

Welcome to EDGAR Access, your portal to SEC filings and more! We've created this user guide to facilitate your use of this service.

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[Navigation](#)

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Dashboard Today Company Industry Search Screener Analytics

There is one main navigation bar consisting of **Tabs** at the top of every page that enable you to quickly navigate through the product areas

The **Tabs** represent the following:

- **Dashboard** - Personalize, customize and consolidate the companies and data you are most interested in on this page.
- **Today** – Quick access to the most recent SEC filings and company data of significance.
- **Company** – Drill down into specific company details including significant SEC filings and company people.

- **Industry** – Browse sector industry groups to find peers that fit your investing or financial models.
- **Search** – Search SEC filings using full text search and segment by market and time period.
- **Screener** – Find companies that meet your investment criteria with the I-Metrix Screener.
- **Analytics** – I-Metrix represents a revolutionary advance in the speed, accuracy, cost and convenience of retrieving and analyzing the most detailed financial data.

[Filing Search](#)

With the new **Filing Search** users can easily get to all the SEC filings for a company by entering the ticker symbol. Use the magnifying glass for more search options.



TIP: Don't know the ticker? Enter the company name and results matching your request will be returned instantly.

Show Filings Add Company Results to Dashboard

Company Search Results

Company	Ticker	CIK	Latest Filing
MICROSOFT AVN HOLDINGS, INC.	MSFT	0001356955	03/21/06
MICROSOFT BENEFITS LLC		0001069973	09/04/99
MICROSOFT CORP		0000709019	08/03/07
MICROSOFTWARE INTERNATIONAL INC		0000356946	01/11/295

Show Criteria

Search Results

Search Results are displayed with the most recent filings appearing at the top of the list. At the top of the page is the option to **Add** the company that was searched to your **Dashboard** and create a **Filings Alert** for that company.



TIP: Use the "Back to Search Results" link when viewing documents instead of your browser toolbar – this will place a checkmark on items already viewed, otherwise, hit "refresh" to see indicators for the items you've looked at.

Example of a filings search result screen:

View	Form	Company (Filer)	Received (Period)	Actions		
		SMITH BRADFORD L	08/31/07 (08/29/07)			
		BRUNNELL USA E	08/31/07 (08/29/07)			
		BACH ROBERT J	08/31/07 (08/29/07)			
		BACH ROBERT J	08/31/07 (08/30/07)			
		MICROSOFT CORP	08/31/07 (08/10/07)			
		GATES WILLIAM H III	08/31/07 (08/03/07)			
		GATES WILLIAM H III	08/07/07 (08/03/07)			
		GATES WILLIAM H III	08/06/07 (08/02/07)			
		MICROSOFT CORP	08/06/07 (08/02/07)			
			08/03/07 (08/03/07)			

TIP: Use the icons next to the form types to view the filing in HTML, Word, Adobe PDF, Excel or the original format.

Dashboard



When you log in or click the **Dashboard** tab you'll initially see a page with Today's Filings as the default view. The filings are grouped by filing type.

View	Form	Company (Filer)	Received (Period)	Actions		
		MICROCOMMUNICATIONS	12:43 PM (05/31/07)			
		GYPSOP LTD	10:58 AM (05/31/07)			
		TECH PRECISION CORP	10:58 AM (05/31/07)			
		GS AUTO LOAN TRUST 2006	7:47 AM (05/31/07)			
		AMERICAN ENVIRONMENTAL	6:05 AM (05/31/07)			
		AMERICAN ENVIRONMENTAL	6:05 AM (05/31/07)			
		PNX SOLUTIONS, INC.	6:02 AM (1/20/07)			

View	Form	Company (Filer)	Received (Period)	Actions		
		SEITEL INC	12:07 PM (06/03/07)			
		10-Q-A	11:50 AM (06/03/07)			
		BOIS D ARC ENERGY, INC.	11:49 AM (03/31/07)			
		BOIS D ARC ENERGY, INC.	11:23 AM (06/03/07)			
		SOLAR ACQUISITION CORP.	11:23 AM (06/03/07)			
		BARTON SOLAR ACQUISITION INC.	11:12 AM (06/03/07)			

