



# Factiva Library Workshop for Rikkyo University

October 19<sup>th</sup> 2016

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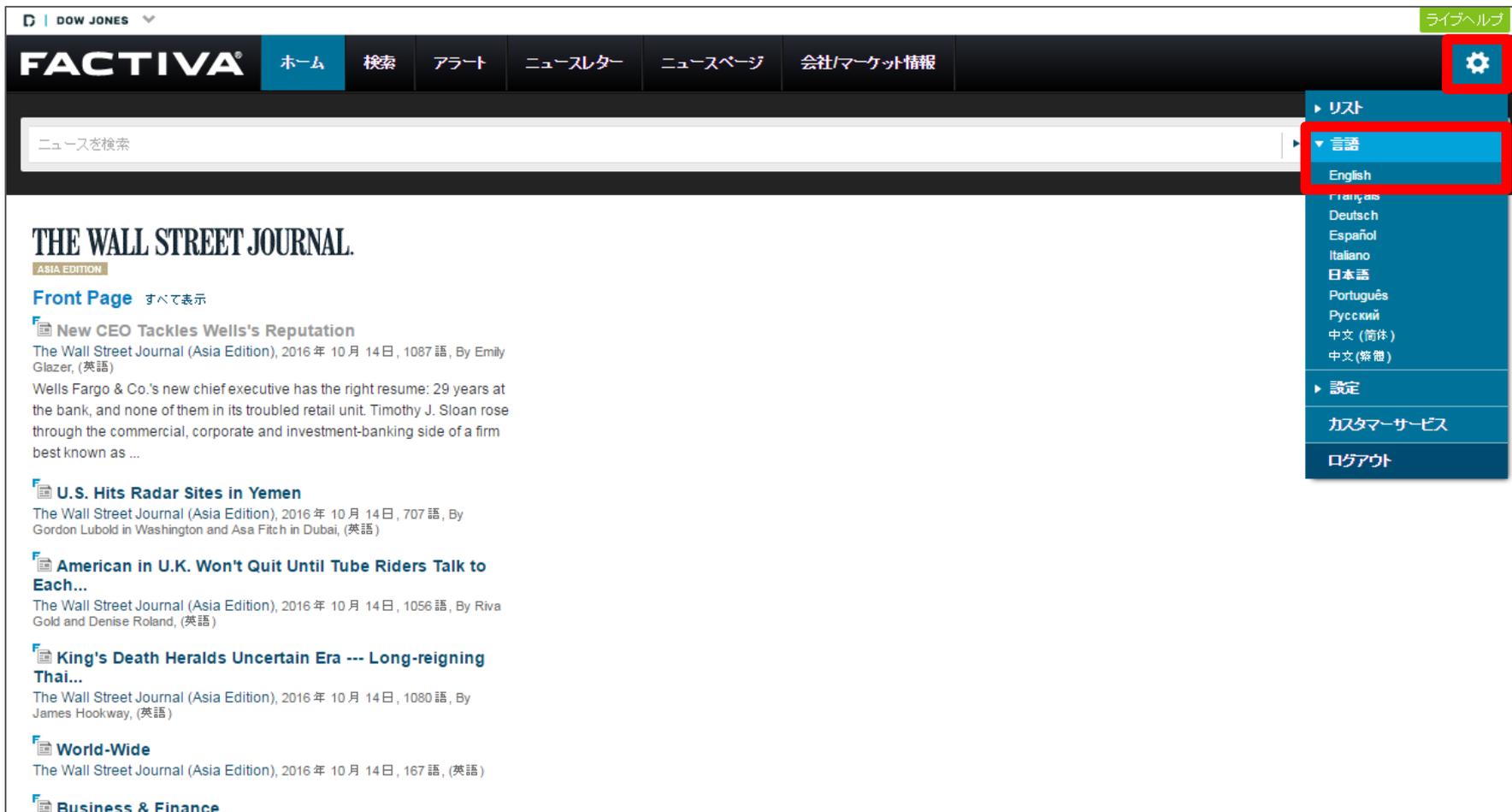
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# 1. What is Factiva?

