

The Financial Times Media Syndication Site

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1. Overview

Connecting to the FT's Syndication Platform

The URL for the Financial Times Media Syndication Site is

<http://www.ftsyndication.com/>

To login, click on [Client Login](#) at the top right hand side of the screen.

Enter your **Username** (usually your email address)

Enter your **Password**

If you would like these details saved on the computer you are using, put a tick in the **Remember Me** box.

Click on the **Login** button to access the site.

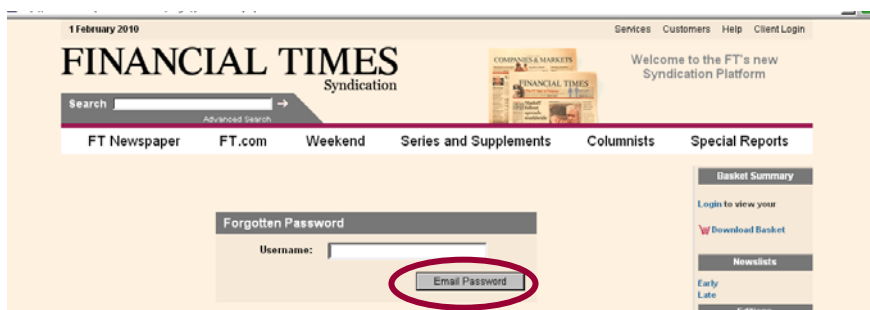


Forgotten password

If you have forgotten your password, click on [Client Login](#) at the top right hand side of the screen.

Click on [Forgotten Password?](#)

Enter your username (usually your email address) and click on **Email Password** button.



You will receive an email from **Financial Times Syndication** <syndhelp@ft.com> with a **new** password. Your username will remain unchanged.

Once you have received your new password, click on the [Client Login](#) and follow the instructions for Connecting to the FT's Syndication Platform above.

If you encounter problems accessing the site, please contact our support department. Contact details can be found by clicking on [Help](#) at the top right hand side of the screen.

Publication Schedule

Content is added to these areas from 3pm (UK time) as it becomes released for publication in the following day's newspaper:

- **FT Newspaper**
- **Weekend**
- **Columnists**
- **FT.com**
Content is updated throughout the day as articles are released to FT.com. The majority of content is published between 7am and 2am UK time
- **Series and Supplements**
FT Digital Business Monthly
FTfm Content is added to this area from 3pm UK time on a Sunday as it becomes released for publication in Monday's edition of the newspaper.
- **Special Reports**
As the content is released for publication (ad-hoc)

Please note: The Financial Times must own the copyright to the article for it to be made available for syndication.

Getting Started

The screenshot shows the Financial Times Syndication website. At the top, there's a date '1 February 2010' and navigation links for 'Services', 'Customers', 'Help', and 'Client Login'. The main header features the 'FINANCIAL TIMES' logo and 'Syndication' text. Below the logo is a search bar with 'Advanced Search' and a navigation menu with tabs for 'FT Newspaper', 'FT.com', 'Weekend', 'Series and Supplements', 'Columnists', and 'Special Reports'. The main content area is titled 'Front Page Stories' and contains four article teasers, each with a date, headline, and a brief summary. A right-hand sidebar includes a 'Basket Summary' section with a 'Login to view your' link and a 'Download Basket' button, followed by 'Newslists' and 'Editions' sections with links for 'Early', 'Late', 'Asia', 'Europe', 'Middle East', 'UK', and 'USA'. At the bottom of the sidebar is a 'Saved Searches' section with a 'Login to view saved searches' link.

At the top right hand side of the screen there are links to further information (Services, Customers, Help).

Beneath them, there is an information box where the FT will post messages to tell you about latest developments.

Please refer to the Search section below to find out more about our search facilities.

Content Areas

Available content sets are listed across the screen, to make it easy to navigate to the relevant FT publication.

FT Newspaper

Articles which are available from the printed editions of the FT Newspaper (excluding columnists and Lex)

FT.com

Articles which are available from the FT.com website, (including Lex and columnists).

