# **Using Presentation Studio**



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# **Using Presentation Studio**

In Morningstar Direct<sup>SM</sup>, Presentation Studio is the tool for creating custom presentations. With flexible charting and reporting capabilities, and access to Morningstar databases, Presentation Studio helps you communicate the data behind investments. You have control over both the content and format of your presentations, enabling you to use charts, tables, images, and text to tell your story.



Presentation Studio uses charts, tables, images, and text to communicate information about investments.

**Overview** 

This guide describes the following topics:

- Introducing Presentation Studio (page 7)
- Working with Factsheets and Workbooks (page 21)
- ► Working with a Template (page 24)
- Working with Chart and Table Components (page 40)
- Using Workbook Settings and Component Settings (page 62)
- Creating a New Page (page 79)

- Customizing a Component (page 87)
- ► Working with Headers, Footers, Images, and Watermarks (page 96)
- Creating a Template (page 114)
- Publishing a Presentation Studio Template (page 122)
- Creating a Batch Report (page 126)
- Using Components with Nonstandard Features (page 135)

### **Introducing Presentation Studio**

Presentation Studio uses Morningstar data (as well as custom data, model portfolios, and custom benchmarks) to allow you to create reports with a predefined layout and look, or one of your own design. You can present information in a variety of charts, tables, and images, along with analysis and commentary from Morningstar Research.

This section helps you understand the following:

- Presentation Studio terminology (page 7)
- what you can create in Presentation Studio (page 9)
- how to launch Presentation Studio (page 12)
- ▶ what you can do on the Presentation Studio Home page (page 14)
- ▶ what you can do in the Application Settings (page 16)
- how to change the colors used in charts throughout Presentation Studio (page 16), and
- how Application Settings, Workbook Settings, and Component Settings relate to each other (page 19).

Some of the terms used in Presentation Studio and this guide might be new to you. They are defined in this table. What Presentation Studio terminology do I need to know?

Term	Definition
Factsheet	A factsheet is a document containing information (rating, performance, holdings, and so on) about an investment. It cannot present information for multiple investments at once. It typically presents key data as tables, charts, and text. To view a sample, see What is a factsheet? on page 21.
Workbook	A workbook is a detailed document (usually multiple pages) containing comprehensive information (rating, performance, holdings, and so on) on up to 50 investments. It is frequently used to compare investments or model portfolios. To view a sample, see What is a workbook? on page 23.
Report	A report is a document reflecting information for a specific investment (or investments, in the case of a workbook). In this guide, a report is a factsheet or a workbook.
Template	A template is a Presentation Studio document created to serve as the basis for a specific type of report. A template typically contains text, charts, tables, and images selected to present information in service of the template's purpose. When a template is used as the basis for a report, its content updates to reflect the investment(s) selected for inclusion in the report. For more information, see Working with a Template on page 24.

#### Overview

Term	Definition
Morningstar template	A Morningstar template is created by Morningstar experts to serve as the basis for a specific type of report. Morningstar templates are included in Presentation Studio. For more information, see Working with a Template on page 24.
Component	A component is an element used to present a specific type of information about an investment or investments. Tables, charts, text, and images are components. Each of these is described in this guide.
Component category	Tables and charts are categorized by function. For instance, Markets, Time Series, and Holdings Analysis are different component categories. Markets charts include Markets Growth and Markets Trailing Returns Bar Chart, among others. Markets tables include Markets Summary and Markets Historical Performance, among others. For more information, see Working with Chart and Table Components on page 40.

In Presentation Studio, you can create a variety of reports: workbook, factsheet, and retirement plan review, to name only a few.

The exciting part of Presentation Studio is that you can use Morningstar data and research in a graphic page layout.

Note: If you have not worked with page layout before, don't worry. The processes presented in this guide do not require a background in design.

For instance, you can have a page divided into sections and laid out like this:

What can I create in Presentation Studio?



With a few clicks, you can populate it with data and Morningstar research content, so it looks like this:



Presentation Studio September 2018

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A report can contain many pages, and each page can have a different layout.







The three pages shown here are all from a single Presentation Studio workbook

After logging into Morningstar Direct, select the **Presentation Studio** module.

#### Exercise 1: Launch Presentation Studio

<u>File New Favorites Tool</u>	s <u>H</u> elp	Price Monitor Search for	In Securities	▼ Go	
Home	Home			ze this page 🕢 🥌	
Home     Alerts	Welcome	, Pat Christenson   Friday, October 14, 20	16		
Filings     Frice Monitor     Excel Add-In	Annour	icements		E	
Excel Add-In     Help/Definitions	Date	Headline			
Morningstar Publications	10/14	Morningstar Direct Release Announc	ement		
HFR Research     Content Catalog	10/12	Research Highlights   A New W	ay to Interpret Equity R	isk	
E Learning Center	10/10	Update on Delivery of Enhanced	Morningstar Rating™ f	for Open-End a	
•	10/5	Research Highlights   How Sust	ainalytics Does Compa	ny ESG Resear	
Equity/Credit Research	10/3	Discover the Latest in Mornings	tar Direct   Quarterly U	odate	
Local Databases	More				
Global Databases	WOIE				
Performance Reporting	Mornin	gstar Direct Cloud, Now With Re	agarah Dartal		
Asset Allocation	WORTHIN	ystar Direct Cloud, Now With Re	Search Furtai	Launch	Select the Presenta
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The Presentation Studio Home page opens.

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resentation Studio		الحرب ا		
Presentation Studio	Workbook + Factsheet	+ Plan Review +	Asset Allocation +	From here, you can create new reports a
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	O ColorWorkbook	Workbook	🕒 Landscape	
	ColorWorkbook3	Workbook	🕒 Landscape	
	Custom Workbook	Workbook	🕒 Landscape	
	<ul> <li>ESG bar chart</li> </ul>	Workbook	🗅 Landscape	
	C EgTemplate	Factsheet	Portrait	
	Investment Performance Factsheet	Factsheet	Portrait	
Vorkspace		i dotanoot		
M_RNINGSTAR*	Pat Christenson			

The Home page is the starting point for your work in Presentation Studio. From here, you can open an existing report or template, or create a new report or template.

What can I do on the Presentation Studio Home page?

Note: See What Presentation Studio terminology do I need to know? on page 7 to review the definitions of workbook, factsheet, template, and other terms.

M RNINGSTAR Pres	sentation Stud		A. Application Settings icon
(Q. Search Name			
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O Name	Туре	Layout	
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O ColorWorkbook	Workbook	🕒 Landscape	
O ColorWorkbook3	Workbook	🕒 Landscape	
O Custom Workbook	Workbook	🕒 Landscape	
<ul> <li>ESG bar chart</li> </ul>	Workbook	🕒 Landscape 🕒	
O EqTemplate	Factsheet	Portrait	
O Investment Performance Factsheet	Factsheet	Portrait	
0		) + (	

- A. Click the **Application Settings** icon to open the Application Settings. For information about the Application Settings, see What can I do in the Application Settings? on page 16.
- B. Click a **tile** to create a new report of that type.

- C. Click the **Minimize bar** to reduce the size of the top portion of the Home page.
- Note: The Minimize bar is especially useful when viewing Presentation Studio on a small screen



- D. On the toggle, click a **selection** to display a list of Morningstar Templates, your templates (My Templates), or your reports (My Reports).
- E. The list reflects the selection on the toggle. From the list, you can do the following:
- **Double-click** an **entry** to open that template or report;
- ▶ Sort on any column by clicking the column header (Name, Type, and so on);
- ► Scroll down to see more list entries; and
- Scroll right to display additional columns (Version, Owner, Permission, Date Created, and Date Modified).

The Application Settings are comprised of options you can use to customize Presentation Studio. The following are a few examples of features controlled in the Application Settings window:

- ► language used in your reports
- ► fonts used in various text elements
- ► start and end dates used in your reports
- ► custom groupings, and
- default Display benchmarks.

The Application Settings affect reports and templates created in your installation of Presentation Studio. In general, the settings apply only to new reports and templates; existing reports and templates are not affected.

As an example of changing an application setting, update the colors used for charts to reflect those of your firm.

To change the default colors to be used in charts, do the following:

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



What can I do in the Application Settings?

Exercise 2: Change

the colors used in charts

2. Select the **Display** tab.

	Application S	ettings		×	
Data Attribution Layout Peer Group		Index Group	Asset Exposure		Each tab offers options for different aspects of reports.
Investment 1	olor Mark	er 🔹			
Investment 2	-				
Investment 3	-	Ā -			
Investment 4	•	<b>v</b> .			
Investment 5	•	• •			
Investment 6		• •			
Investment 7	•	• •			
Investment 8	•	• •			The Display tab
Investment 9	•	0 •			shows the color used
Investment 10	•	<b>-</b>			to represent each investment in charts.
Investment 11	•	Δ •		-	investment in charts.
Display Benchmarks				-	
Display Benchmark 1	•	0 •			
Display Benchmark 2					
Category Average				1	
Category Average	•	۰ م			
		R	eset <u>O</u> K	Cancel	

- 3. Click the **Investment 1 row** to select it.
- 4. From the Color drop-down field, select Magenta.



- 5. Click the Investment 2 row to select it.
- 6. From the Color drop-down field, select Dark green.



7. Click **OK**. The Application Settings window closes.

These colors are used in the reports you create from this point on.

In addition to Application Settings (which affect every new template and report you create), Presentation Studio includes two sets of more granular settings—Workbook Settings and Component Settings. It is important to understand how Application Settings, Workbook Settings, and Component Settings relate to each other, as summarized in the following table:

How do Application, Workbook, and Component Settings relate to each other?

When you customize a setting here	This is the effect
Application Settings	The new setting is applied to every template and report you create from this point on. Existing templates and reports are not affected, with the exception of time periods (discussed later in this guide).
Workbook Settings	The new setting overrides the similar setting in Application Settings. The workbook setting is applied throughout the report (except in individual components with different customization in the setting, which is described later in this section). The new setting also affects any components you later add to the report. Finally, if you use the report as the basis for another report or a template, the Workbook Settings are in effect in the new report or template.
Component Settings	The new setting overrides any similar setting in Workbook Settings, but for only the selected component. If a report with a custom setting in a component is used as the basis for another report or a template, the new setting is in effect in the component in a new report or template. In other words, the components in the new report or template displays one-year rolling windows, except for the one component, which displays a two-year rolling window.

Suppose you are working on a report based on a template with a rolling window setting of three years. The template perfectly suits the report with one exception: you need to display a rolling window of one year throughout the report. Using Workbook Settings, you can change the rolling window setting for the report, without affecting other reports or templates.

Now, let's further suppose that in this report (which now displays one-year rolling window data), you want a specific component to display a two-year rolling window. Using Component Settings, you can change the rolling window setting for the specific component, without affecting other components in the report.

What happens to a component with a custom setting if the Workbook Settings for the report or Application Settings change in a way that conflicts with the component's settings? The custom component setting is not affected by the change in Workbook or Application Settings.

Think of it like this: the smaller the setting's impact, the more powerful it is, as follows:

- Application Settings have a large impact, affecting all reports and templates you create from that point on
- Workbook Settings affect only one report. They have a smaller impact than Application Settings, therefore Workbook Settings take precedence over Application Settings, but only in a single report; and
- Component Settings affect only one component. They have the smallest impact of all; therefore Component Settings take precedence over Workbook Settings, but only in a single component.

Exercises using Workbook Settings and Component Settings are covered later in this guide.

Overview

This guide contains information about the most common Presentation Studio reports — **Overview** workbooks and factsheets. Whether you are working with a factsheet or a workbook, the same charts, tables, and research content are available.

Note: In this guide, when information is applicable to both a workbook and factsheet, the word "report" is used to mean "workbook or factsheet."

In this section, you will learn the following:

- ▶ what a factsheet is (page 21), and
- what a workbook is (page 23).

A factsheet is a document containing information (rating, performance, holdings, and	What is a factsheet?
so on) about an investment. It cannot depict information for multiple investments. It	
presents key data as tables, charts, and text.	

The sample shown on the next page is based on the Morningstar template for an Investment Detail Report and has a portrait layout (8.5" wide by 11" tall).

The called-out features are described in Working with a Template on page 24.

Home	Chart	Data Ta	able	Fo	ormat			1		Feedback	
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	FCN				Benchmark 2: St Category: US Fund			Portfolio Date:	2/28/2017		
	Perfor	nance		S	Investment Growth				•		
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	2014	0.47 3.90			160			~	~~~	~	
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		star Rating 5 Yr Istar Rating 10 Yr		****	Fixed Income Style	Portfelie Statistic	2	Regional Exposure			
	-	3 ye	ars 5 years		Moningster Fixed Income Style Sor"	Aug Eff Duration Aug Eff Maturity		Americas %	inv 93.64	8n 99	
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		MPT Statistics				Avg Price		Sector Weightings	inv	87	
	att De	3 years 10.21	5 years 10.21	10 years 14.43				Basic Materials %	3.19 17.46	3	
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	Alsha Beta R2 12 Mor SEC Yes Potenti Operat Kim Na Manage Manage	93.29 Vield Id Ir Capital Gains Exposu Ions me Ir Name	Fidelity Invest William Daro	tments	Not Rated % Base Currency Ticker	FONTX		Inception Date Fund Size	5/17/1967 108.468.990.206		
1	Alsha Beta R2 12 Mor SEC Yes Potenti Operat Kim Na Manage Manage	93.29 Keld Id I Capital Gains Exposu I Capital Gains Exposu I Sans In Name In Tenure (Years)	Fidelity Invest William Dano 26.58	tments	Not Rated % Ease Currenty Ticker Minimum Initial Purchase	FDNTX 2.500		Inception Date Fund Size Investment Type	5/17/1967 108.468.890.206 Open-End Fund		
1	Alsta Beta R2 12 Moi SEC Yie Potenti O O Operati Manago Manago Nanago	93.29 Keld Id I Capital Gains Exposu I Capital Gains Exposu I Sans In Name In Tenure (Years)	Fidelity Invest William Dano 26.58	tments	Not Rated % Ease Currenty Ticker Minimum Initial Purchase	FDNTX 2.500		Inception Date Fund Size Investment Type	5/17/1967 108.468.890.206 Open-End Fund		Ĭ

A workbook is a detailed document (usually multiple pages) containing comprehensive information (rating, performance, holdings, and so on) for up to 50 investments. It is frequently used to compare investments or model portfolios.

#### What is a workbook?

The sample page shown here is based on the Morningstar template for an Equity Manager Analysis workbook and has a landscape layout (11" wide by 8.5" tall).



### Working with a Template

In Presentation Studio, the simplest way to create a new report is to base it on a template or an existing report.

The section helps you understand the following:

- why you should use a template or an existing report to create a new report (page 24)
- ▶ how to select a template for a new report (page 25)
- ▶ how to use Search to select an investment for a new report (page 27)
- ▶ how to create a list of investments (page 34) and
- ▶ how to use a saved list to select investments to a new report (page 35).

You can customize the layout and content of your report, but keep in mind that the person who created the template (also referred to as the template builder) might have set limitations on what you can do.

In this section, you will work with the Morningstar Investment Performance factsheet template. The process can also be used when working with a workbook template; a portfolio template, however, is different. Working with a portfolio template is discussed in Creating a Template on page 114.

By using a template or existing report as a starting point, you can create a new report in a few simple steps.

Morningstar factsheet templates are designed to summarize data and information about one investment. Morningstar workbook templates are designed to comprehensively illustrate data and information about multiple investments. Morningstar templates have been designed for many different scenarios (such as Stock Analysis and Attribution Highlights), but the steps for using a template are consistent throughout Presentation Studio.

If you want your report to closely resemble a Morningstar template, a custom template, or an existing report, the overall process is as follows:

- 1. Open a template or report with design and content similar to what you want to create.
- 2. Select the investment(s) to be reflected in your report.
- 3. (Optional) Select the benchmarks to be used for comparison in your report
- 4. (Optional) Modify the design (colors, font, page layout, and so on) and content (charts, text, tables, and so on).

Why should I use a template or an existing report to create a new report?

Overview

Overview

In this exercise, the Morningstar Investment Performance Factsheet template is used to demonstrate the process of working with a factsheet template; however, the steps for using any Morningstar template, a custom template, or an existing report are the same, except where noted. Exercise 3: Select a template

To create a new factsheet from a template, do the following:

1. On the Presentation Studio Home page, on the toggle, be sure the **Morningstar Templates** tab is selected.

M RNINGSTAR Presentation Studio 💿 🗢	
Q Search Name	
Workbook + Factsheet + Plan Review + Allocation +	Click once to view this list.
Morningstar Templates My Templates My Reports New Page	

The list of Morningstar template categories opens, displaying the following:

- Asset Allocation
- ► Factsheets, and
- Workbooks.
- Note: If you had selected My Templates, the list would display the custom templates available to you. If you had selected My Reports, the list would display your existing reports.
- 2. Click the **arrow** to the left of Factsheets. The Factsheet category expands to display the Morningstar Factsheet templates.

Morningstar Templates	My Templates	My Reports	
Name Asset Allocation			Click here to expand this option.
<ul> <li>Factsheets</li> </ul>			
Workbooks			

Morningstar Templates My Templates My Reports						
Name	Туре	Layout	Version	Date Created	Date Modified	If you
Asset Allocation						If you cannot see
▼ Factsheets						all columns
Attribution Highlights 3 New	Factsheet Template	🕒 Landscape	3.19.8	8/10/2016	8/10/2016	shown her
Attribution Highlights 4 New	Factsheet Template	Portrait	3.19.8	8/10/2016	8/10/2016	scroll right
Comprehensive Product Review New	Factsheet Template	🕒 Landscape	3.18.3	11/20/2015	11/20/2015	
Current Portfolio Analysis New	Factsheet Template	Portrait	3.19.5	5/24/2016	5/24/2016	
Equity Attribution Detail New	Factsheet Template	🕒 Landscape	3.19.8	8/10/2016	8/10/2016	

 Initially, the templates (or reports) are listed alphabetically. You can sort on any column by clicking the column heading. Click the Layout column heading. The list sorts on that column and an arrow appears next to the heading. To reverse the sort order, click the arrow next to the heading.

Name	9	Түре	Layout 🔺	When you sort on
► As	sset Allocation			the Layout column, all the Landscape
▼ Fa	actsheets			templates are
At	ttribution Highlights 3 New	Factsheet Template	🗋 Landscape	displayed together at the top of the list,
Co	omprehensive Product Review New	Factsheet Template	🗋 Landscape	and all the Portrait
Eq	quity Attribution Detail New	Factsheet Template	🕒 Landscape	templates are further down.
Eq	quity Attribution Highlights New	Factsheet Template	🕒 Landscape	

4. In the list, scroll down and double-click Investment Performance Factsheet.

Morningstar Templates My Templates My Rep	ports New Page	
Name	Туре	
Fixed Income Manager Factsheet 3	Factsheet Template	
Holdings Based Style Consistency	Factsheet Template	
Investment Detail Report	Factsheet Template	
Investment Performance Factsheet	Factsheet Template	Open this template.
Morningstar ETF Analysis	Factsheet Template	

The Investments: Settings dialog box opens.

		Investme	nts: Settings		
Name	Inception Date Category	Show Display Name	Calculation Benchmark 1	Calculation Benchmark 2	Color Marker
	٩	V	Display Benchmark 1 🔹 🔍	Display Benchmark 2 🔹 🔍	
Display Benchmarks					
Morningstar Categ	ory Int 🔻 🔍			Display Benchmark 1 🔹 🔍	Display Benchmark 2 🔻
Best Fit Index	▼ Q			Display Benchmark 1 🔹 🍳	Display Benchmark 2 🔹
ategory Average					
	a			Display Benchmark 1 🔹 🔍	Display Benchmark 2 💌
e	Land	m			•

In the Investments: Settings dialog box, changing the default selections for benchmarks, colors, and so on is optional, but you must select at least one investment to be the focus of the report. Exercise 4: Select an investment

In the Investments: Settings dialog box, the following fields are not filled in:

- ► Name
- ► Inception Date
- ► Category, and
- ► Display Name.

