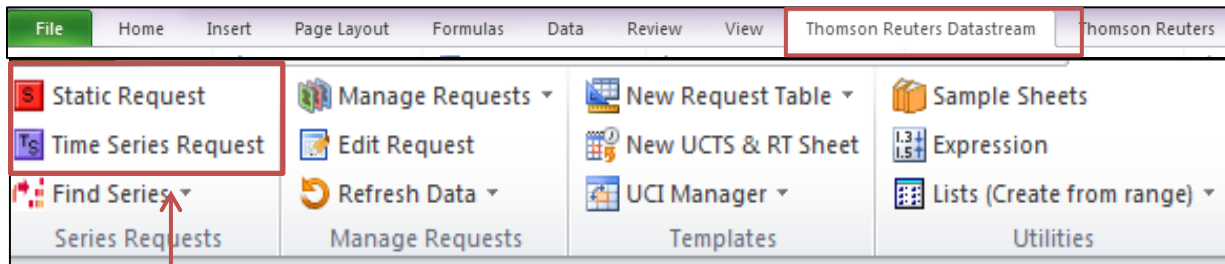# Guidelines / Steps for using DataStream

Open **Excel** and then you click on **Thomson Reuters DataStream/DataStream** (see below)
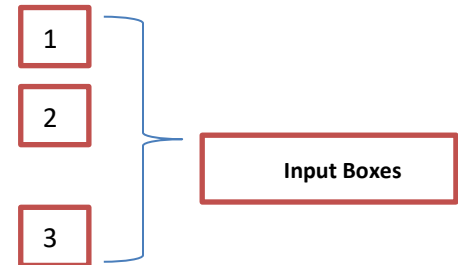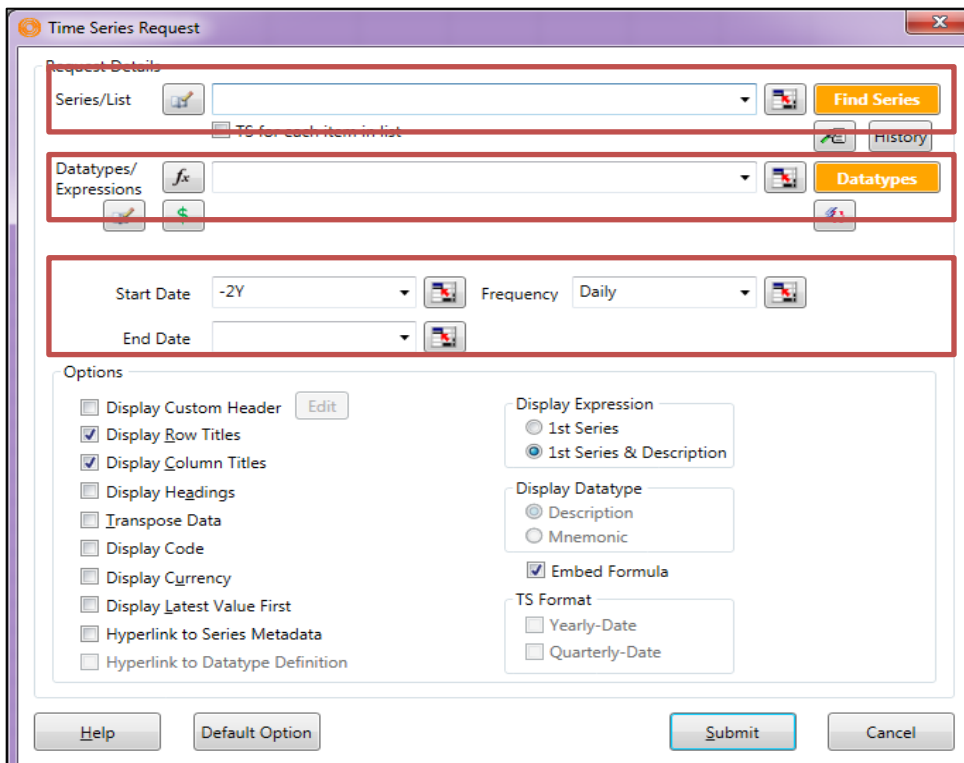

Push the Red Button to get online

There several options (as shown below) you click on:

Time Series or **Static Series** (for more than one year/day/week or for only one specific day

