WriteItNow 6 Essentials

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To accompany Version 6.0.2*c* of *WriteItNow 6*

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Preface

This Preface deals with the Manual—how to navigate it, and how to use it. The remainder of the Manual is devoted to *WriteItNow 6*—how to navigate it, and how to use it.

Navigating this Manual

This manual uses "hot" links allowing the reader to navigate easily. For example, if the text states that the Index starts on page 1, then clicking on that page number (1) takes the reader to the Table of Contents. (Try it!) The same is true for Part numbers, Chapter numbers, Section numbers, Appendix letters, Figure numbers, Table numbers, and the page numbers in the Index. In the Table of Contents, clicking on a Chapter or Section title (not the page number) immediately opens the associated chapter or section. Web links, such as `http://www.ravensheadservices.com/`, open the associated web page in the default browser. Typically the color or shape of the cursor changes when over a hot link, which can be seen by hovering the mouse over the previous web link.

Terms and Conventions used in this Manual

Convention

> ⚠ *Paragraphs containing important information are identified in a box similar to this.*

Paths

Notations such as `C:`▸`Users`▸`Your Name`▸`Documents` indicate the path to a folder. In this case it shows where the folder '`Documents`' is relative to '`C:`'.

Menu Items

Sequences such as `Export`》`Book` show the hierarchy of menu items. In this case, the menu item 'Book' is under the menu item 'Export'. The image `Setup` indicates the sub-menu item 'Setup' is to be selected in *WriteItNow 6*. This could also be indicated by `Export`》`Book`》`Setup`.

Printing Errors and Suggestions

If you find any errors in this manual, or have suggestion to improve it, please send them to `https://ravensheadservices.com/contact_us.php` by selecting `PDF Manual` from the `Contact Reason` drop-down menu. Thank you.

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CHAPTER 1

Starting a New Project in *WriteItNow 6*

To start using *WriteItNow 6* a user must create a new project.

A new project is created by clicking the menu item $\boxed{\text{File}}$ on the top left-hand side of the *WriteItNow 6* screen, and then selecting $\boxed{\text{New Project}}$ as shown in Figure 1.1.
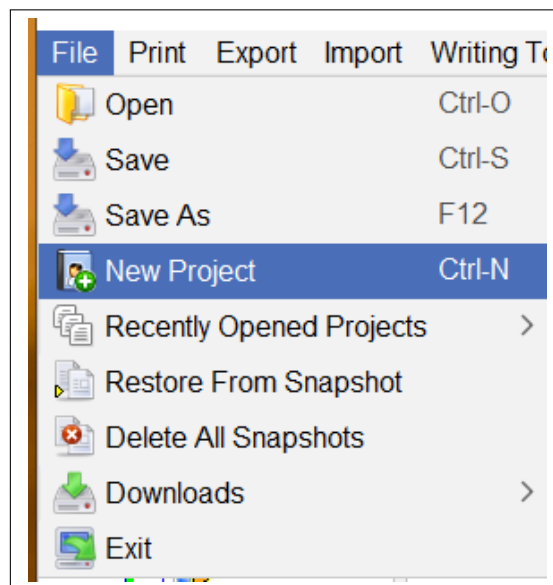

Figure 1.1. Create New Project

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 1.2.

Enter a name for the project, and the folder to save it in. This example uses the name 'The Yellow Cat' saved in the `My Masterpiece` folder. When finished, press the $\boxed{\text{Create}}$ button. This creates and saves a new project called 'The Yellow Cat'.

