Principia Portfolio Mode Basics Training Manual

Welcome to Principia Portfolio Mode Basics Online Training.

The goal of this guide is to help you become more comfortable creating portfolios and using other features in Portfolio Mode. You will create unscheduled and scheduled portfolios, and understand the differences between them. You'll also create a custom benchmark and learn to aggregate portfolios allowing for more efficient use of your time.

Overview

This manual covers the following topics for Portfolio Mode:

- Orientation to the interface
- Creating both a scheduled and unscheduled portfolio
- Understanding a number of different views available in Portfolio Mode
- Evaluating portfolios
- Creating custom benchmarks
- Aggregating portfolios
- Tips and tricks when using Portfolio Mode.

What is covered in this manual?

Orientation to the Interface

In this section, you will learn about the different parts of the Principia interface for Portfolio Mode. Specifically, you'll learn about the following areas:

Overview

- Menu Bar
- Toolbar, and
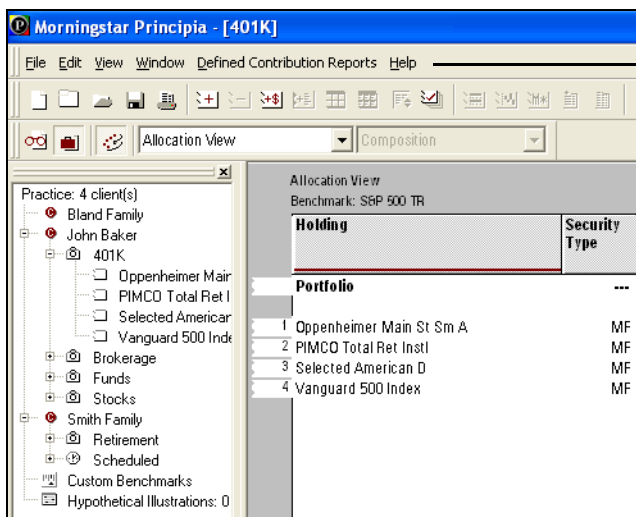- the Advisor Palette.

Items available from the Principia menu bar in Portfolio mode are covered throughout this manual. For now, note the following about the menu bar in Principia:

Understanding Portfolio Mode's menu bar

- Many, but not all, of the functions you can use from the File, Edit and View menus can be accessed from the toolbar icons. Additionally, the options under these menus also show you the toolbar icon to click in order to use that particular function.

- Some of the menu options include a hotkey shortcut, for users who prefer to use their keyboard instead of their mouse. A reference for these is provided on page 28.

- The menu options available in Portfolio mode are not identical to those available in Research mode. For example, there is no Editorial Features menu in Portfolio mode.

☞ The Defined Contribution Reports menu is available only to those users who subscribe to that module.

Note the options available from the menu bar in Portfolio Mode.

The table below describes the icons available to you on Portfolio Mode's toolbars.

**Understanding the
Portfolio Mode toolbar**

This icon…	is called…	And is used to…
	New	create a new portfolio. Available in the Allocation, Scheduled Portfolio, or Database Views.
	Open	open an existing client file. Available in the Allocation, Scheduled Portfolio, or Database Views.
	Save	save the current portfolio. Available in the Allocation, Scheduled Portfolio, or Database views.
	Print	print reports from the Database view. You can also print Fund Detail pages and graphs from the Allocation, Scheduled Portfolio, and Database views.
	Add Holding(s)	add a holding to a portfolio. Available in the Allocation, Scheduled Portfolio, or Database views.
	Delete Holding(s)	remove a holding from a portfolio. Available in the Allocation, Scheduled Portfolio, or Database views.
	Portfolio Allocation	change the allocation of an unscheduled portfolio. Available in the Allocation, Snapshot or Database views.
	Holding Schedule	edit or create Holding Schedule portfolios. Available in the Allocation, Scheduled Portfolio, or Database views.
	Default Holding Schedule	create or edit a default portfolio for a holding. Available in the Allocation, Scheduled Portfolio, or Database views.
	Layout	customize which data fields you want to display. Available only in the Database view.
	Select All	select investments. After highlighting, you can print or graph securities. Available in the Allocation, Scheduled Portfolio, or Database views.
	Detail	access the Investment Detail report for the holding in a portfolio. Available in the Allocation and Database views, but you must have an item selected to activate the icon.
	Graph	create graphs in Portfolio Mode. For scheduled portfolios, you can use this icon to create the Investment Activity and Risk/Reward Scatterplot graphs. Available in the Allocation and Database views, but you must have an item selected to activate the icon.

This icon…	is called…	And is used to…
M*	Morningstar Page	generate a report for a mutual fund with Morningstar Analyst commentary; this report exists for approximately 1,700 funds. Available in the Allocation and Database views, but you must have an item selected that has this report to activate the icon.
	Transactions	create a transaction report for scheduled portfolios or holdings. Available in the Allocation, Scheduled Portfolio, or Database views.
	Calendar Figures	find calendar figure information for scheduled portfolios. Available in the Allocation, Scheduled Portfolio, or Database views.
?	Help	access definitions and learn about program functionality. Available from all views.
	Research Mode	switch to Research Mode.
	Portfolio Mode	switch to Portfolio Mode.
	Advisor Palette	hide/show the Advisor Palette

The Advisor Palette (in the left-hand navigation pane) acts as the command center for Portfolio Mode. Your clients, portfolios, and portfolio holdings are stored here. The key to using the Advisor Palette is to understand its tree-like structure. The Advisor Palette in Portfolio Mode has four levels:

Understanding the Advisor Palette

- Practice
- Client
- Portfolio, and
- Holding.

Practice is the top level and is already created for you.

Client is the next level; you must create a client before you create a portfolio. Typically, the Client level is the name of the person you are creating a portfolio for. Once it is saved and added to the Advisor Palette, you can build a portfolio.

Saving a portfolio creates the Portfolio level in the Advisor Palette.

The Holding level shows the securities that comprise a portfolio.

