

Morningstar Direct Release Notes May 1, 2017

This document covers the following new features and enhancements in Morningstar DirectSM and Morningstar DirectSMCloud.

Overview

| In the Research app... | Go to... |
|--|------------------------|
| The following new features are available in the Research app: <ul style="list-style-type: none">▶ New webinar, Financial Regulation in the Age of Trump▶ Monthly U.S. Fund Category Return Scorecard▶ Monthly U.S. Fund Return Snapshot▶ Quarterly U.S. Asset Flows Wrap Up, and▶ New publication, Stock Strategist. | page 3 |

| In Morningstar Categories... | Go to... |
|---|------------------------|
| The following changes have been made in Morningstar Categories: <ul style="list-style-type: none">▶ Morningstar Categories have changed due to the semi-annual category review▶ 2017 Global Categories are now assigned based on specific characteristics of the strategy, and▶ The GBP Allocation categories have been recalculated from the current three-tiered structure (Cautious, Moderate, and Aggressive) to five tiers (Cautious, Moderately Cautious, Moderate, Moderately Adventurous, and Adventurous). | page 7 |

| In Morningstar Data and Methodology... | Go to... |
|--|-------------------------|
| <p>The following changes have been made in Morningstar data and methodology:</p> <ul style="list-style-type: none"> ▶ Updated historical market price data ▶ Updated Morningstar fee-level methodology ▶ New data points for Taiwan AFS Funds ▶ New fixed-income data points ▶ New data point for non-US stocks ▶ Removal of a duplicate data point in the UK Investment Trusts universe ▶ Retirement of fourteen ISA Categories in Israel Funds ▶ Enhanced logic for segregating Korean funds into the correct universes ▶ Coming in 2017: Methodology enhancements to fixed-income analytics, fund category averages and percentile rankings, and Equity Style Box, and ▶ Postponement of Sustainability Rating methodology changes. | page 11 |
| In Presentation Studio... | Go to... |
| <p>The following new features are available in Presentation Studio:</p> <ul style="list-style-type: none"> ▶ Select a language preference in Application Settings, as well as in individual reports and templates ▶ Rank supplementary data points in Performance Reporting table components ▶ Link text components to specific font settings, and ▶ Customize the names of Morningstar indexes. | page 16 |
| In Report Portal... | Go to... |
| <p>You can now specify the order of factsheets in a batch output.</p> | page 29 |
| In Morningstar Direct Desktop... | Go to... |
| <p>The following changes have been made in Morningstar Direct Desktop:</p> <ul style="list-style-type: none"> ▶ The Morningstar Publications tab has been retired, so you must access Morningstar Publications via Morningstar Direct Cloud, and ▶ You can access the Equity SAL report from the Equity Quicktake. | page 33 |
| In Morningstar Excel Add-In... | Go to... |
| <p>The following new features are available in the Morningstar Excel Add-In</p> <ul style="list-style-type: none"> ▶ An option to disable automatic calculations, and ▶ Currency conversion for all NAV-related data points. | page 36 |

New in the Research App

In this section, you will learn about these additions to the Research app:

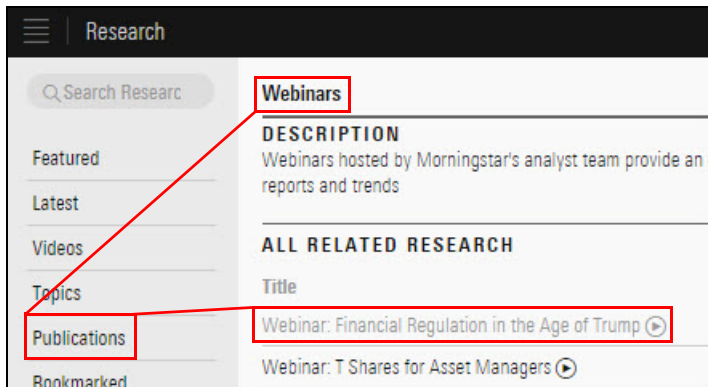
- ▶ Webinar: “Financial Regulation in the Age of Trump” (page 3)
- ▶ Monthly U.S. Fund Category Return Scorecard (page 4)
- ▶ Monthly U.S. Fund Return Snapshot (page 5)
- ▶ Quarterly U.S. Asset Flows Wrap Up (page 5), and
- ▶ Publication: Stock Strategist (page 6).

Overview

The webinar, “Financial Regulation in the Age of Trump,” is now available in the Research app at **Publications**... **Webinars**.

The webinar is approximately 45 minutes long.

How can I learn more about financial regulation under President Trump?



Note the highlighted selections

Morningstar now publishes a monthly US Fund Category Return Scorecard, a table-based look at recent trends among U.S. fund category returns.

What is the monthly US Fund Category Return Scorecard?

Morningstar Direct Cloud US Fund Category Scorecard
As of Date: 3/31/2017

| | February % | March % | YTD % |
|---------------------------------------|------------|---------|-------|
| Allocation | | | |
| US Fund Allocation--15% to 30% Equity | 1.16 | 0.07 | 2.07 |
| US Fund Allocation--30% to 50% Equity | 1.56 | 0.20 | 2.97 |
| US Fund Allocation--50% to 70% Equity | 2.05 | 0.24 | 3.84 |
| US Fund Allocation--70% to 85% Equity | 2.25 | 0.53 | 4.83 |
| US Fund Allocation--85%+ Equity | 2.64 | 0.75 | 5.86 |
| US Fund Tactical Allocation | 1.90 | 0.15 | 3.34 |
| US Fund Target-Date 2000-2010 | 1.46 | 0.36 | 3.08 |
| US Fund Target-Date 2015 | 1.56 | 0.40 | 3.38 |
| US Fund Target-Date 2020 | 1.69 | 0.39 | 3.57 |

To access the US Fund Category Return Scorecard, go to **Latest... Thematic... March 2017 Morningstar Direct Cloud US Fund Category Return Scorecard**.

Research

Search Research

Latest Thematic Reports

Asia 217 Roundup - March 2017 Jackie Choy, C... Ma... Apr 06 2017

Bond Funds Hold Their Own in the First Quarter Sarah Bush Ma... Apr 06 2017

March 2017 Morningstar Direct Cloud US Fund Category Return Scorecard Tom Lauricella Ma... **Apr 05 2017**

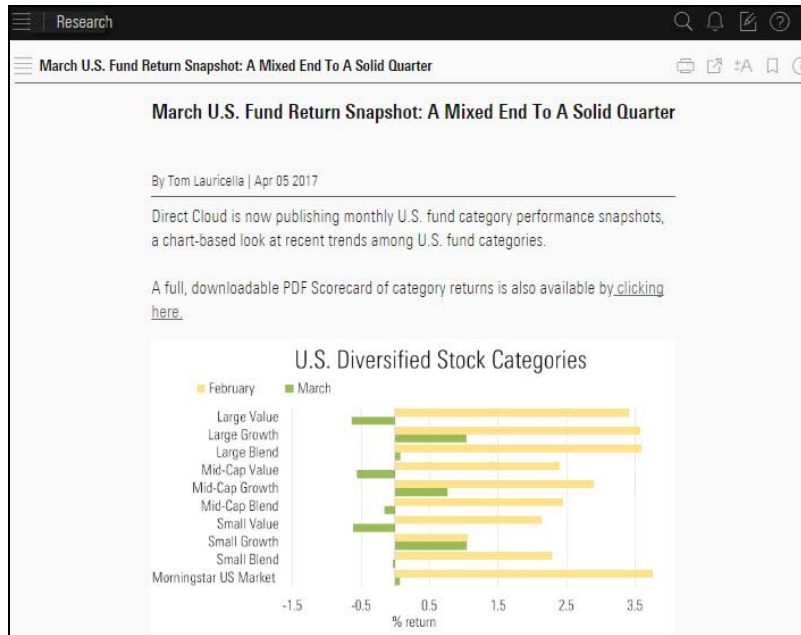
5 Takeaways From the U.S. DOL Fiduciary Rule Delay Aron Szapiro Ma... Apr 05 2017

Knowing the date of the article helps you decide how far to scroll down

Note: The article can also be found on the [author's page](#).

Morningstar now publishes a monthly U.S. Fund Return Snapshot, a chart-based look at recent trends among U.S. fund categories.

What is the monthly U.S. Fund Return Snapshot?



To access the US Fund Category Return Scorecard, go to **Latest... Thematic... March U.S. Fund Category Return Snapshot: A Mixed End to A Solid Quarter.**

Research

Search Research

Latest Thematic Reports

| Article Title | Author | Date |
|---|------------------|-------------|
| Bond Funds Hold Their Own in the First Quarter | Sarah Bush | Apr 06 2017 |
| March 2017 Morningstar Direct Cloud US Fund Category Return Scorecard | Tom Lauricella | Apr 05 2017 |
| 5 Takeaways From the U.S. DOL Fiduciary Rule Delay | Aron Szapiro | Apr 05 2017 |
| March U.S. Fund Return Snapshot: A Mixed End To A Solid Quarter | Tom Lauricella | Apr 05 2017 |
| Australia Weekly Update - 6 April 2017 | Morningstar E... | Apr 05 2017 |

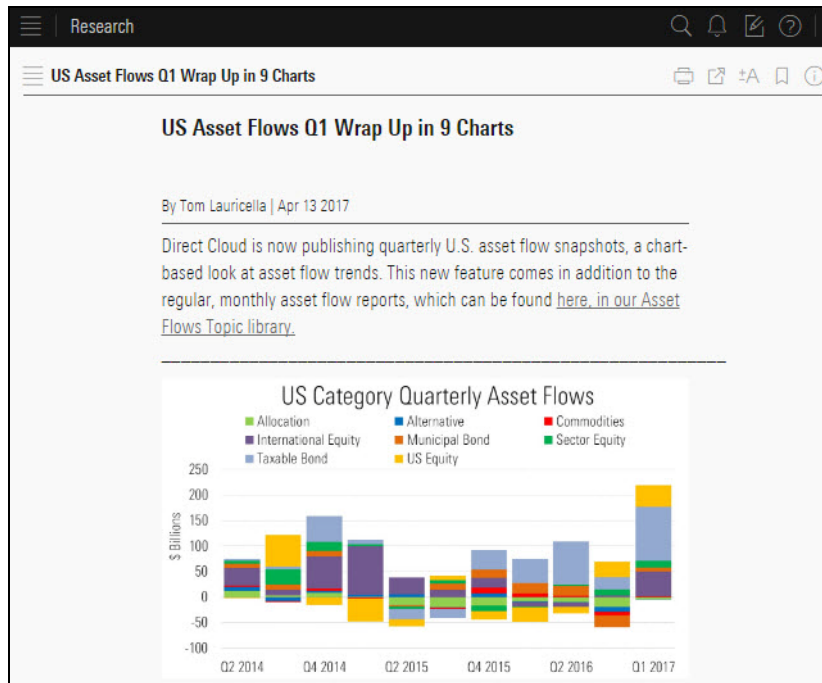
Knowing the date of the article helps you decide how far to scroll down

Note: The article can also be found on the [author's page](#).

