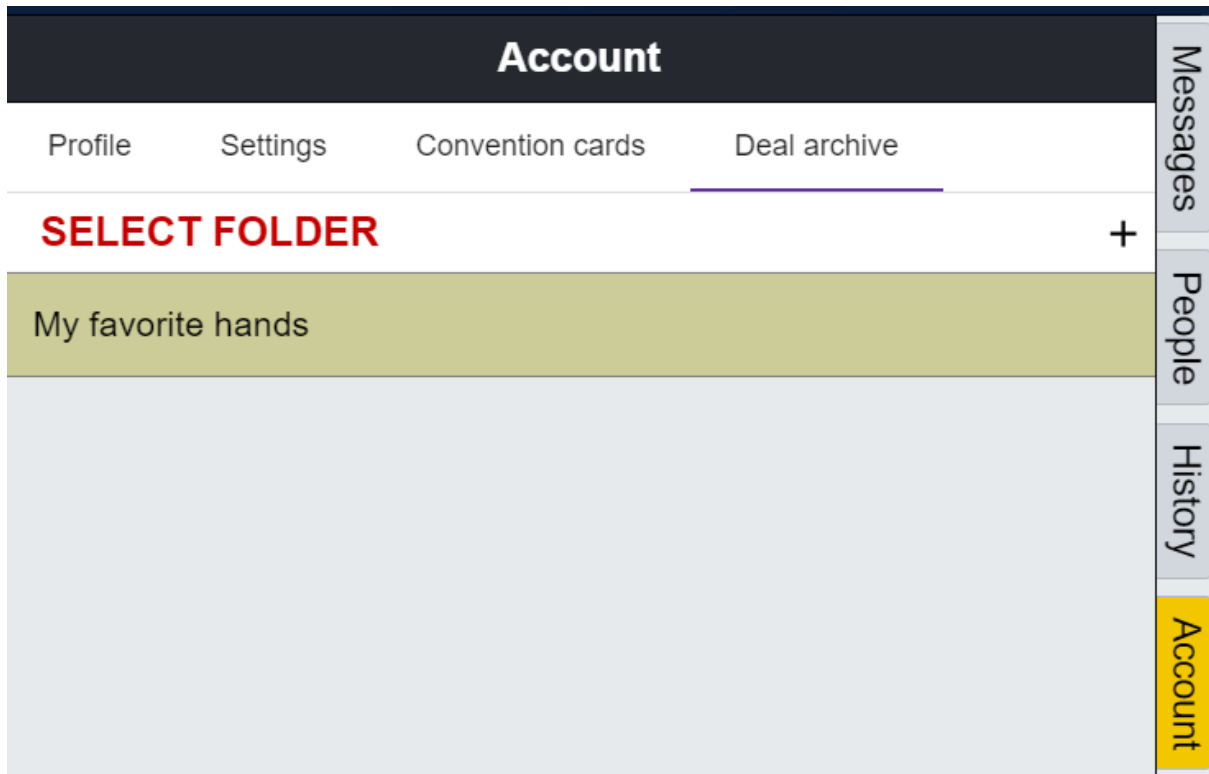


Loading a deal into BBO Deal archive

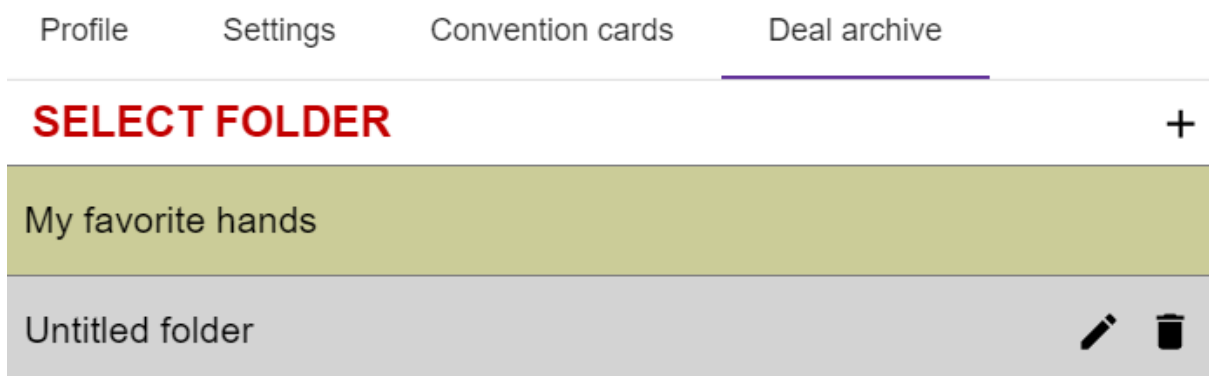
STEP 1 Get to the correct place in BBO

Log into BBO , click the account tab, and select Deal archive.



