

# Finding articles in Factiva

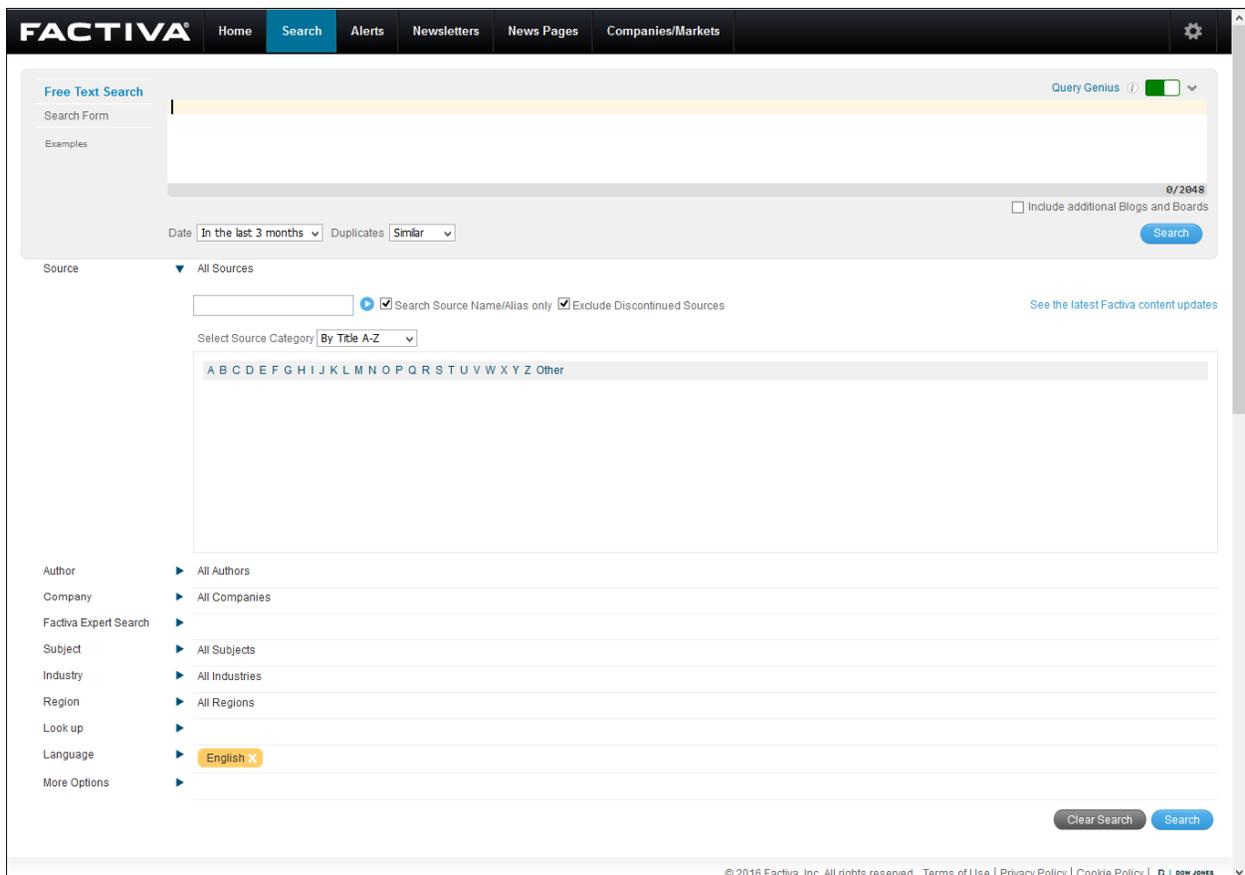
This guide shows how to search Factiva for the full-text of a specific newspaper article. The steps below identify important features of the interface, and so the information is also useful for general searching within Factiva.

## Accessing Factiva

Factiva can be found from the library homepage using the [Discovery search](#), the library's [classic catalogue search](#), or the [database search](#), or from the link on the [Journalism subject guide](#). (A link is also include below, for convenience.)

