

# USING ORDERS TO TRADE

This module introduces Stop and Limit orders and considers how they can be used to both open and close positions. Also covered is the difference between Guaranteed and non-guaranteed Stops.



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# USING ORDERS TO TRADE

In the examples in Module 1, we looked at placing trades at the current price. Our prices are constantly moving; if you are happy to deal at the price we are making at the time, you can deal there and then, but there may be times when the prevailing price does not suit. Of course you can keep on watching the price, waiting for a certain level, but it may be more convenient to leave an instruction to deal should a specified price requirement be met.

Leaving such an instruction is known as working an order. An order can be left to open a new position or to close an existing position, either through our dealing platform or through our dealers (over the telephone).

When dealing in the actual market, for example trading futures contracts or physical shares, there are many different types of orders, with varying complexity.

When using our dealing platform, there are two main types of order: **Stops and Limits.**

How these are strictly defined in the underlying markets is slightly different to the definitions given here, but for the purposes of trading with us the following simple classifications are true:

- A Stop is an instruction to deal at a less favourable level than the current price
- A Limit is an instruction to deal at a more favourable level than the current price

So if Woolworths Holdings Ltd is trading at 8450 and you leave an order to sell at 8400, the order is a Stop, as selling at 8400 is a worse price (less favourable) than selling at 8450.

In the same circumstance, if you leave an instruction to sell at 8500, it is a Limit order, as 8500 is a better level to sell at than 8450.

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# USING ORDERS TO TRADE

## PROBLEM

You have previously opened a position going long 1000 shares of Woolworths Holding Limited at 8450. Several days after opening the position Woolworths Holdings Limited is trading at 4350. You place an order to close your position by selling 1000 shares should the price of Woolworths Holdings Limited reach 4400. Is this a Limit or a Stop?

## ANSWER

This is a Limit. Our definition of a Limit is an instruction to deal at a more favourable level than the current price. The current price is 4350 and you are leaving an order to sell at 4400. Selling at 4400 is more favourable than selling at 4350, and so it must be a Limit.

A common mistake for people unfamiliar with Stops and Limits is to look at the opening level of the position, 8450, and to view selling at 4400 as a Stop, as it is a worse level than the opening level. Had the order been left when the position was opened, when 8450 was the current price, then it would be a Stop. In the problem described, however, the opening level is actually irrelevant to determining whether the order is a Limit or a Stop, as it is not the current price.

## ORDERS ON SHARES

For shares, we always quote actual exchange prices. Therefore, orders to trade share CFDs are activated by actual trades and bid/offer prices in the market.

## ORDERS ON OTHER MARKETS

Orders relating to markets other than shares are activated by the bid/offer of our quote. Examples of how this works in practice are given further on in this module.

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# USING ORDERS TO TRADE

## ATTACHED AND UNATTACHED ORDERS

As stated earlier, an order can be left to open a new position or to close an existing position.

If the order is left to close an existing position, the order can be considered to be 'attached' to that position. If you close the position before the order has been activated, the attached order is cancelled. It is possible to have both a Limit and a Stop attached to one position; both would be cancelled if you closed the associated position.

If an order is left to open a new position it can be considered to be 'unattached' – it is not attached to an existing trade. For this type of order you need to consider what the duration of the order will be.

## TIME FRAMES OF ORDERS

As we have established, 'working an order' is leaving a set of instructions for a trade to be placed in your absence should certain price conditions be met. So far we have seen that those instructions contain key pieces of information, such as the price you are leaving the order at, whether the order is a Stop or a Limit and whether you are looking to buy or sell.

Another requisite piece of information for orders to open is for how long you are looking to work the order. You might want the order to last for a few hours, for a day or indefinitely. This is known as how long the order is good for. This will either be GTC (Good Till Cancelled) or good till a specified time.

For undated contracts (which do not expire) GTC means that the order continues to exist until either it is filled or you cancel it. For Expiry Transactions, GTC orders continue to exist until filled, cancelled or the expiry time is reached.

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# USING ORDERS TO TRADE

So if you left a GTC Stop order to buy one contract on Spot EUR/USD (which is undated and has no expiry) and the order level is never reached nor do you instruct us to cancel the order, we would continue to work that order for you indefinitely.

If you left a GTC Stop order to buy one contract of December US Crude Oil, which is set to expire on, say 16 November, and the order level is never reached, nor do you instruct us to cancel the order, we would continue to work that order for you only until 16 November.

The December US Crude Oil contract expires on 16 November (in this example) and your order is cancelled once the contract expires.

If you are leaving an order online, you need to specify whether the order is GTC or give a specific time at which you want the order to be cancelled. If you are not working the order GTC, you can choose to work it until pretty much any time before the contract's expiry (if there is an expiry). Many people simply choose to specify a time over the next 24 hours (a 'Day order'), however, when not working the order GTC.

# STOP ORDERS

As described above, a Stop is an instruction to deal at a worse price than the current level of that market.