STEP 2 Create a folder for the hands

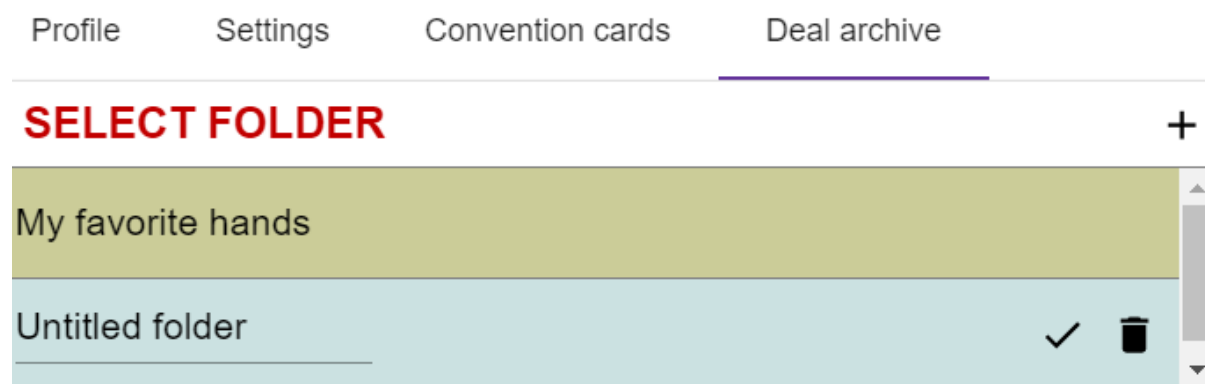
Click the + button and you get a new folder called Untitled folder



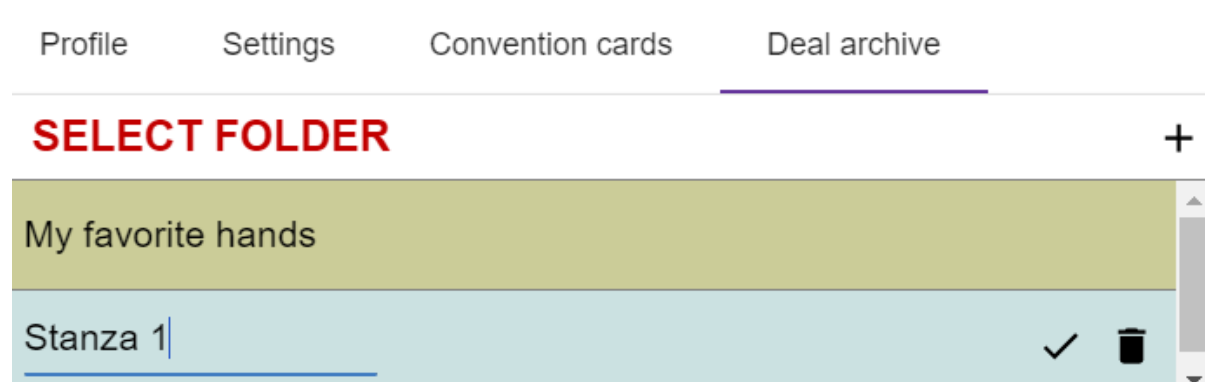
Loading a deal into BBO Deal archive

STEP 3 Rename the folder

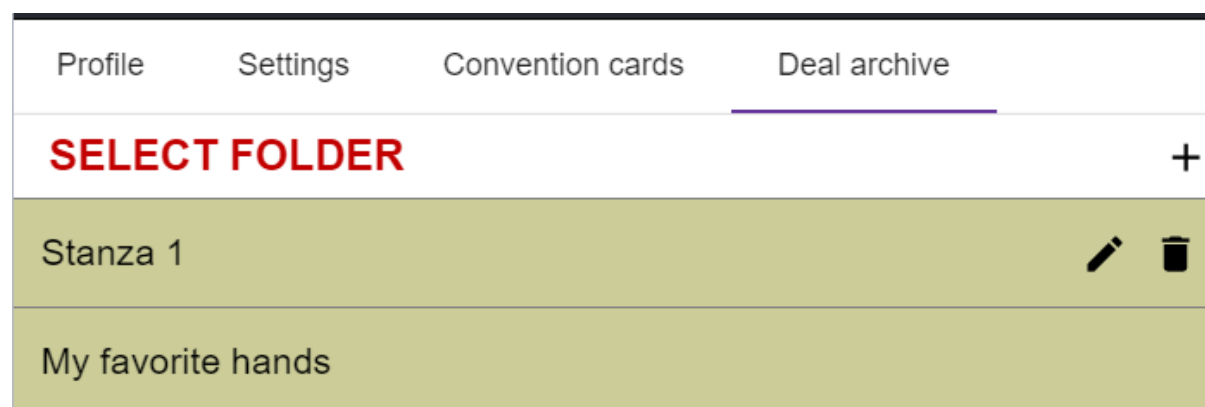
Click on the pencil and the pencil becomes a tick



Put the cursor where it says Untitled folder and edit.