- The contents from 200 countries of 28 different languages, including Japanese
- More than 30,000 sources of information
- Factiva is a **professional database** used by experts in Finance, Business Strategy, Investor Relations, Public Relations, Sales, etc.
- The comprehensive information coverage about companies, industries and general affairs that are relevant to businesses
- Speedy access to wanted information with intuitive and multi-functional searches
- **Great tool for finding information about a particular country before you travel or study abroad**

## 2. How to change the language to English

- Click  in the top right and open “言語” ⇒ English



The screenshot displays the Factiva website interface. At the top right, there is a "ライブヘルプ" (Live Help) button. Below it, a navigation bar contains several menu items: "ホーム" (Home), "検索" (Search), "アラート" (Alerts), "ニュースレター" (Newsletters), "ニュースページ" (News Pages), and "会社/マーケット情報" (Company/Market Information). A gear icon (settings) is highlighted with a red box in the top right corner. Below the navigation bar, a search bar is visible with the text "ニュースを検索" (Search for news). On the right side, a dropdown menu is open, showing the "言語" (Language) section. The "言語" section is highlighted with a red box, and the "English" option is selected. Other language options listed include Français, Deutsch, Español, Italiano, 日本語, Português, Русский, 中文 (简体), and 中文 (繁體). Below the language menu, there are buttons for "設定" (Settings), "カスタマーサービス" (Customer Service), and "ログアウト" (Logout). The main content area shows the "THE WALL STREET JOURNAL" logo and the "ASIA EDITION" label. Below this, there are several news articles with their titles and brief descriptions.

FACTIVA® ホーム 検索 アラート ニュースレター ニュースページ 会社/マーケット情報

ニュースを検索

ライブヘルプ

▶ リスト

▼ 言語

English

Français

Deutsch

Español

Italiano

日本語

Português

Русский

中文 (简体)

中文 (繁體)

▶ 設定

カスタマーサービス

ログアウト

THE WALL STREET JOURNAL.

ASIA EDITION

Front Page すべて表示

**New CEO Tackles Wells's Reputation**

The Wall Street Journal (Asia Edition), 2016年 10月 14日, 1087語, By Emily Glazer, (英語)

Wells Fargo & Co.'s new chief executive has the right resume: 29 years at the bank, and none of them in its troubled retail unit. Timothy J. Sloan rose through the commercial, corporate and investment-banking side of a firm best known as ...

**U.S. Hits Radar Sites in Yemen**

The Wall Street Journal (Asia Edition), 2016年 10月 14日, 707語, By Gordon Lubold in Washington and Asa Fitch in Dubai, (英語)

**American in U.K. Won't Quit Until Tube Riders Talk to Each...**

The Wall Street Journal (Asia Edition), 2016年 10月 14日, 1056語, By Riva Gold and Denise Roland, (英語)

**King's Death Heralds Uncertain Era --- Long-reigning Thai...**

The Wall Street Journal (Asia Edition), 2016年 10月 14日, 1080語, By James Hookway, (英語)

**World-Wide**

The Wall Street Journal (Asia Edition), 2016年 10月 14日, 167語, (英語)

