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 intra-day 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.

Right-click in Portfolio View and select "View" to display a chart.

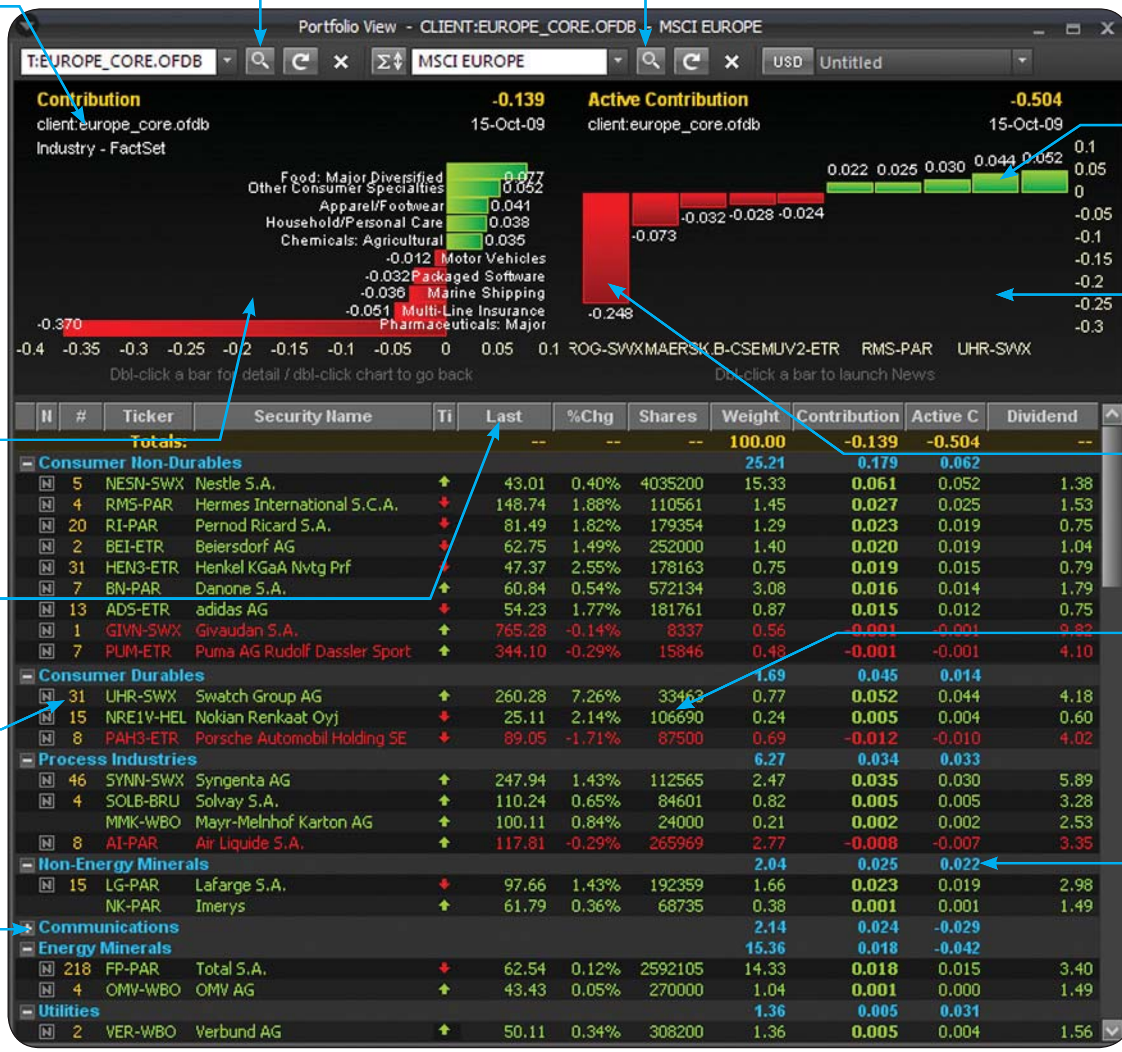
Right-click and select "Chart Options" to select what charts to display. You can display up to six charts, choosing from the following chart types: Portfolio Performance, Groups, Constituents, Heatmap, and Intraday History.

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

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.



Click the **Lookup** button to select a portfolio and/or benchmark.

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

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

Double-click a bar to view news stories for the security in a News display.

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

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

Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio View

Online Assistant Page ID

15879

FACTSET Viewing the Attribution Report in Portfolio Analysis

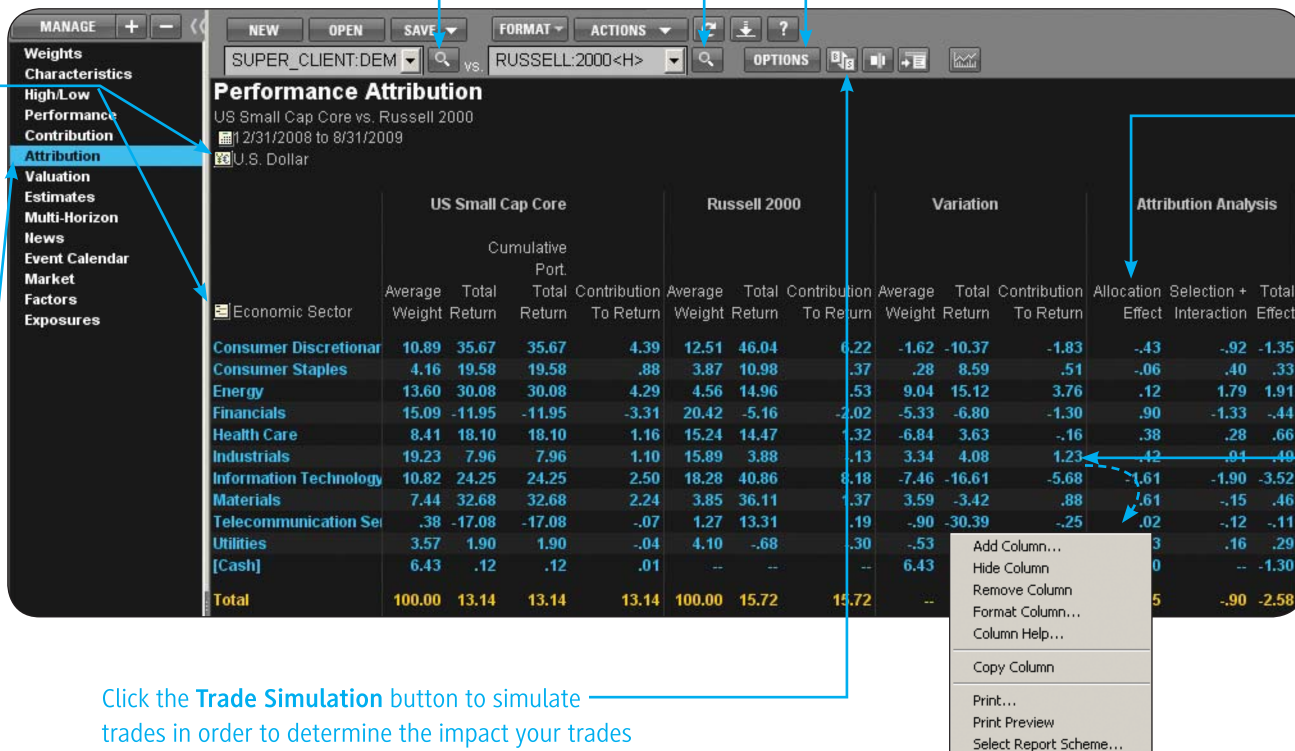
Portfolio Analysis reports deliver insight into the factors that make up your portfolio and illustrate how your investment decisions affect performance. The Attribution report provides in-depth analysis of your portfolio's return relative to your target benchmark. For a guided tour covering the basics of Portfolio Analysis, launch the eLearning demo 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, and exclusions). *For more information on the Options dialog box, see Online Assistant page 8835.*

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

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



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

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.

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.*

Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio Analysis > Attribution report

Online Assistant Page ID

13632

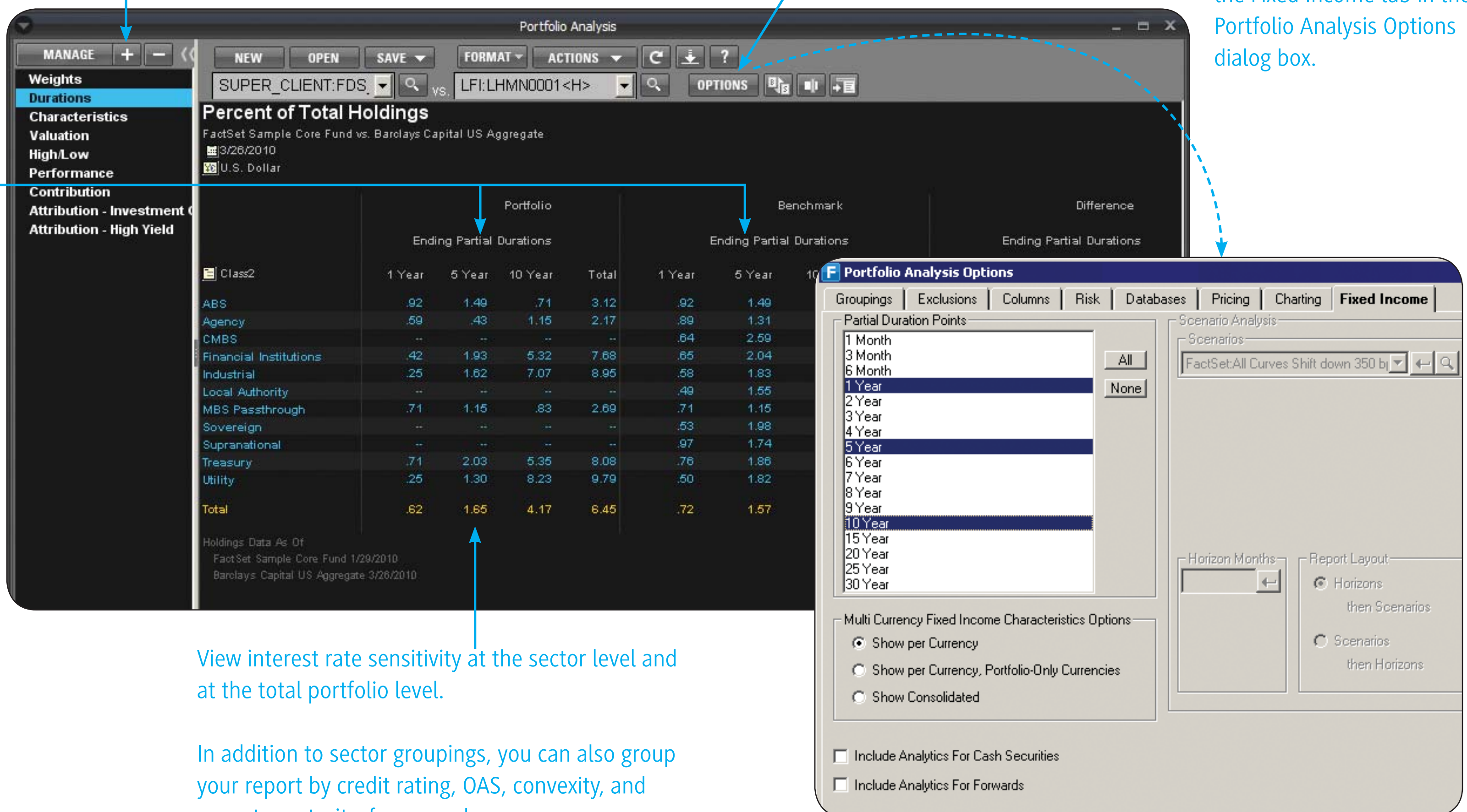
FACTSET Analyzing Fixed Income Portfolio Performance

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.

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

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).



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.

Where can I find this on FactSet?

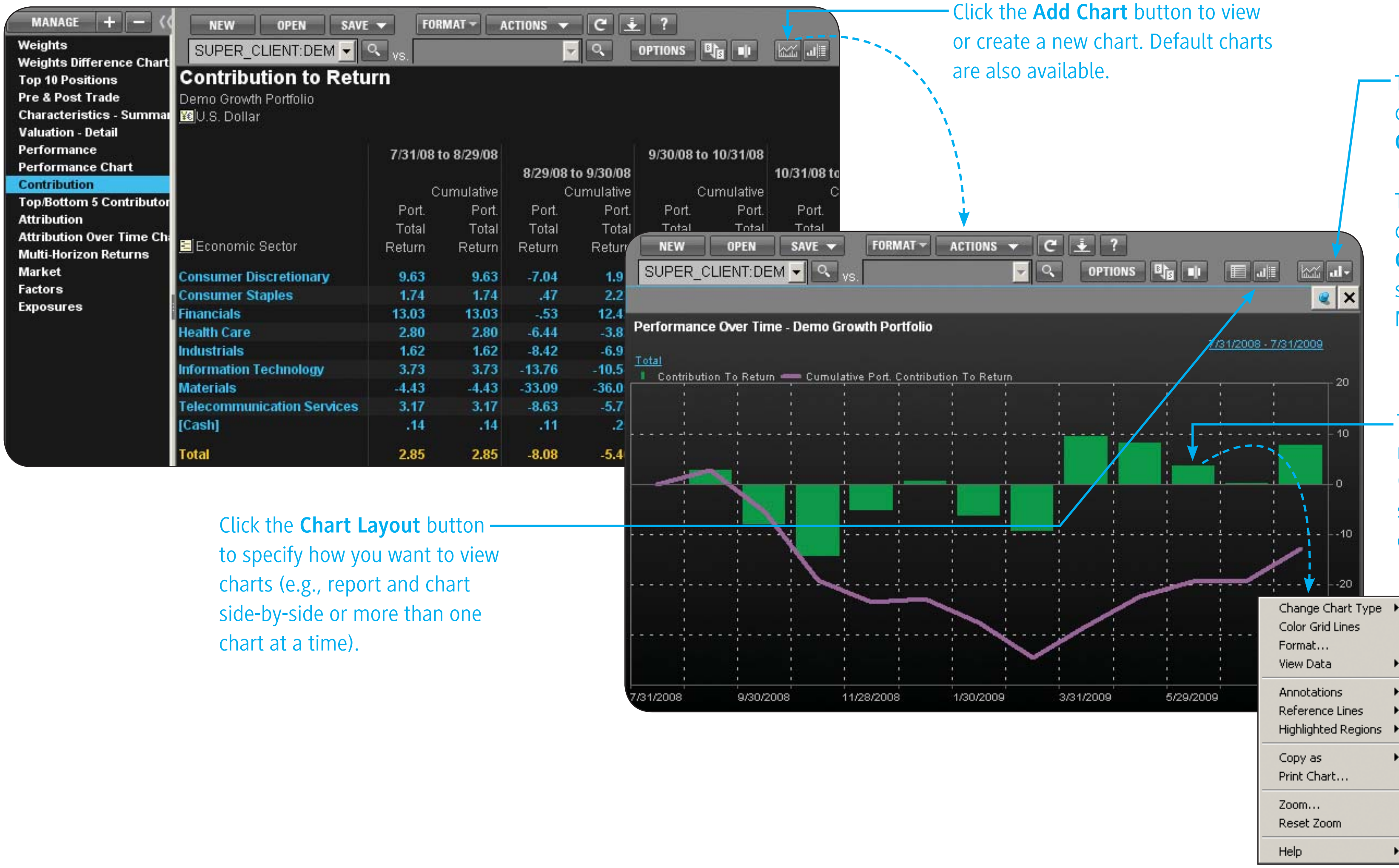
FactSet Insert menu > Portfolio > Portfolio Analysis

Online Assistant Page ID

14644

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 course on Online Assistant page 16098.



Click the **Add Chart** button to view or create a new chart. Default charts are also available.

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., column) 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).

Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio Analysis

Online Assistant Page ID

15478

FACTSET Using Portfolio Dashboard

Use Portfolio Dashboard to monitor up to 50 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. For a guided tour covering the basics of Portfolio Dashboard, launch the eLearning series on Online Assistant page 16255.

