

# Usage Guide for ABF Convention Card PDF Form

Form Revision 17k21 - Guide updated 2017-11-21.

## WELCOME

Please note that the PDF form is nothing like most other PDF forms you may have used.

We strongly suggest you peruse this Guide before attempting to use the form.

This Guide uses clickable links to help you when searching it.

You need javascript to use all features of the form.

- This is a clickable link to some details: See [Javascript warning](#).

You can also use find/search to locate text strings in this guide.

The bookmarks in the form are a menu of commands and helpful hints. Please make sure you can see them.

- see [Bookmarks – Usage Tips](#), and
- the Getting Started guide (via link lower on this page).

Pages 2 and 3 of this guide show a partly filled System Card with demonstrations of some features of the PDF form.

To use all features of the form you will need a compatible Adobe PDF Reader product.

Please review the **<Table of Contents>** on page 4, and the [The Outside Pages](#) and [The Inside Pages](#) which show some features of the form,

then proceed to the [INTRODUCTION](#) continuing through to [Conventions used in this Guide](#).

Then go to [Getting Started – A Quick Guide](#)

## The Outside Pages

This is a sample of page 1 (the Outside Pages) of the card showing some features of the form.

4. BASIC RESPONSES			
Jump raises - minors			
Jump raises - Majors			
Jump shifts after minor opening			
Jump shifts after Major opening			
Responses to strong 2 suit open.			
Responses to 2NT opening			

5. PLAY CONVENTIONS				Show priorities
	Versus	Suit (or both)	Versus	NoTrump (if different)
<b>Leads</b>	Sequences:	1: Option 1   2: Option 2	1: 1 <sup>st</sup> Option   2: 2 <sup>nd</sup> Option	
Four or more with an honour				
From 4 small		1: Option A   2: Option B	3: Option C   4: Option D	
From 3 cards (no honour)				
In partner's suit		Type this	IS IH ID IC	
<b>Discards</b>		RICH mode	♠ ♥ ♦ ♣	
<b>Count</b>		Basic mode	S H D C	
<b>Signal</b>	on partner's lead:			
<b>Signal</b>	on declarer's lead:			
<b>Notes</b>				

6. SLAM CONVENTIONS			
4NT: Blackwood	<input type="checkbox"/>	RKCB	<input type="checkbox"/>
4♣ Gerber	<input type="checkbox"/>	when?	
<b>Slam Notes</b>			
Cue Bids	<input type="checkbox"/>		
Asking Bids	<input type="checkbox"/>		

7. OTHER CONVENTIONS			
Type this	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
RICH mode	1st	2nd	3rd
Basic mode	1st	2nd	3rd

[www.abf.com.au](http://www.abf.com.au)  
 PDF Form Rev. 17i15 by RoL  
 MyRev. 2017-09-15 14:01  
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**Unicode Example:**  
 X: ♠-♣♣♣  
 T: 14IU+2665201326602663221E2666  
 B: ♠-♣♣♣



## AUSTRALIAN BRIDGE FEDERATION INC.

### STANDARD SYSTEM CARD

ABF Nos.  A  
 & Names:  A  
 Basic System:   
 Brown Sticker ☐ Classification: Green ☐ Blue ☐ Red ☐ Yellow ☐

### 1. OPENING BIDS

Describe strength, minimum length, or specific meaning  Canape ☐

1♣ 12+ HCP IT 3+IC ☐ 1♥ 12+ HCP ☐ 3+♣ ☐

1♦ 12+ HCP IT 3+Id ☐ 1♠ 12+ HCP ☐ 3+♦ ☐

1NT  may contain 5 card Major ☐

1NT Responses 2♣ ☐

2♦  2♠

2♥  2NT

other

2♣

2♦ 12+ HCP ☐ 3+C ☐

2♥ 12+ HCP ☐ 3+D ☐

2♠

2NT  3NT

other

### 2. PRE-ALERTS

Rectangles

### 3. COMPETITIVE BIDS / OVERCALLS

Negative doubles through  Jump overcalls

Responsive doubles through  Unusual NT

1NT overcall - immediate  Immediate cue of minor

1NT overcall - re-opening  Immediate cue of Major

Over weak twos  Over opening threes

Over opponent's 1NT

Why is the front page of the printed card at the right here?

This is to simplify printing.

When printed, we fold the card in the middle and then the booklet opens at the right.

8. RESPONSES TO OPENING BIDS			
Describe strength, minimum length, or specific meaning			
<b>1♣ 1♦</b> <b>Shortcut Code</b> 1♥ T: '2 1♠ X: !/2!^nd!/? 1NT B: 2nd 2♣ R: 2 <sup>nd</sup> other	<b>2♦</b> <b>TABS</b> 2♥ 12+    4+S    xx 2♠ 12+    4+♠    xx 2NT 11-13    3+♦    zz 3♣ <b>Make columns</b>	<b>3♦</b> <b>SUITS</b> 3♥ IS !H ID IC    Is !h !d !c 3♠ S H D C      S H D C 3NT ♠♥♦♣      ♠♥♦♣ 4♣ <b>Case does not matter</b>	2♥ 2♠ 2NT 3♣ other
<b>1♦ 1♥</b> <b>All Shortcut Codes</b> 1♠ 1NT <b>See 10. Other Notes</b> 2♣ 2♦ other	<b>2♥</b> <b>Some Rich Codes</b> 2♠ !a⇒ !A⇒ 2NT !Z=10 !Q=NT 3♣ !m= . !X=x !R=xx 3♦ !m shows a wide space	<b>3♥</b> 3♠ 3NT 4♣ 4♦	3♦      2017-09-15 14:01 3♥ 3♠ 3NT other
<b>1♥ 1♠</b> <b>Text Colours</b> 1NT 0 1 2 3 4 2♣ 5 6 7 8 9 2♦ [ ] : other	<b>2♥</b> 2♠ 2NT 3♣ « those are [ ] : ; 3♦	<b>3♦</b> 3♥ 3♠ 3NT 4♣	
<b>1♠ 1NT</b> <b>Fill Colours</b> 2♣ Default fill here 2♦      !#b 2♥      !#B other	2♠      !#p 2NT      !#P 3♣      !#o 3♦      !#g	<b>3♥</b> !#u <b>3♠</b> !#x <b>3NT</b> !#X <b>4♣</b> !#y	
1NT 3♣ 3♦ 3♥ other	3♠ 3NT 4♣	4♦ 4♥ 4♠	
2♣ 2♦ 2♥ 2♠ other	2NT 3♣ 3♦	3♥ 3♠ 3NT	
2♦ 2♥ 2♠ 2NT other	3♣ 3♦ 3♥	3♠ 3NT 4♣	
9. CONVENTIONS			
Unusual NT:			
4th Suit Forcing      One round <input type="checkbox"/> <b>Show the overflow indicator</b> <input checked="" type="checkbox"/> Game force <input type="checkbox"/>			
NT Checkback <input type="checkbox"/> Priorities:			
Defence to 3NT opening			
Defence to Opening Twos			
Multi 2♦			
RCO style 2-s			
Other 2-s			
Defence (1♠): (Replace with your defence to strong 1♠ openings)			
to			
strong (2♣):			
1♣ / 2♣			
Over 1NT Interference			
Lebensohl - other uses			
Take out of 4 level pre-empts      4♣/4♦			
4♥      4♠			
10. OTHER NOTES			
All Shortcut Codes			
T: '1 '2 '3 '4 '5 '@ +      - ' - ' -			
B: 1st 2nd 3rd 4th 5th ½ +      - ... -			
R: 1st 2nd 3rd 4th 5th ½ +      - ... -			
X: !/1!^st!/? !/2!^nd!/? !/3!^rd!/? !/4!^th!/? !/5!^th!/? ½ !/!^+!/?			
!/!^!U+2013 !/? !U+2026 !U+2013			
Notes			

- Field values beginning “B:” show the **Basic** mode view. The “R:” prefix shows the **Rich** mode view.
  - “T:” prefix is showing what is typed into a field, and
  - “X:” shows how that is expanded into full rich encoding.
- 2 lines below the “**9. CONVENTIONS**” heading we show a field with an overflow indicator (see [The Overflow Indicators](#), below).

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# INTRODUCTION

This **Usage Guide for the ABF Convention Card PDF Form** is for the 2017 update of the form.

The form is being used in Australia and New Zealand.

Local variations are shown in [Appendix 8 – Country Specific Details](#).

New in 2017 update to this guide – see [Getting Started – A Quick Guide](#) and [Appendix 9 – Rich Text Guide](#).

This guide has many links to other details within the file. Those in the text are underlined. The Table of Contents and the Navigation panel provide further links.

The form works best with Adobe Reader XI or later (see [Software Compatibility List](#) ).

Other options are available (see below, and [Appendix 5 - Use with other PDF Readers](#)).

The front page of this Usage Guide shows some of the rich text features available in the form

From July 2014, versions of the form older than 13F21 are no longer supported. If you are still using an early version of the form, please seek assistance for upgrading to the current update to the form (see next section).

An Advanced Guide is planned.

## Assistance and Problem Reporting

Please see local details in [Seeking Help and Reporting Problems](#) in an appendix.

## PDF form changes from 2013 to 2017

- Each update to the form resolves all known problems earlier versions.
- The filled 2015 form looks very similar to the 2013 version. There are many internal improvements.
- In 2016 the form was reduced to two pages.
- For more details, see [Appendix 4 - History](#) .

**To convert your form** from 2013/2015 version to 2017 version

- See TIP: [Converting from 2013 to 2015 and later versions](#) in an appendix below.

**To convert from using the older windows based program**

- See TIP: [Converting from the Program to the Form](#) (below).

## Conventions used in this Guide

Bookmark names in the form are shown like “**Bookmark**”.

Field names in the form are shown like **FieldName**. Some of these are described in [Appendix 3 - The Extra Fields](#) and in the (planned) Advanced Usage Guide.

## Getting Started – A Quick Guide

### If you have any problem with this process

- please search through this Usage Guide for help to resolve it.

#### Phase 1.

You probably need a Windows PC or a Macintosh computer. See also other options in this Usage Guide.

Download the latest kit from ABF Web site. It has the PDF form and the latest update to the Usage Guide.



Do NOT attempt to use the form in a browser window.

You need Adobe Reader XI or Adobe Reader DC (Classic or Continuous version). You may need to download and install it on your computer. Other software is possible, please read through this Usage Guide for details.

Adobe Reader should be set as your default PDF Reader program.

Double click on the empty PDF form to open it. Make sure it opens in Adobe Reader.

CHECK THESE:

- do any colour-filled lines with warning messages appear near the top of the window?
  - please see [Security Warning Messages](#) and [Configure your PDF Reader for the form](#) below.
  - You need to allow javascript for the form to work properly. Please see [USAGE NOTES](#) and [Security Warning Messages](#) below.
- Popup messages – please read them all. The big one mentions requirements for using the form, others may report on your computing environment or content of the form.
  - do any suggest a problem?
- if you find the contents too small to read:
  - at the top of the window are some zoom tools 
  - click on the plus sign in the circle to increase the size. If you make the magnification too large you may find it more painful moving around the form.
- if you cannot see the main heading with the player names, slide across to the top right of the page
  - please see [Why is the front page of the printed card at the right here?](#)
- Contents of the player name fields at the top right of page 1.
  - They might contain a warning message
  - If they contain a circumflex/caret ( ^ ) all is OK.
    - You can clear the caret code by using the REFESH bookmark.
    - See [What is the leading caret](#) for more details about this.
- At the left of the window – can you see the **bookmarks**?
  - If not, via menu, try exposing them by enabling
    - <View> <Show/Hide> <Navigation Panes> <Bookmarks>
  - Action the “**Status Check**” bookmark by clicking on its flag (might look like  );
    - Click OK to step through any messages it shows. Do any suggest a problem?
    - If no message is shown – please report it!
    - Action some other bookmarks under the “**HELP**” group. Some messages they produce may be long and invite you to click <OK> to proceed.

(continued on next page)

Fill in just a few fields. They are at the right of their labels. E.g. the player names and basic system. Please use plain text to start with.

