WriteItNow 5 in Five Minutes

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July 9, 2016

Getting Started

You may find it useful to print this guide and keep it handy as you use the program, *WriteItNow 5*.

Introduction

WriteItNow 5 is software for writing novels. It has sections for the text of the novel (introduction, chapters, scenes, etc.) and sections for background research (notes, ideas, characters, etc.).

Additionally there are tools to make writing easier (thesaurus, word count, story board, etc.) and creativity tools (idea generator, name generator, prompts, etc.).

Anything written in *WriteItNow 5* can be exported in many formats (Microsoft® Word, PDF file, ePub, etc.).

This guide is designed to introduce a new user to a few of these features—enough to get started.

Obtaining a Copy of *WriteItNow 5*

A copy of *WriteItNow 5* can be downloaded from `http://www.ravensheadservices.com/download.php`. The demo version is free and valid indefinitely. It can do most things but it cannot save. To convert the demo version to the full version requires an unlock code, which can be purchased at `http://www.ravensheadservices.com/register.php`.

Installing *WriteItNow 5*

First Time User of *WriteItNow*

The *WriteItNow 5* installation program is called *install5.exe*. After downloading, double click on *install5.exe*, and follow the on-screen instructions.

Upgrading From *WriteItNow 4* to *WriteItNow 5*

In *WriteItNow 4* files were called 'stories'. Each ended in '.wnw'. In *WriteItNow 5* files are called 'projects'. Each ends in '.wnwx'. *WriteItNow 5* can open files created by *WriteItNow 4*. When it does this it converts the *WriteItNow 4* story to a *WriteItNow 5* project and saves this with the extension '.wnwx'.

To upgrade from *WriteItNow 4* the procedure is

1. Install *WriteItNow 5*.
2. Run *WriteItNow 5* and choose File ≫ Open from the Menu Panel shown in Figure 1.
3. Open a *WriteItNow 4* story.
4. The story will be opened and saved as a *WriteItNow 5* project.

So if a *WriteItNow 4* story called "The Great American Novel.wnw" is opened in *WriteItNow 5*, it will be saved as "The Great American Novel.wnwx". *WriteItNow 5* can open *WriteItNow 4* stories but *WriteItNow 4* cannot open *WriteItNow 5* projects.

Starting *WriteItNow 5*

To start *WriteItNow 5*, click on the ⬤5 icon on the Desktop. If there is no *WriteItNow 5* icon on the Desktop then, on Windows, the program is started by selecting the *Start Menu* icon, 🪟 (bottom left of screen), choosing *All Programs*, and then clicking on *WriteItNow 5*.[1] An image similar to Figure 1 is shown, except the white and blue areas will be blank.
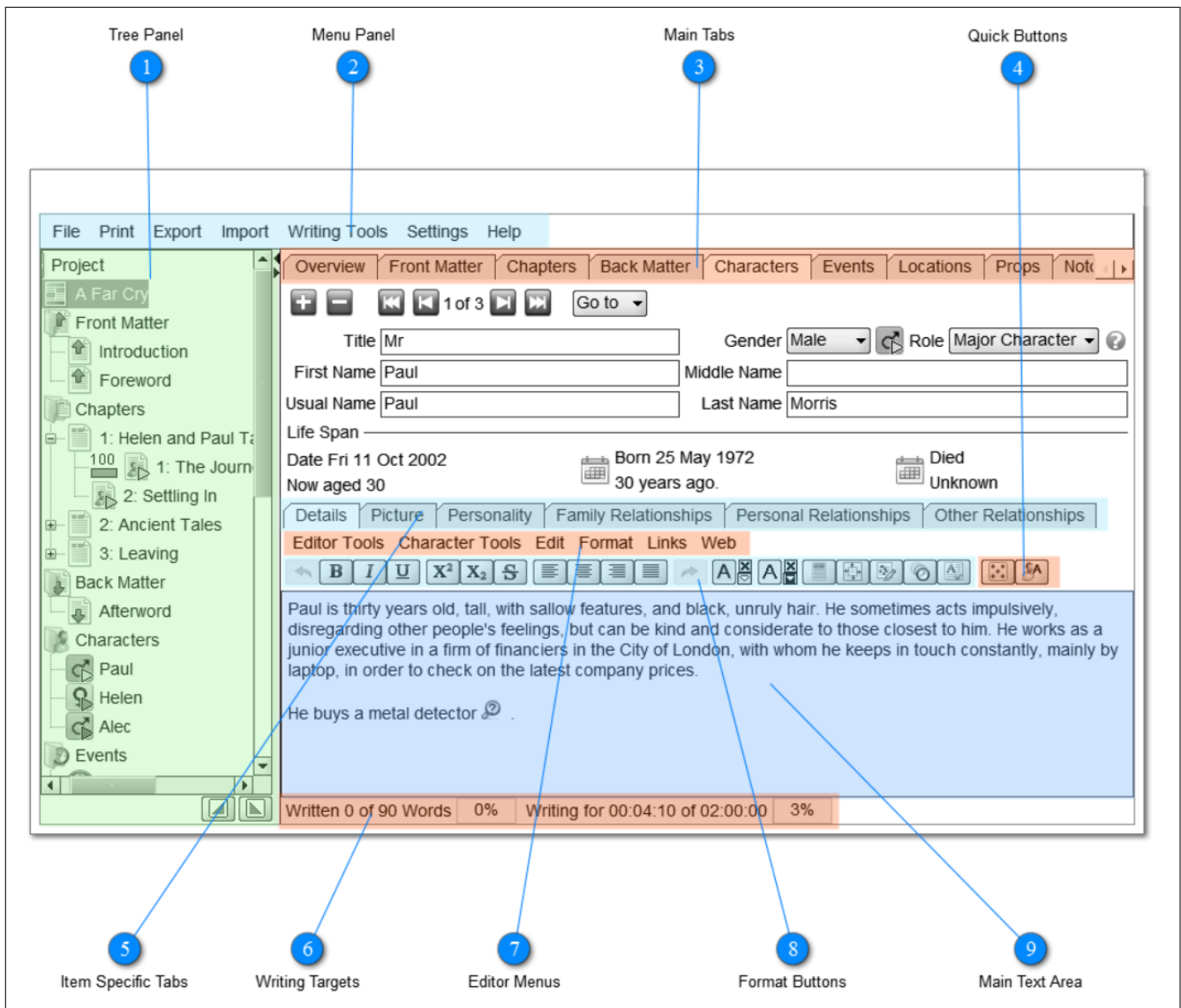
The Main Screen

