



WINDSOR DIRECT 4 USER GUIDE

www.windsorbrokersltd.com

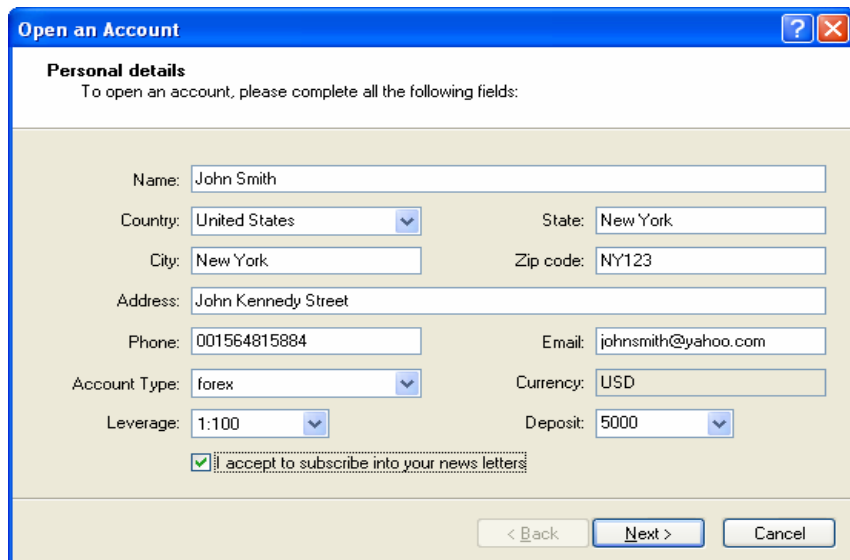
For more information email us on:
sales@windsorbrokersltd.com

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1. Opening an Account

Download the WINDSOR DIRECT 4 from our website www.windsorbrokersltd.com under our Trading Platform Section and follow the **Download Instructions**. When the download has terminated, go to the folder where you have saved the file, double click on the setup icon and follow the on-screen instructions. When the setup has completed, a shortcut will be installed on your desktop where all that is left, is to double click on the Windsor Direct 4 icon. You will be asked to register for a demo account.



The screenshot shows the 'Open an Account' dialog box with the 'Personal details' section. The title bar reads 'Open an Account'. Below the title, it says 'Personal details' and 'To open an account, please complete all the following fields:'. The form contains the following fields: Name (John Smith), Country (United States), State (New York), City (New York), Zip code (NY123), Address (John Kennedy Street), Phone (001564815884), Email (johnsmith@yahoo.com), Account Type (forex), Currency (USD), Leverage (1:100), and Deposit (5000). There is a checkbox for 'accept to subscribe into your news letters' which is checked. At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

When filling in the form, you can choose the value of the **Leverage** and your initial **Deposit**. The default of pseudo money allocated is \$5000. However, if you wish to test our demo account with a larger sum, you may change the amount of \$5000 when you first register for a free demo a/c.

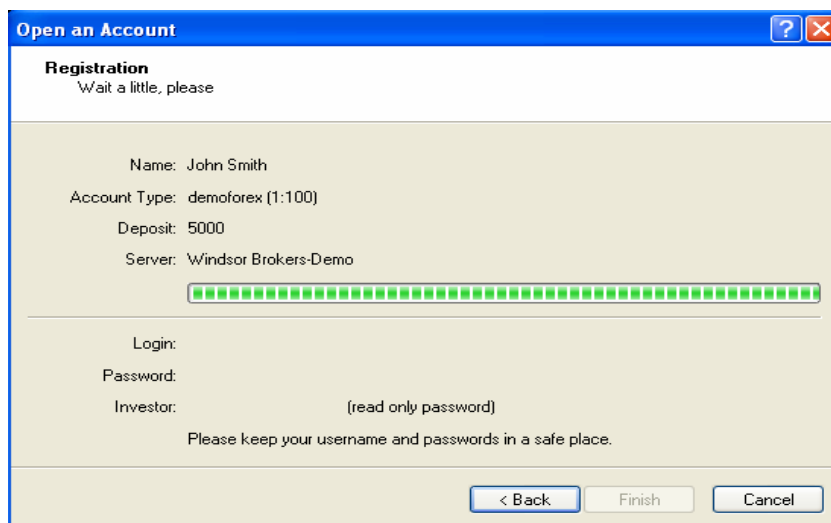
If you wish to add more virtual money after registration, you may do so by sending us an email, stating your demo account number and the amount that you wish to add.

Email: sales@windsorbrokersltd.com

Once you have completed the form, you must tick the: "I accept to subscribe into your newsletters" and click on **Next**.

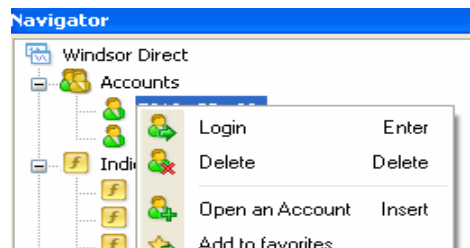
Choose the WindsorBrokers-Demo option and click on **Next** once again.

A new window will then pop up, stating your Login and Password (please keep these for future reference). Click on **Finish**.




The screenshot shows the 'Open an Account' dialog box with the 'Registration' section. The title bar reads 'Open an Account'. Below the title, it says 'Registration' and 'Wait a little, please'. The form contains the following fields: Name (John Smith), Account Type (demo forex (1:100)), Deposit (5000), Server (Windsor Brokers-Demo), Login, Password, and Investor (read only password). There is a progress bar below the Server field. At the bottom, there are buttons for '< Back', 'Finish', and 'Cancel'. A note at the bottom says 'Please keep your username and passwords in a safe place.'

You may also open a demo account by selecting '**File – Open an Account**' from the Main Menu, or from the **Navigator** window by selecting **Accounts** or an existing account and right-clicking to select **Open an Account** from the new window as shown here below:

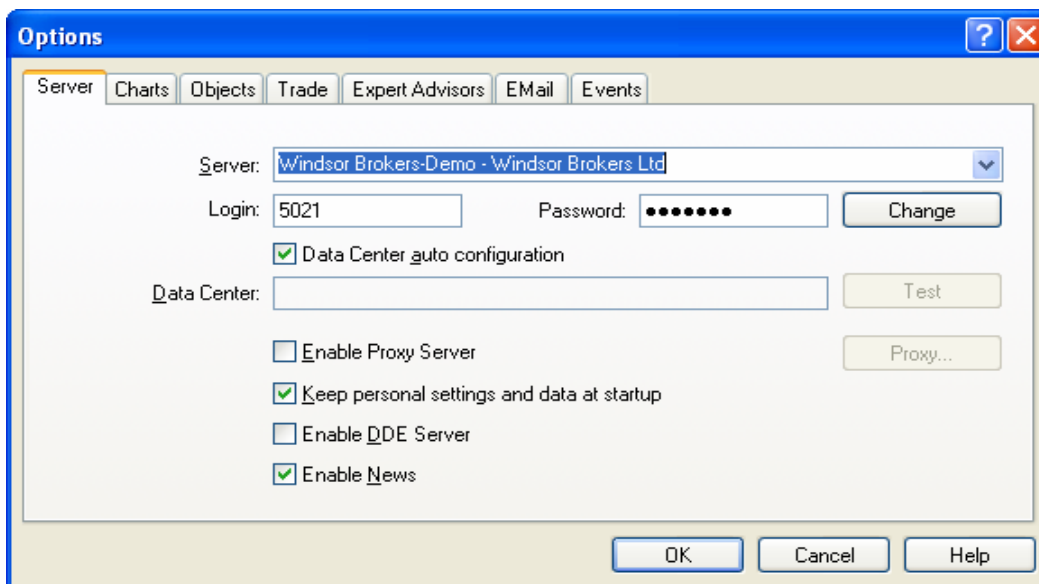


PLEASE NOTE:

- 1- Only demo accounts with valid information will remain active.
- 2- There is no restriction on the number of demo accounts that you wish to open.
- 3- Demo account is for demonstration purposes only.

To set up the WINDSOR DIRECT 4, you should select **Tools - Options** or use the key combination **Ctrl - O** or click the button .

The following window will appear:



To connect to the Windsor Direct 4, in the **Server** box, you must enter the IP address 87.228.201.243:443 or click on the abbreviation (as shown above).

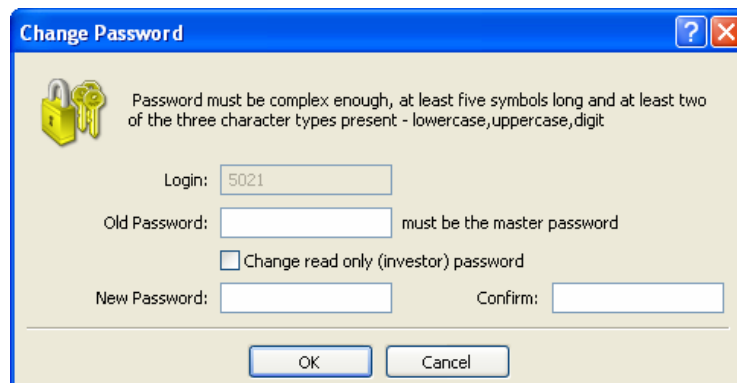
If you tick the **Enable DDE** option, the quotes coming to the WINDSOR DIRECT 4, can be used in an external program using the dynamic data exchange protocol.

