# User's Handbook

## 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



## 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.**

# 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

| | |
|---|---|
| Client Services phone number | 973.622.5200 |
| Client Services fax | 973.733.2882 |
| Client Support E-mail | sdchelp@tfn.com |
| Sales phone number | 212-484-4701 |
| SDC web site | www.securitiesdata.com |

# Getting Started

## Logging into SDC Platinum

**To log into SDC Platinum:**

SDC Platinum

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

   The SDC Bulletin Board appears.

4. Click on **OK**.
4. 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 ".

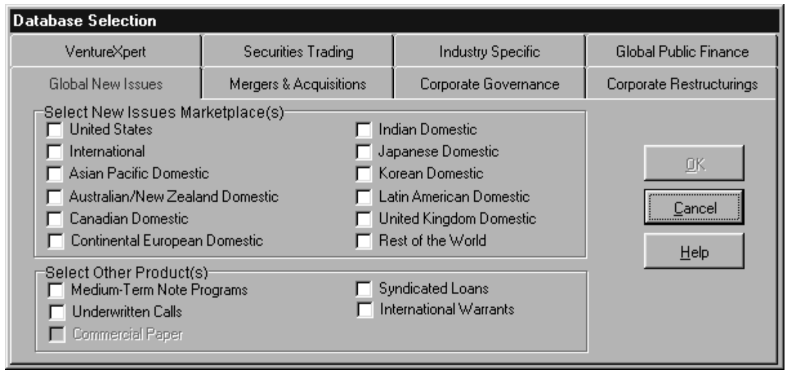
## Database and Date Range Windows

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.

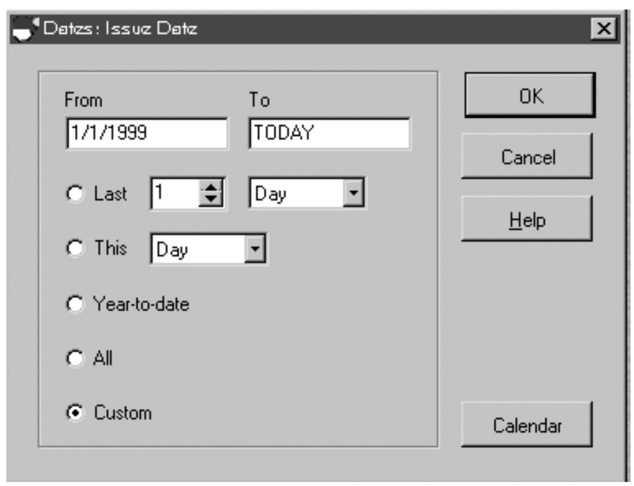
**Note:** In the Global New Issues and Bond Buyer's Municipal databases, after you select a database you select the types of security for your search. You then select the date range.

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

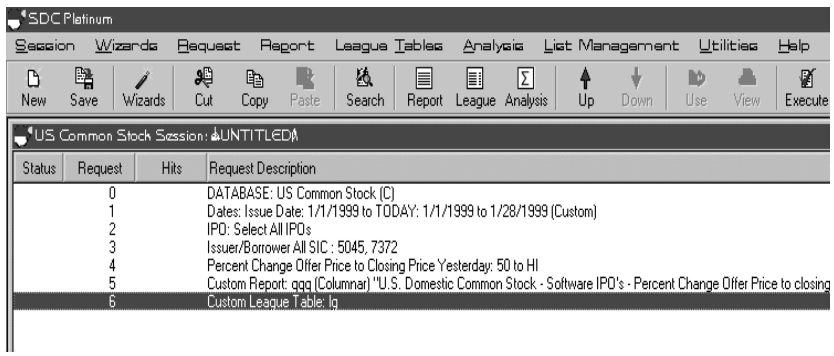



## Date Range Window

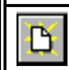
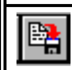
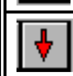


## Main Session Window

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").



## Main Session Window Features

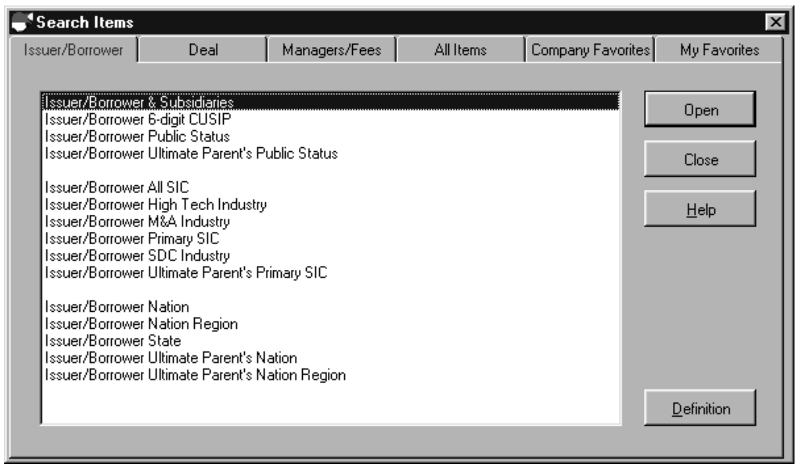
| Session Window List Box/Icon | Description |
|---|---|
| **Status** | |
|    | Checkmark indicates you executed the request.<br>Curved arrow indicates you modified an executed request and need to re-execute.<br>X indicates an error when executing the request. |
| **Request #** | Sequential number for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

## 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.

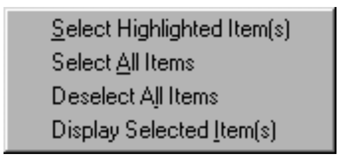
**Search Items**



## Right Mouse Commands

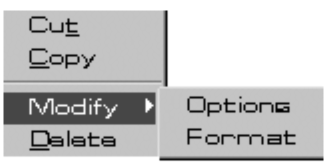
SDC Platinum provides right mouse button commands for commonly used functions on the following windows:

- 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

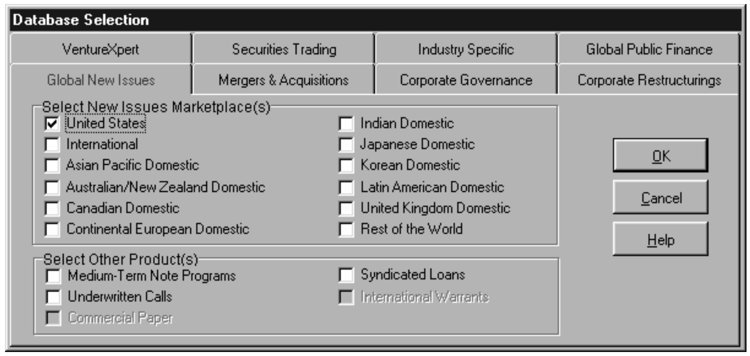
Report Output for Request 6

| Master Deal Date | Issuer | Business Description | Book Manager(s) | Principal Amount ($ mil) |
|---|---|---|---|---|
| 01/29/97 | Metro Information Services Inc | Pvd information retrieval svcs | BAIRD | 49.6 |
| 01/31/97 | Crystal Systems Solutions Ltd | Pvd computer programming svcs | HAMPSHIRE | 22.5 |
| 02/25/97 | IONA Technologies | Develop systems software | LEH | 110.1 |
| 04/08/97 | Peregrine Systems Inc | Dvlp service desk software | UBS-SEC | 20.7 |
| 04/10/97 | BEA Systems Inc | Develop systems software | GS | 30.0 |
| 04/14/97 | Take-Two Interactive Software | Develop software games | WHALE | 8.0 |
| 04/23/97 | Go2Net Inc | Provide on-line services | MAXWELL-CAP | 12.8 |
| 06/19/97 | Great Plains Software Inc | Pvd finl mgmt software svcs | GS | 48.0 |
| 07/01/97 | TSI International Software Ltd | Develop software | BA-SEC-ROBERTS | 36.0 |
| 07/10/97 | InfoCure Corp | Develop practice mgmt software | JOSEPHTHAL-LYON | 7.7 |
| 07/11/97 | At Home Corp | Internet Service Provider(ISP) | MSDW MERRILL | 47.3 |
| 08/06/97 | Pegasus Systems Inc | Dvlp hotel reservation softwr | HAMBRECHT | 46.5 |
| 08/22/97 | INSpire Insurance Solutions | Provide computer sys design | RAYMOND | 66.0 |

## Step 1: Selecting a New Issues Marketplace

*U.S. Marketplace*

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




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

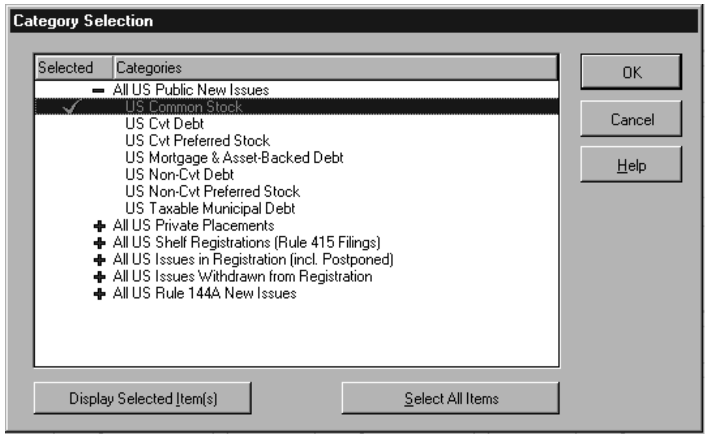
Save the session for future use

Load the saved session

## Step 2: Selecting a New Issues Security Type

*All U.S. public new issues*

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




**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**.

2. Double-click on **US Common Stock**.
3. Click on **OK** and continue to the Issue Date window.

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## 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

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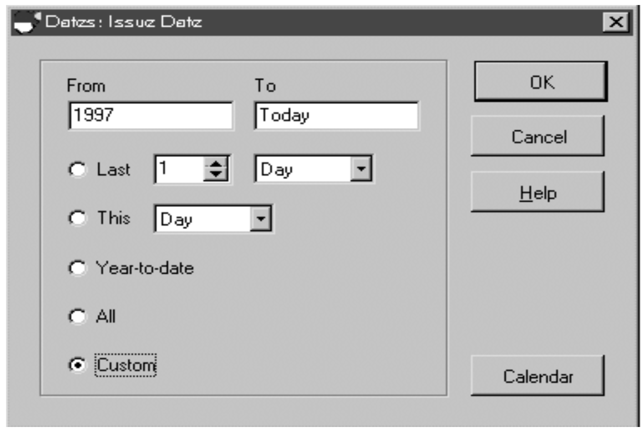
## Step 3: Specifying the Offer Date

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.

