Version

9.6

Active Trader Pro®

User Guide

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Chapter 1 – Introduction

Welcome to Fidelity Active Trader Pro. ATP is an extremely powerful and versatile Microsoft Windows-based portfolio management and trading platform specifically designed to meet the sophisticated needs of today's active traders.

PROGRAM OVERVIEW

Within one integrated platform, Active Trader Pro provides:

Account Management

From tracking individual trades to evaluating account performance, ATP presents active traders with a comprehensive collection of account management tools, including:

- Account History
- Account Balances
- Account Positions
- Profit and Loss Calculations
- Tax Information
- Margin Calculator and Margin Information
- Administration of Account Features

Portfolio Management

Active Trader Pro also offers the active trader the power to manage an entire portfolio by presenting an array of portfolio management tools, including:

- Portfolio Summary
- Portfolio Analysis/Reports
- Open and Closed Positions across accounts
- Online Statements
- Viewing Positions across accounts
- Money Movement

Investment Decision Support Tools

Formulating intelligent investment decisions requires that active traders have access to an entire spectrum of investment knowledge and information. Regardless of your decision-making style, Active Trader Pro offers the necessary decision-support tools, including:

- Third-party Research and Screening
- Advanced Charting
- Investment Analysis and Filtering
- Individual Stock, Market, and General Economic/Financial News

Trading and Market Information

At the heart of Active Trader Pro is the ability for you to manage your individual trading activity. Depending upon your level of trading, the trading platform includes:

- Streamlined Multiple Trade Order Entry Screen
- Specialized Option Trading Capabilities, including Multi-Leg Option Orders
- Streaming Market Data including Level II Quotes and Time & Sales
- Customizable Watch Lists
- Securities Alerts
- Directed Trading

Note: Directed Trading will not be discussed in this user guide. For more information about Directed Trading, please refer to the Directed Trading User Guide (choose **Help > Directed Trading User Guide** from the Main Menu) or the ATP Help system (choose **Help > Contents** from the Main Menu, then view the Directed Trading topics under Trading).

CONTACT INFORMATION

If you need assistance, please contact us at one of the following numbers:

- **Technical Support:** If you are having difficulties downloading Active Trader Pro or logging in to the application, you can contact Technical Support:
  800-544-7595
  Monday through Friday, 8 a.m. to 10 p.m. Eastern time
  Saturday 8 a.m. to 6:30 p.m. Eastern time
- **Product Support:** For additional information on Active Trader Pro, such as features and functionality, contact Product Support:
  877-907-4421
  Monday though Friday, 8 a.m. to 5 p.m. Eastern time

RESOURCES

If you have not used Active Trader Pro, we highly recommend reviewing the contents of this User Guide. Since this Guide is stored online, it is always available to help you trade more effectively with Active Trader Pro. Please note that all screenshots provided in the User Guide are for illustrative purposes only and should not be deemed an offer or recommendation.

For the first-time user, there is also an online demo of Active Trader Pro available on Fidelity.com.

A detailed searchable Help system is available within the Active Trader Pro program by clicking **Help** from the Main Menu.

You may also access additional, in-depth information available on Fidelity.com from the Education link located under Tools on the Main Menu or by enabling the Education button in the Function Toolbar preferences.

Fidelity utilizes the Active Trader Newsletter to educate investors on the various functions and capabilities of the Active Trader Pro program. If you qualify for Fidelity Active Trader Services, you will automatically receive this monthly newsletter by email. You can also access archived editions online at Fidelity.com.

Additionally, from time to time you will receive individual alerts within the Active Trader Pro Alert Center, informing you of new enhancements to the program.

For more information about using our products, look for informative seminars and training classes scheduled at your local Investor Center.

Chapter 2 – Getting Started

Before you begin the download, installation, and setup process, please verify that you meet the minimum eligibility and operating system requirements listed below:

ELIGIBILITY

To qualify for Active Trader Pro, you must have annual household trading activity of 36 or more trades in a rolling 12-month period.

Number of Trades / Year	Active Trader Pro Eligibility
0–35	Not eligible for ATP
36–71	Eligible for ATP, including Dow Jones news, real-time quotes, interactive real-time charting, multi-trade order entry and automatically updated watch lists
72–119	Eligible for all of the above, plus static Level II quotes, and streaming watch lists
120+	Eligible for all of the above, plus streaming news, streaming Level II quotes, streaming interactive charting, Time & Sales and Directed Trading with streaming quotes from top market centers

SYSTEM REQUIREMENTS

In order to use Active Trader Pro, your computer must meet the following requirements. To check your operating system, open the Start menu and choose **Settings > Control Panel > System**. The operating system data is located on the General tab.

Recommended for Active Trader Pro	Recommended for Active Trader Pro with Wealth-Lab Pro
2.5 GHz dual processor or higher	2.5 GHz or higher dual processor. Quad processor system is recommended for best performance.
1 GB RAM or higher	3 GB RAM
DSL, Cable, or T1	DSL, Cable, or T1
120 MB	120 MB
200 MB recommended for install	200 MB recommended for install
17" or larger monitor at 1024 x 768	19" or larger monitor at 1280 x 1024
32 bit color	32 bit color
Windows XP Home Service Pack 2, XP Professional Service Pack 2, Vista, or Windows 7 (we recommend a minimum of 2 GB RAM for Vista or Windows 7)	Windows XP Professional Service Pack 2, Vista, or Windows 7 (we recommend a minimum of 3 GB RAM for Vista or Windows

and Microsoft .NET 2.0 7) and Microsoft .NET 2.0

We strongly recommend that eligible users of streaming market data use a broadband connection.

If you are using a 56K modem, we recommend that you set your update interval to a 2-minute automatic update.

If you are using a cellular modem or satellite connection to the internet, you may experience delays in streaming data within Active Trader Pro.

DOWNLOAD

You will need to download the Active Trader Pro application to your computer from our servers.

Several factors can affect the time it will take for ATP to download to your computer, most importantly the speed of your internet connection. The following estimates for a 21 MB download take into account only your connection speed:

Connection	Download Time
T1	50 seconds
DSL or Cable Modem	3–20 minutes
56.6 Modem	1–2 hours

INSTALLATION

If you require assistance installing and setting up Active Trader Pro, please contact Fidelity using the resources identified in the Contact Information section of this manual.

Step 1: Download the "Atsetup.msi" File

Select the download link from the **Fidelity.com** Investment Products > Trading > Active Trader Services > Active Trader Pro page, or go to **atp.fidelity.com** and choose **Download Active Trader Pro**. For Internet Explorer users, a dialog box opens asking if you would like to **Run** (or **Open**, depending on the version you are using) the Atsetup.exe file from its current location or **Save** the Atsetup.exe file on your computer. Netscape users only have the option to Save the Atsetup.exe file.

- Choosing **Save** will enable you to save the Atsetup.msi file on your computer. You can save the file in a default location or select where you want the Atsetup.msi file to be saved. Remember to note the file location, as you will need it later to begin the application download process. Once the file has been saved, close any applications that are running on your system (e.g. screen saver, mail, instant messaging, and any other applications running on your task bar).

- Choosing **Run** (or **Open**) will download the Atsetup.msi file and then prompt you again to Run the software.

Step 2: Run Atsetup.msi to Verify Required System Requirements

If you saved the Atsetup.msi file, locate the file on your system and double-click it to run the installation process. At the beginning of the installation process, the program checks to ensure the system is ready to install Active Trader Pro.

The program checks for:

- **Operating System:** If you are not running a required version of Windows, the installation will not be complete.
- **Browser:** Active Trader Pro requires a minimum version of Internet Explorer 5.5 with Service Pack (SP) 2, although IE 6.0 or IE 7.0 is recommended. If the appropriate version of IE is not installed on your computer before installing Active Trader Pro, the installation process will prompt you to install the correct version, then run Atsetup.exe again. If you need to install an updated version of Microsoft's Internet Explorer, you can download it from Microsoft's web site at **www.microsoft.com/windows/ie/default.asp**.
- **Software:** Active Trader Pro uses additional software from Microsoft. If that software is not already installed on your computer, you will be prompted to download additional Microsoft components during the installation of Active Trader Pro.

Step 3: Install Components, If Needed

If you are prompted to install any of the Microsoft components, click **Next** and the Atsetup.msi program will install the required components. You cannot continue the installation process without these components.

Step 4: Install Fidelity Active Trader Pro Software

The installation wizard guides you through the installation process. You will now be prompted to install Fidelity Active Trader Pro. Click **Next**.

The Software License Agreement is displayed. As part of the installation process, you must accept the terms of the Fidelity Active Trader Pro Software License Agreement. Click **I accept** the terms of the license agreement to continue the process, and then click **Next**. If you do not wish to accept the terms of the license agreement, click Cancel to exit the install.

A window opens with a default location where the Fidelity Active Trader Pro program files will be installed. You can modify the location by clicking **Change**, or click **Next** to accept the default location and continue the installation.

Another window opens displaying a default location for storing the Active Trader Pro data and log directories. Again, you can modify the location by clicking **Change**, or click **Next** to accept the default location and continue the installation.

Now click **Install** to begin the installation process.

Note: If additional Microsoft software components were installed as part of the installation process, you may be prompted to restart your computer depending upon the version of Microsoft

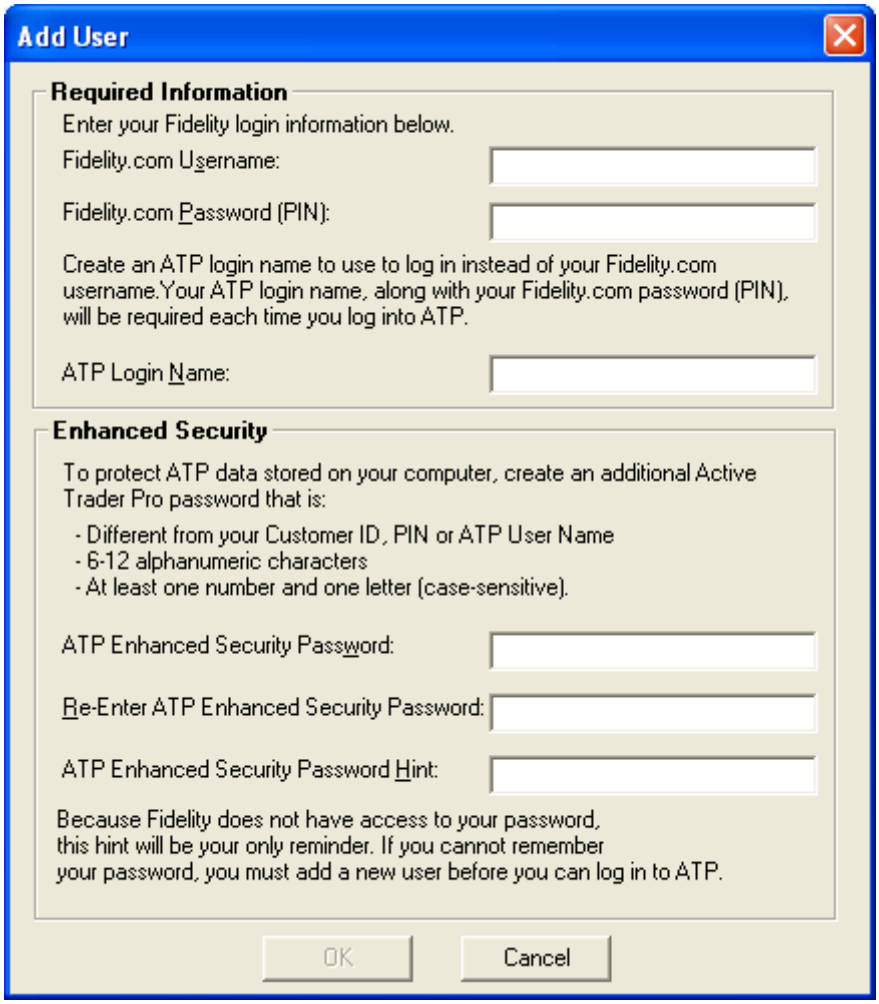
Windows. If a restart is required, the Fidelity Active Trader Pro installation will continue after restarting.

Step 5: Launch Active Trader Pro

When the installation is completed, a window displays notifying you that Fidelity Active Trader Pro has been successfully installed. Click **Finish** to launch Fidelity Active Trader Pro. If you wish to simply complete the installation without launching Active Trader Pro, click to clear the Launch check box and then Click **Finish** to exit the installation process**.** You may also double-click the Active Trader Pro icon on your desktop (or go to the Start Menu) to launch the application.

LOGGING IN

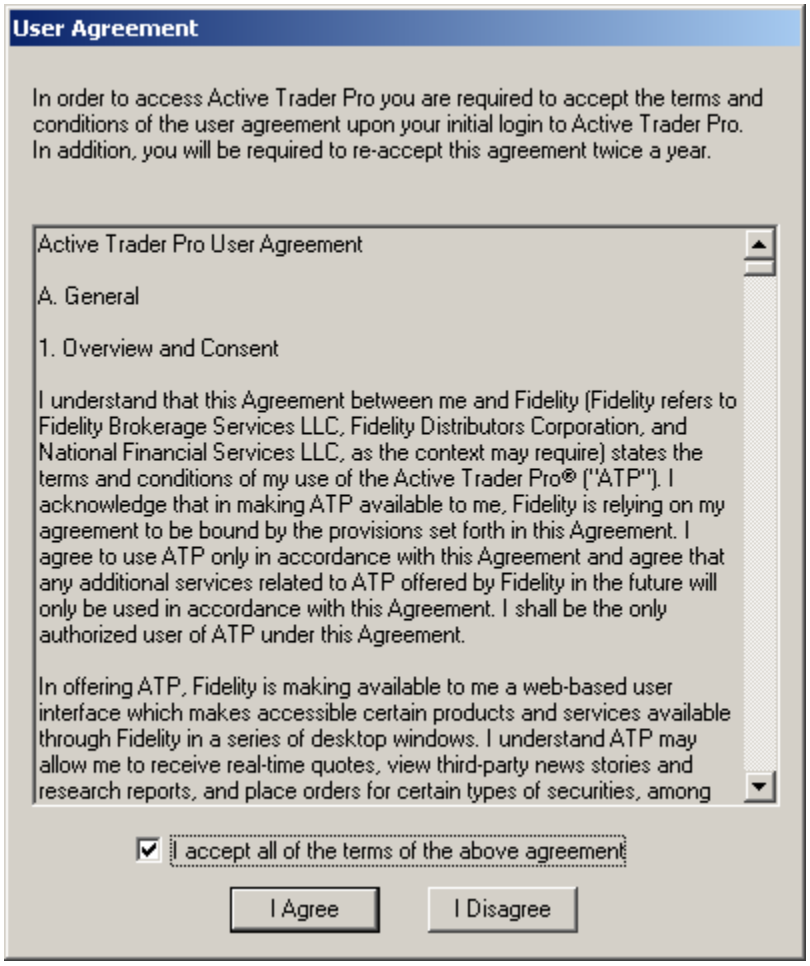
Once you have installed Active Trader Pro, you will first need to create an **ATP Login Name** for the Active Trader Pro application. Start by entering your UserName and Password (PIN) that you use to access Fidelity.com. Next, choose an ATP Login Name that will be specific to the ATP application. The ATP Login Name can be any combination of letters or numbers. For your security, we recommend that you do not use your Social Security number.



In the Enhanced Security section, which is optional, you have the ability to add a password in addition to your Fidelity.com Password (PIN). This password is unique to Active Trader Pro. Its purpose is to protect information cached/stored locally on your PC. If you set an Enhanced Secuirity Password, you will be required to enter it and your Fidelity.com Password each time you log on.

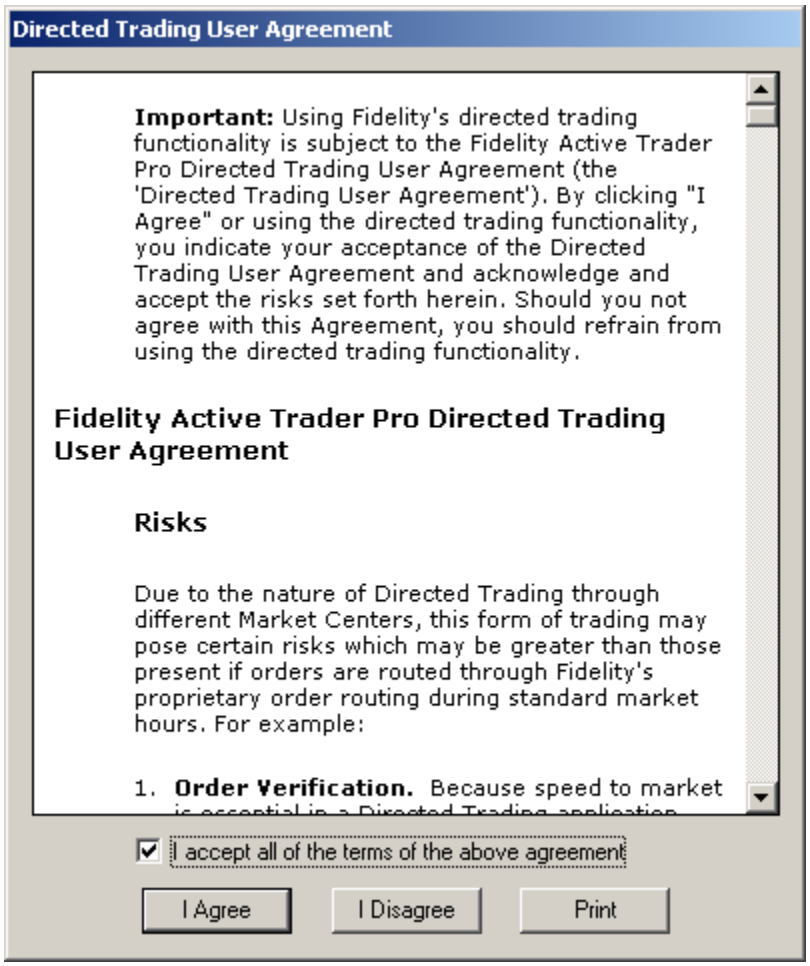
If you choose to establish an Enhanced Security Password, enter it in the ATP Enhanced Security Password field and then re-enter it for verification. Your password must be different from your Fidelity.com UserName, Password (PIN), and ATP Login Name, must be 6–12 alphanumeric characters, and must contain at least one number and one letter (case sensitive). Below your Enhanced Security Password, you will be able to set up a password hint, which will be your only reminder, because Fidelity does not have access to this information. Once you have entered your Enhanced Security Password information, click **OK**.

You will now be presented with the Active Trader Pro User Agreement. In order to complete the login process and use the application, you must click the check box next to I accept the terms of the above agreement and then click **I Agree**.

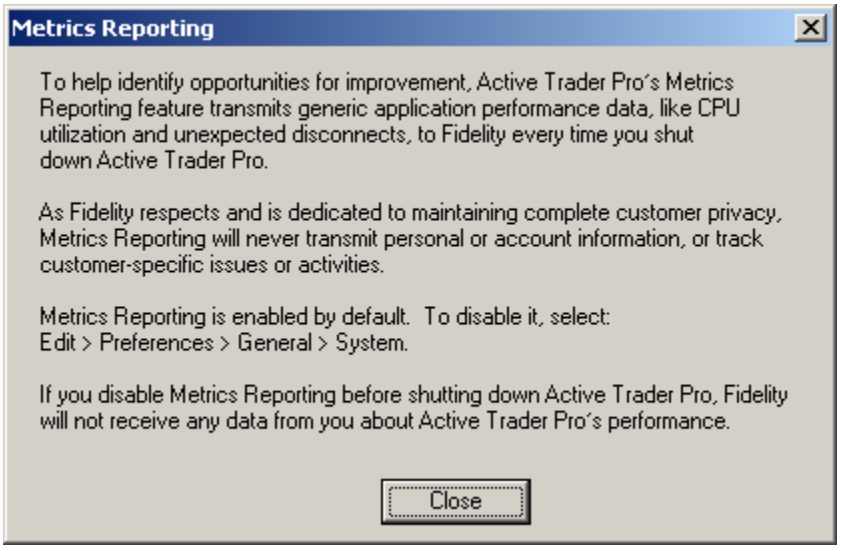


If you are eligible for Directed Trading, you will be presented with the Directed Trading User Agreement. In order to access the directed trading functionality in Active Trader Pro, you must click the check box next to I accept the terms of the above agreement and then click **I Agree**.

Note: National Financial Services is the executing broker dealer for directed trading orders.



A window now displays with important information regarding metrics reporting. After reviewing the details, simply click **Close** and your initial account download and login will continue.



In the future, when launching Active Trader Pro, a log-in box will display with your ATP Login Name. Simply enter your Fidelity.com Password (PIN) and click **OK** to log in to Active Trader Pro. If you set up an Enhanced Security Password, you must enter your Fidelity.com Password (PIN) and Enhanced Security Password and click OK to log in to ATP.

If you set up an Enhanced Security Password and then later decide to remove it, click **Remove ATP Password** in the login box.

You will then need to enter your ATP Enhanced Security Password in order to remove it.

After entering your password correctly and clicking **OK**, you will receive a confirmation message that your password has been removed.

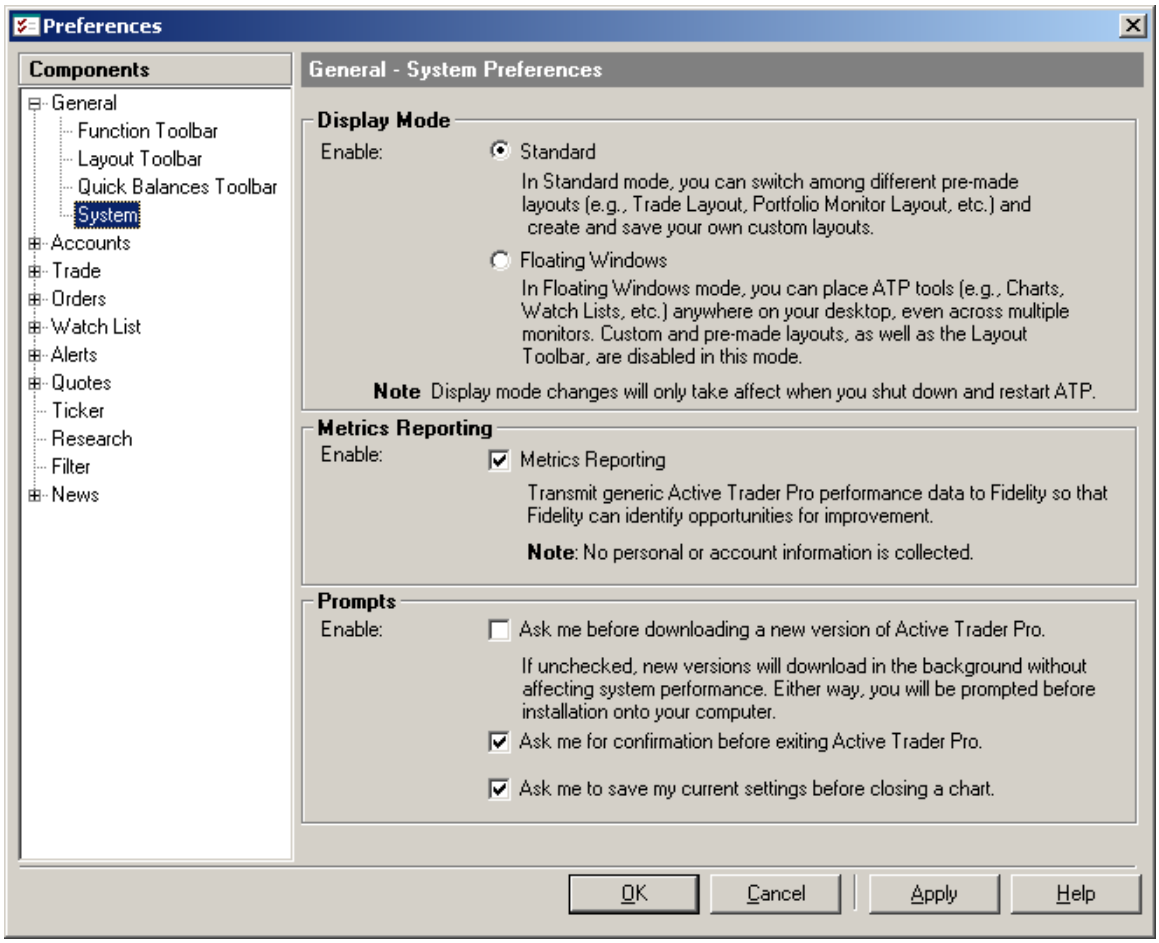
Floating Windows

Floating Windows Mode enables you to float each ATP tool outside of the ATP application frame and move it around on your Desktop. You can also:

- Use a multi-monitor setup, moving ATP tools outside the ATP application frame and across multiple monitors.
- Minimize ATP on your taskbar, and leave any tools open on your desktop. For example, if you have a watch list streaming outside the ATP frame, you can minimize the ATP application on the task bar.
- And, you can dock and undock the toolbars the same as in Standard Mode.

Switch to Floating Windows Mode

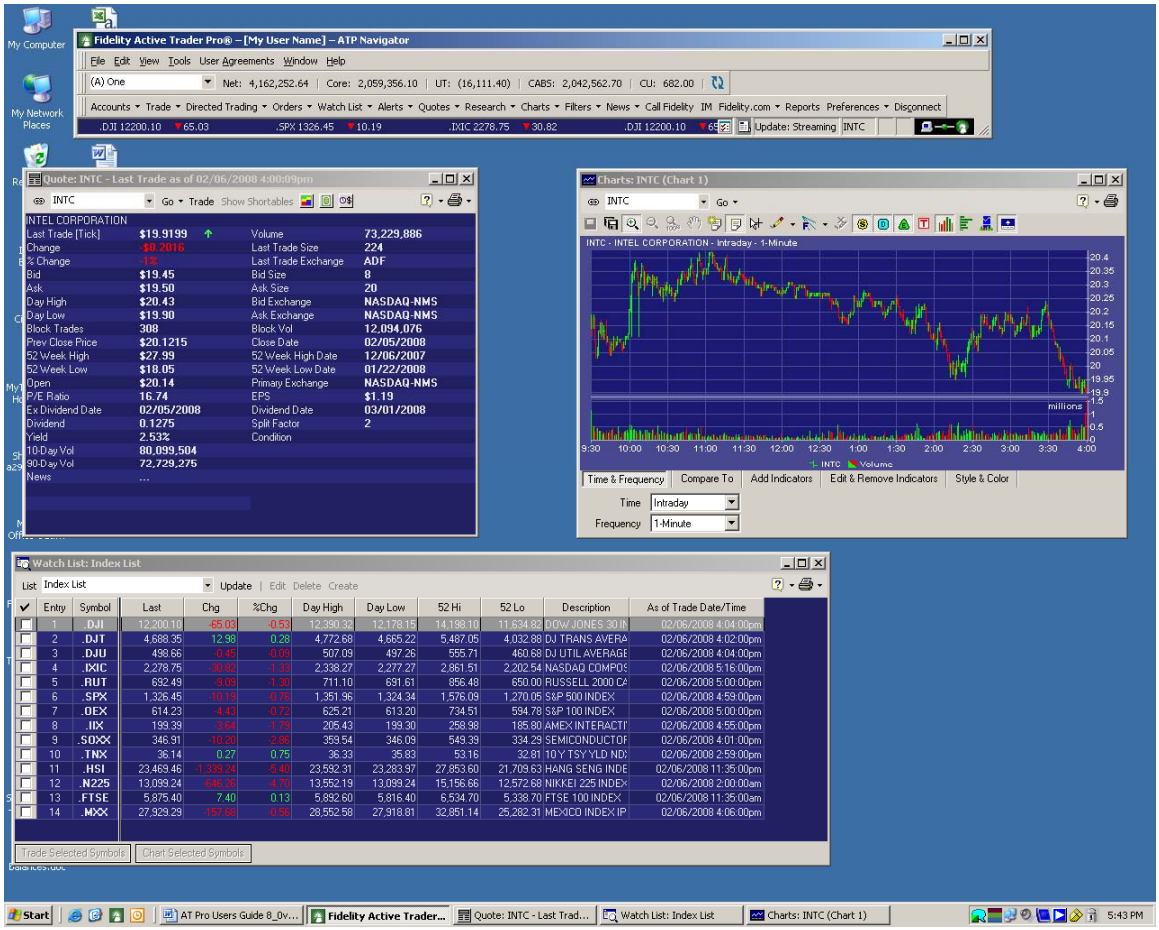
Switch the display mode from Standard Mode to Floating Mode and vice versa from General – System Preferences.



When ATP is switched to floating mode and launched for the first time, it will open all the tool windows defined by the default layout in cascaded style.

The Main Menu, Function Toolbar, and Quick Balance Toolbar are always docked in the ATP Navigator. The Connection Status, Application Download Status, and Alerts Notification Icon (when alerts are available) are also present. When the ticker is invoked, it will also show in the ATP Navigator.

Use the Navigator to launch additional components and arrange the components windows on your desktop as desired.

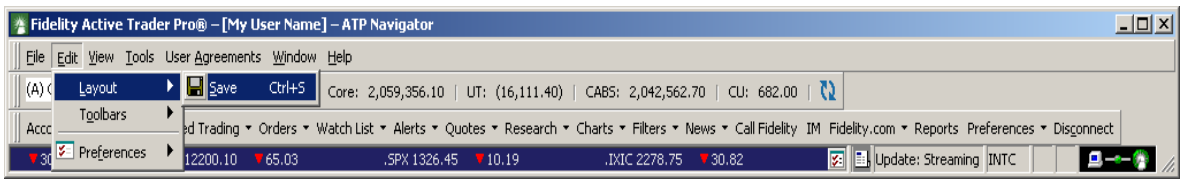


Navigating in Floating Mode

- Minimizing the ATP Navigator will also minimize all open ATP component windows.
- Restoring the ATP Navigator via left click from the taskbar will restore all open ATP component windows.
- All open ATP components appear in the taskbar and will stack when necessary.
- You may switch between open ATP components via ALT – TAB on your keyboard.

Layouts in Floating Mode

You cannot save more than one configuration/layout in floating mode. You can save your window configuration via the Layout->Save menu item or Ctrl+S on your keyboard. Other layout menu items such as New..., Rename, Save As..., Delete and Set as Default are not available with floating windows.



Because you can drag the ATP tools to create your own layouts, the prebuilt layouts provided by ATP are not relevant in floating mode. All layout menu items and other options not available in floating mode are disabled and/or grayed out.

Important Note: you must save layout changes before closing. Changes will not be saved automatically and you will not be promted to save changes.

Print Preview, Print, and Export

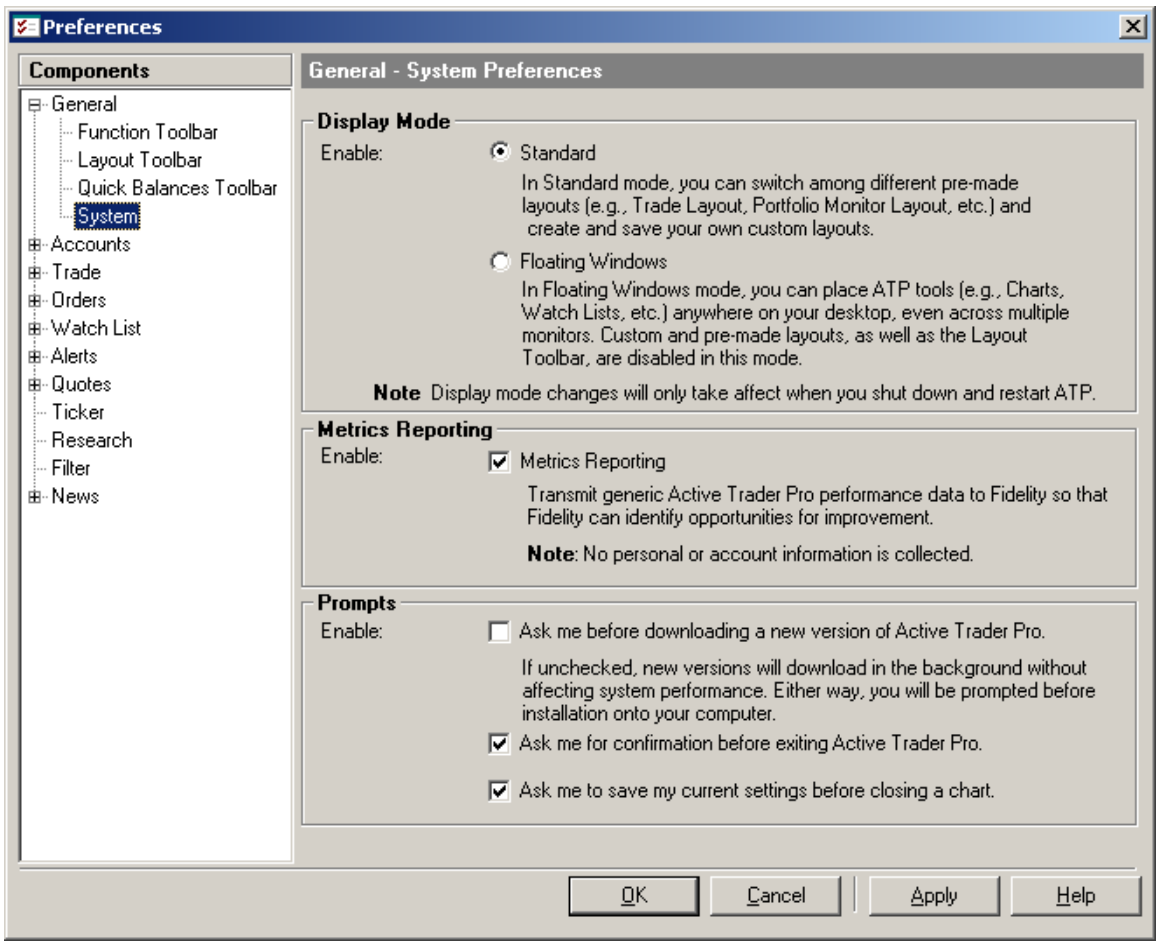
In floating Mode these features are moved from the File menu to the individual tool windows.

ATP Tool Size, Position, and Navigation in Floating Mode

1) ATP Navigator window position and size will be saved when you shutdown.
2) Minimizing the ATP Navigator minimizes all the open tool windows such as Quotes, Charts and Account Summary etc.
3) Each tool window can be minimized and restored on its own.
4) When tool windows are minimized they are grouped together in the taskbar. You can locate the window to view from the taskbar as in the figure below:
5) Keyboard navigation – ALT + TAB shows all the open tool windows. You can navigate to the required tool window. The text shown on the ALT + TAB screen should be the same as the tool window title.
6) Tool windows will persist at the size you last set for them, unless your saved layout specifies another size.

Prompts

In General - System Preferences, you can choose whether or not you want to be prompted before new versions of ATP are downloaded to your computer. The default option is not to be prompted before download, which allows new versions to download in the background without affecting system performance. When ATP is shut down, it checks if a newer version was downloaded. If yes, you will be prompted to begin the installation process and ATP will shut down. The next time you log in to ATP, the new version will be running.



If you choose to be prompted before downloading a new version of ATP, you will receive a Pop-up alert notifying you that an ATP update is available. Clicking the Pop-up will present the Download Info screen, which lets you download now, or select a time to be reminded. Once a new version is downloaded, you will be prompted to install the new version of Active Trader Pro. Note: If you ignore or miss the pop-up alert, ATP will continue as normal and the update notification will be presented the next time you start ATP.

GENERAL NAVIGATION TIPS

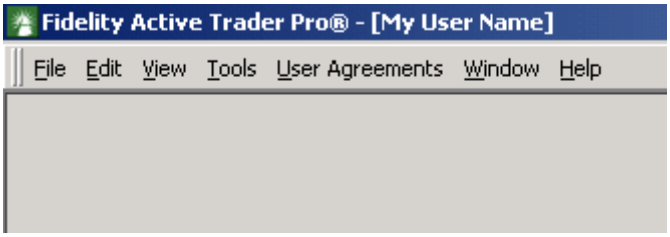
Before we begin to examine specific aspects of the Active Trader Pro program, it may be of value to discuss a few general navigational tips that can be utilized throughout the entire experience.

Windows

Active Trader Pro is a Windows based program. Every time you ask to view a new aspect of Active Trader Pro, such as Watch List or Quotes, a new box opens. These are referred to as windows.

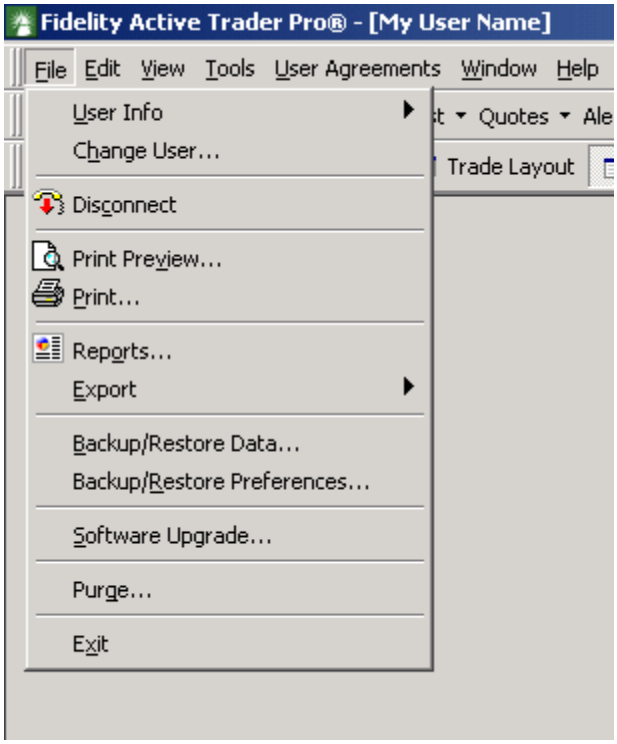
Menu & Toolbars

These terms refer to the primary navigational bars displayed across the top of each of the Active Trader Pro application windows. For example, the primary Active Trader Pro window looks like this:



Mouse Over

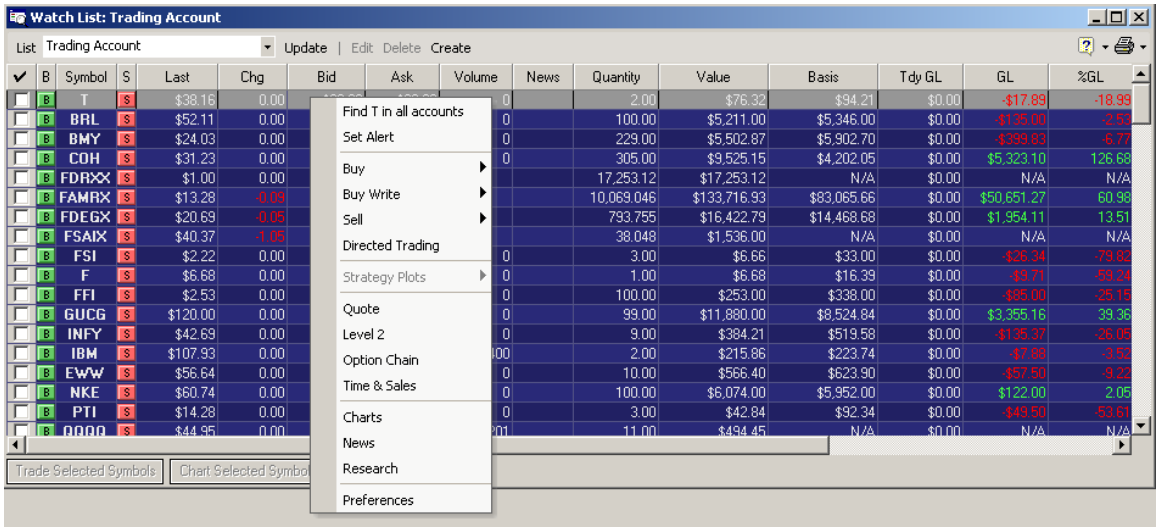
This term refers to moving your mouse so that the cursor on your screen is positioned over specific visible program text or program symbols revealing additional text or links. This functionality is available throughout Active Trader Pro. For example, if you open Active Trader Pro and begin to move your cursor across the various terms displayed in the Main Menu, additional drop-down menus will be displayed:



Right-Click

If you have your mouse traditionally programmed, the left button is the one you primarily utilize to position the cursor and click the action you would like. However, you will discover that there are many terms and functions throughout Active Trader Pro that have increased functionality if you move your cursor onto them and then click with the right mouse button. For example, let's take a look at a typical watch list setup:

If you position your cursor over any one of the individual line entries, such as BP, and click with the right mouse button, a new drop-down menu will appear:

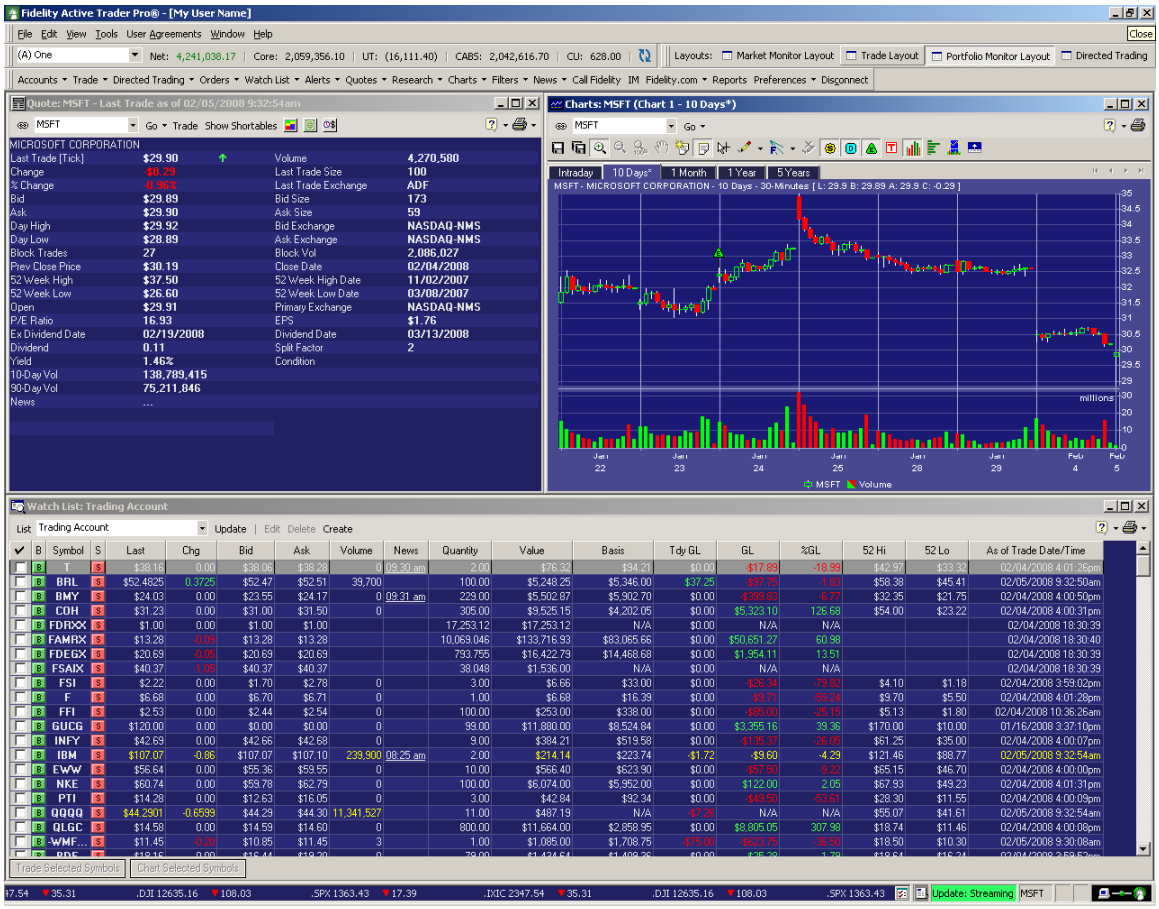


Selecting any of the items in the drop-down menu opens a new window or takes you to a new screen. Right-click functionality is a quick way to access other programs, tools, and information throughout ATP.

We have attempted to identify critical applications that utilize these capabilities. However, due to their extensive application, this guide is not able to identify all instances. We encourage you to experiment with the program and try both mouse over and right-click in various instances to see if additional functionality might be available.

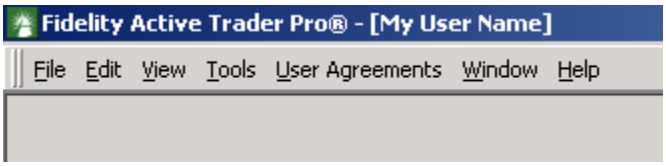
Chapter 3 – Main Menu

Once you have entered the required information in the Login Box and have pressed **Enter**, the Fidelity Active Trader Pro program will start. The first view to appear is the default screen layout, Main Menu Toolbar, Function Toolbar, and Layout Toolbar.



There are different ways to navigate through Active Trader Pro: the Main Menu, the Function Toolbar, and Screen Layouts. This chapter will focus on each of the various elements of the Main Menu. Becoming familiar with this aspect of the program will provide you with a clearer understanding of how the program functions and will make the construction of your own customized ATP platform substantially easier. *Chapter 8* will discuss the Function Toolbar and screen layouts.

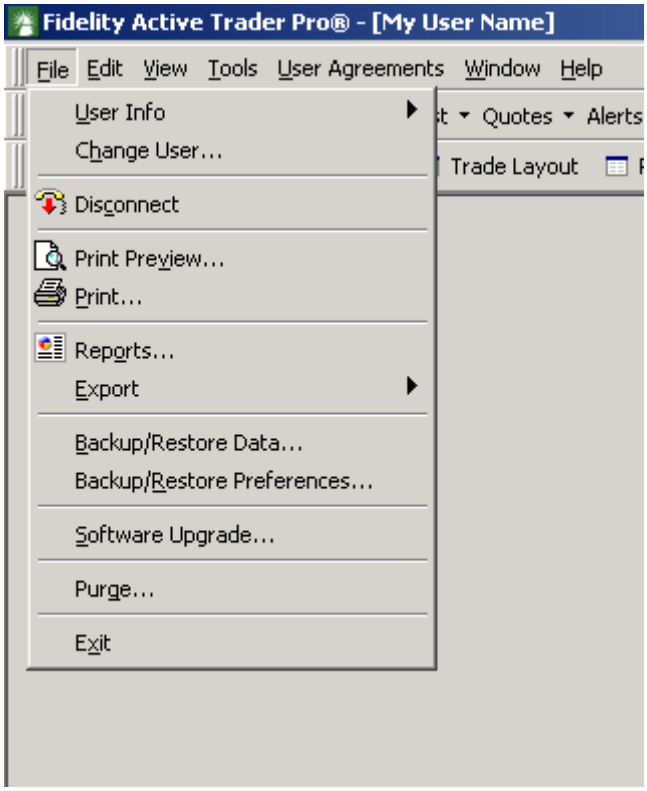
The Main Menu bar consists of several different menu items. Understanding and mastering the functions controlled by each of these menu items will greatly enhance your experience when using Active Trader Pro daily.



Clicking any one of these menu items opens a drop-down list of commands or program choices.

FILE MENU

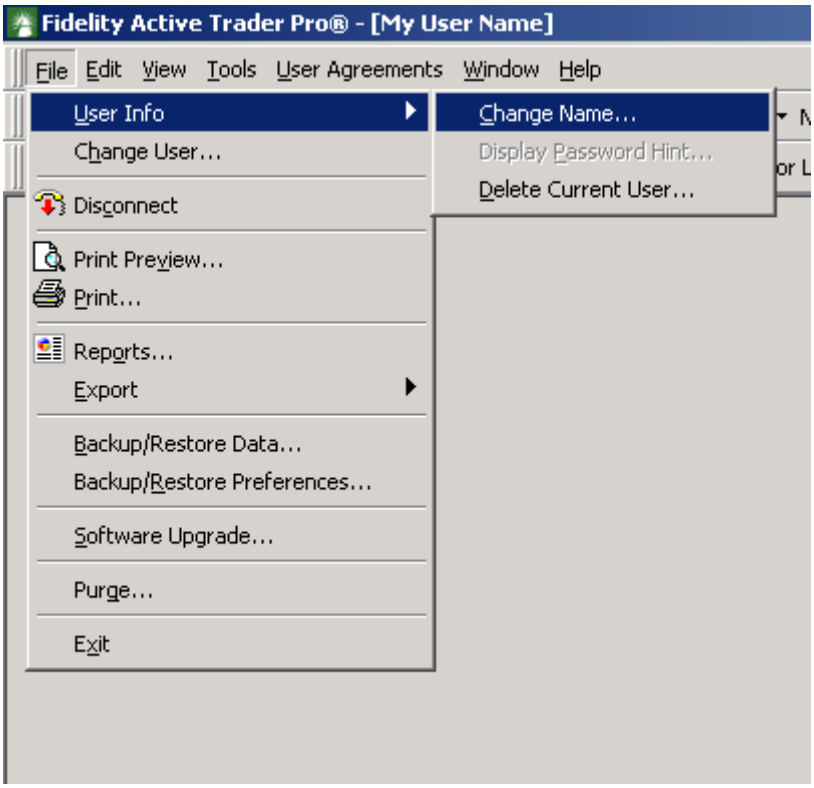
Clicking **File** opens a drop-down list of different clickable program commands.



To choose any of the commands in this drop-down menu (or any of the other drop-down menus connected to the various Main Menu items), simply move your cursor over that command. Once it is highlighted, click that command to be redirected to its function.

User Info

This enables you to change your current ATP Login Name, delete an ATP Login Name, or obtain the hint you created to remember your Enhanced Security Password (if one was created). This menu item has an arrow on the right-hand side. When you mouse over it, a new drop-down box appears with additional commands. Simply move your cursor over to this new box to make your selections.



Change User

If more than one User account has been created, you can click **Change User** and the sign-in box will appear, enabling you to sign into a different User account.

Disconnect

When the program is operating online, it is constantly receiving account and market information from Fidelity. If you want to work off-line, click **Disconnect** to shut down the connection to Fidelity. This will enable you to review account information, including balances, positions, history, etc. You can also fill in the stock and option multi-trade ticket.

To re-establish your connection, return to this drop-down menu. The **Disconnect** command will have been replaced with a **Connect** command. Connecting will enable you to submit orders, review updated market data, and view updated account information.

Print Preview

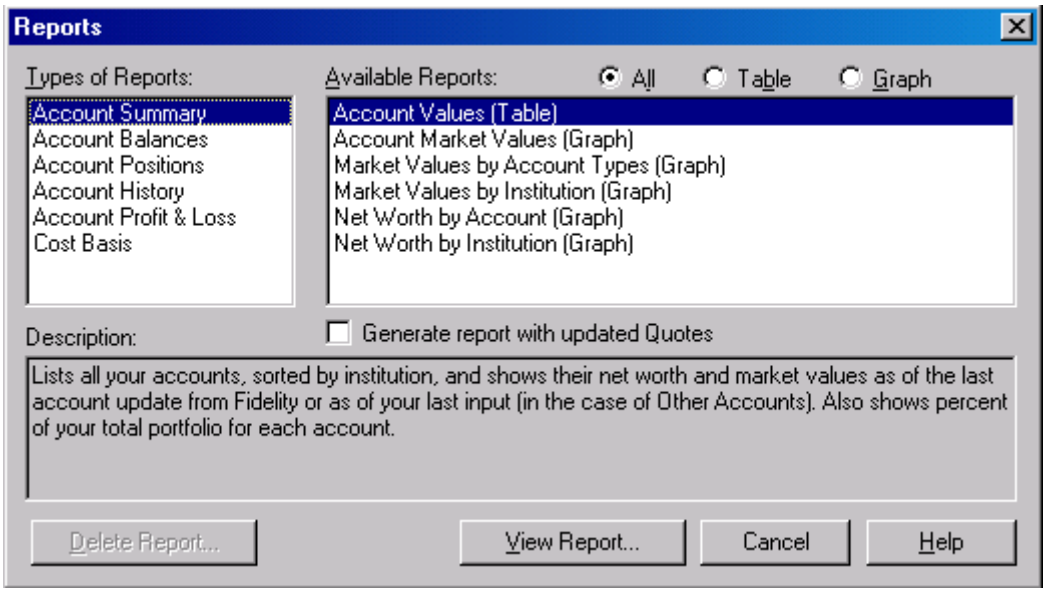
If you want to print a particular screen, click **Print Preview** to preview what you will be printing. The screen component you would like to print must be selected on your screen layout.

Print

If your computer is connected to a printer, you can click **Print** to send information selected on your screen layout to this printer.

Reports

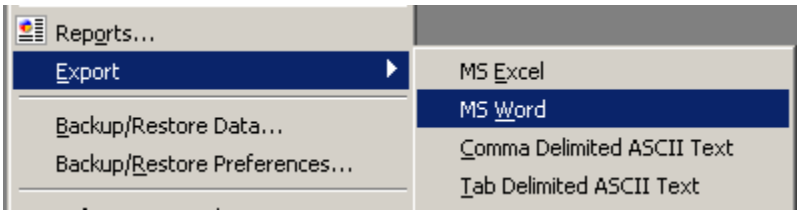
A whole collection of investment reports is available through Active Trader Pro. Clicking **Reports** opens the following window:



The Report window contains three distinct sections. **Types of Reports** lists the major report categories. **Available Reports** contains the menu of available reports for each of these major report categories. Selecting a particular report in the right-hand box will provide you with a brief description of the information provided in that particular report, in the **Description** section at the bottom. These individual reports can be viewed on the screen, printed, or the data can be exported to other computer programs (for example, Word, Excel, etc.). Click the box beside **Generate report with updated Quotes** if you would like the most recent market information displayed in your reports.

Export

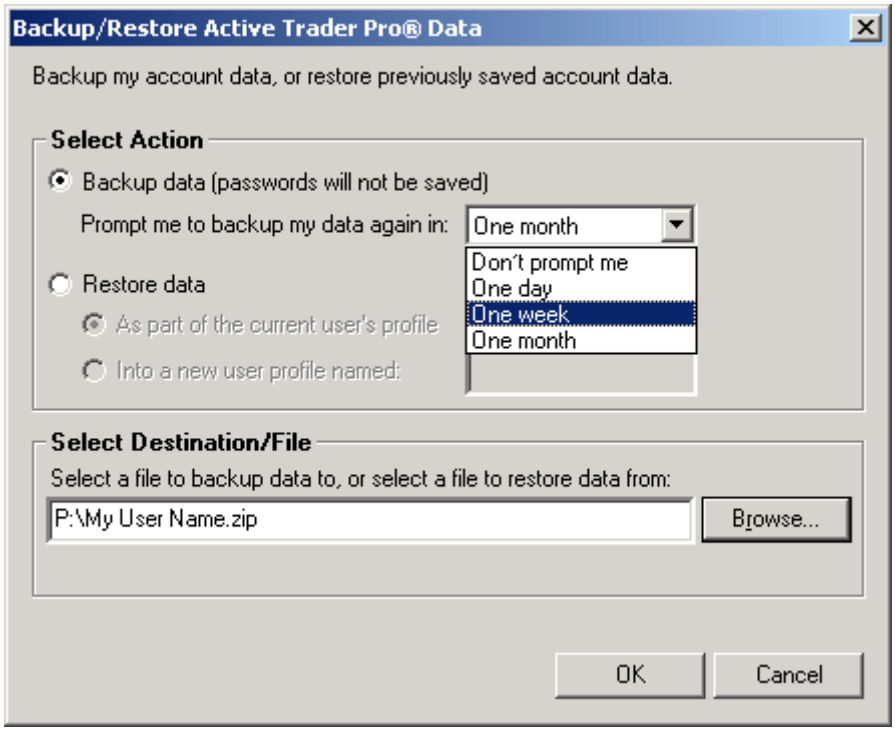
The export tool enables you to export Watch Lists, Positions, History, etc. to a file for use with another program, such as Word or Excel, for viewing, modification, or to be saved. Select the component on your layout that you would like to Export, then click **Export**. The following choices will appear:



Choose the format (e.g., Excel) and the Destination where you want the information saved. Click **OK**. A new window will appear that will ask you to name the file and its directory location on your computer.

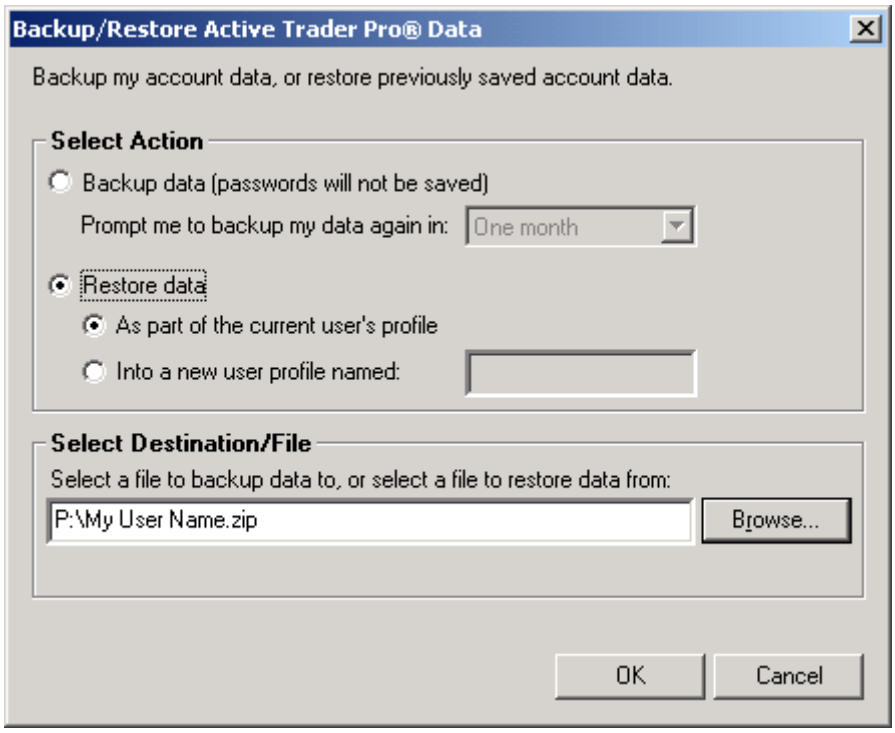
Backup/Restore Data

This function enables you to backup and restore account data. Simply click the function you would like to run (**Backup** or **Restore**). If you select **Backup Data**, you will need to determine whether you would like to be prompted to back up your data again, and if so, when you'd like to be prompted (one day, one week, or one month). In addition, you will need to determine the destination/file where you would like your data stored.



Once you have identified the file and its directory address has appeared in the window, click **OK** to start the backup/restore process. This procedure is extremely useful if you have imported

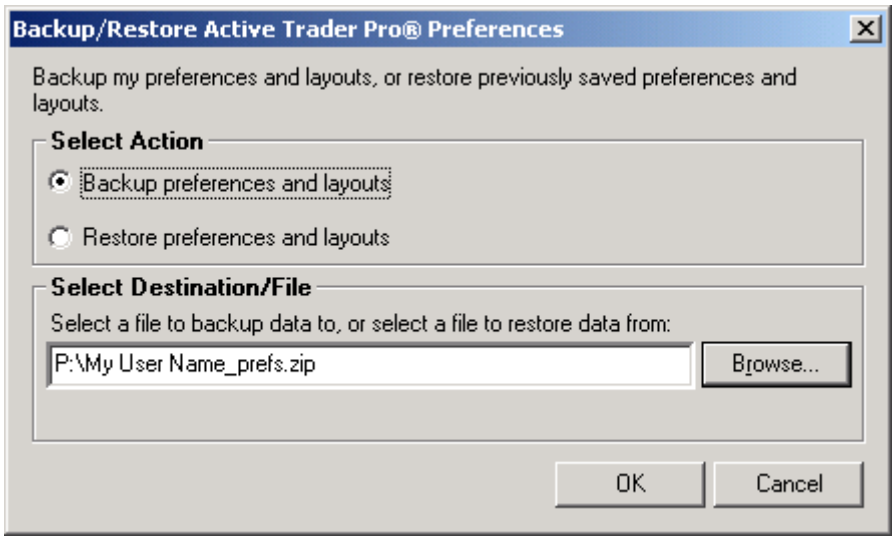
large amounts of data from outside sources into Active Trader Pro and you want to ensure that you have a current backup copy of this data.



If you select **Restore data**, you must determine whether you would like your data restored as a part of your profile, or into a new profile. Also, you must identify the file and its directory address to restore from and click **OK** to start the restore process.

Backup / Restore Preferences

This function enables you to backup and restore layout and program preferences. This feature is important if you wish to use ATP on several different computers, because it will easily enable you to apply preference settings on each PC. Simply click the function you would like to run (**Backup** or **Restore**), select your destination file, and click **OK**.



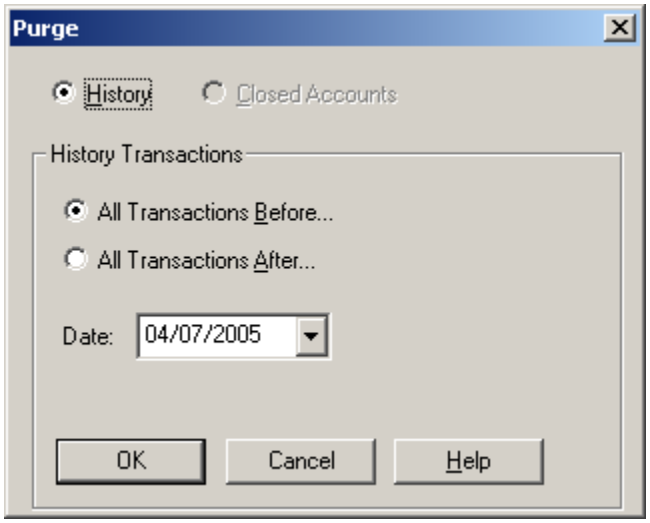
Software Upgrade

At any time, you can click this function to determine whether you are running the most current version of Active Trader Pro. If the most current version is being used, the menu will simply disappear.

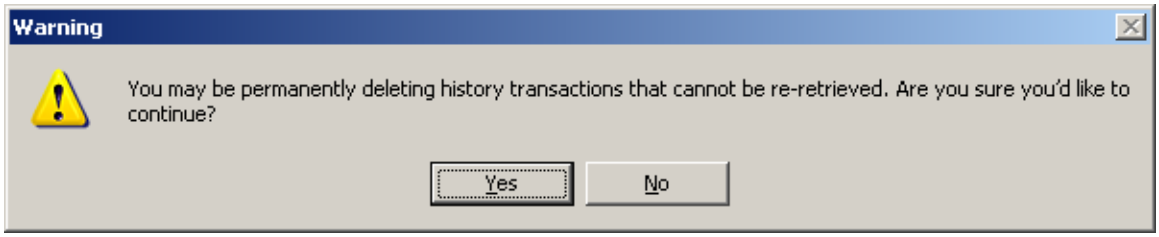
If a more current version is available, you will receive a prompt to download the newer program version.

Purge

Selecting this file option enables you to purge history transactions according to a date range you select. This helps you to either free up disk space or recover data for a specific period of time within the prior 90 days.



Once you have made your selection, click **OK**. A warning will then appear:



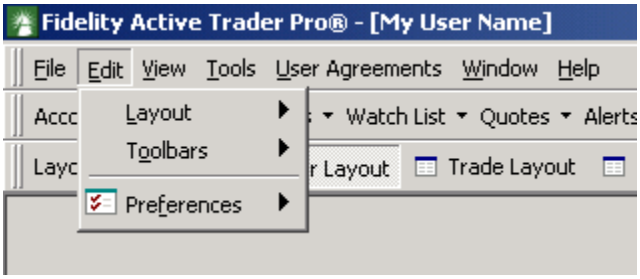
Clicking **Yes** will permanently delete the data. Clicking **No** will cancel the process.

Exit

Clicking **Exit** will immediately log you out of the system and shut down the Active Trader Pro program.

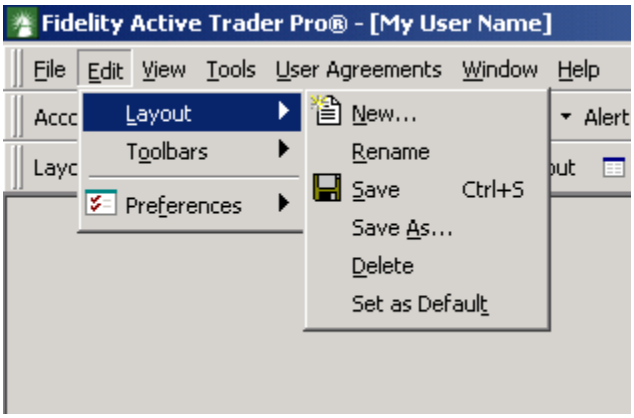
EDIT MENU

Clicking **Edit** opens a drop-down menu with three clickable commands:



Layout

You can choose which tool components to have open for regular viewing and specify how these tool components should be arranged on the screen. (Particular directions on how to open and arrange tools and create specific screen layouts are discussed in the View and Tools sections of this chapter.)

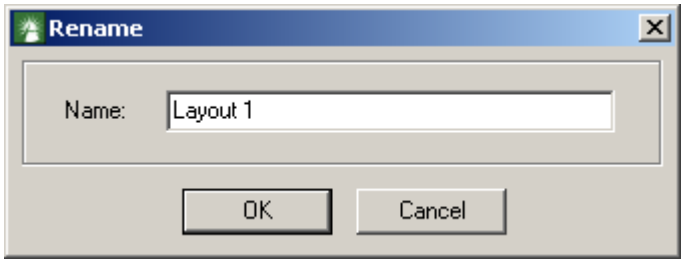


New

The **New** command clears the main window of all open tools. Clicking **New** provides you with the blank original window and the Main Menu bar. From this point, you can begin to construct a new personalized layout.

Rename

The **Rename** command enables you to choose an existing screen layout and store it under a new name. If you click **Rename**, a new window appears:



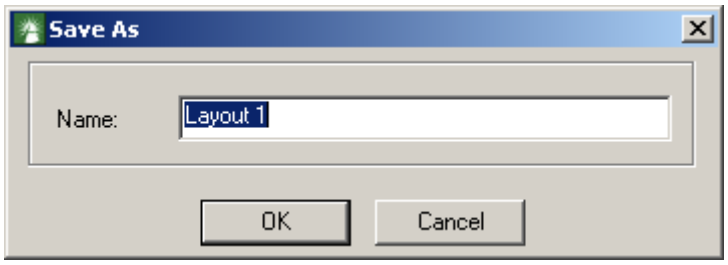
Typing the new name you have selected in the **Name** field and clicking **OK** will permanently change the name of an existing layout.

Save

The **Save** command permits you to make changes to an existing layout and then save these changes under the existing layout name. You can then open it in the future without having to input the changes again.

Save As

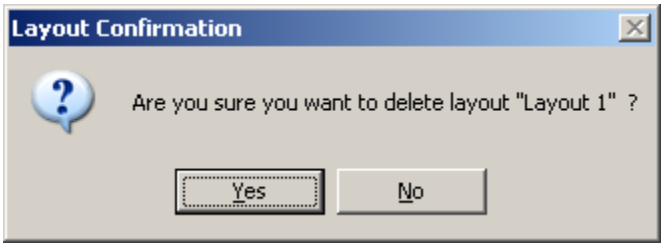
The **Save As** command is utilized when you have created a new layout and you would like to retain this layout for future use. If you click **Save As**, a new window will appear:



Simply type in the name you would like to use to identify the new layout, then click **OK**. This will save the newly created layout under the new name you have chosen.

Delete

The **Delete** command enables you to eliminate obsolete or unused layouts. The layout you would like to delete must be the layout currently displayed in the main window. When you click **Delete**, a confirmation window will appear:



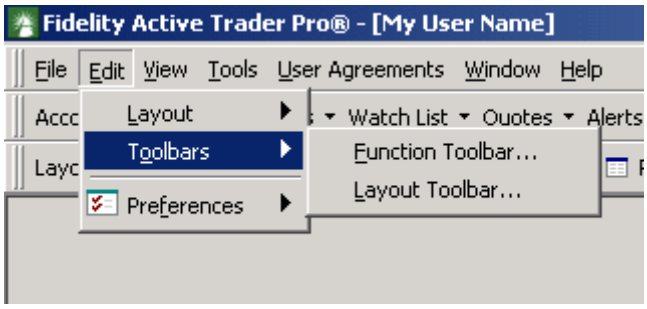
Clicking **Yes** will permanently delete the selected layout. Clicking **No** will terminate the request.

Set as Default

The **Set as Default** command permits you to choose any one of the pre-configured or custom layouts as a default layout. The default layout is the layout which will appear within the main screen when you start Active Trader Pro. The layout you want to set as default must be the layout currently displayed in the main window. No additional action is required beyond clicking **Set as Default**.

Toolbars

In addition to the Main Menu bar (which is always visible), Active Trader Pro includes other toolbars, which can be viewed or hidden depending upon your individual preferences. (Choosing to view these toolbars will be discussed in the View section of this Guide.) The **Toolbar** command on the Edit menu gives you the flexibility to select what commands you would like to view on each of these toolbars.



To customize the Function Toolbar, choose **Edit > Toolbars > Function Toolbar** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Function Toolbar** under **General** in the list). The Function Toolbar Preferences screen opens. For details on your preference options, please see **Chapter 7 – Customizing Active Trader Pro.**

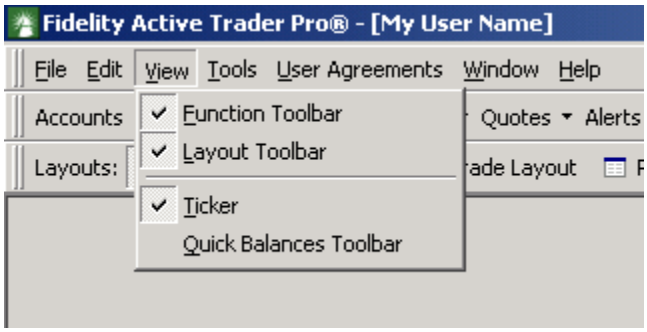
To customize the Layout Toolbar, choose **Edit > Toolbars > Layout Toolbar** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Layout Toolbar** under **General** in the list). The Layout Toolbar Preferences screen opens. For details on your preference options, please see **Chapter 7 – Customizing Active Trader Pro**.

Preferences

One of the strengths of the Active Trader Pro application is that it enables you to customize the program. We have already touched on the fact that user-created layouts can be developed and saved. The **Preferences** command opens the door to additional preference settings, both in terms of overall program formatting and at the level of each individual tool. While we will cover preferences in this section, preferences will also be covered in more detail in *Chapter 7 – Customizing Active Trader Pro*.

