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INTRODUCTION

This note covers both dealing boards from deal files that already exist (**Deal the Boards**) and creating those files (**Create Deals & Hand Records**).

In either case you need to **Install the Software** and use **KeepAndShare**. It is also useful to set up in advance a suitable **Folder structure**.

DEAL THE BOARDS

Preliminaries

The machine is controlled by a deal file (**pbn**) for which there is a matching Hand Record file (**pdf**). *For most sessions*, the files are downloaded from **KeepAndShare**: see **Download Files**. *But if it is a Sims event the files will be emailed to you beforehand.*

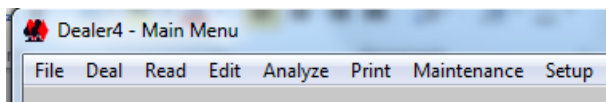
File names show the session date in the form *yyyymmdd* (eg 2014jul29).

If the date of the deal corresponds to a Thursday then it is for **Guildford Duplicate Bridge Club** (GDBC). GDBC has its own boxes labelled 'Guildford'; please use one of these. (Exchanges take place at Busbridge: leave the new set in the store room and take away the old.)

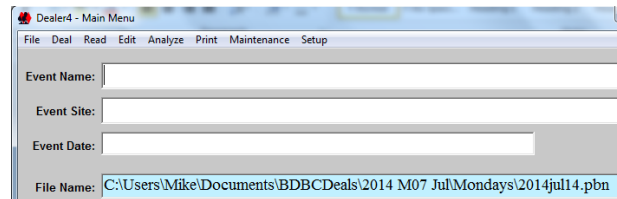
For a Sims, GDBC may need 36 boards not 32. Please alert the organiser if the extra 4 boards have not reached you.

Dealing

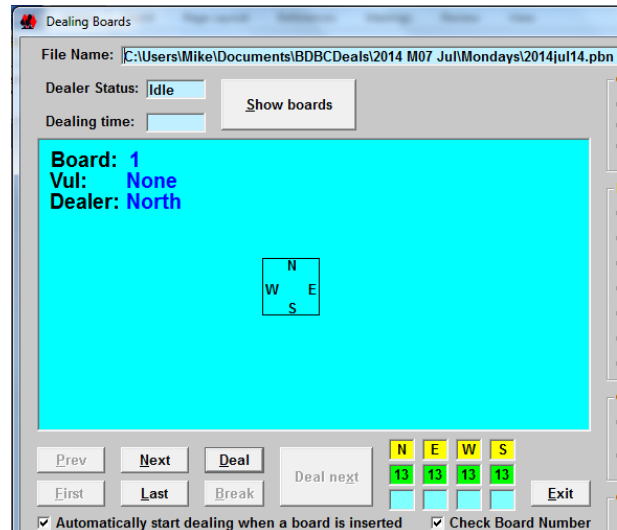
Connect the Dealer4 machine to the power supply and to your computer. Open **Dealer4**.



Click **File** and then **Load** to import the **pbn** file.



The **Event Name**, **Site** and **Date** fields can be left blank. Click **Deal**. This displays the **Dealing Boards** screen.



To double check you have the correct deal file, click **Last** to move to the last board (which is unlikely to be played) and then **Show boards**. Compare the hands displayed with the corresponding ones in the Hand Record pdf. When satisfied, close the pdf, click **Hide boards** and then **First** to move back to board 1.

Ensure the option **Automatically start dealing** is selected. Otherwise you have to remember to move to the **Next** board and Click **Deal** each time.

Ensure the option **Check Board Number** is selected. The machine will then tell you if the inserted board (which is bar coded) does not correspond to the board it is about to deal.

The colours of the cards (red, blue) should alternate between odd- and even-numbered boards. This helps identify boards that are out of order.

Load two packs of cards (from boards 1 and 2) into the hopper. Insert board 1. While it is being dealt, take the cards from the next board and put them in the hopper. When it is dealt, remove the board and insert board 2.

Immediately prior to insertion, the number displayed on the screen will be one *lower* than the number of the board you are about to deal.

All you have to do thereafter is to remove one board and insert the next.

Ensure you start each deal with two packs of cards in the hopper. (You therefore need a spare pack to hand for when you come to deal the last board.)

When you have finished, close and disconnect **Dealer4**.

Precautions and Problems

Take care when removing the board. It is possible for a card to catch on one of the wire 'gates'. Wiggling the board before removal will usually cause the cards to drop fully into the pockets.

Ensure that all *three* clips on the board are engaged when you close the lid. Otherwise the cards may slip out of their correct pockets.

