

Loading Practice Games into BBO

1. Opening BBO to access the Deal Archive location.

- a) Login to BBO using your **User name** and **Password**. The BBO screen will likely be visually divided into two separate windows.
- b) In the **Messages** window on the Right Side, select the **Account** Tab.
- c) You will be working with the **Deal archive** option in the header of the **Accounts** window. Leave this in view for Steps 2 to 6. Go to Step 2.

2. Selecting Deal archive and Visual Results

- a) Click **Deal archive** in the Top Right corner of the **Account** screen.
- b) If this is your First time accessing this **Folder** section, you will see only the default folder titled **My favorite hands**. This specific Folder cannot be Edited or Deleted. If you have previously created folders, then they too will be listed.
- c) It is important that you understand the structure and pros / cons of managing these **Folders**. Eventually you will be storing your various individual **Deals** within these Folders. Each Folder can contain from one to many separate Deals. Note that the words Deal and Hand have a similar meaning in this document.
- d) As Folders are added (See Section 3), they seem to be automatically placed in the listing in alphabetical order. If a Folder is renamed, it is automatically sorted to appear alphabetically in the listing. Carefully plan the naming of your Folders to relate to the Deals stored within each Folder so you can readily find a Single, or Series, of Hands that you are looking for.
- e) The Deals, whose Icons look like those of the Folders, will EACH contain information about the Cards relative to Each Player's Seating position (S, W, N or E). When a Deal or Hand is created, it will be saved within a Folder that you will assign it to.
- f) As each additional Deal is saved to a Folder, it will be listed at the bottom of the Deal Listing. The Deal names do not seem to be Sorted in any way.

3. Adding a Folder.

- a) In the SELECT FOLDER section, at the Top of the **Deal archive** section, click on **the + sign** (on the Right) and add a Folder. It will appear and be named **Untitled folder**. Click the **Edit Pencil**. This Pencil will change to a **Checkmark**. Revise the Folder Name and then Click the **Checkmark**. The Folder Name will change. To Delete it, Click the **Trashcan** and **Confirm**.
- b) If you have several Folders to create, it is best to create them now so these will be available when the Deals are created and must be stored relative to a Folder name.

4. Adding the Deals - Activate the Hand Editor.

- a) Click on the **Hand Editor** button at the Bottom of the screen. With a Paper version of your Deal at hand, create the Deal by clicking on the appropriate cards for each player (South, West, etc.) as described in Section 5 below.
- b) Note that the operation of the .LIN file is not included in this document.

5. Selecting the Cards for Each Player.

- a) Be aware that **South** is Auto Selected to be manually entered FIRST. Click on each of the Cards that will be Dealt to the South Player. Once the 13 cards for South are entered, then the Cursor focus is automatically moved to the **West** Player. When West is completed, **North** is selected. Once North is complete, then **East** is **Auto- Filled** with the remaining 13 Cards.
- b) Once all 52 cards are assigned, the center **Yellow** Box states Click Play to enter Bidding and Play Sequence.
- c) **IMPORTANT – DON'T FORGET THIS STEP** - Click the **Blue Play** button. The center **Yellow** Box now states, Click on the Seat of the Dealer. Doing so will set the respective **Seat Bar** to Yellow. It seems you cannot define the Dealer after the Deal is saved.
- d) The center **Yellow** Box now displays Enter the Bidding and Play sequence. For my intended use of these Deals, NO DATA was entered for either the Bidding or Play Sequence. However, the Bidding Table seems to function properly to expectations. Proceed to **Step 6**.

6. Storing this defined Deal into a Folder.

- a) Click the Blue **Export** button at the bottom of the **Hand Editor** screen. Three Options appear.
- b) Select **Save Deal as**. The other 2 options are not part of these instructions.
- c) The **Save Deal as** screen appears. At the Top Left of this screen, enter the **Title** of the Deal. A short description Title will help to quickly locate the Deal when required. This Deal will be stored in an existing Folder in **Step 6d**. Alternatively, if a New Folder is required, follow the process in **Step 6e**.
- d) With the SELECT FOLDER screen displayed, Click the desired Folder into which this newly created Deal will be stored. The screen disappears. In the right screen, the Selected Folder will be Blue. **Click it Twice**. This new Deal should appear listed in the Folder. Scroll to the bottom if necessary. Alternatively, if a New Folder is required, follow the process in **Step 6e**. Else go to **Step 6g**.
- e) To create a New Folder in which to store a newly created Deal, **Click the + sign** to the right of the SELECT FOLDER section. This creates an **Untitled Folder** and the Deal will be automatically stored in this Untitled Folder.