View	Form	Company (Filer)	Received (Period)	Actions		
		PPL CORP	2:21 PM (08/29/07)			
		CTC MEDIA, INC.	2:16 PM (09/03/07)			
		6-K	2:14 PM (09/04/07)			
		MEXICAN ECONOMIC DEVELOPMENT INC	2:14 PM (09/04/07)			
		HEARTWARE LTD	2:14 PM (09/04/07)			
		EMCORE CORP	2:12 PM (08/28/07)			

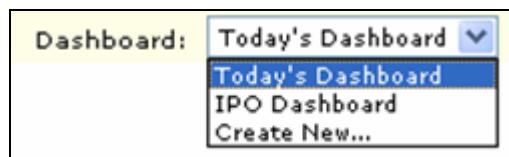
View	Form	Company (Filer)	Received (Period)	Actions		
		8-K	PPL CORP			
		8-K	CTC MEDIA, INC.			
		6-K	MEXICAN ECONOMIC DEVELOPMENT INC			
		8-K	HEARTWARE LTD			
		8-K	EMCORE CORP			

- Clicking anywhere in the row will bring you to that filing.
- Click on the icons to the left to view the filing in HTML, Word or as a PDF.
- Clicking on the **Company** name will bring you to all of the company's filings.
- Clicking on **Folders** enables you to quickly access links to filings you frequently use or that you need

to access from multiple locations (branch office, main office, client site, home office).

- The **Alerts** icon will set up an Alert for that Company and Form Type. An **Alert** allows you to follow companies by receiving notice via email or pop-up window when a filing meeting your criteria has been submitted.
- The buttons will move or close the window with the filings.

Use the Dashboard drop down menu to move between different dashboards. EDGAR Access already has two dashboards set up: Today's Dashboard and IPO Dashboard.



To customize your dashboard, select either: **Add Content** or **Create New** from the **Dashboard** drop down.



You can add up to 10 customized content areas to a single dashboard by clicking on the **Add Content** button.

You can remove existing content from your dashboard by clicking the button located in each content area of your dashboard.

You can choose to add Company Summary Data Components, Stock Trade Data Components and SEC Filing Data Components to your dashboard. You can save up to 10 different dashboards.

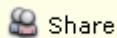
Just click on the items you want displayed on the **Add Content** page:

Enter Ticker Symbol: <input type="text"/>	Dashboard Name: Today's Dashboard
Company Summary Data Components	
<input type="checkbox"/> Company Summary	
<input type="checkbox"/> Company News	
<input type="checkbox"/> Company Info	
Stock Trade Data Components	
<input type="checkbox"/> Last Trade	
<input type="checkbox"/> Intraday Chart	
<input type="checkbox"/> Historical Chart	
SEC Filing Data Components	
<input type="checkbox"/> Latest Insider Filings	
<input type="checkbox"/> All Filings	
Submit	

The **Add Content** page can also be reached through the Preferences link at the top every page.

Dashboards can be shared with your colleagues in read only mode.

Click on the **Share** link and you will be prompted for a list of email addresses to send the link to your dashboard.



Use the Set Current as Default link to select the dashboard you would like to appear every time you login to EDGAR Access or select the dashboard tab.

Set Current as Default

Today

Dashboard Today Company Industry Search Screener Analytics

The Today tab provides quick access to the most recent SEC filings and company data of significance.

Today's Filings					
View	Form (?) (Hide Insiders)	Company (Filer)	Received (Period)	Actions	
	4	NORTHERN TECHNOLOGIES INTERNATIONAL CORP (ROSENBAUM BARRY)	1:55 PM (09/01/07)		
	4	HYDRO TECHNOLOGIES INC (RAUL RONALD J.)	1:55 PM (08/24/07)		
	4	PIER 1 IMPORTS INC DE (LONDON TERRY D.)	1:55 PM (09/04/07)		
	4	GOUVERNEUR BANCORP INC (VAN VLEET CHARLES G JR)	1:55 PM (08/01/07)		
	4	CARPENTER TECHNOLOGY CORP (MITCHELL OLIVER C JR)	1:55 PM (09/04/07)		

The menu bar on the left side of the Today page allows you to locate specific filing types and IPO activity.

Today's SEC Filing Activity	
All Filings	
Annual Reports	
Quarterly Reports	
Proxy Statements	
Current Event (8-K) Filings	
Today's Topic Activity	
Acquire Using Stock	
Earnings Charge	
General Agreements	
Forward & Options Contracts	
In Bankruptcy	
Increase Staffing	
Inquiry Initiated	
Legal Action	
Legal Impacts	
Legal Settlement	
Merger Completed	
Today's IPO Activity	
IPO Summary	
IPO Performance	
IPO News	
Today's Secondary Activity	
Secondary Summary	

Items with a lock are premium content that can be opened with a subscription to EDGAR Pro.

