



20 WORKING WITH TEXT INFORMATION

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THE TEXT MANAGER lets you view text-oriented information, including headlines, stories, and reports. Depending on your subscriptions, you can view text information from a broad array of knowledgeable sources covering a wide range of topics.

Although the Text Manager can run independently of the eSignal application, it is readily accessible from anywhere in eSignal using standard features such as the toolbar, the View menu, and right-clicking. Figure 20-1 shows the Text Manager application window with sample text windows.

There are several ways to start the Text Manager from within eSignal. Depending on which method you select, the Text Manager starts and opens a headline, news alert, or Report window for the symbol you have highlighted in eSignal.

To start the Text Manager from eSignal

- 1 Click the Headlines icon or choose Headlines from the View menu to start the Text Manager and display a running list of headlines.
- 1 Click the Reports icon or choose Reports from the View menu to start the Text Manager and list the currently available reports.
- 1 Right-click a symbol in a Quote, Portfolio, Summary or Leaders window. If News is available on the pop-up menu, it means that headlines pertaining to the symbol are available. Choose News to start the Text Manager and display the issue's headlines.
- 1 Click a symbol's number button in the H column of a Quote window to start the Text Manager and display an issue's headlines.

To exit the Text Manager

- 1 Choose Exit from the File menu or click the Close icon in the Text Manager's title bar.

When you close the Text Manager, it saves the current window layout. The next time Text Manager starts, it opens with the same layout.

Anatomy of the Text Manager Window

The Text Manager window is similar to the eSignal window. It contains menus, a toolbar, a status bar, and a central area where text windows are displayed. You can move, resize, minimize, change colors and fonts, and close text windows just as you do data windows in eSignal. Unlike with eSignal windows, you can't save a text window as a file and open it later.

Figure 20-2 shows the basic elements of the Text Manager application window.



Figure 20-2. Text Manager Application Window Elements

Title Bar

The title bar is located at the very top of the application window. It shows the application name and the name of the active text window. It also includes the standard Windows controls for minimizing, resizing, and closing the application window.

Menu Line

The menu line sits just below the title bar. Like eSignal, the menus provide access to the commands that you'll use as you work with the Text Manager.

Toolbar

The toolbar sits below the menu line. Clicking an icon in the toolbar is a shortcut to the menu commands you'll use most frequently. A brief description appears when you position the cursor over an icon.

Text Windows

Text Manager windows include Headlines windows, Report windows, and Text windows that contain news stories and reports. They all look and operate the same. The only difference is the information that is displayed.

Status Bar

The status bar, located at the bottom of the application window, provides important status information. Pay particular attention to the reception indicator on the far right. If it's not displaying "OK," then you may not be receiving data.

Working with Headlines

A Headlines window provides you with a running record of headlines for the last 24 hours from a variety of sources. In addition to the headline, each entry includes the source, date and time, and the stock symbol to which it refers (if applicable).

You can have several Headlines windows open at the same time. For example, you might want one window to track all headlines and another to track headlines for a specific symbol or keyword.

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Figure 20-3 shows an example of a Headlines window.



Figure 20-3. Headlines Window

In many instances, online users can access the story behind a headline. Click a headline to open a new text window containing the story behind the headline.

Figure 20-4 is an example of a Story window containing a headline news article.



DJ NYSE Most Active At 2:00 P.M.

10-23-2003
Dow Jones News Services
(Copyright © 2003 Dow Jones & Company
Inc.)

Lucent Technol	22,727,000	8.88	DroG, 22
Exxon Corp	19,534,500	20.47	DroG, 28
AT&T Global	17,207,400	17.00	UpG, 00
ZBC Comm	16,416,200	28.88	DroG, 72
KRC Corp	14,878,800	12.28	UpG, 26
Pharmacia Corp	14,355,600	38.48	DroG, 00
ALL Tech Solut	13,099,700	37.03	UpG, 28
CiscoComm	11,222,300	47.74	UpG, 72
General Elec	10,120,500	37.26	DroG, 26
AT&T	8,920,100	17.28	DroG, 24
Rock A	8,076,200	21.24	DroG, 00
Spoken PCB Res	7,888,100	24.07	UpG, 00
Texas Instr	7,384,500	29.40	UpG, 00
Lincoln Media A	7,222,400	12.24	DroG, 00
Deere Inc	7,199,700	42.40	DroG, 22
PerkinElmer Fin	6,947,800	4.60	DroG, 27
MOBILE MCGRAW	6,222,200	7.20	UpG, 12
Keen Retail Co	6,222,800	42.44	DroG, 00
J.P. Morgan Ch	6,222,200	26.24	UpG, 00
Verizon Comm	6,120,700	40.22	DroG, 26

Figure 20-4. Story Window

Opening a Headlines Window

From within the Text Manager, you can open Headlines windows that let you view all headlines or headlines for a symbol, service, or keyword.