Figure 1: *WriteItNow 5* Screen Areas

Initially the more important areas in Figure 1 are ①, the Tree Panel; ②, the Menu Panel; ③, the Main Tabs; and ⑨, the Main Text Area.

To start using *WriteItNow 5*, the minimum that needs to be done is

- Create a New Project.
- Add Chapters and Scenes.
- Save the Project.

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[1] The Windows 8 Start Menu can be accessed by installing the free program "Classic Shell", `http://www.classicshell.net/`.

Apart from initially creating a project, the software doesn't insist that anything be done in a fixed sequence nor that everything be used.

Creating a New Project

To start writing a user must create a new project. This is done by going to File ≫ New Project on the Menu Panel in Figure 1. A dialog is shown asking if the user wants to save the current project. If nothing has been entered yet select *No*.
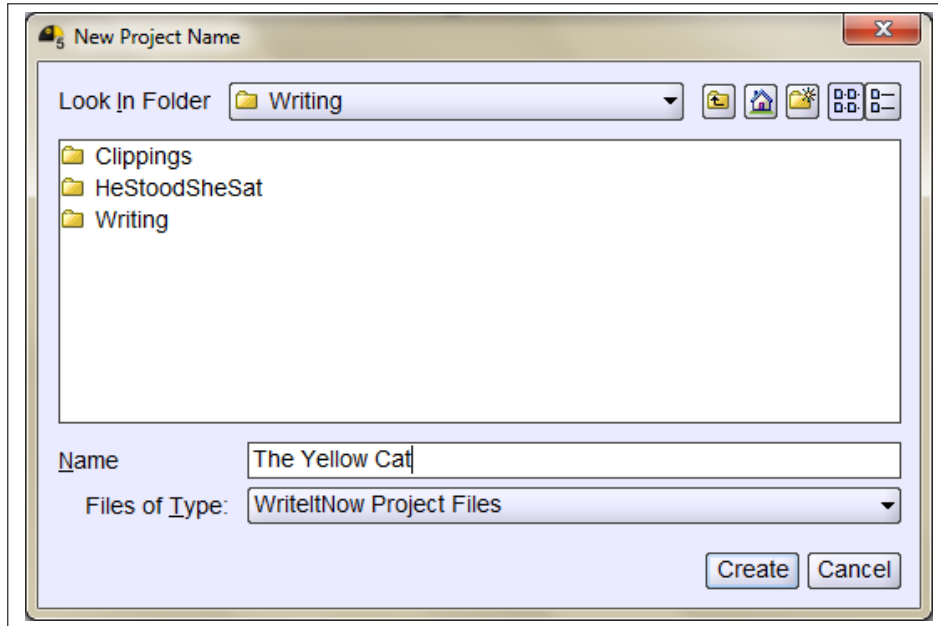
The Create New Project dialog opens. See Figure 2.