The screen should now look like Figure 1.3. The Overview has the title 'The Yellow Cat', and all other sections are empty. This is a blank project with no characters or chapters.
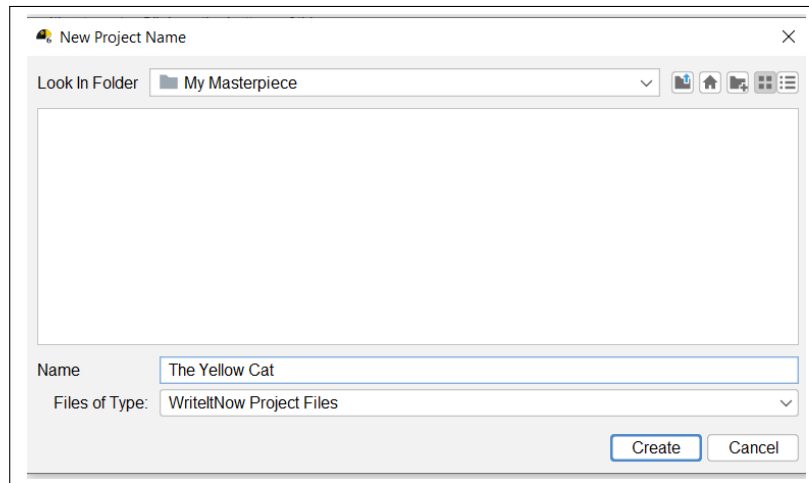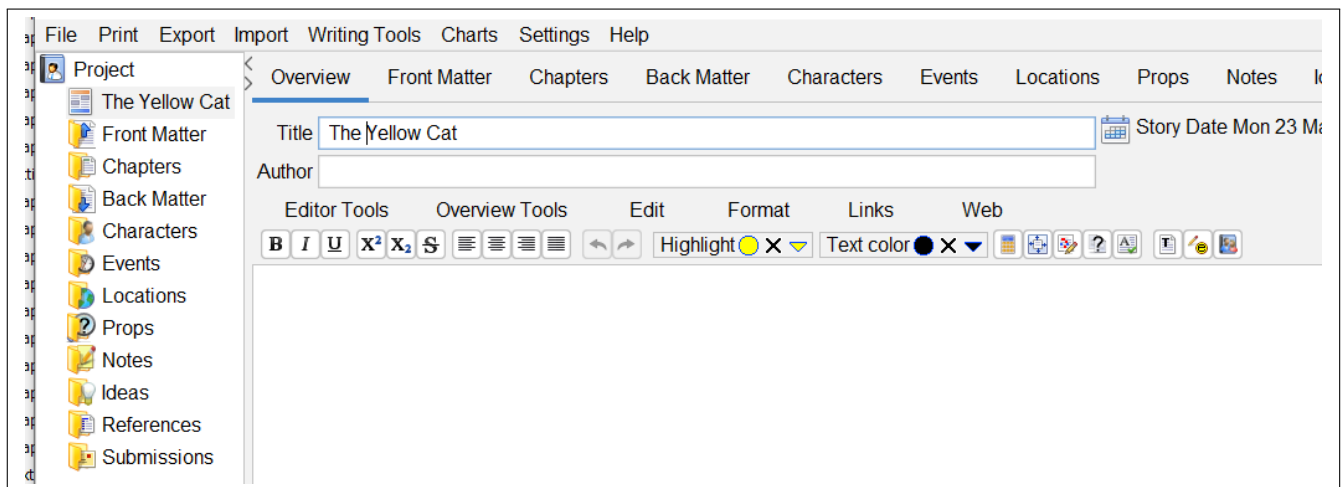
Figure 1.2. Create New Project dialog

Figure 1.3. A blank project

Navigating *WriteItNow 6*—The Screen Layout

Figure 1.3 shows the main *WriteItNow 6* screen. It is divided into three main panels.

1. **Menu Panel.** Across the top of Figure 1.3 is the Menu panel shown in Figure 1.4.
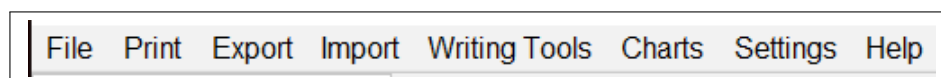

Figure 1.4. The Menu panel

It contains various menu items, starting with `File`. In this manual, components accessed under the Menu Panel are colored black, ▬ , and those that start from the Menu Panel itself, for example `File`, are shown as `Menu Panel`〉`File`.

