

LSEG WORKSPACE

News Digest (TOPNEWS)

News Digest is a daily personalized news and reports briefing delivered to you by email, and viewable in the Top News app.

Driven by algorithms, readership data, and insights from Reuters editors, digests show only the most important news, research, and events from the following categories:

- Reuters Top News
- Insights, Commentary and Newsletters
- Markets
- Industries
- Economic News
- Government & Politics
- Sports

You can create as many digests as you need to cover different areas and view them in the app or get them delivered to you by mail at scheduled time. For list-based digests, there is currently a limitation of one list per digest.



To access News Digest, type **DIGEST** in the search bar and either press **Enter** or select **News Digest** from the autosuggestion list.

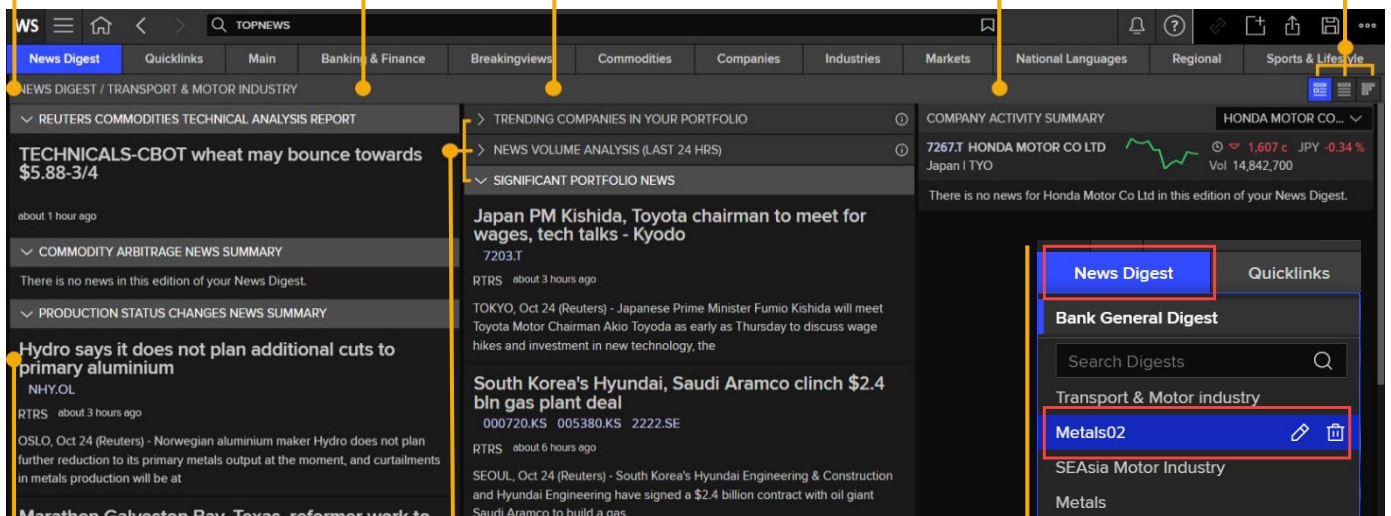
Digest title Name of digest being viewed.

Middle column Portfolio-level news and analytics.

Right-hand column Company activity. Select a drop-down option to view the company's news, research, filings, events, and analytics.

View options Select to view articles in full view, headlines with summary, or headlines only.

Left-hand column Main news.



Article title Select to view full article. Right click to select **Open stories in new window** option.

Expand arrows Click to expand or hide section contents.

News Digest tab Click and select a digest to view, edit or delete, or create a new digest. The default digest is listed first.

Creating a News Digest

On opening News Digest for the first time, a default digest displays in the News Digest menu that you can view, edit and rename. You can create as many digests as you want, to view in the app or have delivered to you by email at a scheduled time.