Figure 2: Create New Project dialog

Enter a name for the project, and the folder to save it in. This example uses 'The Yellow Cat' in the `Writing` folder. When finished, press the Create button. This creates and saves a new project called 'The Yellow Cat'. This opens the Overview tab in the Main Tabs seen in Figure 3.
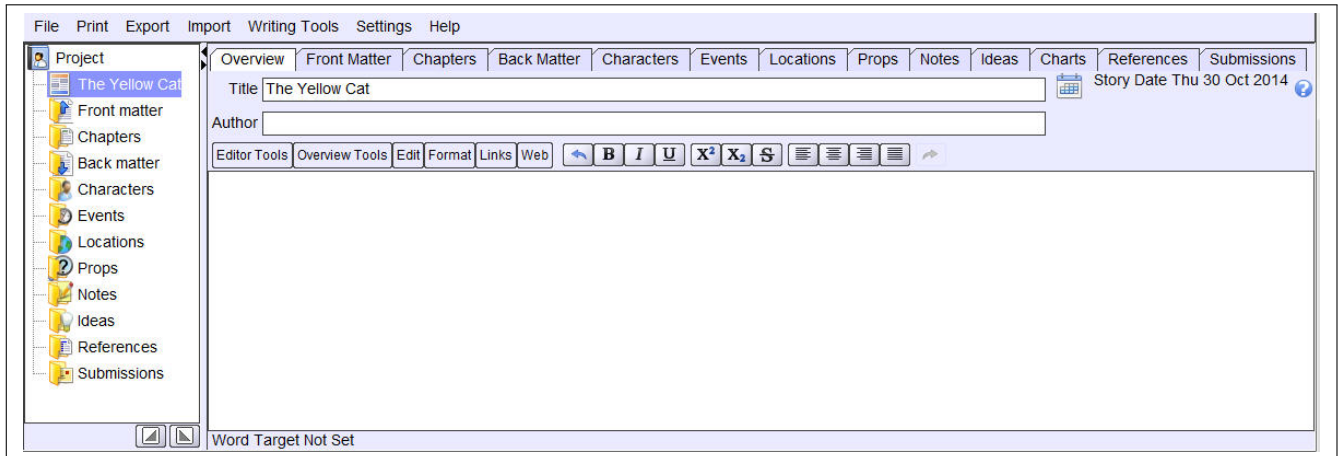

Figure 3: A blank project

This is a blank project with no characters or chapters. Once a project has been created the user is free to create items, such as characters, chapters, scenes, events, locations, notes, ideas, props, ..., in any order.

Notice in Figure 3, that the items in the Tree Panel are essentially the same as the tabs in the Main Tabs, except that Overview in the Tree Panel is replaced by the title of the project, namely The Yellow Cat. To select

any item, the user can click either on that item in the Tree Panel or on the same item in the Main Tabs. For example, selecting the [Chapters] section on the Tree Panel opens the [Chapters] tab on the Main Tabs.

Add Chapters and Scenes

To add a chapter, click on the [Chapters] section on the Tree Panel or the [Chapters] tab on the Main Tabs. This shows Figure 4.
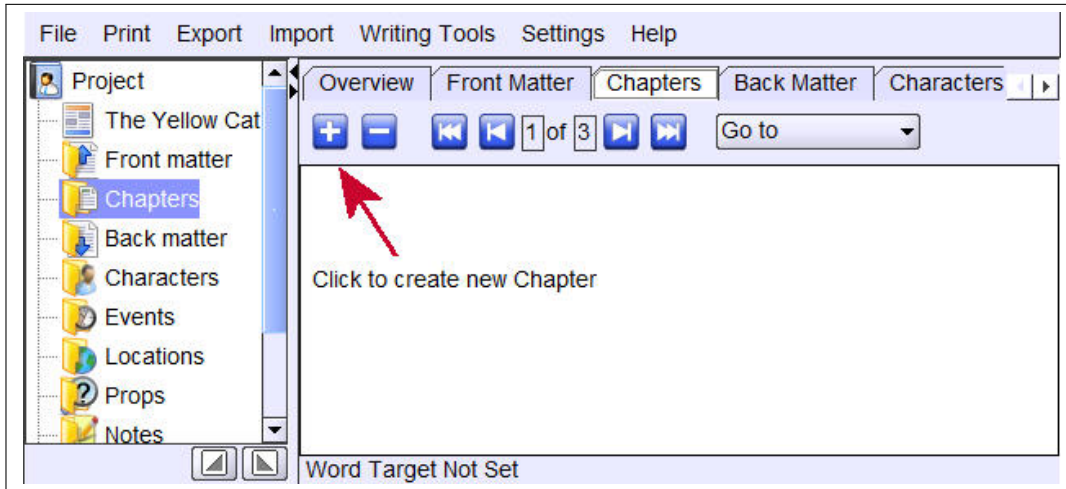