Although the idea of wanting to deal at a worse price than is currently available might seem a little strange at first, there are plenty of examples of times when a trader may want to do so.

For example, Stops are frequently attached to open positions as an instruction to close the trade in the event of an adverse movement. This is often referred to as a Stop-loss. Closing a trade that is moving against you can often be a sensible choice (on which there is more in Modules 4, 5 and 6 which discuss, respectively, Leverage and margin, Attitude to risk and Trading discipline), and placing a Stop can therefore be useful if you are unable to keep an eye on the position at all times.

Also, clients sometimes wish to trade should a certain technical resistance or support level be breached. For example, your chart analysis may suggest to you that going short of Wall Street is a good idea if it drops below 12,350, a level that you may have decided is a key resistance level. Placing a Stop order selling to open at, say, 12,325 would allow you to take a short position should the index clearly break through the level.

## EXAMPLE 1

# ATTACHING A STOP TO AN EXISTING POSITION

1 Let's say that you have already opened a position, long one contract of Wall Street at 12923.5.

You decide that you want to attach a Stop order to the position to close the deal should the position move against you.

You decide to place a Stop at 12863.5.

2 To do so, you click on the dash in the 'Stop' column: this opens an edit 'Ticket' which is populated with the details of the trade, including the deal reference, and offers you fields in which you can enter order levels. The 'Current Level' field gives you a firm idea of the current Wall Street price. You enter your Stop level, 12863.5, in the 'Stop Level' field. Note that you could also enter a level for a Limit if you wanted. Orders cannot be placed closer to the current market level by more than a specific minimum distance, which is indicated.

The next step is to click on the 'Submit' button.

TICKET	
Wall Street	
Current Level	12922.5
Opening Level	12923.5
Size	1 Contracts
Currency	USD
Ref	FEWJXCAM
STOPS AND LIMITS	
Stop Level	12863.5 < 12912.5
Limit Level	> 12922.5
<input type="checkbox"/> Guaranteed Stop	
REQUIREMENTS	
Margin Required	USD 500.00
	GBP 312.04
<div>CANCEL SUBMIT</div>	

3 A message comes back telling you that your order has been accepted.

4 You can now view your order in the 'Open Positions' window.

TICKET	
Confirmed	
Market	Wall Street
Period	-
Level	12923.5
Size	Buy 1 Contract(s)
Stop Level	12863.5
Ref	DIAAAAFWFJDAC
Status	Amended
<div>CLOSE</div>	

CONTINUED ▾



# ATTACHING A STOP TO AN EXISTING POSITION

The mechanics of how a Stop order works are such that once your specified Stop level has been touched, you then deal at the current available bid/offer price following the Stop level being reached. This means that you are not guaranteed to deal at the level you have specified; the price you deal at may be worse.

The number of points that you deal at worse than the specified price is known as 'slippage'. Factors such as how fast a price is moving, how illiquid the underlying market is and how many other Stops have been placed at the same or similar levels can have a bearing on whether you pay any slippage and how much that slippage is.

You have a position: long one contract of Wall Street at 12923.5 with a Stop at 12863.5.

You check the price one day and can see that our bid/offer for Wall Street is 12906.5/12.907.5. The price has moved against you slightly, but you are comfortable in the knowledge that should there be a strongly adverse movement your position will be automatically closed out.

A couple of Wall Street bellwethers report disappointing earnings after the close of the New York Stock Exchange and all the underlying US index futures (which continue trading after the close of the exchange) trade down markedly. The US index futures have a strong influence on our Wall Street price and so our quote drops accordingly; before the figures we are quoting Wall Street at 12881/12882. After the figures our price falls rapidly, dropping below your Stop level, and your position is closed out.

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# ATTACHING A STOP TO AN EXISTING POSITION

Our quote for Wall Street around the time your Stop was hit looks like this:

Time (New York)	Our Wall Street price
16:15:18	12873.5/12875.5
16:15:23	12872.5/12874.5
16:15:33	12865.5/12867.5
16:15:34	12863.5/12865.5
16:15:35	12861.5/12863.5
16:15:36	12859.5/12861.5
16:15:38	12858.5/12860.5

At 16:15:33 the bid of our quote is 12865.5 and the Stop is still untouched and the position is still open. At 16:15:34 the bid is 12863.5. The Stop has now been hit and your position will be closed, although the level at which your position is to be closed has yet to be determined. The next quote is 12861.5 bid, and it is at this level that your trade is closed. You have paid two points of slippage.

When you get to work early the next day, you check our quote for Wall Street. We are making 12828/12830. Although you have paid a bit of slippage, your Stop has fulfilled its purpose in taking you out of your trade before your losses became unwieldy and without you having to constantly monitor the market.

