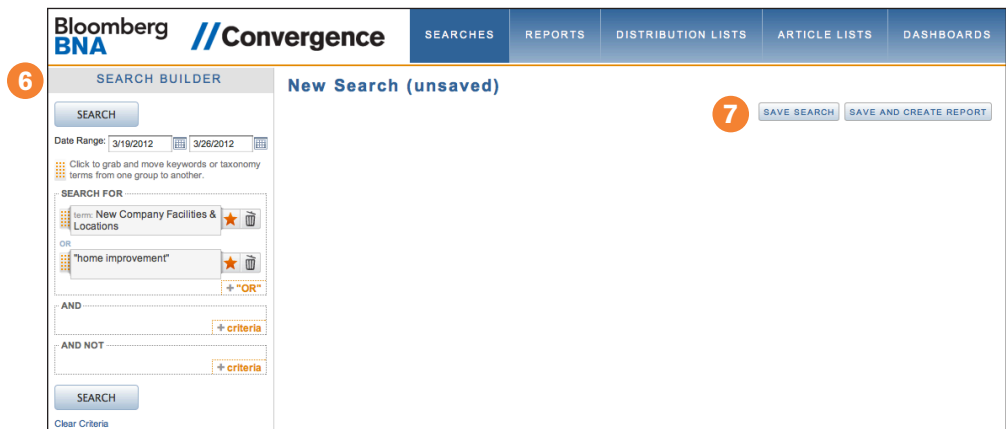
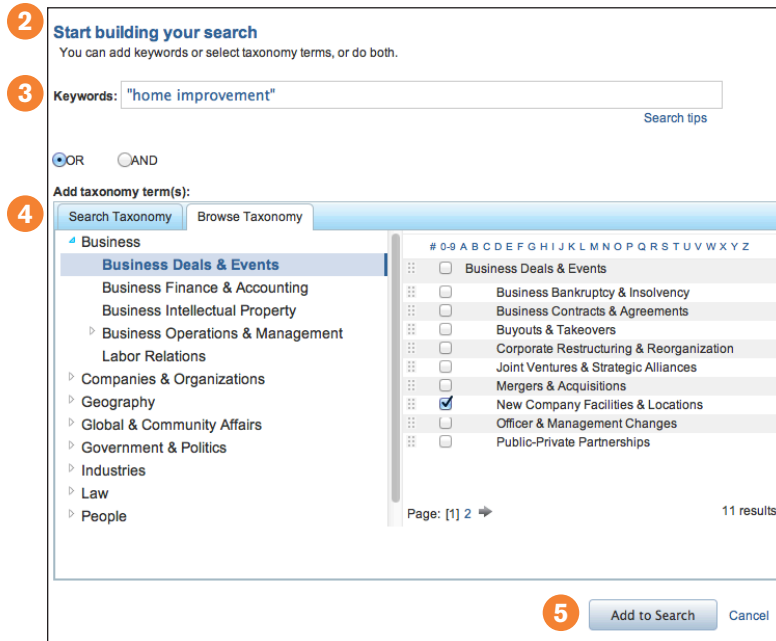
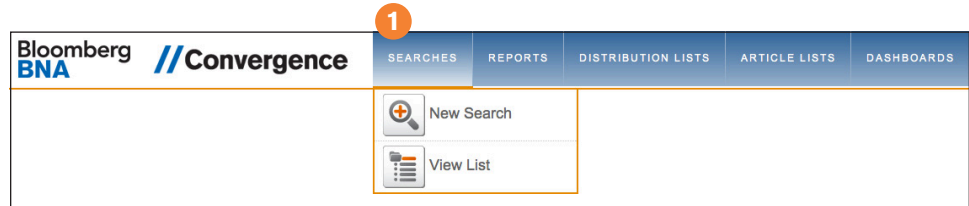


# Bloomberg BNA

## BNA CONVERGENCE® Quick Reference Card

### SEARCH

- 1 Hover over **'Search'** on the blue bar. Select a **'New Search'** or select from the list of saved searches.
- 2 Build a keyword and/or taxonomy search.
- 3 Enter keywords in the **'Keywords'** field.
- 4 Choose to search or browse for taxonomy topics. This graphic illustrates browsing the taxonomy.
- 5 Click **'Add to Search.'**
- 6 Review the search criteria in the **'Search Builder'** frame, drag and drop the criteria to make any needed adjustments, and click **'Search.'**
- 7 **'Save'** the Search, or **'Save and Create Report.'**



## DISTRIBUTION LISTS

To send a report to a group of specific people, create an e-mail distribution list.

- 1 Enter a **'Distribution List Name'** or an optional **'Description.'**
- 2 Click **'Create.'**
- 3 Additional options to add **'Members'** or **'Import E-mail Addresses'** subsequently display after the list is created.

## REPORTS

Create customized reports containing articles from search results.

Reports can be delivered via e-mail or integrated into existing communication channels: web portals, intranets, and Customer Relationship Management (CRM) software.

The report formats are: e-mail, RSS/XML, and HTML.

- 1 Enter a **'Report Name'** or an optional **'Description.'**
- 2 Click **'Create.'**
- 3 Additional customization options display once the Report is created.

## HELP

- 1 For detailed instructions on all aspects of Convergence functionality, click **'Help'** on the banner.

To learn more, contact your Bloomberg BNA Representative at 800.372.1033 or visit [bna.com](http://bna.com)