A Beginner’s Guide to searching for articles in Factiva

- Go to CityLibrary Search: http://www.city.ac.uk/library or the Cass Library Database list: http://www.cass.city.ac.uk/intranet/student/learning-resource-centre/247-e-library

- Search for Factiva.

- Login using your IT username and password.

![Figure 1. Factiva Log-in screen](image)

- Enter search terms, e.g insurance, and select the time period.

- Select Search.

![Figure 2. Factiva main search screen](image)
Select the title of an article to read full-text.

Figure 3. An example of a Factiva results screen.

Further Help

- If you need help and support using the databases please contact:
  
  Electronic Resources Manager (Postgraduates)
  Suzanne Griffiths  suzanne.griffiths.1@city.ac.uk

  Business Subject Librarian (Undergraduates)
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  Research Support Librarian (PhD)
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