CBOEdirect™

Product Definition and Trading Session Maintenance User Guide

Version 8.7

Disclaimer

Change Notices

The following change notices are provided to assist users of the CBOE*direct* screen-based trading system in determining the impact of changes to their processing.

If you have any questions or review comments about this document, please contact Odalys Castro at (312) 786-8817.

Date	Version	Description of Change
5/06/11	8.7	No functional changes.
		Updated CBOE logo.
1/28/11	8.6	No changes
11/01/10	8.5	No changes
9/15/10	8.4	No changes
4/27/10	8.3	Updated for CBOEDIR_8.3
6/23/09	8.0	Updated the Futures product interfaces
11/10/08	7.1	No changes
8/29/08	7.0	Update for Order Maintenance Terminal (OMT) Functionality
7/26/07	6.4	Updated for HDE2
	6.3	No changes
4/13/07	6.2	No changes
3/16/07	6.1	No changes
1/05/07	6.0	Updated the Start menu interface to include the ITS option
11/14/06	5.5	Updated Trading Session windows
8/30/06	5.4	Updated Trading Session windows
1/12/06	5.0	Updated Trading Session windows to display COF_MAIN
10/05/05	4.8	Updated the Product Definition interfaces

Date	Version	Description of Change
8/08/05	4.7	No changes
5/18/05	4.5.1	Updated the Trading Session user interfaces to include a password protected confirmation dialog
5/4/05	4.5	No changes
3/03/05	4.4	Updated Start menu interface
2/14/05	4.3.1	Updated Trading Session Maintenance to include support mode access for session setup
1/12/05	4.3	Product Definition user interface updates to include the CUSIP number field
8/25/04	4.0	User interface updates to include the Stock trading session
5/24/04	3.10	New user interfaces for Trading Session Maintenance
		New functionality for trade server process start up in a trading session
3/8/04	3.7	New user interface for Save Configuration
		New Start Menu user interface
10/17/03	3.5	Support for the CBOE Futures session (CFE_MAIN)
		Product Definition user interface updates for the new session code selector
9/19/03	3.3	New user interfaces for the CBOE Futures (CFE_MAIN) session – **not currently supported**.
		Product Definition user interface updates for the new session code selector – **not currently supported**.
		New user interfaces for Product Lookup
7/22/03	3.1	Product Control tab user interface update
		New user interface for Product Description
		User interface update for Product Definition
		Updated user interface for the Start Menu
6/06/03	3.0	New Open Console Window user interface
		New section for Intraday Procedures
		Updated user interfaces for Product Definition
		New Product Class Group user interface
4/05/03	2.3	Added the steps to create option product classes using the TPF download process.
		Added a section for maintaining option products with the TPF download.
		Changed the Product Defintion section layout.
12/17/02	2.2	Updated the Price Adjustment user interface.
		Updated the Edit Column Preferences user interface in the Customizing CBOEdirect Windows section.

Date	Version	Description of Change
10/10/02	2.2	User interface changes for Product Definition.
6/19/02	2.0	Noted the affect of Product Description changes on product types.
6/18/02	2.0	Added an Edit Column Preferences section to the Reference Guide. User interface changes for Product Definition and Login.
5/13/02	2.0	User interface and functionality changes for Product Maintenance and Session Management.
03/21/02	2.0-draft	First draft of Version 2.0. User interface and functionality changes for Futures, Product Maintenance and Session Maintenance.

Table of Contents

Introduction

Purpose

This user guide was written to assist the System Administrator in utilizing the Product Maintenance and Trading Session Management features of the CBOE*direct* screen-based trading system.

Intended Audience

This user guide is intended for System Administrators or any person interested in CBOE*direct's* administrator functions.

Support and Questions

Questions regarding this document can be directed to The Chicago Board Options Exchange at (312) 786 7300 or via email at api@cboe.com.

Conventions Used in this Guide

The CBOE*direct* system was designed so that you can perform all of your Product Maintenance and Session Management activities from several display windows. Some fields are sensitive to both right and left mouse clicks. Window control functions can also be activated by using keyboard commands.

Section 1 of the document illustrates how to perform the necessary functions of the System Administrator. Additional information about window configuration and sizing can be found in Section 2: Reference Guide.

There are several conventions used throughout this guide to help trigger important information:

Bolding — Used to highlight menu selections (e.g., **Login**) and button names (e.g., **Update**)

✎ Note: — This notation is used to indicate important information you should note when performing the associated function.

Brackets [ ] — Used to highlight keyboard commands (e.g., [Alt]-[O]). Note that when [Alt] or [Ctrl] are used in conjunction with another key, hold down the first key while pressing the second.

Some button functions can be executed through keyboard commands. Hold down the [Alt] key and press the keyboard character of the underlined letter in the command. For example:

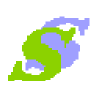
[Alt]-[R] Restores an active window

This mouse graphic with the right mouse button highlighted will appear in the margin when accompanying instructions relate to functions activated by clicking the ***right*** mouse button.

All other mouse commands (such as double clicking to display a window) refer to a normal left mouse click.

Help Desk-Only Function

This graphic will display in the margin whenever the feature being described is a Help Desk-only function.



Support Staff-Only Function

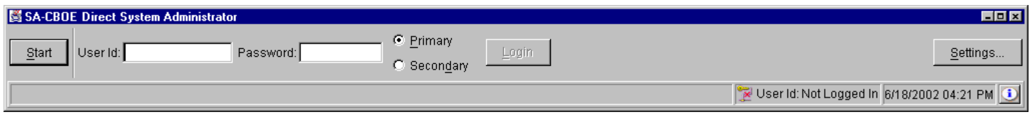
This graphic will display in the margin whenever the feature being described is a Support Staff-only function.

Section 1: Screen-Based Trading

This section of the user guide will direct you through all functions for Product Definition and Trading Session Maintenance using CBOE*direct*.

Getting Started

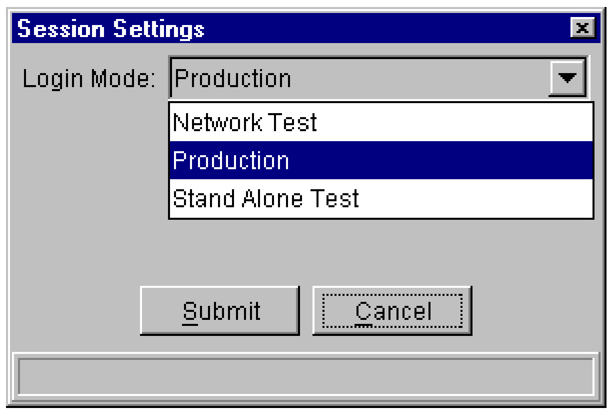
When you launch the CBOE*direct* Screen-Based System Administrator application, the following menu window will display.



Login

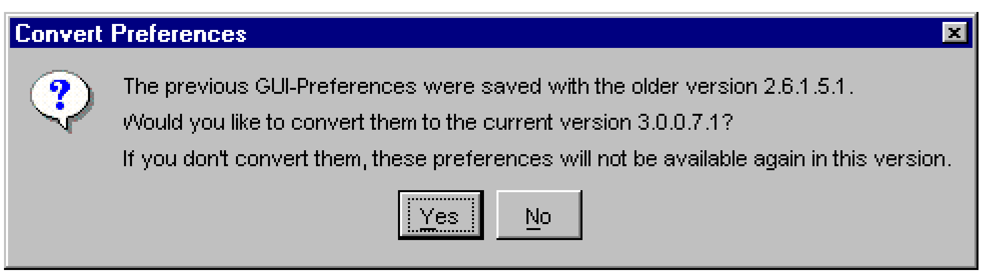
Enter your User ID and Password. Both User ID and Password are case sensitive. Select your login as Primary by clicking the appropriate radio button.

Click **Settings**, to change your login mode. The Session Settings window will display.

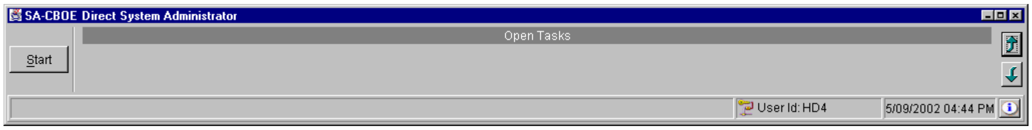


Select your login setting from the drop down list, click **Submit**. If you decide you do not wish to change your login mode, click **Cancel**. The system will return to the menu window. Click **Login**.

The first time you login, the system will prompt you to convert your GUI-Preferences to the current version. Click **Yes**. If you decide not to convert your preferences, click **No**.



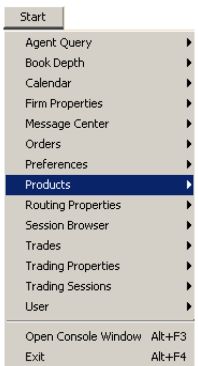
Once you are logged into the system, the Open Tasks toolbar will display on the CBOE*direct* window.

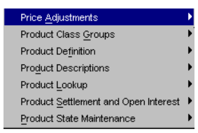


From this window you can open tasks, view session information, save window settings, and perform window controls. *For more details, see Section 2: Task Toolbar, page 64.*

You are now ready to perform System Administrator functions.

Product Maintenance





CBOEdirect allows you to perform various tasks for the maintenance of products. The features described in this section include: price adjustments and product definition and editing.

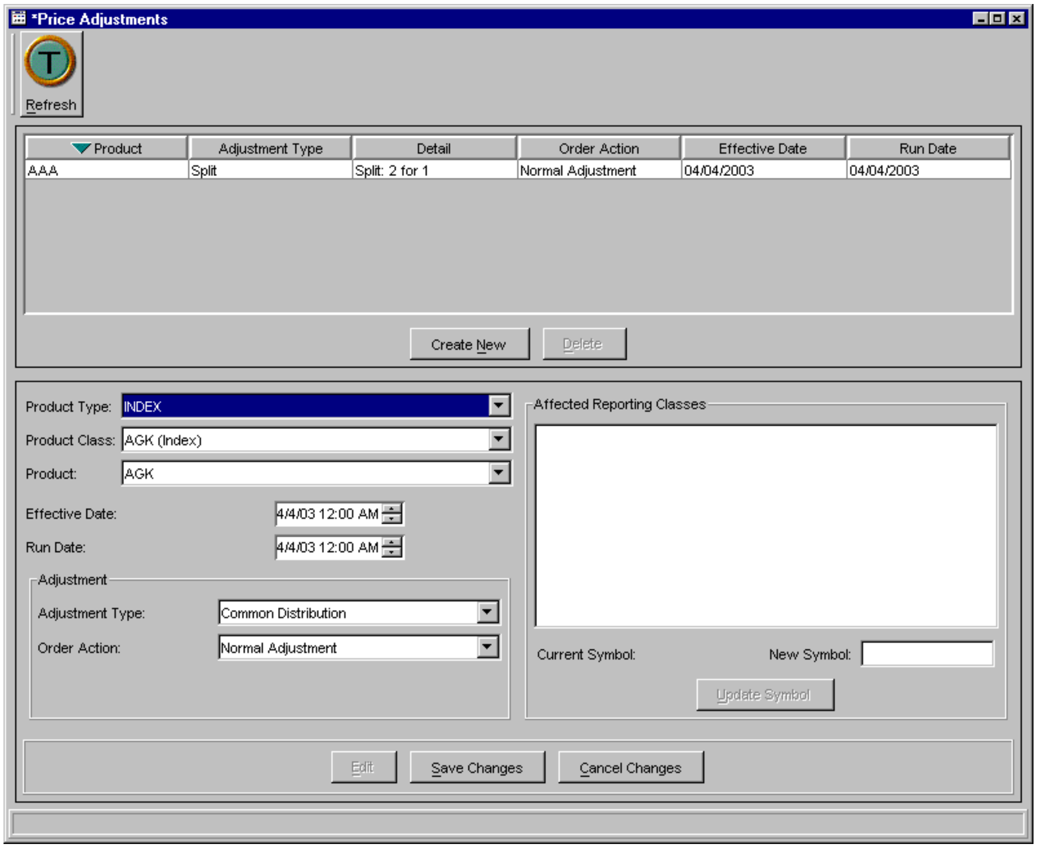
The system allows you to create multiple Product Maintenance windows. To save the configuration of each window, *see the Task Toolbar section, page 64*.

This window can remain open while performing other activities or click the ⊠ button in the upper right corner to close.

Price Adjustment

Price adjustments on orders are caused by changes in the underlying security, such as stock splits, stock dividends, symbol changes, etc.

From the Start menu, select **Products, Price Adjustments** then select **Create New Window**. The Price Adjustments window will display.



From this window, you can create, edit and delete product price adjustment information.

To create a new price adjustment for a product:

- Click the **Create New** button.
- Select the product type, product class and product from the drop down lists.
- Select the effective date of the price adjustment by clicking the up/down arrows until the desired date is reached.
- Select the run date by clicking on the up/down until the desired date is reached.
- From the Adjustment section of the window, select the adjustment type from the drop down list.
    - For a stock split adjustment, enter the stock split information below the adjustment type box.
    - For a symbol change adjustment type, enter the new symbol in the box below the adjustment type list box and in the Affected Reporting Classes section of the screen. Click **Update Symbol**. The new symbol will be applied to the affected reporting classes.

  - For a dividend percent adjustment, enter the percent in the box below the adjustment type list box.
  - For a dividend cash adjustment, enter the cash amount.
  - For a divident stock adjustment, enter the number of shares.
  - For a merger adjustment, enter the new symbol in the box below the adjustment type list box.
- Select the type of **Order Adjustment** from the drop down list.
- You can clear your price adjustment entries at anytime by clicking the **Refresh** button.
- Verify that the information is correct. Click **Save Changes**. The new price adjustment will display in the information section at the top of the window.
- To cancel the entry, click **Cancel Changes**.

To edit price adjustment information:

- Select the existing product from the information section at the top of the window. Click **Edit**. The product and its information will highlight and display.
- Change the effective date and run date by clicking on the calendar button or by clicking on the up/down arrows until the desired date is reached.

  Note: At this time, only the effective date and run date can be modified.
- Click **Save Changes**.
- To cancel the update, click **Cancel Changes**.

To delete price adjustment information:

- Select the product you wish to delete from the price adjustment information section at the top of the window. Click **Delete**. The Confirm Delete window will display.
- To complete the delete request, click **OK**.
- If you decide not to delete the price adjustment information, click **Cancel**.

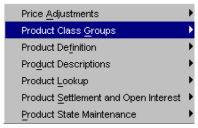
Edit Column Preferences

You can customize your Price Adjustement window by selecting or deselecting specific columns to display. To filter columns, right mouse click on a data row. Select **Edit Preferences**. The Edit Column Preferences window will display.

- Select or deselect columns for viewing and modify column arrangement as desired.
- To save your changes, click **Ok**.
- If you wish to retain the default settings, click **Cancel**.

For detailed information, refer to the Edit Column Preferences section, page 68.

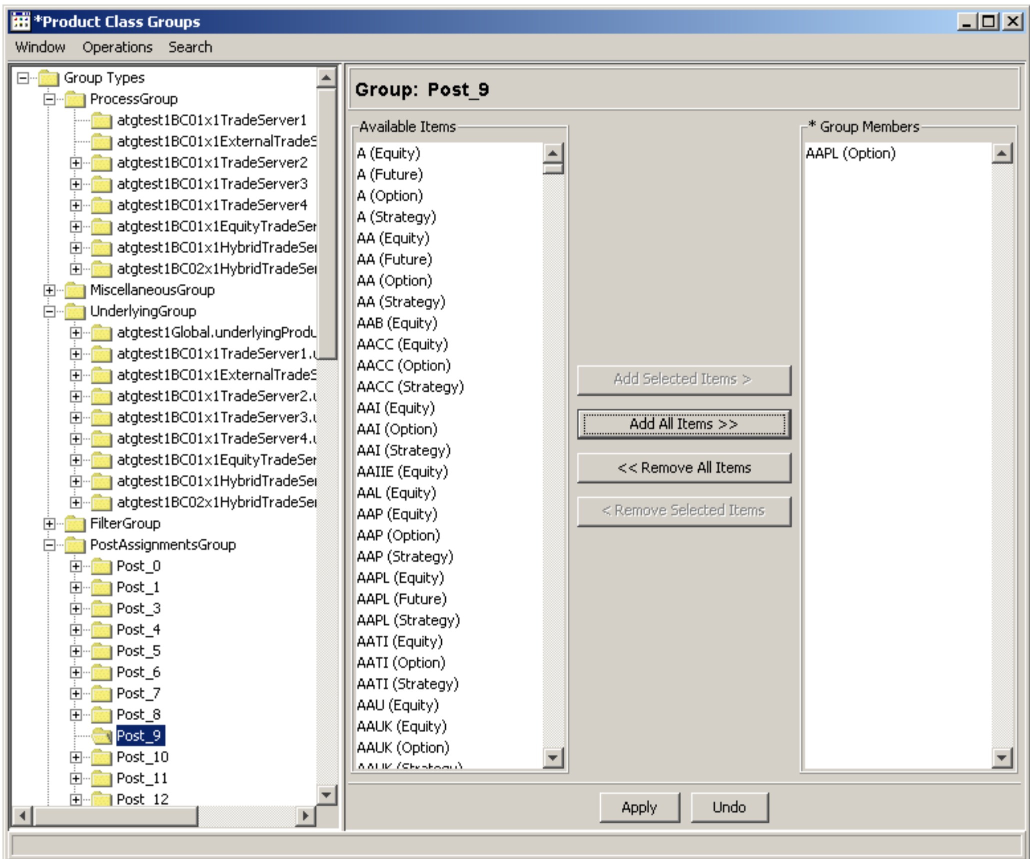
Product Class Groups



CBOE*direct* allows you to view the product classes that are available for specific group types. To view the product class groups, select **Products, Product Class Groups** from the Start Menu, then select **Create New Window**. The Product Class Groups window will display.

> **Note:** Only the System Support Staff will perform Product Class Group modifications.

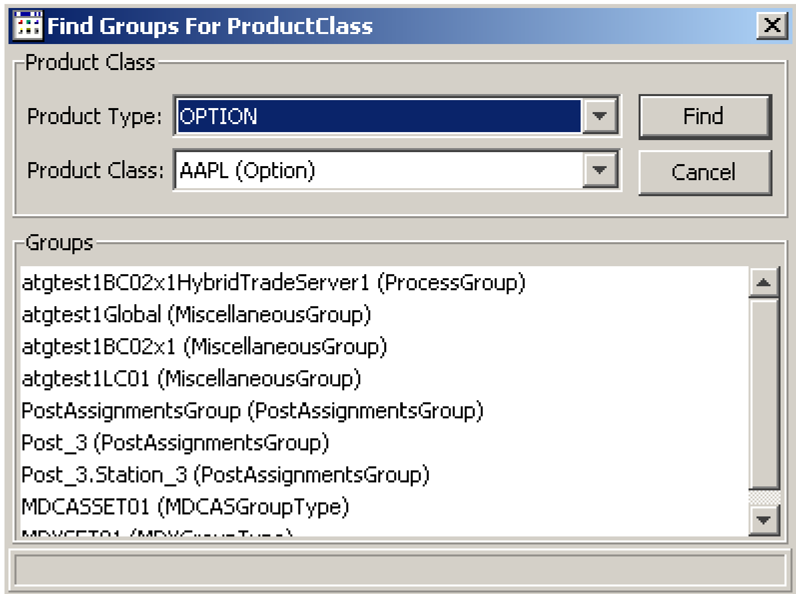
This window can be closed at anytime by clicking the ☒ button in the upper right corner or by selecting **Close** from the **Window Menu**.



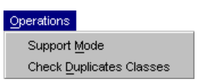
To view the product classes that are available for a specific group, click on the group name from the **Group Types** directory tree. The product classes that are available for this group will display in the **Available Items** list box. The product classes that have been selected for this group will appear in the **Group Members** list box.

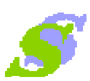
To search for a specific group, click on the **Search** menu option and select **Find Groups**. The following window will display.

Support Staff-Only Function



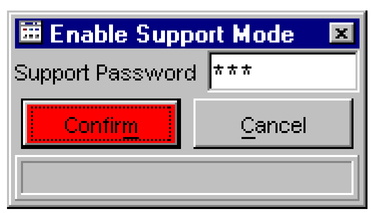
- Select the **Product Type** and **Product Class** from the drop down lists.
- Click **Find**. In the example above, the groups containing option class AAPL display in the **Groups** section of the window.
- Click **Cancel** to close the **Find Group for ProductClass** window.





Support Staff-Only Function

An additional access login is required to create a new group or modify an existing group. From the **Operations** Menu, select **Support Mode.** The Enable Support Mode window will display.

