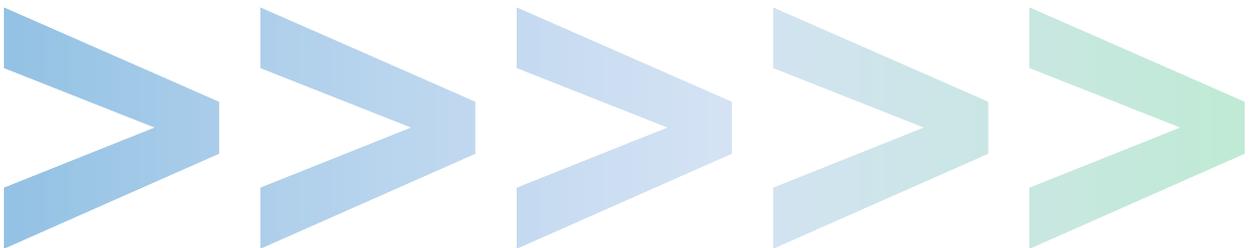


Bloomberg Getting Started



About Bloomberg Professional Service

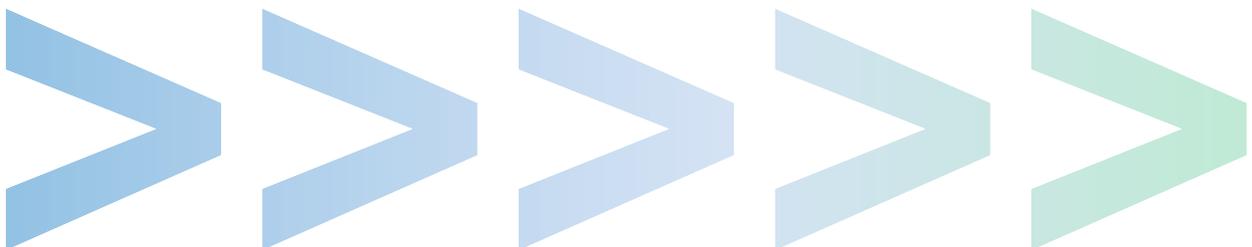


About the Bloomberg Professional Service

Bloomberg was founded in 1981 with one core mission : to bring transparency to capital markets through access to information. Today's Bloomberg - totaling more than 13,000 employees with 202 locations in 72 countries around the globe – builds on that foundation.

Everything that we do connects decision makers in business, finance and government to a broad and dynamic network of global and local information, news, people and ideas that enables faster, more effective decisions.

The Bloomberg professional service draws on our core capabilities and sits at the center of our offerings, giving information on every asset class - from fixed income to equities, foreign exchange to commodities, derivatives to mortgages - integrated in one place and delivered in real time to your desktop or mobile device. Along with this robust information set, you have access to all the news, analytics, communications, charts, execution platforms, and customer support you need to put knowledge into action.

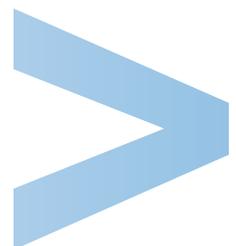
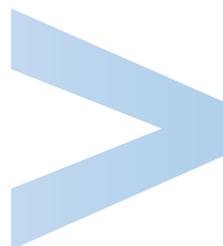
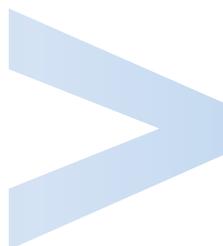
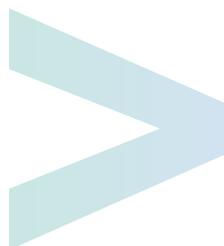
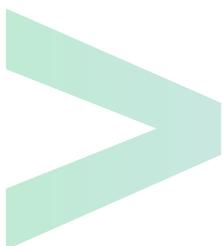


Contents



Contents

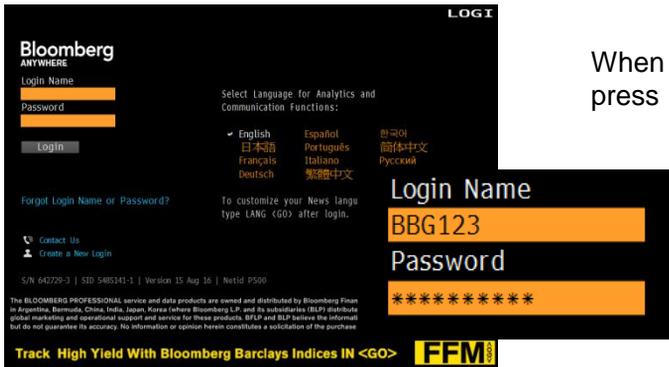
- 04 Starting up Bloomberg & Log in
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Starting up Bloomberg & Log in



Double clicking the green Bloomberg icon displayed on the desktop will start up Bloomberg.



When the **Login Screens** appear, press **GO** to change to the **Login Page**.

Enter your Username and Password in the amber boxes then press **GO**



You can select the language from the list that appears in the center of the login page, before logging into Bloomberg.

After logging into Bloomberg, you can run **LANG<GO>** to change the language setting per screen.

4 Bloomberg screens will appear after you have logged into Bloomberg. You can add more custom monitors and components by running Bloomberg Launchpad.

If you wish to change your Password, please go to **UUF <GO>**

To change the size of the panel:

Double click into any black area of the screen to maximize the size of the screen.

Double click again to revert back to a smaller screen.

OR Scroll over to the edge of the screen, click and drag, to adjust the size of the screen accordingly.



Pressing **CANCEL** will exit the current function and show the default screen.

You can select :

- 1) Contact the Help Desk
- 2) Contact the Tech Support Team
- 3) Contact Us (Global Customer Support)



Bloomberg Screen



Toolbar

The left side of the toolbar shows the Menu, currently loaded security and the current function being used. The drop-down list will give you the most recently used securities and functions. The small icons on the right side of the toolbar give users the ability to export screens, access the help page, and change terminal defaults.

Command Line

The command line is where you type specific functions and securities. Simply entering a keyword will give users a list of related functions, making it easier to discover new content without having to memorize specific codes.

Function Area

The function area displays the content.

Information Panel

The Information Panel at the bottom, serves to promote recently added Bloomberg functionalities or enhancements.

Screen Elements



Clickable areas: Moving the cursor over a clickable area will highlight the item or outline the exterior.

Entering the command number, and hitting <GO> allows you to quickly navigate through any function without using the mouse. For example 96<GO> to go to Action.

Amber fields indicate areas on the screen that you can customize. You can input words, numbers, or select from the drop-down list.

Bloomberg Keyboard

Bloomberg keyboard is color divided by its functionalities.



- ① **Log Off** To Log in and Log off.
- ② **Cancel** To go back to the Default Screen.
- ③ **F1 – F12** To view the menu page of a specific sector.
- ④ **GO** To activate a command.
- ⑤ **Back** **Menu** To go back to the previous layer.
- ⑥ **Print** To print out the current page.
- ⑦ **Search** Pressing <Search> after entering keywords allow you to search for functions and terminology.
- ⑧ **Help** To show the help page of the current function. Pressing <HELP> twice will connect you to the Help Desk for any inquiries.
- ⑨ **Panel** To toggle between the 4 Bloomberg Windows

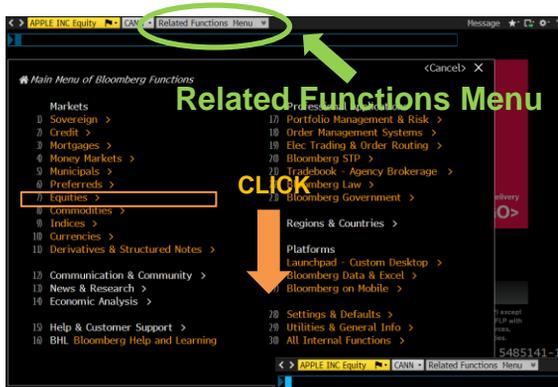
Keyboard setting: Alt+D >> “General” Tab >> Keyboard Type

Select “Bloomberg KEYBOARD” if you are using a Bloomberg Keyboard.

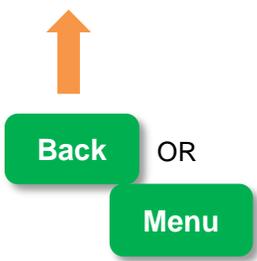
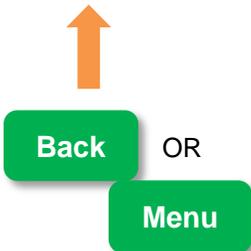
If you are using a different keyboard, choose the appropriate setting from the options available. Go to Alt+K to see which keyboard you have selected and Alt+L for the shortcut.

Market Overview

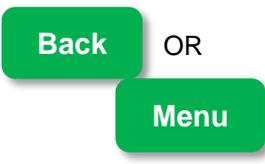
Click into the “Related Functions Menu” tab to locate the “Main Menu” page. The Main Menu page lists all related functions. These functions are categorized into different themes.



Clicking a specific category allows you to drill down and see a more detailed list of functions related to that theme.



<Menu> OR <Back> key brings you back to the previous screen.



Index	Value	Net Chg	%Chg	Time	World Equity Indices
1) ASIA/PAC	18538.12	+46.16	+0.25%	09/06 c	18 / 11
2) EURO STOXX 50	3070.16 d	-7.50	-0.24%	09/06 c	14 / 35
3) S&P 500	2186.48 d	+6.50	+0.30%	09/06 c	275 / 225
4) S&P FTSE COMP	14813.02 d	-17.32	-0.12%	09/06 c	137 / 100
5) EURO STOXX 50	3070.16 d	-7.50	-0.24%	09/06 c	14 / 35
6) EURO STOXX 50	3070.16 d	-7.50	-0.24%	09/06 c	14 / 35
7) EURO STOXX 50	3070.16 d	-7.50	-0.24%	09/06 c	14 / 35
8) EURO STOXX 50	3070.16 d	-7.50	-0.24%	09/06 c	14 / 35
9) EURO STOXX 50	3070.16 d	-7.50	-0.24%	09/06 c	14 / 35
10) EURO STOXX 50	3070.16 d	-7.50	-0.24%	09/06 c	14 / 35

The codes in white, such as WEI or MOST are called **Functions**. Typing the function into the command line then hitting the <GO> key will direct you to the corresponding page.

