



THE UNIVERSITY OF
SYDNEY

Factiva Help Guide

University of Sydney Library

Last updated: April 2024

See also

the official Factiva guide:

<https://proquest.libguides.com/factiva>

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About Factiva

Factiva is a leading source of international news and business information.

News

Factiva lets you search across thousands of sources including:

- **Australian newspapers**, including
The Sydney Morning Herald and The Australian Financial Review
- **International newspapers**, including
The Wall Street Journal, The Guardian (UK) and China Daily
- **Magazines and trade publications**, including
Forbes and Newsweek
- **Newswires**, including
Australian Associated Press, Xinhua News Agency (China), and Dow Jones
- **Major news sites** (past 90 days) and **news blogs**

See the end of this guide for an [overview of key news sources in Factiva](#)

Business information

Factiva covers over 22 million public and private companies worldwide, though it has greater coverage of public companies.

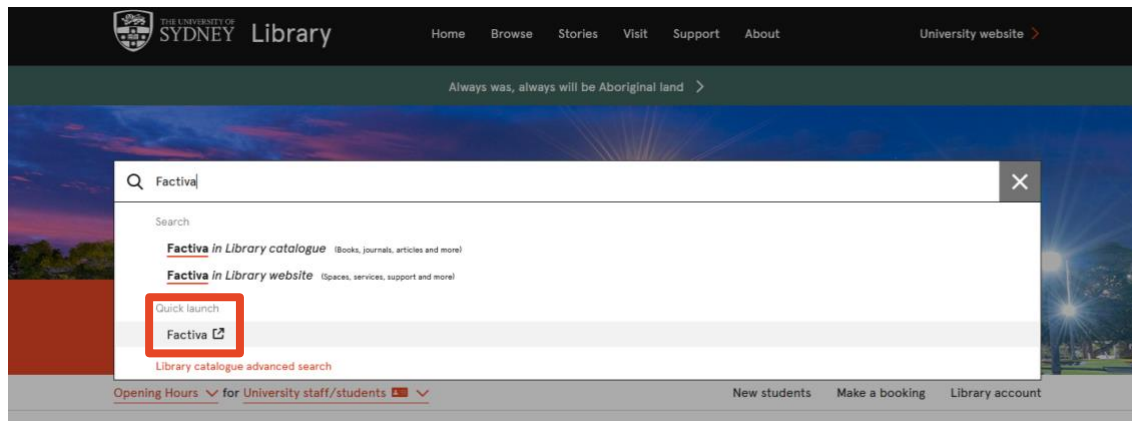
Factiva provides:

- **News about companies**
- **Company profiles** including reports from the Refinitiv Analyst Collection
- **Industry profiles**
- **Stock prices** (historical up to 5 years)

Access Factiva

Access Factiva via the [Library website](#).

You can search for and quick launch it in the Library website's main search bar.



Or find Factiva in the following [Browse](#) sections:

- [News and magazines](#)
- Business > [Business news and books](#)
- All [Databases](#)

You may need to navigate to news databases beginning with 'F' when accessing Factiva via the Browse sections



Important note!



The University of Sydney's Factiva account only allows 15 people to access it at the same time.

Users are timed out after 2 minutes of inactivity.

If you're unable to access the site, please try again in a few minutes.

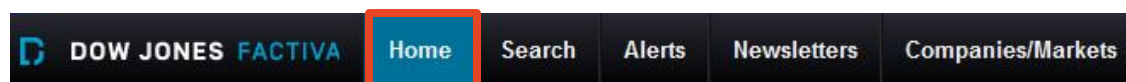
If you still cannot access Factiva, please [let us know on Live Chat](#).

Use Factiva

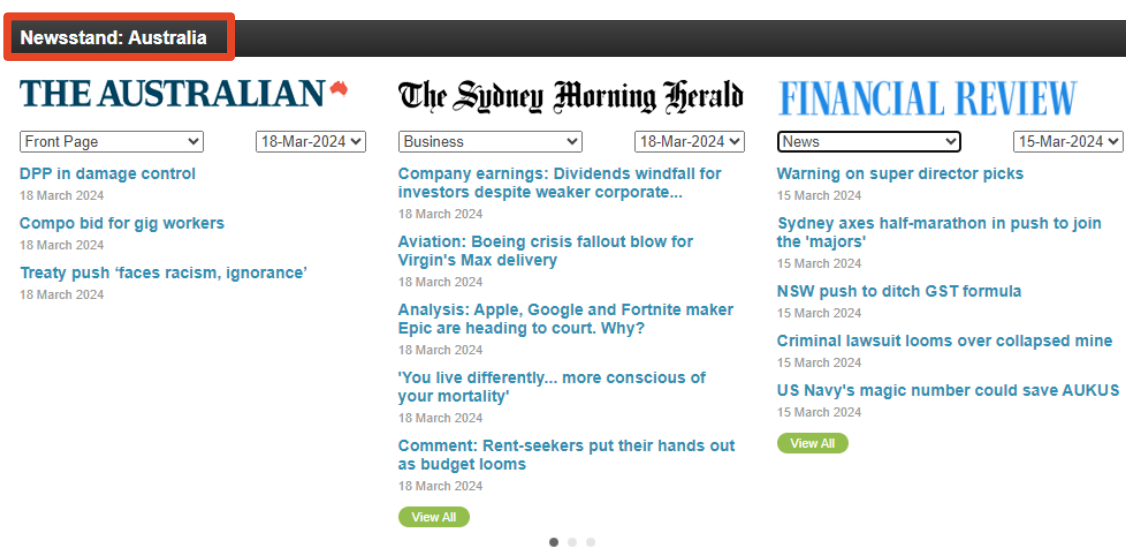
Browse through leading newspapers

Factiva lets you view the latest editions of leading newspapers from Australia.