Your account number (or login) and the password allocated to you when you register for an account should be entered in the account settings. This information will be saved if you tick the **Keep personal settings and data at startup** option.

a. Changing Password

You may change your password by selecting **Tools, Options** and by clicking the **Change** button from the Server settings window.

You must enter the existing password, then your new password and confirm it. Make sure to store the details of your new password in a safe place.

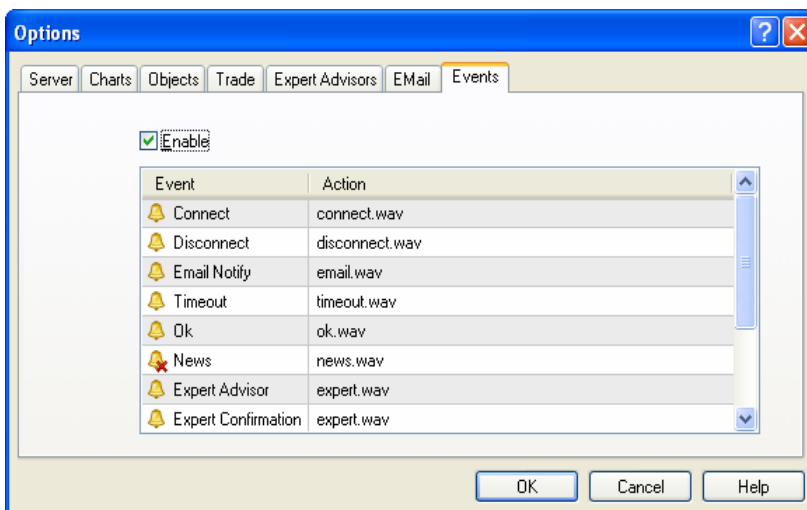


b. Events setup

The event setting allows you to allocate a specific sound to each event (this can be any .wav file on your system). To disable the sounds untick the **Enable** box.

Manual Select - select the .wav file for each event that you wish to allocate a sound by double clicking on the sound and choosing one from the scroll down menu.

If an event is not desired to alert a sound, this can be disabled by double clicking on the bell and a red **x** will appear. To enable, simply double click again.

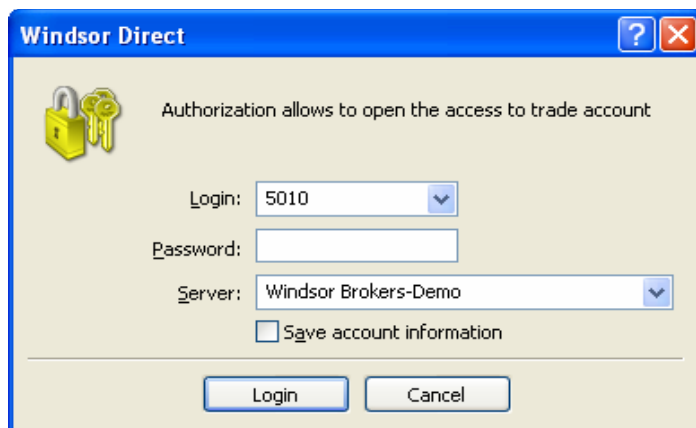


c. Authorization


Authorization, i.e. password access to the account, will be automatic if the **Save account information** option is ticked. In this case, when you next sign in to the Windsor Direct 4 the following window will pop up, allowing you to connect to the account on which you were working on the last time you signed into the Windsor Direct 4.

If you have not ticked the **Save account information**, you will be asked to enter the login and password and will have to repeat this step for each account that you wish to access.

Authorization can also be performed from the **Navigator** window under the **Accounts** group menu, thereby allowing you to switch from one account to another.



3. Market Watch

The **Market watch** can be enabled or disabled from the **Main Menu - View - Market Watch**, by using the key combination **Ctrl – M** or by clicking the button  in the top toolbar.

The Market Watch window consists of two parts: **Symbols** and **Tick chart**.

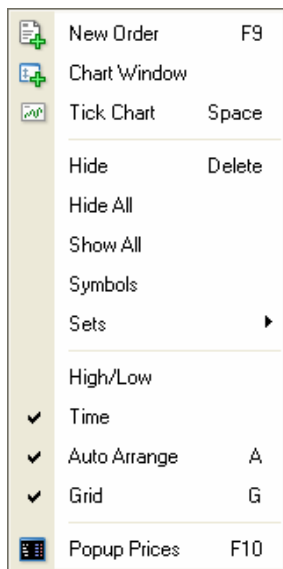
- Choosing **Symbols** will allow you to view the list of the instruments selected.



Symbol	Bid	Ask	Time
GOLD	493.15	493.65	15:38
SILVER	8.17	8.19	15:36
ADDEC5	0.7385	0.7387	15:45
BPDEC5	1.7241	1.7243	15:54
CDDEC5	0.8545	0.8548	15:53
ECDEC5	1.1805	1.1807	15:54
GCDEC5	493.00	493.10	23:29
JYDEC5	0.8439	0.8441	15:54
SFDEC5	0.7623	0.7624	15:54
SIDEC5	8.130	8.140	23:30
DJDEC5	10936	10939	23:59
NDDEC5	1698.00	1698.50	15:52



To change the instruments that you wish to view, right-click in the list area and a new window will appear as shown below:



- Here, you may either select the **Show All** option that will enable you to view all accessible instruments, or you may select **Symbols** and choose which instruments you wish to view - these are separated into categories such as **Futures OTC**, **CFDs**, etc. Next to the bid/ask prices, you can also select any other information you wish to view, i.e., high/low or time (of the last update of the prices).
- You may exclude certain instruments from your **Market Watch** by selecting **Hide** or by clicking the **Delete** button. In this case, the prices will appear only for the selected instruments.
- You may change the order of the quotes window view by selecting the instrument you wish to move through the drag and drop function.
- You can trade within the **Market Watch** by double clicking on the instrument you wish to trade (which will bring up the order window for the instrument requested), by right-clicking and selecting **New Order** or by pressing **F9** - both of which will bring up the order window where you will have to select the instrument that you wish to trade.

- Choosing **Tick Chart** will allow you to view the tick by tick chart for the selected instrument. The red line on the chart shows the Ask price and the blue line shows the Bid price. When you right-click inside the tick chart field, you may open a **New Order**, open a **Chart Window** for the instrument, or you can add/remove the Ask price and the Grid from the chart by removing the ticks next to Ask Line and Grid.

You may view the **Popup Prices** as shown below, by right-clicking in **Market Watch** (on the Symbols page) or by pressing **F10**. You are also able to trade from this view. In addition, when you right-click anywhere in this window and select **Properties**, you will be able to set your viewing preferences even when monitoring prices. To exit Pop up prices, press the Escape button.


Popup prices		
EURUSD	1.1701	1.1704
GBPUSD	1.7120	1.7124
USDCHF	1.3219	1.3224
USDJPY	119.27	119.30
USDCAD	1.1828	1.1833
AUDUSD	0.7327	0.7331
CHFJPY	90.19	90.28
EURCHF	1.5468	1.5472
EURGBP	0.6836	0.6840
EURJPY	139.56	139.60
GBPCHF	2.2628	2.2637
GBPJPY	204.15	204.24
GOLD	492.76	493.26
SILVER	8.17	8.19
ADDECS	0.7319	0.7321
BPDECS	1.7114	1.7115
CDDECS	0.8460	0.8462
ECDECS	1.1712	1.1718

4. Navigator

The **Navigator** window can be enabled or disabled from the **Main Menu - View - Navigator**, by using the key combination **Ctrl – N** or by clicking the button  on the toolbar.

The Navigator section consists of 5 parts:





- a. **Accounts**
- b. **Indicators**
- c. **Expert Advisors**
- d. **Custom Indicators**
- e. **Scripts**

All the above options can be opened by clicking on the  sign next to the corresponding group.

a. Accounts

The Accounts section shows all the accounts used in Windsor Direct 4. Double clicking on one of the accessible accounts, will allow you to switch from one account to another.

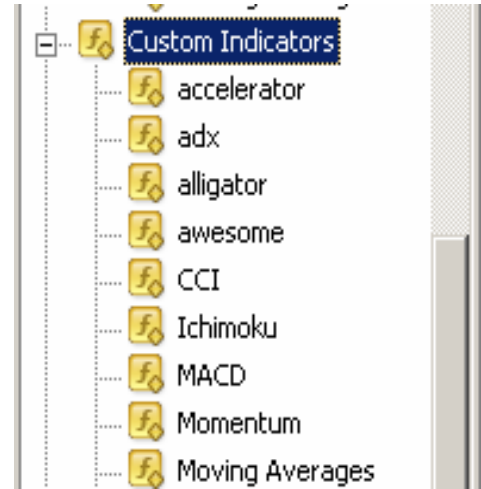
You can also switch between accounts by right-clicking on an existing account and selecting **Login**, where you will have to input the relevant login and password. You can delete an account by selecting it and clicking **Delete**.

