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File menu commands

The File menu offers the following commands:

<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>Deal</u>	Deals a new set of hands.
<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>Exit</u>	Exits Bridge Assistant.

Edit menu commands

The Edit menu offers the following commands:

<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>Toolbar</u>	Shows or hides the toolbar.
<u>Status Bar</u>	Shows or hides the status bar.
<u>Show All</u>	Shows the cards in all the hands.
<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>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>Player</u>	Selects the hand you are playing.
<u>Dealer</u>	Selects the hand that is the dealer.
<u>Filter On</u>	Turns the filter on and off.
<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</u>	Provides general instructions on using help.
<u>Help</u>	
<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.

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.

Deal command (File 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: CTRL+D

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 open the last four deals you closed. Choose the number that corresponds with the document you want to open.

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

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:

List

Select cards to move to a hand.

All Cards

Move all cards to the deck.

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.

Show All command (View menu)

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

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.

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:

Indicator	Description
PLAYER	The hand you are playing.
FILTER	The status of the filter.
DEALER	The hand that is the dealer.
COUNT	The counter.
MAXIMUM	The maximum number of hands generated before stopping.

Player command (Options menu)

Use this command to select the hand you are playing. When you select this option in the menu Bridge Assistant displays another menu and you can select the hand you wish to play.

Dealer command (Options menu)

Use this command to select the hand that is the dealer. When you select this option in the menu Bridge Assistant displays another menu and you can select the hand that is the dealer.

Filter On command (Options menu)

Use this command to turn the filter on and off.

Shortcuts

Toolbar:



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.

Index 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.

Shareware Help command (Help menu)

Use this command for information about Shareware.

Registration command (Help menu)

Use this command to display the initial screen again.

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

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: CTRL+F4 closes a document window
 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 from 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.

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 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. >>

