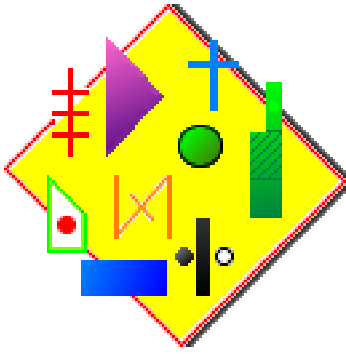


# LabanWriter 4.4

for Macintosh

## 2 Introduction



# *LabanWriter 4.4*

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# INTRODUCTION

## Welcome to LabanWriter 4.4

In order to use this program, you will need an Apple Macintosh computer running system 8.6 or greater. You'll also need access to a printer. Any Apple or compatible printer will be fine. Older versions of LabanWriter, compatible with versions of the operating system prior to 8.6, are available from the LabanWriter homepage, <http://www.dance.ohio-state.edu/labawriter>

If you know Labanotation and how to use a Macintosh, then LabanWriter will be easy. The simplest way to learn LabanWriter is to play with it. Open a document, draw some staves and give it a try. Go to Chapter 2 to find out how.

If you are not familiar with the Macintosh, a few basics are detailed in Chapter 1.

The meaning of the symbols is not given in this program. Refer to various Labanotation text materials or websites. *Labanotation* by Ann Hutchinson and *Dictionary of Kinetography Laban* by Albrecht Knust are the standard texts.

## Installing LabanWriter 4.4

The LabanWriter folder must be downloaded from:  
<http://www.dance.ohio-state.edu/labawriter> Install LabanWriter onto your hard drive by clicking on the LabanWriter icon and dragging it onto the hard disk icon or hard disk window.

### Installing Fonts

There are 18 fonts that accompany LabanWriter in the folder. These fonts are needed to make and resize the non-stretchable symbols.

In order for LabanWriter to work, you must drag the fonts to the fonts folder. If you are running OS 8.x or 9.x, put the fonts folder in "System Folder: Fonts" and restart your machine. If you are running OS 10.x, put the fonts folder in "System:Library:Fonts", and logout of your account. When you first start up LabanWriter or any other program after inserting the fonts, check the font menu to see that they are listed. You will also get a message if they are not installed properly.

Once installed, these fonts can be used in other programs as well. If you're writing a paper and need a specific symbol from Labanotation, you can change the font to one of these new fonts, and type in the appropriate key stroke. The LabanWriter key map can be downloaded from the LabanWriter homepage.

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### **Starting LabanWriter**

Start LabanWriter by clicking twice with the mouse on the LabanWriter icon that is now on your hard drive. An untitled LabanWriter document will open.



Chapter **1**

# Getting Started

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## Basic Macintosh Operations

The instructions in this manual assume that you know how to use a Macintosh computer. This is a quick overview of basic terms and operations. For more detailed information and instructions, see the user guide that came with your computer.

**Desktop** Your screen represents a desktop. Icons on the screen show the folders, files, documents, applications, and disks stored on the hard drive.

**Icons** The disks, folders, files, documents and applications on your desktop are shown by icons, pictures that represent these items. You click on an icon to activate a function or choose a document.

**Mouse** To perform many functions on the Macintosh, you must move and press the mouse, which controls the pointer on the screen. The cursor follows all movements you make with the mouse.

**Cursor** The cursor is usually shaped as an arrow, but in LabanWriter it also becomes your symbol. When the Macintosh is performing an operation for which you must wait, it becomes a clock.

**Clicking** To select objects or activate certain functions including icons and symbols, position the cursor on the item you want to select, then press and release the mouse button.

**Double Clicking** Pointing to an item and then quickly pressing and releasing the mouse twice is called double-clicking. This can be used as a shortcut for opening a document, instead of clicking on a icon, and then selecting Open from the File menu.

**Click & Dragging** You can click & drag items on the screen to change their position. Such items include document icons in folders, staves, or symbols that you have placed on staves in your LabanWriter document. To drag, position the cursor on the item you want to move. Click and hold down the mouse button. Then move the mouse until the selected item is in its new location and release the mouse button. Click and drag is used in LabanWriter to lengthen and shorten the stretchable symbols. Practice this technique.

**Option Drag** To duplicate an object such as a staff and its associated symbols, hold down the **Option** key and drag the selected object to a new position. Once duplicated, the staff and the symbols will remain in their appropriate relationship.

**Selecting** You select an object on the screen by clicking on it. The object then becomes highlighted. Depending on the object selected, either a bounding box of

dashed lines will surround the object or the object's color will change (black becomes white and white becomes black.)


**Menus** The lists of functions that are listed horizontally along the top of the screen.

**Menu commands** To choose a menu command, click on the menu title and, while still holding down the mouse button, drag the cursor down the list of menu commands to the one you want. When it is highlighted, let go of the mouse. That function will now be performed. Many of these functions can also be performed by typing the command (cmd) key and a designated letter.





Some menu commands like *Move by 1 pixel* have multiple options. As you drag the cursor down the list of menu commands, these options will appear to the right of the menu. Just as you would in the main portion of the menu, simply drag the cursor over to the option you want to select and release the mouse button.

**Dialog Boxes** The Macintosh will display a dialog box when it needs information from you to carry out a function, such as saving a document. The dialog box has action buttons to click such as OK or Cancel and sometimes has some place for you to type information such as the name of your document. In LabanWriter, dialog boxes will allow you to enter information such as how many beats you want in a measure or whether to place a floorplan on the bottom or on the right of the page.

## Quick Start Demo

Click on  to get into staff mode and select **New** from the staff menu at the top of the screen. Choose what you need to produce the staff on the next page: 8 measures of 2 counts each, 4 squares per beat, a double line at the end, a starting position. If you make a mistake, just select then delete the staff and start again.

The top four buttons on the Main Palette contain the stretchable symbols (directions

, paths , turns/revolutions , bows, ). Select a symbol on any of these palettes and release the mouse. Click to place, hold and drag for the desired length, then release the mouse. Try a direction symbol to begin with. You can change the level when the symbol is activated (shimmering) by selecting the level from Attributes, one of the menus above or by using key commands: **cmd L** (low), **cmd M** (middle), **cmd H** (high) and **cmd B** (blank).

Pins can be selected from the pin menu where the pin selected appears in the clock, and you can choose the amount of rotation that you want. The cursor becomes the pin which you can place on the staff.

## 12 Getting Started

Body parts can be found where you see the stick figure . Select the symbol you want and click to place it on the staff. The hold weight signs can be found in the menu where you see the hold sign .

The pin in the path sign needs whitespace around it to separate it from the line. Otherwise it disappears into the line and is not visible., Click on the pin to make it active and select Whitespace from the symbols menu above or hold down **Shift cmd W**.

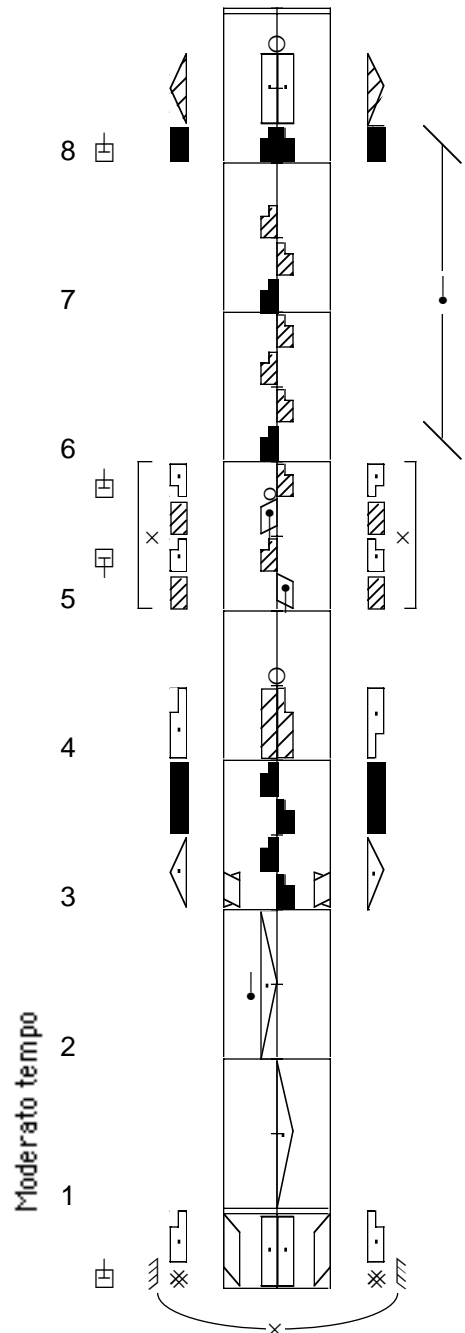
The easiest way to copy symbols is to select the arrow (selection mode), click in the upper left area, slightly above what you want to select, and drag the box that appears, down and to the right. This will activate all of the symbols enclosed. Click on a symbol, hold down the option key and drag the copy wherever you like.

You can flip symbols already placed in four different ways. Look under the Manipulate menu to see what they are and try them out. The Key commands are there, too.

If you wish to add text, simply select the **T** and you will be in text mode. Click and drag the cursor to make the length of text box you want and begin to type. To turn the text pull down the Type menu and select turn or type **cmd T** .

The Manipulate Palette is a large green M set off in yellow in the Main Palette. Open it up and play with the various tool palettes. You have to select a symbol first. Then choose how you want to manipulate it.

Copy the example here on the right. This should get you started. Refer to the Help Menu at the top of the screen if you get stuck. For more details refer to the rest of the manual. Have fun with the program!



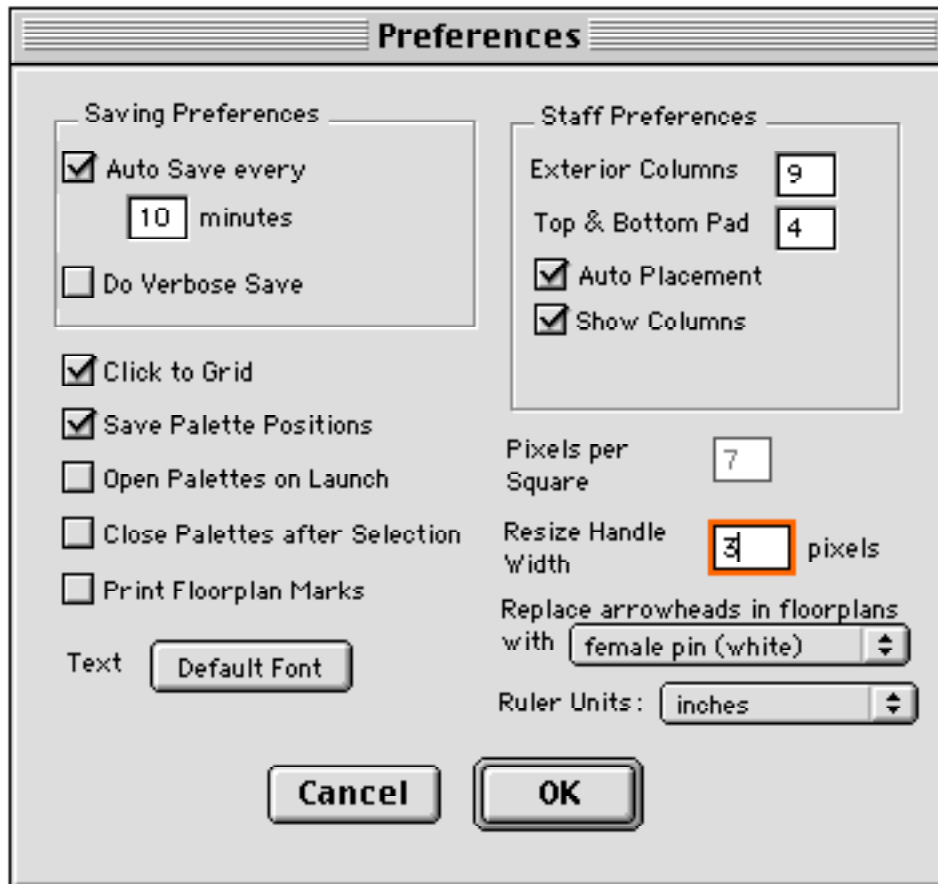
## Chapter 2

# Basic Concepts

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## Setting Preferences

Setting preferences allows you to tailor LabanWriter to fit your needs. The Preferences dialog box is found under the Edit menu and has the following options. These options can be changed at any point during your work:



**AutoSave** Select this option to have LabanWriter automatically save your document at determined time intervals. The default is set to save every 10 minutes.

**Do Verbose Save** default is set to off. Turning this feature on tells LabanWriter to add comments to the text which indicate the next symbol used in the file. (This information is only useful to programmers.)

**Click to Grid** LabanWriter will help align symbols on the staff and columns by automatically clicking symbols into an invisible grid. LabanWriter defaults to this feature. Sometimes you may not want your symbols to automatically click to the grid, in which case un-check **Click to Grid** (or hold down Command Key while placing the symbol).

**Palette Options** Hold the arrow over any of the palettes for a few seconds and the name for the contents will appear. Click on the palette and it will appear. The default is set to keep the palettes open once you have selected them so that you are able to make multiple selections from the palettes without having to reopen them. Palettes will automatically close after you select a symbol if you check the **close palette after selection** box.

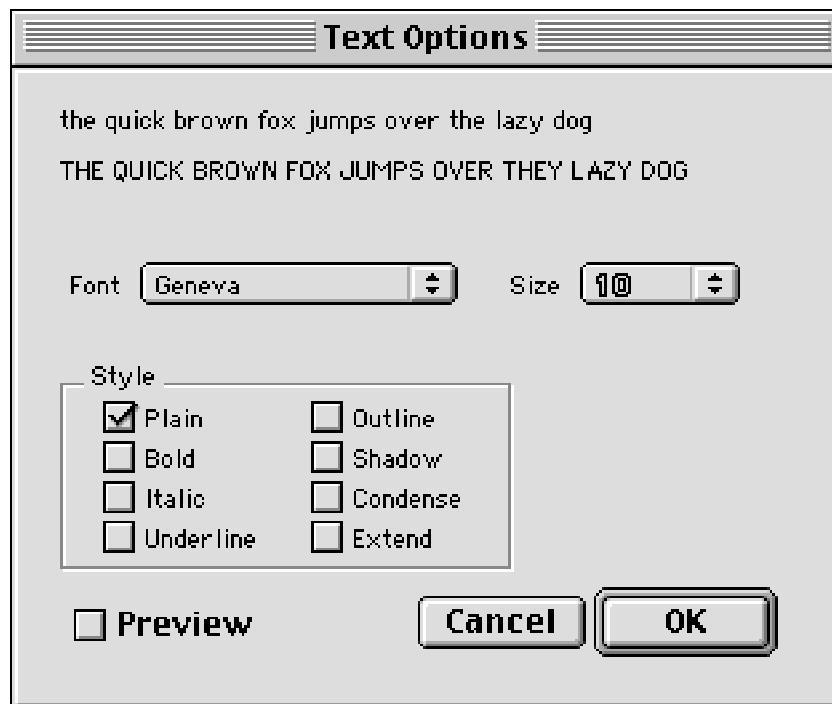
You may find that you prefer your palettes to be placed in certain positions. The default is set to **save the palette positions** so that even if they are closed they will appear in the same position the next time they are opened. Deselect Save Palette Positions in Preferences if you do not want this to happen.

Select **open palettes on launch** if you prefer to have them all open immediately.

Select **print floorplan marks** if you wish the marks you have selected for the floorplans to be printed as well as act as guidelines for placing the dancers on the stage.

**Text options** This feature allows you to change the default font, size, and style.

1. Click the Default Font button. (The following dialog box will appear.)



2. Select the attributes to be changed. (If you want to preview your attributes, click in the preview box and a sample will appear at the top of the box.)
3. Once you have made your selections, click the **OK** button.

Use the Times font rather than Geneva **to retain, when printed, the exact spacing of a paragraph of text**, and particularly one in which you have inserted Labanotation symbols that are only inserted in a space. Font substitutions when printing may cause Geneva text to respace itself, and inserted symbols will not appear in the correct space.

**Staff Preferences** The default for **Exterior Columns** is 9 columns on each side of the staff within the bounding box. If you want more or fewer columns, change the number. The Top & Bottom Pads are set at 4.

The default for **AutoPlacement** is set to "on" to ensure that staves respace when adding new staves or floor plans to the page. However, you may not want the staves to respace, in which case, just un-check the box.

**Pixels per Square** The default is set to 7. This feature is currently disabled.

**Resize Handle Width** The default is set to 3. You can change the size of the handle when resizing objects by changing the number in the box.

**Replace arrowheads in floorplans with female pin (white)** is the default. Select male pin (black) if most of the dancers are men or neuter pin (tack) if the dancers can be either male or female.

**Ruler Units** are set to inches but may be changed to centimeters.

## Opening & Closing a Document

**Page Size** The default for the page height is 11 inches and for the page width the default is set at 8.5 inches. Select another size of page and page orientation by going to Page Setup under the File menu.

In order to use A4 or paper other than US letter, you must change this setting under File when you begin your document. And you must check that the page is set that way before working on the document on reopening it, and again before printing. Otherwise the staves will not space themselves properly on the page.

A half inch **margin** is drawn on the four sides of the page. Stay within this limit to ensure that your symbols will be printed by the computer and any copy machine. (Some printers, however, may require larger margins at the top or bottom.) Under the **File** menu in **Page Setup** you can select page size. This includes printing documents with sideways orientation though these pages cannot be handled in **Print Preview**.)



