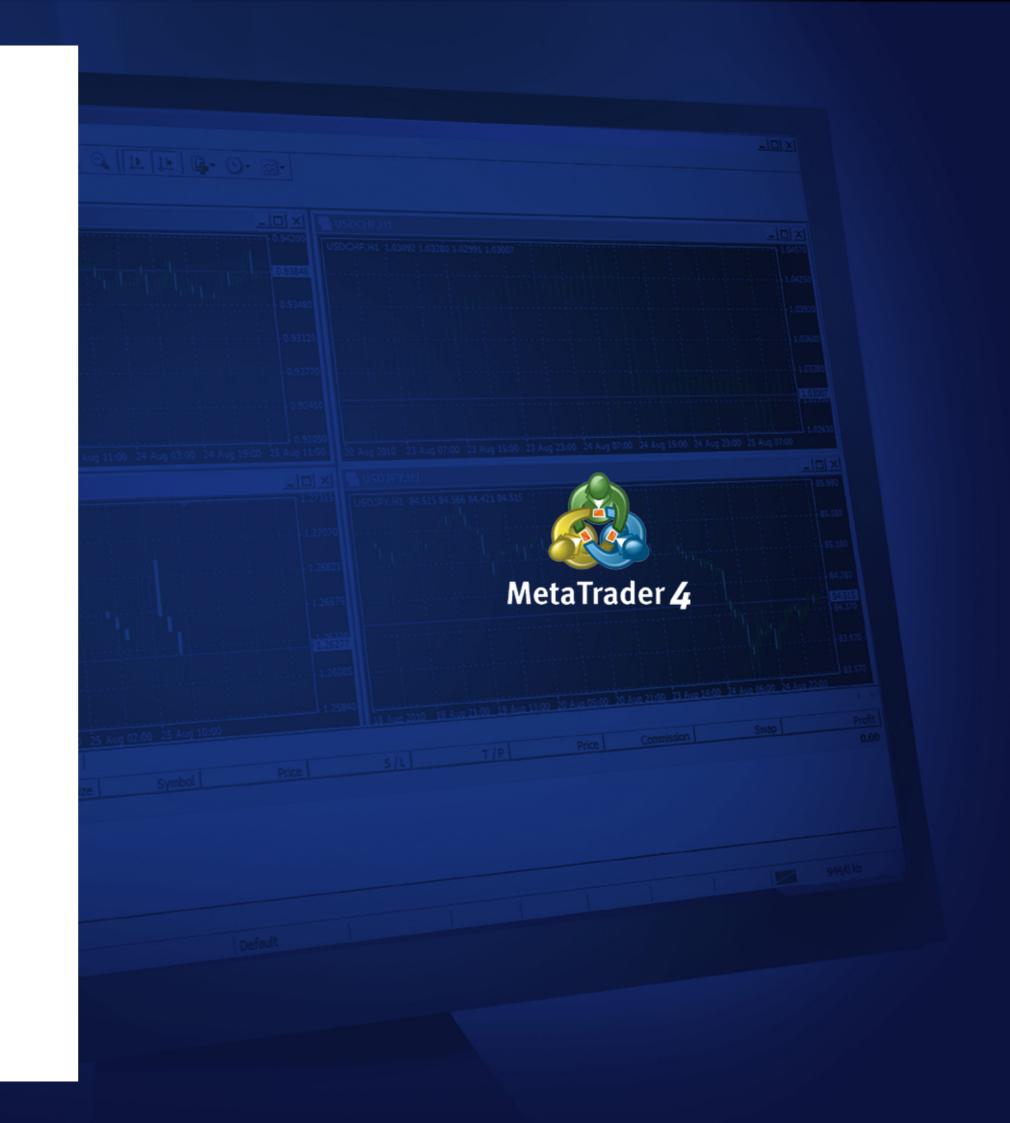


# MetaTrader 4 User Guide

Pepperstone Group Limited

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### How to start

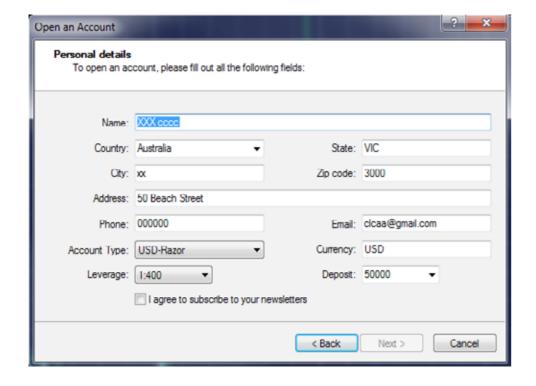
### Open Demo Account

If you are wanting to open a demo account, please follow process described here: Go to **File > Open an Account > Select** one of our servers:

#### Demo 01 or Demo02

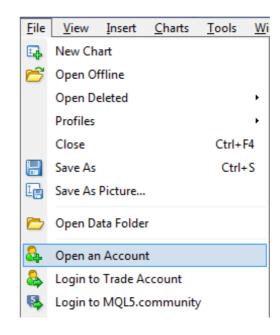
You can select:

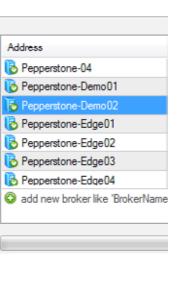
- Standard / Razor
- Leverage
- Currency
- Initial Deposit
- Before you can proceed please select "I agree with to subscribe to your Newsletter"





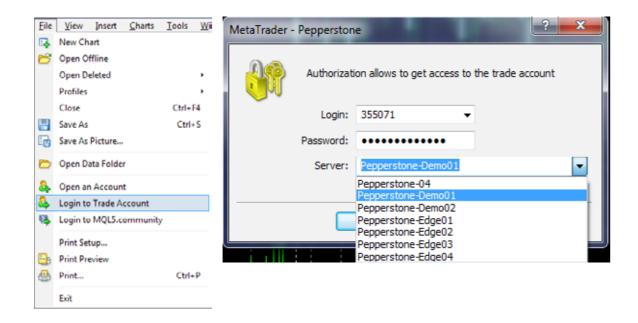






### Logging on to the Account

When you are logging on to the account, is crucial that you select the appropriate server. You will receive the server and login details in an email when your account is created. You can also obtain this information on live chat (www.pepperstone.com)