Select Home from the top of the Factiva homepage.



Scroll down to Newsstand: Australia



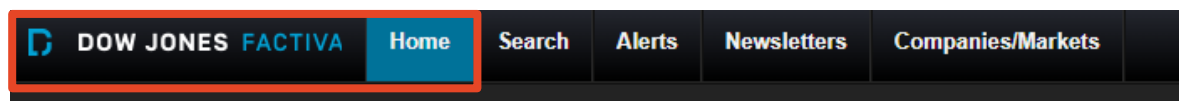
Newsstand: Australia lets you browse through the past 2 weeks issues of:

- The Australian
- The Sydney Morning Herald
- The Australian Financial Review (3 day delay)
- The Age
- The Canberra Times
- The Mercury
- The West Australian
- ABC News
- Australian Associated Press

Simple Search

Simple Search is Factiva's quick and basic search feature.

Select Home or the Factiva logo at the top left of the screen.



Simple Search is the search bar along the top of the page.

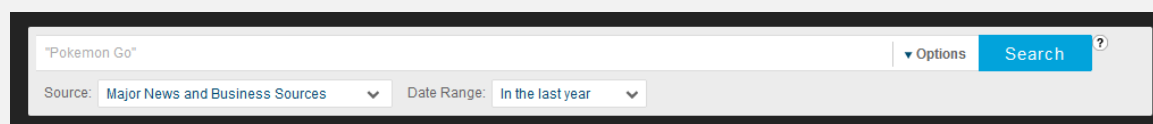


Tips

- Click **← Options** to only find results from specific sources and dates.
- Only enter specific words that you think will appear in relevant articles.
- Use quotation marks to search for an exact phrase e.g. "Game of Thrones".

Practice example

1. Let's say you're interested in doing some research on the app Pokemon Go. Enter the keywords "**Pokemon Go**" into the search box, using double quotation marks to keep Pokemon and Go together as a phrase.
2. As you begin typing, a drop-down menu will appear with suggested keywords. You can either select an option from this list or ignore the suggestions and keep the keywords you've entered.
3. Click on the Options button to limit your search by
 - a. **Source** – Major News and Business Sources
 - b. **Date Range** – In the last year



Press enter or click on the blue Search button.

4. You can use the left-hand menu to filter and refine your list of results.

FILTERS

Dow Jones (78)

All (401)

Publications (395)

Web News (6)

Blogs (0)

Pictures

DATE

100

50

0

01-Mar-2023 31-Mar-2024

Distribution: Monthly

SELECT ALL (0)

SORT: Most recent first

RELATED CONTENT

SUGGESTED READING: CONSUMER GOODS

Exploding toys and deadly rice sacks: Isis's horrific legacy...

Best home appliance offers in Amazon's Spring Deal Days sale 2024

Sparkle this summer season with these dainty jewelry pieces

Best garden furniture deals in Amazon's Spring Deal Days sale 2024

Best deals on home and kitchen appliances in the Amazon...

View All

12 Apps We Can't Stop Using, for Better or Worse; Are you addicted to your apps? That might not be such a bad thing. Our writers confess which ones have hooked them—from Hinge to Google Maps to BirdBuddy—and why they're glad.

The Wall Street Journal Online, 23 March 2024 12:00 PM, 3,536 words, (English)

Pokemon Go. I downloaded the game originally to entertain my nephews. Now that I've learned how to play, I can't stop.

Document WSJ0000020240323ek3n0008d

The surreal, colourful Katamari Damacy is 20 – and still the weirdest game I have ever loved

The Guardian, 21 March 2024 2:03 AM, 1,399 words, (English)

...two good options here. The first is Pokémon Let's Go Pikachu and Eevee!, a remake of the OG Red/Blue Pokémon games, which blends **Pokemon Go** -style catching into the old-school battling and collecting – making it easier for kids to catch critters by mock-throwing...

