

MY FOLDERS

How-To Card

Folder functionality is available on all Bloomberg BNA products. Use folders to save charts, documents, searches, or Watchlist items, as they are available components on a specific product.

1 Save Charts, Documents, and Watchlist Items

In any open document, click in the document window and click 'Add to My Folders.'

2 Save Searches — Click 'Add to My Folders' on the 'Search Options' bar.

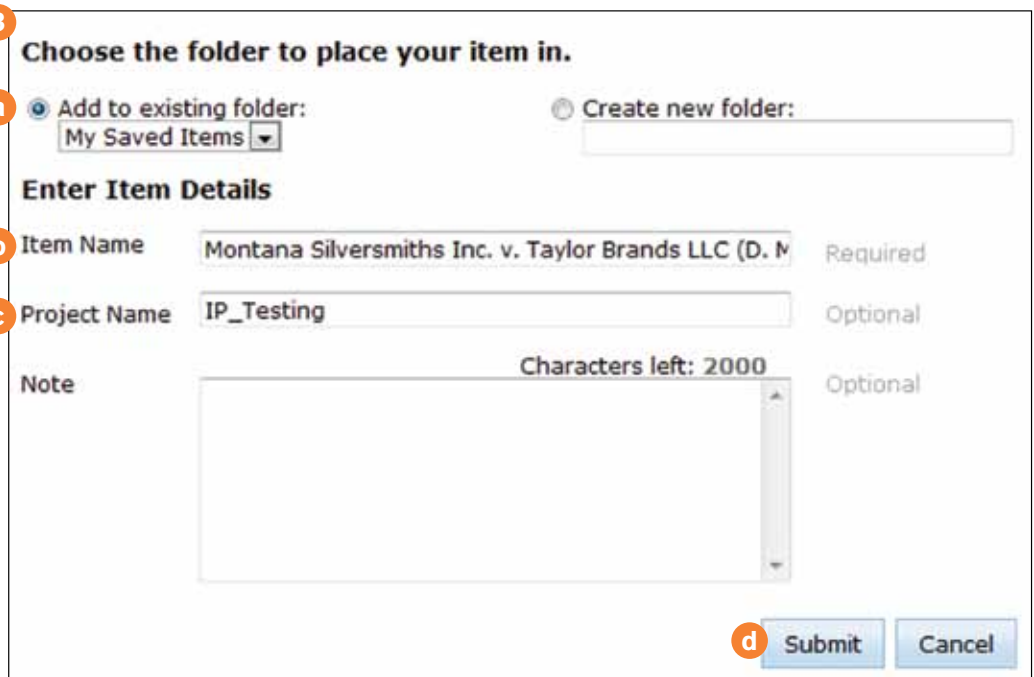
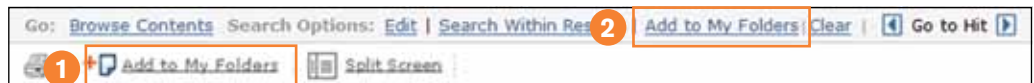
3 On the 'Choose the folder to place your item in' screen:

a Save the item to the default folder, use the drop-down menu to select an existing folder, or create a new folder for the item.

b The 'Item Name' is automatically populated, but can be edited.

c Add the project name and a Note or comments as needed.

d Click 'Submit.'

A screenshot of a dialog box titled 'Choose the folder to place your item in.' It has two radio buttons: 'Add to existing folder:' (selected) and 'Create new folder:'. Under 'Add to existing folder:', there is a dropdown menu showing 'My Saved Items'. Under 'Create new folder:', there is an empty text input field. Below this is the 'Enter Item Details' section with three fields: 'Item Name' (populated with 'Montana Silversmiths Inc. v. Taylor Brands LLC (D. M)', marked 'Required'), 'Project Name' (populated with 'IP_Testing', marked 'Optional'), and 'Note' (a text area with 'Characters left: 2000', marked 'Optional'). At the bottom right are 'Submit' and 'Cancel' buttons. A '3' in a circle is next to the title, 'a' in a circle is next to the radio buttons, 'b' in a circle is next to the Item Name field, 'c' in a circle is next to the Project Name field, and 'd' in a circle is next to the Submit button.

MY FOLDERS HOW-TO CARD

ACCESS THE SAVED ITEMS

Click **'My Folders'** on the menu bar to access the folders containing the saved documents, searches, watchlist items and charts. The **'My Folders'** dialog box displays.

Columns

Sort columns by clicking on the column heading: e.g.: Type, Name, Project, etc.

Folder Options




Click the down arrow next to the compass icon in the **'Folders'** column to display the **'Folder Options'** menu. Click the compass icon to close the menu.

Item Options



Right-click an item in any column to display the unique **'Item Options'** menu. Each menu is unique to the type of item: Chart, Document, Search, or Watchlist. Click the compass icon to close the menu. The Watchlist menu is displayed in the graphic.

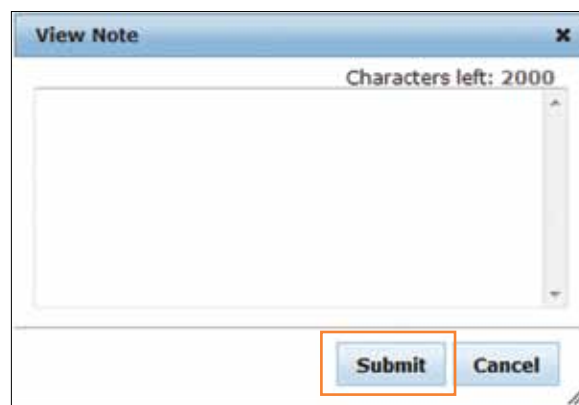
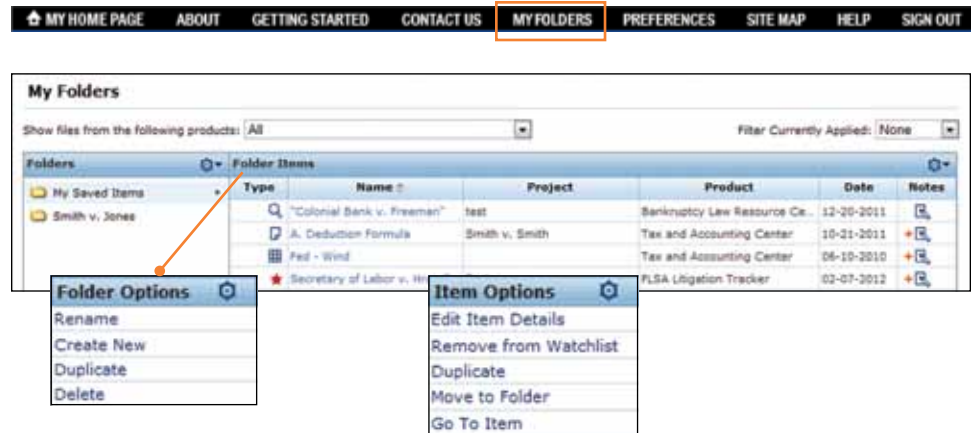
Icons

Icons display as visual cues and describe the type of saved item.

-  - Chart
-  - Document
-  - Search
-  - Watchlist Item

Notes

Click the  icon in the Notes column. The **'View Note'** window displays. After Notes are added, click **'Submit.'** The orange arrow is removed from the icon display  to signal an item has a note.



To learn more, contact your Bloomberg BNA Representative at 800.372.1033 or visit bna.com