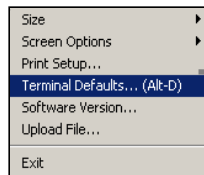
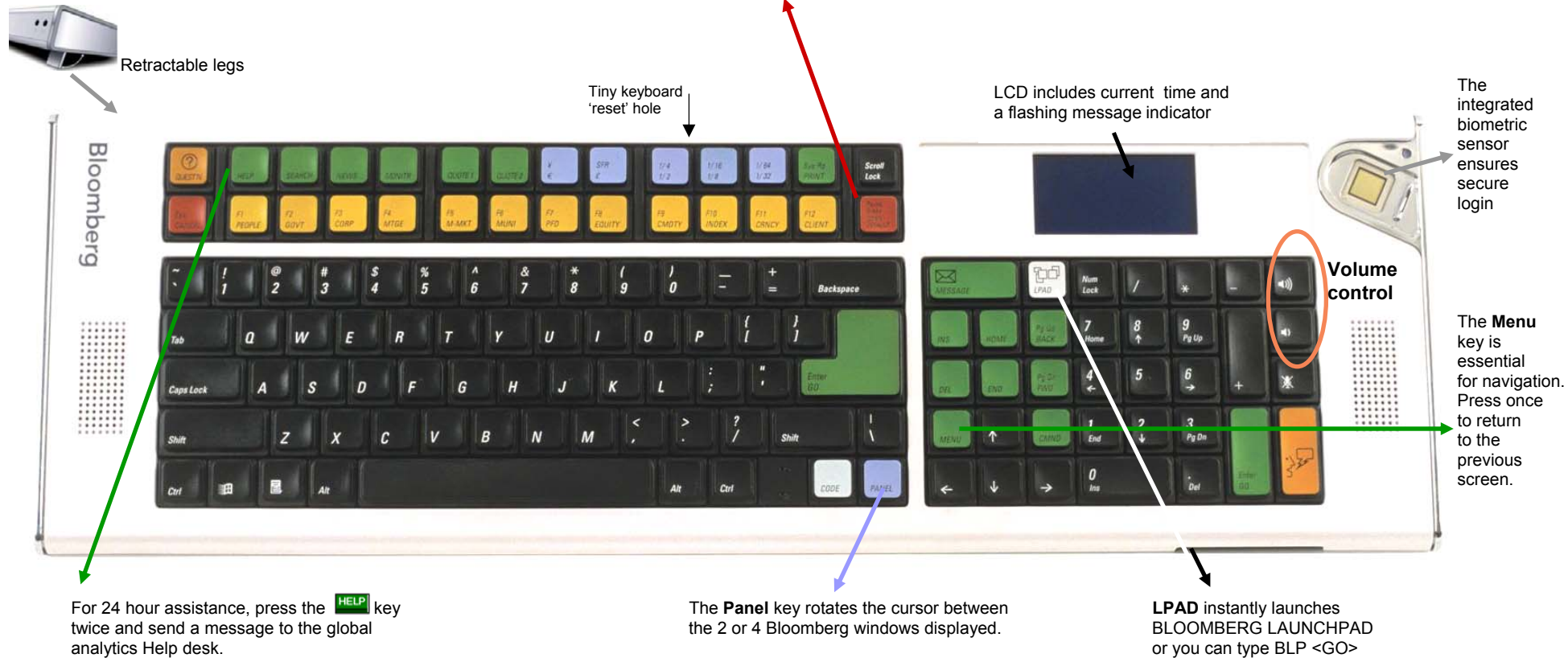


INTRODUCTION TO THE BLOOMBERG KEYBOARD

To log on to the BLOOMBERG PROFESSIONAL® service
press the **DFLT** key.



Right mouse click, select 'Terminal Defaults' to customize specific settings, including:

- Enable point & click
- Ask before exiting – confirmation prompt before closing the Bloomberg software

Ensure 'Keyboard Type' is set to Bloomberg KEYBOARD

Trouble Shooting: If keys do not respond after Keyboard Type is specified as Bloomberg, re-set the keyboard as follow:
Insert a paper clip into the small hole at the back of the keyboard between the 1/2 and 1/4 keys

Keyboard Tricks & Tips

GO

'Go' is equivalent to 'Enter' and should follow every function/command to activate that page.

MENU

Menu takes you back to the previous screen.

PAGE
BACK

Scroll forward or back within a screen that contains multiple pages.

PAGE
FWD

E.g. To move from page 2 to page 15, type 13 and press **Page Fwd**.

COMMAND

A Re-cap of the previously used function appears in the top left of the screen each time you press 'Command'

LAST <GO>

Manually type LAST to review the last 8 functions used.

PRINT

Press print once to print the current page.

PRINT

= the no. of pages you wish to print. E.g. If this is a 5 page function or news story, press 5 & **Print**

HELP

Press Help key once to display the on-line Help and description of how to use the current function

HELP HELP

Press the Help key twice to make e-mail contact with the 24 hour Help desk

EASY <GO>

A list of Bloomberg tips and shortcuts

HDSK <GO>

A list of all your historical questions and answers sent/received from the Bloomberg Help Desk

<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