When you have selected an investment and it is displayed in the Name field, the Inception Date, Category, and Display Name fields auto-fill.

		Investments: Settings			×	
Name	Inception Date Category	Show Display Name	Calculation Benchmark	Color	Marker	
	Q.		Display Benchmark 1 🔻 🍳	-	• •	
Display Benchmarks						You must select
Morningstar Category In	ni 🔹 🔍		Display Benchmark 1 💌 🔍	-	0 •	an investment
MPT Index	- 0		Display Benchmark 1 💌 🔍	-		for a factsheet
Category Average						or investments
	٩		Display Benchmark 1 🔻 🔍	•	♦ •	for a workbook.
8						
				QK	Cancel	
				QK	Zaucei	

In this exercise, search for an investment to populate the factsheet. Do the following:

- 1. In the Investments: Settings dialog box, in the Name column, click the **Search** icon. The Find Investment dialog box opens.
  - ☞ Note: When creating a new workbook, you can also use search to select multiple investments.

		Investments: Settings			×	
Name	Inception Date Category	Show Display Name		Color	Marker	
Display Benchmarks	<b>8</b>		Display Benchmark 1 💌 🔍	-		A factsheet template
Morningstar Category 1	In: 💌 🔍	<b>V</b>	Display Benchmark 1 🔹 🍳	-	0 -	allows you to search
MPT Index	<b>▼ </b>		Display Benchmark 1 🔻 🍳	-		only one investment
Category Average						
	Q,		Display Benchmark 1 🔻 🔍			
				QK	Gancel	

- 2. In the Within area, click the **Universes** button, and from the drop-down field, select **Open End Funds**.
- 3. In the Find By text field, type **Fidelity Contrafund**.

Within	Oniverses	My Lists	My Sea	arches	Veu con eleo coore
	Open End Funds	•		•	You can also search lists and saved sea
Find By	Name 🔻	<ul> <li>Begins with</li> <li>Include Only</li> </ul>	Contain Surviving Inve		
	Fidelity Contraft	und		Go	L.
Available rec	ords				
Total records	:				
Jump to reco	rd name:				
Help			οκ	Cancel	

In the Open End Funds universe, you are searching for investments whose names begin with Fidelity Contrafund.

Note: Users who have access to the HFR database can select an HFR fund when setting up a workbook or factsheet. The data populates using monthly returns. 4. Click **Go**. The investments meeting your search criteria are shown in the Available records list.

nd Investment				x	
Within	Oniverses	My Lists	My Search	es	
	Open End Funds	1		•	
Find By	Name	<ul> <li>Begins with</li> <li>Include Only</li> </ul>	Contains Surviving Investm	ents	
	Fidelity Contraft	und		Go	
Available rec	ords				
Total records	3: 2				
Jump to reco	ord name: Fidelity C	Contrafund			
Fidelity® Co	ntrafund® K (USD,XN/	AS,FCNKX,Port+Perf	,RepPerf)		Two funds meet the search criter
Help	]		OK Car	ncel	

- In the Available Records list, select Fidelity<sup>®</sup> Contrafund<sup>®</sup> (USD,XNAS,FCNTX,Port+Perf,Oldest,RepPerf).
  - Note: Even if only one fund is displayed in Available Records, you must still select it to add it to the report.

Find Investment			×	
Within	Oniverses	My Lists	My Searches	
	Open End Funds			•
Find By	Name	g e e e e e e e e e e e e e e e e e e e	Contains Surviving Investments	
	Fidelity Contraft	und	Go	
Available record	ls			÷.
Total records: 2				
Jump to record	name: Fidelity C	Contrafund		
Fidelity® Contra	afund® (USD,XNAS	,FCNTX,Port+Perf,O	ldest,RepPerf)	
Fidelity® Contr	afund® K (USD,XNA	AS,FCNKX,Port+Perf	,RepPerf)	More than one fund might be displayed in the Available Records list.
Help			OK Cancel	

6. Click **OK**. The Investment Settings dialog box is displayed.

Name	Inception Date Cat	tegory	Show Display Name	Calculation Benchmark	Color	Marker	The high
Fidelity® Contrafund® 🔍	5/17/1967 US 0	OE Larg	Fidelity® Contra	Display Benchmark 1 🔻 🔍	-	• •	settings
isplay Benchmarks							automat
Morningstar Catege 🔻 🔍		1	6	Display Benchmark 1 🔻 🔍		0 -	populate on the se
MPT Index 🔹 🔍				Display Benchmark 1 🔻 🔍	-		investme
ategory Average							
US OE Large Growth	12/1/1925 Larg	ge Grow 📝	US OE Large Gr	Display Benchmark 1 🔻 🔍	-	♦ •	

 Click **OK** to close the dialog box. The factsheet window opens. The layout of the charts, tables, and text was predetermined in the template, but the content is specific to the investment you selected.



8. At the top-left corner of the window, click the **Application Settings** icon and from the menu, select **Save As** to give the report a name and save it. A dialog box opens.

¢	Home	Chart
	<u>N</u> ew Factsheet	Ctrl+N
	<u>O</u> pen	Ctrl+O
	<u>S</u> ave	Ctrl+S
	Save <u>A</u> s Save <u>a</u> s Template Export	
	Send To Share With	•
	Exit	

It is important to understand the Save options, which are described in the following table:

When you are working in a	And you select	The result is		
Report	Save	The report is updated.		
	Save As	A copy of the report is created as a new report (with a name you enter). The original report is unchanged from the last time you saved it.		
	Save As Template	A copy of the report is created as a template (with a name you enter). The original report is unchanged from the last time you saved it.		
Template	Save	If you built the template, it is updated. If you did not build the template (for example, a Morningstar template), your work is saved as a report. The template is unchanged.		
	Save As	A copy of the template is created as a report (with a name you enter). In other words, when you are working with a template (as you are here) and you select Save As, a report is created. The template is unchanged.		
	Save As Template	A copy of the template is created as a new template (with a name you enter). The original template is unchanged.		

9. In the Factsheet Name field, type FCNTX Factsheet, then click Save.

Presentation Studio	
Factsheet Name FCNTX Factsheet	Veu con une onecce
Saved Factsheet	You can use spaces in report names.
Name	
My Reports	
<u>Save</u>	

The report is stored in the My Reports folder and listed on the Presentation Studio Home Page when My Reports is selected on the toggle.

Note: On the Presentation Studio Home page, the new report is initially shown at the bottom of the My Reports list.

MMRNINGSTAR	Presentation	Studio	
Q Search Nar	ne	$\supset$	
Image: Constraint of the second se	Plan Review +	Asset Allocation +	
Morningstar Templates My Templates My Reports	Action   New Folder	New Page	
O Name	Туре	Layout	If you want to immediately move
O UserFactsheet1	Factsheet	Portrait	the report into place in alphabetical
O Vanguard Large Blend	Workbook	🕒 Landscape	order, sort the Name column.
○ XYZ Factsheet	Factsheet	Portrait	Nume column.
O FCNTX Factsheet	Factsheet	Portrait	

- 10. Close the factsheet by doing one of the following:
  - Click the Application Settings icon and select Exit, or
  - ► Click the **Close** icon (**X**) in the upper-right corner of the window.
  - Pote: You can have only one report open at a time.



In the next exercise, you need a list of investments. You can use one of your existing lists, but you might find it easier to follow the steps in this guide if you replicate the list used here.

Exercise 5: Create a list of investments

To create a list matching the one in the exercise, do the following:

- 1. In Morningstar Direct, create a list containing the following investments:
  - Note: The tickers are shown in parentheses so that if you want, you can use them when creating the list.
  - ProShares Large Cap Core Plus (CSM)
  - ProShares S&P 500 Dividend Aristocrats (NOBL)
  - Vanguard S&P 500 ETF (V00)
  - ► PSDR SSGA US Large Cap Low Volatility ETF (LGLV), and
  - iShares Morningstar Large-Cap ETF (JKD).
- 2. Name the list Large Blend ETFs.

In this exercise, you will create a new workbook by selecting multiple investments from a saved list.

The Morningstar template, Equity Manager Analysis, is used to demonstrate the process of using a workbook template; however, the steps for using any Morningstar template, a custom template, or an existing report are the same, except where noted.

Note: To follow the steps here, you need a saved list with multiple managed investments, such as equity funds or equity ETFs. If you created the list Large Blend ETFs in the previous exercise, please use it here.

To add investments from a saved list to a new workbook, do the following:

1. On the Presentation Studio Home page, on the toggle, be sure the **Morningstar Templates** tab is selected.



2. Click the **arrow** to the left of Workbooks. The Workbooks category expands to display the Morningstar workbook templates.



Exercise 6: Select investments from a saved list

- 3. In the list, **double-click Equity Manager Analysis**. (You might need to scroll down to find this template.) The Investments: Settings dialog box opens.
  - @ Note: In this exercise, the Equity Manager Analysis template is used to compare two funds.

Morningstar Templates My Templates My Reports	New Page	
Name	Туре	
Asset Allocation		
Factsheets		
Workbooks		
Current versus Proposed Portfolio Comparison	Workbook Template	
Equity Manager Analysis	Workbook Template	
Fixed Income Manager Analysis	Workbook Template	Open this template

4. In the Investments: Settings dialog box, from the **Saved Lists** drop-down field, select the **name of a saved list**. The Investments: Setting dialog box displays the investments from the selected list.

			I	nvestments:	
Saved Lists	Select saved list	1			
Name	12 Open End♦ 2015 Score Top Bottom List 2015 Top Bottom Score Small Growth 2015CloudList♦ 2017-Sinvestments♦ 3investments 5* Lg Blend ETF US ABC Fund♦ American Century Emerging Markets Apple Worldwide♦ BlendTest CustomNames Extended Performance Exied Income		te Category	Show	A saved list allows you to quickly access investments you have worked with before.
	Large Blend ETFs Large Growth LW and Active Oakmark Select Rank OE Categories PerformanceReportRank PGI Test 2 PGI Test List				
Display Bend	Portfolio Analysis RankTest	-		1 2 1 1 2 1 1	
	Sample List smallcap SurvivorListRank				
Category Av	Survivorship Survivorship Survivorship2 SurvivorshipBias SurvivorshipListForScreenCaps SurvivorshipTraining		m		
	SurvivorshipTraining SurvivorshipTraining2	÷			
5. In the Show column, note that the five checkboxes at the top of the list are selected

			Iı	nvestment	s: Settings	
aved	Lists Large Blend ETFs	•				
+ Ac	ld - Delete					
	Name	Inception Date	Category	Short	w Display Name	
17	ProShares Large Cap Core Plu	7/13/2009	US Fund Large Blend	1	ProShares Large Cap Core I	
	Vanguard S&P 500 ETF	9/7/2010	US Fund Large Blend	1	Vanguard S&P 500 ETF	In a list of multip investments, the
	Vanguard S&P 500 ETF	9/7/2010	US Fund Large Blend	1	Vanguard S&P 500 ETF	Show checkboxe
	ProShares S&P 500 Dividend 🔍	10/9/2013	US Fund Large Blend		ProShares S&P 500 Dividen	are checked for
	SPDR® SSGA US Large Cap L	2/20/2013	US Fund Large Blend	1	SPDR® SSGA US Large Car	the top five investments.
	ProShares S&P 500 Dividend 🔍	10/9/2013	US Fund Large Blend		ProShares S&P 500 Dividen	investments.
	iShares Morningstar Large-Ca 🔍	6/28/2004	US Fund Large Blend		iShares Morningstar Large-	
Displa	ay Benchmarks					
	Morningstar Category Int 💌 🔍			1		
	MPT Index 🔹 🔍					
Categ	jory Average					
1	US Fund Large Blend	7/1/1924	Large Blend	100	US Fund Large Blend	

 If an investment's Show checkbox is not checked, it will not be included in the workbook. To include only the top two investments in the workbook, clear the checkboxes for the other investments.

			1	Investments	: Settings					
aved Lists Large Blend ETFs										
+ Ac	dd - Delete					are the focus of the workbook				
	Name	Inception Date			Display Name					
	ProShares Large Cap Core Plu	7/13/2009	US Fund Large Blend	1	ProShares Large Cap Core I					
1	Vanguard S&P 500 ETF	9/7/2010	US Fund Large Blend	1	Vanguard S&P 500 ETF					
	Vanguard S&P 500 ETF	9/7/2010	US Fund Large Blend		Vanguard S&P 500 ETF					
	ProShares S&P 500 Dividend	10/9/2013	US Fund Large Blend		ProShares S&P 500 Dividen					
E	SPDR® SSGA US Large Cap L	2/20/2013	US Fund Large Blend		SPDR® SSGA US Large Car					
	ProShares S&P 500 Dividend	10/9/2013	US Fund Large Blend		ProShares S&P 500 Dividen					
10	iShares Morningstar Large-Ca 🔍	6/28/2004	US Fund Large Blend	1000	iShares Morningstar Large-					
Displa	ay Benchmarks									
	Morningstar Category Int 💌 🔍			1						
	MPT Index 🔹 🔍									
Categ	gory Average									
(merel)	US Fund Large Blend	7/1/1924	Large Blend	[merci	US Fund Large Blend					

7. Click **OK**. The new workbook opens.



8. At the top-left corner of the Presentation Studio window, click the **Application Settings** icon and select **Save As.** A dialog box opens.

Home	e Cha	art	
<u>N</u> ew Factsh	leet	Ctrl+N	
<u>O</u> pen		Ctrl+O	
<u>S</u> ave		Ctrl+S	
Save <u>A</u> s			When you are creating a new report based on
Save <u>a</u> s Te	mplate		template, be sure to select Save As), not Save (which overwrites the template).
Export			(which overwrites the template).
Send To			
Share With		•	
Exit			

### 9. In the dialog box, in the **Workbook Name** field, enter **ProShares-Vanguard** then click **Save**.

The report is stored in the My Reports folder and listed on the Presentation Studio Home Page when My Reports is selected on the toggle.

Presentation St	vio	]
/orkbook Name ProShares-Vanguard		
Saved Workbooks		
Name		
My Reports	*	Once saved, you can access the
ColorWorkbook		workbook from the Presentation
ColorWorkbook3		Studio Home page.
Custom Workbook		
Equity Manager Analysis		
ESG bar chart		
Oakmark Holdings Comparison		
PerformReport		
Portfolio Comparison	U	
Description (Mandaharada	Y	

- 10. Close ProShares-Vanguard by doing one of the following:
  - ► Click the Application Settings icon and select Exit, or
  - ► Click the **Close** icon (**X**) in the upper-right corner of the window.

Home	Chart	Data Table F	ormat 🐰 🖬 🛱 📅 Feedba
<u>N</u> ew Workbook	Ctrl+N	A	a 🔒 🧿
<u>O</u> pen	Ctrl+O	rt Table Text In	nage Divide Page View
Save	Ctrl+S	Insert	Layout
Save <u>A</u> s		1 2	4
Save <u>a</u> s Template Export		anager Analysis	
_ Save <u>a</u> s Template	•		

If you try to close a report with unsaved changes, you are prompted to save.

### Working with Chart and Table Components

Components — charts, tables, and text — comprise the main content of a report. The look of the components (color, font, title, and so on), as well as some of the content (such as category and date range), is determined by settings in the following:

Overview

- the Presentation Studio Application Settings
- ► the Investments Settings
- ► the Workbook Settings, and
- ► the Component Settings.
  - Note: On a page with multiple components, you might need to zoom in to see a component more clearly or zoom out to view more of the page.



A Morningstar template contains charts, tables, text, and research content selected by Morningstar analysts to best serve that template's purpose, but you can easily replace, change, or delete any component.

Note: The same components are available in both factsheets and workbooks; however, plan reviews and portfolios are more limited. Plan reviews and portfolios are not covered in this guide.

This section helps you do the following:

- understand what the Command bar is (page 41)
- ► use the Command bar to replace a component (page 41)
- understand what the Component bar is (page 47)
- ► use the Component bar to replace a component (page 48)
- ► resize a cell (page 51)
- rearrange components (page 54)
- delete a component (page 58), and
- ▶ remove a cell (page 60).

At the top of the Presentation Studio window, you see the Command bar, from which you can access many of the design and content tools. The Command bar has four tabs—Home, Chart, Data Table, and Format. Within each of the tabs, icons are categorized by action. For instance, on the Home tab, the Insert category contains the tool icons Page, Chart, Table, Text, and Image—elements you would insert in a report.

# What is the Command bar?

														The Command bar	t -
Но	me (	hart	Da	ita Table	2	Format				j,	X 🖷	<b>i</b>	Feedbac	ck	
	U Workbook	Page	Chart	Table	A Text	Image	Divide Page	Calculate	Restore	PDF	PPT	XPS	Excel	The tools available the selected	e in
Sett	ing			Insert			Layout	Calculate	Linking		Ð	cport		Command Bar tab	
														The action categories (Setting, Insert, Layout, so on).	and

You might decide an existing component does not significantly contribute to your presentation and a different component (not currently in the report) would be more useful.

When replacing components, you should understand the following:

- A table can be replaced with a chart and vice versa.
- A component from one category can be replaced with a component from another category, and
- A table component requiring a full page (represented by a green icon on the Component bar) cannot replace a component in a cell occupying only part of a page.

Exercise 7: Use the Command bar to replace a component To use the Command bar to replace a component, do the following:

1. On the Presentation Studio Home page, on the toggle, select **My Reports**, then in the list of your reports, **double-click FCNTX Factsheet**.

M RNINGSTA	R Presentatio	on Studio	
Q Search	Name	$\supset$	
Workbook     +     Factsheet     +	Plan Review +	Asset Allocation +	
	^		
Morningstar Templates My Templates My Reports	(Action ▼) (New Folder	) (New Page)	
O Name	🔺 Туре	Layout	
EqTemplate	Factsheet	Portrait	Double-click here to open the report.
Equity Manager Analysis	Workbook	🕒 Landscape	
FCNTX Factsheet	Factsheet	🗋 Portrait	
O Investment Performance Factsheet	Factsheet	🗋 Portrait	

- 2. On the Command bar, be sure the **Home** tab is selected.
- 3. Click the **Chart** icon.

Ø Hor	me (	Chart	Da	ta Table		Format	t			3	× 🖷	6	Feedback	
	U Workbook	Page	ille Chart	Table	A Text	Image	Divide Page	Calculate	Restore	PDF	PPT	XPS	X Excel	Note the highlighted
Sett	ing			Insert			Layout	Calculate	Linking	1	E	cport		selections.

The Chart menu opens, displaying the chart categories (Markets, Performance, and so on). When you select a category from the Chart menu, a window opens to the right, showing representations and names of the chart components in that category.

- Hor	ne (	Chart	D	ata Table	2	Format						1		x 🖬 🛱
	Workbook	Page	Chart	Table	A Text	Image	Divide Page	Calculate	Restore	PDF PPT	A COMPANY OF A	X Excel		
			F A S S S N L L	farkets ferforman isset Expo foldings A titribution inapshot ityle Analy ime Serie isset Flow fultiple Re egend ful Charts fy Compo	osure inalysis ysis is s aturns		Markets C			Jowr Markets cat			ets Rolling	Markets Periodic

4. Click the **Table** icon. The Table menu opens, displaying the table categories (Markets, Performance, and so on). When you select a category from the Table menu, a window opens to the right showing graphic representations and names of the table components in that category.

