

Finding AP Daybook in Factiva

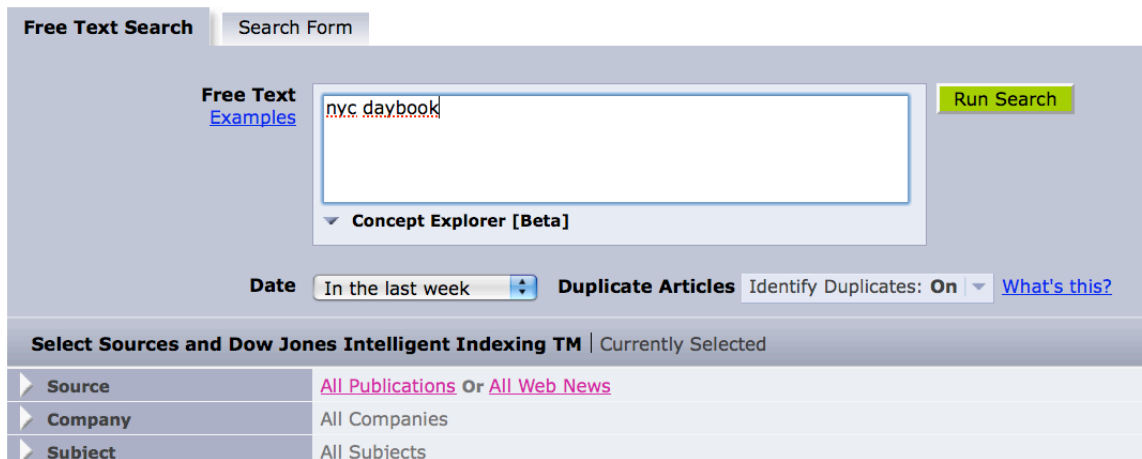
If you want to pull up the New York daily schedule from the Associated Press, and are not in a Journalism School computer lab with access to the ENPS system, just connect to [Factiva](#). Remember: if you are off-campus, you will be prompted for your Columbia UNI and password. Once connected, in the “Free Text” search box at the top, type:

nyc daybook

exactly as it appears above. Do not insert quotation marks, search connectors or parentheses.

The default date search in Factiva is “In the last 3 months”, but you can change this to “In the last week” or specify a particular date or range. (Before running the search, verify that “Obituaries, sports, calendars...” has **not** been checked under “More Options”)

Your search screen should look like this:



The screenshot shows the Factiva search interface. At the top, there are two tabs: "Free Text Search" (selected) and "Search Form". Below the tabs is a search box containing the text "nyc daybook". To the right of the search box is a green "Run Search" button. Below the search box is a "Concept Explorer [Beta]" dropdown menu. Below the search box and dropdown menu are several filters: "Date" (set to "In the last week"), "Duplicate Articles" (set to "Identify Duplicates: On"), and a link "What's this?". Below the filters is a section titled "Select Sources and Dow Jones Intelligent Indexing TM | Currently Selected". This section contains three rows of filters: "Source" (set to "All Publications Or All Web News"), "Company" (set to "All Companies"), and "Subject" (set to "All Subjects").

Then click **Run Search**

If you have any questions, please ask! journalism@libraries.cul.columbia.edu

Please note that the AP ENPS system in the Journalism School computer labs is not a library resource, so if you have questions or problems about ENPS, please direct them to the J-school technical team: trouble@jrn.columbia.edu.