Selecting content for a new News Digest

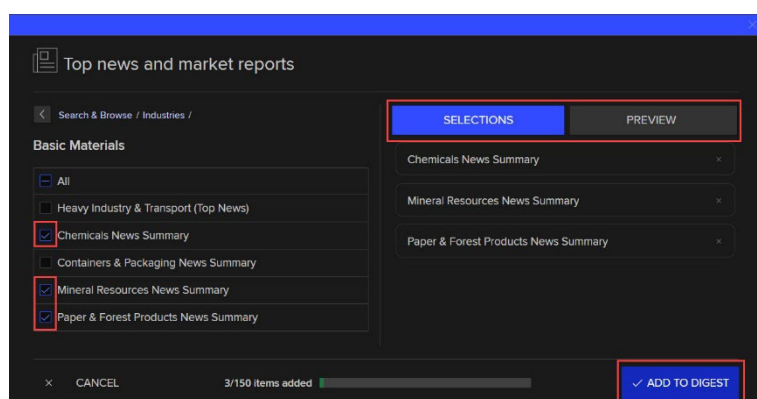
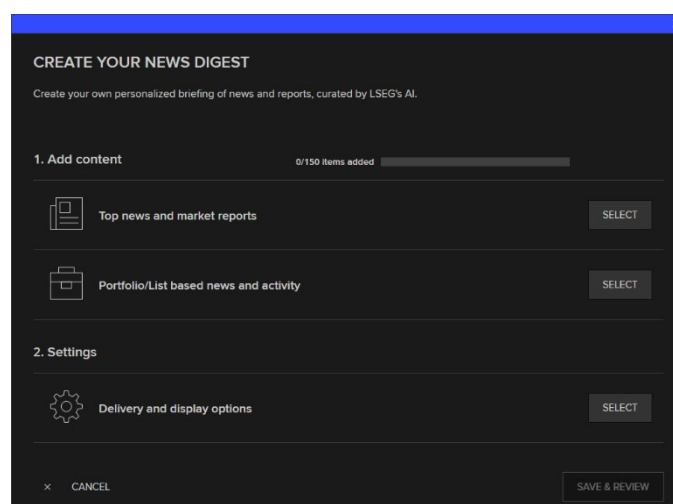
Your digest contents can be sourced from a variety of predefined top news and market reports categories, as well as from personal or universal portfolios and watchlists.

To select top news and market reports content for a digest:

1. Type **DIGEST** in the Workspace search bar or click the News Digest tab and select **Create new News Digest** from the dropdown menu. The Create your News Digest dialog opens.
2. In the Top news and market reports section, click **Select**. The Top news and market reports page displays.
3. Navigate the menu or use the Search function to find and select the options you want. Your selections display in the Selections tab in the right-hand side pane.

Note: The Search function only displays on the parent page.

4. Click the **Preview** tab to see a preview of the selected contents.



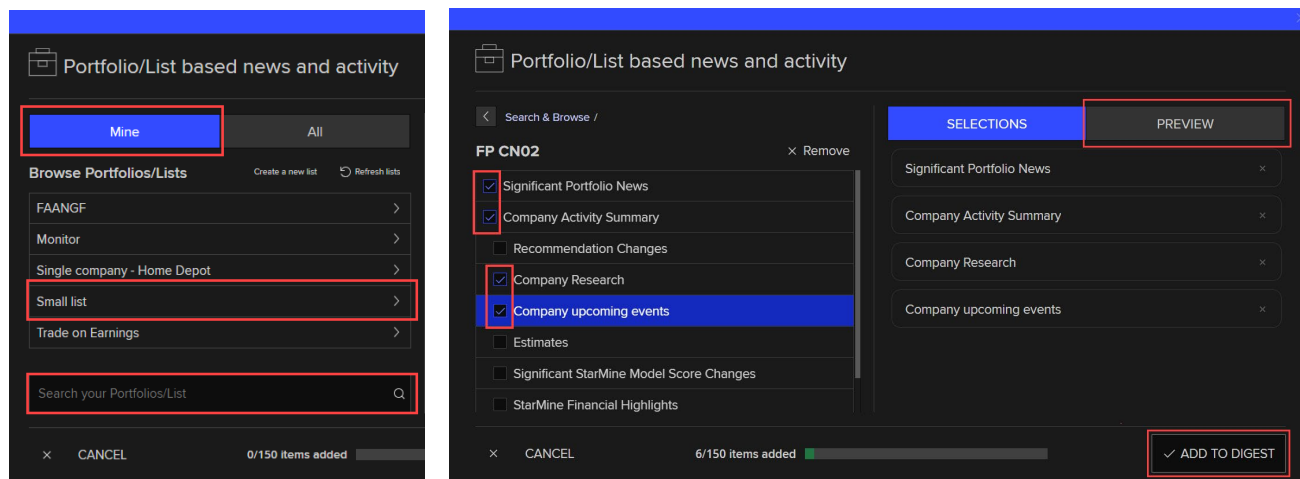
5. When you have finished adding selections, click **Add to Digest**. The Top news and market reports section displays green on the entry screen and is still editable.
6. Go to the **To select Portfolio/List based news and activity content for a digest** procedure below.

