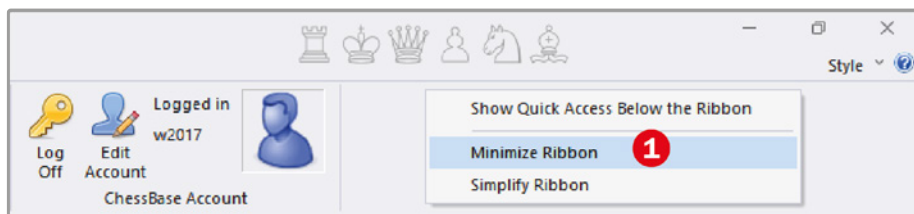




1.1 Minimize / Expand Toolbar

Most of the ChessBase commands and functions can be found in the upper toolbar. There is a toolbar in the main ChessBase window (database window) as well as in the board window, however with different tabs and commands/options adapted to suit the context on it. The toolbar in ChessBase can be compared to the menu bar in Microsoft Office programs.

In order to have more space to work with in the main area, you can choose to minimize the toolbar. In the minimized state, only the names of the tabs are visible. To minimize a toolbar, use the right mouse button to click anywhere on the bar and then use the left mouse button to click **Minimize Ribbon** **1** in the context menu that appears.



Toolbar of the database window, right-hand side

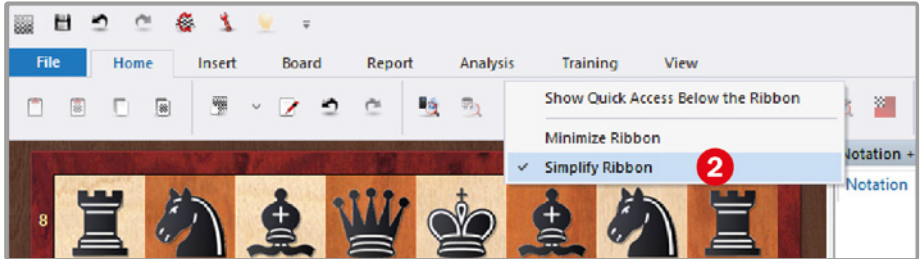
To temporarily display a tab of a minimized toolbar, simply click on its name. After selecting the desired command, the tab is automatically hidden again.

To show a minimized toolbar completely at a later time, right-click again on the section which is still visible – for example, on one of the tab names – and then left-click on **Minimize Ribbon** (in the minimized state there is a tick in front of this command).

The **Simplify Ribbon** **2** option in the toolbar context menu is a new feature in ChessBase 17. The tabs are still displayed, however the icons on them are



much smaller and without labels. The tooltips are still available – simply hold the mouse over an icon to see its description. If the simplification of the toolbar is activated, you can also see this in the context menu by the tick in front of the command. If the need be click on it again to restore the old state (full-size toolbar).



Simplified ribbon in the board window

1.2 Customizing Quick Access

At the top left of the database window and in all other windows (board window, games list window) you will find a small toolbar, Quick Access. This is initially only filled with a few icons, of which it can be assumed that most users will frequently need the commands/functions they represent. If you often work with Quick Access, you can expand this toolbar as you wish or simply remove symbols that are not needed.

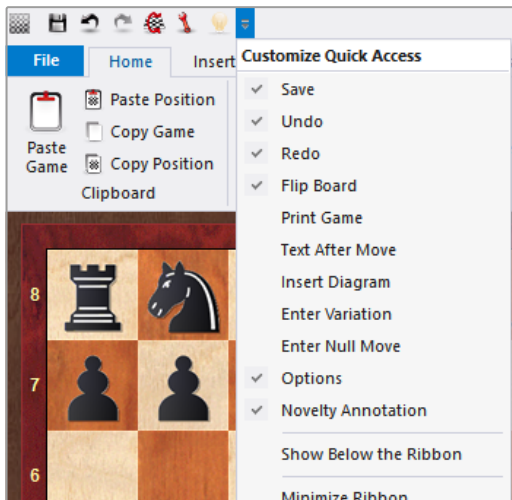
Some frequently used commands are offered by Quick Access directly in a menu that opens when you click on the icon on the far right with the arrow-head pointing down (if you hold the cursor over it, the tooltip **Customize Quick Access** appears). The following illustration shows this menu in the board window. The ticked commands are in the Quick Access toolbar.



