

Factiva.com Search Tips

connector/operator Use it to identify items that contain...

and All the words or phrases you enter.
*technology spending **and** Canada*

or One or more of the words you enter.
*merger **or** acquisition*

not Exclude items that contain these words.
*software **not** spreadsheets*

() (Parentheses) Group words together.
*press releases and (*university or instruction or courses*)*

? Words that are spelled differently by one letter.
organi?ation

*** (asterisk)** Words with multiple endings of any length.
*telecom**
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.
earn\$4
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.

adjn Words adjacent to each other in the order specified, within a certain number.
*rugby **adj5** World Cup*

w/n Words adjacent to each other in the order specified, within a certain number.
*Wireless **w/5** mobile*

/Fn/ Words in the first few words of an article.
*toyota/**F50/***

nearn Words near another word in any order, within a certain number.
*Carrefour **near5** retail sales*

same Two words in the same paragraph.
*Vodafone **same** telecommunications*

atleastn Words mentioned more than once.
***atleast5** Microsoft*
Note: not available for Track Folders

Parenthesis are particularly important when constructing a search with the **and** and **or** operators.

WRONG: wheat **and** pesticides **or** herbicides

RIGHT: wheat **and** (pesticides **or** herbicides)

WRONG: Mercury **same** Venus **same** Mars

RIGHT: Mercury **same** (Venus and Mars)

WRONG: **atleast3** (salt **and** pepper)

RIGHT: **atleast3** salt **and atleast3** pepper

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Working with Search and Track results

Headline Display Options



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.

Article and Headline Display Options



View As RTF automatically formats selected articles in Rich Text Format, and launches your word processor.



E-mail Results will let you e-mail articles in a variety of formats (e.g. full text, headlines only, HTML).



Format for Printing will open a new browser window with selected articles specially formatted for printing.



Format for Saving will open a new browser window with selected articles in a text-only format.



Add to Briefcase allows you save useful articles or headlines for later use, until you're ready to print, save or e-mail these items. You can create 25 briefcases, and store 100 items in each. Briefcases are retained until 30 days after the most recent item was added.


Apply Factiva Intelligent Indexing™.

You'll see more accurate results if you include indexing in your search statement. Click the Select Factiva Intelligent Indexing link on the Search page to add terms to your statement. Our online eTrainer will show you more.

Why use Factiva Intelligent Indexing?

Because only significant articles about a topic receive the code for that topic. For example, only articles that mention Microsoft in a substantive, business-related context will get that code. Articles containing the words "Microsoft Windows" in a passing reference will not get the code.

More Answers Online

- eTrainer, a step-by-step learning tool. www.factiva.com/etrainer
- 24x7 Customer Service and FAQ's. www.factiva.com/customerservice
- Online help. Available behind the  icon.
- List of Sources. Available via the Source Browser.
- How To Get Results, for your most popular tasks. www.factiva.com/factiva
- Inside-Out Guide, a complete product reference. www.factiva.com/infopro
- InfoPro Portal, for professional searchers. www.factiva.com/infopro
- Knowledge Network, to get the most out of information. www.factiva.com/knowledgenetwork