

Chapter III.

Data Retrieval

In This Chapter

This chapter gives you instructions for setting up and using TradingExpert Pro's automatic data retrieval system which is used for downloading end-of-day data by telephone modem. For real-time data retrieval, see *Real-Time Charts*, Chapter IV in Part 1, or *Real-Time Alerts*, Part 6. This chapter also includes instructions for accessing data services through the internet.

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1. The Data Retrieval application



TradingExpert Pro's **Data Retrieval** application allows you to easily set up for and connect to a data service in order to update your data base with daily price, volume, and breadth data. Once you insert the necessary information in a few dialog boxes, data retrieval is automatic.

For the best use of the AIQ TradingExpert Pro system, you should update your data base daily. The system may, however, be updated less often. TradingExpert Pro keeps track of when your data base was last updated and will retrieve as much data as is required to bring it to the current date.

Data is received online through your computer's modem. Your connection to one of the AIQ compatible data services (see below) is made through a communications network such as Telenet/Sprintnet or the internet. When circumstances require, data can be entered manually by typing in the figures (see Managing Your Data, Chapter II of the Reference Manual).

TradingExpert Pro currently offers access to four data services

- Dial/Data
- Interactive Data Corporation
- eSignal
- Telescan

AIQ assumes no responsibility for the data provided by data services.

Note

All data types can be retrieved by the three AIQ-compatible data services. International Data is available from Interactive Data, with historical data limited to a September 1, 1991 starting date. Dial/Data supports European and Canadian markets.

Five basic data types can be retrieved by TradingExpert Pro

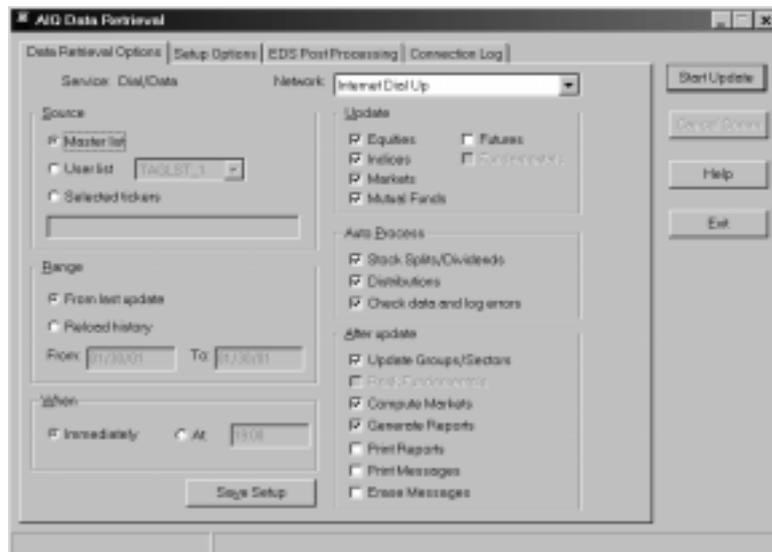
- Equities
- Indices
- Markets
- Mutual funds
- Futures

How to open Data Retrieval

□ To open the **Data Retrieval** application:

1. Select **Data Retrieval** from the TradingExpert Pro folder on the Programs menu.
2. When **Data Retrieval** opens, the Data Retrieval window appears with the **Data Retrieval Options** page selected.

When you open the **Data Retrieval** application, the **Data Retrieval Options** page always appears so that you can make any adjustments and quickly start your data downloading. If you have not entered the necessary setup information, click the **Setup Options** tab and complete all required entries.



*Data Retrieval Window with
Data Retrieval Options page
selected*

2. How to set up your system for updating

You set up your system for updating through the *Setup Options* page of the **Data Retrieval** window. Before updating, you must enter the required setup information.

Setup Options page

Note

The Data Retrieval function is used for obtaining end-of-day data. For real-time data retrieval, see *Real-Time Charts*, Chapter IV in Part 1, or *Real-Time Alerts*, Part 6.

To update your data base by telephone, you will need to connect by modem to a data service. You will find information about the data services supported by AIQ in your TradingExpert Pro shipping package. You must first decide which data service you want to use and how you will access that data service. Most data services can be accessed either through a communications network or the internet.

Each data service requires unique identifying numbers. When you establish an account with a data service, you will be given this information. Network identification and phone numbers may also be obtained from the data services. When you have obtained the necessary setup information, your next step is to make the required entries in the *Setup Options* function of **Data Retrieval**.