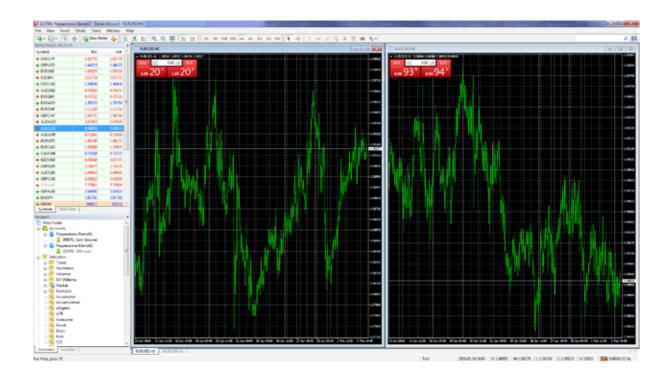




### First charts

When you open your **MT4 platform** for the first time you will see several charts and indicators you may not understand and windows you don't know how to use. Don't worry – it will be **piece of cake in no time!** 

**We will help you** to navigate through the MT4 platform and at the end you will have fairly **good understanding** of **functionality** of MT4 and will be able to **navigate through** the platform with ease.



www.pepperstone.com

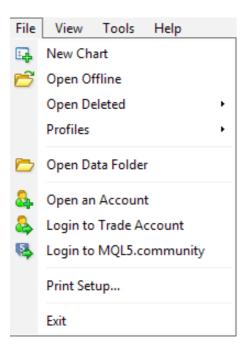


### The File tab

The **File Tab** can be your starting point

- Open New Chart
- Select your Profiles
- · Open Data Folder
- Open an Account
- Login to Trade Account

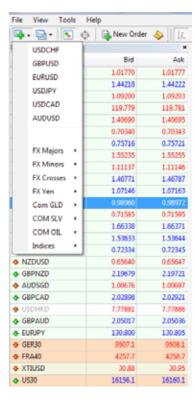
**These are probably the most used** functions of this tab. You will be able to login to a trading account as well as open a new chart.



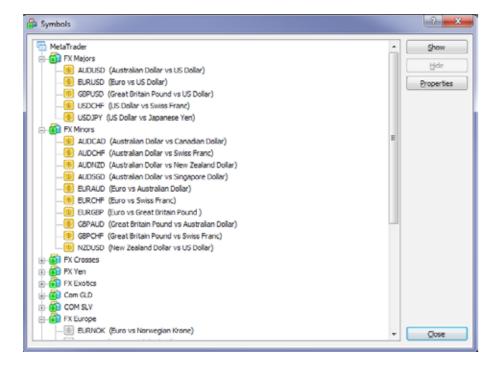


## Customize your charts

You can access all charts from this tab. This can be done using the **New Chart Tab** directly. This is located just under the **File tab**.



If you are unable to see all the desired instruments on the list, simply press **Ctrl** + **U** and window **with all pairs available** will appear. Some pairs are highlighted and some are not. You can select by clicking **Hide/ Show** which instruments will be visible.



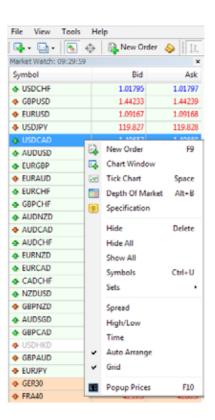


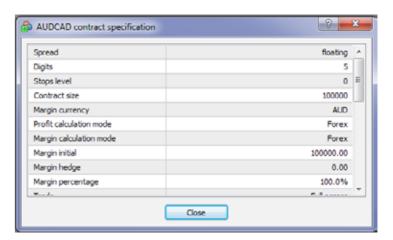
Under Specifications you can find information about your instrument. If the FX pair is quoted in 3 decimal places – The Pip is on the 2nd decimal place 0.0X.

If the FX pair is quoted in 5 decimal places – The Pip value is on the 4th decimal place (0.000x0).

You can also use information from this window to calculate your margin requirement using Initial Margin number (Initial Margin \* Volume /Leverage) for FX pairs and Commodities and (Initial Margin \* Price \* Volume / Leverage) for Indices.

Please refer to our Margin Requirements page.

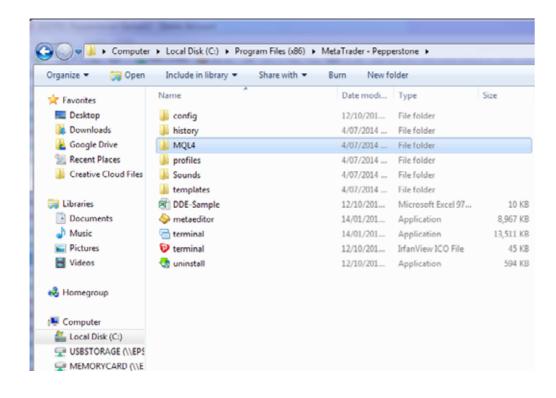






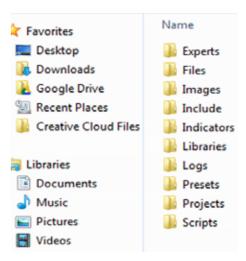
### Data Folder

The Data Folder is a useful place where you can download and save favorite indicators or **EAs** (Expert Advisors) or simply and quickly organize profiles or templates (which will be covered later)