Document GRDN0000020240320ek3k0025v

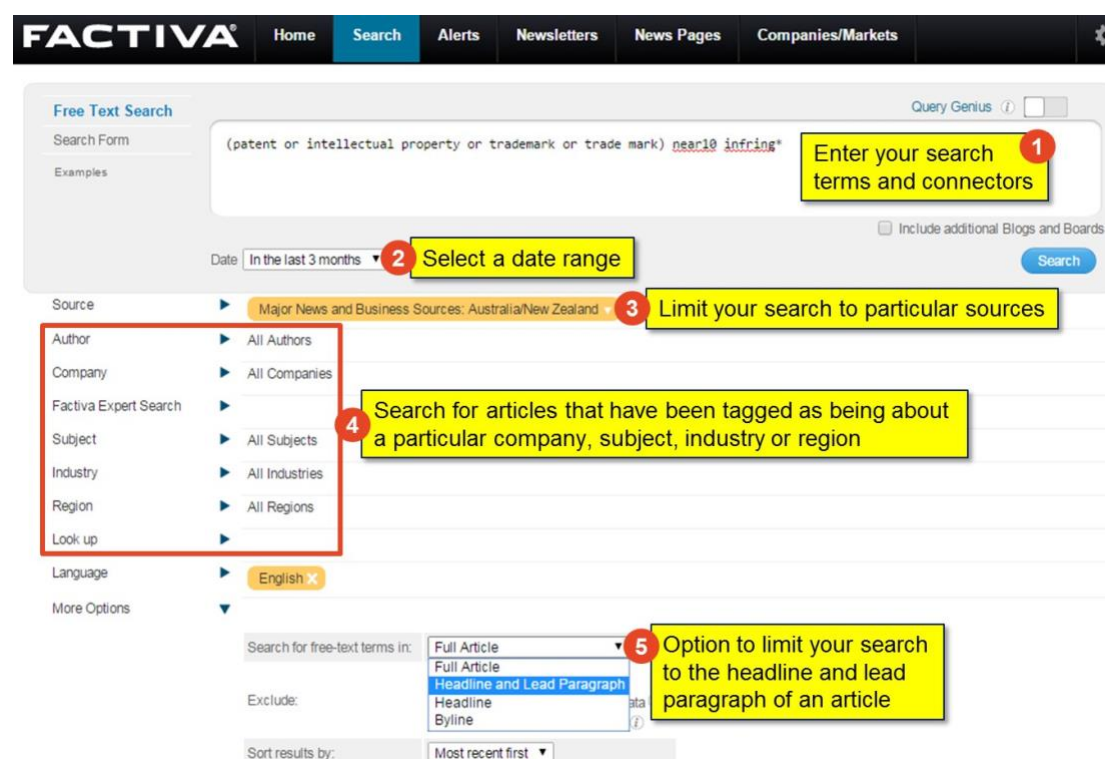
Search Builder

Search Builder is Factiva's advanced search feature. It lets you perform a more sophisticated news search than Simple Search.

Select Search > Search Builder from the top of the screen.



You can use a combination of the following fields to construct your press search.



Search Builder lets you:

- Connect your keywords with sophisticated search operators (e.g. only show articles where search terms are mentioned near each other)
- Limit your search to particular sources e.g. The Australian Financial Review or a selection of pre-defined source lists
- Search for articles that have been 'tagged' as being about a particular company, subject, industry or region
- Broaden your search to other languages
- Limit your search to the headline and/or lead paragraph of each article

The next few pages are detailed guides to using Search Builder:

[keywords](#) [search operators](#) [filters](#) [search results](#) [practice search](#) or skip to [business information](#)

Choose your keywords

When using Factiva, you need to break your research topic or question down into a series of keywords that are likely to appear in relevant news articles.

Before you conduct any searches, it can help to do some background reading on the topic to identify any key concepts and terminology. In addition to any recommended or course materials, run a quick web search and, if looking for company or industry related keywords, consider checking [databases like IBISWorld](#).

To conduct a more effective search, first:

1. Identify the key concepts within your research topic

A key concept is an important idea, topic or theme in your research question.

e.g. Identify the **challenges** associated with **crowdfunding**.

2. Draft a list of keywords that relate to each concept

- Journalists don't always use the same words to describe a particular topic, event or issue.
- To avoid missing out on relevant articles, search using a variety of synonyms and terms that relate to each of your key concepts.
 - Synonyms are different words with similar or identical meanings
 - e.g. shut = close.
- Think about variations in spelling
 - e.g. organisation (Aus/UK spelling) vs. organization (US spelling).

Example: Possible keywords for **crowdfunding** and **challenges**.

Concept 1: Crowdfunding	Concept 2: Challenges
<ul style="list-style-type: none">– Crowdfunding– Crowd funding– Crowdlending– Specific platforms– e.g. Kickstarter, GoFundMe, Indiegogo, etc.	<ul style="list-style-type: none">– Challenges– Issues– Barriers– Risks– Legal / law– Controversy

Connect your keywords and concepts

If you enter a string of words into Factiva’s Search Builder page,

e.g. Olympics Australia diving

Factiva will search for those words as an exact phrase.

e.g. only “Olympics Australia diving” and not “Olympics diving Australia”

This may result in only a few or no results.

To retrieve a targeted list of relevant results, you need to separate distinct words and phrases with either a search operator or proximity connector.

Proximity connectors can help you to find articles where your search terms are mentioned closely together.

