

# Bridge Assistant Help Index

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## **Introduction**

Bridge is a card game. It is played with the standard pack of cards by four players. It is a very popular game and like other activities such as tennis, chess and golf the attraction is based on the fact that while it is possible for the 'beginner' to play and to enjoy competing with others of the same standard it is also possible to enjoy the play of the 'professional' who demonstrates almost super-human feats of skill and judgement.

Bridge Assistant is a computer bridge program that works in Microsoft Windows providing an easy to use and familiar interface for the user. It has two main uses. The first is leisure; you can deal hands, bid and play against the computer and see how well you score. At a more serious you level you can also use the program to improve your play, for example by developing your card memory.

Bridge Assistant is not free software, it is Shareware 'try before you buy' Software. For additional information or suggestions about improving the program contact SoftTech, Internet:  
100116.3254@compuserve.com

[More about Shareware.](#)

If you have never played bridge there is a brief introduction to bridge. It is said that people do not learn bridge from books and therefore it could follow that they do not learn from computers. If that is not the case I hope you find the tutorial useful.

[Go to the tutorial.](#)

## Quick start

Once Bridge Assistant has started you might like to try the following sequence of actions to see how the program works.

### a. Choose the dealer

Select the Dealer option from the Bridge menu. Alternatively use the Dealer button in the Toolbar:



Click on it. The program will randomly select the dealer.

### b. Deal a new hand

Select the Deal option from the Bridge menu. Alternatively use the Deal button in the Toolbar:



Click on it. You should see that the program has dealt. As you are playing south the cards in the south position are the only ones visible. Click the button again, the program will deal another hand.

### c. Opening existing hands

Select the Open option from the File menu. Alternatively use the Open button in the Toolbar:



Click on it. You should see the file open Dialog box appear. Select the file b.brg. This is a file supplied to test that the program has installed correctly and to use in this walk-through. Press OK.

You should see the hand displayed in the same way as when you dealt.

### d. Making bids

Decide which bid you would like to bid. One heart is a reasonable bid to make on this hand (using the Standard American Bidding System). Identify the Bid palette which is visible on the right of the program window. Bid one heart, press the 1♥ button. The program accepts your bid and displays it in Auction window.

Now it is the West's turn to bid. Choose the Bid option from the Bridge menu. Alternatively use the Bid button in the Toolbar:



West passes. It would be simpler if the program would bid by itself without waiting for a button to be pressed each time. Go to the Bridge Menu, select the Auto Option and click on Bid; the program will now bid automatically when necessary without waiting for you to press a button.

The program now proceeds to bid for the other players. First your partner (the North hand) and finally the player to your right (the East hand). As you can see in the Auction box your partner bids

one spade in reply to your opening bid of one Heart.

You now have to rebid. With this hand a reasonable rebid is to bid the diamond suit. Bid two diamonds, press the 2♦ button in the Bid palette. Once again the program accepts the bid and then bids for the other hands. Note that your partner returns to your first suit.

You have a strong hand with a major suit fit. Bid four Hearts, press the 4♥ button. The other hands all pass. This means that the contract is four Hearts and that you are the Declarer.

**e. Playing cards**

Now that the auction is complete the play starts. To start the play choose the Play option from the Bridge menu. Alternatively use the Play button in the Toolbar:



West will play a card - the opening lead. The dummy will then be displayed. Clearly you now have to decide which card to play. Click on the card in the dummy that you wish to play. The card will be moved to the table and then it will be East's turn to play, choose the play command again. It is now your turn to play. Click on a card in your own hand.

**f. Scoring the hand**

Once the play is complete you can score the deal. But first you might have to display the Scorecard. Go to the View Menu and select the Score Card Option. The Scorecard will now be displayed. Now to update the score choose the Score option from the Bridge menu. Alternatively click the Score button in the Toolbar:



## **File menu commands**

The File menu offers the following commands:

<u>New</u>	Clears the current deal.
<u>Open</u>	Opens an existing deal.
<u>Save</u>	Saves the current deal using the same file name.
<u>Save As</u>	Saves the current deal using a specified file name.
<u>Export</u>	Exports the current deal to the clipboard in text format.
<u>Print</u>	Prints a deal.
<u>Print</u>	Displays the deal on the screen as it would appear printed.
<u>Preview</u>	
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Recent File</u>	Re-opens a recently used file.
<u>Exit</u>	Exits Bridge Assistant.