A Hor	ne (	hart	Da	ta Table	e	Format	t							T	
	Uorkbook	Page	Chart	Table	A Text	Image	Divide Page	Calculate	Restore	PDF	PPT	XPS	X Excel		
Setti	ng			F A H	Aarkets Performa Asset Exp Holdings Attributio	osure Analysis									
				S	Snapshot Style Ana	6		Attribution Tatal, Single Researce Tone Panel: 9-1-204 to 7-35 Bandreen: S&P 100 Tk Abuston Effet	Single H	on/Contribution, arcagor at 9-1-2004 to 7-21-20 HTZ Particle Particle Der 00.00 00.00		triBution Wester e Paneli 5-1-200 etales 312 Pertisio char 1 star 2	4 fa 7-31-2009	Snadneri 3	a 7-00-2009
				A	'ime Seri Asset Flor Aultiple F	ws		Single Investr Attribution To Table		oution Deta		tributior inners /		Multiple Investment Attribution Table	
				A	All Tables Ay Comp				Tables in	the Attrib	ution	catego	гу		

Notice the Performance Relative to Peer Group chart near the top of the report.

Fidelity® Co	ntrafund	ntrafund® Return Date: 4/30/2017 Portfolio Date: 3/31/2017 Company								
FCNTX			Por	tfolio D	ate: 3/31/	2017				
Performance Relative	to Poor Grou						Fidelity® Contrefund® -	Rick		
Peer Group (5-95%): Funds -		Sterner Lower	Territoria Territoria				Time Period: 5/1/2012 to 4/30/20			<b>T</b> I I . I.I.I
Top Quartile		3rd Quert		om Quartile	en in Deb		Calculation Benchmark: Russell 10			The charts and tabl
	2nd Quartie	and QUEN	ie Dotti	om Quartile			Calculation Benchmark, Russell II	JOU BROWN TH USD	Bmk1	are in the report
45.0							Return	13.13	13.87	because they were
30.0					0		Std Dev	10.22	10.63	the template, but t
22.5							Sharpe Ratio	1.25	1.27	data is specific to t
15.0 7.5	-	•0	0		-	0	Sortino Ratio	2.31	2.37	fund — in this case
0.0	• •	-00					Calmar Ratio	1.50	1.65	Fidelity Contrafund
-7.5 YTD	2016	2015	2014	2013	2012		Best Quarter	10.52	10.44	
· · · · ·							Worst Quarter	-4.70	-5.29	
field landard	and a second second		feasilitie Carle 11100		100		Up Period Percent	-4.70 65.00	63.33	
	YTD	2015	2014	2013	2012	2011	Down Period Percent	35.00	38.67	
idelity® Contrefund® ussell 1000 Growth TR USD	12.19	3.38	6.46	9.56	34.15	16.26	Average Gain	2.78	2.96	
ussell 1000 Growth TR USD th Percentile	11.40	7.08	5.67	13.05	33.48	15.26	Average Loss	-2.14	-2.06	
th Percentile 5th Percentile	13.44	6.53	6.91	12.81	38.96	17.88	The second se	6.31	6.63	
och Fercentile Oth Percentile	11.74	3.18	4.16	10.66	34.50	15.52		5.54	6.05	
Sth Percentile	9.06	0.52	1.47	8.40	31.78	13.35	Loss ato Dev	2.04	0.25	
Sth Percentile	6.27	-3.99	-3.13	4.50	27.95	10.19		Inv	Bmk1	
		100	1000	0.000	1.000	0.000	Longest Up Streak (Mo)	7	8	
							Run Up %	15.72	15.23	
							Start Date	11/1/2012	11/1/2016	
							End Date	5/31/2013	4/30/2017	
							Longest Down Streak (Mo)	3	3	
Colling Performance	- 36 month ro	lling window	1				Run Down %	-8.06	-7.01	
20.00							Start Date	12/1/2015	12/1/2015	
12	F	_					End Date	2/29/2018	2/29/2016	
15.00	$\backslash$	1					Max Drawdown (Mo)	7	2	
	A	V		~			Max Drawdown %	-8.74	-8,40	
10.00		· ·		1	-	1	Peak Date	8/1/2015	8/1/2015	
						-	Valley Date	2/29/2016	9/30/2015	
5.00					$\sim$		Fidelity® Controfund® -	Market Performance	2	
05 06 07 0	8 09 10 11 1	2 01 02 03	04 05 06 07	08 09 10	11 12 01 02	03 04	Time Period: 5/1/2012 to 4/30/20	17		
		2016			2017			Inv	Bmk1	
Fickley@ Contratund@			Russell 1000 Stouth	TR USD			Excess Return	-0.73	0.00	
railing Returns							Alpha	0.20	0.00	
reading neturns	170.1				1	. 10	Beta	0.93	1.00	
			nonths 1 year 2				RZ	94.17	100.00	
delity® Contratund® ussell 1000 Growth TR US0	13.19 2.8 1 11.40 2.1		14.47 18.58		13.28 13.1		Tracking Error	2.57	0.00	
eaach roop artwith thi USE	- 11.40 2.3	- 1.11	13.23 19.90	3.50 [2.1]	14.15 13.8	8.88	Information Ratio (geo)	-0.25	-	
							Treynor Ratio (geo)	13.89	13.69	
							Up Capture Ratio	93.52	100.00	
							Down Capture Ratio	91.70	100.00	
							Up Number Ratio	0.95	1.00	
							Down Number Ratio	0.86	1.00	
							Up Percent Ratio	0.45	0.00	

- 5. To replace the Performance Relative to Peer Group chart with a Snapshot Data Relative to Peer Group chart, select the **Home** tab, then select **Chart**...**Snapshot**.
- 6. Drag the **Snapshot Data Relative to Peer Group** icon to anywhere in the cell occupied by the Performance Relative to Peer Group chart.
  - ☞ Note: The area containing a component is called a cell.





7. In the chart, click **Calculate**.

Fidelity® Contrafund®	Return Date: 4/30/2017	
FCNTX		
Relative to Peer Group		Peer group data refreshes daily;
Peer Group (5-95%): Funds - U.S Large Growth Top Quartile 2nd Quartile 3 10.0	rd Quartile 🔲 Bottom Quartile	therefore, the Calculate button appears in components associated with a peer group.
5.0 0.0 C	alculate	
-5.0		
Annual Report Net Expense Ratio	• Turnel 1000 Source TR 102	

When the calculation finishes, the Snapshot Data Relative to Peer Group chart is displayed and reflects the current data.

Fidelity® Con	delity® Contrafund® Return Date: 4/30/2017						Contrafund     Return Date: 4/30/2017     Company				Company Logo		
FCNTX			Po	rtfolio Da	ate: 3/31/	2017							
Relative to Peer Group	1						Fidelity® Contrafu	nd® - Risk					
Peer Group (5-95%): Funds - U	S Large Growt	h					Time Period: 5/1/2012 to	4/30/2017		The Snapshot Data			
Top Quartile 2	nd Quartile	3rd Quarti	le Bo	ttom Quartile			Calculation Benchmark: R	ussell 1000 Growth TR USD		Relative to Peer			
								inv	Br	Group chart now			
2.2							Return	13.13	13	occupies the cell.			
1.6							Std Dev	10.22	10				
1.4							Sharpe Ratio	1.25	1				
1.0							Sortino Ratio	2.31	2				
0.6			•				Calmar Ratio	1.50	1				
0.4 Annual Report Net Exper	se Ratio						Best Quarter	10.52	10				
							Worst Quarter	-4.70	-5				
<ul> <li>Kolod Samdard</li> </ul>	YTD	2015	2014	2013	2012	2011	Up Period Percent	65.00	63				
Fidelity® Contrafund®	13.19	3.36	6.46	9.56	34.15	16.26	Down Period Percent	35.00	36				
Russell 1000 Growth TR USD	11.40	7.08	5.67	13.05	33.48	15.26	provide and the second s	2.78	2				
Sth Percentile	15.39	5.97	10.82	15.79	43.45	22.02	REPORT OF COLUMN	-2.14	-2				
25th Percentile	13.44	6.53	6.91	12.81	36.96	17.88	Gain Std Dev	6.31	6				
50th Percentile	11.24	3.18	4.16	10.66	34.50	15.52	and the second	5.84	6				
75th Percentile	9.06	0.58	1.42	8.40	31.78	13.35		1000	20				
95th Percentile	6.27	-3.99	-3.13	4.50	27.95	10.19		Inv	Br				

8. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.

₽	Home	Chart	
	New Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	Note the highlighted selection
	<u>S</u> ave	Ctrl+S	
	Save <u>A</u> s		
	Save <u>a</u> s Template	6	
	Export		
	Send To	•	
	Share With	•	
	Exit		

At the bottom of the Presentation Studio window, you see the Component bar, which is another way to access the chart and table components for your report. The Component bar displays the following: What is the Component bar?

- ► the Component Category button
- the Component Settings button, which displays either Chart Settings or Table Settings, and
- ► icons representing tables and charts in the selected component category.
  - ☞ Note: You cannot insert images or text components from the Component bar.

Asset Exposure	Chart Settings	• •	6 1	E.	ıli.	 6	G	-1	-	•
Component Category	Component Setting	js	Table and ch	nart icons	;					

This table lists the component categories (indicated by different colors) displayed in the component bar.

This color	represents this type of component
Blue	A chart
Orange	A table
Green	A table requiring a full page
	Note: The tables requiring a full page are Performance Reporting (Extended), Holding Intersection, and Leading Contributors/Detractors.

In the Component bar, when you hover the cursor over a component icon, the icon enlarges and a pop-up opens, displaying the component name and a representation of the chart or table.



You might decide an existing component does not contribute significantly to your presentation, and a different component (not currently on the page) would be more useful. You can select a chart or table icon from the Component bar.

Pote: You cannot access text components from the Component bar.

When replacing components, you should understand the following:

- A table can be replaced with a chart and vice versa.
- A component from one category can be replaced with a component from another category, and
- A table component requiring a full page (represented by a green icon on the Component bar) cannot replace a component in a cell occupying only part of a page.

In this exercise, a chart (Rolling Performance - 36 month rolling window) is replaced with a table (Leading Contributors).

To use the Component bar to replace a component, do the following:

- With the FCNTX Factsheet report open, at the bottom-left corner of the Presentation Studio window, click the **Component Category** button. The Component Category menu opens above the button.
- 2. Select **Holdings Analysis**. The icons on the Component bar now display only the components in the Holdings Analysis category.

Markets	
Performance	
Asset Exposure	
Holdings Analysis	
Attribution	
Snapshot	
Style Analysis	The Component Category menu displays the same categories
Time Series	available on the Command bar.
Asset Flows	
Multiple Returns	
Legend	
All Charts	
All Tables	
All Components	Click the Component Category button to access the
My Components	Component Category menu.
Performance	You night need to scroll to see more component icons.
Holdings Analysis 🔺 Chart Settings	• < 🔜 🌐 C 🖃 di îl: îl: il il 🦰 🔁

Exercise 8: Use the Component bar to replace a component 3. Notice the Rolling Performance - 36 month rolling window chart on the left side of the report. Replacing one component with another is a simple drag-and-drop action. To replace the Rolling Performance - 36 month rolling window chart with a Leading Contributors table, from the Component bar, drag the Leading Contributors table to the cell occupied by the Rolling Performance - 36 month rolling window chart. The new component proportionally resizes to fit the cell.

FCNTX			Port	folio D	)ate: 3/31/	2017		Logo	
Relative to Peer Group							Fidelity® Contrafund® - Ris	k	
Peer Group (5-95%): Funds - U.S.	- Lerce Growth						Time Period: 5/1/2012 to 4/30/2017	~	
2 Too Quartie 2nd		- 2-d 0	la				Celculation Benchmark: Russell 1000	Crewith TR LICO	
			e bono	in quarcie	2			Inv	Bmi
22 20							Return	13.13	13.8
1.8							Std Dev	10.22	10.6
1.4							Sharpe Ratio	1.25	1.2
3 - 1.2							Sortino Retio	2.31	2.3
- 0.8							Calmar Ratio	1.50	1.6
0.4 Annual Report Net Expense	Patie		15				Sest Querter	10.52	10.4
							Worst Quarter	-4.70	-5.2
· finite same			Faced 1000 Decisi 77 100				Up Period Percent	65.00	-0.2
4	YTD	2015	2014	2013	2012	2011	Down Period Percent	35.00	35.6
hosity@ Contratund®	13.19	3.36	6.46	9.56	34.15	16.26		2.78	2.9
Russell 1000 Growth TR USD	11.40	7.08	5.67	13.05	33.48	15.26	Average Gain	-2.14	-2.0
E Sh Percentie	15.39	5.57	10.82	15.75	43.45		Average Loss		
25th Percentile	13.44	6.53 3.18	6.51	12.81	36.56	17.88	Gain Std Dev	6.31	6.6
	11.24	0.58	1.42	8.40	34.50	13.35	Loss Std Dev	5.84	5.2
				1000		0.000		Inv	Bmk
- Sith Percentile	6.27	-3.99	-3.13	4.50	27.95	10.19	Longest Up Streak (Mo)	7	
							Run Up %	15.72	15.2
							Start Date	11/1/2012	11/1/201
							End Date	5/31/2013	4/30/201
6 -							Longest Down Streek (Mo)	3	
Rolling Performance - 36	month rollin	g window					Run Down %	-8.05	-7.0
20.00					Lead	ling (	Contributors		12/1/201 2/29/201
7			\	~/	Time	Period	1: 8-1-2004 to 7-31-2	2009	-8.4
		-	-	X			v7 n- 46-1'-		8/1/2015
10.00					Portf	olio: X	YZ Portfolio		9/30/201
					-		Weight	Return	
5.00					11 Holdi			:e	
8 - * *			.+ us us u/	00 US 10	Tiorun	-	00.00	00.00	
	8	016			Holdi	ng 2	00.00	00.00	Bmk
-Triality@ Contrafund@		-	fuzzell 1000 Growth 1	n uso			Leading Contributors		0.0
		_				_			.00

Drag the Leading Contributors icon to the cell occupied by the Rolling Performance chart.

#### 4. If necessary, click **Calculate**.



When the calculation finishes, the Leading Contributors table is displayed.

Fidelity® Con	trafund	®	Ret	urn Date	e: 4/30/	31/2017 Company Logo					
FCNTX	FCNTX Portf					1/2017		Logo			
lelative to Peer Group							Fidelity® Contrafund® - Risk				
Peer Group (5-95%): Funds - U.	S Large Growt	h					Time Period: 5/1/201	2 to 4/30/2017			
Top Quartile 2r	nd Quartile	3rd Quartile	Botte	om Quartile			Calculation Benchma	rk: Russell 1000 Growth TR USD			
2.2								Inv	Bmkt		
2.0							Return	13.13	13.87		
1.8							Std Dev	10.22	10.63		
1.4							Sharpe Ratio	125	1.27		
1.0							Sortino Retio	2.31	2.37		
0.8							Calmar Ratio	1.50	1.65		
0.4 Annual Report Net Expens		2077	8								
Annual Report Net Expens	SE NADO						Best Quarter	10.52	10.44		
Finite Constants		· face	1000 0				Worst Quarter	-4.70	-5.29		
	YTD	2015	2014	2013	2012	2011	Up Period Percent	65.00	63.33		
Fidelity@ Contrafund@	13.19	3.36	6.46	9.56	34.15	16.26	Down Period Percent	35.00	35.67		
Russell 1000 Growth TR USD	11.40	7.08	5.67	13.05	33.48	15.26	Average Gain	2.78	2.96		
Sth Percentile	15.39	9.97	10.82	15.79	43.45	22.02	Average Loss	-2.14	-2.08		
25th Percentile	13.44	6.53	6.91	12.81	36.96	17.88	Gain Std Dev	6.31	6.63		
50th Percentile	11.24	3.18	4.16	10.66	34.50	15.52	Loss Std Dev	5.84	6.25		
75th Percentile	9.06	0.58	1.42	8.40	31.78	13.35			-		
Sth Percentile	6.27	-3.99	-3.13	4.50	27.95	10.19		Inv	Bmk1		
							Longest Up Streek (N	-	6		
							Run Up %	15.72	15.23		
							Start Date	11/1/2012	11/1/2016		
							End Date	5/31/2013	4/30/2017		
							Longest Down Streek	: (Mo) 3			
Leading Contributors							Run Down %	-8.06	-7.01		
Time Period: 2/1/2017 to 4/30/3	2017						Start Date	12/1/2015	12/1/2015		
		Rescaled		Return 1		Contribution	End Dete	2/29/2016	2/29/2016		
Facebook Inc A		Weight 6.69		15.29		1.01	Max Drewdown (Mo)	7	3		
Apple Inc		3.44		18.89		0.57	Max Drewdown %	-8.74	-8.40		
Amezon.com Inc		4.49		12.33		0.55	Peak Date	8/1/2015	8/1/2015		
Aphabet Inc A		3.72		12.72		0.48	Valley Date	2/29/2016	9/30/2015		
Activision Blizzerd Inc		1.68		30.73		0.47					
Alphabet Inc C		3.28		13.70		0.45	Fidelity® Contra	afund® - Market Performance			
Tesia Inc Adobe Systems Inc		1.43	_	24.67	_	0.35	Time Period: 5/1/201	2 to 4/30/2017			
Adobe Systems Inc Vise Inc Cless A		2.35		17.96		0.26		Inv	Bmk1		
UnitedHealth Group Inc		2.52		8.29		0.21	Excess Return	-0.73	0.00		

You have replaced a chart from the Performance category with a table from the Holdings Analysis category.

5. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.

ġ.	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>S</u> ave Save <u>A</u> s Save <u>a</u> s Template Export	Ctrl+S	Note the highlighted selections
	Send To Share With	•	
	Exit		

Although Morningstar templates are laid out carefully, they cannot account for all possibilities. Take a look at the FCNTX Factsheet and notice the following:

- The unlabeled table above the Leading Contributors table does not vertically fill its cell, and
- ► The Leading Contributors table looks crowded.

The page would look better if the Leading Contributors table had more space and the table above it had less. That sounds like a two-step process (enlarge one cell and decrease the other), but it is actually only one. Simply move the border between the two cells. When you enlarge a cell, an adjacent cell is decreased by the same amount (and vice versa).

For instance, if you add space to the top of a cell (in other words, move its top border up), the cell above it shrinks.

To resize a cell, do the following:

1. Select the **Leading Contributors table** and **hover the cursor** over its **top border**. A two-headed arrow appears.