Weekend

Articles from the main section of the newspaper and supplements published on a Saturday.

Series and Supplements

Currently this contains the FT Digital Business and FTfm supplements

Columnists

Articles from the FT Newspaper which are written by our columnists including Lex

Special Reports

Articles which appear in our Special Report supplements printed as part of the Newspaper.

You will be granted access to these content sets based on your contract with the Financial Times.

The most recently published articles will appear in the content well below this menu. Up to 8 articles will appear on each screen.

Right side navigation

On the right hand side of the screen you will find your [download basket](#), the news lists (early and late) and a short cut to the **editions** of the newspaper. You will also see at the bottom of the menu your **saved searches**. (Refer to Saved Searches below for more information)

The screenshot shows the Financial Times website interface as of 1 February 2010. At the top, there is a navigation bar with links for 'Services', 'Customers', 'Help', and 'Client Login'. Below this is a search bar and a 'Syndication' section. The main navigation menu includes 'FT Newspaper', 'FT.com', 'Weekend', 'Series and Supplements', 'Columnists', and 'Special Reports'. On the right side, there is a vertical menu with the following items: 'Basket Summary', 'Download Basket', 'Newslists', 'Editions', and 'Saved Searches'. Each of these items is circled in red. Arrows from the text above point to these circled items. The main content area displays 'Front Page Stories' with three article snippets, each with a title, a brief summary, and metadata like 'Section' and 'Words'.

Content Archive

Content is available on the site for a period of 1 month.

Download formats

There are 3 download formats available to enable you to save the content this is most appropriate to your organisation. The available formats are Text, HTML and XML.

Newslists

Every day we publish 2 news lists. The first one is published by 4pm (UK time) and gives an overview of what we expect to publish that night in the paper.

The Late news list is published at 5pm (UK time) and provides an update on the earlier information.

To view these news lists, just click on either **Early** or **Late** under the Newslists Menu on the right hand side of the screen.

Editions

We publish 5 regional versions of the printed newspaper.

Articles which were unique to an edition will be found under the Editions menu, and the selected region. More articles appear in the UK edition than some of the others, as there are several articles which have a UK focus.

2. How to use the site

Viewing Content

Once you have logged in you will be able to access the content that your contract allows you to have access to.

On the example below you can see that there are 4 articles. Two have a red marker and 2 a green marker. The green marker indicates that you can read and download the article. The red marker is to show that you do not have access to read or download this article.

The screenshot shows the FT Newspaper website interface. At the top, there are navigation tabs: FT Newspaper, FT.com, Weekend, Series and Supplements, Columnists, and Special Reports. Below the tabs, there is a 'Columnists' section with a 'Save this search' button and a 'Next Page' button. The main content area displays four articles in a grid. The first article, dated 1 February 2010, is titled 'ON MONDAY - Pension funds and the infrastructure conundrum' and has a red marker. The second article, dated 1 February 2010, is titled 'BUSINESS LIFE - ON WORK - Memory doesn't matter when you have the internet' and has a green marker. The third article, dated 29 January 2010, is titled 'SMALL TALK - Force of destiny tries its luck in another ball park' and has a red marker. The fourth article, dated 29 January 2010, is titled 'LOMBARD - ITV: Crozier offers relief mixed with uncertainty' and has a green marker. On the right side, there is a 'Basket Summary' section with a 'Download Basket' button and a 'Newslists' section with 'Early' and 'Late' options. Below that, there are 'Editions' for Asia, Europe, Middle East, UK, and USA, and a 'Saved Searches' section.

Articles are displayed in the order of publication with the latest articles at the top. You can click on the Next page (or Previous page) button to scroll through the content.

Article information

Above each article is the publication date of the article, followed by the headline and the first 256 characters of the article. This is followed by the source of the article (such as FT Newspaper or FT.com), the word count and the author of the article.

Viewing an Article

To view the full text of an article, click on the **headline of the article**.

