva for an article published in The Guardian (UK), in June 2004, titled “**How D-day veteran hitched a lift with a president**”. Once you have located and read the article, run another search for similar articles.

- Enter the keywords **How D-day veteran hitched a lift with a president** into the free-text search box
- Check the “date” selection from drop down menu corresponds with locating an article published in June 2004
- Click on Source from within Select Sources and Factiva Intelligent Indexing
- Type **Guardian** into the “Find a source” box and click the purple search button
- Locate **The Guardian (UK)** in the list of sources and click it once – it will now appear as a selected source in pink font above the search box
- Open “more search options” by clicking the + sign
- Open the drop down menu titled “Search for free-text terms in:” and select Headline
- Run the search
- To search for similar articles:
- From the bottom of each article you can click the link that says More Like this which will run a search across the indexing for similar articles (alternatively, you can click the link from the results list)

### Factiva Intelligent Indexing:

5. Search Factiva for articles published in the last 12 months that have been subject indexed as **New Products/Services** and company indexed as either **Pfizer, GlaxoSmithKline PLC** or **GlaxoSmithKline Pharmaceuticals Ltd.**

- Open the date drop down menu and select In the last year
- Click on Company from within Select Sources and Factiva Intelligent Indexing
- Type **Glaxo** into the search box and click the purple search button
- Click **GlaxoSmithKline PLC** and **GlaxoSmithKline Pharmaceuticals Ltd** – they will now appear as selected companies in pink font above the search box

## Factiva – Suggested Answers (Continued)

- Click on Subject from within Select Sources and Factiva Intelligent Indexing
- Expand Corporate/Industrial News by clicking the + sign
- Click New Products/Services once - - it will now appear as a selected subject in pink font above the search box
- Run the search

### Free-text searching and Select Source by Type:

6. Search Factiva for articles published in **Celex** in the last 6 months that refer to the keyword **enlargement** in the full article.

- Enter the keyword **enlargement** into the free-text box
- Open the date drop down menu and select In the last 6 months
- Click on Source from within Select Sources and Factiva Intelligent Indexing
- Open the drop down menu titled Select Source Category
- Select Publications – By Type
- Select **European Union Publications**
- Click on **Celex** once – it will now appear as a selected source in pink font above the search box
- Run the search

### Searching for pictures:

7. Search Factiva for pictures of **Ronald Reagan** that were published within the last year

Type **Ronald Reagan** into the free text search box

- Open the date drop down menu and select In the last year
- Run search
- On the results list screen, select the tab titled "Pictures"

Alternatively

- Type **Ronald Reagan** into the free text search box
- Open the date drop down menu and select In the last year
- Click on Source from within Select Sources and Factiva Intelligent Indexing
- Open the drop down menu titled Select Source Category
- Select Pictures
- Click on **Reuters Pictures** once - it will now appear as a selected source in pink font above the search box
- Run search

## Factiva – Suggested Answers (Continued)

### News Pages:

8. Browse Factiva for articles published on the front page of the **Financial Times** this week

From the green tool bar at the top of the screen, click the tab titled “News Pages” – it will automatically open on Factiva News Pages

From the drop down menu on the top left of the screen, select United Kingdom

Articles from the The financial Times will appear in the results list on the left – Front page will automatically be selected from the drop down menu on the right

To adjust the date of publication, select a date from the drop down menu on the left – you will have a choice of the last 14 days of publication

### Company Quick Search:

9. Run a company quick search on **Tesco PLC** to find out their latest share price on the London Stock Exchange, the latest news involving Tesco, their latest press releases and their key competitors.

- From the green tool bar at the top of the screen, click the tab titled “Companies/Markets” – it will automatically open on Company Quick Search
- Type **Tesco** in the search box and select the radio button titled “**Name**”
- Run the search
- Click on **Tesco PLC** from the list of companies

Note: If you click the interactive chart it will take you to screen where Tesco PLC is charted automatically according to the stock exchange price and volume