

Table of Contents

Meta Trader Dash Board	Page 2
Adding a Symbol	Page 2
How to Create a New Chart	Page 2
Deleting a chart	Page 2
Modifying a trade	Page 2
Adding a trailing stop	Page 3
To View a profit	Page 3
Placing an order	Page 3
Closing an order	Page 3
One Click Trading	Page 3
Entering a buy trade	Page 4
Entering a sell trade	Page 5
Multiple mt4 accounts	Page 5

Meta Trader Dashboard (MT4)

The Meta trader area consists of Tool bars at the very top of the web page

Market watch (Upper left with a tool bar below)

Navigator (Below market watch with a tool bar below)

Terminal (Bottom of page with a tool bar below)

Charts (In the middle of the web page with charts displayed and a tool bar below)

Status bar at the very bottom of the page which shows if a connection is available

Adding Symbols

Right click over any symbol in the Market Watch area located on the upper left

Choose show all to add all symbols

Or

Right click choose symbols and choose your symbols from each set

When your symbol is found click on the symbol to highlight and click on show in the upper right to add symbol: To hide a symbol click on hide to delete or hide all to show only the major pairs

To create a new chart for a symbol

Highlight the chosen symbol in the market watch area Right click over the chosen symbol and choose Chart window

To delete a chart

On the Chart Tool bar below all charts Right click on the chart to remove and choose remove

To maximize or restore a minimized chart follow the same process

To modify a trade

In the Terminal area highlight the trade to be modified

Right click and choose modify or delete

You will be able to close the trade, add or delete or change a stop loss or take profit or place a new order. During a trade change the level points in the drop down box to choose the level of a stop loss

To add a trailing stop

In the Terminal area highlight the trade to be modified

Right click and choose trailing stop

Choose the number of points to add as a trailing stop or the custom feature to manually input points

To view your profits as points (very important when adding a stop loss)

In the Terminal area place the cursor in any location and

Right click and choose profit and choose profit as points

To place an order

Located on Standard tool bar at the top of the page, choose the New Order button and click

Or

Highlight the chart needed from the charts tool bar below all the charts, Place the cursor in any area of the chart window of the highlighted chart right click, and choose trading and new order

Or

Right click on the needed symbol in the Market Watch area and choose new order

**** Change maximum deviation in price quotes from 0 to 1 in the New order window****

To close an order

Highlight the trade in the Terminal area right click and choose close order or click on the X at the end under profit to activate the order window, click on close order highlighted in yellow.

One Click trading (to activate)

For lot sizes not shown right click in any area of the chosen chart window and activate one click trading by scrolling down and choosing (one click trading)

Highlight all entries in the box with the cursor and click delete to delete any existing numbers

Enter the lot size needed ex 0.11 or 1.00

To deactivate right click in any area of the chart window and scroll down to one click trading and click on one click trading

Buy Trade

Calculating a Take profit or stop loss

Multiply # of pips times lot size

Ex. Pips 200

Lot size .05

$$200 \times .05 = \$10$$

Adding a take profit

Add the number of pips to the current price

Ex. Current price is 1.22500

adding 200 pips

$$1.22500 + 200 = 1.22700$$

Adding a stop loss

Subtract the number of pips from the current price

Ex. Current price is 1.22500

Subtracting 200 pips

$$1.22500 - 200 = 1.22300$$

2:1 ratio stop loss to take profit

A stop loss of 200 = a take profit of 100 (200/2) 100

A stop loss of 300 = a take profit of 150 (300/2) 150

Sell trade

Calculating a Take profit or stop loss

Multiply # of pips times lot size

Ex. Pips 200

Lot size .05

$$200 \times .05 = \$10$$

Adding a take profit

Subtract the number of pips from the current price

Ex. Current price is 1.22500

subtracting 200 pips

$$1.22500 - 200 = 1.22300$$

Adding a stop loss

Add the number of pips to the current price

Ex. Current price is 1.22500

adding 200 pips

$$1.22500 + 200 = 1.22700$$

MT4 Multi Account

**** To add an existing MT4 account number to a current account place your pointer over file in the upper left hand corner and tap, select login from the drop down menu, input the new account number and password and check the save account information box if not checked, check server information it should display fxcm-demo and a number at the end and click login.

Once the second account is added to toggle between hover your pointer over the added account right click and choose login or delete to remove.

****Remove the grid from the charts, right click in the charts area scroll down to grid and right click or tap on grid