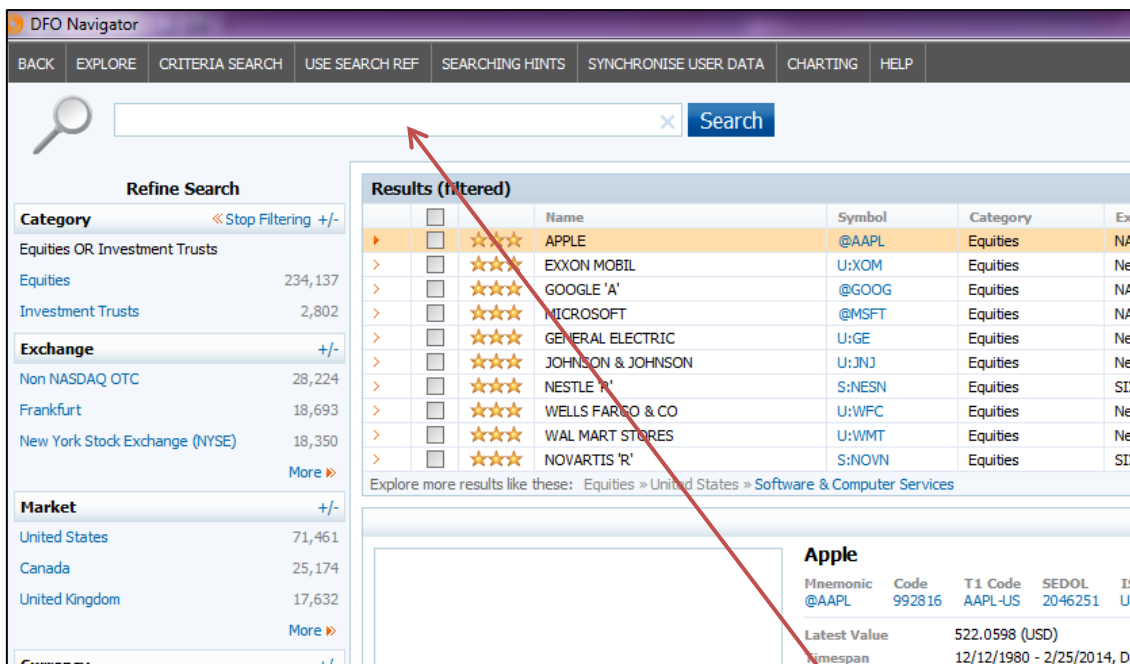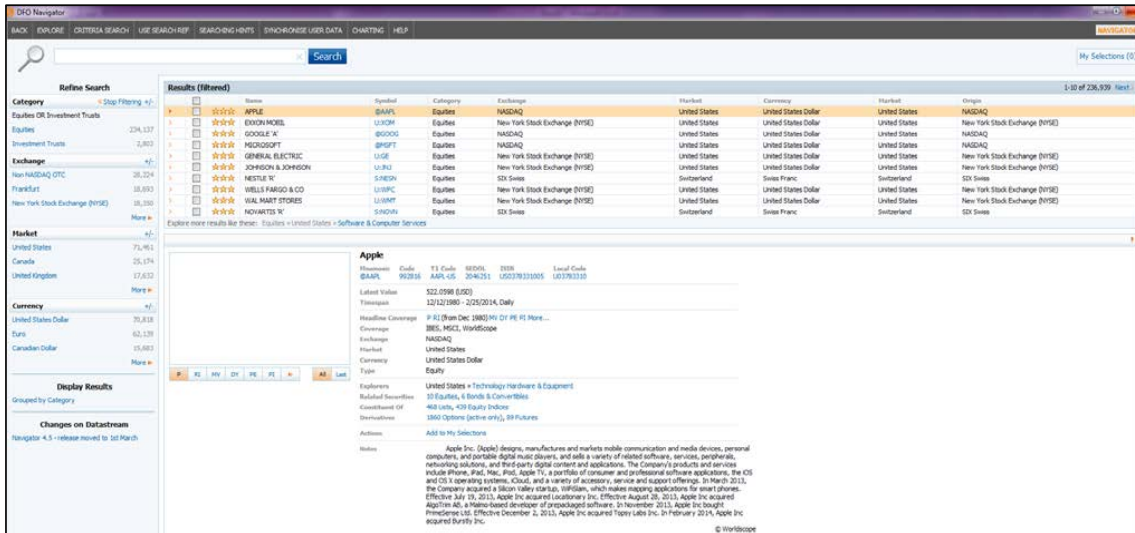When you click on Time Series a window dialog will appear. **This is the first step** (see below)

We have to complete the (3) input boxes with the info/variables that we want in order to download the data.