☞ In the screenshot below, note that a client can have more than one portfolio.
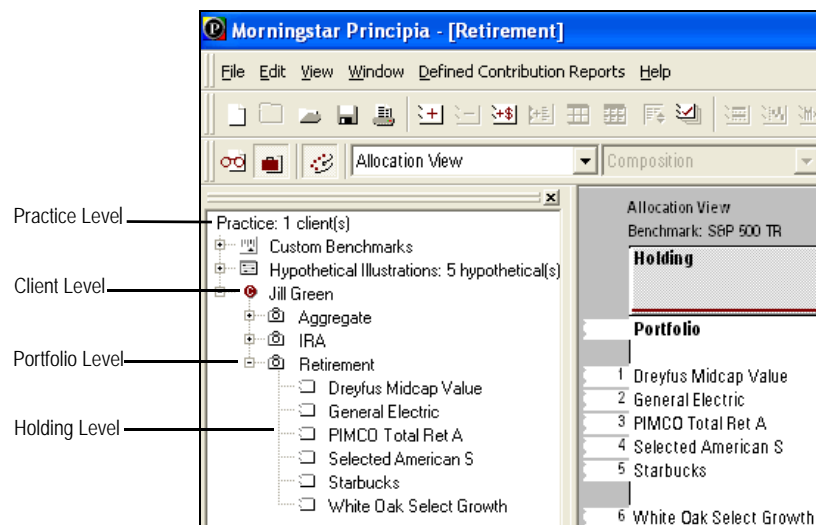
Creating Clients and Portfolios

In this section, you will learn about creating a client and portfolio.   **Overview**

When creating portfolios, Principia gives you the option to create a scheduled or   **What is the difference**
unscheduled portfolio. An unscheduled portfolio is a snapshot of the current allocation **between Unscheduled**
of the client's portfolio. It is the most common type of portfolio. Cash flows into and out **and Scheduled**
of the portfolio are not considered, neither are tax rates nor sales fees.   **portfolios?**

Scheduled portfolios, on the other hand, take into account loads, taxes and cash flows
using investment history to calculate cost basis for each security.
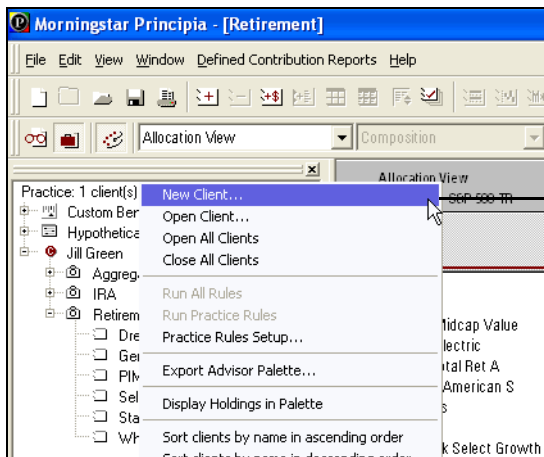
You'll start by creating a client file for Jill Green. When creating a client record, all you **Creating a client file**
need to do is create a file with the client's name.

In the exercise below, create a client file for Jill Green. Do the following: **Exercise 1**

1. In the Advisor Palette, right-click on **Practice** and choose **New Client**.The Select Client
    File dialog box appears.

Right-click on the
Practice level in the
Advisor Palette, and
select **New Client**….

2. In the File name field, type **Jill Green**, then click **Open**.
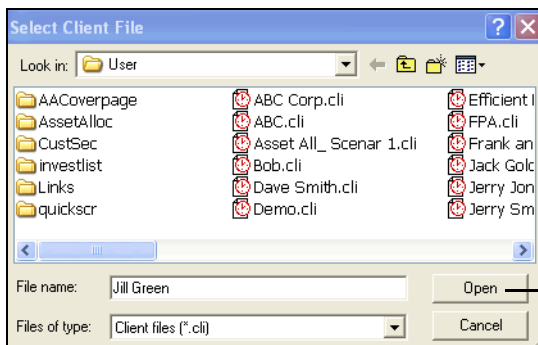
Type the client **name**,
then click **Open**.

3. Click **No** when asked to create a portfolio.

The client file has been created. In the exercise below you'll create an unscheduled portfolio for Jill Green. Do the following:

Exercise 2

1. From the Advisor Palette, right-click on the client name **Jill Green**.
2. Select **New Portfolio**, and then **Unscheduled**. The Add Holding dialog box appears.
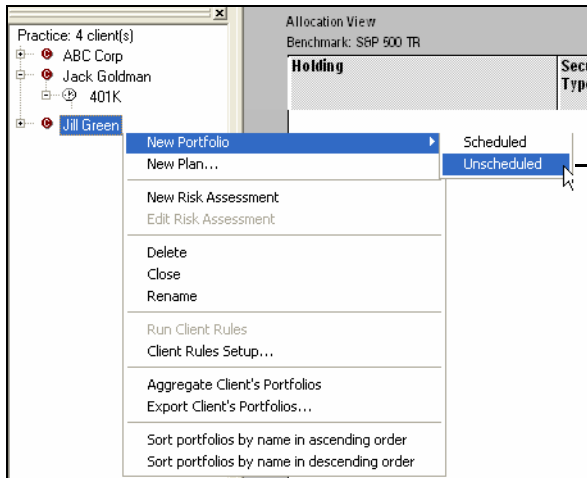
Right-click on the client **name**, then select **New Portfolio** and **Unscheduled**.

3. Choose the funds and stocks below:
    - **Amer Funds Bond Fund A**
    - **Dreyfus**
    - **White Oak Select Growth**
    - **Selected American D**
    - **General Electric, and**
    - **Procter & Gamble**.
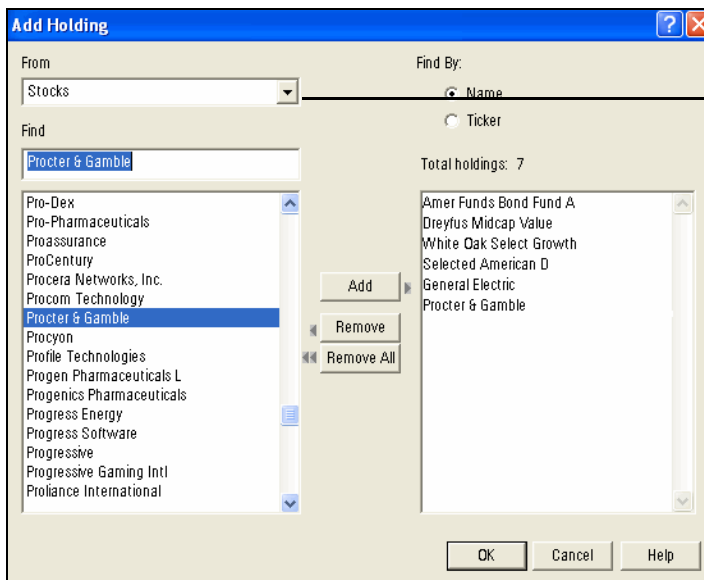
Click here to add other security types.

