Portfolio Editor

Contents

In Stock Investor, you can create your own portfolios—unique groups of stocks you find interesting, the stocks in a market index, or the results of a stock screen. Portfolios allow you to examine a list of stocks from update to update without having to sift through Stock Investor's entire database.

Additional benefits of using Portfolios include:

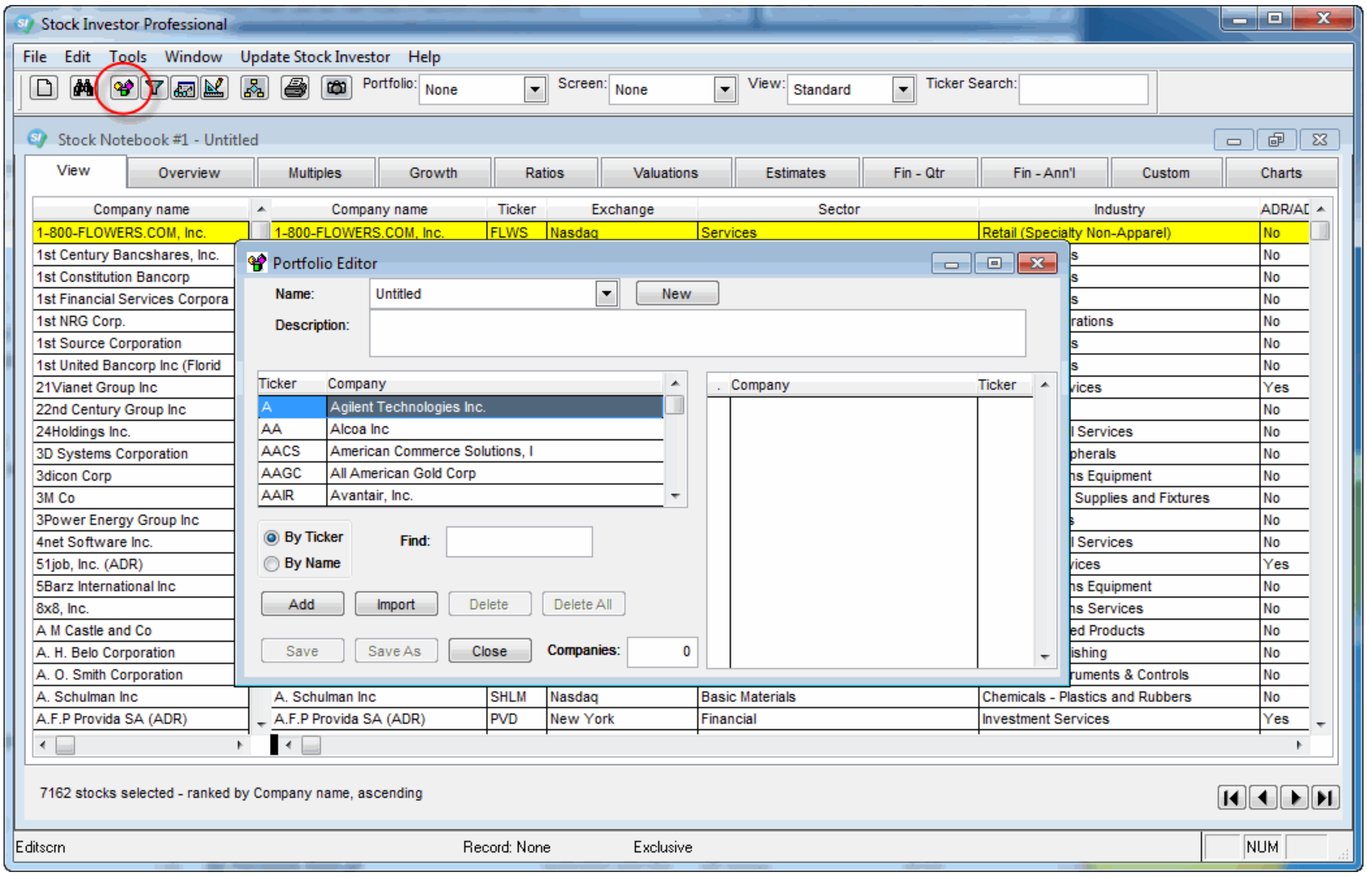
- View several companies in a singular list;
- Create statistical summary reports that show the characteristics of a portfolio;
- Export data on a groups of stocks for further analysis or use in another program; and
- Perform additonal screens against a specific group of stocks.

It is important to note, however, that Stock Investor does not provide portfolio-tracking capabilities. In our discussion here, a portfolio is simply a collection of companies that you specify.

Creating a Portfolio

There are three ways to access the Portfolio Editor: click on the Portfolio Editor button on the toolbar, select **Portfolio Editor** from the Tools menu (Tools - Portfolio Editor), or simultaneously press the Alt and P keys on the keyboard (Alt + P).

Following any of these methods will open the Screen Editor window:

