Almost everyone should own some stocks. They represent the best way to participate in the future growth of the global economy and of individual companies. But stocks can be confusing and their gyrations can be scary. One way to learn about investing in stocks is with the booklet The Basics for Investing in Stocks. Here’s a sample of information in the booklet.

Over the long run, stocks have beaten the performance of any other major asset class by a wide margin. Since 1926, stocks have returned nearly 10% per year, on average. Note that this nine-decade span includes numerous wars, recessions and the Great Depression. It also includes the severe decline in stock prices from late 2007 to early 2009, a period that overlaps what some call the Great Recession.

Stocks deserve a prominent place in any long-term investment plan, such as a retirement account. But because stocks are volatile—which means that by their nature, their value rises and falls—even in times with caution, ideally, stocks should be held to meet medium- and long-term goals.

Stocks come in a variety of flavors:

- Growth stocks are shares of companies that consistently generate above-average revenue and profit growth.
- Income stocks pay out a relatively high ratio of their earnings in the form of dividends.
- Value stocks describe stocks that are cheap in relation to fundamental measures, such as profits, sales, cash flow or the value of a company’s assets.
- Small-company stocks over time have generated better returns than stocks of large companies. But small-company stocks are often risky.
- Foreign stocks add valuable diversification to a purely domestic stock portfolio. They provide exposure to foreign currencies, economies and business cycles.

The Need for Diversification

Diversification means spreading your money around many investments to lessen risk. The idea is to avoid a situation in which your investments are concentrated in so few holdings that big declines in the value of just one or two of them wreck your portfolio. If you buy individual stocks, you probably need a minimum of 20 to 30 companies from a variety of different industries for sufficient diversification.

How to Pick Stocks

Broadly speaking, there are two basic approaches to stock picking: Using a top-down approach, an investor begins with an analysis of the economy, markets and industries. Trends in the economy, such as employment and interest rates, substantially influence company earnings. The alternative is a bottom-up approach, in which the investor pays less attention to the big picture and instead focuses on individual companies.

There are numerous ways to pick individual stocks, some of them quite complex. In general, though, investors look for companies that deliver solid earnings growth or those whose share prices are cheap relative to the perceived value of the company.

It’s crucial to understand how stocks are valued. Here are some key approaches:

- Price-Earnings Ratio. The P/E ratio is perhaps the best-known and most widely used yardstick to assess a stock’s value.
The Basics for Investing in Stocks

Invest only in companies you can understand

The numerator, P, is a stock’s current market price. The denominator, E, is a company’s earnings per share. The P/E ratio tells you how much investors are willing to pay for each dollar a company earns.

**Price-to-Book-Value Ratio.** Book value, also known as shareholder equity, is a company’s assets minus liabilities. Price to book value (P/B) can come in handy for evaluating stocks when P/E ratios don’t make sense.

**Price-to-Sales Ratio.** As with P/E, price-to-sales ratios are useful in valuing a company whose earnings are negative or erratic.

**Dividend Yield.** Yield is the amount of dividend a company pays to shareholders annually expressed as a percentage of the stock’s price. Sometimes, stocks with high dividend yields are seen as good values.

**Finding Growth**

There are many ways to find great growth stocks. Perhaps the simplest is through your teenage kids. If the product turns out to be a dud, sell.

**Consider Mutual Funds**

Funds offer a number of benefits. Instead of researching individual stocks yourself, you are effectively hiring an investment professional to analyze companies and stocks. The manager will decide when is an opportune time to purchase and sell stocks.

Funds are convenient. While you may need to purchase 20 to 30 stocks for adequate diversification, a diversified mutual fund provides a one-stop-shopping approach to spreading risk. Researching small company or foreign stocks can be especially daunting. You can fill gaps such as these in your portfolio by buying small-company or foreign funds. In fact, you can find funds that address almost any investment strategy, broadly or narrowly defined.

**When To Sell**

The decision of when to unload a stock is as important as deciding which stocks to buy in the first place. Among possible reasons to sell:

- The fundamentals change. Suppose you bought a stock because you had high expectations for a new product. If the product turns out to be a dud, sell.
- The dividend is cut. It’s a sign of a company with problems.
- You reach your target price. Many investors set specific price targets, both up and down, when they buy a stock. A good target is to sell after you double your money, or after you lose 20%.

**Mutual Funds and ETPs:**

**Maybe All You’ll Ever Need**

- Mutual funds: The best investment
- The different types of funds
- How to choose funds
- Assembling a portfolio

**Maximize Your Retirement Investments**

- Three key rules
- Creating the right investment mix
- Investing on target
- Best places to save
- Guidelines for saving at every life stage
- Getting money out and creating an income stream
- Protect your money: Check out a broker or adviser

**Getting Help With Your Investments**

- Do you need a financial adviser?
- Who’s who among financial advisers
- How to choose an adviser
- How to open an account
- 5 questions to ask before you hire an adviser
- What can go wrong
- How to complain

**Where to Invest Your College Money**

- The basics of investing for college
- Investing in a 529 savings plan
- Locking in tuition with a prepaid plan
- Other tax-favored ways to save
- Tax credits for higher education
- Save in your child’s name

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**REBALANCE YOUR INVESTMENTS**

Complete this worksheet at least once a year so you’ll know how your investment mix is changing. Then take action to bring it back into line with a mix that matches your goals and your risk tolerance.

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**HOW TO DIVERSIFY**

Think in terms of ranges rather than fixed percentages when deciding how to divvy up your investments. A diverse portfolio allows you to manage risk and adjust according to the market and your time horizon.

- 80% Stocks
- 20% Bonds
- 10% Cash

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**THE TRADITIONAL RISK PYRAMID**

- **Speculative**
- **Aggressive Growth**
- **Long-Term Growth**
- **Growth and Income**
- **Cash, CDs, Short-Term U.S. Debt**

The higher up the pyramid, the higher your potential reward and the greater your risk of loss—and the smaller the proportion of your investments.

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**MORE INFORMATION ABOUT INVESTING**

The following booklets from the Editors of Kiplinger’s Personal Finance magazine and the Investor Protection Trust are available at your library and offices of State Securities Regulators.

- **Five Keys to Investing Success**
  - Make investing a habit
  - Set exciting goals
  - Don’t take unnecessary risks
  - Keep time on your side
  - Diversify

- **The Basics for Investing in Stocks**
  - Different flavors of stocks
  - The importance of diversification
  - How to pick and purchase stocks
  - When to sell
  - Key measures of value and finding growth
  - What’s your return?
  - Consider mutual funds

- **A Primer for Investing in Bonds**
  - How do bonds work, anyway?
  - How much does a bond really pay?
  - How to reduce the risks in bonds
  - Going the mutual fund route

- **Mutual Funds and ETFs:**
  - Sources of mutual fund information
  - Where to buy funds

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