

Ghillie Tracks

Getting Started with the My Doc Module

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I. **Introduction**

The My Doc module works with the DanceData module and/or the My PC Inventory module. It would be best to review the Getting Started document for either module and/or gain some familiarity with one or the other before working with the My Doc module.

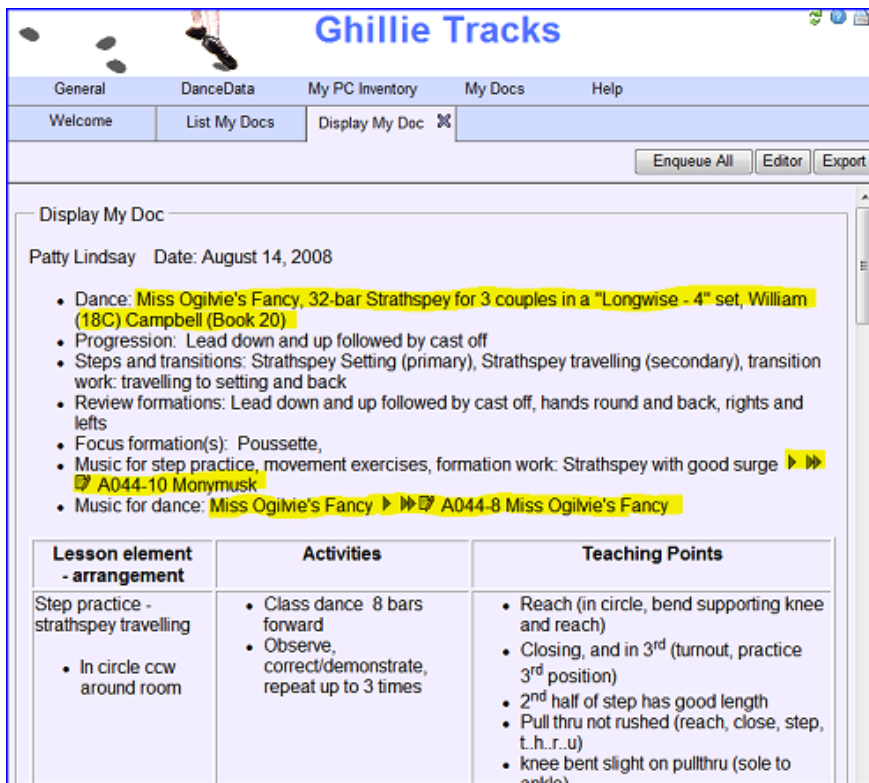
II. **My Doc Module: Overview**

The My Doc module gives you the ability to create documents in Ghillie Tracks that reference items in the My PC Inventory and DanceData module. Here are some examples:

Example 1: A play list for a dance using recorded music. All tracks can be enqueued in WinAmp with a click of the "Enqueue All



Example 2: A lesson plan with embedded links (highlighted below) to the dance in DanceData and to the recordings in My PC Inventory. The link to the dance provides for a quick way to include the details for the dance, and also creates a reference so that the lesson plan can be later found when looking for "lesson plans that include Miss Ogilvie's Fancy". The links to the recordings provide a quick and easy way to play them. Parts of this lesson plan are stored in separate My Docs (e.g. the teaching points for Strathspey Travelling Step) and can be reused by linking into a new My Doc.



There are two types of My Docs.

1. **Tabular:** Example 1 above is a tabular My Doc. A tabular My Doc is arranged as a table. Each row of the

table is a link to a recording, dance etc. The columns of the table can be customized. Once a list of links (e.g. dances on a dance program) is built, the columns for the list can easily be changed (e.g. change a list of dances from a program to be publicized on a web page to a wall program to use the evening of the event.)

The tabular My Doc was designed with play lists and dance programs in mind, but it's flexible enough to be used in other ways.

2. **Textual:** Example 2 above is a textual My Doc. A textual My Doc is free form text with embedded links to recordings, dances, etc. You can include a table in a textual My Doc, but links can not spread across multiple columns as they can in a tabular My Doc. The format of links in a textual My Doc are also customizable.

The textual My Doc was designed with lesson plans in mind. A textual My Doc can include another My Doc (either textual or tabular) which provides the ability to reuse pieces of a lesson plan. The textual My Doc could also be used for a play list with a dance link in one column and a recording link in another.

