

# MT4 USER MANUAL



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# 1 Getting Started

#### **1.1 Logging on to the Account**

 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.

	4 - Þ
Profit	Comment
0.00	
	128821/56 kb

ii. The latency bar is as below.

#### 128845/56 kb

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.

Market Watch: 04:22:17 ×					
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			
Symbols Tick Charl	t				

 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.

Market Watch: 06:15:57 × VAUUS					
Symbol		Bid	Ask		
EURUSD	1.1	3662	1.13680	_	
🛧 XAUUSD	16	E,	New Order	F9	
USDJPY	10	÷.	Chart Window		
AUDUSD	0.6	AP	Tick Chart	Space	
GBPUSD	1.5		Depth Of Market	Alt+B	
USDCHF	0.9		Specification		
USDCAD	1.3	Ð	specification		
EURJPY	11		Hide	Delete	
USDSGD	1.3		Hide All		
TBOND.JUN0	182		Show All		
US500.CASH	28		Symbols	Chelo II	
USNDX.CASH	82		Symbols	Cui+O	
US30.CASH	247		Sets	,	
USOIL.MAY0	33		Spread		
UKOIL.MAY0	37		High/Low		
COPPER.MAY0	2		Time		
Symbols Tick Chart			Time		
Navigator			Auto Arrange		
🗟 ADSS		*	Grid		
🖃 🚳 Accounts			Popun Prices	F10	
👜 🥫 ADSS-Live1		-	· opap · nees	. 10	

To show all assets available for trade, rightclick on the Market Watch and select "Show All".

Market Watch: 04:23:05			× 🔽 XAUUS
Symbol	E	Bid Ask	
🔶 EURUSD	B	New Order	FQ
XAUUSD		Charles and the second	15
USDJPY	Ľф	Chart Window	
AUDUSD	200	Tick Chart	Space
GBPUSD		Depth Of Market	Alt+B
USDCHF	\$	Specification	
USDCAD			
EURJPY		Hide	Delete
USDSGD		Hide All	
TBOND.JUN0	1	Show All	
US500.CASH		Symbols	Ctrl+U
USNDX.CASH		Sets	•
US30.CASH	-		
USOIL.MAY0		Spread	
UKOIL.MAY0		High/Low	
COPPER.MAY0		Time	
Symbols Tick Chart	~	Auto Arrange	
Navigator	~	Grid	
ADSS			
Accounts		Popup Prices	F10

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".

Symbols	? ×
B ADSS	Show
B-B EURUSD	
B 🛐 USDJPY	Hide
🗄 💼 AUDUSD	Properties
🗄 💼 GBPUSD	
. OSDCHF	
👜 💼 USDCAD	
🗑 💼 Forex-1	
in- 💼 Forex-2	
in forex-3	
ia-iiii Forex-4	
👜 🚮 XAGUSD	
👜 🙆 XAUUSD	
👜 💼 FX & Treasury	
😥 💼 Indices-1	
😥 💼 Indices-2	
😥 💼 Indices-3	
🐵 👩 Indices-4	
🖶 🛐 Commodity-1	
E- Diamodity-2	
Silver CFD	
🛞 👩 GOLD CFD	
(i) US Shares	
⊕ ⊕ UK Shares	
	Glose



 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.

Navigator	×
🔯 ADSS	
🛓 🖓 Accounts	
🚋 📑 ADSS-Live1	
🗄 🖷 🔋 ADSS-Demo	
🛓 🔍 🤿 Expert Advisors	
🛓 🖳 🌉 Scripts	
L	
Common Favorites	Í



# 3 Settings

### 3.1 Timeframe

 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".

Ŧ	Sell Limit 10.00	1698.82		
	Trading Depth Of Market One Click Trading	Alt+B Alt+T		
	Timeframes	•	M1	1 Minute
3	Template Refresh	٠	M5 M15	5 Minutes 15 Minutes
■ -4	Auto Arrange Grid Volumes	Ctrl+A Ctrl+G Ctrl+L	M30 H1 H4	30 Minutes 1 Hour 4 Hours
⊕ <b>(</b> ©	Zoom In Zoom Out	+	W1 MN	Weekly Monthly
	Save As Picture Print Preview Print	Ctrl+P		
6	Properties	F8		

ii. Alternatively, Timeframe can also be selected on the toolbar.

M1	M5	M15	M30	H1	H4	D1	W1	MN



### **3.2** Personalize color

 The colors of the chart are originally black and green; however, you can personalize the colors to fit your preference by rightclicking and selecting "Properties" or press F8.

Ŧ	Sell Limit 10.00	1704.22
	Trading	•
	Depth Of Market	Alt+B
-	One Click Trading	Alt+T
	Timeframes	•
	Template	•
3	Refresh	
	Auto Arrange	Ctrl+A
閧	Grid	Ctrl+G
1.	Volumes	Ctrl+L
Ð,	Zoom In	+
9	Zoom Out	-
i.	Save As Picture	
÷	Print Preview	
⇔	Print	Ctrl+P
± 👩	Properties	F8

ii. Upon clicking, the tab below will appear and customization can be done.

