

NOTES:

Anything on screen that you need to click on is printed in **blue bold**.

RICs and other codes you use in a quote frame are printed in **blue bold**.

News codes, report codes and keywords you use in a news frame are printed in **orange bold**.

How can I view delayed data, and is it free?

For equities, most exchanges provide free delayed data. All you need to do is put a / character at the beginning of the RIC. For example:

/RIO.L for Rio Tinto plc

/.GDAXI for Xetra Dax Index

0#/.FTSE for a list of the FTSE top 100 stocks

0#/.DJI for a list of the Dow Jones top 30 stocks

How delayed is the data?

Each exchange determines how delayed its data is. To check the delay times, use the speed guide **WORLD/DELAY1**. This lists the exchanges in alphabetic order. To view the next page, press **F12**. To return to the previous page, press **F11**.

What does 0# mean?

It signifies a chain – a list of related financial instruments that can be viewed in a single display.

Instead of typing **0#**, you can use the **F3** key.

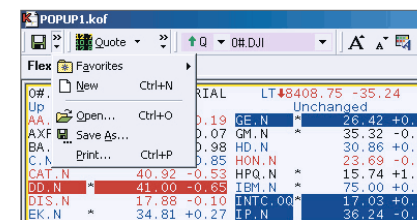
You can view a chain in either a quote frame or a matrix (quote list). For example, to view a list of the FTSE constituents, type **.FTSE** in the command line and then press **F3**. The code will automatically change to **0#.FTSE**.

In Reuters Kobra, can I view two screens at once if I have a dual screen?

Yes. Go to the Reuters Kobra toolbar and click on **View/Flex Viewer**. This will open another flex screen as a pop-up window, which you can move to any part of any screen. If you have three screens, for example, it means you could have different Reuters 3000 Xtra displays on either side and in-house displays in the middle.

Alternatively, you can use the new window as a pop-up window that you can save.

The pop-up window is designed for you to build your own display. Use the **Save** button on the toolbar of the pop-up window to save the screen and add it to your list of favourites for easy retrieval.



Use the standard Microsoft Windows buttons at the top right of the pop-up window to increase the display to full screen size or to minimize it.

You cannot view pre-built Reuters 3000 Xtra screens in these pop-ups. You can only view your own saved screens (.kof files).

NOTES:

How do I put several RICs into a matrix without typing them in one-by-one?

You can insert a whole chain of instruments directly into a matrix. Simply type the chain RIC in one of the cells in the first column.

If you want to insert only a few of the RICs from a chain, display the chain in a quote frame and make sure your matrix is also visible. Then follow the steps below:

1. Click in the frame where the chain of instruments is displayed.



Select Area button

2. Click on the **Select Area** button on the toolbar.

3. Click and drag to create a rectangle around the instruments you want to copy.

Click and drag to highlight the instruments or values you want to copy

O#MCU:	COPPER \$		LME/LME USD	
Mth	Last		Bid	Ask
CASH	C	RING	1435.5	1436
3MT	M 1450	GOLD	1449.0	1451
Mth	Last		Bid	Ask
NOV-DEC	C	RING	c6.5	c6.3
3M-JAN3	M 2	TRIL	c2.8	c1.3
3M-FEB3	M 8	TRIL	c9.0	c7.0
3M-MAR3	M 14	TRIL	c15.0	c13.0
3M-APR3	M 19.25	TRIL	c20.3	c18.3
3M-MAY3	M 24.75	TRIL	c25.8	c23.8
3M-JUN3	M 30	TRIL	c31.0	c29.0
3M-JUL3	M 35.25	TRIL	c36.3	c34.3
3M-AUG3	M 40.25	TRIL	c41.3	c39.3

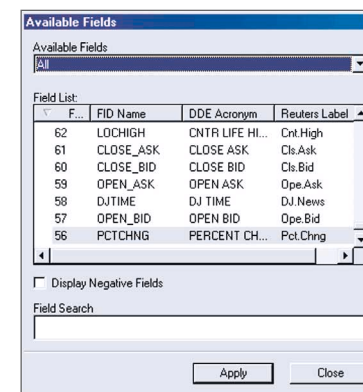
4. Click on the **Select Area** button again.
5. Click in the rectangle you created in the chain frame, then drag the cursor to a grey cell on the left of the matrix. Release the mouse button. This inserts the instruments that you selected.