- f) This **Untitled Folder** should appear in the Folders list on the **Deal archive** screen. **Edit** the **Folder Name** as described above in **Step 3a**.
- g) This completes the process of defining Deals and storing them in Folders. **Click the X** at the Top Right of the **Hand Editor** screen. The window will close.
- h) Individually select the New Folders that were created and verify that the correct Deal(s) are in their correct folders. Unfortunately, Deals cannot be dragged and dropped into different folders. They must be deleted and reprogrammed to reside in the correct Folder. **Caution:** Be aware that, unlike for Folders, there is **NO Deletion Confirmation** offered for **Deal** deletion! You must be **absolutely certain** that you are about to click the **Trashcan** of the **Deal** you really want deleted!

7. Preparing a Teaching Table

- a) On the BBO Main Screen, under the section titled PLAY OR WATCH BRIDGE, Select **Practice**.
- b) Select **Start a Teaching table**. Set Privacy Options as required or leave in default mode as shown. Also, at this time, you can decide to Reserve Seats or not. To Reserve you must enter the **User names** of from 1 to 4 Players. Robots cannot be reserved.
- c) Click **Start Table**. Four Player **Sit** positions are shown. First determine how you want Players to see the cards once all 4 Player have been seated. Press the **Blue / White Line** button. Select **Teacher Options**. To display the Hands for ALL 4 Players, select **User Controlled** (at top) and Select **Host – Show all Hands** (at bottom). Press **OK**. Alternatively, for a Player to see only their Hand, Select **User Controlled – Dealer Host**. Click **OK**. Note – Other seating Options have not been exercised or applied.
- d) Now Seat all 4 Players. If all Players had been previously Reserved, then the Table will be displayed with each Player seated and a Deal will have been made. Caution – the Deal displayed will be a **Random Deal** from the BBO array of Deals and NOT one from your predefined Folder(s) of your unique Deals. You can continue to use these Random Deals for your Bridge game, but if you want to use your Predefined Deals that are stored in your Folders, proceed to **Step 8** below.
- e) If you **did not Reserve Players**, then when the Table is started, each Player position will be labeled as **Sit** and there will be **NO Deals** displayed.
- f) As the Table Manager, you must now assign each Player position. Click the Player position and select **Sit** or **Robot** (Basic Rented) from the options box displayed. Once all four Player positions have been filled with either **Valid Player’s Usernames** or **Robot**, then a Deal is automatically displayed. This will be a Random Deal from the standard BBO offerings. If you want to use your Predefined Deals that are stored in your Folders, proceed to **Step 8** below.

8. Using your Folder Deals in a Teaching Table

- a) Assuming you have performed the relative **Steps 7a to 7c** above, you now have a **Random Deal** being displayed. However, if you want a **Practice Games Deal**, that you created and stored in one of your Folders. Perform the following steps.
- b) Click the **Blue Button**, with the three **White Lines**. A list of action will be presented.
- c) Select **Deal source**.
- d) Select the center Header Option **Use Saved as**. Your list of Folders will appear.
- e) Click the single Folder in which you have saved all the Deals that you want to use in this session of Bridge Games. The selected Folder will display as Blue but Nothing else seems to happen. Continue to **Step 8f**.
- f) Click **Select** in the top right corner. Note that still Nothing appears to happen. This is OK. Continue with **Steps 8g, 8h and 8i**.
- g) **Click X** just above the **Select** option. This will Close the **Deal Source** page.
- h) Now again, click the **Blue Box** with **White Lines** and select **Redeal**.
- i) If the Folder you selected has multiple Deals listed, the Deal at the top of the list is the one that will be Dealt first. The next lower Deal will be the next one Dealt and so on.
- j) Once the Game is complete, repeat **Step 8h**. to invoke the next Deal. You do NOT have to fully complete a Game before you can invoke the next Deal. Just keep selecting **Redeal** and you will be clocked through your Deal List in the respective Folder and then to **Random** Deals once your Listed Deals are exhausted.
- k) If you eventually Deal ALL the Deals contained in the Folder selected, the next Deal presented will be a Random Deal from the BBO array of Deals.
- l) To start another Folder of Deals, or to repeat the one just completed, repeat **Steps 8a to 8h**.