The screenshot shows a single article on the FT Newspaper website. The article is titled 'BUSINESS LIFE - ON WORK - Memory doesn't matter when you have the internet' and is dated 1 February 2010. The headline is circled in red. The article text is visible below the headline. The interface includes navigation tabs, a search bar, and a sidebar with various options like 'Basket Summary' and 'Newslists'.

The full text of the article will include the **Headline**, **Publication Date**, the author of the article, the **source**, and the **word count**, followed by the full text of the article.

The screenshot shows the Financial Times website interface. At the top, the date is 3 February 2010. The main header features the 'FINANCIAL TIMES Syndication' logo and a search bar. Below the header, there are navigation tabs for 'FT Newspaper', 'FT.com', 'Weekend', 'Series and Supplements', 'Columnists', and 'Special Reports'. The article title is 'SEC asks Paulson hedge fund for information', dated 03 February 2010, by Henny Sender in New York. The word count is 400. The article text discusses Paulson & Co. and the SEC's investigation into complex securities. On the right side, there is a 'Basket Summary' section showing 'You have 2 items in your' and a 'Download Basket' button. Below that, there are 'Newslists' and 'Editions' (Early, Late) for 'Asia', 'Europe', 'Middle East', 'UK', and 'USA'. A 'Saved Searches' section indicates 'You haven't saved any searches yet'.

If the article has been published on FT.com, the URL for the article will also appear at the bottom of the article.

Selecting an article for Download

To be able to download an article, you must first have the rights to view the article.

An article can be added to your download basket **only** from within the full text view of the article.

To add an article to your download basket, just click on **Add to Basket** which can be found at the top and at the end of every article in the full text view screen. (You can add as many articles as you like to your download basket to review later.)

This screenshot is similar to the previous one, but the 'Add to basket' button is circled in red. The button is located in the top right corner of the article content area, above the 'Basket Summary' section.

Once you have added an article to your download basket, just click on Back to search results to return to the last view you had on the screen.

Alternatively, you can use the menus to navigate around the site at any time.

See section 4 below on more information on downloading content.

3. Search Facility

A search box is available on every screen within the site.

You can search for a single word or phrase within all the content on the site using this box. Simply enter the word or phrase which you wish to search for and press the Enter key. The results will appear in the content well.

To search a phrase, enclose the phrase in quotation marks, such as "credit crunch".

The search takes place within the headline and the full text of the article.

You can use the "And" and "Or" statements to strengthen your search criteria.

By default, our search engine looks for all the words you have typed in and includes them in your search. However, if you need to include some words and not others then use the "+" and "-" operators.

To include words, just type a plus sign "+" in front of each one. For example, if you want to find articles that contain "advertising" and "online" then type: +advertising +online.

To exclude words, just type a minus sign in front of each one. For example, if you want to find articles that contain "advertising" but not "online" then type: +advertising -online.

Advanced Search

There is also an [Advanced Search](#) option to help you build your searches. Click on the link for the Advanced Search which can be found immediately below the Search box.

The advanced search box allows you to add the following criteria to your search. You can search for articles using any of the following criteria:

Word(s) search

- All of the words
- Any of the words
- None of the words

Within Site Section

- The Whole site
- The FT weekday newspaper section
- Weekend Newspaper section

Date Range

- Can you select the date range to search between 2 dates
- If no dates are entered, it will search all content on the site (1 month)



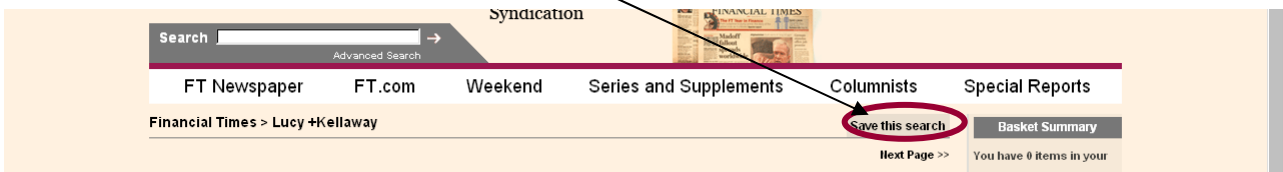
Click on the Submit button for the search to take place.

