

## GETTING STARTED

This cheat-sheet provides basic instructions on how to successfully navigate and use the BLOOMBERG PROFESSIONAL® service.

We recommend the essential function codes listed below. Simply type any of these commands, followed by the <Enter> /  key to activate the function.

### Navigation from the Bloomberg Keyboard

If you are using your own keyboard and Bloomberg provided keyboard stickers: Press the <Alt> and K buttons simultaneously to display a keyboard image.



Press once to log on using your name/password  
Press once to log off



Enter any word/phrase & press <HELP>  
to search our entire database for matches.  
E.g. A person, company, currency,



Press <Menu> once to return to previous screen  
(equivalent to a 'back' key)



Press <Page Fwd/Back> to scroll through a  
multiple page screen.



Press <Panel> to rotate among the 4 Bloomberg  
windows



Press <Print> to print 1 page  
5 <Print> to print a 5 page screen. 10 <print> etc

### Main Menus

In addition to the yellow market sector keys that appear on your keyboard – these function codes will lead you to the main menus of other important market sectors .

<b>MAIN</b>	<b>Main Menu</b>
<b>NRG</b>	Bloomberg Energy Service
<b>FXIP</b>	Foreign Exchange Platform
<b>IRSM</b>	Interest Rate Swap Menu
<b>BLAW</b>	Bloomberg Law
<b>BINS</b>	Bloomberg Insurance
<b>BEE</b>	Bloomberg Earnings Estimates
<b>HYM</b>	High Yield
<b>MA</b>	Mergers & Acquisitions
<b>FUND</b>	Funds & Holdings
<b>LOAN</b>	Syndicated Bank Loan Menu
<b>EMKT</b>	Emerging Markets
<b>ET</b>	Electronic Trading
<b>OMS</b>	Order Management Systems
<b>DATA</b>	Data Services

### News

<b>N</b>	<b>Main NEWS menu</b>
<b>TOP</b>	Today's TOP headlines
<b>TOP DEAL</b>	Today's top M&A headlines * <small>* over 50 different TOP categories to choose from!</small>
<b>READ</b>	<b>Most Popular News</b>
<b>NRR</b>	Top 10 News stories by readership
<b>NI</b>	News Category Search
<b>TNI</b>	Dual News Category Search
<b>MNI</b>	Most read News by Category
	<i>Suggestions</i>
<b>NI READ</b>	Weekly summary, most read stories
<b>NI US</b>	U.S News
<b>NI HOT</b>	Global Hot News
<b>NI WNEWS</b>	Who's who people news
<b>AV</b>	Audio Visual / Multimedia Menu
<b>LIVE</b>	LIVE Broadcasts & Interviews
<b>NRC</b>	Search for other News wires by name or language

### Broad Market Monitors & Calendars

A selection of global market monitors that provide a broad market overview. Many of these screens are customizable to a specific country

<b>WEI</b>	Display World Equity Indices
<b>WB</b>	Display World Govt Bonds
<b>WS</b>	Display World Swap Rates
<b>WCV</b>	World Currency Values
<b>CBQ / IBQ</b>	Country / Industry Overviews
<b>IM</b>	Treasury & Money Market Rates
<b>ECST</b>	Economist Statistics
<b>WECO</b>	Economic Calendars – by country

# Bloomberg

## Communication Tools

Communicate with other Bloomberg customers and send to traditional internet e-mail addresses! Simply type the person's name (or address) and press **<MSG>**

<b>MSGM</b>	Message System Main Menu
<b>SPDL</b>	Create an address book of your contacts
<b>IB</b>	Instant Bloomberg. Real-time chat
<b>GRAB</b>	Type GRAB from any screen to send it a msg attachment
<b>ANY</b>	BLOOMBERG ANYWHERE <sup>SM</sup>
<b>BERRY</b>	Bloomberg for BlackBerry
<b>BBFO</b>	Voice & Video calls
<b>BBSQ</b>	Bloomberg Squawk.

## Finding Information

Enter any word(s) or phrase & press **HELP** to search the entire Bloomberg system for matching information. E.g.

A person:	Alan Greenspan <b>HELP</b>
A company:	Microsoft <b>HELP</b>
A currency:	Euro <b>HELP</b>
A subject:	Volatility <b>HELP</b>

## Security Analysis Equity E.g. T US <Equity> **GO**

Once you have found and entered the ticker for the Equity you wish to analyze – now enter any of these basic function codes

<b>DES</b>	Company Description
<b>CN</b>	Company News and Research
<b>MCN</b>	Most Popular News for this company
<b>MGMT</b>	Management Structure & Profiles
<b>GPO</b>	Price Graph (incl Open, High, Low data)
<b>GIP</b>	Intraday Price Graph
<b>PHDC</b>	Institutional and Insider Holders
<b>ANR</b>	Analyst Recommendations
<b>EM</b>	Earnings Matrix (multiple templates)
<b>RV</b>	Relative Value – Peer Group Analysis
<b>FA</b>	Financial Analysis Templates

## Customization & Shortcuts

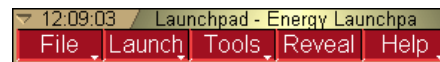
<b>PDFQ</b>	Personal defaults – quick set up
<b>PDF</b>	Personal Defaults – full set up
<b>EASY</b>	Essential Tips & Shortcuts

## Customizable Monitors

Create a full screen display that will allow you to track a portfolio of securities and drag/drop any of your selected securities into charts, news and analytical windows for further analysis

### BLP Bloomberg Launchpad

From the Launchpad Toolbar click on 'Tools' and select 'Sample Views' to see ready-made displays



## Security Analysis Bond E.g. BUD 09 <Corp> **GO**

Once you have found and entered the ticker for the Bond you wish to analyze – now enter any of these basic function codes

<b>DES</b>	Bond Description
<b>GP / GY</b>	Price Graph / Yield Graph
<b>YAS</b>	Yield and Spread Calculator
<b>ALLQ</b>	Pricing Sources – Transparency of quotes
<b>ISSD</b>	Issuer/Debt Information
<b>DDIS</b>	Debt Distribution Chart & Data
<b>CRPR</b>	Current and Historical Credit Profile
<b>RV</b>	Relative Value
<b>CRVD</b>	Credit Relative Value

## Customer Service & Training Supports

24hr Global Help in real-time from the Bloomberg Help Desk. At any time press the **<HELP>** key twice on your keyboard to make contact with a Help desk representative

<b>TRAIN</b>	Links to training materials, Events, Seminars,
<b>CERT</b>	Enroll in Product Certification
<b>DOCS</b>	Search & print any documentation
	E.g. <b>DOCS CONVERTIBLES</b>
	<b>DOCS LATEST</b>
	<b>DOCS CHEATSHEET</b>



Helpx2

Press the <HELP>  
key twice for instant  
live assistance.

**bloomberg.com**

**Frankfurt**  
+49 69 92041 0

**Hong Kong**  
+852 2977 6000

**London**  
+44 20 7330 7500

**New York**  
+1 212 318 2000

**San Francisco**  
+1 415 912 2960

**São Paulo**  
+55 11 3048 4500

**Singapore**  
+65 6212 1000

**Sydney**  
+61 2 9777 8600

**Tokyo**  
+81 3 3201 8900

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