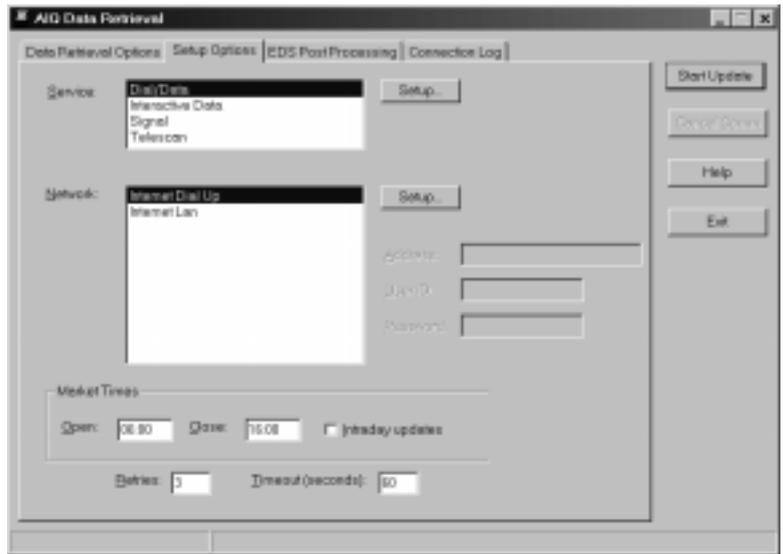
Step 1. Set up your data service

□ Follow the steps below to set up the service:

1. Open the **Data Retrieval** application.
2. Click the **Setup Options** tab at the top of the Data Retrieval window to access the Setup page (see next page).

Note

It is unnecessary to access the *Setup Options* page for future updates unless you are changing any of the entries or using more than one data service. If you are using more than one data service, just before initiating an update, change the name of the active data service to whichever service you want to use.

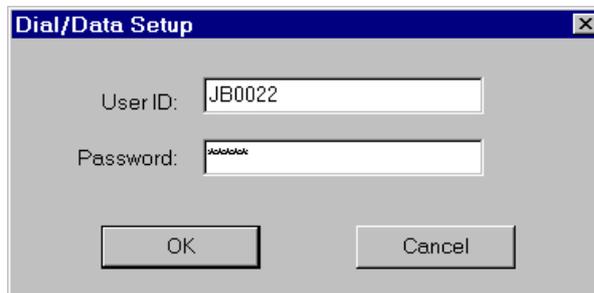


Data Retrieval Window with Setup Options page selected

Note

If you will be using more than one data service, enter the *User ID* and *Password* for each data service.

3. Move your mouse to the *Service* text box which displays a list of the AIQ-compatible data services: Dial/Data, Telescan, eSignal, and Interactive Data Corporation. Click on the service of your choice.
4. Click the **Setup** command button located to the right of the *Service* text box to open a setup dialog box for the selected data service.
5. When you open an account with a data service, you are given a User ID (or account number) and a Password. Enter your **User ID** and **Password** in the text boxes of the data service dialog box.
6. Choose **OK** after you have made all entries.



Data Service Setup dialog box

7. To continue setting up your system for updating, proceed with instructions for connecting to a network.

Step 2. Select a network

This is the network that you will use to connect to your data service.

□ *Follow these instructions to enter the necessary information:*

1. The *Network* text box on the *Setup Options* page displays a list of the networks available for the data service selected in the *Service* text box. Select a network from this list.
2. Choose the **Setup** command button next to the network text box, and a dialog box for the selected network will appear. The Setup procedure depends on the network that you have selected:
 - All networks other than the internet - see Setup procedure on following pages.
 - The internet - see Setup procedure on following pages.

Note

You can also define a network for your data service by selecting User Defined for your network. You must then enter the required information in the Network Setup dialog box.

Note

International users may have to provide *Password* and *User ID* information for some networks. This information can be obtained from the data service.



Network Setup dialog box

Setup procedure for all networks except internet

1. The top section, *Where to Dial*, is where you will enter the network telephone number. Make the following three entries in this section:

- *Country Code*: From this list box, select the country where the network you will be connecting through is located.
- *Area Code*: In the *Area Code* text box, type the area code for your network phone number, which you can obtain from your data service.
- *Phone*: In the *Phone* text box, type your network phone number, which you can obtain from your data service.

2. The middle section, *How to Dial*, is for any special dialing information. If you need to dial another country or area code, use a Calling Card, or access an outside line, you can enter the appropriate information in this section. You can specify dialing properties for more than one location which can be useful if your computer is portable and you update from different locations.

- *Use Country Code and Area Code* option box: Click this box if you need to include a Country Code and/or Area Code (entered in above section) in the network phone number.