If there is a **card feeding error** it is often sufficient simply to remove the cards from the hopper, blow to remove any dust, turn the cards round (so that the trailing edge becomes the leading edge), return them to the hopper, and click **Continue**.

If there is a **board recognition error** check the correct board is inserted. If it is, click **Deal to the current board**. Otherwise, you need to **Cancel** and temporarily deselect **Automatically start dealing** while you sort out the problem. When you have the correct board inserted, use **Next / Previous** to display the matching hands and then click **Deal**. While the board is being dealt, reselect **Automatically start dealing**.

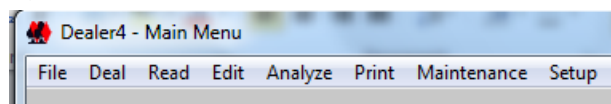
At the end of each batch of dealing, please clean the machine in accordance with the instructions in the Dealer4 Manual. (There is a copy in the box containing spare packs of cards and cleaning equipment.)

CREATE DEALS & HAND RECORDS

You need a **PDF Printer**: see **Install the Software**.

Generate Deals (pbn files)

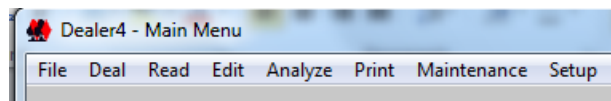
Open Dealer4:



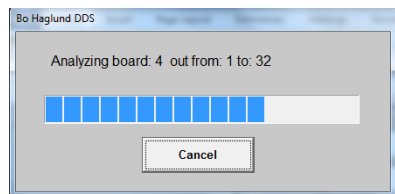
Click **File** and select **New**. Set the parameters as below (do **not** reject odd shapes):

First Board in Set: <input type="text" value="1"/>	<input checked="" type="radio"/> Generate Random Boards
Last Board in Set: <input type="text" value="32"/>	<input type="radio"/> Leave Boards Empty
Shape Reject	
<input type="checkbox"/> Reject Odd Shapes	

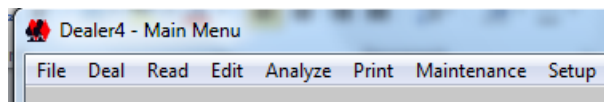
Click **Generate Boards using BigDeal**. When this is done (it does not take long) click **Exit** to return to:



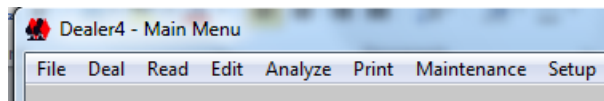
Click **Analyze**



and wait – this does take time. Eventually you see:



Click **File** and select **Save**. In the usual way, choose the **folder** in which to save the deal file (**pbn**) and enter the appropriate **file name** (in the format *yyyymmdd*). Click **Save** to return to:



Produce Hand Records (pdf files)

Click **Print** and **Print Hand Records to printer**. Ensure the parameters are set as below:

Click **Printer Setup**.

The printer setup is retained until you close Dealer4. Hence it is necessary to do this only the first time you print after (re)opening Dealer4.

Select the pdf printer – here assumed to be **doPDF**:

Click **OK**. You will now see

Selected Printer: doPDF v7 Paper size: A4 210 x 297 mm

Enter the Header to be displayed on the Hand Record.

The Header comprises the club ('Busbridge DBC' or 'Guildford DBC'), weekday, date and file name: e.g.
 Busbridge DBC: Mon 14 Jul 2014 (2014jul14)
 Guildford DBC: Thu 17 Jul 2014 (2014jul17)

This is where it is useful to be able to see, under 'File Name', the weekday to which the file corresponds. [I can supply an Excel spreadsheet that automatically generates the Header from the date of the session.]

Click **Print**.

Click **Browse**.

Find the folder in which to store the **pdf** file and enter the appropriate file name (in the format *yyyymmdd*).



Click **Save**.

File name:
C:\Users\Mike\Documents\BDBCDeals\2014 M07 Jul\Mondays\2014jul14.pdf
 Always use this folder Open PDF in reader

Click **OK**. The pdf file will be displayed:

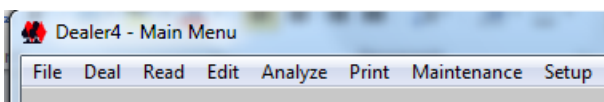
Busbridge DBC: Mon 14 Jul 2014 (2014jul14)			
Board: 1 Dealer: N Vul: None	▲A7432 ▼JT9 ▲K8 ▲Q86	Board: 2 Dealer: E Vul: NS	▲K73 ▼2 ▼QT9842 ▲J85
▲T ▼KQ87	▲KQJ65 ▼5432	▲T98652 ▼AK	▲4 ▼QJ9876
Board: 3 Dealer: S Vul: EW	▲K ▼K ▲K ▼T	▲T98743 ▼QJ2	...

etc.; check it and close it.

