

Finding the full-text of specific newspaper articles in Factiva: A step by step guide

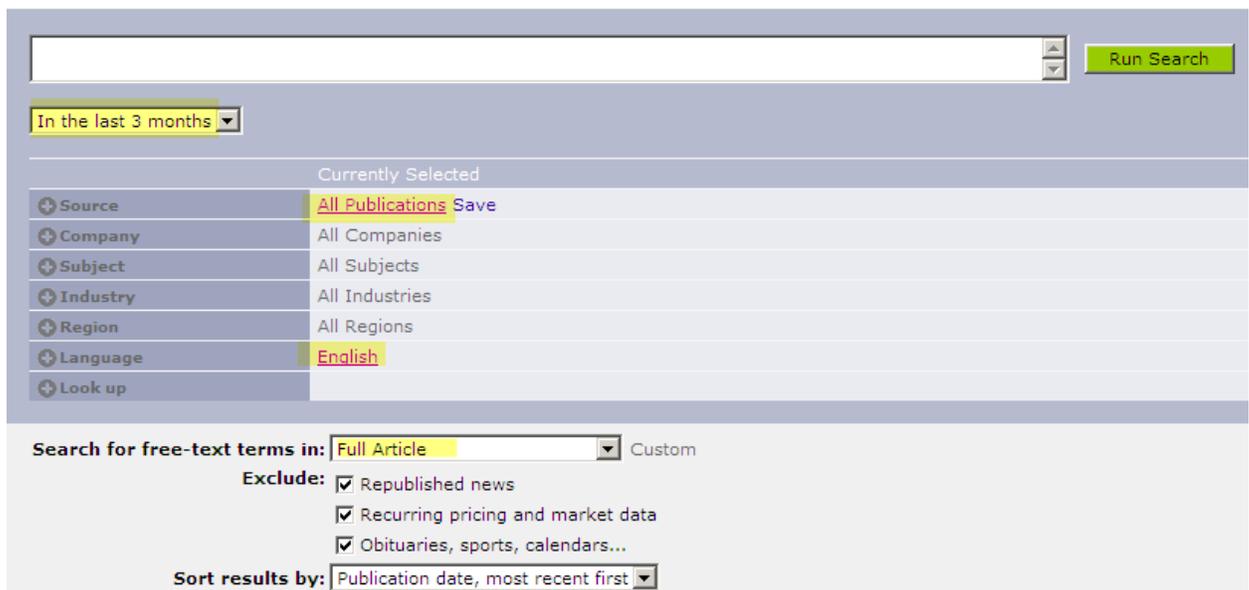
When you first connect to Factiva, you are taken to a generic search screen.

There are some settings that are by DEFAULT turned on:

It will search all publications in English (note “all Publications” and “English” are highlighted in PINK)

It will search for the last three months only.

It will search for the occurrence of your keywords anywhere in the text.



The screenshot displays the Factiva search interface. At the top, there is a search input field and a "Run Search" button. Below the input field is a dropdown menu set to "In the last 3 months". A table titled "Currently Selected" lists various filters with their current values:

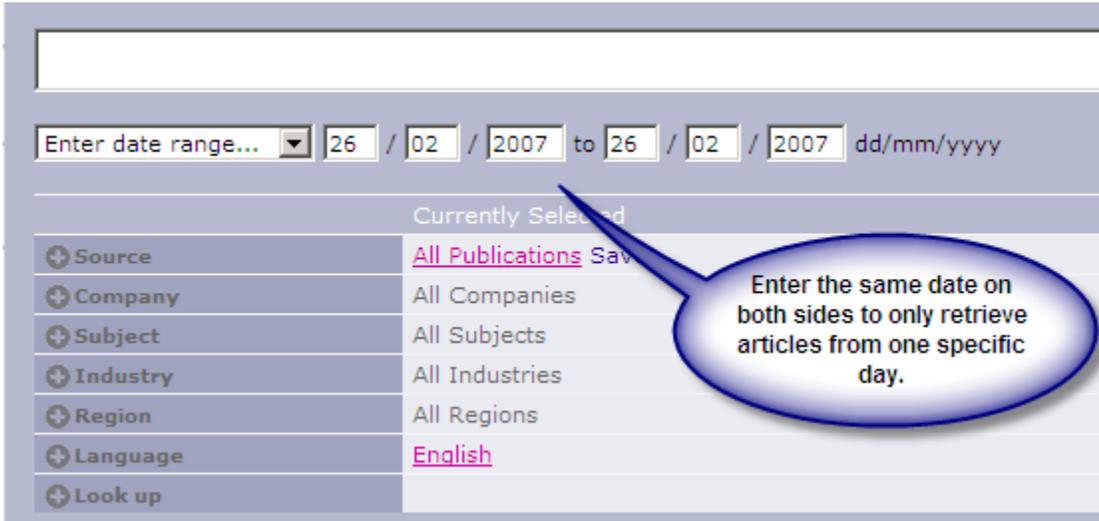
	Currently Selected
Source	All Publications Save
Company	All Companies
Subject	All Subjects
Industry	All Industries
Region	All Regions
Language	English
Look up	

Below the table, the "Search for free-text terms in:" dropdown is set to "Full Article" with a "Custom" option. The "Exclude:" section has three checked options: "Republished news", "Recurring pricing and market data", and "Obituaries, sports, calendars...". The "Sort results by:" dropdown is set to "Publication date, most recent first".