Equity Market Analysis

WEI<GO>, WEIF<GO> [World Equity Indices/World Equity Index Futures]

Monitors and compares real-time price and volume data of world equity indices and Equity futures.

Standard	Movers	Volatility	Ratios	Futures	AVAT vs	10d	Time	% Ytd	% Vol
1) Americas									
1) DOW JONES		15460.92	+169.26	+1.11%	+8.28%	07/11 c	+17.99%	+34.65%	
1) S&P 500		1675.02 d	+22.40	+1.36%	+8.29%	07/11 c	+17.45%	+34.03%	
1) NASDAQ		3578.30	+57.55	+1.62%	+2.51%	07/11 c	+18.51%	+36.24%	
1) TSX		12492.26 d	+86.33	+0.70%	+2.82%	07/11 c	+9.48%	+9.72%	
1) MEX IPC		40479.83 d	+80.81	+1.20%	-5.67%	07/11 c	-7.38%	+6.00%	
1) IBOVESPA		46626.26	+1142.83	+2.51%	-0.22%	07/11 c	-23.50%	-20.57%	
2) EMEA									
2) Euro Stoxx		2681.32 d	+21.61	+0.81%	-34.19%	07/11 c	-1.72%	-15.08%	
2) FTSE 100		6543.41 d	+36.45	+0.56%	-0.06%	07/11 c	+10.95%	+18.24%	
2) CAC 40		3888.96 d	+26.45	+0.68%	-27.33%	07/11 c	+6.26%	+20.22%	
2) DAX		8158.80 d	+92.32	+1.14%	-12.99%	07/11 c	-7.18%	+12.26%	
2) IBEX 35		8030.70 d	+35.70	+0.45%	-52.15%	07/11 c	-1.67%	+11.24%	
2) FTSE MIB		15677.30 d	+0.04	+0.00%	-8.52%	07/11 c	-3.66%	+8.99%	
2) AEX		364.05 d	+2.01	+0.56%	+11.21%	07/11 c	+6.23%	+20.18%	
2) OMX STOXX0		1211.37	+16.06	+1.34%	+15.55%	07/11 c	+9.65%	+21.98%	
2) SWISS MXT		7966.40 d	+14.78	+0.19%	-1.77%	07/11 c	+17.06%	+29.05%	
3) Asia/Pacific									
3) NIKKEI		14506.25	+13.67	+0.23%	-3.04%	15:00	+39.55%	+39.55%	
3) HANG SENG		21311.34 d	-126.15	-0.59%	-23.40%	14:59	-5.94%	-7.25%	
3) ASX 200		4973.90	+8.30	+0.17%	+5.65%	15:14	+6.99%	+7.72%	

Standard	Movers	Volatility	Ratios	Futures	AVAT vs	10d	Time	% Ytd	% Vol
1) Americas									
1) DOW JONES		Sep13 DJU3	15379	-14	15:15	15384	15372		
1) S&P 500		Sep13 SPI3	1668.60	-1.50	15:05	1670.40	1666.70		
1) NASDAQ 100		Sep13 NQI3	3055.00	unch	15:02	3056.50	3051.00		
1) TSX		Sep13 P1I3	714.20	+11.10y	07/11c	715.50	707.70		
1) MEX IPC		Sep13 ISI3	40714.00y	+65.00y	07/11c	41120.00	40385.00		
1) IBOVESPA		Aug13 BZQ3	46488y	+122y	07/11c	46850	45680		
2) EMEA									
2) EURO STOXX 50		Sep13 VGI3	2683.00	+4.00	15:00	2685.00	2683.00		
2) FTSE 100		Sep13 Z U3	6506.5	+2.00	15:00	6515.00	6499.50		
2) CAC 40		Jul13 CFI3	3875.50	+6.00	15:00	3877.50	3875.00		
2) DAX		Sep13 OMI3	8177.50	+18.00	15:00	8184.00	8176.50		
2) IBEX 35		Jul13 IBN3	7984.9y	+39.3y	07/11c	8048.00	7928.00		
2) FTSE MIB		Sep13 STU3	15670y	-10y	07/11c	15935	15625		
2) AEX		Jul13 EON3	364.50	+0.55	15:00	364.70	364.50		
2) OMX STOXX0		Jul13 QNK3	1211.25y	+16.25y	07/11c	1212.50	1205.00		
2) SWISS MXT		Sep13 SMU3	7990.00	+7.00	15:00	7994.00	7990.00		
3) Asia/Pacific									
3) NIKKEI 225 (OSE)		Sep13 NKI3	14470	unch	15:15c	14590	14350		
3) HANG SENG		Jul13 HIN3	21305	-107	15:00	21528	21284		
3) ASX 200		Sep13 XPI3	4934	+18	15:15	4977	4918		
3) CSI 300		Jul13 IFB3	2286.40	-30.80	15:00	2325.60	2279.00		

Right clicking each index will display a small menu with a list of related functions for that security.

IMAP<GO> [Intraday Market Map]

Visualizes intraday market data in pie chart form.



You can compare the performance of different sectors within the index.

For example:
SPX <Index> IMAP<GO>
Tab 61) Pie Chart & Table

MOST<GO> [Most Active Securities]

Security	Last	%Chg	Volume	Value News (As of 16:31:12)
1) Microsoft Corp	31.395	-11.41%	56.71M	1.81B Surface RT Price Cut Sho...
2) Bank of America C...	14.75	-0.7%	26.11M	384.01M Gorman to Moynihan Abs...
3) General Electric Co	24.72	4.61%	28.43M	600.3M Asia Stocks Rise With Gol...
4) Pitney Bowes Inc	14.06	-8.5%	21.43M	301.4M Forbes: Bio-Rad Laborato...
5) Advanced Micro De...	4.03	-13.15%	19.60M	78.12M Seeking Alpha: Advanced...
6) Pfizer Inc	29.09	2.11%	19.24M	551.54M Warner Sex With Berner...
7) Cisco Systems Inc	25.83	-1.2%	14.17M	365.95M Seeking Alpha: JouleX G...
8) Intel Corp	23.04	-9.5%	13.5M	310.74M Companies Set for Battl...
9) AT&T Inc	35.81	-20%	7.99M	285.69M Tech Week Ahead: AT&T ...
10) Dell Inc	13.14	1.5%	7.59M	99.46M Dell, Silver Lake Said to ...
11) Ford Motor Co	16.76	-1.00%	7.15M	120.08M Data Recorders in Autos ...
12) Micron Technology...	13.73	3.9%	6.6M	89.75M Micron Technology Inc : ...
13) Wells Fargo & Co	44.45	0.9%	6.01M	267.33M Gorman to Moynihan Abs...
14) Citigroup Inc	52.35	-6.5%	5.86M	307.39M Gorman to Moynihan Abs...
15) Yahoo! Inc	29.11	-1.85%	5.75M	168.91M Earnings Calls Seen Tak...
16) QUALCOMM Inc	61.48	0.9%	5.71M	350.22M Union-Tribune: Tree Fir...
17) Hewlett-Packard Co	25.14	-4.52%	5.62M	143.27M NEC, HP to Form Server ...
18) Exxon Mobil Corp	95.17	0.4%	5.48M	519.93M European Energy Pre-Mar...
19) Gilead Sciences Inc	60.10	3.23%	5.37M	319.55M Seeking Alpha: Innovatio...
20) eBay Inc	52.21	-2.45%	5.36M	283.58M Daily Inq (PH): Copy of ...
21) Oracle Corp	31.86	-4.7%	5.34M	170.07M McDermott to Become So...
22) Merck & Co Inc	47.79	0.2%	5.31M	252.94M China Graft Case May Exp...
23) Coca-Cola Co/The	41.09	0.9%	4.87M	199.56M Coca-Cola Workers End 3...

A Live market monitor allowing you to analyze intraday activity with different performance metrics, such as highest and lowest volume changes, so you can identify short-term trends and investment opportunities.

The control area at the top of the page allows you to create a custom view of the most active securities.

Fixed Income Market Analysis

WB<GO> 【World Bond Markets】

Monitors and compares current spreads, spread histories, and price movement among sovereigns.

Select the region.

“Maturity” specifies the tenor of the bonds.

Country	Maturity	Price	Orig	Yield	Range
1) United States	T 1 1/2 08/26	98.02*	-06*	1.712	+2.3
2) Canada	CAN1 5/ 06/26	103.120c		1.159	
3) Brazil (USD)	BRAZIL6 04/26	109.415c		4.760	
4) Colombia (USD)	COLOM 4 1/2 26	108.110c		3.453	
5) Mexico (USD)	MEX4 1/2 01/26	107.160c		3.229	

Range column graphically displays the range of historical yield movements, and allows you to quickly compare today's yield with its historical average.

OTC<GO> 【Emerging Market Monitor】

Monitors real-time emerging market data for a specific country within Asia and emerging markets. Displays various asset types such as FX, Equity, Fixed Income and IRS.

Country	Maturity	Price	Yield
JPY Libor Swap	1Y	0.00025	0.0000
JPY Inflation Swap	1Y	0.1200	0.0000
Generic 1st 'JGB' Fut.	1Y	0.2000	0.0000

BTMM<GO> shows US and Europe too

Country	Maturity	Price	Yield
US 10Y T-Bill	10/20	99.30	0.16
US 30Y T-Bill	10/20	99.30	0.16

WCDM<GO> 【World Countries Debt Monitor】

Displays the financial condition and risk measures of countries, and ranks them by each category. The data shown include amount of debt outstanding, CDS, credit ratings and FX rates.

Clicking the country name, will prompt a pop-up with related functions on economic data, debt distribution, CDS data or credit rating information.

Country	Debt (Bn)	CDS	Ratings	Currency
1) Greece	329,477	1055.32	09/20	-4.46
2) Portugal	234,179	305.50	09/20	+1.16
3) Italy	2,072,782	137.00	09/20	+1.86

Clicking any figure will show the historical chart for that data.

Foreign Exchange Market Analysis

FXIP<GO> [FX Information Portal]

FXIP provides a comprehensive overview of foreign exchange information. It also allows you to access pricing, data, news, and analytics for countries and regions.



FRD<GO> [FX Forward Calculator]

FRD is a comprehensive solution for pricing FX forwards that provides the market-consensus forward rates for standard settlement dates, custom broken dates, and forward-forwards.



