


# Market-Q Quick Reference Guide



## Workspaces (a workspace is a collection of pages)

Upon exiting the program, you will be prompted to save your workspace or you can use some of these other techniques to save and access workspaces.

1. **Save workspace (Ctrl-S)** — Select File, Save Workspace.
2. **Backup workspace** — Select File, Export Workspace to File.
3. **Bring up (import) workspace** — Select File, Import Workspace from File.
4. **Reload workspace** — Select File, Load Workspace or click the Home icon  to go back to the previously saved workspace.
5. **Access workspace history** — Select File, Local Workspace History to access recently saved workspaces.

## Pages (a page contains one or more windows)

The default workspace in Market-Q includes a series of preset pages which appear at the bottom as tabs.


**Select Page** — click the page tabs at the bottom.

### ■ Create New Pages — 3 ways:

1. **Select File, New Page Templates.** Enter the page name and select the page layout. Click OK. Set up your page by dragging the icons from the toolbar to the desired location.
2. **Select File, Page from the menu.** This will display a page with 2x2 windows. Set up your page by dragging the icons from the toolbar into the page. Double click on the page tab at the bottom to name the page.
3. **Right-click any page tab at the bottom and select Add New Page.** This will display a page with 2x2 windows. Drag the icon from the toolbar into the page. Page tabs can also be moved (left-click, drag and drop) or copied (right-click, copy page). The newly copied page will appear with a (2).

## Key Information on Your Favorite Windows

### ■ Using the Snap Quote Window

Enter a symbol in the Snap Quote window to update all linked windows on all pages. 

### ■ Using the Watch List Window

The Watch List window can be used to create and access multiple symbol lists and to display them as a single list (**Watch List**), as multiple lists (**Summary**) or to track gains and losses (**Portfolio**).

The “Symbol List” is your default list of symbols. Follow the steps below to create additional symbols lists and to apply the proper headings and view:

1. Click **+** (Add) to add a new symbol list.
2. Enter the Symbol List Name and click OK.
3. Enter the symbols in the Symbol List.

4. Pick your column heading set from the Heading drop down menu or create your own set. (Choose the **Portfolio** heading to display the column heading for monitoring gains and losses. The total value will appear at the bottom of the window.)
5. Select **Watch List** or **Summary** from the View drop down menu. The Watch List displays a single set of symbols. Summary displays repetitive column sets in the same window.

Repeat steps 1-5 to set up additional symbol lists. Once created, you can access a symbol list from any page.

### Quick Tips:

1. **Snap Quote** — Enter symbol in **Snap Quote** box to populate all linked windows on page
2. **Change Symbol in all linked windows** — Left click a symbol in the Watch List to update all the linked windows.
3. **Access News** — Right click the symbol and select News.
4. **View Chart** — Right click the symbol and select Chart. To view previous data, click on the chart and drag the mouse.
5. **Add a Title to a set of symbols** — Type a # followed by the desired text in any row in the Watch List.
6. **Drag and Drop symbol(s)** — Left-click and hold a symbol in the Watch List. Drag it to any other window (Detail, Chart, News, Time & Sales, etc.). Then, drop it into the selected window.
7. **View Flags** — Choose the Flags field to view research flags, condition codes, corporate actions and news indicators

### ■ Using the Research Window

There are two types of research: Company Research and Markets.

**Company Research** — Research and fundamental data by company. Requires that a symbol be entered to view Company Profile, Company Ownership, Analyst Ratings, Earnings Estimates, Financial Statements, Financial Ratios and more.



**Markets** — Economic Calendar, Earnings Calendar and IPO Calendar; and information on the world markets.



### ■ Using the News Window

Click and drag the News icon from the toolbar to display the News window. Use the Filter drop down menu to control the news display.

1. **All News** — Display all news for which you are entitled.
2. **Keyword** — View news by keywords, such as “Federal Reserve”, or “Earnings”.
3. **Category** — Filter news by category, for example “Breaking News”, “Earnings” or “Dividends”.



