Viewing this document

To navigate through this document, click on the icon, or choose Bookmarks and Page from the View menu. This will display a column to the left of your document window with Bookmarks for each topic. Bookmarks with triangles have subtopics underneath them. Click on the triangle to reveal the subtopics. To view any topic, click on it’s Bookmark.

Contents of this document

<table>
<thead>
<tr>
<th>Overview</th>
<th>Healthcare Sample Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>What Is SDC Platinum?</td>
<td>Beginner</td>
</tr>
<tr>
<td>Client Services and Contact Information</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Getting Started</th>
<th>Helpful Utilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging into SDC Platinum</td>
<td>Logical Set Operations</td>
</tr>
<tr>
<td>Database and Date Range Windows</td>
<td>Top N Deals</td>
</tr>
<tr>
<td>Main Session Window</td>
<td>Statistics</td>
</tr>
<tr>
<td>Search Items Window</td>
<td>Quick Display</td>
</tr>
<tr>
<td>Right Mouse Commands</td>
<td>Saving a Session</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Issues Sample Sessions</th>
<th>Saving a Search Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginner</td>
<td>Saving a Custom Report Format or League Table Criteria</td>
</tr>
<tr>
<td>Intermediate</td>
<td>Saving and Loading a List of Selections</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M&amp;A Sample Sessions</th>
<th>Creating Your List of Favorite Data Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginner</td>
<td>Managing SDC Platinum Files</td>
</tr>
<tr>
<td>Intermediate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipal Sample Session</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginner</td>
<td></td>
</tr>
</tbody>
</table>

Note

This document assumes you have logged into SDC Platinum and that you have little or no experience using the software. Please note that normal database charges apply when running these reports.

Securities Data Company, a Thomson Financial Services Company
Copyright 1997-1999 Securities Data Company. All rights reserved.
No part of this document may be copied or reproduced without the express written consent of Securities Data Company.
Overview

What Is SDC Platinum?
SDC Platinum lets you access Securities Data Company's online databases of financial transactions. It enables you to identify comparable transactions, monitor markets and industries, prospect for new business, and evaluate advisors.

SDC Databases
- Global New Issues
- Mergers & Acquisitions
- Corporate Governance
- Corporate Restructuring
- VentureXpert
- Securities Trading
- Industry Specific
- Global Public Finance

Client Support and Contact Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Services phone number</td>
<td>973.622.5200</td>
</tr>
<tr>
<td>Client Services fax</td>
<td>973.733.2882</td>
</tr>
<tr>
<td>Client Support E-mail</td>
<td><a href="mailto:sdchelp@tfn.com">sdchelp@tfn.com</a></td>
</tr>
<tr>
<td>Sales phone number</td>
<td>212-484-4701</td>
</tr>
<tr>
<td>SDC web site</td>
<td><a href="http://www.securitiesdata.com">www.securitiesdata.com</a></td>
</tr>
</tbody>
</table>
Getting Started

Logging into SDC Platinum

To log into SDC Platinum:

1. Double-click on the SDC Platinum icon.
2. Click on Login.
3. Enter your registered user initials and click on OK.

   The SDC Bulletin Board appears.
4. Click on OK.
5. If prompted, enter a project description, and click on OK.

   At the end of the login procedure, the Database Selection window appears. See "Database and Date Range".
Database and Date Range Windows

After you log into SDC Platinum or select New from the Session menu, you will see the Database Selection window. From this window, you can select a database. In most searches, after you select a database you select a date range.

**Note:** In the Global New Issues and Bond Buyer's Municipal databases, after you select a database you select the types of security for your search. You then select the date range.

For a description of the databases, see Online Help or Securities Data Company's Product Guide. For the procedure to select date ranges see Online Help.
Database Selection Window

Date Range Window
Main Session Window

After you select a database and date range, SDC Platinum opens the Main Session window and the Search Items window. The Main Session window is where you build, store, execute, and modify your requests. You can use the icons and pull-down menus to perform tasks related to your session. You can also use right mouse commands (see "Right Mouse Commands").

```
<table>
<thead>
<tr>
<th>US Common Stock Session</th>
<th>Untitled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Request</td>
</tr>
<tr>
<td>0</td>
<td>Date/Range U.S. Common Stock IC</td>
</tr>
<tr>
<td>1</td>
<td>Daily Issue Date 1/1/1989 to 1/7/1989 (Custom)</td>
</tr>
<tr>
<td>2</td>
<td>PD: Selected APIs</td>
</tr>
<tr>
<td>3</td>
<td>Issue/Return All SIC: 5568, 7272</td>
</tr>
<tr>
<td>4</td>
<td>Percent Change Of Price to Closing Price Yesterday: 50 to 110</td>
</tr>
<tr>
<td>6</td>
<td>Medium/Large U.S.</td>
</tr>
</tbody>
</table>
```
## Main Session Window Features

<table>
<thead>
<tr>
<th>Session Window List Box/Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
<td>Checkmark indicates you executed the request. Curved arrow indicates you modified an executed request and need to re-execute. X indicates an error when executing the request.</td>
</tr>
<tr>
<td>Request #</td>
<td>Sequential number for each request.</td>
</tr>
<tr>
<td>Hits</td>
<td>Number of transactions meeting your search criteria.</td>
</tr>
<tr>
<td><strong>Request Description</strong></td>
<td>Descriptions of your search</td>
</tr>
<tr>
<td><img src="image" alt="Start" /></td>
<td>Start a <strong>new session</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save the current session.</td>
</tr>
<tr>
<td><img src="image" alt="Start Wizard" /></td>
<td>Start a <strong>Wizard</strong> session</td>
</tr>
<tr>
<td><img src="image" alt="Cut" /></td>
<td>Cut selected request to clipboard.</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy selected request to clipboard.</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste request from clipboard.</td>
</tr>
<tr>
<td><img src="image" alt="Add" /></td>
<td>Add requests using <strong>Search Items</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Open Standard Report" /></td>
<td>Open a <strong>Standard Report</strong></td>
</tr>
<tr>
<td><img src="image" alt="Open Standard League Table" /></td>
<td>Open a <strong>Standard League Table</strong></td>
</tr>
<tr>
<td><img src="image" alt="Open Standard Analysis" /></td>
<td>Open a <strong>Standard Analysis</strong></td>
</tr>
<tr>
<td><img src="image" alt="Move up" /></td>
<td>Move the highlighted request <strong>up</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Move down" /></td>
<td>Move the highlighted request <strong>down</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Use" /></td>
<td>Use an earlier request to perform another request.</td>
</tr>
<tr>
<td><img src="image" alt="View" /></td>
<td>View results of the highlighted request.</td>
</tr>
<tr>
<td><img src="image" alt="Execute" /></td>
<td>Execute your search/report/League Table requests.</td>
</tr>
</tbody>
</table>
Search Items Window

To begin building your search, click on the Search Items icon. Search Items contains categorized lists of the most frequently searched items. If you wish to see a list of every available data item, you can use the All Items tab.

Search Items
Right Mouse Commands

SDC Platinum provides right mouse button commands for commonly used functions on the following windows:

- Main Session window
- Category Selection window
- Company Identifier window
- Pick List window
- Design Custom Report Format window
- Document window

For a custom Report, League Table, or Analysis, a right mouse click offers 2 modification choices:

- Options- The standard modification to the output Options (e.g. titles)
- Format- Takes you back into the design template containing the data items chosen (e.g. Issuer, Date, etc.)
New Issues Sample Sessions

Beginner: Selecting a New Issues Database, Security Type, Date Range

Sample Session

For this sample session you enter search criteria and produce two reports. The first report is a standard list of software related IPO's in the U.S. Marketplace since 01/01/1997 where the percent change in stock price from offer date to present is 50% or greater. Using the results you produce a brief customized report that will be exported to Excel, and then produce a customized top 10 manager League Table based on the number of issues book managed. You will also save the session for future use.