4. After adding the securities, click **OK**. The Allocation dialog box appears.

5. Add the following allocations to each holding:

Name	Amount
Procter & Gamble	100 Shares
General Electric	200 Shares
Selected American D	$30,000
White Oak Select Growth	$25,000
Dreyfus	$20,000
American Funds Bond Fund A	$40,000

6. Click **OK**. Principia defaults to the Snapshot View.
7. Next, click the **View** drop-down menu and select **Allocation View**.

Select this option
from the list of views.
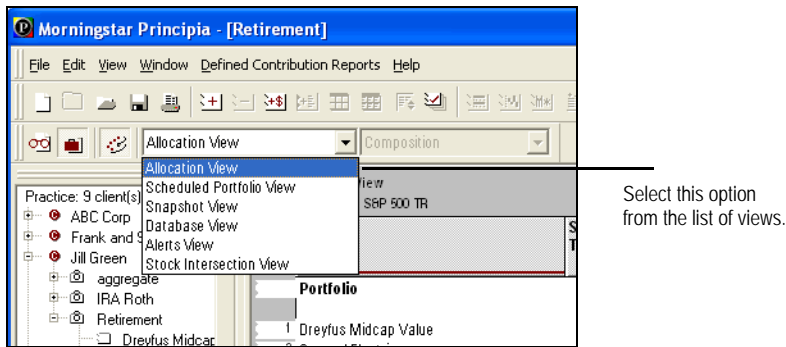
8. Click the **Save** icon. The Save As dialog appears.
9. In the Portfolio Name type, **Retirement**.
10. Click the **Save** button.

Type the **Portfolio name**,
then click **Save**.
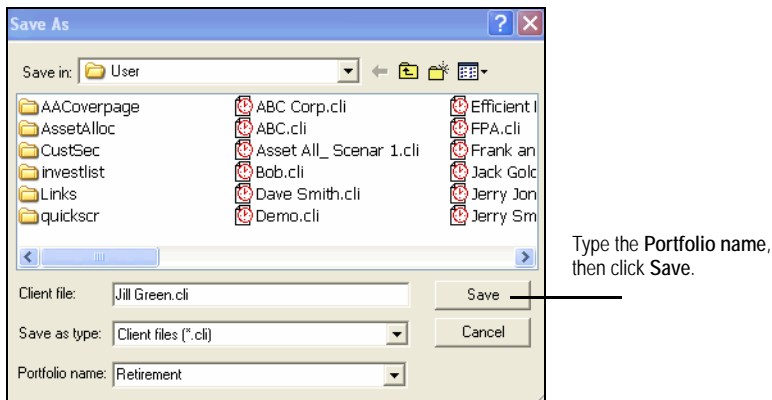
Understanding the Allocation View

This section will explain what data is available in the Allocation view, and what you can do with a portfolio in this view.

Overview

The Allocation view shows you the following information for a portfolio:

- dollar value
- number of shares, and
- percent allocation.

What does the Allocation view show me for a portfolio?

You can do the following in the Allocation View:

- edit a portfolio
- create graphs, and
- view detail reports.

What can I do with a portfolio in the Allocation view?

Once you've created an unscheduled portfolio, you can do the following (using the appropriate icon from the toolbar):

- modify allocations
- add holdings, or
- delete holdings.

How can I modify a portfolio?
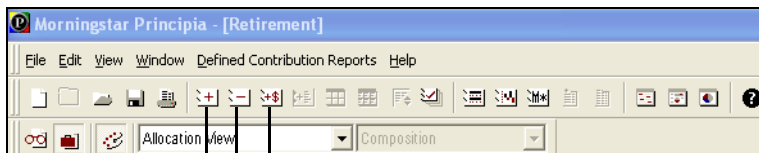
Click to change the allocation in an unscheduled portfolio.

Click to remove a holding from a portfolio.

Click to add a holding to a portfolio.

Understanding the Snapshot View

This section will explain what data is available in the Snapshot view, and what you can do with a portfolio in this view.

Overview

The Snapshot view reflects allocations, weightings and composition of the current portfolio, compared to Standard and Poor's 500 index (the default benchmark).

The Snapshot View includes the following five subviews:

- Composition
- Style and Fundamentals
- Stock Classification
- Fixed-Income Style, and
- Performance Indicators.

You can use the Snapshot Subview drop-down list (on the lower toolbar) to select one of these views. Each of these views is described below.

What does the Snapshot view show me for a portfolio?

This is the default subview that appears when you first move to the Snapshot view. In the screenshot below, the portfolio's composition is compared to the S&P 500 TR index. Depending on the portfolio's goals, you can add an alternative stand-alone benchmark, or create a customized blended benchmark.

Understanding the Composition subview
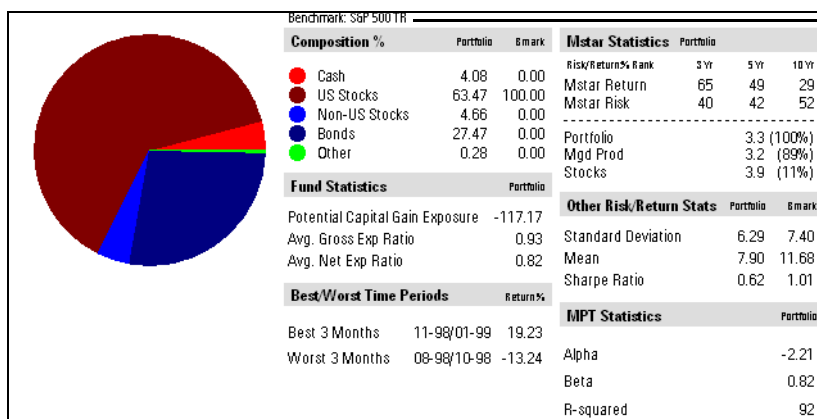
How do the portfolio's asset allocation, return and standard deviation compare to the S&P 500?