**Opening a new document:**

1. Select **New** from the **File** menu. (**cmd N**) (A new document will open.)

**Opening an old document:**

1. Select **Open** from the **File** menu (**cmd O**) or double click on the document.
2. Scroll down and highlight the name of the document you would like to open.
3. Click on the **Open** button. (The document will open.)

**Closing a document:**

1. Select **Close** from the **File** menu. (**cmd W**)

**Note:** If your document has not been saved already, the Save dialog box will appear.

## **Saving a Document**

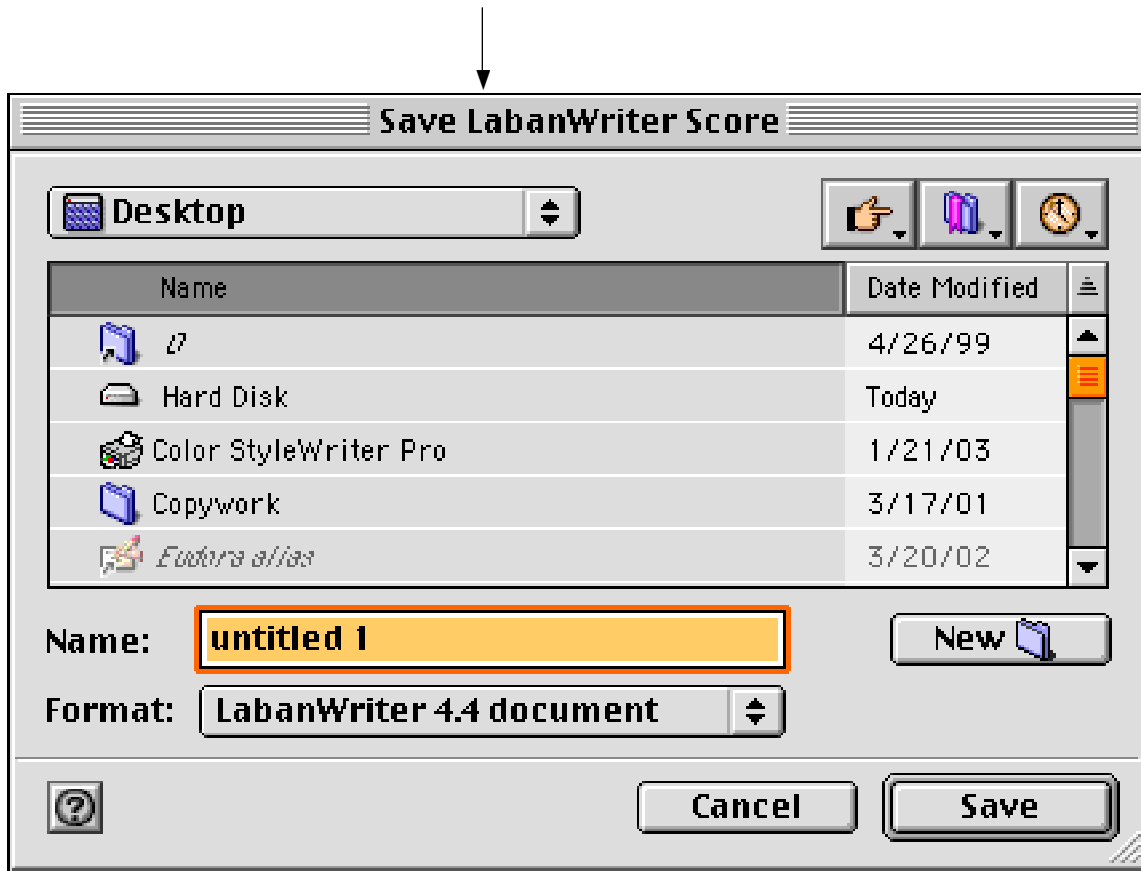
The first time you save a document, you name the document, and tell LabanWriter where you want the document stored. From then on, each time you save the document, the current version of the document on your screen replaces the previous version on the disk.

To save a document:

1. Select **Save** from the **File** menu. (**cmd S**)

If you are saving the document for the first time, the following dialog box will appear:

**Directory and folders where document is stored.**



2. Select the directory and folder where you want to save your document or create a new folder by clicking the **New** button.
3. Type the name of the document in the **Save File As** box.
4. Click the **Save** button.

### Save As

Save As is used when you want to create more than one version of a document. Selecting Save As allows you to save the active window to a new name without altering the original. Save As is found under the **File** menu.

**Saving As PICT, JPEG or PNG.** You can save your document in a **PICT, JPEG** or **PNG** format by using the popup menu under Format. "PICT" "JPG" or "PNG" will appear after the title to distinguish it from the current document. See also page 88.

## Printing a Document

It is always a good idea to save your document before printing. In case of any printing error you won't lose any of your work.

To **preview a document** select Print Preview in the File menu. Click on the arrows at the bottom to scroll the pages.

To **print a document**:

1. Display the document you want to print in the active window.
2. Select **Print** from the **File** menu. (**cmd P**)
3. Select the options you want to use.
4. Click the **OK** button.

We have tested 4.4 on different printers. Unfortunately they seem to vary in their ability to print LabanWriter's fine lines. It is suggested that if you have printing problems, you test your document on a second printer. Reducing the size of symbols makes the lines in symbols lighter, and may exaggerate printing problems on some printers. Let us know what problems you encounter as soon as possible so we can help.

Use the Times font rather than Geneva **to retain, when printed, the exact spacing of a paragraph of text**, and particularly one in which you have inserted Labanotation symbols that are only inserted in a space. Font substitutions when printing may cause Geneva text to respace itself, and inserted symbols will not appear in the correct space.

## Selecting an Object

Any object on the page can be selected. Objects can include staves, floor plans, measures, and symbols and in order to select an object you must be in one of these modes. When an object has been selected, LabanWriter will place the object in a highlighted box with moving dotted lines or in a flashing black box.

Choose from one of the following ways to select a single object:

- Click on the object with the arrow.
- Click the arrow on the background of the page, hold down the mouse, and drag diagonally. This forms a selection box. Continue dragging until the box completely encloses the object.

Choose from one of the following ways to select multiple objects:




























- Hold down the **Shift** key as you click on the objects.
- Drag a selection box around the objects.  
(Notice each object will be highlighted separately.)

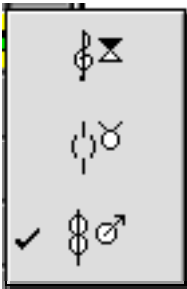
To **deselect a symbol if many are selected**, hold down **Shift**. This may be useful in making floor plans where letters and pins overlap.

Note: When an object or objects have been selected, holding down the option key and dragging the symbols will make a copy.

## Working with Palettes

The Main Palette is divided into three areas: symbols, the Manipulate Palette, and the tools. Each of these sections is discussed in detail later in the manual.

Directions			Paths
Turns			Bows
Pins			Body Parts
Flexion & Extension			Retentions, Cancellation & Keys
Carets, Staples, Bows			Foot Hooks
Repeats			Fingers & Toes
Effort & Shape			Dynamics
Ad Lib			Popup Palette
<b>MANIPULATE</b>			<b>PALETTE</b>
Select Mode			Text Mode
Line Tool			Curve Tool
Circle/Spiral Tool			Square & Rectangle Tool
Oval & Circle Tool			Staff Mode
Measure Mode			Floorplan Mode
	100%		Magnification 100%, 200%, 400%



Music &  
Time Signs

Motif

LMA

## Symbols

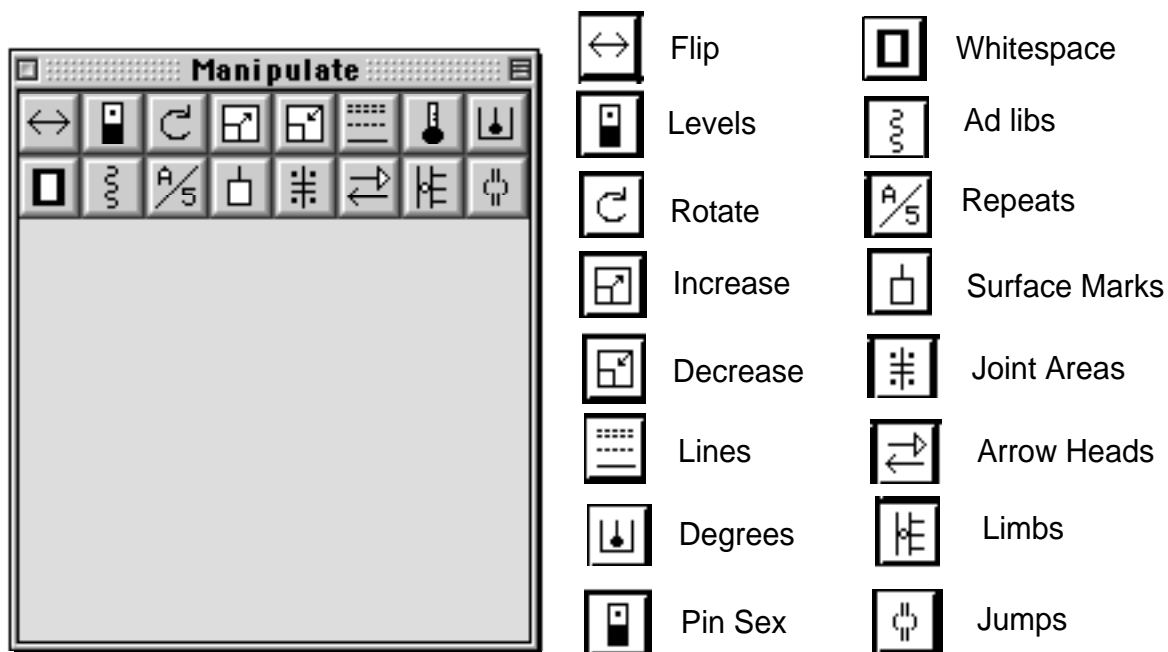
The symbols reside at the top of the Main Palette. When you click on any of the symbol buttons, the dialog box for that category of symbols appears. The dialog box will stay open until you close it by clicking on it.

When you click on a symbol and move the cursor to the page, the cursor takes the shape of the symbol you chose. Place the symbol by clicking the mouse again. Notice that the symbol is highlighted with a moving dotted line or a flashing black box. This means the symbol is active and you can manipulate the symbol as you need. To deactivate the symbol, click anywhere on the page or select another symbol.

The caret (◆) found at the bottom of the Popup Palette, indicates that there are menus stored underneath. These menus are the Music & Time Signs, the Motif menu, and the Laban Movement Analysis (LMA) menu. They can be easily accessed by clicking on the Popup Palette and highlighting the menu you need. The palette will stay up while you highlight the appropriate menu.

## Manipulate Palette

To access the Manipulate Palette, click on the manipulate button on the Main Palette. The Manipulate Palette will appear with its own set of buttons.



You can click on any button and use the menus to manipulate your symbols.

## Tools & Modes

Selection

Line

Circle/Spiral

Oval & Circle

Measure



Text

Curve

Square & Rectangle

Staff

Floorplan

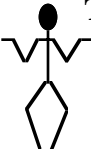
Magnification  
100%, 200%, 400%

The red symbols are modes, the blue ones are tools. When you click on a mode or a tool, the button will blacken. You will remain in that mode or with that tool until another selection is made.

## Working with Menus

The pull down menus appear at the top of the screen. Notice that at various times the menu items and their sub-menu items might be grayed out. This means that you are not able to access those menus or sub-menus until a selection has been made. For example, the **Edit** and **Manipulate** menus will remain gray until you select an object on the page which can be edited or manipulated.

**TIP:**



Many times it is easier to use the shortcut key commands instead of the menus. Check these out in Appendix B.

## Using Dialog Boxes

Sometimes after choosing a menu, a dialog box will appear asking you for additional information. Described below are the different ways to manipulate information on the dialog boxes.

### Attribute Boxes

Options that are characterized as attributes are usually represented by a small box that you click. The  $\checkmark$  shows you that a particular feature is selected. If after clicking on one of these boxes you decide you don't need that feature, click on it again and the  $\checkmark$  will disappear.

## Measurement Boxes

Measurements are usually in slightly bigger boxes than the attribute boxes. To change the default numbers, choose from any of the following ways:

- Click in the box, and type the number.
- Hit Tab after each number to jump from one box down to the next. (Shift Tab to go up.)
- Hold down the mouse, and drag the cursor across the box.
- Click once in the box, delete the old number(s), and type in the new number(s).

## Menus

An arrow to the right of menu text indicates a pop-up menu with a list of options. Drag the mouse to highlight the option you want, and release the mouse.

## Radio Buttons

Click a radio button to select the item, and the circle will blacken. If you decide that you don't want the option, you can click the radio button again, and the option will be cleared.

## The OK and Cancel buttons

The OK, Cancel, and Clear buttons appear frequently in dialog boxes.

**OK** will apply all the options you have selected, and close the dialog box. Hitting the **Return** key is the same as clicking the OK button.

**Cancel** will cancel the selections you have made, not apply any changes, and close the dialog box. Hitting the **Escape** key is the same as clicking Cancel.

## Using the Undo Feature

Often times you may change your mind about a command you used or you may have accidentally deleted some object. The Undo command will reverse the most recent command or action when you have deleted a symbol, pasted something, changed a staff, added a staff and changed the layout by mistake or added a floorplan..

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To Undo a command:

1. From the **Edit** menu, choose **Undo Delete ( cmd Z)** if you just deleted an object ,or **Redo Delete (cmd Z)** if that is not what you wanted.

The Undo menu changes to Redo followed by the name of the reversed command, either Redo Delete or Redo Typing. You can select Redo to reverse the action of the Undo, and then choose Undo again if necessary.

Undo actions are:

Undo Delete

Undo Paste

Undo Staff Change

Undo Staff Add

Undo Floorplan Add

Undo Text

Undo Rotate Text (no longer needed, as you can simply re-flip (**cmd T**) ).

Undo Alignment (from the alignment palette)

## Quitting LabanWriter

To quit LabanWriter and return to the finder, select **Quit** from the **File** menu. (**cmd Q**) If you have made changes since your last save, LabanWriter will prompt you to save your changes.

## Getting Help

Try the **Help** menu first at the top of the screen., then the Manual.

For additional information or problems, please contact : [labanwriter@osu.edu](mailto:labanwriter@osu.edu)



# Chapter 3

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## Staffs

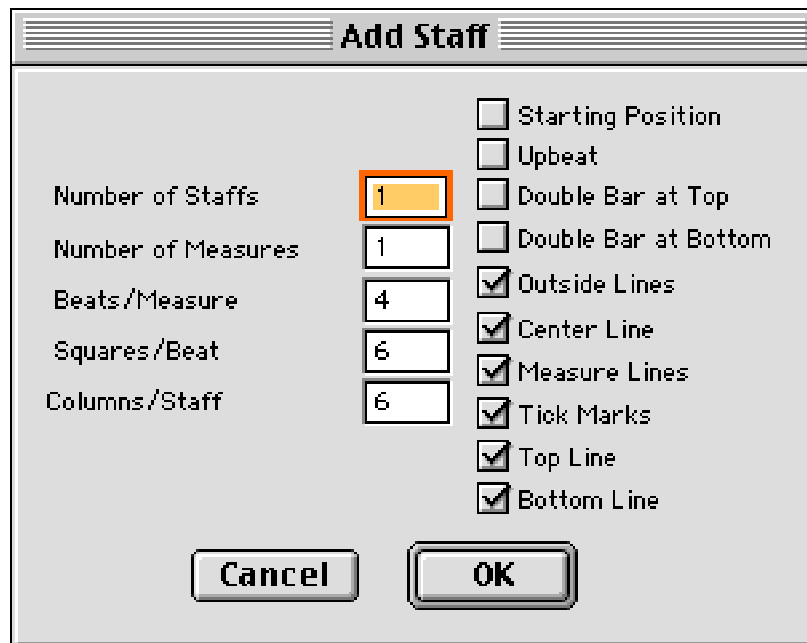
Staffs can be created, selected, and manipulated only while in the staff mode. Staff mode is accessed by clicking the staff button on the Main Palette (or type **S**). The **Staff** menu will appear at the top of the screen to let you know that you are in staff mode.

### Drawing Staffs

You can draw any number of staffs on a page, although it may get crowded if you draw too many. They can all have different characteristics or can be the same. For instance, you may need one staff of four measures with a starting position, two four-measure staffs without a starting position, and one staff three measures long.

To add one or more staffs to your page:

1. Click the staff button on the Main Palette. (The **Staff** menu will appear at the top of the screen.)
2. Select **New** from the **Staff** menu. (You will see the following dialog asking for information.)
3. Once you have made your final selections in the staff dialogue box, click the **OK** button.



The **Add Staff** dialog box contains the following settings:

Number of Staffs	1	<input type="checkbox"/> Starting Position
Number of Measures	1	<input type="checkbox"/> Upbeat
Beats/Measure	4	<input type="checkbox"/> Double Bar at Top
Squares/Beat	6	<input type="checkbox"/> Double Bar at Bottom
Columns/Staff	6	<input checked="" type="checkbox"/> Outside Lines
		<input checked="" type="checkbox"/> Center Line
		<input checked="" type="checkbox"/> Measure Lines
		<input checked="" type="checkbox"/> Tick Marks
		<input checked="" type="checkbox"/> Top Line
		<input checked="" type="checkbox"/> Bottom Line

Buttons: **Cancel** and **OK**

You can choose the number of staves, number of measures, beats per measure, squares per beat (7 pixels per square), columns per staff, and the starting number for the measures.

**Note:** Columns per staff must be an even number and refers to the total number of columns inside the staff. In other words, if you use six columns per staff, you will get a staff with three columns on each side of the center line.

Tick marks will automatically be added to the staff when the number of beats is selected for the Staff(s). They can also be changed or deselected on the Staff menu.

