A Bloomberg Professional Services Offering

HELP <GO>
Welcome to the Bloomberg Terminal®
Help Page

Enter HELP <GO>, then press <Help>

Date: 02/18/2026

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Contents

Welcome to the Bloomberg Terminal®

03 Meet the Terminal

03 Help Resources
04 Help Resources: Beginner
05 Help Resources: Advanced

Navigating the Terminal

05 Command Line
06 Find a Function by Keyword
07 Find a Security by Keyword
07 Find by Command
08 Find a Quick Answer

08 Menu System
09 Accessing Menus
10 Function Shortcuts

11 Functions
12 Mnemonics
13 Screen Interaction

13 Securities

14 Bloomberg Keyboard

16 Bloomberg Windows
18 Color Accessibility

18 Help & Support
18 Help Pages
20 Bloomberg Search
21 Help Desk

Reference

22 Brochures

22 Disaster Recovery

Frequently Asked Questions

Welcome to the Bloomberg Terminal®

The Bloomberg Terminal is built to work the way you do: fast and smart. Bloomberg's integrated system is designed to deliver rich data across market sectors and workflows. The following topics provide a guide to the logic that connects you to the data, news, analytics, and people that help you make fast, effective decisions. Mastering this logic empowers you to find whatever you need, wherever you are on the Terminal.

To watch an introductory video on the Bloomberg Terminal's most need-to-know features and navigation tools, click here.

Meet the Terminal

The Bloomberg Terminal® is built on functions and securities, organized by asset class and common workflows of financial professionals. Understanding functions and securities, and how to find and interact with them, is the key to getting the most from the depth and breadth of Bloomberg's offerings.

Here's an overview to help familiarize you with these terms as you learn about your new system:

- **Functions** are applications designed to provide targeted information and analysis on either the broad financial markets or on a specific security. Functions are grouped together by workflow and are discoverable through a hierarchy of menus. Each function has a mnemonic (short name) used to identify and access the function quickly. Want to learn more? See Functions.
- **Securities** are the financial instruments you can analyze. You can load a security to the system then run a series of functions to find information about the security or perform deeper analysis. The millions of securities in Bloomberg's databases are organized by market sector and ticker. Want to learn more? See Securities.

Bloomberg provides two main ways to find and interact with functions and securities:

- **Command Line** is at the top of every Bloomberg screen. The entire system is discoverable from the command line. As the name suggests, the command line is where you enter commands to drive the system, but is also a search bar to find exactly what you need. Want to learn more? See Command Line.
- **Menus** provide a way to browse the full breadth and depth of Bloomberg's offerings to find what you need. All Bloomberg functions are organized onto menus, which start with overall market analysis and allow you to drill down to security-specific analysis. Want to learn more? See Menu System.

To help you navigate through the Bloomberg Terminal, Bloomberg provides a browser-like setup with windows and tabs that allow you to multi-task and switch between functions. The Bloomberg keyboard features unique color-coded keys that make it simple to follow the logic of the system. For more: Bloomberg Windows and Bloomberg Keyboard.

Help Resources

The following topics provide the help resources you need to start using the Bloomberg Terminal®. Click through the *Beginner* resources to learn the basics, then build on your foundational skills with the *Advanced* resources.

|Hint| From any function, you can press the <Help> (F1) key once to see a user guide for the function, or twice to start a live chat with the Bloomberg Help Desk.

Help Resources: Beginner

You can learn the basics of the Bloomberg Terminal® from the introductory resources below. Click through the links to get started.

Things you can do	Learn how
Navigate the Bloomberg Terminal to find the data, securities, and functions you need.	Take a tour
Chat with your colleagues and clients using *Instant Bloomberg* (IB).	Take a tour
Customize your settings to tailor the Terminal to fit your goals.	Read more
Discover functions using Bloomberg's menu system, based on market sector and common financial workflows.	Read more
Master any function by learning the features all functions have in common.	Take a tour
Find tools for the job you do with functionality relevant to your specific workflow.	Take a tour
Get answers around the clock with Help Pages, Bloomberg Search, and live help.	Take a tour
Stay up to speed with the latest new function and enhancement releases across the Bloomberg ecosystem.	Take a tour
Apply a CVD-optimized color scheme, so you can more easily differentiate between color–coded screen items across the Bloomberg Terminal®.	Take a tour

Keep learning about the Terminal with Help Resources: Advanced.

Help Resources: Advanced

You can advance your knowledge of the Bloomberg Terminal® with the resources below. Click through the links to learn more.

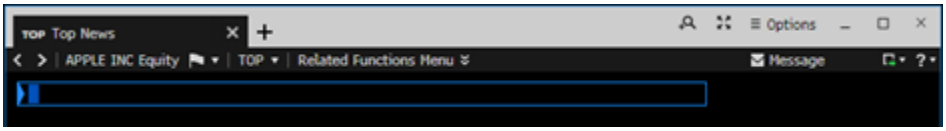
Things you can do	Learn how
Access news on companies, markets, economies, and more.	Take a tour
Create alerts and never miss out on market–moving information.	Take a tour
Organize your desktop and expand your workspace with Bloomberg Launchpad®.	Read more
Learn how to use Tabbed Windows to maximize your screen space and multitask more efficiently.	Read more
Enrich your custom models in Microsoft® Excel with Bloomberg data and analytics.	Read more
Sharpen your Bloomberg proficiency with tips, tricks, and shortcuts.	Read more
Manage your portfolios with customizable tools from Bloomberg's Portfolio & Risk Analytics solution.	Read more
Mitigate risk and analyze exposure with Bloomberg's Multi–Asset Risk System.	Read more

Build your basic knowledge of the Terminal with Help Resources: Beginner.