Economic Macro Analysis

ECO<GO> [Economic Calendars]

ECO provides access to economic calendars of upcoming economic releases, commodity, government, central bank and industry data, and events. Use ECO to monitor market-moving, real-time economic data releases, and set alerts to notify you at, or ahead of, new releases, so you can be prepared for their effect on the markets.

Date	Time	A	M	R	Event	Period	Surv(M)	Actual	Prior	Revised
09/29	08:30				Advance Goods Trade Balance	Aug		-\$62.2b	-\$59.3b	-\$58.8b
09/29	08:30				Wholesale Inventories MoM	Aug P		0.0%	0.0%	--
09/29	08:30				GDP Annualized QoQ	2Q T		1.3%	1.1%	--
09/29	08:30				Personal Consumption	2Q T		4.4%	4.4%	--
09/29	08:30				GDP Price Index	2Q T		2.3%	2.3%	--
09/29	08:30				Core PCE QoQ	2Q T		1.8%	1.8%	--
09/29	08:30				Initial Jobless Claims	Sep 24		260k	252k	--
09/29	08:30				Continuing Claims	Sep 17		2129k	2113k	--
09/29	09:45				Bloomberg Consumer Comfort	Sep 25		--	41.3	--
09/29	10:00				Pending Home Sales MoM	Aug		0.0%	1.3%	--
09/29	10:00				Pending Home Sales NSA YoY	Aug		2.6%	-2.2%	--
09/30	08:30				Personal Income	Aug		0.2%	0.4%	--
09/30	08:30				Personal Spending	Aug		0.1%	0.3%	--
09/30	08:30				Real Personal Spending	Aug		0.0%	0.3%	--
09/30	08:30				PCE Deflator MoM	Aug		0.2%	0.0%	--
09/30	08:30				PCE Deflator YoY	Aug		0.9%	0.8%	--
09/30	08:30				PCE Core MoM	Aug		0.2%	0.1%	--
09/30	08:30				PCE Core YoY	Aug		1.7%	1.6%	--
09/30	09:45				Chicago Purchasing Manager	Sep		52.0	51.5	--

Set alerts for an entire calendar or a single event to help ensure that you don't miss important release data. Alerts notify you by audio, pop-up, or message when new information is released, a certain amount of time before information is released, or when survey data has changed.

Commodity Market Analysis

GLCO<GO> [Global Commodity Prices]

Monitors and compares the real-time price and volume data of major commodities in energy, metals and agriculture sectors.

Category	Commodity	Unit	Price	%Chg	Time	%YTD	%YTDcur
Energy	NYMEX WTI Crude	d	104.52	-0.39	15:48	+13.83%	+13.83%
	ICE Brent Crude	d	107.54	-0.19	15:47	-3.21%	-3.21%
	NYMEX Gasoline	d	304.81	+2.67	15:46	+8.40%	+8.40%
	NYMEX Heat Oil	d	299.50	+0.00	15:46	-1.65%	-1.65%
	ICE Gasoil	d	907.25	-2.25	15:48	-1.67%	-1.67%
	NYMEX Nat Gas	d	3.614	+0.00	15:48	+7.85%	+7.85%
Metals	Spot Gold		1276.70	-9.32	15:58	-23.80%	-23.80%
	Spot Silver		19.82	-0.34	15:58	-34.69%	-34.69%
	Spot Platinum		1402.13	-5.83	15:58	-8.95%	-8.95%
	Spot Palladium		717.68	-2.38	15:58	+1.93%	+1.93%
	LME 3mth Aluminium		1817.00	-18.00	15:58	-12.35%	-12.35%
	LME 3mth Copper		6918.00	-82.00	15:58	-12.77%	-12.77%
Agriculture	CBOT Corn		524.25	-2.75	15:57	+2.58%	+2.58%
	CBOT Wheat		683.00	+0.00	15:47	-12.69%	-12.69%
	CBOT Soybeans		1287.75	-3.00	15:58	+12.99%	+12.99%
	ICE Coffee		123.40	+1.75	7/11 c	-14.36%	-14.36%
	ICE Sugar		16.12	+0.02	15:48	-17.38%	-17.38%
	ICE Cotton		84.80	+0.06	15:47	+11.66%	+11.66%

BMAP<GO> [Commodity Maps]

Generate maps for various commodity categories, including energy assets, vessels and mines.



LME<GO> [LME Monitor]

Monitors prices and other data for metals listed on the London Metal Exchange

Metal	Firm	Bid	Ask	Trade	Change	High	Low	Time
Prim Alum	LHES	1821.00	1821.25	1821.00	-14.00	1835.00	1815.00	16:19
Alum Alloy	LHES	1785.00	1800.00	1835.00	+17.50	1920.00	1535	15:55
NASCAC	N.A.	1920.00	1920.00	1910.00	+19.00	1920.00	1920.00	15:55
Copper	LHES	6922.75	6924.25	6924.50	-75.50	7036.00	6910.00	16:20
Lead	LHES	2057.00	2058.00	2057.25	-22.25	2076.00	2050.25	16:20
Nickel	LHES	13572.00	13580.00	13580.00	-55.00	13715.00	13558.00	16:19
Tin	LHES	19491.00	19484.00	19450.00	---	19688.00	19450.00	16:20
Zinc	LHES	1887.00	1887.50	1886.25	-13.75	1906.00	1880.00	16:20
Steel Billet	LHES	100.00	210.00	160.00	+15.00	190.00	160.14	16:14

LME<GO> shows the latest prices and analysis data of London Metal Exchange.

You can change the metals from the top left side of the screen.

From LME DAY<GO> you can not only check the latest LME day schedule, to prepare for the day but also see the last price, volume and the open interest.

MTL<GO> [Precious Metal Monitor]

Spot Gold (XAU) Prices	Time	Last	Chg	%Chg	Time	Last	Chg	%Chg
USD	17:42	1349.00	-1.01	-0.07		1,000.00	+0.00	+0.00
AUD	17:41	1759.99	+15.12	+0.87		7,665.00	+0.03	+0.39
CAD	17:42	1722.22	+14.33	+0.83		1,224.00	-0.05	-0.42
CHF	17:42	1307.43	+3.61	+0.28		9,992.00	-0.09	-0.98
EUR	17:42	1200.03	+7.05	+0.59		1,124.2	-0.074	-0.66
GBP	17:41	1008.01	+8.51	+0.85		1,338.2	+0.051	+0.38
JPY	17:42	137114.41	-516.81	-0.38		101,641.0	-1.6650	-1.61
ZAR	17:42	18902.99	-28.23	-0.15		14,016.8	-1.573	-1.11

BOIL<GO> [Spot Oil Monitor]

Crude	OSP	Products	Swap Benchmarks	Retail	Feedback	Wholesale Crude						
United States	Alaska North Slope	9/6	43.08	+3.9	-1.75	+0.00	Edmonton Syncrude ...	9/6	45.63	+5.4	80	+15
Europe	Bakken UHC	9/6	44.13	+3.9	-0.70	+0.00	Edmonton Mixed Sweet	9/6	42.53	+6.4	-2.30	+25
Asia Pacific	Bakken Guernsey	9/6	43.33	+3.9	-1.50	+0.00	Edmonton C5 Condens...	9/6	44.13	+2.9	-7.70	+10
Chg	Bombay Sour	9/6	43.23	+3.4	-1.60	+0.05	West Canada Splet	9/6	30.68	+2.4	-14.15	+66
Diff	Bombay Sour (CMA) Diff	9/6	---	---	-8.3	-0.03	Implied Bitumen	9/6	24.92	+3.7	-19.91	-02
Chg	Eugene Island	9/6	42.48	+3.4	-2.35	+0.00	Mexico	9/6	37.24	+4.2	---	---
Diff	Heavy Louisiana Sweet	9/6	45.53	+4.4	-3.0	+0.00	Mexican Mix	9/6	37.24	+4.2	---	---
Chg	Light Louisiana Sweet	9/6	46.43	+3.9	-1.60	+0.00	to Europe	9/30	---	---	-3.35	N.A.
Chg	Mars Blend	9/6	41.83	+3.9	-3.00	+0.00	to Asia	9/30	---	---	-3.80	N.A.
Chg	Posidon	9/6	42.08	+3.4	-2.75	+4.5	to USA	9/6	---	---	-7.75	N.A.
Chg	Southern Green	9/6	41.08	+3.9	-3.75	+0.00	to USA (Bloomberg)	9/6	44.29	+4.8	---	---
Chg	Thunder Horse	9/6	42.08	+3.9	-8.0	+0.00	Maya	9/6	---	---	---	---
Chg	WTI Cushing	9/6	44.83	+3.9	-0.00	+0.00	to Europe	9/30	---	---	-5.40	N.A.
Chg	WTI Midland	9/6	44.68	+4.4	-1.5	+0.05	to Asia	9/30	---	---	-10.90	N.A.
Chg	WTI Posting Plus Diff	9/6	---	---	2.49	+0.00	to USA	9/30	---	---	-2.60	N.A.
Chg	West Texas Sour (WTS)	9/6	42.83	+3.9	-2.00	+0.00	to USA (Bloomberg)	9/6	37.89	+2.7	---	---
Chg	NYMEX Full Month	17:34	45.32	+3.5	45.32	+3.5	Oilmecca	9/6	---	---	-1.10	N.A.
Chg	ICECO Full Month	17:34	47.51	+2.4	47.51	+2.4	to USA (Bloomberg)	9/6	45.21	+5.3	---	---
Chg	Glomba	9/6	42.69	+7.0	-5.00	+0.00	to Europe	9/6	---	---	-2.10	N.A.
Chg	Vasconia	9/6	42.69	+7.0	-5.00	+0.00	Venezuela	9/6	---	---	-2.10	N.A.
Chg	Equador	9/6	41.19	+7.0	-6.50	+0.00	Venezuela Basket	9/2	38.92	N.A.	---	---

Single Security Analysis

For single security analysis, you can insert a ticker code using the yellow sector keys. E.g) IBM US <Equity> . You can find ticker codes easily either by searching in **SECF<GO>** or **Auto-complete**

SECF<GO> 【Security Finder】

The <Search> box at the upper left allows you to search for security ticker codes by entering the company name or keywords. The options that matched the keywords will show in the list, hence click on the target security and it will take you to the main menu of that specific security.

