

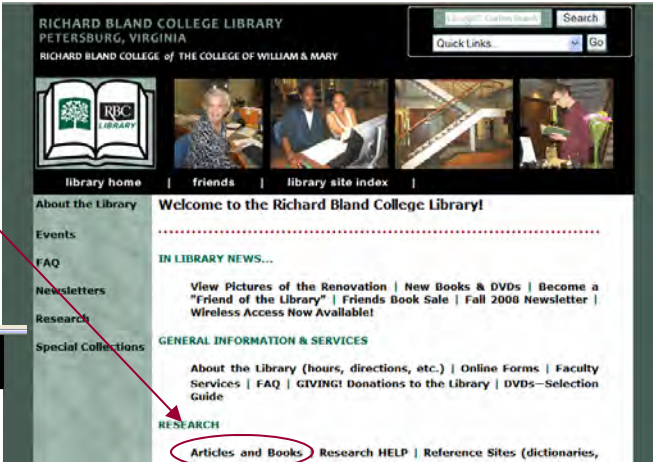


**SPECIAL NOTE**

*Very recent editorials can be found online through Yahoo!: <http://news.yahoo.com/opinion>.*

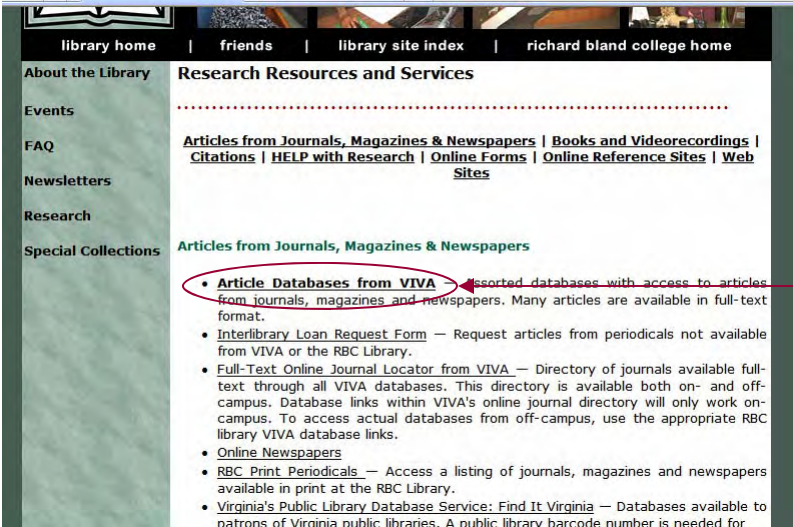
**STEP ONE**

- Begin at the library web page: [www.rbc.edu/library](http://www.rbc.edu/library).
- Select **"Articles and Books"** listed under RESEARCH.



**STEP TWO**

- Select **"Article Databases from VIVA."**

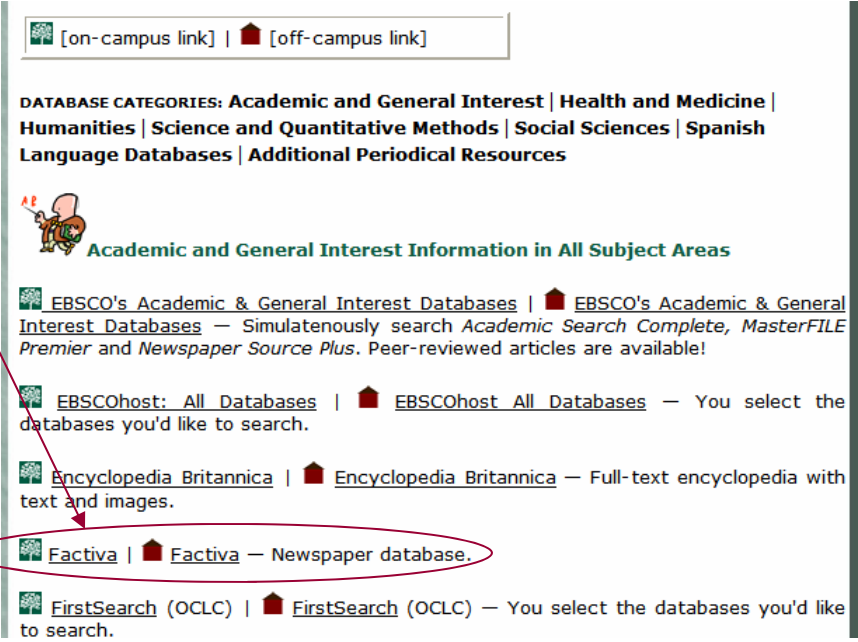


**STEP THREE**

- Select **"Factiva."**

**LOGGING IN FROM OFF CAMPUS**

- When selecting **"Factiva,"** note that there are two links: an on-campus link and an off-campus link. Logging in when off-campus is similar to email & Blackboard.
- *For the purposes of database access, students in the residence halls are considered off-campus.*



## SEARCHING FACTIVA

- Factiva provides access to newspaper and magazine articles as well as transcripts of news programs, almost all of which are available in full-text format. To narrow a search to editorials, Factiva uses this coding: **ns=nedi**. Place **ns=nedi and** before your search terms. When appropriate, place an asterisk at the end of a search term to allow for variant word endings.

### SAMPLE SEARCHES

ns=nedi and autism and vaccin\*

ns=nedi and (Guantanamo or Gitmo)

ns=nedi and Obama and (Mideast or Middle East)

Enter your search string. Use the above examples as a guide. Start your search with **ns=nedi and** to limit your search to editorials.

Click on "Run Search" to execute your search.

Limit your search to a specific date range.

The screenshot shows the Factiva search interface. At the top, there is a navigation bar with "Factiva.com" and links for "Dow Jones Insider", "RSS", "Interface Language", "Tools", "Logout", and "Support". Below this is a search bar with "Search" and "Alerts" tabs, and "News Pages" and "Companies/Markets" sub-tabs. The main search area is titled "Free Text Search" and "Search Form". A text input field contains the search string "ns=nedi and no child left behind". To the right of the input field is a "Run Search" button. Below the input field, there is a "Date" dropdown menu set to "In the last year", a "Duplicate Articles" section with "Identify Duplicates: On", and a "What's this?" link. At the bottom, there is a "Select Sources and Dow Jones Intelligent Indexing TM" section with a table of filters: Source (All Sources), Company (All Companies), Subject (All Subjects), Industry (All Industries), Region (All Regions), Look up, Language (English), and More Options. At the bottom right, there are "Clear Search" and "Run Search" buttons. Three callout boxes with arrows point to the search input field, the "Run Search" button, and the "Date" dropdown menu.

## PRINTING FROM FACTIVA

- To print an entire article, select "**Article Format**" rather than "**Headline Format.**"

www.rbc.edu/library | 804-862-6226 | library@rbc.edu

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