III. Creating a Play List

Here's the steps to get you started on creating a play list using a Tabular My Doc.

1. Click "Copy My Doc" on the "My Doc" pulldown menu.
2. Select the "Template: Play List" from the "Select My Doc to copy from" selection list and click



3. You should next see the "My Doc Detail" page. Change the My Doc Name to identify the play list, in the example below the title has been changed to "Play List: My First Try";
4. Change the My Doc Title. In the example below the title has been changed to "My First Play List". This is the title that will appear at the top of the play list.
5. Click

Ghillie Tracks

General DanceData My PC Inventory My Docs Help

Welcome My Doc Detail

My Doc created. My Doc copied. View

Tabular My Doc Detail

My Doc Name: Play List: My First Play List

My Doc Title: My First Play List

Source Type: Recording

Format: Play List

Created: 2009-09-06 11:46:53

Last Modified: 2009-09-06 11:46:53

Save Cancel

Add Link

- Click **Add Link** to add your first recording.
- If you have recordings in your My PC Inventory, then select "My PC Inventory Recording", otherwise select "DanceData Recording". Click **Continue**

Select Link Source

Source: My PC Inventory Recording
 Dancedata Recording
 No Source

Continue Cancel

- Type "Light" into "Search Recordings" and click "Search". If no recordings are found, click **Revise Search** and find and select another recording.

Select Source

Search Recordings: Light Search Options

Cancel

- On the search results page, click the link button (🔗) beside the desired recording.



10. The recording should now appear on the My Doc Detail page.
11. Repeat the above process for another recording.
12. Click **View** and you should see a page similar to the following. If you chose a recording from DanceData, the play and enqueue buttons will not be displayed.



13. If you selected My PC Inventory Recordings, you can click **Enqueue All** to queue them in WinAmp if you have it installed. You can also play or enqueue each recording individually.
14. Click **Editor** to go back to the editor.
15. Try selecting another "Format" by clicking the edit button (📄) to the right.

Tabular My Doc Detail

My Doc Name: Play List: My First Play List

My Doc Title: My First Play List

Source Type: Recording

Format: Play List

Created: 2009-09-06 12:46:53

Last Modified: 2009-09-06 12:40:09

Save Cancel

Select another format, click **Apply** and see the changes to the Play List.

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General DanceData My PC Inventory My Docs Help

Welcome My Doc Detail

Add Format

Tabular My Doc - Edit Format

Format: Recording Default:
▶▶▶ Sauchie Haugh 8x32S (Live and Well, The Music Makars) (A001-3)

Recording Name:
Sauchie Haugh

Album ID-Track# and Recording Name:
▶▶▶ A001-3 Sauchie Haugh

Play List:
1. ▶▶▶ A001-3 8x32S Sauchie Haugh

Apply Cancel

- If you'd like a format other than the ones displayed, click **Add Format** to add another format, or edit one of the existing formats. See [My Doc Module: Creating and Maintaining Format Patterns](#).
- In the next section, we'll build a dance program and look at some additional features.

IV. Creating a Dance Program

Creating a Dance Program is very similar to creating a Play List. This section builds on what you learned in "Creating a Play List". You may want to create a program for a real event for practice.

- Use "Copy My Doc" to create a new My Doc from "Template: Dance Program".




Copy My Doc.