Now try setting the classification to GREEN by clicking on the box to the right of Green in the Classification line (just below Basic System). Does the big circle at the top right of the page change colour? It should be green. If not please see [Classification and Brown Sticker](#) and [Configure your PDF Reader for the form](#) (you need to **disable** “Highlight Form Fields”).

Use <File> <Save\_As> to save the partly filled form with a new file name (e.g. use your name/s and date for the file name), **then** Close your PDF Reader program.

Open the file you just saved (the one with the new name) in a fresh Adobe Reader session, and make sure your changes are still visible. Then close the form.

Peruse the Usage Guide (ie this PDF file). Review the **Table of Contents** to get a rough idea of the information available. **THEN proceed** to Phase 2 to learn a little about the codes and rich text.

## Phase 2

Open your partly filled form, or the original form in a fresh Adobe Reader session.

In most text fields, you can enter codes beginning with an exclamation mark to control what is displayed.

In some you can also select some sample contents from the hint about use of the field (and later make changes as needed).

1. Use any long text field for experimenting. Ignore the caret symbol that appears at the start of the field when you begin accessing the value.

Suit Symbols are coded as !S !H !D or !C

**Try** typing some of those in the field then exit the field by clicking outside the field.

More codes allow changing the font size, text colours, bold/underline the following text, and much more.

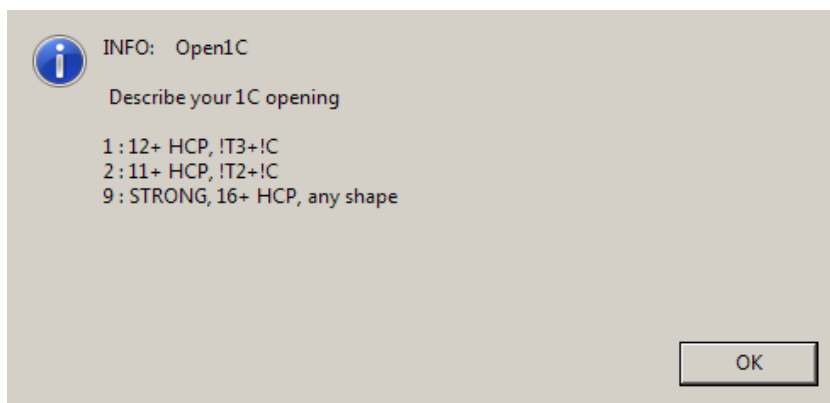
You can also superscript or subscript some text however these are a bit fiddly so we provide shortcut codes to make this easier. The shortcut codes begin with the grave accent (`) character (it is probably on the tilde key).

**Try** typing `2 `4 in the field. These should show as 2<sup>nd</sup> 4<sup>th</sup> when you exit the field.

2. Now use the **Open1C** field at the top of section **1. Opening Bids**.

While you can type anything in the fields, here we show you how to find and use the pre-loaded samples of possible contents that are available for many fields.

Enter only a question mark in the field (you can leave the caret symbol or remove it) then press the <Tab> key to exit the field. This should popup a message with the hint for the field...e.g.



Now read the message and choose a code from the list.

E.g. 1 for "12+ HCP, !T3+!C"

Now press <Enter> OR click the OK button in the message box to close the message box.

And you should be returned to the field with all the current contents highlighted.

If you type the chosen code, it will replace all the selected text.

For this we will use the code 1



Now type the code 1 (with no spaces) into the field then exit the field using <Tab> or <Enter> or by clicking in the form outside the field.

Then the code ( 1 ) will be replaced by the value and you should see:

1♣ 12+ HCP, 3+♠

With the !T code converted to a few spaces (this can help with making columns in successive fields) and the !C code converted to a club suit symbol in the appropriate colour.

Now if you click back inside the same field, you can make changes to suit your methods.

Now try hovering your mouse pointer over a few fields in turn to see their hints. Some will have a list of codes and others will have none. Others may show only the field name.

For example, try the **1NT Responses** group of fields. If you have trouble hovering the mouse over a field you can expand your view by clicking the ZOOM IN (often a plus sign in a circle) in the Page Controls at the top of the window (use <View> <Show/Hide> <Page Controls> if you need to expose the page controls). Then you can move the sliders at the side or bottom of your page to focus on the field you are using.

Now, save your work again and try printing the card. There are bookmarks in the “**Print Preparation**” group to help you, and some tips in and under the “**HELP / Printing Tips**” bookmark.

There is much more detail on this in the rest of the Usage Guide.

**Before you move on**, please check out the built-in HELP in the form. It is available via bookmarks.

Start by opening the original empty form. Read the messages and click on the flag beside the named bookmarks to action the bookmark and find out more.

Start with “**HELP**”, then “**HELP / Popup Messages**” (where you must choose a height for the message windows ...use the largest you can see on your screen. The default is middle sized to make this easier for users with small screens). Now use “**HELP / Rich Codes**” to test the setting. If you cannot see the OK button in the message window, just press the spacebar or <Enter> to close the message window AND return to the “**Popup Messages**” bookmark to select a shorter size.

Now continue with “**HELP / Text Value Problems**” and peruse the other HELP topics which you might revisit later (along with this Usage Guide) before seeking advice with problems.

You should also check out [Configure your PDF Reader for the form](#) in this Usage Guide. We recommend enabling the “**Text Field Overflow Indicator**” if available in your PDF Reader.

And now you might be **ready to finish completing your card**.

Save it often, with a new name occasionally, to maximize your recovery options if anything goes wrong.

Many partnerships benefit from completing the whole two pages of the form as an aid to firming up their agreements.

## Software Requirements

**Caution:** When you fetch updates to PDF Readers (and many other products) you will often need to choose whether you want other software included with the update. Please pay attention, and decline the other products unless you really need them.

### Security

With any PDF Reader software, we strongly recommend that you keep it up-to-date as the creator's issue updates from time to time (typically each few months). These resolve security problems and provide general fixes and new features. These programs usually have a check for updates function in their menus. See also [Security Warning Messages](#).

### PDF Reader

You need a PDF Reader which can handle JavaScript, filling in and local saving of PDF forms. One that handles Rich Text (using "spans") is needed for inserting suit symbols. The 2017 update no longer uses layers.

A [Software Compatibility List](#) is shown below in an appendix.

#### Adobe Reader XI and later

The form works best with the free Adobe Reader XI and later versions. This was originally released in October 2012 and allows local saving of filled-in forms. It is available for recent versions of Mac OS and of Windows Operating systems (but NOT Vista).

Please visit [get Adobe Reader](#) to check whether it is available for your computing environment. **Beware:** it looks like "check for updates" directly from Adobe Reader only checks for updates to the version you are using, but does **not report** whether a later version is available for your system.

The form should also work well with Adobe Acrobat (Professional or Standard) version 8 or later.

Some versions of PDF Reader programs are not supported – please check the [Software Compatibility List](#).

After saving the filled form, it should be viewable and printable (with rich text) using Adobe Reader 9 or X, and recent versions of [Foxit Reader](#) and others (see below and [Software Compatibility List](#) in an appendix ).

#### Other Software Options

The use of text editable FDF files allows the form to be used in other environments (where Adobe Reader XI is not available). Please seek help if you wish to do this. One day, more details will be added here.

To use suit symbols (and rich text) you will probably need to print with Adobe Reader 9 or later (or another Adobe product). Foxit Reader (after version 6.0.2) and others can print suit symbols if saved in the PDF file by Adobe Reader.

More details are in [Appendix 5 - Use with other PDF Readers](#).

Filled forms are also viewable on Android v2.2.

**Important:** avoid using ["Preview" on Macintosh](#)

## USAGE NOTES

To use the JavaScript code, you will need to **trust** the documents (or the form, or folder containing them).

As there will be many bridge terms and abbreviations used, **spell checking** is **disabled** for most fields.

While "**view in browser**" might work - it is [not supported for making changes](#). You may not be able to save your changes. It is best to use a standalone program and save your updated form with a new name to a local disk. Some changes may be possible inside a browser window but rich text and bookmark functions will probably not work.

See also [Appendix 7 - Tips on Resolving Problems](#).

### Configure your PDF Reader for the form

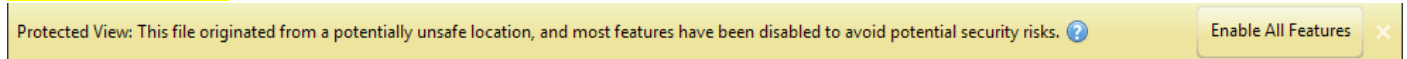
These settings apply to all your PDF forms. Please be careful using other PDF forms with these settings.

1. Locate the Preferences menu.
  - a. Usually via <Edit><Preferences> (e.g. in **Adobe Reader** and **Foxit Reader** version 6).
  - b. In **Foxit Reader** before version 6, Preferences is on the main (unlabelled) menu.
2. In the "Forms" section:
  - a. **Enable** the "**Text field overflow indicator**". We strongly recommend enabling these indicators. This is not available in Foxit Reader 7 or 8.
  - b. **Disable** "**Highlight form fields**" as this conceals changes to the circles. This form normally shows all fields with a gray fill so this setting is not needed.
  - c. Check the other settings and change as you wish.
3. In "JavaScript":
  - a. **Enable Acrobat JavaScript** or **JavaScript Actions**.  
This is used when printing, and processing bookmarks and fields in the form.
4. In "Security (Enhanced)", we suggest:
  - a. **Enable** Protected Mode at Startup.
  - b. Set Protected View to "Files from potentially unsafe locations"
  - c. **Enable** Enhanced Security
5. In "Trust Manager" (for **Foxit Reader**):
  - a. If you regularly use the "**Load an FDF file**" bookmark, you will need to **disable** the "Safe Reading Mode", however it may be safer to use <Forms> <Import> from the Foxit menus.

## Security Warning Messages

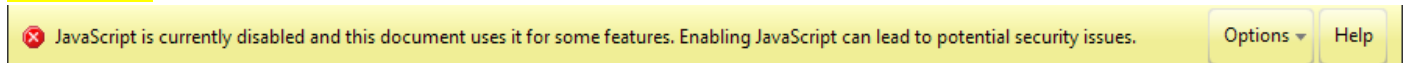
When you open the form (and any other PDF files) in Adobe products, you may see these warnings:

### Protected View warning



You can click on “Enable All Features” and proceed.

### Javascript warning



When Javascript is disabled:

- Bookmark actions will not work
- Imitation checkboxes and classification colours will not work.
- You can still fill text fields but they will only be displayed in “none/raw” mode as javascript code is required to convert any codes you enter. You can still save the filled form and use the “**REFRESH**” bookmark to clean up the display in a later session with javascript activate.

If you activate javascript using the OPTIONS available in the warning line shown above, then the form will work normally.

### Alternate javascript option

You can enable Acrobat Javascript via <Edit> <Preferences> <Javascript> in the program’s menus.

This will allow javascript in all PDF files.

In general, this should be quite safe, however you may feel more protected if you activate javascript for individual files. **Please be careful when you open other PDF files.**

Further, if you activate javascript this way, you should open the file in a new PDF Reader session.

## Popup Messages

Some messages from the form can be quite long and may be split into a few short messages.

We default to middle sized messages to make life easier for users with a small screen.

Use bookmark “**HELP / Popup Messages**” to change the size.

## Opening the form in a PDF Reader

See also [Protected View warning](#) (above).

The “Allow richness repair?” prompt was removed in the 2015 version of the form.

The repair function is no longer done when the form is loaded.

This allows other PDF Reader programs to show rich text saved in the form.

In 2017 update, the REFRESH can be optionally activated (with or without the prompt) for Adobe products.

An introductory message will appear with a new form until it is saved a few times.

Then we provide an option to cancel the message.

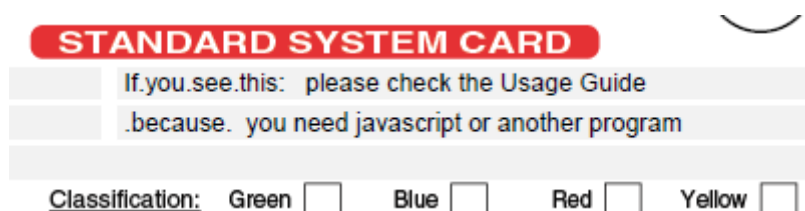
Hint: the message is a reminder of what to read when you start with a new version of the form.

