

# Cheat Sheet for 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:

ny day schedule

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, look at the “More Options” section at the bottom of the screen. Make sure that the option to exclude “Obituaries, sports, calendars...” has **not** been checked (if it has, just un-check it).

Your search screen should look like this:

The screenshot displays 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 "ny day schedule" and a "Run Search" button. To the left of the search box is a "Free Text Examples" link. Below the search box is a "Date" dropdown menu set to "In the last week", a "Duplicate Articles" section with "Identify Duplicates: On" and a "What's this?" link. Below these is a section titled "Select Sources and Dow Jones Intelligent Indexing TM | Currently Selected" with a list of filters: Source (All Sources), Company (All Companies), Subject (All Subjects), Industry (All Industries), Region (All Regions), Look up, and Language (English). At the bottom, there is a "More Options" section with a "Search for free-text terms in:" dropdown set to "Full Article" and an "Exclude:" section with three checkboxes: "Republished news" (checked), "Recurring pricing and market data" (checked), and "Obituaries, sports, calendars..." (unchecked). To the right of the "More Options" section is a promotional banner for "Custom Targeted Information from Dow Jones Information Now Available in Factiva".

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Then click “Run Search”.



Run Search

*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](mailto:trouble@jrn.columbia.edu).*