	Login	Enter
	Delete	Delete
	Open an Account	Insert
	Add to favorites	

b. Indicators

A list of technical indicators is available in the **Indicators** group. By double clicking on the selected indicator, you may add it to the current chart. You can also insert indicators from the main menu (**Insert - Indicators**).

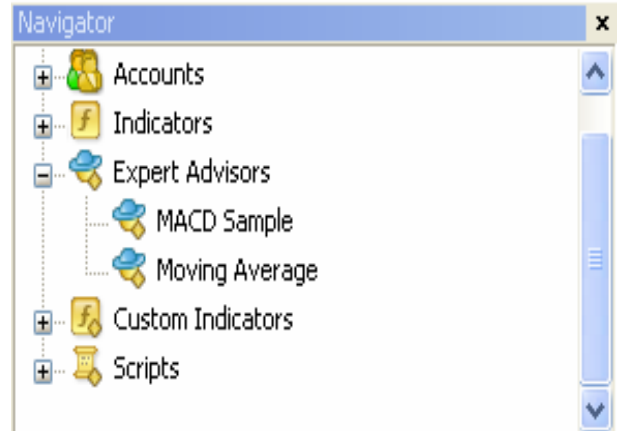
You can use the **Custom Indicators** option to make customized indicators according to your own instructions.



c. Expert Advisors

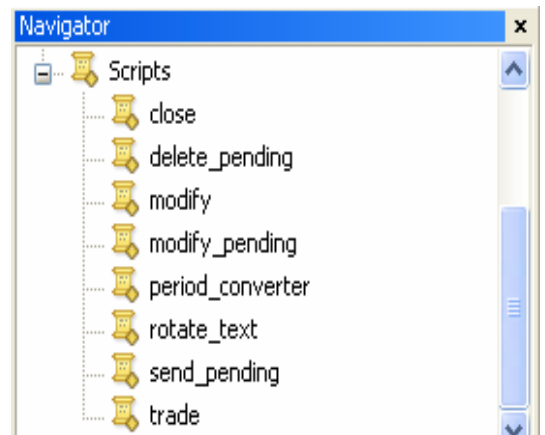
Expert Advisors may be used to make the trading process automatic, thus facilitating the investor from continuously watching the market.

Expert Advisors allow you to connect signals generated by trading systems to your account, enabling you to manage open positions, orders as well as stops.




d. Scripts

.....
.....
.....
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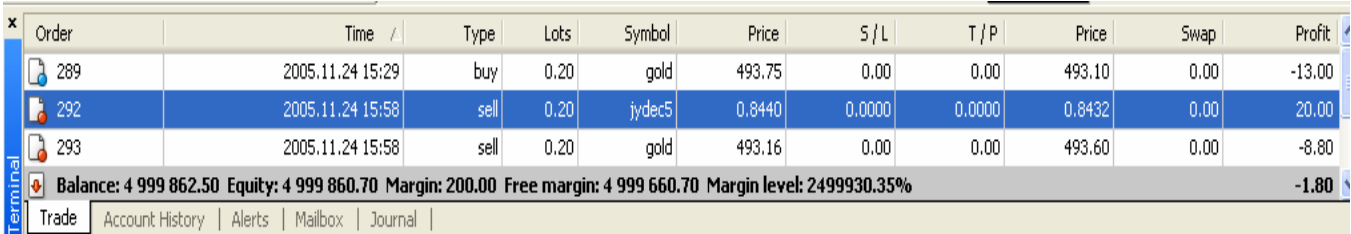
5. Terminal

The terminal window can be enabled or disabled from the **Main Menu - View - Terminal**, by using the key combination **Ctrl - T** or by clicking the button  of the toolbar.

The Terminal section consists of 6 parts:

- a. **Trade**
- b. **Account History**
- c. **Alerts**
- d. **Mailbox**
- e. **Experts**
- f. **Journal**

a. Trade



Order	Time	Type	Lots	Symbol	Price	S / L	T / P	Price	Swap	Profit
289	2005.11.24 15:29	buy	0.20	gold	493.75	0.00	0.00	493.10	0.00	-13.00
292	2005.11.24 15:58	sell	0.20	jydec5	0.8440	0.0000	0.0000	0.8432	0.00	20.00
293	2005.11.24 15:58	sell	0.20	gold	493.16	0.00	0.00	493.60	0.00	-8.80

Balance: 4 999 862.50 Equity: 4 999 860.70 Margin: 200.00 Free margin: 4 999 660.70 Margin level: 2499930.35% Profit: -1.80

Trade | Account History | Alerts | Mailbox | Journal

In the **Trade** section, you can find the information on the current status of your account and the list of any open positions and/or pending orders.

The below options are available when you right-click in the Trade section:

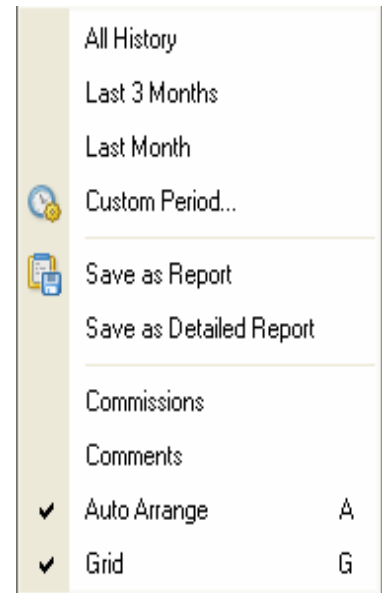
- **New order** - to place order(s).
- **Close Order** – to close your order(s).
- **Modify or Delete Order** – to modify the levels of Stop Loss or Take Profit order(s), change the level of a Pending Order or delete a Pending Order.
- **Trailing stop** - Stop Loss order intended to minimize losses.
- **Profit** – option to view profit/loss as Points, as Term Currency or as Deposit Currency.
- **Comments** – to show/hide the **Comments** column.
- **Auto Arrange** – for automatic setting of the columns when changing the trading terminal window size.
- **Grid** – to show/hide the grid to separate the columns from each other.

b. Account History

The list of deals made on the current account is placed In the **Account history** section.

By right-clicking on this section, a window will pop up where you may select the time scale you wish to view.

- **All History**
- **Last 3 Months**
- **Last Month**
- **Custom Period** – gives the investor the possibility to specify a period of time (from-to)
- The selection can be stored on your hard disk as a report in an HTML format by selecting **Save as Report**. Once you have saved the report in your chosen folder, the report will open on your screen automatically.
- **Save as Detailed Report** – allows you to save the Detailed Report.
- **Comments** - show/hide the **Comments** column.
- **Auto Arrange** - automatic arrangement of the columns when the trading terminal window size is changed.
- **Grid** - show/hide the grid to separate columns from each other.

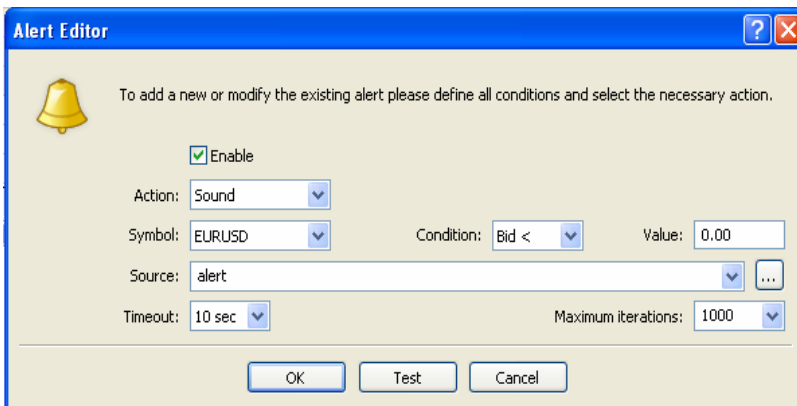
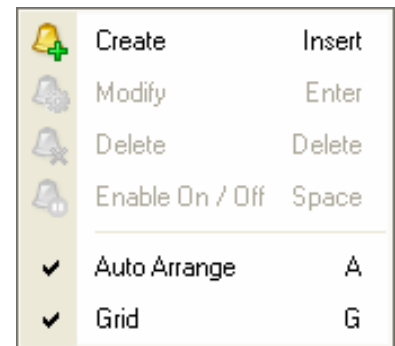


c. Alerts

The list of the defined signals is in the **Alerts** section. Having set an alert, the Windsor Direct 4 will alert the investor by giving out a sound signal when the chosen condition is fulfilled.

