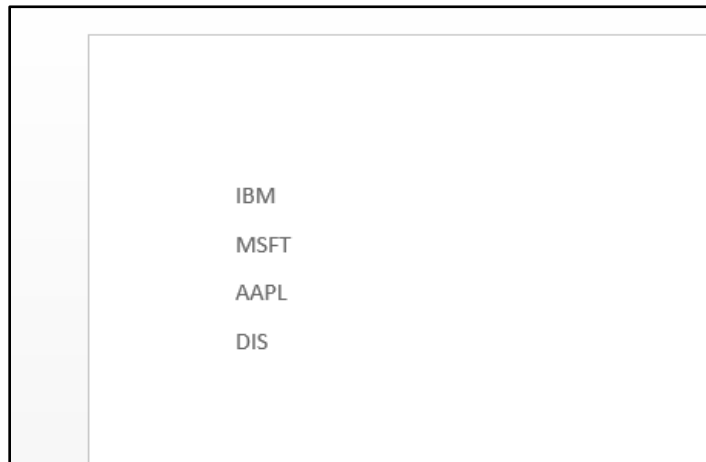




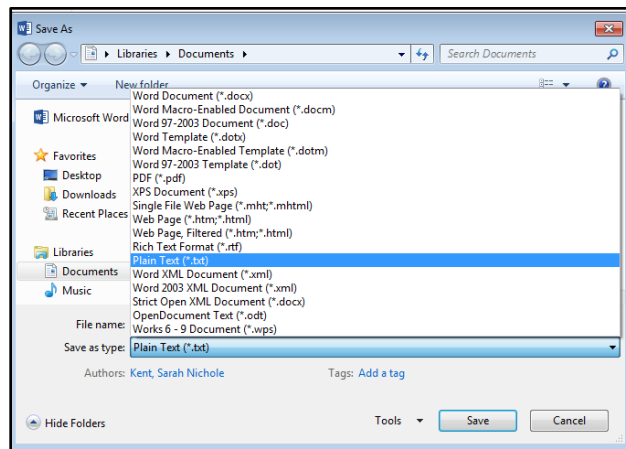
## UNIVERSITY of NORTH CAROLINA WILMINGTON HOW TO MAKE A CODE LIST

### 1. Start by Opening Word or Notepad

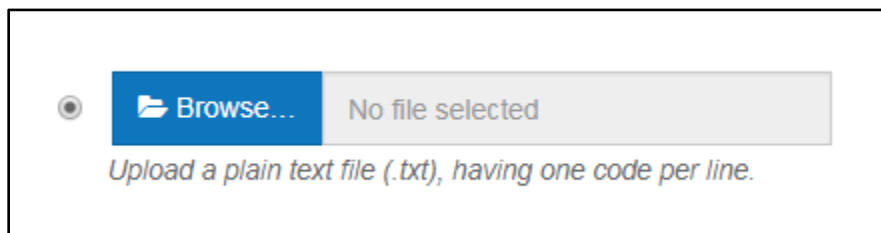
Code lists are used to easily enter company names into a web query. To make a code list open a word processor. Each line must only contain one code. If you are using a ticker the items must be capitalized.



### 2. Once you are finished save the file as a txt



### 3. You can now upload your file to perform a search





## UNIVERSITY of NORTH CAROLINA WILMINGTON

### 4. You can also save a codelist to your WRDS account

After entering a list of codes in a textbox during a web query, on the right you will see the option to save the codelist. Check the box and name your codelist.

Select an option for entering company codes

Please enter Company codes separated by a space.  
Example: IBM MSFT DELL [ Code Lookup ]

Save code list to Saved Codes

### 5. Finding your saved lists

After running the query the newly saved list appear under your account. Navigate to the top right where you see your name, on the drop down select the option "Saved queries & Codes". You should see your saved code at the bottom. You can also delete saved codes from this menu.

Saved Codes

You have 2 saved company code lists.

Displays query name, the date it was run, offers to edit or run the query again.

Saved	Code List Name	Type	Code List Date	Functions
	List1	TICKER	28 Nov 2017	<a href="#">Delete</a>
	Example	TIC	28 Nov 2017	<a href="#">Delete</a>

### 6. Using your saved lists

To use your new list open a web query and select the option to choose from your saved codelists. From the dropdown select the list you wish to use.

List1 (IBM MSFT AAPL...)

Example (GOOG DIS WMT...)