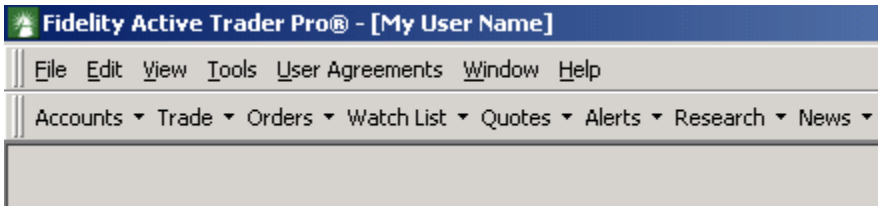
VIEW MENU

The View Menu enables you to select which toolbars will be displayed. There are four available toolbar choices: **Function**, **Layout**, **Ticker**, and **Quick Balances**:



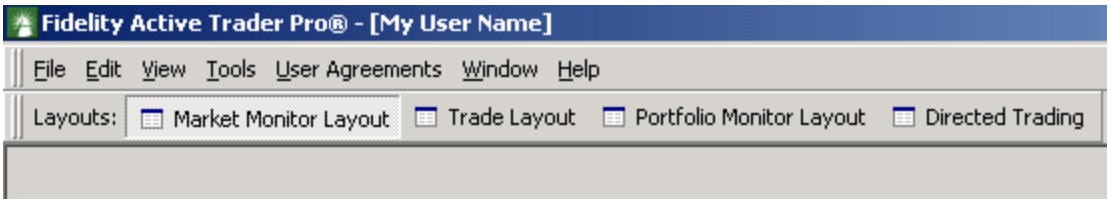
Function Toolbar

To display the Function Toolbar, choose **View > Function Toolbar** from the Main Menu. A check mark appears beside the name of any enabled toolbar. If the Function Toolbar is displayed, the main window will appear as follows:



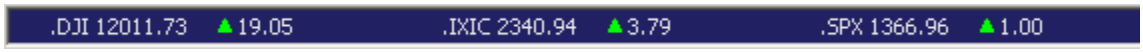
Layout Toolbar

To display the Layout Toolbar, choose **View > Layout Toolbar** from the Main Menu. A check mark appears beside the name of any enabled toolbar. If the Layout Toolbar is displayed, the main window will appear as follows:



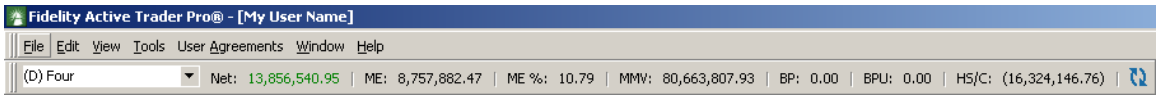
Ticker

To display the Streaming Ticker, choose **View > Ticker** from the Main Menu. A check mark appears beside the name of any enabled toolbar. If the Ticker is enabled, the streaming ticker will appear across the bottom left of the main window:



Quick Balances Toolbar

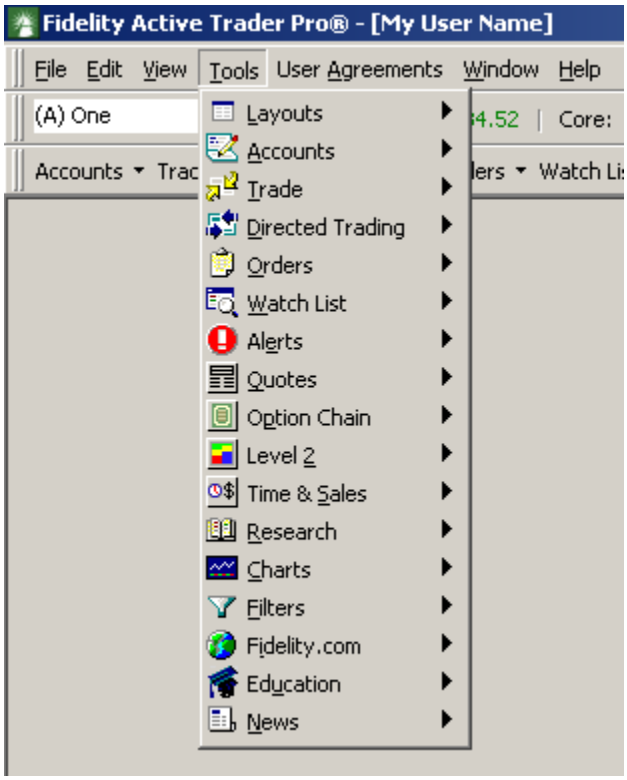
To display the Quick Balances Toolbar, choose **View > Quick Balances Toolbar** from the Main Menu. A check mark appears beside the name of any enabled toolbar. If the Quick Balances Toolbar is displayed, the main window will appear as follows:



You can display one, two, three, or all four toolbars at the same time. Each individual toolbar will only display those buttons you have chosen to exhibit. (To review choosing buttons, please refer to the previous section about the Edit Menu).

TOOLS MENU

The Tools Menu contains direct links to every individual Active Trader Pro program tool. You can use this menu to access tools. Whether or not the Function Toolbar is displayed you can use this menu to launch each of the tools:



Because of the significant role the tools play in maximizing the customer experience, a detailed explanation of each tool, how it works, and how it can be customized, is provided in *Chapter 4 – Account Management Tools* and *Chapter 5 – Investment Research & Education Tools*.

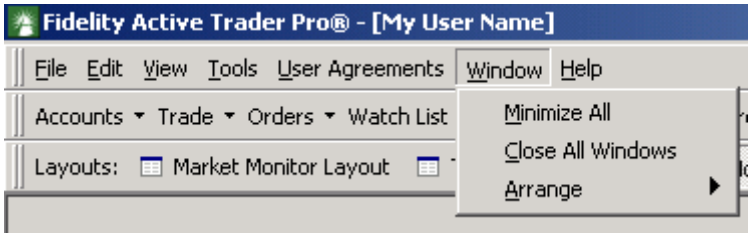
USER AGREEMENT MENU

The **User Agreement** Menu provides you with links to each of the various agreements between Fidelity and yourself, which are involved with the use of the Active Trader Pro program.

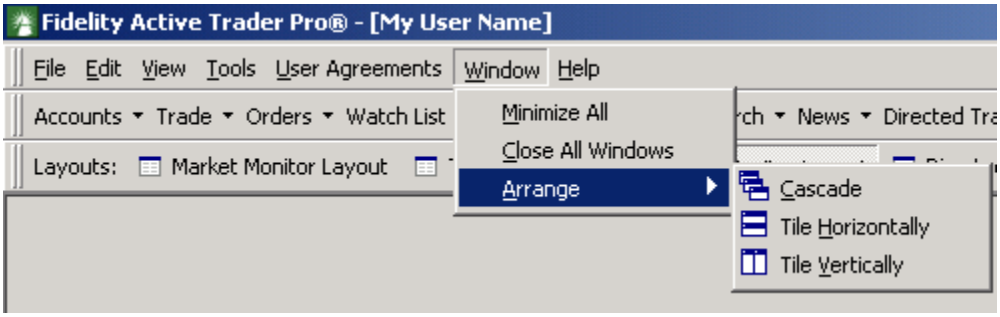
To view any of these agreements, simply click the name of the document you would like to review.

WINDOW MENU

The **Window** Menu provides the user with a few quick and easy ways of managing the open program windows.

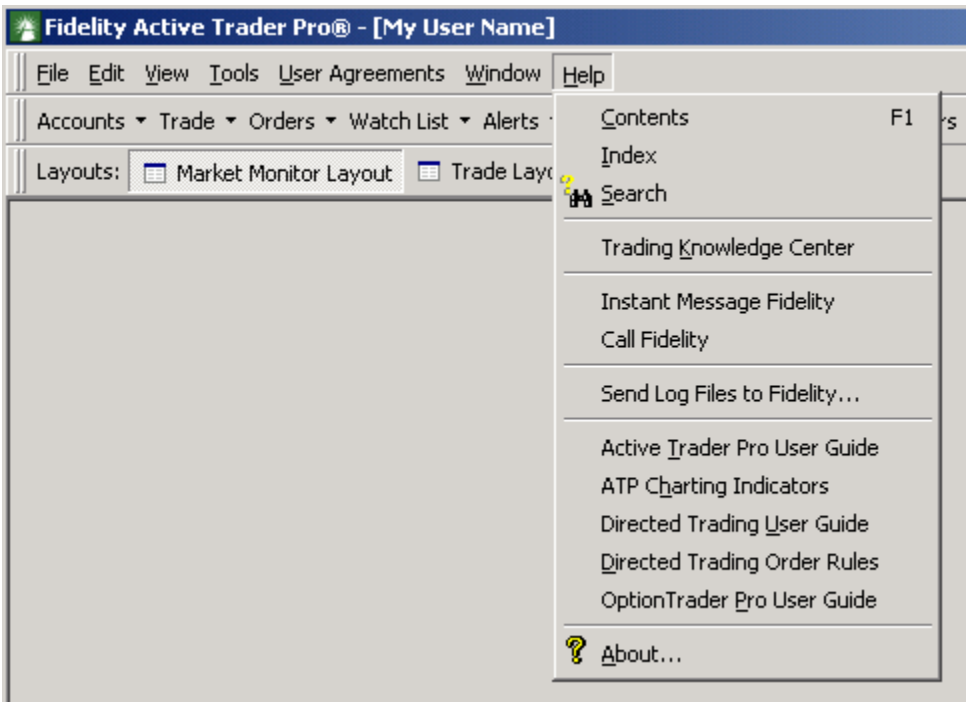


By clicking any of the three menu commands, the user can execute traditional Windows-based functions either by minimizing all of the open windows, closing all of the open windows, or arranging all of the open windows into predetermined spatial arrangements.



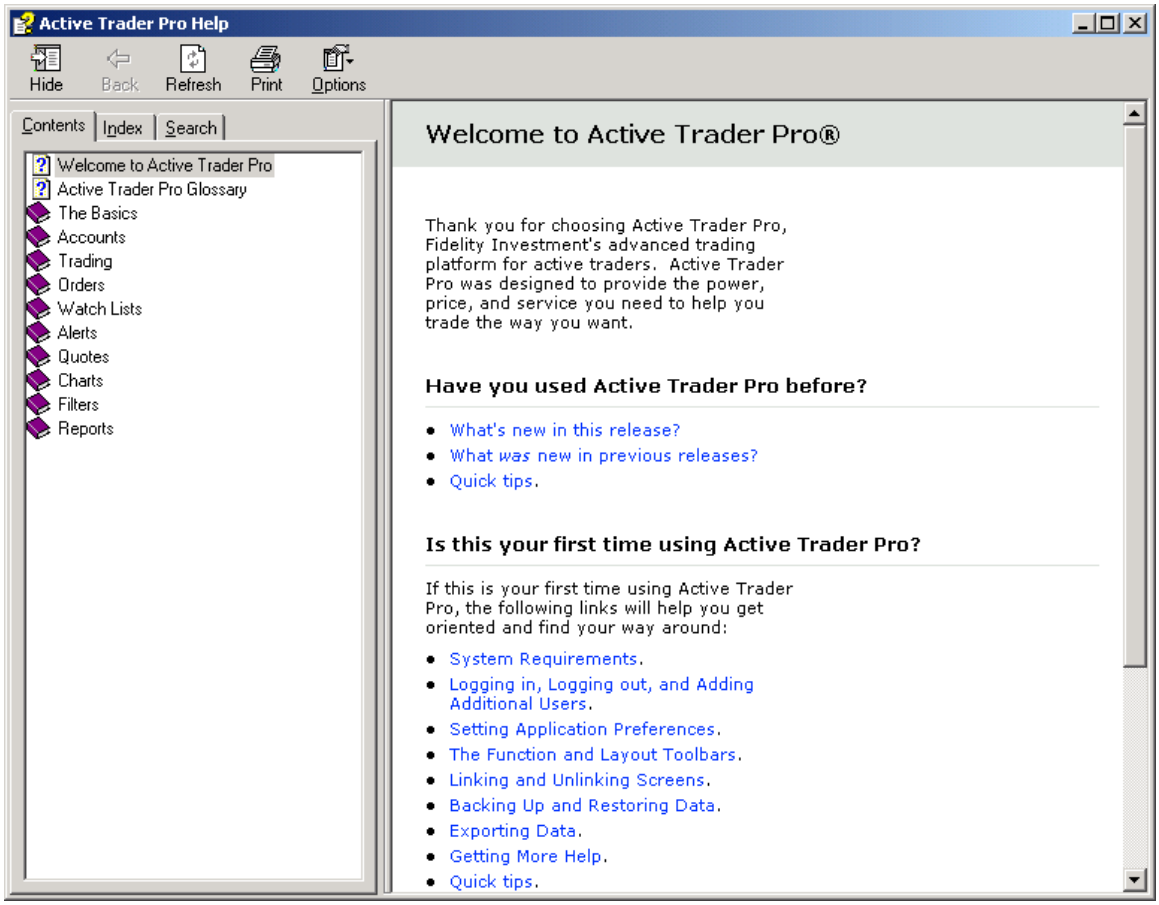
HELP MENU

The Help Menu connects you to a wealth of detailed help and assistance. By clicking **Help**, you are offered three different methods of accessing the Help library (**Contents**, **Index**, or **Search**), a quick link to the online **Trading Knowledge Center**, User Guides, and more:

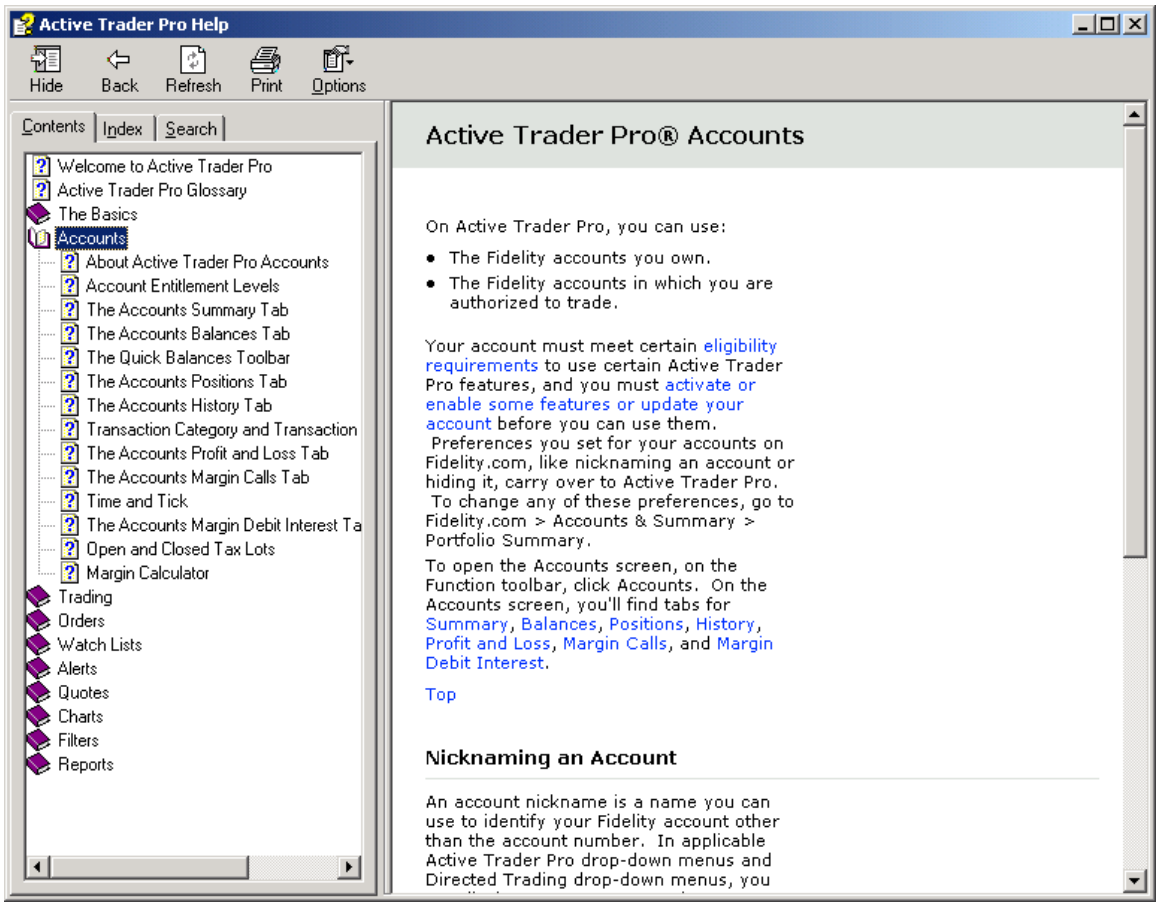


Contents

Clicking **Contents** will open the ATP Help window to the Contents tab, which displays a Help Table of Contents on the left and a content display box on the right.

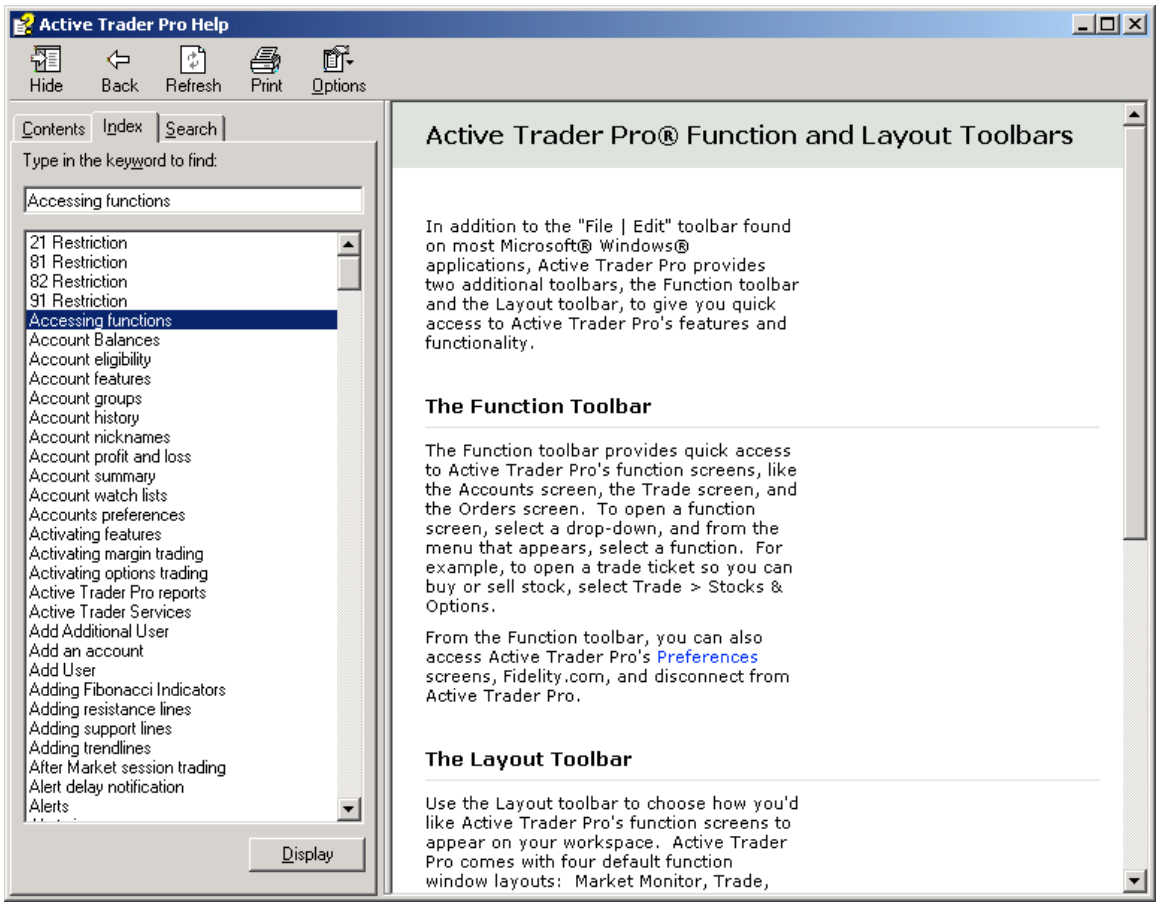


Clicking any of the Table of Contents entries on the left displays the associated detailed information in the scrollable box on the right.



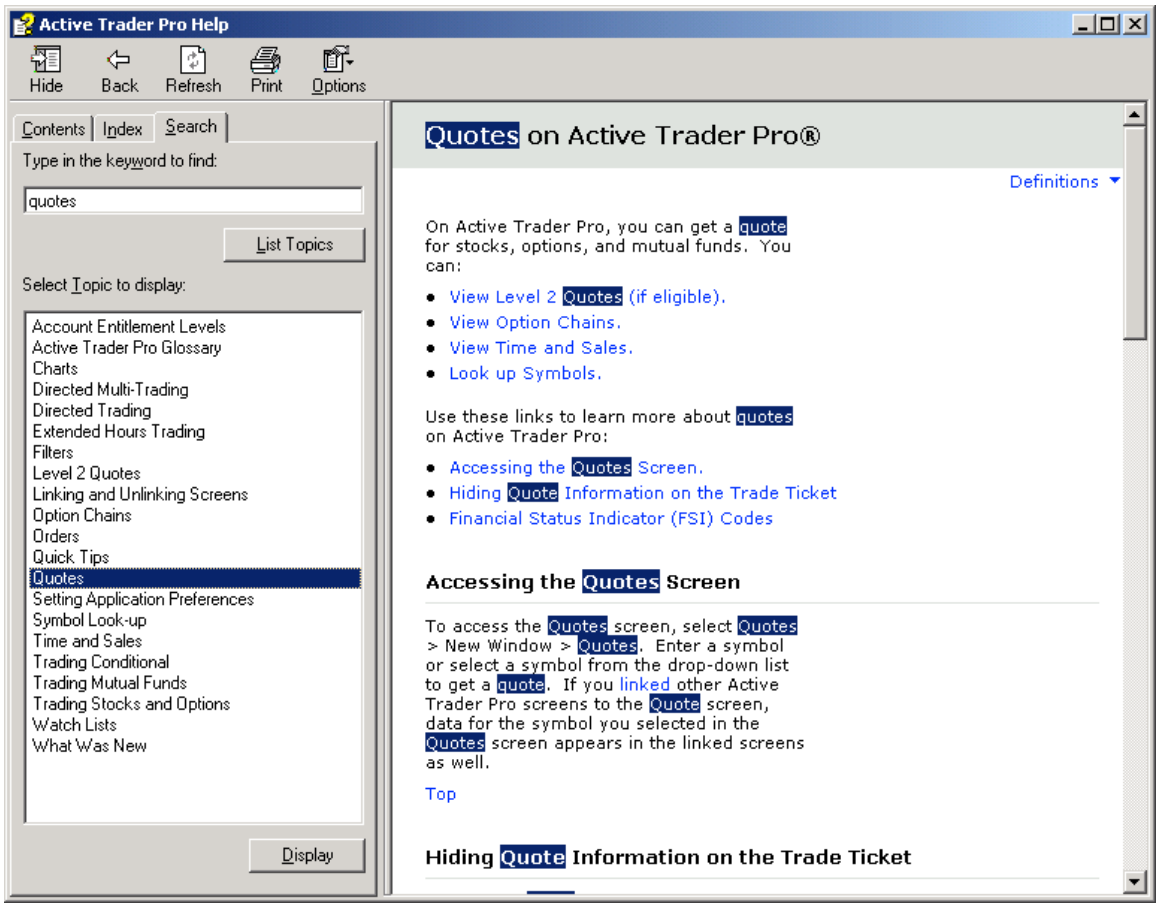
Index

Clicking **Index** will open the ATP Help window to the Index tab, an alphabetized listing of keywords. Enter a keyword to search, or use the scroll bar to move up and down the list. To display a topic from the index list, double-click the entry in the index list on the left and the details will populate in the main window on the right.



Search

Clicking **Search** will open the ATP Help window to the Search tab, where you can enter a keyword or phrase and then search the entire Help Library to see if there is any associated information. Pressing the **Enter** key or clicking **List Topics** after typing in the word or phrase displays a list of possible topics in the lower left-hand corner of the box. These displayed topics are the program's closest matches to your inquiry. By double clicking one of these topics, a detailed explanation is provided in the main window on the right-hand side.

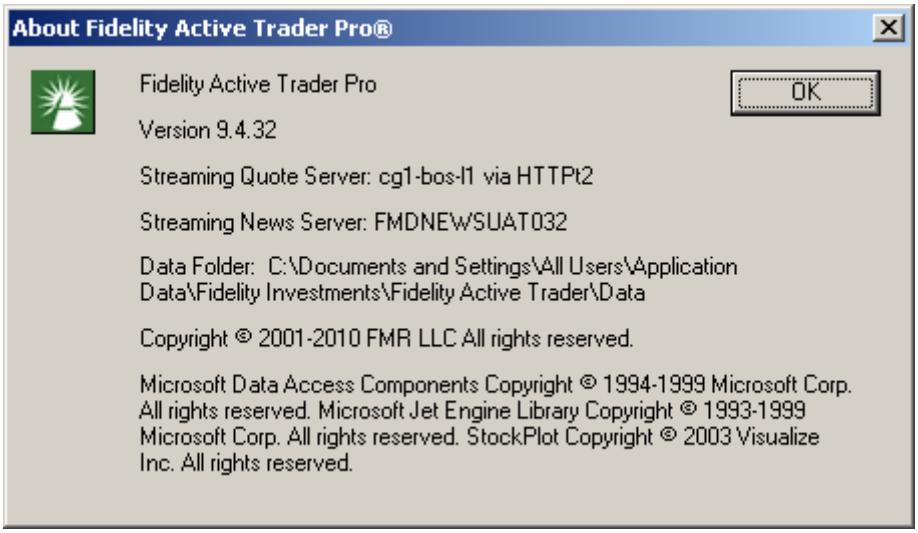


Trading Knowledge Center

Clicking this link will take you to the Trading Knowledge Center on Fidelity.com, where you may access a host of educational material and videos covering a wide variety of topics including Active Trader Pro. The material in the Trading Knowledge Center is updated frequently, so be sure to check back periodically to see what's new.

About

Clicking the final entry of the Help Menu will open a new window that contains specific information about the Active Trader Pro program:



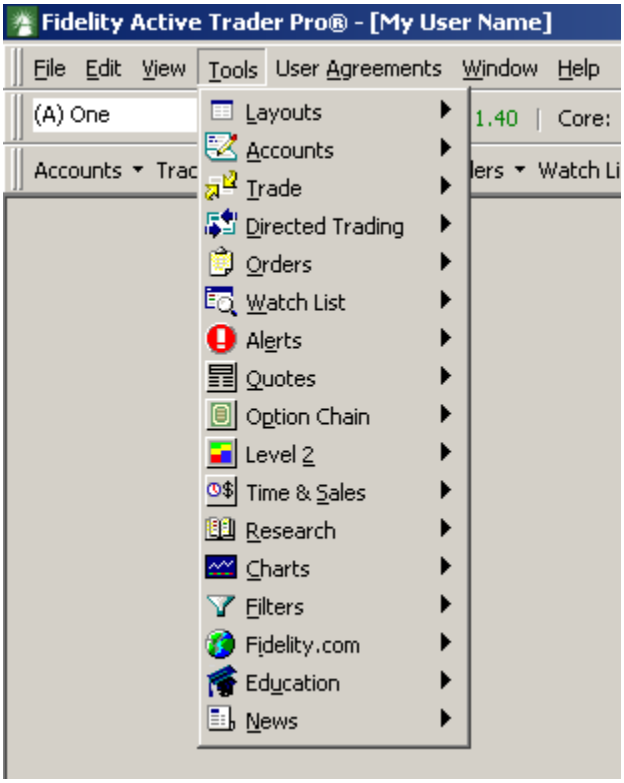
It is important to know how to access this window in case you need to contact a technical or product representative concerning the Active Trader Pro program and its performance. The representative may ask you what version you are using or what server you are connected to, and this window is where that information is located. Note: If you are not using streaming updates, you will not see a Streaming Server reference.

Chapter 4 – Account Management Tools

One of the strengths of the Active Trader Pro program is the diversity, thoroughness, and customization of the individual tools available to today's Active Trader. The next three chapters will provide detailed information about the tools available.

Note: Each of these three chapters will provide instruction on how these tools can be accessed and utilized from a computer program perspective. This guide will not provide instruction relative to the definitions of fundamental trading and investment terms. Answers to those types of questions should be sought in other resource materials, including Fidelity's web site (**www.Fidelity.com**), the Active Trader Pro Help system available within the program itself, and discussion with Fidelity representatives.

You can view individual tools by choosing **Tools** from the Main Menu. The Tools menu will appear:



For discussion purposes, the tools will be grouped into three categories:

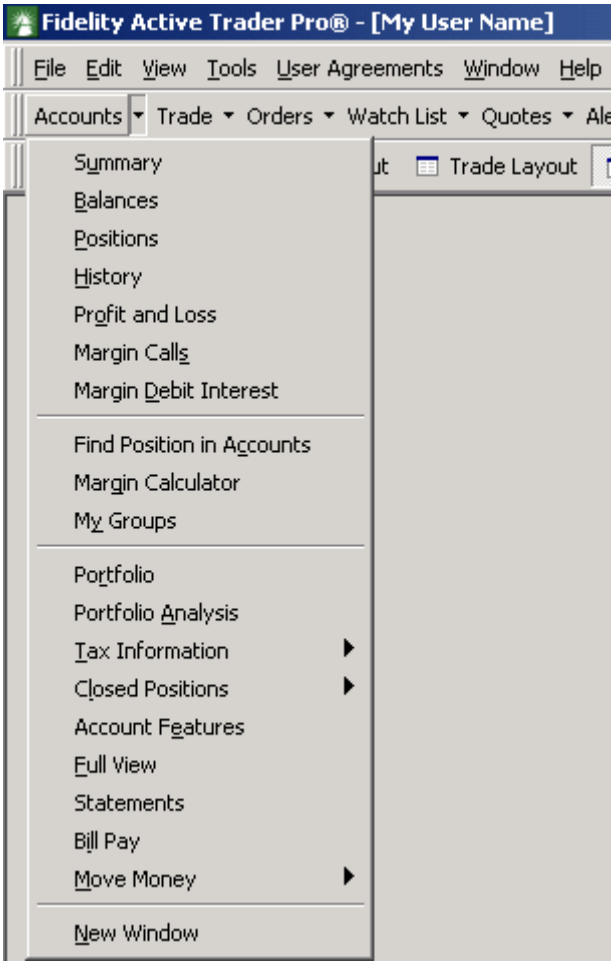
- **Account Management (Chapter 4)**
- **Investment Research & Education (Chapter 5)**
- **Trading and Order Status (Chapter 6)**

In Chapter 4, we will explore these three tools:

- **Accounts**
- **Fidelity.com**
- **Reports**

ACCOUNTS

Choosing **Tools > Accounts** from the Main Menu or clicking **Accounts** on the Function Toolbar displays the Accounts menu:



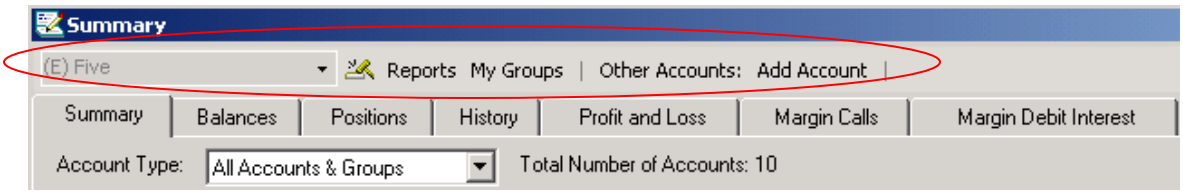
Summary Tab

Clicking **Summary** opens the Summary tab:

The Summary tab enables you to view critical investment detail at:

- Account level
- Portfolio level
- Group level

When the Summary tab is displayed, the top menu bar includes the following functions:



Accounts List

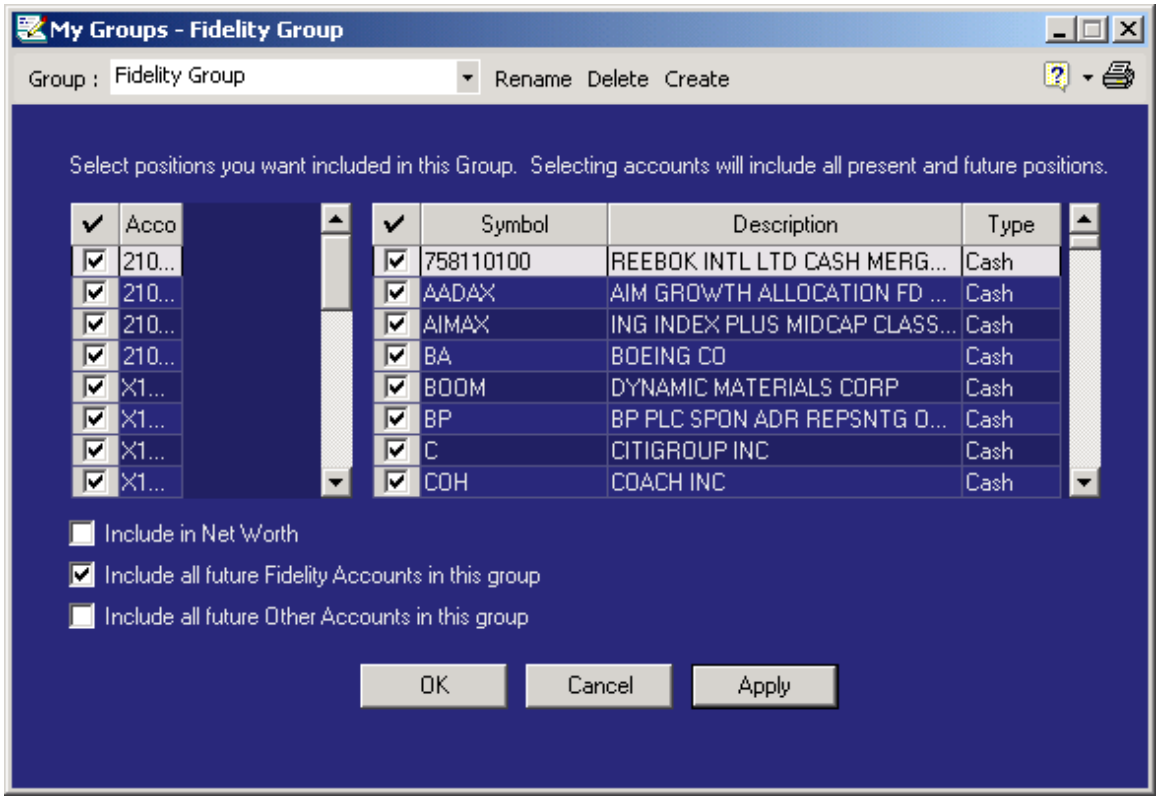
The drop-down menu at the left displays all of your various Fidelity Retail Brokerage Accounts, Groups, and Other Accounts. You can choose the account for which you would like to display information. This section is unavailable while viewing the Summary tab, because it is not applicable to the Summary tab (which displays information for all accounts), but it will be available when other tabs are displayed.

Reports

Reports will be discussed in detail later in this chapter.

My Groups

This feature enables you to create “Groups” of securities. When you click My Groups, the My Groups window opens:



My Groups enables you to track a particular security (for example, Intel), sector (for example, Tech stocks) or type of investment (for example, options) within an account or across accounts. The History tab in My groups also will display all transactions across selected accounts, including open positions and those that do not have symbols associated with them. The top line includes a drop-down menu to choose which **Group** to view, a **Rename** function, which enables you to change the name of the Group being viewed, a **Delete** function which enables you to delete the currently viewed Group, and a **Create** function that gives you the opportunity to create a new Group.

The two main boxes enable you to customize the Group you have selected. The box on the left lists all available accounts. Selecting one of the accounts will display all of that account’s holdings in the box on the right. You can then click the individual securities you would like to have included in the Group. To include all securities held in an account, select the check box for that account. When you have finished with one account, if you wish to include securities from another account, simply select the next account and follow the same process.

Finally, there are three check boxes at the bottom of the window:

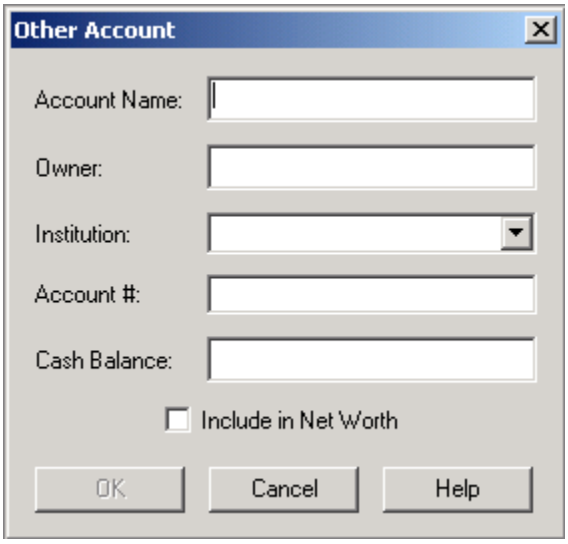
- Select the **Include in Net Worth** check box if you want the Value of the Group included in your Total Net Worth, which is displayed on the Summary tab. Note: If the account is already included in your Net Worth it will create a redundant value and therefore reflect an inflated value. Asterisks next to the amount in the

Summary window signify that the amount is not being included in the total net worth.

- Select the **Include all future Fidelity Accounts in this group** check box to automatically add to this group any Fidelity accounts you create in the future.
- Select the **Include all future Other Accounts in this group** check box to automatically add to this group any non-Fidelity accounts you create in the future.

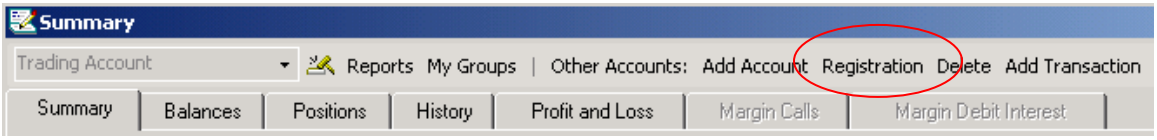
The final section of the Summary page enables you to add additional accounts (both Fidelity and non-Fidelity), and edit transaction history for these accounts. To add an account, click Add Account.

The following window will open:

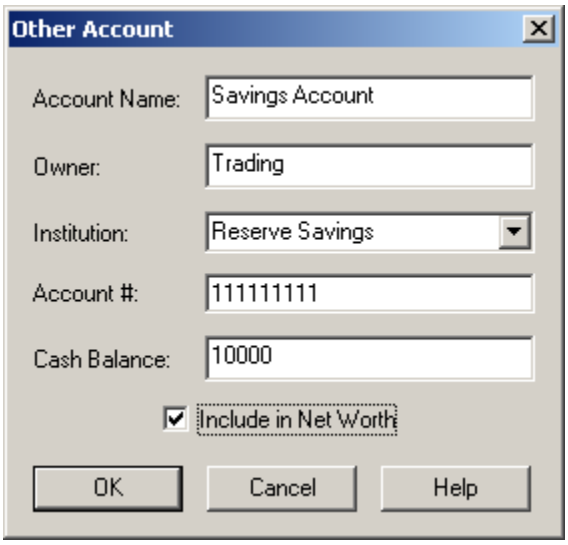


Within this window, you can **name** the account, identify the **owner**, the **institution** where it is located, the account number, and the account's **cash balance** (if any). Do not include position valuations, as these should be entered separately. There is also a check box (**Include in Net Worth**) that enables you to have the account value included in your total net worth calculations. Once you have completed this information, clicking **OK** will add this account to your account listings. It is important to remember that any information you include from non-Fidelity accounts will not be automatically updated and will require manual updates.

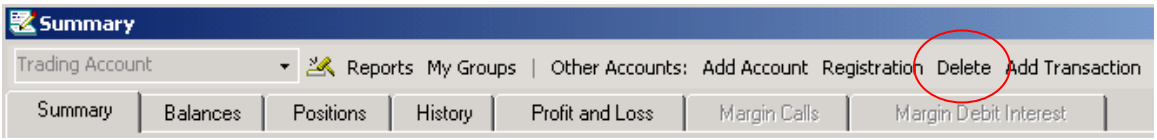
Once you have added an account, you are given the additional options of clicking Registration, Delete, or Add Transaction. Clicking **Registration**



opens the following window, which displays information for accounts you have already added:

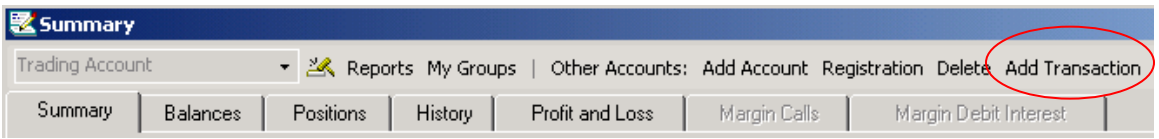


Clicking **Delete**

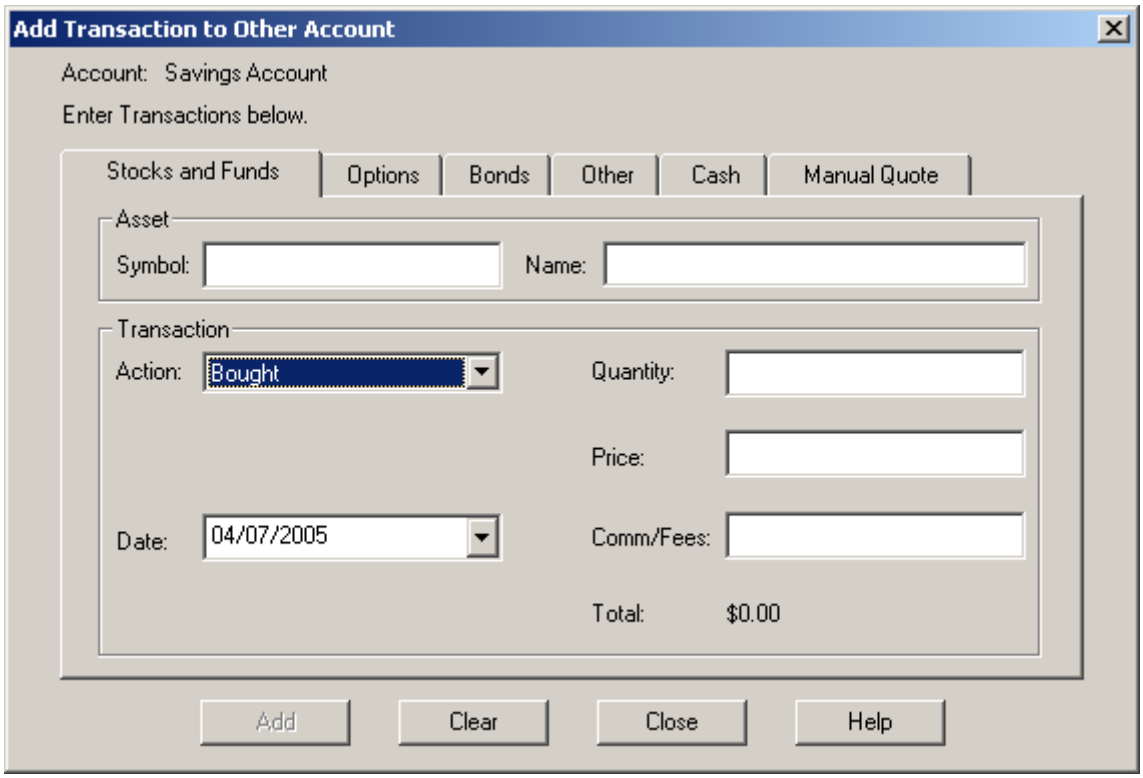


will eliminate all information on the selected account and remove it from your account listings.

Finally, clicking **Add Transaction**

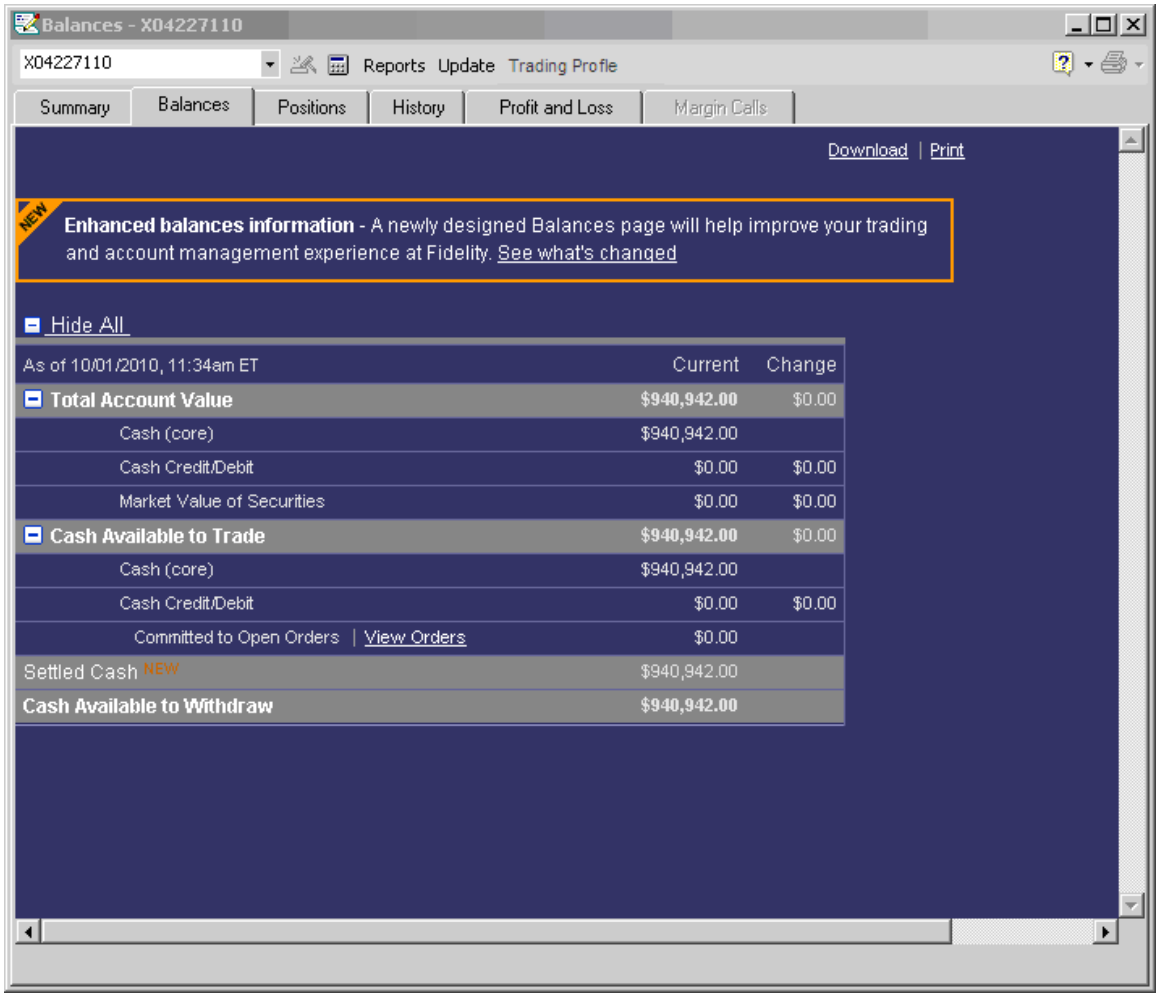


opens the following window where you can provide individual securities detail for each of the non-Fidelity accounts which you may have added:



Balances Tab

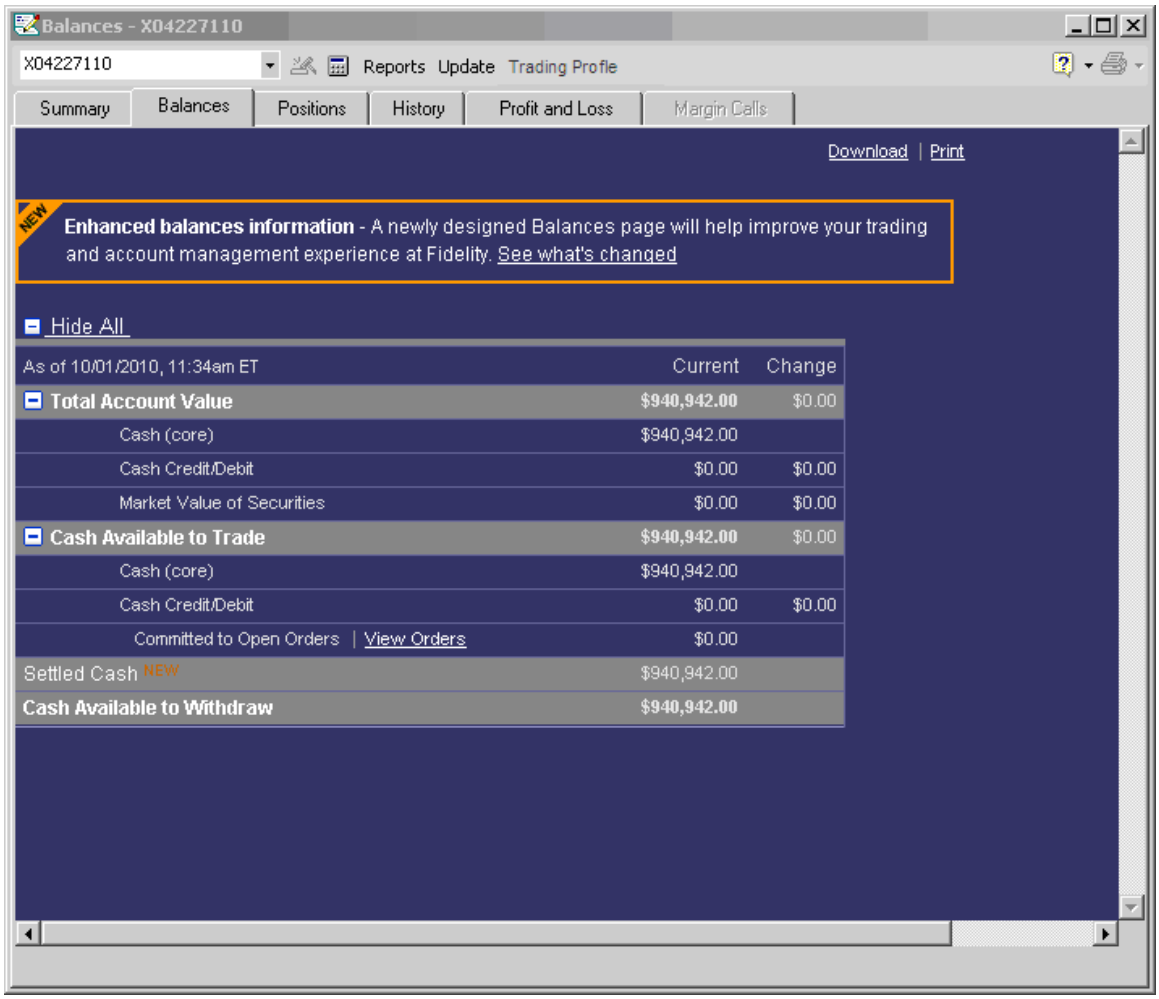
The next tab in the Accounts window displays Balances:



The **Current** column displays the most recent value available. For values in the current column, real-time balances are displayed wherever possible. If real-time balances are not available, intraday balances are displayed if available. If neither real-time nor intraday balances are available, prior close is displayed. The **Change** column displays the difference between Current and the Prior Close. **Change** is also highlighted in color for quick reference, with green denoting up movement and red denoting down movement. In order to refresh balance figures, simply click **Update**.

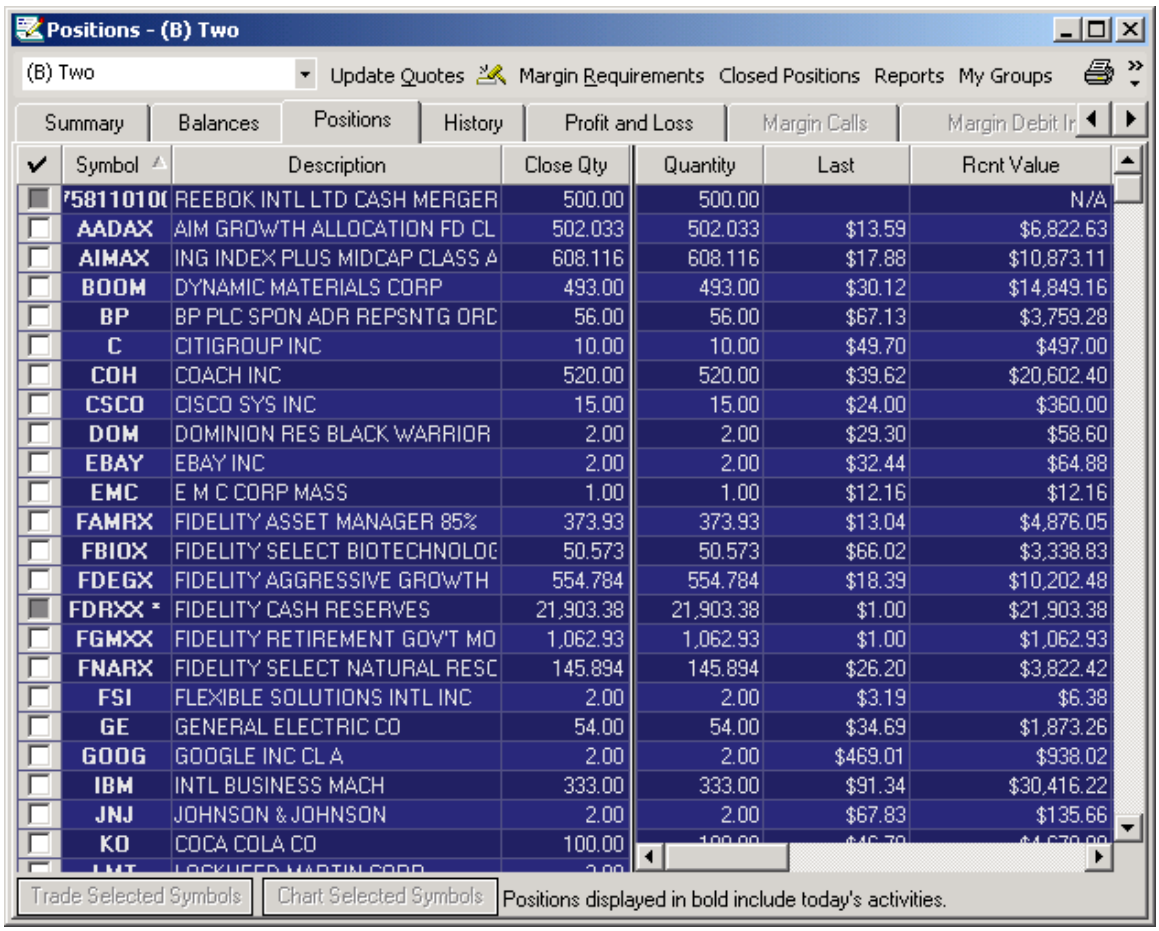
This tab (like all subsequent tabs under the Accounts section) provides balance information at the account level. The balances screen may vary depending on the type of account you are viewing (for example, mutual funds versus brokerage or cash versus margin). Note that the **Account** drop-down box is now available. To view a different account, simply click the drop-down list in the upper left corner of the window and choose which account you would like to view. Note: Accounts in these drop-down boxes are sorted by Owned Accounts, Other Accounts, and My Groups.

The **Show All** or **Hide All** button lets you show or hide all detailed balances with one click. Details may also be shown or hidden section by section by simply clicking the **+** or **–** buttons.



Positions Tab

The next tab in the Accounts Window shows Positions:

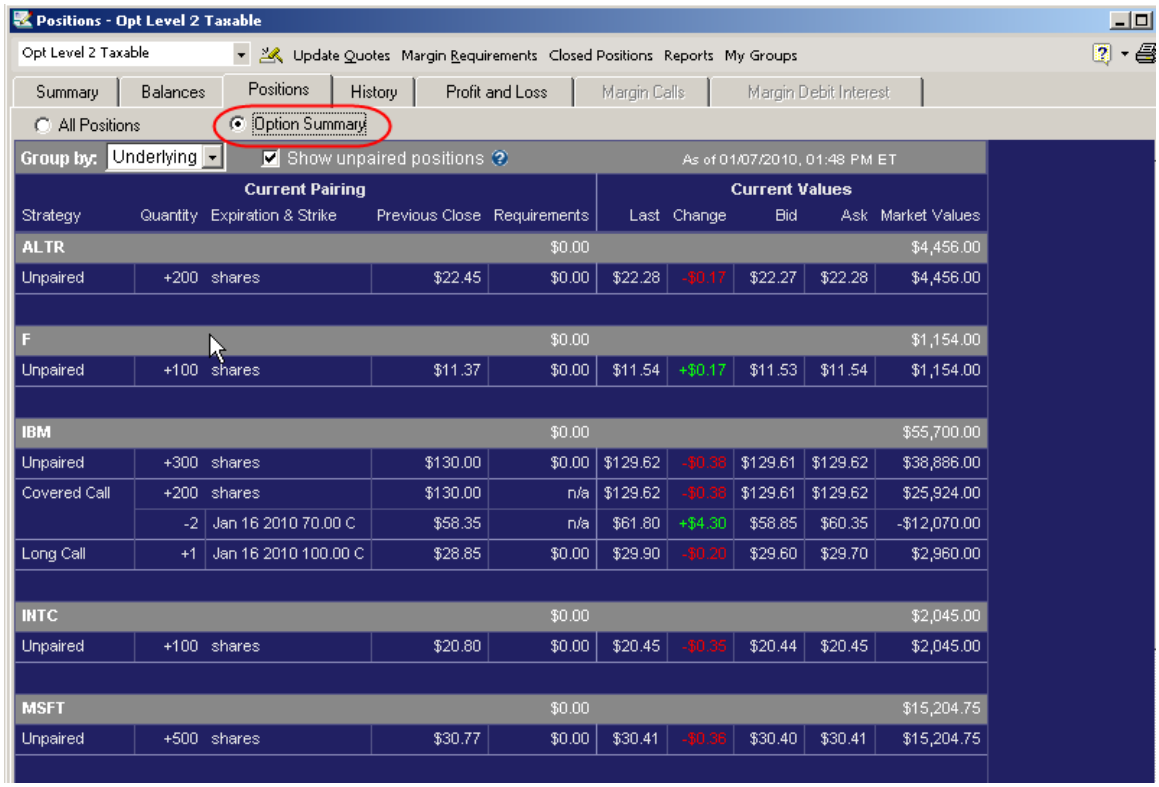


Symbol	Description	Close Qty	Quantity	Last	Rcnt Value
75811010(	REEBOK INTL LTD CASH MERGER	500.00	500.00		N/A
AADAX	AIM GROWTH ALLOCATION FD CL	502.033	502.033	$13.59	$6,822.63
AIMAX	ING INDEX PLUS MIDCAP CLASS A	608.116	608.116	$17.88	$10,873.11
BOOM	DYNAMIC MATERIALS CORP	493.00	493.00	$30.12	$14,849.16
BP	BP PLC SPON ADR REPSNTG ORD	56.00	56.00	$67.13	$3,759.28
C	CITIGROUP INC	10.00	10.00	$49.70	$497.00
COH	COACH INC	520.00	520.00	$39.62	$20,602.40
CSCO	CISCO SYS INC	15.00	15.00	$24.00	$360.00
DOM	DOMINION RES BLACK WARRIOR	2.00	2.00	$29.30	$58.60
EBAY	EBAY INC	2.00	2.00	$32.44	$64.88
EMC	E M C CORP MASS	1.00	1.00	$12.16	$12.16
FAMRX	FIDELITY ASSET MANAGER 85%	373.93	373.93	$13.04	$4,876.05
FBIOX	FIDELITY SELECT BIOTECHNOLOG	50.573	50.573	$66.02	$3,338.83
FDEGX	FIDELITY AGGRESSIVE GROWTH	554.784	554.784	$18.39	$10,202.48
FDRXX *	FIDELITY CASH RESERVES	21,903.38	21,903.38	$1.00	$21,903.38
FGMXX	FIDELITY RETIREMENT GOV'T MO	1,062.93	1,062.93	$1.00	$1,062.93
FNARX	FIDELITY SELECT NATURAL RESC	145.894	145.894	$26.20	$3,822.42
FSI	FLEXIBLE SOLUTIONS INTL INC	2.00	2.00	$3.19	$6.38
GE	GENERAL ELECTRIC CO	54.00	54.00	$34.69	$1,873.26
GOOG	GOOGLE INC CL A	2.00	2.00	$469.01	$938.02
IBM	INTL BUSINESS MACH	333.00	333.00	$91.34	$30,416.22
JNJ	JOHNSON & JOHNSON	2.00	2.00	$67.83	$135.66
KO	COCA COLA CO	100.00			

This tab provides a detailed listing of positions held within a particular account. As in the case of the Balances tab, to change accounts, click the **Account** drop-down list in the upper left-hand corner of the this screen. Changes to your positions intra-day based on trading activity will be automatically updated and reflected in the positions tab. During market hours, if you are connected to Fidelity, you can click **Update Quotes** to refresh the quote information.

Option summary

ATP users can access the Option Summary page by clicking on the Option Summary radio button on the positons tab. This page gives customers the ability to view their option positions as Fidelity pairs them to calculate Margin Requirements. Customer positions, whenever possible, will be paired or grouped as strategies, which can reduce margin requirements and provide an overview of their positions and risk. Strategies displayed are derived from executed orders and positions held for the same underlying. Pairings may be different than the originally executed order and may not reflect the customers' actual investment strategy. These positions can be sorted by Underlying, Strategy and Expiration.



Factored Securities

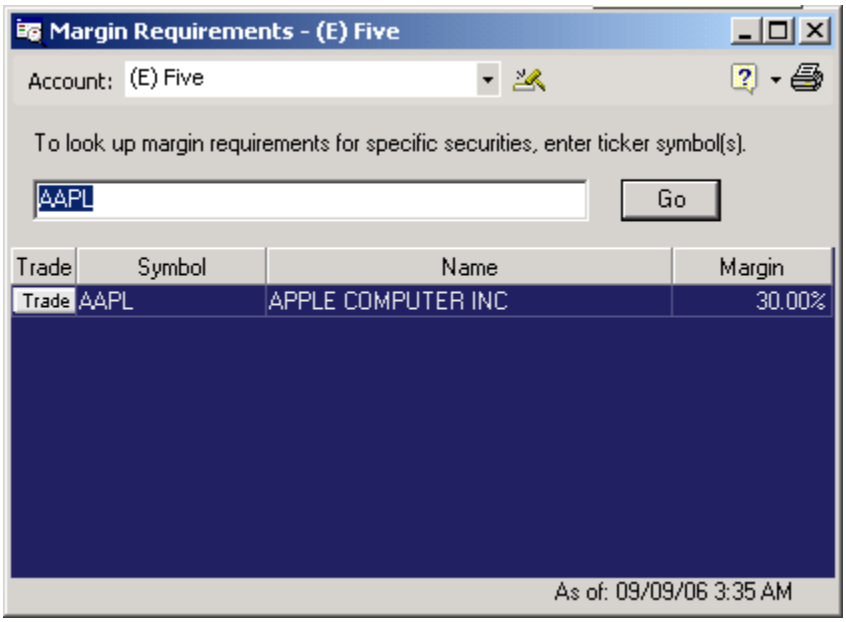
For factored securities, such as Mortgage-backed securities, Treasury-Inflation Protected Securities (TIPS) and Certificates of Deposit Inflation-Protected securities (CDIPs), mousing over the Rcnt Value field will elicit a Tool-Tip.

For certain fixed income products that pay principal, such as a mortgage-backed security, a factor is used to determine the current face value of the position, because the face value of the position changes over time. As the product pays principal over its lifetime, most often, the face value of the product deteriorates over time, and therefore, typically, the factor is less than one. The current face value of a security is calculated by multiplying the original face value of the

security by the current factor. The original face value for a fixed income security is displayed in the Quantity column. If you hold your mouse over the Rcnt Value field for a factor priced security, a tool tip will appear that describes the calculation in detail.
For other fixed income securities, such as TIPS, the principal is tied to the Consumer Price Index. When the security matures, the U.S. Treasury pays the original or adjusted principal, whichever is greater. TIPS pay interest every six months, based on a fixed rate applied to the adjusted principal. Each interest payment is calculated by multiplying the adjusted principal by one-half the interest rate.

For factored securities, as well as all fixed income securities, both the Recent Value and Current Face use the price determined as of the previous day's close of business valuation. If a portion or all of the position is sold during the day, although the Value field will reflect the intraday change in Quantity, the Price and Factor of the security will continue to be based on the previous day's close of business valuation.

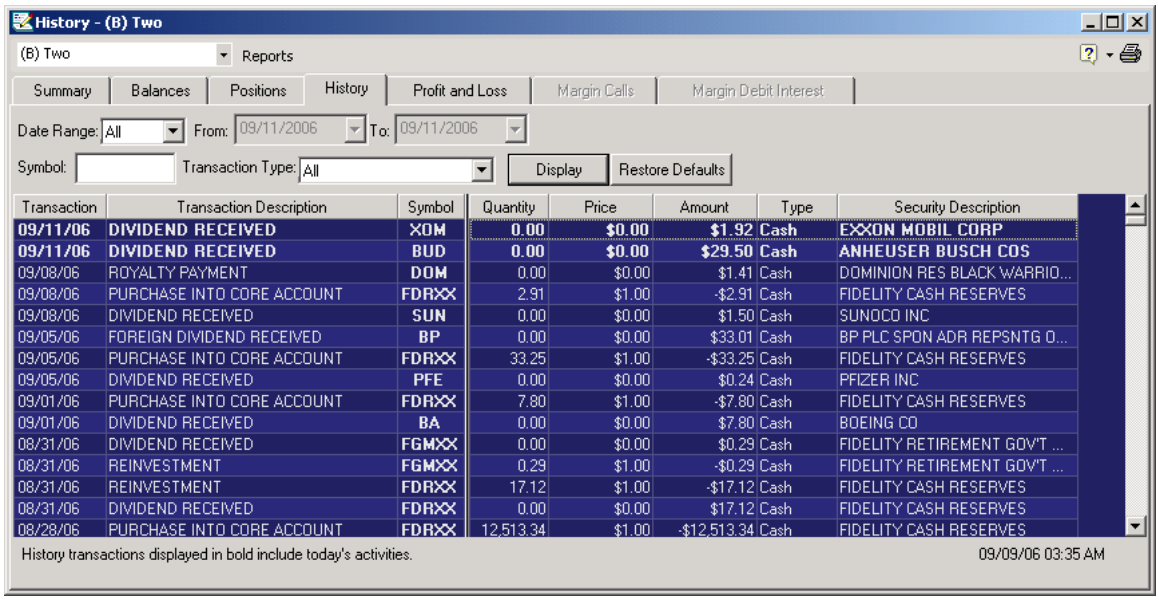
From the Positions tab, you can also click **Margin Requirements** to open the Margin Requirements window, which enables you to look up current margin requirements for securities that are not held in your account:



The Margin Requirements for securities already held in your account are listed in the Margin column on the Positions tab.

History Tab

The next tab in the Accounts Window shows History:



Transaction	Transaction Description	Symbol	Quantity	Price	Amount	Type	Security Description
09/11/06	**DIVIDEND RECEIVED**	**XOM**	**0.00**	**$0.00**	**$1.92**	**Cash**	**EXXON MOBIL CORP**
09/11/06	**DIVIDEND RECEIVED**	**BUD**	**0.00**	**$0.00**	**$29.50**	**Cash**	**ANHEUSER BUSCH COS**
09/08/06	ROYALTY PAYMENT	**DOM**	0.00	$0.00	$1.41	Cash	DOMINION RES BLACK WARRIO...
09/08/06	PURCHASE INTO CORE ACCOUNT	**FDRXX**	2.91	$1.00	-$2.91	Cash	FIDELITY CASH RESERVES
09/08/06	DIVIDEND RECEIVED	**SUN**	0.00	$0.00	$1.50	Cash	SUNOCO INC
09/05/06	FOREIGN DIVIDEND RECEIVED	**BP**	0.00	$0.00	$33.01	Cash	BP PLC SPON ADR REPSNTG O...
09/05/06	PURCHASE INTO CORE ACCOUNT	**FDRXX**	33.25	$1.00	-$33.25	Cash	FIDELITY CASH RESERVES
09/05/06	DIVIDEND RECEIVED	**PFE**	0.00	$0.00	$0.24	Cash	PFIZER INC
09/01/06	PURCHASE INTO CORE ACCOUNT	**FDRXX**	7.80	$1.00	-$7.80	Cash	FIDELITY CASH RESERVES
09/01/06	DIVIDEND RECEIVED	**BA**	0.00	$0.00	$7.80	Cash	BOEING CO
08/31/06	DIVIDEND RECEIVED	**FGMXX**	0.00	$0.00	$0.29	Cash	FIDELITY RETIREMENT GOV'T ...
08/31/06	REINVESTMENT	**FGMXX**	0.29	$1.00	-$0.29	Cash	FIDELITY RETIREMENT GOV'T ...
08/31/06	REINVESTMENT	**FDRXX**	17.12	$1.00	-$17.12	Cash	FIDELITY CASH RESERVES
08/31/06	DIVIDEND RECEIVED	**FDRXX**	0.00	$0.00	$17.12	Cash	FIDELITY CASH RESERVES
08/28/06	PURCHASE INTO CORE ACCOUNT	**FDRXX**	12,513.34	$1.00	-$12,513.34	Cash	FIDELITY CASH RESERVES

You have a great deal of flexibility in how you sort and view this tab. When you first log in to Active Trader Pro, History will display the last 90 days of account activity. It will then begin accruing account history each time you log in going forward. It is important to log in at least once every 90 days to avoid a gap in the history.

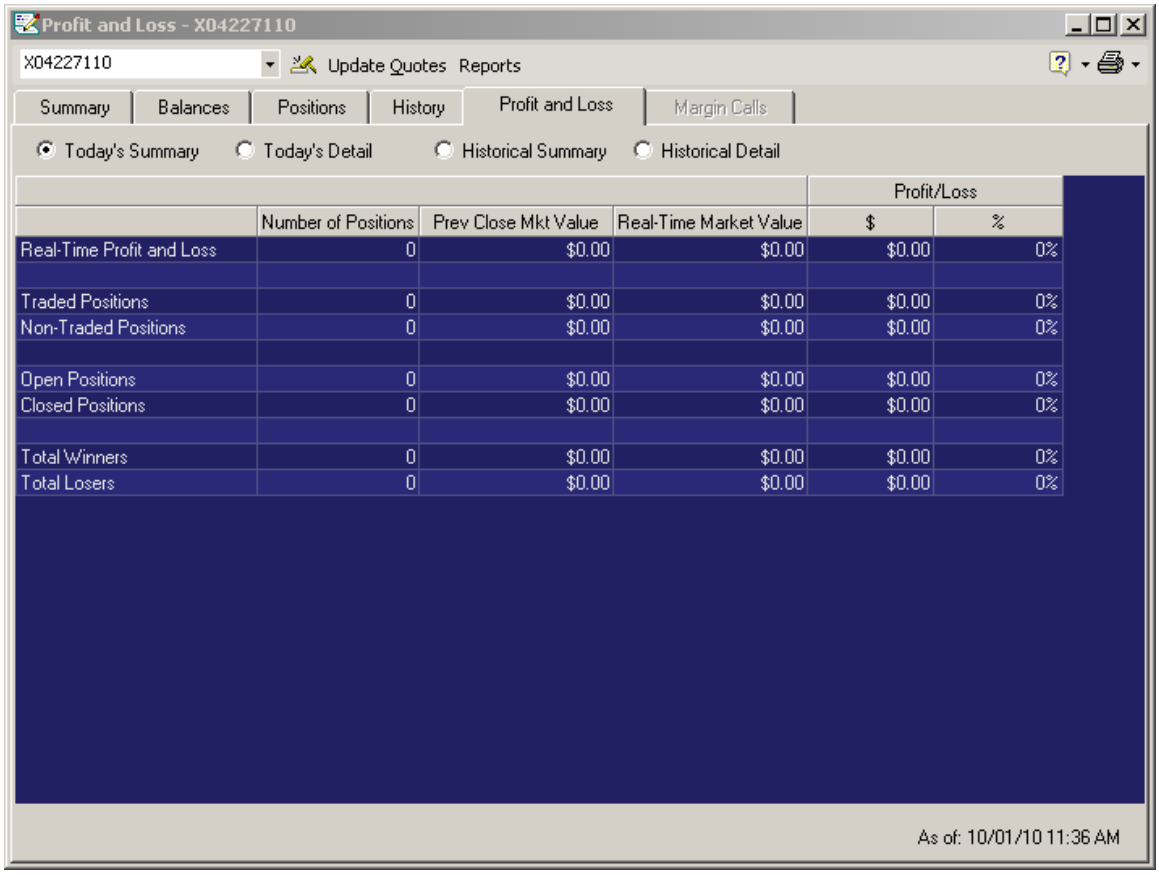
You can also view all transactions for a particular time frame within the past three months by clicking **Custom** in the drop-down box next to **Date Range**. This will activate the **From** and **To** fields.

You can look at transactions for a particular security by entering its symbol in the **Symbol** box. You can also use a filter to view only specific types of transactions (Buy, Sell, Dividend, etc.) by selecting the desired transaction type from the **Transaction Type** drop-down menu, then clicking **Display**.

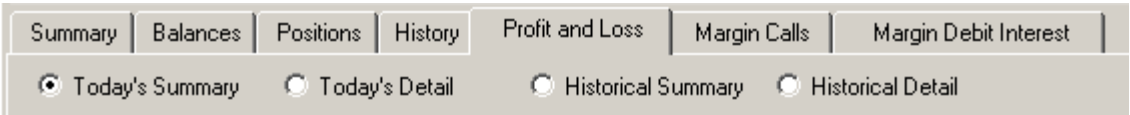
Each column can provide the sorting criteria by clicking the column heading. For example, clicking the column labeled **Symbol** will sort the list alphabetically (A-Z) by symbol. Clicking the same column heading again will reverse the alphabetical sorting (Z-A).