Select My Doc to copy from: Template: Dance Program

Copy Cancel


- Change the My Doc Name and My Doc Title.
- Click **Save**

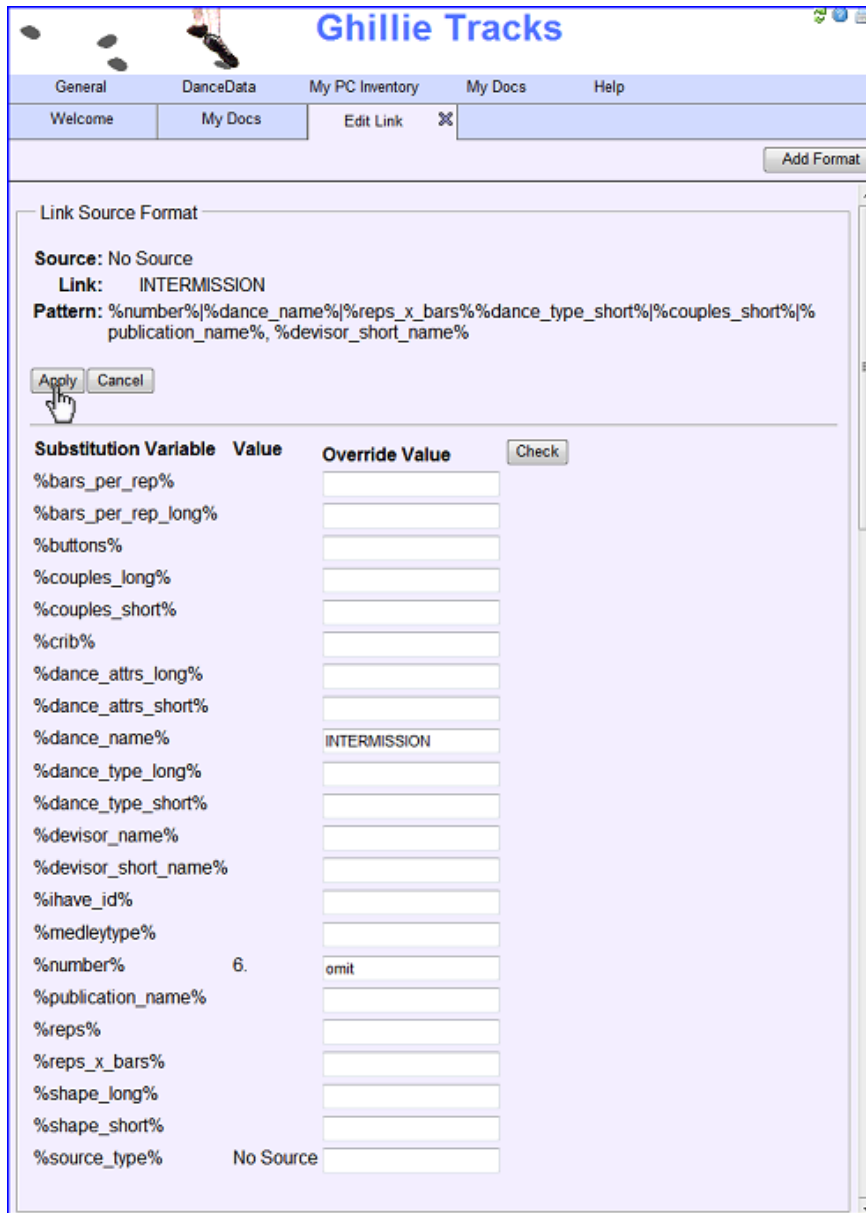


4. Similarly to the process used in [Creating a Play List](#), click to add the dances for the program, or at least 3-4 dances, using DanceData Dance as the source.
5. If you use , each dance will be added to the end of the list. You can also add a link before an item in the list by clicking the add button (). Ghillie Tracks assigns a sequential number to each dance in the order listed.
6. You can move the dances up and down the list by using  and .
7. Here's a sample Dance Program:




8. Note that there is an "INTERMISSION" in the list. It was added using a "No Source" link. Try adding an intermission by:
 - Add a link and select "No Source", then click twice.

- Click the edit button  on the empty line that was added. You should next see a page similar to the one below.



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General DanceData My PC Inventory My Docs Help

Welcome My Docs Edit Link 


Add Format

Link Source Format

Source: No Source
Link: INTERMISSION
Pattern: %number%|%dance_name%|%reps_xBars%%dance_type_short%|%couples_short%|%publication_name%,%devisor_short_name%

Apply Cancel

Substitution Variable	Value	Override Value	Check
%bars_per_rep%			
%bars_per_rep_long%			
%buttons%			
%couples_long%			
%couples_short%			
%crib%			
%dance_attr_long%			
%dance_attr_short%			
%dance_name%		INTERMISSION	
%dance_type_long%			
%dance_type_short%			
%devisor_name%			
%devisor_short_name%			
%ihave_id%			
%medleytype%			
%number%	6.	omit	
%publication_name%			
%reps%			
%reps_xBars%			
%shape_long%			
%shape_short%			
%source_type%	No Source		

- Enter "INTERMISSION" as an "Override Value" for "%dance_name%" and "omit" for "%number%" and click **Apply**
 - Note that the numbering for each dance after the INTERMISSION row is now off. You can adjust the numbering by clicking the edit button  for each dance after the intermission and using the "Override Value" to change the the value for "%number%";
9. In the "Basic Social Dance" program above, the dance "200 King Street North" is not in DanceData. This dance was added to the program using "No Source" as the intermission was above. In this case, the following "Override Values" were used.

