

## MT4 User Guide



With one of the fastest execution speeds and the most innovative charting tools, MT4 is the most popular trading platform in the world. MT4 features downloadable historical data and price charts, a variety of indicators and graphical tools in order to maximize every market opportunity. To enhance the clients' trading experience, the user can opt to utilize 9 different time frames, sound alarms for specific market scenarios and Customizable Automated Trading Systems (Expert Advisors).

Acetop Precious Metals Limited offers free demo accounts for investors to test the trading platform which has the same features as the live client accounts. To open free demo account today, investors can contact our customer service to verify why MT4 is undeniably the most popular trading platform.

This article aims to introduce MT4's functionality so users can get started easily.

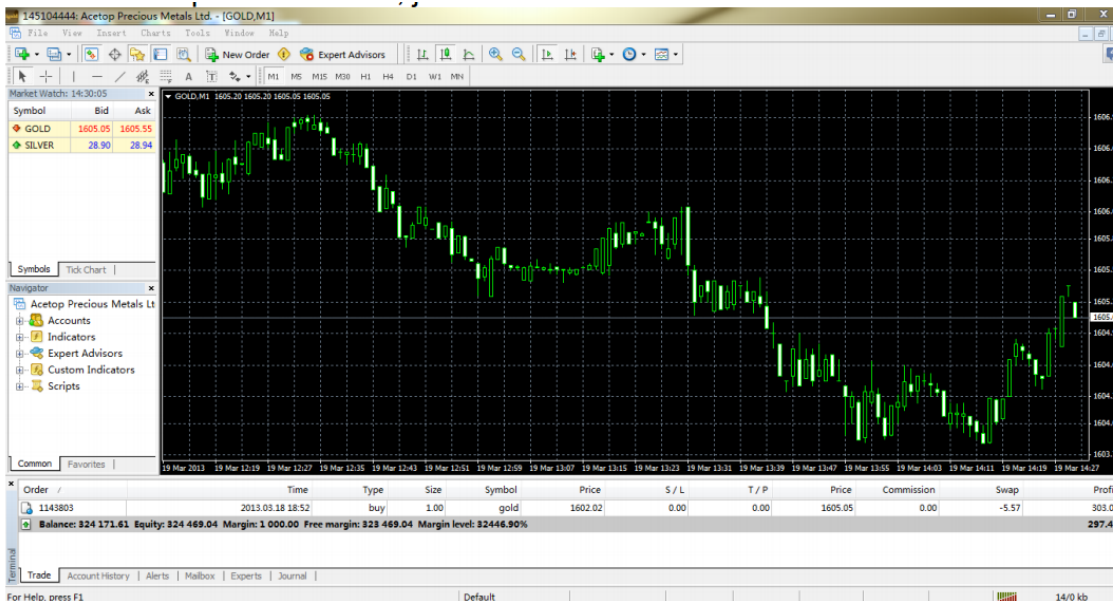
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## Overview

The MT4 trading platform has the most powerful trading tools that are readily available for the users. After getting familiar with the User Interface below, the client will then learn about the trading features that are standard within the MetaTrader client terminal. Opening or closing a position can be performed easily and after learning the features mentioned in this guide, investors can enhance their trading experience by placing pending orders, setting stop-loss and take-profit levels and for the advanced users, it allows them to activate the MT4 Expert Advisor Automated Trading System.

The following picture is an introductory screenshot of the client terminal which highlights the majority of the menus and information windows available for the users. The standard tool bar is found at the top of the window, just above the chart.



“Market quotes” are usually found on the pane on the upper-left hand-side. This window is used to view the real-time market prices and can be act as an alternative method to open positions.

Below the Market Quotes (“Market Watch”), there is a “Navigator” window showing the five separate panes which are available for the users. The five information panes are: “Accounts”, “Indicators”, “Expert Advisors”, “Custom Indicators” and “Scripts”.

