Bloomberg

Getting Started

HELP **HELP**

For 24-hour assistance,
press <HELP> twice

NAVIGATE THE BLOOMBERG PROFESSIONAL® service

CONN DFLT — Log on and off using the password created during the UREG process

CANCEL — Escape the function; access Bloomberg contact numbers, keyword search and access to the Bloomberg learning center

HELP — 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

GO — Press <Go> after you enter a command

MENU — Press <Menu> to return to the previous screen

PRINT — Press <Print> to print the screen; enter {# of pages} <Print> to print consecutive pages

PAGE FWD **PAGE BACK** — Press <Page FWD/BACK> to access the next/ previous screen

Shift GO — 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

Alt B Create personalized toolbar buttons
Alt T 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

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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:
CSCO US <Equity> <Go> Cisco Systems equity menu
XRX <Corp> <Go> 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

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