Report

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Issue Company</th>
<th>Security Type</th>
<th>Business Description</th>
<th>Book Manager(s)</th>
<th>Principal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/25/97</td>
<td>Meta Information Services Inc</td>
<td>Fund Information Retrieval Systems</td>
<td>Fund Information Retrieval Systems</td>
<td>CAMIOU</td>
<td>49.5</td>
</tr>
<tr>
<td>01/28/97</td>
<td>Crystal Systems Solutions Ltd</td>
<td>Post-Computer Programming Area</td>
<td>Post-Computer Programming Area</td>
<td>HAMPSHIRE</td>
<td>22.5</td>
</tr>
<tr>
<td>02/25/97</td>
<td>IDNA Technologies</td>
<td>Software Development</td>
<td>Software Development</td>
<td>LEH</td>
<td>10.1</td>
</tr>
<tr>
<td>04/01/97</td>
<td>Panorama Systems Inc</td>
<td>Developer's Software Development</td>
<td>Developer's Software Development</td>
<td>UBS-SEC</td>
<td>20.7</td>
</tr>
<tr>
<td>04/10/97</td>
<td>ETA Systems Inc</td>
<td>Develop Software Software</td>
<td>Develop Software Software</td>
<td>GS</td>
<td>30.0</td>
</tr>
<tr>
<td>04/14/97</td>
<td>Table Two Interactive Software</td>
<td>Develop Software Games</td>
<td>Develop Software Games</td>
<td>WHALE</td>
<td>8.0</td>
</tr>
<tr>
<td>04/23/97</td>
<td>GDSNet Inc</td>
<td>Provide Online Services</td>
<td>Provide Online Services</td>
<td>MAXWELL-CAP</td>
<td>12.9</td>
</tr>
<tr>
<td>06/13/97</td>
<td>Great Plains Software Inc</td>
<td>Profit-able Software Services</td>
<td>Profit-able Software Services</td>
<td>GS</td>
<td>48.0</td>
</tr>
<tr>
<td>07/01/97</td>
<td>TSI International Software Ltd</td>
<td>Develop Software</td>
<td>Develop Software</td>
<td>BAILEY ROBERTS</td>
<td>36.0</td>
</tr>
<tr>
<td>07/10/97</td>
<td>InfoGate Corp</td>
<td>Develop Practice Management Software</td>
<td>Develop Practice Management Software</td>
<td>JOSEPH HAL-LEVY</td>
<td>7.7</td>
</tr>
<tr>
<td>07/11/97</td>
<td>All American Corp</td>
<td>Internet Service Provider (ISP)</td>
<td>Internet Service Provider (ISP)</td>
<td>NSGW</td>
<td>47.3</td>
</tr>
<tr>
<td>08/08/97</td>
<td>Pegason Systems Inc</td>
<td>Developer's Software Development</td>
<td>Developer's Software Development</td>
<td>HAMPERCHT</td>
<td>48.5</td>
</tr>
<tr>
<td>08/22/97</td>
<td>INSure Insurance Solutions</td>
<td>Provide Computer System Design</td>
<td>Provide Computer System Design</td>
<td>RAYMOND</td>
<td>55.0</td>
</tr>
</tbody>
</table>
Step 1: Selecting a New Issues Marketplace

1. From the Database Selection window Global New Issues tab, select United States.

   ![Database Selection Window]

2. Click on OK.

Session Requirements

✓ U.S. Marketplace

U.S. Common Shares

Date Range: 1/1/1997 to Today

Select IPO's

Select Software Companies Using SIC Codes

Select Issues where the price change from offer date to today is greater than 50%.

Execute search criteria

Design a new custom report

Save report output to a spreadsheet

Print report output

Create a Managing Underwriters League Table

Save the session for future use

Load the saved session
Step 2: Selecting a New Issues Security Type

1. In the Category Selection window, double-click on All U.S. Public New Issues to expand the list.

   ![Category Selection window]

   **Hint:** If a category has a plus sign (+), double-click to expand it. Expanded categories have a minus sign (-). To select an entire category, highlight it and press Enter.


3. Click on OK and continue to the Issue Date window.

Session Requirements

- ✓ U.S. Marketplace
- ✓ U.S. Common Shares

Date Range: 1/1/1997 to Today

Select IPO’s

Select Software Companies Using SIC Codes

Select Issues where the price change from offer date to today is greater than 50%.

Execute search criteria

Design a new custom report

Save report output to a spreadsheet

Print report output

Create a Managing Underwriters League Table

Save the session for future use

Load the saved session
Step 3: Specifying the Offer Date

You can enter date ranges in a variety of formats. You can use a preset date range such as year-to-date or enter a custom date range such as 6/30/1996 to 6/30/1997.

1. In the Dates Issue Date window From text box type 1997.
2. In the To text box, accept the default (Today).
3. Click on OK and continue to the Search Items window.

Session Requirements

✓ U.S. Marketplace
✓ U.S. Common Shares
✓ Date Range: 1/1/1997 to Today
Select IPO’s
Select Software Companies Using SIC Codes
Select Issues where the price change from offer date to today is greater than 50%.
Execute search criteria
Design a new custom report
Save report output to a spreadsheet
Print report output
Create a Managing Underwriters League Table
Save the session for future use
Load the saved session
Step 4: Selecting IPO’s

1. From the Search Items window Deal tab, double-click on IPO Flag.
   
   **Hint:** You can double-click on a data item, or you can click on an item to highlight it then click on Open.

2. Accept the default; Select All IPO’s.

3. Click on OK.

**Definition**

**Hint:** To see SDC’s definition of an IPO, highlight IPO Flag and click on Definition.

Session Requirements

- **✓ U.S. Marketplace**
- **✓ U.S. Common Shares**
- **✓ Date Range: 1/1/1997 to Today**
- **✓ Select IPO’s**
  
  Select Software Companies Using SIC Codes
  
  Select Issues where the price change from offer date to today is greater than 50%.
  
  Execute search criteria
  
  Design a new custom report
  
  Save report output to a spreadsheet
  
  Print report output
  
  Create a Managing Underwriters League Table
  
  Save the session for future use
  
  Load the saved session
Step 5: Selecting Software Companies Using All SIC Codes

1. From the Search Items window Issuer/Borrower tab, double-click on Issuer/Borrower All SIC.

2. In the Find text box, type software and press Enter.
   **Hint:** You can type more than one word in the Find text box and select AND or OR. **AND** finds data items with all the words in them (e.g., all data items with "software"). **OR** finds data items with any one of the words in them (e.g., all data items with "investment" or with "fund").

3. Double-click on Prepackaged Software and Computer and peripheral equipment and software.

4. Press the right mouse button and click on Display Selected Item(s).
   **Hint:** SDC Platinum provides right mouse button commands for commonly used functions on the Main Session, Category Selection, Company Identifier, Pick List, Design Custom Report Format, and Document windows. See "Right Mouse Commands".

5. In the Action box, click on Select to include all Issuer/Borrowers with these SIC Codes. Click on OK.
Session Requirements

✓ U.S. Marketplace
✓ U.S. Common Shares
✓ Date Range: 1/1/1997 to Today
✓ Select IPO's
✓ Select Software Companies Using SIC Codes

Select Issues where the price change from offer date to today is greater than 50%.

Execute search criteria
Design a new custom report
Save report output to a spreadsheet
Print report output
Create a Managing Underwriters League Table
Save the session for future use
Load the saved session
Step 7: Selecting Issues with a 50% or Greater Change in Offer Price from Issue Date to Yesterday

1. From the Search Items window Deal tab, double-click **Percent Change Offer Price to Closing Price Yesterday**.
2. In the **LO** text box, type **50**.
3. In the **HI** text box, type **HI**.

**Hint:** If the range is a value or higher, type a value in the **LO** text box and accept **HI**. If the range is a value or lower, accept **LO** and type a value in the **HI** text box.

4. Click on **OK**.
5. Click on **Close**.

The Main Session window with your search requests displayed in the Request Description list box appears.

The **Main Session Window** is where you build, store, execute, and modify your requests. You can use the icons and pull-down menus to perform tasks related to your session (see "Main Session Window"). You can also use right mouse commands (see "Right Mouse Commands").
Session Requirements

✓ U.S. Marketplace
✓ U.S. Common Shares
✓ Date Range: 1/1/1997 to Today
✓ Select IPO’s
✓ Select Software Companies Using SIC Codes
✓ Select Issues where the price change from offer date to today is greater than 50%.

Execute search criteria
Design a new custom report
Save report output to a spreadsheet
Print report output
Create a Managing Underwriters League Table
Save the session for future use
Load the saved session
Step 8: Executing the Search

SDC recommends that you execute search criteria, then enter and execute report criteria.

Click on the Execute icon or

From the Session menu, select Execute.

During the execution, the status window appears on top of the Main Session window.

**Hint:** The Main Session window Hits column shows the number of transactions that meet your criteria.

**Hint:** To modify a request after executing, double-click on the search request and make the necessary changes in the window.

### Session Requirements

- U.S. Marketplace
- U.S. Common Shares
- Date Range: 1/1/1997 to Today
- Select IPO’s
- Select Software Companies Using SIC Codes
- Select Issues where the price change from offer date to today is greater than 50%.

**Execute search criteria**

Design a new custom report

Save report output to a spreadsheet

Print report output

Create a Managing Underwriters League Table

Save the session for future use

Load the saved session
Step 9: Creating a New Custom Report

SDC Platinum offers a variety of brief and comprehensive standard reports. SDC Platinum also lets you create your own reports. In this step you design a new custom report called `software` with the data items: Issuer Name, Issuer Short Business Description, Offer Date, Principal Amount, Offer Price, and Book Manager.

**Domestic report**

1. From the Report menu, select New Custom.
2. From the Express Report Items window Basics tab, select the items checked below:
   ![Express Report Items Window](image)

3. Click on **OK** to open the Design Custom Report Format window with a list of the report items.

   **Hint:** You can highlight a data item and click on [↑ or ↓] to change the order of the item. You can also click on [Page] to insert page breaks in the report.

4. Click on **OK** to open the Save Custom Report window.
5. In the Custom Report text box, type `software`, and click on **Save** to open the Report Output Options window.

   **Hint:** SDC suggests you add titles to your reports and make them as descriptive as possible.
6. In the Report Output window Titles and Options tab, type the following title lines:
   - Line 2: Software IPO’s
   - Line 3: Percent Change Offer Price to Closing Price Yesterday > 50%

7. In the Format box, click on Columnar Grid.
8. Click on OK.
9. Click on the Execute icon.

   The Report Output window appears

10. Double click on the arrow next to the Date column heading to change the sorting of data from ascending to descending.