To open a Headlines window that displays all headlines

- 1 Click the headlines icon in the toolbar or choose Headlines from the View menu.

To open a Headlines window for a symbol

You can click on a symbol in an open Headlines window to create a new window with just that symbol's headlines. If you can't find the symbol or don't have a Headlines window open, try this:

- 1 Click the Headline By Symbol icon in the toolbar or choose Headlines By Symbol from the View menu. The Headline Symbol dialog box appears.
- 2 Choose an active symbol from the list or enter a new symbol in the symbol field.
- 3 Click OK to open a new Headlines window that contains the headlines for the symbol you selected.

To open a Headlines window for a service

Again, you can click on a service in an open Headlines window to create a new window with just that service's headlines. If you can't find the service or don't have a Headlines window open, here's what you can do:

- 1 Click the *Headline By Service* icon in the toolbar or choose *Headline By Service* from the *View* menu. The *Headline Services* dialog box appears.
- 2 Choose a service from the list, and then click *OK* to open a new Headlines window that contains the headlines for the service you selected.

Changing the Sort Order

You can sort headlines in the current window by time or by news service. If you sort by time, headlines are arranged chronologically by the time they were received. If you sort by service, headlines are arranged alphabetically by news service. For example, all headlines with the service code *DJ* (for Dow Jones) would appear before headlines with the *MW* (for CBS MarketWatch) service code.

To sort headlines

- 1 Right-click anywhere in the Headlines window and choose *Headline Sort* from the pop-up menu or choose *Headline Sort* from the *Options* menu (*Alt-O, S*). The *Headline Sort* dialog box appears.
- 2 In the dialog box, check whether you want to sort headlines by time or by news service.
- 3 Click *OK* to sort the headlines.

Adding or Removing the Date Field

Depending on your needs, you may want to display the headline date or not. You can toggle the date field on or off by right-clicking anywhere in the Headlines window and choosing **Headline Date**.

Searching for Headlines

Headlines windows normally show headlines for the current day. At some point, you'll probably want to recall an older headline that contains some important tidbit of information. That's when the search feature comes in handy.

Search lets you comb the headlines database for older headlines and display historical information. Search lets you select exactly which headlines you want to view. In addition to searching for headlines by symbol, news service, keyword, or category, you can set additional options to narrow or widen your search. You can specify the maximum number of headlines you want to find, and you can search for previous days' headlines by specifying the number of previous days you want to search.

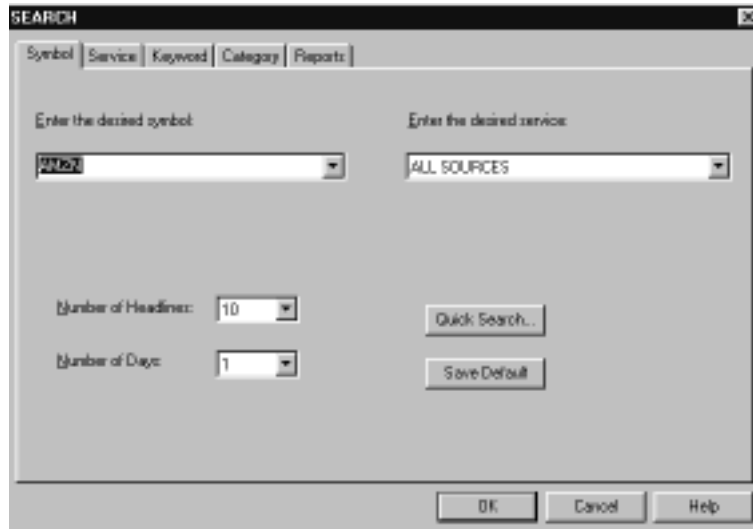
Quick searches allow you to set up search criteria, then save them with a name that you choose. Your quick searches then appear in the Search menu for fast access.

To search for headlines

- 1 Choose **News Database** from the Search menu (Alt-S, N), then specify the type of search (**Symbol**, **Service**, **Keyword**, **Category**, **Reports**) that you want from the Search sub-menu or click the Search icon on the toolbar. The Search dialog box appears.

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- 2 If necessary, select the tab for the type of search you want.
- 3 Enter your search criteria in the fields provided. In most cases, you'll be able to select your criteria from a pull-down list.
- 4 Select the maximum number of headlines you want to display from the Number of Headlines pull-down list.
- 5 Select the number of days you want the search to go back from the Number of Days pull-down list.
- 6 Click OK.