First we complete **input box (1).** We press the button **Find** **Find Series** **Series** and a screen comes up (see below)

We use search bar for searching equities, bonds etc. (e.g. Microsoft or Novartis) and press **search or enter**

When we search for Microsoft a list comes up and if you just click only once on the first result we can see more information for the specific company/equity (e.g. codes, small description, currency, market etc.). When we decide which company/ equity we want we check the box (see below) and we click the **use** button in order to return in the **first step which is the excel with window dialog**.

Secondly we complete **input box (2).** We press the button Datatypes and a screen comes up (see below)
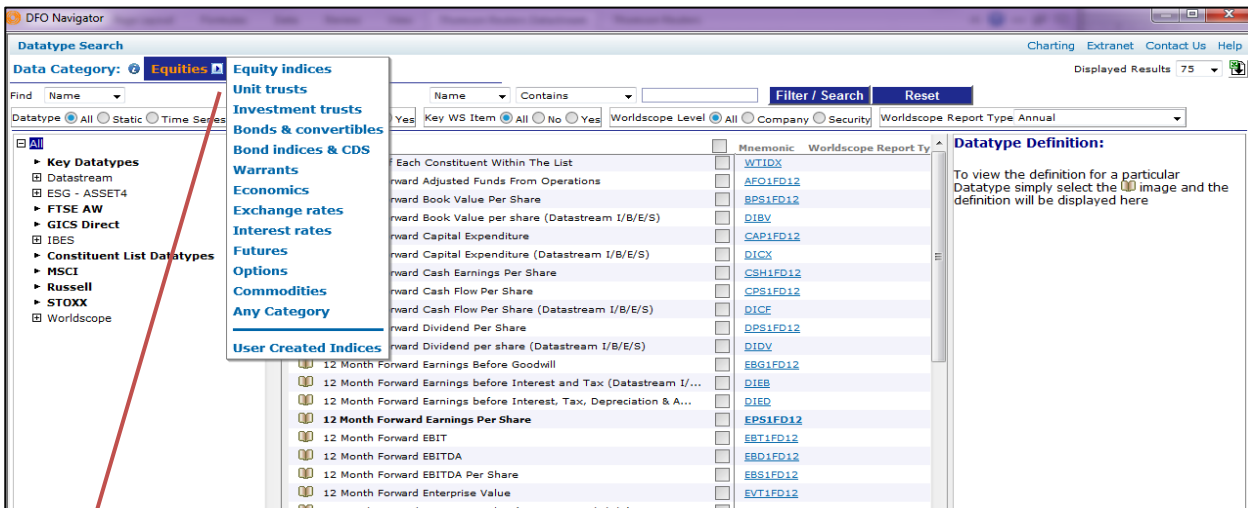
First we have to be at the right data category (e.g. if we are searching data for equities/companies we have to be at the data category **equities** if we are searching data for indices we have to be at the data category **equity indices**). When we decide which category we want then we write on the first input box the variable that we want (see below).
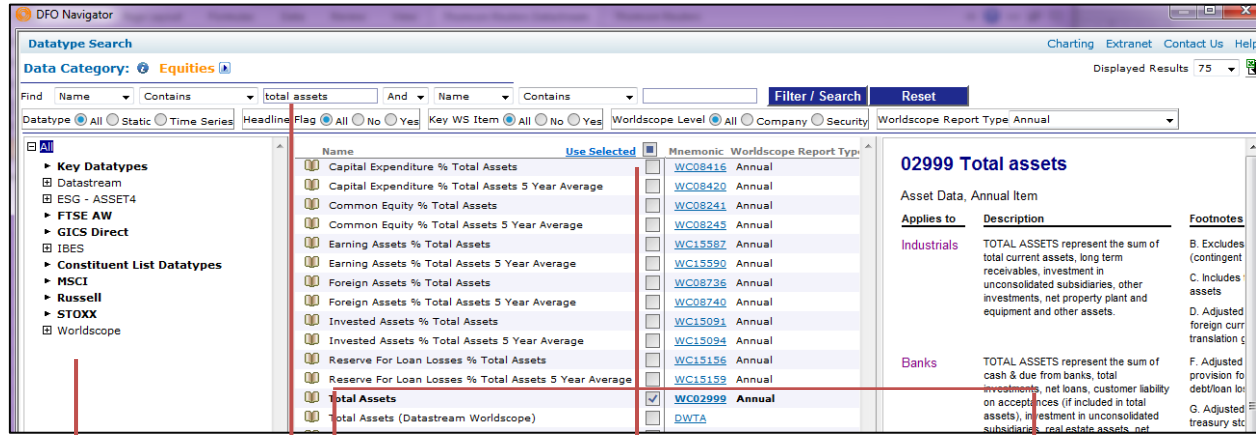
We use the above when we want to use the extra filters.

