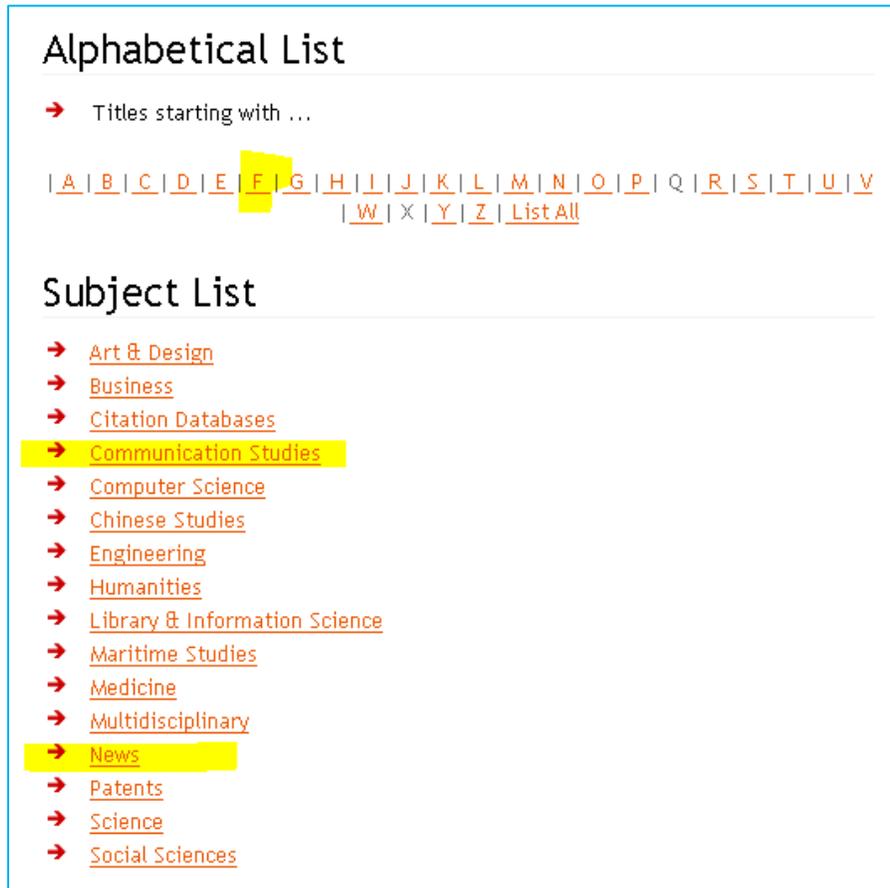


# How to Search Factiva

## 1. Find the database at the NTU Libraries website

- a. [Database list](#)



**Alphabetical List**

→ Titles starting with ...

| [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | **[F](#)** | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#)  
| [W](#) | [X](#) | [Y](#) | [Z](#) | [List All](#)

**Subject List**

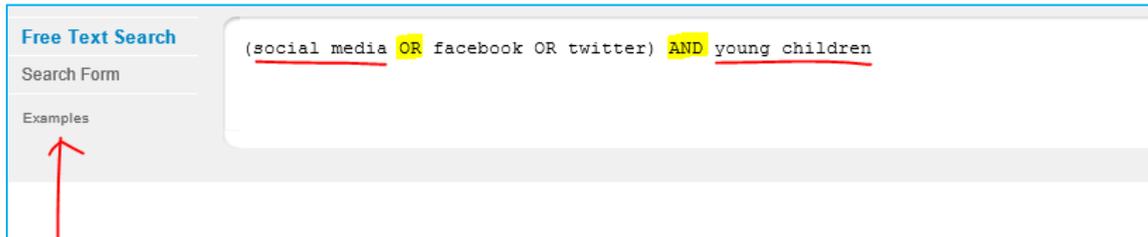
- [Art & Design](#)
- [Business](#)
- [Citation Databases](#)
- [Communication Studies](#)**
- [Computer Science](#)
- [Chinese Studies](#)
- [Engineering](#)
- [Humanities](#)
- [Library & Information Science](#)
- [Maritime Studies](#)
- [Medicine](#)
- [Multidisciplinary](#)
- [News](#)**
- [Patents](#)
- [Science](#)
- [Social Sciences](#)