Tip

To disable call waiting, select **Dialing Properties** from the Network Setup dialog box. In the *How I dial from this location* section of the dialog box that appears, check **This location has call waiting**. Then, from the adjacent list box, select the set of characters necessary to disable call waiting (e.g., ***70**). These are the characters that you would dial in front of a phone number to disable call waiting.

Note

If you have previously set up Windows for communications via modem, TradingExpert will utilize this information and you will not need to enter Dialing Properties or Configure Line data.

- *Your Location*: If you have specified dialing properties for more than one location, select the location that you are currently dialing from.
 - *Calling Card*: If the dialing properties entered for the selected location specify a Calling Card, the name of the card will appear here.
 - *Dialing Properties* command button: Displays a dialog box through which you can specify dialing properties for one or more dialing locations.
3. *Phone*: The Network Phone number entered above appears here.
 4. The last section, *Connect Using*, is primarily for specifying modem information.
 - The list box should display a description of a modem. This description should exactly specify the modem that is installed in your system. If you have entered information for more than one modem, you can select a different modem from this list box.
 - The *Configure Line* command button: Displays the Windows dialog box used to enter configuration information for one or more modems. Since Windows automatically enters all of the required information, you will rarely need to access this dialog box.
 5. Choose **OK** to return to the main *Setup Options* page to complete the necessary entries.
 6. Continue with Step 3, *Complete entries in Setup Options*.

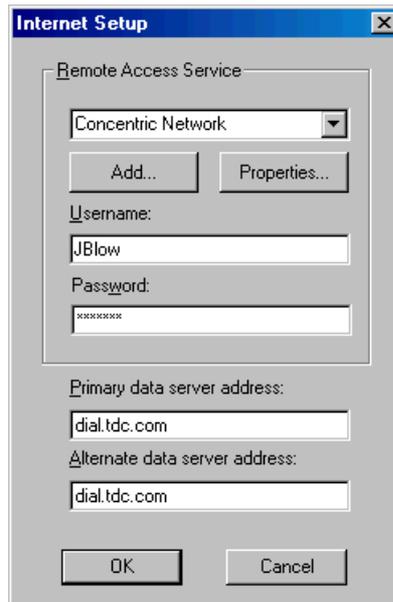
Important

The Configure Line entries are standard modem commands and dial methods based on your modem type, and should not be modified without consulting your modem manual or modem dealer.

Note

The **Internet Lan** network option is available for users who access the Internet via AOL or a LAN. It can also be used by those with DSL or cable Internet connections.

Internet Dial Up Setup dialog box



Note

If your Internet provider uses proprietary dialup software (not the Windows 98 or NT dialup networking), you must select **Third Party Winsock** for your Internet connection. (Examples of providers that use proprietary dialup software are AOL and NetCom.) When you update through the Internet with this type of connection, you must launch your Internet provider before you open **Data Retrieval**. You can then launch **Data Retrieval** and request an update in the usual way. The automatically timed update feature is not available with this option.

Setup procedure for the internet Dial Up

1. The section at the top of the *Internet Setup* dialog box, *Remote Access Service*, contains entries pertaining to your internet access provider.
 - The list box at the top contains the name(s) of your dial-up connections. In addition to your internet access provider, the list includes all dial-up connections that have been previously created through Windows. Select the connection that you will be using to access the internet.
 - The *Add* button may be used to enter a new dial-up networking connection to an internet access provider. New connections are added to the above list.
 - The *Properties* button may be used to modify the currently selected connection.
 - *Username*: The name that you gave to this provider when you established your account.
 - *Password*: The password that you gave to this provider when you established your account.

2. The two lower text boxes, titled *Primary Data Service Address* and *Alternate Data Service Address*, contain the internet addresses of the provider's server. **These are provided for information only and should not be changed.**
3. Choose **OK** to return to the main *Setup Options* page to complete the necessary entries.
4. Continue with Step 3.

Step 3. Complete entries in Setup Options

1. Check the following items and change defaults if necessary.
 - In the *Market Times* section, times are entered in military format and must be adjusted to your local time so that the **Data Retrieval** interface can determine if the time of an update is after market closing or is during market hours (called an intraday update).
 - *Open*: Market open time, adjusted to your local time.
 - *Close*: Market close time, adjusted to your local time.
 - *Intraday updates*: If you plan to update before the close, make sure this box is checked. If this option is not checked, you will not be able to download data between the Open and Close times specified.
 - *Retries*: Tells your system how many times the **Data Retrieval** application is to attempt to connect to the data service if initial connection is not successful. If, for some reason the **Data Retrieval** application has not made a connection to the data service after the specified number of retries, no further attempts will be made. The default setting for *Retries* is 3.
 - *Timeout*: The length of time that the system will wait while data is not being received before disconnecting. In the event that no information is received for the specified period of time, the **Data Retrieval** interface will disconnect from the data service. The **Data Retrieval** application will then attempt for the number of retries specified to make another connection. You can adjust the default setting (60 seconds) by changing the number of seconds in the *Timeout* text box.
2. When you have completed your entries on the *Setup Options* page, go to the *Data Retrieval Options* page.

