

Bloomberg



TRICKS, TIPS & SHORTCUTS

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Bloomberg menus

(Security specific functions)

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E-mail & Communication

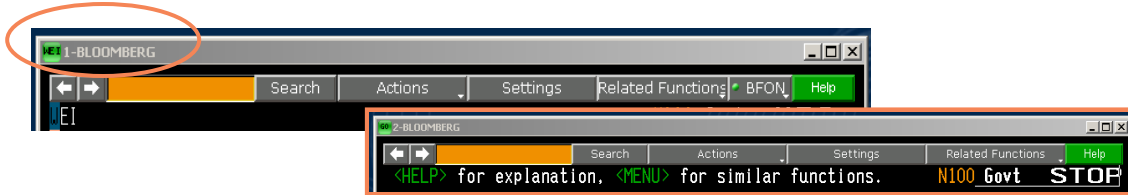
Printing

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Personal Defaults

Personal default settings are specific to the user login name and not the machine. Therefore when you set certain parameters, they travel with you wherever you log in.

Choose your default settings using the Bloomberg 'master' screen. E.g. 1-Bloomberg



- PDF** All default settings
- PDFQ** Quick default settings

Switch on 4 Bloomberg screens PDF <GO> 4 <GO> 'Workstation Defaults'
2 <GO> 'Panel Options'

Choose U.S as Equity exchange def: PDF <GO> 2 <GO> 'Market Sector Preference'
CNDF 11 <GO> 'General Defaults'
1 <GO> "Equity Exchange Defaults"

Benefit: Each time you enter an equity ticker you don't have to specify the exchange code each time

Permanent Volume on Graphs PDF <GO> 2 <GO> 'Market Sector Preference'
11 <GO> 'General Defaults'

News Settings

NO To switch on/off the scrolling news bar at the bottom of the screen

Place cursor over the scrolling blue news panel, right mouse click

- 1) Split the news panel into a separate window
- 2) Enable a scroll bar



NRC Set new providers/languages preference

Useful NI Codes

- NI READ** Weekly Summary of most read News stories
- NI WIN** News 'exclusive' to Bloomberg
- NI HOT** HOT news – today & historically
- NI WNEWS** Who's who people news

Historically

- NI WIN 6/2/04
- NI WNEWS 5/10/03

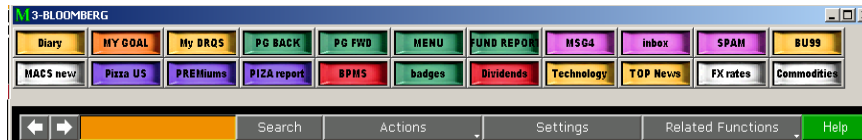
66 <GO> Type 66 <GO> from a news story to send as an email attachment

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Customization: Toolbar & Marco Buttons

The Bloomberg Toolbar with customized buttons is designed to save you time.

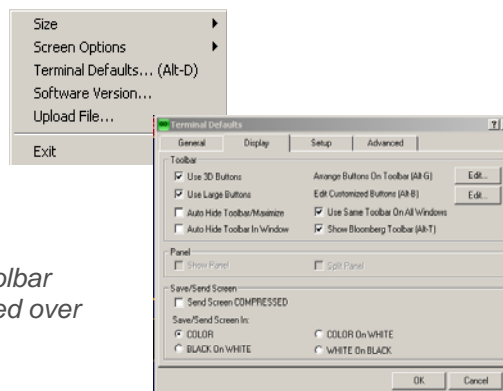
If you use various screens and functions on a daily basis, storing these functions within a macro button ensure that one simple mouse click will quickly run that command and avoid you having to remember or manually type in the keystrokes!



Enabling toolbar:

- Right click mouse
- Select Terminal Defaults
- Click on the 'Display' tab
- ✓ Check: Show Bloomberg Toolbar
- ✓ Check: Use large buttons

Note: 'Auto Hide Toolbar in Window' means toolbar will only display when the mouse/cursor is moved over the top line of the screen.



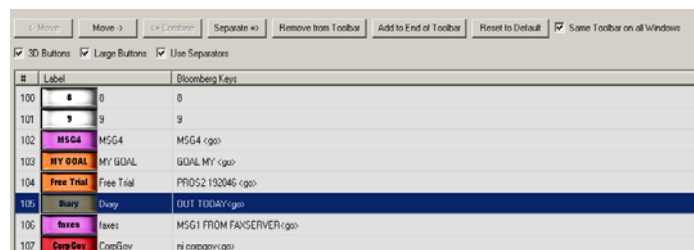
Creating Buttons:

For a reminder of the full instructions, at any time type: 'Button' and press  select 1

<Alt> B To start the process of creating and recording a new macro button.
Also to send an individual button as an email attachment

Editing the Toolbar Layout

Simply left mouse click **twice** on the empty grey area of the toolbar where there are no buttons



Sending Toolbar to others:

SNDB  To send your entire toolbar as an email attachment via the message system

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Main Menus & Security Specific Functions

When first introduced to the Bloomberg system it is advisable to use the main menus. This helps the user get a feel for the broad scope of Bloomberg and to clearly see a list of the analytics (and associated function codes) that are available.