Morningstar now publishes a quarterly U.S. Asset Flows Wrap Up, a chart-based look at trends in asset flows.

What is the quarterly U.S. Asset Flows Wrap Up?

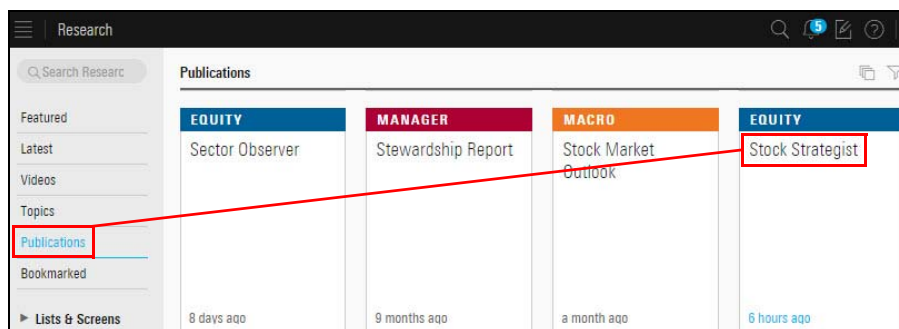
To access the latest wrap up in the Research app, go to **Topics... Asset Flows**.



“Stock Strategist” makes it easy to find Morningstar’s stock strategy for equity-covered content. You will find in-depth articles on the outlook for individual stocks and industries, authored by Morningstar equity analysts.

What is the new publication “Stock Strategist?”

To access “Stock Strategist,” in the Research app, go to **Publications... Stock Strategist**.



Scroll down to find Stock Strategist

New in Morningstar Categories

Morningstar categories are updated to respond asset allocation trends and fund manager purchasing decisions.

In this section, you will learn about the following:

- ▶ Morningstar Category changes due to the semi-annual category review ([page 7](#))
- ▶ the reason for the global category reassignments ([page 9](#))
- ▶ the reasons for the recalculated category averages and ranks for EAA GBP Allocation categories ([page 9](#)), and
- ▶ the impact of the recalculated category averages and ranks for EAA GBP Allocation categories ([page 10](#)).

As a result of the semi-annual Morningstar Category review, effective April 28, 2017, categories in the following regions have changed:

- ▶ U.S.
- ▶ Europe/Asia/Africa
- ▶ Brazil
- ▶ China
- ▶ India
- ▶ South Korea, and
- ▶ Mexico.

Please click on the links in the following table for summary and ID mapping documentation.

| Domicile/Region | Universes | Changes Effective April 28, 2017 |
|-----------------|--|--|
| United States | <ul style="list-style-type: none"> ▶ US Open End Funds ▶ Variable Annuities ▶ Exchange-Traded Funds ▶ Closed End Funds ▶ Separate Accounts/CITs, and ▶ Unit Investment Trust | <p>In US Retail:</p> <ul style="list-style-type: none"> ▶ new category: World Small/Mid Stock ▶ renamed category World Stock to World Large Stock with updated benchmarks ▶ one retired category: Commodities Miscellaneous, and ▶ revised definition: Nontraditional Bond <p>☞ Note: In previous notifications, the new and renamed categories were assigned different names than those currently assigned. Additionally, the renamed category, World Large Stock, has undergone benchmark changes. Click here for details.</p> |

Overview

What changes resulted from the Morningstar Category review?

| Domicile/Region | Universes | Changes Effective April 28, 2017 |
|--------------------------------|--|---|
| Europe, Africa, and Asia (EAA) | <ul style="list-style-type: none"> ▶ Open End Funds ▶ Closed End Funds, and ▶ Exchange-Traded Funds | <p>In EAA funds:</p> <ul style="list-style-type: none"> ▶ three new GIFs categories, and ▶ one renamed GIFs category. <p>Click here for changes to international categories.</p> |
| Brazil | Open End Funds | <p>In Brazil open-end funds:</p> <ul style="list-style-type: none"> ▶ one new category ▶ four renamed categories, and ▶ modified definitions for two categories. <p>Click here for changes to international categories.</p> |
| China | <ul style="list-style-type: none"> ▶ Open End Funds ▶ Closed End Funds, and ▶ Exchange-Traded Funds | <p>In China funds:</p> <ul style="list-style-type: none"> ▶ four new categories ▶ two retired categories, and ▶ revised category average calculation methods for seven existing categories. <p>Click here for changes to international categories.</p> |
| India | <ul style="list-style-type: none"> ▶ Open End Funds, and ▶ Closed End Funds | <p>In India funds:</p> <ul style="list-style-type: none"> ▶ two new categories, and ▶ modified definitions for three categories. <p>Click here for changes to international categories.</p> |
| South Korea | <ul style="list-style-type: none"> ▶ Open End Funds, and ▶ Exchange-Traded Funds | <p>One new category (Target Achievement)</p> <p>Click here for changes to international categories.</p> |
| Mexico | <ul style="list-style-type: none"> ▶ Open End Funds, and ▶ Pension Funds | <p>Six new categories</p> <p>Click here for changes to international categories.</p> |

The Morningstar Global Category assignments help investors search for similar investments domiciled across the globe. Morningstar Global Categories are mapped into ten global broad category groups (Equity, Allocation, Convertibles, Alternative, Commodities, Fixed Income, Money Market, Tax Preferred, Property, and Miscellaneous). They are based on the investment vehicles' underlying local Morningstar Category assignments.

As of April 30, 2017, Morningstar Global Category assignments are no longer based solely upon a one-to-one relationship with the local Morningstar Category. The Morningstar Global Category classification is now based on the specific characteristics of the strategy, as determined by a mosaic of all available data.

New assignment criteria include, but are not limited to, the following factors:

- ▶ three- and five-year average portfolio characteristics
- ▶ returns-based style analysis
- ▶ reported benchmarks
- ▶ reported strategy descriptions
- ▶ local industry classifications
- ▶ Morningstar StrategyId, and
- ▶ current Morningstar Category.

These assignments are periodically monitored by our global, multi-lingual analyst teams. Please contact your Relationship Manager with any questions.

The GBP Allocation categories have been recalculated from the current three-tiered structure (Cautious, Moderate, and Aggressive) to five tiers (Cautious, Moderately Cautious, Moderate, Moderately Adventurous, and Adventurous).

Due to the fundamental nature of the change, the history of category averages and fund ranks for those sectors have been recalculated. These changes are driven by a number of factors, including the following:

- ▶ Regulators have increased their scrutiny on the sales practice of investment products to ensure suitability (through regulation, such as MIFID II);
- ▶ The UK has an established a market for the risk assessment of multi-asset funds;
- ▶ The UK has a vibrant independent financial adviser market with less vertical integration than the rest of Europe. This freedom of choice requires better tools to evaluate the whole of market; and
- ▶ The UK has experienced regulatory change via RDR so consideration of the "whole of market" and suitability is a more significant issue at this time.

Why have Morningstar Global Categories been reassigned?

Why have the ranks and category averages for EAA GBP Allocation categories been recalculated?

In the open-end universes of the European, African, and Asian markets, the impacted information includes the following:

- ▶ GBP category average indexes (daily and monthly)
- ▶ trailing returns, and
- ▶ point-in-time values.

This change will not require you to make any specific changes; the recalculated data will flow through automatically. If you currently have funds assigned to the GBP Allocation categories, be aware that the historical category average performance and percentile ranks have likely changed.

What universes and markets are affected by the recalculation of the EAA GBP Allocation category averages and ranks?

New in Morningstar Data and Methodology

Morningstar monitors and updates its data and methodologies to respond to changes in regulations and ensure the accuracy of the data supplied to users.

Overview

In this section, you will learn about the following:

- ▶ updated historical market price data ([page 11](#))
- ▶ updated Morningstar fee-level methodology ([page 11](#))
- ▶ new data points for Taiwan AFS Funds ([page 12](#))
- ▶ new fixed-income data points ([page 13](#))
- ▶ new data point for non-US stocks ([page 14](#))
- ▶ removal of a duplicate data point in UK Investment Trusts ([page 14](#))
- ▶ retirement of 14 ISA categories for Israel Funds ([page 14](#))
- ▶ enhanced logic for segregating Korean funds to the appropriate universes ([page 14](#))
- ▶ upcoming methodology enhancements ([page 14](#)), and
- ▶ postponement of changes to the Sustainability Rating methodology ([page 15](#)).

The data for historical market prices have been updated by backfilling missing data and updating for historical corrections, where necessary. The project currently focuses on securities traded on eleven exchanges globally, and will potentially affect five closed-end funds, 17 exchange-traded funds, and 4,664 equities. As a result, historical market prices, market returns, and Daily Market Return Index (DMRI) values will change in both fund and equity data products. Click [here](#) for a the list of potentially impacted securities. Please contact your Relationship Manager with any questions.

Why have historical market price data changed?

 Note: Similar projects targeting other markets and exchanges will take place throughout the remainder of 2017.

Due to recent regulatory proposals and industry changes, the Morningstar fee-level methodology now uses Prospectus Net Expense data to rank share classes within a fee-level group (broad or distribution), and to produce the Morningstar fee-level and associated percentile ranks. Prior to this release, the methodology used Annual Report Net Expense data for the calculation. This change applies to U.S.-domiciled funds only; all other markets will continue to reflect the existing methodology.