**Business & Finance**

### 3. Basic Search from “Home” page

- Enter your keyword into the Search Box

The screenshot shows the Factiva website interface. At the top left, there is a 'DOW JONES' logo with a dropdown arrow. To the right is a 'LIVE HELP' button. Below this is a navigation bar with several buttons: 'Home', 'Search', 'Alerts', 'Newsletters', 'News Pages', and 'Companies/Markets'. The 'Home' button is highlighted with a red box. Below the navigation bar is a search bar containing the text 'Rikkyd', which is also highlighted with a red box. To the right of the search bar are 'Options' and 'Search' buttons. Below the search bar, the main content area displays the 'THE WALL STREET JOURNAL. ASIA EDITION' logo. Underneath, there is a 'Front Page' link with a 'View All' option. The main content area lists several news articles, each with a small icon, a title, and a brief description. The first article is titled 'New CEO Tackles Wells's Reputation' and is dated 14 October 2016. The second article is titled 'U.S. Hits Radar Sites in Yemen' and is also dated 14 October 2016. The third article is titled 'American in U.K. Won't Quit Until Tube Riders Talk to Each...' and is dated 14 October 2016. The fourth article is titled 'King's Death Heralds Uncertain Era --- Long-reigning Thai...'.

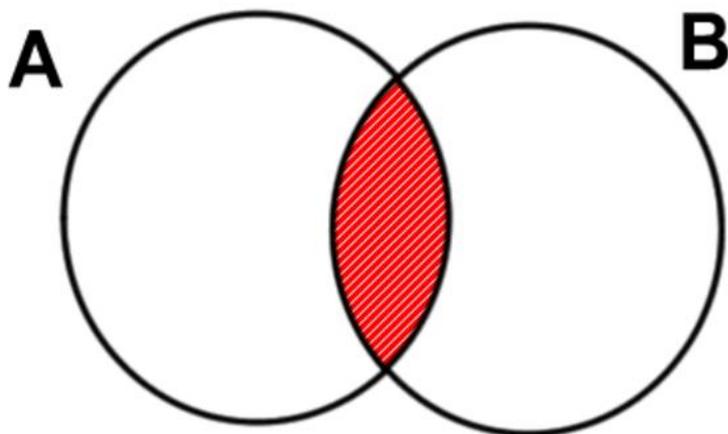
### 3. Basic Search from “Home” page

Practice # 1 : Search for articles about **the Tokyo Olympics**  
**in 2020**

- See the difference between *Tokyo Olympics* and *“Tokyo Olympics”*,  
using “ ”
- **AND Search & Exact-phrase Search**

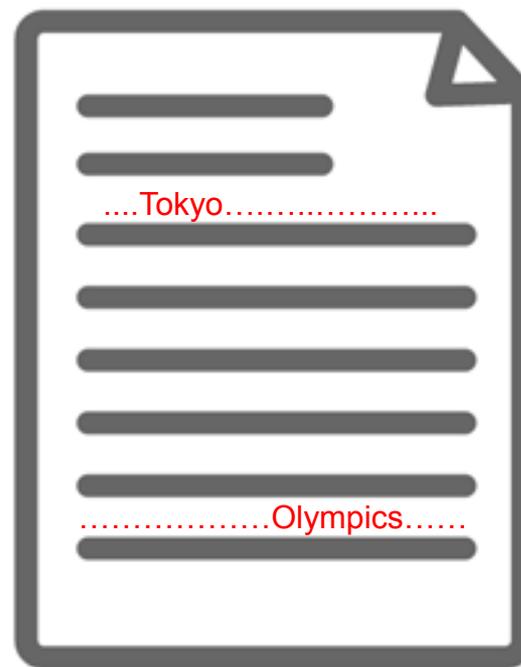
# What is AND SEARCH?

## Search Range of AND SEARCH



The results contain **BOTH** Word 'A' and Word 'B'.

## Image of AND SEARCH



The content has BOTH 'Equal' and 'Pay' (somewhere).

# What is Exact-phrase SEARCH?

## Image of Exact-phrase SEARCH



The 2 words Equal Pay that are enclosed with “ ” are treated as though they are 1 word or a phrase.