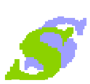


At this window, enter the **Support Password** in the text field and click **Submit**. Click **Confirm**. If the login is successful, the Product Class Groups window will display in editable format. If the login is unsuccessful, the system will prompt you with an "invalid password" message.

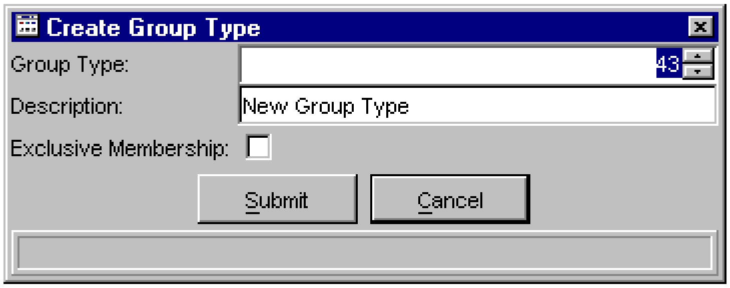
You can verify there are no duplicate product classes at anytime. From the **Operations** Menu, click **Check Duplicate Classes**. If there are no duplicate classes, the system will generate a message box stating there are no duplicate classes. If duplicate classes exist, the system will list the duplicate classes in the message box.

➢ **Create a New Product Group Type**

- From the directory tree, right mouse click on the Group Type folder and select **Create Group Type**. The **Create Group Type** window will display.



Support Staff-Only Function

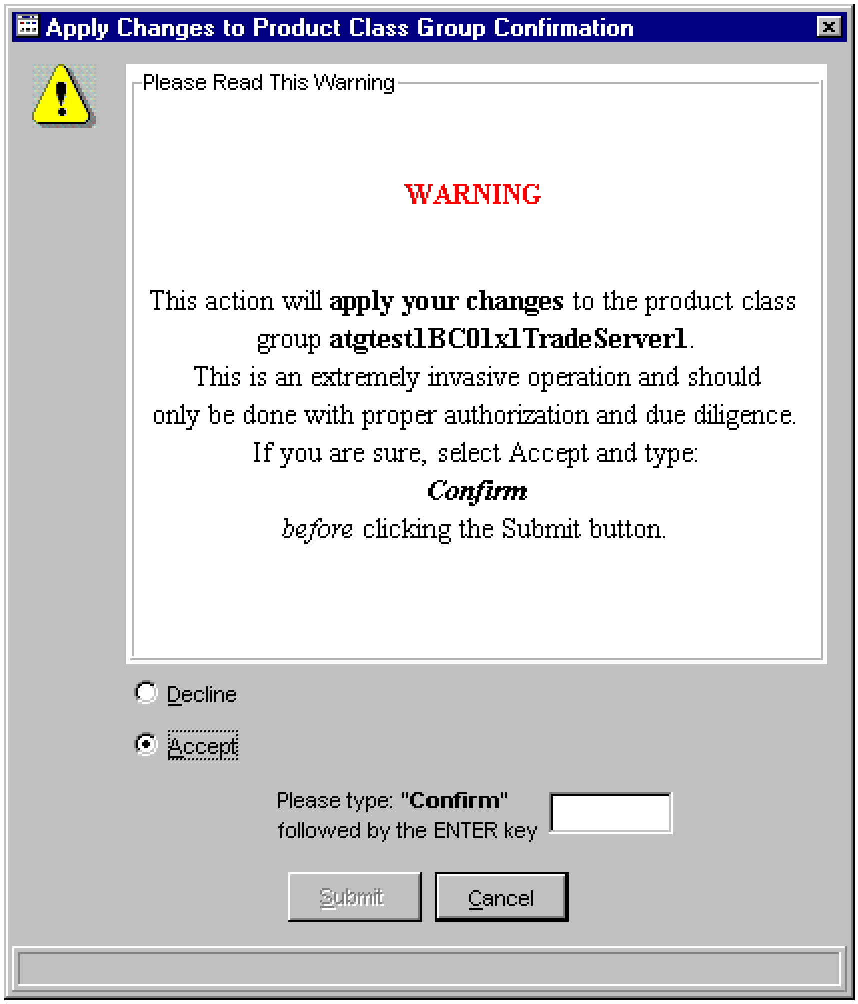


- From this window, enter the group type number in the Group Type text box.
- Enter the new group type description in the Description text box.
- Select if the group type will have restricted membership by selecting the **Exclusive Membership** check box.
- Click **Submit**. Click **Confirm**. The new group type will display in the Group Type directory tree.
- If you decide not to create a new group type, click **Cancel**.

➢ Add Product Classes to the New Group Type

Support Staff-Only Function

- Select the new Product Group name from the directory tree. The available product classes will display in the **Available Items** list box.
- From the Available Items list box, highlight the product classes you would like to add to the new product class group.
- Click the **Add Selected Items** button. The product classes you selected will display in the Group Members list box.
- If you decide to cancel your changes, click **Undo**.
- To save the changes, click **Apply**. CBOE*direct* will generate a confirmation message to verify that you are sure you want to make the change.



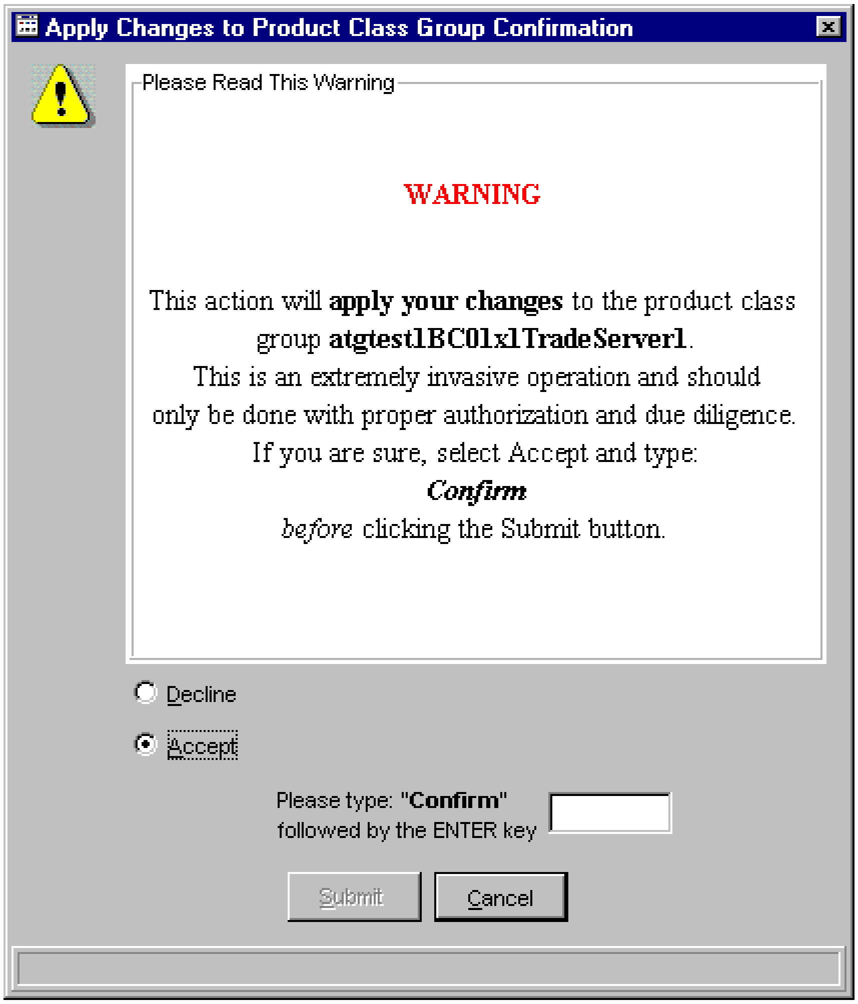
- The window defaults to **Decline**. Click **Cancel** to exit the **Confirmation** dialog without executing the changes.
- If you are sure you want to make the change, read the dialog carefully, click the **Accept** radio button and type “**Confirm**” in the text box followed by the **Enter** key.
- Click **Submit**. The product classes you selected will be added to the Group Members list box and will display in the Available Items list box.
- If you wish to add all of the product classes displayed in the Available Items list box to the new product group, click **Add All Items**. Click **Apply**. The **Confirmation** dialog will appear for your verification.
- If you accept the changes, all the product classes will be added to the Group Members list box and will display in the Available Items list box.

➢ **Remove Product Classes from the Group Type**

Support Staff-Only Function

- Select the Product Group name from the directory tree. The product classes included in the group will display in the **Group Members** list box.
- From the Group Members list box, highlight the product classes you would like to remove from the product class group.

- Click the **Remove Selected Items** button. If you decide to cancel your changes, click **Undo**. The remove function will be reversed.
- To save the changes, click **Apply**. CBOE*direct* will generate a confirmation message to verify that you are sure you want to make the change.

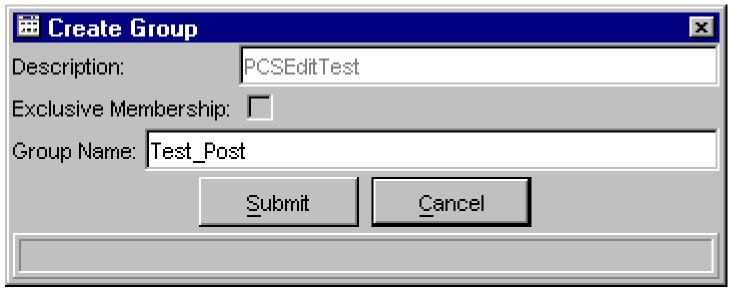


- The window defaults to **Decline**. Click **Cancel** to exit the **Confirmation** dialog without executing the changes. If you are sure you want to make the change, read the dialog carefully, click the **Accept** radio button and type "**Confirm**" in the text box followed by the **Enter** key.
- Click **Submit**. The product classes you selected will be removed from the Group Members list box and will display in the Available Items list box.
- If you wish to remove all of the product classes from the product group, click **Remove All Items**. Click **Apply**. The **Confirmation** dialog will appear for your verification.
- If you accept the changes, all the product classes will be removed from the Group Members list box and will display in the Available Items list box.

➢ Create a New Group

To add new Group to a Group Type, right mouse click on the desired Group Type folder in the directory tree. Select **Create Group**. The **Create Group** window will display.

Support Staff-Only Function



- From this window, enter the group name in the Group Name text box.
- Enter the new group description in the Description text box.
- If you decide not to create a new group, click **Cancel**.
- Click **Submit**. Click **Confirm**. The new group will display in the directory tree.

  ✎ **Note:** Once created, groups cannot be removed. All groups must be descendants of a group type.

- To add product classes to the new group, refer to Add Product Classes to the New Group Type in the section above.

➢ Link Sub-Groups to a Group

Groups become Sub-Groups when they are linked within other Group folders. In the example above, the group folder **ProdBC01ExternalTradeServer1** is a sub-group of group **ProdBC01**.

Support Staff-Only Function

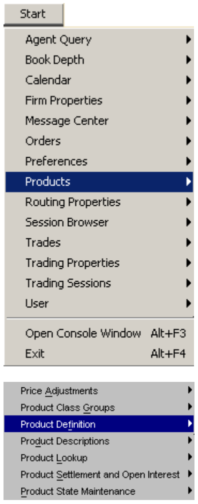
To create a Sub-Group link:

- Right mouse click on the group folder you want to add as a sub-group in another group folder, select the option **Create SubGroup Link**.
- Right mouse click on the receiving folder, select **Paste SubGroup Link**. The group folder becomes a sub-group folder in the receiving folder.

To remove a Sub-Group:

- Right mouse click on the Sub-Group you wish to remove, select **Remove Group**.

Defining a Product



From the Start menu, select **Products, Product Definition** then select **Create New Window**. The Product Definition window will display.

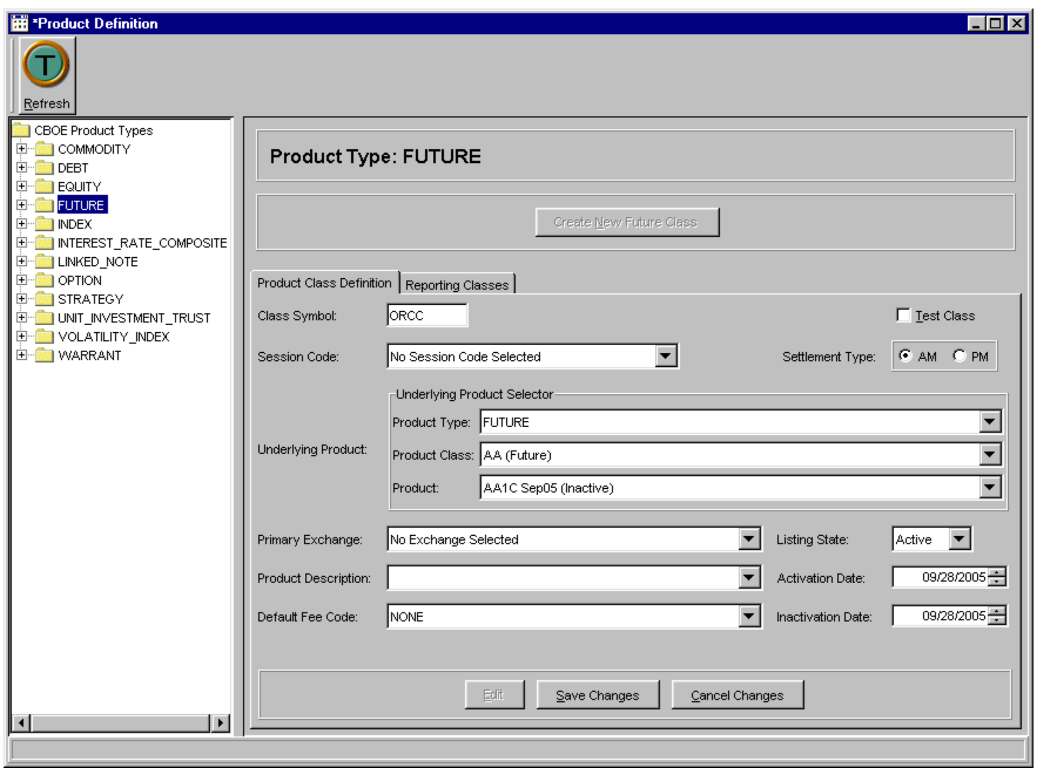
Initally, the window will be blank. From this window you will be able to create new products and edit existing product information.

> **Note:** New product classes cannot be created intraday. Reporting classes can be entered intraday.

> **Note:** Products not currently supported by CBOEdirect include: Commodity, Debt, Linked_Note, Unit_Investment_Trust, Volatility_Index and Warrant.

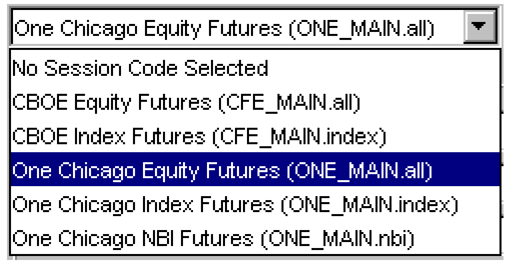
➢ Create a New Future Product Class

From the CBOE Product Types directory tree, click on the **Future** folder. Click **Create New Future Class**. The Product Class Definition tab will display.



- Enter the class symbol for the new product class in the Class Symbol box. The class symbol must be entered in uppercase letters.
- Select the session where the product class will trade by selecting the session

code from the **Session Code** drop down list.



✎ **Note:** In the example above, product class ORCC has been assigned to the One Chicago Equity Futures session represented by ONE_MAIN.all in CBOEdirect.

- If the new product class is a test class, click the **Test Class** checkbox.
- Click on the **AM** or **PM** radio button to choose the product class **Settlement Type**.
- From the Underlying Product Selector drop down list boxes, choose the product type, product class and product to be used as the underlying security.

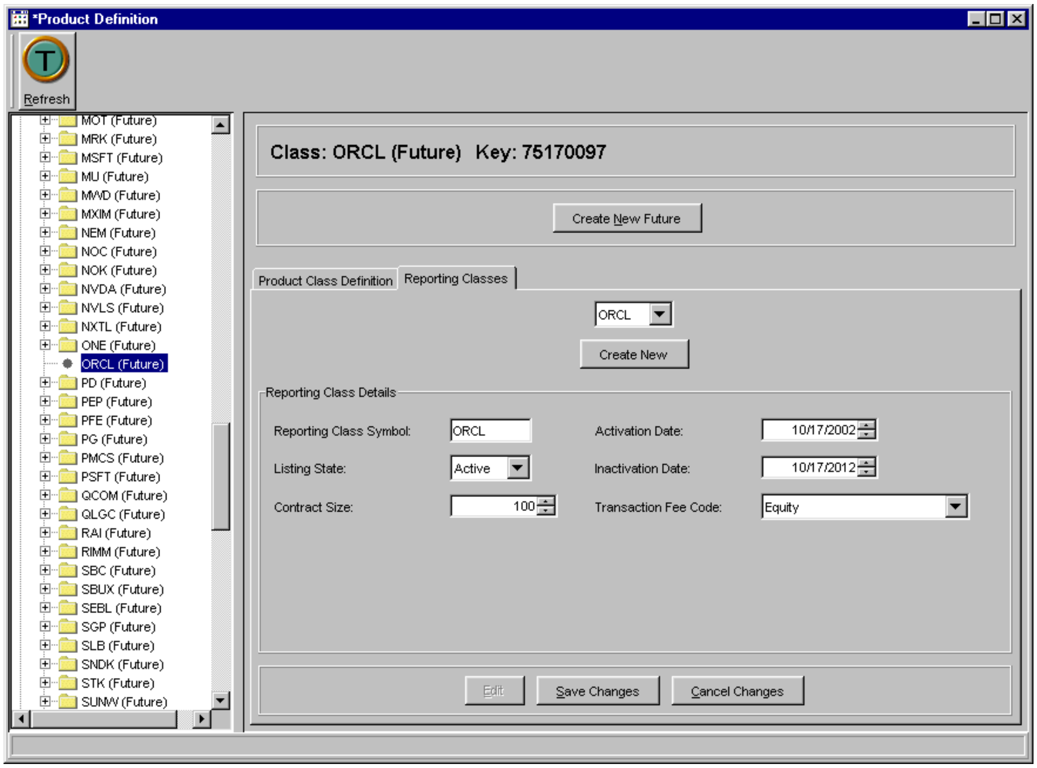
  ✎ **Note:** If the underlying product does not exist, a new Equity product must be created. To create a new Equity product, *refer to the Create a New Equity Product section, page 33*.
- Select the product class's primary exchange and listing state from the Primary Exchange and Listing State drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the product description from the Product Description drop down list box.

  ✎ **Note:** For product description features and limitations, *refer to the Product Description section, page 41*.
- Select the fee code from the Default Fee Code drop down list box.
- To enter the new product class into the system, click **Save Changes**. The new product will display in the CBOE Product Types directory.

Create a Future Reporting Class

To create a new reporting class, click the Reporting Class tab.

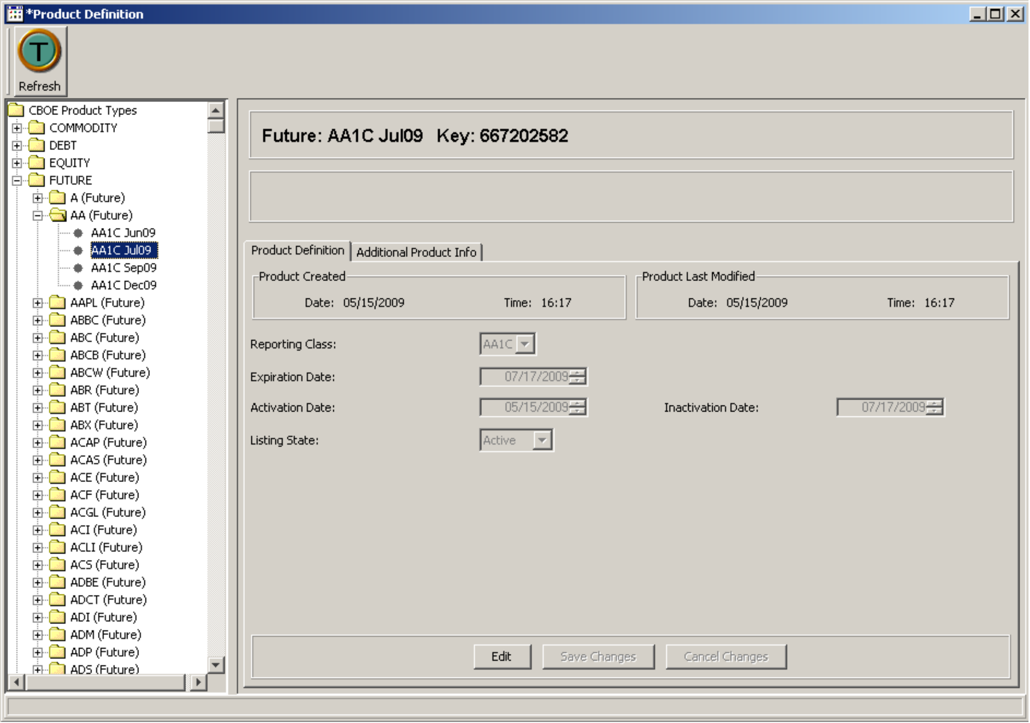
Note: Future classes can have only four reporting classes.



