

Finding articles in Factiva

Concordia Library Guide

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.

Accessing Factiva

Access Factiva from the Concordia Library website using the [Sofia catalogue search](#) or the [database search](#). A link also appears on the [journalism subject guide](#).

<https://concordiauniversity.on.worldcat.org/oclc/49835545>

The screenshot shows the Factiva landing page. At the top is a dark navigation bar with the 'DOW JONES FACTIVA' logo and links for Home, Search, Alerts, Newsletters, and Companies/Markets. Below this is a large search area with a 'Free Text Search' sidebar on the left containing links to 'Search Form' and 'Examples'. The main search bar has a 'Query Genius' toggle and a '0/2048' character count. Below the search bar are filters for 'Date' (set to 'In the last 3 months') and 'Duplicates' (set to 'Similar'). A 'Search' button is at the bottom right of the search bar. Below the search bar is a 'Source' section with a dropdown for 'All Sources', a search box, and checkboxes for 'Search Source Name/Alias only' and 'Exclude Discontinued Sources'. There is a link to 'See the latest Factiva content updates'. Below this is a 'Select Source Category' dropdown set to 'By Title A-Z', followed by a large alphabetical index (A-Z and Other). On the left side of the page, there is a vertical list of categories: Author, Company, Factiva Expert Search, Subject, Industry, Region, Look up, Language, and More Options. Each category has a corresponding dropdown menu with options like 'All Authors', 'All Companies', 'All Subjects', etc. At the bottom right, there are 'Clear Search' and 'Search' buttons.

Figure 1: 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. However, you can also use the **Search Form** to help you conveniently build a structured query instead of writing it into the free text search.

Default search settings are set to “All...” for example:

- Source = **All Sources**
- Region = **All Regions**

The **Date** range is an exception to this and defaults to search content only from the past *three months*.

The screenshot displays the Factiva Free Text Search interface. At the top, a navigation bar includes 'DOW JONES FACTIVA', 'Home', 'Search' (highlighted), 'Alerts', 'Newsletters', and 'Companies/Markets'. Below this, a sidebar on the left lists search filters: Source, Author, Company, Factiva Expert Search, Subject, Industry, Region, Look up, and Language. The main search area features a large text input field, a 'Date' dropdown menu set to 'In the last 3 months' (highlighted with a green box), a 'Duplicates' dropdown set to 'Similar', and a 'Search' button. Below the search area, a list of filter options is shown, including 'All Sources', 'All Authors', 'All Companies', 'All Subjects', 'All Industries', 'All Regions', and 'All Languages'. The 'Language' filter is expanded, showing a list of languages: English, Finnish, French, German, Hungarian, Italian, Japanese, Korean, Norwegian, and Polish. Two green arrows point to the 'Language' filter and its expanded list. At the bottom, there are 'Clear Search' and 'Search' buttons.

Figure 2: Changing default settings in Factiva

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

1. Change the date range

Click the **Date** field to change from **In the last 3 months** to a different range. To enter your own range you can select the option **Enter date range...**

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

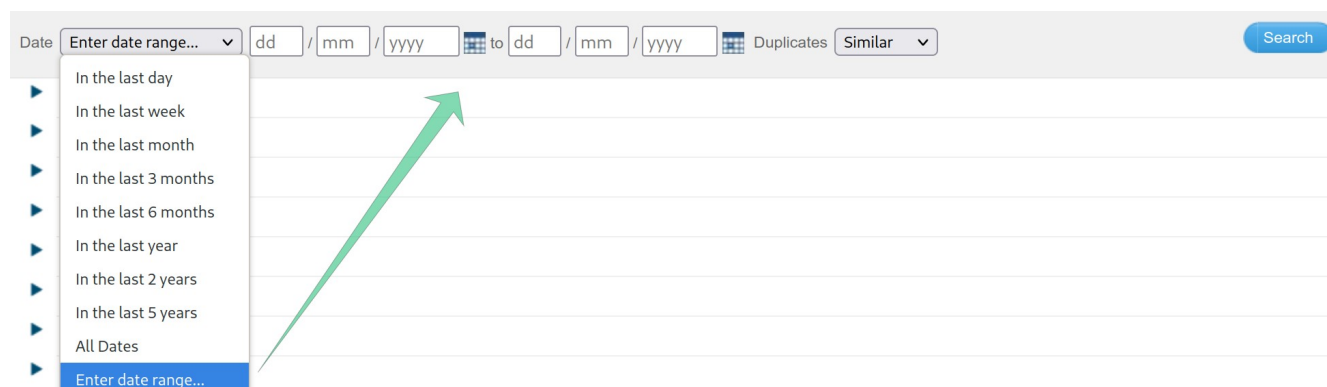


Figure 3: Getting day / month / year date range boxes

2. Specify the source

If you want to search *within a specific newspaper* (or other source), enter it into the **Source** field. Be Do not confuse this with the **Company** field, which is helpful for finding articles *about a company*.