Ghillie Tracks

General DanceData My PC Inventory My Docs Help

Welcome My Docs Edit Link

Add Format

Link Source Format

Source: No Source
Link: 4. 200 King Street North 8x32J 2C Lee Fuell
Pattern: %number%|%dance_name%|%reps_xBars%%dance_type_short%|%couples_short%|%publication_name%, %devisor_short_name%

Apply Cancel

Substitution Variable	Value	Override Value	Check
%bars_per_rep%			<input type="checkbox"/>
%bars_per_rep_long%			<input type="checkbox"/>
%buttons%			<input type="checkbox"/>
%couples_long%			<input type="checkbox"/>
%couples_short%		2C	<input type="checkbox"/>
%crib%			<input type="checkbox"/>
%dance_attr_long%			<input type="checkbox"/>
%dance_attr_short%			<input type="checkbox"/>
%dance_name%		200 King Street North	<input type="checkbox"/>
%dance_type_long%			<input type="checkbox"/>
%dance_type_short%		J	<input type="checkbox"/>
%devisor_name%			<input type="checkbox"/>
%devisor_short_name%		Lee Fuell	<input type="checkbox"/>
%ihave_id%			<input type="checkbox"/>
%medleytype%			<input type="checkbox"/>
%number%	4.		<input type="checkbox"/>
%publication_name%			<input type="checkbox"/>
%reps%			<input type="checkbox"/>
%reps_xBars%		8x32	<input type="checkbox"/>
%shape_long%			<input type="checkbox"/>
%shape_short%			<input type="checkbox"/>
%source_type%	No Source		<input type="checkbox"/>

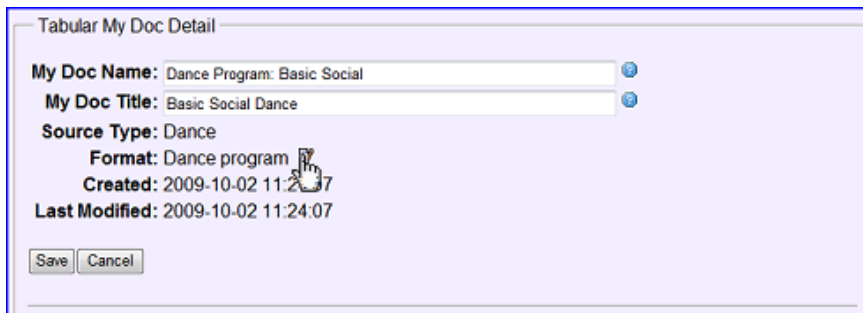
10. Click **View** to see the "Display My Doc" page. This is the formatted version of the dance program. From here you can either print the program by clicking on the print button (🖨) or click **Export** to create a .html file. You can then open the .html file with a word processor such as Word to "beautify" it. The .html file can also be posted to a web site.



The screenshot shows the Ghillie Tracks application window. The title bar reads "Ghillie Tracks". Below the title bar is a menu bar with "General", "DanceData", "My PC Inventory", "My Docs", and "Help". A sub-menu is open under "DanceData", showing "Welcome" and "Display My Doc". The "Display My Doc" window is active, displaying a table of dance tracks under the heading "Basic Social Dance".

Basic Social Dance			
1.	A Wee Nothin'	8x32J	2C Between the Rivers, Elaine Brunken
2.	Petronella	8x32R	2C Book 1
3.	Delvine Side	8x32S	3C Book 2, William (18C) Campbell
4.	200 King Street North	8x32J	2C Lee Fuell
5.	The White Cockade	8x32R	3C Book 5, Preston (18C)
INTERMISSION			
6.	Lady Catherine Bruce's Reel	8x32J	2C Book of Graded Scottish Country Dances
7.	Catch the Wind	8x32R	3C Island Bay Collection, Romaine Butterfield
8.	Seann Truibhas Willichan	8x32S	2C Book 27, Thomas (19C) Wilson
9.	Blue Bonnets	8x32J	2C Book 3
10.	The New River Reel	8x32R	3C The Flying Ghillies Collection Vol 2, Fuell, Lee & Lindsay, Patricia

11. Click **Editor** to go back to the editor.
12. Try selecting the "Wall Program" format by clicking the edit button (🔍) to the right of "Format: Dance Program".