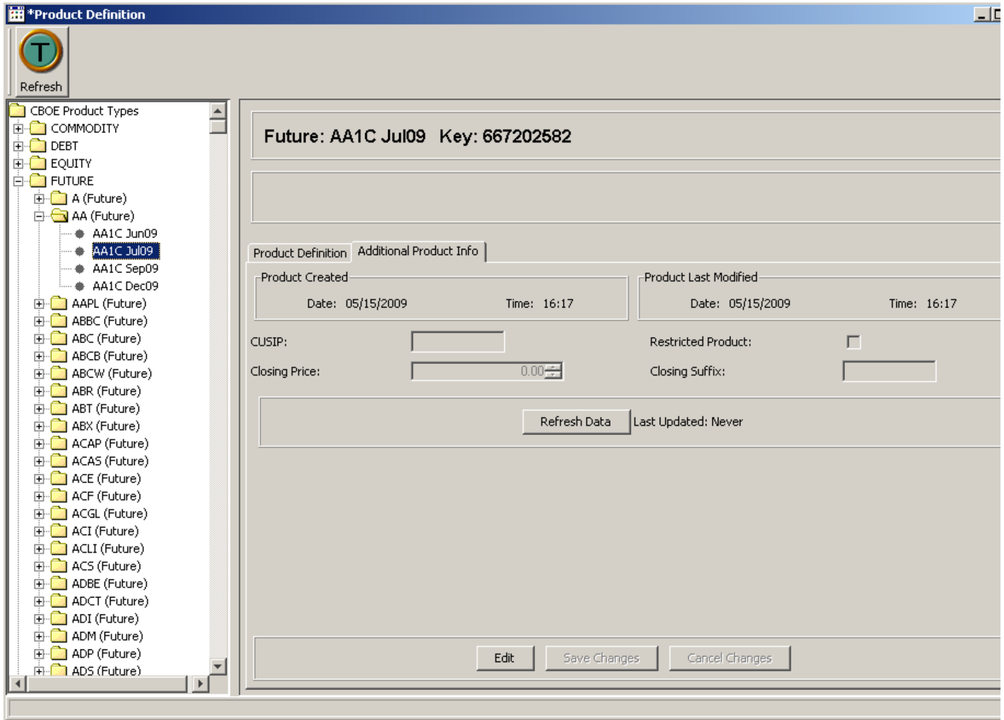
- Click **Create New**. Enter the reporting class symbol for the new product in the Class Symbol box. The class symbol must be entered in uppercase letters.
- Select the listing state from the listing state drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the contract size.
- Select the fee code from the Default Fee Code drop down list box.
- To save the new reporting class, click **Save Changes**. The reporting class displays in the CBOE Product Types directory.
- If you decide not to create a new reporting class, click **Cancel Changes**.

Create a New Future Product

From the CBOE Product Types directory, double click on the Future Directory and highlight the Future class you wish to modify. The Product Class Definition tab will display.



- Click **Create New Future**.
- From the drop down list boxes, update the Reporting Class, Expiration date, Activation Date, Inactivation Date and Listing State, if required.
- If you wish to change the product's CUSIP number, click on the **Additional Product Info** tab.

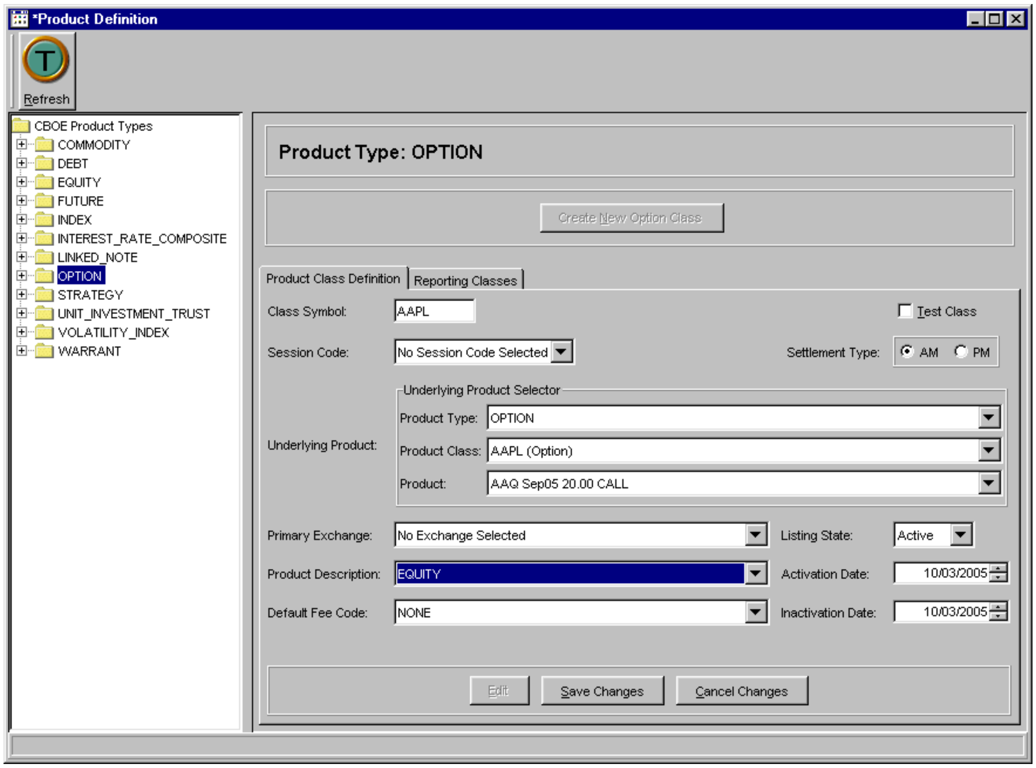


- Enter the CUSIP number in the text box. You can also change the Closing Price and select if the product should be restricted.
- To save the product, click **Save Changes**. The product displays in the CBOE Product Types directory.
- If you decide not to create a new product, click **Cancel Changes**.
- To update the data in this window, click **Refresh Data**.

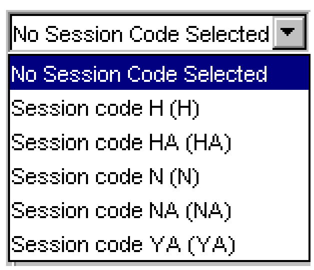
Help Desk-Only Function

Create a New Option Product Using the TPF Download Process

- From the CBOE Product Types directory, click on the **Option** folder. Click **Create New Option Class**. The Product Class Definition tab will display.



- Enter the class symbol for the new product in the Class Symbol box. The class symbol must be entered in uppercase letters.
- When creating Option product classes using the TPF download, select **No Session Code Selected** from the **Session Code** drop down list. The TPF download automatically assigns the product class to the appropriate session.



- From the Underlying Product Selector drop down list boxes, choose the product type and product class to be used as the underlying security.

  ✎ **Note:** If the underlying product does not exist, a new Equity product must be created. To create a new Equity product, *refer to the Create a New Equity Product section, page 33*.

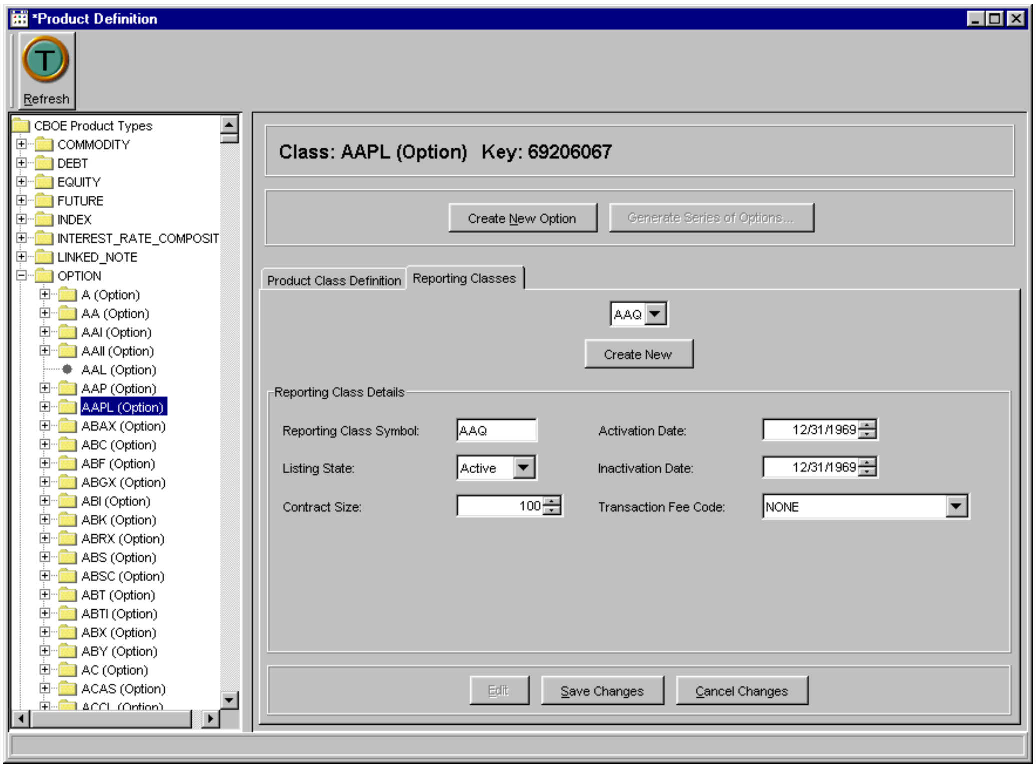
- Choose the corresponding radio button for the **Settlement Type**: **AM** or **PM**.
- Select the product class's Primary Exchange and Listing State from the drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the Product Description from the drop down list box.

> **Note:** For product description features and limitations, *refer to the Product Description section, page 41*.

- Select the fee code from the Default Fee Code drop down list box.
- To enter the new product class into the system, click **Save Changes**. The new product class will display in the CBOE Product Types directory.

Create an Option Reporting Class

To create a new reporting class, click the Reporting Class tab.



- Click **Create New**. Enter the reporting class symbol for the new product in the Class Symbol box. The class symbol must be entered in capital letters.
- Select the listing state from the listing state drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired date is reached.
- Select the contract size.
- Select the fee code from the Default Fee Code drop down list box.
- To save the new reporting class, click **Save Changes**. The reporting class displays in the CBOE Product Type directory.
- If you decide not to create a new reporting class, click **Cancel Changes**.

Create a New Option Product

- Option products are not created. They are downloaded from the system.

➢ **Overview for Maintaining Option Products Using the Download**

Several steps must be considered for maintaining Option products from the download, formally, the TPF download.

- Define the Underlying Product Class.
- Define the Option Product Class and assign it to the appropriate underlying.
- Define all the related Reporting Classes for the Option Product Class.
- No need to manually add products.
- Assign Underlying to the Underlying session.
- The class will be available in the session on the next business day.

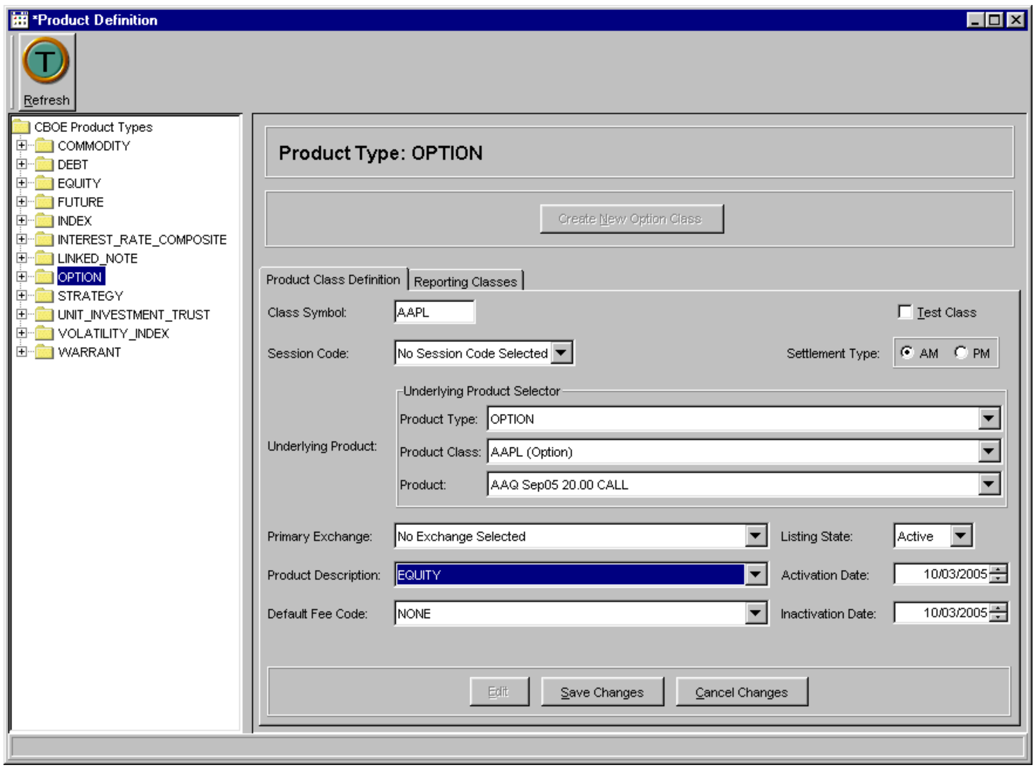
To Add a Reporting Class Intraday

- Add the Reporting Class to the existing Product Class.
- Contact Operations to perform a refresh of the new Reporting Class.

➢ Create a New Option Product without the Download Process

- From the CBOE Product Types directory, click on the **Option** folder. Click **Create New Option Class**. The Product Class Definition tab will display.

  ✎ **Note:** Option product classes should not be created intraday.

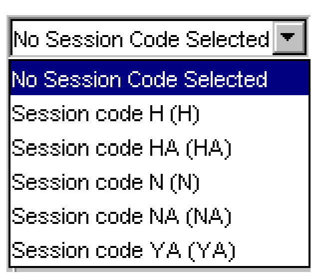


- Enter the class symbol for the new product in the Class Symbol box. The class symbol must be entered in uppercase letters.

- If the class will be used as a test class, select the **Test Class** checkbox.

- Choose the corresponding radio button for the **Settlement Type**: **AM** or **PM**.

- If you must create an option product class intraday, select **No Session Code Selected** from the **Session Code** drop down list. The TPF download automatically assigns the product class to the appropriate session the next business day.



- From the Underlying Product Selector drop down list boxes, choose the product type and product class to be used as the underlying security.

Note: If the underlying product does not exist, a new Equity product must be created. To create a new Equity product, *refer to the Create a New Equity Product section, page 33*.

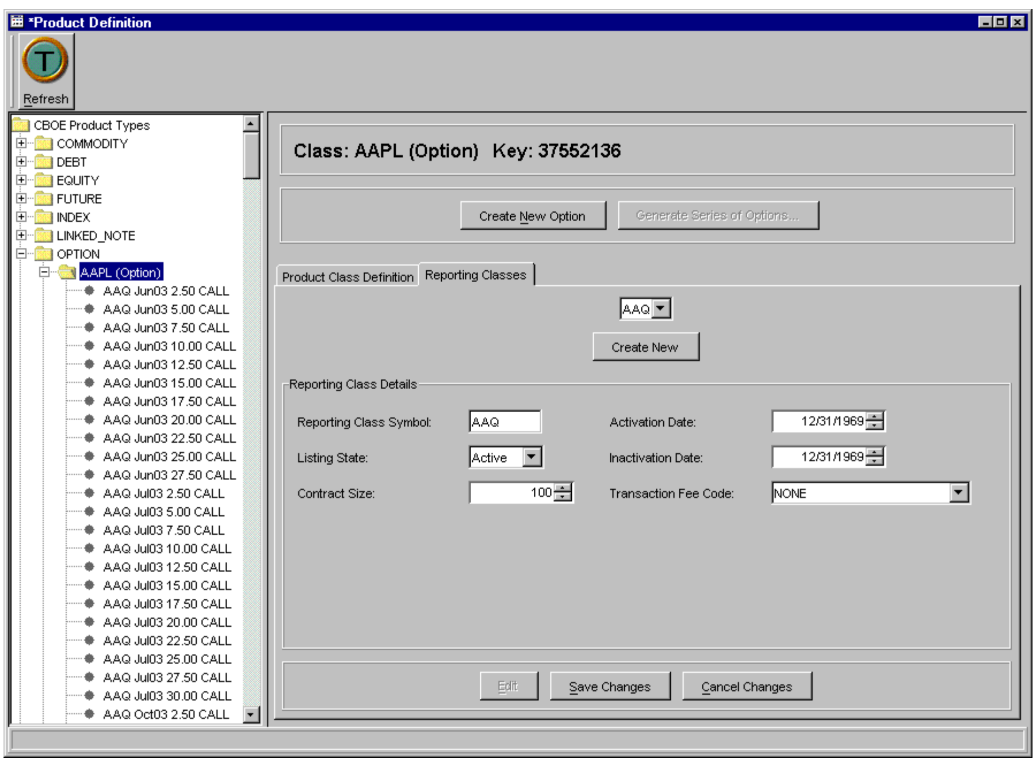
- Select the product's Primary Exchange and Listing State from the drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the Product Description from the drop down list box.

Note: For product description features and limitations, *refer to the Product Description section, page 41*.

- Select the fee code from the Default Fee Code drop down list box.
- To enter the new product class into the system, click **Save Changes**. The new product class will display in the CBOE Product Types directory.
- If you decide not to create a new product class, click **Cancel Changes**.

Create an Option Reporting Class

To create a new reporting class, click the Reporting Class tab.

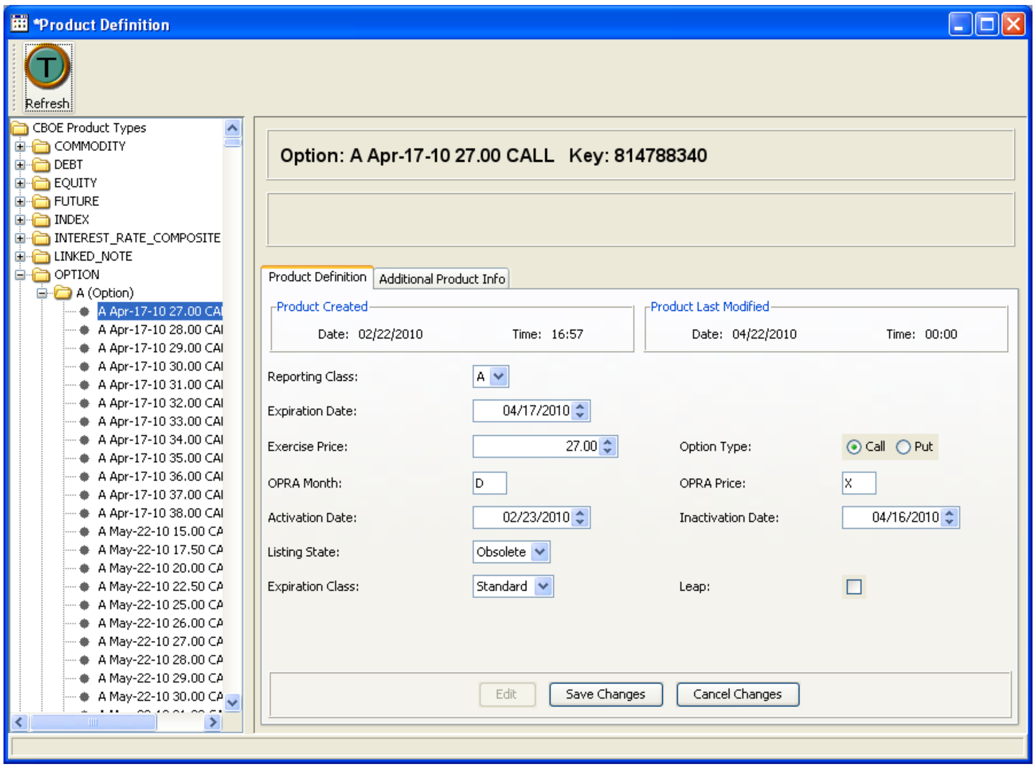


- Click **Create New**. Enter the reporting class symbol for the new product in the Class Symbol box. The class symbol must be entered in capital letters.
- Select the listing state from the listing state drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.