Navigating the Terminal

Command Line

The Bloomberg Terminal® is entirely discoverable from the command line, which appears across the top of every screen.



If you know exactly what you need on the system, you can use the command line to enter direct commands, such as a function mnemonic or security ticker. If you know what you want but don't know how to find it, you can use the command line to search by keyword.

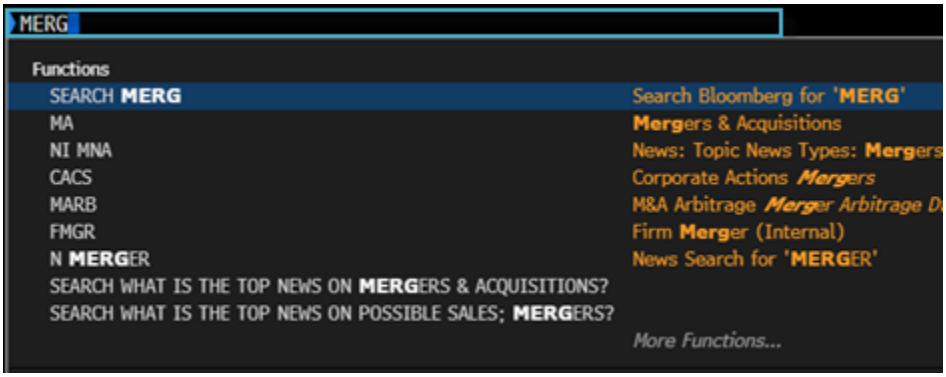
The following topics explain how to use the command line to find a function by keyword, find a security by keyword, directly enter commands, and get an answer to a question.

Find a Function by Keyword

You can find a function that provides a specific type of information or analysis by entering a keyword in the command line.

To search for a function by keyword:

1. In the command line at the top of the screen, start typing the first few letters of a keyword without pressing <GO>. For example, if you want a function for analyzing mergers and acquisitions, start typing **MERG**.



As you type in the command line, a list of suggested matches appears.

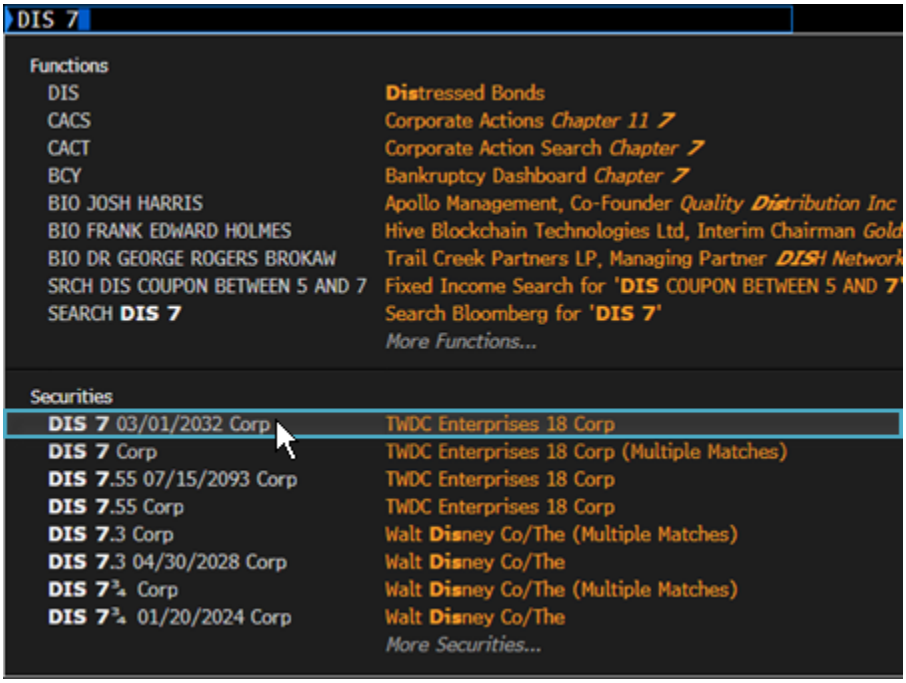
2. Select the function you want from the list of matches.

|Hint| You can further refine the list of function matches by continuing to enter the keyword or by entering additional keywords. For example, you could enter **MERGER ACQ**.

Find a Security by Keyword

You can find and load the security you want to analyze by entering a keyword in the command line.

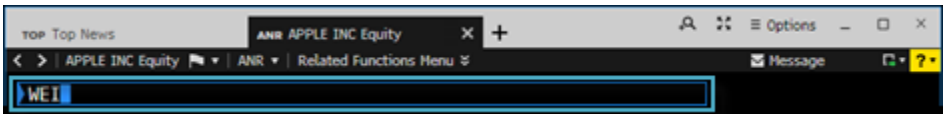
To find a security by keyword, type the first few letters of an issuer name or ticker in the command line (e.g., *DIS 7*). Then, from the list that appears, select the option that best matches your criteria.



|Hint| You can further refine the list of security matches by continuing to enter keywords or by pressing the relevant yellow market sector key. For more on searching by keywords: Search Bloomberg.

Find by Command

If you already know the mnemonic for the function you want to run or the ticker for the security you want to load, type it in the command line, then press the green <GO> key on the keyboard.
For example, if you already know that WEI is the mnemonic for the *World Equity Indices* function and you want to go directly to that function, in the command line, enter **WEI**, then press <GO>.



Note: When you enter a mnemonic in the command line without pressing <GO>, the matching function is automatically highlighted on a list of potential functions, securities, and searches. To run the function, you can click it from the list, or just press <GO> to complete the command.

