

**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.myrcpl.com>)

Click on: **Research Tools**

Click on: **Business and Investments**

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.
- Adjust the drop-down menu at *Date* as desired.
- At the *Select Sources and Factiva Intelligent Indexing* field, single click the *Industry* option.
- Single click the phrase *Banking / Credit*. This will move the phrase above to the *Industry* field.
- At the *Select Sources and Factiva 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 line *United States – South Carolina*. This will move the phrase above to the *Region* field.
- At the *Search For Free-Text Terms In* box, select *Headline and Lead Paragraph*.
- 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 Factiva Intelligent Indexing* field, click the *plus (+) sign* next to *Source*.
- In the *Find a Source* box, type 'wall street journal', and 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 *Currently Selected Field* line above.
- 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 roubles over the past year.**

- Click the *Companies / Markets* tab.
- Click *Quotes* (located below *Companies / Markets*).
- At the *Select Instruments* option, use the drop down menu to select *Currencies*.
- Keep the *Spot Rate (U.S. Dollar)* as displayed, and in the box below scroll down and click (highlight) *Russian Rouble*.
- 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 Year*.
- 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* (under *Companies/Markets*).
- Type 'sonoco' in the *Company Name* box and click the button to the right.
- From the displayed list, click the 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 Corp*. 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.
- From the *Common Market Indexes*, 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.