## Examples of Exact-phrase SEARCH

- “gender equality”
- “gravitational wave”
- “internet of things”
- “political economy”
- “to be, or not to be”

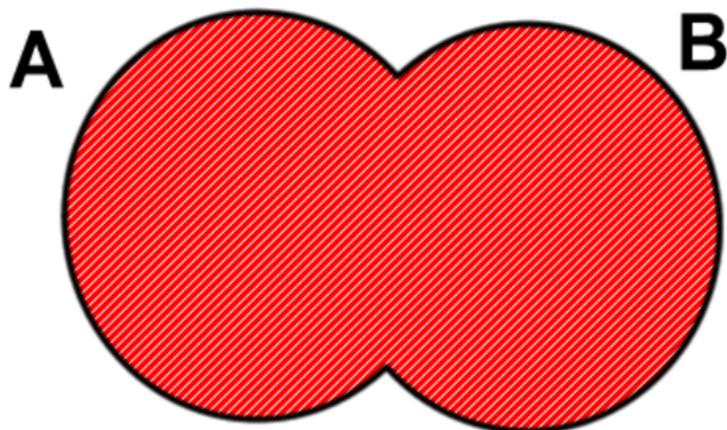
### 3. Basic Search from “Home” page

Practice # 2: Search for articles about **The United Kingdom**.

- Use **OR Search** to find articles with both The United Kingdom and Britain.
- *“United Kingdom” OR Britain*
- The Boolean Operator ‘**OR**’ needs to be entered in **CAPITAL LETTERS** in Factiva.

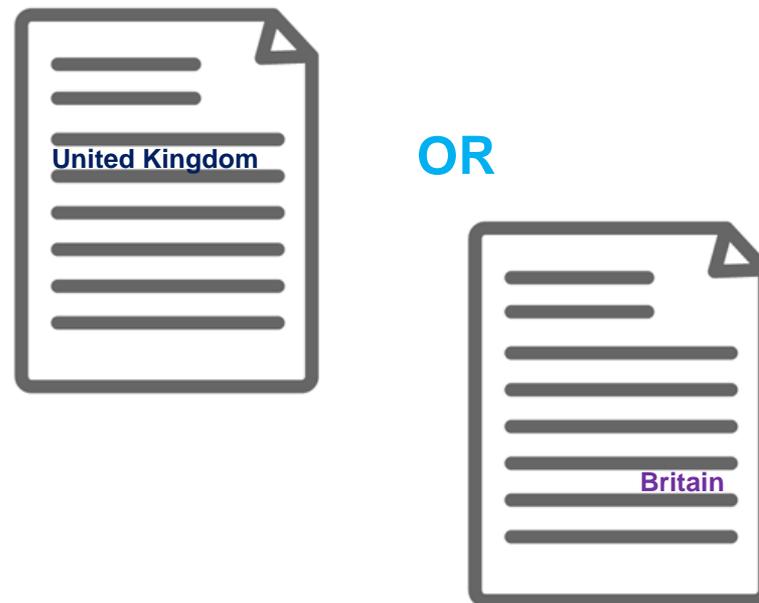
# What is OR SEARCH?

## Search Range of OR SEARCH



The results contain **EITHER** Word 'A' **OR** Word 'B'.

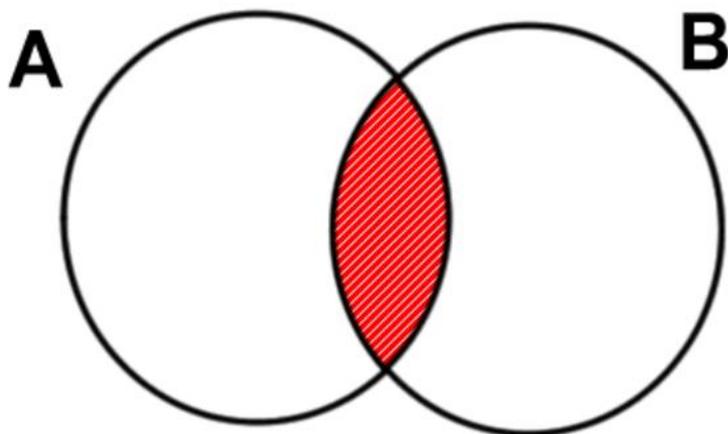
## Image of OR SEARCH



Display all the results that contain **EITHER** 'United Kingdom' **OR** 'Britain'

# What is AND SEARCH?

## Search Range of AND SEARCH



The results contain **BOTH** Word 'A' and Word 'B'.

