SWISSQUOTE MT4 TERMINAL

Table of content

D-CUST-01-EN_V3

This basic User Guide will help you get acquainted with your Swissquote MT4 Terminal and show you how to perform various essential functions.

For more information send an email to info@swissquote. eu or call us at +44 (0)20 7186 2600. You can reach us through Live Chat or European toll-free numbers, available on our website at swissquote.eu/fx/support/customer-service-center.

1. Downloading the Swissquote MT4 Terminal

Instructions: Follow these simple guidelines to download, setup, and install the Swissquote MT4 Terminal on your computer.

1.1 Open your browser and go to the following link to find the latest version of the Terminal:
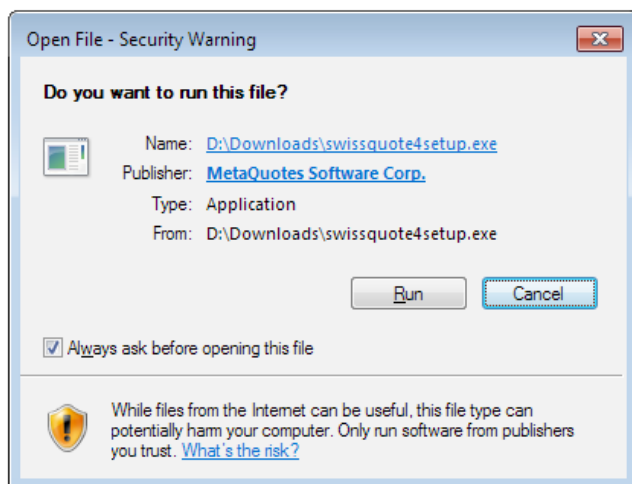http://en.swissquote.com/fx/forex-account-login

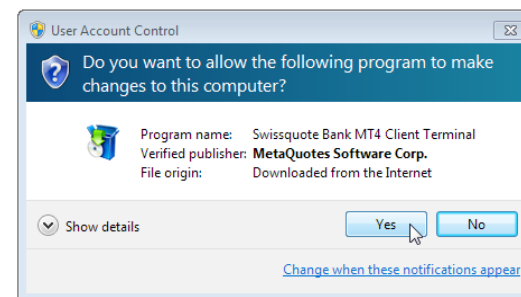1.2 Click on the Download button under "MetaTrader 4"

1.3 The file "swissquote4setup.exe" will be downloaded.
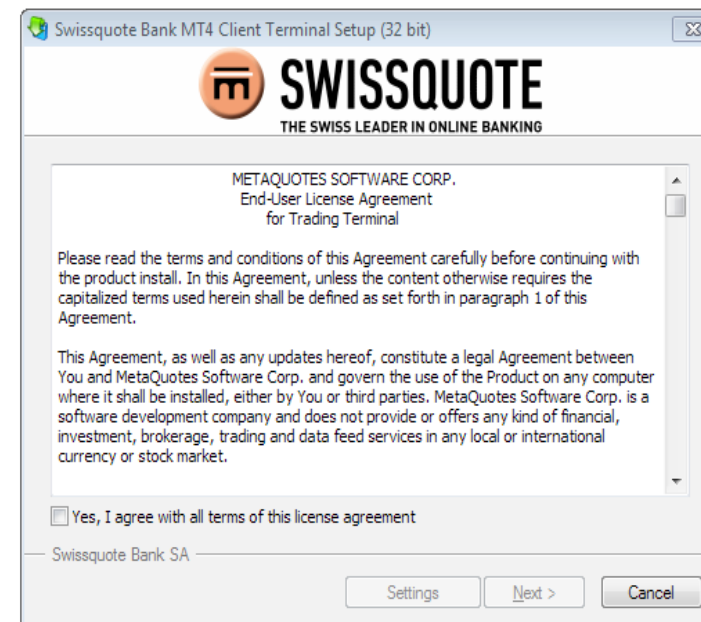
1.4 Click on the downloaded file.

