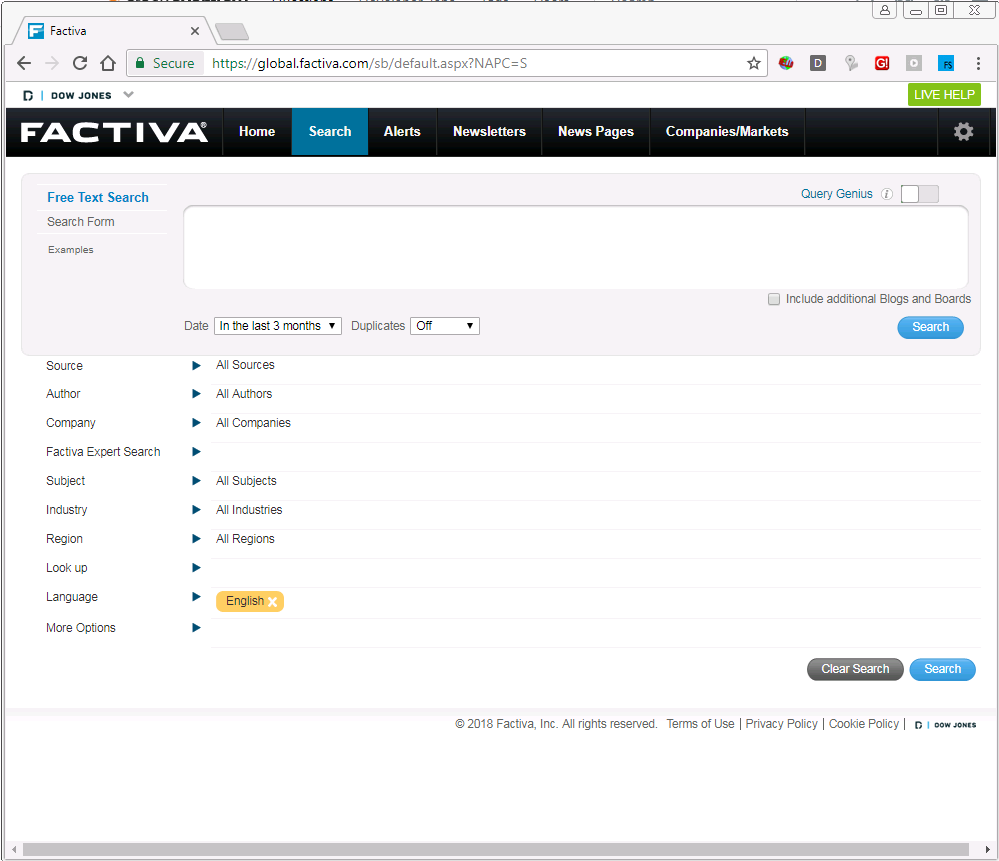
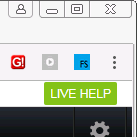
**Factiva Search Assist v0.0.2 – 21/05/2018**

Step 1: install Chrome extension.

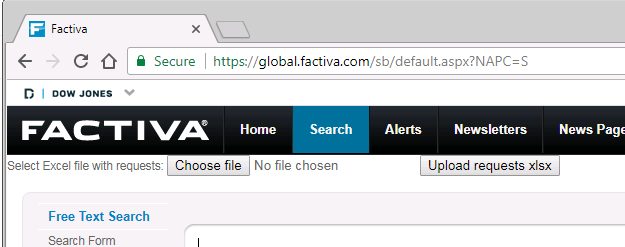
Step 2: load Factiva search page:



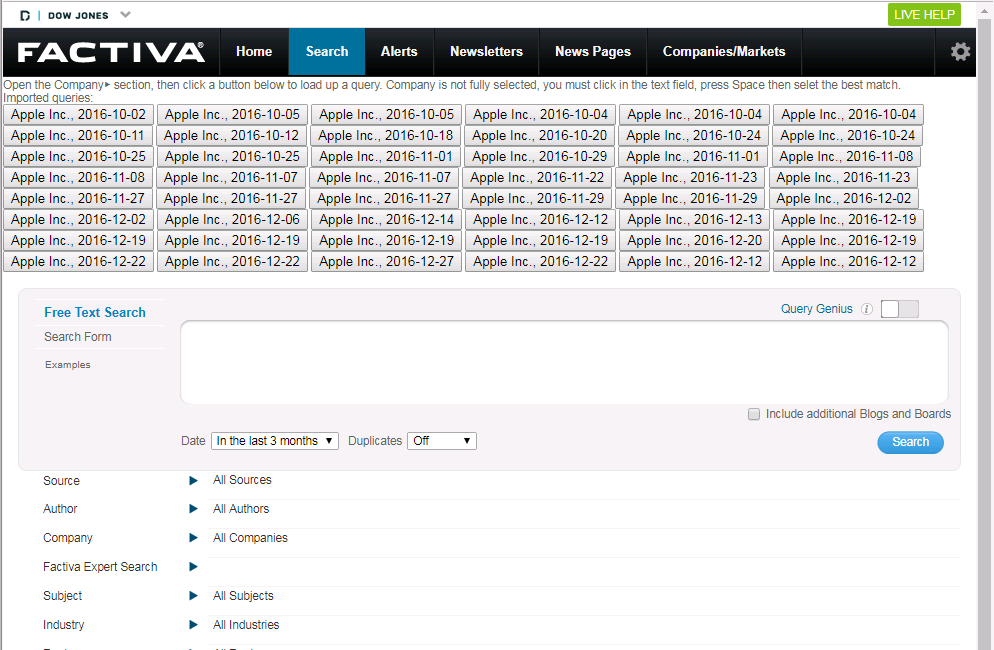
Step 3: Click on new blue FS button to launch the Chrome Extension (top right):