Note: You can sort the data by any column. You can also drag and drop each column (the date column being the exception) to change it's position on the page.
Session Requirements

✓ U.S. Marketplace
✓ U.S. Common Shares
✓ Date Range: 1/1/1997 to Today
✓ Select IPO’s
✓ Select Software Companies Using SIC Codes
✓ Select Issues where the price change from offer date to today is greater than 50%.
✓ Execute search criteria
✓ Design a new custom report
  Save report output to a spreadsheet
  Print report output
  Create a Managing Underwriters League Table
✓ Save the session for future use
✓ Load the saved session
Step 10: Saving Report Output to a Spreadsheet

SDC displays your report output in the Document window. From the Document window you can save your report to a text or Microsoft Excel file. SDC adds the file name to the custom report request description on the Main Session window.

Excel spreadsheet output

1. From the Document menu, select Export/Save As to open the Save Output window.
2. Click on the Files of type down arrow and select MS Excel.
3. In the File Name text box, type software and accept the .XLS extension.
4. Select a drive and directory if necessary.
5. Click on Save.

The system saves the data to the specified file and returns you to the Document window.

![Save Output](image-url)
**Session Requirements**

- U.S. Marketplace
- U.S. Common Shares
- Date Range: 1/1/1997 to Today
- Select IPO’s
- Select Software Companies Using SIC Codes
- Select Issues where the price change from offer date to today is greater than 50%.
- Execute search criteria
- Design a new custom report
- **Save report output to a spreadsheet**

Print report output
Create a Managing Underwriters League Table
Save the session for future use
Load the saved session
Step 11: Printing Report Output

Print Domestic report

1. From the Document window, click on the Print icon.  
   **Hint:** To display a report from the Main Session window, 
   highlight an executed report request, and click on the View icon.

2. In the Print window, click on Select All Items, and click on OK.

3. From the Document menu, select Close to return to the Main Session window. 
   Notice that the name of the report appears in Request 5.

Session Requirements

- U.S. Marketplace
- U.S. Common Shares
- Date Range: 1/1/1997 to Today
- Select IPO’s
- Select Software Companies Using SIC Codes
- Select Issues where the price change from offer date to today is greater than 50%.
- Execute search criteria
- Design a new custom report
- Save report output to a spreadsheet

**Print report output**

Create a Managing Underwriters League Table
Save the session for future use
Load the saved session
Step 12: Creating a League Table

1. From the League Table menu, select New Custom.
2. From the Custom League Table window Managers tab, double-click on Managing Underwriters.
3. In the Managing Underwriter's: Accumulate window, click on Number of Issues to choose this as the League Table basis. (If it is already checked, proceed to step 4)

4. Double click inside the List Top N Items field and type in the number ten to rank the top ten managing underwriters, and click on OK.
5. In the Save Custom Rank window type in Managing Underwriters League Table in the Custom Rank text box.
6. Select a drive, directory, and group if necessary.
7. Click on Save.
8. In the League Table Options window Titles and Options tab, type the following title lines:
   - Line 1: Managing Underwriters League Table
   - Line 3: Issue Amount $200 Million and Greater.

Exporting data

Hint: You can use the Save As tab to export your League Table data to an Excel or text file. During execution, your League Table data is downloaded to the file.

The advantage to exporting your League Table data before you execute is that the Excel or text file becomes part of your
session. If you modify and re-execute your session, the data in the file automatically gets updated.

9. Click on **OK** to return to the Main Session window.

10. Click on the Execute icon.

SDC Platinum generates and displays your report output in a Document window.

**Hint:** All of your reports are available in tabs at the bottom of the Document window.

11. Click on the print icon.

**Hint:** If you created more than one report during the current session, SDC Platinum displays a list of the reports in the Report Print Selection window. You can select one, several, or all of the reports to print.

12. From the Report Print Selection window, double-click on Managing Underwriters League Table and click on **OK**.

13. In the Print window, click on **OK**.

14. From the Document menu, select Close to return to the Main Session window.

### Session Requirements

- ✔ U.S. Marketplace
- ✔ U.S. Common Shares
- ✔ Date Range: 1/1/1997 to Today
- ✔ Select IPO’s
- ✔ Select Software Companies Using SIC Codes
- ✔ Select Issues where the price change from offer date to today is greater than 50%.
- ✔ Execute search criteria
- ✔ Design a new custom report
- ✔ Save report output to a spreadsheet
- ✔ Print report output

✔ **Create a Managing Underwriters League Table**

Save the session for future use

Load the saved session
Step 13: Saving Your Session

Save session as Domestic

1. From the Main Session window, click on the Save icon.
2. In the Save Session window Session text box, type Software IPO’s.
3. If necessary, select the drive and directory or the group.
4. In the Description text box, type Software IPO’s.
5. In the Comments text box type U.S. Domestic Software IPO’s where the Percent change from Offer Price to Closing Price Yesterday was greater than 50% or greater. 01/01/97-Present.
   **Note**: SDC Platinum fills in deal type (e.g., NI), author (initials of person logged onto SDC Platinum), date and time session was created, date and time last updated and by whom.
6. Click on Save to save the session and return to the Main Session window.

Session Requirements

- U.S. Marketplace
- U.S. Common Shares
- Date Range: 1/1/1997 to Today
- Select IPO’s
- Select Software Companies Using SIC Codes
- Select Issues where the price change from offer date to today is greater than 50%.
- Execute search criteria
- Design a new custom report
- Save report output to a spreadsheet
- Print report output
- Create a Managing Underwriters League Table
- **Save the session for future use**

Load the saved session
Step 14: Loading a Saved Session

You can load any saved session, modify the criteria (for example, the offer date), and execute the new session. You can also load and use any saved session as is.

1. From the Session menu, select Close.
   When the Confirm window appears, click on No, because you have already saved your session.
   Note: You can only have one session open at a time.
2. From the Session menu, select Open Existing/Custom.
3. In the Open Session window Saved Sessions list box, click on Software IPO’s.
   Note: If necessary, select the drive and directory or the group.
4. Click on Open.
   The session appears on the Main Session window. You can rerun the session, modify it, and execute it.

Session Requirements

✔ U.S. Marketplace
✔ U.S. Common Shares
✔ Date Range: 1/1/1997 to Today
✔ Select IPO’s
✔ Select Software Companies Using SIC Codes
✔ Select Issues where the price change from offer date to today is greater than 50%.
✔ Execute search criteria
✔ Design a new custom report
✔ Save report output to a spreadsheet
✔ Print report output
✔ Create a Managing Underwriters League Table
✔ Save the session for future use
✔ Load the saved session
Intermediate: Selecting Companies with IPO & Secondary Offerings

Sample Session
For this sample search, you perform a three-part procedure to find companies that have issued both an IPO and subsequent common stock offerings during the same period.

- Create a list of companies that have IPO’s from January 1, 1996, to the current date, and name the list IPO (Steps 1, 2, 3)
- From the list of companies that had IPO’s, create a list of companies that also had secondary offerings and name it Master (Steps 4, 5)
- Find all companies that had IPO’s and secondaries from January 1, 1996 to the current date (Step 6)

After you create and execute the search criteria, you save the search results. Finally, you exit SDC Platinum.

Session Requirements
U.S. Marketplace
U.S. Common Shares
Date Range: 1/1/1996 to Today
Select all IPO Issues
Execute search criteria
Create a unique list of companies with IPO’s from executed search results
Use a previous search request with saved IPO list
Create a list of Secondary offerings from list of companies with IPO’s
Select all companies that have issued both an IPO and subsequent offerings since 1/1/96
Execute search criteria
Save search results
Exit SDC Platinum
Step 1: Selecting a New Issues Marketplace, Security Type, and Date Range

1. From the Main Session window, click on the New icon.
   
   **Note:** You can only have one session open at a time. When you open a new session, SDC Platinum automatically asks you to save the current session and then closes it.

2. If you already saved the previous session, click on No.
   Otherwise, click on Yes and in the Save Session window Session Name text box type the session name and press Enter.

3. From the Database Selection window Global New Issues tab, select United States and click on OK.

4. In the Category Selection window, double-click on All U.S. Public New Issues to expand the list.
   
   **Hint:** To select an entire category, highlight it and press Enter.


6. Click on OK and continue to the Issue Date window.

7. In the Issue Date window From text box, type 1996.
   
   **Hint:** To search for issues in a complete calendar year, type the year in the From text box.

8. In the Offer Date window To text box, accept the default today.

9. Click on OK to open the Search Items window.
Session Requirements

✓ U.S. Marketplace
✓ U.S. Common Shares
✓ Date Range: 1/1/1996 to Today
Select all IPO Issues
Execute search criteria
Create a unique list of companies with IPO’s from executed search results
Use a previous search request with saved IPO list
Create a list of Secondary offerings from list of companies with IPO’s
Select all companies that have issued both an IPO and subsequent offerings since 1/1/1996
Execute search criteria
Save search results
Exit SDC Platinum
Step 2: Selecting IPO’s and Executing the Search

1. From the Search Items window Deal tab, double-click on IPO Flag.
2. Accept the default, Select All IPO’s, and click on OK.
3. Click on Close.
4. Click on the Execute icon.