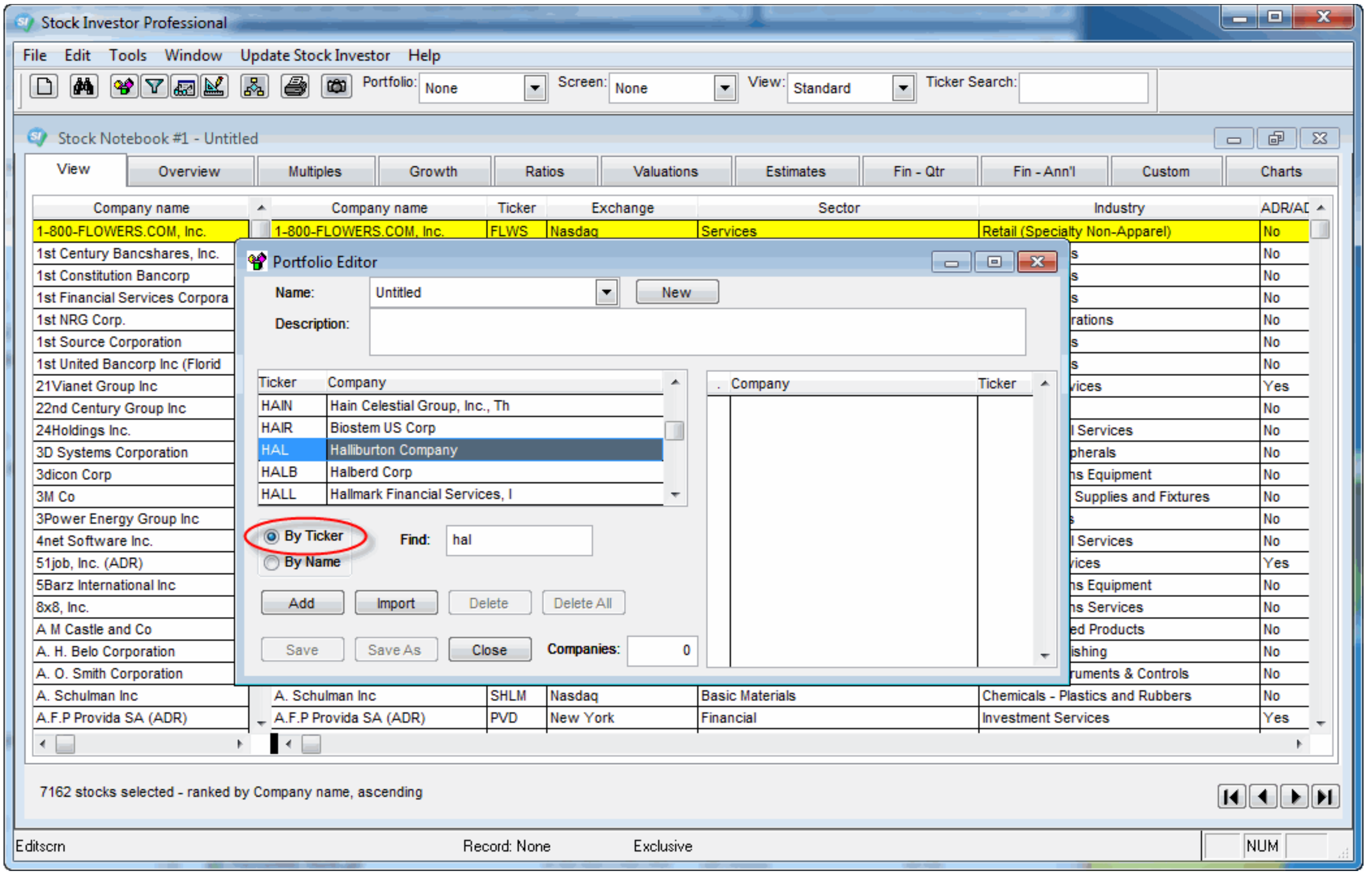


Now you can create new portfolios or edit existing portfolios. You can browse the database for companies you want in a portfolio by either company name or by ticker symbol. However, to avoid potential complications created by abbreviations, it is best to select companies by ticker symbol.

Finding Companies By Ticker

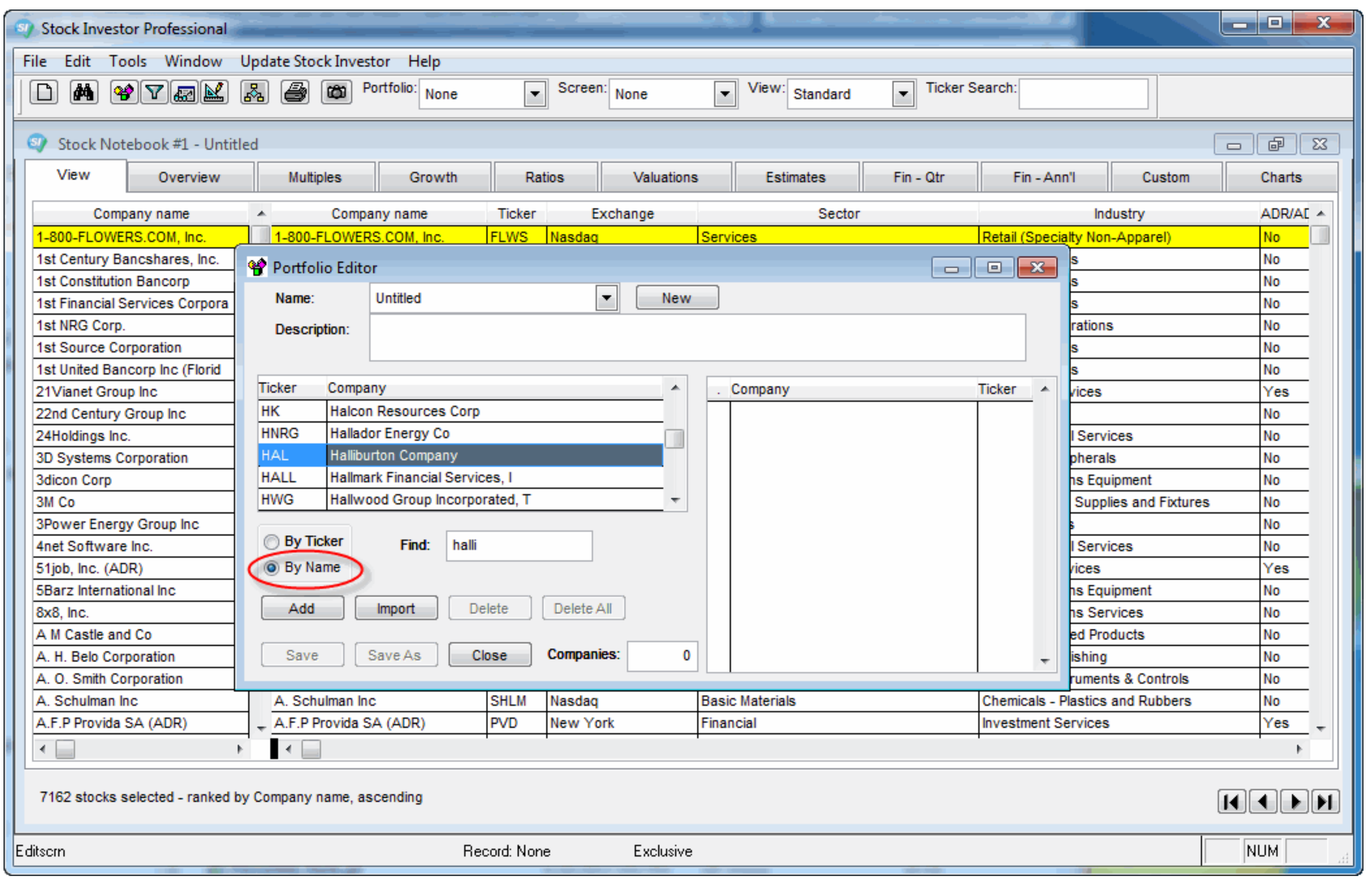
To browse by ticker, make sure the **By Ticker** option is selected on the Portfolio Editor and start typing the ticker. **Note that you will not see a blinking cursor in the Find box, so just start typing.**

The company name and ticker will appear in the scroll box above where you are typing:



