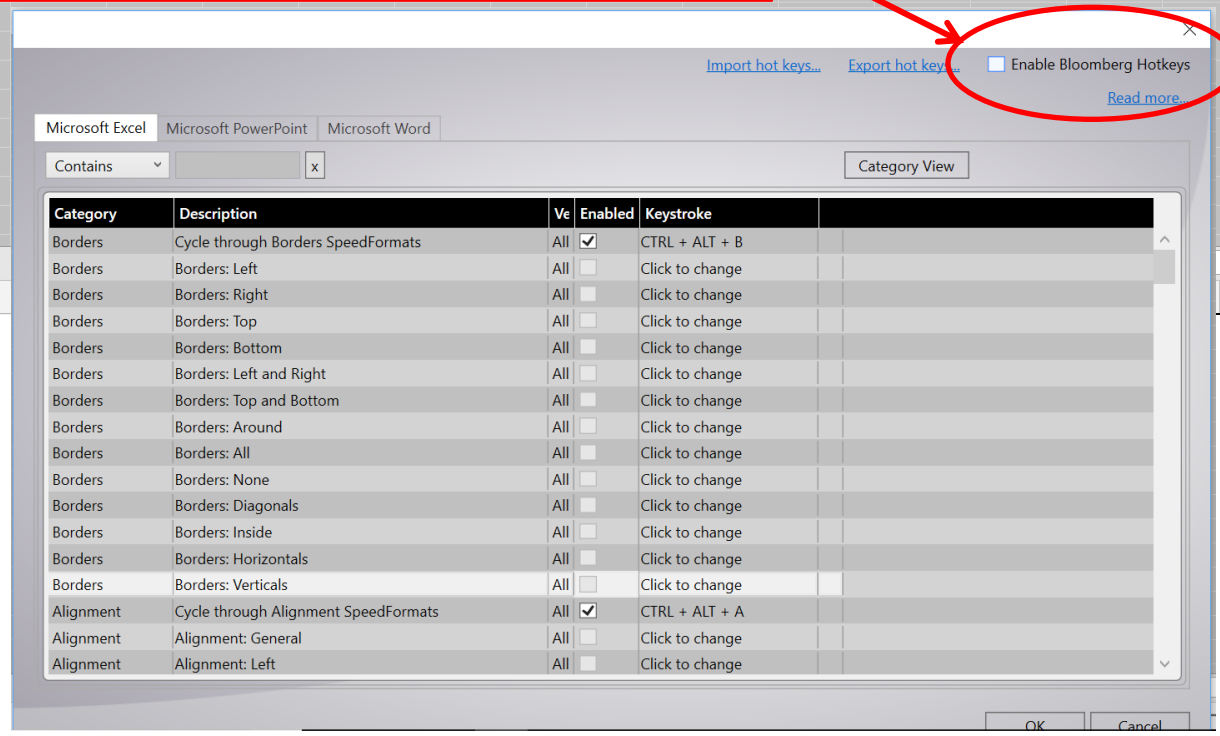
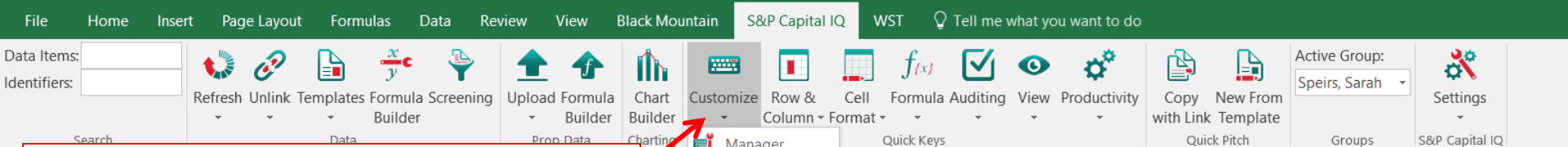


TO DISABLE BLOOMBERG SHORTCUT KEYS:

- 1) Click on the dropdown arrow under Utilities
- 2) Click on Hot Key Manager
- 3) Click on Manage Shortcut Keys