Company

The **Company** tab allows you to drill down into specific company details including significant SEC filings and company people.

Dashboard Today Company Industry Search Screener Analytics

Live Search CLUB Changing the game so everybody wins! Play Games Earn Tickets Get it!

Search Companies

Ticker Symbol: Company Name: CIK: Search

Simply enter in the company's ticker symbol or name to get the complete overview.

The 10 most recent SEC filings and current market information are provided at the top of the page. Use the left hand navigation bar to drill down further into company information and news, industry information and the last MD&A.

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Recent Companies

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NEED A CAR?

MSFT - MICROSOFT CORP.

Summary

Company Info SOX Compliance Company News Industry Transcripts Global Reports

Last Trade: \$27.06 (-0.050/-0.18%) Intraday Charting Historical Charting

Financials

Balance Sheet Income Statement Cash Flow Financial Ratios Financial Comparison

SEC Filings

Last MD&A (10-Q 08/03/07) Last Quarterly Filing (10-Q 07/27/07) Last Annual Filing (10-K 08/03/07) SEC Form 10-K (10-K 10/12/06) Latest Insider Filings All Filings* (including Insiders) All Filings All Quarterly Filings All Annual Filings Topics

Ownership

Summary Insider Holdings Institutional Holders Company People Executive Compensation All Company People

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PressWire **Clarion Corp. and Microsoft promote E-Business Acceleration Initiative.** PRESSWIRE - 7 November 2000 MICROSOFT, Clarion Corp. and Microsoft promote E-Business Acceleration. RDATE: 07/11/2000 London - Microsoft Corp. (Nasdaq: MSFT) and Clarion Corp. (Nasdaq: CLRS) today Clarion will support the Microsoft E-Business Acceleration.

CWB **Microsoft will "embrace, extend" Internet, Microsoft Corp.** **Seattle - Microsoft Corp. will tap several of the products its Internet Strategy team has developed.** Microsoft Corp. chairman and CEO Bill Gates told models manufactured by LANTASY Corp., Microsoft executives confirmed. That strategy

CWB **Microsoft launches IP-TV's end-to-end video-transmission system as a cable solution.** Microsoft Corp. plans a Microsoft Corp. has hit into the pipe. Comcast Corp. and Time Warner Cable both plan to test it. Microsoft's cable aspirations stand strong. Intel Corp. and Time Warner Cable both plan to test it. Microsoft acknowledges that best

CWB **Microsoft to the fore of Microsoft go separate ways.** General Instrument Corp.; Microsoft Corp.; Microsoft Corp., General Instrument Corp. is putting on the back burner a plan to use Microsoft Corp.'s operating system without a week noted that the Microsoft agreement was not exclusively disbanded with Intel Corp. - which is closely tied with Microsoft Corp. as the software

CWB **Microsoft develops Internet strategy, Microsoft Corp.** **Seattle - Microsoft Corp. has announced \$100 starts with the joint TCI/Microsoft test in Seattle, followed by TCI, Tele-Com, T-Mobile, and DDC. The third phase will then be to partners in Microsoft's Insight program, and include Communications Inc. (GTE Corp.,**

PRNewswire **BACOM CORP. SELECTED BY MICROSOFT TO PROVIDE PLATFORM FOR THE MICROSOFT LAB RELEASE.** PRNewswire - Inacom Corp. (Nasdaq: INAC) has been selected by Microsoft Corporation (Nasdaq:MSFT) to provide the consumer systems division. Inacom Corp. is a global leader(NAC) Co. Inacom Corp., Microsoft ST. Nebraska, Washington

CWB **Microsoft back in favor with fidelity investments.** Microsoft Corp. back in favor with fidelity investments. Microsoft Corp. has acquired a stake for Microsoft Corp. last quarter after spinning out in Nortel Networks Corp., Lucent Technologies Inc. The move back into Microsoft was an about-face for Nortel's best