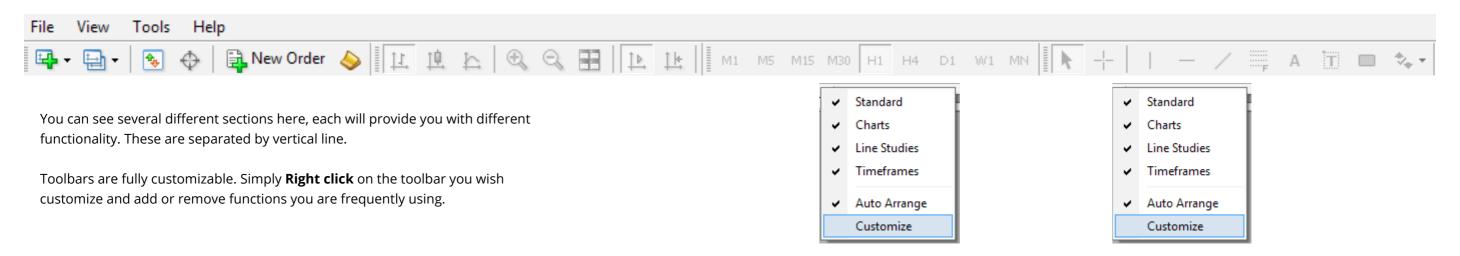


It is important to select the **MQL4 Folder**. Here your will find folders for **EAs** and **Indicators**. If you have downloaded an indicator and you want to apply it in MT4, simply **copy the file** you have downloaded and place it directly in to either the **Expert or Indicators** folder. After this you just need to close and **restart MT4 platform** 



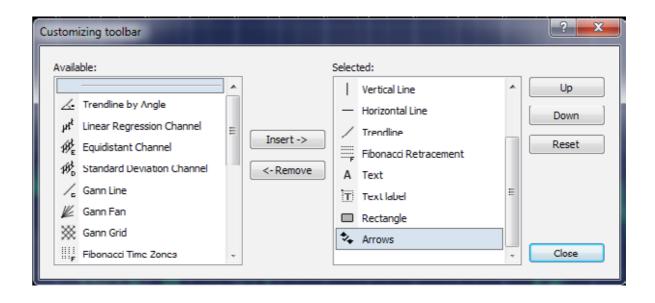


### Customizable toolbars



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The fully customizable toolbar is great option to organize your workplace and having the functions your need to use on a daily basis available





### Market Watch Window

The "Market Watch" window can be activated by the Ctrl+M key combination, or by using the View-> Market Watch menu sequence or by clicking on the toolbar button.

New Order – enables the window to open/close a position or to place a new pending order;

**Chart Window** – enables the chart of an instrument to be displayed; Tick Chart – shows the tick chart for the selected instrument;

Hide - hides the specified symbol from the list in the "Market Watch" window;

Hide All – hides all symbols from the list in the "Market Watch" window which are not used (if you have open positions or charts, the symbols will not be hidden);

**Show All** – displays all available symbols in the "Market Watch" window;

**Symbols** – enables the window where you can hide/show the selected instruments;

Sets - saves/adjusts/deletes the custom settings for the "Market Watch" window;

**High/Low** – shows/hides columns with the highest and lowest prices for each instrument;

**Time** – displays a column with the arrival time of the latest quote for each instrument;

Grid - hide /unhide gridlines in the "Market Watch" window;

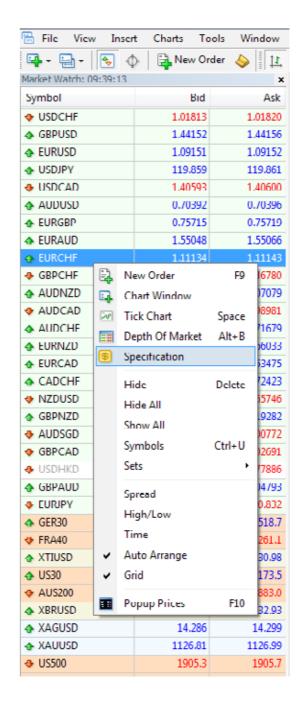
**Popup Prices** – opens the popup window which contains real time quotes for your selected instruments.



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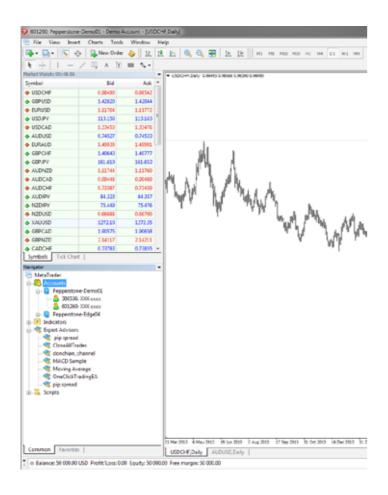
### **Navigator**

**Navigator (Ctrl + N)** window will give you the opportunity to see and apply all Indicators and Expert Advisors.

You can also add and change your **Hot Key** for a favourite indicator by **Right Clicking** on a specific indicator and then setting up a hot key.

When you double-click on the indicator you will have the option to adjust indicator parameters:

#### Colours > Levels > Visualisations





### Multiple MT4 accounts on one platform

We can also have multiple accounts available in the navigator window. In order to open this account simply double click on the account you wish to trade with.

### Multiple MT4 accounts on one computer

You need to download installation files every time you like to run additional MT4 platform on a same computer. Once you download installation of MT4 to your computer you need to change a name of this file to let's say MT4 account 123456 while your second MT4 will have name MT4 account 9685874.





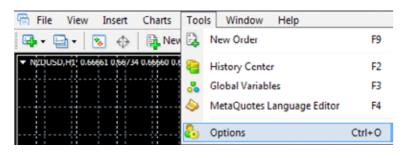
## Settings (F8 button)

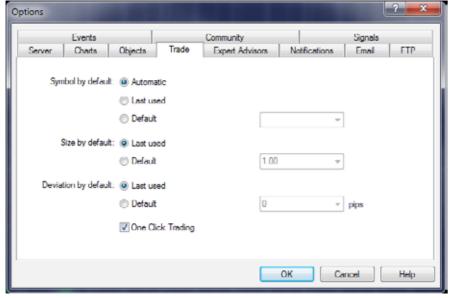
### **Options**

This window is particularly important if you like to predefine settings of your trading or expert advisors. Under Server tab you can change your current password or under Events tab you can make changes to the **sounds or alerts**.

Generally if you have issues with EA it's mostly likely caused by **EA not being** allowed.

If you go to **Expert Advisors** tab you can actually allow automated trading. You can also set up **automatic trade** size for your trades under Trade tab.