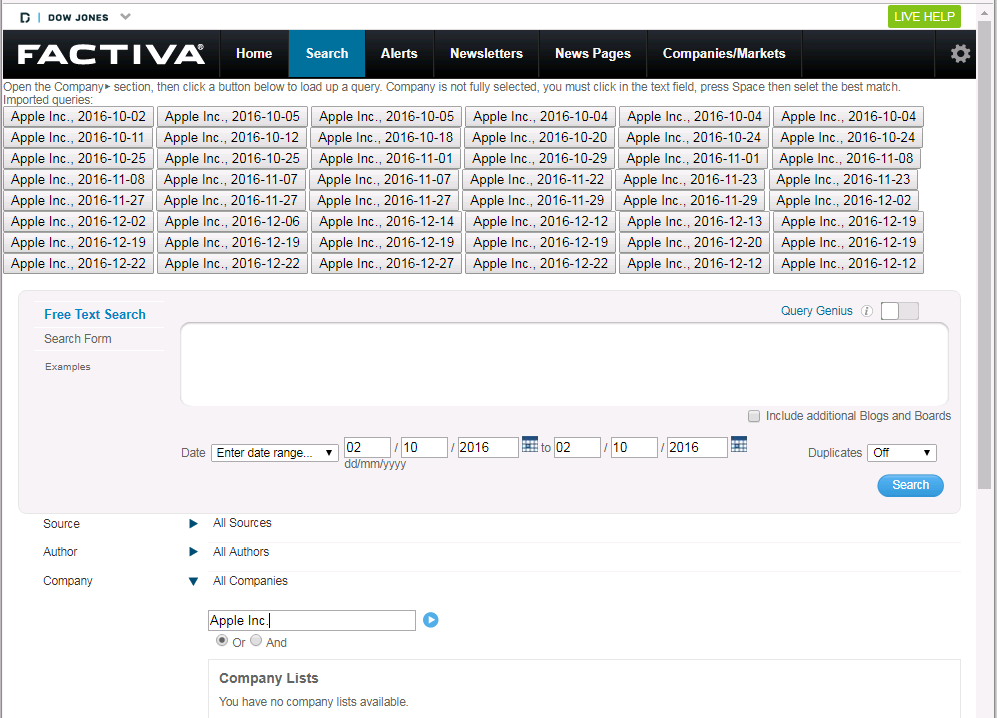
Step 4: Choose the Excel file from RepRisk. Must have column name “News Date” with dates “YYYY-MM-DD”. Must start with headings on first sheet, row 1, and data from row 2. Click Upload button.



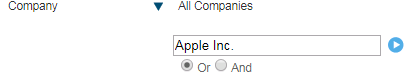
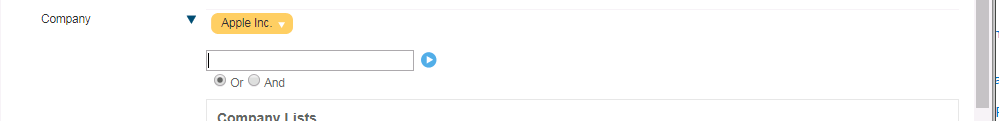
Step 5: The queries appear at the top of the screen. Before we can use them, click the Company triangle button down the page to expand the Company search box.



Step 6: Choose a button to load a company and date query. The date range is ready, the company is not yet ready to use.



Step 7: Click in the company text field (where is says Apple Inc. Or And). Press Space to get a list of suggested companies. Click on the best (only) match (blue line). You will get a yellow company selection appearing.

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Click in text field, press Space, select match in blue (not shown). If you get a yellow company, it worked.

Step 8: We are not using keywords or publishers yet. So click the blue Search button to get results.

