
















## SWISS MANAGER SHORTCUTS

### Insert Results

Key	Result
1	1 - 0
2	½ - ½
3	0 - 1
4	1F - 0F
5	0F - 1F
6	0F - 0F
7	Adj -Adj
8	
9	
0	Clear
Space	Clear
	0 - 0    These all
	0 - ½    require
	½ - 0    confirmation
	1U - 0U   before entry
	½U - ½U   and have no
	0U - 1U   shortcuts

Function Key	Operation	CTRL+ Function Key		Shift+Function Key	
F1	Help	F1	Open Manual	F1	
F2	Printer Output	F2		F2	Screen Output
F3	Load tournament	F3		F3	File Output
F4	Rating Lists	F4		F4	
F5	Standings/ Ranking List	F5		F5	
F6	Computer Pairing	F6	Update Players	F6	
F7	Enter Results	F7		F7	
F8	Player Bd List	F8		F8	
F9	Results List	F9		F9	
F10	Pairing List	F10		F10	
F11	Players	F11		F11	Match Card
F12		F12		F12	Pairings Checklist

CTRL + Key	Operation
B	Starting Rank List
M	Team Roster
N	New Tournament
S	Save Tournament

Icon	Meaning	Icon	Meaning
	Set up new tournament		All lists are output to a printer
	Load existing tournament		Output player information
	1 <sup>st</sup> Save current tournament 2 <sup>nd</sup> All lists are output to a file		Output alphabetical list in a single column
	Call up pairings dialogue		Output starting rank list in a single column
	Enter or delete new players to/from tournament		Output interim/final standings in a single column
	Examine/change player data		Output pairing list
	Examine/change results		Output results list
	Examine/change tournament data		Call up option dialogue
	Examine/change dates of the individual rounds		Transfer datafile to Chess-Results.com
	Search for player in rating list(s)		Display help file
	All lists are output to the screen		

## Quick Reference Guide (to Tania Karali Swiss-Manager Manual)

[ ... ] indicates the tab key for the operation

Additional Bye/Exclusion after making draw: P15	Enter Players: P7; In a team P21 [Input]
Age Groups: P33	Enter Results: P12; For teams P 22 [Input]
Alerts about Changes: P39	Enter Teams: P21 [Input]
All-Play-All Tournament: See Round Robin P18	Enter Team Players: P21
Allocating Sections: See Dividing a Tournament	Exclude Players: P14 [Pairings]
Alphabetical: [Lists]	Exclusions: [Reports]
Altering Player Order in Round Robin: P19	Exporting Data Files: P46
American Tournament: See Round Robin P18	FA Norm Report: [Reports]
Arbiter Certificates: P37	Federation Statistics: [Reports]
Avoid Pairing Players: P40	FIDE Data Export: [Other]
Backup files: P39	FIDE Title Info: [Reports]
Backup Tournament: [File]	FIDE Tournament Report: [Reports]
Board: [Lists]	File: P5 [File, Reports]
Byes: See Excluding Players P14 [Reports]	Fixing a Board: P39
Category Prizes: P34 [Lists]	Forbidden pairing: [Pairings]
Changes, Alerts: P39	Game Statistics: [Reports]
Changing Installation Code: As for inserting P3	General: P5
Changing printing style: P26	Getting Started: P5
Changing Ratings Manually: see updating players;	Give player bye: [Pairings]
Certificates: P36	Go to Tournament on Chess-Results: [Internet]
Change Type of Tournament: [Other]	IA Norm Reports: [Reports]
Checking Pairings: P15	Import FIDE Data Format: [File]
Chess-Results: P28	Import online registration: [Internet]
Chess-Results.com Homepage: [Internet]	Import Players (XML): [File]
Computer Pairings: P12 [Pairings]	Import Team Compositions (XML): [File]
Customise tournament on Chess-Results: P32	Import Teams (XML): [File]
Customise Lists on Chess-Results: [Internet]	Importing Data Files: P46
Data Import/Export: [Other]	Importing Entries from a Spreadsheet: P47
Displaying Names: P33	Importing Rating Lists: P10 [Rating Lists]
Displaying pairings on internet: P28	Input: P6
Dividing a Tournament: P35	Inserting Installation Code: P3
Doing a Pairing: P12	Install Chess-Results: P3 [Other]
Download Swiss-Manager update: [Internet]	Installation Code Insertion: P3
Download Tournament from Chess-Results: [Internet]	Interface: P2
Enter Dates and Times: P6 [Input]	Labels: [Other]

Language Selection: [Other]  
Load Tournament: [File]  
Login to online registration: [Internet]  
Main Prizes: P50  
Manual Pairings: [Pairings]  
Match Cards: [Lists]  
Merge Tournament: [File]  
Money Prizes: P50 [Other]  
Manual Pairing: P13  
Name Cards: P42  
New Tournament: P5 [File]  
Norms: P36  
Options Dialog(ue): [Other]  
Output several lists: [Reports]  
Pairings: [Lists]  
Pairings Check List: [Lists]  
Permanent Board: P39  
Pictures, Uploading to Chess Results: P38  
PGN files: [Other]  
Players: [Reports]  
Player Checklist: P15  
Print Parameters : [Reports]  
Printer: [Reports]  
Printer Setup: (File)  
Printing Norms & Certificates: P36  
Printing Lists: P25  
Protect Round: P40  
Protocols: P42  
Ranking Cross Table: [Lists]  
Rating Lists: [Reports]  
Rating Prizes: See Category Prizes  
Rating Statistics: [Reports]  
Reactivate player: [Pairings]  
Remove Bye/Exclusion after making draw: P15  
Remove Players: [Input]  
Remove User: [Other]  
Resort Pairing List: [Input]  
Resort Starting Rank List: [Input]  
Restrict Pairings: P40  
Restrict Tournament Upload: [Internet]  
Results: [Lists]  
Save Tournament: [File]  
Scheveningen: P24  
Screen: [Reports]  
Searching for tournament on Chess-Results: P31  
Set new player: [Pairings]  
Set up team composition online: [Internet]  
Set Up Tournament: P5  
Show Upload log file: [Internet]  
Sorting/Display: P6  
Sorting Teams: P22  
Split Tournament: [Other]  
Standings: [Lists]  
Starting: P5  
Starting Rank Cross Table: [Lists]  
Starting Tournament: P5  
Swiss-Manager Homepage: [Internet]  
Team Composition: [Lists]  
Team List: [Lists]  
Team Tournaments: P20  
Templates: P42  
Text Files: P47  
Tie-Breaks: P16  
Title Statistics : [Reports]  
Tournament Status: [Reports]  
TRF Files: P49  
Turniere: P5  
Update Players: [Input]  
Update Rating Lists: P10 [Rating Lists]  
Update Ratings: P8

Update Ratings/Data: [Other]: [Internet]

Upload log file

Upload to Chess-Results: P28, P38 (pictures) [Internet]

Using Installation Code: P3

Using Templates: P42