*1/1/1997-current date*

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

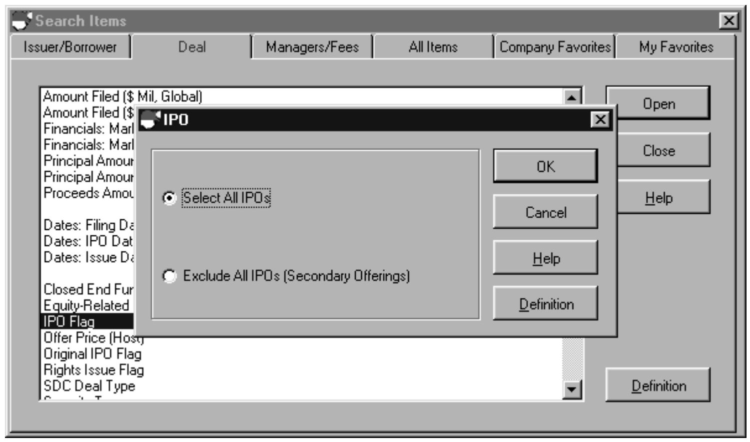
## Step 4: Selecting IPO's

*IPO flag*

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**.




*Definition*

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

3. 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 5: Selecting Software Companies Using All SIC Codes

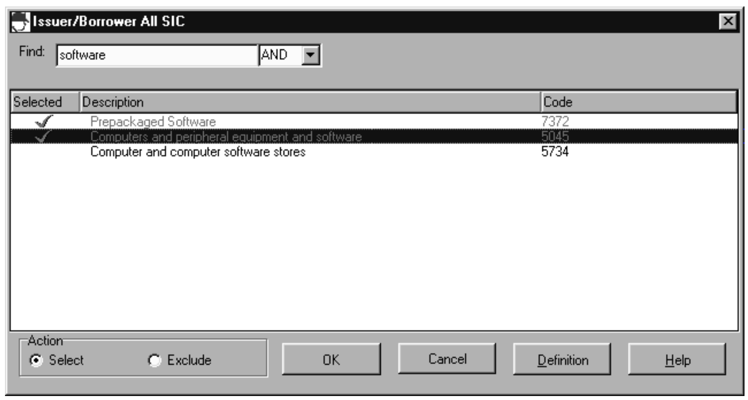
*Select Software Companies using All SIC Codes*

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)**.

*Right mouse commands*

   **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

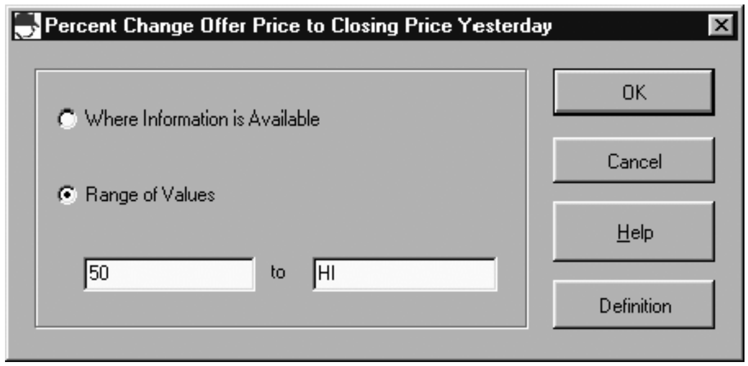
Save the session for future use

Load the saved session

## Step 7: Selecting Issues with a 50% or Greater Change in Offer Price from Issue Date to Yesterday

*50% and Greater*

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.

*Execute*

Click on the Execute icon .

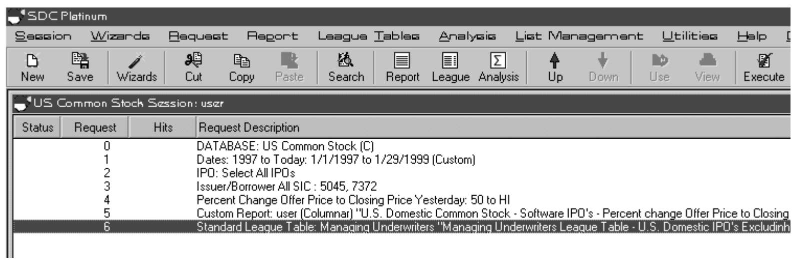
or

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. 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

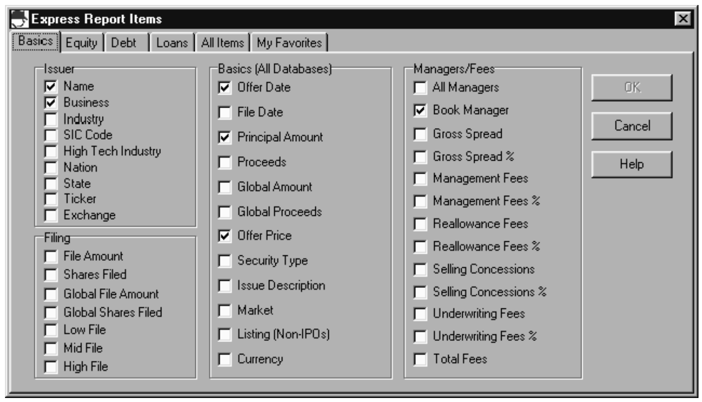
Load the saved session

## Step 9: Creating a New Custom Report

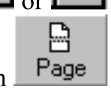
SDC Platinum offers a variety of brief and comprehensive standard reports. SDC Platinum also lets you create your own reports. In this step you design a new custom report called **software** with the data items: Issuer Name, Issuer Short Business Description, Offer Date, Principal Amount, Offer Price,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




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

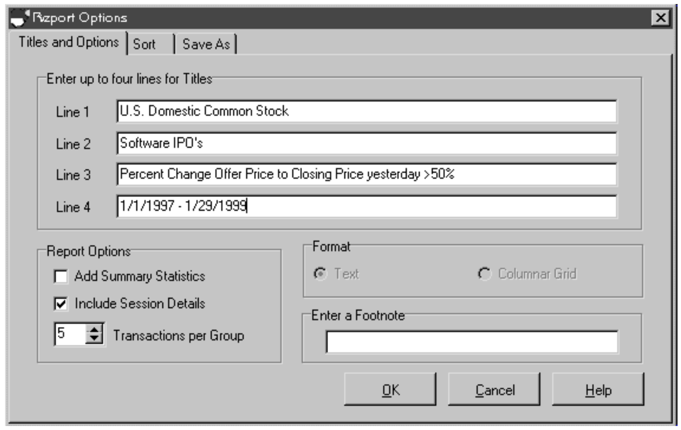
   **Hint:** You can highlight a data item and click on  or  to change the order of the item. You can also click on 

   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.

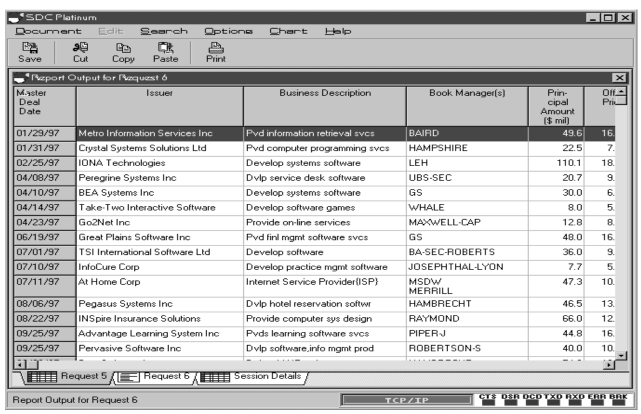
   **Hint:** SDC suggests you add titles to your reports and make them as descriptive as possible.

6. In the Report Output window Titles and Options tab, type the following title lines:
   - Line 1: **U.S. Domestic Common Stock**.
   - Line 2: **Software IPO's**
   - Line 3: **Percent Change Offer Price to Closing Price Yesterday > 50%**
   - Line 4: **1/1/1997 – 1/29/1997**




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

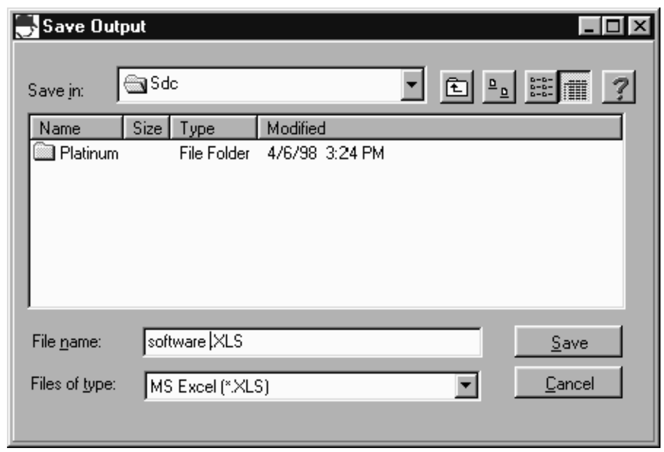
## Step 10: Saving Report Output to a Spreadsheet

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



## 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

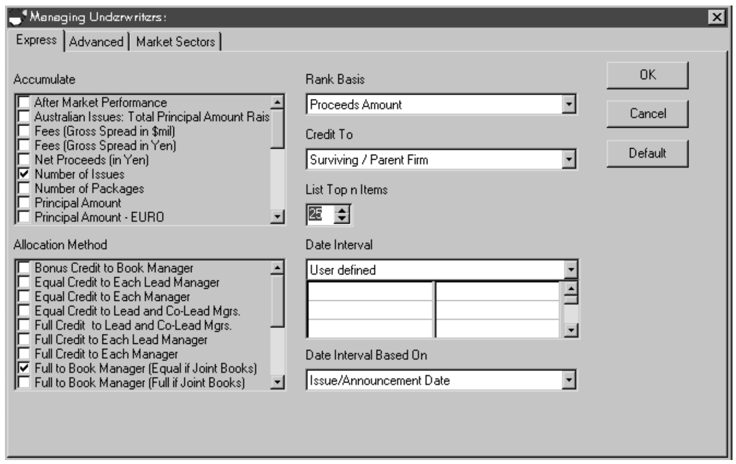
Save the session for future use

Load the saved session

## Step 12: Creating a League Table

*Managing Underwriters 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 filed 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 2: **U.S. Domestic IPO's Excluding Non-U.S. Issuers, REIT's, and Investment Trusts**.
   - 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.