To look for a specific article, for example:

“Unseen life is revealed as ice shelf breaks up”. *Times (London)* February 26, 2007.

- 1. First change the date range to the date the article was published.**



Enter date range... ▾ 26 / 02 / 2007 to 26 / 02 / 2007 dd/mm/yyyy

Currently Selected	
Source	All Publications Save
Company	All Companies
Subject	All Subjects
Industry	All Industries
Region	All Regions
Language	English
Look up	

- 2. Next, change the source from “all publications” to the newspaper the article was published in. Open the “source” menu by clicking on the “+” sign beside “source”.**



Enter date range... ▾ 26 / 02 / 2007 to 26 / 02 / 2007 dd/mm/yyyy

Currently Selected	
Source	All Publications Save
Company	All Companies
Subject	All Subjects
Industry	All Industries
Region	All Regions
Language	English
Look up	

Then, type in the name of the newspaper:

The screenshot shows a search interface with a date range selector at the top set to '26 / 02 / 2007 to 26 / 02 / 2007'. Below this, a 'Source' section is visible. The 'Currently Selected' dropdown is set to 'All Publications Save'. A search box contains the text 'times', which is circled in red. To the right of the search box is a checked checkbox labeled 'Search Source Name/Alias only'. Below the search box is a 'Select Source Category' dropdown set to 'All Sources / Top Sources'. A list of categories is shown below, including '+ All Sources' and '+ Dow Jones Newswires'.

Browse down through the list of titles until you find the one you are looking for. Then, select the title, by clicking it once. A click of the mouse selects a source, or de-selects it, like an on/off switch. It must be **PINK** to be 'selected'.

The screenshot shows the search results for 'times'. The 'Currently Selected' dropdown is now set to 'The Times (London) Save'. The search box still contains 'times'. A list of search results is displayed below, each with a small square selection box to its left. The result 'Publication: The Times (London)' is highlighted in pink. A blue speech bubble points to this result with the text: 'It will turn "pink" and be highlighted at the top'. Another blue speech bubble points to the search box with the text: 'Clicking on the title ONCE will SELECT that title to search.'

Now that you have the DATE selected, and the publication selected:

3. **Type in SPECIFIC words from the HEADLINE (title) of the article.** It can be the entire headline.
4. **LIMIT your search to HEADLINE** by using the pull down menu at the bottom of the page . Factiva will automatically PHRASE search.

Factiva will then search for your phrase only in headline.

The screenshot shows the Factiva search interface. At the top, a search box contains the text "Unseen life is revealed as ice shelf breaks up". Below this is a date range selector set to "26 / 02 / 2007 to 26 / 02 / 2007 dd/mm/y". A table titled "Currently Selected" lists various filters: Source (The Times (London) Save), Company (All Companies), Subject (All Subjects), Industry (All Industries), Region (All Regions), Language (English), and Look up. Below the table, the "Search for free-text terms in:" dropdown is set to "Headline" and is circled in red. The "Exclude:" section has three checked options: "Republished news", "Recurring pricing and market data", and "Obituaries, sports, calendars...". The "Sort results by:" dropdown is set to "Publication date, most recent first".

Currently Selected	
Source	The Times (London) Save
Company	All Companies
Subject	All Subjects
Industry	All Industries
Region	All Regions
Language	English
Look up	

Search for free-text terms in: **Headline** Custom

Exclude: Republished news
 Recurring pricing and market data
 Obituaries, sports, calendars...

Sort results by: **Publication date, most recent first**

Publications

Sort by





 RTF PDF XML

Headlines 1 - 1 of 1

1. **Unseen life is revealed as ice shelf breaks up;Antartica science**
 The Times, 26 February 2007, 596 words, Lewis Smith, Environment Reporter, (English)
 The break-up of the Larsen ice shelf in the Antarctic has opened up hundreds of miles of seafloor to a host of creatures a
 (Document T000000020070226e32q0003y)
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You can click on the purple headline to see the full-text.....

And then, you can email , print  or save  the full-text.

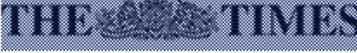
Publications




 RTF PDF XML

Article 1

 Listen to Article



Overseas news
Unseen life is revealed as ice shelf breaks up;Antartica science
 Lewis Smith, Environment Reporter
 596 words
 26 February 2007
[The Times](#)
 13
 English
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The break-up of the Larsen ice shelf in the Antarctic has opened up hundreds of miles of seafloor to a host of creatures a

Scientists found the animals as they conducted the first survey of life on a seabed hidden by ice 650 feet thick until the s
 including the open waters where the ice shelf used to lie, found an estimated 1,000 species of animal and plant life.

At least 20 species were new to science, including a giant amphipod and a sea anemone in a symbiotic relationship with a
 of the biggest found, was one of 15 previously unknown species of the shrimp-like creature found by the expedition. Oth
 cnidarians, which are related to corals and jellyfish, and the sea anemone which acted as a defence system for the snail,