FACTSET

# QuickStart

Your guide to using FactSet

# FactSet QuickStart

The following table lists commonly used reports in FactSet and their corresponding page numbers in this manual:






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# FACTSET Task List

This page lists common tasks and their corresponding page numbers in this manual.

## Research Associates and Analysts

*Performing Company Analysis:*



*Performing Market Analysis:*



*Managing Proprietary Data:*



*Creating Research, Ideas, Meetings, and Updating Clients*



## Marketing



## Wealth Managers



## Investment Bankers

*The Basics:*



*Preparing for a Pitch:*



*Preparing for the Road Show:*



## Portfolio Managers and Quantitative Analysts

*Managing Data:*



*Performing Analysis:*



*Creating and Analyzing Models:*




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# Accessing FactSet Content

This table shows just a few of the ways you can view FactSet's proprietary content using the reports discussed in this manual. Additionally, you can access FactSet content in applications, such as Universal Screening and Microsoft Excel templates. For a complete list of all FactSet's content - including scope and coverage details - go to www.factset.com.

| If you're looking for... | Check out: | What is it? | Where? |
|---|---|---|---|
| Annual and Interim Financial Data | FactSet Fundamentals | Combines global coverage, deep company data, and unparalleled transparency for detailed historical financial statement content, per share data, calculated ratios, pricing, and textual information to ensure a powerful data solution and access to industry-leading support staff dedicated to enhancing your workflow. Intraday updates deliver high-quality data faster than ever and source linking provides transparency back to the original filing. | 14-17, 19 |
| Daily, Global Consensus and Detail Estimates | FactSet Estimates | Combines a great breadth of data, such as daily, historical estimates on companies and sector-specific estimates. FactSet Estimates provides intraday revisions to ratings, target prices, and/or estimates, allowing you to monitor your portfolio performance intraday during earnings season, offers Click-Thru for Actuals, Guidance, and Estimates, so you can drill down to analyst research reports, press releases, and much more. | 14-15, 17-18 |
| Valuation, Ratio, and Per Share Values on Aggregate Level | FactSet Market Aggregates | Combines information from FactSet's Fundamentals, Estimates, and Prices databases to calculate valuation ratios, per share values, profitability margins, and more on an aggregate level across a broad range of global indices or your own custom composites. The in-depth data lets you analyze markets and portfolios with the same level of detail you use for security analysis and helps you assess market sentiment. | 18-19, 44, 50 |
| Global Economic Intelligence | FactSet Economics | Provides economic data, such as exchange rates, commodities, interest rates, benchmark data, and more to help you analyze complex relationships, monitor developments, and transform your research into results. With the Standardized Economic database, you can make country comparisons by normalizing currency, base years, report dates, and units, so you can integrate economic data into other FactSet reports and screens. | 41-43 |
| Fund, Institution, and Insider Ownership Data | FactSet Global Ownership and Mutual Funds | Collects global equity ownership data for institutions, mutual fund portfolios, and insiders/stakeholders, allowing you to access market-leading Free Float numbers, fully-reported data to clarify information dates and minimize double counting, a fund contributor program that provides monthly holdings not available to the market, and much more. | 27-28 |
| Conference Call Details and Transcripts | FactSet Events and Transcripts | Provides conference call transcripts for companies' publicly held conference calls, plus a wealth of information regarding upcoming corporate events, such as conference call dates and times, important company investor relations contact information, and much more. | 29 |
| Information about Private Companies | FactSet Private Company | Provides descriptive and financial information, such as business description, management and board details, operations information, and more - targeting the companies most relevant to the banking industry. | 16, 48 |
| Company and Portfolio Data Managed by PE and VC | FactSet Private Equity and Venture Capital | Contains comprehensive information on global private equity firms and venture capital firms with details about a private equity or venture capital firm's active as well as exited portfolio companies, including venture capital financing rounds, and more. | 17, 48 |
| Public and Private Merger Announcements and Deal Data | FactSet Mergers | Provides detailed information on announced mergers, acquisitions, and divestitures involving both public and private companies worldwide and helps you analyze merger agreements to find highly negotiated aspects of a merger, as well as precedent language and transactions. | 22-23 |
| Public Debt Issues | FactSet Fixed Income | Contains comprehensive current and historical pricing, ratings, and terms data for public debt issues for public and private companies. Data from providers like Mergent, TRACE, and Telekurs is organized to ensure proper linking to an issuer's bond terms, ratings, prospectuses, debt schedules, capital structures, and more. | 25-26, 33 |
| Broker Research | FactSet Research Connect | Collects reports and models from research providers globally, including not only the largest investment banks, but also the industry's leading regional and independent research providers, as well as rating agencies and market research firms. | 9-11 |
| Corporate Governance or Activism | FactSet Corporate Governance; FactSet Activism | Covers takeover defense and shareholder rights, corporate activism, and proxy related issues. In addition, with FactSet Activism, you can monitor and analyze the latest activism data and activist profiles to help you gain insight into an investor's history of activism by examining typical objectives, tactics, and campaign outcomes. | 15, 24 |
| Corporate Filings | FactSet Global Filings | Integrates global company filings from various sources, including EDGAR; SEDAR; debt, equity, and derivative prospectuses; annual reports; and data from all public domains, such as stock exchanges, corporate actions, and M&A documents. | 21, 58 |
| Profile Information | FactSet People | Provides personal and professional information for individuals associated with public and private companies. | 30 |


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# FACTSET Understanding Your Workspace

A workspace is made up of several tabs and subtabs that provide access to FactSet displays, reports, and applications. When you first launch FactSet, you will see either your last saved default workspace or one of FactSet's predefined workspaces. Workspaces are stored online and you can update and access them from multiple locations if you have FactSet installed on a work, home, and/or laptop computer. *For a guided tour of the FactSet platform, launch the eLearning tour on Online Assistant page 16493.*

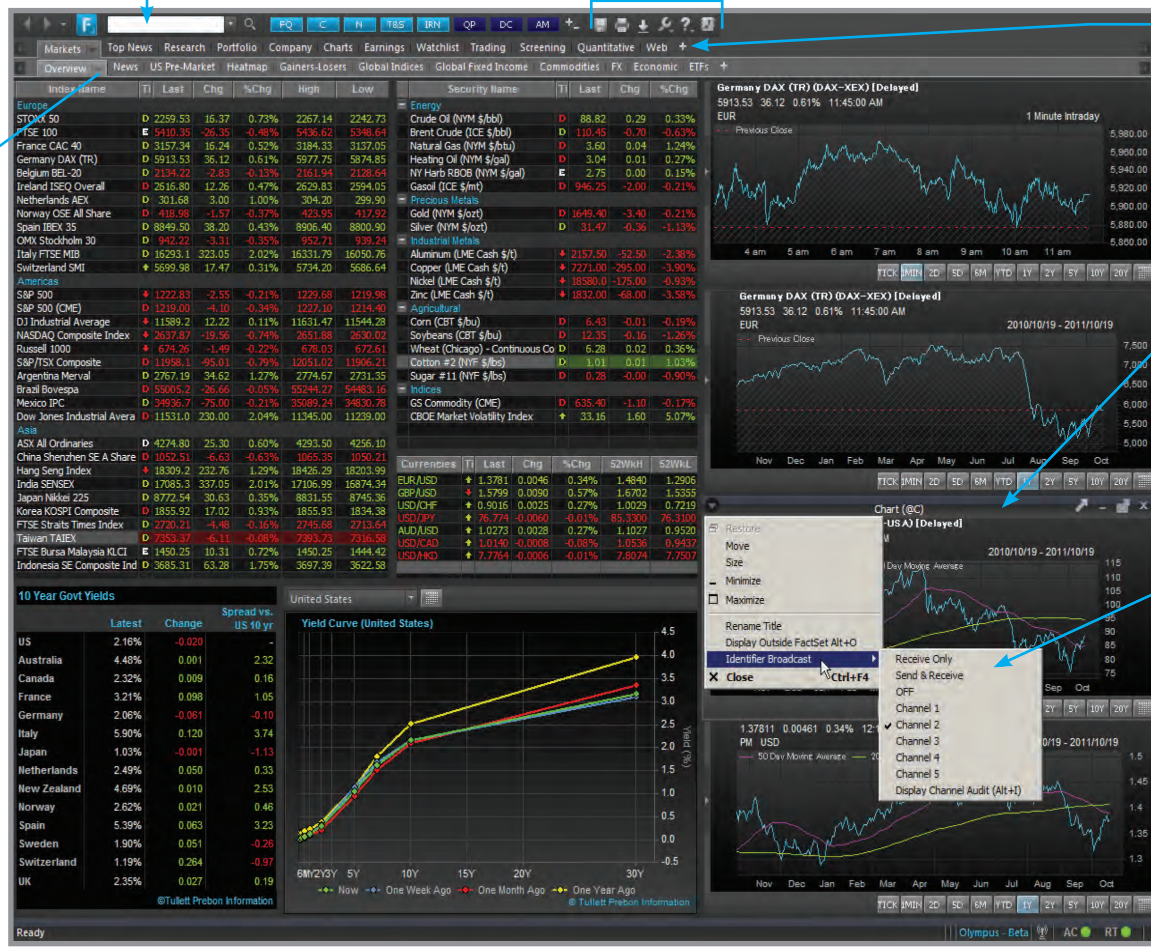
You can access additional tab options by going to the Tab drop-down menu.


Selections include:

+ **Open Tab** - To open a tab saved in your Personal, Client, Super_Client, or FactSet directory.
+ **Export Tab** - To create a copy of the current tab and share it with other individuals at your firm.
+ **Rename Tab** - To change the name of the current tab.
+ **Close Tab** - To close the current tab and remove it from your workspace.
+ **Print Tab** - To print the current tab.
+ **Revert Tab** - To revert to the last saved version of the current tab.
+ **Add Sub Tab** - To create a new level of tabs under your current tab.
+ **Display Outside FactSet** - To display the selected tab in a new window.
+ **Active Displays** - To see a list of open components in the current tab.

Enter an identifier in FactSearch to quickly search for and navigate to securities, reports, and applications within the new FactSet.

Use these toolbar buttons to save your workspace, print, download, set application preferences, access help for the new FactSet, and view your User Profile.



To open a blank tab and add new components to your workspace, click the + button next to the last tab. You can add up to three levels of tabs in each workspace.

You can lock components in a certain position or press **ALT+C** to move the component, view the title bar, and access additional options (shown here).

FactSet allows you to send and receive identifiers from and to multiple components throughout your workspace using Identifier Broadcast and channel options. *See Online Assistant page 15855 for more information on Identifier Broadcast options.*

Online Assistant Page ID

15728

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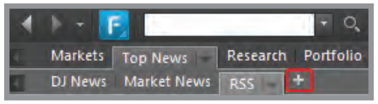
# FACTSET Customizing Your Workspace

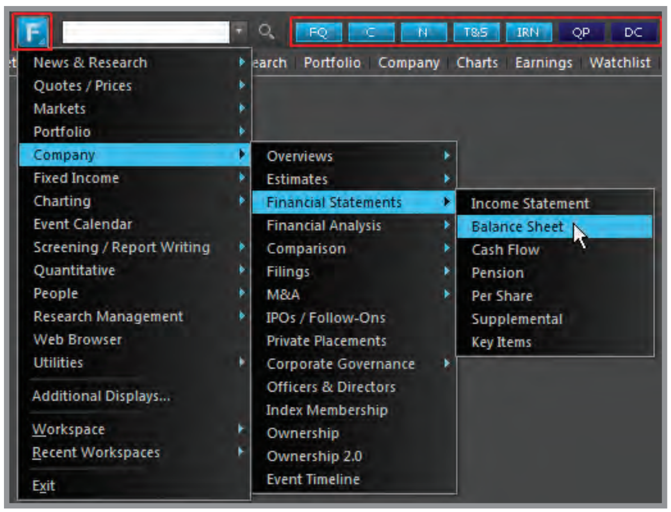
In addition to the workspace options shown on the previous page, you can customize your workspace to include additional displays, reports, and applications. You can then save your new workspace and access additional workspace options using the new FactSet.

## Inserting Components in Your Workspace

Click the **Plus** button next to the tab where you want to create a new tab and insert a new component:




Launch a component by going to the FactSet Insert menu and selecting the desired component. If you're using a predefined workspace, you can also click a shortcut icon in the toolbar to launch the corresponding component.

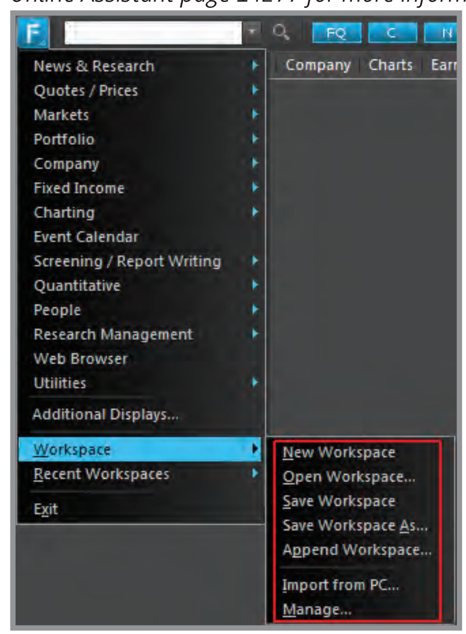



Follow the same steps to include additional components in your workspace. Once you're done customizing your workspace, learn how to save it for future use in the next section.

## Managing Your Workspace

To manage workspaces, go to the FactSet Insert menu > Workspace and select:

+ **New Workspace** - To create a new workspace.
+ **Open Workspace** - To open an existing workspace file. You can also open a workspace that you've launched recently by going to FactSet Insert menu > Recent Workspaces.
+ **Save Workspace** - To save revisions to the current workspace.
+ **Save Workspace As** - To save a collection of tabs and subtabs as a single workspace file using a new name.
+ **Append Workspace** - To append an additional workspace to your current workspace.
+ **Import from PC** - To import a previously saved workspace or worksheet that is not already included in your list of workspaces (any files with extensions .MQS and .MQW).
+ **Manage** - To manage your workspace (e.g., move, copy, delete) using File Manager. *See Online Assistant page 14277 for more information on File Manager.*




**Where can I find this on FactSet?**
FactSet Insert menu > Workspace

Online Assistant Page ID
15852, 15851



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# FACTSET Using Shortcuts and Function Keys

There are several predefined keyboard shortcuts available in the FactSet default workspaces.  You can also customize the FactSet right-click menu, toolbar, and/or hot keys by assigning shortcuts to your favorite displays, reports, and applications using Shortcut Manager.

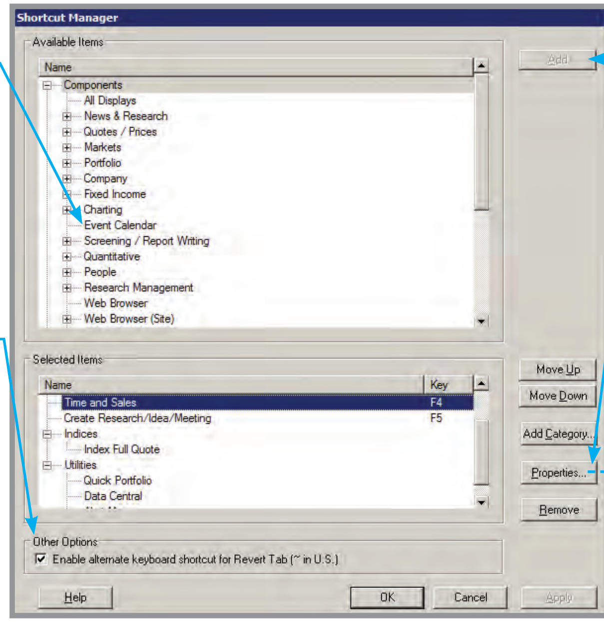
## Customizing Shortcuts and Hot Keys

To customize your shortcut toolbar and right-click options, click the **Shortcut Manager** button  in the toolbar.



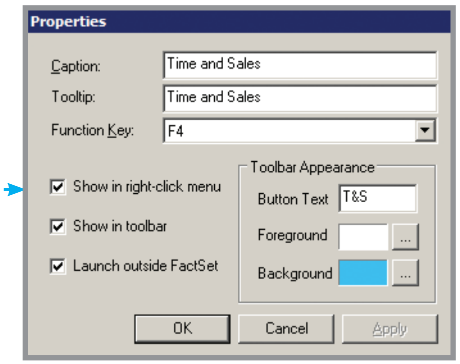
1. Select the component(s) you want to assign a shortcut to from the Available Items list.  The list follows the same order as the FactSet Insert menu so you can easily find each item.

Deselect the "Enable alternate keyboard shortcut for Revert Tab (~ in the U.S.)" check box to disable this option if it conflicts with other functionality (e.g., FactSearch shortcuts).  You can then press **CTRL+R** to revert tabs.




2. Click the **Add** button to include the highlighted component in the Selected Items list.

3. Click the **Properties** button to assign a function key and format the appearance of the shortcut in the toolbar.




**Tip:**  You can also categorize your shortcuts so they appear grouped in your right-click menu.

## Using FactSet Keyboard Shortcuts:

- To hide/show the identifier toolbar, press **ALT+A**.
- To hide/show scroll bars, press **ALT+B**.
- To hide/show a component's title bar, press **ALT+C**.
- To activate the FactSet Insert menu, press **ALT+F**.
- To find text within a component, press **CTRL+F**.
- To tile components horizontally within a tab, press **CTRL+SHIFT+ALT+H**.
- To tile components vertically within a tab, press **CTRL+SHIFT+ALT+V**.
- To activate channel audit, press **ALT+I**.
- To display a component outside FactSet, press **ALT+O**.
- To revert back to the last saved version of a tab, press **CTRL+R** or the **~** key.
- To save a workspace and document (i.e., settings), press **CTRL+S**.
- To activate FactSearch or the Master Identifier box, press **CTRL+T**.
- To select the next component in a tab, press **CTRL+TAB**.
- To select the previous component in a tab, press **CTRL+SHIFT+TAB**.
- To navigate to the lowest tab layer, press **ALT+[1-9]**.
- To toggle up/down through the tab layers, press **CTRL+Up Arrow** or **Down Arrow**.
- To move the cursor left in a tab layer, press **CTRL+Left Arrow** or **Page Up**.
- To move the cursor right in a tab layer, press **CTRL+Right Arrow** or **Page Down**.
- To close the active component, press **CTRL+F4**.

**Where can I find this on FactSet?**
Shortcut Manager button

Online Assistant Page ID
15797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# FACTSET Searching with FactSearch

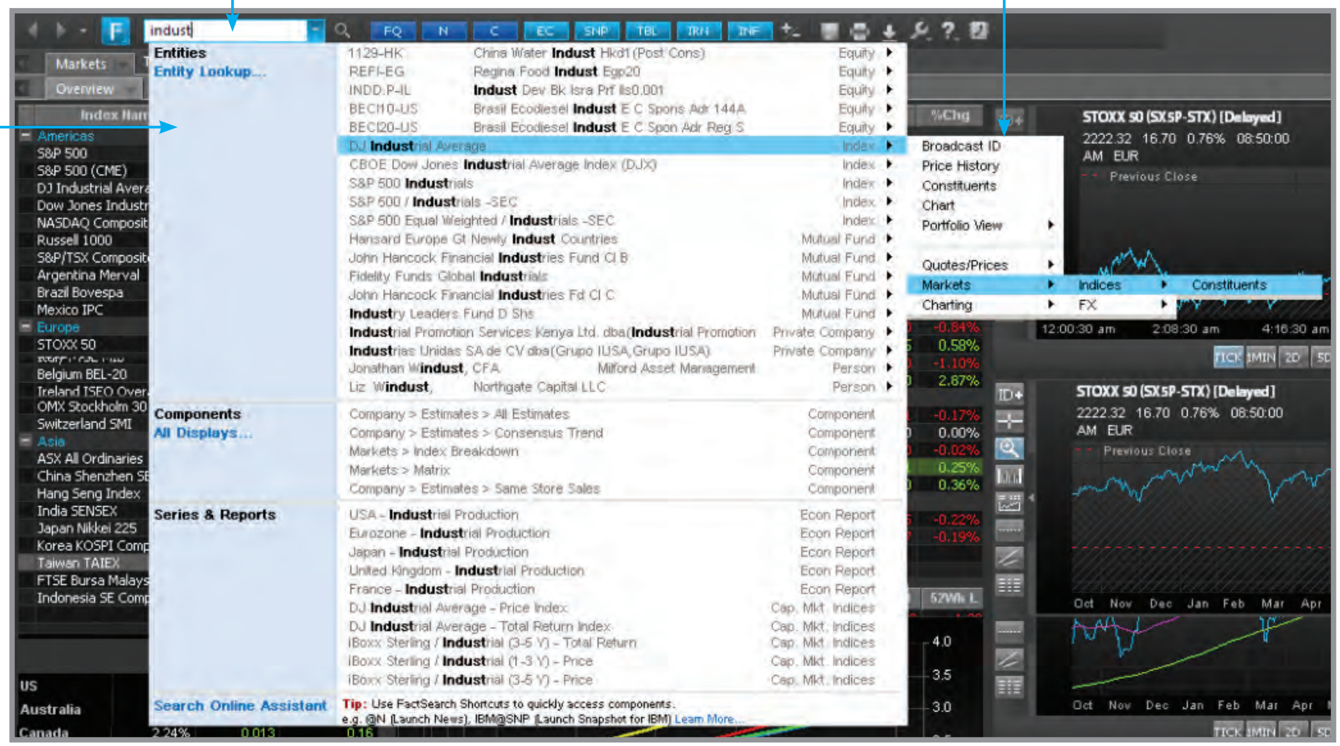
FactSearch allows you to quickly search for and navigate to securities, indices, people, and FactSet components/reports. *For a guided tour on using FactSearch, launch the eLearning demo on Online Assistant page 16253*.

Enter keywords into the FactSearch box. As you type, the FactSearch drop-down menu will populate with results related to the search keywords.

Expand the context-sensitive side menus to open a component with the selected entity's information. Select "Broadcast ID" to send the entity to multiple components.

The drop-down menu is separated into the following sections:

- **Entities** - Includes security types such as equities, indices, people, mutual funds, and private companies
- **Components** - Includes all the components found in the FactSet Insert menu
- **Series & Reports** - Includes economic charts and series that are available in Economic Analysis Charting
- **Search Online Assistant** - Opens an Online Assistant search page with a list of help pages that include your keyword




## FactSearch Keyboard Shortcuts

You can quickly "jump" to a component, filing, or Online Assistant page by entering shortcuts into the FactSearch box. *See Online Assistant page 16706 for more information about FactSearch shortcuts.*

- **Component shortcut -** *identifier@shortcode* (Examples: C@N - News for Citigroup; @PA - Blank Portfolio Analysis)
- **Filings shortcut -** *identifier@filing* (Example: KO@10K - Latest 10-K for Coca-Cola)
- **Online Assistant shortcut -** *pageID@OA* (Example: 16706@OA - "Using FactSearch Shortcuts" page in Online Assistant)

**Tip**: Enter "@" and the component name in the FactSearch box to access the component shortcode. The shortcode is also found on the component's title bar.

Online Assistant Page ID

16233



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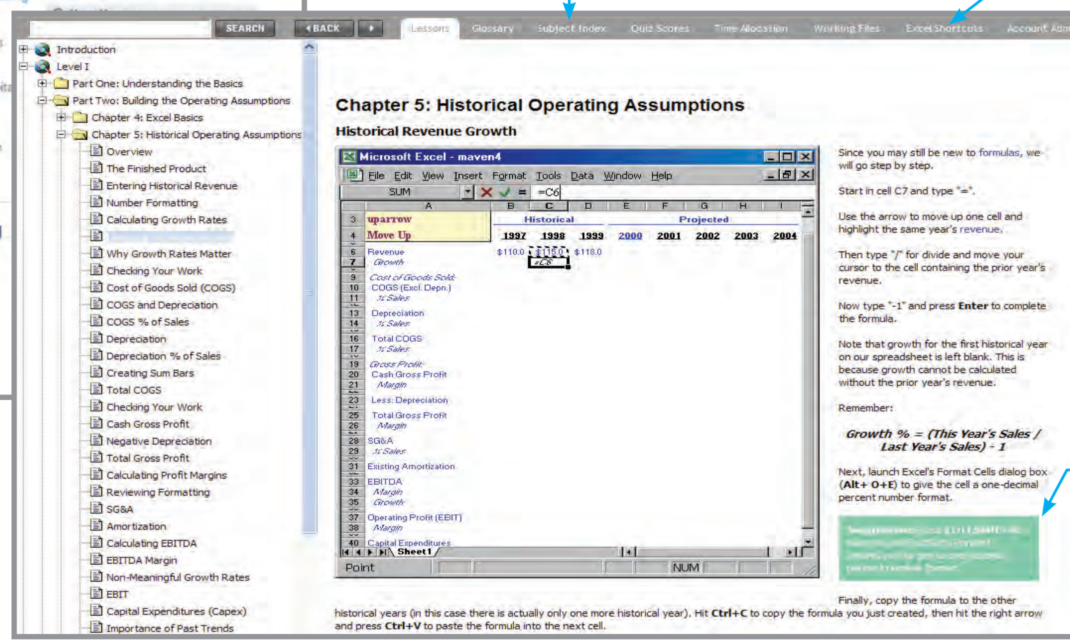
# FACTSET Learning Tools in FactSet

The Learning tab provides a central location to access FactSet's interactive eLearning demonstrations and tools, including the Financial Analysis Knowledge Base. The Knowledge Base is a self-paced online training program and learning resource that concentrates on improving financial analysis and modeling in Excel. The Learning component also features several eLearning demos that allow you to explore FactSet at your own pace.


Click the **?** button and select "eLearning" to launch context-sensitive demos for various displays, applications, and reports throughout your workspace (requires FactSet 2010.1 and higher).

Starting with the basics of Excel, accounting, and finance, and continuing on to advanced model-building, the Financial Analysis Knowledge Base is an ideal continuing education program for corporate finance analysis.




Navigate through the tabs to view lessons, a glossary, a subject index, and more. Self-paced online courses include interactive screenshots and video clips.

Access eLearning demos covering various FactSet products and tools.

View tips and tricks on using FactSet's Productivity Suite to streamline your daily workflow.

Subscribe to Notify's "FactSet Learning Tools" category to stay informed on the latest updates for eLearning, Training and Online Assistant.

## Where can I find this on FactSet?

FactSet Insert menu > Additional Displays > Learning (@LRN)

Online Assistant Page ID

15722



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# FACTSET Monitoring Market Data

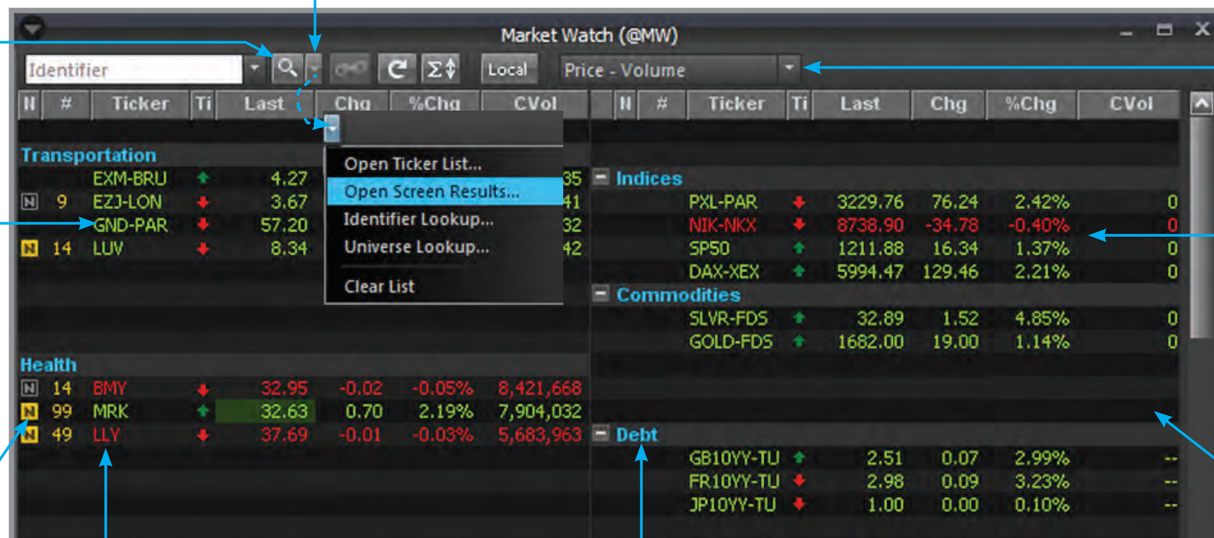
Monitor market data for securities, such as companies, indices, treasuries, currencies, futures, and commodities in the Market Watch display. You can manually enter identifiers, open an existing ticker list, or view Universal Screening results. For more information on managing identifiers in Market Watch, see Online Assistant page 15884.

Click the drop-down arrow adjacent to the Lookup button and select "Open Screen Results" to access securities that pass a screen saved in Universal Screening.

Click the **Lookup** button to select an identifier or type an identifier directly into the desired location.

Right-click an identifier and select a report or market data display from the customized list to open and dynamically apply the identifier.

Double-click the **N** icon to view news for the identifier in the News display.




Save your column layout and access it from the Layout drop-down menu.

Right-click and select "Options" to customize your columns using data from your FactSet subscription or your proprietary data.

Press the **INSERT** key to insert a row. Press the **DELETE** key to remove an identifier, group, or row.

Double-click an identifier to apply the identifier to all the company-specific displays in the tab.

Select a row and enter *G:group_name* to create group headings for your securities. You can also right-click and select "Add New Group."

## Market Watch Hot Keys:

- To move around a Market Watch, press the **Left** and **Right arrow keys**.
- To copy an identifier(s), press **CTRL+C**.
- To cut an identifier(s), press **CTRL+X**.
- To paste an identifier(s), press **CTRL+V**.
- To select multiple identifiers, press **CTRL** or **SHIFT**.

**Tip**: To create and manage real-time alerts that will notify you if certain criteria are met for a single or multiple identifiers, use the Alert Manager utility (FactSearch shortcut: @AM). *For more information about Alert Manager, see Online Assistant page 15873.*

## Where can I find this on FactSet?

FactSet Insert menu > Quotes/Prices > Market Watch (@MW)

Online Assistant Page ID

15883



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# FACTSET Viewing a Full Quote

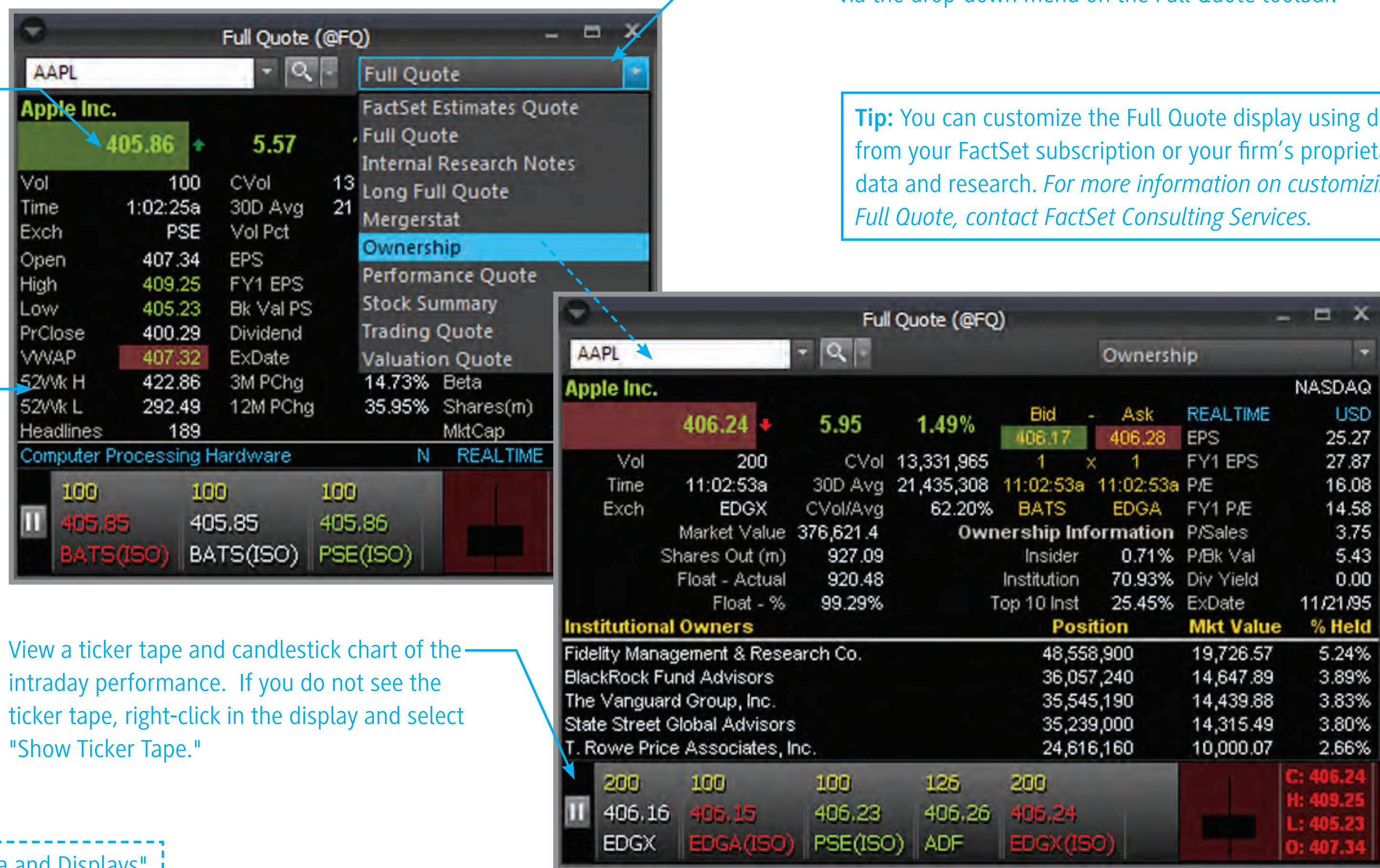
View a summary of a security's trades, including bids and asks, along with fundamental data, such as EPS, P/E, and Price to Book Value in the customizable Full Quote display. You can also view a ticker tape of the latest trade details and a candlestick chart of the intraday performance.

Access key reports, such as Performance Quote or Ownership, via the drop-down menu on the Full Quote toolbar.

Click the linked values to launch components related to the value. For example, click the price value to launch the Chart display or click the FY1 EPS value to launch the Estimate Tables report.

**Tip:** You can customize the Full Quote display using data from your FactSet subscription or your firm's proprietary data and research. *For more information on customizing a Full Quote, contact FactSet Consulting Services.*

By default, data is displayed in local currency. Right-click and select "Currency" to change the display currency.




View a ticker tape and candlestick chart of the intraday performance. If you do not see the ticker tape, right-click in the display and select "Show Ticker Tape."

Subscribe to Notify's "Real-Time Data and Displays" category to stay informed on the latest updates to Full Quote and other real-time displays.

## Where can I find this on FactSet?

FactSet Insert menu > Quotes/Prices > Full Quote (@FQ)

Online Assistant Page ID

15894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# FACTSET Accessing Pricing Data

The Price History report displays historical data for a single or multiple securities. View pricing and analytics for multiple security types (e.g., equities, bonds, indices, options, mutual funds, warrants, futures, FX-rates, and more). This version of the Price History report requires FactSet 2011.5 or higher.