Factiva’s search operators and proximity connectors

See the full list of search operators and proximity connectors used by Factiva on their official guide: <https://proquest.libguides.com/factiva/tips>

Search operator	Use	Examples
“ ”	Search for an exact phrase. Quotation marks aren’t necessary unless you’re searching for a phrase that contains another search operator e.g. and, or, not, same and near.	“not for profit” “research and development”
AND	Search for both terms	innovation AND Apple
OR	Search for either term	Apple OR Samsung
NOT	Exclude a word from your results	Apple NOT Samsung
*	Truncation – locate variant endings of a word.	export* = export, exports, exporting, exporter etc.
?	Search for different variations of a single character e.g. either s or z.	globali?ation Retrieves both globalisation and globalization.
SAME	Keywords on either side of this operator must appear in the same paragraph.	innovation SAME Apple
nearN N can be any number up to 500	Keywords on either side of this operator must appear within up to the specified number of words of each other.	innovation near5 Apple
(OR) (A OR B)	Search for any of the keywords enclosed within the set of brackets	“social media” AND (Facebook OR Instagram) Results must contain the phrase social media and either Facebook or Instagram.

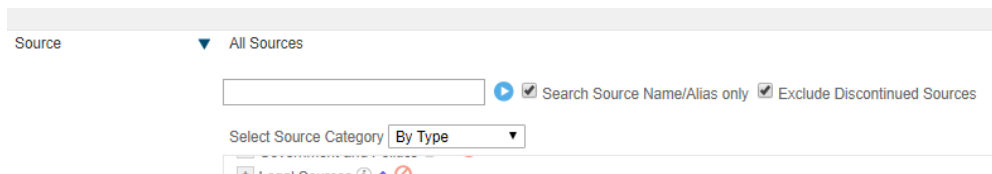
Limit your results to specific sources

Think about which types of news publications (e.g. newspapers, magazines) are likely to contain relevant articles on your topic.

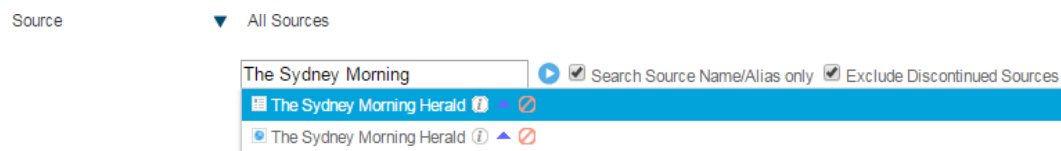
You can use the Source filter to limit your search to these publications.

Limit your search to individual sources

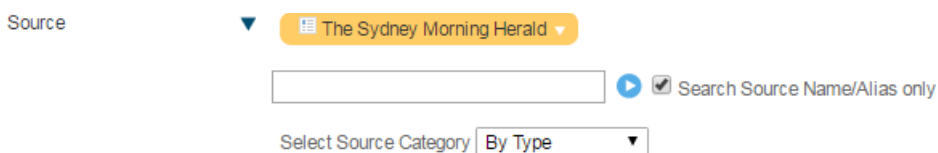
1. Go to the Source filter – it's beneath the main search box and Date filter. 'All Sources' should be expanded (⌵). Click the triangle icon (⌵) if not.



2. Start typing the name of a news publication into the source search box. As you type, news sources that match your search will appear in a drop-down menu.








3. Click once on the name of a particular source to add it to your search. The publication will appear at the top of the Source menu highlighted in yellow.



Source icons

When you search for a particular source, a series of icons will appear next to the suggested sources:

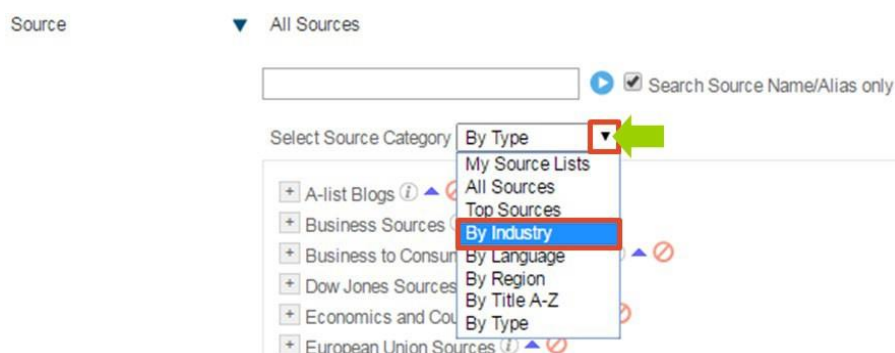
-  You can read this source's articles within Factiva.
-  Factiva will search this news website for articles from the past 90 days. Search results will link you to articles on the website itself.
-  Learn more about the publication e.g. coverage, location etc.
-  Add the unique source code assigned to this publication to the main search box. This is useful if you want to retrieve all articles from a particular source.
-  Exclude a source from your search

Limit your search to a category of sources

Factiva also lets you limit your search to groups of publications by:

- Industry
- Language
- Region
- Type

1. Go to the Source filter – it's beneath the main search box and Date filter. 'All Sources' should be expanded (◀). Click the triangle icon (◀) if not.
2. Click on the **Select Source Category** drop-down menu and select one of the available options. A list of categories related to that option will appear below.