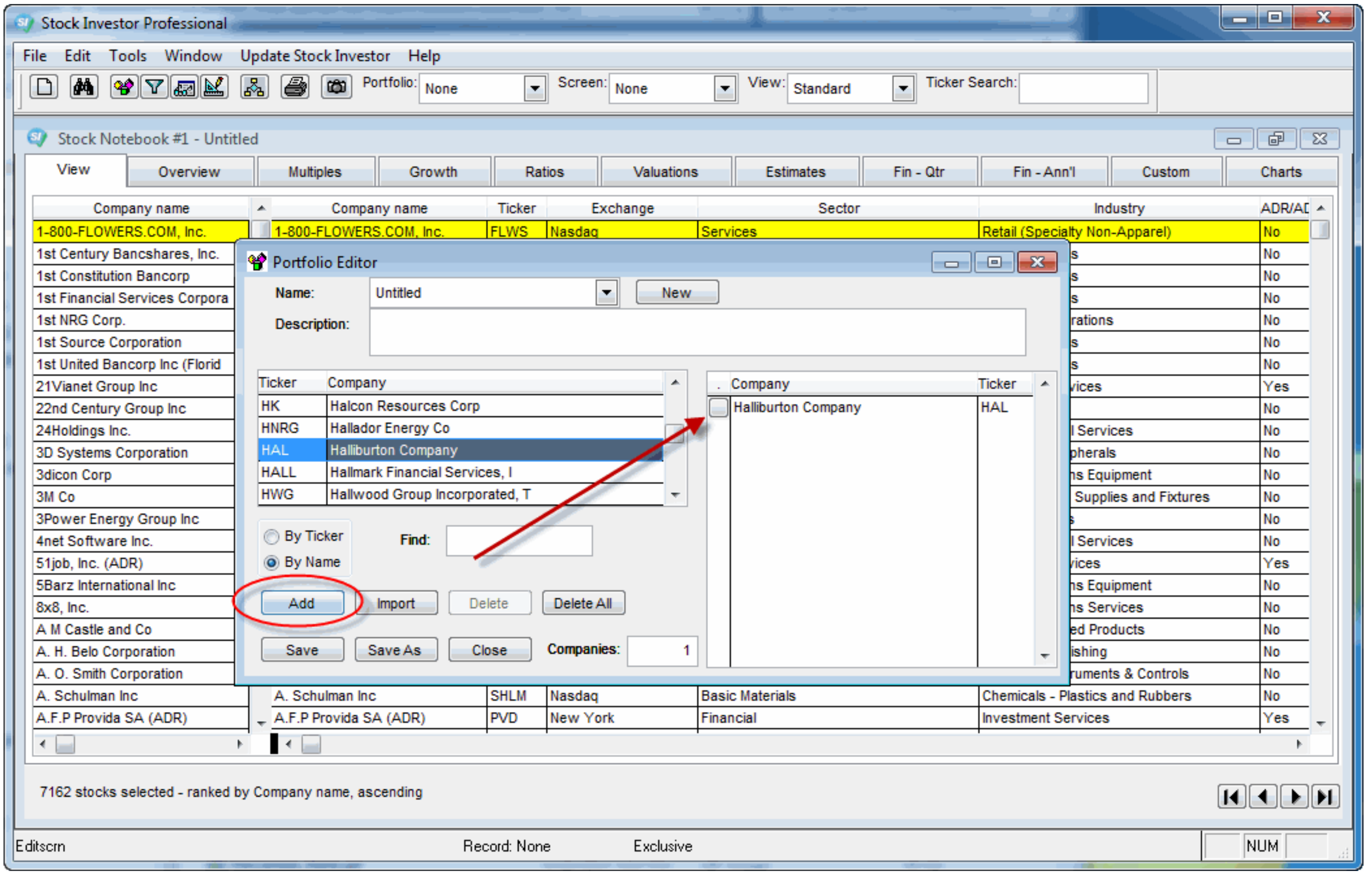
Finding Companies By Name

If you do not know the company's ticker, select **By Name** and begin typing the company's name. **Note that you will not see a blinking cursor in the Find box, so just start typing.** The company name and ticker will appear in the scroll box above where you are typing:



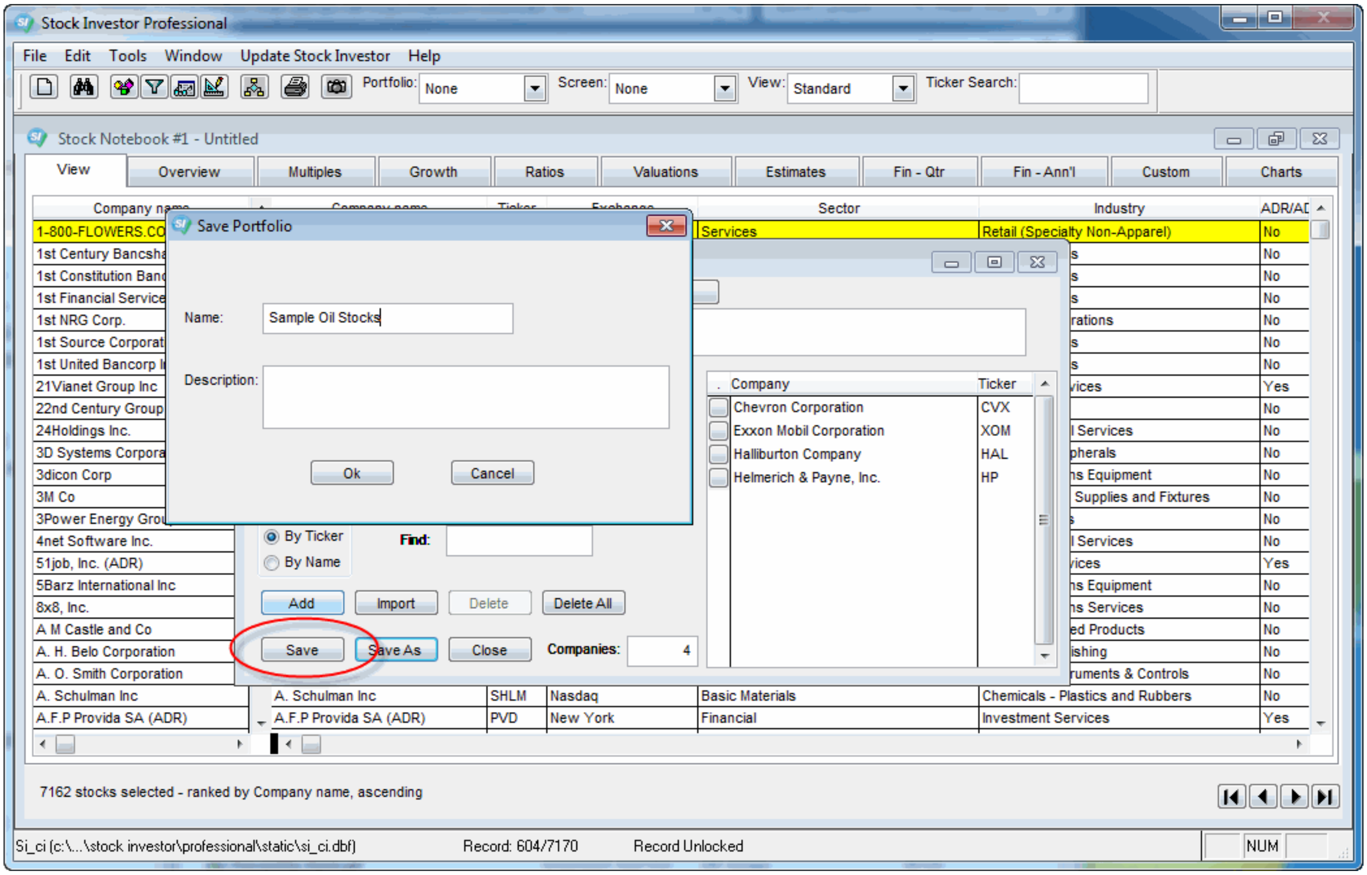
Adding Companies to Portfolio

After typing in a company name or ticker, and when the company you wish to add to your portfolio is highlighted in blue, you add it to the portfolio by double-clicking on the company within the scroll box or by clicking the **Add** button. Doing so will add the company to the list on the right side of the Portfolio Editor window:



Saving a Portfolio

When you are finished adding companies to the portfolio, click on the **Save** button and the program will prompt you to name the portfolio:

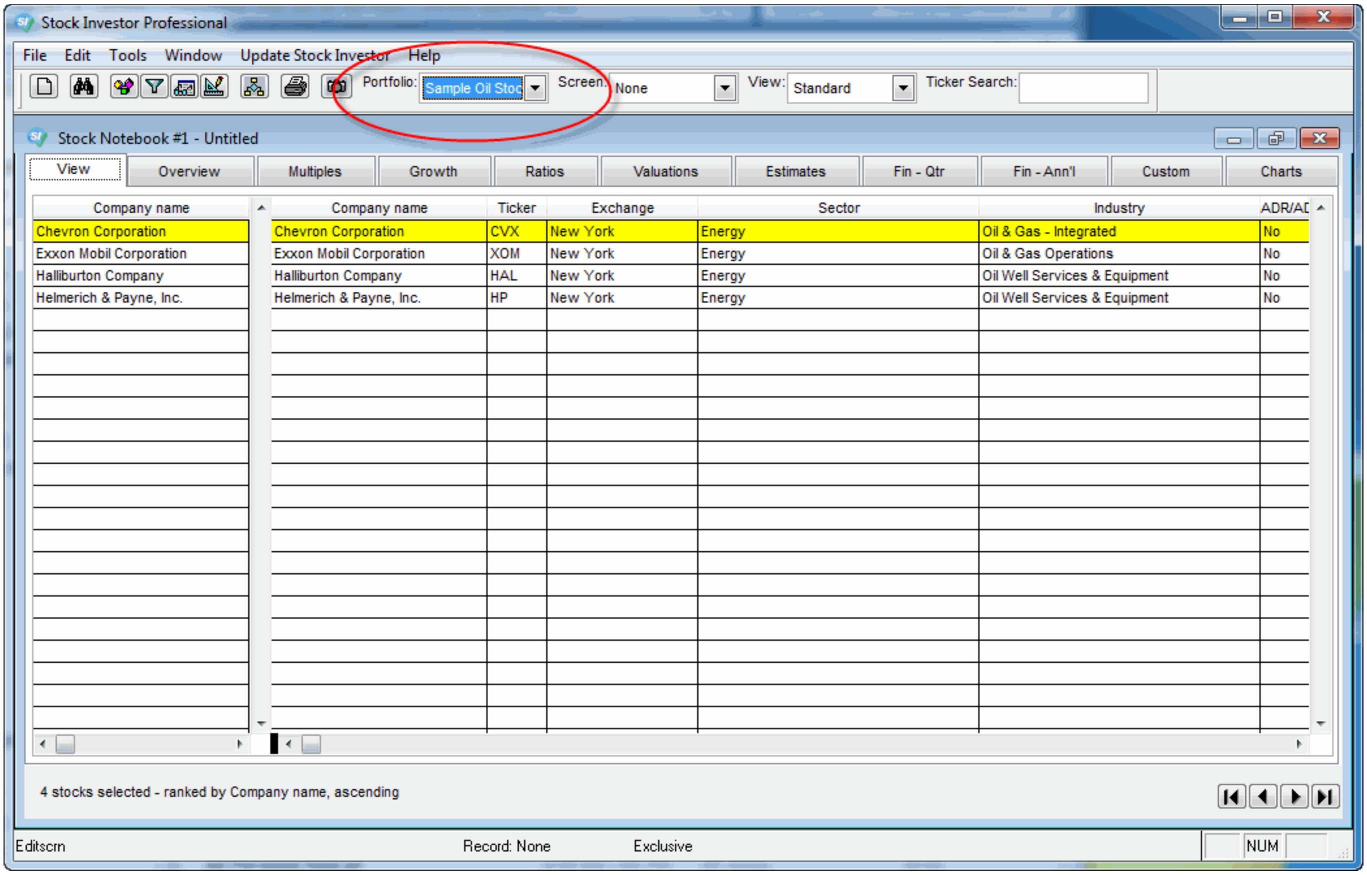


Type in the name you wish to use for the portfolio (and a description if you want) and click on the **Ok** button in the Save Portfolio window.

When you are finished creating portfolios, click the **Close** at the bottom of the Portfolio Editor window.

Loading a Portfolio

Once you have created a portfolio, you can load it by selecting it from the Portfolio pull-down menu of the Stock Investor toolbar:



In this example, we have selected out Oil Stocks portfolio created earlier. When you select a portfolio from the toolbar pull-down menu, the companies in the portfolio are automatically loaded into the Stock Notebook. As you can see, the Stock Notebook now only contains the five companeis in the Oil Stocks portfolio.

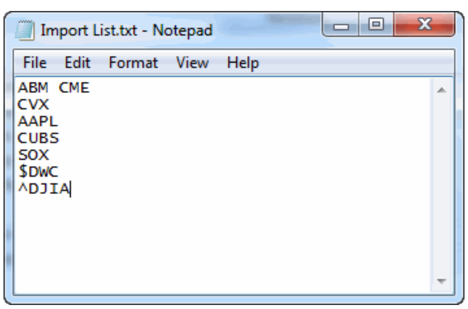
You can now export selected data for the companies in the portfolio and print reports for them as well.