Profit & Loss Tab

The next tab in the Accounts Window shows Profit & Loss:



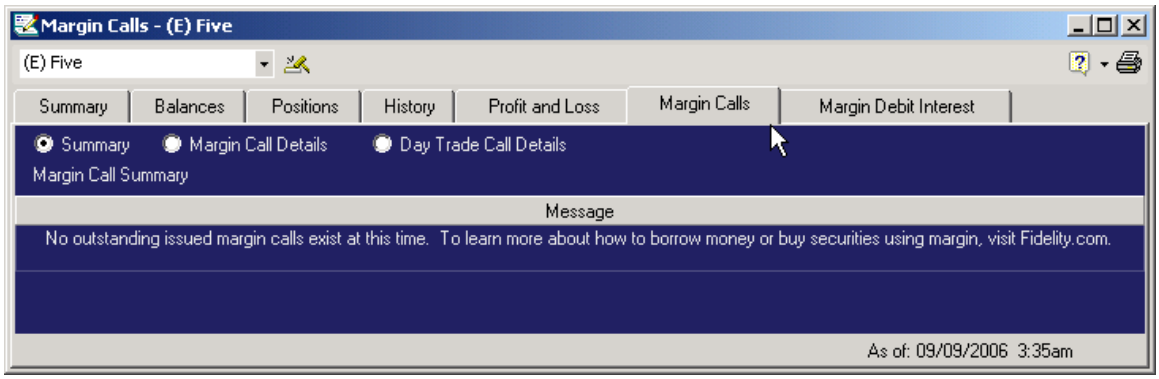
This tab provides four viewing options:



You can elect to view **Today's Summary**, **Today's Detail**, a **Historical Summary**, or **Historical Detail**. Today's Profit/Loss information is based on the market value of your securities at the beginning of the day versus their real-time market value. Historical Profit/Loss information is based on the historical cost of the securities in your account. To choose a particular view, simply select the option you want to see. Note that you can also select the **Summarize orders with multiple executions** check box when Today's Detail or Historical Detail is selected. The calculations used for each Profit and Loss view exclude any fees and commissions incurred as a result of holding or trading positions.

Margin Calls Tab

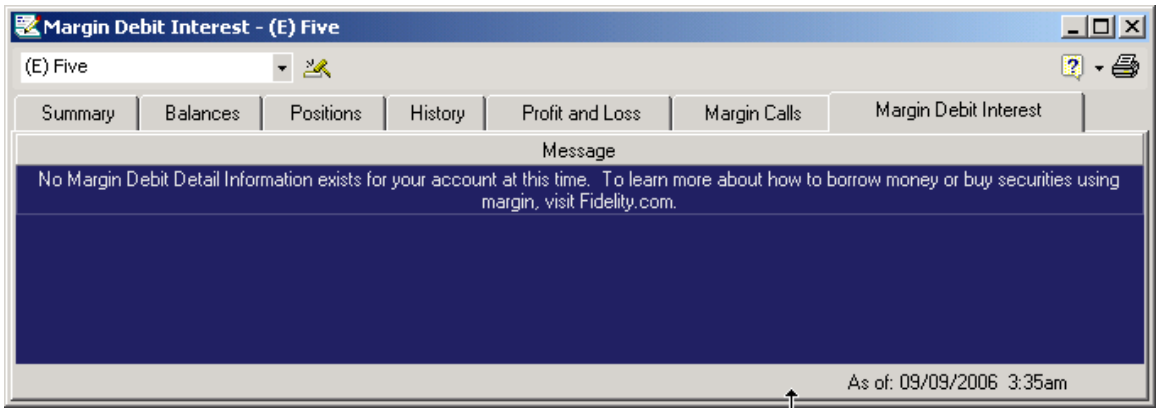
The next tab in the Accounts Window displays Margin Calls:



This tab provides current information regarding margin calls, which may exist for a particular account. If there was an existing call, clicking one of the other two choices (**Margin Call Details** or **Day Trade Call Details**) will provide more detailed information and instructions.

Margin Debit Interest Tab

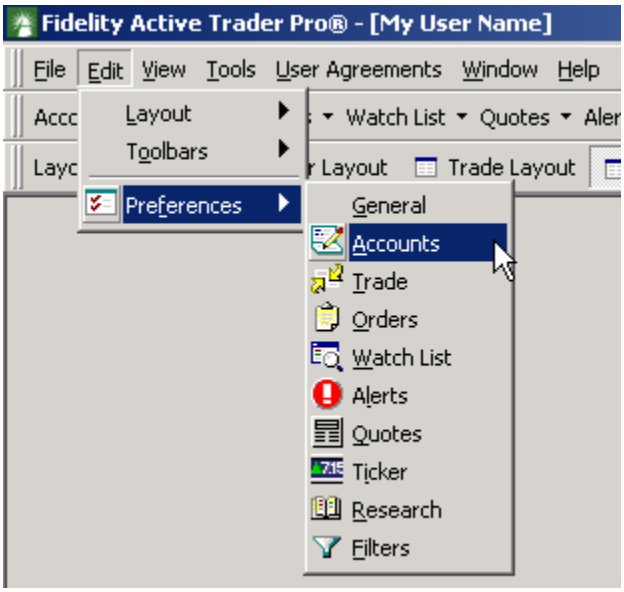
The final tab in the Accounts Window shows Margin Debit Interest:



This tab displays current information concerning any margin interest either charged to or accrued for a particular account. It will also display the current margin interest rate being applied.

Accounts Preferences

In addition to the customization available within each tab of the Accounts tool, there is also the ability to set certain general Accounts Preferences. To set accounts preferences, choose **Edit > Preferences > Accounts** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Accounts** from the list).

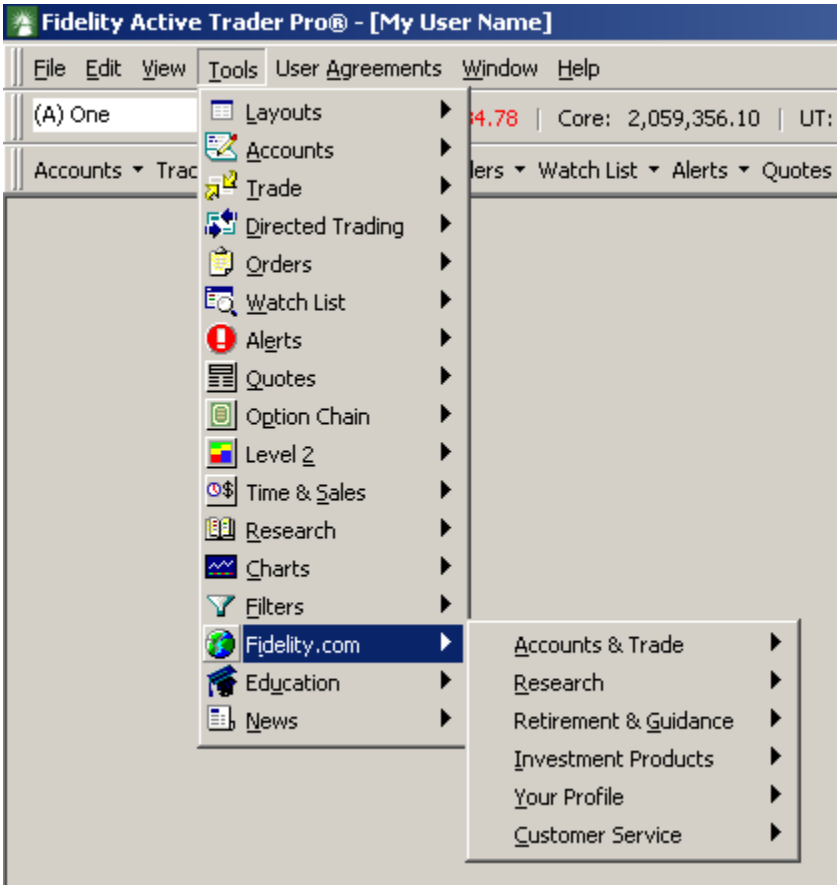


Customize Accounts

The Account Preferences screen opens where you can set your preferences for Account Balances, History, and Positions. **Please refer to the next chapter, Chapter 7 – Customizing Active Trader Pro - Accounts,** for details on how to set these preferences to suit your account, market monitoring, and trading needs.

FIDELITY.COM

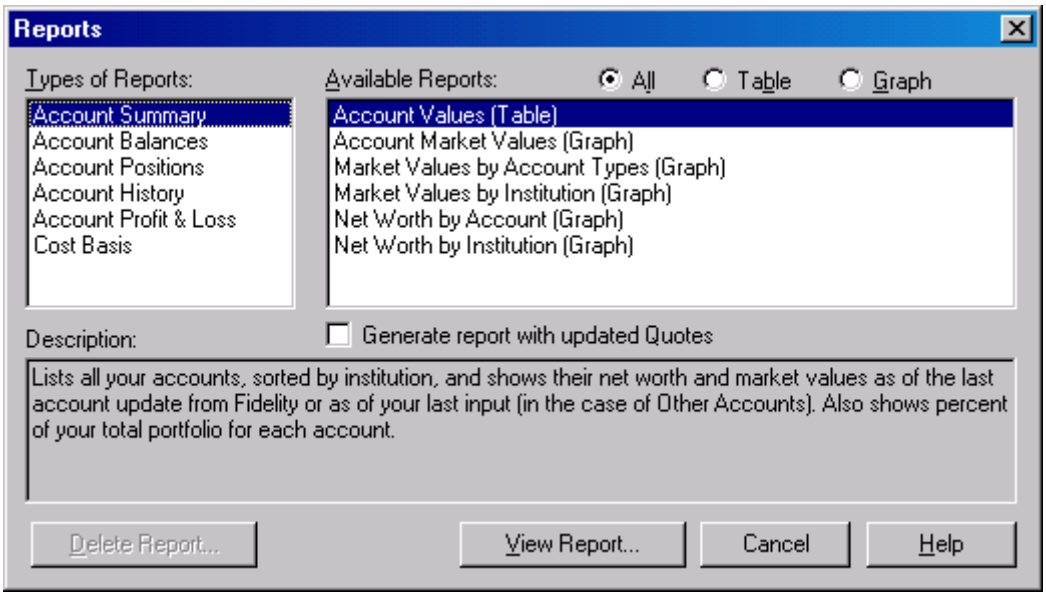
The second tool to be discussed in this chapter is the ability to link to Fidelity.com. Choosing **Tools > Fidelity.com** from the Main Menu opens the following drop-down menu:



Selecting any one of these menu items will enable you to access the Main Menu selections on **Fidelity.com**, directly from the Active Trader Pro program. We will not take time within this User Guide to provide detail on the various functions that can be discovered and utilized on Fidelity.com. However, it is important that you know that these links have been established, that you know where they are located, and that you know how to access them from within Active Trader Pro. Of course, we encourage you to explore the information that can be found on Fidelity.com.

REPORTS

The third and final tool to be discussed in this chapter is the ability to generate reports. A whole collection of portfolio and account investment reports is available through Active Trader Pro. Access Active Trader Pro's reporting functionality by clicking **Reports** from the Function Toolbar. The Reports window will open:



The Reports window contains three distinct boxes. The **Types of Reports** section lists the major report categories. The **Available Reports** section contains the menu of available reports for each of these major report categories. Highlighting a particular report listed in the right-hand box will provide you with a brief description of the information provided in that particular report in **Description** section. These individual reports can be viewed on the screen, printed, or the data can be exported to other computer programs (for example, Word, Excel, etc.). To generate reports with updated quotes, select the **Generate report with updated Quotes** check box.

Once you have selected **View Reports**, you can click **Settings** to customize your reports. Customization includes changing the date range of the information presented on your reports, choosing to view certain security types, as well as functionality to view one or many accounts. You can also change the order of the columns and how the data is sorted. If you decide you do not need specific column(s) of information, you can easily remove a specific column from your report. After you customize your report, use the **Save As** option and create a unique name for your report for quick access at a later date.

Chapter 5 – Investment Research & Education Tools

In the Investment Research and Education chapter we will examine seven different tools:

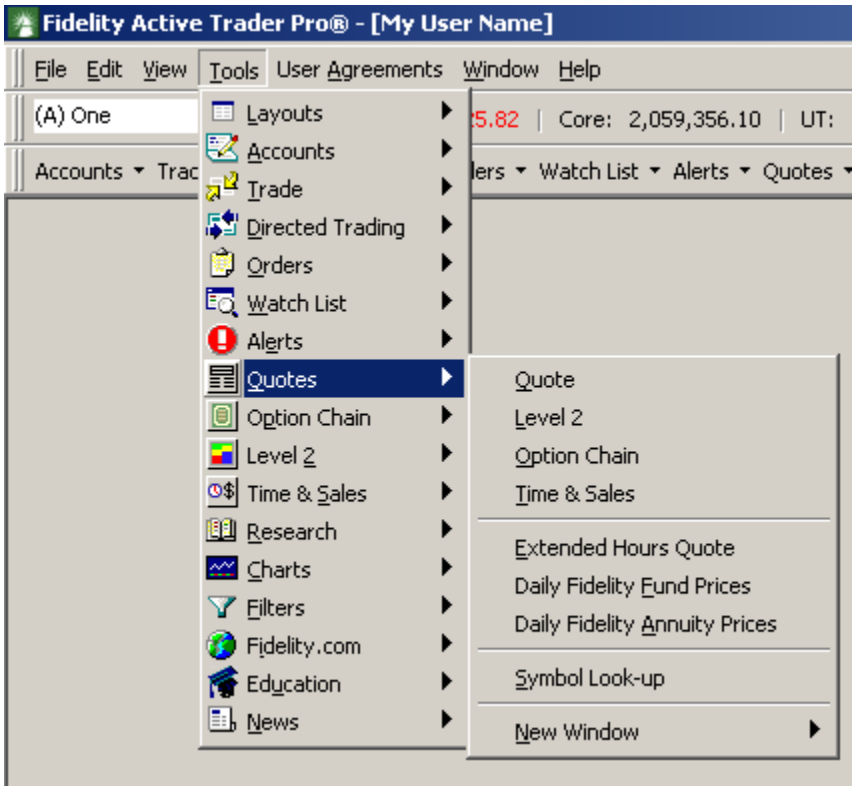
- **Quotes**
- **Charts**
- **News**
- **Watch List**
- **Research**
- **Alerts**
- **Filters**

GENERAL INFORMATION

Certain screen features appear consistently across many of the tools, such as a **Trade** button and a drop-down box labeled **Go**. Features that appear across tools will be addressed in *Chapter 8 – Pre-Set and Custom Layouts*.

QUOTES

Choosing **Tools > Quotes** opens the Tools menu:

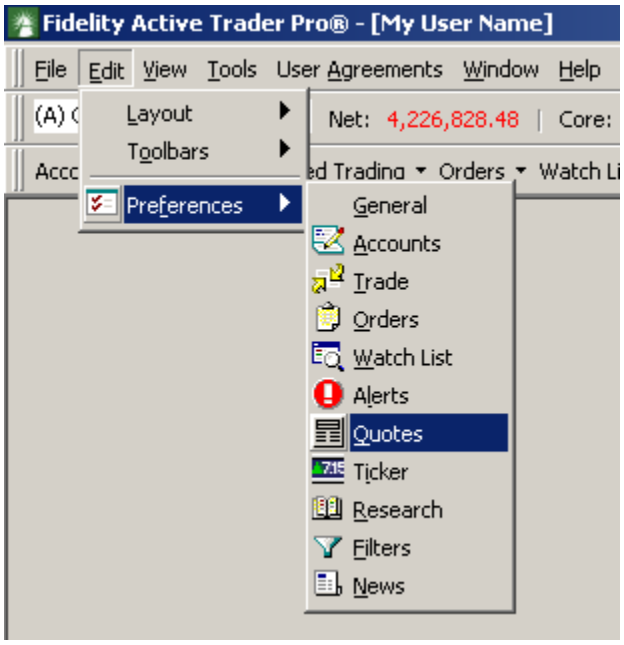


Choose **Tools > Quotes > Quote** to open the Quote window:

To request a quote for a particular security, simply type its trading symbol in the upper left-hand box and click **Go** (or press **Enter**).

Customizing Quotes

To customize the Quote window, choose **Edit > Preferences > Quotes** from the Main Menu:

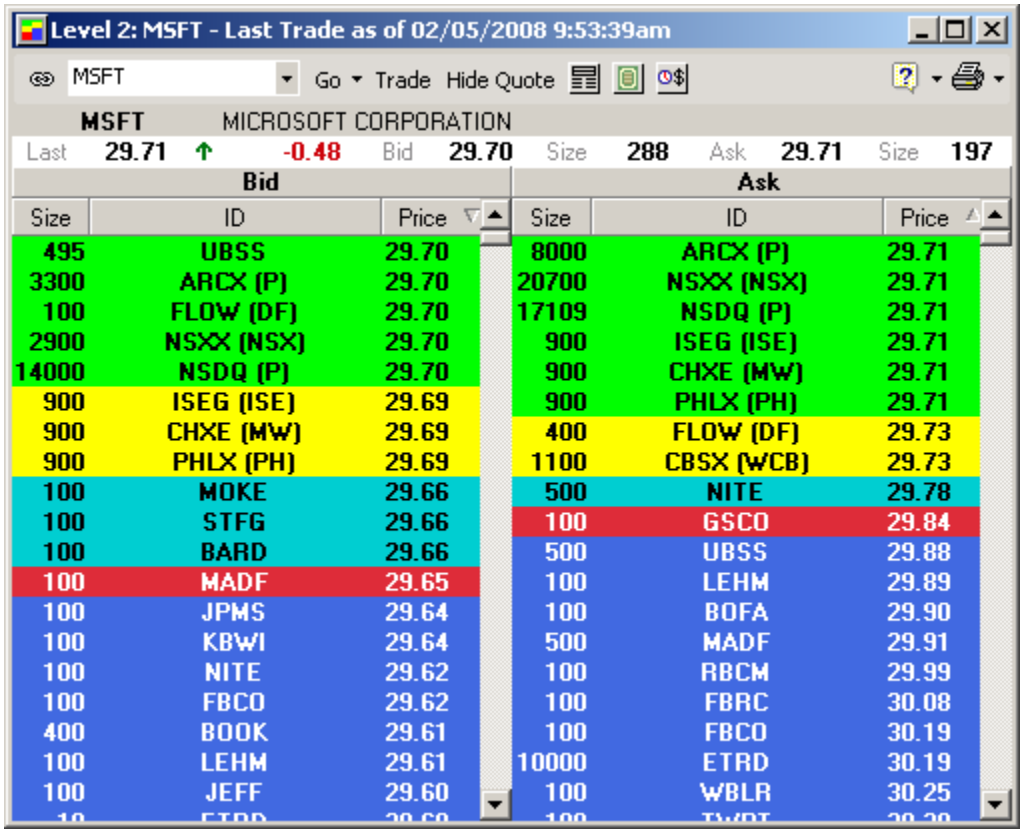


Customize Quotes

The Quotes Preferences screen opens where you can set your preferences for Quotes including Equities, Options, Indices, Mutual Funds, Money Markets, Option Chain, and Time & Sales. **Please refer to** **Chapter 7 – Customizing Active Trader Pro - Quotes** for details on how to set these preferences to suit your account, market monitoring, and trading needs.

Level 2 Quotes

Choosing **Tools > Quotes > Level 2** opens the Level 2 Quote window, which displays Bids and Asks by market maker:



Level 2 quotes are only available to individuals who trade more than 72 times a year. This screen is unavailable for individuals trading less than this. Level 2 quotes are not available on listed equities. This screen is unavailable when a quote is requested for a listed equity. The update frequency for this screen is directly tied to the update frequency you have established within your general preferences. This screen will refresh based on the update interval you have set up in preferences.

Note: If you have traded more than 120 times in the past year, you're eligible for streaming updates. If you trade between 72 and 120 times a year and you select streaming updates, this screen will update in 2 minute intervals.

Option Chain

If options are available for a particular security, then choosing **Tools > Quotes > Option Chain** opens the Option Chain window. You can also access the option chain via right-click from many of the ATP components, such as quotes, news and watch list.

Trade	Symbol	Date - Strike	Last	Change	Bid	Ask	Volume	Open Int
Trade	-CYQKG	Nov 22 08 14.00	$3.20	-$0.25	$3.25	$3.30	214	573
Trade	-CYQAG	Jan 17 09 14.00	$4.35	$0.00	$3.85	$3.90	0	540
Trade	-CYQAC	Jan 17 09 15.00	$3.00	-$0.20	$3.10	$3.20	25	19943
Trade	-CYQLC	Dec 20 08 15.00	$2.75	-$0.40	$2.75	$2.79	20	3586
Trade	-CYQKC	Nov 22 08 15.00	$2.50	-$0.06	$2.32	$2.35	43	7367
Trade	-CYQAH	Jan 17 09 16.00	$2.59	-$0.03	$2.44	$2.48	20	927
Trade	-CYQKH	Nov 22 08 16.00	$1.39	-$0.28	$1.47	$1.50	387	11410
Trade	-CYQLR	Dec 20 08 17.00	$1.44	-$0.16	$1.39	$1.43	182	12389
Trade	-CYQKR	Nov 22 08 17.00	$0.80	-$0.35	$0.79	$0.81	2607	59561
Trade	-CYQAW	Jan 17 09 17.50	$1.61	-$0.18	$1.59	$1.62	340	23611
Trade	-CYQLU	Dec 20 08 18.00	$0.90	-$0.17	$0.89	$0.91	584	11879
Trade	-CYQKU	Nov 22 08 18.00	$0.36	-$0.17	$0.34	$0.36	2143	60210
Trade	-CYQAA	Jan 17 09 19.00	$0.96	-$0.19	$0.93	$0.96	45	6992
Trade	-CYQKA	Nov 22 08 19.00	$0.14	-$0.05	$0.13	$0.14	788	52482

You can enter search criteria for single-leg or multi-leg option chains, and access advanced features including:

- Set your preferences for Greek Analytics (single-leg only) – Greeks are mathematical calculations used to determine the effect of various factors on options.
- Update on an automatic 2 minute basis
- Link to Strategy Plot diagrams

The dynamic user interface changes dropdown menus based on the symbol you enter. Columns hide and display based on the Strategy you select.

The option chain updates via automatic polling as follows:

Tier	General ATP Preference setting			
	Streaming	Every 2 minutes	Every 5 minutes	Manual
Tier 1 and 2	n/a	2 minute	5 minute	Manual
Tier 3	2 minute	2 minute	5 minute	Manual

Single-leg Option Strategies

When you are looking to review options for a particular security, the Option Chain tab provides the following filtering capabilities:

- From the Strategy drop-down, you can choose to display only Calls, only Puts, or both calls and puts.
- The Expiration dropdown enables you to narrow down the time frame you want to view. Choose a pre-set time frame (Next 3 Months, Next 9 Months, After 9 Months, all), or a specific expiration date.
- The Strikes dropdown enables you to narrow the strike prices you wish to display for a specific expiration month to the closest 5, 10, or 20, all, or a custom range of strike prices. To view a narrowed range of strikes, or one that doesn't center around the at the money strike price, choose From in the Strikes menu and choose the range you want to view.
- The Show Options With dropdown lets you filter out options that don't meet minimums for Volume or Open Interest.

Bid Ask Links
The *Bid* and *Ask* quotes link to the Stock & Option trade ticket with the option symbol filled in. Action fills in Sell to Open if the *Bid* link was used, and Buy to Open if the *Ask* link was used. All other fields default based on Trade Option preferences.

Underlying Quote
The underlying quote is off by default but may be shown in the option chain using the "Show Quote" button on the Option Chain toolbar. The field order of the underlying quote is: Last, Change, Bid Size, Bid, Ask, Ask Size.

Strategy Plots Links
You can link to the Strategy Plots using the buttons Bid Details and Ask Details. The option displayed on the highlighted row is displayed in the Strategy Plots when the Bid Detail or Ask Details is selected.

A tooltip is displayed when you move the mouse over the Bid Details button or the Ask Details button. The tool tip reads "View Bid Details for selected row" or "View Ask Details for selected row."

Calls and Puts Display
Calls and Puts are the default Option Chain setting. The default setting in Preferences is Calls over Puts. You can select "Calls and Puts Side-by-Side" in preferences. The Side by Side display is controlled by a single scroll bar. Currently the call side has its own scroll bar and the put side has its own scroll bar. By controlling with one scroll bar, the months and strikes always match across the row.

Multi-leg Option (MLO) Strategies
The Multi-leg option chain used for multi-leg option strategies includes Calls and Puts together (Buy Writes shows only one strike because they are comprised of an equity and a call option). The strike prices on the row correspond to the Bid and Ask prices displayed.

The Bid and Ask quotes link to the ATP MLO trade ticket.

MLO strategies that include Calls and Puts together are:

- Buy Write (comprised of equity and a call option)
- Collar
- Combo
- Iron Condor
- Straddle
- Strangle

The Option Chain tab provides you with the following filtering capabilities for Multi-Leg Options:

- In the Strategy dropdown menu, choose from a broader list of strategies, such as Buy Write, Butterfly, Calendar, Collar, Combo, Condor, Diagonal, Iron Condor, Ratio, Straddle, Strangle, and Vertical.

- In Expiration dropdown, view the individual months available.

- In the Strikes dropdown, select from At the Money, Above the Money, Below the Money and All

Bid Ask Links
The *Bid* and *Ask* quotes link to the Multi-Leg Option trade ticket with the option symbols filled in. Action fills in Sell to Open if the *Bid* link was used, and Buy to Open if the *Ask* link was used. All other fields default based on Trade Option preferences.

Underlying Quote
The underlying quote is off by default but may be shown in the option chain using the "Show Quote" button on the Option Chain toolbar. The field order of the underlying quote is: Last, Change, Bid Size, Bid, Ask, Ask Size.

Strategy Plots Links
You can link to the Strategy Plots using the buttons "Bid Details" and "Ask Details". The option displayed on the highlighted row is displayed in the Strategy Plots when the Bid Detail or Ask Details is selected. For strategies with Call and Put choices on the MLO chain (Butterfly, Calendar, Condor, Diagonal, Ratio, and Vertical), the "Bid Details" and "Ask Details" buttons have a dropdown for you to select "Call" or "Put".

A tooltip is displayed when you move your mouse over the "Bid Details" button or "Ask Details" button. The tool tip reads "View Bid Details for selected row" or "View Ask Details for selected row."

When you choose an MLO strategy, only the expiration months that you selected are displayed. Multiple MLO Chains can be open at one time.

Option Chain Preferences

Option Chain preferences are available for single-leg options only. Multi-leg option chains do not need preferences settings since the columns are set based on the strategy.

Navigate to Option Chain preferences through the preferences menu: **Tools > Preferences > Quotes > Option Chain**

Calls over Puts is the default List Order. You can also display a column for Greek Analytics.

Single-leg Strategy Plots

The strategy plot contains the underlying stock quote, option quote, graph, and table. Six tabs are available: Theoretical P/L, Delta, Gamma, Theta, Vega, and Rho.

The strategy plots have the following features:

- Show/Hide underlying equity quote.
- Show Hide icon for Option quote details.
- Show/Hide table icon (table is static).
- ATP saves the status of the Show/Hide Equity button, Show/Hide Option quote icon and Show/Hide Table icon when the tool window is closed. So, the next time the Strategy Plot tool is invoked, the button and icons are drawn accordingly.
- Bid and Ask quotes for the options link to the trade ticket.
- Stock and Option quotes are static.
- All data on the page including the graph is static. However you can update the entire window with the Update button: all quotes, graph, table, and all tabs.

Multi-leg Strategy Plots

The strategy plot contains the underlying stock quote, option quote, graph, and table. Six tabs are available (Theoretical P/L, Delta, Gamma, Theta, Vega, Rho).

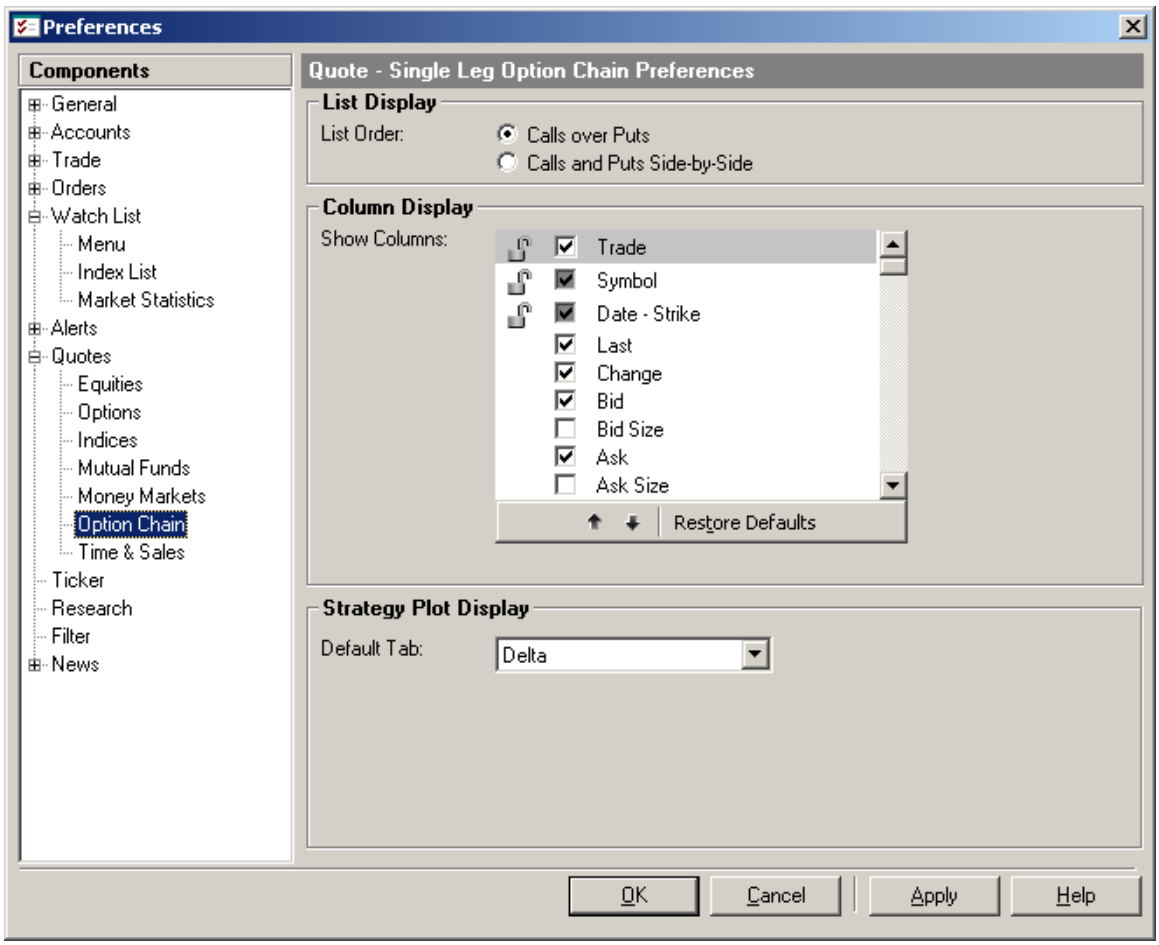
Features of the strategy plots:

- Quotes display for:
    - Underlying stock
    - MLO option strategy. Strategy has links to the MLO ticket.
    - Individual legs in the strategy. Links are available to link to the trade single-leg option ticket.
- Show/Hide table icon (table is static). ATP remembers the status of this button.
- Bid and Ask quotes for the options links to the trade ticket.
- Quotes are static (chart is static).
- All data on the page including the graph is static. However you can update the entire window the Update button: all quotes, graph, table, and all tabs.
- The trade button is used to seed the trade ticket. If the Buy plot is displayed, the strategy is bought. If the Sell plot is displayed, the strategy is sold.
- ATP saves the status of the Show/Hide Equity button, Show/Hide Option quote icon and Show/Hide Table icon when the tool window is closed. So, the next time the Strategy Plot tool is invoked, the button and icons are drawn accordingly.

Strategy Plot Preferences

Navigate to Option Chain preferences through the preferences menu: **Tools > Preferences > Quotes > Option Chain**. The strategy plot preferences apply to both single-leg and multi-leg strategy plots.

A new group, Strategy Plot Display, has been added below existing Option Chain preferences as indicated below:



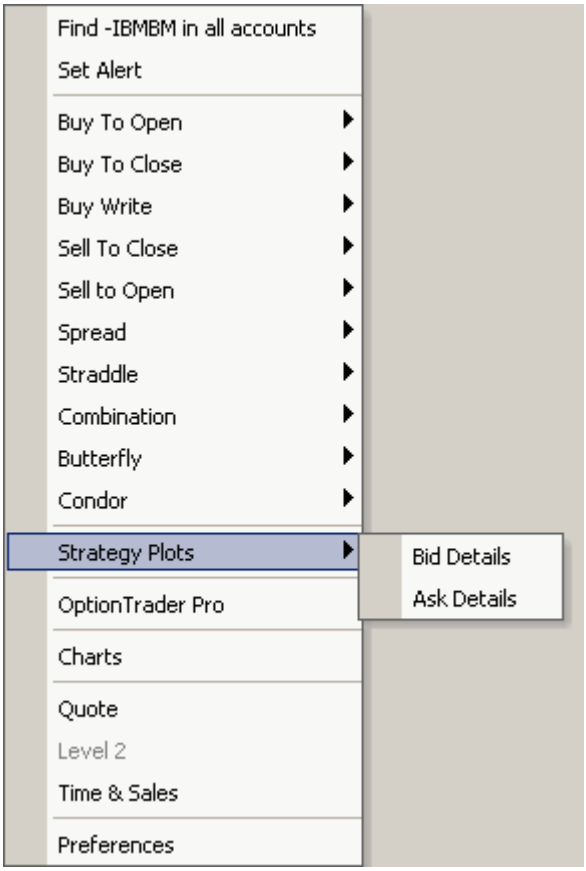
You can customize the Default Tab selected on launch. **Delta** is the default when a new user is created. The dropdown options are Theoretical P/L, Delta, Gamma, Theta, Vega and Rho.

The window size persists locally when you close the Strategy Plot tool.

Right Click to Strategy Plots

You can right click to strategy plots from the Option Chain, Quote Tool, and Watchlist Tool. The right click menu is dynamic and displays menu items based on the security type so the strategy plot menu item is displayed only for option symbols.

For example, the Option Chain right click menu appears as follows:



The Strategy Plots have an arrow to offer a sub menu. The option chain can display single leg options only, therefore the submenu is “Bid Details” and “Ask Details”

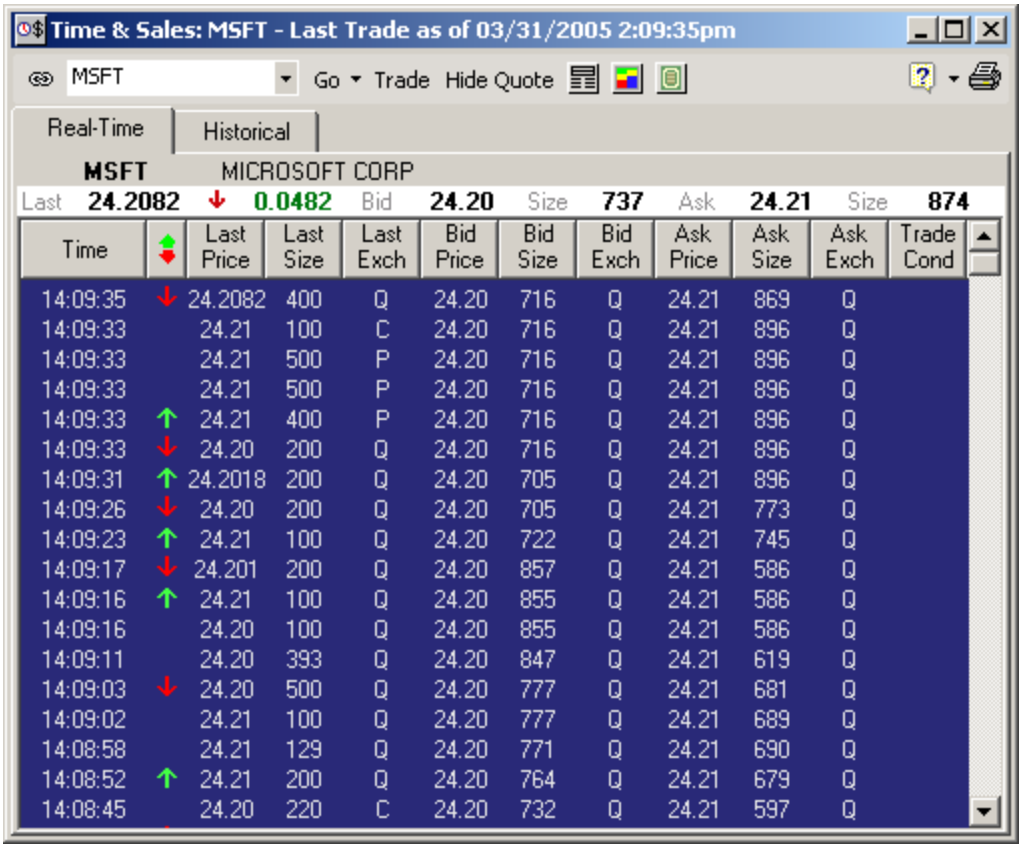
ATP Tools and Option Chains

The **Quote tool** offers the ability to display Greek Analytics in the Quote Window for options. The analytics are updated every 2 minutes. The enable Greek Analytics, go to Tools >Preferences >Quotes >Options.

The **Watch List tool** offers the ability to display Greek Analytics. To enable Greek Analytics, go to Tools > Preferences > Watch List.
The Greek analytics fields is blank in case of non-option symbols.

Time & Sales

Choosing **Tools > Quotes > Time & Sales** opens the Time & Sales screen:

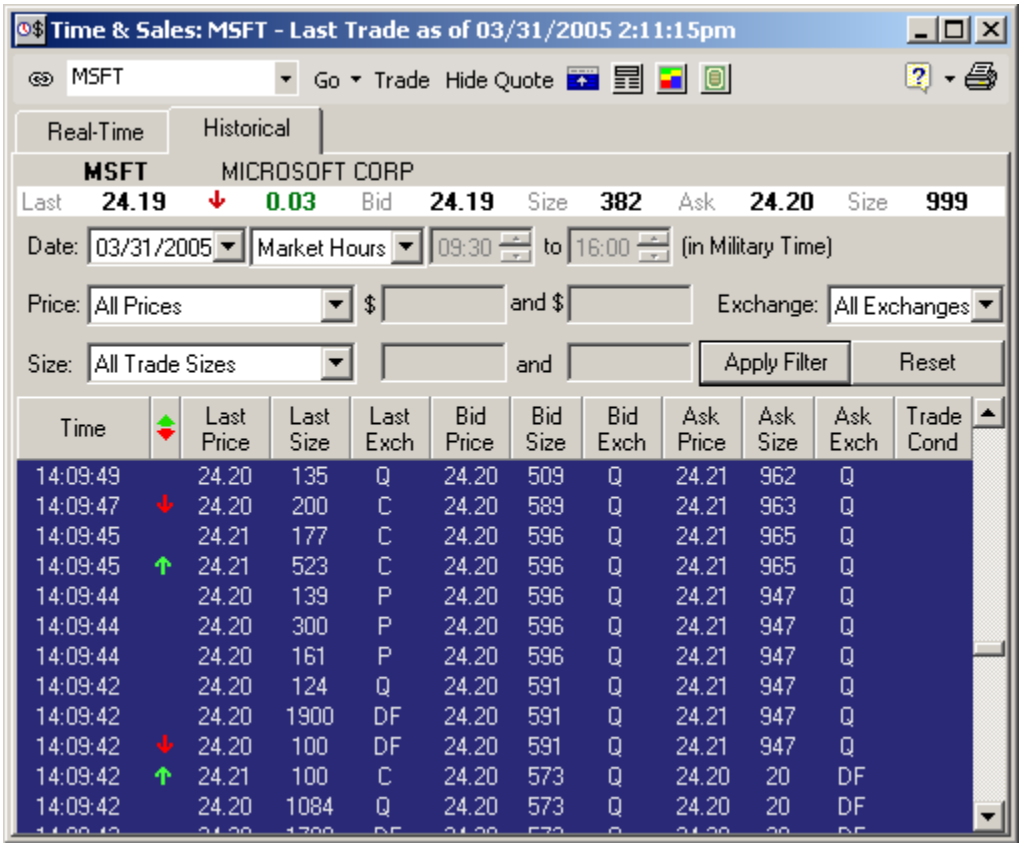


Time		Last Price	Last Size	Last Exch	Bid Price	Bid Size	Bid Exch	Ask Price	Ask Size	Ask Exch	Trade Cond
14:09:35	↓	24.2082	400	Q	24.20	716	Q	24.21	869	Q	
14:09:33		24.21	100	C	24.20	716	Q	24.21	896	Q	
14:09:33		24.21	500	P	24.20	716	Q	24.21	896	Q	
14:09:33		24.21	500	P	24.20	716	Q	24.21	896	Q	
14:09:33	↑	24.21	400	P	24.20	716	Q	24.21	896	Q	
14:09:33	↓	24.20	200	Q	24.20	716	Q	24.21	896	Q	
14:09:31	↑	24.2018	200	Q	24.20	705	Q	24.21	896	Q	
14:09:26	↓	24.20	200	Q	24.20	705	Q	24.21	773	Q	
14:09:23	↑	24.21	100	Q	24.20	722	Q	24.21	745	Q	
14:09:17	↓	24.201	200	Q	24.20	857	Q	24.21	586	Q	
14:09:16	↑	24.21	100	Q	24.20	855	Q	24.21	586	Q	
14:09:16		24.20	100	Q	24.20	855	Q	24.21	586	Q	
14:09:11		24.20	393	Q	24.20	847	Q	24.21	619	Q	
14:09:03	↓	24.20	500	Q	24.20	777	Q	24.21	681	Q	
14:09:02		24.21	100	Q	24.20	777	Q	24.21	689	Q	
14:08:58		24.21	129	Q	24.20	771	Q	24.21	690	Q	
14:08:52	↑	24.21	200	Q	24.20	764	Q	24.21	679	Q	
14:08:45		24.20	220	C	24.20	732	Q	24.21	597	Q	

Time & Sales is available only to entitled Active Trader customers who have placed more than 120 trades during the past 12 months. If you are not eligible, this window will not be available for viewing.

The **Real-Time** tab will begin to display information once it has been selected, (trades executed prior to choosing this tab will not be displayed). Real-Time information is always streaming regardless of the update frequency you set for your general preferences, and will always display a maximum of 1,000 prints.

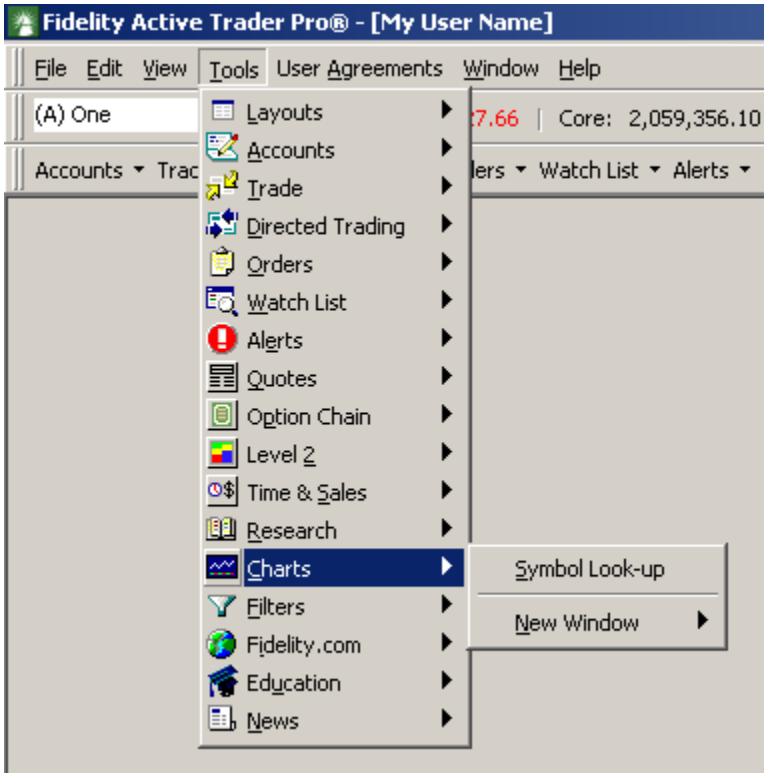
The **Historical** tab displays historical trade data for a particular security:



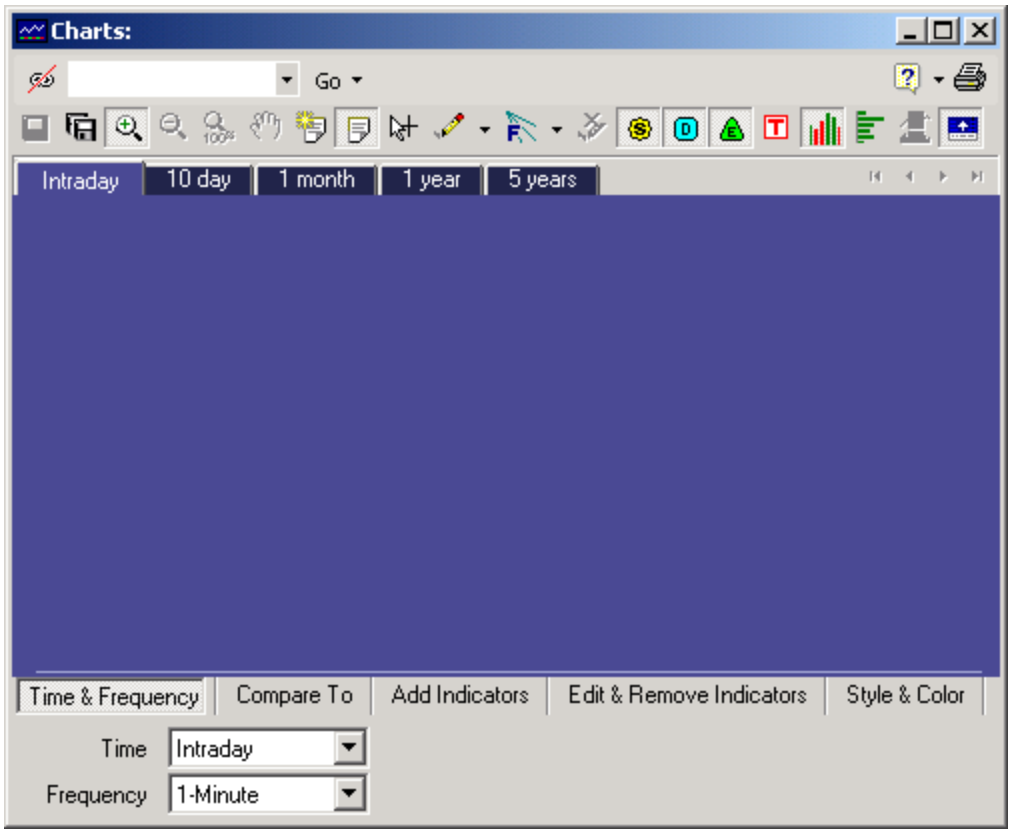
You can sort data by **Date**, **Time**, **Price**, **Size**, and **Exchange**. You can also drag and drop all columns in the order you would like to view them.

CHARTS

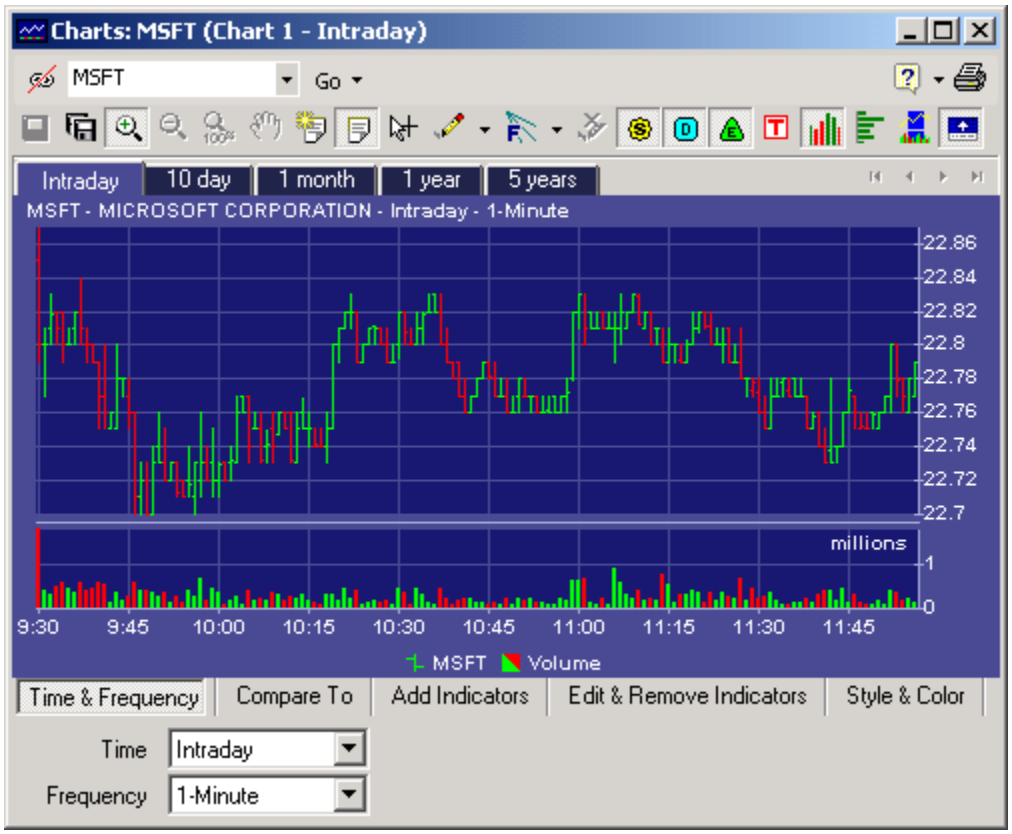
The next Investment Research Tool to be discussed in this chapter is Charts. Choosing **Tools > Charts** displays the following two options:



Clicking **New Window** opens the main charting window:



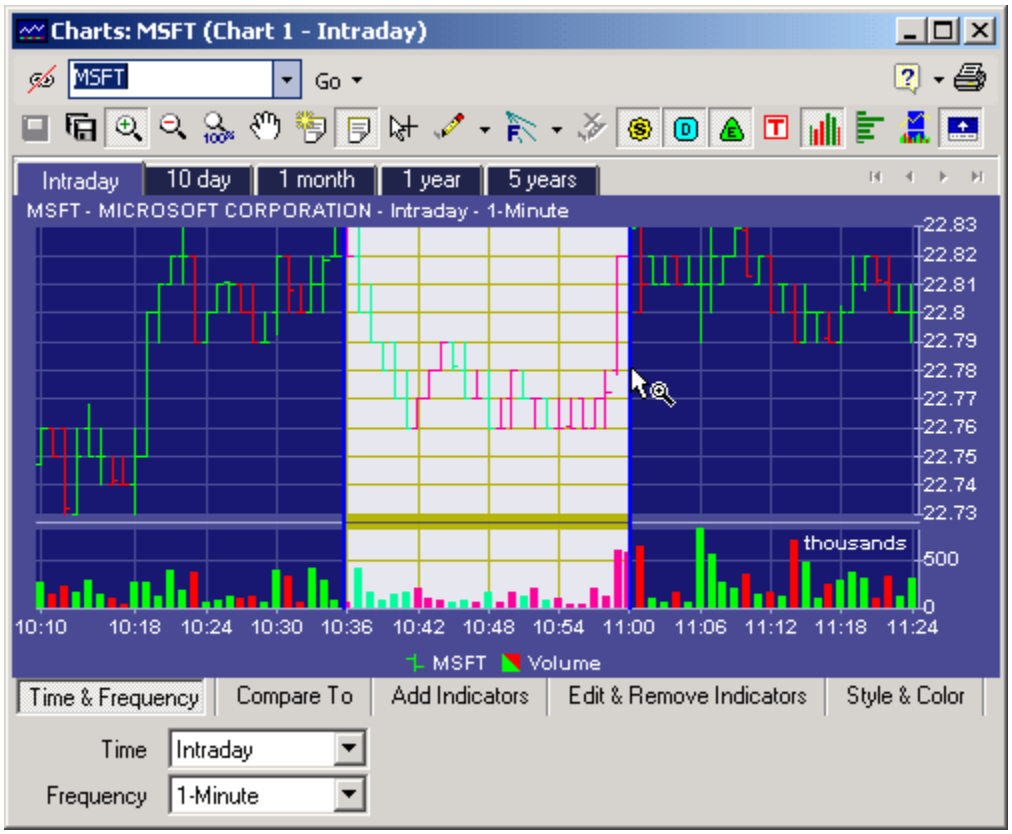
To display a chart for a particular security, simply type the symbol in the upper left-hand box and press **Enter**.



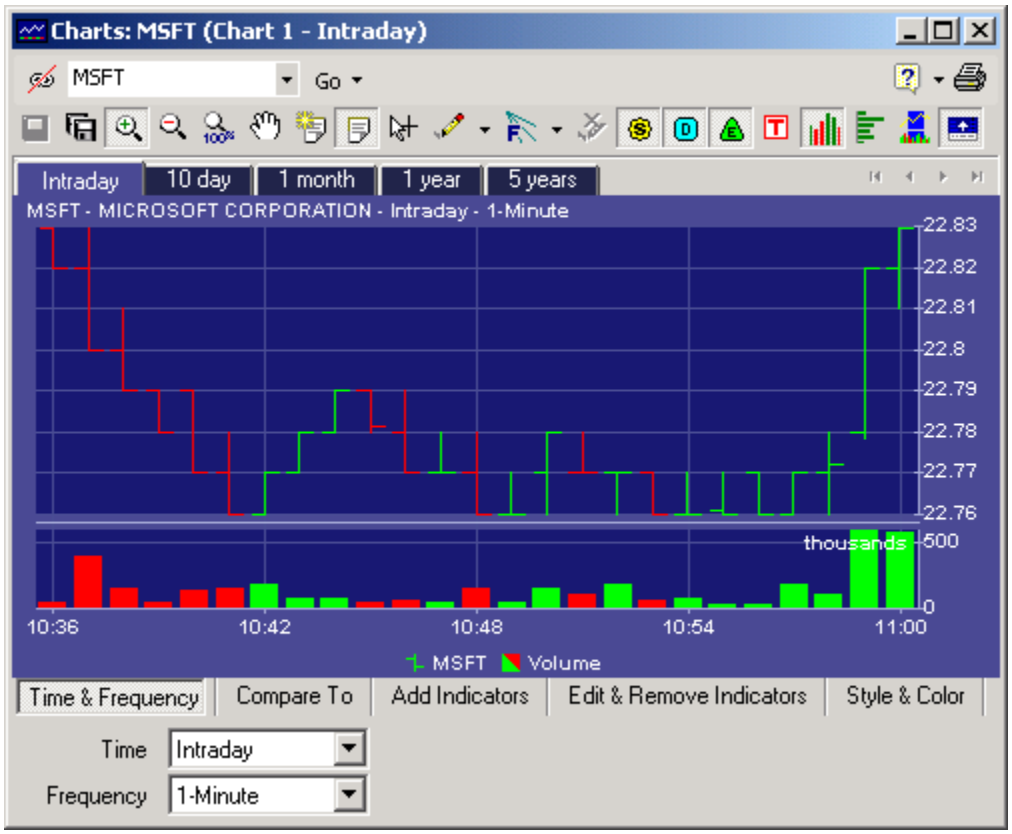
Working with Charts

The menu bar across the top of the chart provides you with various viewing, drawing, and editing tools:

For example, the magnifying glass icons enable you to zoom in and out to view various sections of the chart. To view a magnified section of the displayed chart, simply click the magnifying glass with a **+** sign. Your cursor changes to this symbol: . Move your cursor to the beginning point of the section of chart you want to examine in more detail. Click with the mouse and while holding down the mouse button, drag the cursor to the end point of the section:



When you release the mouse button, a new chart will appear in the window, providing you with a zoomed in view of the section you selected:



To return to the previous graph simply click the magnifying glass with the **–** sign and the graph will zoom back out.

From left to right across the Chart toolbar, the buttons provide the following functionality:

- **Save**
- **Save As**
- **Zoom Chart**
- **Undo Zoom**
- **Undo Zoom 100%**
- **Scroll Chart**
- **Add Text Annotation**
- **Show / Hide Text Annotations**
- **Enable / Disable Crosshair Cursor**
- **Draw Trendlines**
- **Draw Fibonacci Indicators**
- **Remove the Last Trend or Fibonacci Line**
- **Show / Hide Splits**
- **Show / Hide Dividends**
- **Show / Hide Earnings**
- **Show / Hide Tax Lots - Positions**
- **Show / Hide Volume Chart Panel**
- **Show / Hide Price Volume Distribution**
- **Show / Hide Intraday Extended Hours Market Data**
- **Show / Hide Option Tabs**

To obtain detail on each of these functions, please click **Help** from the Main Menu to open the ATP Help system.

In addition to these menu buttons, there are 5 tabs across the bottom of the Chart window: **Time & Frequency**, **Compare To**, **Add Indicators**, **Edit & Remove Indicators**, and **Style & Color**.

Time & Frequency

This tab has two drop-down boxes. Clicking the **Time** drop-down arrow displays a list of time periods you can choose to display (1 day, 1 month, 3 months, etc.). The **Frequency** drop-down menu enables you to choose the x axis scale for displaying data points (Daily, Weekly, Monthly, etc.).

Compare To

This tab also has two drop-down boxes. Clicking **Index/Sector** displays a list of Indices and Industry Sectors. Selecting one of these choices so it displays in the box will add the corresponding trendline on the chart. In **Symbol(s)**, typing the symbol of another security and then clicking **Compare** will display the trendline for that security within the chart.

You can also chart up to 25 symbols selected from either the Positions window or the Watch List window by selecting the check boxes beside the securities you would like to chart, then clicking **Chart Selected Symbols** at the bottom of the page. The first symbol checked will be the primary symbol, and all subsequent symbols will be displayed as comparison symbols.

Add Indicators

This tab has one drop-down box, Indicators, which contains a list of standard technical indicators and candlestick patterns. Depending upon the indicator chosen, additional boxes will appear that enable you to specify the periods the indicator should utilize. These boxes are pre-filled with industry standards but can be altered by you. Once you have chosen the indicator and corresponding periods, click **Add** and the indicator will be added to the chart. More than one indicator can be added to the chart. To add an additional indicator, simply repeat the process.

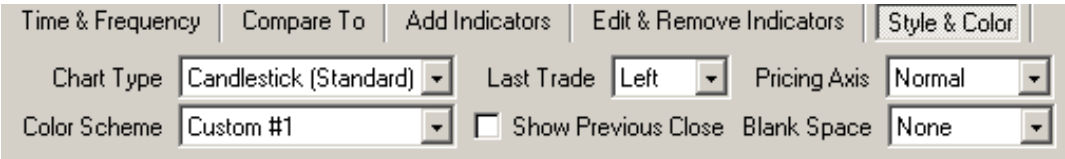
Edit & Remove Indicators

This tab, which becomes activated once you have added an indicator or candlestick pattern to the chart, is extremely helpful when you have added more than one indicator. It enables you to make revisions to or remove one active indicator without affecting your other choices. If you

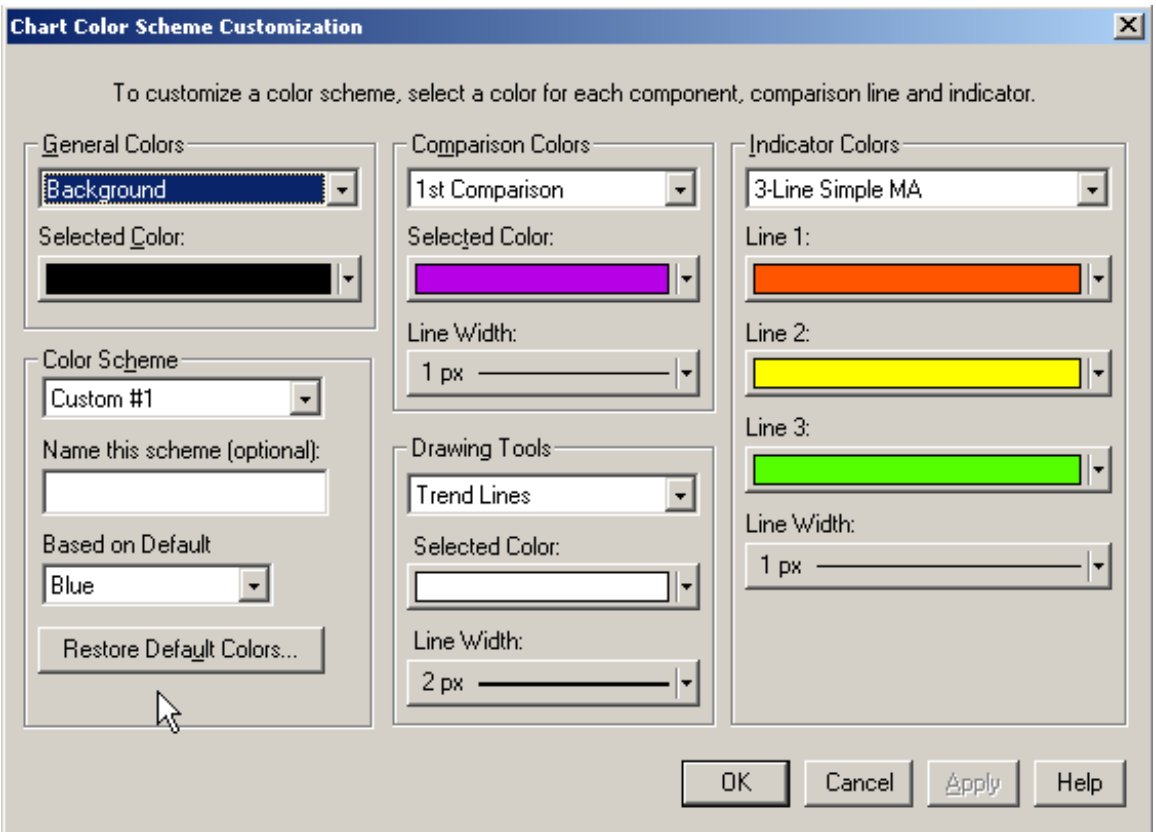
have added multiple indicators, simply click the **Indicators** drop-down menu and select the indicator that you would like to edit or remove.

Style & Color

The final tab contains five drop-down boxes and a check box to show or hide the previous close. **Chart Type** exhibits the chart styles available, i.e. line, mountain, candlestick, etc. **Pricing Axis** enables you to choose whether the pricing axis will be normal or logarithmic. **Last Trade Price** enables you to determine where you would like to display the last trade price.



Color Scheme enables you to select a pre-set color scheme. You can also create and save your own unique color scheme. Selecting **Customize colors from the Color Scheme drop down** opens the Chart Color Scheme Customization window:



In this window, you can select the **General Colors**, **Comparison Colors**, **Indicator Colors**, and Drawing tool colors for each of your charts. You can also select the line thickness for

Comparison Colors, Indicator Colors, and Drawing Tools. In addition, you can name each color scheme for use at a different time. If you wish, you can also revert back to the default charting colors by clicking **Restore Default Colors** towards the bottom middle of the screen.

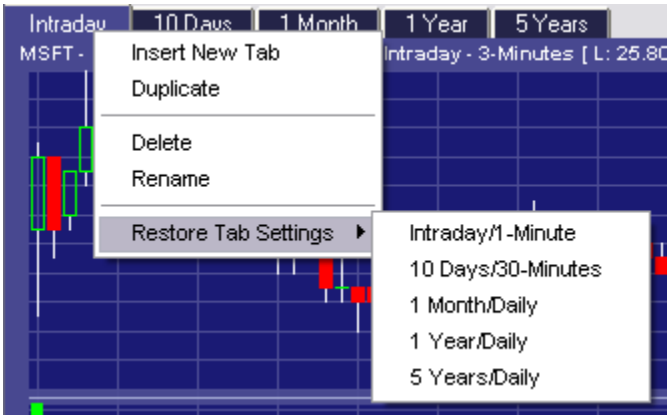
Once you have customized a chart, you can save those settings for use with future chart selections. If you would like to save your chart settings, then before exiting the chart, click **Save Settings**. To return to the pre-set chart settings, click **Restore Defaults**.

Tab Charting

The charting component within Active Trader Pro also has a function known as Tab Charting. To display tab charts, right-click in the chart window and select Show Tabs. Each chart window enables you to toggle between multiple chart views on the same security without having to open an additional chart window. Each tab may be customized individually. You may add, delete, and rename tabs or restore tab settings by simply right-clicking any tab; each chart window may contain up to 10 tabs.

Modifying Tabs

Each tab shares the main symbol and color settings, but **Time & Frequency**, **Compare To**, and **Indicators** settings are specific to each tab. Tabs can be modified, deleted, and renamed by right-clicking a tab itself. While the default tab names are based on the timeframe displayed within the tabs, you can name the tabs as you wish. Note: changing timeframes will not automatically rename a tab to match the timeframe.



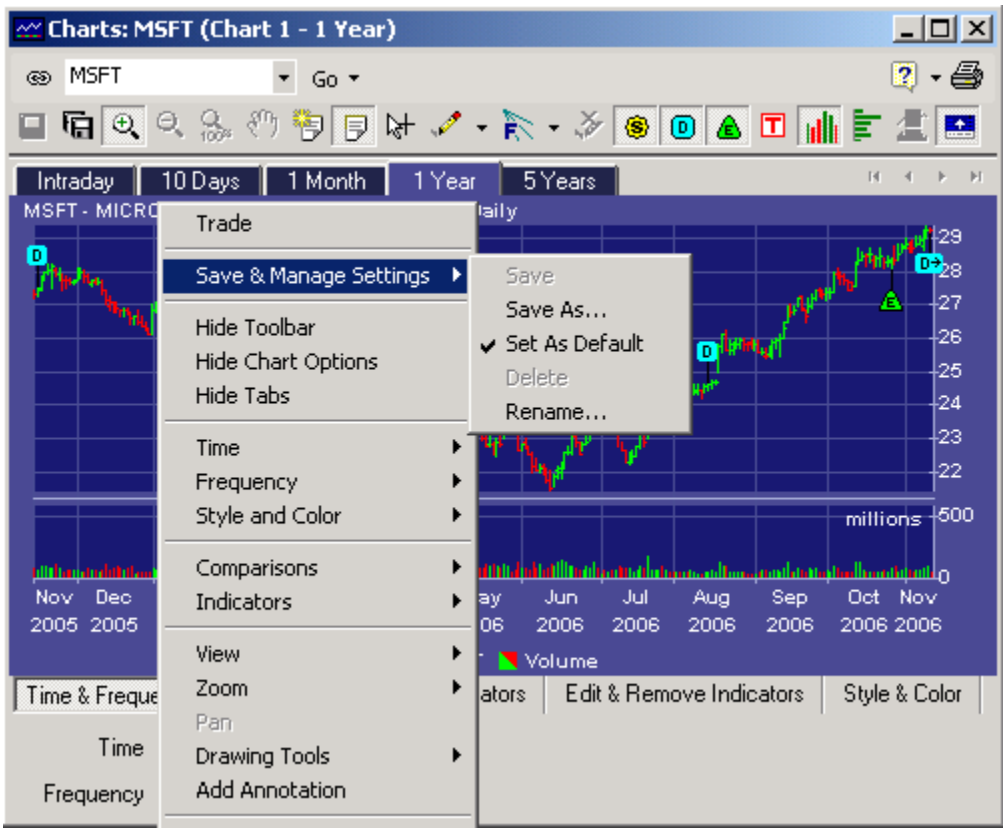
Tabs now have two right-click menus, the main right-click menu and a tab-specific right-click menu. The main right-click menu is accessed by right-clicking anywhere in the chart window, and the tab right-click menu is accessed by right-clicking a tab itself. The tab right-click menu includes:

- **Insert New Tab:** Adds a new tab (1 Month/Daily) to the right of the selected tab.
- **Duplicate:** Adds a new tab copying all settings from selected tab.
- **Delete:** Deletes the selected tab.
- **Rename:** Renames the selected tab.

- **Restore Tab Settings:** Enables you to restore the settings of the selected tab to any of the default settings. Restoring defaults is done on a tab by tab basis.

Saving Changes and Multiple Charts

Saving a chart is done at the chart level, as the **Save** function saves all changes made within the chart window (i.e. all tabs). An asterisk will be displayed in a tab when the tab contains unsaved changes. You will be prompted to save any changes when closing a chart.



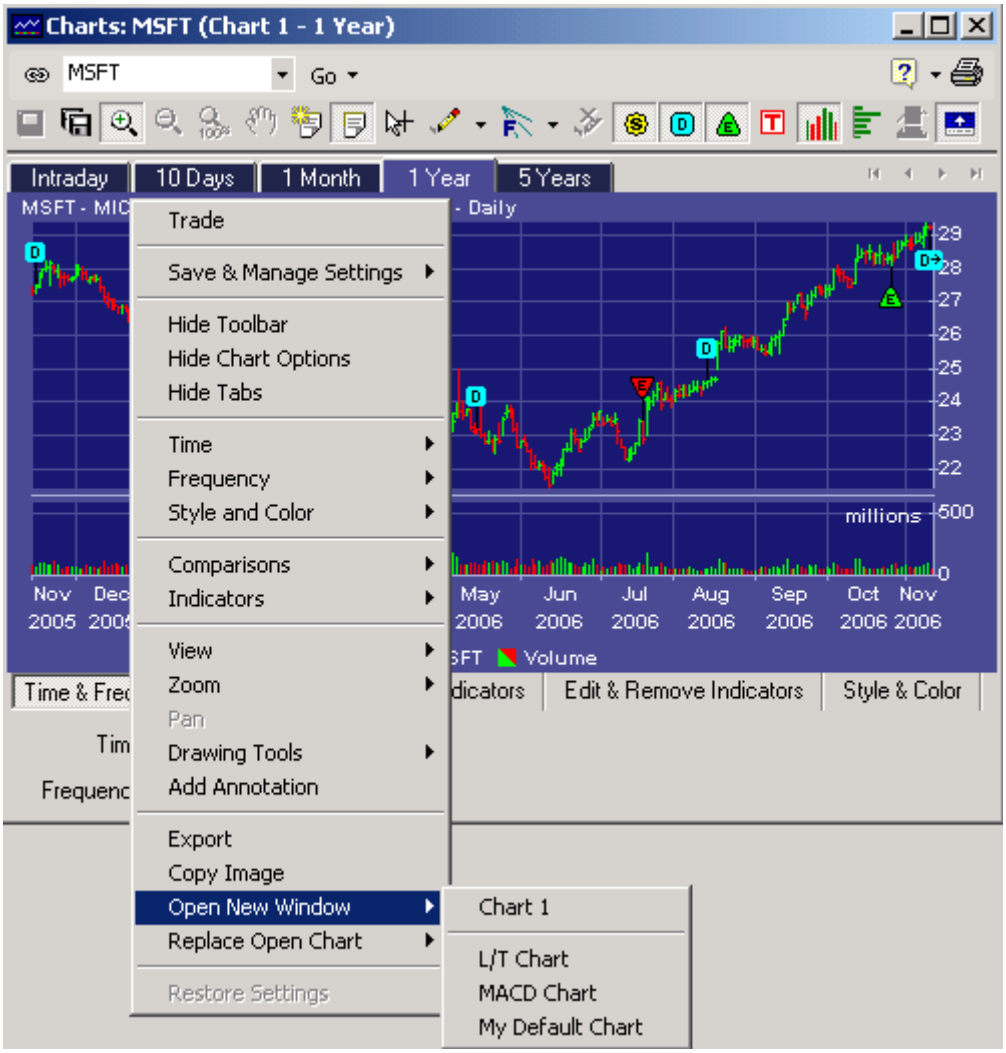
You can save changes by:

- Clicking the **Save** icon in the toolbar. This will overwrite the existing chart with the new settings.
- Selecting the **Save As** icon in the toolbar. This will save the chart as a new chart; you may save up to a total of 30 charts.
- From the chart right-click menu, you can also access the **Save** or **Save As** functions.

Under **Save & Manage Settings** in the chart right-click menu, you may also set a chart as the default chart, delete a saved chart, or rename a chart. Note: the **Delete** function is only available if there is more than one saved chart and if the displayed chart is not the default chart.

Accessing Saved Charts

You can access saved charts using two selections in the main right-click menu: **Open New Window** and **Replace Open Chart**. Each command contains a list of your saved charts with the default chart displayed at the top of the list.



NEWS

ATP features an advanced News Tool for monitoring and viewing headlines, creating searches, and reading stories. The News Tool features:

- Streaming Headlines (Tier 3)
- Pre-built and Custom search capabilities and the ability to save searches
- Tabs for easy navigation
- Pop-up Alerts
- Story text with imbedded quotes, charts, trade links and more
- Bookmarking feature for quick access to stories

A **Search** is a specific set of news parameters used to search for historical headlines and to subscribe to streaming news. These searches can be created, saved, and modified.

How the News Tool Works

News streams to Tier 3 users with key information, including: date/time, symbol, headline, and provider.

Tier 1 and 2 users receive news via automatic, 2 minute updates. Tier 3 users can elect 2 minute updates if they choose not to stream. Users who cannot connect via streaming or 2 minute updates can update manually.