2. **Tree Panel.** On the left-hand side of Figure 1.3 is the Tree panel shown in Figure 1.5. It is a tree-like structure, starting with `Project` and ending with `Submissions`. In this manual, components accessed under the Tree Panel are colored blue, ▬ , and those that start from the Tree Panel itself, for example `Project`, are shown as `Tree Panel`〉`Project`.
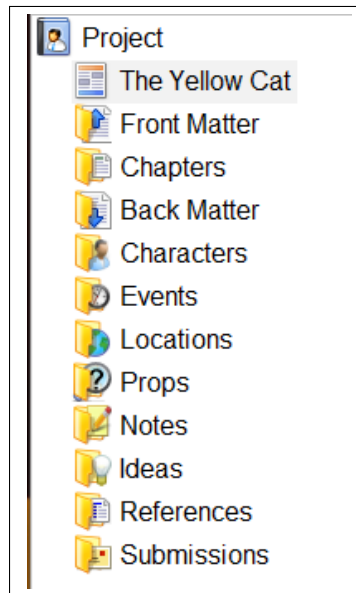
Figure 1.5. The Tree panel

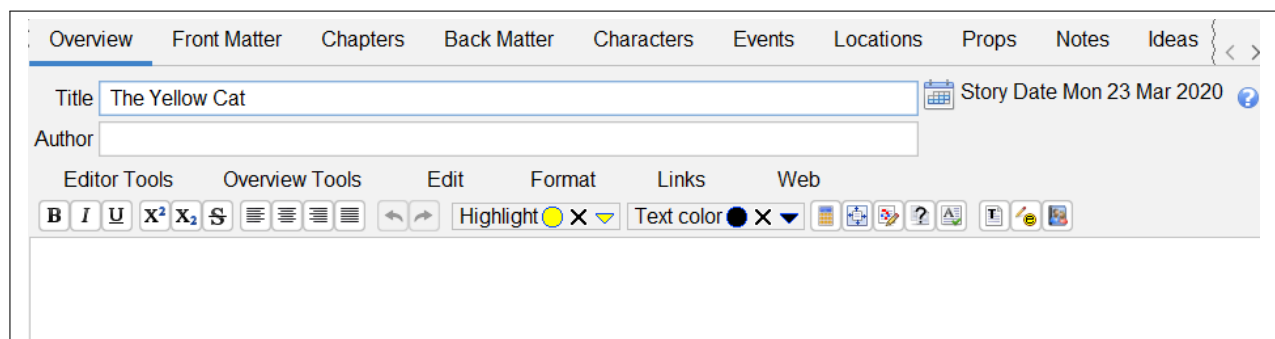3. **Work Panel.** The remaining panel in Figure 1.3 is the Work panel shown in Figure 1.6.

Figure 1.6. The Work panel

This has various tabs across the top—called the Main Tabs—starting with Overview, which is currently selected. To select any of the tabs, either click on that item in the Main Tabs or on the same item in the Tree Panel. The large blank area, called the "Main Text Area", is where all the text editing is done.

The contents of the Work Panel vary according to the tab selected, but two regions are always present, the Main Tabs and the Main Text Area.

The Main Tabs

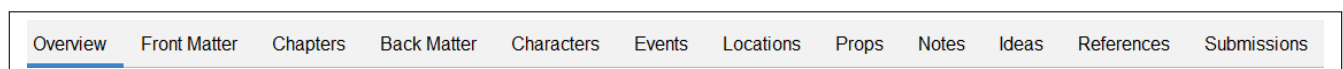The Main Tabs in the Work Panel is shown in Figure 1.7 on page 8.

Figure 1.7. The Main Tabs in the Work Panel

The contents of each of these tabs is now outlined in order.

