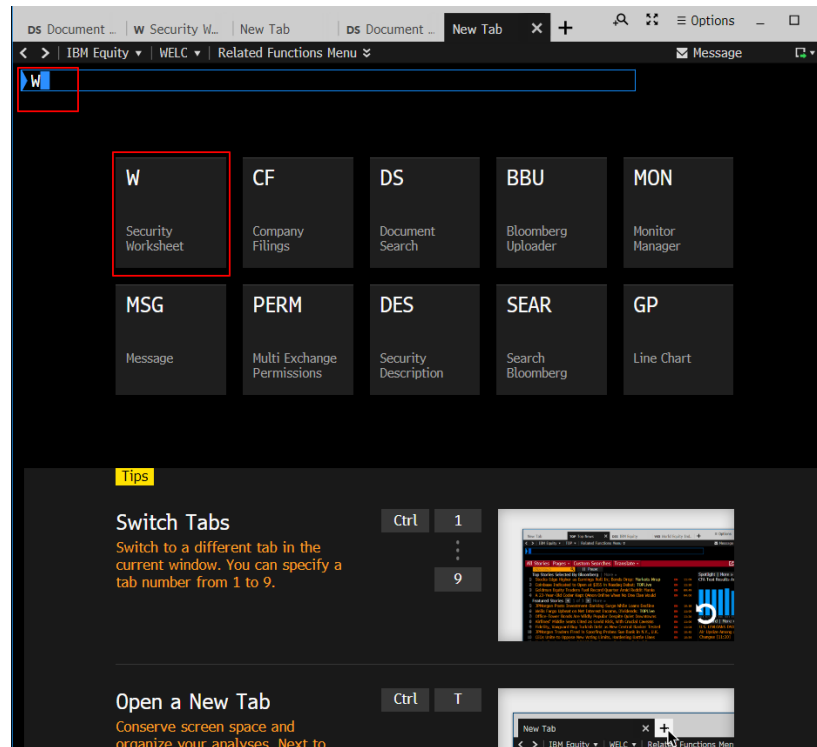
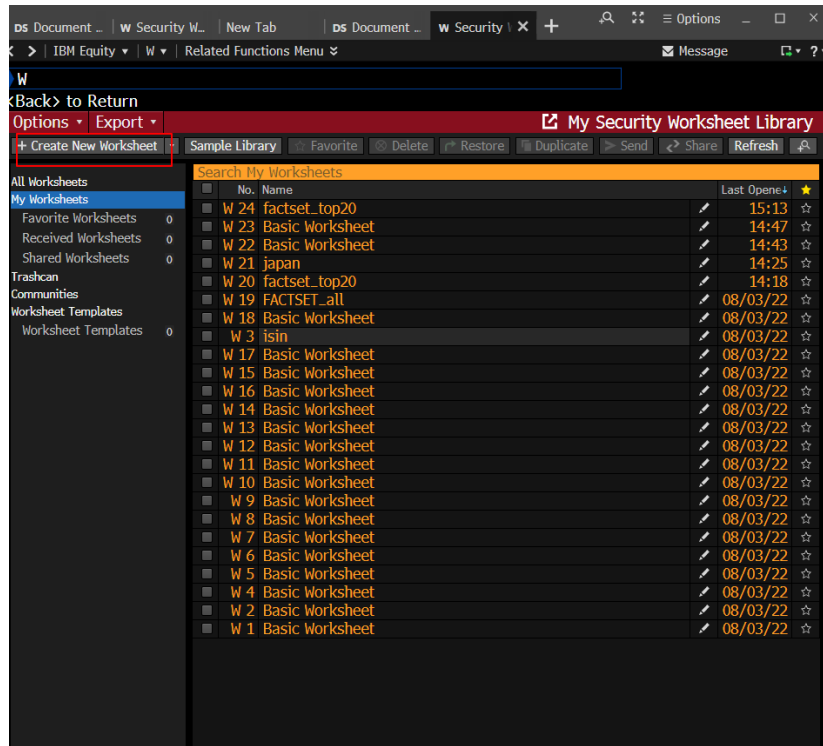


1. Register an account on Bloomberg Terminal at the 244 room at Van Pelt Library
2. Prepare a worksheet including all companies you need with ISIN code
  - Open a new tab and click Security Worksheet, or you can search W at the bar



