

Dow Jones Factiva.com User Guide



Searching Factiva with Dow Jones Intelligent Indexing Terms

1. On the Search Builder or Search Builder form 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.

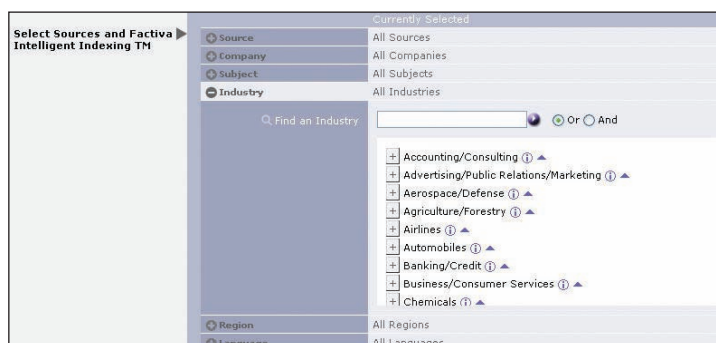


2. Scroll through the list, then click the term you want applied to your search. Click the + for more subcategories.

3. If selecting multiple terms, click on the connector that appears between the terms.

4. When using the Search Builder form, be sure to add keywords in the Search fields in addition to the indexing terms you choose.

5. 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

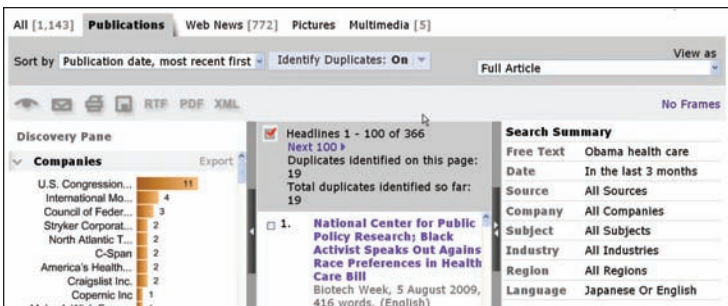
Choosing Content Type

Results can include publications, web news, pictures, and multimedia. To access these different types of results, click on the corresponding tab.



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.



NOTE: Frames are not available with the ALL tab.

Processing Results — Icons



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



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



VIEW AS RTF will display the full text of any selected articles.



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



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



VIEW AS PDF automatically formats selected articles in PDF.



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



Save selected articles in **XML**.

More Answers Online!

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



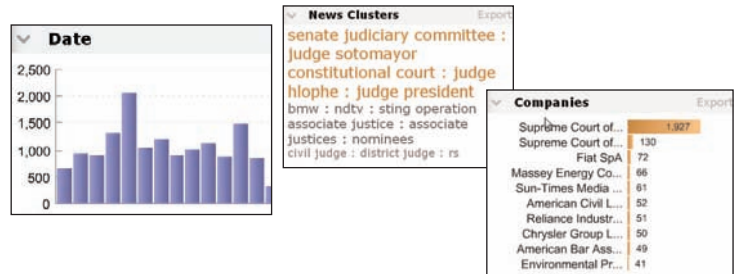
Factiva.com — Discovery Pane

New! Discovery Pane helps you narrow your search

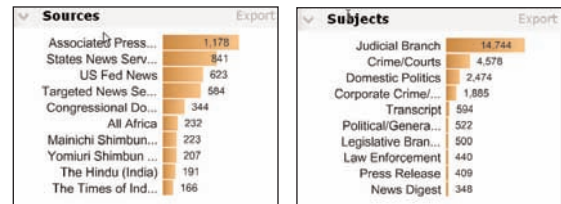
After you run a search, the Discovery Pane will be available to the left of your results, populated with filters, that you can use to focus your search results even further. To remove a filter, click on the filter name, which will appear above the results.

Any of the filters below can be combined for added depth and insight into your results:

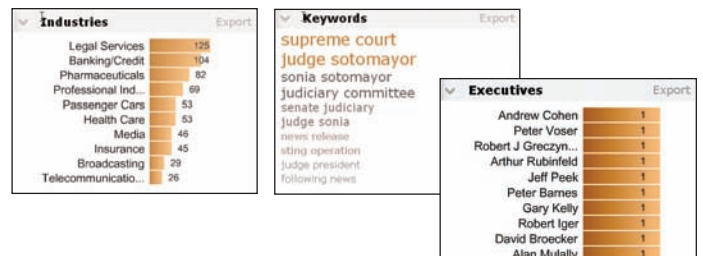
- **Date** – Mouse over a section of the bar chart and a pop-up will appear with the start date and end date, and the number of articles from that week or month.



- **News Clusters** – Identify top trends, relationships, and patterns within your search results.
- **Companies** – Displays the ten most common companies found in the Dow Jones Intelligent Indexing™ Company category associated with your results.
- **Sources** – Click on the name of a publication to view articles from that specific source.
- **Subjects** – Shows the number of articles within your results associated with Dow Jones Intelligent Indexing subjects.



- **Industries** – Click on an industry name to narrow your results by a specific industry.
- **Keywords** – Extract the most frequently used terms and phrases related to your search using text-mining technologies that examine the first 100 articles within your results.
- **Executives** – Lists the most-mentioned corporate executives from your search results.



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