

## Chapter 4 - Navigation

- This is the most important chapter in the manual. In it you will learn how to navigate around all ShareScope's data sets. We recommend ALL customers read this chapter.

## Introduction

ShareScope has an innovative navigation system; the information you are looking for is usually only one mouse-click or keystroke away – rarely more than two. Once you have mastered this navigation you will find ShareScope a supremely fast and flexible resource.

ShareScope divides information into **views**. Views display different types of information e.g. Lists, Charts, Company Results, News, Portfolios etc.

ShareScope Gold has a single-window format so you can only display one view at a time. This chapter describes how to switch between each view.

ShareScope Plus and Pro have a multi-window format so you can display different views simultaneously.

**IMPORTANT:** Although ShareScope Plus and Pro enable you to display multiple views simultaneously, each window behaves in the same way as the single window in ShareScope Gold. Indeed, there may be times when you want to maximise a window in Plus or Pro and use it in single window mode. For this reason, we recommend that ALL users read this chapter.

In ShareScope Gold there are three main views: **List**, **Historical Graph** and **Details**. In ShareScope Plus and Pro there is a fourth main view – the **Intraday Graph**.

<b>List</b>	Chapter 7	The List view displays a given list of instruments (e.g. FTSE 100, commodities) in tabular format. You can customise the columns to display the information you are most interested in. This view enables you to easily compare instruments with others. The other three main views below will display information for whichever instrument is selected in the List view.
<b>Historical Graph</b>	Chapter 8	This displays the historical price chart for the selected instrument. You can customise this view with your choice of chart styles, indicators and overlays. In ShareScope Gold, this is the default view.
<b>Intraday Graph</b>	Chapter 9	The Intraday Graph (for Plus and Pro only) charts the price movement of the selected instrument throughout the day. This view can be customised in similar ways to the Historical graph.
<b>Details</b>	Chapter 10	This view displays the company results and forecasts, and other fundamental data, for the currently selected share. Note that this view is most relevant for companies.

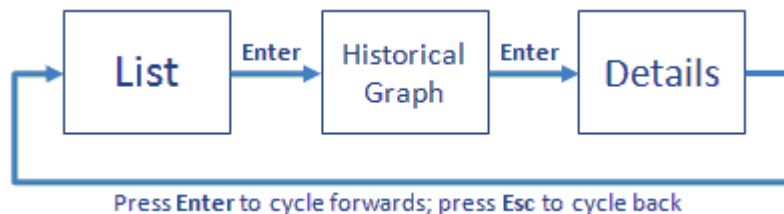
There are many more views but we will come to these later.

## Navigating between different views

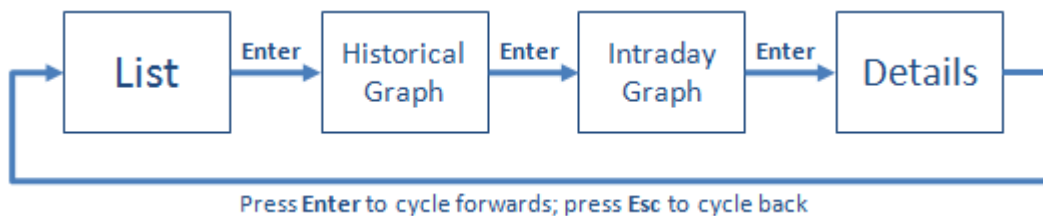
**ShareScope Plus & Pro users:** to best follow this section, we recommend that you maximise one of the windows in your ShareScope layout – ideally a List or Graph window. To do this, double-click in the title bar of the window. To return the window to its original size and position, simply double-click in the title bar of the window again.

By pressing the Enter key, you can cycle through ShareScope’s main views in the following order:

*ShareScope Gold:*



*ShareScope Plus & Pro:*



**NOTE:** Any other view which is ostensibly a list of instruments – Data Mining, Portfolio, Alarms or Alerts – takes the place of the List view in this cycle.

### Selecting another instrument

As we have said, the Graph views and the Details view display information for whichever instrument is selected in the List view.