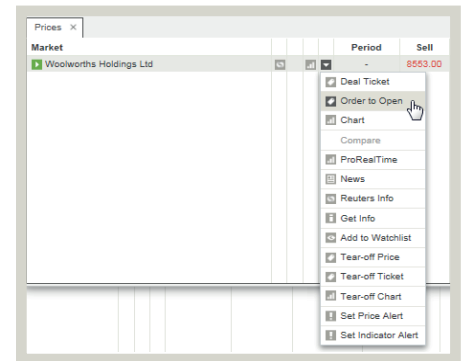
You opened your long position at 12923.5 and closed at 12861.5, meaning a loss of 62 points. One contract means \$10 per index point. A 62-point losing trade therefore equals a loss of  $62 \times \$10 = \$620$ . Had you not placed a Stop on your position, however, you would be facing a running loss of far greater than this.

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## EXAMPLE 2

# USING A STOP ORDER TO OPEN A NEW POSITION

1 After studying a three-month chart of Woolworths Holdings Ltd showing the share price bouncing off a 8600 resistance level, you decide that if the price clearly breaks above 8600 it is likely to continue moving further upwards. You therefore decide to place a Stop Order at 8610, buying Woolworths Holdings Ltd. After navigating to Woolworths you can open the order screen by selecting 'Order to Open' from the dropdown menu as shown.



2 After clicking on 'Order to Open', an order screen opens, and populates with the current level of Woolworths Holdings Ltd.

3 You next type in the order level, which you decided was 8610. You select the direction of the order as 'Buy'. Note that as soon as you do so, the 'Type' field changes to 'Stop'. The text is greyed out: whether your order is a Stop or a Limit is automatically driven by whether you are buying or selling and the level that you leave. In this case, with the current price below 8610, an instruction to buy at 8610 has to be a Stop (ie you are buying at a worse level than the current price).

 A screenshot of the 'CFD ticket' window for Woolworths Holdings Ltd. The window shows the following details:
 

- Current Level:** 8557 / 8555
- Direction:** Buy
- Order Level:** 8610
- Size:** 1500 (Min: 1 Shares)
- Type:** Stop
- Currency:** ZAR
- Time in Force:** Good Till (Now: 02/06/16 12:22), Cancelled (selected), Date/Time (dd/mm/yy hh:mm)
- Close Conditions:** Stop (pts away (Min: 0.1%)), Guaranteed Stop (unchecked), Limit (pts away)
- Margin Required:** ZAR 12,915.00
- Buttons:** Cancel, Submit

4 You also need to specify how large the order is: that is, what size trade you want to open if the order is executed. You enter 1500 shares in the 'Shares' box.

CONTINUED ▾

# USING A STOP ORDER TO OPEN A NEW POSITION

**5** The bottom half of the screen is used to specify the final necessary detail of the order: namely its duration. This is defaulted to 'Good Till Cancelled', as shown.

If you wanted to work the order good till a specified time, you would need to click in the 'DD/MM/YY' and 'HH:MM' boxes and enter, respectively, the date and time (in the specified format) that you would like the order to expire. The current date and 'system' time is displayed next to 'Now' (this is specified in 'system' time as our dealing platform can be used across different time zones). You decide that you want to work the order GTC and so leave the setting at the default, with 'Good Till Cancelled' selected.

As you can see from the screenshot, you do have the option of attaching contingent orders. You choose not to use this (this option is discussed later in this module).

Once you have checked that all the details of your order have been entered correctly you click 'Submit'.

**6** A message is returned saying that your order has been accepted, which includes a summary of the details, along with a reference number. You should take a note of this number as a record.

You now have a GTC Stop order to buy 1500 shares of Woolworths Holdings Ltd at 8610.

Over the next few days, Woolworths continues to range-trade between 8550 and 8600.

One day the Woolworths price climbs out of its recent range and by mid-session is trading at 8609. The next price that trades on the Johannesburg Stock Exchange is 8611. Your Stop is activated and you will open a position at the next price in adequate size to justify filling your order. Woolworths Holdings Ltd continues to trade several times at the same price and, therefore, you open a deal at 8611. In other words, you have paid 1 point of slippage.

Currency ZAR

Time in Force

Good Till Now: 02/06/16 12:00

☒ Cancelled ☐ Date/Time

Close Conditions

Stop [ ] pts away (Min: 0.1%)

CFD ticket

Confirmed

Market:	Woolworths Holdings Ltd
Period:	-
Level:	8610
Size:	Buy 1500 Shares
Expiry Time:	GTC
Ref:	DIAAAAAVD894HAY
Status:	Open

Back to ticket Close

# LIMITED RISK PROTECTION

**As illustrated in the examples above, Stop orders are subject to slippage, whereby your trade can be executed at a worse value than the order level.**

Now, this can be a vital consideration: often you may be attaching a Stop to a trade precisely because you want to manage your risk and ensure your losses do not exceed a set amount. When there is the potential for slippage, however, there is no way to guarantee that this will be the case (in CFD jargon, Stop orders as described above are regularly referred to as non-guaranteed Stops).