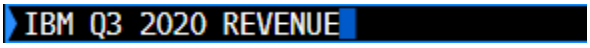
For more information on the function mnemonics and security tickers that you can enter in the command line, see Mnemonics and Securities.

Find a Quick Answer

On the Bloomberg Terminal®, you can use the command line to search the entire system by keyword, phrase, or question.

To find answers to common questions from the command line:

Type your query into the command line, then press <GO>.
For example, enter **IBM Q3 2013 REVENUE**.



Your search results appear on the *Search Bloomberg: Results* (SEARCH) screen. When a targeted answer is available, SEARCH provides it along with related information, such as data points or a chart, that you can click to continue your analysis in another function.

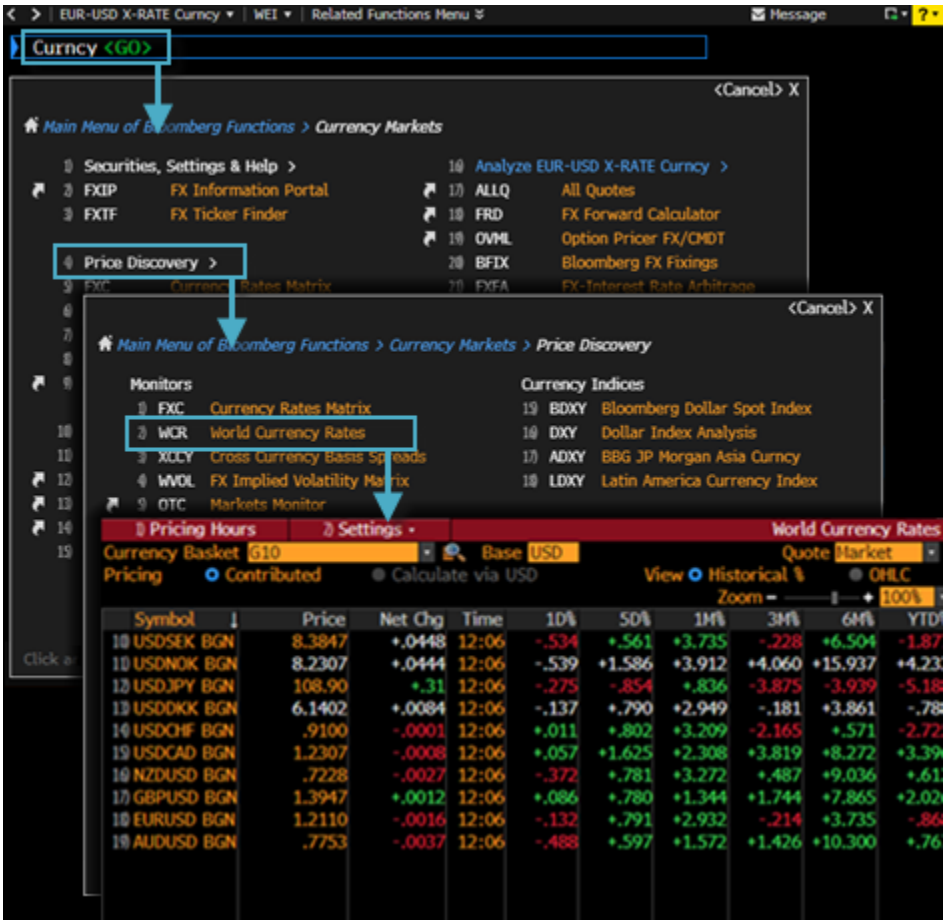
For more information on using the command line to search for answers, including example queries, see Bloomberg Search.

Menu System

All the functions on the Bloomberg Terminal® are organized onto a hierarchy of menus, based on market sector and common workflows of financial professionals. To discover the full range of analysis that Bloomberg offers, you can browse menus that include high-level market overview functions down to categories of security-specific and topic-specific functions.

For example, to discover functions that allow you to monitor current rates in the foreign exchange markets, start by hitting the yellow **<Curncy>** market sector key on the keyboard, then press <GO>.

The top-level *Currency Markets* menu appears. From this menu, you can drill down into the *Price Discovery* category to display a more specialized menu of functions. From the category, you can select a function, such as **WCR World Currency Rates**, to start your analysis.



For information on alternative ways to access menus, see Accessing Menus.

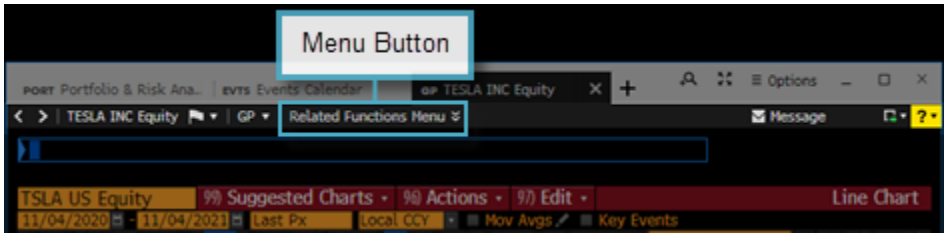
Accessing Menus

There are three ways to access menus:

- **Yellow Key:** To access the menu of functions related to a market sector, press the market sector's yellow key on the keyboard, then press the green <GO> key.

For example, to browse the *Currency Markets* menu, press the yellow <Curncy> key, then press <GO>. A categorized menu of top-level currency market analysis functions appears.

- **Loading a Security:** To access the menu of functions for analyzing a specific security, simply load the security. For example, to access the menu of functions for analyzing IBM US, enter **IBM US** <Equity> <GO>.
- **Menu Button and Menu Key:** To access a menu of functions related to your current function, click the menu button on the grey toolbar or press the green <Menu> key on the keyboard.

