GETTING STARTED WITH THE BLOOMBERG

CONTENTS

BLOOMBERG PANELS

BLOOMBERG KEYBOARD 05
BLOOMBERG PANELS

The terminal delivers Bloomberg’s news, data, and analytics through a series of up to four desktop panels (windows). Each panel works independently, so you can access multiple analyses and workflows simultaneously.

- **Panel Frame**: The left side of the panel frame displays the mnemonic for the function currently running on the window along with the current panel's number (1 through 4), so you can distinguish between your workspaces. The right side of the panel frame provides the traditional minimize and maximize panel options. Clicking the X "Close" icon logs you completely out of your current Bloomberg session.

- **Toolbar**: The left side of the toolbar includes the menu button and drop-down lists of recently loaded securities and function mnemonics, with the current loaded security and currently function mnemonic visible. The right side provides icons to help you perform key tasks, including creating security notes, printing, adjusting your defaults and display, and accessing Help. For more information on using the toolbar, see the *Bloomberg Help Library, HLPT <GO>*.
• **Command Line** Allows you to search for and access functions and securities. The Bloomberg is entirely discoverable from the command line.

For more information on using the command line, see *Command Line*.

• **Function Area**: Shows you the function content.

• **Information Panel**: Shows you new or enhanced Bloomberg functionality.
# BLOOMBERG KEYBOARD

The Bloomberg keyboard is designed to help you work more efficiently, with color-coded keys that make it easy to follow the logic of the system.

![Bloomberg Keyboard Image](image)

<table>
<thead>
<tr>
<th>Use</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Esc/Can</td>
<td>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.</td>
</tr>
<tr>
<td>Enter/GO</td>
<td>Execute a typed command. For example, to access the Top News function, type <strong>TOP</strong>, then press <strong>&lt;GO&gt;</strong>. For more information, see <em>Functions</em> and <em>Securities</em>.</td>
</tr>
</tbody>
</table>
| Menu      | • Navigate from any function back to a menu of related functions, then back through the menu hierarchy to the Home menu.  
• Navigate back to the previous screen.  
**Note:** The function of the <Menu> key on the old Bloomberg keyboard has transferred to the <End/Back> key on the new Bloomberg keyboard. For more information, see *Accessing Menus*. |
| End/Back  | Navigate back to the previous screen.  
**Note:** This key provides the same functionality as the <Menu> key on the old Bloomberg keyboard.                                      |
### Use

<table>
<thead>
<tr>
<th></th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="F1 Help" /></td>
<td>Connect to function Help Pages and to the Bloomberg Help Desk. To access a Help Page, press the <code>&lt;Help&gt;</code> key once; to open a chat with a Help Desk representative, press the <code>&lt;Help&gt;</code> key twice. For more information, see Help Resources.</td>
</tr>
<tr>
<td><img src="image" alt="F3 Corp" /></td>
<td>Load securities and access market sector menus. For more information, see Accessing Menus and Securities.</td>
</tr>
<tr>
<td><img src="image" alt="Panel" /></td>
<td>Switch between windows.</td>
</tr>
</tbody>
</table>

For a complete view of the Bloomberg keyboard, hold down the `<Alt>` key and press K. To dismiss the keyboard image, press the K key again.