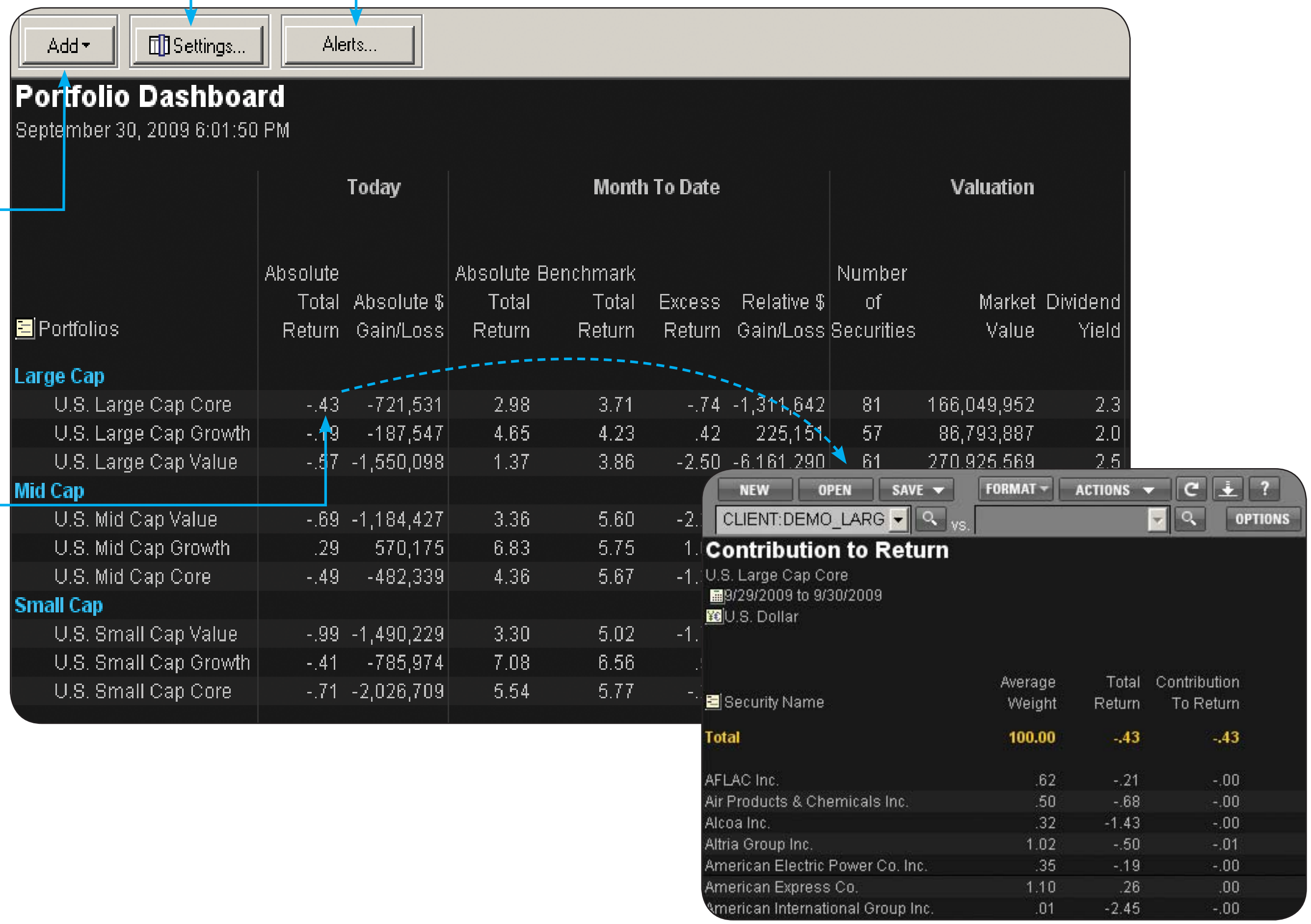
Click the **Settings** button to access report customization options, such as specifying your universe, adding predefined columns, and creating custom columns. *For more information on the Settings button, see Online Assistant page 14183.*

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 U.S. Large Cap Core takes you to the Contribution report in Portfolio Analysis. Here you can see how the total return value -0.43 was calculated.



Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio Dashboard

Online Assistant Page ID

14181

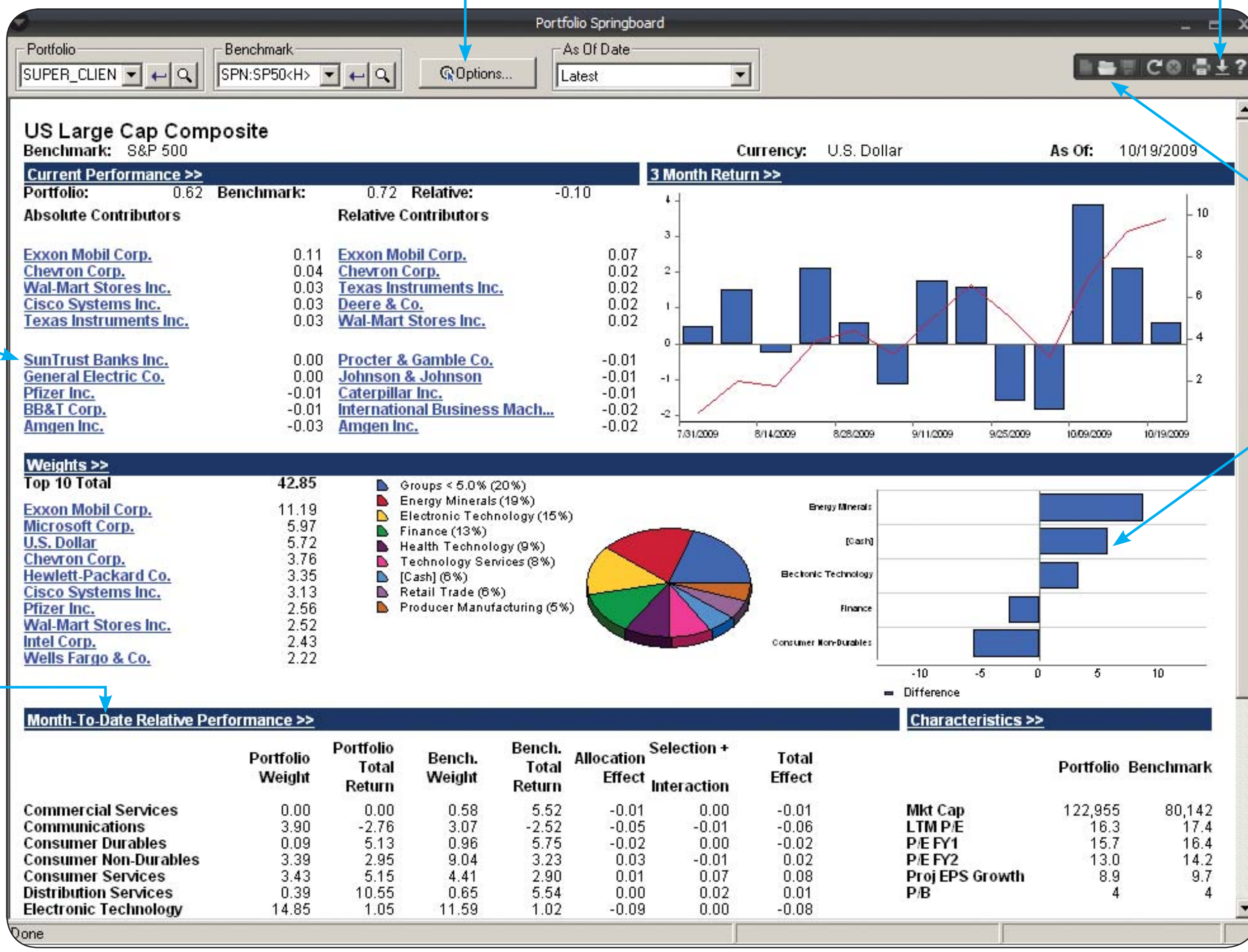
FACTSET Using Portfolio Springboard

Use Portfolio Springboard to view the most common holdings-based (e.g., weights, characteristics, and performance attribution), returns-based (e.g., style, historical risk, and peer universe), and predictive risk analysis in one report.

Click the **Options** button to modify your report (e.g., database sources used or report currency).

To learn more about a company, click the company name link to launch the corresponding Company Snapshot report.

For more in-depth analysis, click any summary link to launch the corresponding Portfolio Analysis report, Company Snapshot, or SPAR report.



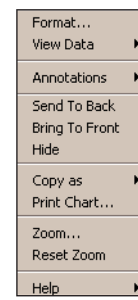
	Portfolio Weight	Portfolio Total Return	Bench. Weight	Bench. Total Return	Allocation Effect	Selection + Interaction	Total Effect
Commercial Services	0.00	0.00	0.58	5.52	-0.01	0.00	-0.01
Communications	3.90	-2.76	3.07	-2.52	-0.05	-0.01	-0.06
Consumer Durables	0.09	5.13	0.96	5.75	-0.02	0.00	-0.02
Consumer Non-Durables	3.39	2.95	9.04	3.23	0.03	-0.01	0.02
Consumer Services	3.43	5.15	4.41	2.90	0.01	0.07	0.08
Distribution Services	0.39	10.55	0.65	5.54	0.00	0.02	0.01
Electronic Technology	14.85	1.05	11.59	1.02	-0.09	0.00	-0.08

	Portfolio	Benchmark
Mkt Cap	122,955	80,142
LTM P/E	16.3	17.4
P/E FY1	15.7	16.4
P/E FY2	13.0	14.2
Proj EPS Growth	8.9	9.7
P/B	4	4

Click the **Download** button to download the report locally to your PC as a PDF or a Microsoft Word document.

Click the **Open** button to open a previously saved document, which includes your report settings.

To access additional custom report/chart options, right-click the report or chart.



Where can I find this on FactSet?

FactSet Insert menu > Portfolio > Portfolio Springboard

Online Assistant Page ID 13660

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 courses on Online Assistant pages 13209 and 13890.

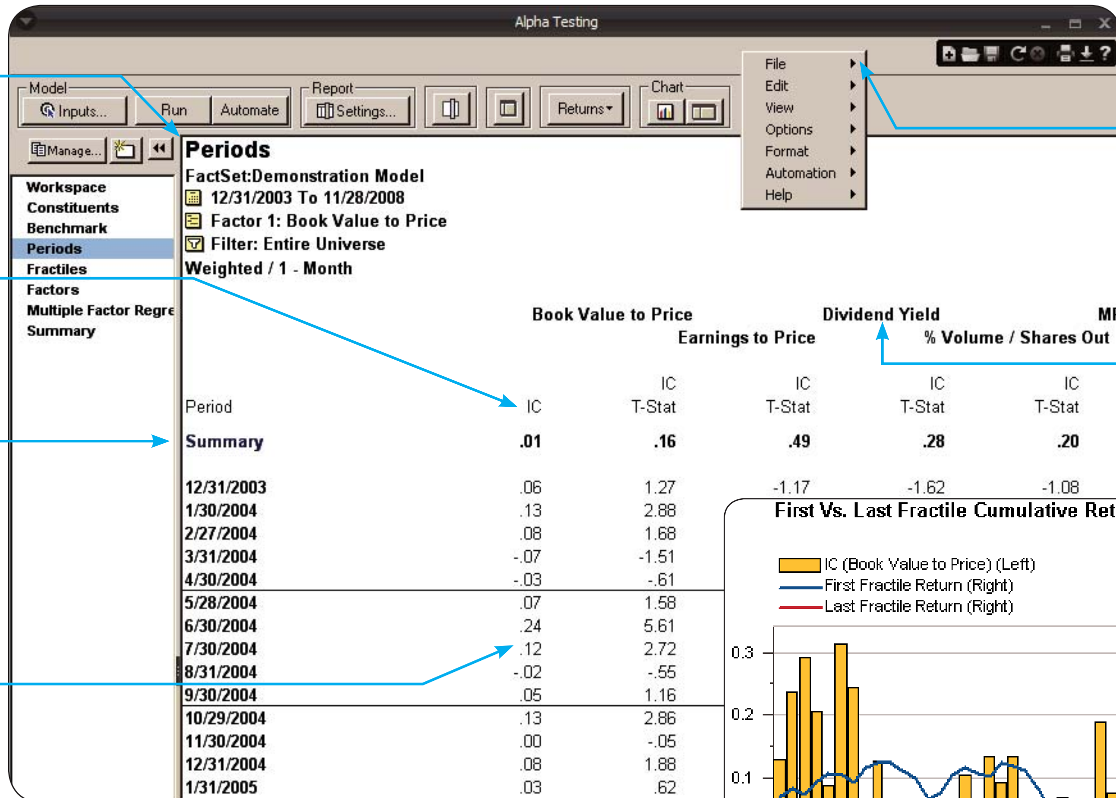
Watch for Alpha Testing's new look -- coming soon!

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

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

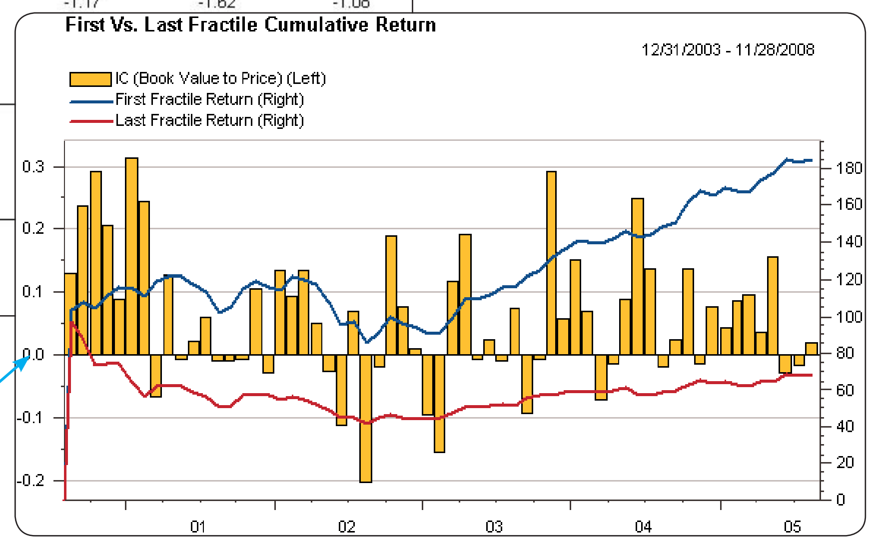
Group your results by factors, groups within factors (i.e., fractiles), periods, or any combination of these.

Choose from Equal Weighted, Cumulative, Annualized, and other return types to apply to any or all of your reports. *For more information on the return types available, see Online Assistant page 13599.*



Right-click above the toolbar buttons 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. *To learn more about charting model results, see Online Assistant page 14198.*

Where can I find this on FactSet?