Properties of XAUUSD,H1	? ×
Colors Common	
Color scheme: V Backgro	ound: 📕 Black 🗸 🗸
XAUUSD,H1 1651 55 1663.08 1649.36 1660.61 Foregro	ound: 🗌 White 🗸 🗸
1697.50	Grid: LightSlateGray 🗸
1678.25 Ba	ır Up: 📕 Lime 🗸 🗸
Bar D	lown: 📕 Lime 🗸 🗸
Bull ca	ndle: 📕 Black 🗸 🗸
1640.30 Bear ca	indle: White V
1621.05 Line g	raph: 📕 Lime 🗸 🗸
Volu	imes: 📕 LimeGreen 🗸 🗸
Ask	t line: 📕 Red 🛛 🗸
2 Mar 18:00 4 Mar 04:00 5 Mar 13:00 8 Mar 22:01 Stop le	evels: 📕 Red 🛛 🗸
ОК	Cancel Reset



#### 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.

Properties of XAUUSD,H1 ? X						
Colors Common						
Offline chart Chart on foreground Chart shift	Bar chart     Candlesticks     Line chart					
Chart autoscroll	Show OHLC					
Scale fix One Scale fix	Show period separators Show grid					
1710.90 Fixed maximum 1543.60 Fixed minimum	Show volumes Show object descriptions					
	OK Cancel Reset					

### 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.

Inse	rt Charts Tools	Windo	w Help	_					
	Indicators	Parabolic SAR							
	Lines Channels Gann Fibonacci Shapes	• • •	Stochastic Oscillator Accelerator Oscillator Accumulation/Distribution Alligator Average Directional Movement Index						
	Arrows	•	Trend +						
	Andrews' Pitchfork Cycle Lines		Oscillators  Volumes	ľ					
A	Text Text Label		Bill Williams						



#### 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 rightclick 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.

∓	Sell Limit 10.00	1697.79		
	Trading	•		
	Depth Of Market	Alt+B		
-	One Click Trading	Alt+T	ļ	
	Timeframes	•		
	Template	•	<b>S</b>	Save Template
2	Refresh			Load Template
	Auto Arrange	Ctrl+A		Remove Template
誰	Grid	Ctrl+G		ADX
Ţ.,	Volumes	Ctrl+L		BollingerBands
Ð	Zoom In	+		Layers
Θ	Zoom Out	-		MA Crosses 8 v 50
~				Momentum
t,	Save As Picture			Popular
<b>-</b>	Print Preview			Tester temp
	Print	Ctrl+P		Volume
1	Properties	F8		White Background (2)
f #				White Background
	H hp 46			Williams

#### 3.9 Crosshair

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



 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.



# 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.

To shift the latest price a bit (leaving a space from the latest price and the Y-Axis), select the button as shown below.



Ŧ	Sell Limit 10.00	1685.55			
	Trading	•	Ŧ	Sell Limit 10.00	1685.55
	Depth Of Market One Click Trading	Alt+B Alt+T	1 4	Buy Stop 10.00 Alert	1685.55 1685.55
3	Timeframes Template Refresh	•	<b>1</b>	New Order	F9
لللہ ا	Auto Arrange Grid Volumes	Ctrl+A Ctrl+G Ctrl+L	₩ 1	* <sup>0#0+0</sup> ******0 <sup>#</sup> 10 <sup>†10</sup>	
€ ©	Zoom In Zoom Out	+ -	- + -		
	Save As Picture Print Preview Print	Ctrl+P			
10	Properties	F8			

SELL	•		1.00	•	BUY
1663	3	3	16	563	79



#### 4.2 Close a Position

 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.

Symbolcurrency pair or asset that you wish to tradeVolumethe lot size that you wish to tradeStop Lossa pending order to close the position if the price is moving against you to a certain price levelTake profita 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.

<u>V</u> iev	v <u>I</u> nsert <u>C</u> ha	irts <u>T</u> ools
	Languages	•
	Toolbars	•
~	Status Bar	
~	Charts Bar	
	Symbols	Ctrl+U
٠	Market Watch	Ctrl+M
$\oplus$	Data Window	Ctrl+D
<b>R</b>	Navigator	Ctrl+N
	Terminal	Ctrl+T
1	Strategy Tester	Ctrl+R
R	Chats	Alt+M
	Full Screen	F11

The Terminal window will look something like this.

×	Order 🗠		Time	Туре	Size	Symbol	Price	S/L	Т/Р	Price	Comm	Swap	Profit	Comment
	<ul> <li>Balance</li> </ul>	ce: 1 000.0	0 USD Equit	y: 1 000.0	)0 Free	margin:	1 000.00						0.00	
_														
цĽ.														
Teri	Trade	Exposure	Account	listory	News	Alerts	Mailbox 10	Market	t 114   Sig	nals   Art	ticles   Co	ode Base	Experts   Journa	al

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

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



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

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