

MINICRIB PLUS

USER GUIDE

Preliminary Draft
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NOTE for users of Word 2010 and later: In order to access the MiniCrib menu and/or toolbar, the **Add-Ins** item in the main Menu heading must first be clicked. To access the MiniCrib menu, the downward arrow following 'MiniCrib' must then be clicked.

How this latest version of MiniCrib differs from previous versions:

The group specification of options is now done within the Options form.

New features-

- In the **Choose Dance** form, the **Picking** list items can be customised by specification of a Filter or a by a supplied list.
- An **Options** form allows the specification of options on how MiniCrib functions.

Simple Dance Selection:

Enables you to produce a document containing dance cribs which you have picked from a list (the **Picking** list).

How to:

First load the **Choose Dance** form, by **EITHER:**

Press **Alt+X**, **OR**

In the Standard toolbar, click on the **Double Footprints** tool icon (tool tip is 'Pick from Listed Cribs'), **OR**

In the MiniCrib menu, click on the **Pick from Listed Cribs** menu item.

If the **Choose Dance** form does not show a list of dances, i.e. the **Picking** list (in the 3rd box down) is empty, press the **Reload List of All** button.

For each dance required, **EITHER:**

Scroll down the list and click on the required dance, **OR**

In the box at the top, start typing in the dance title but do not include any initial 'The', 'A' or 'An'. This causes the list to scroll to show the dances which start with the typed letters. When enough characters to specify a dance uniquely have been typed, the dance will be highlighted.

then to pick the highlighted dance, **EITHER:**

Double-click on the dance, **OR**

Press the **Enter** key, **OR**

Press the **Insert Selctd Entry** button.

If you cannot find the dance in the list, this may be because you have mis-spelt the name or any required apostrophes in the name are missing. If you are using the Advanced Facilities, there is also a possibility that the **Picking** list is filtered or it is from a User list (using the Advanced Facilities). If the dance still cannot be found, press the **Find 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 **Picking** list currently being displayed. If the suggested dance is correct, and you acknowledge this, the appropriate dance is highlighted in the **Picking** list. NOTE- it is only highlighted- you will still need to insert the dance into the document.

Repeat for each dance. When all the required dances have been selected, click the **Exit** button to close the **Choose Dance** form. During the insertions (i.e. without needing to close the **Choose Dance** form) or after finishing the insertions, the normal Word facilities can be used to move about or edit the dances in the document. Note that to continue adding more dances, the cursor must already be positioned (or it must be repositioned) on the blank line between two cribs or the blank line before the first or after the last crib.

If it is realised that a dance has been missed-

- (a) If the **Choose Dance** form has not yet been exited, it is possible to correct the mistake without having first to finish adding the other dances: Move from the **Choose Dance** form (without closing it) and reposition the cursor on the blank line at the point in the document at which the dance is to be inserted. Return to the dance **Choose Dance** 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.
- (b) If having closed the **Choose Dance** form, it is found that a dance has been omitted, position the cursor where the extra crib(s) are to be inserted and add the dance(s) by repeating the above procedure to redisplay the **Choose Dance** form.

Dance Name Standardisation- in the Picking list, dance names have been 'standardised'. All dances with:

- names beginning with an initial 'The', 'A' or 'An' are listed with this put at the end, unless they are in a foreign language.
- very long names have been replaced by acronyms of the names. E.g. HISCD= Happiness is Scottish Country Dancing.

As well as dance cribs, the **Picking** list also contains descriptions of individual dance figures. These are all prefaced with 'Zz', to separate them from the dances (so they are all at the end of the list).

If you wish to change:

- the text of the heading at the top of every page,
- the presence of the page number on each 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,
- whether only dance titles are to be inserted in the document (i.e. without their bodies),
- whether dance titles should be formatted differently,
- whether warnings should be given by sounding beeps,
- whether buttons for more advanced MiniCrib features should appear on the form

then press the **Options** button at the bottom of the form to load the **Options** form, and select the required options, see [Customising MiniCrib – Options Specification](#). When you have made all the changes you require, then press the **OK** button which removes the **Options** form.

NOTE- if a computer-produced list of dance names 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.

The **Tailor List Content** group of buttons (if visible) provide advanced facilities for selection of dances, see [Advanced Dance Selection](#), below.

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:**

- In the Standard toolbar, click on the **Empty Square tool icon** (tool tip is 'Box Toggle'), **OR**
- In the **MiniCrib** menu, select **Toggle Box around Dance**.

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

Dance Body Removal (i.e. Titles Only):

Produce a list of dance names (without the dance instructions) suitable for distribution to other users so that they can quickly make a crib document. See [Customising MiniCrib – Options Specification](#) and select the **Give only the Dance Names** option. Then only the titles of any dances chosen in the **Choose Dance** form or by filter or will appear. 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 **Choose Dance** 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.

