TRADITIONAL KEYBOARD

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

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

The menu key is essential for navigation. Menu returns you to the previous page/screen.

The panel key rotates the cursor between either the 2 or 4 Bloomberg windows displayed. To choose between 2 or 4 go to PDFU7 <GO>.

Right mouse click, select Terminal Defaults and Select a keyboard type according to your hardware.

Desktop 1 = numerical key pad responds with 1,2,3
Desktop 2 = numerical key pad responds as Bloomberg keys. E.g. Message, News,
Keyboard Tricks & Tips

‘Go’ is equivalent to ‘Enter’ and should follow every mnemonic/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 &

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 open an INSTANT BLOOMBERG (IB) chat window to make initial e-mail contact with the 24 hour Help desk

HDSK <GO> All your historical Help Desk Enquiries

EASY <GO> A list of Bloomberg tips and shortcuts