Datastream-Time Series Instructions

1. Open Microsoft Excel. Click the “Thomson Reuters Datastream” tab.
2. Click “Offline” icon to logon.

3. Select the “Time Series Request” option. The “Time Series Search Form” will open. To select a series you need to **click** the “Find Series” button which opens the Datastream Navigator form.
4. Select the **Advanced Search** option upper right side of screen. The following screen should appear.
   a. Select a **Data Category** from the options listed.  **Example:** Economics
   b. In the Name category enter a **search term.**  **Example:** Exchange Rate
   c. Market category enter the **country name.**  **Example:** Anguilla
   d. For now leave the other categories unchanged.
   e. Click **Search Now**
5. From the Series result page, review and select the variable or variables needed by clicking in the box or boxes. Notice the Start and Stop dates for the various series. When you check mark a box or boxes Use Selected option appears to the right of the All Results. Click the Use Selected link. By clicking this link the data information will be placed in the Time Series Request form.
6. **Time Series Request Form**
   a. Change the Start Date Information. Example: Base Date
   b. Options box make sure the Display Row Titles, Display Column Titles and Display Heading checked
   c. Uncheck the Embedded, Auto Refresh and Visible Button.
   d. Click “Submit” results will be placed in the Excel spreadsheet.
7. Excel Results.

![Excel Spreadsheet Image]

8. More Data:
   a. Current spreadsheet move “cursor” to new column (example: column D) or open a new worksheet.
   b. Click the Time Series Request option on the spreadsheet, on the search from click “Find Series” – On the Datastream Navigator form click “Back to Search Results” link upper left on the form.
   c. Change the Name and/or market information.
   d. Repeat the Submit process.

9. Save spreadsheet to a jump drive or J drive.