*Load Software IPO's session*

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

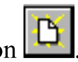
Select all companies that have issued both an IPO and subsequent offerings since 1/1/96

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**.

*U.S. Marketplace*

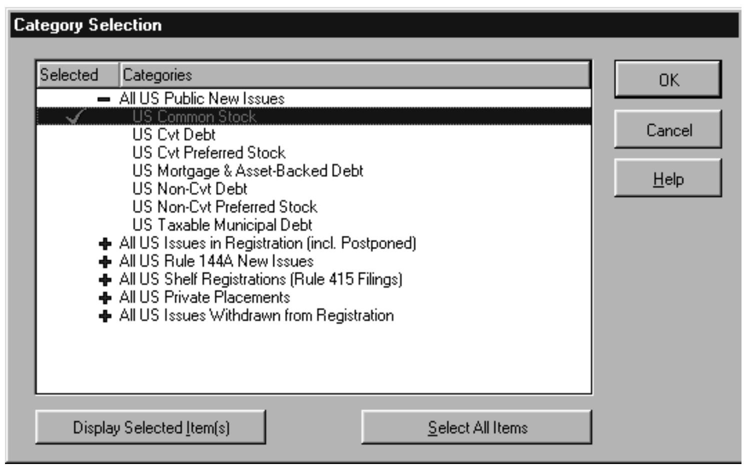
3. From the Database Selection window Global New Issues tab, select **United States** and click on **OK**.

*U.S. Common Stock*

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.**

5. Double-click on **U.S. Common Stock**.




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

*1/1/1996 to current date*

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

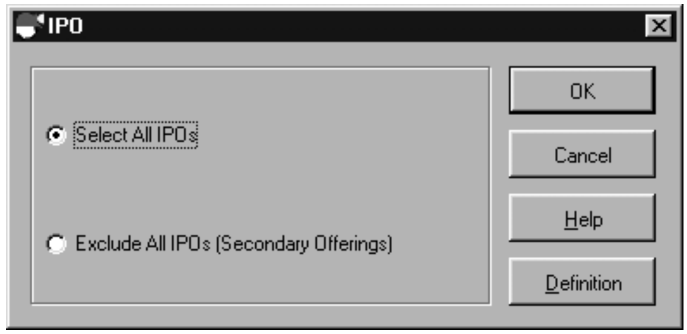
Save search results

Exit SDC Platinum

## Step 2: Selecting IPO’s and Executing the Search

*IPO’s*

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**.

*Execute the search*

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

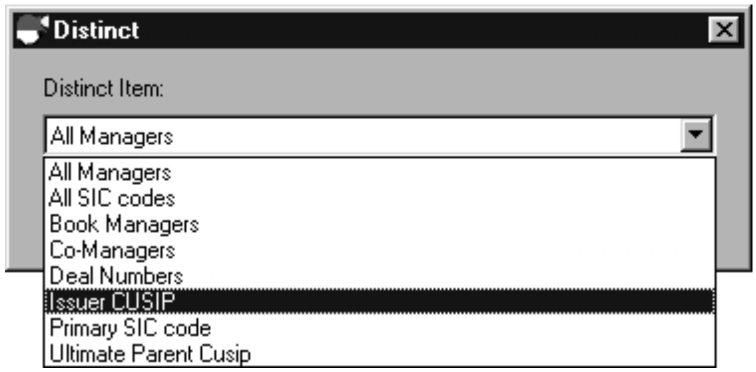
Execute search criteria

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**.




*IPO list*

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.

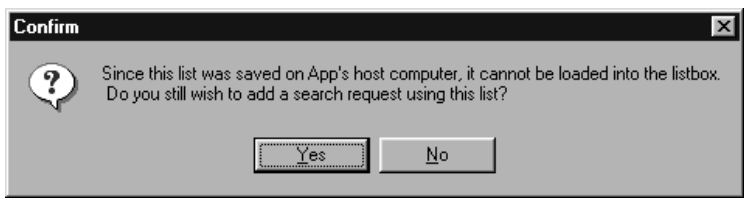
*Use the offer date and saved list of companies*

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

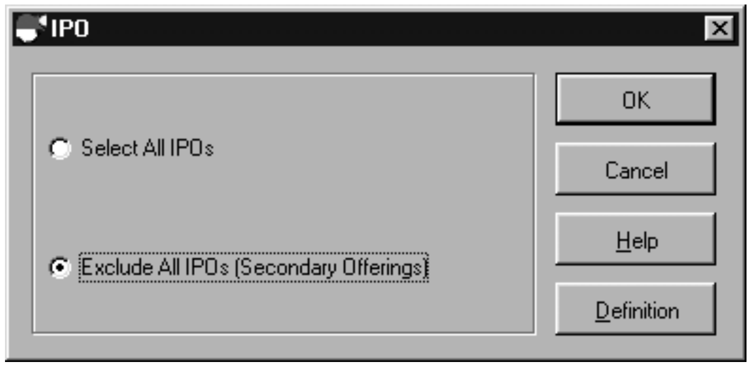
## Step 5: Creating a List of Secondary Offerings from Your List of Companies with IPO's

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

*Secondary offerings*

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**.

*Master list*

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 you 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

*Companies with IPO’s and secondaries from 1/1/1996 to current date*

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 .
4. On the Issuer/Borrower tab, double-click on **Issuer/Borrower & Subsidiaries**.
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

