Navigating 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.
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