## **Bridge menu commands**

The Bridge menu offers the following commands:

<u>Undo</u>	Takes back the last action, use to undo the last call or play.
<u>Clear</u>	Clears actions.
<u>Auto</u>	Sets various actions to occur automatically.
<u>First Dealer</u>	Selects a new dealer at the start of a rubber.
<u>Next Dealer</u>	Changes the dealer (rotates the deal clockwise).
<u>Deal</u>	Deals a new set of hands.
<u>Bid</u>	Makes a call.
<u>Play</u>	Plays a card.
<u>Score</u>	Scores the hand when the play is complete
<u>Hint</u>	Gives a hint when it is your turn to call or play.
<u>Auction</u>	Makes all the remaining bids in the auction automatically.
<u>Clear Trick</u>	Clears the cards from the table when the trick is completed.

## **Edit menu commands**

The Edit menu offers the following commands:

<u>Rotate</u>	Rotates the hands clockwise.
<u>Layout</u>	Displays the layout editor, use to change the layout.
<u>Filter</u>	Displays the filter editor, use to change the filter.
<u>Deck</u>	Displays the deck, use to create a particular deal.

## **View menu commands**

The View menu offers the following commands:

<u>Auction</u>	Shows or hides the auction.
<u>Bids</u>	Shows or hides the bid palette.
<u>Score Card</u>	Shows or hides the score card.
<u>Hand</u>	Shows or hides the hand.
<u>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.
<u>South</u>	Shows or hides the cards in the south hand.
<u>West</u>	Shows or hides the cards in the west hand.
<u>North</u>	Shows or hides the cards in the north hand.
<u>East</u>	Shows or hides the cards in the east hand.
<u>Show All</u>	Shows the cards in all the hands.
<u>Arrange</u>	Moves the windows to better positions.
<u>Refresh</u>	Redraws all the hands.

## **Options menu commands**

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

<u>Position</u>	Selects the hand you are playing.
<u>Dealer</u>	Selects the hand that is the dealer.
<u>Edit On</u>	Turns edit mode on and off.
<u>Auto Arrange</u>	Turns the auto arrange function on and off.
<u>Filter On</u>	Turns the filter on and off.
<u>Save Settings on</u>	Saves the settings when the program ends.
<u>Exit</u>	
<u>Allow Hints</u>	Allows hints during the auction; the program will bid for you.
<u>Allow Overrides</u>	Allows you to bid for one of the hands controlled by the program.
<u>Allow Overcalls</u>	Allows overcalls.
<u>Play when</u>	Allows you to play the cards when you are dummy.
<u>Dummy</u>	
<u>Config</u>	Displays the configuration editor, use to set program parameters.

## Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:


<u>Contents</u>	Offers you a list of topics on which you can get help.
<u>How to Use Help</u>	Provides general instructions on using help.
<u>The Game of Bridge</u>	Provides access to the tutorial on the game of bridge.
<u>Shareware Help</u>	Provides information about Shareware and how to register.
<u>Registration</u>	Displays the registration information screen again.
<u>About</u>	Displays the version number of this copy of Bridge Assistant.



### **New command (File menu)**

Use this command to clear the current deal and reset the game.


### **Shortcuts**

Toolbar:   
Keys: CTRL+N

## **Open command (File menu)**

Use this command to open an existing deal.

### **Shortcuts**

Toolbar:   
Keys: CTRL+O

## **File Open dialog box**

The following options allow you to specify which deal to open:

### **File Name**

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

### **List Files of Type**

Select the type of file you want to open:

### **Drives**

Select the drive in which Bridge Assistant stores the deal that you want to open.


### **Directories**

Select the directory in which Bridge Assistant stores the deal that you want to open.

## Save command (File menu)

Use this command to save the current deal using the same file name and directory. When you save a deal for the first time, Bridge Assistant displays the Save As dialog box so you can choose a name. If you want to change the name and directory of an existing deal before you save it, choose the Save As command.

## Shortcuts

Toolbar:   
Keys: CTRL+S

**Save As command (File menu)**

Use this command to save and choose a file name for the current deal. Bridge Assistant displays the Save As dialog box so you can name the deal.

To save a deal with its existing name and directory, use the Save command.

### **Export command (File menu)**

Use this command to export a hand to the clipboard in text format. The text can then easily be moved to another package such as Notepad. See the [Export dialog box](#) for more details.