The following options are available by right clicking in the **Alerts** section:

- **Create** - create a new Alert
- **Modify** – to change an existing alert (same as double clicking on alert)
- **Delete** – to remove an existing alert
- **Enable On/Off** - the same as switching an alert on or off
- **Auto Arrange** - automatic arrangement of the column width
- **Grid** - show/hide the grid that separate columns from each other.



Symbol – instrument

Condition - (time, bid<, bid>, ask<, ask>)

Value - relates to the condition

Source - event that will occur when the conditions of the alert are met

Enable - enable/disable the alert.

Timeout – the time when the alert will be reactivated

Maximum iterations – number of times for the alert to be reactivated

You can set any file type (.wav, .exe, etc.) to run when the alert conditions are met.

d. Mailbox

The messages that are sent by Windsor are stored in the **Mailbox** section. The content of the message can be viewed (**View**) or the email can be deleted (**Delete**). To view the content of the message, double-click on the selected message.


You may also reply to the messages that you receive from our **Sales team** by pressing the button **Answer**, by choosing the person you are addressing the e-mail to (from the menu) and then proceed to send your reply.

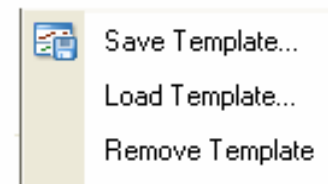
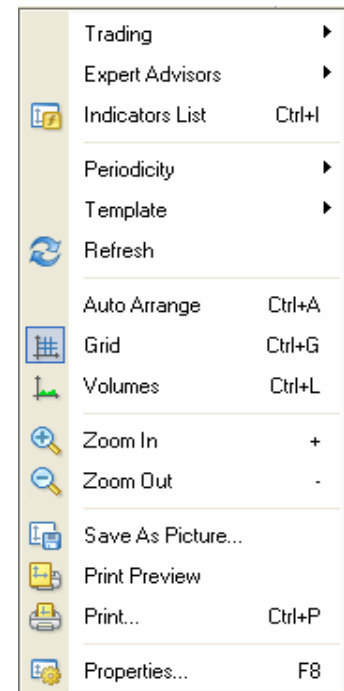
e. Journal

The list of users and any actions performed in the Windsor Direct 4 during the current session can be viewed in the **Journal** section. Deals, the used Expert Advisor, information on operation(s) as well as the operation(s) of the client terminal are all stored here.

6. Charts

When you right-click on any of the charts, the following window will appear:

- **Trading** – gives the investor the chance to open a New Order directly from the chart or place an order on the selected price
- **Expert Advisors** – to disable or enable the usage of all advisors
- **Indicators List** – to open the indicators window
- **Periodicity** – to select the time period for the charts
- **Template** - a sub menu will appear where you can load a pre-saved chart template (settings and indicators) by selecting **Load Template** or save the current chart settings as a template by selecting **Save Template**.
- **Refresh** - you can refresh the chart by selecting  Refresh
- **Auto Arrange** – to arrange indicators in the chart
- **Grid** – to show/hide the grid in the chart
- **Volumes** – to show/hide the chart of volumes
- **Zoom In** – to increase the size of the bars in the chart
- **Zoom Out** – to decrease the size of the bars in the chart
- **Save as** - to save the chart in a selected format (*.CSV, *.PRN, *.HTM)
- **Print Preview** – to preview before printing
- **Print** – to print the chart
- **Properties** - as shown below





(Features as per image above)

- **Background** - the background color
- **Foreground** - the color of the time scale & price scale
- **Grid** - the grid color (usually dashed lines)
- **Bar Up** — bar up
- **Bar Down** — bar down
- **Bear Candle** — bear candle
- **Bull Candle** — bull candle
- **Line Graph** — line graph and doji
- **Volume** - the color of the volume chart
- **Ask Line** — Ask price level
- **Stop Levels** — Stop Loss and Take Profit levels.

Hot keys for the chart window:

- **Left** and **Right** cursor arrows to scroll the chart right and left
- **Home** and **End** allow to move to the beginning / end parts of the chart
- **+** and **-** to increase or decrease the size of the bars in the chart
- **Alt+1** shows the chart as Bars
- **Alt+2** shows the chart as Candlesticks
- **Alt+3** shows the chart as Lines
- **Ctrl+G** grid on/off
- **Ctrl+L** volume on/off
- **Ctrl+A** for auto arrangement of indicators
- **Ctrl+I** opens the window of the indicators
- **Ctrl+S** saves the chart in your selected format (*.HST, *.CSV, *.PRN, *.HTM)
- **Ctrl+P** prints chart in black and white
- **Delete** or **Backspace** to delete the last object added to the chart
- **F7** opens the window of the active expert setting
- **F8** opens the window of the chart or indicator setting.










How to work on the chart using your mouse:

- to move the chart in different directions, click inside the chart and move horizontally
- to change the vertical scale of the chart, click in the chart price field and move vertically
- to change the horizontal scale of the chart, click in the chart date field and move horizontally
- to select a feature, click once on the designated button (trend, line, symbol, Fibonacci)
- to edit the selected feature, click on the object and move it
- to create a parallel trend line by **Ctrl +**, click on the selected trend and drag the mouse to where you wish to place the parallel trend

By right-clicking on any of the objects (indicators, lines, etc) that you placed in the charts, you will be able to view the settings for that particular object.

You can also access the following tools for the charts via the Top tool bar.

You may open the object setting window, by right clicking on the selected object.

 Bar Chart	 Zoom in	By clicking the  button after a new quote, the chart will be automatically moved to the left
 Candlesticks	 Zoom out	
 Line Chart	 Templates (chart & indicator settings)	By clicking the  button the right margin of the chart is not attached to the right side of the window, but it is in the middle of the window
	 Profiles	


7. Graphical Instruments

To add different lines and symbols to the chart, you may use the **Insert** option from the Main menu or the top tool bar. You can delete lines and symbols one at a time, starting with the latest one added, or even all at once by using the **Backspace** button or through the **Charts** menu.


You may edit objects/graphical instruments i.e. lines and symbols in the following way:

Choose an object by double-clicking on it, then right-click to select **Properties** (to also move and delete). Note that the graphical instrument that you are working on will not be unselected when choosing the next one. To unselect an object you must double-click on it again, otherwise, when you edit one, you will have to fill in the properties of all objects selected.

Selected lines, symbols, etc can be moved independently from each other.

 Crosshair allows precise positioning of the cursor

 Vertical Line

 Horizontal Line

 Trend Line


 Andrews Pitchfork

 Gann Fan

 Fibonacci Fan

 Fibonacci Arcs

 Fibonacci Retracement


 Symbols

 Text

To add a Vertical or Horizontal line, select the corresponding button and click on the desired place in the chart.

To add a Trend line or Fibonacci Retracement, choose the corresponding button, click in the chart without releasing at the first point of the trend (at the start point of the retracement), until you have moved the cursor to the second point of the trend (to the end point of the retracement).


To draw the Canal line, press **Ctrl + click on the selected trend**. Move the cursor and release at the point where you wish to create a new parallel trend line.

➤ To add a symbol, click the  button.

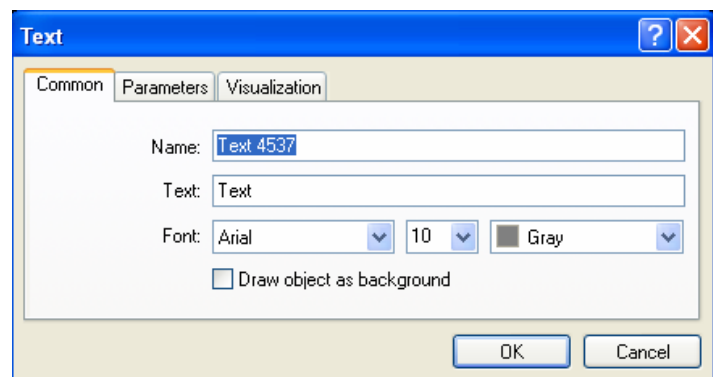
The menu shown on the right will appear:

Select the symbol that you wish to add and then click on the chart where you would like to place it.



➤ To add text in the chart, click the  button.

- click on the desired place in the chart
- double-click on **Text** and a text box will appear
- right-click on the text box and select **Properties** and the following window will pop up:
- Edit the text properties and Press **OK**
- Double-click on the text to unselect it. The outline should disappear.



8. Indicators

You can add indicators to the chart for technical analysis:

- from the **Main Menu – Insert – Indicators**,
- by using key combination **ALT + I**,
- from the **Navigator** window – **Indicators**, or
- by right-clicking on the chart and selecting **Indicators**.

The window on the right-hand side will appear:

To add an indicator to the chart, from the Indicators menu, select **Attach to a Chart** and the Indicator setting window will appear.

