

## News and Companies Search


Use the **News and Companies** search tab to search within business and news-related sources such as Factiva®, Dun & Bradstreet® Reports, Hoover's Company Records, and Current News.

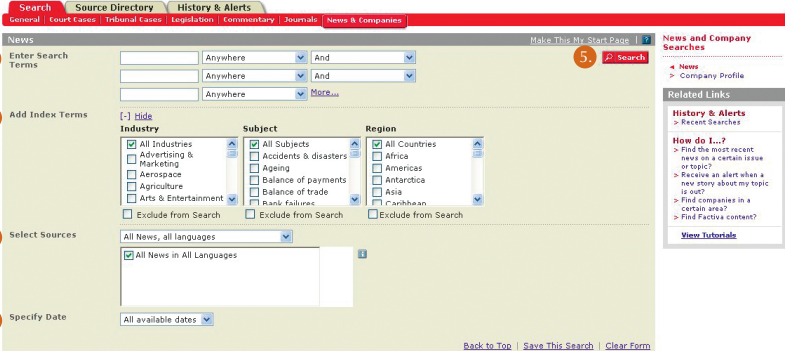
### Constructing a Search

1. **Enter Search Terms** — enter a search term or phrase in the first text box. You may use truncation and wildcard characters. Enter up to five rows of search terms, document sections, and connectors.
  - Specify where the term should appear using the first drop-down list. Choose from options such as **Anywhere**, **In the headline**, **At the start**, and more.
  - Select a connector from the second drop-down list to define how the term in this row will be linked to the term in the second row. Choose from options such as **And**, **Or**, **Same sentence**, and more.
  - Repeat these steps until you have finished entering your terms. If you need more than three rows, click the **More** link to display two additional rows.

**Note:** If you click the **More** link, add search terms in the two additional rows, and then click the **Less** link, the search terms you entered in the two hidden rows will not be used in your search.

2. **Add Index Terms** — select any combination of index terms to add to your search from the **Industry**, **Subject**, or **Region** lists to make your searching more precise.
  - Select up to ten items from any or all checkbox lists.
  - Click the **Exclude from Search** checkbox beneath a list to exclude any results that match the index terms you selected in the list.
  - Click the **Hide** link to collapse this section or the **Show** link to display it again.

3. **Select Sources** — select a source category from the drop-down list.
  - Select one or more sources from the checklist.
  - Click the information  icon to learn more about the contents of a source. The window that opens provides **coverage type**, **language**, **content summary**, **file name**, and a **complete file** list.
4. **Specify Date** — narrow your search to documents published on a specific day or within the date range you specify.
  - Incorporate a date restriction command in the **Search Terms** field and select **All available dates** in the first **Specify Date** drop-down list; or,
  - Select a custom date restriction from the drop-down list such as **All available dates**, **Today**, **Date is**, and more, and then select the appropriate dates.
5. **Search** — click the **Search** button.



The screenshot shows the 'News and Companies' search interface. It features a navigation bar with tabs for 'Search', 'Source Directory', and 'History & Alerts'. The 'Search' tab is active, and the 'News and Companies' sub-tab is selected. The interface is divided into several sections:

- 1. Enter Search Terms:** Three rows of text boxes with dropdown menus for location (e.g., 'Anywhere') and connectors (e.g., 'And'). A 'More...' link is visible at the bottom of the third row.
- 2. Add Index Terms:** Three columns of checkboxes for 'Industry', 'Subject', and 'Region'. Each column has a 'Hide' link above it. The 'Industry' column includes options like 'All Industries', 'Advertising & Marketing', 'Aerospace', 'Agriculture', and 'Arts & Entertainment'. The 'Subject' column includes 'All Subjects', 'Accidents & disasters', 'Ageing', 'Balance of payments', 'Balance of trade', and 'Bank failures'. The 'Region' column includes 'All Countries', 'Africa', 'Americas', 'Antarctica', 'Asia', and 'Caribbean'. There are also 'Exclude from Search' and 'Exclude from Search' checkboxes at the bottom of each column.
- 3. Select Sources:** A dropdown menu set to 'All News, all languages' and a checklist containing 'All News in All Languages'.
- 4. Specify Date:** A dropdown menu set to 'All available dates'.
- 5. Search:** A red 'Search' button.

On the right side, there are sections for 'News and Company Searches', 'History & Alerts', and 'How do I...?' with various search tips and a 'View Tutorial' link.

## News and Companies Search

### Search Terms

- **Anywhere** — anywhere in the text
- **In the headline** — in the title of the news article
- **At the start** — in the headline or lead paragraph
- **Company** — in the company name field
- **In the indexing** — within the index terms of a document
- **Major mention** — in the headline, lead paragraph, or indexing
- **3 or more mention** — in articles where the word or phrase appears at least three times


### Connectors

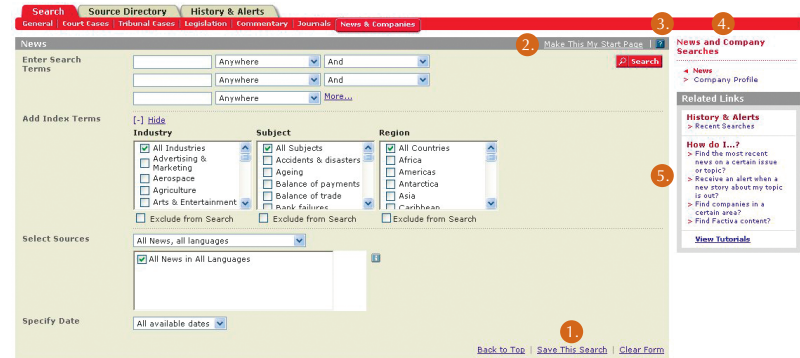
- **And** — both words/phrases must appear in the article
- **Or** — at least one of the words/phrases must appear in the article
- **Same sentence** — both words/phrases must appear within the same sentence
- **Same paragraph** — both words/phrases must appear within the same paragraph
- **Within 5 words of** — all words/phrases must appear within five words of each other

### Date Restrictions

- **All available dates** — remove all date restrictions from your search.
- **Today** — restrict your search to results only from the current day.
- **Date is** — search a specific day.
- **Date is before** — search all documents published on or before a date.
- **Date is between** — specify a date range.
- **Pre-defined date restriction** — select a date restriction such as **Previous week**, **Previous month**, and more.
- **Previous** — specify all documents published in the previous **n days, weeks, months, or years**.

### Additional Options

1. **Save This Search** — complete the search form, and then click the **Save This Search** link to save your current search.
2. **Make This My Start Page** — click the **Make This My Start Page** link to make this form your start page when you first sign in to the Quicklaw service.
3. **Help** — click the  icon for more information on using the **Court Cases** search form.
4. **News and Company Search Forms** — choose one of the **News and Company Search forms** from the list.
5. **How Do I...?** — choose one of the **How Do I...?** topics from the list for help constructing your search.



The screenshot shows the Quicklaw search interface for News and Companies. The interface includes a search bar with dropdown menus for search terms and connectors, and a 'Search' button. Below the search bar are sections for 'Add Index Terms' (Industry, Subject, Region) and 'Select Sources'. The 'Specify Date' section is at the bottom. Numbered callouts 1-5 point to specific features: 1. 'Save This Search' link; 2. 'Make This My Start Page' link; 3. 'Help' icon; 4. 'News and Company Search Forms' list; 5. 'How Do I...?' list.