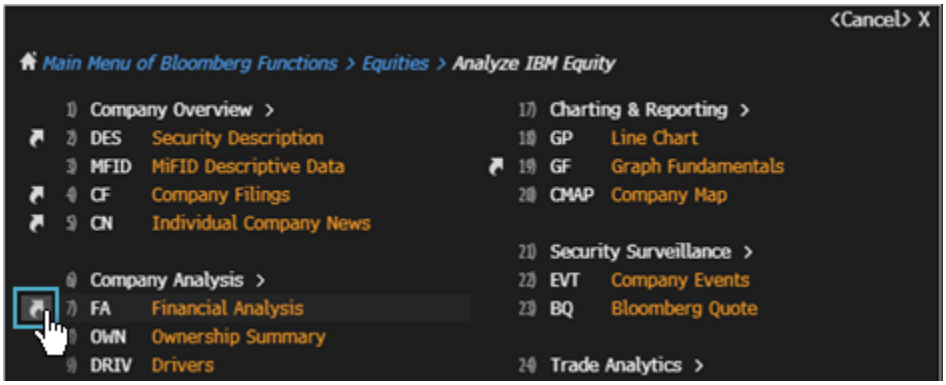


Function Shortcuts

For some functions, you can enter a shortcut command to directly access a specific view or version of the function.

On menus, functions with shortcuts are identified by a shortcut icon (white arrow).

To display a list of all shortcuts for a function, click the corresponding shortcut icon.



For more information on using function shortcuts, click here.

Functions

Functions are applications designed to provide targeted information and analysis on either the broad financial markets or on a specific security, so you can make better, faster decisions.

There are two types of functions:

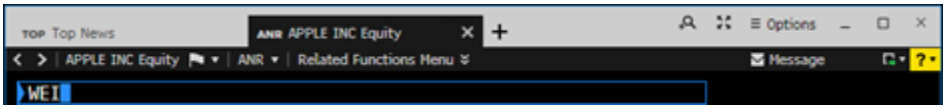
- **Non-security functions:** Provide information on an entire market sector or on news, and do not require a loaded security.
- **Security-specific functions:** Allow you to analyze a loaded security.

To find a function, start typing a keyword or the function name (if you know it) into the command line. As you type, a list of suggested matches appears, listed by function mnemonic and function title. To run a function, select it from the list.

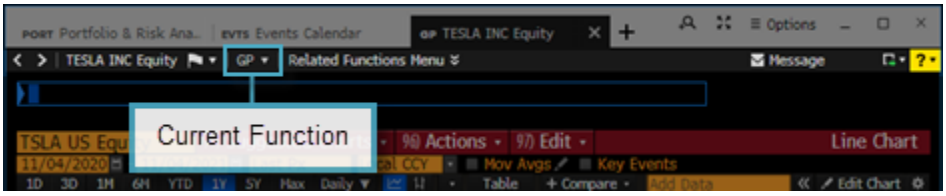
Mnemonics

Every function has its own mnemonic, which is a short name used to identify and access the function. Mnemonics are designed to make the Bloomberg Terminal® fast and provide the most direct way to access a function.

To access a function directly, type its mnemonic in the command line, then hit <GO>. For example, to run the *World Equity Indices* (WEI) function, just type **WEI** then hit <GO>.



The mnemonic for the function that is currently running appears in the grey toolbar at the top of the screen.



Other examples:

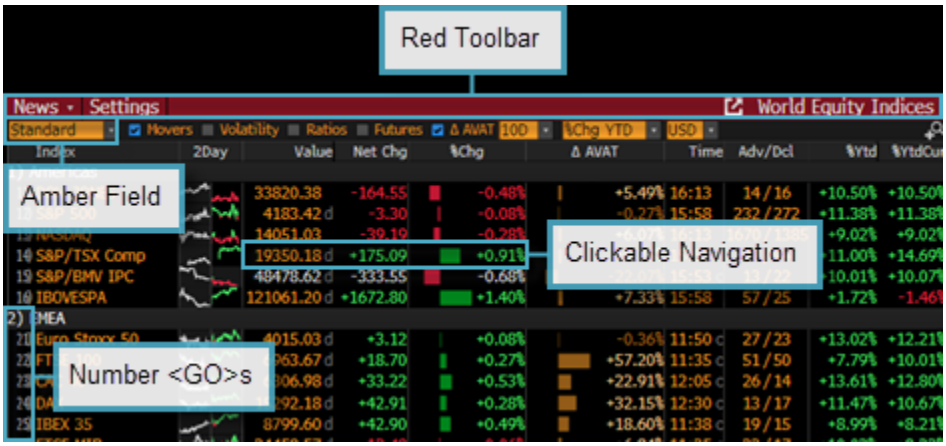
- **WB** <GO> to run the *World Bond Markets* function
- **TOP** <GO> to run the *Top News* function
- **ECO** <GO> to run the *Economics Calendar* function

Note: When you enter a mnemonic in the command line without hitting <GO>, the matching function is automatically highlighted on a list of potential functions, securities, and searches. To run the function, you can click it from the list, or just hit <GO> to complete the command.

For information on finding a function when you don't already know its mnemonic, see Find a Function by Keyword.

Screen Interaction

Bloomberg Terminal® functions include common elements to let you know where and how you can interact with a screen to input data or access additional functionality through mouse clicks and keyboard actions. Once you learn about these elements, you can use any function.