To select Portfolio/List based news and activity content for a digest:

1. In the Portfolio/List based news and activity section, click the **Select** button.
2. Click the **Mine** or **All** tab to display your own or all available portfolios and watchlists.
3. Click the portfolio you want. You can use the Search function to find the portfolio. The portfolio contents page

displays.

4. Select the options you want. Your selections display in the Selections tab in the right-hand side pane.
5. Click the **Preview** tab to see a preview of the selected contents.
6. When you have finished adding selections, click **Add to Digest**. The Portfolio/List based news and activity section displays green on the entry screen and is still editable.



7. Go to the **Delivery and display options for a new News Digest** section below.

Creating a new list

If you don't have any portfolios or watchlists, or want to create a new list for a digest, you can do so from within the digest. Open the Portfolio/List based news and activity page and click the **Create a new list** link to open the Monitor app. Create and save your new list and click **Close (X)** to return to the News Digest app. Click the **Refresh lists** link to display your new list.

Delivery and display options for a new News Digest

Delivery and display options enable you to choose the email delivery schedule for your digest, as well as the option of immediate intra-day updates. You can also change your digest name and language, and how the news is displayed.

1. In the Delivery and display options section, click the **Select** button. The Delivery and display options page opens.
2. In the **Digest name** field type a name for your digest.
3. To edit your language preferences, select **Change** in the Your LSEG Workspace language settings section. select **Change** in the Your LSEG Workspace language settings section. From the Alerts update settings popup, select the Language, then make your changes and select **Apply**. The change will apply across all Workspace.
4. If you want to edit your email, select **Change** beside the email address. From the Alerts update settings popup, select **Edit** beside your email address, make your changes. Select **Verify** and follow the instructions in the email you are sent. The change applies across all Workspace, not just for the News Digest.
5. In the Email delivery settings section, click the **Email delivery schedule** down arrow and select the times you want your daily emails delivered. Leave this blank to opt out of email delivery.

6. Select the **Send intra-day update immediately** box if you want that option. Intraday delivery applies only to these specific news story types:
 - Research Summary
 - Earnings Preview
 - Earnings Summary
7. If you want to change the expiry date, click in the **Email delivery expiry date** field and use the calendar picker to select a new expiry date.

Note: The default expiry date is five years from the current date. When your digest is due to expire, you will receive a warning email.
8. Select the **News Headlines only** or **News Headlines with summaries** option for your emails.
9. Select **Apply**.

Note: If you have not already configured your email for alerts, you will need to do this now. There will be a prompt under the Email delivery settings section title. Select **Change** and follow the instructions.
10. Go to the **Saving a new News Digest** procedure below.

Email verification

Before you can receive email alerts, your email address must be verified by the alerting system if this has not already been done. Enter your email address and click **Verify**.

Saving a new News Digest

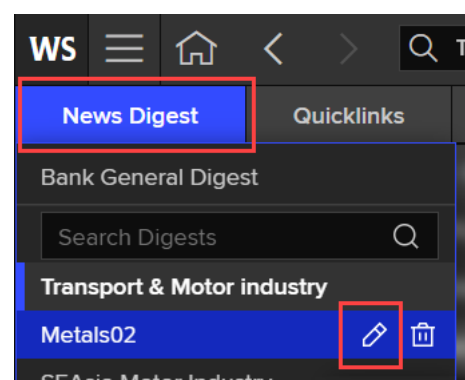
1. Click **Save & Review**. A summary of the new digest displays.
2. Click **View Digest in App** to see the desktop version of your digest in Top News.

Editing a News Digest

Editing digest contents and settings

To edit the contents and/or settings of a digest:

1. Type **TOPNEWS** in the search bar and press **Enter** or select **Top News** from the dropdown list. The Top News app displays.
2. Click the **News Digest** tab, hover over the digest you want and click the **Edit (pencil)** icon. You can also use the search bar to locate the digest. The Edit window for that digest displays.
3. To edit content, click the **Edit** button for either the Top news or Portfolio/List section. If there is currently no digest content from that section, click the **Select** button.
4. Navigate to the content you want to edit and select or clear the option checkbox to add or remove it.
5. Repeat until you have added and/or removed the content options you want.
6. Click the **Finished Editing** button when finished. The entry page displays.
7. To edit settings, click the **Edit** button in the Delivery and display options section. The Delivery and display page opens.
8. Change the settings options as you want.
9. Click the **Finished Editing** button. A summary of the edited digest displays.
10. Click the **Save & Review** button. A summary of the edited digest displays.
11. Click the **View Digest in App** button. The edited digest displays.