Update Frequency	Functionality
Streaming	**New headlines are displayed as received**
Every 2 Minutes	**Headline update occurs every 2 minutes**
Manual	**Used to refresh news between 2 minute update intervals, or for users who cannot connect to the Streaming News infrastructure**

The status of the News connection is displayed on the bottom of the ATP window when you place your mouse over the news icon. If you are unable to receive news, the news status indicator will turn red; otherwise, it will remain gray.

The News Tool lets you:

- Set up and manage pre-built and custom searches
- View streaming headlines (Tier 3)
- View stories
- Bookmark stories for future reference

The News Tool default settings are as follows:

- News tool columns: Date/Time, Symbol, Headline, Provider and Trade
- “Advanced Search” options set to closed
- Tabs Enabled
- New tab Every Search Disabled

The News Tool contains 3 sections:

- The “Control” section for entering simple or advanced search parameters and managing bookmarks
- The “Headline” section displays the search results
- The “Story” section displays the story

Behavior of News Indicator from Quote and Watch List Components

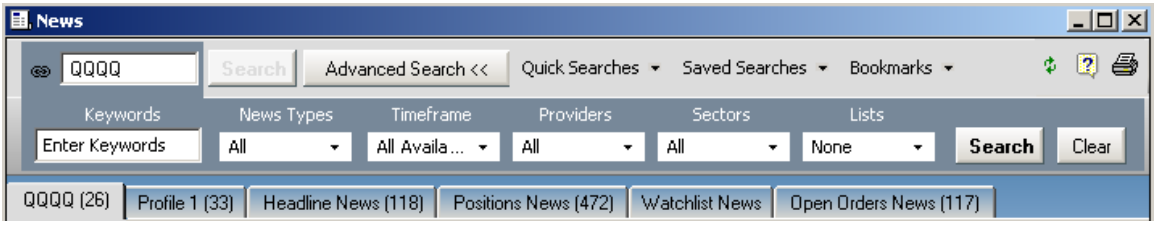
You may add a News indicator (timestamp) and/or Latest Headline to the quote and watch list components via Preferences. If you click the News Timestamp for a particular symbol from either the quote or watch list component, the News Tool displays with news for the symbol. If tabs are enabled in the news tool, the results display in a new tab, unless you’ve set your preferences not to display new searches in a new tab, in which case the active tab will be overwritten with the search results.

If you single click a News Headline, the associated story (if applicable) appears in the story section. If you double click a News Headline, a stand alone story window will open with associated story.

Control Section

Control Section with **Advanced Search collapsed**.

Control section with **Advanced Search expanded**.



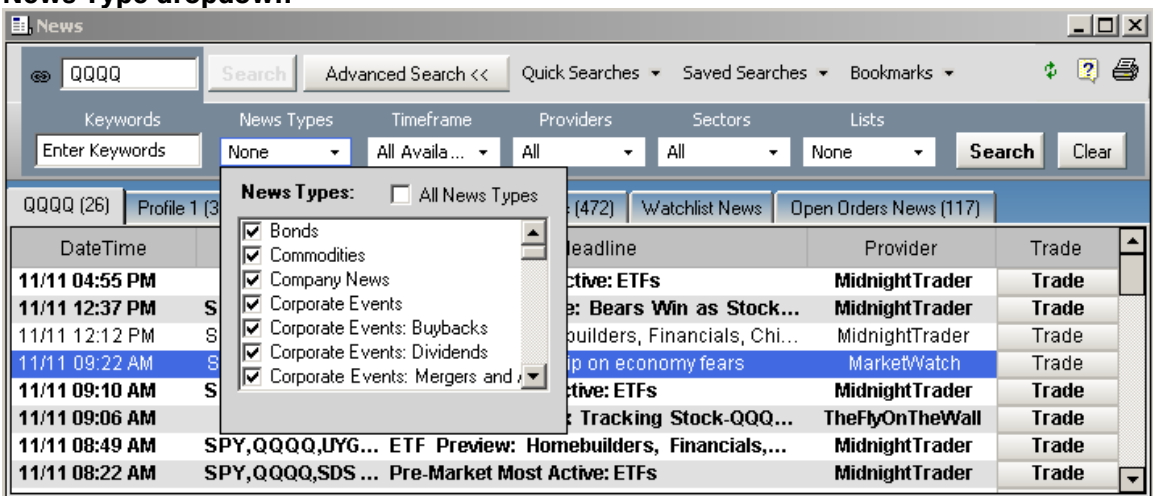
Symbol Field

The symbol field allows you to enter one symbol or multiple symbols at a time. To enter multiple symbols, enter a space or a comma in between the symbols. If you have tabs enabled, results for all symbols entered in the symbol field will be returned in one tab.

Keyword Field

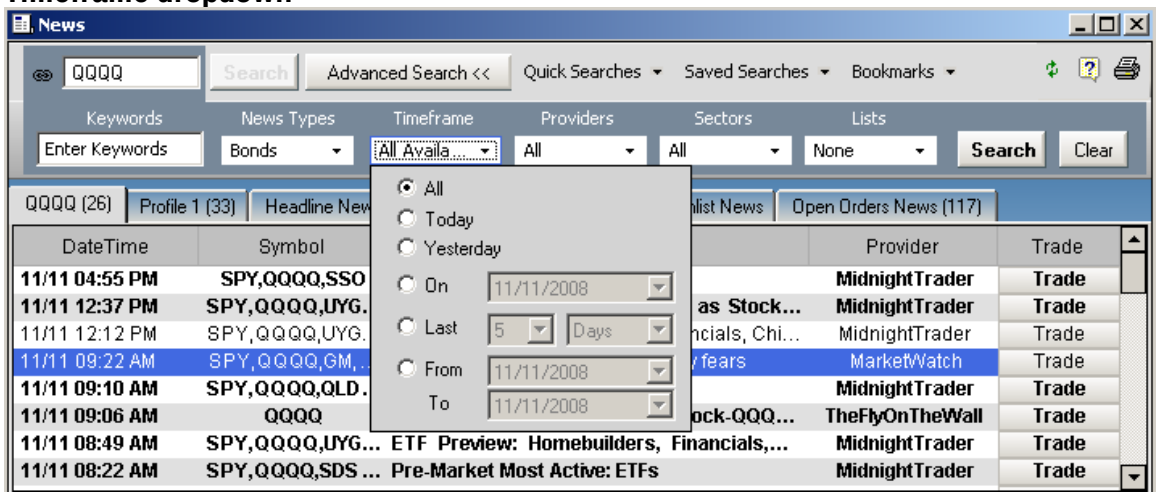
The Keyword field is available in the Advanced Search options which are accessible by clicking the Advanced Search button. You may enter one keyword or multiple keywords along as well as any additional search criteria desired. Use quotation marks (“ ”) to search for phrases or exact word groupings.

News Type dropdown



Unless modified, this field defaults to “All News Types” when you select the dropdown, and all fields are checked. To uncheck all fields, click to deselect the “All News Types” box. To run a search for specific news types, simply check the desired boxes and click search. To search for all news types, click to select the “All News Types” box.

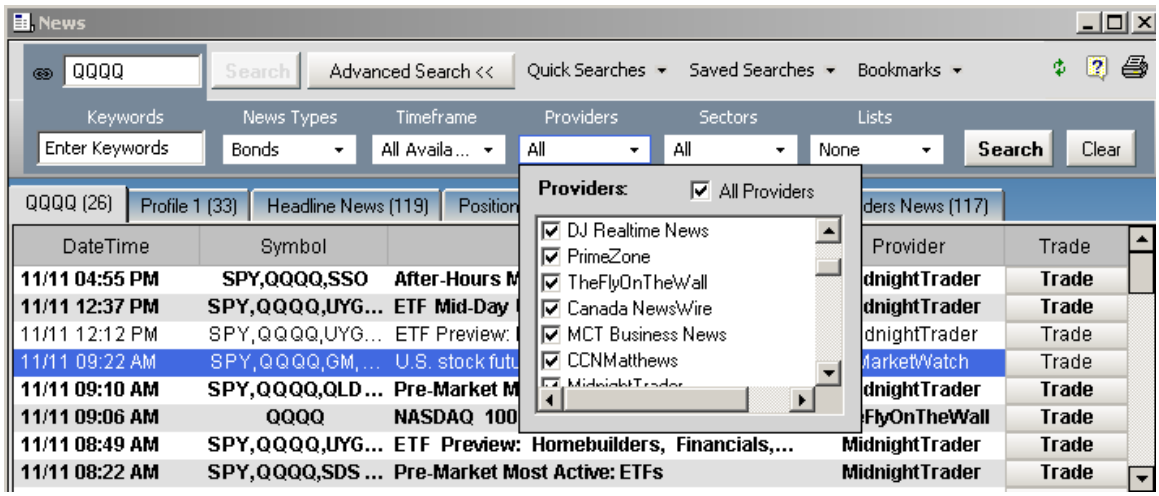
Timeframe dropdown



Use this advanced search dropdown to select a specific time period. If a time frame is selected that does not include current time then only a historical search is returned and a stream of news stories is not initiated. Be sure the timeframe includes any or today if streaming news is desired for the search.

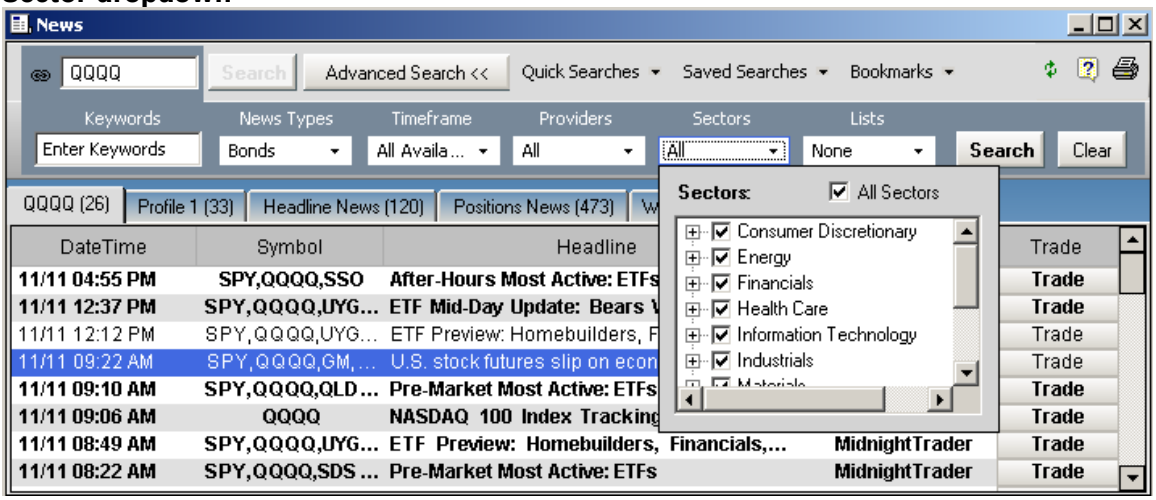
The calendar displays when you select the dropdown within the dates, you can select the dates on the calendar or choose to enter the dates manually.

Provider dropdown



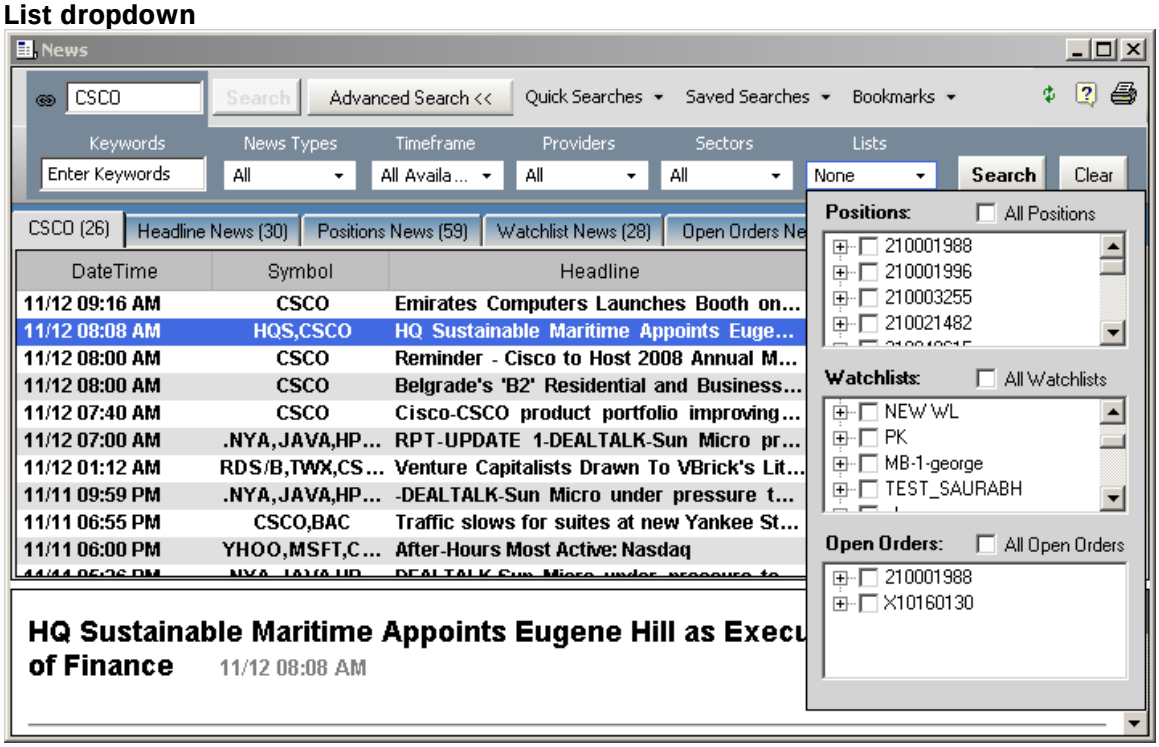
Unless modified, this field defaults to “All Providers” when you select the dropdown, and all fields are checked. To uncheck all fields, click to deselect the “All Providers” box. To run a search for specific providers, simply check the desired boxes and click search. To search for all providers, click to select the “All Providers” box.

Sector dropdown



Unless modified, this field defaults to “All Sectors” when you select the dropdown, and all fields are checked. To uncheck all fields, click to deselect the “All Sectors” box. To run a search for specific sectors or subsectors, check the desired boxes and click search. To expand the sectors to see subsectors, click the + icon. To search for all sectors, click to select the “All Sectors” box.

List dropdown

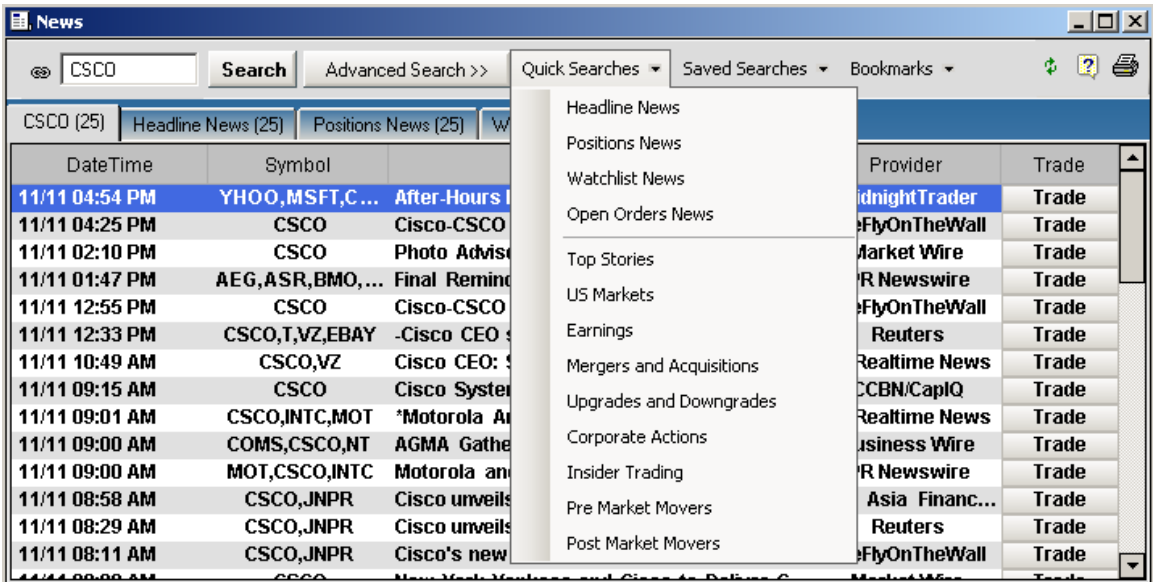


This List dropdown allows you to quickly create a search with symbols. You can choose from the symbols in your Positions, Watch Lists, or Open Orders. Only custom created watch lists are displayed in the Watch Lists menu, owned account watch lists are found in Positions.

You can select “All” on this screen for each section to quickly choose all positions, all watch list positions, or all open orders. You can expand each account or watch list to show the symbols which can be individually selected.

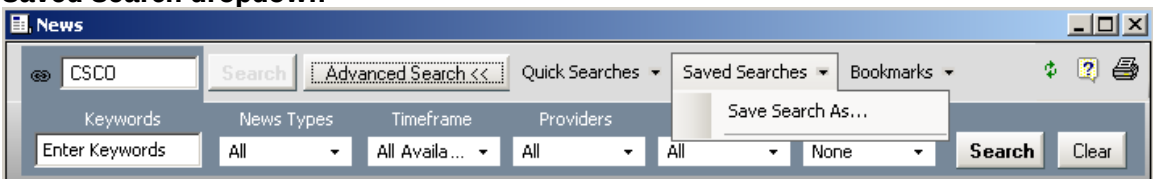
Only Equity, Index, and Mutual Fund symbols are displayed. News is available for all of these securities.

Quick Search dropdown

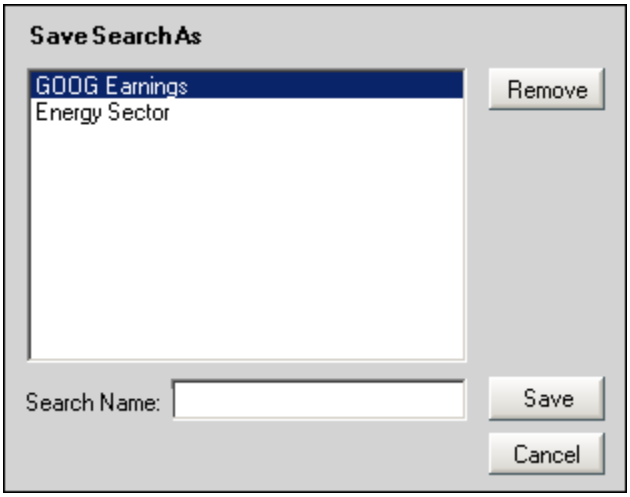


This drop down allows you to run several pre-built searches for news on a variety of topics as follows:
Headline News
Positions (News on all positions in all accounts)
Watch List (News on All symbols in custom created watch lists)
Open Orders (News on any open orders in Order Status)
Top Stories
US Markets
Earnings
Mergers and Acquisitions
Upgrades and Downgrades
Corporate Actions
Insider Trading
Pre Market Movers
Post Market Movers

Saved Search dropdown

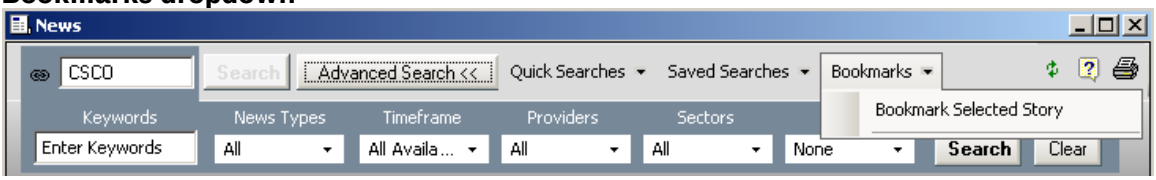


After a search is created and run, you can save it. The Saved Searches dropdown allows you to choose the save option, which displays the save search as dialog box. You may also access the save search functionality via right click from the news tool.



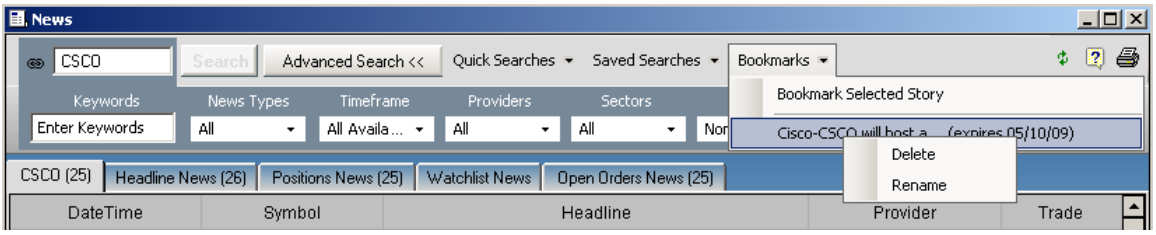
Use the Saved Searches dropdown to save searches or remove saved searches. The search name is generated from the first symbol or first symbol and keyword of the search and gets filled in under the search name. Click Save to accept the default search name or change the name and then click Save. You can save up to a maximum of 50 searches.

Bookmarks dropdown



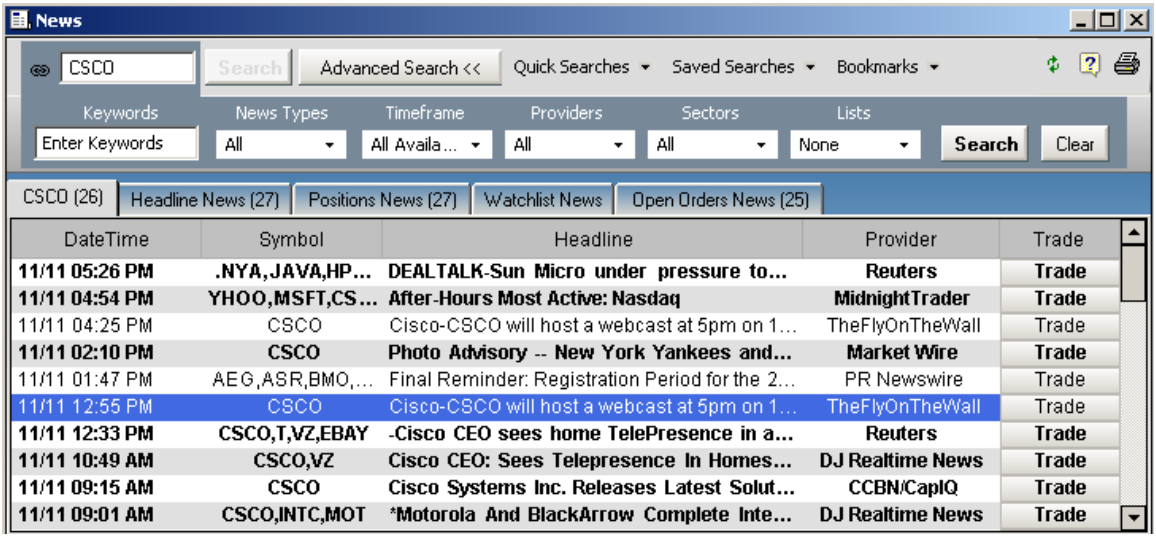
Use the Bookmarks dropdown to save stories or revisit stories you've previously bookmarked. To bookmark a story, select its headline in the Headline Section, and then click "Bookmark Selected Story" in the Bookmarks dropdown menu. You may also bookmark a story by right clicking a headline and selecting "Save Bookmark" from the menu that appears. You can save the bookmark by its headline (default name), or with a name of your choosing, up to 25 characters. You can bookmark up to a maximum of 50 headlines.

Once you have created a bookmark, it will appear in the Bookmarks dropdown. To view a bookmarked story, click its name or headline in the dropdown menu. The story will appear in a separate story reader window. To delete a bookmark, right click the name and select "Delete" from the menu. You may also rename a bookmark, using the same right click menu.



Bookmarks from many news providers expire after a certain amount of time. That date will be presented in the dialog box that appears when you save a story. Expired news stories will be automatically deleted from your dropdown list.

Headline Section

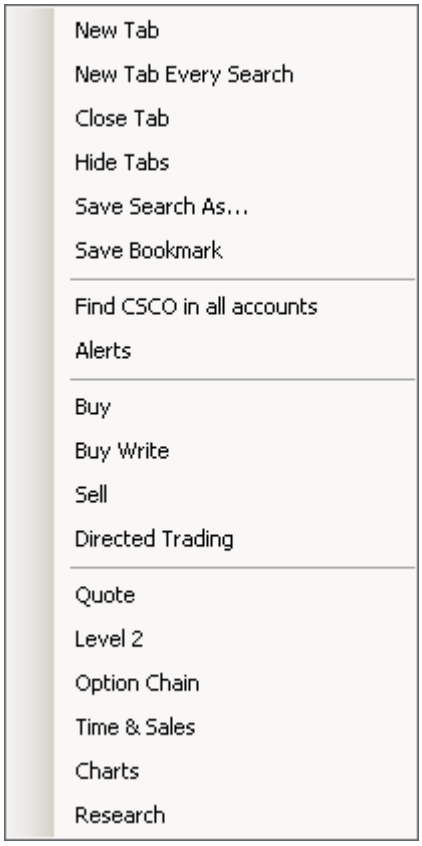


Headlines are display in a bold font. When you select a headline with a single click, the story is displayed in the viewing pane below the headlines. The headline font changes from bold to unbold to indicate that the story has already been displayed. Double clicking the headline will display the story in a separate window, and also change the font from bold to unbold.
Column News Tool functionality:

- Columns are sortable by clicking the column name.
- Columns can be dragged and dropped into position.

Right Click Functionality

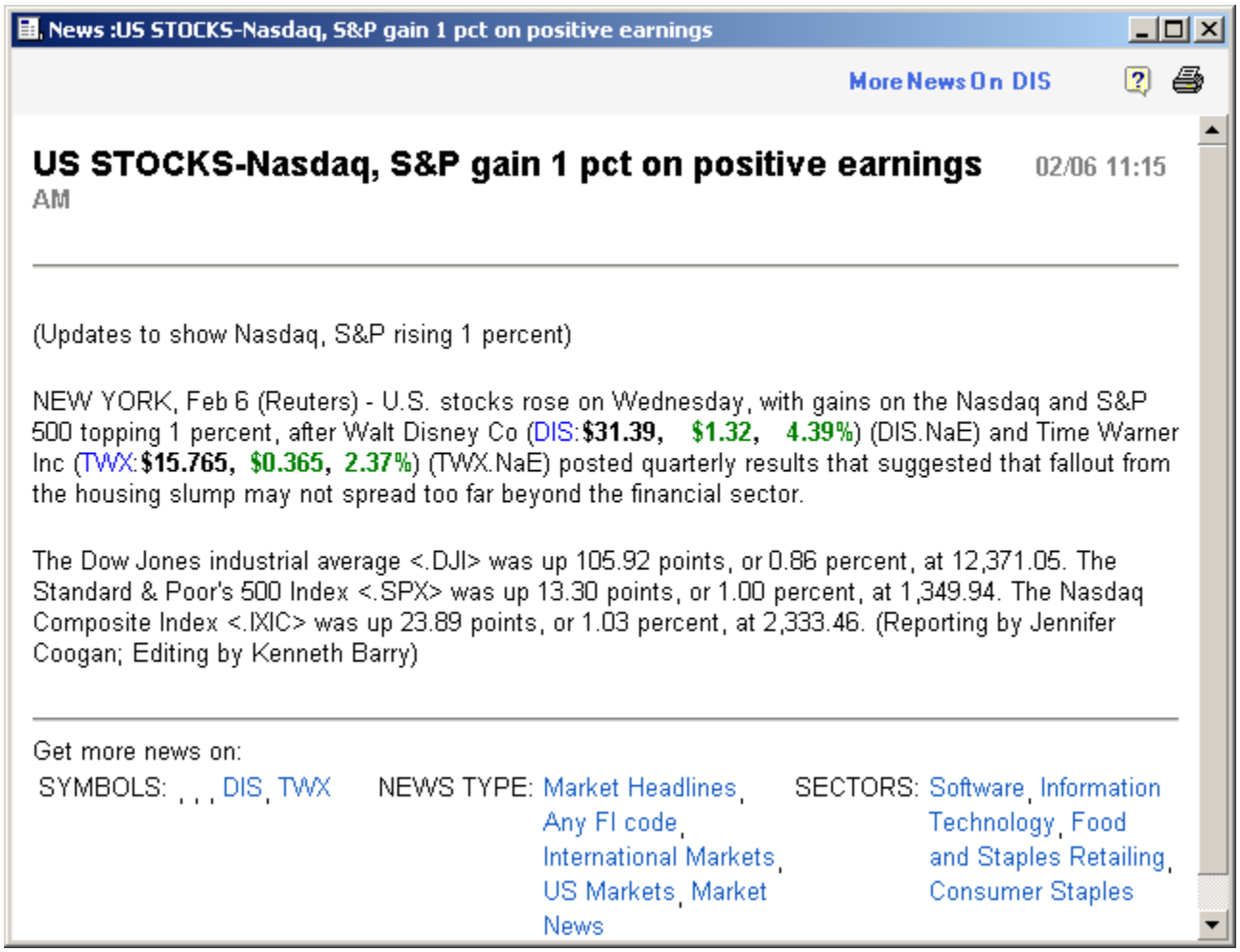
There is a new comprehensive right click menu that enables quick access to program features.



New Tab	**Creates a new blank tab.**
New Tab Every Search	Every time you run a new search, it will be in a new tab instead of overwriting an existing tab. Click this and the setting will be saved. A checkmark will indicate this is the setting.
Close Tab	Closes the active tab.
Show or Hide Tabs	Enables/Disables tabs.
Save Search As	Saves the search. Dialog box is displayed.
Save Bookmark	Creates a bookmark for the story. Dialog box is displayed.

Story section

Story body



Currency, symbols, and keywords are highlighted by default. Currency values show in green, symbols in blue and keywords in red.

Searches

Create and Run a Search

Streaming User

When you enter and run search parameters that include current day, both a historical search request is made and a streaming request is made. If a historical search is made that does not include current headlines, a streaming request is not initiated.

For example if you select timeframe: “Yesterday”, all headlines from the previous day are returned, but new headlines are not streamed in. If a streaming request is made, the first 25 historical headlines will be returned and any new headlines will stream in as generated. Additional historical headlines, if available, may be accessed by scrolling down the headline section in the news tool.

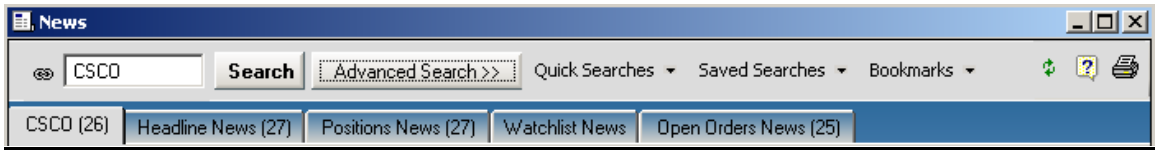
2 Minute Interval

When a search is requested that includes current day, historical headlines are received. Updates to the current headlines are made on the two minute interval. You can click the Update button to search for new headlines at any time.

Tab management

Tab management allows you to turn tabs on and off as well as manage tabs by closing or creating new tabs. Tabs are on by default. You can turn tabs on or off in News Preferences or via right click. When tabs are enabled, you can have multiple news searches running in one News window. Only one news tool may be open at a time. If you choose not to use the tab feature, you will run one search at a time that will be displayed in the news tool.

Tabs Enabled



- New Tab – Creates a new tab in which a search may be run.
- New Tab Every Search – If this preference is enabled, when a Saved Search is selected or a new search is run; the search takes place in a new tab, assuming you have not reached the maximum number of tabs (10). If you do not want the new search to appear in a new tab, you should disable New Tab Every Search via right click or News Preferences. **Note**: a maximum of 10 tabs may be running at any given time. If you reach the maximum of 10 tabs, you'll need to close or delete a tab to create a new one or turn off the New Tab Every Search preference.
- Close Tab – Close a tab by right clicking in the headline section and selecting "close tab". If the tab was previously saved, it remains in Saved Searches. Only the last tab cannot be closed.
- Hide Tabs – This will disable the Tabs feature.
- You can rename the tab by clicking Save Search As via right click or the Saved Searches drop down. The assigned tab name appears in the dialog box. If you click save it gets saved. If you change the name and select save, the name changes.

Tabs disabled

- With tabs disabled, any search overwrites the previous search and the headlines appear in the headline window.
- You can Save Searches without using the tab functionality. Saved Searches are not actively streaming, only searches in tabs are actively streaming.
- With tabs disabled, only the current search is displayed.

Saving the News Tool window settings

The News Tool layout is saved locally on your PC. To save the News Tool in a layout, go to Edit > Layout > Save. Simply closing the News Tool saves the following:

- Tab positions
- Columns order (drag and drop of headlines changes the columns order)
- Column width
- Position of the divider between the Headline and the Story

ATP News Pop-up Alerts

Pop-up alerts are only available to users who have elected to Stream or are receiving 2 minute updates. The pop-up alerts will be generated and displayed for active searches or symbols when a News Tool, watch list or quote component is open.

The alerts display the headline and a synopsis of the news story. A close button "X" is displayed on the top right hand corner to close the window prior to the automatic fade out.

- Headline displays as: "ATP News – '*insert headline*' ".
- Story: The partial story synopsis displays as received.

Clicking the news pop-up alert displays one of the following:

- Stand alone story window (default)
- Trade ticket

In Preferences > News > Alerts, you can choose which window to display when the pop-up alert is clicked. **Important Note**: If you prefer not to receive the news pop-up alerts, you may disable the pop-up display in News Preferences.

News Sound Alerts
If news is received, you can choose to hear an audible alert which is set through News – Alerts Preferences. The audible alert is in addition to the pop-up alert. You can elect to receive both pop-up and audible alerts, pop-up or audible alerts, or neither.

Trade
Right click within the News Tool displays the standard ATP right click menu so you can quickly navigate to additional components, including the trade ticket.

The TRADE button displayed in the headline section of the News Tool also links you to the Trade Ticket.

Story

The headlines selected in the News Tool display the story in the story preview pane below. Click and drag the bar dividing the headlines and stories to expose more of the headlines or more of the story.

You cannot close the story preview pane entirely. One row of text always shows so that you can find the story if you want to view it later.

Headline click functionality

- Single click - Story corresponding to the headline displays in the preview pane
- Double click - Story corresponding to the headline displays in a stand alone story window.

Story features:

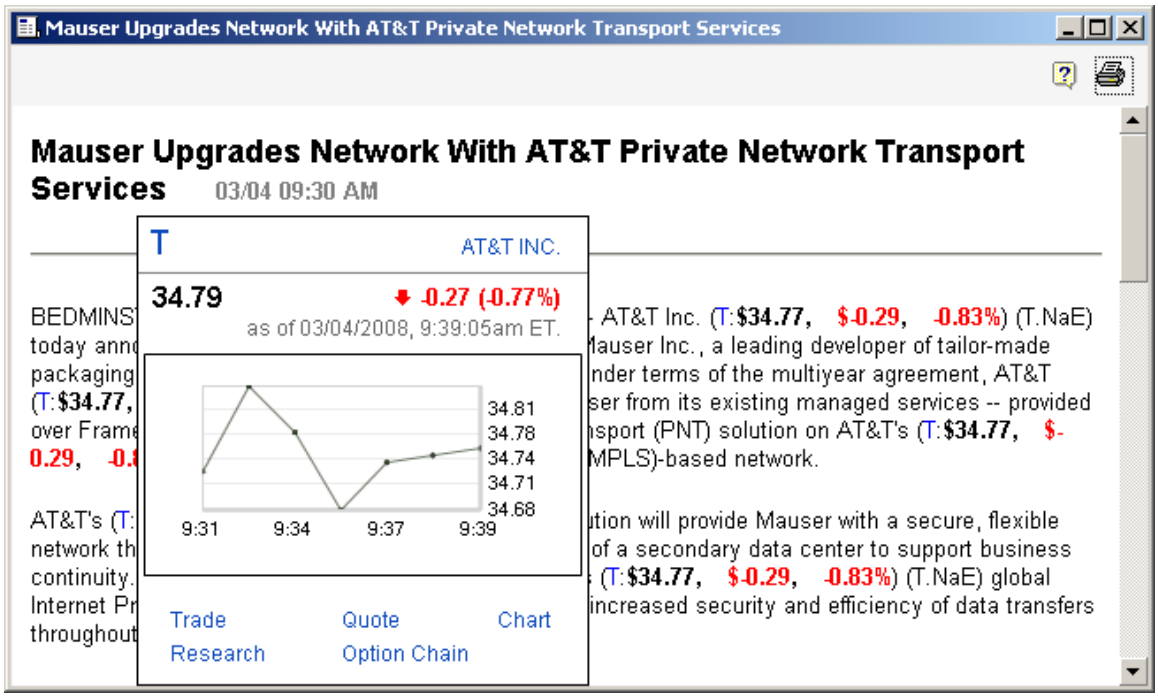
- Stories which do not fit in the existing window have a scroll bar for you to move within the story.
- Company symbols display, along with quote data, and are hyperlinks to launch the detailed quote tool.

When a story is displayed (in the story preview pane or the stand alone window), the corresponding headline is highlighted in blue.

DateTime	Symbol	Headline	Provider	Trade
03/04 09:37 AM	SPLS	Staples leads a decline in retail shares	MarketWatch	Trade
03/04 09:36 AM	SPLS	*Staples shares down 4% to $21.61	MarketWatch	Trade
03/04 09:35 AM	.DJI,.SPX,.NYA,I ...	US STOCKS-Market opens lower; Intel forec...	Reuters Combine...	Trade
03/04 09:35 AM	.DJI,.SPX,.NYA,I ...	US STOCKS-Market opens lower; Intel forec...	Reuters Combine...	Trade
03/04 09:33 AM	SNDK	*Sandisk shares down 3.2%	MarketWatch	Trade
03/04 09:32 AM	AIG	*AIG shares down 1.8% in opening trade	MarketWatch	Trade

Floating quote window

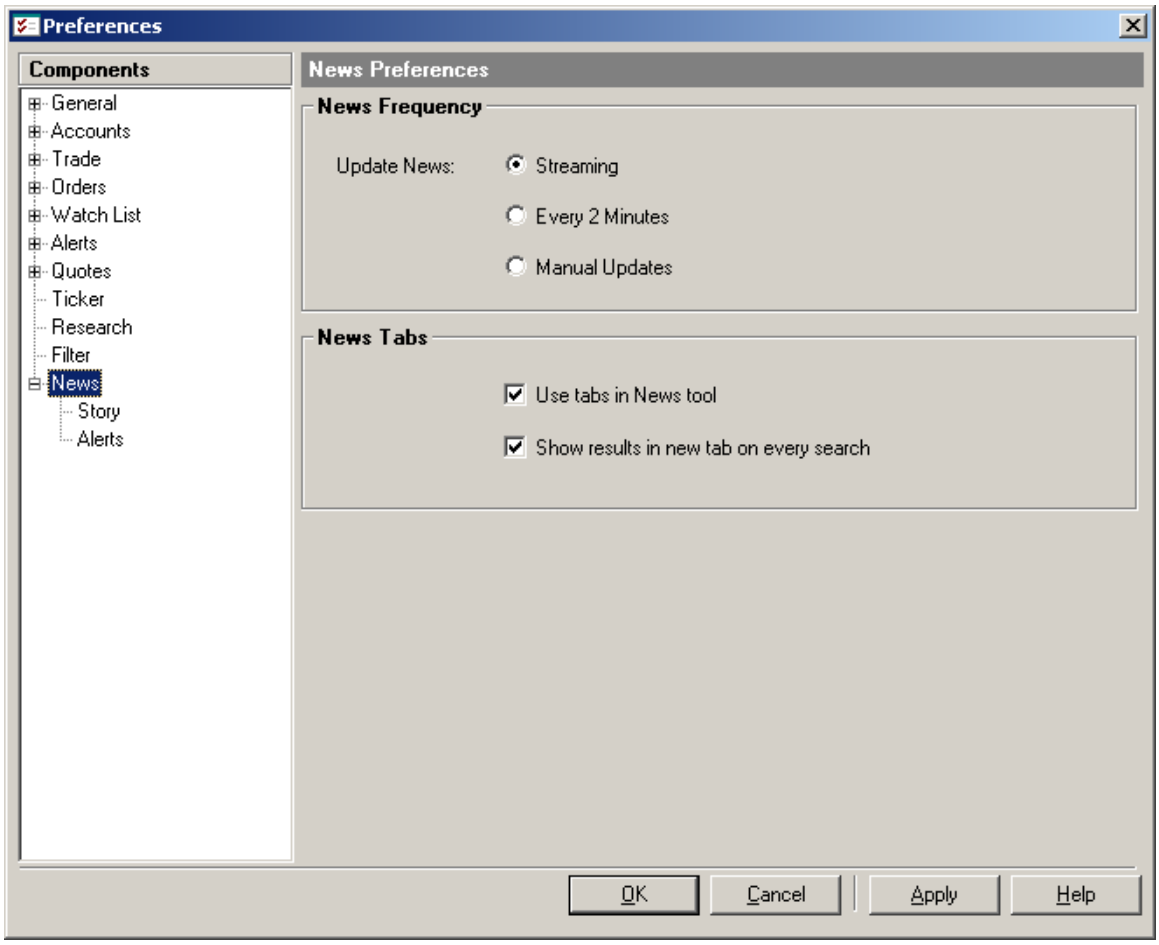
A floating quote window is accessed by placing your mouse over a symbol in a story. The window displays the quote, intraday chart and links to other Active Trader Pro components. Moving the mouse off the symbol causes the floating quote tool to disappear.



Functionality inside the floating quote tool:

- Real-time quote is displayed
- The chart is an intraday chart that does not update
- The Trade link launches the trade ticket with the symbol seeded
- Other links include: Quote, Research, and Option Chain

Preferences – News



The News preference screen controls:

- Update Frequency
- Tab Management

News Frequency

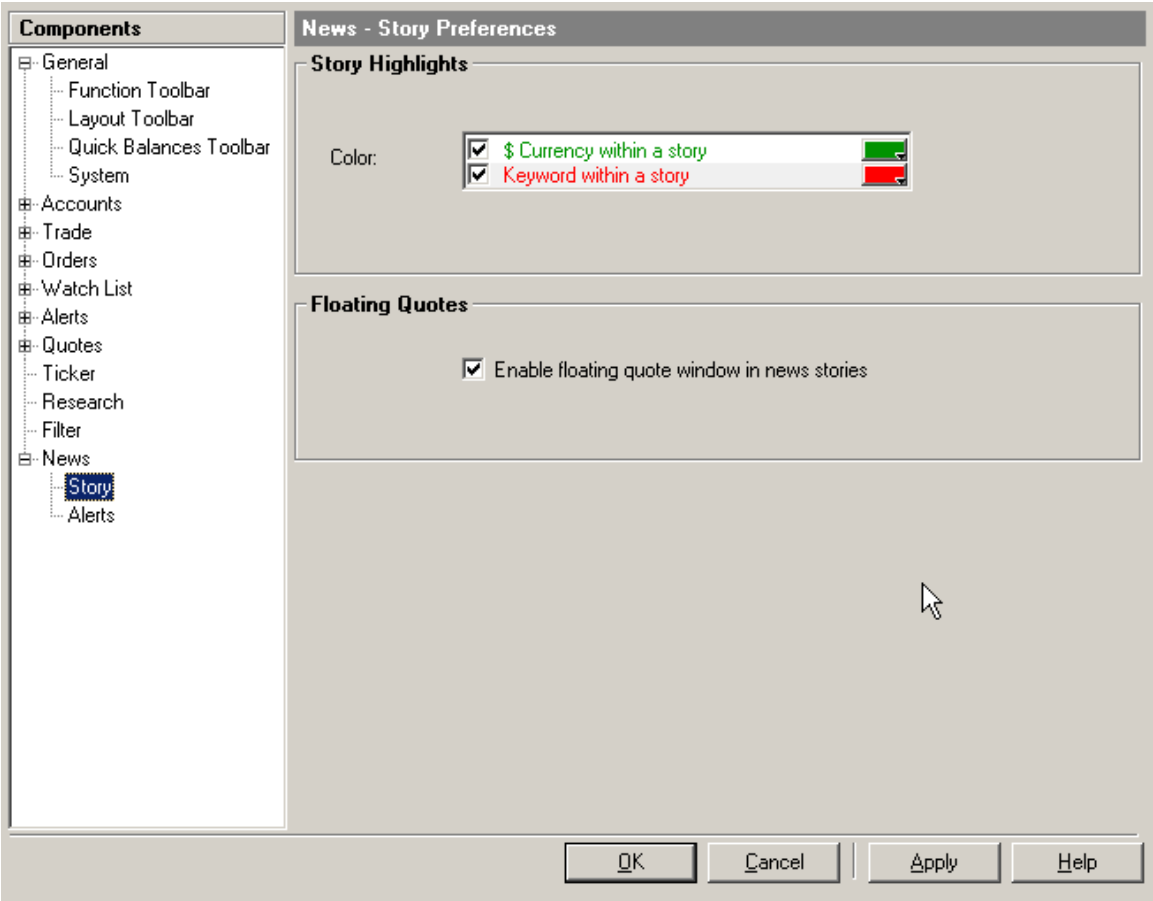
This setting allows Tier 3 clients to set the update frequency to Streaming, Every 2 minutes or Manual.
Tier 1 and 2 clients can set the update frequency to Every 2 minutes or Manual.

News Tabs

Enable or disable the tab feature via the check box, and indicate whether or not you would like to show search results in a new tab on every search.

Story Preferences

The story is customizable using preferences. All stories appear customized with the same features. Customization is not available on each separate search.



Story Highlights

Choose colors to highlight currency values and keywords in story content.

Floating Quotes

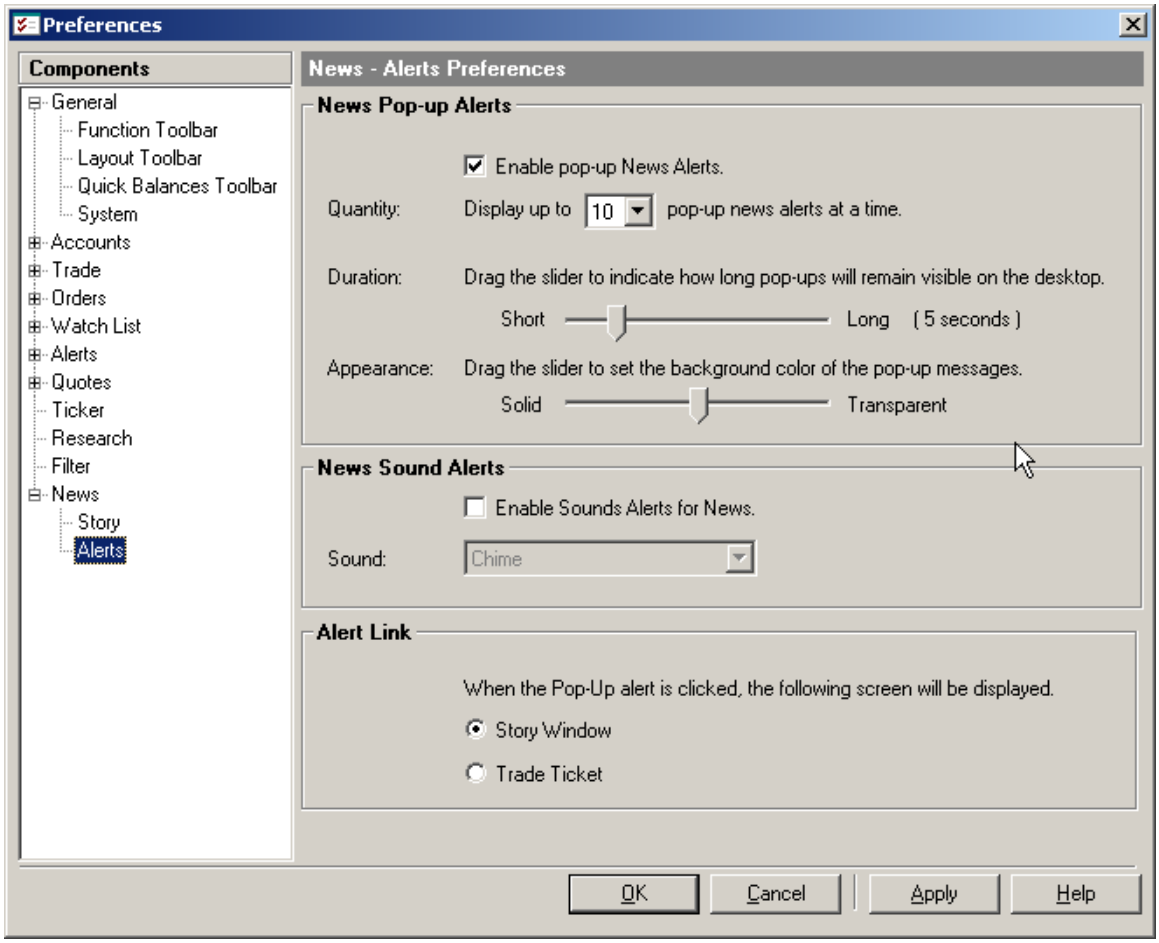
Enabled or disable the floating quote window available when mousing over symbols in the story body.

News Alerts Preferences
You can choose to turn on or off the News Pop-up alerts. You can also turn on or off the news chime alert. These two news alerts are independent of one another.

The news pop-up alert can be customized by specifying the time the alert remains on the screen as well as the maximum number of alerts displayed at one time. (if more than one alert is received at a time the alerts will stack).

You can also choose the behavior of the action when a news pop-up alert is clicked. You have the choice of:

- Stand alone story window (default)
- Trade Ticket



Access News in ATP Tools

Select Active Trader Pro tools allow for the display of News (timestamp) and/or Latest Headline. Move the mouse over the timestamp to see the headline displayed in the tooltip. Clicking the News (timestamp) will display the News tool with symbol seeded and clicking the Latest Headline will display the entire news story in a stand alone window.

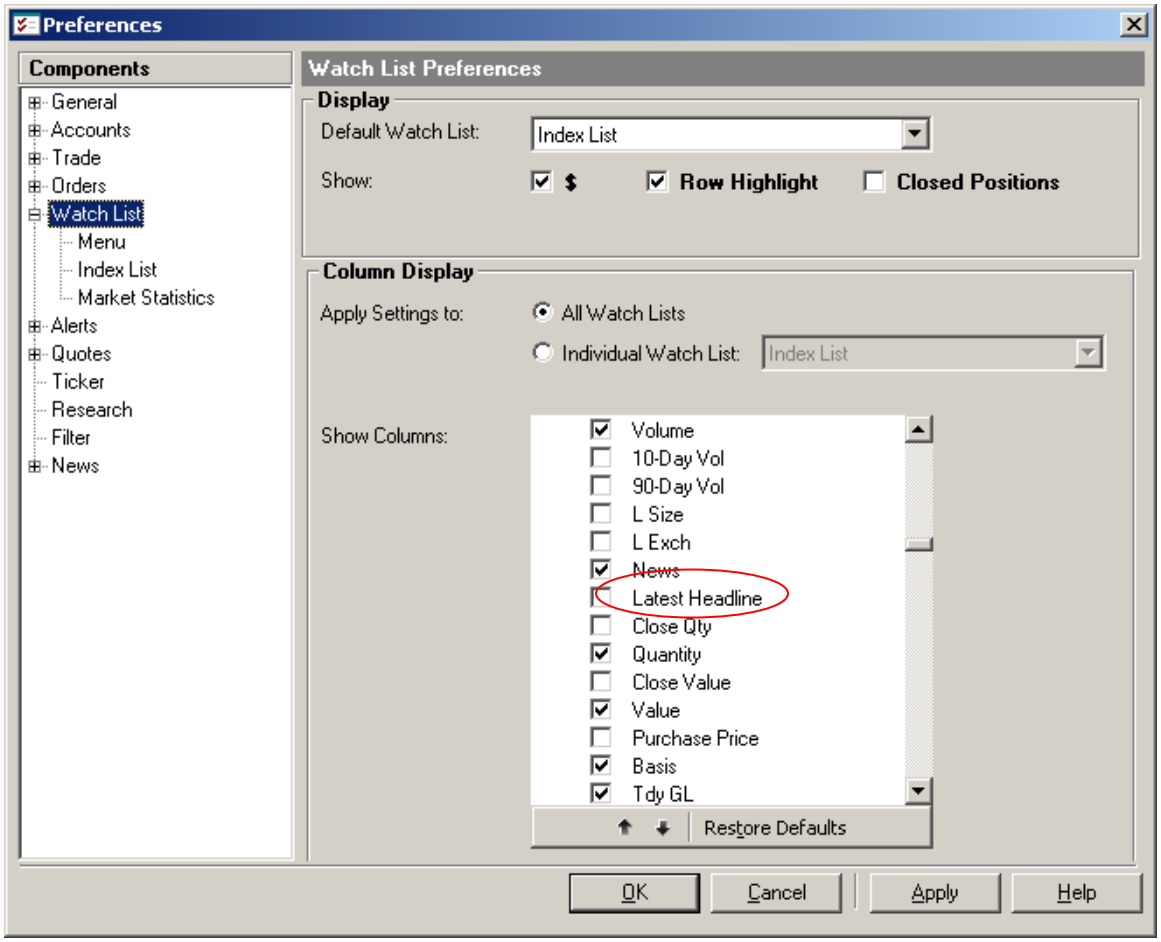
Tools impacted:

- Watch List Component
- Quote Component

Each tool has its own update/refresh button for those users not in streaming mode or unable to stream. When an update is requested for a particular tool, the News Engine will request an update for that particular search. When the response is received, the tools will update with the appropriate headlines or time stamps.

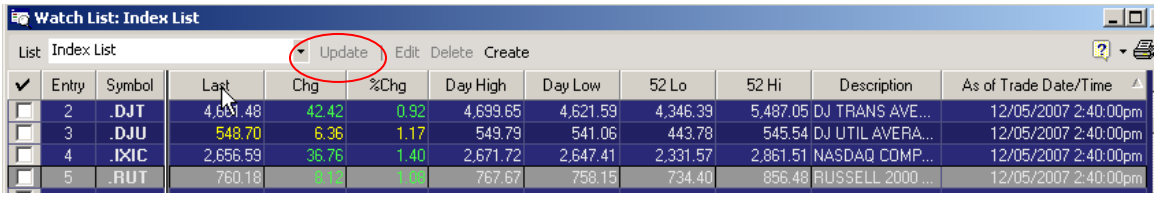
Watch List

The watch list tool offers News (timestamp) as well as Latest Headline. You can choose to display these using the watch list preferences. The News (timestamp) preference is on by default, while the Latest Headline is off by default.



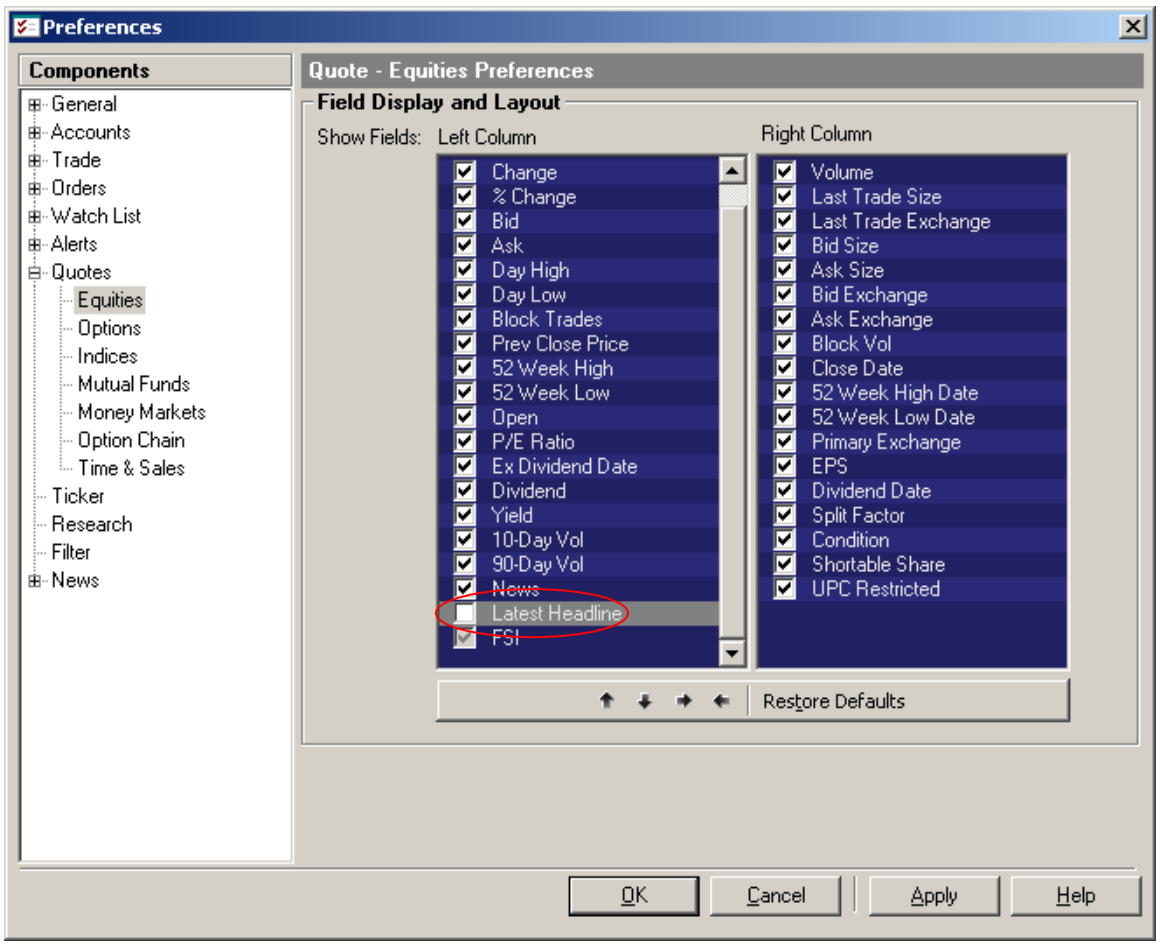
Move the mouse over the News (timestamp) field to display the headline in the tooltip. This is useful when choosing not to display the Latest Headline column.

Update/Refresh
The Watch List tool has an “Update” button for news and/or quotes depending on what is not streaming. If both quotes and news are streaming, the button is grayed out.



Quotes

The Quote tool also has preferences available to display the News (timestamp) and Latest Headline. You can choose which of these to display these using the Quote preferences for Equities, Indices, and Mutual Funds. The News (timestamp) preference is on by default, while the Latest Headline is off by default.



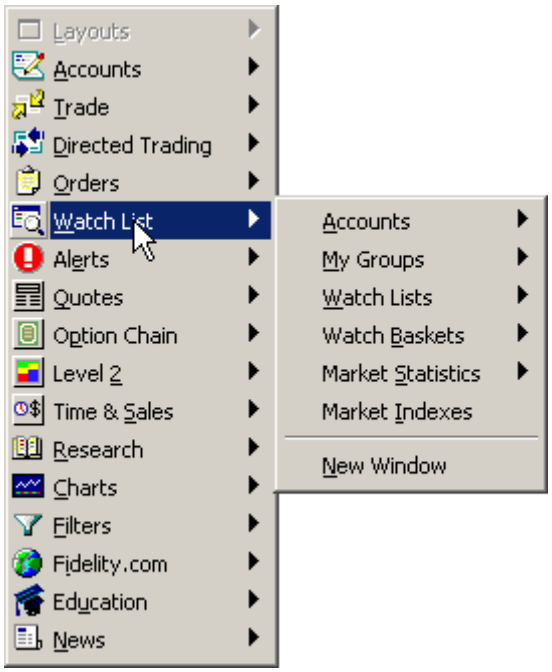
Move the mouse over the News (timestamp) field to display the headline in the tooltip. This is useful when choosing not to display the Latest Headline column.

The Refresh, Go button, or hitting Enter refreshes the quotes and/or news when not in streaming mode.

WATCH LIST

Another tool offered in Active Trader Pro is the Watch List. ATP enables you to define up to 15 custom watch lists that track up to 50 securities per list. Additionally, there are two types of predefined watch lists: Account and Market Indexes.

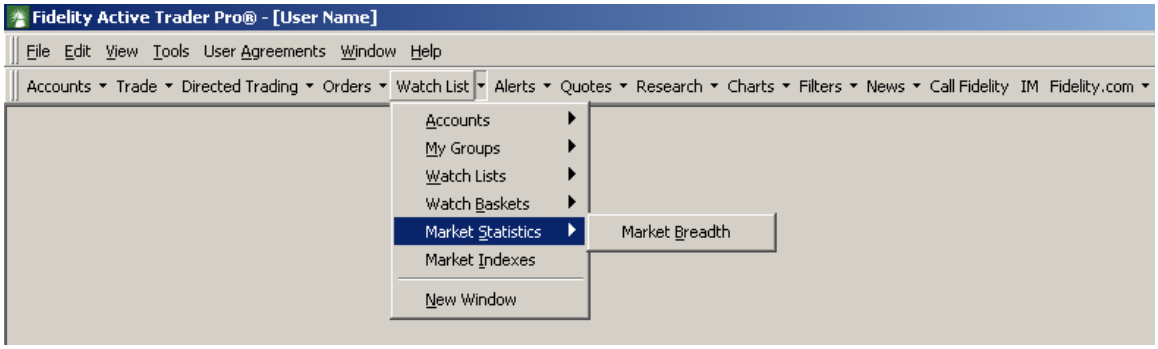
Choosing **Tools > Watch List** displays the following options:



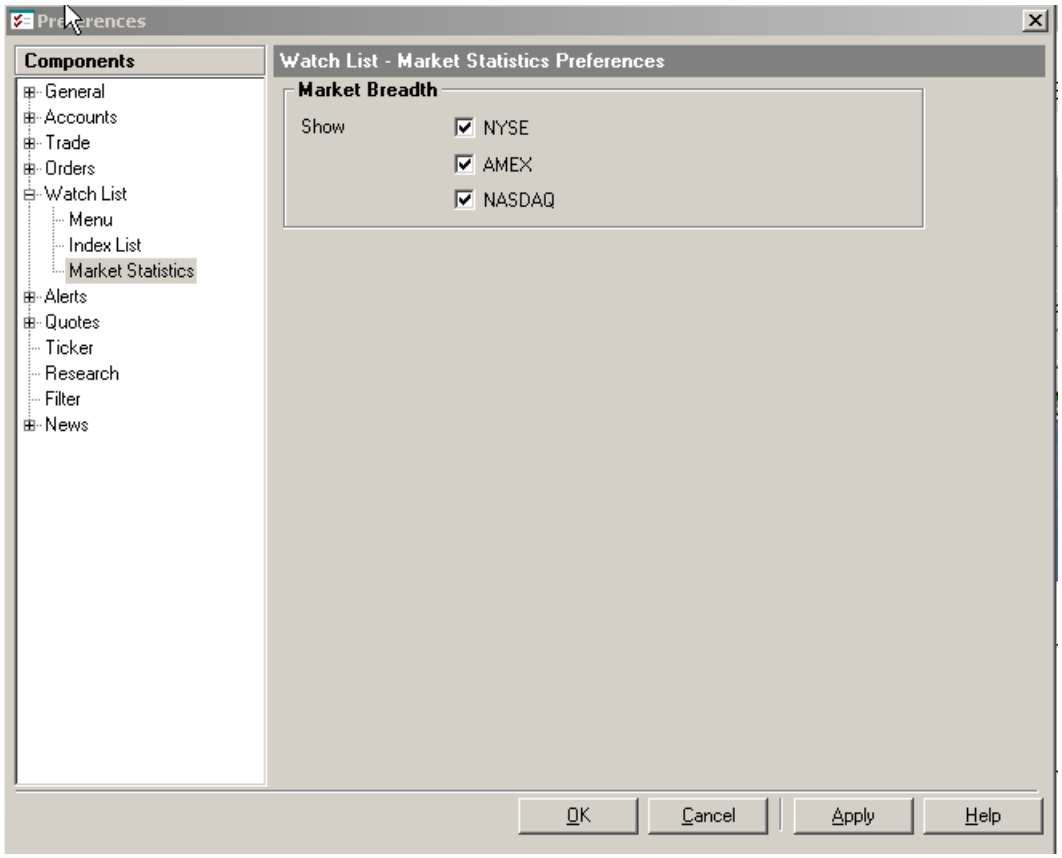
Selecting **Accounts** will display a list of your accounts. Clicking any of the account numbers opens a watch list that contains the securities held within that account. You can also elect to view the following watch lists:

- **My Groups:** a list of all securities in your groups across Fidelity
- **Watch Lists:** a list of all of your saved watch lists
- **Watch Baskets:** (a list of all of your baskets, if applicable)
- **Market Statistics**
- **Market Indexes**

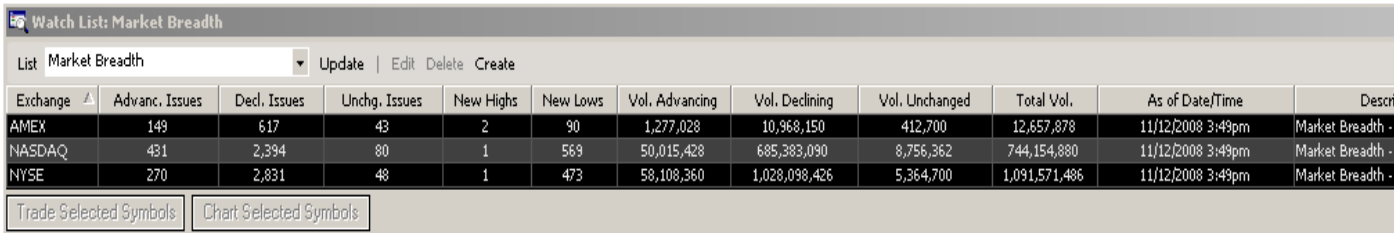
The **Market Statistics** category includes the Market Breadth Watch List.



Market breadth statistics is available on three major indices, the NYSE, NASDAQ and AMEX. Market breadth statistics by exchange include: advancing issues, declining issues, unchanged issues, new highs, new lows, advancing volume, declining volume, unchanged volume and total volume. Preferences support the choice of indices and watch list columns.



- Market Breadth watch list streams updates every minute for Tier 3 users
- Access the Market Breadth Watch List via the drop down list in the watch list component, the Function Toolbar or Tool from the main menu
- Set exchange preferences in Market Statistics under the watch list component menu
- Set column display choices from the individual watch list drop down in Watch List preferences



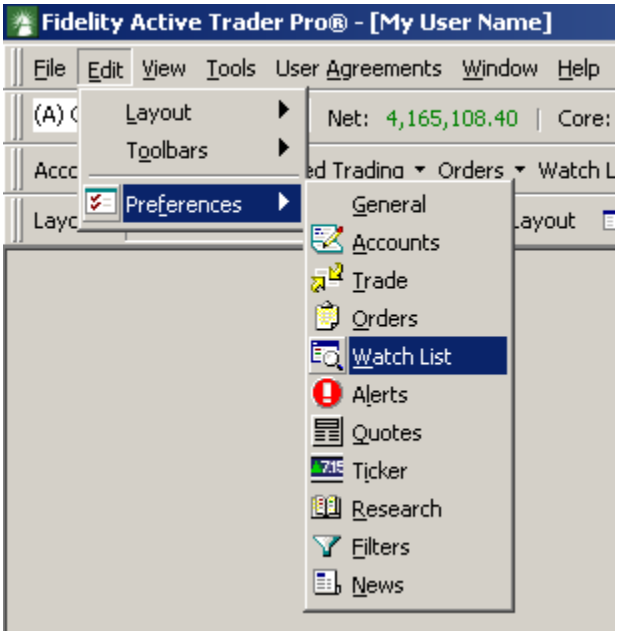
Exchange	Advanc. Issues	Decl. Issues	Unchg. Issues	New Highs	New Lows	Vol. Advancing	Vol. Declining	Vol. Unchanged	Total Vol.	As of Date/Time	Descri
AMEX	149	617	43	2	90	1,277,028	10,968,150	412,700	12,657,878	11/12/2008 3:49pm	Market Breadth -
NASDAQ	431	2,394	80	1	569	50,015,428	685,383,090	8,756,362	744,154,880	11/12/2008 3:49pm	Market Breadth -
NYSE	270	2,831	48	1	473	58,108,360	1,028,098,426	5,364,700	1,091,571,486	11/12/2008 3:49pm	Market Breadth -

Lastly, you can view Market Indexes. Clicking **Market Indexes** will open a watch list that contains some of the major market indexes, with the ability to add additional indexes:

✔	Entry	Symbol	Last	Chg	%Chg	Day High	Day Low	52 Hi	52 Lo	Description	As of Trade Date/Time
☐	1	.DJI	12,018.54	-12.48	-0.10	12,032.55	11,979.00	12,167.02	10,388.76	DOW JONES 30 IN	11/02/2006 4:02:00pm
☐	2	.DJT	4,647.02	-27.73	-0.59	4,675.85	4,618.82	5,013.67	3,837.99	DJ TRANS AVERA	11/02/2006 4:02:00pm
☐	3	.DJU	449.17	-3.48	-0.77	452.22	447.47	454.39	380.97	DJ UTIL AVERAGE	11/02/2006 4:05:00pm
☐	4	.IXIC	2,334.02	-0.33	-0.01	2,339.13	2,320.84	2,379.29	2,012.78	NASDAQ COMPOS	11/02/2006 5:06:00pm
☐	5	.RUT	750.13	-2.02	-0.27	753.23	746.29	784.62	640.18	RUSSELL 2000 CA	11/02/2006 4:59:00pm
☐	6	.SPX	1,367.34	-0.47	-0.03	1,368.39	1,362.21	1,389.45	1,201.07	S&P 500 INDEX	11/02/2006 4:59:00pm
☐	7	.OEX	636.74	-0.17	-0.03	637.00	634.48	645.59	553.80	S&P 100 INDEX	11/02/2006 4:59:00pm
☐	8	.IIX	191.90	1.10	0.58	192.30	189.99	194.78	156.16	AMEX INTERACTI	11/02/2006 4:32:00pm
☐	9	.SOXX	447.35	-1.94	-0.43	450.76	446.71	559.60	384.28	SEMICONDUCTOF	11/02/2006 4:26:00pm
☐	10	.TNX	45.96	0.35	0.77	46.08	45.72	52.45	42.89	10 Y TSY YLD ND	11/02/2006 2:59:00pm
☐	11	.HSI	18,714.78	261.13	1.42	18,724.91	18,397.33	18,494.95	14,843.97	HANG SENG INDE	11/02/2006 3:09:00am
☐	12	.N225	16,350.02	-25.24	-0.15	16,350.02	16,209.14	17,563.37	14,045.53	NIKKEI 225 INDEX	11/02/2006 2:00:00am
☐	13	.FTSE	6,149.30	-0.30	0.00	6,172.00	6,112.90	6,244.60	5,467.40	FTSE 100 INDEX	11/02/2006 11:36:00am
☐	14	.MXX	23,042.28	-4.67	-0.02	23,363.12	23,040.21	23,461.49	15,725.44	MEXICO INDEX IP	11/01/2006 4:06:00pm

Finally, you can create custom watch lists (discussed later in this chapter).

To edit your Watch List preferences, click **Preferences** on the Function Toolbar and select **Watch List**, or choose **Edit > Preferences > Watch List** from the Main Menu.



Customize Watch Lists

The Watch List Preferences screen opens where you can set your preferences for Watch Lists, Watch List Menus, and Watch List Index Lists**. Please refer to** **Chapter 7 – Customizing Active Trader Pro – Watch Lists** for details on how to set these preferences to suit your account, market monitoring, and trading needs.