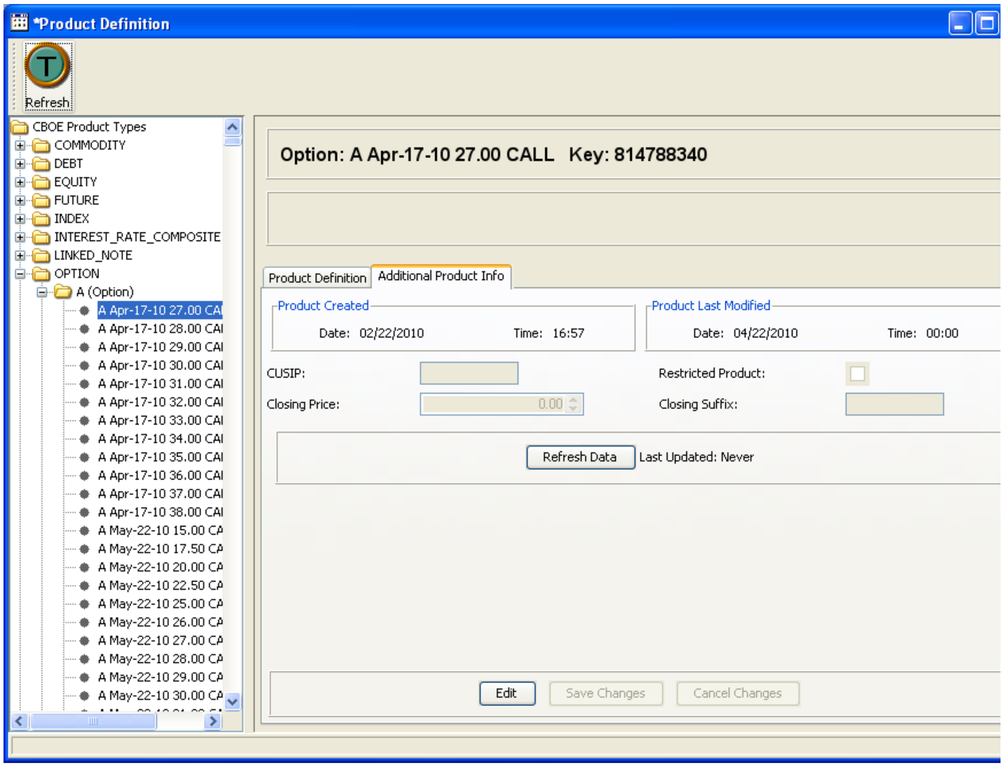
- Select the contract size.
- Select the fee code from the Default Fee Code drop down list box.
- To save the new reporting class, click **Save Changes**. The reporting class displays in the CBOE Product Type directory.
- If you decide not to create a new reporting class, click **Cancel Changes**.

Create a New Option Product

From the CBOE Product Types directory, double click on the Option Directory and highlight the Option class you wish to modify. The Product Class Definition tab will display.



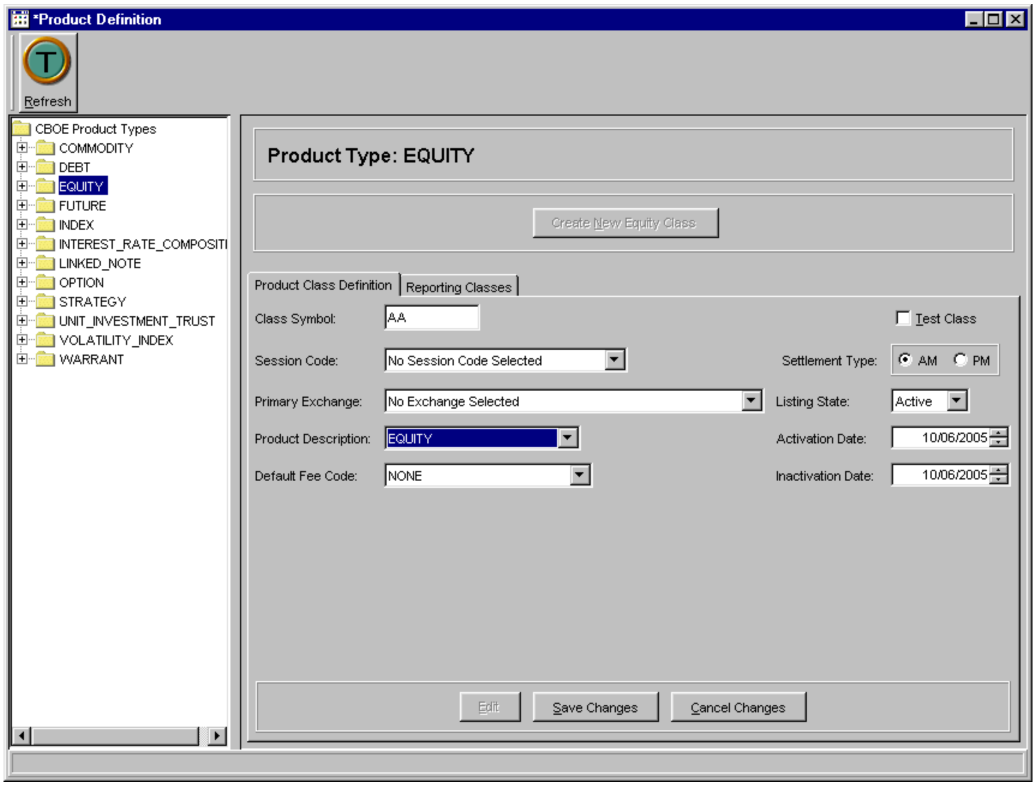
- Click **Create New Option**.
- From the drop down list boxes, update the Reporting Class.
- Select the Expiration date, Activation Date, Inactivation Date by typing over the current dates or click on the up/down arrows until the desired dates are reached.
- If you wish to change the CUSIP number for the product, click on the **Additional Product Info** tab.



- Click **Edit**. The fields will become editable. Enter the CUSIP number in the text box. You can also change the Closing Price and select if the product should be restricted.
- To save the product, click **Save Changes**. The product displays in the CBOE Product Types directory.
- If you decide not to create a new product, click **Cancel Changes**.
- To update the data in this window, click **Refresh Data**.

➢ Create a New Equity Product Class

- From the CBOE Product Types directory tree, click on the **Equity** folder. Click **Create New Equity Class**. The Product Class Definition tab will display.



- Enter the class symbol for the new product class in the Class Symbol box. The class symbol must be entered in capital letters.
- The **Session Code** selector defaults to **No Session Code Selected**.
- If the new product class is a test class, click the Test Class checkbox.
- Choose the corresponding radio button for the **Settlement Type**: **AM** or **PM**.
- Select the product class's primary exchange and listing state from the Primary Exchange and Listing State drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the Product Description from the drop down list box.

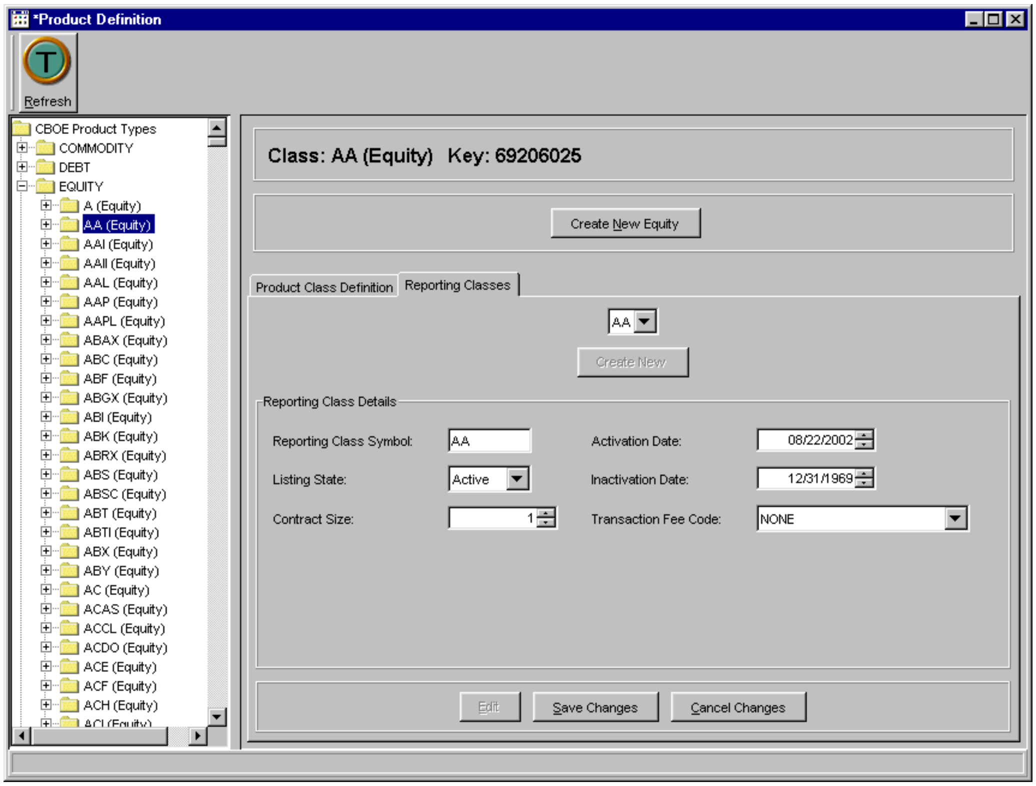
  ✎ **Note:** For product description features and limitations, *refer to the Product Description section, page 41*.
- Select the fee code from the Default Fee Code drop down list box.
- To enter the new product into the system, click **Save Changes**. The new product will display in the CBOE Product directory.

- If you decide not to create a new product class, click **Cancel Changes**.

Create a New Equity Reporting Class

To create a reporting class, select the reporting class tab.

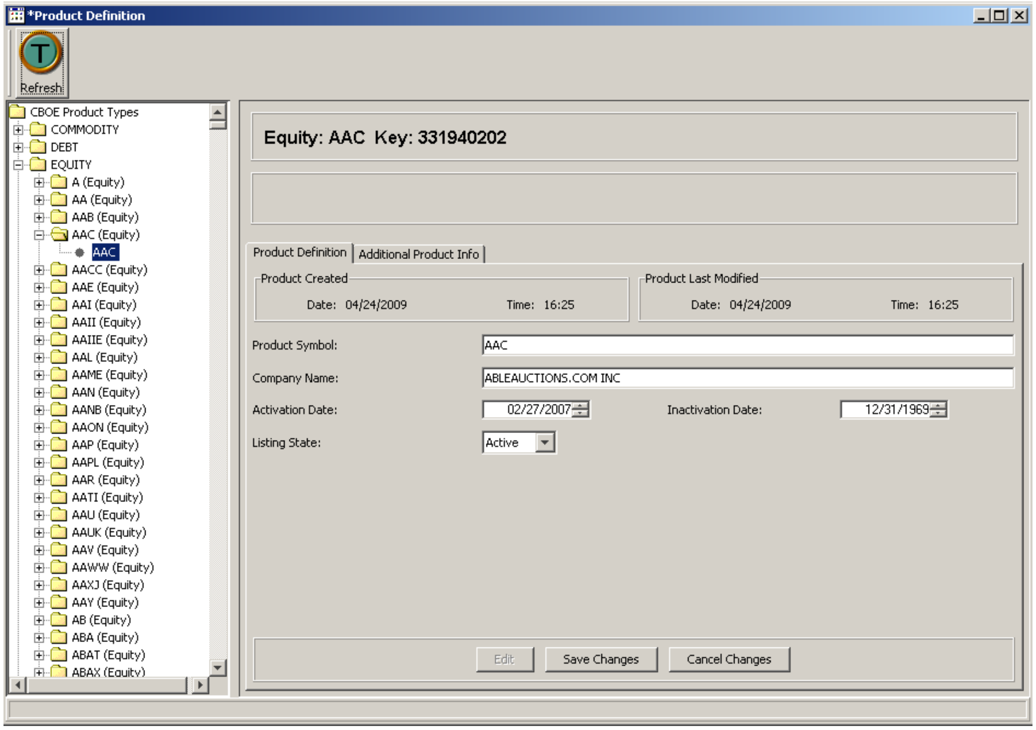
> **Note:** Equity classes can have only one reporting class.



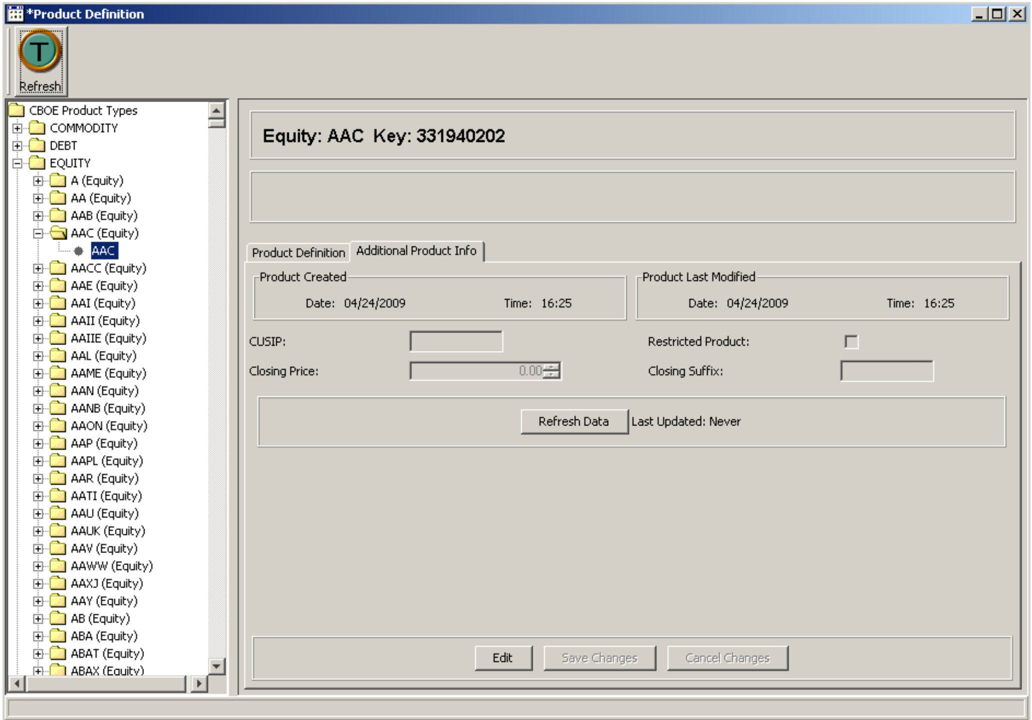
- Click **Create New**. Enter the reporting class symbol for the new product in the Class Symbol box. The class symbol must be entered in capital letters.
- Select the listing state from the listing state drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the contract size.
- Select the fee code from the Default Fee Code drop down list box.
- To save the new reporting class, click **Save Changes**. The reporting class displays in the CBOE Product Type directory.
- If you decide not to create a new reporting class, click **Cancel Changes**.

Create a New Equity Product

From the CBOE Product Types directory, double click on the Equity Directory and highlight the Equity class you wish to modify. The Product Class Definition tab will display.



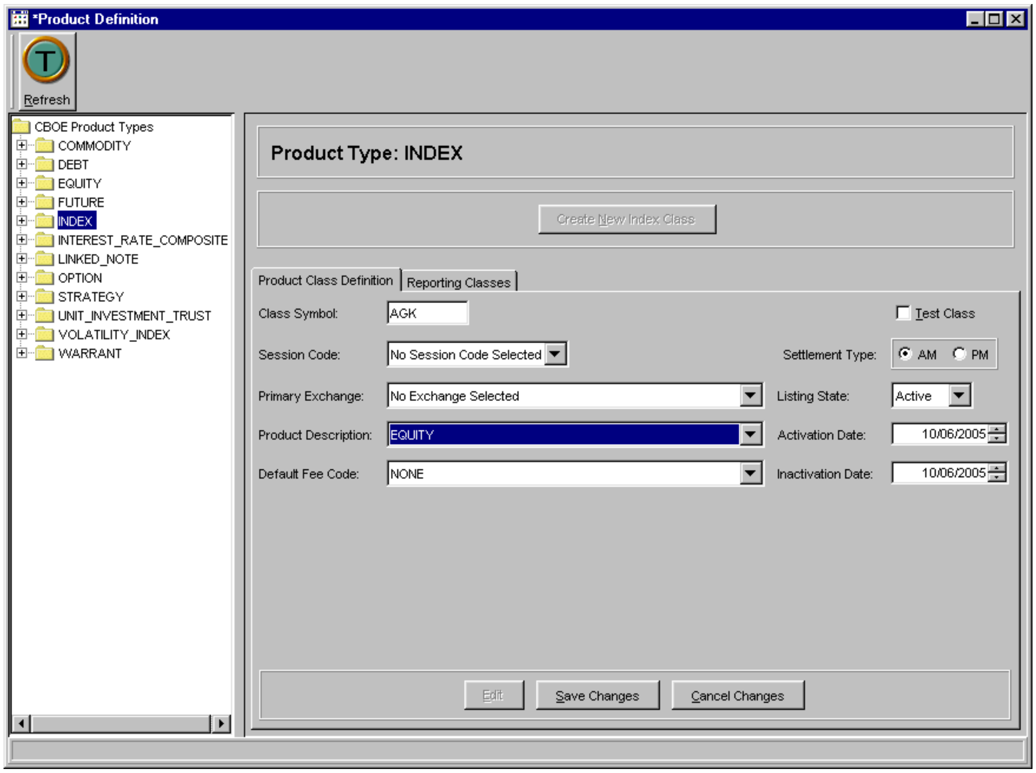
- Click **Create New Equity**.
- Enter the Product Symbol in all capital letters.
- Enter the Company Name.
- Select the Expiration date and Activation Date by typing over the current dates or click on the up/down arrows until the desired dates are reached.
- Select the Listing State from the drop down list box.
- If you wish to change the CUSIP number for the product, click on the **Additional Product Info** tab.



- Enter the CUSIP number in the text box. You can also change the closing price and select if the product should be restricted.
- To save the product, click **Save Changes**. The product displays in the CBOE Product Types directory.
- If you decide not to create a new product, click **Cancel Changes**.
- To update the data, click **Refresh Data.**

➢ Create a New Index Product Class

- From the CBOE Product Types directory tree, click on the **Index** folder. Click **Create New Index Class**. The Product Class Definition tab will display.



- Enter the class symbol for the new product class in the Class Symbol box. The class symbol must be entered in capital letters.
- The **Session Code** selector defaults to **No Session Code Selected**.
- If the new product class is a test class, click the Test Class checkbox.
- Choose the corresponding radio button for the **Settlement Type**: **AM** or **PM**.
- Select the product class's primary exchange and listing state from the Primary Exchange and Listing State drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the product description from the drop down list box.

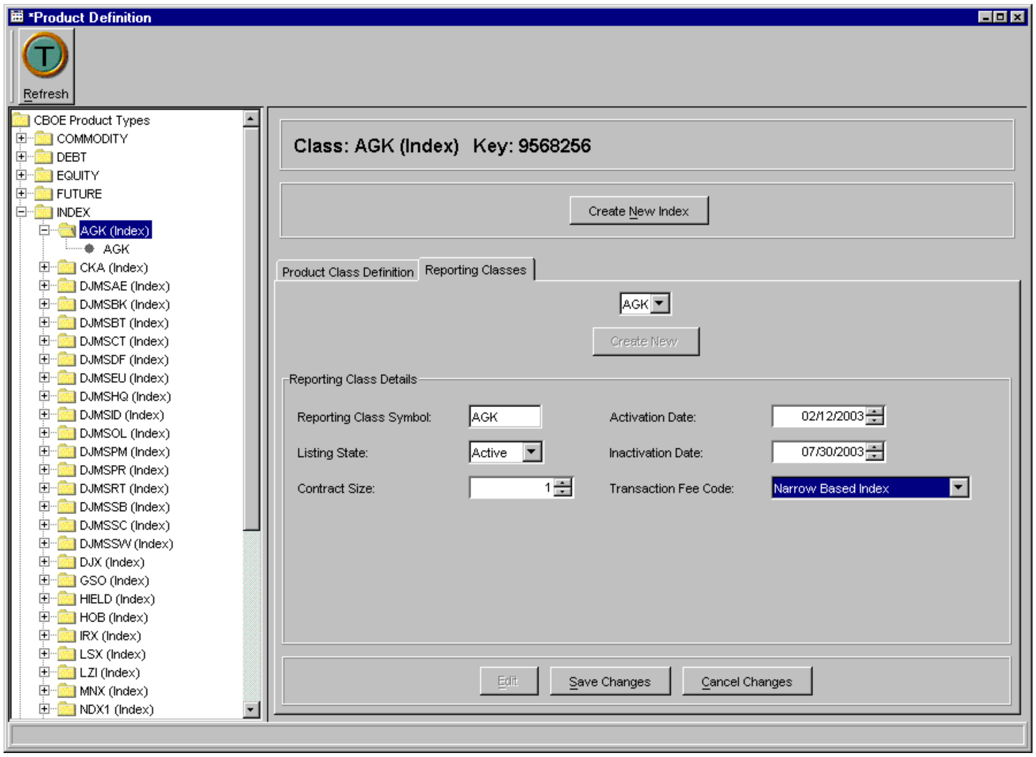
  ✎ **Note:** For product description features and limitations, *refer to the Product Description section, page 41*.

