

MINICRIB ADVANCED

USER GUIDE

Preliminary Draft
April 2021

Simple Dance Selection:

Produces a document containing dance cribs which have each been individually selected from the *Pick from List*.

How to:

Click on the **Footprints** button on the left of the Standard toolbar (tool tip is 'Pick Cribs from List Simple') or press **Alt+X**.

Warning – Should a Macro warning appear when first clicking the Footprints button, accept the warning & click the Footprints button again.

If the *MiniCrib Options* form has not already been shown, it will first appear. This will ask for the text of the title to be set as the heading of every page, the number of columns in which the dances are to be laid out, whether the dance cribs are to be produced with a larger size of text and whether warnings should be given by sounding beeps. See *Other Features: Customising MiniCrib*. Make any changes you require then press the **OK** key. The *Pick from List* form will be displayed. (Subsequent simple requests for the *Pick from List* form will not cause the *MiniCrib Options* form to re-appear).

For each dance required, type in the first few letters of the dance title (which causes the list to scroll to show the dances which start with the selected letters). Then to select the dance, either: double-click on the dance, or highlight the required dance and press the **Enter** key, or highlight the required dance and press the **Insert** button. When all the required dances have been selected, click the **Exit** button.

If a dance is missed, it is possible to correct the mistake without having to first finish adding the other dances: Move from the *Pick from List* form (without closing it) and reposition the cursor at the point in the document at which the dance is to be inserted. Return to the dance *Pick from List* form, select the required dance and insert it. Re-position the cursor in the document at the end of the entered cribs in order to add further dances.

When the cursor is repositioned to add a dance, it must always be positioned on the blank line between two cribs (or the blank line before the first or after the last crib). The normal Word editing facilities can be used to alter and correct cribs at any time without closing down the *Pick from List* form.

If having closed the *Pick from List* form, it is found that a dance has been omitted, position the cursor where the extra cribs are to be inserted and add the dance(s) by repeating the above procedure to redisplay the *Pick from List* form.

Note that in the *Pick from List*, dance names have been standardised- all dances with:

- names beginning with an initial 'The' or 'A' are listed with this put at the end.
- names containing name Saint are listed under St
- very long names will be replaced by acronyms of the names. E.g. HISCD= Happiness is Scottish Country Dancing.

The *Pick from List* also contains descriptions of dance figures. These are all prefaced with Zz, to separate them from the dances (so they are all at the end of the list).

NOTE- if a computer-produced list of dances is available, instead of picking each dance from the list one by one, it is easier and quicker to use the **Supplying List of Names** method described in **Advanced Dance Selection, below**.

Use of the **Filter List** and **Name Like** buttons is dealt with later.

Box Dance:

Surrounds a crib with a box to indicate a special grade such as 'Difficult', 'No Recap' or 'No-walk-through'.

How to:

Click anywhere on the text of the crib then *either*:

Click on the **Empty Square** button on the left of the Standard toolbar (tool tip is 'Box Toggle'),
Or select **Box Toggle** from the **MiniCrib** menu.

If a crib is erroneously boxed it can be unboxed by repeating the above procedure.

Dance Titles Simplify:

Each crib starts with a Title line that gives the dance name, details about the dance (e.g. the type of dance, the number of couples) and the deviser and other source details if known. When the full list of cribs has been

produced, parts (or all) of this ancillary information, can be deleted from all the dances by pressing one of the following key combinations:

- Alt+1** This action positions the deviser's name close to the title & deletes source information.
- Alt+2** This action places the deviser's name beneath the dance title & deletes source information.
- Alt+3** This action deletes the deviser's name and source information (This action will occur if none of the other actions is taken before a request to divide into more than one column).
- Alt+4** This action removes all ancillary information, leaving only the name.

Warning –Please be aware that dances with long titles may still wrap & individual attention may be required. Once removed, the deleted information cannot be re-instated other than by deleting the work so far and starting over again.