### **Shortcuts**

Keys: CTRL+E

## Help (Export Dialog Box)

The export dialog box is used to format the deal for exporting in text format.

### Buttons

OK.

Cancel.

Write.

Define. See the Define dialog box for more details.

Help.

### Check boxes

Hand.

Auction.

Comment.

Title.

Auto write.

### Lists

Format.

**OK button**

Will copy the text in the editor to the clipboard and close the export dialog box.



**Cancel button**

Will close the export dialog box without copying the text to the clipboard or preserving any settings.

**Write button**

Writes the deal in text format to the editor in the left part of the export dialog box.

**Define button**

Displays the define dialog box. This is used for fine-tuning the appearance of the text.

**Help button**

Starts Windows Help and displays the current topic.

**Hand check box**

Check if you wish to output the hand to the editor. If, for example, you want to export only two hands North and South say; use the Define button to set this option.

**Auction check box**

Check if you wish to output the auction to the editor.

**Comment check box**

Check if you wish to use the text in the comment box.

**Title check box**

Check if you wish to output the title.



**Auto write check box**

Check if you wish the program to write the text to the editor using the current settings automatically every time the dialog box is displayed.

**Format list**

Currently there is only one format Standard-1.

## **File Save As dialog box**

The following options allow you to specify the name and location of the deal you're about to save:

### **File Name**

Type a new filename to save a deal with a different name. A filename can contain up to eight characters and an extension of up to three characters. Bridge Assistant adds the extension you specify in the Save File As Type box.

### **Drives**

Select the drive in which you want to store the deal.

### **Directories**

Select the directory in which you want to store the deal.

### **1, 2, 3, 4 command (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to quickly reopen a deal that you have recently saved or opened. Choose the menu item that corresponds with the deal you want to open. Up to four hands can be listed.

## **Exit command (File menu)**

Use this command to end your Bridge Assistant session. You can also use the Close command on the application Control menu.

### **Shortcuts**

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

## **Undo command (Bridge menu)**

Use this command to make the program take back the last action. This will undo the last call made or card played by either side.

## **Shortcuts**

Toolbar:



**Clear command (Bridge menu)**

Use this command to undo actions. For example, to clear the current deal, to reset the auction, to clear the play, the score or to reset the total in the status line.

### **Auto command (Bridge menu)**

Use this command set auto options. The program will then make certain actions automatically without waiting for you to select a menu item or press a button. The program can be made to automatically:

Deal  
Open  
Bid  
Lead  
Play  
Score  
Rotate



## First Dealer command (Bridge menu)

Use this command to select the dealer at the start of a new rubber.

### Shortcuts

Toolbar:



### **Next Dealer command (Bridge menu)**

Use this command to change the dealer at the end of a deal and continue the current rubber. The program will rotate the dealer clockwise.

### **Shortcuts**


Toolbar:



## **Deal command (Bridge menu)**

Use this command to deal a new set of hands. Bridge Assistant shuffles the deck and deals the cards. If you want a particular type of hand use the filter.

### **Shortcuts**


Toolbar:   
Keys: F3

Note that you can use the Auto commands to make this automatic.

## **Bid command (Bridge menu)**

Use this command to make the program call on its turn.

### **Shortcuts**


Toolbar:   
Keys: F4

Note that you can use the Auto commands to make this automatic.

## **Play command (Bridge menu)**

Use this command to make the program play on its turn.

### **Shortcuts**


Toolbar:   
Keys: F5

Note that you can use the Auto commands to make this automatic.

## Score command (Bridge menu)

Use this command to score the hand once play is complete. The score is displayed on the score card.

### Shortcuts

Toolbar: 

Keys: F6

Note that you can use the Auto commands to make this automatic.

### **Hint command (Bridge menu)**

Use this command to ask for a hint when it is your turn to call or play and you would like to see the computer's suggestion.

### **Shortcuts**

Toolbar:



**Auction command (Bridge menu)**

Use this command to make all the remaining calls in the auction automatically.



**Clear Trick command (Bridge menu)**

Use this command to clear the table after a trick has been completed.

### **Auto Deal (Bridge menu)**

Use this command to turn the auto deal function on and off. Auto deal means that the program will deal without waiting for the deal command to be given.

### **Auto Open (Bridge menu)**

Use this command to turn the auto open function on and off. Auto open means that the program will make a call for the first hand without waiting for the call command to be given.