We offer a special kind of Stop order that is guaranteed to always be executed at your level and to never allow any slippage to occur.

Guaranteed Stops are always attached orders, and are always attached on the opening of the trade. The Stop and the trade can therefore be viewed as one package. Consequently, you cannot cancel the Stop on a Limited Risk trade (a Stop is cancelled as soon as you close the trade to which it is attached, however).

Guaranteed Stops clearly offer better protection than a normal Stop, and for this reason there is an extra cost, akin to an insurance premium, for that extra security.

For CFD trades where we charge a commission (namely shares) the premium is charged as an additional one-off commission on the opening leg of the trade.

For CFD trades where we do not charge a commission, but simply quote a dealing spread, the premium is charged as additional points of spread that are added on to the offer (if you are buying) or subtracted from the bid (if you are selling) when you open a deal.

Let's take a look at an example.

## EXAMPLE 3

# GOING LONG OF JANUARY US LIGHT CRUDE OIL WITH LIMITED RISK PROTECTION

**1** With ongoing instability in the Middle East, you consider the oil price to be capable of going higher than the current price which is around 50/barrel. At the same time, you are well aware that you are dealing with a market that has exhibited plenty of volatility for an extended period. With this in mind, you resolve to take a long position and are happy to pay the few extra points of spread in return for the added safety that it will afford you.

Navigating to the Crude section as shown, you are offered several Crude Oil contracts to deal on. You could choose to deal on the Oil - Brent Crude (an expiry CFD that settles against a futures contract that trades in the UK), but you have been following the price of the US Light Crude Oil price and so, naturally, it makes more sense to trade this contract. You decide to deal on the 'AUG - 16' contract.

Market				Period	Sell
<input checked="" type="checkbox"/> Oil - US Crude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	4940.6
<input checked="" type="checkbox"/> Oil - US Crude (£1 Contract)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	4940.6
<input checked="" type="checkbox"/> Oil - Brent Crude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	5008.0
<input checked="" type="checkbox"/> Oil - Brent Crude (£1 Contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	5008.0
<input checked="" type="checkbox"/> Oil - Daily US Crude (July)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02-JUN-16	4919.5
<input checked="" type="checkbox"/> Oil - US Crude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JUL-16	4918.5
<input checked="" type="checkbox"/> Oil - US Crude	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUG-16	4966.5
<input checked="" type="checkbox"/> Oil - US Crude (\$5 Mini Contract)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JUL-16	4918.5
<input checked="" type="checkbox"/> Oil - US Crude (\$5 Mini Contract)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUG-16	4966.5
<input checked="" type="checkbox"/> Oil - US Crude (£1 Contract)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JUL-16	4918.5
<input checked="" type="checkbox"/> Oil - US Crude (£1 Contract)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUG-16	4966.5
<input checked="" type="checkbox"/> Oil - Brent Crude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AUG-16	5002.0
<input checked="" type="checkbox"/> Oil - Brent Crude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SEP-16	5046.0

Clicking on the green button (or on the market name) opens a 'Ticket'.

**2** Ticking the 'Guaranteed Stop' box means that the deal will have Limited Risk protection and that the Stop you place on the trade will be guaranteed.

When you tick the box, the additional spread that you will pay for Limited Risk is displayed (in this case it is four points). The bid/offer is showing as 4999/5006.

The Limited Risk premium is added to the offer because you are buying. You therefore deal at  $5006 + 4 = 5010$ . Had you been selling, the additional spread would have been subtracted from the bid.

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# GOING LONG OF JANUARY US LIGHT CRUDE OIL WITH LIMITED RISK PROTECTION

**3** By selecting 'Guaranteed Stop', you automatically check the 'Force Open' box. The 'Force Open' option, when selected, causes any deal you are placing to be opened as a new position, irrespective of your existing positions (our dealer will normally net off opposing positions in a logical manner: eg 'selling' 1000 shares of Woolworths Holdings Ltd when you have an open position long 1000 shares of Woolworths Holdings Ltd will leave you with no position). A Guaranteed Stop can only be placed on an opening trade, and so by selecting this option you are necessarily 'forcing' an open position.

As well as the size in which you are trading, you also need to specify how far away you would like your Stop to be from the opening of the deal.

You select 1 contracts as your size and 40 points as your Stop distance and click 'Buy'.

**4** The price you deal at is 5006 plus the 4 points of spread = 5010. Your Stop is placed 40 points away at 4970. The Stop is guaranteed: no matter what the market does, you cannot be stopped out at a level worse than your Limited Risk Stop. One contract is US\$10 for every cent/barrel change in price (in other words, US\$10 per point movement of our quote). Your maximum possible loss is therefore restricted to US\$400 (40 points x 1 contract x \$10/point).

After you open your position, the US Energy Department reports rising crude oil supplies and the price of crude drops sharply, falling to a low of 4520. Your trade is closed at your Stop level of 4970. You have lost \$400, but the Guaranteed Stop has saved you from a far greater loss.

