

Factiva UK & International News/Trade & Industry News

INTRODUCTION

Factiva.com is a research and current awareness database providing access to over 20,000 international sources including over 1500 local, national and international newspapers, 3,200 leading business magazines and trade publications, and over 500 global newswires. Use Factiva to research:

- Daily local/national/global news
- Current and historical market trends and issues
- Company performance and development : eg quarterly/interim updates, annual statements, product development, mergers, acquisitions, deals, personnel changes etc
- Industry/Company share prices
- Investment Research and ratings
- Economic and political developments

Note: Try using other databases, such as Proquest (ABI Inform), Business Source Premier (Ebsco) and Prompt, to compliment your searches on Factiva.

ACCESSING THE DATABASE

- Factiva can be accessed via the Electronic Resources section of the MBS Library Website (see Databases, News/Trade and Industry News):

<http://www.mbs.ac.uk/library>

- A *Special* username and password is required to log into the database. Follow the Special username and password link and log into the database passwords page (University login required to access this webpage).

SEARCHING FACTIVA

QUICK SEARCH

The quick search feature can be used to quickly search for articles on a specific subject, company or industry, e.g. "business corruption"

- Type a word or words into the Free Text Search box. – e.g. business corruption
- Select "Run Search" located next to the Free Text Search box

A quick search such as this may retrieve too many results. Use the advanced search options to refine your search further.

USING THE ADVANCED SEARCH OPTIONS

Date Range: use the drop down menu to limit/expand your search by selecting a date range eg: last day/week/month etc. Use the custom option to enter a specific date (useful if trying to find a specific article) or a date range.

Source: Use the source field to refine your to a specific title or to a selection of publications e.g. UK broadsheets only, or selected titles relating to the retail trade. Either:

- search for the source by typing in name eg: Financial Times. Highlight the search result to enter into the search box. It is possible to select as many publications as required.

Or

- Browse sources using the "**Source Category**" drop down menu. Can select A-Z, by industry or by region.

Company: Use this option to search to refine your search to articles directly relating to a company. A free-text search for Tesco anywhere in the article may retrieve results with a fleeting reference to Tesco, however using the company search you can ensure that articles will be directly related to Tesco.

- Enter Company Name
- Select Arrow Icon
- Select matching reference to enter into Search Box
- You can select more than one company
- An option is also provided to search an index of companies

Subject/Industry/Region: use the drop down menus to refine your search across a specific subject, eg performance for company results, a specific industry, eg retail news on supermarkets or a specific region, eg UK for UK related news.

Headline/Article Search: use the drop down menu in the “**More Search Options**” field to search for free text search terms either in the headline, the headline and lead paragraph or anywhere in the article.

Exclude Option: often many of the same articles are reprinted in many sources. You can exclude duplicated articles by selecting one of these options.

DISPLAYING RESULTS

- Select your search criteria using any of the options above and select “**Run Search**” to display results.

If you are not happy with your results select “**Modify Search**” from the top right hand menu to return to the search screen, amend your search accordingly and “**Run Search**” again.

- Results of your search will automatically display the article headline and first few lines of the article.
- Use the “**Sort By**” menu on the top left hand side to sort your results by date or by relevance.
- To view an article select the headline to display the full text, once read select “**Return to Headlines**” to return to your list

OR

- Select “**Frames**” to allow you to view both the list of references and the full text of a selected article
- Use the “**View As**” drop down menu to amend the full text display options

PRINTING, DOWNLOADING & EMAILING RESULTS

- Either select the article headline to display the full text

Or

- Mark a series of articles using the check boxes (tip: you can use the eye icon to filter the marked articles)

- **To Print:** select the “**Print**” icon, your article/s will be reformatted in a separate web browser, select “**File**”, “**Print**”

- **To Download:** either

Save as a formatted document:

Select “**RTF**”

Select “**Open**” to display formatted results

Select “**Save As**” and save as either a rich text document (.rtf) or a word document (.doc).

Or

Save as an .html or text file:

Select the “**Disk**” icon

Results will be displayed in a separate browser

Select “**File**”, “**Save As**” and save as a .html or .txt file

- **To Email:** select “**Envelope**” icon, complete the display box, enter your email address

Select “**Send**”.

Note: articles will be sent as unformatted text files.

ADDITIONAL FEATURES

SAVING/RETRIEVING SEARCHES

Searches can be saved should you wish to resume your search during another session.

- **To Save:** Either select “**Save Search**” from bottom right menu in the search screen or “**Save Search**” from the top right menu in the results screen, name the search and select “**Save Search**”
- **To Retrieve:** In the search screen select “**Saved Searches**” from top left menu, highlight your search name and either select “**Select Search**” to display the search or “**Run Search**” to instantly display results.

CREATING A SOURCE LIST

You can create and save a customised list of sources should you wish to conduct regular searches across a selected range of publications e.g. UK broadsheets, specific industry publications.

- Select “**Source**” in the search screen
- Use either the “**Search**” option or the “**Source Category**” to search for required titles
- Highlight required titles to enter into search box and select “**Save**” (next to selected title choices)
- Titles will open in the “Source Lists” menu, select “**Create New List**”, name your list, and move titles to this list.
- To Retrieve a Source List: select “**Source**”, scroll down the displayed list and highlight the saved source list name to enter into the source search box. Lists can be edited or deleted in this display.

USING THE COMPANIES/MARKETS FUNCTION

The Companies/Markets tab provides instant access to a Company Quick Search, Quotes, Charting, Company Screening and Industry Reports.

- Select the “**Companies/Market**” tab
- Select from the menu options eg: quick company search, quotes, charting etc
- Enter search criteria eg: in company search enter either ticker symbol or company name, in markets select industry
- Results relating to your search will be displayed

USING THE TRACKING FUNCTION

You can create a search and save it as a Track folder, this enables a news alerting service that will continually update your search results. To set up a track file Select and run your search criteria (see above):

- In the results screen select “**Save as a Track**” from the top right menu
- Name your track folder, select “**Start Tracking**” and select “**Done**” when prompt displaying “**tracking will start in 30 minutes**” has disappeared.
- **To monitor or edit your track folder:** Select “**Track**” tab from the main menu, either:
 - select the folder to run the search and display latest results

Or

- Select “**Manage Folder**” to edit any search criteria

Further Information: For further information on using this database or for assistance with your research please contact a member of staff at the Eddie Davies Library or Precinct Library.

- Eddie Davies Library Enquiry Service Tel: 0161 275 6503 email: libdesk@mbs.ac.uk (postgraduate research)
- Precinct Library Enquiry Service Tel: 0161 200 3200 email: jrul.precint@manchester.ac.uk

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