

A young man with dark hair, wearing a white t-shirt, is sitting at a desk. He is looking down at a laptop screen on the left. He is holding a small, dark, rectangular device in his right hand. The background is a bright, slightly blurred interior with white walls and a window. The overall lighting is soft and natural.

# factiva.com

Advanced Search Quick Reference

THE ADVANCED 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™.

# To 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. On the Search Screen, select from one or more of these indexing categories: Company, Subject, Industry, Region, or Look Up [figure 1.1].
2. Scroll through the list, then click on the term you want applied to your search. Click the + for more subcategories.
3. To modify connectors, if selecting multiple terms, click on either the connector that appears between the terms or one of the radio buttons.
4. The terms appear next to the indexing category. When you've finished adding terms to your search, click Run Search.



# Q&A

Q. Is there a quick way to look up Factiva Intelligent Indexing terms?

A. Yes—enter a keyword or company name in the *Look Up* search box [figure 1.2]. The Look Up feature will search across all categories for one search entry.

Q. How can I read the articles without leaving the headline result screen?

A. Do this.

1. Click the *Frames* link located above your search results in the upper right corner [figure 1.3].
2. Click on the headline to view the full text of the article in the right-hand frame.
3. To return to the full screen view, click the *No Frames* link located above your search results in the upper right corner.

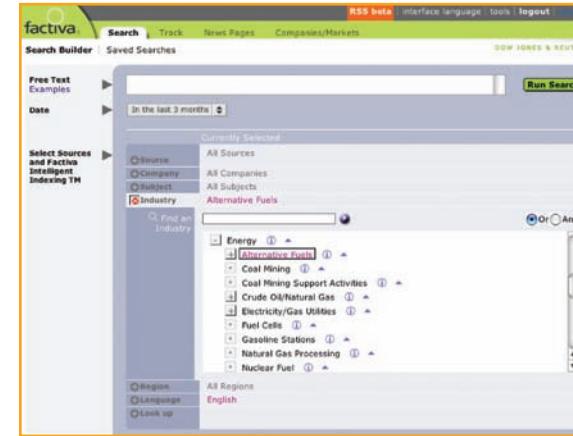


Figure 1.1 Select from the indexing terms: Company, Subject, Industry or Region.

Q. Don't see this Search screen [Figure 1.1]?

A. To access the Search area, click the Search link at the top of the screen.

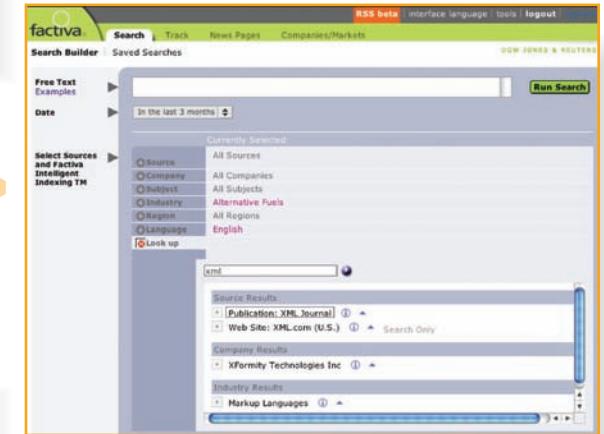


Figure 1.2 Displays a quick way to look up a Factiva Intelligent Indexing term.

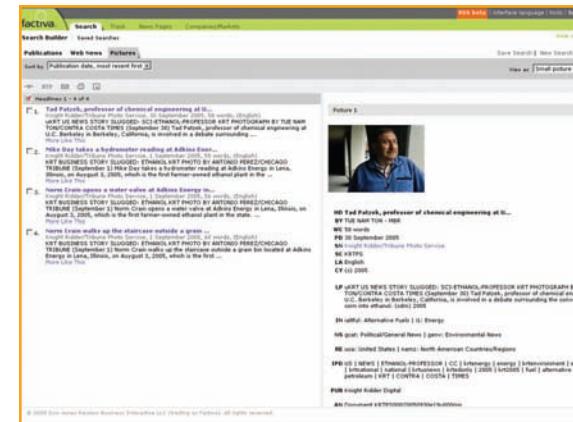
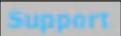


Figure 1.3 The split screen frames appear with your headlines in the left frame.

## Quick Reference Sheet

More Answers Online

Log in to your Factiva product and click the support button  in the upper right-hand corner to enter Factiva's membership circle™.

- "Help" for FAQs and product help
- Learning™ for eTopics, quick reference cards, and tips for getting started
- A range of tools for administrators to create usage reports and administer end-users

## 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...
<b>and</b>	All the words or phrases you enter. <i>technology spending and Canada</i>
<b>or</b>	One or more of the words you enter. <i>merger or acquisition</i>
<b>not</b>	Exclude items that contain these words. <i>software not spreadsheets</i>
<b>same</b>	Two words in the same paragraph. <i>vodafone same telecommunications</i>
<b>atleastn</b>	Words mentioned more than once. <i>atleast5 Microsoft</i> <i>Note: not available for Track Folders</i>
<b>( )</b> (parentheses)	Group words together. <i>press releases and (university or instruction or courses)</i>
<b>?</b>	Words that are spelled differently by one letter. <i>organi?ation</i>
<b>*</b> (asterisk)	Words with multiple endings of any length. <i>telecom*</i> <i>Note: You must enter at least three characters before using *, and * must be entered at the end of a word only.</i>
<b>\$n</b>	Words with multiple endings limited to a certain number of characters. <i>earn\$4</i> <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.</i>
<b>adjn</b>	Words adjacent to each other in the order specified, within a certain number. <i>rugby adj5 World Cup</i>
<b>w/n</b>	Words adjacent to each other in the order specified, within a certain number. <i>wireless w/3 mobile</i>
<b>/Fn/</b>	Words in the first few words of an article. <i>toyota/F50/</i> <i>Note: Not available for Track Folders.</i>
<b>nearn</b>	Words near another word in any order, within a certain number. <i>carrefour near5 retail sales</i>

# Working with Search and Track results

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Headline Display Options	
	<b>Select All</b> places checkmarks next to all articles on the screen. You can also check individual articles. <ul style="list-style-type: none"><li> <b>View Selected</b> will display the full text of any selected articles.</li></ul>
Article and Headline Display Options	
	<b>RTF</b> View As <b>RTF</b> automatically formats selected articles in Rich Text Format, and launches your word processor. <ul style="list-style-type: none"><li> <b>E-mail Results</b> lets you email articles in a variety of formats (e.g., HTML or Text, Full Article, or Headline with link to full article).</li><li> <b>Format for Printing</b> opens a new browser window with selected articles formatted for printing.</li><li> <b>Format for Saving</b> opens a new browser window with selected articles in text-only format.</li></ul>
Sorting Records	
	<b>Results</b> can be displayed by relevance or with the oldest or most recent article appearing at the top of your list of results.

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)

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## How to enter words or phrases with punctuation

These 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

A few words must be enclosed in **double quotes** for the system to search them:

**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 these exact phrases.

*Note: There are no stop words (unsearchable words) in Factiva.com.*



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