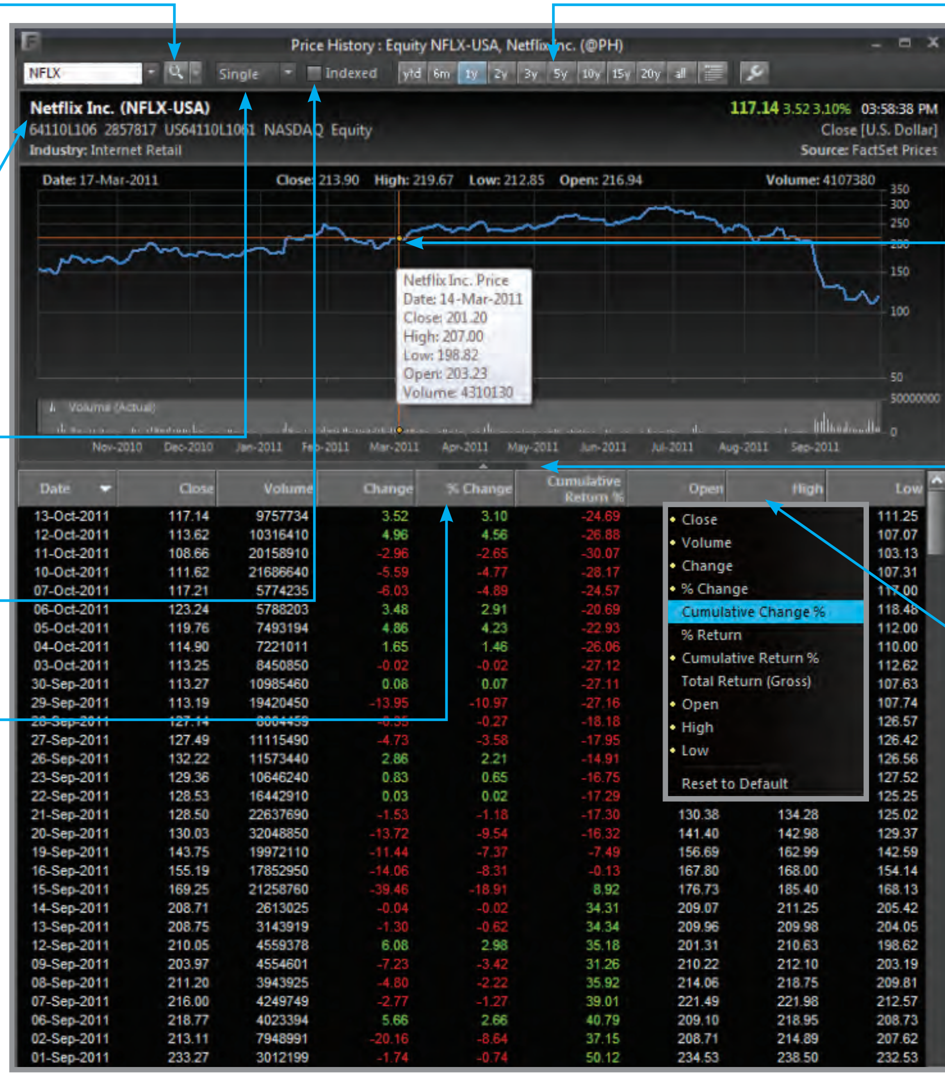
Enter an identifier or click the **Identifier Lookup** button to search for a security. *See Online Assistant page 14587 for more information about Identifier Lookup.*

View relevant header information that is sensitive to the security type entered into the report.

Select from a single or multiple security report option using the drop-down menu.

View indexed data and a chart by selecting the Indexed option.

Double-click a column header to sort the data in ascending order or double-click again to sort in descending order.




Select a predefined date range or click the **Custom Date Range** button to specify a date range.

Use the crosshairs by moving your cursor over an area in the chart to view the data charted on that specific day.

Click the gray arrow between the sections to collapse or expand the chart area. Right-click on the gray arrow to change the report layout from horizontal to vertical.

Right-click a column header to select the columns you want to view. Available columns vary for each security type.

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to security analysis reports on FactSet.

**Tip:** Zoom in on a section of the chart by left-clicking on your mouse and highlighting a section of the chart.

## Where can I find this on FactSet?

FactSet Insert menu > Quotes/Prices > Price Reports > Price History (@PH)

Online Assistant Page ID

15274



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# FACTSET Viewing Real-Time News

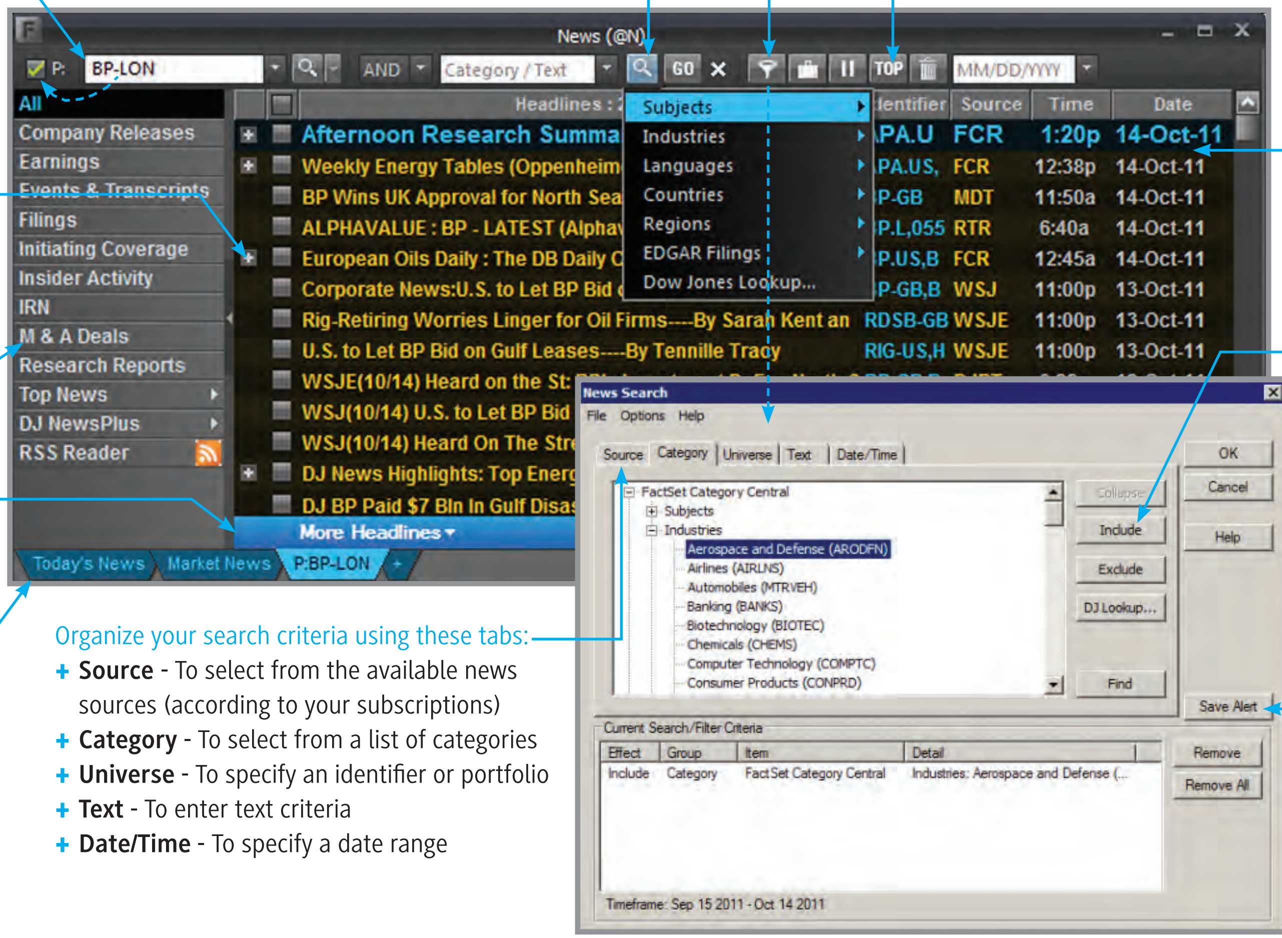
In the News display, you can view real-time scrolling financial news headlines for the current day, a specific company, and a portfolio or watch list via a customized filter. *For a guided tour showing you how to text search and filter news, launch the eLearning series on Online Assistant page 16211.*

Enter an identifier to view all news for a single company. Select the "Primary Identifier(s)" option to include only stories about the company in the search.

Search for news by entering a keyword or category code, or by clicking the Category Lookup button to use predefined news searches by subject, industry, language, country, and region.

Click **New Search** to create a news search with your choice of data sources, categories or subjects, universe of securities, and date range.

Click **Top** to quickly see the top news from Dow Jones News.




Double-click a headline to view the full news document. Duplicate headlines are clustered together by default.

Select a predefined filter to narrow down stories.

Click **More Headlines** to view more history for your current news search.

You can break out tabs by portfolio, security, or by the results of a custom news search. Right-click on the tab to move, rename, or delete it.

Right-click and select "Options" to manage display and search options, as well as display columns.

Click **Include** or **Exclude** to add or remove items from your news search. Each included/ excluded selection will appear in the Current Search/Filter Criteria list.

Organize your search criteria using these tabs:

- **Source** - To select from the available news sources (according to your subscriptions)
- **Category** - To select from a list of categories
- **Universe** - To specify an identifier or portfolio
- **Text** - To enter text criteria
- **Date/Time** - To specify a date range

Click the **Save Alert** button to save your search, create an alert, and choose a notification type.

## Where can I find this on FactSet?

FactSet Insert menu > News & Research > News (@N)

Online Assistant Page ID

15863



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# FACTSET Accessing RSS Reader

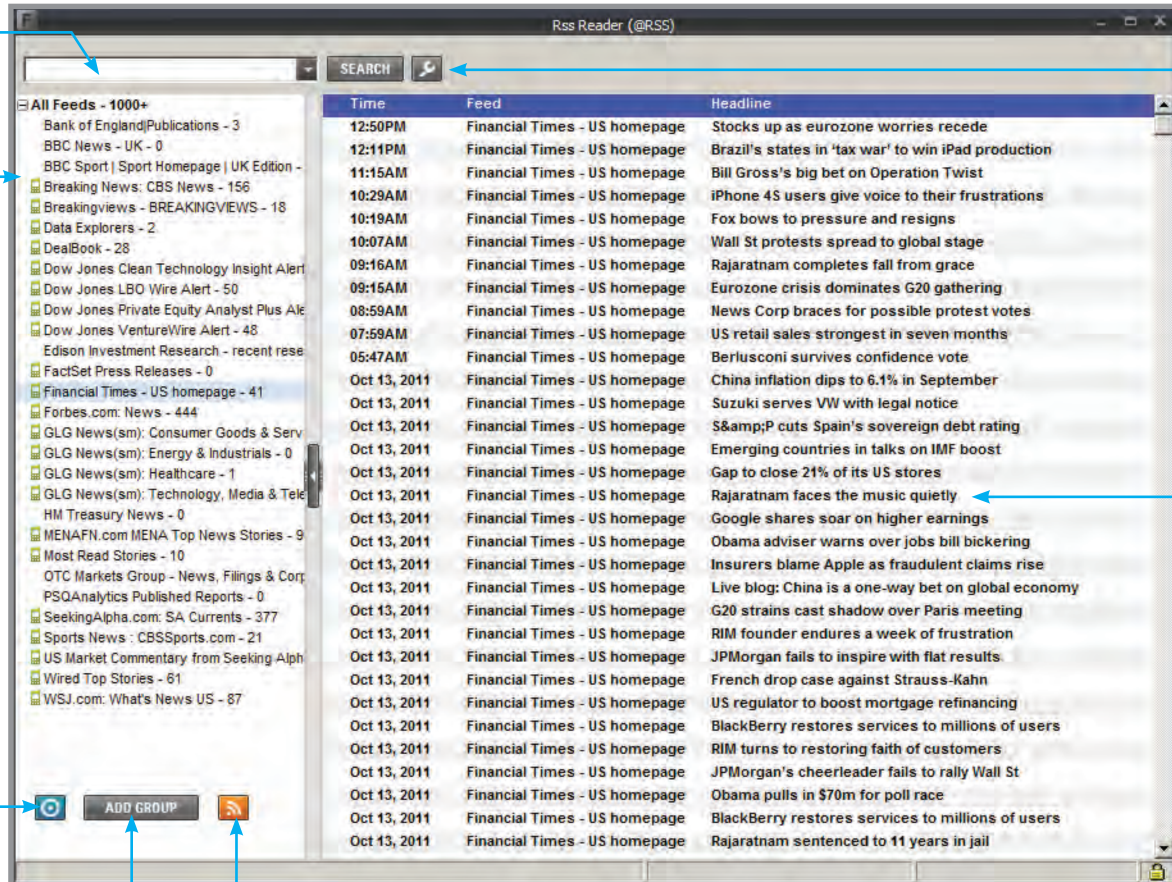
Use RSS Reader to gather and view headlines from multiple websites in a single application. RSS Reader includes default feeds from the Financial Times, Forbes, and Dow Jones. In addition, you can add RSS feeds from your favorite sites. *To learn more about using RSS Reader in FactSet, launch the eLearning demo on Online Assistant page 15876.*

Enter a keyword in the Search textbox and click the **Search** button.

Select a feed and right-click on the name to select one of the following options:

+ **Delete** - To delete the feed
+ **Show URL** - To view and copy the feed URL
+ **Enable Wireless Access** - To view content from the feed in FactSet's mobile applications
+ **Mark all stories in this feed/ folder as read** - To mark all stories as read; this resets the count to 0
+ **Export** - To export the feed to an OPML file for import into another RSS reader

Click the **Import** button to import feeds from other RSS readers.




Click the **Settings** button to specify how headlines should appear and how much history to display.

Double-click a headline to view the story.

Click the **Add Group** button to organize your feeds into groups.

Click the **Add Feed** button to add a feed from your favorite website.

## Where can I find this on FactSet?

FactSet Insert menu > News & Research > RSS Reader (@RSS)

Online Assistant Page ID 15876



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# FACTSET Accessing Research Reports

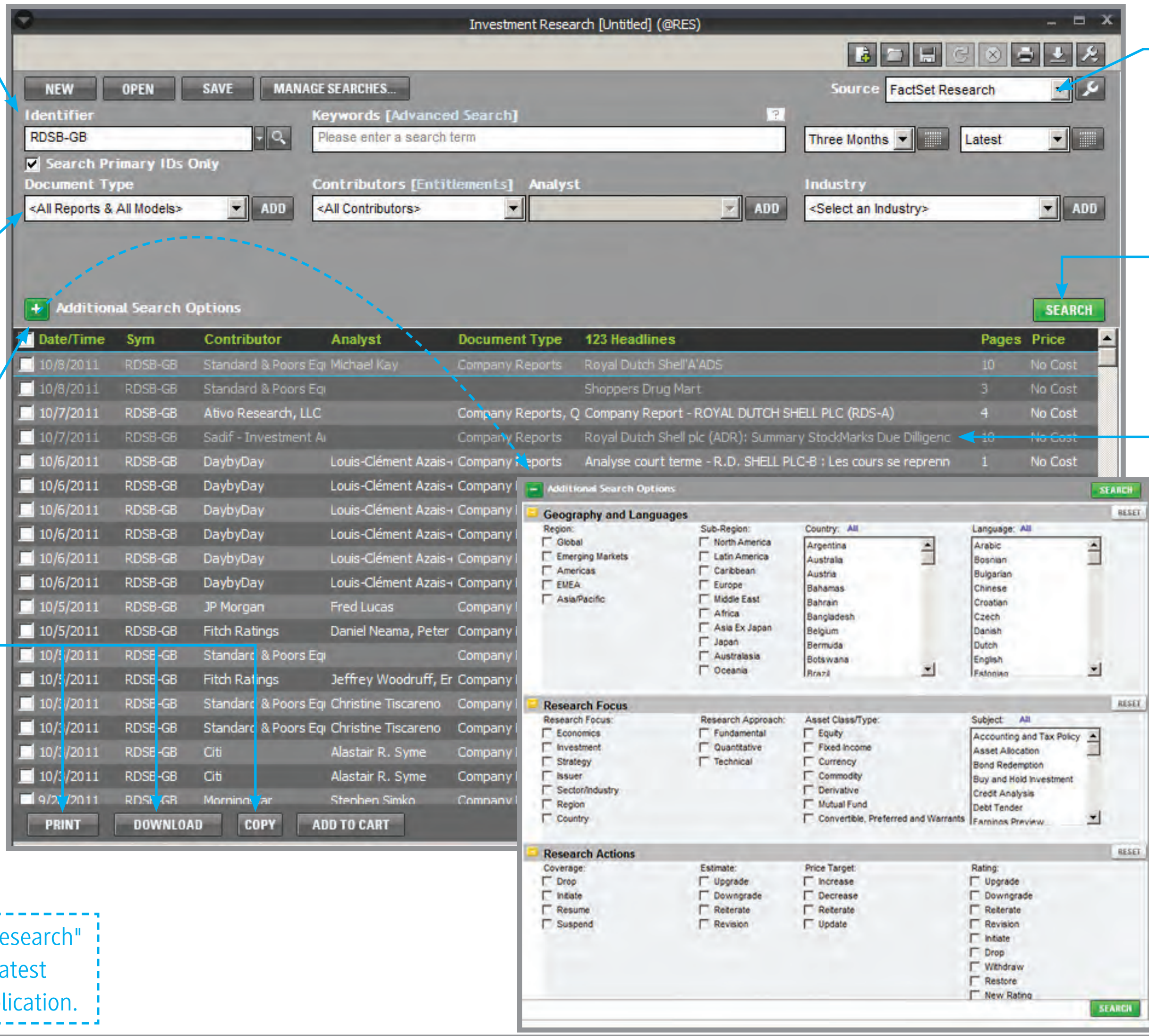
Use the Investment Research display to access research reports from FactSet Research Connect, Reuters Research, and First Call Research Direct. This display allows you to search and view research reports all within one window. *For a guided tour on exploring Investment Research, see the eLearning series on Online Assistant page 16273.*

Search for research reports by identifier, keyword, dates, broker/analyst, subject, industry, and/or common report type.

Choose to return reports, analyst models, or both in searches.

Click the **Additional Search Options** button to select additional search criteria, such as geography, report focus, and report actions.

Select a report and click the **Download** button to download the report locally to your PC. You can also click **Print** to print the report, or **Copy** to copy document information to paste in another application.




Use the Source drop-down menu to change the source. You can access reports from one source at a time.

Once you've specified all of your search parameters, click the **Search** button to view your results.

Double-click a headline to view the report.

Subscribe to Notify's "News and Research" category to stay informed on the latest updates to FactSet's Research application.

## Where can I find this on FactSet?

FactSet Insert menu > News & Research > Investment Research (@RES)

Online Assistant Page ID

16041

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# FACTSET Creating Research, Ideas, and Meetings

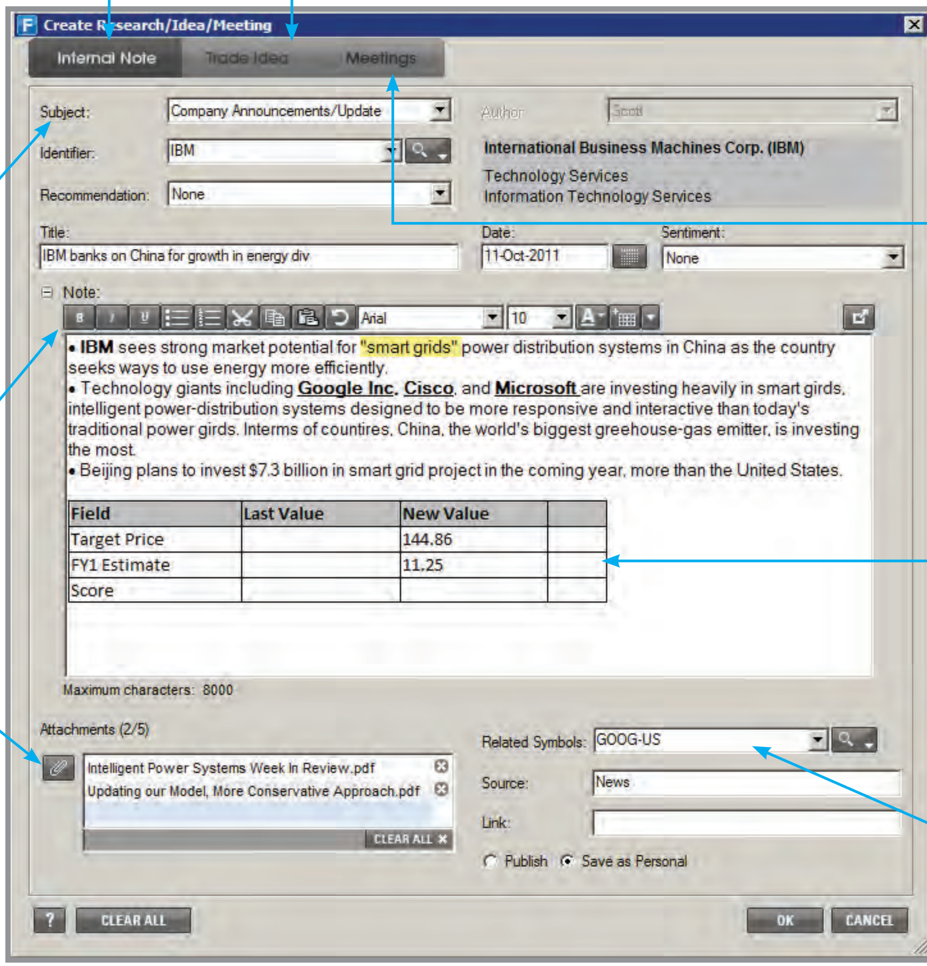
Use the Create Research/Idea/Meeting dialog box to create internal research notes, trade ideas, and meetings in a single location, streamlining the process of creating and communicating ideas. To access the full suite of Research Management tools, go to FactSet Insert menu > Research Management.

Choose the Internal Note tab (as shown) to create notes on a company, industry, sector, or market and share them with other FactSet users at your firm.

Classify your Internal Research Note with a subject, sentiment, and/or recommendation.

Use formatting tools to style your notes, or copy and paste to add graphs and images.

Click the **Attach** button to attach supporting documents and models.




Choose the Trade Idea tab to create an idea and initiate performance tracking of the idea. The Trade Ideas tool helps to evaluate who is contributing the best performing idea recommendations.

Choose the Meetings tab to create new meetings. The Meetings tool lets you keep a record of who attended meetings and the broker who set up the company meetings, as well as perform a subjective internal assessment of meetings.

Add custom fields to your Internal Research Note using manually-entered data, FactSet formulas, or predefined lists. *For more information on adding custom fields, see Online Assistant page 14358.*

Add related symbols to your note by entering the identifier or searching for it using Identifier Lookup.

Subscribe to Notify's "Research Management" category to stay informed on the latest updates to Creating Research, Ideas, and Meetings.

## Where can I find this on FactSet?

FactSet Insert menu > Research Management > Create Research/Idea/Meeting (@CRI)

Online Assistant Page ID

14758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# FACTSET Using Research Management Data

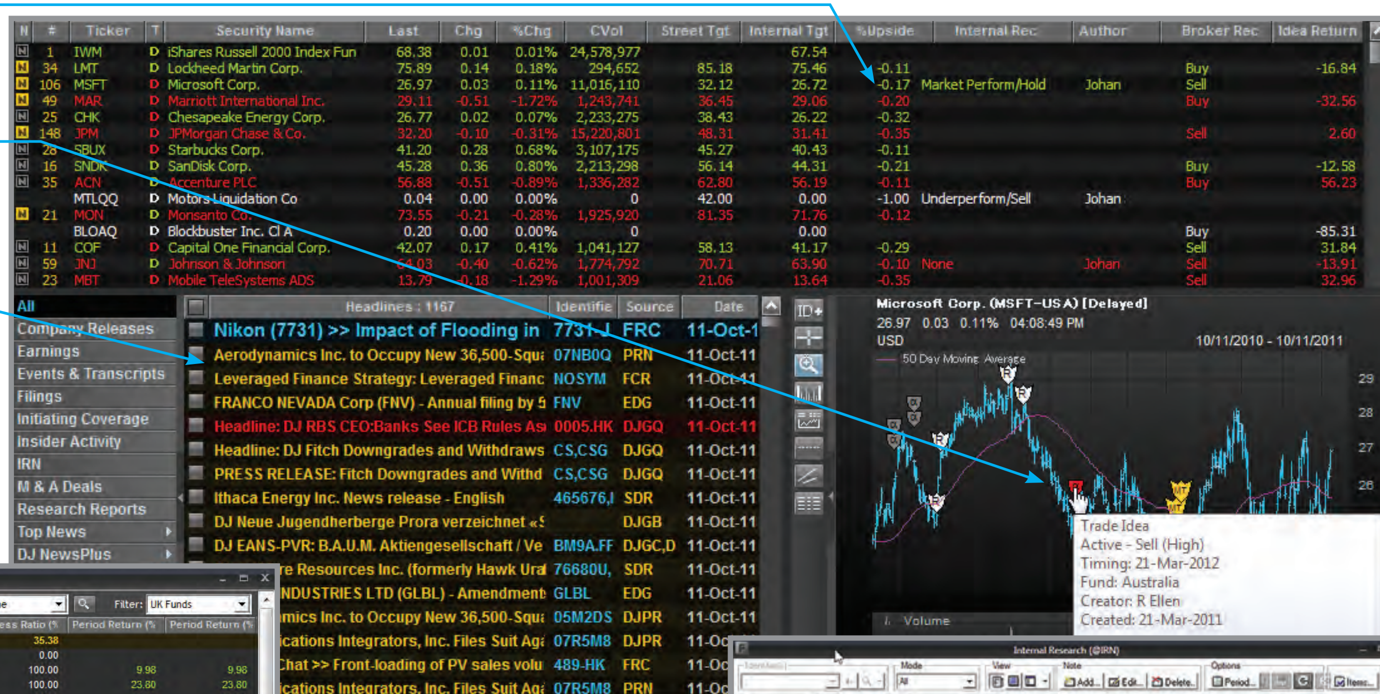
In addition to components like Internal Research and Performance Monitor, you can integrate the information you add to your Research Notes, Trade Ideas, and Meetings throughout FactSet to suit your workflow. To access the full suite of Research Management tools, go to FactSet Insert menu > Research Management.

Compare proprietary data with market data in Market Watch. Perform column math and see the latest information directly as it is inputted.

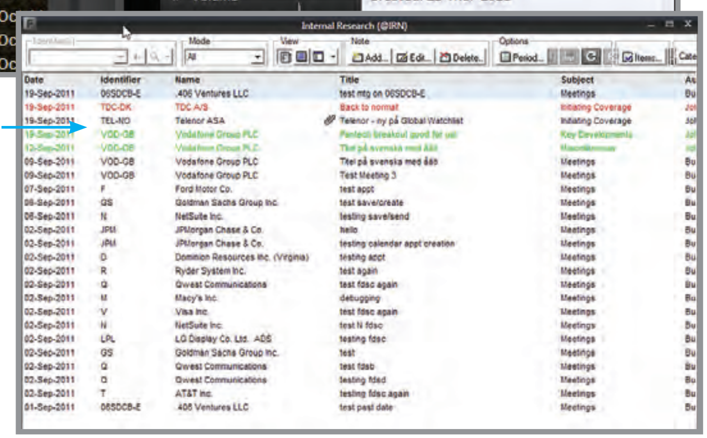
Add annotations for your research management data in Charts. Hover over the annotation for a basic overview, then click it for more detail.

Add alerts relevant to your research through the News component.

Use Performance Monitor to identify your top-performing brokers and internal analysts. View top-level aggregate performance calculations, including number of ideas, success ratios, and average returns.








Use the Internal Research display to see everything that has been posted on a certain security, including related symbols, sub-securities, sectors, and more.

Click on a name in the Group view, and the Idea List view will display only the idea data for that group.

Subscribe to Notify's "Research Management" category for updates on all of FactSet's Research Management products.

## Where can I find this on FactSet?

FactSet Insert menu > Research Management

Online Assistant Page ID
16251



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# FACTSET Accessing the Buy-Side Public Company Snapshot

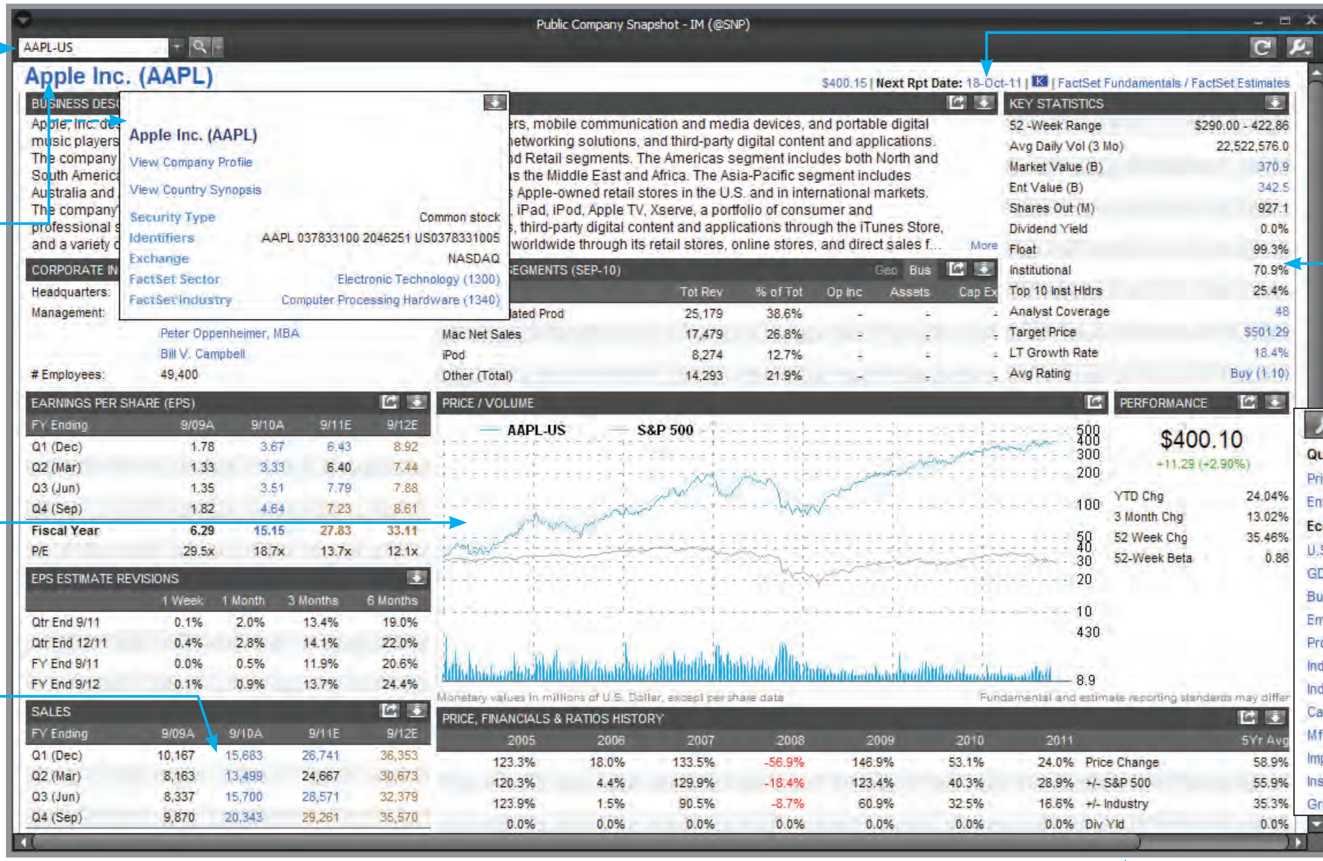
The Public Company Snapshot - IM report provides a summary of a company's business and financial data for buy-side professionals. This report includes an in-depth view of a company's price, performance, growth, valuation, estimates, and more. *For a guided tour of the Company tab, which features the Company Snapshot report, launch the eLearning demo on Online Assistant page 15948.*

Enter a company name or identifier. You can also click the **Lookup** button to search for identifiers.

Hover over the company name to launch the Company Profile and Country Synopsis reports. *See Online Assistant page 16638 for more information on the Company Profile report.*

Right-click the Price/Volume chart to change formatting, add custom annotations, and more.

Hover over linked values to access a drop-down menu that launches related reports (e.g., launch a Press Release and Surprise History report from an actual Sales value).





View the company's next report date and hover over the date to access detailed estimates data from FactSet Estimates.

View key statistics, such as enterprise value and analyst coverage, for your selected company.

Scroll right to view Quick Links and Economic Links for more information on the company and to launch economic reports related to the company's country.

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to the Public Company Snapshot - IM report.

## Where can I find this on FactSet?

FactSet Insert menu > Company > Overviews > Public Company Snapshot - IM (@SNP)

Online Assistant Page ID

15131



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# FACTSET Accessing the Sell-Side Public Company Snapshot

The Public Company Snapshot - IB report provides a summary of a company's business and financial data for sell-side professionals. This report includes valuation items, ratios, and relevant data, such as takeover defense, business segment sales, M&A deals, key comps, insiders/stakeholders, and more. The Snapshot report serves as a launching point to other data sets and reports.

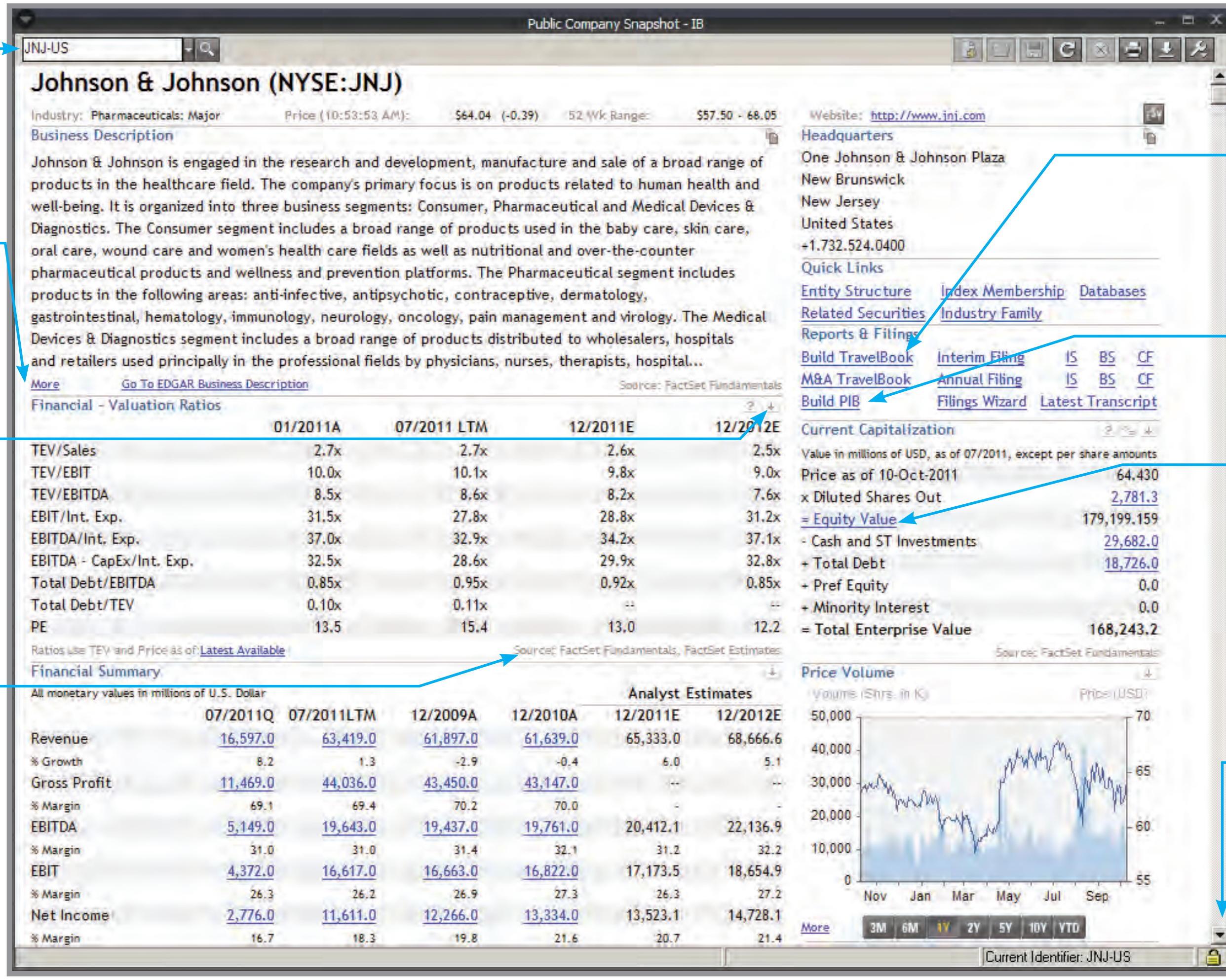
Enter a company name or identifier, or click the **Lookup** button to search for identifiers.

Click the "More" links to view detailed informaton for a specific section.

Click the **Download** button to download any section of the report into Microsoft Excel or Word.

View the data source used in the lower-right corner of each report section.

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to the Public Company Snapshot - IB report.




Click the "Build TravelBook" link to create a presentation-ready company overview.

Click the "Build PIB" link to customize a Public Information Book.

Click the link to toggle between Market Value and Equity Value. *See Online Assistant pages 14561 and 14405 for breakdowns of the Market Value and Equity Value calculations.*

Scroll down to view additional information, including the company's relative defense protection, by looking at the Bullet Proof Rating. (The Bullet Proof Rating is a scale from 1-10, where 10 is the highest level of takeover defense.)