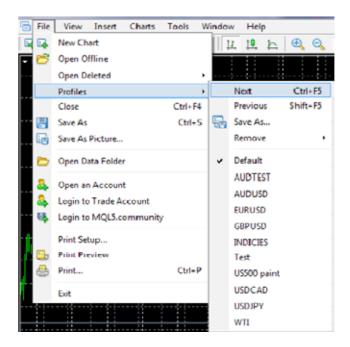




### **Profiles**

Profiles are function where you can save your favourite chart or set of charts under a specific name with specific settings. Therefore if you have charts you are using frequently you will find this option very useful. You can rename profiles or delete them.

Anytime you are using a chart that you wish to **save** as **profile** simply Click on bottom of the screen where it says "**Default**". You will be able to save current chart settings and apply them for any other chart. This can be particularly useful if you have a setting that you want to apply on multiple different charts.



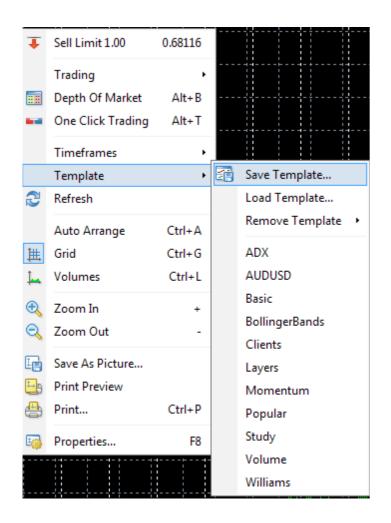




### **Templates**

If you want to keep a visual settings of a chart including indicators you want to use you can save and apply these specific settings on another chart by using **Template** function.

Go to **Template > Save Template**. Then in a new chart apply saved template.



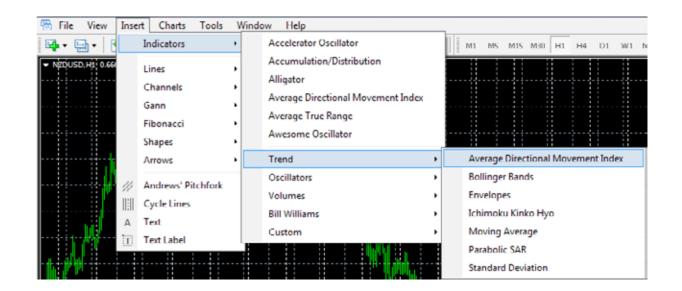


### **Indicators**

In the indicators section you can select your favorite indicator to and apply it to a chart. These tools are used in **technical analysis** and you would need to find one that suits your style.

You can access it from a main toolbar

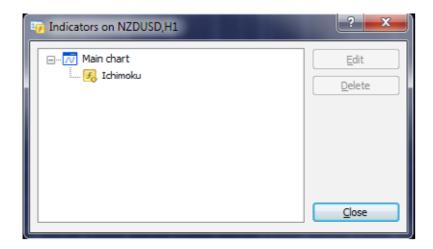
When you select a specific indicator you can adjust the parameters according to your preferences. This option won't be presented automatically you can change these setting under **Option of a chart.** 



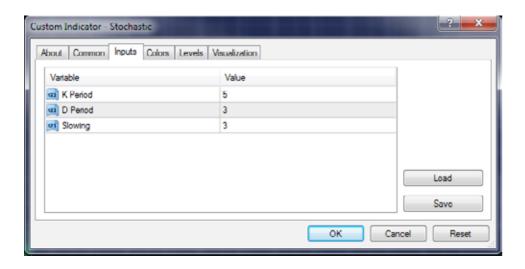
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Alternatively, you can Double click on the indicator and then Right click to go into **Indicator properties**.



Another option is to press **CTRL + I**, which will bring up your Indicator list and you can select an indicator that you wish to adjust.

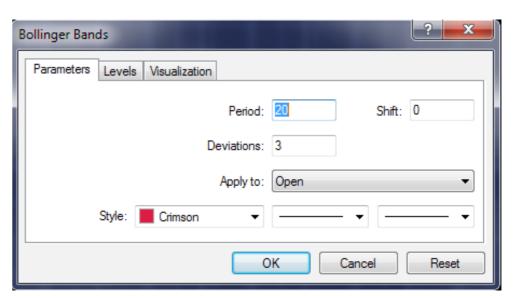




### **Customisation of Indicators**

If you double click on an indicator in the Navigator window, you will be able to program your indicator. This can be quite advanced function and we recommend to seek more information before changing various parameters. When you go into the MQL4 folder in a Metatrader 4 you will see a Indicator folder where are all the indicators stored.

To apply your freshly downloaded indicator, please copy and paste your downloaded indicator to Indicator folder.



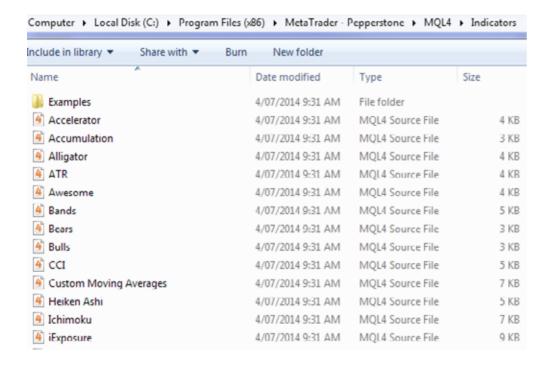
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### Installing indicator

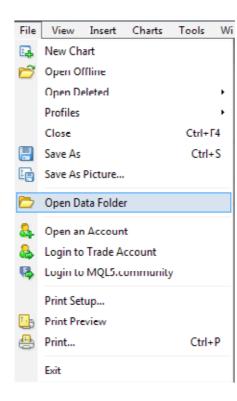
When you go into the MQL4 folder in the Metatrader 4 you will see the Indicator folder where are all the indicators stored.

To apply your freshly **downloaded indicator** please copy and paste your downloaded indicator to the Indicator folder.



### Installing Indicators via MT4

Simply go to File > Open Data Folder via MT4 platform directly and place your indicator to the Indicator folder.