The 2016 update includes some checking of the form. A message may appear if:

- the form looks too large (see [PDF file size increases substantially](#) in an appendix, and [File Size Checking](#)), and/or
- it looks like the program may not handle all features of the form.

**Please see the Usage Guide**

When the 2017 form is first opened, if you see these messages in the two PlayerName fields:



The screenshot shows a form titled "STANDARD SYSTEM CARD". Below the title, there are two text input fields. The first field contains the text "If you see this: please check the Usage Guide". The second field contains the text ".because. you need javascript or another program". Below these fields, there is a "Classification:" label followed by four color-coded checkboxes: Green, Blue, Red, and Yellow. The Green checkbox is selected.

It is a sign that the javascript code (that should be executed when the form is opened) has failed to run.

This could be caused by:

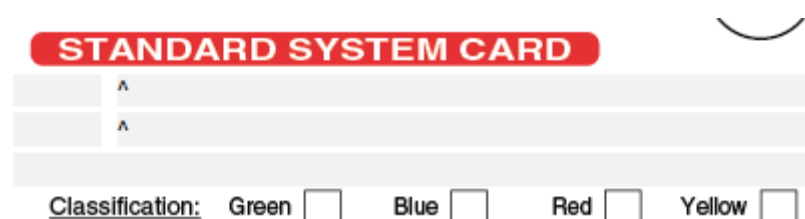
- your program may not allow any javascript code to run
- you may need to enable execution of javascript code
- an error happened in the javascript code

This is known to be a problem with ["Preview" on Macintosh](#). You will need to use an Adobe PDF Reader product.

See also [Software Compatibility List](#).

[Please report other programs that show this symptom](#) via [Assistance and Problem Reporting](#).

When javascript has cleared those messages, the fields look like:



The screenshot shows the same "STANDARD SYSTEM CARD" form. The two text input fields are now empty, each with a small caret (I-beam) cursor at the beginning. Below these fields, the "Classification:" label and the four color-coded checkboxes (Green, Blue, Red, Yellow) are visible. The Green checkbox is still selected.

i.e. the carets appear. They will vanish when the field is changed. See [What is the leading caret](#) below.

## New Card - fetch the latest form first!

We suggest that when you need to start completing a new card - you should begin by fetching the latest version of the form from the web site so that you benefit from any later updates to the form. The "PDF Form Rev(ision)" is shown in the bottom left panel (back page) of the page 1 (the Outside Pages of the form).

## Saving Updates to your card --- use SAVE\_AS

Hint: Why does the simple SAVE (with same file name) keep failing and asking for a new name?  
Possible solution: Windows Preview may be active...simply turn it off.

We strongly suggest you almost always save your updated form as a PDF (not text) file with a **new file name** (to maximize your recovery options, should any problems arise). For example, include the partnership names and the date in the file name.

**WARNING** - **do not save as the original form name** - but if you do, we suggest you fetch the latest version of the form from the web site to ensure you have the latest updates to the form.

Frequently saving the file with a new name will waste some disk space so you should occasionally delete the older files once you are sure the most recent files have been successfully saved (and look complete when viewed in a fresh session with your PDF Reader).

**WARNING:** saving the updates to the same file, or exiting from your PDF reader and defaulting to save with the same file name, causes some PDF reader software to append the field value changes to the file. This leads to growing the file size perhaps to over 5MB (also wasting space).

Please see the TIP: [PDF file size increases substantially](#) below.

## Digitally Signing the Form

When the form has been signed and then saved, all the field values are fixed and most of the bookmarks will do nothing. For example, you can no longer **"Swap Partners"**.

You can click on **"Status Check"** bookmark to check on this status.

## Avoid: flatten, delete pages, RESET fields

There are some actions you should avoid with this form.

- **Avoid** Deleting pages from the form  
This is **unsupported** as it will cause problems with printing the form.
- **Avoid** Flattening the form  
While flatten should work better with the 2017 update, it is better to print to a printer that creates a PDF file.
- **Avoid** RESET of Form Fields  
We strongly suggest that you do not RESET form fields (lest you accidentally lose all your details). If you have any problem or accident with the form, it is best to fetch the latest update of the form and start again. If you were regularly saving with a new file name, you can revert to one of the files you had saved.

## REFRESH Function

Prior to the 2017 update, this was the **\*\*Repair\*\*** function.

In 2015 and later versions, changes via [The \(Rich Text\) Enhancements group of bookmarks](#) are not always immediately applied to the existing fields. This allows making multiple changes and then refreshing the display once.

Whenever you think the display is not right, use the “**REFRESH**” bookmark to make adjustments. The 2017 update has simplified this function as all fields are now done every time.

In Adobe products, the 2017 update uses a thermometer to show progress of this operation. It is also used for some other long operations.

The form may refuse this function in non-Adobe products and suggest that you use a bookmark to change the richness status.

Warning: in non-Adobe products, changing the richness status then REFRESH the display will remove all richness saved in fields from previous use of an Adobe product.

## Help Features

The form includes these features:

1. Hints for most text fields appear when your mouse hovers over the field.
2. Many topics are covered in the “**HELP**” bookmark tree.
3. Hints for checkboxes are available in the “**HELP / Hints - Checkboxes**” bookmark.
4. From the 2016 update, Help for settings values is available herein (and not in the form).

## Plain vs Rich Text

The form uses one of three modes of richness when displaying text fields.

1. Rich - this shows full richness (coloured suit symbols, font size changes, underlining, superscript, etc.).
2. Basic - this shows plain text with the richness codes converted to plain equivalents
3. None - this shows the raw text values and is mostly useful for viewing the values in many fields

The default is "Rich". This automatically reverts to "Basic" when individual fields are modified using a PDF Reader which appears to not handle rich text.

You can use bookmarks under [The \(Rich Text\) Enhancements group of bookmarks](#) to change the richness mode.

**Some examples** are shown below in [Rich Text Demonstrations](#) in an appendix. Others are in the page images shown on pages 2 & 3 of this guide.

Codes within the entered text are used to request richness.

An **exclamation mark** is used as the **code introducer**.

For example: use !S for a spade suit symbol (in Basic mode it will be shown as S ).

(From 2016 update) A **grave accent** is used to introduce shortcut codes (see [Shortcut Codes](#) below).

In the 2016 version of the form, "Rich" text is available in all text fields.

In the 2015 version, it was not available in the MyNoteBox field (it was removed in 2016 update).

In the 2013 version, it was not used in Combo Box fields.

See also [Text Fields](#) and [Appendix 9 – Rich Text Guide](#) below.



## Suit Symbols and Shortcut Codes

### Suit Symbols

These are best entered as: !S !H !D or !C .

The case does not matter, so you can also use: !s !h !d and !c .

In Rich mode these are shown as appropriately coloured suit symbols at the same font size (up to a maximum of 11pt) as text in the field.

In Basic mode - they are shown in black as S H D or C.

Note that even if you are using a PDF Reader in which the current version of the form does not print rich text, **you should still code the suit** (so the symbol will print when the form is used with a PDF Reader which does print rich text).

**Warning:** we strongly advise against entering any form of suit symbols (including Unicode), other than Rich encoded symbols, directly into fields because they may be lost if you ever need to export the form as a text file. The Rich mode suit symbols look much better anyhow😊

### Shortcut Codes

The **grave accent** character ( ` ) introduces shortcut codes.

It is the un-shifted character on the tilde key below <Esc> on US Windows keyboards.

The preloaded codes are:

Code	Rich	Description	Basic
`1	1 <sup>st</sup>	First	1st
`2	2 <sup>nd</sup>	Second	2nd
`3	3 <sup>rd</sup>	Third	3rd
`4	4 <sup>th</sup>	Fourth	4th
`5	5 <sup>th</sup>	Fifth	5th
`@	½	One half	½
`+	<sup>+</sup>	Superscripted plus	<sup>+</sup>
`-	<sup>-</sup>	Superscripted en dash	<sup>-</sup>
`_	-	An en dash	-
`.	...	A horizontal ellipsis	...
`[	[	Begin superscripted [...]	[
`]	]	End superscripted [...]	]
`(	(	Begin superscripted (...)	(
`)	)	End superscripted (...)	)
``	`	Two produces one grave accent	`

You can create your own shortcut codes. See [My.Codes](#) in an appendix.

## PRINTING **\*\* very important \*\***


The card is designed to fill an A4 page, be folded in half for regular use, and folded again for pockets and handbags. Only two pages remain in the form after the 2016 update.

Printer setup options:

- You should set printing to use LANDSCAPE (or auto-portrait-landscape) orientation.
- If printing on both sides of paper (i.e. duplex), choose FLIP on SHORT SIDE.

Adobe products should default to these settings. Other PDF readers may not.

Depending on your printer, you may also need other settings to **centre** or **fit** the card between the printing margins. If suit symbols do not print properly you might need to **Print-as-image**.

You should **enable the Overflow Indicators** (i.e.  - see [The Overflow Indicators](#) below).

**BEWARE:** The fields in this PDF form have **fixed width and height**. Overflowing text in a field is invisible. You should carefully check for any overflow indicators on the screen and in the printed form as they warn that something will be missing from the printed version.

To **print one partner's card**, use the "**Print the Card**" bookmark.

If the **form has not been signed**, for **the other partner's card**, use the "**Print Partner's Card**" bookmark, OR use the "**Swap Players**" bookmark followed by your normal printing method.

### When colour printing is unavailable

To print suit letters S H D C instead of the symbols, use "**Richness = Basic**" bookmark.

You should still correctly classify your system as the boxes below "Basic System" can be used to identify the classification if the colour fill in the larger circle is printed in grayscale. The appearance of the smaller filled circle shows that the Brown Sticker applies (whether the circle is filled in grayscale or brown).

### Smaller Format Cards

To print a smaller version of the card, we suggest using a Custom Scale between 82% and 75%.

This should be available in the PDF Reader's PRINT dialogue.

Note however that this is discouraged because the smaller content will be more difficult to read.

### Large format printing for vision impaired

Using Adobe Reader, you can print full A4 (or larger) pages for each page in the folded card by adjusting the screen view to see only the area to print, and then print choosing "Current View" from "More options" and select "Fit" from "Page Sizing & Handling".

You might also use bold print or maximize the font size. See the **My.FormatA** field in an Appendix.

## Bookmarks – Usage Tips

The bookmarks are described in [Appendix 1 – Bookmarks – The descriptions](#).

Most bookmarks do NOT work after the form is signed and saved (see [Digitally Signing the Form](#)).

Some PDF Readers allow you to change bookmarks - that is unwise with this form as our bookmarks function more like a menu of commands rather than links to other parts of the document.

When using a bookmark, it is best to click on the action box/flag rather than the name.

Some bookmark operations can be lengthy - there may be alert messages or notifications when a long operation completes.

## Abbreviations

It is likely that you will need more space in some fields of the card. We suggest use of standard abbreviations. The “**HELP / Abbreviations ...**” bookmarks show a list which has been extended from the World Bridge Federation (WBF) list. The full list is in [Appendix 2 – Abbreviations List](#).

**Note** the use of BLOCK CAPITALS and SLASHES (/) in the abbreviation list.

Please use the **correct case** for those in the list and UPPERCASE for any others you add - and explain your unlisted abbreviations in one of the Notes areas of your card.

Where an alternate abbreviation is shown in the list, please use the longer if space is available (i.e. VUL or DBL instead of V or X).

BEWARE: The standard WBF abbreviations use **FG** (and not GF) for **F**orcing to **G**ame, and **TRF** is the abbreviation for transfer.

Note that the area "Transfers" (for responses to 1NT openings) on the old (program created) cards changed to "Responses" with the 2013 version of the form.

## The Hints

The hints show the field name and some notes about the field. They (should) appear when you hover the mouse over a text field. If a hint fails to appear - you should magnify the display to make it easier to hover within the field. In text fields the 2016 update allows a !\$ code which shows the field name in its value.