**Auto Bid (Bridge menu)**

Use this command to turn the auto call function on and off. Auto call means that the program will make a call for the hands it controls without waiting for the call command to be given. Note that this does not apply to the first call in any auction, the program needs the call command to make the first call.

**Auto Lead (Bridge menu)**

Use this command to turn the auto lead function on and off. Auto lead means that the program will play the first card for the hands it controls without waiting for the play command.

### **Auto Play (Bridge menu)**

Use this command to turn the auto play function on and off. Auto play means that the program plays cards for the hands it controls without waiting for the play command. Note that this does not apply to the opening lead, the program needs the play command to play the first card.

**Auto Score (Bridge menu)**

Use this command to turn the auto score function on and off. Auto score means that the program scores the hand as soon as play is complete.

### **Auto Rotate (Bridge menu)**

Use this command to turn the auto rotate function on and off. Auto score means that the program will rotate the deal automatically when the deal command is given.




### **Auction command (Edit menu)**

Use this command to edit the auction. The undo command will take back the last bid made. The clear command will undo the entire auction.

### **Undo**

Use to undo the last bid.

### **shortcuts**

Toolbar:   
Keys: F5

### **Clear**

Use to clear the auction.


### **Play command (Edit menu)**

Use this command to edit the play. The undo command will take back the last card played. The clear command will clear all the cards.

### **Undo**

Use to take back the last card played.

### **shortcuts**

Toolbar:   
Keys: F5

### **Clear**

Use to clear all the cards played.

**Rotate command (Edit menu)**

Use this command to rotate the hands clockwise. This will cause the program to reset in the same way as after a file is opened or a new deal is made.

## Layout command (Edit menu)

Use this command to modify the layout. Bridge Assistant displays the Edit Layout dialog box so you can make the changes.

## Shortcuts

Toolbar:



## **Edit Layout dialog box**

The following options allow you to specify the layout of the current and subsequent deals.

### **Layout**

Select what aspect of the layout you want to modify. You can either modify the current layout or set defaults to be used when various actions are performed, for example: opening a file, dealing, or changing which hand you are playing.

### **Show**

Select which hands should be visible and which hidden.

### **Use Default After**

Select the actions after which the defaults should be used.

## **Filter (Edit menu)**

Use this command to modify the filter. Bridge Assistant displays the Edit Filter dialog box so you can make the changes.

## **Shortcuts**

Toolbar:



## **Edit Filter dialog box**

The following options allow you to specify the filter to be used when the 'Filter On' option is chosen and Bridge Assistant deals.

### **Partnership**

Select the partnership for which you want to edit the filter parameters.

### **Hand**

Select the hand for which you want to edit the filter parameters.

### **Suit**

Select the suit for which you want to edit the filter parameters.

### **High Card Points**

For Partnerships, hands and suits you can set the minimum and maximum high card points allowed.

### **Shape**

For hands you can select the range of shapes allowed. The higher the number the more unbalanced the hand. Values range from 1 to 39.

### **Length**

For suits you can select a range for the number of cards allowed.

## Deck command (Edit menu)

Use this command to display the deck. Bridge Assistant displays the [Edit Deck dialog box](#) so you can make changes.

## Shortcuts

Toolbar:





## **Edit Deck dialog box**

This dialog box can be used at the same time as the main window. You can use it to rearrange the cards in each hand. The following options allow you to make these changes:

### **Select a hand**

Selected cards will be moved to this hand.

### **Fill**

Moves all cards to the deck.

### **Auto Fill**

Automatically fills the deck when the dialog box is displayed.

### **Click a card in the deck**

Selects a card to move to the currently selected hand.

### **Click a card on the table**

Moves the card clicked to the deck.

### Auction command (View menu)

Use this command to display and hide the Auction, which shows bids as they are made. A check mark appears next to the menu item when the Auction is displayed.



## Auction box

The entire auction is displayed in the auction box. The bids are recorded here as they are made.



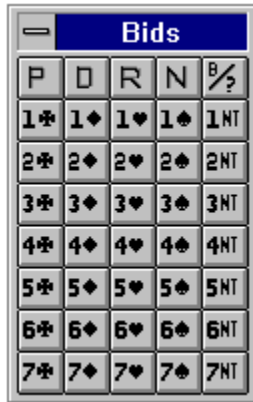
### Bids command (View menu)

Use this command to display and hide the Palette, which contains buttons for making bids in Bridge Assistant. A check mark appears next to the menu item when the Palette is displayed.