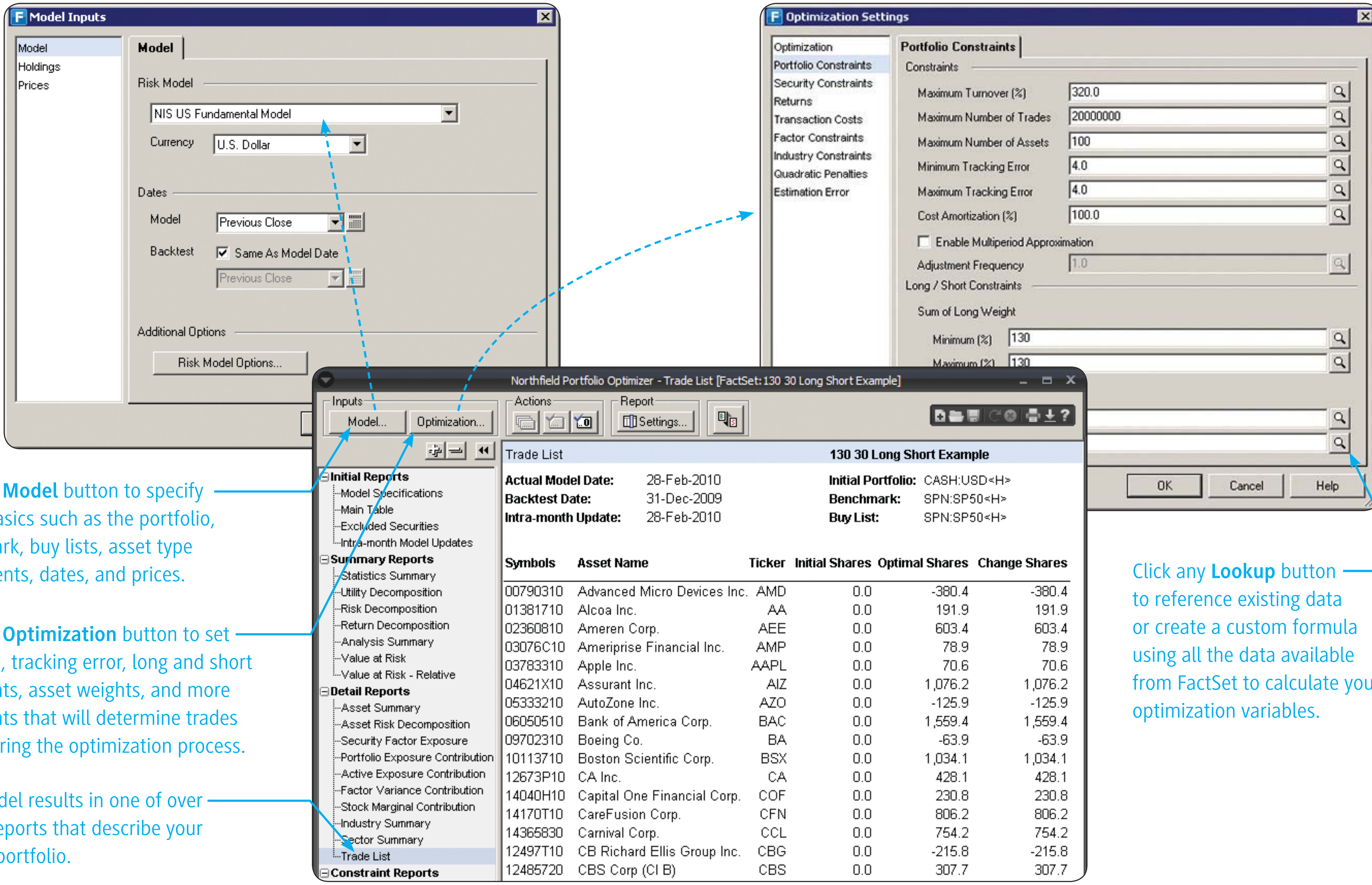
FactSet Insert menu > Quantitative > Alpha Testing

Online Assistant Page ID

13551

FACTSET Using Northfield Portfolio Optimizer

Use Northfield 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.



Click the **Model** button to specify model basics such as the portfolio, benchmark, buy lists, asset type adjustments, dates, and prices.

Click the **Optimization** button to set precision, tracking error, long and short constraints, asset weights, and more constraints that will determine trades made during the optimization process.

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

Click any **Lookup** button to reference existing data or create a custom formula using all the data available from FactSet to calculate your optimization variables.

Where can I find this on FactSet?

FactSet Insert menu > Quantitative > Northfield Portfolio Optimizer

Online Assistant Page ID

8770

FACTSET Analyzing a Portfolio's Style, Performance, and Risk

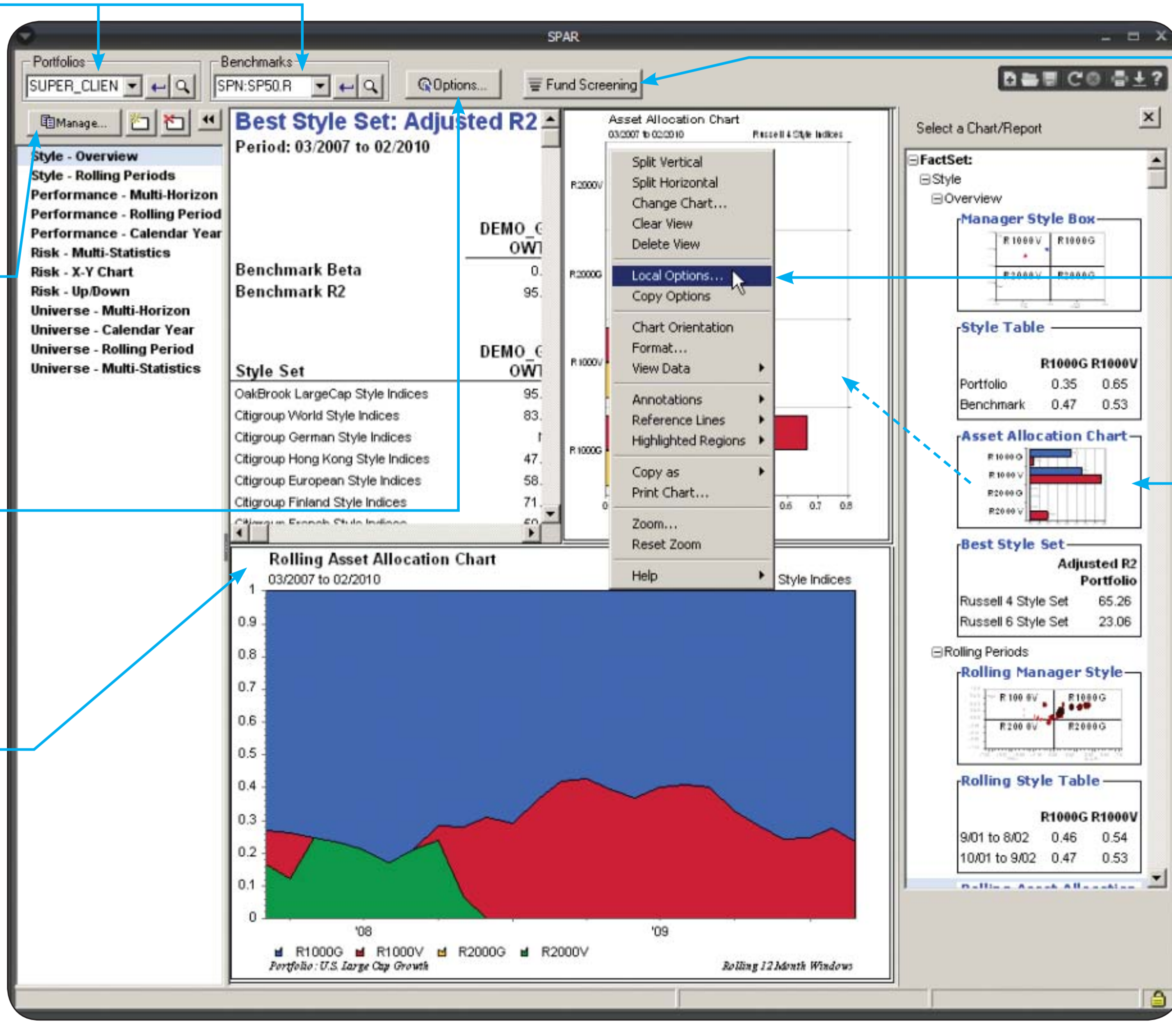
SPAR (Style, Performance, and Risk) lets you analyze your portfolio's performance against 20,000 equity and fixed income benchmarks. Dynamically create presentations of your portfolio's style, performance, risk, and peer group analysis, which you can easily download to Microsoft PowerPoint.

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 **New Slide** buttons.

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

Insert any number of charts and reports into a slide.



Create custom universes and screen for funds in Fund Screening. *See Online Assistant page 13945 for more information.*

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

Drag and drop charts into the chart viewing area. If you do not see the chart selection pane, right-click in the gray area at the top of the application (i.e., to the right of the Fund Screening button) and go to View > Toolbars > Chart/Report List.

Where can I find this on FactSet?

FactSet Insert menu > Portfolio > SPAR

Online Assistant Page ID

12876

FACTSET Managing Databases Using Data Central

Use Data Central to view, edit, and upload your proprietary data to a PRT or OFDB database. PRT databases capture a single point in time. OFDB databases can capture a single point in time or multiple dates.

Select whether to view your OFDB database by date or by symbol from the View By drop-down menu.

Click the **Split** button to view split-adjusted data. Click **Unsplit** to view unadjusted data.

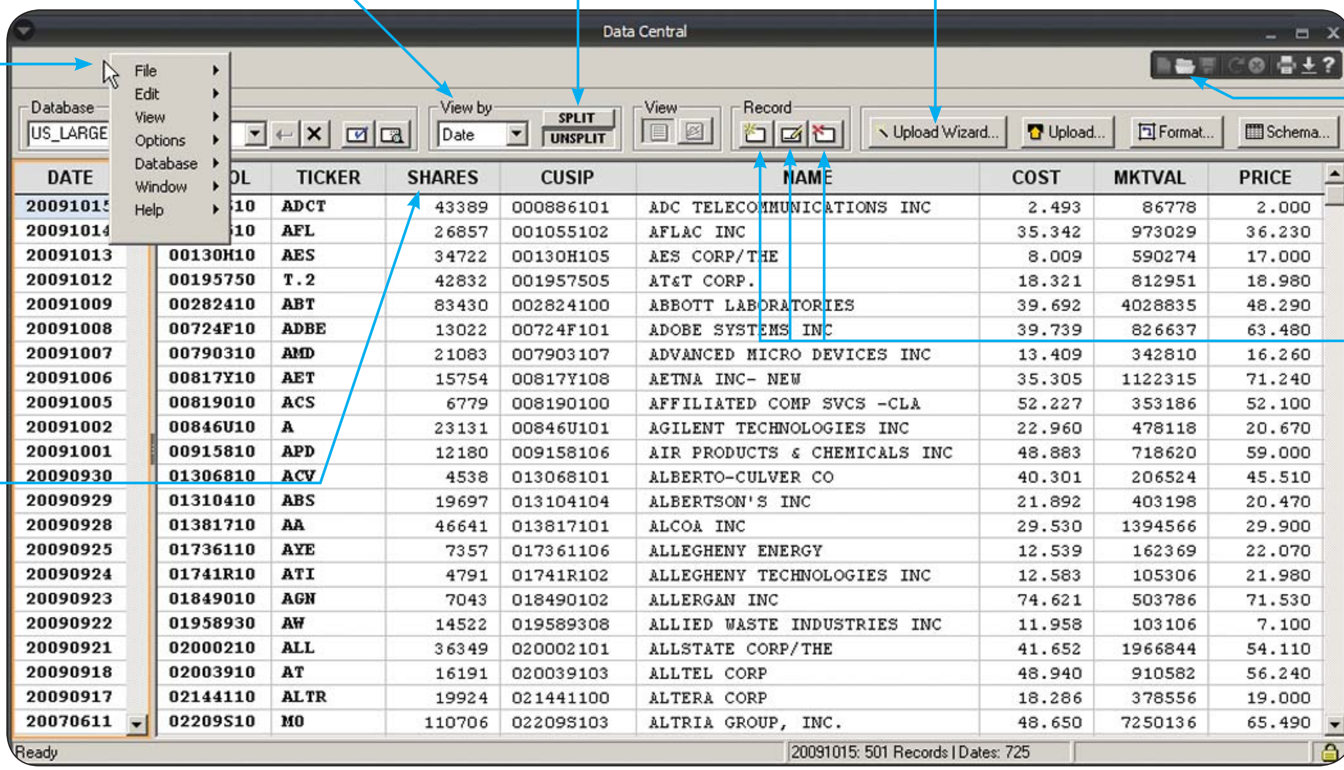
Click the **Upload Wizard** button to create and upload databases. The Upload Wizard will guide you through the process.

Right-click in the gray area at the top of the component to view the Data Central menus, which allow you to access File Manager and additional options.

Double-click a column heading to sort by the selected column.

Click the **Open** button to view a proprietary database that was uploaded to FactSet.

Click the Record buttons to add, edit, or delete a record in the database.



Where can I find this on FactSet?
FactSet Insert menu > Utilities > Data Central

Online Assistant Page ID
11494

FACTSET Managing Databases Using Quick Portfolio

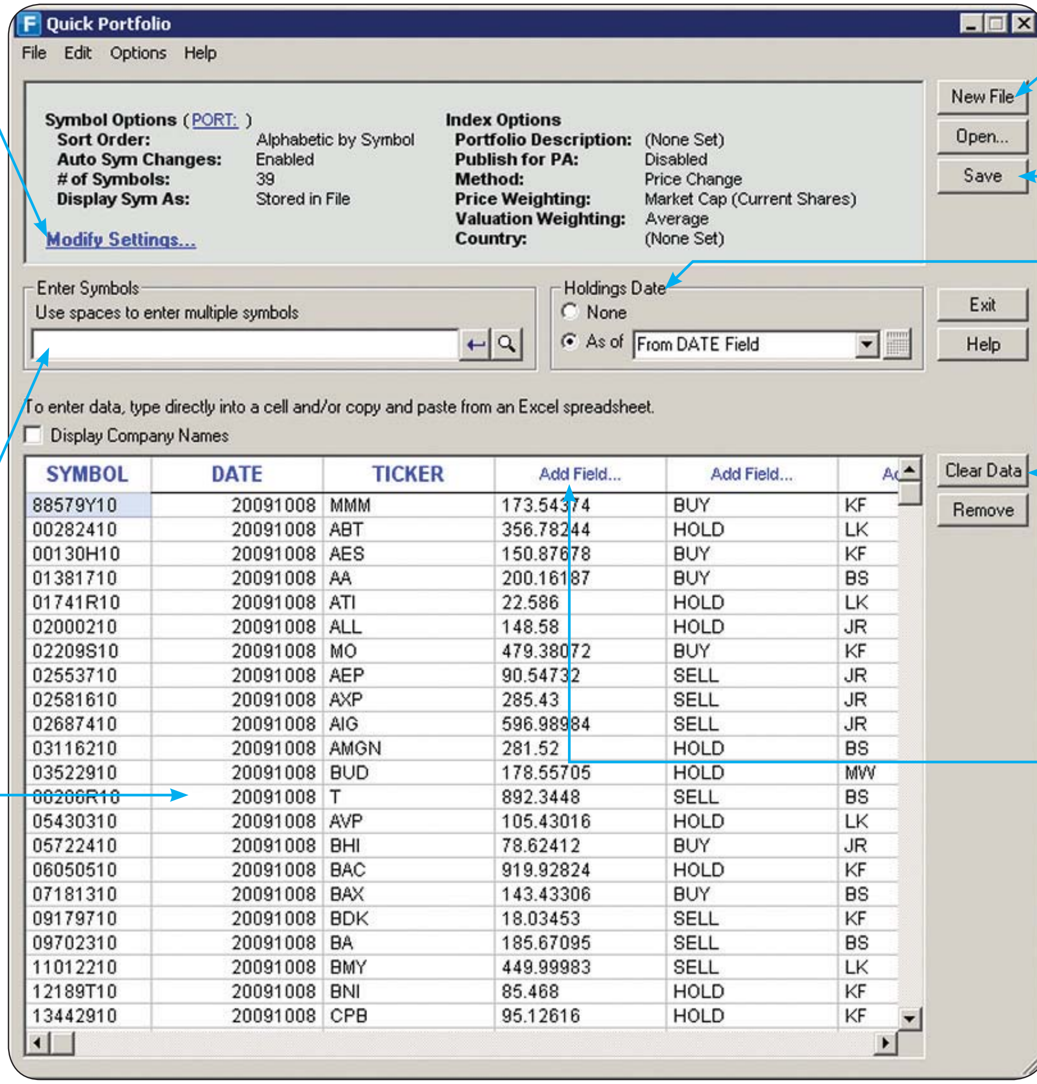
Use Quick Portfolio to view, edit, and quickly upload your proprietary data to an OFDB database. Once you've uploaded your data, you can use it in custom reports, Data Downloading, Screening, and Portfolio Analysis. For a guided tour covering how to create portfolios and identifier lists in Quick Portfolio, 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 in Excel and **CTRL+V** to paste the data in Quick Portfolio.