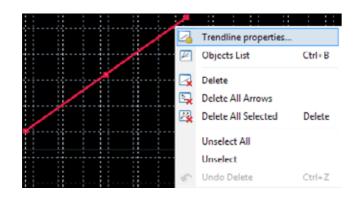


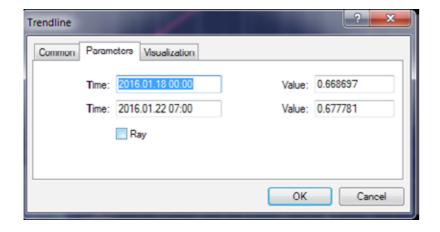
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### **Objects**

If you wish to change the properties of the object simply **Double Click** on the edge of the object and left click on the selected object.

The properties option will be presented and you can adjust properties based on your preferences.







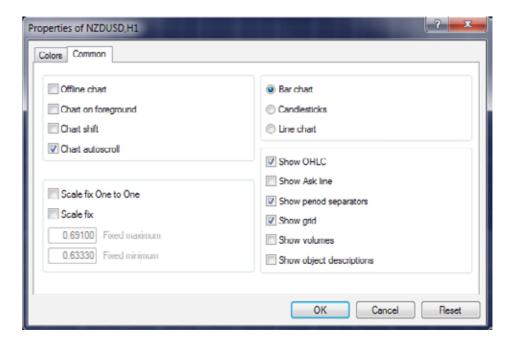
Here you can rename your objects as well as change their properties.

### **Ask Price**

and the window will be populated

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In order to see the Ask Line (Price) Right Click on the Chart > Properties > Common > Show Ask Line



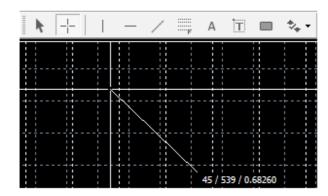


### CrossHair

With a crosshair you can measure a distance between two points. Also it will provide you with information related to the date and time of any point on a chart.

The information provided is in the format: **Number of periods/Number of points between two prices/ prices.** 

In this example we are on Daily chart so difference between two prices is



45 periods/ 539 points (53.9 pips)/ price 0.68260



### Charts

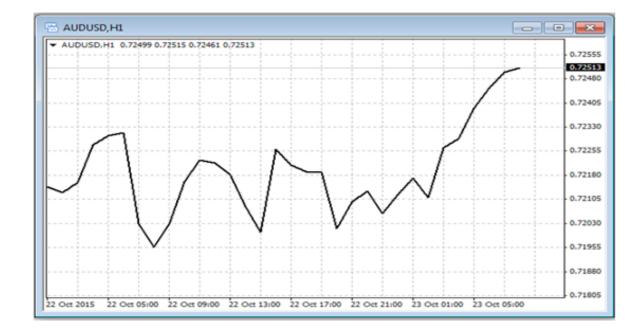
In MetaTrader 4, you can see as many real time charts as you wish, all on one screen. For any currency pair and for any time period. A useful trick is to use **ALT + R**. This will **automatically organize** all your current open charts.

The following types of charts are available in MetaTrader 4:



### Line Chart

The chart x-axis is for a different time periods (minutes, hours, days, months etc.), and the y-axis is for a price. The price on the chart shows the close price for the period, i.e. the bid of the last quote for this period. All sequential points are joined by lines:



It is recommended that this chart type is used only for a short time periods (up to 5 minutes).

You can select appropriate chart from your **toolbar** or **Alt + 3**.



**Bar Chart** 

The chart is created with a use of bars. Each bar has a high (top), a low (bottom), an opening price (left horizontal little line) and a closing price (right horizontal little line) for the specified period of time (for example, an hour):

It is recommended that you use this chart type for periods of 5 minutes or more.

Press **Alt + 1** or select **Charts > Bar Chart.** 





### **Candlestick Chart**

Candlesticks were developed by Japanese rice trader **Munehisa Homa** in 18th century. Candlestick charts were introduced later in 1800s. Western world knows candlesticks thanks to Steven Nison and his book: Japanese Candlesticks Charting Techniques.

Press Alt + 2 or select Charts > Candlestick Chart.





Tick Chart

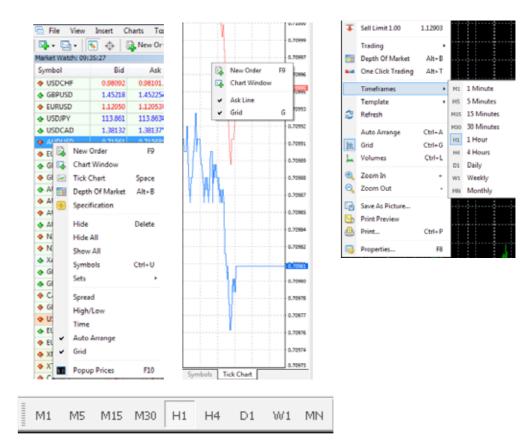
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**The tick** chart is a tool that can be used to precisely visualize Ask vs. Bid Price when entering a trade.

Prices are moving simultaneously incorporating a current spread between Bid and Ask price.

#### **Chart Periods**

Chart periods can be amended in you toolbar. Alternatively you can find this function by **Right Click on a chart > Periodicity**.





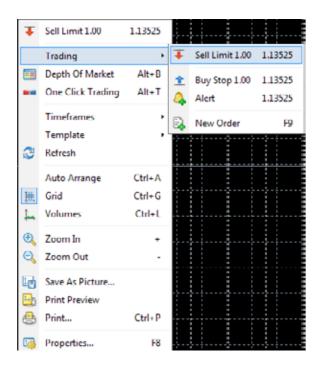
### Trading with MT4

### Open a position

In order to open a new position **Right Click** on a chart and select **Trading**.

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

**ALT + T** will give you an option to place a trade with one click only. You will also be able to select a trade size based on your preferences.