Important

If you update intraday, you must again update in the evening after the close of the markets. This is very important because the AIQ expert system operates on closing data. The closing data will replace the intraday data.

Data Retrieval Options page

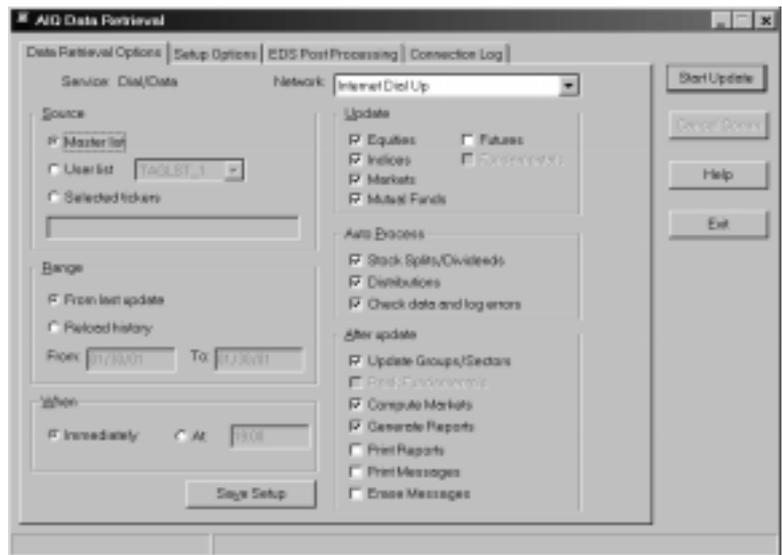
The *Data Retrieval Options* page contains specifics about the data you want to retrieve, when you want the retrieval process to begin, and instructions for updating groups and sectors and printing reports. When you have completed the entries on this page, save the selections you have made by choosing the **Save Setup** command button.

□ *To access the Data Retrieval Options page:*

Click the **Data Retrieval Options** tab at the top of the *AIQ Data Retrieval* window. The names of your active data service and network appear at the top of the page.

Note

The EDS Post Processing tab is explained in Section 3 of this chapter.



Data Retrieval Options page

□ *Make selections on the Data Retrieval Options page as follows:*

Source

You have the option to update your entire data base of tickers, or to update a list of tickers, or to update specific tickers.

Select (by clicking the option button) one of these three choices:

- *Master Ticker List*: Choose this option to update all active tickers in your *Master Ticker List*. In the *Update* section (to the right of *Source*), be sure to check the types of tickers you want updated. If a type is not checked, tickers of that type will not be updated even though they are active in your *Master Ticker List*.
- *List*: This option updates any individual list created in **Data Manager**. Click the **List** option button, then click the **arrow** on the text box to view and select an individual list to update. If you have multiple lists, drag the scroll box to view all lists.
- *Selected tickers*: This option allows you to specify individual tickers for data retrieval without having to update your entire data base. You may enter both the beginning and end dates in order to reload (overwrite) data for a specified period of time (use *Reload History* option). *Selected tickers* update will retrieve as much back data as you need, and within minutes you can see an analysis of the ticker(s) on the AIQ charts.

To set Selected Tickers, do the following:

1. Click the option button for *Selected tickers*.
2. Type symbols of tickers in the text box, each separated by a semicolon (;).
3. If you are obtaining intraday information, make sure the check box for *Intraday updates* is checked in the *Setup Options* page.

Range

You can request current data, or you can reload historic data.

Select one of these two choices:

- *From last update*: Normally, you will want your data requests generated from the last date having closing data to the current date, and this first option should be checked. All intraday data will be replaced with closing data.
- *Reload history*: This option allows you to overwrite existing data if you have *generally* bad data in your data files. Use this selection to obtain new data for a specific type of data, or for all of the data in your data base. You may specify both the beginning and end dates for the update. Thus, you can reload (overwrite) data for a specified period of time according to the data type selected.

