



The Sainsbury Library

One of the Bodleian Libraries

Factiva

Factiva has over 20,000 sources of news from more than 159 countries in 22 languages, including more than 400 continuously updated newswires. Over 2,300 sources are available on or before the date of publication.

Accessing the database

To access the databases, go to the Sainsbury Library website at

<http://www.bodleian.ox.ac.uk/business> or on the MySBS intranet at

<https://my.sbs.ox.ac.uk/user/login> (for MBS members only) and click on DATABASES.

If accessing this database outside the Oxford network, you will be prompted for your **Single Sign-On (SSO)**

Searching the database

Enter your keywords into the search box

To be more specific about the keywords that you want to use, click on the **SEARCH FORM** box.

FACTIVA

Search Alerts News Pages Companies/Markets

Simple Search **Search Builder** Saved Searches

Free Text Search All of these words regulation and government

Search Form At least one of these words london or high street

None of these words

This exact phrase banking crisis

Date All Dates Duplicates Off

Source All Publications


Use the drop down list to amend the date range that you want to search.

Truncation: Using the truncation symbol - * - at the end of a root word will expand the list of relevant articles found by searching for different variants of that root word. e.g. "Econom*" will find economy, economics, economical etc. in one simultaneous operation.

Proximity searching, headline searching, and word count searching

Use the proximity indicator to specify how closely you want the words to be to each other. Proximity searching will provide you with much tighter search results. Proximity indicators vary between different databases: for more details on proximity searching, see the **Database searching: A brief Guide**.

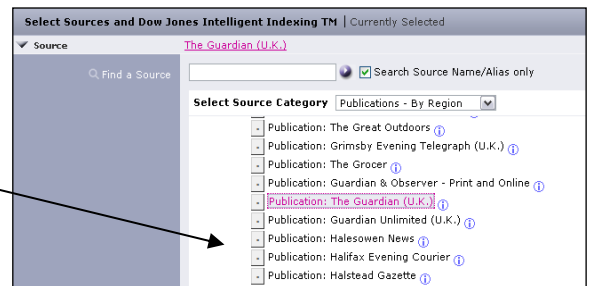
e.g. the search strategy below will search for documents that have the word string within the headline or lead paragraph: and search either of the words “wine” or “beer” located within 5 words of either of the words “market” or “markets”; but only those articles with a word count greater than 1000.



The screenshot shows the Factiva search interface. The search bar contains the query: `hlp=((wine or beer) near5 (market or markets)) and wc>1000`. The interface includes navigation tabs (Home, Search, Alerts, Newsletters, News Pages, Companies/Markets), a search bar with filters (DATE: In the last 6 months, SOURCE: All Sources), and a search button.

Further limiting

You can search against one or more publications or one or more geographical regions. To select a publication or region, go to the left hand panel: click on one or more publications or regions to select them.



Selecting, sorting and viewing your articles

You may sort the articles retrieved by most recent first, or by last, or by relevance. Click on the title of the article to view it in full-text.



The screenshot shows a search results page with two articles. The first article is 'AB InBev Brews Plan For a Beer Behemoth' from The Wall Street Journal, dated 17 September 2015. The second article is 'SABMiller Gets Takeover Approach From Anheuser-Busch InBev ; Deal would combine two of the world's largest brewers' from The Wall Street Journal Online, dated 17 September 2015.

The screenshot shows a 'Publications' window with a search bar at the top. Below the search bar, there are several icons for actions: a magnifying glass, an envelope, a printer, a document, and buttons for RTF, PDF, and XML. A list of articles is displayed on the left, with the third article, 'Chancellor must take charge in a crisis, panel warns', selected. The right pane shows the full text of this article, including the newspaper's name 'THE TIMES', the author 'Patrick Hosking', and the beginning of the article text.

Exporting, printing or emailing your results

To e-mail, print or save a retrieved article, click the appropriate symbol located at the top of the list.

This screenshot is similar to the first one but shows a list of five articles. An arrow points from the text above to the XML icon in the top toolbar. The list includes articles from 'The Scotsman', 'Citywire', 'The Times', 'Telegraph.co.uk', and 'The New York Times'. Each article entry has a checkbox on the left and a '+' icon with the text 'duplicate article(s) identified' below it.

You can also mark all the articles you want by clicking the box to the left of the desired articles, and e-mailing, printing or downloading the selected articles as one combined set.