Multiple Columns Layout:

Formats the crib list into two or more equal size columns, or reverts to one column (i.e. using the whole page width).

Warning – When formatting in columns, the title space is greatly reduced & the deviser and source information will be automatically deleted if necessary (as described in *Dance Title Simplify*, above). If one of the *Dance Title Simplify* options has not been requested before *Multiple Columns Layout* is done, the Alt+3 action will be done automatically. If it is required that the deviser name is retained please carry out either the Alt+1 or Alt+2 action, before formatting into columns.

How to:

Click on the **Double Columns** button on the left of the Standard toolbar (tool tip is 'Cols Toggle') – this will format the page (with or without cribs) into two columns if currently one column or reverts to one column if currently more than one column,

or select **Number Of Columns Specify** from the **MiniCrib** menu – this requests the number of columns required and formats into that number of columns (not exceeding 4).

If the page is erroneously formatted as multiple columns, it can be re-formatted to normal by repeating the above procedure. **Note that the ancillary information selected for deletion will remain deleted.**

Advanced Dance Selection:

Allows the choice of three methods to produce a document containing the required cribs:

- (a) **Picking Individually from List** - by the user selecting dances individually from the *Pick from List* form (as in *Simple Dance Selection*, described above). The list can be limited to dances of interest by pressing the **Filter List** button and then specifying criteria to define the characteristics of the required dances.
- (b) **Supplying List of Names** - by the user supplying a list of dance titles in the *Supply Names* form. The dance titles should be specified in the same standardised form as they appear in the *Pick from List*. The list may be entered by typing it, by copying and pasting it from an opened file (or Email) or by specifying a file which contains it. If a dance in the list cannot be found with the exact title specified, a 'nearest' match may be offered with a request for confirmation that this is the dance required.
- (c) **Specifying Search Criteria** - by the user specifying criteria to define the characteristics of all the dances to be selected which are to be placed as a group in the document. If more than one dance satisfies the specified criteria, all these dances will be selected.

The criteria which can be given in (a) or (c) above can one or more of:

- type of dance- jigs, reels, strathspeys, other or figures (each a set of instructions for a dance figure) or any combinations of these.
- shape of dance- normal, square, triangular, round room or any combinations of these.
- number of couples in the dance.
- number of couples dancing.
- number of repetitions.
- number of bars in each repetition.
- whether medleys are to be included (only when more than one type of dance is selected).
- specific text which is to be found only in the required dance(s), either in the name itself (at the start of the title line) or in the origin info (i.e. deviser and source at the end of the title line) or in the text of the dance. This can be further restricted by specifying the text must be found as *Full Words*, (i.e. not as parts of words). Additionally, the meaning of the text selection can be inverted (to select all which do NOT contain the text) by checking (i.e. causing the box to show a tick) the *Invert* option.

- whether only the dances added by oneself are to be selected.
- the date or range between two dates when the required dances were added to the list.

Description of criteria:

Specification of *Dance Types* and *Dance Shapes* causes only dances with the types ticked to be selected. For example, ticking only Reels and Straths will cause only dances which are Reels OR Strathspeys to be selected (subject to them meeting any other criteria specified). If Medleys are requested (either by choosing *Both* or *Medleys Only*), Medleys will be selected if they include one or more of the specified types as long as they don't include a type which is not ticked.

Specification of Couples/Music criteria for *Set size*, *Dancing*, *Rpts* (Repeats) and *Bars in Rpt* are each used for selection only if they contain a number- blank means the associated criterion is not to be used. Dances will only be selected if they fulfil all non-blank criteria specified (subject to them meeting any of the other types of criteria specified).

Specification of *Text* criteria causes only dances which contain that text in the specified position to be selected (subject to them meeting any of the other types of criteria specified) UNLESS *Invert Text Select* ticked in which case dances which don't contain the text will be selected. If the text is blank, no selection on text will be made. Specifying Text is whole word(s) will select a dance only if the text in the dance is not part of a larger word(s) but is a whole word(s).