Session Requirements

- U.S. Marketplace
- U.S. Common Shares
- Date Range: 1/1/1996 to Today
- Select all IPO Issues
- Execute search criteria
  
Create a unique list of companies with IPO’s from executed search results
Use a previous search request with saved IPO list
Create a list of Secondary offerings from list of companies with IPO’s
Select all companies that have issued both an IPO and subsequent offerings since 1/1/96
Execute search criteria
Save search results
Exit SDC Platinum
Step 3: Creating a List of Companies that have IPO’s from 1/1/1996 to Today

1. From the Main Session window List Management menu, select Distinct.
2. Click on the Distinct Item down arrow.
3. Click on Issuer CUSIP, and click on OK.
4. In the Save List, List Name text box, type IPO.
5. Click on Save.

SDC Platinum creates the list and informs you of the number of items in your IPO list.

Note: If the number of items exceeds the maximum number, the list is saved on the host. You will not be able to edit long lists of items. Click on OK to close the Confirm window.

SDC Platinum creates and saves the list.

Hint: You can save groups of frequently used CUSIPs, SIC codes, ticker symbols, security codes, etc., for use in later searches. You can use the saved lists to search any SDC database. To create a list of selections, you must be in the specific window. You can copy codes from any application (e.g., Microsoft Word or Note Pad) and paste them into the Enter Item Codes list box.
Session Requirements

✓ U.S. Marketplace
✓ U.S. Common Shares
✓ Date Range: 1/1/1996 to Today
✓ Select all IPO Issues
✓ Execute search criteria
✓ **Create a unique list of companies with IPO's from executed search results**

Use a previous search request with saved IPO list
Create a list of Secondary offerings from list of companies with IPO’s
Select all companies that have issued both an IPO and subsequent offerings since 1/1/1996
Execute search criteria
Save search results
Exit SDC Platinum
Step 4: Using Request 1 (Offer Date) with Your Saved List of IPO’s

SDC Platinum lets you perform requests based on earlier requests. In this step, you use Request 1, Offer Date, with your saved list of companies as the search criteria.

1. In the Request Description box, highlight Request 1 (Offer Date) and click on the Use icon 🔄. Use Request 1 appears as Request 3 in the Request Description list box.

2. Click on the Search Items icon 📦.

3. From the Search Items window Issuer/Borrower tab, double-click on Issuer/Borrower & Subsidiaries to open the Issuer/Borrower & Subsidiaries window.

4. From the List Management menu, select Load Saved List.

5. Double-click on IPO (the saved list from step 3).
   SDC informs you that your list was saved on SDC’s host computer and cannot be loaded into the list box.

6. Click on yes to add a search request using the list on the host.
Session Requirements

✓ U.S. Marketplace
✓ U.S. Common Shares
✓ Date Range: 1/1/1996 to Today
✓ Select all IPO Issues
✓ Execute search criteria
✓ Create a unique list of companies with IPO’s from executed search results
✓ Use a previous search request with saved IPO list
Create a list of Secondary offerings from list of companies with IPO’s
Select all companies that have issued both an IPO and subsequent offerings since 1/1/1996
Execute search criteria
Save search results
Exit SDC Platinum
Step 5: Creating a List of Secondary Offerings from Your List of Companies with IPO’s

1. From the Deal tab, double-click on IPO Flag.

2. Click on the Exclude All IPO’s option, and click on OK.
   **Hint:** If you exclude all IPO’s, your search criteria contains only secondary (following) offerings.

3. Click on Close.

4. Click on the Execute icon.

5. From the List Management menu, select Distinct.

6. Click on the Distinct Item down arrow.

7. Click on Issuer CUSIP, and click OK.

8. In the Save List window List text box, type Master and click on Save.
   SDC indicates the number of items saved to the Master list.
   **Note:** If your list contains too many items, the list will be saved on the host and won’t be editable when loaded.

9. Click on OK.
Session Requirements

- U.S. Marketplace
- U.S. Common Shares
- Date Range: 1/1/1996 to Today
- Select all IPO Issues
- Execute search criteria
- Create a unique list of companies with IPO’s from executed search results
- Use a previous search request with saved IPO list

✔ Create a list of Secondary offerings from list of companies with IPO’s

Select all companies that have issued both an IPO and subsequent offerings since 1/1/1996
Execute search criteria
Save search results
Exit SDC Platinum
Step 6: Selecting IPO’s and Secondaries Done by Companies in Master List for Specified Date Range

1. In the Request Description box, highlight Request 1 (issue date).
2. Click on the Use icon. Use Request 1 appears as request 6 in the Request Description list box.
3. Click on the Search Items icon.
5. From the List Management menu, select Load Saved List.
6. Click on Master, and click on Open. SDC Platinum loads the Master list into window Issuer/Borrower window list box.
   Note: If a list is saved on the host because it contains too many items, it will not load into the Issuer/Borrower window list box. You can use the list, but you cannot modify it.
7. Click on OK.
8. Click on Close.

Session Requirements
✓ U.S. Marketplace
✓ U.S. Common Shares
✓ Date Range: 1/1/1996 to Today
✓ Select all IPO Issues
✓ Execute search criteria
✓ Create a unique list of companies with IPO’s from executed search results
✓ Use a previous search request with saved IPO list
✓ Create a list of Secondary offerings from list of companies with IPO’s
✓ Select all companies that have issued both an IPO and subsequent offerings since 1/1/1996

Execute search criteria
Save search results
Exit SDC Platinum
Step 7: Executing the Search and Saving the Search Results

In this step you execute and save the search results. Saving a Search Result saves the transactions of the last executed search request. (This function saves a list of SDC Deal Numbers; each SDC Deal Number is assigned to a transaction. This function does not save all of the data items associated with those transactions. If you would like to see particular data items associated with that transaction, you would need to create a report.)

Note: If the last request is a report or League Table request, SDC Platinum will find and save the last executed search request.

Execute search criteria
1. Click on the Execute icon.
2. From the Utilities menu, select Save Current Search Result.
3. In the Save Search Results window Search Result text box, type IPOsec.
4. If necessary, select the drive and directory or the group.
5. In the Description text box, type Companies that issued IPO’s & secondary offerings in same date period.
   
   Note: SDC Platinum fills in deal type, author, date and time search result was created, date and time last updated and by whom.
6. Click on Save.

Save search result
7. Click on the Execute icon.
   
   Note: The transactions aren't actually saved until the request has been executed.
   
   Note: To view these search results, you must create a report.
Session Requirements

- U.S. Marketplace
- U.S. Common Shares
- Date Range: 1/1/1996 to Today
- Select all IPO Issues
- Execute search criteria
- Create a unique list of companies with IPO’s from executed search results
- Use a previous search request with saved IPO list
- Create a list of Secondary offerings from list of companies with IPO’s
- Select all companies that have issued both an IPO and subsequent offerings since 1/1/1996

- Execute search criteria
- Save search results

Exit SDC Platinum
Step 8 Exiting SDC Platinum

1. From the Main Session window Session menu, select Exit.

2. Click on Yes to save the session.

3. In the Save Session window Session Name text box type IPOsec.

Session Requirements

- U.S. Marketplace
- U.S. Common Shares
- Date Range: 1/1/1996 to Today
- Select all IPO Issues
- Execute search criteria
- Create a unique list of companies with IPO’s from executed search results
- Use a previous search request with saved IPO list
- Create a list of Secondary offerings from list of companies with IPO’s
- Select all companies that have issued both an IPO and subsequent offerings since 1/1/1996
- Execute search criteria
- Save search results
- Exit SDC Platinum
M&A Sample Sessions

 Beginner: Selecting an M&A Database and Date Range

Sample Session

For this sample session you produce a brief report for all Worldwide M&A transactions involving cable, radio and television broadcasting companies as targets since 6/30/1996. The transactions must be completed and $500 million and greater. You then create a brief M&A report and export it to an Excel worksheet. Finally, you save the session.

Report

![Image of M&A report and Excel worksheet]
Step 1: Selecting an M&A Database

1. From the Database Selection window Mergers & Acquisitions tab, select **US Targets** and **Non-US Targets**.

2. Click on **OK**.

---

### Session Requirements

- **U.S. and Non-U.S. Targets**
- Date Range: 6/30/1996-Today
- Broadcasting industry
- Deal value equal to or greater than $500 million
- Deal Type Disclosed Value Mergers & Acquisitions
- Deal Status Completed
- Execute search criteria
- Select a Financials/Multiples report
- Save the session
Step 2: Specifying an Announcement Date

1/1/96 to current date

1. In the Announcement Date window, From text box, type 6/30/1996.
2. Press Tab.
3. In the Announcement Date window, accept the default (TODAY).
4. Click on OK.

Session Requirements

✓ U.S. and Non-U.S. Targets
✓ Date Range: 6/30/1996-TODAY
Broadcasting industry
Deal value equal to or greater than $500 million
Deal Type Disclosed Value Mergers & Acquisitions
Deal Status Completed
Execute search criteria
Select a Financials/Multiples report
Save the session
Step 3: Selecting the Broadcasting industry

In this step, you select all broadcasting deals. You can select commonly used search items from the Search Items window; the All Items tab contains a list of all available data items.

1. From the Search Items window Company tab, double-click on Target All SIC.
   **Hint:** You can double-click on a data item, or you can click on an item to highlight it then click on Open.

2. Click the Find down arrow and select OR, then type in cable radio television tv in the text box and press enter.

3. Double-click on Radio broadcasting stations, Television broadcasting stations, and Cable and other pay television services.