Bids				
P	D	R	N	$\frac{B}{\heartsuit}$
1♠	1♦	1♥	1♣	1NT
2♠	2♦	2♥	2♣	2NT
3♠	3♦	3♥	3♣	3NT
4♠	4♦	4♥	4♣	4NT
5♠	5♦	5♥	5♣	5NT
6♠	6♦	6♥	6♣	6NT
7♠	7♦	7♥	7♣	7NT

## Bids box

Bids are made using the Bids Palette which is shown below. To make the bid simply press the button corresponding to the bid you wish to make.



The Bids Palette is a grid of buttons used for making bids. It has a title bar with a minus sign and the word "Bids". The grid contains 7 rows and 5 columns of buttons. The first row contains the letters P, D, R, N, and a fraction 1/2. The subsequent rows contain bids from 1♣ to 7♣, 1♦ to 7♦, 1♥ to 7♥, 1♠ to 7♠, and 1NT to 7NT.

P	D	R	N	$\frac{1}{2}$
1♣	1♦	1♥	1♠	1NT
2♣	2♦	2♥	2♠	2NT
3♣	3♦	3♥	3♠	3NT
4♣	4♦	4♥	4♠	4NT
5♣	5♦	5♥	5♠	5NT
6♣	6♦	6♥	6♠	6NT
7♣	7♦	7♥	7♠	7NT

P: Pass

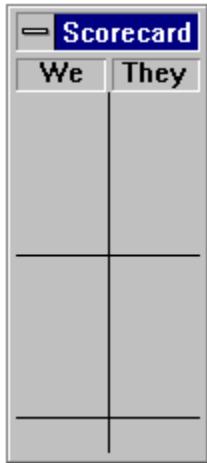
N: Nobid

D: Double

R: Redouble

### Score command (View menu)

Use this command to display and hide the Scorecard, which shows scores as they are made. A check mark appears next to the menu item when the Scorecard is displayed.



Scorecard	
We	They

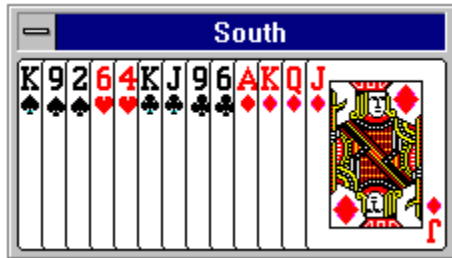
**Score card box**

The score is displayed in the Scorecard Box. The scores are recorded here as they are made.

Scorecard	
We	They

### Hand command (View menu)

Use this command to display and hide the hand window, where the cards are shown in standard format. A check mark appears next to the menu item when the hand is displayed.





**Hand window**

This window displays the cards standard format.



**Toolbar command (View menu)**

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Bridge Assistant, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

## Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in Bridge Assistant,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

### Click To

---



Deal a new set of hands. Bridge Assistant shuffles the deck and displays the new deal.



Open an existing deal. Bridge Assistant displays the Open dialog box, in which you can locate and open the desired file.



Save the current deal using the same file name. If you have not named the deal, Bridge Assistant displays the Save As dialog box.



Print the current deal using the current printer settings.

### **Status Bar command (View menu)**

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

**South command (View menu)**

Use this command to display and hide the cards in south hand.

**West command (View menu)**

Use this command to display and hide the cards in west hand.

**North command (View menu)**

Use this command to display and hide the cards in north hand.

**East command (View menu)**

Use this command to display and hide the cards in east hand.



**Show All command (View menu)**

Use this command to display the cards in all the hands.

## **Arrange (View menu)**

Use this command to arrange the windows on the screen. The program will move the auction box, the bid palette and other windows to the selected position.

### **Normal**

Moves the windows to the positions they were at when the program was started or the last time the Arrange Fix command was used

### **Default**

Moves the windows to their default positions.

### **Fix**

Sets the current position as the one to be used in the Arrange Normal command.

**Refresh command (View menu)**

Use this command to redraw all the hands.

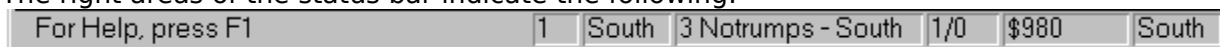
## Status Bar



The status bar is displayed at the bottom of the Bridge Assistant window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate the following:



<b>Indicator</b>	<b>Description</b>
RUBBER	The number of the current deal.
DEALER	The dealer.
CONTRACT	The contract and declarer.
TRICK	The current trick count during play.
SCORE	The total accumulated score.
PLAYER	The hand the user is playing.