Specification of date criteria in the *By Date When Added* causes selection of dances on the basis of when they were added to MiniCrib. An *At or After* date selects all dances added on after the specified date, an *At or Before* date selects all dances added on or before the specified date, and if both dates specified (the first date must be before the second date), all dances added on or between the two dates (subject to them meeting any of the other types of criteria specified).

Notes on Search Criteria:

- The criteria are specified in the *Criteria Specification* form. This is displayed automatically when (i) the *Pick From List* form is displayed and the **Filter** button is pressed, (ii) dance selection method chosen is *Specify Search Criteria*.
- When criteria have been set, the actual selection of dances is only done when the **Proceed** button has been pressed.
- If no selection criteria have been specified or if they have been reset by pressing the **Reset to Select All** button and then the **Proceed** button, all the dances (and figures) entered in the MiniCrib database will be selected.
- Once selection criteria have been specified, these criteria will stay set until replaced. This allows the criteria to be honed to give the required selection by adding further criteria or removing criteria. If having specified selection criteria, it is desired to reset the criteria to indicate all dances, return to the selection form and press the **Reset to Select All** button.
- Any dances selected from criteria are presented in alphabetical order.
- If a large number of dances are selected for insertion in the document, the selection may take one or more minutes (depending on the speed of your computer's processor). When a time-consuming operation is being done, a running count of dances scanned appears at the bottom left corner of the Word window.
- Selection for one's own dances or by date only works for dances added by version 149 or later. Dances added by earlier versions do not include the (hidden) data which is required for these selection methods to work.
- Selection of text in *Name* uses names as they appear in the *Pick from List* (which may be a shortened form of the normal name or have standardising rules applied to them (e.g. Mac has been replaced by Mc, or any initial 'The' and 'A' put at the end of the name, etc).
- Matching of text is done without regard to case and considers multiple spaces as one space, e.g. 'Bon Accord' matches 'bon aCord'.

Examples of Text selection:

- 1) Text = ***Dance*** – In Name; Whole Words;
gets: Fairy Dance, Dance Of Diamonds, etc.
- 2) Text = ***danc*** – In Name; Not Whole Words;
gets: Fairy Dance, Dance Of Diamonds, Happy Dancers, Dancing Master, etc.
- 3) Text = ***Rae*** – In Origin; Whole Words;
gets: dances in MiniCrib by author Rae.
- 4) Text = ***Rae*** - In Origin; Not Whole Words;
gets: dances in MiniCrib by authors Rae and Kirkbrae.

- 5) Text = **Set+Link** – In Body;
gets: dances in MiniCrib which use the set+link figure.
- 6) Text = **R&L** – In Body; Invert ticked;
gets: dances in MiniCrib which **don't** use the rights+lefts figure.

A combination of two sets of textual criteria can be specified by selecting the *AND* or *OR* option. The *AND* option requires that both criteria are true. The *OR* option requires that one or both criteria are true.

For compatibility with previous versions of MiniCrib, the old method of selection can be used by checking the *Old Method* box. This method allows selection by specifying the textual values of the internal coded values used to define dance details and origin. Selection of dance types is then given by:

- 7) Text = **(R** - Rest of Title Line; Not Whole Words; - note bracket(s) must be included when specifying dance type
gets: all Reels.
- 8) Text = **(S3x32**) - Rest of Title Line; Whole Word;
gets: all 3x32 Strathspeys
- 9) Text = **(R** - Rest of Title Line; Not Whole Words; Invert;
gets: all dances not Reels i.e. Jigs, Strathspeys and Others.

The current version of the program provides explicit facilities in the form for specifying criteria of dance details, so it is unlikely that this feature will be useful any longer to the majority of users.