	YTD	2015	2014	2013	2012	2011
Fidelity@ Contrafund@	13.19	3.36	6.46	9.55	34.15	16.25
Russell 1000 Growth TR USD	11.40	7.08	5.67	13.05	33.48	15.26
5th Percentile	15.39	9.97	10.82	15.79	43.45	22.02
25th Percentile	13.44	6.53	6.91	12.81	35.95	17.88
50th Percentile	11.24	3.18	4.16	10.66	34.50	15.52
75th Percentile	9.06	0.58	1.42	8.40	31.78	13.35
95th Percentile	6.27	-3.99	-3.13	4.50	27.95	10.19
Leading Contributors						
Leading Contributors		ų.				•
Leading Contributors Time Period: 2/1/2017 to 4/30		nescaled Mainht				Contribution
Leading Contributors Time Period: 2/1/2017 to 4/30		nescaled		▼ In		•
Leading Contributors Time Period: 2/1/2017 to 4/30		nescareo las Walakt		Return		Contribution
Leading Contributors Time Period: 2/1/2017 to 4/30		nescaled In Weinht 6.69		Return 15.29		Contribution 1.01
Leading Contributors Time Period: 2/1/2017 to 4/30 Pacebook Inc A Apple Inc		nescared line Weinht 6.69 3.44		Return 15.29 18.89		Contribution 1.01 0.57
Leading Contributors Time Period: 2/1/2017 to 4/30 Pacebook Inc A Apple Inc Amazon.com Inc		nescared In Walnhr 6.69 3.44 4.49		Return 15.29 18.89 12.33		Contribution 1.01 0.57 0.55
Leading Contributors Time Period: 2/1/2017 to 4/30 Pacebook Inc A Apple Inc Amazon.com Inc Alphabet Inc A		nescaled in Weinht 6.69 3.44 4.49 3.72		Return 15.29 18.89 12.33 12.72		Contribution 1.01 0.57 0.55 0.48
Leading Contributors Time Period: 2/1/2017 to 4/30 Pacebook Inc A Apple Inc Amazon.com Inc Aphabet Inc A Activision Blizzard Inc		nescaled (*** Weinkt 6.69 3.44 4.49 3.72 1.68		Return 15.29 18.89 12.33 12.72 30.73		Contribution 1.01 0.57 0.55 0.48 0.47
Leading Contributors Time Period: 2/1/2017 to 4/30 Pacebook Inc A Apple Inc Amazon.com Inc Alphabet Inc A Alphabet Inc C		Neinh+ 6.69 3.44 4.49 3.72 1.68 3.28		Fieturn 15.29 18.89 12.33 12.72 30.73 13.70		Contribution 1.01 0.57 0.55 0.48 0.47 0.45
Leading Contributors Time Period: 2/1/2017 to 4/30 Pacebook Inc A Apple Inc Amazon com Inc Alphabet Inc A Activision Bitzard Inc Alphabet Inc C Tesia Inc		Nescend III Weinht 6.69 3.44 4.49 3.72 1.68 3.28 1.43		Fieturn 15.29 18.89 12.33 12.72 50.73 13.70 24.67		Contribution 1.01 0.55 0.48 0.47 0.45 0.36

#### Exercise 9: Resize a cell

- 2. Drag the **arrow** up to enlarge the cell containing the Leading Contributors table.
  - Note: To resize a cell horizontally, select the cell, hover the cursor over one of the side borders, then drag the arrow left or right.
- 3. As you drag the arrow, use the rulers at the top and left of the page as a guide. **Release** the cursor when the ruler displays approximately 4.7".

		YTD	2015	2014	2013	2012	2011	
	Fidelity® Contrefund®	13.19	3.36	5.45	9.56	34.15	16.25	1
-	Russell 1000 Growth TR USD	11.40	7.08	5.67	13.05	33.48	15.25	1
-	5th Percentile	15.39	9.97	10.82	15.79	43.45	22.02	1
-	25th Percentile	13.44	6.53	6.91	12.81	35.95	17.88	1
-	50th Percentile	11.24	3.18	4.16	10.66	34.50	15.52	1
	75th Percentile	9.06	0.58	1.42	8.40	31.78	13.35	1
	95th Percentile	6.27	-3.99	-3.13	4.50	27.95	10.19	1
4.71			Ŷ					1
	Leading Contributors		4					
	Time Period: 2/1/2017 to 4/30	/2017						As you resize a cell, the to
-		B	- C		- In		-	and side rulers display th
			Rescaled Weight		Return	C	ontribution	position of the border.
	Facebook Inc A		6.69		15.29		1.01	1
-	Apple Inc		3.44		18.89		0.57	1
	Amazon.com Inc		4.49		12.33		0.55	1
	Alphabet Inc A		3.72		12.72		0.48	1
	Activision Blizzard Inc		1.68		30.73		0.47	1
	Alphabet Inc C		3.28		13.70		0.45	1
	Tesla Inc		1.43		24.67		0.36	1
	Adobe Systems Inc		1.50		17.96		0.26	
					10.50		0.24	
-	Visa Inc Class A		2.35		10.50		0.24 8	

The result should now look like this.

Fidelity® Cont	trafund	®	Re	turn Date	: 4/30/2	017		Company Logo		
FCNTX Portfolio Date: 3						/2017		Logo	·	
Relative to Peer Group							Fidelity® Contrafund			
Peer Group (5-95%): Funds - U.S	6 Large Growt	th					Time Period: 5/1/2012 to 4/	30/2017		
Top Quartile 2n	d Quartile	3rd Quartile	Bo	ttom Quartile			Calculation Benchmark: Rus	sell 1000 Growth TR USD		
25								Inv	Bm	
20							Return	13.13	13.	
1.0							Std Dev	10.22	×10.	
0.0 Annual Report Net Expanse Rat	io						Sharpe Ratio	1.25	1:	
							Sortino Ratio	2.31	2	-
	YTD	2015	2014	2013	2012	2011	Calmar Ratio	1.50	1.	The components in
Fidelity® Contrefund®	13.19	3.35	6.46	9.56	34.15	15.25	Best Quarter	10.52	10.	the right column
Russell 1000 Growth TR USD	11.40	7.08	5.67	13.05	33.48	15.25	Worst Quarter	-4.70	-5.	have not been affected by the
5th Percentile	15.39	9.97	10.82	15.79	43.45	22.02	Up Period Percent	65.00	63.)	changes to
25th Percentile	13.44	6.53	6.91	12.81	35.95	17.88	Down Period Percent	35.00	36.	components in the
50th Percentile	11.24	3.18	4.16	10.66	34.50	15.52	Average Gain	2.78	2.	left column.
75th Percentile	9.06	0.58	1.42	8.40	31.78	13.35	Average Loss	-2.14	-2.	
95th Percentile	6.27	-3.99	-3.13	4.50	27.95	10.19	Gain Std Dev	6.31	6.	
							Loss Std Dev	5.84	6.	
Leading Contributors										
Time Period: 2/1/2017 to 4/30/2	017							Inv	Bm	
		Rescaled					Longest Up Streak (Mo)	7		
		Weight		Return	- 1	Contribution	nun op is	15.72	15.	
Facebook Inc A		6.69		15.29		1.01	Start Date	11/1/2012	11/1/20	
Apple Inc		3.44		18.89		0.57	End Date	5/31/2013	4/30/20	
Amazon.com Inc		4.49		12.33		0.55	Longest Down Streak (Mo)	3		
Alphabet Inc A		3.72		12.72		0.48	Run Down %	-8.06	⇒ <b>-</b> 7.	
Activision Blizzard Inc		1.68		30.73		0.47	Start Date	12/1/2015	12/1/20	
Alphabet Inc C	_	3.28		13.70		0.45	End Date	2/29/2016	2/29/20	
Tesla Inc		1.43		24.67		0.36	Max Drawdown (Mo)	7		
Adobe Systems Inc	_	1.50		17.96		0.26	Max Drawdown %	-8.74	-8.	
Visa Inc Class A		2.35		10.50		0.24	Peak Date	8/1/2015	8/1/20	
UnitedHealth Group Inc		2.52		8.29		0.21	Valley Date	2/29/2016	9/30/20	

4. Click the Application Settings icon at the top-left corner of the window and select Save.

₽	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>S</u> ave Save <u>A</u> s	Ctrl+S	Be sure to save frequently.
	Save <u>a</u> s Template Export		
	Send To	,	
	Share With	•	
	Exit		

5. Close FCNTX Factsheet.

You might want two components to switch places. For instance, if a component of particular relevance to the report is displayed at the bottom of a page, and a less relevant component is displayed at the top of the page, you might want the two components to switch places.

## Exercise 10: Rearrange components

Note: In this exercise, swapping the positions of two components on the same page is described, but you can also swap two components on different pages, as long as you can see both at the same time. You would probably have to zoom out.



To switch the positions of two components, do the following:

- 1. Open ProShares-Vanguard.
- 2. In the Navigation pane, **scroll down** and click **page 9**.



On page 9, you see the Holdings-Based Style Map and Holdings-Based Style Trail near the top of the page, and the Returns-Based Style Map and Returns-Based Style Allocation at the bottom. If the Holdings-Based Style Trail chart and the Returns-Based Style Map switch places, the Holdings-Based components will be displayed on the left and the returns-based components on the right.



3. Click the Holdings-Based Style Trail chart to select it.



4. Drag the **Holdings-Based Style Trail** chart to the cell occupied by Returns-Based Style Map. The two components switch places.

Manager Analysis				MORNI	NGSTAR		
Holdings-Based Style Map		Returns-Based Style Map					
• Starus Con S	LEP 500 5/19/2017 dend Appreciation ETF 4/20/2017	Time Period: 5/1/2012 to 4/	/30/2017				
		ii Morningstar 🕇	Ei Morningstar	<ul> <li>IShares Core S&amp;P 500</li> <li>Vanguard Dividend Appreciation ET</li> <li>Russell 1000 TR USD</li> </ul>			
P2		US Large Val C TR USD	US Large Growth TR USD				
By Deep-Val Core-Val Core Core-GrthHigh-Grth		II Morningstar US Smail Val TR USD	II Morningstar US Small Growth TR USD				
Holdings-Based Style Trail		Returns-Based Style	Allocation				
Time Period: 5/31/2012 to 4/30/2017	1/11/1012 C/10/10/	Time Period: 5/1/2012 to 4/	/30/2017				
		100.0					
C Annuel 1000 TA LED	1/21/3013 4/20/001	80.0					
		so o 55.8					
2		60.0 50.9 55.8 44.7	42.8 40.5 42.3				
9		40.0	40.5 42.3				
<u>2</u>		20.0					
2		0.0		4.5 3.7 8.7	1.8 0.0 4.3		
PD 22		The second second second second	e Morningstar US Large M Growth TR USD V		forningstar US Small Browth TR USD		
Deep-Val Core-Val Core Core-GrthHigh-Grth		Shares Core 56P 500		eciation ETF			

The two components have switched places.

5. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.

¢	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>Save</u> Save <u>A</u> s Save <u>a</u> s Template Export	Ctrl+S	Be sure to save frequently.
	Send To Share With	+ +	
	Exit		

**Exercise 11: Delete** 

a component

You might decide an existing component is not particularly relevant to your presentation, or you might have another reason for deleting it.

To delete a component, do the following:

- 1. In ProShares-Vanguard, in the Navigation pane, **scroll down** and click **page 12** (the last page).
- 2. Select the Estimated Net Flow \$Mil (Month-End) table.



3. Right-click and select Delete.



A confirmation alert opens.



4. In the confirmation alert, click **Yes**. The component is deleted, but the cell it occupied is still selected.



Go to the next exercise, Exercise 12 on page 60, to learn how to remove the empty cell.

Although you deleted the component below the Estimated Net Flow (Month-End) chart, the chart did not resize to fill the available space. Allocating the space to the Estimated Net Flow (Month-End) chart requires you to remove the empty cell and then resize the Estimated Net Flow (Month-End) chart's cell.

Do the following:

- 1. In ProShares-Vanguard, select the empty cell.
- 2. Right-click and select Delete.



Exercise 12: Remove a cell

When the empty cell is removed, the component above it (Estimated Net Flow (Month-End)) resizes to use that area.



3. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.

Ċ.	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>S</u> ave Save <u>A</u> s Save <u>a</u> s Template Export	Ctrl+S	Be sure to save frequently.
	Send To Share With	۰ ۲	
	Exit		

### **Using Workbook Settings and Component Settings**

In What can I do in the Application Settings? on page 16, you learned how to select features to be used in all the reports you create from that point on. In this section, you will learn how to select features that affect only a specific report or component. You will learn how to modify and create time periods.

Before starting the exercises, you might want to review How do Application, Workbook, and Component Settings relate to each other? on page 19.

This section helps you do the following:

- understand what Workbook Settings are (page 62)
- ▶ understand your options when changing a time period (page 63)
- understand the Start Date and End Date selections (page 64)
- modify the Start Date and End Date for a report (page 66)
- understand what Component Settings are (page 69)
- ▶ modify the Start Date and End Date for a component (page 69)
- understand what a linked time period is (page 72)
- create multiple time periods (page 73), and
- apply a time period (page 75), and
- reset a time period (page 77).

Workbook Settings are options specific to a single report. These options can affect various aspects of the report, including the following:

What are Workbook Settings?

Overview

- ► fonts
- ► colors
- ► data
- ▶ peer group, and
- ► time period.

What do I

need to know before

changing a time period?

The time period (Start Date and End Date) is one of the features you can change in either Workbook Settings or Component Settings. Before selecting a different time period, you should understand the following:

- The time period initially used in your report is determined by the settings in the template (or report) your report is based on.
- ► You can modify the time period for your report or for individual components, and
- You have two options on how to change the report's default time period and two options on how to change a component's time period.

Changing the time period for a report or a component is summarized in this table:

When changing the time period for this	Using Start Date and End Date selections here	The result is		
Report Note: Selecting a component is optional.	Command barHome tab Workbook iconWorkbook Settings: Data window	The default time period is changed for the report. All components, both existing and yet-to-be created, are affected. See Exercise 13 on page 66.		
	Command barChart or Data Table tabApplication Settings icon (next to the Time Period drop-down field) Default Period			
A selected chart or table	Command barChart or Data Table tab	The time period is changed for only the selected component. Other existing components and new components you create are not affected. See Exercise 14 on page 69.		
		Note: The selected component will not be affected if you change the report's default time period.		

The Start and End Dates can be set in Application Settings, Workbook Settings, and Component Settings.

In the Start Date drop-down field, the selections at the top range from one day to 20 years ago. You can also enter a date. However, the drop-down field also offers flexible selections for dates associated with specific content or events, such as the following:

- investment(s) in the report or component,
- benchmark used in the report or component, or
- ► return date
- ► inception date, or
- ▶ when the report is updated.



Note: In any component with start and end dates, when a Common Inception option is selected as the Start Date, the common inception date is displayed in the legend.

The selections in the End Date drop-down field are event- or time-bound, except for Common Return End Date (at the bottom of the drop-down field), which is determined by the investments in the report.



# What are the start and end date selections?

Note that some of the selections can be expanded. In the selection shown here, the end date is three months ago month end:



Certain components offer additional date options. See the following:

- How can I compare funds' holdings using their most recent common portfolio date? on page 141
- How does the portfolio date affect the end date in a stacked bar chart? on page 143, and
- How does the portfolio date affect the end date in a stacked bar chart? on page 143.

Before starting this exercise, you might want to review What do I need to know before changing a time period? on page 63.

#### To modify the time period for a report, do the following:

1. In the ProShares-Vanguard navigation pane, click **page 1**.

On page 1, in the Investment Growth chart and Performance table, notice that the time periods match. This time period was initially defined in the template on which the report is based.



- 2. On the Command bar, select the **Home** tab, then click the **Workbook** icon. The Workbook Settings: Data window opens.
  - ☞ Note: If you are working in a factsheet, the icon on the Home tab is still labeled Workbook.
- 3. From the Start Date drop-down field, select an 1 Year ago.
- 4. From the End Date drop-down field, select Last Quarter End.

₽	Hon	ne	Chart	Dat	a Table	2	Format	t				When the Workbook
Inves	- tments	Workboo	ok Page	Chart	Table	A Text	Image	Divide Page	View	Calculate	Restore	Settings window first opens, the Data tab is selected.
				1	Norkbe	ook Set	tings: Dat	ta				
Data	Layou	t Style	Peer Group	<u>A</u> ttribu	ition ]	[ndex Gr	oup Ass	et Exposure				
	e Period					Fr	nd Date					
200	ars ago				•		st Month I	End		*	0	Note the settings
	ing Windo	w Size					lling Wind	low Shift				for Start Date and End Date.
3 Ye					•	-	Month			•	1	
Port	folio Data	: As-of-da	ate								_	
Mos	t Recent I	Portfolio			•	5						
Data	a Source											
10.00	urn Type					Re	aturn Serie	15				
Tota	al Return				•	M	onthly Ret	urn		•	0	
Tota	Return 1	Гуре				CL	urrency					
Pre-	-tax				•	B	ASE			•	]	
Risk	-free Rate											
UST	TREAS T-E	Bill Auction	n Ave 3 Mon		2							
E	xtended F	erforman	ice									
V R	equire Co	ntinuous	Source Data									
									Ē	OK	Cancel	

5. Click **OK**. The Workbook Settings window closes. You have changed the default for the report.

Note that the time period in both the chart and table on page 1 have changed. This is true throughout the workbook because each component's time period is linked to the report's default time period.



- 6. Select **any component** and at the top of the window, select the **Chart** or **Data Table** tab. The information in the Time Period portion of the selected tab tells you the following:
  - ► the start and end dates for the selected component, and
  - ► if the selected component uses the report's default time period.



**Component Settings?** 

What are

Component Settings are options specific to a single component These options can affect various aspects of the report, including the following:

- ► fonts
- ► colors
- ► data
- ▶ peer group, and
- ► time period.

Note: In Component Settings, you can change many of the same things you can in Workbook Settings, but only the selected component is affected.

Before going on to the exercise, you might want to review the information in What do I need to know before changing a time period? on page 63

Before starting this exercise, you might want to review What do I need to know before changing a time period? on page 63.

When you modify the settings of an individual component (such as a chart or table), the new settings override the Application and Workbook Settings, but only for that component.

To modify the time period of an individual component, do the following:

1. With ProShares-Vanguard open, select the **Investment Growth chart** at the top of the first page.

Investment Growth Time Period: 4/1/2016 to 3/31/2017 The time period 118.0 reflects the default. 116.0 114.0 112.0 110.0 108.0 106.0 104.0 102.0 100.0 98.0 4/2016 5/2016 6/2016 7/2016 8/2016 9/2016 10/2016 Shares Core S&P 500 —Vanguard Dividend Appreciation ETF

Exercise 14: Change the time period in a component

2. On the Command bar, select the **Chart** tab.

ie	Chart	D	ata Table	Format			
Defa	ult Period	• 0	1 Year ago	-	Last Quarter End	-	Note that the Time Period
Time	Period		Start Date		End Date		displays Default Period.

- 3. From the Start Date drop-down field, select 6 months ago.
- 4. From the End Date drop-down field, select Last Month End.

🗘 Home	Chart	Data Table Format	
÷ [		6 Months ago     Cast Quarter End     Cast Qua	If the report includes other predefined Time Periods, you could select one of them from here.
3	4	106.0       0       2 Years ago         105.0       0       3 Years ago         104.0       0       4 Years ago         103.0       0       5 Years ago         103.0       0       5 Years ago         101.0       0       7 Years ago         101.0       0       7 Years ago         101.0       0       8 Years ago         100.0       0       8 Years ago         99.0       101       10	

The new dates affect only the selected component. The other components in the report are unchanged.



- 5. With the Investment Growth chart still selected, select the Home tab, then select the Chart tab. The information in the Time Period portion of the selected tab tells you the following:
  - ► the time period for the selected component, and
  - ▶ if that time period matches the report's default time period. In this case, the Time Period indicates "Locked," which means the component doesn't use the default time period.

Ф но	me	Chart	D	ata Table	Format			
÷	Locke	d ,	•	6 Months ago	•	Last Month End	•	
Investments	Time P	Period		Start Date		End Date		Locked is displayed when the selected
Investments	10000				Time Per	iod		component's time
								pariod door not matel

riod does not match the report default.

6. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.

2	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>S</u> ave	Ctrl+S	
	Save <u>A</u> s		Be sure to save your work frequently
	Save <u>a</u> s Template	2	
	Export		
	Send To		
	Share With	•	
	Exit		

Initially, a component's time period is the same as the time period in Workbook Settings. The component's time period is linked to the report's time period. If you change the report's time period in Workbook Settings, that change is reflected in the linked time periods of components.

When you change a component's time period (as described in Exercise 14: Change the time period in a component on page 69), the link becomes inactive. An inactive link is not affected if you change the time period in Workbook Settings.

You have been working with linked time periods in Exercise 13: Change the time period for a report on page 66 and Exercise 14: Change the time period in a component on page 69.

What is a linked time period?
In this exercise, you will create additional time periods, allowing you to change the time periods for all components and pages in a report without modifying each component individually. Keep the following in mind when working with multiple time periods:

► You can create up to eight additional time periods.

- The time periods are available if you need them but are not necessarily in use in the report at any given time, and
- ► The time periods are specific to the report (or template) in which they are created.
  - Note: When you create time periods as described in this exercise, those time periods are available in all components in the report.