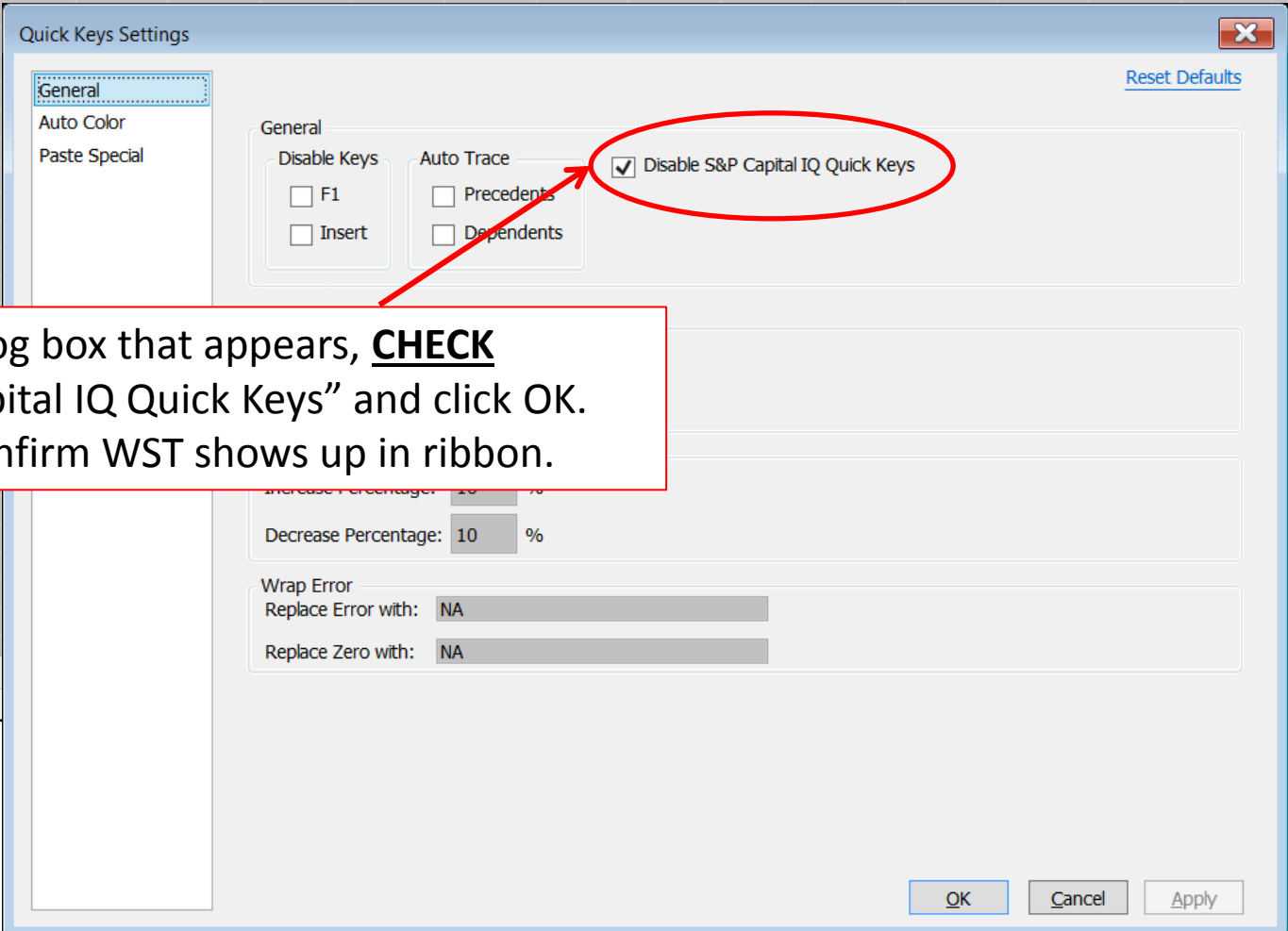
Then, in the dialog box that appears, **UNCHECK** "Enable Bloomberg Hotkeys" and click OK. Restart Excel. Confirm WST shows up in ribbon.



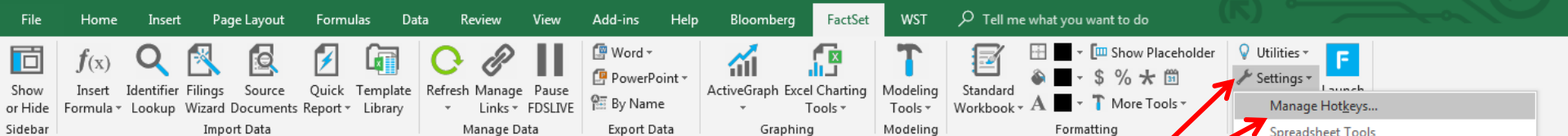


TO DISABLE CAPIQ SHORTCUT KEYS:

- 1) Click on the dropdown arrow under Customize
- 2) Click on Settings



Then, in the dialog box that appears, **CHECK** “Disable S&P Capital IQ Quick Keys” and click OK. Restart Excel. Confirm WST shows up in ribbon.



TO DISABLE FACTSET SHORTCUT KEYS:
1) Click on the dropdown arrow under Settings
2) Click on Manage Hotkeys

The dialog box is titled 'FactSet -- Hot Key Manager (LOCKED)'. It contains a table of installed hot keys and a checkbox for 'Disable Excel hot keys'.

Name	Key	Category	Priority	Application
Add Bookmark	Ctrl Alt b	Navigation	5	Spreadsheet Tools
Apply Sheet Style	Ctrl Alt y	Formatting	3	Spreadsheet Tools
Audit FactSet Code	Ctrl t	Sidebar	1	Sidebar
Auto Column Width	Ctrl Alt Shift Page Down	Formatting - Rows/Column	3	Spreadsheet Tools
Auto Row Height	Alt Shift Page Down	Formatting - Rows/Column	3	Spreadsheet Tools
AutoColor Colors	Ctrl Alt e	Formatting - Font	4	Spreadsheet Tools
AutoColor Selection	Ctrl Alt a	Formatting - Font	5	Spreadsheet Tools

Buttons at the bottom: Add New, Import, Export, Clear, Defaults, Print, Set Region, OK, Cancel.

Then, in the dialog box that appears, **CHECK** "Disable Excel hot keys" and click OK.
Restart Excel. Confirm WST shows up in ribbon.

Uncheck "Disable Excel hot keys" in the top right corner of this window to use FactSet's hot keys.