



Factiva.com is a web-based global news and business information service. It provides **full-text** access to over 1000 newspapers and over 6000 magazines. The emphasis is on business, current affairs, politics, sport and general interest topics.

Date Coverage

Date coverage varies according to the publication. Many newspapers go back to the mid-1980s. There are abstracts for the New York Times articles back to the mid-1970s.

Access

Factiva.com is available in all the libraries both on and off-campus to staff and students of the University of Canterbury. Our current Factiva licence allows for only **three** simultaneous users. If you see 'user id is in use', please try again later. Go to the Library database link;

<http://library.canterbury.ac.nz/databases/> and select **Factiva** under **Database Quick Links**.

Getting started

1. Select the type of search you require e.g. **Source**. Select **All Publications** which will then be highlighted. In the **Freetext** box type a word eg **Nestle** or **short phrase** eg **emerging markets**. You can use a combination of word and phrase using AND / OR / NOT;

eg terrorism AND air travel
cell phone OR cellular
wireless NOT cellular

2. Decide on **dates** you want to cover. Click on the beside 'In the last 3 months' and select the date range.

3. Decide whether you want your search term(s) to be found anywhere in the **full-article**, or only in significant parts of the article. Use to view the options. 'Headline and lead paragraph' is a useful combination.

4. Click on the green '**Run Search**' button.

Language

You can search for material in many languages. Select **language** and click the one you require. The default is English.

*The language interfaces provided are English, French and German but it is also possible to enter characters from other languages eg Russian, Chinese...
Ask at the Help Desk for details.

Displaying full-text

Clicking on the article's headline will display the full text. Reference details appear at the top, and indexing words at the bottom of the article. There are **other options** for viewing eg keywords in context; headline, lead paragraph and indexing. Click on beside 'View as:' above the headlines.

Refining your search

Wildcard

Use a ? to replace one letter in a word eg **globali?ation** will retrieve both globalisation and globalization.

Truncation

Use an * to allow any possible endings of a word eg **diploma*** retrieves articles with diplomacy, diplomat, diplomatic, etc

Adjacency

The operator **nearn** helps you find certain words near another word eg **software near3 licence** retrieves articles with 'software' no more than three words before or after 'licence'.

Word Frequency

Use **atleastn** to find articles with multiple mentions of a word or phrase
eg **atleast4 triple bottom line** retrieves articles with 4 or more mentions of 'triple bottom line'

To search particular publication(s)

Single: type eg **sn=Christchurch Press and** [your search topic] . The *Search for free-text terms in...* box must have **Full Article** selected.

Multiple: Click on **Source**. Under **Factiva Groups** select from the list of categories e.g. **publications – titles A-Z**. Click on alphabetical list and select required titles. These will display next to source, in the indexing box. Add keywords to free text box and run search.

Business features on Factiva.com

Companies/Markets

Search by company name or stock exchange symbol to obtain a company snapshot which includes a business description, news and financial data. 'Ratio comparison reports' are available, as well as the option to build a report by selecting your own criteria. Some major New Zealand companies are included.

Quotes

Obtain stock price information, by either company code or company name search.

Currency

Select Quotes as above, then use the drop-down menu beneath 'Global Stock' to find 'Currency'. Spot rates = US\$; select Cross Rates to compare other currencies.

Charting

Here you can display international share market daily price data in percentage value and volume figures in a **chart** format. Comparisons between companies can also be requested.

News pages

This option gives access to the major newspapers of many countries of the world. The newspapers content can be searched using free-text terms and specific topics e.g. features, finance, sport.



To view the NZ newspaper lists:

Click on **Source** followed by **My Source Lists**. Click on the **Group: NZ Newspapers**. Click on the **+** to see the titles included in the list.

Output


The buttons for printing, saving etc appear at the top and bottom of the Factiva screen, as illustrated here:



View selected items in one continuous sequence

To create a set of required articles, click in the check boxes down the left-hand side to select the ones you want.

OR  Select all items

 **RTF** Displays each article on a separate page. After clicking the RTF button, you can **Save** it as **rtf file** simply by naming it eg A: mysearch.rtf

To Save as .html file

Click on the Factiva Save button. Selected articles will be reformatted. From the file menu in this window, click on Save as...

To save to a floppy disc, insert **A:** in front of the file name. Eg A:mysearch.htm

To return to Factiva searching, close this window.


To Print

Click on the Factiva print button. Selected articles will be reformatted. Click on the Print button on this window. To return to Factiva searching, close this window.

To email

Click on Factiva email button. Selected articles or range available. Type in your address; choose full article or other options; choose html or plain text. Mail is sent as attachment.

To save in Endnote

- Mark Records
- View as "Full Article/Report plus Indexing"
- Select format for saving 
- Go to File > Save As a **.txt file**

- Open Endnote Library
- Go to File > Import
- Choose file
- Import option > select Factiva > Import
- Your citations should now be in your Endnote library

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