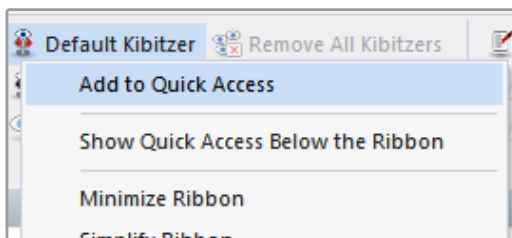
If you select a command without a tick in the open menu **Customize Quick Access**, the corresponding icon is added to Quick Access. Selecting a ticked command removes the corresponding icon from Quick Access.

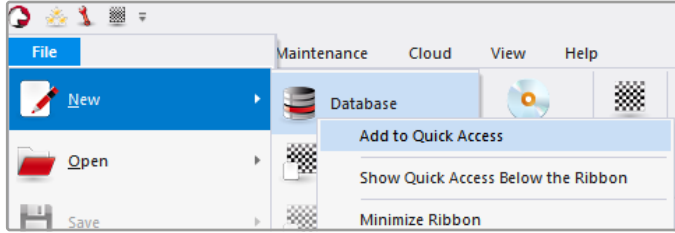
In order to add commands/options that ChessBase does not provide in the menu **Customize Quick Access**, simply locate the command or the corresponding icon button in the toolbar and access it via right-click on the mouse. As a result, a context menu appears; select the command **Add to Quick Access**.

This same command is not only available in the toolbar, but also in the **file** menu, as the following illustration shows for the database window.



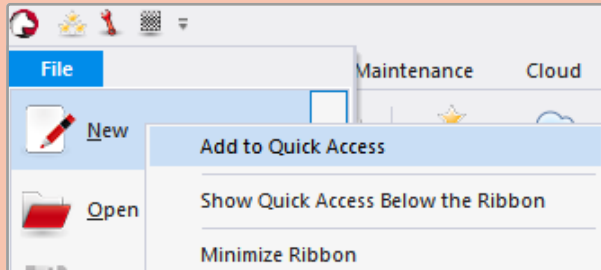
*Quick Access toolbar with the opened menu **Customize Quick Access** in the board window*





In this illustration the context menu command **Add to Quick Access** adds an icon for creating a new database to the Quick Access.

You could also right-click directly on **File/New** without opening the sub-menu to add the icon for creating a new database in Quick Access. In this case ChessBase always takes the default command when executing **Add to Quick Access**, which is always the first command of the sub-menu (in this case **File/New/Database**).



For example if you want to add a symbol for building a new position to Quick Access, you have to right-click on **Position Setup** in the **File/New** sub-menu and select **Add to Quick Access** in this context menu.

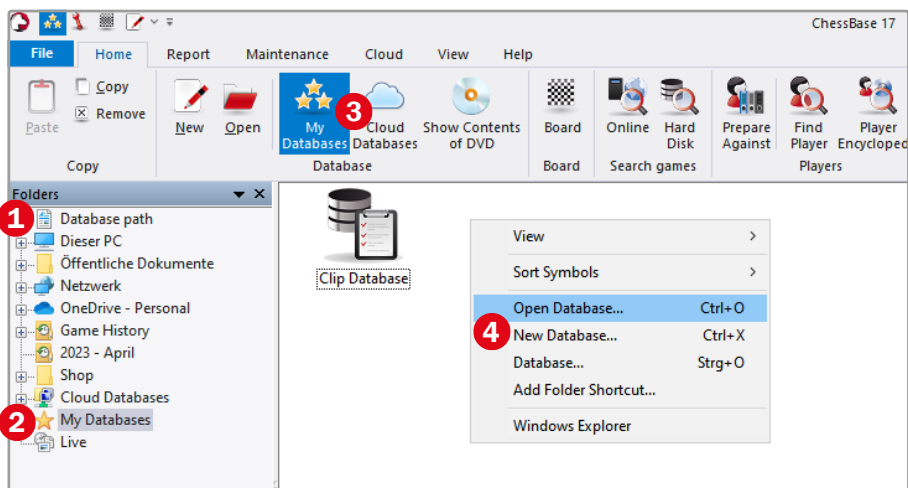


2.1 Adding Databases to the "My Databases" View

The database window is the central point for ChessBase. The display with the two-part view is modelled on Windows Explorer. In the left-hand window area labelled **Folders**, you will also find all system paths, as in Windows Explorer, including the **OneDrive** folder and a network folder through which you may also have access to databases on other computers in your local network. In addition, there are special entries for ChessBase folders and directories specifically intended for chess databases. These are mainly the **Database path** **1** with its subfolders **Bases**, **Books**, **Cloud**, **CompBase** etc. and the view **My Databases** **2**.

