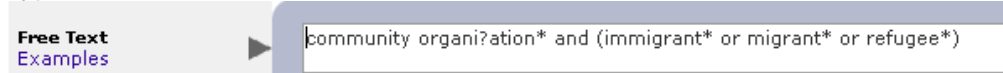


Newspaper Articles through Factiva

Factiva contains Australian and International newspapers, news wires, journals, magazines and trade journals. All the major Australian national and regional papers are available in full text including The Australian, The Age and Herald-Sun. Factiva works best using Internet Explorer.

Searching

1. Type search terms into the **Free Text** box



Use the word **and** to narrow your search for example community organisation **and** immigrant

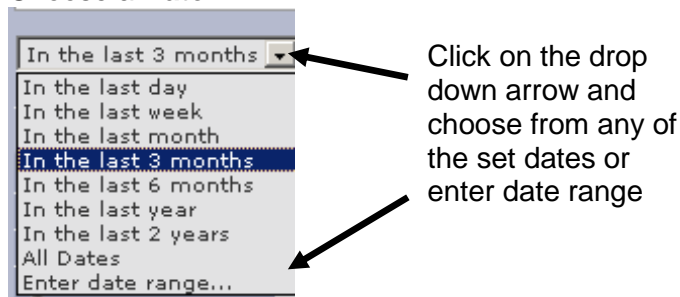
Use the word **or** for words of a similar meaning for example immigrant **or** migrant **or** refugee

Use round brackets () to keep similar words together for example community organisation **and** (immigrant **or** migrant **or** refugee)



Use a question mark ? for alternate spelling. Use an asterisk * to find all endings to a word.

For example **organi?ation*** will find organi**S**ation or organi**Z**ation as well as organi**S/Z**ations, etc.

2. Choose a **Date**



Click on the drop down arrow and choose from any of the set dates or enter date range



3. To search in a specific publication for example The Age, click on **Source**, type The Age in the Find a source search box and press enter or click on , when a list of sources appears click on the title for example **Publication: The Age (Melbourne, Australia)** and it will change to pink.
4. Click on 

Displaying

1. Brief article information will be displayed, article title, publication title, date and the first few lines of the article.


2. Click on the **article title** to view full text.

Marking / Selecting

1. To mark / select a record click on  1. next to article title.
2. To view marked /selected records click on  (top of result list)
3. Full text of the articles will be displayed. Print, save, email as per instructions below.


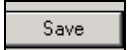
Printing

When the full text of the article/s is displayed

1. Click on  (top of result list)
2. Click on **File** and **Print...** and then click on **Print**



Saving

When the full text of the article/s is displayed:

1. Click on  (top of result list)
2. Click on **File** and **Save As...** and choose to **Save in:** 3 1/2 Floppy drive, My Documents etc.
3. Type in a **File name:** and in the **Save as type:** drop down menu choose Text or Web Page
4. Click on 



Emailing

When the full text of the article/s is displayed

1. Click on  (top of result list)
2. Type in your email address
3. Choose your **Email output** HTML or Plain Text (the article will be sent as an attachment)
4. Click on 

View articles in RTF (Word) format or PDF (Adobe) format

When the full text of the article/s is displayed

1. Click on  (top of article or result list) and computer will open Word or similar program and display the article/s in Word. Print or save as for Word
2. Click on  (top of article or result list) and computer will open Adobe. Print or save as for Adobe

Exiting

Click on **logout** (top right of screen)