

Factiva.com Alerts

The news never stops, but you don't have to worry about missing important stories when you use Factiva alerts. Factiva.com automatically scans incoming news along with constantly updated web site content for the topics, search terms, or companies that interest you. The latest articles are then sent to you via email or RSS at selected times during the day or on a continuous basis. You can also view your alert online at any time.

The screenshot shows the Factiva.com Alerts creation interface. It includes a navigation bar with 'Search', 'Alerts', 'News Pages', and 'Companies/Markets'. A 'Save Search | Save as an Alert | Modify Search' link is highlighted with a green circle '1'. Below the navigation bar, there are tabs for 'All [42]', 'Publications', 'Web News', 'Pictures [1]', and 'Multimedia'. A 'Discovery Pane' on the left shows a bar chart for 'Date' and 'Subjects'. The main area is titled 'Alerts: Personal Alert Creation' and contains a form with the following sections: 'Enter alert name:' (with 'winter olympic news' entered and a green circle '3'), 'Free Text Search' (with 'Free Text Examples' and a text box containing 'winter w/2 (olympics or games) and vancouver 2010'), 'Select Sources and Dow Jones Intelligent Indexing TM' (with a table of source options and a green circle '2'), 'Alert Delivery' (with a green circle '4'), 'News Pages', 'E-Mail Delivery Content Types' (with 'Publications' and 'Web News' checked), 'Remove these types of duplicate articles from E-Mail Delivery' (with '1 - Virtually Identical' selected), 'Bundled E-Mail Delivery' (with 'First Delivery' checked), and 'Custom E-Mail Delivery' (with 'Scheduled E-Mail' and 'Continuous E-Mail' options). A 'Start Alerting' button is highlighted with a green circle '5'.

Create an Alert

- 1 Click the [Save as an Alert](#) link from your search results. An alert creation window will open with your search query already displayed.
- 2 Make additional modifications as needed.
- 3 Name your alert (up to 25 characters).
- 4 Use the options under Alert Delivery to push your alert results to a News Page or an e-mail account (optional).
- 5 Click [Start Alerting](#).

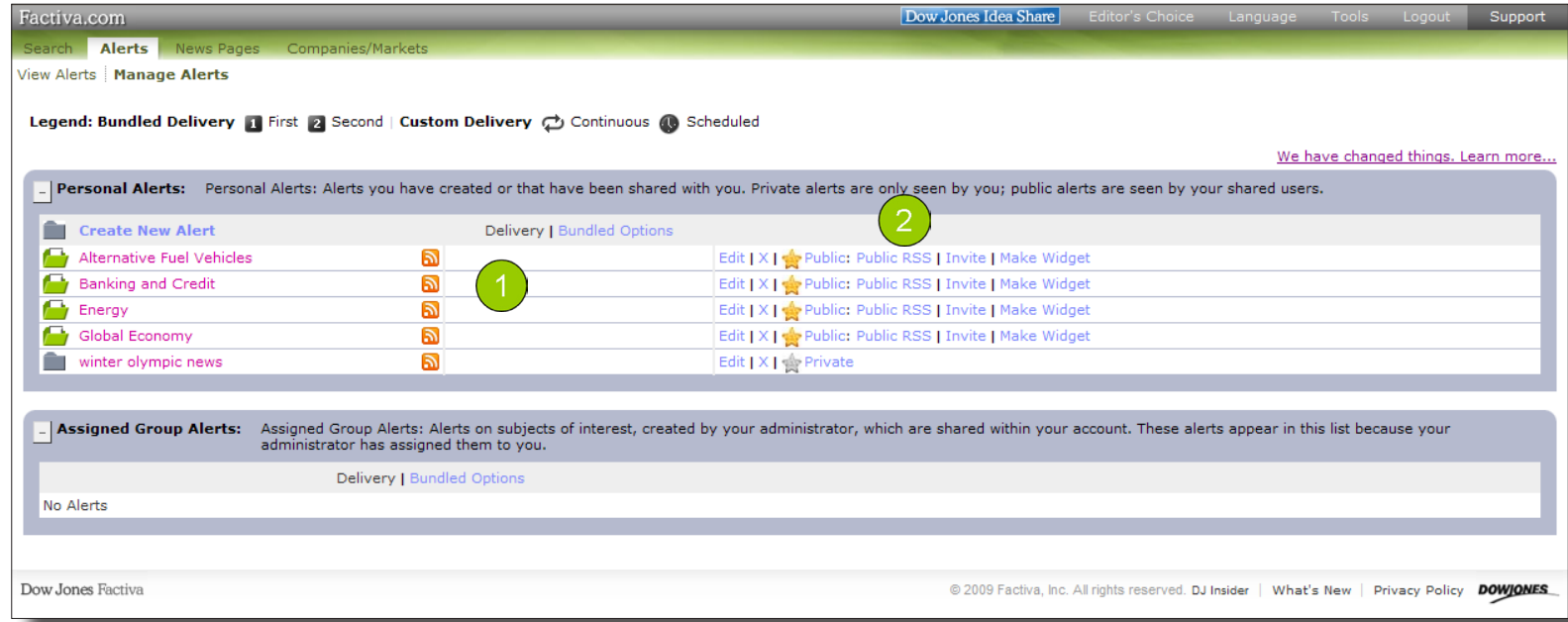
Tip: Configure your alerts for mobile viewing by selecting Mobile from the E-Mail Format drop-down menu.