- The ⟨Main Tabs⟩⟩⟨Overview⟩ tab stores the book's title, author, and summary.
- The ⟨Main Tabs⟩⟩⟨Front Matter⟩ tab stores those sections of the book to appear before the body of the book, such as a preface or a foreword.
- The ⟨Main Tabs⟩⟩⟨Chapters⟩ tab contains the bulk of the book, usually divided into chapters and scenes.
- The ⟨Main Tabs⟩⟩⟨Back Matter⟩ tab stores those sections of the book to appear after the body of the book, such as an afterword or an epilogue.
- The ⟨Main Tabs⟩⟩⟨Characters⟩ tab stores character information. This includes name, birth and death dates, a picture, personality and physical details, and relationships.
- The ⟨Main Tabs⟩⟩⟨Events⟩ tab is where a writer stores details of when things happen.
- The ⟨Main Tabs⟩⟩⟨Locations⟩ tab stores details of where things happen.
- The ⟨Main Tabs⟩⟩⟨Props⟩ tab stores any objects and descriptions that are relevant to the story. Typical props are vehicles, artifacts, weapons, clues, and so on.
- The ⟨Main Tabs⟩⟩⟨Notes⟩ tab stores any notes. This might include notes on important parts of the story, research notes, questions to ask experts, writing advice, and other details.
- The ⟨Main Tabs⟩⟩⟨Ideas⟩ tab stores any thoughts the writer has for the story.
- The ⟨Main Tabs⟩⟩⟨References⟩ tab holds details of references to publications including authors, publication dates, publishers, and so on.
- The ⟨Main Tabs⟩⟩⟨Submissions⟩ tab is where a user can add, delete, and record submission details for a print book.

The Main Tabs fall into two categories, those that contain the materials to be included in the final book, called the Book Text, and the remaining tabs, which contain the research materials for the book (none of which appears directly in the final book), called the Background Details.

Book Text

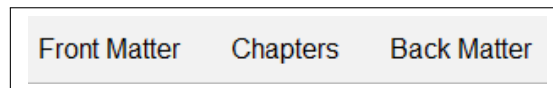The tabs in the Main Tabs that are used to create the Book Text are shown in Figure 1.8.

Figure 1.8. The Book Text

Background Details

The Background Details consist of the Main Tabs after the Book Text has been removed, namely "Overview" and those items shown in Figure 1.9. The inclusion of Background Details in a project is optional.
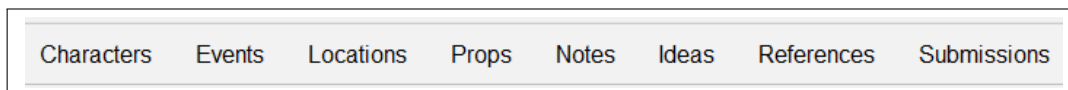
Figure 1.9. The Background Details

Projects

A *WriteItNow 6* project consists of the two separate components: Book Text and Background Details.

$$\text{Project} \ = \ \text{Book Text} \ + \ \text{Background Details,}$$

shown in detail in Figure 1.10.

WriteItNow 6 is very flexible and the project could contain just chapters (and possibly scenes) with no front matter, no back matter, or no Background Details.
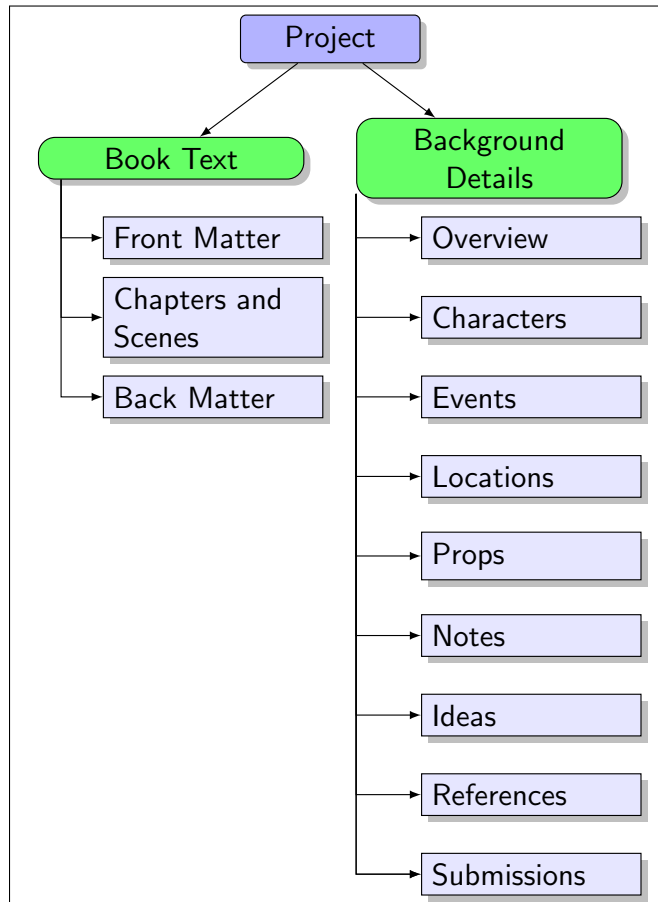
Figure 1.10. Project components