Figure 4: Adding a chapter

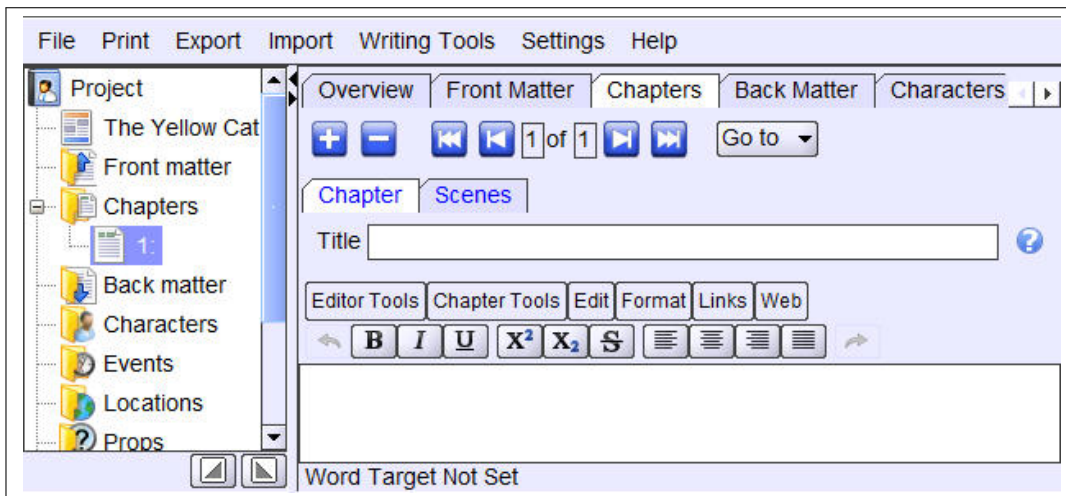To create a blank chapter, click on the ⊞ icon in Figure 4, which shows Figure 5.

Figure 5: A blank chapter

WriteItNow 5 is flexible. The book can be written as several chapters and not use any scenes, or it can be written as several chapters each with a number of scenes. The simplest option is to write the book as several chapters each with a number of scenes and use the chapter text to write a short summary. This is shown in Figure 6. Notice that the title of the chapter, *A Break*, appears immediately in the Tree Panel. At any stage this chapter can be accessed by clicking on its Tree Panel item.
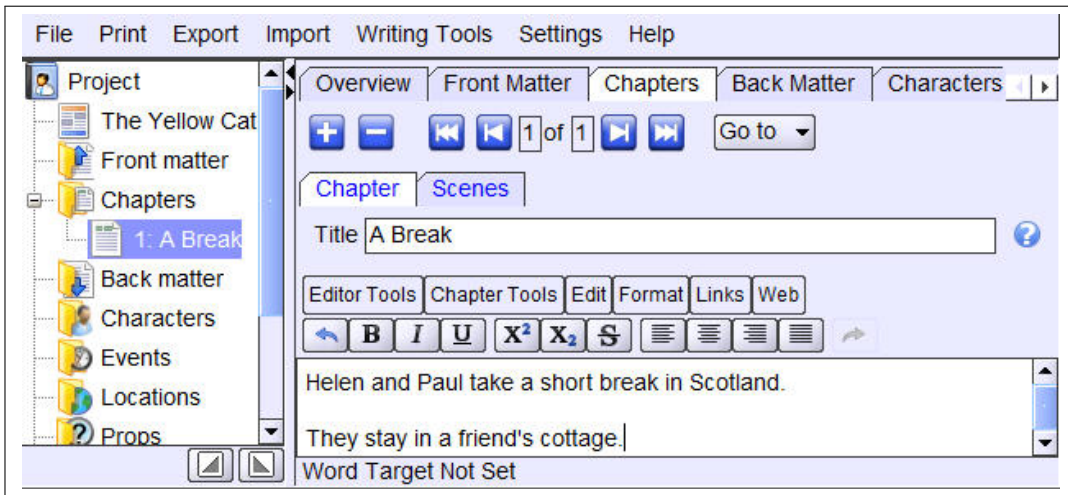
Figure 6: A chapter with a short summary