## Where can I find this on FactSet?

FactSet Insert menu > Company > Overviews > Public Company Snapshot - IB

Online Assistant Page ID

14176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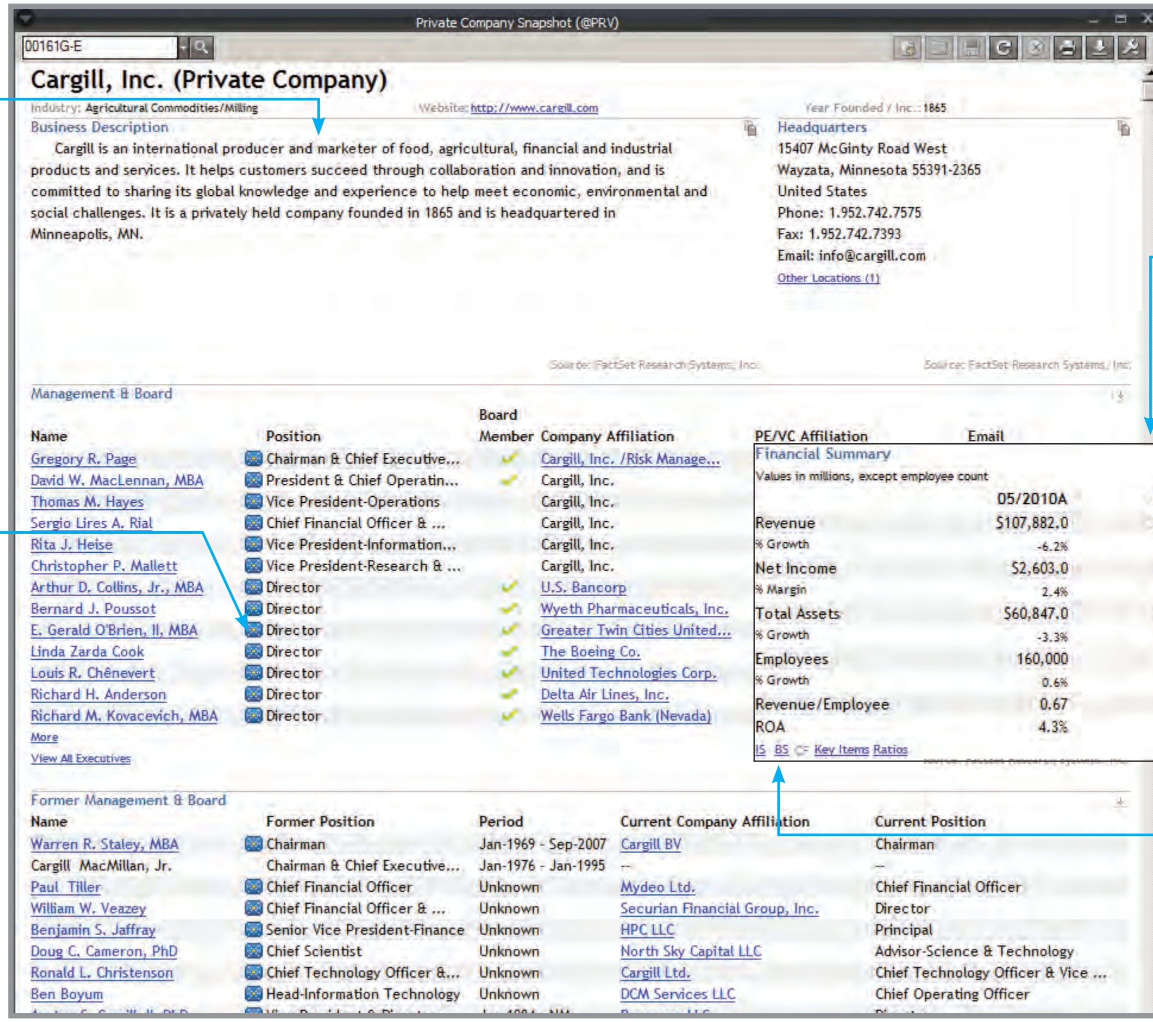
# FACTSET Accessing Private Company Data

Use the Private Company Snapshot report to research private companies with summary information from the major data sources available on FactSet. The Private Company Snapshot report includes a financial summary, valuation ratios, entity structure, management and board details, key competitors, and more.

View a detailed description of the company and its purpose, including the company's products, headquarter information, and founding year. You can also click on a link to be directed to the company's website.




Financial Summary

Values in millions, except employee count

| | 05/2010A | 05/2009A | 05/2008A | 05/2007A |
|---|---|---|---|---|
| Revenue | $107,882.0 | $115,059.0 | $119,011.0 | $88,266.0 |
| % Growth | -6.2% | -3.3% | 34.8% | 17.4% |
| Net Income | $2,603.0 | $3,334.0 | $3,951.0 | $2,343.0 |
| % Margin | 2.4% | 2.9% | 3.3% | 2.7% |
| Total Assets | $60,847.0 | $62,905.0 | $74,312.0 | $58,469.0 |
| % Growth | -3.3% | -15.4% | 27.1% | 23.5% |
| Employees | 160,000 | 159,000 | 160,000 | 158,000 |
| % Growth | 0.6% | -0.6% | 1.3% | 6.0% |
| Revenue/Employee | 0.67 | 0.72 | 0.74 | 0.56 |
| ROA | 4.3% | 5.3% | 5.3% | 4.0% |

IS BS CF Key Items Ratios

Source: FactSet Research Systems, Inc.

**Tip:** To continue your private company analysis on FactSet, launch the Financial reports or Idea Screening 2.0.

Scroll down to view the Financial Summary section to help you better understand the financial situation of a company.

Click the **Relationships** icon to launch the Relationships report, which displays the business, charitable, educational, and other non-corporate relationships of the targeted investment professional. *See Online Assistant page 13501 for more details about the Relationships report.*

Click the "IS" (Income Statement), "BS" (Balance Sheet), "CF" (Cash Flow), "Key Items", or "Ratios" links to launch the respective reports. From there, you can create charts in each report for different line items.

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to private company data on FactSet.

## Where can I find this on FactSet?

FactSet Insert menu > Company > Overviews > Private Company Snapshot (@PRV)

Online Assistant Page ID

14087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# FACTSET Accessing the Private Equity/Venture Capital Report

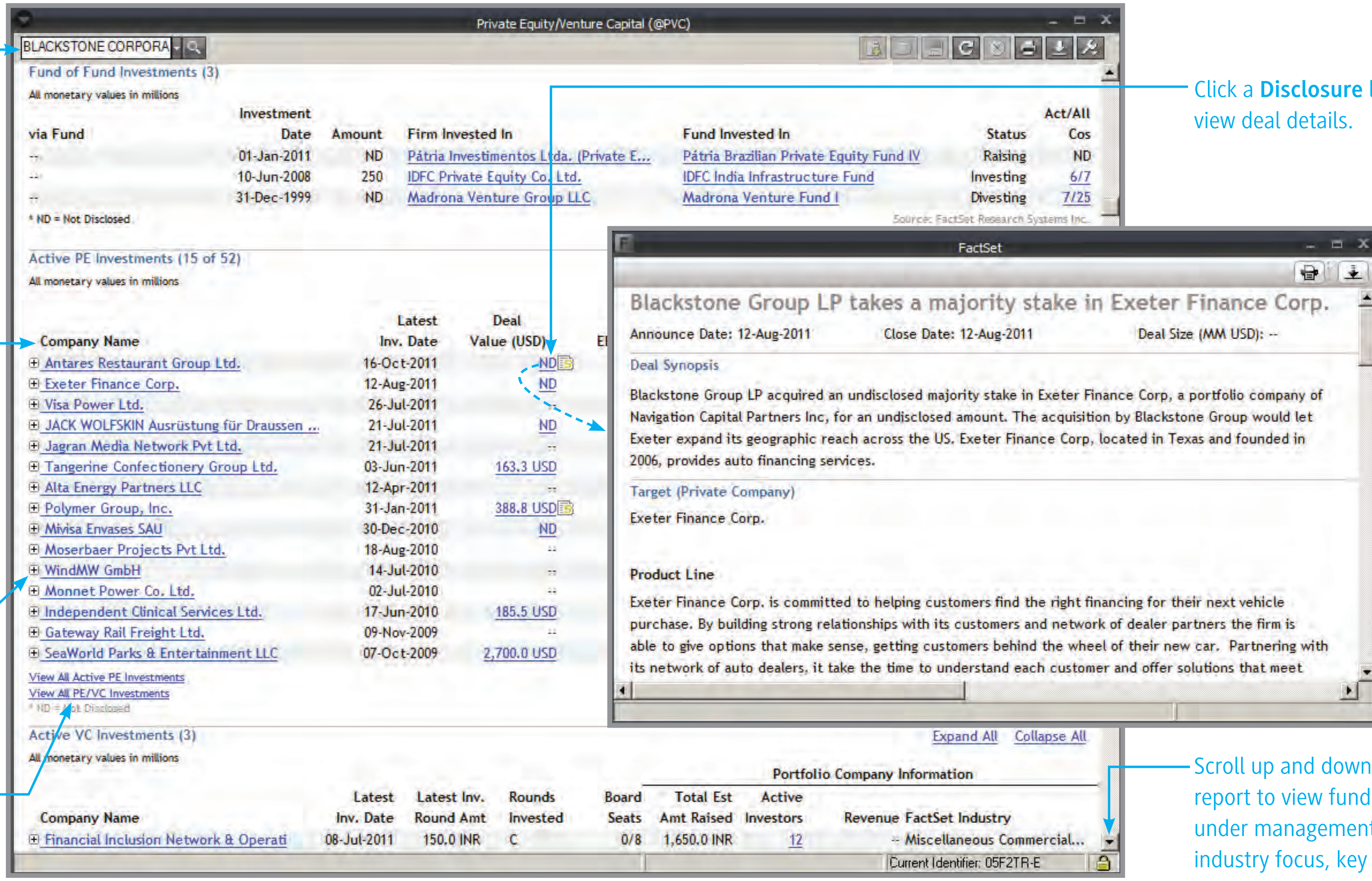
Use the Private Equity/Venture Capital report to research descriptive investment information for private equity and venture capital firms, such as funds under management, active portfolio companies, and more.

Enter a firm name or identifier, or click the **Lookup** button to search for firms.

View the different report sections to see the firm's active portfolio investments, active private equity or venture capital investments, latest M&A deals, and more.

Expand a section to view company summaries, known investors, and other detailed information.

View all private equity/venture capital investments.




Click a **Disclosure** link to view deal details.

Scroll up and down the report to view funds under management, industry focus, key people, and more.

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to Private Equity/Venture Capital.

## Where can I find this on FactSet?

FactSet Insert menu > Company > Overviews > Private Equity/Venture Capital (@PVC)

Online Assistant Page ID

16043

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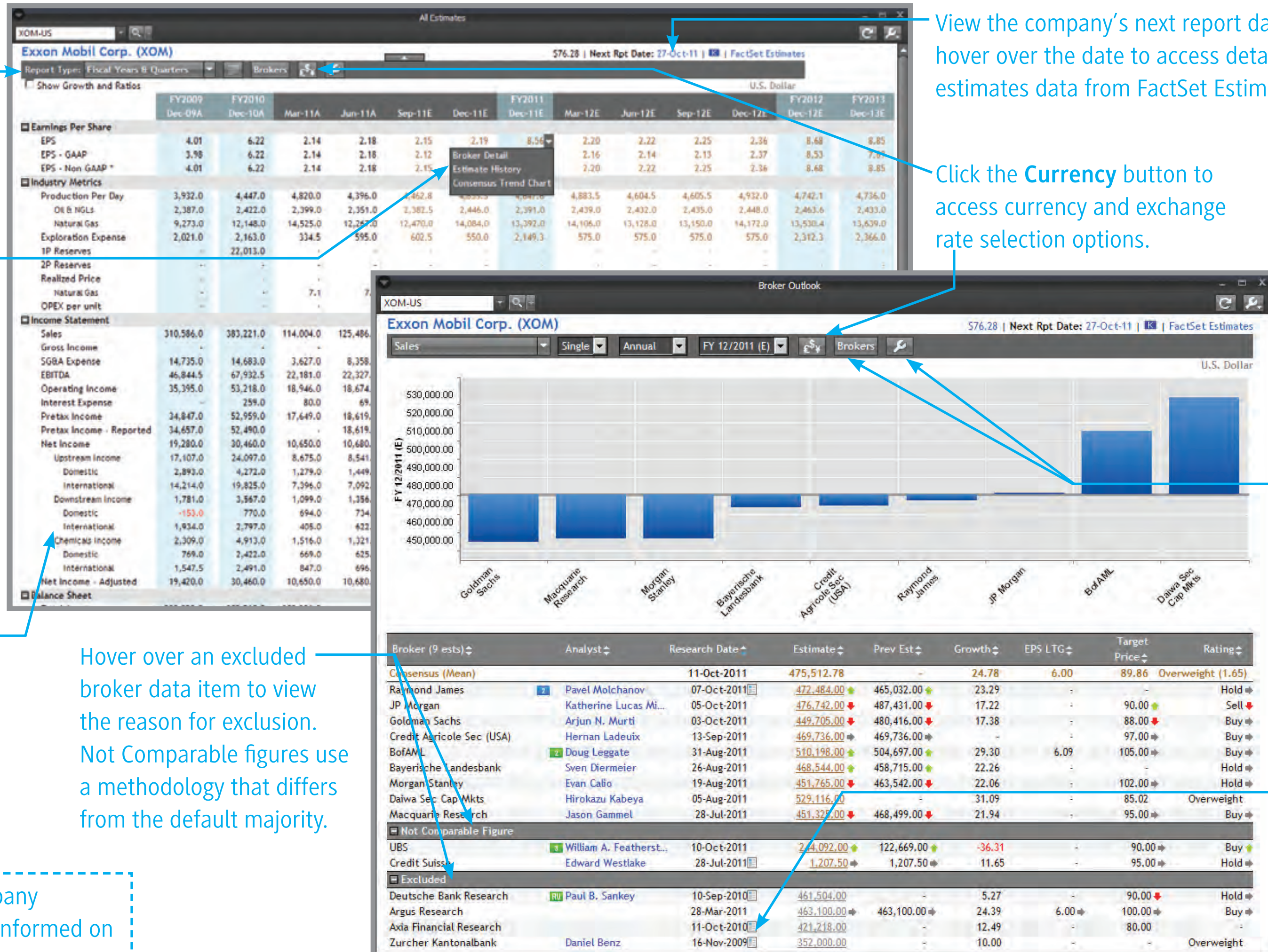
# FACTSET Accessing All Estimates & Broker Outlook

The All Estimates report displays all consensus estimates, actuals, and guidance figures available on a variety of report periods for a given company. The Broker Outlook report provides an overview of broker research and information through an interactive chart with broker estimates; consensus and pricing history; and data containing broker information, estimates, guidance, and more. *For a guided tour of the Company tab, which includes the Estimates reports, launch the eLearning demo on Online Assistant page 15948.*

Select the type of report (e.g., both fiscal years and quarters) to display from the Report Type drop-down menu.

Hover over report values and click the drop-down arrow to select "Broker Detail" and view the underlying broker estimates. Depending on the value selected, you can also see Surprise History, Estimate History, and a Consensus Trend Chart.

View business segment data such as domestic and international data for sectors including Hotel, Retail, and Oil/Gas.




View the company's next report date and hover over the date to access detailed estimates data from FactSet Estimates.

Click the **Currency** button to access currency and exchange rate selection options.

**Tip:** You can also access FactSet Market Aggregates data in your report. *See Online Assistant page 15316 for more details.*

Click the **Brokers** button to include/exclude brokers in your report. Also, click the **Settings** button to access further options, such as setting the estimate window.

Hover over an excluded broker data item to view the reason for exclusion. Not Comparable figures use a methodology that differs from the default majority.

Click the **Research Report** icon to source link the data back to the value in the document from which it was extracted.

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to FactSet Estimates.

## Where can I find this on FactSet?

FactSet Insert menu > Company > Estimates > All Estimates or Broker Outlook (@EST or @BO)

Online Assistant Page ID
14898, 15175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# FACTSET Viewing Company Financials

You can research and audit company data for a given identifier with the Financials reports on FactSet. This page highlights the Income Statement report, but you can access additional financial reports, including Balance Sheet, Cash Flow Statement, Key Items, Operating Metrics, Ratios, and more in the Financial Statements and Financial Analysis sections of the Company component. *For a guided tour of the Company tab, which includes the Financials reports, launch the eLearning demo on Online Assistant page 15948.*

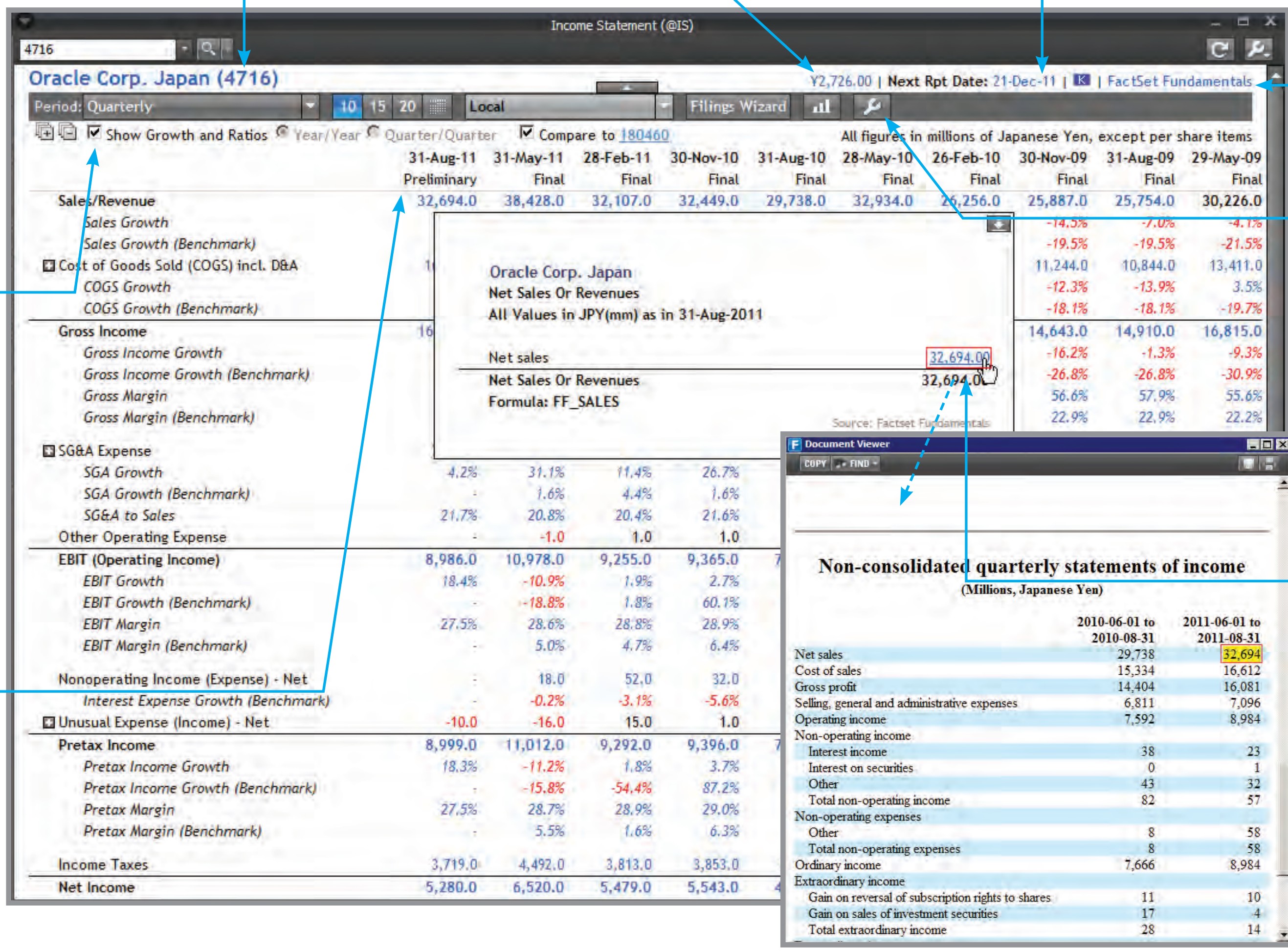
Click on the Price link to launch a Price Volume chart in Interactive Charting.

View the company's next report date and hover over the date to access detailed estimate data from FactSet Estimates. *For more information, see Online Assistant page 16612.*

Hover over the security name to quickly launch the Company Profile and Country Synopsis reports, view security type, exchange, sector and industry information, and more.

View growth and ratio data alongside the actual data values for a company or compare company data to a related benchmark with the FactSet Fundamentals and FactSet Market Aggregates databases. *See Online Assistant page 16770 for more details.*

View intraday preliminary data for companies with the FactSet Fundamentals database in the "Preliminary" column. *See Online Assistant page 16545 for more information.*




Click the data source link to change the database order for your reports.

Click the **More Options** button for advanced report options, in order to change units, adjust data presentation, specify LTM methodology, and select data auditing.

Using the FactSet Fundamentals database, hover over data items to view a breakdown of the calculations and source link the value back to the filing. *See Online Assistant page 15775 for more information.*

## Where can I find this on FactSet?

FactSet Insert menu > Company > Financial Statements > Income Statement (@IS)

Online Assistant Page ID

14859



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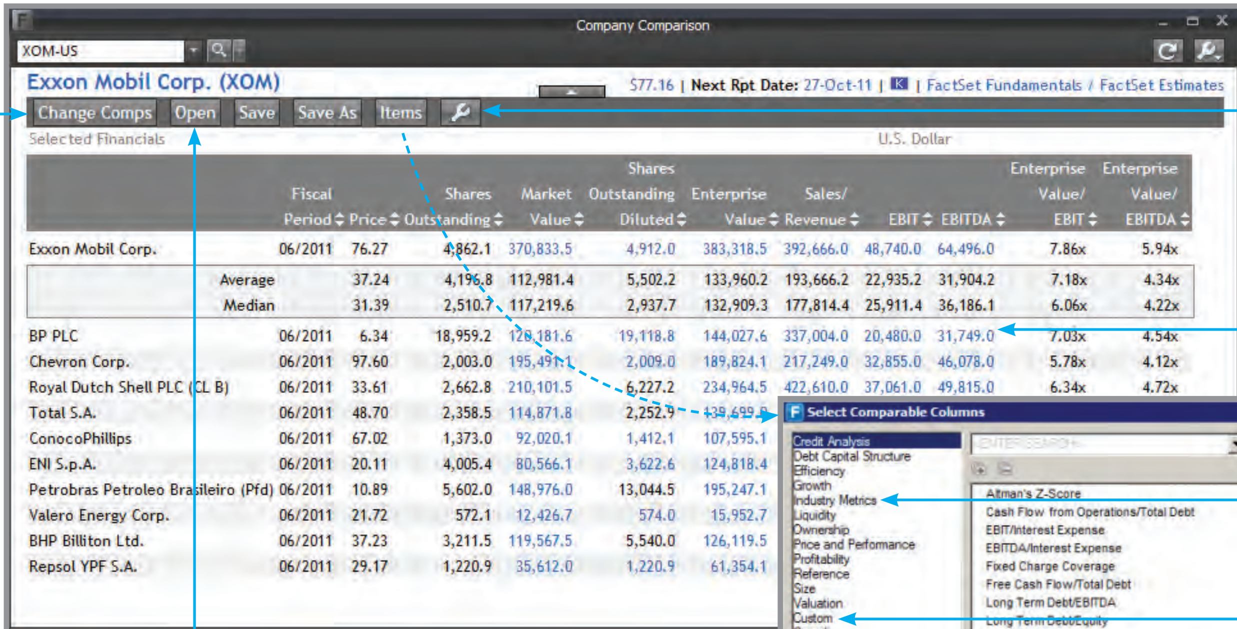
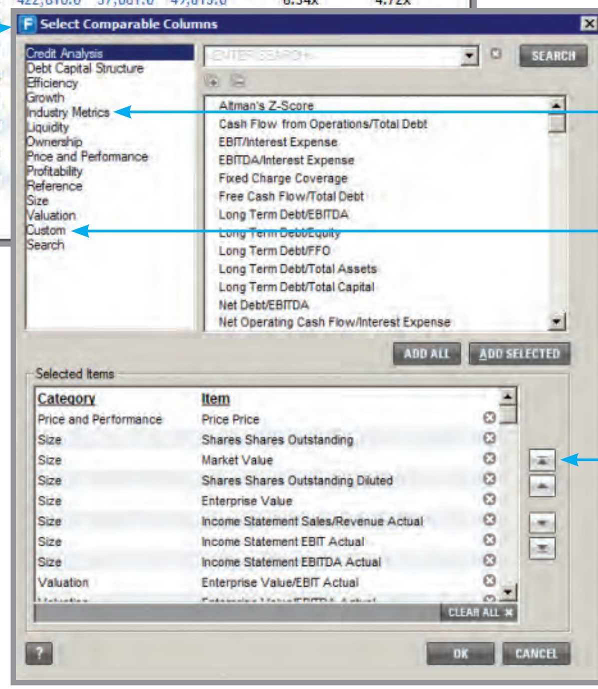
# FACTSET Comparing Company Financials

The Comparison reports provide detailed information about comparable companies for your target company, including key financials, margins, industry specific metrics, and price performance. Use predefined FactSet reports with specific metrics or create your own custom report.  You can also save your custom lists of comparables for future use.




Click the **Options** button to change the report layout, currency, date, and the statistics displayed in the report. *For more information on the Options available, see Online Assistant page 16839.*

Click a link to view a breakdown of the value.

View industry-specific data in your report by adding items from the Industry Metrics category.

Select the Custom category to add a custom column to your report. You can then create your custom formula after entering a name and heading for the column.

To reorder items in your report, click the **Up/Down** buttons and the **Move Top/Move Bottom** buttons next to the list of Selected Items.

Click the **Open** button to access other predefined comparison reports. Then, choose the FactSet directory in the left pane, select a report, and click the **Open** button.

Click the **Change Comps** button to change the comparables for your target company. *For more information on selecting comparables, see Online Assistant page 12033.*

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to the Comparison report.

## Where can I find this on FactSet?

FactSet Insert menu > Company > Comparison

Online Assistant Page ID

16838



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# FACTSET Viewing Company Filings

Use the Filings report to analyze both U.S. and non-U.S. companies' documents from EDGAR, SEDAR, PDF annual reports, and the FactSet Global Filings site (GlobalFilings.com).

Click the "Prospectus Screening" link to launch FactSet Global Filings, which offers full text, clause, and field searching on debt, equity, and warrant prospectus.

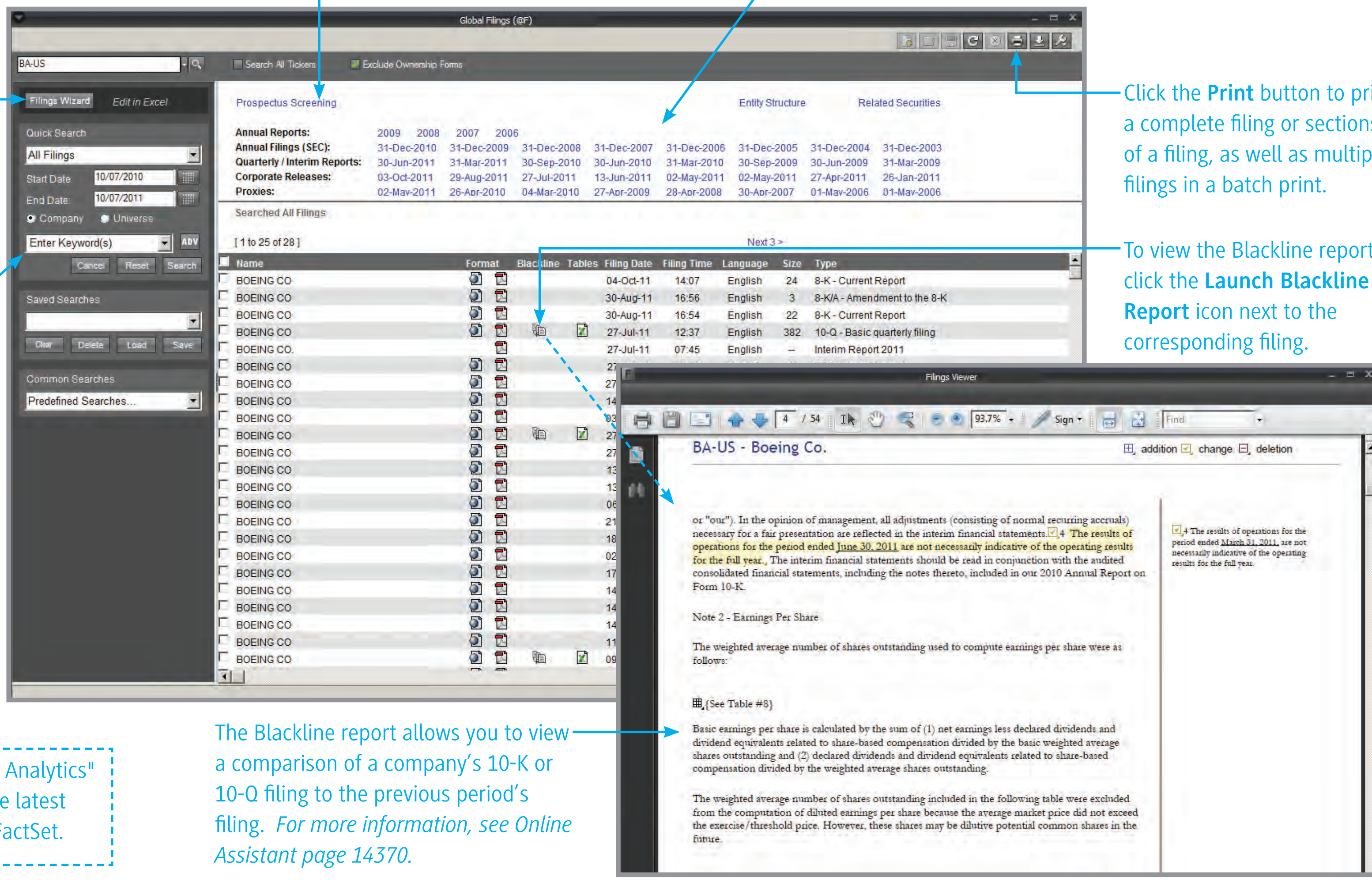
Quickly view recent filings using the links at the top of the report.

Click the **Filings Wizard** button to download as-reported financials into Microsoft Excel.

Perform advanced searches, filtering documents by date, filing type, and text string.

Click the **Print** button to print a complete filing or sections of a filing, as well as multiple filings in a batch print.

To view the Blackline report, click the **Launch Blackline Report** icon next to the corresponding filing.




The Blackline report allows you to view a comparison of a company's 10-K or 10-Q filing to the previous period's filing. *For more information, see Online Assistant page 14370.*

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to company filings on FactSet.

**Where can I find this on FactSet?**

FactSet Insert menu > Company > Filings > Filings (@F)

Online Assistant Page ID

14010



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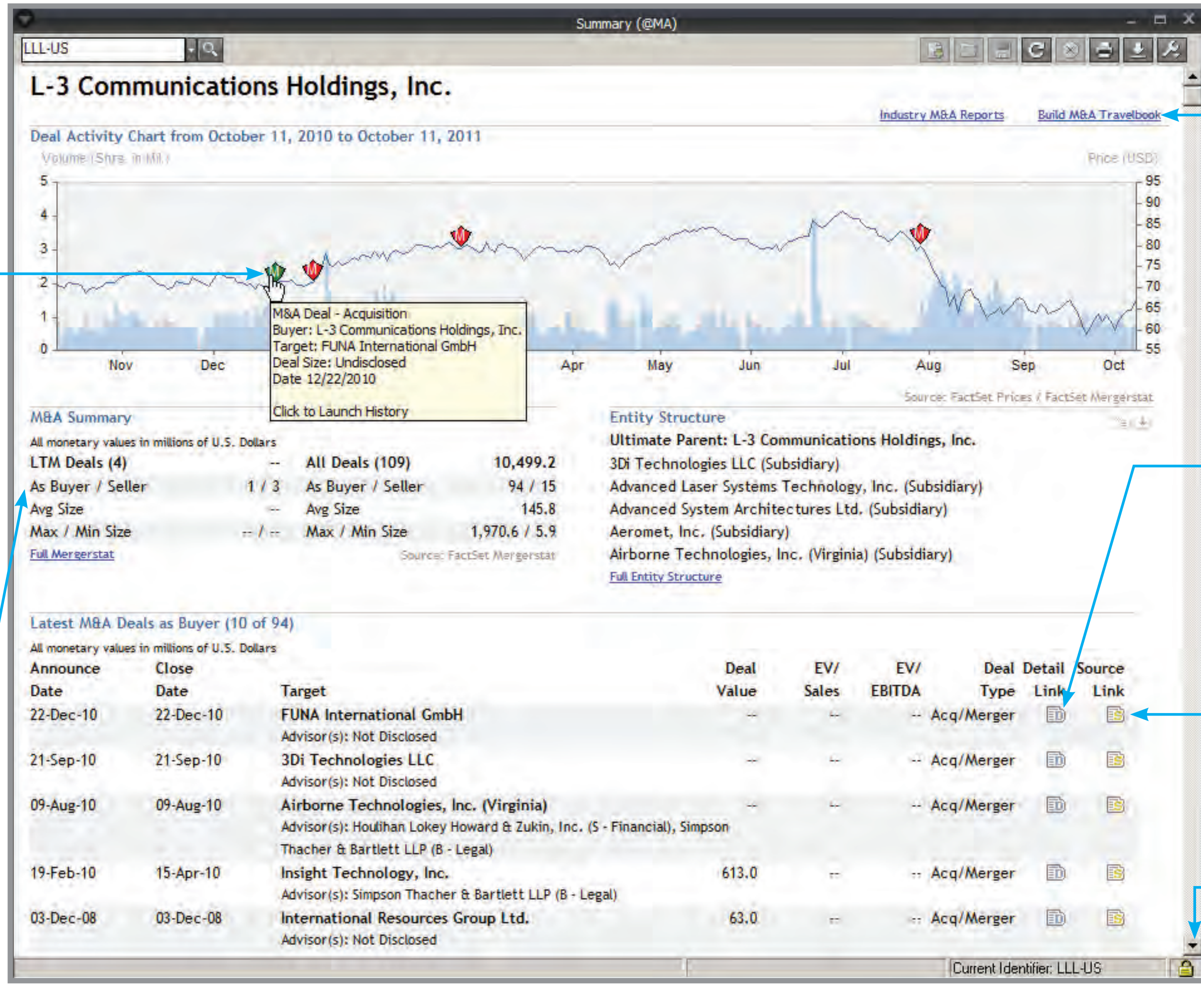
# FACTSET Accessing M&A Summary Data

View global merger and acquisition data, deal details, and private placements in the M&A Summary report.  You can also track detailed information on a company's latest deal activity including announce date, deal value, and advisors.

Review deal activity by price and volume for the last 12 months.  Right-click on the chart to format or copy the chart.  To view details, hover your cursor over the red and green flags.

The M&A Summary provides an overview of LTM deal activity sourced from FactSet Mergerstat.




Click the "Build M&A TravelBook" link to create a presentation-ready, printable report on a company's M&A deal activity.

Click the **Detail Link** icon to view the deal synopsis, transaction notes, and financials for the target and buyer.

Click the **Source Link** icon to view source information for the deal, such as press releases or company filings.

Scroll down to view additional information, including the company's latest M&A deals as a seller, new issues, and its most recent private placement deals.

Subscribe to Notify's "FactSet Deal Data" category to stay informed on the latest updates to FactSet Mergers.

## Where can I find this on FactSet?

FactSet Insert menu > Company > M&A > Summary (@MA)

Online Assistant Page ID 14351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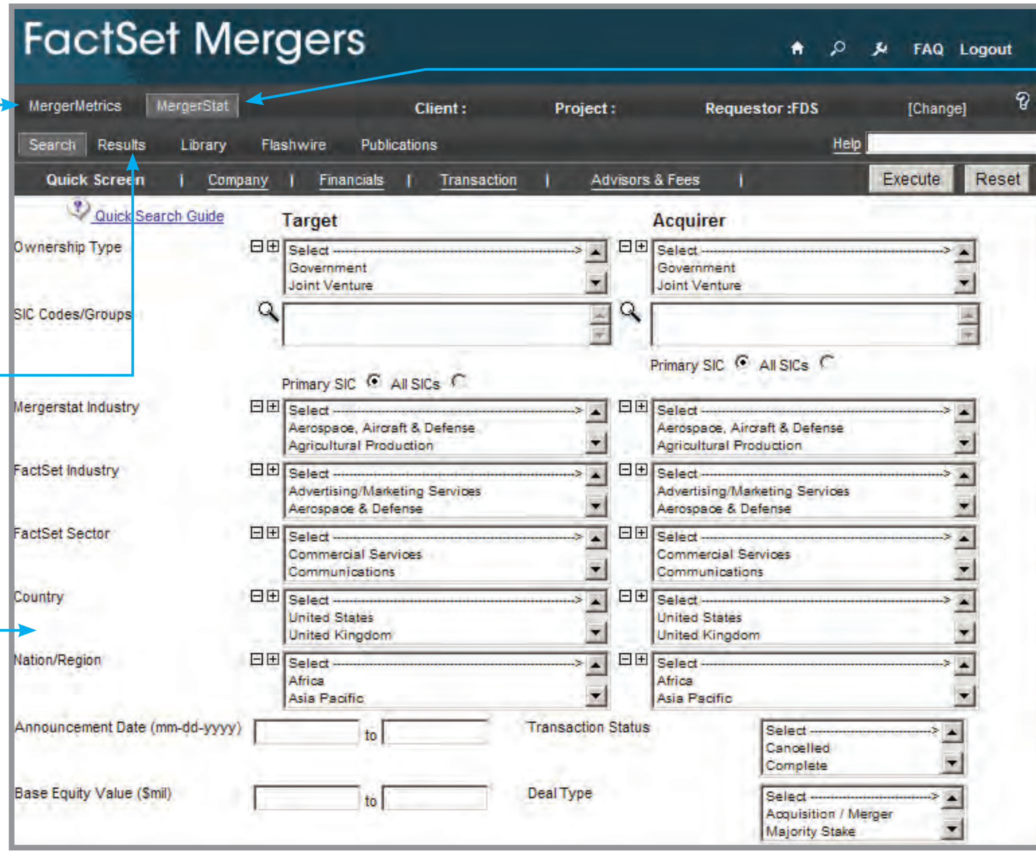
# FACTSET Accessing M&A Data Using FactSet Mergers

FactSet Mergers includes both Mergerstat and MergerMetrics. You can view pre-formatted reports, or create your own columnar reports to view advisors, premiums, and transactions. *For a guided tour of the Mergerstat and MergerMetrics components, launch the eLearning demos on Online Assistant page 16269.*

Choose the MergerMetrics tab to find information about acquisitions of public or private U.S. companies where a definitive merger agreement was filed with the SEC.