Why has the Morningstar fee-level methodology changed?

Morningstar has made this change in response to recent regulatory proposals and industry changes.

The methodology change will improve fund comparisons in the following ways:

- ▶ reflect fee cuts more quickly (annual report figures can be up to 15 months old)
- ▶ include newly incepted share classes (which do not yet have an annual report) in the ranking groups, and
- ▶ uniformly include acquired fund fees in the comparisons, regardless of fund-of-funds status.

Please contact your Client Service Consultant with any questions.

SITCA, the Taiwan fund authority, regulates fund companies to ensure distribution yield is calculated consistently and figures are disclosed regularly. SITCA has stipulated that all funds must disclose their dividend yields and follow a specific equation.

What new data points have been added for Taiwan AFS Funds?

To support SITCA regulations, the following new data points have been added:

| Data Point | Definition |
|------------------|---|
| SITCA Yield | SITCA Yield estimates a fund's annual income per share yield. For funds issuing monthly dividends, the most recent income distribution is multiplied by 12 and then divided by the fund's net asset value (NAV) as of the previous business day of ex-date. For funds issuing quarterly dividends, the most recent income distribution is multiplied by four and then divided by the fund's NAV of previous business day of ex-date. Special dividends are handled in a similar manner. |
| SITCA Yield Date | The as-of date of the SITCA Yield data point |

The new data points are available in the following universes and modules:

- ▶ Taiwan open-end universes
- ▶ Taiwan ETF universes
- ▶ Global open-end universes
- ▶ Global ETF universes
- ▶ Workspace, and
- ▶ Performance Reporting.

The new data points have been added to Views as described in this table:

| Universes | View |
|-----------------------------------|------------|
| Taiwan open-end and ETF universes | Snapshot |
| Global open-end and ETF universes | Operations |

Prior to this release, data points for fixed-income holdings in fund portfolios were offered as surveyed data points. Going forward, the following data points reflect calculated analytics:

What new data points have been added for fixed-income funds?

- ▶ Credit Qual Date (Calculated)
- ▶ Credit Qual AA % (Calculated)
- ▶ Credit Qual BBB % (Calculated)
- ▶ Credit Qual B % (Calculated)
- ▶ Credit Qual Not Rated % (Calculated)
- ▶ Average Effective Maturity (Calculated)
- ▶ Average Yield to Maturity (Calculated)
- ▶ Average Effective Maturity (Calculated) - Percent of Assets
- ▶ Average Yield to Maturity (Calculated) - Percent of Assets
- ▶ Credit Qual AAA % (Calculated)
- ▶ Credit Qual A % (Calculated)
- ▶ Credit Qual BB % (Calculated)
- ▶ Credit Qual Below B % (Calculated)
- ▶ Average Effective Duration (Calculated)
- ▶ Average Modified Duration (Calculated)
- ▶ Average Effective Duration (Calculated) - Percent of Assets
- ▶ Average Modified Duration (Calculated) - Percent of Assets

The new data points are available in the following Global universes:

- ▶ Open-end, closed-end, and ETF funds
- ▶ Separate Accounts
- ▶ Insurance
- ▶ Money Market Funds
- ▶ US Variable Annuity Subaccounts
- ▶ US Variable Life Subaccounts
- ▶ Unit Investment Trust, and
- ▶ UK LP Funds (open-end and ETF).

The new data points are available in the following features:

- ▶ investment lists
- ▶ search, and
- ▶ Performance Reporting module.

The new data points have been added to Views as described in the following table:

| Type of Data | View |
|--------------|--------------------------------|
| Current | Fixed-Inc Portfolio Statistics |
| Historical | Historical Portfolio Data |

 Note: Historical data is calculated monthly.

The data point Analysis Date has been added to correspond to rating data for non-U.S. stocks.

What is the new data point for non-U.S. stock?

Analysis Date is found in the Snapshot view in the following non-U.S. universes:

- ▶ Open End Funds
- ▶ Closed End Funds
- ▶ Exchange-Traded Funds, and
- ▶ Stocks.

In the UK Investment Trusts universe, the Association of Investment Companies (AIC) sector names were changed some time ago. For example, "global growth" was renamed "global." A duplicate of the data point "Association of Investment Companies (AIC) Sector" showing the outdated sector names has been removed.

What duplicate data point has been removed from the UK Investment Trusts universe?

Fourteen ISA categories have been retired.

What changes have been made in Israel Funds?

In Morningstar Direct, Korean pages are maintained with two universes: Korea OE fund and Korean restricted fund, for Korean public placement funds and private placement funds, respectively.

What is the enhanced logic for Korean funds?

Traditionally, the "restricted fund" tag (also known as the "dedicated fund" tag) was used to distinguish the two universes. That tag can no longer be used due to the introduction of investment profiles as sub-types of restricted investors.

The logic used to segregate the funds now takes the different investment profile types into account.

The planned updates for 2017 are described in this table.

What methodology enhancements are coming up in 2017?

| Planned Update | Details |
|------------------------|---|
| Fixed-Income Analytics | In the first half of 2017, surveyed fixed-income data for managed investments (such as mutual funds and ETFs from asset managers) will be supplemented by Morningstar's calculated analytics. This enhancement improves the transparency, comparability, completeness, and freshness of the data. The update will also strengthen the reliability of the data by reducing dependency on third-party surveys. You will be able to more precisely assess your fixed-income exposures and with that knowledge, build better multi-asset portfolios. The primary data points will include measures of portfolio duration, maturity, and credit quality breakdown. |

| Planned Update | Details |
|--|--|
| Fund Category Averages and Percentile Rankings | <p>In the second half of 2017, in Morningstar's methodology for calculating category averages and percentile rankings, the bias toward funds with numerous share classes will be removed. The new approach, known as fractional weighting, is more consistent with the current methodology of the Morningstar Rating for Funds. In markets where fractional weighting is not already being used (including the U.S.), fractional weights will be applied to multiple share classes of the same fund to determine category averages and percentile rankings. The new methodology will ensure funds within a category will have an equal effect on these statistics.</p> |
| Equity Style Box | <p>In the second half of 2017, the methodology of the Equity Style Box will be enhanced to globally improve quality and consistency. Transparency and validity of the Value-Growth scores will be increased by the following changes:</p> <ul style="list-style-type: none"> ▶ a greater emphasis on higher quality, more widely available inputs, and ▶ elimination of the reliance on consensus growth estimates. <p>Value-Growth scores will update daily, and enable greater comparability by allowing stocks and funds from all regions to be plotted on a single Style Box, rather than requiring separate coordinate planes by geographic region. No reduction in coverage is expected. The primary data points affected include the following:</p> <ul style="list-style-type: none"> ▶ Value-Growth Score for funds ▶ Value-Growth Score for stocks, and ▶ Morningstar Style Box assignment. |

In the coming months, Morningstar plans to publish methodology papers and host a series of webinars on all three initiatives. Please contact your Relationship Manager if you have any immediate questions.

After additional analysis and discussions with market participants, the previously announced changes to the Sustainability Rating have been postponed.

**Why haven't
the Sustainability
Rating methodology
changes happened?**

New in Presentation Studio

In this release, Presentation Studio offers the following new features:

- ▶ You can now select a language preference in Application Settings, as well as in individual reports and templates;
- ▶ In Performance Reporting table components, you can now rank supplementary data points;
- ▶ It is now easy to ensure visual consistency by linking your text components to specific font settings; and
- ▶ You can now customize the display names of Morningstar indexes.

In this section, you will learn how to do the following:

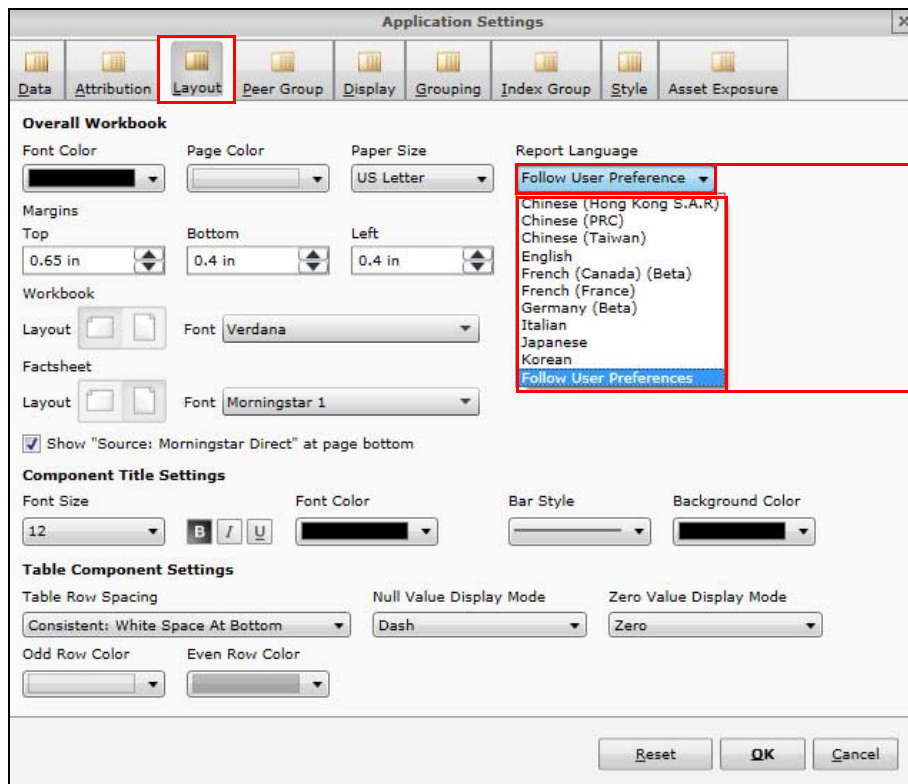
- ▶ understand the purpose of language preferences ([page 17](#))
- ▶ select a language preference in Application Settings ([page 18](#))
- ▶ select a language preference for a report or template ([page 20](#))
- ▶ update an existing report or template to match your language selection ([page 21](#))
- ▶ understand how language preference affects a template in Report Portal ([page 22](#))
- ▶ rank supplementary data points in a Performance Reporting table component ([page 24](#))
- ▶ select font settings at the Workbook level for text components ([page 24](#))
- ▶ apply Workbook-level font settings to existing text components ([page 25](#))
- ▶ change font settings for an individual text component ([page 26](#))
- ▶ restore a text component's font settings to those in Application Settings ([page 26](#)), and
- ▶ customize the display names of Morningstar indexes ([page 27](#)).

