Using the Dealer4 software to create and document deals.

Step	Action
Start the Dealer4 software See graphic: ScreenShot1	• Click on the icon in the bottom tray • The main screen appears
Create the deals See graphic: ScreenShot2	• Click on **File** on top menu bar • Click on **New** • Choose **Last Board in Set:** usually 32 • Click on **Generate Boards** (either option) • Click Exit after boards are generated
Enter the game data See graphic: ScreenShot3	• Change **Event Name** if necessary • Enter **Event Date** – date, day, and time
Save the generated boards to file See graphic: ScreenShot4	• Click on **File** on top menu bar • Enter **File name** in date format YYMMDDx where x = m, a, or e for time of day • **Save as type** PBN (default) • Make sure DEALS directory is selected • Click on **Save**
Create the hand records for printing See graphic: ScreenShot5	• Click on **Analyze** on top menu bar • When done, click on **Print** on top menu bar • Select **Print Hands Record to Printer** • Click on **Printer Setup** at bottom left and make sure that the Bullzip printer is selected • Click on **Print** on bottom of panel • When the dialog box opens, enter **File name** in date format YYMMDDx as before • Filename extension is PDF (default) • Ensure **Hand Records** directory is selected • Click on **Save**
Deal the Boards	• Place boards in dealing machine sequentially