

**Factiva**, a joint venture of Dow Jones Interactive and Reuters wire services, provides access to in-depth research on companies and industries all over the world. Users may search the full text of over 9,000 international business and general publications from 118 countries and 22 languages, including the full text of the Wall Street Journal from 1984 to the present.

Computer commands, field names and mouse actions are in *Italics*.  
Text that you must type is within single quote marks (' ').

**To access Factiva:**

Go to: RCPL Web site (<http://www.myrpl.com>)

Click: **Research and Learning**

Click on: **Research Tools**

Click on: **Business and Investments (or View All Databases Alphabetically)**

Scroll down to: **Factiva**

Click On: **Inside the Library OR Home Access**

★ To begin a new search after each question below click *Search* button at top left of database screen

**1. I need a list of articles about the banking industry in South Carolina.**

- ☐ Click the *Search* tab at the very top of the screen (next to *Alerts*).
- ☐ Adjust the drop-down menu at *Date* as desired.
- ☐ At the *Select Sources and Dow Jones Intelligent Indexing* field, single click the *Industry* option.
- ☐ Single click the phrase *Banking / Credit* (not the plus sign next to it). This will move the phrase above to the *Industry* field.
- ☐ At the *Select Sources and Dow Jones Intelligent Indexing* field, scroll down and single click the word *Region*.
- ☐ Scroll down and single click the *plus sign* (+) in front of *North American Countries / Regions*.
- ☐ Scroll down and single click the *plus sign* (+) in front of *United States*.
- ☐ Scroll down and single click the *plus sign* (+) in front of *Southern U.S.*
- ☐ Scroll down and single click the entire line *United States – South Carolina*. This will move the phrase above to the *Region* field.
- ☐ Single click *More Options*(on the left); this action displays the *Search For Free-Text Terms In* box.
- ☐ At the *Search For Free-Text Terms In* box, select *Headline and Lead Paragraph* from the drop-down menu. (For a cleaner search, you may also check the boxes for *Exclude: Republished news, Recurring pricing and market data, Obituaries, sports, calendars, etc.*)
- ☐ Scroll up or down and click either *Run Search* button. A results listed will appear, with each entry's title a clickable link.

**2. I want to see full-text articles about wine appearing in the Wall Street Journal for the past six months.**

- ☐ Click the *Search* tab.
- ☐ In the *Select Sources and Dow Jones Intelligent Indexing* field, click *Source*.
- ☐ In the *Find a Source* box, type 'wall street journal', and single click the purple button to the right.
- ☐ Of the different editions which will be listed, single click *Wall Street Journal* to select this as source to be searched. This will move it to the *Source / Currently Selected* field line above.
- ☐ Single click *More Options*; this action displays the *Search For Free-Text Terms In* box.
- ☐ At the *Search For Free-Text Terms In* box, select *Headline and Lead Paragraph* from the drop-down menu. (For a cleaner search, you may also check the boxes for *Exclude: Republished news, Recurring pricing and market data, Obituaries, sports, calendars, etc.*)
- ☐ In the *Date* box, select *In the Last Six Months* as the range to be searched.
- ☐ In the *Free Text* box, type 'wine', and then click *Run Search*. Headlines and beginning sentences of articles containing 'wine' in the full text will be listed as links.

**3. I want to know the weekly exchange rate for U.S. dollars and Russian rubles over the past year.**

- ☐ Click the *Companies / Markets* tab.
- ☐ Click *Quotes* (located on the line below *Companies / Markets*).
- ☐ At the *Select Instrument* option, use the drop down menu to select *Currencies*.
- ☐ Keep the *Spot Rate (U.S. Dollar)* as displayed at the *Currency* field, and in the box below scroll down and click (highlight) *Russian Ruble*.
- ☐ Move the radio button from *Current Quote* to *Historical Quote*, change *Daily Prices* to *Weekly Prices*, and change *For the Past Three Months* to *For the Past 1 Year*.
- ☐ Leave *Format* at *Formatted Table* and click the green *Get Quote* button. Weekly exchange rates for the past year will appear.

**4. I need financial information for Sonoco, the South Carolina-based packaging company.**

- ☐ Click the *Companies / Markets* tab.
- ☐ Click *Company* (on the line below *Companies/Markets*).
- ☐ Type 'sonoco' in the *Company Name* box and click the button to the right.
- ☐ From the displayed list, click the hyperlinked entry for *Sonoco* (located in the United States).
- ☐ At the *Snapshot* page, click the *Financial Results* link at the left of the screen. Financial information (income, assets, liabilities, etc.) will be displayed.

**5. What is the address for the headquarters for Centex Corporation?**

- ☐ Click the *Company / Markets* tab.
- ☐ Click *Company*.
- ☐ Type 'Centex' in the *Company Name* box.
- ☐ Click the round button to the right of the *Search* box.
- ☐ From the results list, select (click) *Centex Coporation*. The address and other basic information will appear.

**6. I need a chart showing the monthly activity of the Dow Jones Industrial Average for the previous year.**

- ☐ Click the *Companies / Markets* tab.
- ☐ When the *Companies/Markets* page appears, click *Quotes*.
- ☐ In the *Select Instrument* field, choose *Common Market Indexes* from the drop down menu.
- ☐ When the list of *Common Market Indexes* is displayed, scroll to and click *DJIA*.
- ☐ Move the radio button from *Current Quote* to *Historical Quote*, and select *Monthly Prices* and *For the Past 1 Year* from the drop-down menus.
- ☐ Click the *Get Quote* button. Desired information will be displayed as a chart.