1.5 The following window will be displayed. Click on "Run" to begin the installation.


1.6 Depending of your Windows system, the following window could appear. In this case, click on "Yes".

1.7 After having read all terms and conditions of the license agreement, it is necessary to check the box "Yes, I agree…" before proceeding by clicking on "NEXT".

1.8 The installation progress will be displayed. Once the installation is completed, you may click on Finish to close the window.
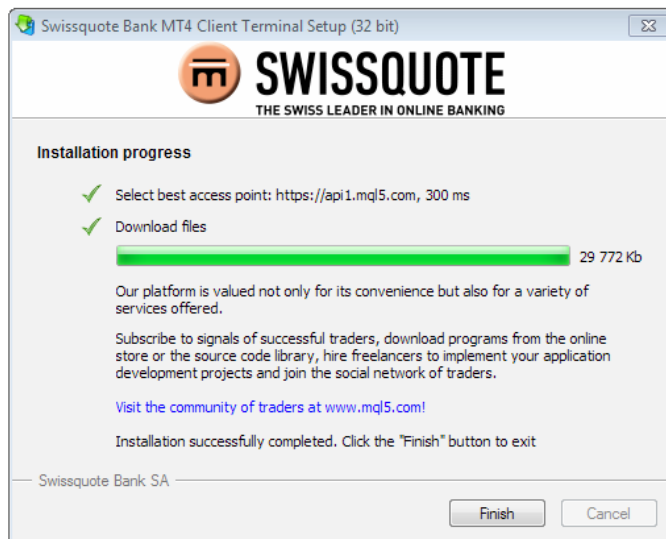

2. Launching the Swissquote MT4 Terminal

2.1 The Swissquote MT4 Terminal should be run automatically after the installation (allow a few seconds for the window to open). Subsequently, you can launch the application by double-clicking the Swissquote MT4 Terminal icon on your desktop.

2.2 If you already have your login details, simply choose the appropriate Trading server's address. If you do not have login details, please choose "Swissquote-Demo" from the following list, then press "Next".
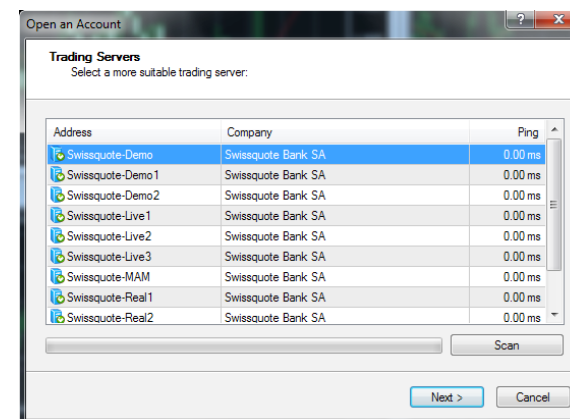
2.3 You can now choose to use an existing trade account or to create a demo or even a real account. Then Press "Next".
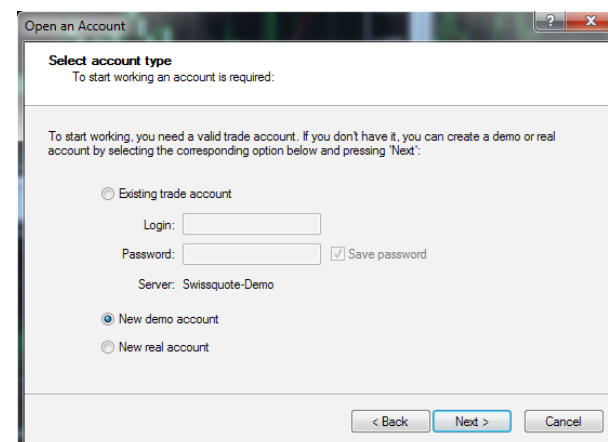
2.4 If you choose to open an account, a form should be displayed next. Fill in all the fields. Remember to select the "I agree to subscribe to your newsletters" box in order to proceed. Once done, click on "Next".