- Select the fee code from the Default Fee Code drop down list box.
- To enter the new product class into the system, click **Save Changes**. The new product will display in the CBOE Product Types directory.
- If you decide not to create a new product class, click **Cancel Changes**.

Create an Index Reporting Class

Click on the Reporting Class tab to enter a new Index reporting class.

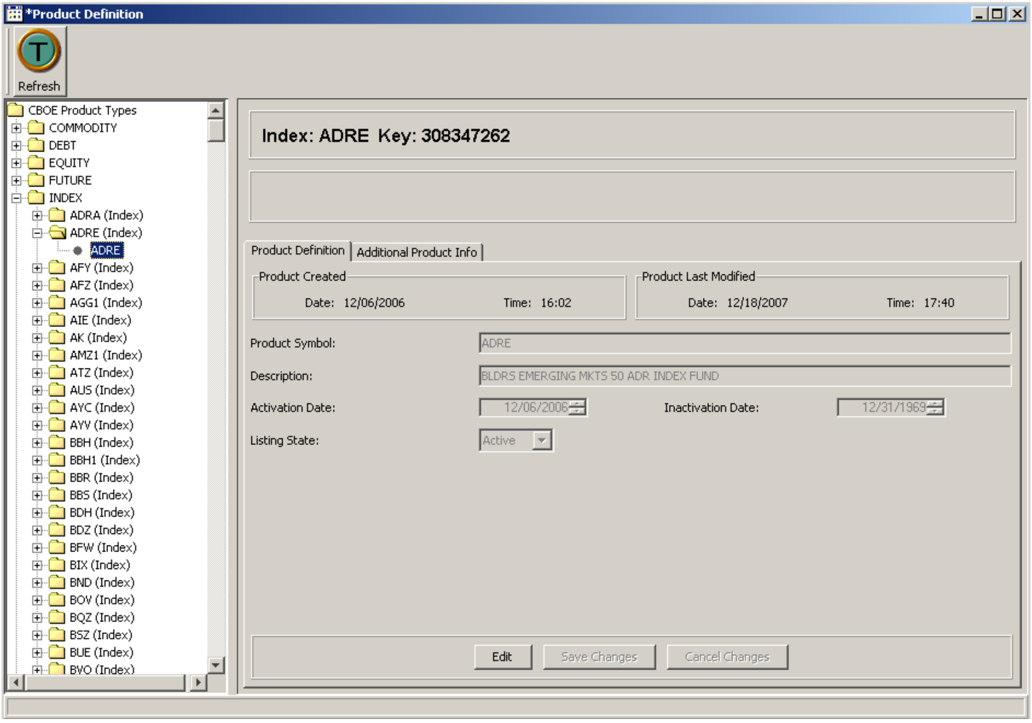
Note: Index classes can have only one reporting class.



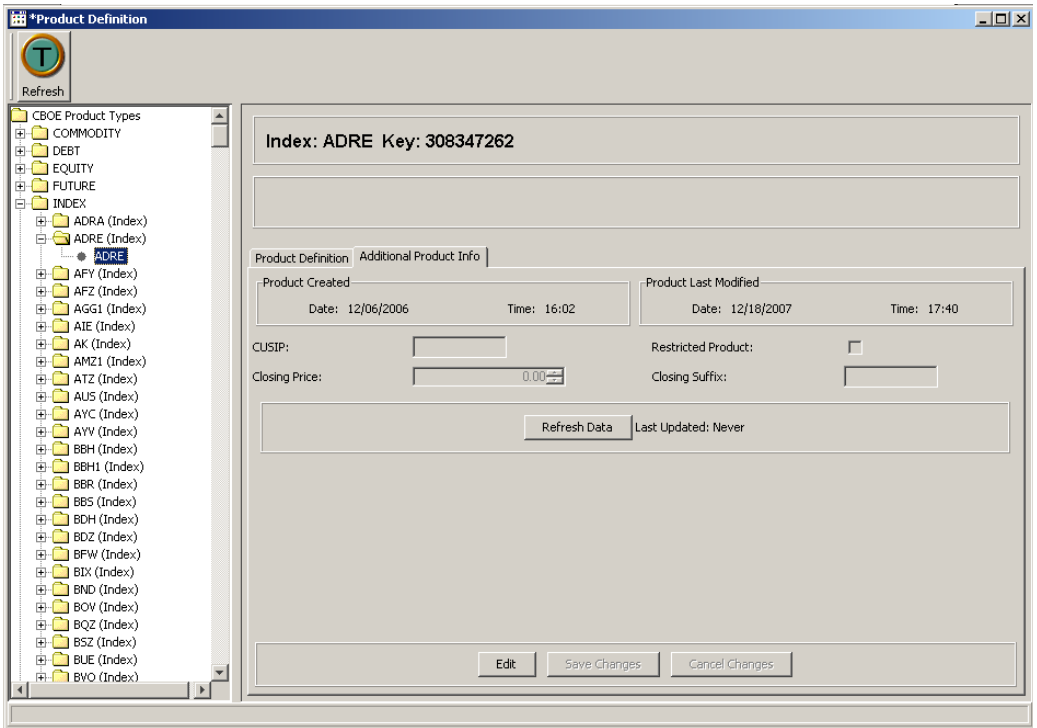
- Click **Create New**. Enter the reporting class symbol for the new product in the Reporting Class Symbol box. The class symbol must be entered in capital letters.
- Select the listing state from the listing state drop down lists.
- To enter the activation and inactivation dates select the up/down arrows until the desired dates are reached.
- Select the contract size.
- Select the fee code from the Default Fee Code drop down list box.
- To save the new reporting class, click **Save Changes**. The reporting class displays in the CBOE Product Types directory.
- If you decide not to create a new reporting class, click **Cancel Changes**.

Create an Index Product

From the CBOE Product Types directory, double click on the Index Directory and highlight the Index class you wish to modify. The Product Class Definition tab will display.



- Click **Create New Index**.
- Enter the Product Symbol in all capital letters.
- Enter the Company Name.
- Select the Expiration and Activation Dates by typing over the current dates or click on the up/down arrows until the desired dates are reached.
- Select the Listing State from the drop down list box.
- If you wish to change the CUSIP number for the product, click on the **Additional Product Info** tab.



- Enter the CUSIP number in the text box. You can also change the closing price and select if the product should be restricted.
- To save the product, click **Save Changes**. The product displays in the CBOE Product Types directory.
- If you decide not to create a new product, click **Cancel Changes**.
- To update the data, click **Refresh Data**.

➢ Edit Product Information

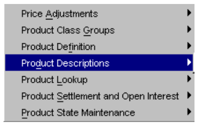
- From the CBOE Product Type directory, select the product you wish to modify. Click **Edit**. The selected product's information will display in editable format.
- Modify the existing product information.
- To save the new product information, click **Save Changes**. The product information will be saved and displayed in the CBOE Product Types directory.
- If you decide not to modify the product information, click **Cancel Changes**. The window will revert to the original product information.

➢ Edit an Existing Reporting Class

- Select the product class from the CBOE Product Type directory.
- Select the reporting class from the Reporting Classes drop down list. Click **Edit**. The reporting class information displays in editable format.
- Modify the existing information as required.
- To save the updates, click **Save Changes**. The reporting class displays in the CBOE Product Types directory with updated information.

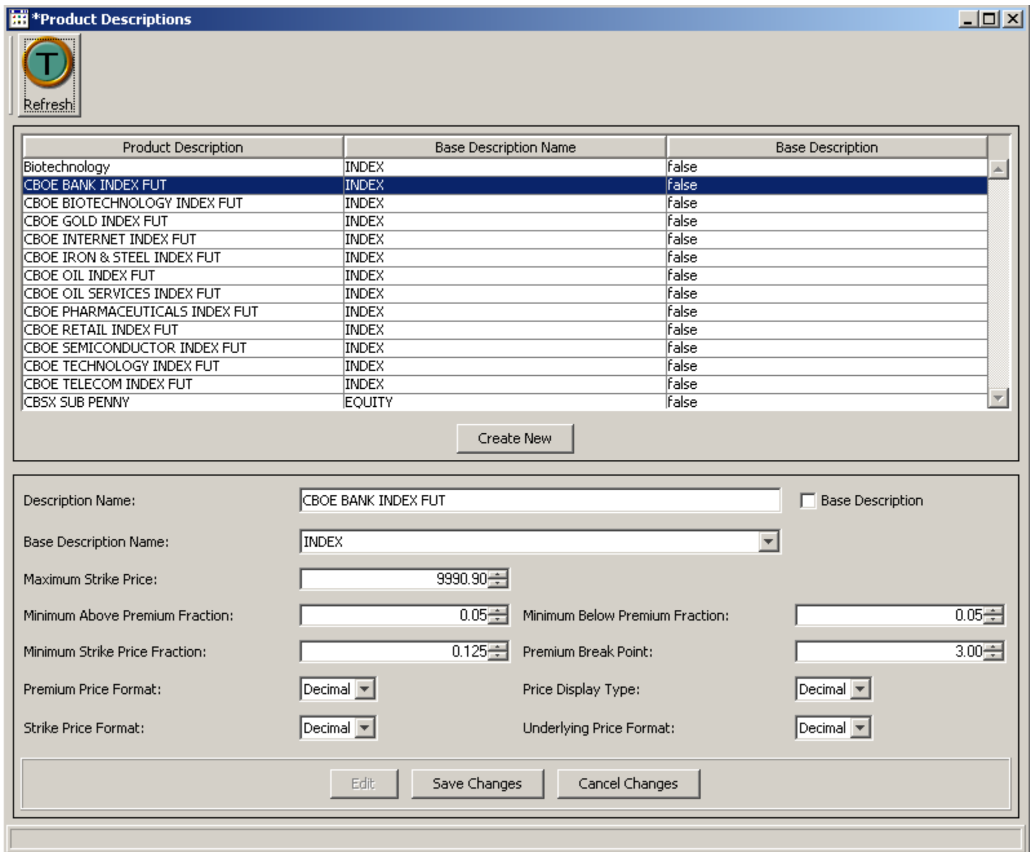
- If you decide not to modify the existing reporting class, click **Cancel Changes**.

Product Description



Product descriptions are unique by 'Description Name'. Every product that uses this name is sharing the product description. If a change is made to a product description, it affects all products using that name. Make sure that different product types have their own product descriptions.

To edit product descriptions, select **Products**, **Product Description, Create New Window**. The Product Description window will display.



From this window, you can modify product descriptions and/or create new descriptions.

Edit Product Descriptions

- To modify the description of a product, select the product type description from the product description panel of the window. Click **Edit**. Product description details display in editable format.

- Modify the Description Name and the Base Description Name by placing the curser in the text box and typing in the new information.

  ✎ **Note:** Any changes to a Product Description will change the description for all products that share the description.

- Select the Maximum Strike Price, Minimum Strike Price, Minimum Below Premium Fraction and the Premium Break Point by clicking the up/down arrows until the desired value is reached.

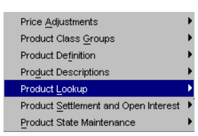
- From the drop down lists, select the Premium Price Format, Price Display Type, Strike Price Format and the Underlying Price Format.
- To save the updates, click **Save Changes**. The product displays in the CBOE Product Type directory with updated information.
- If you decide not to modify the existing product, click **Cancel Changes**.

Create New Product Description

- To add a new product description, click **Create New**. The text fields display in editable format.
- Enter the Description Name and the Base Description Name by placing the curser in the text box and typing in the new information.

  ✎ **Note:** The Product Description you enter will apply to all products that share the description.
- Select the Maximum Strike Price, Minimum Strike Price, Minimum Below Premium Fraction and the Premium Break Point by clicking the up/down arrows until the desired value is reached.
- The price formats default to decimal for Premium Price, Price Display Type, Strike Price and the Underlying Price. To change the price format to a fraction, select the fraction option from the corresponding drop down list for each price type.
- To save the updates, click **Save Changes**. The product displays in the CBOE Product Type directory with updated information.
- If you decide not to modify the existing product, click **Cancel Changes**.

Product Lookup



CBOE*direct* has the functionality to search for specific product information. From the Start Menu, select **Products**. From the sub-menu, select **Product Lookup**, **Create New Window**. The Product Lookup window will display.

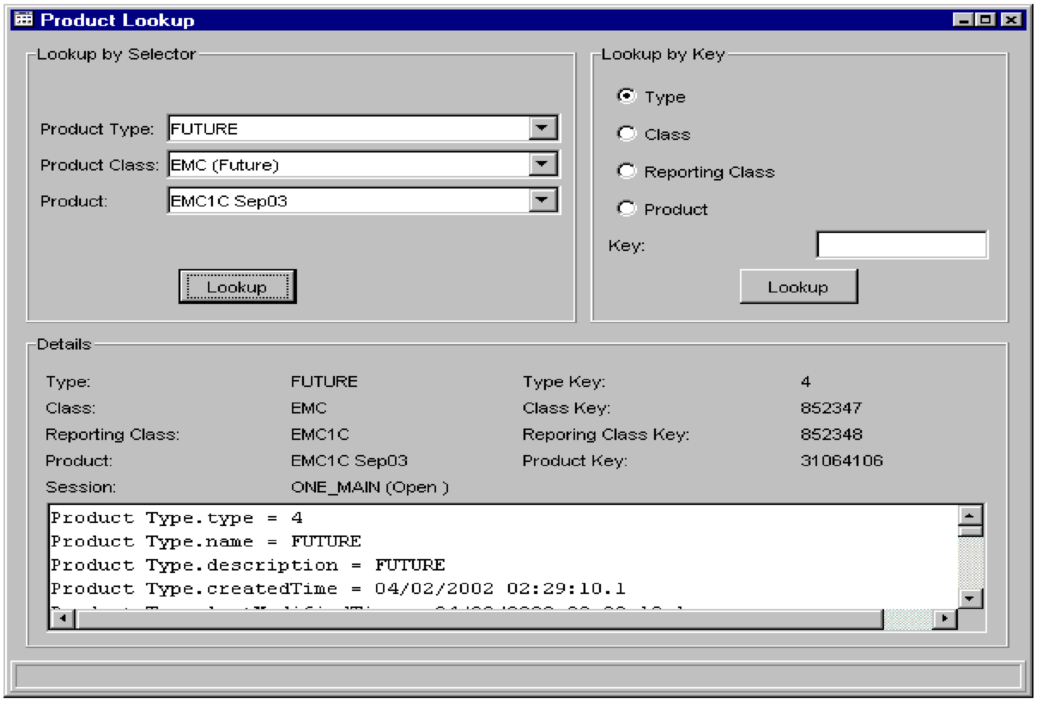
From this window, you can retrieve product information by product type and class, or by key reference number.

➢ Lookup by Selector

From the **Lookup by Selector** section of the window, CBOE*direct* allows you to retrieve detailed product information for a particular product or for all products related to a product class.

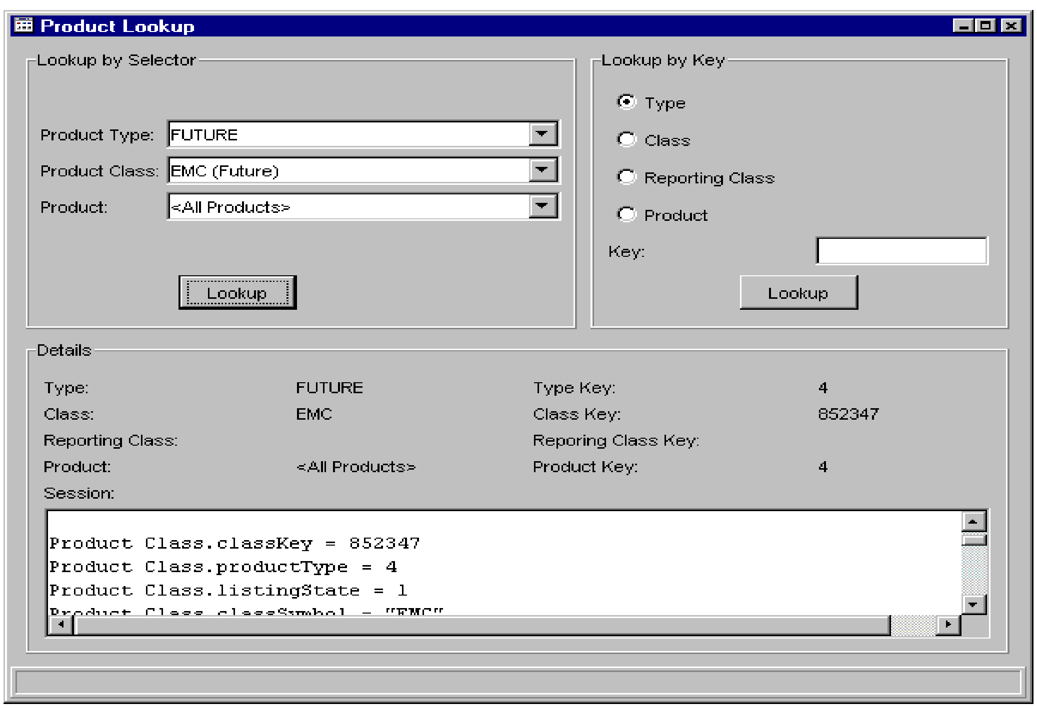
To request product information for a particular product class:

- Select the **Product Type** and **Product Class** from the corresponding drop down lists.
- Select the product from the **Product** drop down list and click on the **Lookup** button. The product information will display in the Details section of the window. Use the up/down arrows to scroll through the text box for additional system details about the product.



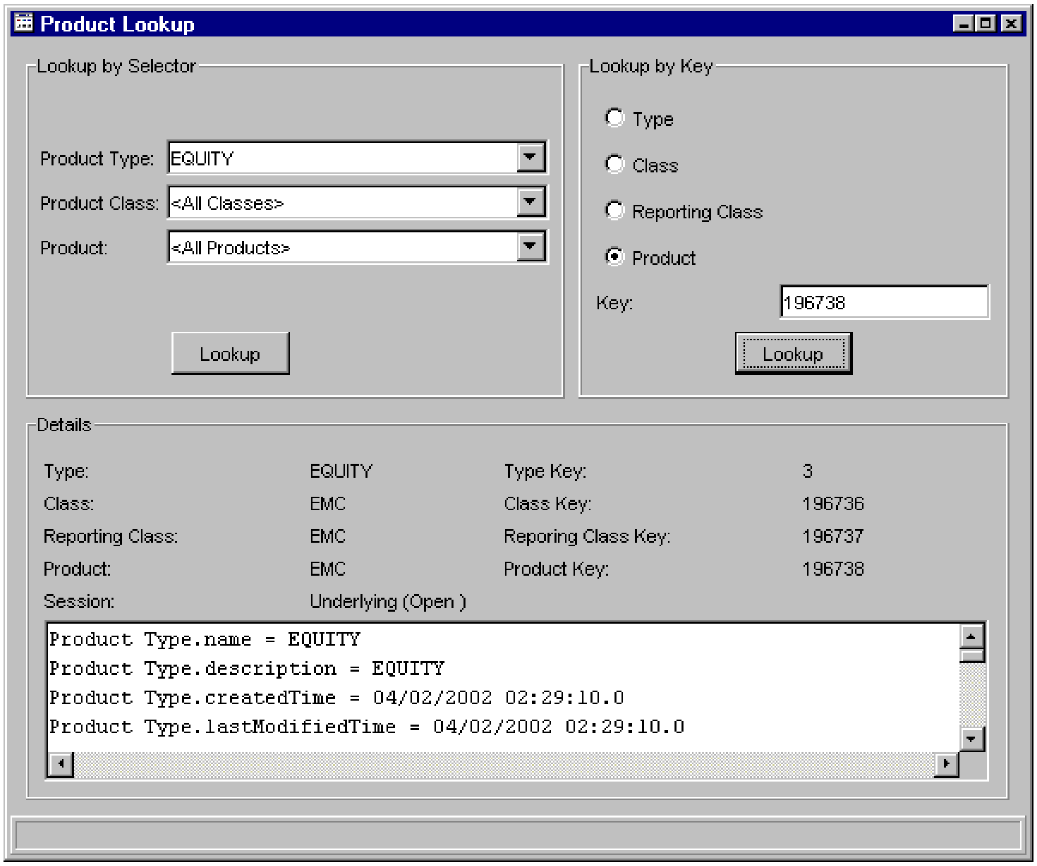
To request product information for all products pertaining to a product class:

- Select the **Product Type** and **Product Class** from the corresponding drop down lists.
- Select the **All Products** option from the **Product** drop down list box. The products common information will display in the Details section of the window. Use the up/down arrows to scroll through the text box for additional system details about all the products in the product class.



