DOW JONES
–FREE TEXT SEARCH

FACTIVA

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Free text search quick reference card
Use free Text Search to explore the full 35+ year Factiva archive of 35,000 sources. With free Text search, you have full control to build precise searches using a combination of keywords and Dow Jones Intelligent Indexing™.

Selecting a single source

1   Select the **Source** category.

2   Enter the source name in the text box and click ▶ .

3   Click the name of the source

Searching by headline

4   In the **Free Text box**, enter the terms that should appear in the headline.

5   Click **More Options**.

6   Select **Headline** from the **Search for free text terms** in drop-down menu.

7   Add any additional search criteria and click [Search] .

Search with dow jones intelligent indexing™ terms

8   Click ▶ next to Look Up.

9   Enter your terms in the text box (e.g. marketing) and click ▶ .

10   Click the name of the Dow Jones Intelligent Indexing™ term(s) you would like to add to your search.

11   Multiple search terms are automatically connected with OR. Click on OR to change it to AND. To exclude a term, click the ⊘ or double click the or double click on the name of the term.

12   Click [Search] .

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Search Operators

connector or operator	User 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
same	Two words in **same** paragraph. vodafone **same** telecommunications
atleastn	Words mentioned more than once. **atleast5** Microsoft
() (parenthesis)	Group words together.press releases and (university or instruction or courses)
* (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.
w/n	Words adjacent to each other in the order specified, within a certain number. wireless **w/3** mobile
near/n	Words near another word in any order, within a certain number. Carrefour **near5** retail sales

Tip:
The following punctuation marks are optional: hyphens, periods, apostrophes, commas, and the slash (/) character. For example, entering "coca-cola" will retrieve the same results as entering "Coca cola."

Processing Option

Headline Display Option

Select All places checkmarks next to articles on the screen. You can also check individual articles.

View Selected will display your selections.

Headlines with this icon will display articles that include images or graphics.

Article and Headline Display Options

E-mail Results will let you e-mail articles in a variety of formats (e.g. HTML or Article or headline with link to full article).

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

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

Add to Workspace allows you to save useful articles or citations for later use, until you're ready to print, save, or e-mail these items. You can create 25 workspaces and store 100 items in each.

RTF will allow you to export headlines, articles and articles with a Table of Contents to your word processor.

PDF will allow you to export headlines, articles or headline and articles with a Table of Contents in a presentation ready format.

Newsletter Builder lets you create and download Newsletters on the fly in many different formats to share throughout the organization. You can create up to 600 Newsletter editions with up to 100 items in each.

Read post-processing **FAQ**s.