4. Click on OK.

Session Requirements

- U.S. and Non-U.S. Targets
- Date Range: 6/30/1996-TODAY
- Broadcasting industry
  - Deal value equal to or greater than $500 million
  - Deal Type Disclosed Value Mergers & Acquisitions
  - Deal Status Completed
  - Execute search criteria
  - Select a Financials/Multiples report
  - Save the session
Step 4: Selecting a Deal Value

1. From the Search Items window Deal tab, double-click on Deal Value ($ Mil).
2. In the LO text box type 500, in the HI text box accept the default, HI.
4. Click on OK.

Session Requirements

✓ U.S. and Non-U.S. Targets
✓ Date Range: 6/30/1996- TODAY
✓ Broadcasting industry
✓ Deal value equal to or greater than $500 million
Deal Type Disclosed Value Mergers & Acquisitions
Deal Status Completed
Execute search criteria
Select a Financials/Multiples report
Save the session
Step 5: Selecting Disclosed Value Mergers & Acquisitions

1. From the Search Items windows Deal tab, double-click on Deal Type.
2. Check the Disclosed Value Mergers & Acquisitions box.
3. Click on OK.

Session Requirements

✓ U.S. and Non-U.S. Targets
✓ Date Range: 6/30/1996 - TODAY
✓ Broadcasting industry
✓ Deal value equal to or greater than $500 million
✓ Deal Type Disclosed Value Mergers & Acquisitions

Deal Status Completed
Execute search criteria
Select a Financials/Multiples report
Save the session
Step 6: Selecting Completed Transactions

1. From the Search Items windows Deal tab, double-click on Deal Status.
2. Double-click on Completed and Unconditional.
3. Click on OK.
4. Click on Close to close the Search Items window.

Session Requirements

✓ U.S. and Non-U.S. Targets
✓ Date Range: 6/30/1996- TODAY
✓ Broadcasting industry
✓ Deal value equal to or greater than $500 million
✓ Deal Type Disclosed Value Mergers & Acquisitions

✓ Deal Status Completed
Execute search criteria
Select a Financials/Multiples report
Save the session
Step 7: Executing the Search

You entered all your search criteria and can now execute.

Click on the Execute icon.

or

From the Session menu, select Execute.

During the execution, the status window appears on top of the Main Session window.

**Hint**: The Main Session window Hits column shows the number of transactions that meet your criteria.

**Hint**: To modify a request after executing, double-click on the search request and make the necessary changes in the window.

When the Search Breakdown window appears, click **OK**.

---

**Session Requirements**

- U.S. and Non-U.S. Targets
- Date Range: 6/30/1996- TODAY
- Broadcasting industry
- Deal value equal to or greater than $500 million
- Deal Type Disclosed Value Mergers & Acquisitions
- Deal Status Completed
- **Execute search criteria**

Select a Financials/Multiples report

Save the session
Step 8: Designing a Brief M&A Report

1. From the Report menu, select New Custom.

2. From the Express Report Items window check the data items as seen below:

3. Click on OK.

4. The Design Custom Report Format window appears

5. The first row, Date Announced as shown here will appear as the first column of your report with a width of 9 characters, and Date Effective the second column and so on. Click on OK to accept the placement of columns on the report.

6. The Confirm window appears

Since the report is too wide to print, you must click on Yes to return to design mode.

7. Select Transaction Value and click on the Page Break icon

Now your report will consist of two pages. The first with 7 columns of data, the second with 2 columns of data.
8. Click on OK to accept the position of all data items on the report page.

9. In the Save Custom Report window, choose the directory to save your custom report. In the Custom Report text box type **brief M&A report**, and click on **Save**.

10. In the Report Output Options window Titles and Options tab, type the following title lines:
   - Line 1: **Worldwide M&A Activity**
   - Line 2: **Cable, Radio and Television Broadcasting**
   - Line 3: **Completed Deals $500 Million and Greater**

   ![Report Options window](image)

   **Hint:** SDC suggests you add titles to your reports and make them as descriptive as possible.

11. In the Format Box, select Columnar Grid.

12. Click on the Save As tab to save the report output to Excel. Choose a destination folder, file name, and the file type .XLS

13. Click on **OK** to close the Report Options window. The report request is added to the Request Description list box on the Main Session window.
13. From the Session menu, select **Execute**. SDC Platinum generates and displays your report output. It is also saved as an Excel file in the folder you previously specified.

14. In the Report Output for Request 6 window, double click on the arrow next to the column heading **Date Announced** to change the sorting from ascending to descending.

   **Hint:** You can sort by any another data item by double clicking on the column heading and the arrow will appear to change the sorting.

15. From the Document menu, select **Close** to return to the Main Session window.

---

**Session Requirements**

- U.S. and Non-U.S. Targets
- Date Range: 6/30/1996- TODAY
- Broadcasting industry
- Deal value equal to or greater than $500 million
- Deal Type Disclosed Value Mergers & Acquisitions
- Deal Status Completed
- Execute search criteria
- Select a Financials/Multiples report

Save the session
**Step 9: Saving Your Session**

SDC Platinum lets you save your sessions for future use. This feature is useful, for example, if you create weekly or monthly requests with the same search criteria. When you load a saved session, the search/report/rank criteria is displayed in the Request Description list box of the Main Session window. You can modify the criteria (for example, the offer date) or simply execute the session.

1. From the Main Session window, click on the Save icon.
2. In the Save Session window Save Session text box, type broadcast.
3. If necessary, select the drive and directory or the group.
4. In the Description text box, type **M&A Beginner Sample Session**.
5. In the Comments text box type Completed M&A Deals involving cable, radio and tv broadcasting companies as targets since 6/30/1996. All deals equal to or greater than 500 million in value.
   
   **Note:** SDC Platinum fills in deal type (e.g., MA), author (initials of person logged onto SDC Platinum), date and time session was created, date and time last updated and by whom.
6. Click on Save to save the session and return to the Main Session window.

---

**Session Requirements**

- U.S. and Non-U.S. Targets
- Date Range: 6/30/1996- TODAY
- Broadcasting industry
- Deal value equal to or greater than $500 million
- Deal Type Disclosed Value Mergers & Acquisitions
- Deal Status Completed
- Execute search criteria
- Select a Financials/Multiples report
- Save the session
Intermediate: Selecting M&A Stock Transactions

Sample Session
For this sample search, you find U.S. and non-U.S. stock transactions in 1996, where the fees were paid by the target and acquiror companies and the value of transactions to sales and transactions to EBIT ratios are known. You then select a Financials Advisor Fees Report and a Multiples Report.

Session Requirements
U.S. and Non-U.S. Targets
Date Range: 1996
Common/Ordinary Shares offered
Number of Consideration Types Offered 1
Total Fees Payable by Target and Acquiror
Value of Transaction to Sales Ratio
Value of Transaction to EBIT Ratio
Execute search criteria
Select a Financial Advisor Fees Report
Select a Multiples Report
Save the session
Exit SDC Platinum
Step 1: Selecting an M&A Database and Date Range

1. From the Main Session window, click on the New icon. 
   **Note:** You can only have one session open at a time. When you open a new session, SDC Platinum automatically asks you to save the current session and then closes it.

2. If you already saved the current session, click on No. Otherwise, click on Yes and in the Save Session window Session Name text box type biotech and press Enter.

3. From the Database Selection window Mergers & Acquisitions tab, select U.S. Targets and Non-U.S. Targets click on OK.

4. In the Announcement Date window From text box, type 1996.

5. In the To text box, type 1996.

6. Click on OK to open the Search Items window.

---

**Session Requirements**

- U.S. and Non-U.S. Targets
- Date Range: 1996

Common/Ordinary Shares offered
Number of Consideration Types Offered 1
Total Fees Payable by Target and Acquiror
Value of Transaction to Sales Ratio
Value of Transaction to EBIT Ratio
Execute search criteria
Select a Financial Advisor Fees Report
Select a Multiples Report
Save the session
Exit SDC Platinum
Step 2: Selecting Stocks/Shares Offered

1. From the Search Items window Deal tab, double-click on Consideration Offered Category.

2. Double-click on Common/Ordinary Shares.

3. Click on OK.

Session Requirements

✓ U.S. and Non-U.S. Targets
✓ Date Range: 1996
✓ Common/Ordinary Shares offered
Number of Consideration Types Offered 1
Total Fees Payable by Target and Acquiror
Value of Transaction to Sales Ratio
Value of Transaction to EBIT Ratio
Execute search criteria
Select a Financial Advisor Fees Report
Select a Multiples Report
Save the session
Exit SDC Platinum
Step 3: Specifying Number of Consideration Types Offered

Stock-only transactions

1. From the Search Items window Deal tab, double-click on Number of Consideration Types Offered.
2. In the From text box, type 1.
3. In the To text box, type 1.
4. Click on OK.

Session Requirements

- U.S. and Non-U.S. Targets
- Date Range: 1996
- Common/Ordinary Shares offered
- Number of Consideration Types Offered 1
- Total Fees Payable by Target and Acquiror
- Value of Transaction to Sales Ratio
- Value of Transaction to EBIT Ratio
- Execute search criteria
- Select a Financial Advisor Fees Report
- Select a Multiples Report
- Save the session
- Exit SDC Platinum
Step 4: Selecting Total Fees Payable by Target and Acquiror

1. From the Search Items window Advisors/Fees tab, double-click on Target & Acquiror Financial Advisor Fees ($Mil).
2. Select the Where Information is Available option.
3. Click on OK.

