

# Factiva

1

Go to Factiva and retrieve your results

1

Enter a **search statement** in Factiva e.g. > *China and desertification*

2

Click on **Search**

3

From the result list, **check** those which you consider as relevant.

4

In the **Display Options** menu, select **Headline**, **Lead Paragraph**, plus **Indexing**.

5

Then, click on the **disk icon** and select **Article Format**.

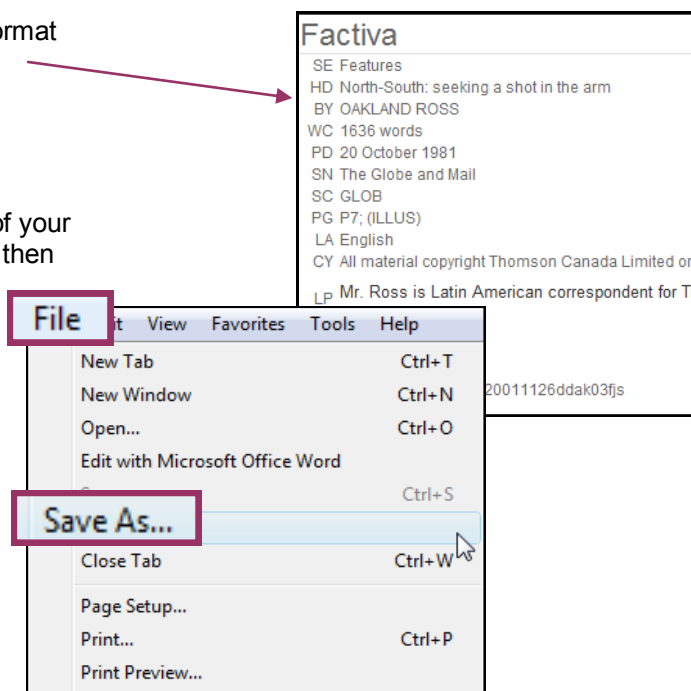
## 2

### Save the results to a txt file

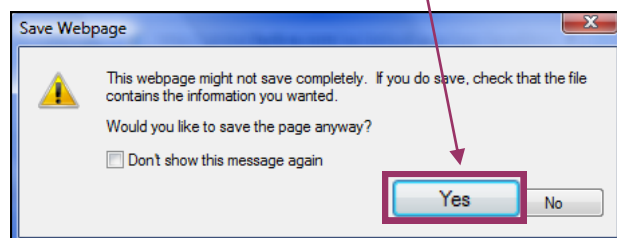
1 Records in text format will be displayed.

2

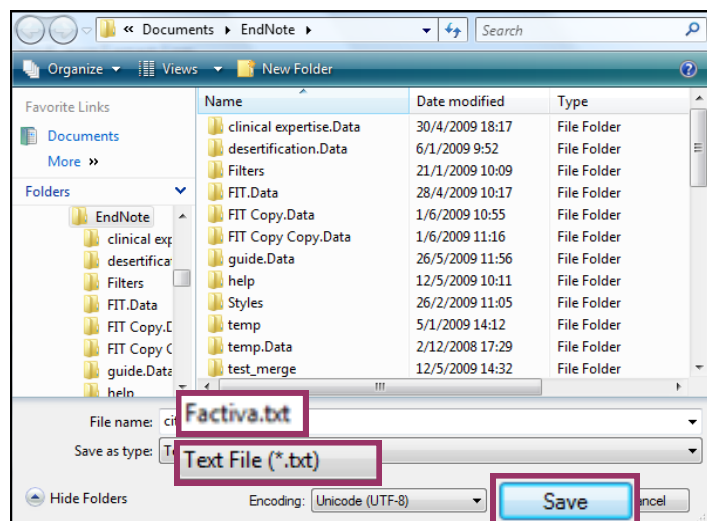
In your top bar menu of your browser, click on **File**, then click on **Save As** to save the webpage.



3 When prompted to save the webpage, click on **Yes**.



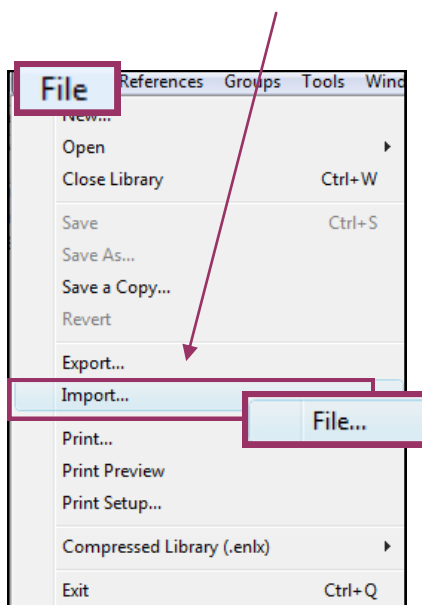
4 You will be prompted to save the file. Change the file type to **Text File**. Then click on **Save**.



