

Getting started with Active Trader

Take your investing to the next level

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Getting Started with Active Trader

1. Downloading and Installing Active Trader

Please review the following minimum system requirements before installing Active Trader® or Active Trader Plus®.

Computer Requirements	Recommended	Minimum
Operating System	Windows XP	Windows XP
CPU	Pentium IV or higher	Pentium III 1GHz
RAM Memory	1 GB or higher	512 MB
Video Card	32 MB RAM or higher	32 MB RAM

Active Trader is designed to work with the following Internet connections: DSL, cable modem or an alternate high bandwidth solution.

1. Download the Active Trader (or Active Trader Plus) application by going to our “Downloads” section at www.tddirectinvesting.ca/activetrader
2. Once you have clicked on the desired version, you will be prompted to **“Save file to disk.”** Select an easy-to-find location for the file (such as your desktop).
3. Begin the installation process by double-clicking the downloaded executable file.
4. Accept the license agreement, and follow the instructions to complete the installation.

For a complete user guide, go to www.tddirectinvesting.ca/activetrader

2. Starting Active Trader and Logging In

1. You can now start the application from your choice of two locations –

From the Windows Start Menu, select **Start>Programs>TD Waterhouse>ActiveTrader(Plus)**

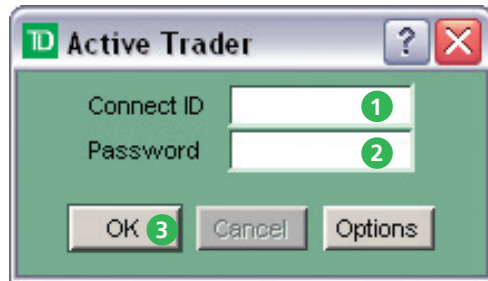
From the Desktop, locate the shortcut and double-click it

2. The login window appears:

- 1 Type your Connect ID.
- 2 Type your Password.
- 3 Click **OK** to log in to the system.

Note: Your current WebBroker® Connect ID and Password will be the same for Active Trader.

Click on the **Options** button prior to **OK** if you wish to change your language preference or to change the background colour scheme.



If you wish to evaluate Active Trader or Active Trader Plus and have been provided with a demo ID, perform the following:

- 1 Type your Demo Connect ID.
- 2 Type your Password.
- 3 Click on **Options**.
- 4 Change Network Address to **atdemo.tdwaterhouse.ca**
- 5 Click **OK** to log in to the system.

3. Reviewing Exchange Subscriber Agreements

Once your Active Trader account has been activated, the first time you log in you will be prompted to complete the various Exchange Subscriber Agreements. The various Exchanges have each developed an Exchange Subscriber Agreement to ensure that customers understand and agree to the terms of retrieval and use of real-time market data. If you decide not to accept a particular Exchange Subscriber Agreement, you will not have access to real-time market data.



4. Retrieving Quotes and Building a Watch List

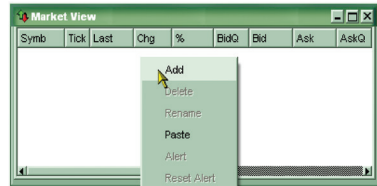
Building a Watch List –

Place cursor over the **Market View** window and right click

Once the menu appears, click **Add**

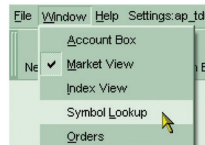
Type the stock symbol and press **Enter**. For securities traded on the TSX®, the symbol is followed by **.TO** (e.g. TD.TO). For securities traded on the TSX Venture exchange, the symbol is followed by **.VN** (e.g. GAV.VN).