(new from 17D01 update to the form) Almost all text field have a hint. Some hints show only the field name. More detail for these is shown in the top row of the column.

Hints for checkboxes are available in bookmark “**HELP / HINTS – Checkboxes**” in the form.

## Numbered Sections

The numbers can be used in redirection. E.g. use "See 10.3" in a field, and in section “**10. OTHER NOTES**” provide more details like "10.3: more details here".

## Stepping through fields

When finished with changes to a field, you need to **exit the field** for the changes to take effect.

For all text fields - you can exit by using the <Enter> key. This will not position the cursor in a new field. The one old multiline text field has been removed from the file in the 2016 update.

Using <Enter> or the spacebar when positioned on a checkbox-like field will toggle the field value (at least in Adobe's PDF products).

Alternatively you can exit one field and move to another by clicking in the second field or by using the <TAB> key. You can use shift<TAB> to move backwards through fields.

The <TAB> key field sequence is across each line then down the page, including all editable text fields.

**Exceptions** – groups of fields describing bids in the auction are traversed in “**bridge**” sequence.

From the 2016 update, the “**HELP / TAB Sequence**” bookmark in the form describes other oddities in the sequence.

Tabbing from the last field on a page is not recommended as the behaviour may not be clear to the user.

**Warning:** To **clear a field** you need to **replace the contents with a space**. The program may later change this to a caret code (see [What is the leading caret](#) ). If you remove all content from a field, we replace it with the default value for the field (usually the caret code).

**Note:** Your PDF Reader program may allow you to change this <TAB> sequence.

## File Size Checking

When the form is opened, we check its size and provide a warning message if it has grown too much.

The test is also done when the “**Status Check**” bookmark is used. Note that the file size shown is only updated when the file is <SAVED>.

The advanced guide shows how to increase the acceptable file size and how to suppress this testing.

## The Main Heading of the Card

Here you enter your player numbers and names, system classification, and a brief description of your system. You should include common unusual notes on your methods (e.g. "with transfer responses to 1♣") and provide more details in section "**2. PRE-ALERTS**".

See also [Please see the Usage Guide](#) above. The text fields in this section are slightly taller and will allow a larger font size before overflowing.

## Classification and Brown Sticker

NOTE: The **background fill colour of the circles may not be visible** if field highlighting is enabled in your PDF reader.

You should check the latest national Regulations when classifying your system (see [Checking National Regulations](#) in an appendix). In the form, the classification and brown sticker are (2017 update) **set by clicking anywhere between the start of the side heading and the right edge of the box**. Click it again to turn it off, or click the box for another classification colour to change to that colour.

If the fill colour of the circle does not seem to change you should disable highlighting of form fields in the FORMS area of your program's <Preferences>.

## What is my Player Number?

Please see [Find your Player Number](#) in an appendix.

## Play Conventions (Section 5)

Section "**5. PLAY CONVENTIONS**" is on the back page of the card (= left side of page 1).

### The columns

In "**5. PLAY CONVENTIONS**" there are two columns headed "Versus **Suit** (or both)" and "Versus **NoTrump** (if different)".

If you use the same methods against any contract, place the details in the "Versus **Suit**" column and leave the "Versus **NoTrump**" column empty (or use it for additional options).

## Showing priorities

These are most needed in the signalling fields. As the text fields are editable, you can use priority numbers. For example:

5. PLAY CONVENTIONS				Show priorities	
Versus	Suit	(or both)	Versus	NoTrump	(if different)
1:	Option 1	2	Option 2	1:	1 <sup>st</sup> Option
				2	2 <sup>nd</sup> Option
1:	Option A	2	Option B	3:	Option C
				4	Option D


In the "Versus **Suit**" column you can show some options, and in the "Versus **NoTrump**" column you can show additional options OR a separate list when you use different methods defending NoTrump contracts to when you defend suit contracts.

You can click on the "**Show priorities**" heading (beside "**5. PLAY CONVENTIONS**") for a tip.

## FILLING FIELDS

### Text Fields

**Warning:** To **clear the contents** of a text field, you should **replace them with spaces**. If you remove all content from a field, we replace it with the default value for the field (usually the caret code).

See also [The Overflow Indicators](#) (i.e. ) and [Appendix 9 – Rich Text Guide](#) below.

We suggest that a leading space in text fields improves the appearance of the completed form. A leading space is again inserted in fields (in 2016 version of the form) as it was in earlier versions (before 2015). Use the !< code (left justify) to inhibit this indentation.

With the 2017 update, the main heading fields no longer default to bold display. All text fields are now default to normal/regular fonts. The default font size in all text fields beginning with the 2015 version of the form is 10pt. The 2013 version used 9, 10 or 11pt for different fields. Player numbers are centered in the field.

A larger font is possible using rich text. This improves the legibility but beware – larger fonts can cause cropping of descenders from some lowercase letters (i.e. g j p q y) and the appearance of the overflow indicator. The fields in the main heading area are slightly taller and may not overflow when a slightly larger font is used.

Rich text is available in almost all the text fields. See [Plain vs Rich Text](#) and [Suit Symbols](#) above.

If you need more space in a field, you can:

- Use redirection and provide more detail elsewhere on the card (see [Numbered Sections](#) above).
- Use local redirection - and provide the extra detail in the nearby Notes field
  - e.g. "See #3" and in the Notes area insert "#3: [More details here](#)"
- Change the font size – see bookmarks under “**Toolbox**” or use !+ or !- codes (see [Rich Text Codes 2](#)). The [My.FormatA](#) field provides further options.
- Use abbreviations - mostly in UPPERCASE (see [Abbreviations](#) above, and [Appendix 2 – Abbreviations List](#) )

### What is the leading **caret**

These are nothing to worry about.

The leading caret/circumflex “^” character is a placeholder. It is usually followed by a space.

If it appears when you edit a field. You can append your details to it, or simply replace the caret.

If you delete all content from a field, the default value for the field (usually the caret) will reappear.

If you replace all content by a space (or a few spaces) then a [**REFRESH**] will replace them with a caret.

When viewed in RICH or BASIC mode, the leading caret character is hidden.

They are shown in NONE mode.


**\*New\*** From version 17i12, when you add a few characters to a field, the leading and/or trailing caret will be removed by the validation process. **Up to two leading carets and any preceding spaces and one space following each caret and/or any trailing spaces and carets are removed.**

Earlier versions of the form used a comma or an exclamation mark followed by an equal sign in this role. See also the “**Toolbox / Trim Leading Spaces**” bookmark.

## Columns within fields

Adobe products allow the use of TAB characters in text fields. These align the next character to the next tab position. This allows setting up **columns** within the details you enter. However, the <Tab> key normally steps to the next field on the form - so the !T code is converted into a TAB character. To locate the tab stops - please experiment.

## The Overflow Indicators

By default, some PDF Readers show an overflow indicator (e.g. ) at the end of form fields which appear too full. They are ugly when printed but are very useful in locating where some text will be missing when printing. They indicate horizontal and/or vertical overflow of the field.

We strongly suggest **enabling the overflow indicators** as they help identify fields where something will not be printed.

See also [Configure your PDF Reader for the form](#) above for how to hide or show these indicators.

## MultiLine fields in the WBF Form

This form is also available as a WBF Convention card.

The WBF form does not use checkbox like fields. It has many multiline text fields.

The codes \_< and \_> may be appended to a field value to manually adjust the height or width of fields in several groups of multiline fields.

**\*\*details\*\*coming\*\*.**

Also, many of these changes can be automated.

## Lists in Text Fields

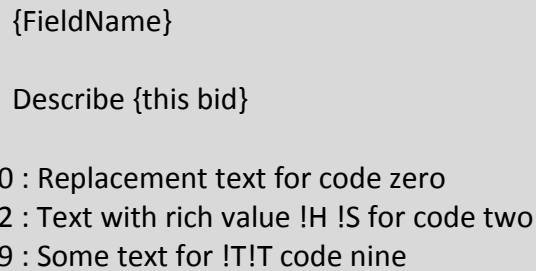
See also the “**HELP / List Box Help**” bookmark in the form.

A new feature of Rich Text fields in the 2015 version of the form allows selection of text from a list embedded in the hint for many fields.

This provides a combo box like (dropdown list) function for selecting a value from a list.

If you enter only a question mark in a field, the hint will be shown in a popup message.

The hints look like:



```
{FieldName}  
  
Describe {this bid}  
  
0 : Replacement text for code zero  
2 : Text with rich value !H !S for code two  
9 : Some text for !T!T code nine
```

The lines beginning with:

```
{code} space colon space {replacement-text}
```

...are codes which will be translated if entered in the field.

In Adobe Reader the code processing can be quite efficient if you use this method:

- <Tab> into a field (this also selects all text in the field)
  - Alternative: Click within a field, then <Ctrl>A to select all the text in a field
- Replace the text with a question mark (see Note below)
- Use <Tab> to terminate this stage.

Then the hint will appear in a popup message and you can choose a code from those shown in the message.

- Exit from the popup message
  - best is press the spacebar, or you can click the OK button in the message
- Now the original text should be visible and selected in the field so you can replace it all with the selected code (see Note below), OR you can leave it intact and move on to another field.
- If you enter one of the codes...and exit the field (<Tab> or <Enter> or click outside the field) then the {code} will be replaced by the {replacement-text}.

Note: when you enter the question mark or the code, up to four spaces will be ignored. You can also leave the leading caret in place.

Naturally, you can then change the {replacement-text} in any way you choose.

**A good field to experiment** with this is the **Open1C** field on the first page of the form. It has several codes which demonstrate some of the rich text features.



## Combo Boxes

These were the dropdown lists used in the 2013 version of the form.

In the 2015 version, they have transformed into rich text fields and a code selection method added for all rich text fields – see [Lists in Text Fields](#).

## Checkboxes

NOTE: The **background fill colour of checkboxes may not be visible** if field highlighting is enabled in your PDF reader.

Since the 2015 form, these fields are now imitation checkboxes.

To toggle the content of a checkbox, you can:

- Click inside the checkbox, OR
- If you used <TAB> to enter the field you can press the spacebar OR <Enter> key.
- The 2017 update allows click anywhere between the start of the side heading to the left of the box and the right edge of the box.

The default style is now a **big X** (2013 version used a cross).

This should avoid printing problems some users of the 2013 form have reported.

The bookmarks under “**CheckBox Format**” in [The \(Rich Text\) Enhancements group of bookmarks](#) allow you to select another style.

The **My.CheckBoxValues** field holds the current list of settings.

Do not worry about codes that appear in that field. They show the equivalent character in another font. Some of the codes (e.g. “X” “r” and “Z”) affect the font and fill colour of the field.

The classification and brown sticker boxes are a different form of imitation checkbox – see [Classification and Brown Sticker](#) above.

## Date/Version/Revision field

This field is for any form of version you choose.

It is in the block at bottom left of page 1 (i.e. the back page when printed form is folded).

A second date field in the 2013 version of the form was removed in 2015.

Use bookmarks under “**Date Format**” in [The \(Rich Text\) Enhancements group of bookmarks](#) to change the date format.

The setting is saved in the **My.DateFormat** field.

Alternatively, you can enter your own format in that field via an FDF file.

The “**Set Dates**” bookmark will update the Date/Revision/Version field.

Use the “**NoDates**” bookmark to disable this function (and make your own changes to the field).

## The Notes Page

This was removed in the 2016 update to the form.

If you need supplementary notes pages, you should create them using a word processing program.

## FDF Files

FDF is short for "Forms Data Format". These files are a subset of the PDF format and hold the contents of user entered data fields. FDF files provide a compact way of storing values for fields, and also for moving your system details to a future version of the PDF form.

Our FDF files are much smaller (at about 30kB) than the filled PDF form.

FDF files can be difficult to read. Some PDF Readers export hexadecimal encoded field names and/or values and may omit whitespace between the fields in FDF files they export from forms.

### Exporting to FDF files

This is possible with Foxit Reader, and with Adobe Acrobat (Professional or Standard) and with some other PDF Reader products. See [Software Compatibility List](#).

**Sorry** – this is not available in any version of Adobe Reader. You can save the form as a text file which it is possible to convert to an FDF file.