You can select a starting position, upbeat (For more information on the upbeat dialog box, see *Creating Upbeats*, page 32.), and double bars for your staff, as well as choose whether any particular line on the staff will be visible or not. For instance, for **Motif Notation** you may want to start out using only the center line with ticks as a guide, and then later take out the center lines and the ticks, leaving only the top and bottom lines. Just click in the appropriate box (or boxes).

The staves will appear in the selected state and spaced on the page. You can now move the staves anywhere on the page. To change number of squares per count or number of beats per measure or number of measures or number of staves, delete the staff and begin again. The old instructions will come up and you can amend them. Otherwise make changes by selecting Change in the Staff menu.

### **Warning: "Staff is too tall for page"**

If your staff is too tall for the page, a message appears warning: **Staff is too tall for page**. This only happens on the first attempt, after which, LabanWriter will allow you to make staves that are too tall for the page.

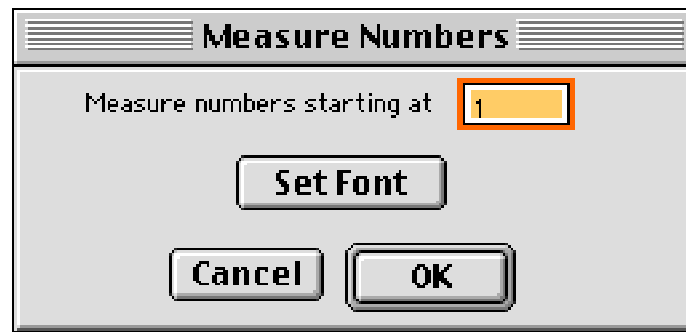
**AutoPlacement**—If you don't want staves to respace when adding new staves to the page, turn off the **AutoPlacement** button from the Edit **Preferences** menu, before adding your new staff. This is very important if you are making a special layout.

**Show Columns**—If you don't want the dots representing columns to appear on the screen, turn off the **Show Columns** button from the Edit **Preferences** menu.

**Note:** These dots are guidelines to show columns. They do not print. Symbols within these columns are connected to the staff.

**If two staves overlap**, and you can't select one of them, first select the other, and choose "Send to Back" from the Manipulate Menu.

**Numbering of Measures** To number the measures select **Numbering** under the Staff menu. This allows you to choose the beginning measure number as well as to **Set Font** of the measure numbers. This feature allows you to change the measure numbers' size, font, and style. (See also page 33.)



## Changing Staves

To change staves on a page:

1. Click into staff mode.
2. Select the staff you want to change.
3. Select **Change** from the **Staff** menu. (You will see the following dialog asking for information.)



Notice that you cannot change the squares per beat here. You have to delete the staff and create it again.

There is one additional option in the Change Staff Attributes box which did not appear in the Staff Attributes box. This is the Exterior Columns option and is described below.

**Exterior Columns** allows you to select how many columns will appear on either side of the staff. (These can also be selected in Preferences for the whole document.) You can also change the number of outside columns on each side of the staff individually. Place the cursor on the outside line of the bounding box of a staff, while in staff mode, and a double arrow will appear. Click and drag to add or subtract columns. Subtracting staffs can keep staves from overlapping.

Exterior columns affect the size of the bounding box surrounding the staff. For example, the more columns you have, the bigger the bounding box. All symbols must be inside the bounding box to belong to the staff and to move with it when it is moved.

4. Once all changes have been made in the Change Staff Attributes box, click the **OK** button.

## Moving Stuffs

Stuffs and their contents can be moved around on the page by various methods, but first you must make sure you are in staff mode in order to select the stuffs. Click the staff button on the Main Palette to get to staff mode (or type **S**).

Choose from one of the following ways to move stuffs:

- You can move stuffs around on the page by selecting and dragging the staff to any location on the page. To select a staff you have to click within the lines of the staff. To select more than one staff at a time, hold down the **Shift** key while you select each staff, or drag a selection box around the outer boundaries of all the stuffs you want to move.
- The arrow keys are also useful for moving stuffs. They will move them up,down, left, or right. To move stuffs by a pixel, select the staff and hit the appropriate arrow key. To move stuffs by a square (7 pixels), select the staff and press the **Shift** key while hitting the appropriate arrow key.
- You can move stuffs by selecting the staff and choosing **Move by 1 Pixel** or **Move by 1 Square** from the **Manipulate** menu.

**Note:** If you drag a staff across to another document the staff and its contents will be duplicated instead of moved.

## Option Dragging Staffs

Option dragging is the only way to copy a staff and its contents on the same document. (To copy a staff and its contents to another document, select it in Staff mode, then simply click and drag.

To option drag staffs:

1. Click into staff mode (**S**).
2. Select the staff(s) to be copied.
3. Hold down the **Option** key and drag the staff(s) in any direction.

## Duplicating Staffs

To duplicate one or more staffs, but not the symbols on the staff:

1. Click into staff mode (**S**).
2. Select the staff(s) to be copied.
3. Select **Duplicate** from the **Edit** menu. (**cmd D**)

## Copying and Pasting Staffs

To copy and paste staffs, but not the symbols on the staff:

1. Click into staff mode (**S**).
2. Select the staff(s) to be copied.
3. Select **Copy** from the **Edit** menu. (**cmd C**)
4. Select **Paste** from the **Edit** menu. (**cmd V**) (Staff appears in center of page.)

## Cutting and Pasting Staffs

To cut and paste staffs, but not the symbols on the staff:

1. Click into staff mode (**S**).
2. Select the staff(s) to be cut.
3. Select **Cut** from the **Edit** menu. (**cmd X**)
4. Select **Paste** from the **Edit** menu. (**cmd V**) (Staff appears in center of page.)

## Aligning Staffs

To align staffs:

1. Click into staff mode (**S**).
2. Select the staffs to be aligned.
3. Choose **Align** from the **Staff** menu or use the **Alignment Palette** under the **Manipulate** menu. (The staffs will align to the selected staff that is closest to the bottom of the page or to the farthest symbol in the direction selected.)

## Deleting Staffs

If you decide you don't need a staff or staffs that you have drawn, you can remove them. If you don't want staffs to respace when deleting staffs from the page, turn off the **AutoPlacement** button from the Edit **Preferences** menu first.

To delete a staff or staffs:

1. Click into staff mode (**S**).
2. Select the staff(s) to be removed.
3. Hit the Delete button on the keyboard. LabanWriter will ask you if you really want to delete the staff if there are symbols on it. Click the **Yes** button if you do or click the **No** button if you decide not to delete it.  
or  
Select **Delete** from the **Edit** menu.

Remember, if you delete a staff, all of the symbols you have drawn on it will also be deleted. However, you can **Undo** delete (**cmd Z**).

## Connecting Staffs

To connect staffs:

1. Click into staff mode (**S**). (It is best to align staffs before connecting them. Otherwise, if all are selected, they will align to the level of the far left staff as they connect.)
2. Select the staffs you want to connect. (If you have three or more staffs on a page, and you want connecting lines drawn between all of them, you need to select only the staffs on the far left and right of the group and the lines will be drawn across the others as well.)
3. Select **Connect** from the **Staff** menu. (The following dialog box will appear.)



4. Click in the box to choose to connect the tops of the staves, or the bottoms, or both.
5. Click the **OK** button.

**Note:** If you need to adjust or delete connecting lines, choose selection mode, click on the line, drag it to another location or select **Delete**.

## Drawing Short Staff Examples

You can make a page of short examples by drawing all the individual staves you need just as you would draw longer staves. They will line up at the bottom of the page. You can move them around by dragging them or using Shift and the arrow keys. If you have arranged your layout and decide to add another staff, but don't want your page rearranged, be sure to un-check the **AutoPlacement** button under the Edit **Preferences** menu first.

## Creating Upbeats

If you choose to include an upbeat on your staff, the upbeat dialog will open.



Enter the numbers you need for whole beats or for fractions of a beat. To do this, **Tab** to move between the squares, then type in the number you need. When you have entered the correct numbers, click **OK** or simply hit **Return**. You will return to the Staff



dialogue box. (If you decide you don't need an upbeat after you have opened the dialog, click on **Cancel** in the dialog box.)

## Changing Upbeats

To change the upbeat after you have clicked OK:

1. Select the appropriate staff.
2. Select **Change**, from the **Staff** menu. (The Change Staff Attributes box will appear.)
3. Enter new numbers.
4. Click the **OK** button.

## Measures

Measures can be inserted, selected, and manipulated only while in the measure mode. Measure mode is accessed by clicking the measure button on the Main Palette (or type **M**). The Measure menu will appear at the top of the screen to let you know that you are in measure mode. However, the Measure menu will be shaded gray and will not be able to be accessed until a measure is selected.

## Numbering Measures

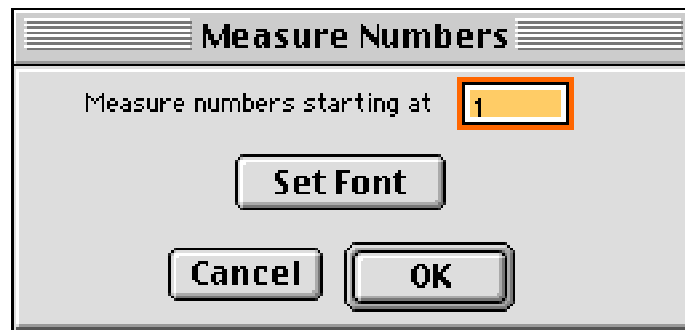
If you didn't add measure numbers while creating your staff, you can add them later.

To add measure numbers to a staff or staffs and to change or delete numbers:

1. Click into staff mode (**S**).
2. Select the staff(s).3. Select **Numbering** from the **Staff** menu. (You will see the following dialog asking for information.)

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3. Select **Numbering** from the **Staff** menu. You will see the following dialog asking for information.



4. Type the number of the first measure in the **Numbers Starting At** box.
5. Click the **OK** button. All measures on the staff(s) will automatically be numbered.

**Notes:** If you select multiple staves to add measure numbers, the measures will be numbered consecutively across all the selected staves.

If you want each staff's measures to begin numbering at one, then each staff must be selected separately before adding numbers.

Measure numbers appear in the last outside column on the left. To move measure numbers closer to or farther from the staff, change the number of exterior columns by selecting Change or in Select Mode hold the arrow on the left edge of the bounding box until it becomes a double arrow and drag the bounding box, decreasing or increasing the number of outside columns.

## Editing Measure Numbers

To edit measure numbers once they have been placed on the staff, follow below:

To change the measure number:

1. Click into text mode.
2. Select the measure number you want to change.
3. Type the measure number needed.

To move the measure number:

1. Click into selection mode.
2. Select the measure number you want to move and move to new location.

**Note:** Once you edit the measure numbers manually, you will have to continue editing them manually.

## Numbering Counts

Counts in parenthesis can be added to one staff at a time.

1. Set up the staff with the needed outside columns on the left as the numbers will come up at the edge of the bounding box. (Numbers can be selected and moved out later if columns are added.)
2. In Measure Mode select the measures where consecutive counts are to be added.
3. Choose the count to begin with under the Measure menu if other than 1. To edit the numbers use Text mode. To move or delete use Select mode. The counts use the same font as the measure numbers, but one point size smaller.

## Inserting Measures

You can insert measures into staves either before or after an already existing measure. However, you cannot insert a measure before the first measure, if there is a starting position or upbeat.

To insert a measure:

1. Click into measure mode (**M**).
2. Select a measure which is before or after where you want to insert a measure.
3. From the **Measure** menu, select **Insert Before** to insert a new measure before the selected measure, or select **Insert After** to insert a new measure after the selected measure.
4. The following dialog box will appear:



5. After you have finished making selections in the dialog box, click **OK**.

## Deleting Measures

To delete a measure:

1. Click into measure mode (**M**).
2. Select the measure(s) to be removed.
3. Hit the Delete button on the keyboard.  
or  
Select **Delete** from the **Edit** menu.

Notice that the measures will automatically respace.

**Note:** LabanWriter will not let you delete the last remaining measure of a staff, in measure mode. You must select staff mode and delete the entire staff.

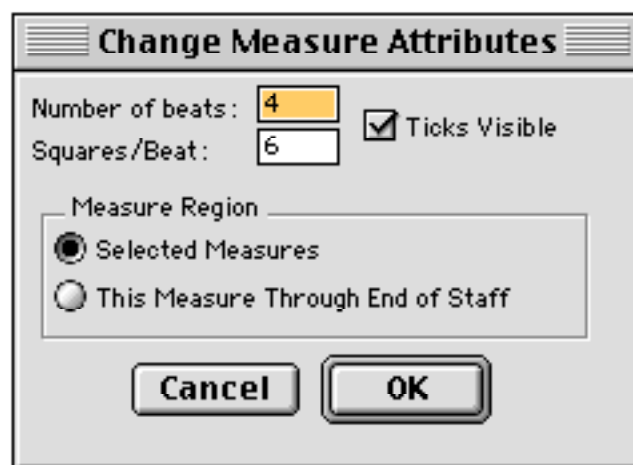
The starting position and upbeat belong to measure 1.

## Changing Measures (Mixed Meter)

You can change measures individually. For example you might want a staff of mixed meters or several enlarged measures to better show very detailed movement.

To change a measure:

1. Click into measure mode (**M**).
2. Select the measure(s).
3. Select **Change** from the **Measure** menu. (The following dialog box will appear.)



You can choose to change the measure attributes including the number of beats, squares per beat, and ticks visible. You can also choose this measure through those to the end of the staff.

## Hiding a Measure

An occasion may occur where you want to hide a measure. For example, you may want text to appear between measures or it may help keep entrances and exits lined up. It may also help line up tricky page layouts.

To hide a measure:

1. Click into measure mode (**M**).
2. Select the measure you want to hide.
3. Select **Hide** from the **Measure** menu. (The measure disappears, but still exists in hiding.)

If you want a hidden measure to reappear:

1. Click into measure mode (**M**).
2. Select the hidden measure.
3. Select **Show** from the **Measure** menu. (The measure will reappear.)

## Changing Bar Lines

To change a bar line for a measure(s):

1. Click into measure mode (**M**).
2. Select the measure(s).
3. From the **Measure** menu, select **Bar Line**. (You will see the following dialog box.)



You can change the type of bar line that encloses a measure, or change only the bar line at the top, only the one at the bottom or both bar lines of the measure.

4. Once you have made your selections, click the **OK** button.

## Enclosing Repeats

To enclose a particular measure or measures to be repeated:

1. Click into measure mode (**M**).
2. Select the measure(s) you want to repeat.
3. Select **Enclose Repeat** from the **Measure** menu. An extended bar line will appear at the top and bottom of the measure or measures to be repeated. To lengthen or shorten it, change to Select mode, grab the handle and drag it to the desired length. It will only go as far as the number of columns selected for that staff. Select to move or delete it.


## Floorplans

Floorplans can only be created, selected, and manipulated while in the floor plan mode. Floor plan mode is accessed by clicking the floor plan button on the Main Palette (or type **F**). The Floorplan menu will appear at the top of the screen to let you know that you are in Floor plan mode. (There is a symbol for making small floorplans in the Bows palette which is drawn and moved like a bow. Pins will not maintain relationships, however, as they do when placed on floorplans in Floor plan mode.)

## Drawing Floorplans

To add floorplans to your page:

1. Click into floor plan mode (**F**).
2. Select **Add** from the **Floorplan** menu. (The following dialog box will appear.)



**New Floorplan**

Number of Floorplans   Horizontal Divisions

Width:  squares  Vertical Divisions

Depth:  squares  Squares at bottom for caption

Show Grid  Wing columns

Show center mark

Place at Bottom  Place on Right

First, choose the number of floorplans you want to place on a page. It is best to start with one and copy it by **Option dragging** as you need more.

Now, enter the information for the floorplans. A depth of 16 and a width of 24 squares is the default, but you may change these numbers by simply tabbing or clicking into the appropriate boxes.

Additionally, you can choose to show the floorplan grid and the center mark by clicking in the **Show Grid** box and the **Show center mark** box.

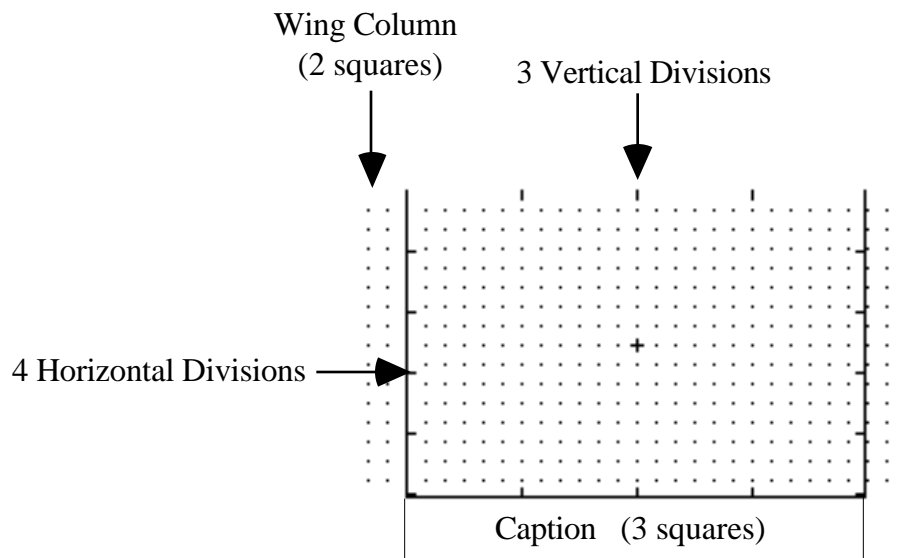
**Horizontal** and **Vertical Divisions** can be added to your floorplan as guidelines for spacing the dancers and/or to show the wings. **Squares** at the bottom of the floor plan can be added for typing in captions.