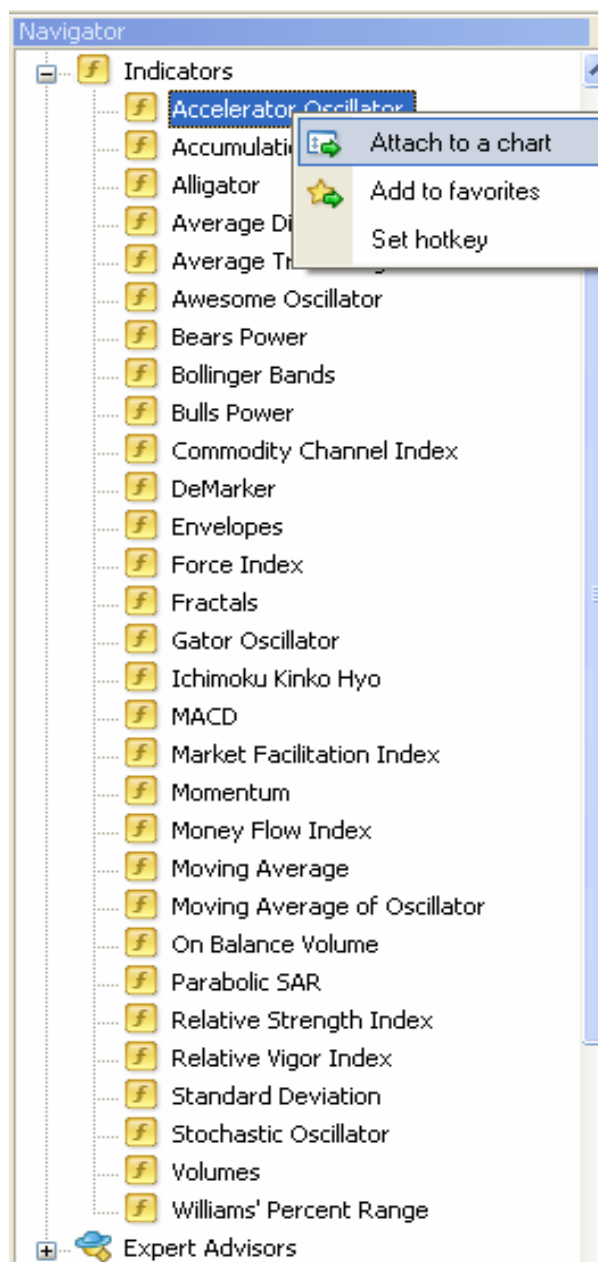
Set its parameters (if necessary) and click **OK**. After you close the Indicators window, the indicator will appear in the chart.

To delete an indicator from the Chart, select it, right-click and choose **Delete Indicator**.

When using the same set of indicators, you can use a Template. Once you have set the indicators in one chart, from the Main Menu - Chart, select **Template - Save Template**.

To use the saved set of indicators in another chart, again from the Chart (main menu) select **Template - Load Template**.

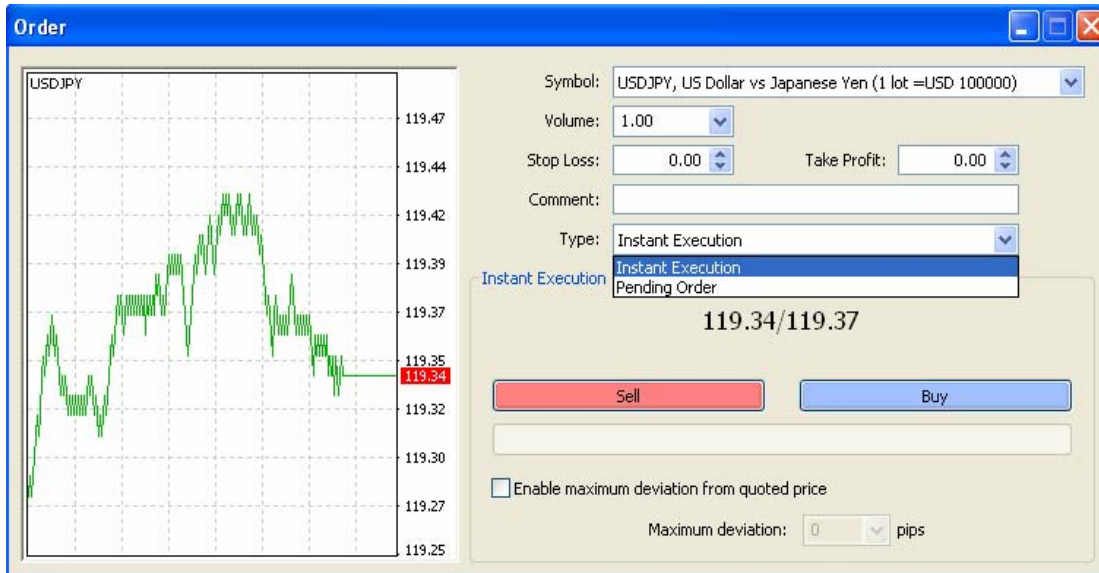
Indicators available in the Windsor Direct 4:



9. Instant Trading - Open Positions

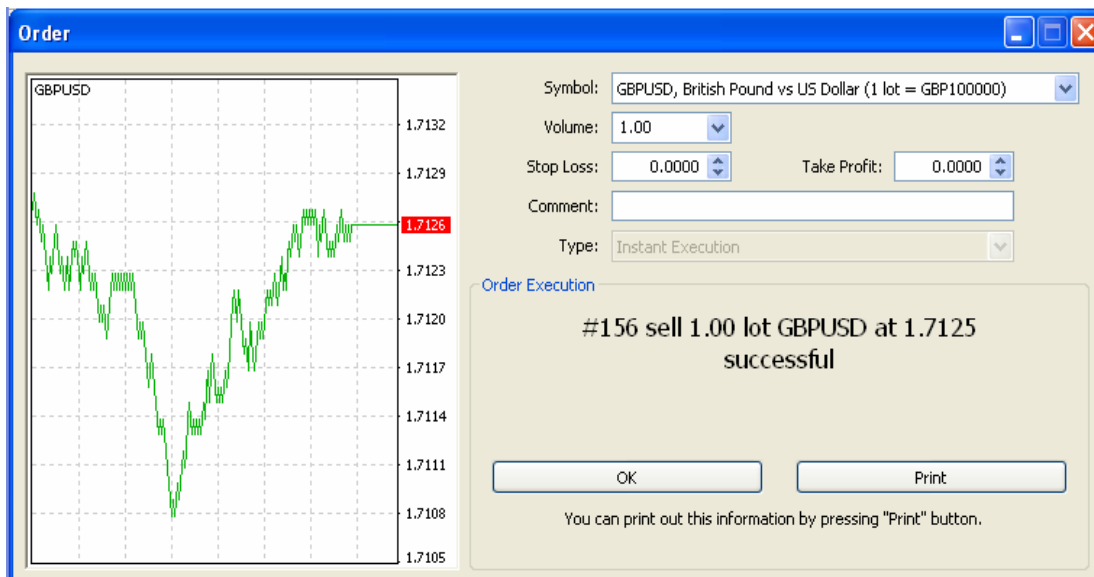
Opening a new position can be performed in several ways:

- **Main Menu - Tools - New Order** or **F9**
- By double-clicking on the price rate in the **Market Watch**
- By right-clicking on the **Terminal** window in the **Trade** section and selecting **New Order** or
- By right-clicking on the chart and under **Trading**, choose **New Order**.

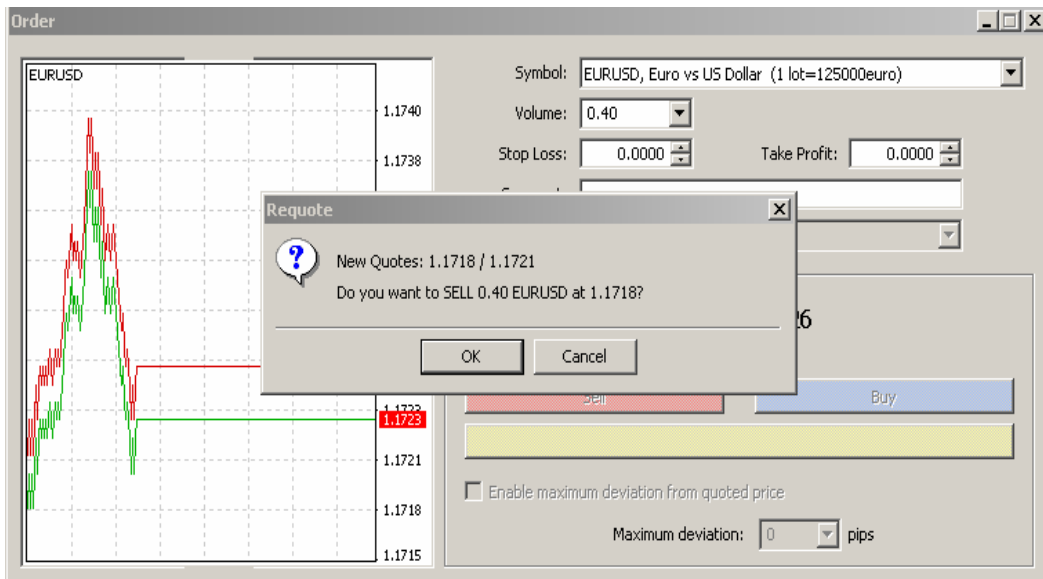


You may select an instrument (from the **Symbol** field) or the number of lots (from the **Volume** field).

