

NAVIGATE THE BLOOMBERG PROFESSIONAL® SERVICE

- CONN DFLT** Log on and off (login and password)
- CANCEL** Abort the function – also displays Bloomberg contact numbers, keyword search and access to the Bloomberg learning center
- HELP** Type a keyword, press **HELP** and you will get a complete search of our vast database
- HELP HELP** Our Help Desk is available on-line, 24 hours a day, seven days a week
- GO** Use after each function code to action the request
- MENU** Back to the previous menu
- PANEL** Move between Bloomberg windows
- PRINT** Print current page
- # PRINT** Print several sequential pages (e.g. **33 PRINT** to print 33 consecutive pages)
- PAGE FWD** View the following page (within multiple pages)
- PAGE BACK** View the previous page (within multiple pages)
- SHIFT GO** List your previous eight commands (or type **LAST GO**)

HOW TO SEND AND RECEIVE MESSAGES

- MSGM GO** Main message menu
- MSG** Retrieve messages sent to you
- JOHN SMITH MSG** Send a message to another Bloomberg user (or type **MSG JOHN SMITH GO**)
- JSMITH@BLOOMBERG.NET MSG** Send a message to an Internet address (or type **MSG JSMITH@BLOOMBERG.NET GO**)
- MSG4 GO** Retrieve messages sent – unread messages sent to Bloomberg users will be flashing in blue
- SPDL GO** Create personal speed dialers and groups of speed dialer names in your own electronic address book
- MSGS GO** Message searches
- GRAB GO** Send a Bloomberg screen

CUSTOMIZE THE BLOOMBERG PROFESSIONAL SERVICE

- BLP GO** Launchpad–customizable desktop (type **TRAIN GO** to request a demo)
- NW GO** Create a personal market monitor (**NWEG GO**: examples to copy, edit and customize)
- G GO** Customize technical charts (**GEG GO**: examples to copy, edit and customize)
- NRC GO 22 GO** Set the language preference for news stories
- LANG GO** Set the language for the BLOOMBERG PROFESSIONAL® service
- PHONE GO** Access your e-mails and quotes from your phone or PDA (right mouse click for additional customizable functions)
- PDF GO** Bloomberg default settings
- ALT B** Create personalized buttons on your toolbar
- ALT T** Hide/view your toolbar
- FMPS GO** Select security pricing providers

NEWS FUNCTIONS

- N GO** Main news menu. Type a keyword in the yellow field to search for all news on a particular topic. Once you have accessed a news story, type **9 GO** to print
- TOP GO** Top stories
- TOP STK GO** Stock market news
- TOP BON GO** Bond market news
- TNI GO** News filter
- ALAN GREENSPAN HELP 7 GO** Information on a person
- BSP GO** Main sports news menu

MARKET PERSPECTIVE

- WECO** World economic calendar
- IM** World market monitors
- ESNP** Economic statistic's snapshots
- FOMC** FOMC announcement dates
- WEI** World equity indices
- WEIF** World equity index futures
- WB** World bond markets
- WBF** World bond futures
- WIR** Interest rate futures
- MMR** Money market rate monitors
- WFX** World currencies
- IBQ** Industry analysis monitors
- CBQ** Country analysis
- ACDR** Earning announcement calendar
- FMC** Fair market curves
- IYC** International yield curves
- IRSB** Interest rate swap rates
- SWYC** Swap curves

FINDING A SECURITY BY ISSUER

COMPANY NAME **10** Select company

EQUITIES: **BQ** Company overview

CN Company news

DEBT: **DES** Security description

YAS Yield and spread analysis

OR IF THE TICKER IS KNOWN:

CSCO US Cisco Systems equity menu

XRX Xerox corporate securities

FINDING GOVERNMENT SECURITIES

TK Select a country

YT Yield/price table

YA Yield analysis

GPO Price graphs

SEARCHES

SRCM Equity, fund, description, warrant and convertible bond searches

ECDR Equity calendar

MA Mergers and acquisitions analysis

CACT Corporate action calendar

SRCH Bond search

NIM New issue monitor

PICK Post and monitor municipal bond offerings

MORE HELP AND TRAINING

Help desk available on-line,
24 hours a day, seven days a week

BU Bloomberg University – free seminars,
on-line training and manuals

BREP Contact details of your Bloomberg representative

API Bloomberg data contributions in Excel

SDK Software Developer Kits (SDK)

TRAIN Request a Launchpad demo