Importing a Portfolio

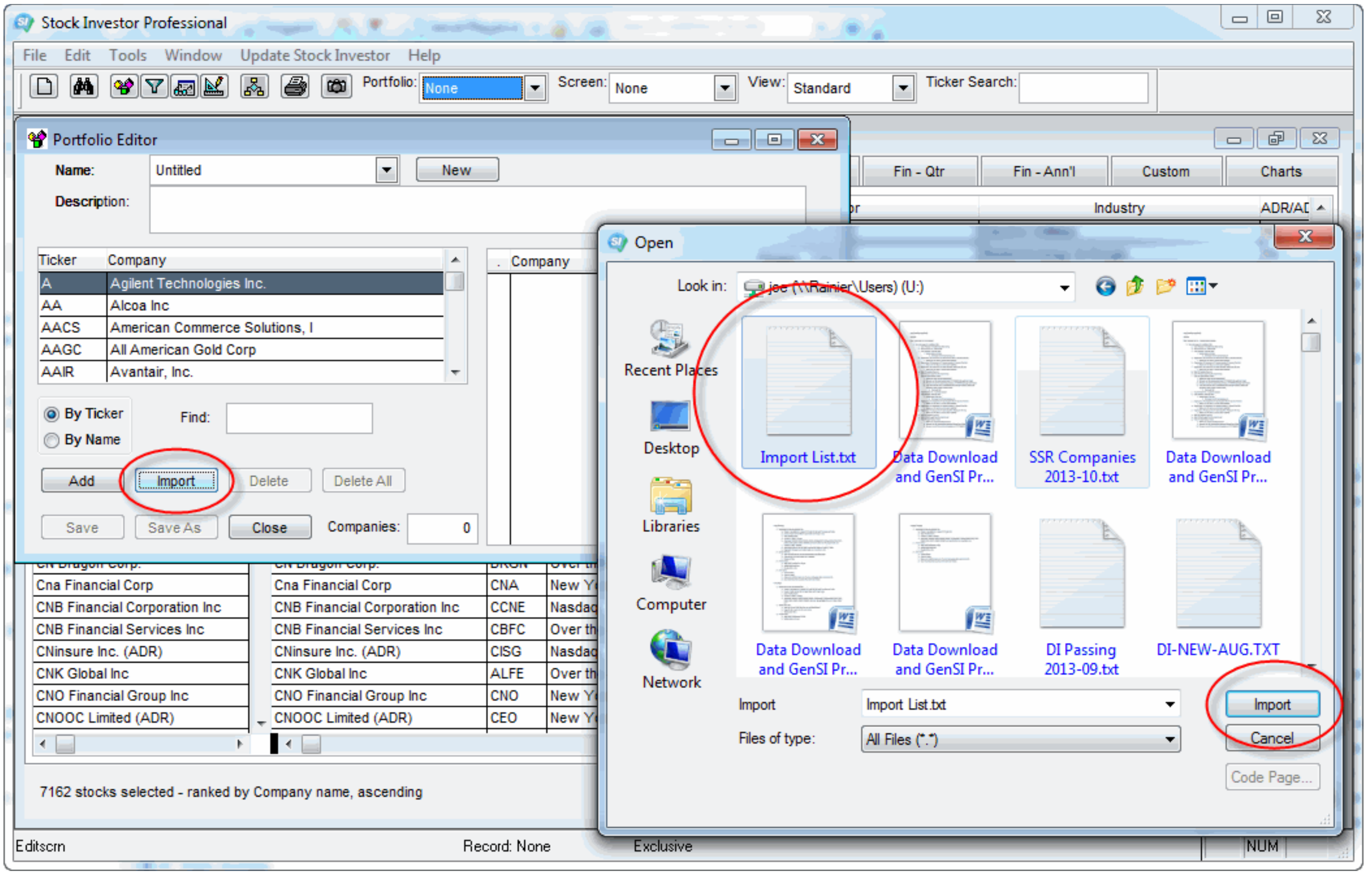
Stock Investor allows you to import a list of ticker symbols into the Portfolio Editor to save you from having to manually selecting and adding them.

In order to import a portfolio, you need to have a text (.txt) file containing valid ticker symbols to import. Many portfolio management programs or on-line portfolio trackers allow you to export a list of your holdings. However, you need to make sure the file has the proper format. Stock Investor will only accept a list of tickers. Additional information or characters—tabs, commas, and quotation marks—cannot be imported by the Portfolio Editor.

As an example, we will use this text file:

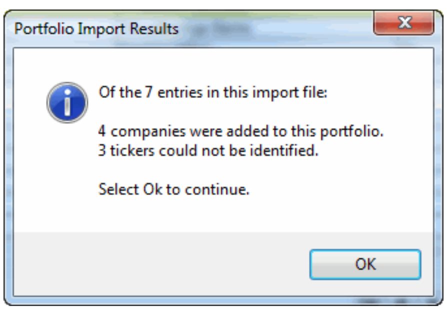


To begin the importing process, open the Portfolio Editor. Within the Portfolio Editor, click on the **Import** button. This will open a window where you specify the location of the text file you wish to import:

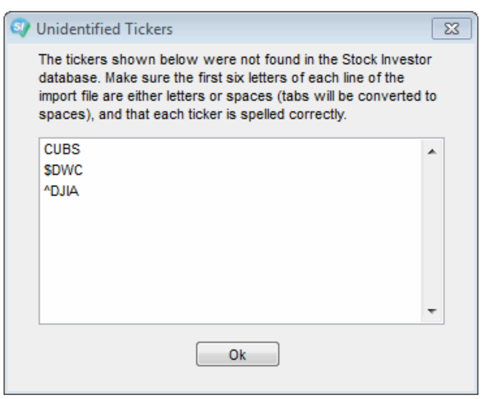


Once you have selected the file you want to import, click on the **Import** button in the Open window.

