



## ***MT4 USER MANUAL***



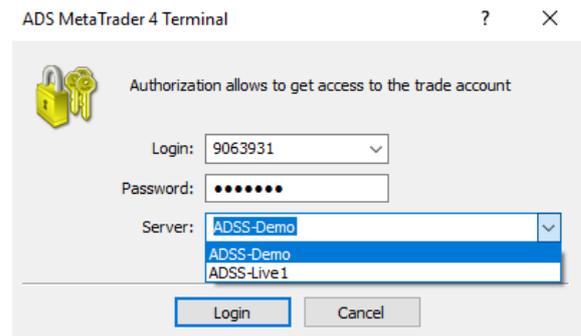
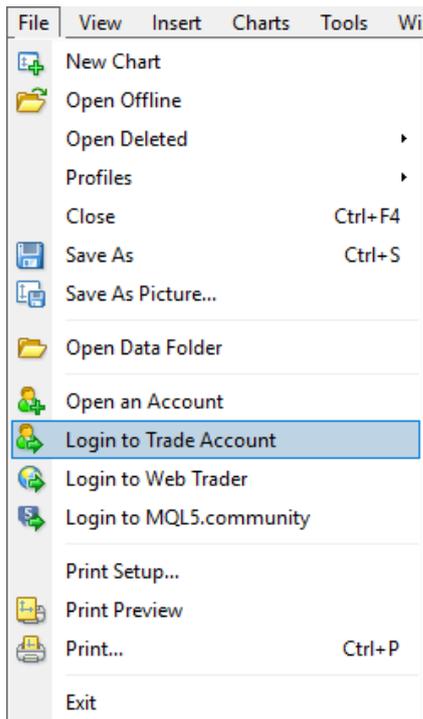
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# 1 Getting Started

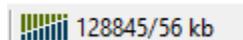
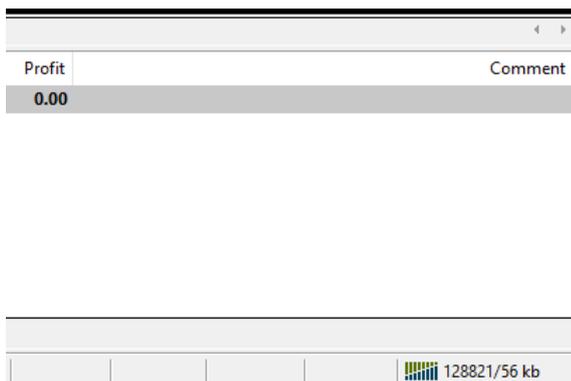
## 1.1 Logging on to the Account

- i. Once you open ADSS MT4, click onto “File” on the left upper tab and select “Login to Trade Account”.
- ii. Ensure that you select the appropriate server.



## 1.2 Checking Status (Latency Bar)

- i. To check whether you have logged in successfully, check the latency bar at the bottom right corner.
- ii. The latency bar is as below.



If the number remains static and is not moving, there is an issue with the internet.

If it states “No connection”, check your system again.

If it states “Invalid Account”, check whether your account number and password are entered correctly.