### Annotations

Many PDF Readers allow inserting assorted annotations in PDF documents. In the 2015 version of the form we provided a set of bookmarks to allow you to change their appearance. They have been removed in the 2016 update to the form. See also [Annotation Adjustments](#) bookmarks in an Appendix below.

## Updating to later version of the form

The options appear to be:

- The simplest way - is to Export your field data to an FDF file, and import that into the new form. See [Software Compatibility List](#) to locate a PDF reader program that can create suitable FDF files.
- The less convenient method - is to re-enter all your contents to the new form from scratch.
- Best of all - in the view of the author - is to maintain convention cards as FDF files and layer these over the current version of the form, but this is not very user friendly.

If upgrading from 2013 or later version of the form:

See [Converting from 2013 to 2015 and later versions](#) (of the form) below.

## Sharing your Convention Card

If partner needs to update the form, you can fill and save your card form as a PDF file (or export the field data to an FDF file) and send the file (now only one file) to your partner.

Partner can view the filled form with several PDF reader programs but needs to choose a program from a smaller set to make changes to the form fields. See [Software Compatibility List](#) for other options.

If you share the much smaller FDF files, partner will need the PDF Form (available from your national web site – see [Appendix 8 – Country Specific Details](#), below) and a PDF Reader to process the form (see [PDF Reader](#) above and the [Software Compatibility List](#) ).

If partner only needs to read and/or print the card, you can:

- PRINT the form to a PDF file and send that to partner.

OR:

1. save the unsigned filled PDF file with a new name (to preserve your current field contents)
2. then SWAP PARTNERS
3. then SIGN and save it with a new name, and
4. send the signed form to partner

Flattening the file is still not desirable but it may work with the 2016 update to the form.

## Saving to Internet Sites – a Problem

Some internet sites used for sharing PDF files will digitally sign documents to increase security.

This should be OK with the 2015 (and later) version of the form - if you do not wish to make any other changes to the card.

Digital signing of the 2013 version of this form interfered with printing - and saving the filled form to sites that sign files was unsupported.

## Suggestions for Teachers and Partnerships

You will have noticed that the PDF Form system card is very similar to the system card produced by the ABF Convention Card Program. The form has many more fields, and some have been relocated.









The fields now have names - which facilitates preparing FDF files with system details. Teachers might use this to provide basic system cards for their students.

Partnerships can also benefit by fully completing (all pages of) a system card and both members thoroughly agreeing the details.

## Feedback

- From a club player
  - “I find the new system card (Rev.13F21) a great improvement, hard work but worth it.”

## Appendix 1 – Bookmarks – The descriptions

The top level bookmarks	
 <b>Status Check</b>  <b>REFRESH</b>  <b>Print Preparation</b>  <b>HELP</b>  <b>Load data file:</b>  <b>ToolBox</b>  <b>Enhancements</b>  <b>Miscellaneous</b>	<p>We suggest you peruse the “<b>HELP</b>” group when you start using a new version of this form.</p>

The “**Print Preparation**” and “**HELP**” groups are usually fully expanded in the empty form.

**Do not delete any of the bookmarks!**

**You can collapse any bookmark group you do not regularly use.**

The next page shows all the bookmarks. They are described in more detail on following pages.

In earlier versions of the form, some bookmark names were preceded by two character codes. They were removed in 2016 update.

Many bookmarks popup messages which require a response.

As some of the messages may be quite long we offer 3 chunk sizes for the display. The initial default is middle size. The “**HELP / Popup Messages**” bookmark provides options to change this. You set the chosen value as the new default when you save the form (preferably with a new name).

<ul style="list-style-type: none"> <li>🔖 Status Check</li> <li>🔖 REFRESH</li> <li>✓ 🔖 Print Preparation <ul style="list-style-type: none"> <li>🔖 Set Date</li> <li>🔖 Swap Players</li> <li>🔖 Print the Card</li> <li>🔖 Print Partner's Card</li> </ul> </li> <li>✓ 🔖 HELP <ul style="list-style-type: none"> <li>🔖 Quick Help</li> <li>🔖 BLUE Fill</li> <li>🔖 Text Value Problems</li> <li>🔖 Popup Messages</li> <li>🔖 Signing Hints</li> <li>✓ 🔖 Printing Tips <ul style="list-style-type: none"> <li>🔖 Printing Problems</li> <li>🔖 Print Partner Card</li> </ul> </li> <li>🔖 For MAC Users</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>🔖 Extra Notes</li> <li>🔖 HINTS - CheckBoxes</li> <li>🔖 Fill Colour codes</li> <li>☐ 🔖 Load data file: <ul style="list-style-type: none"> <li>🔖 Load an FDF file</li> </ul> </li> <li>☐ 🔖 Toolbox <ul style="list-style-type: none"> <li>🔖 Check Old Fields</li> <li>🔖 Append Old Fields</li> <li>🔖 Big X</li> <li>🔖 Trim Leading Spaces</li> <li>🔖 **Tweak** Font Sizes</li> <li>🔖 Format - Use default</li> <li>🔖 Format Font Size 10pt</li> <li>🔖 Format Font Size 9pt</li> <li>🔖 Formatting Finished</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ 🔖 CheckBox Format <ul style="list-style-type: none"> <li>🔖 Big X</li> <li>🔖 All Black</li> <li>🔖 Cross</li> <li>🔖 Tick</li> <li>🔖 Small Black</li> </ul> </li> <li>✓ 🔖 Date Format <ul style="list-style-type: none"> <li>🔖 NoDates</li> <li>🔖 2016-09-19 17:23</li> <li>🔖 2016-09-19</li> <li>🔖 19 Sep 16</li> <li>🔖 19/09/2016</li> <li>🔖 2016-Sep</li> </ul> </li> <li>✓ 🔖 Shortcuts &amp; More <ul style="list-style-type: none"> <li>🔖 Restore standard codes</li> <li>🔖 Cancel shortcut codes</li> <li>🔖 Save shortcut codes</li> <li>🔖 Show extra notes?</li> </ul> </li> <li>✓ 🔖 Miscellaneous <ul style="list-style-type: none"> <li>🔖 Expose Java Console</li> <li>🔖 Show Button Info</li> <li>🔖 Show Settings</li> <li>🔖 Log many values</li> <li>🔖 Encode Unicode</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>🔖 Text Overflow</li> <li>🔖 Classification</li> <li>🔖 Showing Priorities</li> <li>✓ 🔖 Abbreviations <ul style="list-style-type: none"> <li>🔖 Abbreviations A-F</li> <li>🔖 Abbreviations G-N</li> <li>🔖 Abbreviations O-S</li> <li>🔖 Abbreviations S-z</li> </ul> </li> <li>🔖 TAB Sequence</li> <li>🔖 Field Hints</li> <li>🔖 Rich Text Tips</li> <li>🔖 Suit Symbols</li> <li>🔖 Rich Codes</li> <li>🔖 Colour Codes</li> <li>🔖 Unicode Text</li> <li>🔖 List Box Help</li> <li>🔖 Shortcut codes</li> </ul>	<ul style="list-style-type: none"> <li>☐ 🔖 Enhancements <ul style="list-style-type: none"> <li>🔖 Richness = None</li> <li>🔖 Richness = Basic</li> <li>🔖 Richness = Rich</li> <li>☐ 🔖 Rich Mode Functions <ul style="list-style-type: none"> <li>☐ 🔖 Text Colours <ul style="list-style-type: none"> <li>🔖 Normal</li> <li>🔖 All Black</li> <li>🔖 Suits Red &amp; Black</li> <li>🔖 Spades Blue</li> <li>🔖 Suits Blue.R.O.G.</li> <li>🔖 Suits Black.R.B.G.</li> </ul> </li> <li>☐ 🔖 Fill Colours <ul style="list-style-type: none"> <li>🔖 Hide Fill Colours</li> <li>🔖 Show Fill Colours</li> <li>🔖 Normal Fill Colours</li> <li>🔖 Gray and white Fill</li> </ul> </li> <li>🔖 Font = default</li> </ul> </li> </ul> </li> </ul>	

## Bookmark Details in Groups

Most bookmark group headings show a brief message about the nested bookmarks.

The heading for each table in this section is:

Bookmark Name	Function
---------------	----------

The leading bookmarks.

<b>Status Check</b>	This provides a short report on the state of the form and possibly some other messages about problems it detects. It may also suggest that a [ <b>REFRESH</b> ] is desirable. Some diagnostic information is appended to the main status report message. Note that the file size is only updated when the file is saved.
<b>REFRESH</b>	Asks whether to REFRESH the display. All field values are repainted. See <a href="#">REFRESH Function</a> .

## The Print Preparation group of bookmarks

<b>Set Date</b>	Sets the date field according to the value saved in <b>My.DateFormat</b> See <a href="#">Date/Version/Revision field</a> .
<b>Swap Players</b>	Swaps the player names and numbers. Optional swap format if active.
<b>Print the Card</b>	Final clean up and print the card.
<b>Print Partner's Card</b>	Swap Players, then Print the Card, then Swap Players again.

## The HELP group of bookmarks

These show popup messages. **We suggest you study these when you start using the form.**

There are many cross references to other bookmarks.

<b>HELP</b>	The group heading shows conventions used in the bookmarks.
<b>Quick Help</b>	<b>Important:</b> Several notes to help you get started
<b>Blue Fill</b>	This provides a reminder of what to do if your fields are shown with a blue fill.
<b>Text Value Problems</b>	<b>Important:</b> Introduction to the text fields.
<b>Popup Messages</b>	<b>Important:</b> Read this message and adjust the message size to suit your computing environment.
<b>Classification</b>	Describes how to change your classification and brown sticker settings.
<b>Abbreviations group</b>	This provides the full WBF Abbreviation list and a few local extensions.
<b>TAB Sequence</b>	This describes the default <Tab> sequence used with this version of the form.
<b>HINTS - CheckBoxes</b>	The hint for each checkbox is included here.
<b>{Others}</b>	Most names are self explanatory.



## Loading Data Files

<b>Load data file:</b>	The group heading with a message. It is best to minimize this group when you are not using it.
<b>Load an FDF file</b>	Initiates loading a Forms Data File, then a REFRESH option. See also <a href="#">The ToolBox group of bookmarks</a> below.

## The ToolBox group of bookmarks

See also [Updating to later version of the form](#) and [Conversion Processes](#).

<b>Toolbox</b>	Group heading with an important message.
<b>Check Old Fields</b>	Reports which, if any, of the retired fields still contain values.
<b>Append Old Fields</b>	Appends retired field values to their adjacent “parent” field.
<b>Big X</b>	Set the default checkbox style
<b>Trim Leading Spaces</b>	This bookmark will remove the leading caret and a few spaces from the beginning of active field values. It also removes a leading comma, and a != code found within the spaces will be removed. This will help tidy the spacing at the start of field values.
<b>**Tweak** Font Sizes</b>	Changes rich text content if NO font size changes are present.
<b>Format {various}</b>	These change the content of <b>My.Format*</b> fields.
<b>Formatting Finished</b>	Use this to terminate your format changes. It inhibits later prompts about further formatting.

## The (Rich Text) Enhancements group of bookmarks

<b>Enhancements</b>	Group heading with message about whether rich text is available with your program and, if so, the font that will be used in text fields using rich codes.
<b>Richness = {various}</b>	<p>These change the display mode for (rich) text fields.</p> <p>“None” = show raw text as entered</p> <p>“Basic” = show simplified text (suits = S H D C ).</p> <p>“Rich” = show rich text IF available with your PDF Reader program (otherwise show in Basic mode).</p> <p>Then an option to REFRESH the display is offered.</p>
<b>Rich Mode Functions group</b>	Group heading with an important message.
<b>Text Colours group</b>	<p>Change the current rich text colours, mostly for suits.</p> <p>Normal is black text and black/red/red/black suits.</p> <p>Suits Blue.R.O.G. = blue/red/orange/green suits.</p> <p>Suits Black.R.B.G = black/red/blue/green suits</p>
<b>Fill Colours group</b>	These allow hiding fill colours (and reverting to the default colour), exposing hidden fill colours, resetting the fill colours to the defaults, and resetting to some gray shade fill colours.
<b>Font = default</b>	Resets the font for text in rich fields (which use Rich Text Codes) to the default (Arial).
<b>CheckBox Format group</b>	<p>These save a code for the current checkbox format in the <b>My.CheckBoxValues</b> field.</p> <p>They also update the display to use your new selection.</p>
<b>Date Format group</b>	<p>These save a format in the <b>My.DateFormat</b> field.</p> <p>“<b>NoDates</b>” disables the “<b>Set Dates</b>” bookmark.</p> <p>After changing the setting, you must action “<b>Set Dates</b>” to update the value in the Date field.</p>
<b>Shortcuts &amp; More group</b>	<p>These adjust shortcut codes and allow you to choose whether to show normal text field content or any extra content or both.</p> <p>In 17D23 update, we also ask whether you want an immediate “<b>REFRESH</b>” to update the display of previously filled fields.</p>

## The Miscellaneous (Functions) group of bookmarks

These are most useful for the developer of the form.

