## FAQ

#### How do I launch Microsoft® Excel?

To use the Bloomberg Excel Add-In while logged in through the BLOOMBERG ANYWHERE® website, you must launch Excel by opening an Excel file from a Bloomberg Anywhere window. For example, you can open a spreadsheet from the *Personal File Manager* (FILE) or *Excel Template Library* (XLTP) functions, or open a spreadsheet that is an attachment to a message in the *Message* (MSG) function. Excel launches through the Bloomberg Anywhere application in a new window. In that window, the add-in tools and API formulas function normally.

### Can I save the file to my desktop?

Yes, you can save a file to your desktop from the Excel window that is opened through Bloomberg Anywhere. To do this, you must allow Bloomberg Anywhere to have access to your local drives.

### Can I open a file from my desktop?

Yes, you can open a file from your desktop in the Excel window that is opened through Bloomberg Anywhere. To do this, you must allow Bloomberg Anywhere to have access to your local drives.

#### Can I simultaneously save on FILE and my computer?

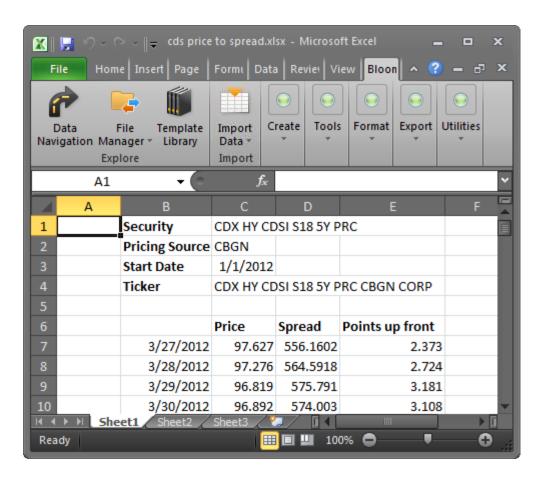
No, you cannot save a file in both places at once; it is a two-step process. First, you must save the file to your local drive, then use the File Manager to upload it to FILE.

### Is there going to be an option for me to launch a blank Excel workbook?

Yes. There is an option currently being planned in FILE to launch a blank Excel workbook when using Bloomberg Anywhere.

### How do I differentiate between the Bloomberg Anywhere version of Excel and regular Excel?

The Excel window that launches through Bloomberg Anywhere appears in gray. For example, see the image below.



# I can't see my computer drives. What do I do?

You must explicitly allow Bloomberg Anywhere to have access to your local drives.