The first pane selection is the “Accounts” pane which allows the users to login with another account in the active client terminal. The important point to note is that by signing into another account via this method will cause the previous account to be logged out. The information pane below the “Accounts” is the “Indicators” pane which allows the user to bring up any technical indicators to be included into the main price chart. The next information pane is the “Expert Advisors” which allows the user to select an automated trading strategy. By default, the client platform includes two Expert Advisors. The final two information panes are “Custom Indicators” and “Scripts”. These choices are not commonly used and are only used by more advanced MT4 users.

The most commonly used information pane is the “Account” pane which lists all of the opened accounts. For users with more than one account and want to switch between them, they can directly click in the trading account here and login into the associated accounts via a pop-up window to quickly switch between accounts. For trading accounts which do not need to be displayed, you can right click and select “Delete”.

The price chart has the option of selecting different time frames. The different time periods are: M1 (1 minute chart), M5 (5 minutes chart), M15 (15 minutes chart), M30 (30 minutes chart), H1 (1 hour chart), H4 (4 hours chart), D1 (daily chart), W1 (weekly chart) and MN (monthly chart). You can click on the time frame buttons above the price chart to select the specific time intervals.

There are five label tabs in the “Terminal” window at the bottom of the screen. They are: “Trade”, “Account History”, “New Alert”, “Mailbox” and “Journal”. In the tab “Trade”, you can review the account details, current open trade positions and any outstanding pending orders. In “Account history”, you can check historical closed trade positions. In “Alert”, you can set sound alerts to signal specific market conditions. In “Mailbox”, you can check emails sent out by the system. In “Journal”, you can check every system record that is associated with the trade account.

## Download the trading platform

Before trading, you must download the trading platform.

You can click “Download trading platform” on any page at [www.igoldhk.com](http://www.igoldhk.com) to download and install the trading platform. If you have any queries or require any support, you can contact our customer service team for advice during the download or installation process. The download and installation process is very simple and straightforward, the following is a quick step-by-step guide for your reference.

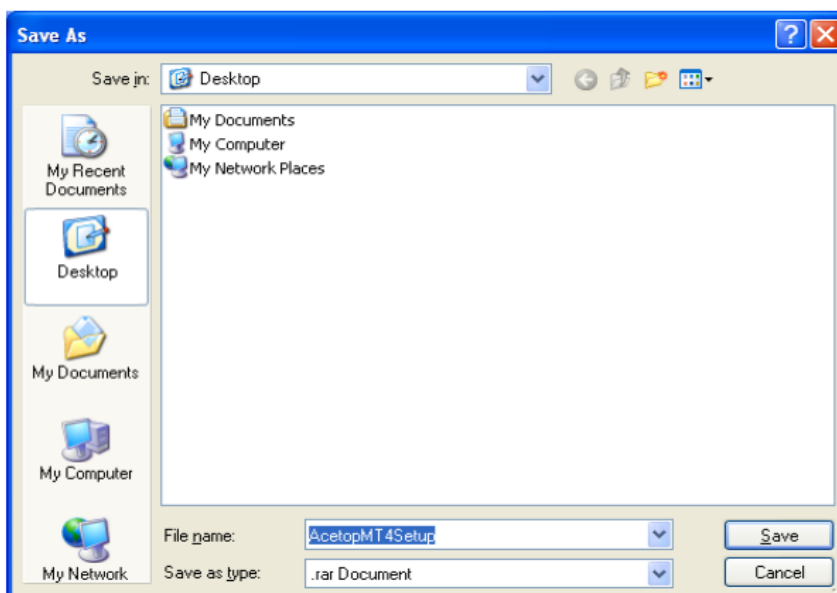
The following pictures illustrate the steps involved in the download and installation process.

### How to download and install the MT4 software:

Picture 1: Click the button for downloading trading platform after download.



Picture 2: Select the location to save the MT4 software.