- Symbols** — View news by symbol(s). You can type in the symbol(s) or automatically display the news for the symbol in the Snap Quote window if the News window is linked.
- Active Symbols** — Display news for all symbols on the page.
- Custom** — Specify your search criteria and save it.

## Other Selected Features

### Managing Alerts

**Setting Alerts** — To set an Alert, right-click on a symbol, select Alerts and Add Alerts. The Alerts dialog box appears. Select the type of alert (i.e. News, Last, High, etc.) and the value. A “H” for High or a “L” for Low will appear in the field of the symbol that the alert is set on.

**Tracking Alerts** — To track Alerts, select Utilities and View Properties from the main menu. View the list of active and triggered alerts.

**Alerts Notification** — To control how you’ll be notified of an alert, right-click on the symbol, choose Alerts, Alert Properties.

- The field with the triggered alert will change colors
- The Alert Notification dialog box will appear
- The Alert Indicator will appear in the system tray
- An audio alert will sound

### Dynamic Data Exchange (DDE)

**DDE** — Right click on a symbol and select DDE to extract a symbol or group of symbols from Market-Q and monitor in Microsoft Excel. **RTD** (Real-time Data) can be used for more advanced spreadsheet operations, such as cell referencing.


## Key Market Indices



Symbol	Description
\$TSX-TC	S&P/TSX Composite
\$JX-TC	S&P/TSX Venture Index
\$INDU	Dow Jones Industrial Average
\$TRAN	Dow Jones Transportation Average
\$UTIL	Dow Jones Utility Average
\$SPX	S&P 500
\$COMPQ	NASDAQ Composite
\$NDX	NASDAQ 100
\$NYA	NYSE Composite
\$VIX	Options Volatility Index
\$TNX	10 Yr T-Note Interest Rates
\$TYX	30 Yr T-Bond Interest Rates


## Key Market Statistics

Symbol	Description
\$ADVQ	NASDAQ Advancing Issues
\$DECLQ	NASDAQ Declining Issues
\$TICKQ	NASDAQ Cumulative Tick
\$TVOLQ	NASDAQ Total Volume
\$TRINQ	NASDAQ TRIN
\$ADV	NYSE Advancing Issues
\$TICK	NYSE Cumulative Tick
\$DECL	NYSE Declining Issues
\$TRIN	NYSE TRIN
\$TVOL	NYSE Total Volume

### Title Bar Icons

**Symbol Search**  — Search by name, exchange or instrument type.

**Symbol Linking**   — Link and unlink windows by clicking the linked or unlinked chain.







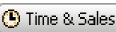



**Copy Window**  — Copy the window and pop it out outside the page. The window will be saved as part of the workspace.

**Hide and Unhide Titles** — Click the pull down menu and select Hide Titlebar. Click the top of the window to display the title bar.

### Toolbar Icons

The toolbar icons allow you to add new windows in two ways.

- Add a new window to the page** — Left-click and drag any icon to the desired location within the page. A red border will appear, indicating where the new window will be placed.
- Open a new window outside the page** — Left click the icon to open the window outside the page.

 Watch List	Market monitor to display quotes
 Chart	Advanced charting, featuring 30 technical studies and drawing tools
 Option Chain	Equity options by expiration month
 News	News by symbol, plus searching
 Hot Lists	100+ preset scans
 Detailed Quotes	Detailed view of instrument
 Time & Sales	Time & Sales display
 Market Depth	NASDAQ, NYSE and TSX Market Depth
 Research	Company research and fundamentals
 Browser	Browser window to display web content

## Special Symbols and Extensions for NYSE and AMEX

Category	Format	Example
Class stock	symbol.A	BRK.A
Preferred stock	symbol/P	AA/P
Preferred series	symbol/PA	ADM/PA
Warrant	symbol/W	GG/W
Warrant series	symbol/WA	QGP/WA
Right	symbol/R	SPF/R
When-issued	symbol/I	GES/I
Units	symbol.U	HLD.U

## NASDAQ 5th-Character Definitions

5th Character	Definition
R	Rights
U	Units
W	Warrants
Y	ADR (American Depository Receipt)