SYMBOL	DATE	TICKER	Add Field...	Add Field...	A
88579Y10	20091008	MMM	173.54374	BUY	KF
00282410	20091008	ABT	356.78244	HOLD	LK
00130H10	20091008	AES	150.87678	BUY	KF
01381710	20091008	AA	200.16187	BUY	BS
01741R10	20091008	ATI	22.586	HOLD	LK
02000210	20091008	ALL	148.58	HOLD	JR
02209S10	20091008	MO	479.38072	BUY	KF
02553710	20091008	AEP	90.54732	SELL	JR
02581610	20091008	AXP	285.43	SELL	JR
02687410	20091008	AIG	596.98984	SELL	JR
03116210	20091008	AMGN	281.52	HOLD	BS
03522910	20091008	BUD	178.55705	HOLD	MW
00206R10	20091008	T	892.3448	SELL	BS
05430310	20091008	AVP	105.43016	HOLD	LK
05722410	20091008	BHI	78.62412	BUY	JR
06050510	20091008	BAC	919.92824	HOLD	KF
07181310	20091008	BAX	143.43306	BUY	BS
09179710	20091008	BDK	18.03453	SELL	KF
09702310	20091008	BA	185.67095	SELL	BS
11012210	20091008	BMY	449.99983	SELL	LK
12189T10	20091008	BNI	85.468	HOLD	KF
13442910	20091008	CPB	95.12616	HOLD	KF

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

Click **Save** to save the database.

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

Click **Clear Data** 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 **Remove**.

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

Where can I find this on FactSet?

FactSet Insert menu > Utilities > Quick Portfolio

Online Assistant Page ID 13976

FACTSET Using Portfolio Viewer

After uploading your proprietary data to FactSet, you must add the file to Portfolio Viewer in order to analyze the portfolio, custom composite, or benchmark in applications such as Portfolio Analysis and SPAR. You can also use Portfolio Viewer to add a corresponding benchmark, inception date, and target risk model.

Choose the Composite Assets tab to construct a composite asset portfolio by using an identifier as a weighted basket of securities. *See Online Assistant page 12556 for more information.*

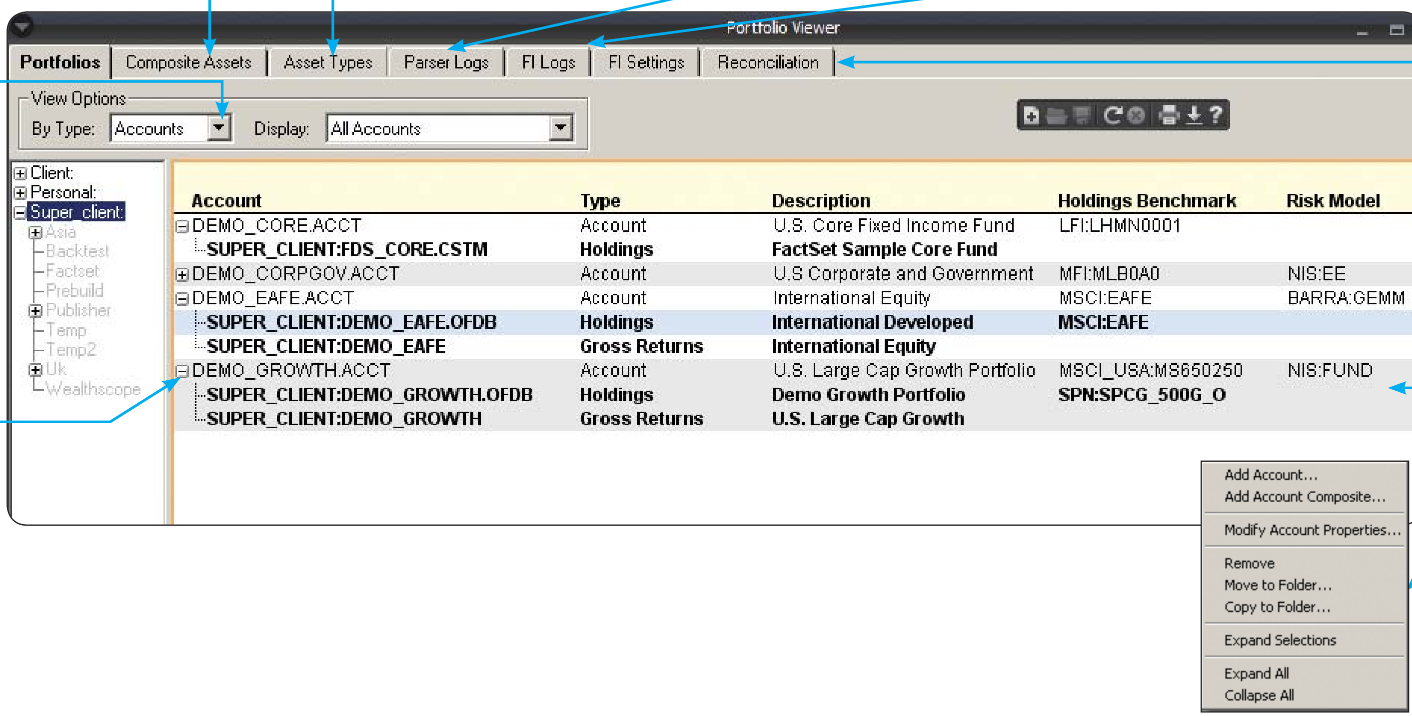
Choose the Asset Types tab to map your portfolio assets to asset types available in FactSet (e.g., Futures or Options). *See Online Assistant page 14078 for more information.*

Choose the Parser Logs tab to monitor your portfolio's holdings and/or returns upload process in the new FactSet. *See Online Assistant page 11533 for more information.*

Choose the FI Logs and FI Settings tabs to specify important information for Fixed Income Portfolio Analysis regarding production jobs and calculation settings. *See Online Assistant page 14762 for more information.*

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

Expand and view the components of a custom composite.



Choose the Reconciliation tab to view production reports and set up alerts to monitor potential problems with data you upload. *See Online Assistant page 14868 for more information.*

Right-click on any row to access portfolio options.

Where can I find this on FactSet?

FactSet Inset menu > Portfolio > Utilities > Portfolio Viewer

Online Assistant Page ID
11534

FACTSET Viewing Economic Events

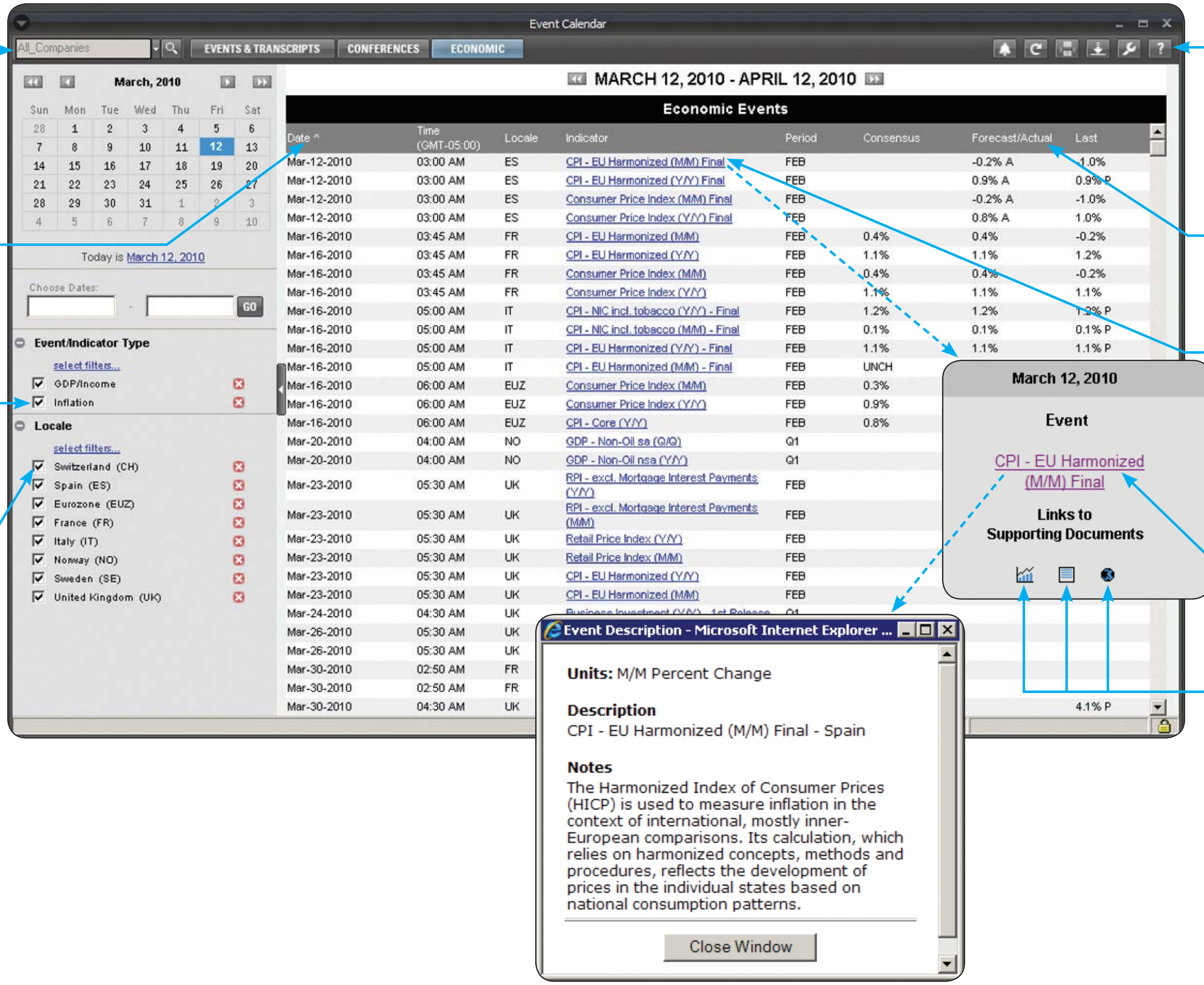
Use the Economic Events Calendar to view real-time events for approximately 750 indicators in 24 countries and regions. View important events and details including the indicator covered, the period covered in the release, the forecasted or actual figures, and the market median forecast.

Search for a specific company identifier, or toggle between transcript, conference, or economic event information.

Click the column headers to sort the calendar based on the selected item.

Select an Event or Indicator type to filter the results.

Further refine results by selecting the locales to display.



Click the buttons to print or download event information, and access additional help for the calendar.

View the most recent data or forecast for the indicator.

Click an event headline to open the right pane and view options for more detail.

Click the event name to open a more detailed description.

Click the links to view a 10-year chart of the selected indicator, a detailed economic report, or related press releases.

Where can I find this on FactSet?

FactSet Insert menu > Event Calendar > Event Calendar

Online Assistant Page ID

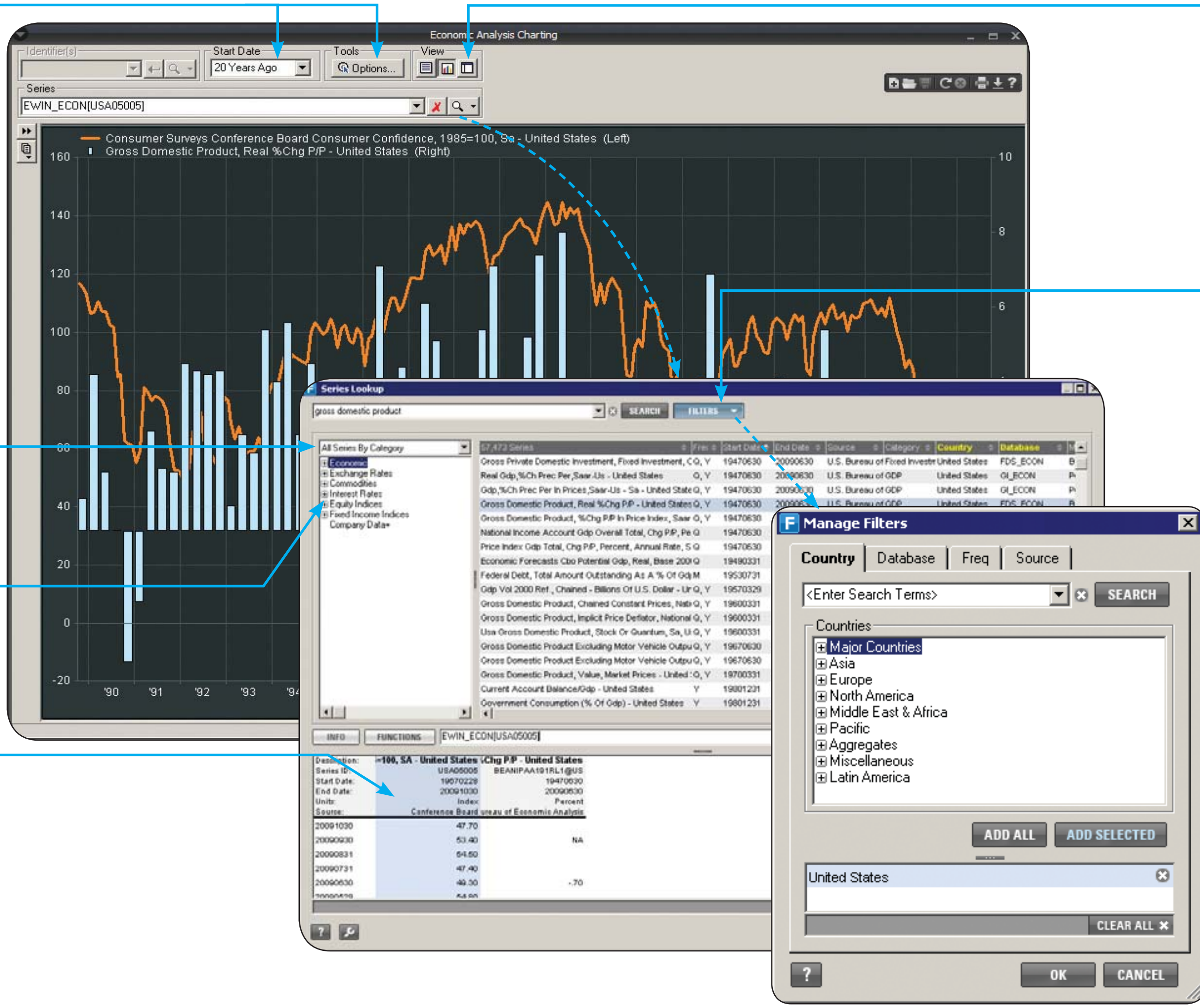
15151

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 of charting in Economic Analysis, 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 selecting the Period tab.

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.

Select a series by category.

Limit your searches by category.

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

Where can I find this on FactSet?