Most common use the variables that are more **bold or have many stars**

Write the variable and then you press **filter/search**

By clicking the small book we can see the definition of the variables that we are interested.

When we decide which variable we want we check the box (see above) and we click the **use selected** button in order to return in the **first step which is the excel with window dialog**.
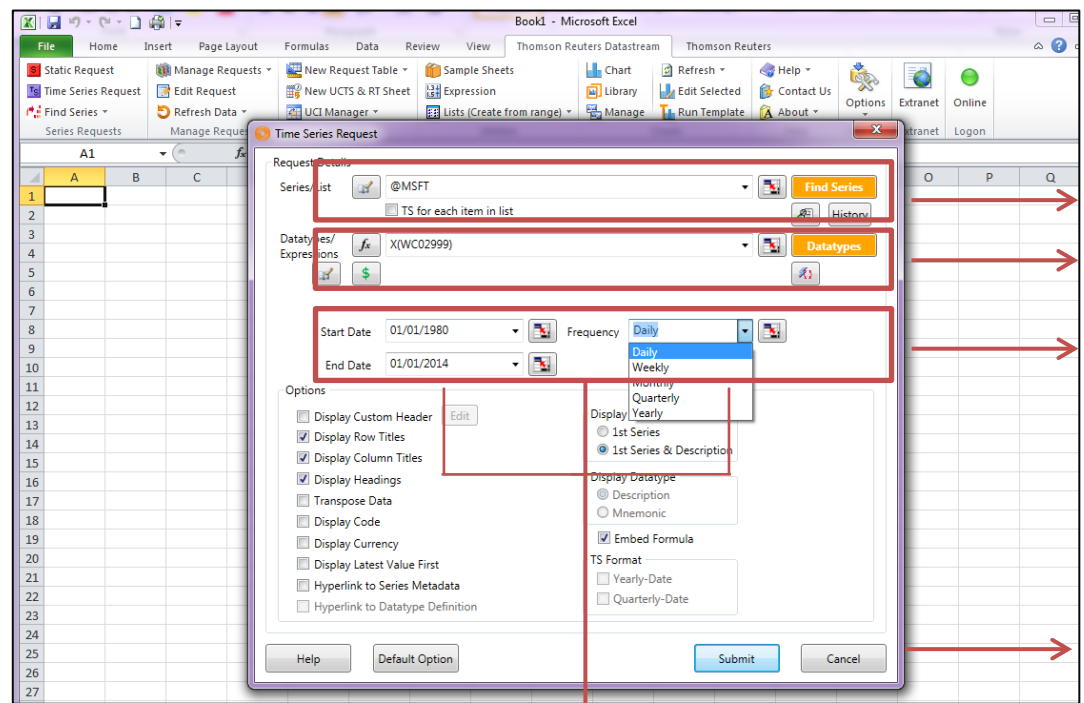
(1)   Input box completed

(2)   Input box completed

(3)   Input box completed

Press the button to download

Look below

Thirdly we complete **input box (3)** with the dates or date that we want (**time series or static respectively**) and the frequency. After completing we press the submit button and the results will appear shortly after (see below).

	A	B	C	D
1	Start	1980		
2	End	2014		
3	Frequency	Y		
4	Name	MICROSOFT CORP - TOTAL ASSETS		
5	1980	NA		
6	1981	NA		
7	1982	NA		
8	1983	NA		
9	1984	NA		
10	1985	65064		
11	1986	170739		
12	1987	287754		
13	1988	493019		
14	1989	720598		
15	1990	1105349		
16	1991	1644184		
17	1992	2639903		
18	1993	3805000		
19	1994	5363000		
20	1995	7210000		
21	1996	10093000		
22	1997	14387000		
23	1998	22357000		
24	1999	37156000		
25	2000	52150000		
26	2001	59257000		
27	2002	67646000		
28	2003	79571000		
29	2004	90560000		
30	2005	67194000		
31	2006	66986000		
32	2007	61782000		

Dates and Frequency

Name of company and the name of the variable

We can see the data (NA means that there not data available for the specific period in our case 1980-1984)

Don't forget, after downloading your data you just save your file as you normally do with all your excel files.