CHAPTER 2

Some Editor Commands

WriteItNow 6 contains a fully-fledged editor, with multiple options. In this Chapter, some of the more important ones are discussed.

Whichever of the `Main Tabs` is selected, they usually have common items, such as `Editor Tools`, `Edit`, and `Format`. See Figure 2.1.

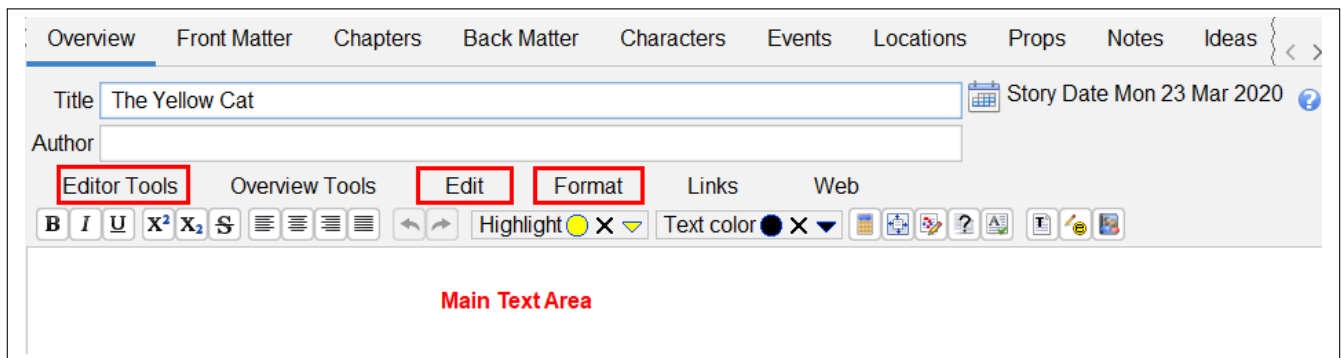**Figure 2.1.** Editor Tools, Edit, and Format tabs

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Section 2.1
The Editor Tools menu

Clicking on the `Editor Tools` menu brings up Figure 2.2.

In this section, the Spelling Checker is discussed.

Spelling Checker

The program comes with main dictionaries covering US English, UK English and Canadian English. Each of these has about 125,000 words. To select the main dictionary—the one used by the spelling checker—go to `Menu Panel ⟫ Settings ⟫ Tool Settings ⟫ Set Main Dictionary`. The choice of languages is Canadian (en_CA.dict), UK (en_GB.dict), and US (en_US.dict).