Saved Searches

Once your search results are displayed, you can save the search criteria that you entered so that the search can be repeated at any time, with one simple click.

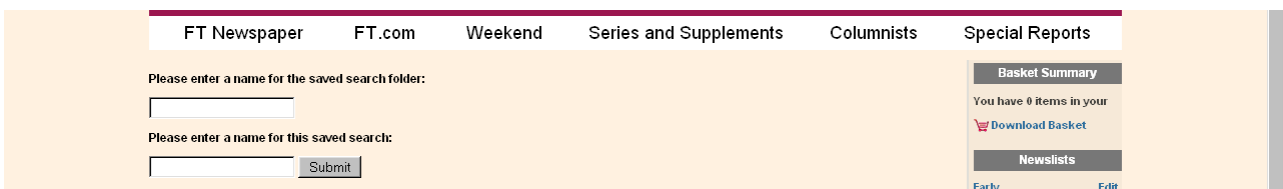
Creating a Saved Search

To save a search, just click on **Save this Search** which appears above the Next Page >>



You will have a choice of saving your search within a new folder or just saving it. To just save it, select My Searches and give it a name.

To add your search to a new folder, click on Create New Folder and then when prompted enter the name of the folder and the name for the saved search and click on Submit.

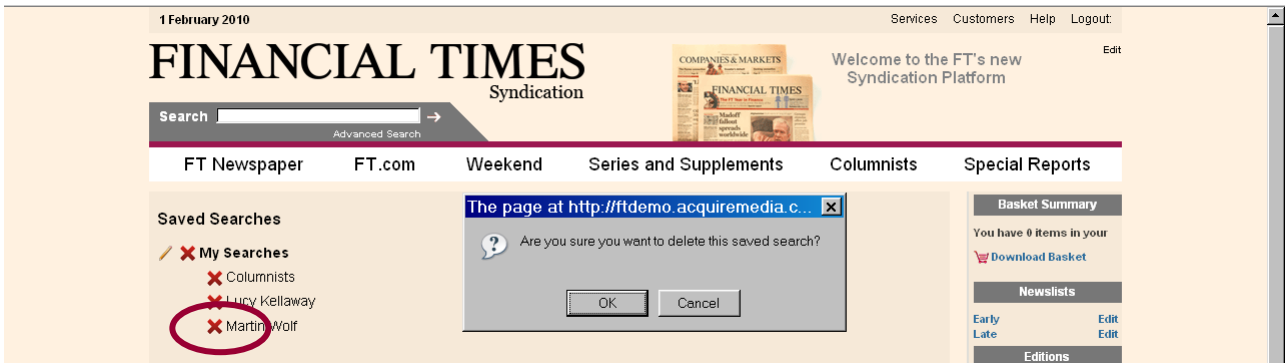


Your saved searches will display at the bottom of the screen on the right hand side under Saved Searches.

Deleting a Saved Search

Click on the Edit button at the end of the list of your saved searches, and a list of all your current saved searches will appear.

To delete a search just click on the **X** next to your search name and you will be asked to confirm that you wish to delete the search. Select Ok and it will delete the search from the list.