Overview

Prior to this release, you could not set your language preference in Presentation Studio. That information was part of your Morningstar Direct configuration. If you shared a template or report with another user, when they opened it, the component labels (such as table column headings and charts) changed to use the language setting in their Morningstar Direct configuration.

You can now select your language preference in Presentation Studio Application Settings, separate from Morningstar Direct. When you select a language, labels in reports and templates you create will display in your selected language, regardless of the language preference of others who use your reports or templates. You also have the option of allowing other users' language preferences to override yours.

What is the purpose of language preferences?



The default selection (Follow User Preferences) allows the language preference of the user working with your templates or reports to override the language you originally used

The language you select is "locked" into all your reports and templates and will override the language preference of others who use your reports and templates

You can make similar language preference selections for a report or template you create. The selection at the report or template level overrides your selection at the application level.

Note: Application-level language preference also controls Presentation Studio commands, drop-down menus, tab names, and component names.

Certain elements in components they retain their original language, regardless of the user's language preference. Some of those elements are as follows:

- ▶ table titles
- ▶ chart titles
- ▶ text components
- ▶ fund and investment names, and
- ▶ Morningstar Category names.

By default, the language selection in Presentation Studio Application Settings is "Follow User Preferences." When others use your templates and reports, this setting allows their language preferences to control the language displayed.

How do I select my language preference for Presentation Studio?

Your language selection in Application Settings does not affect the following:

- ▶ existing reports or templates, and
- ▶ new reports based on existing reports or templates.

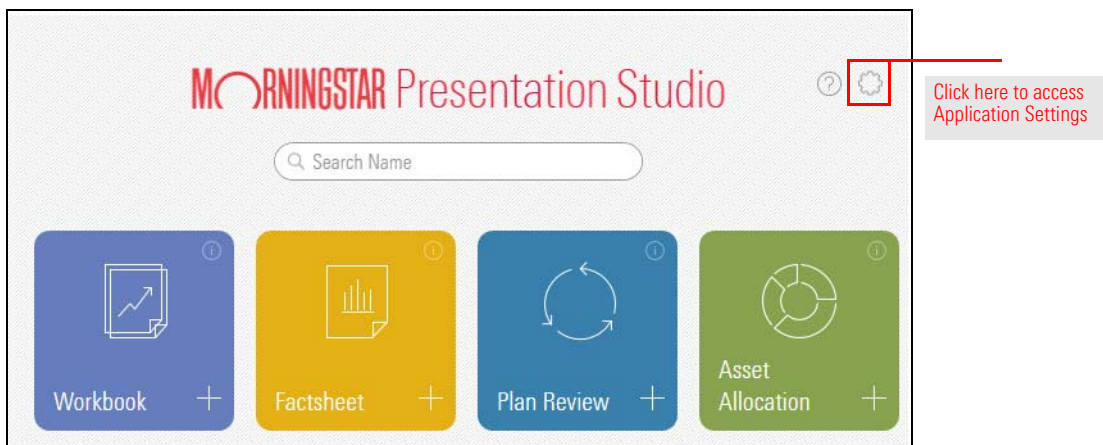
Note: For information on how to [How can I update an existing report or template to match my Application Settings language preference?](#) on page 21.

Your language selection in Application Settings affects only the following:

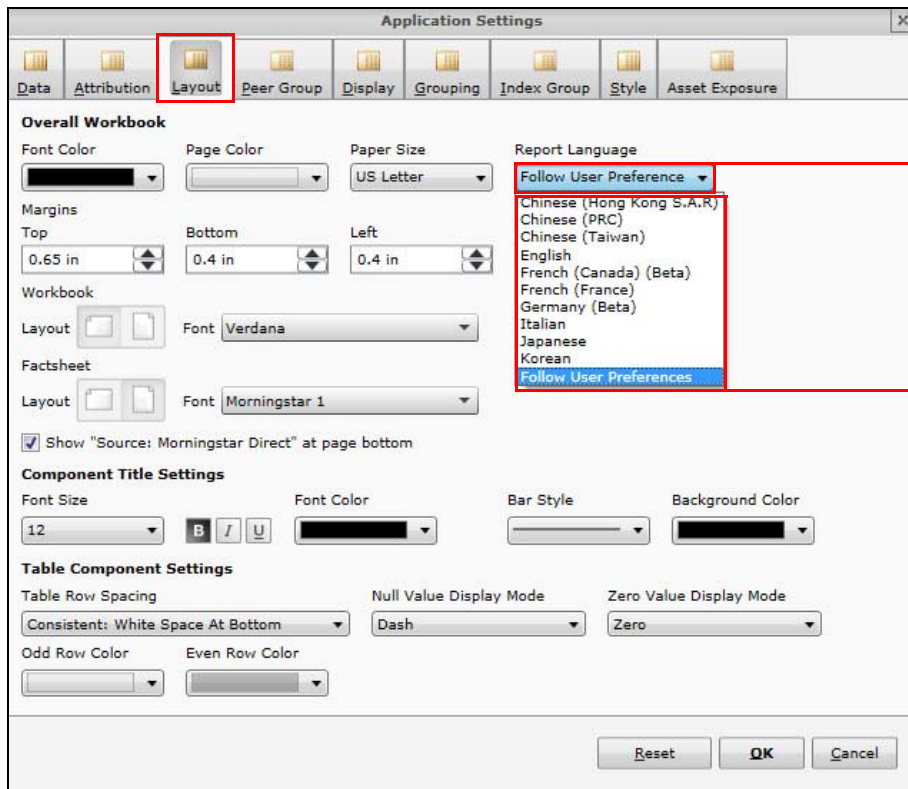
- ▶ new reports or templates built from scratch, and
- ▶ someone else's reports or templates you use after April 30, 2017 (provided they have allowed your language preference to override their own).

To select a language for component labels all your new reports and templates, do the following.

1. On the Presentation Studio Home page, click the **Gear** icon in the upper-right corner of the window. The Application Settings window opens.



2. Select the **Layout** tab and, from the **Report Language** drop-down field, select a **language** or use the default selection (**Follow User Preferences**).



The default selection (Follow User Preferences) allows the language preference of the user working with your templates or reports to override the language you originally used

The language you select becomes the default for all your reports and templates; it will override the language preferences of others who use your reports and templates

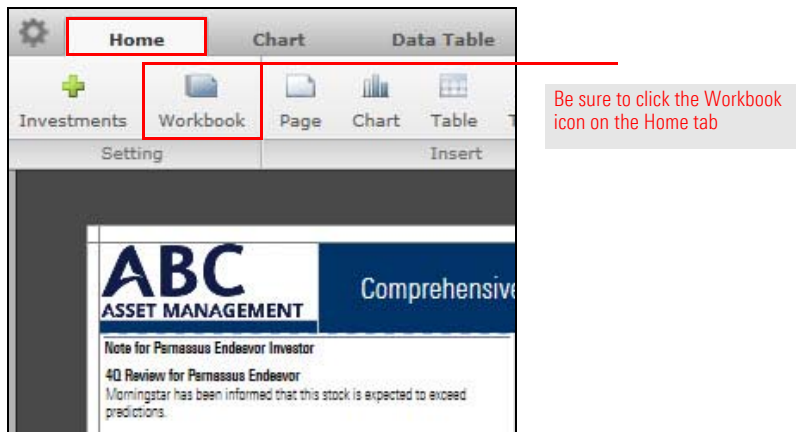
3. Click **OK**.

When you are creating a template or report, you can select a language preference to override your Application Settings language selection. This selection is specific to the template or report. It will also override the language preference of others who use your template or report.

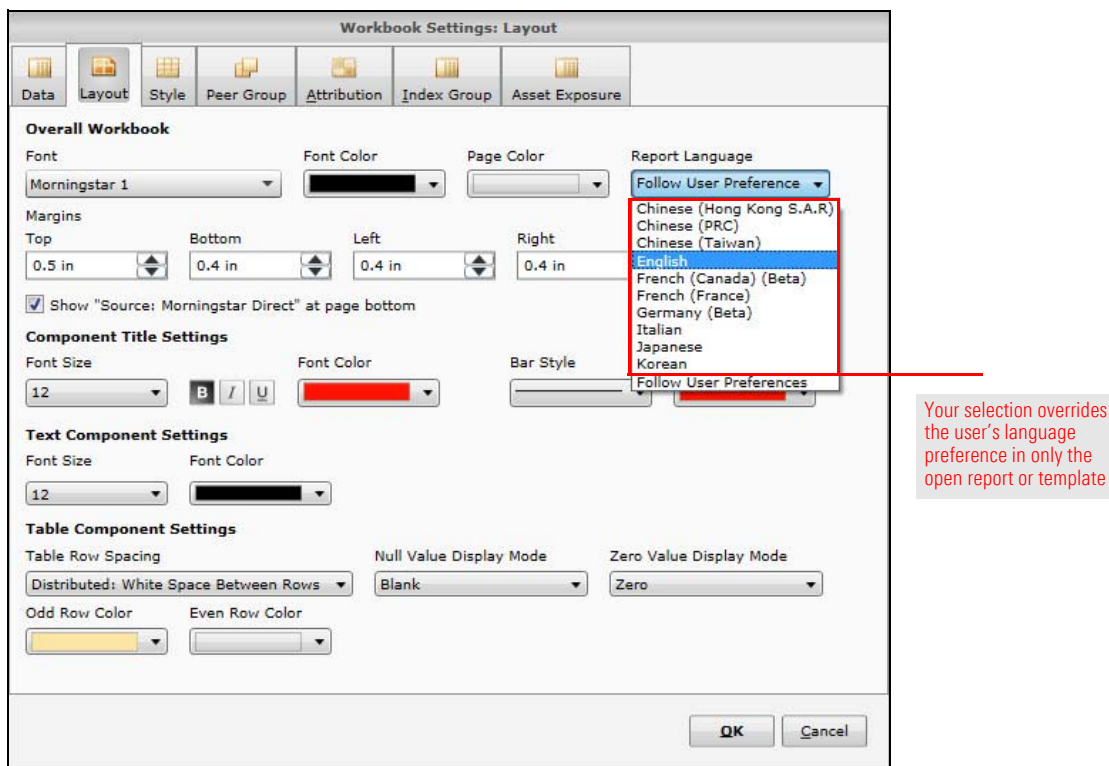
How do I select a language preference for a report or template?