## 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



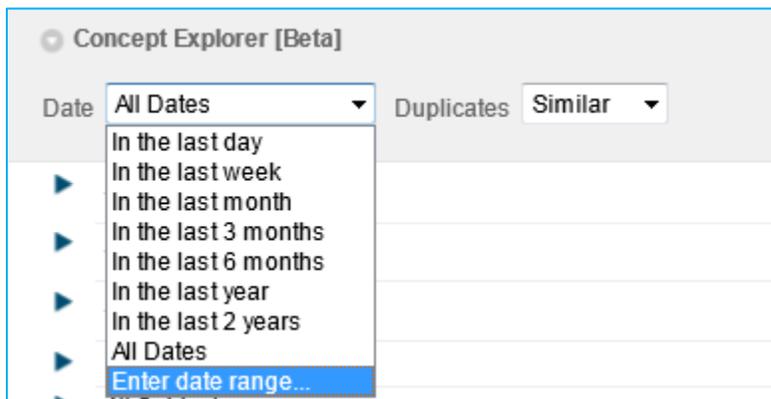
Free Text Search

Search Form

Examples

(social media OR facebook OR twitter) AND young children

### 4. Select the Dates you want



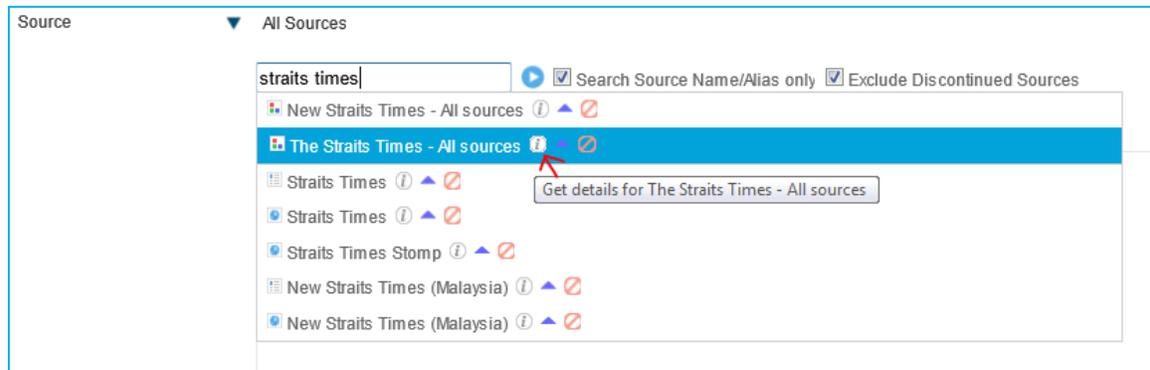
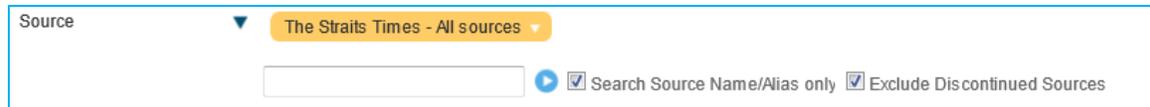
Concept Explorer [Beta]

Date All Dates Duplicates Similar

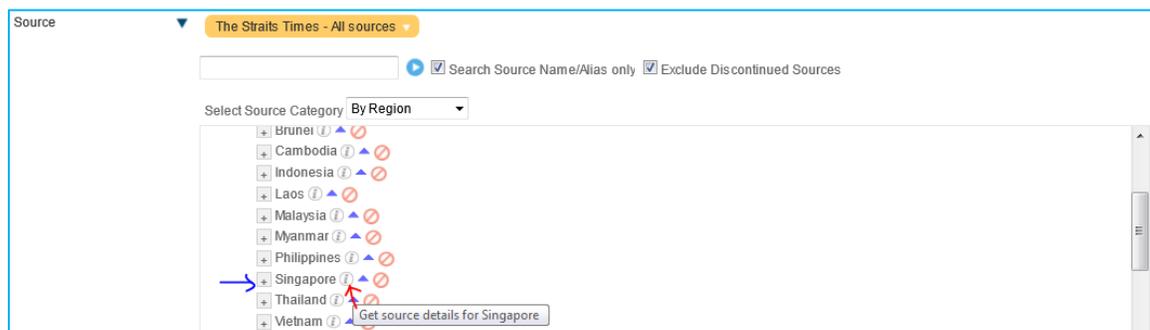
- In the last day
- In the last week
- In the last month
- In the last 3 months
- In the last 6 months
- In the last year
- In the last 2 years
- All Dates
- Enter date range...

