

INTRODUCTION TO FACTIVA

What is Factiva? Factiva is a searchable database of 9,000+ newspapers, magazines, newswires, & transcripts. Use it to find news articles from around the world, up-to-the-minute newswire releases, and search article archives (most back to 1997 or earlier).

Logging on:

- 1) Go directly to <http://global.factiva.com>
- 2) At the Factiva screen, sign in with your area's ID & password. Make sure **18** is in the **Name Space** box.
- 3) Click on the **SEARCH** tab at the top of the screen, directly underneath the Factiva logo.


Basic Searching:

- 1) Click the **green SEARCH** tab at the top of the screen
- 2) Enter keywords in the **Free Text** box. Use **AND** or **OR** to separate your keywords. For example, enter **minimum services and realtors** to find articles on minimum services laws and realtors.
- 3) Click the **Run Search** button on the right side of the screen


Advanced Search Options:

WILDCARDS: Use an **asterisk (*)** to search for a root keyword. For example, enter **will*** to find articles that include the words william, willing, willingly, willful, etc.

DATES: Change dates using the pull-down menu directly underneath the Free Text box. Select a date limit or enter your own range of dates.


In the last 3 months 

SOURCES: The default setting searches all 9,000+ publications in Factiva's database. To search a specific source or sources:


 Source

All Publications

- 1) Click on the **plus sign (+)** next to the **Source** option in grey.
- 2) Enter all or part of the source name in the **Find a Source** box (wall street journal, california, real estate, etc.).
- 3) In the results list, **click once** on the source of your choice to include it in your search. **Click twice** to exclude the source from your search.

To find out **information about a source** (publisher, available issues, etc.) click on the  symbol next to the source name.

REGION: To search sources from a specific state or country (Chicago Tribune, Chicago Sun-Time, & all other sources in Illinois, for example), click the plus sign next to the **Region** option, then either select from the list or use the **Find a Region** box to search for a location.

 Region

All Regions

LANGUAGE: To search a language other than English, click the plus sign next to the **Language** option and click once on the language(s) of your choice.

WHERE TO SEARCH? Factiva automatically searches the entire article for your search terms. To narrow the search to a specific part of the article

Search for free-text terms in: Full Article 

(headline, byline, lead paragraph, etc.), use the **Search for free-text terms in** pull-down menu.

QUESTIONS ABOUT FACTIVA? E-mail the WIRC at wirc@realtors.org or call Frederik Heller (x1157) or Michele Cordero (x1251).