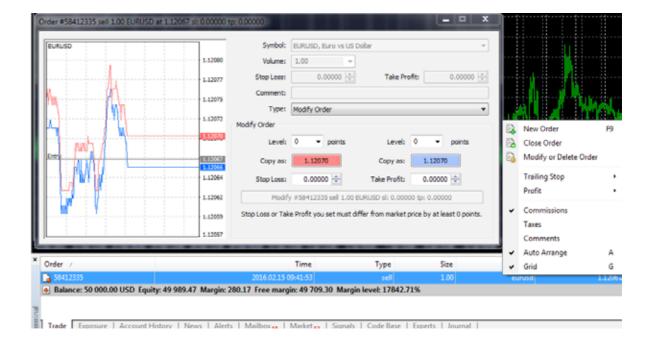
### The "Order" window

In MetaTrader 4, there are two ways of making deals: "Market Execution" and "Pending Order". **Market execution** sends a request to fill your order immediately at the next available price. Once you have decided to buy or sell at the current price press the **Buy** or **Sell** buttons to open a long or short position. A Pending Order will open your traded when the price triggers predefined levels. You can enter this order by Right Clicking on a chart as explained in "Open a position" part.

Before you enter the market you can change details in "Order" window:

- **Symbol** a currency pair
- Volume number of lots
- Stop Loss the level of Stop Loss
- · Take Profit the level of Take Profit
- **Comment** Appear in your report

The new position will now be listed in the "Trade" tab of the "Terminal" window. You can access terminal also by Ctrl + T.

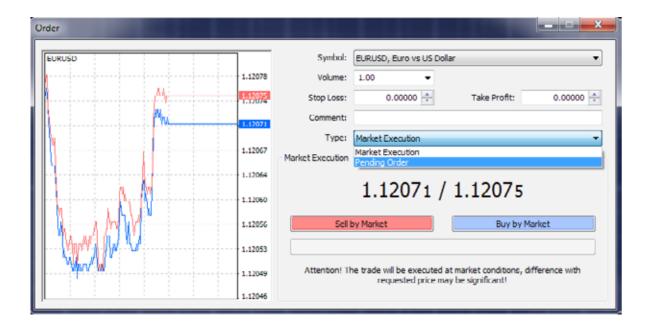




### Close position

In order to close a position, highlight the trade in the "Trade" tab of the "Terminal" window and right click to obtain the context menu then select **Close order**. Double clicking on the open position in the "Trade" tab of the "Terminal" window will have the same result. The "Order #" window appears and you click the Yellow Close bar.

f you wish to **partially close** the trade, you can **specify the volume** you wish to close and then press Close.





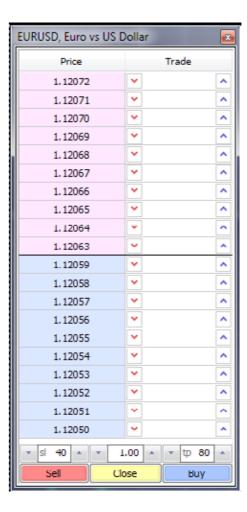
### Market depth

If you wish to enter a trade at market price and at the same type set up your stop loss and take profit order you can do that in the Market Depth window which is assessable under **ALT + B** 

**Middle Line** signals the current market price while prices above the middle line are prices above the current price and same applies for the prices below the middle line.

**SL** refers to the **Stop loss** order while **TP** is the **Take profit** order.

The central window at the bottom of the market depth refers to the size of the trade. You can cancel your current position by **selecting Close**.



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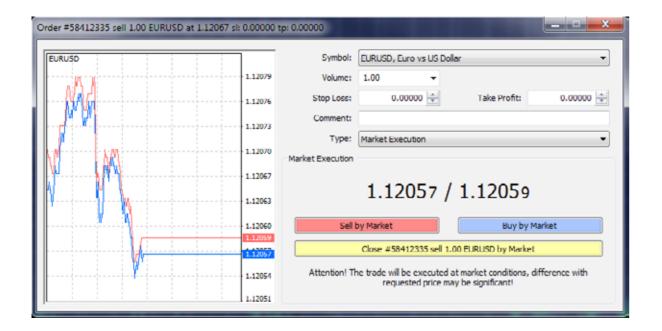
### Place/Modify/delete Stop Loss & Take Profit Orders

**Stop Loss** - a pending order to close a position that is moving against you should the market price reach a pre-defined level.

**Take Profit** – a pending order to close a position that is moving in your favour should the market price reach a pre-defined level.

If you place these types of orders you do not have to sit in front of your computer and wait for the outcome. Take Profit and Stop Loss orders will be executed automatically as soon as the price reaches the order level (see below). You can place Stop Loss and Take Profit at the time of making a deal by filling in the "Stop Loss" and "Take Profit" fields in the "Order" window:

In order to delete Stop Loss or Take profit orders specify its level as equal to zero.



**Trailing Stop:** is an algorithm to manage Stop Loss orders. Once a trailing stop has been placed and you remain logged in to your account and platform. (**For example, trailing stop's value is 15 pips)** the following occurs:

No Stop Loss order will be placed until the open position is in a profit of at least 15 pips. MetaTrader 4 then sends an instruction to place the Stop Loss order 15 pips higher or lower than the current price. Subsequently, each time the difference between the current price and the order level exceeds 15 pips, MetaTrader 4 sends the instruction to modify the Stop Loss order to a level 15 Pips higher or lower than the current price. As a result, the Stop Loss order becomes closer to the current price.

On the picture below you can see a points rather then pips because MT4 uses points not a pips. (**10 points = 1 pip**)

#### **Important**

It is very important to note that no Trailing Stop Loss order will be placed until the market moves in your favour as mentioned above. Therefore until you place your Stop Loss, to limit losses, you might consider to place a separate Stop Loss would need to be placed manually. In order to place a trailing stop, highlight the open position in the "Trade" tab of the "Terminal" window and right click to open the context menu.



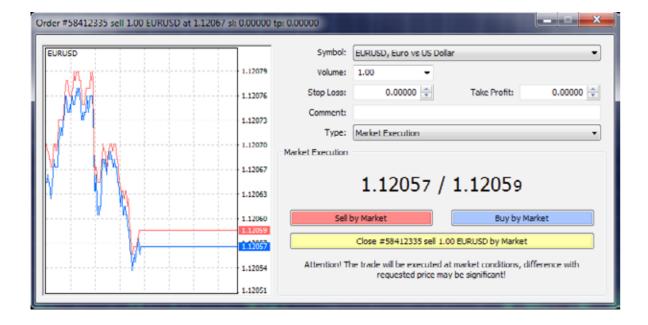
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### Partially closing a trade

In order to close the trade partially Double Click in your Terminal Window (Ctrl + T) on the position you are willing to partially close. The following window will pops up and in Volume section you can select what position size you want to close. You can see what position size you are about to close in the yellow box.