**Note:** The grid, center mark, and horizontal and vertical divisions will not print unless this is selected in Edit under **Preferences**.

**Wing columns** can also be added to the floorplan to allow you to place pins outside the floorplan(s).

**Note:** Adding squares at the bottom for captions or using wing columns means anything placed in those spaces will copy and/or move with that floor plan.

For Horizontal/Vertical Divisions, Caption Squares, and Wing columns, just click in the appropriate box and type the number. An example is given below.



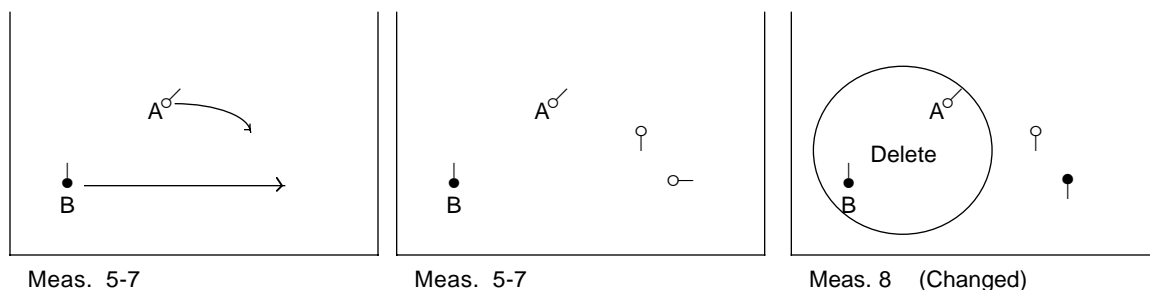
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Decide where on the page you would like to place your floorplans. To put the new floor plans at the bottom of the page, click on the **Place at Bottom** button. To put the floorplans at the right edge of the page, click on the **Place on Right** button.

3. Finally, when all choices have been made, click the **OK** button.

### Drawing Paths, Copying Endpoints, Adding Text

1. In Select Mode, place pins on the floorplan and **draw the paths** the dancers make using one of the Line, Circle or Circle/Spiral Tools. (Note that the pins become a little bigger when placed directly on a floorplan, so that they will line up with path lines better.)
2. **Add Arrowheads** to the head or tail of the lines (See p. 77) using the Manipulate Palette.
3. Type text in Text Mode and drag to place using Select Mode.
4. In Floorplan Mode select and Option Drag the completed plan to where you want the next plan placed.
5. Choose **Copy Endpoints** from the floorplan menu or type **cmd Shift E** and new pins will appear to replace the arrowheads. (Sometimes these pins change their spacing slightly so check and adjust as necessary.)
6. All end point pins will be of the same sex, (whatever you have chosen in Preferences in the Edit menu), so using the Manipulate Palette, **change the sex and the facing of the pins** as needed. Delete the original pins and continue completing this second plan.



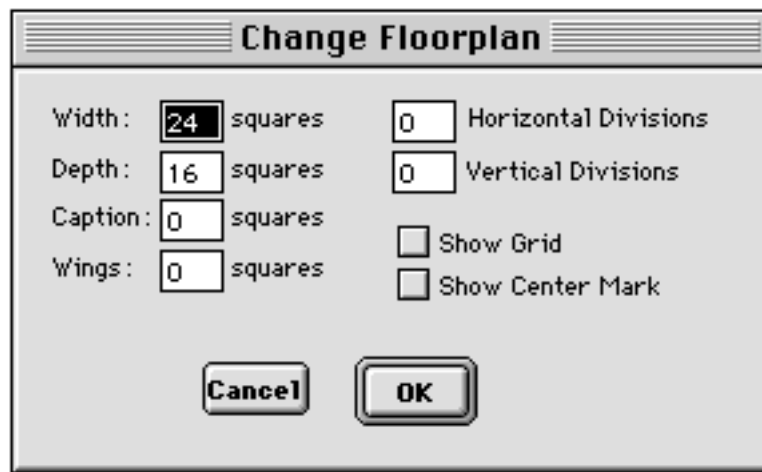


## Changing Floorplans

Sometimes you may want to change a floorplan after you have placed it on the page.

To change floorplans:

1. Click into floor plan mode (**F**).
2. Select the floorplan.
3. Select **Change** from the **Floorplan** menu. (The following dialog box will appear.)



The various fields have the same meaning as in the New Floorplan dialog. Simply change whatever attribute(s) you wish, and then click on the **OK** button.

You may change a floor plan even after you have placed symbols on it, but none of the symbols will adjust. You will have to manually stretch or reposition the symbols to correspond to the changes you make in the floorplan.

## Moving Floorplans

Floorplans can be moved around on the page by various methods, but first click the floor plan button on the Main Palette to get to floor plan mode (or type **F**).

Choose from one of the following ways to move floorplans:

- You can move a floorplan(s) around on the page by selecting and dragging the floorplan(s) to any location on the page. To select more than one floor plan at a time, hold down the **Shift** key while you select each floorplan, or drag a selection box around the outer boundaries of all the floorplans you want to move.
- The arrow keys are also useful for moving floorplans. They will move them up, down, left or right by a pixel once the floorplan is selected. To move floor

plans by a square (7 pixels), select the floorplan, hold down the **Shift** key and hit the appropriate arrow key.

- You can move floorplans by selecting the floor plans and choosing **Move by 1 Pixel** or **Move by 1 Square** from the **Manipulate** menu.

**Note:** If you select option and drag the floorplan to a new place within the same document, its contents will be duplicated.

If you drag a floorplan across to another document, the floorplan will be duplicated instead of moved.

## Copying Floorplans

### Option Dragging Floorplans and Their Contents

Option drag is the only way to copy a floorplan and its contents.

To option drag floor plans:

1. Click into floor plan mode (**F**).
2. Select the floorplan(s) to be duplicated.
3. Hold down the **Option** key and drag the copy in any direction.

### Duplicating Floorplans Only

This copies the floorplan outline, caption and wing space but no contents.

To duplicate floor plan(s):

1. Click into floor plan mode (**F**).
2. Select the floorplan(s) to be duplicated.
3. Select **Duplicate** from the **Edit** menu. (**cmd D**) The floorplan appears on top of the original one.

### Copying and Pasting Floorplans Only

To copy and paste floor plan(s):

1. Click into floor plan mode (**F**).
2. Select the floorplan(s) to be copied and pasted.
3. Select **Copy** from the **Edit** menu. (**cmd C**)
4. Select **Paste** from the **Edit** menu. (**cmd V**) Floorplan(s) appears in center of page.

5. Drag to place.

## Cutting and Pasting Floorplans Only

To cut and paste floorplan(s):

1. Click into floor plan mode (**F**).
2. Select the floorplan(s) to be cut.
3. Select **Cut** from the **Edit** menu. (**cmd X**)
4. Select **Paste** from the **Edit** menu. (**cmd V**) Floorplan(s) appears in center of page.
5. Drag to place.

## Deleting Floorplans

When a floorplan is deleted the entire page is respaced. If you don't want the page to respace, un-check the **AutoPlacement** button from the **Edit Preferences** menu before deleting a floorplan.

To delete a floorplan or floorplans:

1. Click into floorplan mode (**F**).
2. Select the floorplan(s) to be removed.
3. Hit the Delete button on the keyboard or select **Delete** from the **Edit** menu.

LabanWriter will ask you if you really want to delete the floorplan(s) and all its associated symbols.

**Note:** Remember, if you delete a floorplan, all of the symbols you have drawn on it will also be deleted. However, you can always choose to **Undo** or **Redo** a delete.

# Layout Menu

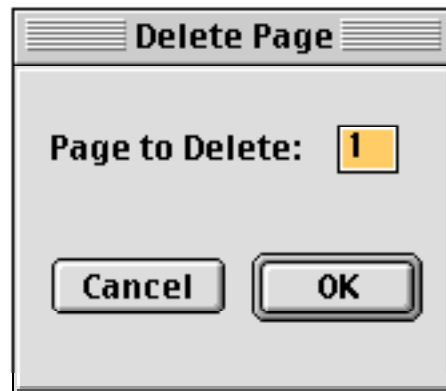
## Adding a New Page

To add a new page to your document, select **Add Page** ( **cmd A** ) from the **Layout** menu. A new page will be created at the end of your document. The screen will jump to the newly created page. Use the scroll button if you want to view your previous pages. Page numbers will appear in the bottom left corner of your page. They are for reference only and will not print.

**Note:** Although LabanWriter can manage up to forty pages in length, **we suggest not to exceed ten pages in a single file** (or even fewer if the notation is especially dense). Opening and saving, as well as autosave, takes considerably more time the more pages you have in a document.

## Deleting a Page

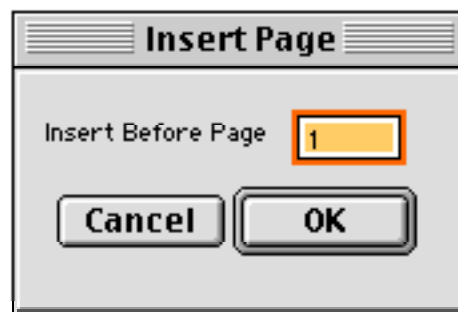
You can delete a page by selecting **Delete Page** from the **Layout** menu. The following dialog will appear asking you which page should be deleted.



Once you type in the number and click OK, the page and any symbols on it are eliminated, and the remaining pages are renumbered. If your document is only one page, LabanWriter will not allow you to delete the page. You must delete the document. (The page number is in the bottom left corner of the window, and may not be the same as your score's page number.)

## Inserting a Page

You can insert a page by selecting **Insert Page** (cmd I) from the **Layout** menu. The following dialog will appear asking you before which page.



Once you type in the number and click OK, the page will be inserted and the pages renumbered. (The page number is in the bottom left corner of the window, and may not be the same as your score's page number.)

## Adding Headers & Page Numbers

To create headers, select **Headers** from the **Layout** menu. (You will see the following dialog asking for information.)

**Text** Type the header information in the appropriate text box, depending on where you want the text to align on the page. Outside Text aligns the text to the right margin of odd pages and the left margin of even pages. Inside Text aligns the text to the inside margin, and Center Text centers the text in the middle of the page just beneath the top margin.

**Distance from Margin** You may select the distance from the top of the margin to align text and the distance from the side margin to align text, if desired.

**Set Font** Click the Set Font button to choose the font for the header text if you want it to be different from the default text or text you have set in **Preferences** under the Edit **Preferences** menu. Select a font and click OK.

**Page Numbers** Type the starting page number in the **Page Numbers Starting at** box, Select the number style and choose the position of the page numbers. Page numbers can be only placed at the right outside top of odd pages and at the left outside top of even pages or at the bottom center of the page.

When all selections have been made, select the **OK** button.

## Showing Rulers

This is found in the **Layout** menu. Select it and a ruler will appear across the top and along the left margins of the page. A moving red marker on each of these margins will show where symbols are being placed on the page.

## Magnifying a Page

You can view and print your score at 200% and 400% magnification. Make your choice at the bottom of the Main Palette by clicking and dragging where it says 100%.

This means a one page document at 200% prints out on 4 pages that must be pasted together. A document shown at 400% will use 16 pages to print.

## Print Preview

This is found in the **File** menu. Click on the arrows at the bottom to scroll the pages. Click on Close to return to the page.

## Redrawing a Page

Sometimes part of a symbol or staff seems to have disappeared or resizing symbols on a page will cause extra lines to appear on the page. To remove these extra lines select **Redraw** from the **Layout** menu. (**cmd U**)

## Using the Grid

LabanWriter is drawn on a grid that is 10 squares to the inch.

LabanWriter will help align symbols on the staff and into columns by automatically clicking symbols into this invisible grid. LabanWriter defaults to this feature. Sometimes you may not want your symbols to automatically click to the grid, in which case you can un-check **Click to Grid** under the Edit **Preferences** menu.

## Chapter 4

# Adding Symbols

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## Adding Symbols

Now that you have drawn your staves, you can begin to add symbols. You can choose the symbols from the Main Palette. Many times only one side of a symbol will appear in a dialog box. However, you can easily flip most symbols from one side to the other or from top to bottom. For horizontal flipping, press **cmd 1** and for vertical flipping, press **cmd 2**. (For information on flipping symbols to the other side of the staff, see *Flipping Symbols*, page 68.)

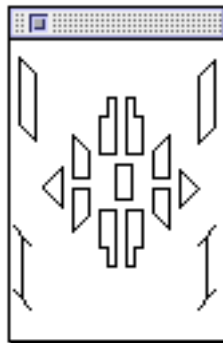
Normally, symbols "click in" to a column on the staff, but if you want a symbol **to stay exactly where you place it**, hold down the **Command** key as you click to place the symbol.

To place a **series of the same symbols**, hold down the Shift key as you place the symbols. Release the Shift key before drawing the last symbol to stop making copies.

### Directions



Click on the direction button to open the direction symbols box.



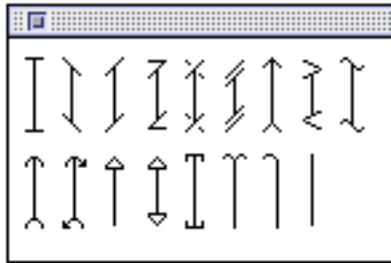
1. Click on a direction, and move the cursor into position on the page.
2. Click and drag the mouse, stretching the symbol down or up until it is the correct length, then let go of the mouse.

**Note:** Direction symbols are extended a square at a time. If you need less than one square increments, hold down the **Option** key while you drag the mouse to extend the symbol to the desired length. Direction symbols can be widened to two columns as they are placed, and can be widened beyond two columns or narrowed to half a column when being placed by holding down the **Option** key. Holding down the **Control** key when a stretchable symbol is selected will call up the **Resize** handles which can be grabbed to lengthen or widen a symbol. (Refer to Resizing Symbols on page 64.)



## Paths

Click on the path button to open the path symbols box.



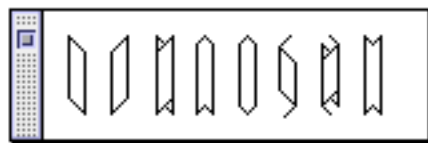
1. Click on a path, and move the cursor into position on the page.
2. Click and drag the mouse, stretching the symbol down or up until it is the correct length and sideways to add a column in width if desired, then let go of the mouse.

Paths can be lengthened, widened or narrowed by pixel increments by holding down the **Option** key as the symbol is being placed. They can be flipped using the **cmd 1**, **2**, **3**, or **4** commands or the Manipulate Palette. Holding down the **Control** key when a stretchable symbol is selected will call up the **Resize** handles.

(Refer to *Resizing Symbols* on page 64 to resize Paths.)

## Turns (Revolutions)

Click on the turn button to open the turn symbols box.



1. Click on a turn or revolution, and move the cursor into position on the page.
2. Click and drag the mouse, stretching the symbol down or up or out until it is the correct size, then let go of the mouse. Flip the symbol right or left **cmd 1**, or forward or back **cmd 2**, as needed, on the way to placing the symbol or after it has been placed. Turns can be lengthened, widened or narrowed by pixel increments by holding down the **Option** key. Holding down the **Control** key when a stretchable symbol is selected will call up the **Resize** handles.

(Refer to *Resizing Symbols* on page 64 to resize Turns.)

## Bows

Click on the bow button to open the bow symbols box.



Click on a bow, and move the cursor into position on the page. Flip the symbol horizontally (**cmd 1**) or vertically (**cmd 2**) on the way if needed.

Horizontal bows are drawn right to left, or left to right. Vertical bows are drawn top to bottom, or bottom to top. Each can be widened or deepened by dragging the mouse.

Bows can also be lengthened, shortened, widened or narrowed by pixel increments by holding down the **Option** key while dragging. Holding down the **Control** key when a stretchable symbol is selected will call up the **Resize** handles.

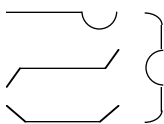
The following symbols also appear in the Bow dialog box:



This is the increase or toward symbol and when flipped vertically, becomes the decrease or away symbol.



This is for small floor plans and is drawn and moved like a bow. Pins placed inside these plans will not "stick to" the plans when these plans are moved as they do when placed on floorplans in Floor plan mode.



These symbols have additional resize handles so the various parts can be changed.

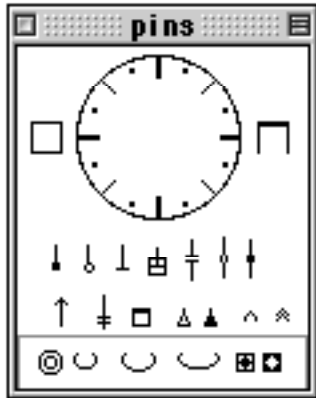
**Notes:** For pre-made small bows, see *Staples, Carets, and Small Bow* palette.

Refer to *Resizing Symbols* on page 64 to resize Bows.

## Pins



Click on the pin button to open the pin symbol box.



1. Choose a pin and notice how it appears in the center of the circle.
2. Select the direction of the pin by clicking the circumference of the circle. (The first 4 pins in the top row have increments of 16ths. The last 3 pins in the top line turn only to the horizontal and back to the vertical. The first 5 symbols in the second row have increments of 8ths. The two kinds of arrowheads that can be placed by hand on the various line drawings have increments of 16ths.)
3. Position the cursor on the page, and click the mouse. The computer centers the pin in a turn, path, or a direction symbol. If needed, you can adjust the pin using the arrow keys or place exactly using the Command key.
4. To enclose a pin in the box on the left or the 3 sided box on the right to designate a surface, select the pin first, hold down the shift key and select the box.