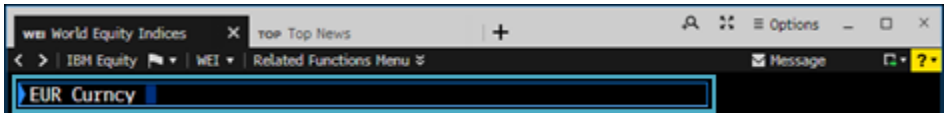


- **Red Toolbar:** The red bar at the top of each function includes the function's title at the right and provides drop-down lists and buttons to help you perform key tasks. The menu bar may also include a page count indicator.
- **Amber Fields:** Amber fields indicate areas on the screen that you can change. For example, these areas are used for editable form elements, text and data input, and drop-down lists.
- **Clickable Navigation:** Areas of a function screen may highlight when you move your mouse over them to indicate that the item is clickable.
- **Number <GO>s:** Number <GO>s appear next to some clickable list items and allow you to quickly navigate a function with your keyboard by entering the number, then hitting <GO>. You can also use your keyboard to identify clickable items that do not have number <GO>s by using Alt-Mode. For more on using Alt-Mode, click here.

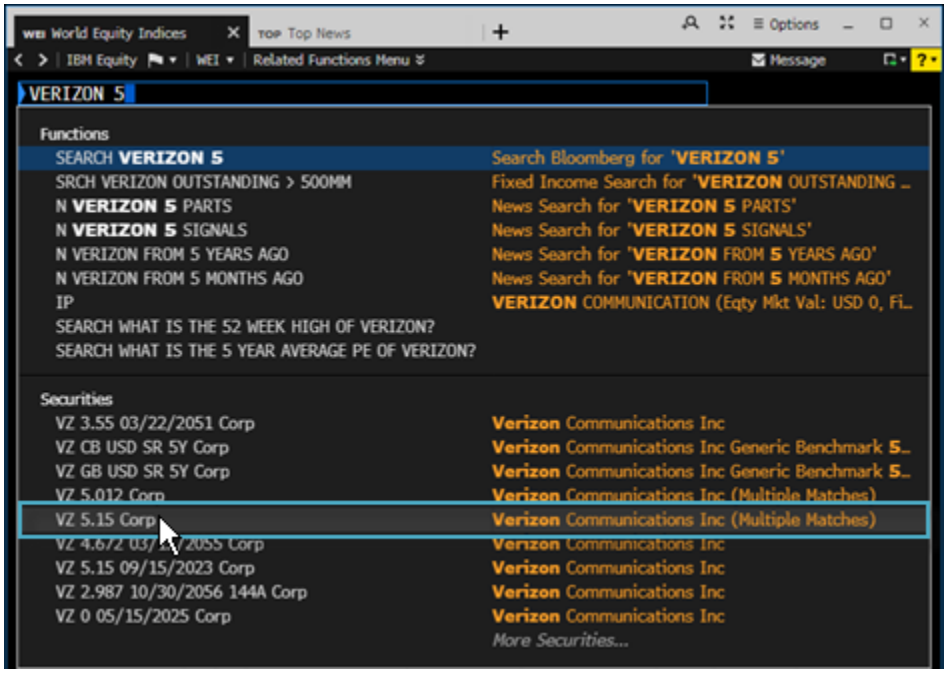
Securities

Securities are the financial instruments you can analyze on the Bloomberg Terminal®. Once you load a security, you can run a series of functions to conduct your analysis. You can load a security from the command line.

- **If you know the ticker,** in the command line, enter the ticker, hit the yellow market sector key, then hit <GO>. For example, to load the Euro spot rate, enter **EUR <Curncy>** <GO>.



- **If you don't know the ticker,** in the command line, start typing a keyword or the company name. A list of matches appears. You can refine this list by pressing a yellow market key. To access the full list of matching securities, click *More Securities*.



Once you load a security, you can select a function from the menu that appears. Or, if you already know the mnemonic for the function you want to run, enter the mnemonic in the command line, then hit <GO>.

For more on using menus to run functions: Accessing Menus. For more on using mnemonics to run functions: Mnemonics.

Bloomberg Keyboard

The Bloomberg Terminal® keyboard is designed to help you work more efficiently, with color-coded keys that make it easy to follow the logic of the system.

Note: If you are using a standard keyboard (e.g., when working from home), you can use shortcuts and commands to quickly access a variety of Bloomberg features. For more on keyboard shortcuts, click here.

Use	To
Esc Cancel	Exit the current function and return to a home page that displays important contact information, so you can easily reach your Bloomberg representative, the Help Desk, or the Tech Support Team.
Enter GO	Execute a typed command. For example, to access the *Top News* function, type **TOP**, then press <GO>. For more Functions, Securities.
Menu	Open a menu of related functions, then navigate up through the menu hierarchy to the Home menu. For more: Accessing Menus. **Note**: You can revert the function of the <Menu> key to the old Bloomberg Terminal® keyboard behavior. For more: PDFU Help Page > Back/Menu Preferences.
End Back	Navigate back to the previous screen, so you can retrace your function history. **Note**: You can revert the function of the <End/Back> key to the old Bloomberg Terminal® keyboard behavior. For more: PDFU Help Page > Back/Menu Preferences.
F1 Help	Connect to function Help Pages and to the Bloomberg Help Desk. To access a Help Page, press the <Help> key once; to open a chat with a Help Desk representative, press the <Help> key twice. For more: Help & Support.
F3 Corp	Load securities and access market sector menus. For more: Accessing Menus, Securities.
Panel	Cycle through the tabs in all of your windows.
Cmnd History	Cycle through past command line entries.

For a complete view of the keyboard, hold down the <Alt> key and press K. To dismiss the keyboard image, press the K key again.