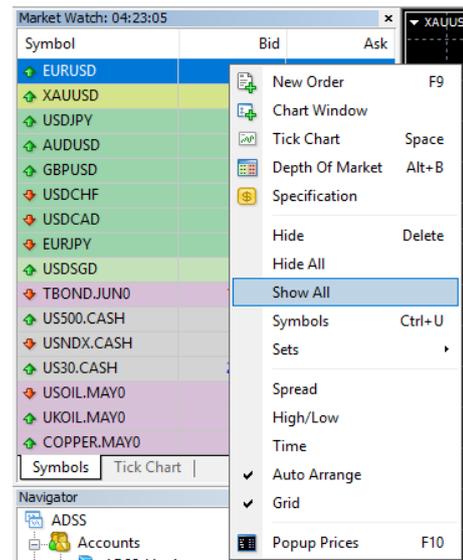
## 2 Display Settings

### 2.1 Market Watch Window

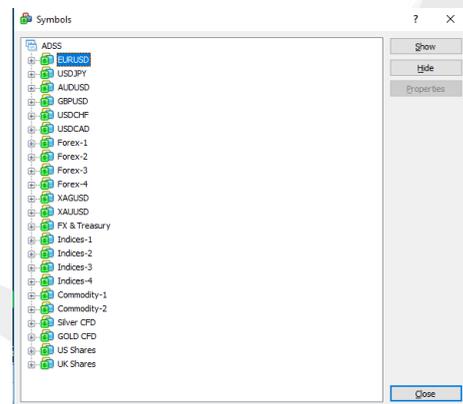
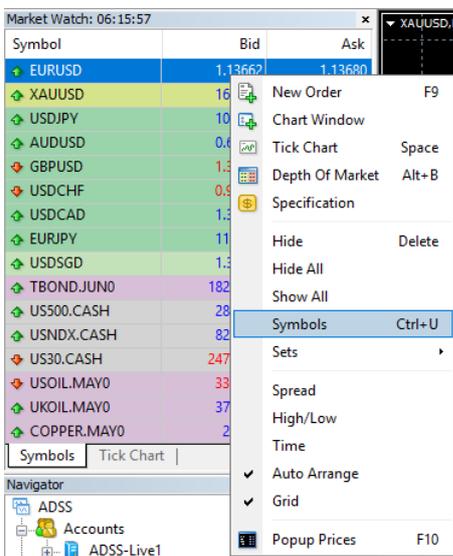
- i. The market watch window can be found on the left-hand side of the charts.
- ii. To show all assets available for trade, right-click on the Market Watch and select “Show All”.



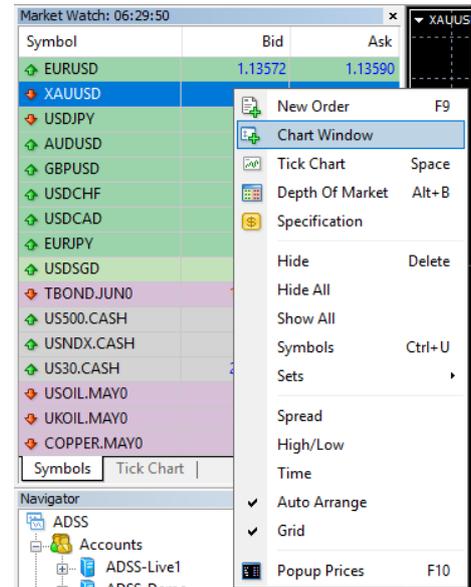
Symbol	Bid	Ask
EURUSD	1.13920	1.13938
XAUUSD	1666.51	1667.03
USDJPY	103.916	103.943
AUDUSD	0.65846	0.65865
GBPUSD	1.30651	1.30677
USDCHF	0.93224	0.93244
USDCAD	1.36409	1.36432
EURJPY	118.383	118.418
USDSGD	1.38484	1.38528
TBOND.JUN0	18257.75	18261.00
US500.CASH	2820.08	2821.83
USNDX.CASH	8182.00	8186.35
US30.CASH	24500.56	24510.56
USOIL.MAY0	3362.67	3370.17
UKOIL.MAY0	3683.27	3690.77
COPPER.MAY0	254.55	255.45



- iii. Instead of selecting “Show All” to view every available asset, you can also click “Symbols” or press **Ctrl + U** to show the tabs of available assets.
- iv. After opening “Symbols”, the tab below will appear. You can now choose from different categories. To add the assets you want into the Market Watch, simply click on the asset and click “Show”.



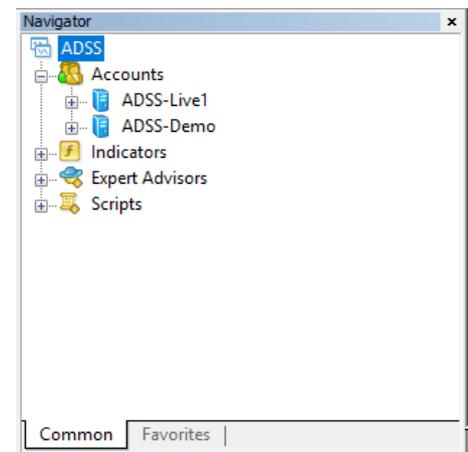
- v. To view the asset on the chart, right-click on the asset and select “**Chart Window**”. The asset’s graph will then appear on the chart.