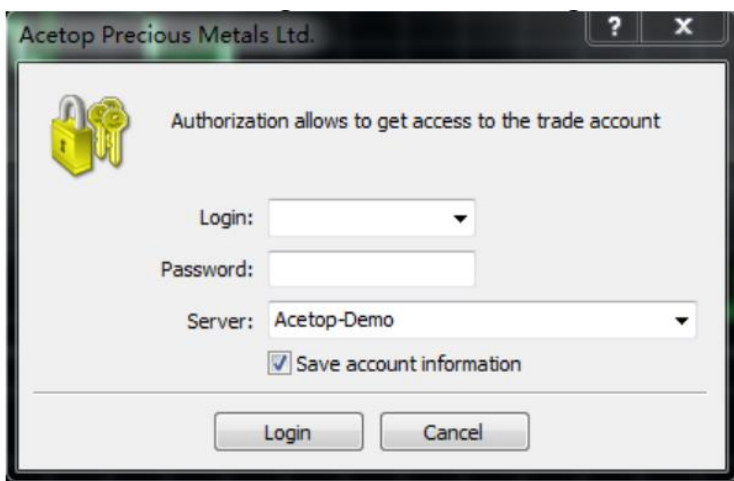
Picture 3: Setup the installation.



Picture 4: Double click the MT4 software icon in the saved location to get started.



Picture 5: Enter login details at the login screen.



## Change password

Logging in for the first time, we advise investors to change the password given to increase the security on the clients' account.

There are two types of password within the MT4 Platform: the Master Password and the Investor Password.

Master passwords offer greater permission access which allows users to trade, view charts and various account data.

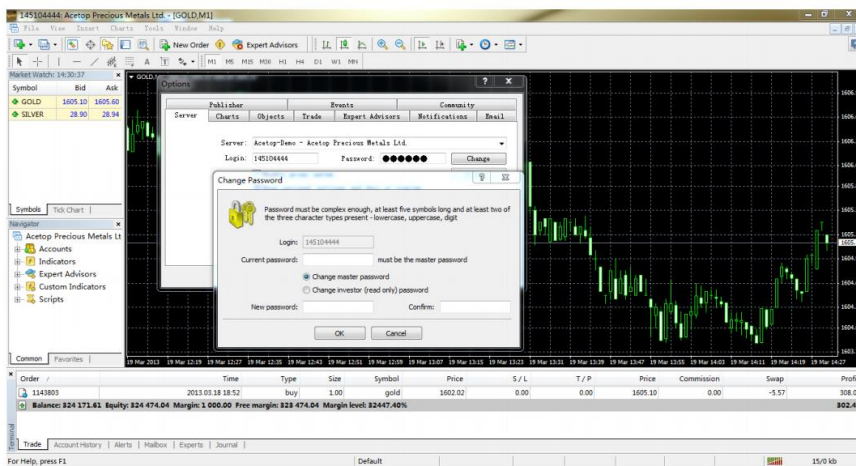
Investor passwords only allow users to view specific account data, but accessing to the account via the investor passwords does not allow the users to place the position.

### How to change the password:

Click "Tools" at the top of the trading platform, click "Options" and then select the "Server" tab in the pop-up window. Once on the "Server" tab, click "Change" to alter the above mentioned passwords.

To change the password, the users must type in the current password in "Current Password" and the new password in "New Password". The new password must be typed once again in the "Confirm" text bar. Finally, click the "Confirm" button at the bottom of the window. In this window, the users has the option to change the Master password or the Investor password. After changing the password, you have to close the trading platform and restart it by using the new password to login.

### Change password pop-up window:



## Open Position (Instant Execution)

Open position refers to placing a trade order at current market price. If prices go up, profit is made by placing a buy position. If prices go down, profit is made by placing a sell position. Investors have to decide whether to buy or sell a position according to their opinion on the market trend.

### How to place an open position:

Click “New order” button (It is the green cross button at the bottom of “Window”) or double click “GOLD” (LLG) or “SILVER” (LLS) item on the left column.