<b>Miscellaneous</b>	Group heading with message.
<b>Expose Java Console</b>	Make the javascript console and log visible. <b>HANDLE WITH CARE.</b>
<b>Show Button Info</b>	Show a message with the value of any checkbox-like field that is not currently "Off".
<b>Show Settings</b>	Shows a message with active values among the settings
<b>Log many values</b>	Reports many details in the javascript log.
<b>Encode Unicode</b>	Converts all Unicode characters in text fields to !U+vvvvvv; codes. This is useful before saving the filled form as text in Adobe Reader.

## Annotation Adjustments

The 2015 update to the form included bookmarks for Hide/Fade/Restore/Remove annotations. They worked primarily on annotations added when using Adobe products. These bookmarks were removed in the 2016 update. Their functions are still available by using an FDF file. Please seek help if you have a need for these.

## Appendix 2 – Abbreviations List

This list is expanded from the standard World Bridge Federation list.

See also [Abbreviations](#) above for notes on use of abbreviations.

**Note** the use of BLOCK CAPITALS and SLASHES (/) in the abbreviation list.

Please use the **correct case** for those in the list and UPPERCASE for any others you add - and explain your unlisted abbreviations in one of the Notes areas of your card. Where an alternate abbreviation is shown in the list, please use the longer if space is available (i.e. VUL/DBL instead of V/X).

The WBF abbreviation list is on the next page.

### Extensions to the WBF list

In the form we mark these with an asterisk in the description.

Abbreviation	Description
+	Append a plus sign for “or better”, with no upper limit*
ADV	Advancer* (partner of the overcaller) or advancing
FAV	Favourable vulnerability* (Not Vulnerable versus Vulnerable)
UNF	Unfavourable vulnerability* (Vulnerable versus Not Vulnerable)
XX	Redouble* (alternate RDBL)

## The WBF Abbreviation List (includes Hand Patterns)

(5431) Any hand with that distribution (suits unknown)

5431 5 spades, 4 hearts, 3 diamonds, 1 club

5♠4♥(31) 5 spades, 4 hearts and 3♣ -1♦ or 3♦ -1♣

54(xx) A hand with 5 spades &amp; 4 hearts

ASK	Asking bid	KCB	Keycard Blackwood	RDBL	Redouble
ART	Artificial	L/D	Lead-directing	RESP	Responder; Response; Responsive
ATT	Attitude	LEB	lebensohl	REV	Reverse
B	Black suit(s)	LHO	Opponent on your left	RHO	Opponent on your right
BAL	Balanced	L/R	Limit raise	RKCB	Roman Keycard Blackwood
BW	Blackwood	L/S	Long suit	R/O	Reopening
CB	Checkback	M	Major (suit ♠ or ♥)	S/P	Suit preference
COMP	Competitive	m	Minor (suit ♦ or ♣)	S/A	Suit agreement
CONC	Concentrated (e.g. all values in the bid suits)	MAX	Maximum, Maximal, Maximal Overcall Double	S/O	Signoff, shutout
CONST	Constructive	MIN	Minimum	SOL	Solid (suit)
CTRL	Control	NAT	Natural	S-SOL	Semi-solid (suit)
CUE	Cue-bid	NEG	Negative	SPL	Splinter, or short suit
DBL	Double (alternate: X)	NEU	Neutral	S/S	Short suit
DISCG	Discourage (ing)	NF	Nonforcing	S/T	Slam try
E	Even	NT	No Trump	STAY	Stayman
ENCRG	Encourage (ing)	NV	Nonvulnerable	STR	Strong
FRAG	Fragment	OM	The other major	SUPP	Support
F	Forcing	om	The other minor	T/O	Takeout
F1	Forcing 1 round	OPPT	Opponent(s)	TRF	Transfer
F2NT	Forcing to 2NT	OPT	Optional	UNT	Unusual No Trump
FG	Forcing to game	O/S	Outside	V	Vulnerable (alternate: VUL)
4SF	Fourth suit forcing	O/C	Overcall	VUL	Vulnerable (alternate: V)
FREQ	Frequent	P/C	Pass or correct	w/	With
G/T	Game try	PEN	Penalty	w/o	Without
H	Honour (Ace, King, or Queen)	PH	Passed hand	WJO	Weak jump overcall
HCP	High Card Points	PRE	Pre-emptive	WJS	Weak jump shift
INV	Invitational	PUP	Puppet to (e.g. 2NT forces 3♣)	WK	Weak
INQ	Inquiry	QUANT	Quantitative	X	Double (alternate: DBL)
JTB	Jacoby Transfer Bid	R	Red suit(s)	x	Any suit; or any small card
		(R)	Relay (e.g. 2♣ asks for shape description)	y/z	Any other suit(s)

## Appendix 3 - The Extra Fields

These technical notes may be ignored by most users.

An Advanced Usage Guide is planned. It will provide more details about these fields.

For general use, these values can be set by bookmarks. The fields are necessary to remember settings between sessions.

These fields are no longer visible in the form. They are hidden below the bottom of page 1. The values for active settings can be viewed using the “**Miscellaneous Functions / Show Settings**” bookmark. Their hints have been removed from the form.

Several older settings fields were removed in the 2016 update to the form.

Field Name	Description
My.Richness	This stores the current richness setting. i.e. “Rich” “Basic” or “None”. It is changed by the “ <b>Richness = value</b> ” bookmarks.
My.Font	This saves the current font for Rich text. It can be changed via an FDF file and reset using the “ <b>Font = default</b> ” bookmark.
Classification IsBrownSticker	These hold the classification settings. See <a href="#">Classification and Brown Sticker</a> .
My.CheckBoxValues	These are cycled through when clicking on checkbox buttons. i.e. when multiple characters are in this value, each click on a checkbox will step to the next value. Most of these correspond to characters in ZapfDingbats font. The exceptions are X r and Z where Helvetica font is used. These are less likely to cause problems when printing. Space is invalid as it is used for the OFF setting. Others are for your choice of symbols from the ZapfDingbats font. If the field is empty, we use X (= Big X) shown in Helvetica font. It is the best option on Macs. Lowercase r is shown as a big red X. Z (= All Black) is shown with a black background.
My.DateFormat	This is the format used by util.printd in javascript to fill in date fields. “NoDates” disables the Set Dates function. This is set by the “ <b>NoDates</b> ” bookmark and avoids accidents when you manually maintain the date field value. Note: To change the date field contents you need to use the “ <b>Set Dates</b> ” bookmark after changing this setting.
My.Codes	This allows changes to the shortcut codes.
My.FillColours	This allows changes to the fill colours.
My.FormatA My.FormatB	These describe the card format for player A and B. They allow global changes to the font size and boldness for plain text fields. Note 1: Not used in Rich mode for text fields containing "!" (the code introduction character). Note 2: One of these was previously named My.Format

My.Options	During a session you can use the “ <b>HELP / Popup Messages</b> ” bookmark to change the alert and warning message size used by many bookmarks. Your last selection is saved here. There are several other options.
My.Rectangles	This hidden field allows use of some predefined rectangles which can be exposed to provide boxes around some sets of fields containing related details. The rectangles form boxes around consecutive lines in the Other, MoreNotes, OtherNotes and PreAlert fields. The 2017 update places the fields for these rectangles below the regular form fields so there is no longer any need for “Print View”.
My.Symbols	This allows creating your own symbols from any available font.
My.Colours	This allows changing the colours of suit symbols and use of a set of predefined colours for text in Rich text enabled fields.
H.Colours	The current set of colour codes.
I.Format	This holds the active My.FormatA (or B) value.
I.{others}	There are “internal use” fields. The 17C17 update allows mass changes to text fields for spelling corrections or abbreviations.
JumpRaiseMajorOther JumpRaiseMinorOther Over1NTInterfMore Resp1NT2COther UnusualNTOther	These are placeholders for superceded fields to allow loading their old value from an FDF file and appending it to their adjacent “parent” field.

The old MyNoteBox field has been retired.

## Appendix 4 - History

### The 2017 version

- Only TWO pages and ONE layer remain in the form.
- Rectangles are now below the regular form fields and remain visible.
- Overflow problems should be reduced.
- Settings now hide at the bottom on page 1.
- Suit symbols are shown in the current text size at a maximum of 11pt.
- Many “**HELP**” group bookmarks added to replace and extend the content of some of the removed pages. More help is available in this Usage Guide.
- Cancel old !U !V and !I codes, add !U+ codes for entering Unicode characters.

### The 2016 update

- This was a development version. If still using it, please convert to the 17C14 or later version.

### The 2015 version

- The form is no longer secured – printing should be easier.
- Combo Boxes have changed to Text fields to allow use of rich text.
- When old combo box had an adjacent “other” field, they have been merged into a field having same name as old combo box. The “other” field value can be imported from FDF file and merged with the combo box value.
- Checkboxes are now imitation checkboxes – they are a text field covered by an action area
- Rich Text provides a function like dropdown lists in many fields
- Default font size for text fields changed from 9/10/11pt to 10pt.
- Suit symbol size in rich text fields reduced from 12pt to 11pt to reduce strange overflow indications
- Classification bookmarks have been removed.
- Buttons for setting format features on “**Settings**” page have become bookmarks
- “**Settings**” page is much cleaner as many fields are now hidden
- Digital signing of the form is more cleanly handled
- Annotation handling is added
- Colour changes: !6 is cerulean (was cyan); !7 is now a deeper brown (less like orange).
- Fewer layers in the form (classification and brown sticker are imitation checkboxes)
- Rich text processing has changed. If PDF Reader does not support “SPANs” then Basic mode is used.
- Attempting to clear fields leads to (a few) warning messages.
- More rectangles are possible
- Bookmark operations are more robust when the file is signed.

### The 2013 version

We extended the format of, and resolved some ambiguities and other problems with, the old (program created) card layout. The standard card size has grown to A5 (i.e. A4 folded in half) to allow more fields, and for simpler printing.

Macintosh and Linux users previously had limited options for using the windows based ABF Convention Card Program. They can now make their cards by using the PDF form.

We also prepare for any possible future issues with supporting the ABF Convention Card Program.



## Appendix 5 - Use with other PDF Readers

These are additional notes specific to other PDF Readers.

Brief notes are included in the [Software Compatibility List](#) for some other PF Reader programs.

Please seek help by sending an email message (see [Seeking Help and Reporting Problems](#)) if you have a pressing need to use any PDF Reader not mentioned here.

### Foxit Reader

The 2017 version of the form works well with Foxit Reader version **8.2**.

**WARNING**: Foxit Reader and Foxit Phantom update **9.0.0** allow use of SPANs for describing rich text values. Probably all versions of the form earlier than 17K21 will not work with Foxit 9. Later versions of the form should revert to using Basic richness. We hope that a future version of Foxit Reader will allow an update of our form to use rich text.

Rich text saved in the form using Adobe Reader will be visible in Foxit Reader.

One big advantage of Foxit Reader is that it allows EXPORT of form data to FDF files (via <Forms> <Export>). The FDF files from version 6.0.2 are much improved on earlier versions.

If printing the form with Foxit Reader, please check the [PRINTING \\*\\* very important \\*\\*](#) settings above. You may need to set printer Properties / Layout to “Print on both sides” with “Flip on short edge” if your printer can handle duplex printing.