To create additional time periods, do the following:

1. In ProShares-Vanguard, click the **Home** tab, then click **Workbook**. The Workbook Settings Data window opens.

- Hor	ne (	Chart	Da	ita Table	2	Format	
			illa		A		
Investments	Workbook	Page	Chart	Table	Text	Image	Click Workbook to create a n workbook from scratch.
Setti	ng			Insert			WURDOOK HUIII SCIALCII.

2. Click the **Time Periods** icon to the right of the End Date drop-down field. The Time Periods dialog box opens.

	a).			Work	book Setting	s: Data			
Data	Layout	Style	Peer Group	Attribution	Index Group	Asset Exposure			
Start 5 Yea Rollin 3 Yea	irs ago g Windov		ate	•	(1-1) Control of	onth End Window Shift		• 15 <b>0</b>	Clicking a gear icon oper a related custom setting dialog box or window.
Data Return Total	Recent P Source n Type Return			•	Month	Series ly Return		•	
Pre-ta	Return T ax free Rate	ype		•	Curren BASE	cy		•	
Ext	tended P	erforma	n Ave 3 Mon nce Source Data	٩					
							Ωκ	<u>C</u> ancel	

## 3. From the drop-down fields, select a **Start Date** and an **End Date** for at least one time period.

Note: If you are building a template, keep in mind that all time periods are enabled, which means anyone who uses the template can select from all nine time periods. If you want users to select from specific time periods (for example, the first six), you may want to name the other time periods "Do Not Use."

Name	Start Date		End Date	calendar and select a date
Default Period	5 Years ago	▼ 15	Last Month End 🔻 15	
Time Period 1	Last Year End	▼ 15	Last Quarter End 🔹 15	You can name any of the tim
Time Period 2	1 Year ago	▼ 15	Last Quarter End 🔻 15	periods, except the default
Time Period 3	3 Years ago	▼ 15	Last Quarter End 🔹 📅	
Time Period 4	5 Years ago	▼ 15	Last Quarter End 🔻 15	
Time Period 5	10 Years ago	▼ 15	Last Quarter End 🔹 📅	
Time Period 6	15 Years ago	▼ 15	Last Quarter End 🔻	
Time Period 7	20 Years ago	▼ 15	Last Quarter End 🔻 📅	
Time Period 8	Common Inception	▼ 15	Last Quarter End 🔻	

- 4. In the Name column, name the **time period(s)** you changed to indicate its range. For instance, the name 1YrAgo-LastQtrEnd describes its range.
- 5. Click **OK**.
- 6. In the Workbook Settings: Data window, click **OK**.

When working with a report in which additional time periods have been defined, you can switch from the default time period to one of the predefined time periods for a specific chart.

Exercise 16: Apply a predefined time period to a chart

Do the following:

1. In ProShares-Vanguard, on page 9, select the **Returns-Based Style Allocation chart**. On the Command bar, the Chart tab is now selected.



2. On the Chart tab, from the **Time Period** drop-down field, select a modified, renamed **time period**. The report refreshes to reflect the selected time period in the chart and on the Chart tab (when the chart is selected).



er End
Teker
Tibler
Cep Inacl RHIMX US DE SA
Cop Inati RHIMX US OB Sv II Cop Growth Inati TSCIX US OB Sv
Cep Inacl RHIMX US DE SA

The time period information for the selected chart is displayed at the top of the window. When you created additional time periods in Exercise 15 on page 73, you might have noticed that the default time period was listed in the Time Periods dialog box. It is also listed on the Time Period drop-down field. These settings make it easy to reset a chart's time period to the default at any time.

Exercise 17: Reset a chart's time period to the default

To reset a chart's time period to the default, do the following:

1. In ProShares-Vanguard, on page 9, select the **Returns-Based Style Allocation chart**. On the Command bar, the Chart tab is now selected.



 On the Chart tab, from the Time Period drop-down field, select Default Period. The report refreshes to reflect the new time period in the chart and on the Chart tab (when the chart is selected).



Remember — if you have changed the time period in Workbook Settings, that is the new default for the component.

In this section, you have learned how to customize the properties of individual components. As you become more familiar with Presentation Studio, you will see customizations that are common to most components, such as clicking the Eye icon to show or hide certain data.

Additionally, in most components, when you click Chart Settings or Table Settings, you can do the following:

- ► select a different benchmark
- ► select a different currency, and
- change, add, and delete data points.

However, some components have uncommon features to help you display additional information. To learn about these components and their settings, please read Using Components with Nonstandard Features on page 135.

How can I learn more about customizing components?

### **Creating a New Page**

You can add a new page anywhere in a report.

This section guides you as you do the following:

- ► add a page to a report (page 79)
- create a page layout (page 80)
- ▶ use Snap to Grid to precisely resize a cell (page 83), and
- ▶ insert a component into a cell (page 84).

When you add a page to a report, you can choose to duplicate an existing page or create a blank page. The new page appears after the page selected in the Navigation pane.

To add a new blank page to the end of a report, do the following:

1. In the Navigation pane of ProShares-Vanguard, **scroll** to the bottom and click the **last page** to select it.



**Exercise 18: Create** 

a new page

- 2. On the Command bar, select the Home tab.
- 3. Click the **Page** icon and select **New**. A new page is created after the page selected in the Navigation pane (in this case, the last page).



The newly created page consists of one large cell, which is fine if you want to use a large component or a table component requiring a full page. But in most cases, you want the page to contain multiple cells.

# Exercise 19: Create the page layout

Do the following:

1. On the Home tab, click the **Divide Page** icon and select the right **Two Cell** option.



The page is now divided into two cells.



2. With the top cell selected, on the Home tab, click the **Divide Page** icon and select the left **Two Cell** option.

Two Cell	Four Cell	
		This option divides the selected cell into two side-by-side cells of equal width.
Three Cell	Five Cell	equal witti.
	Six Cell	

The top cell is now divided into two cells.



- Note: The cells do not have to remain equal in size. You can resize them as you did earlier in Resize a cell on page 51.
- 3. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.

Ċ.	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>S</u> ave Save <u>A</u> s Save <u>a</u> s Template Export	Ctrl+S	Be sure to save frequently.
	Send To Share With	* *	
	Exit		

a cell

Exercise 20: Use Snap

to Grid to precisely resize

In the blank page, the two cells at the top are the same width (3.75"). However, the design calls for the left cell to be 2.75".

You can resize cells by dragging the margin and cell borders, but even with the ruler and gridlines visible, it can be difficult to set an exact measurement, such as 0.75". Snap to Grid makes it simple to precisely resize and position cells.

To enable Snap to Grid, do the following:

- 1. On the **Home** tab, click **View**, then from the menu, select **Snap to Grid**.
- 2. If Ruler is not already selected, select Ruler.



3. On the page, **hover your cursor** over the vertical border between the two top cells. The cursor changes to a double-sided arrow.

0 1	2 3	4	5 6	7	8	
		4.25				
						The current pos is displayed jus below the ruler
		÷				

- 4. **Drag** the cursor to the **left** while watching the position numbers displayed just below the ruler.
- 5. When the position number is close to 3.25", **release** the cursor.

0	1 2	3		
			3.24 (==)	The position number changes as you move the cursor.

6. **Hover the cursor** over the border once more and notice that, even though you may have released the cursor somewhere between 3.23" or 3.27", the new position is 3.25".

0	1	2	3
			3.25

If the position displays a different value (perhaps 3.20 or 3.30), you released the cursor when it was closer to that position.

Inserting a component into a cell is the same process as replacing a component — drag-and-drop.

Exercise 21: Insert a component into a cell

Do the following:

- 1. With ProShares-Vanguard open and the last page displayed, make sure the **Home** tab selected.
- 2. Select **Chart**...**Markets** and drag **Market Trailing Returns Bar Chart** into the empty cell in the upper-left corner.



3. With the Home tab selected, select Table ... Performance, then drag Morningstar Category Ranks into the bottom cell.



The page should now look like this.



components.

Note: You will Insert an image into the top-right cell in Exercise 27 on page 100.

4. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.

¢	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>S</u> ave Save <u>A</u> s Save <u>a</u> s Template Export	Ctrl+S	Be sure to save frequently.
	Send To Share With	•	
	Share With Exit	•	

### **Customizing a Component**

Each component allows a certain amount of customization. When you modify (or customize) a setting of an individual component, that setting overrides Application Settings and Workbook Settings, but for that component only.

You have learned how to modify a component's start and end dates from the Command bar (Change the time period in a component on page 69), but many other aspects of a component's look and content can be customized by using the Component Settings.

Before starting this section, you might want to review How do Application, Workbook, and Component Settings relate to each other? on page 19.

This section describes using Component Settings to do the following:

- customize a bar chart by hiding values and changing the orientation (page 87)
- customize a table by changing the portfolio date and removing a row (page 90)
- ► add a data point to a table component (page 92), and
- change a data point in a table component (page 94).

A chart is a graphic representation of data. You have seen how you can modify that representation by resizing a chart to make it more readable or make the page more presentable. You have modified the represented time period to focus on specific data. Color, marker shapes, and line widths are some of the other graphic properties you can use to enhance a chart. These and other options are found in the Component Settings.

Do the following:

- 1. In ProShares-Vanguard, go to **page 10**.
- 2. Select the Multiple Investment Sector Exposure chart.

**Overview** 

Exercise 22: Customize a bar chart

3. At the bottom of the window, click Chart Settings. The Chart Settings window opens.



- 4. In the Chart Settings window, next to Values, click the **Eye** icon.
  - @ Note: The various chart types have different options in the Chart Settings window.

	Chart S	Gettings		×	
Chart Display					If the Chart Settings window obscures your view of the chart, drag here to
Chart Title	Multiple Investme	nt Sector Exposure Chart		6	move the window, but do not click the X.
Currency	BASE		-		
Orientation	Vertical Bar				
Data Set	Select from Mornin	ngstar Database		Q	
				4940-1944 (ME	
Values	6				The Eye icon is available in many settings,
Portfolio Date	Most Recent Portfo	olio	•	5 0	allowing you to display or hide a variety of features.
Investments		Available Portf	olios		
ProShares Large	Cap Core Plus	4/30/2017	*		
Vanguard S&P 50	DO ETF	4/30/2017	¥.		
Russell 1000 TR	USD	5/31/2017	. *		



In the chart, the numbers above each bar are no longer displayed.

5. In the Chart Settings window, from the **Orientation** drop-down field, select **Horizontal Bar**.

	Chart S	ettings		×	
Chart Display					
Chart Title	Multiple Investmen	t Sector Exposure Chart		0	
Currency	BASE		*		
Orientation	Vertical Bar		*		The default orientation for
Data Set	Horizontal Bar Vertical Bar			9	this chart is vertical bar.
Values					
Values Portfolio Date	Most Recent Portfo	lio	•	ģ	
	Most Recent Portfo	lio Available Portfo		ģ	
Portfolio Date				9	
Portfolio Date	Cap Core Plus	Available Portfo	lios	9	

The chart now looks like this.



- 6. To close the Chart Settings window, do one of the following:
  - ► In the upper-right corner of the Chart Settings window, click the X, or
  - ► Click away from the Chart Settings window.

Customizing a table is similar to customizing a chart, however a table offers different options.

Exercise 23: Customize a table

#### Do the following:

- 1. In ProShares-Vanguard, on **page 10**, select the **Equity Sectors** table.
  - Note: The funds do not report portfolio numbers on the same date, which is why the dates in the Portfolio Date column do not match.
- At the bottom of the window, click the Table Settings button. The Table Settings window opens.

			B Portfolio		Consumer		F TReal	Note the portfolio
ProShares Large Cap Core Plus         4/30/2017         3.53         14.29         15.61         5.02           Vanguard S&P 500 ETF         4/30/2017         2.90         11.17         15.83         2.32           Russell 1000 TR USD         5/31/2017         3.11         11.88         15.50         3.22			Date	Materials %	Cyclical %	Services %	Estate %	dates do not match
Russell 1000 TR USD 5/31/2017 3.11 11.88 15.50 3.22	Pn	oShares Large Cap Core Plus	4/30/2017	3.53	14.29	15.61	5.02	
The Component Se button now display	- Va	inguard S&P 500 ETF	4/30/2017	2.90	11.17	15.83	2.32	
button now display	- Ru	issell 1000 TR USD	5/31/2017	3.11	11.88	15.50	3.22	

3. From the Portfolio Date drop-down field, select Last Year End.

	Table Settings	×	
Table Columns Rows			
Table Title	Equity Sectors		<
Currency	BASE		Note that you can hide the Table Title and Portfolio Date.
Portfolio Date	Most Recent Portfolio		
Investments	Enter Date Most Recent Portfolio		
ProShares Large Cap Cor	Most Recent Common Portfolio		
Vanguard S&P 500 ETF	Last Month End Last Month End (-1 month)		The default Portfolio Date for this
Russell 1000 TR USD	Last Quarter End Last Quarter End Last Quarter End (-1 guarter)		table is Most Recent Portfolio.
	Last Year End Available Portfolios		

@ Note: You might need to move the Table Settings window to see the Equity Sectors table.

Note the following changes to the table:

- ► The data shown in the columns now reflect the portfolio date you selected.
- ► The Portfolio Date is now displayed above the table, and
- ► The Portfolio Date column has been removed.

Equity Sectors					
Portfolio Date: 12/31/2016					
	Basic Materials %	Consumer Cyclical %	Financial Services %	Real Estate %	Consumer Defensive %
ProShares Large Cap Core Plus	3.47	12.44	15.22	4.31	9.21
Vanguard S&P 500 ETF	2.68	10.97	16.21	2.33	9.49
Russell 1000 TR USD	3.02	11.62	16.10	3.37	8.91

The new portfolio date affected several features in the table.

4. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.



In a table or chart, you can add, remove, or replace data points. In this exercise, you will do the following:

Exercise 24: Add a data point to a table

- ► add a page
- ► insert a table component, and
- add a data point to the table.
  - Note: You may want to review Exercise 18: Create a new page on page 79, Exercise 19: Create the page layout on page 80, and Exercise 21: Insert a component into a cell on page 84.

Do the following:

- 1. In ProShares-Vanguard, create a **new page** at the end of the report.
- 2. Select a three-cell page layout as shown here.

Hor	me C	hart	Data Tab	le	Format				X	<b>1</b>	Î	Feedback	
	U Workbook	Page C	Chart Table	A Text	Image	Divide Page	View	Calculate	 PDF	DPT	XPS	Excel	
Setti	ng 1	2	Insert		5	Two Cell		1	Four	Cell			
-						Three Cell			Five C	xell	Ť.		Note the highlighted selections.
2									Six Ce				30100010113.
2							1			HE			

3. In the top cell, insert a Multiple Investment Snapshot table.

Home Chart Data 1	able Format	10	10)	×	Fee
Investments Workbook Page Chart Ta	Ble Text Image Divide F	o la calc	ulate Restore	PDF PPT	XPS Excel
Setting	Markets	yout Calc	ulate Linking	Exp	ort
0	Performance Asset Exposure Holdings Analysis Attribution	6	78	9	10
3	Snapshot Style Analysis Time Series Asset Flows Multiple Returns	Single Investment Single Investment Newspace Company Newspace Company News	Multiple Investment Snapshot	Geration Sign Investment Supple Investment Operation Bangement Res Management Res Management Res Management Res Management Res Defended Land Defended Land	Operations Meltigie Southeast Institute Southeast Institute 2 00000000000000000000000000000000000

## 4. In the table, **right-click** the **Inception Date** column header, and from the drop-down field, select **Insert Column**.

Note: When you click or right-click a column header, drop-down fields appear above each column.

Snapshot									
A	в 👻	c	+	D	-	E	₩ F	The second s	
	Ticke	r	Morningstar Category	8	Morningstar Rating Overall		Inception Date	Giobal Broad Category Group	Right-click in
ProShares Large Cap Core Plus Vanguard S&P 500 ETF	CSI VO		US Fund Large Blend US Fund Large Blend		*****		Cut Copy	Equity	this area
Russell 1000 TR USD	-		Large Blend		-		Paste Delete	Equity	
							Select		
							Transpose		
							Insert Column		
							Delete Column	then select Insert Column	L.
							Data Settings		

A new column appears to the right of the Inception Date column. It is currently labeled Morningstar Rating Overall.

As you saw in the previous exercise, when you create a new column, it defaults to Morningstar Rating Overall. In this exercise, you will select a different data point for that column.

☞ Note: This procedure can be used for any column. It is not restricted to columns you create.

#### Do the following:

- 1. If the drop-down field is not visible above the column heading Morningstar Rating Overall, click the **column heading**.
  - Note: When you click or right-click a column header, drop-down fields appear above each column.
- 2. Click the **drop-down field** above the column header (Morningstar Rating Overall). The drop-down field opens.

Snapshot				
A	в 👻	c -	D - E F	-
	Ticker	Morningstar Category	Open End Funds	Click here to select a differer
ProShares Large Cap Core Plus Vanguard S&P 500 ETF	CSM VOO			<ul> <li>data point for this column.</li> </ul>
Russell 1000 TR USD		Large Blend	Snapshot	•
			Name Base Currency Virtual Class Ticker ISIN Global Broad Category Group Global Category Morningstar Category Morningstar Institutional Category Global Investment Fund Sector (GIFS) Investment Area Morningstar Rating Overall US Category Group Domicile Region of Sale Eurod Logal Structure	Û V

The options in this drop-down field are similar to those you see throughout Morningstar Direct, whenever you search for a data point to use. You can select from the following fields to find the data point you want:

- Universe (Open End Funds in the above illustration)
- ► Location (General in the above illustration), and
- ► Find By (View or Contains).

When Find By View is selected (as in the above illustration), the data points found in the selected View (Snapshot in the above illustration) are displayed.

When Find By Contains is selected, the View drop-down field is replaced by a Search field.

## Exercise 25: Change a data point

3. In the list of data points, select Investment Area, click Add, then click Close.



4. The column header now reads Investment Area and the column displays that information.

Snapshot							
A	в	-	с	-	D	-	
		Ticker		Morningstar Category	2	Investment Area	Note the highlighted selections.
ProShares Large Cap Core Plus		CSM		US Fund Large Blend		200	
Vanguard S&P 500 ETF		VOO		US Fund Large Blend	United St	tates of America	
Russell 1000 TR USD		2.00		Large Blend	United St	tates of America	

### Working with Headers, Footers, Images, and Watermarks

Images can be an important part of your presentation. For instance, a company logo reinforces your company's branding. Many graphic formats, such as .jpg, .png, and so on, are compatible with Presentation Studio.

A header is an area for information at the top of a page (company name, logo, and so on) and a footer is displayed at the bottom of a page (page number, source of data, and so on). In Presentation Studio, a report can have the same header and footer on every page, or individual pages can vary.

This section describes how to do the following:

- ▶ understand what content to include in a header or footer (page 96)
- ► add a header (page 98)
- ▶ insert an image into the header (page 100)
- change the position of an image (page 102)
- understand what dynamic text is (page 103)
- use dynamic text in the header (page 103)
- change font properties (page 104)
- use the same header on every page of a report (page 105)
- change the size of an image in a body cell (page 107), and
- ► add a watermark (page 111).
  - Note: In this section, working with a header is described. The process for creating and working with a footer is the same.

Header and footer content does not have any hard-and-fast rules (although your firm's legal and design teams might). Some common elements used in header and footers are as follows:

- ► Your company logo
- ► Your company name
- ► Client name
- ► Report type
- ► Report date, and
- ► Page number.

The information in a header and/or footer can apply to the entire report or selected pages. Some common header and footer page layouts are as follows:

- ► The same header and footer are displayed on every page.
- ► All pages have the same header and none have a footer, and
- The header and/or footer content on pages 2 to the end differs from that on the first page.

What content should I include in a header and footer?

Overview

In the illustrations here, note the headers and footers, where they match on both pages, and where they differ.