The screenshot shows the "Tabular My Doc Detail" window. It contains the following information:

- My Doc Name:** Dance Program: Basic Social
- My Doc Title:** Basic Social Dance
- Source Type:** Dance
- Format:** Dance program
- Created:** 2009-10-02 11:24:07
- Last Modified:** 2009-10-02 11:24:07

At the bottom of the window are "Save" and "Cancel" buttons.

Select "Wall Program", click **Apply**.



13. Click **View** again to see the difference in formatting, as in the example below.



14. Granted its not very pretty in its current format, but it could be exported to a .html file and then "beautified" in a word processor (i.e. center the text, increase the font, etc).

Basic Social Dance

A Wee Nothin' 2CJ
 Petronella 2CR
 Delvine Side 3CS
 200 King Street North 2CJ
 The White Cockade 3CR

INTERMISSION

Lady Catherine Bruce's Reel 2CJ
 Catch the Wind 3CR
 Seann Truibhas Willichan 2CS
 Blue Bonnets 2CJ
 The New River Reel 3CR

You might prefer to include additional details on wall programs. If so, go to "List Format Patterns" on the My Doc menu pulldown and edit "Dance" "Wall Program" to add the variables to the format pattern.

V. Creating a Lesson Plan

The play list and dance program created above were both Tabular My Docs. Now we'll look at building a lesson plan as a Textual My Doc. Portions of the lesson plan will be set up as separate My Docs so that they can be reused in later lesson plans.

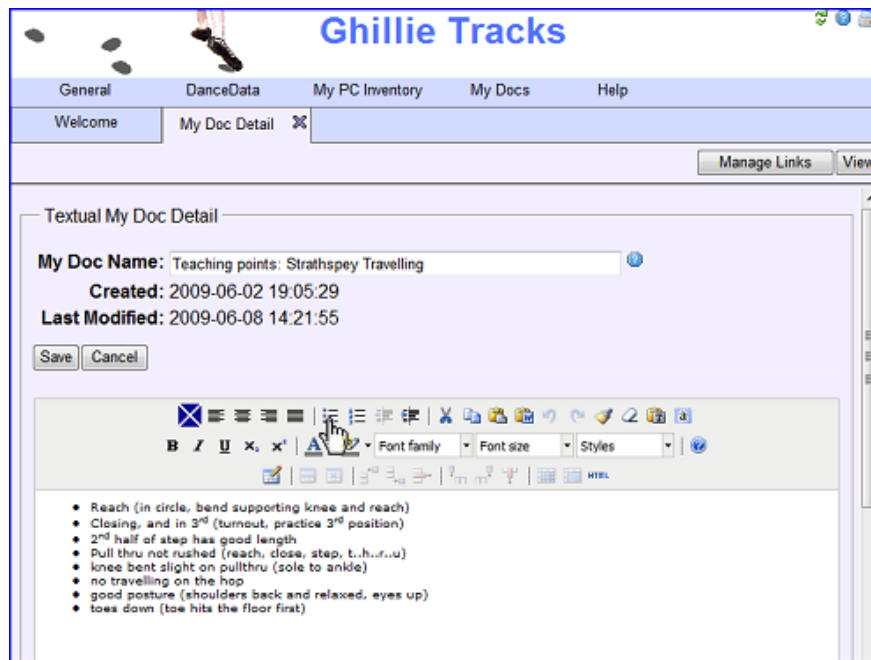
1. First will create the first building block for the lesson plan, the teaching points for the Strathspey travelling step.



1. Click "Create My Doc" on the "My Doc" pulldown menu.
2. Enter "Teaching points: Strathspey Travelling" as the name for the My Doc.

