

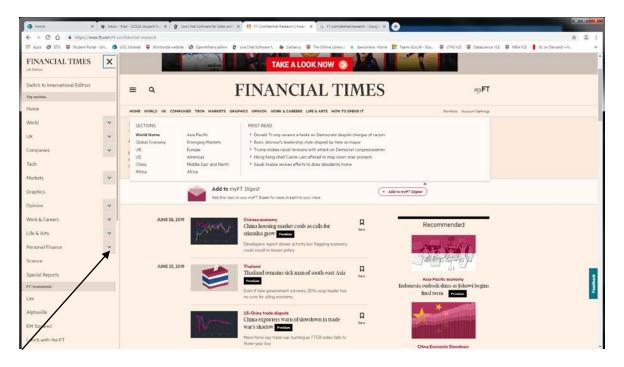
#### **Quick Start Guide FT.com**

This guide is intended to help you start using the FT.com website and to save, print or email articles you find.

### Navigating around the home page



Clicking on the drawer menu icon on the left hand side of the banner next to the search option will give you access to all the content which can be accessed on the website.



By clicking on the downward arrow next to each topic, the list of subsections of that topic including their most read recent articles for each topic will appear.



#### Some of the benefits available:-

**News from around the world** on companies, technology, the financial markets, life and the arts, all aspects of personal finance and science.

**In-depth analysis** – on trade, emerging markets, Mergers & Acquisitions, investing and more.

**Graphics**: - Ability to search FT stories through charts and graphics.

**Special reports** – a calendar of upcoming reports providing in depth coverage of countries, all types of industries and themes ranging from workplace health to entrepreneurship.

**Lex Column** - Lex is the FT's premium daily business and finance column. Located under the Opinion drop down menu. It features analyses and opinions covering global economics and finance. It is the oldest and arguably the most influential column of its kind.

Alphaville - live markets commentary.

**EM Squared** – news and analysis on emerging markets.

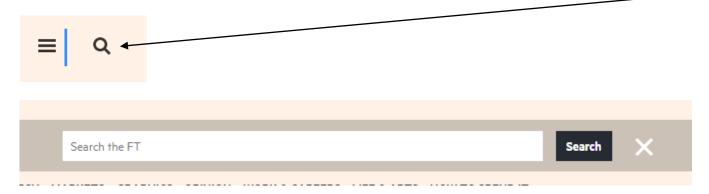
**Lunch with the FT** – a weekly interview with leading cultural and business figures.

**FT Confidential Research** – data based analytical in-depth insight into China and Southeast.

**ePaper** - the digital replica of the daily printed newspaper. Located under the Home Page drawer menu under My FT Today's Newspaper (epaper): - . Editions are available from around the world: - UK, European, .USA, Asian, Middle East editions.

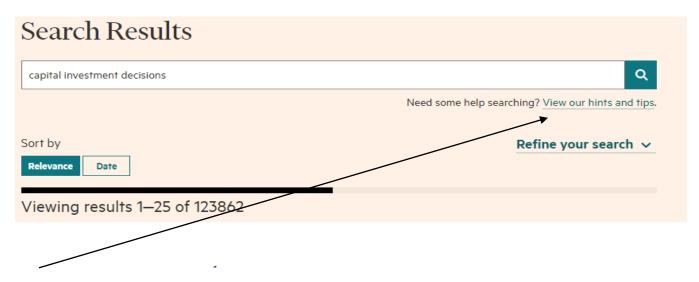
#### **Searching the FT.com resource**

On the homepage, click on the search icon next to the drawer icon to open the search box.

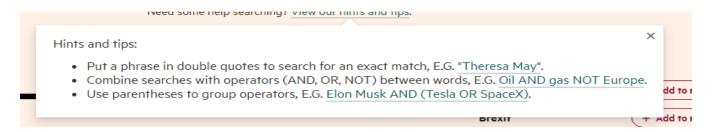


Enter your key search term(s) in the search box.



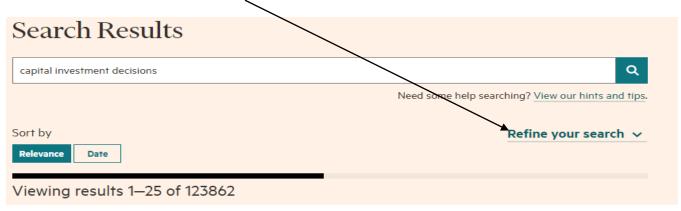


Under the search box, the hints and tips on the right hand sides gives advice on ways to make improvements to your search to locate the results that are most relevant to your needs.



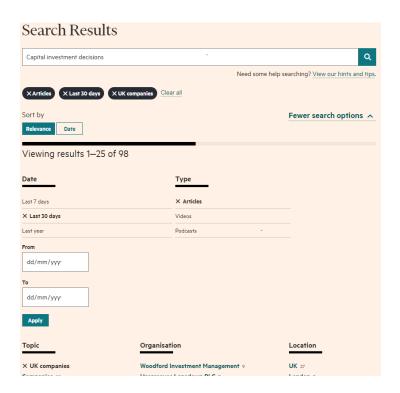
## Further limiting your results to make your search more precise

Using the drop down menu on "Refine your search" will enable you to limit by date, type of resource, specific topic, organization, location, genre e.g. news, analysis, opinion, feature, explainer, newsletter, or author.





The same search is now shown using limits of last 30 days, articles and UK companies.



# Saving and printing your results

From the results list, clicking on the icon on the right hand side of each article enables you to save relevant articles to your folder.

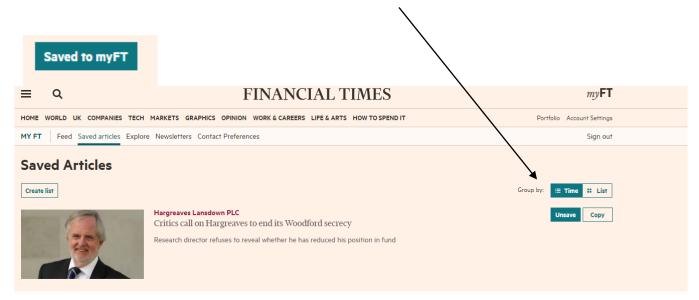




You can find your saved results In your myFT folder on the right hand side of each page banner. \_\_\_\_



You can group your saved articles by time, create your own lists, or unsave articles you no longer require using the options on the right hand side.



## **Printing your results**

From your results list, click on the title of the article you wish to print, or if you have previously saved the article go to My FT, Saved Articles and click on the print icon.





The full text of the article is available in two different formats. You can print out **HTML Full Text** or Save as a **PDF**, **to open and print later**.

## **Getting Help**

If you need any help using the FT resource, please contact the Online Library team by email at <a href="mailto:onlinelibrary@london.ac.uk">onlinelibrary@london.ac.uk</a>, by telephone, by Ask a Librarian/Contact Us form, or you can Chat with Us at <a href="https://onlinelibrary.london.ac.uk/support/online-library-enquiry-service">https://onlinelibrary.london.ac.uk/support/online-library-enquiry-service</a>