The page you created in ProShares-Vanguard currently has no header, but the other pages do. In this exercise, as you add a header to the page, keep in mind that you can add a header and footer to any page, or replace components in any existing header and footer.

Exercise 26: Add a header to a page

To add a header, do the following.

1. With ProShares-Vanguard open, in the Navigation pane, **scroll** to the bottom and select the **last page**. (This is the page you created in Creating a New Page on page 79).



2. On the Command bar, select the Format...Header icon, then select Insert Header.



The other selections on the Header menu become available after you have inserted a header.

A new cell opens at the top of the page.



To make room for the header, space was removed from the two rows of cells.

 With the header cell selected, on the Command bar, make sure the Format tab is still selected, then click the Divide Page icon and select the Two Cell option showing side-by-side cells.

\$	Home		Chart	Da	ta Table	For	mat							16	
Header	Footer	A Text	Image	) Align	Bullets	Numbering	Verdana		* 10	• B	1 ⊻ 🔒 8	Columns	Divide Page	() View	With two cells in the header, you can have
<b>.</b>	Inse	rt	2		0	<u>а с с</u>	2	Style	4	1 1-	6	8	Two Cell		two componer in the header.

4. In the header, allocate more space to the left cell and less space to the right. Select the **left cell** and drag its **right border** to the 6.5" mark on the ruler (approximately).

a border.	01		6.51	You can use the ruler as a guide when you move
		¢	÷	a border.

5. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.



In this exercise, you should use an image available on your network or drive.

Exercise 27: Add an image

Pote: Although the logo is being added to the header, the process described here can be used to add an image to any cell.

To add a logo, do the following:

- 1. In ProShares-Vanguard, in the header, select the **right cell**.
- 2. On the Command bar, select the **Format** tab, then click **Image**...**Insert Image**. The Open dialog box opens.



3. In the Open dialog box, **navigate** to a location on your network or drive and **double-click** an **image file**.

Organize 🔻 New folder		= • 🗖 🕜	
Image: State	Alth_Advisors_Logo.jpg		Double-click to insert this i
VOL1 (\\morningstar.com\Shatar.com\		ATE AND ADDRESS	
🙀 Network			

The image is displayed in the header cell.

WEALTH ADVISORS	By default, the image is centered in the cell.
	d

Exercise 28: Change the position of an image

When you insert an image, it is centered in the cell.

To change the image's position, do the following:

- 1. Select the **cell** containing the image.
- 2. On the Command bar, select the Format tab, then click Align...Right.

₽	Home	ġ	Chart	D	ata Table	Fo	ermat	×	匾 鶰	î I	You can select one option from each section of the Align
Header	Footer	A Text	Image	II Align	Bullets	Numbering					menu; the top four selections position the component horizontally, and the bottom
0 -	Inse 11 Juli				Left Middle		8.		10		three selections position it vertically.
1					Right Justified		<b>a</b> .	XYZ			
2					Top Middle Bottom			WEALTH ADVISOR	S		

The image aligns with the right side of the header cell.

XYZ WEALTH ADVISORS

The size of the image does not change.

3. To save your work, click the Application Settings icon at the top-left corner of the window and select Save.

¢	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>S</u> ave	Ctrl+S	
	Save <u>A</u> s		Be sure to save frequently
	Save <u>a</u> s Template		
	Export		
	Send To	,	
	Share With	•	
	Exit		

text in a header

Dynamic text displays information (such as investment name, ticker, and so on) specific to a report or investment. Dynamic text updates automatically whenever the report is opened or refreshed. For instance, if a report displays the dynamic text component Report Date, the new report date is displayed when you open the report.

 The Note: If you do not want to keep the updated Report Date, close the report without saving.

 In this exercise, use the dynamic text component "Workbook Name" in a header. The

In this exercise, use the dynamic text component "Workbook Name" in a header. The header then reflects the name of the report.

Pote: You can type text in a cell but it won't be dynamic.

Do the following:

- 1. In ProShares-Vanguard, in the last page's header, select the left cell.
  - Note: Because a cell cannot accommodate more than one component, the text and image must be in separate cells.
- 2. On the Command bar, select the **Format** tab, then click **Text**...**Dynamic Text**...**Workbook Name**.



**Exercise 30: Change** 

font properties

The workbook name is displayed in the header.

ProShares-Vanguard US Broad Market Indexes	XYZ WEALTH ADVISORS	The text defaults to left and top alignment; the font and font size match the report
22.0		font defaults.
20.0		ionit defaults.
18.0		

You can change font properties of a text component (whether dynamic or not) from the Command bar. Some of the font properties are as follows:

- ► Font family (Times Roman, Helvetica, and so on)
- ► Font size, and
- ► Font style (bold, italic, and underlining).

Do the following

1. In ProShares-Vanguard, with the Format tab and the left header cell selected, from the **Font Size** drop-down field, select **24**.

Format				
Verdana mbering Style	▼         12         ▼         B         7         U           6         7         8         9         10         11         11         12         14         16         18         20         22         24         26         28         36         48         72         12         14         15         14         16         18         16         18         16         18         16         18         16         18         16         16         18         16         16         18         16	You can also select a different font family and apply bold, italic, or underlining.		

The header should now look something like this.

ProShares-Vanguard	WEALTH ADVISORS	Your head displays you sele
	and the second se	

our header splays the image ou selected. 2. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.



You do not have to recreate the header on every page; you can easily share it across all pages in the report.

Exercise 31: Use the same header throughout the report

Do the following:

1. In ProShares-Vanguard, in the Navigation pane, click a few **pages** to view them. Note that, except for the page you created, they all display the original header from the template.

Manager Analysis	MORNINGSTAR HADDENE Analysis template.
Drawdown Time Period: \$\1/2012 to 4/30/2017 2.0 4.5 4.5 4.5 4.6 4.6 4.6 4.6 4.6 4.6 4.6 4.6 4.6 4.6	

2. Go to the last page (the page you created) and select a cell in the header.

3. On the Command bar, select the **Format** tab, then click **Header**...**Apply Header to Workbook**.



Be sure a cell in the header you want to use on all pages is selected.

4. In the Navigation pane, click a few **pages** to view them. Now they all display the header you built.



When applied to the Workbook, the header does not change from page to page. 5. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.

¢	Home	Chart	
	<u>N</u> ew Factsheet	Ctrl+N	
	<u>O</u> pen	Ctrl+O	
	<u>S</u> ave Save <u>A</u> s	Ctrl+S	Be sure to save frequently
	Save <u>a</u> s Template	ŝ	
	Export		
	Send To		
	Share With	•	
	Exit		

When working with an image, keep the following in mind:

- When you insert an image into a header or footer cell, it resizes to fit the cell without distorting the proportions; and
- When you insert an image into a regular (body) cell, it does not resize to fit the cell, which means it might be too large or small for the selected cell.

In this exercise, inserting an image into a body cell and changing its size is described.

Do the following:

- 1. In ProShares-Vanguard, on the last page in the top row, select the right (empty) cell.
- 2. On the Command bar, select the **Format** tab, then click **Image**...**Insert Image**. The Open dialog box opens.



Exercise 32: Change the size of an image

3. **Navigate** to a location on your network or drive, and **double-click** an **image file**. The image is inserted into the selected cell. The cell remains selected.

open Coor ↓ ≪ COVE → Logos &	WebEx Banners 🕨 👻 4 👉	Search Logos & WebEx	
Organize 🔻 New folder			
-	Name	Da 🗖	
1 Computer	S Mich Univ.png	8/1	
🕌 Local Disk (C:)	🔣 MLOGO_Logo_red.gif	9/1	<b>Double-click</b> an image file to insert it
MSMFVOL2 (\\MSFS807) (G:)	S MLOGO_Logo_red.jpg		into the selected cell.
MSMFVOL2 (\\MSFS807) (H:)	5 Money.png	5/3	
MSMFVOL3 (\\MSFS807) (I:)	S Place your logo here.jpg	5/3	
MSMFVOL3 (\\MSFS807) (J:)	S Pres Studio_Mstar.png	12,	

The selected image appears in the cell.

			XYZ WEALTH	ADVISORS	
	and the	ST. C.S			The image is centered in the cell and does not change size.
Total Ret % Rank Cat 1 Yr (Mo-End)	Total Ret Annizd 3 Yr (Mo-End)	Total Ret % Rank Cat 3 Yr (Mo-End)	Totai Ret Annizd 5 Yr (Mo-End)	Totaj Ret % Rank Cat S Yr (Mo-End)	
20 31	10.04 10.10 9.83	11 10	16.48 15.37 15.37	3 15 —	
4. With the right cell still selected, **right-click** and select **Position**...**Fit**.

		In	f	
	DIET	D.		
	Cut	Ctrl+X		
c	Сору	Ctrl+C		
P	laste	Ctrl+V		
C	)elete	Del		Note the highlighted selection:
	osition	•	🗸 Center	
	Show Margin		Fit	
-	now Margin			
E	ackground Color		Stretch	

The image resizes proportionally to fit in the cell.



When resized proportionally, the image might not fill the cell.

5. With the cell still selected, **right-click** and select **Position**...Stretch.



The image resizes to fill the cell, but loses its original proportions.



Note the distortion in the image.

6. To save your work, click the **Application Settings** icon at the top-left corner of the window and select **Save**.



You can add a watermark to a report. The watermark appears in the PDF generated from the report. This feature is useful when a report has restricted distribution, such as "Internal Only."

Exercise 33: Add a watermark to a report

To add a watermark, do the following:

- 1. In a report, select the **Home** tab, then click **Workbook**. The Workbook Settings window opens.
- 2. Select the **Layout** tab.
- 3. Click the Display Watermark in PDF checkbox.
- 4. In the text field to the right of the checkbox, type the watermark text.
  - ☞ Note: The maximum number of characters is 50, including spaces.

5. (Optional) From the drop-down field to the right of the text field, select a **color**.

Ф но	ome	Chart	Data	Table	Form	iat						
			alla	<b></b>	4		0		9	E		
Investments	Workbo	ok Page	Chart 1	Table Te	ext Image	e Divide Pa	ge View	Calculate	Restore	PDF	PPT	×
Set	ti				Workbo	ook Settings:	Layout					
	Data		yle Peer C	11	tribution I	ndex Group	Asset Expos	ure				
	H-	ll Workbook	c	For	nt Color	Page	Color	Report	Language			
-	Font	igstar 1		-			104.0.01		User Prefer	ence 🔻	1	
<u></u>	Margins	7										
<b>1</b>	Тор		Bottom		Left		Right					
A	0.5 in	-	0.4 in	-	0.4 in	-	0.4 in	-				
1	Sho	w "Source: N	Morningstar	Direct" at	page bottor	n						
	1151	w content of										
		olay Waterma							•			<b>T</b> I of a later of
	Compo	onent Title S	Settings				0.000					These settings control the text and color of the watermark
	Font Si	ze		1000	t Color		Bar Style	В	ackground C	Color		
	12	-	BI	Ū.		•		- • I		•		
	Text C	omponent S	Settings									
	Font Si	-	Font Col	or								
	12	•		-	-							
	Table	Component	Settings		-							
		low Spacing	Dettings		Null	Value Display	Mode	Zero	Value Displa	v Mode		
		tent: White :	Space At Bo	ottom	Das			▼ Zero	Torrest of the second second			•
		w Color	Even Ro									-
		•			-							
	-									1156		
									QK		ancel	
	8											

- 6. Click **OK**. The watermark text is not displayed in the report.
- 7. At the top of the window, on the Home tab, click **PDF**. The PDF menu opens. Select an **output option**. In this example, **Full Report** is selected.

- Hor	me (	Chart	Da	ita Table		Format					×	<b>1</b> 11 (2)		eedback	Select any
Investments Setti	Workbook	Page	Chart	Table Insert	A Text	Image	Divide Page	Olympic of the second secon	Calculate Calculate	Restore	PDF	(1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	XPS	X Excel	option on the drop-down field
												Selected Selected	100	- C	
Fi	delity® C	ontraf	und®		Re	turn Date	e: 7/31/2017			Compo	iny		1		
FC	CNTX				Po	rtfolio Da	ate: 6/30/201	1			oģo				

When the PDF has finished generating, it opens.

ie I	Edit View Win		lelp			-							
Hor	me Tools		FCNTX	Facts	heet-1.	×				-	?		
B		Q	1		) 1	/ 1		•	64.3% 💌				
1													
	Fidelity® Cont	trafund	R	Re	turn Date	: 7/31/20	)17						
	FCNTX		1.340		rtfolio Da			U	ompany Logo				
	Relative to Peer Group							Fidelity® Contrafund®	Rich.				
	Peer Group (5-95%): Punds - U.S	Large Growt	h .					Time Period: 8/1/2012 to 7/31/					
	Top Quartile 2n			e Bot	tom Quartile			Calculation Benchmark: Russel					
	25					_			Inv	Bmk1			
	25 20 15 10 03							Return Std Dev	15.25	15.60			
	0.5 0.0 Convei Report Net Essense Ref							Std Dev Sharpe Ratio	9.89	10.10			
	1 Million	2019						Sortino Ratio	2.96	3.03			
		VTD	3016	2014	2012	2012	2011	Primer Datis	3.75	1 66			
	Fidelity(® Controlund(®) Russell 1000 Growth TR USD	20.92	3.36 7.08	6.46 5.67	9.56	34.15 33.48	16.26		10.52	10.44			
	Sth Percentile	24.54	10.16	10.85	15.86	43.78	21.99	Worst Ouder-	-4.70	-5.29 63.33		Th	ie watermark text is
	25th Percentile	20.48	6.40	7.02	12.84	37.05	17.90		35.00	63.33		di	splayed on every pa
	50th Percentile	17.22	2.97	4.46	10.63	34.57	15.58	Lyerage Gain	2.89	2.99			
	75th Percentile	14.14	0.57	1.50	8.43	31.84	13.36	Average Loss	-1.89	-1.78			
	95th Percentile	10.40	4.37	-3.09	4.33	28.09	~®	Gain Std Dev	6.22	6.56			
	Leading Contributors					1	3	Loss Std Dev	5.28	5.38			
	Time Period: 5/1/2017 to 7/31/2	17					)	-	Inv	Bmk1			
			Rescaled		0	1		Longest Up Streak (Mo)	7	7			
		I	Weight		Return	0.	ontribution	nul op 1s	18.58	18.23	4		
	Racebook Inc A		6.96		1245	6	0.90	End Date	11/1/2016 5/31/2017	11/1/2016 5/31/2017			
	Activision Blizzard Inc		1.97	~0	16.24		0.34	Incount Down Streph Bills	5/31/2017	5/31/2017			
	Amazon.com Inc		4.74	2	6.79	_	0.32	Run Down %	-8.06	-7.01			
	Berkshire Hathaway Inc A Netfix Inc		5.02	11	6.06		0.31	Start Date	12/1/2015	12/1/2015			
	Ditigroup Inc		1	N	19.36	_	0.26	End Date	2/29/2016	2/29/2016			
	UnitedHealth Group Inc	1	0	2	10.14		0.26	Max Drawdown (Mo)	7	2			
	NVIDIA Corp		0.55		55.97		0.25		-8.74 8/1/2015	-8.40 8/1/2015			
	PayPal Holdings Inc		1.09	_	22.69		0.74	Peak Date Valley Date	8/1/2015 2/29/2016	8/1/2015 9/30/2015			
	Visa Inc Class A		2.38		9.34		0.22						
	Trailing Returns						-	Fidelity® Contrafund® Time Period: 8/1/2012 to 7/31/					
	making Neturns	YTD 1 month	3 months 6 mo	onths 1 year	2 years 3 years	4 years 5 year	s 10 years	nine Penda: 6/1/2012 00 7/31/	2017 Inv	Bmk1			
	Fidelity® Contratund®	20.92 3.54			10.62 12.32			Excess Return	-0.35	0.00			
	Russell 1000 Growth TR USD	17.02 2.66	5.05 1	13.21 18.05	10.99 12.66	14.14 15.6		And the second se	0.49	0.00			
								Beta	0.95	1.00			
								RZ	93.38	100.00			
								Tracking Error Information Ratio (geo)	2.60	0.00			
								Treynor Ratio (geo)	15.89	15.37			
								Up Capture Ratio	96.05	100.00			
								Down Capture Ratio	92.82	100.00			
								Up Number Ratio	0.95	1.00			
								Down Number Ratio	0.86	1.00			
								Up Percent Ratio Down Percent Ratio	0.50	0.00			
								LIGWIN Percent Ratio					

## **Creating a Template**

Up to this point, you have worked with Morningstar templates, but they are not your **Overview** only options. You can also create your own templates.

In this section, the basics of creating a template are described as follows:

- what is involved in creating a template (page 114)
- ► how to save a report as a template (page 116), and
- ► how to create a portfolio template (page 119).

To create a template, first identify the purpose of the template and then create a report to present the appropriate data. Once you are satisfied with the report, you save it as a template.

You can also create a template starting from an empty file or, if you have an existing template or report with similarities to the template you want to build (in content and/or layout), you might want to base the new report on that.

In this guide, most of the tasks necessary for building a template have been covered. If you have followed the steps, you have completed the tasks described in the table here.

Task	Click to review the topic
Created a report based on an existing template	Working with a Template on page 24
Replaced, removed, rearranged, deleted, and resized components	Working with Chart and Table Components on page 40
Set a time period for the report	Using Workbook Settings and Component Settings on page 62
Created a new page with a custom layout and inserted components in cells	Creating a New Page on page 79
Customized individual components using Chart and Table Settings	Working with Chart and Table Components on page 40
Added a header and inserted an image and dynamic text	Working with Headers, Footers, Images, and Watermarks on page 96

# What is involved in creating a template?

Before saving a report (such as ProShares-Vanguard) as a template, you should do the following:

- 1. (Optional) Insert a footer. Consider including dynamic text, such as a page number and your firm name.
  - Note: The steps for creating a footer are the same as those for creating a header. See Add a header to a page on page 98 and in steps 2 and 3, click the Footer icon and select Insert Footer.
- 2. Review the content on all pages to make sure the purpose of the template is supported throughout the report. Some of the questions you should ask yourself include the following:
  - ► Is every component relevant to the purpose of the template?
  - ► Is the order and position of components appropriate to the purpose of the template?
  - Are similar components (such as a chart and a table displaying holdings-based data) displayed on the same page?
  - Is every page easy to read?
  - ► Are text, table, and chart components easy to interpret?
  - Are more pages needed?
  - Can you delete any pages?
  - Where can you use dynamic text to make the template as flexible as possible? For instance, if regular (typed) text is used, it is shown in every report based on the template, so make sure you have not keyed in the names of the firm, benchmarks, indexes, and so on
  - Is every component and page appropriately labeled? For instance, if every component on a page displays information about risk, it might not be necessary to show the label (or title) of every component.
  - Does the report meet your firm's branding and design standards? You might want to contact your Marketing or Design department to learn about preferred fonts and colors.
  - Note: Do not assume a Morningstar template can be used without modification. If you need a template for Current Portfolio Analysis, the Morningstar Current Portfolio Analysis template is a good starting point, but do not skip the above review steps. At the least, you should remove or replace the Morningstar logo.

When creating a template, one thing you do not have to modify is the investment(s) you selected. The investment(s) are simply placeholders so you have a visual representation of your work. When you save the report as a template, the investments and related data related become irrelevant.

When you want to use a template as the basis of a new report, you open the template and you are immediately prompted to select investments. (See Select an investment on page 27 and Select investments from a saved list on page 35.) The sample investments in the report are replaced by the investments you selected and the report accesses the data related to the selected investments.

When you are satisfied that your report is as template-ready as possible, save it as a template.

Process of what whether the second 
Do the following:

1. With ProShares-Vanguard open, in the upper-left corner of the window, click the **Application Settings** icon and select **Save**.