To select a report- or template-specific language, do the following:

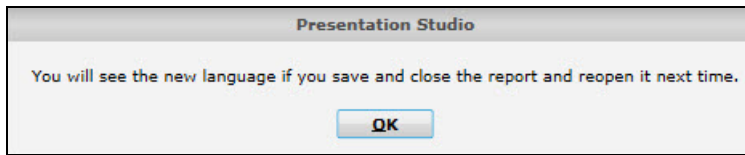
1. In Presentation Studio, with the template or report open, select the **Home** tab and click the **Workbook** icon. The Workbook Settings window opens.



2. Select the **Layout** tab. From the **Report Language** drop-down field, select the **language** you want used in the report or template.



3. Click **OK**. The following alert opens.




The effect of your language selection is not immediate

4. Click **OK**.
5. **Close** and **save** the report, then **reopen** it.

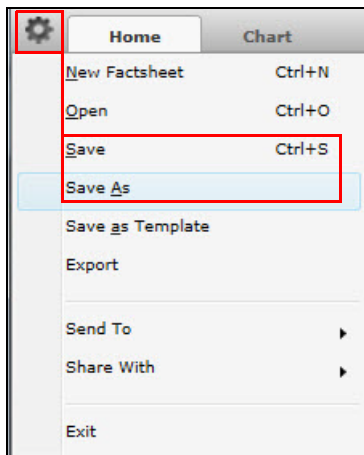
In most existing reports and templates, the language preference is “Follow User Preferences,” which means the user’s language preference will be used when they open the report or template.

However, when working with an existing report or template in the user who created the report or template made a specific language selection in their Application Settings, the language will not update to match your Application Settings language preference. You can override the language currently in use at the report or template level.

 Note: This procedure creates an override; it does not link your report or template to your Application Settings language preference.

To update an existing report or template to match your language preference, do the following:

1. Open the **report** or **template**.
2. (Optional) If the report or template was created by another user, in the upper-left corner of the Presentation Studio window, click the **Gear** icon and from the drop-down field, select **Save As** or **Save as Template**.



Note the highlighted selections

3. **Name** the report or template and **save** it to a directory on your computer.
4. Follow the steps under [How do I select a language preference for a report or template? on page 20](#). In [step 2](#), select the language used in your Application Settings.

How can I update an existing report or template to match my Application Settings language preference?

When a Presentation Setting template is used in Report Portal, the language of the template is preserved. The language preference settings of the template builder or user have no effect.

How does language preference affect a template used in Report Portal?

You can now rank investments by a supplementary data point (for example, Management fee), when comparing investments in a workbook.

How can I rank supplementary data points in a Performance Reporting table?

Supplementary data points can be ranked in the following components:

- ▶ Performance Reporting table
- ▶ Performance Reporting extended table, and
- ▶ Plan Performance Reporting table.

To rank investments by a supplementary data point, do the following:

1. In a workbook, factsheet, or plan, select a **Performance Reporting table**, then **right-click** in the body of a **numeric column** and select **Insert Rank**. The **Insert Rank** drop-down field opens.

Note: Be sure not to right-click in the column heading.

2. From the **Insert Rank** drop-down field, select a **supplementary data point**. A new column for that data point is inserted.

Note: Prior to this release, the options shown in the Insert Rank drop-down field have been available for Performance data points, but now you can use them for Supplementary data points as well.

The screenshot shows a 'Performance Reporting' table with columns for 'Morningstar Category', 'YTD', '1 Year', and '3 Years'. A right-click context menu is open over the 'YTD' column, with 'Insert Rank' selected. A secondary dropdown menu is visible, listing options such as '+/- Display Benchmark 1', 'Peers Beaten', and 'Peer group rank'. A red box highlights the 'YTD' column and the 'Insert Rank' option in the menu. A text box on the right explains that the cursor was pointing at the YTD column during the right-click action.

- Click **Calculate**. The values are now shown in the column.

| | B | C |
|---|----------------------|------|
| | Morningstar Category | YTD |
| Large Blend | | |
| Dakmark Select Investor | US Fund Large Blend | 3.00 |
| Shares Core S&P 500 | US Fund Large Blend | 6.06 |
| Vanguard Dividend Appreciation ETF | US Fund Large Blend | 6.18 |
| Peer Group: Funds - U.S. - Large Blend | | |
| Small Growth | | |
| First Trust Small Cap Gr AlphaDEX® ETF | US Fund Small Growth | 5.38 |
| First Trust/Confluence Small Cap Val A | US Fund Small Growth | 5.06 |
| Peer Group: Funds - U.S. - Small Growth | | |

The new column is inserted to the right of the column you right-clicked

- Point at the new column and **right-click**. From the drop-down field, select **Rank Order** and then select **Ascending** or **Descending**.

Note: The rows are sorted within their Morningstar Categories (Large Blend and Small Growth in the sample).

- If you want to display the Supplementary data point (Peer group percentile in the sample) for all returns (1 Year, 3 Years, etc.), point at the new column and **right-click**. From the drop-down field, select **Rank Order** and then select **Apply to All**.

| | B | C | Return |
|---|----------------------|------|-----------------------|
| | Morningstar Category | YTD | Peer group percentile |
| Large Blend | | | |
| Dakmark Select Investor | US Fund Large Blend | 3.00 | |
| Shares Core S&P 500 | US Fund Large Blend | 6.06 | |
| Vanguard Dividend Appreciation ETF | US Fund Large Blend | 6.18 | |
| Peer Group: Funds - U.S. - Large Blend | | | |
| Small Growth | | | |
| First Trust Small Cap Gr AlphaDEX® ETF | US Fund Small Growth | 5.38 | |
| First Trust/Confluence Small Cap Val A | US Fund Small Growth | 5.06 | |
| Peer Group: Funds - U.S. - Small Growth | | | |

Be sure you are pointing at the Supplementary data point column

- Click **Calculate**.

It can be very time-consuming to ensure your text components' font, size, and color are consistent throughout a report or template. Now you can select font settings at the workbook level. All text components (including those in headers and footers) added to the report or template will be linked to those settings.

How do I select font settings for text components throughout a report or template?

To select font settings at the workbook level, do the following:

1. In a report or template, select the **Home** tab, then click **Workbook**.
2. In the Workbook Settings window, select the **Layout** tab.
3. In the Overall Workbook section, from the **Font** and/or **Font Color** drop-down fields, make your **selections**.
4. In the Component Title Settings section, from the **Font Size** and/or **Font Color** drop-down fields, make your **selections**.
5. In the Text Component Settings section, from the **Font Size** and/or **Font Color** drop-down fields, make your **selections**.

Click these buttons for Bold, Italic, and/or Underline

6. Click **OK**.

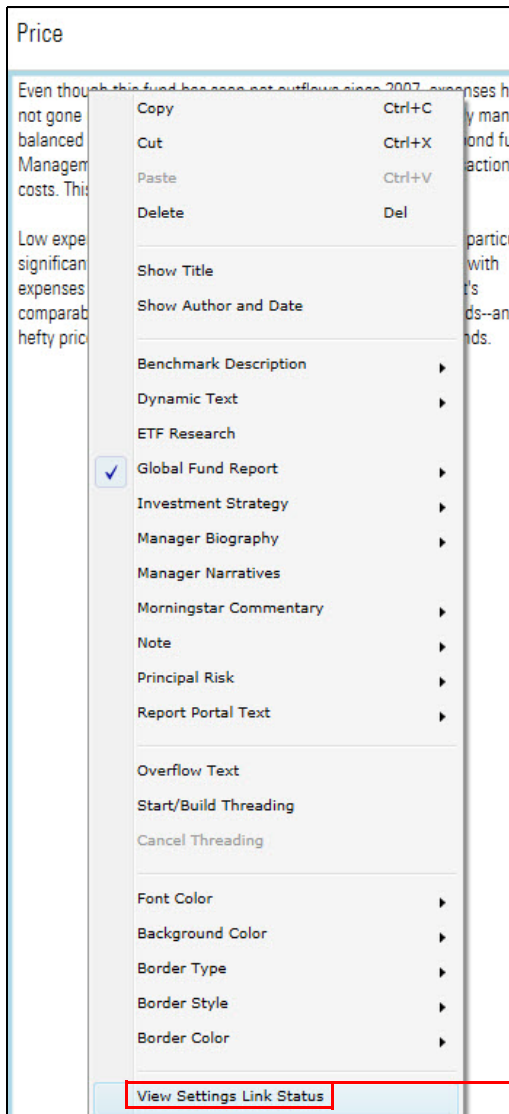
These settings do not affect existing text components, but you will see the selected fonts in new text components.

To link existing text components to the Workbook font settings, see [How can I apply the Workbook font settings to existing text components? on page 25](#).