The bodies of all dances (i.e. the actual dance instructions) can be suppressed/removed from the document. The resulting document will show only a list of dances, optionally with their coded dance characteristics. The list is suitable for distribution to other users by email so that they can quickly make a crib document (see [Supplying List of Names](#)). Having been produced by MiniCrib, there should be no problems in using it to generate a full set of dance cribs if the recipient has the latest version of the dance database.

How to:

EITHER:

- Load the **Options** form, see [Customising MiniCrib – Options Specification](#), select **Give only the dance lines, without the bodies** and then in the **Dance Title Line Formatting** group, select the required title type,

OR

- In the MiniCrib menu, click on **Cribs to have Titles Only**, then click on the appropriate sub-menu item.

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. The titles of all dances in the document can be reformatted (and shortened) without affecting the dance bodies.

How to:

EITHER:

Load the **Options** form, see [Customising MiniCrib – Options Specification](#), and in the **Dance Title Line Formatting** group, select the required format, **OR**

In the MiniCrib menu, click on **Reformat Titles of All Cribs**, then click on the appropriate sub-menu item, **OR** 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 title formatting 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 Titles 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, carry out either the Alt+1 or Alt+2 action, before formatting into columns.

How to:

EITHER:

In the Standard toolbar, click on the **Double Columns** tool icon (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**

Load the **Options** form, see [Customising MiniCrib – Options Specification](#), and alter the **Number Of Columns in which Dances to be arranged** to the number required (not exceeding 4), **OR**

In the MiniCrib menu, click on **Toggle Number of Columns** – 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.

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.**

Customising MiniCrib: Options Specification:

Options which affect the configuration and operation of MiniCrib can all be set within the **Options** form. Any changes made to the settings remain in force in future MiniCrib runs (except for **Give only the Dance Names** setting which must be explicitly set each run it is required) until any further changes made in the **Options** form.

Call up the form by- **EITHER:**

Press **Alt+O**, **OR**

In the Standard toolbar, click on the **OPTS** tool (tool tip is 'Options Edit'), **OR**

In the MiniCrib menu, click on the **Options** menu item, **OR**

If the **Choose Dance** form is showing, press the **Options** button

Options which can be set:

Show this Form every Startup- if checked, will cause this **Options** form to be presented every time the MiniCrib application started.

Title- Should be set to the title required on the top of each page of the document. The title could be, for example, the Society's name or the dance venue and date but it should not be long because the space for it is limited. If a heading is not required leave the box blank.

Page Num- if checked, a page number will be shown at the top of each page of the document.

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. Numbers exceeding 1 will cause all dance titles to be formatted differently.

Use Large Text- if checked, the pages will use a larger font size in the document, making the cribs easier to read.

Give only the Dance Names- if checked, inserts only dance names (without their bodies) into the document. This option can be used to produce a list of dances for distribution to others.

Dance Title Line Formatting- can choose different formatting options for the dance titles in the document. The dance bodies are unaffected. Any dances which may have been inserted before this option was changed will have their titles reformatted if this is possible but any previously lost title information cannot be recovered, except by re-inserting the dances.

Beep when Keyed enough of each Title- if checked, when enough of a dance title has been keyed in the **Choose Dance** form to make the dance unique, a beep will sound. 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 checked, if an invalid character is keyed in the **Choose Dance** form, a long beep will sound. This is intended to stop a user who is keying quickly from continuing and causing an unintended dance to be chosen.

Load Full List on first Picking Entries- if checked, when the **Choose Dance** form is loaded the **Picking** list for all the dances will automatically be loaded. Currently cannot be unchecked.

Permit the User to Choose the Advanced Features- can choose which of the advanced feature buttons appear on the **Choose Dance** form. If unchecked, the form is kept simple for users who never want to use advanced features.

Beep Options- You may not hear a beep if your computer does not have a sound capability or if its volume level is set too low.

Titles may also 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 **Picking** list- its name is "Dance Programme". NOTE the asterisk 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.

Advanced Dance Selection:

Three advanced methods are available to produce a document containing the required cribs. Each method can be used repetitively and/or with the others to build up the cribs:

- (a) **Picking Individually from List** - by the user selecting dances individually from the **Choose Dance** form (as in [Simple Dance Selection](#), described above) but with the entries in the **Picking** list limited to dances of interest by using the buttons in the **Tailor List Content** group (if shown). These buttons allow specification in the same ways as (b) and (c) following.
- (b) **Supplying List of Names** - by the user providing a list of the dance titles to be inserted into the document. The list is submitted in the **Specify Selection by User List** form (see below). The dance titles should be specified in the same standardised form as they appear in the **Picking** 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 (Filters)** - by the user specifying criteria which define the characteristics of all the dances to be inserted into the document. The criteria are submitted in the **Specify Selection by Filters** form (see below). If more than one dance satisfies the specified criteria, all these dances will be selected 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.