Security	Description	Category	Sub-Category
1) IBM US Equity	International Business Machines Corp (U.S.)	Equities	Stocks
2) IBM Corp	International Business Machines Corp (Multiple...	Fixed Income	Corporate Bonds
3) IBM UN Equity	International Business Machines Corp (New York)	Equities	Stocks
4) IBM CB USD SR 10Y ...	International Business Machines Corp Generic B...	Fixed Income	Corporate Bonds
5) IBM GB USD SR 10Y ...	International Business Machines Corp Generic B...	Fixed Income	Corporate Bonds
6) IBM LN Equity	International Business Machines Corp (London)	Equities	Stocks
7) IBM US 10/07/16 Cl...	October 16 Calls on IBM US Strike 165	Equities	Equity Options
8) IBM GF Equity	International Business Machines Corp (Frankfurt)	Equities	Stocks
9) IBM FP Equity	International Business Machines Corp (Euronext...	Equities	Stocks
10) IBM ON Equity	International Business Machines Corp (Canada)	Equities	Stocks
11) IBM UT Equity	International Business Machines Corp (NASDAQ ...	Equities	Stocks
12) IBM US 10/21/16 P1...	October 16 Puts on IBM US Strike 145	Equities	Equity Options
13) IBM CB USD SR 30Y ...	International Business Machines Corp Generic B...	Fixed Income	Corporate Bonds
14) IBM GB USD SR 30Y ...	International Business Machines Corp Generic B...	Fixed Income	Corporate Bonds
15) IBM US 10/21/16 Cl...	October 16 Calls on IBM US Strike 170	Equities	Equity Options
16) IBM Pfd	International Business Machines Corp	Fixed Income	Preferreds
17) IBM UP Equity	International Business Machines Corp (NYSE Ar...	Equities	Stocks
18) IBM US 11/18/16 Cl...	November 16 Calls on IBM US Strike 155	Equities	Equity Options
19) IBM GR Equity	International Business Machines Corp (Germany)	Equities	Stocks
20) IBME US Equity	iShares iBonds Sep 2016 Term Muni Bond ETF (...	Equities	Exchange Traded Products
21) IBM US 01/20/17 P1...	January 17 Puts on IBM US Strike 195	Equities	Equity Options
22) IBM US 01/20/17 P1...	January 17 Puts on IBM US Strike 135	Equities	Equity Options

Other than Equities, you can search for ticker codes in other categories such as Funds, Fixed Income, Commodities, Index/Stats, Currencies etc. The drop-down next to "Category" enables you to narrow down by asset class.

The list is categorized in separate tabs which makes it easier to find the ticker you are looking for.

Auto-Complete

Our Auto-Complete technology makes it easy for anyone to find tickers on Bloomberg. Even if you do not remember the function codes or tickers, the drop-down list will give you a list of Functions and Securities related to the keyword that you have just typed in the command line.

Command Line



FUNCTIONS	SECURITIES
IBMS	IBM US Equity
IBMP	IBM Corp
IBMI	IBM UN Equity
BIO	IBM CB USD SR 10Y Corp
BIO	IBM GB USD SR 10Y Corp
BIO	IBM LN Equity
SEARCH	SEARCH IBM EPS
	SEARCH IBM HIGH DIVIDEND

Please enter the security you would like to search for in the **command line** (the blue box) at the top of the screen. (Do not press the <GO> button)

It will give you the options of the functions and securities related to the keyword. Clicking on the applicable security leads you to the main menu of that security.

Security code (ticker code) format

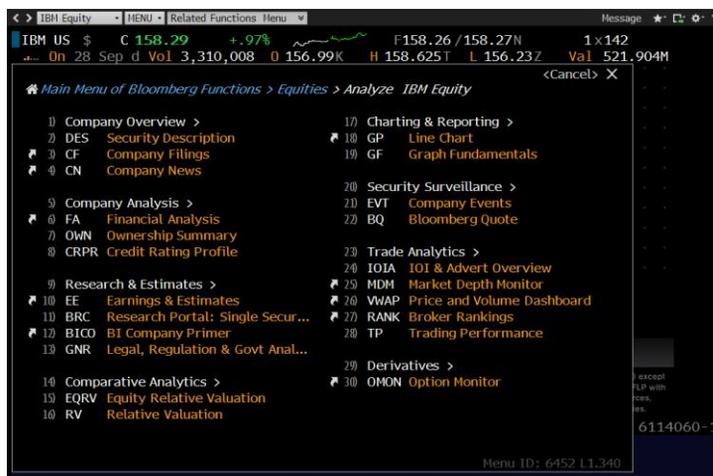
Please refer to the below table for the basic format of security codes (ticker codes).

<p>Equity</p>	<p>6758 Equity GO 4digit TSE code + <Equity> + <GO></p> <p>6758 JT Equity GO</p> <p>AAPL US Equity GO Security code + Exchange code + <Equity> + <GO></p>																				
<p>Fixed Income</p>	<p>SNE2.004 12/20/18 Corp GO Ticker + Coupon + Maturity + <Corp> + <GO></p> <p>SNE 2.004 12/20/18 Corp</p> <p>SNE 2.004 12/18 Corp</p> <p>SNE 2.004 Corp</p> <p>● 10 Year Japan Government Bond Series 325</p> <p>JGB 0.8 9/20/2022 Govt GO Ticker + Coupon + Maturity + <Govt> + <GO></p> <p>JB 325 Govt GO Shortcut code+ Series + <Govt> + <GO></p> <p>■ Government Bond tickers Govt TK GO →  Japan</p> <div data-bbox="991 691 1296 1033" style="border: 1px dashed gray; padding: 5px;"> <p>Shortcut code of JGB</p> <table border="0"> <tr><td>2Year</td><td>JN</td></tr> <tr><td>4Year</td><td>JY</td></tr> <tr><td>5Year</td><td>JS</td></tr> <tr><td>6Year</td><td>JM</td></tr> <tr><td>10Year</td><td>JB</td></tr> <tr><td>15Year Floater</td><td>JF</td></tr> <tr><td>20 Year</td><td>JL</td></tr> <tr><td>30 Year</td><td>JX</td></tr> <tr><td>10 Year Future</td><td>JB1</td></tr> <tr><td>40 Year</td><td>JU</td></tr> </table> </div>	2Year	JN	4Year	JY	5Year	JS	6Year	JM	10Year	JB	15Year Floater	JF	20 Year	JL	30 Year	JX	10 Year Future	JB1	40 Year	JU
2Year	JN																				
4Year	JY																				
5Year	JS																				
6Year	JM																				
10Year	JB																				
15Year Floater	JF																				
20 Year	JL																				
30 Year	JX																				
10 Year Future	JB1																				
40 Year	JU																				
<p>FX</p>	<p>JPY Currency GO Currency code + <Currency> + <GO></p> <p>● Cross Currency Put two currency code together. Currency on the left is the base currency. ←This example means price of 1EUR in JPY</p> <p>EURJPY Currency GO</p>																				
<p>Future</p>	<p>● US 10YR Note Future ● Commodity Future</p> <p>TYU6 Cmdty GO CLV6 Cmdty GO</p> <p>Future code+ Contract + Year <Cmdty> + <GO></p> <p>UST future Sept 2016 Contract WTI Crude Future Oct 2016 Contract</p> <div data-bbox="301 1676 1190 1734" style="border: 1px dashed gray; padding: 5px;"> <p>Contract code: : MAR=H, JUN=M, SEP=U, DEC=Z</p> </div> <p>TYA<Cmdty>: Putting A at the end pulls up the Active contract.</p> <p>TY1<Cmdty> : Putting 1 at the end pulls up the generic ticker.</p> <p>GFUT<GO> is for the generic ticker setting.</p>																				

Single Security Analysis Menu

The main menu of a security can be accessed by either using the Auto-complete tool, **SECF<GO>** or directly typing the function code into the command line.

Equity:
IBM US <Equity><GO>
 IBM Corp



Bond:
CT10 <Govt><GO>
 US 10 Year Treasury



FX:
JPY <Curncy><GO>
 USD-JPY Currency



Equity Single Security Analysis

IBM <Equity> DES <GO> 【Security Description】

Displays a comprehensive view of company information, including stock information, financial data and analytical data.



Clicking on each tab will lead you to more detailed information.



IBM <Equity> GP <GO> 【Chart】

IBM <Equity> HP <GO> 【Table】

GP<GO> and HP<GO> are the main pages to track historical data. You can customize the data displayed by changing the parameters in the amber boxes at the top.



Chart Functions

- GPC Candle Chart
- GPO Bar Chart
- GIP Intraday Price
- IGPC Intraday Candle
- GPM Multi-line
- GPA Average Chart



IBM <Equity> FA <GO> 【Financial Analysis】

Shows company financial data. You can select the tab at the top to see each templates, such as PL,BS and CF. You can also export to charts and excel.



You can change the settings such as Parent /Consolidated, periodicity and currency. Default settings can be changed in **FPDF<GO>**

Clicking on any figure will show the breakdown of data in detail.

You are able to create and edit custom templates within FA, so you can monitor the information you want to see in your desired format. Add and save the columns from the "Custom" tab. You can also create multiple templates, and send/share with other users.

Fixed Income Single Security Analysis

CT10<Govt> DES<GO> [Description]

Shows the bond related information, such as issuer, coupon, maturity, and credit rating.

Bond Description		Issuer Information		Identifiers	
1	08/15/26	US TREASURY N/B	ID Number	9128282A7	
2	198-11+	US GOVT NATIONAL	CUSIP	9128282A7	
3	At 16:50	Security Information	ISIN	US9128282A70	
4	1.682 / 1.680	Issue Date	SEDOL 1	BDH26G7	
5		Interest Accrues	FIGI	BBG00J90TH9	
6		1st Coupon Date	Issuance & Trading		
7		Maturity Date	Issue Price	98.190133	
8		Floater Formula	N.A.	Risk Factor	9.006
9		Workout Date	08/15/2026	Amount Issued	45356 (MM)
10		Coupon	15.00	Security Type	USN
11		Cpn Frequency	S/A	Type	FIXED
12		Mty/Refund Type	NORMAL	Minimum Piece	100
13		Calc Type	(1) STREET CONVENTION	Minimum Increment	100
14		Day Count	(1) ACT/ACT	SOMA Holdings	5,1941
15		Market Sector	US GOVT		
16		Country	US	Currency	USD
17		1ENDRS ACCEPTED: \$230000MM. \$200000MM ISS'D AS A REOPENING EFF			
18		09/15/16.			