Once you execute a search, view your results in the Results tab.

In both the MergerMetrics and Mergerstat applications, you can search and report on hundreds of transaction items.




Choose the MergerStat tab to view detailed information on publicly-announced global mergers, acquisitions, and divestitures involving public and private companies.

**Tip:** You can also view the All Transaction as Buyer and All Transaction as Seller reports within FactSet Insert menu > Company > M&A. *See Online Assistant page 14349 for more information.*

Subscribe to Notify's "FactSet Deal Data" category to stay informed on the latest updates to FactSet Mergers.

## Where can I find this on FactSet?

FactSet Insert menu > Company > M&A > Mergerstat / MergerMetrics (@MGR or @MGM)

Online Assistant Page ID 15444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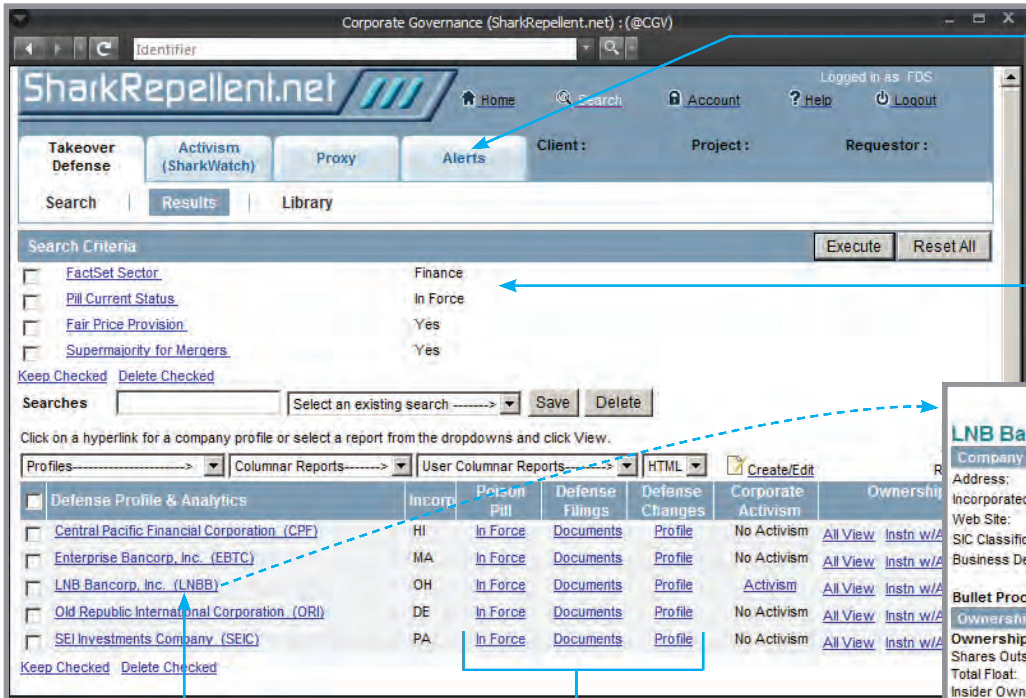
FACTSET

# Viewing FactSet Corporate Governance Data

FactSet Corporate Governance (SharkRepellent) provides takeover defense data, corporate activism, and proxy-related research. You can use Corporate Governance to compile information from a U.S. public company's articles of incorporation, bylaws, shareholder rights plan, and state takeover law to build a comprehensive overview of a company's key takeover defenses.

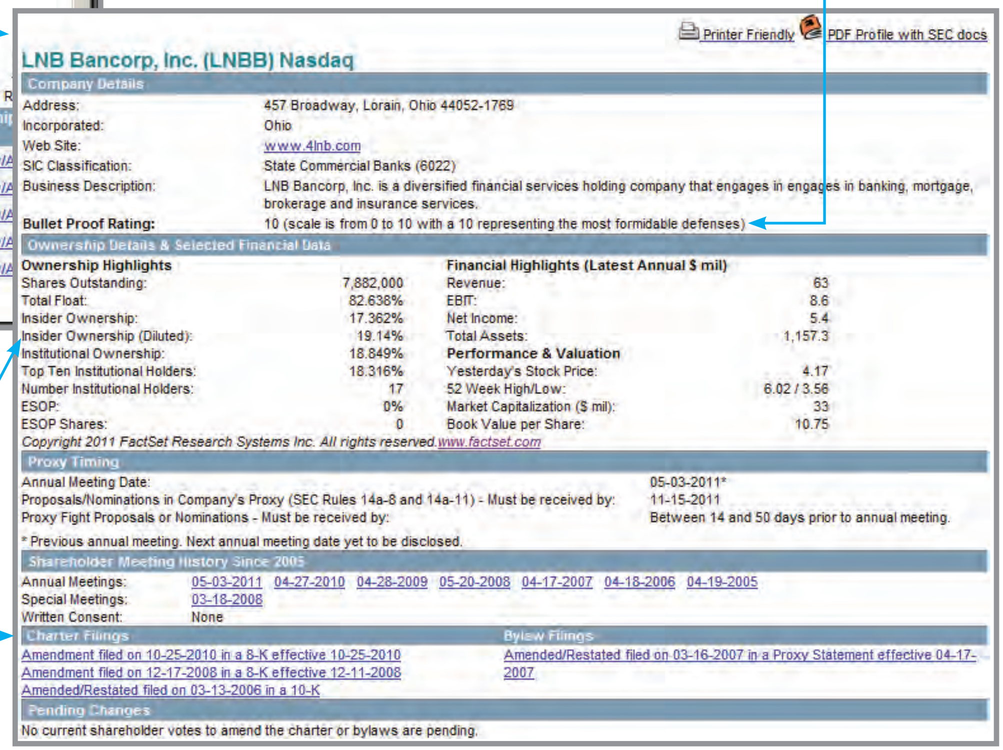



Create alerts to stay informed of breaking activist news, poison pill activity, campaign announcements, 13D filings, and more.

**Tip:** Analyze activist developments and profiles using the Activism (SharkWatch) tab. Also, choose the Proxy tab to spot trends in proxy voting, including management and shareholder proposals and elections.

Search for defense profiles and analytics on a wide range of corporate governance criteria.

View the "Bullet Proof Rating," a proprietary weighted-average index comprised of significant components that impact takeover defenses.




Click to view an in-depth report based on the search criteria, plus links to the company's filings.

Click links to view corresponding profile reports.

View ownership details and financials from the FactSet Ownership and Fundamentals databases.

Subscribe to Notify's "FactSet Deal Data" category to stay informed on the latest updates to FactSet Mergers.

Click to review the complete charter and bylaws currently in effect for your chosen company.

## Where can I find this on FactSet?

FactSet Insert menu > Company > Corporate Governance > Corporate Governance - SharkRepellent.net (@CGV)

Online Assistant Page ID

13578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# FACTSET Analyzing Fixed Income Securities

The Bond Valuation report is an interactive calculator that provides valuations, yields, price sensitivity calculations, and cash flow information for up to 10 debt securities. *For a guided tour of the Bond Valuation report and other fixed income reports, launch the eLearning series on Online Assistant page 15519.*

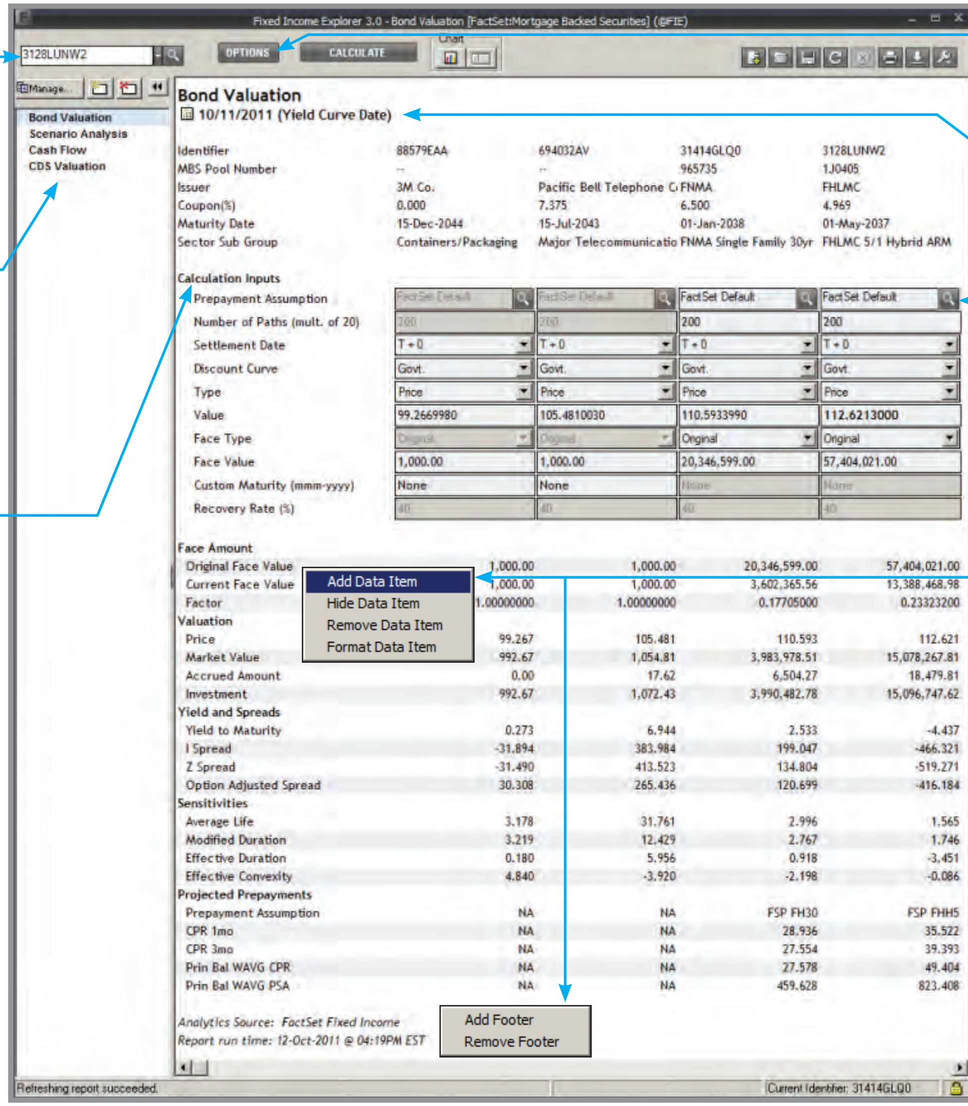
Enter a security identifier or click the **Lookup** button to search under specific categories, such as Bonds, Municipal Debt, Preferreds, and Mortgages.

Access other Fixed Income Explorer reports in the left pane of the application. *For more information on managing your Fixed Income Explorer reports, see Online Assistant page 16048.*

Click the "Calculation Inputs" header to collapse the inputs section to more clearly see the output data.

**Tip:** Modify any of the calculation inputs and recalculate the data by clicking the **Calculate** button in the report toolbar. If a calculation input is grayed out, it's not applicable to the security type.

Subscribe to Notify's "Fixed Income Solutions" category to stay informed on the latest updates to fixed income reports and data.




Click the **Options** button to customize multiple report options at once. *For more information on report options, see Online Assistant page 15391.*

Use the date quick link to easily change the date for your report.

Change the prepayment assumption for mortgage-backed securities using the Prepayment Model Wizard. *For more information on selecting prepayment assumptions, see Online Assistant page 15317.*

Use the context-sensitive right-click menu to customize your report. For example, if you right-click in the outputs section, you can add or remove a data item; if you right-click in the report footer, you can add or remove report footers.

**Tip**: View derived values and terms and conditions for a single security in the Security Overview report (FactSet Insert menu > Fixed Income > Security Overview). *For more information, see Online Assistant page 15588.*

## Where can I find this on FactSet?

FactSet Insert menu > Fixed Income > Fixed Income Explorer > Bond Valuation (@FIE)

Online Assistant Page ID

15574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# FACTSET Viewing Debt Capital Structure

The Debt Capital Structure (DCS) Overview report provides a broad and comprehensive overview of debt associated with an issuer. It includes current credit ratings, credit spreads, price and CDS history chart, historical credit analysis, debt capital structure summary, liquidity summary, and data for long-term debt by maturity and debt seniority. *For a guided tour of the Debt Capital Structure and other fixed income reports, launch the eLearning series on Online Assistant page 15519.*

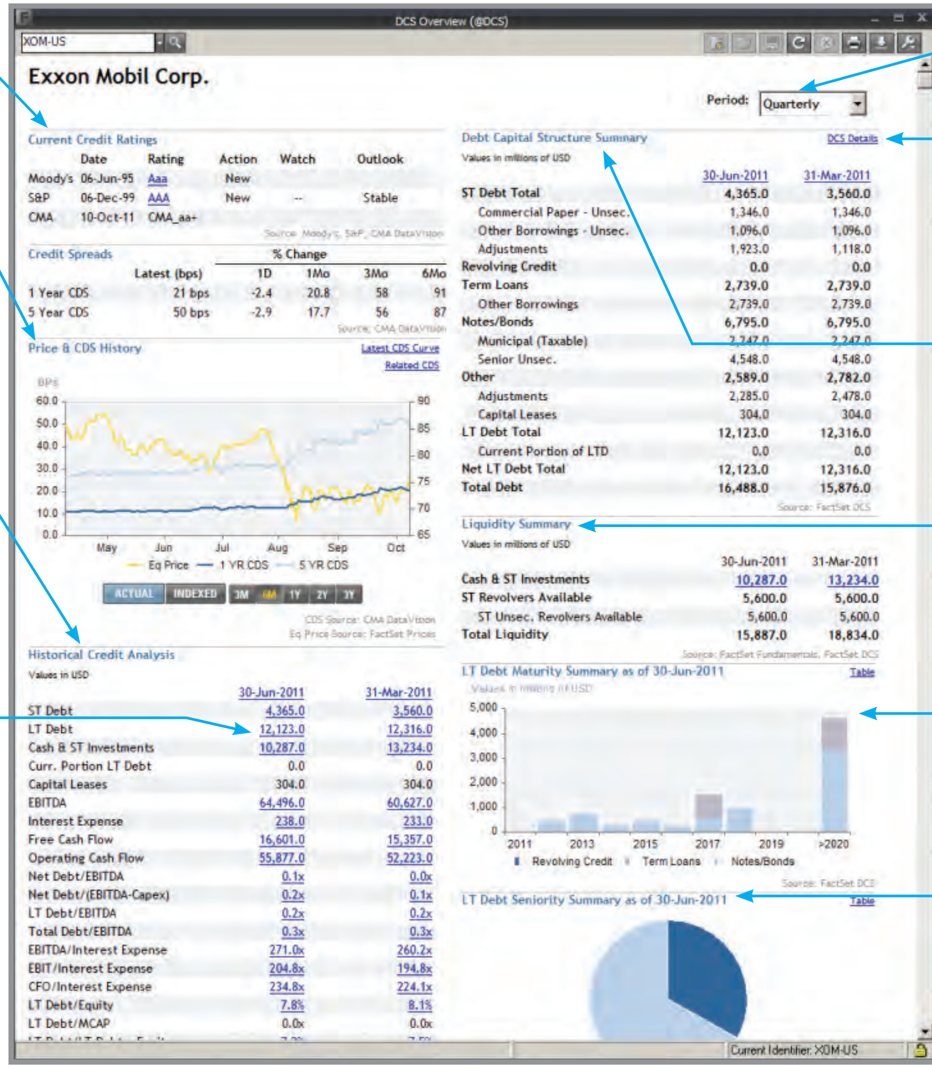
View the current credit rating and click a rating link (e.g., Aaa) to access a detailed long-term rating history for the issuer and related issuer ratings.

Hover over the Price & CDS History chart to view the one-year and five-year CDS points, as well as the equity price of the issuer.

View historical credit analysis for a quick overview of relevant credit ratios. Click the date links in the section to be directed to the issuer's source filings.

Click the value links to audit the data back to the source document using FactSet Fundamentals.

Subscribe to Notify's "Fixed Income Solutions" category to stay informed on the latest updates to fixed income reports and data.




Select the report period from the drop-down menu.

Click the "DCS Detail" link to view a break down of all the instruments and line items that reconcile to the balance sheet debt values.

View the debt capital structure summary broken down by class, as well as current short-term debt information.

View the available revolving credit facilities and cash numbers in the Liquidity Summary.

Track a company's debt maturity schedule and view a year-by-year summary of when bonds mature.

Track long-term seniority and view the dollar value of debt at each level of seniority.

## Where can I find this on FactSet?

FactSet Insert menu > Fixed Income > DCS Overview (@DCS)

Online Assistant Page ID 16102



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# FACTSET Viewing Company Time-Series Data in Ownership 2.0

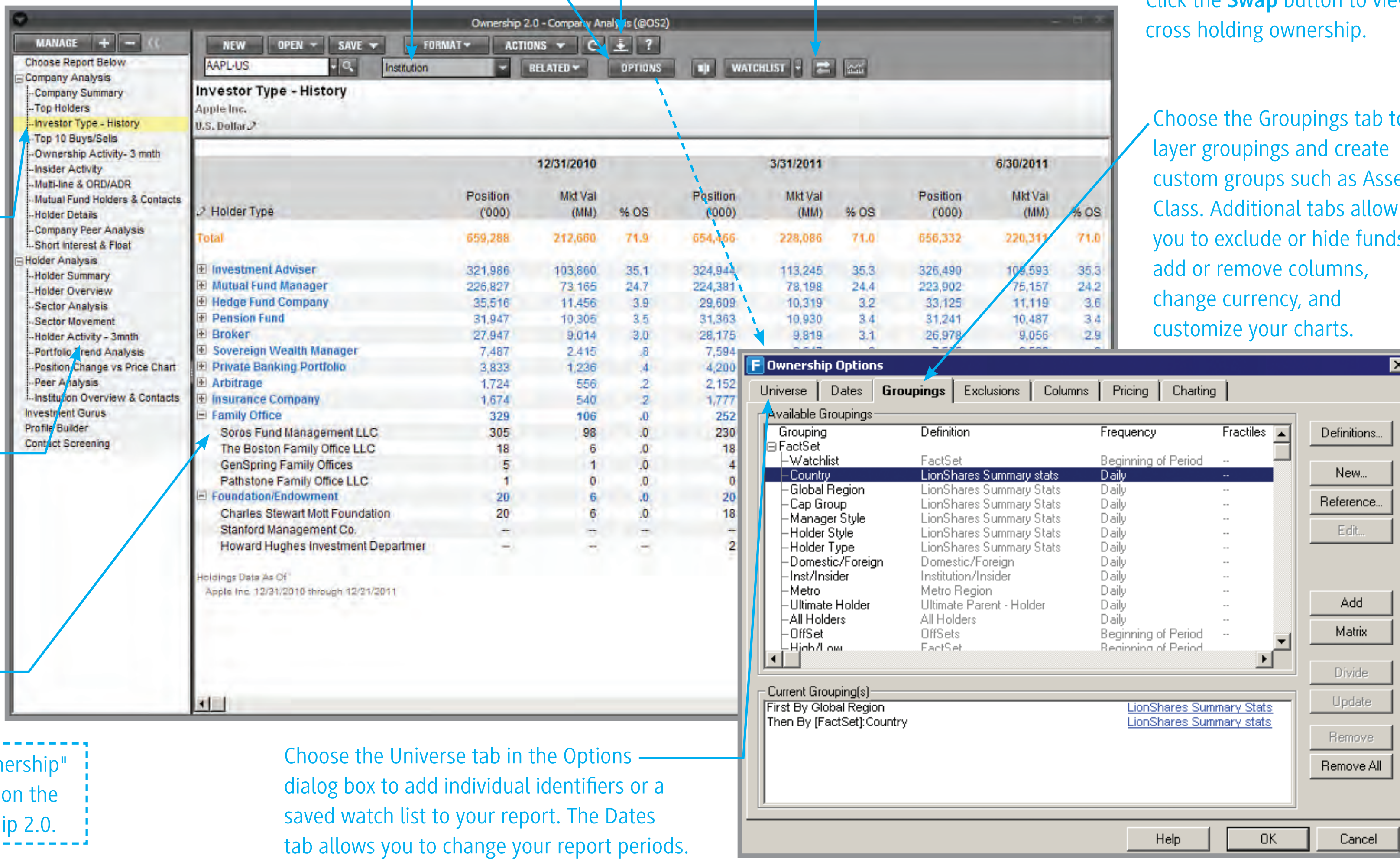
Ownership 2.0 allows you to see which institutions, mutual funds, and individuals have invested in a company, or to monitor which securities a given institution or fund owns. You can apply groupings such as sectors or regions, include historical and peer data, and create custom charts for a single point in time or for a time series. *For a guided tour of Ownership 2.0, launch the eLearning series on Online Assistant page 15326.*

Click the **Options** button to customize your report settings.

Download any report into a Microsoft Excel spreadsheet.

Change report type to see just institution, mutual funds, insiders, institution/insiders, or all of the holders for the selected equity.

Click the **Swap** button to view cross holding ownership.




The Investor Type History report (as shown) tracks the types of holders that are making moves in and out of a stock over a specified time period.

Choose the Groupings tab to layer groupings and create custom groups such as Asset Class. Additional tabs allow you to exclude or hide funds, add or remove columns, change currency, and customize your charts.

Access additional Ownership 2.0 reports, which each provide a unique way to analyze data from the FactSet Ownership database.

Double-click a grouping to expand or collapse it.

Subscribe to Notify's "Ownership" category to stay informed on the latest updates to Ownership 2.0.

Choose the Universe tab in the Options dialog box to add individual identifiers or a saved watch list to your report. The Dates tab allows you to change your report periods.

## Where can I find this on FactSet?

FactSet Insert menu > Company > Ownership 2.0 (@OS2)

Online Assistant Page ID 15361



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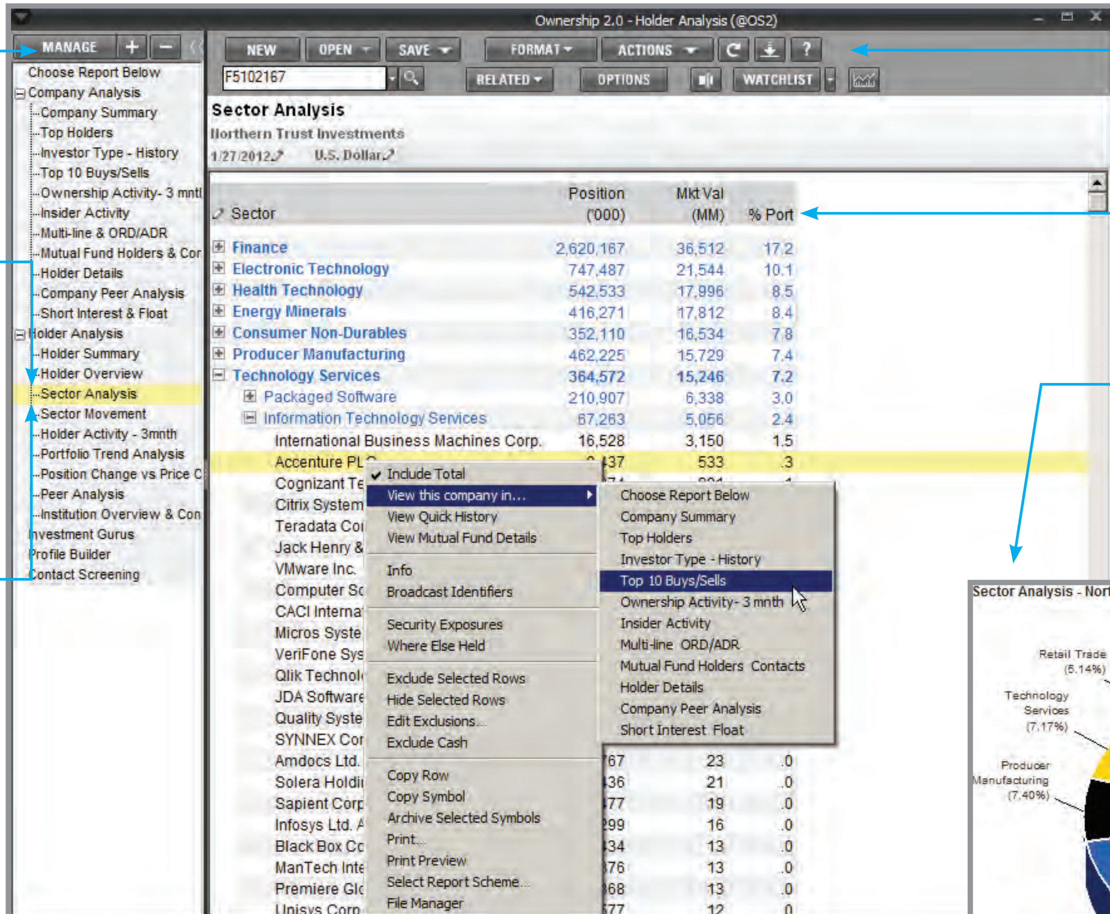
# FACTSET Viewing a Holder Report in Ownership 2.0

The FactSet Ownership database collects global equity ownership data for over 26,000 global financial sponsors, 32,000 mutual fund portfolios, and 400,000 insiders/stakeholders. Ownership 2.0 provides a powerful, fully customizable application to analyze this data through single time or time-series pricing reports, company details, charts, and more. *For a guided tour of Ownership 2.0, launch the eLearning series on Online Assistant page 15326.*

Manage your reports, customize them, and access them quickly by displaying them in the left pane.

Select a Holder report to perform summary and comprehensive share ownership analysis on the holdings of specific institutions and mutual funds.

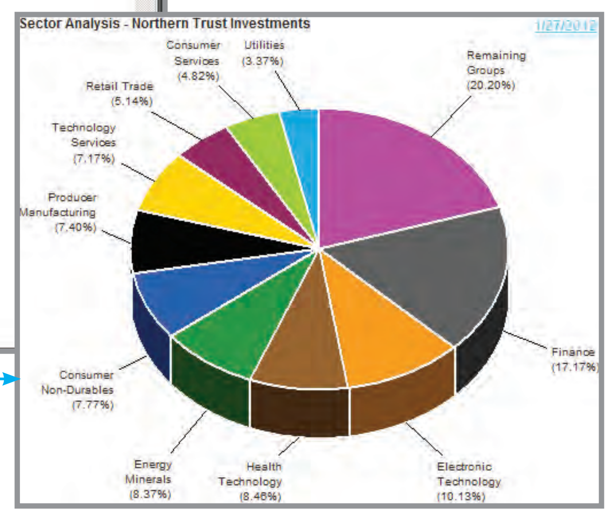
Select the "Sector Analysis" report (as shown) to track sector and geographic trends over time, analyze buys and sells based on price movements, and review multiple holders at one time. You can also use watch lists of securities to filter results.




Use the Ownership 2.0 toolbar to change the formatting of your report, add a title or footer, sort and expand a grouping, include or remove an outlier, and more.

Organize holdings of a company, fund, or shareholder using custom groupings, then double-click on a column header to sort by that column.

Click any linked item to access more detailed information. Easily refocus your report on a specific holder or mutual fund by selecting it, right-clicking, and choosing a report from the drop-down menu.




Subscribe to Notify's "Ownership" category to stay informed on the latest updates to Ownership 2.0.

Chart any items in your report over a time series or single point in time. Choose a report from the left pane, create your own customized chart to download or print, or click the **Chart** button in the application toolbar.

## Where can I find this on FactSet?

FactSet Insert menu > Company > Ownership 2.0 (@OS2)

Online Assistant Page ID
15375



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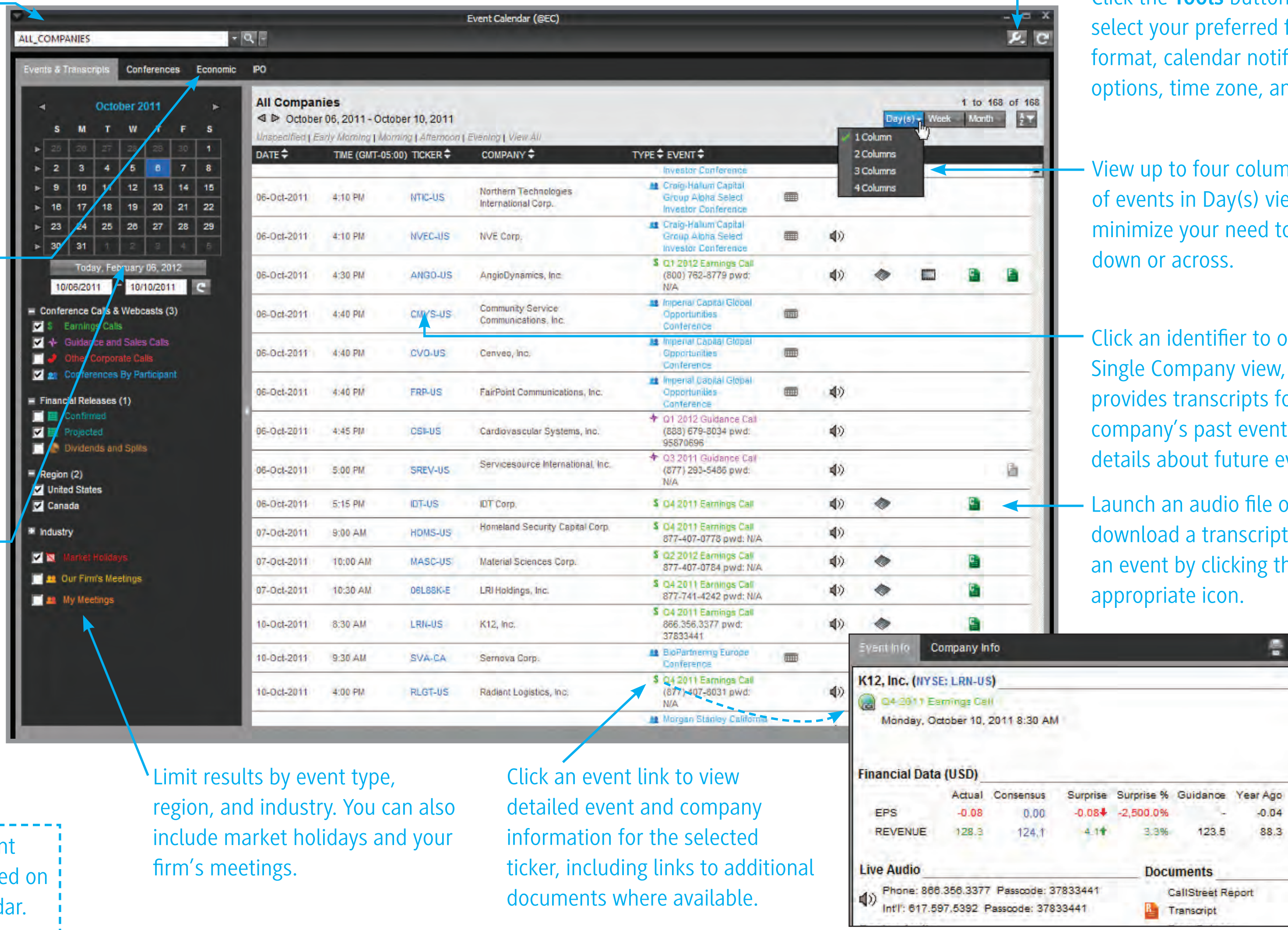
# FACTSET Viewing Corporate Events & Transcripts

The Event Calendar (FactSet 2011.3 and higher) displays historical and upcoming events such as earnings releases, stock splits, dividends, analyst meetings, guidance, and sales calls. You can print and download events and receive email alerts for upcoming events. *For a guided tour of Event Calendar, launch the eLearning series on Online Assistant page 16202.*

Enter a ticker or name in the Identifier box to find events for a specific company. To search for companies, portfolios, or indices, click the **Lookup** button.

Choose the Economic tab to view event details within minutes of their release. View real-time data on the indicator and period covered in the release, forecasted or actual figures, the market median forecast, and more.

Use the interactive calendar to narrow your search. Click a date to select the specific day or the arrow buttons to select a full week or month. You can also input a custom date range.



Click the **Tools** button to select your preferred file format, calendar notification options, time zone, and more.

View up to four columns of events in Day(s) view to minimize your need to scroll down or across.

Click an identifier to open the Single Company view, which provides transcripts for the company's past events and details about future events.

Launch an audio file or download a transcript for an event by clicking the appropriate icon.

Limit results by event type, region, and industry. You can also include market holidays and your firm's meetings.

Click an event link to view detailed event and company information for the selected ticker, including links to additional documents where available.

Subscribe to Notify's "FactSet Event Calendar" category to stay informed on the latest updates to Event Calendar.

**Where can I find this on FactSet?**

FactSet Insert menu > Event Calendar (@EC)

Online Assistant Page ID 15308



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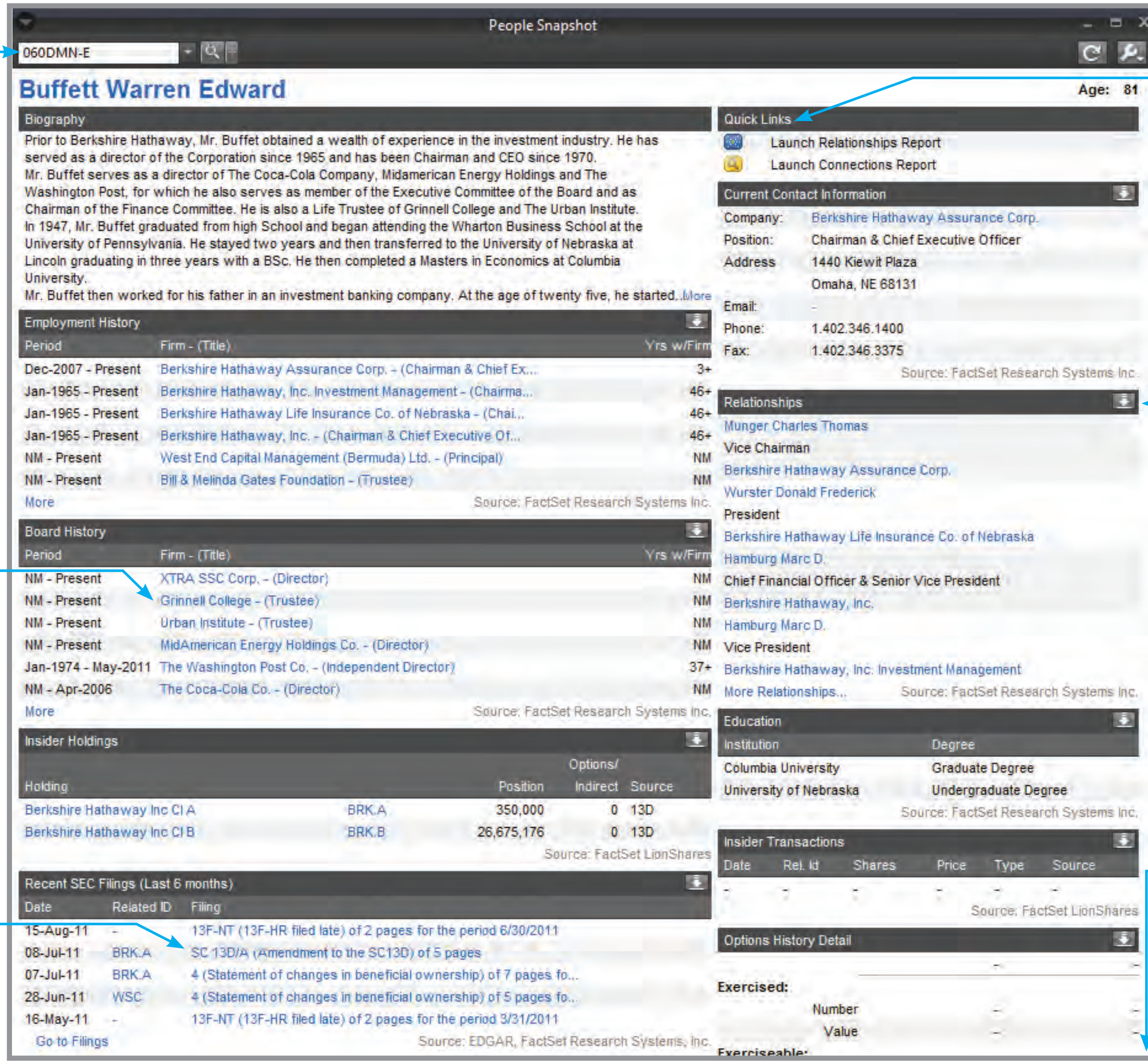
# FACTSET Viewing the People Reports

Use the People Snapshot report to research information about officers and directors affiliated with public companies, private companies, and private equity firms. In addition to information such as employment history and compensation, you can access relationships (both corporate and non-corporate) and filings. This version of the People report requires FactSet 2011.5 or higher.