## 2.2 Navigator

The Navigator tab is found under the Market Watch.

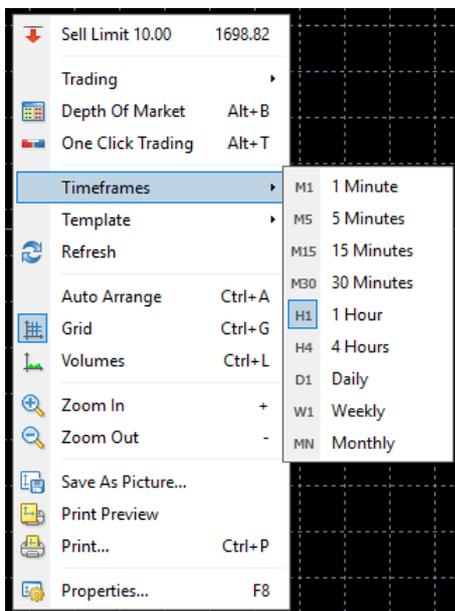
The navigator shows information about your accounts, both Demo and Live, as well as indicators, expert advisors, and scripts.



### 3 Settings

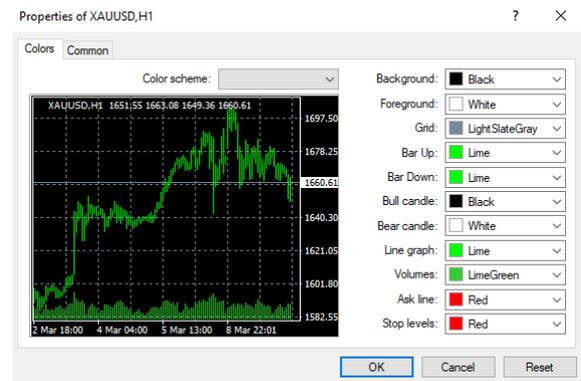
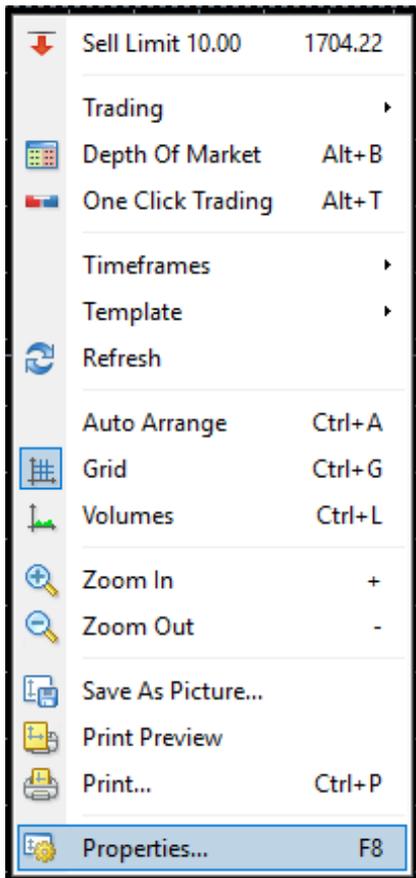
#### 3.1 Timeframe

- i. Time periods for the charts can be changed ranging from 1 minute to monthly. Time period settings can be done by right-clicking on the chart and selecting “Timeframe”.
- ii. Alternatively, Timeframe can also be selected on the toolbar.



### 3.2 Personalize color

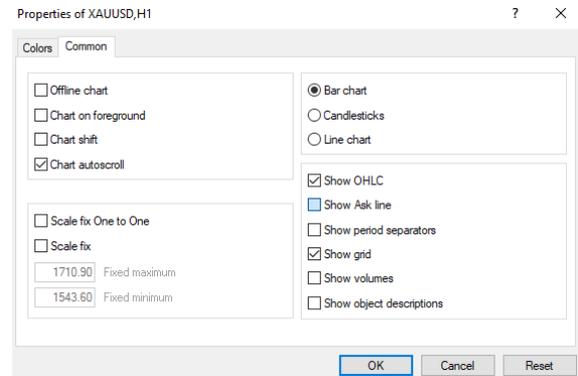
- i. The colors of the chart are originally black and green; however, you can personalize the colors to fit your preference by right-clicking and selecting “**Properties**” or **press F8**.
- ii. Upon clicking, the tab below will appear and customization can be done.