2.5 The following screen displays your Login and Password (Please keep them in a safe place). Select the "Save account information" box. Then click on "Finish".

2.6 Please note: It is recommended that you change your Password once you have successfully registered. To do this, select "Tools" from the menu, and then choose "Options" then click on "Change"in the "Server" tab. Type your old password, then enter the Password of your choice. Click "OK" when you are done.

3. The Swissquote MT4 terminal User Interface

The interface of the terminal includes the following components:

3.1 Common Window Heading - The program heading includes your account number, application name, as well as the active chart window name and its period (timeframe).

3.2 Main Menu - All commands and functions that can be executed in the client terminal are collected in its main menu. It contains: "File", "View", "Insert", "Charts", "Tools", "Window", "Help". More details can be found in the "Help" section under "Main Menu".

3.3 Toolbars - Four toolbars are built into the terminal: "Standard", "Charts", "Line Studies", and "Periodicity". The toolbars contain duplicated commands and functions of the main menu. However, these toolbars are customizable, so one can collect only mostly used widgets in them. More details can be found in the "Help" section under "Toolbars".

3.4 Market Watch - This window contains two tabs, one shows the list of the symbols and the other the tick chart. Commands of this window allow you to control trade positions and charts. More details can be found in the "Help" section under "Market Watch"

3.5 Data Window - This window shows information about prices, as well as indicators and expert advisors imposed. This data window does not allow you to perform any actions. More details can be found in the "Help" section under "Data Window".

**3.6 Navigator** - Open accounts, expert advisors, indicators,

and scripts are grouped in the navigation window. The "Navigator" can help to control them promptly. More details can be found in the "Help" section under "Navigator".

3.7 Terminal - Terminal is a multifunctional window intended for working with trade positions, news, account history, alerts, internal mail, and logs of the program and of expert advisors, as well. Moreover, the "Terminal" window allows opening and modifying orders of different kinds and managing trade positions. More details can be found in the "Help" section under "Terminal".

3.8 Tester - This window is intended for testing of expert advisors. Besides testing and viewing of various reports, the expert parameters can be optimized in this window, as well. More details can be found in the "Help" section under "Tester".

3.9 Tick Charts - A tick chart is the basis of data analysis and is located in the "Market Watch" window. Besides of seeing BID and ASK prices on the chart (from the financial instrument selected in the "Symbol" tab), you also have the option to open a position by right clicking on the chart.

3.10 Status Bar - For additional information to be visualized, the status bar is used in the terminal. The status bar contains indicator of the server connection, names of active template and profile, as well as command prompts and price data.
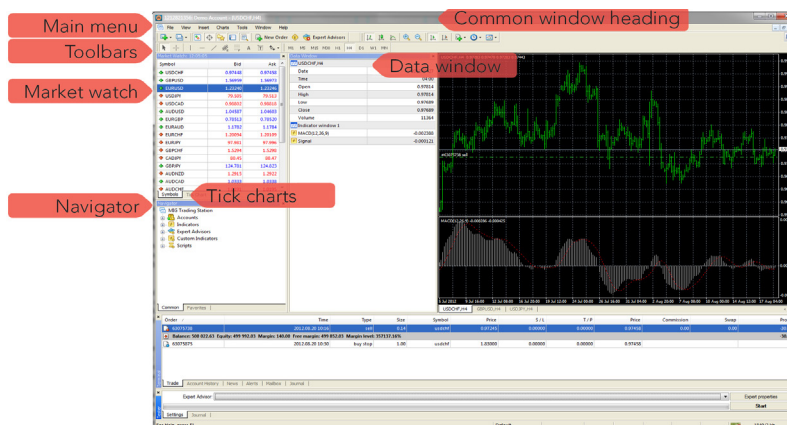