How to Select Dances:

Choose **Select Cribs** from the **MiniCrib** menu. The *Selection Method with MiniCrib Options* form is displayed in which the requirements are to be specified:

- Text of the title to be set as the heading of each page, the number of columns in which the dances are to be laid out and whether the dance cribs are to be produced with larger text. See *Other Features: Customising MiniCrib*.
- The method of dance selection. Depending on which method is chosen, the form may request extra information required for the selected method (see below).
- Whether the full crib or just its name is required.

Press the **OK** button (or press the **Cancel** button to abort).

The methods available are: -

Picking Individually from List

The *Pick from List* form is displayed. Pick the dances individually in the same way as described above for **Simple Dance Selection** at the paragraph starting ‘For each dance required...’. The *Pick from List* can be tailored, if required, by pressing the **Filter List** button- causing the *Criteria Specification* form to be shown in which criteria are specified before pressing the **Proceed** button. If it is required to undo the effect of the current filter so that all dances are shown when in the *Pick from List* form, this may be done by pressing the **Undo Filter** button (which is quicker than going back to the *Criteria Specification* form and resetting the criteria).

Supplying List of Names

The *Supply Names* form provides a box for entering the list of names. Enter the list by:

- typing it in, and/or
- copying and pasting it from an opened file (or Email), and/or
- specifying the name of a file which contains it.

Comment text between the dances (e.g. ‘Meal Break’ or ‘Extras’) can be included in the list. It is designated as a comment by preceding the line by a hyphen. If a hyphenated comment is the first line in the file and the existing title is blank, that comment is used as the title.

Any dance name preceded by an asterisk will be boxed. This could be used to highlight specific dances, e.g. as No-Walk-Throughs.

Copying and pasting from an open file is done by: highlighting the lines to be copied, pressing *Ctrl+C*, clicking on the box where the list is expected and pressing *Ctrl+V*. However, if the file contains only a dance list and comments, it is easier to specify the name of the file.

If specifying the name of a file, the file should not contain anything other than the list of dances or hyphenated comments. The name of the file can be entered directly or browsed for by pressing the ‘...’ button, then the list is copied across by pressing the **Add** button.

Each dance in the supplied list must be entered either on a separate line or separated by a commas. A full list can be built up using a combination of the above methods. When the list is complete, press the **Proceed** button.

NOTE - that the names should be the same as those that appear in the *Pick from List* (which may be a shortened form of the normal name or have standardising rules applied to them (e.g. Mac has been replaced by Mc, or any initial 'The' and 'A' put at the end of the name, etc).

Specifying Search Criteria

The *Criteria Specification* form is displayed. Select a batch of dances by specifying criteria and pressing the **Proceed** button. All dances matching those criteria will be added to the document in one go.

As for *Simple Dance Selection*, the *Dance Titles Simplify*, *Box Dance* and *Multiple Columns Layout* operations can be done on the cribs added to the document.

When the selection is complete and the dance cribs have been entered, the procedure can be repeated to add more cribs to the document, using a different method if desired. However, the cursor must always be re-positioned on a blank line before or after a dance crib for each repetition of the procedure. Normal Word facilities, e.g. to reposition cribs, amend texts, insert an index of dances etc., can be carried out at any time.

Other Features:

Finding a dance whose correct name is not known

When the *Pick from List* form is showing, if typing the name does not find a dance, there is a possibility that you have mis-spelt the name or required apostrophes in the name are missing. Press the **Name Like** button and you will be asked to supply the dance name which you want to find. Then an attempt is made to find the nearest matching dance name in the *Pick from List* currently being displayed (i.e. which may have been filtered). If the suggested dance is correct, and you acknowledge this, the appropriate dance is highlighted in the *Pick from List*. NOTE- it is only highlighted- you will still need to insert the dance into the document.

So if using **Name Like** does not find the expected dance, check that the list has not been filtered in such a way that the expected dance would be excluded. Alternatively, if the type of the dance is known, then filtering for this type before requesting **Name Like** will increase the likelihood of the correct dance being suggested.

Saving the document

When a dance list has been produced, it can be saved to file. It can then subsequently be re-opened for further work to be done- for example, more dances could be added.

