



Barr Smith Library

Factiva User Guide

What is Factiva?

Factiva is the library's major database for searching for information in newspapers. You can search thousands of newspapers, magazines and journals in full text. It covers Australian newspapers and many newspapers from the Asia-Pacific region, Europe, the UK and the United States.

Getting started

Search the library catalogue using the title 'Factiva' and click on the link to e-resource. Enter your student ID and password.

The screenshot shows the Factiva search interface with several callouts:

- Enter keyword search:** Points to the free text search box containing "australia and war and iraq".
- Select a date range:** Points to the date dropdown menu set to "In the last 3 months".
- To narrow your search to a particular newspaper select source:** Points to the "Source" field in the "Currently Selected" section.
- Select an option:** Points to the "Search for free-text terms in:" dropdown menu set to "Full Article".
- Click run search:** Points to the "Run Search" button at the bottom right.

Other visible elements include the "More Options" section with checkboxes for "Exclude" (Republished news, Recurring pricing and market data, Obituaries, sports, calendars...) and "Sort results by:" (Publication date, most recent first).

Searching

Enter your **keyword search** in the free text box

Select a **date** range from the date field

You can narrow your search by selecting a particular newspaper from the select **source** field

You may narrow your search by Region Use the source field and select Publications - By Region and select the region you wish to search eg: Australia and New Zealand.

Select where you wish to search for the search terms using the search for free-text terms in field, eg: full article, headline and lead paragraph

Looking at your search results

- You will see a list of headlines and their citations (in date order, most recent first).
- To read an article, click on the headline. To return to your results, click on return to headlines
- You can email, print or save your article using the picture icons at the top left of the screen
- Click on modify search or new search to continue looking for articles
- You may also select the article you want by checking the selection box on the left side of the article. When you have finished selecting click on the eye symbol near the top of the page. You will then be able to view all of the articles you selected.

Search tips

You can combine your search terms with and/or/not

- el nino **and** australia
(articles containing both terms will be retrieved)
- women **or** female
(articles containing either term will be retrieved)
- doctor **not** malpractice
(articles containing "doctor" but not the term "malpractice" will be retrieved)

You can use truncation or wild cards

Use an asterick * to replace any number of letters at the end of a word. (e.g. consult* will search for consult, consulting, consultant, consultation etc.)

Use a ? to replace a letter in a word. (e.g. globali?ation will search for globalization or globalisation)