CT10<Govt> GY<GO> [Yield Chart]

Shows the yield chart for the security. To view price chart use GP<GO>.



CT10<Govt> FIPX<GO> [Price Discovery]

This is a consolidated screen to show the MSG1 quotes, contributing dealer quotes, BGN/BVAL prices and TRACE trade data.

All Quotes All G		Size		Time	
BID	98-11+	20	x 20	16:51	
ASK	98-11+	50	x 50	16:50	
SGUT	98-11+ / 98-11+	10	x 10	16:51	
BBG	98-11+ / 98-11+	30	x 30	16:50	
CSFB	98-11+ / 98-11+	75	x 75	16:51	
WONY	98-11+ / 98-11+				
UBST	98-11+ / 98-11+				

IBM3.45<Corp> FIRV<GO> [Relative Value]

Shows a list of comparable securities to a selected underlying security. You can compare various spreads.

Spread	Low	Range	High	Avg +/-	bps	StdDev	#SDs
1) Spreads to Curves (RV)	88	76	118	93	-5	0.5	
2) Spread-Bench	91	77	118	94	-3	0.3	
3) G-Spread	109	93	136	109	0	10.0	0.0
4) I-Spread	110	94	138	110	0	10.0	0.0
5) Z-Spread							
6) Credit Rel Value (CRVD)							
7) CDS Basis	-62	-37	-92	-55	-7	11	0.6

CT10<Govt> YA<GO> [Yield Analysis]

Calculates bond yield and spreads from the price and vice versa. YA<GO> page shows the yield, price, spreads and durations. You can simply change a parameter to calculate the other parameters.

Yield and Spread		Yields		Graphs		Pricing		Description		Custom	
Price	9.221	Duration	1.678711	Risk	9.144	Wkout	OAS				
Yield	1.680	Convexity	0.00347	Risk	9.009	Risk	9.146				
Spread	0.00	Duration	1.678711	Risk	9.009	Convexity	0.921				
Price	9.144	DV	0.01	Risk	9.009	Risk	9.146				
Yield	1.680	YV	0.031	Risk	9.009	Convexity	0.921				
Spread	0.00	Invoice	983,750.00	Risk	9.009	Risk	9.146				
Price	9.144	Principal	983,750.00	Risk	9.009	Risk	9.146				
Yield	1.680	Accrued (35 Days)	1,426.63	Risk	9.009	Risk	9.146				
Spread	0.00	Total (USD)	985,176.63	Risk	9.009	Risk	9.146				

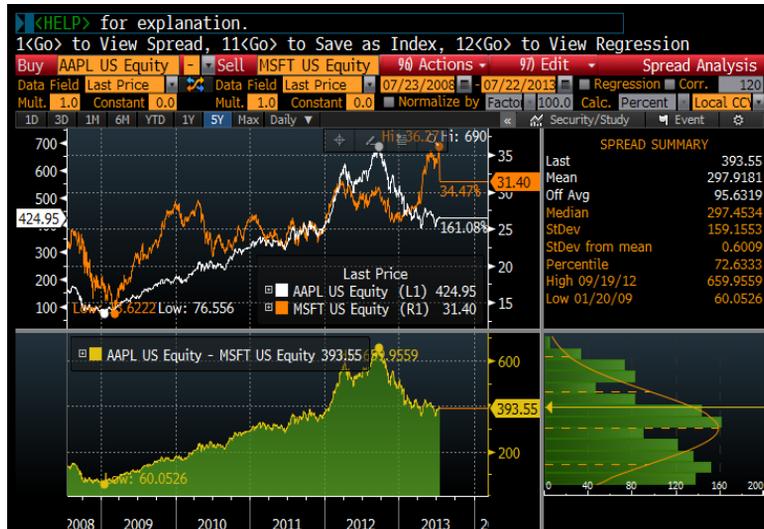
Yield Calculations		Invoice	
G-Spr	0.0	Face	1,000 M
I-Spr	16.9	Principal	983,750.00
Basis	20.8	Accrued (35 Days)	1,426.63
Z-Spr	17.2	Total (USD)	985,176.63
ASW	16.7		
OAS	0.0		
TED	-5.2		

Two-Security Analysis

Typing two securities one after the other shows the main menu of the two securities.
MSFT US <EQUITY> AAPL US <EQUITY> <GO>

MSFT US <EQUITY> AAPL US <EQUITY> HS<GO> [Historical Spread analysis]

Shows a historical spread chart of two pre-selected securities.

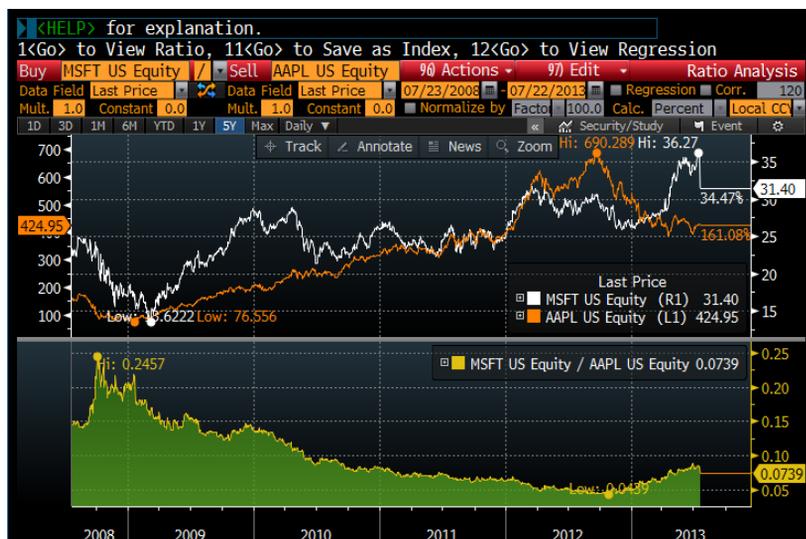


You can choose to display not only the closing price, but also yield, volume, volatility or financial data of a security.

It also shows the regression and correlation data by placing a check in the box on the top right side of the page.

MSFT US <EQUITY> AAPL US <EQUITY> GR <GO> [Ratio Analysis]

Shows a historical ratio chart of two securities. The chart updates in real-time.



Historical correlation will appear by clicking Corr.

To switch the position of the security, please click on this button. >>

Chart

G<GO> 【Chart Library】

From **G<GO>**, you can create and save multiple security charts. Also, you can save customized charts made in chart functions such as **GP<GO>** and **GPC<GO>** and share from **G<GO>**. **TDEF<GO>** allows you to set the default parameters for charts and technical study functions, including GP and other chart related functions.



1<GO> Create Chart

Choose the chart style:
You can follow the steps from here by inputting the securities and data fields.



Click on “Chart Content” to open up a side panel, where you can add, remove and customize the data series and studies displayed on the chart.

Clicking “Annotate” will prompt a list of icons on the left. Select an icon to add a technical indicators on the chart.

The “News” tab allows users to see news of a security during a specific point in time, by clicking on any historical date.

Clicking “Annotate” will prompt a list of icons on the left. Select an icon to add a technical indicators on the chart.

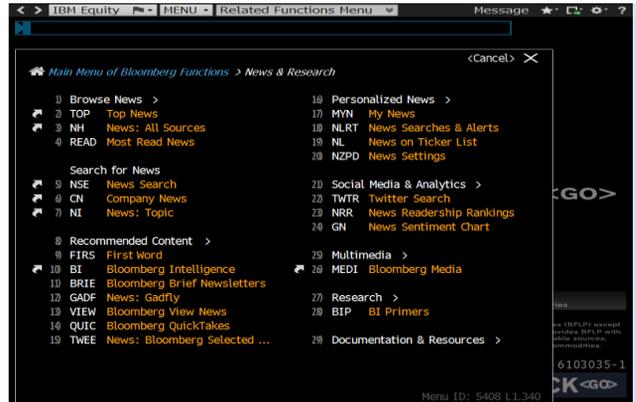
CHART<GO> 【Chart Homepage】

CHART<GO> is the main page for all chart functions. You can access sample charts and custom charts. Also, you can check all “Chart of the Day” that Bloomberg News provides.

News

TOP<GO> 【Top News】

TOP<GO> is the main news page. It allows you to see headlines of the day's top worldwide stories so you can access the most important news in one place. **N<GO>** leads you to the menu page of the news function.



CN<GO> 【Company News】

CN<GO> followed by a ticker allows you to see the news specific to that company. **IBM US <EQUITY> CN<GO>**

Allows you to narrow down the search by keywords, topic, sources, language, dates.



Time Ordered :
Sorted by time, with the most recent stories at the top of the search results.

Top Ranked :
Sorted by rank, with the most important stories at the top of the search results.

Most Read : Sorted by the stories read most often in the past 8 hours.

Example

Narrowing by a specific date:
Add "on" to specify a date. Eg) "on 9/30/15"

Narrowing by a specific source:
Enter "Bloomberg News" and select "BN" under "Source".

NI<GO> 【News Search】

Allows you to search for specific news by filtering through keywords and other criteria.

Basic Mode

Enter keywords in the amber box and it will show news related to the keywords.



Advanced Mode

Insert the types: Keywords, Ticker Lists, Companies, Topics, People, Regions, Industries and Wires. Additional settings for language and period are also available.

Narrow down by keywords
eg) interest rate

Narrow down by topics
eg) FEDSPEAK

Narrow down by people
eg) Janet Yellen

Show in preview the search result under the conditions you have set



Filter news language and period

NZPD<GO> 【News Preferences】

Default setting for News pages.
Allows you to update your personal default preferences for news and research functions.
You can set your sources, languages and other parameters across all functionality on the Bloomberg Professional service.



Other convenient news functions

RECE<GO> : Recently read articles

JREAD<GO> :
Most read Japanese news

READ<GO> :
Most read English news

RES<GO> : Research portal

NLRT<GO> : News alert

FIRST<GO> : First word

Message

Pressing **Message** key or MSG <GO> will direct you to the Bloomberg message box.

You may also click into the **Menu** key from MSG <GO> page to access the Main Menu for MSG.

Sending messages to Bloomberg Address

Example : Sending a message to John Smith

MSG JOHN SMITH <GO> or **JOHN SMITH** **Message**

Please choose from the list of people with the same name and information, such as company and city. The message screen will appear, where you can write the messages.