All of these routes will point to the library's catalogue entry, which provides a link to Factiva:

<http://clues.concordia.ca/record=e1000360~S0>



The screenshot displays the Factiva search interface. At the top, there is a navigation bar with tabs for Home, Search, Alerts, Newsletters, News Pages, and Companies/Markets. The Search tab is active. Below the navigation bar, there is a search form with a large text input field. To the right of the input field, there is a 'Query Genius' icon and a dropdown menu. Below the input field, there are filters for 'Date' (set to 'In the last 3 months') and 'Duplicates' (set to 'Similar'). There is also a checkbox for 'Include additional Blogs and Boards' and a 'Search' button. Below the search form, there is a 'Source' section with a dropdown menu set to 'All Sources'. There is a search box for source names and checkboxes for 'Search Source Name/Alias only' and 'Exclude Discontinued Sources'. Below this, there is a 'Select Source Category' dropdown set to 'By Title A-Z'. A list of source categories is displayed, including 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z', and 'Other'. On the left side, there is a sidebar with various filters: Author (All Authors), Company (All Companies), Factiva Expert Search, Subject (All Subjects), Industry (All Industries), Region (All Regions), Look up, Language (English), and More Options. At the bottom right, there are 'Clear Search' and 'Search' buttons. The footer contains copyright information: '© 2016 Factiva, Inc. All rights reserved. Terms of Use | Privacy Policy | Cookie Policy | D | DOV JONES'.

*The Factiva landing page*

# Searching in Factiva

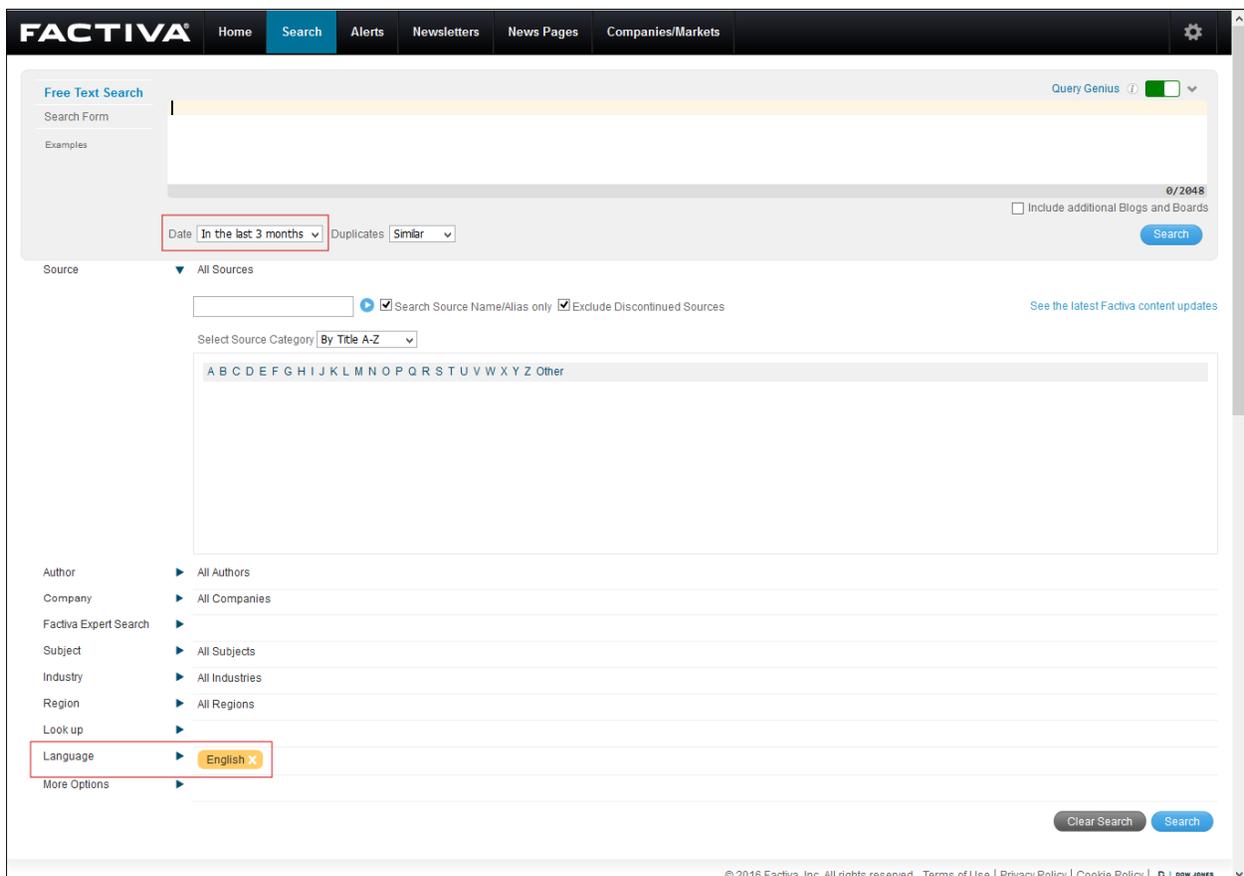
When you first connect to Factiva, you are directed to the “Free Text Search” page. It allows you to freely enter keywords, article titles, authors or other search terms that might appear anywhere in the text. This guide focuses on using the Free Text Search.