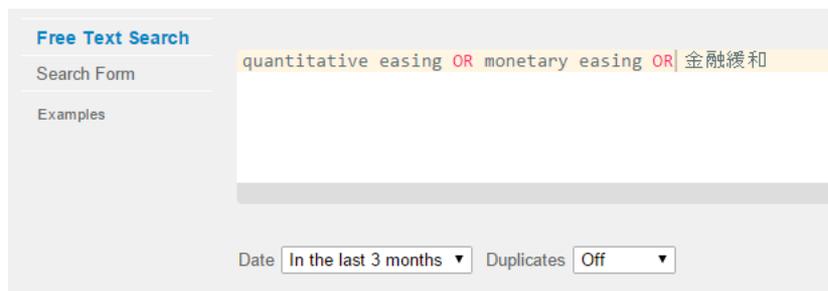
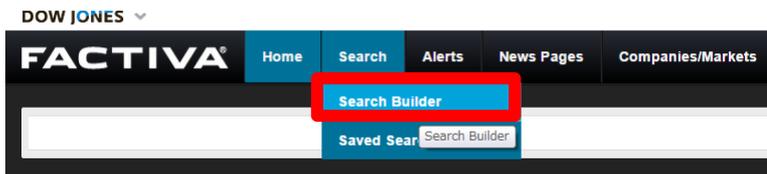
## Image of AND SEARCH



The content has BOTH 'United Kingdom' and 'Britain' (somewhere).

# 4. Advanced Search with “Search Builder”

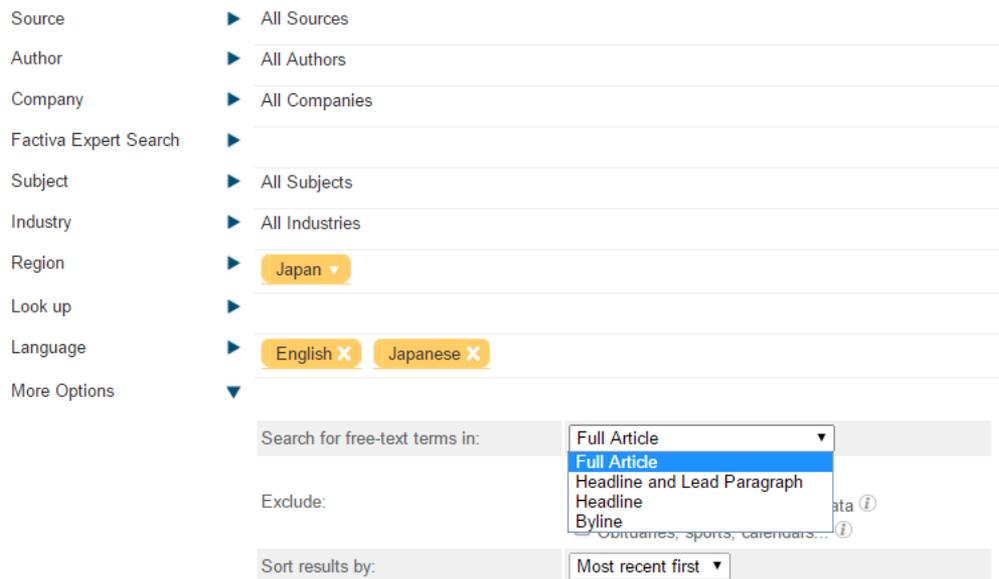
- Search smartly using different search fields



## Available Search Categories

### Keywords +

- Sources
- Authors
- Company
- FACTIVE • Expert • Search
- Subject
- Industry
- Region
- Language
- More Options



