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 the 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAIN</td>
<td>Main Menu</td>
</tr>
<tr>
<td>NRG</td>
<td>Bloomberg Energy Service</td>
</tr>
<tr>
<td>FXIP</td>
<td>Foreign Exchange Platform</td>
</tr>
<tr>
<td>IRSM</td>
<td>Interest Rate &amp; Credit Derivatives Menu</td>
</tr>
<tr>
<td>BLAW</td>
<td>Bloomberg Law</td>
</tr>
<tr>
<td>BINS</td>
<td>Bloomberg Insurance</td>
</tr>
<tr>
<td>BEE</td>
<td>Bloomberg Earnings Estimates</td>
</tr>
<tr>
<td>HYM</td>
<td>High Yield</td>
</tr>
<tr>
<td>MA</td>
<td>Mergers &amp; Acquisitions</td>
</tr>
<tr>
<td>FUND</td>
<td>Funds &amp; Holdings</td>
</tr>
<tr>
<td>LOAN</td>
<td>Syndicated Bank Loan Menu</td>
</tr>
<tr>
<td>EMKT</td>
<td>Emerging Markets</td>
</tr>
<tr>
<td>ET</td>
<td>Electronic Trading</td>
</tr>
<tr>
<td>OMS</td>
<td>Order Management Systems</td>
</tr>
<tr>
<td>DATA</td>
<td>Data Services</td>
</tr>
</tbody>
</table>

**News**

- **N** Main NEWS menu
- **NSE** New Search Engine
- **TOP** Today’s TOP headlines
- **TOP DEAL** Today’s top M&A headlines *
  * over 50 different TOP categories to choose from!
- **READ** Most Read News
- **NRR** News Readership Rankings
- **TNI** Dual News Category Search
- **MNI** Most read News by Category
- **NI READ** Scrolling version of most read stories
- **NI HOT** Global Hot News
- **NI WNEWS** Who’s who people news
- **AV** Audio Visual / Multimedia Menu
- **LIVE** LIVE Broadcasts & Interviews
- **NRC** 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 region or country.

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

<table>
<thead>
<tr>
<th>MSGM</th>
<th>Message System Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPDL</td>
<td>Create an address book of your contacts</td>
</tr>
<tr>
<td>IB</td>
<td>Instant Bloomberg. Real-time chat</td>
</tr>
<tr>
<td>GRAB</td>
<td>Type GRAB from any screen to send a single screen as a message attachment</td>
</tr>
<tr>
<td>ANY</td>
<td>BLOOMBERG ANYWHERE™</td>
</tr>
<tr>
<td>BERRY</td>
<td>Bloomberg for BlackBerry™</td>
</tr>
</tbody>
</table>

Finding Information

Enable Autocomplete feature so that ‘best fit’ securities, functions and more appear as you type.

PDF Personal Defaults
  Select ‘Workstation Defaults’
  Select ‘Autocomplete Settings’
  Set to ‘Auto’

Alternatively - enter any word(s) or phrase & press to search the entire Bloomberg system for matching information. E.g.

- A person: Mervyn King
- A company: Microsoft
- A currency: Euro
- A subject: Volatility

Security Analysis Equity

E.g. T US <Equity>

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

- DES Company Description
- CN Company News and Research
- MCN Most Popular News for this company
- MGMT Management Structure & Profiles
- GPO Price Graph (incl Open, High, Low data)
- GIP Intraday Price Graph
- PHDC Institutional and Insider Holders
- ANR Analyst Recommendations
- EE Earnings Estimates
- RV Relative Value – Peer Group Analysis
- FA Financial Analysis Templates
- PGEO Product/Geographic segmentation

Customization & Shortcuts

- PDFQ Personal defaults – quick set up
- PDF Personal Defaults – full set up
- EASY Essential Tips & Shortcuts

Security Analysis Bond

E.g. BUD 09 <Corp>

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

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

- BU Bloomberg University
  Links to training materials, Events, Seminars,
- CERT Enroll in Product Certification
- DOCS Search & print any documentation
  E.g. DOCS CONVERTIBLES
  DOCS LATEST
  DOCS CHEATSHEET

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>

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

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

- BU Bloomberg University
  Links to training materials, Events, Seminars,
- CERT Enroll in Product Certification
- DOCS Search & print any documentation
  E.g. DOCS CONVERTIBLES
  DOCS LATEST
  DOCS CHEATSHEET

Customization & Shortcuts

- PDFQ Personal defaults – quick set up
- PDF Personal Defaults – full set up
- EASY Essential Tips & Shortcuts

Finding Information

Enable Autocomplete feature so that ‘best fit’ securities, functions and more appear as you type.

PDF Personal Defaults
  Select ‘Workstation Defaults’
  Select ‘Autocomplete Settings’
  Set to ‘Auto’

Alternatively - enter any word(s) or phrase & press to search the entire Bloomberg system for matching information. E.g.

- A person: Mervyn King
- A company: Microsoft
- A currency: Euro
- A subject: Volatility

Security Analysis Equity

E.g. T US <Equity>

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

- DES Company Description
- CN Company News and Research
- MCN Most Popular News for this company
- MGMT Management Structure & Profiles
- GPO Price Graph (incl Open, High, Low data)
- GIP Intraday Price Graph
- PHDC Institutional and Insider Holders
- ANR Analyst Recommendations
- EE Earnings Estimates
- RV Relative Value – Peer Group Analysis
- FA Financial Analysis Templates
- PGEO Product/Geographic segmentation

Customization & Shortcuts

- PDFQ Personal defaults – quick set up
- PDF Personal Defaults – full set up
- EASY Essential Tips & Shortcuts