The Composition subview contains the following sections:

- Composition %
- Fund Statistics
- Best/Worst Time Periods
- M(orning)star Statistics
- Other Risk/Return Stats, and
- MPT Statistics.

This subview displays an asset-weighted breakdown of the portfolio's equity holdings in the Morningstar Style box. Look for overweighting or holes in the portfolio.

Understanding the Style and Fundamentals subview

Look for gaps in the equity portion of a portfolio.

Note the percentage of the portfolio not invested in equities.

The Style and Fundamentals subview contains the following sections:

- Current Investment Style
- Geo(metric) Avg Market Capitalization ($Mil)
- Valuation Multiples
- Profitability %
- Market Maturity, and
- Regional Exposure.

This subview displays Sector and Stock Type Weightings for the portfolio. The bar graph in each section represents the portfolio's position. The red hash mark represents the benchmark's position.

Understanding the Stock Classification subview
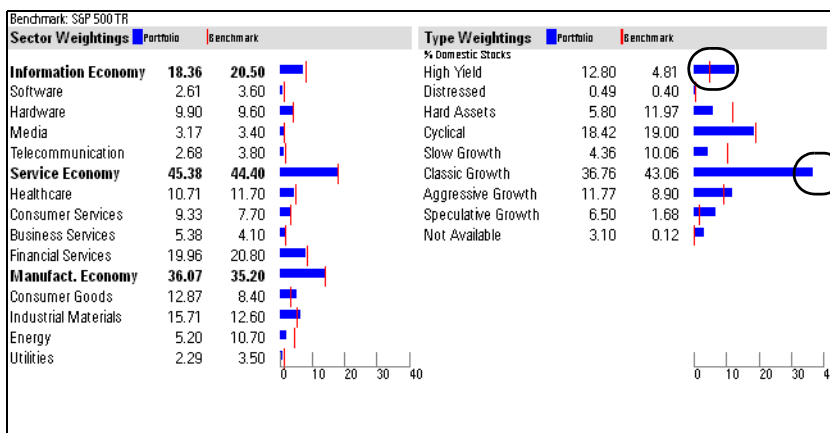
Check for the portfolio's over/underweighting compared to the benchmark.

This subview contains the following sections for a portfolio's fixed-income holdings:

- Current Investment Style box
- Fixed-income Statistics, and
- Credit Quality.

Understanding the Fixed-Income Style subview
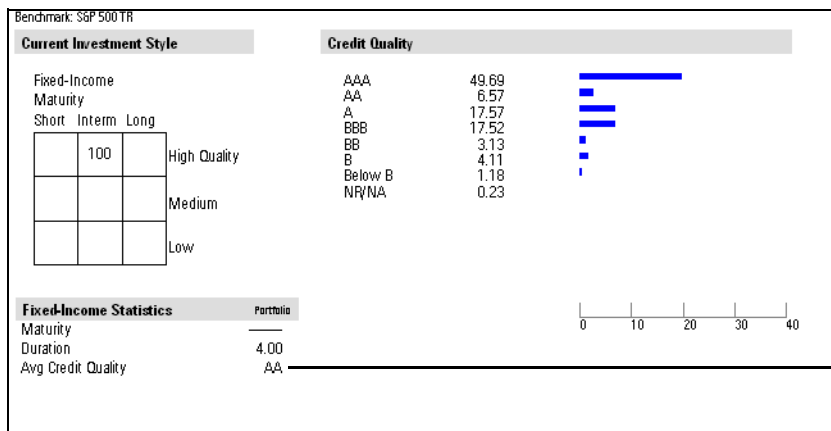
Note the Average Credit Quality rating for the fixed-income holdings in this portfolio.

This subview contains the following data for a portfolio:

- % of Portfolio (allocation percentages)
- Holding Value (in dollars), and
- Returns for a number of different trailing time periods.

Understanding the Performance Indicators subview

Note the various time periods available here.

The Snapshot View is used to do the following:

- analyze a portfolio
- print FINRA-reviewed reports, and
- generate Snapshot PDFs.

What can I do with a portfolio in the Snapshot view?

The Snapshot report is a multi-page report that includes both holding and performance data for a portfolio. This report has been FINRA-reviewed for client use, and includes a number of Disclosure pages.

☞ You can generate only one Snapshot report at a time.

In this exercise, You'll print a FINRA-reviewed Snapshot report. Note that the report will go directly to your default printer. It will not appear on screen first, and you will not be able to select a different printer or change any printer settings. Do the following:

Exercise 3

1. From the Current View drop-down menu on the toolbar, select **Snapshot View**.
2. From the toolbar, click the **Print** icon. The Print dialog box appears.
3. From the Print What section, select **Portfolio Snapshot (FINRA)** or **Portfolio Fact Sheet**.

   ☞ The Portfolio Snapshot option prints a three-page report, followed by six pages of compliance and disclosure. The Portfolio Fact Sheet option prints the same first three pages as seen on the Snapshot report, but no compliance or disclosure material is printed.

4. Click **OK**.
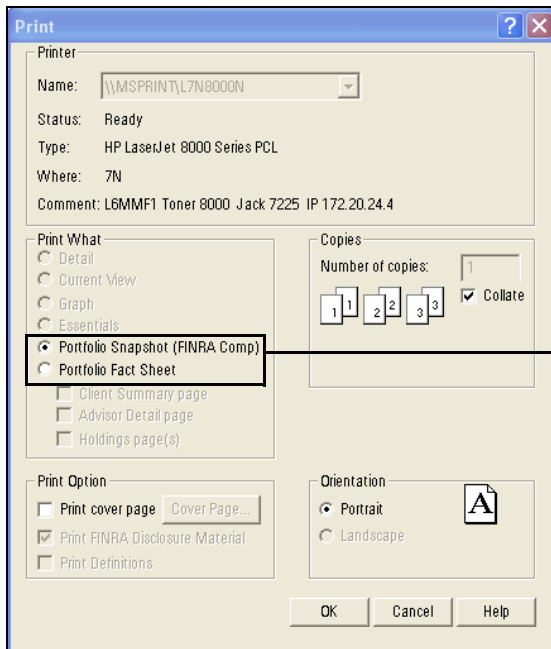
Select one of these two options, then click **OK**.

The FINRA-reviewed Snapshot report can also be generated in PDF format. Because the report is a PDF file, it can be saved to your computer, printed or emailed to your client.