FactSet Insert menu > Charting > Economic Analysis Charting

Online Assistant Page ID

13155

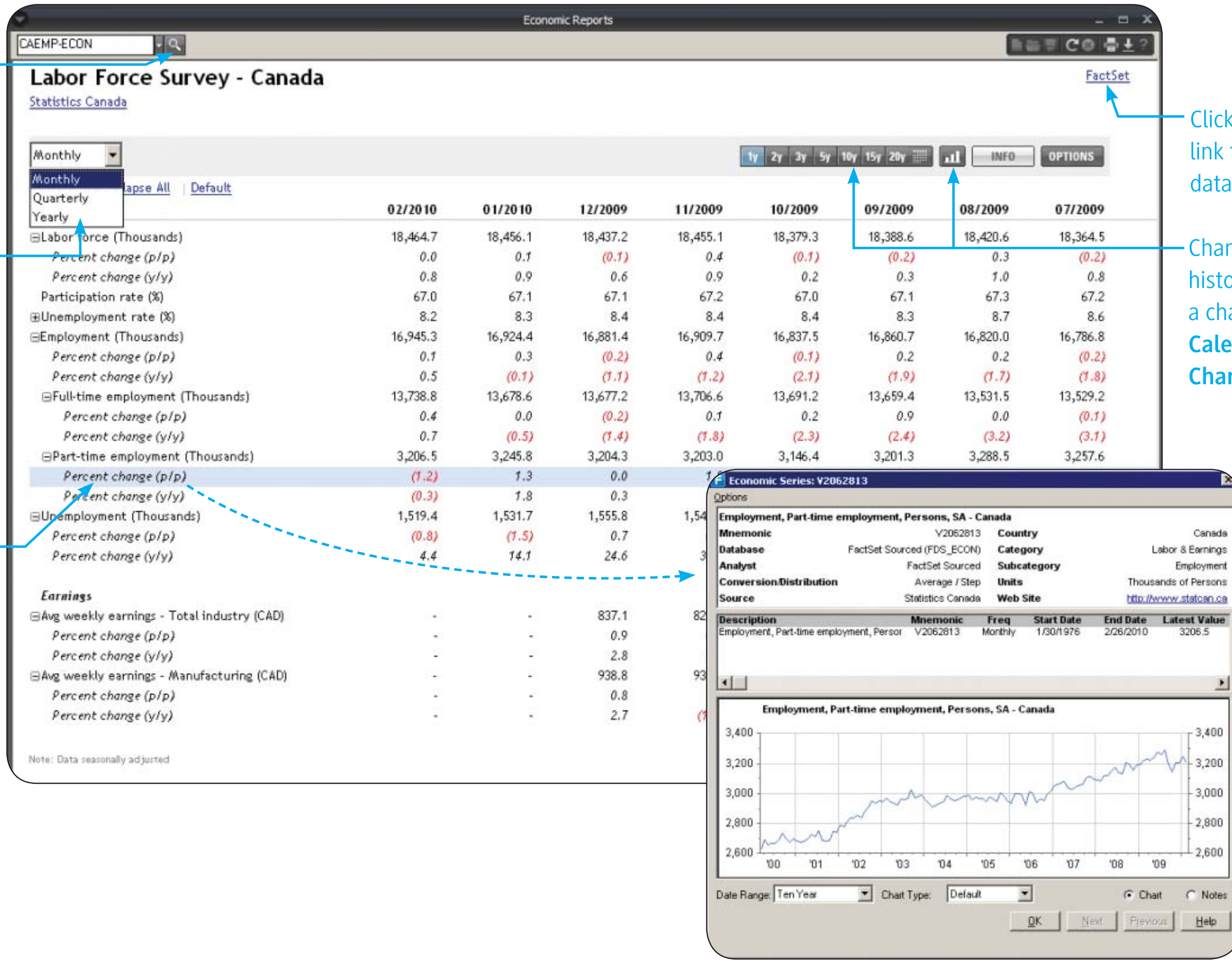
FACTSET Viewing Economic Reports

Launch Economic Reports to view reports that list important economic indicators for more than 60 countries. These reports let you view dozens of important economic indicators with a single mouse click.

Click the **Lookup** button to browse for an economic series or type it into the series form.

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

Select a row and then click the **Info** button INFO for more information about that indicator.



Click the source link to change your database order.

Change the report's history or generate a chart using the **Calendar** and **Chart** buttons.

Where can I find this on FactSet?

FactSet Insert menu > Markets > Economics > Economic Reports

Online Assistant Page ID

13154

FACTSET Viewing Index Data

The Indices category allows you to view real-time data for major indices, as well as 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 Matrix and the Performance & Valuation reports in the Indices category.

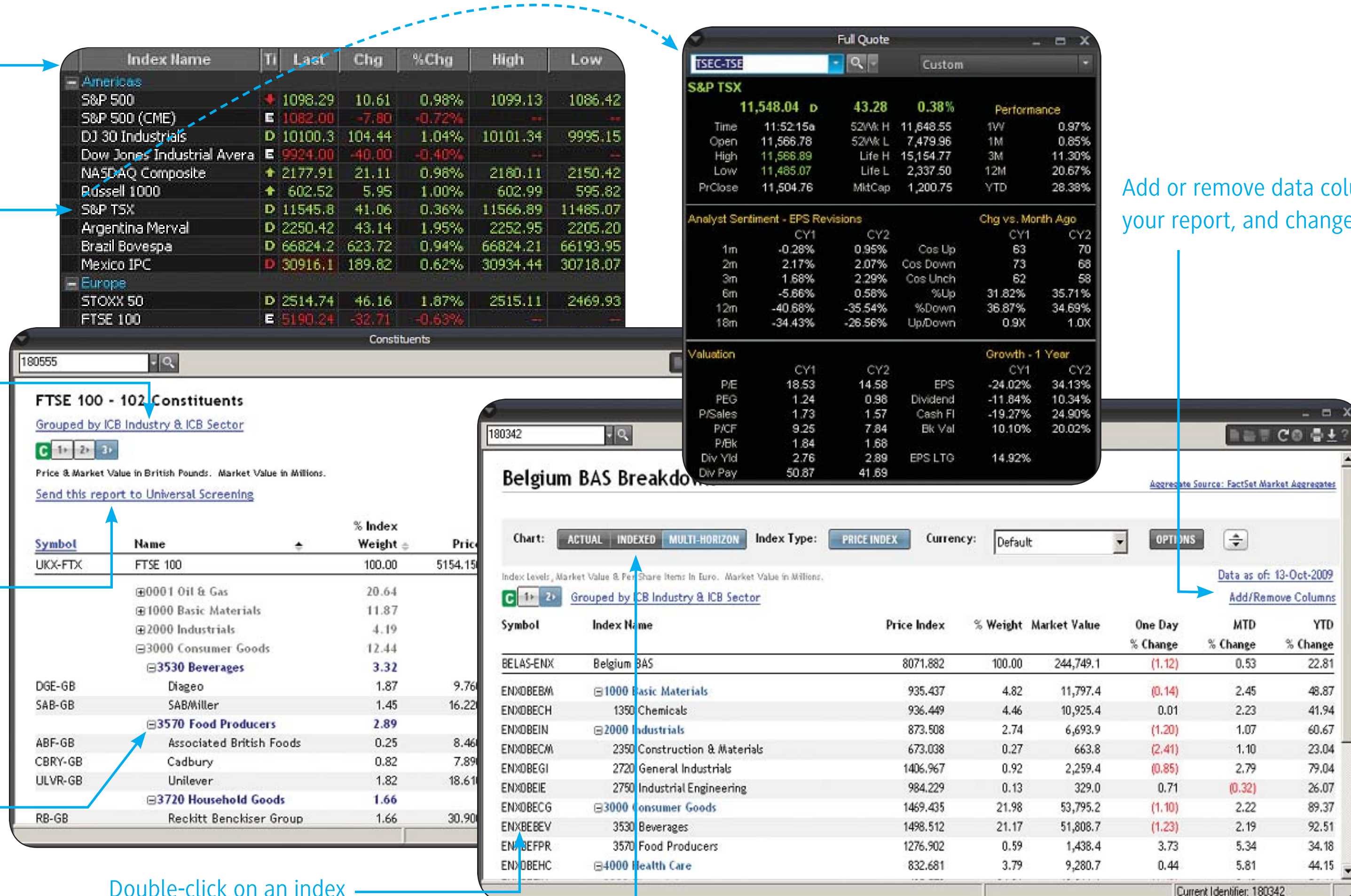
View real-time data for major global indices in Market Watch.

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

Use the Constituents report to 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.

Use expand/collapse functionality for your different grouping levels.



Add or remove data columns from your report, and change the date.

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

Select from three chart options in the Index Breakdown report: Actual, Indexed, and Multi-Horizon.

Where can I find this on FactSet?

FactSet Insert menu > Markets > Indices

Online Assistant Page ID

15890

FACTSET Using Equity Screening

Universal Screening's Equity view 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 has a vast library of predefined items and you can also develop your own proprietary screening criteria using any data available. For a guided tour covering the basics of Universal Screening, launch the eLearning series on Online Assistant page 16208.

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

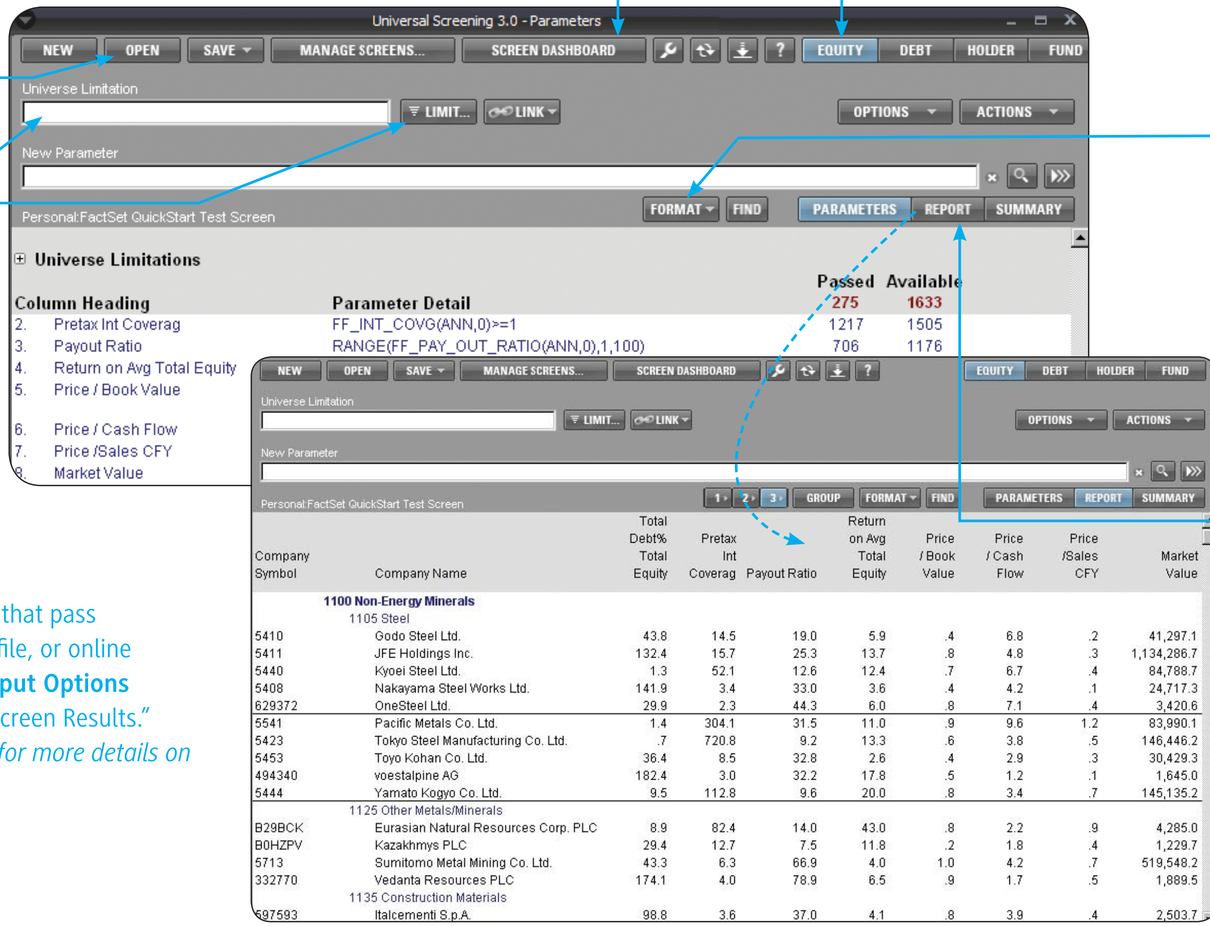
Click the **Equity**, **Debt**, **Holder**, or **Fund** buttons to change your report type in Universal Screening.

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

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.

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

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



Tip: To save the list of securities that pass your screen to a portfolio, OFDB file, or online spreadsheet report, click the **Output Options** button and select "Archive Screen Results." *See Online Assistant page 16108 for more details on archiving data.*

Where can I find this on FactSet?

FactSet Insert menu > Screening > Screening

Online Assistant Page ID 14858

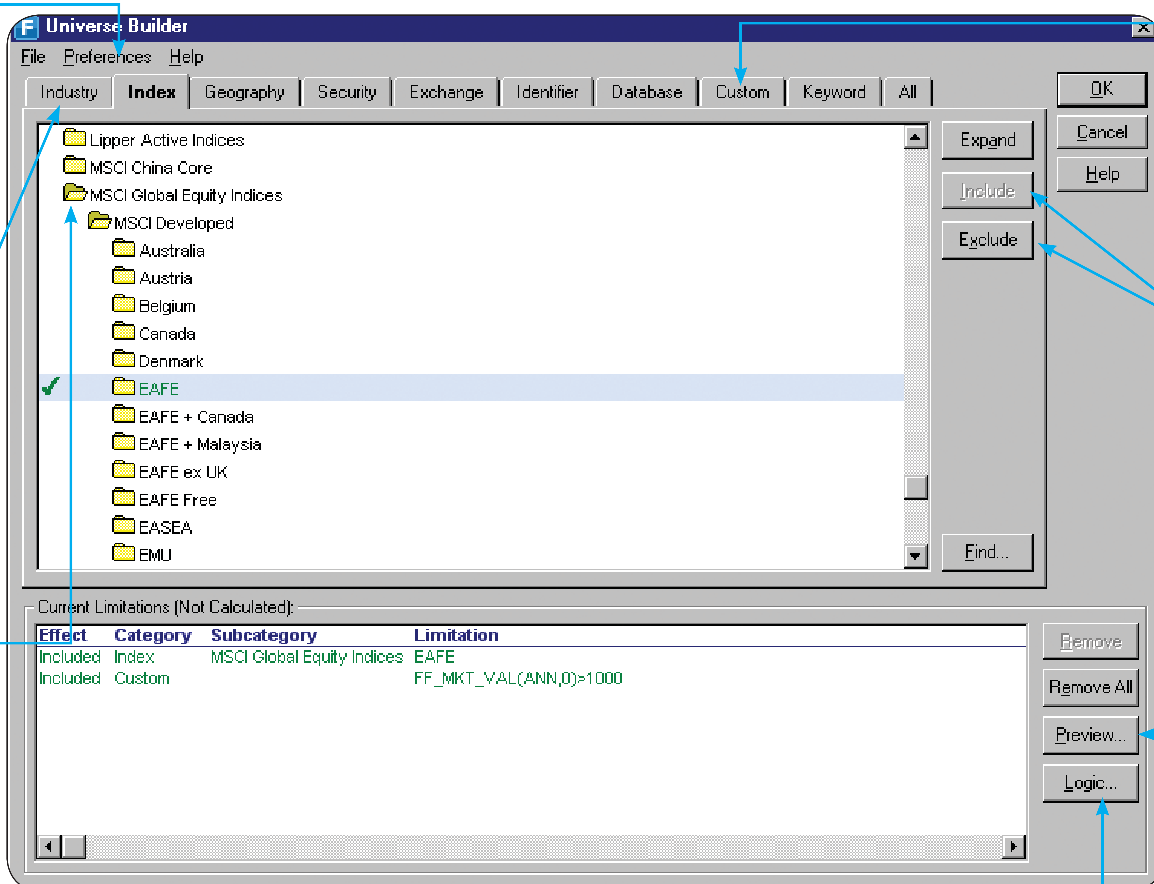
FACTSET Limiting the Universe

Use Universe Builder to construct a “universe” of securities defined by one or more limitations. Limitations are grouped on category tabs by industry, index, geography, security type, exchange, and database. Click the **Limit** button in Screening to launch the Universe Builder.

Select Preferences to modify the category tabs, include all dually-listed U.S./ Canadian securities and all Cash identifiers, and exclude inactive securities, secondary listings, and non-equity securities.

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

To select the entire contents of a folder, select the row containing the folder. To select a limitation within a folder, select the folder, then click the **Expand** button.



Choose the Custom tab to limit your universe using a FactSet formula. For example, you can use an ISON formula to limit your screen to benchmark constituents on a specific date.

Click the **Include** button to limit the universe to that selection or the **Exclude** button to limit the universe to everything except that selection. The universe limitation(s) will appear in the Current Limitations list below.

Click the **Preview** button to display a list of securities that pass your current limitations.

Click the **Logic** button to modify the logical relationships between your universe limitations.

Tip: You can also use “type ahead” searching within the Universe Limitation search bar to limit your universe. Potential matches to your search term will be returned from the Industry, Index, Geography, and Exchange tabs of Universe Builder. *For more information about this functionality, see Online Assistant page 14858.*

Where can I find this on FactSet?