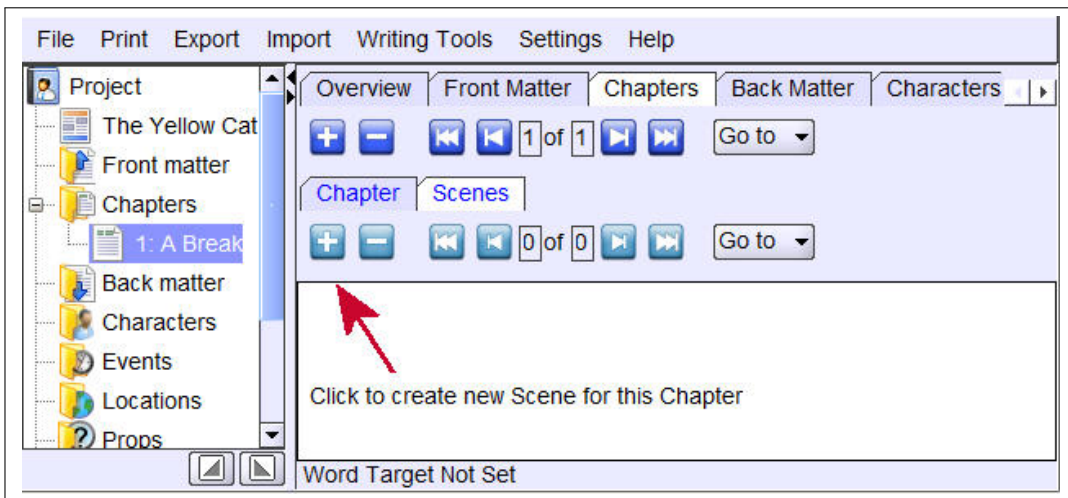To create a scene for this chapter, click on the Scenes tab, which shows Figure 7.

Figure 7: A blank scene

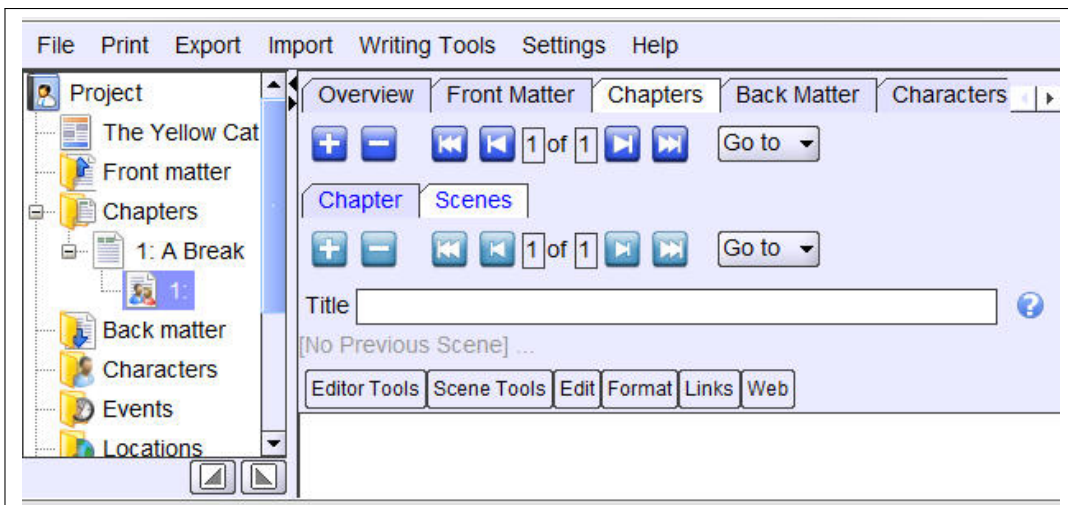To create a blank scene, click on the ➕ icon in Figure 7, which shows Figure 8.

