

# Tutorial to Quickly Detect Changes in the Footnotes

% [oldschoolvalue.com/blog/investment-tools/tutorial-to-quickly-detect-changes-in-the-footnotes/](http://oldschoolvalue.com/blog/investment-tools/tutorial-to-quickly-detect-changes-in-the-footnotes/)

## Changes in the Footnotes

### What can you expect when there are changes in the footnotes?

You've heard and read it over and over again. Management will try to hide information in the footnotes, therefore read the footnotes, read the footnotes, read the footnotes.

But if you are a normal person you don't like to spend all day, or don't have the time to spend, reading every fine print in the quarterly and annual reports for each of your companies.

What if I told you there was an easier way?

### 3 Minutes can Save you 3 Hours

That method is to simply let Microsoft Word compare the documents for you and let you know whether there are any changes.

So simple, it's brilliant. It's a lesson from [Financial Shenanigans](#) that I've been using to make things easier.

This will undoubtedly save you tons of time. After all, you only need to read the differences between each filed report. First see what I'm talking about.

#### **We rely on distributors that we do not control.**

We rely significantly on a global network of independent, regional distributors to market and distribute our cinema and broadcast products. Our distributor arrangements are non-exclusive and our distributors are not obligated to buy our products and can represent competing products. The loss of a major distributor or the inability or unwillingness of our distributors to dedicate the resources necessary to promote our portfolio of products will adversely affect our revenue. Furthermore, our distributors could retain product channel inventory levels that exceed future anticipated sales, which could adversely affect future sales to those distributors. In addition, failures of our distributors to adhere to our policies or other ethical practices could adversely affect us. For example, while we have implement policies designed to promote compliance with the Foreign Corrupt Practices Act, export controls, and local laws, we do not have direct control over the business and risk management policies adopted by our distributors, and they could act contrary to our policies.

This is just one of the changes that was detected between Dolby's Q2 and Q3 report. Try to detect this by hand and it will be a nightmare.

Now let me show you how easily this is done.

This tutorial is based on Office 2007, but it also works on word 2000 and 2003.



*Changes in the Footnotes. What to Expect |  
Flickr: Stephanie Moussie*

## Step 1: Copy the Reports from SEC

- Go search for the company filings from the [SEC](#)
- (In my case, I'm looking at DLB and the 10-Q reports)
- Open the latest Q3 report, select all the text and then copy it. (Press CTRLA or right click and select "select all")

## Step 2: Paste to Microsoft Word

- Open Microsoft Word and then paste in the document. You'll end up with a document that looks just like the filing.
- Save the document. See the animated image below.

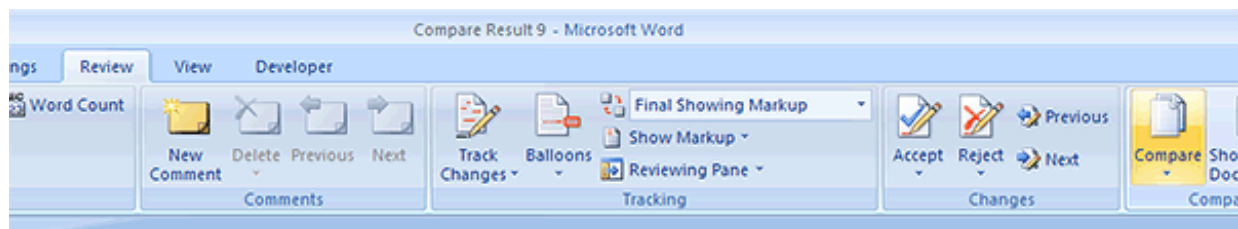


## Step 3: Do it Again with the Previous Document

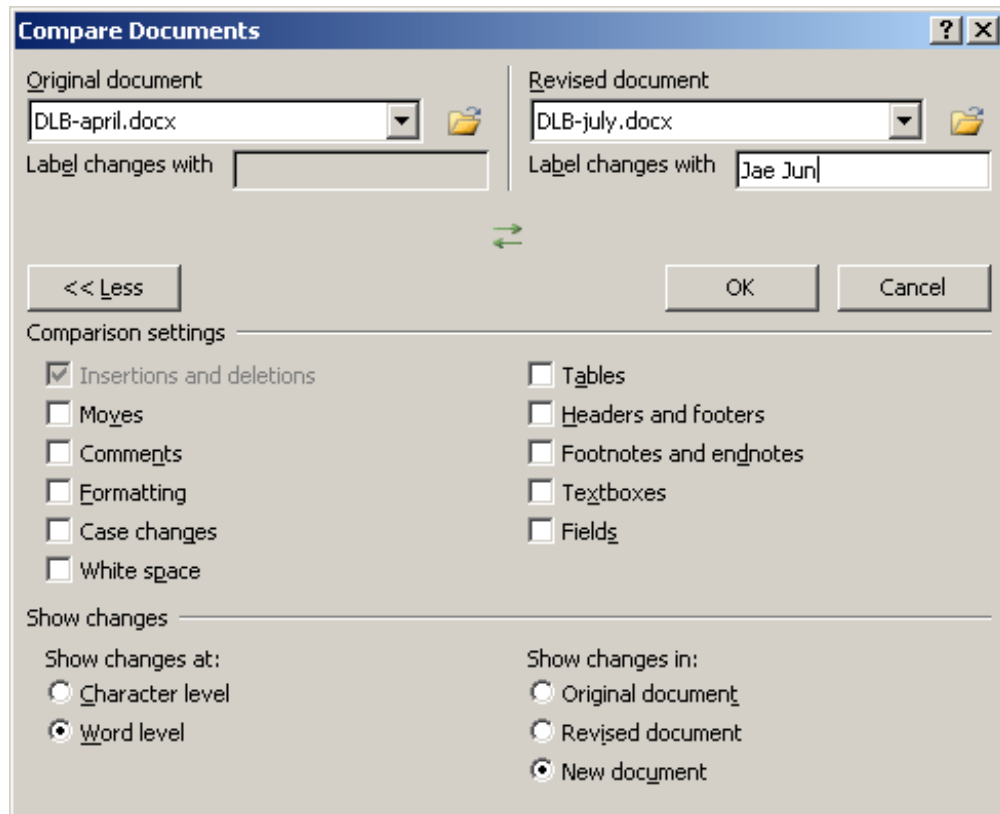
- Now that the Q3 document has been copied, pasted and saved, do it again for the Q2 report.