### 3.3 Ask Price

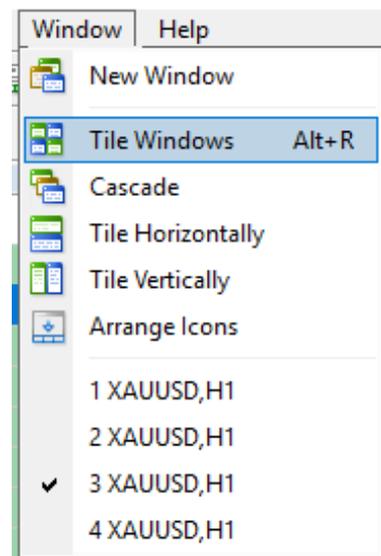
The Ask Price line can also be shown on the chart through the “Properties” tab as well. You will need to click on “**Common**”. After clicking, the tab as shown in the demonstration on the right-hand side will appear.

You can check the box next to “**Show Ask line**” and the ask line will appear on the chart. Please note that the ask line may not be visible and may require you to zoom in to be able to view it.



### 3.4 Multiple Chart

To show multiple charts at once on the screen, you can click “**Window**” on the top bar and select “**Tile Windows**” OR press **Alt + R**. Other views are available as well, as shown further below.

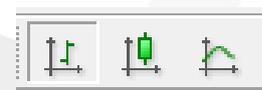


### 3.5 Chart

i. There are three display price actions that can be selected.

- 1) Bar Chart (Alt + 1)
- 2) Japanese Candlesticks (Alt + 2)
- 3) Line Chart (Alt + 3)

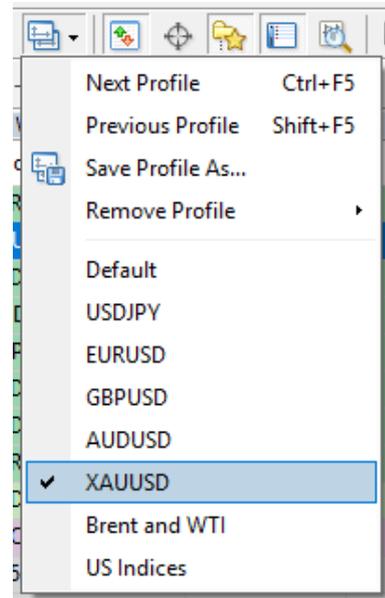
ii. The selection can be made on the tool bar as well, which is as below.



### 3.6 Profiles

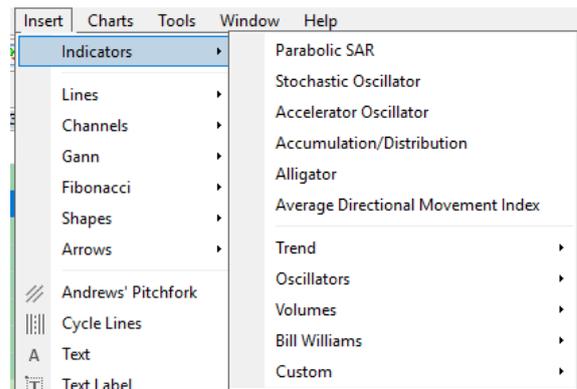
Profiles make it easier for you to view the currency pair or any other assets in which you would like to look at. As shown in the demonstration on the right-hand side, profiles can be created and saved.

You can customize your chart and save them as profiles by clicking “**Save Profile As...**” this will allow you to save that specific profile for a specific asset.



### 3.7 Indicators

To add indicators into the chart, you can select “**Insert**” and “**Indicators**” and select the one you would like to add.