**Note:** Symbols below the line do not rotate. You merely select and place them. They may be enlarged.

When pins are placed on floorplans they become slightly bigger. This change is made to be able to center the nose with a path line drawn directly from the nose. If you place your pins outside a floorplan and drag them in, they will not be the same size as pins placed directly on the floorplan, and may not align well with path lines.

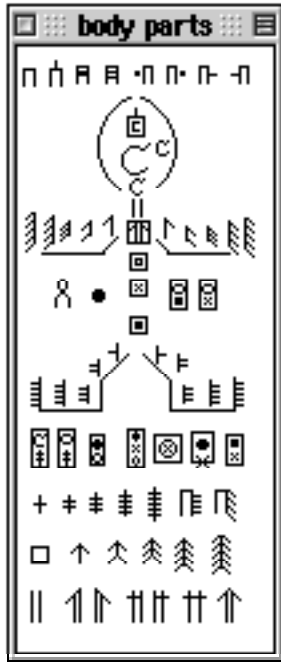
Enlarge and reduce symbols using the Manipulate Palette or **cmd**, and **cmd**.

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Pins.)

## Body Parts



Click on the figure button to open the body part symbols box.



This palette contains signs for joints, areas and some of the surfaces.

1. Click on a symbol, move the cursor to where you want to place the symbol, and click.

In the body parts dialog, the most commonly used symbols have already been created, so all you have to do is click on them.

Symbols can be enlarged and reduced using the Manipulate Palette or **cmd**, and **cmd**.

Hold **Shift** while selecting two different body part symbols. The two symbols will be joined and enclosed in a box when placed on the page.

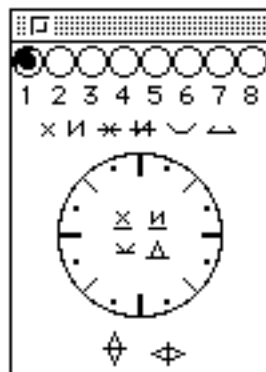
(To add surface ticks refer to page 76. To turn a body part into a limb see page 77.

Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Body Parts. Decreasing may cause printing problems.)

## Flexion and Extension



Click on the flexion and extension button to open the flexion and extension symbol box.



You can choose the degree by clicking in one of the degree circles at the top of the dialog box and highlighting it. The computer knows if a certain degree is not possible for your symbol and will prompt you accordingly. If you don't choose a degree, the symbol will be drawn in the default, which is the first degree or in the last degree selected. Note that **widening and narrowing** is at the end of the top line of symbols.

The symbols can be enlarged and reduced using the Manipulate Palette or **cmd**, and **cmd**.

Underneath the degree circles are the various contracting and extending symbols.

1. Click on the flexion or extension symbol.
2. Click the cursor on the page to place the symbol.

Contracting and extending over a surface signs, K signs (folding over a surface symbols) and angling signs appear in the circle. To draw these symbols:

1. Click on the desired degree.
2. Click on the symbol.
3. Click on the circumference of the circle to select the desired direction.
4. Click the cursor on the page to place the symbol.

**Note:** You must select the symbols in the appropriate order (degree, kind of contraction or extension, direction) to get the symbol you want.

The following symbols represent no increment of angling and do not rotate or have degrees:



(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Flexion and Extension symbols.)

## Retention, Cancellation, & Keys



Click on the retention, cancellation, & keys button to open the retention, cancellation, & keys symbols box.



This box is divided into two parts.

On the top are retention symbols (hold signs), cancellation symbols, various sizes of dots (even though some appear as squares on the menu), succession signs, read exactly sign, and the shift (equal) sign, the infinity sign (horizontal and vertical), the sign to separate staves, three meeting lines and a star to indicate footnotes.

On the bottom are the various key symbols.

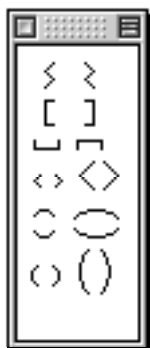
Click on a symbol, move the cursor to where you want to place the symbol, and click. Enlarge and reduce symbols using the Manipulate Palette or **cmd**, and **cmd**.

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Retention, Cancellation, & Keys symbols.)

## Carets, Staples, & Small Bows



Click on the caret & small bow button to open the carets, staples, & small bow symbols box. They can be enlarged and reduced using the Manipulate Palette or **cmd**, and **cmd**.



Click on a symbol, move the cursor to where you want to place the symbol, and click.

Enlarge and reduce symbols using the Manipulate Palette or **cmd**, and **cmd**.

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Carets, Staples, & Small Bows.)

## Foot Hooks



Click on the foot hook button to open the foot hook symbols box . Click on a symbol, move the cursor to where you want to place the symbol, and click.

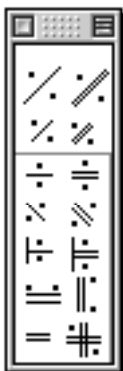
Foot hooks can be enlarged or reduced using the Manipulate Palette or **cmd**, and **cmd**.

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Foot Hooks)

## Repeats



Click on the repeat button to open the repeat symbols box. Symbols above the horizontal line are stretchable. Click and drag to the desired size. Holding down the **Control** key when the symbol is selected will call up the **Resize** handles. Symbols below the line can be enlarged or reduced using the Manipulate Palette or **cmd**, and **cmd**.



The top four repeat symbols can be stretched and resized.

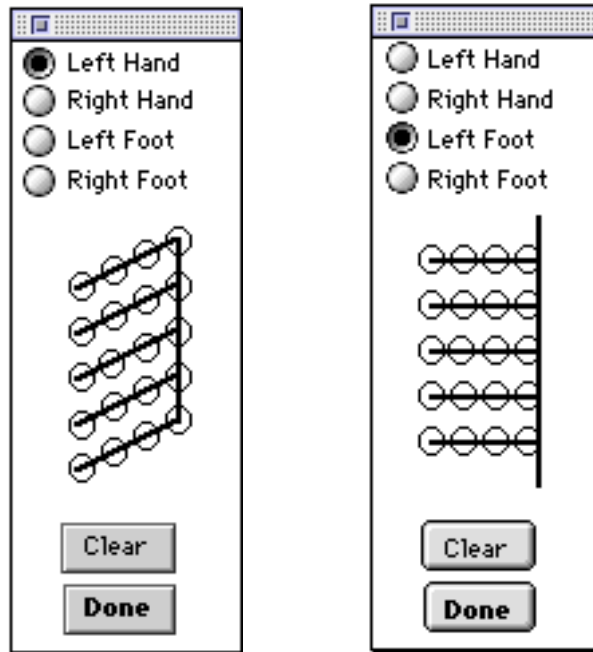
Click on a symbol you want, move the cursor to where you want to place the symbol, and click.

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Repeat & Meeting Lines.)

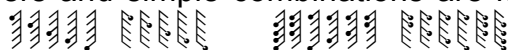
## Fingers and Toes



Click on the fingers and toes button to open the fingers and toes symbols box.



1. Select the right or left hand, or foot, by clicking the appropriate button.
2. Next, you can select individual fingers, toes, or joints by clicking the appropriate circle(s). Finger symbols generated by the finger palette come in two sizes now. Symbols for whole fingers are made smaller than for special combinations of parts of the fingers.
3. If you change your mind on any selections that you have made, you can choose the **Clear** button and start again.
4. When you are finished, hit the **Done** button.
5. Move the cursor to where you want to place the symbol, and click the mouse. Finger symbols generated by this palette come in two sizes. These symbols for whole fingers and simple combinations are made smaller :



All other combinations are made larger:



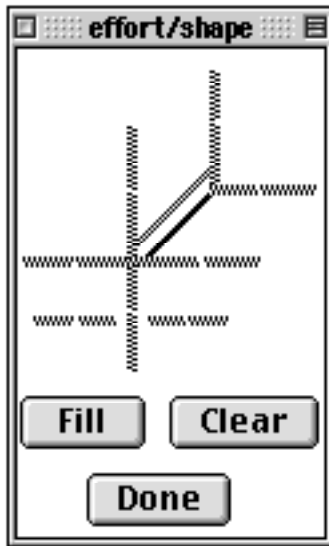


(If you want a smaller version of a hand symbol not listed above, you will have to construct what you need using the body parts menu and dots.)

## Effort and Shape



Click on the Effort and Shape button to open the Effort and Shape symbols box. The single diagonal line is the default selection.



You can choose to fill the entire graph by selecting the **Fill** button, or select certain portions of the graph individually by clicking on the gray lines. Notice that the gray lines will blacken as you select them.

To select long lines, click on the outside lines of the graph, and the entire line will automatically blacken and become part of your symbol. The white space between the lines will not appear when the symbol is placed on the staff.

To select a short line, click on the inside lines of the graph. Some people have asked for **smaller Effort signs**. Try selecting half the line on the graph to see if that meets your needs.

### Deselecting Graph Lines

If you click on the outside of an entire line that has been darkened, only the outside line will turn gray again, and won't be included in your symbol.

If you click on the inside of an entire line that has been darkened, the whole line will turn gray again, and won't be included in your symbol.

### Clearing Selections

If you want to start over completely, you can hit the **Clear** button and clear all the selections and start again.

Once you have finished making your selections, click the **Done** button and place the cursor where you want to place the symbol, and click the mouse.

The Effort & Shape symbols cannot be enlarged or reduced.

## Dynamics



Click on the dynamics button to open the dynamics symbols box.



Click on a symbol, move the cursor to where you want to place the symbol, and click.

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Dynamics.)

Some dynamic symbols flip vertically and some horizontally. If they don't flip, LabanWriter will beep.

**Make the impulsive/impactive bow** by combining one of the four accent signs at the bottom of the Dynamics Palette with a curved bow from the Bows Palette.


## Ad Lib



Click on the ad lib button to open the ad lib symbols box.



The ad lib and ad lib timing signs above the horizontal line are stretchable. You can click and drag them to the desired length and width by holding down the Option key. If the symbol is selected while holding the control key, the resize handles appear.

To change the oscillations on ad lib symbols, select  on the Manipulate Palette.

The pre-made ad lib symbols below the line can be enlarged or reduced using the Manipulate Palette or **cmd**, and **cmd**.

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Ad lib.)

## Music and Time Signs



Click on the Popup Palette and drag the cursor to highlight the music symbols. The music dialog box will appear.



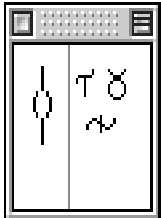
Click on a symbol, move the cursor to where you want to place the symbol, and click. Music notes can be rotated counter-clockwise and clockwise in the **Manipulate Palette** or in the **Attributes** menu or by **⌘** (counterclockwise) and **⌘** (clockwise).

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Music and Time symbols.)

## Motif Symbols



Click on the Popup Palette and drag the cursor to highlight the special motif symbols, and release the mouse. The motif dialog box will appear.



Click on a symbol, move the cursor to where you want to place the symbol, and click. The spring/jump symbol is stretchable and can be made into the five kinds of elevation in the Manipulate Palette. When Resizing the symbol, two horizontal lines appear in addition to the resize handles. Click and drag one of them to lengthen or shorten the time in the air.

Symbols to the right of the line can be enlarged or reduced using the Manipulate Palette or **cmd**, and **cmd**.

(Refer to *Increasing and Decreasing Symbols* on page 72 to increase or decrease Motif symbols.)



## Chapter 5

# Symbol Operations

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## Moving Symbols

Symbols can be moved around on the page by various methods. Choose from one of the following ways:

- symbols to any location on the page. To select more than one symbol at a time, hold down the **Shift** key while you select each symbol, or drag a selection box around the outer boundaries of all the symbols you want to move.
- marquee because unless the entire symbol is enclosed, it will not become highlighted. For example, if the text box is longer than the text inside it, you must be sure to select the entire box.
- The arrow keys are also useful for moving symbols. They will move them up, down, left, or right. To move symbols by a pixel, select the symbols and hit the appropriate arrow key. To move symbols by a square, select the symbols, and press the **Shift** key while hitting the appropriate arrow key.
- You can move symbols by selecting the symbols and choosing **Move by 1 Pixel** or **Move by 1 Square** from the **Manipulate** menu.

**Note:** If you drag a symbol across to another document the symbol will be duplicated instead of moved.

To place a series of the same symbols, hold down the Shift key as you place the symbols. Release the Shift key before drawing the last symbol to stop making copies.

## Moving Symbols to Front and Back

Sometimes when you think a symbol should be showing you may have to move it to the front. For example, the Whitespace around a pin in a path sign may have seemed to disappear. To move symbols to the front, select the symbol and choose **Bring to Front** under the **Manipulate** Menu.

To move symbols to the back, select the symbol and choose **Send to Back** under the **Manipulate** Menu.

## Option Dragging Symbols

Option drag is the quickest way of copying and pasting symbols .

To Option drag a symbol(s):

1. Select the symbol(s).

2. Hold down the **Option** key and drag the cursor in any direction.

**Note:** Option dragging symbols will maintain the relationship of the symbols.

## Copying & Pasting Symbols

Use Copy and Paste when you want to duplicate a group of symbols.

To copy a symbol(s):

1. Select the symbol(s).
2. Select **Copy** from the **Edit** menu. (**cmd C**)
3. Select **Paste** from the **Edit** menu. (**cmd V**) The symbol(s) will appear in the middle of the page.
4. Position the cursor on the symbol(s) and move them to place.

**Note:** Copying and Pasting symbols will maintain the relationship of the symbols.

## Cutting & Pasting Symbols

To cut a symbol(s):

1. Select the symbol(s).
2. Select **Cut** from the **Edit** menu. (**cmd X**)
3. Select **Paste** from the **Edit** menu. (**cmd V**) The symbol(s) will appear in the middle of the page.
4. Position the cursor on the symbol(s) and move to place.

**Notes:** Cutting and Pasting symbols will maintain the relationship of the symbols.

Symbols disappear from the page when cutting them, however they are temporarily stored in the memory of the computer until you cut or copy again. Until then, you can paste the symbol(s) as many times as you like.

## Duplicating Symbols

Use Duplicate (**cmd D**) to copy one symbol. That symbol becomes the cursor and can be easily placed on the staff.

To duplicate a symbol:

1. Select the symbol.
2. Select **Duplicate** from the **Edit** menu. (**cmd D**)

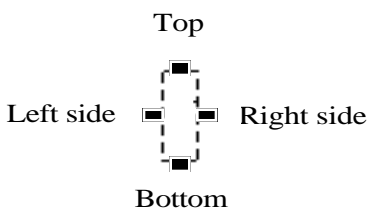
**Note:** Duplicating more than one symbol does not maintain the relationships of the symbols, but instead places them next to each other in a row.

## Resizing Symbols

Stretchable symbols such as the directions, paths, turns, & bows can be resized, along with the four repeats at the top of the repeat dialog box and the top two ad lib signs that appear at the top of the ad lib dialog box, and the "jump" symbol in the Motif dialog box. Symbols that do not stretch have to be increased or decreased.

To resize a symbol:

1. Select the symbol you want to resize.
2. Hold down the **Control** key, grab one side of the symbol and drag, or select **Resize** from the **Manipulate** menu. (**cmd R**)



The selection box around the symbol is divided into four areas: right side, left side, top, and bottom.

3. To lengthen the symbol, click on either the top or bottom black handle or in the top or bottom area near the handles, and drag to the desired length. To widen the symbol, click on the right or left black handle or in the left or right area near the handle, and drag to the desired width.

**Notes:** You can adjust the size of the resize handles under the Edit Preferences menu.

Other symbols such as the support bows, exclusion bows, addressing bows, and jumps have additional resize handles on the inside of the object. This allows you to change the size of the various parts of the bow and springs/jumps.

## Aligning Symbols

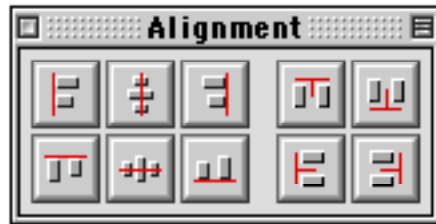
The **Alignment Palette** can be used to align facing pins, text boxes, pins on floorplans, etc.

To align symbols:



1. Select the symbols to be aligned.
2. Select the **Alignment Palette** from the bottom of the **Manipulate** menu. It will become highlighted when any two symbols are selected. The 10 options are indicated by red lines. If the meaning is not immediately clear, hold the arrow over each icon for a few seconds and it will tell you what alignment it performs. You can **undo (cmd Z)** all alignment actions in case you choose the wrong one.

Symbols will align to the farthest symbol in the direction selected.



**Warning:** Aligning floorplans made using the symbol in the Bow Palette will not maintain the position of the pins. Either align these plans before adding pins or make small plans using Floorplan Mode where pin position is maintained.

## Deleting Symbols

To delete a symbol(s):

1. Select the symbol(s).
2. Hit the **Delete** key on the keyboard or Select **Delete** from the **Edit** menu.

Once you have deleted a symbol, you can retrieve it by immediately selecting **Undo (cmd Z)**.

## Drawing a Series of Symbols

If you will be drawing a series of the same symbol, you can hold down the **Shift** key as you place the symbols. This keeps you from having to retrieve the symbol each time. When you are finished, release the **Shift** key before drawing the last symbol or click the cursor on an empty space in the Main Palette, or make another selection.

Use **Option drag** to keep repeating a symbol that has already been placed on the page.

## Widening and Narrowing Symbols

Directions, Turns, Path Signs, Bows and stretchable ad lib and repeat symbols and “jumps” can be drawn more than one column wide while placing them. Holding down the **Option** key allows you to make them half a column wide.

