



# FACTIVA

## *BEGINNER'S GUIDE*

**COVERAGE:** This database provides full-text coverage of many national and international news resources, emphasizing business. Includes daily edition of the Wall Street Journal and other major newspapers.

**ACCESS:** From the Library web page ([www.ius.edu/Library](http://www.ius.edu/Library)), click on "Article and Database search" (under FIND INFORMATION.) Scroll down to the Shortcuts and select Factiva. (From off-campus, log in as prompted.)

**BASIC INSTRUCTIONS :** To browse complete current issues of the Wall Street Journal, The New York Times and other publications from this initial page, select any section of the newspaper from the pull-down menu and link to any article in that section. Scroll down to reach current issues of other news sources.

To search a wide range of national and international news sources (including the papers listed above and many others), click on "Search" in the green menu bar

1. Type the terms you want to search in the "Free text" box at the top of the screen. (To limit your search to the Wall Street Journal, add the phrase `and rst=j` to your search terms.)
2. Select the dates you want to search from the pull-down menu.
3. If you want to search a *specific* source other than the Wall Street Journal, click on the "Source" button. Then use the pull-down menu at "Select Source Category" (on the right) to select "Publications By Title A-Z ." Find your publication title and click the small blue triangle to its right. The publication code will be added to your free text search. ***Be sure to separate your search terms from the publication code with "and."*** (If you do not select a specific source, all available sources will be searched.) Then click "Search."
4. To view articles from the results screen, click on the blue title of the article.
5. To print article, click on the grey printer icon at top or bottom of Factiva page, then click on your browser print option.

PLEASE NOTE THAT THESE ARE EXTREMELY **BASIC** INSTRUCTIONS. FOR ADDITIONAL INFORMATION CONSULT ONLINE HELP, ASK AT THE REFERENCE DESK, OR CALL 941-2489. *Indiana University is an equal opportunity institution. If you have a disability and need assistance, arrangements can be made to accommodate most needs. Contact the Office of Services for Students with Disabilities, 941-2579*