

FAQ – ChessBase 9 Basics

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This purpose of this FAQ is to provide you with instructions on doing “basic” tasks with ChessBase. These instructions are written for **ChessBase 8** running on a Microsoft Windows XP operating system on a PC. As things are uncovered that are specific to **ChessBase 9**, they will be designated as **ChessBase 9**.

Revision History		
Date	Person	Change
2004-03-27	Mark Kaprielian	Initial Creation of Document
2005-08-06	Mark Kaprielian	Added how to insert a diagram before the first move
2005-11-13	Mark Kaprielian	Started changes to denote CB 9 differences. How to email dialog is

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How to understand the instructions

What do you mean when you instruct me to "Click on" something

When you see us instruct you to do something that we write like **Click on View, Details**, this is a series of instructions that are to be done by using the **left** mouse button to click on the first item listed. You can then move the mouse pointer to the next item listed. If there are more items listed, look for a little triangular arrow next to the current item and move the mouse pointer over it until a new list of choices appears and then look for the next item. Repeat this until you have reached the last item listed and then release the left mouse button.

What do you mean when you instruct me to "Right Click on" something

When you see us instruct you to do something that we write like **Right Click on the database, Edit, Details**, this is a series of instructions that are to be done by using the **right** mouse button to click on the first item listed. You can then move the mouse pointer to the next item listed. If there are more items listed, look for a little triangular arrow next to the current item and move the mouse pointer over it until a new list of choices appears and then look for the next item. Repeat this until you have reached the last item listed and then release the left mouse button.

What do you mean when you instruct me to "Double Click on" something

When you see us instruct you to do something that we write like **Double Click the Database**, you should the mouse pointer over the item listed and then click the left mouse button quickly twice. If you do not do the two presses of the left mouse button fast enough, nothing will happen.

What is a “keyboard shortcut”?

A keyboard shortcut is a series of keys press on you keyboard that allow you to do something instead of doing a sequence of left or right mouse clicks. As you use ChessBase more, you will find that learning certain shortcuts will save you a lot of time.

Keyboard shortcuts will appear in these instructions looking like: **Alt+A, Crt+-Q, Ctrl+Shift+A**

The abbreviation Alt means the Alt key on your keyboard.

The Ctrl abbreviation means the Control key on you keyboard which may appear on your particular keyboard as some variation of the word control.

Shift means the Shift key.

When you see some combination of these you are supposed to hold the keys down simultaneously starting with the left most listed and proceeding to the right.

For example, **Ctrl+Shift+A** means hold the Ctl key down, then the Shift Key then the A key. You then can release all the keys at once or in any order.

Where can I find if there is a keyboard shortcut for the thing I want to do?

When you reach the last step of selecting something to do with your mouse, if there is a shortcut available, it will be shown next to that last step. Here are some examples:

1. When you are looking at the database, **Click on View**. Look next to the choice Details and you should see **Ctrl+D**
2. When you are looking at games in the database, **Click on View**, List Format. At the bottom you will see next to the choice Toggle, **Alt+Q**

Tips when looking at the list of databases

What is a Database?

A database is a collection of one or more games.

Where do I see the Databases?

When you first open ChessBase it will present you a view of Databases. ChessBase may display the Databases three different ways that it calls; Details, Large Icons and Small Icons. We recommend you select the Details view by Menu, View, Details.

How do I see what games are in a database?

To see the games you must “open” a database. **Double click on the database** you want to open

How do I close a database?

While the database is open, click on the X in the upper right corner of the window.

What do the letter codes that appear to the right of the information for a game in some views of the database mean?

v	contains some variations
V	contains many variations
R	contains huge nested variations ("repertoire")
S	contains symbols but no text
C	contains text
I	contains critical positions

A	contains colored squares or arrows
T	contains training questions
M	contains multimedia annotations
G	contains a game quotation
F	contains correspondence management data (CB6 only)

What do the color bars that appear in the information for a game in some views of the database mean?

You need to look at the definitions which is also where you can change which color appears or not.

3. **Open the game** for which you want to see what the colors mean
4. **Right Click on any move, Special Annotation, Select Medal**
5. **Check or Uncheck any box to see what color is associated with it.**

Do I have to close an open window to go back to another window?

No, each time you or ChessBase open another window, a new “task button” should appear in your “task bar”. This is a standard thing that happens with Microsoft Windows operating systems on PCs. You can go to another window by clicking on a different task button.

How do I close ChessBase?

While in the window that shows the databases, click on the X in the upper right corner of the window.

How do I create a new database?

6. In **ChessBase 9**, **File, New, Database** to open the dialog window “New Database”
The dialog box that is open is the typical File dialog box that MS Windows uses everywhere. As you would do any other file, you would do the following steps
7. Navigate to the folder location you want to save the new database
8. In the File Name portion of the window, edit the right most part of the file name where it says, “New Database.cbh” to be whatever you want to call your database file. Be careful to not disturb the rest of the file name to the left of this.
9. **Click OK** to close the Window

How do I change the name of the actual database, not just how the name appears in the database window?