Lookup by Key

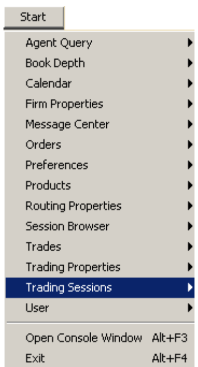
You can quickly lookup product information by type, class, reporting class or product if you have the Key reference number.



For example, to lookup product information by the key reference number, select the **Product** radio button in the **Lookup by Key** section of the window. Enter the key reference number in the **Key** text box and click **Lookup**. In the example window above, the product with key number 196738 displays in the Details section of the window. Use the up/down arrows to scroll through the text box for system details about the product.

Follow the steps detailed above to lookup class, type or reporting class information by the key reference number.

Trading Session Maintenance



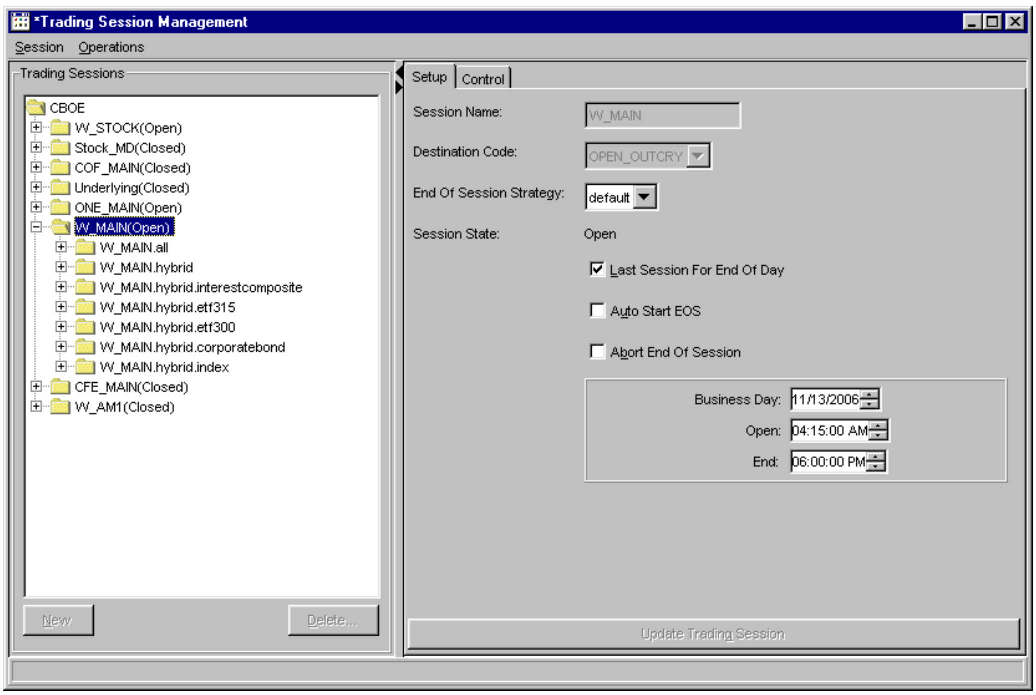
CBOE*direct* performs all Trading Session and End of Day (EOD) steps automatically. Manual operations should only be used in exceptional cases.

To manually modify trading session activity, select **Trading Sessions** from the Start Menu, then select **Create New Window**. The Trading Session Management window will display.

Initially, the window will be blank. Double-click on the **CBOE** folder to display the trading sessions.

Session information can be reloaded at anytime by selecting the **Refresh Sessions** option in the **Session** menu.

Trading Session Management

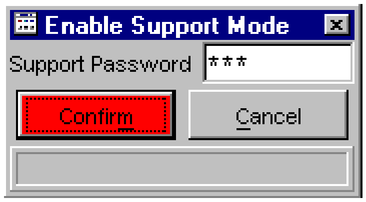


From this window, CBOE*direct* Support staff can setup and control trading session activity. However, support mode access must be obtained.

Support Staff-Only Function

Support Mode Access

From the **Operations** menu, select the **Support Mode** option or hold down the **Ctrl+Shift+S** keys on your keyboard. The **Enable Support Mode** window displays and a checkmark is placed in front of the **Support Mode** option.

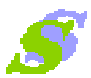


The Support staff enters the **Support Password**, clicks **Submit** and then **Confirm**. The **Setup** section of the window displays in editable format.

If you wish to exit the **Enable Support Mode** window without obtaining support access, click **Cancel**.

To deactivate the support mode access, select the **Operations** menu and click on the **Support Mode** option. The check mark is removed, thereby, removing access to setup functionality.

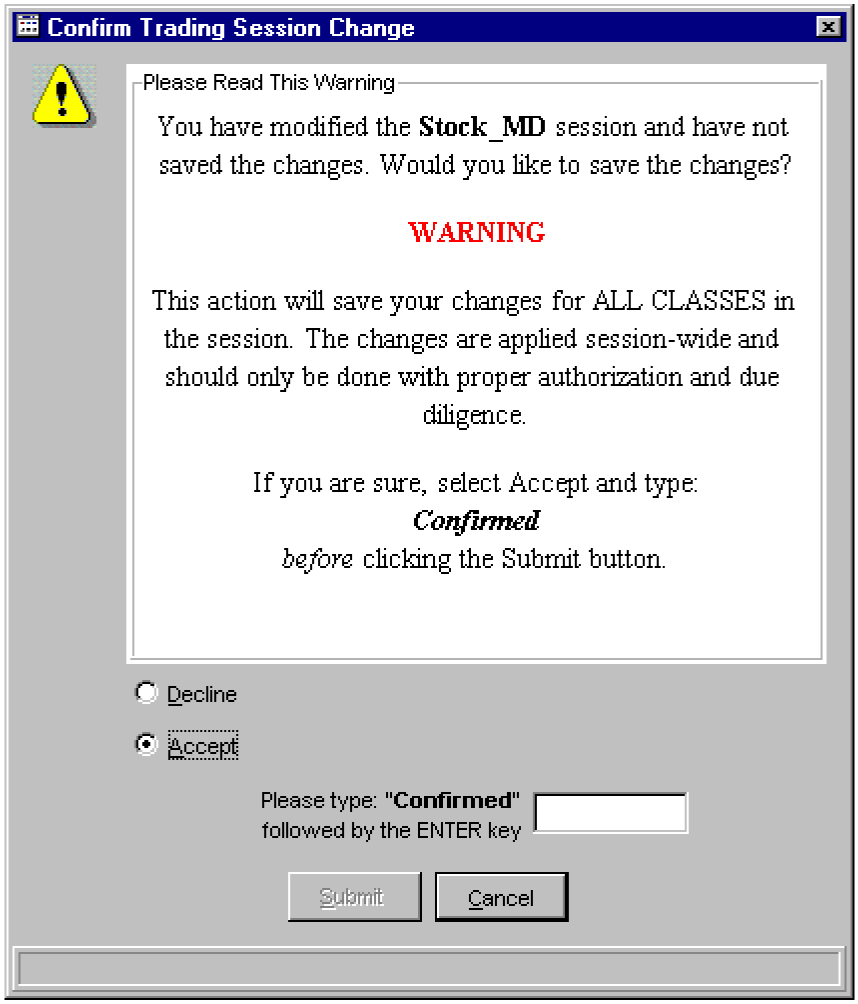
Setup a Trading Session



Support Staff-Only Function

Once you have obtained support mode access, you can modify trading session activity from the Setup tab.

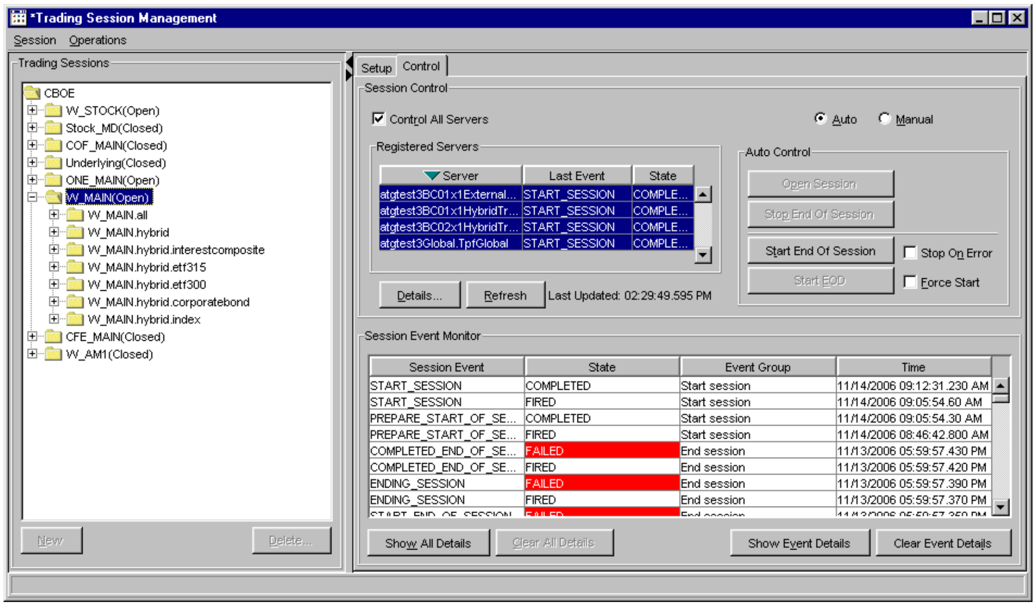
- Select the trading session from the Trading Sessions directory tree. The Session Name will display in the Session Name text box.
  - Select the destination code.
  - Select the End of Session Strategy from the list box
  - Select the appropriate check box if:
  - you would like the selected trading session to be the last session for end of day.
  - you would like to auto start end of session.
  - you would like to abort the end of session process.
  - To change the automatic setting of the trading session's business day, opening time and ending time, click the up and down arrows until the desired date and times are reached.
  - To save your changes, click **Update Trading Session** or select **Update Session** from the Session Menu. You can also press **[Ctrl]-[U]** from anywhere on the window to save your changes. A **Confirmation** dialog will appear prompting you to verify your setup changes.



- The window defaults to **Decline**. Click **Cancel** to exit the **Confirmation** dialog without executing the changes.
- If you are sure you want to make the change, read the dialog carefully, click the **Accept** radio button and type “**Confirmed**” in the text box followed by the **Enter** key.
- Click **Submit**. The system will change the session setup.

To close the window, select **Close** from the Session Menu or click the ☒ button in the upper right corner.

From the Control tab, you can open a trading session, start the End of Session (EOS) process and monitor session and End of Session events. To display the control tab, click **Control**.



Open Session

Support Staff-Only Function

Trading sessions will be set to automatically open at a pre-defined time. If the session must be manually opened:

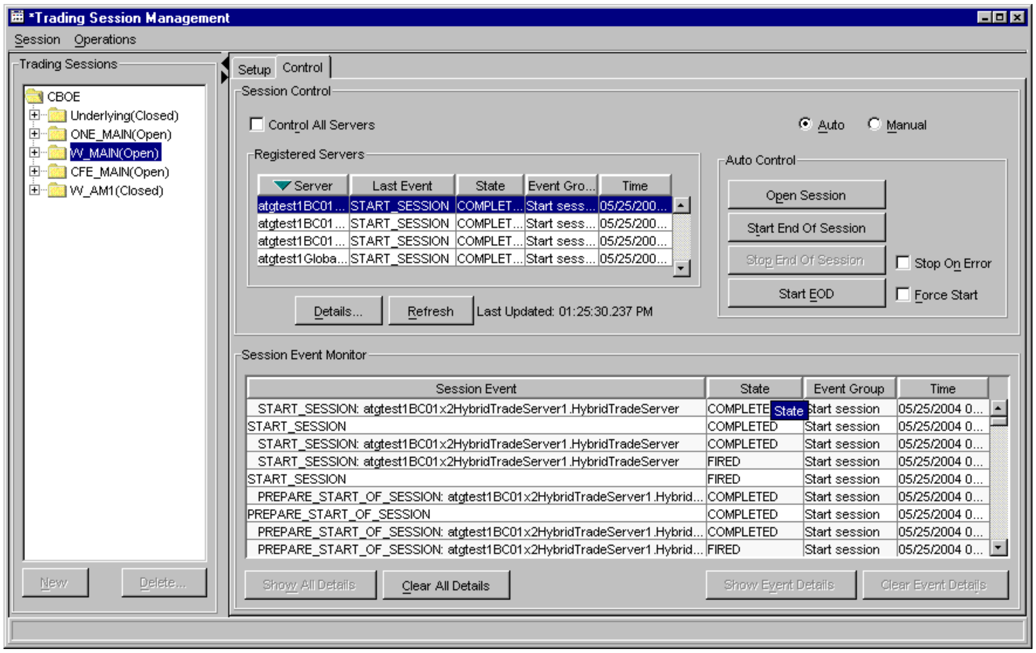
- Select the session from the Trading Session directory tree.
- Click **Open Session**. The session will be set to Open state. The registered servers for the session, displayed in the **Registered Servers** section of the window, will perform the start session procedure and display their events and states. The **Session Event Monitor** displays the trading session's state and start time.

Open Trade Servers

Support Staff-Only Function

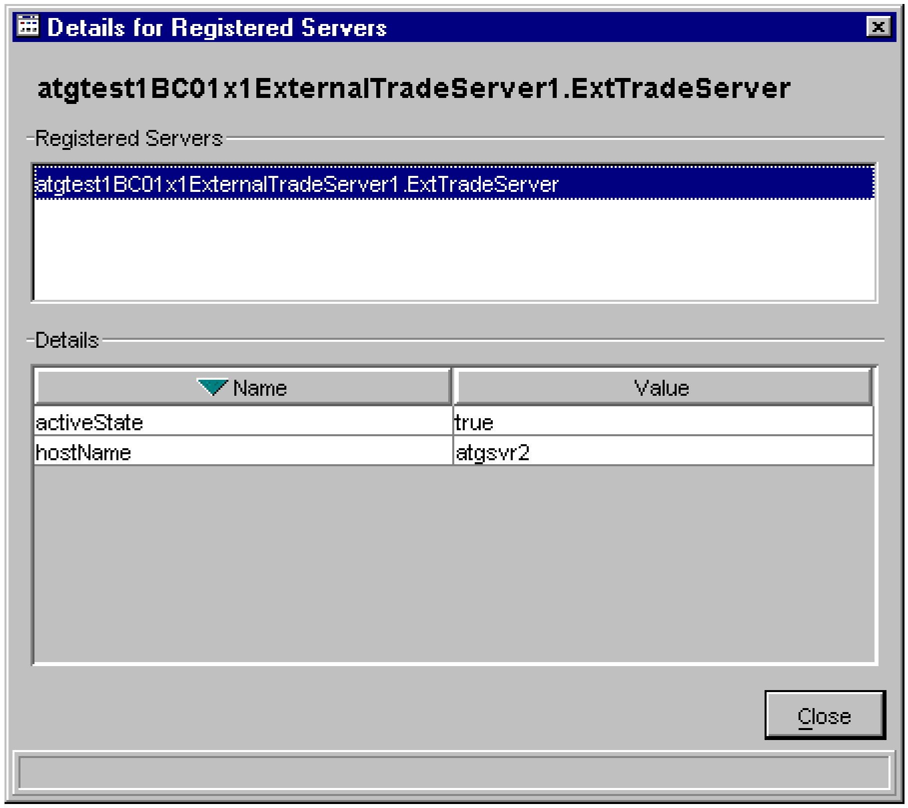
In the event that a failover is performed on one of the registered trade servers in the trading session, CBOE*direct* allows Support staff to restart the trade server without having to restart the entire trading session.

To restart a trade server after a failover you must first obtain *Support Mode Access*.



- To restart the trade server without starting the entire session:
  - Deselect the **Control All Servers** check box and select the trade server you wish to restart. Click **Open Session**. The **Last Event**, **State, Event Group** and **Time** information display in the corresponding columns.

- To view trade server information, click **Details**. The **Details for Registered Server** window displays.



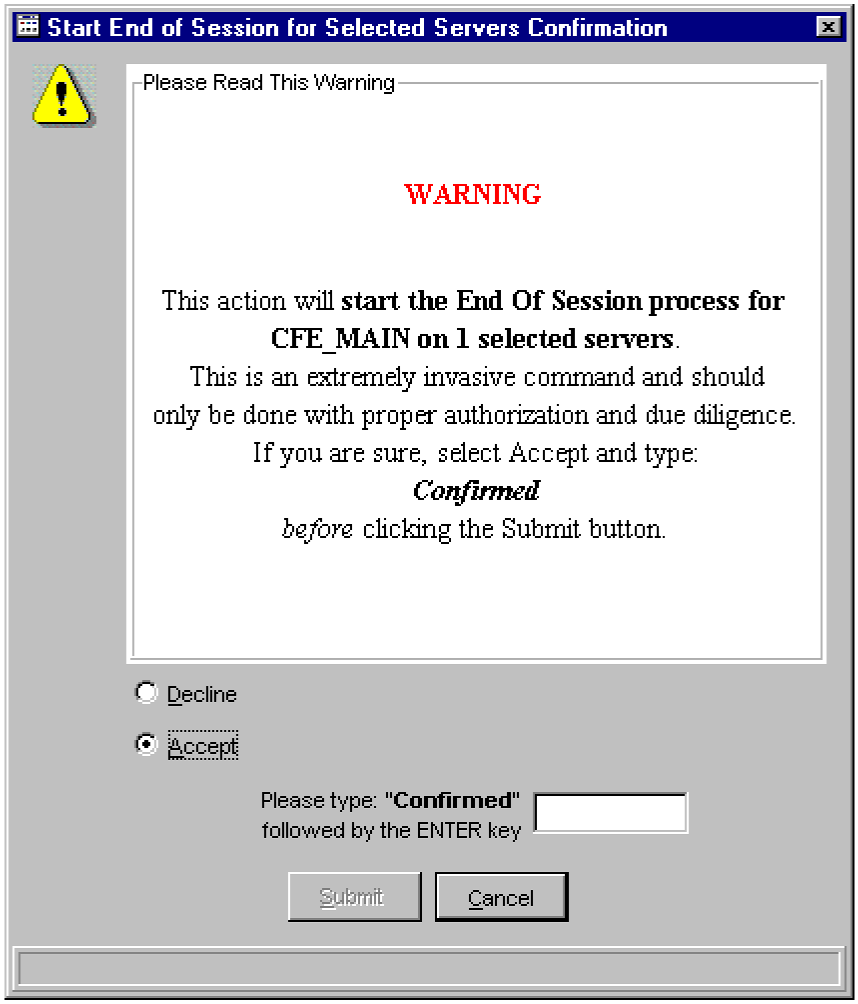
From this window, you can view the server process names and their values. Click **Close** to return to the Control tab.

- Click the **Refresh** button to update the window with current information.

➢ **Start End of Session**

To automatically start the EOS process:

- Select the session from the Trading Session directory tree.
- Select the **Auto** radio button.
- Click **Start End of Session**. A **Confirmation** dialog will display prompting you to verify you wish to start the end of session.