3. Click on the + sign next to a particular category to view a list of the publications included in that category.

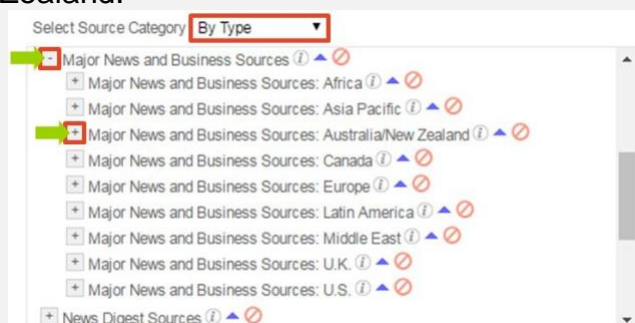


4. Click on the name of the category to add it to your search. Or add an individual publication from the list by clicking its name.



View top news and business publications

The **By Type** and **Top Sources** categories contain a **Major News and Business Publications** source list for several countries and regions, including Australia/New Zealand.



Limit your results in other ways

You can use the other filters on the Search Builder page in a similar way to the Source filter.

The Company, Subject, Industry and Region filters have a search box option.

Note: All the filters can also be used **after** your search, to refine your search results. **It is much easier to use filters from the search results page.**

How Factiva's filters work

When using social media, you can find related posts/tweets by clicking on a hashtag (#) on the topic.

Factiva offers a similar type of function for finding news articles.

Factiva applies tags to all of the articles within its database, e.g. based on the company, subject, industry and geographic region mentioned within each news item.

Article	Tags				
<p>FINANCIAL REVIEW</p> <p>News Qantas and Tourism Australia make up with \$20m deal Michael Smith Michael Smith 568 words 4 August 2016 The Australian Financial Review AFNR First 3 English Copyright 2016. Fairfax Media Management Pty Limited.</p> <p>It has taken four years to bury the hatchet but Qantas Airways has patched things up with the nation's peak tourism body following a bitter falling out that saw the airline end a 40-year marketing deal worth tens of millions of dollars.</p> <p>Qantas boss Alan Joyce and Tourism Australia managing director John O'Sullivan are now best of friends, posing for the cameras at Sydney Airport on Tuesday as they inked a four-year marketing deal designed to attract more tourists from Asia, Europe and the US to Australia.</p>	<p>Related Dow Jones Intelligent Indexing™</p> <table><tbody><tr><td>Company(ies) Qantas Airways Ltd Tourism Australia</td><td>Industry Air Transport Airlines Scheduled Passenger Airlines Transportation/Logistics</td></tr><tr><td>Subject(s) Content Types Corporate/Industrial News Factiva Filters Living/Lifestyle Marketing/Markets Political/General News Travel</td><td>Region(s) Asia Pacific Australia Australia/Oceania New South Wales Sydney</td></tr></tbody></table>	Company(ies) Qantas Airways Ltd Tourism Australia	Industry Air Transport Airlines Scheduled Passenger Airlines Transportation/Logistics	Subject(s) Content Types Corporate/Industrial News Factiva Filters Living/Lifestyle Marketing/Markets Political/General News Travel	Region(s) Asia Pacific Australia Australia/Oceania New South Wales Sydney
Company(ies) Qantas Airways Ltd Tourism Australia	Industry Air Transport Airlines Scheduled Passenger Airlines Transportation/Logistics				
Subject(s) Content Types Corporate/Industrial News Factiva Filters Living/Lifestyle Marketing/Markets Political/General News Travel	Region(s) Asia Pacific Australia Australia/Oceania New South Wales Sydney				

Warning



All of the article tags within Factiva are automatically assigned based on a computer algorithm. As such, **search results using these tags may not always be 100% relevant or comprehensive.**

Search for your keywords in specific parts of an article

You can restrict your search to only retrieve articles that mention your keyword in the headline, headline and lead paragraph, and byline.

Select More Options, then use the 'Search for free-text terms in' drop-down menu.

More Options



Search for free-text terms in:

Headline and Lead Paragraph

Exclude:

Full Article

Headline and Lead Paragraph

Headline

Sort results by:

Byline

Work with your search results

Once you are happy with your search, click the blue Search button.

From the search results page, you can:

- Refine your results using the filters on the left side of the screen
- View an article by clicking on the article title
- Edit your search by clicking 'Modify Search' at the top right of the screen
- Select articles to print and download by selecting the checkboxes next to the article title
- Print, download or email selected articles using the icon across the top of the search results

The screenshot shows the Factiva search results page. The search criteria are: TEXT: Blackmores near15 Chin*, DATE: In the last year, SOURCE: The Australian Financial Re... MORE. The page displays a list of search results with various filters on the left. Annotations include:

- A yellow box labeled "Filter your results" points to the left-hand filter panel, which includes sections for Date, Companies, and Sources.
- A yellow box labeled "Print, download or e-mail selected news items" points to the top of the search results list, where icons for print, download, and email are visible.
- A yellow box labeled "Select articles to print and download" points to the checkboxes next to the article titles in the search results list.
- A yellow box labeled "Edit your search" points to the "Modify Search" button at the top right of the page.