Use Foxit Reader's normal print functions (<File> <Print>).

“Fit to Printer Margins”, Auto-Rotate and Auto-Center look good choices for printing the form.

If you change any field values in Foxit Reader, those fields will revert to Basic mode.

While Rich text is not supported by this form for field content entered in Foxit Reader, you should still code the suit symbols. This will ease the transition to another PDF Reader, or perhaps to a future version of Foxit Reader, where the coded suit symbols can be printed.

TAB characters within field contents do not provide column like behaviour in Foxit Reader - we show the !T code as a few spaces.

A small problem with Foxit Reader may be that it allows changing of bookmarks. Please avoid this (see notes in [Bookmarks – Usage Tips](#)).

## Master PDF Editor (linux and others)

Beginning with version 4.2.30 (available late June 2017), this program is viable with the convention card form. They provide versions for **Windows** (XP+SP3 and later), **linux** and **mac OS** (10.7.5 and later)

There are some limitations and good features:

- Rich mode does not work but coded values should be fine after saving files and opening in Adobe Reader then actioning **Richness=RICH** bookmark and refreshing the display.
- ZapfDingbats font does not work in checkbox-like fields (we hope this will be fixed soon!)
- Export to FDF is available!
- When using the trial version of this product, it adds a watermark to output PDF files.

## "Preview" on Macintosh

**Do NOT use this program** for the System Card form.

The 2017 update will attempt to warn you, particularly when you open the empty form.

If you use **Preview**, please **avoid saving the file** because **Preview** appears to flatten the file in a way that Adobe Reader fails to understand.

In the 2013 version of the form, this leads to the main heading area of the card showing the yellow and brown circles and a cross in all the classification boxes.

**Macintosh users do need an Adobe product to make changes to their filled form.**

When you install Adobe Reader XI or later on a Macintosh, you may want to set it as your default program for viewing PDF files.

**Preview** might be OK for viewing signed completed 2015 (and later) version cards.

\*UPDATE\* June 2017: Master PDF Editor may also be an option.

## Software Compatibility List

We recommend you keep your PDF Reader software updated to minimize risks to your computing environment. Do not use the form in an internet browser product.

Product	Versions	Rich	FDF	Warn	Unsupported Versions
Adobe Acrobat Reader (Classic or Continuous stream)	DC	R	X	.	
Adobe Reader	XI	R	X	V	
	X 9 8	P	X		10.1.0
Adobe Acrobat Professional	DC XI	R	F		
	X	R	F		10.1.0
	9 8	R	F		
Adobe Acrobat Standard	XI	R	F		
	X 9 8	R	F		10.1.0
Foxit Reader	9 8 7 6	B	F	9.0.0	6.0 thru 6.1.9 And 8.0
Master PDF Editor	4.2.30+	B	F	L	
Nitro Reader	5.5	B	X	B	
Preview on Macintosh	AVOID			M	

Notes:

**R:** Rich text is available. Excellent choice for filling and printing this form using rich text, and local saving of the filled form.

**B.** Fine choice for viewing and printing forms filled using Note **R** products and for entering **Basic** text but not for adding (visible) rich text. SWAP players will use **Basic** text. See [Suit Symbols](#).

**P.** OK for viewing and printing filled forms but not for making changes and/or saving.

**F:** Allows export of FDF files containing field contents

**X.** Does not allow export of FDF files containing field contents.

**V.** Not available for Windows Vista.

**J.** Javascript is not available.

**L.** A version of this program is available for linux users.

**M.** Please see ["Preview" on Macintosh](#)

**B:** Consecutive use of one bookmark may be ignored. Also more limitations on javascript.

## Appendix 6 - Recent Changes

Date	Form Rev.	Web Site Upd.	Description
2017-11-21	17K21		Allow for introduction of SPANs in Foxit 9.0.0 update: retain force Basic. See <a href="#">Foxit Reader</a>
2017-10-23	17J23		Add shortcut codes [ ] ( )
2017-09-21	17I21	Yes	Add !U+vvvvv; style for Unicode encoding. Add “ <b>Encode Unicode</b> ” bookmark. Improve classification hint.
2017-09-13	17I12	Yes	Add more shortcut codes. Remove some older entries in this table.
2017-09-01	17I01		Cancel !U !V and !I (lowercase still work) Add !U+xxxx for Unicode characters.
2017-07-09	17F01 ++		Rich field verification improvements. Avoid loss of content if WBF codes < and > are accidentally used in ABF form. Add notes on <a href="#">MultiLine fields in the WBF Form</a>
2017-06-29			Master PDF Editor 4.2.30 is useful on linux and other computing environments, see <a href="#">Master PDF Editor</a>
2017-04-23	17D23	Yes	Tidy many hints to simplify recovery when text saved in Adobe Reader DC. Simplify use of “ <b>Show extra notes?</b> ” bookmark.
2017-04-10	17D10	Yes	<a href="#">File Size Checking</a> extended <a href="#">The Hints</a> – add hint with only the field name to all text fields which had no hint. This simplifies recovering the field values when the form is saved as text in Adobe Reader.
2017-03-24			Minor updates to this Guide.
2017-03-22		Yes	Extend <a href="#">Rich Text Demonstrations</a> Update <a href="#">Getting Started – A Quick Guide</a>
2017-03-18	17C18		Major update to the Usage Guide. <a href="#">Appendix 9 – Rich Text Guide</a> has been added to this guide. Form is reduced to TWO pages. Your Notes, HELP, Settings and RichText Help pages have been removed. Bookmarks for Inside and Outside pages have gone. Built in HELP is under the “ <b>HELP</b> ” bookmark. Settings fields are hiding off the bottom of page 1. Prompt to save file should not happen if no fields are modified. The prompt to save the file when you exit should no longer appear when you have made no changes. Add <a href="#">Getting Started – A Quick Guide</a> to this guide. See <a href="#">The 2017 version</a>
2015-06-24	15F20		Add <a href="#">Appendix 8 – Country Specific Details.</a>
2015-06-16			Add note about print-as-image
2015-06-11			Bookmark problem – see <a href="#">Big X bookmark under Load Data File fails</a>
2015-05-29	15E20		Major update, mostly to the internals of the form: See <a href="#">The 2015 version</a>
2013-06-21	13F21		The 2013 version was released
2013-04-20	13D20		Initial public release

## Appendix 7 - Tips on Resolving Problems

If you have these or any new problem with filling, saving or printing the form, please report it quickly - just a brief description. We will seek further details and samples as required to help resolve the problem.

### Big black dot inside a circle

Fixed in 2016 update. The dot was caused by clicking on the bottom edge of the circle or by tabbing into the circle and pressing the spacebar.

### Black streaks when printing

This was a problem with one update to Acrobat Reader (Continuous stream).

Update your PDF Reader program to the latest version should resolve the problem.

### Big X bookmark under Load Data File fails

Fixed in 15F20. In revision 15F06, the “**Big X**” bookmark under “**Load data file..**” / “**(Updating) ToolBox**” fails with a javascript error.

**Workaround:** Use the “**Big X**” bookmark under “**My Formats**” / “**CheckBox Format**”.

### Warning message about empty field

Fixed in 15F06. In revision 15E20, it was possible to clear a field without the nonprinting marker being inserted. This caused a popup message like “**Empty field value has been replaced by a non-printing rich text code.**” when opening the form in Adobe Reader XI. To avoid the message, please replace the contents of the named field with a few spaces. Adobe Reader DC did not handle this situation and failed to cleanly display the form.

### Form display is failing when form is loaded


Fixed in 15F06. This happens in Adobe Reader DC but not in Foxit Reader 715 with revision 15E20. It is caused by attempting to delete a field’s contents and replacing with nothing, then saving the form.

The problem does not happen in Adobe Reader XI, see [Warning message about empty field](#).

### A field is too small for the details I need to show.

Please see: [Numbered Sections](#), [The Overflow Indicators](#), [Abbreviations](#) and [Text Fields](#) above.

### Before PRINTING - avoid overflow

Expose the overflow indicators and check for overflowing fields (e.g. ) by closely inspecting any overflow indicators on pages 1 & 2, make changes to avoid the overflow.

### I cannot set the classification to green by clicking in the circle

The classification and brown sticker are now set by clicking in the box to the right of the colour name, please see [Classification and Brown Sticker](#) above.

### PDF file size increases substantially

This is not expected to be a problem with the 2016 update to the form.

We have noticed that extensive, repeated editing of the form fields (e.g. when initially completing your forms) can lead to significant growth in the PDF file size. The file can grow to 5MB and more. This can be reduced to about 0.6MB by optimizing the file.

The best way to do this is to open the file in Adobe Reader XI and then SAVE\_AS a new filename. This works in Adobe Reader 11.0.04 on Windows XP.

An alternate method is by exporting the field values to an FDF file and importing the FDF file over the (latest version of the) empty PDF form file.

### I clear a text field and the value reappears

This was a problem with the 2013 version of the form.

To force the clearing of a field, you must replace the contents with one or more spaces.

### Save file keeps failing but Save\_AS works

On Windows this may happen if you have activated the preview pane feature of Windows.

Thanks to Paul H for resolving this one.

### Problems when saving filled form

E.g. "Bad file handle" when trying to replace an existing file.

Try the recommended process for saving updates to the file: [Saving Updates to your card --- use SAVE\\_AS](#)

### Unable to edit or print the file (even with Adobe Reader XI) after saving.

This is probably caused by digitally SIGNING the file when saving it. Digitally signing this form is unwise - see [Saving Updates to your card --- use SAVE\\_AS](#) above. If using Adobe Reader, make sure it is version XI or later.

### The main heading shows both filled circles and a cross in all classification boxes.

This was a problem with the 2013 version of the form.

When both these symptoms are seen:

- The yellow and brown filled circles are both visible.
- A cross is present in all four classification boxes and the brown sticker box.

This indicates a problem with the layers in the form. It can be caused by saving the file from "Preview" on a Macintosh. This may also be seen when viewing the form within Mozilla Firefox. The form is not an on-line form and should be downloaded and used locally in your PDF Reader.

### Some fields vanish from the display.

This was a problem with Revision 13D22 of the form. If still using that version, or any earlier version, please fetch the latest version from the ABF web site and start again.

This symptom happened by: fill some fields on page 1, visit other pages in the form, then return to page 1. It also happened when using Swap Players. The problem was still present when the file was saved and later opened in Adobe Reader 10.1.6 (and 11.0.2).

Suggestion: (pre-2016 update) Please use the bookmarks "**View - Print**" then "**View - Edit**" and be patient. This permanently resolved the problem for the form being filled at the time.

### Printing Problems

This should not happen with the 2015 version of the form as there are no more Combo Boxes.

Overlapping characters in Combo Boxes. We have one report of this problem when printing an entry selected from a dropdown list in a combo box on a Macintosh in form revision 13D22. It is avoided by using the "**View - Print**" bookmark before printing.

### Forms version 10.1.0 is not supported.

To check, see the Hidden.ViewerInfo field in the "**Settings**" page, and Appendix 3. The behaviour in text fields is imperfect in forms version 10.1.0. You will need to upgrade your PDF Reader product (e.g. use Adobe Reader XI or later ).

### Suit symbols appear as S 1 2 C

This should never happen as it suggests a problem with the font.

If you encounter this problem, **please report** it.

### Accidental saving filled form as text file

Adobe Reader XI provides a "Save As Other" immediately below "Save As" in the "File" menu. One option in "Save As Other" is "Text". Warning: if you placed suit symbols (or any other rare characters) in plain text in any fields, the save as text will lose those characters (as they are each replaced by a period character).

It is possible to resurrect the PDF file by converting the text file to a FDF file. If you made many changes to the file before saving it as text, we may be able to rebuild the file for you. If you need this assistance, please send the text file via the email address shown in [Seeking Help and Reporting Problems](#) above.

### What are the “^” “!<” and “!=” in Rich Text fields

These are placeholders which may be inserted when a field was empty. They are invisible when printed or viewed in Rich or Basic mode. They help avoid reappearance of text previously deleted from a field. You can replace them with any content when you are ready. The caret is new in 2017 update. See [What is the leading caret](#) .