*Save session and exit 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

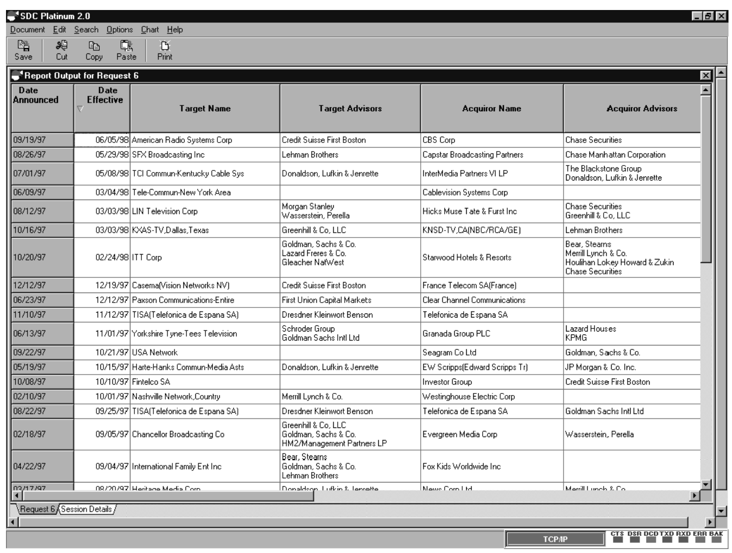
# M&A Sample Sessions

## 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

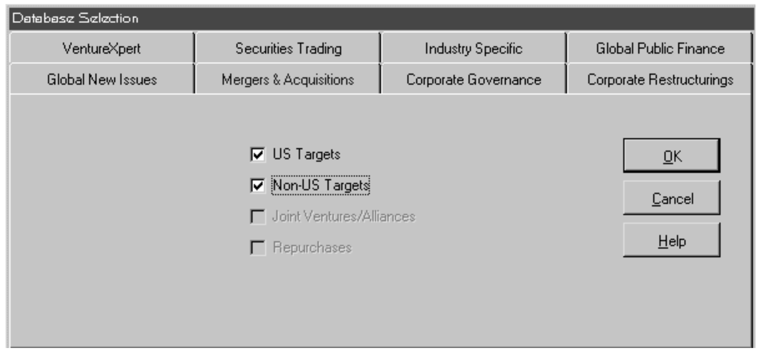



| Date Announced | Date Effective | Target Name | Target Advisors | Acquiror Name | Acquiror Advisors |
|---|---|---|---|---|---|
| 09/19/97 | 06/05/98 | American Radio Systems Corp | Credit Suisse First Boston | CBS Corp | Chase Securities |
| 08/26/97 | 05/29/98 | SFX Broadcasting Inc | Lehman Brothers | Capstar Broadcasting Partners | Chase Manhattan Corporation |
| 07/01/97 | 05/08/98 | TCI Commun-Kentucky Cable Sys | Donaldson, Lufkin & Jenrette | InterMedia Partners VI LP | The Blackstone Group<br>Donaldson, Lufkin & Jenrette |
| 06/09/97 | 03/04/98 | Tele-Commun-New York Area | | Cablevision Systems Corp | |
| 08/12/97 | 03/03/98 | LIN Television Corp | Morgan Stanley<br>Wasserstein, Perella | Hicks Muse Tate & Furst Inc | Chase Securities<br>Greenhill & Co, LLC |
| 10/16/97 | 03/03/98 | KXAS-TV,Dallas,Texas | Greenhill & Co, LLC | KNSD-TV,CA(NBC/RCA/GE) | Lehman Brothers |
| 10/20/97 | 02/24/98 | ITT Corp | Goldman, Sachs & Co.<br>Lazard Freres & Co.<br>Gleacher NatWest | Starwood Hotels & Resorts | Bear, Stearns<br>Merrill Lynch & Co.<br>Houlihan Lokey Howard & Zukin<br>Chase Securities |
| 12/12/97 | 12/19/97 | Casema(Vision Networks NV) | Credit Suisse First Boston | France Telecom SA(France) | |
| 06/23/97 | 12/12/97 | Paxson Communications-Entire | First Union Capital Markets | Clear Channel Communications | |
| 11/10/97 | 11/12/97 | TISA(Telefonica de Espana SA) | Dresdner Kleinwort Benson | Telefonica de Espana SA | |
| 06/13/97 | 11/01/97 | Yorkshire Tyne-Tees Television | Schroder Group<br>Goldman Sachs Intl Ltd | Granada Group PLC | Lazard Houses<br>KPMG |
| 09/22/97 | 10/21/97 | USA Network | | Seagram Co Ltd | Goldman, Sachs & Co. |
| 05/19/97 | 10/15/97 | Harte-Hanks Commun-Media Asts | Donaldson, Lufkin & Jenrette | EW Scripps(Edward Scripps Tr) | JP Morgan & Co. Inc. |
| 10/08/97 | 10/10/97 | Fintelco SA | | Investor Group | Credit Suisse First Boston |
| 02/10/97 | 10/01/97 | Nashville Network,Country | Merrill Lynch & Co. | Westinghouse Electric Corp | |
| 08/22/97 | 09/25/97 | TISA(Telefonica de Espana SA) | Dresdner Kleinwort Benson | Telefonica de Espana SA | Goldman Sachs Intl Ltd |
| 02/18/97 | 09/05/97 | Chancellor Broadcasting Co | Greenhill & Co, LLC<br>Goldman, Sachs & Co.<br>HM2/Management Partners LP | Evergreen Media Corp | Wasserstein,. Perella |
| 04/22/97 | 09/04/97 | International Family Ent Inc | Bear, Stearns<br>Goldman, Sachs & Co.<br>Lehman Brothers | Fox Kids Worldwide Inc | |

## Step 1: Selecting an M&A Database

*U.S. Targets*

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

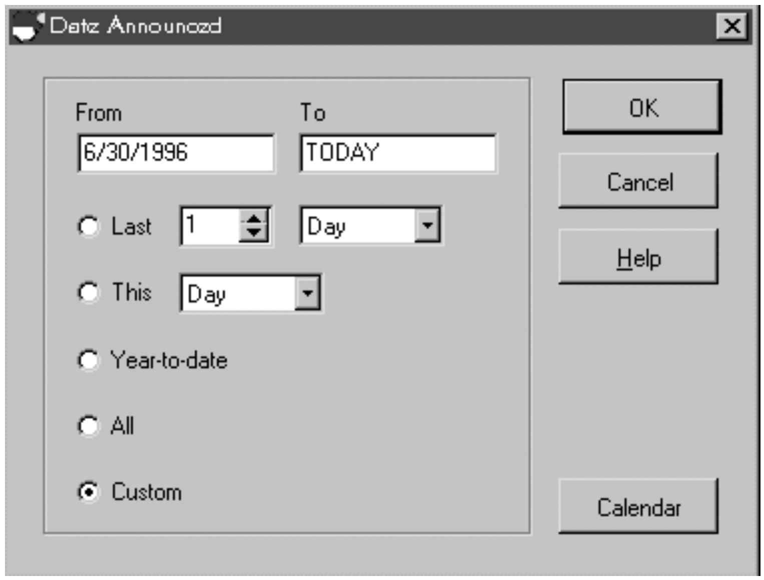
Select a Financials/Multiples report

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

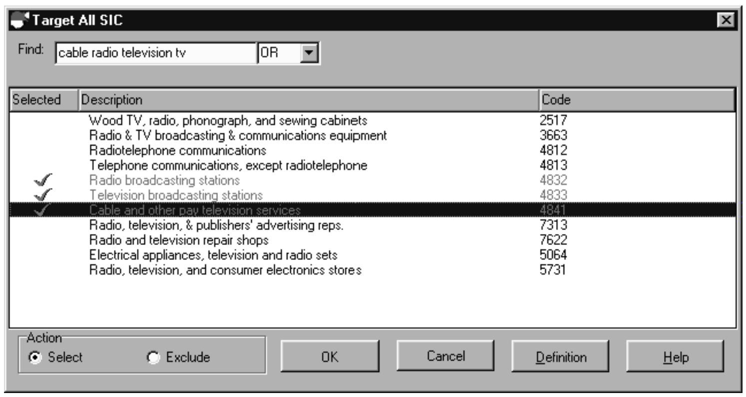
In this step, you select all broadcasting deals. You can select commonly used search items from the Search Items window; the All Items tab contains a list of all available data items. .

*Broadcasting deals*

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

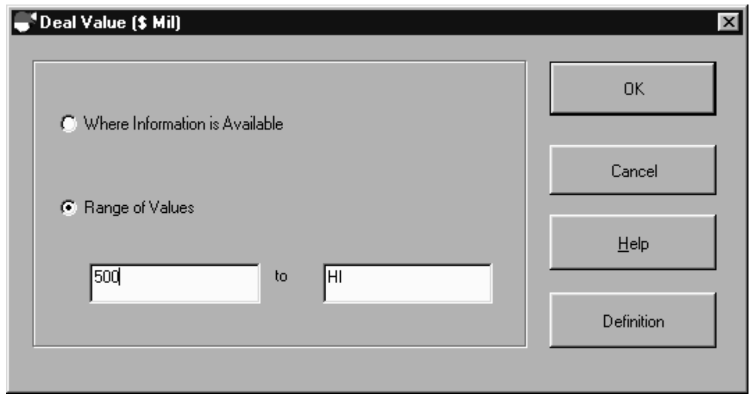
Select a Financials/Multiples report

Save the session

## Step 4: Selecting a Deal Value

*Deals equal to or greater than* $500 *million*

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

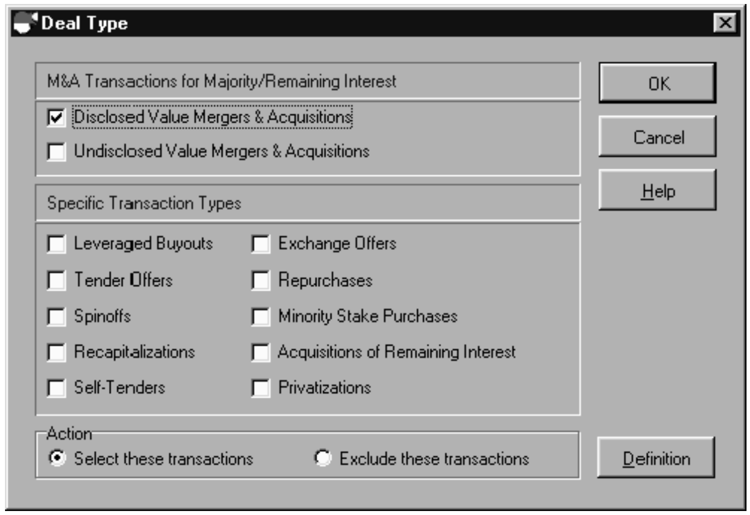
Select a Financials/Multiples report

Save the session

## Step 5: Selecting Disclosed Value Mergers & Acquisitions

*Deal type*

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

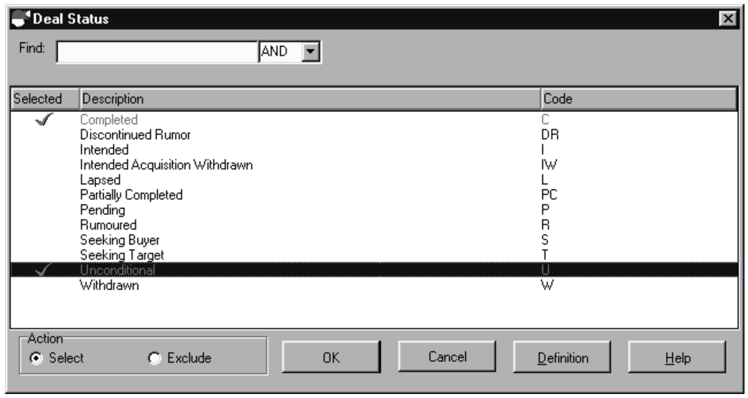
Select a Financials/Multiples report

Save the session

## Step 6: Selecting Completed Transactions

*Deal Status*

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.

*Execute*

Click on the Execute icon .

or

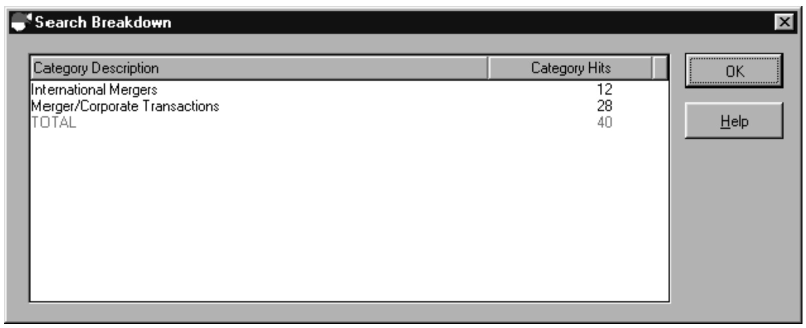
From the Session menu, select Execute.