The Spell Checker is activated either by using the keyboard shortcut `Ctrl` `L` or by selecting the menu item `Editor Tools ⟫ Spelling Checker`. The first misspelling is highlighted. If there are close alternatives to this they are shown in the list of Suggested Replacements. See Figure 2.3.
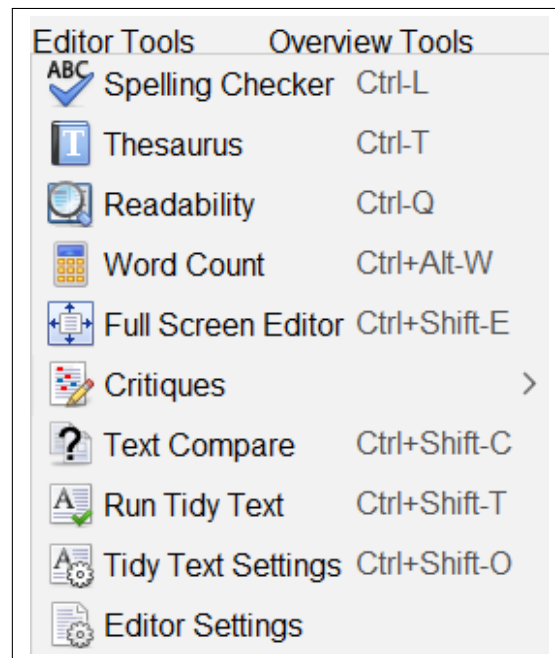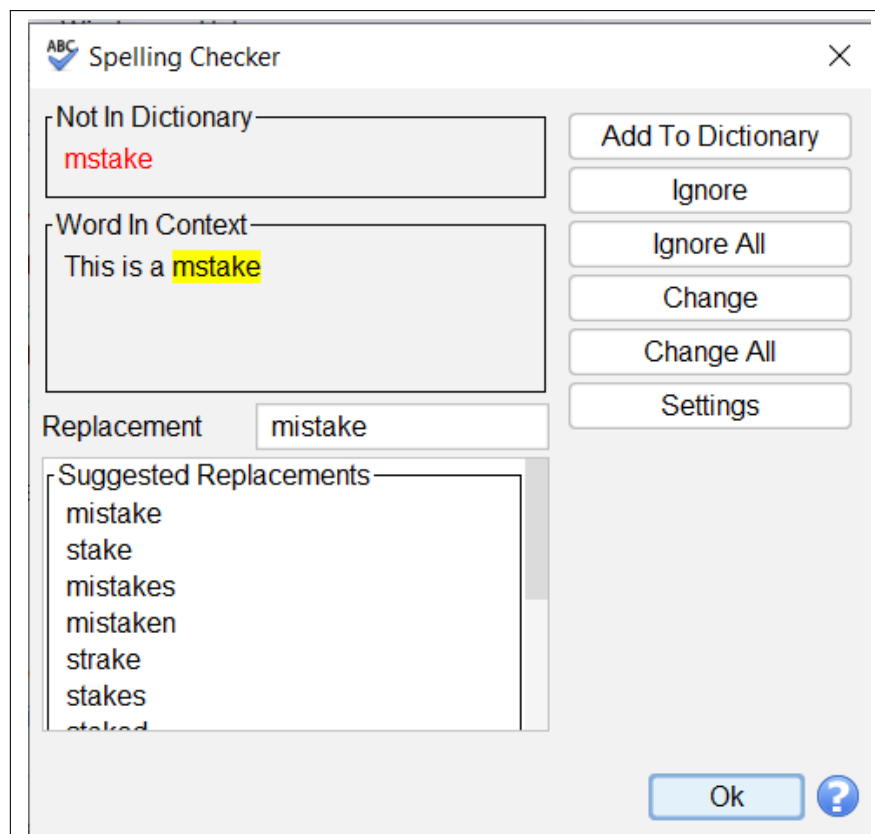
Figure 2.2. The Editor Tools

Figure 2.3. The Spell Checker in action

If a word has been highlighted it can be changed.

Spell Check Text In Background

Background spell checking is enabled by default. It can be disabled under $\boxed{\text{Settings}}\rangle\rangle\boxed{\text{Tool Settings}}\rangle$
$\rangle\boxed{\text{Spell Checker Settings}}$.

Misspelled words are highlighted with a wavy underline, as can be seen in the example shown on Figure 2.4. To change a misspelled word right-click on the word.

Figure 2.4. The Background Spell Checker

The Edit tab

Clicking on the $\boxed{\text{Edit}}$ tab brings up Figure 2.5.

This menu item exposes the standard list of items used for editing text, such as Copy, Cut, Paste, Select, etc. The $\boxed{\text{Import Text From File}}$ allows the user to insert text at the position of the cursor, from a DOC, DOCX, RTF, HTML, HTM, or TXT file.

Section 2.2
The Format menu

Clicking on the $\boxed{\text{Format}}$ tab brings up Figure 2.6. This menu item shows options for formatting text, such as Bold, Italic, left align, right align, etc.