## Conversion Processes

### Converting from 2013 to 2015 and later versions

This process can also be used for converting from 2015 to 2016 version of the form.

First, please review the bookmarks [Loading Data Files](#) and [The ToolBox group of bookmarks](#)

The steps are:

- Export the field data to an FDF file (sorry - not with Adobe Reader) – see [Saving FDF files](#)
- In a fresh session of Adobe Reader - open the 2015 version of the form
- Ensure you have enabled the overflow indicators (i.e.  – see [Configure your PDF Reader for the form](#)).
- Expand the “**Load data file..**” bookmark heading.
- Action “**Load an FDF file**” to retrieve the FDF file created above.
- Optionally, **save the form** at this stage to a new file name (for recovery purposes)
- Under the “**ToolBox**” bookmark subheading (expand it if these do not appear):
  - Action “**Append Old Fields**” to join the pairs of old field values where a combo box was followed with an “other details” field on the same line. You may need to make further changes to these fields.
  - (new in 2016 update) Action “**Trim Leading Spaces**” bookmark. This will remove up to three leading spaces from all text fields IF there are no more than 3 leading spaces AND at least 5 characters in the field. It is **best to do this BEFORE any font size adjustments**.
  - Action “**Big X**” to set the checkbox format to the big X (new default for 2015 form)
  - Optionally, **save the form** at this stage with another new name
  - Experiment with the font size adjustments to taste.
  - After some you may need to use the [REFRESH Function](#) bookmark to apply the effect to previously filled fields. If unhappy with the result, restart Adobe Reader and open one of the files you saved earlier in this process and resume from that point. Now, action one of these bookmarks:
    - “**\*\*Tweak\*\* Font Sizes**” This has options to increase or decrease the font size.
    - “**Format – Use default**”
    - “**Format Font Size 10pt**”
    - “**Format Font Size 9pt**”
  - (2016 update) When happy with the font size, use “**Formatting Finished**” bookmark to avoid some warning messages.
- You may need to reset your COLOURS
- If the display does not look right, use the “**REFRESH**” bookmark.



### *Converting from the Program to the Form*

".0a2" is the type for files containing user data used by the ABF Convention Card Program. They are stored in the \Austr2 subfolder under wherever you installed the program. Rex Livingston is available to convert your pairs of .0a2 data files for your old system cards to an FDF file for use with the PDF form. If you want assistance with this, please ZIP (or similar) all your pairs of .0a2 files into one container file which includes your name in the file name <mailto:systemcard@abf.com.au>.

Allow a few days for the response. You will need to tidy some fields from the FDF file(s) because some old field values are cloned into 2 or 4 new fields.

You should also try filling the empty form to become familiar with features of the form.

## Appendix 8 – Country Specific Details.

### Seeking Help and Reporting Problems

If you find a problem with the form, or this guide:

- First, review the latest update of this guide, particularly [Appendix 7 - Tips on Resolving Problems](#).
- Report any new problems, or suggest an improvement for either, or seek assistance via
  - **Australia:** <mailto:systemcard@abf.com.au>
  - **New Zealand:** <mailto:secretary@nzbridge.co.nz>

### Checking National Regulations

To classify your system, please check your national regulations:

- **Australia:** visit: [Australian Bridge Federation - Rules & Regulations](#)
- **New Zealand:** visit: [New Zealand Bridge - Regulations](#)

### Find your Player Number

Nationally registered players have a player number. New players should ask their home club secretary for their number. You can check it by searching for your name in the:

- **Australia:** visit: [ABF masterpoints lookup](#) site.
- **New Zealand:** visit: [New Zealand masterpoints lookup](#) web page.

Please also review your results in case another player shares your name.

### Bookmarks for National Web Links

These were removed in the 2016 update to the form.

The current links are provided above (i.e. in the current version of this Usage Guide).

## Appendix 9 – Rich Text Guide

The two page form no longer includes full rich text details. Brief details are provided in the bookmarks.

### Rich Text Codes

#### Rich Text Codes 1

Code	Alt.	becomes	Effect	Notes
!s !h	!S !H	♠ ♥ ♦ ♣ S H D C	See also <a href="#">Suit Symbols</a> above. Insert coloured suit symbol in RICH mode in Adobe products (size is the same as current text size up to maximum of 11pt.). Insert uppercase S H D C when rich mode disabled or not available.	
!d !c	!D !C			
!u			Begin <u>underlining</u> text.	1
!b	!B		Begin <b>bold</b> text	1
!i			**Changed in 2017 update.	1, <b>2</b>
!^			Begin superscript	1
!v			Begin subscript	1

**WARNING:** In September 2017 the !U !V and !I codes were removed from this list. !U+ is now used for Unicode characters.

Notes	
1	Terminate with !n !N or any font size change.
<b>2</b>	Use of italic emphasis is discouraged. <b>BEWARE:</b> any use of italics can massively boost the file size. !i and !I used to begin <u>italic</u> text. The 2017 update changed them to begin underlining text. An option is available to revert to using italics. Please seek help if you need to do this, see <a href="#">Assistance and Problem Reporting</a>

## Rich Text Codes 2

Code	Effect	Notes
!t	Inserts tab-like spacing. Adobe products: makes columns Others: inserts a few spaces.	
!T	Inserts <Tab> character. Adobe products: makes columns Others: may become a single space.	
!n	Normal font style (no change to text size)	
!N	Normal font style AND colour	
!/ !	SAVE the current colour as the normal text colour for !N and !?	
!?	Like !N - RESTORE settings saved by the last !/ in this field	
!< !  !>	The last of these affects justification: left justified / centered / right justified	
!+	Increment font size	
!=	Normal font size	
!-	Decrement font size (minimum=6pt.)	
!F	Resumes use of the first font name	
!f	Steps to the next font name, and stops on the last one.	
!a	Insert arrow	1
!A	Insert thinner arrow	1
!m	Wide space (we use an em space)	1
!Q	NoTrump symbol (NT)	1
!R	Two multiplication symbols for REDOUBLE	1
!X	One multiplication symbol for DOUBLE	1
!Z	A ten character	1

Note 1. These are the default **My.Symbols** characters.

### Rich Text Codes (Text colours)

Code	Text Colour Changes	RGB colour	Notes
!0	!0= Black		
!1	!1= Red		
!2	!2= Blue		
!3	!3= Fuchsia		
!4	!4= Green	['RGB',0.13,0.55,0.13]	
!5	!5= Purple	['RGB',0.63,0.13,0.94]	
!6	!6= Cerulean	['RGB',0,0.48,0.65]	
!7	!7= Brown	['RGB',0.8,0.4,0]	
!8	!8= Dark Brown	['RGB',0.4,0.2,0.2]	
!9	!9= Orange	['RGB',1,0.65,0]	
![	![= Gray 60	['RGB',0.6,0.6,0.6]	
!]	!]= Silver	['RGB',0.75,0.75,0.75]	
!:	!:= Gainsboro	['RGB'.0.86,0.86,0.86]	1
!;	!:= White		1

Note 1: The black fill is only used here to help you read it.

### Rich Text Codes (Unicode Text)

From September 2017 update to the form you can use

!U+vvvvvv; or !U+xxxxyyyyzzzz

...to enter Unicode characters in the current font, size and colour.

The !U+ activates Unicode mode.

The xxxx yyyy zzzz are four hexadecimal characters ( 0-9 A-F a-f ) for each Unicode character. One or more (and more than 3) can be used.

Update 17i21 added the alternate form where vvvvvv is 2 to 6 hex characters terminated by a semicolon.

Beware that you may need space(s) added before and/or after some characters.

Also that some characters may cause a field to overflow.

## More Rich Text Codes

Code	Position	Effect	Notes
!{		Begins extra/alternate content	
!}		Begins normal content i.e. same as “ends alternate content”	
!\$		Show the field name	
!*		Insert the date/time In the yyyy-mm-dd HH:MM format. This is updated each time the field is refreshed.	
!%		Insert name being used for the current font at this point in the field.	
!~		Insert diagnostic information (best used in a long field)	
!#    !##	At the beginning of a field	These change the display mode for the rest of the field value: !#    for BASIC mode !##   for RAW mode	
!#x	At the END of a field	(where ‘x’ is any of several codes) changes the FILL COLOUR for the entire field. See <a href="#">FILL Colour Codes</a> .	
!r		In a multi-line field this begins a new line within the field. Since 2016 update, we have no multi-line fields and this is ignored in RICH mode and becomes a few spaces in BASIC mode. Warning: !R is used for a symbol (see <a href="#">Rich Text Codes 2</a> above)	
!_		(disused in 2016 update to the form)	

## FILL Colour Codes

These are used at the end of a field following !# to change the fill colour for the whole field. See also [My.FillColours](#).

FILL Colour Codes are normally active. You can use bookmarks to hide them all and more (see [The \(Rich Text\) Enhancements group of bookmarks](#) ).

Hiding these codes is done by appending a minus sign.

Code	Colour	RGB Colour
b	Pale blue	['RGB',0.95,1,1]
g	Pale green	['RGB',0.95,1,0.95]
o	Pale orange	['RGB',1,0.98,0.88]
p	Pale pink	['RGB',0.98,0.95,1]
u	Pale purple	['RGB',0.98,0.95,1]
x	Pale gray	['RGB',0.97,0.97,0.97]
y	Pale yellow	['RGB',1,1,0.93]
B	Darker blue	['RGB',0.94,0.97,1]
P	Darker pink	['RGB',1,0.9,0.89]
T	Transparent	
W	White	['RGB',1,1,1]
X	Default gray fill	['RGB',0.95,0.95,0.95]

These can be useful for teachers wishing to emphasize some areas of the System Card layout.

There are some samples in [The Inside Pages](#) .

## Rich Text Demonstrations

RICH is the normal mode with Adobe PDF reader programs.

Basic mode will be used if you change field values in non-Adobe programs.

### Example 1

These show the effect in RICH and Basic modes when we type some codes in a text field.

The exclamation mark is the code introducer.

The accent grave is the shortcut code introducer.

Suit Symbols		Shortcut Codes	
Type this	!S !H !D !C	Type this	`1 `2 `3 `4 `5 `@ `+ `~ `.` `_
RICH mode	♠ ♥ ♦ ♣	RICH mode	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> ½ + - ... -
Basic mode	S H D C	Basic mode	1st 2nd 3rd 4th 5th ½ + - ... -
Lowercase is OK too. i.e. !s !h !d !c		The plus and minus become superscripted in RICH mode.	

### Example 2

This shows opening bids of 1 club and 1 diamond. The !T code helps with making columns in fields on consecutive rows. Here we use a shortcut code (to superscript the plus sign in the strength) and a suit symbol code.

Type this	Rich mode		Basic mode	
1♣ 12 <sup>+</sup> HCP !T 3+!C	12 <sup>+</sup> HCP	3+♣	12+ HCP	3+C
1♦ 12 <sup>+</sup> HCP !T 3+!d	12 <sup>+</sup> HCP	3+♦	12+ HCP	3+D

### Example 3

This one uses a possible description for a 2D opening when using Multi Twos and shows some methods for emphasizing parts of the text.

Original using plain text	Multi : weak Major OR 20-22 balanced		
Add some bold	Multi : <b>weak Major</b>	OR	<b>20-22 BAL</b>
Add some colour	<b>Multi</b> : <b>weak Major</b>	<b>OR</b>	<b>20-22 BAL</b>
Use underlining	<b>Multi</b> : <u>weak Major</u>	<b>OR</b>	<u>20-22 BAL</u>

These show the corresponding typed content to produce each of the last 3 lines:

```
Multi : !T!Bweak Major!N !TOR !T!B20-22 BAL
!B!1Multi!0 : weak Major!N !T!2OR!0!T!B20-22 BAL
!BMulti!N : !uweak Major!N !T!BOR!N!T!u20-22 BAL
```

i.e.. to **bold** a section of text, prefix !B and terminate with !N or !n; or to change **colour**, prefix with the colour code and suffix with !0 to resume using black text. The !T is used to widen the spacing between segments of the description – this makes columns in the rich text.

**.End.**