The search results list includes articles such as "Private equity exit mechanism locked in for Vitaco deal", "China's corporate players go straight to the source", "Blackmores sales in China have been supercharged by endorsements from retired tennis star Li Na", "Rival bidders may come in for Vitaco", and "Why Primavera waited two years for Vitaco move".

Factiva does not have a feature to download article records to reference management software like EndNote.

Web search 'Factiva EndNote' for instructions on alternative approaches.

Practice search

Find news articles from **2021-2024** in **major business sources** on the **Commonwealth Bank underpaying its workers**.

First think:

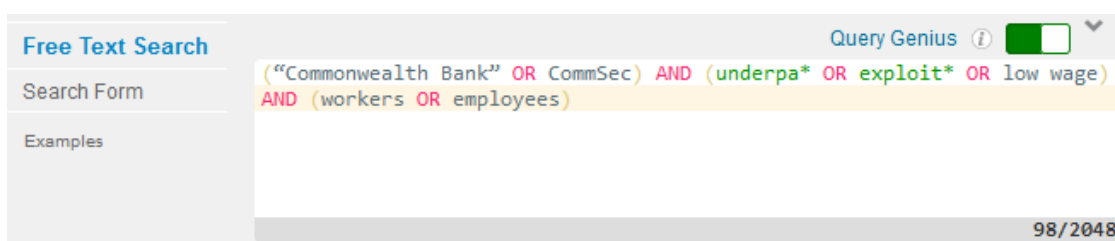
The key concepts are Commonwealth Bank, underpaying, and workers. What words would you use to describe these concepts?

The articles also need to be from major business sources and 2021-2024. What filters would you use to achieve this?

Guided search

1. [Open Factiva](#) and navigate to Search Builder.
2. Enter the following search terms into the Free Text Search box:

("Commonwealth Bank" OR CommSec) AND (underpa* OR exploit* OR low wage) AND (workers OR employees)



Free Text Search

Search Form

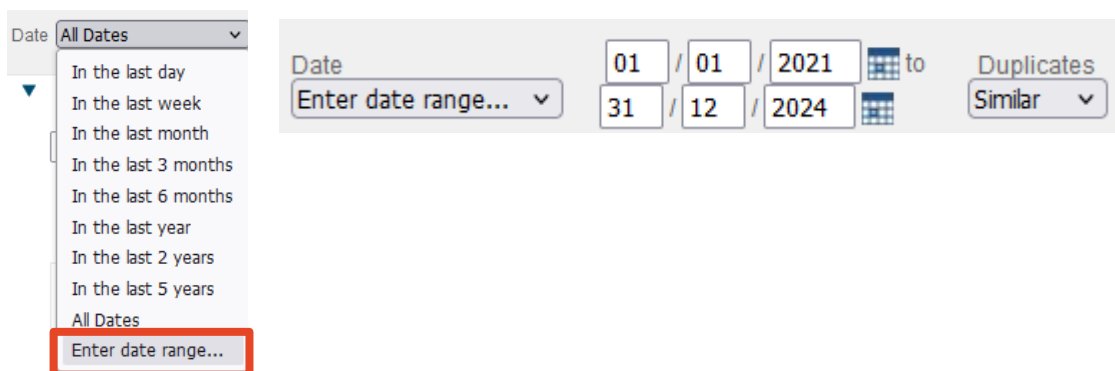
Examples

Query Genius

("Commonwealth Bank" OR CommSec) AND (underpa* OR exploit* OR low wage) AND (workers OR employees)

98/2048

3. In the Date field, select 'Enter date range'. Then enter 01/01/2021 to 31/12/2024.



Date

All Dates

In the last day

In the last week

In the last month

In the last 3 months

In the last 6 months

In the last year

In the last 2 years

In the last 5 years

All Dates

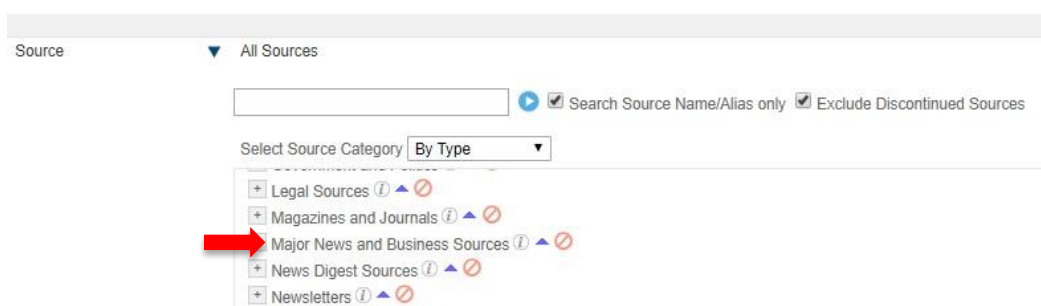
Enter date range...