Once a Bloomberg user is more familiar with the various function codes they may simply type those codes directly onto the screen and access the function instantly (thus saving time and by-passing the broad menus).

Main Menu example

MSFT US <Equity> <GO>

MSFT US <Equity> GP W <GO>

This by-passed 2 additional steps & set graph to weekly

BUD 9 09 <Corp> <GO>

This by-passed 2 additional steps: 2 <GO> 2 <GO>

BUD 9 09 <<Corp> YAS 120 <GO>

This by-passed 2 additional steps: & set the price to 120

Security Specific example

MSFT US <Equity> GP <GO>

This by-passed 2 additional steps: 4 <GO> 1 <GO>

BUD 9 09 <Corp> YAS <GO>

Useful Main Menu examples:

IRSM Interest Rate & Credit Derivatives

HYM High Yield Menu

N News main menu

CBMU

EMKT

DATA

Convertible Bonds Menu

Emerging Markets menu

Data Services

Keyboard Tricks

LAST Type LAST to review the last 8 functions used.

CU 'Call Up'. Retrieves the last security/ticker used to the screen

EASY A list of Bloomberg tips and shortcuts

<Alt> K Display a graphic of the Bloomberg keyboard



This key appears to the left of the space bar on your keyboard. Combine it with:

Key + E To open a new file 'Explorer' window

Key + D To minimize/restore all windows

DOCS LATEST KEYBOARD <GO> to download & print a keyboard guide

Monitors & Launchpad

Everything you want in one place

Harness the full power of the BLOOMBERG PROFESSIONAL® service and build your own interactive workstation using Launchpad. This will give you the ability to pick and choose from numerous screens and unique Bloomberg analytics to create your own customized desktop display. Select from multiple pricing monitors, charts, news, quote lines, calendars and analysis screens to create multiple Launchpad 'views'.

BLP To initiate the Launchpad software

From the toolbar that appears, select 'Tools' and 'sample views' to reveal a selection of pre-built desktop displays that you can utilize.



Click on 'Help' and 'Download Manual' to view the full user guide. To download the basic instructions, type: DOCS BEGINNER LAUNCHPAD <GO>.



Any screen that shows the pushpin symbol in the top right hand corner allows you to click on the symbol and drag those securities instantly into a Launchpad monitor and an excel spreadsheet!

Useful broad monitors:

MOST Most active stocks

IM International monitors for Treasury and money markets

FXC Foreign Exchange Matrix

BBT Bloomberg BondTrader

METL Monitor metal commodities

CECO / EVNT Your own personalized version of **ECO**.

Use **CECO** to build/create and **EVNT** to display results

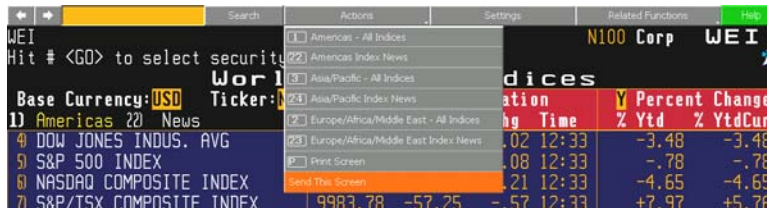
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E-mail & Communication

In the same way that a scrolling news bar is a choice for Bloomberg screen 1
A scrolling MESSAGE bar is a choice for Bloomberg screen 2

TAP To switch on/off the scrolling message bar

GRAB To sending a single Bloomberg screen-shot as a message attachment.
You can also click on the grey 'Actions' tab on any screen. File type is a .gif



MSGM Message main menu

<Ins> Press 'insert' from a blank message screen to switch modes

■ Cursor = Insert mode with Text wrap ■ Cursor = regular over-type mode n

BMAIL Extensive menu of options for additional message system capabilities

PFM Personal File Manager: Manages all archived messages, news stories & PC files that have been saved or uploaded

IB Real Time chat with 'Instant Bloomberg'

IB HELP Open an instant chat window to communicate in real-time with Bloomberg's 24 hour Global Help desk

HDSK Your outgoing Help Desk Messages

Benefit: archived forever so you can easily retrieve Q&A

BBFO Voice and video conference calls

Printing



To print current page



To print a 6 page document



To print a story in DTP format. E.g. If the story is 8 pages on Bloomberg, by using 9 **GO** it will condense to approx 5 pages

PSET Print defaults (landscape/portrait, change printer etc)