Figure 8: A blank scene

After adding a scene title, *The Journey Up*, and the scene text, Figure 9 is shown.
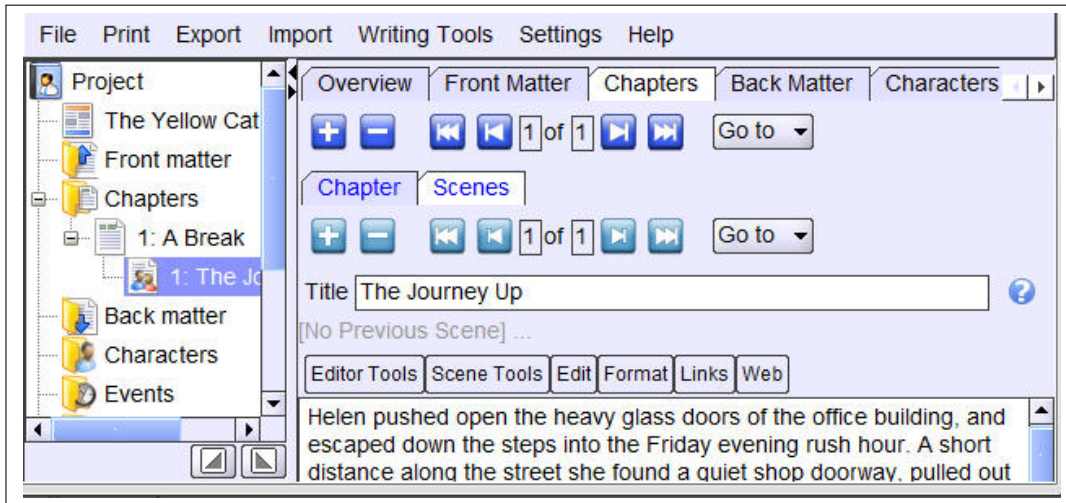

Figure 9: A scene with title and text

Notice that the title of the scene appears immediately in the Tree Panel. At any stage this scene can be accessed by clicking on its Tree Panel item.

Additional scenes can be added to this chapter by clicking on the ⊞ icon in the Scenes tab of Figure 9—not on the ⊞ icon in Chapters on the Main Tabs. See the Tree Panel in Figure 10.

Figure 10: Chapter 1 with two scenes

Additional chapters can be added to the project by selecting the Chapters tab, and clicking on the ⊞ icon. See the Tree Panel in Figure 11.

Figure 11: Two chapters. The second chapter has one scene

Save the Project

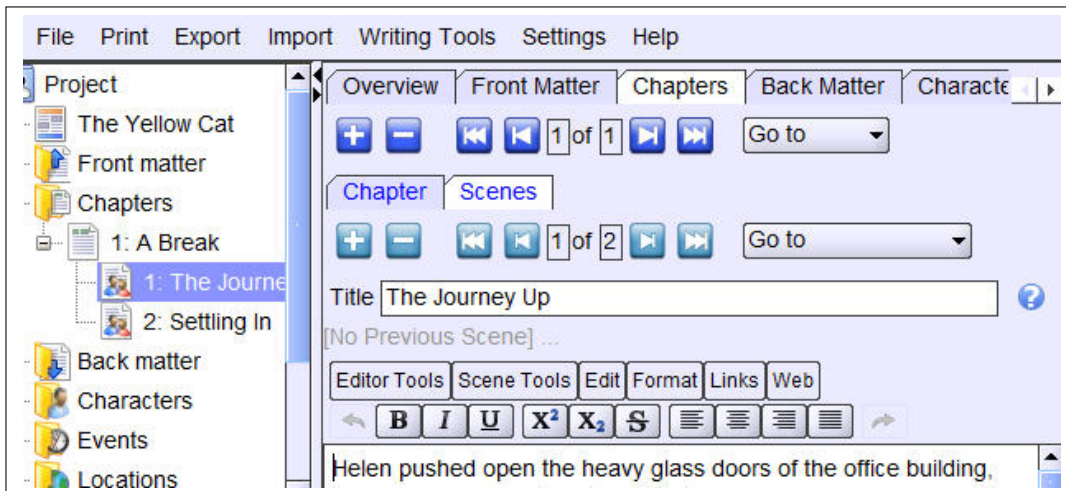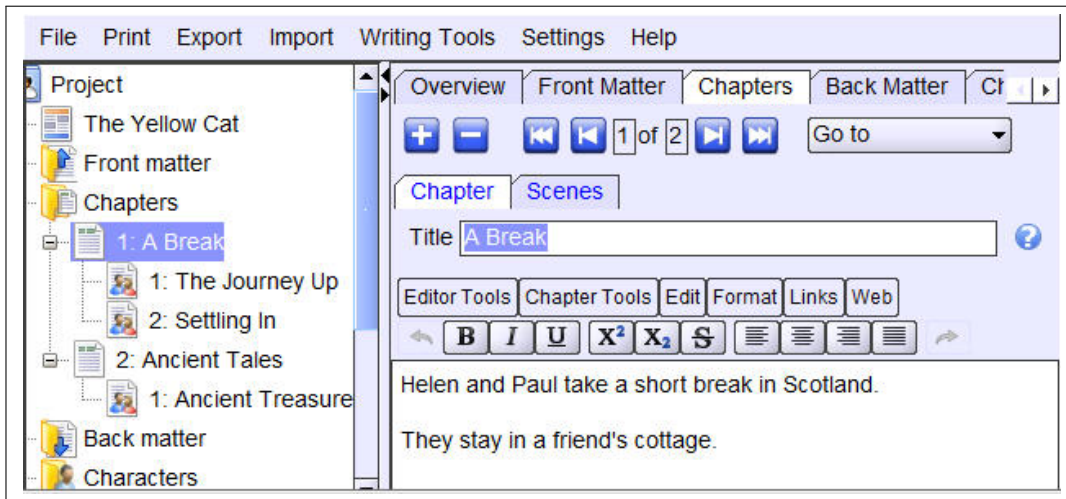To save the project select the `File` menu from the Menu Panel and choose `Save`. This option is available only in the unlocked version of *WriteItNow 5*.