The screenshot shows a 'CFD ticket' for 'Woolworths Holdings Ltd'. It has tabs for 'Deal' and 'Order to open'. Under 'Order to open', there are 'Sell' and 'Buy' buttons with prices '7788.00' and '7792.00' respectively. A 'Start Live Data' button is also present. Below this, the 'Advanced options' section is expanded, showing 'Size' as 50 (Min: 1 Shares) and 'Currency' as ZAR. The 'Force Open' checkbox is checked. Under 'Advanced options', 'Full size only' is selected for 'Size' and 'Current price' is selected for 'Price'. The 'Close Conditions' section shows 'Stop' at 392 pts away (SR196 Est: 8180 / 7400) and 'Limit' as 40 pts away. The 'Guaranteed Stop (1% premium if triggered)' checkbox is checked. At the bottom, it states 'Margin Required: ZAR 234.96'.

# LIMIT ORDERS

**As stated in our earlier definition, a Limit order is an instruction to deal at a more favourable price than the current level. This is useful for catching a target level where it would often prove difficult to do so without committing large periods of time to monitoring the market price.**

Just like a Stop order, for the order to be activated the bid (if your order is to 'sell') or offer (if your order is to 'buy') of our quote needs to reach your order level.

The requirements for a Limit to be filled can be slightly more stringent, however. This is because we require there to be sufficient size in any equivalent underlying market to allow us to hedge our exposure if needed. So for a Limit order to be filled, the bid or offer of our quote does need to be 'good in the size' that you are looking to deal. For this reason, if you are dealing in larger sizes, or on less liquid markets, we may fill only part (or none) of a Limit order.

Limit orders can never be filled at a level worse than your order level – with the exception of Limit orders that are instructions to open trades with Limited Risk protection. In the case of CFD trades where the Limited Risk premium is charged as a spread, such trades will be filled at your order level plus the additional spread that is charged for the benefit of a Guaranteed Stop.



## EXAMPLE 3

# ATTACHING A LIMIT ORDER ON THE OPENING OF A TRADE

**1** You decide to buy one contract of Spot Gold using our CFD trading service. You navigate to the instrument on our dealing platform and open a 'Ticket'.

You enter 1 into the 'Contracts' field.

**2** In the middle section of the 'Ticket' there are 'Stop' and 'Limit' fields. The values you enter into these fields determine how far away your orders are placed **relative to where your position is opened**.

Entering any value into either of these boxes automatically ticks the 'Force Open' box. A Stop or Limit can only be attached to a trade that is to open, and so by selecting either of these options you are necessarily 'forcing' an open position.

Note that attaching a Stop or a Limit is optional: a Stop or Limit will only be attached if you enter a value in the respective field.

You decide that you would like a Stop order 10 points away and a Limit order 6 points away, and so you enter 10 and 6 as shown (you could have entered just a Stop level or just a Limit level).

You then click 'Buy'.

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# ATTACHING A LIMIT ORDER ON THE OPENING OF A TRADE

**3** You receive an acceptance message summarising the deal you have placed:

You have bought one contract of Spot Gold at 1720 with a Stop at 1710 (ie 10 points away from where you opened, as requested) and a Limit at 1726 (ie 6 points away from the opening).

The Limit is an instruction to 'sell' one contract of Spot Gold, in order to close your trade, should the bid of our quote reach 1726 (and the quote would need to be good in this size – this is unlikely to be an issue in the case of this example because of the small size of the order).

**4** Your deal appears in 'Open Positions' and you can view your orders in the 'Stop' and 'Limit' columns.

A few hours later Spot Gold is trading on the high of the day with a bid/offer of 1726.7/1727.2.

The bid of our quote has reached your Limit to sell and therefore your order is executed: you sell one contract at the bid price of 1726.7 to close your trade.

You opened at 1720 and sold at 1726.7, making 6.7 points. One contract of Spot Gold means 100 troy oz, which is \$100 per full point.

Your profit is  $6.7 \times \$100 = \$670$ .