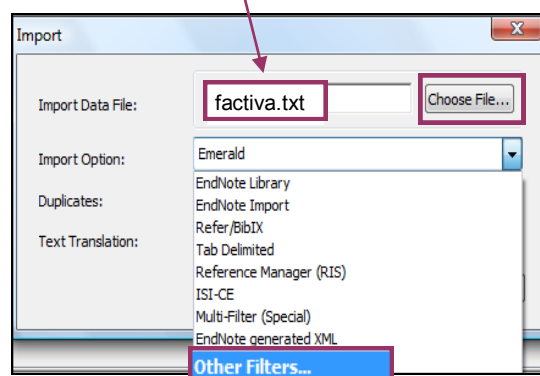
### 3

## Import to Endnote

- 1 **Open** the Endnote library, e.g. *guide.enl*, that you would like to import the records to. Then select from the top bar menu: **File > Import > File**.

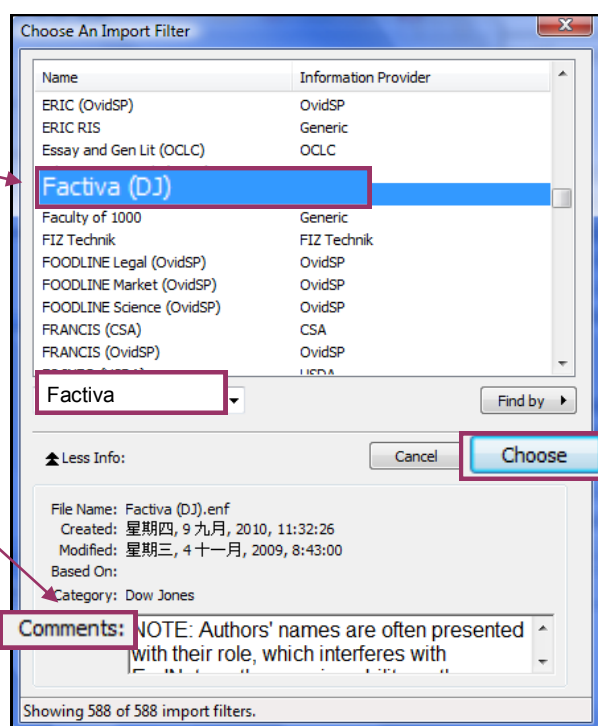


- 2 Choose the **txt** file that you have saved just now.



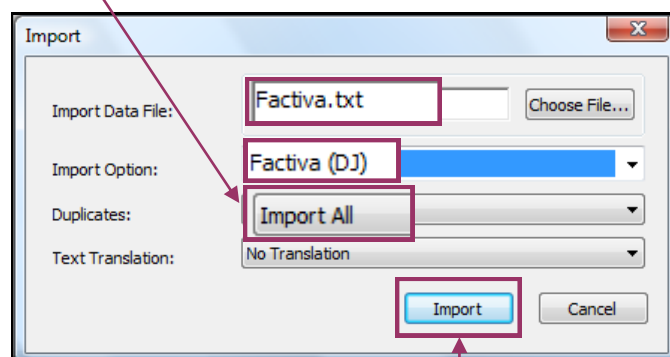
- 3 Choose the appropriate filter. If **Factiva** is not on the list, select **Other Filters**.

- 4 Locate **Factiva** from the list or type in **factiva** in the search box and press **Enter** to locate an appropriate filter.



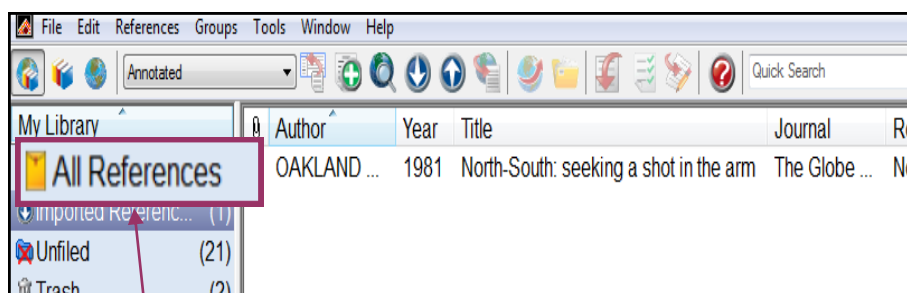
- 5 Read the **Comments** to find out the downloading instructions for this filter. Then click on **Choose**.

- 6** Select **Import All**.  
Note: To remove identical records, select **Discard Duplicates**.



- 7** Once all the options have been selected, click on **Import**.

- 8** The records will be duly imported into the selected Endnote library.



- 9** Click on **All References** to show all references in your library.

Note: You can also show all references from  
**Top bar menu > References > Show All References**