Session Requirements
- U.S. and Non-U.S. Targets
- Date Range: 1996
- Common/Ordinary Shares offered
- Number of Consideration Types Offered: 1
- Total Fees Payable by Target and Acquiror
- Value of Transaction to Sales Ratio
- Value of Transaction to EBIT Ratio
- Execute search criteria
- Select a Financial Advisor Fees Report
- Select a Multiples Report
- Save the session
- Exit SDC Platinum
Step 5: Selecting the Deal Value to Sales Ratio

1. From the Search Items window Financials tab, double-click on Ratio of Deal Value to Sales.

2. Select the Where Information is Available option.

3. Click on OK.

Session Requirements

- U.S. and Non-U.S. Targets
- Date Range: 1996
- Common/Ordinary Shares offered
- Number of Consideration Types Offered 1
- Total Fees Payable by Target and Acquiror
- Value of Transaction to Sales Ratio
- Value of Transaction to EBIT Ratio

Execute search criteria
Select a Financial Advisor Fees Report
Select a Multiples Report
Save the session
Exit SDC Platinum
Step 6: Selecting the Deal Value to EBIT Ratio

1. From the Search Items window Financials tab, double-click on Ratio of Deal Value to EBIT.
2. Select the Where Information is Available option.
3. Click on OK.
4. Click on Close.

Session Requirements

- U.S. and Non-U.S. Targets
- Date Range: 1996
- Common/Ordinary Shares offered
- Number of Consideration Types Offered
- Total Fees Payable by Target and Acquiror
- Value of Transaction to Sales Ratio
- Value of Transaction to EBIT Ratio

Execute search criteria
Select a Financial Advisor Fees Report
Select a Multiples Report
Save the session
Exit SDC Platinum
Step 7: Executing the Search

**Execute search criteria**

1. On the Main Session window, click on the Execute icon.
2. SDC Platinum executes your search criteria.
3. In the Search Breakdown window, click on OK.

The Main Session window Hits column then shows the number of transactions that meet your criteria.

### Session Requirements

- U.S. and Non-U.S. Targets
- Date Range: 1996
- Common/Ordinary Shares offered
- Number of Consideration Types Offered 1
- Total Fees Payable by Target and Acquiror
- Value of Transaction to Sales Ratio
- Value of Transaction to EBIT Ratio

**Execute search criteria**

Select a Financial Advisor Fees Report
Select a Multiples Report
Save the session
Exit SDC Platinum
Step 8: Creating a Financial Advisor Fees Report

1. Click on the Standard Report icon or from the Report menu select Open Existing/SDC Standard.
2. From the Standard Report window Brief tab, click on Brief Advisors/Fees Report.
   **Hint:** The Special tab lists reports SDC designs at the request of your company.
   **Hint:** You can highlight a report and click on Example to view a sample of the report. To close the sample report, from the Document menu select Close. You are not charged to look at sample reports.
3. Click on OK.
4. In the Report Output Options window Titles and Options tab, type the following title lines:
   - Line 1: Financial Advisor Fees Report
   - Line 2: M&A Stock Transactions
   - Line 3: 1996

   ![Report Options](image)

   **Hint:** You can use the Save As tab to export your League Table data to an Excel or text file. During execution, your League Table data is downloaded to the file.

   The advantage to exporting your League Table data before you execute is that the Excel or text file becomes part of your session. If you modify and re-execute your session, the data in the file automatically gets updated.

5. Click on OK to close the Report Output Options window.

The report request is added to the Request Description list box on the Main Session window.
Session Requirements

✓ U.S. and Non-U.S. Targets
✓ Date Range: 1996
✓ Common/Ordinary Shares offered
✓ Number of Consideration Types Offered 1
✓ Total Fees Payable by Target and Acquiror
✓ Value of Transaction to Sales Ratio
✓ Value of Transaction to EBIT Ratio
✓ Execute search criteria

✓ Select a Financial Advisor Fees Report
Select a Multiples Report
Save the session
Exit SDC Platinum
Step 9: Creating a Multiples Report

1. Click on the Standard Report icon or from the Report menu select Open Existing/SDC Standard.
3. In the Report Output Options window Titles and Options tab, type the following title lines:
   - Line 1: Multiples Report
   - Line 2: M&A Stock Transactions
   - Line 3: 1996
4. Click on OK to close the Report Output Options window. The report request is added to the Request Description list box on the Main Session window.
5. On the Main Session window, click on the Execute icon. SDC Platinum executes your report requests. It then generates and displays your report output.

   Hint: The bottom of the Document window has a tab for each report. Click on a tab to view the report.
6. From the Document menu, select Close to return to the Main Session window.

Session Requirements
✓ U.S. and Non-U.S. Targets
✓ Date Range: 1996
✓ Common/Ordinary Shares offered
✓ Number of Consideration Types Offered 1
✓ Total Fees Payable by Target and Acquiror
✓ Value of Transaction to Sales Ratio
✓ Value of Transaction to EBIT Ratio
✓ Execute search criteria
✓ Select a Financial Advisor Fees Report
✓ Select a Multiples Report

Save the session
Exit SDC Platinum
Step 10: Saving Your Session

1. From the Main Session window, click on the Save icon.
2. In the Save Session window Save Session text box, type stcktran.
3. If necessary, select the drive and directory or the group.
4. Click on OK to save the session and return to the Main Session window.

Session Requirements

✓ U.S. and Non-U.S. Targets
✓ Date Range: 1996
✓ Common/Ordinary Shares offered
✓ Number of Consideration Types Offered 1
✓ Total Fees Payable by Target and Acquiror
✓ Value of Transaction to Sales Ratio
✓ Value of Transaction to EBIT Ratio
✓ Execute search criteria
✓ Select a Financial Advisor Fees Report
✓ Select a Multiples Report
✓ Save the session

Exit SDC Platinum
Step 11: Exiting SDC Platinum

1. From the Main Session window Session menu, select Exit.
2. Click on No because you already saved the session.

Session Requirements

- U.S. and Non-U.S. Targets
- Date Range: 1996
- Common/Ordinary Shares offered
- Number of Consideration Types Offered 1
- Total Fees Payable by Target and Acquiror
- Value of Transaction to Sales Ratio
- Value of Transaction to EBIT Ratio
- Execute search criteria
- Select a Financial Advisor Fees Report
- Select a Multiples Report
- Save the session

Exit SDC Platinum
Municipal Sample Session

Selecting California Tax-Exempt Municipal Transactions

Sample Session

For this sample search you select California tax-exempt municipal transactions greater than $100 million issued from March 1, 1996, to March 1, 1997. You then select a Managing Underwriters League Table and create a Sale Date Report.

League Table
Step 1: Selecting a Municipal Database

1. From the Database Selection window Global Public Finance tab, select U.S. New Issues.

2. Click on OK.

Session Requirements

✓ U.S. New Issues
Date Range: 3/1/1996 - 3/1/1997
California Issuers
Par amount equal to or greater than $100 million
Tax-exempt issues
Execute search criteria
Select a Managing Underwriters League Table
Design a Sale Date Report
Step 2: Specifying an Issue Sale Date

You can use a preset date range, such as last 6 months, or enter a custom date range, such as 3/1/1996 to 3/1/1997.

1. In the Sale date window From text box, type 3/1/1996.
2. In the To text box, type 3/1/1997.
3. Click on OK and continue to the Search Items window.

Session Requirements

- U.S. New Issues
- **Date Range**: 3/1/1996 - 3/1/1997
- California Issuers
- Par amount equal to or greater than $100 million
- Tax-exempt issues
- Execute search criteria
- Select a Managing Underwriters League Table
- Design a Sale Date Report
Step 3: Selecting the State of the Issuer

1. From the Search Items window Issuer tab, double-click on State of issuer.
2. Double-click on West.
3. Double-click on California.

Hint: To locate a state quickly, in the Find text box type the first few letters of the state and press Enter. Double-click on the state you want.

3. Click on OK.

Session Requirements

✓ U.S. New Issues
✓ Date Range: 3/1/1996 - 3/1/1997
✓ California Issuers

Par amount equal to or greater than $100 million
Tax-exempt issues
Execute search criteria
Select a Managing Underwriters League Table
Design a Sale Date Report
Step 4: Specifying a Par Amount Range

1. From the Search Items window Issue tab, double-click on Par Amount.

2. In the LO text box, type 100 and in the HI text box accept the default, HI.

Hint: If the desired range is a value or higher, type a value in the LO text box and leave HI in the HI text box. If the desired range is a value or lower, type a value in the HI text box and leave LO in the LO text box.

3. Click on OK.

Session Requirements
✓ U.S. New Issues
✓ Date Range: 3/1/1996 - 3/1/1997
✓ California Issuers
✓ Par Amount equal to or greater than $100 million
Tax-exempt issues
Execute search criteria
Select a Managing Underwriters League Table
Design a Sale Date Report
Step 5: Selecting Tax-Exempt Issues

1. From the Search Items window Issue tab, double-click on Tax status.

2. Double-click on Tax exempt.

3. Click on OK.

4. Click on Close.

The Main Session window with your search requests displayed in the Request Description list box appears.