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**

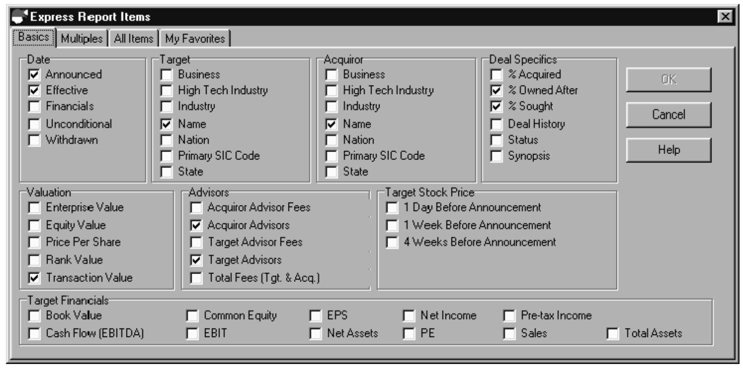
Select a Financials/Multiples report

Save the session

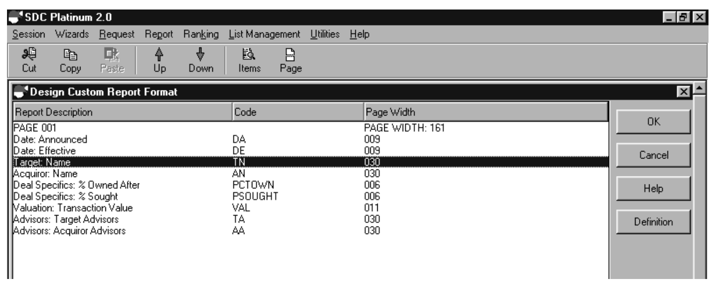
## Step 8: Designing a Brief M&A Report

*Brief Summary Report*

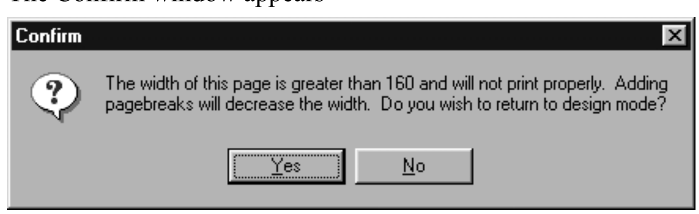
1. From the Report menu, select New Custom.
2. From the Express Report Items window check the data items as seen below:

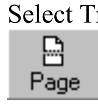



3. Click on **OK.**
4. The Design Custom Report Format window appears



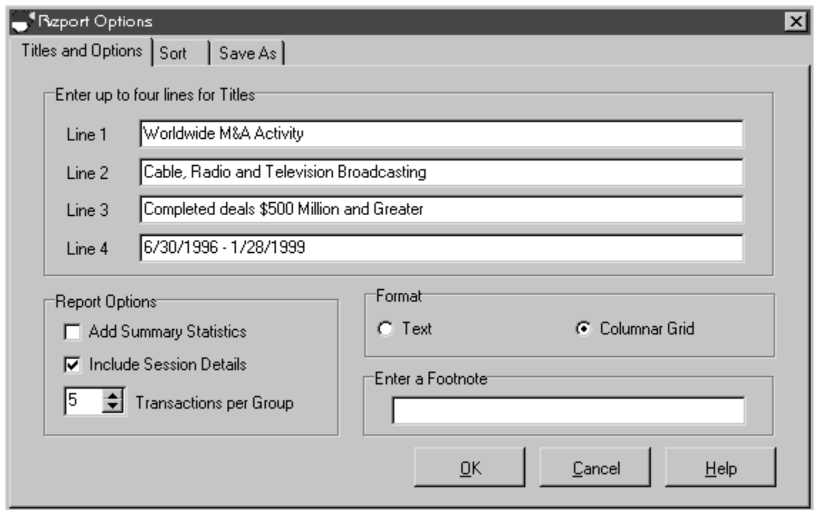

5. The first row, Date Announced as shown here will appear as the first column of your report with a width of 9 characters, and Date Effective the second column and so on. Click on **OK** to accept the placement of columns on the report.
6. The Confirm window appears




   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**
    - Line 4: **6/30/1996 – 1/28/1999**




**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.

*Save session as broadcast*

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

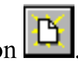
Select a Financial Advisor Fees Report

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**.

*U.S. and non-U.S. targets*

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

*1996*

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

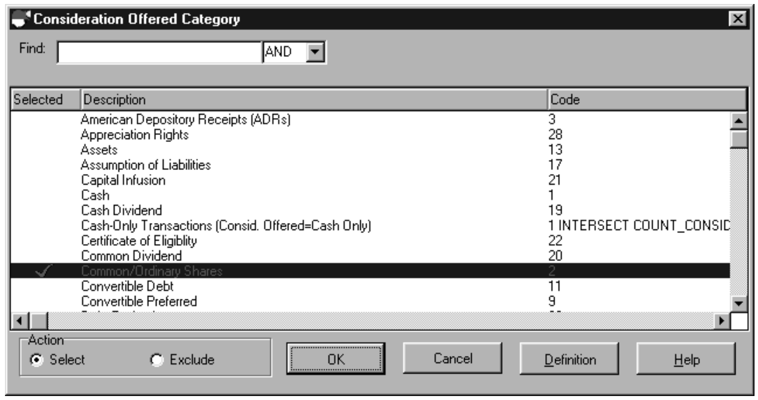
Exit SDC Platinum

---

## Step 2: Selecting Stocks/Shares Offered

*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

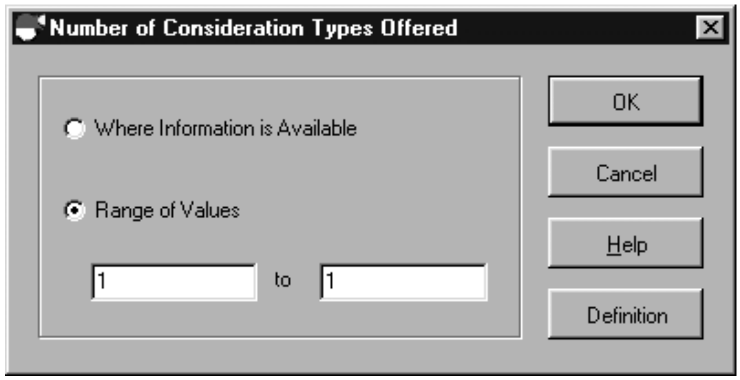
Save the session

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

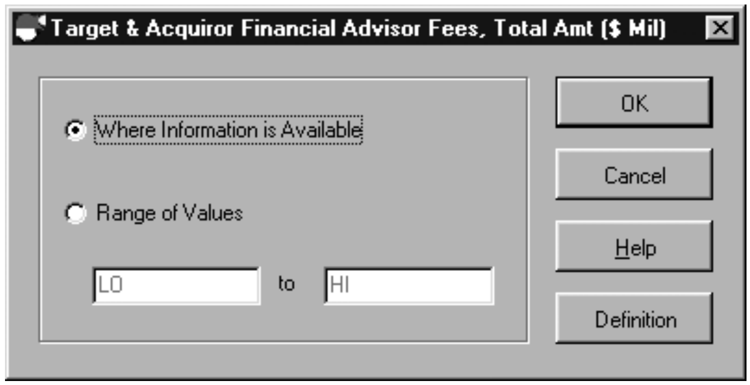
Save the session

Exit SDC Platinum

## Step 4: Selecting Total Fees Payable by Target and Acquiror

*Fees payable by target or 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

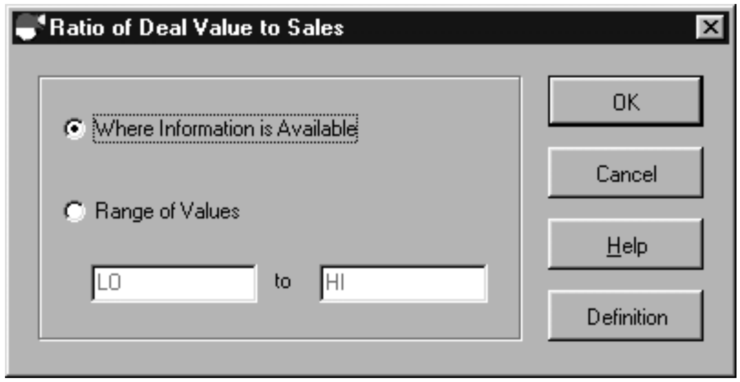
Save the session

Exit SDC Platinum

## Step 5: Selecting the Deal Value to Sales Ratio

*Value of Deal 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

*Value of Deal 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

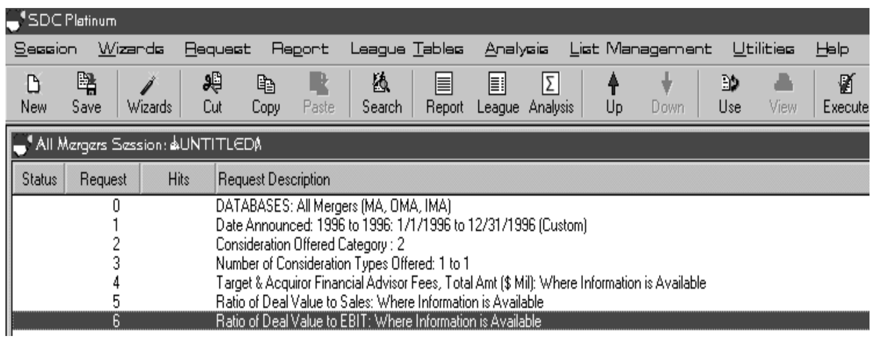
✓ U.S. and Non-U.S. Targets
✓ Date Range: 1996
✓ Common/Ordinary Shares offered
✓ Number of Consideration Types Offered 1
✓ Total Fees Payable by Target and Acquiror
✓ Value of Transaction to Sales Ratio
**✓ Value of Transaction to EBIT Ratio**
Execute search criteria
Select a Financial Advisor Fees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

## Step 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

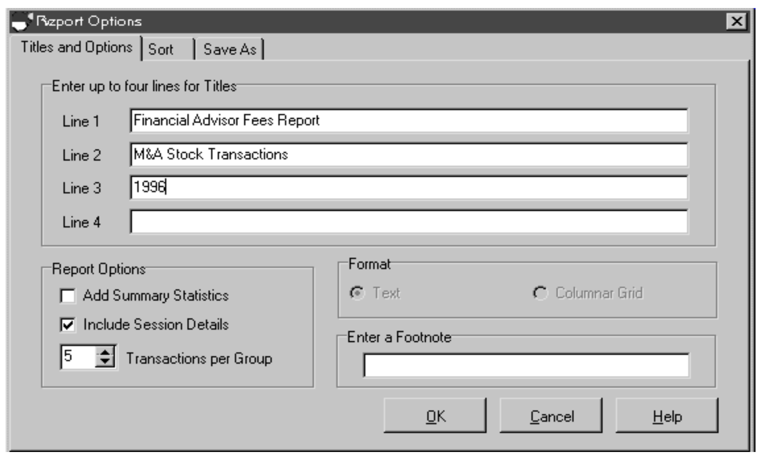
## Step 8: Creating a Financial Advisor Fees Report

*Brief Advisors/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**




*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.