Bloomberg Windows

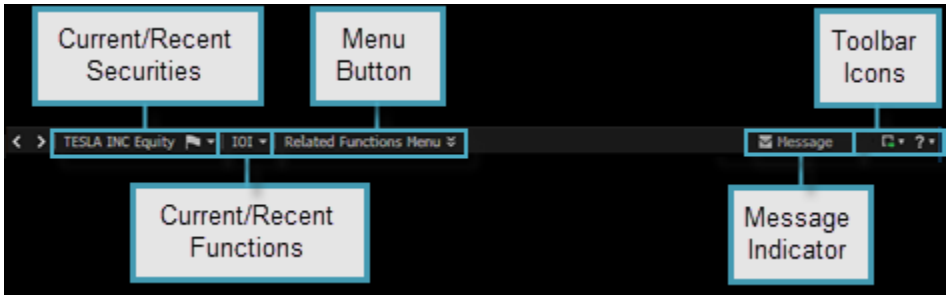
The Bloomberg Terminal® delivers news, data, and analytics in up to 16 screens. Each screen works independently, so you can access multiple analyses and workflows simultaneously.

- **Tabs:** Each tab displays the mnemonic and the function currently running in the tab. For an overview of using tabs and windows, click here.
- **Zoom Controls:** Provides options to adjust the zoom level or enter presentation mode, which maximizes your window and increases the zoom to display the content at the maximum window size. For more on sizing and zoom, click here or here.
- **Options Menu:** The *Options* menu provides you with quick options to manage the window, adjust your settings, and log off the Terminal. For more on the *Options* menu, click here.
- **Window Controls:** Provides options to minimize, maximize, or close the window.

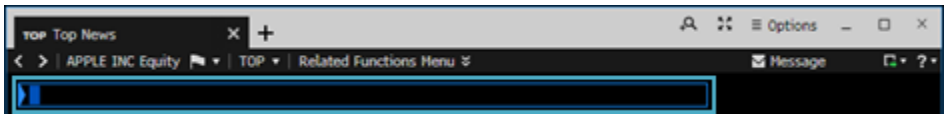
  Note: Once you close a window, you cannot restore it. To close all windows and log off, enter OFF <GO>. The Terminal remembers the number of open windows, their locations, and zoom sizes and displays the same layout the next time you log on.

  - For more on logging off, click here.
  - For more on closing tabs and windows, click here.

- **Grey Toolbar:** The left side of the grey toolbar includes the menu button and drop-down lists of recently loaded securities and function mnemonics, with the current loaded security and currently function mnemonic visible. The right side provides icons to help you perform key tasks, such as creating notes on securities, printing, and accessing Help.
  For more on using the grey toolbar, click here.



- **Command Line:** Allows you to search for and access functions and securities, as well as find quick answers to your questions. The Terminal is entirely discoverable from the command line.

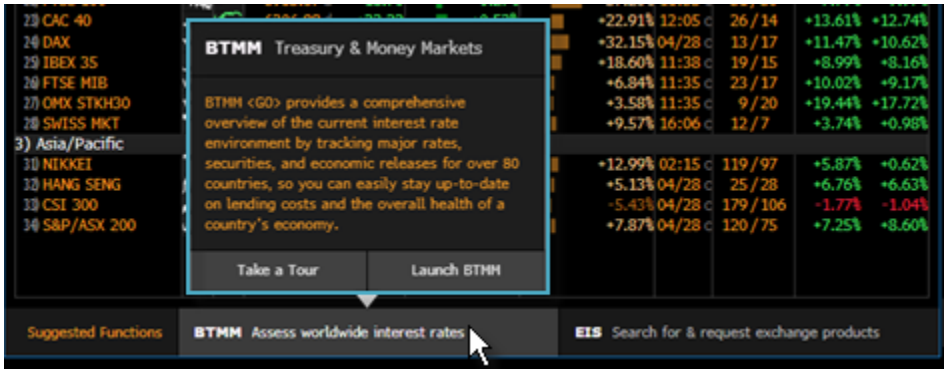


For more: Command Line.

- **Function Area:** Shows you the function content.

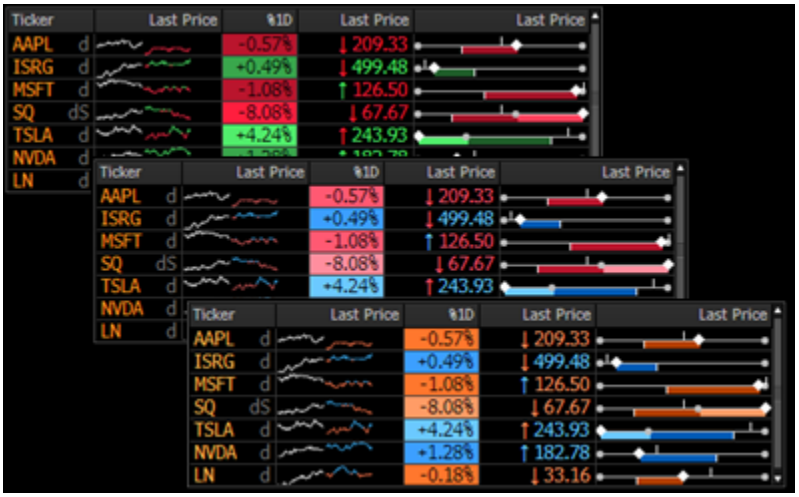
  Note: You can apply a color scheme optimized for color vision deficiency. For more: Color Accessibility.