**Position command (Options menu)**

Use this command to select the hand you are playing. By default you play the south hand.

**Dealer command (Options menu)**

Use this command to select the hand that is the dealer. You can use the Dealer option in the Bridge menu to select the dealer randomly.

### **Filter On command (Options menu)**

Use this command to turn the filter on and off.

### **Shortcuts**


Toolbar:



## **Edit On command (Options menu)**

Use this command to turn edit mode on and off.

## **Shortcuts**

Toolbar: 



**Auto Arrange (Options menu)**

Use this command to turn the auto arrange function on and off. When auto arrange is turned on and the main program window is resized the other program windows are moved to their normal positions.

### **Auto Export (Options menu)**

Use this command to turn the auto export function on and off. When auto export is turned on the text will be exported without displaying the export dialog box. The program will use the current settings and place the text directly into the clipboard.

**Allow Hints (Options menu)**

Use this command to allow the computer to bid or play for you. If you do not like what the program suggests you can use the undo command and bid or play again.

**Allow Overrides (Options menu)**

Use this command to allow you to bid for one of the hands that the computer controls. This allows you to setup a particular contract, or to change a bid that you do not think is correct.

### **Allow Overcalls (Options menu)**

Use this command to allow or disallow overcalls. By default this should be turned off and the absence of a check mark next to the menu item will indicate this. It can be turned on if you do not want the opponents to take part in the auction.

**Play when Dummy (Options menu)**

Use this command to play the cards for your side when otherwise you would be dummy and the program would be declarer.

### **Save Options (Options menu)**

Use this command to turn the save options setting on and off. When turned on the current program settings will be saved when Bridge Assistant is closed.

### **Config command (Options menu)**

Use this command to display the configuration editor. Bridge Assistant displays the Options Config dialog box so you can make changes.



## **Options Config dialog box**

Using this dialog box you can set the following program parameters.

### **Maximum Search Count**

The maximum number of hands to be generated when the filter is on and you have told the program to deal a new set of hands.

## **Contents command (Help menu)**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Bridge Assistant and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

## **Using Help command (Help menu)**

Use this command for instructions about using Help.

## **The Game of Bridge (Help menu)**

Use this command to access the tutorial.

## **Shareware Help command (Help menu)**

Use this command for information about Shareware.

[More about Shareware.](#)

**Registration command (Help menu)**

Use this command to display the registration screen.

## **About command (Help menu)**



Use this command to display the copyright notice and version number of your copy of Bridge Assistant.

## Context Help command



Use the Context Help command to obtain help on some portion of Bridge Assistant. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the Bridge Assistant window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

## Shortcut

Keys:      SHIFT+F1



## Help (Define Dialog Box)

The define dialog box is used to set options that determine the format of the output to the editor in the export dialog box.

### Buttons

OK.  
Cancel

### Check boxes

Begin/End.  
Auto Export

### Sections

Game.  
Hand.  
Spacing.  
Suit label.

**OK button**

Will close the define dialog box and accept the settings.

**Cancel button**

Will close the define dialog box without preserving any settings.

**Begin/End check box**

Check if you wish to use the Begin/End markers to delimit the text.

**Auto export check box**

Check if you wish to export text without displaying the export dialog box. The program will use the current settings and place the text directly into the clipboard.

## **Game section**

Use to set various game settings.

Dealer	Outputs the dealer line, for example, 'Dealer: East'.
Score	Outputs the score line, for example, 'Score: NS Game'.
Player	Outputs the player line, for example, 'Player: South'.

When the export dialog box is first displayed it will use the current program settings for the dealer, score and player. If you wish to use different settings then you can change the settings in this dialog box. They are temporary and will not be preserved when the export dialog box is closed.

## **Hand section**

Select one of the options. The output will consist of one of the following:

All four hands.

The player's and the partner's hands.

The player's hand.

## **Spacing section**

Use to insert a space each card.



**Suit label section**

Use to insert a colon after a suit label.

## **Title Bar**

The title bar is located along the top of the main window. It contains the name of the program and the current open file.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar contains the following elements:

- Application Control-menu button
- Maximize button
- Minimize button
- Restore button

**Scroll bars**

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

## **Size command (System menu)**

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

### **Shortcut**

Mouse: Drag the size bars at the corners or edges of the window.