10. Go to the database window where you see all the databases listed. You may do this by finding the main window in the task bar or by minimizing or closing other windows to you find the database window.
11. In **ChessBase 9**, **Tools, Database, Rename Files** to open the dialog window which will let you enter the new name.

How do I delete an entire database?

Be sure you want to do this because you can not get it back!

12. Go to the database window where you see all the databases listed. You may do this by finding the main window in the task bar or by minimizing or closing other windows to you find the database window.

13. For the database you want to delete **Right click, tools, Delete files** or press the Delete key.

How do I set the Reference Database so that my searches for games will be done in the database I want, such as the Mega Database?

14. **Right click on the Database** you want to make your Reference Database
15. Click on properties
16. Check the box that next to Reference Database.
17. Note: If you have selected the Details View for your main window, you will see in the "Reference Database" in the Format column next to the database you selected.

Tips when you have a database open and are looking at the list of Games

How do you "unselect" things that you have selected?

Press the Esc key

How do you select more than one game at a time when you need to?

18. **Click on the first game** you want to highlight it. Be sure to release the left mouse button.
19. **Hold the Ctrl key down** and keep it down till instructed otherwise.
20. **Click on any other games** to highlight them until you have selected all the ones you wanted.
21. **Release the Ctrl key.** You should now have all the games you desired selected.

How do you select a range of games at a time when you need to?

There are several ways to select a range of games and they both have specific times when each is more useful.

Method 1 – Selecting a small range of games

22. **Click on the first game** you want to highlight it. Be sure to release the left mouse button.
23. **Hold the Shift key down** and keep it down till instructed otherwise.
24. **Click on the last game you want** to highlight them until.
25. **Release the Shift key.**

Method 2 – Selecting a small range of games another way

26. **Click on the first game** you want to highlight it. Be sure to release the left mouse button.
27. **Hold the Shift key down** and keep it down till instructed otherwise.
28. **Press the Down arrow** key until you have reached the last game you want
29. **Release the Shift key.**

Method 3 – Selecting a medium range of games

30. **Click on the first game** you want to highlight it. Be sure to release the left mouse button.
31. **Hold the Shift key down** and keep it down till instructed otherwise.
32. **Press the Page Down** key to select a screen full of games at for each press
33. **Press the Down or Up arrow** key to select or unselect more precisely until you have reached the last game you want
34. **Release the Shift key.**

Method 4 – Selecting all the games in the database.

35. **Do Ctrl-A**

How do I merge several games into one game?

36. **Multi-Select the games** you desire by one of the methods described in this document

37. Press the Enter Key

38. If you save this merged game, it will be written into the whatever database you last looked in. You can change to another database by opening up another database before you do the save of the merged games.

How do I send several games at once to someone via Email?

You can only send an entire database or a single game at a time. To do either of these operations, read elsewhere in this document.

How do I open a game?

To open a game, **Double click on the game.**

How do I change the way Games are shown in the database?

Yes, when you have the database open, you can select different ways to see the way the games are listed. There are three different views available to choose from, try each to become familiar with what they look like. While the database of games is open, try

39. Click on View, List Format, Full Game Header

40. Click on View, List Format, Header and Moves

41. Click on View, List Format, Moves Only

How do I delete a game?

When you delete the game using either the delete key or the right click menu option, it appears as faded and a line drawn through it but doesn't go away.

Deleting files is a two step process. It is done this way so that you do not accidentally delete valuable games.

42. Open the database that has the game you want to delete

43. **Click on the game** you want to delete.

44. Press the delete key on your keyboard or do **Right Click, Edit, Delete**

45. The game should now have a line through the information and be shown in italic

46. Go to the database window where you see all the databases listed. You may do this by finding the main window in the task bar or by minimizing or closing other windows to you find the database window.

47. For the database you want to finish deleting games from, **Right click, tools, Remove Deleted Games.**

48. **NOTE:** Be careful to follow the previous instruction carefully, the option that you will see listed after first right clicking on the database that says "Delete Files" is **NOT** what you are looking for. That would delete the entire database!

How do Sort the games in a database?

49. Open the database you want sorted

50. **Right Click anywhere, Sort, then release over any item except the last one**

51. All the items listed except the last one are sort order choices.

How do I get the sorted games to stay sorted once I've sorted them?

52. Open the database you want sorted

53. **Right Click anywhere, Sort, Fix Sort Order**

54. Fix Sort Order means to “freeze” or “keep” the order

Tips when you have a game open

What does Save do?

Save causes the game you are looking at to be put into the current database as another game that will appear in the list of games. If you were to do three saves in a row, you would have three more games in the database all with the same name and information.

What does Replace do?

Replace only works if the game you are looking at has been saved at least once. Doing a Replace causes the game you are looking at to overwrite or “replace” the original game that you have opened up. This is how you save changes that you have made in the game.

The keyboard shortcut for Replace is **Ctrl+R**. This is a very useful one to remember.

How do I get the “Replay” buttons beneath the board?

Navigation buttons make using ChessBase much easier so we recommend you configure ChessBase to show them beneath the board. Navigation buttons when shown are, from left to right, Go to previous game, Go to first move, Go back one move, Undo a move, Go to next move, Go to last move, Go to next game.