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

*Multiples report*

## Step 9: Creating a Multiples Report

1. Click on the Standard Report icon  or from the Report menu select Open Existing/SDC Standard.
2. From the Standard Report window Comprehensive tab, double-click on **Multiples Report**.
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

*Save session as stcktran*

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

*Exit 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

Report Output for Request 5

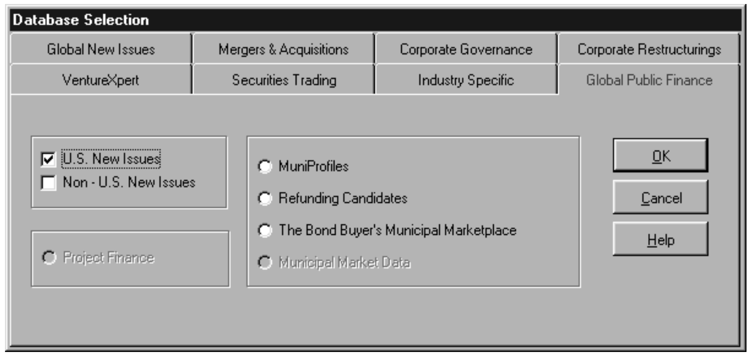
California
Tax Exempt Municipal Transactions
$100 Million and Greater
March 1, 1996 - March 1, 1997
Managing Underwriters' Ranking

| Managing Underwriters | Principal Amount | Rank | Mkt. Share | # of Issues |
|---|---|---|---|---|
| | Full Credit to Book Manager | | | |
| Lehman Brothers | 1,581.6 | 1 | 16.8 | 6 |
| PaineWebber Incorporated | 1,562.7 | 2 | 16.6 | 8 |
| Salomon Smith Barney Holdings | 1,551.7 | 3 | 16.5 | 8 |
| Goldman, Sachs & Co. | 1,327.4 | 4 | 14.1 | 3 |
| Bear, Stearns & Co. | 980.1 | 5 | 10.4 | 5 |
| Bank of America NT&SA | 923.4 | 6 | 9.8 | 4 |
| J.P. Morgan Securities Inc. | 669.9 | 7 | 7.1 | 5 |
| Morgan Stanley Dean Witter | 229.8 | 8 | 2.4 | 2 |
| Merrill Lynch & Co. | 150.0 | 9 | 1.6 | 1 |
| Dillon, Read & Co. Inc. | 112.0 | 10 | 1.2 | 1 |
| Sutro & Co. Incorporated | 111.0 | 11 | 1.2 | 1 |
| First Albany Corporation | 110.0 | 12 | 1.2 | 1 |
| Grigsby Brandford & Co. Inc. | 104.1 | 13 | 1.1 | 1 |
| Top 13 Totals | 9,413.7 | - | 100.0 | 46 |

## Step 1: Selecting a Municipal Database

*Municipal U.S. new issues*

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

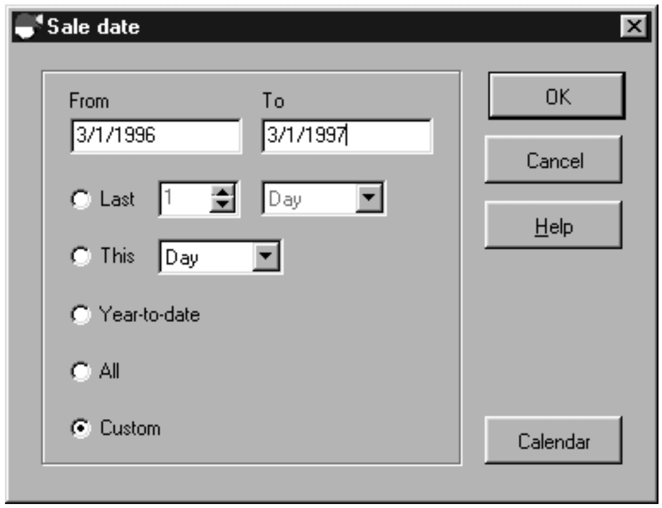
Design a Sale Date Report

## 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.

3/1/1996-3/1/1997

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

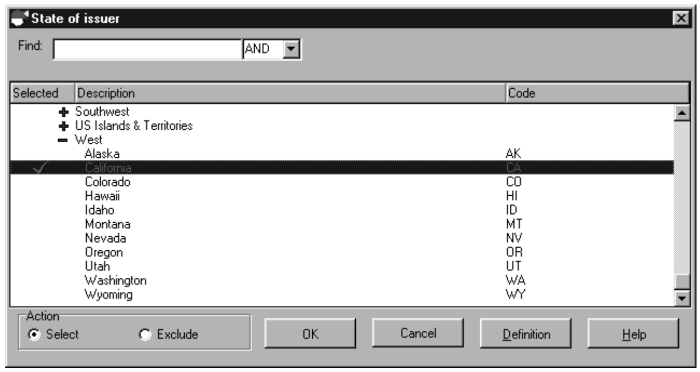
Design a Sale Date Report

## 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**.

*California*

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

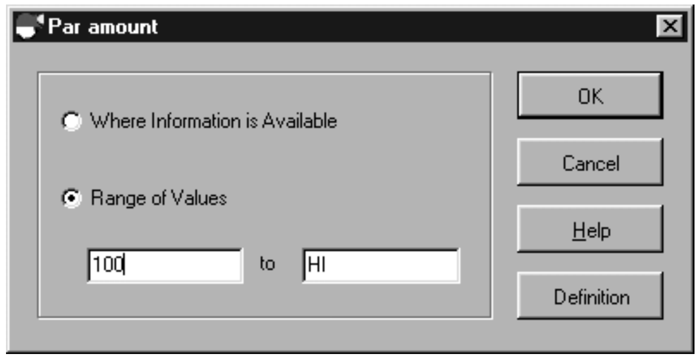
Select a Managing Underwriters League Table

Design a Sale Date Report

## Step 4: Specifying a Par Amount Range

*Par amount equal to or greater than $100 million*

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

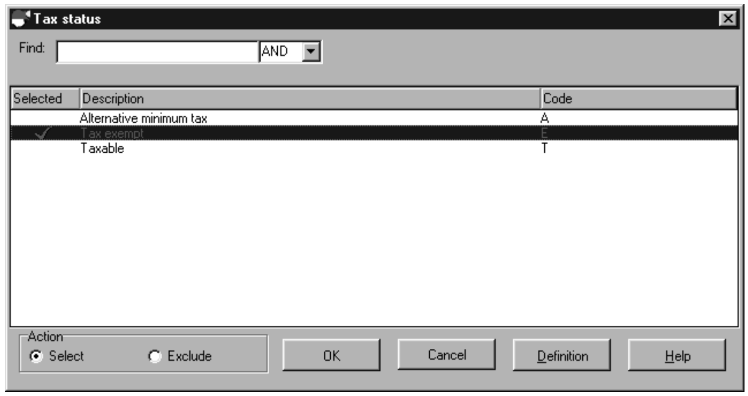
Design a Sale Date Report

## Step 5: Selecting Tax-Exempt Issues

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

*Tax exempt issues*

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**

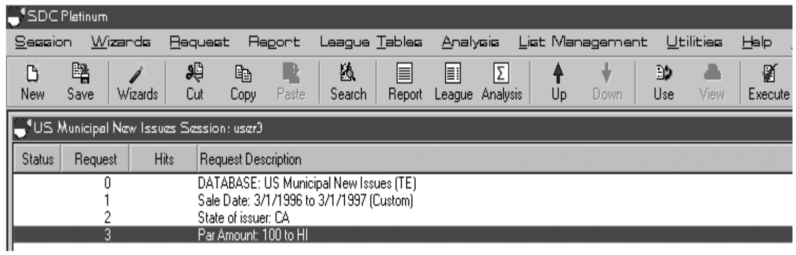
Execute search criteria

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.