PRNewswire **What Microsoft wants with Comcast Corp.** **Seattle - Microsoft Corp.'s decision last week to plowmore by Netscape Communications Corp. cable, not telcos and cable.** Microsoft Corp.'s decision last week to plowmore by Netscape Communications Corp. Microsoft Corp.'s third rival in that race(soft already under way by Intel Corp. and Microsoft - that slides into a PC so that

CORRECTION - Microsoft Corp. **PR Newswire - IC OR CONNECTION - Microsoft Corp. issued yesterday, Sept. 20 by Microsoft Corp. (Nasdaq: MSFT) over PR Newswire, which was, Sept. 20 PRNewswire-FirstCall - Microsoft Corp. is putting the social into digital music**

PRNewswire **Revised program Microsoft hopes improved Customer service wins over clients.** Microsoft Corp. - Microsoft Corp. raised the licensing fee reasonable. He wants to see Microsoft's shift to a new licensing \$50 million, including Microsoft shares, as chairman and on the service issue of Microsoft's analyst meeting in Redmond/International Business Machines Corp.

(Quotes provided by ILX Systems, Inc. are delayed by 15 minutes or more.)

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Summary Insider Holdings Institutional Holders Company People Executive Compensation All Company People

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Industry

Dashboard Today Company Industry Search Screener Analytics

The left hand navigation bar in the company section provides quick links to the latest information on a company.

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Sector	Chemicals - Plastics & Rubber
Basic Materials	Company L ALBEMARLE CORP ASANTE NETWORKS INC ASIA FIBER HOLDINGS LTD AT PLASTICS INC BAIRNCO CORP /DE/ BEIJING YANHUA PETROCHEMICAL CO LTD /ADR/ BORDEN CHEMICALS & PLASTICS LIMITED PARTNERSHIP /DE/ CELANESE AG DEXX CORP DOW CHEMICAL CO /DE/ DUPONT E.I. DE NEMOURS & CO
Capital Goods	Ticker ALB ASTN AFBR 000011694 BZ 000035079 BCPQ 000082102 G2MF 000195442 DXXF 0001043407 DOW 0000029915 DO
Conglomerates	CIK 0000915913 0000946737 0000257434 000011694 0001040594 000082102 000195442 0001043407 0000029915 0000830554
Consumer Cyclical	Latest Filing 7/10/2006 3/31/1998 10/28/2002 8/13/2003 7/11/2006 3/4/2003 6/30/2006 8/6/2003 7/11/2006 7/5/2006
Consumer/Non-Cyclical	
Energy	
Financial	
Healthcare	
Services	
Technology	
Transportation	
Utilities	

The Basic Materials Sector is the default setting and will appear when you click on the Industry tab.

Basic Materials			
Industry	Number of Companies	Filing Alerts	
Chemical Manufacturing	167		
Chemicals - Plastics & Rubber	36		
Containers & Packaging	67		
Fabricated Plastic & Rubber	41		
Forestry & Wood Products	22		
Gold & Silver	156		
Iron & Steel	59		
Metal Mining	93		
Misc. Fabricated Products	95		
Non-Metallic Mining	22		
Paper & Paper Products	50		

Latest Basic Materials Filings				
View	Form [?]	Company (Filer)	Received (Period)	Actions
	4	CONVENTED ORGANICS INC. (GILDEA EDWARD J)	09/04/07 (09/04/07)	
	4	PARAMOUNT GOLD & SILVER CORP. (CARDEN JOHN)	09/04/07 (09/03/07)	
	424B3	ROYAL GOLD INC	09/04/07	
	4	BARNES GROUP INC (WOLF IDELLIE K)	09/04/07 (09/01/07)	
	425	MERIBAH GOLD INC (YAMANA GOLD INC)	09/04/07	

Each sector is broken down into industries that fall within that sector. To the right of the industry are the **Number of Companies** within that industry.

Under the list of Industries are the latest filings for that particular sector. Click on the icons to the left to see the filing. Clicking on the company name will bring you to the company overview page. You can also place the filing into a folder or set up an alert using the icons to the right of the listing.

Clicking on any row will bring you to a list of the companies that fall within that industry. This page also provides the latest filing date and quick access to that company's filings.

On the far right of the sector page, **Filing Alerts** gives one click access to setting up an Alert for that industry that will let you know when any filings are submitted by any company within that industry.

