Getting Started

NAVIGATE THE BLOOMBERG PROFESSIONAL® service

- Log on and off using the password created during the UREG process
- Escape the function; access Bloomberg contact numbers, keyword search and access to the Bloomberg learning center
- Enter a keyword, press <HELP> to search our vast database, including personal profiles; function for an online tutorial; Press <HELP> twice to access the Help Desk 24 hours a day, seven days a week; Enter HDSK <Go> to access previous Help Desk replies
- Press <Go> after you enter a command
- Press <Menu> to return to the previous screen
- Press <Print> to print the screen; enter (# of pages) <Print> to print consecutive pages
- Press <Page FWD/BACK> to access the next/previous screen
- Display your previous eight commands (or type Last <Go>)

HOW TO SEND AND RECEIVE MESSAGES

- MSGM <Go> Display the message system main menu
- MSG <Go> Send, receive, and manage messages
- MSG4 <Go> Display outgoing messages
- SPDL <Go> Create and maintain a speed dial list of your E-mail contacts
- MSGS <Go> Search for messages
- GRAB <Go> Send a screen image as a message attachment
- IB <Go> Chat in real-time via Instant Bloomberg

CUSTOMIZE THE BLOOMBERG PROFESSIONAL® service

- BLP <Go> Build an interactive workstation driven by Bloomberg® data
- G <Go> Create and maintain charts
- NRC <Go> Filter news stories by language or source
- LANG <Go> Set your default language
- PHONE <Go> Access your e-mails and quotes through your phone or PDA
- PDF <Go> Set your personal defaults
- B <Go> Create personalized toolbar buttons
- T <Go> Toggle your toolbar
- FMPS <Go> Select security pricing classes

NEWS FUNCTIONS

- N <Go> Search general news categories
- NLRT <Go> Set up news filters to alert you when a particular news story hits the wire
- TOP <Go> Display today’s top business and finance headlines
- TOP STK <Go> Display the top headlines relating to stocks
- TOP BON <Go> Display the top headlines relating to Bonds
- TNI <Go> Create custom news searches

MARKET PERSPECTIVE

- WECO <Go> Display a calendar of economic releases
- IM <Go> Display a menu of treasury/money-market and international bond monitors
- ESNP <Go> Display economic statistics of a country
- FOMC <Go> Display FOMC announcements
- WEI <Go> Monitor worldwide returns for indices
- WEIF <Go> Monitor equity index futures contracts
- WB <Go> Track global benchmark bonds
- WBF <Go> Monitor world bond futures
- WIR <Go> Monitor prices or yields for interest rate futures
- MMR <Go> Display a menu of money market rate monitors
- WFX <Go> Monitor world currencies
- IBQ <Go> Display industry analysis
- CBQ <Go> Display key global stock indicators and developments
- ACDR <Go> Display earnings announcement estimates and dates
- FMC <Go> Compare yields across maturities of multiple bond sectors
- IYC <Go> Display a menu of yield curve analytics
- IRSB <Go> Monitor global interest rate swap rates
- SWYC <Go> Display swap defaults
- YCRV <Go> Display multiple curves across sectors
- SWDF <Go> Customize your swap rates and volatility contributor defaults
- BTMM <Go> Monitor securities and economic releases
- WCDS <Go> Monitor changes to Bloomberg Generic spreads for credit default swaps
- USSW <Go> Monitor interest rate swap data

For 24-hour assistance, press <HELP> twice

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FINDING A SECURITY BY ISSUER

COMPANY NAME <HELP> 10 <Go> Select company
EQUITIES: BQ <Go> Display price and trade data
         CN <Go> Display company specific news
         GPO <Go> Graph historical prices and moving averages
DEBT: DES <Go> Display fundamental background and financial information

OR IF THE TICKER IS KNOWN:

Cisco Systems equity menu
Xerox corporate securities

FINDING GOVERNMENT SECURITIES

<Govt> TK <Go> Select a country
YT <Go> Display a table and graph of yields/prices
YA <Go> Evaluate the relationship between price and yield

SEARCHES

SRCM <Go> Display a menu of search functions
ECDR <Go> Display the calendar for new equity issues
MA <Go> Research global M&A activity
CACT <Go> Display a corporate actions calendar
SRCH <Go> Create custom bond searches
NIM <Go> Monitor new agency issues
PICK <Go> Post and monitor primary/secondary municipal bond offerings
RATC <Go> Display credit ratings
LSRC <Go> Create custom loan searches
PSCH <Go> Create custom preferred security searches
BOOM <Go> Search for liquidity within the short term markets
LEAG <Go> Display underwriting rankings

MORE HELP AND TRAINING

BU <Go> Access Bloomberg’s training resources
BREP <Go> Display Bloomberg Sales and Installation representative contact information
API <Go> Use Bloomberg data in spreadsheets and proprietary models
TRAIN <Go> Request a personal training session
EASY <Go> Display a list of tips and shortcuts
CERT <Go> Register for the Bloomberg Product Certification Program