Print off and fold down the middle.

1 West North East South 1 ↑ ?	★ KQ65▼ A965◆ 5♣ 10985	You would not open with this hand as it does not satisfy the Rule of 20. With 9 HCP and a singleton in openers suit you are not quite strong enough for a takeout double. With just one more point it would be worth stretching the SOS guidelines and making a takeout double because of the two four card majors.
2 West North East South 1 ♥ ?	A AQ2✓ J7✓ Q654♣ AKJ6	Double Your hand satisfies SOS, with heart S hortage, O pening values and 3+ card S upport for all three unbid suits.
3 West North East South 1 ♦ ?	AKQ7♥ 9752♦ 72♣ KJ4	Double A double gives your best chance of finding an 8 card fit in a major. Do not bid 1♠. Your spades will deliver tricks in a heart contract
4 West North East South 1 A ?	♣ 2♥ QJ42◆ QJ1063♣ A96	Double You should try hard to avoid missing a fit in a major. Here doubling rather than bidding 2 ◆ gives you the best chance of finding a heart fit.
5 West North East South 1 ?	♣ J9654♥ KQ42♦ 6♣ AJ8	 Double Your spades are not good enough to overcall 1♠ (SQOT = 6). Doubling for takeout gives you your best chance of finding a fit in a major.
6 West North East South 1.4 ?	★ KQ65♥ 76◆ J854♣ AKJ	Pass This hand is the wrong shape for a takeout double. It also doesn't qualify for any sort of overcall, even though it has 14 HCP. It is a good defensive hand.
7 West North East South 1 ♦ ?	▲ AKJ♥ KJ63◆ 93♣ K842	You are not quite the perfect shape but OK for a double with 15 HCP and at least three cards in all the unbid suits.
8 West North East South 1 A ?	♠ 6♥ J10852♦ AQ8♣ Q953	Pass You would not open with this hand (18 on the Rule of 20) and your heart SQOT = 7 so you are a little too weak for a takeout double or a 2♥ overcall.
9 West North East South 1 → Dbl Pass ?	↑ 762♥ 9854♦ 875♣ J98	Answer: 1♥ You must respond to the takeout double even with zero points. Partner will know that you may be very weak. Hopefully West will bid again.

10	West	North East Dbl 2*	South ?	♣ J76♥ QJ84◆ K952♣ 73	2♥ After opener's partner makes a bid you are not forced to bid, so bidding 2♥ shows about 6-9 points
11	West 1 ◆	North East Dbl Pass		↑ 762♥ Q76◆ Q986♣ 542	You have to respond to the double, but since your longest suit is opener's suit you must respond in a three-card suit. You must not pass!
12	West	North East Dbl Pass		↑ 74♥ KJ82↑ AJ4♣ J543	A jump response in a suit after partner's takeout double and a pass by East shows about 9-12 points.
13	West 1 ◆	North East Dbl Pass		A A8♥ 982♦ KJ976♣ 765	Note that responses in No Trumps show the same point count ranges as when responding to an opening suit bid. The only difference is the requirement for a stopper.
14	West 1 ◆	North East Dbl 2◆	South ?	♠ KJ976♥ Q87♦ 53♣ A102	With 10 points you show an invitational hand. If partner had opened 1♠ you would have bid 3♠.
15	West 1♥	North East Dbl Pass		A AQJ9▼ 7652◆ A65♣ Q3	With 13 points and a four card major, you just jump to 4. If you are unlucky partner may only have three spades but it is a risk worth taking.
16	West 1♥	North East Dbl Pass		♦ 982♥ KQJ86♦ 5♣ K852	Pass You have 9 HCP so our side has the majority of the Points. With 5+ cards AND 3 honours in opener's suit your hand is good enough to leave the double in, converting it to a penalty double. Bear in mind that opener's hearts are sitting over you, which is why your hearts need to be good.