TO LOG ON TO THE BLOOMBERG PROFESSIONAL® SERVICE

Press the **HELP** key.

For 24 hour assistance, press the **HELP** key twice and send a message to the global analytics Help desk.

The Panel key rotates the cursor between the 2 or 4 Bloomberg windows displayed.

The **Menu** key is essential for navigation. Press once to return to the previous screen.

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 ½ and ¼ keys.
Keyboard Tricks & Tips

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

Menu takes you back to the previous screen.

Scroll forward or back within a screen that contains multiple pages.
E.g.  To move from page 2 to page 15, type 13 and press Page Fwd.

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.

Press print once to print the current page.

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

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

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