4. How to Place a Trade

**4.1** From the Market Watch window, double-click on the currency pair you wish to trade.

4.2 An "ORDER" screen like the one below will appear. Enter the number of lots, and make sure the currency pair is correct, and then select either "SELL" (red button) or "BUY" (blue button).
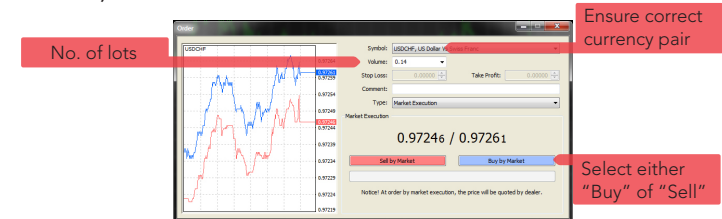
4.3 The next "ORDER" screen confirms the order you just placed. It displays the data in the Tick Chart when the trade was made. The Ask (Buy) price appears in blue, and the Buy (Sell) price in red. Click on "OK" to proceed OR on "print" to get hardcopy printout of your recent order.
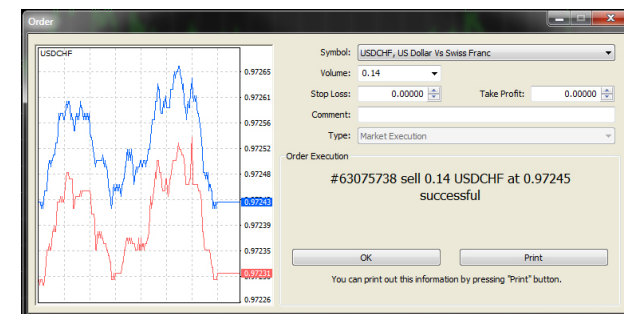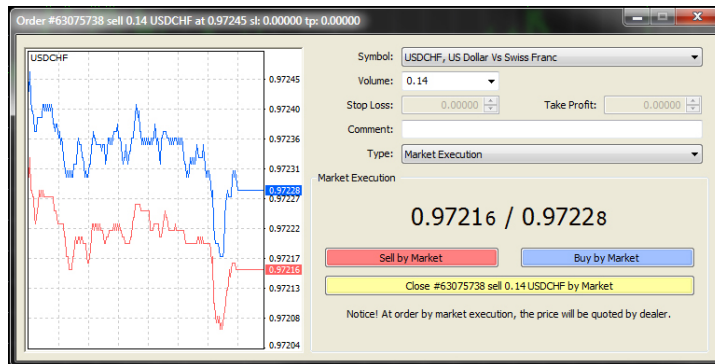
4.4 If you click the on "TRADE" tab in the "TERMINAL" window, a record of your order will appear. You can "CLOSE" that trade by double-clicking on it.
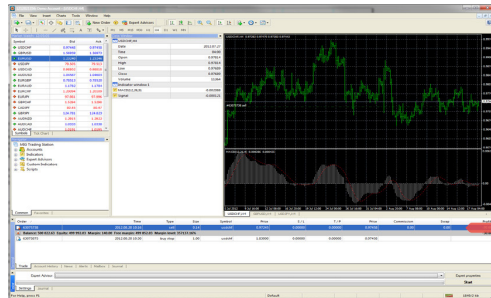
Double-click here to CLOSE your trade

4.5 An "ORDER" screen will then appear, similar to the one below. Click on the yellow bar to close your trade.
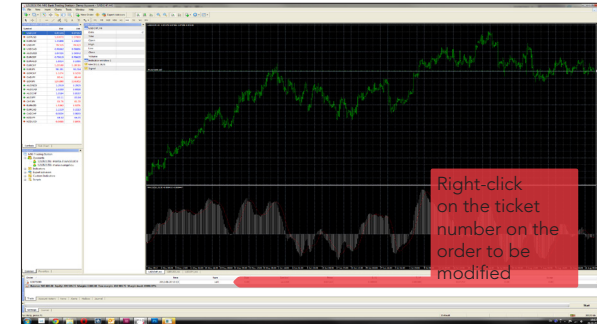