Widen or narrow a stretchable symbol once it is placed by holding down the **Control** key, click and drag one side to resize it. You can also choose **Resize (cmd R)** to do the same thing, but this is quicker.

**Note:** To fine tune between one and two columns width or to narrow or widen a symbol pixel by pixel, hold down the Option key as you drag the mouse.

## Divided Column/Force into One Column ("Butterflies")

To divide a column by forcing two direction symbols almost into one column, to make a "butterfly:"

1. Select the symbols, already placed side by side.
2. Choose **Force into 1 Column (cmd F)**, from the **Manipulate** menu.

**Note:** If directions are too close, they sometimes erase a line. Separate them by moving a pixel or two.

## Coloring Symbols

You may want to identify symbols by different colors. LabanWriter lets you choose from the following colors: black, red, green, blue, cyan, magenta, yellow, and white, or you may choose from the color wheel by selecting "other."

To identify symbols by different colors:

1. Select the symbol(s).
2. Under the **Attributes** menu, select **Color**.
3. Choose the desired color.

You will need a color screen to view this and a color printer to print it out.

**Note:** Text can also be colored.

Chapter **6****Manipulate Palette**

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## Manipulate Palette



The Manipulate Palette is located on the Main Palette. To access the Manipulate Palette just click on the Manipulate Palette button and the following palette will appear.



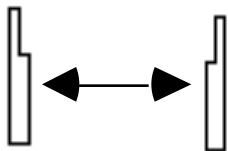
## Flipping Symbols



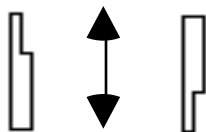
You can choose from several ways to flip symbols. You can flip symbols by the Manipulate menu at the top of the screen, the Manipulate Palette, or the shortcut keys.

### Using the Manipulate Menu to Flip Symbols:

1. Select the symbol(s).
2. Under the **Manipulate** menu, choose from one of the following flip options:



- Flip Horizontally (**cmd 1**) flips the symbol from side to side.

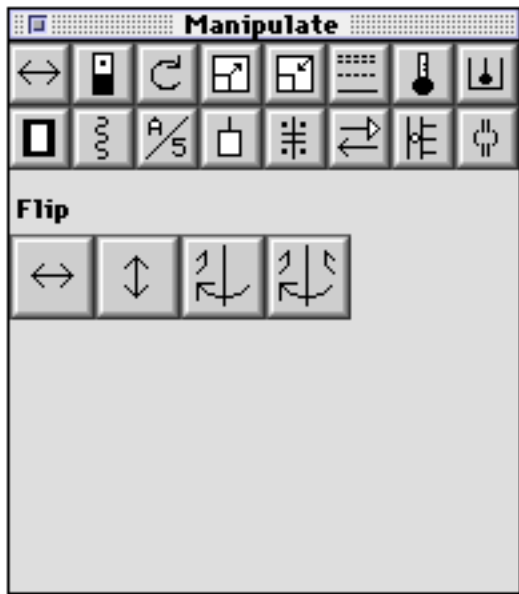


- Flip Vertically (**cmd 2**) flips the symbol from forward to back.

- Flip Opposite Side (**cmd 3**) flips the symbol(s) from side to side, and to the opposite side of the staff.
- Copy & Flip Opposite Side (**cmd 4**) copies the symbol(s), flips the copied symbol(s) from side to side (to the other side), flips the order of the symbol(s), and places the symbol(s) on the opposite side of the staff.

**Using the Manipulate Palette to Flip Symbols:**

To flip symbol(s):



1. Select the symbol(s).
2. Click the Flip button on the **Manipulate Palette**.
3. Click one of the flip buttons.



Flips side to side (**cmd 1**).



Flips forward to back (**cmd 2**).



Flips side to side and to opposite side of staff (**cmd 3**).



Copies and flips side to side and to opposite side of staff (**cmd 4**).

## Changing Levels

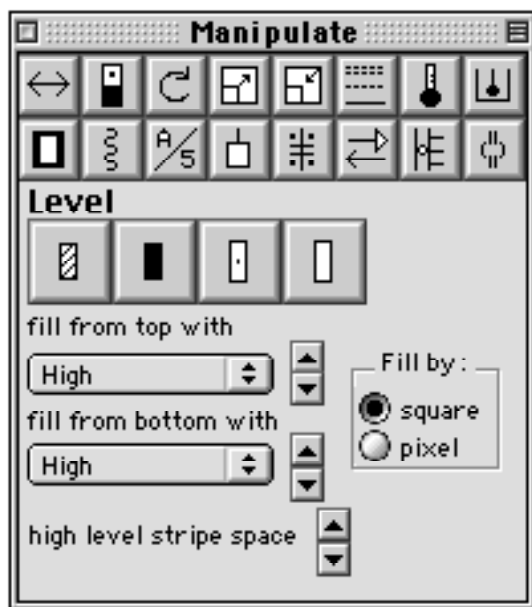


Change the level of a direction symbol from the Attributes Menu, or the Manipulate Palette or by key commands.

Use the Attributes Menu to change the level of a symbol(s):

1. Select the symbol.
2. Select **Level** from the **Attributes** menu.
3. Highlight the appropriate level (High **cmd H**, Middle **cmd M**, Low **cmd L**, or Blank **cmd B**), and release the mouse.

Or use the Manipulate Palette to change the level of a symbol(s):



1. Select the symbol.
2. Click the Level button on the Manipulate Palette.
3. Select the level needed. (Notice the symbol has changed levels automatically.)
4. **High level stripe space** can be changed at the bottom of the palette. Make a high level symbol, then separate stripes by clicking on the top arrow or bring closer using the bottom arrow.

## Changing Levels Within a Symbol

The Manipulate Palette also allows you to fill direction and turn symbols with more than one level.

For two levels in a symbol:

1. Select the symbol.
2. From the **fill from top with** box, select the fill level from the pull-down menu.
3. Click the top bigger arrow to fill, and the bottom bigger arrow to remove the fill.
4. For the remaining fill, choose a level (High **cmd H**, Middle **cmd M**, or Low **cmd L**).

For three levels in a symbol:

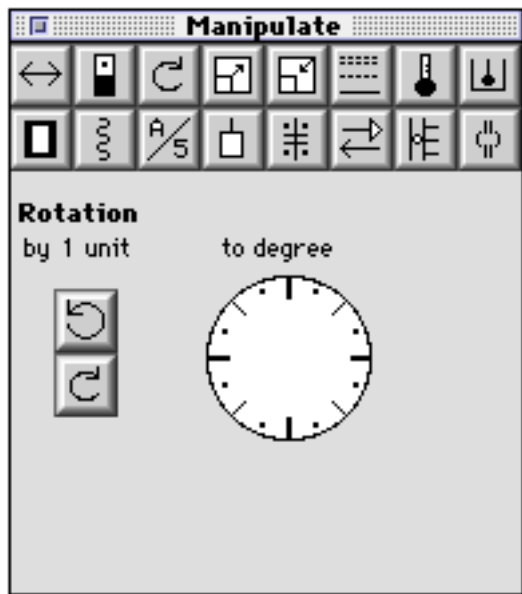
1. Select the symbol.
2. From the **fill from top with** box, select the fill level from the pull-down menu.
3. Click the top bigger arrow to fill, and the bottom bigger arrow to remove the fill.
4. From the **fill from bottom with** box, select the fill level.
5. Click the top bigger arrow to fill, and the bottom bigger arrow to remove the fill.
6. For the remaining fill choose a level (High **cmd H**, Middle **cmd M**, or Low **cmd L**).

**Note:** You can fill by square or by pixel. Just select the appropriate button.

This is a useful method for putting a pin in a direction symbol when the Whitespace deletes part of the direction symbol. Just fill the level from top and bottom and add the pin without the Whitespace.

## Rotating Symbols

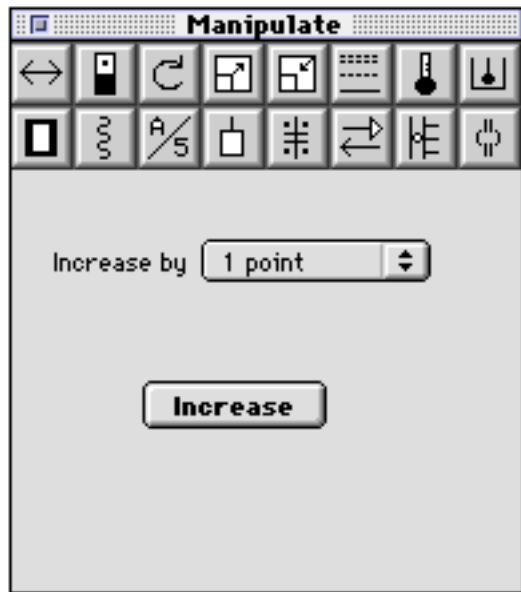
To rotate a symbol(s):



1. Select the appropriate symbol(s), such as pins, flexion signs, extension signs, or any symbol that rotates around the clock.
2. Click the Rotate button on the Manipulate Palette.
3. Click the direction button to rotate the symbol by 1 unit. Clockwise or counterclockwise.  
or  
Click on the circumference of the circle for the desired rotation.
4. Or go to the Attributes menu, choose Rotation, then Clockwise or Counterclockwise.

## Increasing Symbols

To increase a symbol(s):

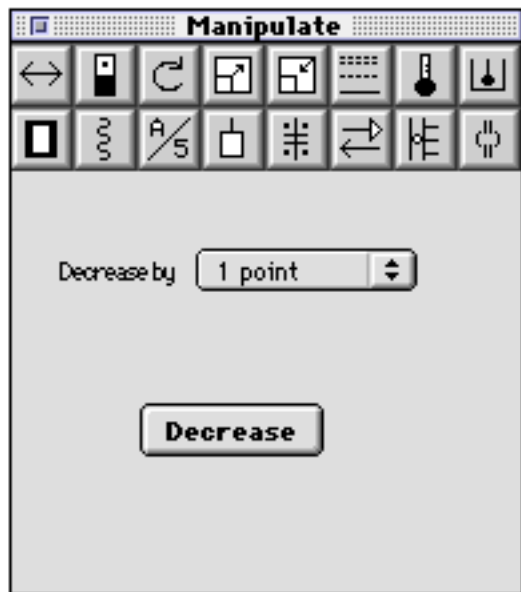


1. Select the symbol(s).
2. Click the Increase button on the Manipulate Palette.
3. Choose the point size by which you want to increase the symbol(s).
4. Select the **Increase** button.

**Note:** You cannot increase or decrease the stretchable symbols. They must be resized and have lines thickened.

## Decreasing Symbols

To decrease a symbol(s):



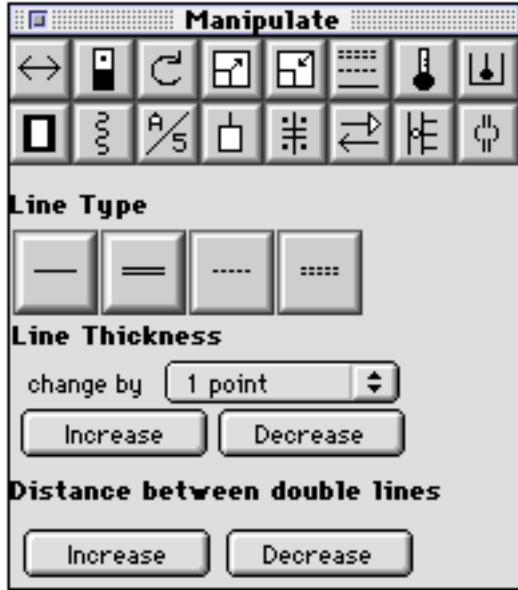
1. Select the symbol(s).
2. Click the Decrease button on the Manipulate Palette.
3. Choose the point size by which you want to decrease the symbol(s).
4. Select the **Decrease** button.

**Note:** You cannot increase or decrease the stretchable symbols. They must be resized and have lines thickened.



## Changing Lines

To change line(s) attributes:

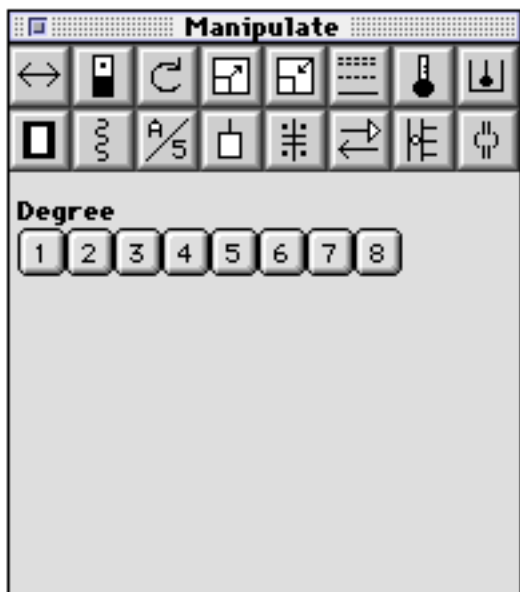


1. Select the symbol(s).
2. Click the Change Lines button on the Manipulate Palette.

**Line Type:** You can select the type of line you would like for horizontal bows, including single, double, dotted, or double dotted line. You can select a single or dotted line for the drawing tools and a dotted line for turn symbols.

## Altering Degrees

To alter degrees:

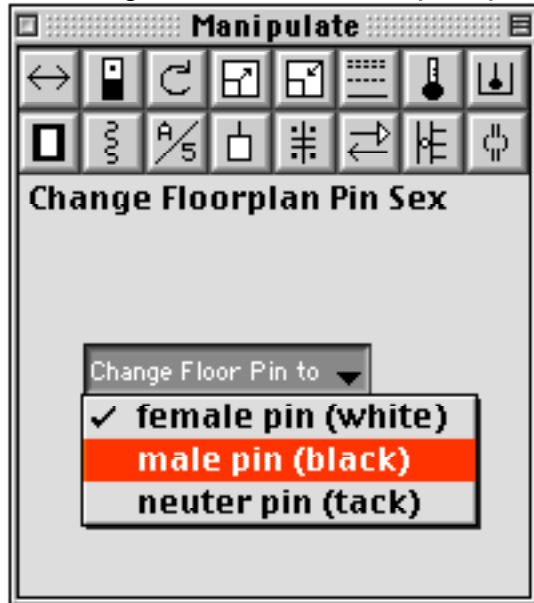


1. Select the symbol(s).
2. Click the Degree button on the Manipulate Palette.
3. Select the degree you want to add to your symbol(s).

The computer knows if a certain degree is not possible for your symbol and will prompt you accordingly.

## Changing Floor Plan Pin Sex

To change the sex of a floor plan pin:

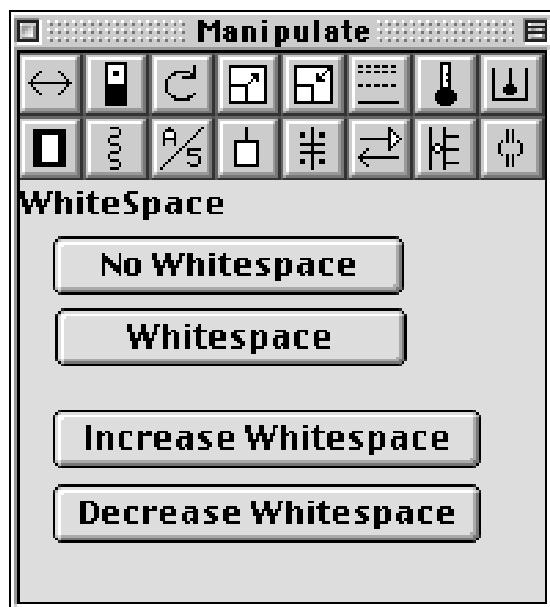


1. Select the symbol(s).
2. Click the Change Sex button on the Manipulate Palette.
3. Select male, female or either sex.

This can only be done when a pin is on a floorplan.

## Adding or Deleting Whitespace

You can add Whitespace to a pin, direction, turn, body part or grasp symbol to offset it from a level or a line. It can be added to a line or a curve to show right-of-way on a floorplan. You can also fill in areas of a square or circle with whitespace, useful in breaking lines on floorplans. To add Whitespace to a symbol(s):



1. Select the symbol(s).
2. Click the Whitespace button on the Manipulate Palette (**cmd W**)
3. Click the **Whitespace** button.
4. You can Increase or decrease Whitespace.

To delete whitespace from a symbol(s):

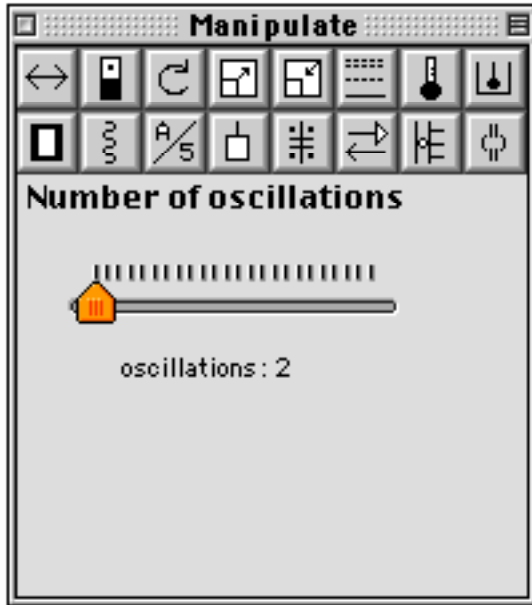
1. Select the symbol(s).
2. Click the **No Whitespace** button (**cmd D**)

**Note:** Rather than using Whitespace when putting a pin into a direction symbol, fill level from top and bottom leaving space for the pin in the middle.