There is also an optional “Form” search mode, where you are prompted to enter search terms into a structured form—it is not covered in this guide, but may be useful for advanced searches.

## Before you begin: Note the default search settings

Most of the search filters in Factiva, such as source and region, are set to “All” by default.

The exceptions are the language filter, which is set to English, and the date range, which by **default searches only content from the past three months.**



*Default settings in Factiva*

To find a specific article, you will want to change some of these as follows:

## 1. Change the date range

By default, the Date field is set to “In the last 3 months.” This box is a drop-down menu, and if you click on it, you will see the option “Enter date range...”.



*Use the menu to choose “Enter date range”*

Once changed, a new set of input boxes will appear that lets you choose a beginning and end date for your desired range. Setting both of these the same will limit the search to only that day.



*The day / month / year date range boxes*

## 2. Specify the source

If you know the title of the source (ie, newspaper) in which the article you want appears, you can enter it into the source field in Factiva .

To change from the default “All Publications” setting, you can either enter your source title into the search box, or browse for it alphabetically using the links below the search box.



*Enter part of the publication’s title to search*



*Choose the publication from the list of results*

The title you select will appear in a yellow tile beside the “Source” label (see next image).

### 3. Type in your search terms

Type specific words from the article's title / headline into the main free-text search box; this can include entering the whole headline or only a part of it.

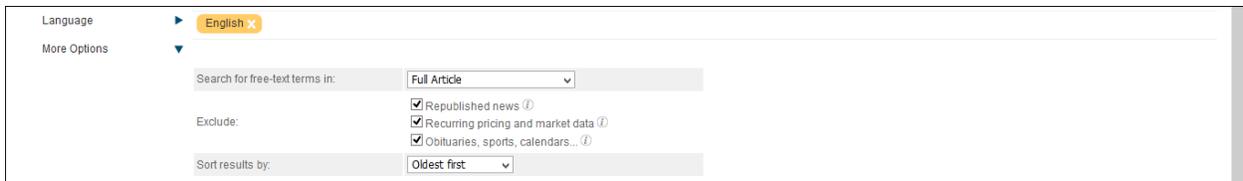


*Enter all or part of the title into the free text search box*

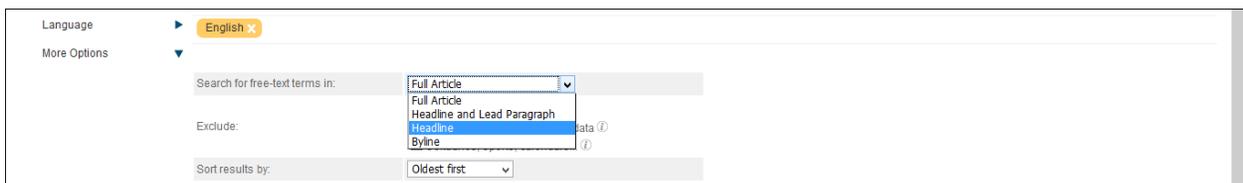
### 4. Limit your search

If needed, you can improve your search by changing where the system looks for your phrase—by default, Factiva will look for your search phrase anywhere (the full text) in its articles, but you can tell it to only search headlines.

This setting is found in the “More Options” sub-menu, which you can open by clicking on the “More Options” label in the left-hand column. You then use the drop down menu to choose where you wish to search.



*The search location setting is found under “More Options”*



*Use the drop down menu to change the search location*

# Using articles from Factiva

## 1. Review the search results

Results are listed on a new page. The left-hand column of the page gives details about the items retrieved, such as their years of publication and the types of sources they come from.

The screenshot shows the Factiva search results page. The search criteria are: TEXT: Unseen life is revealed, DATE: 26/02/2007 to 26/02/2007, SOURCE: The Times (U.K.) - All sources. The left sidebar shows filters for Date, Sources, Subjects, Languages, and Regions. The main content area displays a list of results, with the top result being 'Unseen life is revealed as ice shelf breaks up;Antarctica science' from The Times, dated 26 February 2007, by Lewis Smith. The article snippet reads: 'The break-up of the Larsen ice shelf in the Antarctic has opened up hundreds of miles of seafloor to a host of creatures and given birth to an ecosystem. (Document T000000020070226e32q0003y)'. The footer of the page includes the copyright notice: © 2016 Factiva, Inc. All rights reserved. Terms of Use | Privacy Policy | Cookie Policy | D | DOW JONES.

