How to Search Factiva

1. **Find the database at the NTU Libraries website**
   a. [Database list](#)

2. **Login to Factiva.com**
   a. You will have a NTU network account username/password

3. Input your keywords
   a. Note that the search interface is unlike Google – it uses Boolean logic and operators such as OR, AND, and parentheses ().
   b. Side-by-side keywords not separated by Boolean operators are treated as an exact phrase. For example, see below, "social media" and "young children" are being searched as an exact phrase
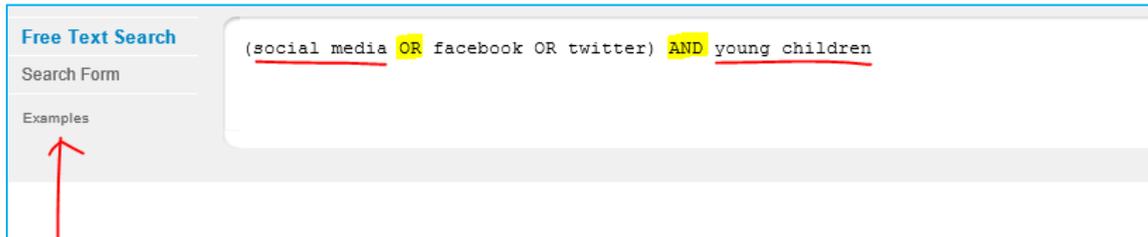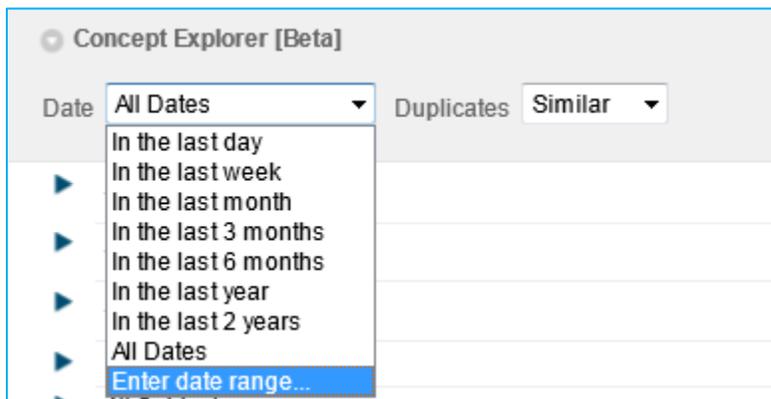