Click the **Lookup** button to find an individual, or start typing a name to view a list of matching people. Type-ahead searching allows you to search on a person's title and company name (e.g., CFO and Microsoft) and familiar short names (e.g., Bill vs. William).

Click links within the report to launch additional information. Clicking a firm name link in the Board History section launches the Company Snapshot report for the selected firm.

Click a filing link to launch the associated document in an HTML Viewer.




Click the **Quick Links** icons to launch the Relationships and Connections reports, which provide additional relationship details and allow you to plot paths between people and firms.

Click the **Download** icon to download individual sections of the report to Microsoft Excel.

Scroll down the report to view compensation and options history, insider transactions, and more (depending on your FactSet subscription).

## Where can I find this on FactSet?

FactSet Insert menu > People > Snapshot (@PPL)

Online Assistant Page ID

13501



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# FACTSET Monitoring Portfolios in Real Time

Use the Portfolio View display to monitor your portfolio holdings in real time, displaying data such as price, percent change, and intraday contribution on an absolute and/or relative basis. You can also view dynamically changing charts for your portfolio and/or benchmark at the security or group level. *To learn more about tracking your real-time portfolio performance, launch the eLearning demo on Online Assistant page 15879.*

Right-click and select "Chart Options" to select what charts to display. You can display up to six charts, choosing from the following chart types: Portfolio Performance, Groups, Constituents, Heatmap, and Intraday History.

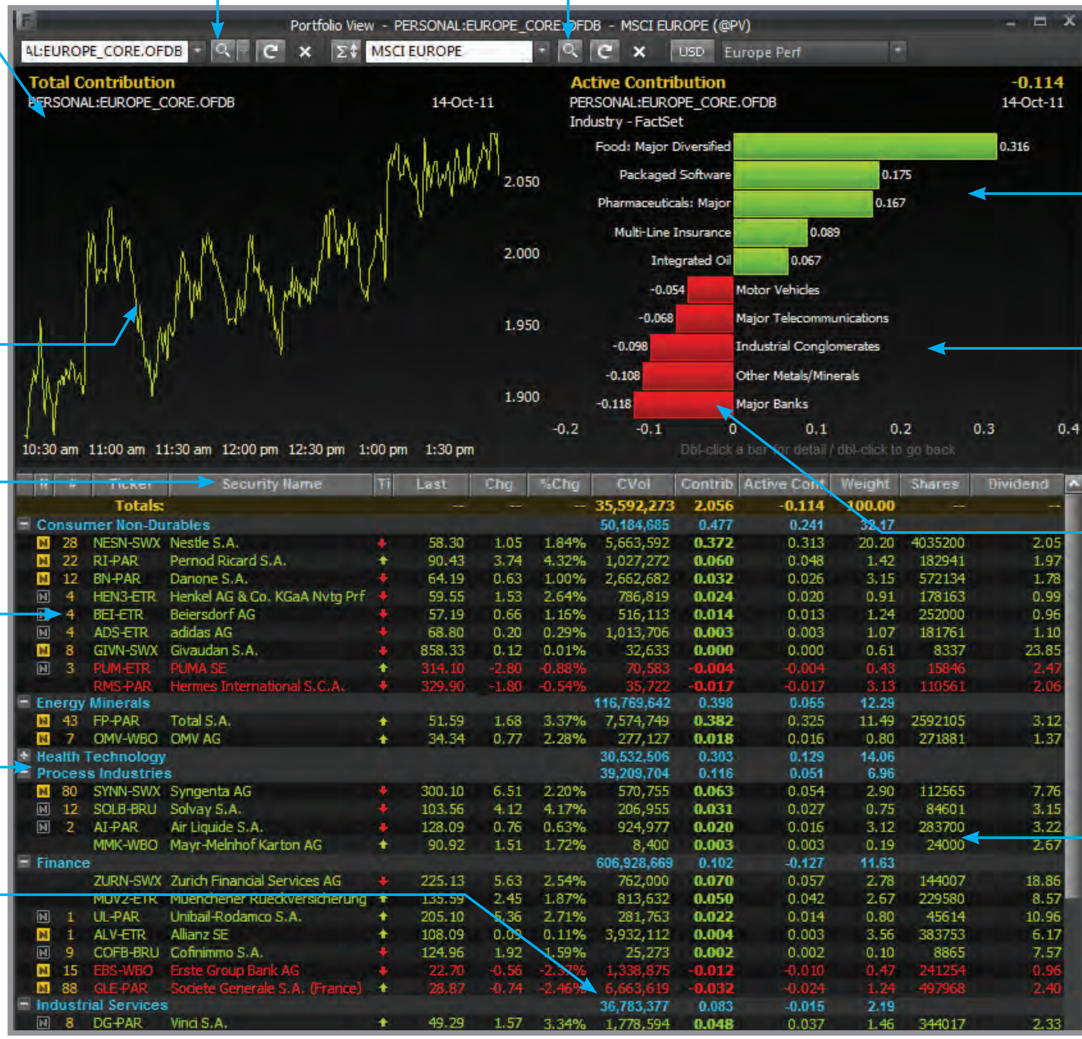
Right-click in the chart and select "Data Item" to change the metric being charted.

Double-click on a column heading to sort by that column.

Click on the News Count to see a breakdown of the news by source.

Right-click and select "Options" to group your portfolio.

Right-click on a column and select "Group Statistics" or "Total Row" to calculate statistics at the group and portfolio levels.




Click the **Lookup** button to select a portfolio and/or benchmark. You can also enter a benchmark identifier directly into the Portfolio and Benchmark boxes.

Right-click in the chart and select "# of Display Bars" to change the number of bars shown in the chart.

Right-click in a Groups or Heatmap chart and select "Groupings" to change the grouping classification.

Double-click a bar to go down a level of grouping. When you get to the constituent level, double-clicking will open the News display. To go back up a level, double-click anywhere else on the chart.

Right-click and select "Options" to customize your columns using data from your FactSet subscription or your proprietary data.

## Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio View (@PV)

Online Assistant Page ID

15879



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# FACTSET Viewing the Attribution Report in Portfolio Analysis

Portfolio Analysis reports deliver insight into the factors that make up your portfolio and illustrate how your investment decisions affect performance. The Attribution report provides in-depth analysis of your portfolio's return relative to your target benchmark. *For a guided tour covering the basics of Portfolio Analysis, launch the eLearning series on Online Assistant page 13409.*

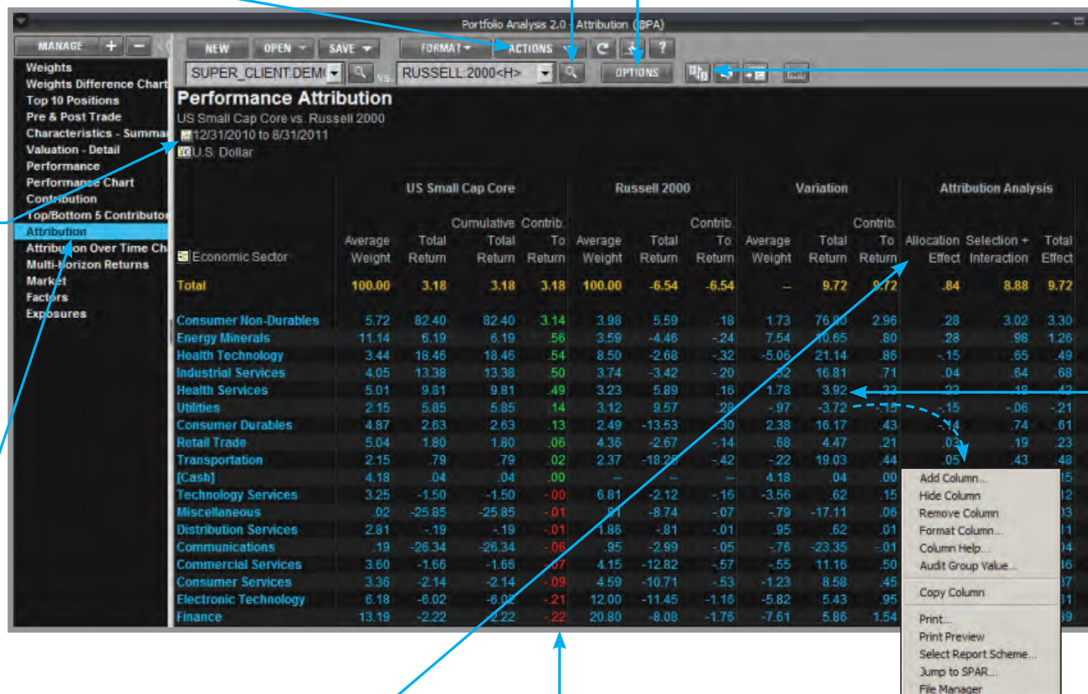
Click the **Lookup** button to specify your portfolio and benchmark.

Click the **Options** button to access all of your report specifications in one centralized location (e.g., portfolio/benchmark, report dates, groupings, exclusions). *For more information on the Options dialog box, see Online Assistant page 8835.*

Click the **Actions** button and select the "Enable Real Time" option to view streaming prices, weights, contribution, and attribution effects.

Click the quick links to edit specific report settings (e.g., report dates, economic sector, and currency).

Use the Attribution report to analyze the effects of portfolio management decisions including allocation, security selection, and interaction.




Click the **Trade Simulation** button to simulate trades in order to determine the impact your trades may have on your portfolio's performance and composition. *For more information on simulating trades, see Online Assistant page 12800.*

Right-click on a column or row to access additional report options. Select the "Column Help" option to see a textual definition and calculation for the column. Select the "Audit Group Value" option to view the values behind a security- or group-level calculation.

View the portion of portfolio excess return attributable to taking different group bets than the benchmark with allocation effect.

Use Conditional Formatting to customize a column based on its relation to a static value or other columns. *For more information about conditional formatting, see Online Assistant page 16859.*

Subscribe to Notify's "Portfolio Analytics" category to stay informed on the latest updates to Portfolio Analysis.

## Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio Analysis > Attribution report (@PA)

Online Assistant Page ID 13632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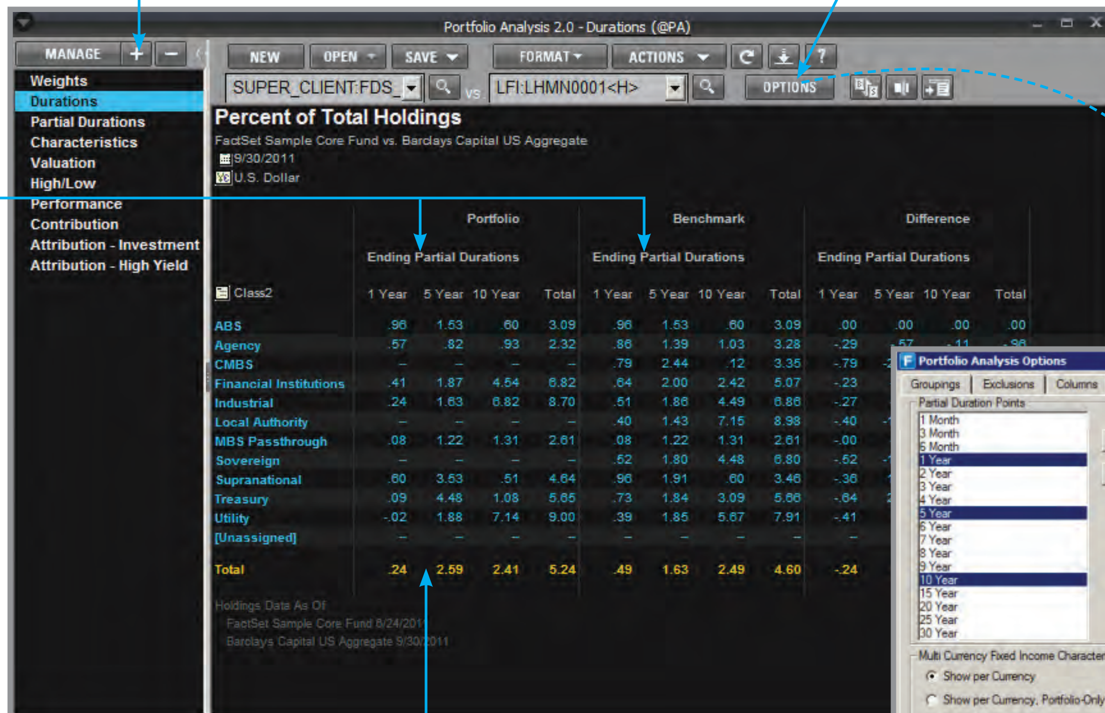
# FACTSET Analyzing Fixed Income Portfolios

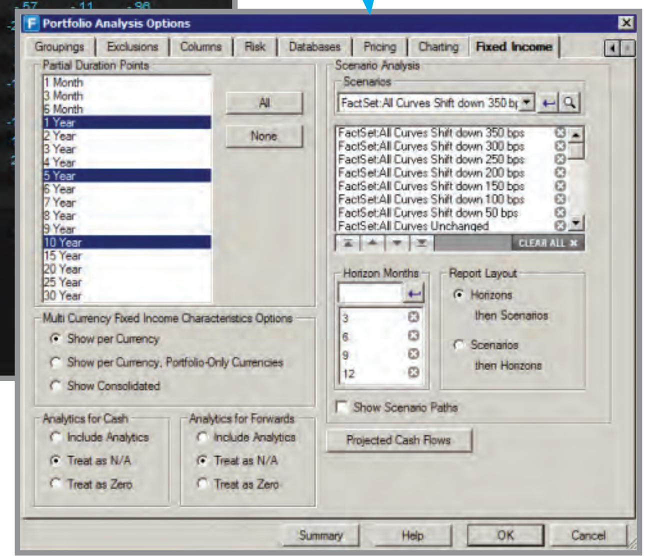
Analyze the performance of your fixed income portfolios by creating custom reports in Portfolio Analysis. For example, you can create a Partial Durations report to measure the percent change in a bond's price given a shock in the yield curve at a specific point. Partial durations quantify sensitivities to changes in specific parts of the yield curve. *For a guided tour covering the basics of Fixed Income Portfolio Analysis, launch the eLearning series on Online Assistant page 15671.*

Click the **Add Report** button and select a template to create custom reports and have them saved in the left pane of the application.

Include partial durations to view interest rate sensitivity for your portfolio and benchmark to specific points of the yield curve (e.g., one-year, five-year, and ten-year).




You can select up to 17 partial duration points using the Fixed Income tab in the Portfolio Analysis Options dialog box.




View interest rate sensitivity at the sector level and at the total portfolio level.

In addition to sector groupings, you can also group your report by credit rating, OAS, convexity, and years to maturity, for example.

Subscribe to Notify's "Portfolio Analytics" and "Fixed Income Solutions" categories to stay informed on the latest updates to Fixed Income Portfolio Analysis.

## Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio Analysis (@PA)

Online Assistant Page ID

16292



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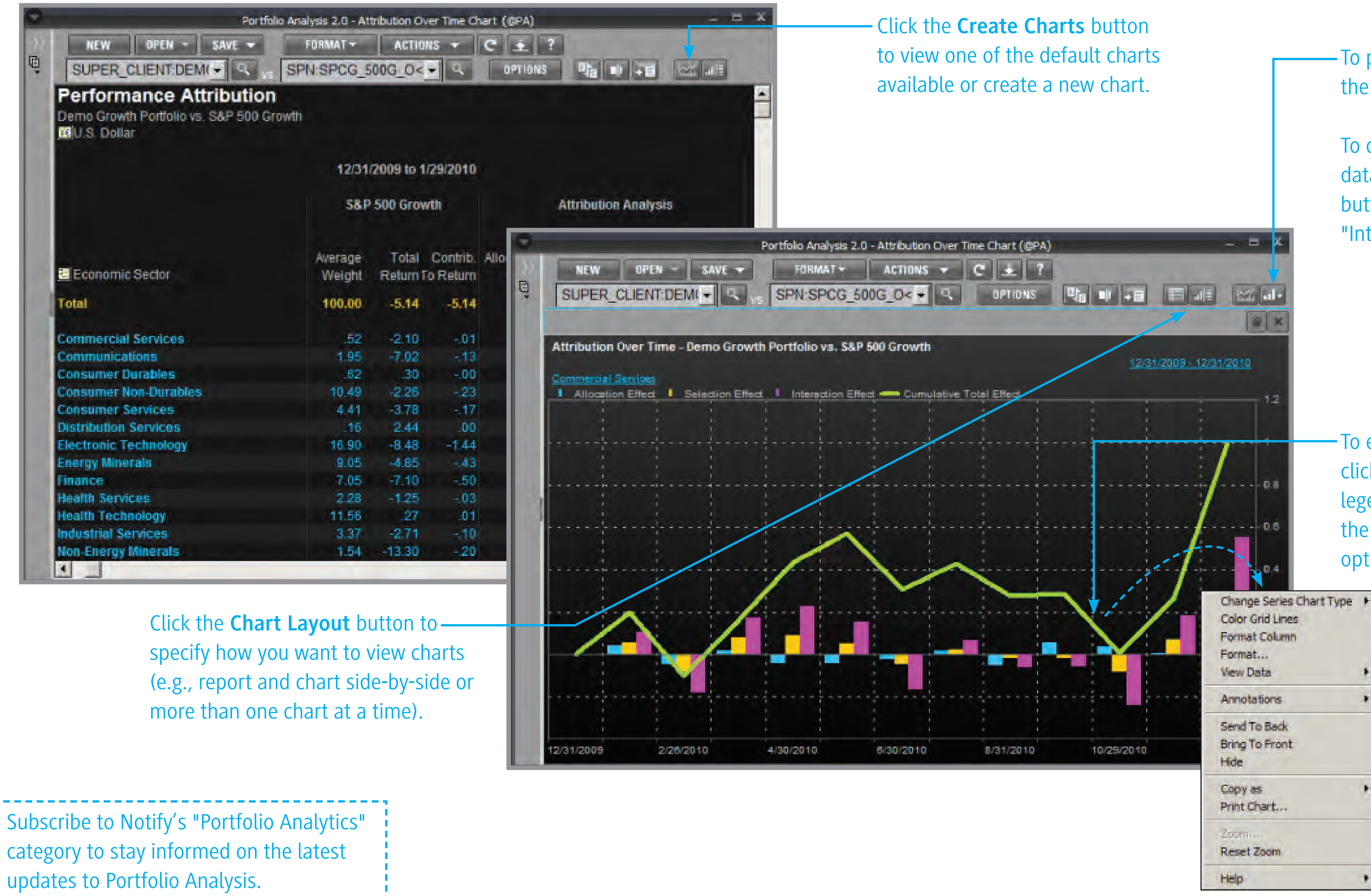
# FACTSET Charting in Portfolio Analysis

Portfolio Analysis lets you chart portfolio and benchmark values to give you a graphical snapshot of performance. Portfolio Analysis offers several predefined charts, but also lets you manipulate charts to meet your needs. *For a guided tour covering the basics of creating charts in Portfolio Analysis, launch the eLearning series on Online Assistant page 16098.*




Click the **Create Charts** button to view one of the default charts available or create a new chart.

To print or preview a chart, click the **Chart Options** button.

To dynamically adjust chart data, click the **Chart Options** button and select the "Interactive Mode" option.

To edit a chart element, right-click the element (e.g., series, legend) and then select from the available customization options.

Click the **Chart Layout** button to specify how you want to view charts (e.g., report and chart side-by-side or more than one chart at a time).

Subscribe to Notify's "Portfolio Analytics" category to stay informed on the latest updates to Portfolio Analysis.

## Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio Analysis (@PA)

Online Assistant Page ID 15478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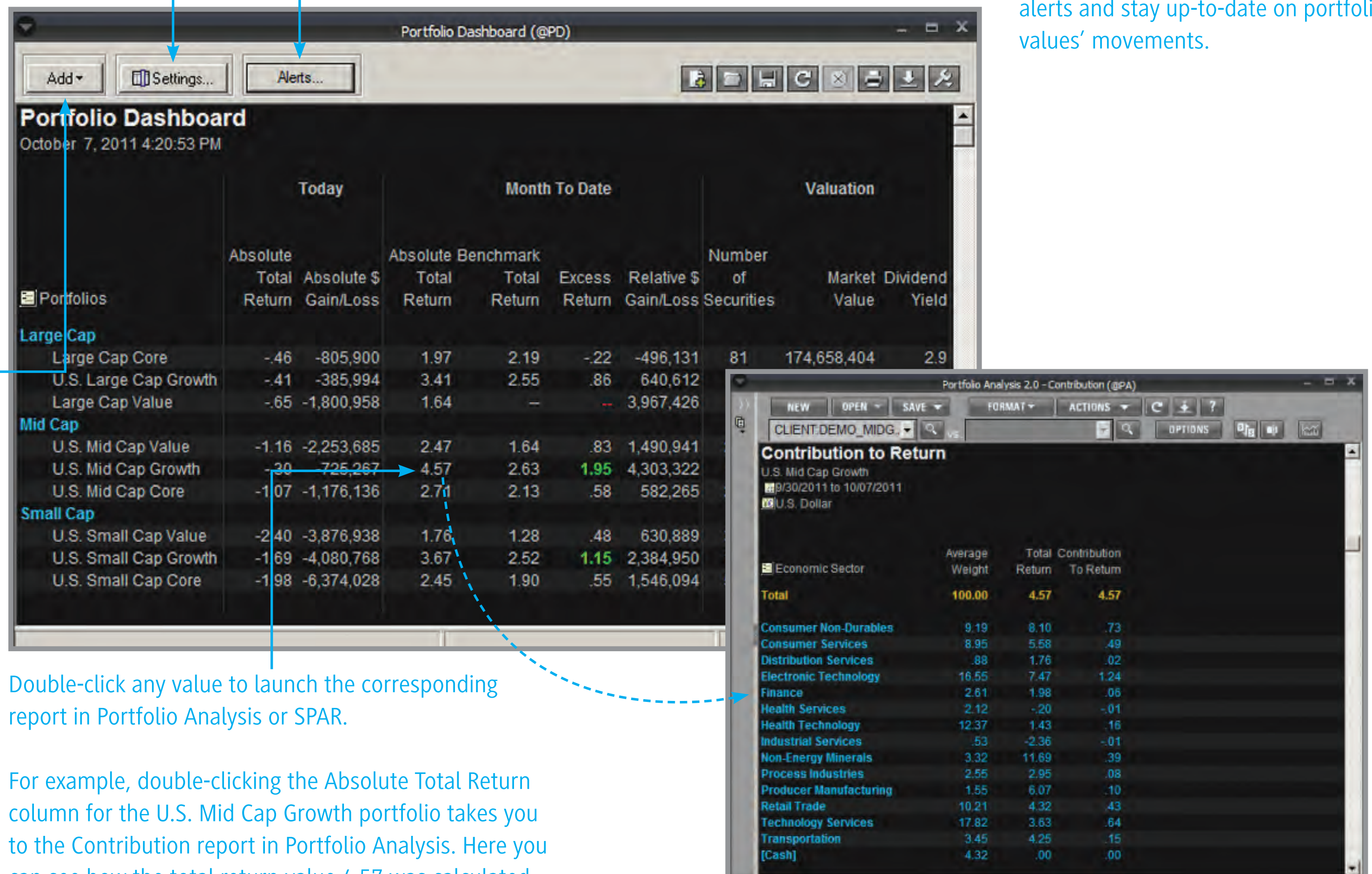
# FACTSET Using Portfolio Dashboard

Use Portfolio Dashboard to monitor many portfolios at once in a single report. You can view bottom-up performance and predictive, factor-based risk along with top-down, returns-based performance. To perform deeper analysis on a specific portfolio, you can easily jump to Portfolio Analysis or SPAR (Style, Performance, and Risk). *For a guided tour covering the basics of Portfolio Dashboard, launch the eLearning series on Online Assistant page 16255.*

Click the **Settings** button to access report customization options, such as specifying your universe, adding predefined columns, and creating custom columns. *For more information on the Settings button, see Online Assistant page 14183.*

Click the **Alerts** button to create alerts and stay up-to-date on portfolio values' movements.

Click the **Add** button to add accounts and holdings-based or returns-based portfolios to your report.




Double-click any value to launch the corresponding report in Portfolio Analysis or SPAR.

For example, double-clicking the Absolute Total Return column for the U.S. Mid Cap Growth portfolio takes you to the Contribution report in Portfolio Analysis. Here you can see how the total return value 4.57 was calculated.

Subscribe to Notify's "Portfolio Analytics" category to stay informed on the latest updates to Portfolio Dashboard.

## Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio Dashboard (@PD)

Online Assistant Page ID 14181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# FACTSET Using Alpha Testing

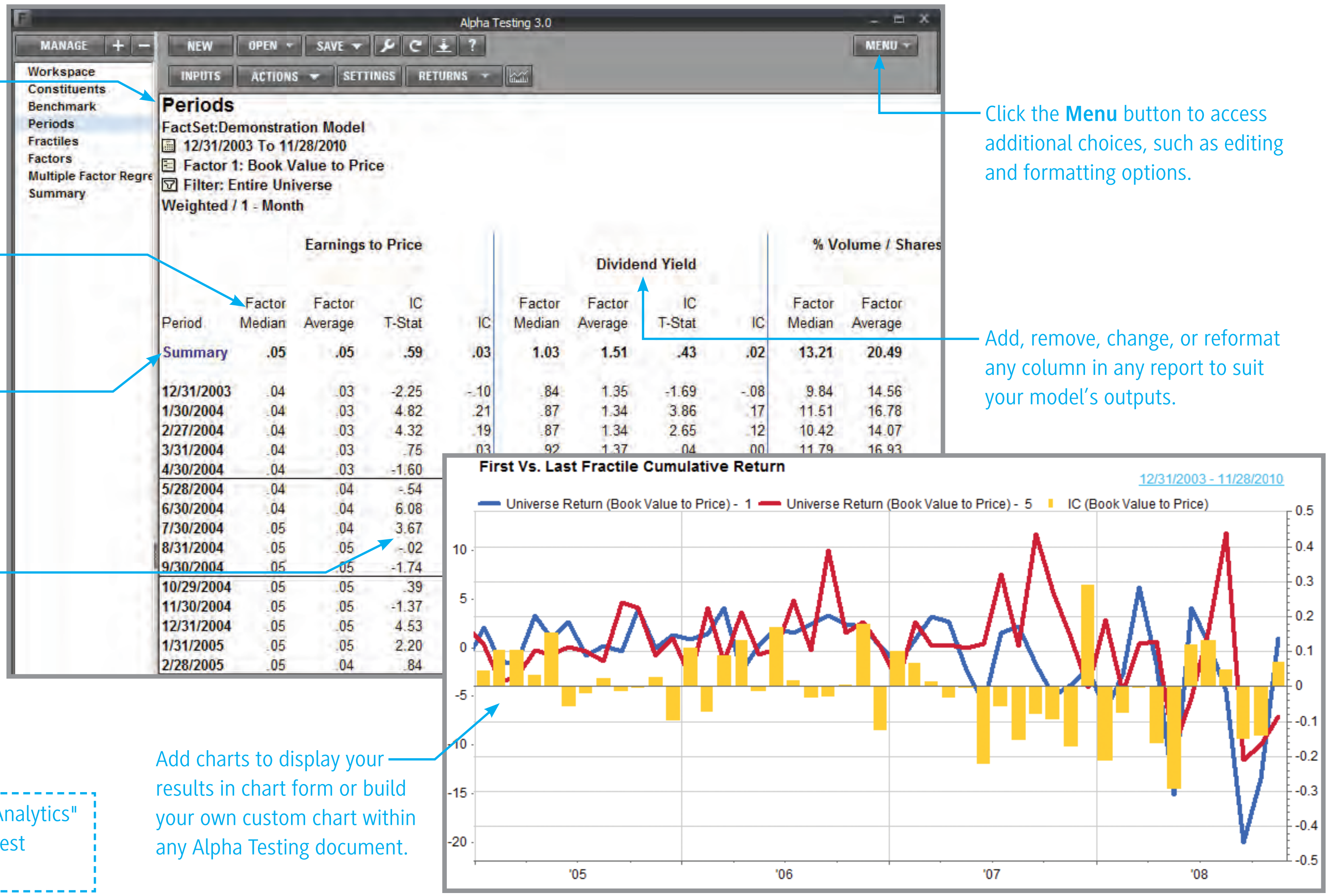
Use Alpha Testing to analyze the relationship between multiple variables and the resulting investment returns over time. Set up models using only the companies, factors, and time frames that you need to test your ideas. *For a guided tour on building models and analyzing results in Alpha Testing, launch the eLearning demos on Online Assistant pages 13209 and 13890.*

View your results in highly customizable, easy-to-understand reports.

Double-click a column header to sort results by that column.

Group your results by factors, groups within factors (i.e., fractiles), periods, or any combination of these.

Choose from Equal Weighted, Cumulative, Annualized, and other return types to apply to any or all of your reports.




Click the **Menu** button to access additional choices, such as editing and formatting options.

Add, remove, change, or reformat any column in any report to suit your model's outputs.

Add charts to display your results in chart form or build your own custom chart within any Alpha Testing document.

Subscribe to Notify's "Quantitative Analytics" category to stay informed on the latest updates to Alpha Testing.

## Where can I find this on FactSet?

FactSet Insert menu > Quantitative > Alpha Testing (@AT)

Online Assistant Page ID

13551

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# FACTSET Using Axioma Portfolio Optimizer

Use Axioma Portfolio Optimizer to determine trades that will maximize your portfolio's utility and reduce its risk relative to its benchmark. You can use any screen, portfolio, third party benchmark, or your own custom variables to set inputs and constraints in creating problems for the optimizer to solve.

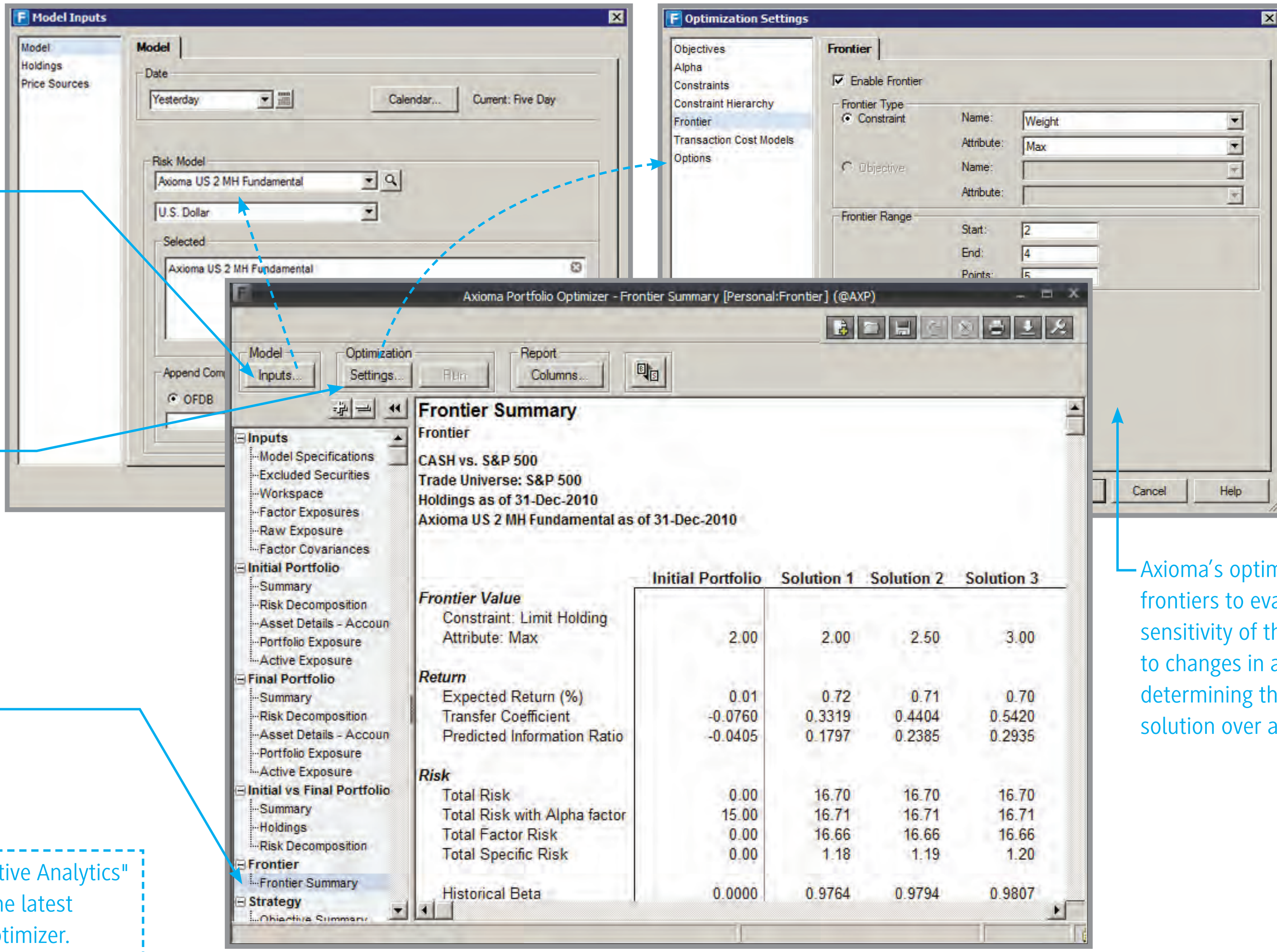
*FactSet also offers portfolio optimizers from APT, Barra, and Northfield, as well as optimizer integration with Portfolio Simulation. Ask your Quant specialist for details.*

Click the **Model Inputs** button to specify model basics such as the risk model, dates, portfolio and benchmark, and prices.

Click the **Optimization Settings** button to manage your objective function, Alpha Uncertainty model, portfolio constraints, frontier options, and more.

View model results in one of dozens of reports that describe your optimal portfolio.

Subscribe to Notify's "Quantitative Analytics" category to stay informed on the latest updates to Axioma Portfolio Optimizer.




Axioma's optimizer uses frontiers to evaluate the sensitivity of the final portfolio to changes in a parameter, determining the optimal solution over a range of values.