U.S. securities do not require a market indicator

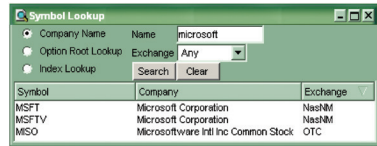


Finding a Stock Symbol –

From the upper tool bar select **Window**, then **Symbol Lookup**



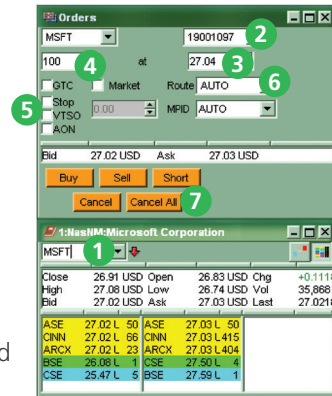
The **Symbol Lookup** window appears. Type in the company name and press **Enter**



5a. Entering a Trade on Active Trader (See 5b for Active Trader Plus)

Entering an Equity Order:

- 1 Entering a symbol in the Stock Box will automatically populate the symbol field in the Order Ticket. A symbol can be entered using any of the following methods:
 - Type the symbol into the Stock Box and press **Enter**
 - Drag-and-drop a symbol from another window (Market View, Index View, Account Box, Symbol Lookup, etc.) into the Stock Box
 - Double-click on the quote information (last trade, bid or ask price)
- 2 Select the account number for your order.
- 3 Type in the desired price or click on a price shown in the Level II quote display. Alternatively, check the **Market** box to purchase at the best available price.
- 4 Set the order quantity by typing a specific quantity into this field, or by clicking on the **Up** and **Down** arrows, or by holding the **Shift** key while using the **Up** and **Down** arrow keys.
- 5 Select the appropriate Order Type/Time-In-Force setting if applicable. The gray price box becomes activated if a **Stop Order** type is selected.
- 6 Select the venue in which you wish to execute your order. Leave as **AUTO** if you wish to have your order automatically routed for the best execution. For more information on routing, please refer to the Active Trader User Guide.
- 7 Click on the desired action.



5b. Entering a Trade on Active Trader Plus

Entering an Equity Order:

Active Trader Plus integrates order entry with the Stock Box view.

- 1 There are four ways to enter a symbol into a Stock Box –
Type the symbol into the desired Stock Box and press **Enter**
Drag-and-drop a symbol from another window (Market View, Index View, Account Box, Symbol Lookup, etc.) into a Stock Box
Use the Stock **Shortcut keys** within the Hot Keys functionality (see the Active Trader Plus User Guide for more details)
Double-click on the quote information in another window to populate the symbol into the last active Stock Box

- 2 Select the account number for your order.

The screenshot shows the '1: Nasdaq: Microsoft Corporation' window. The interface includes a top bar with the symbol 'MSFT', a dropdown menu (1), and an account number '19001097' (2). Below this is an order entry section with 'Buy' (3), '100' (4), '27.08' (5), 'AUTO' (6), and 'Sell' buttons. A 'Cover' section shows 'DAY' (7) and '0.00' (5), 'AUTO' (6), and 'Short' buttons. The main area displays a table of quote information:

Close	26.87 USD	Open	26.84 USD	Chg	+0.24 USD
High	27.16 USD	Low	26.81 USD	Vol	32,014,834
Bid	27.10 USD	Ask	27.11 USD	Last	27.11 USD

Below the quote information is a table of order tickets:

	27.12 USD				
	27.11 USD/4		508		
1	683				
	27.10 USD				
	27.09 USD				
	27.08 USD				
	27.07 USD				
	27.06 USD				
	27.05 USD				
	27.04 USD				

At the bottom, there is a table of market data:

ASE	27.10 U	50	ASE	27.11 U:	50	27.11 USD	9
ARCX	27.10 U	288	ARCX	27.11 U:	229	27.11 USD	8
CINN	27.10 U	345	CINN	27.11 U:	229	27.11 USD	1
BSE	26.34 U	1	CSE	27.50 U:	4	27.11 USD	15
CSE	25.47 U	5	BSE	27.86 U:	1	27.11 USD	2
						27.11 USD	4

On the right side, there is a legend for 'Toggle Buttons':

- Dome View
- Level II
- Advanced Order Ticket
- Basic Order Ticket

Arrows point from the legend to the corresponding buttons in the interface. The 'Dome View' button is located at the top right, and the 'Level II View' button is located at the bottom right.