There are three ways to change instrument:

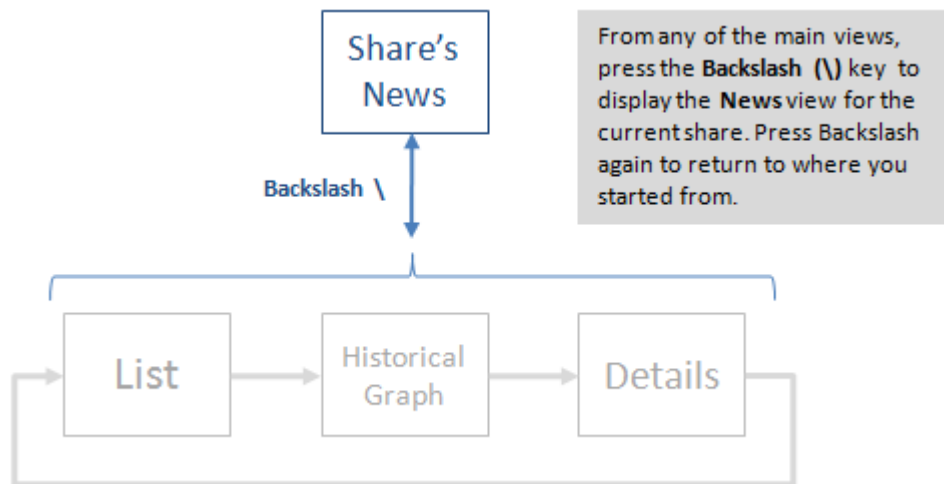
1. *List view only:* You can click on the share (you may need to scroll down the list to find the share you want).
2. You can press the Spacebar key to move down the list line by line. In the Graph and Details views, this will display information for the next instrument in the List. Note that instruments will be displayed in the order in which they are sorted in the List view. Press Shift and Spacebar to move up the list.
3. You can simply start typing the name of the share you are interested in. ShareScope’s **Find a share** dialog will be displayed with all shares that match the string you have typed. See the section titled **Find a share** at the end of this chapter for more information.

**IMPORTANT:** you can only search for shares that occur in the list of instruments displayed in the List view. For example, if you have the FTSE 100 companies selected, you cannot search for Gold. We will explain how to change the list later in this chapter.

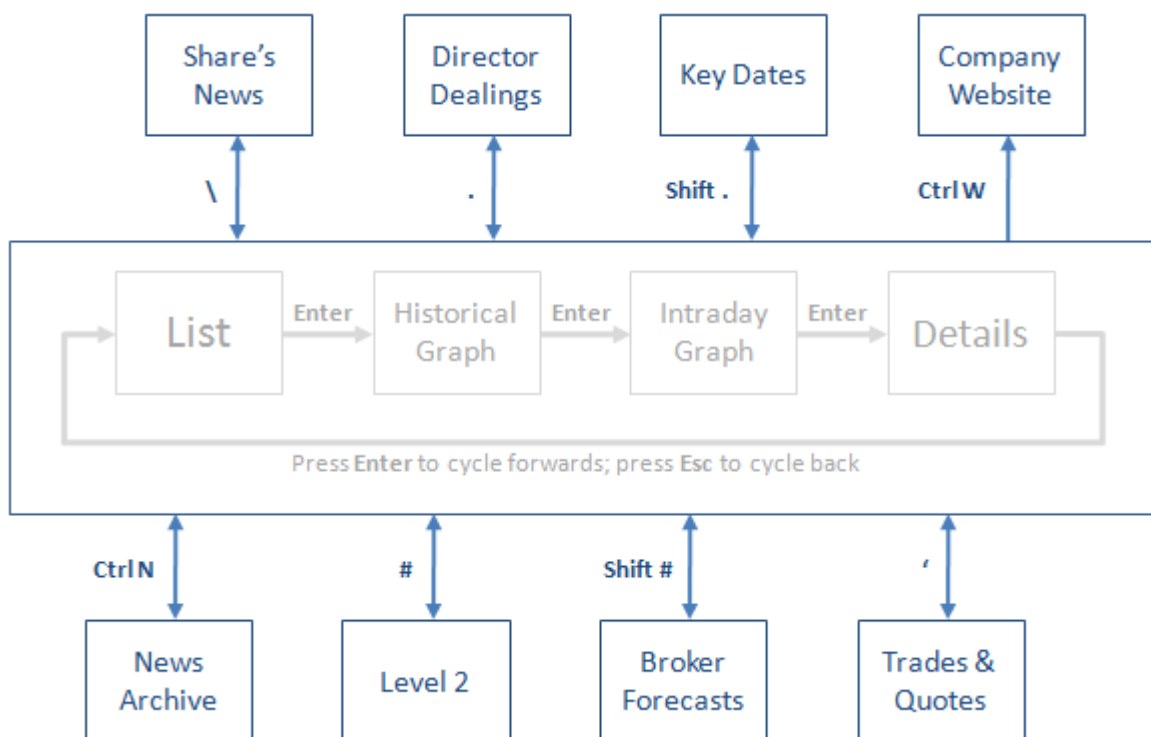
Okay, so we have learnt how to cycle through ShareScope’s main views and how to change the share we are looking at.