Within each watch list, you also have the capability to change the sort order of the rows and the width of the columns. To do this, you will need to have the watch list open:

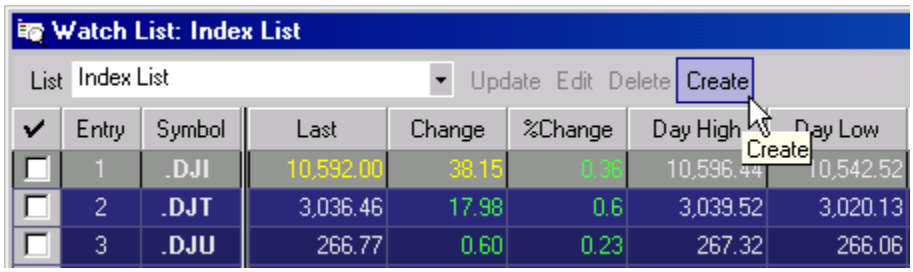
✔	Entry	Trade	Symbol	Last	Chg	%Chg	Bid	Ask	B Size	A Size	Volume	News	Quantity	Value
☐	1	Trade	AACIX	$10.75	-0.07	-0.65	$10.75	$10.75					251,046.025	$2,698,744.77
☐	2	Trade	SAM	$35.54	0.00	0.00	$0.00	$0.00	0	0	0	8:50 am	100.00	$3,554.00
☐	3	Trade	CSCO	$24.05	-0.05	-0.21	$24.02	$24.04	4	124	38,765,213	11:23 am	2.00	$48.10
☐	4	Trade	C	$49.74	0.00	0.00	$49.46	$50.02	1	1	2,588,200	2:51 pm	140.00	$6,963.60
☐	5	Trade	GLW	$20.31	0.00	0.00	$20.29	$20.32	2	24	15,439,200	1:55 pm	150.00	$3,046.50
☐	6	Trade	DELL	$24.80	0.78	3.25	$24.79	$24.80	15	7	36,626,088	4:58 pm	0.00	$0.00
☐	7	Trade	DD	$45.51	0.00	0.00	$45.24	$45.79	5	1	3,732,700	10:41 am	101.00	$4,596.51
☐	8	Trade	FAGIX	$8.71	0.00	0.00	$8.71	$8.71					362.392	$3,156.43
☐	9	Trade	FDEGX	$18.43	0.04	0.22	$18.43	$18.43					22.028	$405.98
☐	10	Trade	FSNGX	$37.86	-0.07	-0.18	$37.86	$37.86					789.344	$29,884.56
☐	11	Trade	FBIOX	$65.75	-0.27	-0.41	$65.75	$65.75					51.511	$3,386.85
☐	12	Trade	FSAIX											

To sort the rows, click the column heading that you would like to sort by. A small up/down arrow will appear in that column heading. Clicking the column heading will re-sort the rows high/low (or vice versa) or A-Z (or vice versa) depending upon the type of information contained within that column.

To resize the width of the columns, move your cursor over the lines separating the columns. Depending upon the style of cursor you are using, the cursor may change form. Once your cursor changes, to expand or narrow a column, simply click and drag your cursor to the new column width you would like.

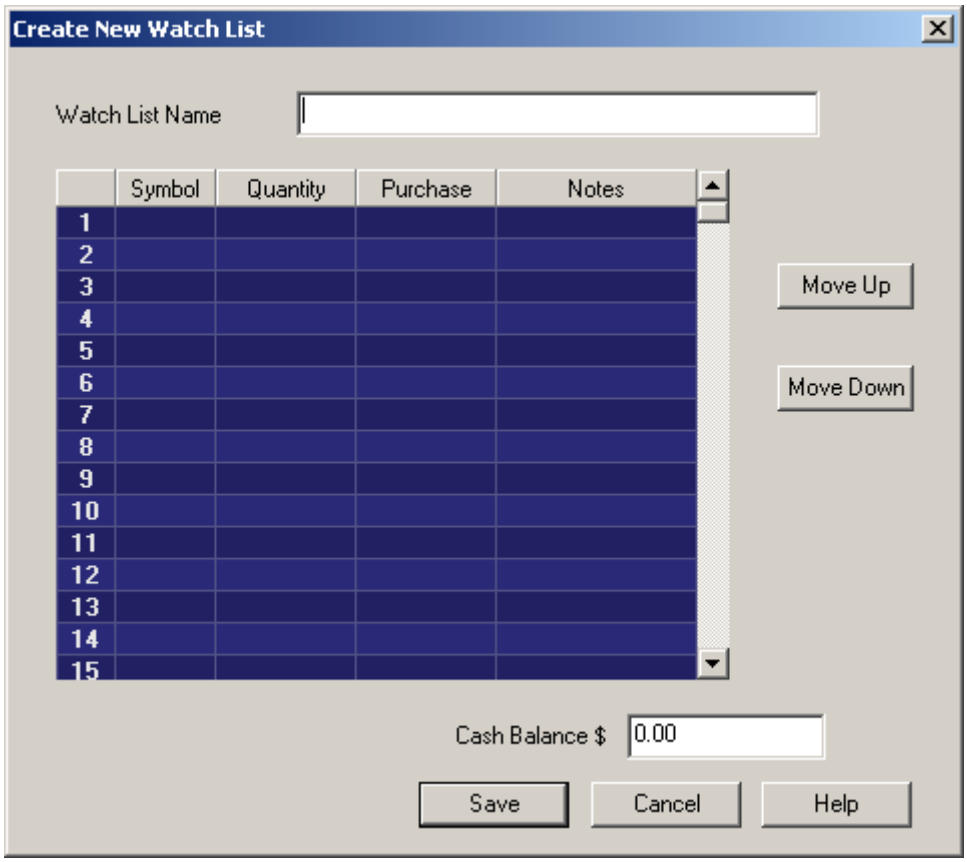
Note: you may also rearrange the columns by dragging and dropping them into the desired positions within an open Watch List.

To create a custom watch list, open any existing watch list and then click **Create**:



✔	Entry	Symbol	Last	Change	%Change	Day High	Day Low
☐	1	.DJI	10,592.00	38.15	0.36	10,596.44	10,542.52
☐	2	.DJT	3,036.46	17.98	0.6	3,039.52	3,020.13
☐	3	.DJU	266.77	0.60	0.23	267.32	266.06

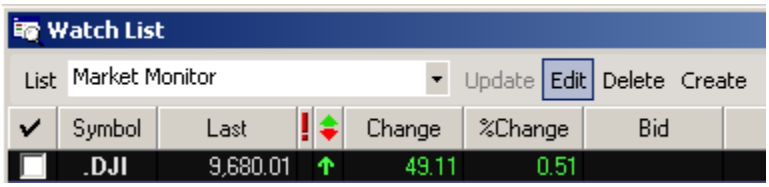
The Create New Watch List window opens:



The Watch List Name box enables you to enter a name for the watch list that you are creating, such as “Stocks Under Consideration,” “Telecom Stocks,” “Fall Energy Stocks,” and so on.

The lower box has four columns. Column one is for the security symbol. Column two enables you to enter the number of shares you either own or are considering purchasing. Column three enables you to enter either the actual purchase price or your target price. And column four can be used for your own notes (for example, “Buy under $20.00” or “Sell Before Sept. 1st”). You can also change the order of the displayed rows by selecting one of your entries and then clicking the **Move Up** and **Move Down** arrows located to the right in the window.

Once you have finished entering your watch list information, click **Save**, and you will have created a new watch list. In the future, if you want to edit this list, simply open this watch list and click **Edit**:



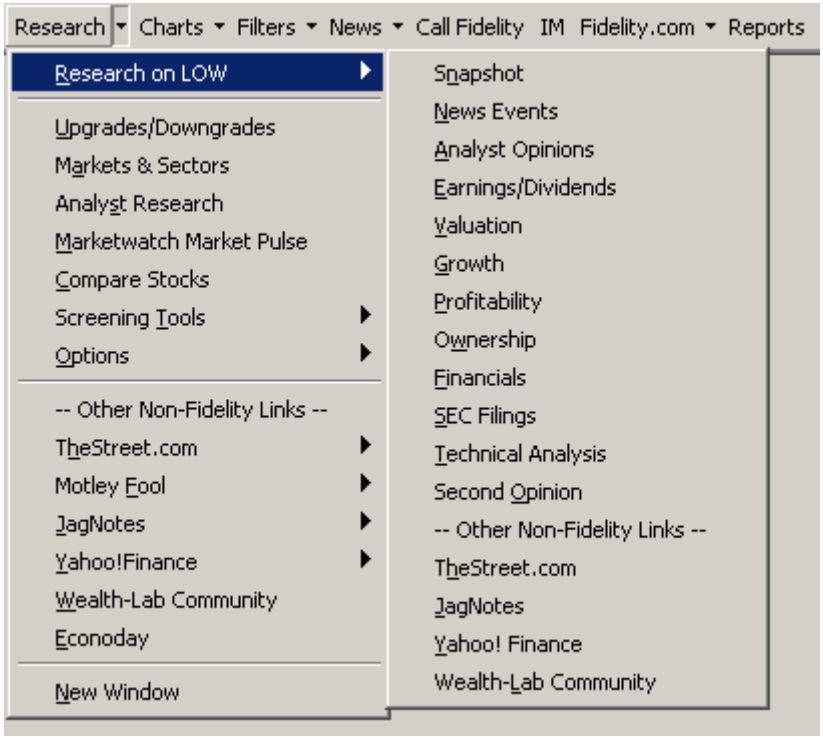
This opens the Edit Watch List window (same as the Create New Watch List window). To delete the watch list, open it and then click **Delete**. Remember, you can create, edit, and delete your

own custom watch lists. The Major Indexes list can only be edited. Account watch lists cannot be created, edited, or deleted.

RESEARCH

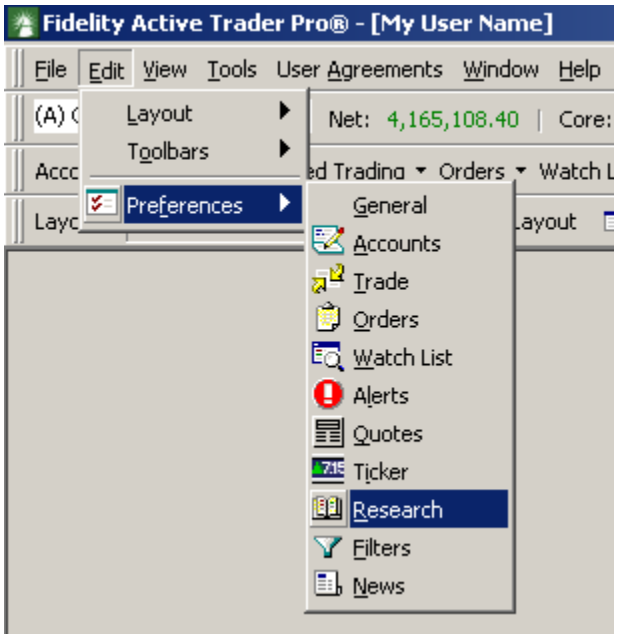
The next Tool to be discussed in this chapter is Research. Clicking **Research** will display a very robust drop-down menu. Research is linked to other Tools, such as Detailed Quote and Charts. We will examine linking and how it works in Chapter 8, so don't worry about how this works right now.

Suffice it to say that since it is linked, the security under examination in one of these other linked areas (for example, Detailed Quotes) will appear as the first line in the drop-down box under Research. If you select the individual research line (in this example "Research on MSFT"), an additional drop-down menu will appear and you will be given additional research options. By moving your cursor over any one of these commands and then clicking it, new windows open containing the specific research information you have requested (Analyst Opinions, Technical Analysis, etc).



The additional commands displayed on the Research drop-down menu will take you to general third party research locations. Remember that research is provided by independent third parties giving you access to fundamental and technical analysis.

You can add other non-Fidelity web links to third party sites to conduct your own personal research. To add a link, choose **Edit > Preferences > Research** from the Main Menu.



Customize Research

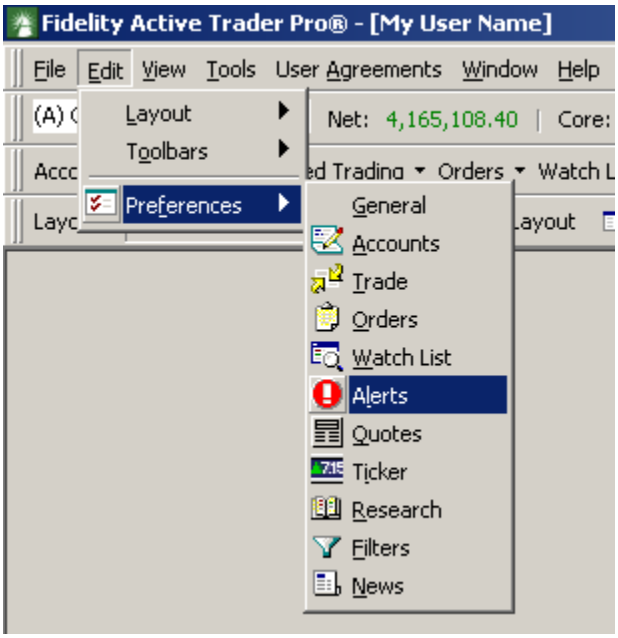
The Research Preferences screen opens where you can set your preferences for Research. **Please refer to** **Chapter 7 – Customizing Active Trader Pro - Research** for details on how to set these preferences to suit your account, market monitoring, and trading needs.

ALERTS

You can view important messages and alerts from within Active Trader Pro. There are a number of alerts that you can set up as a Fidelity Active Trader Pro customer. These are alerts for:

- Trade Confirmations and Order Status
- Margin Calls/Option Assignments
- Price Triggers
- Account Activity
- Corporate Actions
- ATP Education/Tips
- Fixed Income Actions
- New Issue Offerings / IPOs
- Data Download Errors
- Product Information
- Cash Management

To establish what alerts you would like to receive from the Active Trader Pro program, choose **Edit > Preferences > Alerts** from the Main Menu.

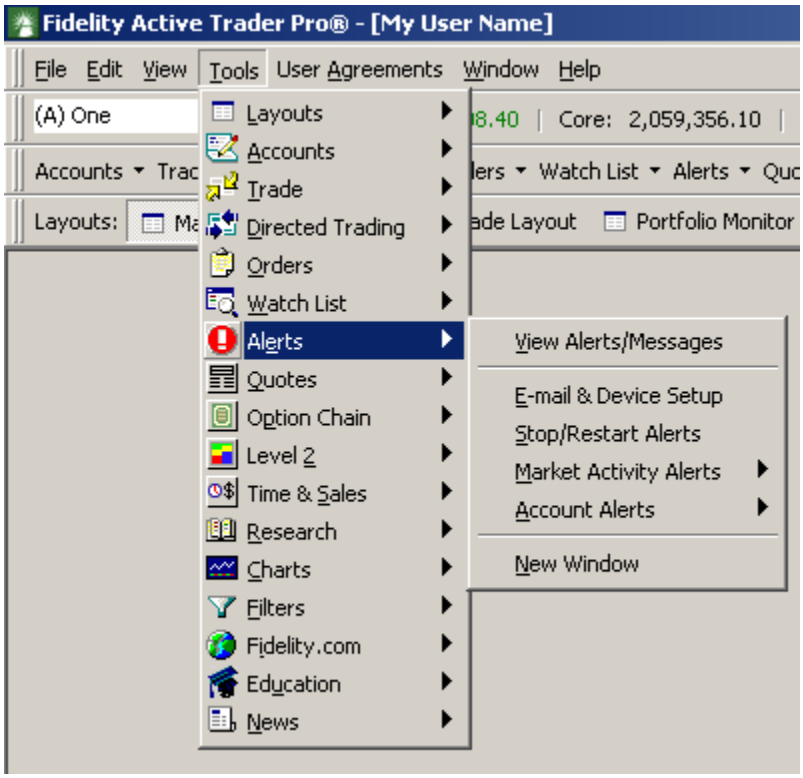


Customize Alerts

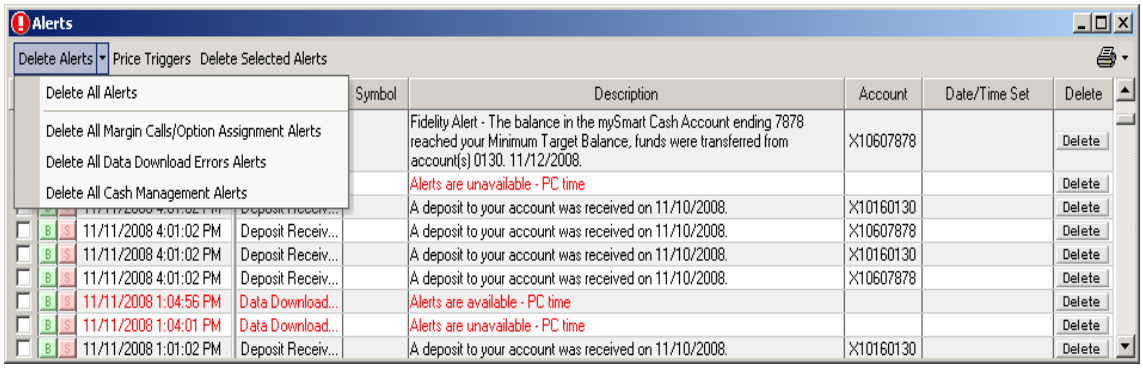
The **Alerts Preferences** screen opens where you can set your preferences for Alerts and Alert Pop-ups. **Please refer to** **Chapter 7 – Customizing Active Trader Pro - Alerts** for details on how to set these preferences to suit your account, market monitoring, and trading needs.

The Alerts window can be viewed one of three ways. If you have a new alert that has not been viewed yet, you can click the exclamation point located on the bottom right of your screen:

Or, you can click the **Alerts** button from the Function Toolbar or choose **Tools > Alerts > View Alerts/Messages** from the Main Menu:



The Alerts window opens:

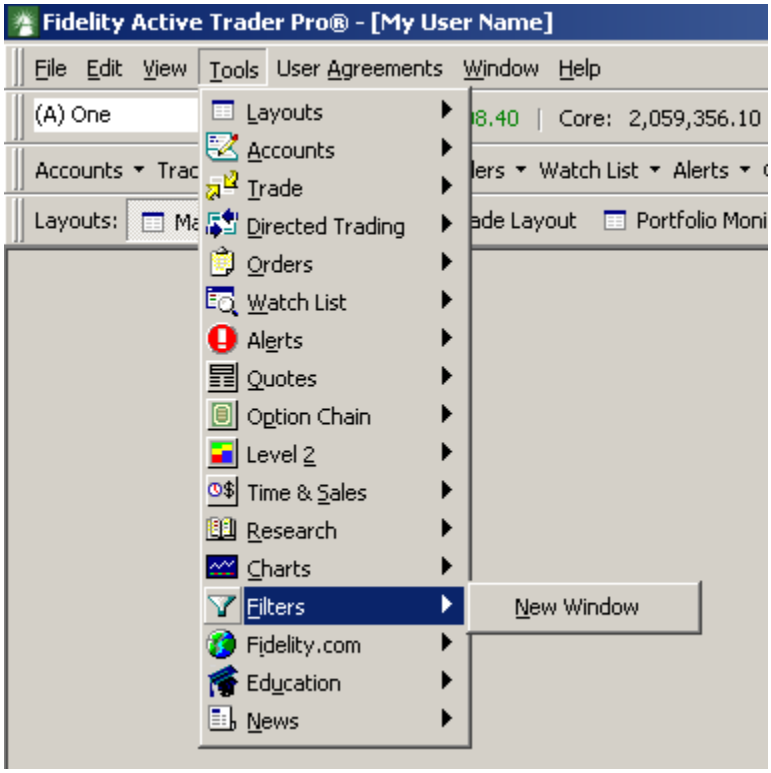


To remove reviewed messages, you can either delete them individually by clicking the **Delete** button located to the right of each message, or you may delete selected alerts by selecting the check box beside each alert and then clicking **Delete Selected Alerts** at the top of the Alerts window. Lastly, you can delete all displayed alerts, or all alerts of a specific type by clicking **Delete Alerts** at the top of the Alerts window, and selecting from the dropdown menu that appears.

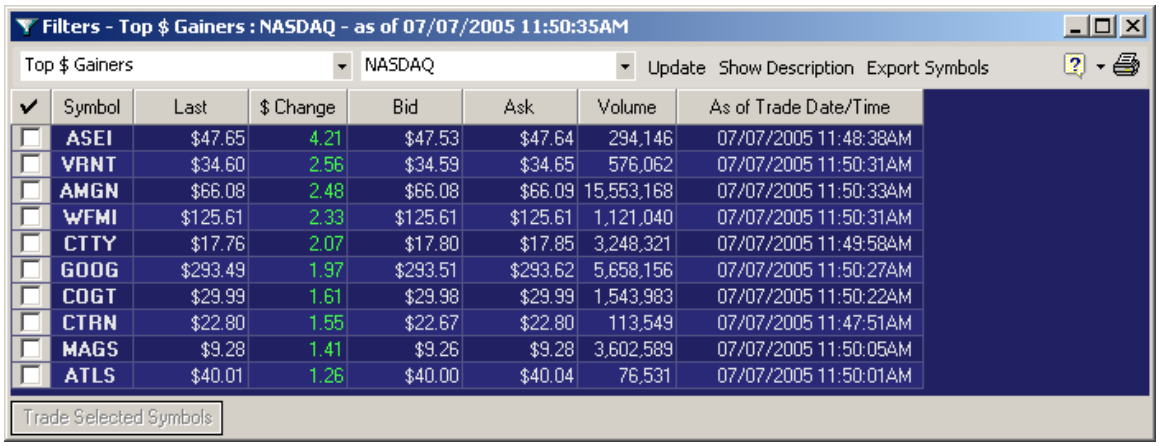
You may also check the connection status of your alerts by mousing over the alert status box:

FILTERS

You can also set filters within ATP. Select from a number of predefined stock filters to view stocks that match a filter's criteria. To use filters, click **Filters** on the Function Toolbar or choose **Tools > Filters > New Window** from the Main Menu:

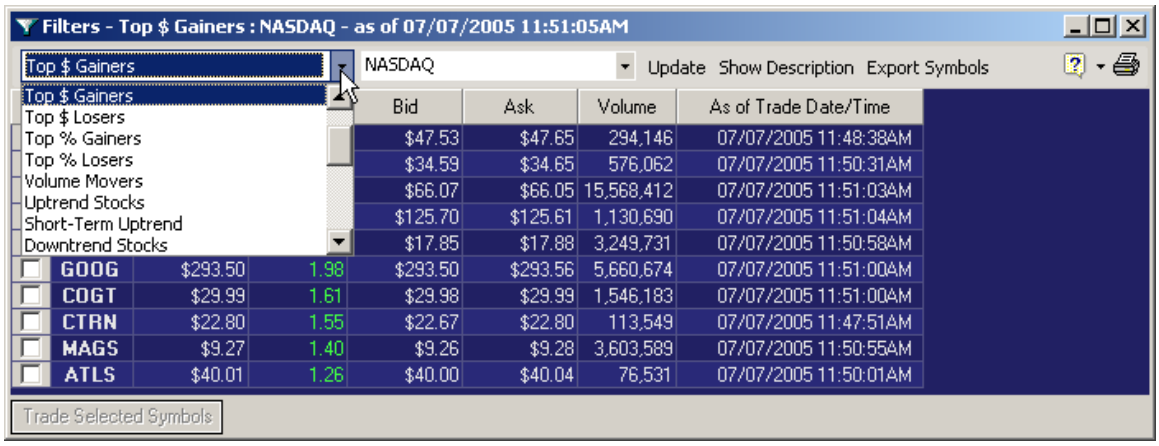


The Filters window opens:



✔	Symbol	Last	$ Change	Bid	Ask	Volume	As of Trade Date/Time
☐	ASEI	$47.65	4.21	$47.53	$47.64	294,146	07/07/2005 11:48:38AM
☐	VRNT	$34.60	2.56	$34.59	$34.65	576,062	07/07/2005 11:50:31AM
☐	AMGN	$66.08	2.48	$66.08	$66.09	15,553,168	07/07/2005 11:50:33AM
☐	WFMI	$125.61	2.33	$125.61	$125.61	1,121,040	07/07/2005 11:50:31AM
☐	CTTY	$17.76	2.07	$17.80	$17.85	3,248,321	07/07/2005 11:49:58AM
☐	GOOG	$293.49	1.97	$293.51	$293.62	5,658,156	07/07/2005 11:50:27AM
☐	COGT	$29.99	1.61	$29.98	$29.99	1,543,983	07/07/2005 11:50:22AM
☐	CTRN	$22.80	1.55	$22.67	$22.80	113,549	07/07/2005 11:47:51AM
☐	MAGS	$9.28	1.41	$9.26	$9.28	3,602,589	07/07/2005 11:50:05AM
☐	ATLS	$40.01	1.26	$40.00	$40.04	76,531	07/07/2005 11:50:01AM

Clicking the drop-down arrow in the upper left-hand corner will display a scrollable drop-down list of available filters:

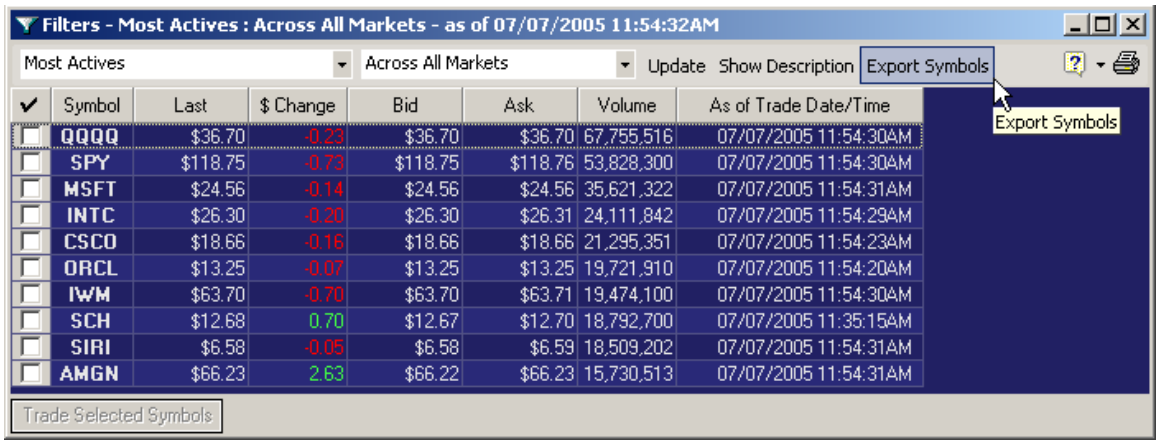


Simply click the filter you would like to employ and it will be displayed in the text box.

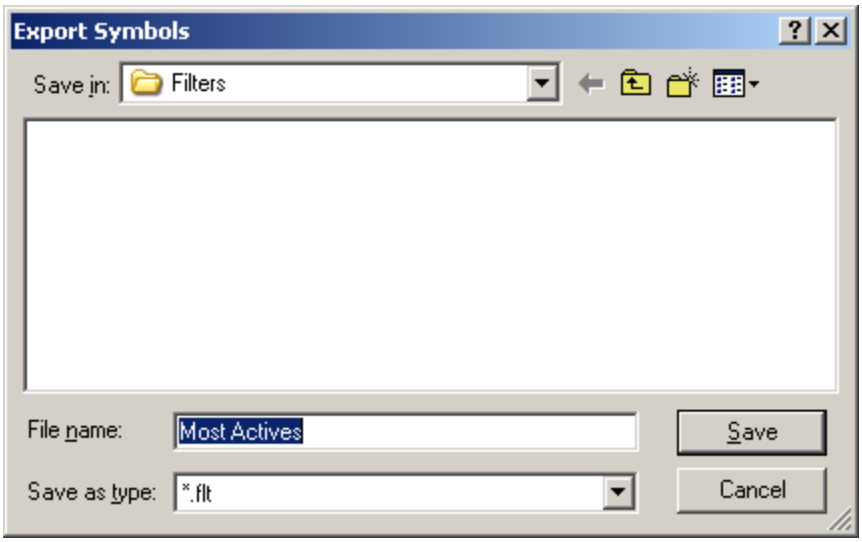
Next, you can select additional criteria. The additional criteria in the list on the right will vary depending on the specific filter you selected:

You can view a description of the currently selected filter's criteria by clicking **Show Description** at the top of the Filters window:

If you would like, you can export symbols from the Filters window by clicking **Export Symbols**.

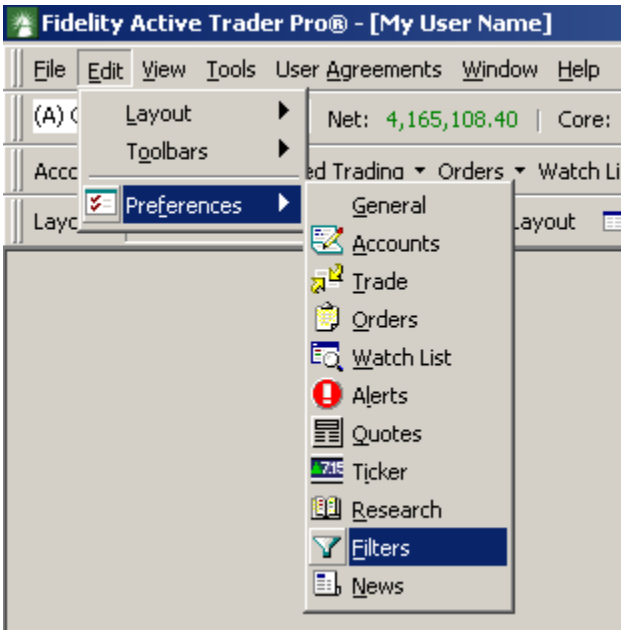


The Export Symbols window opens:



Choose the location where the file will be saved, then click **Save**.

You can select a default filter by setting the Filters Preferences. Choose **Edit > Preferences > Filters** from the Main Menu:



Your filter selections, when saved in a layout, will be preserved for your next search. If you open a new filter tool window it will display the filter selections you've set in Preferences.

Customize Filters

The Filters Preferences screen opens where you can set your preferences for Filters. **Please refer to** **Chapter 7 – Customizing Active Trader Pro - Filters** for details on how to set these preferences to suit your account, market monitoring, and trading needs.

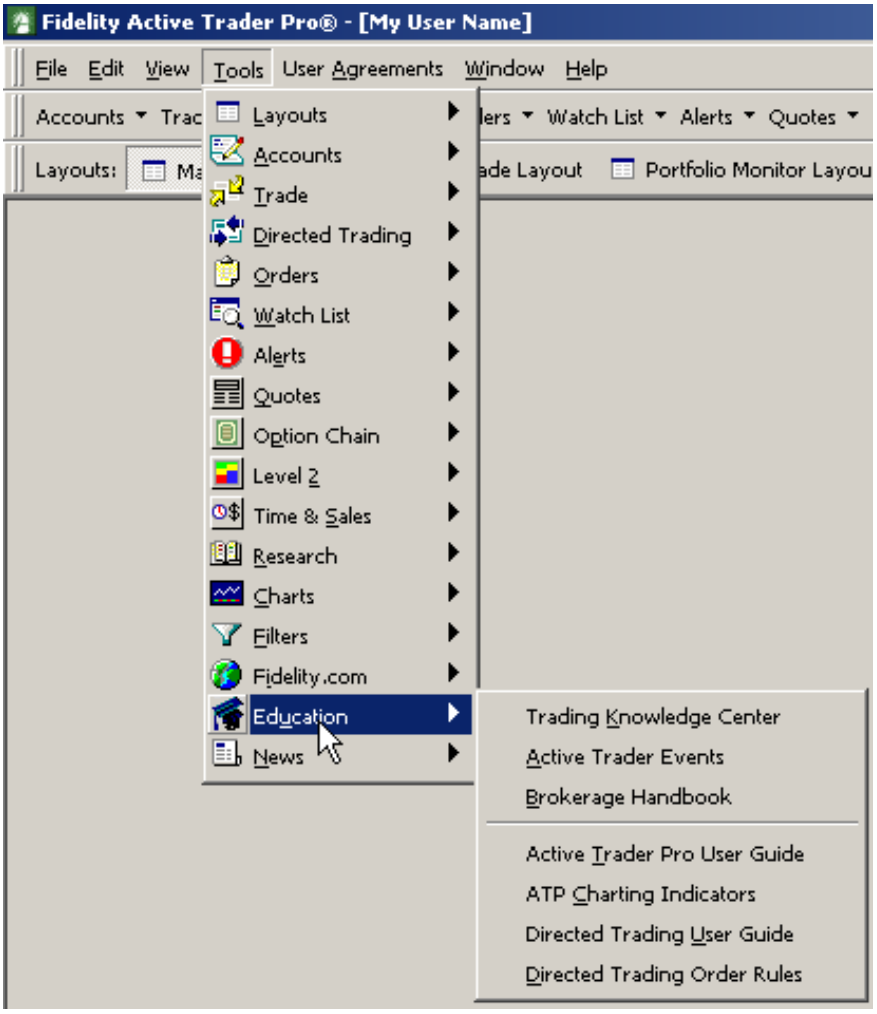
You can trade securities that appear on the filter display list by selecting the check box to the left of each security you want to trade, which displays the **Trade Selected Symbols** button:

✔	Symbol	Last	$ Change	Bid	Ask	Volume	As of Trade Date/Time
☐	MSFT	$25.91	-0.53	$25.91	$25.91	31,120,723	07/22/2005 10:27:48AM
☐	QQQQ	$39.42	-0.05	$39.42	$39.43	19,302,629	07/22/2005 10:27:47AM
☐	BRCM	$43.09	4.48	$43.11	$43.11	16,526,592	07/22/2005 10:27:51AM
☐	SPY	$122.99	0.27	$122.98	$122.99	12,317,400	07/22/2005 10:27:50AM
☐	INTC	$27.03	0.00	$27.03	$27.03	12,191,788	07/22/2005 10:27:47AM
☑	LU	$2.86	-0.04	$2.86	$2.87	11,341,500	07/22/2005 10:27:50AM
☐	SNDK	$31.36	3.14	$31.36	$31.37	11,269,643	07/22/2005 10:27:50AM
☑	ORCL	$13.81	0.09	$13.81	$13.82	10,243,121	07/22/2005 10:27:48AM
☐	CSCO	$19.43	-0.13	$19.42	$19.43	9,362,929	07/22/2005 10:27:49AM
☐	EBAY	$41.54	-0.56	$41.55	$41.56	9,099,929	07/22/2005 10:27:51AM

Clicking **Trade Selected Symbols** opens the Trade screen pre-populated with the security information. We will discuss this function in more depth in the next chapter: *Trading Tools*.

EDUCATION

You may link to a variety of educational material from within Active Trader Pro by choosing **Tools > Education** from the Main Menu.



Chapter 6 – Trading Tools

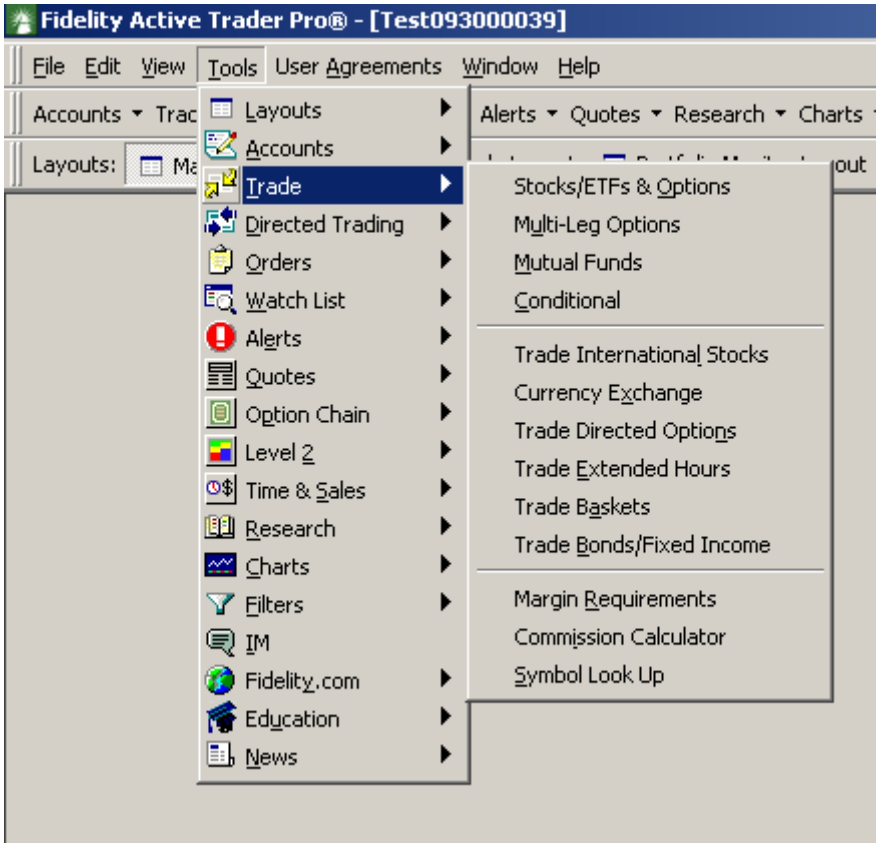
In this section we will examine two different components relating to Trading Tools available in Active Trader Pro:

- **Trade**
- **Order Status**

Note: Directed Trading will not be discussed in this user guide. For more information about Directed Trading, please refer to the Directed Trading User Guide (choose **Help > Directed Trading User Guide** from the Main Menu) or the ATP Help system (choose **Help > Contents** from the Main Menu, then view the Directed Trading topics under **Trading**).

TRADE

There are two key elements that need to be discussed when examining the process of placing a trade using the Active Trader Pro program. One is the mechanics of placing an order using the trading component. The other is the streamlined capabilities of ATP to pre-fill many of the trading fields when you initiate a trade from other Active Trader Program tools. First, let's take a look at the actual trade entry screen. To access the trade entry screens, choose **Tools > Trade** from the Main Menu to display the following options:



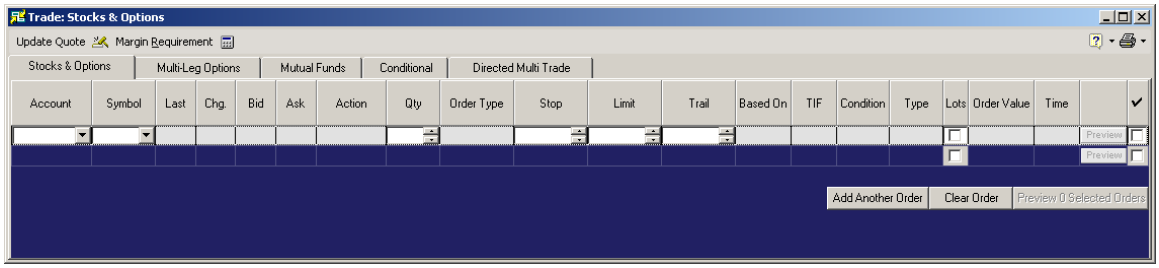
There are four primary trade entry screens within Active Trader Pro:

- **Stocks/ETFs & Options:** for equities and single-leg options trades
- **Multi-Leg Options:** for buy writes and multi-leg options trades
- **Mutual Funds:** for Fidelity and non-Fidelity funds
- **Conditional:** Contingent, Multi-Contingent, One Cancels and Other, and One Triggers the Other equity trades

Stocks/ETFs & Options

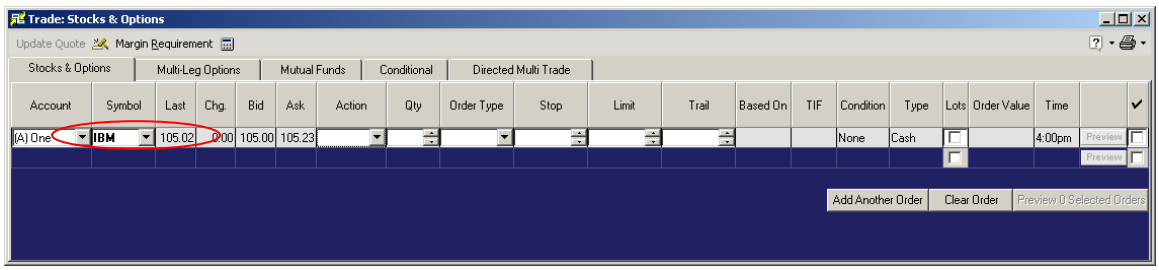
If you click **Stocks/ETFs & Options**, the Trade: Stocks & Options window opens:

*Options trading entails significant risk and is not appropriate for all investors. Prior to trading options, you must receive from Fidelity Investments a copy of "**Characteristics and Risks of Standardized Options**," by clicking the hyperlink text, and call 1-800 FIDELITY to be approved for options trading.*

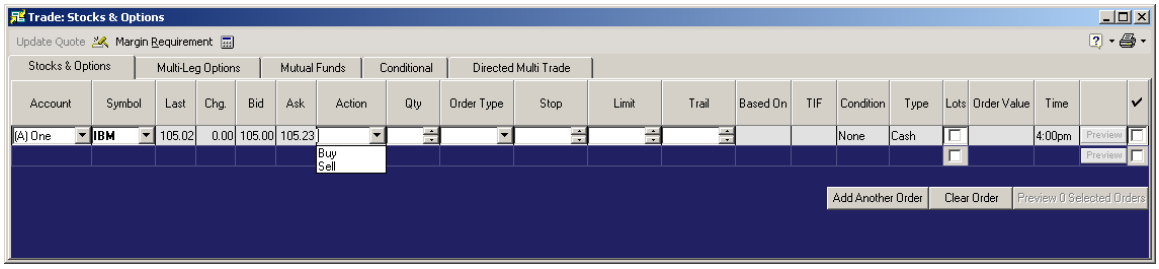


This is the trade entry screen for individual stocks and single-leg option trades. To begin the trade process using this screen, first verify that you have chosen the account where you would like the trade to be placed. **Note**: If you have only one account, the screen will automatically default to this account. If you have multiple accounts, a drop-down box will appear under the **Account** column.

Next, enter the symbol of the security you want to trade, in the **Symbol** column. Once you enter the Symbol, the Last, Change, Bid, and Ask details will automatically display:



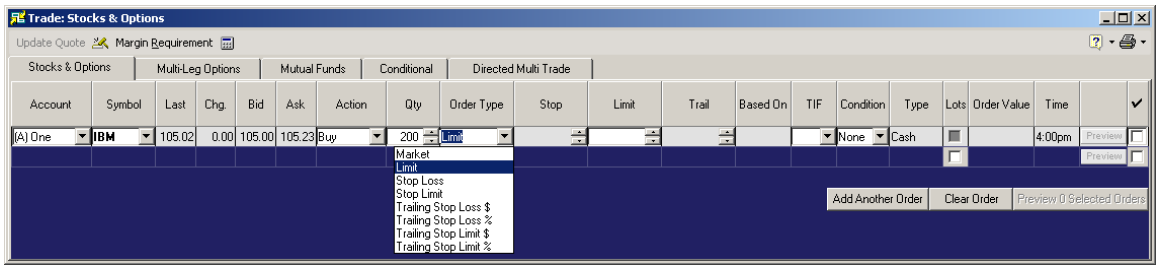
Clicking the drop-down box in the **Action** column will display your basic trade commands (Buy, Sell, Buy to Cover, etc.):



Once you have selected an Action, you will need to fill in the number of shares of stock (or number of option contracts) you would like to trade, in the **Qty** column.

The next step is to specify the type of order you would like to place (Market, Limit, etc.) in the **Order Type** column:

The **Stop**, **Limit**, **Trail** and **Based On** fields will be available dynamically depending on the type of order chosen. Note: If placing a Trailing Stop Loss or Trailing Stop Limit order, you will also need to choose Last, Bid, or Ask for the trigger price in the **Based On** field.



Order Type Matrix for Equity

This matrix illustrates how each field on the trade ticket is used for the different order types. "X" indicates the field is used. All other fields are grayed out.

Order Type	Stop	Limit	Trail	Based On	Comments
Market					All fields are grayed out for market orders
Limit		X			
Stop Loss	X				
Stop Limit	X	X			
Trailing Stop Loss ($ and %)			X	X	
Trailing Stop Limit ($ and %)			X	X	

Note: Stop Limit orders allow you to specify different Stop and Limit prices for Equity orders only. Stop Limit with different Stop and Limit prices are not available on the Conditional order tickets, only Stop Limit orders with the same Stop and Limit price.

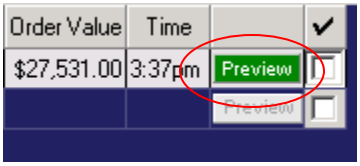
Stop Limit orders with different Stop and Limit prices can only be entered using the Stocks & Options ticket. The Stop, Limit, and Trail fields allow you to enter any order type into properly labeled fields.

You will also need to specify your time in force in the **TIF** column.

Next, you will need to identify if you want to add a trade **Condition**, i.e. All or None

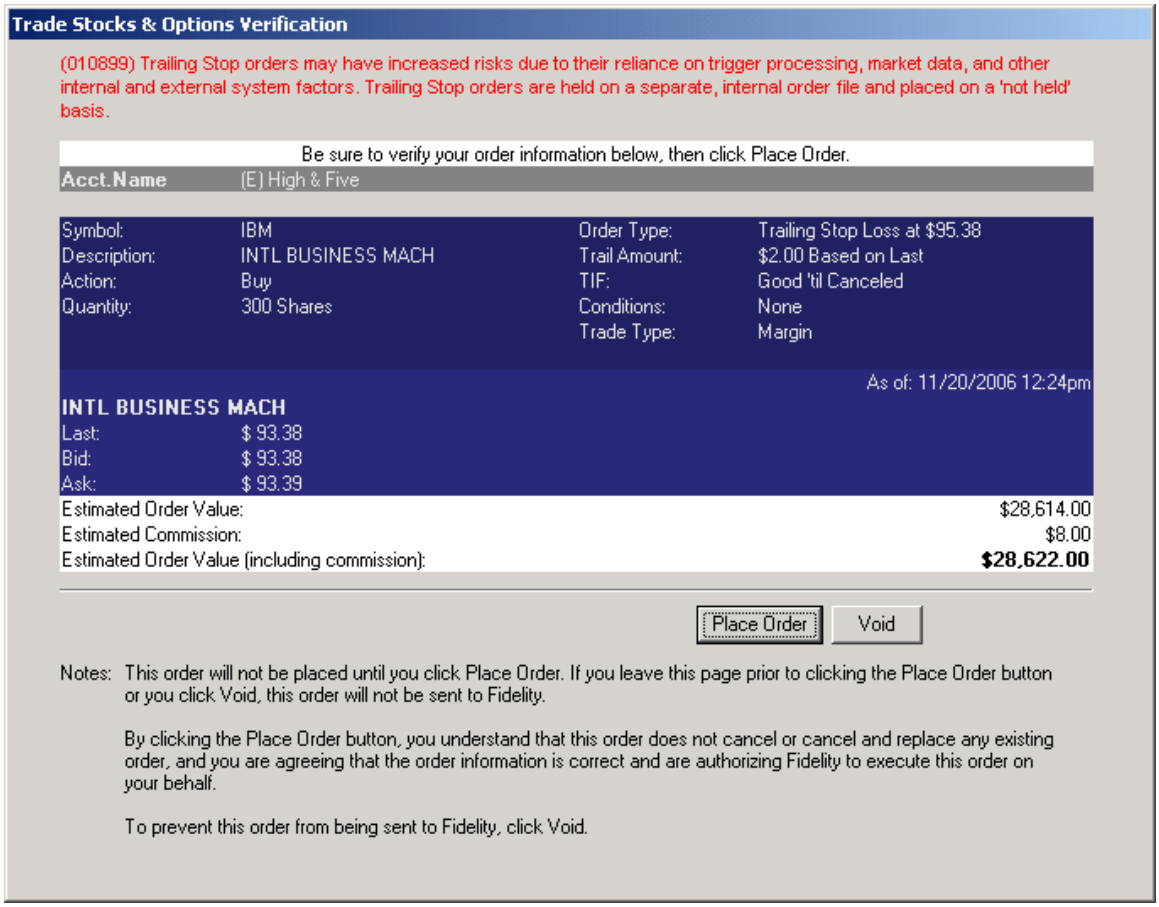
Finally, you will need to identify whether you want to place the trade in your Cash or Margin account by selecting **Type**.

Once you have filled in all of the required fields, a green **Preview or Place** button will appear to the far right of the screen:



Note: The Place button appears if you have chosen to skip previews in Trade Preferences.

Clicking **Preview** opens the Trade Verification screen:



Trade Stocks & Options Verification

(010899) Trailing Stop orders may have increased risks due to their reliance on trigger processing, market data, and other internal and external system factors. Trailing Stop orders are held on a separate, internal order file and placed on a 'not held' basis.

Be sure to verify your order information below, then click Place Order.

Acct.Name	(E) High & Five		
Symbol:	IBM	Order Type:	Trailing Stop Loss at $95.38
Description:	INTL BUSINESS MACH	Trail Amount:	$2.00 Based on Last
Action:	Buy	TIF:	Good 'til Canceled
Quantity:	300 Shares	Conditions:	None
		Trade Type:	Margin

As of: 11/20/2006 12:24pm

INTL BUSINESS MACH

Last:	$ 93.38
Bid:	$ 93.38
Ask:	$ 93.39

Estimated Order Value:	$28,614.00
Estimated Commission:	$8.00
Estimated Order Value (including commission):	**$28,622.00**

Place Order Void

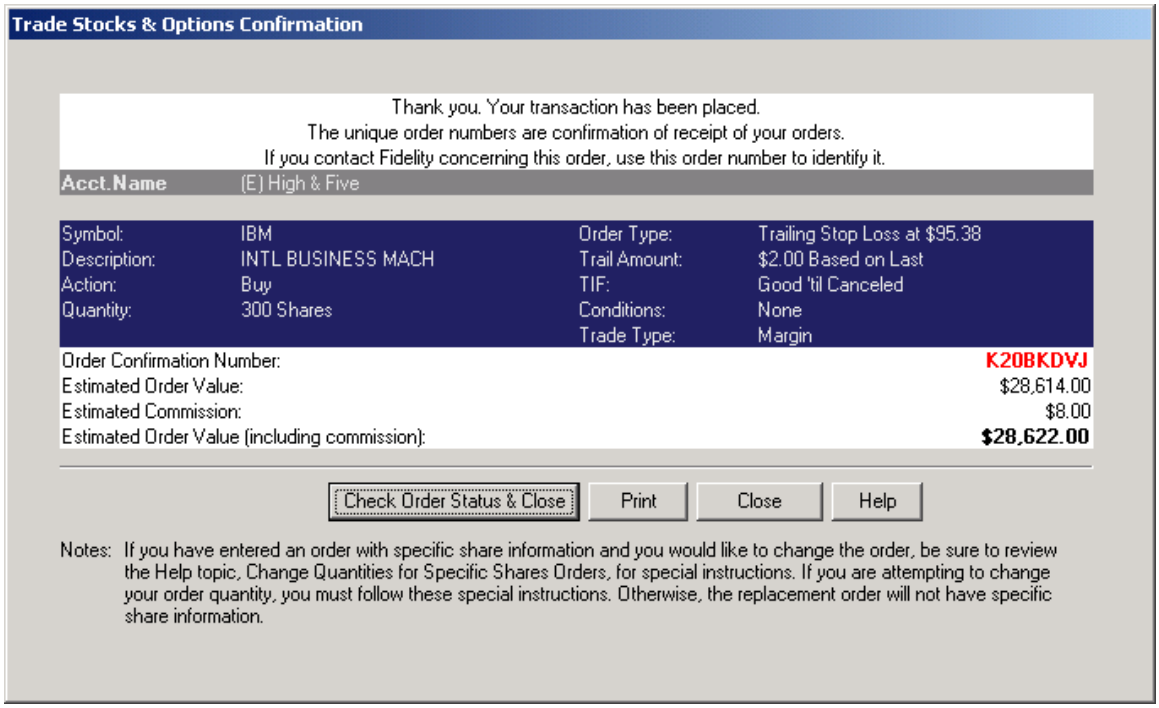
Notes: This order will not be placed until you click Place Order. If you leave this page prior to clicking the Place Order button or you click Void, this order will not be sent to Fidelity.

By clicking the Place Order button, you understand that this order does not cancel or cancel and replace any existing order, and you are agreeing that the order information is correct and are authorizing Fidelity to execute this order on your behalf.

To prevent this order from being sent to Fidelity, click Void.

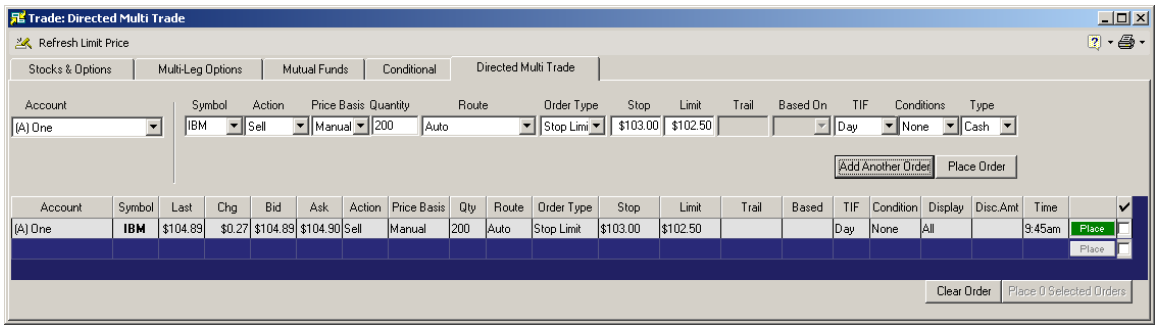
Once you have reviewed the order and determined that all of the trade properties have been properly identified, click **Place Order**.

At this point, your order has been placed and you will receive the Trade Confirmation screen:



Directed Multi-Trade Ticket (DTMT)

The Directed Multi-Trade Ticket is an equity only ticket to direct multiple orders and can be used for traditional and trailing stop equity orders. The ticket accepts Stop Limit orders with different Stop and Limit prices.



Directed Multi-Trade Ticket trades do not have their own unique Verify and Confirm screens. The Verify and Confirm screens are the same screens used for trades placed on the regular stock and option ticket.

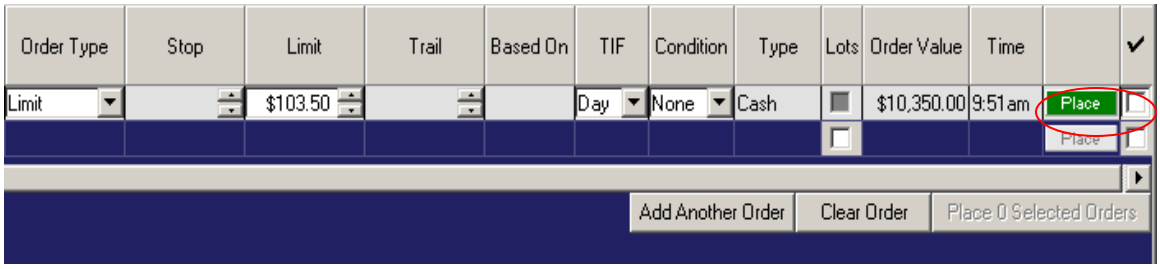
Trading Features

There are a few features within ATP designed to speed up your ability to trade:

- **Skip Preview & Confirmation**
- **Send Multiple Trades Simultaneously**
- **Store Trades**

Skip Preview

If you choose, you can eliminate the trade preview screen for orders, cancels, and replaces. To do this, choose **Preferences > Trade > Preview & Confirmation** from the Main Menu to open the Preview & Confirmation screen under Trade Preferences. Preferences will be discussed later on in this chapter. Once you have activated this function, when you have completed all of the necessary fields on the order entry screen, the green button on the right will no longer read **Preview**, but **Place**:



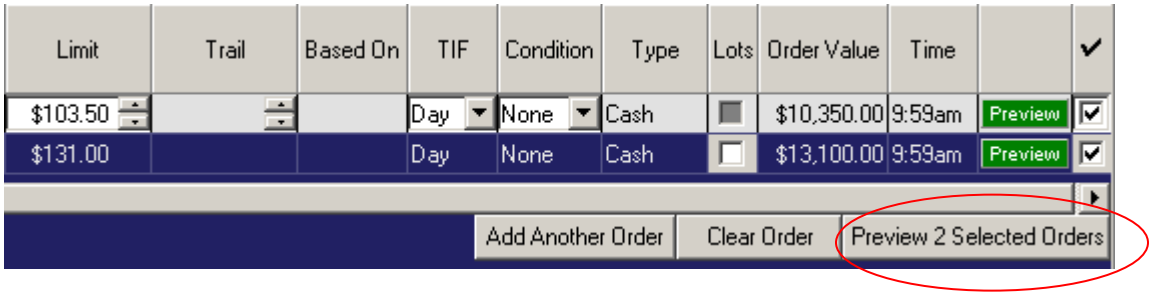
This means that you when you click the green **Place** button now, you will no longer receive a trade verification screen (but instead will immediately receive a post trade confirmation if you've opted to receive them).

Skip Confirmation

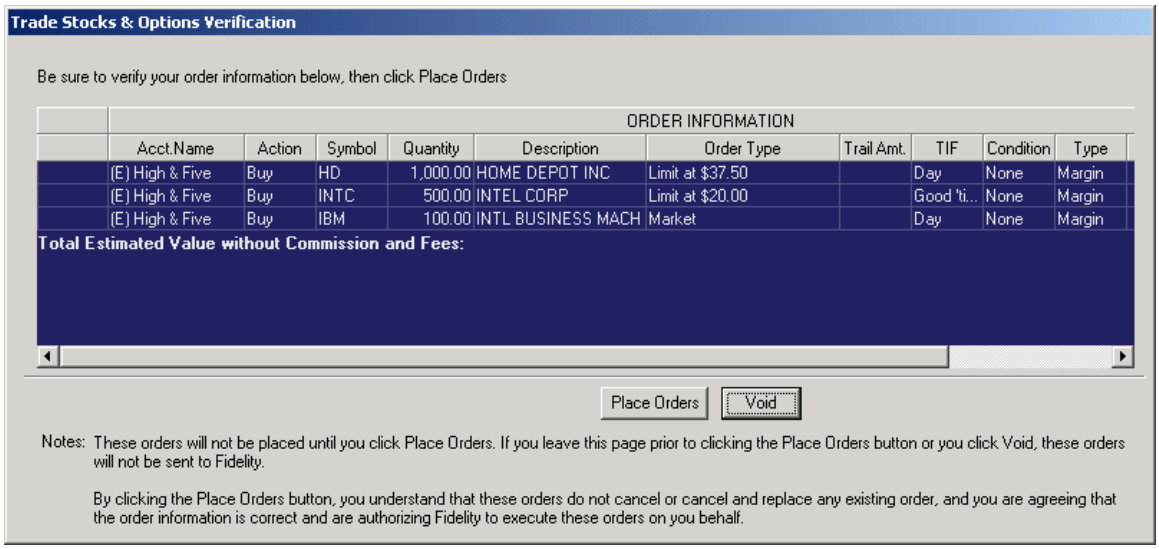
If you choose, you can also eliminate the post trade confirmation screen for orders, cancels, or replaces so that you will no longer receive a confirmation screen of the details after placing, canceling, or replacing an order. This may help expedite your trading, and order details can always be found in order status by double clicking the order. Once you activate this preference, you will no longer receive the Trade Confirmation screen.

Send Multiple Trades Simultaneously

You can also streamline the process when placing multiple orders. Simply complete the order entry process for up to 50 securities and select the check box in the last column (labeled ✓).The **Preview # Selected Orders** button appears in the lower right:



Clicking **Preview Selected Orders** will provide a single trade verification screen for all of the trades you are placing:

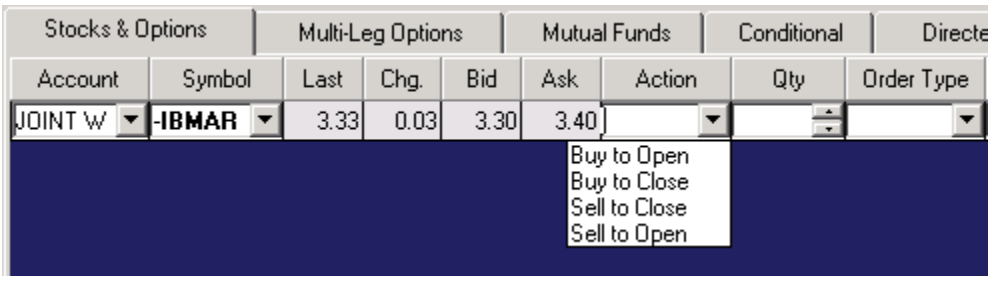


Storing Trades

Another feature within Active Trader Pro that enables you to trade faster is the ability to store trades within the ATP trade ticket. You can enter up to 50 different trades on the trade screen. Once entered, these orders are automatically saved and will display the next time you access the trade screen. When ready, review the trade and then click **Preview** or **Place** depending on your preference selections.

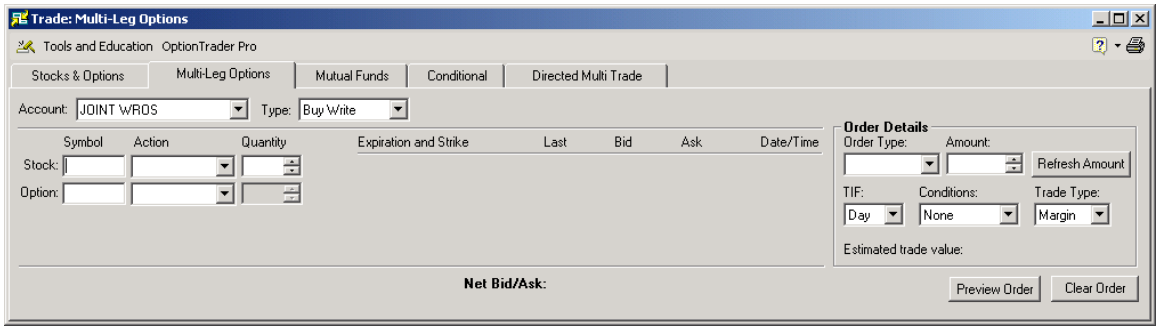
Single-Leg Option Trades

Placing single-leg option orders using the Stocks & Options order entry screen is nearly identical to the process of placing stock orders. The only difference is that additional commands, specific to option trading, will be presented when you click the drop-down box under **Action**. Note: Only dollar trails are enabled on trailing stop option orders.



Multi-Leg Options

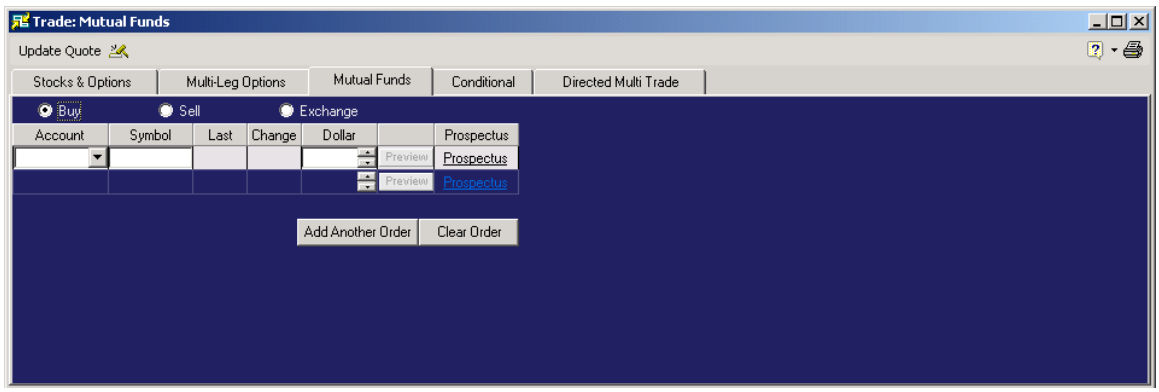
Use the Multi-Leg Options trading screen to place buy-writes and multi leg options including spreads and straddles. Click **Multi-Leg Options** to open the Trade: Multi-Leg Options screen:



To place a multi-leg option order, simply select the type of order (Buy-Write, Spread, Straddle, Combination, Butterfly, or Condor) from the choices listed in the **Type** drop-down box. The fields contained on the screen will change depending upon the type of option order you want to place. Complete the various fields in the **Order Details** section of the screen.

Mutual Funds

If you click **Mutual Funds**, the Trade: Mutual Funds screen opens:

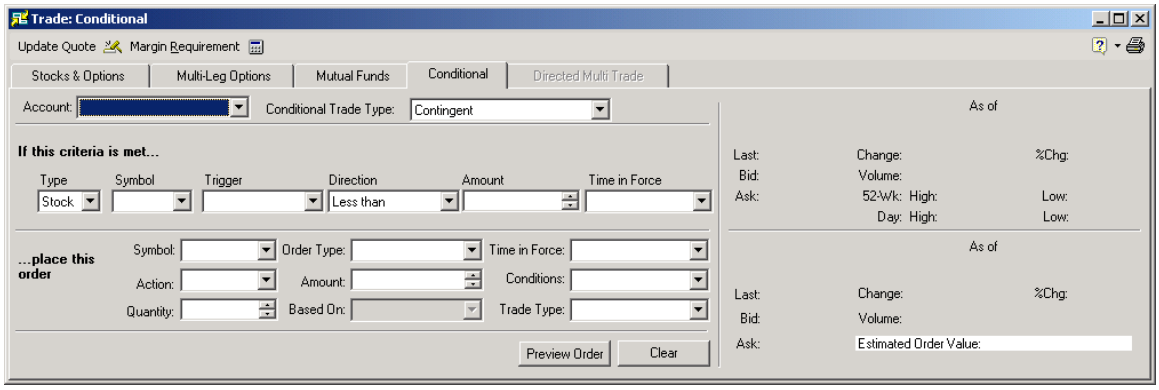


To place a mutual fund order, simply select the type of mutual fund order, i.e. Buy, Sell, or Exchange, from the choices listed across the top of the screen. The fields contained on the screen will change depending upon the type of mutual fund order you want to place. Then complete the various fields on the order entry screen in the same manner as outlined in the previous section on placing Stocks and Options trades.

Note: Currently trading of specific shares of mutual funds is not available through Active Trader Pro. To place a mutual fund trade using specific shares, please use Fidelity.com.

Conditional

If you click **Conditional**, the Trade: Conditional screen opens:



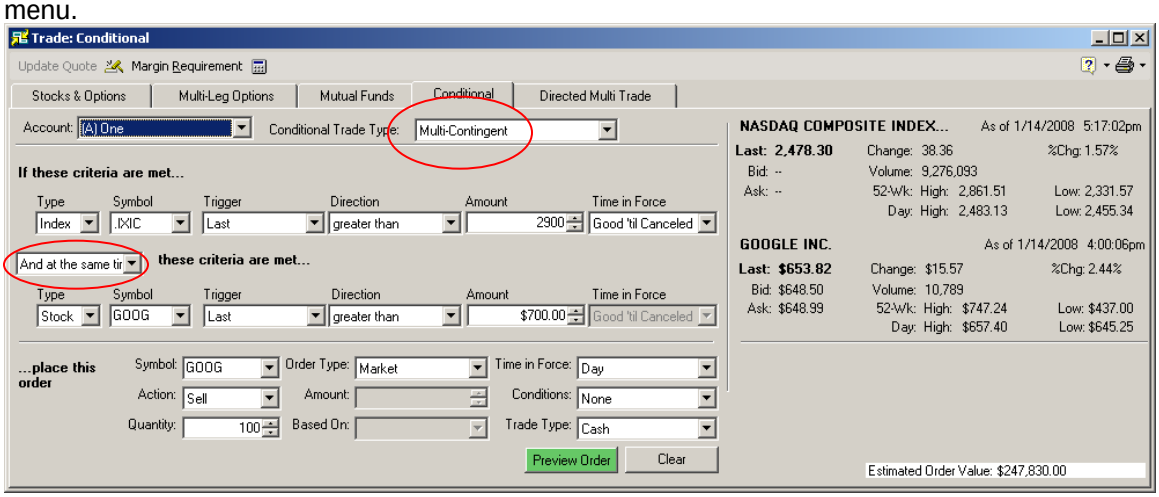
To place a conditional order, choose the account in which you would like to trade and then select the type of conditional order (**Contingent**, **Multi-Contingent**, **One Triggers the Other (OTO)**, or **One Cancels the Other (OCO)**) from the choices in the **Conditional Trade Type** drop-down menu at the top of the screen. The fields contained on the screen will change depending upon the type of conditional order you want to place. Complete the various fields on the order entry screen, then preview and/or place your order.

Multi-Contingent Trades

Unlike Contingent orders which allow one criterion, Multi-Contingent orders are placed using two criteria with the relationship between them specified with one of the following:

- And at the same time
- Or
- Then

To place a Multi-Contingent order, select Multi-Contingent from the Conditional Trade Type menu.



The drop down box before the second criteria enables you to select the relationship between the two triggers: And at the same time, Or and Then.

One TIF will apply to both triggers in the Contingent section and a separate TIF may be applied to the order. Valid TIFs remain Day or GTC. The TIF will be selected with the first Contingent. The same TIF will display with the second Contingent but will be grayed out and cannot be selected.

Summary of Contingent TIF behavior

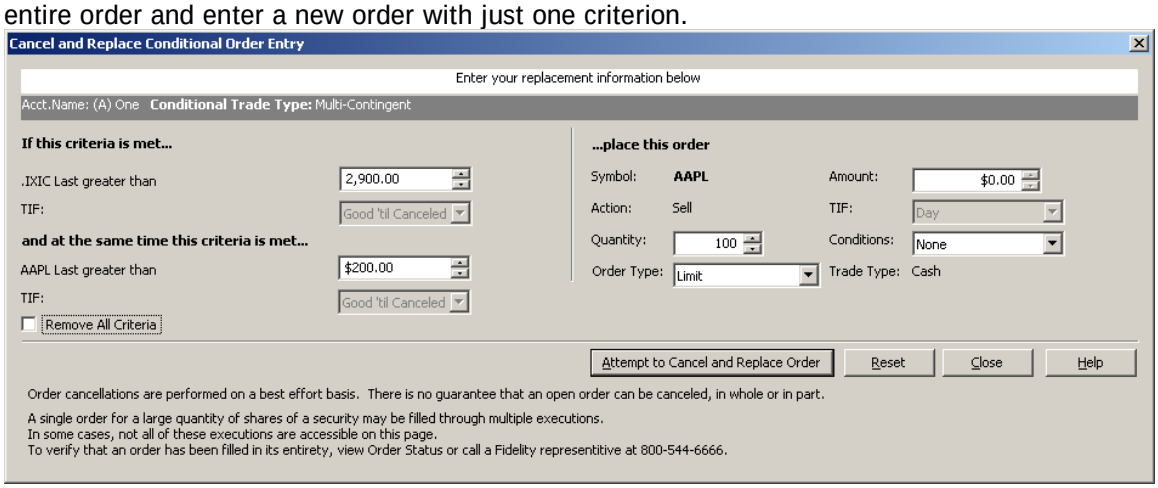
Multi-Contingent TIF	Order TIF	Behavior
Day/Day	Day	Criteria is open for 1 day only. If the criteria is triggered during the day, the order is open for one day only. If the order does not fill it is cancelled. And at the same time: On day 1, if both criteria are met at the same time, the order is released to the marketplace and is open for the remainder of the day. Or: On Day 1, if one of the criteria is triggered, the order is released and is open for the remainder of day. Then: On day 1, if the first criteria is met, the second criteria must be met same day. If second trigger is met, the order is released and is open for the remainder of the day.
Day/Day	GTC	Criteria is open for 1 day only. If the criteria is triggered during the day, the order will be open for the 120 day GTC period or until filled or canceled. Market orders are not accepted with a TIF of GTC. And at the same time: On day 1, if both criteria are met at the same time on day 1, the order is released to the marketplace and is open GTC. Or: On Day 1, if one of the criteria is triggered, the order is released and is open GTC. Then: On day 1, if the first criteria is met, the second criteria must be met same day. If second trigger is met, the order is released and is open GTC.
GTC/GTC	Day	Criteria will remain open for up to 120 days or until triggered or canceled. Order will be open for the remainder of the day on which the criteria is triggered. If the order is released to the marketplace and does not fill, it is cancelled. And at the same time: Within the GTC period, if both criteria are met at the same time, the order is released to the marketplace and is open for the remainder of the day. Or: Within the GTC period, if one of the criteria is triggered, the order is released and is open for the remainder of the day. Then: Within the GTC period, if the first criteria is met, the second criteria must be met within the remainder of the GTC period. If the second criteria is met, the order is released and is open for the remainder of the day.
GTC/GTC	GTC	The entire contingent order is open for a maximum of 120 days or until canceled or triggered. The order will remain open for the remainder of the 120 day GTC period. For example if the criteria is

		triggered on day 20, the order will be open for 100 days. Market orders are not accepted with a TIF of GTC. And at the same time: Within the GTC period, if both criteria are met at the same time, the order is released to the marketplace and is open for the remainder of the GTC period. Or: Within the GTC period, if one of the criteria is triggered, the order is released and is open for remainder of GTC period. Then: Within the GTC period, if the first criteria is met, the second criteria must be met within the remainder of the GTC period. If the second criteria is met, the order is released and is open for the remainder of the GTC period.

CANCEL & REPLACE

Cancel & Replace Entry

For Multi-Contingent, you cannot choose to remove one criteria or the other, both must be removed at the same time. If you want to remove only one criterion, you need to cancel the entire order and enter a new order with just one criterion.



