

Annual Report Collection database

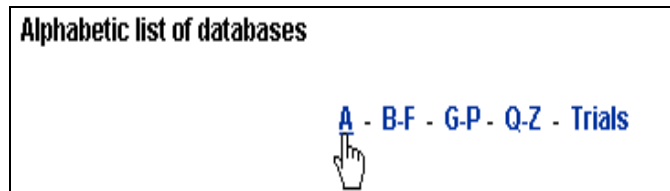
The *Annual Reports Collection* database contains annual reports for the top 500 companies listed on the Australian Stock Exchange from 1992 to the present.

How to access Annual Reports Collection

1. Go to the Library Homepage <http://www.utas.edu.au/library/>
2. Click on the Databases link on the left



3. Click on "A"



4. Scroll down and click on **Annual Report Collection**

Analytical Abstracts	ERL help	Information	
Annual Report Collection	Help	Information	login/password required, contact Library. Cannot be searched with Netscape versions before Netscape 6
ANSTI (Australian Nuclear Science and Technology)	ERL help	Information	

5. Click on **Login**



- Enter the Annual Reports Username and Password
- -Ask the Library for this password-



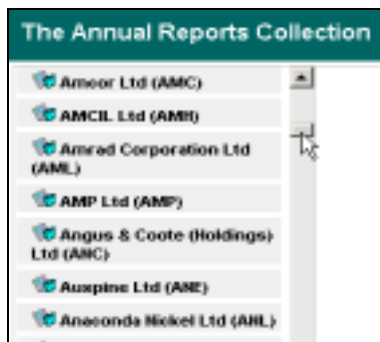
6. Click on 'Search Annual Reports'

*Note: The Library subscribes to the Annual Reports part of this collection. Company Prospectuses or Mergers is *not* available.

Browse



7. To view Annual Reports for a particular year, click on that **year**



8. A list of **company names** appears in the left of the frame.

- Scroll down and click on the company you want
- A table of **contents** for the report will appear on the left
- Click on the chapter heading that you wish to view. The text will then appear in the frame on the right.

Search



As an alternative to browsing, you can click on the **‘Search for’** button and type in the company name or keywords. Type in your search terms and click on search

This will search

- annual reports of a selected company
- plus any other reports that mention the company.

Search Tips

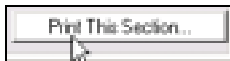
- To search for a phrase, enclose it in quotation marks eg. “special dividend”


Need Help?

Use the **Help** screens, especially the **Advanced Searching Tips**, or ask a librarian.

Printing

- To print a page, click on the “Print this Section” button located on the bottom right of the screen.



- To download the complete report, click on the  Microsoft Word icon next to the company you want.

eg.



Log Off

- Click on ‘Exit’ at the top right of the screen