In the pop-up window, select product type, trade volume and type (preset as “Instant Execution”). Then click “Buy” (which means placing a position which will profit if the price goes in an upward direction) or “Sell” (which means placing a position which will profit if the price goes in a downward direction) to complete the open position procedure. After placing a position, you can view trading details of the order in “Terminal” at the bottom of the trading platform.

In some scenarios, the market may move in a volatile manner, where prices may fluctuate dramatically. In such cases, the system may be unable to fulfill the trade at the desired price, as the system may ask the users to re-quote the requested order. As such, a confirmation window may pop-up in those situations, which may require the users to confirm the order.

Below, we have included some pictures for your reference on how to place an instant execution order (or market order).

Figure 1: You can place a new order by selecting the contract type via “GOLD” or “SILVER” while clicking the small icon which has a green cross provides an alternative way for placing a market order.

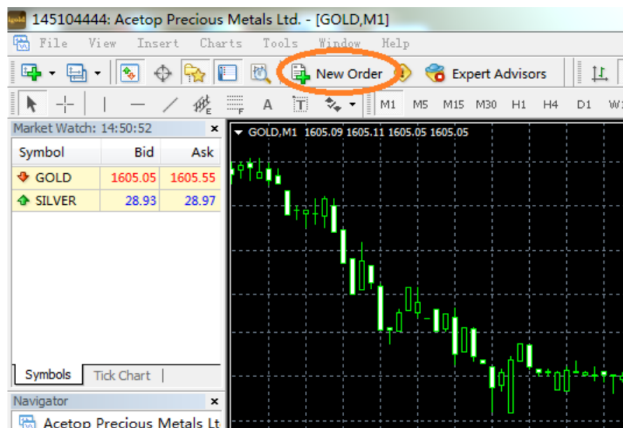
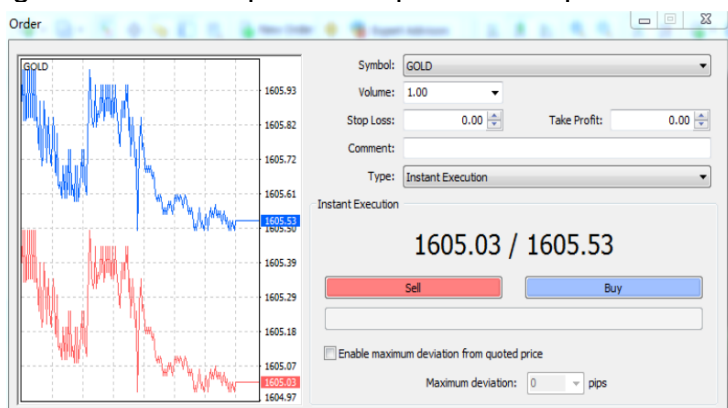


Figure 2: You can place an open market position in this window.



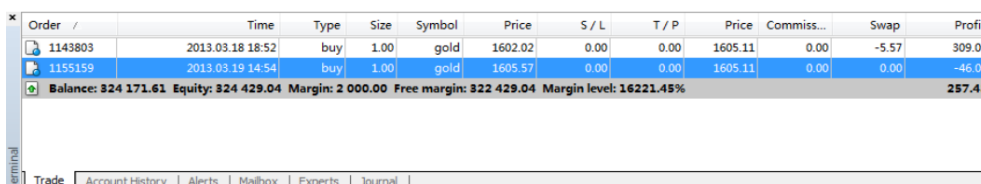
## Close position

Close position refers to the client closing an open trade position at the current market price. Trade orders have no expiry date after the order is placed and as there are 24-hour trading sessions available throughout the globe, investors can close a position anytime within the respective market trading hours.

### How to close a position:

Double click a specific trade from the trade terminal window at the bottom of the client terminal. Click the yellow close position button in the pop-up window. The system will show a “Please wait” window while the order is being processed. After the process is completed, click “Confirm” to complete the closure of the chosen position. You can find trade details of closed positions in “Terminal - Account History”.