Order Status with relationship **"And at the same time"**

Event	Status
Neither criteria is met	Untriggered
One criteria is met	Untriggered
Two criteria are met (at the same time)	Open

Order status with relationship **"Or"**

Event	Status
Neither criteria is met	Untriggered
One criteria is met	Open
Two criteria are met	Open

Order Status with relationship **"Then"**

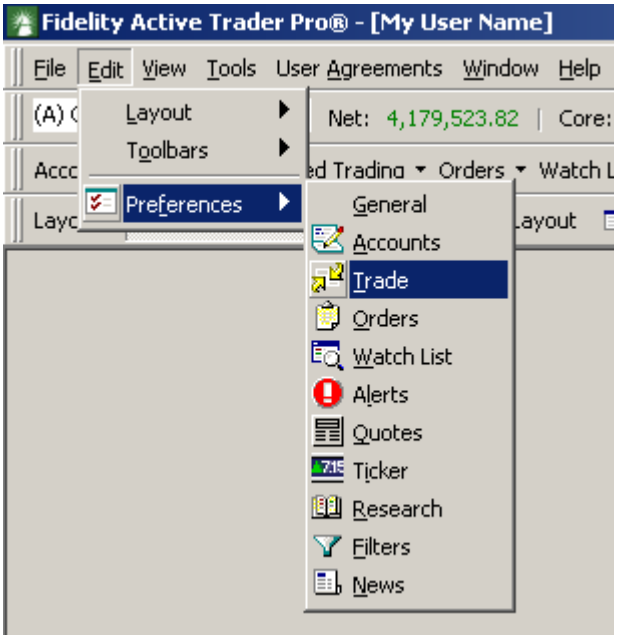
Event	Status
Neither criteria is met	Untriggered
First criteria is met	Untriggered
Two criteria are met	Open

* The status of Open assumes the order is a limit. If the Trailing Stop order was placed, the status would continue to be displayed as “untriggered”. The above tables are meant to illustrate when the Contingent is met and that it will change from untriggered.

You now have a basic understanding of how to access and complete the various Trade Entry screens. You can choose to manually enter all of the trade entry information each time you want to place a trade. However, Active Trader Pro is equipped with additional shortcuts in Preferences, if you would like to further expedite the order entry process.

Setting General Trade Preferences

Perhaps you have multiple accounts, but place the majority of your trades in only one of these, or maybe you almost always buy 100 shares. Active Trader Pro enables you to set general trading preferences. To access the Trade Preferences screen, click **Edit > Preferences > Trade**:



Customize Trade

The Trades Preferences screen opens where you can set your preferences for Trade and Stocks, Options, Mutual Funds, and Preview & Confirmation. **Please refer to the next chapter, Chapter 7 – Customizing Active Trader Pro - Trades**, for details on how to set these preferences to suit your account, market monitoring, and trading needs.

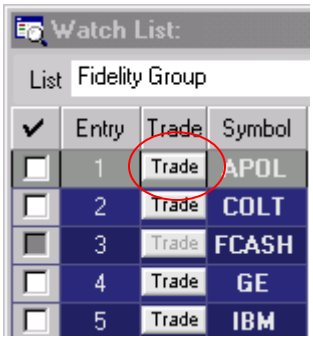
Trade Links from Other Active Trader Tools

Many of the Active Trader Pro tools contain a link that enables you to go directly from the tool to the Trade Entry screen, pre-filling the Trade Entry screen with the security information in the process. There are several primary methods to accomplish this:

- Trade Buttons
- Buy and Sell Buttons
- Click & Trade
- Go Button
- Right-click

Trade Buttons

On many tools (Watch List, Quote, Charts, Option Chain, etc.), there is a **Trade** button:

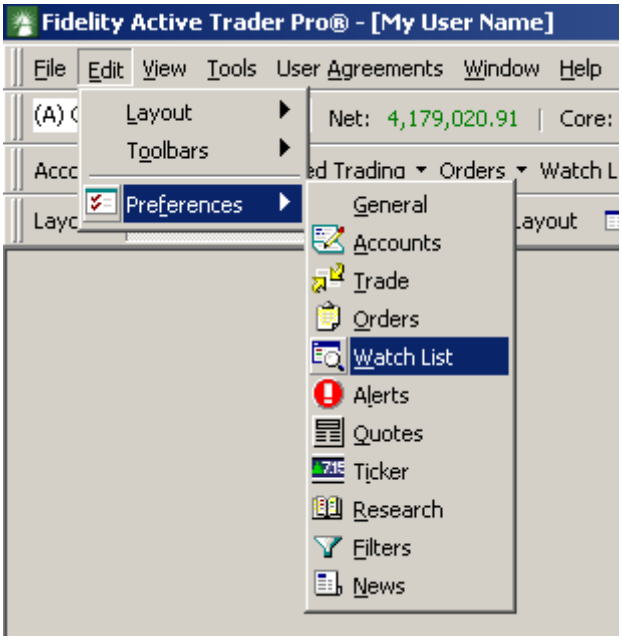


or

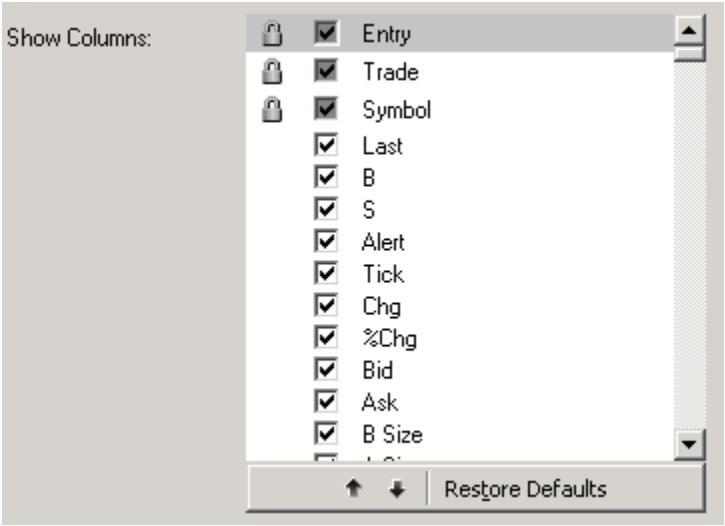
Clicking **Trade** will take you directly to the appropriate Trade screen, pre-filled with relevant information about the trade.

Buy and Sell Buttons

By using preferences, you can set a green **Buy** and a red **Sell** button to expedite your trading process on the Watch List, Positions, and/or Alerts windows of ATP. When one of these buttons is clicked, the trade page will open, automatically populated with the security and action you selected, along with the quantity if applicable. To access this functionality, choose **Edit > Preferences** from the Main Menu, then choose either **Watch List**, **Positions**, or **Alerts**. For this example, we will set the buttons on your Watch List.



On the Watch List Preferences screen, in the **Column Display** section, select the check boxes for the **B** and the **S**.



Click **Apply** to save your preferences. To close the Preferences window, click **OK**. You will now see the buy and sell buttons displayed on your Watch List:

✔	B	Symbol	S	Last	Chg	Bid	Ask	Volume
☐	B	T	S	$36.92	0.19	$36.91	$36.92	10,169,352
☐	B	BRL	S	$52.66	0.50	$52.65	$52.68	382,500
☐	B	BMY	S	$23.90	0.47	$23.90	$23.91	5,820,817
☐	B	COH	S	$30.61	0.76	$30.61	$30.64	2,579,265
☐	B	FDRXX	S	$1.00	0.00	$1.00	$1.00	
☐	B	FDEGX	S	$19.90	-0.79	$19.90	$19.90	
☐	B	FSAIX	S	$39.53	-0.84	$39.53	$39.53	
☐	B	FSI	S	$2.19	0.03	$2.02	$2.19	1,900
☐	B	F	S	$6.38	-0.05	$6.38	$6.39	17,488,605
☐	B	FFI	S	$2.29	0.00	$2.29	$2.39	600

Click & Trade

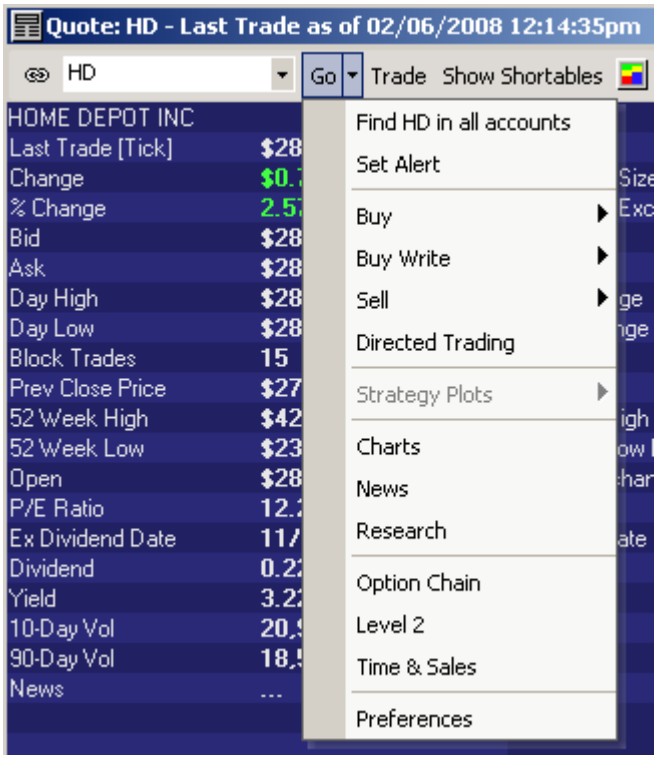
A third option appears on tools such as Account Positions and Filters. Selecting the check box to the left of each security you want to trade displays the **Trade Selected Symbols** button:

✔	Symbol	Last	$ Change	Bid	Ask	Volume	As of Trade Date/Time
☑	EWJ	$10.45	-0.26	$10.44	$10.45	18,148,000	03/29/2005 03:11:44PM
☐	IWM	$120.55	-1.60	$120.55	$120.56	8,267,200	03/29/2005 03:11:46PM
☑	XLE	$41.76	-0.32	$41.75	$41.76	7,356,600	03/29/2005 03:11:46PM
☐	DIA	$104.18	-0.58	$104.19	$104.20	6,110,100	03/29/2005 03:11:44PM
☑	BGO	$2.44	0.04	$2.43	$2.44	4,139,800	03/29/2005 03:11:45PM
☑	XLF	$28.28	-0.02	$28.27	$28.28	3,986,000	03/29/2005 03:11:24PM
☐	OIH	$93.45	-1.25	$93.40	$93.42	3,388,400	03/29/2005 03:11:20PM
☐	FAX	$5.96	-0.18	$5.95	$5.97	2,565,900	03/29/2005 03:11:46PM

Clicking **Trade Selected Symbols** opens the Trade screen pre-populated with the security information.

Go Button

This feature can be viewed on the menu bar of many of the tools, such as Detailed Quote, Option Chain, Charts, etc. If you click **Go**, a drop-down list will appear:



Clicking any of the trade commands will take you to the Trade screen, which has now been pre-filled not only with the security information, but also with the particular command you selected (for example, Buy).

Another useful command in the Go box is **Find *Security* In All Accounts**. Clicking this command opens the following new window:

Account Nickname	Recent Qty	Recent Price	Recent Mkt Value	Type
INDIVIDUAL	177.00	$24.25	$4,292.25	Cash
INDIVIDUAL	61.00	$24.25	$1,479.25	Cash
INDIVIDUAL				
INDIVIDUAL	**218.00**	**$24.25**	**$5,286.50**	**Cash**
INDIVIDUAL	20,201.00	$24.25	$489,874.25	Margin
INDIVIDUAL	-100.00	$24.25	-$2,425.00	Short
INDIVIDUAL - TOD				
Individual Testing				
IRA	46.00	$24.25	$1,115.50	Cash
JOINT TIC	10.00	$24.25	$242.50	Margin
PROFIT SHARING KEO	63.00	$24.25	$1,527.75	Cash

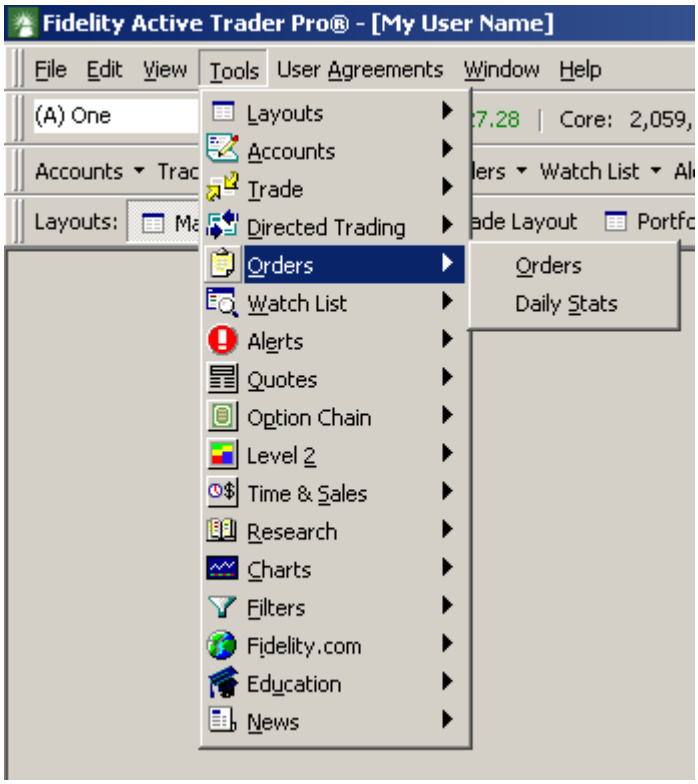
If you hold the selected security in multiple accounts, each position will be listed separately. You can trade securities that appear on the display list by selecting the check box to the left of each security you want to trade, which displays the **Trade Selected Symbols** button. Clicking **Trade Selected Symbols** opens the Trade screen pre-populated with the security information. You can also access this capability by choosing **Tools > Accounts > Find Position in Accounts** from the Main Menu.

Right-Click

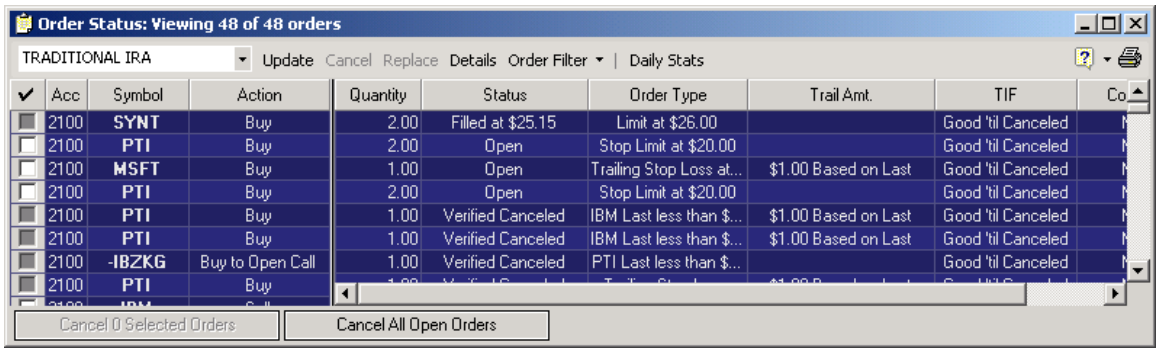
Within many tools that provide a list of securities (Watch List, Option Chain, Account Positions, etc.), you can right-click anywhere on the row displaying that security's information and a new drop-down menu will be displayed, enabling you to not only pre-fill the trade screen but also obtain additional information about the security.

ORDER STATUS

Once you have placed an order, you will want to be able to check its status. Within Active Trader Pro, you use the Order Status window to manage trades once they have been placed. To open the Order Status window, choose **Tools > Orders > Orders** from the Main Menu:



The Order Status window opens:



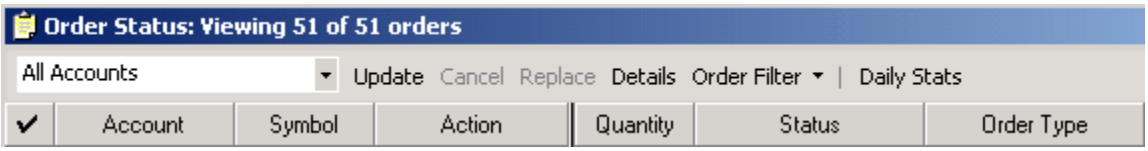
For each order you have entered, the Order Status window provides a one-line summary. It displays the **Account** where the trade was placed, along with a synopsis of the order entered: **Symbol** of security, **Action** requested (Buy, Sell, etc.), **Quantity** (# of Shares, # of Contracts, etc.), **Order Type** (Market, Limit, etc.), **Trail Amount**, **Time in Force** (Day, GTC), and any other Trade Conditions.

There is one critical column, **Status**:

This column provides you with a report as to whether a trade has executed or not. There are five different messages that may be displayed:

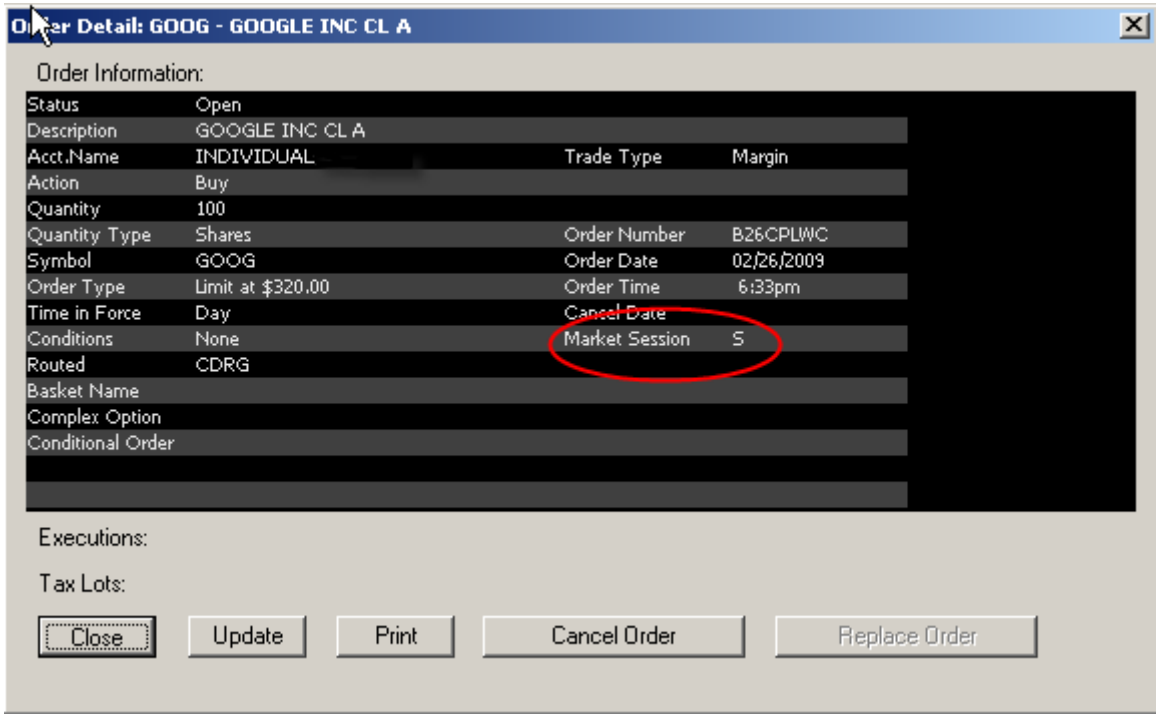
- **Filled:** This signifies that the trade has executed. Included in this status report will be the price at which the trade executed.
- **Partial Fill:** This report indicates that part of the requested trade has been executed, but a portion of the trade is still open.
- **Open:** This signifies that the trade has not yet been executed or that no execution report has been received.
- **Pending Canceled:** This signifies that a request has been received to cancel this order, but no verification has been received as to whether this cancellation request was successful or not.
- **Verified Canceled:** This report confirms that a cancellation request had been received and has been successfully completed.

For each order, more detail is available. You can view this detail by clicking **Details** in the main screen menu:



Alternatively, you can access detailed information by double-clicking anywhere on the particular status line that you would like to view.

In either case, the Order Detail window opens:



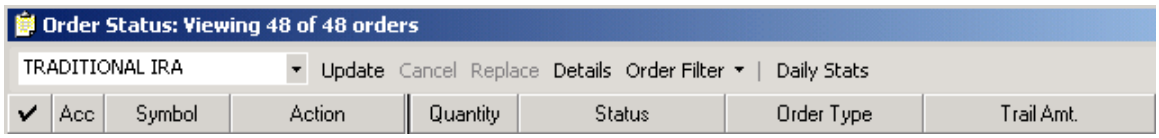
This window displays details about the order including Status, Description, Account, Quantity, Symbol, Order Type, Trade Type, Time in Force, Routing Destination, Order Time, Market Session, Execution Time, and Total Value. If you selected tax lots for the trade, they will be displayed as well.

Market Session may be followed by one of three symbols, indicating the session in which the order was placed:

Symbol	Session
P	Pre-Market Session
S	Standard Market Session
A	After-Market Session

Order Status Menu Bar

The menu bar for the Order Status window contains several different commands:



Account Selection

If you have multiple accounts, the drop-down box on the left will enable you to select accounts for viewing **Order Status**. You can elect to view the Order Status for each account individually or view the Order Status for all accounts at the same time.

Update

If you have orders that appear as open, partially executed, or pending cancellation, you can click **Update** to receive an updated status report.

Cancel

If you have open orders that you would like to cancel, clicking **Cancel** opens a screen where you can enter a cancellation request.

Replace

If you have an open order that you would like to change, clicking **Replace** opens a new window where you can enter your revised trade instructions. This screen enables you to change the Quantity of Shares, the Order Type, the Limit or Stop Price, and the Time in Force.

Details

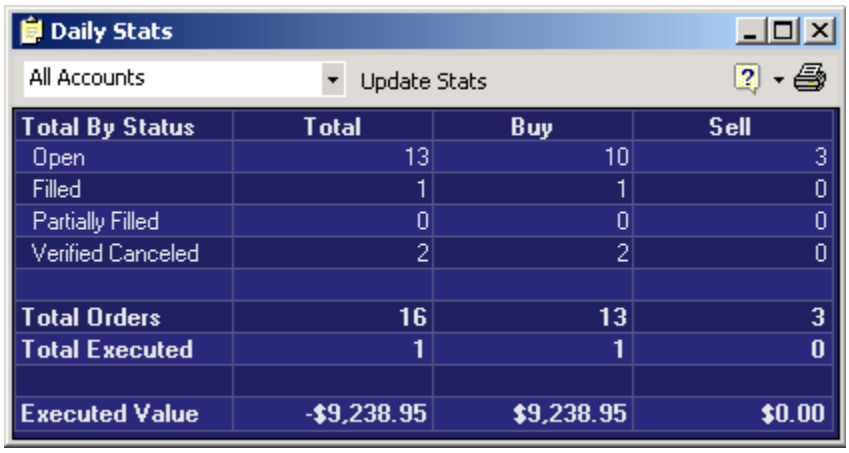
Another way to access the Order Details screen discussed previously is to click **Details** at the top of the screen.

Order Filter

You can filter by Order Status within Active Trader Pro to only display the orders that matter most to you. To apply filters, click the **Order Filter** drop down box and choose what you wish to **Hide** or **Show**. Note: The Order Status window title bar shows **Viewing *X* of *Y* orders**; this is helpful to see at a glance if you have filters applied.

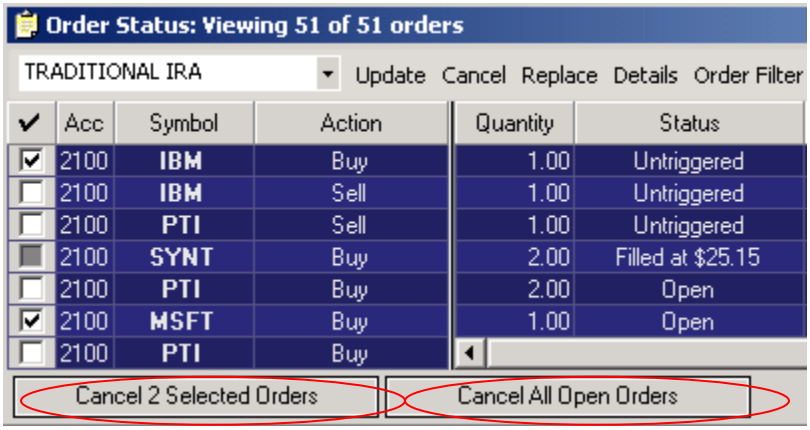
Daily Stats

The Daily Statistics screen displays order totals by account or for all accounts at the same time broken down by **Status**, **Total**, **Buys**, and **Sells**. Executed Value displays the total dollar value for Buy and Sell orders as well as the Total. These values are calculated using the average execution price multiplied by the number of shares executed for each order. The total for each order in each category are then totaled. Commissions and fees are excluded from these calculations.



Total By Status	Total	Buy	Sell
Open	13	10	3
Filled	1	1	0
Partially Filled	0	0	0
Verified Canceled	2	2	0
Total Orders	**16**	**13**	**3**
Total Executed	**1**	**1**	**0**
Executed Value	**-$9,238.95**	**$9,238.95**	**$0.00**

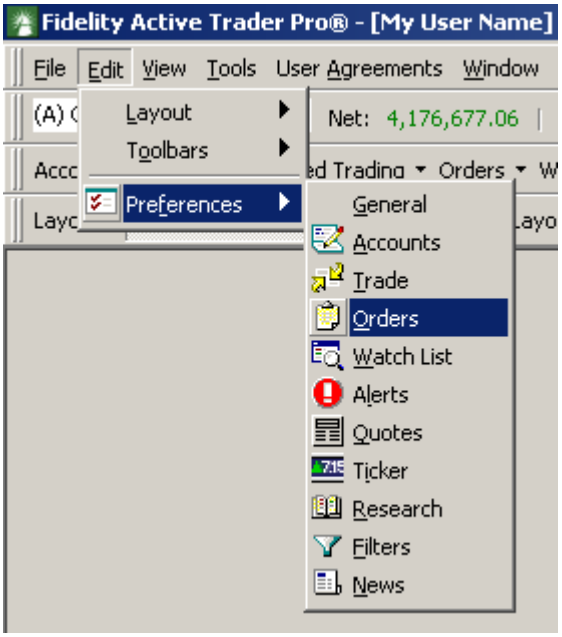
There are two additional buttons at the bottom of the screen, which are used to cancel any open orders. Selecting the check box beside any open order will enable these two buttons. You can select only one order, or you can choose to cancel multiple orders at the same time:



✔	Acc	Symbol	Action	Quantity	Status
☑	2100	IBM	Buy	1.00	Untriggered
☐	2100	IBM	Sell	1.00	Untriggered
☐	2100	PTI	Sell	1.00	Untriggered
■	2100	SYNT	Buy	2.00	Filled at $25.15
☐	2100	PTI	Buy	2.00	Open
☑	2100	MSFT	Buy	1.00	Open
☐	2100	PTI	Buy		

Order Status Preferences

Active Trader Pro provides you with the flexibility to identify what information you would like displayed on the Order Status screen. To set your display preferences, choose **Edit > Preferences > Orders** from the Main Menu:



Customize Orders

The Orders Preferences screen opens where you can set your preferences for Orders and Custom Colors. **Please refer to the next chapter, Chapter 7 – Customizing Active Trader Pro - Orders,** for details on how to set these preferences to suit your account, market monitoring, and trading needs.

Chapter 7 – Customizing Active Trader Pro

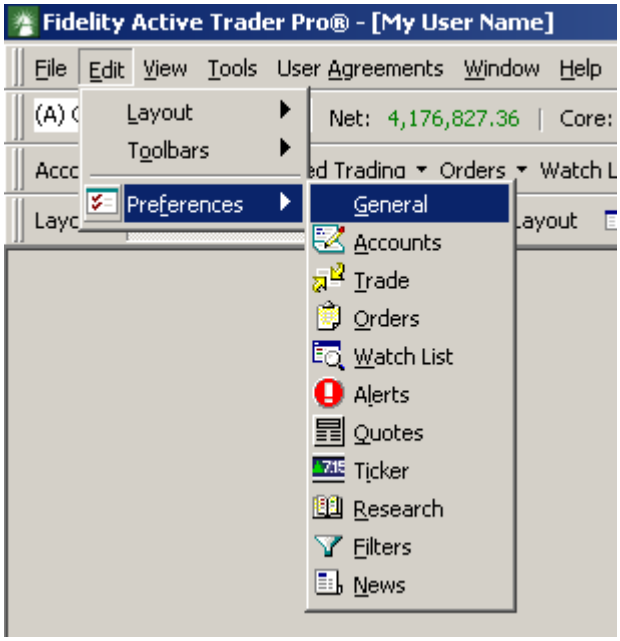
One of the strengths of the Active Trader Pro program is that it enables you to customize the program for ease of use. This chapter focuses entirely on customizing Active Trader Pro to suit your account, market monitoring, and trading needs.

PREFERENCES

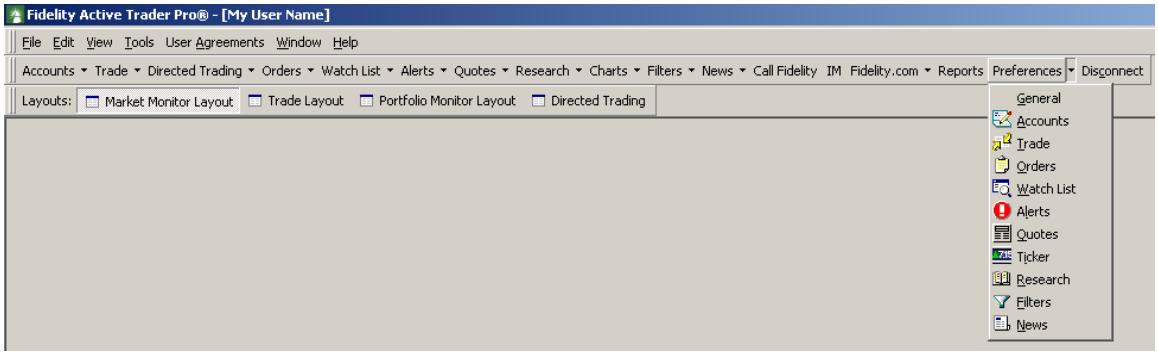
The majority of customization in Active Trader Pro is accomplished through our Preferences tool. The purpose of Preferences is to provide you with one area within the application that enables for quick access and easy customization of most components within ATP.

General Preferences

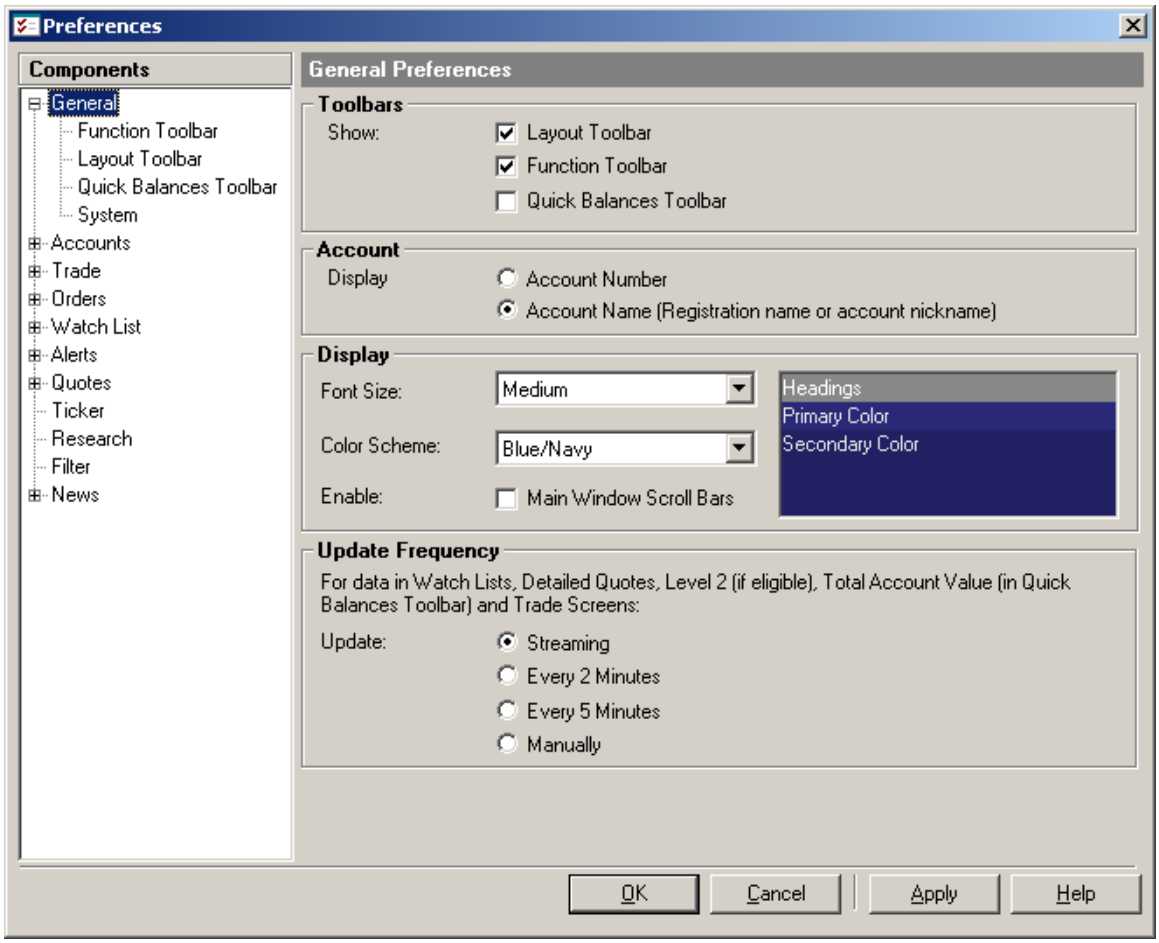
To access and set general Active Trader Pro preferences, choose **Edit > Preferences > General** from the Main Menu:



You can also access Preferences from the Function Toolbar by clicking **Preferences**.



Once you select **Preferences**, the Preferences window opens:



The **Toolbars** section enables you to choose which toolbars you would like displayed within Active Trader Pro.

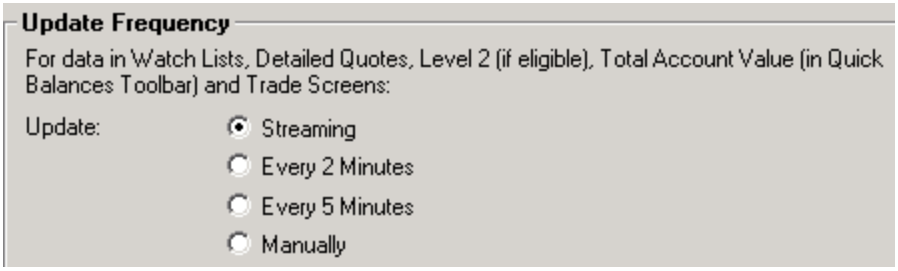
The **Account** section enables you to choose how your accounts will be displayed, either by account number or account name (registration name or nickname). Note: If you choose to use an account nickname, you will need to create this nickname on Fidelity.com. The account nickname will be displayed on both ATP and Fidelity.com.

The **Display** section on this screen enables you to set your display preferences for the program. You can select a font size of Small, Medium, or Large. You can also select the color scheme that you are most comfortable with including six alternating and six solid color choices.

A preview box to the right side of the drop-down displays the font and color changes as they are selected, enabling you to preview your choices before final application.

You are also able to select whether you would like to **Enable Main Window Scrollbars**.

The **Update Frequency** section lets you choose how frequently you want the data in Watch Lists, Detailed Quotes, Level 2 (if eligible), Charts, Total Account Value (in Quick Balance Toolbar) and Trade Screens refreshed. The update interval will default to the Every 2 Minutes update. You may change the setting to Streaming, Every 5 Minutes, or Manually. Click **Apply** to save your preferences. To close the Preferences window, click **OK**.



The update interval will remain at the setting you select unless the application resets itself (this can happen for a variety of reasons). The status bar at the bottom of the application will indicate the setting.

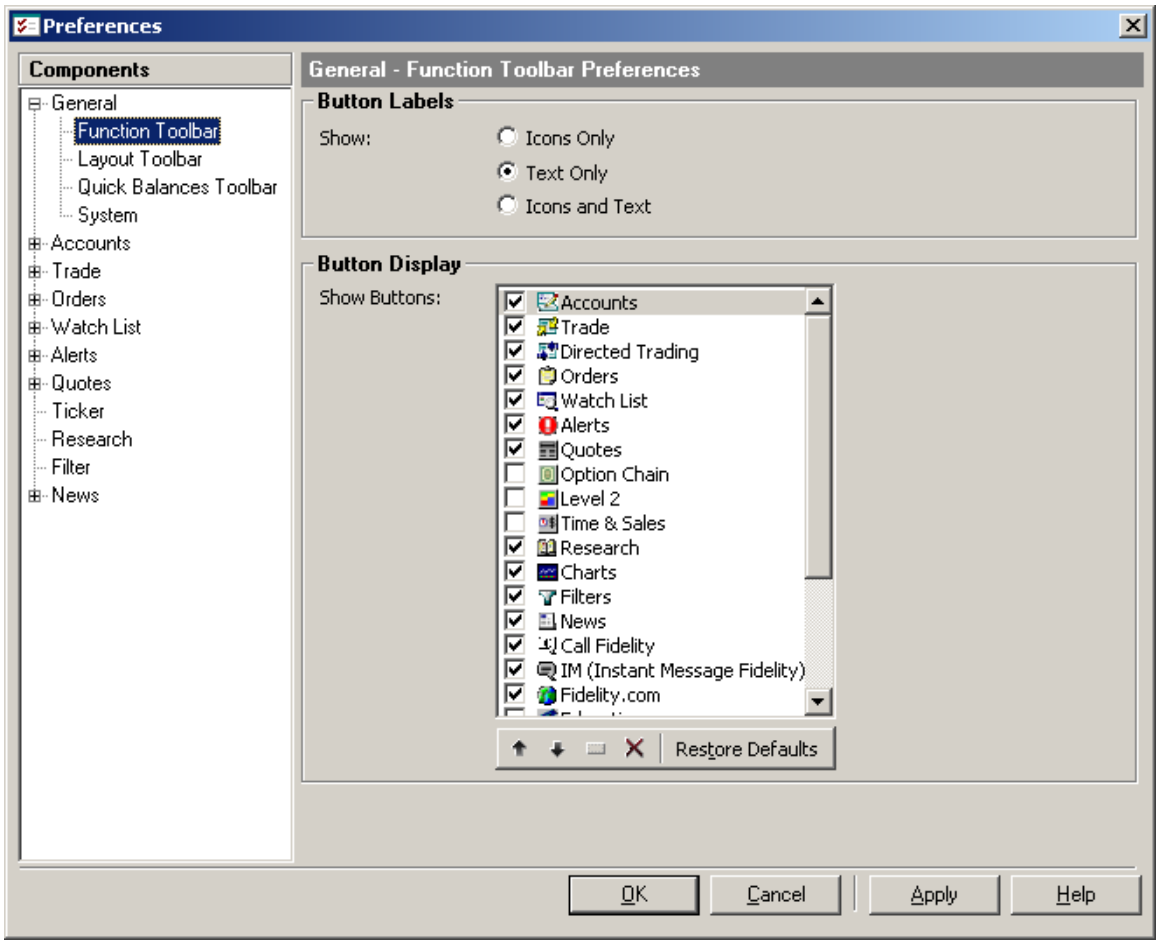
Please note: For customers eligible for streaming updates, you must set the interval to Streaming in order for your Watch Lists, Detailed Quotes, Level 2 (if eligible), Charts, Total Account Value (in Quick Balances Toolbar), and Trade Screens to stream. Time and Sales and Directed Trading components will automatically stream regardless of your update interval setting.

Important: If you use a 56K modem, we recommend that you limit your update frequency to Every 2 Minutes (or longer).

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Function Toolbar

The Function toolbar displays the trading and account management tools available within Active Trader Pro. To customize the Function Toolbar, choose **Edit > Toolbars > Function Toolbar...** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Function Toolbar** under **General** in the list). The Function Toolbar Preferences screen opens:



In the **Button Labels** section, choose whether you would like the toolbar to display Icons Only, Text Only, or Icons and Text. Then, choose the tools you would like to have displayed on the Function Toolbar and the order in which they should appear.

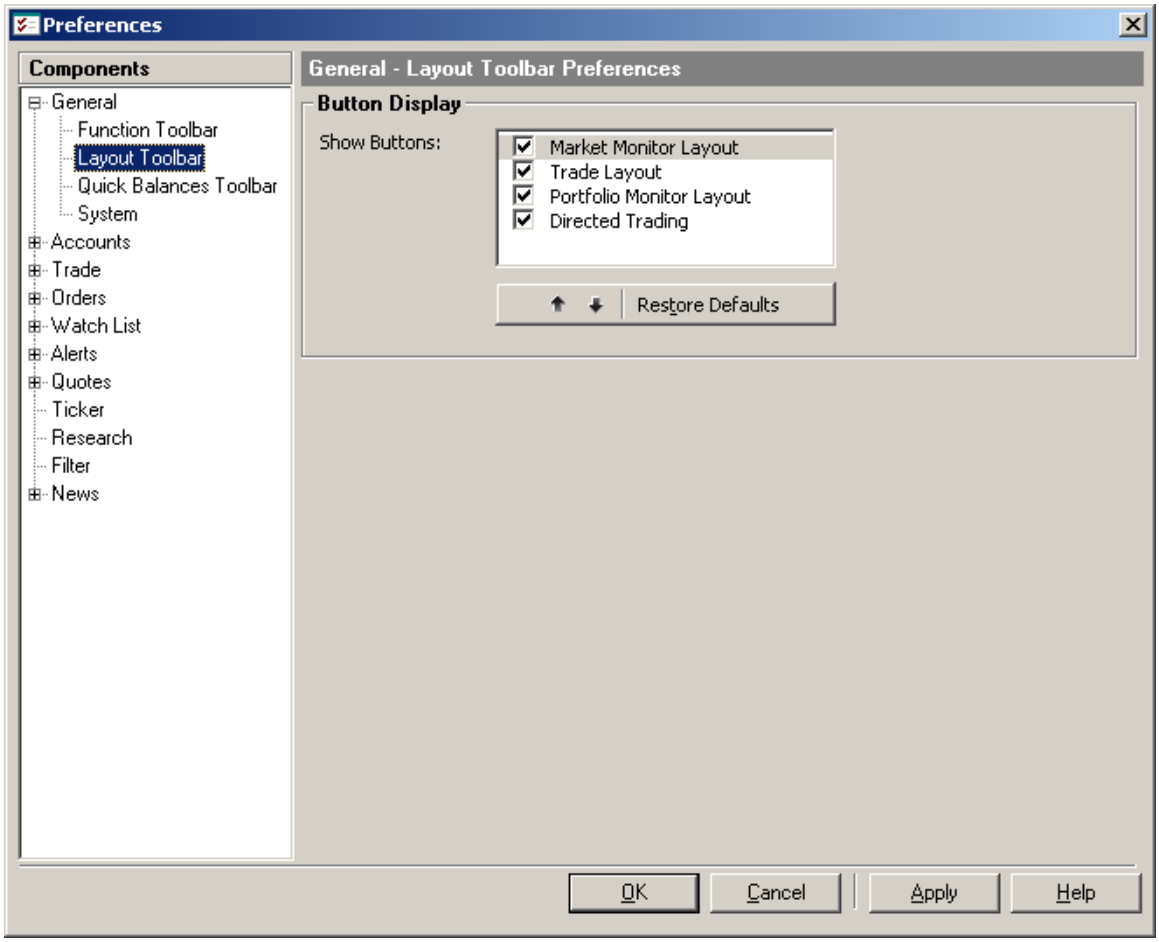
In the **Button Display** section, select the check box beside each button you want to show on the Function Toolbar. To hide a button, click to clear the check box for that button. To change the order of a button, select the name of the button and use the **Up** and **Down** arrows to move that button to a new position on the toolbar.

To add a separator between groups of buttons, click the small square icon beside the arrows, then select the separator and use the arrow buttons to position the separator wherever you like. To remove a separator, select the separator and click the red X button.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Layout Toolbar

The Layout toolbar provides you with the opportunity to display clickable links to both the pre-formatted layouts included within the original Active Trader Pro program and those custom layouts you create. To customize the Layout Toolbar, choose **Edit > Toolbars > Layout Toolbar...** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Layout Toolbar** under **General** in the list). The Layout Toolbar Preferences screen opens:

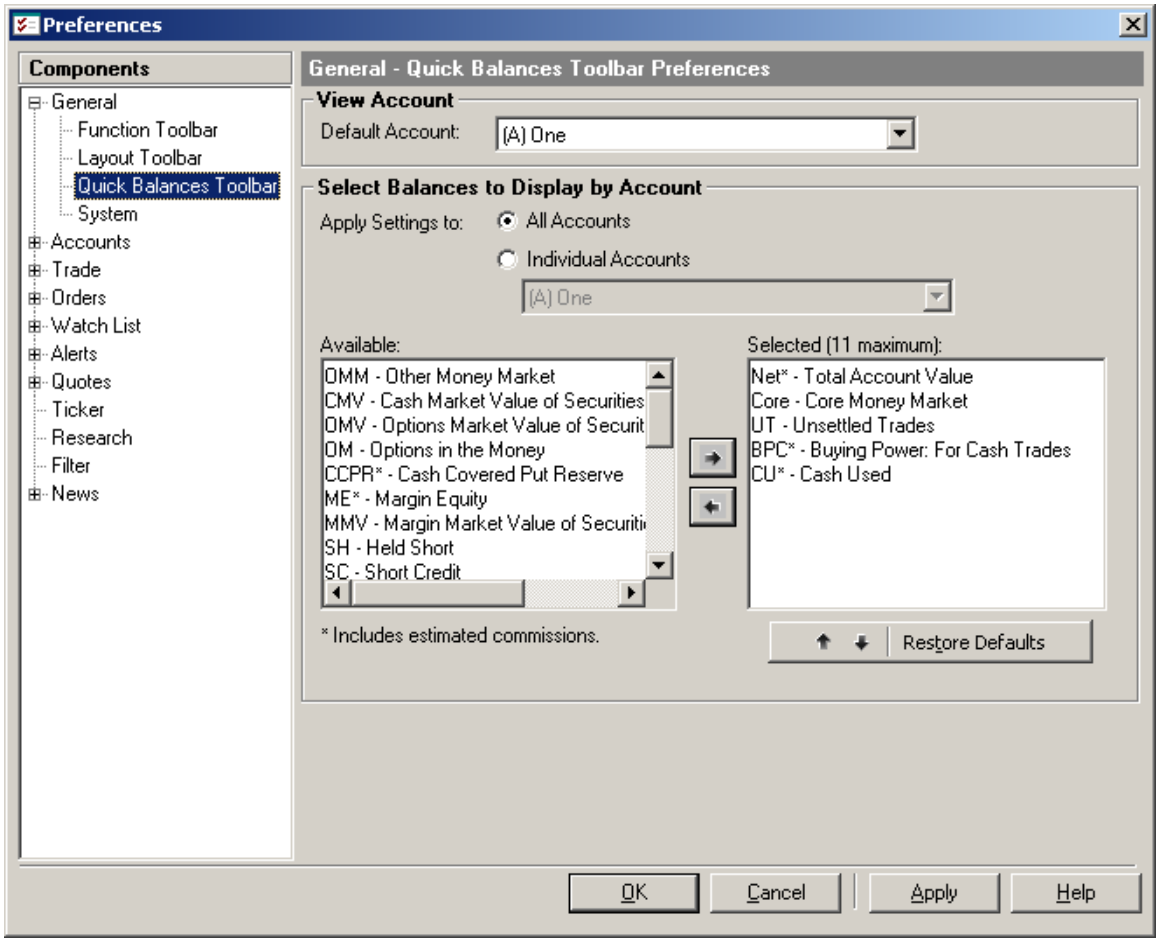


In the **Button Display** section, select the check box beside the name of each button you want to show on the Layout Toolbar. To hide a button, click to clear the check box for that button. To change the order of a button, select the name of the button and use the **Up** and **Down** arrows to move that button to a new position on the toolbar.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Quick Balances Toolbar

The Quick Balances toolbar provides you with the opportunity to display the account balances that are most important to you. To customize the Quick Balances Toolbar, choose **Edit > Preferences > General** from the Main Menu (or click **Preferences** on the Function Toolbar), then select **Quick Balances Toolbar** under **General** in the list). The Quick Balances Toolbar Preferences screen opens:



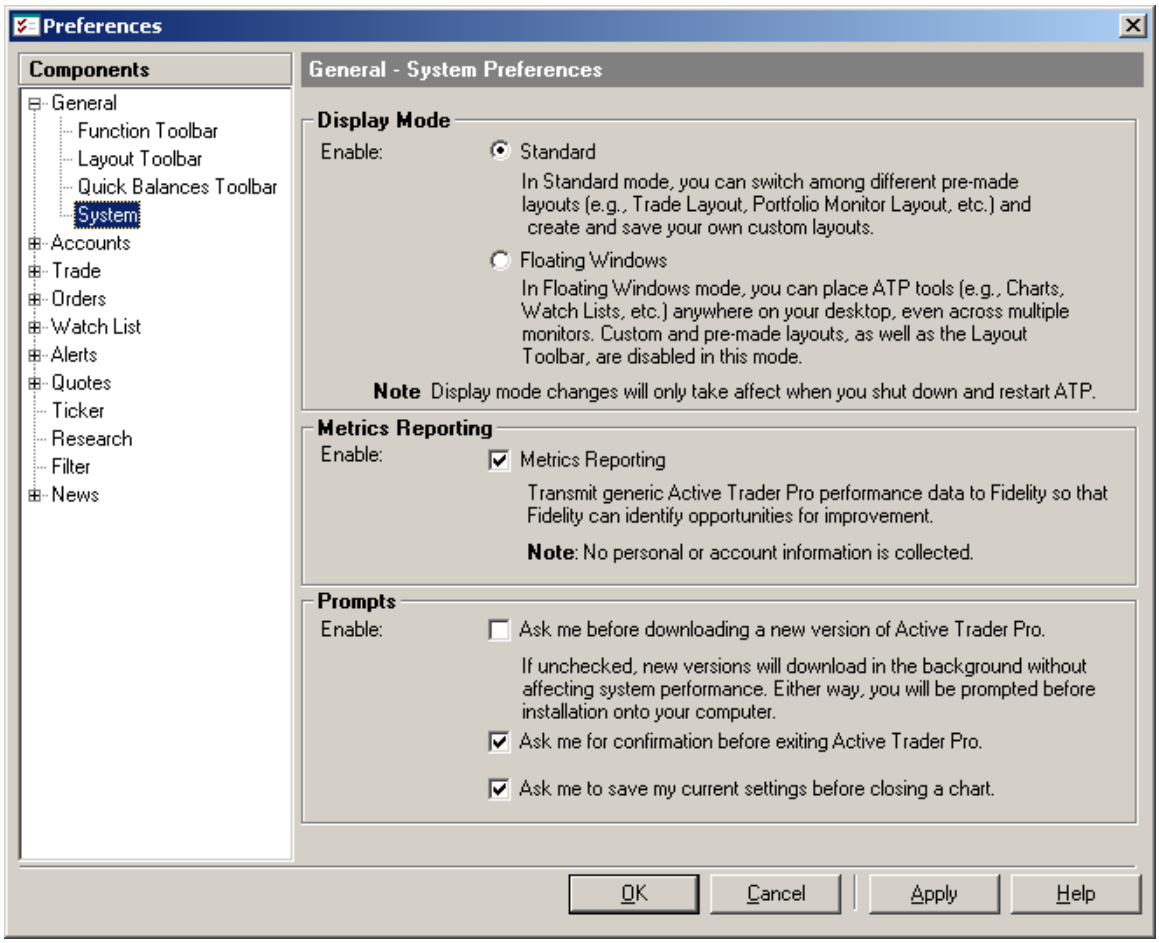
First, choose which account you would like to be your Quick Balances **Default Account**, as well as whether you would like your Quick Balances settings applied to all of your accounts or to select individual accounts. Next, select which balances you would like displayed by selecting the name of each desired field and using the arrows to move them from the **Available** column to the **Selected** column. To change the order of a field, select the name of the field and use the **Up** and **Down** arrows to move that field to a new position in the list.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Note: To achieve the quickest updates to the toolbar, select balances (identified by an asterisk) are updated using estimated commissions. These balances in the toolbar may differ slightly from those seen on the balances screen (see ATP Help for additional details).

System

System enables you to set your preferences for display mode, metrics reporting, and prompts. The **Display Mode** section enables you to select whether or not you would like to run Active Trader Pro in Standard mode or Floating Windows mode. Floating Windows mode removes the application container and allows you to float component windows on your desktop and across multiple monitors if desired. See Chapter 2 – Getting Started for additional details on floating mode.

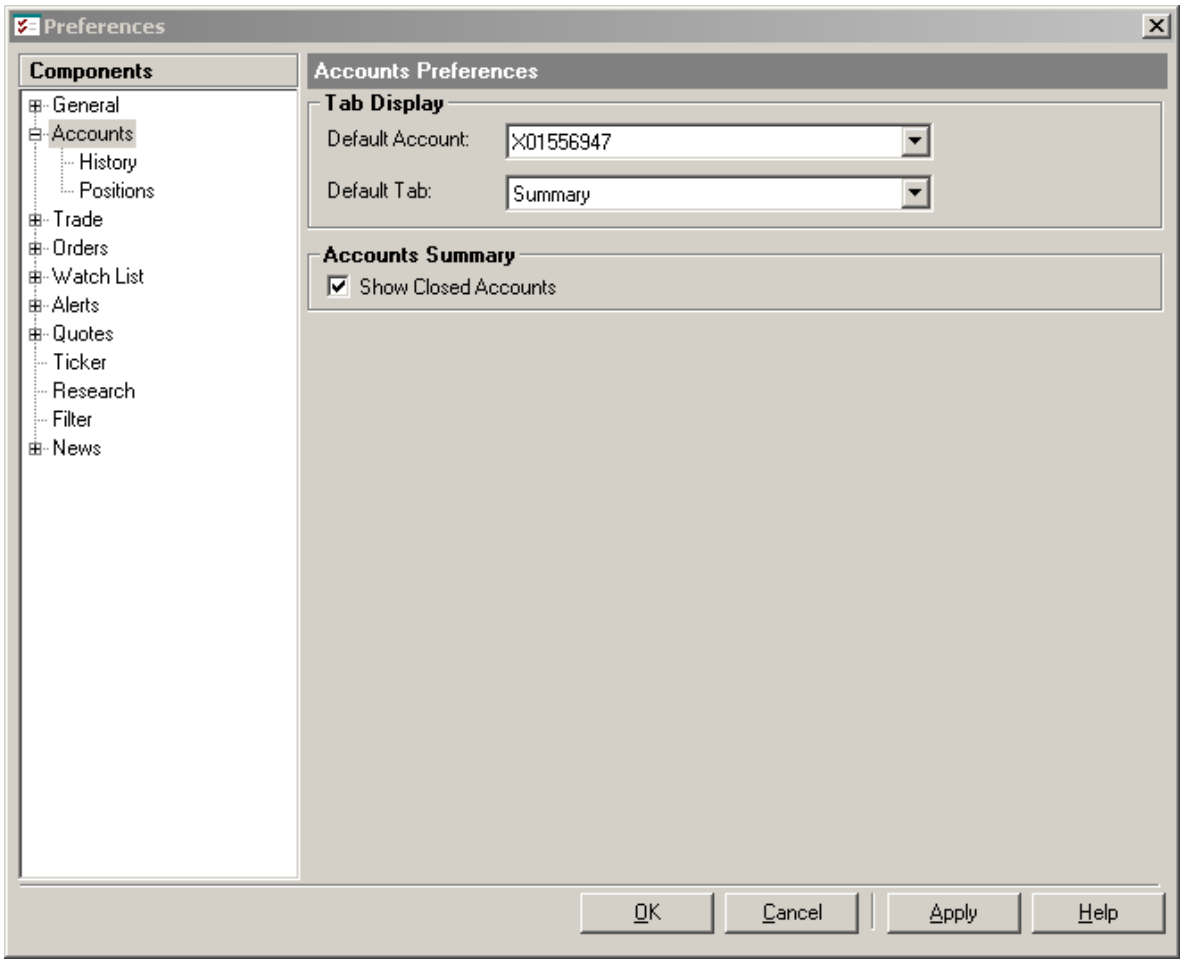


The **Metrics Reporting** section enables you to select whether or not you would like to enable metrics reporting. This enables you to send generic Active Trader Pro performance data to Fidelity so that we can identify opportunities for improvement in the application. To enable metrics reporting, select the **Metrics Reporting** check box. If you do not want to use metrics reporting, click to clear the check box.

The **Prompts** section enables you to select whether or not you would like to be prompted before downloading a new version of ATP, exiting the ATP application, and saving changes made to a chart.

ACCOUNTS

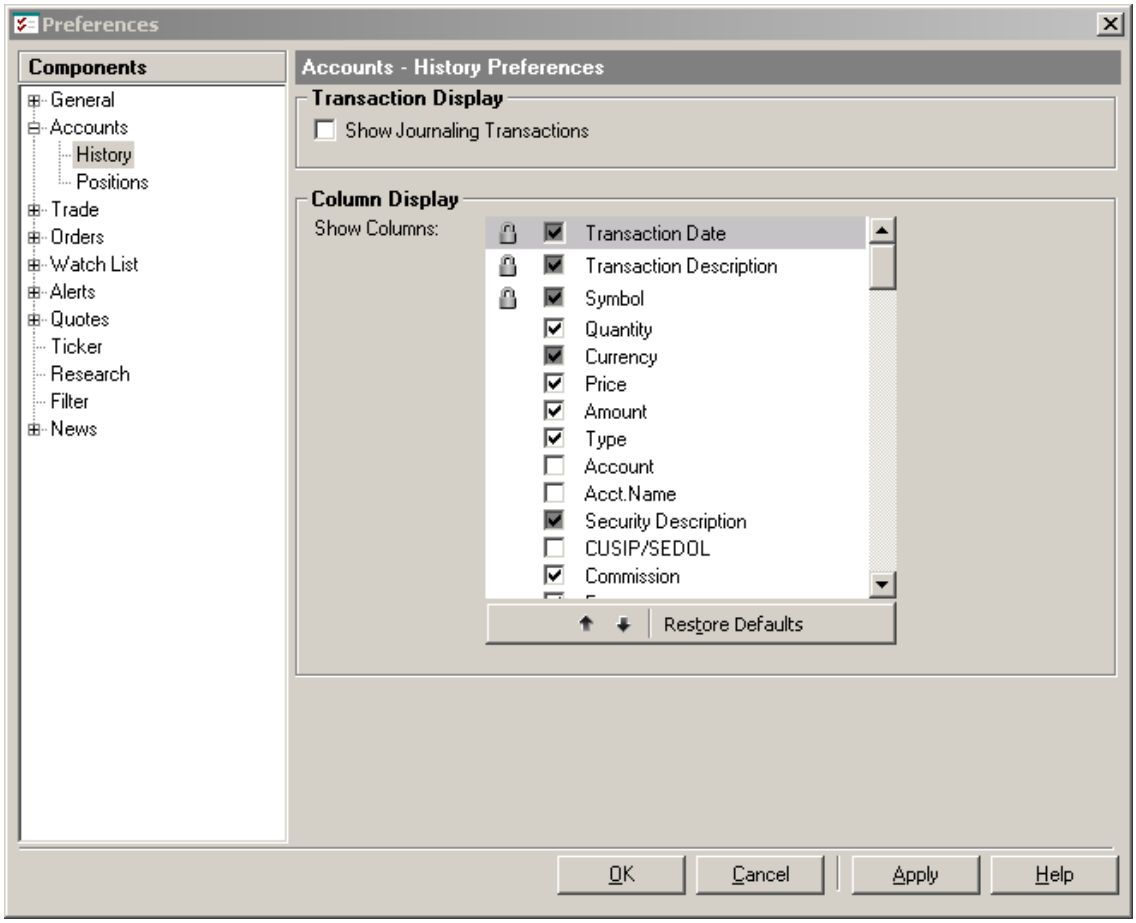
To set account preferences, choose **Edit > Preferences > Accounts** from the Main Menu or click **Preferences** on the Function Toolbar and select **Accounts**. The Accounts Preferences screen opens:



This screen enables you to establish some of the general default settings for viewing tabs within the Accounts tool. The **Tab Display** section of this screen enables you to decide which Account will display as the **Default Account** when viewing various tabs within History, and also the **Default Tab** (system default is the Summary tab) displayed when you open the Accounts window. The **Accounts Summary** section permits you to Show Closed Accounts. If you would like closed accounts to be displayed, select the **Show Closed Accounts** check box. To hide closed accounts, click to clear the check box.

History

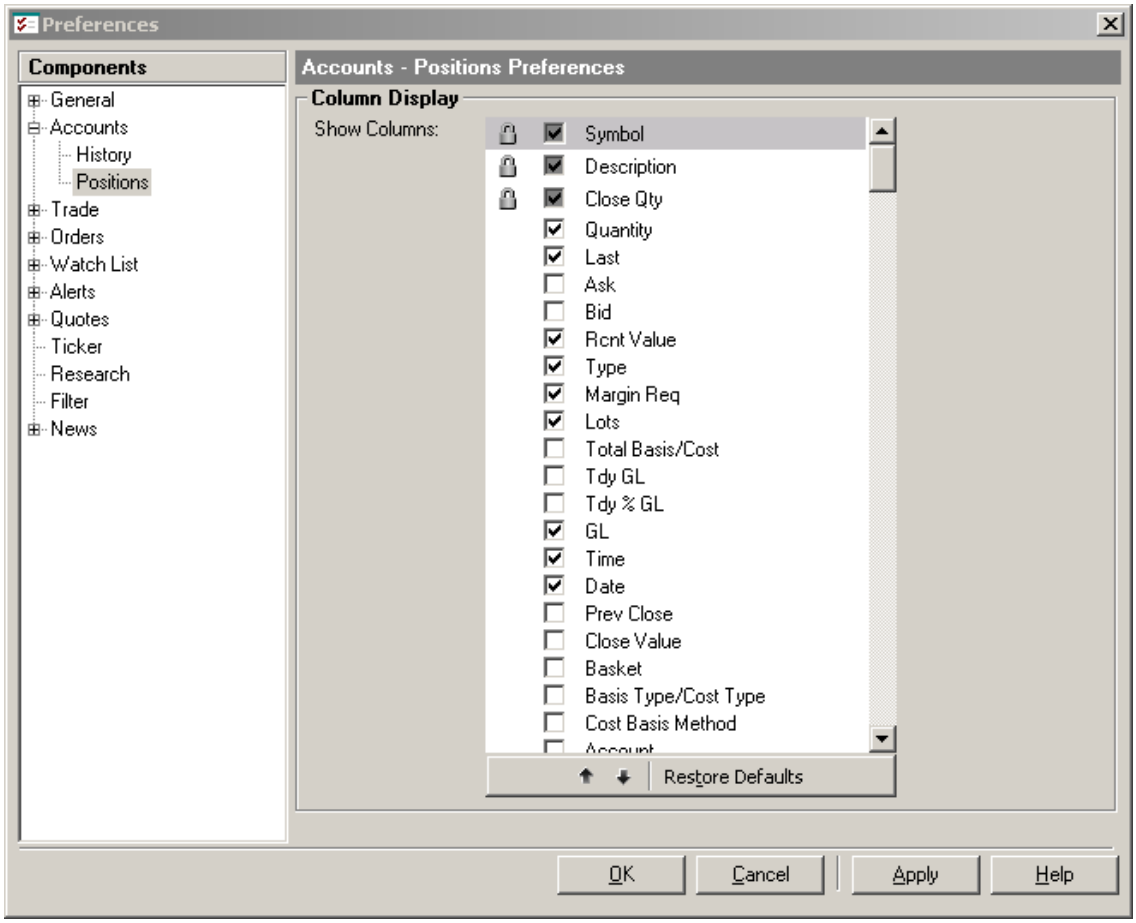
If you select **History** under **Accounts**, you can set preferences for what you would like to display on your History screen within Active Trader Pro. First, under Transaction Display, you can choose whether you would like Journaling Transactions to be displayed. By default, this option is not selected. To display journaling transactions, select the **Show Journaling Transactions** check box. To hide journaling transactions, click to clear that check box.



In the **Column Display** section, select the check box beside each column you want to show on the Account History screen. To hide a column, click to clear the check box for that column. To change the order of a column, select that column and use the **Up** and **Down** arrows to move that column to a new position in the column list. You may “lock” or freeze any of the first few columns by clicking the lock icon located to the left of the column names.

Positions

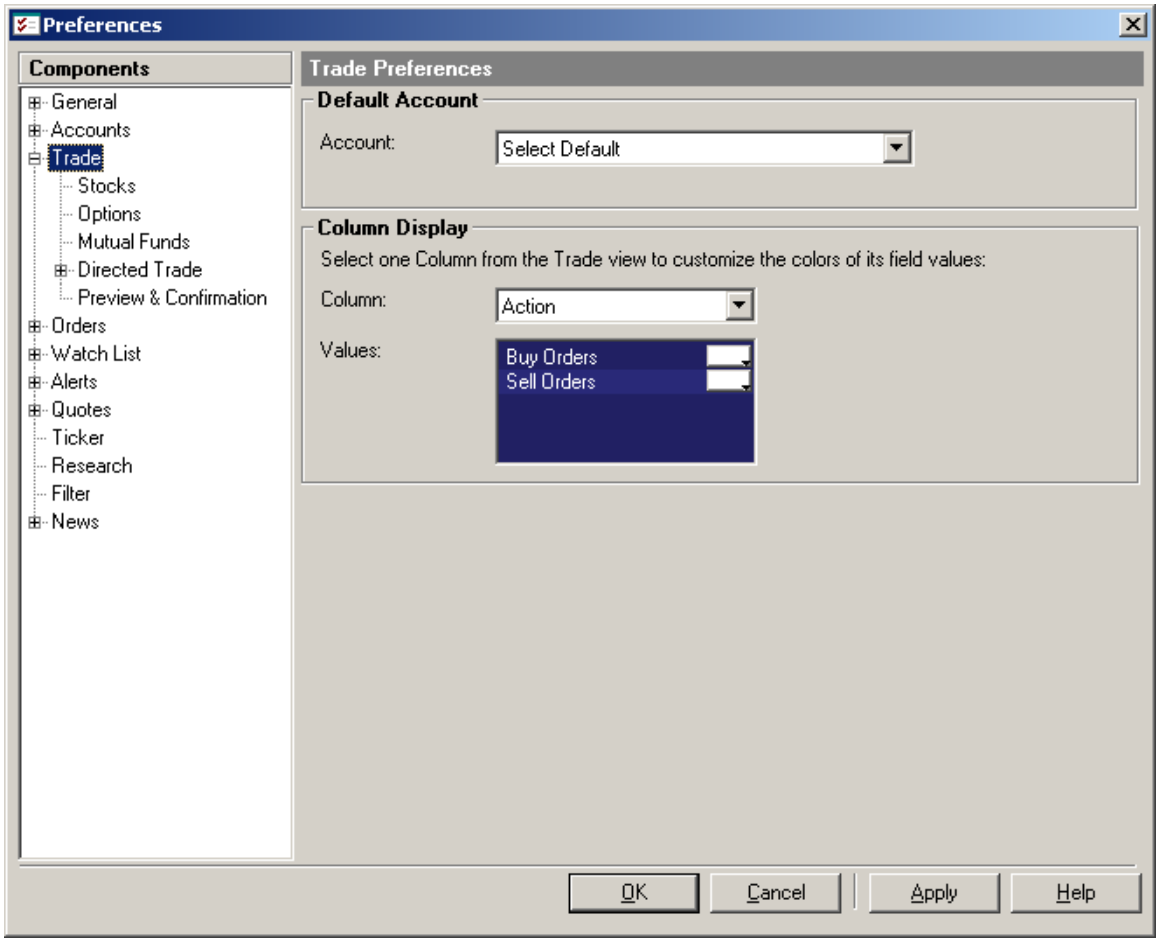
You can also determine the columns (and their order) in the Positions screen by selecting **Positions** under Accounts. The Positions Preferences screen opens:



In the **Column Display** section, select the check box beside each column you want to show in the Account Positions screen. To hide a column, click to clear the check box for that column. To change the order of a column, select that column and use the **Up** and **Down** arrows to move that column to a new position in the column list. You may “lock” or freeze any of the first few columns by clicking the lock icon located to the left of the column names.

TRADE

Perhaps you have multiple accounts, but place the majority of your trades in only one of these, or maybe you almost always buy the same number of shares. Active Trader Pro enables you to specify trading preferences. To open the Trade Preferences screen, choose **Edit > Preferences > Trade** from the Main Menu, or click **Preferences** on the Function Toolbar and select **Trade** from the list. The Trade Preferences screen opens:



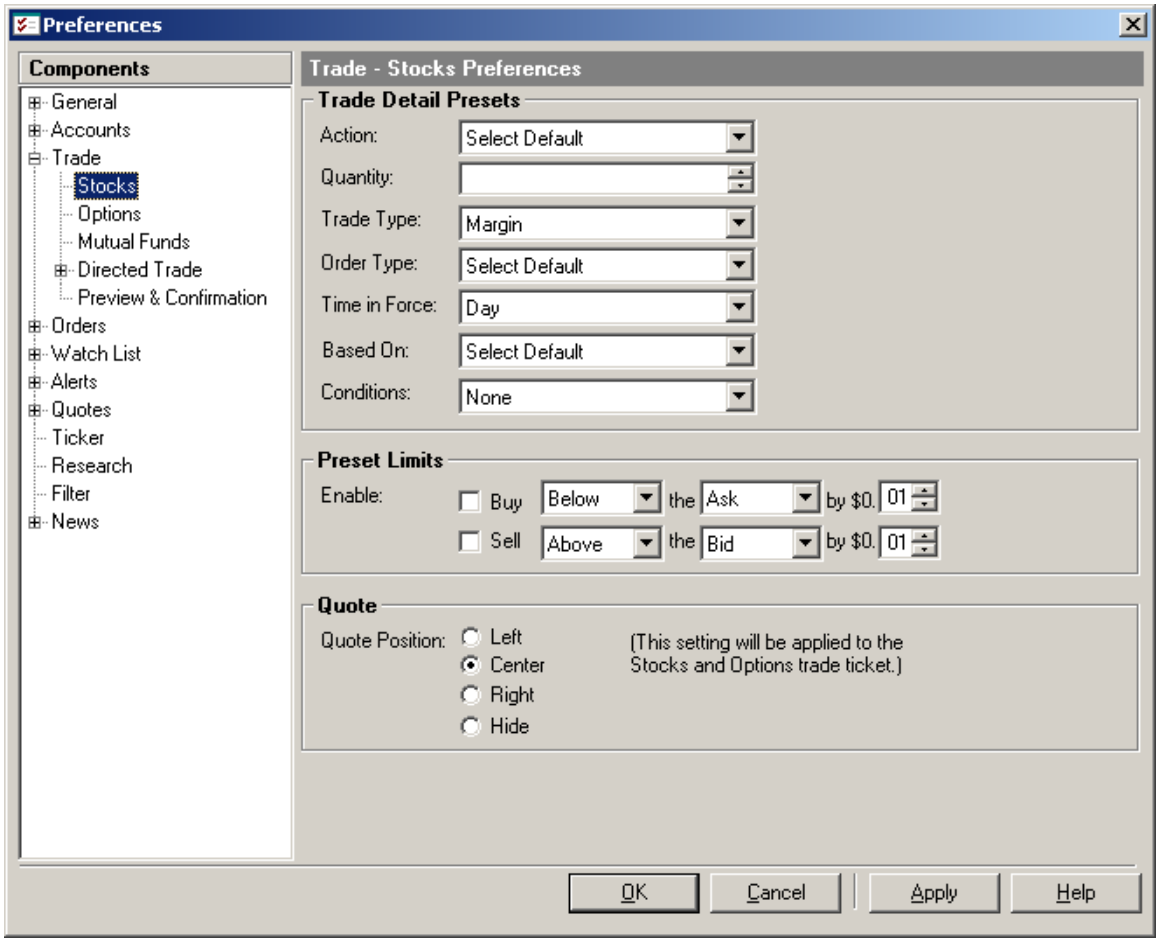
The first section, **Default Account**, enables you to choose which account should be the default account when you open the Trading window. Click the drop-down box to make your choice.

In the **Column Display** section, you can customize the color of the values in a particular column. For example, you may decide that you would like your Action column displayed in color. To set color preferences for a column, select that column from the **Column** drop-down box, then choose the color(s) using the **Values** drop-down boxes.

Note: ATP will not stop you from setting color preferences that will not be legible within the ATP platform.