Useful Tips and Things to Know

Help

Help is obtained either by using `Help` from the Menu Panel, or by pressing the `F1` key, or by clicking the question mark icon ❓, when available.

Deleting a Chapter or Scene

To delete the current chapter, click on the ➖ icon. To delete the current scene, click on the ➖ icon. **Caution.** Clicking on these icons deletes the corresponding item permanently.

Moving a Chapter or Scene

When chapters or scenes are created their titles immediately appear in the Tree Panel, as shown in Figure 11, for example. It is possible reorder these as follows.

1. Left click on the title of the chapter or scene in the tree.
2. Drag the chapter or scene to its new position.
3. If no move is possible a red cross is shown, ✖.
4. When a move is possible the mouse cursor changes to a yellow arrow: an up arrow, ↖, for moving before an item, and a down arrow, ↙, for moving after an item.

There is another way to rearrange chapters and scenes, by using the Story Board. This is accessed from `Writing Tools` ≫ `Story Board` on the Menu Panel, or by using the keyboard shortcut `Ctrl` `F5`.

Creating Characters

Characters can be created in the same way that chapters are—by selecting `Characters` from the Main Tabs and clicking on the ➕ icon.

Renaming and Saving a Project to a Different Location

The name of the project and where it is saved can be changed by using `File` ⟩ `Save As` in the Menu Panel.

Formatting Text

The Format Buttons, item ⑧ in Figure 1, can be used to format text in the Main Text Area.

Writing Targets

Some writers like to set targets, either by the number of words written per day, or by the time spent writing. These can be set at `Writing Tools` ⟩ `Writing Targets` on the Menu Panel. Their current values are shown at the bottom of the Work Panel, as seen in item ⑥ in Figure 1.

UK or US English

The writer can select between the menu items being spelled in UK or US English by selecting `Settings` ⟩ `Menu Text` in the Menu Panel.

   To select the main dictionary—the one used by the spelling checker—go to `Settings` ⟩ `Tool Settings` ⟩ `Set Main Dictionary` in the Menu Panel. The choice of languages is Canadian (en_CA.dict), UK (en_GB.dict), and US (en_US.dict).

Keyboard Shortcuts

Almost every menu item can be accessed using keyboard shortcuts, which are summarized on page **??**.

Exporting

Exporting is the process of converting a *WriteItNow 5* project, or part of a project, into a file formatted for use with an external program, such as Microsoft® Word or Adobe Reader®. It does not alter the project.

Story Board

Use the story board `Writing Tools` ⟩ `Story Board` to get a birds-eye view of the chapters and scenes.

Storyline Editor

Use the storyline editor `Writing Tools` ⟩ `Storyline Editor` to show who does what, where, and when in scenes.

Idea Generator

Use the idea generator `Ideas Tab` ⟩ `Idea Tools` ⟩ `Create Idea)` to get some inspiration.