What field headings are available to use in a matrix?

A simple way of adding a new heading is to drag a value (for example, percentage change) from a quote frame, and drop it onto a column heading in the matrix.

If you drop the value on top of an existing column heading, this will be moved to the right to make room.

To see the full range of headings that are available, just right-click on any of the existing column headings in the matrix, then select **Available Fields**. This displays a dialogue box where you can scroll through and select fields.



Click on the field you want, then click on the **Apply** button in the dialogue box. This puts the selected value in the column you originally right-clicked on. The dialogue box remains displayed.

To add a new column, right-click on the column to the right of where you want to place the new column; then select **Insert Before Column**. This adds a new column. Click on the heading of the new, empty column. You can now use the dialogue box to select the value you want to display in that column. When you have finished with the dialogue box, click on its **Close** button.

NOTES:

I have a matrix and want to get all the news related to the stocks in the matrix. How can I do this?

To view news on a single instrument in your matrix, click on its RIC, then press **F9** (the News key). Relevant headlines are displayed in a pop-up window.

To view news headlines on all the instruments in a matrix, click in the empty cell at the top left corner of the matrix; this highlights the whole matrix. Press **F9** (the News key) To display the relevant headlines in a pop-up window.

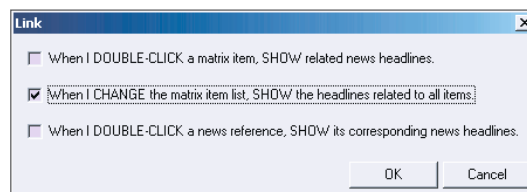


Show/Hide
Date button

It's useful to click on the **Show/Hide Date** button to display the date beside each headline.

An alternative solution is to set up your screen so that a news frame is linked to the matrix:

1. Click in the matrix.
2. Press **Ctrl+L**.
3. Click in the news frame. In the dialogue box displayed, select the middle option and click on **OK**.



The news will not be updated until you change the matrix. To see the news change, add a RIC (say, **XAU=**) to the matrix.

When the news has changed, you can delete the new RIC (right-click on it and select **Delete Row**). The news changes again to cover the instruments as they were before.

How do I view news on an instrument or key word for a specific date?

Click in your news frame. In the command line, type the RIC or key word then add **&** followed by **@** and the date. You must leave spaces, as shown.

For example:

OPEC & @2/10/02

displays news on OPEC immediately before for the 2nd October, 2002.

I have a ticker running and it always shows the Bid value. Can I change this to Ask or another value?

Right-click in the ticker frame and select **Ticker Manager**.

In the dialogue box displayed, click on the **Field Names** tab.

In many cases, you can simply type a different field name here, for example, **LAST** or **ASK**. Alternatively, you can click on the **...** button at the end of the entry field to display a list of available fields to choose from.

When you have selected the field, click on **OK** to remove the dialogue box. The ticker will now show the value you selected for all the instruments.

NOTES:

When I display a graph, I prefer to see a line instead of bars

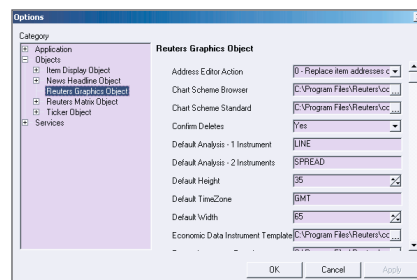


Analysis Type button

To change an existing graph, click on the bars that are displayed. This highlights the bars with a series of small squares. Click on the **Analysis Type** button on the toolbar and select **Line**.

To set up graphs so that a line is displayed by default:

1. Click on **Tools/Options** on the menu bar.
2. In the dialogue box displayed, expand the list by clicking on **Objects** then **Reuters Graphics Objects**.
3. On the left, change the value of **Default Analysis – 1 instrument** to **Line**. Then click on **OK** to remove the dialogue box.