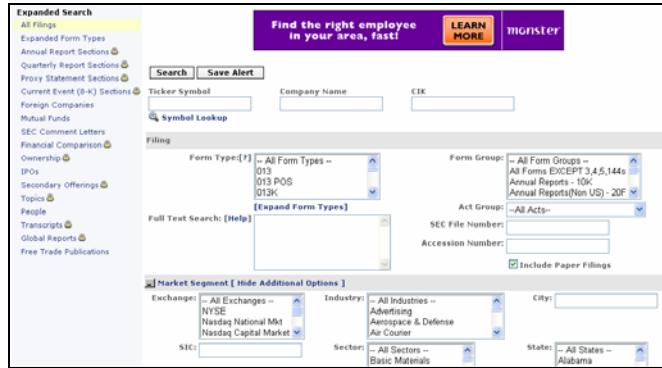
Clicking on the bell icon under **Filing Alerts** brings up the **Add Alert** window that will be set up for the Industry Alert.



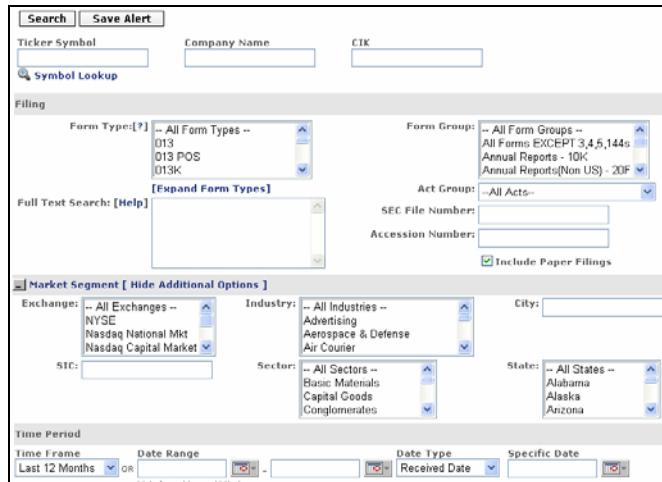
Simply name the Alert, decide how you would like to be notified of a new filing – either via email or a popup window and click on **Add** and the Alert is set up.

Search

The **Search** tab allows users to search SEC filings using full text search and segment by market and time period.

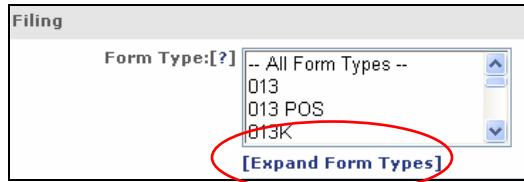


The default search screen is the **All Filings** search:



Enter the ticker, company name or CIK and select any filters and time period for your search and click search.

You can also search by form types, text search, SEC file number, accession number or Act group without specifying a particular company.



Clicking on the **Expand Form Types** link under the **Form Types** box will open a tree structure to help you locate the exact document needed without having to know the exact form number.

Filter by Form Type [Form Definitions]

- All Form Types
 - All Forms Except 3,4,5, 144s
 - Annual Reports - 10K
 - Annual Reports (Foreign) - 20-F
 - Quarterly Reports - 10Q
 - Current Events - 8K
 - 6-K - Report of Foreign Issuer
 - 6-K/A - Amended Report of Foreign Iss
 - 8-K - Unscheduled Material Events
 - 8-K/A - Unscheduled Material Events
 - Proxies (Definitive) - DEF
 - Proxies (Preliminary) - PRE
 - Insider(3,4,5,144) - INSDR
 - Institutional Ownership - 13F
 - Mutual Funds
 - Ownership Statements
 - Registration Statements
 - Registration Statements (Foreign)
 - Registration Withdrawal
 - Foreign Company Filings

Enter Form Type:

Clicking on **Save Alert** on the Search screen will create an Alert.



To search by a particular market segment, click on the **Market Segment** icon.



Expanded Search

- [All Filings](#)
- [Expanded Form Types](#)
- [Annual Report Sections](#)
- [Quarterly Report Sections](#)
- [Proxy Statement Sections](#)
- [Current Event \(8-K\) Sections](#)
- [Foreign Companies](#)
- [Mutual Funds](#)
- [SEC Comment Letters](#)
- [Financial Comparison](#)
- [Ownership](#)
- [IPOs](#)
- [Secondary Offerings](#)
- [Topics](#)
- [People](#)
- [Transcripts](#)
- [Global Reports](#)
- [Free Trade Publications](#)

On the left hand side of the search page are links to different options to help you quickly find the documents and information you need.

analytical tool that allows you to filter through thousands of companies and find the few that meet the financial criteria you want in a matter of seconds. No more scouring of individual documents or spreadsheets.