Editing a Saved Search

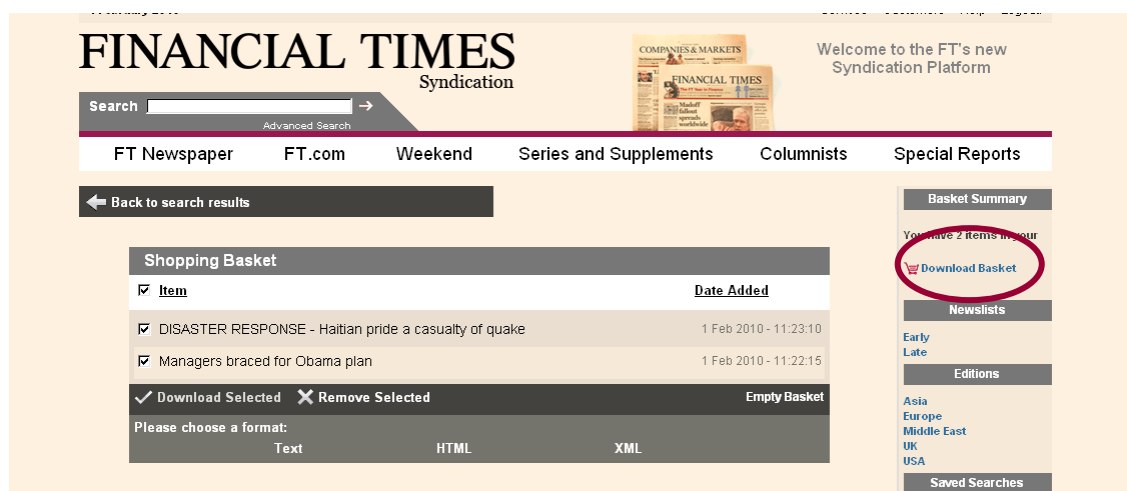
Follow the instructions above to delete the search, and then create a saved search and save it.

4. Download Basket

The site has a download basket where you can store the articles that you are interested in, before downloading them.

Articles are saved here indefinitely. The content is available on the site for 1 month.

The  [Download Basket](#) can be found on the right hand side of the screen. Click on the link to see what is currently in your basket.



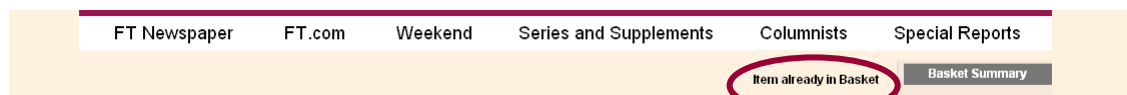
Adding an article to your download basket

To be able to download an article, you must first have the rights to view the article. Therefore an article can be added to your download basket only from within the full text view of the article

To add an article to your download basket, just click on **Add to Basket** which can be found at the top and at the end of every article in the full text view screen. You can add as many articles as you like to your download basket to review later.

Once you have added an article to your download basket, just click on **Back to search results** to return to the last view you had on the screen.

If an article is already in your download basket, you will get a message at the top of the full text article telling you that "Item already in Basket".



Deleting an article from the download basket

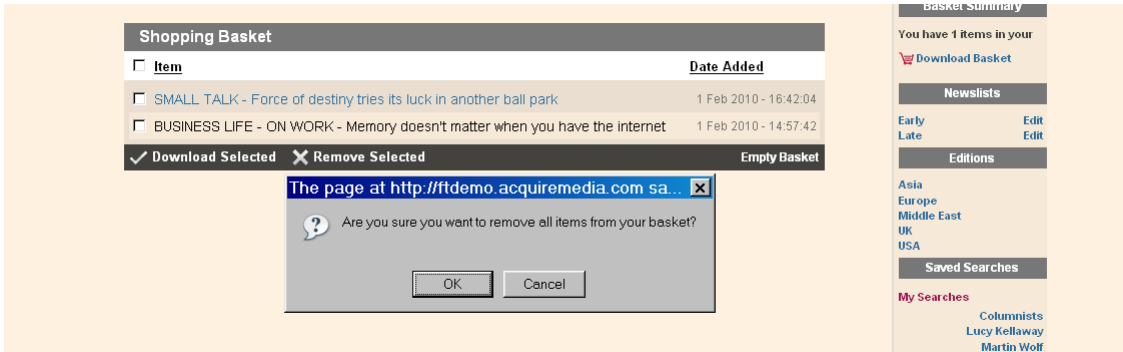
To remove an article from your download basket, click on the link on the right hand side of the screen.