When you next create a graph, it will display a line by default.

When I drag an instrument and drop it into a graph frame, I still get something different

When you drag a RIC from a quote frame into a graph, Reuters Kobra does behave differently. The graph displayed depends on a file template.

Click on the graph, then click on **File/Load Template File** on the menu bar. This lists default template files for different types of instrument, and you can select one.

If you have created a graph that you want to use as a default, click in the graph, then click on **File/Save Template File** on the menu bar. Give the template file a name you can remember.

Then click on **Tools/Options** on the menu bar. In the dialogue box displayed, expand the list by clicking on **Objects** then **Reuters Graphics Objects**.

You can then scroll down the list on the right and specify this file (for example `c:/mydocuments/myforex.rgt`) as the template file, either for one type of instrument or as the generic template file for all instrument types.

NOTES:

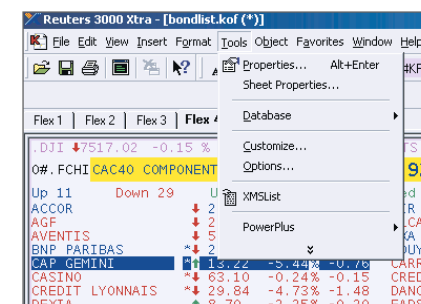
Sometimes when I drag and drop in a Reuters Kobra-based screen, I swap the contents of the two frames

You have probably clicked too close to the border of the frame. This activates a useful feature that enables you to swap the contents of two adjoining frames.

- If you simply want to drag and drop a RIC, be precise whenever the cursor is near the border of the frame. On some machines, drag and drop may not work as quickly as on others; it's always worth pausing with the mouse rather than clicking and dragging the cursor at high speed.
- If you want to swap the contents, move the cursor to the border between the two frames; pause for a second or two with the cursor held still. When the cursor changes to show a small square near its base, drag the cursor (the frame's border changes from yellow to blue when you click) into the neighbouring frame to drop the contents there.

I can't find some commands that should be on the menu.

Microsoft Windows is now usually set up so that when you click on a command on the menu bar, only the commands you have used recently are shown in the pull-down menu.



To see all the commands, simply pause for two or three seconds with the cursor in the same place. The full menu will appear.

If you want to see all the menus all the time, click on **Tools/Customize** on the menu. Click on the **Options** tab, then remove the tick beside **Show Recently Used Commands First**.

NOTES:

How do I find the Get Going screen?

By default, the Get Going screen is displayed when you start RTC. It gives you an easy way of finding and opening a pre-built screen.



Home button

You can return to the screen at any time by clicking on the **Home** button on the navigation bar (this is available in both Reuters Kobra and Reuters PowerPlus Pro (Microsoft Excel) windows.

If you cannot see the navigation bar:

- In Reuters Kobra, click on **View/Toolbars** on the menu bar, then select **Reuters Model Navigator**.
- In Excel, click on **View/Toolbars** on the menu bar, then select **Reuters PowerPlus Pro**.

How do I contact e-support?

Go to the Get Going screen and click on the e-support link on the right. This will give you a form for sending your query and selecting how we contact you in return. Take care in entering the details of your phone number and email address; if these are wrong, it's difficult to get back to you.

What do the function keys do?

In Reuters Kobra, the function keys give you the following features:

- F1** Help on the current frame
- F2** Matrix (quote list) in a pop-up window
- F3** Short-cut for entering a chain; for example, type **.DJI** and press **F3** instead of typing **0#.DJI** and pressing **Enter**
- F4** Quote in a pop-up window
- F5** Manually refreshes the content of the current frame
- F6** Maximizes/minimizes the highlighted frame
- F7** Internet browser in a pop-up window
- F8** Short-cut for entering a static time and sales display. For example, type **JNJ.N** and press **F8**
- F9** News headlines in a pop-up window
- F10** Graph in a pop-up window
- F11** Displays previous item in sequence; for example, if you are viewing **US/INDICES2**, press **F11** to move to back to page **US/INDICES1**
- F12** Displays next item in sequence; for example, if you are viewing **US/INDICES1**, press **F12** to move to page **US/INDICES2**