Family Relationships

After adding a few character family relationships, select `Characters` ⟩ `Character Tools` ⟩ `Update Family Relationships` to fill in gaps.

Cliches

To check for cliches use `Editor Tools` ⟩ `Critiques` ⟩ `Cliches` or the keyboard shortcut `Alt` `C` .

Understanding Projects

In *WriteItNow 5*, a project consists of two separate components: Book Text and Background Details, shown in Figure 12.
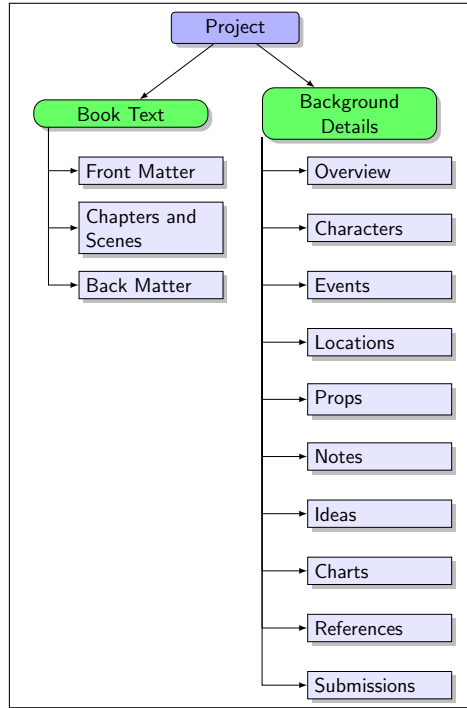
Figure 12: Project Outline

The Book Text is the material to be included in any book produced. The Background Details is where research material is kept for the book.

The tabs in the Main Tabs that are used to create the Book Text are shown in Figure 13.
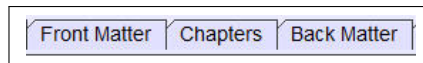
Figure 13: The Book Text

The tabs in the Main Tabs that contain the Background Details are the Overview tab together with those shown in Figure 14.
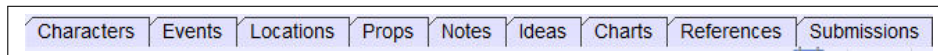
Figure 14: The Background Details

Manuals

If you want a slightly longer introduction to *WriteItNow 5* download the 40-page "*WriteItNow 5* Essentials" manual from `http://www.ravensheadservices.com/WIN5Essentials.pdf`. To learn all features of *WriteItNow 5*'s capabilities—including tips and advice—download a copy of the 350-page manual, *Up and Running with WriteItNow 5*, from `http://www.ravensheadservices.com/up_and_running_manual.php`. There is no charge for either of these. When reading these manuals, it is useful to have Figure 1 available as a reference. A larger version of that figure has been reproduced on page 10 for this purpose.

Web Tutorials

If the computer is connected to the Internet, then by selecting Help ≫ Web Tutorials in the Menu Panel, various instructional videos on the use of *WriteItNow 5* can be viewed.

Tree Panel

Menu Panel

Main Tabs

Quick Buttons

File Print Export Import Writing Tools Settings Help

Project
A Far Cry
Front Matter
Introduction
Foreword
Chapters
1: Helen and Paul Ta
1: The Journ
2: Settling In
2: Ancient Tales
3: Leaving
Back Matter
Afterword
Characters
Paul
Helen
Alec
Events

Overview | Front Matter | Chapters | Back Matter | Characters | Events | Locations | Props | Note

Go to ▼   1 of 3

Title   Mr
First Name   Paul
Usual Name   Paul
Life Span
Date Fri 11 Oct 2002
Now aged 30

Gender   Male ▼   Role   Major Character ▼
Middle Name
Last Name   Morris

Born 25 May 1972
30 years ago.   Died
                             Unknown

Details | Picture | Personality | Family Relationships | Personal Relationships | Other Relationships

Editor Tools   Character Tools   Edit   Format   Links   Web

B I U   X² X₂ S

Paul is thirty years old, tall, with sallow features, and black, unruly hair. He sometimes acts impulsively, disregarding other people's feelings, but can be kind and considerate to those closest to him. He works as a junior executive in a firm of financiers in the City of London, with whom he keeps in touch constantly, mainly by laptop, in order to check on the latest company prices.

He buys a metal detector .

Written 0 of 90 Words   0%   Writing for 00:04:10 of 02:00:00   3%

Item Specific Tabs   Writing Targets   Editor Menus   Format Buttons   Main Text Area