Change the **All Publications** default by entering your source title into the search box or browsing the alphabetical list after typing in the search box. Use the list the first time you search to prevent mistakes.

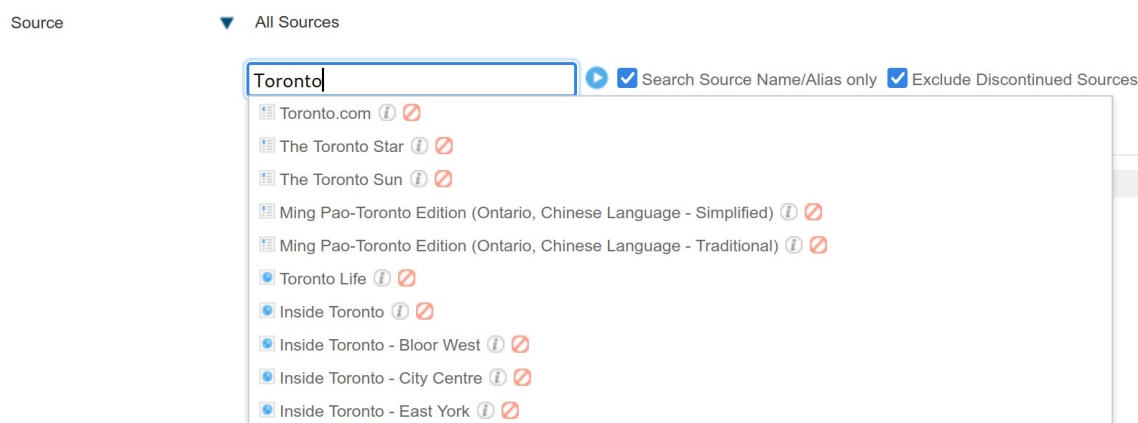


Figure 4: Choose the publication from the list of results

After clicking on the publication you want from the list of suggestions, it will appear in highlighted beside the **Source** label. You can add multiple sources.



3. Type in your search terms

Type words that you would expect to find in the article (or headline) into the main free-text search form. You can enter a headline or part of it if you know what you're seeking.

Free Text Search

Search Form

Examples

(pet* or animal*) and (urban or comfort)

41/2048

Date Enter date range... 01 / 01 / 2022 to 19 / 02 / 2022 Duplicates Similar Search

Source The Toronto Star

Figure 5: Enter a headline or words from the article in the free text search

As you type, Factiva will display a box with suggestions to help you form your search query. Use **Boolean operators (AND, OR, NOT)** with (concept grouping) as you would in other databases.

Factiva supports **truncation** using the asterisk ***** symbol. It provides **operators** for proximity searching (e.g. **w/2** to search for a word within two words of another) or **“same”** to require words to appear within the same paragraph as each other. A menu of these operators and features will pop-up when you press the space bar after entering a word.

Free Text Search

Search Form

Examples

(pet* or animal*) and (urban or comfort)

41/2048

Date Enter date range... 01 / 01 / 2022 to 19 / 02 / 2022 Duplicates Similar Search

Source The Toronto Star

Source (rst) DJID

date after +/- x days Operator

date before +/- x days Operator

date from x day to y day Operator

date exact Operator

adj Operator

same Operator

near Operator

atleast Operator

word count (wc) Operator

Figure 6: Using search operators

4. Limit your search

Focus your search by changing where the system looks for your phrase—by default, Factiva looks for your search phrase anywhere within an article (the full text) but you can tell it, for example, to only search headlines.

Find this setting in the **More Options** menu (look toward the bottom of the page).

