


# FutureSource® 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. **Export (back up) workspace**— Select File, Export Workspace to File.
3. **Import (restore) 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 includes a series of preset pages that appear at the bottom or top as tabs.

### Select Page — Click the page tabs.

#### • 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. **Select the “+” tab at the right side of the page tabs set** — 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). Rename the page as you wish.

## 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**).

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

1. Click the  icon and choose Add 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.
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. **Change Symbol in all linked windows** — Left-click a symbol in the Watch List to update all the linked windows.
2. **Access News** — Right-click the symbol and select News.
3. **View Chart** — Right-click the symbol and select Chart. To view previous data, click on the chart and drag the mouse.
4. **Add a Title to a set of symbols** — Type a # followed by the desired text in any row in the Watch List.
5. **Drag and Drop symbol(s)** — Left-click and hold a symbol in the Watch List. Drag it to any other window (Detailed Quote, Chart, News, Time & Sales, etc.). Then, drop it into the selected window.
6. **Insert and Delete rows** — Right-click on a row to insert or delete one or multiple rows.
7. **View Flags** — Choose the Flags field to view condition codes and news indicators.

#### • Using the Fixed Page Window

Fixed Page News contain page-based news and data, where a specific story is referenced using the story number. Dow Jones Commodities, Dow Jones Energy and Platts are all available through the Fixed Page window.

- Easy-to-print pages and easy-to-save as PDFs for emailing to clients.
- A tree-style menu section offers quick access to the desired page, as well as ability to switch from one page to another.
- Add the most frequently used pages to a list of favorites.

#### • 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 “Oil” or “Crude”.
3. **Category** — Filter news by category; for example, “Agriculture”, “Refinery Outages” or “Dairy”.
4. **Symbols** — View news by symbol(s).
5. **Watch List** — Display all news for symbols in the selected symbol list.
6. **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 the type of alert you wish to add. The Alerts dialog box appears. Select the type of alert (i.e., News, Last, High, etc.) and the value. An “H” for High or an “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 Alerts from the main menu. View the list of active and triggered alerts.

**Alerts Notification** — To control how you'll be notified of an alert, choose Utilities, Preferences.

1. The field with the triggered alert will change colors.
2. The Alert Notification dialog box will appear.
3. The Alert Indicator will appear in the system tray.
4. An audio alert will sound.

• **Real-Time Data (RTD)**

Right-click on a symbol and select RTD to extract a symbol or group of symbols and monitor in Microsoft Excel. RTD can be used for more advanced spreadsheet operations, such as cell referencing.

• **Title Bar Icons**

**Symbol Search** — Search by name, exchange, 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:

1. **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.
2. **Open a new window outside the page** — Left-click the icon to open the window outside the page.

Key Market Indices

Symbol	Description
\$TSX-TC	S&P/TSX Composite Index
\$JX-TC	S&P/TSX Venture Composite 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

Entering Symbols, Spreads and Strips

Type	Example	Description
Index	\$INDU	\$sign, symbol
US Future	CL Z3	symbol, space, month, year
Non-US Future	AX Z3-DT	symbol, space, month, year, -exchange code
Rolling Contracts	YM 1!	symbol, space, 1! (2!, 3! also supported)
Calculated Spreads	=1.5*ZF 1! -ZN 1!	equals sign, multiplier, algebraic symbol, contract symbol, algebraic symbol, contract symbol
Exchange Traded Spreads (US)	CL M3:CL N3	symbol, space, month, year, colon, symbol, month, year
Exchange Traded Spreads	RS M3:RSN3-WC	symbol, space, month, year, colon, symbol, month, year, exchange code
Continuation Charts	%CL 1!	% sign, symbol, space, 1!
Energy Strips	=Summer (NG, 2013)	=Strip name, (symbol, comma, year)
Auto List Rolling Contracts	*CL 1-12	asterisk, symbol, contract series (i.e. 1-12)
Auto List Rolling Spreads	**CL	asterisk, asterisk, contract

	Market monitor to display quotes
	News by keyword, category and Boolean searches
	Advanced charting, featuring technical studies, seasonal charts and forward curves
	Time & Sales display
	Level 2 information
	Futures options by expiration month
	Easy access to page-based news from DJ and Platts
	Display calendar spreads for futures
	Topical and trending news for Energy, Ag and Metals
	100+ weather maps

Delivery Months

January	F	April	J	July	N	October	V
February	G	May	K	August	Q	November	X
March	H	June	M	September	U	December	Z

Popular Symbols

Symbol	Description	Symbol	Description
<b>Energy</b>			
CL	Crude	XRB	RBOB
NG	Natural Gas	BRN-ICE	Brent Crude
HO	Heating Oil		
<b>Treasuries</b>			
ZF	5-Year Future	TRE Y5-CL	5-Year Cantor
ZN	10-Year Future	TRE Z0-CL	10-Year Cantor
AB	30-Year Future	TRE Z3-CL	30-Year Cantor
<b>Metals</b>			
GC	Gold	SI	Silver
<b>Grains</b>			
ZC	Corn	MW	Minn. Wheat
ZS	Soybeans	KW	KCBOT Wheat
ZW	Wheat		
<b>Softs</b>			
CC	Cocoa	KC	Coffee
JO	Orange Juice	CT	Cotton
SB	Sugar #11		
<b>Foreign Exchange (Spot)</b>			
EUR A0-FX	Euro	GBP A0-FX	Sterling
JPY A0-FX	Yen	CAD A0-FX	Canadian

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