Generating the Snapshot report as a PDF

In this exercise, you'll print the Snapshot report as a PDF document. Do the following:

Exercise 4

1. Make sure you are in the Snapshot View.
2. From the menu bar, click **File**…**Generate Portfolio Snapshot (PDF)**. A PDF version of the Snapshot report appears.
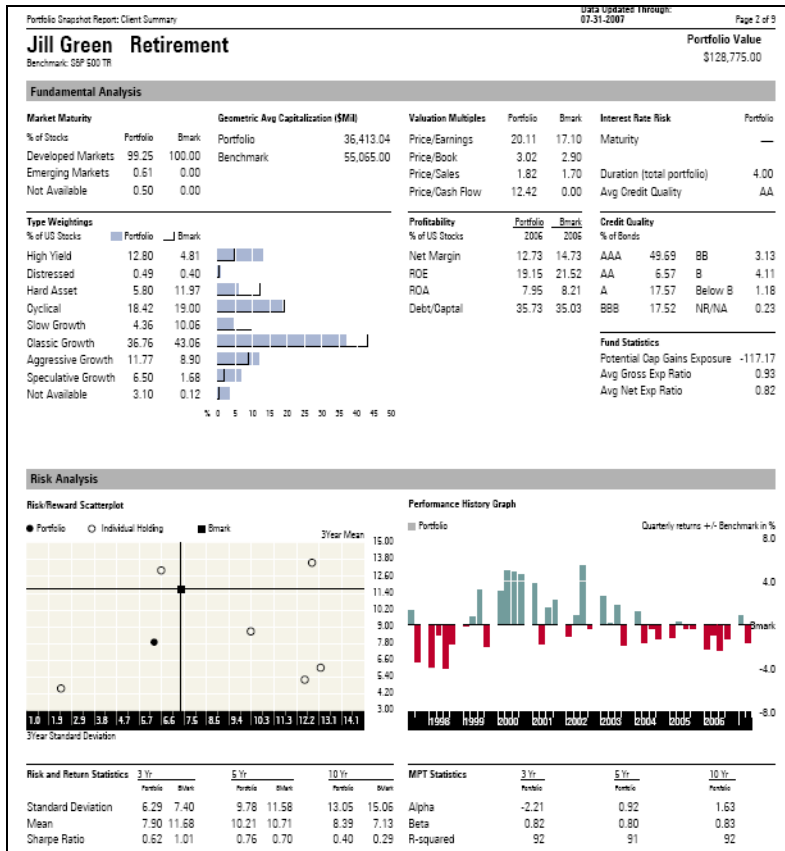
This is the second page of the Snapshot report.

Working with Scheduled Portfolios

Scheduled portfolios track investment transactions. With a scheduled portfolio you can account for the following:

Overview

- taxes
- capital gains or income distributions, and
- liquidations.

You can enter holdings for a scheduled portfolio either by utilizing a systematic investment schedule, or by entering non-systematic transactions in a calendar window.

How do I add holdings for a scheduled portfolio?

The Default Holding Schedule dialog box allows you to enter only systematic investments. This can be used for such functions as monitoring a 401K, or displaying hypothetical investment scenarios.

Note the following about the Default Holding Schedule dialog box:

- The options in the Default Holding Schedule dialog box have default values.
- Once the values are set, they apply to all of the holdings in the portfolio.
- You can skip out of the Default Holding Schedule dialog box to enter non-systematic investments or withdrawals.

In this exercise, you'll create a new client, then add a scheduled portfolio for that client using the Default Holding Schedule dialog box. Do the following:

Exercise 5

1. In the Advisor Palette, right-click **Practice** and create a new client named **Jack Goldman**.
2. Click **Yes** when asked whether you would like to create a portfolio for this client, and select **Scheduled Portfolio** when asked to select the type of portfolio. The Add Holding dialog box appears.
3. From the Add Holding dialog box, enter the following funds:
   - **Amer Funds Amcap A LW**
   - **Amer Funds Grth Fund A LW**
   - **Columbia Acorn Select A LW**, and
   - **Vanguard 500 Index**.
4. Click **OK** to create the portfolio. The Default Holding Schedule window appears.
5. In the Amount field under the Systematic Investment/Withdrawal area, type **100**.
6. Change the Begin Date to **01/01/2002**. Do not adjust the End Date.
7. From the Frequency field, make sure **1 month** is selected.

Enter the Systematic Investment of $100.

Enter the portfolio's Begin date.

8. Click the **Other Options** Tab and adjust the **Tax Adjustments** to zero (the number zero must be typed). Do not change anything else in this section.

Change the Tax Adjustments fields to **0**.
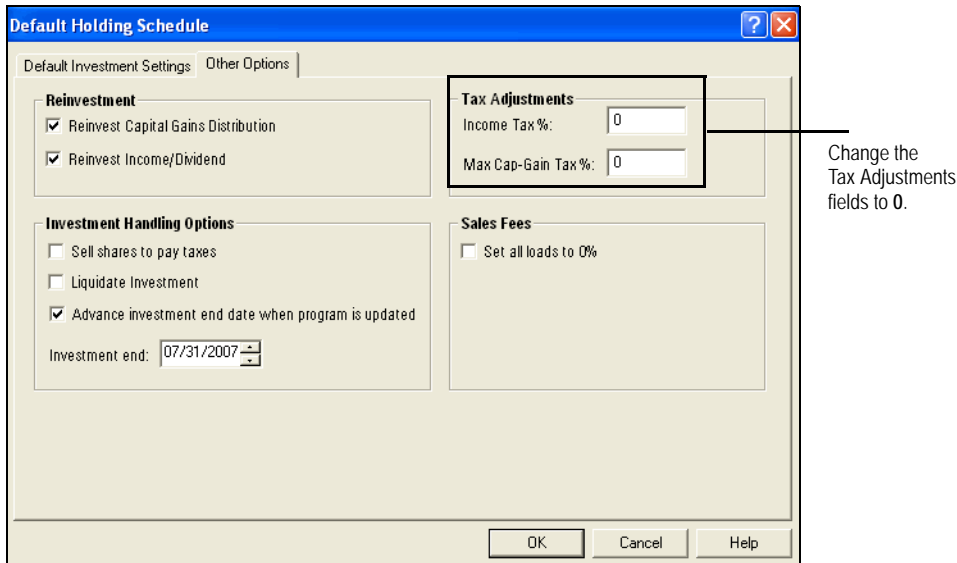
9. Click **OK**, and click **Yes** to apply the Default Holding Schedule to the selected holdings.
10. Click the **Save** icon.The Save as dialog box appears.
11. In the **Portfolio Name** field, type **401K**. Make sure the Client Name is saved as Jack Goldman.
12. Click the **Save** button.

