

Customizing your Master Ticker List

Tip

You can change the font size or style (normal to bold, etc.) used for your Master Ticker List. Click **Manager** on the menu bar, then click **Preferences**, and choose the **Fonts** tab.

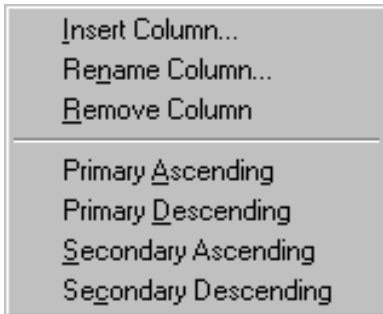
A *right-mouse-click menu* is available for customizing the Master Ticker List. The menu is divided into two sections. The upper section of this menu provides selections for adding, deleting, and renaming data columns in the Master Ticker List window. The lower section has selections that can be used to specify the sorting order for the Master Ticker List according to your sorting preferences.

Insert, rename, or remove data columns

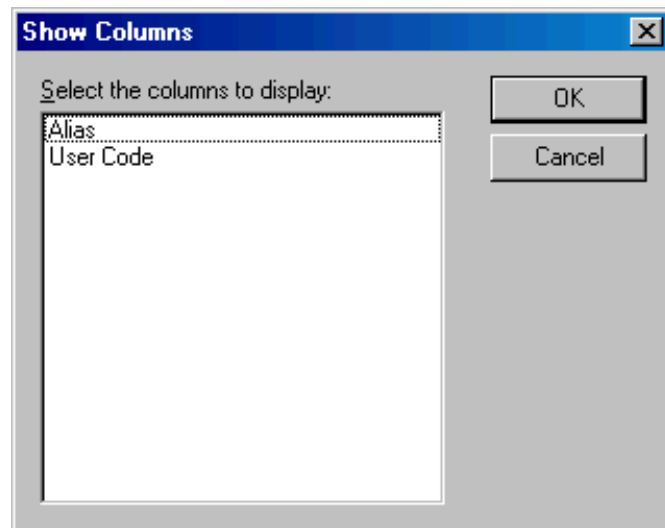
The *right-mouse-click menu* provides three selections for modifying the data fields that can be viewed when the Master Ticker List is displayed. A total of eight data items can be displayed but only one of these, the ticker symbol, must appear. To add, eliminate, or change a field, simply right mouse click on the column of your choice and select the appropriate option from the menu.

↑ *To insert a new column, do the following:*

1. With the mouse cursor positioned over the heading of the column where you want the new column to be inserted (the new column will be inserted immediately to the right of the selected column), click the right mouse button.
2. From the menu that appears, choose **Insert Column**. The *Show Columns* dialog box will appear.



Master Ticker List right-click menu



Show Columns dialog box

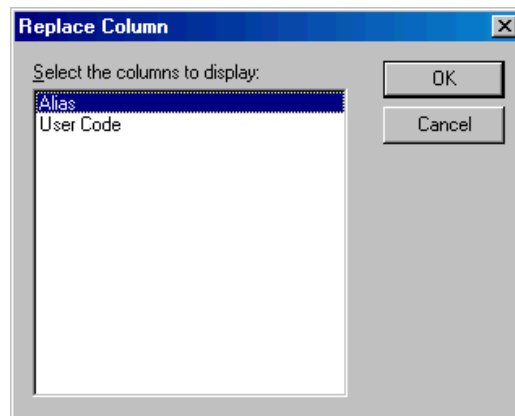
3. This box lists all data items that are not presently displayed and are available for insertion. From the list box, select the data item that you want to insert into the Master Ticker List.
4. Click **OK**. The selected data item will now appear as a column located to the right of the column you originally clicked on.

† *To remove a column, do the following:*

1. With your mouse cursor positioned over the heading of the column that you want to remove, click the right mouse button.
2. From the menu that appears, choose **Remove Column**. When the Master Ticker List reappears, the column you originally right clicked on will no longer be displayed. You can reinstate this data column by following the procedure to insert a new column.

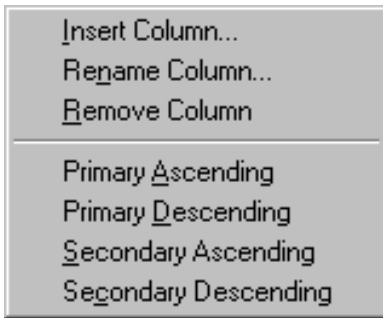
† *To change (rename) a column, do the following:*

1. With the mouse cursor positioned over the heading of the column that you want to change to another data item, click the right mouse button.
2. From the menu that appears, choose **Rename Column**. The *Replace Column* dialog box will appear.



3. The box will list all data items that are not presently displayed and are available to replace the selected column. From the list box, select the data item that you want to use to replace the selected column in the Master Ticker List.
4. Click **OK**. When the Master Ticker List reappears, the column you originally right clicked on will display the selected data item. Should you decide that you want to restore the data item that the column originally displayed, this item is now available for insertion through the **Insert Column** menu command.

Changing the list sort order



Master Ticker List right-click menu

Note

Clicking on a column head with the **left** mouse button resorts the list based on the selected column. Clicking a second time on the same column changes the order from ascending to descending or vice versa.

Note

Selecting the *Market* field sorts tickers by market (exchange) codes.

The *right-mouse-click menu* provides options for sorting the Master Ticker List. From this menu, you can designate any field as the primary field for sorting the list or as the secondary field. You can also specify either ascending or descending order for the designated field.

You first select the field you want to use for sorting the list by right clicking on the column head. Then, you select one of the sorting options from the menu and the Master Ticker List is quickly redisplayed with the new sorting configuration.

The most common sorting configuration is **Type** for the *Primary* sort and **Symbol** for the *Secondary* sort. In this configuration, all tickers of the same type are grouped together (with stocks first, followed by sectors, mutual funds, markets, indexes, groups, and finally futures). Then, each type is sorted in alphabetical order according to the ticker symbols.

The right-click menu gives you the flexibility to devise your own configuration by selecting any of the fields for either Primary or Secondary sorting.

↑ *To specify a field for primary or secondary sorting, do the following:*

1. With the mouse cursor positioned over the heading of the column that you want to use for sorting, click the right mouse button.
2. From the menu that appears, choose one of the four sorting options for the selected field:
 - Primary Ascending
 - Primary Descending
 - Secondary Ascending
 - Secondary Descending
3. When the Master Ticker List reappears, the list will be sorted using the new sorting option.