 [Download Basket](#)

You can select the articles that you wish to delete by either selecting them all by individually.

Removing all items

To delete all content from your basket, click on **Empty Basket**, you will then be asked to confirm, click **OK** to confirm deletion.



Removing individual items

To select individual items, click on the selection box on the left hand side of the item (you can select all by clicking on the box next to "item").

Click on **X Remove Selected**, to delete, you will **NOT** be asked to confirm your action.

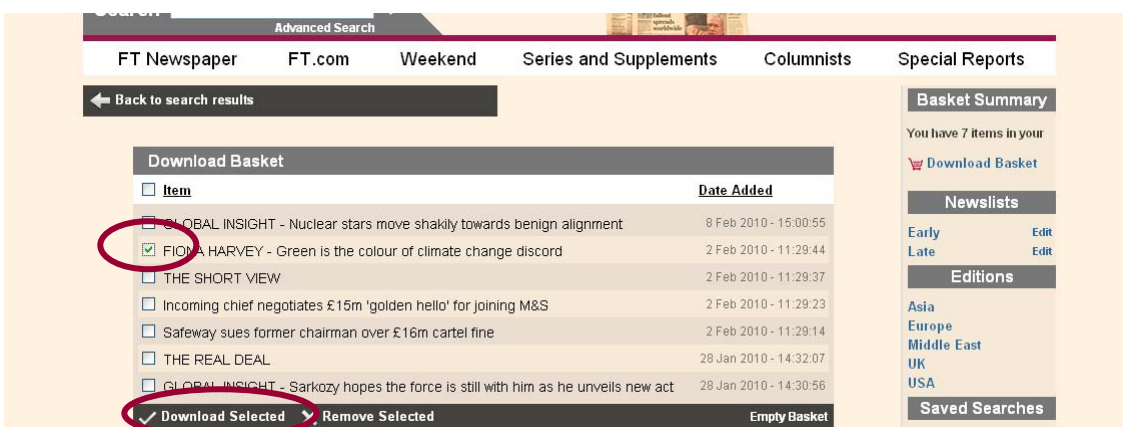
Downloading Articles

Once you have finished selected the articles that you wish to download, go to your [Download Basket](#)

A list of all of the items that you have selected will appear.

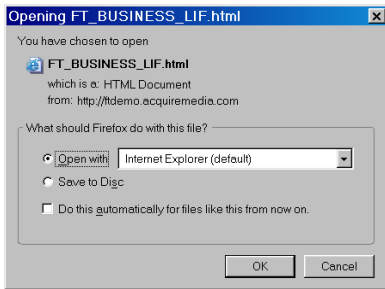
Download individual Articles

To download an individual article, click on the box next to it, to mark it with an **X**.



Click on **Download Selected**, and the download formats will appear. You can download the items in any of the following formats, Text, HTML, or XML.

A popup message will appear, giving you the option to **Open** the file in the chosen format or to **Save** the file to disk.



If you select **Save to Disk** option the file will save in the chosen location.

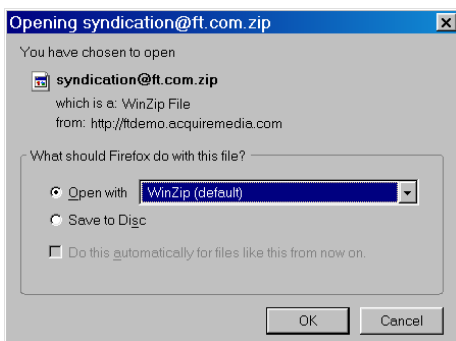
Download Several Articles

To download all items in the basket, click on **the tick box next to Item** and all articles will be selected.