The Scheduled Portfolio view displays the following information:

> • capital gain/income distributions
> • portfolio returns
> • cost basis, and
> • final market value.

Understanding the Scheduled Portfolio view

Additionally, the Scheduled Portfolio view displays graphs and reports that are not available for unscheduled portfolios. Note that there are no subviews, as there are for unscheduled portfolios.

Note that the Subview drop-down field is disabled for scheduled portfolios.

Use the Investment Activity graph to show hypothetical returns in a portfolio.

The Risk/Reward scatterplot shows you how the portfolio's returns and risk levels compare to a benchmark.

Using the Investment Activity and Risk/Reward Scatterplot graphs

In this exercise, you will create the Investment Activity and Risk/Reward Scatterplot. Do the following:

Exercise 6

1. If you are not already there, go to the **Scheduled Portfolio View**.
2. Click once to highlight the **Portfolio** row at the top of the list of securities.

Highlighting the Portfolio row enables the Graph and Reports icons unique to unique to scheduled portfolio.

3. Click the **Graph** icon in the toolbar.
4. In the Graph Selection dialog, choose **Investment Activity** then click **OK**. The Investment Activity window appears.
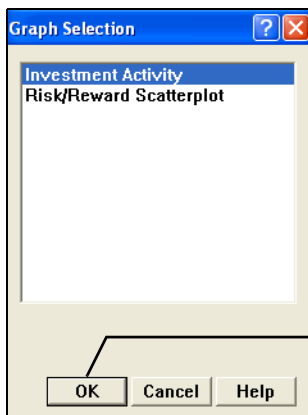
Click **OK** to see the Investment Activity graph.

5. Click **Close** on the graph window.
6. Repeat steps 1-3 to generate the **Risk/Reward Scatterplot Graph**. Note the location of the light blue circle, representing the portfolio.

Transaction and calendar figures for a portfolio can be accessed from the Scheduled Portfolio View.

Generating transaction and calendar reports

The Transaction report displays the following information:

- Transaction date
- Security name
- Transaction type
- Price at time of transaction
- Number of shares
- Dollar amount, and
- Market Value at the time of the transaction.

Date	Security Name	Transaction	Share Price $	Number of Shares	Amount $
2002-01-01	Amer Funds Amcap A LW	Cash-In	16.12	6.20	100.00
2002-01-01	Amer Funds Grth Fund A LW	Cash-In	23.71	4.22	100.00
2002-01-01	Columbia Acorn Select LW	Cash-In	15.17	6.59	100.00
2002-01-01	Vanguard 500 Index	Cash-In	105.89	0.94	100.00
2002-02-01	Amer Funds Amcap A LW	Cash-In	15.75	6.35	100.00
2002-02-01	Amer Funds Grth Fund A LW	Cash-In	23.06	4.34	100.00
2002-02-01	Columbia Acorn Select LW	Cash-In	14.87	6.72	100.00
2002-02-01	Vanguard 500 Index	Cash-In	104.33	0.96	100.00
2002-03-01	Amer Funds Amcap A LW	Cash-In	15.29	6.54	100.00
2002-03-01	Amer Funds Grth Fund A LW	Cash-In	22.39	4.47	100.00
2002-03-01	Columbia Acorn Select LW	Cash-In	14.55	6.87	100.00
2002-03-01	Vanguard 500 Index	Cash-In	102.31	0.98	100.00
2002-03-31	Vanguard 500 Index	Div. Dist	105.85	0.01	0.84
2002-03-31	Vanguard 500 Index	Div. Reinv	105.85	0.01	0.84

The Calendar Figures report shows you portfolio investment history, including the following:

- Date
- Beginning balance
- Net investments
- Net withdrawals
- Gains/loss
- Income distribution
- Capital gain distribution
- Reinvestments
- Taxes, and
- Market value at the time of the transaction.

Date Monthly	Beginning Balance	Cash In	Cash Withdrawal	Gain/ Loss	Income Dist	Cap Gain Dist	Reinvest Amount	Taxes	Market Value $
2002-01	400	400	0.0	-8.5	0.0	0.0	0.0	0.0	392
2002-02	392	400	0.0	-19.6	0.0	0.0	0.0	0.0	772
2002-03	772	400	0.0	49.3	0.8	0.0	0.8	0.0	1221
2002-04	1221	400	0.0	-85.8	0.0	0.0	0.0	0.0	1535
2002-05	1535	400	0.0	4.0	0.0	0.0	0.0	0.0	1939
2002-06	1939	400	0.0	-143.6	1.8	3.7	5.4	0.0	2196
2002-07	2196	400	0.0	-190.0	0.0	0.0	0.0	0.0	2406
2002-08	2406	400	0.0	32.3	0.0	0.0	0.0	0.0	2838
2002-09	2838	400	0.0	-245.6	3.3	0.0	3.3	0.0	2992
2002-10	2992	400	0.0	243.9	0.0	0.0	0.0	0.0	3636
2002-11	3636	400	0.0	254.8	0.0	0.0	0.0	0.0	4291
2002-12	4291	400	0.0	-281.8	8.6	0.0	8.6	0.0	4409
2002	**400**	**4800**	**0.0**	**-390.6**	**14.5**	**3.7**	**18.2**	**0.0**	**4409**

In this exercise, you'll practice generating the Transaction and Calendar reports. Do the following: **Exercise 7**

1. If you are not already there, go to the **Scheduled Portfolio View**.
2. Highlight the **Portfolio line** in Scheduled Portfolio View

   ☞ You can also highlight an individual row in a portfolio to see the report for just one security.