You can press Shift + <GO> to start a new line.

Lastly press 1 <GO> to send a message

	Last Name	First Name	Company	City
1)	SMITH	JOHN	BLOOMBERG BANK	TOKYO

Sending messages to Non-Bloomberg Addresses

	Date	Time	Subject
1)	9/13	7:44	NOBUHIRO SATO / [Morning Topic] Volatility Indices are raising
2)	9/13	7:34	SATOSHI HONGO / * トランプ氏とメキシコ・ベネ
3)	9/13	7:25	NOBUHIRO SATO / 【朝の話題】日米の予想変動率が上昇し始めた
4)	9/13	6:39	DAYBREAK ALERT / DAYBREAK: Brainard Urges Prudence. Stocks Rebound
5)	9/13	0:00	SHAR ALERT / Summary of your SHAR updates

MSG<GO> Message Inbox
Clicking "Compose" will direct you to a blank Message screen where you can write a message from scratch.

<Menu> to Return

1) Send 1D Send Later 9) Save Draft 8) Templates 99) Options Message: Compose

From ERI ITO

To

Cc

Bcc

Subject

Attached 9) Add Attachments Forwardable Yes

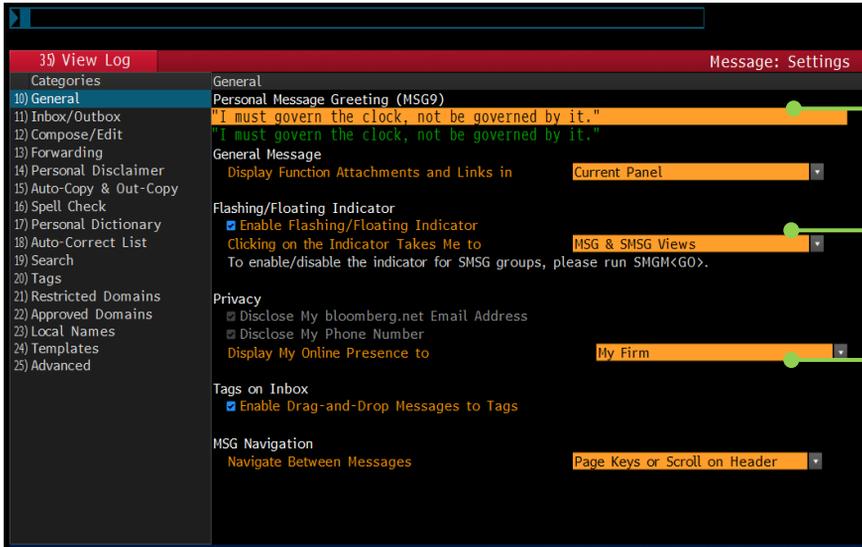
Normal H A A A B I U

On the compose message screen, enter the email address in "To."
After entering the Subject and text, press 1<GO> to send the message.

MGU<GO> [Message Settings]

A portal for all of your Bloomberg Message settings.

You can set your personal message settings, such as greeting message, auto-copy or domain restriction.



Personal Message Greeting

Create a personal message greeting featuring hotlinks and flags.

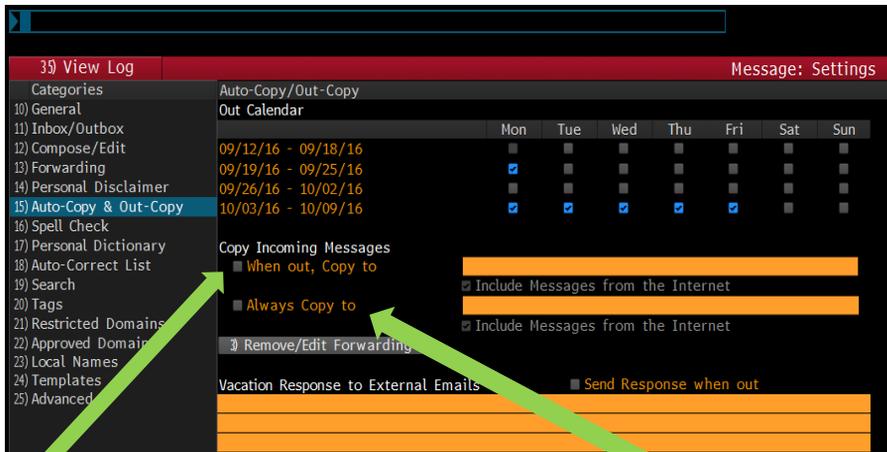
Floating/Flashing Indicator

Enable an alert for new messages

Privacy

Specify whether your information is visible to others.

14) Auto-Copy & Out-Copy



When out, Copy to

Specify who receives a copy of messages sent to you on days you have selected in the calendar above.

You can only select one person as a recipient.

Always Copy to

Specify who receives a copy of an incoming message regardless of your status in the calendar above.

You can select more than one person here. If you are to select a non-Bloomberg address, you need to create Speed Dial ID from SPDL<GO> (See P.23)

SPDL<GO> 【Speed Dial List】

Allows you to organize your contacts and contact groups, so you can easily send messages and IBs (Instant Bloomberg).



Creating a New Contact

- ① SPDL <GO> >> 90) New Contact
- ② Either type the name of the Bloomberg user or the email address then click 1) Add.
- ③ Summary will be shown on the right to put more information.

ID: This ID will be the shortcut.
Color: When you receive a message from this person, the name (or the entire line) will be shown in the color specified.

- ④ After inserting all the information, press <GO> 1 <GO> to save.

Sending Messages using SPDL ID

To Send a message

MSG + SPDL ID <GO> or **SPDL ID** Message

For example, in the case of SPDL ID “BOSS”

MSG BOSS <GO> or **BOSS** Message to compose a message and send to SAMP

You may send the message by pressing <GO> 1 <GO>.

Inbox

MSG <GO> or <Message> to access inbox

The indicators

- Orange : Messages from Bloomberg address
- Red : Messages from internet
- Red (flashing) : Unread messages from internet
- Blue (flashing) : Unread messages
- With tick : Read messages
- R : Replied
- C : Fwd messages that have been copied

```
11)✓ 1/28 7:00 - TODAY'S NEWS/B
12)✓ 1/28 6:43 - NEWS ALERT/ (2
13) 1/28 6:30 - FIRST WORD/AS
14) 1/28 6:27 - NEWS ALERT/ 1
15) 1/28 6:10 - Bloomberg.com/
```

The dot next to the sender shows the status of the senders Bloomberg

- Green : Logged in.
- Red : Logged out
- Yellow : Logged in but idle.
- Blue : Logged In from mobile device
- Orange : Away
- Grey : Private

Paper clip icon identifies an attachment to the message

MRUL<GO> [Message Rules]

MRUL allows you to create and manage message rules, so you can automatically organize your incoming messages in the Bloomberg Message (MSG) function.

You can create rules to auto-delete, auto-forward, move, and apply tags to incoming messages that meet the criteria set. You can also use rules to customize alerts for incoming messages.

The screenshot shows the MRUL (Message Rules) interface. At the top, there is a menu bar with options: Save, Save As, Options, and Message: Rules. Below the menu bar, the interface is titled "Editing New Rule" and "Simple Rule Editor".

1. If ALL of the following selected conditions...

- From: Names or emails (DAYBREAK ALERT;)
- Keywords: Any (<Enter Keywords>)
- MSG Type: ALRT
- MSG Properties: Is an Internet Email (Not a Bloomberg MSG)

2. Perform the following selected actions...

- Apply Tags: Not Im..., Useful, Appt. R..., IMPOR..., More/Create, Skip Inbox
- Forward the MSG To: <Enter name, SPDL, or email> Forwardable Yes

Messages That Match This Criteria

Date	Time	Sender	Subject
9/14	6:38	DAYBREAK ALERT/DAYBREAK	Markets Tumble, Oil Slumps, iPhone 7 on I
9/13	6:39	DAYBREAK ALERT/DAYBREAK	Brainard Urges Prudence. Stocks Rebound.
9/12	6:38	DAYBREAK ALERT/DAYBREAK	Brainard's Final Say. Clinton Health Woe
9/09	6:35	DAYBREAK ALERT/DAYBREAK	Oil Jumps. Draghi Disappoints. Yuan Bear
9/08	6:37	DAYBREAK ALERT/DAYBREAK	New iPhones. Super Mario Too. Extreme He
9/07	6:36	DAYBREAK ALERT/DAYBREAK	ISM Gauge Drags on Dollar. Hanjin's Ghost
9/06	6:41	DAYBREAK ALERT/DAYBREAK	G-20 Vows Fix. Obama Cancels Meet. Mr. B
9/05	6:35	DAYBREAK ALERT/DAYBREAK	Russia, Saudis Agree on Oil. Merkel's Lo

Launchpad

Launchpad is a custom desktop environment that allows you to create a workspace of active, analytical tools to meet the needs of your workflow. It is composed of the toolbar, views, pages and components.

Launchpad
Toolbar

International
Clock

Bloomberg TV

Debt Monitor

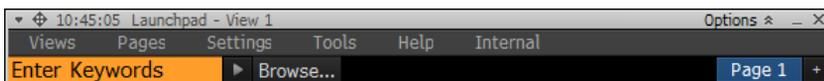
Monitor

Charts

News

Economic
Indicator

BLP<GO> 【 Starting up Launchpad 】



BLP<GO> starts up Bloomberg Launchpad.

The toolbar will appear which is a central component in configuring the launchpad.

There are three ways of creating components:

- 1) “Enter keywords” on the toolbar.
- 2) Click “Browse” on the toolbar.
- 3) Run LLP <GO> on the Bloomberg screen

After placing all the components in your preferred location (on screen), you can save the customized setting by pressing “View” on the launchpad toolbar and selecting “Save”. The components will remain in the same place each time you open launchpad.