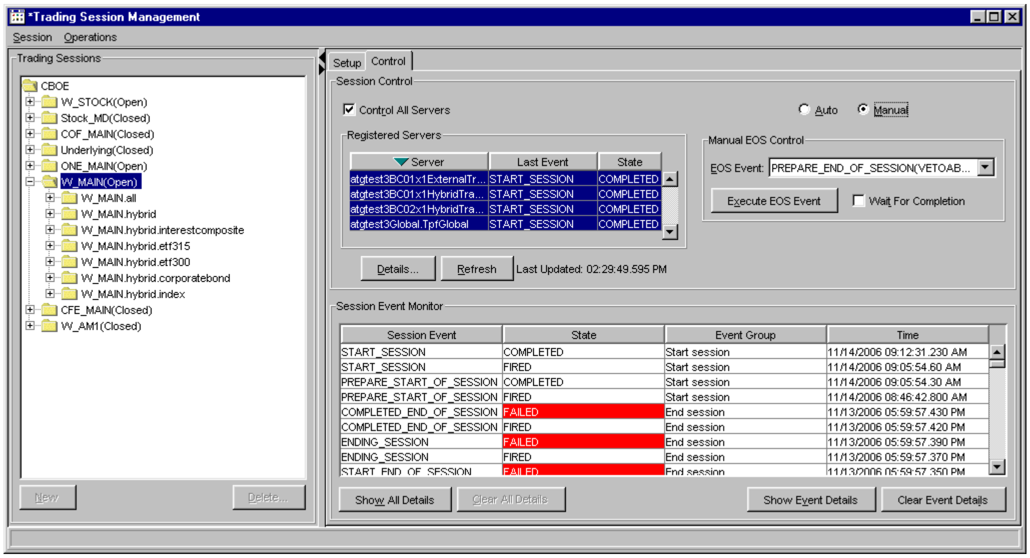


- The window defaults to **Decline**. Click **Cancel** to exit the **Confirmation** dialog without executing the changes.
- If you are sure you want to make the change, read the dialog carefully, click the **Accept** radio button and type "**Confirmed**" in the text box followed by the **Enter** key.
- Click **Submit**. The EOS process will begin. The Session Event Monitor will display the state and time of the process.
- To manually stop the end of session process, click **Stop End of Session**.

To manually start the End of Session (EOS) process:

Note: Manual EOS is not currently supported.

- Select the session from the Trading Session directory tree.
- Select the **Manual** radio button. The Manual EOS Control section will display.



- From the **Manual EOS Control** section, select the EOS event you want to execute from the drop down list.
- Click **Execute EOS Event**. The **Session Event Monitor** section of the window displays the state of the event, event group information and the time the event was executed.
- Select the **Wait For Completion** check box if you do not want the EOS process interrupted by other operations.

Start End of Session By Trade Server

Support Staff-Only Function

To start the End of Session process for a trade server:

- Select the Manual radio button.
- Select the trade server from the **Registered Servers** section of the window.
  - Click **Execute EOS Event**. The Registered Servers section of the window updates with the process state and the last event that was executed.
- Select the **Wait For Completion** check box if you do not want the EOS process interrupted by other operations.
- Click the **Show all Details** button to display all session and registered server events on the **Session Event Monitor** section of the window.
- To hide all registered server events, click **Clear All Details**.
- To show all registed server events for the selected session, click **Show Event Details**.
- Click **Clear Event Details** to hide all registered server events for the selected session.

- **End of Day**

CBOE*direct* will not support the End of Day process. *For details, refer to the End of Day section in the Operator Procedures document.*

For illustration purposes only, below are the steps to perform the End of Day process.

- Select the session from the Trading Session directory tree.
- Select the **Auto** radio button.
- Click **Start EOD**. The end of day process will begin. The Session Event Monitor will display the state and time of the process.
- To force start the end of day process, select the **Force Start** check box.
- Click the **Stop on Error** check box to adjust the system to stop the end of day process if an error occurs.

Note: The system automatically deletes day orders and expiring GTC orders at the end of the trading session. CBOE*direct* will not support the passing of orders between trading sessions. Extended trading hour orders are restricted to the session to which they have been submitted.

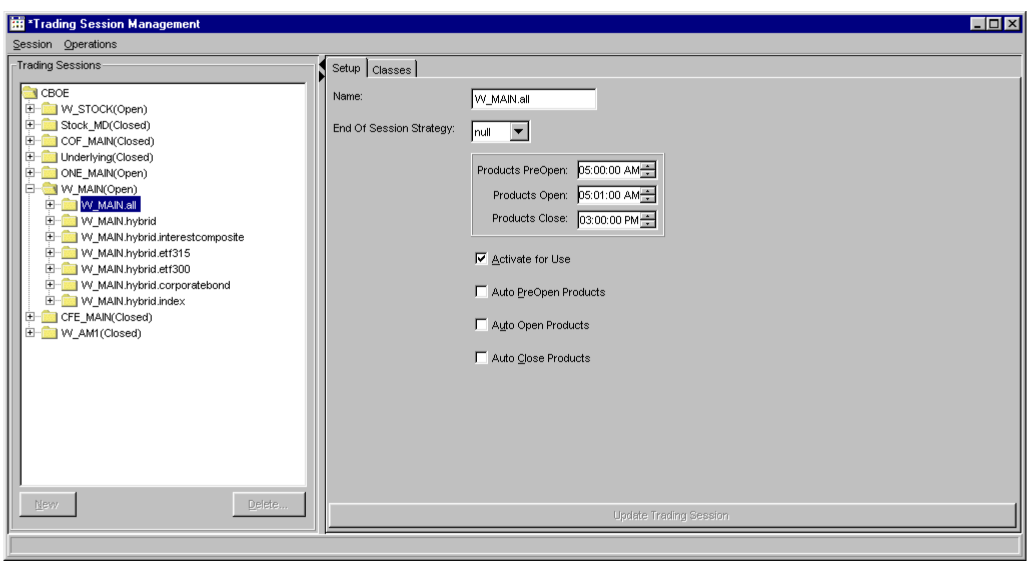
To close the window, select **Close** from the Session Menu or click the ☒ button in the upper right corner to close.

- **Product Classes**

Support Staff-Only Function

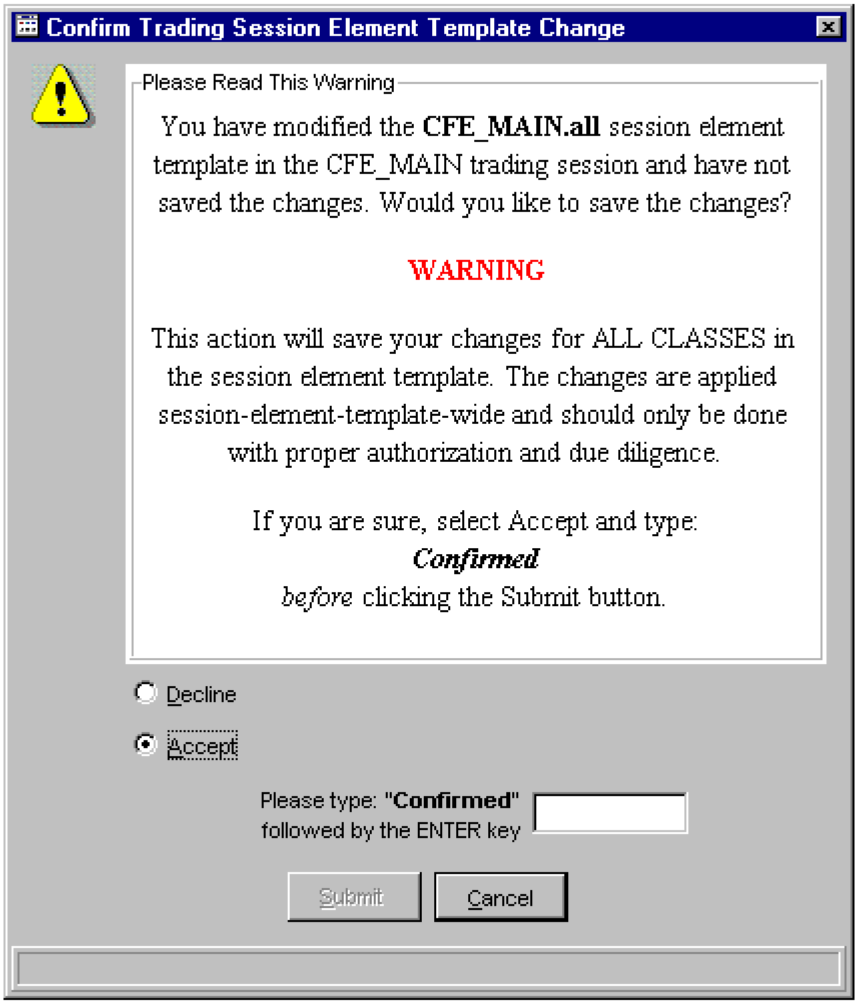
To update product class information for a Trading Session, select the product class from the Trading Session directory tree. Click **Setup**. The Setup tab for the product class will display.

Support Mode Access is required before making any changes to the setup functions.



- Select the End of Session Strategy from the list box.
- If you wish to change the products pre-opening, opening and closing times, click the up and down arrows until you reach the desired time.

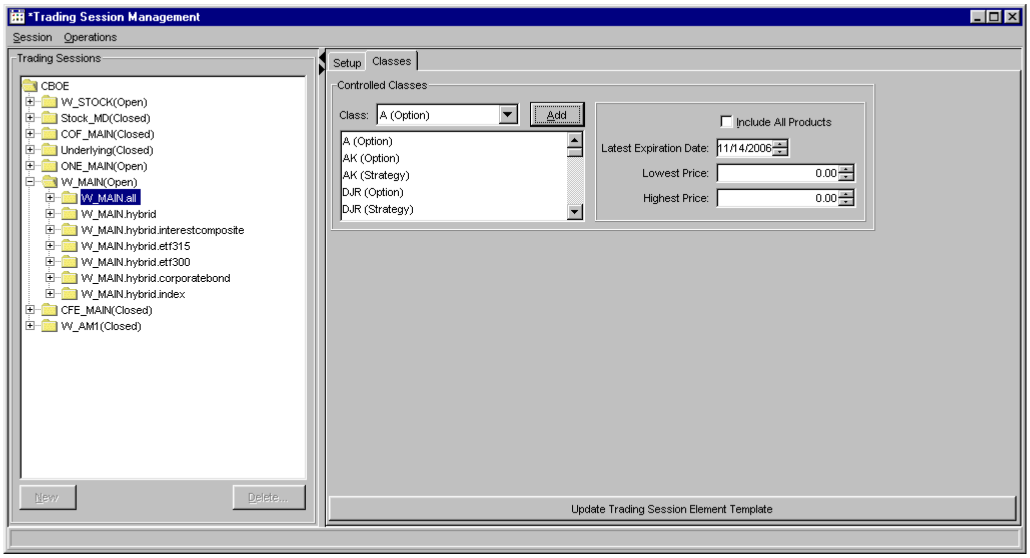
- To activate the products for the session, select the **Activate for Use** checkbox.
- The system automatically pre-opens, opens and closes products. If you wish to manually pre-open, open and close products, deselect the appropriate check boxes.
- To save your changes, click **Update Trading Session** or select **Update Session** from the Session Menu. You can also press **[Ctrl]-[U]** from anywhere on the window to save your changes. A Confirmation dialog will display prompting you to verify your changes.



- The window defaults to **Decline**. Click **Cancel** to exit the **Confirmation** dialog without executing the changes.
- If you are sure you want to make the change, read the dialog carefully, click the **Accept** radio button and type "**Confirmed**" in the text box followed by the **Enter** key.
- Click **Submit**. The system will change the session element setup.

To close the window, select **Close** from the Session Menu or click the ☒ button in the upper right corner to close.

To assign or remove product classes from a trading session, click **Classes**. The Classes tab will display.



To add a product class to a trading session:

- Select the class from the Class list box. Click **Add**.
- To include all product series for the class, highlight the class and select the **Include All Products** checkbox.
- To save your changes, click **Update Trading Session Element Template** or select **Update Template** from the Session Menu. You can also press **[Ctrl]-[U]** from anywhere on the window to save your changes.

To remove a product from the trading session:

- Right mouse click on the class, select **Remove**.
- To save your changes, click **Update Trading Session Element Template** or select **Update Template** from the Session Menu. You can also press **[Ctrl]-[U]** from anywhere on the window to save your changes.
- You can filter the product series you wish to add to the trading session by latest expiration date, lowest price and highest price.
- Highlight the class.
- Select the expiration date by clicking the up and down arrows until you reach the desired date.
- Select the lowest price and the highest price.
    - To save your changes, click **Update Trading Session Element Template** or select **Update Template** from the Session Menu. Product series for the class will be added to the trading session based on your filters.

If you decide you do not wish to add a product to the session, select **Close** from the Session Menu or click the ☒ button in the upper right corner to close.

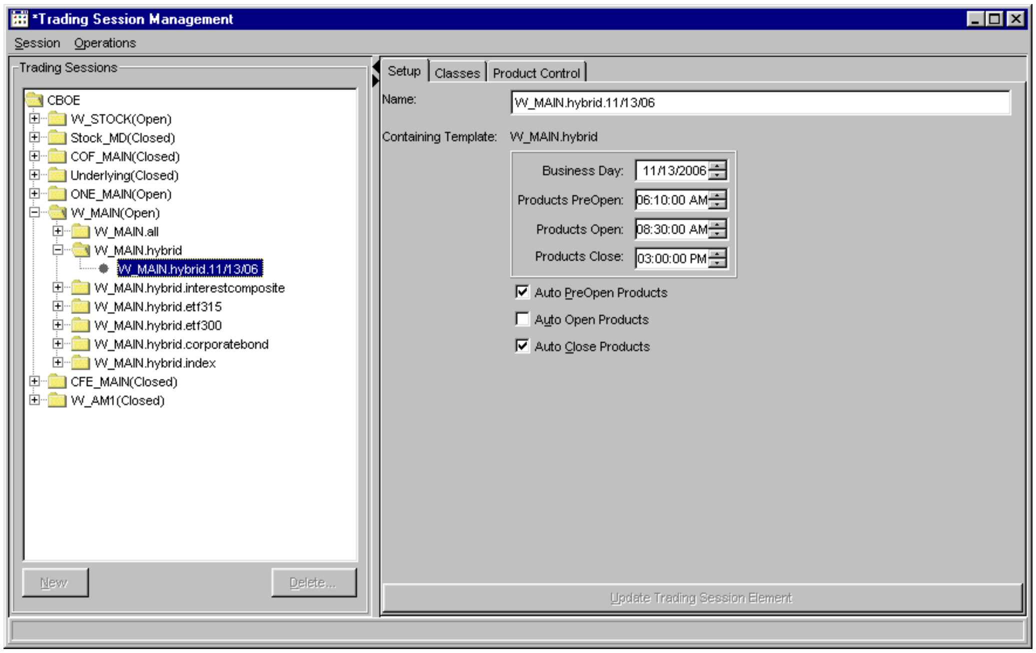
Note: A template can only be used once to add a product class to the trading session. Changes will only apply to the current trading session.

- **Product Series**

Support Staff-Only Function

To update product series information, select the product series from the Trading Session directory tree. Click **Setup**. The Setup tab for the product series will display.

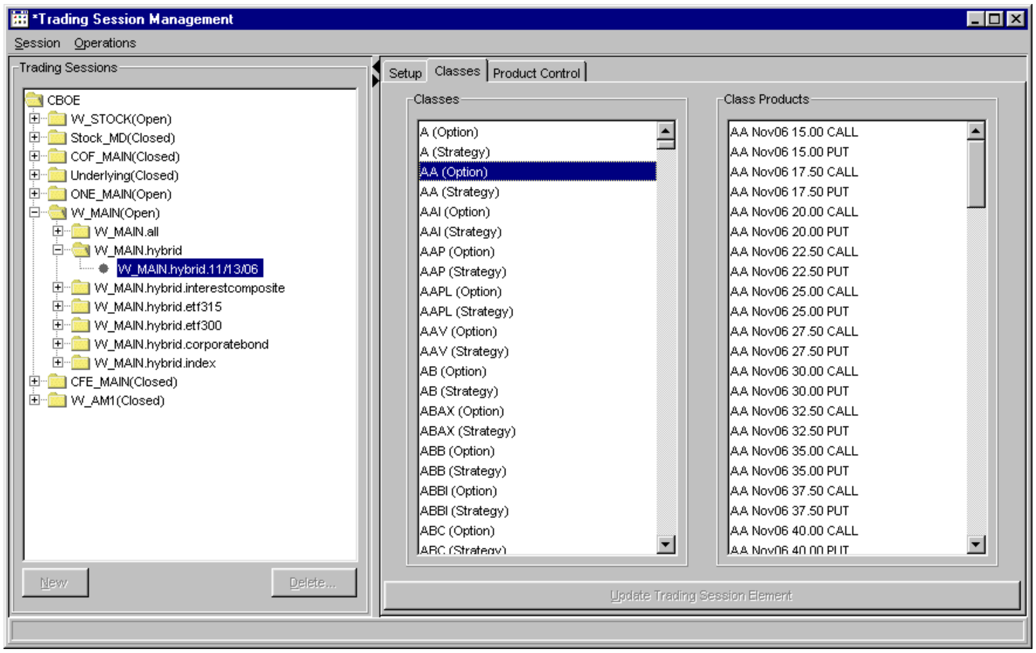
Support Mode Access is required in order to perform setup functions.



- If you wish to change the products opening and closing times, click the up and down arrows until you reach the desired time to pre-open, open and close products.
- The system automatically pre-opens, opens and closes products. If you wish to manually pre-open, open and close products, deselect the appropriate check boxes.
- To save your changes, click **Update Trading Session Element** or select **Update Template** from the Session Menu. You can also press [Ctrl]-[U] to save your changes.

To close the window, select **Close** from the Session Menu or click the ☒ button in the upper right corner to close.

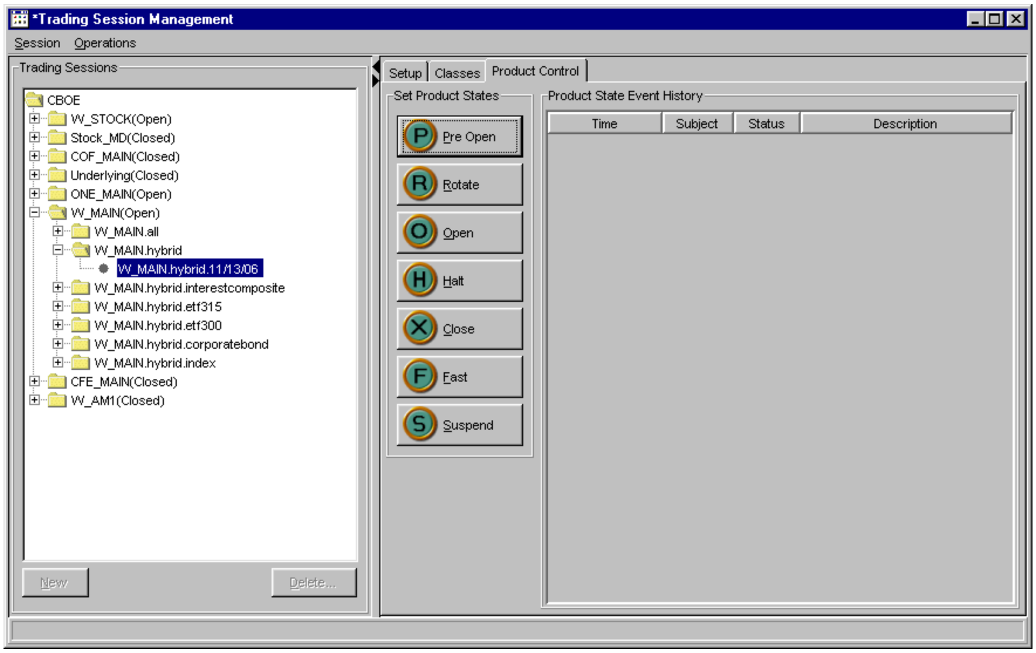
To view product class and series for a trading session, click **Classes**. The Classes tab will display.



- To view the series in a product class, highlight the class from the Classes list box. All the series for the class will display in the Class Products list box.
- To save the changes, click **Update Trading Session Element**.