To trade, in the **Type** field choose **Instant Execution** and based on the desired market price, click Sell or Buy. A Confirmation window will then appear giving you the possibility to close the window or print the report.



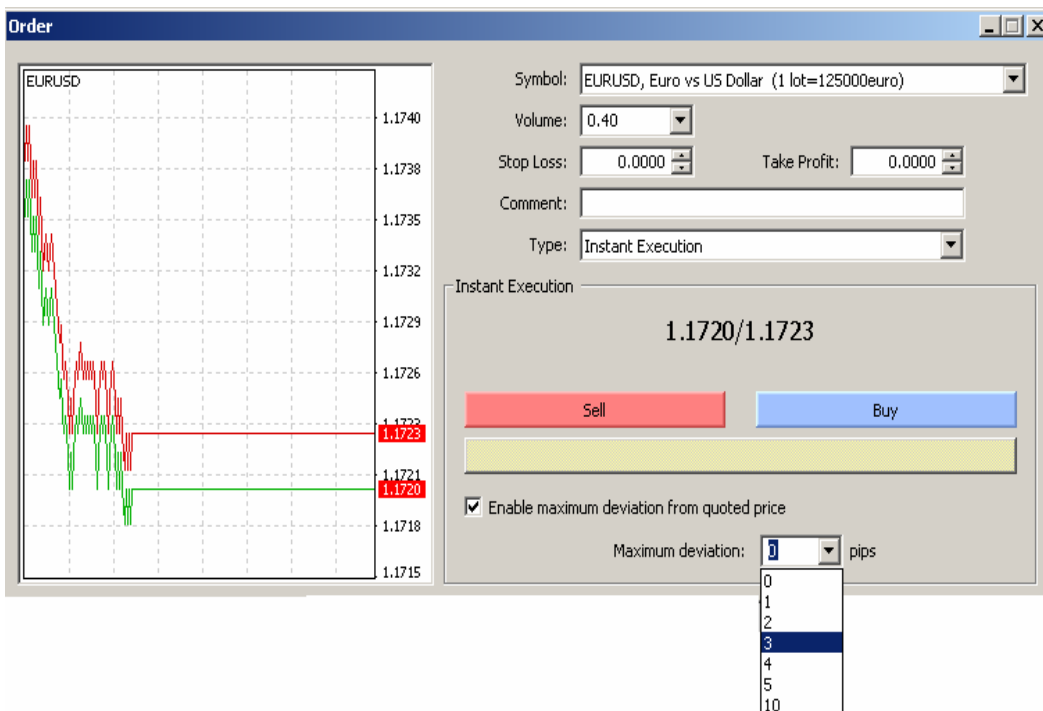
In a case where the market price changes, a re-quote message of the updated price will be sent.



The prices of the re-quote message are available for approximately 5 seconds. If you do not click on **Buy** or **Sell** within this time period, the trade will be inactive and you will have to make a new request.

After making a trade you will see the open position in the **Trade** Section of the **Terminal**.

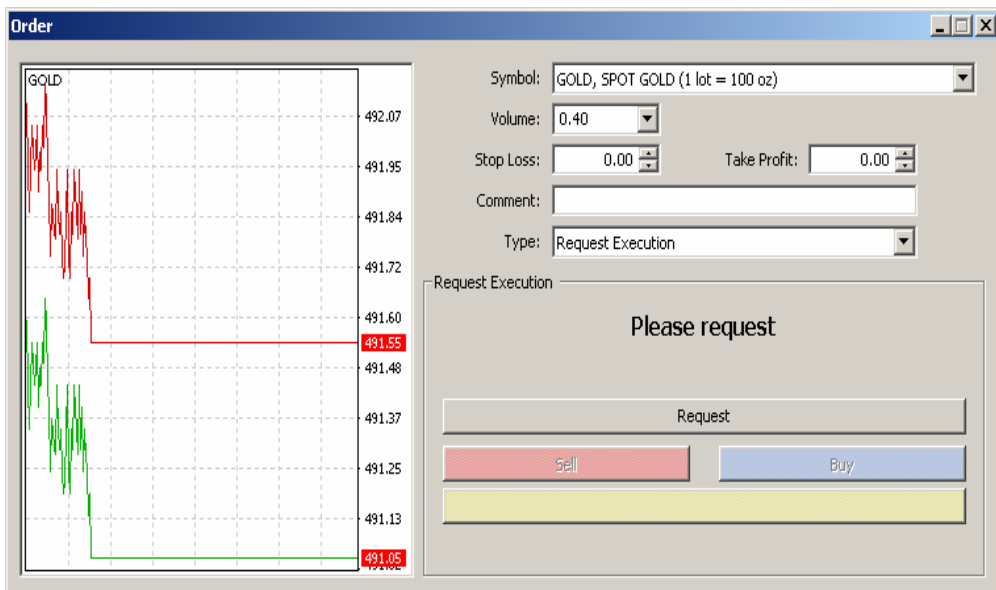
Clients have the option to specify the amount of pips they are willing to risk in case of any change in the market price. This is done by **enabling the maximum deviation from quoted price** and entering the desired number of pips.



10. Request Trading – (only for Spot Gold & Silver) Open Positions

Opening a new position can be performed in several ways:

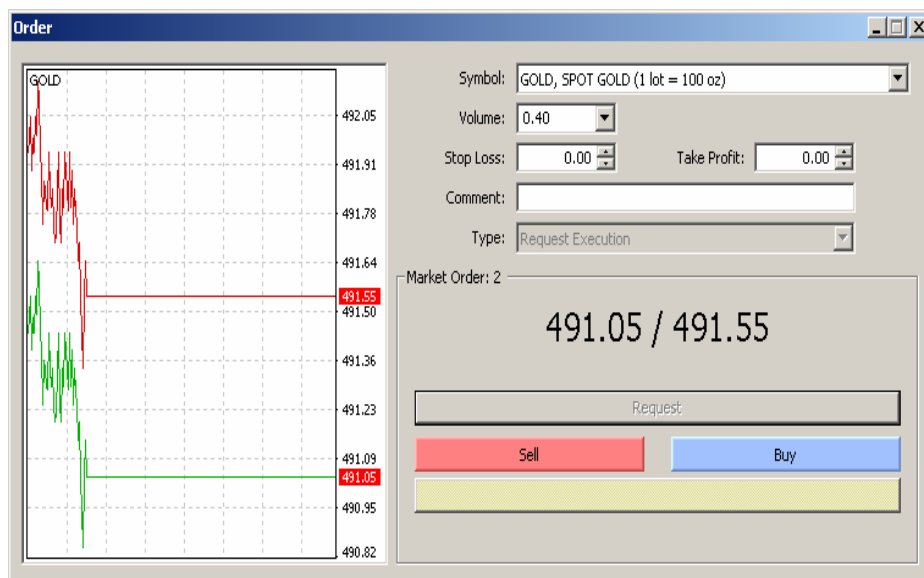
- **Main Menu - Tools - New Order** or **F9**
- By double-clicking on the price rate in the **Market Watch**
- By right-clicking on the **Terminal** window in the **Trade** section and selecting **New Order** or
- By right-clicking on the chart and under **Trading**, choose **New Order**.



You may select an instrument (from the **Symbol** field) or the number of lots (from the **Volume** field). Once you click the **Request** button you will be given a quote:

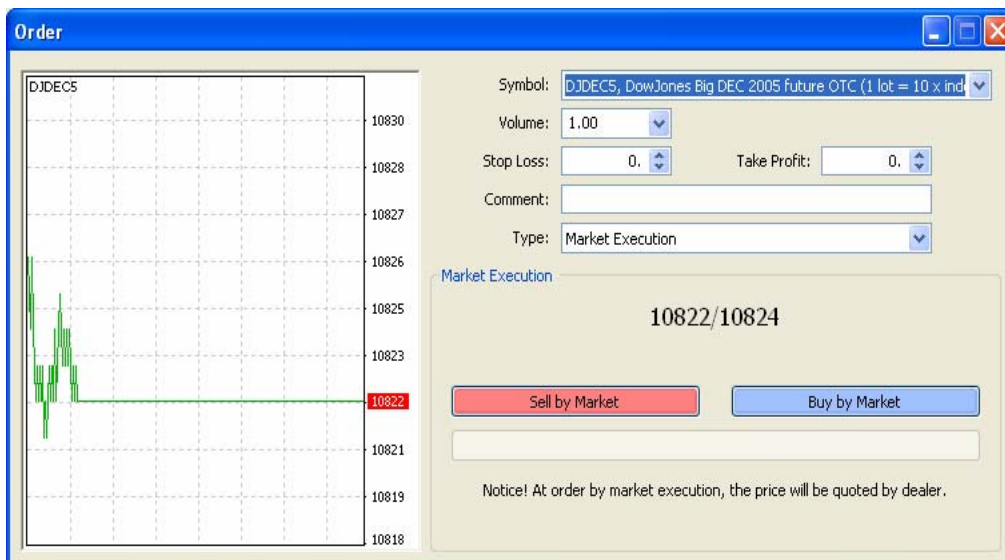
The **Buy** and **Sell** buttons will become active enabling you to **Buy** or **Sell** as desired. The prices are available for approximately 5 seconds (the timescale is shown next to **Market Order** above the quoted price). If you do not **Buy** or **Sell** within this time period the **Buy** and **Sell** buttons will become inactive and you will have to make a new request. After making a trade you, will see the open position in the **Trade** Section of the **Terminal** window.

