

# Getting Started



For 24-hour assistance,  
press <HELP> twice

## NAVIGATE 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



Create personalized toolbar buttons



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