Terminal Window (Double Click on the position)





### Types of orders

### **Pending Order**

A Pending Order is an instruction to open a position when the current price reaches the order level.



There are four types of pending orders:

- **Buy Stop** an order to open a Buy position at a price higher than the price at the moment of placing the order;
- **Sell Stop** an order to open a Sell position at a price lower than the price at the moment of placing the order;
- **Buy Limit** an order to open a Buy position at a lower price than the price at the moment of placing the order;
- **Sell Limit** an order to open a Sell position at a price higher than the price at the moment of placing the order.

In order to place a pending order, open the "Order" window by any way described below: **Right click** on the "**Market Watch**" window or on the "**Trade**" tab of the "**Terminal**" window and select New order from the menu; or press the **F9 button**; or use the **Tools > New** order menu sequence; **or Right click** on the chart window and select **Trading -> New Order** from the menu; or double click on a currency pair in the "Market Watch" window.



The following options may be changed in this window as well:

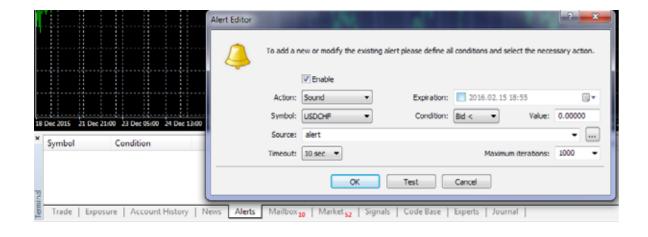
- **Symbol** currency pair;
- Volume transaction size in lots;
- Stop Loss Stop Loss order level which will be activated once the pending order has been executed;
- Take Profit Take Profit order level which will be activated once the pending order has been executed;
- · Comment your comments for the pending order;
- Type the type of pending order: Buy Stop, Buy Limit, Sell Stop, Sell Limit;
- At price pending order level;
- **Expiry** if the box has not been checked the order is valid up to the time when you cancel it or when it is executed. If the box is checked the order is valid up to the moment specified in the box.

Once the **Place order** button is pressed it appears in the "Trade" tab of the "Terminal" window.

#### Alerts

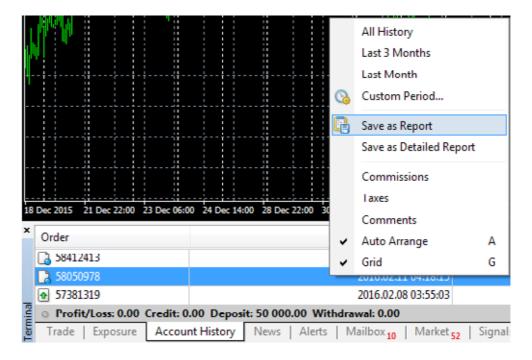
In your Terminal window you can set up alert at predefined conditions to make sure you miss certain price levels

You can set up a pair you are interested and parameters of the alert.





When you then drag particular order to the relevant chart it will show you the open and close of the trade. You can also produce the statement

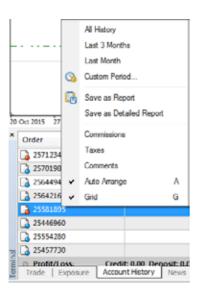


### Account History Statement

A great feature of a history in MT4 is that if you find particular transaction in your Terminal widow you can simply drag and drop a trade on a chart and see when you entered and closed your position.

This is particularly useful when you are doing analysis of your past trades.





### Account History Statement detailed Report

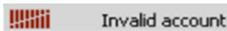
### Pepperstone Financial Pty Ltd

Account: 386536		Name: X	XX ccc	œ		Currency: USD				Leverage: 1:400			2016 February 15, 19:06		
Closed Trans		_							_						
Ticket	Open Time	Type	Size	Item	Price	S/L	T/P		ie Time	Price	Comm		Taxes	Swap	Profit
	2016.02.15 09:41:53				1.12067				.15 10:05:23			-7.53	0.00	0.00	-67.00
	2016.02.15 09:43:41					0.00000			.15 09:43:51						cancelle
58050978 2	2016.02.11 04:18:15	buy stop	0.10	audjpy	84.720	0.000	0.000	2016.02	.11 04:24:42	80.271					cancelle
57381319 2	2016.02.08 03:55:03	balance	Depo	sit											50 000.0
												-7.53	0.00	0.00	-67.0
												Clos	ed P/L:		-74.5
Open Trades															
Ticket	Open Time	Type	Size	Item	Price	S/L	T/P			Price	Comm	ission	Taxes	Swap	Profit
						No transac	ctions								
												0.00	0.00	0.00	0.0
											Floatin		ng P/L:		0.00
Working Ord	lers:														
Ticket	Open Time	Type	Size	Item	Price	S/L	T/P		Market Price						
						No transac	ctions								
Summary:															
De	posit/Withdrawal:				Credit Facility:			0.00							
	Closed Trade P/L:	-74.53			Floating P			0.00			Margin:			0.0	
	Balance:		49 925.47			E		equity: 49 925.		Free		Free !	Margin:		49 925.4
Details:															
Balance								1 1							49999
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A															49984
<b> </b>															
1															49968
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															49955
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• • •	4 5 7		-	11 12	13	15 16	17	19 20	21 23	24	25 2	7 2	8 29	31	49922
0 1 3							-	., .,		-					
0 1 3		0.00			Gross Loss:				74.53		Total Net Profit:				-74.5
0 1 3	Gross Profit:														
0 1 3	Gross Profit: Profit Factor:		0.00			Expecte	d Payoff:		-74.53						
0 1 3		,	0.00 4.53		Ma	Expecte aximal Dra		74.	- <b>74.5</b> 3 (0 <b>.1</b> 5%)		Relativ	e Drav	wdown:	0.1	5% (74.53
O 1 3	Profit Factor: osolute Drawdown:	,	-100			aximal Dra	awdown:	74.	53 (0.15%)					0.1	-
O i 3	Profit Factor:	7	4.53		Short P	ositions (	awdown: won %):	74.	53 (0.15%) 1 (0.00%)	Long	Positio	ons (w	on %):		0.00%
Ab	Profit Factor: solute Drawdown: Total Trades:	2	4.53		Short P	ositions ( rades (%	awdown: won %): of total):	74.	53 (0.15%) 1 (0.00%) 0 (0.00%)	Long	Positio	ons (w	on %): f total):		0 (0.00%
ō i 3	Profit Factor: solute Drawdown: Total Trades: Largest	2	4.53		Short P	ositions ( rades (% pro	awdown: won %): of total): ofit trade:	74.	53 (0.15%) 1 (0.00%) 0 (0.00%) 0.00	Long	Positio	ons (w (% o	on %): f total): s trade:		0 (0.00% (100.00% -74.5
Ab	Profit Factor: osolute Drawdown: Total Trades: Largest Average	2	4.53		Short P Profit Tr	ositions ( rades (% pro	awdown: won %): of total): ofit trade:	74.	53 (0.15%) 1 (0.00%) 0 (0.00%) 0.00	Long Loss	Position trades	ons (w (% o los los	on %): f total): s trade: s trades		0 (0.00% (100.00% -74.5
Ab	Profit Factor: osolute Drawdown: Total Trades: Largest Average Maximum	2	4.53		Short P Profit Tr	ositions ( rades (% pro pro	awdown: won %): of total): ofit trade: ofit trade: wins (\$):	74.	53 (0.15%) 1 (0.00%) 0 (0.00%) 0.00 0.00	Long Loss	Position Position Position	ons (w (% o los los	on %): f total): s trade: s trades ses (\$):		0 (0.00% (100.00% -74.5 -74.5 1 (-74.53
Ab	Profit Factor: osolute Drawdown: Total Trades: Largest Average	2	4.53		Short P Profit Tr cor consecut	ositions ( rades (% pro	won %): of total): off trade: off trade: wins (\$): (count):	74.	53 (0.15%) 1 (0.00%) 0 (0.00%) 0.00	Long Loss co cons	Position trades	ons (w (% o los los ive los	on %): f total): s trade: s trades		5% (74.53 0 (0.00% (100.00% -74.5 -74.5 1 (-74.53