If you wish to place an order, you should fill in the fields **Type** (order type), **At price** (order price), **Symbol** (instrument) & **Volume** (number of lots).



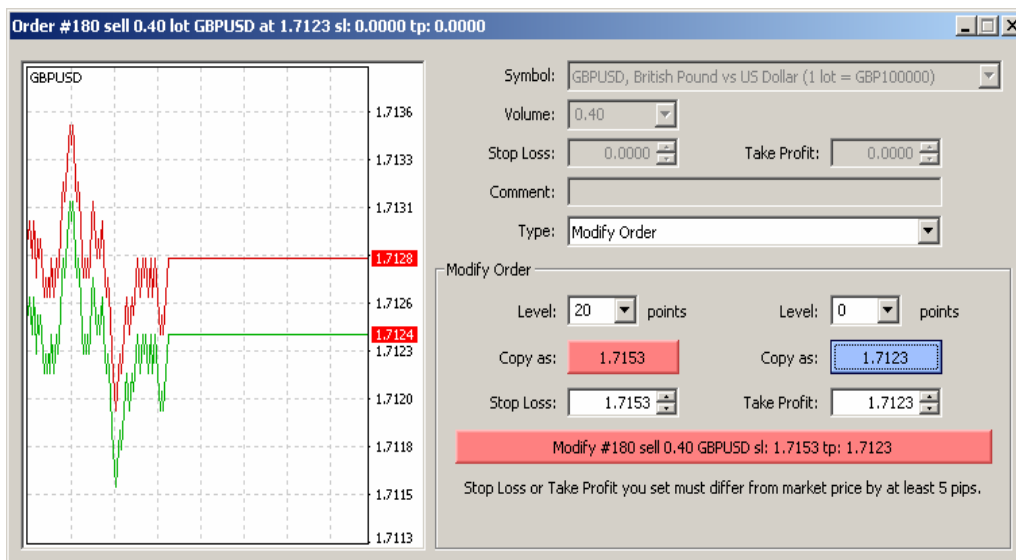
11. Futures OTC Trading

Futures are bought or sold at the market price. The price shown is for **INDICATION** purposes only and the price that you buy or sell at will be the current market price at the time the buy/sell is made. To buy or sell you, click on the active **SELL by Market** or **BUY by Market** button as shown below:



Clients have the possibility of placing stop loss or take profit order levels before performing any trading execution. This can be done by placing the levels of the desired order and then proceed to performing the execution. You can also change the level of a Stop Loss or Take Profit after performing the trade by right-clicking in the **Trade** tab of the **Terminal** section and selecting **Modify or Delete Order**.

The following window will appear:

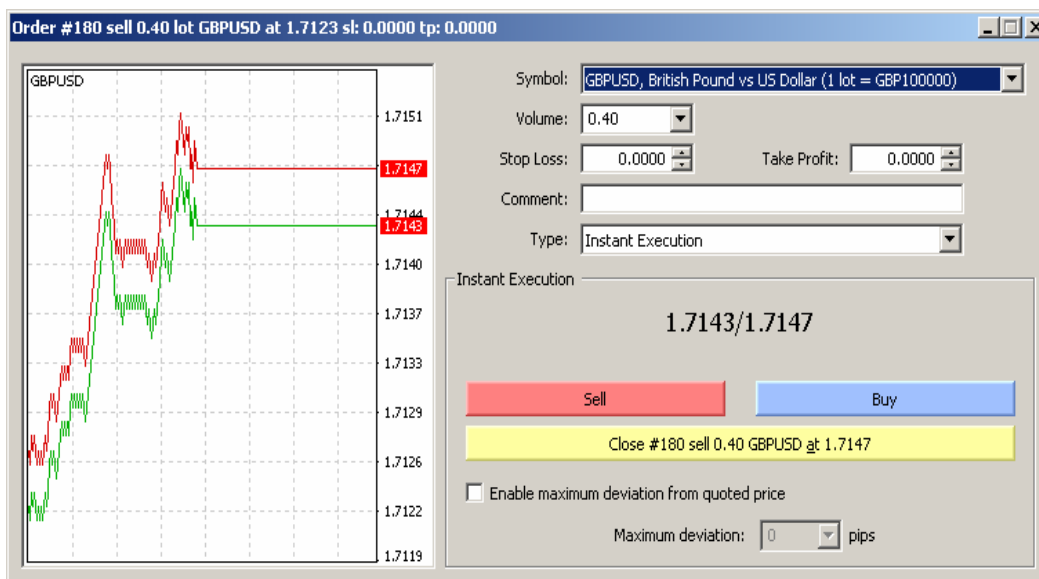


Enter the desired price of the Stop Loss or Take Profit order in the appropriate windows or choose the **Level** in points that your order needs to be away from the market and confirm it by pressing **Copy as** and click on **Modify** to place your orders. If the order level placed is incorrect, the execution will not be performed. *Required spread on orders from market price are available in our Contract Specifications page.

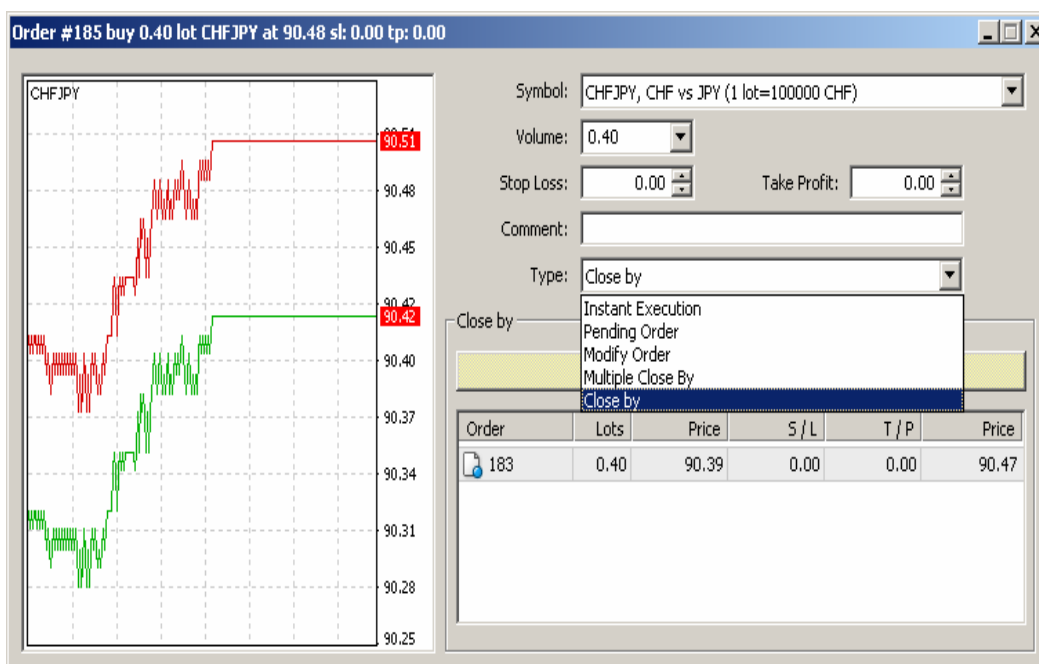
12. Closing Positions

To close a position at market price, double-click on the open position found in the **Trade** tab of the **Terminal** section.

