

Easy step-by-step instructions to use the annualreports.co.uk and if you need help, ask a member of library staff

### Step 1: Log on to the Online Reference Library webpage



- Open the Web browser (Internet Explorer)
- Click once anywhere in the Address bar
- Press <delete> key
- Type [www.leics.gov.uk/reference](http://www.leics.gov.uk/reference)
- Press <Enter> key on your keyboard

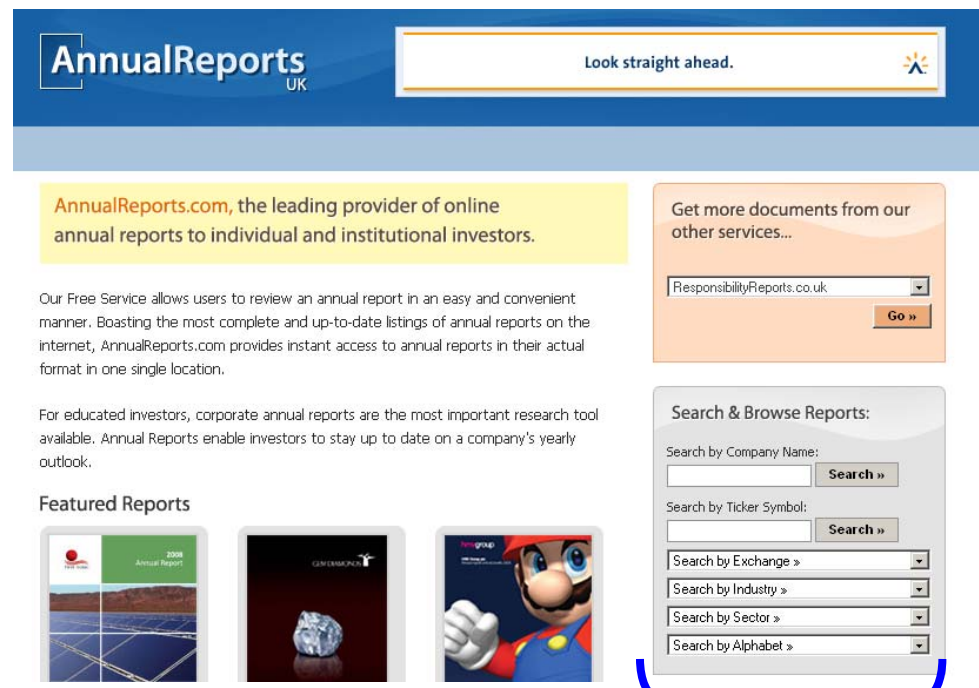
### Step 2: Online Reference Library webpage

## Business Information

- [Annual Report Gallery](#) - Published on the Internet.
- [Biz/ed](#) - Business and economics service for students & teachers.
- [European Yellow Pages](#) - Covering all European countries.
- [Intute Business Lib](#)
- [Kelly's](#) - Directory w
- [UK Trade & Investm](#)
- [East Midlands Busi](#)

Scroll down to Business Information section and click on '[Annual Report gallery](#)' link to take you to the Homepage

### Step 3: Annual Reports Homepage



Use this section to run a search on listed companies by name, symbol, Exchange, Sector or Alphabet

Continued overleaf →

### Step 4: Doing a simple search

**Search & Browse Reports:**

Search by Company Name:

Search by Ticker Symbol:

Search by Exchange »

Search by Industry »

Search by Sector »

Search by Alphabet »

Click in the box and type the name of the company.

Now click on the search button next to it to run a search

### Step 6: Search by Exchange, Industry, Sector or Alphabet

Search by Exchange »

Search by Industry »

Search by Sector »

Search by Alphabet »

Use **ONLY** one of the above search options to make your selection by using the drop-down arrow. See below

Search by Exchange »

Search by Industry »

Health Care

Search by Sector »

Consumer Discretionary

Consumer Staples

Energy

Financials

**Health Care**

Industrials

Information Technology

Materials

Telecommunication Services

### Step 5: Reading your search results

Tesco plc



Tesco Plc operates as a retailer of food, non-food, and retailing services. It also offers various entertainment products, including books, CDs, DVDs, games, and music download. Tesco provides online grocery shopping services.

#### View Online Reports

You will need [Adobe Reader](#) to view pdf reports.

- [Tesco plc 2008 Annual Report - \(PDF\)](#)
- [Tesco plc 2008 Annual Report - \(HTML\)](#)
- [Tesco plc 2008 10K - \(HTML\)](#)

Click on the annual report you want to read. A choice of 'PDF or HTML

PDF = document file  
HTML = webpage