## EXAMPLE 4

# LEAVING AN UNATTACHED LIMIT ORDER ON WOOLWORTHS LTD

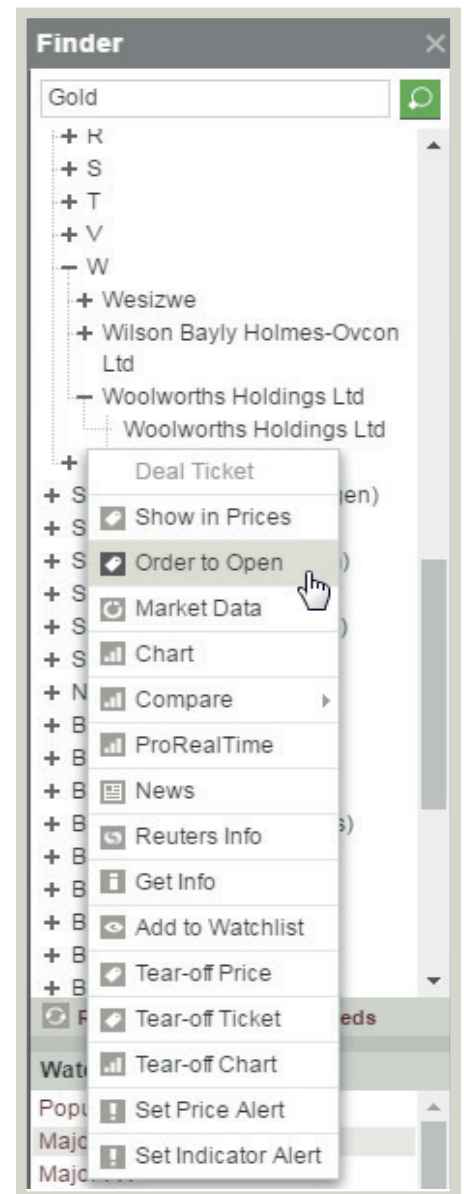
**1** You have been keeping an eye on the Woolworths share price, which is currently trading at around the 8710 level, and have noticed a tendency for it to bounce off resistance around the 8730 level. You therefore decide that there would be logic in going short at 8730.

The process for opening the order screen is the same as for the earlier example of creating an opening Stop order: after navigating to Woolworths in the 'Live Prices' section either click on the order or click on the instrument name and then select 'Order to Open' from the menu.

**2** You can also select 'Order to Open' directly from the navigation tree by drilling down to the furthest level (ie so that you cannot expand folders any further) and then clicking on the market name as shown.

**3** The functionality works in the same way as for creating an unattached Stop order: the 'Current Level' is displayed in the top right hand corner of the window. Entering the order level of 8730 and selecting 'Sell' automatically determines the order as being a Limit (selling at 8730 is a more favourable level than the current price of 8704/8715). If you selected 'Buy' the order would change to being a Stop (because buying at 8730 would be a worse level to buy at than the current price). You enter your size, 3000 shares in this case. You next need to specify the duration of the order.

CONTINUED ▾



# LEAVING AN UNATTACHED LIMIT ORDER ON WOOLWORTHS

**4** In this case, you decide you'll work the order for a week. So rather than selecting 'Good Till Cancelled', you enter a specific time by selecting the radio button next to the time and date boxes and entering 10/06/16 and 14:30. If the order has not been filled by 14:30 on that date, it will be automatically cancelled.

You also decide that if your order is executed, you would like to have a Stop attached to the new position. In other words you are instructing us to work a Stop order, contingent on the Limit order first being filled.

To do this, you simply need to enter a value in the 'Close Conditions' section. This section is optional: you can leave all fields in this section empty if you do not wish to attach a contingent order. If you tick the 'Guaranteed Stop' box however, it is mandatory to include a contingent Stop distance (by definition, a Limited Risk trade has to have a Stop).

You enter a Stop distance of 15 points. If your Limit order is executed, the new position will have a non-guaranteed Stop attached to it 15 points away from the opening level of the trade.

You click 'Submit' and receive a confirmation that your order has been accepted.

**5** The share rises sharply over the next few days, trading at a high of 8730 early in the JSE trading session.

When our bid reaches 8728, your order is filled. You sell 3000 shares at 8728 to open a new position.

You can monitor the status of any orders that you are working by looking at the 'Open Positions' window (clicking on 'Orders to Open' at the top of our dealing platform toggles this window on and off). Clicking on a position that appears within the 'Orders to Open' screen launches a window that allows you to edit the order (or delete the order if you would like to cancel the instruction, provided it is not already in the process of being executed).

Woolworths Holdings Ltd

Deal Order to open

Current Level 8704 / 8715

Direction Sell

Order Level

Size (Min: 1 Shares)

Type Limit

Currency ZAR

Time in Force

Good Till Now: 03/06/16 15:06

Cancelled Date/Time 10/06/16 14:30

Close Conditions Points ZAR

away (Min: 0.1%)

# TRAILING STOPS

This is an advanced feature of our dealing platform, which allows you to leave an instruction to automatically move the level of a Stop order in the direction of the market following market moves of a certain size in your favour.

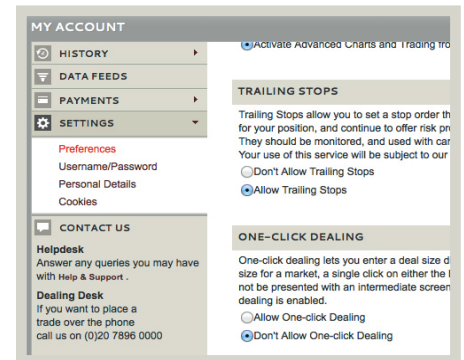
These Trailing Stops are always attached orders and are only available on non-guaranteed Stops.