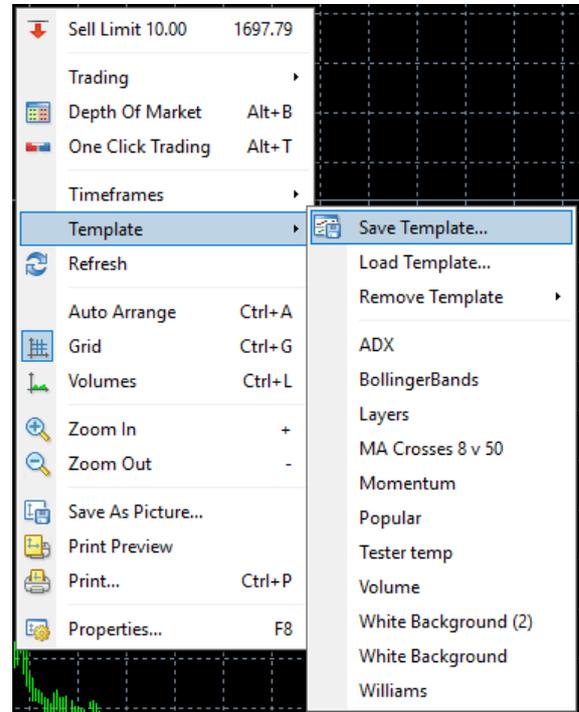


### 3.8 Templates

Any customization made such as color changes, indicators, timeframe, and views can be saved as Templates to be applied to other asset charts.

Customize to fit your preference and then right-click on the chart and select “Templates” and select “Save Template”.

To apply the template onto other charts, right-click and select “Template” and you should see your saved templates listed.



### 3.9 Crosshair

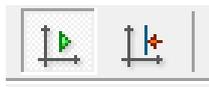
- i. To check specific prices at specific time, you can activate the Crosshair option. The option can be selected from the toolbar as shown below.



- ii. Once the crosshair has been selected, you can accurately locate the price and the time and date on the chart by moving the crosshair over the point of your choice.

### 3.10 Charting View

- i. To enable auto-scrolling which automatically moves the chart over as prices are updated, select the button as shown below. Please note that leaving the auto-scrolling off may give misleading information about the current price.
- ii. To shift the latest price a bit (leaving a space from the latest price and the Y-Axis), select the button as shown below.



(Left)



(Right)

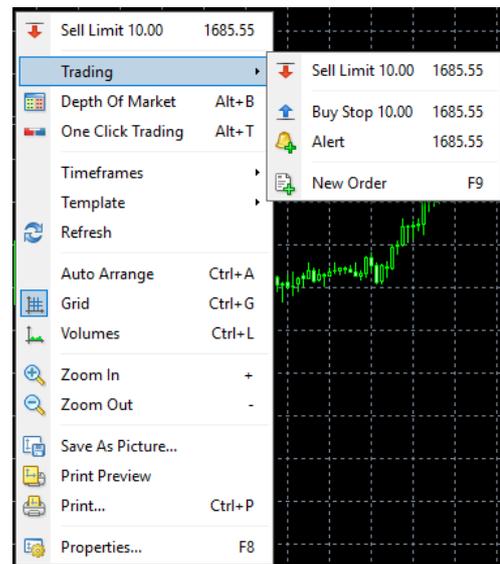
## 4 Trading with MT4

### 4.1 Open a Position

To open a position, right-click on a chart and select “Trading”

Here you can select “New Order” or place a Pending order at a price above or below the current market price.

Alternatively, you can also enable One Click Trading by pressing

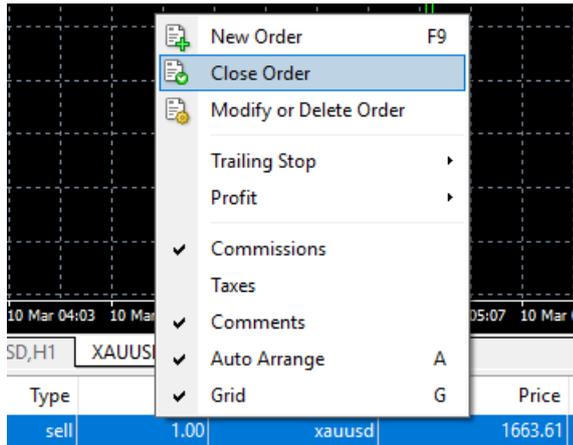


**Alt + T.** Once pressed the button below will show up. You can then perform a market buy and sell order by pressing the SELL and BUY.