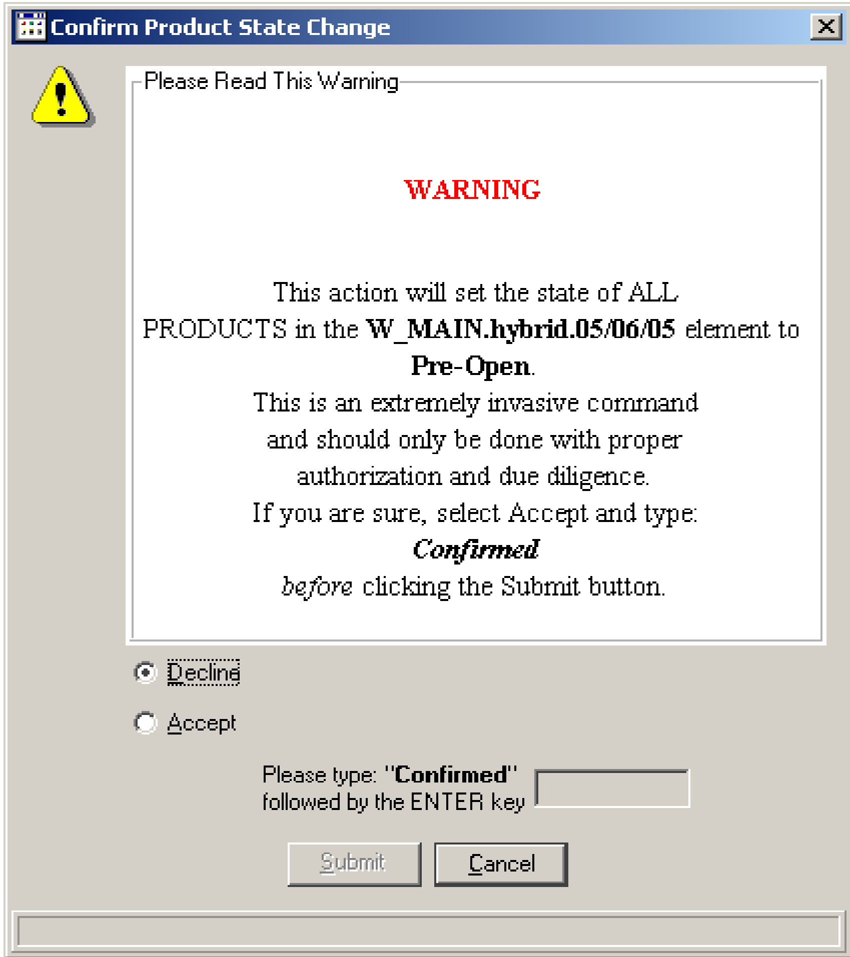
To close the window, select **Close** from the Session Menu or click the ☒ button in the upper right corner to close.

To change product states, click **Product Control**. The Product Control tab will display.



To change the state of a product class:

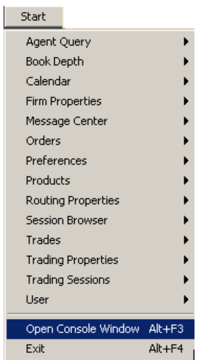
- Select the class from the Classes tab. Click the desired product state from the Product Control tab.
- To save your changes, select **Update Element** from the Session Menu or press **[Ctrl]-[U]**. A **Confirmation** dialog will appear prompting you to verify your changes



- The window defaults to **Decline**. Click **Cancel** to exit the **Confirmation** dialog without executing the changes.
- If you are sure you want to make the change, read the dialog carefully, click the **Accept** radio button and type "**Confirmed**" in the text box followed by the **Enter** key.
- Click **Submit**. The system will save your changes.

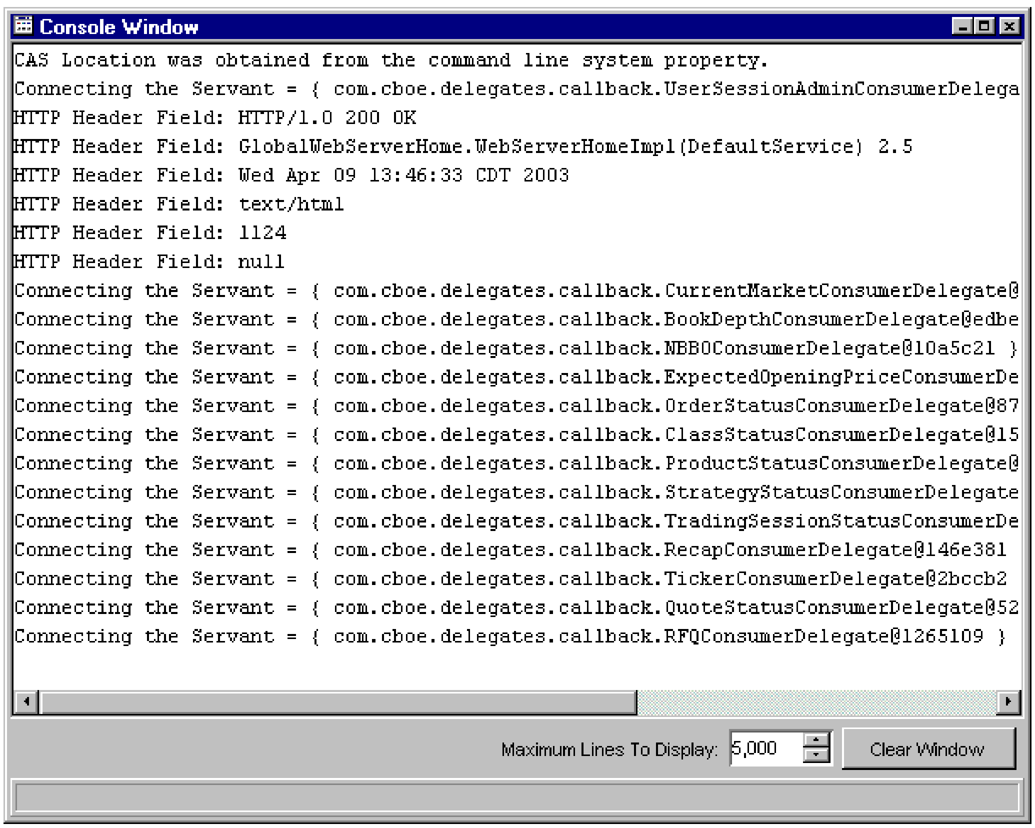
To close the window, select **Close** from the Session Menu or click the ☒ button in the upper right corner to close.

Intraday Procedures



CBOE*direct* allows you to view system messages that are generated by the functions you perform. To view these messages, select **Open Console Window** from the Start Menu or press **Alt F3** on your keyboard from anywhere on your screen. The Console Window will display.

Open Console Window



The information in this window can be copied to any text editor on your PC. To copy text from this window,

- Place your cursor on the line you want to copy and using your mouse highlight the text.
- Press **Ctrl C** on your keyboard to copy the text.
- Open your text editor (CBOE*direct* Message Center, Word, Notepad, etc.) and place your cursor in the text entry area.

- Press **Ctrl V** on your keyboard. The text is copied to your editor.

The window defaults to display 5,000 lines. You can change the maximum amount of lines to display by entering a new quantity in place of the default value, or you can select a higher/lower quantity by clicking the up/down arrows until the desired quantity is reached.

If you wish to clear the window of all its contents, click the **Clear Window** button.

Exit the System

You can log out and exit the system at any time during the day.

Logout

To log out of the system, click **Logout** from the Session Information toolbar. You will be prompted to verify that you wish to close all windows and logout. Click **Yes**.

Exit the System

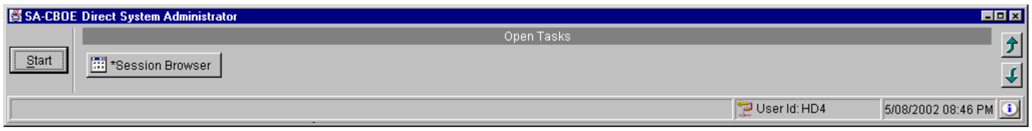
To exit the CBOE*direct* system, select **Exit** from the Start Menu You will be prompted to verify that you wish to close all windows and logout. Click **Yes**. The application will be closed and you will be returned to your system desktop.

Section 2: Reference Guide

Task Toolbar

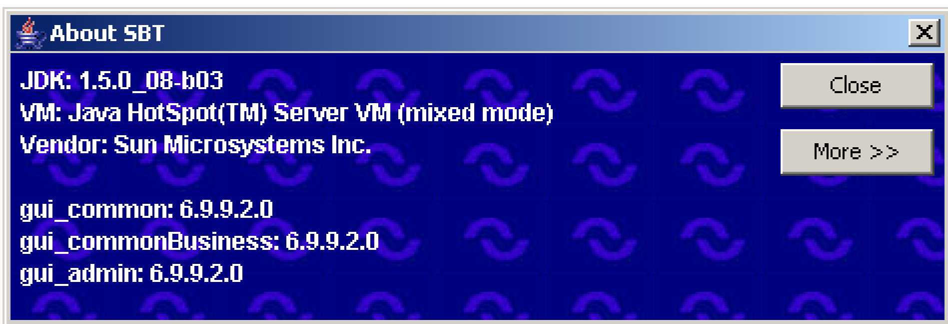
When you log into the CBOE*direct* Screen-Based Trading application, The Open Tasks toolbar will display on the CBOE*direct* window. From this window you can open tasks, view session information, save window settings and perform window controls.

Note: The toolbar remains active during the trading session.



About CBOE*direct*

To display CBOE*direct* system information, click . The About window will display.



To view specific configuration information, click **More**. Detailed system information will display.

To exit the window, click **Close**.

Open Tasks

Initially, the Open Tasks toolbar will be empty. For each window you create, a task button will appear on the toolbar. From the task button, you can resize or change the configuration name of each window.

To resize a window or to change the default configuration name, click the window task button. The selected window will display. Right mouse click on the task button for the corresponding window. The resize and configuration menu will display.

➢ **Resize**
To resize a window:

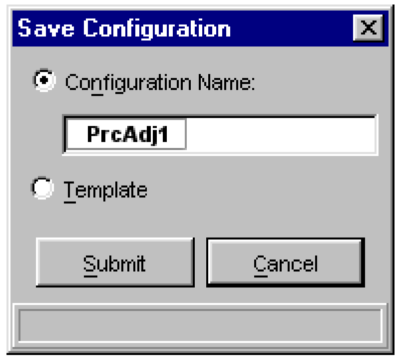
- Highlight the resize choice or

- Hold down the [Alt] key and press the character of the underlined letter in the command.

➢ **Save Configurations**
The system allows you to retain window configurations.

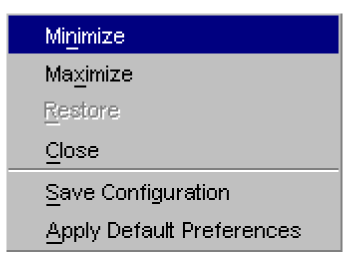
To save the configuration of a window:

- Right mouse click on the window's task button and select **Save Configuration**. The **Save Configuration** window will display.



- Select the **Configuration Name** radio button. The text box displays in editable format.
- Enter the configuration name for the window. In the example above, the window name will be changed to "PrcAdj1".
- To submit your configuration without setting a template, click **Submit**. Click **Confirm**. The system will save the configuration for the window and the task button will display with the new name.
- To set this configuration to be the default configuration for all windows, select the **Template** radio button. Click **Submit**. Click **Confirm**.
- If you decide not to change the default configuration, click **Cancel** instead of **Submit**.

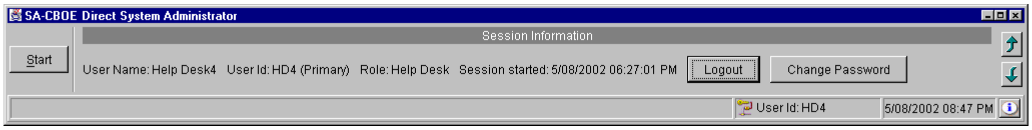
➢ **Apply Default Preferences**
CBOE*direct* allows you to apply a default preference template to a window that has been already created.



For example, if you previously saved the configuration of a Price Adjustment window, right mouse click on the new Price Adjustment window task button and select **Apply Default Preferences**. The Price Adjustment window settings will be changed to the default preferences for all Price Adjustment windows.

Session Information

From the Open Tasks toolbar, click the button to display the Session Information toolbar.



From this section of the toolbar, you can view user, role and session information. You also have the ability to logout of the system or to change your password.

- **Logout**
  To logout of the Help Desk system, click **Logout**. You will be prompted to verify that you wish to close all windows and logout. Click **Yes**. If you do not wish to logout of the system, click **No**.

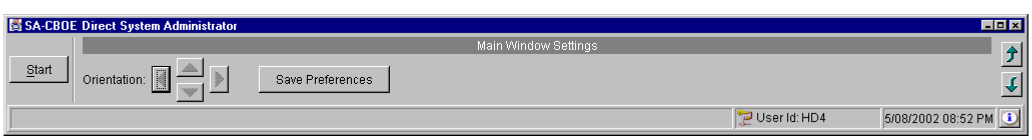
- **Change Password**
  To change your password, click **Change Password**. The Change Password window will display.

Enter your Old Password. Enter and confirm your New Password. Click **Submit**. Click **Confirm.**

If you decide not to change your password, click **Cancel**.

Main Window Settings

The system allows you to save your window preferences. From the Session Information secion of the toolbar, click the button. The Main Window Settings toolbar will display.



From this window you can save your window preferences. Click **Save Preferences**. The system will store your window configuration.

Window Control

The system allows you to organize your windows. From the Main Window Settings toolbar, click the  button. The Window Control toolbar will display.

You have the ability to minimize, restore, cascade or close all of your active windows.

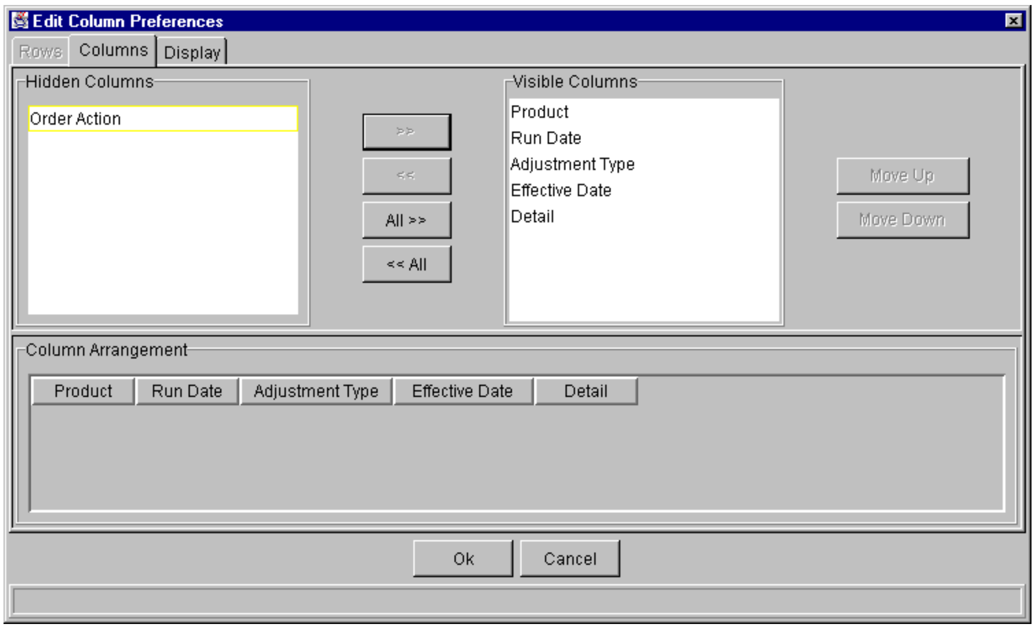
- To minimize all your windows, click **Minimize All** or hold down the [Alt] key and press "M" on your keyboard.
- To restore all your windows, click **Restore All** or hold down the [Alt] key and press "R" on your keyboard.
- To cascade all your windows, click **Cascade All** or hold down the [Alt] key and press "D" on your keyboard.
- To close all your windows, click **Close All** or hold down the [Alt] key and press "C" on your keyboard.

Customizing CBOE*direct* Windows

Edit Column Preferences

Several CBOE*direct* windows that exhibit data in column format can be customized to display specific information. For example, to modify your Price Adjustment window, right mouse click on any data row. Select **Edit Preferences**. The Edit Column Preferences window will display.

From this window, you can rearrange column positions and select or deselect columns for viewing.



If there is a data column you do not wish to view:

- Select the column name in the Visible Columns list box. To select a continuous range of columns, hold down the shift key and highlight the column names. Hold down the ctrl key to select individual, non-continuous, column names.
- Click **<<** to move the column name to the Hidden Columns list box.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel**.

To hide all columns:

- Click **<<All** to move all the column names in the Visible Columns to the Hidden Columns list box.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel** instead of Ok.

✎ **Note:** If you hide all columns, you will subsequently have to make some columns visible before the update will take effect.

To display a hidden column:

- Select the column name(s) from the Hidden Columns list box.
- Click **>>** to move the selected column name(s) to the Visible Columns list box.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel** instead of Ok.

To display all hidden columns:

- Click **All>>** to move the column names to the Visible Columns list box.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel** instead of Ok.

You may prefer to view data columns in a different order than the default display.

To move a column:

- Highlight the column name from the Visible Columns list box.
- Click **Move Up** or **Move Down** until you reach the new column location.
- Click **Ok** to update the column arrangement.
- If you decide to retain the default layout, click **Cancel**.

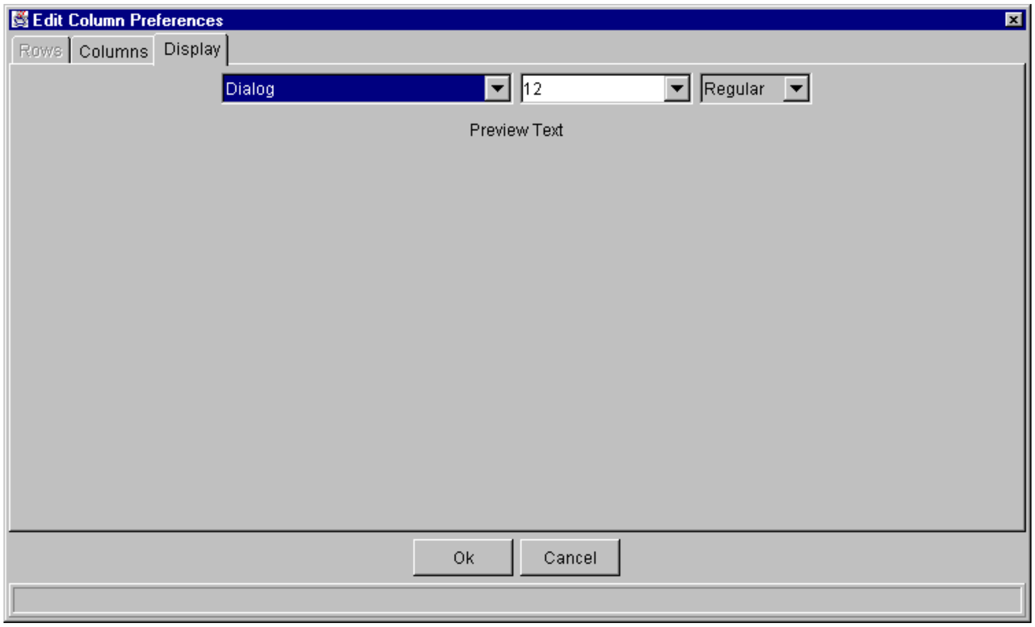
From the Column Arrangement section of the window, the columns can be resized to make viewing information easier for you.

To resize a column:

- Place the mouse on the right edge of the column header (where the column titles are displayed) until it becomes a two-sided arrow.
- Hold the left mouse button down and move it to the desired size.
- Click **Ok** to save the new column size.
- If you decide to retain the default column size, click **Cancel** instead of Ok.

➢ **Display**

In addition to customizing column settings, CBOEdirect allows you to adjust the text on your windows. From the Edit Column Preferences window, select the **Display** tab.



Select the font type, font size and font style from the drop down lists. Your selection will display in the **Preview Text** section of the window.

- Click **Ok** to set the new text style.
- If you wish to retain the default text settings, click **Cancel**.

➢ **Save Customized Defaults**

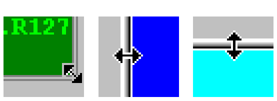
If you want to save your changes and automatically open the window with your customized defaults, be sure to save the configuration on the Open Tasks toolbar.

To save customization:

- Right mouse click on the corresponding window task button.
- Select **Save Configuration**. The Save Configuration window will display.
- Enter the Configuration Name for the window.
- Click **Submit**. Click **Confirm**.
- If you decide you do not wish to save the new configuration, click **Cancel**.

Sizing CBOE*direct* Windows

The CBOE*direct* windows are sizable. That is, they can be resized on the screen to make viewing information easier for you.



Place the mouse on any edge of the window until it becomes a two-sided arrow. Hold the left mouse button down and move it to the desired size.

Resizing a window on the corner will expand or contract it in both directions (i.e. up and down and side-to-side). Resizing it on the side or top/bottom will expand or contract the window only in that one direction.

Windows can also be resized using the center glyph in the upper right corner of the window.

Click the left button (_) to minimize the window. Click the right button (✕) to close the window. The center button is used for sizing.

If □ is displayed, clicking it will increase the window size to a full-screen display.
If 🗗 is displayed, clicking it will return the window to its default size.