## Where can I find this on FactSet?

FactSet Insert menu > Quantitative > Axioma Portfolio Optimizer (@AXP)

Online Assistant Page ID 16573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# FACTSET Analyzing a Portfolio's Style, Performance, and Risk

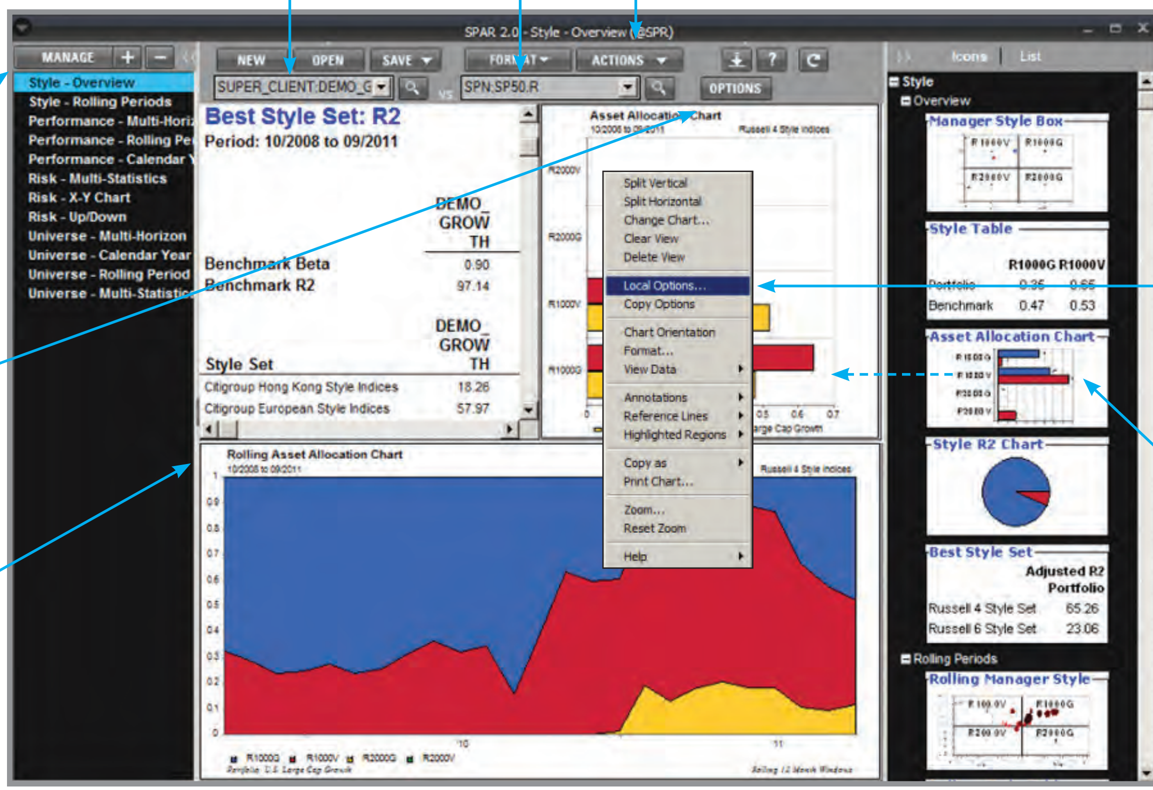
SPAR (Style, Performance, and Risk) lets you analyze your portfolio's performance against equity and fixed income benchmarks. Dynamically create presentations of your portfolio's style, performance, risk, and peer group analysis, which you can easily download to Microsoft PowerPoint. *For a guided tour of SPAR, launch the eLearning series on Online Assistant page 16210.*

Analyze any portfolio or combination of portfolios against a specified benchmark.

Use the FactSet default presentation, or customize your own presentation by clicking the **Manage** and **Add New Slide** buttons.

Set options specific to your charts and reports, including dates, statistics, style sets, and universes.

Insert any combination of charts and reports into a slide.




Create custom universes and screen for funds in Fund Screening. To jump to Fund Screening from SPAR, click the **Actions** button and select "Launch Fund Screening." *See Online Assistant page 13945 for more information.*

Right-click on a chart or report to set report options such as date range, colors, chart type, and more.

To add a new chart or report to a slide within your presentation, drag and drop charts or reports into the viewing area. If you do not see the chart/report selection pane, click on the arrows in the upper-right corner to expand the pane.

Subscribe to Notify's "SPAR" category to stay informed on the latest updates to SPAR.

## Where can I find this on FactSet?

FactSet Insert menu > Portfolio > SPAR (@SPR)

Online Assistant Page ID

12876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# FACTSET Managing Databases Using Quick Portfolio

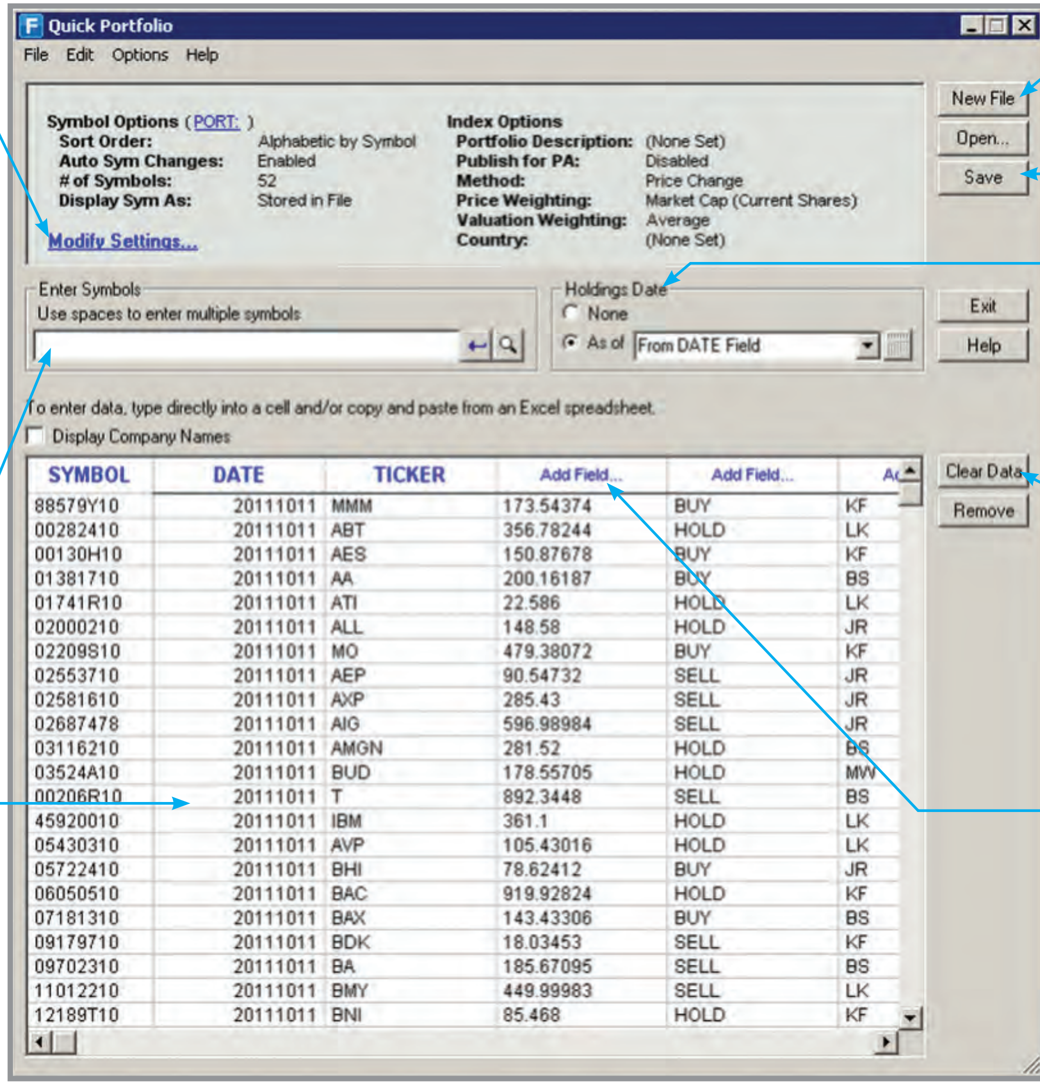
Use Quick Portfolio to view, edit, and quickly upload your proprietary data to an OFDB database. Once you've uploaded your data, you can use it in custom reports, Data Downloading, Screening, Portfolio Analysis, and other FactSet components. *For a guided tour covering how to create portfolios and identifier lists in Quick Portfolio, launch the eLearning series on Online Assistant page 14904.*

Click the "Modify Settings" link to specify index and sorting options.

Index options let you modify characteristics, such as index methodology and weighting scheme for custom indices, which can be used in other applications. *See Online Assistant page 13980 for more information.*

Enter identifiers in the Enter Symbols text box to create a ticker list. To enter multiple identifiers, enter a space between each identifier.

Copy proprietary data from Microsoft Excel into Quick Portfolio. Press **CTRL+C** to copy the data from Excel and **CTRL+V** to paste the data in Quick Portfolio.




Click the **New File** button to create a new database.

Click the **Save** button to save the database.

Select a holdings date for your data. Select the "None" option for non-time series databases. If you're uploading a Date field, the "From DATE Field" option will be selected as the holdings date.

Click the **Clear Data** button to clear all the identifiers and data in the view. The headings for defined fields will remain. To delete only a security and its corresponding data, select the identifier (or multiple identifiers) and then click the **Remove** button.

Click the "Add Field" option to define a new field. You can select a predefined field or create a custom one.

## Where can I find this on FactSet?

FactSet Insert menu > Utilities > Quick Portfolio (@QP)

Online Assistant Page ID 13976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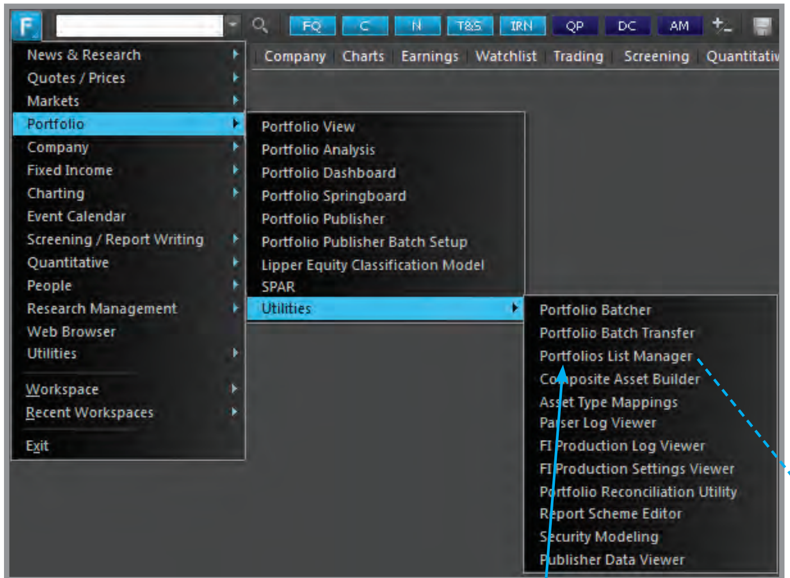
# FACTSET Using Portfolio Utilities

After uploading your proprietary data to FactSet, add the file to Portfolios List Manager in order to analyze the portfolio, custom composite, or benchmark in applications such as Portfolio Analysis and SPAR. Use Portfolios List Manager along with other Portfolio Utilities to manage composite assets, asset types, parsers, and reconciliation reports.

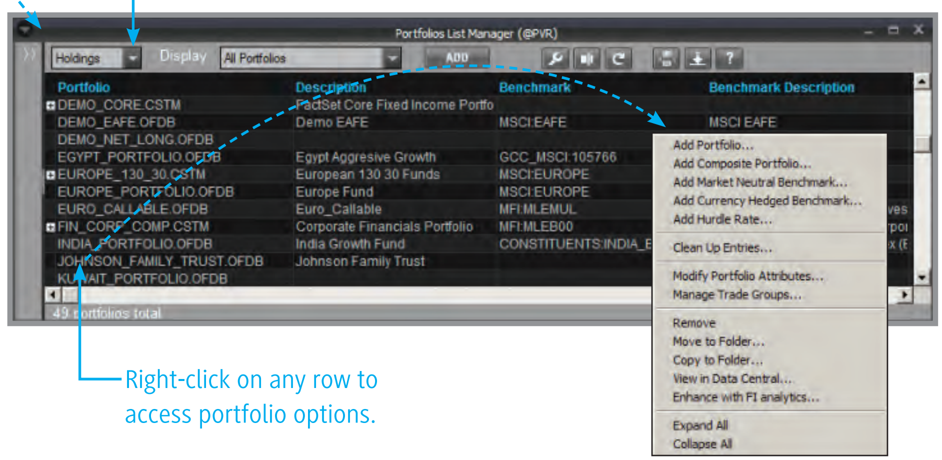



Select some of the additional components featured in Portfolio Utilities:

+ **Composite Asset Builder** - To construct a composite asset portfolio by using an identifier as a weighted basket of securities. *See Online Assistant page 12556 for more information.*
+ **Asset Type Mappings** - To map your portfolio assets to asset types available in FactSet (e.g., futures, options). *See Online Assistant page 14078 for more information.*
+ **Parser Log Viewer** - To monitor your portfolio's holdings and/or returns upload process in FactSet. *See Online Assistant page 11533 for more information.*
+ **Portfolio Reconciliation Utility** - To view production reports or set up alerts on potential problems with data you upload. *See Online Assistant page 14868 for more information.*

Select the type of portfolios you want to view (e.g., holdings, returns) from the By Type drop-down menu.

Use Portfolios List Manager to manage portfolios and accounts. *See Online Assistant page 16457 for more information.*




Right-click on any row to access portfolio options.

Subscribe to Notify's "Portfolio Utilities" category to stay informed on the latest updates to Portfolio Utilities.

## Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Utilities > Portfolio List Manager (@PVR)

Online Assistant Page ID

12519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# FACTSET Charting Economic Series

Use Economic Analysis's charting and report-writing options to analyze markets. Create charts or reports for any combination of economic and corporate fundamental time series. View important economic events and related details within minutes of their release. *For a guided tour on charting economic series, launch the eLearning series on Online Assistant page 13704.*

Change the chart's time period by selecting a period from the Start Date drop-down menu, or by clicking the **Options** button and choosing the Period tab.

Highlight recession periods to add additional meaning to your data.

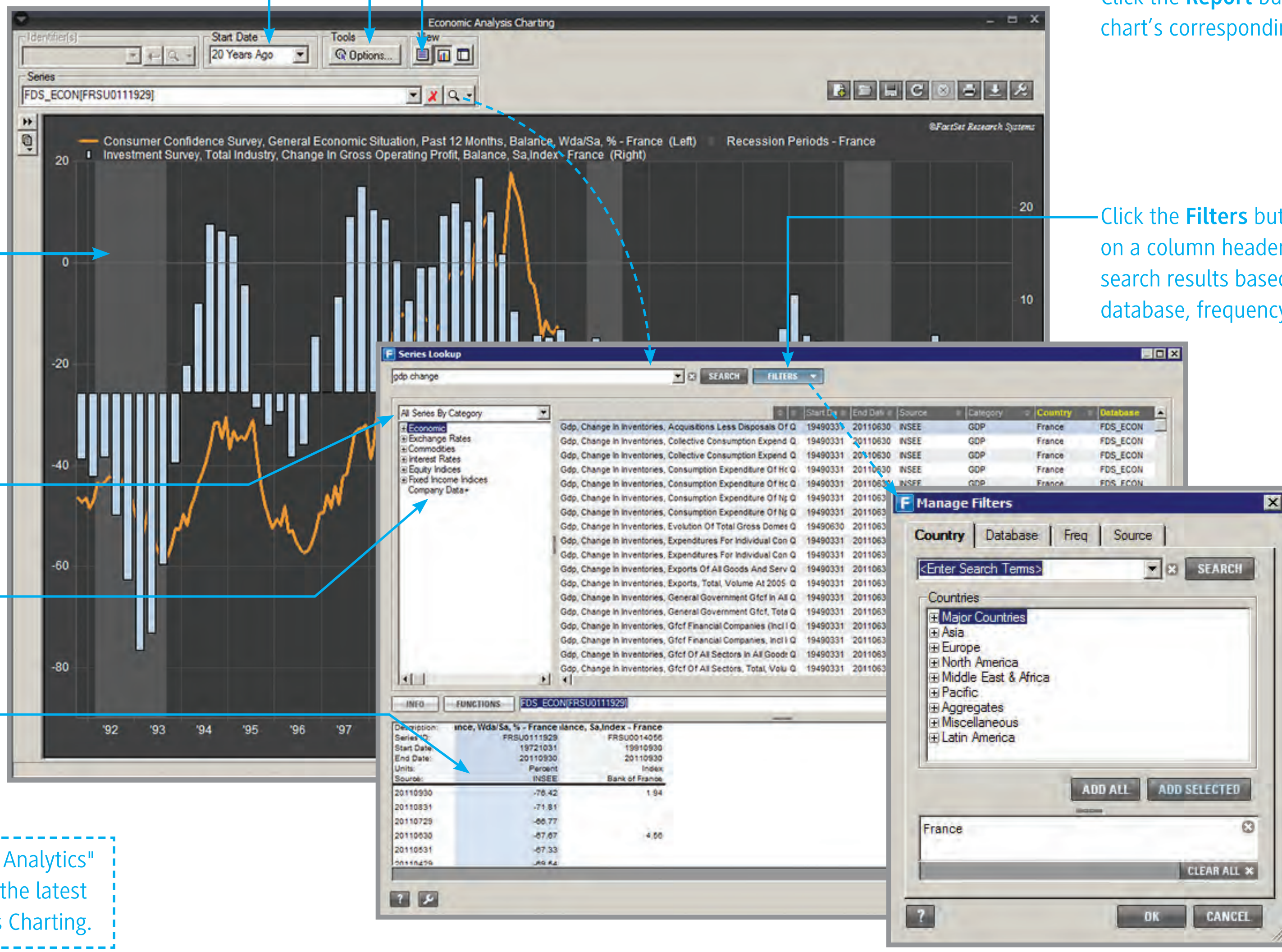
Select a series by category using Series Lookup.

Limit your searches by category.

Right-click a column in the Preview pane to apply series math and transformations.

Click the **Report** button to view the chart's corresponding report.

Click the **Filters** button or right-click on a column header to narrow your search results based on country, database, frequency, or data source.




Subscribe to Notify's "Market Analytics" category to stay informed on the latest updates to Economic Analysis Charting.

## Where can I find this on FactSet?

FactSet Insert menu > Charting > Economic Analysis Charting (@EAC)

Online Assistant Page ID 13155



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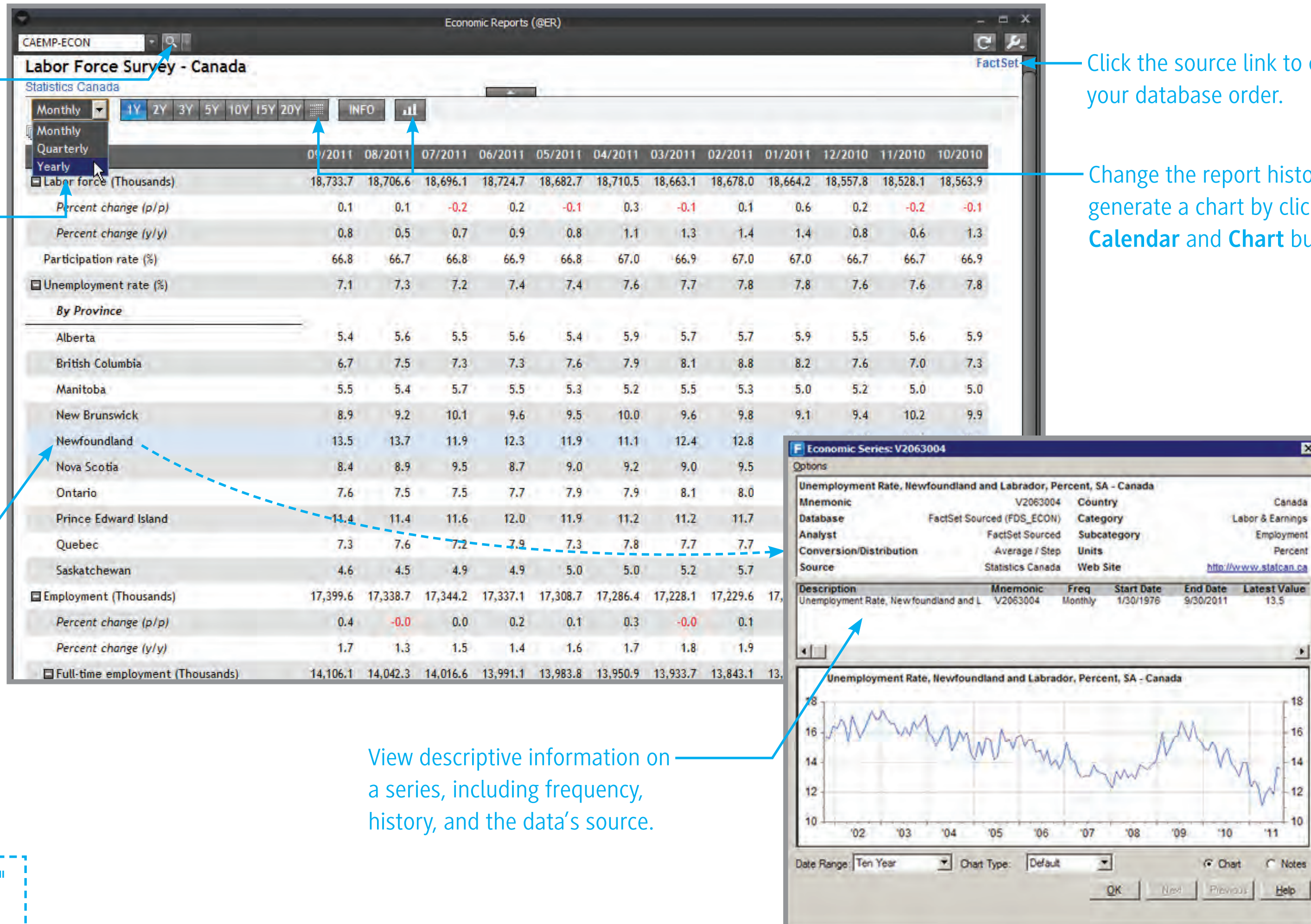
# FACTSET Viewing Economic Reports

Launch Economic Reports to view reports that list important economic indicators for more than 60 countries. These reports let you view dozens of relevant economic indicators with a single mouse click. *For a guided tour of Economic Analysis applications, featuring Economic Reports, launch the eLearning demo on Online Assistant page 13536.*

Click the **Lookup** button to browse for an economic series or you can type a series into the Identifier box.

Select a different frequency from the drop-down menu. Economic Reports can also feature Transformation and Seasonal Adjustment options.

Select a row and click the **Info** button in the report toolbar to access more information about the indicator.




Click the source link to change your database order.

Change the report history or generate a chart by clicking the **Calendar** and **Chart** buttons.

View descriptive information on a series, including frequency, history, and the data's source.

Subscribe to Notify's "Market Analytics" category to stay informed on the latest updates to Economic reports.

## Where can I find this on FactSet?

FactSet Insert menu > Markets > Economic Reports (@ER)

Online Assistant Page ID

15195



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# FACTSET Viewing a Country Synopsis

Country Synopsis reports deliver a detailed view of the country in question, and link to other reports, such as benchmark reports, economic detailed reports, and estimate reports for commodities. Access Country Synopsis reports directly, or through Company reports and Portfolio Analysis.


Hover over the credit rating to see a 10-year history.

Click a link in the Economic Summary section to view a report on that particular series.

Click an index name to launch a Constituents or Benchmark report.

Click the **Tools** button to access printing and downloading options.

Grab a component title to drag-and-drop it around the report and arrange each to best fit your analysis.

Click a link to open an adjustable 52-week graph of the selected line item.

**Where can I find this on FactSet?**

FactSet Insert menu > Markets > Country Synopsis

Online Assistant Page ID

15382



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# FACTSET Viewing Index Data

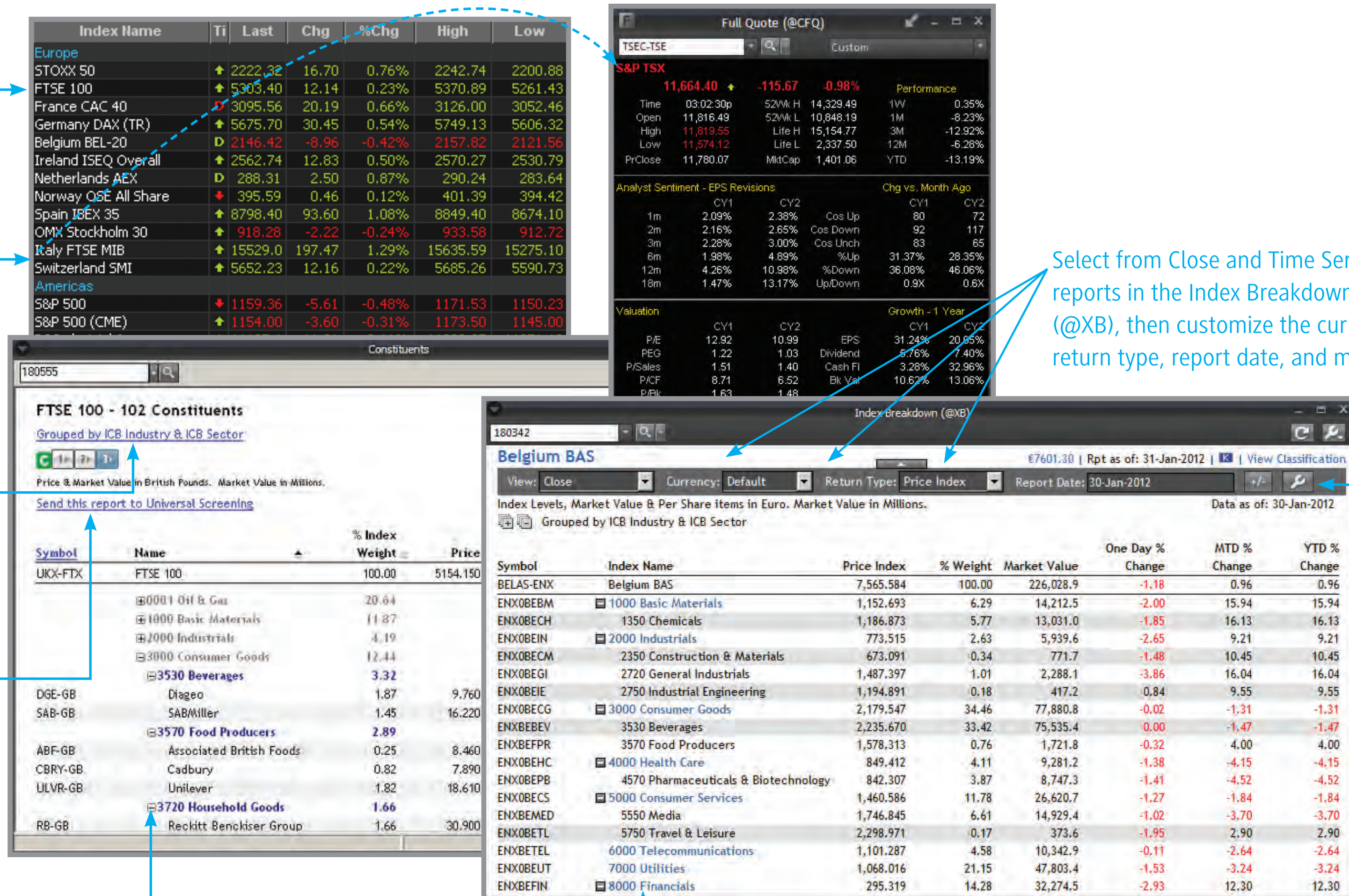
The Markets and Quotes/Prices categories allow you to view real-time data for major indices, create constituent-level reports, and country and industry breakdowns for a variety of benchmark families. In addition to the reports shown here, you can also access the Earnings Scorecard (@ESC), Matrix (@IMX), and Performance & Valuation (@P&V) reports. *To learn more about using different components in the Markets tab, launch the eLearning demo on Online Assistant page 15890.*

View real-time data for major global indices in Market Watch (@MW or FactSet Insert menu > Quotes/Prices).

Right-click on any index to access FactSet's performance, estimate, growth, and valuation data in the Full Quote display.

With the Constituents report (@CON), you can view constituent-level data for a broad array of index families and groupings.

Instantly send equity or fixed income indices to the Equity Screening or Debt Screening applications for further analysis.




Select from Close and Time Series reports in the Index Breakdown (@XB), then customize the currency, return type, report date, and more.

Subscribe to Notify's "Market Analytics" and "Real-Time Data and Displays" categories to stay informed on the latest product updates.

Use expand/collapse functionality for your different grouping levels.

Double-click on an index to display its key statistics and constituents.

Add or remove data columns from your report and change your options.

## Where can I find this on FactSet?

FactSet Insert menu > Markets or Quotes/Prices

Online Assistant Page ID

15890



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# FACTSET Using Equity Screening

Equity Screening allows you to test and confirm investment strategies across all databases simultaneously. You can screen on your own investable universe or on tens of thousands of securities worldwide. FactSet offers a vast library of predefined items, plus you can also develop your own proprietary screening criteria using any data available. *For a guided tour of Universal Screening, launch the eLearning series on Online Assistant page 16208.*

Click the **Screen Dashboard** button to access sample screens that serve as building blocks when creating your own custom screens.

Click the **Equity**, **Debt**, **Holder**, or **Fund** buttons to change your report type in Universal Screening.

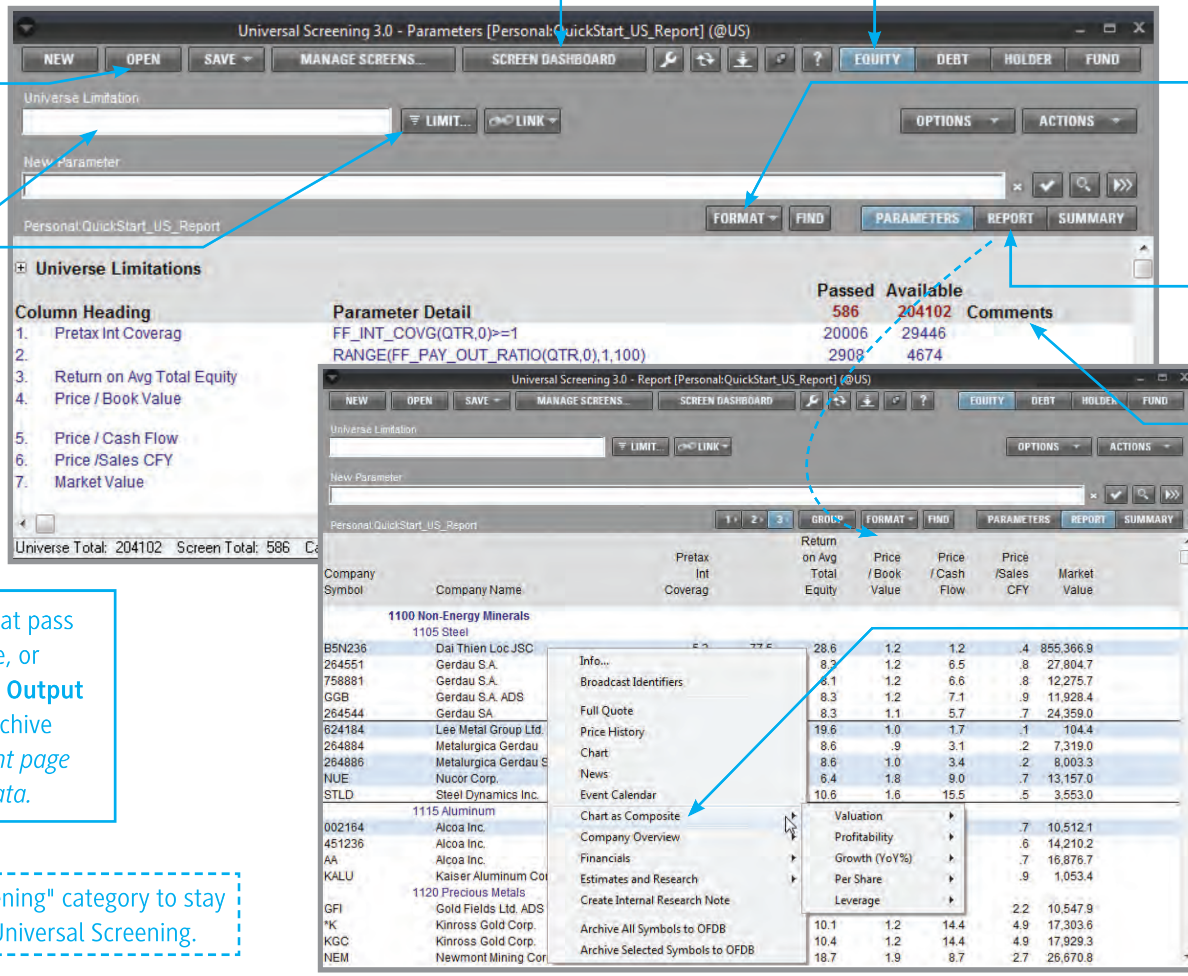
Click the **Open** button to access your saved reports.

Select the Format drop-down menu to apply groupings, sort by security and groupings, apply multi-factor ranking, and more.

Use "type-ahead" functionality in the Universe Limitation field or click the **Limit** button to construct a universe of securities defined by one or more limitations. You can limit your screen based on a number of factors, both qualitative and quantitative.

Click the **Report** button to display the securities that meet your criteria.

Add comments to any parameter by going to the Column Format or Column Settings dialogs.




Create composite charts on-the-fly by pressing **CTRL** and selecting the identifiers in the Report view. Right-click and select "Chart as Composite," then select the chart type. *See Online Assistant page 16230 for more details on charting composites.*

**Tip**: To save the list of securities that pass your screen to an OFDB file, PRT file, or online spreadsheet report, click the **Output Options** button and select "Archive Screen Results." *See Online Assistant page 286 for more details on archiving data.*

Subscribe to Notify's "FactSet Screening" category to stay informed on the latest updates to Universal Screening.

## Where can I find this on FactSet?

FactSet Insert menu > Screening/Report Writing > Universal Screening > Equity Screening (@US)

Online Assistant Page ID

249

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# FACTSET Limiting the Universe

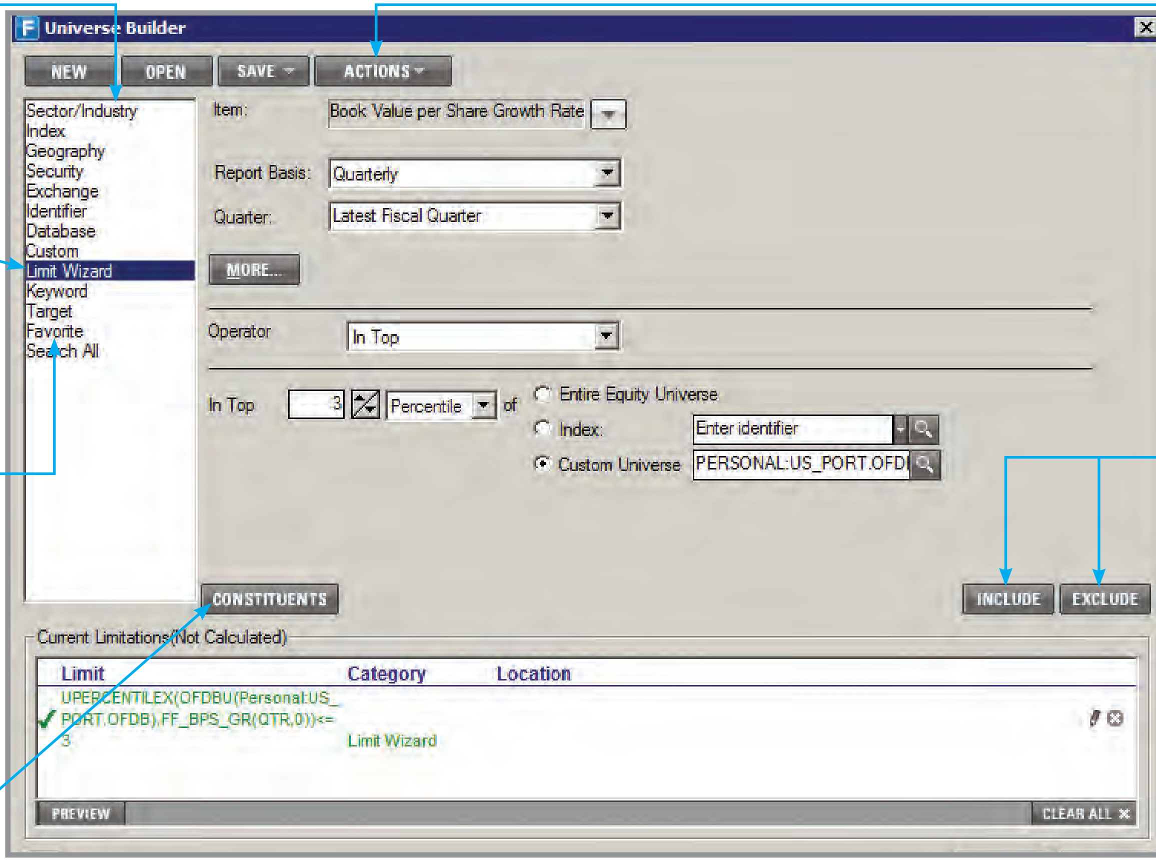
Use Universe Builder to construct a "universe" of securities defined by one or more limitations. Limitations are grouped by category and you can save your universe as a profile or portfolio to use throughout FactSet applications, including Universal Screening, Interactive Charting, and Identifier Lookup. Click the **Limit** button in Universal Screening to launch Universe Builder. *For a guided tour of Universe Builder, launch the eLearning demo on Online Assistant page 16208.*

Define your universe by selecting universe limitations from the category tabs. *See Online Assistant page 12888 for more information on each category.*

Choose Limit Wizard to create formula limits based on Price, Performance, and Financial data items in your Equity Screening report.

Choose Favorite to select frequently used limits that are bookmarked. You can bookmark a limit as a Personal favorite, Client favorite, or both, by clicking the **Star** icon ★ to the right of the limit in Universe Builder.

Click the **Constituents** button to preview the list of securities that pass your limitations. You can download the identifiers and security names to a spreadsheet or text file, or create a Quick Portfolio with the list of identifiers.




