

Quick Reference Guide for Insight-On-The-Net



Press F1 to access On-Line Help.

Accessing Data Through the Command Line Toolbar

The Command Line toolbar is usually open at the top of the application beneath the menu.

If it is not open on the desktop, it will be activated when any key is struck.

Type the symbol in the first input/list box and select the datafeed from the second list box.

Next, set the *request mode* by selecting Add  to display the item in a new window or Replace  to display it in the current active window.

Then select the *request type*:

Full Quote  Quick Quote  Chain  Headlines  Tick Graph  Daily Graph 

Function Keys for Data Views

After typing the symbol in the Command Line, select the datafeed, then:

Press F2 to Add a Full Quote window.

Press Shift+F2 to Add a Quick Quote window.

Press F3 to Add a Chain window.

Press F6 to Add a Tick Graph.

Press F7 to Add a Daily Graph.

Press F8 to Add a Company News window.

Press F9 to Add a News Topic window.

Press Shift+F9 to Add a News Product window.

Press F4 on a Graph window to toggle between graph and tabular format.

Press F11 on a Graph window to save data to a file.

Press F5 on a Smart List window to recalculate.

Accessing the News

Step 1: Choose News from the main menu and select a news source from the bottom of the drop down menu.

Step 2: Select a date and category by clicking on your choices in the dialog box that appears.

Step 3: Choose Replace to replace the contents of the active window or Add to put headlines in a new window.

Double click on the left mouse button while pointing to a news headline to retrieve the story text.

Press Page Down or End to see earlier headlines; Press Page Up or Home to return to current headlines.

Use Headline Info... to Access Related Headlines or Quotes

Click the right mouse button on a headline to access the floating menu and select Headline Info. The dialog box that appears lists news topics, company news and quotes related to the headline. Select a code and click a button to access the related item.

Use News Properties... to Access Other News Headlines or Add a Word Filter

Click the right mouse button in the news window to access the floating menu and select Properties.... The news dialog box from which other dates and headline categories can be selected will appear.

A word filter may be added here in order to alert you to the occurrence of particular words in the headlines. To do this:

Step 1: Choose the Filter Tab in the News Dialog Box.

Step 2: Type a word to filter for and press Enter. Enter each word into the list individually.

Note: If you want to filter for the whole word only, add a space before and after the word before pressing enter.

Step 3: Select a font color and/or background color to be able to recognize the filtered headlines. Save, and then apply, the filter.

News Requests through the Command Line

Type the category code into the Command Line and press the correct function key to access the current days' news.

You may create a compound news request for topic categories using the operators "and" or "or... Use a dash (-) for "and" which indicates a request for headlines belonging to both, or all, of the requested categories. Use a space () for "or", indicating a request for headlines filed to either one or the other category.

Accessing Insight's Main Features Through the Views Toolbar

The Views toolbar provides quick access to main features. View types are: Smart List, Graph, Ticker, and Custom Page. Select a button to open a new window with the "View", or feature, of the selected type.




Smart Lists

Smart List functionality includes Limit Minders, calculations, and sorting. Limit Minders and calculations are set up in the Symbol and the Data Element Filter dialog boxes. Left click on a data element in the bar to sort the List.

Adding a Symbol

Place the cursor in the empty part of the list and click the right mouse button once. A dialog box will be displayed allowing you to completely define the symbols in your Smart List, including Limit Minders and colors for each row.

Adding Data Elements

Place cursor in the Data Element Bar  and click the right mouse button. In the dialog box that appears, click on an Available Element, then click Insert. The User Defined element supports data input by the user. The Arithmetic element supports a user-defined derived value which is defined in the Arithmetic's tab of this dialog box.

Graphs

To create a new graph, use File/New/Graph from the menu or click the Graph button on the Views toolbar.

Adding/Editing Symbols

Step 1: In the dialog box, type in the symbol, choose the desired datafeed and select a graph type. Then click Add .

Step 2: Select the desired interval and data element. Repeat Step 1 to add symbols to the overlay.

Step 3: To add symbols to a subplot, select the subplot before clicking Add.

Graph Properties Box

The Properties button opens a dialog box providing optional settings for the selected graph on the overlay or subplot.

Graph Format Box

The Format button opens a dialog box which provides formatting options for the entire Graph window.

Graph Trend Lines

On the graph display, point to the starting date, hold down the right mouse button, and drag the cursor to the end date. Then release the mouse. Select Trend Line types from the list box on the Graphing Toolbar or Trend Type on the floating menu to change the type of trend line drawn. To edit or delete a trend line, right click on it and choose Edit Trend.

The Graph Zoom Buttons

Select an area of the graph and click the Zoom In (+) button. To return, click Zoom Out (-).

Alternately, use Ctrl+Z to Zoom In or Ctrl+ O to Zoom Out.

Tickers

Select the Ticker button from the Views toolbar. Right click in the Ticker window to open the Ticker dialog box. Enter symbols or add one or more Smart Lists to the Ticker through the Ticker dialog box.

Custom Pages

Step 1: Select the Custom Page button from the Views toolbar.

Step 2: Open other quotes, chains, and news that will be incorporated into the Custom Page.

Step 3: Select a block, then drag and drop it into the Custom Page.

Use Shift+right mouse button to move or resize a block. Shift+right click on an empty space to access the menu for labels.

Smart Views

This feature allows you to link multiple windows and save the display in one file. The Smart View file can be opened in combination with other Smart Views or other views, without affecting the other windows or toolbar setups.

Relational Smart Views (Green Border)

This is a special type of Smart View, usually used for equities, which links a variety of views all based on the same symbol. When the symbol is changed in one window of the View, it is changed in all the linked windows. For equity issues, quotes, charts, news, and options chains may usually be linked. **Note:** Options chains and news cannot be used with commodities.

Step 1: Select any symbol and create the windowed views (IE. quote, graph, etc) to include in your Smart View.

Step 2: Link the windows by pressing the Alt+ the left mouse button, while pointing to each 'related window'.

Step 3: Save the View.

Positional Smart Views (Blue Border)

Step 1: Open any selection of news and data and position the window(s) for your Smart View.

Step 2: Link the windows by pressing Ctrl+Alt+the left mouse button, while pointing in each window.

Step 3: Save the Smart View.

Toolbars

Choose View\Toolbars to access the dialog box from which you can add or remove toolbars from the desktop.

To create a new toolbar:

Step 1: Choose View\Toolbars, select the Customize button.

- Step 2: Drag & drop one or more buttons onto the desktop, separately or into the same toolbar.
- Step 3: To edit the new button(s) or existing buttons, right click on the button to activate the menu.
- Step 4: Choose Edit Button to customize the button's display attributes.
- Step 5: Choose Button Properties... to select the files you want the button to open.

User's toolbars are saved automatically upon exiting Insight.