*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**

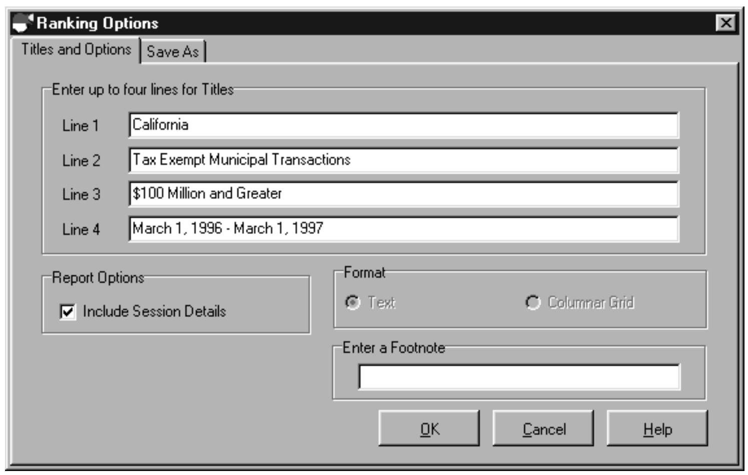
Select a Managing Underwriters League Table

Design a Sale Date Report

## Step 7: Selecting a League Table

*Managing Underwriters 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**



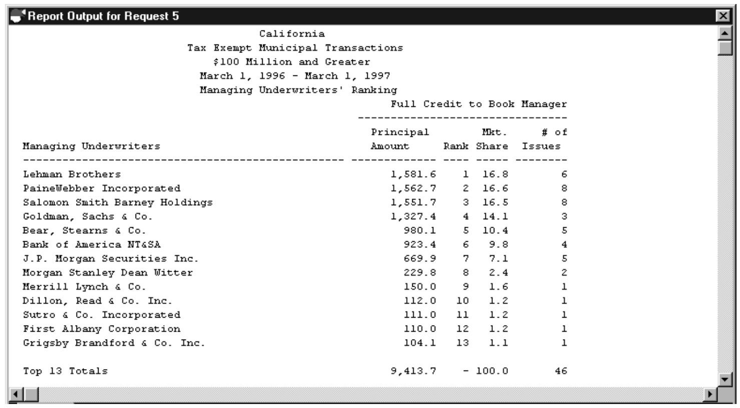

*Titles*

**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.



Report Output for Request 5

California
Tax Exempt Municipal Transactions
$100 Million and Greater
March 1, 1996 - March 1, 1997
Managing Underwriters' Ranking
Full Credit to Book Manager

| Managing Underwriters | Principal Amount | Rank | Mkt. Share | # of Issues |
|---|---|---|---|---|
| Lehman Brothers | 1,581.6 | 1 | 16.8 | 6 |
| PaineWebber Incorporated | 1,562.7 | 2 | 16.6 | 8 |
| Salomon Smith Barney Holdings | 1,551.7 | 3 | 16.5 | 8 |
| Goldman, Sachs & Co. | 1,327.4 | 4 | 14.1 | 3 |
| Bear, Stearns & Co. | 980.1 | 5 | 10.4 | 5 |
| Bank of America NT&SA | 923.4 | 6 | 9.8 | 4 |
| J.P. Morgan Securities Inc. | 669.9 | 7 | 7.1 | 5 |
| Morgan Stanley Dean Witter | 229.8 | 8 | 2.4 | 2 |
| Merrill Lynch & Co. | 150.0 | 9 | 1.6 | 1 |
| Dillon, Read & Co. Inc. | 112.0 | 10 | 1.2 | 1 |
| Sutro & Co. Incorporated | 111.0 | 11 | 1.2 | 1 |
| First Albany Corporation | 110.0 | 12 | 1.2 | 1 |
| Grigsby Brandford & Co. Inc. | 104.1 | 13 | 1.1 | 1 |
| Top 13 Totals | 9,413.7 | - | 100.0 | 46 |

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**

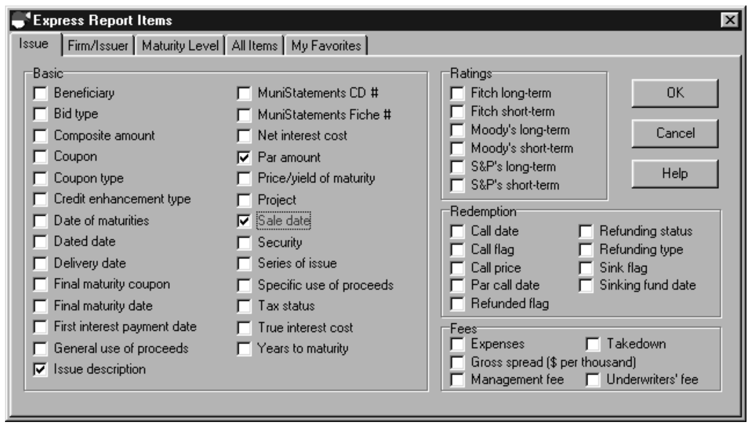
Design a Sale Date Report

## Step 8: Creating a Custom Report

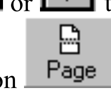
SDC offers standard brief and comprehensive reports. It also lets you create custom reports. In this step you create a custom report that includes the sale date, issuer name, description of the issue, par amount, and lead manager.

*Custom report*

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**

*Exporting data*

**Hint:** You can use the Save As tab to export your League Table data to a 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.

*Exit SDC Platinum*

13. From the Main Session window Session menu, select **Exit**.
14. Click on **Yes** to save the session.
15. 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**

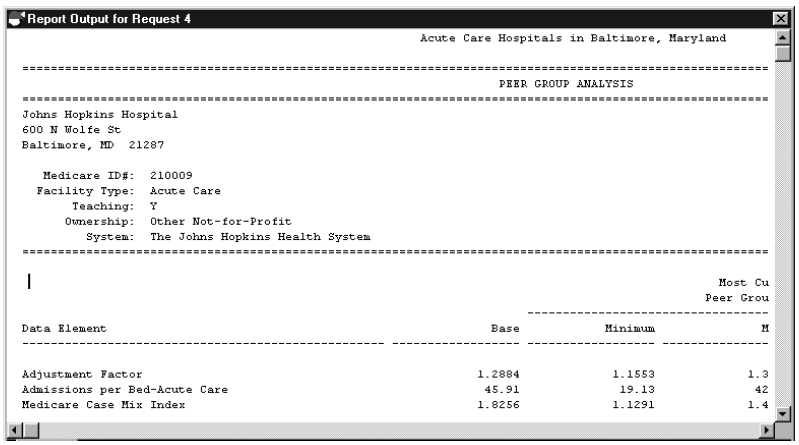
# Healthcare Sample Session

## 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



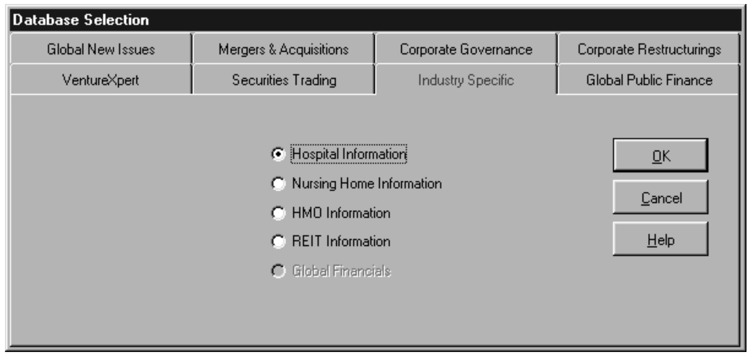
Report Output for Request 4

```
                                              Acute Care Hospitals in Baltimore, Maryland

=====================================================================================================
                                                                 PEER GROUP ANALYSIS
=====================================================================================================
Johns Hopkins Hospital
600 N Wolfe St
Baltimore, MD  21287

   Medicare ID#:  210009
  Facility Type:  Acute Care
       Teaching:  Y
      Ownership:  Other Not-for-Profit
         System:  The Johns Hopkins Health System
=====================================================================================================

                                                                                              Most Cu
                                                                                             Peer Grou
                                                                     ----------------------------------
Data Element                                                   Base            Minimum                M
--------------------------------------------------- ------------------ ------------------ ---------------

Adjustment Factor                                             1.2884             1.1553             1.3
Admissions per Bed-Acute Care                                  45.91              19.13              42
Medicare Case Mix Index                                       1.8256             1.1291             1.4
```

## Step 1: Selecting a Healthcare Database

*Hospital Information*

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

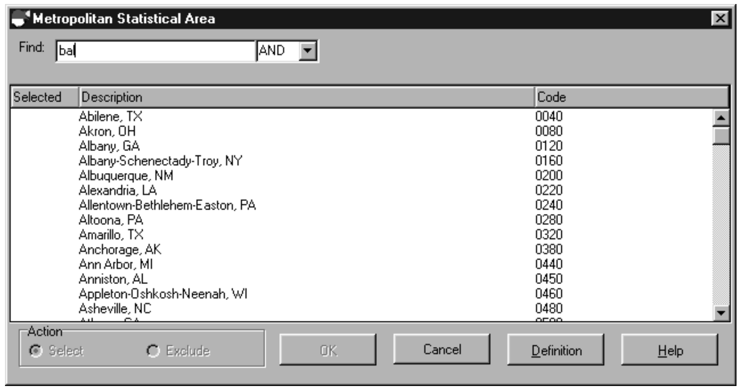
Create a Product, Efficiency, and Price (Peer Group) Report

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.**

*Baltimore, Maryland*

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

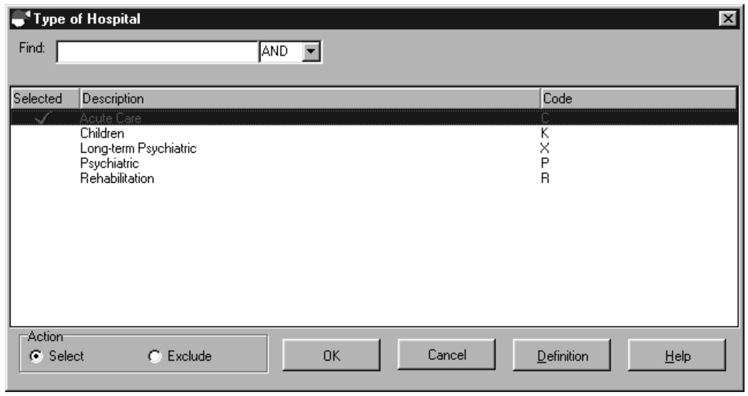
Exit SDC Platinum

## Step 3: Selecting the Type of Hospital

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

*Acute care hospitals*

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

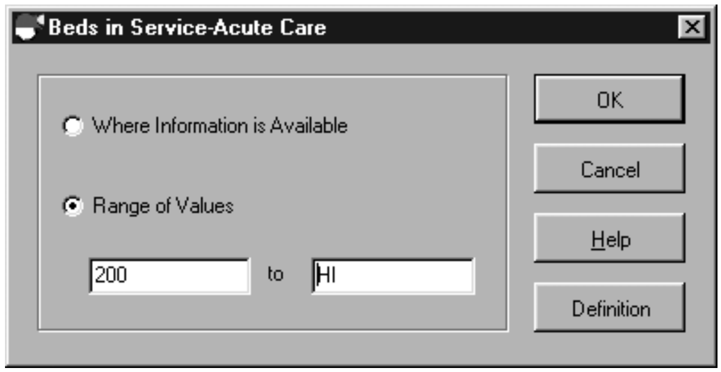
Save the session

Exit SDC Platinum

## Step 4: Selecting Beds in Services

*200 or more beds in service*

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**.