# What is Factiva Intelligence Indexing?

- The difference between Text Search & Index Search

The screenshot shows the Factiva website interface. At the top, there is a navigation bar with 'FACTIVA' and menu items: Home, Search, Alerts, Newsletters, News Pages, Companies/Markets, and a settings gear. A 'LIVE HELP' button is in the top right. Below the navigation bar, a search filter is active for 'China'. The filter is divided into sections: Companies, Industries, Executives, Region, and Keywords. The 'Region' section is highlighted with a blue bar, and 'China' is selected. Two callout boxes provide definitions:

**Text Search =** All the articles' has the keyword *China* in the texts  
**Searched Articles ⇒** in English (the keyword language)

**Index Search =** All the articles are **ABOUT China** or categorized as **Region = China**  
**Searched Articles ⇒** in ALL the languages in Factiva

At the bottom of the page, there is a snippet of text: 'The Wall Street Journal (Asia Edition), 14 October 2016, 1056 words, By Riva Gold and Denise Roland, (English)'

## 4. Advanced Search with “Search Builder”

Practice # 3: Search for articles about Australia that are published over the last week.

1. Open **Search Builder**.
2. Open [Region] ⇒ [Australia/Oceania] ⇒ [Australia]  
You can also search it from the search box above the tree.
3. Select [In the last week] from the [Date] drop-down.
4. Press [Search].

The screenshot displays the Search Builder interface with the following elements:

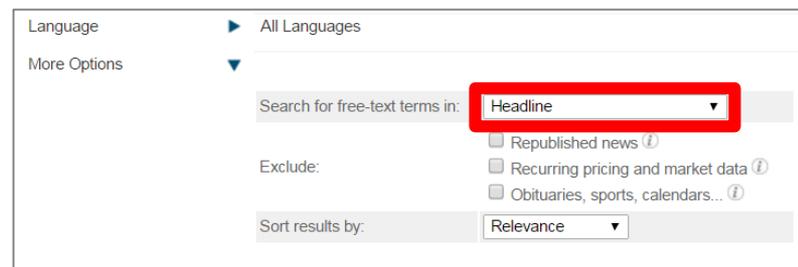
- Industry:** All Industries
- Region:** Australia (selected)
- Search Box:** A text input field containing "Australia" with a search button (blue play icon) to its right. This box is highlighted with a red rectangle.
- Logic:** Radio buttons for "Or" and "And" are present below the search box.
- Select Region Category:** A dropdown menu set to "All Regions".
- Region Tree:** A list of regions with expand/collapse (+/-) icons, information (i), up/down (▲/▼) arrows, and a red prohibition (no) icon. The "Australia/Oceania" region is expanded, and the "Australia" sub-region is highlighted with a red rectangle.
- Look up:** A search field with a blue play icon.
- Language:** All Languages

## 4. Advanced Search with “Search Builder”

Practice # 4: Search for articles about the refugees and its related issues in Germany

*(\*The refugees and immigrants are different.)*

1. Open **Search Builder**.
2. Enter **refugee** in the [Free Text Search] section at the top.
3. Search for **Germany** in [Region].
4. Open [More Options] and change the drop-down to [Headline] in [Search for free-text terms in].



- All the searched articles have the keyword “refugee” in their titles or headline.

## 5. Factiva Expert Search

Practice # 5: Search for articles about the articles about the U.S. presidential election in 2016.

Also take a look at what other topics are available.

1. Open **Search Builder**.
2. [**Factiva Expert Search**] ⇒  
[**Trending Topics**] ⇒ [**US Presidential Election 2016**] ⇒  
[**English**]

✂ Also try [**Brexit: UK Vote on EU**].