Session Requirements

- U.S. New Issues
- Date Range: 3/1/1996 - 3/1/1997
- California Issuers
- Par Amount equal to or greater than $100 million
- Tax-Exempt Issues

Execute search criteria
Select a Managing Underwriters League Table
Design a Sale Date Report
Step 6: Executing the Search

You entered all your search criteria and can now execute.

Click on the Execute icon 

or

From the Session menu, select Execute.

During the execution, the status window appears on top of the Main Session window.

**Hint:** The Main Session window Hits column shows the number of transactions that meet your criteria.

**Hint:** To modify a request after executing, double-click on the search request and make the necessary changes in the window.

### Session Requirements

- U.S. New Issues
- Date Range: 3/1/1996 - 3/1/1997
- California Issuers
- Par Amount equal to or greater than $100 million
- Tax-Exempt Issues

**Execute search criteria**

Select a Managing Underwriters League Table

Design a Sale Date Report
Step 7: Selecting a League Table

1. Click on the Standard League Table or from the league table menu select Open Existing/SDC Standard.
2. From the Standard League Table window Firm tab, double-click Managing Underwriters.
3. In the Report Output Options window Titles and Options tab, type the following title lines:
   - Line 1: California
   - Line 2: Tax Exempt Municipal Transactions
   - Line 3: $100 million and greater
   - Line 4: March 1, 1996 - March 1, 1997

Hint: SDC suggests you always add titles to your reports and make the titles as descriptive as possible.

4. Click on OK to return to the Main Session window.
5. Click on the Execute icon. 
SDC Platinum generates and displays your League Table output.

6. From the Document menu, select Close to return to the Main Session window.

---

**Session Requirements**

- U.S. New Issues
- Date Range: 3/1/1996 - 3/1/1997
- California Issuers
- Par Amount equal to or greater than $100 million
- Tax-Exempt Issues
- Execute search criteria

**Select a Managing Underwriters League Table**

Design a Sale Date Report
Step 8: Creating a Custom Report

SDC offers standard brief and comprehensive reports. It also lets you create custom reports. In this step you create a custom report that includes the sale date, issuer name, description of the issue, par amount, and lead manager.

1. From the Report menu, select New Custom.
2. From the Express Report Items window Issue tab, select these items:
   - Issue description
   - Par amount
   - Sale date
3. From the Express Report Items window Firm/Issuer tab, select these items:
   - Issuer name
   - Lead manager
4. Click on OK to open the Design Custom Report Format window.

   **Hint:** You can highlight a data item and click on \[ \] or \[ \] to change the order of the item. You can also click on \[ \] to insert page breaks in the report.
5. Click on OK to open the Save Custom Report window.
6. In the Save Custom Report window Custom Report Name text box, type `cataxex` and click on Save.
7. In the Report Output Options window Titles and Options tab, type the following title lines:
   - Line 1: **California**
   - Line 2: **Tax Exempt Municipal Transactions**
   - Line 3: **$100 million and greater**
   - Line 4: **March 1, 1996 - March 1, 1997**

   **Hint:** You can use the Save As tab to export your League Table data to an Excel or text file. During execution, your League Table data is downloaded to the file.

   The advantage to exporting your League Table data before you execute is that the Excel or text file becomes part of your session. If you modify and re-execute your session, the data in the file automatically gets updated.

8. Click on **OK**.

9. Click on the Execute icon.

   SDC Platinum generates and displays your report output.

10. From the Document menu, select **Close** to return to the Main Session window.

11. From the Main Session window Session menu, select **Exit**.

12. Click on **Yes** to save the session.

13. In the Save Session window Session Name text box, type **taxex-ca**.

---

### Session Requirements

- U.S. New Issues
- Date Range: 3/1/1996 - 3/1/1997
- California Issuers
- Par Amount equal to or greater than $100 million
- Tax-Exempt Issues
- Execute search criteria
- Select a Managing Underwriters League Table
- **Design a Sale Date Report**
Selecting Acute Care Market-Based Hospital Peers

Sample Session

For this sample search you select acute care hospitals in Baltimore, Maryland. You then create a Peer Group Analysis report to compare Johns Hopkins Hospital to the rest of the Baltimore acute care market.

Report

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Rate</th>
<th>Measure</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment Factor</td>
<td>1.2894</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>Admissions per Bed-acute Care</td>
<td>40.96</td>
<td>10.12</td>
<td>42</td>
</tr>
<tr>
<td>Medicare Care Mix Index</td>
<td>1.8256</td>
<td>1.3271</td>
<td>1.4</td>
</tr>
</tbody>
</table>
Step 1: Selecting a Healthcare Database

1. From the Database Selection window Industry Specific tab, select **Hospital Information**.

2. Click on **OK**.

Session Requirements

- **Hospital Information**
  - Baltimore, MD
  - Acute Care
  - Beds in Service
  - Execute search criteria
  - Create a Product, Efficiency, and Price (Peer Group) Report
  - Save the session
  - Exit SDC Platinum
Step 2: Selecting the Geographic Area

1. From the Search Items window Geographic tab, double-click on Metropolitan Statistical Area.

2. In the Find text box type `bal`.

3. Press Enter.

4. Double-click on Baltimore, MD, and click on OK.

Session Requirements

- Hospital Information
- **Baltimore, MD**

Acute Care

- Beds in Service
- Execute search criteria
- Create a Product, Efficiency, and Price (Peer Group) Report
- Save the session
- Exit SDC Platinum
Step 3: Selecting the Type of Hospital

1. From the Search Items window Hospital tab, double-click on Type of Hospital.

2. Double-click on Acute Care.

3. Click on OK.

Session Requirements

- Hospital Information
- Baltimore, MD
- Acute Care

Beds in Service
Execute search criteria
Create a Product, Efficiency, and Price (Peer Group) Report
Save the session
Exit SDC Platinum
Step 4: Selecting Beds in Services

1. From the Search Items window Financial/Operational tab, double-click on Beds in Service-Acute Care.

2. In the LO text box, type 200 and in the HI text box accept the default, HI.

3. Click on OK.

4. Click on Close.

Hint: If the desired range is a value or higher, type a value in the LO text box and leave HI in the HI text box. If the desired range is a value or lower, type a value in the HI text box and leave LO in the LO text box.

Session Requirements

- Hospital Information
- Baltimore, MD
- Acute Care
- Beds in Service

Execute search criteria
Create a Product, Efficiency, and Price (Peer Group) Report
Save the session
Exit SDC Platinum
Step 5: Executing the Search

You entered all your search criteria and can now execute.

Click on the Execute icon or

From the Session menu, select Execute.

During the execution, the status window appears on top of the Main Session window.

**Hint:** The Main Session window Hits column shows the number of transactions that meet your criteria.

**Hint:** To modify a request after executing, double-click on the search request and make the necessary changes in the window.

### Session Requirements

- ✓ Hospital Information
- ✓ Baltimore, MD
- ✓ Acute Care
- ✓ Beds in Service
- ✓ **Execute search criteria**

Create a Product, Efficiency, and Price (Peer Group) Report

Save the session

Exit SDC Platinum
Step 6: Creating a Peer Group Analysis Report

1. Click on the Standard Report icon or from the Report menu select Open Existing/SDC Standard.

2. From the Comprehensive tab, double-click on Product, Efficiency, Price (Peer Group).

3. In the Report Options window Titles and Options tab, type the following title line:
   - Line 1: Acute Care Hospitals in Baltimore, Maryland

4. Click on OK to close the Report Options window.
   The report request is added to the Request Description list box on the Main Session window.

5. On the Main Session window, click on the Execute icon
   SDC Platinum executes your report requests and displays the Peer Group Analysis window.
6. In the Peer Group Analysis window, double-click on **Johns Hopkins Hospital** to compare it to all others in the group.

**Hint:** You can only select one hospital to compare to the peer group. You can click on the Include check box if you wish the selected hospital to be part of your peer group analysis.

7. Click on **OK**.

SDC Platinum continues executing the report, then displays the Peer Group Analysis in the Document window.

8. From the Document menu, select **Close** to return to the Main Session Window.

---

**Session Requirements**

- Hospital Information
- Baltimore, MD
- Acute Care
- Beds in Service
- Execute search criteria
- **Create a Product, Efficiency, and Price (Peer Group) Report**

Save the session

Exit SDC Platinum
Step 7: Saving the Session and Exiting SDC Platinum

1. From the Main Session window Session menu, select Exit.
2. Click on Yes to save the session.
3. In the Save Session window Session Name text box, type peergrp and press Enter.
   SDC Platinum saves the sessions and closes.

Session Requirements
✓ Hospital Information
✓ Baltimore, MD
✓ Acute Care
✓ Beds in Service
✓ Execute search criteria
✓ Create a Product, Efficiency, and Price (Peer Group) Report
✓ Save the session
✓ Exit SDC Platinum
Helpful Utilities

Logical Set Operations

You can use Boolean logic to do the following:

Union — Combine the results of two or more requests (OR)
Intersect — Find the common transactions in two or more requests (AND)
Difference — Subtract the transactions in one or more search requests from another (MINUS)

To perform a Boolean logic operation:

1. From the Utilities menu, select Logical Set Operations.

   The Logical Set Operations window appears.

2. Drag the requests from the Main Session window Request Description list box to the Request # list box of the Logical Set Operations window.