Go to the Actions drop-down menu to select options like including all dually-listed U.S./Canadian securities and all Cash identifiers, or excluding inactive securities, secondary listings, and non-equity securities from your universe.

To include a limit, double-click the item or select the item and click the **Include** button. To exclude a limit, double-click the item twice or select the item and click the **Exclude** button.

**Tip**: You can also use "type-ahead" searching to quickly find limits for your Universal Screening report. Results for your keyword search will be returned by industry, index, geographic location, exchange, etc. Type-ahead searching is available in Universal Screening and most tabs in Universal Builder. *For more information about this functionality, see Online Assistant page 250.*

## Where can I find this on FactSet?

FactSet Insert menu > Screening / Report Writing > Universal Screening > Limit button

Online Assistant Page ID

333



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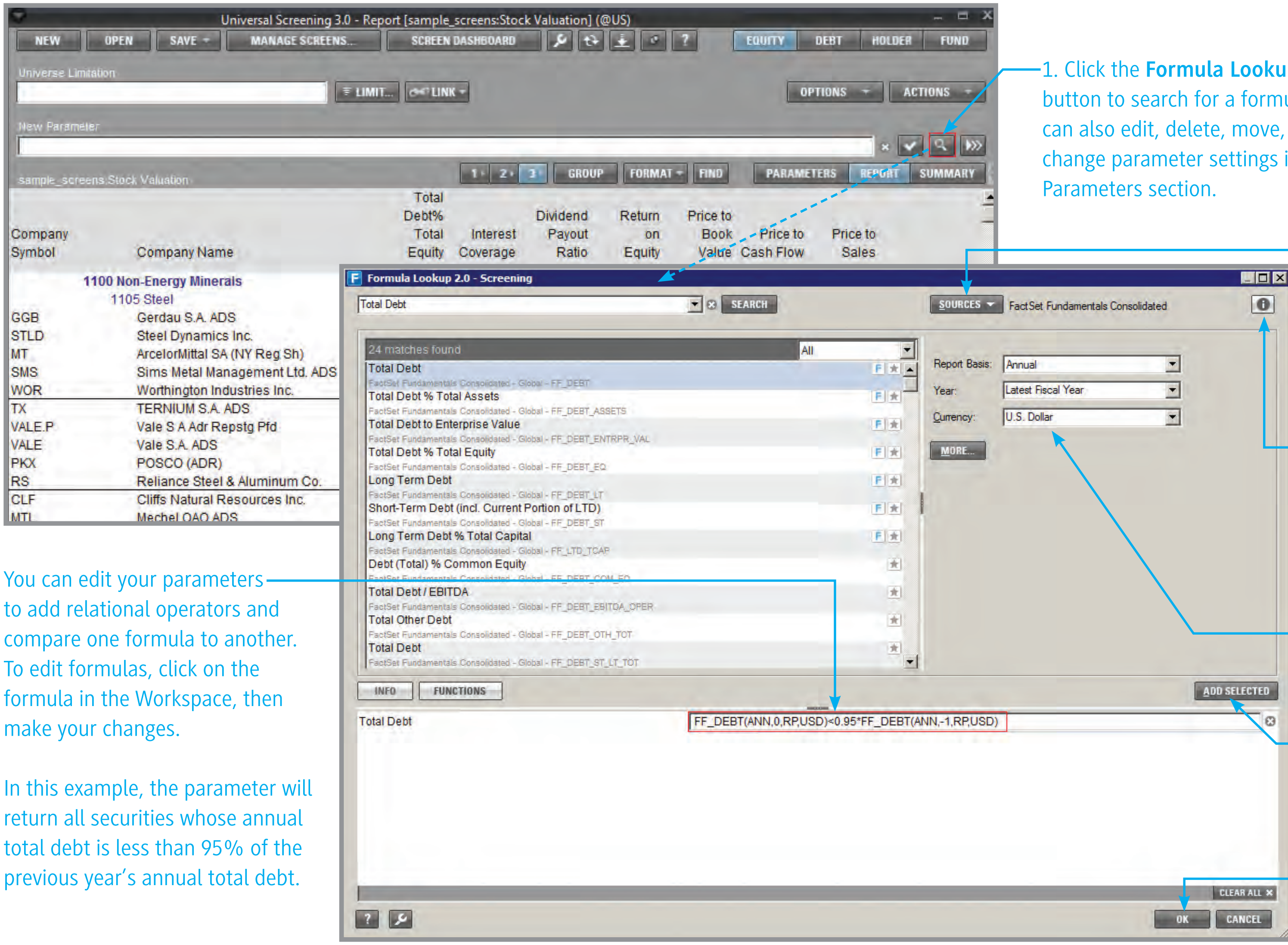
# FACTSET Creating and Editing Parameters

Click the **Formula Lookup** button to create parameters in your screening report. Formula Lookup is a utility that helps you find formulas in order to incorporate FactSet data into your screens and reports. *To learn more about how to use Formula Lookup, launch the eLearning demo on Online Assistant page 14930.*




1. Click the **Formula Lookup** button to search for a formula. You can also edit, delete, move, and change parameter settings in the Parameters section.

2. Click the **Sources** button to choose a specific data source. In this example, the FactSet Fundamentals formula library is selected.

3. Click the **Information** button to view a detailed description of the selected data source.

4. After you select a formula, specify your formula arguments.

5. Click the **Add Selected** button to include the formula in your Workspace or double-click the highlighted formula.

6. Click the **OK** button to add the new parameter to your report.

You can edit your parameters to add relational operators and compare one formula to another. To edit formulas, click on the formula in the Workspace, then make your changes.

In this example, the parameter will return all securities whose annual total debt is less than 95% of the previous year's annual total debt.

## Where can I find this on FactSet?

FactSet Insert menu > Screening/Report Writing > Universal Screening > Equity Screening > Formula Lookup button

Online Assistant Page ID 14930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# FACTSET Screening for Ideas

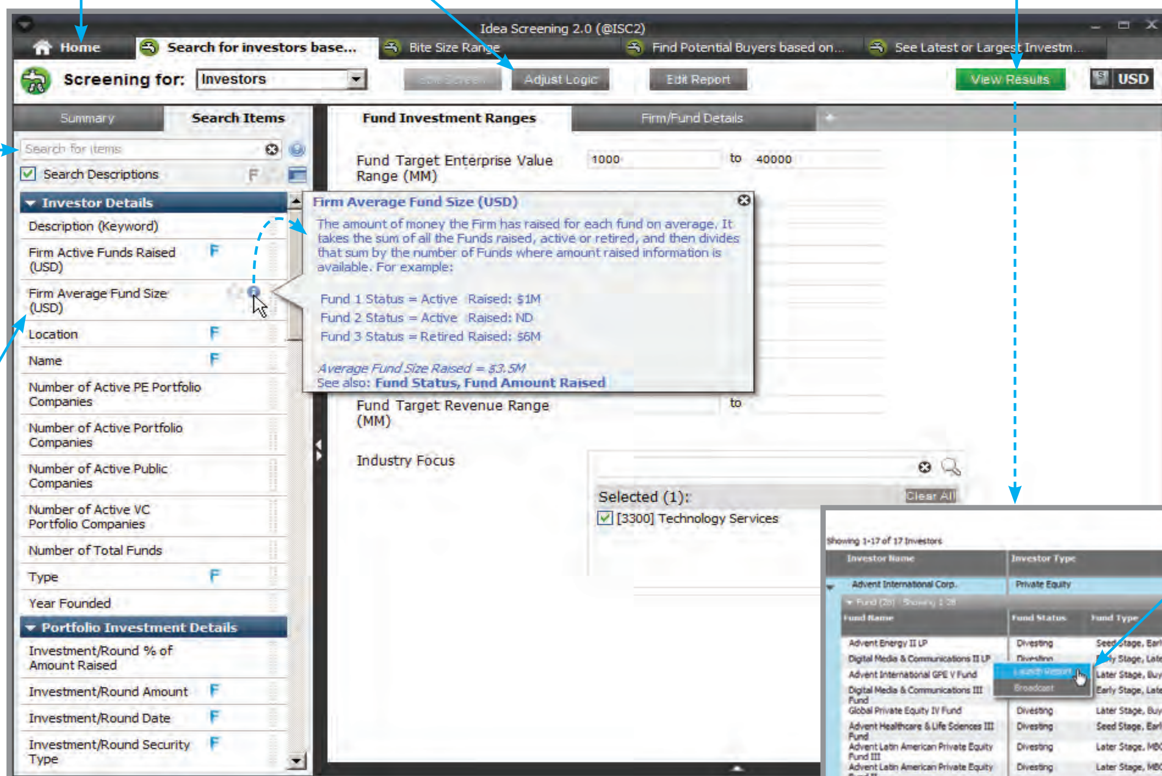
Idea Screening 2.0 provides a workflow-driven, customizable application that allows you to screen for potential investment opportunities, find potential buyers, track trends, and identify precedent transactions. You can choose to view FactSet's customizable predefined screens or create your own screens based on criteria you specify. *To learn more about Idea Screening, launch the eLearning demo on Online Assistant page 16590.*

Choose the Home tab to create new screens and launch existing screens from your Screen Library.

Click the **Adjust Logic** button to change the screening logic for your included parameters.

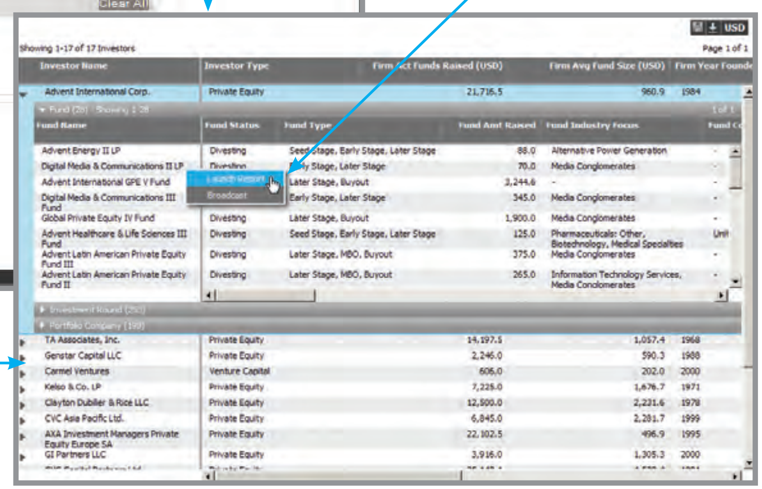
Click the **View Results** button to analyze your results based on the criteria you've selected.

Enter a keyword to search for specific items. You can also filter results based on FactSet Recommended items or Personal/Client favorites.




To view detailed information on an entity within your report results, right-click and select "Launch Report." You can also select "Broadcast" to send the identifier to the master identifier box, allowing you to easily analyze the entity in other FactSet reports.

To add a new parameter to your screen, drag the desired parameter from the Search Items tab into the report. To view the item definition, hover your mouse over the parameter's **Information** icon. *For more information on working with your screen parameters, see Online Assistant page 16697.*



Subscribe to Notify's "FactSet Screening" category to stay informed on the latest updates to Idea Screening.

You can sort your report, move and delete columns, download results, and more in the Results view.

## Where can I find this on FactSet?

FactSet Insert menu > Screening/Report Writing > Idea Screening 2.0 (@ISC2)

Online Assistant Page ID

16590



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# FACTSET Charting Market Data

Use the Chart display to chart company-specific market data over different frequencies. You can also create indexed and relative price charts to perform company versus benchmark comparisons.

Use the Drawing toolbar to select from a number of chart modes and drawing.

- Multiple Identifers
- Crosshairs
- Zoom
- Price Change Monitor
- Peer Mode
- Horizontal Lines
- Trendlines
- Fibonacci Retracements

Toggle between indexed or relative charts by clicking the **Index** and **Relative** buttons.

Click the **Profile** button to access default FactSet charts or your custom chart profiles.

Click the **Upper** or **Lower** buttons to add technical indicators.


Click the **Chart Options** button and choose a tab to customize the chart:

- **Dates** - To change the period, interval, and calendar
- **Options** - To change formatting such as chart type and scaling
- **Upper Indicators** - To add upper indicators such as moving averages and annotations
- **Lower Indicators** - To add lower indicators such as MACD and momentum
- **Multiple Identifiers** - To create an indexed or relative chart
- **Lines and Highlights** - To add relevant fundamental items or proprietary data

Click on an annotation to view the historical/detailed report or corresponding news document.

Double-click on the chart to launch a Company News display with stories from the corresponding date.

Price Change Monitor

DATES HI / LOW RANGE INFO

Vodafone Group PLC (VOD-LON)
British Pounds

| | 27-Oct-10 | 3-Oct-11 |
|---|---|---|
| High | 1.684 | 1.694 |
| Low | 1.658 | 1.632 |
| Close | 1.663 | 1.6855 |
| Volume | 104,676,088 | 88,533,296 |

| Security Name | % Change | % Return |
|---|---|---|
| Vodafone Group PLC | 1.35 | 6.94 |
| FTSE All-Share | -10.06 | -7.20 |
| Difference | 11.41 | 14.15 |

View the price change between two dates using the Price Change Monitor. *For more information on the options available, see Online Assistant page 16828.*

To change a chart's date range, click the appropriate time period. To select a custom date range, click the **Calendar** button.

## Where can I find this on FactSet?

FactSet Insert menu > Charting > Chart (@C)

Online Assistant Page ID 15931


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# FACTSET Charting Interactively

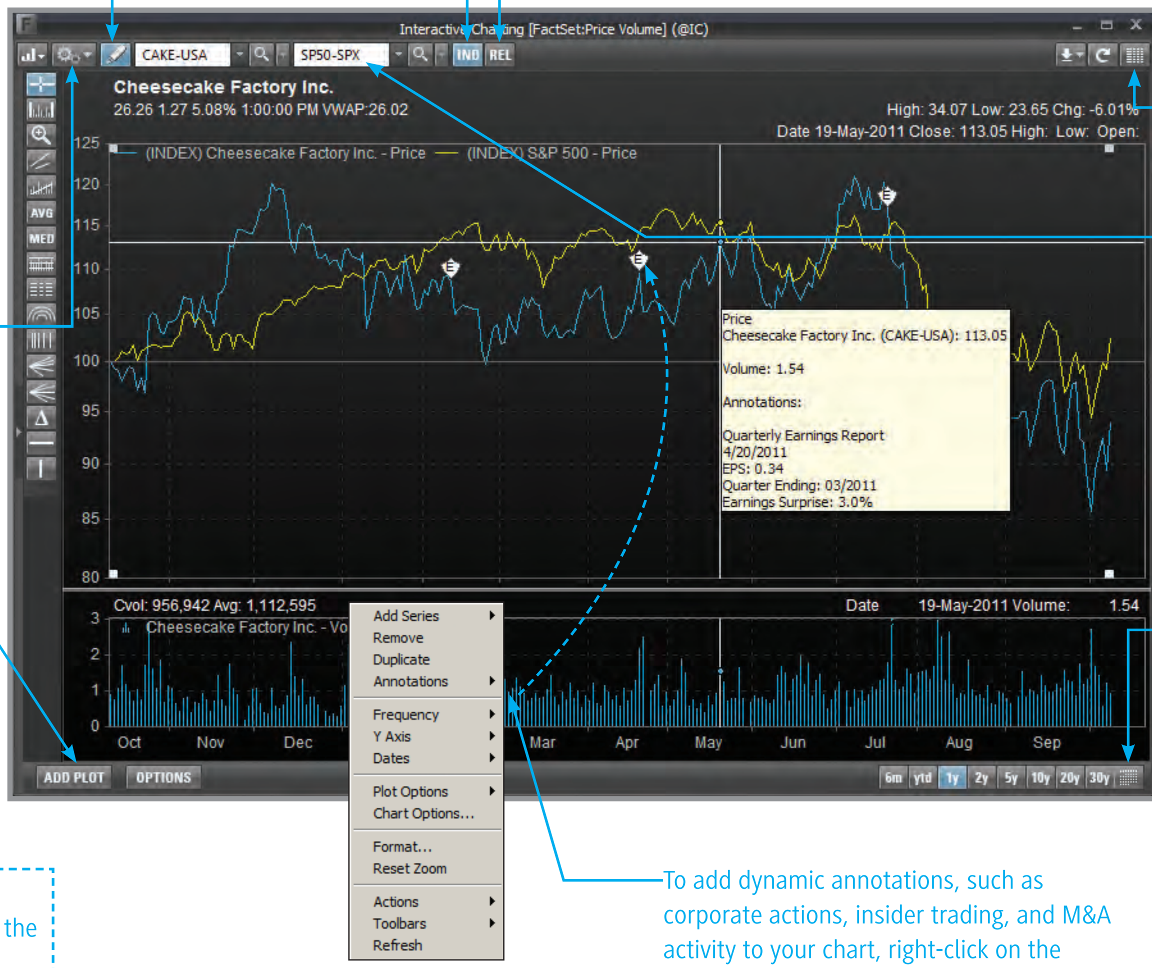
Use Interactive Charting to create flexible charts depicting company and non-company data. Predefined series include pricing, financial, estimate, and valuation data. *For a guided tour covering the basics of Interactive Charting, launch the eLearning series on Online Assistant page 16214.*

Click the **Drawing Tools** button to view the Drawing toolbar in the left pane (as shown). You can then select from a number of drawing tools, including crosshairs and trendlines. *For more information on drawing tools, see Online Assistant page 15282.*

To modify the up/down color scheme, crosshair cursor type, and other settings, such as calendar and currency, select the "Application Settings" option from the **Quick Actions** drop-down menu.

Click the **Add Plot** button to add additional plots to your chart. To remove plots, right-click on the plot area and select Plot Options > Delete Plot or press the **DELETE** key.

Subscribe to Notify's "Charting on FactSet" category to stay informed on the latest updates to Interactive Charting.




Toggle between indexed or relative charts by clicking the **Index** and **Relative** buttons.

To view the underlying data behind a chart, click the **Show Report View** button.

Add additional identifiers in the Compare To dialog box. To select dynamic default benchmarks, click the **Lookup** button and select from the available index families.

To change a chart's date range, click the appropriate button in the lower right corner. To select a custom date range, click the **Calendar** button.

To add dynamic annotations, such as corporate actions, insider trading, and M&A activity to your chart, right-click on the series and select the "Annotations" option.

**Tip:** Right-click on the date section to add or remove the date buttons displayed by default.

## Where can I find this on FactSet?

FactSet Insert menu > Charting > Interactive Charting (@IC)

Online Assistant Page ID 16021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# FACTSET Using the Web Browser

The Web Browser display allows you to integrate your browser into FactSet. You can view company homepages and public websites. You can also customize the available website links to meet your needs. For example, you can configure the Web Browser to automatically enter a company identifier in your favorite internal or external research sites.

Click the **Back** and **Forward** buttons to navigate back to the previous page or forward to the next page in the history.

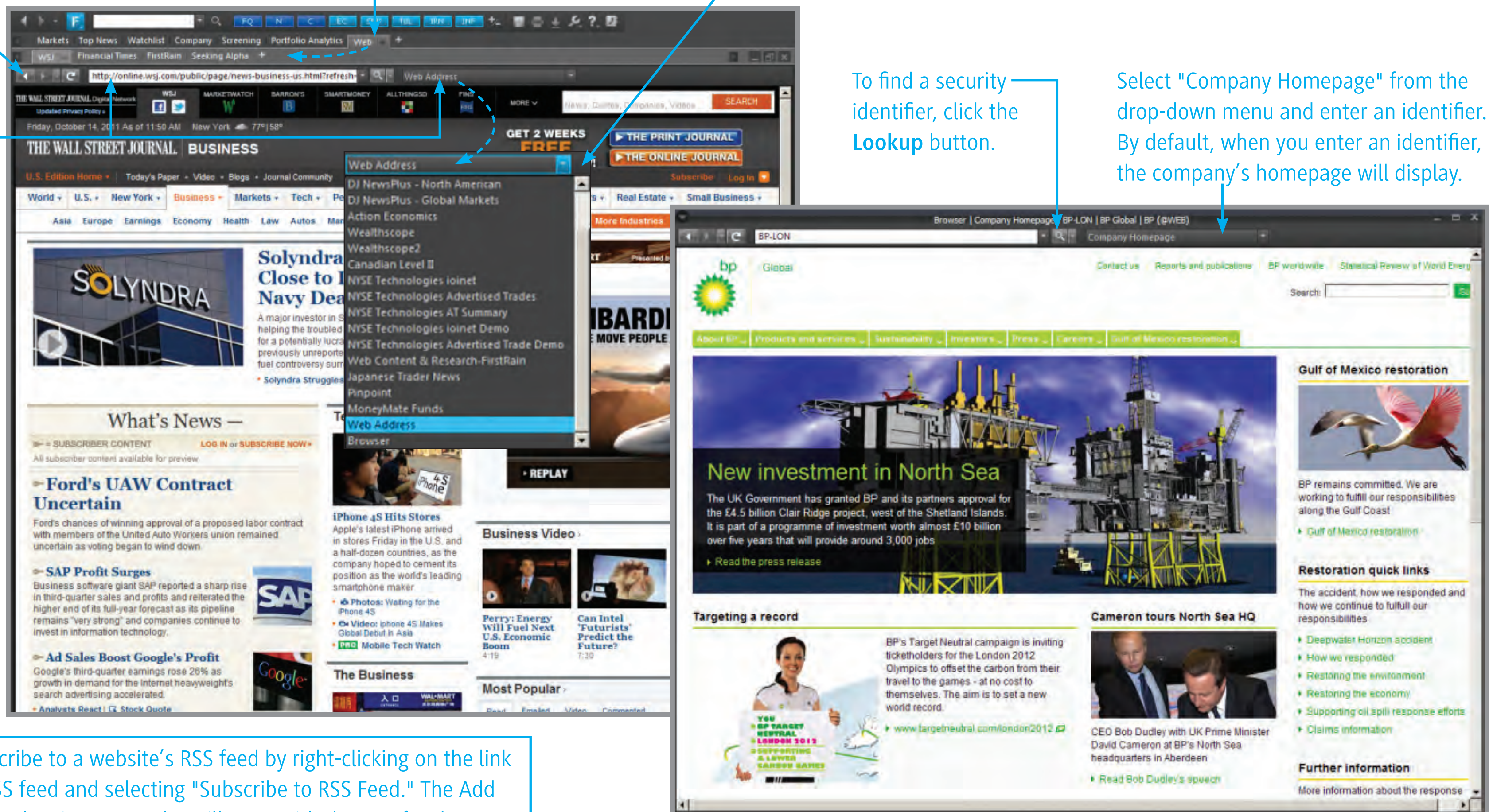
Create a custom tab that includes all of the websites that you frequently visit.

You can also save a list of your favorite websites in the drop-down menu for easy, one-click access. *For more information on saving frequently-used web addresses, see Online Assistant page 15913.*

Select "Web Address" from the drop-down menu and enter the URL of a website you wish to view.

To find a security identifier, click the **Lookup** button.

Select "Company Homepage" from the drop-down menu and enter an identifier. By default, when you enter an identifier, the company's homepage will display.




**Tip:** Subscribe to a website's RSS feed by right-clicking on the link for the RSS feed and selecting "Subscribe to RSS Feed." The Add Feed dialog box in RSS Reader will open with the URL for the RSS feed. Click the **Add** button to complete the subscription process.

## Where can I find this on FactSet?

FactSet Insert menu > Web Browser (@WEB)

Online Assistant Page ID

15912

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# FACTSET Using FactSet's Mobile Solutions

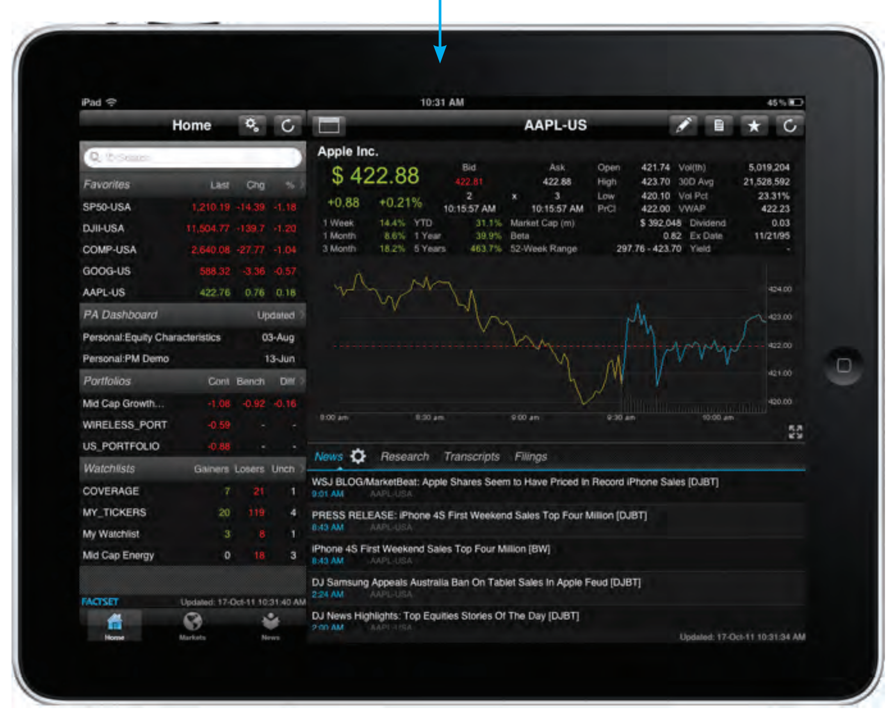
Use FactSet's mobile solutions to access the same global market information and company intelligence that you receive on your desktop on your mobile device.


You can do the following using FactSet's mobile solutions:

- Quickly switch between summary and detailed views of portfolios and watch lists stored in FactSet
- Access Top News summaries from Dow Jones and news for an individual company
- Monitor global market data for major world indices, commodities, and FX Rates
- Examine deep company data including estimates, event details, M&A activity, ownership information, and debt
- Chart prices for an individual security or compare the performance of multiple securities

For help using FactSet for the iPad, see Online Assistant page 16634.


For help using FactSet Wireless Plus for the BlackBerry, see Online Assistant page 15719.




For help using FactSet for the iPhone, see Online Assistant page 16435.

Subscribe to Notify's "FactSet Platform" category to stay informed on the latest updates for mobile solutions.

**Where can I find this on FactSet?**

FactSet Mobile Solutions

Online Assistant Page ID

15637



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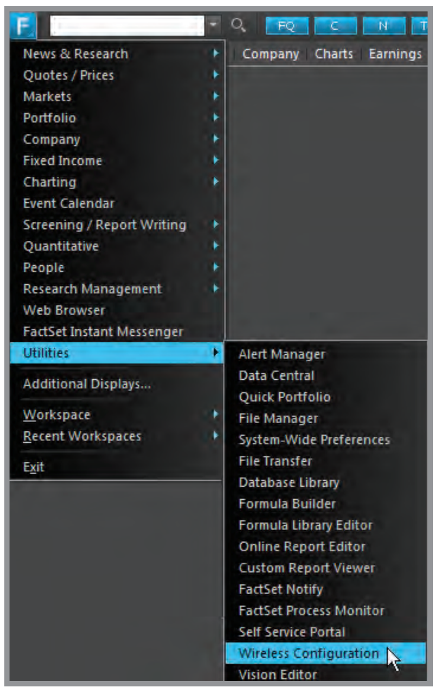
# FACTSET Configuring and Installing FactSet's Mobile Solutions

Prior to using FactSet's mobile solutions, you must configure your mobile login settings in FactSet. *To learn more about configuring wireless, launch the eLearning demo on Online Assistant page 14889.*

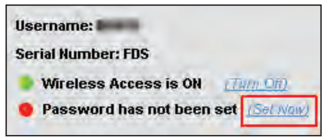
## Configuring Mobile Access

1. Go to FactSet Insert menu > Utilities > Wireless Configuration to enable wireless. (Or right-click in a Portfolio View or Market Watch display and go to Wireless > Configure Wireless.)

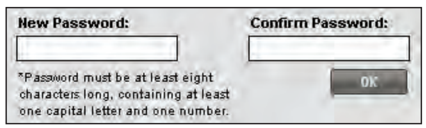



Subscribe to Notify's "FactSet Platform" category to stay informed on the latest updates for mobile solutions.

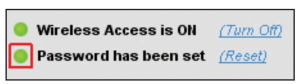
2. Click the "Set Now" hyperlink to set your password.




3. Create a password that contains a capital letter, a number, and is eight or more characters total.




The indicator will turn green once you have enabled wireless access.




**Tip**: To make a new portfolio or watch list available on your mobile device, click the "+ Enable New File" hyperlink. *For more information about adding portfolios and watch lists, see Online Assistant page 14889.*


## Installing FactSet on Your Mobile Device

**On your iPhone:**

1. Go to the App Store on your iPhone and choose the Search tab.
2. Search for "FactSet" and select it from the results.
3. Tap "Free" > "Install".

*For help using FactSet for the iPhone, see Online Assistant page 16435.*

**On your iPad:**

1. Launch iTunes.
2. Choose the iTunes Store category from the left pane.
3. Search by keyword "factset".
4. Click the **Install** button in the iPad Apps section.
5. Click the **Install** button again to confirm the download.

*For help using FactSet for the iPad, see Online Assistant page 16634.*

**On your BlackBerry:**

1. From the browser on your mobile device, go to: http://www.factset.com/wireless/wp.html
2. When prompted, click Download.
3. Once the installation is complete, click Run to start the application, or OK to return to the home screen.
4. To launch Wireless from the home screen, locate and select the blue icon F. (Depending on your mobile device and IT policy, the icon may be on the home screen, or in a "Downloads" or "Applications" folder.)

*For additional installation options and help using FactSet Wireless Plus on your BlackBerry, start from Online Assistant page 15641.*

Once you launch FactSet on your mobile device, enter your username, serial number, and the wireless password set during the configuration process.

**Where can I find this on FactSet?**

FactSet Insert menu > Utilities > Wireless Configuration

Online Assistant Page ID 15637



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# FACTSET Understanding =FDS Codes

=FDS is a Microsoft Excel function that dynamically pulls data stored on FactSet servers, allowing you to automatically update your spreadsheet data. *For a guided tour about building =FDS codes, launch the eLearning series on Online Assistant page 16644.*

The following are benefits to building models with =FDS codes:

+ Allows FactSet data to be dynamically incorporated into an Excel model
+ Uses Excel functionality, such as cell referencing
+ Allows you to combine FactSet formulas with other Excel functions (e.g., an =FDS code can be divided by or added to another cell)

## Basic Syntax

**=FDS("IDENTIFIER","FORMULA(START_DATE,END_DATE,FREQUENCY)")**

+ Each code has two distinct parts: the identifier of the security or index of interest and the formula of the item being retrieved. Both of these items are enclosed in quotation marks.
+ You can write the identifier as an Exchange Ticker, such as XOM for Exxon Mobile Corporation, or a SEDOL, such as 0798059 for BP PLC.
  Note: SEDOL stands for Stock Exchange Daily Official List.
+ This syntax is the basic syntax for creating an =FDS code, but the arguments will vary based on the formula you select. For example, not all formulas include a start date, end date, and frequency.

## Examples

To retrieve the latest closing price for Exxon Mobile Corporation, the =FDS code is:

**=FDS("XOM","P_PRICE(0D)")**

To retrieve the latest annual sales value for BP PLC using the FactSet Global library, the =FDS code is:

**=FDS("0798059","FG_SALES(0)")**

Subscribe to Notify's "FactSet Office Integration" category to stay informed on the latest updates to data retrieval on FactSet.

Online Assistant Page ID

1967



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# FACTSET Building =FDS Codes

## Dates

=FDS codes accept both relative and absolute dates as formula arguments.  An absolute date is a specific point in time, while a relative date represents a date relative to the most recently updated period.

| Examples of Absolute Dates | Examples of Relative Dates |
|---|---|
| **Day (MM/DD/YYYY)**: 7/11/1997, 1/1/2003, 3/6/2008 | Most recent trading day: 0D |
| **Month-end**: 6/1998, 4/2003, 11/2006, 5/2008 | One trading day prior to the most recent trading day: -1D |
| **Fiscal quarter-end**: 99/1F, 2005/3F, 2008/2F | Seven days prior to the most recent trading day: -1AW |
| **Calendar quarter-end**: 1999/1C, 2005/3C, 08/2C | Last trading day of the most recent week: 0W |
| **Semi-annual period-end**: 2002/1S, 2002/2S, 2003/1S | Last trading day three weeks ago: -2W |
| **Fiscal year-end**: 1999, 2005, 07 | One month ago from the most recent trading day: -1AM |
| | Last trading day twelve months ago: -11M |
| | Last trading day of the most recent fiscal year: 0Y |

## Frequency Options

| | | | | | |
|---|---|---|---|---|---|
| D | Daily | AM | Actual Monthly | Y | Fiscal Yearly |
| W | Weekly | Q | Fiscal Quarterly | CY | Calendar Yearly |
| AW | Actual Weekly | CQ | Calendar Quarterly | AY | Actual Yearly |
| M | Monthly | AQ | Actual Quarterly | RANGE | Range between two dates |

**Tip**:  You can also mix absolute and relative dates using FactSet formulas.  For example, entering 12/31/2010-2AW returns data as of two actual weeks (14 days) before the end of 2010.

Subscribe to Notify's "FactSet Office Integration" category to stay informed on the latest updates to data retrieval on FactSet.

Online Assistant Page ID

1964



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# FACTSET Building =FDS Codes with Formula Lookup

Formula Lookup 2.0 makes it easy to incorporate FactSet data into your models and reports by helping you find formulas and build =FDS codes. *For a guided tour on how to use Formula Lookup, launch the eLearning series on Online Assistant page 16334.*

## Navigating New Formula Lookup

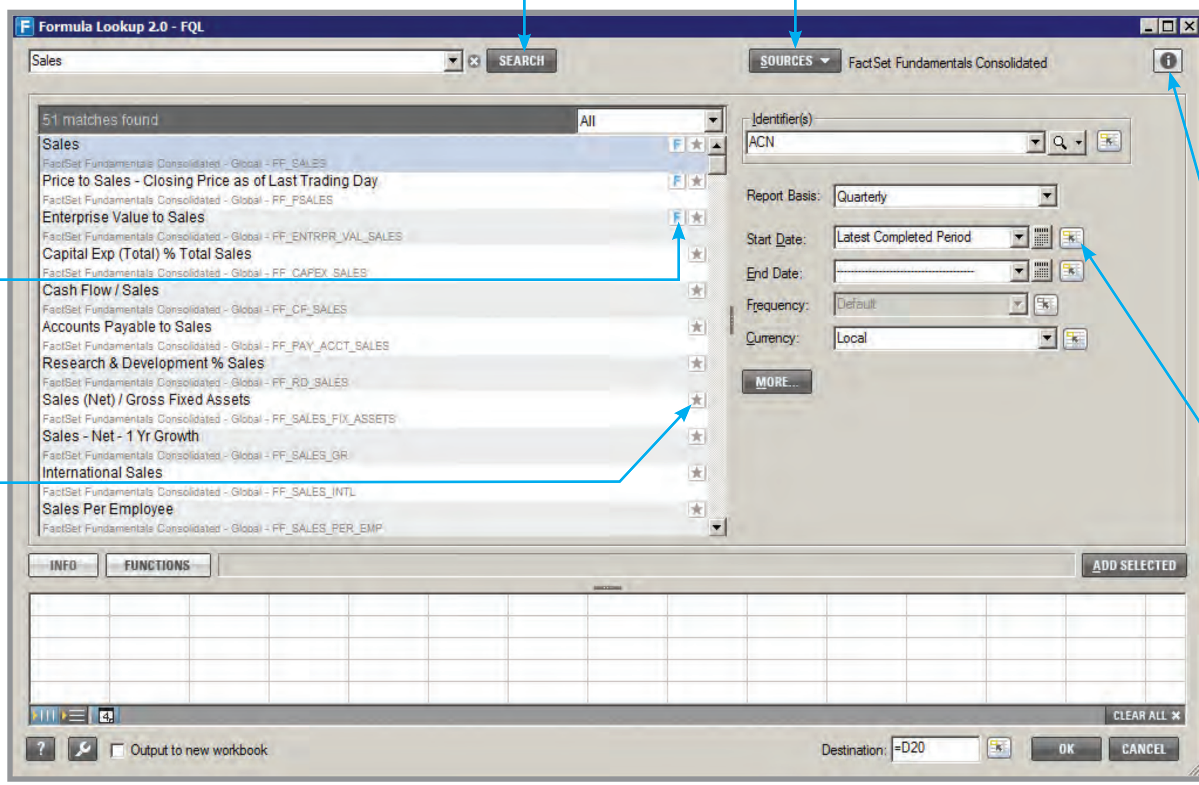
To add formulas using the new version of Formula Lookup:

1. In Microsoft Excel 2010, go to FactSet > Insert Formula > Formula Lookup to launch Formula Lookup.
2. Search for the formula and specify the formula arguments, such as dates and currency.
3. Click the **Add Selected** button to preview the data that you've selected.
4. Click the **OK** button to add the formula to your spreadsheet.