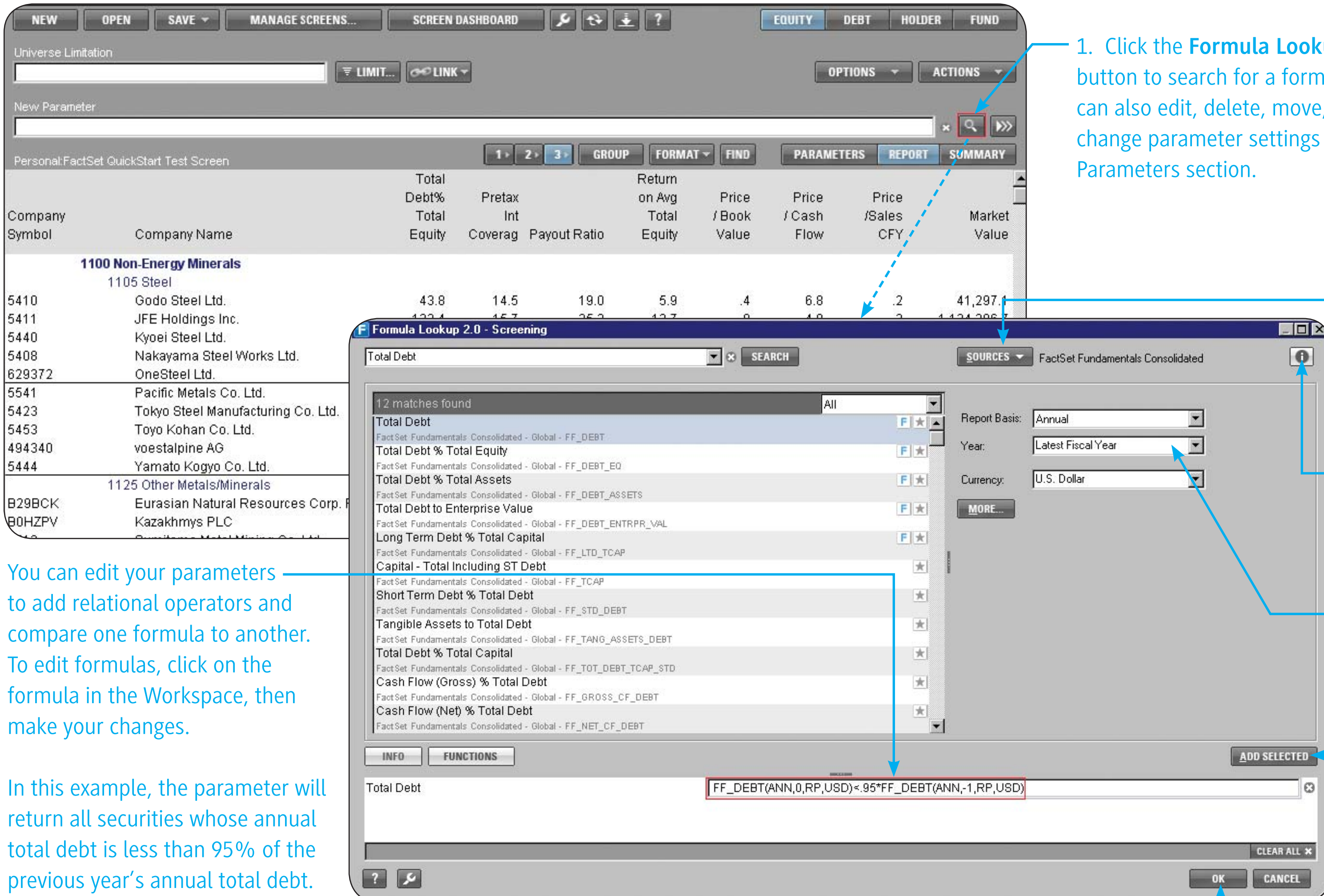
FactSet Insert menu > Screening > Screening > Limit button

Online Assistant Page ID

333

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 FactSet's formula libraries, as well as create and edit your own formulas.



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. Search for and select a formula. After you select a formula, enter formula arguments to the right.

5. Click the **Add Selected** button to include the formula in your Workspace.

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 > Screening > Equity view > Formula Lookup button

Online Assistant Page ID 14930

FACTSET Screening for Ideas

Use Idea Screening to screen on companies (public and/or private), M&A deals, M&A league tables/volume totals, private placements, new issues, and private equities based on your own criteria. With Idea Screening you can generate ideas, build new comp lists, or screen for deals and IPOs of potential interest.

Watch for the new version of Idea Screening -- coming soon!

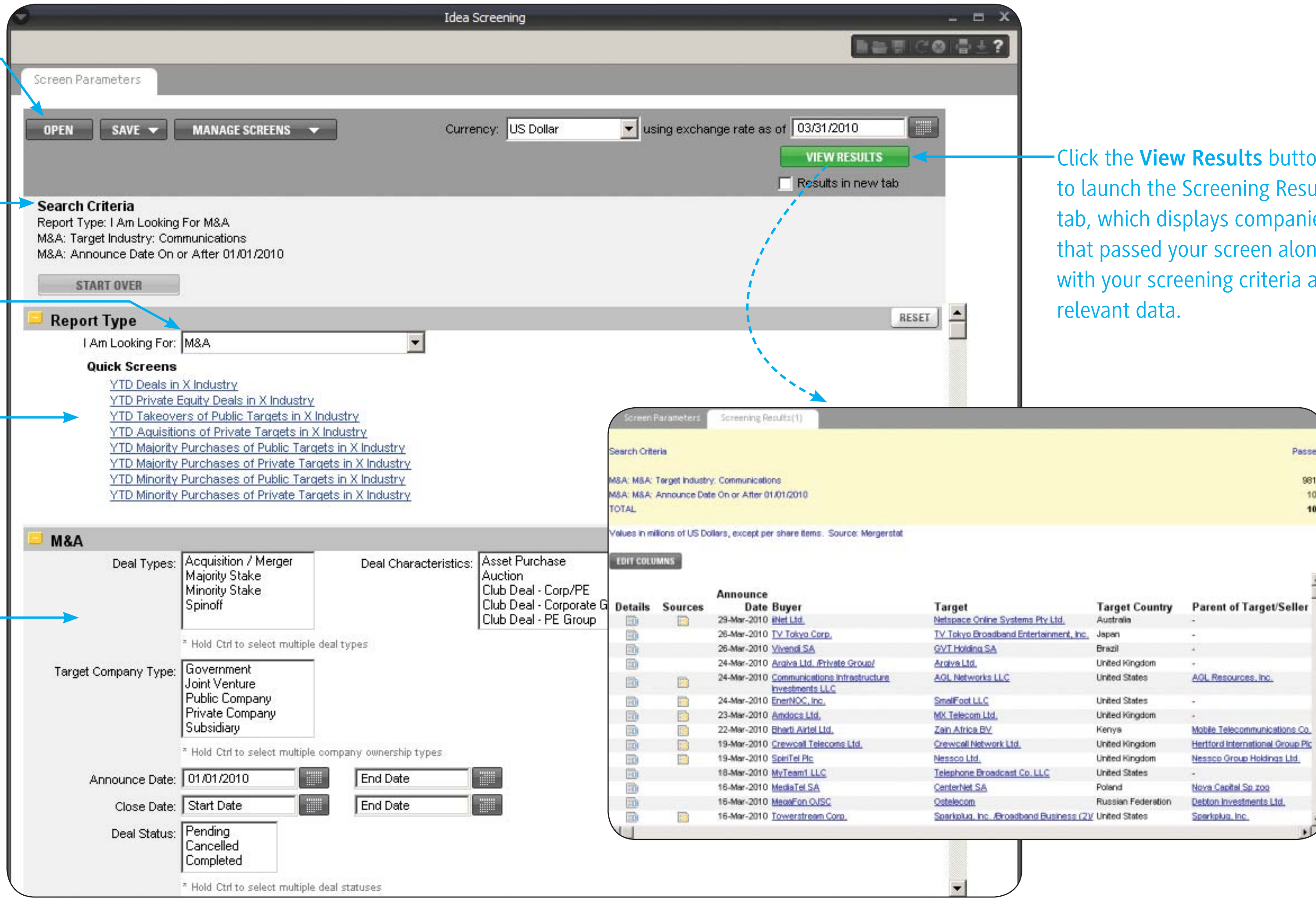
Click the **Open** button to open a saved screen.

View your search criteria results.

Choose your report type (companies, M&A deals, new issues, etc.).

After choosing the report type, you can select premade screens available in the Quick Screens section.

Add your search criteria. The criteria available depends on the report type you select.



Click the **View Results** button to launch the Screening Results tab, which displays companies that passed your screen along with your screening criteria and relevant data.

Where can I find this on FactSet?

FactSet Insert menu > Screening > Idea Screening

Online Assistant Page ID

13995

FACTSET Charting Market Data

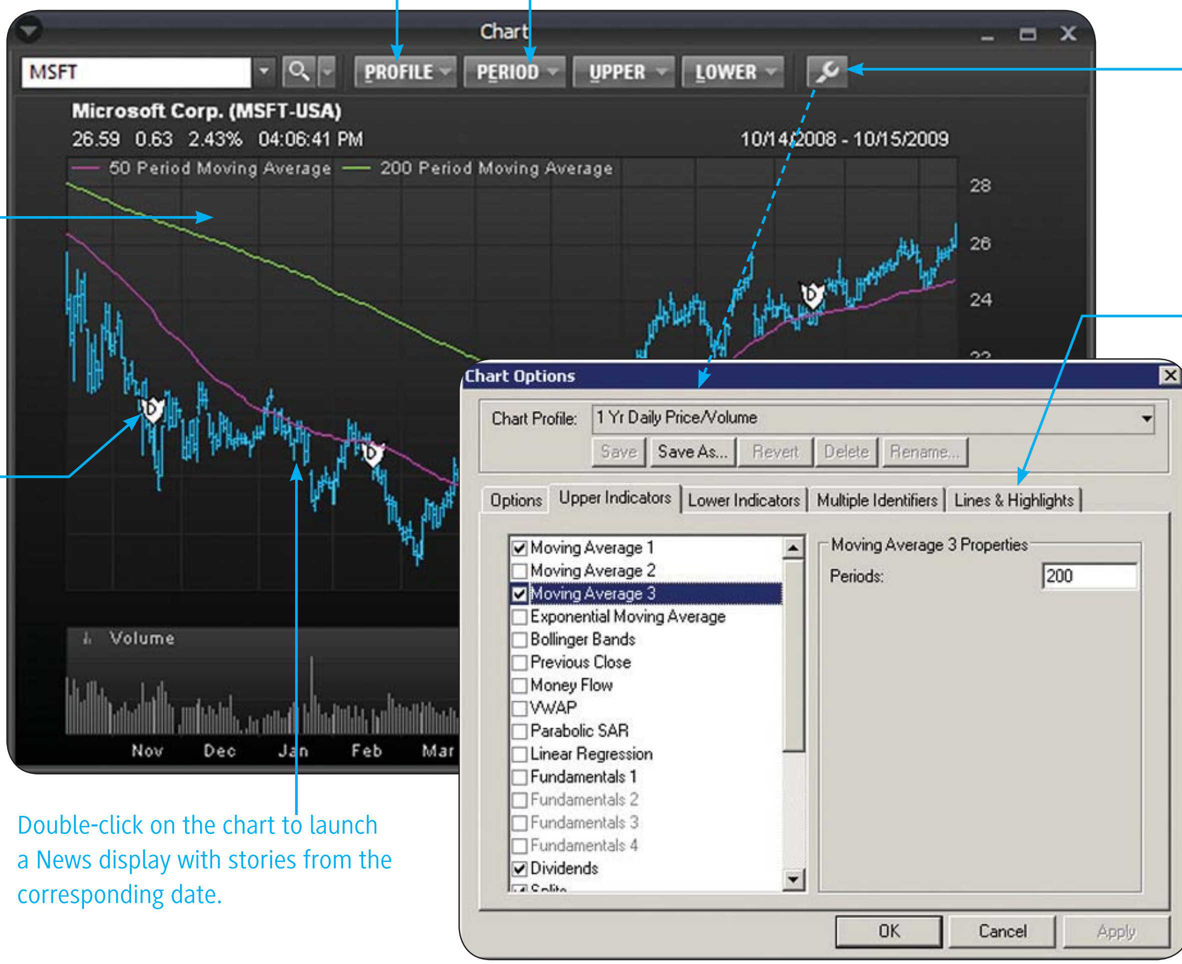
Use the Chart display to chart company-specific market data over different frequencies. You can also create indexed and relative price charts to perform company vs. benchmark comparisons.

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

Click the **Period** button to select a predefined chart period.

Click the **Chart Options** button to customize the chart.

Right-click on the chart and select "Drawings" to add trendlines and Fibonacci retracements.



Choose a tab to customize the chart:

- **Options** - To change formatting such as chart type and period.
- **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 News display with stories from the corresponding date.

Where can I find this on FactSet?

FactSet Insert menu > Charting > Chart

Online Assistant Page ID

15931

FACTSET Charting Interactively

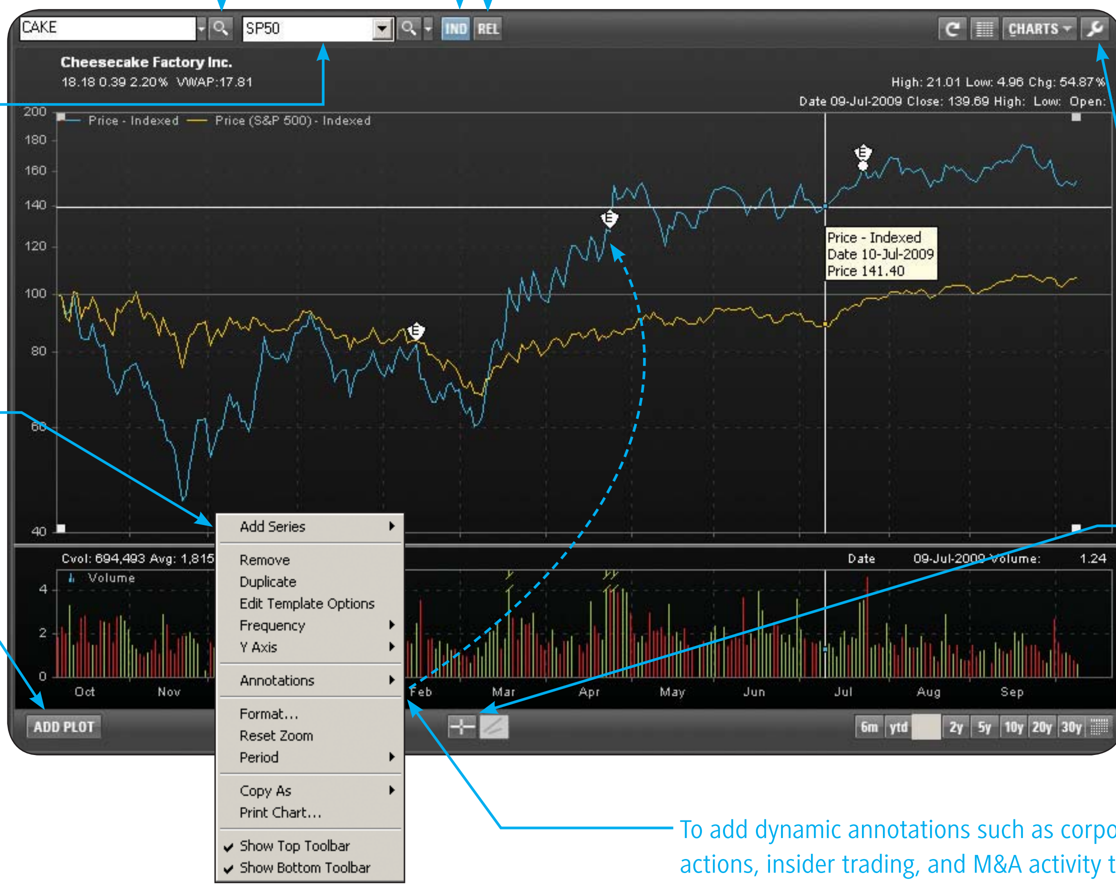
Use Interactive Charting to create flexible charts depicting company and non-company data. Predefined series include pricing, financial, estimate, and valuation data. For a guided tour covering the basics of Interactive Charting, launch the eLearning series on Online Assistant page 16214.