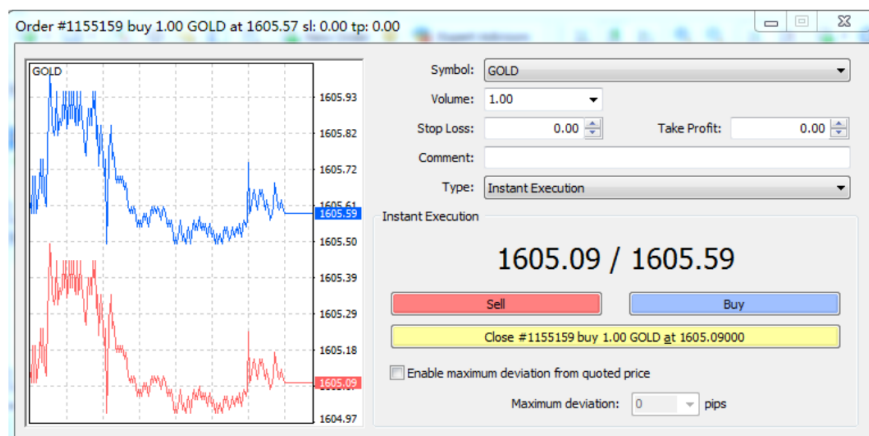
Figure 1: Double click the specific trade order from the trade terminal window at the bottom of the client terminal.



Order /	Time	Type	Size	Symbol	Price	S / L	T / P	Price	Commiss...	Swap	Profit
1143803	2013.03.18 18:52	buy	1.00	gold	1602.02	0.00	0.00	1605.11	0.00	-5.57	309.00
1155159	2013.03.19 14:54	buy	1.00	gold	1605.57	0.00	0.00	1605.11	0.00	0.00	-46.00

Balance: 324 171.61 Equity: 324 429.04 Margin: 2 000.00 Free margin: 322 429.04 Margin level: 16221.45% 257.43

Figure 2: Click the yellow close position button in the pop-up window to proceed with the closing position.



Order #1155159 buy 1.00 GOLD at 1605.57 sl: 0.00 tp: 0.00

Symbol: GOLD  
Volume: 1.00  
Stop Loss: 0.00 Take Profit: 0.00  
Comment:  
Type: Instant Execution

Instant Execution

1605.09 / 1605.59

Sell Buy

Close #1155159 buy 1.00 GOLD at 1605.09000

Enable maximum deviation from quoted price  
Maximum deviation: 0 pips



## Pending order

Pending orders refer to placing an order at a predetermined price set by the user. When the price reaches the set price of a specified pending order, the system will automatically execute the order. The advantages of a pending order are that clients can set a position at a predetermined price level and by choosing the type of product, lot size and target price, clients can execute the respective trade without sitting at the client terminal.

### How to place a pending order:

Click the “New Order” button (the green cross button at the bottom of the “Window”) or double click GOLD (LLG) or SILVER (LLS) on the left column to set up pending order.

A pop-up window will appear which the user can select the product type, trade volume and trade type. In this pop-up window, the users can set the price levels for stop-loss, take-profit and the expiration date for the pending order. After the setting is completed, click “Place” button to confirm the pending order. Afterwards the user can view the details of this pending order in “Trade terminal” at the bottom of the trading platform.