   The request numbers appear in the Request # list box.
3. Click on the **Union** option button to combine the results of two or more requests.
   
or
   Click on the **Intersection** option button to find the common transactions in two or more requests.
   
or
   Click on the **Difference** option button to subtract the transactions in one or more search requests from another. (Remember to enter the sequence numbers in the correct order.)

4. Click on **OK**.

   The Boolean request is added to the Request Description list box of the Main Session window.

5. **Execute** the requests.
Top N Deals

SDC Platinum lets you identify the top deals in your search results, such as the top 10 M&A deals by value or the top 25 common stock issues by manager fees.

To list the top deals:

1. From the Utilities menu, select Top N Deals.
   The Top N Deals window appears.

2. Click on an Item Description.
   or
   In the Item Code text box, type a code.

3. In the Top N Deals box, click on the up or down arrow to indicate the number of deals to select.

4. Click on a Select option button to indicate if you wish to include or ignore ties.

5. Click on OK.
   The request is added to the Request Description list box on the Main Session window.

6. Execute the requests.
Statistics

You can use the statistics feature to calculate aggregate data, such as the sum, minimum, average, maximum, and median, on your search results.

To request statistics:

1. From the Utilities menu, select Statistics.
   The Statistics window appears.

2. Click on an item code.
   or
   In the Item Code text box, type the code.

3. From the Statistics box, select Detailed or Overall. (Detailed gives a breakdown by specific database. If you are querying on only 1 database there will be no difference between Detailed and Overall)

4. Click on OK.
   The request is added to the Request Description list box on the Main Session window.

5. Execute the requests.
Quick Display

The SDC Platinum Quick Display feature allows you to display a list of transactions for the current search result. You can select transactions to keep or exclude from your search result. You can also request a detailed report on selected deals.

To create a Quick List of transactions:

1. From the Utilities menu, select Quick Display.
2. Choose either Standard Display (the most common data items requested) or Custom Display (specify your own data items)

The Executing Lookups window shows you the phase and number of matches. When the search is complete, the Quick Display window lists transactions for your request.

3. Double-click on the transactions to keep or exclude.

Note: If you wish to see reports on the selected transactions, click ZOOM. This will generate extremely comprehensive reports that you can print and/or export to a spreadsheet. Once the report window is closed, you will return to the Quick display screen.

4. Click on OK.

The Keep or Exclude window appears.

5. Click on Keep to keep only the selected transactions.

or

Click on Exclude to exclude the selected transactions.

The request is added to the Request Description list box on the Main Session window.

6. Execute the requests.
Saving a Session

Saving a Session will save all the requests listed in the Request Description list box of the Main Session window. The requests can include search, report, and/or League Table criteria. After you save a session, you can load it whenever you wish. You can then modify any of the criteria listed in the Request Description list box.

To save a new session:

1. Click on the Save tool.
   - or
   From the Session menu, select Save As.
   The Save Session window appears.
2. Select the drive and directory where you wish to save the session.
   - or
   Click on the Group down arrow, and select the group.
3. In the Session Name text box, type the name of the session.
4. Type a description and comments if you wish.
5. Click on OK.
   SDC Platinum saves the session.
Saving a Search Result

Saving a Search Result saves the results of the last executed search request. If the last request is a report or League Table request, SDC Platinum will find and save the last executed search request.

To save search results:
1. Make sure you have executed your session.
2. From the Utilities menu, select Save Current Search Result.
   The Save Search Result window appears.
3. Select the drive and directory where you wish to save the search result.
   or
   Click on the Group down arrow, and select the group.
4. In the Search Result Name text box, type the name of the search result.
5. Type a description and comments if you wish.
6. Click on OK.
   SDC Platinum saves the search result and returns to the Main Session window.
7. Execute the saved search result.
Saving a Custom Report Format or League Table Criteria

To save a custom report format or League Table criteria:

1. Create your custom report format and click on **OK**.
   
   or
   
   Create your custom League Table criteria and click on **OK**.
   
   The Save Custom Report or Save Custom Rank window appears.

2. Select the drive and directory where you wish to save the custom report format or League Table criteria.
   
   or
   
   Click on the Group down arrow, and select the group.

3. In the Custom Report or Rank Name text box, type the name of the custom report format or League Table criteria.

4. Type a description and comments if you wish.

5. Click on **OK**.
   
   SDC Platinum saves the custom report format or League Table criteria.
   
   The Output Options window appears. You can format your report or League Table (e.g., add titles, search details, and summary statistics; sort data).
Saving and Loading a List of Selections

You can save groups of frequently used CUSIP numbers, SIC codes, ticker symbols, security codes, etc., for use in later searches. You can load and use the saved lists to search any SDC database.

Important

To create a list of selections, you must be in the specific window. For example, to create a list of Target SIC codes, you must be in the Target SIC Codes window.

To create a list of selections:

1. From the Search Items window to open a pick list or company window.
2. Select the items to include in your list.
3. From the List Management menu, select Save Selections As List.
   The Save List window appears.
4. Select the drive and directory where you wish to save the session.  
   or
   Click on the Group down arrow, and select the group.
5. In the List Name text box, type the name of the list.
6. Type a description and comments if you wish.
7. Click on OK.  
   SDC Platinum saves the list.
8. Close the Pick List or Company Identifier window and the Search Items window.
To load a saved list of selections:

1. Use the Search Items window to open the pick list or company window.
2. From the List Management menu, select Load Saved List.
   The Open List window appears.
3. Select the drive and directory that contain the list.
   or
   Click on the Group down arrow, and select the group.
4. In the Saved Lists of Selections list box, click on the list name.
5. Click on OK.
   SDC Platinum displays the list of selections in the Company Identifier or Pick List window. (unless the list was saved on the host)
6. Close the Pick List or Company Identifier window and the Search Items window.
   The request appears in the Request Description list box of the Main Session window.
Creating Your List of Favorite Data Items

You can use the Search Items window List tab to create a list of data items you use regularly. The data items appear in the Search Items window My Favorites tab. In addition, your SDC Platinum administrator can create a list of data items your company uses regularly.

To create your list of favorite data items:

1. Click on the Search Items tool, and select the All Items tab.
   or
   From the Request menu, select Search/Items, and select the All Items tab.

2. In the Find text box, type at least three characters of a data item or code and press Enter.

   Notes: The characters can be anywhere in an item description or code. For example, if you type value, SDC Platinum displays all data items with the word value in the description, such as Market Values and Value of Common Shares.

   You can type more than one word in the Find text box (e.g., total fee) and select AND or OR. AND finds data items with all the words in them (e.g., all data items with "total fee"). OR finds data items with any one of the words in them (e.g., all data items with "total" or with "fee").

   SDC Platinum displays a list of all data items containing the characters.

3. Scroll through the list and click on a data item.

4. Click on Add Favorite.

   The item is added to the Search Items window My Favorites tab.

5. Click on Close.
Managing SDC Platinum Files

You can delete, move, or copy your saved SDC Platinum files from SDCTools File Explorer, or Windows 95 Explorer. The following table lists the SDC Files and their extensions:

<table>
<thead>
<tr>
<th>Extension</th>
<th>File Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ssh</td>
<td>Sessions</td>
</tr>
<tr>
<td>lst</td>
<td>Lists</td>
</tr>
<tr>
<td>rpt</td>
<td>Report formats</td>
</tr>
<tr>
<td>rnk</td>
<td>Rank formats</td>
</tr>
<tr>
<td>qrs</td>
<td>Search results</td>
</tr>
</tbody>
</table>
Online Help

What's in Online Help?

You can use SDC Platinum online help to find information such as

- Complete descriptions of SDC databases
- Step-by-step instructions on how to perform specific tasks
- Answers to frequently asked "How can I ..." questions

From within many Help topics you can jump to related topics. Just click on the underlined text.

You can move, resize, maximize, or minimize the Help window, just like any other window. For details on how to use online help, click on the Help window Help button.

Sample Online Help Window

The Search Items window List tab contains all of the searchable items on SDC Platinum: The Issuer/Borrower, Deal, and Managers/Fees tabs contain commonly used items for these categories. You can customize Search Items by adding your most frequently searched items on the My Favorites tab. Your System administrator can add key search items on your Company Favorites tab. You add the items using the Search Items List tab.

To use Search Items to select criteria:

1. Click on the Search Items icon.
   - or
   - From the Request menu, select Search Items.
   - The Search Items window appears.

2. Click on a tab.
   - A list of data items for the tab category appears.

Hints: The first time you open the My Favorites tab, the message Use the Search List to insert your favorite Search Items here appears. Double-click on the message to open the Search List and add your favorite data items. You can add your favorite data items at any time as described in Creating Your List of Favorite Data Items.
Context-Sensitive Help

For context-sensitive help, press F1 or click on the Help button in an SDC Platinum window.

Context-Sensitive help example

Open the database selection window and select a tab. Highlight a marketplace or product and press F1.

Copying Online Help Topics to the Clipboard

You can copy some or all of any help topic to the Windows Clipboard. You can then paste the text into another document such as Microsoft Word or Windows Notepad.

To copy a Help topic to the Clipboard:

1. From the Help window Edit menu, select Copy.
2. Click on Copy to copy the entire topic to the Clipboard.
   or
   Or select the text you want to copy and click on Copy.
3. You can paste the text into another document.

Printing Online Help Topics

To print the current Help topic:

- From the Help window File menu, select Print Topic.

Note: You cannot print information from a pop-up window.