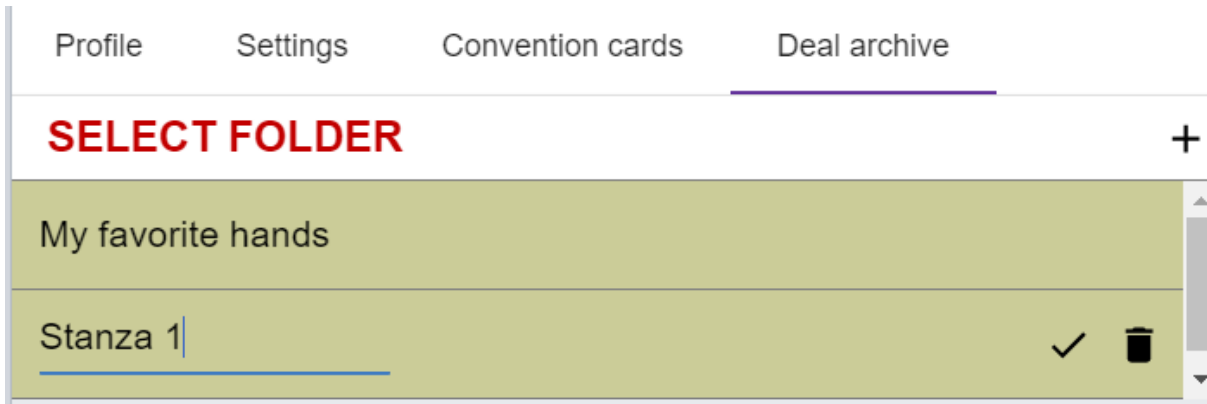
Clicking the tick returns us to the pencil symbol and takes us out of the folder edit



Loading a deal into BBO Deal archive

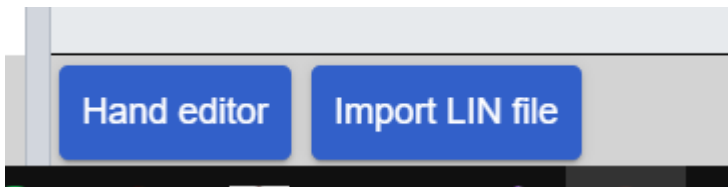
STEP 4 Import a deal – Select folder

Click the pencil and place cursor in folder name, you then know you are in correct folder

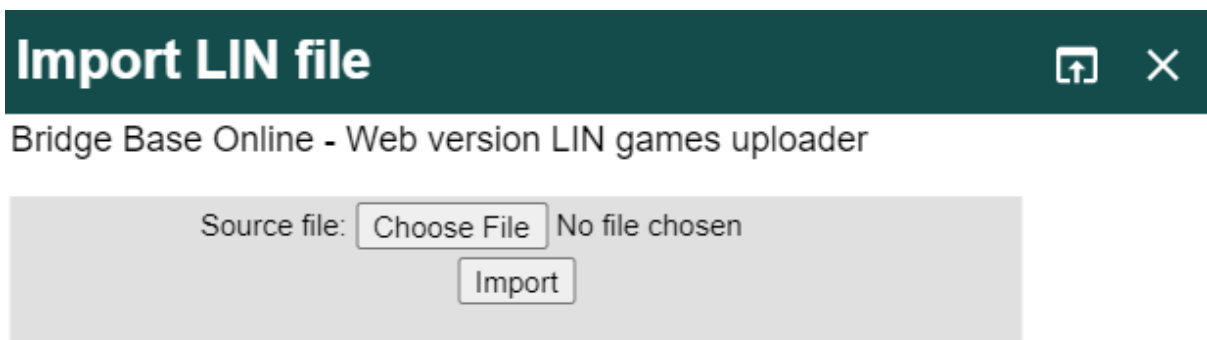


STEP 5 Import a deal – Get import dialog box

These buttons are at the bottom of the Deal archive tab, click the Import LIN file