To apply the Workbook font settings to existing text components, do the following:

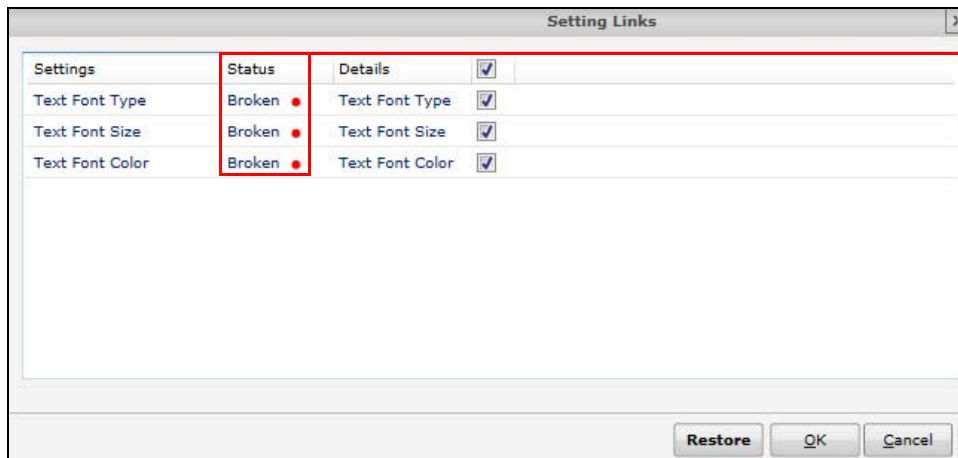
1. Select a **text component** and **right-click**.
2. From the drop-down field, select **View Settings Link Status**.

How can I apply the Workbook font settings to existing text components?



From this selection, you can learn if the component currently uses the Workbook font settings

- In the Settings Links dialog box, click the **checkbox(es)** of the settings you want to change (Text Font Type, Text Font Size, and Text Font Color).



Because the fonts currently in use do not match the Workbook settings, the status of the font settings is Broken

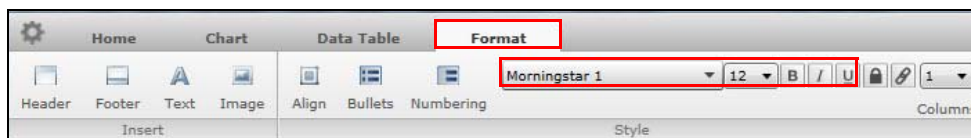
- Click **Restore**.

A text component that uses the Workbook Settings fonts is considered “linked” to the Workbook fonts. When you change the fonts used in a specific text component, the link is broken.

How can I change the font of a linked text component?

To change the font of a text component, do the following:

- Select the **text component**.
- At the top of the Presentation studio window, select the **Format** tab.
- In the **Style** section of the Format tab, change the selection for any or all of the following:
 - ▶ **Font** drop-down field
 - ▶ **Font size** drop-down field, and
 - ▶ **Font properties** (buttons **B**, **I**, and **U** for bold, italic, underline).



Note the highlighted selections

To restore a text component’s link to the Workbook settings, follow the steps in [How can I apply the Workbook font settings to existing text components?](#) on page 25.

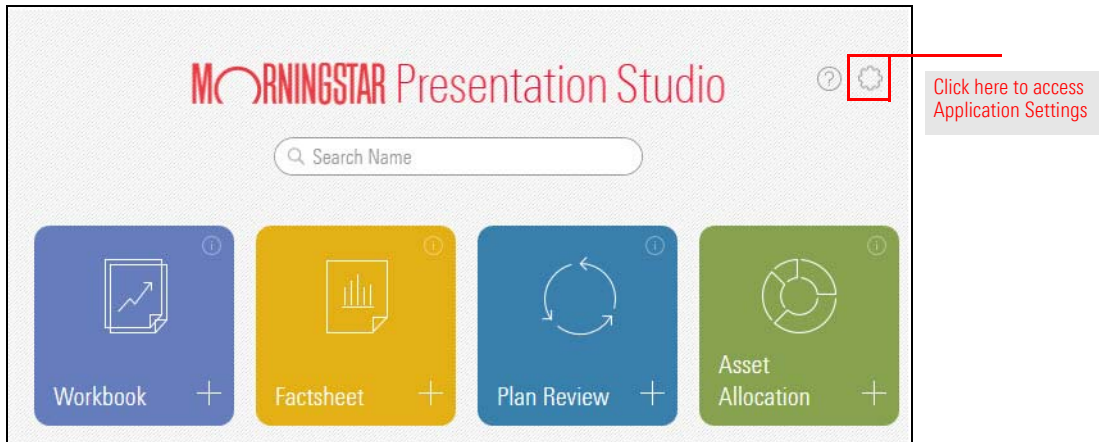
How can I restore the link to the Workbook settings?

In this release, you can customize the display names of Morningstar indexes, giving you more control over your report design and content.

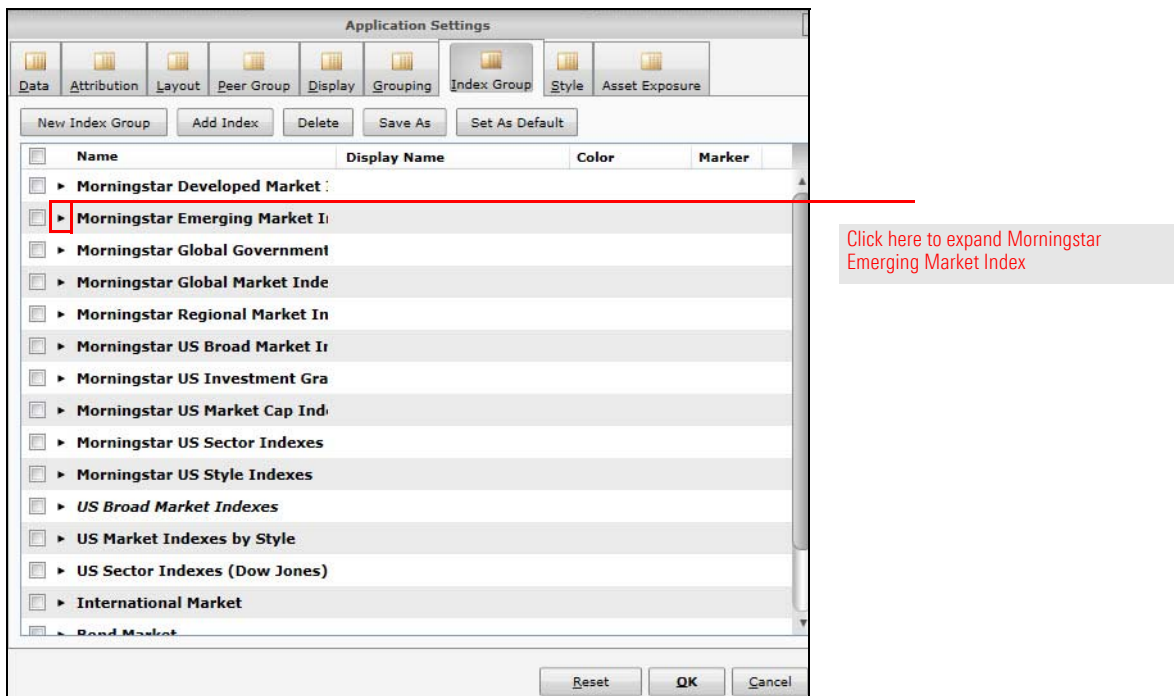
How can I customize the display names of Morningstar indexes?

To customize the display names of Morningstar indexes, do the following:

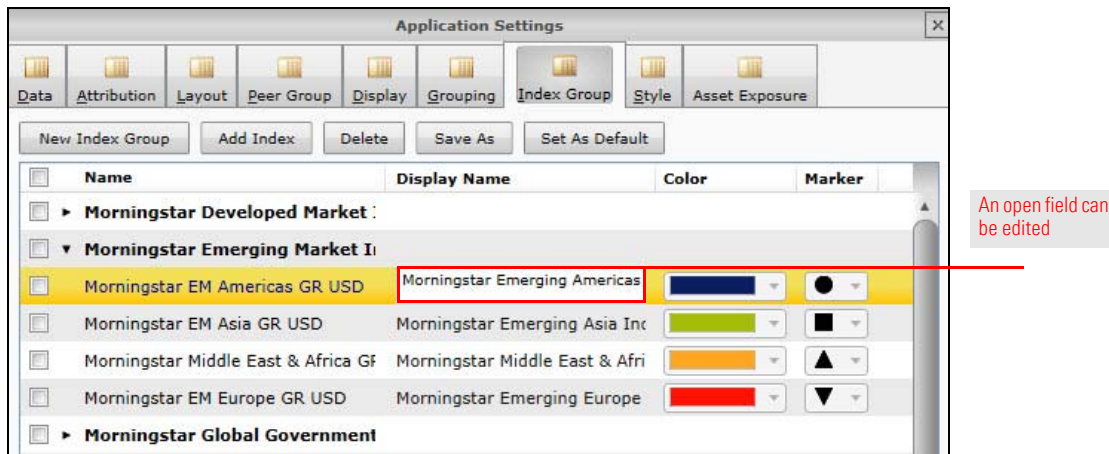
1. On the Presentation Studio Home page, click the **Gear** icon in the upper-right corner of the window. The Application Settings window opens.



2. In the Application Settings window, select the **Index Group** tab.
3. Click the **arrow** to the left of one of the Morningstar Index groups. The group expands, displaying the indexes it contains.



- In the row for the index you want to rename, click the **text** in the Display Name column. The field opens.



- Type your preferred **name** in the field.
- Click **OK**.

Your preferred name will be used whenever that index is accessed in a Presentation Studio report or template.

☞ Note: The new name will not be displayed in existing reports and templates.

New in Report Portal

As a Home Office administrator, you can now specify the order of factsheets in a batch output.

Overview

Note: You cannot specify the output order of workbooks in a batch.

In this section, you will learn how to do the following:

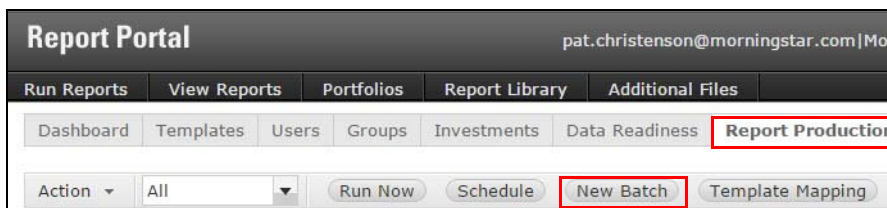
- ▶ specify the factsheet order in a new batch (page 29), and
- ▶ specify the factsheet order in an existing batch. (page 31)

You may want to specify the order of factsheets in a batch output and have that order preserved every time a combined file is output.