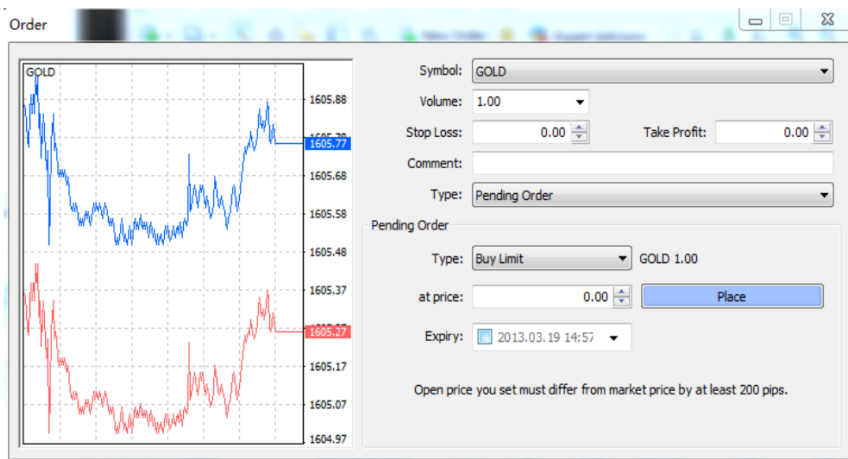
There are four types of pending orders, including Buy Stop, Buy Limit, Sell Stop and Sell Limit.

Buy Stop and Buy Limit orders refer to placing a position for an uptrend movement whereas Sell Stop and Sell Limit orders refer to placing a position for an anticipated downtrend movement. The difference between “Stop” and “Limit” is whether the target open position price is set above or below the market price. LLG and LLS pending orders require setting the target price to be at least \$3 USD (300 pips) and 0.20 cents (20 pips) respectively. Pending orders are valid within the one week time frame (from Monday 8am to Saturday Market Close). Pending orders are cancelled during the weekend market close and the expiration date can be set within the one week trade period.

Figure 1: Click the “New Order” button or double click GOLD (LLG) or SILVER (LLS) on the left column to set up pending order.



Figure 2: Set up the pending order in the window.



Attention: LLG Buy Stop and Sell Limit pending orders are required to be set 300 pips (\$3 USD) above the current market price; Buy Limit and Sell Stop pending orders are required to be set 300 pips (\$3 USD) below the current market price. LLS pending orders have to be set at least 20 pips (20 cents) away from the current market price.

### Setting stop-loss and take-profit levels

Stop-loss or take-profit levels refer to setting a preferred closing price for a specific trade order under a specified situation. The stop-loss is a price level set by the user to close out a trade position if the market goes against the client, which may result in a loss. This allows the client to manage the amount of risk that may be present in a specific trade (i.e. “stop loss”).

When the take-profit level is set, the client aims to close out a position which is in favour for the client. Once the take-profit level is reached, the order is automatically closed out at the specified price level, usually at a profit (i.e. “take profit”).

Setting a stop-loss price level aims to prevent further losses, setting a take-profit price aims for the client to close out a position with the aim to profit once the trade reaches a specific price level.

### How to setup a stop-loss or take-profit level:

Right click the trade order for setting a stop loss or take profit. You will be presented a pop-up selection window. Select “Modify or Delete Order” and type in the respective price for stop-loss and take-profit price levels in the pop-up window. To confirm the change, click “Modify” to finalize the settings.

Stop loss and take profit levels for LLG (Gold) have to be set \$3 USD away from the current price. For LLS (Silver), the stop loss and take profit levels have to be set at least \$0.20 USD away (20 cents) from the current price. For both products, the maximum price setting for a stop loss or take profit level is \$90 USD (9000 pips).

When a position is closed at a stop-loss price, the stop-loss column will turn red. When the position is closed at a take-profit price, the take profit column will turn green. Stop-loss and take-profit price levels are valid within one trade cycle (Monday 8am to Saturday Market close). After the market is closed at the weekend, all stop-loss and take-profit levels will be cancelled. Customers can reset those levels once the market reopens.

Figure 1: Right click a specified trade order in the trade terminal, then click “Modify or Delete Order” to set a stop-loss or take-profit level.