Following Windows terminology, the left window area of the database window is called **database explorer** or **ChessBase explorer**.

In the **My Databases** view you can manage all the databases you often work or those that are important to you. To add a database symbol for an existing database to the **My Databases** view, open the database from this view:





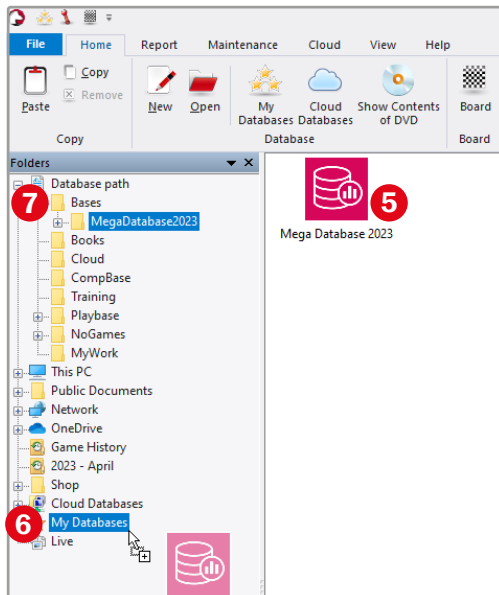
- 1 Select the entry **My Databases** ② in the database explorer, in the left area of the database window. You can also click on the **My Databases** icon ③ on the Home tab to switch to the **My Databases** view.
- 2 Then right-click on a free space in the right-hand area and select **Open Database** in the context menu. Alternatively, press **Ctrl+O**.
- 3 The **Select Database** dialogue box appears. Select the desired database, for example the corresponding **.cbh** file, and click **Open**.

ChessBase then opens the database and adds an icon for the database to the **My Databases** view simultaneously.

Even if you create a new database, it will always be added automatically in the **My Databases** view. It does not matter whether you use the command **New Database** ④ in the context menu of the view **My Databases** (illustration left page) or, for example in the **File** menu (see also "2.5 Creating a new Database" on page 46).

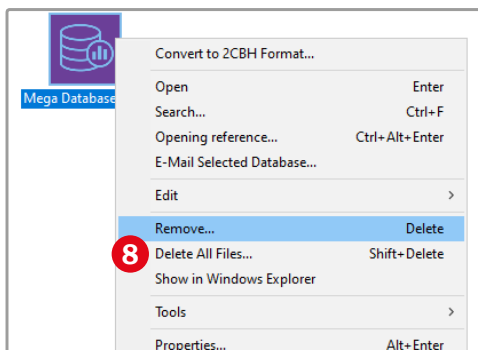


Besides the one shown, there is another drag and drop method to add a database icon to the **My Databases** view. It may even be more convenient and without "side effect" – that means the database does not open: Simply drag the database symbol with the mouse onto the **My Databases** entry in the database explorer. Once there, release the mouse button. While dragging, keep the left mouse button pressed. You need not press an additional key on the keyboard.



In the illustration above, the icon of the **Mega Database 2023** (5) is dragged onto the entry **My Databases** (6). For this icon to be displayed in the main area, you must select the folder in which the database is stored in the database explorer, here **Bases** (7).

To remove a database symbol from the **My Databases** view, click on it with the right mouse button, select the command **Remove** in the context menu, and confirm the prompt with **OK** (this command only removes the database symbol from the view; the database remains unchanged).





WARNING: The command **Delete All Files** 8 (see illustration on the left) not only removes the database icon from the **My Databases** view but also physically deletes the entire database. It is therefore advisable not to use the shortcuts **Delete** and **Shift+Delete** for the commands **Remove** and **Delete All Files**, as they can be confused more easily.

2.2 Where Should Specific Databases be Stored?

Of course, you can store your databases anywhere you like, for example on an external hard drive, on a USB stick or in the cloud. However, ChessBase provides a special folder as the default folder for databases. If you did not specify anything else during the installation of ChessBase, it is located in the **Documents** folder of the user directory; the path is therefore, for example, **C:\Users\<username>\Documents** if your root drive is **C:**. The folder is named like the program itself, namely ChessBase.