The headlines that match your selections appear in a new Headlines window. The criterion you searched on appears in the window's title bar.

In the Search dialog box, you can also choose to save your search specifications as the default or as a quick search. If you save the search as the default, the criteria display whenever you choose News Database from the Search menu. If you save the search as a quick search, you'll be prompted to enter a quick search name that will subsequently appear as a selection in the Search menu.

Using Keyword Tables to Display Headlines

Keyword tables let you set up continuous searches that look for headlines and stories containing words or symbols that you specify. A keyword table search is forward looking. That is, it begins to fill in as you receive new headlines that meet the criteria.

For example, if you are looking for opportunities, you could set up a keyword table to look for headlines and stories that might point to market opportunities. When a headline or story containing one of your keywords is received, the relevant headline is displayed in a special Headlines window for the keyword table. In addition to or in place of the Headlines window, you can set up alerts to notify you when a matching headline is found. Keyword tables can also be set up to combine search terms. For example, you could set up a keyword table that looks for headlines and stories that contain a particular stock symbol and the word merger.

Figure 20-5 illustrates a Headlines window constructed using a keyword table.



Figure 20-5. Headline Window Created with a Keyword Table

Setting Up a Keyword Table

Keyword tables are set up using the KeywordTable dialog box (shown in Figure 20-6).

You specify the keywords you want to use, the sources to monitor, the name of the keyword table, and other options. After you set up the keyword table, it remains open until you deactivate or delete it, or until you close the Text Manager. If you close the Text Manager with an active keyword table, the keyword table will become active again when you restart the application.



Figure 20-6. Keyword Table Dialog Box

HELP

For a detailed description of how to set up and manage keyword tables, see Working with Keyword Tables in online Help.

Working with Reports

Working with a Reports window is much the same as working with a Headlines window. The Reports window provides you with a running list of reports from a variety of sources.

Figure 20-7 shows an example of a Reports window.

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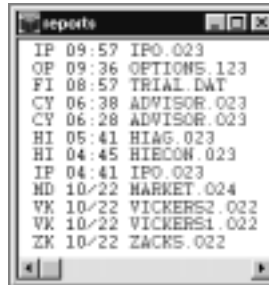


Figure 20-7. Reports Window Example

Each line item in a Reports window includes a Report icon, a source or category code, date and time, and a report file name. Like in the Headlines window, you can click the icon to open a text window containing the report file.

Figure 20-8 is an example of what you get when you click on a Report icon.

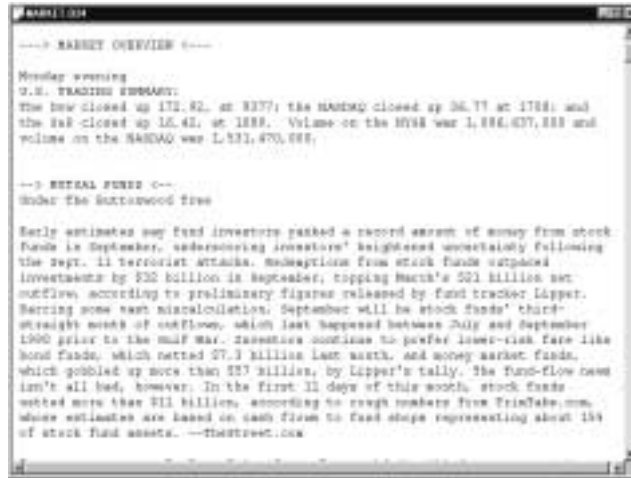


Figure 20-8. Report Text Window Example

Filtering Reports

You can use the source or category code to create additional Reports windows that are more focused.

To filter the Reports window

- 1 In the main Reports window, click the two-letter code for a source or category.

A separate Reports window appears, listing only those reports that are linked to the source or category. The title bar of the new window displays the two-letter code for the source or category.

Copying the Content of Text Windows

You can copy some or all of a report's text onto the Windows clipboard and paste it into another document using your word processor or other applications.

To copy selected text

- 1 Hold down the left mouse button and drag it to highlight the text you want to copy.
- 2 Choose Copy from the Edit menu.

The selected text is copied to the Windows Clipboard.

To copy a complete report

- 1 With a text window active, choose Copy All from the Edit menu.

All the text in the window is copied to the Windows Clipboard.

Printing the Content of a Window

You can print the content of any Text Manager window, including reports and news stories. The process for setting up your printer and printing works exactly the same as it does in eSignal. See Chapter 5, eSignal Basics, if you need a refresher.