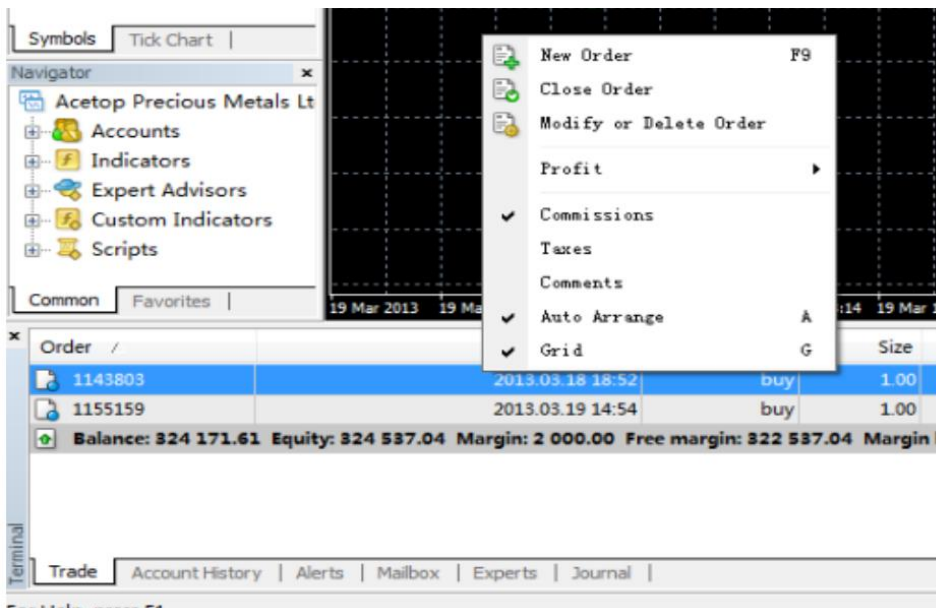
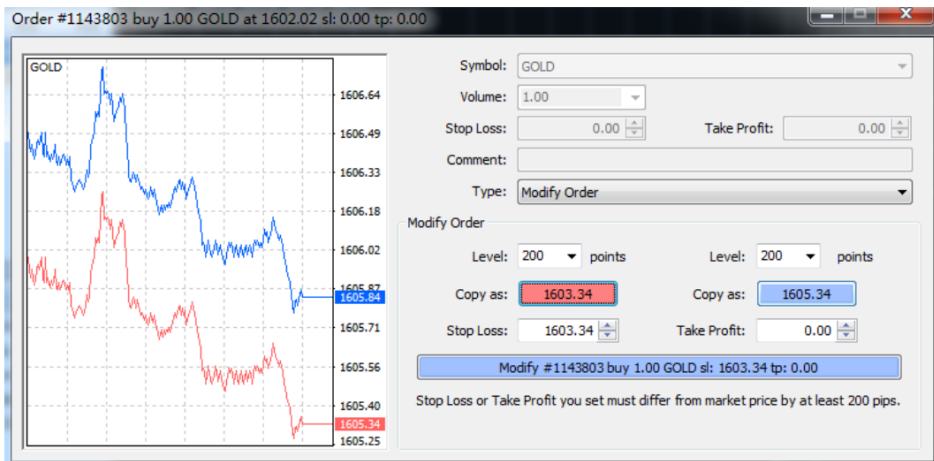


Figure 2: Type in the stop-loss and take-profit price levels in the pop-up window and click “Modify” to confirm the preferred settings.



## Expert Advisor

The MetaTrader4 trading platform provides two default Expert Advisor (EA) scripts: MACD Sample and Moving Average EAs. These scripts are set up to perform an automated trading strategy which is based on the respective indicators and trade signals.

Experience in financial investment and computer programming is suggested when using the Expert Advisor scripts. The following is a reference link for you to explore more information about Expert Advisors.

<http://www.mql4.com>



We hope that the content in this guide has provided some insight to the clients. However, in some cases, due to the software updates, the content included in the MT4 platform may be updated faster than this guide, so if there are any features that have not been covered within this guide, the client can contact our customer service team to solve any problems they may have.