- Click 'Create new Worksheet'



- Click "Create"



- Copy the ISIN number from the Excel and paste it to the Ticker column in the new BT worksheet
  - Tips: use **right click** instead of **ctrl+v** to paste on BT

- Once you paste the ISIN number on BT, it will turn to Ticker automatically

[illegible]

- Add an ISIN column by search if you need

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W 23: Basic Worksheet

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	Ticker		Last Price	Net	%ID	isin
	WTW US	d	1208.925	+0.61	+0.29%	
	IHG LN	d	4947.0c	+53.00	+1.08%	
	LBITYA US	d	121.70	+0.11	+0.51%	
	ABDN LN	d	167.60c	+3.30	+2.01%	
	WPP LN	d	892.80c	+11.00	+1.25%	
	ANTO LN	d	1130.0c	+12.50	+1.12%	
	AHT LN	d	4597.0c	+101.00	+2.25%	
	SVT LN	d	3003.0c	+22.00	+0.74%	
	BHP AU	d	38.17c	-0.44	-1.14%	
	BDEV LN	d	492.40c	+3.00	+0.61%	
	BLND LN	d	478.60c	-7.10	-1.46%	
	BNZL LN	d	3097.0c	+38.00	+1.24%	
	AVV LN	d	2392.0c	+52.00	+2.22%	
	AV/ LN	d	401.40c	-0.90	-0.22%	
	CRDA LN	d	7296.0c	+122.00	+1.70%	
	DGE LN	d	3883.0c	+12.50	+0.32%	
	SDR LN	xd	2968.0c	+15.00	+0.51%	
	BA/ LN	d	793.80c	-3.00	-0.38%	
	BATS LN	d	3219.5c	-60.50	-1.84%	
	HLMA LN	d	2328.0c	+51.00	+2.24%	

Field Matches

- ISIN Realtime Q1050
- ISIN Number ID005
- Cheapest to Deliver ISIN F0069
- YAS Benchmark Bond ISIN SP052
- Underlying ISIN Number OP077
- Primary RO (ISIN) SW155
- Real Primary Reference Obligation ISIN SW740
- Common Stock ISIN Number CV105
- See All Field Matches...