How do I specify the factsheet order in a new batch?

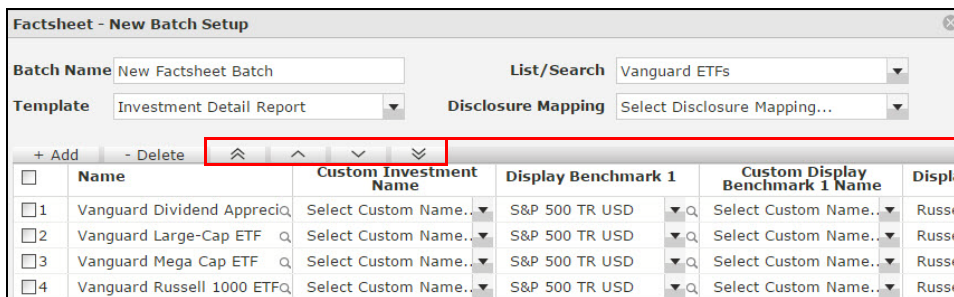
To specify the order of factsheet output in a new batch, do the following:

1. While logged in to Report Portal as an administrator, select the **Report Production** tab.
2. Click **New Batch** to create a new batch of factsheets.



Note the highlighted selections

3. In the list of investments, select an **investment** and click one of the **arrows** above the list to move the investment.



Use these arrows to move the selected investment to the top of the list, up one position, down one position, or to the bottom of the list

4. In the lower-left corner of the Factsheet - New Batch Setup dialog box, click **Advanced Settings**. The Advanced Settings dialog box opens.

Factsheet - New Batch Setup

Batch Name: New Factsheet Batch List/Search: Vanguard ETFs

Template: Investment Detail Report Disclosure Mapping: Select Disclosure Mapping...

| | Name | Custom Investment Name | Display Benchmark 1 | Custom Display Benchmark 1 Name | Display |
|--------------------------|--------------------------------|------------------------|---------------------|---------------------------------|---------|
| <input type="checkbox"/> | 1 Vanguard Dividend Appreci... | Select Custom Name... | S&P 500 TR USD | Select Custom Name... | Russe |
| <input type="checkbox"/> | 2 Vanguard Large-Cap ETF | Select Custom Name... | S&P 500 TR USD | Select Custom Name... | Russe |
| <input type="checkbox"/> | 3 Vanguard Mega Cap ETF | Select Custom Name... | S&P 500 TR USD | Select Custom Name... | Russe |
| <input type="checkbox"/> | 4 Vanguard Russell 1000 ETF | Select Custom Name... | S&P 500 TR USD | Select Custom Name... | Russe |

Advanced Settings Save Schedule Cancel

Click here to access the Advanced Settings

5. (Optional) Click the **Keep synchronization with List/Search** checkbox. With this feature enabled, the report will synchronize to your list or search as follows:
- ▶ If an investment is added to the list or search, it will be added to the end of the batch list, and
 - ▶ If an investment is deleted from the list or search, it will be removed from the batch list.
6. Click the **Combine all reports into a single file** checkbox.

Advanced Settings

Save reports to: Report Library

Keep synchronization with List/Search

Apply settings to all reports

Combine all reports into a single file

Report Distribution Group

Morningstar, Inc.

Combined File Name

Batch Name

MMDDYYYY

Preview:

Batch Name_MMDDYYYY

OK Cancel

Note the highlighted selections

7. Fill in the fields to create the **combined file name**.
8. Click **OK** to close the Advanced Settings dialog box.
9. **Run** or **Schedule** the batch as usual and **Save**.

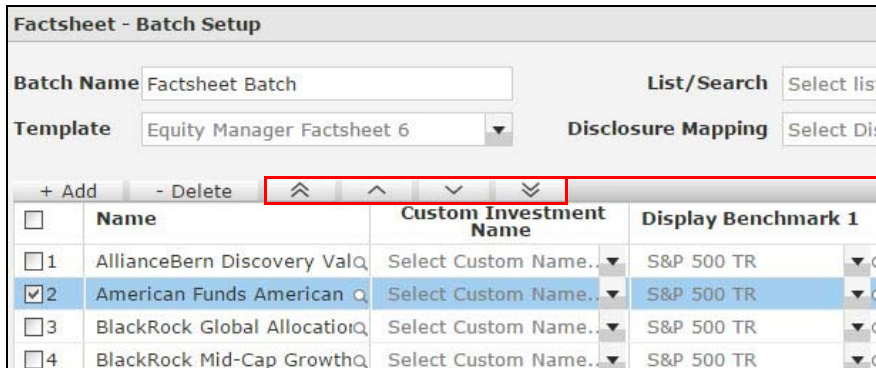
You can specify the output order in an existing batch. Do the following:

1. While logged in to Report Portal as an administrator, select the **Report Production** tab.
2. In the list of batches, **double-click** the **batch** you want to edit. The Batch Setup dialog box opens.

Note: Reordering the output is allowed only in batches of factsheets.

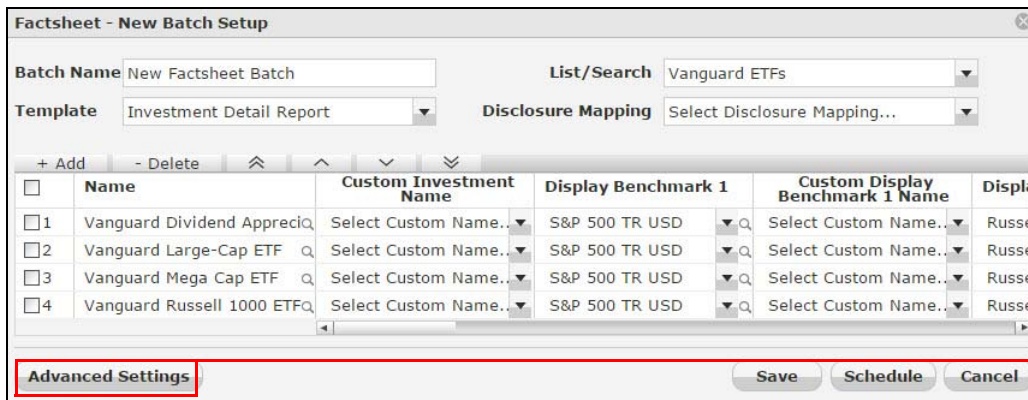
3. In the list of investments, select an **investment** and click one of the **arrows** above the list to move the investment.

How do I specify the factsheet order in an existing batch?



Use these arrows to move the selected investment to the top of the list, up one position, down one position, or to the bottom of the list

4. In the lower-left corner of the Factsheet - New Batch Setup dialog box, click **Advanced Settings**. The Advanced Settings dialog box opens.



Click here to access the Advanced Settings

5. Click the **Combine all reports into a single file** checkbox.

Advanced Settings

Save reports to Report Library

Apply settings to all reports

Combine all reports into a single file

Report Distribution Group

Morningstar, Inc.

Combined File Name

Batch Name

MMDDYYYY

Preview:

Batch Name_MMDDYYYY

OK Cancel

Note that in an existing batch, you do not have the option to synchronize with the list or search

6. Fill in the fields to create the **combined file name**.
7. Click **OK** to close the Advanced Settings dialog box.
8. Click **Save**.

New in Morningstar Direct Desktop

In this release, the Morningstar Publications tab has been retired but you can access Morningstar Research publications via Morningstar Direct Cloud.

The Equity Quicktake is being replaced by the Equity Signature Asset Library (SAL) report. The Equity Quicktake is still available and you can access the Equity SAL report from there.

In this section, you will learn how to do the following:

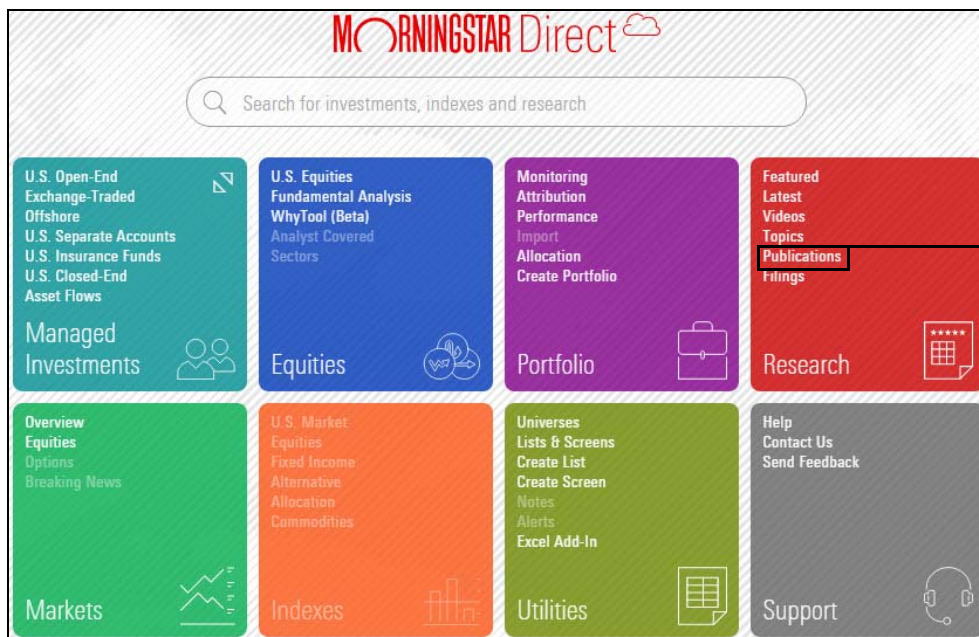
- ▶ access Morningstar Research publications via Morningstar Direct Cloud (page 33), and
- ▶ access the Signature Asset Library (SAL) report from the Equity Quicktake (page 35).

Although the Morningstar Publications tab is now longer available, you can still access all Morningstar Research publications via Morningstar Direct Cloud. Do the following:

1. In a web browser, go to <https://direct.morningstar.com> and log in, using your Morningstar Direct credentials.
2. On the Morningstar Direct Cloud Home page, in the **Research** area, click the **Publications** link. The Publications page opens.