There are a number of other views, related to each share, which you can access from any of the main views. There is a simple keyboard command for displaying each of these views. The same command will return you to where you started from.

For example, from any of the main views, press the **Backslash** key (\) to display the share's news. The **News** view will be displayed containing any news stories for this share. Don't worry if there aren't any stories in there at the moment. Now press the **Backslash** key again. You will notice that you have gone back to where you started from.



The diagram below shows you all the other views related to the current share that you can display with a single command. The five views along the bottom of the diagram are available in ShareScope Plus & Pro only (except Level 2 which is available as an option with ShareScope Gold & Plus).



Thus by remembering around a dozen keyboard commands you can switch between multiple views at will.

You can also access portfolios from any of the main views but this will be covered in the **Portfolios & Transactions** chapter.

**KEY CONCEPT:** Users can get confused when they find that a window doesn't contain what they expected. For example, your Graph window may be showing a list of Director dealings. All that has happened is that you have inadvertently pressed one of the keyboard commands. Consequently, you are only one keystroke away from the original view. In this example, you would press the full stop key (.) to return to the Graph view.

## Finding a share

To find an instrument in ShareScope, simply start typing its name, EPIC, SEDOL or ISIN. As you type, the **Find a share** dialog box will appear in which ShareScope will display all matching instruments. As you continue typing the list of matching entries will shorten. You can either continue typing until an exact match has been found or you can select the required instrument from the list.

The list is sorted first by type of match (e.g. EPIC, name), then by share type, then alphabetically. The matched string will be highlighted in bold. If your search string matches a SEDOL or ISIN then this will be highlighted in the **Type** column.

**Important:** ShareScope will only search in the currently selected list so if you can't find the instrument you are probably in the wrong list. For example, you won't be able to find the spot Gold price in the list of FTSE 100 companies. TIP: to change the list to the "All" list (all instruments), press the F5 key before you start the search.

To select an instrument from the list, either:

- double click on it;
- click on it and press the **Enter** key;
- use the **up/down arrow keys** to locate it and press **Enter**.

At all times the *number* of matching entries is displayed in the dialog. A scroll bar enables you to look through the list.

There are a couple of smart search features: if you type "oil", ShareScope will not only match companies with "oil" in their name or EPIC but all companies in the Oil & Gas Producers and the Oil Equipment & Services sectors. Similarly, searching for "bank" will also match companies in the Banks sector whether or not they have the word "Bank" in their name.

If you like to search by EPIC, you may choose to enable the Fast EPIC find feature in the bottom left of the dialog. This will automatically display the share as soon as an exact match is found. Note that if there are multiple shares with this EPIC (on different exchanges) or if a two or three digit string also matches the beginning of a longer EPIC, then ShareScope will display the options. You can circumvent the former of these two scenarios by including the exchange code (e.g. LSE:VOD).

If a company has had a name change, you can still search for the previous company name. If you still can't find the share, please check you are using the correct name. Initials are sometimes followed by spaces, sometimes by full stops or sometimes not separated.

If you don't have access to a keyboard, Click on the ABC >> button to display an on-screen keyboard which you can operate with the mouse.