## Oscillating Ad Libs



To add oscillations to an ad lib(s):

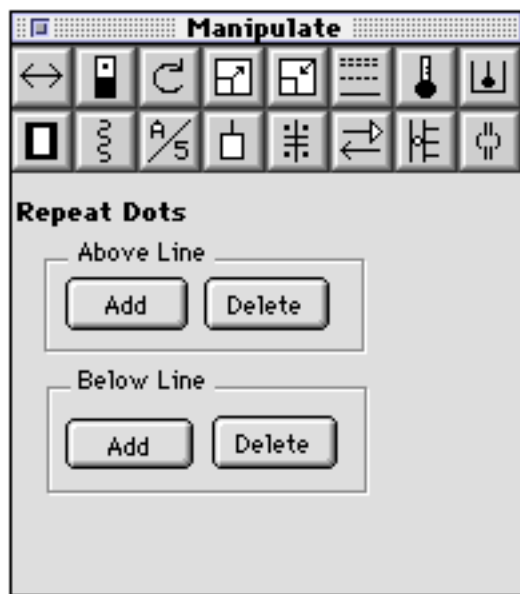


1. Select the stretchable ad lib symbol, the one at the top of the palette, and place it on the page.
2. Click the Ad Lib button on the Manipulate Palette.
3. Click and drag the arrow to select the number of oscillations.

## Altering Repeats



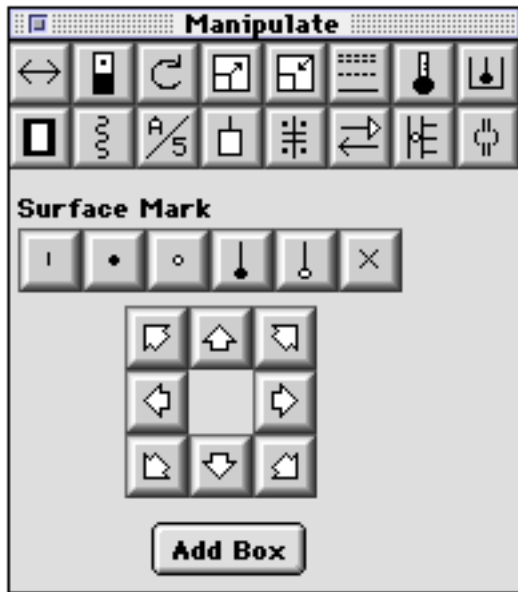
To alter repeats:



1. Select the repeat symbol(s) and place it on the page.
2. Click the Repeat button on the Manipulate Palette.
3. You can delete dots above and below the line(s), or add dots above and below the line(s). You can replace the dots with letters or numbers using the Text tool.

## Adding Surface Marks

To add surface marks:

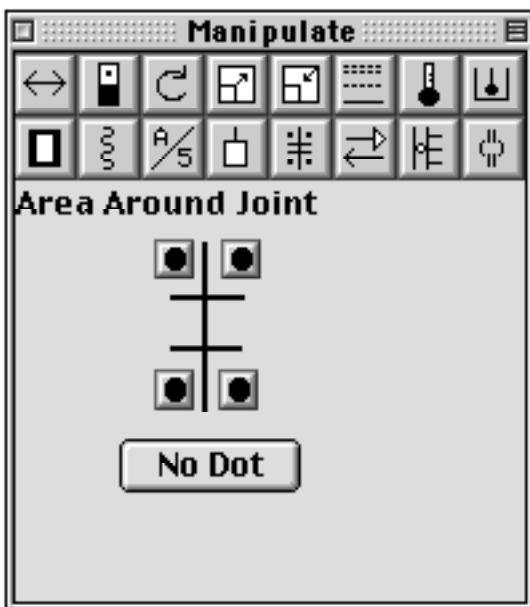


1. Select the body part symbol(s) and place it on the page.
2. Click the Surface Marks button on the Manipulate Palette.
3. Select add a box around the symbol if needed.
4. Select the surface mark you want to add to the symbol.
5. Select the direction of the surface mark.

**Note:** If you hold down the shift key you can add several surface marks.

## Specifying Joint Areas

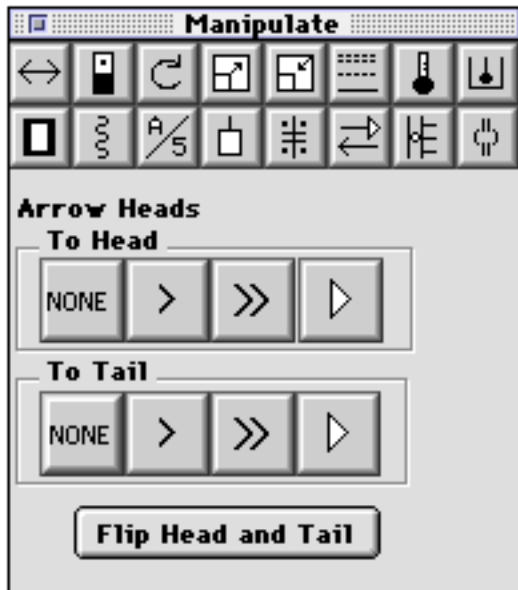
To specify joint areas:



1. Select the joint symbol(s) and place it on the page.
2. Click the Joint button on the Manipulate Palette.
3. Click on the dot to specify a particular joint area, or select **No Dot**, to remove it.

## Adding Arrowheads

To add arrowheads to lines, particularly on floor plans:



1. Select the line(s) and draw it on the page.
2. Click the Arrowhead button on the Manipulate Palette and choose from the following:

**To Head** You can add a single, double, or open arrowhead to the end of your line.

**To Tail** You can add a single, double, or open arrowhead to the beginning of your line.

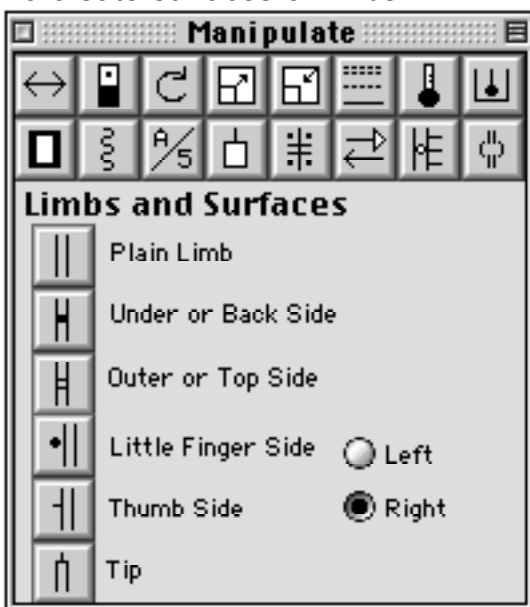
**Flip Head and Tail** You can choose to flip the arrow(s) to the other end by selecting the **Flip Head and Tail** button.

To remove an arrowhead select none.

**Note:** If arrowheads do not fit on the line properly, select a single or double arrowhead from the pin palette and add by hand.

## Creating Limbs and Surfaces of Limbs

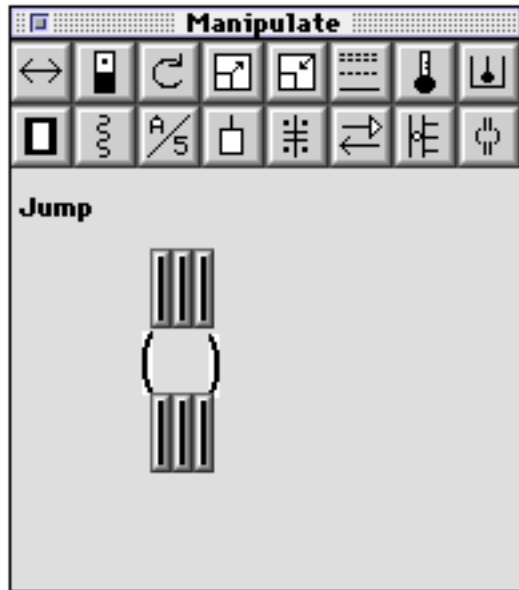
To create surfaces of limbs:



1. Select the joint symbol(s) and place it on the page. You can choose to make a limb from most single joint signs.
2. Click the Limbs/Surfaces button on the Manipulate Palette.
3. You can choose to add a surface marking to your limb by clicking the appropriate button.
4. You can also choose the side of the limb on which to add thumb, little finger or tip markings where this is an option.

## Altering Springs/Jumps

To alter springs/jumps:



1. Select the spring/jump symbol, click and drag it to the desired length.
2. Click the Spring/Jump button on the Manipulate Palette.
3. You can choose the take off foot or feet by clicking on the far left and/or far right lines before going into the air, and you can choose the landing foot or feet by clicking on the far left and/or right lines after the time in the air. You can deselect any of the support parts of the symbol. Clicking the center line both top and bottom takes you back to the generic sign for springing.

**Note:** The two horizontal lines, which appear when the symbol is selected and the Control key is held down, can be dragged to lengthen or shorten the time spent in the air when springing.

## Chapter 7

# Using Tools

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## Selecting Tool

To select an object:

1. Click on the Selecting Tool button.
2. Click on any object, or drag a selection box around the object(s). (For more details, refer to *Selecting Objects* on page 19.)

## Placing Text

Often, you will need to place some text on your page. LabanWriter allows you to do this. If you have used text in a drawing application, you will find that LabanWriter works very similarly. Text is a "modal" tool. That is, when you click on the "T" button on the Main Palette, it will darken, and LabanWriter will stay in "text mode" until you choose something else from the Main Palette. While you are in text mode you may create new text, change text attributes including font, size, and style, color, edit existing text and rotate text 90 degrees counterclockwise and back (**cmd T**). Undo and Redo are also options. The text defaults to Geneva font, 10 point size, and plain text style. (This may be changed in **Preferences** in the Edit menu.)

**You cannot use the key commands that are letters when in the text mode as you will only type letters. The Esc (Escape) key will take you to the selection mode or click on the appropriate mode in the Main Palette.**

To place text on your page:

1. Click on the Text Tool button.
2. Click anywhere on the page and a text box, the height of one line of text and width of one number or letter, will appear on the page. You can click and drag immediately to the height and width of the desired text box.

**Note:** Inside the text box is a blinking cursor called the "insertion point" and it is the place where the next character typed will appear.

3. You can now type any text you want.

**Note:** As you type, the text box will expand downward. For a wider text box grab the handle on the right and drag the desired length to the right.



4. When you are finished typing, either click in another area to form a new text box, or choose something else from the Main Palette.

**Warning:** When inserting symbols in a piece of text, use a font such as Times which does not change its spacing when printed as Geneva does. Otherwise because the text changes, the symbols may appear to move when printed.

## Editing Text

Whenever you click on a text box, handles appear at both ends which can be dragged to resize the box. Once you are in text mode and have a current text area with an insertion point, editing the text is quite straightforward. An individual text area acts much like a simple word processor.

The main means of editing is from the keyboard. Any characters or numbers you type on the keyboard will appear at the insertion point, and the delete (or backspace) key will erase the character immediately to the left of this point. In addition, the four arrow keys will move the insertion point within the text area.

Another way to move the insertion point is by clicking with the mouse. Move the mouse cursor to where you want to insert text, and then click. You should see the insertion point start to blink at the new spot. If you double-click on top of a word, the whole word will be selected. Or click and drag the cursor across several words or all the text to select it. You can then use the delete key to clear the words, or you can change Font or Size or Style by using the Type menu at the top of the screen, and any text you type will replace it.

**Option drag** copies whole text boxes that are selected. **Cut, Copy** and **Paste** works for selected text areas.

**Note:** Any text area that is created or modified in another drawing application and then pasted into LabanWriter, cannot be edited.

When in Selection mode, you can use **Duplicate (cmd D)** to duplicate the text.

## Resizing Text

After you have typed your text you may need to widen or narrow the box to accommodate your text more appropriately.

To resize text:

Handles are present at the left and right ends of every text box. Grab a handle at either end and drag the black square to the desired size.

## Changing Text Type

You can change text type including font, size, and style for the whole text or for individual words. In order to change text type you must be in text mode.

To change text type:

1. Select the text.
2. Under the **Type** menu, choose from any of the following: Font, Size, and Style.
3. Release the mouse on the menu option and the text will automatically change.  
You can also change text size by typing **cmd**, or **cmd**.

## Justifying Text

Selected text can be justified within the text box to the left, right or center using **Justify** under the **Type** menu.

## Rotating Text & Single Music Notes

Text can be rotated 90 degrees counterclockwise so that it can be placed along the staff on the left, and unrotated to make any corrections needed.

To rotate text or a single music note:

1. Select the text or music note.
2. Choose **Turn (cmd T)**, , under the **Type** menu. (Text is rotated 90 degrees so text now reads from bottom to top.)
3. To unrotate, select, choose **Turn (cmd T)**, under the **Type** menu.

If turned text is in color, it will become black if turned back. When turned a second time, it will regain its color.

## Enclosing Text

Text can be enclosed with a rectangle, triangle, or circle. This was designed mainly to enclose letters or numbers on a score.

To enclose text:

1. Select the text you wish to enclose, in either Select or Text mode.
2. Under the **Type** menu choose **Enclose**, either **Rectangle**, **Diamond**, or **Circle**.  
**Note:** The text and the enclosed object remain independent from each other and therefore each object can be deleted separately. Both have to be selected to be moved together.

## Coloring Text

Text can be colored once it is typed.

1. Select the text you wish to color in Text mode.
2. Under the Attributes menu, select **Color**.
3. Choose the desired color.
4. The color can be changed in either Select or Text mode. In Select mode all the text box is colored. In Text mode only the selected text is changed.

You will need a color screen to view this and a color printer to print it out.

## Drawing Lines

Click on the Straight Line button on the Main Palette. Your cursor is now a cross. The middle of the cross is the point that draws the line. The line can be drawn in any direction. Move the cursor to where you want a line to start. Hold down the mouse button, and drag until the line is the desired length. Let go of the mouse..

To draw exact vertical, horizontal, or 45° angle lines, hold down the **Shift** key as you drag the mouse. To fine tune the size hold down **Option**.

To change to **dashed lines** select **Changing Lines** in the Manipulate Palette.

## Creating Curves

The curve tool draws a quarter of an oval. To draw a curve, first click on the Curve Tool button on the Main Palette. Then move the cursor to where you want to place the starting point of the curve. Click with the mouse, hold down the button, and drag the mouse until the curve is the desired size. To fine tune the size hold down **Option**. Let go of the mouse.

There are four different curves that can be achieved, all going clockwise. To draw them counterclockwise hold down the Control key. They can be flipped horizontally (**cmd 1**) and vertically (**cmd 2**). A curve must be at least 1 square in height to see a curve. To change a curve to **dashed or thicker lines** select **Changing Lines** in the Manipulate Palette.

You can draw many curving floor plan paths by drawing a series of curves. Draw the first curve and when you release the mouse button, immediately click again to start the next curve at the endpoint of the first. You can also use two curves to form a bow if you want one that has one end higher than the other.

## Drawing Rectangles and Squares



This tool allows you to draw rectangles and squares. Click on it and your cursor will become a cross. Move the cross to the point on your page where you want to place the rectangle or square, and click. For rectangles, drag the mouse diagonally to form the shape. For squares, hold down the **Shift** key as you drag the mouse diagonally. To fine tune the size hold down **Option**.

To remove part of a line or circle or square, make a small shape with this tool, place it on the line where the space is wanted and choose Add Whitespace under the Manipulate Palette, or type **cmd W**.

To change a rectangle or square to **dashed or thicker lines** select **Changing Lines** in the Manipulate Palette.

To place a rectangle around text, select the text, then select Enclose in the Type menu and choose the surrounding shape.

## Drawing Ovals and Circles



Use the oval tool to draw ovals or circles on your page. Click on it and your cursor will become a cross. Move the cross to the point on your page where you want to place the oval or circle, and click. For ovals drag the mouse diagonally to form the shape. For circles, hold down the **Shift** key as you drag the mouse diagonally. To fine tune the size hold down **Option**.

To remove part of a line or circle or square, make a small shape with this tool, place it on the line where the space is wanted and choose Add Whitespace under the Manipulate Palette, or type **cmd W**.

To change a circle to **dashed lines or thicker lines** select **Changing Lines** in the Manipulate Palette.

To place a circle around text, select the text, then select Enclose in the Type menu and choose the surrounding shape.

See also the Circle/Spiral Tool.

## Circle/Spiral Tool

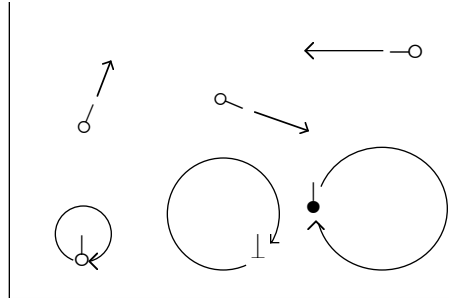
Use the circle/spiral tool to help you draw floor plans. . Choose **a circle or parts of a circle** by selecting the number of degrees. **Turn it** by clicking on clockwise or counter-clockwise or by clicking on the small circles in the surrounding square. **Add an arrow** to the head or tail, but if you forget, add it later by using the Arrowheads Palette in the Manipulate Palette or choosing an arrowhead in the Pin Palette. Adding an arrowhead "by hand" from the Pin Palette means Copy Endpoints is not available. **Create** your new sign, then click and drag it to the size and shape you want on your floorplan. **Resize** (cmd R) or selecting and holding down the **Control** key can be used to adjust it later.

Use **Rate of Spiraling** to change parts of circles as well as to draw spirals. If you want to pull your new symbol into a diagonal direction select one of the diagonal icons at the bottom of the palette before you create your symbol. **cmd 1 & 2** will flip your drawing.