Overview

How can I access Morningstar Research publications?



New content and insights from Morningstar's analysts are posted frequently in the Research app

3. Click the **name** of the publication you wish to access.

☞ Note: You may need to scroll to view all publications.

The publications are initially alphabetized by publication name.

The screenshot shows the 'Research' section of the Morningstar Direct Desktop interface. On the left is a navigation sidebar with categories like 'Featured', 'Latest', 'Videos', 'Topics', 'Publications', 'Bookmarked', and 'Lists & Screens'. The main content area is titled 'Publications' and displays a grid of eight publication cards. Each card has a colored header indicating its category: MANAGER (red), EQUITY (blue), or CREDIT (green). The cards are: 'Active/Passive Barometer' (MANAGER, a month ago), 'Canada Equity Pick Lists' (EQUITY, 10 days ago), 'Closed-End Fund Specialist' (MANAGER, 9 hours ago), 'Credit Quarterly Outlook' (CREDIT, 16 days ago), 'Credit Weekly Highlights' (CREDIT, 4 days ago), 'DividendInvestor' (EQUITY, 24 days ago), 'Economic and Market Commentary' (MACRO, 2 days ago), and 'Equity Analyst Presentations' (EQUITY, 10 days ago). Annotations with red boxes and lines point to the 'Sort' icon (two arrows) and the 'Filter' icon (funnel) in the top right of the grid, and to the '16 days ago' update date on the 'Credit Quarterly Outlook' card.

Click the Sort icon to reorder the links by recently updated or date added

Click the Filter icon to focus on equity, manager, credit, or macro

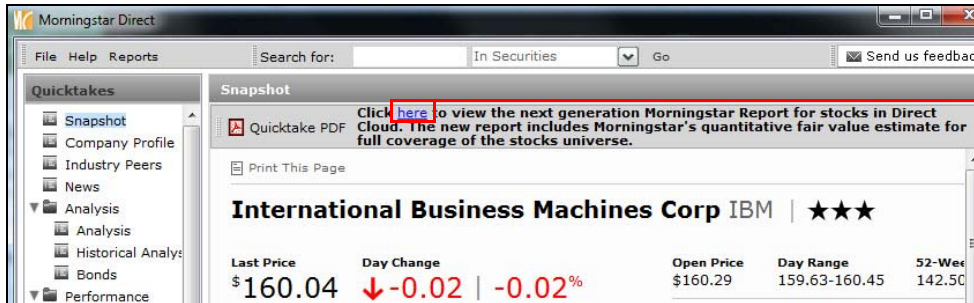
The most recent update is listed for each publication

The Equity Quicktake is being replaced by the Equity SAL report for better function and usability. Equity Quicktake is still available and you can access Equity SAL from there.

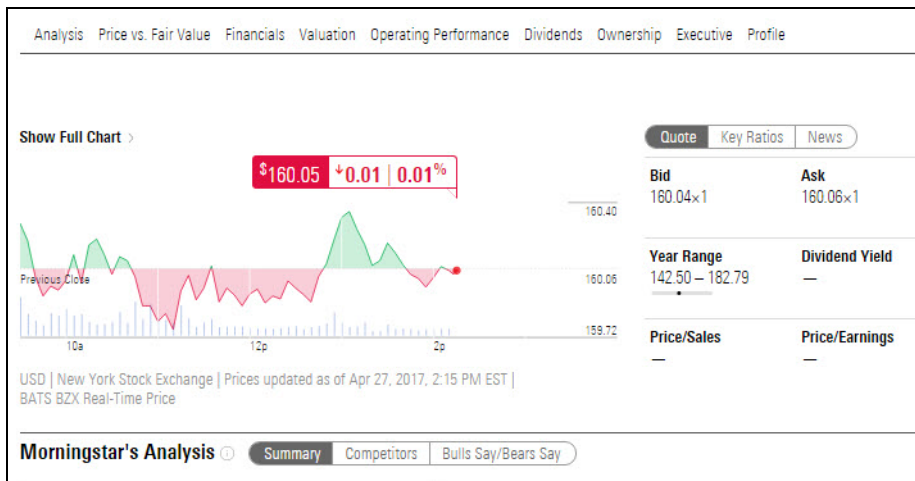
How do I access the Equity SAL from the Equity Quicktake?

To access the Equity SAL report from the Equity Quicktake, do the following:

1. In an investment list or performance report in Morningstar Direct, **double-click** the **name** of an equity. The Quicktake Snapshot opens.
2. At the top of the Quicktake Snapshot, to the left of Quicktake PDF, click the **link** to navigate to the SAL report. The SAL report opens in a browser tab.



Click this link to open the SAL report



The SAL report includes Morningstar's quantitative fair value estimate for full coverage of the stocks universe

New in Morningstar Excel Add-In

The new features in the Morningstar Excel Add-In give you control over when calculations are processed, and support currency conversion for NAV-related data points.

Overview

In this section, you will learn about the following:

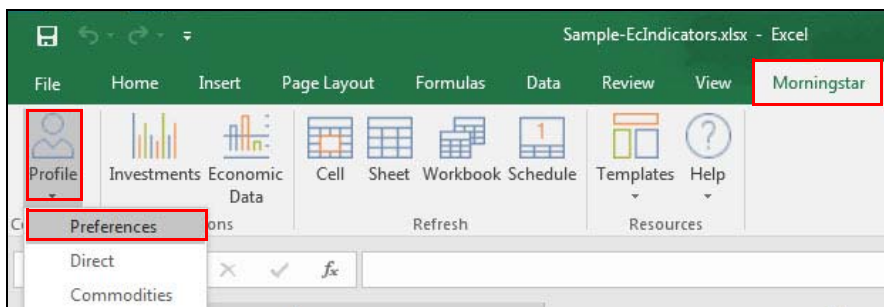
- ▶ disabling automatic calculations ([page 36](#))
- ▶ manually initiating calculations ([page 37](#)), and
- ▶ currency conversion in all NAV-related data points ([page 37](#)).

The Morningstar Excel Add-In defaults to immediately begin processing a function calculation. An option has been added to allow you to disable automatic calculation so you can manually initiate the calculations at a later time.

How can I disable automatic calculations?

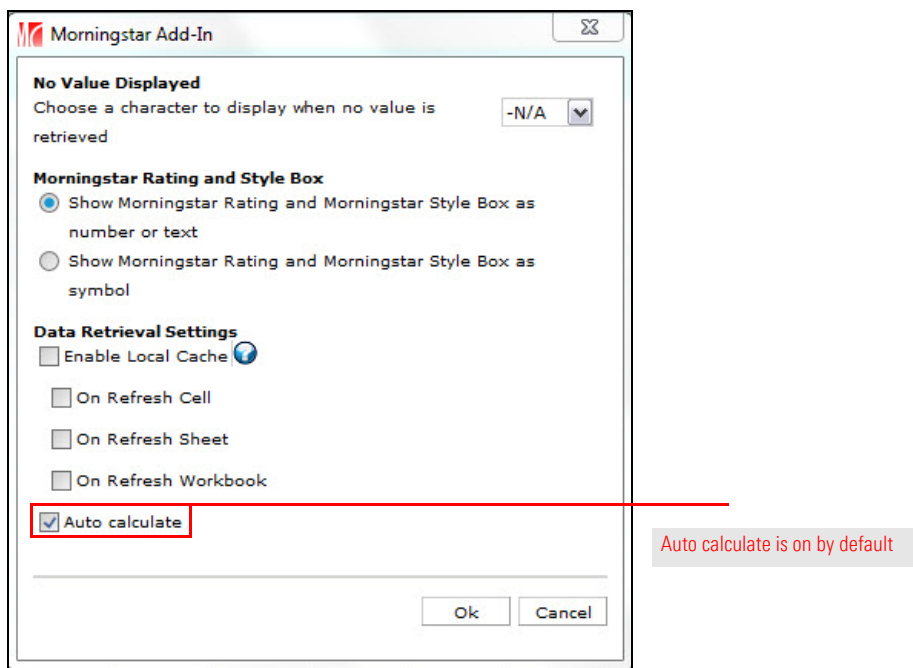
To disable immediate calculations, do the following:

1. In Microsoft Excel, select the **Morningstar** tab.
2. Click the **Profile** icon and, from the **Profile** drop-down field, select **Preferences**.



Note the highlighted selections

- In the Preferences dialog box, clear the **Auto calculate** checkbox.

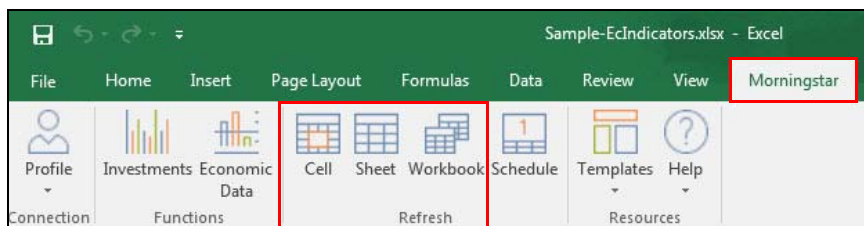


- Click **OK**.

When auto-calculation is disabled, you must manually initiate calculations. To do so, simply refresh the data as follows:

- With a spreadsheet open, select the **Morningstar** tab.
- (Optional) If you want to refresh specific cells, select them. If you want to refresh a specific sheet, make sure the sheet is displayed.
- In the Refresh section of the Morningstar tab, click one of the following:
 - ▶ **Cell** (if you want to refresh only the selected a cell or cells)
 - ▶ **Sheet** (if you want to refresh only the displayed sheet), or
 - ▶ **Workbook** (if you want to refresh the entire workbook (all sheets and cells)).

How do I manually initiate calculations?



Note the highlighted selections

The Morningstar Excel Add-In now supports currency conversation for all NAV-related data points (Cum_Fair_Nav - DilutedFairValueCumIncome and Ex_Par_Nav - DilutedParValueExIncome).

Currency conversion is automatic and no user action is necessary.

What do I need to know about currency conversion for NAV-related data points?