- **Suggested Functions:** Shows you intelligent function recommendations based on the asset class of your loaded security and your current workflow, with brief hints to let you know why the functions could be valuable to you. For any suggested function, you can click to see a fuller description for more information or launch a tour or Help Page for a deeper dive, without interrupting your current workflow. Or, if you're ready for your next step, you can launch the function.



Color Accessibility

You can apply a color scheme optimized for color vision deficiency, so you can more easily differentiate between color-coded screen items across the Bloomberg Terminal®.



To access the *Personal Defaults: Accessibility Color Schemes* screen in the *Personal Defaults* (PDFU) menu function, enter **PDFU COLORS** <GO>. For more: PDFU Help Page > Color Scheme Options.

Help & Support

The green <Help> (F1) key on the Bloomberg Terminal® keyboard connects you with fast answers and 24-hour comprehensive support, so you can find, interpret, and act upon the information and analysis you need. You can also get answers from the command line, access a roundup of recent Bloomberg enhancements, and request customized training.

- To learn more about a function from the function's Help Page, press the <Help> key once from that function. For more: Help Pages.
- To start a chat with Bloomberg's live 24-hour Help Desk, press the <Help> key twice. For more: Help Desk.
- To find answers fast using the *Search Bloomberg* (SEARCH) function, enter a keyword, phrase, or question in the command line, then make a selection from the autocomplete list or press <GO> for comprehensive search results. For more: Bloomberg Search.
- To request personalized training with an Analytics Specialist, go to TRAI <GO>.
- To learn about new functionality and enhancements relevant to your market focus, go to BNEW <GO>.
- To see contact details for your relationship manager and account manager, from any Bloomberg Terminal® screen, press the <Cancel> (Esc) key on your keyboard. Their names and phone numbers appear at the bottom of the screen.

Help Pages

Help Pages are online user guides designed to help you find fast answers, discover new business solutions, and get more from the Bloomberg Terminal®. A function's Help Page provides information specific to that function. This includes an explanation of

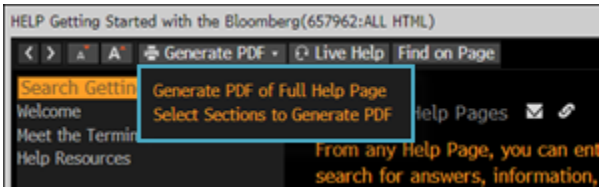
the business solution the function provides along with how-to instructions, definitions, calculations, and links to related documents and videos.
To access a function's Help Page, from the function, press the green <Help> (F1) key once.

Note: Help Pages are also accessible in the Bloomberg Professional® app. For more: Bloomberg Help Library > Help in the Mobile App.

Printing Help Pages

You can generate a printable Adobe® PDF version of a Help Page.

To generate a PDF of a Help Page, at the top of the Help Page window, click **Generate PDF**, then choose one of the following options from the drop-down menu:



- **Generate PDF of Full Help Page:** Includes all sections and topics from the Help Page in the printable PDF.
- **Select Sections to Generate PDF:** Allows you select individual sections and/or topics from the Help Page's left sidebar to include in the printable PDF. For more: Help Page Printing.

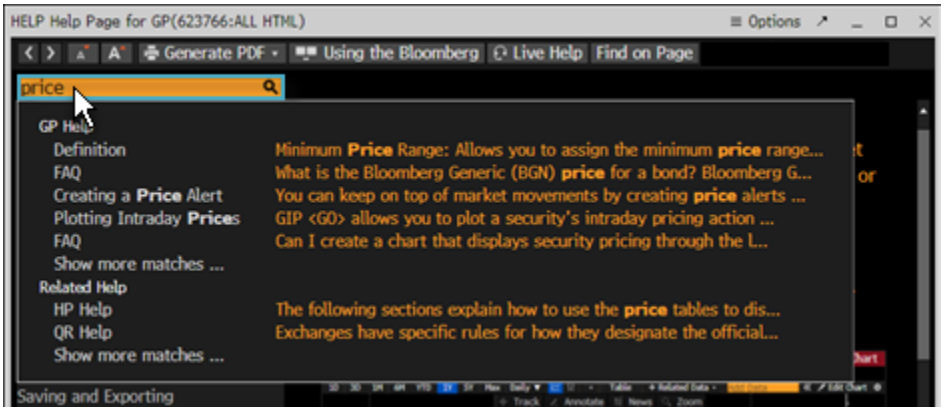
Note: If you do not see the *Generate PDF* button at the top of the Help Page window, click the blue **Open the Full Help Page** link.

Searching Help Pages

From any Help Page, you can enter keywords or phrases to search for answers, information, and instructions. As you type, a list

of matches from the current Help Pages and related Help Pages appears.
To begin your search:

1. In the search field, start typing the first few letters of a keyword (e.g., *price*), without pressing <GO>.



As you type in the search field, a list of suggested matches appears.

2. Select the result you want from the list of matches.

|Hint| You can also type a word or phrase, and then press <GO> to see a full list of Help Page search results.

Bloomberg Search

The *Search Bloomberg* (SEARCH) function allows you to search across all categories of information on the Bloomberg Terminal®. SEARCH groups search results by category and relevance.

