CURRENT REPORTS
Quick Reference Card

HOME PAGE

1. Home
   Takes you back to the publication's home page from anywhere on the site.

2. Hot Topics
   Quickly see the recent information on the hottest topics — our picks and yours.

3. Key Features
   Instant links to the publication’s regular features.

4. My Folders
   Save the materials that matter most to your work for quick retrieval.

5. Account Profile
   First-time users can register to customize their home page and their email.

6. Highlights
   Review brief summaries of the latest news and developments, sorted by highlights or entire contents — your choice.

7. Search
   Perform word searches of the latest information and our entire back archive.

8. Archives
   Browse tables of contents of the latest information and our entire archive.

9. Indexes
   Use Bloomberg BNA's editorially maintained indexes to find archival material.

10. Email Updates
    Registered users can sign up to receive emails and to customize their specific interests.
FINDING CONTENT

1. **Search**
   - Use simple or other search options to perform word, phrase, or complex Boolean searches.

2. **Topics and Interests**
   - Clicking on ‘All Recent Topics’ or other categories gives you a list of all recent articles fitting that category. You can also customize your view to focus on topics in your interest area easily on your home page.

REVIEWING CONTENT

1. **Printing**
   - Click on the print icon to print one or several documents.

2. **Select multiple documents you want to print at the same time.**

3. **Split Screen**
   - Use split screen to navigate through search results and other lists on the left.

4. **View documents on the right.**

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