

Dow Jones Factiva.com User Guide

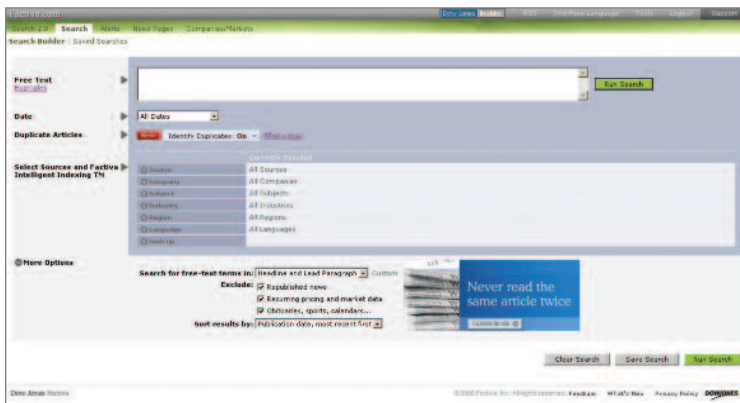


Searching Factiva with Intelligent Indexing Terms

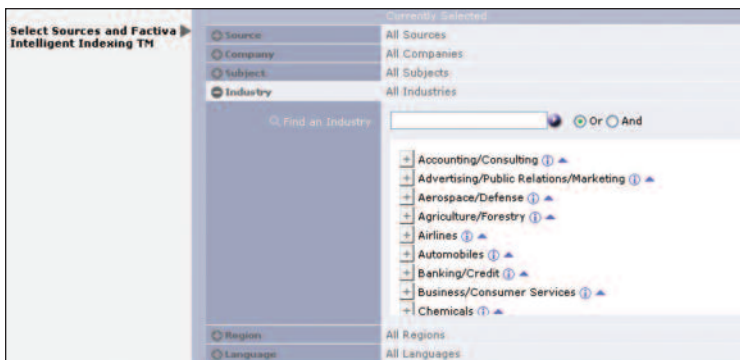
1. On the Search Screen, select from one or more of these indexing categories:

- a. Source
- b. Company
- c. Subject
- d. Industry
- e. Region
- f. Language

Or enter a keyword or company name in the Lookup search box.



2. Scroll through the list, then click the term you want applied to your search. Click the + for more subcategories.
3. If selecting multiple terms, click on the connector that appears between the terms.
4. When you have finished adding terms to your search, click **RUN SEARCH**.



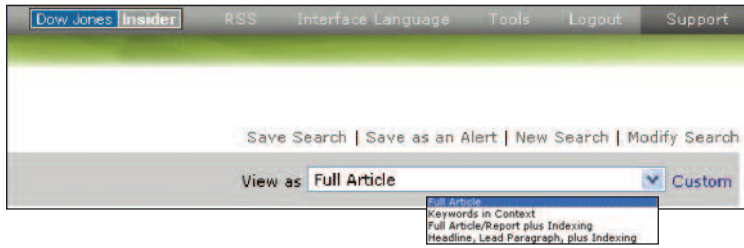
How to Use Connectors and Operators

Connector/ Operator	Use this word to identify items that contain...
And	All the words or phrases you enter. <i>Technology spending and Canada</i>
Or	One or more of the words you enter. <i>Merger or acquisition</i>
Not	Exclude items that contain these words. <i>Software not spreadsheets</i>
Same	Two words in the same paragraph. <i>Video phone same telecommunications</i>
Atleastn	Words mentioned more than once. <i>Atleast5 Microsoft</i> Note: Not available for Alerts.
()	Group words together. <i>Press releases and (university or courses)</i>
?	Words that are spelled differently by one letter. <i>Organ?ation</i>
(asterisk)	Words with multiple endings of any length. <i>Telecom</i> Note: You must enter at least three characters before using *, and * must be entered at the end of a word only.
\$n	Words with multiple endings, limited to a certain number of characters. <i>earn\$4</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=5.
Adjn	Words adjacent to each other in the order specified, within a certain number. <i>Rugby adj5 World Cup</i>
w/n	Words adjacent to each other in the order specified, within a certain number. <i>Wireless w/3 mobile</i>
/Fn/	Words in the first few words of an article. <i>Toyota/F50/</i> Note: Not available for Alerts.
Nearn	Words near another word in any order, within a certain number. <i>Carrefour near5 retail sales</i>

Working with Results

Sorting Records

Results can be displayed by relevance or with the oldest or most recent article appearing at the top of your list of results.



Reading Articles Without Leaving the Headline Results Screen

Click the **FRAMES** link (located above your search results) in the upper right corner. Click on the headline to view the full text of the article in the right-hand frame. To return to the full screen view, click the **NO FRAMES** link above your search results in the upper right corner.



Processing Results — Icons

SELECT ALL places checkmarks next to all articles on the screen. You can also check individual articles.

VIEW SELECTED will display the full text of any selected articles.

EMAIL RESULTS lets you email articles in a variety of formats.

FORMAT FOR PRINTING opens a new browser window with selected articles formatted for printing.

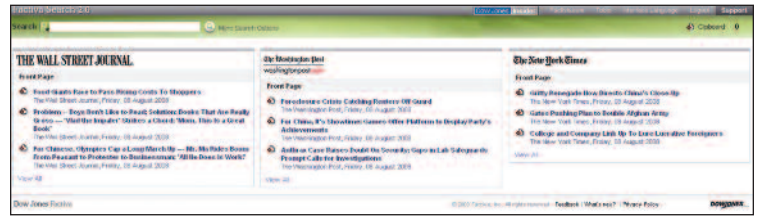
FORMAT FOR SAVING opens a new browser window with selected articles in text-only format.

VIEW AS RTF automatically formats selected articles in Rich Text Format and launches your word processor.

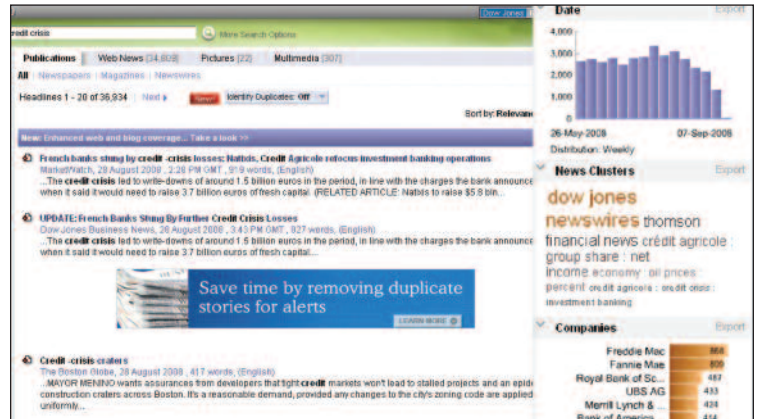
VIEW AS PDF automatically formats selected articles in PDF. Save selected articles in XML.

Dow Jones Factiva — Search 2.0

Factiva Search 2.0, available at the top left corner of the toolbar, features a simple search box and 1-year backfile of newspapers and periodicals, plus website, blog, and multimedia content.



- Search results are provided visually through the Factiva Discovery Pane.
- News Clusters and Keyword Clusters allow you to examine the most common keywords and phrases in the search results. Click on a keyword or phrase to focus results.
- Narrow results in a single click with the date, company, subject, industry or source filters.



- Traditional textual results and results narrowed by source type are also provided, revealing multiple formats.



More Answers Online!

Click **SUPPORT** in the upper right-hand corner to access Dow Jones Customer Support.