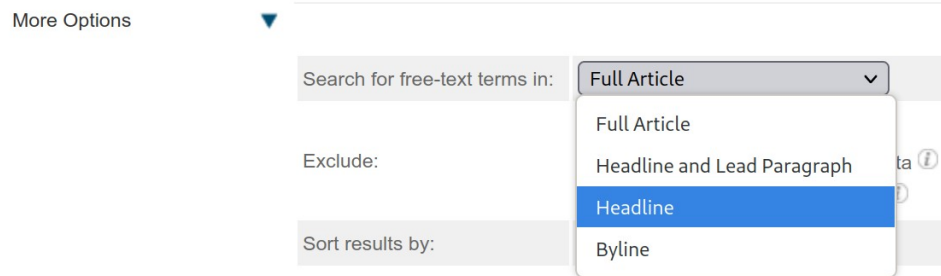


Figure 7: Choose the portion of an article to search

Using articles from Factiva

1. Review the search results

The left-hand column of the search results page provides filters corresponding to the items retrieved, such as their years of publication and the types of sources they come from.

The screenshot displays the Factiva search interface. At the top, a navigation bar includes 'DOW JONES FACTIVA', 'Home', 'Search' (highlighted), 'Alerts', 'Newsletters', 'Companies/Markets', and a settings icon. Below this, a search bar contains the query 'TEXT: (pet* or animal*) and (urban ...)', the date range 'DATE: 01/01/2022 to 19/02/2022', and the source 'SOURCE: The Toronto Star'. A 'Modify Search' button is on the right.

The main content area is divided into two sections. On the left, a sidebar titled 'FILTERS' contains several filter categories: 'Date' (with a bar chart showing distribution from 27-Dec-2021 to 20-Feb-2022), 'Companies', 'Sources', 'Subjects' (with a list of subjects like 'Political/General News' and 'Outbreaks/Epidemics'), 'Industries', 'Languages', and 'Regions' (with 'Ontario' and 'Canada' listed). Each filter category has an 'Export' button. On the right, the search results are displayed as a list of articles. The first article is 'Winterfolk fest turns 20' from The Toronto Star, dated 19 February 2022. The second article is 'On consent, discontent and disinformation' from The Toronto Star, dated 19 February 2022. The third article is 'How Toronto's Bike Share ridership kicked into high gear during COVID-19' from The Toronto Star, dated 18 February 2022. The fourth article is 'Province to scrap vaccine passport' from The Toronto Star, dated 15 February 2022. The fifth article is 'Director was known for raucous, risqué comedies' from The Toronto Star, dated 14 February 2022. The sixth article is 'DIVIDED WE SPRAWL' from The Toronto Star, dated 10 February 2022.

Figure 8: Search results page with additional filters on the left

Clicking a headline / title of an article from the list of results goes to the full text as a web page. Some icons near the top will allow you download a copy of the article as an RTF file (generic word processor), PDF, print, etc.

The screenshot shows the full text of an article on the Toronto Star website. At the top, a navigation bar includes a search bar, a dropdown menu, and a set of icons for downloading the article in various formats (PDF, RTF, etc.), which are circled in green. The article title is "The right stuffing" by Jessica Dee Humphreys, dated January 9, 2022. The article text discusses the taxidermist Peter Knapton and his work on a mammals display. A green note with arrows pointing to the words "Peter" and "urban" in the text states: "Note: keywords from the search expression are highlighted yellow in the article." The article text includes the following paragraphs:

Together
The right stuffing
SPECIAL TO THE STAR
493 words
9 January 2022
The Toronto Star
TOR
ONT
TO6
English
Copyright (c) 2022 The Toronto Star

A former ROM taxidermist tells Jessica Dee Humphreys about his 1982 museum work

Of all the treasures in the Royal Ontario Museum, the lifelike creatures of the Schud Gallery of Biodiversity are second only to the dinosaurs in capturing the hearts of most children who visit. A massive rhinoceros greets guests on entry, followed by a magical menagerie including a pride of lions, a giant squid and a hungry polar bear about to pounce.

"I remember as a kid going to the ROM," says taxidermist **Peter** Knapton, pictured here working on an **urban** mammals display in

The young Knapton and his partner, museum manager, "They were the best of the best. I worked up there for about 10 years. Though I never really thought he was going to give up work, Knapton went on to start his own taxidermy supply company in 1988 that is still thriving today. He also created sculptural fine art.

Many of the museum's most famous displays were crafted by Knapton, including the mammoth skeleton. The species had never been documented before.

The **urban** mammals display was created from a variety of species. "We had beavers and muskrats," says Knapton. "One of the things we had the opportunity to buy a whole specimen from a beaver. All these are made up and are collected things, sometimes with a special permit. These come from the Museum, from the University of Toronto and sometimes from private. We would use it in the museum."