Item	Date Added
<input checked="" type="checkbox"/> GLOBAL INSIGHT - Nuclear stars move shakily towards benign alignment	8 Feb 2010 - 15:00:55
<input checked="" type="checkbox"/> FIONA HARVEY - Green is the colour of climate change discord	2 Feb 2010 - 11:29:44
<input checked="" type="checkbox"/> THE SHORT VIEW	2 Feb 2010 - 11:29:37
<input checked="" type="checkbox"/> Incoming chief negotiates £15m 'golden hello' for joining M&S	2 Feb 2010 - 11:29:23
<input checked="" type="checkbox"/> Safeway sues former chairman over £16m cartel fine	2 Feb 2010 - 11:29:14
<input checked="" type="checkbox"/> THE REAL DEAL	28 Jan 2010 - 14:32:07
<input checked="" type="checkbox"/> GLOBAL INSIGHT - Sarkozy hopes the force is still with him as he unveils new act	28 Jan 2010 - 14:30:56

Click on **Download Selected**, and the download formats will appear. All of the items that you have selected will be downloaded in the same format. Select the format.

A popup message will appear, giving you the option to **Open** the file in the chosen format or to **save** the file to disk.



If you select **Save to Disk** option the file will save in the chosen location. When you are downloading many articles at one time, they will be saved in a **.zip file**, allowing you to access the files individually afterwards.

Download formats

To enable you to save the content in the format most appropriate to your organisation, there are 3 download formats available, Text, HTML, and XML.

5. Help

If you require assistance with using this site you can contact our support departments or your account manager.

Contact details and a list of **Frequently Asked Questions** can be found at the top of every screen under [Help](#)

8 February 2010

Services Customers **Help** Logout

FINANCIAL TIMES

Syndication

Search →
Advanced Search

COMPANIES & MARKETS
FINANCIAL TIMES
Middle East
European
Asian

Welcome to the FT's new Syndication Platform

FT Newspaper FT.com Weekend Series and Supplements Columnists Special Reports

CONTACT FT SYNDICATION

For **General Enquiries** please contact
Please contact your Media Syndication Account Manager
Tel: +44 20 7873 4852
E-mail: syndication@ft.com

For **Technical Support**
Please contact the Syndication News desk
E-mail: syndhelp@ft.com

To licence **FT photographs or illustrations**
Please contact photosynd@ft.com

To order **FT Branded reprints of individual Financial Times articles**
Please contact synd.admin@ft.com

FT SYNDICATION - HELP AREA

Welcome to the help area, where you will find the answers to many frequently asked questions.

If you need help using the site and cannot find the answer, please contact the FT Syndication News Desk at syndhelp@ft.com and we will get back to you as soon as possible.

[I am already a client of FT Syndication. How do I find a particular story?](#)
You can use the search engine on the top left hand side of the screen. Type in a keyword or phrase (e.g. "US Healthcare") and click on the Submit button to activate the search. Results will display in the main content well.

[I still can't find the story. Why not?](#)

- It's possible that the story has not yet been released. You can e-mail the Syndication News desk (syndhelp@ft.com) if you wish to check. All stories are usually loaded on to the site by 10pm London time.
- Alternatively, it's possible that the story has been "spiked" and will not appear in the following day's Financial Times, or it is possible that we do not own the copyright to this particular article and are therefore unable to make it available for syndication.

[What's the difference between the US, UK, European, Middle East and Asian editions?](#)
The various editions are tailored to the different needs of readers all over the world. The UK edition contains additional reporting on UK news and corporate stories, which are rarely of interest to a non-UK audience. The Early and Late news lists contain all these UK stories.

[Pictures and Graphics](#)
The Financial Times Picture Library is updated on a daily basis and houses in excess of 100,000 colour 35mm negatives and slides as well as 75,000+ black and white 35mm negatives. Some 100,000 of these images are scanned in digital form and available for immediate electronic

Basket Summary
You have 2 items in your
[Download Basket](#)

Newslists
Early
Late

Editions
Asia
Europe
Middle East
UK
USA

Saved Searches
You haven't saved any searches yet

6. Problems / Error Messages

Unable to locate an article on the site

You may have seen an article published in the newspaper or on the FT.com website, but you cannot locate it on the Media Syndication site. This may be because we do not own the copyright to the article. Only articles that we own the copyright to are made available for syndication.