### **Move command (Control menu)**

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


### **Shortcut**

Keys: CTRL+F7

## **Minimize command (application Control menu)**

Use this command to reduce the Bridge Assistant window to an icon.


### **Shortcut**

Mouse: Click the minimize icon  on the title bar.  
Keys: ALT+F9

## **Maximize command (System menu)**

Use this command to enlarge the active window to fill the available space.

### **Shortcut**

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.  
Keys: CTRL+F10 enlarges a document window.

## **Close command (Control menus)**

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



## **Shortcuts**

Keys: ALT+F4 closes the application or the active dialog box



**Restore command (Control menu)**

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

## **Switch to command (application Control menu)**

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

### **Shortcut**

Keys: CTRL+ESC

### **Dialog Box Options**

When you choose the Switch To command, you will be presented with a dialog box with the following options:

#### **Task List**

Select the application you want to switch to or close.

#### **Switch To**

Makes the selected application active.

#### **End Task**

Closes the selected application.

#### **Cancel**

Closes the Task List box.

#### **Cascade**

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

#### **Tile**

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

#### **Arrange Icons**

Arranges the icons of all minimized applications across the bottom of the screen.

## **Table**

The table is displayed in the middle of the application window. The table provides buttons for quick mouse access to some actions performed by Bridge Assistant on hands. For more information on what the buttons do see: [Table button](#).

## **Table button**

You use buttons in two ways:

### **Showing and hiding a hand**

To show and hide the hand. This only works if the deal is valid.

### **Moving cards to a hand**

To move the cards selected in the deck to a hand. This action only works if the deck is visible.

## **Deck object**

You can display the Deck by using the Deck command in the View menu. Bridge Assistant displays the Edit Deck dialog box. This takes the place of the ordinary deck of cards; you can move cards to the Deck and then from the Deck to the required hand.

You can move cards to a particular hand by selecting the cards in the Deck and then clicking one of the buttons on the Table. To move cards from a hand to the Deck simply click on the particular card that you want to move.

**No Help Available**

No help is available for this area of the window.

**No Help Available**

No help is available for this message box.

**No Help Available**


No help is available.



## **Print command (File menu)**

Use this command to print a deal. This command presents a Print dialog box, where you may specify the destination printer, the number of copies, and other printer setup options.


## **Shortcuts**

Toolbar:   
Keys: CTRL+P

## **Print command (Toolbar)**

Use this command to print a deal.

## **Shortcuts**

Toolbar:   
Keys: CTRL+P

## **Print dialog box**

The following options allow you to specify how the deal should be printed:

### **Printer**

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

### **Setup**

Displays a Print Setup dialog box, so you can select a printer and printer connection.

### **Print Range**

Specify the pages you want to print:

**All** Prints the entire document.

**Selectio** Prints the currently selected text.

**n**

**Pages** Prints the range of pages you specify in the From and To boxes.

### **Copies**

Specify the number of copies you want to print for the above page range.

### **Collate Copies**

Prints copies in page number order, instead of separated multiple copies of each page.

### **Print Quality**

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

### **Print Progress Dialog**

The Printing dialog box is shown during the time that Bridge Assistant is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

**Print Preview command (File menu)**

Use this command to display the current deal as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which the page will be displayed in its printed format. The print preview toolbar offers you options to zoom in and out of the page and initiate a print job.

## **Print Preview toolbar**

The print preview toolbar offers you the following options:

### **Print**

Bring up the print dialog box, to start a print job.

### **Next Page**

Preview the next printed page.

### **Prev Page**

Preview the previous printed page.

### **One Page / Two Page**

Preview one or two printed pages at a time.

### **Zoom In**

Take a closer look at the printed page.

### **Zoom Out**

Take a larger look at the printed page.

### **Close**

Return from print preview to the editing window.

**Print Setup command (File menu)**

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

## **Print Setup dialog box**

The following options allow you to select the destination printer and its connection.

### **Printer**

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

### **Orientation**

Choose Portrait or Landscape.

### **Paper Size**

Select the size of paper that the printer should use.

### **Paper Source**

Some printers offer multiple trays for different paper sources. Specify the tray here.

### **Options**

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.



**Page Setup command (File menu)**

<< Write application-specific help here. >>