Stocks

Under Trade, if you select **Stocks**, you can set preferences for trading stocks in ATP. Clicking **Trade > Stocks** opens the Stocks Preferences screen:



In the first section, **Trade Detail Presets**, you can set a default **Action**. For the default Action, you can then set **Quantity**, **Trade Type**, **Order Type**, **Time in Force**, **Based On** (applies to trailing stop loss and trailing stop limit orders only), and **Conditions**.

Note: Quantity presets may be overridden when using the quick trade links (buy/sell buttons, trade button, right-click) from account specific windows within the application, because the trade ticket will pre-populate with the account position quantity rather than a preset quantity.

Next, you can identify any Preset Limits for equity trades. Preferences identified in this area will pre-populate the **Limit** field when you have chosen Limit as your order type. Simply check off any applicable conditions.

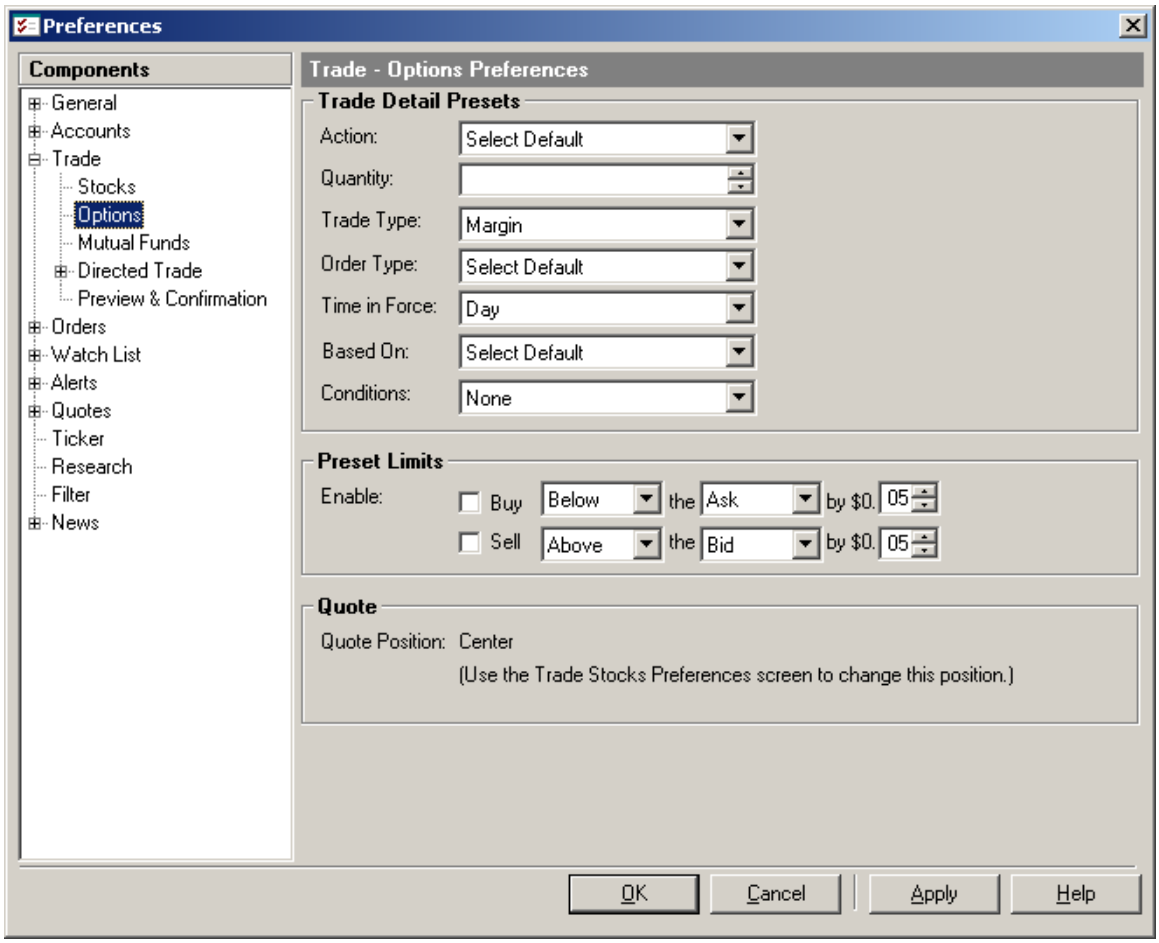
Note: Once pre-populated, this information will not automatically update in the Trade window. For example, if you have chosen Buying at the Bid, the Limit field will contain the bid when the screen was first accessed. You can update this value by selecting **Refresh Limit Price** in the Trade window.

Finally, choose how you would like the Quote Layout (Last, Change, Bid, and Ask) to appear within the Trade window. The default setup is to have them appear in the middle. Choosing **Right** will position these fields immediately before the **Preview** button. Choosing **Left** places them as the first four columns on the screen. You may also choose to **Hide** the quote. Any selection you make to the quote preference here will apply to both the stock and options trade tickets.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Options

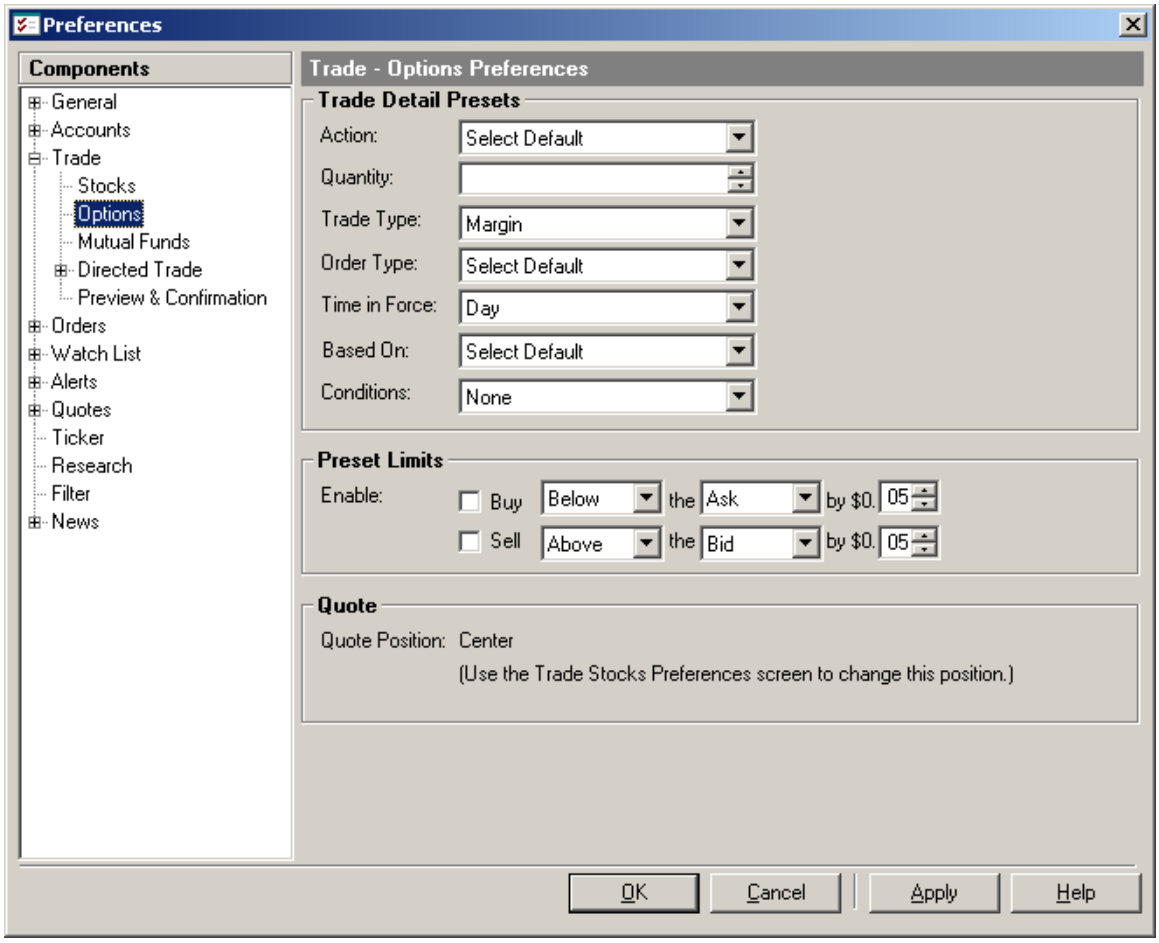
Next, we will discuss the ability to set preferences for use when Trading Options. Clicking **Options** under Trade will open the Options Preferences screen:



You can complete this window in the same way as the one outlined for Trade Stocks Preferences. Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

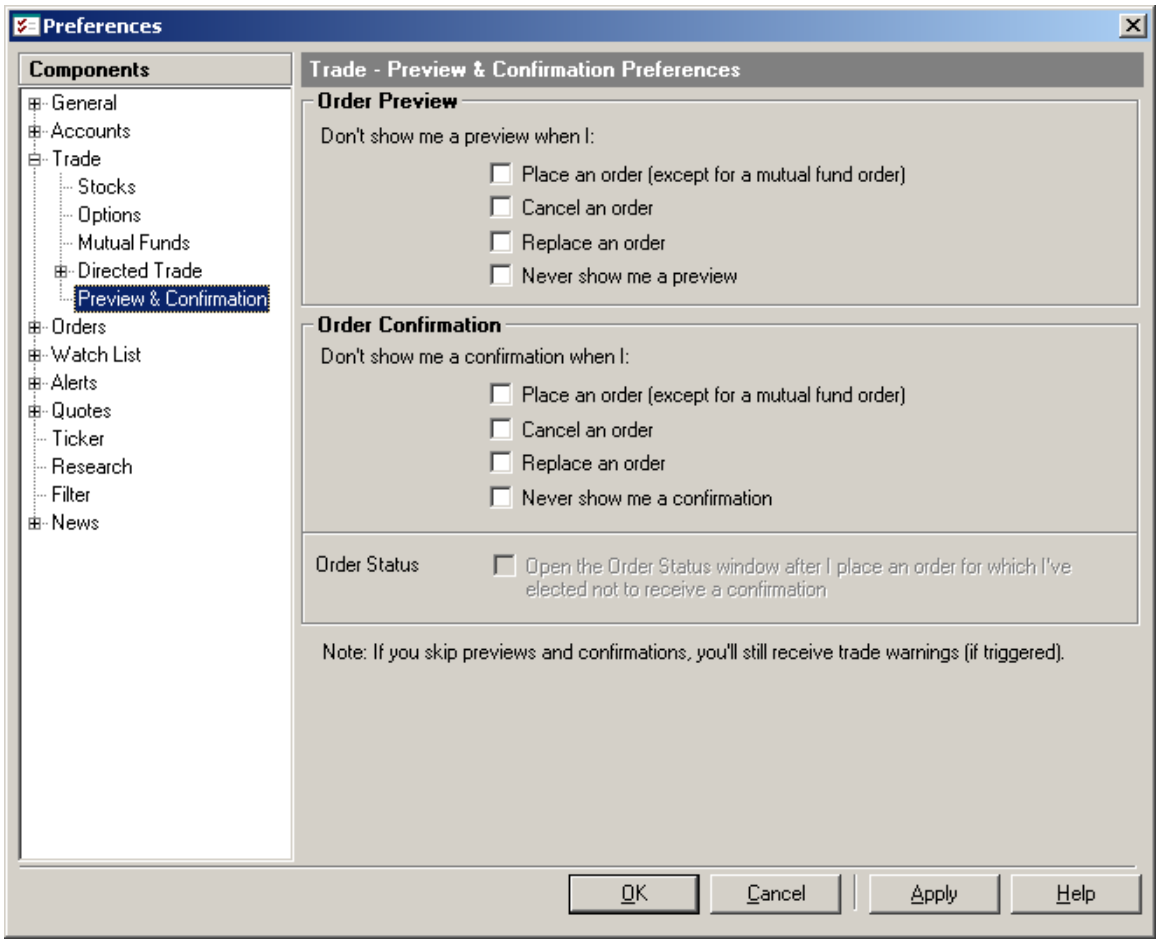
Mutual Funds

Clicking **Mutual Funds** under Trade Preferences opens the Mutual Funds Preferences screen:



You can complete this window in the same way as the one outlined for Trade Stocks Preferences. Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Lastly, clicking **Preview & Confirmation** under Trade Preferences opens the Preview & Confirmation Preferences screen:

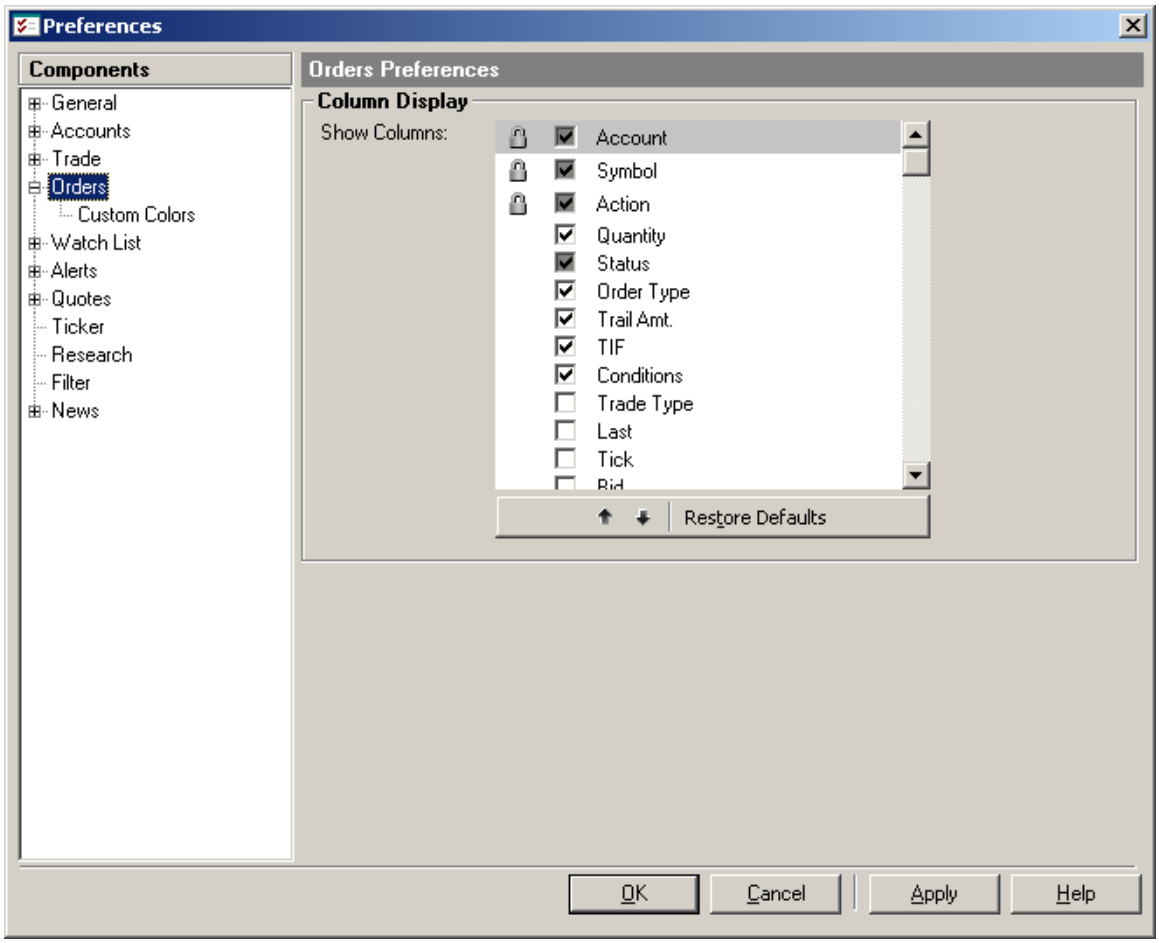


From here, you have the option to choose not to view order previews and/or order confirmations when placing, canceling, or replacing orders. If you elect to skip previews, you will need to agree to the consent language presented.

Note: If you had the trade entry screen open while you were setting the trade preferences, you may need to close and reopen this screen for the preferences to take effect.

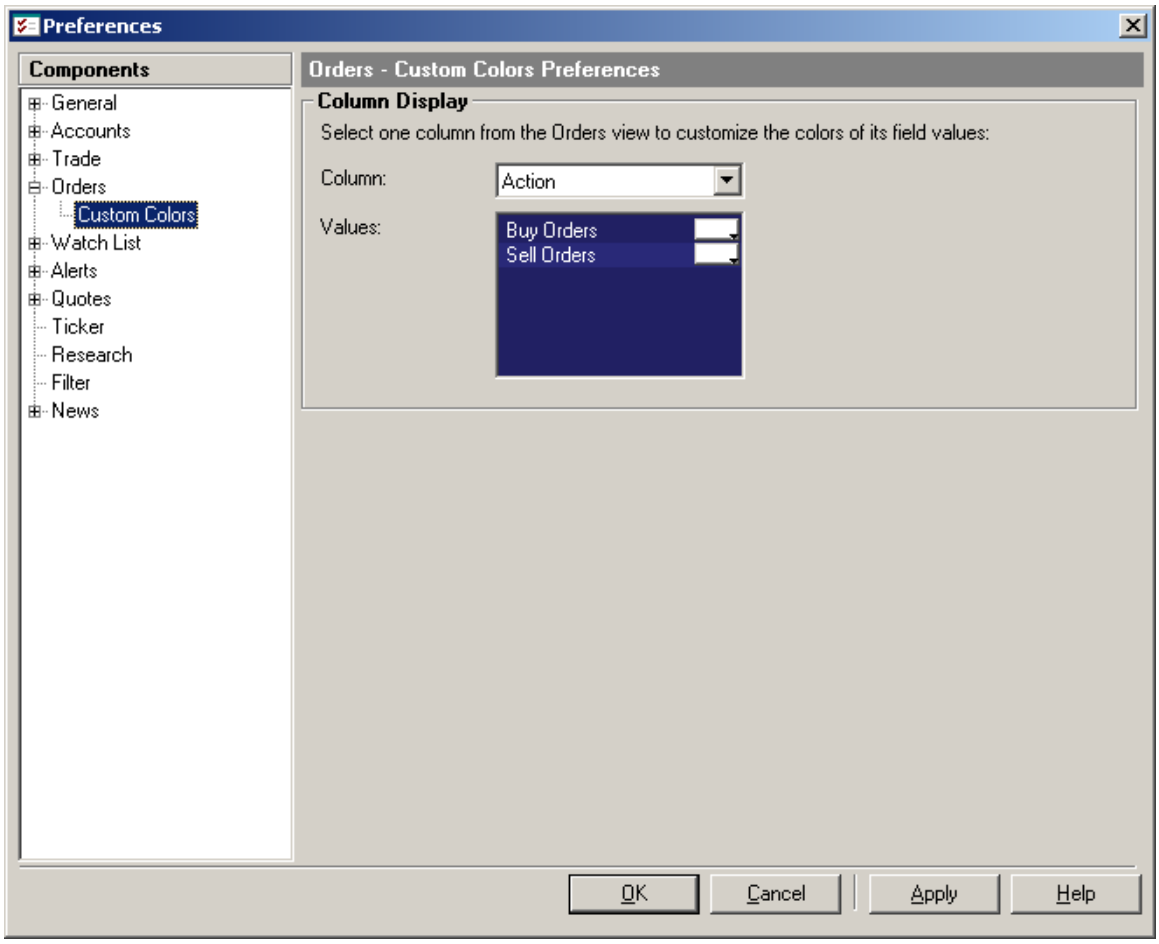
ORDERS

Active Trader Pro provides you with the flexibility to identify what information you would like displayed on the Order Status screen. To set your display preferences, click **Preferences > Orders**. The Orders Preferences screen opens:



In the **Column Display** section, select the check box beside each column you want to show in the Orders screen. To hide a column, click to clear the check box for that column. To change the order of a column, select that column and use the **Up** and **Down** arrows to move that column to a new position in the column list. You may “lock” or freeze any of the first few columns by clicking the lock icon located to the left of the column names.

You can also select Custom Colors for the Order Status window. Clicking **Custom Colors** under Orders opens the Custom Colors Preferences screen:



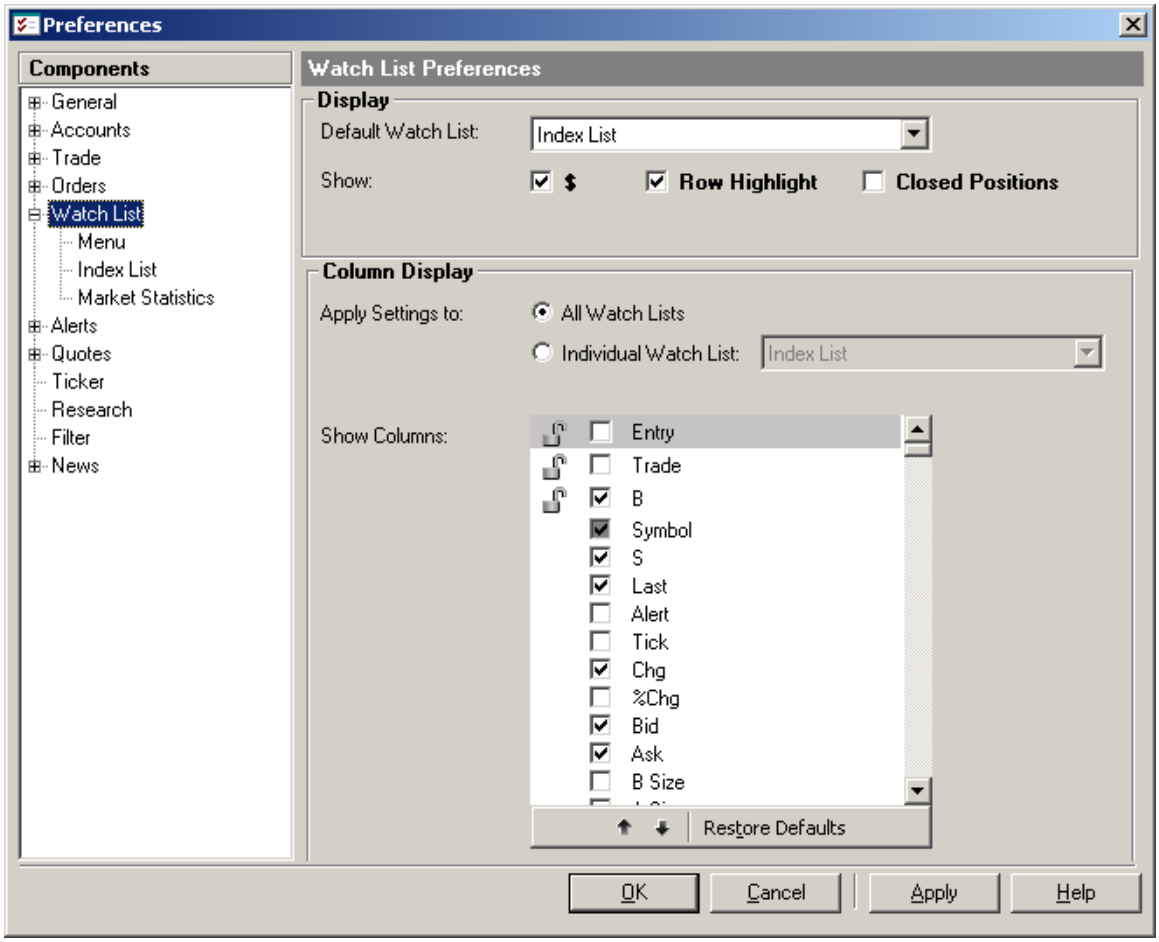
This screen enables you to set color preferences for the attributes of various columns contained on the Trade and Order Status screens. In the **Column Display** section, you can customize the color of the values in a particular column. For example, you may decide that you would like your Action column displayed in color. To set color preferences for a column, select that column from the **Column** drop-down box, then choose the color(s) using the **Values** drop-down boxes.

These color preferences will be applied to both your Trading and Order Status components. Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Note: ATP will not stop you from setting color preferences that will not be legible within the ATP platform.

WATCH LIST

To set your watch list preferences, click **Preferences > Watch List**. The Watch List Preferences screen opens:



The first section of this screen, **Display**, enables you to identify which of your watch lists should be the default list, or the one that will appear when you first log in to the program. To choose the **Default Watch List**, click the drop-down arrow and scroll down until you see the watch list that you would like to set as your default list. Click your choice and it will appear in the drop-down list window. Clicking **Apply** will establish the watch list as your default start-up list. In the same section, choose whether you would like to show $ as a label, Row Highlights, and/or Closed Positions. Simply click the box next to your choice(s) to set your preference. Note: Closed Positions are positions in which your share quantity equals zero. If you opt to show closed positions, they will be displayed in your account watch lists from trade date until settlement date.

The **Column Display** section enables you to select the columns to be displayed in all watch lists, or in any individual watch list. You can actually define your preferences so they are the same for all watch lists, or you can set individual preferences for each list. To set different preferences for each, select Individual Watch List and choose the watch list you would like to modify.

Tip: If there are some columns you want displayed on all watch lists, but you don't want all your watch lists to display exactly the same set of columns in exactly the same order, you can save time by choosing **All Watch Lists** and then setting your basic preferences. Click **Apply** to apply

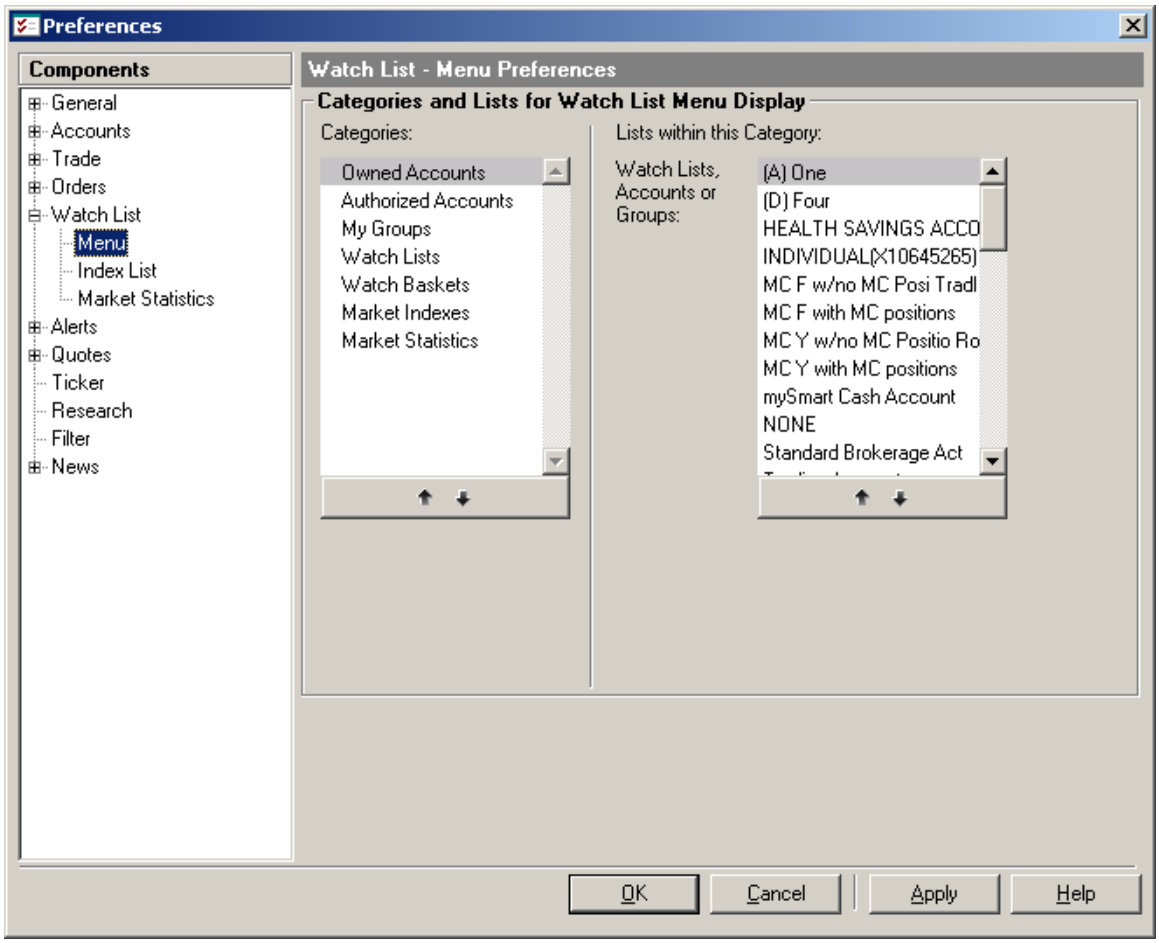
those preferences to all watch lists, then select **Individual Watch List** and modify individual watch lists to your desired specifications. Also note, changes made to all watch lists, will not impact the index list or market breadth watch list; you must use the Individual Watch List drop down for these.

Select the check box beside each column you want to show in the watch list(s). To hide a column, click to clear the check box for that column. To change the order of a column, select that column and use the **Up** and **Down** arrows to move that column to a new position in the column list. You may "lock" or freeze any of the first few columns by clicking the lock icon located to the left of the column names.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Menu

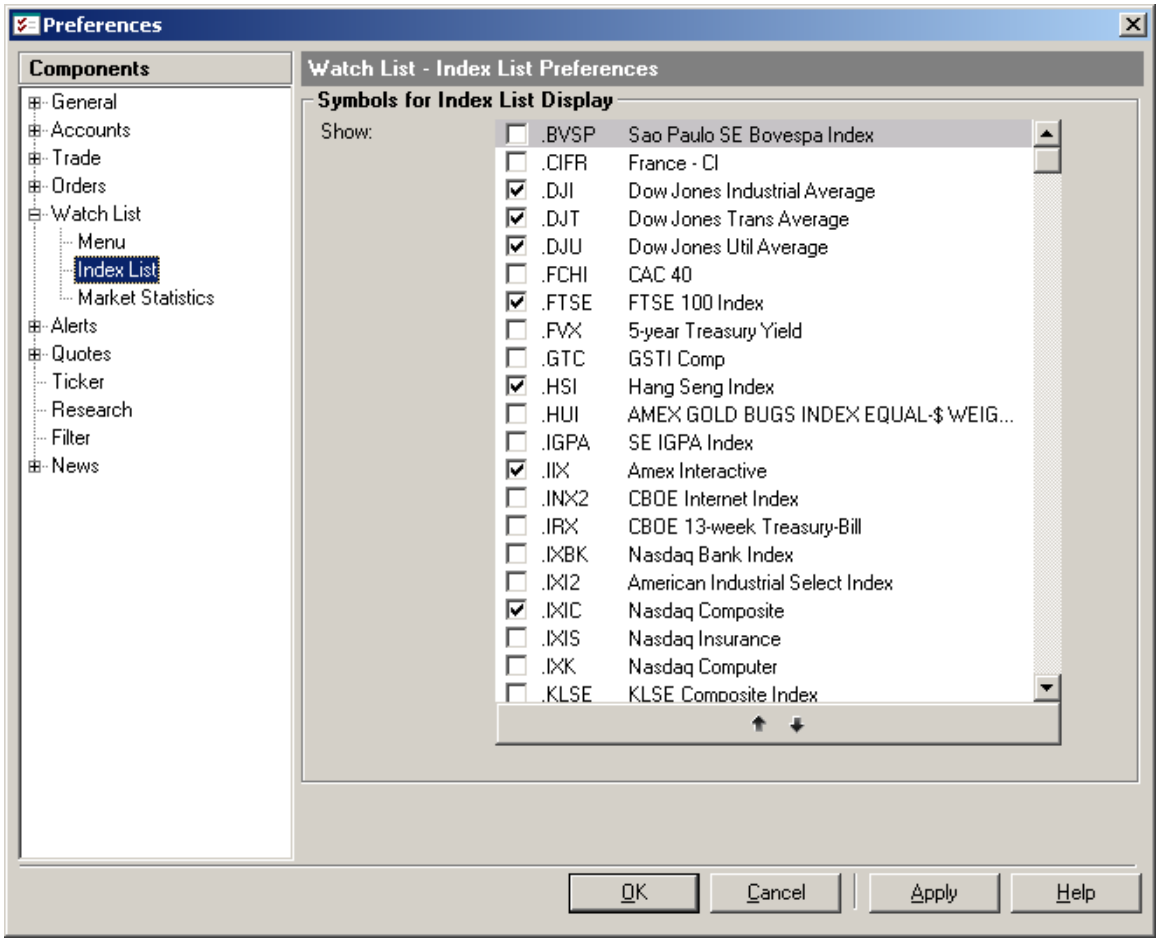
Next, choose the Categories and Watch Lists to be displayed within each, as well as the order in which they will be displayed, by clicking **Menu** under Watch List.



Simply select a category and the Watch Lists within that category will populate in the screen on the right of the window. Use the **Up** or **Down** arrows to move the selected list to where you would like it displayed. Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Index List

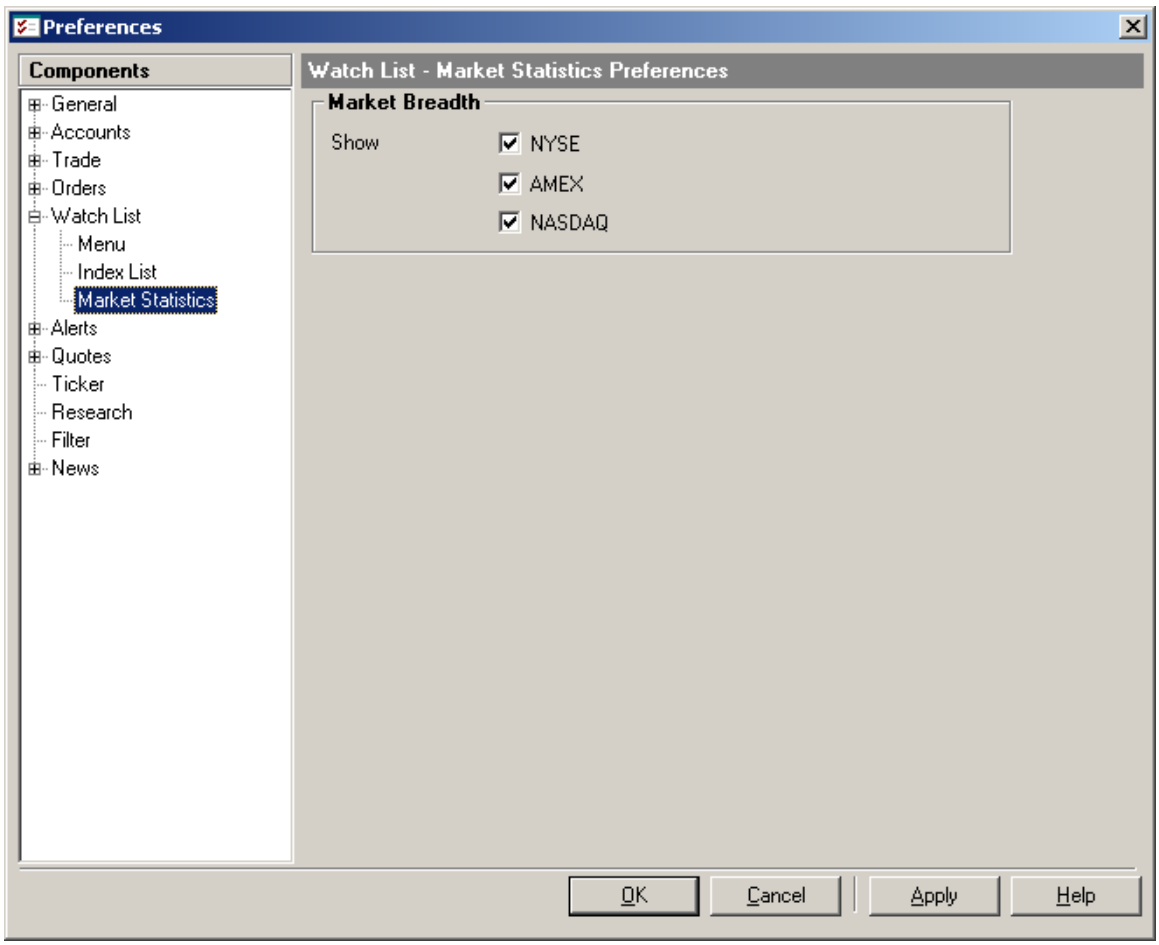
You can decide which indexes will be displayed in the Index Watch List by clicking **Index List** under Watch List in Preferences:



Simply check the indexes you would like displayed, using the scrollbar on the right to move up and down the list.

Market Statistics

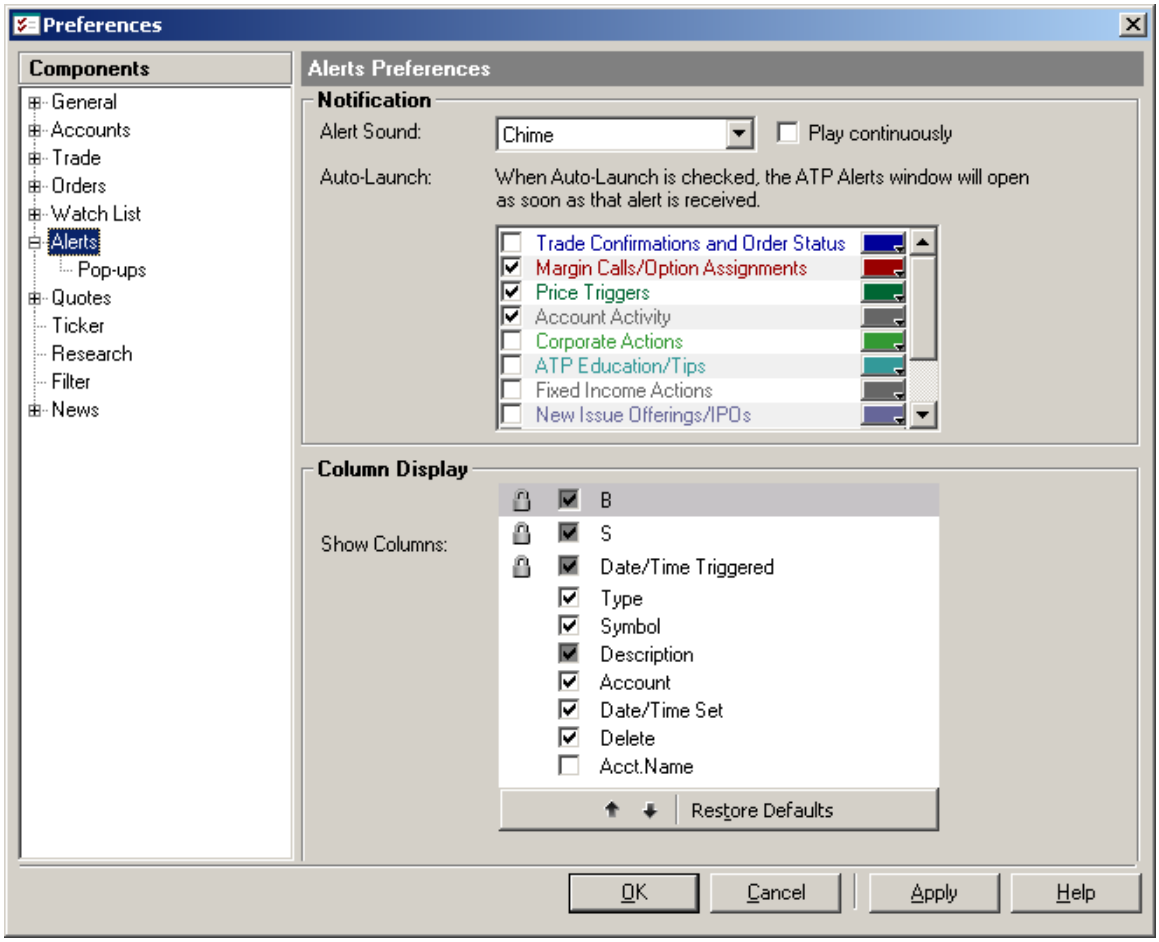
You can decide which indexes will be displayed in the Market Breadth watch list by clicking **Market Statistics** under Watch List in preferences.



Simply check the indexes you would like to appear in the market breadth watch list, then click **Apply** to save your preferences. To close the Preferences window, click **OK**.

ALERTS

To establish the alerts you would like to receive from the Active Trader Pro program, click **Preferences > Alerts**. The Alerts Preferences screen opens:



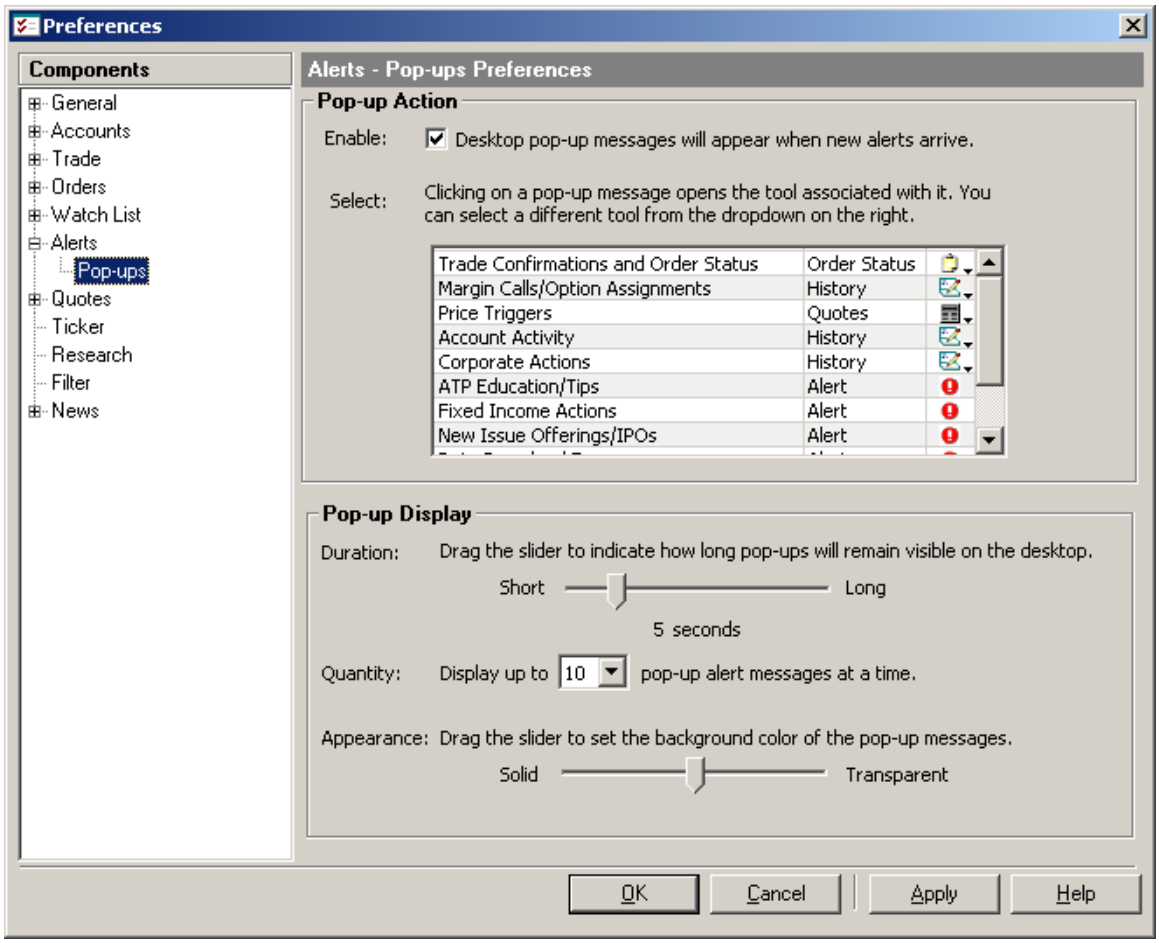
The upper section of the window, **Notification**, enables you to specify how you want to be notified when an alert has been received. Choose a sound from the **Alert Sound** drop-down list. Select the **Play Continuously** check box if you would like the alert to play continuously. Clicking the **Auto-Launch** box for a particular type of notification will cause an alert pop-up box to open whenever this type of alert is received. Once you select an Alert type, you can choose the font color for each type of alert by clicking the color drop-down box in that row.

In the **Column Display** section, select the check box beside each column you want to show in the Alerts window. To hide a column, click to clear the check box for that column. To change the order of a column, select that column and use the **Up** and **Down** arrows to move that column to a new position in the column list. You may “lock” or freeze any of the first few columns by clicking the lock icon located to the left of the column names.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Pop-ups

To set Pop-up Alert preferences, click **Pop-ups** under **Alerts**. This screen provides options to enable/disable and customize the Pop-up Alerts:



The Pop-up Preferences contains two sections: **Pop-up Action** and **Pop-up Display**.

Pop-up Action lets you enable Pop-ups and map the Alert type to the ATP tool that will open when you click the Pop-up Alert. To enable Pop-ups when alerts arrive, check the box. To disable Pop-ups when alerts arrive, uncheck the box.

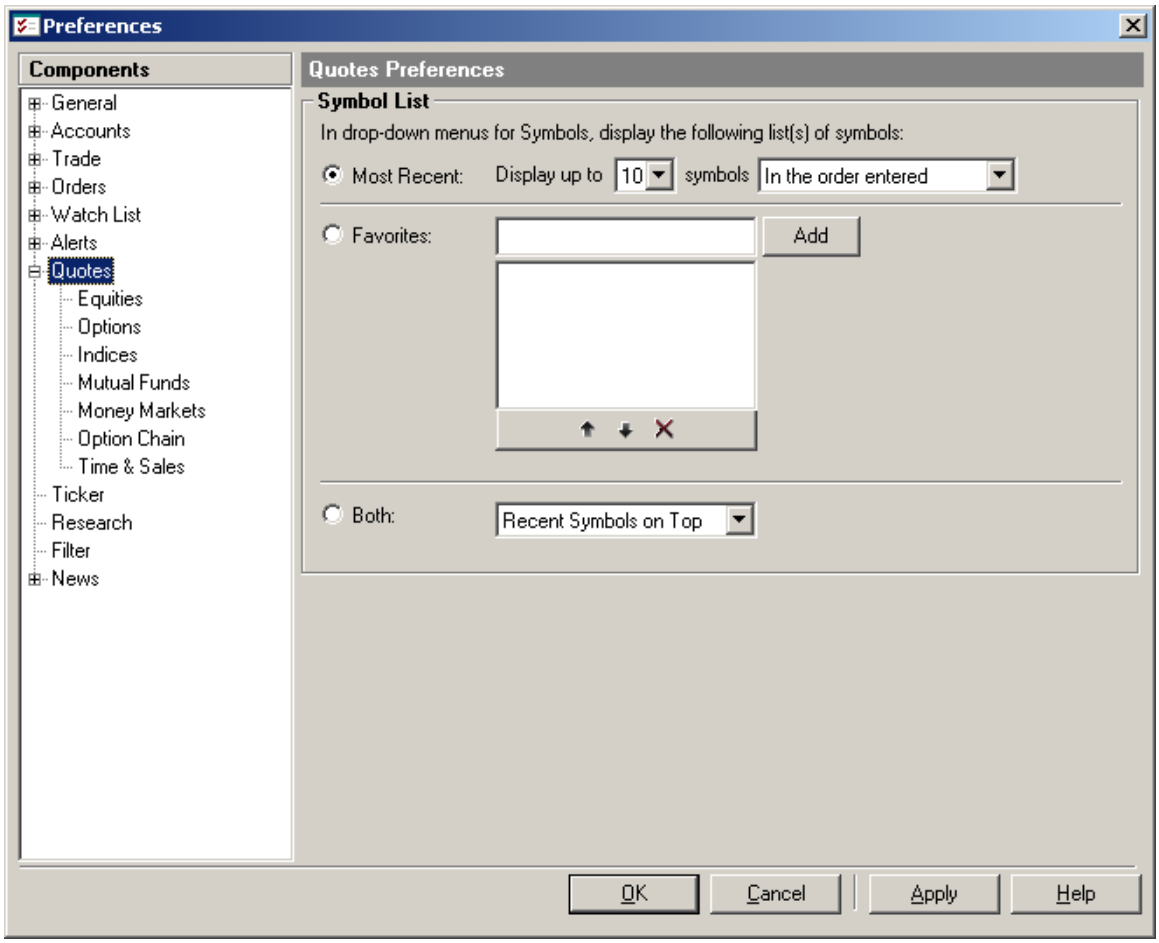
The selection grid lets you map the Alert type to the ATP tool. The first columns contain the name of the Alert type, the second column contains the name of the ATP tool mapped to the Alert type, and the third column contains the icon associated with the ATP tool, as well as a drop down list of ATP tool options that you can map to. There is a check mark in the drop down identifying the chosen mapping.

To map an Alert type to a different ATP tool, click the drop down list and select the ATP tool to map to. See Pop-up Tool Mapping below for additional information.

Pop-up Display lets you set the duration, quantity, and appearance of Pop-ups.

QUOTES

In order to customize the Quote window, choose **Edit > Preferences > Quotes** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Quotes** from the list). The Quotes Preferences screen opens:

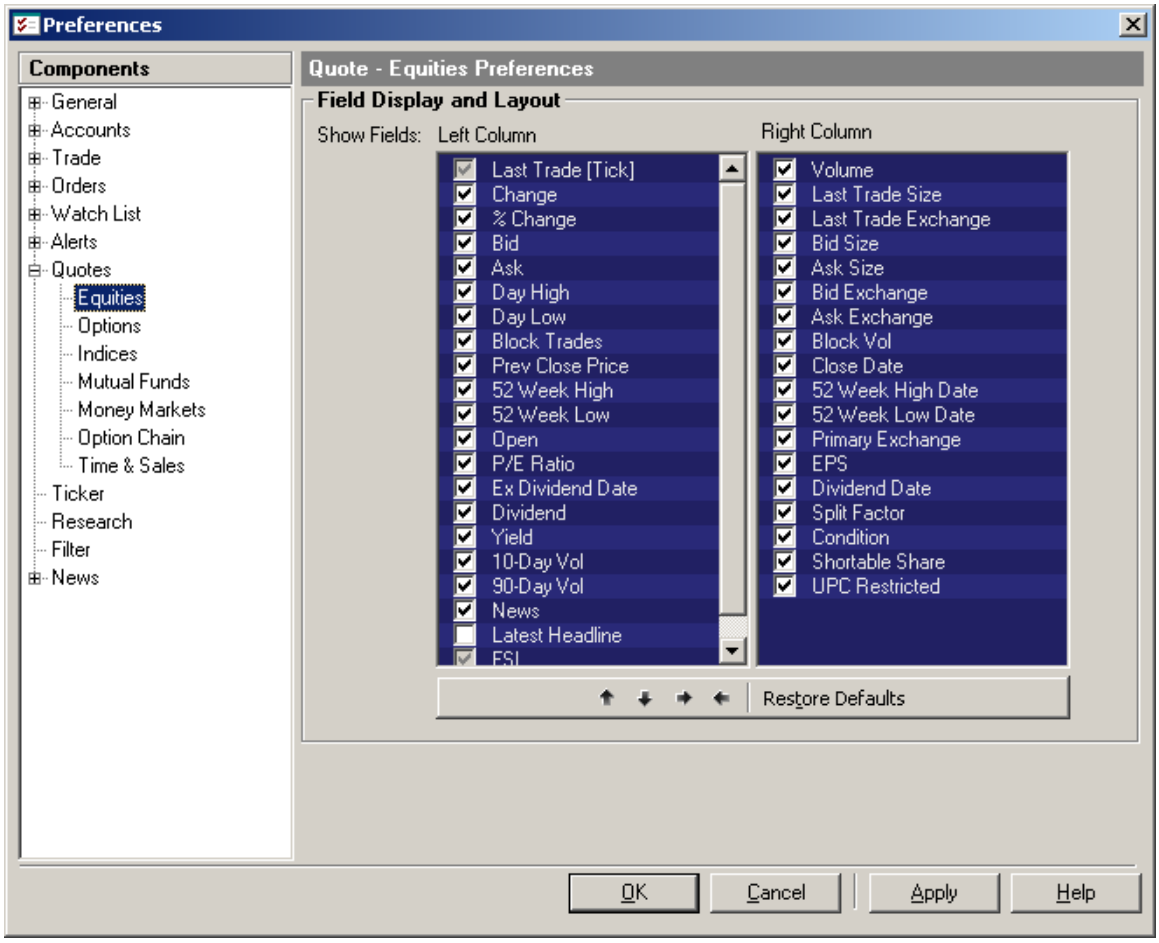


This screen enables you to decide what **Symbols** will be available in the symbol entry drop-down box contained within the Quote windows. You can choose to display either the symbols you have viewed most recently, a list of your favorite symbols, or a combination of both. You can choose to see up to 30 of the most recently viewed symbols (in either alphabetical or chronological order), or you can enter up to 30 symbols of your choice in the **Favorites** list.

To delete a symbol from the symbol entry drop-down box while using the application, click the symbol drop arrow to open the list of symbols and then highlight the symbol you wish to delete by placing your mouse over it and then press the **Delete** key on your keyboard. Note: you may not delete a symbol that is active in a function window symbol entry box.

Equities, Options, Indices, Mutual Funds, and Money Markets

By selecting **Quotes** and then **Equities**, **Options**, **Indices**, **Mutual Funds**, or **Money Markets**, a Quotes Preferences screen opens:

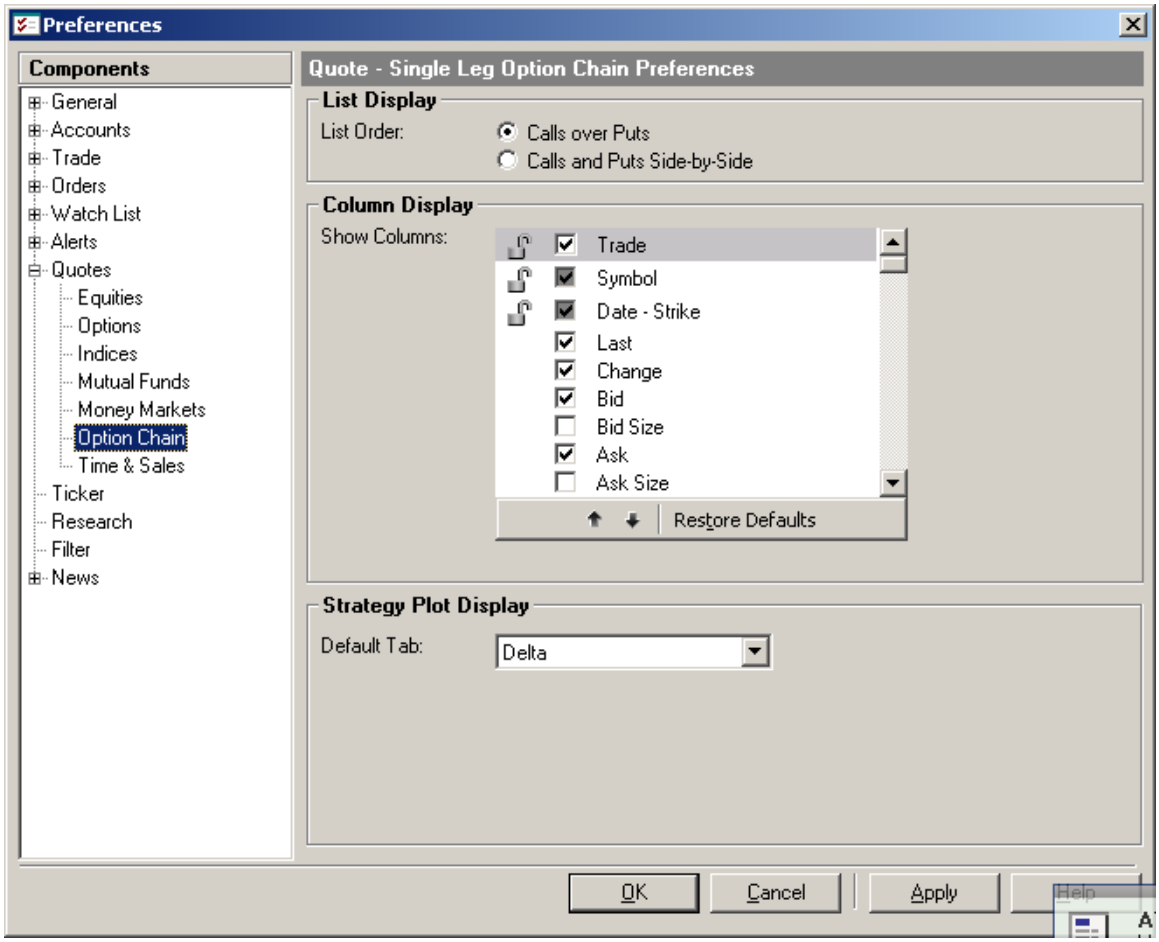


On this screen you can identify what fields (Bid, Ask, Last Trade, etc.) you would like displayed within the Quote window, as well as the column and order in which they will be displayed. Select the check box beside each field you want to show in the Quote window. To hide a field, click to clear the check box for that field. To change the order of a field, select that field and use the **Up**, **Down**, **Left**, and **Right** arrows to move that field to a new position.

You can use the same process to identify the fields that you would like displayed for quotes on Options, Indices, Mutual Funds, and Money Markets.

Option Chain

There are additional formatting capabilities in connection with the Option Chain. To set option chain preferences, select **Option Chain** under **Quotes** in the list on the left of the Preferences window. The Option Chain Preferences screen opens:



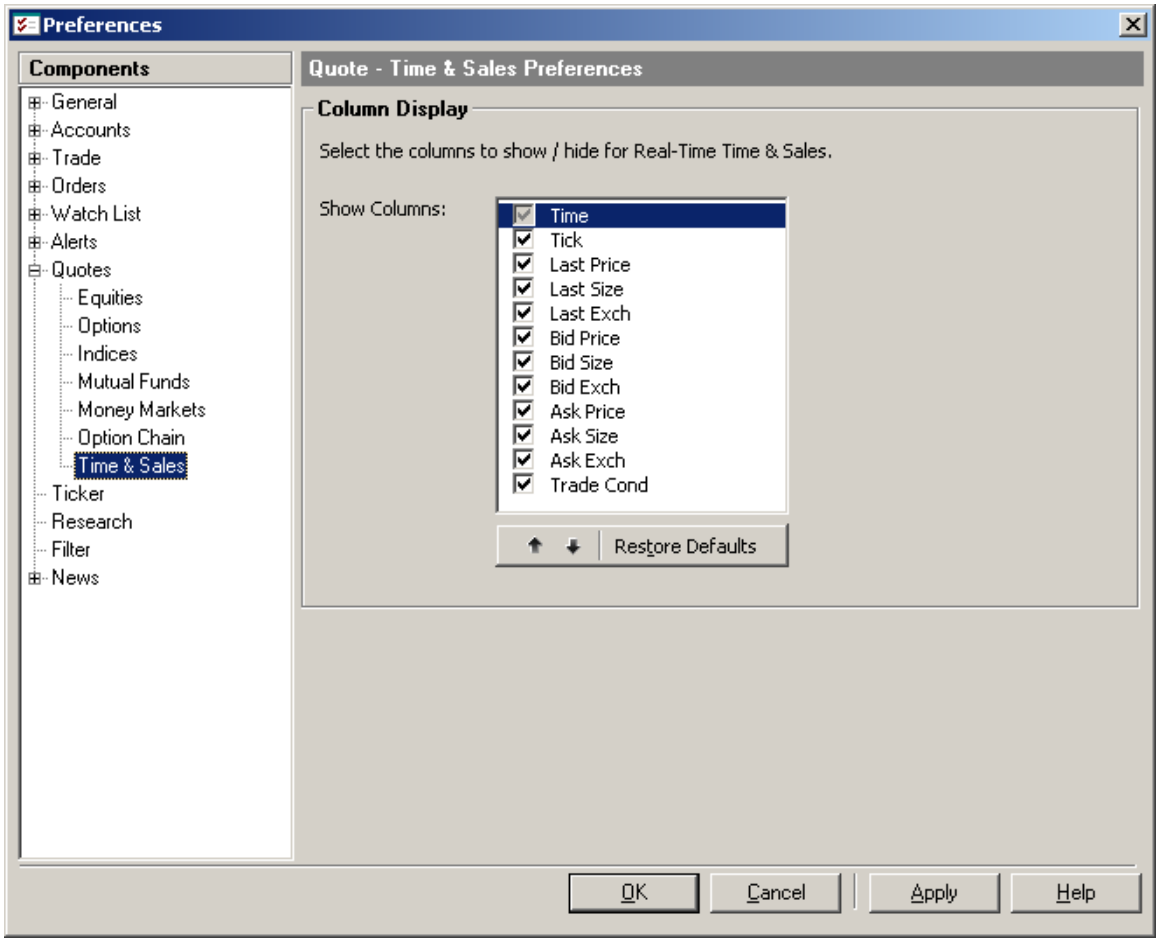
In the **List Display** section, choose whether you want to view **Calls over Puts**, or **Calls and Puts Side-by-Side**. In the **Column Display** section, select the check box beside each column you want to show in the option chain. To hide a column, click to clear the check box for that column. To change the order of a column, select that column and use the **Up** and **Down** arrows to move that column to a new position in the column list. You may "lock" or freeze any of the first few columns by clicking the lock icon located to the left of the column names. The Strategy Plot Display allows you to choose a default tab to display when viewing Strategy Plots.

Note: Greek analytics are available to add and remove from an option quote. The Greeks are turned OFF by default.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

Time and Sales

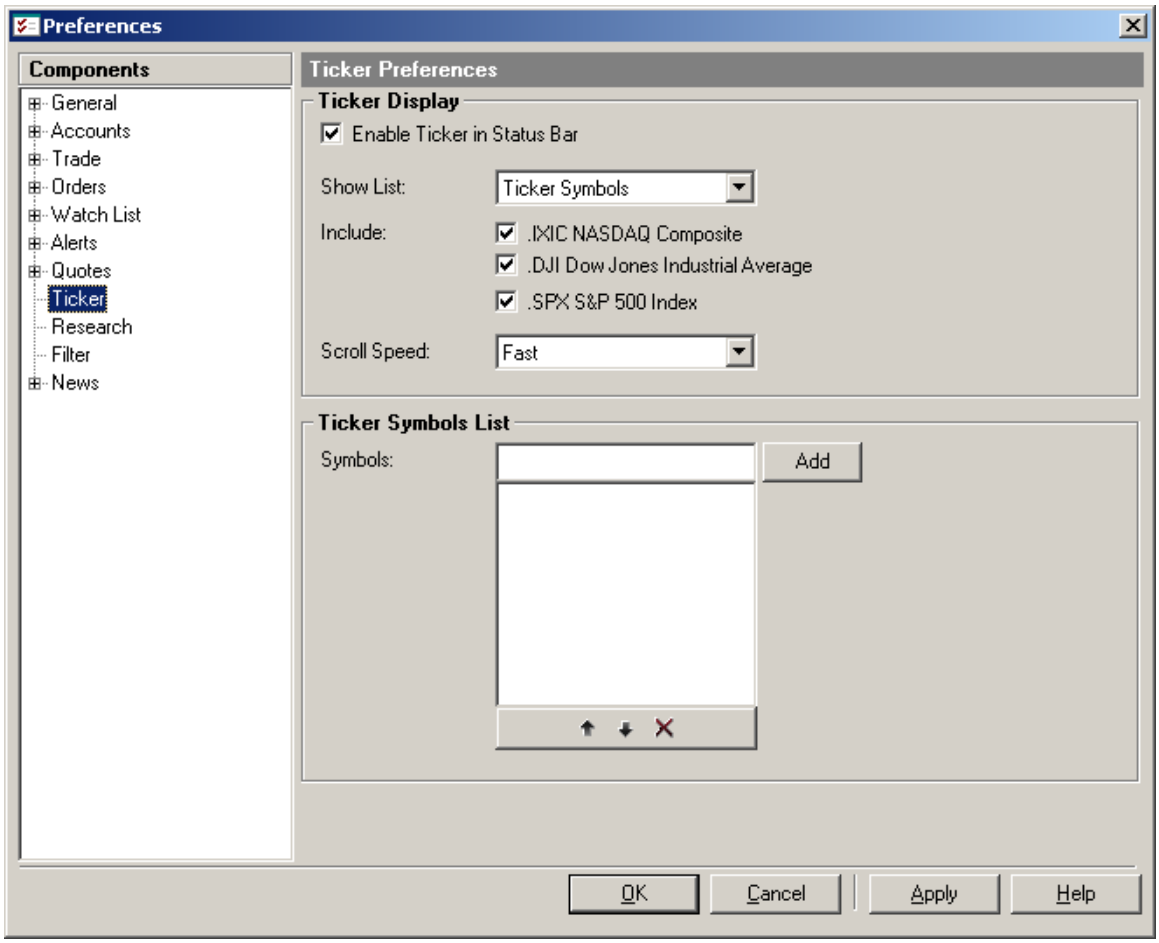
There are additional formatting capabilities in connection with the Time & Sales window. To set Time & Sales preferences, select **Time & Sales** under **Quotes** in the list on the left of the Preferences window. The Time & Sales Preferences screen opens:



In the **Column Display** section, select the check box beside each column you want to show on the Time & Sales screen. To hide a column, click to clear the check box for that column. To change the order of a column, select that column and use the **Up** and **Down** arrows to move that column to a new position in the column list. You may “lock” or freeze any of the first few columns by clicking the lock icon located to the left of the column names.

TICKER

In order to enable the Ticker in your status bar and/or determine the securities to be displayed, choose **Edit > Preferences > Ticker** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Ticker**). The Ticker Preferences screen opens:



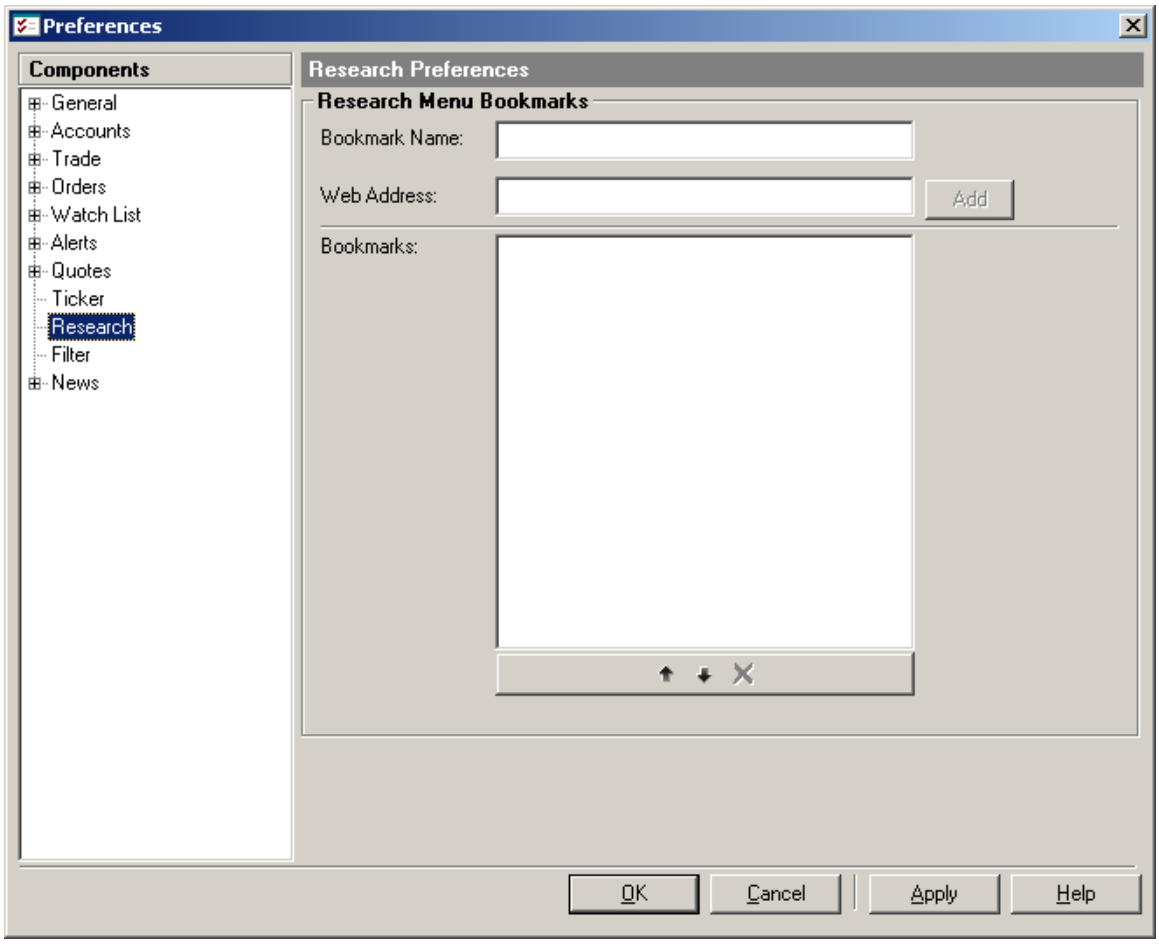
The upper section of the screen, **Ticker Display**, enables you to specify whether or not you would like the ticker displayed. If you would like it displayed, simply select the **Enable Ticker in Status Bar** check box. Note: you may also turn the ticker on and off using the **View** function in the main menu, but you may only customize the ticker in Ticker Preferences. Once you enable the ticker, the other fields will become active on the screen. First, choose which symbols list to display, and whether to include the NASDAQ Composite, Dow Jones Industrial Average, and the S&P 500 Index. Then you can set your scroll speed to **Slow**, **Medium**, or **Fast**. Finally, you can add additional symbols to the ticker by simply typing them in to the **Symbols** field and then pressing **Enter** or clicking **Add**.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

RESEARCH

In Active Trader Pro you can add web links to other third party sites to conduct your own personal research. To add links, choose **Edit > Preferences > Research** from the Main Menu

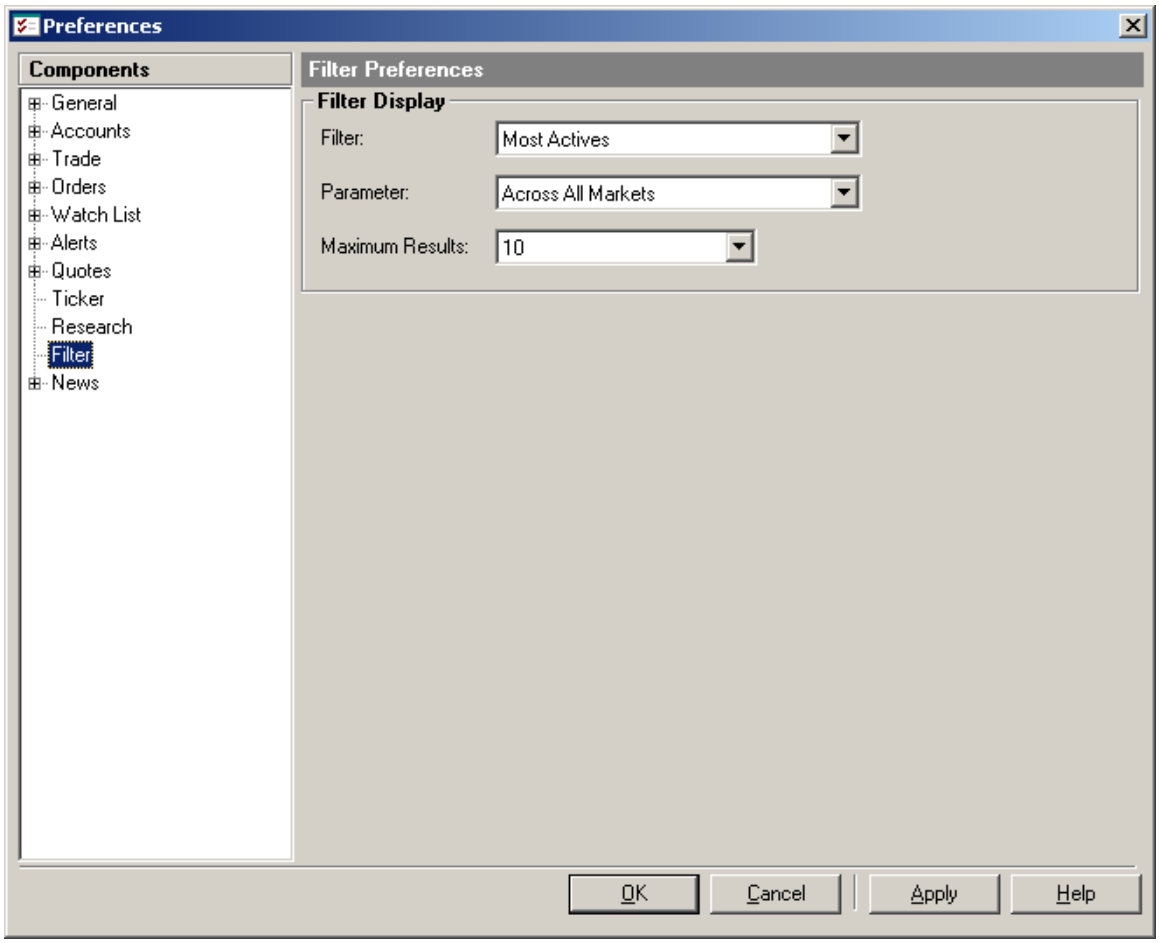
(or click **Preferences** on the Function Toolbar, then select **Research** from the list). The Research Preferences screen opens:



Once you have entered the **Bookmark Name** (your choice) and **Web Address**, click **Apply** The new bookmark name will appear in the drop-down list when you click **Research**. To close the Preferences window, click **OK**.