The lines for the spirals will appear darker and thicker on the screen, but will print out as fine lines.



To draw a circle leaving a space for the pin, choose 315, 320, 325, 330 degrees (whatever seems best to you) for the Degrees of Revolution. Then click one of the outer small buttons so the circle turns the space to where you will want to place the pin. If selecting the arrowhead box does not produce a centered arrowhead, select one from the pin palette and place it "by hand."



## Chapter 8

# Importing & Exporting

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## Importing from Different Formats

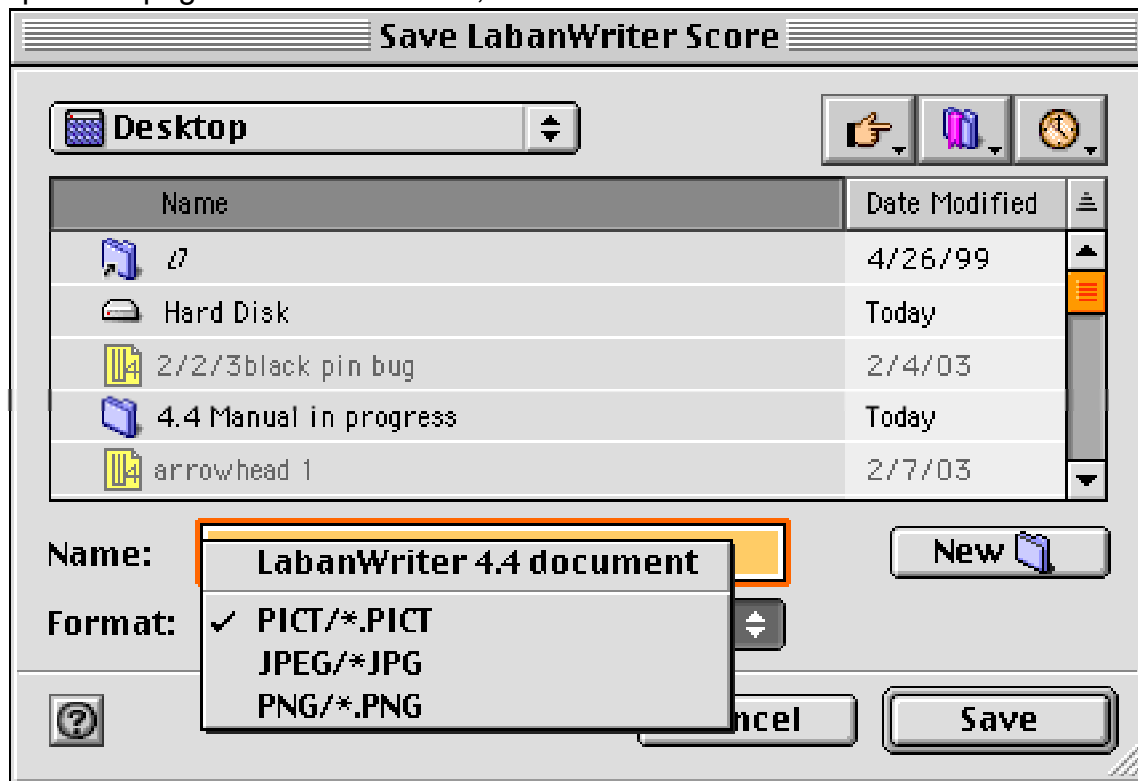
If necessary, you can cut or copy and paste **PICT** files or text from other applications and paste them into your LabanWriter document. If you want to paste text into LabanWriter you must be in Text mode, and have a text box already selected. If you want to paste a PICT you must be in select mode.

## Exporting in a Different Format

Sometimes you may want to cut or copy and paste objects from your LabanWriter document and transfer them to other applications for touch-ups. You can then cut and paste them back into LabanWriter.

You can save your document in a **PICT**, **JPEG** or **PNG** format by using the popup menu in the **Save** dialog box. . "PICT" "JPG" or "PNG" will appear after the title to distinguish it from the current document. You can also make a PICT of specified symbols by selecting and dragging them directly to another application, or to the desktop where they become a **Picture Clipping** which can be titled, put into a folder and later dragged directly to the same or another document.

Using the **Export** command from the File menu, you have even more flexibility. You can save the entire document as one image, each page as a separate image, or only specified pages as either a PICT, JPEG or PNG file.





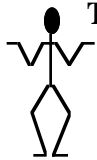
The **Export** command also gives you the option of including the page headers with your image.

The **Pros** and **Cons** of the possible formats:

**PICT** is good for allowing you to export your document into painting and drawing applications but has a 2 page size limit.

**PNG & JPEG** images are useful for putting notation examples directly on the web and for CD and DVD ROM work. They have no size limitations.

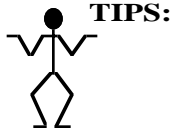
**Creating special pictures in Photoshop and importing them into LabanWriter** may yield results that are less clear than on the screen. This is due to dithering of shape edges within Photoshop. Users wanting cleaner edges are advised to use a bitmap drawing program such as Painting which allows drag and drop transfers to and from LabanWriter.

**TIP:**

If you are printing a PICT document on a LaserWriter or ink jet printer, choose the whole page, then choose a line thickness of less than one pixel. Your symbols will be drawn with the same nice thin lines that LabanWriter uses.

# Appendix A

## Helpful Tips



It is recommended that you **save** the document often by typing **cmd S** immediately upon completing a particularly tricky drawing or alignment.

**Check** that you are **in the right Mode** for doing what you want to do.

**To place a symbol exactly** where you want it, hold down the command ( **cmd** ) key.

Although LabanWriter can manage up to forty pages in length, **we suggest not to exceed ten pages in a single file** (or even fewer if the notation is especially dense).

**Putting a pin into a direction symbol:** Rather than using Whitespace, fill level from top and bottom leaving space for the pin in the middle. To do this use the level palette in the Manipulate Palette.

**Hold down Shift to unclick a symbol if many are selected.** This may be useful in making floor plans where letters and pins overlap.

Remember to **use Option drag to copy** any symbol, staff or floor plan and its contents. If you Option drag a symbol onto the desktop, it becomes a **Picture Clipping** which can be titled, put into a folder and later dragged directly to the same or another document.

If LabanWriter says you do **not** have **enough memory**, quit LabanWriter, select the LW icon for the original program (not an alias) by clicking on it once, and then select "Get info" from the File Menu. Select the popup menu item "Memory" and double the numbers in Minimum Size and Preferred Size boxes. Then restart LabanWriter.

**If you have printing problems**, test your document on a second printer. We have tested 4.4 on different printers. Unfortunately they seem to vary in their ability to print LabanWriter's fine lines. Reducing the size of symbols makes the lines in symbols lighter, and may exaggerate printing problems on some printers. Let us know what problems you encounter as soon as possible so we can help.

**LabanWriter files sent as attachments via email** may lose their icon depending on your internet service provider. Yahoo and AOL accounts will strip away this information, leaving only a generic file icon on arrival, which LabanWriter will not open.

If you are having this problem with attachments, consider compressing your score with Stuffit before sending and having the receiver decompress the score with the Stuffit Expander.

Many times it is easier to **use the shortcut key commands** instead of the menus. See Appendix B for a list of Shortcut commands or learn them from the Menus at the top of the screen.

The **double line manipulation applies to bows only**, not to the drawing tools.

If **arrowheads** do not fit on the line properly, select a single or double arrowhead from the pin palette and add by hand.

**Inserting symbols in a piece of text:** Use a font such as Times which does not change its spacing when printed as Geneva does. Otherwise the symbols may appear to have moved.

**Creating special pictures in Photoshop and importing them into LabanWriter** may yield results that are less clear than on the screen. This is due to dithering of shape edges within Photoshop. Users wanting cleaner edges are advised to use a bitmap drawing program such as Painting which allows drag and drop transfers to and from LabanWriter. This can be downloaded at <http://sarwat.net/painting/>

# Appendix B

## Shortcuts

### Command Keys

A	Arrow
C	Curve
F	Floor plan
L	Line
M	Measure
O	Oval
P	sPiral
R	Rectangle
S	Staff
T	Text (Letters as commands will not work in text mode as they are needed for text. Use Escape to come out of text mode)
Esc	Used to come out of Text mode

cmd	Place symbol exactly
cmd B	Blank (No level)
cmd C	Copy
cmd D	Duplicate
cmd E	Increase/Decrease
cmd F	Force into 1 Column
cmd H	High
cmd L	Low
cmd M	Middle
cmd N	Open a New Document
cmd O	Open an Existing Document
cmd P	Print a Document
cmd Q	Quit LabanWriter
cmd R	Resize
cmd S	Save
cmd T	Turn Text
cmd U	Redraw a Page
cmd V	Paste
cmd W	Close a Document
cmd X	Cut
cmd Z	Undo

cmd 1 Flip Horizontal  
 cmd 2 Flip Vertical  
 cmd 3 Flip Opposite Side  
 cmd 4 Copy and Flip Opposite Side

▲ This symbol is used for the **option** key.

▲ This symbol is used for the **shift** key.

↑ This symbol is used for the **arrow** key.

^ This symbol is used for the **control** key

cmd ] Clockwise degree of rotation  
 cmd [ Counterclockwise degree of rotation  
 cmd= Increase degree  
 cmd- Decrease degree  
 cmdW Add Whitespace  
 cmdD Delete Whitespace  
 cmdE Copy Endpoints  
 cmd, Increase size of text and non stretchable symbols  
 cmd. Decrease size of text and non stretchable symbols  
 cmd 1 thru 8 Degrees of flexion and extension symbols  
 cmdA Add Page (to end of document)  
 cmdI Insert page

## Symbol Movement

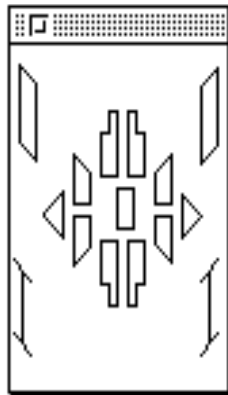
- ←, →, ↑, ↓ : Symbol moves one pixel (1/72 inch).
- **Shift** and ←, →, ↑, ↓ : Symbol moves one square (1/10 inch).
- **Backspace** or **Delete clears** (deletes) the active symbol.
- In all dialogs where numbers must be entered from the keyboard, **Tab** advances the cursor from one field to the next.
- **Option drag duplicates** all symbols, staffs and floorplans on the same document once they are selected.
- **Control and drag resizes** (stretches and narrows) selected symbols without going through Resize menu (**cmd R**). Holding down **option** while resizing **stretches and narrows by pixels, not by column**.
- **Shift allows you to place many** of the same symbol from the palette.

# Appendix C

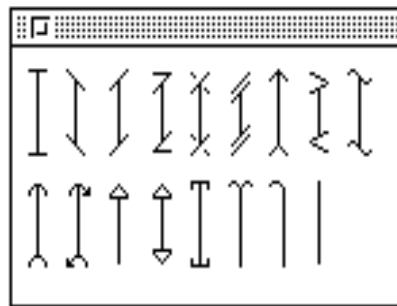
## Symbol Palettes



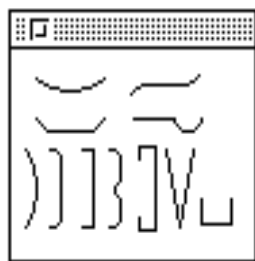
**Directions** (p. 48)



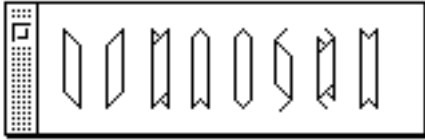
**Paths** (p.49)



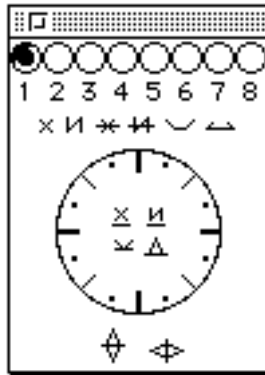
**Bows** (p. 50)



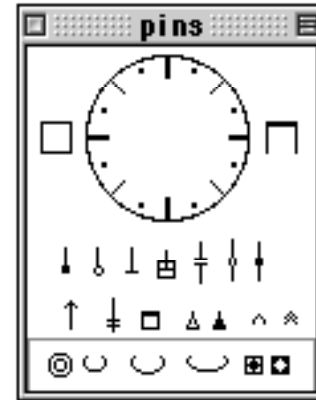
 Turns (p. 49)



 Flexion & Extension (p. 52)



 Pins (p. 51)

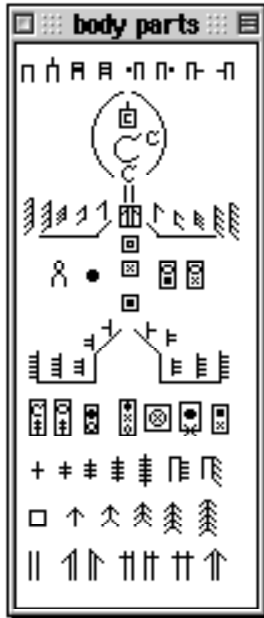


 Foot Hooks (p. 55)

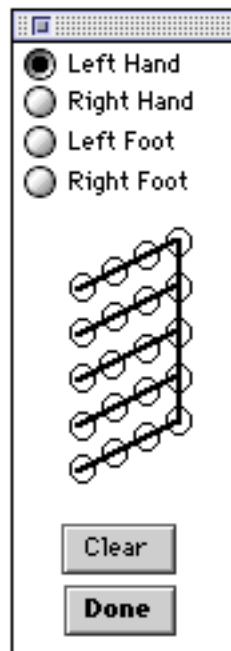




**Body Parts** (p. 52)



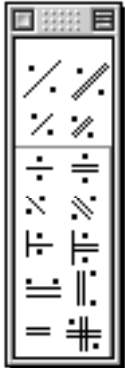
**Fingers and Toes** (p. 56)



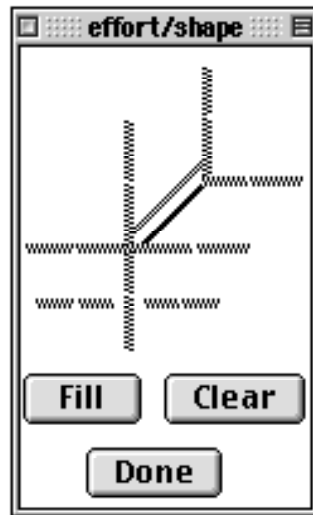




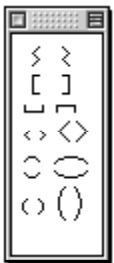
**Repeats** (p. 55)



**Effort and Shape** (p. 57)



**Carets, Staples, and Small Bows** (p. 54)

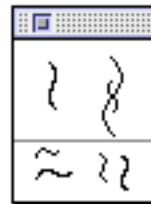




**Dynamics** (p. 58)



**Ad Lib** (p. 58)



**Retention, Cancellation, & Keys** (p. 54)





**Music & Time Signs** (p. 59)



**Motif Symbols** (p. 59)



**Laban Movement Analysis (LMA) Symbols** (p. 60)



















# Appendix D

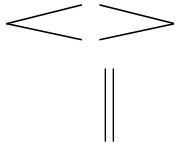
## Laban Movement Analysis (LMA) Symbols

To use LMA symbols in your word processor follow the steps below:

1. Choose the **Font** menu, and select **Laban LMA font at 24 point size**.
2. Select one of the following keyboard letters from the list below. Don't forget you must use the **Shift** key with the letters.

Use the Shift key with the keyboard letters to get the following LMA symbols.

	=	A	Whole body
	=	B	Breath
	=	C	Core distal connection
	=	D	Head Tail connection
	=	E	Upper-lower connection
	=	F	Body half connection
	=	G	Cross lateral connection
	=	H	Central
	=	I	Peripheral
	=	J	Transverse
	=	K	Shape flow
	=	L	Directional
	=	M	Carving
	=	N	Arc like
	=	O	Spoke like
	=	P	Initiate by Make this by combining a vertical bow from the Bows



palette and an accent from the Dynamics palette.

# Appendix E

## Key Map

You can download the Key map, a key showing which letters correspond to which symbols should you want to type them, at:

<http://www.dance.ohio-state.edu/labawriter/oldversions.html>

# License Agreement

The Ohio State University on behalf of its Department of Dance, 030 Sullivant Hall, 1813 N. High Street, Columbus, Ohio 43210 U.S.A. (hereinafter referred to as LICENSOR) grants the use of the LabanWriter program subject to the following conditions:

## 1. Definition

As used herein, the term "LabanWriter" shall refer to a computer software program and accompanying documentation which is used for recording dance movements in Labanotation.

## 2. Grant

LICENSOR hereby grants LICENSEE a non-exclusive revocable license to use LabanWriter. LICENSEE is permitted to make copies and distribute them freely, but in no event shall LICENSEE modify the program or make copies for commercial distribution. LICENSOR is the copyright owner of LabanWriter and reserves all rights, title and interest in LabanWriter, including but not limited to the right to modify and distribute the software.

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This license agreement, the registration form, and all accompanying documentation must be distributed with LabanWriter.

## 4. Term

This agreement shall be effective January 25, 2003, and continue indefinitely unless terminated by either party.

## 5. Rights Fee

The use of LabanWriter is granted without fee.

## 6. Termination

In the event this Agreement is terminated or canceled for any reason whatsoever, LICENSEE shall immediately cease use of the software and shall return to LICENSOR any and all diskettes and accompanying documentation related to LabanWriter.

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### 9. Indemnification

LICENSEE agrees to indemnify and hold harmless LICENSOR against any and all claims, suits, and/or judgments including but not limited to reasonable attorney's fees, based upon and arising out of the use of LabanWriter.



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