

STEP-BY-STEP:

# HOW TO TAKE A SCREENSHOT ON THE BLOOMBERG TERMINAL

Use this document to learn how to take a screenshot of content on the Bloomberg terminal and deliver that screenshot to yourself through email.

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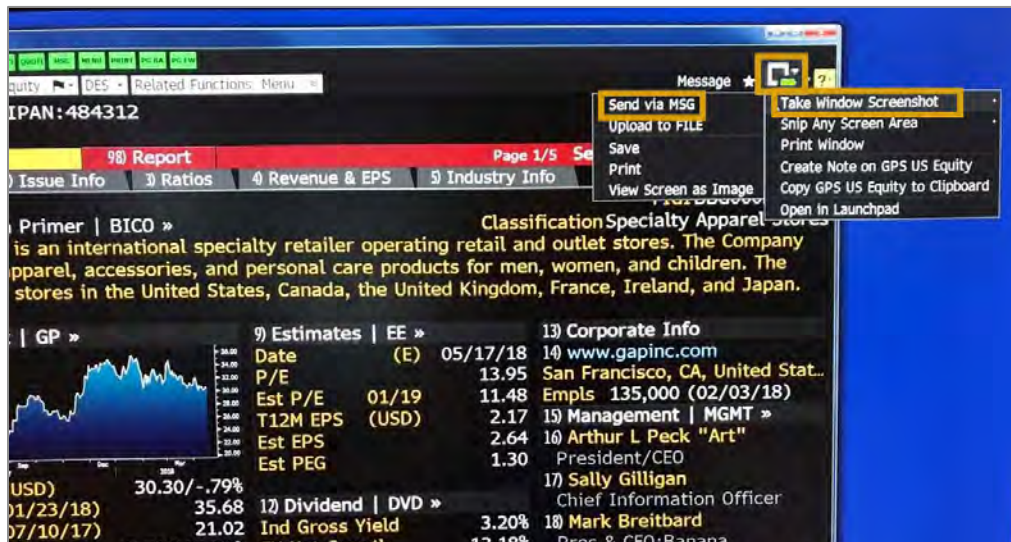
# BLOOMBERG SCREENSHOTS

There are two methods to take a screenshot using Bloomberg commands. A screenshot is particularly useful when a screen's content cannot be exported into Excel. Please note that some screens do not allow users to take screenshots or export to Excel – this is an intentional limitation of the Bloomberg terminal.

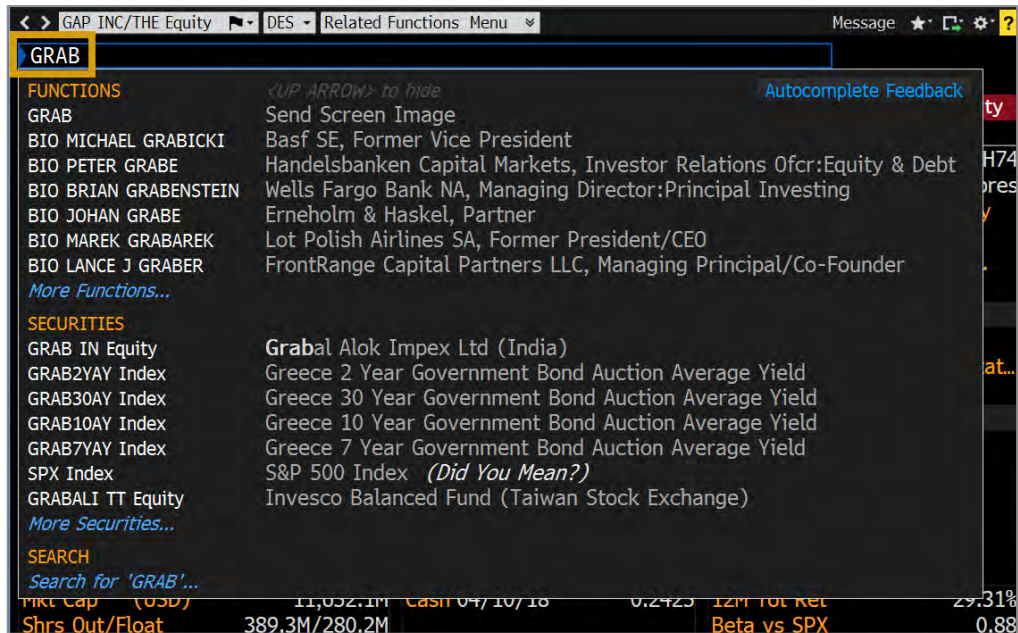
- 1 Determine the Bloomberg screen that you would like to capture. You have two options to take a screenshot.
  - **Option 1:** use the menu in the top right corner.
  - **Option 2:** enter a command in the blue command line area on the left side near the top of the screen. Each method is detailed below.



- 2 **Option 1 - Menus:** To use the menus on the top right, click first on the box with the green arrow pointing to the right. A drop-down menu will appear. Click **Take Window Screenshot** and then click **Send via MSG**. Then **proceed to Step 4** of this document.



- 3 Option 2 - Command:** Type **GRAB** into the blue command line at the top left of the screen and press **Enter** on the Bloomberg keyboard. Proceed to Step 4 of this document.



- 4** After using either of the methods described above, the Bloomberg terminal will take you to a blank email form. Enter your **email address** in the **2) To** field and a **Subject line** and any additional text in the body of the email, if desired. Finally, click on **1) Send** in the red ribbon above the message. You will receive an email from your Bloomberg email address with the screenshot attached.