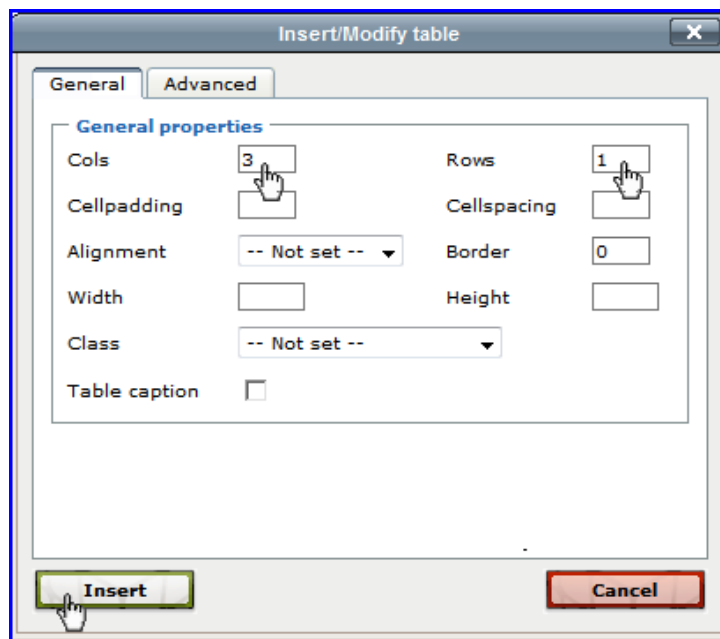
Select "Textual" for "Document Type". "Source Type" is not used with a Textual My Doc.

Click

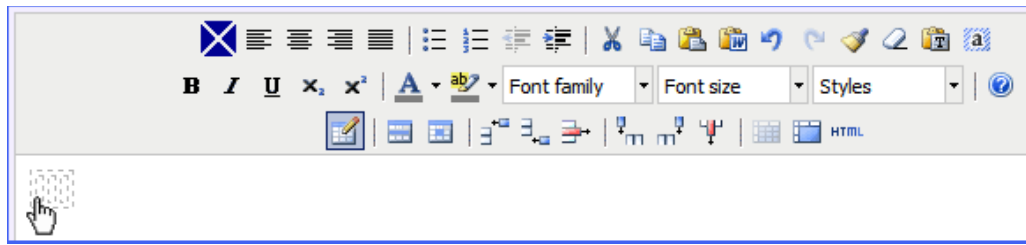
3. You should now be on the "Textual My Doc Detail" page. Click on the bulleted list icon (☰) icon on the editor tool bar. Enter some teaching points in the editor, see sample below.



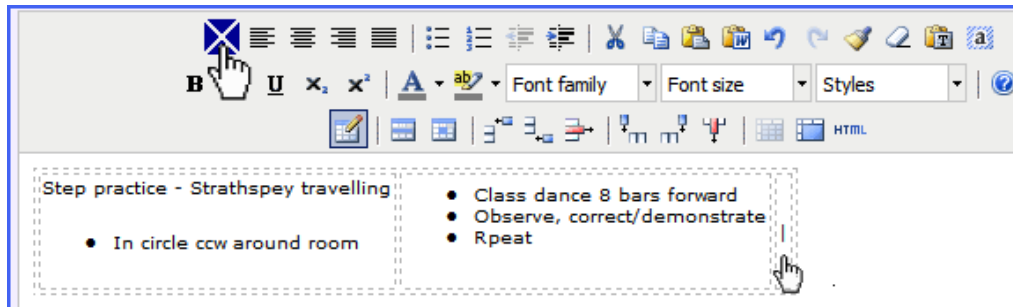
4. Click **Save** and click  to close the page.
2. The next building block we'll build is a lesson plan element for reviewing the Strathspey travelling step.
 1. Create a Textual My Doc as "Lesson plan element: Review Strathspey Travelling"
 2. Click on the "Inserts a new table" icon  on the editor tool bar. You should see the "Insert/Modify Table" dialog. Change the number of columns to 3, and the rows of to 1 and click "Insert".



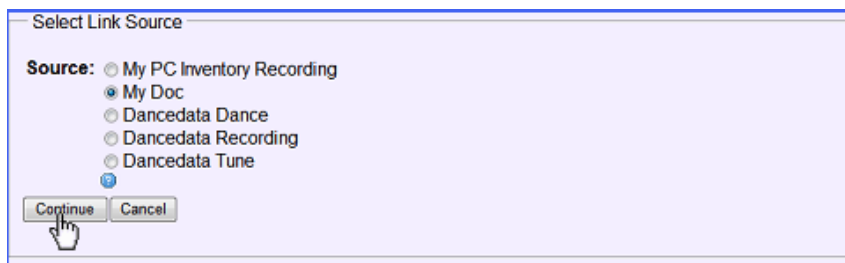
3. You will see a very small table with a hashed outline. Click into the first cell and begin typing. Repeat for the second cell.



4. Now we'll include the teaching points created above into this lesson plan element. Click into the third cell and click the link button (🔗).