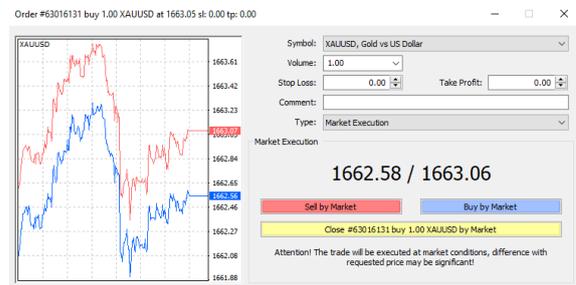


## 4.2 Close a Position

- i. To close a position, select the trade in the “Trade” tab of the “Terminal” window and right-click to obtain the context menu then **select Close order**.



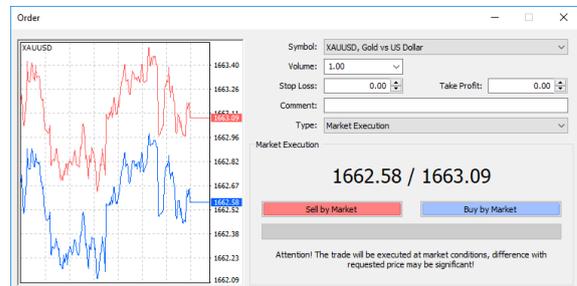
- ii. You can select to close parts of a position, for example, if you have 1 lot long and would like to close 0.5 lot. This can be done by right-clicking on the order at the “Trade” and select “**Modify or Delete Order**” after which you select “**Type**” as market Execution and change the volume to the one you wish to close and click “**Close**”.



## 4.3 Order Window

Once you click on **New Order**, the window as shown on the right-hand side will pop up.

In this window you can select the asset (Symbols), specify the lot size, choose stop loss/take profit as well as the type of orders.



## 4.4 Place/Modify/Delete Stop Loss and Take Profits orders

To place an order, simply fill up the order window with the details that you wish to trade.

<b>Symbol</b>	currency pair or asset that you wish to trade
<b>Volume</b>	the lot size that you wish to trade
<b>Stop Loss</b>	a pending order to close the position if the price is moving against you to a certain price level
<b>Take profit</b>	a pending order to close a position if the price is favorable to you to a certain price level.

Stop Loss and Take Profit will be automatically executed as soon as the price reaches the order level. If you wish to delete the stop loss or take profit, simply modify the order and change their values to zero. Note: Stop Loss is a useful tool to limit your losses without having to sit in front of your computer and wait for the outcome.

## 5 Types of Orders

### 5.1 Pending Order

A pending order is an instruction to open a position when the current price reaches a certain pre-defined level.

There are four types of pending orders.



**Buy Limit** – an order to buy an asset at or below the specified price. This type of order must be placed at or below the current market bid to ensure that they accomplish the task of improving price.



**Sell Limit** – an order to sell an asset at or above the specified price. This type of order must be placed at or above the current market ask to ensure improved price.



**Buy Stop** – an order to buy an asset at a price above the current market bid. A stop order to buy gets activated only when the price reaches a specified level known as the stop level. Buy stops are orders placed above the market, and once the stop level has been reached, the order will be immediately converted into a market or limit order.



**Sell Stop** – an order to sell an asset at a price below the current market ask. Similar to buy stop, a stop order to sell becomes active only after the stop level has been reached.

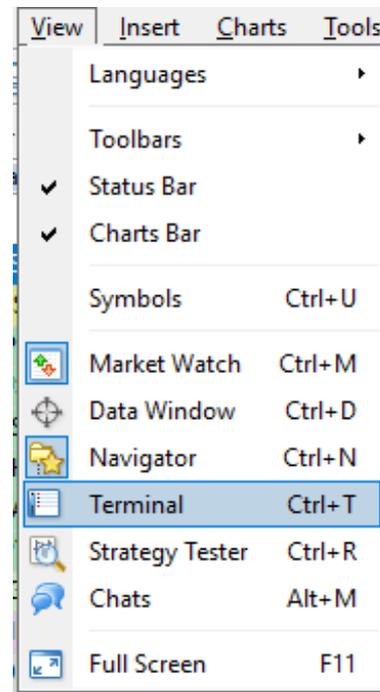
### 5.2 Market Order

A market order is an instruction to open a position as quickly as possible at present or market price. Market orders do not always get you the price that you see on the screen when you opened the order, as there may be market fluctuation between the time the broker receives the order and the time the trade is executed.