Do NOT Click BUY or SELL again. This will open another trade!
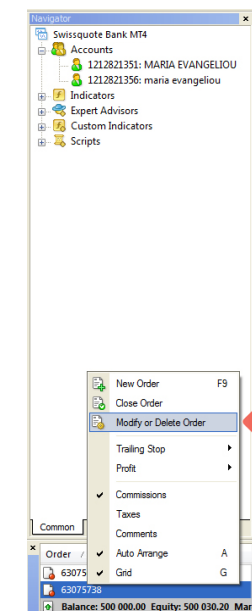
5.
How to Modify a Trade

5.1 You can modify trades directly in the "TERMINAL" window by clicking the "TRADE" tab.

**5.2** Right click with your mouse on the ticket number of the trade you want to modify.

Right-click on the ticket number on the order to be modified

5.3 The pop-up screen below will then appear. Select "MODIFY OR DELETE ORDER".

5.4 Next, the following screen will appear. Proceed to modify the fields as desired for your order. The "MODIFY" button will then be highlighted in pink. Click to confirm your changes.
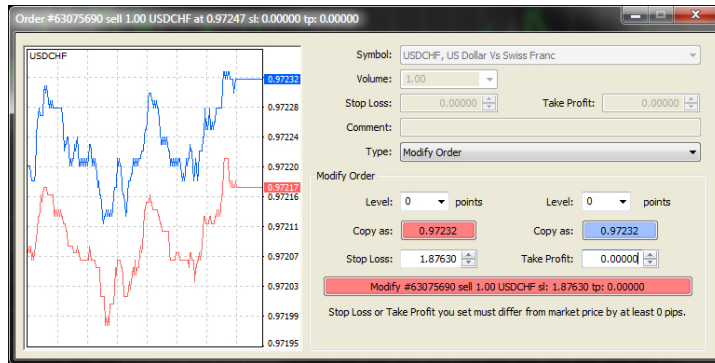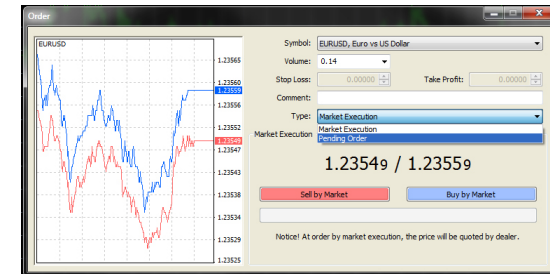

6. How to Place a Pending Order Trade

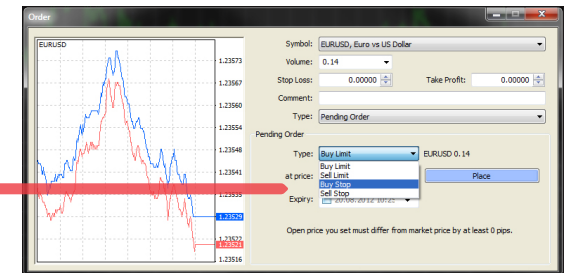**6.1** Double-click on the desired currency pair in the Market Watch window.

Double-click the desired currency pair

6.2 An "ORDER" screen will appear. Next, select "PENDING ORDER" in the "TYPE" field.

Select "PENDING ORDER" here

6.3 The "ORDER" screen will then display "PENDING ORDER" fields. Choose the "TYPE" of pending order you require via the drop-down menu.

Choose the type of "PENDING ORDER" here

6.4 You can choose from the following "PENDING ORDERS" types:

a) BUY STOP - The order will be executed if the future 'ASK' price is equal to the predefined value. When the pending order is entered, the current price level is lower than the value of the placed order. Orders of this type are usually placed in the anticipation that the price, having reached a certain level, will keep on increasing.
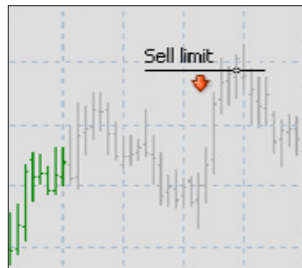
b) BUY LIMIT - The order will be executed if the future 'ASK' price is equal to the predefined value. When the pending order is entered, the current price level is higher than the value of the placed order. Orders of this type are usually placed in the anticipation that the price, having fallen to a certain level, will increase.