Click the **Lookup** button to search for identifiers.

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 or add a series, right-click on the chart area and select the “Add Series” option.

Click the **Add Plot** button to add additional plots to your chart. To clear or delete plots, right-click on the chart area and select the “Plot” option.



To toggle between indexed or relative charts, click the **Index** and **Relative** buttons.

To modify the up/down color scheme, crosshair cursor type, and other settings such as calendar and currency, click the **Settings** button.

Add crosshairs, trackballs, and trendlines using the buttons below the chart.

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.

Where can I find this on FactSet?

FactSet Insert menu > Charting > Interactive Charting

Online Assistant Page ID

16021

FACTSET Charting Financial Data Using Quick Charts

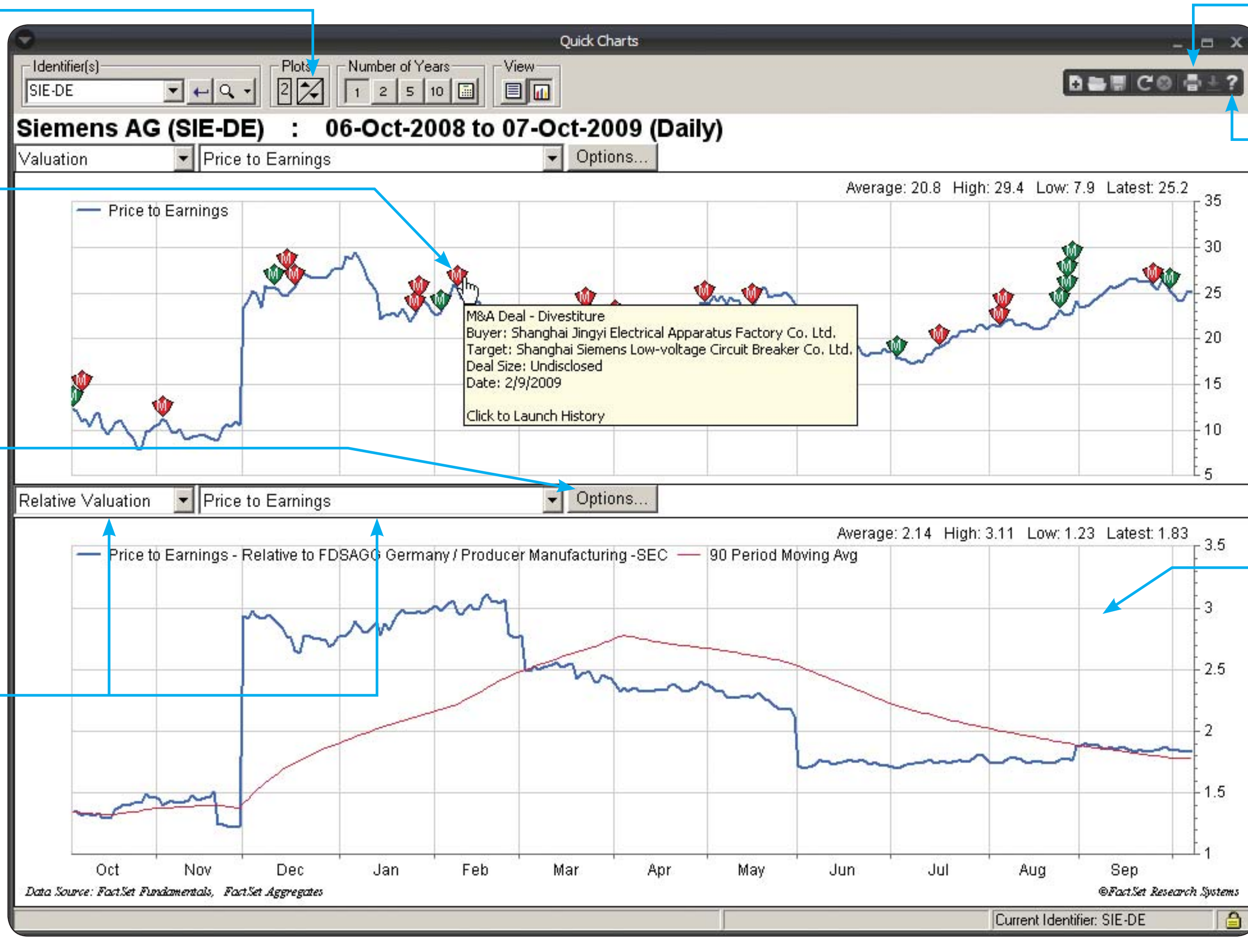
Quick Charts offers access to the most relevant financial series to chart as well as options frequently associated with the series. These options include moving averages, annotations, price overlay, economic indicators, and more. To view the formulas used for the charts, see Online Assistant page 13562.

Click the **Plot Arrow** buttons to change your display and view up to four charts at once.

Add annotations to your charts (e.g., M&A deals). After adding annotations to the chart, hover your cursor over an annotation to view a pop-up showing details.

Click the **Options** button to configure the settings and annotations for a given series.

Select a chart type. Then, select a series to display in each chart area.



Click the **Print** button to print your report.

Click the **Help** button to launch application-specific documentation for the report you are viewing.

Right-click on the chart to export it to Chart Center or copy it as an ActiveGraph.

Where can I find this on FactSet?

FactSet Insert menu > Charting > Quick Charts

Online Assistant Page ID

13522

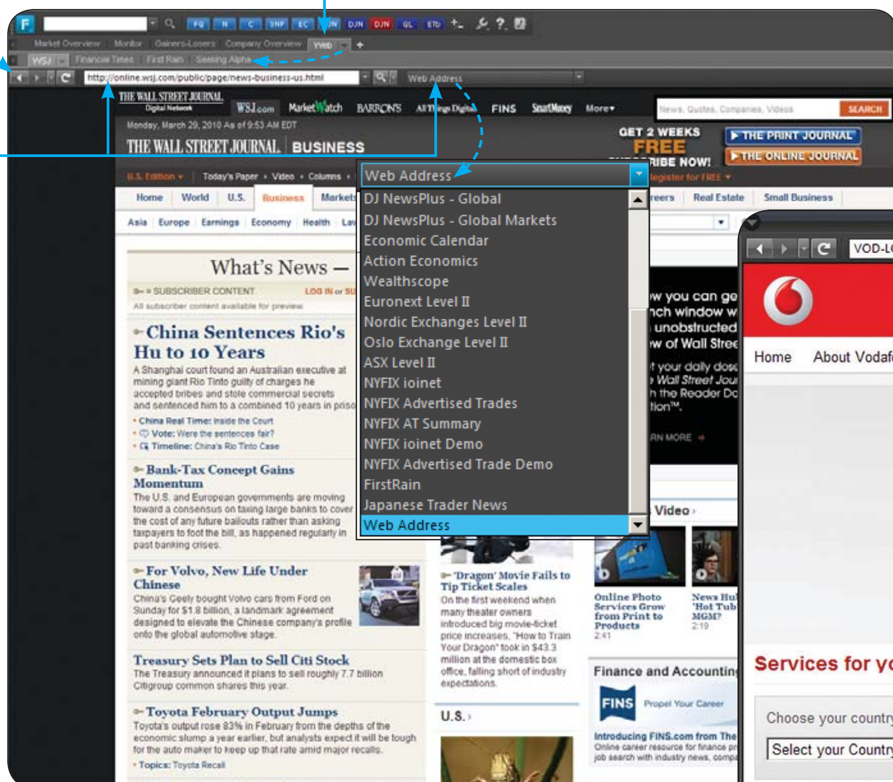
FACTSET Using the Web Browser

The Web Browser display allows you to integrate your browser into FactSet. You can view company homepages and any 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.

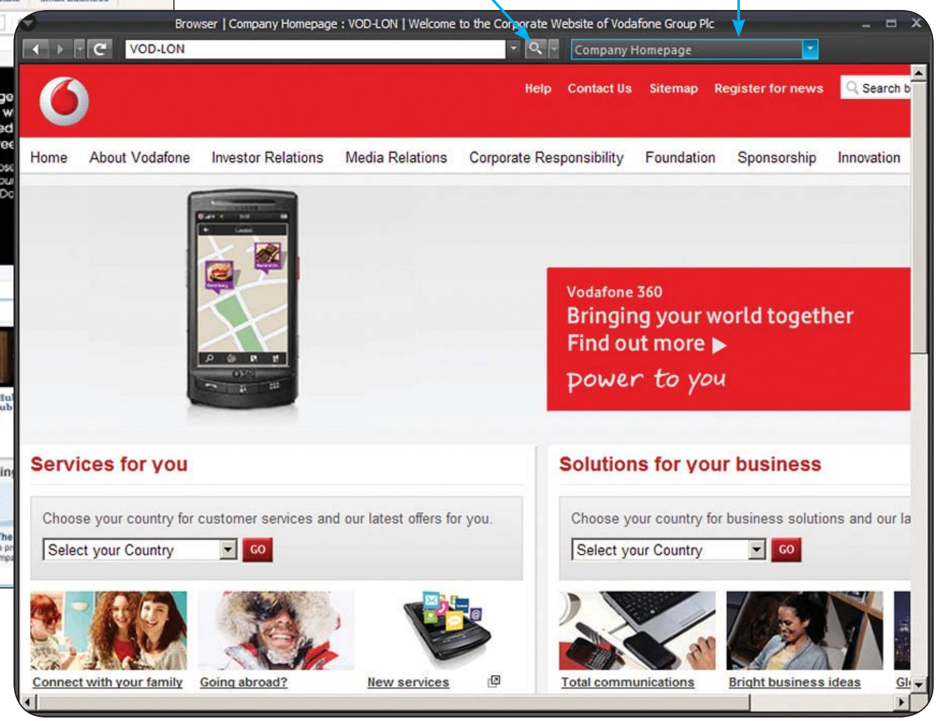
Create a custom tab that includes all of the websites that you frequent.

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.



Where can I find this on FactSet?

FactSet Insert menu > Web Browser

Online Assistant Page ID

15912

FACTSET Accessing FactSet With Wireless Plus

Use FactSet Wireless Plus to view your FactSet watch lists, current news, and historical price charts on your mobile device. View a wide array of company reports, including but not limited to: Ownership, Deal Activity, Intraday Price Charts, Detailed Price Quotes, and Capitalization.

Chart prices for an individual security, or compare the performance of multiple securities.

Navigate using the scroll wheel or trackball to select company reports for a detailed quote, intraday chart, estimates, and more.

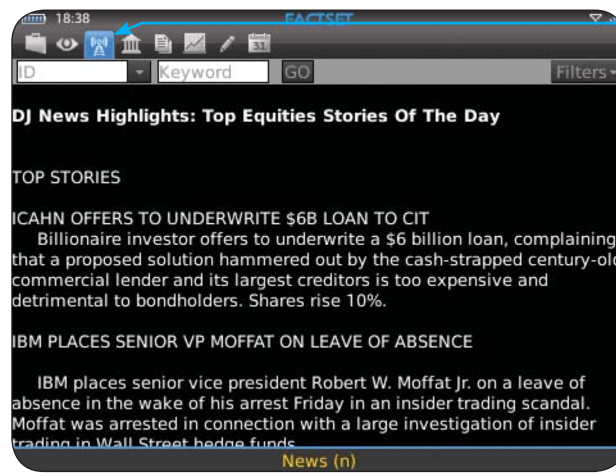
Navigate FactSet Wireless Plus using Hot Keys:

spacebar	Page Down
escape	Back
T	Top of grid or list
B	Bottom of grid or list
Q	Launch Quick Quote
U	Put focus in Universe box
H	Hide Application
R	Force Data Refresh
O	Open Reports
P	Open Portfolios
W	Open Watchlists
M	Open Markets
N	Open News
C	Open Charting
I	Open Research Tools
E	Open Event Calendar

Access your wireless-enabled watchlist.

Click a column heading to sort the columns (once for ascending, twice for descending, three times for original order).

Data is cached from the last update, and available in areas with limited network coverage. A "**D**" denotes a delayed intraday price; an "**E**" denotes the previous day's end-of-day price.



Click the **News** icon to access a consolidated view of the market stories from Dow Jones or find news on a specific company using the Identifier and Keyword boxes.

Where can I find this on FactSet?

FactSet Insert menu > Utilities > Wireless Configuration

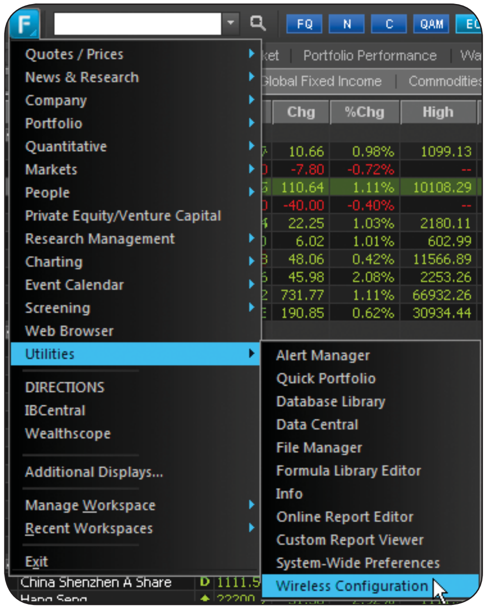
Online Assistant Page ID

15637

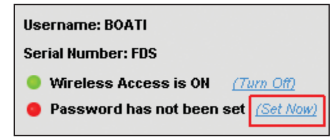
FACTSET Setting Up Wireless Access

Setting up wireless access on FactSet is quick and easy.

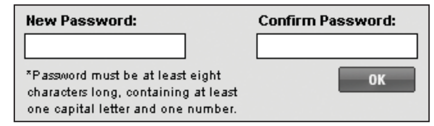
1. Go to FactSet Insert menu > Utilities > Wireless Configuration to enable wireless. (Or right-click in a Portfolio View or Market Watch display and go to Wireless > Configure Wireless.)



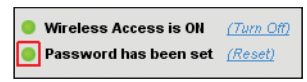
2. Click the "Set Now" hyperlink to set your password.



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 watchlist available on your handheld device, click the "+ Enable New File" hyperlink. *For more information, see Online Assistant page 14889.*

To install FactSet Wireless Plus on your mobile device:

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. (Depending on your mobile device and IT policy, this could be located on the home screen, or in a "Downloads" or "Applications" folder.)
5. Once launched, you will be prompted to log in.
6. Enter your FactSet username and serial number, along with the wireless password you set during the configuration process.
7. Click **Login** to launch FactSet Wireless Plus.

For additional installation options, including internal deployments and desktop loading, see Online Assistant page 15641.

Where can I find this on FactSet?

FactSet Insert menu > Utilities > Wireless Configuration

Online Assistant Page ID 14889

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 when needed. To learn more about using =FDS codes, launch the eLearning course on Online Assistant page 13610.

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)")
```

- The code is composed of two distinct parts: the identifier of the company 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 079805 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("079805","FG_SALES(0)")
```

Online Assistant Page ID

1967

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: 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
Semiannual 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
* When using an absolute date in a FactSet formula, always enter the date in the format: MM/DD/YYYY.	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 12/31/2009-2AW returns data as of two actual weeks (14 days) before the end of 2009.

Online Assistant Page ID

1964

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 of how to use Formula Lookup, launch the eLearning courses from Online Assistant page 15972.