The screenshot shows the Factiva Expert Search interface. The 'Company' dropdown is set to 'Factiva Expert Search'. The 'Trending Topics' dropdown is expanded, showing 'Boko Haram', 'Brexit: UK Vote to Leave EU', 'English', 'French', 'German', 'Italian', 'Spanish', and 'Russian'. The 'English' option is selected. The 'Subject' dropdown is set to 'All Subjects' and the 'Industry' dropdown is set to 'All Industries'.

## 6. Download articles

- You can download the searched articles as the MS Word document (RTF) or as PDF.

The screenshot shows the Factiva search results page. The search bar at the top indicates a search for 'Boris Johnson's secret pro-EU article revealed, expressing doubts over Brexit'. The results are sorted by relevance. On the left, there is a list of articles with checkboxes. Two checkboxes are highlighted with red boxes and numbered '2' and '3'. The main article preview shows a headline about Boris Johnson's secret pro-EU article. A large purple arrow points from the 'RTF' and 'PDF' download icons to the right.

The screenshot shows a Microsoft Word document with the following content:

**NEWSWIRES  
DOW JONES**

**Citi Pushes Back BOJ Monetary Easing Timing -- Market Talk**

179 words

28 September 2014

22:51

Dow Jones Newswires Chinese (English)

RTNw

English

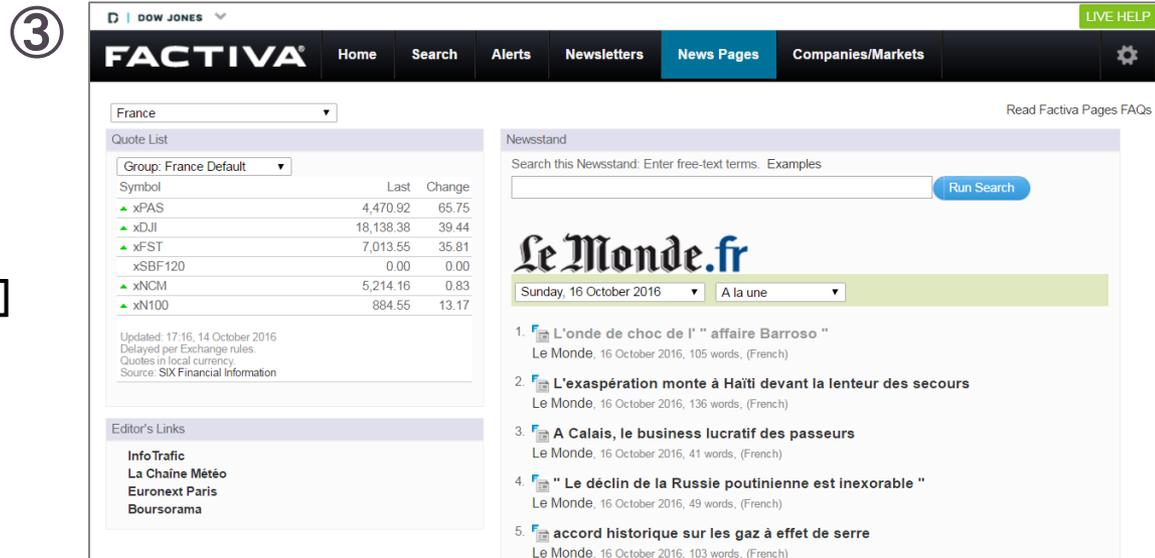
Copyright © 2014, Dow Jones & Company, Inc.

0211 GMT [Dow Jones] Additional monetary easing by the BOJ is likely at its policy meeting in January, later than the initial outlook that such a decision would likely come at end of the October meeting, says Osamu Takashima, chief FX strategist at Citigroup Global Markets Japan. Ahead of local elections next April, Japan PM Abe's remarks last week about watching how the yen's weakness affects regional economies "may help tone down demand for additional easing that may cause further weakness of the JPY," says Takashima. Citigroup pushes back the BOJ easing timing on an assumption the JPY weakness recently will likely translate into a gain in core consumer prices by 0.4 percentage point for