55. **Click Tools, Design, Board Design** to make a window titled Board Design appear.

56. **Click in the white box next to Replay Arrows below Board**, to cause the white box to have a check mark in it.

57. **Click OK** to close the Board Design Window

58. **Click OK** to close the Options Window

What does the Undo a move button do on the “Replay” Buttons below the board?

The Undo a move button is the center button with a red curved arrow. When you enter an incorrect move pressing the Undo Move it moves the pieces back by one move, much the way the go to previous move button does. The difference is that the Undo move button will not cause the window with various choices to pop open when you enter the next move.

How do I enter a variation?

59. Go to the point in the game that you want to make a different move.

60. Make a different move. This will cause the “Enter New Move” window to open.

61. **Click the New Variation button**

How do I fix one move that I entered wrong without re-entering all the other moves?

62. Go to the point in the game that you want to make the corrected move.

63. Make the correct move. This will cause the “Enter New Move” window to open.

64. **Click the Insert Move button**

Is there another way to “undo” a move other than clicking the Undo Move button?

Yes there is. You must set an option in ChessBase to make this other way available. This other way is very useful when you are entering the moves of a new game using the mouse to move the pieces. If you accidentally make the wrong move, you can, without moving the mouse pointer out of the board area, simply do a **right click**.

You must enable this feature in ChessBase as it may not be already configured to operate this way.

65. **Click Tools, Options** to make a window titled Options appear.
66. **Click on the Misc Tab**. That is look for the word Misc near the top of the window and click on it.
67. **Click on the Board Design Button**
68. **Click in the white box next to Right Click Retract**, to cause the white box to have a check mark in it.
69. **Click OK** to close the Board Design Window

How do you send the game you have opened to someone?

70. In **ChessBase 8, File, E-Mail, Send Game** to open the window “Mail Setup”
In **ChessBase 9, File, Send, Send Game** to open the window “Mail Setup”
71. If sending to another ChessBase User or a Fritz User, **Check the box CBV**
72. If sending to someone who does not have ChessBase or Fritz, **Check the box PGN**
73. **Click Ok**
74. Note, on some PC’s you may get an error message saying something about a Default Mail Client problem. Ignore the message and press Ok.
75. You should now have an email window open for you to address and send with the game attached in ChessBase .CBV format.

How do I make a diagram appear when the game is printed out?

76. **Click on the move** that you want the diagram to appear after.
77. **Right Click, Diagram (print)**
78. In the game score you should see the word Diagram.

How do I remove a diagram from being printed out?

Method 1

79. **Click on the move** before the word Diagram in the game score
80. **Right Click, Diagram (print)**
81. In the game score you should see the word Diagram has disappeared.

Method 2

82. **Click on the move** before the word Diagram in the game score
83. **Ctrl+A** to open the “Enter Game Text” window
84. Remove the text that says “Diagram”
85. **Click OK**
86. In the game score you should see the word Diagram has disappeared.

How do I insert a diagram before the first move of a game?

87. **Click on the 1st move** of the game
88. **Ctrl+Shift+A** to open the “Enter Game Text” window before a move.
89. Type in text that says “Diagram”
- 90. Click OK**
91. In the game score you should see the word Diagram

How do I insert a diagram before the first move of a game when I have not yet entered any moves?

92. **Ctrl+Shift+A** to open the “Enter Game Text” window before a move.
93. Type in text that says “Diagram”
- 94. Click OK**
95. In the game score you should see the word Diagram

How do I put in those various special annotation markings that you see in a game score?

- 96. Click on the Move you want to add the annotation marking to.**
97. **Right Click**, there are several choices available to you that each have multiple choices. Look midway down the list to find them.

What are some of the more useful keyboard short cuts to know about when you have a game open?

98. Promote a variation, **Ctrl+Y**
99. Open the “Enter Game Text” window **after the move you are on** so you can type in or edit text in the game score, **Ctrl+A**
100. Open the “Enter Game Text” window **before the move you are on** so you can type in or edit text in the game score, **Ctrl+Shift+A**

Advanced Features

What does an Opening Report do and how do I make one?

An Opening Report ...

You must have a Reference database selected for this feature to work.

101. **Open a game, go to the position you are interested in** seeing the report for
- 102. Click Tools, Opening Report**

Other tips not yet written just outlined to be done later

When checking out lines found via a filter operation, Changing to the one of the two views that show moves is often very handy, especially if you sort on move order.

When doing a move view as above, selecting the First Move option from the View, List format menu sets the first move shown. Thus, if you were looking at only games with the first 5 moves the same, you don't need to see those listed so you can set the first move to 5 for black or maybe move 6, etc.

Pasting one or all variations when analyzing on a position in a game with the analysis engine.

You should examine the right-click options when in the analysis window.

There is a subtle difference from clicking on empty space in the window versus on a particular line

If you click on a particular line, you get the option to Copy to Notation. It will copy that one line.

While analysis is running, you might want more or less lines showing, use the + or - key to show more or less lines.