FILTERS

You can select a default filter by setting the Filters Preferences. To set Filters preferences, choose **Edit > Preferences > Filters** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Filters** from the list). The Filter Preferences screen opens:

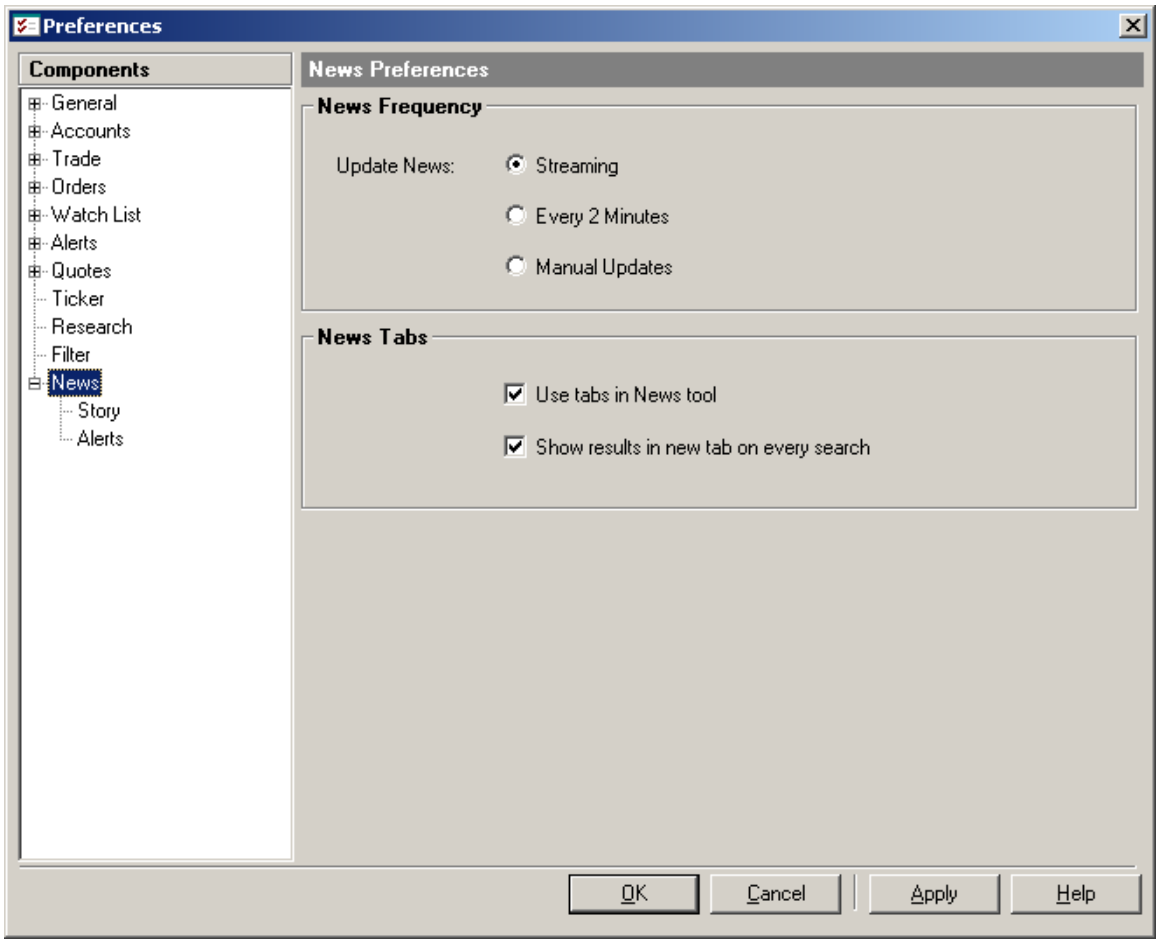


First, use the **Filter** drop-down list to choose the default filter to be displayed when you first open the Filters window. Next, use the **Parameter** drop-down list to choose the parameter for the default Filter that you selected. Use the **Maximum Results** drop-down list to choose the number of resultsto be displayed (this setting applies to all filters, not just the default filter you selected above).

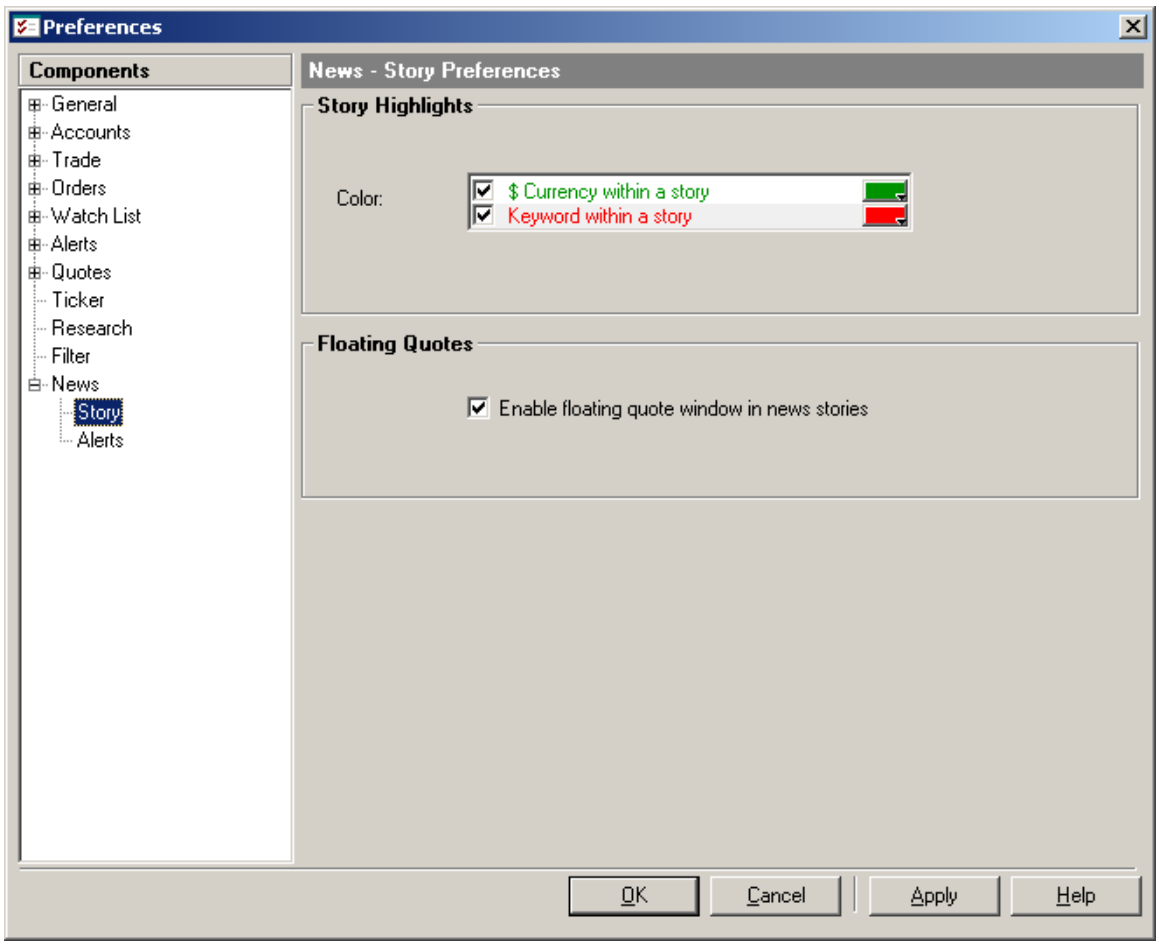
Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

NEWS

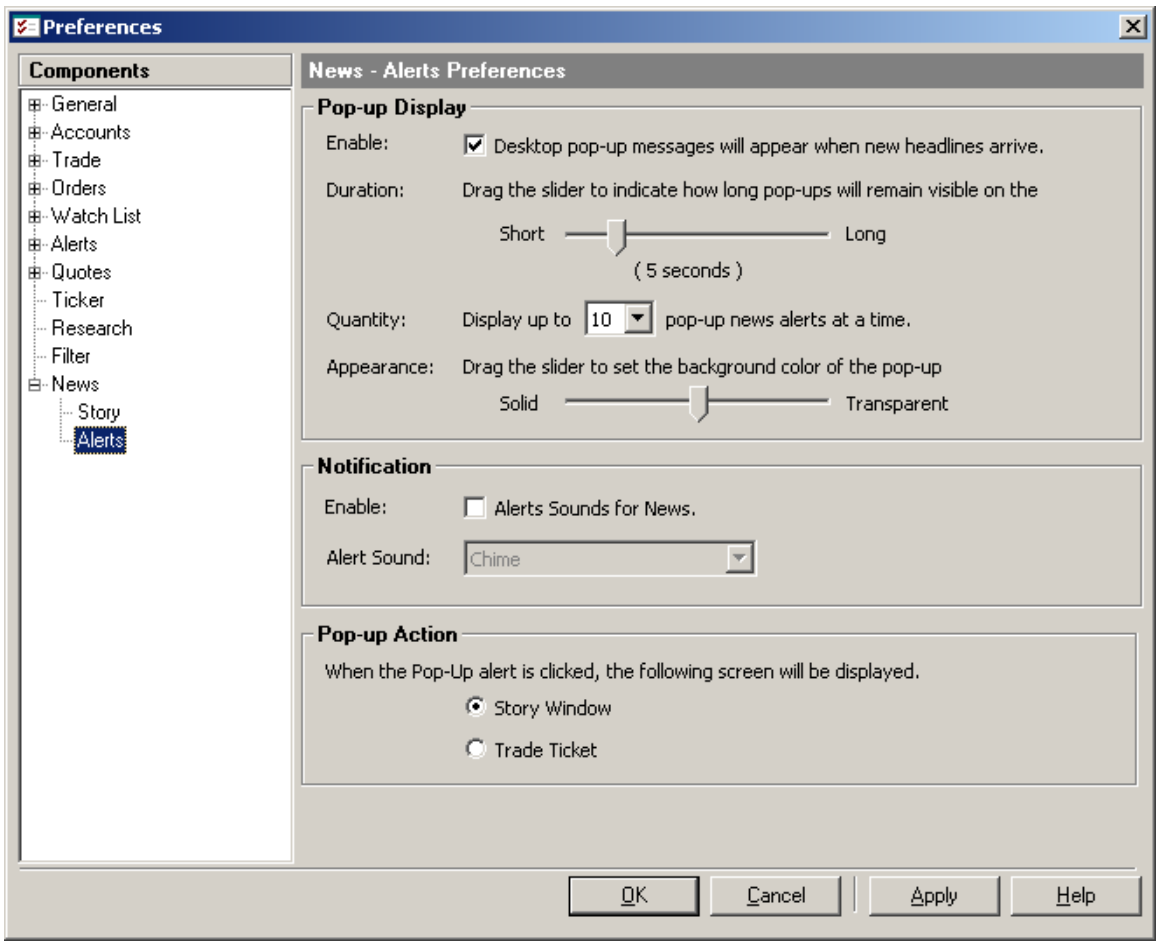
You can set the update frequency, as well as control how tabs function, in the new component. To set these News preferences, choose **Edit > Preferences > News**.



By selecting **Story** under **News** Preferences, you can choose what highlight colors should be used when displaying currency values and keywords in news stories and also whether you would like the floating quote enabled from active symbols in the news stories.



Finally, by selecting **Alerts** under **News** preferences, you can choose whether or not to display news pop-ups when headlines are received, along with audible notification of news alerts and action when clicking the pop-up.



Pop-up Display lets you set the duration, quantity, and appearance of Pop-ups.

Notification lets you enable an audible alert when news headlines are received.

Pop-up Action lets you determine when action to take when a news pop-up alert is clicked.

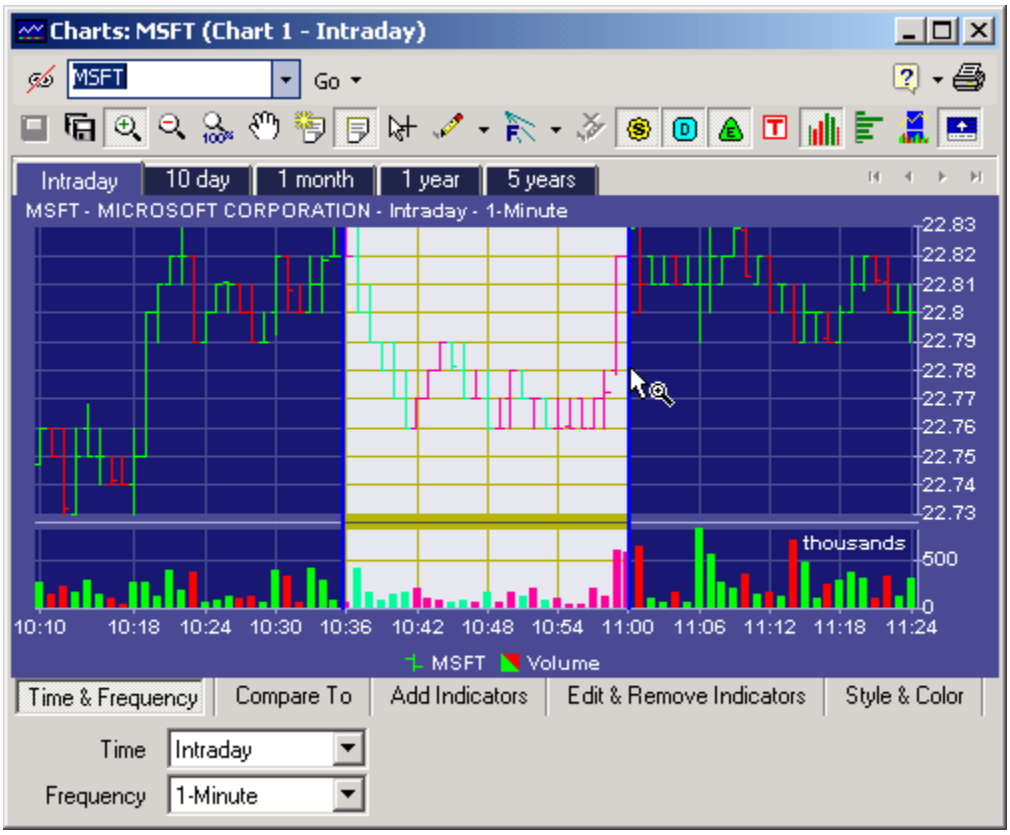
CHARTS

Unlike the other components of Active Trader Pro, Charts are customized outside of the Preferences tool. To access customization for charts, you simply click the chart itself.

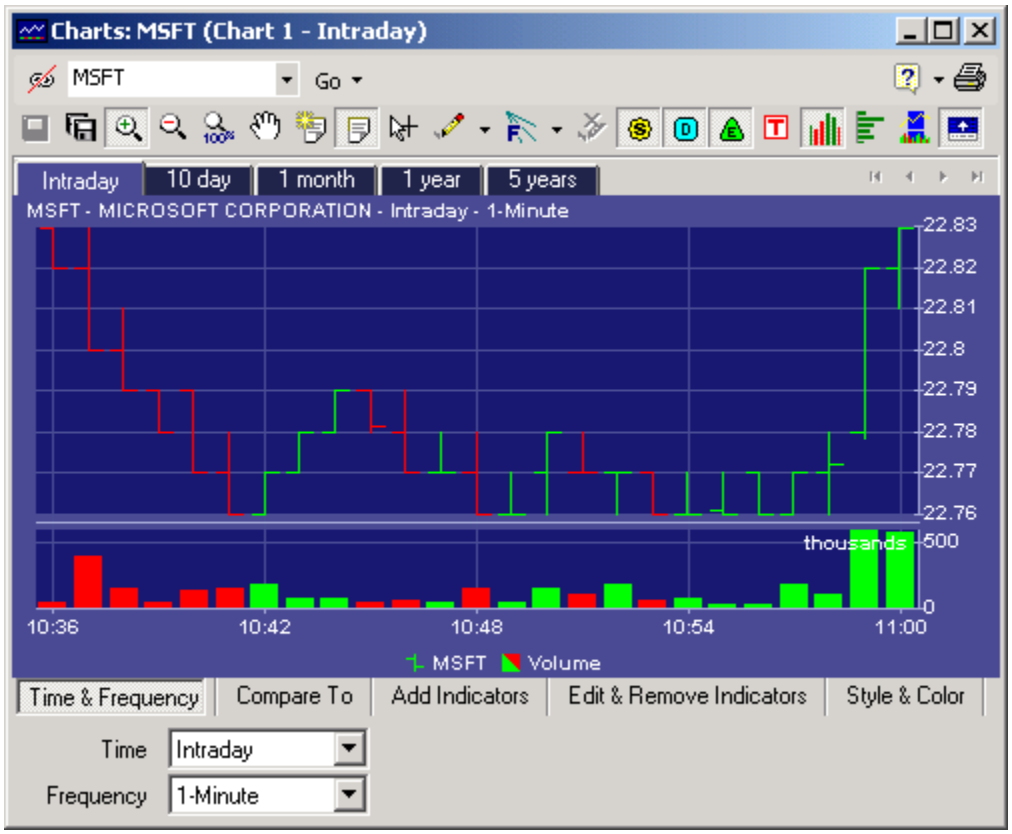
The menu bar across the top of the chart provides you with various viewing, drawing, and editing tools:

For example, the magnifying glasses enable you to zoom in and out to view various sections of the chart. To view a magnified section of the displayed chart, simply click the magnifying glass

with a + sign. Note that your cursor changes to this symbol: . Move your cursor to the beginning point of the section of chart you want to examine in more detail. Click with the mouse and while holding down the mouse button, drag the cursor to the end point of the section:



When you release the mouse button, a new chart will appear in the window, providing you with a zoomed in view of the section you selected:



To return to the previous graph simply click the magnifying glass with the **–** sign and the graph will zoom back out.

From left to right across the Chart toolbar, the buttons provide the following functionality:

- **Save**
- **Save As**
- **Zoom Chart**
- **Undo Zoom**
- **Undo Zoom 100%**
- **Scroll Chart**
- **Add Text Annotation**
- **Show/Hide Text Annotations**
- **Enable/Disable Crosshair Cursor**
- **Draw Trendlines**
- **Draw Fibonacci Indicators**
- **Remove the Last Trend or Fibonacci Line**
- **Show/Hide Splits**
- **Show/Hide Dividends**
- **Show/Hide Earnings**
- **Show/Hide Tax Lots - Positions**
- **Show/Hide Volume Chart Panel**
- **Show/Hide Price Volume Distribution**
- **Show/Hide Intraday Extended Hours Market Data**
- **Show/Hide Option Tabs**

To obtain detail on each of these functions, please click **Help** from the Main Menu bar to open the ATP Help system. In addition to these menu buttons, there is also a series of 5 tabs across the bottom of the Chart window.

Time & Frequency

This tab has two drop-down boxes. Clicking **Time** displays a list of time periods you can choose to display (1 day, 1 month, 3 months, etc.). **Frequency** enables you to choose the x axis scale for displaying data points (Daily, Weekly, Monthly, etc.).

Compare To

This tab also has two drop-down boxes. Clicking **Index/Sector** displays a list of Indices and Industry Sectors. Selecting one of these choices displays it in the box and will add the corresponding trendline on the chart. In the lower box labeled **Symbol (s),** typing the symbol of another security and then clicking **Compare** will display the trendline for that security within the chart.

You can also chart up to 25 symbols selected from either the Positions window or the Watch List window by placing a check in the box next to the securities you would like to chart, then clicking **Chart Selected Symbols** at the bottom of the page. The first symbol checked will be the primary symbol, and all subsequent symbols will be displayed as comparison symbols.

Add Indicators

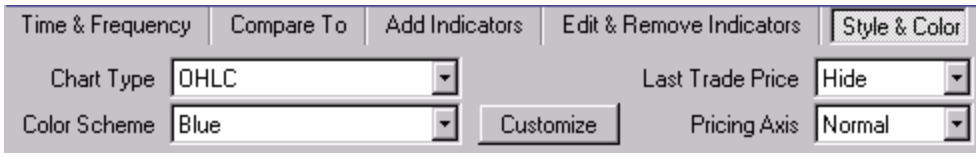
This tab has one drop-down box, **Indicators**, which contains a list of standard technical indicators and candlestick patterns. Depending upon the indicator chosen, additional boxes will appear that enable you to specify the periods the indicator should utilize. These boxes are pre-filled with industry standards, but they can be altered by you. Once you have chosen the indicator and corresponding periods, click **Add** and the indicator will be added to the chart. More than one indicator can be added to the chart. To add an additional indicator, simply repeat the process.

Edit & Remove Indicators

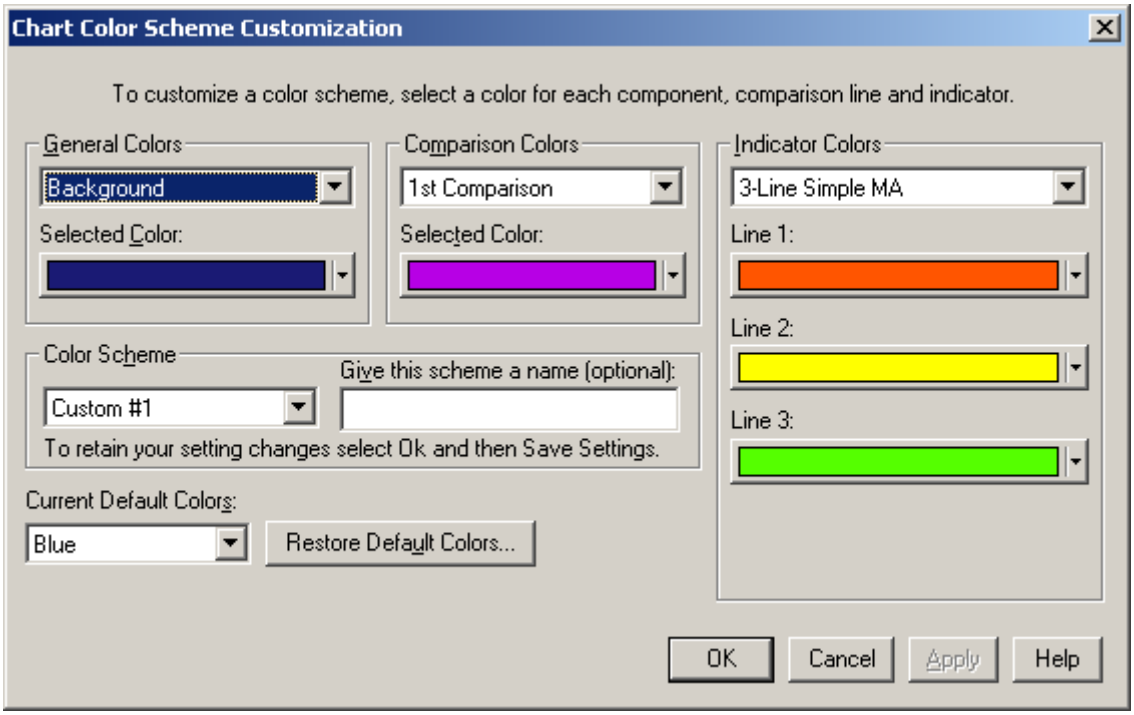
This tab becomes activated once you have added an indicator or candlestick pattern to the chart and is extremely helpful when you have added more than one indicator. It enables you to make revisions to or remove one active indicator without affecting your other choices. If you have added multiple indicators, simply click the drop-down box and select the indicator that you would like to edit or remove.

Style & Color

The final tab contains four drop-down boxes. **Chart Type** exhibits the chart styles available, i.e. line, mountain, candlestick, etc. **Pricing Axis** enables you to choose whether the pricing axis will be normal or logarithmic. **Last Trade Price** enables you to determine where you would like to display the last trade price.



Color Scheme enables you to select a pre-set color scheme, or by using the Customize button, you can create and save your own unique color scheme. Clicking **Customize** opens the Chart Color Scheme Customization window:

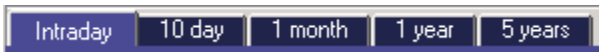


Within this window you can select the **General Colors**, **Comparison Colors**, and **Indicator Colors** for each of your charts. In addition, you can name each color scheme for use at a different time. If you wish, you can also revert back to the default charting colors by clicking **Restore Default Colors** towards the bottom middle of the screen.

Once you have customized a chart, if you would like to save those settings and have them displayed on future chart selections, before exiting the chart, simply click **Save Settings** in the middle of the upper menu. To return to the pre-set chart settings, click **Restore Defaults**.

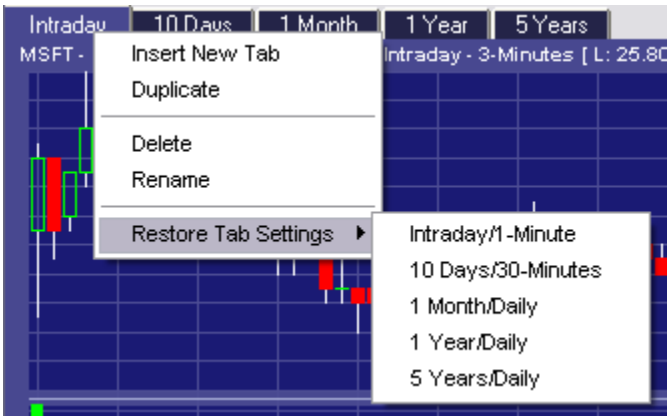
Tab Charting

The charting component within Active Trader Pro also has a function known as Tab Charting. To display tab charts, right-click in the chart window and select **Show Tabs**. Each chart window enables you to toggle between multiple chart views on the same security without having to open an additional chart window. Each tab may be customized individually according to your wishes. You may add, delete, and rename tabs or restore tab settings by simply right-clicking any tab; each chart window may contain up to 10 tabs.



Modifying Tabs

Each tab shares the main symbol and color settings, but **Time & Frequency**, **Compare To**, and **Indicators** settings are specific to each tab. Tabs can be modified, deleted, and renamed by right-clicking a tab itself. While the default tab names are based on the timeframe displayed within the tabs, you can name the tabs as you wish. Note: changing time frames will not automatically rename a tab to match the timeframe.



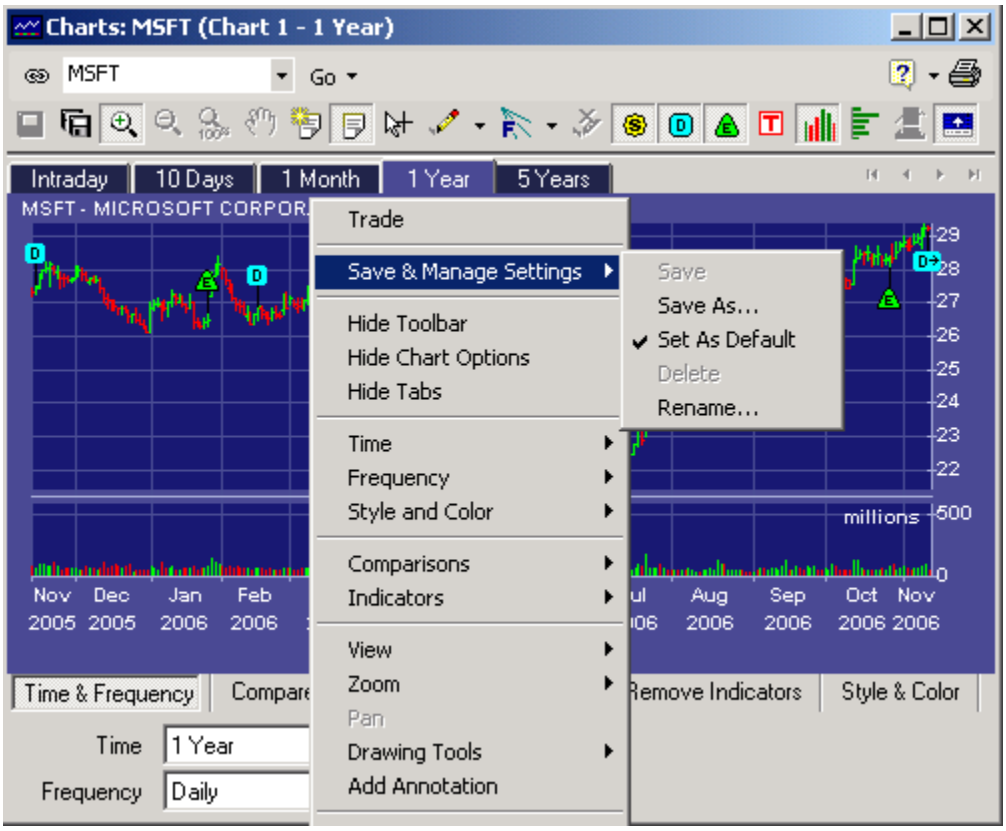
Tabs now have two right-click menus, the main right-click menu and a tab-specific right-click menu. The main right-click menu is accessed by right-clicking anywhere in the chart window, and the tab right-click menu is accessed by right-clicking a tab itself. The tab right-click menu includes:

- **Insert New Tab:** Adds a new tab (1 Month/Daily) to the right of the selected tab.
- **Duplicate:** Adds a new tab copying all settings from selected tab.
- **Delete:** Deletes the selected tad.

- **Rename:** renames the selected tab.
- **Restore Tab Settings:** Enables you to restore the settings of the selected tab to any of the default settings. Restoring defaults is done on a tab by tab basis.

Saving Changes and Multiple Charts

Saving a chart is done at the chart level, as the **Save** function saves all changes made within the chart window (i.e. all tabs). An asterisk will be displayed in a tab when the tab contains unsaved changes. You will be prompted to save any changes when closing a chart (this prompt can be disabled in System Preferences).



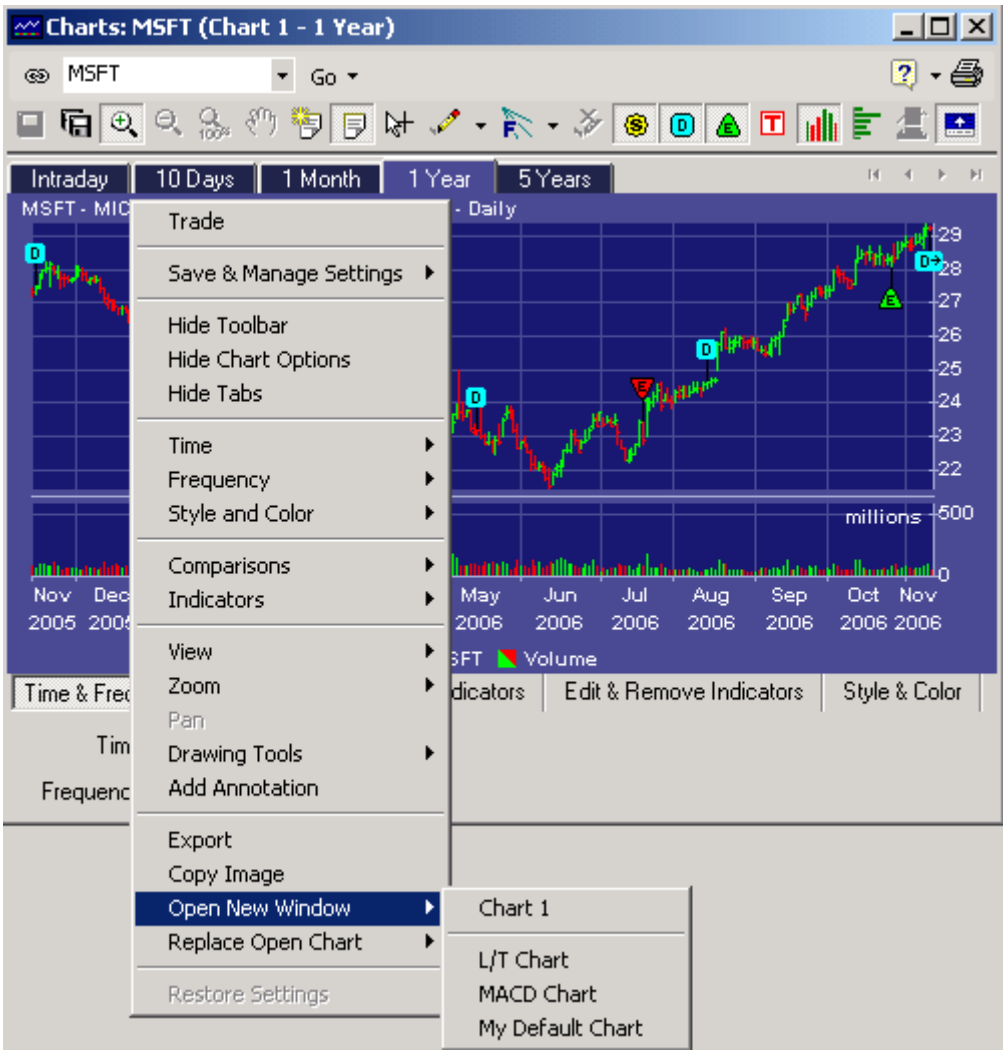
You can save changes by:

- Clicking the **Save** icon in the toolbar. This will overwrite the existing chart with the new settings.
- Selecting the **Save As** icon in the toolbar. This will save the chart as a new chart; you may save up to a total of 30 charts.
- From the chart right-click menu, you can also access the **Save** or **Save As** functions.

Under **Save & Manage Settings** in the chart right-click menu, you may also set a chart as the default chart, delete a saved chart, or rename a chart. Note: the **Delete** function is only available if there is more than one saved chart and if the displayed chart is not the default chart.

Accessing Saved Charts

You can access saved charts with two commands in the main right-click menu, **Open New Window** and **Replace Open Chart**. Each command will contain a list of your saved charts with the default chart displayed at the top of the list.

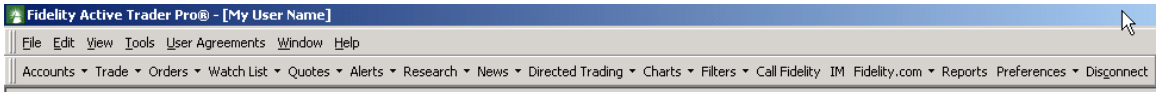


Chapter 8 – Pre-Set and Custom Screen Layouts

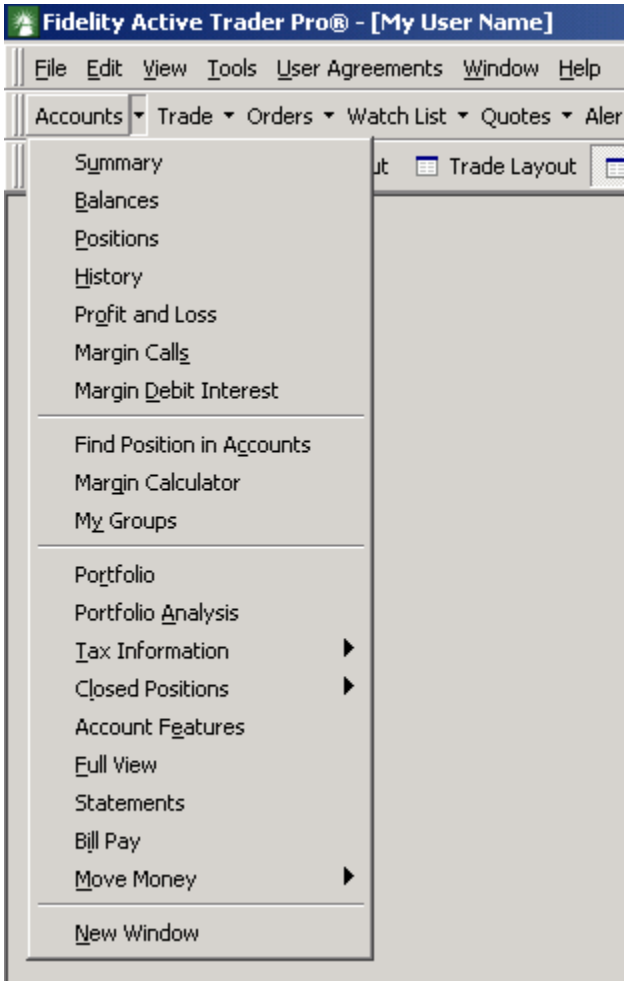
When viewed individually, each of the tools in Active Trader Pro provides you, the Active Trader, with excellent resources to identify, acquire, and manage your investments. However, the real strength of Active Trader Pro is the capability to combine these tools in a framework that best matches your investment and trading style. Active Trader Pro has been developed to enable you the greatest flexibility in navigating through the application and in designing your screen layout.

FUNCTION TOOLBAR

While the User Guide walked you through how to use the Main Menu to launch features, you may also take advantage of the Function Toolbar to navigate through ATP. The Function Toolbar will enable you to launch a particular component within ATP by simply clicking the tab.

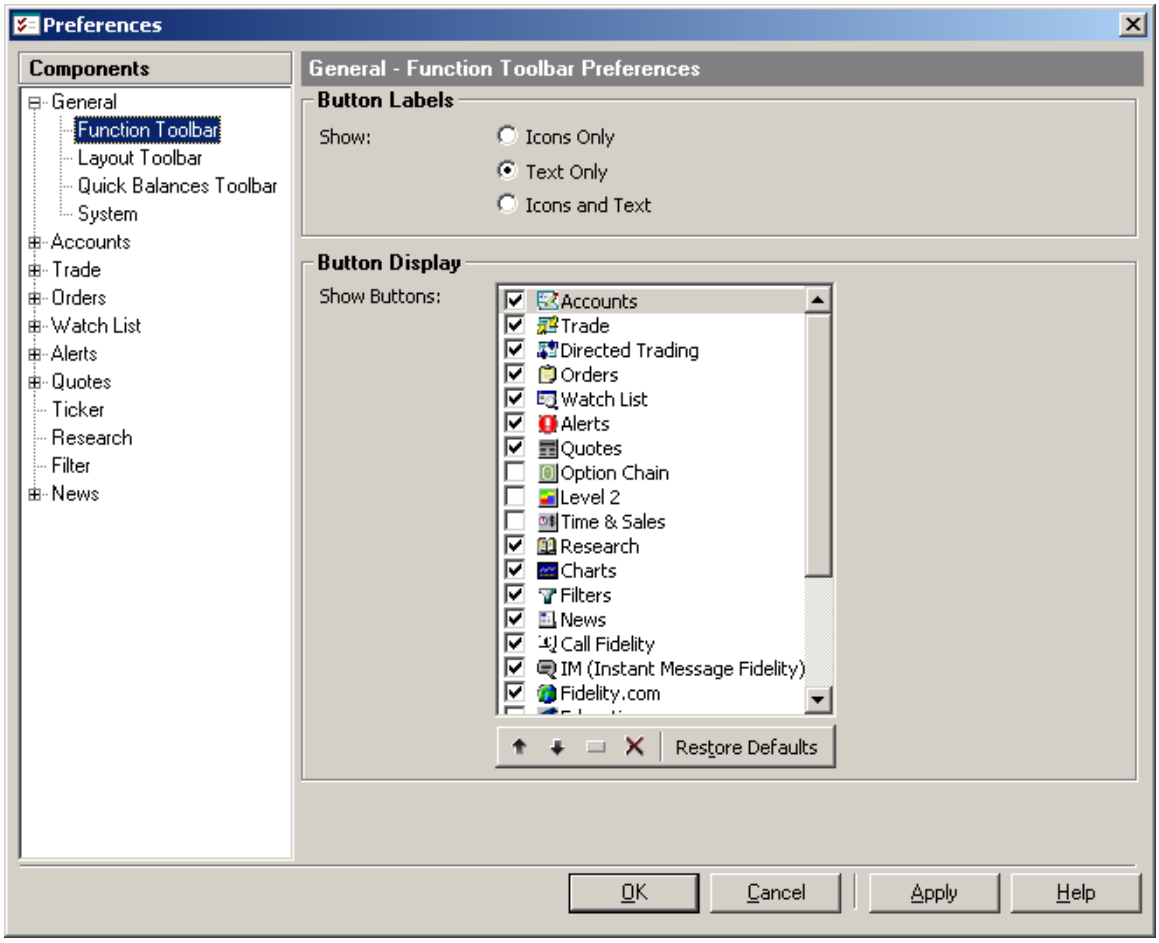


Additionally, several of the functional toolbar components include a drop-down menu. This menu will enable you to either launch a particular screen within each component or launch a feature directly from Fidelity.com.



The Function Toolbar is automatically present when you launch ATP.

To customize the Function Toolbar, choose **Edit > Toolbars > Function Toolbar...** from the Main Menu (or click **Preferences** on the Function Toolbar, then select **Function Toolbar** under **General** in the list). The Function Toolbar Preferences screen opens:



In the **Button Labels** section, you can choose whether you would like the toolbar to display **Icons Only**, **Text Only**, or **Icons and Text**. Then, choose the tools you would like to have displayed on the Function Toolbar and the order in which they should appear.

In the **Button Display** section, select the check box beside each button you want to show on the Function Toolbar. To hide a button, click to clear the check box for that button. To change the order of a button, select the name of the button and use the **Up** and **Down** arrows to move that button to a new position on the toolbar.

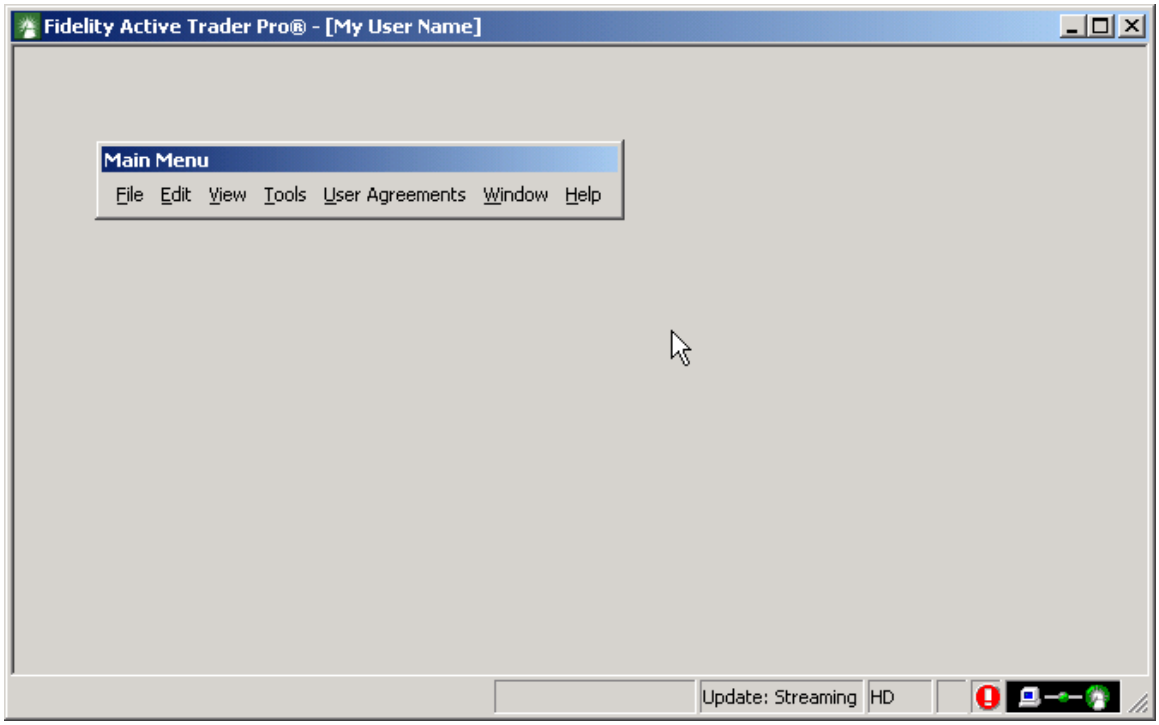
To add a separator between groups of buttons, click the small square icon beside the arrows, then select the separator and use the arrow buttons to position the separator wherever you like. To remove a separator, select the separator and click the red **X** button.

Click **Apply** to save your preferences. To close the Preferences window, click **OK**.

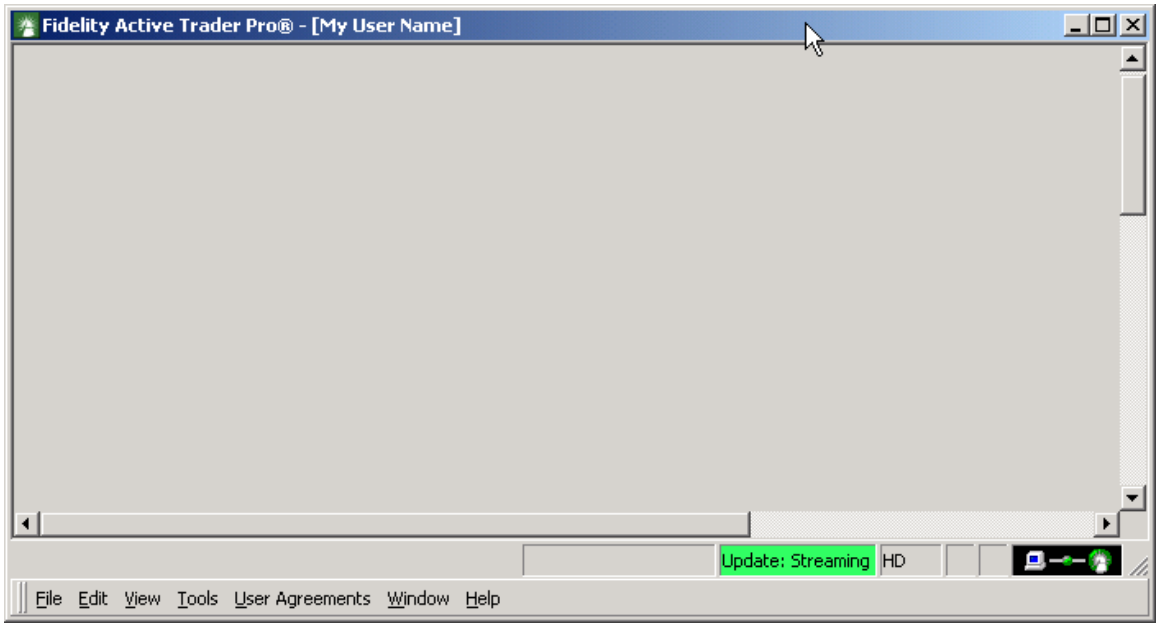
SCREEN LAYOUTS

Active Trader Pro enables you to design and save different screen layouts that you can deploy depending upon what type of activity you need to complete. For example, you may discover that there are different tools you want visible when you are trading versus when you are managing your accounts or researching future investments. The flexibility of Active Trader Pro permits you to create a different screen layout for each of these functions, then save these layouts so that they are only a click away. In this chapter, we will discuss how you can customize the screen layout so that it matches your investment and trading style.

As discussed earlier, ATP will launch with a default screen layout, Main Menu, Function Toolbar, and Screen Layout Toolbar. The first thing to recognize is that even the Main Menu (and the Toolbars) can be undocked and moved to your preferential location. To undock the Main Menu or any of the toolbars, simply position your cursor anywhere on the Menu where there is not a command (in this case, anywhere to the right of the **Help** command). Click and hold the mouse button, then move your mouse. Note that the Main Menu undocks from the top of the screen and reappears in its own display box:

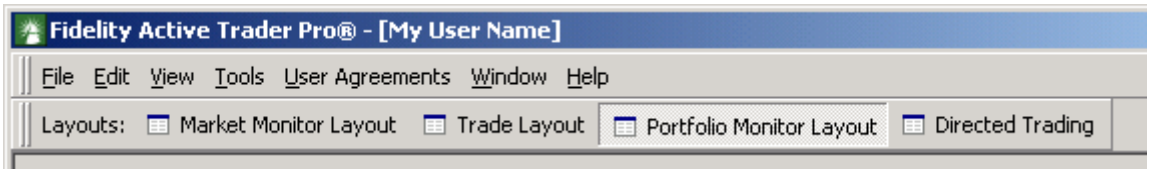


You can keep the Main Menu as a separate floating window, or if you continue to hold down your mouse button, you can drag the Main Menu box and reposition it so that it appears on either the left or right side of the screen or across the bottom:



To return the Main Menu to its default location at the top of the screen, simply follow the same steps you used to undock it and move it to its new location.

Once you have decided where you would like to locate the Main Menu, the next step is to decide which of the toolbars you would like to have displayed. Note: Regardless of where the Main Menu has been docked, when you first open one of the toolbars, it will appear in its default location across the top of the screen. The same process used to undock and relocate the Main Menu can be employed to undock and relocate any of the available Toolbars (Function, Layout, and Quick Balances). For this discussion, we will leave the Main Menu in its default location (across the top) and only open the Layout Toolbar:



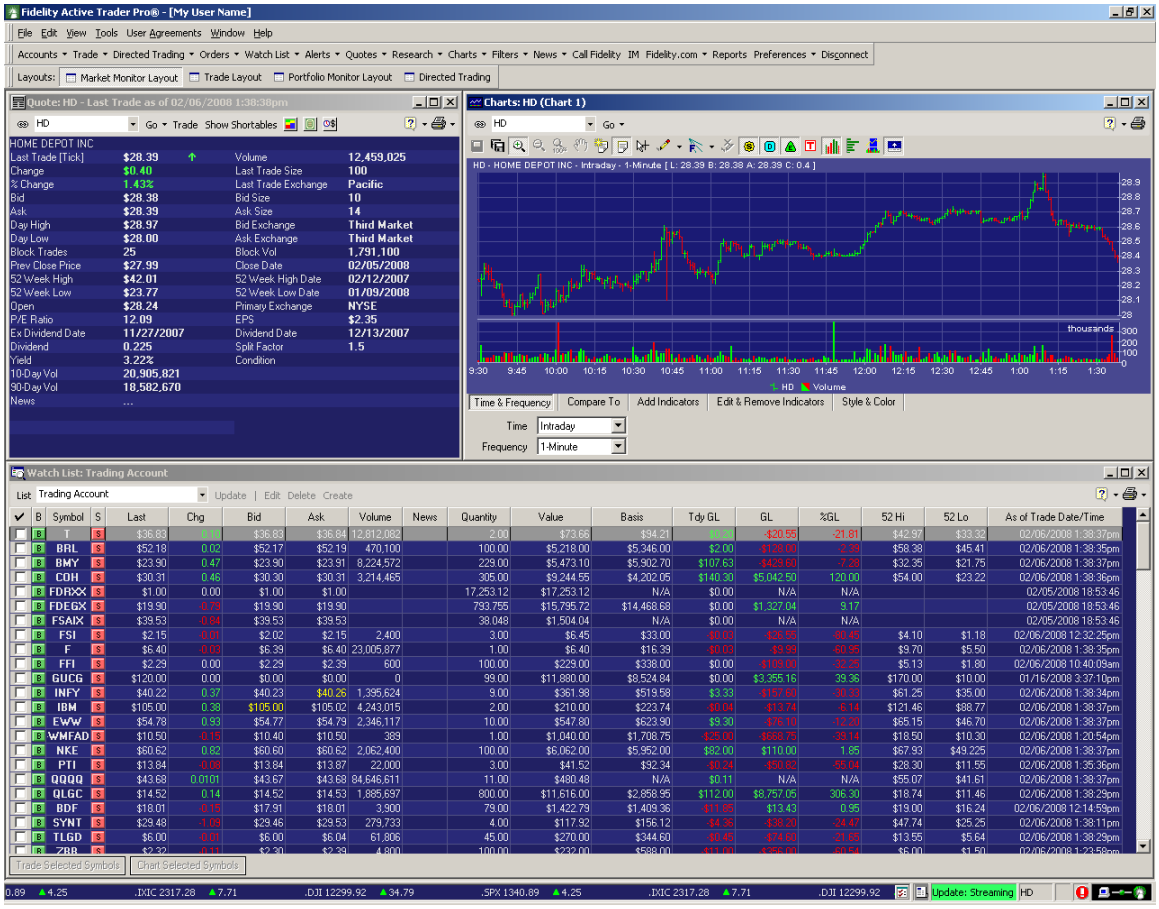
As you may recall from the chapters on Individual Tools, each tool opens in its own window. All of these windows can be moved (in the same manner that you moved the Main Menu box) and resized. To resize a window, move your cursor to any of the outside edges, until you see your cursor change shape. Once the cursor changes shape, hold down the mouse button and move the cursor in the direction that you want the window resizing to occur. When you have the size window you desire, simply release the mouse button.

By having each tool open in its own window, the Active Trader Pro program provides you the flexibility to design a screen layout that contains only those tools you specify in the precise screen locations you identify. To streamline this process and provide a starting point while you familiarize yourself with the program, Active Trader Pro contains three pre-set screen layouts: Market Monitor Layout, Trade Layout, and Portfolio Monitor Layout. ATP also includes a preset

layout for Directed Trading. This preset screen layout will only appear if you are entitled to directed trading and have signed up for the feature within preferences. Note: Directed Trading will not be discussed in this user guide. For more information about Directed Trading, please refer to the Directed Trading User Guide (choose **Help > Directed Trading User Guide** from the Main Menu) or the ATP Help system (choose **Help > Contents** from the Main Menu, then view the **Directed Trading** topics under Trading). The pre-set layouts are identified on the Layouts Toolbar.

Market Monitor Layout

The first pre-set layout is the Market Monitor Layout:



This layout contains three components: **Detailed Quotes**, **Charts**, and **Watch List**. It has been designed primarily for those times when you want to observe market action. It enables you to observe the general performance of all of the stocks contained in a particular watch list while examining more detailed information on a specific stock of your choice. This layout is the default start-up layout for Active Trader Pro unless you have specified a different default layout. Viewing this layout provides the opportunity for us to address another capability of Active Trader Pro. Many of the tools are linked. This means that when you enter a security symbol in one of the tools, i.e. Detailed Quote, all of the other linked tools will update to display the same security, i.e. Charts, Option Chain, etc. In the upper left-hand corner of the tool window, note the following symbol:

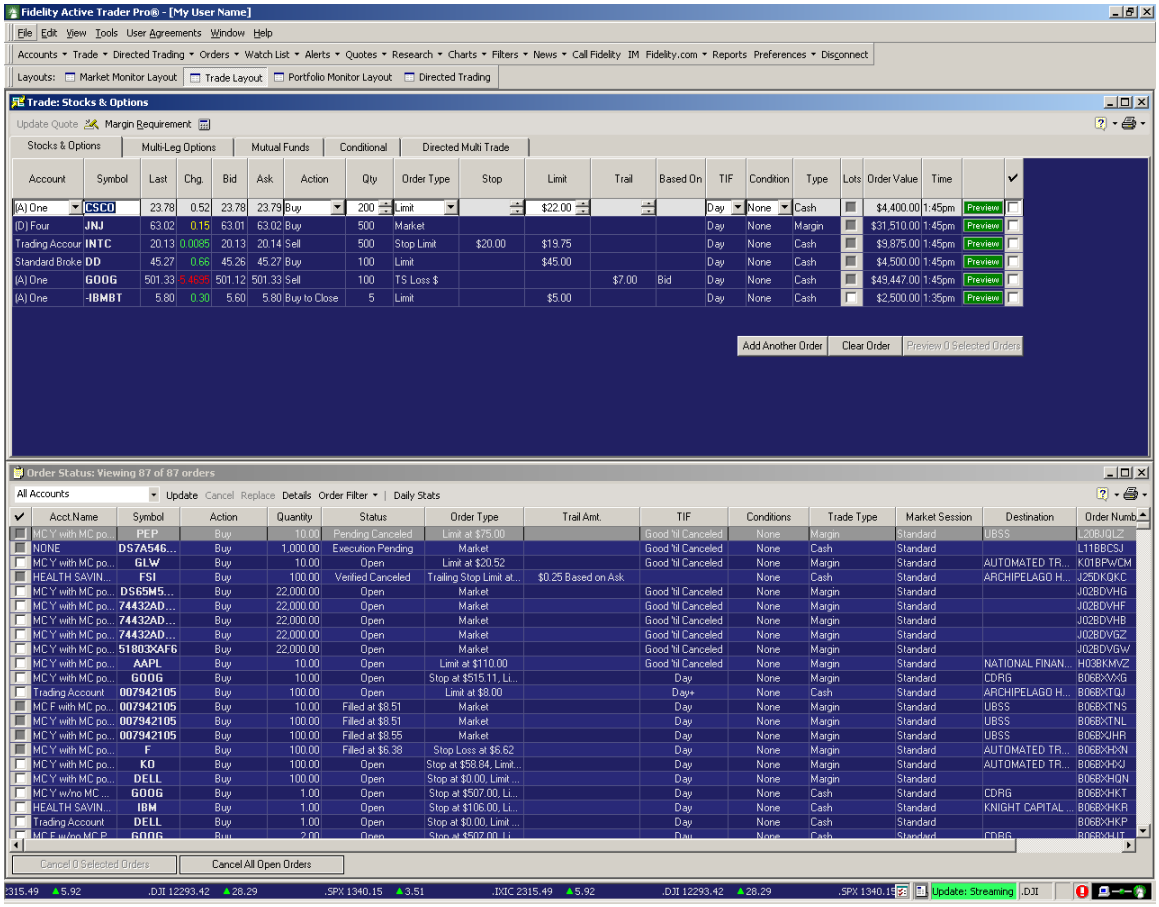
This symbol signifies that this tool is linked to the other related tools. However, just like many other aspects of Active Trader Pro, you have the capability to engage or disengage this function.

To unlink a particular tool, simply click this symbol. It will now appear with a red line through it and will not update when you change security symbols in the other tools:

One other item to note is the relationship of the Watch List to the linked tools. You can change the security displayed across any component that is linked, by typing a new symbol in the upper left-hand box of any of the tools and pressing **Enter**. However, you can also choose any security on a displayed Watch List, and simply double clicking anywhere on the row displaying that security in the Watch List will display its detailed information in the other tools.

Trade Layout

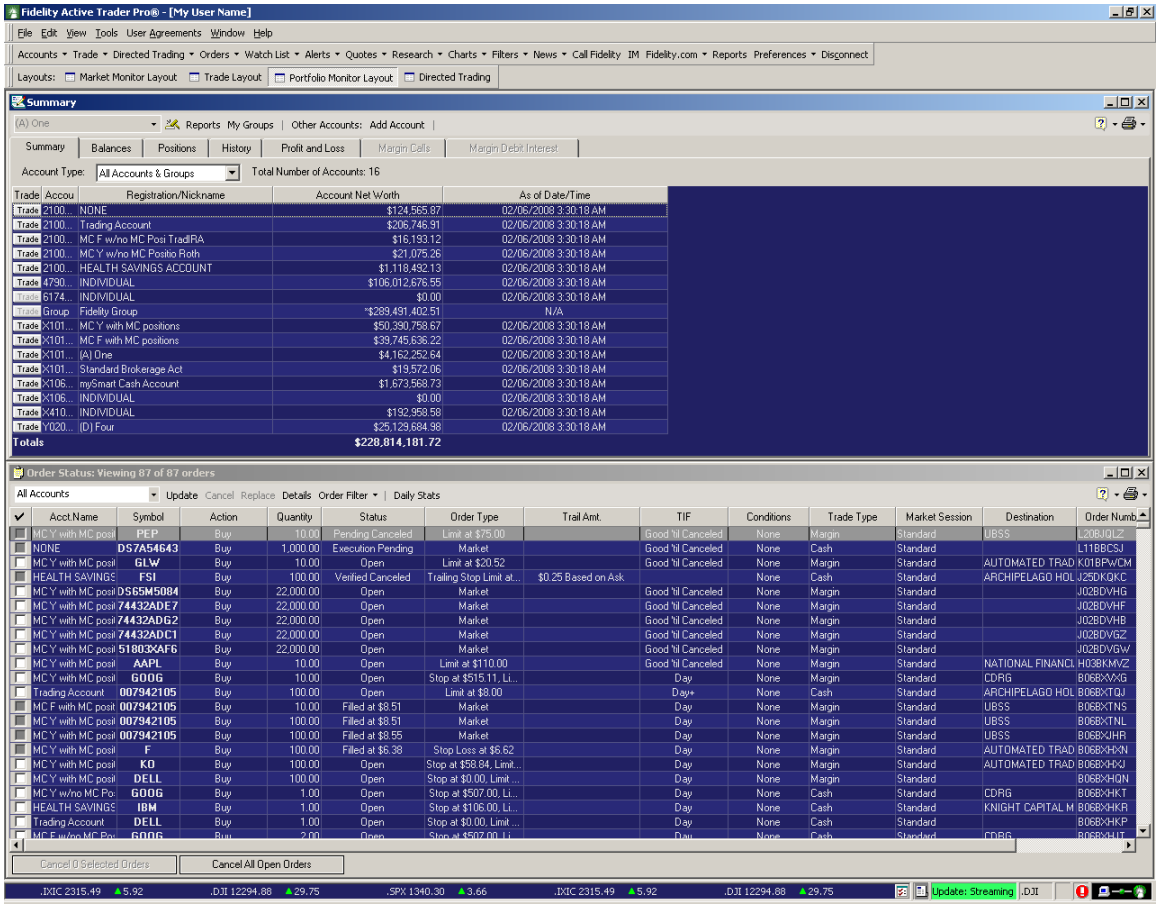
The second pre-set layout is the Trade Layout:



This layout contains two components: the **Trade** screen and **Order Status**. It has been designed primarily for those times when you are entering multiple orders and want to be able to monitor their status as you work through the process.

Portfolio Monitor Layout

The third pre-set layout is the Portfolio Monitor Layout:



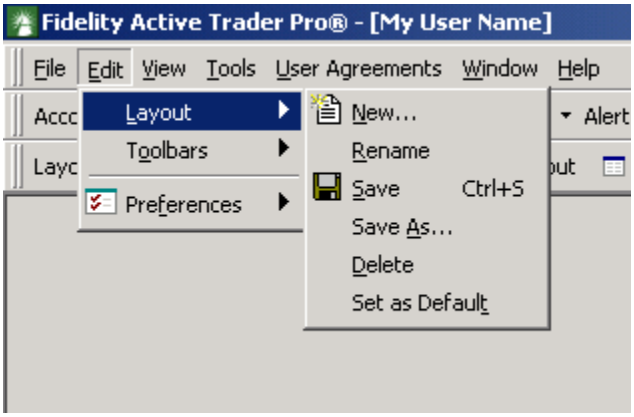
This layout also contains two components: **Accounts Summary** and **Order Status**. It is especially useful when you are working on rebalancing your portfolio or allocating new resources.

If Directed Trading is enabled for your account, the Directed Trading layout is also available. Note: Directed Trading will not be discussed in this user guide. For more information about Directed Trading, please refer to the Directed Trading User Guide (choose **Help > Directed Trading User Guide** from the Main Menu) or the ATP Help system (choose **Help > Contents** from the Main Menu, then view the **Directed Trading** topics under Trading).

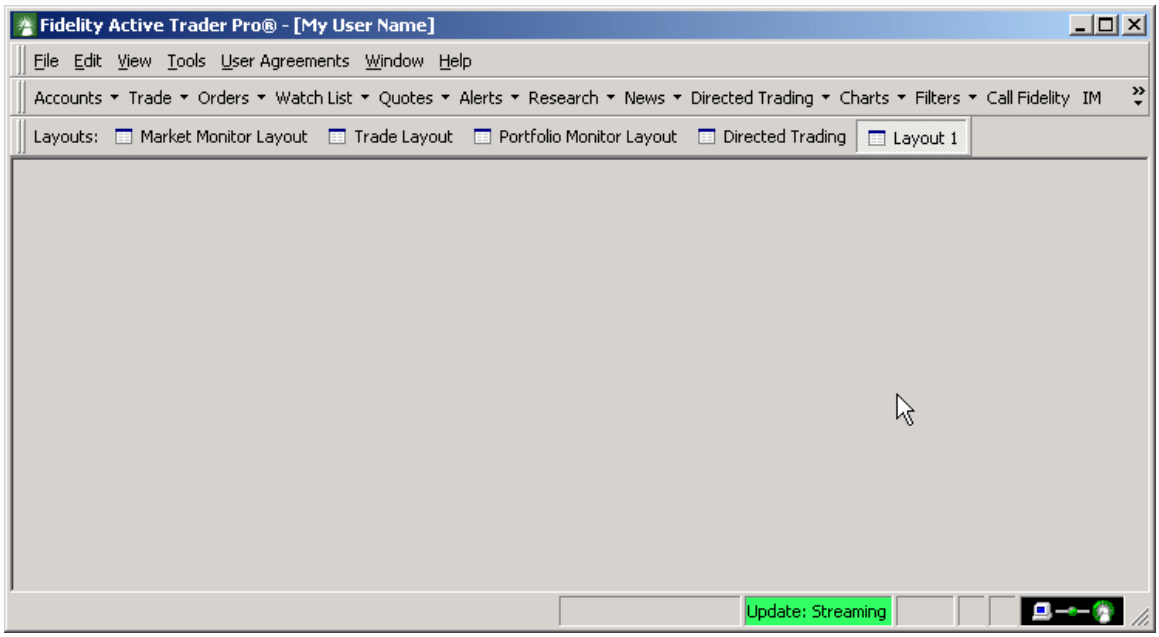
This brings us to the final alternative—constructing your own Active Trader Pro layout. The Active Trader Pro program enables you to establish up to 17 additional custom layouts, for a total of 20 layouts. The ability to customize each individual tool in combination with the freedom to assemble and present these tools on your desktop in accordance with your own personalized vision is what makes Active Trader Pro such an exciting investment management and trading program.

Custom Layouts

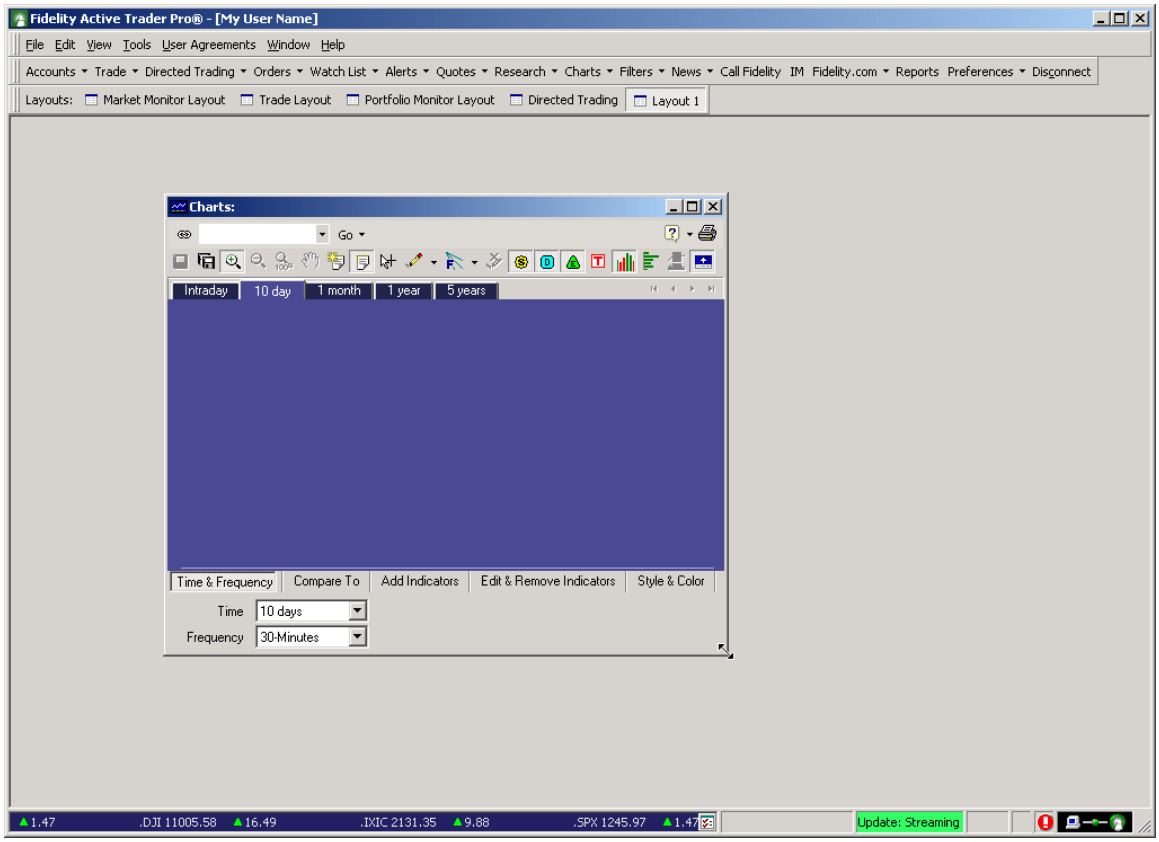
To begin to build your own layouts, start by going to **Edit > Layout > New**.



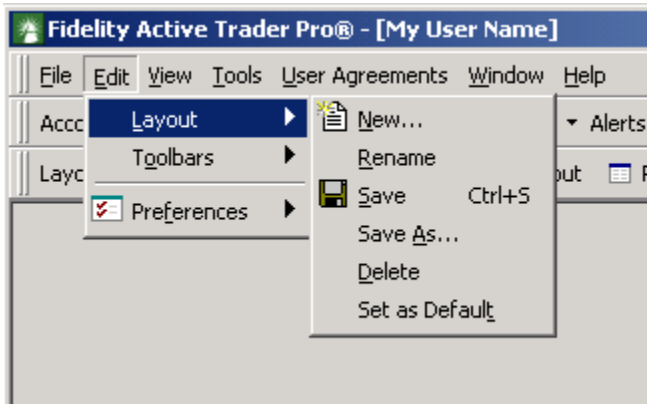
This will present you with the Main Menu and the blank screen:



Now simply start adding the components from the Function Toolbar that you would like to appear in your new layout, such as Chart, Trade, Order Status, and Watch List. You can arrange the windows however you like, resizing them as desired by clicking and dragging the corner of the window.

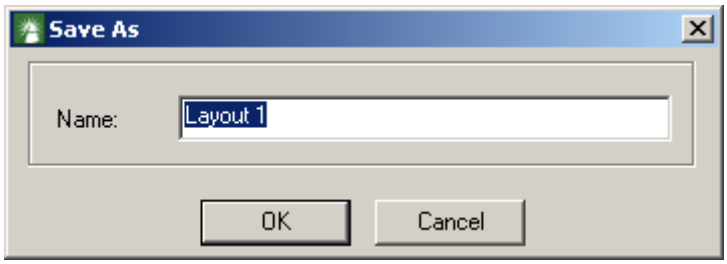


Once you have constructed a layout that you would like to save, choose **Edit > Layout** from the Main Menu. The Layout drop-down menu will appear:

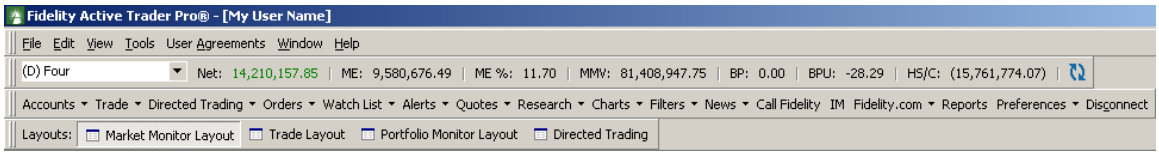


Click **Save As**. The **Save As** command is used when you have created a new layout and you would like to retain this layout for future use.

If you click **Save As**, the Save As box opens:



Enter the name you would like to use to identify the new layout, then click **OK**. This will save the newly created layout under the new name you have chosen. Make sure you provide the layout with a descriptive name that will help you recall when you want to employ it. Once you have completed the **Save As** process, the new layout name will appear as one of your choices on the Layout Toolbar:



If you would like your personalized layout to be your default layout, i.e. the one that appears when you first open Active Trader Pro, make sure that you have the layout open and then choose **Edit > Layout > Set As Default** from the Main Menu or right click the layout button and choose **Set as Default**. And finally, if you make any refinements or adjustments to the layout that you would like to incorporate for future use, choose **Edit > Layout > Save** from the Main Menu or right click the layout button and choose **Save** before closing the layout or exiting the program.

CONCLUSION

That concludes your introduction to the Active Trader Pro program. Though we have attempted to present the significant aspects of the program, this guide is not intended to be an exhaustive examination. There are many facets to this program, and we encourage you to:

- Utilize the other educational resources available, in particular the ATP Help system. All aspects of program operation are just a click away.
- Look for ongoing communications through the *Active Trader Newsletter* and in the ATP alerts center. We utilize the newsletter and alerts center to introduce program upgrades and provide more detailed instruction on program particulars.
- And finally, explore and enjoy!!!

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