Trailing Stops are not enabled as a default. Just as with One-click Dealing, in order to make them available you need to go to 'Preferences' in the 'My Account' section of our dealing platform.

Once you have selected 'Allow Trailing Stops' and clicked 'Set Preferences', it will instigate a change in your dealing 'Tickets', as shown.

Trailing Stops are not available on every market we offer; if there's no 'Trailing' checkbox appear even though you have set your preferences to allow Trailing Stops, you're probably attempting to deal on a market for which this kind of stop isn't available.

As Trailing Stops cannot be used with trades that have a Guaranteed Stop, if you tick the 'Guaranteed Stop' box the 'Trailing' box becomes greyed out and inactive.



## EXAMPLE 5

# ATTACHING A TRAILING STOP TO A POSITION

**1** You decide to buy one mini contract of EUR/USD with a Stop placed 20 pips from your opening and fill out a deal 'Ticket' accordingly. You also decide that you would like a Trailing Stop and therefore tick the 'Trailing' box (with the 'Guaranteed Stop' box unchecked).

When attaching a normal (non-trailing) Stop to a position, you only specify one criterion: namely, the distance that the Stop is placed from your opening level. With our Trailing Stops you still specify the distance (20 points in this example) and this always governs the closest that your Stop will be from the current market bid/ offer. There is a second condition, however, called the 'Step' that determines the increment the market needs to move in your favour before the Stop level is adjusted.

Consequently, ticking the 'Trailing' box causes another field to appear, in which you specify the 'Step' (the minimum value is indicated on the 'Ticket'; please note that the minimum Step may vary according to market conditions). You enter 10 points.

You have now stipulated the two required criteria of the Step (that governs when your Stop is adjusted) and the Distance (that defines how far away the Stop is placed each time an adjustment occurs following a market movement in your favour that satisfies the Step).

**2** You click 'Buy' and receive a confirmation of all the details of the trade. You have bought one mini contract of EUR/USD at a rate of 1.27544, with a Trailing Stop with a Distance of 20 points and a Step of 10 points.

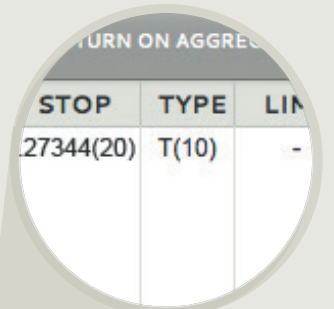
The screenshot shows a trading ticket for 'Spot FX (mini) EUR/USD'. The ticket is divided into sections: 'DEAL', 'ORDER TO OPEN', 'STOPS AND LIMITS', and 'REQUIREMENTS'. In the 'DEAL' section, the 'Buy' button is highlighted with a blue box, showing a price of 1.27544. The 'ORDER TO OPEN' section shows a 'Stop' of 20 pips away from the current price of 1.2738. The 'STOPS AND LIMITS' section shows a 'Trailing with Step' of 10 pips away (Min: 10). The 'REQUIREMENTS' section shows a 'Margin Required' of USD 164.80 and a 'GBP 152.82'.

CONTINUED ▾

# ATTACHING A TRAILING STOP TO A POSITION

3 Your trade appears in the 'Open Positions' window, where you can view the current Stop level: you opened your trade at 1.27544 and the Stop is placed 20 points (pips) lower, as specified, at 1.27344. In the 'Type' column there appears 'T (10)'. The 'T' shows the type of Stop is Trailing and the '10' in the brackets indicates the Step (clicking on either the Stop level in the 'Stop' column or the figures in the 'Type' column will open a 'Ticket' that allows you to amend any or all of the Stop, the Distance and the current absolute Stop level).

Straight after you open your deal, EUR/USD drops a touch to 1.27503/1.27513. Trailing Stops only follow market movements in your favour, so that your Stop level is not adjusted: it remains, for the time being, at the original level of 1.27344, maintaining your initial risk of 20 points (excluding any potential slippage).



STOP	TYPE	LIMIT
1.27344(20)	T(10)	-

OPEN POSITIONS											
MARKET				PERIOD	OPENING	POSITION	ORDER SIZE	STOP	TYPE	LIMIT	PROFIT/LOSS
Spot FX (mini) EUR/USD				-	1.27544	+1	-	1.27344(20)	T(10)	-	1.27503
										Total	\$ - 4.10

CONTINUED ▾

# ATTACHING A TRAILING STOP TO A POSITION

**4** A couple of minutes later, the rate moves up to 1.27568/1.35690. Although the market has moved in your favour, your Stop level is still not adjusted, as the market bid is fewer than 10 points higher than your opening level. For your Stop to be adjusted, the bid needs to move your specified Step above your opening level.