Picking Individually from List

In the MiniCrib menu, select **Pick from Listed Cribs**. The **Choose Dance** form is displayed. Insert the dances in the document by picking the dances individually (in the same way as described above for **Simple Dance Selection** at the paragraph starting 'For each dance required...'). or insert ALL the dances in the **Picking** list by pressing the **Insert ALL Listd Entries** button.

The **Picking** list can be tailored, if required, by pressing the **Specify Filter** button (causing the **Specify Selection by Filters** form to be shown) or the **Load with User's List** button (causing the **Specify Selection by User List** form to be shown). For both methods, when the **Proceed** button is pressed, the filtered dances will be set into the **Picking** list, **NOT at this stage into the document**. The dances must then be inserted from the **Picking** list as described in the paragraph above. If it is required to undo the changes made to the **Picking** list, to show ALL dances, this may be done by pressing the **Reload List of All** button (which is quicker than going back to the **Specify Selection by Filters** form and resetting the criteria).

Supplying List of Names

In the MiniCrib menu, select **Specify User List and use to Choose Cribs**. The **Specify Selection by User List** form will be displayed- it 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.

then pressing the **Proceed** button. All dances in the list that match a crib will be added to the document in one go (i.e. the **Picking** list is not displayed). Note that the names in the list must conform to the [Dance Name Standardisation](#) rules. However, the dance names may be followed by their dance details (as described in [Dance Body Removal](#)).

Comment text between the dances (e.g. 'Meal Break' or 'Extras') can be included in the User List – this is indicated by preceding the line of comment 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 for the document.

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 main box where the list is to be inserted 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 in the **add list from contents of file** box. Such a file can be a text (.txt) or Word (.doc, .docx) file. It should not contain anything other than the list of dances and comments. The name of the file can be entered directly or it can be browsed for by pressing the ... button. The list is copied across from the file by pressing the **Add** button. The contents of more than one file can be added to the list.

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. All dances found will be added to the document in one go (i.e. the **Picking** list is not displayed).

Specifying Search Criteria (Filters)

In the MiniCrib menu, select **Specify Filter and use to Choose Cribs**. The **Specify Selection by Filters** form will be displayed- it provides a variety of filters which can be chosen to specify the selection characteristics of the cribs required. Enter the appropriate filters then press the **Proceed** button. All dances matching those criteria will be added to the document in one go (i.e. the **Picking** list is not displayed).

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.

If very complex filtering is required, it may be accomplished by: setting the **Give only the Dance Names** option; running a series of filtering runs to produce dance lists; manually adding or subtracting each list from a master list; unsetting the **Give only the Dance Names** option; using the master list as the User List to produce the required cribs.

Description of how to use Filters:

The criteria which can be given in the **Specify Selection by Filters** form 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.
- **Set size**- number of couples in the dance.
- **Dancing**- number of couples dancing at one time.
- **Rpts**- number of repetitions.
- **Bars in Rpt**- number of bars in each repetition.
- **Medleys/Non-Medleys**- whether medleys are to be included (only when more than one type of dance is selected).
- **Text to be found in all dances 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. devisor and source at the end of the title line) or in the **Body** 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 Select** option.
- **MiniCrib/Own**- whether only the dances created and added by oneself are to be selected.

- **By Date when Added**- the date or range between two dates when the required dances were added to the list.

A second **Text** criterion to act in association with the first can be added by selecting **AND** or **OR** option instead of the **Only One Title Criterion**. The **AND** option requires that both criteria are true. The **OR** option requires that one or both criteria are true.

Notes on criteria:

Specification of Dance **Types** and **Set Shapes** causes only dances with the types and shapes 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, i.e. **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 Select** ticked in which case only 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).

Further Notes on Search Criteria:

- The criteria are specified in the **Specify Selection by Filters** form. This is displayed automatically when (i) the **Choose Dance** form is displayed and the **Specify Filter** button is pressed, (ii) the MiniCrib menu item **Specify Filter and use to Choose Cribs** is selected.
- When criteria have been set, the actual selection of dances is only done when the **Proceed** button has been pressed; pressing the **Cancel** button will abort the process..
- If no selection criteria have been specified or if they have been reset by pressing the **Reset to Select All** button, when the **Proceed** button is pressed, 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 in the **Progress** form.
- 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.
- If selection includes **Text to be found in all Dances** and the **Name** option is selected, the text is matched on the dance names as they appear in the **Picking** 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 Select** ticked;
gets: dances in MiniCrib which **don't** use the rights+lefts figure.