□ *To set Reload history, do the following:*

1. Click the option button for *Reload history*.
2. Select the types of data you want to overwrite by clicking the appropriate *Update* check boxes in the top right of the window.
3. In the *Reload history* text boxes, type both the *From:* (beginning) and *To:* (end) dates for the update.

When

When do you want your update to begin? Choose one of the two options:

- *Immediately:* Click this first option button if you want your update to begin immediately.
- *At a later time:* To enter a later starting time, click the *At:* check box and enter the time you want your update to begin. Use military 24-hour time. Perhaps you want your update to begin at the close of the market, but for some reason you have to preset the time. In this case, you would enter your local market close time in the *At:* box. Your update will commence at the time you have specified. An icon of a clock will appear to show a countdown of the time.

Note

To follow AIQ's market timing signals, you must check the *Markets* box.

Update

Listed in this section are the types of data that can be retrieved. Click the check box for each type of data that you want updated.

Auto Process

When identified by your data service, TradingExpert Pro automatically processes stock splits and stock dividends and mutual fund distributions. Also, data is checked for errors. If you do not want to have these items processed after your update, click the check boxes to remove the check marks.

- *Stock Splits/Dividends* processes stock splits and stock dividends
- *Distributions* processes mutual fund distributions
- *Check data and log errors* checks data and prints problems on the Messages Log

Note

Unless you are downloading extensive international data, you should not remove the check mark from *Check data and log errors*.

Note

At the completion of an update, TradingExpert computes group and sector data from ticker data using the group and sector list files. There is no data retrieval cost associated with tracking groups and sectors other than the cost of the stock data.

After Update

After the **Data Retrieval** interface has updated all active tickers, these items tell the system to update group and sector lists, and whether or not you want reports to be generated and printed.

Click the check box for the items you want accomplished:

- **Update Groups/Sectors:** Updates your group and sector lists with the current day's equities data.
- **Compute Markets:** Computes breadth data for Market Tickers created for groups, sectors, or user lists.
- **Generate Reports:** Generates the reports you have specified in **Reports**, with the current day's data.
- **Print Reports:** All reports that you have designated for printing in **Reports**, will be printed after your update.
- **Print Messages:** The Messages file will be printed after each update. You should check Messages after you have completed an update to view indicated data errors and, if verified, correct them as soon as possible.
- **Erase Messages:** Checking this box erases the Messages file after it has been printed. If not erased, the Messages file will continue to grow in size as new messages are appended following each daily update. Therefore, it is recommended that, after each update, you carefully review all messages, and then delete the file.

Save Setup

When you have completed the entries on the *Data Retrieval Options* page, save your selections by choosing the **Save Setup** command button.

A rectangular button with a black border and the text "Start Update" in a bold, sans-serif font.

Important

Check with your data vendor to determine the time that final closing prices are available. In most cases, it is best to wait until three hours after the market closes before starting an update.

Start Update

When you have entered the necessary information in *Setup Options* and completed the entries in *Data Retrieval Options*, updating is automatic. Simply choose the **Start Update** command button located on the right side of the **Data Retrieval** window, and your update will begin.

Cancel Comm

You can terminate an update in progress at any time by simply clicking the **Cancel Comm** button located on the right side of the **Data Retrieval** window.

3. EDS Post Processing

The EDS Post Processing tab is used to specify EDS scanning files for automatic processing after new closing data is retrieved. You select the EDS rules that you want to use for screening your data and, after each update, the appropriate screening reports are produced. Scanning reports may also be automatically printed.

The EDS function allows you to:

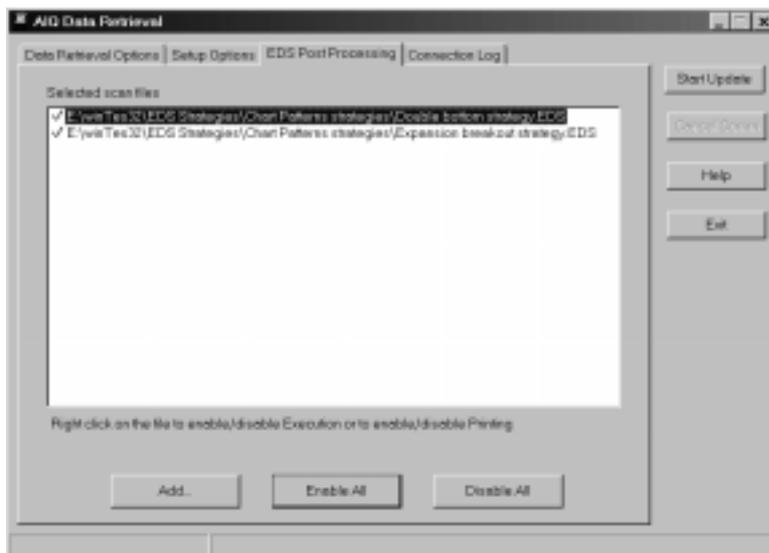
- Select EDS scanning files for post update processing
- Enable/disable processing of selected scanning files
- Automatically print EDS scanning reports

Selecting EDS scanning files

You can select any number of scanning files for post processing. All selected files are listed in the tab window.