Customising MiniCrib

When **Simple Dance Selection** is first selected, or each time the **MiniCrib->Select Cribs** menu option is chosen, a form is displayed to allow the user to customise the following features:

- *Title to appear above dance cribs* - the supplied title will be placed in the Page Header and will include a page number. It will be repeated at the top of each page. The title could be, for example, the Society's name, and the dance venue and date but is should not be long because the space for it is limited. If a heading is not required or it is intended to produce a special heading later, leave the box blank.
- *Number of columns in which dances to be arranged* – if set to a number greater than 1, will arrange cribs in that number of newspaper-like columns.
- *Use Large Text* - to increase the size of text to make the cribs easier to read.
- *Beep when keyed enough of title* - if ticked, the computer will beep when enough of a dance name has been keyed to identify it uniquely. This is intended to assist users who find it necessary to look at the keys when keying, so cannot easily look at the screen to see when the intended dance has been found in the list.
- *Double Beep when bad key* - if ticked, the computer will make a long beep when an incorrect key pressed. This is intended to stop a user who is keying quickly from continuing and causing an unintended dance to be chosen.

The beep options are only visible if *picking individually from list*. You may not hear a beep if your computer does not have a sound capability or if its volume level is set too low.

Special titles may be added by leaving the title box empty and subsequently using the Word facilities to add your own title and/or pictures in the normal way. Alternatively, the MiniCrib standard pictorial heading can be chosen from the *Pick from List*- its name is ‘ Dance Heading’. NOTE the single space at the front of the name (to make it first in the list). The cursor should be positioned at the start of the document before choosing this heading. It is not automatically repeated at the top of each page.

Produce List of Dance Titles

Produce list of dance names (without the dance instructions) suitable for distribution to other users so that they can quickly make a crib document using the ***Supplying List of Names*** method described in ***Advanced Dance Selection***.

How to:

Select **Make List Of Names** from the **MiniCrib** menu.

The *Pick from List* form will appear. Select the dances titles in the same way as described above for ***Simple Dance Selection***. A list of dance titles will be inserted instead of whole cribs. The resulting list can be copied and pasted into an email or any other method of distribution, and used to quickly produce local crib sheets. NOTE- selecting the dances using the *Pick from List* form, instead of typing them manually, ensures that there will be no problems if the list is later used to generate a full set of dance cribs.

Produce List of Dance Titles with their characteristics (Can use to produce an annotated list of all dances in MiniCrib)

How to:

First produce an alphabetical list of full dance cribs as described in section (c) in the ***Advanced Dance Selection*** above having specified Dances (NOT Titles). (If require a list of all dances in MiniCrib, then if a filter has already been specified, unset the filter by re-entering the *Criteria Specification* form, pressing the **Reset To Select All** button and then the **Proceed** button). Then press Alt+6 and the dance cribs will be reduced to title and characteristics only.

Add your own dance(s)

Add own dance(s) so they appear in the *Pick from List*.

How to:

In order for your dances to be picked up correctly by the selection facilities, it is recommended that a similar existing dance is first inserted into the document and then modified. Remember to change the name, otherwise it will replace the dance of that name. The dance should be preceded by a blank line, its name be followed by the characteristics of the dance in brackets and a tab character separate these characteristics from the source details.

To insert the dance into MiniCrib, position the cursor in the blank line above the dance and select **Add New Dance** from the **MiniCrib** menu. The dance in the document will be added to MiniCrib and its name will appear in the *Pick from List*. If the dance was already in the list, it will be replaced by the new version (this allows a dance to be modified). If there is more than one dance to add, repeat the process for each, but for the second and subsequent dances, highlight the dance to be added. (If a dance is not highlighted, the first dance on the page will again be entered). Each dance should be in the standard format, i.e. NOT the format produced by using the simplify dance titles commands.