When the import is complete, a window will appear telling you how many tickers were added to the portfolio, how many of the tickers in the import file were already in the portfolio, and how many could not be identified and, consequently, were not imported:



If any of the tickers could not be identified, an Unidentified Tickers window will appear, displaying the "problem" tickers:



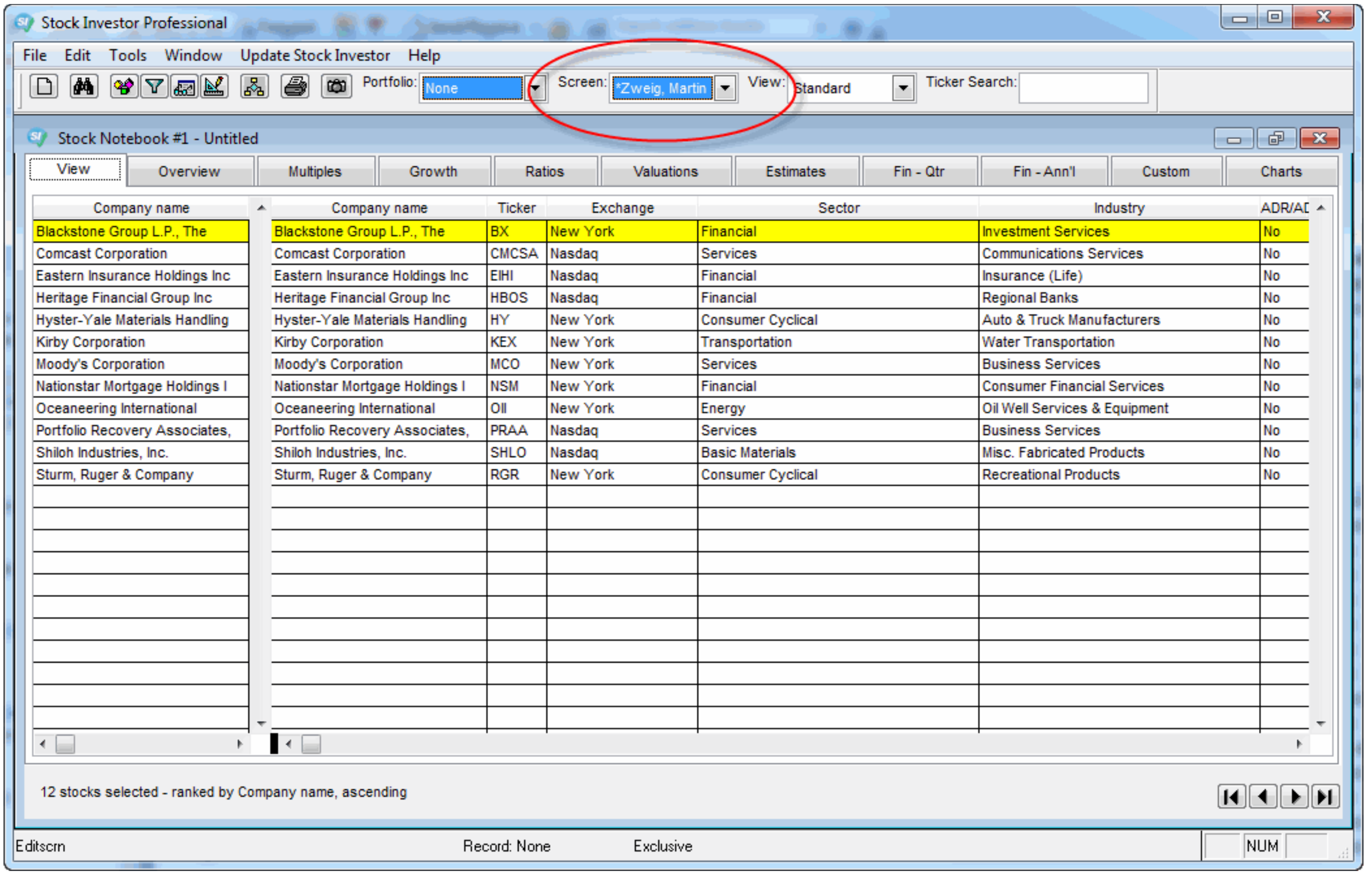
In this example, ECX and CME are valid ticker symbols, but Stock Investor requires the tickers be in a list format, with one ticker per line. Additionally, STAM, CUBS, and SOX are not valid stock ticker symbols. Lastly, Stock Investor does not recgnize "non-letter" symbols, such as $ and ^.

After importing the ticker symbols into a portfolio, you can save it just as you would if you had manually entered the symbols.