## 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

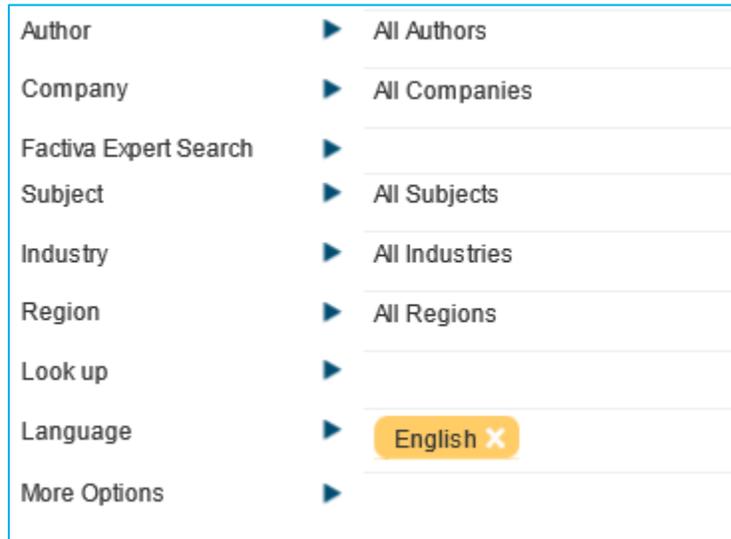


- c. You can also select sources by Category, example, By Region.
  - i. Selecting “Singapore” here will include all the publications that have been tagged to be covering Singapore. Most of these publications will be Singapore-based titles, but it may also include other titles that cover Singapore but are not based in Singapore.
  - ii. Clicking on the ‘+’ button gives you the list of titles in the category.



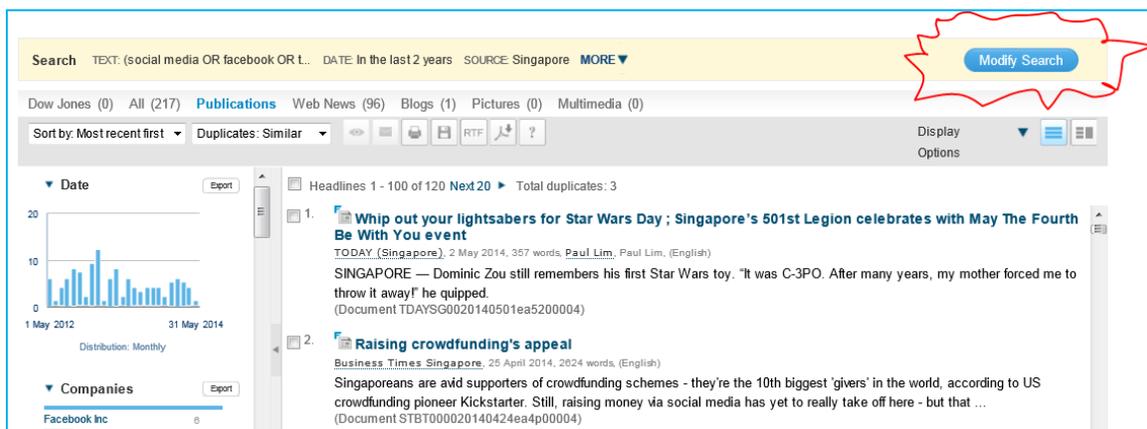
6. You can also set more search parameters to make the search more precise. Otherwise, just use the default settings.

- a. Region here will allow you to search for articles 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!



###