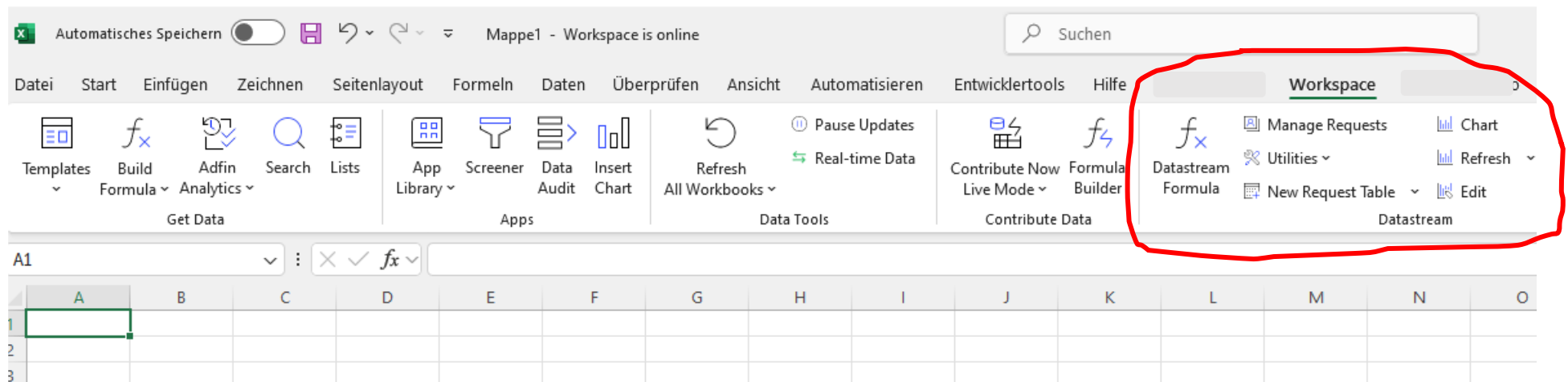


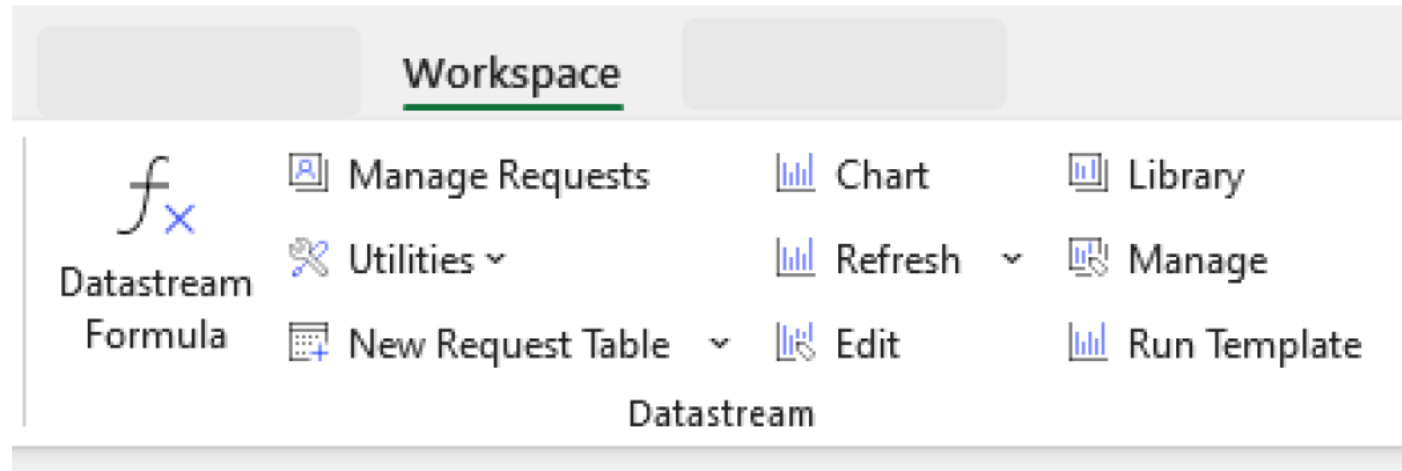
Using Datastream in LSEG Workspace Excel Add-In

The Workspace add-in is available in Excel as long as you have LSEG Workspace installed. To access the Workspace add-in:

1. Open an Excel workbook.
2. Click the Workspace tab and select Sign In.
3. Enter your Workspace user ID and password and click Sign In. If you are signed in on the Workspace app already, the add-in connects automatically. The Workspace add-in opens.



4. Go to the Datastream menu item under the Workspace tab



The Datastream menu contains the following tools:

- **Datastream Formula:** This opens the Datastream formula window, where you can build a Datastream formula and insert it into your document.
- **Manage Requests:** This opens the Datastream request window.
- **Utilities:** The drop-down list displays various utilities, which open the relevant Datastream window.
- **New Request Table:** The options allow you to either open a new UCTS_RT sheet (including one with 1900-2100) or open the **Conversion Wizard** to upgrade or convert templates, tables, and formulas.
- **Chart:** This opens the Workspace add-in in :SEG Microsoft Office Chart page in a new window. You can create charts and export them to your selected worksheet.
- **Refresh:** Contains the refresh chart options. You can refresh either all charts or the selected chart.
- **Edit:** Enables editing of the selected chart.
- **Library:** This opens the Workspace add-in in LSEG Microsoft Office library window.
- **Manage:** This opens the Chart Manager window for the selected chartd