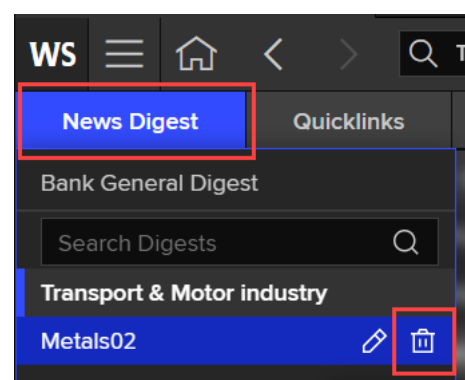


Pausing a digest

To pause and resume your digest email delivery for times such as holidays, follow the above Editing contents and settings procedure to open the Delivery and display options page. In the Email delivery settings section, click the **Pause Delivery** button to pause delivery of the digest email for all scheduled times. Click the **Resume Delivery** button to restart delivery of the digest email for all scheduled times.

Deleting a digest

1. Type **TOPNEWS** in the search bar and press **Enter** or select **Top News** from the dropdown list. The Top News app displays.
2. Click the **News Digest** tab, hover over the digest you want and click the **Delete (bin)** icon. You can also use the search bar to locate the digest. The Delete dialog displays.
3. Click **Yes**. The digest is permanently deleted.



Further help and support

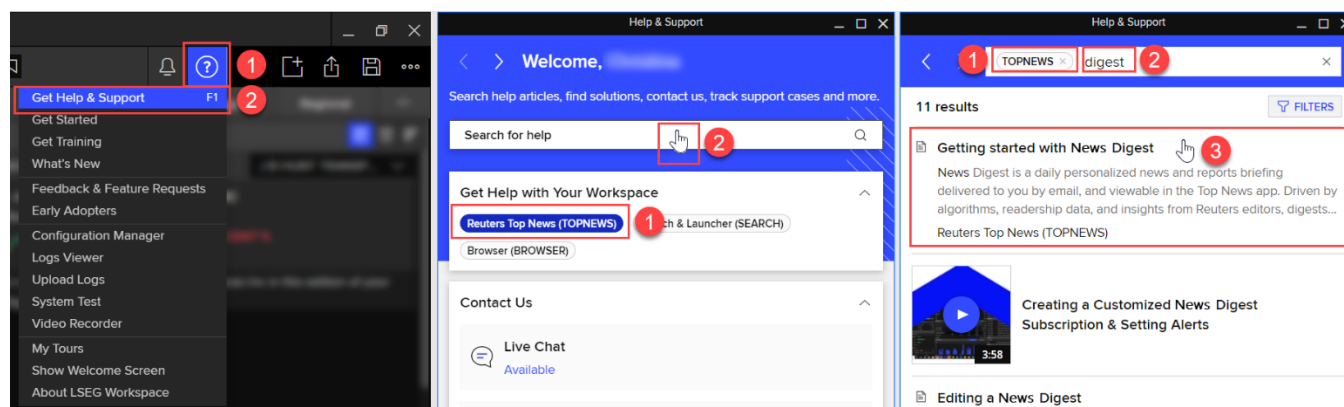
Accessing in-product help

LSEG Workspace has extensive in-product help that is available to all viewers.

1. Select the **Help (?)** icon in the top right corner of your screen.
2. Select **Get Help & Support** from the list. The Help Welcome screen displays in a popup window.
3. If you have the Top News app open when you open the help, a Reuters Top News (TOPNEWS) filter pill displays on the first page. Click this to select the filter.
4. Click in the **Search for help** field. The Discover Help Topics screen displays and the filter displays as a pill in the search field. Articles filtered for TOPNEWS display in the results list.

Note: If you didn't select the front-page filter pill, type **TOPNEWS** in the search field and press **Tab**. This also creates the TOPNEWS filter.

5. Type keywords in the search field for the help you want, and press **Enter**. The results list displays all relevant articles.
6. Click an article to open it.



Support

You can contact us directly through the Help & Support app via the **Contact Us** section. And to access learning content on the training site, go to training.lseg.com/workspace-training

Need more help?

To access learning content on the training site, go to training.lseg.com/workspace-training/.