Standard & Poor’s NetAdvantage User Guide

Version 1.0

Your single source for business and investment information

www.netadvantage.standardandpoors.com
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Standard & Poor’s NetAdvantage Home Page Features

- Link to www.standardandpoors.com
- Keyword Search Tool
- Glossary and Help
- Tabs linking to content main pages
- Standard & Poor’s regular features and commentary appear in the first two columns
- Publication Search tools
- Quick links to Industry Surveys, The Outlook and S&P Indexes
- McGraw-Hill Companies Privacy Policy, Terms of Use, Disclosures
NOTE: Click on the **Companies** tab to access this page

Standard & Poor’s premium research available in the “Companies” section includes: Stock Reports, Bond Reports, The Register of Corporations, Directors & Executives, Corporation Records, *The Outlook* and Company Profiles.
Standard & Poor's premium research available in the “Industries” section includes: Industry Surveys, Industry Surveys: Global Supplements, Sub-Industry Reviews (Monthly Investment Reviews) and Trends & Projections.
Standard & Poor's premium research available in the “Funds” section includes:

* Mutual Fund Reports.*
NOTE: Click on the Directories tab to access this page.

Standard & Poor’s premium research available in the “Directories” section includes:
Security Dealers of North America.
Use the **Publication Search** tools on the Home page and the Companies, Industries, Funds, and Directories main pages to access Standard & Poor's premium research reports. For example, if you are interested in viewing the Standard & Poor's Stock Report on Microsoft Corporation (Nasdaq: MSFT):

1. From the Home page select the publication that you are interested in from the first drop down menu (i.e. Stock Reports)
2. Select Company Name or Ticker from the second drop down menu
3. Enter the appropriate information in the text box and click on the orange arrow. Note: If you do not know the exact spelling of the company, fund etc. that you are looking for, enter the first few letters of the ticker or name in the text box. The search engine will retrieve all results that begin with the letters that you have entered. For example, if you type “micros”, you will return results for Micros Systems, Microstrategy, etc. in addition to Microsoft.

The publication that you have chosen will appear in the main content window. All related Standard & Poor's premium research reports are available via the links on the left hand navigation bar. To facilitate viewing of the research online, you can open the report in a new browser by clicking on the “Printer Friendly” command.
The Publication Search tools on the Companies, Industries, Funds and Directories main pages function in a similar manner:

Other Standard & Poor’s premium research reports on Microsoft
The **Keyword Search** tool is available at the top of every page and enables you to retrieve Standard & Poor's premium research reports that contain specific items of text. Input the appropriate keywords in the text box and click on the arrow at right. A list of search results sorted by relevance will be returned. Advanced text search options are also available. The keyword search tool is powered by Google.
To identify a list of stocks, bonds, funds, companies, executives or security dealers that meet a set of common criteria, use the Advanced Search tools that can be found on the “Companies” “Funds” or “Directories” main pages.

To conduct an Advanced Search from the “Companies” main page, select a publication from the “Advanced Search” drop down menu and click on the orange arrow at right:

When the screening tool appears, use the drop down menus and input boxes to set your search parameters (ex. S&P Stars Ranking = 5). Click the “Search” button to run your advanced search.

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The result screen will list all of the companies that satisfy the search criteria that you have selected.

**NOTE:**

1. To edit the search criteria you have chosen click on the “Edit Search” button.
2. To conduct a new search click on the “New Search” Button.
3. Use the drop down menu to change the number of records displayed on the results page.
4. The total number of records that your search returned is listed in the upper right. If the number of records is excessive, use the “Edit Search” command to return to the screening tool and refine your search criteria.
5. Click on the Company name to view the Standard & Poor’s report.
6. Use the tabs to change the data points displayed in the search results list.
7. Click on the column headings to sort the search results.
Users can access specific Standard & Poor’s *Industry Surveys* as follows:

(1) Using the drop down tools on the Home page and the Industries main page. Select the Industry Survey that you are interested in and click on the orange arrow to view it.

(2) Searching by Company Name or Ticker using the Publication Search Tools or the “Search by Companies Tool” on the Industries main page. Users will access the Industry Survey related to a specific company.
Using the Publication Search tools, select **Industry Survey** from the first drop down menu, select Company Name or Ticker from the second drop down menu and enter the appropriate information in the input box below. Click on the orange arrow to run the search.

Finally, users may access a list of **Industry Surveys** by clicking on the “Industry Surveys” link located on the Industries main page in the upper left. Click on “PDF” or “HTML” to view an Industry Survey in a particular file format.
Search Tips: (continued)
Standard & Poor’s popular investment advisory newsletter, *The Outlook*, is published 48 times per year. Users can access this publication from both the Home page and the Companies main page.

From the HOME PAGE, use the drop down menus to select the date of the issue that you are interested in viewing. The most recent edition of *The Outlook* is always listed as the default option. Click on the orange arrow to view the report.

From the Companies main page you can also retrieve issues of *The Outlook* that reference a particular company by entering a company name or ticker in the search tool:
Standard & Poor’s NetAdvantage users with subscriptions to the Register of Corporations, Executives and Directors can use **North American Industry Classification System (NAICS)** codes to locate company information.

To conduct a NAICS code search, select “Register Public Co.” or “Register Private Co.” from the Advanced Search menu on the “Companies” Main Page.

When the screening tool appears, input the appropriate NAICS code. Select the “=” operator if you wish to conduct a six-digit NAICS code search. Select the “Begins with” operator if you wish to input a 2, 3, 4 or 5 digit NAICS code.
Standard & Poor’s NetAdvantage maintains an archive of *Industry Surveys* dating back to 1998. To view an older version of an *Industry Survey*, first use the search tools to access the current Industry Survey. A drop down menu entitled “Archived Surveys” will appear above the main content area that will enable you to access prior editions of the report.
Standard & Poor's NetAdvantage allows you to export selected company or fund information into Microsoft Excel or a similar spreadsheet software program.

To export data, first conduct an Advanced Search using the tools located in the Companies or Funds sections:

From the results screen, select the companies or funds that you would like to include in your export set and then click on the “Export” command:

To select all records, highlight the “Select all results” option from the drop down menu above the results set.

To select an individual record to export, click on the box next to the company or fund name.

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To select items to include in your export set, first highlight the appropriate data item in the left-hand column. Click on the “Select All” button to highlight all available criteria. Next click on the right-facing arrow to move the selected item(s) into the right hand column. Items listed in the right hand column comprise the fields included in your export set.

To remove data fields from the export set, highlight the data item listed in the right hand column and click on the left-facing arrow to return it to the left-hand column.

View or Save the resulting file when prompted:
For more information on Standard & Poor’s NetAdvantage click on the link to the Help section located at the top of every page:

Library personnel may also contact our Customer Service department at (800) 523-4534 between the hours of 8 am and 8 pm EST or e-mail clientsupport@standardandpoors.com.