3. Click the **Transactions** or the **Calendar Figures** icon on the toolbar to bring up that report.

Click to generate Transaction or Calendar Figure reports.

4. Click **Close** on the report window when finished reviewing the information.

Using the Database View

Portfolio Mode's Database View pulls together all of the data columns common to mutual funds, closed-end funds, variable annuity/life subaccounts, and stocks.
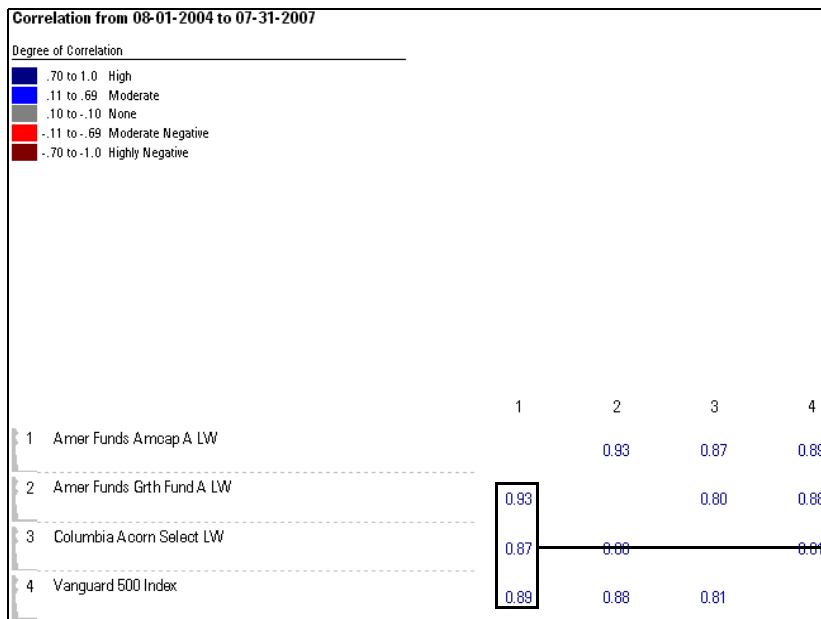
Overview

You can add or remove data columns using the Layout icon.

All of the graphs available in Research Mode are also available in Database View.

The Correlation Matrix compares the degrees of correlation (R) of a set of investments. It can be used as a diversification tool, to see how closely selected holdings move in relation to one another.

Using the Correlation Matrix

In this exercise, you will create a Correlation Matrix for a portfolio. Do the following:

Exercise 8

1. Go to the **Database View**.
2. Click the **Select All** icon.
3. Click the **Graph** icon and select the **Correlation Matrix Graph**.

Correlation from 08-01-2004 to 07-31-2007

Degree of Correlation

	.70 to 1.0 High
	.11 to .69 Moderate
	.10 to -.10 None
	-.11 to -.69 Moderate Negative
	-.70 to -1.0 Highly Negative

		1	2	3	4
1	Amer Funds Amcap A LW		0.93	0.87	0.89
2	Amer Funds Grth Fund A LW	0.93		0.80	0.88
3	Columbia Acorn Select LW	0.87	0.80		0.81
4	Vanguard 500 Index	0.89	0.88	0.81	

High correlation may indicate a non-diversified portfoliio.

4. Click **Close** on the Correlation Matrix window when finished reviewing the information.

Using the Stock Intersection View

The Stock Intersection View, ranks, by percent assets, the underlying equity holdings in a portfolio. It can demonstrate security risk if a portfolio is heavily invested in one security, or if several funds are buying the same security.

Overview

In this exercise, you will create a Stock Intersection Report. Do the following:

Exercise 9

1. Go to the **Stock Intersection View**.

Note the portfolio assets allocated to each holding.

2. You can click the **Stock Intersection View Layout** icon from the toolbar to change the way the page appears.

Which stock is the top holding in the portfolio by % Portfolio Net Assets?_____

Creating Custom Benchmarks

You can create a custom, blended benchmark to compare a client's current allocation to a proposed allocation. The proposed allocation can be agreed upon between the advisor and client, based on the client's investment goals. A custom benchmark can also help in rebalancing a portfolio, to bring the portfolio in line with the asset allocation of the custom benchmark.

Overview

In this exercise, you will create a custom benchmark and apply it to Jill Green's Retirement Portfolio. Do the following:

Exercise 10

1. Go to the **Snapshot View**.
2. In the Advisor Palette, right-click **Custom Benchmarks**, then choose **New Custom Benchmark**. The Add Holding dialog box appears.
3. In the Add Holding dialog box, include the following indexes:
    *   **S&P 500 TR**
    *   **S&P SmallCap 600 TR**, and
    *   **US TREAS Treasury Bill 3 Mon**.
4. Click **OK**. The Custom Benchmarks dialog box appears. Enter the following allocations:

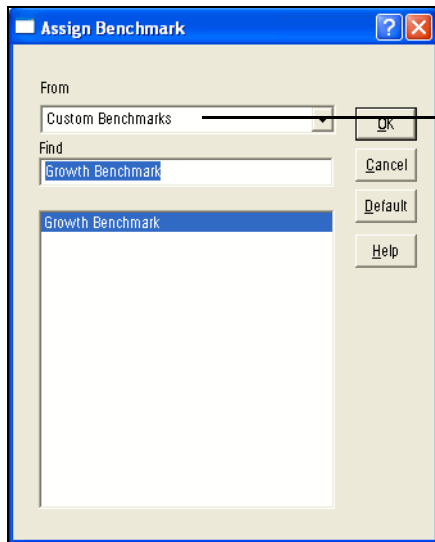| Benchmark	Allocation %
S&P 500 TR	70
S&P SmallCap 600 TR	20
US TREAS Treasury Bill 3 Mon	10

5. In the Name box, type **Growth Benchmark**.

Enter the benchmark target allocation here

Note the target asset mix for the benchmark here

6. Click **OK** to close the Custom Benchmarks dialog box.

7. Double-click Jill Green's **Retirement** portfolio to open it.
8. To assign the custom benchmark, right-click the **Retirement** portfolio in the Advisor Palette, and choose **Assign Benchmark**. The Assign Benchmark dialog box appears.
9. On the Assign Benchmark dialog box, click the From drop-down field and select **Custom Benchmarks**.
10. Select **Growth Benchmark**, then click **OK**.