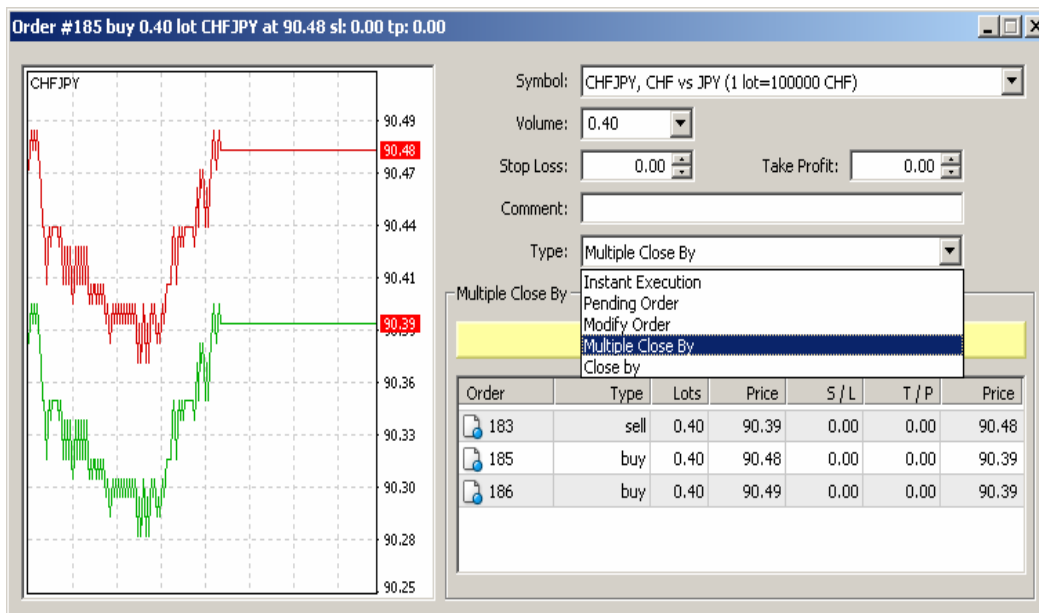
The following window will appear:



- To close a position at the current price, click the **Close #** button. The confirmation of the closed lot(s) will appear and your closed position can be referred to in the **Account History (Terminal)**.
- To close a position with another position, you must select **Close By**, then the position you wish to close and click on **Close By for**

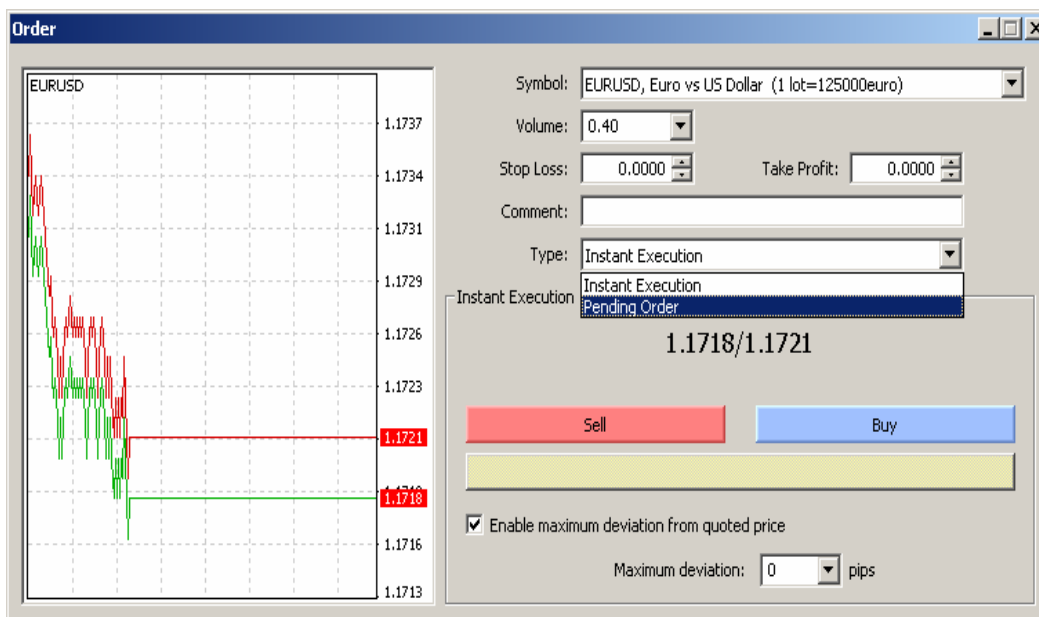


- To close a series of positions, you must choose **Multiple Close By**, choose the positions you wish to close, and click on **Multiple Close By....**

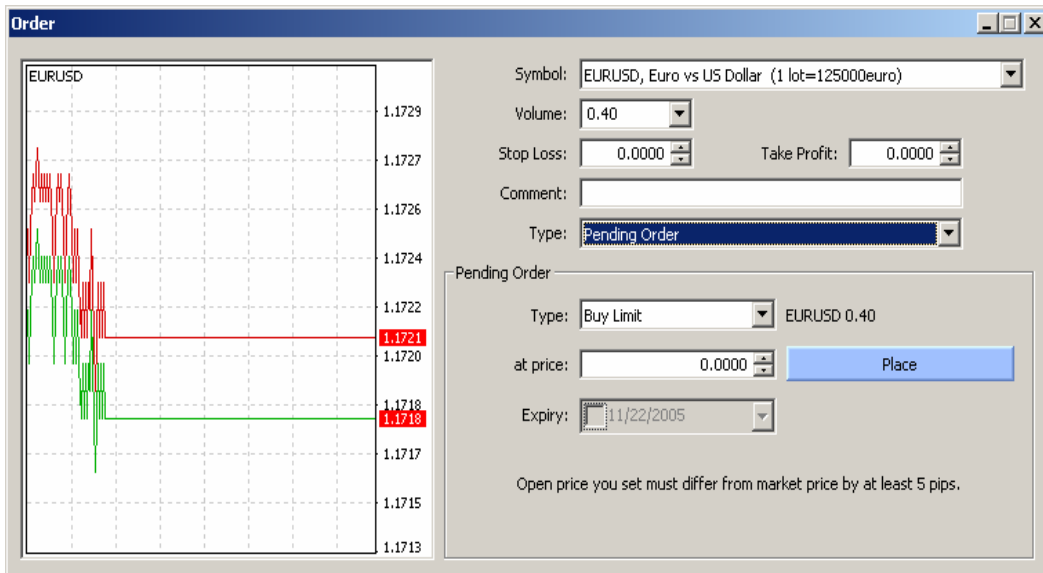


13. Pending Orders

You may choose to **Place a Pending Order** from the field **Type** in the **Order** window.



Under Pending Order, fill in the details of your desired order.



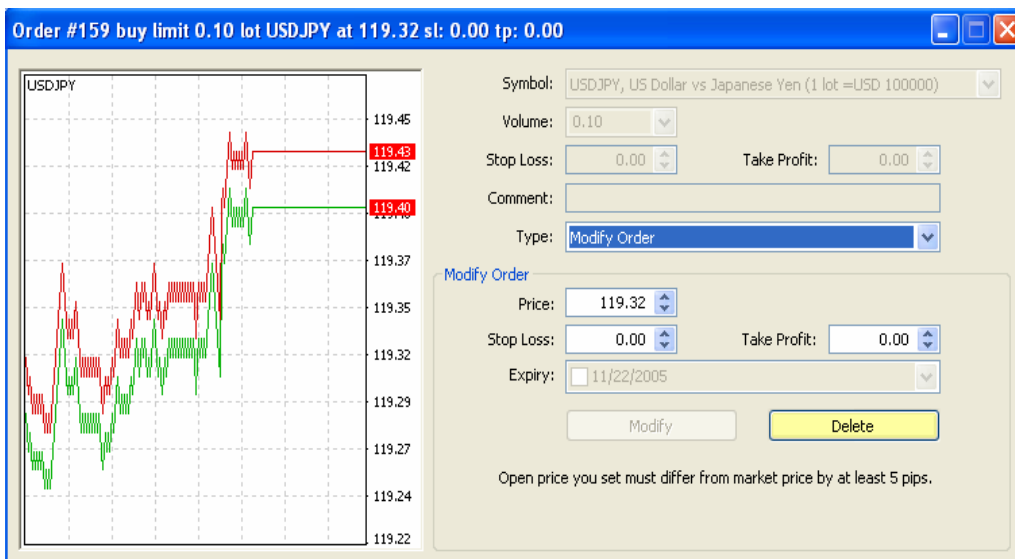
Then click the **Place** button. Once the order has been placed, it will appear in the **Trade** section of the **Terminal** window. If your actions during the setting of a pending order were incorrect, the message **Invalid S/L or T/P** will appear. This means that you are either trying to set the order too close to the current price (closer than the spread value for this instrument), or that you have selected a wrong order type (**Buy Limit, Buy Stop, Sell Limit, Sell Stop**).

When placing an order, you may also set both Stop Loss and Take Profit orders at the same time by completing both fields in the order window before you click the **Place**.

You can delete or modify a Pending Order by:

- Double-clicking on the pending order in the **Trade Section** of the **Terminal** section
- Selecting a pending order from the **Trade Section** of the **Terminal** section and right-click on **Modify or Delete Order** in the window that pops up.

After performing any of these actions, *the following window will appear:*



You may then proceed to complete your request by pressing **Modify** or **Delete** buttons.

For further information, you may refer to the **Help Topics** found on the Main Menu under **Help** or by pressing the **F1** key.

Should you require any clarifications, please do not hesitate to contact us.

Windsor Brokers Team