Figure 9: Full text of an article

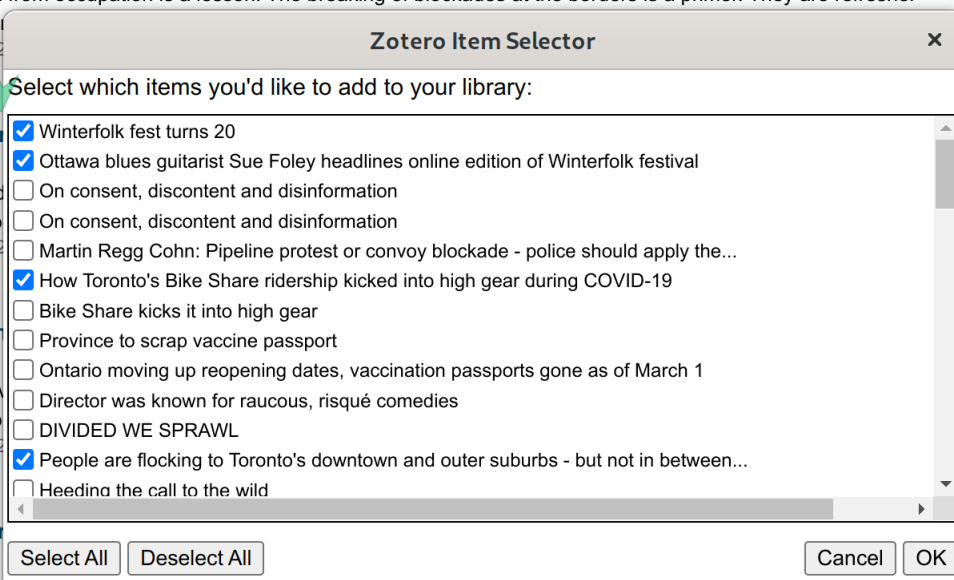
2. Capturing bibliographic information for later reference.

Using a reference management tool ([Zotero](#)) enables you to capture the bibliographic information you need in order to make a proper citation.

Clicking the Zotero icon in your web browser will import the metadata of the articles you select from the search results page. You can also click it while viewing an individual article. Zotero will capture the information and include the article text as a note entry within the tool.

Double-check the author field because sometimes Factiva does not display the information in a way that Zotero can properly capture.

- ☐ 1.  **Winterfolk fest turns 20**
The Toronto Star, 19 February 2022, 1292 words, Nick Krewen, Nick Krewen Special to the Star, (English)
Shows will stream online for second year in a row Although it boasts a stellar lineup ranging from Ottawa blues guitarist Sue Foley and Chicago-born folk singer Lucy Kaplansky to local axeman Jack de Keyzer and singer-songwriter Julian ...
(Document TOR0000020220219ei2j000bo)
 1 duplicate article(s) identified
- ☐ 2.  **On consent, discontent and disinformation**
The Toronto Star, 19 February 2022, 904 words, Martin Regg cohn OPINION Twitter: @reggcohn, (English)
The belated liberation of Ottawa from occupation is a lesson. The breaking of blockades at the borders is a primer. They are refresher courses in the fragility of democ
(Document TOR0000020220219ei2j000bo)
 2 duplicate article(s) identified
- ☐ 3.  **How Toronto's Bike Share**
The Toronto Star, 18 February 2022, 1095 words, Victoria Gibson, Victoria Gibson Toronto Star, (English)
The pandemic may have ground Toronto posted record trip numb
(Document TOR0000020220218ei2j000bo)
 1 duplicate article(s) identified
- ☐ 4.  **Province to scrap vaccin**
The Toronto Star, 15 February 2022, 1095 words, Victoria Gibson, Victoria Gibson Toronto Star, (English)
Proof will not be required as of M Thursday - and as of March 1, p
(Document TOR0000020220215ei2j000bo)
 1 duplicate article(s) identified
- ☐ 5.  **Director was known for**
The Toronto Star, 14 February 2022, 1095 words, Victoria Gibson, Victoria Gibson Toronto Star, (English)
Family escaped postwar Czechoslovakia, joining a relative in Toronto where he found his calling Ivan Reitman, the industrial filmmaker and producer behind beloved comedies from "Animal House" to "Ghostbusters," has died. He was 75.
(Document TOR0000020220214ei2e000ei)
 1 duplicate article(s) identified
- ☐ 6.  **DIVIDED WE SPRAWL**
The Toronto Star, 10 February 2022, 1095 words, Victoria Gibson, Victoria Gibson Toronto Star, (English)



Getting more help

Factiva provides a [quick reference guide](#) (PDF) with more details on how to build a search query.

You can also contact the [Journalism subject librarian](#), ask the library's [reference desks](#), or [chat with us online](#).