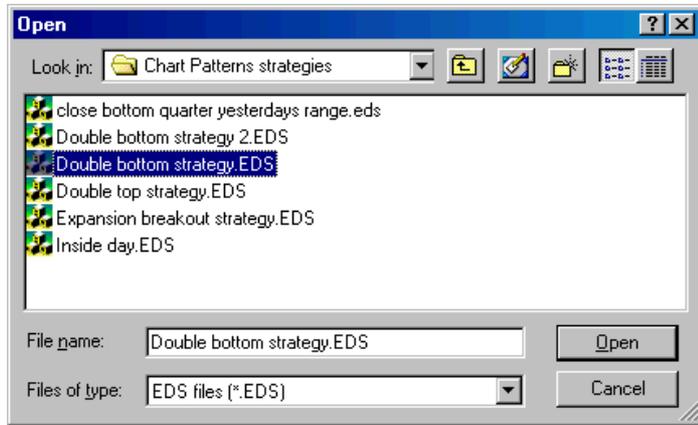
□ *To select an EDS scanning file for post processing:*

1. Open **Data Retrieval** and select the **EDS Post Processing** tab. The window lists all EDS scanning files that have been selected and indicates those that are enabled and those that will be printed.



EDS Post Processing tab

2. Click the **Add** button to display the *Open* window. This window is used to find the EDS file you wish to move to the *EDS Post Processing* tab window.



3. Go to your WinTes32/EDS Strategies folder and open the folder that corresponds to the type of strategy you want to select.
4. With the scanning file you are looking for selected in the function window, click **Open**. The selected file will now appear in the EDS Post Processing window.

Removing a file from post processing list

□ *To delete a file from the list:*

1. With the right mouse button, click on the file you want to delete. The right-mouse click menu will appear.
2. To delete, click the *Delete* option on the menu.

Enabling/disabling scanning files



You can select any number of files for post processing but only those files that are *enabled* will actually be processed (a check mark is shown next to those files in the list that are enabled for processing).

To enable/disable a single file:

1. With the right mouse button, click on the file you want to enable/disable. The right-mouse click menu will appear. If the file is enabled, a check mark will appear next to the *Enabled* option on the menu.
2. To enable/disable, check/uncheck the *Enabled* option.

To enable/disable all files in list:

1. To enable all files, click the **Enable All** button on the EDS Post Processing page.
2. To disable all files, click the **Disable All** button.

Printing scanning reports

The EDS report function screens your AIQ data for trading candidates and generates a report that lists those tickers that meet your screening criteria (tickers that pass your rules). The “Properties” specified for the file determine which tickers from your AIQ database are included in the screening process. For detailed instructions on how to create reports, see Expert Design Studio, Chapter VI in Part 2.

Current reports can be viewed or printed from the EDS application or you can designate reports for automatic printing at the conclusion of each data retrieval session. A printer symbol is shown next to those files in the list that are designated for printing.

To designate a scanning report for printing:

1. With the right mouse button, click on the file you want to be automatically printed. The right-mouse click menu will appear.
2. To designate that a scanning report will be printed, check the *Print* option.
3. To cancel the printing of a report, uncheck the *Print* option.

4. Quick Overview: updating procedure

□ *When to Update:*

It is recommended that you use **Data Retrieval** sometime after 6:30 p.m. Eastern Time, for all final prices to be recorded. Should you update intraday (while the market is open), be sure that you update again after 8:30 p.m. Eastern Time. The AIQ expert system operates on closing prices.

□ *To start an update, follow these steps:*

1. Before initiating an update, be sure your modem is ready and, if you are printing reports, your printer is turned on.
2. Double click the **Data Retrieval** application icon.
3. The **Data Retrieval** window will appear with the *Data Retrieval Options* page selected. Make any changes to the options that are selected on this page.
4. Choose **Start Update**. When your update begins, the *Connection Log* page is selected automatically. This log shows you exactly what is taking place during the update and will also list error information.
5. To exit from **Data Retrieval**, click the **Exit** command button.
6. After an update is complete, you should check **Messages** to view any error messages (see last section of this chapter).

