

1. How can I obtain Company Annual Reports?

Select **Company Quick Search** under the Companies/Markets tab and follow the steps below:

1. Select to search for a company by Symbol or Name. If you select to search by Symbol or Name, type the symbol or name into the box provided, then click the Search button. Result:
 - If you searched by Symbol, the Company Quick Search results screen will appear for that company.
 - If you searched by Name or Company List, a list of companies will appear. Select the company you want.
2. Scroll down the results page and locate the Additional Links area in the left hand margin.
3. Click the SEC Filings link, and a new window will open with a list of any available SEC filings for that company. (Note: These filings are provided by www.secinfo.com. This is a public Web site and is subject to change.)

Information derived from SEC filings is also available in Factiva.com as part of Company Snapshots, Profiles and Quick Search Reports. See Related Items for a list of resources available in Company Quick Search.

2. How can I search using SIC codes or NAICS codes?

You can search for Standard Industrial Classification codes (**SIC**) or North American Industry Classification codes (**NAICS**) in Search and Track Free Text search strategies using the DE= descriptor tag. Searches for SIC and NAICS codes will NOT work on the Start Page.

Important Note: These codes are only supported for a limited number of publications. Where the original information provider incorporates SIC or NAICS codes and we retain those codes as third-party indexing, then only that content would be searchable using de= search syntax. We recommend that you incorporate the DE= search within your overall search strategy, not as a stand alone strategy. Refer to the third example below which includes the Factiva Intelligent Indexing™ industry code in=i3640029, for civil helicopters, with a de= search.

Examples:

- **de=3721 and HLP=Helicopter\$1**
This search will retrieve articles that are indexed with the SIC code 3721 for Aircraft, and also contain keywords Helicopter or Helicopters in the headline or lead paragraphs, and is limited to only those Information Providers that supply SIC codes.
- **de=336411 and hlp=Helicopter\$1**
This search will retrieve articles indexed with the NAICS code 336411 for aircraft manufacturing, and also contain keywords Helicopter or Helicopters in the headline or lead paragraphs; sources will be limited to only those Information Providers that supply NAICS codes.

We strongly suggest incorporating relevant Factiva Intelligent Indexing codes with the SIC or NAICS codes in your search for more comprehensive results. As example, include the Factiva industry code for Civil Helicopters, in=i3640029, along with the de= search for SIC and NAICS codes used in the previous examples:

- **(de=(3721 or 336411) or in=i3640029) and hlp=Helicopter\$1**
This search retrieves articles with the key terms helicopter or helicopters in the headline and lead paragraph that are sourced by Information Providers that include the SIC or NAICS coding. It will also retrieve articles from other sources indexed by Factiva with the industry code in=i3640029, for Civil Helicopters, and also contain the key terms helicopter or helicopters in the headline/lead paragraphs.

When you view an article as Full Article/Report Plus Indexing you will see the numerical SIC or NAICS codes within the IPC field (Information Provider Code field tag) located below the text of the article. The IPC field is not a searchable field; any information provider codes carried with the IPC field can only be searched using de=.

As a reminder, if you are not searching within All Content, you may wish to include Industry Publication selections for better results. Expand the Sources category under Select Sources and Factiva Intelligent Indexing to view sources list by clicking the +.

3. How do I retrieve current Currency Quotes?

Spot-Rate Currencies display both how many U.S. Dollars you would pay for one unit of each selected Target Currency, and how many Target Currency units you would pay for one US Dollar. In a Spot-Rate Currency Report, the Base Currency is fixed as the U.S. Dollar.

With *Cross-Rate Currencies*, you can select both your Base and Target currencies. A Cross-Rate Currency Report will display how many units of each selected Target Currency would pay for one unit of the selected Base Currency. The output of a Cross-Rate Currency Report will always be reported in units of your Target Currency. For example, if you were to choose Australian Dollars as your Base Currency and the Euro as your Target Currency, your report would show how many Euros you would receive in exchange for one Australian Dollar.

Spot-Rate Currency Reports and Cross-Rate Currency Reports are available within the Quotes area of Factiva.com. These figures are also commonly known as Exchange Rates.

To retrieve Currency reports, follow the steps below:

1. Click the Companies/Markets tab, then select Quotes within the gray navigation bar
2. Select Currency in the drop-down menu to the right of Select Instrument
3. You can choose to search for Spot-Rate Currencies or select from 35 cross-rate base currency options in the drop-down menu to the right of Select.

If you wish to retrieve *Spot-Rate Currencies*...

- o Choose Spot Rate to the right of Select
- o Click the check-boxes of between 1 and 20 Currencies in the Select Target Currencies box.
- o Click the Get Quote button
- o Note: You can select up to 20 currencies at a time. If you attempt to select more than 20, you will receive the "Please limit your selection to 20 or fewer items" error. Please reduce the number of your selections to no more than 20 before clicking the Get Quote button again.

If you wish to retrieve *Cross-Rate Currencies*...

- o Select the base currency of your choice from the pull down menu to the right of the Select Instrument pull down menu.
- o Click the check-boxes of your desired Target Currencies in the Select Target Currencies area
- o Click the Get Quote button

Note: You can select up to 20 currencies at a time. If you attempt to select more than 20, you will receive the "Please limit your selection to 20 or fewer items" error. Please reduce the number of your selections to no more than 20 before clicking the Get Quote button again.