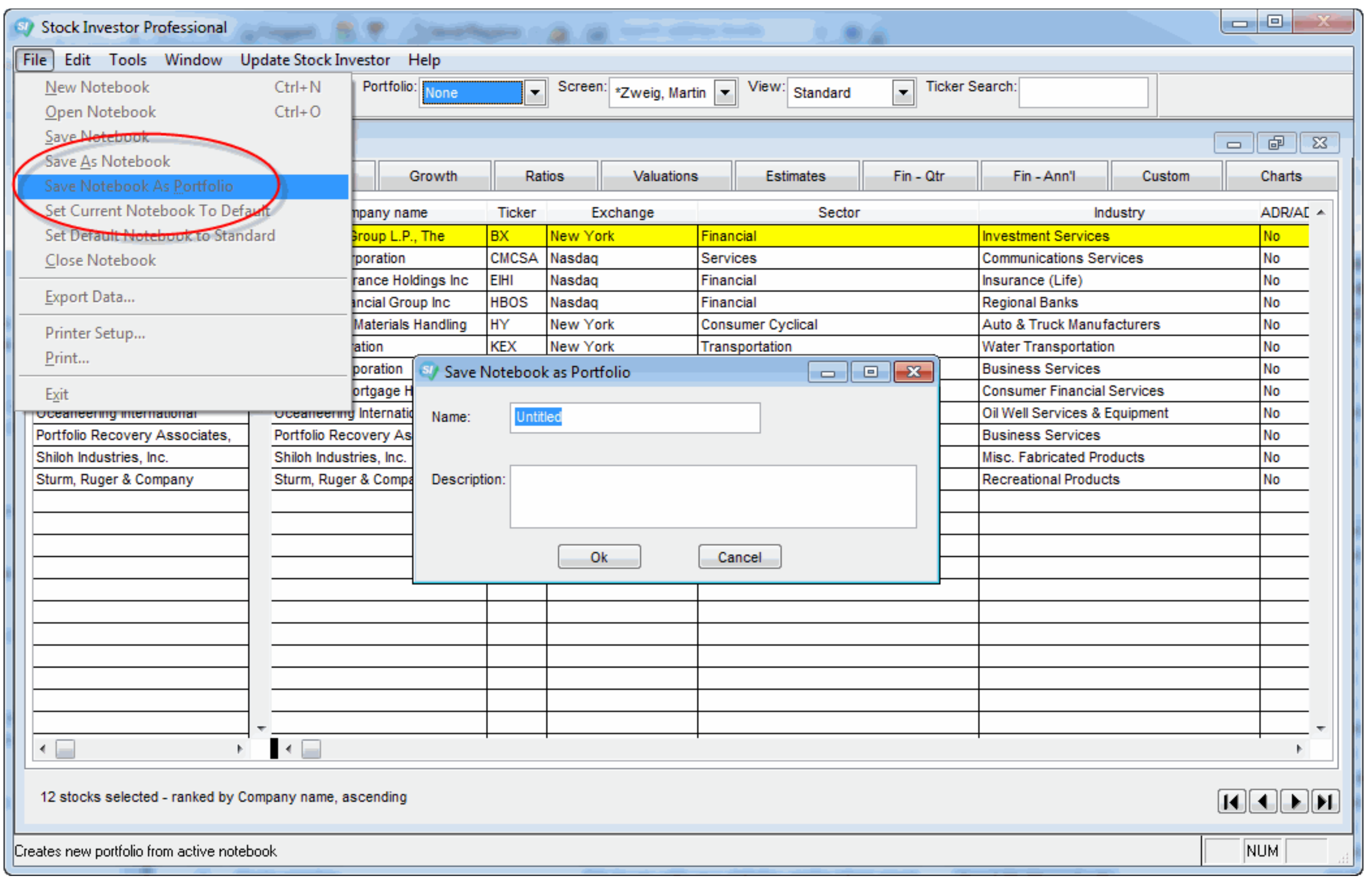
Saving Screening Results as Portfolios

One final way to create a portfolio is to save the results of a stock screen as a portfolio. Stock Investor comes with over 50 predefined stock screens and also allows you to create your own. Once you have applied a particular screen—either by selecting a screen from the Screen pull-down menu on the Stock Investor toolbar at the top of the program window or by applying a screen from within the Screen Editor—you can save the companies passing the screen as a portfolio.

In this example, we have applied the Martin Zweig screen (*Zweig, Martin) that is pre-built into Stock Investor. At the time the screen was run, four companies passed. These are the companies that are now loaded into the Stock Notebook:



Once you have run the screen and the passing companies are loaded in the Stock Notebook, click on the **File** menu at the top of the Stock Investor Program window and then select Save Notebook as Portfolio (File - Save Notebook as Portfolio):

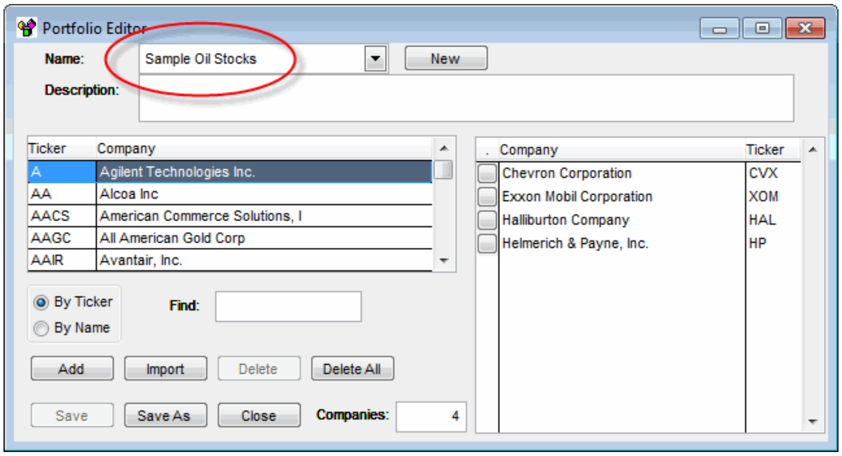


The program will then prompt you to name the portfolio and, if you wish, provide a description of the portfolio. When you are finished, select Ok and Stock Investor will save the portfolio. Like all other portfolios in Stock Investor, those created in this fashion are also accessible from the Portfolio pull-down menu and can be edited from within the Portfolio Editor.

Editing an Existing Portfolio

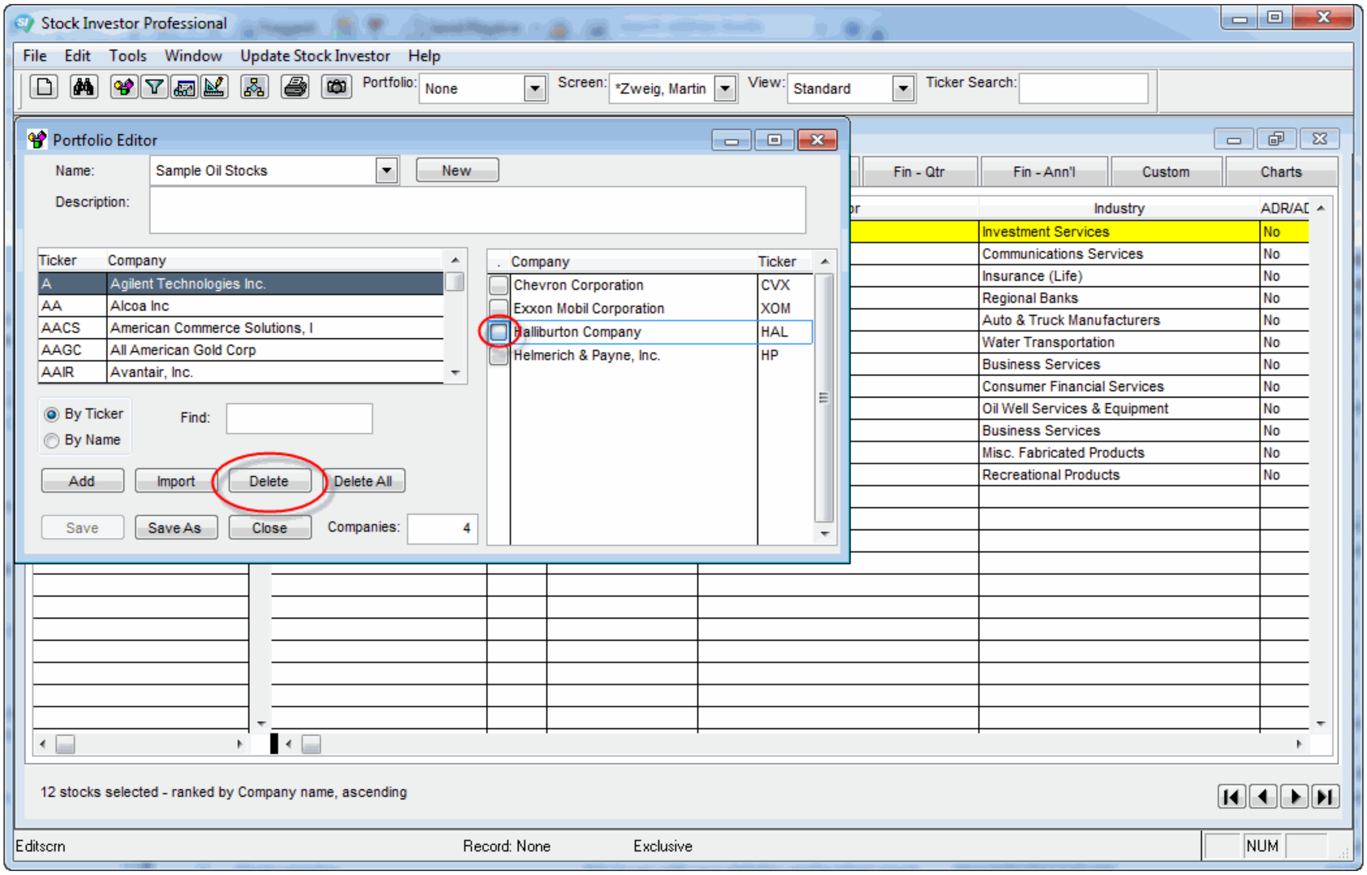
Once you have created and saved a portfolio, you can also edit it by adding or deleting companies. In order to edit the Oil Stocks portfolio we created earlier, we must first re-open the Portfolio Editor using any of the methods outlined earlier.