To start a search from the command line, just start typing a keyword, phrase, or question. For example:

- What green bonds were issued last year
- Apple cash per share
- How do I create market alerts
- Top news on Bitcoin in Japanese
- Tweets from Jeff Bezos on space

- 3 month implied volatility of FB

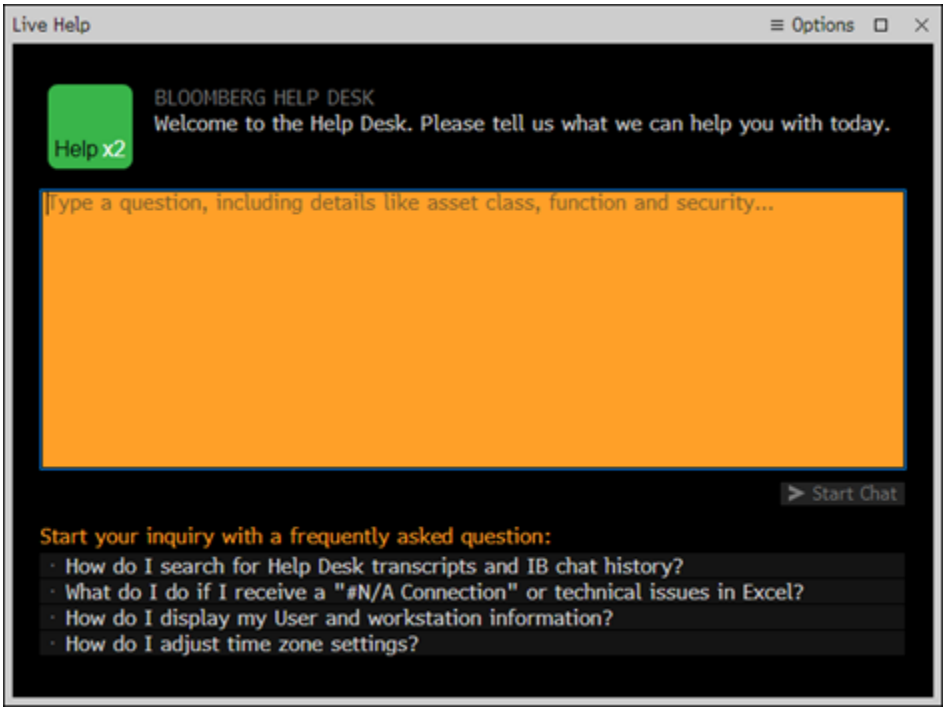
As you type, a short list of suggested matches appears. If you see what you're looking for on the list, click it. To expand the search, finish typing your query in the command line, then press <GO> (Enter). The full set of search results appears on the *Search Bloomberg* (SEARCH) screen.

For more: SEARCH Help Page > Command Line Search.

Help Desk

The Bloomberg Help Desk is available 24 hours a day, seven days a week to answer your questions and address your concerns.

To start a live chat, press the green <Help> (F1) key twice.



Reference

Brochures

The following document provides additional insight into STOP and related functionality.

Type	Title	Description
	The Bloomberg Terminal	An introduction to the Bloomberg Terminal®.

Disaster Recovery

When disasters interrupt normal business operations, Bloomberg is committed to keeping you connected to the Bloomberg Terminal®. We recently updated our Disaster Recovery (DR) services to make it easier for customers to access Terminal service during unpredictable circumstances.

Note: To see this information in PDF format, click here.

We recognize that designating DR Terminals in a fixed location may not always be an accessible or practical way to resume operations. So, in the event of an incident, Bloomberg will expand our Bloomberg Anywhere remote access service to all Terminal customers, providing a more flexible way to set up access points.

During a disaster:

- Individual users will be able to access the Bloomberg Terminal service from virtually any desktop PC, laptop or mobile device.
- Clients will no longer need to confirm the disaster recovery account, provide a specific serial number, or download software updates for outdated Bloomberg software.
- Clients will still be limited to one concurrent login session.

As an added security measure, this service will require you to use a validated secondary method of authentication to log in, such as providing a code sent to your corporate email or mobile phone. Please contact Bloomberg Customer Support to validate your secondary authentication method, invoke DR mode for your firm or to obtain login assistance at any time.

Accessing the Terminal in DR mode

Please contact Bloomberg Customer Support to invoke DR mode. While in DR mode, there are two ways to access the Terminal:

- Via bloomberg.com: Go to bloomberg.com and select *Bloomberg Anywhere Remote Login* at the top of the screen. You will be prompted to enter your login name, password, and a code sent to your validated corporate email or mobile device.

  Note: You must have a valid corporate email on file to access the Terminal using this method.
- Bloomberg software on an alternate computer: You can log into the Terminal on any computer with Bloomberg software without needing to contact Bloomberg to move their license. If you do not have Bloomberg software loaded onto an accessible computer, go to bloombergsoftware.com to download the Bloomberg Terminal service software package, then log into the Terminal as normal.

Learn More

For more information on how Bloomberg's DR service can complement your emergency preparedness efforts, please reach out to your Sales Representative.

Frequently Asked Questions

Get answers to the most commonly asked questions.

How do I create and update custom buttons?

To create, update, and organize custom buttons that you can access from the favorites toolbar at the top of each tab, enter FAVE <GO> to access the *Favorites* function.

For more: FAVE Help Page.

How do I change the keyboard I use for the Terminal?

To change the keyboard associated with your Bloomberg Terminal®:

1. Press ALT+D on your keyboard. The *Terminal Settings* window appears.
2. Click Legacy Terminal Defaults. The *Terminal Defaults* window appears.
3. From the *Keyboard Type* drop-down menu, select an option.
4. Click the OK button.

I only have one window. How do I get my other windows back?

The Bloomberg Terminal® allows you to use up to 16 windows or tabs at once and close windows you no longer need.

To open a new window, press <Ctrl>+N.

To preserve the number of open windows, their locations, and zoom sizes for your next login, you can log off by entering OFF <GO>. When you log off by closing all your windows, only one window appears the next time you log in.

For more: Bloomberg Help Library > Tabs and Windows.

Take the next step.

For additional information, press the <HELP> key twice on the Bloomberg Terminal®.

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