**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**.
4. Click on **Close**.

## 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.

*Execute*

Click on the Execute icon .

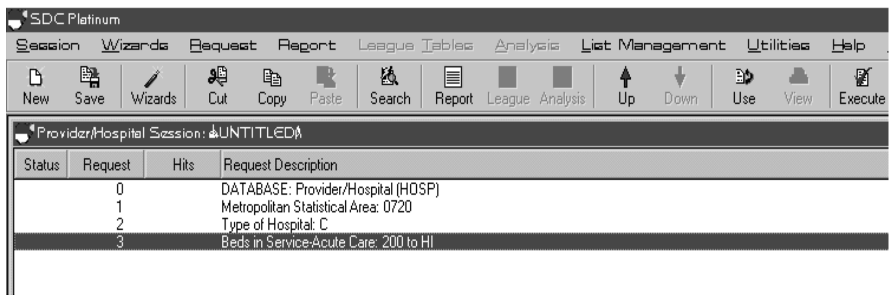
or

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

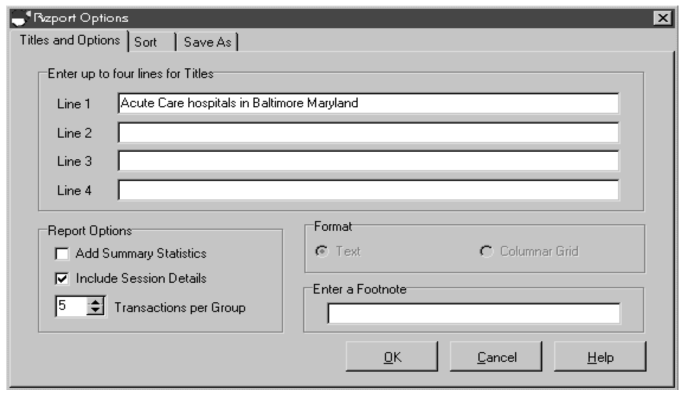
Save the session

Exit SDC Platinum

## Step 6: Creating a Peer Group Analysis Report

*Product, Efficiency, Price (Peer Group) 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**




*Titles*

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

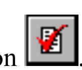
*Exporting data*

**Hint:** You can use the Save As tab to export your League Table data to a 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.

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.

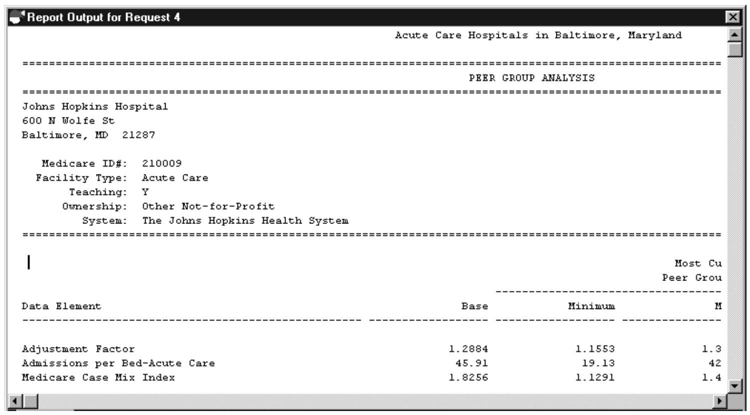
*Peer Group Analysis*

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

*Save session and exit 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)

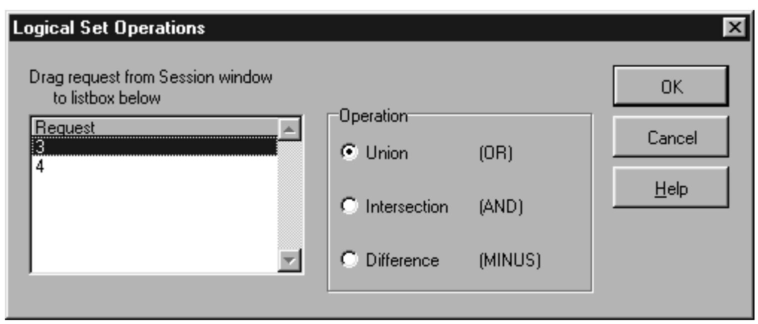
Intersect — Find the common transactions in two or more requests (AND)

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.

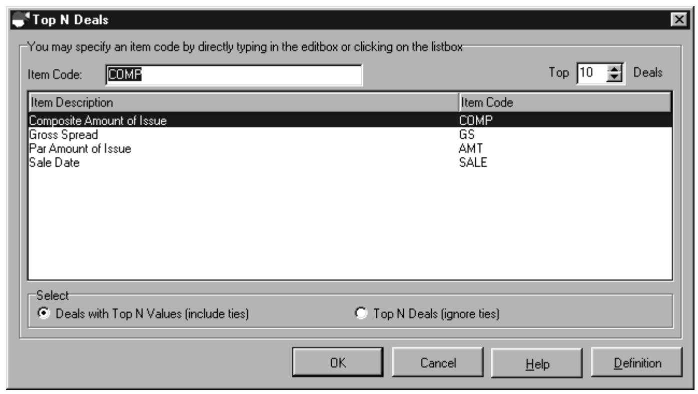
## Top N Deals

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.

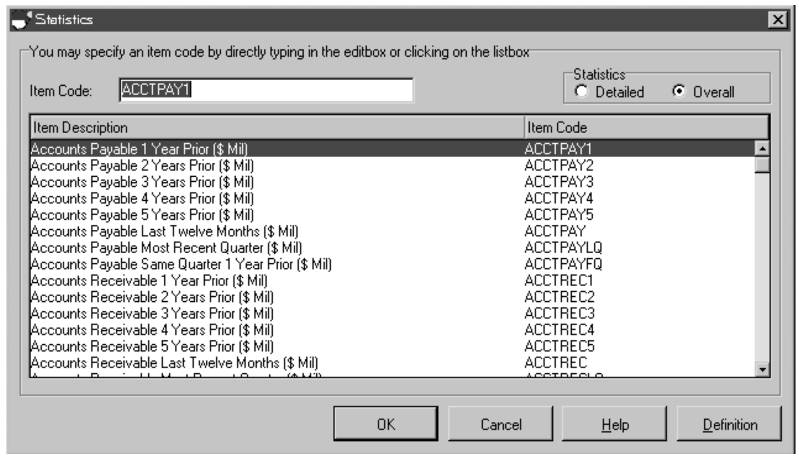
## Statistics

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.

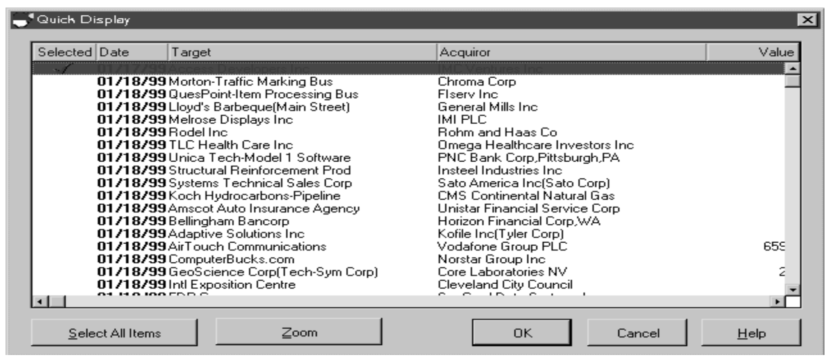
## Quick Display

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.




   **Note:** The transactions are sorted by date. You can click on a column heading to sort the transactions by that heading. Click once to sort in ascending order; click again to sort in descending order.

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:

| Extension | File Type |
|---|---|
| ssh | Sessions |
| lst | Lists |
| rpt | Report formats |
| rnk | Rank formats |
| qrs | Search results |

# Online Help

## What's in Online Help?

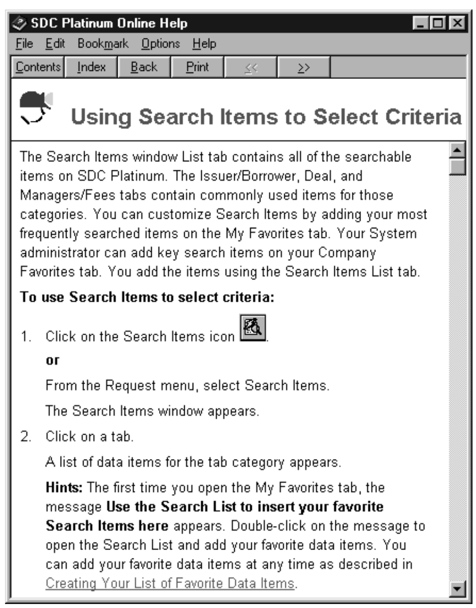
You can use SDC Platinum online help to find information such as

- 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**



## 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.