NOTE – Some Dance Titles contain more than 30 characters (including spaces) and so are too long to be a *Pick from List* entry. The title should therefore be shortened by including a comma at a convenient point as the system will then enter the Dance Title up to that comma i.e. MR & MRS RICHARD McLAUGHLIN, OF SAN DIEGO (40 characters) will appear in the *Pick from List* as ‘Mr & Mrs Richard McLaughlin’

List of shortcut keys:

Action	Cursor position in document	Shortcut Keys
Add Dance to Autotext	Anywhere. First highlighted dance in doc (or first dance if none selected) (only) inserted	Alt+A
Box toggle	Cursor must be on a dance	Alt+B
Cols toggle	Anywhere	Alt+C
Select Cribs as per List	Cursor must be on a blank line	Alt+L
Text Size toggle	Anywhere	Alt+S
Title Change	Anywhere	Alt+T
Pick Cribs from List	Cursor must be on a blank line	Alt+X
Make List of Names	Cursor must be on a blank line	Alt+Y
Dance Titles- Close up Divisor and remove Source	Anywhere. Applied only to dances already in doc	Alt+1
Dance Titles- Move Divisor below and remove Source	Anywhere. Applied only to dances already in doc	Alt+2
Dance Titles- Remove Divisor and Source	Anywhere. Applied only to dances already in doc	Alt+3
Dance Titles- Remove all Ancillary Info	Anywhere. Applied only to dances already in doc	Alt+4
Dance Titles- Include the Dance characteristics (coded) and remove Source and Dance body	Anywhere. Applied only to dances already in doc	Alt+6

Notes for users of the previous version of MiniCrib:

The MiniCrib menu now appears in the top-level menu bar (next to Help) instead of within the Tools menu.

New features-

- Selection screen improved and allowing selection by dance type, shape, medleys, etc.
- Selection of user's own dances.
- Selection by date of addition.
- Selection by text contained in body of dance.
- Filtering of *Pick from List* by using the *Criteria Selection* form.
- Searching for a dance when the exact name of the dance is not known.

Notes for users of older versions of MiniCrib:

MiniCrib is now easier to use. In particular: -

- It is no longer necessary to delete the Welcome page as all entries are automatically deleted when making the first request to select dances.
- When picking individually from the *Pick from List* it is not necessary to click on the **Footprints** button before every dance as the *Pick from List* remains available after each dance has been selected until **Exit** is clicked.
- Cribsheets can now be made from a list of dance titles.
- A list of required dance titles can be made or an alphabetical list of all titles
- Dance ancillary information can be selectively deleted
- The pages can be sub-divided into any number of columns.
- Selected dances can be boxed.
- Searches can be made for selections of dances of the same type and other specified criteria.
- An alphabetical list of all dance notes can be produced to allow searching for individual figures.
- New dances of your own can be added and amended or existing dances altered and re-entered.

Compilation notes:

MiniCrib Dance Notes are available for different versions of "WORD".

The notes have been arranged in **ARIAL 8** for **A4** sheets with **1/4" (6.3mm)** Top & Side Margins and **1/2" (13mm)** Bottom Margin. These settings can be changed by clicking **File/Page Setup**, smaller margins can be specified to reduce margin waste space assuming that the connected printer can accommodate the new settings. However, larger margin settings may result in the 8 bar descriptions taking up more than 1 line.

Do not increase Font size above **ARIAL 12** without also adjusting TAB settings as layout will be seriously affected.

Updates and the different version for versions of Microsoft Word are available to download from the MINICRIB website www.minicrib.org.uk

We hope that there are not too many errors contained in the Notes but should you see a serious error or ambiguity please let us know.

Version and Date of MiniCrib (both given on the first page of the Help screen).

The version number is in two parts, e.g MiniCribAdv²⁵ ₁₂. The first part shows year of production (²⁵ = 25th year of MiniCrib, the second indicates the month (₁₂ = December). MiniCrib is updated approximately 9 or 10 times each year.

Please leave the **MINICRIB** footnote as a gesture of goodwill to the compilers.

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