Market orders can be executed by either opening the “**Order Window**” or using the “**One-Click Trading**” button as mentioned above.

## 6 Terminal

The terminal window is found under the chart. The terminal can be opened and closed by pressing **Ctrl + T** or by using the toolbar.



The Terminal window will look something like this.



The three main parts of the Terminal Window:

### 6.1 Trade

The trade tab displays open positions and/or pending orders.

### 6.2 Exposure

The exposure tab displays the exposure you currently have on different assets.

### 6.3 Account history

The account history tab displays the historical trades as well as pending orders you have cancelled.

## 7 Others

<b>Alt + W</b>	open the chart management window
<b>Alt + F4</b>	close Metatrader 4
<b>Alt + Backspace</b>	undo last deleted object(s)
<b>Ctrl + A</b>	revert all indicator window heights to default
<b>Ctrl + B</b>	open the “ <b>Objects List</b> ” window
<b>Ctrl + D</b>	open/close the “ <b>Data Window</b> ”
<b>Ctrl + E</b>	enable/disable attached Expert Advisor
<b>Ctrl + F</b>	enable crosshair
<b>Ctrl + G</b>	show/hide grid
<b>Ctrl + H</b>	show/hide OHLC line (top left)
<b>Ctrl + I</b>	open the “ <b>Indicators List</b> ” window
<b>Ctrl + L</b>	show/hide volumes
<b>Ctrl + M</b>	open/close the “ <b>Market Watch</b> ” window
<b>Ctrl + N</b>	open/close the “ <b>Navigator</b> ” window
<b>Ctrl + O</b>	open the “ <b>Setup</b> ” window
<b>Ctrl + P</b>	print the chart
<b>Ctrl + R</b>	open/close the “ <b>Tester</b> ” window
<b>Ctrl + T</b>	open/close the “ <b>Terminal</b> ” window
<b>Ctrl + W</b>	close the chart window
<b>Ctrl + Y</b>	show/hide period separators
<b>Ctrl + F6</b>	switch to next chart window
<b>F1</b>	open the user guide
<b>F2</b>	open the “ <b>History Center</b> ” window
<b>F3</b>	open the “ <b>Global Variables</b> ” window
<b>F4</b>	open MetaEditor
<b>F5</b>	switch to the next profile
<b>Shift + F5</b>	switch to the previous profile
<b>F6</b>	open the “ <b>Tester</b> ” window (must have an Expert Advisor attached to the chart)
<b>F7</b>	open the properties window of the Expert Advisor that you have attached to your chart
<b>F8</b>	open the chart properties window
<b>F9</b>	open the “ <b>New Order</b> ” window
<b>F10</b>	open the “ <b>Popup Prices</b> ” window

<b>F11</b>	enable/disable full-screen mode
<b>F12</b>	move the chart ahead by one candlestick/bar
<b>Shift + F12</b>	move the chart back by one candlestick/bar
<b>Enter</b>	open/close fast navigation window
<b>Backspace</b>	delete the last object added to the chart
<b>Delete</b>	delete all selected graphical objects
<b>Home</b>	move the chart to the start (earliest record you have downloaded)
<b>End</b>	move the chart to the end (current price)
<b>-</b>	zoom the chart out
<b>+</b>	zoom the chart in (must use with the Shift key)
<b>Numpad 5</b>	restore automatic chart scale after it's been changed or return the chart into visible range (if the scale is defined)
<b>←</b>	scroll the chart to the left
<b>→</b>	scroll the chart to the right
<b>↑</b>	fast scroll to the left or scroll up (if the scale is defined)
<b>↓</b>	fast scroll to the right or scroll down (if the scale is defined)
<b>Page Up</b>	fast scroll to the left
<b>Page Down</b>	fast scroll to the right

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