This happens shortly, as the rate progresses to 1.27685/1.27707. As soon as the rate hits 1.27644 (your step of 10 points higher than your opening level of 1.27544), your Stop is adjusted. The new level is your specified Distance from the market at that point. The Distance is 20 points, so that the new level is  $1.27644 - 0.00200 = 1.27444$ . Your Stop will now only be adjusted again if the bid of our quote moves the Step of 10 points higher than this new level.

Over the next few minutes, the euro continues to strengthen against the dollar, eventually moving as high as 1.27793/1.28015. At this point your Stop has trailed the market up to 1.27544. The details of how the amendments have occurred can be viewed by clicking on the 'Activity' button at the top of our dealing platform. This launches a window which details the specifics of any trades or orders.

CURRENT ACTIVITY										
DATE/TIME	ACTIVITY	MARKET	PERIOD	CHANNEL	SIZE	LEVEL	STOP	TYPE	LIMIT	RESULT
26/11/12 16:42	Order	Spot FX (mini) EUR/USD	-	System	+1	1.27544	-	T(10)	-	Position closed: ESMDFNAS
26/11/12 16:48	Order	Spot FX (mini) EUR/USD	-	System	+1	1.27144	1.27544(20)	T(10)	-	Stop amended: ESMDFNAS
26/11/12 16:04	Order	Spot FX (mini) EUR/USD	-	System	+1	1.27544	1.27444(20)	T(10)	-	Stop amended: ESMDFNAS
26/11/12 16:01	Order	Spot FX (mini) EUR/USD	-	Web	+1	1.27544	1.27344(20)	T(10)	-	Position opened: ESMDFNAS

**5** As shown in the window, as the EUR/USD rate moved higher, your Stop trailed the market in 10-point increments, always maintaining the 20-point Distance from the current market bid at the time of the adjustment. At this point, with your Stop at 1.27544, the bid of the quote would need to move 1.27844 for your Stop to move higher again. The market starts to move lower, however, slipping down to 1.27536. Your Stop is hit and you deal at market, selling at 1.27544 (the market moves steadily enough for you to pay no slippage).

**6** The closure of your trade can be viewed in the 'Activity' window. You opened your trade at 1.27544 and you closed at 1.27544, meaning that you finished flat overall, making no profit or loss.



# ADDING A TRAILING STOP TO AN EXISTING POSITION

Let's say that you have already opened a position, long one contract of Wall Street Cash at 12498, and that you would now like to attach a Trailing Stop to the position. To do so, you need to open an edit 'Ticket'. This is done in the same fashion as is described in the 'attaching a stop to an existing position' example (that is, find the position in the 'Open Positions' window and click on the dash in the 'Stop' column).

Having already activated your account for Trailing Stops in the 'Preferences' section, the edit 'Ticket' now contains a 'Trailing' checkbox.

You enter your initial Stop level, which you decide will be 12470. To set the Stop as a Trailing Stop, you tick the 'Trailing' box and then specify the two necessary criteria: in this case, you opt for a Distance of 30 points and a Step of just 2 points and then click 'Submit'.

The market moves in your favour, rising to 12500/12502. At this point, the market bid is 30 points above your Stop level. Your Stop is always maintained at least 30 points from the market though, as defined by your Distance, so that your Stop is not adjusted at this point. If the market makes subsequent gains, however, your Stop will be further from the market than your Distance: if the market moves as much as your Step, it will consequently be adjusted.

Our Wall Street Cash price does move up further: when it reaches 12502/12504 your Stop is adjusted, being moved as close to the market as the Distance allows. So it moves 30 points below the bid and is placed at 12472. As long as the market keeps rising (without fluctuating enough to touch your Stop), your Stop will keep trailing the market, the level being adjusted each time the market moves a further 2 points higher. At each one of these Steps, the Stop is placed 30 points from the bid.

The market trends up in precisely this manner, reaching as high as 12539/12541. The last adjustment to your Stop occurred when the rate was bid at 12538, placed 30 points lower at 12508. The market next drops down to 12508/12510. Your Stop is hit and you sell at market, dealing at 12508 (paying no slippage in this circumstance). You opened your trade by buying at 12498, and closed by selling at 12508, meaning that you make 10 points. One contract is worth \$10/point, so that your profit is 10 points x \$10/point = \$100.

## SUMMARY

By now you should:

- Understand the difference between a Stop and a Limit order and how each order works
- Know how to place an unattached order online in order to open a new position
- Have a basic understanding of the criteria for an order to be filled
- Understand the difference between a non-guaranteed Stop and a Guaranteed Stop
- Be aware of slippage and when it may apply
- Know how to use Trailing Stops

CFDs are leveraged products. CFD trading may not be suitable for everyone and can result in losses that exceed your initial deposit, so please ensure that you fully understand the risks involved.

Please note that although the material contained within our introduction programme is updated regularly to ensure accuracy, the information given is subject to change, often without notice, and therefore may not reflect our most current offering. Our examples are for illustrative purposes only and do not reflect events in the markets. The information is for guidance only and we accept no liability for its accuracy or otherwise.

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