Navigating New Formula Lookup

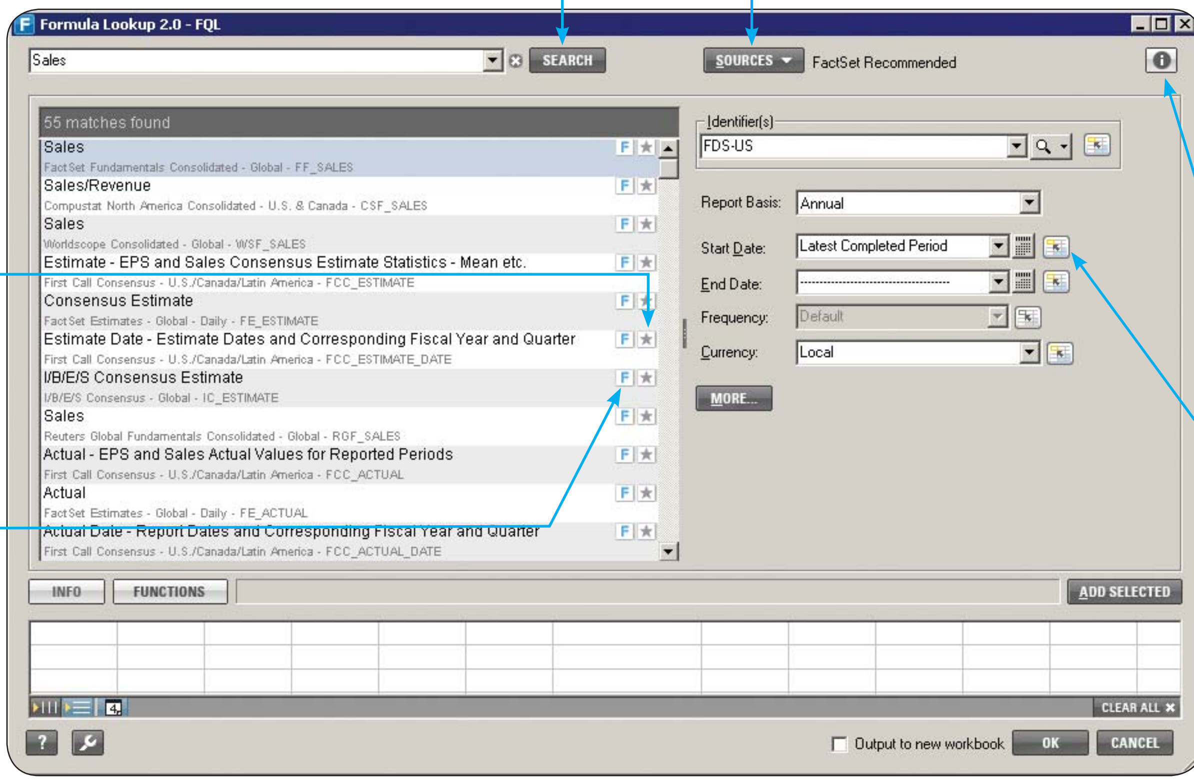
To add formulas using the new version of Formula Lookup:

1. In Microsoft Excel 2007, 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 **Add Selected** to preview the data that you've selected.
4. Click **OK** to add the formula to your spreadsheet.

To find a formula, type a keyword and click **Search**.

Click the **Star** icon to bookmark a formula as a "favorite." To search for formulas within your Favorites, select "Favorites" from the Sources drop-down menu.

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



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

14929

FACTSET Using Filings Wizard

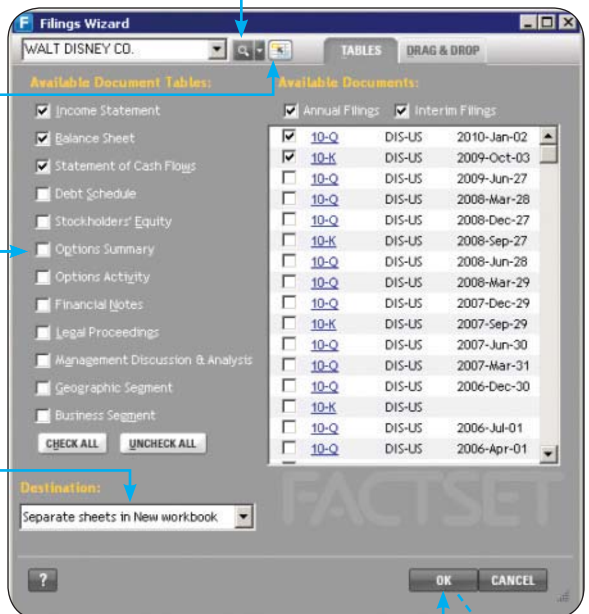
Filings Wizard lets you quickly insert EDGAR 10K and 10Q tables into Microsoft Excel and reference those tables in the EDGAR filing. To access the Filings Wizard utility in Microsoft Excel, go to the FactSet tab > Filings Wizard button.

Enter a ticker or click the **Lookup** button to find your identifier.

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

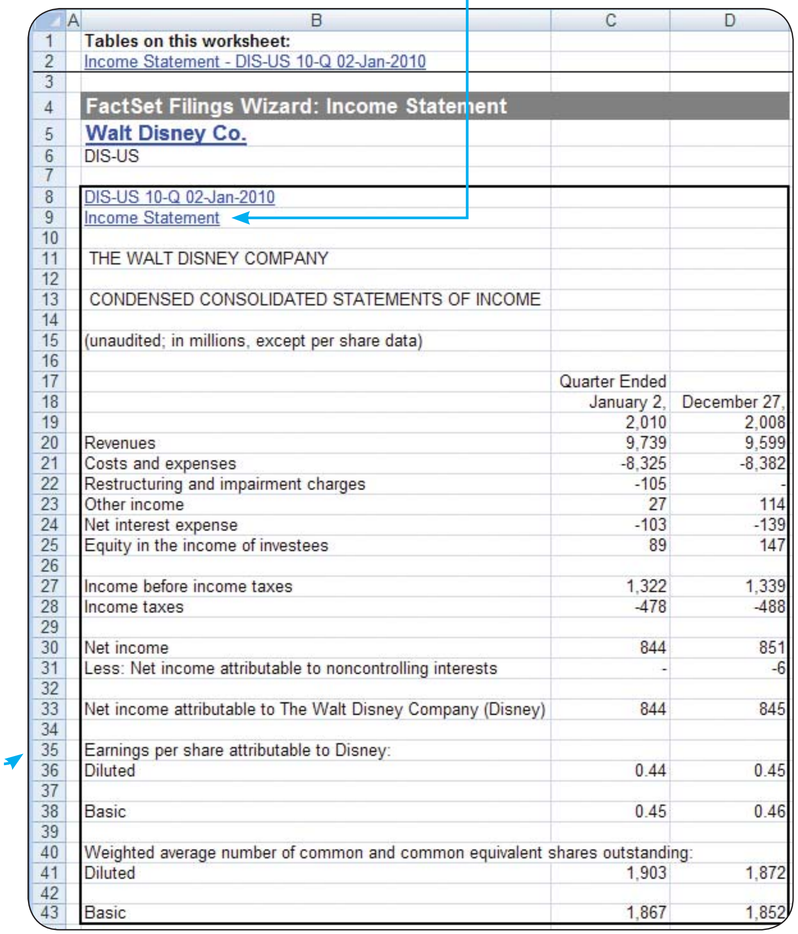
Select the check boxes to indicate which documents you want to search for.

Use the Destination drop-down menu to specify the destination for the tables. With the option “Separate sheets in New Workbook” selected, each document table is downloaded to a separate sheet in the workbook.



Click the **OK** button to download the tables.

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



	A	B	C	D
1		Tables on this worksheet:		
2		Income Statement - DIS-US 10-Q 02-Jan-2010		
3				
4		FactSet Filings Wizard: Income Statement		
5		Walt Disney Co.		
6		DIS-US		
7				
8		DIS-US 10-Q 02-Jan-2010		
9		Income Statement		
10				
11		THE WALT DISNEY COMPANY		
12				
13		CONDENSED CONSOLIDATED STATEMENTS OF INCOME		
14				
15		(unaudited; in millions, except per share data)		
16				
17			Quarter Ended	
18			January 2,	December 27,
19			2,010	2,008
20		Revenues	9,739	9,599
21		Costs and expenses	-8,325	-8,382
22		Restructuring and impairment charges	-105	-
23		Other income	27	114
24		Net interest expense	-103	-139
25		Equity in the income of investees	89	147
26				
27		Income before income taxes	1,322	1,339
28		Income taxes	-478	-488
29				
30		Net income	844	851
31		Less: Net income attributable to noncontrolling interests	-	-6
32				
33		Net income attributable to The Walt Disney Company (Disney)	844	845
34				
35		Earnings per share attributable to Disney:		
36		Diluted	0.44	0.45
37				
38		Basic	0.45	0.46
39				
40		Weighted average number of common and common equivalent shares outstanding:		
41		Diluted	1,903	1,872
42				
43		Basic	1,867	1,852

Online Assistant Page ID

14237

Using Spreadsheet Tools

FactSet's Productivity Suite offers a Microsoft Excel add-in designed to significantly reduce the time required to create, format, and audit Excel spreadsheets via over 100 customizable tools. Open the Examples Workbook to practice using all the spreadsheet tools by choosing the FactSet tab > Help > Spreadsheet Tools Examples Workbook.

Hot Key Manager

See all the Spreadsheet Tools' functions and their assigned Hot Keys, function name, category, priority, or application in the Hot Key Manager by selecting Settings > Manage Hot Keys. Here you can edit the key combination that triggers each feature and share your Hot Key settings with other users.

AutoColor

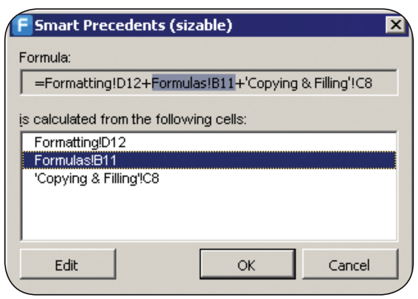
Automatically color-code cell entries as you type them to differentiate between inputs, formulas, and links. You can set the colors for each category in Spreadsheet Tools User Settings (Settings > Spreadsheet Tools).

+ AutoColor a selection: **CTRL+ALT+A**
+ AutoColor a whole worksheet: **CTRL+ALT+S**

Auditing

Quickly reveal a cell's precedents or dependents. Smart Precedents and Smart Dependents combine native Excel features with the ability to audit multiple cells at a time and across multiple workbooks.

+ Trace a cell's precedents: **CTRL+SHIFT+{**
+ Trace a cell's dependents: **CTRL+SHIFT+}**



Formatting SmartCycles

Cycle through up to 10 customizable styles of a given category and choose these from up to 20 Style and Color SmartCycles that you create.

Common SmartCycles:

+ Currency **CTRL+SHIFT+$**
+ Date **CTRL+SHIFT+@**
+ Percent **CTRL+SHIFT+%**
+ Multiple **CTRL+SHIFT+***
+ Font Color **CTRL+ALT+Z**
+ Underline **CTRL+SHIFT+U**
+ Centering **CTRL+SHIFT+C**
+ Borders **CTRL+SHIFT+B**
+ Increase Decimal **CTRL+,**
+ Decrease Decimal **CTRL+.**

Smart Copy

Copy inputs and formulas across a range using a single keystroke without selecting the desired target range. Smart Copy intelligently determines the appropriate target range and will adjust formulas automatically if there are irregularly spaced columns.

+ Smart Copy Right: **CTRL+SHIFT+R**
+ Smart Copy Down: **CTRL+SHIFT+D**

Check for Errors

Toggle your own custom replacement error message (e.g., NA) to appear in place of an Excel error message (e.g., #DIV/0). To create a custom error message, open the User Settings dialog box and choose the General tab.

If you set your message to the number zero (0), then other cells can still reference the cell without the error carrying through the entire spreadsheet.

+ Toggle custom error message: **CTRL+SHIFT+E**

Online Assistant Page ID

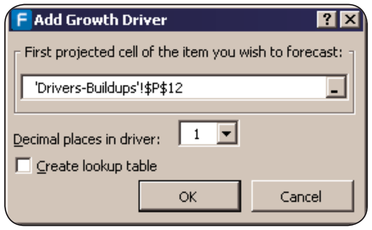
15415

FACTSET Modeling Tools

Modeling Tools significantly reduces the time you spend creating and auditing Microsoft Excel spreadsheets. To practice using all the tools, choose the FactSet tab > Help > Modeling Tools Examples Workbook. To see a guided tour introducing you to Modeling Tools, launch the eLearning demo on Online Assistant page 16170.

Add Growth and Other Drivers

Modeling Tools button > Add Driver/Buildup



Allows you to forecast an existing line item based on its growth projections.

Select the cell range (they need not be contiguous, but they must be in the same row and have a row label such as "Sales" or "Revenue") and then follow the clickpath.

You can also drive a sales item based on growth, insert a lookup table for an existing item, and more using the following tools:

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

Summarizing Data

Modeling Tools button > "Insert" Options

Summarizing tools allow you to quickly summarize a sum formula or insert a CAGR formula to summarize a line item's trend.

+ Insert Sum Summary - presents a summary of the components of the total
+ 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

FactSet Formula Translator

Modeling Tools button > Formula Translator

Make cell formulas easier to read and understand by replacing cell references with line item labels (when available). For example, the Formula Translator could present "B8=B4-B6" as "Gross Profit = Sales - COGS".

The Formula Bar also allows you to navigate back and forth across a cell's precedents and to edit a cell's formula.

AutoColor on Entry

Modeling Tools button > AutoColor > AutoColor on Entry

Automatically color-codes cell entries as you type to differentiate inputs, formulas, and links.

AutoColor on Entry automatically colors:

+ Inputs
+ Formulas
+ Partial Inputs
+ Worksheet Links
+ Workbook Links
+ Hyperlinks

You can set the colors for each category in the Modeling Tools - Options dialog box (Settings > Modeling Tools).

Copying

Modeling Tools button > Replicate Module

Allows you to copy an analysis piece several times and total the copies into the original analysis. For example, you can use a given spreadsheet to analyze each of 20 stores in a chain and total them up into a summary with the same structure.

? Online Assistant Page ID
15416

FACTSET Charting Data Using ActiveGraph

Use ActiveGraph to create easy-to-update, pitchbook-ready financial graphs using your firm's corporate colors, fonts, and standards. To launch ActiveGraph in Microsoft Word, PowerPoint, and Excel 2007, go to FactSet > ActiveGraph > Insert ActiveGraph.

Enter an identifier(s) here or search for one using the **Lookup** button.

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 also need to specify additional options.)

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

Select a graph category and type (Price, Valuation, Estimates, etc.) by clicking the **Charts** button.

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

To add dynamic annotations, select a check box for each annotation type you'd like to show in your chart. You can also add custom annotations by clicking the **More** button.

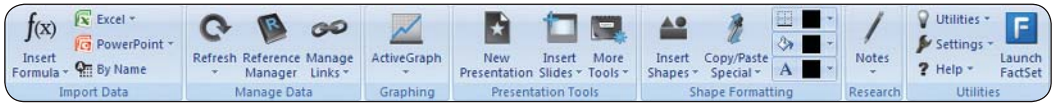
Click **OK** to insert the graph into your Word, PowerPoint, or Excel document.

Online Assistant Page ID

14515

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. For a guided tour of FactSet's Productivity Suite, launch the eLearning series on Online Assistant page 16170.



PowerPoint 2007 ribbon

Excel 2007 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**.

   Optional - 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

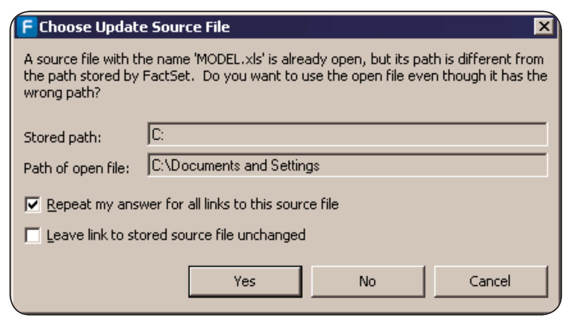
If the data in your Excel file changes, you can update your linked items in PowerPoint and Word by right-clicking them and selecting "Refresh Excel Links".

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 the FactSet tab in Excel, click Settings > Presentation Linking and Formatting. 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 see a prompt asking if you want to update from the open file which has the same name but a different file path.



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