- 3 Set the order quantity by typing a specific quantity into this field, or by clicking on the **Up** and **Down** arrows, or by holding the **Shift** key while using the **Up** and **Down** arrow keys.
- 4 Set your limit price by typing in the exact price, or by clicking on a desired price within the Level II display, or by using the arrow keys as described in step 3 above.
- 5 Select the venue in which you wish to execute your order. Leave as **AUTO** if you wish to have your order automatically routed for the best execution. For more information on routing, please refer to the Active Trader Plus User Guide.
- 6 Select the appropriate Order Type/Time-In-Force setting from the available choices detailed in the drop-down field. The gray price box becomes activated if a Stop Order type is selected.
- 7 Click on the desired action.

Refer to the Active Trader Plus User Guide for additional order entry functionality included within Dome View and the Advanced Order Ticket.

5b. Entering a Trade on Active Trader Plus (continued)

Entering an Option Order:

The Active Trader Plus application integrates order entry with the option box view.

- 1 Enter the symbol of the underlying stock. *Stock symbols can be entered using any of the four methods also used in the Stock Box.* You will notice that the Option chain is automatically retrieved. Toggle between Call and Put Option chains by clicking on the appropriate tab (refer to step 1 under Active Trader Plus Equity Order).
- 2 Select the account number for your order.
- 3 Click on the desired Option series. You will notice that the Option symbol is automatically populated in the Order window along with the last traded price. Depth-of-Book data can now be retrieved by clicking on **Montage**.
- 4 Set the order quantity by typing a specific quantity into this field, or by clicking on the **Up** and **Down** arrows, or by holding the **Shift** key while using the **Up** and **Down** arrow keys.
- 5 Set your limit price by typing in the exact price, or by clicking on a desired price within the Depth-of-Book display.

- 6 When entering an Opening Sell order, check the "C" box if the position is "Covered," leave it blank if the position is "Uncovered." "Select the venue in which you wish to execute your order.
- 7 Leave as **AUTO** if you wish to have your order automatically routed for the best execution. For more information on routing, please refer to the Active Trader User Guide.
- 8 Select the appropriate Order Type/Time-In-Force setting from the available choices detailed in the drop-down field. The gray price box becomes activated if a Stop Order type is selected.
- 9 Click on the desired action.

Level I
quote data

Order Ticket

Option Chain

Strike	Symbol	Last	Chg	Bid	Ask	Vol	Opn Int
Sep'05							
5.00 USD	MSQFIA			21.90 USD	22.10 USD		
7.50 USD	MSQFIU	18.90 USD		19.40 USD	19.60 USD	100	
10.00 USD	MSQFIB	17.60 USD		16.90 USD	17.10 USD	50	
12.50 USD	MSQFIV	14.50 USD		14.40 USD	14.60 USD	1	50
15.00 USD	MSQFIC	12.60 USD		11.90 USD	12.10 USD	50	
17.50 USD	MSQFIW	9.50 USD		9.50 USD	9.60 USD	39	
20.00 USD	MSQFID	7.10 USD		7.00 USD	7.10 USD	19	
22.50 USD	MSQIX	4.60 USD		4.50 USD	4.60 USD	2590	
25.00 USD	MSQIJ	2.05 USD	+0.15 USD	2.05 USD	2.10 USD	985	14928
27.50 USD	MSQIY	0.24 USD	+0.09 USD	0.20 USD	0.25 USD	1723	109264
30.00 USD	MSQIK	0.05 USD			0.05 USD		10224
32.50 USD	MSQIZ	0.05 USD			0.05 USD		6
35.00 USD	MSQIL				0.05 USD		

6. Account Management

Account Box:

The Account Box provides you with detailed information to help you manage the status of your account. It is divided into four sections as detailed below.

- 1 Account Watch Header** displays basic account information such as current Buying Power/Margin Excess and Opening and Closing Profit/Loss.
- 2 Open Order Window** displays all pending orders and can be sorted by user-defined column choices.
- 3 Message Window** displays critical messages regarding system status, order status, execution information, cancellation confirmations, etc. Messages are colour coded to assist with quick interpretation.
- 4 Position Tabs** display various statistics for current positions. The first level of detail groups positions by the currency of the underlying security. The next level provides an overall position summary. Each position has its own folder which can be expanded to view historical trade statistics for that security.



For more information on Active Trader, call –
English: 1-866-247-1114 • French: 1-888-666-5246
Cantonese: 1-866-387-8888 • Mandarin: 1-866-394-6666
or visit www.tddirectinvesting.ca/activetrader



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