Q	Home	Chart				
	<u>N</u> ew Factsheet	Ctrl+N				
	<u>O</u> pen	Ctrl+O				
	<u>S</u> ave Save <u>A</u> s Save <u>a</u> s Template Export	Ctrl+S	Saving the report ensures its current condition is saved when you save it as a template.			
	Send To Share With	۰ ۲				
	Exit					

2. Click the **Application Settings** icon again, and select **Save As Template**. A dialog box opens.

Ф	ome	Chart	
<u>N</u> ew Fa	actsheet	Ctrl+N	
<u>O</u> pen		Ctrl+O	
<u>S</u> ave		Ctrl+S	
Save <u>A</u>	s		
Save <u>a</u>	s Template	2	Saving the report as a templa
Export			creates a new file; the report not affected.
Send T	o	,	
Share	With	•	
Exit			

3. In the Template Name field, replace "ProShares-Vanguard" with **Manager Analysis - Equity**.

	Presentation Stu	ıdio	×	
Template Name	Manager Analysis - Equity			
Saved Templa	tes			
	Name			
р 🖻 Му Теп	plates		Â	The template is saved into the My Templates folder.
		Save	v	

- 4. Click **Save**. An alert opens, reporting that the file has been successfully saved as a template.
- 5. Close the **template**. The Presentation Studio Home page is displayed.
- 6. On the Presentation Studio Home page, on the toggle, select **My Templates**.

MO		entation Studio	
	Q Search Name		
	© ⊥⊥		
Workbook +	Factsheet +	Plan Review +	
	^		Click here to acces your templates.
Morningstar Templates	My Templates My Reports	Action 🔻 New Folder	

Your templates are displayed in the list area.

	Iorningstar Templates My Templates My Reports Action	• New Folder	
0	Name	Туре	
0	2 Portfolios Comparison	Workbook Template	
0	Current versus Proposed Portfolio Comparison	Workbook Template	
0	Current vs Proposed Portfolio	Workbook Template	
0	Custom Workbook Sample	Workbook Template	
0	Equity Manager Analysis	Workbook Template	
0	Investment Detail Workbook	Workbook Template	Your new template is displayed at the bottom of the list.
0	Investment Performance Factsheet	Factsheet Template	at the bottom of the list.
0	Manager Analysis - Equity	Workbook Template	

The two portfolio templates are as follows:

- ► Portfolio Proposal template, and
- Portfolios Comparison template.

In these templates, the features you have learned about (components, page layouts, headers and footers, and so on) are available, but they are not prebuilt in the templates. To create a portfolio template, you must build from scratch.

Do the following:

- 1. On the Presentation Studio home page, click the **Portfolios** tile. The Choose Template dialog box opens.
- 2. Click **New Template**. The Select a Template Type dialog box opens,

Choose Template			$\times$	
New Template				Click here to begin.
Template Name	Owner	Туре		
				When you have created a portfolio templates, its name, owner, and template type are displayed here. It can then be used as the basis for a portfolio report.

What do I need to know before creating a portfolio template?

- 3. Select a template type, as follows:
  - Use the Portfolio Proposal template to present a proposed portfolio to a client. Go to Exercise 35 on page 119.
  - Use the Portfolios Comparison template, to compare multiple model portfolios. Go to Exercise on page 120.

Select a Template Type	Back	Next	$\times$	These templates contain
Portfolio Proposal template				components appropriate to portfolios.
O Portfolios Comparison template				

After completing the steps in What do I need to know before creating a portfolio template? on page 118, do the following:

Exercise 35: Create a Portfolio Proposal template

- 1. In the Add Sample Portfolios dialog box, select the following:
  - ► a client account, and
  - ► one or more proposals.

The other fields in the dialog box are optional.

Add Sample Portfolios			Back	Done	$\times$	
Name	Display Name	Color	Marker	Show		
Client Account						
K. Tucker Account	K. Tucker Account	-		$\checkmark$		A client account and at least one proposal
Performance Benchmarks						are required.
Morningstar Mod Tgt Risk TR USD	Morningstar Mod Tgt Risk TR USD			$\checkmark$		
Proposals						
	Conservative				<u> </u>	
Conservative ·	Conservative	· ·			×	
Display Benchmarks						
Morningstar Category Index	Morningstar Category Index	-	0 •	$\checkmark$		
Best Fit Index	Best Fit Index	<b>•</b>		$\checkmark$		

### 2. Click Done.

A blank Presentation Studio file opens.

The charts available in this template are as follows:

- Multiple Investment Growth
- ► Legend
- Returns Correlation Matrix
- ► Calendar Returns Bar Chart
- Rolling Window Chart
- ► Trailing Returns Bar Chart
- ► X/Y Scatter Plot
- Pie Chart
- Morningstar Style Box, and
- Multiple Sector Exposure Chart.

The tables available in this template are as follows:

- Multiple Investment Performance
- Multiple Investment Snapshot
- Multiple Investment Calendar Returns
- ► Multiple Investment Trailing Returns, and
- ► Portfolio Holdings.

Continue creating the template, using the processes in this document and following the guidelines in What is involved in creating a template? on page 114.

After completing the steps in What do I need to know before creating a portfolio template? on page 118, do the following:

1. In the Add Portfolios dialog box, select two or more portfolios to compare.

### Exercise 36: Create a Portfolios Comparison template

- Cancel Done Add Portfolios Name Identifier Туре Aggressive 50058416 Model Portfolio Conservative 50058418 Model Portfolio Jamison Proposal 50043462 Model Portfolio When you select a portfolio, a checkmark is shown to its right. Moderate Aggressive Model 50058415 Model Portfolio Moderate Conservative Model 50058417 Model Portfolio V Moderate Model 50058414 Model Portfolio
- 2. Click Done. The Add Sample Portfolios dialog box opens.

3. Selections in this dialog box are optional. Click Done.

Add	Sample Portfolios						Back Done X	
+ [								You can change the
		Portfolio					Benchmark	highlighted
0	Name	Display Name	Inception Date	Color	Marker	Show	Name	
0 1	Moderate Conservative Model	Moderate Conservative Model	7/31/2005	-	• •		Morningstar Mod Tgt Risk TR USE	
0 1	Moderate Model	Moderate Model	7/31/2005	•	•		Morningstar Mod Tgt Risk TR USE	

### A blank Presentation Studio file opens.

The charts available in this template are as follows:

- Multiple Investment Growth
- ► Legend
- Returns Correlation Matrix
- ► Calendar Returns Bar Chart
- Rolling Window Chart
- ► Trailing Returns Bar Chart
- ► X/Y Scatter Plot
- ► Pie Chart
- Morningstar Style Box, and
- ► Multiple Sector Exposure Chart.

The tables available in this template are as follows:

- Multiple Investment Performance
- Multiple Investment Snapshot
- Multiple Investment Calendar Returns
- Multiple Investment Trailing Returns, and
- ► Portfolio Holdings.

Continue creating the template, using the processes in this document and following the guidelines in What is involved in creating a template? on page 114.

You can publish a your Presentation Studio templates and use them when generating reports in the following Morningstar products:

**Overview** 

- Morningstar Direct, and
- ► Report Portal.

The requirements for publishing a Presentation Studio template are as follows:

- 1. You must be the owner of the template.
- 2. You cannot publish a Morningstar template. However, you can publish a template that you built based on a Morningstar template (or a template owned by someone else). See Exercise 38 on page 125.
- 3. You need permission to publish a Presentation Studio template. If you cannot complete the steps in Exercise 37 on page 123, contact your Customer Success Manager.

When you publish a template, you decide who may use the template. Be sure to include yourself (or a group of which you are a member) among those the template is published to.

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

- publish a Presentation Studio template (page 123), and
- save a copy of a Presentation Studio template you do not own (page 125).

Presentation Studio initially includes templates from Morningstar, which cannot be published to other users. Templates you create can be published to yourself, selected users, or all users at your firm. Do the following:

Exercise 37: Publish a Presentation Studio template

1. On the Morningstar Presentation Studio Home page, click **My Templates**.



- 2. **Hover the cursor** over the row displaying the name of the template you want to publish. The Action icon is displayed.
- 3. Click the Action icon and from the Action menu, select Publish To.
  - Note: If Publish To is not an option on the Action menu, you do not have permission to publish templates. Contact your Customer Success Manager.

		MOR	
	ly Templates My Reports	Action 🔻 New Fol	
<ul> <li>Name</li> <li>Equity Manager Analysis</li> </ul>	s	Type Workbook Template	
<ul> <li>Investment Detail Work</li> <li>Manager Analysis - Equ</li> </ul>	Action		Note the highlighted selection:
Portfolio Comparison     UBS OE/ETF Rank Testir     Pat Cover	Open Rename		
O Portfolio Review Cover	Delete		
Custom Investment Peri	Save As	>	
<ul> <li>Morningstar Quant Rati</li> </ul>	Share With	>	
	Publish To		

- 4. Click in the **Search for User or Group** field. A list of your firm's Presentation Studio users is displayed. Do one or more of the following:
  - ► Enter your email and select it (recommended).
  - Search for the emails of the users who should have access to this template; be sure to select them.
  - ► Select users from the list, and/or
  - Click All Firm Users to publish the template firm-wide.

Publish	Cancel Done	
Template Name Investment Performance Factsheet		_
Investment Range (Min/Max)	Sample Report (Optional)	-
Access List		Click in this field to make the
Name	Cancel OK	Individual Users list appear.
All Firm Users		
INDIVIDUAL USERS	u@morningstar.com	
0803 1	ig@morningstar.com	
11	n.cen@morningstar.com	

- 5. Click **OK**, then click **Done**. An alert opens.
- 6. Click **OK**.
- 7. In the list of your templates, note the template(s) you have published.

Morningstar Templates My Templates My Reports	Action  New Folde	er New Page		
Name	Туре	Layout	Published <b>v</b>	You might need to
O Custom Investment Performance Factsheet	Factsheet Template	Portrait	Yes	scroll right to see the Published column.
<ul> <li>Equity Manager Analysis</li> </ul>	Workbook Template	🕒 Landscape	Yes	
Investment Detail Workbook	Workbook Template	🕒 Landscape	Yes	
2 Portfolios Comparison	Workbook Template	🕒 Landscape	No	
O Current versus Proposed Portfolio Comparison	Workbook Template	Landscape	No	

In Morningstar Report Portal, you can use your published templates to create reports. To learn about using Report Portal, read the Morningstar Report Portal User Guide. If you built a template based on a Morningstar template or one built by another user, when you saved it, you became the owner. If you need to publish a Morningstar template or one built by another user, simply save a copy of it. You do not have to make any changes to the original template to own a copy.

Prote: Morningstar or the other individual is still the owner of the original.

Do the following:

- 1. Open a **template** you do not own.
- 2. Optional: **Customize** the template.
- 3. At the top-left corner of the window, click the **Application Settings** icon and from the menu, select **Save As Template**. A dialog box opens.

Home	Chart	
<u>N</u> ew Factsheet	Ctrl+N	
<u>O</u> pen	Ctrl+O	
<u>S</u> ave	Ctrl+S	
Save <u>A</u> s		
Save <u>a</u> s Template		Note the highlighted selections
Export		Note the highlighted selections
Send To	•	
Share With	•	
Exit		

4. In the **Name** field, type a **name**, then click **Save**.

A copy of the template is created as a new template (with the name you entered). The original template is unchanged. The template you saved is stored in the My Templates folder and listed on the Presentation Studio Home Page when My Templates is selected on the toggle.

5. Publish your template, as directed in Exercise 37 on page 123.

Exercise 38: Create a copy of a template owned by Morningstar or another user

### **Creating a Batch Report**

Suppose you need a monthly report on certain investments on the 16th day of the month. Every month, you could create each individual report by doing the following:

Overview

- 1. Open a template.
- 2. Select the investment(s) to be reflected in the report.
- 3. Save the report.
- 4. Repeat steps 1–3 for each investment or set of investments.

It is more efficient to have it created automatically every month at a specific date and time. The automated process is called a batch report.

Note: Batch reporting is not automatically enabled in user accounts. To gain access to batch reporting, contact your Customer Service Consultant.

In the Morningstar Report Portal, you can use your published templates to create reports. To learn about using Report Portal, read the Morningstar Report Portal User Guide.

In this section, the following procedures are described:

- understanding the process for generating reports in a batch (page 126)
- creating a batch report (page 127)
- ► testing a batch report (page 131), and
- download all reports from a batch (page 133).

The overall process of creating a batch report is as follows:

- 1. Select a template.
- 2. Select an investment or set of investments for each individual report.
- 3. Schedule the batch to run.
- 4. Test the batch.

The advantage to this over creating individual reports every month is that you don't have to repeat this process.

In these exercises, the procedure to create a batch report for multiple investments is described, but you can also create a batch to generate a single report on a set of investments.

Note: When preparing to create a batch report, keep in mind that a single-investment template can cover only one investment. In this guide, you used a single-investment template to create a factsheet. A multiple-investment template covers (and frequently compares) multiple investments. You used a multiple-investment template to create a workbook. What is the process for generating reports in a batch?

## In this exercise, create a batch to generate monthly ETF Analysis reports for several ETFs.

## Exercise 39: Create a batch

Note: If you don't have an investment list or saved search of ETFs, use another investment type and an appropriate template.

### Do the following:

1. On the Presentation Studio Home page, click **Batch Management**. The Batch Reporting window opens.

	MC	<b>)RNINGSTAR</b> Pres	entation Stud	lio	00	
		Q Search Name				
Workbook +	⊙ Factsheet +	Plan Review +	Asset Allocation +	Portfolio +	Batch Management	Click here to create a new batch or manage an existing one.

2. Select the **Batch Management** tab and click **New Batch**. The New Batch Setup dialog box opens.

		17			Batch Rep	orting	
Batch	Mana	gement Batch	Reports				
Action	•	All	•	Run Now	Schedule New Batch	Template Mapping	Refresh
	Bat	ch Name		Туре	Last Run Time	Next Run Time	Status
1	Bat	ch 1222		Factsheet	12/22/2016 2:01 pm	Not Scheduled	0
2	Net	v Factsheet Batc	h	Factsheet	12/22/2016 1:57 pm	Not Scheduled	0

3. Select Factsheet and click Continue. The New Batch Setup dialog box opens.



4. Select **Use a single template** and click **Continue**. The Factsheet - New Batch Setup dialog box opens.

The template you select is used for every report in the batch.

- 5. Do the following:
  - ► In the Batch Name field, enter Monthly ETF Analysis, and
  - From the Template drop-down field, click Morningstar Templates, then scroll down and select Morningstar ETF Analysis.



 In the List/Search drop-down field, expand Lists and select a list of ETFs (in this case, 5\* Lg Blend ETF US).

Batch Name	New Factsheet Batch		List/Search	Select list/search	-	
Template	Morningstar ETF Analysis			Select list/search	-	You car
+ Add	- Delete 🔗 🔿	~ ~		⊡ Lists 12 Open End♦	ш	select a of your or searc
Nam	Name Custom		Display Benchm	2015 Score Top Bottom List		
Nan		Name	Display Delicitin	2015 Top Bottom Score Small Growth		
		Name	Display Deneting	2015 Top Bottom Score Small Growth 2015CloudList 2017-Sinvestments 3investments		
		Name	Display Deliciti	2015 Top Bottom \$core Small Growth 2015CloudList♦ 2017-5investments♦		

When you use an investment list in setting up a batch report, the reports respond dynamically to changes to the list. In other words, when you make changes to the investment list, the changes are reflected in the reports the next time the batch runs. In the New Batch Setup dialog box, the contents of that list (nine ETF funds) are displayed in the list area.

Batch N	lame	New Factsheet Batch			List/Search	TF US		
[empla	te	Morningstar ETF Analysis	¥					
+ Ado	1	- Delete 🔗 🔨	~ ~					
	Nam	e	Custom Investme Name	nt	Display Benchn	nark 1	Ben	
1	iShar	res Edge MSCI Min Vol USA Q	Select Custom Name	-	Primary Prospec	tus Benc 🔻 Q	Select 0	
2	iShar	res Edge MSCI USA Size FacQ	Select Custom Name	-	Primary Prospec	tus Benc 🔻 Q	Select 0	Note t funds:
3	iShar	res Morningstar Large-Cap 🔍	Select Custom Name		Primary Prospec	tus Bend 🔻 Q	Select 0	the to
4	ProS	hares Large Cap Core Plus Q	Select Custom Name	-	Primary Prospec	tus Bend 🔻 Q	Select 0	separa
5	ProS	hares S&P 500 Dividend Ari:Q	Select Custom Name	-	Primary Prospec	tus Bend 🔻 Q	Select 0	
6	SPDF	R® SSGA US Large Cap LowQ	Select Custom Name	-	Primary Prospec	tus Benc 🔻 Q	Select 0	
7	VanE	ck Vectors Morningstar WidQ	Select Custom Name	-	Primary Prospec	tus Benc 🔻 Q	Select 0	
8	Vang	juard S&P 500 ETF Q	Select Custom Name	-	Primary Prospec	tus Benc 🔻 Q	Select 0	
9	Wisd	omTree US Quality Dividenco,	Select Custom Name	-	Primary Prospec	tus Bend TO	Select C	

- 7. At the bottom of the dialog box, click **Schedule**. The Schedule dialog box opens.
- 8. From the **Start Time** drop-down field, select **07:00**.
  - Note: The Start Time drop-down field uses a 24-hour clock, so 07:00 is 7:00 a.m. and 14:00 is 2:00 p.m. The clock conforms to your local time.
- 9. Under Recurrence, click the **Repeat on the** <u>day of every month</u> button, then from the drop-down field, select **16**.

Schedule		
Start Time 07:00	•	
Recurrence		
One time run 5/12/20	17 💼	The report is to rup at 7,00 a m
Repeat Every	▼ Mon ▼	The report is to run at 7:00 a.m on the 16th day of each month
Repeat on the 16	<ul> <li>day of every month</li> </ul>	
Repeat on the First	▼ Mon ▼ of every Month	<b>*</b>

The Schedule dialog box offers flexible scheduling options to meet a variety of needs. The first menu in the Repeat on the area usually displays only the options First, Second, Third, Fourth, and Last. But when you select Day from the second menu, the additional options Fifth, Sixth, Seventh, Eighth, Ninth, and Tenth become available. In the image here, the batch is being scheduled to run on the seventh day of every other month.

Schedule							6	3
Start Time 07:00								
Recurrence								70
One time run								
Repeat Every			¥	Mon		T		
Repeat on the	16	•	day	of ever	ry n	nonth		
Repeat on the	Second Fifth Sixth	•	Мо	Day Mon Tue Wed Thu Fri		of every	Month	
	Seventh Eighth Ninth	m	We Th			ок	Other Month Quarter 3	
	5		Sat Su					Select this option firs
			Da	у				

- 10. Click **OK**. The Schedule dialog box closes.
- 11. In the Factsheet New Batch Setup dialog box, click Save.

Monthly ETF Analysis is now listed in the Batch Reporting window.

					Batch R	eporting		
Batch	Mana	gement Batch R	eports	V				
Action	Ŧ	All	•	Run Now	Schedule New Bat	ch Template Mapping	Refresh	Note the next run time.
	Bat	ch Name		Туре	Last Run Time	Next Run Time	Status	run tino.
1	Mor	nthly ETF Analysis		Factsheet		6/16/2017 7:00 am		
2	Bat	ch 1222		Factsheet	12/22/2016 2:01 pm	Not Scheduled	0	
3	Nev	w Factsheet Batch		Factsheet	12/22/2016 1:57 pm	Not Scheduled	0	

The batch runs on the date and time listed in the Next Run Time column. When the run is completed, an email is sent to the person who created the batch.

Although the batch is not scheduled for an immediate run, you can test it by doing the following:

### Exercise 40: Test a batch

- In the Batch Reporting window, select the Batch Management tab, then select Monthly ETF Analysis by clicking the checkbox at the beginning of its row.
- 2. Click Run Now.

