



# *ELECTRONIC GUIDE*

## **Disclosure**

### **[Compact Disclosure]**

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## How to Search **Compact Disclosure** on CD-ROM

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### Introduction

#### **Compact Disclosure**

Contains financial and management information on over 12,000 **public** companies. The primary focus is on financial data **extracted** from 10K or other company reports filed with the U.S. Securities and Exchange Commission. This information is supplemented by narrative text such as the President's letter from the Annual Report to Shareholders and full text financial footnotes to the annual 10K.

- **Compact Disclosure** 1989 – 2005  
Babbidge Library Level 1, Information Café 2, Table 6, Shared CD-ROM 1
- **Thomson Research** 1997+  
<http://www.lib.uconn.edu/> → UConn Libraries homepage → All Databases → Thomson Research  
Contains information on 50,000+ public companies. Companies can be searched using detailed financial criteria.

**NOTE:** For historical **public company** annual report data see

#### **10K Annual Reports 1969-1995**

microfiche collection (Babbidge Library Level 3 / Microform Research Collection)

#### **Disclosure 20F Reports 1969-1995**

foreign public companies trading in the U.S.

interfiled with 10K microfiche collection (Babbidge Library Level 3 / Microform Research Collection)

#### **International Annual Reports 1983-1991**

microfiche collection (Babbidge Library Level 3 / Microform Research Collection)

### Easy Menu Mode

#### To Begin a Search

From *Select Search Mode* menu, choose *Easy Menu Search* <Enter>

From *Select Main Activity* menu, choose *Begin a New Search* <Enter>

From *You Can Search By* menu, use <↑> and <↓> to select your search option.

### Example:

Select <i>Company Name, Ticker</i> or #	<Enter>
From <i>Search By</i> menu	Use <↓> and <↑> to select next option
Select <i>Full Company Name</i>	<Enter>
Type first few characters of name	<b>United Tech</b> <Enter>
	Goes to heading for United Technologies Corporation
Select <i>United Technologies Corporation</i>	<Enter>
To display data for selected company(ies)	<F10>
From <i>Select Main Activity</i> menu	Choose <i>Display, Print or Transfer...</i> <Enter>
From <i>Select Display Format</i> menu	Select desired option from extensive list of choices—
	<i>Company Profile; List of Company Names; Text Fields;</i>
etc.	
	<Enter>
To mark (save) a viewed record	<F7>
To move to next record within chosen option	<Ctrl> <PgDn>

### To Print or Transfer (Download) Search Results

Press <F8>  
Choose *Print* or *Transfer* (Download) option

**Note:** Records should be downloaded to A: drive.  
Use a DOS-formatted, double-density diskette.  
(For sale at the Computer & Copy Services Desk, Babbidge Library, Level 1.)

**Example:** type: **A:test1**

### Easy Menu Mode — user-defined format

This mode allows you to create your own display format from a list of displayable fields.

#### To Begin a Search

Proceed with **Easy Menu Mode** search as outlined above through the *Select Main Activity* menu.

At <i>Select Display Format</i> menu	Choose <i>User Defined Format</i> <Enter>
From <i>Select</i> menu	Choose <i>Edit Format</i> <Enter>
From <i>User Defined Format</i> menu	Choose option(s) <Enter>
	<F10>

### To Print or Transfer (Download) Search Results

#### Print

Press <Enter> as next step. Edited copy will print.

**Download**

- Records should be downloaded to A: drive.
- Use a DOS-formatted, double-density diskette.

#### Warning:

**Do not remove your diskette until you exit the program through the menus or you will lose all your data.**

At <i>Select</i> menu	Choose <i>OK-Display</i> <Enter>
	<F8>
At <i>Adjust Options...</i> menu	Choose 1 of the 3 <i>Transfer to...Disk</i> options <Enter>
Name file Example: <b>A:Test1</b>	Edited file will transfer to disk.

Diskettes are sold at the Computer & Copy Services Desk / Babbidge Library Level 1.

For further assistance, ask at the Research & Information Desk;  
submit to **askHomer** <<http://www.lib.uconn.edu/help/askHomer/AskQuestion.cfm>>;  
or call 860-486-4637.