Analytics

Dashboard | Today | Company | Industry | Search | Screener | Analytics

The **Analytics Tab** previews EDGAR Online's I•Metrix suite of data and analysis tools. I•Metrix delivers an unprecedented depth of company and business information more quickly and accurately than any other source into Microsoft Excel.

Other Options

24 New Alerts Welcome ElRichwell | Feedback | My Alerts | Preferences | Help | Contact Us | About EDGAR Online | Logout

At the top right side of every screen is another menu bar.

My Alerts – manage your alerts and add new alerts from this screen

Preferences presents a personalized screen of your **Site Preferences** - saved dashboards, alerts, folders, and the default search and display settings which will be used to pre-populate your home page with filings.

Personal Preferences – updating your Personal Information, managing email addresses and changing your password are also located in the preferences section.

Use the **Quick Search** feature at the top of every page to get the information you want quickly.



The magnifying glass  will enable you to narrow your search to bring back the results fitting your criteria.

Search Filings

Ticker Symbol:

Company Name:

Full Text Search:

Form Group:

Form Type:

Time Frame:

Date Type:

Display By: Company Filings

Screener

Dashboard | Today | Company | Industry | Search | Screener | Analytics

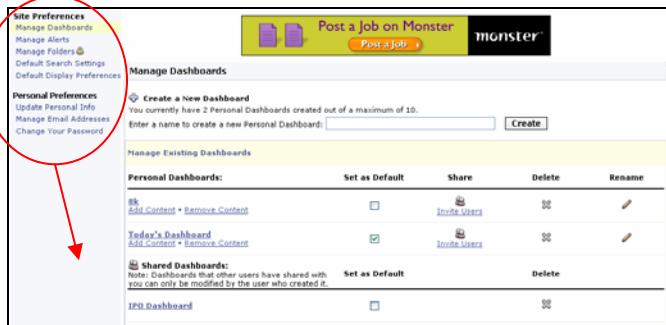
The **Screener Tab** previews EDGAR Online's I•Metrix screening tools. The I•Metrix Screener is an advanced

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- [Manage Dashboards](#)
- [Manage Alerts](#)
- [Manage Folders](#)
- [Default Search Settings](#)
- [Default Display Preferences](#)

Personal Preferences

- [Update Personal Info](#)
- [Manage Email Addresses](#)
- [Change Your Password](#)

Help is context sensitive and will provide instruction on how to navigate and utilize whichever EDGAR Access screen you are on.

Contact Us links to EDGAR Online's contact information and a form that will enable you to be contacted by a Sales Representative.

About EDGAR Online links to EDGAR Online's home page where you can learn about all our product offerings.

Logout logs you out of EDGAR Access and prevents unauthorized use.

FAQ's

Q: All the information I need is locked, how do I get to it?

A: Subscribing to EDGAR Pro opens all locked areas except for Global Reports, Transcripts and I•Metrix. I•Metrix, Global Reports and Transcripts are available for an additional fee to EDGAR Pro subscribers.

Q: Where is the IPO information?

A: IPO information is now located under the Today tab, on the left hand navigation bar.

The **IPO Summary** link will provide the information that formerly was under the IPO tab. You can also search for specific IPOs using the **Expanded Search** menu. There is also an **IPO Dashboard** set up that can be accessed from the Dashboards page using the drop down menu.



Today's SEC Filing Activity

- [All Filings](#)
- [Annual Reports](#)
- [Quarterly Reports](#)
- [Proxy Statements](#)
- [Current Event \(8-K\) Filings](#)

Today's Topic Activity

- [Acquire Using Stock](#)
- [Earnings Charge](#)
- [General Agreements](#)
- [Forward & Options Contracts](#)
- [In Bankruptcy](#)
- [Increase Staffing](#)
- [Inquiry Initiated](#)
- [Legal Action](#)
- [Legal Impacts](#)
- [Legal Settlement](#)
- [Merger Completed](#)

Today's IPO Activity

- [IPO Summary](#)
- [IPO Performance](#)
- [IPO News](#)

Today's Secondary Activity

- [Secondary Summary](#)