Graphs and Pictures to go with the article

The article in the newspaper or on the website may have had an image with it. Unfortunately we do not include images as we may not own the copyright. If you are interested in licensing a photograph or illustration, please contact our photo syndication department. Their details can be found on the Help screen.

Exceeding your Download Quota

Your contract will have an amount of content that you are permitted to download over a timeframe (day, week, month etc.)

If you add 10 articles to your download basket, but your contract only permits you to download 5 articles a day, you cannot download them all. If you exceed this quota, you will see the following message, **“You have selected multiple items for download that exceed your allowable limit on downloading content. Choose fewer items from your basket or contact [sales](#)”**



Please contact us (you can find our contact details on the help screen) and we can investigate this issue for you, if you think that this is not working correctly.

Unable to print an article

If you would like to print out an article, you will need to download the article first. Please follow the download instructions above.

Unable to copy and paste an article

Copy and paste has been disabled. If you would like access to an article so that you can copy and paste it into your own system, you will need to download the article first. Please follow the download instructions above.

Unable to view an article

Each article is marked with a red or a green circle to indicate the content that you have access to. On the example below, the dots are all red. If the dot is red, you will be unable to click on the headline and add the article to your download basket.

The screenshot shows the Financial Times Syndication website interface. At the top, there is a search bar and navigation tabs for 'FT Newspaper', 'FT.com', 'Weekend', 'Series and Supplements', 'Columnists', and 'Special Reports'. Below the navigation, there is a grid of article listings. Each article listing includes a date (2 February 2010), a headline, a brief description, and a section/word count. A red dot is placed to the left of each headline, indicating that the article is not accessible. The sidebar on the right contains options for 'Basket Summary', 'Download Basket', 'Newslists', 'Editions', 'Saved Searches', and 'My Searches'.

2 February 2010
THE LEX COLUMN - Mortgage hangovers
Even as credit costs start to fall, US banks' hangover from the housing bust will linger. That makes the size of repurchase reserving hard to track - and banks are loath to reveal their view of possible losses to those seeking to hand...

Section: FT Newspaper
Words: 303

2 February 2010
THE LEX COLUMN - Ryanair
There are perhaps only three things extravagant about Ryanair: its appetite for cost cuts; its valuation; and its ability to generate cash. Then there is the Dublin-based carrier's valuation. Finally there is Ryanair's ability to spew...

Section: FT Newspaper
Words: 311

2 February 2010
THE LEX COLUMN - The Cadbury switch
Cadbury shareholders will shortly receive a tidy profit, courtesy of Kraft. Investors, first, should not expect that an inflow of ex-Cadbury money will boost other UK consumer stocks. For those limited to the UK, Unilever looks a good...

Section: FT Newspaper
Words: 299

2 February 2010
THE LEX COLUMN - Manufacturing
Central banking is easy during the good times. A slew of stronger-than-expected global manufacturing data, therefore, must be rousing central bankers. Robust economic data up the ante on policymakers. But it might take more to convince...

Section: FT Newspaper
Words: 295

2 February 2010
THE LEX COLUMN - Shelling out on biofuel
Innovation is sweet but profit up front is sweeter still. The dumping of those stakes, and Shell's sale last year of once highly touted biofuel researcher Choren, signals a lack of faith they will displace the profitable...

Section: FT Newspaper
Words: 316

2 February 2010
THE LEX COLUMN - US consumers
After gorging themselves silly on cheap credit, about a year and a half ago US consumers began a much needed detox. On a quarterly basis, the savings rate had been rising before levelling off towards the end of last year. Yet such a...

Section: FT Newspaper
Words: 321

2 February 2010
THE LEX COLUMN - S'painful
Procrastination has been a hallmark of southern European

2 February 2010
THE LEX COLUMN - Hynix
And then there were none. KEB, owned by Lone Star, has been