4. Select the Dates you want

5. Select your source(s)
a. For example, you can search for the Straits Times and select it
b. If you are not sure of any source, click on the 'i' button to see more details
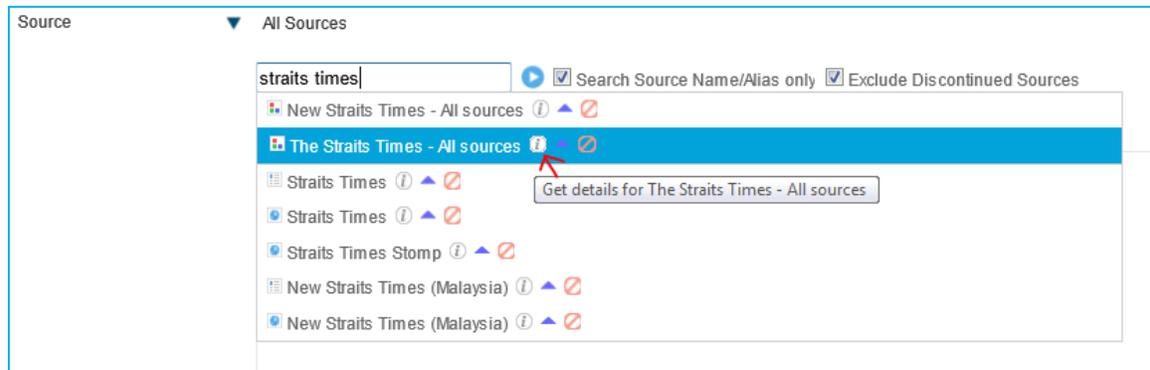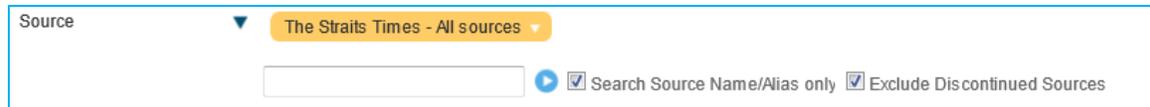
c. You can also select sources by Category, example, By Region.
   i. Selecting "Singapore" here will include all the publications that have been tagged to be covering Singapore. Most of these publications will be Singapore-based titles, but it may also include other titles that cover Singapore but are not based in Singapore.
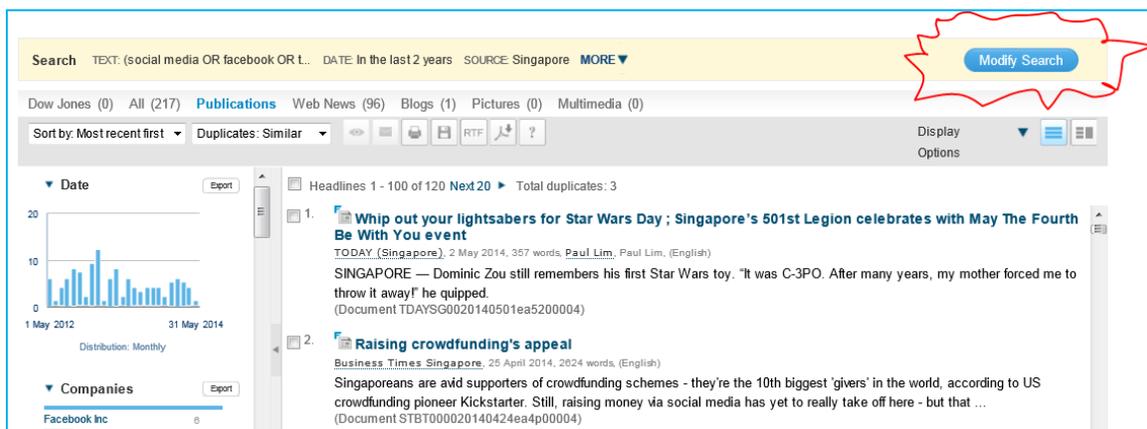   ii. Clicking on the '+' button gives you the list of titles in the category.
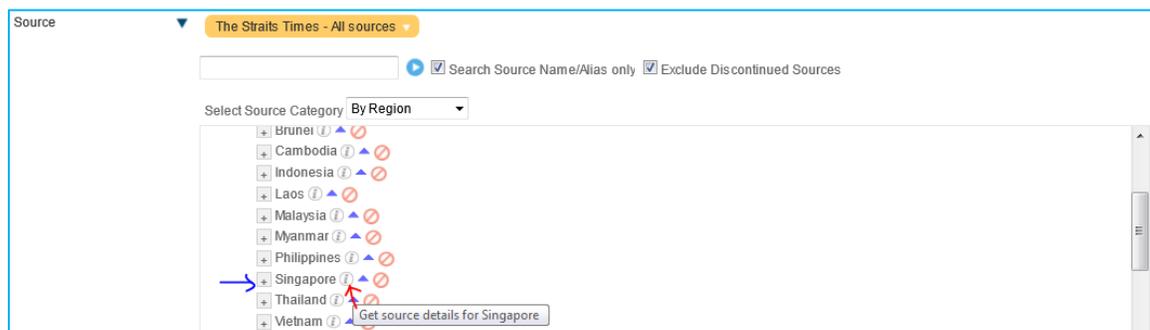
6. **You can also set more search parameters to make the search more precise. Otherwise, just use the default settings.**
   a. Region here will allow you to search for <u>articles</u> that have been tagged to a particular country/region.
   b. Note the Language option – if you are searching for English keywords in a Chinese language newspaper, the results are likely to be limited
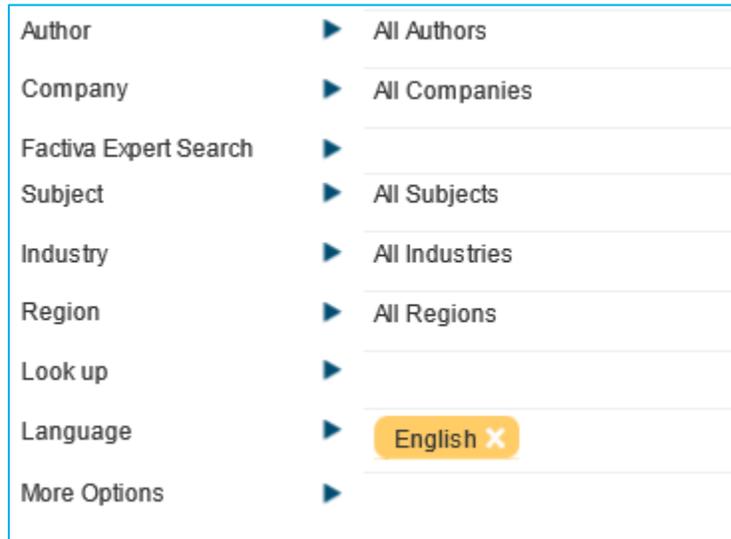
7. **Modify your search terms and parameters accordingly**
   a. Successful and efficient searching is usually a matter of…
      i. … using the search interface correctly
      ii. … using the most appropriate keywords and search parameters
      iii. … trial and error (systematically)
      iv. … experience and practice!

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