The search results page

## 2. View the full text

Clicking on a title of an article from the list of results will bring you to its full text:

The screenshot shows the Factiva full text article page. The search criteria are: TEXT: Unseen life is revealed, DATE: 26/02/2007 to 26/02/2007, SOURCE: The Times (U.K.) - All sources. The left sidebar shows filters for Date, Sources, Subjects, Languages, and Regions. The main content area displays the full text of the article, including the title, author, date, and the main body text. The article title is 'Unseen life is revealed as ice shelf breaks up;Antarctica science' by Lewis Smith, Environment Reporter, dated 26 February 2007. The article text reads: 'The break-up of the Larsen ice shelf in the Antarctic has opened up hundreds of miles of seafloor to a host of creatures and given birth to an ecosystem. Scientists found the animals as they conducted the first survey of life on a seabed hidden by ice 650 feet thick until the shelf broke up. The expedition to the northwest Weddell Sea, 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 nemertean in a symbiotic relationship with a snail. The giant amphipod, which at 4in (10cm) long...'. The footer of the page includes the copyright notice: © 2016 Factiva, Inc. All rights reserved. Terms of Use | Privacy Policy | Cookie Policy | D | DOW JONES.

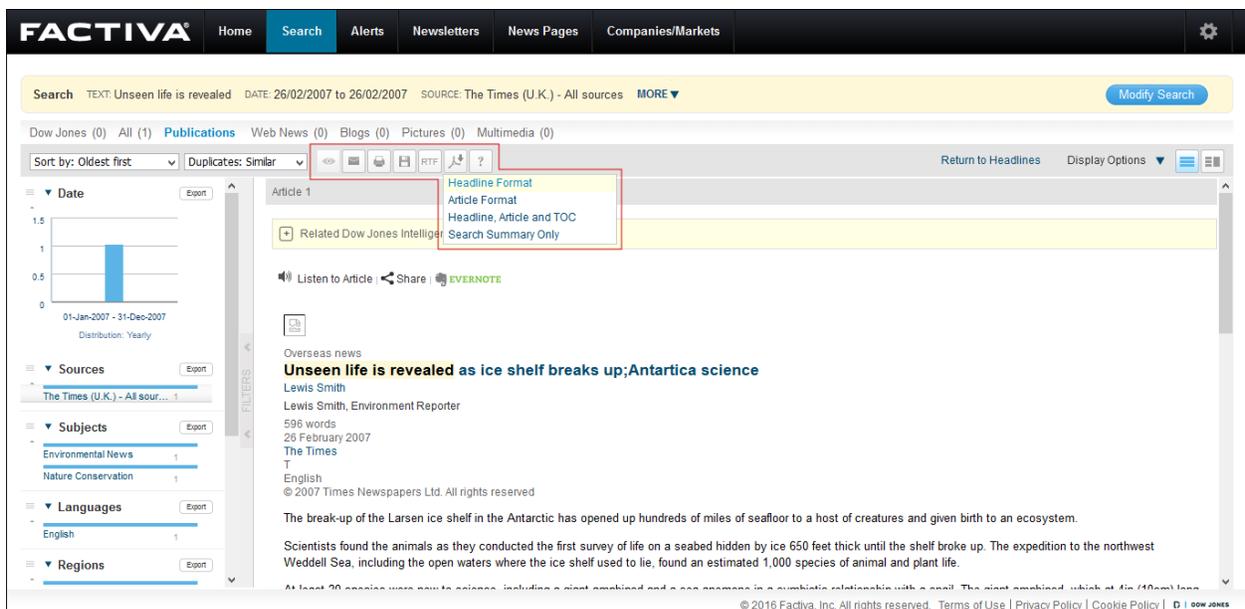
The full text article

### 3. Save or print

Once you have found an article that you want you can continue to work with it from within Factiva, or, choose one of several options available through the interface:

- You can save the article as a web page (in HTML)
- You can export the article to your device in PDF or Rich-Text Format
- You can email the article
- You can print the article

Additionally, when saving, exporting, emailing, or printing articles, you can choose which parts of the article you want: you can include the headline only, the full article, or just the Factiva search summary:



*Printing and saving options appear above the article*

### For more help

Factiva is a great resource, but the interface is somewhat complex. If you need more assistance don't hesitate to ask.

- **Sean McLaughlin**  
Communications, Journalism, and Psychology Librarian  
[sean.mclaughlin@concordia.ca](mailto:sean.mclaughlin@concordia.ca)
- **Ask A Librarian**  
<https://library.concordia.ca/help/questions/>