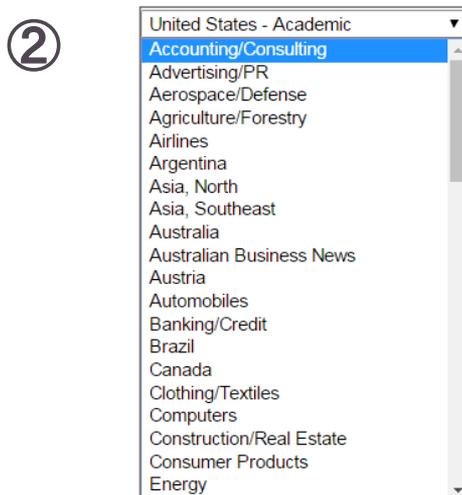
1. Tick the boxes of articles on the left.
2. Select the downloading format : choose either RTF or PDF.

# 7. Factiva Pages used by the experts

- [Factiva Pages] displays the links recommended by the editors of Dow Jones who are the experts of countries and industries.



[News Pages] ⇒ [Factiva Pages]



- Editor's Links
- Popular Sources of A Particular Industry
  - Top Publications & Top Web News

Select country or industry from the drop-down on your left

## 7. Factiva Pages used by the experts

Practice # 6: Open the Factiva Page for **Canada**.

Practice # 7: Open the Factiva Page for **South East Asia**.

## 8. LibGuides

### ■ ProQuest LibGuides: Factiva

- For more information about how to use Factiva
- <http://proquest.libguides.com/Factiva>

ProQuest. proquest.libguides.com

About Us Webinars Terms of Use

ProQuest / LibGuides / Business / Factiva / About

Factiva: About

Enter Search Words Search

About Simple Search Search Builder Ready, Steady, Search... Results page Newsletters Factiva News Pages Companies/Markets Sample Searches

Tips

**Why use Factiva?**

- Follow national and international news
- Create a press review
- Search for information on a specific country
- Follow the law, the European Court
- Study the balance sheet of a company
- Follow market quotes
- Understanding business data sectors

**Source Types**

- Blogs & Message Boards
- Multimedia
- Pictures
- Publications
- Web News
- Wire Feeds

**What is Factiva?**

Factiva is a current international news database produced by Dow Jones, one of the leading global provider of economic and financial information.

Factiva.com, from Dow Jones, combines over **36,000 sources** to give students, faculty, and librarians access to premium content from **200 countries, in 28 languages**. Users have access to a wide range of information from newspapers, newswires, industry publications, websites, company reports, and more. The broad range of content provides both local insight and global perspective on business issues and current events – especially with regard to research requiring current information on companies, industries, and financial markets.

It includes:

- National, international and regional newspapers—current content and archives (e.g., The New York Times, The Washington Post, The Times, The Wall Street Journal, El Pais, The Financial Times, The Guardian, etc.)
- Magazines, journals and trade publications (e.g., Forbes, Newsweek, etc.)
- Newswires (e.g., AFP, Reuters, Dow Jones, etc.)
- TV or radio podcasts (e.g., BBC, CNN, ABC, CBS, NBC, Fox, etc.)
- Major news and business information websites, blogs and message boards
- Company reports
- Photo agencies (e.g., Reuters, Knight Ridder, etc.)
- Materials on the EUR-Lex website, giving access to the law of the European Union

For a description of functionality related to Factiva subscriptions for the academic and public library market, see the [Tips](#) tab.

**Live Webinars & Recordings**

- Register for a webinar or listen to a recorded session on Dow Jones Factiva

**Coverage**

To view the latest title list and publication coverage, please visit:

- Factiva title list

## 9. Contact us

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- [Email.TechnicalSupport@proquest.com](mailto:Email.TechnicalSupport@proquest.com)
- [www.proquest.com](http://www.proquest.com)

# Q&A Session

Thank you very much for listening.

Please ask any questions  
you may have.