## Step 4: Compare Changes in Microsoft Word

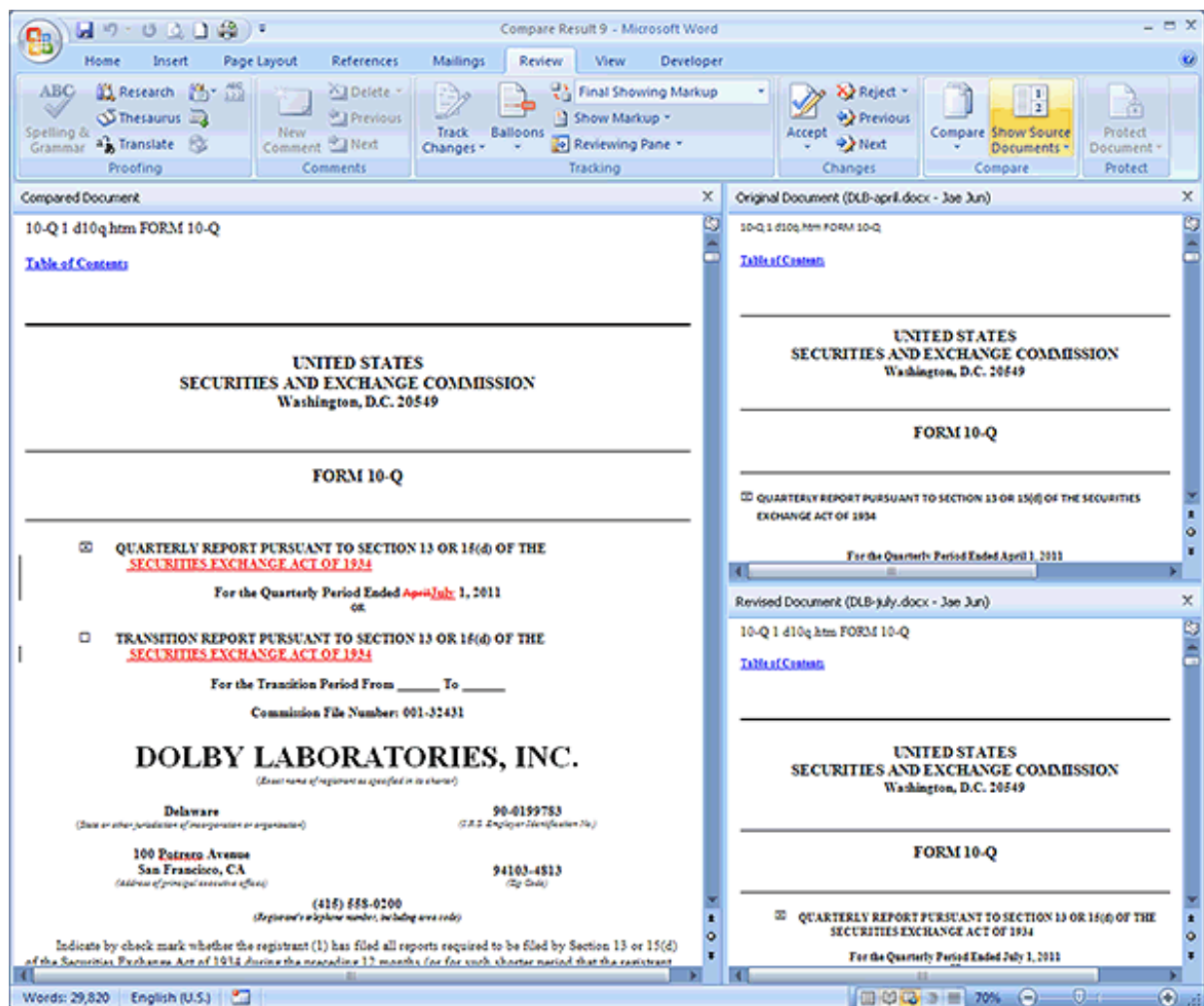
- Now with any of the documents open, select "Review" in the ribbon and then "Compare".



- When you select compare, a window will open.



- In the original document, select the Q2 document, and in the revised document, select the Q3 document.
- Deselect all the check boxes because you only want to see the word differences. You can choose to check or uncheck "Tables".
- Press ok. The images below will be what you see.



10-Q 1 d10q.htm FORM 10-Q

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UNITED STATES  
SECURITIES AND EXCHANGE COMMISSION  
Washington, D.C. 20549

FORM 10-Q

☒ QUARTERLY REPORT PURSUANT TO SECTION 13 OR 15(d) OF THE  
SECURITIES EXCHANGE ACT OF 1934

For the Quarterly Period Ended April/July 1, 2011  
OR

☐ TRANSITION REPORT PURSUANT TO SECTION 13 OR 15(d) OF THE  
SECURITIES EXCHANGE ACT OF 1934

For the Transition Period From \_\_\_\_ To \_\_\_\_  
Commission File Number: 001-32431

And that is how you detect **Changes in the Footnotes**. If you liked this tutorial please share it by liking or

tweeting it. If you have other ideas for tutorials, leave your comment below.