Select this option in the From field.

A custom benchmark has been assigned to Jill Green's portfolio. You can now compare the Risk/Return and composition of the current portfolio to the target allocation represented by the custom benchmark. In client meetings, it can help make the case for rebalancing the portfolio.

Comparing the portfolio to a custom benchmark
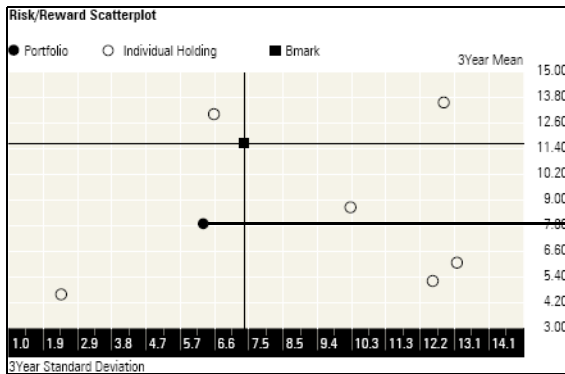
The portfolio's location in the lower-left quadrant
The red line represents the gap between current portfolio and target portfolio. It can also be seen as the value added of a professional money manager.
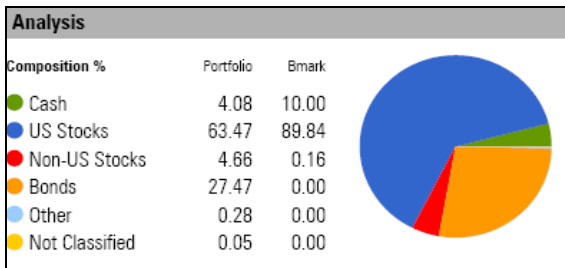
Snapshot compares current portfolio and target allocation represented by custom benchmark. Portfolio should be reallocated to match target benchmark .
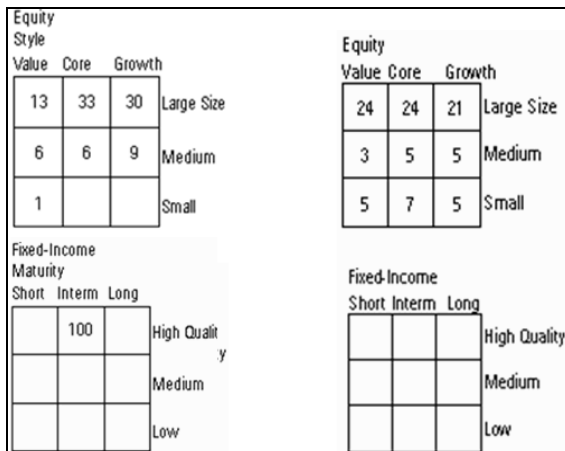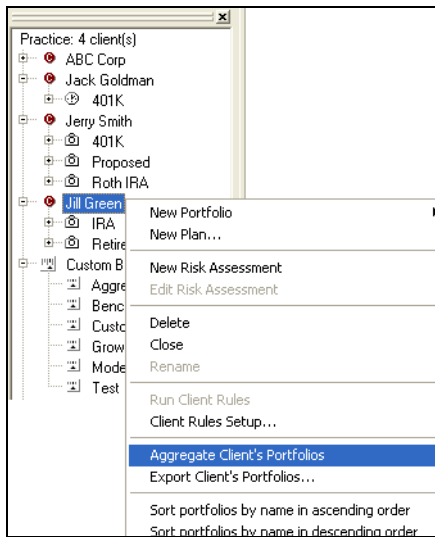
Aggregating Portfolios

If a client has more than one portfolio, you can create an aggregate them to determine the total allocation of all portfolios.   **Overview**

In this exercise, you will aggregate Jill Green's portfolios. Do the following: **Exercise 11**

1. In the Advisor Palette, right-click **Jill Green**.
2. From the menu that appears, select **Aggregate Client's Portfolios**.

Select this option.

3. Click the **Save** icon.
4. Type **Aggregate** in the Portfolio Name line.
5. Click **Save** to close the Save dialog box.

Note the new portfolio here.

Tip and Tricks for Portfolio Mode

This section will share some tips and tricks you can use for managing your clients and portfolios while working in Portfolio Mode. You will learn the following:

Overview

- how to delete or edit a client or portfolio
- how to sort your list of clients in the Advisor Palette, and
- what hotkey shortcuts can be used to perform particular functions.

To delete a client or portfolio, do the following:

Deleting a client

1. In the Advisor Palette, right-click on the **client** or **portfolio** you want to delete.
2. From the options that appear, select **Delete**.

    ☞ Once a client or portfolio is deleted, it cannot be retrieved.

To rename a client or portfolio, do the following:

Renaming a client or portfolio

1. Right-click on the **client** or **portfolio** in the Advisor Palette.

    ☞ The client file or portfolio you are trying to rename cannot currently be opened when you want to rename it.

2. From the options that appear, select **Rename**.
3. Type the new **name** for the client or portfolio.
4. Press <**ENTER**> to save the change.

To re-sort client files in alphabetical order, do the following:

Sorting the list of clients in the Advisor Palette

1. In the Advisor Palette, right-click on **Practice**.
2. Select **Sort clients by name in ascending order**.

Shortcuts to program functions can be completed by pressing hotkeys on your keyboard. Review the table below for hotkeys available in Principia.

Hotkey shortcuts in Portfolio Mode

This hotkey…	Does the following…
F1	Activates the Help menu.
F9	Selects or deselects all securities in the Allocation View
<CTRL>+<N>	Creates a new portfolio
<CTRL>+<O>	Opens a client record
<CTRL>+<P>	Brings up the Print dialog box
<CTRL>+<S>	Saves the record you are working on
Insert	Adds a holding to a portfolio
Delete	Deletes a holding from a portfolio
F9	Selects or deselects all securities in the Allocation View
Ctrl+Click	Allows you to select multiple non-consecutive securities.
Shift+Click	Allows you to select multiple consecutive securities.