Once the Portfolio Editor window opens, you load the portfolio you want to edit by selecting it from the pull-down menu at the top of the Portfolio Editor window:



Once a Portolio is loaded, its name will appear in the Name area and the companies in the portfolio will appear on the right side of the Portfolio Editor window.

If we want to remove Halliburton from this Oil Stocks portfolio, click on the gray square found to the left of Halliburton in the text box on the right-hand side of the Portfolio Editor:



This will select Halliburton Company. To remove the selected company from the portfolio, click on the Delete button in the lower left-hand corner of the Portfolio Editor window. You can also select multiple companies to delete by clickin on the gray squares to the left of all the companies you want to delete and then clicking on the Delete button.

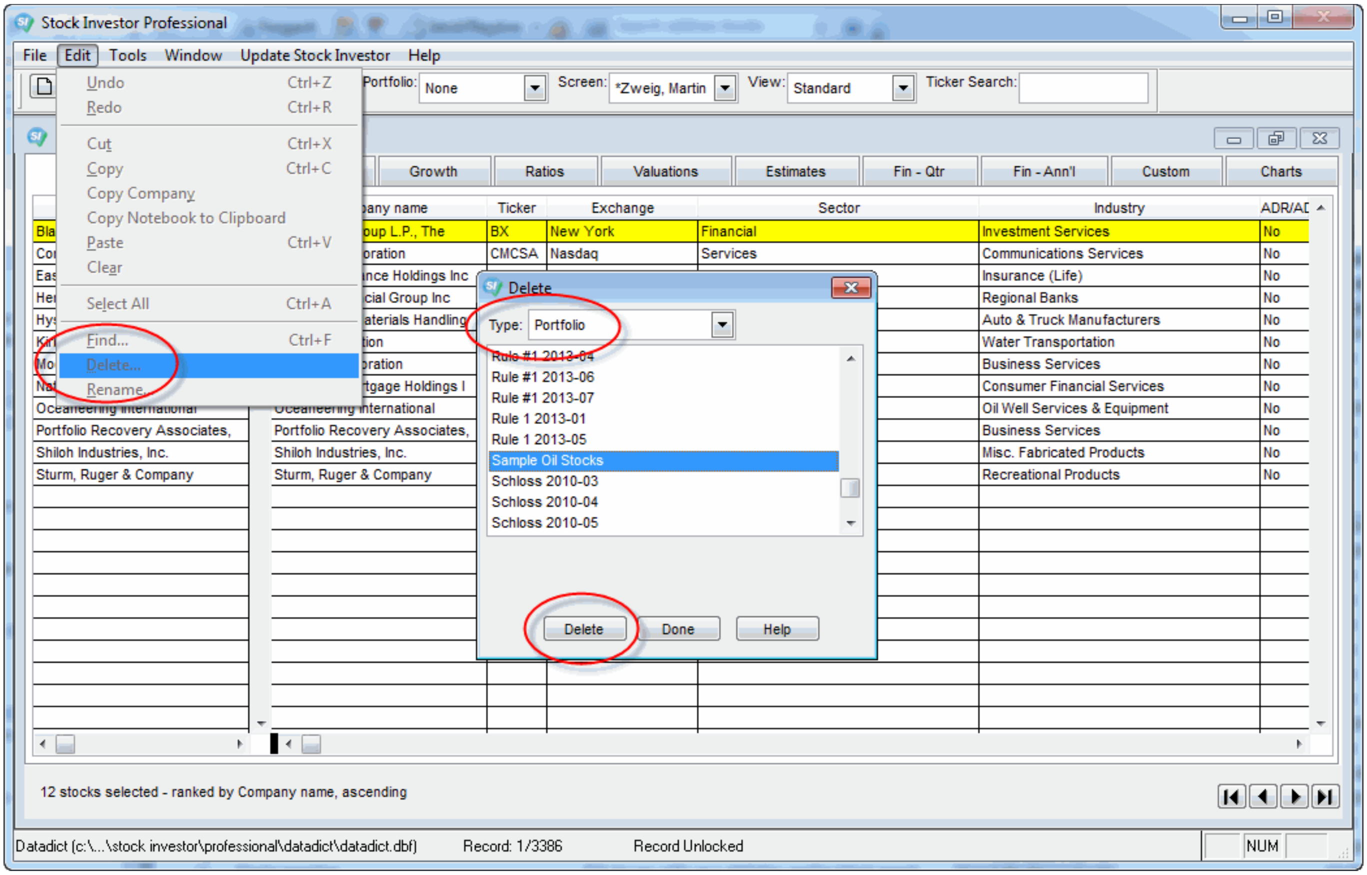
If you want to save the edited portfolio, you have two options. If yo uwant to use the same name, simply click on the Save button at the bottom of the Portfolio Editor window.

However, if you wish to retain the contents of the original portfolio and save the edited portfolio under a different name, click Save As. You will then be prompted to name and, if you want, describe the edited portfolio. When you are finished, click the Ok button, at which point the program saves the new portfolio and the original portfolio is kept intact.

Deleting a Portfolio

While you can delete all of the companies from a portfolio, you cannot delete the portfolio itself using the Portfolio Editor. To delete a portfolio from Stock Investor (or a screen, view, or notebook), you use delete utility.

To access the delete utility within Stock Investor, select the **Edit** menu from the main menu and then select **Delete** (Edit -- Delete):



This will open the Delete window, where first specify you want to delete a portfolio by selecting Portfolio from the pull-down menu. Once you indicate you want to delete a Portfolio, scroll through the alphabetical listing of all portfolios you have created until you find the one to delete. Finally, click on the Delete button.

If you have multiples portfolios to delete, you have to repeat this process for each portfolio.