









## 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
	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.
	Execute a typed command. For example, to access the <i>Top News</i> function, type <b>TOP</b> , then press <GO>.  For more <a href="#">Functions</a> , <a href="#">Securities</a> .
	Open a menu of related functions, then navigate up through the menu hierarchy to the Home menu. For more: <a href="#">Accessing Menus</a> .  <b>Note:</b> You can revert the function of the <Menu> key to the old Bloomberg Terminal® keyboard behavior. For more: <a href="#">PDFU Help Page &gt; Back/Menu Preferences</a> .
	Navigate back to the previous screen, so you can retrace your function history.  <b>Note:</b> You can revert the function of the <End/Back> key to the old Bloomberg Terminal® keyboard behavior. For more: <a href="#">PDFU Help Page &gt; Back/Menu Preferences</a> .

Use	To
	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: <a href="#">Help &amp; Support</a> .
	Load securities and access market sector menus.  For more: <a href="#">Accessing Menus</a> , <a href="#">Securities</a> .
	Cycle through the tabs in all of your windows.
	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.

**Take the next step.**

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

<b>Beijing</b> +86 10 6649 7500	<b>Hong Kong</b> +852 2977 6000	<b>New York</b> +1 212 318 2000	<b>Singapore</b> +65 6212 1000
<b>Dubai</b> +971 4 364 1000	<b>London</b> +44 20 7330 7500	<b>San Francisco</b> +1 415 912 2960	<b>Sydney</b> +61 2 9777 8600
<b>Frankfurt</b> +49 69 9204 1210	<b>Mumbai</b> +91 22 6120 3600	<b>Sao Paulo</b> +55 11 2395 9000	<b>Tokyo</b> +81 3 3201 8900

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