Factiva Tutorial

Date created: August 10th, 2021
Duration: 3:46

Hello and welcome to this Factiva tutorial. Today you will learn: How to access Factiva, what kind of information is available and how to conduct searches.

The best way to access Factiva is to begin at libraries.dal.ca. Using the search bar, select 'database' and type in 'factiva'. Then click the magnifying glass icon to search. Click on 'Factiva' and sign in using your Net ID and Password.

Please note that only six users can use Factiva at once, so if you are having trouble logging on, it may mean that all available spots are in use, and you should try again later.

But...what is Factiva? Factiva is a business information and research tool that provides worldwide full text coverage of newspapers, trade publications, newswires, media transcripts, analyst reports, regional profiles, market data and more. Factiva can be used to: track industry developments and global market activity, monitor current news, and research a public or private company.

Let's start off with a simple search. Click on the "Home" button in the navigation bar located at the top of your page. Once you begin typing keywords in the search bar, such as the keyword "Apple" shown here, filters such as companies, industries and executives will appear. By clicking on the "Options" button, you also have the option to filter the source type and the date range which is defaulted to the last 2 years. When you are ready, you can then click "search". You will be redirected to a results page where you can click on the titles to view the full text or download as a PDF. If you wish to narrow your results further, use the filters on the left side of the screen.

You can also use Factiva to find information about private or public companies. To do so, hover your mouse over the "Companies/Markets" button on the navigation bar and click on "Company". You can then search companies by using the smart lookup option, which will guide you in finding the exact company you are looking for, or you can search by company name, ticker, DUNS (also known as the data universal numbering system) or Registration Id.

Once you've found your company, such as "Walmart", click on the "Go" button. This will provide you with general information, stock price activity, business descriptions and industry classifications. There are also useful tools located on the left such as "financial

results" and "Peer comparison". In both of these tools, you will be provided with data you can export as either a PDF or spreadsheet.

 You can also find stock prices, funds, corporate bonds, currencies and more through the "Quotes" tool. To do so, hover your mouse over 'Companies/Markets' and click on "Quotes". Through this tool, you can select an "instrument" such as currencies and narrow your results to include specific currencies and cross rates. In this case, we chose the U.S dollar and the Canadian dollar. You can then either analyze current quotes through an interactive graph or explore up to five years of historical data through a table. If you wish, you can also click "format" to display your data as either a formatted table or static graph. You can also choose to print or download this data as a PDF or CSV.

Factiva is also a great resource for international, regional and local daily news! You can access newspapers by hovering over "News Pages" in the navigation bar and clicking on "Factiva Pages". From here, you can see the daily news for newspapers such as the Globe and Mail, New York Times and Wall Street Journal. You can also search these newspapers by keywords, their date or content.

Thanks for watching. For subject guides, Live Help, other online tutorials, and contact information for the five Dalhousie Libraries, check out the links in the description below.