The hand records are usually printed by a commercial printer from the pdf files. *If however you are producing them yourself*, print the required number of copies before closing the pdf.

Currently we print 14 for a Monday and 14 for a Tuesday. Unless especially requested to do so by GDBC, we do not print any for a Thursday.

Click **Exit** and return to:



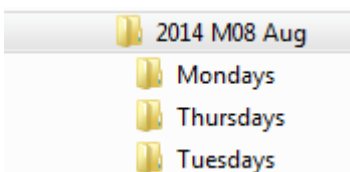
Click to close in the normal way.

GENERAL

Folder structure

If it does not already exist, set up your folder structure.

It can be whatever suits you. However, I use the structure below because it proves useful when you come to create the Hand Records (pdf files).



Deals for **Mondays** and **Tuesdays** are for **Busbridge**, for **Thursdays** are for **Guildford Duplicate Bridge Club**.

Install the Software

Dealer4

Insert the **Dealer4 CD** in your computer. If the install program does not run automatically, click on the CD drive and then on **Dealer4_setup.exe**. The install program then runs but gives an error message. Click **OK** and follow the on screen instructions (if necessary, 'allow' the installation).

To install the **drivers**, connect the Dealer4 machine to the power supply and to the computer's USB port. If Windows searches online for the drivers, stop it and tell it to look on the CD; it should then find and install them (this takes time).

Get the **latest version** of the firmware and software from <http://www.dealer4.com/support.htm> and check for updates from time to time.

Mike Clements 30 December 2014

PDF Printer

You need a PDF printer to Create Deals & Hand Records. Suitable freeware can be downloaded from <http://www.dopdf.com/quick-download.php>.

Uninstall

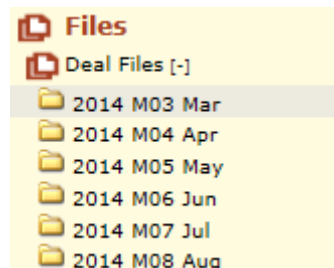
Both programs can be *uninstalled* in the standard Windows manner.

KeepAndShare

Go to the Busbridge KeepAndShare page <http://www.busbridgedbc.keepandshare.com/> and log using the Account Name and Password given to you. In the top LH corner you will now see

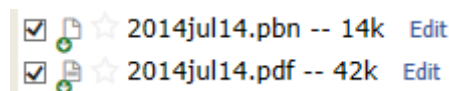


Click **Files** and you will see **Deal Files**:



Download Files

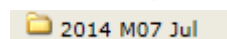
Open the appropriate folder and you will see a list of files, including the pair (**pbn** and **pdf**) you need to download:



Click the icon to the right of the check box. In the case of the **pbn** file, it may be downloaded into your download folder, or you may be asked whether you wish to open or save it (choose save and save it in the appropriate folder on your computer). In the case of the **pdf** file, the hands will be displayed and you can choose either to keep them displayed for immediate use or to save the file in your folder for later use.

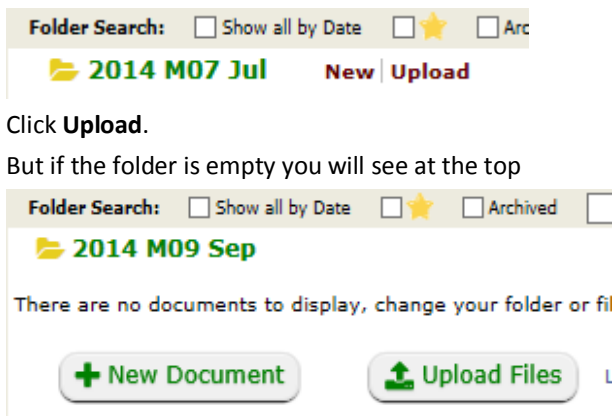
Upload Files

Select the folder **Deal Files ...** for the Month that you are uploading



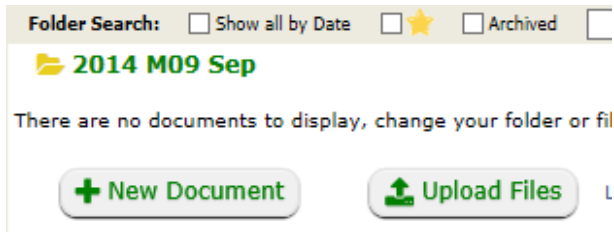
If there is no folder for the month you are uploading, ask John Spiers or Mike Clements to create it:

If the folder is not empty you will see at the top



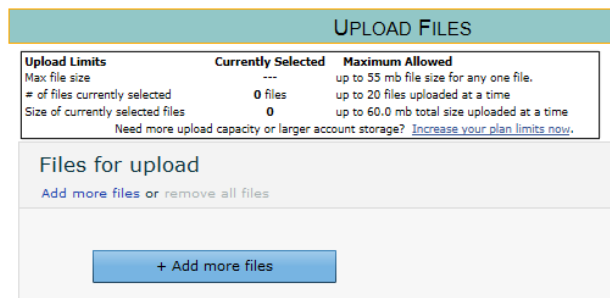
Click **Upload**.

But if the folder is empty you will see at the top



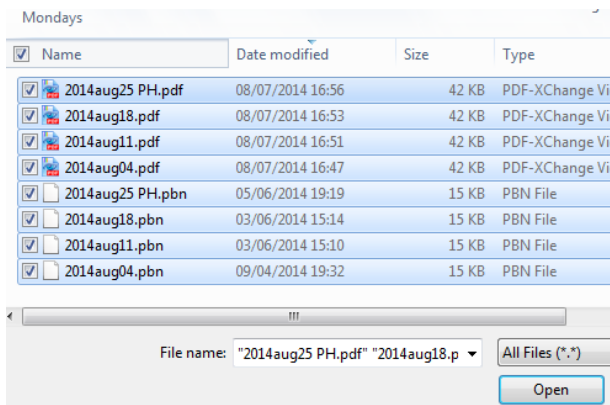
Click **Upload Files**.

In either case:



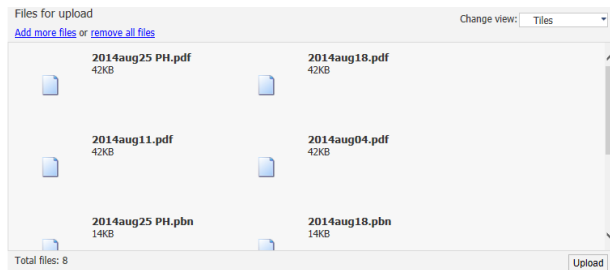
Click **Add more files**.

Find the source folder in the usual way and select all:



Click **Open**.

The files to be uploaded will be displayed:

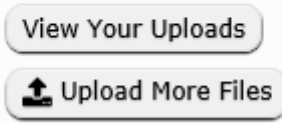


(You may need to use the scroll bar on the right to see them all.)

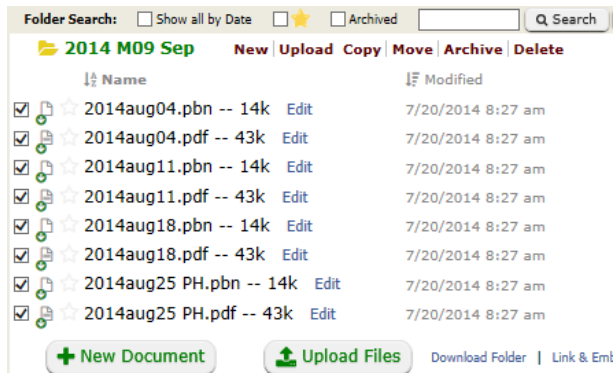
Click **Upload** (in the bottom RH corner). You then see

[name of folder]

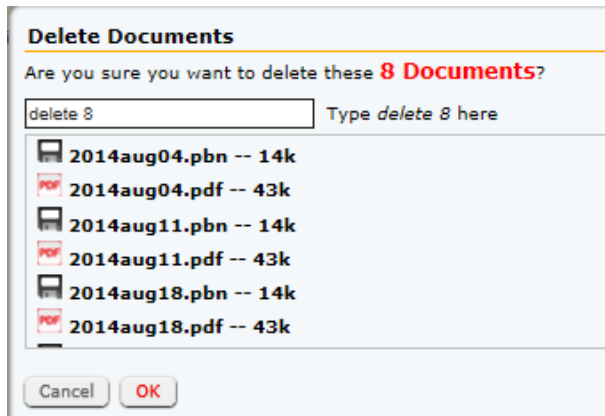
8 successful uploads. They were stored in the
What would you like to do now?



You can click **Upload More Files** to upload some more, but at some stage you should click **View Your Uploads** to check what you have uploaded.



If you find you have made a mistake select the erroneous files (as above) and click **Delete**.



Type 'delete [number of files]' in the box, click **OK** and after a few moments the files will be deleted.

When you have finished uploading and checking, click



to close in the normal way.