Custom E-Mail Delivery

This feature allows you to select e-mail delivery options for your alert.

- Select Scheduled E-Mail to receive new stories once or twice a day.
- Select Continuous E-Mail to receive new stories whenever they become available.
- Enter the e-mail address to receive the alerts.
- Select the other delivery preferences, including time zone, language and content format.

The screenshot shows the 'Custom E-Mail Delivery' dialog box. It has two main options: 'Scheduled E-Mail: Receive results for this alert in a single e-mail delivery.' (unchecked) and 'Continuous E-Mail: Receive results for this alert as they become available throughout the day.' (checked). Below these are 'Continuous E-Mail Delivery Options' including: 'Enter e-mail address where results should be sent:' (with a text box containing 'learning.programs@dowjones.com'), 'E-mail Language:' (with a dropdown menu set to 'English'), 'E-mail format:' (with a dropdown menu set to 'Plain Text'), and 'Results Display Format:' (with a dropdown menu set to 'Headlines and lead sentences (with link to full-text)').



Manage Alerts 1

Change any option for existing alerts, including including delivery, setup, deletion or search criteria.

- **Edit** changes the search query or delivery options.
- **Invite** enables other Factiva users to receive your alert results.
- **X** deletes the alert.
- **Public / Private** is a toggle option that allows you to change the sharing state of your personal alert.
- **Save** activates your changes.

Share Alerts 2

Use this tool to share your alerts with other Factiva users.

1. Click **Private** to change your folder status to Public.
2. Click **Invite** next to a personal alert.
3. In the form, enter your name and e-mail address(es) for the Factiva users who should receive an e-mail invitation to share your alert. Add a personal message if desired.
4. Click **Copy me** if you would like a copy of the invite sent to you.
5. Click **Send Invite**.

Invite
Send an invite asking a colleague to subscribe to this alert so they can get all that great Factiva knowledge.

Don't want to use this form?
You can also use your [mail client](#) to e-mail your colleagues directly.

* Your Name:

* Your e-mail address:

* Recipients e-mail address:

Separate multiple addresses with semi-colons

Your message:

Copy me

I will be distributing this alert to other users in my Factiva account.

I will be distributing this alert to users outside of my Factiva account.

Tip: View your alerts alongside other content using RSS. As an alternative to filling up your e-mail with alerts, you can deliver Factiva alerts (and other content from a variety of sources) to an RSS reader.