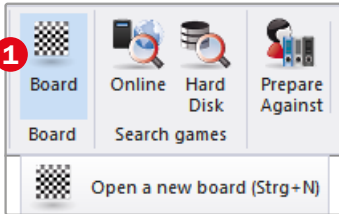


ChessBase database path in Windows 10 (the user name here is Walter).

The **database path**, thus the path to the **ChessBase** folder, is also displayed in the database explorer of the database window, the entry is at the top 1. If you click on it, you will see all the subfolders of the ChessBase database folder in the window area next to it 2. In addition, these also appear directly in the database explorer if you expand the node next to **Database path** 3.



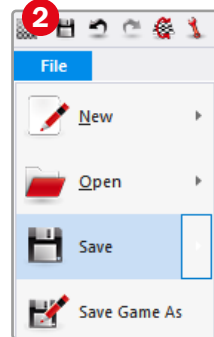
3.1 Entering a New Game and Saving it in a Database



To enter a new game, first open an empty board window. To do this, either click on the board symbol **1** on the Home tab or press **Ctrl+N**.

A new ChessBase application window with a chess board and the pieces in the home position appears – the main ChessBase window (the database window) remains open. To make a move, grab the piece (pawn, knight, etc.) with the mouse – you click on it with the left mouse button and hold it down – and drag it to the target square. Once there, release the mouse button. In concrete terms: To enter the move **1. e2-e4**, for example, click on the square **e2**, keep the mouse button pressed and drag the pawn to **e4**, where you release the mouse button again.

When you have finished entering the whole game, click on **File** and then on **Save** (no further selection in the submenu is necessary, as ChessBase uses the **Save Game** option by default). Alternatively, press **Ctrl+S** or click on the **floppy disk icon** **2** at the beginning of the Quick Access.



You could also use the **Save Game as** command in the menu for the **File** button with the same result. However, this command is intended to save an already saved game – for example after a change – again, as another game, whereas the simple command **Save** overwrites an already saved game after a change, i.e., it replaces the game. Since the game is not yet saved when you enter a new game, it does not matter which of the two commands is used.



In the dialogue box that appears, select the database in which you want to save the game and click **OK**. Then you can enter the game data in another dialogue box that appears, for example, the names of the players, the tournament, the date on which the game was played (by default the current day), the ECO code of the opening played, etc. In this dialogue box, enter the information that is important to you. In the left-hand area, select the individual categories **3** one after the other to see all the possible entries. The buttons labeled **Details** **4** open additional dialogue boxes in which you can make even more detailed entries in relation to an adjacent input field (in the picture **Tournament**).

Before saving, enter all the information about the game that is important to you.

Confirm your entries for the game again with **OK**. ChessBase will then save the game in the previously specified database.



3.2 Special Methods for Inputting Moves

ChessBase offers some shortcuts with which you can enter moves rather quickly. For example, if you click directly on the target square and hold down the mouse button, ChessBase will outline a piece that could move there. In the position shown in the following diagram, the queen, the pawn on **f7** and the knight on **g8** could move to **f6**. That's why ChessBase outlines these three pieces when you click on this square and hold down the mouse button.



When there are several possible moves, ChessBase prioritises one move and marks the corresponding piece – in the illustration the knight on **g8** – with a grey circle **1**. In fact, a good chess player in the above position will undoubtedly prefer the move **Ng8-f6** to the moves **Qd8-f6** and **f7-f6**. To make a move suggested in this way, it is sufficient to release the mouse button on the square.



To make one of the other possible moves, press – one after the other, if necessary – the right mouse button while holding down the left mouse button and release both mouse buttons as soon as the matching figure is outlined by the grey circle. Alternatively, move the mouse to the matching figure and release the mouse button there. For example, to enter the move **Qd8-f6** in the position above, you can proceed as follows:

- ▶ You can click in the square **f6**, keep the left mouse button pressed, then click once with the right mouse button so that ChessBase places the grey circle on the queen, and then release both mouse buttons.
- ▶ You can click in the square **f6**, keep the left mouse button pressed, move the mouse over the square **d8** and release the mouse button there. The right mouse button is not used in this method.

If you already know or have an idea of which move ChessBase will suggest or if only one piece can move to a particular target square and you therefore do not want to display the figure outlines, you can simply click once on the target square without holding down the mouse button. For example, in the initial position you only need to click briefly on the square **e4** to execute the move **1.e2-e4**.