### Trouble Shooting

### Invalid account !!!!!!!

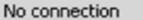


Refers to wrong credentials - Please login to Secure Client Area and verify your account number and change your password under the account settings.

You might wish to manually type the server address as per the details in the account opening email.

#### No Internet connection





Refers to connection issues - Please see the setting of your firewall or anti virus and add MT4 platform as an exemption or turn of anti virus and firewall.

If you are still having some difficulty, the fastest way for us to troubleshoot and offeryou assistance is to visit us from any device on live chat now.



### Other useful tricks and tips

To auto scroll your chart select in your toolbar to allow chart to shift from the right edge select

- **Left arrow** scroll chart to the left;
- **Right arrow** scroll chart to the right;
- **Up arrow** quickly scroll chart to the left or (if the scale is defined), scroll chart
- **Down arrow** quickly scroll chart to the right or (if the scale is defined), scroll chart downwards:
- **Numpad 5** restores chart vertical scale to its original default. If the scale was defined, this returns the chart back to its visible range;
- **Page Up** scroll a whole screen to the left;
- **Page Down** scroll a whole screen to the left;
- **Home** move the chart to the start point (first bar);
- **End** move the chart to the end point (last, i.e. most current) bar;
- "-" zoom out (there are 6 levels of zoom available);
- "+" zoom in;
- **Delete** delete all selected objects; Backspace delete most recently added objects, on a last-added-first-removed basis;
- **Enter** open/close the fast navigation window;
- **Esc** close any dialog window;
- **F1** open the on line help "Userguide";
- **F2** open the "History Center" window;
- **F3** open the "Global Variables" window;
- **F4** open MetaEditor;
- **F5** switch to the next profile;
- **F6** call the "Tester" dialog window for testing the expert attached to the chart window;
- **F7** call the properties dialog window of the expert attached to their chart window, in order to change its settings;
- **F8** call the chart setup dialog window, allowing basic chart parameters, colors, etc to be changed;
- **F9** call the "New Order" window, allowing the entry of market, limit, stop orders;

- F10 open the "Popup prices" window;
- F11 enable/disable full screen mode;
- **F12** scroll the chart one bar to the left;
- Shift+F12 scroll the chart one bar to the right;
- **Shift+F5** switch to the previous profile;
- Alt+1 display the chart as OHLC bars;
- Alt+2 display the chart as OHLC candlesticks;
- Alt+3 display the chart as a line (closing prices only);
- Alt+A copy all test/optimization results onto the clipboard;
- Alt+W call the chart management window;
- Alt+F4 exit the program;
- Ctrl+A arrange all indicator window heights by default;
- Ctrl+B call the "Objects List" dialog window;
- Ctrl+C or Ctrl+Insert copy to the clipboard;
- Ctrl+D open/close the "Data Window";
- Ctrl+E enable/disable the attached expert advisor;
- Ctrl+F switch to "Crosshair" mode;
- Ctrl+G show/hide the vertical/horizontal grid;
- Ctrl+H show/hide the OHLC line;
- Ctrl+I call the "Indicators List" dialog window;
- Ctrl+L show/hide volume data on the main chart;
- Ctrl+M open/close the "Market Watch" window;
- Ctrl+N open/close the "Navigator" window;
- Ctrl+O open the "Setup" window;
- Ctrl+P print the chart;
- Ctrl+R open/close the "Tester" window;
- Ctrl+S save the chart prices (OHLCV) in a file having extensions: "CSV", "PRN" or "HTM";
- Ctrl+T open/close the "Terminal" window;
- Ctrl+W or Ctrl+F4 close the chart window that's currently in focus;
- Ctrl+Y— show/hide date (period) separators;
- Ctrl+Z or Alt+Backspace undo object deletions in the reverse order they
  occurred;
- Ctrl+F6 switch to the next chart window;
- Ctrl+F9 open the "Terminal Trade" window and switch the focus into it, allowing trading operations to be entered via the keyboard

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