c) SELL LIMIT - The order will be executed if the future 'BID' price is equal to the predefined value. When the pending order is entered, the current price level is lower than the value of the placed order. Orders of this type are usually placed in the anticipation that the price, having increased to a certain level, will fall again.


d) SELL STOP - The order will be executed if the future 'BID' price is equal to the predefined value. The current price level is higher than the value of the placed order. Orders of this type are usually placed in the anticipation
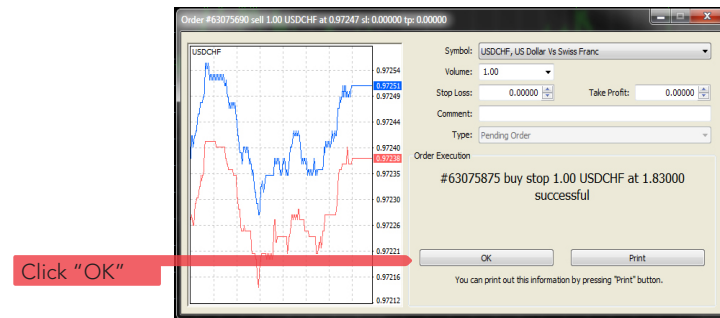
that the price, having reached a certain level, will keep on falling.

6.5 Before executing the order, complete the following fields for your "PENDING ORDER": "SYMBOL" – ensure the currency is correct, "VOLUME" – number of lots, "STOP LOSS" – define your stop loss level, "TAKE PROFIT" – define your trailing stop level as desired, "AT PRICE" – enter entry price, "EXPIRY" – enter a date you wish the order to expire if desired. Complete the order by selecting "PLACE".
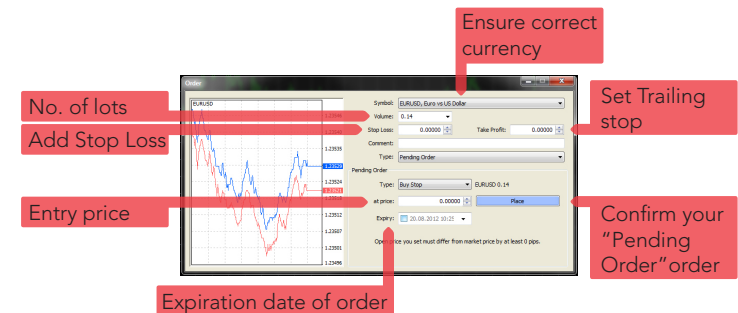
6.6 Once you have placed the "PENDING ORDER", an "ORDER" confirmation screen will appear. Click "OK" to close the window.

Click "OK"

7.
How to add a Trailing Stop

7.1 Right-click on the "TRADE TICKET NUMBER" of the desired order in the "TERMINAL" window.

7.2 A pop-up screen will appear. Select "TRAILING STOP"

7.3 Next, select the number of desired "POINTS"

Please note: You can only enter the "TRAILING STOP" once you are making a minimum profit of 15 points.

7.4 Once you have selected the number of POINTS, the "TRAILING STOP" will be lodged within your S/L "STOP LOSS" for the selected order– (see next screen). As soon as the market has moved 15 points, the "STOP LOSS" will change to the entry price and then continuously grow when in profit. **When the market retraces to the new Stop Loss, it closes the deal automatically.**

The S/L can be viewed in the "TERMINAL" screen by clicking the "TRADE" tab

ADDITIONAL REFERENCE:
We strongly recommend that you read the User Guide available in the Swissquote MT4 Terminal. Simply go to the "HELP" menu and select "HELP TOPICS". Or type in "USER GUIDE" in the "HELP" menu "SEARCH" function to access a comprehensive explanation of the platform.