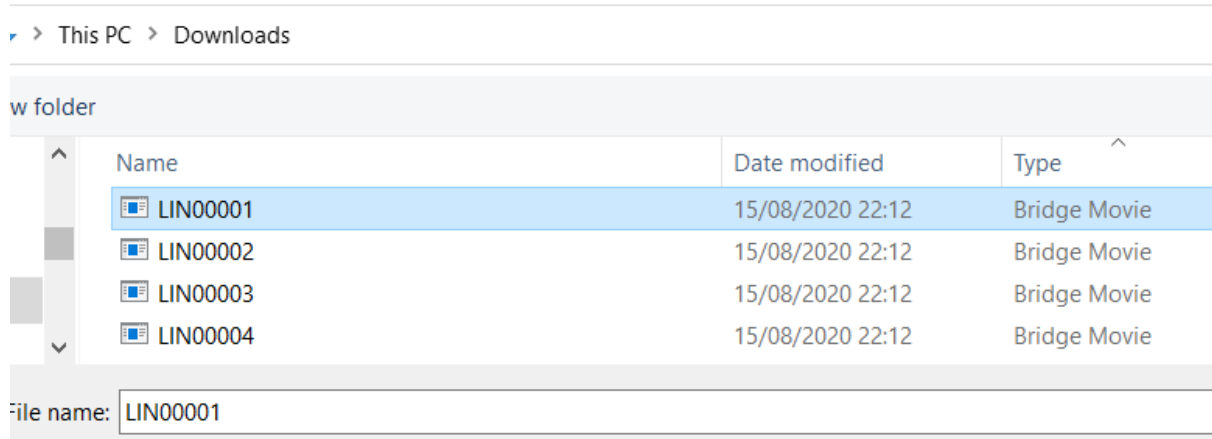
This is the Import LIN dialog box that comes up



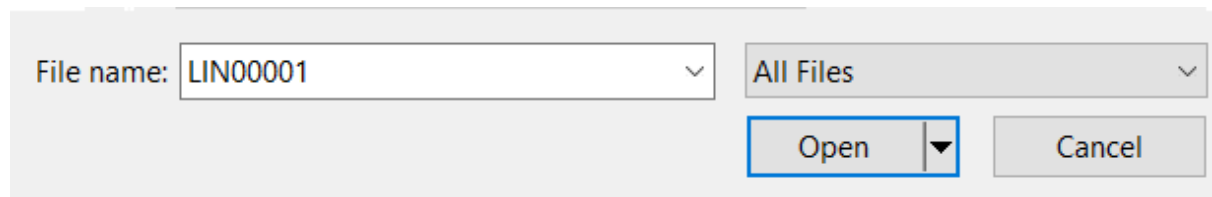
Loading a deal into BBO Deal archive

STEP 5 Import a deal – Choose a file

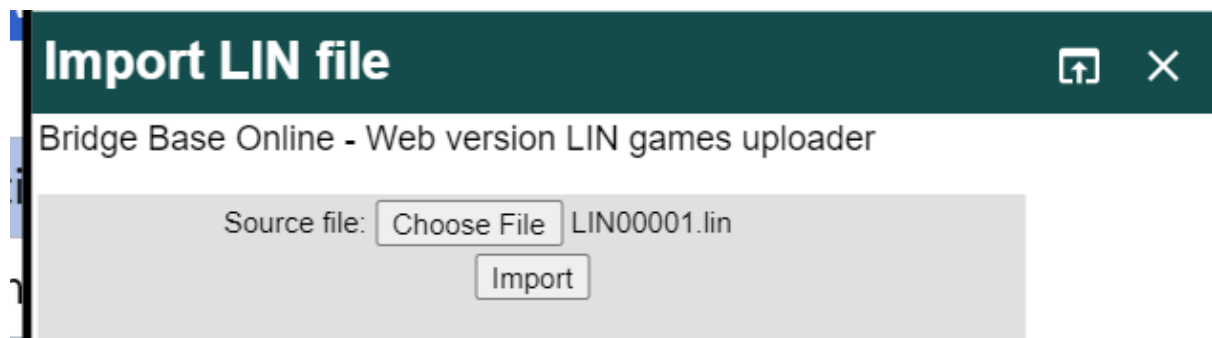
Click Choose File and select the .lin file that contains the deals you want to load. If you have been sent .lin file(s) then save them to your downloads folder for easy finding. The file type says Bridge Movie. Make sure the file you are uploading is in the file name box.