"isin" Custom Column

- Rename the file

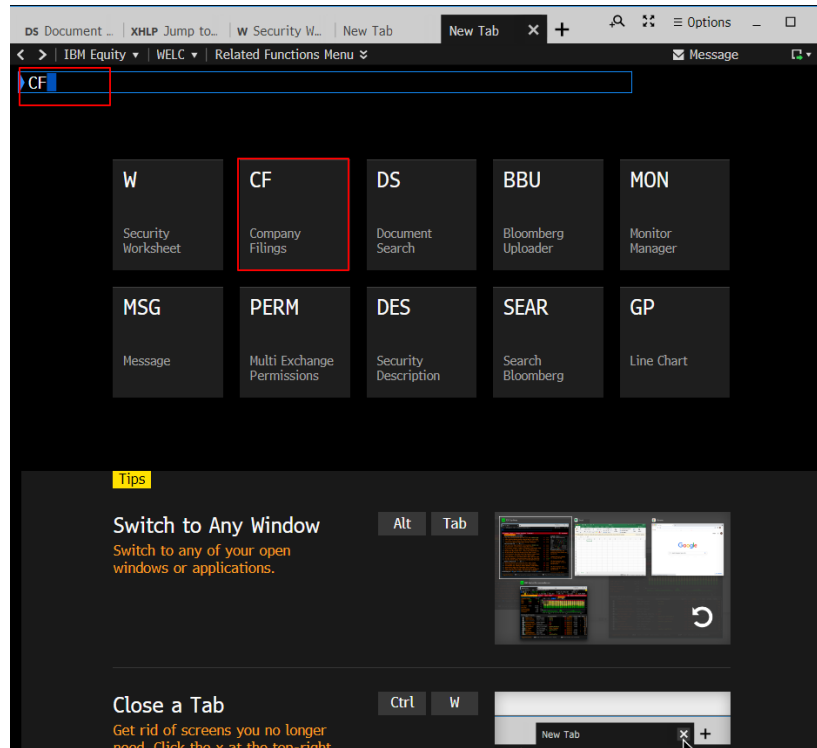


- Copy the link

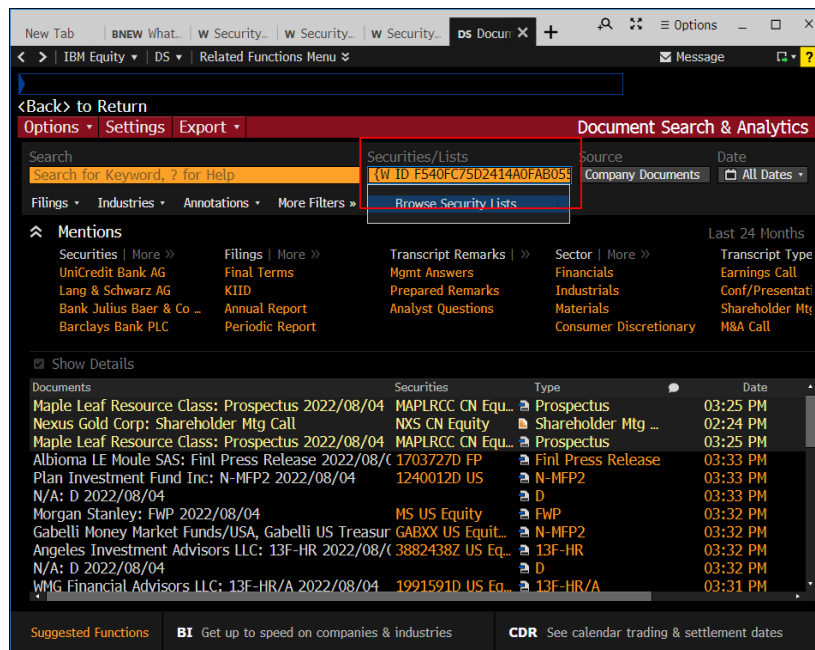


### 3. Download the reports on Company Filings tab

- Open a new tab and click company filings or search the CF in the bar

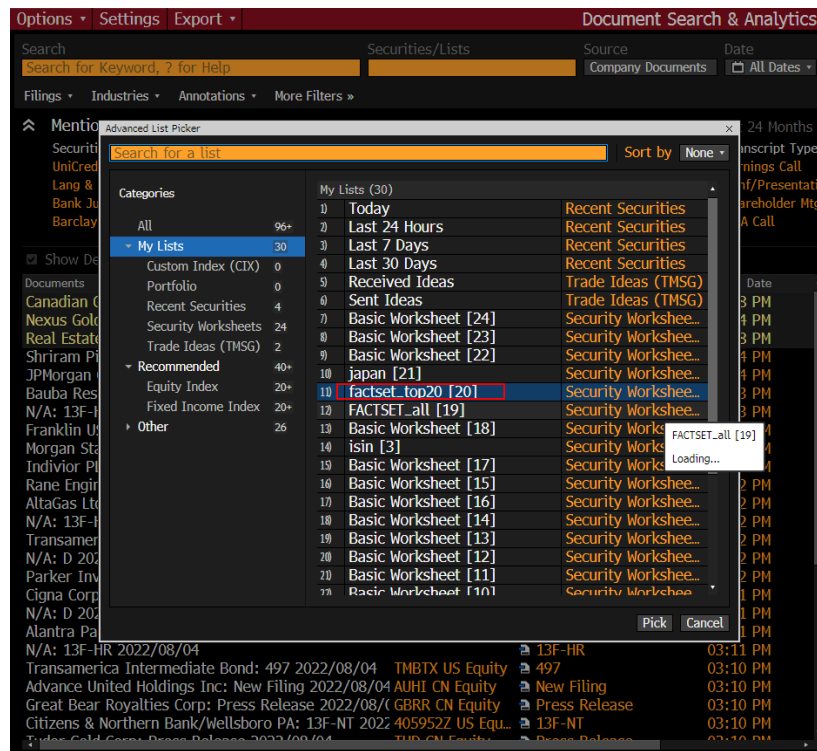


- Paste the link you copied on Security Worksheet tab to Securities/Lists bar, and click Browse Security Lists
  - Tip: use the **ctrl+v** to paste here



- choose the file you make

- Tips: it may take some time for the software process and show your table here



- Click Filings to set the filters for documents you want:



- Set date here

The screenshot shows the 'Document Search & Analytics' interface. The 'Date' dropdown menu is open, showing options: All Dates, Last 7 Days, Last 30 Days, Last 1 Year, Last 2 Years, Last 5 Years, and Custom. The 'All Dates' option is selected.