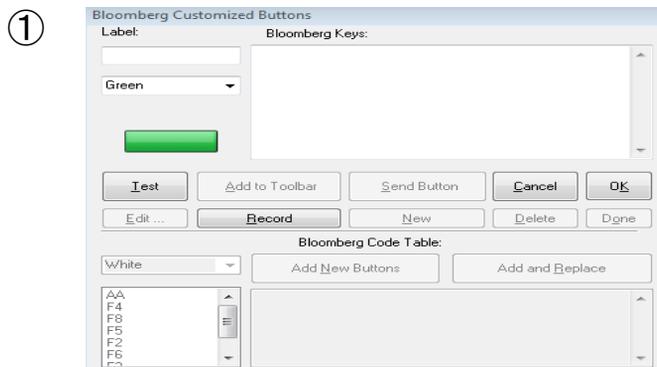
Customized Buttons

Allows you to save frequently used functions as buttons at the top of the screen

Adding buttons

First, click on one of the panels and press “Alt + B” on your keyboard.

You can create and edit customized buttons in the pop-up window.



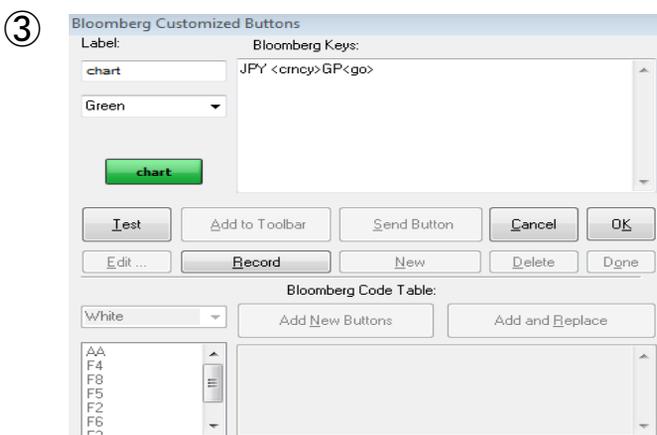
Click “**New**” and enter the label name at the upper left. Select the color of the button from the drop down list.

If you click “**Record**”. It will direct you to the Bloomberg panels, hence you can go through the steps and it will be recorded.



Please go through the steps only on the keyboard, without using the mouse. The steps taken with the mouse will not be recorded.

When you are done, click on “**Stop Rec**”.



The steps taken will be recoded under the box at the upper right under “Bloomberg Keys”

Click “**OK**” to finish.

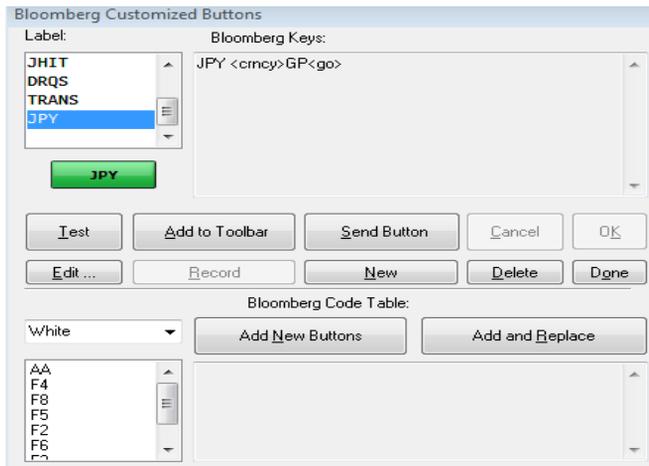
Click “**Add to Toolbar**” to add the new button to the Bloomberg panel.

Close the window by clicking “**Done**”.

Customized Buttons

Edit Buttons

You can also type into the box under “Bloomberg Keys” and edit securities or change settings. Creating buttons for printing specific screens or series of action on frequently used screens allows you to go through the steps in one go.



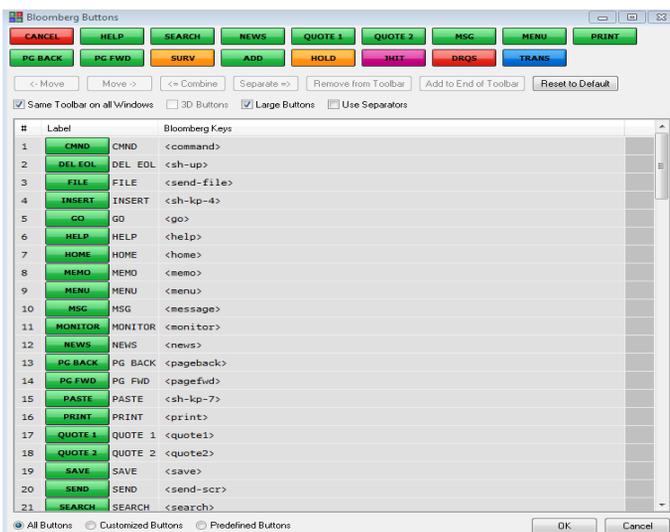
Select the button you want to edit from the label area at the upper left and click “**Edit**”.

You can directly type in or re-enter the commands under “Bloomberg Keys”.

The command should be in the order of the actions on the terminal. Make sure to surround the function keys with the brackets < > as follows:

**<GO> <MENU> <PAGEFWD> <PAGEBACK> <DOWN> <UP> <RIGHT> <LEFT>
<CANCEL> <MESSAGE> <NEWS> <PRINT> <EQUITY> <GOVT> <CORP> <INDEX>**

Re-position the Buttons



Right click on one of the Bloomberg Panels and select “Terminal Defaults” >> “Display” tab >> **”Arrange Buttons on Tool bar”**

A window will pop up. You can add and delete buttons as well as re-order them by drag & drop.

In addition to the created buttons, we have Bloomberg original buttons such as MENU and NEWS.

You can also double click on the grey space on the tool bar at the top the Bloomberg panels to prompt the window,

Customized Buttons

Adding Buttons



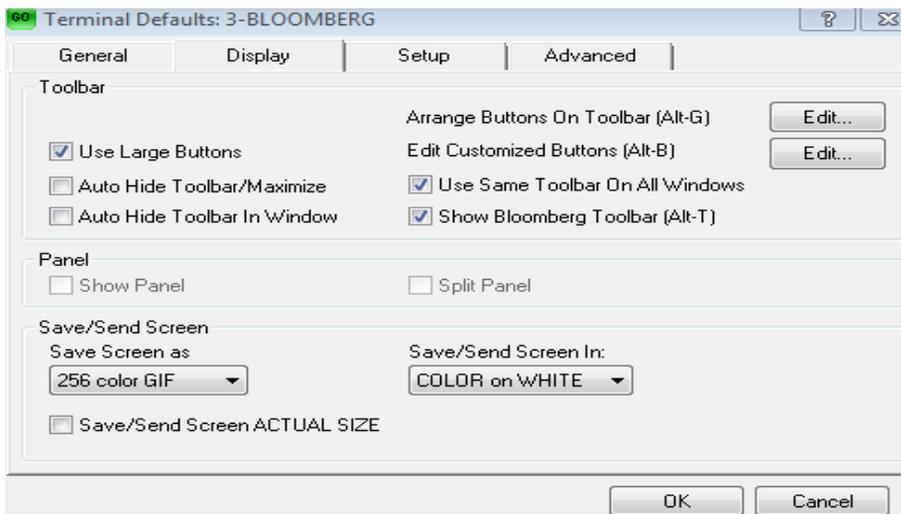
To add buttons more easily...

1. Run the command you would like to add
2. Press the **<Shift>** key and **<GO>** at the same time. A "Command History" window will pop up.
3. Click on the number next to the command you would like to add under "Add to Toolbar".

If the letters are hard to see, you can change the font size and label color from the window prompted by "Alt + B"

Settings

You can change the settings of the buttons from "Alt + D" >> "Display" tab.

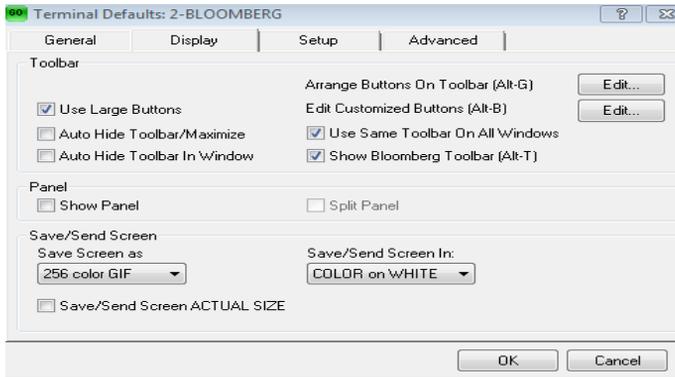


Use Large Buttons ··· Changes the button size.
Auto Hide Toolbar / Maximize ··· Hides Tool bar when the screen is maximized.
Auto Hide Toolbar in Window ··· Auto hides the buttons on all of the panels.
Arrange Buttons On Toolbar ··· Changes the arrangement of the buttons.
Use Same Toolbar On All Windows ··· Displays the same buttons on all of the four screens.
Show Bloomberg Toolbar ··· Switch to display / hide mode of the buttons.

Screen Copy

There are several ways to copy/save your Bloomberg screens such as the chart screen, so you can paste the image to your Excel / PowerPoint files.

Save a Screen Copy Image



To save the Bloomberg screen as you see it;

Right click on a screen >> Select "Terminal Settings (Alt+D)" >> Select the "Display" tab from the pop-up window >> Select the file types and the colors of the screen image.

The color options are as below;

- Save the screen in colors
- Save the screen in colors with white background
- Save the screen in all black with white background
- Save the screen in all white with black background



Open a screen you want to save. Then right click on the screen >> Select "Screen Option" >> Select "Save Screen" >> Choose a file to save the image and you can save the screen image as a picture file.

Pasting an Image to an Excel sheet

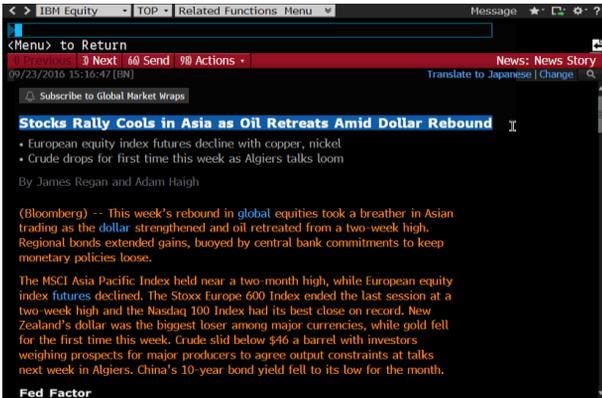


"Insert" >> "Picture" >> Files
You can select the saved chart image to paste from your files.