Click the “Open” button



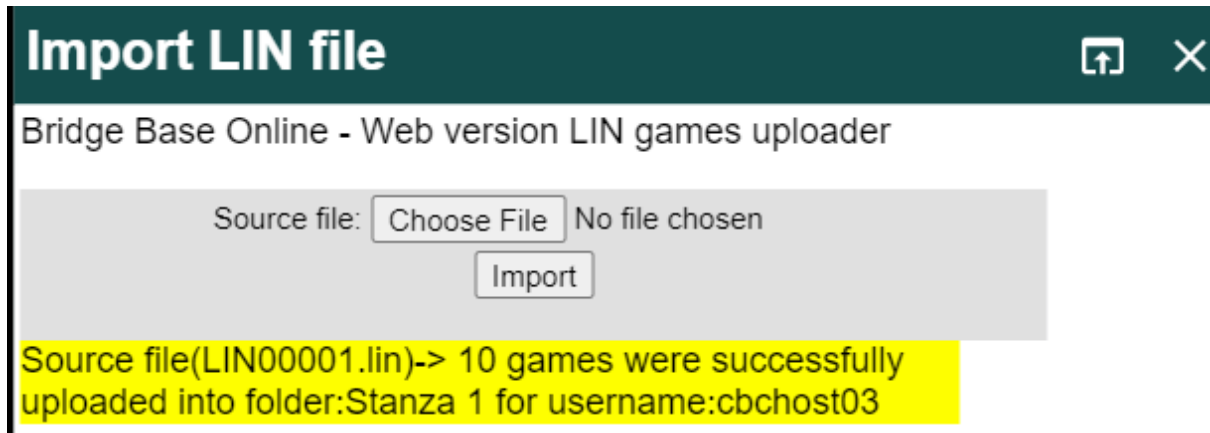
Make sure the name of the file you are uploading is on the right of the Choose File Button



Loading a deal into BBO Deal archive

STEP 6 Complete the upload

Press the Import button

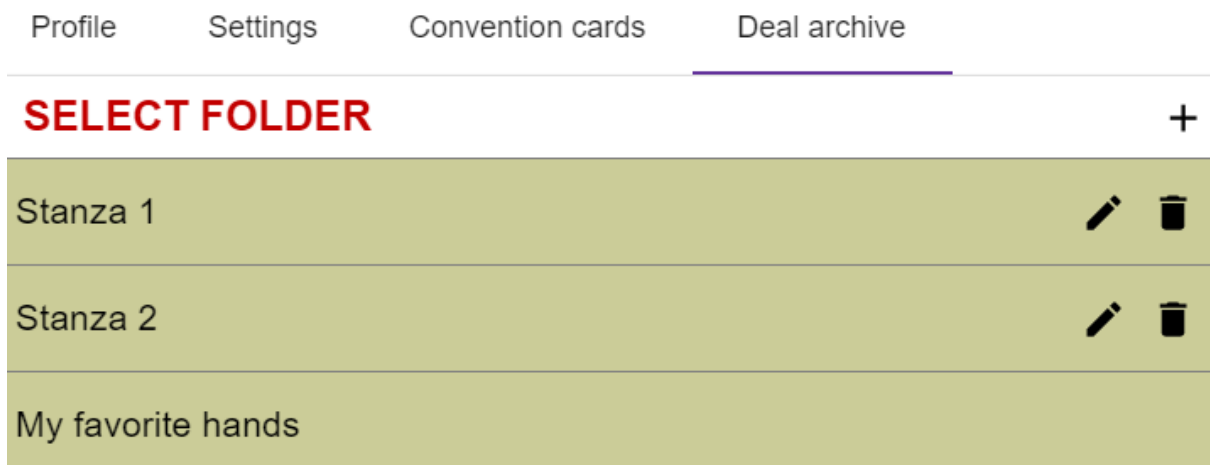


The yellow text clearly states the source file has been uploaded and which folder it has been loaded into

Close the box with the X button

STEP 7 Check the upload has worked

Return to the state where all the folders have a pencil



Loading a deal into BBO Deal archive

Click the pencil of the folder you want to check and check that you have the correct number of boards in the Select Deal box. Make sure you have the exactly correct number of boards to make sure you have not loaded two sets of boards into a folder

Profile Settings Convention cards Deal archive

SELECT FOLDER

| | |
|-------------------|---|
| Stanza 1 | ✓ |
| Stanza 2 | ✎ |
| My favorite hands | |

SELECT DEAL

| | | |
|---------|---|---|
| Board 1 | ✎ | 🗑 |
| Board 2 | ✎ | 🗑 |
| Board 3 | ✎ | 🗑 |
| Board 4 | ✎ | 🗑 |

STEP 8 Come out of deal archive

Repeat the process for more deals and when finished exit deal archive. The deals are now saved and ready for use, no save button needs to be pressed. You can log out and the deals are there on your return