Documents	Securities	Type	Date
Maple Leaf Resource Class: Prospectus 2022/08/04	MAPLRCC CN Equ...	Prospectus	03:25 PM
Nexus Gold Corp: Shareholder Mtg Call	NXS CN Equity	Shareholder Mtg ...	02:24 PM
Maple Leaf Resource Class: Prospectus 2022/08/04	MAPLRCC CN Equ...	Prospectus	03:25 PM
Northlake Municipal Management District No 1: Official Statement	1823802D US	Official Statement	03:39 PM
Sonoco Products Co: Corporate Responsibility 2022/08/04	SON US	Corporate Respon...	03:38 PM
ONE Gas Inc: FWP 2022/08/04	OGS US	FWP	03:38 PM
I REG Multifamily Fund II LP: D/A 2022/08/04	PE27470 US	D/A	03:38 PM
Viking Therapeutics Inc: Company Presentation 2022/08/04	VKTX US	Company Present...	03:37 PM
Budros Ruhlin & Roe Inc: 13F-HR 2022/08/04	3830020Z US	13F-HR	03:37 PM
Rothschild & Co: Finl Press Release 2022/08/04	ROTH FP	Finl Press Release	03:36 PM
Karbon-X Corp: 8-K 2022/08/04	KARX US	8-K	03:36 PM

- Export

The screenshot shows the 'Document Search & Analytics' interface. The 'Export' dropdown menu is open, showing options: Bulk Download, Export Results to Excel, and Export Securities to Excel. The 'Bulk Download' option is selected.

Documents	Securities	Matches	Type	Date
Deutsche Post AG: Annual/YUHO 2022/06/30	DPW GR		Annual/YUHO	06/30/22
MTU Aero Engines AG: Annual Report 2022/03/23	MTX GR		Annual Report	03/23/22
MTU Aero Engines AG: Annual Report 2022/03/23	MTX GR		Annual Report	03/23/22
Commerzbank AG: Annual/YUHO 2022/06/30	CBK GR		Annual/YUHO	06/30/22
RWE AG: Annual Report 2022/06/29	RWE GR		Annual Report	06/29/22
SAP SE: Annual/YUHO 2022/06/28	SAP GR		Annual/YUHO	06/28/22
Continental AG: Annual Report 2022/05/11	CON GR		Annual Report	05/11/22
Fresenius SE & Co KGaA: Annual Report 2022/05/04	FRE GR		Annual Report	05/04/22
United Internet AG: Annual Report 2022/04/14	UTDI GR		Annual Report	04/14/22
United Internet AG: Annual Report 2022/04/14	UTDI GR		Annual Report	04/14/22
Commerzbank AG: Annual Report 2022/03/28	CBK GR		Annual Report	03/28/22
Commerzbank AG: Annual Report 2022/03/28	CBK GR		Annual Report	03/28/22
Fresenius SE & Co KGaA: Annual Report 2022/03/24	FRE GR		Annual Report	03/24/22
Fresenius SE & Co KGaA: Annual Report 2022/03/24	FRE GR		Annual Report	03/24/22
Fresenius SE & Co KGaA: Annual Report 2022/03/24	FRE GR		Annual Report	03/24/22
Fresenius SE & Co KGaA: Annual Report 2022/03/24	FRE GR		Annual Report	03/24/22
Continental AG: Annual Report 2022/03/21	CON GR		Annual Report	03/21/22
Continental AG: Annual Report 2022/03/21	CON GR		Annual Report	03/21/22
Continental AG: Annual Report 2022/03/21	CON GR		Annual Report	03/21/22
Continental AG: Annual Report 2022/03/21	CON GR		Annual Report	03/21/22
Continental AG: Annual Report 2022/03/21	CON GR		Annual Report	03/21/22
adidas AG: Annual Report 2022/03/18	ADS GR		Annual Report	03/18/22
Vonovia SE: Annual Audited Fin 2022/03/18	VNA GR		Annual Audited Fin	03/18/22
Vonovia SE: Annual Audited Fin 2022/03/18	VNA GR		Annual Audited Fin	03/18/22