Date

01 / 01 / 2021 to 31 / 12 / 2024

Duplicates Similar

4. Click on the Source menu beneath the Free Text Search box and click on Major News and Business Sources.



Source

All Sources

Search Source Name/Alias only Exclude Discontinued Sources

Select Source Category By Type

Legal Sources

Magazines and Journals

Major News and Business Sources

News Digest Sources

Newsletters

5. Click Search and have a look at the results.



You may notice that many results are compilations and summaries of multiple articles, and not what you're looking for.

6. Click Modify Search at the top right of the page to edit your search.



7. Scroll down, select More Options and then select Headline and Lead Paragraph from the 'Search for free-text terms in' drop-down menu.



8. Click Search again and review your now more targeted results.

Find company information

Find news about a company

You can use Factiva to find articles about a company.

Tips:

Don't type Ltd or Pty Ltd at the end of a company's name

News articles generally don't include the full legal name of a company.

e.g. The Good Guys Discount Warehouses (Australia) Pty Ltd.

Search for the commonly used part of the company's name.

e.g. The Good Guys

Is the company known by another name?

For example, CBH Group is also referred to as Co-operative Bulk Handling.

To search for more than one company name at a time, type the word OR between each name.

e.g. CBH Group OR Co-operative Bulk Handling

Is the company part of a larger parent company?

For example, Zara is part of the Inditex fashion group.

If you want to find news on Zara, include Inditex as part of your search.

Double check the spelling of unique company names

Unlike Google, Factiva doesn't fix spelling errors.

Is the company name a common word or phrase?

e.g. Mars

Add additional keywords that relate to the business

e.g. Mars AND chocolate.

Does the company sponsor a sports team or stadium?

If so, you may retrieve lots of sports related articles. To limit these results, type the word NOT in front of the irrelevant word that you'd like to exclude.

e.g. Etihad NOT stadium

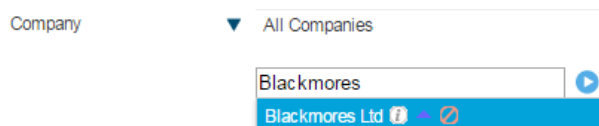
(will find news on Etihad but not about Etihad Stadium)

e.g. Qantas NOT Wallabies

(will find news on Qantas but not about the Qantas Wallabies rugby team)

Use the Company filter with caution

You can use the Company filter to quickly find news about a particular company. However, the results can be unreliable.

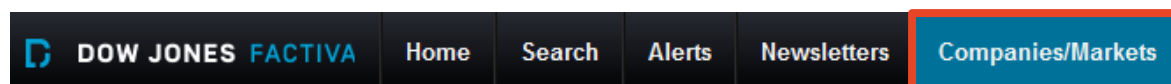


You will retrieve more results if you enter the name of the company into the Free Text search box.

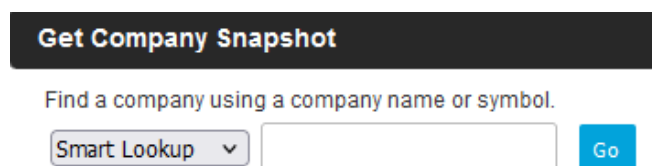
Company profiles

Factiva also provides company profiles, which it calls 'Company Snapshots'.

To access a Company Snapshot, select 'Companies/Markets' from the top of the Factiva homepage, then select 'Company'.



You can then search for a company.

The image shows a search form titled 'Get Company Snapshot'. Below the title is the instruction 'Find a company using a company name or symbol.' There is a dropdown menu labeled 'Smart Lookup' with a downward arrow, followed by a text input field, and a blue 'Go' button to the right.

Factiva will automatically suggest companies as you type. You can click on one of these, or search for what you've typed by clicking Go.

After selecting a company, the related Company Snapshot will open.

- Click 'Company Snapshot Overview' for a guide to what's included in a Company Snapshot.
- Use the menu on the left to view all available information.
- Save or print a Snapshot using the icons beside the company name. You can also use 'Report' from the left side menu to build a custom report from the Snapshot.

[Company](#) > [Company Snapshot](#)

Woolworths Group Ltd.     > [Company Snapshot Overview](#)

Company Snapshot >

- [News](#)
- [Latest News](#)
- [Web News](#)
- [Signals](#)

General Information

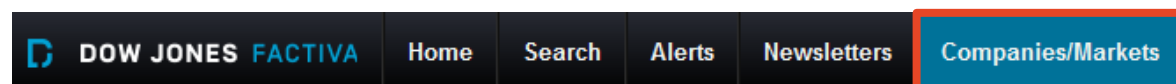
Woolworths Group Ltd.
Year Started: 1924
1 Woolworths Way

Read more about Company Snapshots on Factiva's official guide:
<https://proquest.libguides.com/factiva/companies>

Industry profiles

Factiva's industry profiles are called 'Industry Snapshots'.

To access an Industry Snapshot, select 'Companies/Markets' from the top of the Factiva homepage, then select 'Industry'.



This will take you to a list of broad industries.