5. How the Data Retrieval interface works

The first thing the system does is look at your data base to determine what is needed from your data service in addition to the current day's update. TradingExpert Pro then creates a command file.

For example, if you have been on vacation and need a week's update, TradingExpert Pro will recognize this and enter a request in the command file for data for each day of that week. The system will also recognize new entries and request back data to the dates entered in your *Master Ticker List*.

TradingExpert Pro then transmits by modem the command file to your data service. The system requests both historical and current data with the same phone call. After receiving the command file, the data service begins sending the requested data.

Note

When a stock split or mutual fund distribution has been processed, affected transactions in the Portfolio Manager will be automatically adjusted.

If an update is terminated before all the requested data is received, any data received prior to the termination is saved to your data files. You can terminate an update at any time by clicking **Cancel Comm**.

When the requested data has been received from your data service, TradingExpert Pro begins updating your files. After updating the individual files, the system then updates group/sector indices and Portfolio Manager entries, then generates and prints reports and messages as designated in *Data Retrieval Options*.

TradingExpert Pro automatically processes stock splits, stock dividends, and mutual fund distributions when identified by your data service. If a split or distribution has occurred, it will be recorded in *Messages* (see last section of this chapter).

AIQ Data Transfer Utility (DTU)

AIQ provides a data transfer utility called DTU to import and export data to and from TradingExpert Pro. Data can be imported from standard ASCII, PRN, or DIF spreadsheet files, and data can be exported in these same formats. In addition, DTU reads and imports data from major data services. DTU is one of the TradingExpert Pro modules. See documentation for DTU in this manual (Part 7).

6. Short-cut options

Note

Both of the short-cut data retrieval options use the parameters you have entered in Setup Options and Data Retrieval Options.

TradingExpert Pro provides two options that allow you to easily initiate either a timed or immediate update of your data base. The short-cut options, which are found on the TradingExpert Pro Quick Launch Menu, are:

1. Timed Update Data Retrieval
2. Immediate Data Retrieval

□ *To access these two options, do the following:*

1. Select **Main Menu** from the TradingExpert Pro folder (**Programs** menu).
2. The TradingExpert Pro Quick Launch Menu appears.
3. Click **Settings** on the menu bar to display a submenu.



4. Choose (by clicking) one of these two options:
 - *Timed Update Data Retrieval*: automatically starts a timed update.
 - *Immediate Data Retrieval*: starts data retrieval at once.
5. Press the **Escape** key to exit from *Settings*.
6. When you are ready to start an update using the option you selected, simply select **Data Retrieval**, either on the Quick Launch Menu toolbar or from the TradingExpert Pro folder of the **Programs** menu. Your update is initiated according to the option selected:
 - If you checked **Timed Update Data Retrieval**, a clock icon appears on your screen counting down the minutes to update time.
 - If you checked **Immediate Data Retrieval**, the Communications window appears and an update is in progress.

Automatic Startup

You can automatically start **Data Retrieval** whenever you start your computer by placing a shortcut to the TradingExpert Pro communications application in the Windows Startup menu.

□ *Follow this procedure:*

1. Open the Windows Explorer. Locate the AIQ communications application program (**AIQcom32.exe**) in the WinTES32 folder and click on it using the **right** mouse button.
2. From the menu that appears, select **Create Shortcut**. A shortcut icon will appear.
3. Next locate the Windows *StartUp* folder as follows:
 - Click the plus sign next to the *Windows* folder.
 - Click the plus sign next to the *Start Menu* folder.
 - Click the plus sign next to the *Programs* folder. The *StartUp* folder will appear as one of the items within the *Programs* folder.
4. Drag the shortcut icon which is located in the WinTES32 folder under "shortcut AIQCOM" to the *StartUp* folder and release the mouse button. Close the Windows Explorer.
5. Now, whenever you start Windows on your computer, the **Data Retrieval** window will appear and you can initiate an update by simply clicking the **Start Update** button.

7. Messages

After an update is complete, you should check the system Messages file. Listed will be messages about the update, such as information on stock splits and mutual fund distributions and data error notes. Check all indicated data errors and, if verified, correct them as soon as possible. By conscientiously maintaining your data on a daily basis, you can prevent errors from accumulating. If ignored for a long time, the situation can get out of hand. It is the user's responsibility to keep the data base up-to-date and free of errors.

