Kresge Business Library Instruction
Power User: Factiva

http://www.bus.umich.edu/KresgeLibrary/

Library Assistance & News

- ❖ E-mail: **kresge_library@umich.edu**
- ❖ In person: Reference Desk (2nd floor)
    - ✓ Monday-Thursday 11:00am-7:00pm
    - ✓ Friday 11:00am-5:00pm
- ❖ Phone: 734.764.9464
- ❖ IM:

    MSN Messenger:
    kresge_library@hotmail.com

    Yahoo!: **kresge_library**

    AIM: **kresgelibraryIM**

    Google Talk:
    kresgelibraryIM@gmail.com

- ❖ Web site:
    www.bus.umich.edu/kresgelibrary
    - ✓ NEED HELP? Section
    - ✓ Kresge Library News - RSS feeds
    - ✓ Kresge Dash Podcasts
    - ✓ Instruction Session Handouts
    - ✓ Find it Fast- frequently asked research questions
    - ✓ By Topic Marketing Page
    - ✓ Kresge Library Wiki

Factiva Basics

- ❖ **Why Use Factiva?**
    - Browse same-day news of the Wall Street Journal, New York Times, Chicago Tribune and more by clicking on the **News Pages**
    - Find news from all over the world with Factiva's large collection of global newspapers in a variety of languages
    - Newswires and online publications
    - Financial data for public companies
    - Research company press releases and search journal articles in every industry
    - Create charts of stocks, funds, indices, and currencies

Factiva Intelligent Indexing

❖ Use **Factiva Intelligent Indexing** to limit your search by any combination of the following criteria:
- Source – publication title or web site
- Company name – you can only search, there is no browse feature
- Subject
- Industry
- Region
- Language

❖ You can use the **Look up** feature to search across all of the indexing categories.

❖ Click on the source name, company name, subject, or industry term to add to your search.

❖ You can also limit your search by selecting an appropriate date range or using a combination of Boolean operators in the **Free Text** box. The Quick Reference Sheet (page 5) provides a complete list of Factiva-friendly Boolean operators.

❖ Save articles in PDF or other formats.

The Companies/Markets Tab

❖ Use the **Get Quote** feature to find current and historical prices relating to:
  - Stocks
  - Funds
  - Currencies
  - Common Market Indexes

❖ To use the **Stocks** instrument, enter the ticker symbol of the company and select the appropriate frequency and date range. You can view more than one company at a time, in a table or chart. Separate multiple ticker symbols with commas.

❖ Use the **Currencies** instrument to generate tables or charts comparing currency prices.

❖ Use the **Charting** feature to draw charts of stocks, funds or indices.

Connector/ Operator	Use it to identify items that contain…
and	All the words or phrases you enter. Entrepreneur and China
or	One or more of the words that you enter. Merger or Acquisition
not	Exclude items that contain these words. Not United States
same	Two words in the same paragraph. Wealth same Leisure
atleastn	Words mentioned more than once. Atleast5 Microsoft
( ) Parentheses	Group words together. Furniture and (office or home)
?	Words that are spelled differently by one letter. Organi?ation
* Asterisk	Words with multiple endings of any length. Telecom*
nearn	Words near other words in any order within a certain number. Microsoft near5 sales