You can edit the file settings for saving your images from;
Right click on Bloomberg window >> Terminal Defaults >> Display >> Save/Send Screen

Screen Copy

Copying a Text



Left clicking on a text by mouse and dragging the it over a content will highlight the letters in blue as shown in the left image. Once highlighted in blue, text copying is done. **<Ctrl>Key + <V>Key** will paste the context.

Copying & Pasting a Security Code



Bonds, Economic Indicators and Investment Trusts usually have a long security code (Ticker), so you can copy and paste them to a different function. You can surround the ticker with white dotted line by dragging your mouse over the code.



After pointing at a field where you would like to enter the ticker, **<Ctrl> Key + <V> Key** will paste it to the field.

After entering the ticker, you can add yellow sector keys (e.g. **<Equity>** key) and hit **<GO>**.

Sending an Image

If you would like to send your Bloomberg image, you can run the following commands on the command line of the window you would like to send.

GRAB<GO> will automatically attach the image to a Bloomberg classic message.

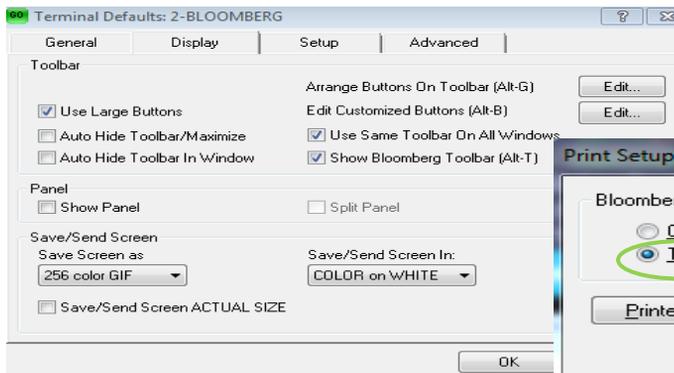
GRIB<GO> will allow you to drag and drop the image to your IB chat.

Printing

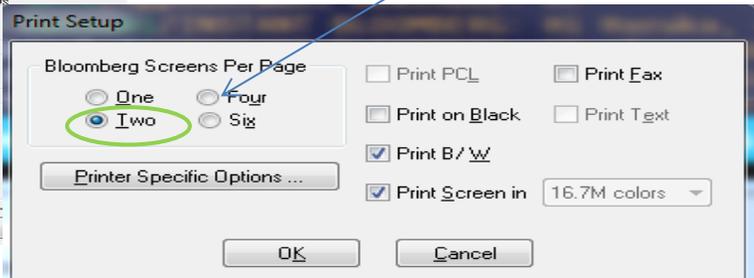
Print Settings

Using the default Bloomberg print setting, you will print out 1 Bloomberg window screen in the middle of a A4 paper.

To edit your print settings, please right click on the terminal >> “Terminal Defaults (Alt + D)” >> Setup Tab >> “Print Setup” (Or simply run **PSET<GO>** from your command line) and edit.



By selecting “Two”, you will have 2 Bloomberg windows printed vertically on a A4 paper.



Printing a Screen

Please click on the **Print** key to print a screen.

Below are the samples of a printed Bloomberg screen / screens. (1 screen, 2 screens and 4 screens from the left)



To print multiple pages continuously, please run the number of pages you want and the **Print** key. For example, “6 **Print**”.

Printing a News Article

To print out a news article that has multiple pages into a single paper, please select “96 Actions” >> “9) Print” from the top red bar.



Instead of printing the whole screen, only the news context will be printed out.

Bloomberg Mobile

If you are a Bloomberg Anywhere user, you have access to communication tools, news and market data provided by the BLOOMBERG PROFESSIONAL service on your mobile devices such as your smartphones, iPad, Blackberry etc.

You must be an Anywhere user to use the Bloomberg Mobile service. For users without biometric login, please contact your sales representative if you are interested in the Bloomberg Anywhere service. You can confirm your sales representative by running **BREP<GO>**

iPad



iPad has two main views: the Native View and the Terminal View.

Smartphone



Installation Guide

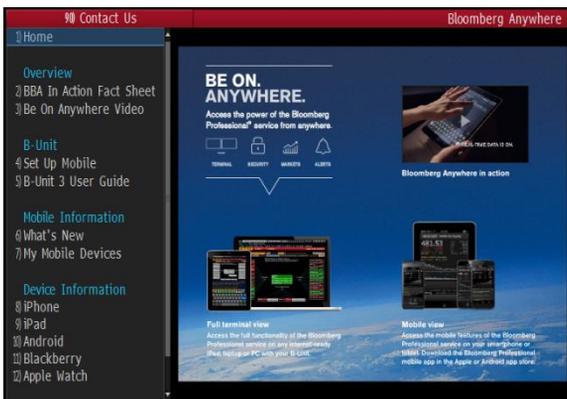
For **iPhone / iPad**, please install from the App store.
For **Android**, please install from the Play store.
For Blackberry, please access www.bloomberg.com/mobile to download.

The mobile application is provided **for free**.

ANY<GO> [Help Page for Bloomberg Anywhere]

ANY<GO> shows you the installation guide for each device and function details.

You would need a Token Code for the first time you login. A Token Code is a 6 digit numeric code displayed at the top of the screen of the B-Unit. If you do not have your B-Unit with you, **ANY<GO> >> 4)Set up Mobile** allows you to create a temporary Token Code.



Need any HELP? **HELP**

HELP key is one of the most useful key

Keyword Search

Type any keyword on the Command line and press the **HELP** key. It will show the possible links to the information you are looking for, such as the companies, definitions, security tickers, and related indices.

The screenshot shows the Bloomberg terminal interface. At the top, there is a search bar with 'IBM' entered and a green 'HELP' button. Below the search bar, the terminal displays search results for 'International Business Machines Corp'. On the left, there is a 'Top Results' table with categories like General, Companies, Functions, People, FAQs, Definitions, Reference, Exec Library, Data Fields, News, Intelligence, Fin'l Docs, Law, Securities, Equities, Funds, Fixed Income, Currencies, Mgt Issues, Muni Issues, Commodities, Index/Stats, and Contributors. The main content area shows the company's ticker (IBM US Equity), last price, and a line graph of the price from 2015 to 2016. Below the graph, there is a company description and a link to the IBM Wikipedia page.

Explanation on the function

Pressing the **HELP** key on the function page shows the pop up help page. This gives the detailed explanation about the function.

The screenshot shows the Bloomberg terminal interface with the 'What Is Curve Builder (ICVS)?' help page displayed. The page contains detailed text explaining the function and its capabilities. The text describes how ICVS allows users to customize an interest rate curve, analyze the cost of funding, and value the performance of swaps and derivatives transactions. It also mentions that the curves built in ICVS are selectable from the Swap Manager function (SWPM) as the default curve for basis-swap trades. Below the main text, there is a 'Control Area' section with a description of the analytics screen's organization. At the bottom of the page, there are labels for 'Toolbar' and 'Filter Fields' pointing to specific UI elements.

Sending inquiry to the Help Desk

Pressing the **HELP** key twice pops up the window where you can write your inquiry to the Help Desk.

Bloomberg Analytics representative will assist you through the IB Chat. You may request for a phone call if you wish.

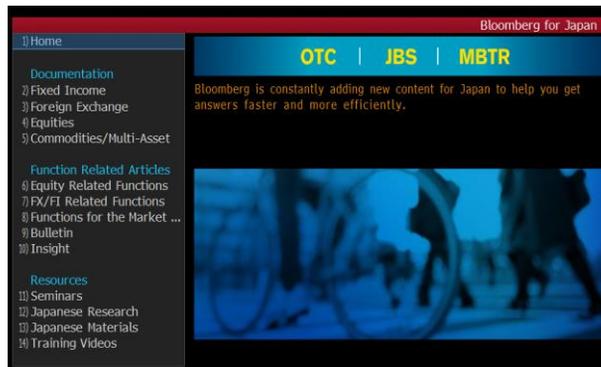
HDSK<GO> allows you to see your past inquiries within the last one year.

The screenshot shows the Bloomberg terminal interface with the 'Live Help' window displayed. The window contains a text input field for the user's inquiry, a 'Submit' button, and a 'Close' button. A hint is provided at the bottom of the window: '* Hint: Include the asset class, function and security, which helps us direct you to the person who can best assist you today. Thank you!'

Bloomberg Japan Users

JAPA<GO>

JAPA<GO> is a portal for our users based in Japan. Here you may access our User Manuals as well as information on our new functions.



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BU<GO>

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We also conduct private seminars and trainings. For those who are not able to visit the office, we offer online training. Please reach out to Bloomberg Helpdesk if you are ever interested.

Bloomberg Japan



Bloomberg Website (Japanese)
<http://www.bloomberg.co.jp/>

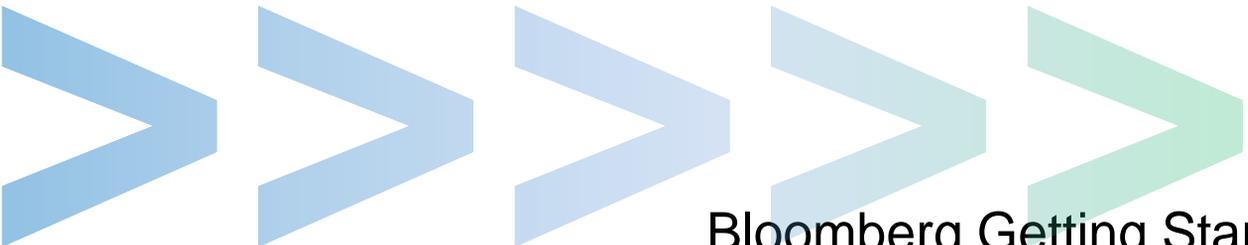


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Bloomberg News (Japanese) Twitter
<http://www.twitter.com/bloombergjapan>
The latest Tweets from Bloomberg Japan. Breaking news and analysis on global financial markets.





Bloomberg Getting Started

FRANKFURT +49 69 9204 1210 **HONG KONG** +852 2977 6000 **LONDON** +44 20 7330 7500 **NEW YORK** +1 212 318 2000 **SAN FRANCISCO** +1 415 912 2960 **SÃO PAULO** +55 11 3048 4500 **SINGAPORE** +65 6212 1000 **SYDNEY** +612 9777 8600 **TOKYO** +81 3 3201 8900  Press the <HELP> key twice for instant live assistance.

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