The Messages function allows you to:

- View all messages on screen
- Make a printed copy of the messages
- Clear the messages file

Important

It is important that you periodically clear the Messages file. If not erased, the file will continue to grow in size as new messages are appended following each daily update. It is recommended that, after each update, you display and carefully review all messages, make printed copies, and then clear the file. If messages are allowed to accumulate, the file can become large enough to cause disk space problems.

To view Messages

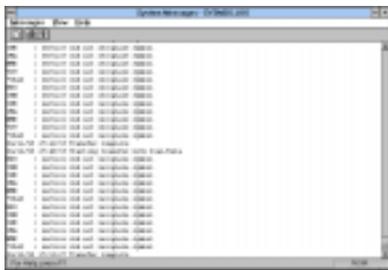
□ *Do the following:*

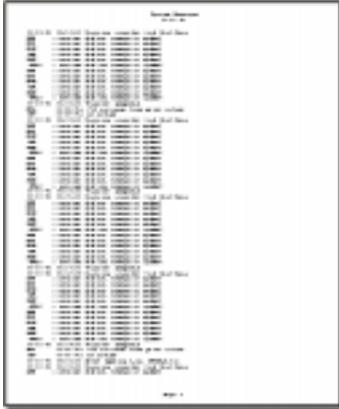
1. Select **Messages** from the TradingExpert Pro folder.

— or —

Select **Messages** from the menu that appears when you choose the **Quick Launch Menu** button on the toolbar of all TradingExpert Pro applications (except **Data Retrieval**).

2. The Messages window appears with accumulated messages.
3. Use the arrows in the scroll bar to view all messages.





To preview messages before printing

□ *Do the following:*

1. Select the **Messages** command from the menu bar of the Messages window.
2. Select **Print Preview** on the drop-down menu. Accumulated messages will be displayed.
3. To display one page or two pages at a time, toggle the **One Page/Two Page** command button.
4. Select **Zoom in** to magnify the messages. Select **Zoom out** to restore the messages to their original size.
5. Select the **Print** command to display the *Print* dialog box.

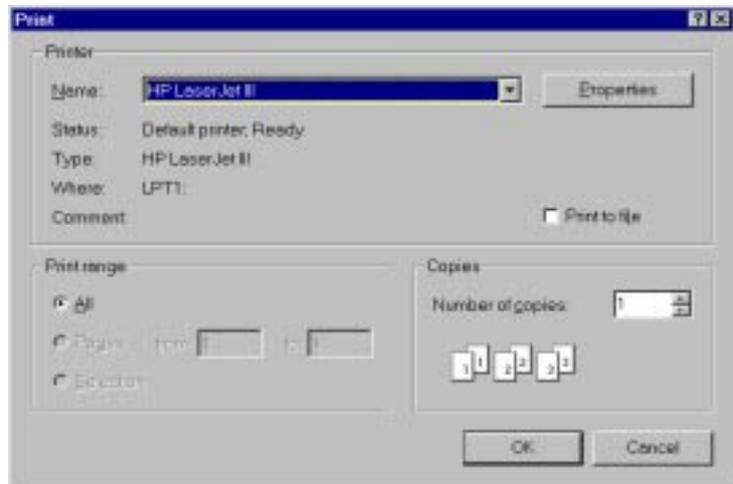
To make a printed copy of messages

□ *Follow these steps:*

1. Select the **Messages** command from the menu bar of the Messages window.
2. Select **Printer Setup** from the drop-down menu and make any necessary changes in the dialog box that appears. This step is necessary only during initial setup, or when you change your hardware or any of the setup options.
3. Select the **Print** command from the drop-down menu. The *Print* dialog box appears.
4. You may accept the printer shown in the *Printer* section of this dialog box or select a new one from the *Name* list box.

Note

The *View* command on the menu bar of the Messages window provides options for removing the toolbar and/or status bar from the Messages window. To remove these options, delete the check marks (by clicking them).



Print Dialog Box

Note

You can automatically make a printed copy of the messages after each updating session by selecting the *Print Messages* option on the Data Retrieval Options page. Checking the *Erase Messages* option on the Data Retrieval Options page clears the messages from the file after they have been printed.

5. You can accept the defaults for such parameters as *Print Quality* and *Size* or you can change any parameter by selecting the **Properties** command button.
6. The number of copies that will be printed is displayed in the *Copies* list box on the *Basics* page. The default is one copy. Use the up arrow to increase the number of copies.
7. When you have made all your selections, choose the **OK** button to print the messages.

To quick-print messages

Once you have entered your selections in the *Print* and *Print Setup* functions, use the **Print** button on the toolbar to print messages.

To clear messages

Click the **Clear** button on the toolbar to erase all messages.

