

**ProQuest Information and Learning** is a global leader in collecting, organizing and distributing value-added information to researchers. **Factiva** is a joint venture between Dow Jones and Reuters - two of the world's leading business and news providers. Factiva.com combines nearly 9,000 sources to give students, faculty, and librarians access to premium content from 118 countries, in 22 languages. Users have access to a wide range of information from newspapers, newswires, industry publications, websites, company reports, and more. The broad range of content provides both local insight and global perspective on every business issue.

## Welcome to Factiva

We suggest you begin exploring our service using the following examples:

1. Search
2. Working with the search results
3. Companies/Markets tab
4. News pages
5. More Information

To access ProQuest, follow the links on your library web page or consult your librarian for instructions.

## 1. Basic Search

**Free-Text Searching:** You can create a search by entering words in the free-text box, by using the Factiva Intelligent Indexing or by combining words and indexing. Your search can be up to 2,048 characters long (case insensitive).

*Ex: Find articles about stem cell research in Newspapers.*

- Type stem cell research in the *Free Text* box (default is to search for exact phrase).
- Click the + sign next to *Source*.
- From the *Select Source Category* drop down menu, select *Publications-By Type*.
- Hi-light *Newspapers-All*, by clicking on it once. Note: If you click on it twice, a line will be put through it and the NOT operator will be used.
- Click *Run Search*.

### Search with Factiva Intelligent Indexing™.

*Ex: Find articles about Sprint Corp., the FCC, and the Wireless industry.*

- Click the + next to *Company*.
- Type Sprint in the search box next to "Find a company".

- Click the arrow to get a list of results.
- Find and hi-light Sprint Corp. Note: The default operator between terms in one index field is OR. You can use the radio button to change the operator to AND.
- Click the + next to *Industry*.
- Type Wireless in the search box next to "Find an Industry".
- Click the arrow to get a list of results.
- Find and hi-light Wireless Telecommunications Services.
- Click the + next to *Subject*.
- Type Federal in the search box next to "Find a Subject".
- Click the arrow to get a list of results.
- Find and hi-light Federal Communications Commission (USA). Note: There are additional Federal Commissions listed in the Subject index.
- Click the *Run Search* button.

**Date Range:** Choose specific or general dates.

**Exclude:** Select these check boxes if you would like to exclude results that are republished news, recurring prices and market data, or non-business articles (ie: obits, sports, etc.).

**Search for Free Text Terms in:** *Full Article* is usual default but you can select other options like *Headline* and *Lead Paragraph*, *Headline*, etc.

**Sort Results by:** *Publication date, most recent first* is usual default, but you can select other options like *Publication date, oldest first* or *Relevance*.

## 2. Working with the search results

**View Selected:** click on the eye symbol after marking the check box next to the articles you wish to view.

**Rich Text Format (RTF):** selecting this option allows you to reformat the article in another software (ie: Microsoft Word).

**Email Results:** click on the envelope symbol.

**Print Results:** click on the printer symbol.

**Save Results:** click on the disc symbol.

## 3. Companies/Markets tab

### Get a company overview.

- Select *Company Quick Search* from the Companies/Markets tab.
- Enter as much of the name of the company as you know or a valid U.S. ticker or a Reuters Instrument Code (RIC).
- Click *Search*. If you searched by name, a list of matching companies displays, including subsidiaries. Click the company for which you want to receive a company overview online.

*Note: There are several reports that are downloadable from this page. IE: Financial Snapshot Plus Profile (provides detailed financial and stock performance data), Comparison Report (compares financial performance of the selected company and its primary Factiva industry), and you can also create a custom report by checking off the criteria you select and click the View Report button.*

*Note: In the Additional Links area of the Company Overview page, there is a link for SEC filings.*

### Identify prospects.

- From the Companies/Markets tab, click *Company Screening*.
- Select your criteria and click *Submit*. As you enter your selections, the screening window tabulates a running total of companies that match your parameters.
- Click *Get List* to view the final results. You can choose from a *Basic* or *Prospecting List*.

### Retrieve stock prices by name.

- Select *Quotes* from Companies/Markets tab.
- From the Select Instrument drop down menu, choose *Stocks* for active issues, or *Delisted/Merged Stocks* for issues no longer trading.

- Click *Look up*. You will be presented with a list of matching stock issues. Select up to 20 instruments that you would like by clicking the box next to the instrument name.
- Select your desired Date Range, Currency, and Display Format.
- Click *Get Quote*.

### Get an interactive chart and click-to-news.

- Click *Charting* from the Companies/Markets tab.
- Enter the symbol(s) of the stock that you would like to chart. If you do not know the symbol, use the Symbol Look Up link. If you would like to benchmark your chart to a Market index, add your index(es) by clicking on the expansion button next to the Comparison Indexes, then select the index(es).
- Choose your desired date range and select your Chart display options.
- Click *Draw Chart*.
- Move your mouse over a spike or dip to see the trading values for that date.
- Click on the data point and retrieve relevant news articles from that time, for your stock or fund.

## 4. News pages

Your library may have the United States News Page as its default. There is a drop down menu on the top left of the News Page, to select another country or an industry.

The News Page has a Quotes List on the top left column. Below that, in the same column, are some Editor's Links, and, What's New on Factiva.com.

In the right column is a Newsstand. Each title (whether newspaper or magazine) has a two week back-file on the News Page.

*Ex: Find the articles from the Money & Investing section in yesterday's issue of the Wall Street Journal (Remember: there is no weekend edition of the Wall Street Journal).*

- Make sure you're on the United States News Page.
- Under the Wall Street Journal, use the first drop-down menu to select the date you are looking for.

- Select the Money & Investing section in the second drop-down men.

## 5. More Information

- **Technical Support**

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