- Click on the ⓘ icon next to an industry to read a description of it.
- Click on an industry name to open its Industry Snapshot.

Industry > Industry Snapshot

Retail   

Industry Snapshot >

News

Peer Comparison

Analysis and Profiles

Discovery Pane

News discovered around this industry.

Companies

Amazon.com, Inc. 10.0K

Industry Snapshots can be saved and printed using the icons beside the industry name.

Read more about Industry Snapshots on Factiva's official guide:

<https://proquest.libguides.com/factiva/companies>

Stock prices

You can access **historic international stock prices** using Factiva's **Quotes**.

You can **compare stock prices (up to 5 years) across companies** using Factiva's **Market Data Charts**.

Both can be accessed via the 'Companies/Markets' menu.

For instructions on using both, see Factiva's official guide:

<https://proquest.libguides.com/factiva/companies>

Other resources

News

Factiva does not include all news sources and formats. Other resources cover different sources and forms of news or have a more specific focus.

For example:

- ‘The Economist’ isn’t available on Factiva but can be accessed [via ProQuest](#).
- Factiva only has partial coverage of Harvard Business Review. HBR articles can instead be accessed [via Business Source Ultimate](#).
- [TVNews](#) provides Australian television news, current affairs programs and selected documentaries from free-to-air networks.
- [Access Australia](#) from NewsBank provides comprehensive Australian news coverage.
- [Business databases](#) like ABI/INFORM and Business Source Ultimate include articles from professional and trade publications, not just academic journals.

Recommendations and guidance

On the [University of Sydney Library website](#), you can find:

- **Guidance on finding news and magazine articles**
(Support > Searching > [Finding newspaper and magazine articles](#))
- **Resource recommendations for news and magazine articles**
(Browse > Find resources by type > [News and magazines](#))
- **Resource recommendations for Business news and magazines**
(Browse > Find resources by subject > Business > [Business news and books](#))

Library catalogue

You can search the Library catalogue using the [Library website's](#) main search box.

Click on the search box if you’d like to access the Advanced Search option.

Once you’ve entered your search, you can filter your search results to

Content type > Newspaper articles

Web searching

Using Google as an example, you might search in [Google News](#) to search across various news websites.

Or you could create a [normal Google search](#) and use the [site: search operator](#) to search within a specific news website.

Trove

Access digitised Australian newspapers published between the 1800s and 1950s.

<https://trove.nla.gov.au/>

Company, industry and market information

The Library subscribes to other databases that provide and specialise in company, industry and market information.

Recommendations and guidance

On the [University of Sydney Library website](#), you can find:

- **Guidance on finding company, industry and country information**
(Support > Searching > [Finding market intelligence](#))
- **Resource recommendations for company, industry and country information**
(Browse > Find resources by type > [Market intelligence](#))

Key news sources in Factiva

This is not an exhaustive list but intended to give a quick overview.

Major Australian sources

Key Australian sources available via Factiva include:

Source	Coverage details
Australian Broadcasting Corporation	1 January 2001 onwards
Australian Broadcasting Corporation Transcripts	23 March 2003 onwards Transcripts of selected news and current affairs programs
BRW (Australia) Note: You'll need to untick the Exclude Discontinued Sources box <input type="checkbox"/> Exclude Discontinued Sources	13 Jan 1989 - 23 Feb 2016
Business News (Western Australia) formerly WA Business News	7 March 2002 onwards
Business Spectator - Online	9 February 2010 onwards
Canberra Times (Australia)	3 September 1996 onwards
Courier Mail (Brisbane)	20 January 1998 onwards
Daily Telegraph (Sydney, Australia)	8 July 1996 onwards
FN Arena (summarises recommendations by leading stock brokers and investment advisers in Australia)	10 January 2007 onwards
Herald-Sun (Melbourne)	23 July 1997 onwards
Sun Herald (Sydney)	7 June 1987 onwards
Sunday Age (Melbourne)	27 January 1991 onwards
The Age (Melbourne)	19 January 1991 onwards
The Australian	8 July 1996 onwards
The Australian Financial Review	1 September 1987 onwards
The Sydney Morning Herald	1 September 1986 onwards
The West Australian (Perth)	2 August 1996 onwards

Australian newswires

The following newsfeeds are continuously updated throughout the day:

- AAP Bulletins (Australia)
- ASX ComNews (Text version of ASX Company Announcements)
- Australian Associated Press Financial News Wire
- Australian Associated Press General News
- 'Australian Government News' lets you search across federal and state government press releases from 27 October 2009 onwards.

Top international sources

Leading English language newspapers and publications available via Factiva include:

United Kingdom (UK):

- Financial Times (one month delay)
- The Daily Telegraph (U.K.)
- The Guardian (U.K.)
- The Independent (U.K.)
- The Times

United States (US):

- Forbes
- The New York Times
- The Wall Street Journal
- The Washington Post

Asia:

- China Daily
- New Straits Times (Malaysia)
- South China Morning Post (Hong Kong)
- The Japan Times
- The Straits Times (Singapore)
- The Wall Street Journal (Asia edition)