Batch	Mana	gement	Batch Reports				
Action	*	All	•	Run Now	Schedule	New Batch	Running the
	Bat	ch Name		Туре	Type Last Run Time		batch now doe
<b>√</b> 1	Мо	Monthly ETF Analysis		Factsheet			not affect the scheduled
2	Batch 1222		Factsheet	12/22/20	16 2:01 pm	batch run.	
3	New Factsheet Batch		Factsheet	Factsheet 12/22/2016 1:57 pm			

Note: The number and complexity of reports being generated affect the amount of time to complete the run.

When the batch is finished running, a green checkmark appears in the Status column.

						Batch Re	porting		
Batch	Manag	pement Batch	Reports	R .					
Action	Ŧ	All	Ŧ	Run Now	Schedule	New Bate	ch) (Template Mapping	Refresh	The Last Run
	Bate	ch Name		Туре	Last Run Tim	e	Next Run Time	Status	<ul> <li>Time is just a few minutes ago</li> </ul>
1	Mon	thly ETF Analysis	5	Factsheet	5/25/2017 4	:43 pm	6/16/2017 7:00 am	0	
2	Bate	ch 1222		Factsheet	12/22/2016	2:01 pm	Not Scheduled	0	
3	New	Factsheet Batch	i	Factsheet	12/22/2016	1:57 pm	Not Scheduled	0	

3. Select the **Batch Reports** tab, then select the **Factsheet** tab and click **Monthly ETF Analysis**. The view updates to display the list of batch runs for Monthly ETF Analysis.

Batch Managemer	nt Batch Rep	oorts		
Retirement Plan	Factsheet	Workbook	Saved Reports	Note the highlighted select
Browse By Batch				
Baten Name		Last R	un Time	
Monthly ETF Analy	sis	5/25/2	2017 4:43 pm	
Batch 1222		12/22	/2016 2:01 pm	
New Factsheet Bat	tch	12/22	/2016 1:57 pm	

- 4. In the window, all runs of the batch Monthly ETF Analysis are listed, including old batches. Click the **Run Date** link for the batch you want to view. Because this is the first time the batch has been run, only one link is shown.
  - Note: Batch output is saved in the Morningstar system for two years. At the end of that time, Morningstar sends an email advising you of the upcoming expiration so you can save the output locally.

The view updates to display the list of reports generated in the batch run.

Batch Managemer	nt Batch Re	ports		
Batch > Monthly E	ETF Analysis			
Retirement Plan	Factsheet	Workboo	k Saved Reports	
				Note the batch contains nine reports.
Run Date	# of	Reports	Download	
7/16/2018 7:00 at	<u>m</u> 9		Ģ	

- 5. All reports (including outdated reports) generated from the batch run are displayed. The file name of each report includes the following:
  - ► Name
  - ► Template name
  - Ticker, and
  - run date in the format mmddyyyy.

To view a report, click its **PDF** icon. The report PDF opens. Depending on the settings in your internet browser, you might see a Download message.

Note: If you do not have Adobe Acrobat Reader or a similar application installed on your system, an error message opens, containing a link to the Adobe website, where you can download Acrobat Reader.

Batch Reporting			
Batch Management Batch Reports			
Batch > Monthly ETF Analysis > 5/25/2017 4:17 pm			
Retirement Plan Factsheet Workbook Saved Reports			
Action 👻	Q,	In Securities	Click her
Monthly ETF Analysis		19394.	to view this repo
File Name	Report	Created On	
ProShares S&P 500 Dividend Aristocrats_Morningstar ETF Analysis_NOBL_05252017	「見	5/25/2017 4:43 pm	
iShares Edge MSCI Min Vol USA_Morningstar ETF Analysis_USMV_05252017	72	5/25/2017 4:18 pm	
Vanguard S&P 500 ETF_Morningstar ETF Analysis_VOO_05252017	74	5/25/2017 4:18 pm	
iShares Morningstar Large-Cap_Morningstar ETF Analysis_JKD_05252017	72	5/25/2017 4:18 pm	
VanEck Vectors Morningstar Wide Moat ETF_Morningstar ETF Analysis_MOAT_05252017	7	5/25/2017 4:18 pm	
WisdomTree US Quality Dividend Gr ETF_Morningstar ETF Analysis_DGRW_05252017	7	5/25/2017 4:18 pm	
ProShares Large Cap Core Plus_Morningstar ETF Analysis_CSM_05252017	72	5/25/2017 4:18 pm	
	<b>1</b>	5/25/2017 4:18 pm	
SPDR® SSGA US Large Cap Low Volatil ETF_Morningstar ETF Analysis_LGLV_05252017			

6. Look through the PDFs.

<u>File</u> <u>E</u> dit	<u>V</u> iew <u>W</u> indow <u>H</u> e	lp									×
Crea	ate 🔹 🛛 🎮 📔		6	🗩 🔽	, 🖻	3	в П				
			1 -0-								Click these icons to sa
	1 / 6 ]	9	67.5%	•	-		Tools	Com	nment	Sha	print, or email the PDF
-											
	Morningstar Glob	al ETE Report	XV7 Wo	alth Advi	sore A	N 7	1111215	and the	YOU	RLOGO	Â
	morningstar drou	an err neport			5015	¥ 1.	No.	hill		IERE	
	ProShares S&P 500 Divid	tand Arithmete N	OBL	No Ana	lyst Ratin	a u	Benchman	tindes: —		- 196	
	Trushcres adi 500 Divit	Jena Answerars 14	UDL	Ho And	ysernau	9	Category J	verage: -		A Distant	=
	Morningstar Style Map		Multi Lens Pe	er Group Perf	ormance						
0					ΥΠ	) 1 Yes	r 3 Years	5 Years	10 Years	15 Years	
$\sim$	2.	_	ProShares S&P 500	Dividend Aristocr	1 6.5	10.4	7 10.46				
	1		Large Blend		775 -4 1 07	1,257 of 1,30	00-41120				
69		· .	Peer group rank of Median	peer group count	775 of 1,37. 6.7			12.52	6.30	7.01	
ST-		7 .	Average		6.6			12.13	6.17	6.94	
			25th Percentile		7.3	8 18.3		13.25	6.95	7.49	
		-6-	50th Percentile		6.7	5 17.0	2 8.90	12.52	6.30	7.01	
			75th Percentile	1000	5.7	14.8	2 7.42	11.43	5.52	6.32	
			Large Blend + Uni Peer group rank of		772 -1 1 14	1 252 -1 1 200	8 96 of 1.174				
	1		Median	here Broch conut	7/3 of 1,36			12.54	6.31	7.01	
			Average		6.6	16.5	5 8.41	12.14	6.18	6.94	
			25th Percentile		7.3	18.3	6 9.81	13.25	6.95	7.49	
	• • • • • • •		50th Percentile		6.7			12.54	6.31	7.01	
			75th Percentile		5.7	8 14.8	1 7.42	11.46	5.53	6.32	
	Snapshot		Monthly Prem	ium Discount						12	
	Morningstar Category	US Fund Large Blend	0.5								
	Morningstar Rating	*****	0.0	1.00			100				
	Inception Date	10/9/2013	0.0								
	Expense Ratio %	0.35	-0.5								
	Assets	2,993,610,157	1616 74	4/2014	10/2014	4/2015	10/2015	4/2016	10/2016	4/2017	
	Average Daily Volume	262,109	Monthly Fund	Flows (million	ns)						
	12 Mo Yield %	1.99	400M								
	SEC Yield %								1000 C		
	SEC Yield %	Quarterly	200M								
	Distribution Frequency	Quarterly	122000								
		Quarterly No	200M	4/2014	10/2014	4/2015	10/2015	4/2016	10/2016	4/2017	

In Exercise 40: Test a batch on page 131, you viewed a PDF of a single report, which you can download. You can also download all the reports in a batch run as a .zip file. In this exercise, you will download all the PDFs in a batch run of Monthly ETF Analysis.

Exercise 41: Download all PDFs from a batch run

Do the following:

- 1. Select the **Batch Reports** tab.
- 2. Select the **Factsheet** tab and click **Monthly ETF Analysis**. The view updates to display the list of batch runs for Monthly ETF Analysis.

Batch Managemer	nt Batch Reg	oorts	_
Retirement Plan	Factsheet	Workbook	Saved Reports
Browse By Batch Batch Name		Last F	▼ Run Time
Monthly ETF Analy Batch 1222	sis		2017 4:43 pm 2/2016 2:01 pm
New Factsheet Bat	t <u>ch</u>		/2016 1:57 pm

3. In the row of the run date you are interested in, click the **Cloud** icon. A tooltip appears, displaying the word "Packing." When the reports are ready, a down arrow is displayed.

Batch Managemer	nt Batch Rep	orts			
Batch > Monthly B	ETF Analysis				1
Retirement Plan	Factsheet	Workboo	k Sav	ved Reports	
					Click here to begin the downloading process.
Run Date	# of	Reports	Downl	oad	
7/16/2018 7:00 ar	<u>m</u> 9		Q		

4. Click the Down Arrow.

Batch Managemer	nt Batch Rep	orts			
Batch > Monthly E	ETF Analysis				
Retirement Plan	Factsheet	Workbo	ok Sav	ved Reports	
					Click here to continue the downloading process.
Run Date	# of	# of Reports		oad	
7/16/2018 7:00 a	<u>m</u> 9		4		

Depending on your browser settings for downloads, one of the following happens:

- ► The .zip file downloads to the folder you have designated for downloads, or
- ► An alert opens, giving you options such as Open, Save, and Save As.
- 5. **Unzip** the file to access the report PDFs.



The report PDFs are shown here in the Downloads folder of Windows Explorer.

**Overview** 

### **Using Components with Nonstandard Features**

Most components have properties in common with others of the same type. For instance, in many charts, you can change markers and colors. In many tables, you can add or remove columns (data points).Additionally, charts and tables in the Returns category offer various returns data to choose from (Return Series, Return Type, and so on).

In this section, the focus is on the following:

- ► components with uncommon features or capabilities, and
- component features used to address specific usage,

You will learn how to do the following:

- expand a Holdings Similarity Matrix or Returns Correlation Matrix (page 136)
- customize a component to display multiple values (page 139)
- understand the Asset Allocations pie chart (page 141)
- compare holdings according to their most recent common portfolio date (page 141), and
- compare holdings in a stacked bar chart (page 143).

In Holdings Similarity Matrix and Returns Correlation Matrix charts, you can expand the chart to fill its component cell, resulting in a more consistent and visually pleasing presentation. To expand the Holdings Similarity Matrix or Returns Correlation Matrix charts to fill its component cell, do the following: How can I expand a Holdings Similarity Matrix or Returns Correlation Matrix?

- 1. In a Presentation Studio report, select or insert a **Returns Correlation Matrix** chart and/or a **Holdings Similarity Matrix** chart.
- 2. On the Command bar, select the **Home** tab and click **Workbook**. The Workbook Settings window opens.

Q-	Ho	ome	Chart	Data	Table	Forma	t	% 🖷		eedba	
÷				alla				0	III		
nvestm	ents	Workbook	c Page	Chart 1	Table Te	xt Image	Divide Page	View	Calculat	e	
	Set	ting		1	nsert		Layou		Calculat	e	
											Note the highlighted selection
		First Trust M AlphaDEX®		Benc	hmark 1: Russell hmark 2: S&P 50 sory: US Fund Mi		0 Return Date: 9/30 Portfolio Date: 8/				
	1	Correlation Matrix					Return/Risk	Analysis		-	
		Time Ferick 10/1/2012 to	9/30/2017				Time Period: 10	/2012 to 9/30/2			Returns Correlation Matrix
		1 Frat Trust Multi Cap Vi	Alaha00(0 CTT	1	2	3	Annual and Tele		in Drei	1	
		2 Aussell Mid Cep Value 3 US Fund Mid-Cep Value	TR USD	12	140		Consisting Tests				
							Std Dev				
		1.00 to 0.80 0.00 to -0.20	0.80 to 0.60	0.60 to 0.40	= 0.40 to 0.						
							Colore Tatis				
									inv See	et.	
							Seat Month			-	
							Worst Month Seat Querter				
							Worst Duester				
							Up Months Fers	rt			
	ī	Common Holdings									
		1. Fort Tourt Multi Cap W		1	2	3	Average Cain Average Loss				
		2 Aussell Mid Cap Value	TR USD	1 NW	1.00		Cain Std Day				
		3 US fund Mid-Cep Velu		0.15		1.11	Less Stal Dev		-		Holdings Similarity Matrix
		1.00 to 0.80 0.00 to -0.20	0.50 to 0.60	0.50 to 0.40	0.40 to 0.			k (Me)	lav <b>S</b> re	-	
		0.0010-0.20	-0.20 to -0.40	-0.40 to -0.80	-0.6010-	-0.50 to -1	.00 flue Us % Start Date				
							End Data				
							Longazt Down S Nun Down 1	mark (Maj			
							Start Data				
							Mex Drevdove				
							Max Drevelover Fack Date	•			
							Valley Data				
							Relative Per	ormance		-	
۹ (		716	_	110-110	_	_	117 111				
	ince	A Cha	art Settings					65%	- 6		

- 3. In the Workbook Settings window, select the **Layout** tab.
- 4. In the Table Component Settings area, from the **Table Row Spacing** drop-down field, select **Distributed: White Space Between Rows**.
  - ☞ Note: The other option is Consistent: White Space at Bottom.

		Work	book Setting	s: Layout		
Data	Peer Group	Attribution	Index Group	Asset Exposure		Click here to select the Layout tab
Overall Workbook						Lajour lab
Font		Font Color	Pag	e Color	Report Language	
Morningstar 1	•		•	•	Follow User Preference 👻	
Margins		100				
Тор	Bottom	Left		Right		
0.5 in 🚔	0.4 in	0.4	n 🊖	0.4 in	<b>+</b>	
Show "Source: Mor	ningstar Direct	at page bot	:om			
Show content of "M	lultiple" data po	oints				
Display Watermark	in PDF For Int	ternal Use On	ly			
Component Title Set	tings					
Font Size	1. (A) T (A)	Font Color		Bar Style	Background Color	
12 🔹	BIU		•		•	
Text Component Set	tings					
Font Size	Font Color					
12 🔹		•				
Table Component Se	ttings					
Table Row Spacing		Nu	Il Value Displa	y Mode	Zero Value Display Mode	
Consistent: White Spa		• B	lank	•	Zero	•
Consistent: White Spa Distributed: White Sp		DWS				Colort Distributed: White Coore
						Select Distributed: White Space Between Rows
					QK <u>C</u> ance	

### 5. Click **OK**.

Note that the chart (or charts) now fills its cell's vertical space.



Most data points return only a single value — price, Morningstar Category, and so on. However, some data points can have multiple values. For instance, an investment can be available for sale in more than one country, or it can have multiple managers.

The following data points can return multiple values:

- data points related to managers, manager history, and so on
- ► Wrap/TAMP Availability
- ► Country Available for Sale
- ► Country Registered for Sale, and
- ► Distributor.

When one of these data points has multiple values, it displays the word "Multiple." You have the option of displaying the expanded list.

The option to display an expanded list is available in both Application Settings and Workbook Setting. In this example, Workbook Settings in a Snapshot table are used.

- 1. Select a table component displaying the word "Multiple" in a column.
  - ☞ Note: Columns B through E are hidden in the image for readability.

Snapshot			
A	F	*	
		Country Available for Sale	
ProShares Large Cap	Core Plus	United States	<u></u>
Vanguard S&P 500 E	TF	Multiple	This investment is for sa
Russell 1000 TR USD	i la companya da companya d	United States	in multiple countries.

- 2. On the Command bar, select the **Home** tab, then click **Workbook**. The Workbook Settings window opens.
- 3. Select the Layout tab.
- 4. Click the **Show content of "Multiple" data points** checkbox, then click **OK** to close the window.

How can I customize a component to display multiple values? When using Workbook Settings, only data points in this report are affected by this setting. If you use Application Settings, all your reports are affected.

-			Work	book Setting	: Layout		
Data		Peer Group	Attribution	Index Group	Asset Exposure		
Overall Wo	orkbook						
Font			Font Color	Page	Color	Report Language	
Verdana	_	•		•	•	Follow User Preference 🔻	
Margins Top		Bottom	Left		Right		
0.5 in	•	0.4 in	0.4	in 🚖	0.4 in	•	
Chou "C	Aures Mar	ingstar Direct	" at asas bot				
		ultiple" data p					
Componen		in PDF For In	ternal Use Or	ly			This option is also availab in Application Settings on the Layout tab.
Font Size			Font Color		Bar Style	Background Color	,
12	•	B / U		•		•	
Text Comp	onent Sett	ings					
Font Size	21	Font Color					
12	•		-				
Table Com	nonent Set	tings					
Table Row S	•		N	Il Value Displa	y Mode	Zero Value Display Mode	
Consistent	: White Spa	ce At Bottom	• D	ash	•	Zero 🔻	]
Odd Row Co		Even Row Cold	or T				
						QK Cancel	1

In the Country Available for Sale column, Vanguard S&P 500 ETF now shows "Mexico, United States."

Snapshot			
A	F	-	
		Country Available for Sale	Columns B through E are hidden for readability.
ProShares Large Cap Core Plus		United States	
Vanguard S&P 500 ETF	Mexi	co, United States	
Russell 1000 TR USD		United States	

When you select the **Asset Exposure Component Category**, the Component Bar displays the following pie chart icons:

- Asset Allocation Pie Chart
- ► Asset Allocation Single Investment (table), and
- Asset Allocation Multiple Investment (table).

This chart displays a pie chart

The table components display as you would expect, but on occasion, the pie chart may display a bar chart. This component automatically converts to a bar chart if any of the assets have negative weights.

Why does the Asset Allocations Pie Chart sometimes display a bar chart?



The Holdings Comparison template compares the holdings of two funds in the following tables:

- ► Top 20 Distinct Stock & Bond Holdings (Portfolio 1 and Portfolio 2), and
- ► Top 20 Shares Stock & Bond Holdings (Portfolio 1 and Portfolio 2).

In these tables, the option Most Recent Common Portfolio is available. These components do not display data over a time period. Instead, the focus is on a specific

How can I compare funds' holdings using their most recent common portfolio date? date. The Most Recent Common Portfolio option finds the most recent common portfolio date for the two funds so that the dates are always in sync.

In the Holdings Comparison template, this selection is found in the Table Settings window when one of the following components is selected:

- ► Top 20 Distinct Stock & Bond Holdings (Portfolio 1 and Portfolio 2), and
- ► Top 20 Shares Stock & Bond Holdings (Portfolio 1 and Portfolio 2).

	Table Settings	×
Table Columns Rows		
Table Title	Top 20 Distinct Stock & Bond Holding	
Subject	ProShares Large Cap Core Plus 🔹	
Compare To	Vanguard S&P 500 ETF 🔹	Click here to display the
Compare	Stocks and Bonds 🔹	portfolio dates in the table
Portfolio Date	Most Recent Portfolio 🔹	¢
• Top Distinct Holdings	Enter Date Most Recent Portfolio	
Top Shared Holdings	Most Recent Common Portfolio Oldest Available Portfolio Last Month End Last Month End (-1 month) Last Quarter End Last Quarter End (-1 quarter) Last Year End	Select this option

In a stacked bar chart representing a portfolio's holdings, if the end date is later than the most recent portfolio date, the automatically adjusts to the most recent portfolio date. How does the portfolio date affect the end date in a stacked bar chart?

In this sample, note the following:

- On the toolbar at the top of the window, the end date setting for the stacked bar chart is Last Month End, which at the time of this writing is 7/31/2017.
- At the top of the stacked bar chart, the Time Period is displayed as 10/1/2012 to 4/30/2017.
- ► At the top of the pie chart, the portfolio date is displayed (4/30/2017).



• • •