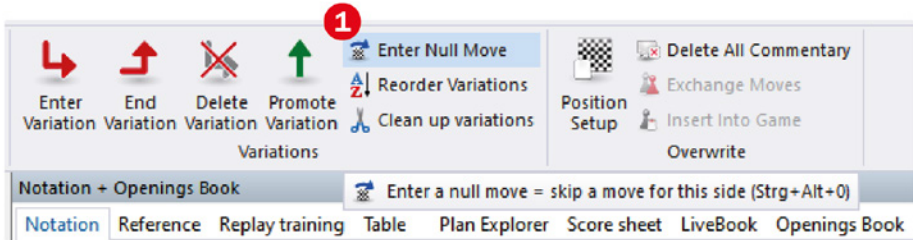
But it also works the other way round. That is, when you click on a piece you want to move (the cursor takes the form of a hand in this case), ChessBase marks the target squares in question. The following illustration shows the same position as in the previous picture but with the knight on g8 being clicked. Since in this position the moves **Ng8-e7**, **Ng8-f6** and **Ng8-h6** are possible with this piece, ChessBase marks the corresponding target squares **e7**, **f6** and **h6**.



5.1 Null Move

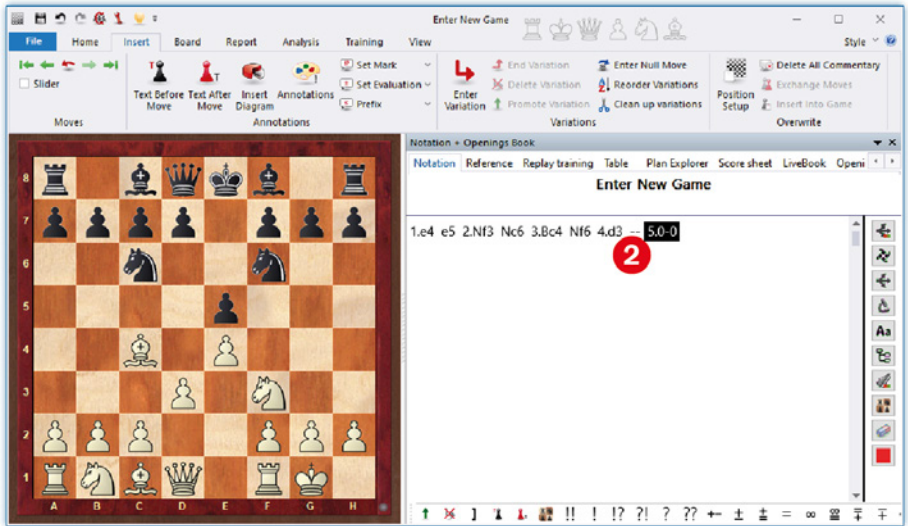
When entering a move for White or Black, you can, if necessary, make one or more moves in succession without making a countermove. This can be useful, for example, if you want to analyse the same position with one move more or one move less, or if you want to compare the current position with a slightly different one.

To enter a so-called null move, click on the **Enter Null Move** icon **1** on the Insert tab of the board window. Alternatively, press **Ctrl+Alt+0**.



For example, if you have just made a regular move for White and want to enter another move for White immediately afterwards – without a black countermove – then use a null move for Black.

If you want to enter several "free moves" for White all at once, then click on **Enter Null Move** after the regular move (or press **Ctrl+Alt+0**), execute the desired move, click on **Enter Null Move** again, execute the next move for White and so on. ChessBase inserts two hyphens in the notation for each null move **2** (illustration next page).



Here White has executed the moves **4.d2-d3** and **5.0-0** in succession.

5.2 Merging Games

You can merge two or more games into a single variation tree by selecting them together in a games list and then pressing the enter key.