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 Words**;
gets: all 3x32 Strathspeys
- 9) **Text** = '(R' - Rest of Title Line; **Not Whole Words**; **Invert Selection**;
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.

Other Features:

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.

Add your own dance(s)

Add own dance(s) so they appear in the **Picking** list.

How to:

First put your dance(s) into a blank Mincrib document. In order for your dances to be formatted correctly and so processed successfully 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. In its Title line, its name should be followed by the characteristics of the dance in brackets and a tab character should separate these characteristics from any source and deviser details. The dance body should follow immediately after the Title line. If another dance follows, it should be separated from it by a blank line.

To insert the dance into MiniCrib, select the Title line of the dance and select **Add/Update first Dance in Document to Database** from the **MiniCrib** menu. The whole of the dance in the document will be added to MiniCrib and a standardised version of its name will be inserted into the **Picking** 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. Names in the Picking list must not exceed 30 characters, so standardisation of names will shorten them if necessary. During the insertion/update process, a request will be made for you to supply the creation date to be associated with the dance - if the dance already exists, its existing date will be suggested. When later selecting dances, this date can be specified in a filter. If the update procedure is called with no dance title selected, the first dance in the document will be inserted. Note- the updates will be made only to your own personal MiniCrib application. If you want them to be available to a wider audience, they must be supplied to the MiniCrib team for incorporation in the next issue of the MiniCrib template.

Deletion of Cribs

Deletion of any crib in the **Picking** list.

How to:

In Word 2000 versions and later: In the Word (not MiniCrib) menu, select **Insert**, then **Quick Parts**, then **Building Blocks Organizer** ... Find the dance title in the list, select it and press the **Delete** button.

Earlier versions: Click **Tools/Autocorrect/Autotext**, select the dance title to be deleted and click **Delete**.

Note: The deletion action is instantaneous and so the dance is deleted and cannot be undeleted nor does it go to the Recycle Bin. It is intended for the deletion of your own-written dances only.

Publication of dance lists by group leaders or dance organisers:

During the production of a dance list, if it is required to alternate the dance types, e.g. reel, jig, strathspey, reel, jig, etc.. and the dances are to be selected individually, this can be assisted by using the *Filter List* feature to filter the dance list before selecting each dance.

Also, if learners are attending the dance, it is recommended to select dances which:

- Progress normally from the first couple onwards and have a lesser number of couples dancing than the set size- this allows the learners to take the last position and watch the dance one repetition through.
- Have a smaller number of bars in each repetition- they are usually less complicated to understand.

The simplest way to publish a crib list for a dance meeting is to produce a Word document containing all the meeting's cribs. This document can be sent as an attachment in a broadcast email to all attendees who have an Email account and printed out for those who have not. However, not all attendees may want the cribs; they may prefer to use the Pilling diagrams or another source of cribs. Or they may have concerns about opening attachments from Email. So the facility has been provided to produce a list of dances which can be copied and pasted into the basic Email directly or printed as a straightforward list.

List of shortcut keys:

Action	Cursor position in document	Shortcut Keys
Choose Dance	Cursor must be on a blank line	Alt+X
Options- View or change option settings	Anywhere	Alt+O
Box toggle	Cursor must be on a dance	Alt+B
Cols toggle	Anywhere	Alt+C
Text Size toggle	Anywhere	Alt+S
Title Change	Anywhere	Alt+T
Select Cribs by user-specified Filter	Cursor must be on a blank line	Alt+F
Select Cribs as per user-specified List	Cursor must be on a blank line	Alt+L
Make List of Names	Cursor must be on a blank line	Alt+Y
Dance Titles- Close up Divisor and remove Source	Anywhere.	Alt+1
Dance Titles- Move Divisor below and remove Source	Anywhere.	Alt+2
Dance Titles- Remove Divisor and Source	Anywhere.	Alt+3
Dance Titles- Remove all Ancillary Info	Anywhere.	Alt+4
Add one Dance to Autotext - first dance whose title highlighted (or first dance if none selected)	Anywhere. Doc not altered	Alt+A

Compilation notes:

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

The notes have been arranged in **ARIAL 8** for **A4** sheets with **¼" (6.3mm)** Top & Side Margins and **½" (1.3mm)** 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** as spacing will be seriously affected.

Updates will be available from time to time on the MINICRIB website www.MiniCrib.MiniCrib.org.uk
Hopefully 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 will be increased whenever a change is made to the programming of the macros. A change may also be made for major new issues of dances. The date gives the date of the last change to the programming and/or dances. Thus the date will change more often than the version number.

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

These notes are the copyright of the compilers who acknowledge that the dances included are the copyright of others. The copying for gain is not permitted.