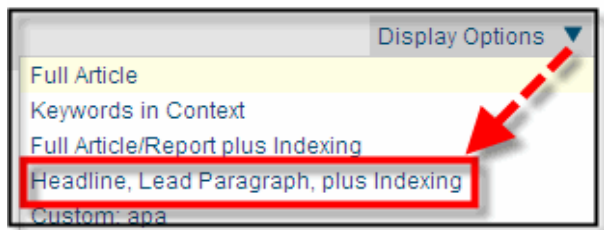


# Downloading records from Factiva


👍 You will need to check and probably edit the author names in your final EndNote records - EndNote cannot change the way record names are used in Factiva

1. Search and click on "**Display Options**" on the top right hand of the screen to choose:

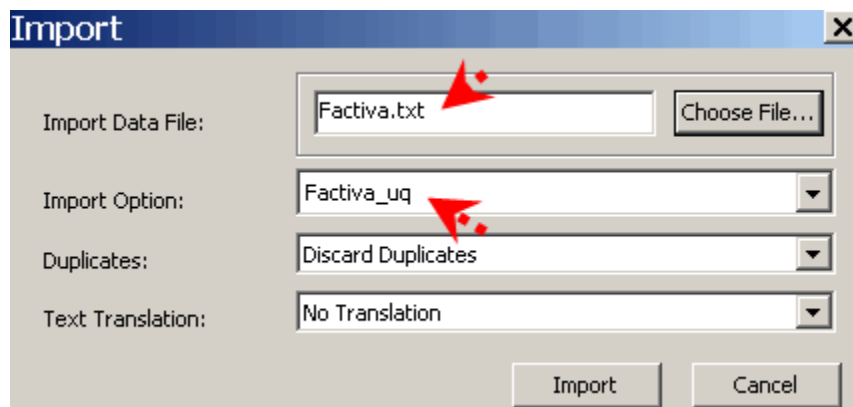


2. Then select the results. View selected records by clicking on the eye icon



3. Click on the disk icon  to choose **article format** and save your results as a **text file**.

4. Open Endnote, choose **File | Import** and select the correct .txt file and choose the **Factiva filter** for the import option.



Your records should now be downloaded into your EndNote Library. if you cannot access the correct Factiva filter, you may need to change your preferences or install a separate Factiva filter on your laptop