Number	White	Elo W	Black	Elo B	Result	Moves	ECO	Tournament	Date	VCS	Ro...	Annotator	P
1	Carlsen,M	2250	Binndich,F	2172	1-0	22	B23	Web U12 Hfenslon	19.11.2002		6		
2	Mikaisen,O		Carlsen,M	2315	0-1	25	B23	Barents Region-ehf	21.06.2003		3		
3	Radjabov,I	2740	Carlsen,M	2813	1/2-1/2	74	B23	Suzoo Kings 4th	15.06.2010	vCs	2	Ragozenco,Dorian	
4	Carlsen,M	2826	Vallbo Pons,F	1897	1-0	29	B23	Champion 39 Khorif-Mansvik	25.09.2010	vCs	5,1	ChessBase	
5	Carlsen,M	2815	Aronov,M	2181	0-1	45	B23	Ambrosia/rapid 20th rapid	22.03.2011		9		
6	Carlsen,M	2815	Topalov,V	2775	1-0	29	B23	Amber-rapid 20th	20.03.2011		8		
7	Carlsen,M	2855	Giri,A	2782	0-1	39	B23	Leven GCT blitz	20.06.2016		16		
8	Carlsen,M	2832	Guseinov,G	2645	0-1	35	B23	chess.com Speed 11m+ 13pm 2017 Blitz	04.10.2017		1,22		
9	Carlsen,M	2832	So,W	2815	1-0	41	B23	chess.com Speed 11m+ 13pm 2017 Blitz	18.11.2017		3,34		
10	Carlsen,M	2834	Levit,L	2662	0-1	77	B23	PRO League Stage rapid	05.02.2018		4		
11	Carlsen,M	2841	Woloszyn,B	2244	1-0	31	B23	Guseinov Memorial 2017	23.05.2018	vCs	5	Rietzen,Peter Henne	

Pressing the **Enter** key merges the selected games into a single new game.



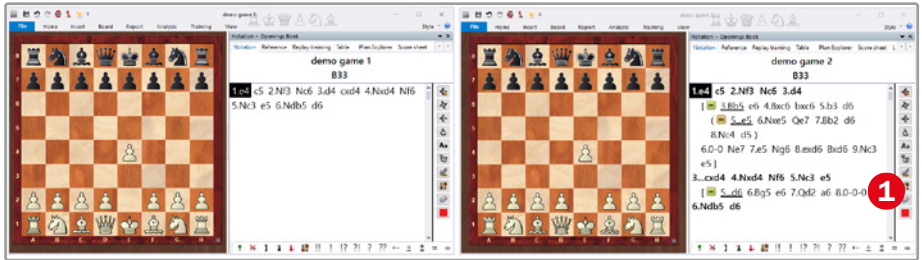
The following notes apply to this:

- ▶ The merged games are displayed in a new board window and are not yet saved. When you close the board window, however, you will automatically be asked to do so. Click **Yes** if you want to save the variation tree permanently as a new game, or click **No** to discard it if it was only of temporary interest to you.
- ▶ The first of the games selected in the games list is always set as the root game for the variation tree to be created. The game data is also taken from this game. In the illustration above, for example, this is the game with the number **3** (White: Radjabov, Black: Carlsen) **1** (previous page).
- ▶ Note, however, that "the first game" always means the game that is on top of the games list. If you do not sort the games by number (first column) but by another criterion (for example, by date or by the Elo rating of the White or Black players), this can be a different game.
- ▶ If move sequences/variations of the selected games overlap, they are sensibly taken over only once for the resulting variation tree; this applies to main variations as well as to side variations. If, for example, all the selected games begin with the moves **1. e4 c5 2. Nf3 Nc6 3. Bb5**, then this results in only one variation, not the same one three times. However, it can become a bit problematic or confusing if such an overlapping move is annotated in several of the selected games. In this case, all the annotations are combined into one annotation by appending them to each other without separators. If, for example, the move **3. Bb5** is annotated in one of the selected games with **White is willing to give up his bishop pair** and in another with **White may give up the bishop pair**, then the resulting variation tree will contain the following comment for this move: **White is willing to give up his bishop pair White may give up the bishop pair**. You may want to adjust such composite annotations if you want to save the variation tree permanently as a new game.



5.3 Inserting Variations by Drag and Drop

If you want to add a variation to a game that already exists in another game, you can save yourself the trouble of entering the moves manually. Simply drag the desired variation from the notation of one game into that of the other game with the mouse. To show you exactly how this works and what results you can expect, here are a few small examples:



Proceed as follows if you want to add to the **demo game 1** (left board window of the above illustration) the variation of **demo game 2** starting with the move **5... d6** (right board window) **1**:

1 Arrange the two board windows with the games next to each other as shown in the illustration. The two board windows do not necessarily have to be at right angles to each other as in the illustration, they may overlap. The only important thing is that the notations of both games can be seen.

2 Now click on the move **5... d6** in the board window of **demo game 2**, i.e. on the first move of the variation to be added to **demo game 1**, but do not release the mouse button.