5. Select "My Doc" and click



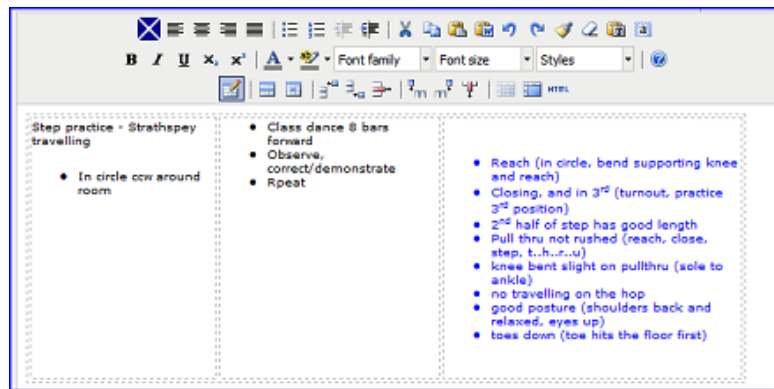
6. Enter "Teaching" and click



7. Click the the link button (🔗) next to "Teaching points: Strathspey Travelling".



8. Our lesson plan element now looks like this.



9. Let's add a recording to be used for the step practice. Skip this step if you don't have recordings in your My PC Inventory.

Click into the bottom of the first cell, hit the return/enter key to insert another bullet and click the link button (☒).

10. Select "My PC Inventory Recording" and click

11. Search for a recording suitable for Strathspey travelling step practice, and select it with the the link button (☒).

12. Select the desired Format and click .



13. Click **View** and the lesson plan element looks like this.

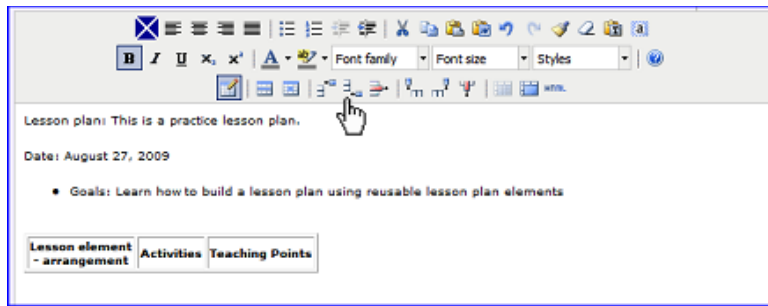


14. Click **Editor**

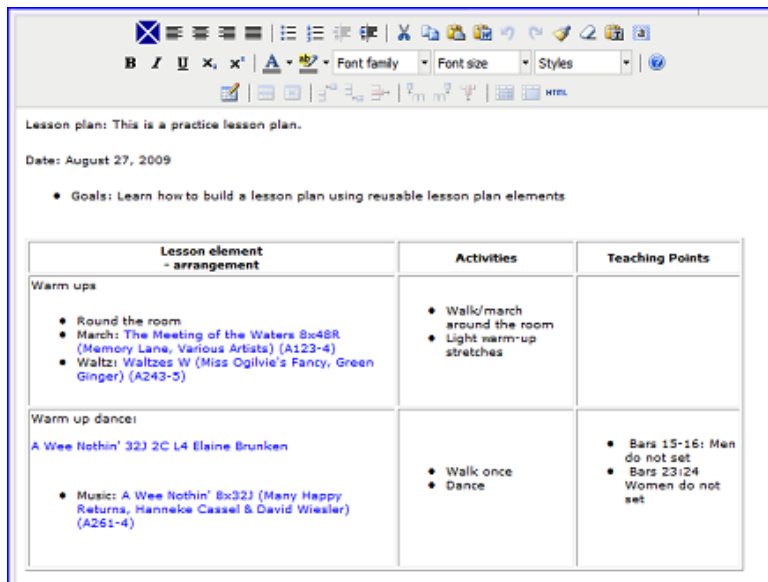
15. Click **Save** and close the page (click **✕**).

3. That was quite a few steps to build the lesson plan element, but now its ready to use in a lesson plan, and can be reused in future lesson plans. So let's create a lesson plan.

1. Use "Copy My Doc" to create a new My Doc from "Template: Lesson Plan".
2. Change the My Doc Name and type the header information for the lesson plan.
3. Click somewhere into the table, for example into the "Teaching Points" cell. Click on the "Insert row after" icon (↕) icon on the editor tool bar.



