

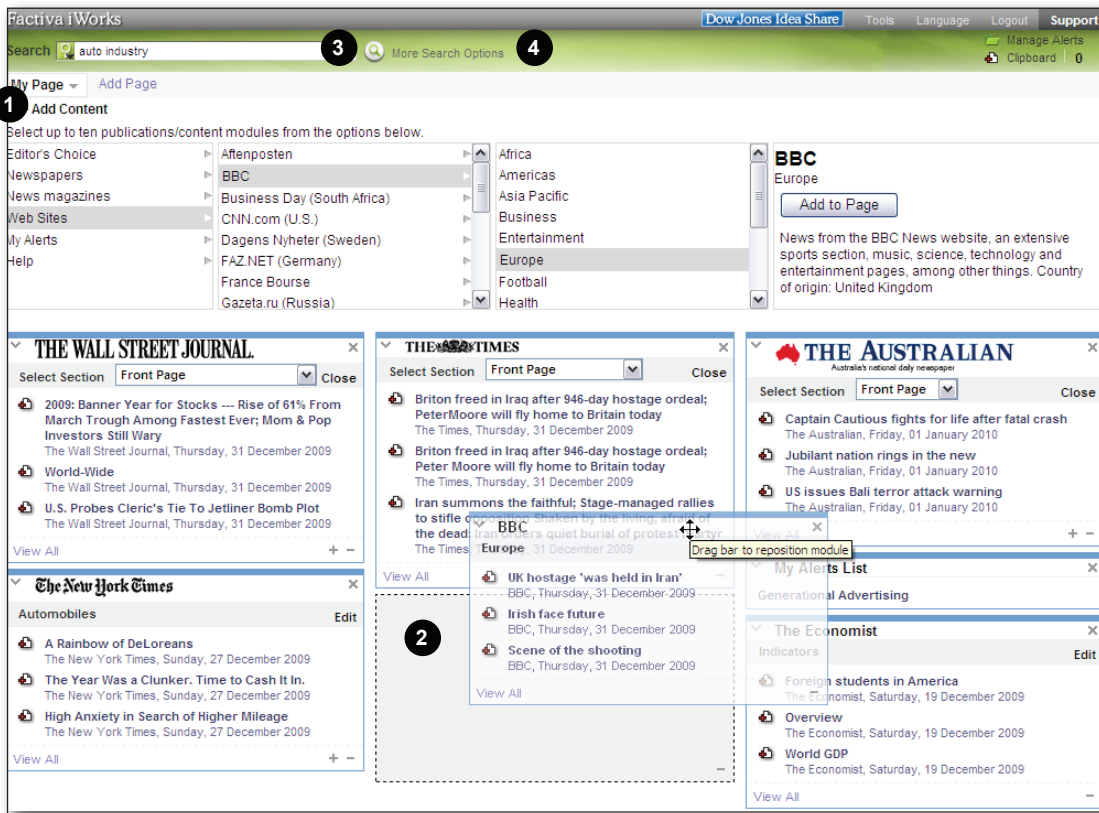
Factiva iWorks

Gain an advantage with exclusive news, information and insights that others miss



Factiva iWorks Quick Reference Card

Whether you are searching for information about companies or monitoring emerging business issues, Factiva iWorks delivers the world's best news and business information where, when and how you need it.



Personalize Your Home Page

- 1 Click **Add Content** to add new Editor's Choice, Newspapers, Magazines, Web Sites, or Alerts.
- 2 Move and prioritize the placement of your selections by clicking on a module and dragging it to a new location.

Relevant Results with Simple Search

- 3 Enter a few words and click .

Search with More Precision

- 4 Click **More Search Options**.
- 5 Complete the fields in the search form to focus your search by date, source, or keywords.

Tip: Enter keywords in double quotes to search an exact phrase.

"auto industry"

More Search Options

Refine your search using the following components

5 All of these words:

At least one of these words:

None of these words:

Exact phrase:

Source:

Source List:

Date:

Duplicate Articles: Identify Duplicates: What's this?

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The screenshot shows the Factiva iWorks search results page for 'auto industry'. It includes a navigation bar, search filters, a list of news articles, a 'Business moving news finds you wherever you are with Factiva Alerts' banner, and a 'Discovery Pane' on the right with charts and subject lists. Numbered callouts 1-8 highlight key features: 1. Article list, 2. Manage Alerts, 3. Clipboard, 4. Alert me button, 5. Alert configuration form, 6. Discovery Pane chart, 7. Company list, 8. Subject list.

E-mail, Save or Print Articles using the Clipboard

- 1 Click to add up to 25 headlines to the Clipboard.
- 2 Click **Clipboard** 9 The Clipboard window opens.
- 3 Select your headlines then click the link for the desired action (Print, RTF or E-mail).

The Clipboard window shows a list of publications under the heading 'Publications'. A callout 3 points to a specific article: 'Parts Maker In Driver's Seat Boom In Auto Industry Helps China Automotive Investor's Business Daily, 4 January 2010, 233 words, (English)'. Below the list are options for 'Print | RTF | E-mail Checked | Clear Checked | Clear All'.

News Alerting Made Easy

- 4 Click **Alert me** to receive future articles that match your current search.
- 5 Name your Alert, select your delivery and e-mail deduplication options. Verify your e-mail address and e-mail format.

The Alert me form includes fields for 'Alert Name' (auto industry), 'Delivery' (None), 'E-Mail Address' (user@factiva.com), and 'Format' (HTML). It also has a section for 'Remove these types of duplicate articles from E-Mail Delivery' with a dropdown set to '1 - Virtually Identical'. Callout 5 points to the 'Alert Name' field. 'Save' and 'Cancel' buttons are at the bottom.

Explore Your Search Results with the Discovery Pane

- 6 View or hover over any bar for instant analysis of search results.
- 7 Click on any bar to focus your search and see the underlying articles.
- 8 Move and prioritize charts by dragging to a new position.

The Discovery Pane shows a bar chart for the 'Date' category. A callout 6 points to a bar representing the period from 1 January 2010 to 31 January 2010, with 44 hits. The chart also shows a 'Distribution: Monthly' and a date range from 01-Dec-2008 to 01-Feb-2010. Callout 8 points to the chart area.