To find a formula, type a keyword into the Search box and click the **Search** button or press **ENTER**.

View the most commonly requested formulas throughout Formula Lookup, denoted by the F icon.

Click the **Star** icon to bookmark a formula as a "favorite." To search for formulas that have been marked as favorites, select "Favorites" from the Sources drop-down menu.




To narrow your search, select a database from the Sources drop-down menu. Select the FactSet Recommended library to access the most commonly-requested and frequently-used formulas across all data sources.

Click the **Information** button to see additional details about the database source, such as the type of data available.

Click the **Cell Picker** button to cell reference the identifier and/or formula arguments, such as start date. You can also type the cell reference directly in the argument box using the format, *=cell_address* (e.g., =A1).

Online Assistant Page ID

14931



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# FACTSET Inserting Formulas with FactSet Sidebar

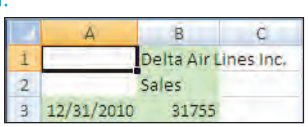
FactSet Sidebar is a one stop-shop for the most common tasks in Microsoft Excel. This tipsheet highlights Sidebar's Insert tab, which streamlines the process of creating FactSet formulas in Excel. The tab features more targeted search results, type-ahead search functionality for identifiers, the ability to cell reference across Excel workbooks and worksheets, a real-time preview, function-building capabilities, and more. To insert a FactSet formula, choose the Insert tab in Sidebar or select "Insert Formula" from the Insert Formula drop-down menu within the FactSet ribbon in Excel. *For a guided tour of FactSet Sidebar, launch the eLearning series on Online Assistant page 16786.*

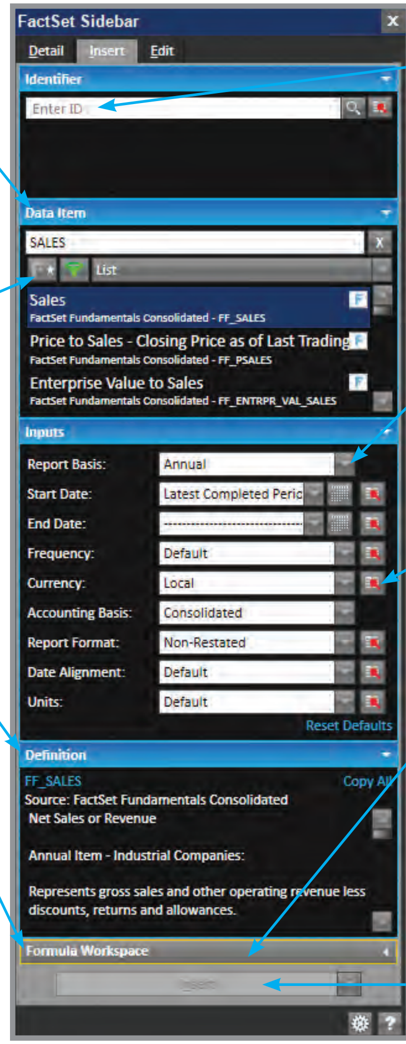
Search for a formula by typing a keyword or phrase into the Enter Keyword box and pressing **ENTER**. By default, you'll see a list of formula matches from all of the databases you subscribe to. To organize your search results, go to the List drop-down menu.

To limit your search results to FactSet Recommended formulas only, click the **FactSet Recommended** button. To control the formula libraries you are searching through, click the **Filter** button. In this example, a keyword search for Sales returns all Sales formulas from the FactSet Fundamentals Consolidated formula library.

Once you've selected a data item, expand the Definition section to view the formula name, data source, and description.

Once you've specified an identifier and selected a data item, you can expand the Formula Workspace section to add a function. The real-time preview in Excel allows you to view where the data will be placed in your spreadsheet, along with the data that will be outputted once you click the **Insert** button.




If you've selected the =FDS Mode in the Settings button of Sidebar, the Identifier section is displayed. Enter a company's identifier and press **ENTER** or search for an identifier using type-ahead functionality. You can also click the **Lookup** button to search for an identifier. The Identifier section allows you to enter multiple companies at once.

You can specify the report basis, date, frequency, currency, and other formula arguments that are specific to the data item you've selected using the drop-down menus or cell references.

To cell reference an identifier or formula argument across Excel workbooks and worksheets, click the **Select a Cell Reference** button.

You can apply a function to your data item within the Formula Workspace section by clicking the **Function** button. A list of functions that correspond to the data item will appear. *To learn more about applying functions in Sidebar, see Online Assistant page 16779.*

Click the **Insert** button to output data to your Excel spreadsheet.

## Where can I find this on FactSet?

Microsoft Excel 2007/2010 > FactSet ribbon > Show or Hide button > Sidebar

Online Assistant Page ID

16772



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# FACTSET Using Filings Wizard

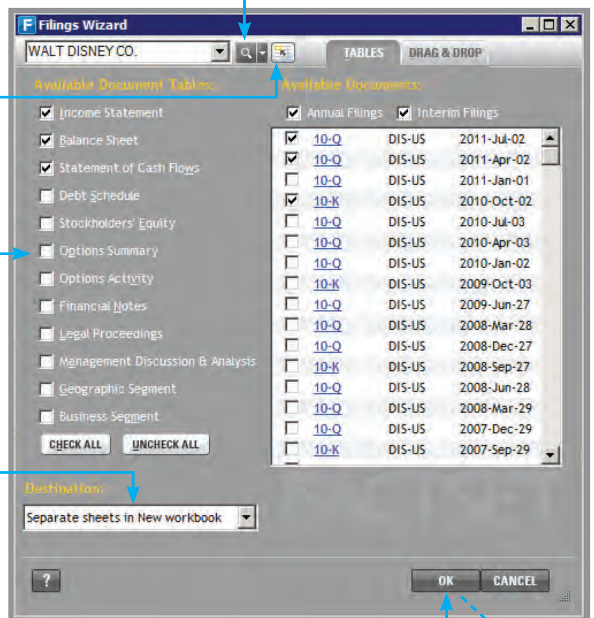
Filings Wizard lets you quickly insert EDGAR 10K and 10Q tables into Microsoft Excel and reference those tables in the EDGAR filing.  To access the Filings Wizard utility in Microsoft Excel 2010, go to the FactSet tab, and select "Filings Wizard" from the Filings drop-down menu.

Enter a company's identifier or click the **Lookup** button to search for an identifier.

Select multiple identifiers by referencing your identifier list from a Microsoft Excel report.

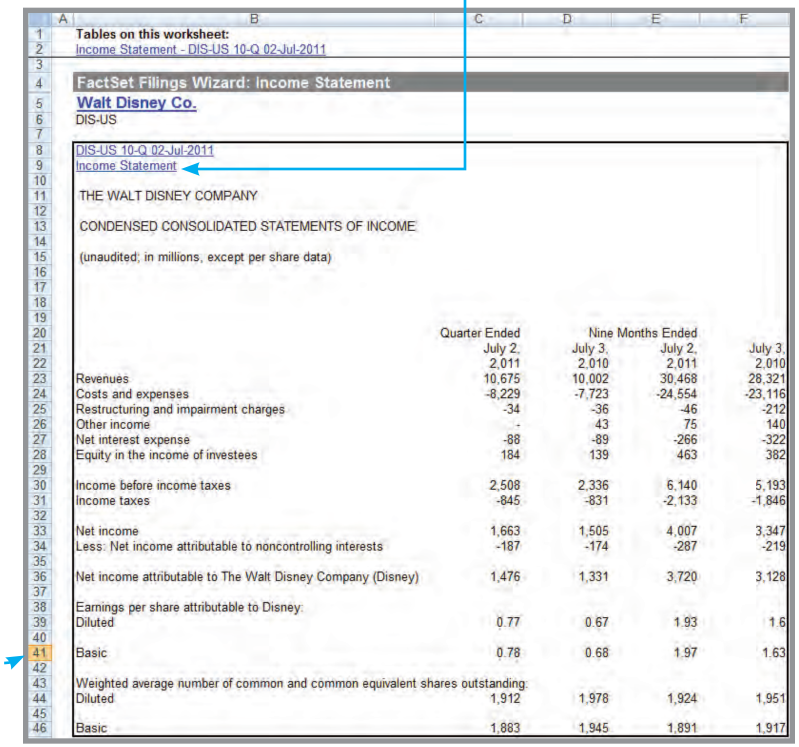
Select the check boxes to indicate which documents you want the search to return.

Use the Destination drop-down menu to specify the destination for the tables. Select the "Separate sheets in New Workbook" option to download each document table to a separate sheet in the Excel workbook.




Click the **OK** button to download the tables into Microsoft Excel.

To view the complete filing, click a linked report in the spreadsheet.



Tables on this worksheet:
Income Statement - DIS-US 10-Q 02-Jul-2011

FactSet Filings Wizard: Income Statement
Walt Disney Co.
DIS-US

DIS-US 10-Q 02-Jul-2011
Income Statement

THE WALT DISNEY COMPANY

CONDENSED CONSOLIDATED STATEMENTS OF INCOME

(unaudited; in millions, except per share data)

| | Quarter Ended | | Nine Months Ended | |
|---|---|---|---|---|
| | July 2, 2,011 | July 3, 2,010 | July 2, 2,011 | July 3, 2,010 |
| Revenues | 10,675 | 10,002 | 30,468 | 28,321 |
| Costs and expenses | -8,229 | -7,723 | -24,554 | -23,116 |
| Restructuring and impairment charges | -34 | -36 | -46 | -212 |
| Other income | - | 43 | 75 | 140 |
| Net interest expense | -88 | -89 | -266 | -322 |
| Equity in the income of investees | 184 | 139 | 463 | 382 |
| Income before income taxes | 2,508 | 2,336 | 6,140 | 5,193 |
| Income taxes | -845 | -831 | -2,133 | -1,846 |
| Net income | 1,663 | 1,505 | 4,007 | 3,347 |
| Less: Net income attributable to noncontrolling interests | -187 | -174 | -287 | -219 |
| Net income attributable to The Walt Disney Company (Disney) | 1,476 | 1,331 | 3,720 | 3,128 |
| Earnings per share attributable to Disney: | | | | |
| Diluted | 0.77 | 0.67 | 1.93 | 1.6 |
| Basic | 0.78 | 0.68 | 1.97 | 1.63 |
| Weighted average number of common and common equivalent shares outstanding: | | | | |
| Diluted | 1,912 | 1,978 | 1,924 | 1,951 |
| Basic | 1,883 | 1,945 | 1,891 | 1,917 |

Subscribe to Notify's "Company Analytics" category to stay informed on the latest updates to Fillings Wizard.

Online Assistant Page ID

14237



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# FACTSET Formatting with Spreadsheet Tools

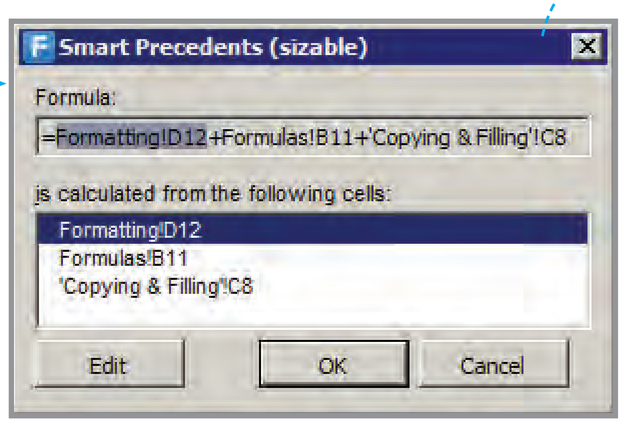
FactSet's Spreadsheet Tools significantly reduce the time required to create, format, and audit Microsoft Excel spreadsheets by providing over 130 customizable tools. Open the Examples Workbook to practice using all the spreadsheet tools by choosing the FactSet tab > Help > Spreadsheet Tools Examples Workbook. *For a guided tour on formatting your spreadsheets using Spreadsheet Tools, launch the eLearning series on Online Assistant page 16170.*

Use custom SmartCycles to format all elements of a table (press **CTRL+ALT+1**, **CTRL+ALT+2**, etc.), from font weight and color, to cell border and fill, with a single key combination. Each key combination can hold up to five formats.

Automatically color your data based on input type: formulas, links, or standard inputs.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 45 | **Summary Financial Results** | | | | | | | | |
| 46 | | **Historical** | | **ProForma** | **Projected** | | | | |
| 47 | | **2008** | **2009** | **2010** | **2011** | **2012** | **2013** | **2014** | **2015** |
| 48 | ***Revenue*** | $110.00 | $115.00 | $118.00 | $129.80 | $142.78 | $157.06 | $172.76 | $190.04 |
| 49 | ***Growth*** | | $0.05 | $0.03 | $0.10 | $0.10 | $0.10 | $0.10 | $0.10 |
| 50 | | | | | | | | | |
| 51 | ***EBITDA*** | $23.70 | $24.00 | $22.70 | $24.66 | $27.13 | $29.84 | $32.83 | $36.11 |
| 52 | ***Margin*** | $0.22 | $0.21 | $0.19 | $0.19 | $0.19 | $0.19 | $0.19 | $0.19 |
| 53 | ***Growth*** | | ($0.07) | ($0.05) | $0.09 | $0.10 | $0.10 | $0.10 | $0.10 |
| 54 | | | | | | | | | |
| 55 | ***Capex*** | $2.00 | $2.00 | $2.00 | $2.00 | $2.00 | $2.00 | $2.00 | $2.00 |
| 56 | ***Interest Expense*** | | | $10.44 | $10.44 | $8.72 | $7.95 | $7.70 | $7.70 |
| 57 | ***EPS*** | | | $0.51 | $0.63 | $0.85 | $1.06 | $1.27 | $1.50 |
| 58 | ***Net Debt*** | | | $88.85 | $81.94 | $72.95 | $61.97 | $48.99 | $33.86 |
| 59 | | | | | | | | | |
| 60 | ***Net Debt / EBITDA*** | | | $3.91 | $3.32 | $2.69 | $2.08 | $1.49 | $0.94 |
| 61 | ***EBITDA / Interest*** | | | $2.17 | $2.36 | $3.11 | $3.75 | $4.26 | $4.69 |

Quickly view a cell's precedents (press **CTRL+SHIFT+{**) or dependents (press **CTRL+SHIFT+}**). Audit multiple cells, even across multiple workbooks.




Common formatting and utility hot key tools:

| | |
|---|---|
| + Currency | CTRL+SHIFT+$ |
| + Date | CTRL+SHIFT+@ |
| + Percent | CTRL+SHIFT+% |
| + Increase/decrease decimal | CTRL+,/. |
| + Borders | CTRL+SHIFT+B |
| + Centering | CTRL+SHIFT+C |
| + Smart copy down/right | CTRL+SHIFT+D/R |
| + Check for errors | CTRL+SHIFT+E |

Subscribe to Notify's "FactSet Office Integration" category to stay informed on the latest updates to Modeling Tools.

Online Assistant Page ID

15415

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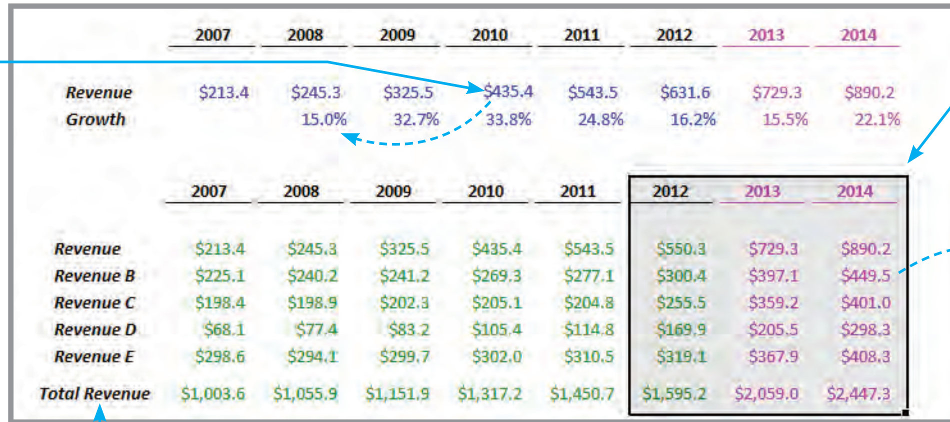
# FACTSET Using Modeling Tools

Modeling Tools significantly reduces the time it takes to create and audit Microsoft Excel spreadsheets. To practice using all of the tools, choose the FactSet tab > Help > Modeling Tools Examples Workbook. *For a guided tour on using Modeling Tools, launch the eLearning series on Online Assistant pages 16170.*

Add a Growth Driver to forecast an existing line item based on its growth projections.

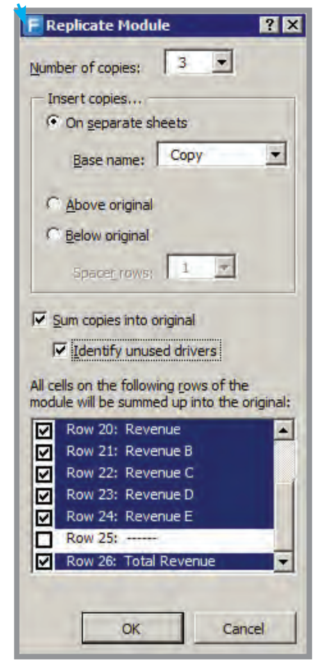


| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|---|---|---|---|---|---|---|---|---|
| *Revenue* | $213.4 | $245.3 | $325.5 | $435.4 | $543.5 | $631.6 | $729.3 | $890.2 |
| *Growth* | | 15.0% | 32.7% | 33.8% | 24.8% | 16.2% | 15.5% | 22.1% |

| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 |
|---|---|---|---|---|---|---|---|---|
| *Revenue* | $213.4 | $245.3 | $325.5 | $435.4 | $543.5 | $550.3 | $729.3 | $890.2 |
| *Revenue B* | $225.1 | $240.2 | $241.2 | $269.3 | $277.1 | $300.4 | $397.1 | $449.5 |
| *Revenue C* | $198.4 | $198.9 | $202.3 | $205.1 | $204.8 | $255.5 | $359.2 | $401.0 |
| *Revenue D* | $68.1 | $77.4 | $83.2 | $105.4 | $114.8 | $169.9 | $205.5 | $298.3 |
| *Revenue E* | $298.6 | $294.1 | $299.7 | $302.0 | $310.5 | $319.1 | $367.9 | $408.3 |
| *Total Revenue* | $1,003.6 | $1,055.9 | $1,151.9 | $1,317.2 | $1,450.7 | $1,595.2 | $2,059.0 | $2,447.3 |

Replicate a range of cells to a specified number of spreadsheet tabs. Highlight the cells, then click **Modeling Tools** > Replicate Module.

Insert a Sum Summary to present a summary of the components of the total.




Modeling Tools also offers additional forecast drivers:

+ **Add Ratio Driver** - based on projections of one line item's proportion to another
+ **Add Price * Volume Buildup** - based on projections of the price of one or more goods and the volume of each good sold
+ **Add Market Size * Market Share Buildup** - based on projections of market size of an industry or product line and the market share captured by a given company or business unit
+ **Add Other Product Buildup** - based on projections of two other line items that can be multiplied together to result in the original line item

Other tools let you quickly summarize a sum formula or insert a CAGR formula to summarize a line item's trend:

+ **Insert Contribution Analysis** - inserts a contribution analysis below a line item that is a sum of other line items
+ **Insert CAGR** - inserts a CAGR formula for an existing line item or series
+ **Convert CAGR** - inserts a formula to convert an existing CAGR to a new CAGR based on a different time period

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Online Assistant Page ID
15416



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# FACTSET Using the Source Document Manager

The Source Document Manager is a fully functioning, standalone Internet browser that links data between Microsoft Excel and either PDF or HTML files with click-through back to source filings. Access Source Document Manager in Microsoft Excel 2010 by choosing the FactSet tab and selecting “Source Document Manager” from the Filings drop-down menu. *For a guided tour on linking items using the Source Document Manager, launch the eLearning demo on Online Assistant pages 16170.*

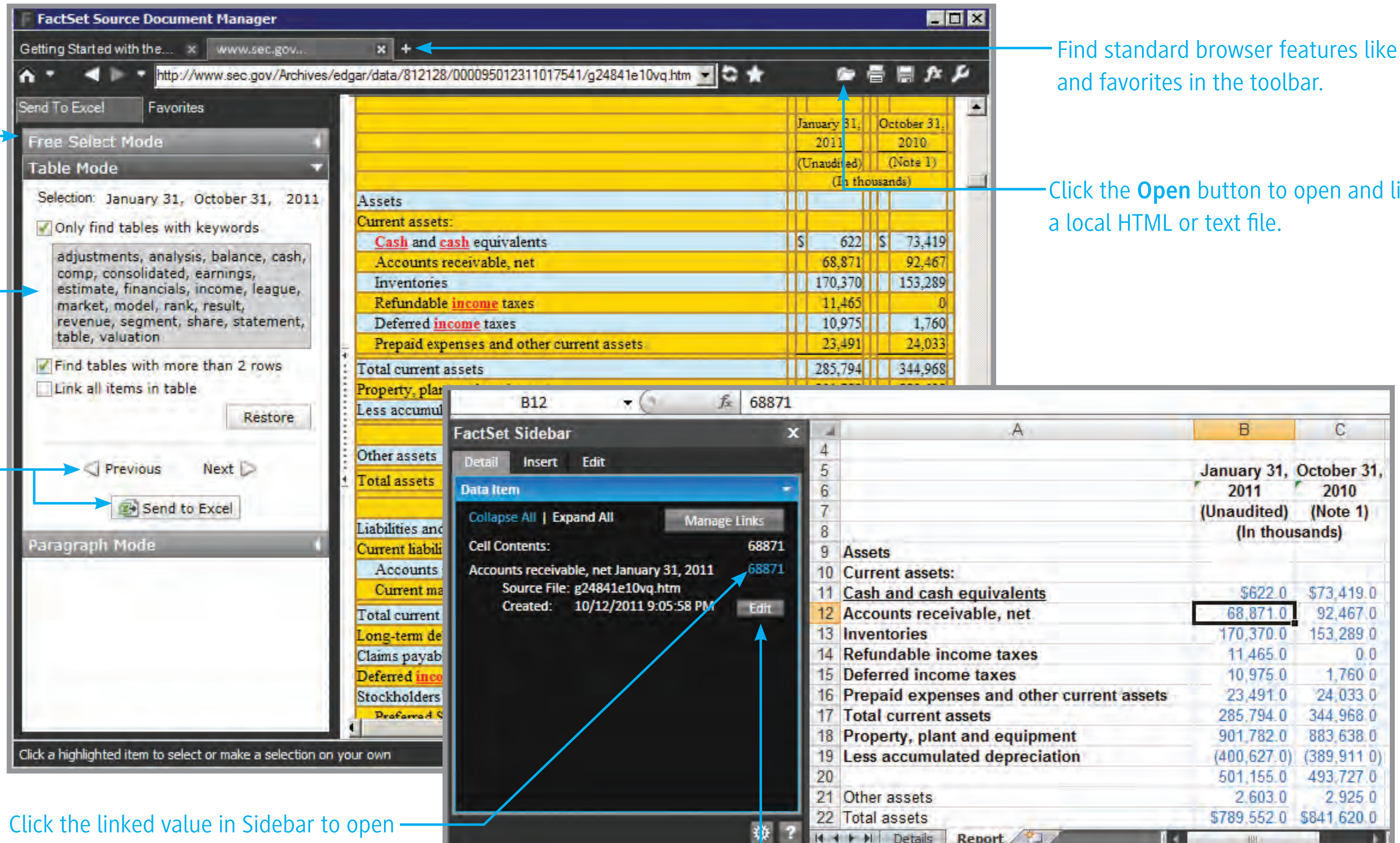
Export individual pieces of data, paragraphs, or whole tables (shown) using the sections in the sidebar.

Filter your export items by keyword, table size, number format, and more.

Quickly navigate through the document using the **Previous** and **Next** buttons, or use your keyboard arrows. Then, export the data to Excel by clicking the **Send to Excel** button or pressing **ENTER**.

Find standard browser features like tabs and favorites in the toolbar.

Click the **Open** button to open and link to a local HTML or text file.




Click the linked value in Sidebar to open Source Document Manager and return directly to the original source file.

Quickly link to a different value by clicking the **Edit** button.

**Tip:** If a link breaks, the **Edit** button will be replaced with a **Restore** button Restore for easy link repair.

Subscribe to Notify’s "FactSet Office Integration" category to stay informed on the latest updates to Source Document Manager.

Online Assistant Page ID

16439



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# FACTSET Charting Data Using ActiveGraph

Use ActiveGraph to create easy-to-update, pitchbook-ready financial graphs using your firm's corporate colors, fonts, and styles. To launch ActiveGraph in Microsoft Word, PowerPoint, and Excel, go to FactSet > ActiveGraph > Insert ActiveGraph. You can update the graph at a later date by double-clicking on the graph to activate it, right-clicking, and selecting the "Refresh ActiveGraph" option. *For a guided tour showing you how to use ActiveGraph, launch the eLearning series on Online Assistant page 14796.*

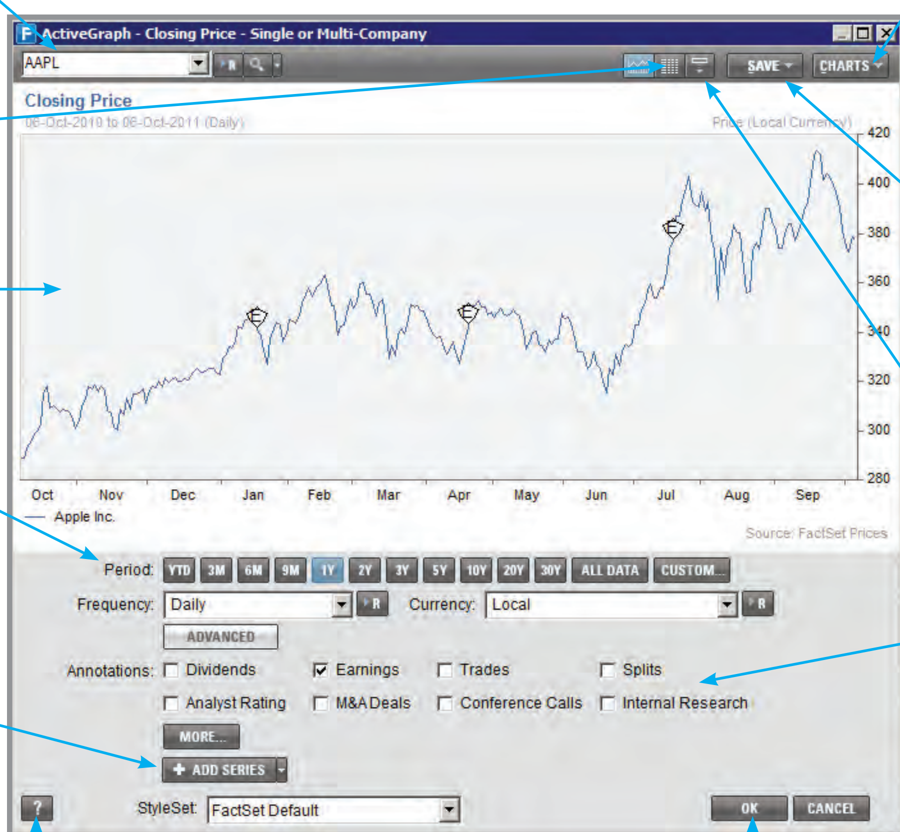
Enter an identifier(s) here or click the **Lookup** button to search for an identifier.

Click the **Data** button to modify the data behind the graph, or to add your own data to the graph.

A real-time preview of your graph appears in the top pane. Right-click and select "Format" to change the graph's colors, titles, legend, or axes.

Select a time period and frequency for the graph. (For some graphs, you may need to specify additional options.)

Click the **Add Series** button to quickly add an average or median line for a series in the chart, or to add a custom series to the chart.




Select a graph category and type (e.g., Price, Valuation, Estimates) by going to the **Charts** drop-down menu.

Click the **Save** button to create a library of custom charts to share with your colleagues.

Click the **Annotations** button to launch the Annotations view, where you can add and manage custom annotations.

To add dynamic annotations, select a check box for each annotation type you'd like to display in your chart.

Click the **Help** button for detailed assistance.

Click the **OK** button to insert the graph into your Word, PowerPoint, or Excel document.

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Online Assistant Page ID
14515


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# FACTSET Accessing the Report Gallery in Quick Report

Report Gallery within Quick Report offers a number of reports, either based on =FDS templates or other predefined reports. All reports are generated as Microsoft Excel files, which you can save and update at a later time. You can use these predefined reports as building blocks for creating your own =FDS code reports. The Report Gallery also allows you to store you own Excel templates for easy access. *For a guided tour on how to use Quick Report, launch the eLearning series on Online Assistant page 16441.*

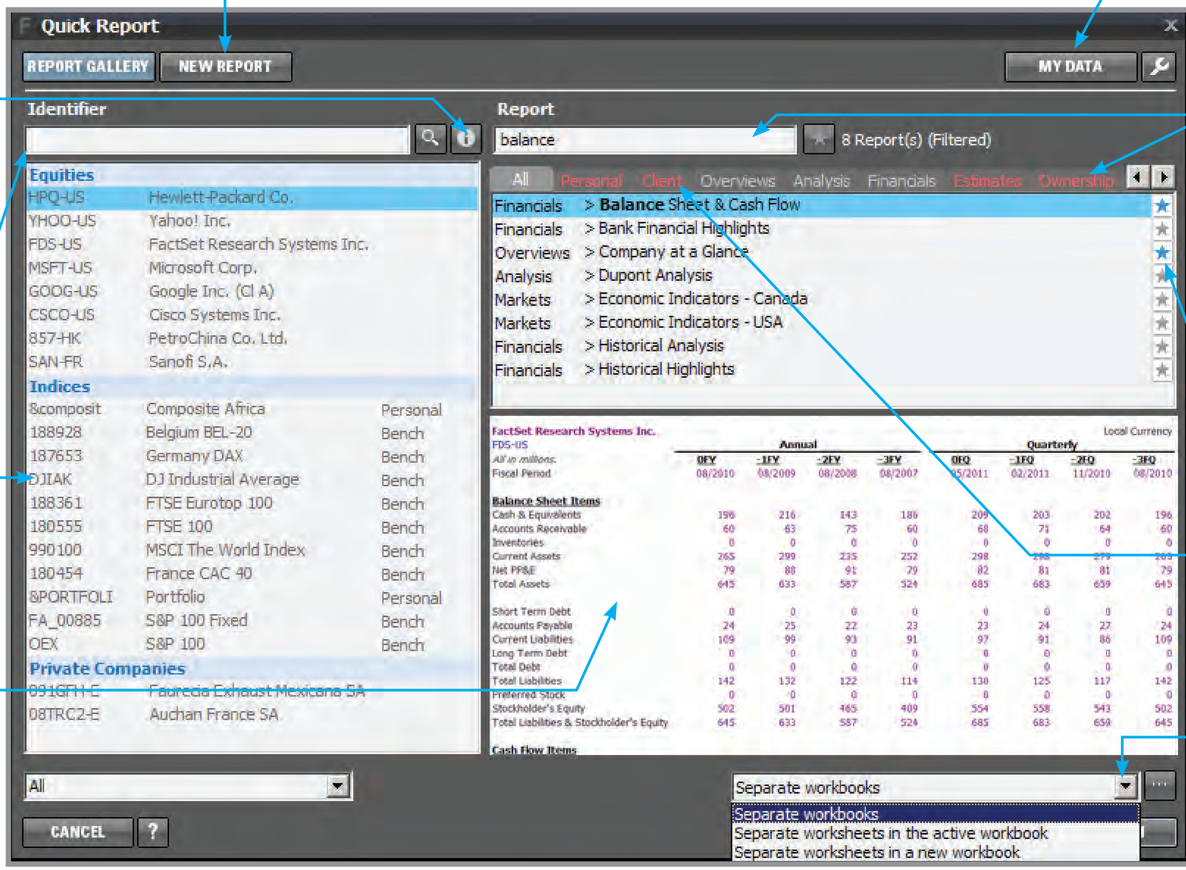
Click the **New Report** button to create a customized report. *See Online Assistant page 16305 for more details.*

Click the **Properties** button to show the properties of the equity, index, or composite selected.

Type the name, abbreviation, or identifier in the Identifier box to search and filter your results.

Hover over an equity, index, or private company to view a description of the item.

Click a report name to display a preview. Hover over the name to see a description of the report.




Click the **My Data** button to create and manage your data: portfolios, series, or composites.

Use the report type-ahead search box to narrow your selection. If no report matches your search criteria, the category name turns red.

Flag your favorite reports by selecting the ★ icon next to the report name.

Choose the Personal or Client tabs to access custom models you uploaded as favorite reports.

Select several reports and choose how you want to display each (e.g., in separate worksheets or workbooks).

Subscribe to Notify's "FactSet Office Integration" category to stay informed on the latest updates to Quick Report.

## Where can I find this on FactSet?

Microsoft Excel 2007/2010 > FactSet ribbon > Quick Report > Report Gallery button

Online Assistant Page ID 16337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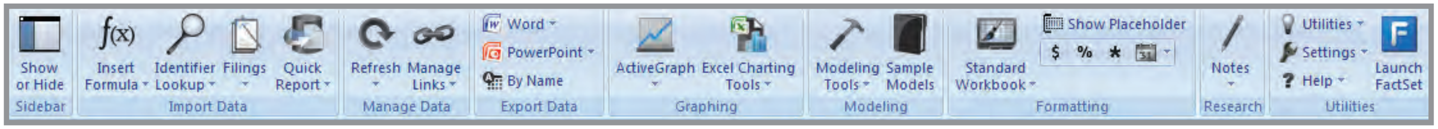
# FACTSET Using Presentation Linking and Formatting

Presentation Linking and Formatting enables you to send updateable Microsoft Excel-driven tables, text, pictures, and charts to PowerPoint and Word. This page walks you through the steps necessary to create a presentation, import the data from Excel, update the data, and change source files. *For a guided tour on using Presentation Linking and Formatting to create presentations, launch the eLearning series on Online Assistant page 16170.*


PowerPoint 2010 ribbon




Excel 2010 ribbon

## Creating a Presentation in PowerPoint

1. Insert a new, custom presentation by clicking the **New Presentation** button.
2. Click the **Insert Slides** button, select the slide format you want, and click **Insert**.

   **Tip:** Import and link standard slide content (e.g., bios, case studies, league tables) by clicking the **Browse** button on the Insert Slides dialog box.

## Exporting Excel Data

When exporting data, first select in PowerPoint a location for the exported data to appear. In Excel, all exporting options appear in the Export Data section of the FactSet tab, grouped by destination application.

+ **Table as Picture** - Exports data from a group of selected contiguous cells
+ **Table as Word Table** - Exports the selected table as an embedded Word table
+ **Table as MS Graph Chart (PowerPoint only)** - Exports the selected table as a Microsoft graph
+ **Chart as Picture** - Exports the selected chart
+ **Cell as Text** - Exports data from the selected cell as updatable text

## Switching Source Files

If you link to a file (e.g., Model1.xls) and then save a version of that file with another name, you can change the linked source to the new file since both files have the same named ranges.

**To switch your source file:**

1. Open the new source Excel file.
2. In PowerPoint, click Manage Links > Manage Excel Links.
3. Choose the Filters tab and select the original file from the Source File drop-down menu.
4. Choose the Source Data tab, click **Select All**, and then click **Edit**.
5. In the Source File drop-down, select your new file. Click **OK**.

## Updating Linked Items

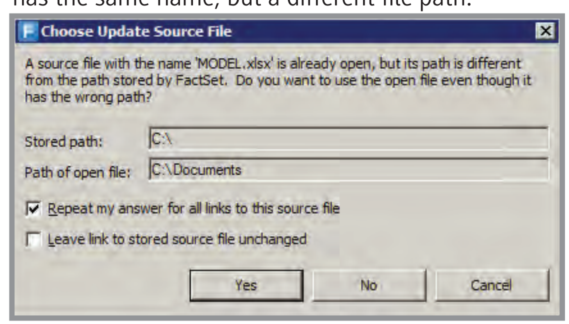
If the data in your Excel file changes, you can update your linked items in PowerPoint and Word by right-clicking them and selecting Refresh Excel Links.

Update multiple items by clicking **Manage Links** > Manage Excel Links.
Click the **Select All** button and then **Update.**

## Switching Source Files Automatically

**To switch the source to a file with the same name but a different path:**

1. In Excel, select Settings > Presentation and Linking.
   In the General tab, select all three options in the Link Healing Tools section.
2. Import data from an Excel file.
3. Save the Excel file to preserve the link information, then close it and move it to another location.
4. Open the file from its new location.
5. Click **Refresh** > Selected (or All) Excel Links.
6. You will then see a prompt asking if you want to update from the open file that has the same name, but a different file path.

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15418


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