4. You should now have an empty row. Enter an activity or two into the lesson plan. In the example below, two activities were added. In each, references to the dance and music choices have been added using the link button (🔗).



5. Now we'll include the lesson plan element we created.

Click at the end of the editor text.

Click the link button (🔗)

Select "My Doc" and click

Enter "Lesson" and click


Click the link button (🔗) next to "Lesson plan element: Review Strathspey Travelling".

6. Our lesson plan grid now looks like this.

Lesson element - arrangement	Activities	Teaching Points
Warm ups <ul style="list-style-type: none"> Round the room March: The Meeting of the Waters 8x48R (Memory Lane, Various Artists) (A123-4) Waltz: Waltzes W (Miss Ogilvie's Fancy, Green Ginger) (A243-5) 	<ul style="list-style-type: none"> Walk/march around the room Light warm-up stretches 	
Warm up dance: A Wee Nothin' 32J 2C L4 Elaine Brunken <ul style="list-style-type: none"> Music: A Wee Nothin' 8x32J (Many Happy Returns, Hanneke Cassel & David Wiesler) (A261-4) 	<ul style="list-style-type: none"> Walk once Dance 	<ul style="list-style-type: none"> Bars 15-16: Men do not set Bars 23:24 Women do not set
Step practice - strathspey travelling <ul style="list-style-type: none"> In circle ccw around room A044-10 Monymusk 	<ul style="list-style-type: none"> Class dance 8 bars forward Observe, correct/demonstrate, repeat up to 3 times 	<ul style="list-style-type: none"> Reach (in circle, bend supporting knee and reach) Closing, and in 3rd (turnout, practice 3rd position) 2nd half of step has good length Pull thru not rushed (reach, close, step, t.h.r.u) knee bent slight on pullthru (sole to ankle) no travelling on the hop good posture (shoulders back and relaxed, eyes up) toes down (toe hits the floor first)

7. As you can see, the Review Strathspey Travelling activity is disjointed from the other activities. Click [View](#) and you will see that the activities have been merged into one table. When the My Doc is displayed in "View" mode, adjacent tables are merged together. The table properties (e.g. border) of the first table are used. The tables will remain separated on the editor page.

Lesson element - arrangement	Activities	Teaching Points
Warm ups <ul style="list-style-type: none"> Round the room March: ▶▶▶ The Meeting of the Waters 8x48R (Memory Lane, Various Artists) (A123-4) Waltz: ▶▶▶ Waltzes W (Miss Ogilvie's Fancy, Green Ginger) (A243-5) 	<ul style="list-style-type: none"> Walk/march around the room Light warm-up stretches 	
Warm up dance: A Wee Nothin' 32J 2C L4 Elaine Brunken <ul style="list-style-type: none"> Music: ▶▶▶ A Wee Nothin' 8x32J (Many Happy Returns, Hanneke Cassel & David Wiesler) (A261-4) 	<ul style="list-style-type: none"> Walk once Dance 	<ul style="list-style-type: none"> Bars 15-16: Men do not set Bars 23:24 Women do not set
Step practice - strathspey travelling <ul style="list-style-type: none"> In circle ccw around room ▶▶▶ A044-10 Monymusk 	<ul style="list-style-type: none"> Class dance 8 bars forward Observe, correct/demonstrate, repeat up to 3 times 	<ul style="list-style-type: none"> Reach (in circle, bend supporting knee and reach) Closing, and in 3rd (turnout, practice 3rd position) 2nd half of step has good length Pull thru not rushed (reach, close, step, t.h.r.u) knee bent slight on pullthru (sole to ankle) no travelling on the hop good posture (shoulders back and relaxed, eyes up) toes down (toe hits the floor first)

8. Click **Editor**
 9. If this were a real lesson plan, we'd add more activities, such as movement exercises, dances, etc.
 10. Click **Save** and close the page (click .
4. Next, do a DanceData Dances search on one of the dances you included in the lesson plan, and open the detail for that dance. At the bottom of the page, you should see reference to the lesson plan you just created. The same holds true for dances in a play list or on a dance program. Over time this can provide a history for how the dance has been used.
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VI. My Doc: Routine Activities

If you use the My Doc module, you should backup your Ghillie Tracks databases regularly, see [Backup Databases](#).
