DOW JONES FACTIVA

Search Builder Quick Reference Guide

Use Search Builder to explore the full 35+ year Factiva archive of 32,000 sources from all over the globe. With Search Builder, you can build precise searches using a combination of keywords and Dow Jones Intelligent Indexing™ to further enhance the relevance of the content you find. Our Intelligent Indexing is a tagging system indicating topic, region, industry and language across our full content set of newspapers, newswires, blogs, pictures and videos. This ensures you get relevant content, quickly.
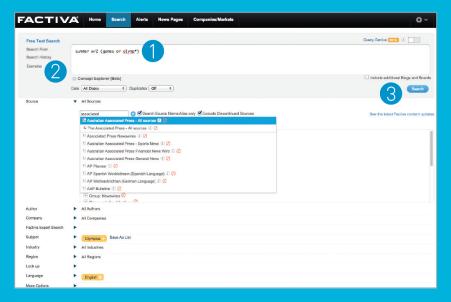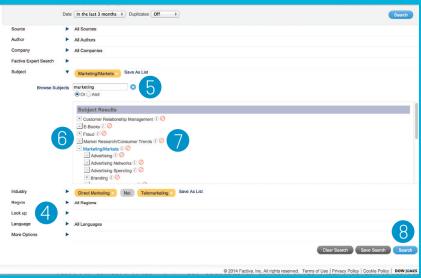
SEARCHING BY FREE TEXT

1. In the **Free Text box,** enter the terms that should appear in the article.

2. To add connectors or other operators you can refer to the Examples link. This will allow you to build more precise searches.

3. Add any additional search criteria and click [Search]

SEARCH WITH DOW JONES INTELLIGENT INDEXING TERMS [FOR HIGHER RELEVANCE]

4. Click ▷ next to Look Up.

5. Enter your terms in the text box (e.g., marketing) and click ▶.

6. Click the name of the Dow Jones Intelligent term(s) you would like to add to your search.

7. Multiple search terms are automatically connected with OR. Click on OR to change it to AND. To exclude a term, click the 🚫 or double click the name of the term.

8. Click [Search]

SEARCH OPTIONS

connector or operator	User to identify items that contain
and	All the words or phrases you enter: technology spending **and** Canada
or	One or more of the words you enter: merger **or** acquisition
not	Exclude items that contain these words: software **not** spreadsheets
same	Two words in same paragraph: vodafone **same** telecommunications
atleastn	Words mentioned more than once: **atleast5** Microsoft
() (parenthesis)	Group words together: press releases and **(university or instruction or courses)**
* (asterisk)	Words with multiple endings of any length: telecom***** Note: You must enter at least three characters before using *****, and ***** must be entered at the end of a word only.
w/n	Words adjacent to each other in the order specified, within a certain number: wireless **w/3** mobile
nearn	Words near another word in any order, within a certain number: Carrefour **near5** retail sales

Tip:
The following punctuation marks are optional: hyphens, periods, apostrophes, commas and the slash (/) character. For example, entering "Coca-cola" will retrieve the same results as entering "Coca cola."

ARTICLE VIEW

Headline Display Option

- **Select All** places check marks next to articles on the screen. You can also check individual articles.
- **View Selected** will display your selections.

Article and Headline Display Options

- **Email Results** will let you email articles in a variety of formats (e.g., HTML or Article or headline with link to full article).
- **Format for Printing** will open a new browser window with selected headlines or articles specially formatted for printing.
- **Format for Saving** will open a new browser window with selected headlines or articles in a text-only format.
- **Add to Workspace** allows you to save useful articles or citations for later use, until you're ready to print, save or email these items. You can create 25 workspaces and store 100 items in each.
- **RTF** will allow you to export headlines, articles and articles with a Table of Contents to your word processor.
- **PDF** will allow you to export headlines, articles or headline and articles with a Table of Contents in a presentation-ready format.
- **Newsletter Builder** lets you create newsletters on the fly in many different formats to share throughout the organization.
- **Listen to Article:** Hear a text-to-speech reading of the article.
- **Translate Article:** Have the article translated by Google Translate.
- **Share:** Share this article with other Factiva users.