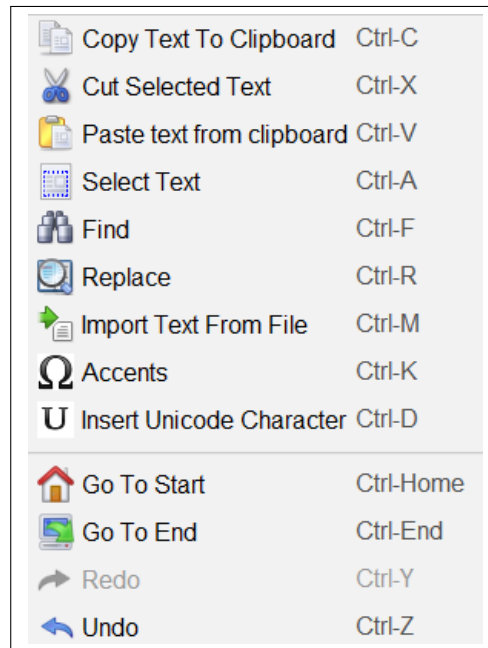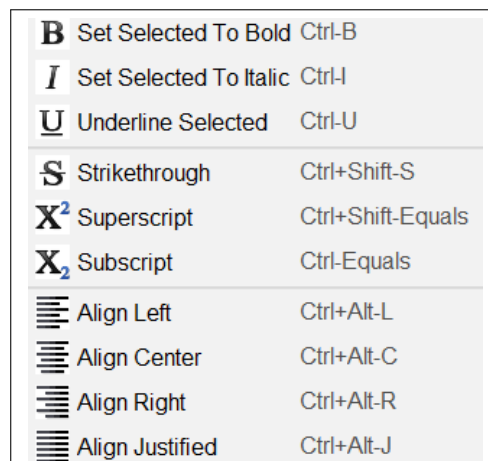**Figure 2.5.** The Edit menu items

Figure 2.6. The Format menu items

CHAPTER 3

Adding Chapters and Scenes

Having created a project, described in Chapter 1 on page 6, a writer usually either writes chapters and scenes or creates characters. This and the following chapter of the manual are devoted to writing chapters and scenes for the book, the next deals with creating characters.

In *WriteItNow 6*, chapters and scenes are the places to write the text that goes into the book. A book can consist of any number of chapters and each chapter can have any number of scenes. When writing the book, text can be put in chapters, scenes, or both.

At this stage the user can either enter text directly, or import an existing Microsoft® Word DOC or DOCX file. Importing is described in Chapter 10 on page 30.

To enter text directly into Chapters and Scenes go to Chapters either on the Main Tabs or on the Tree Panel. This opens Figure 3.1.
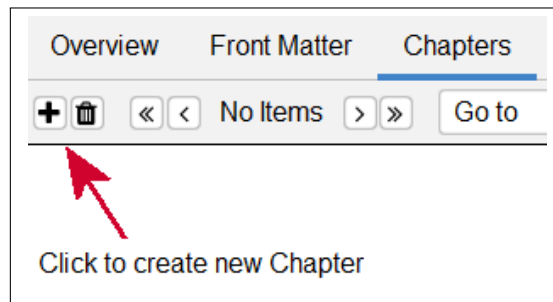

Figure 3.1. Creating a new chapter

To add a blank chapter click on the ✚ button, which opens Figure 3.2.
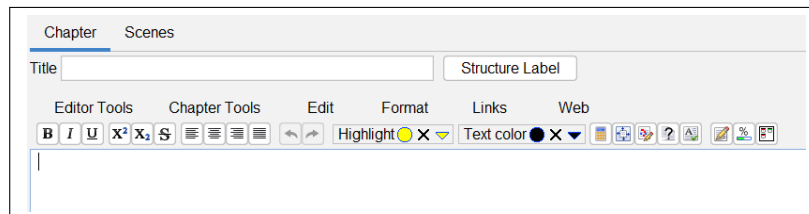

Figure 3.2. A blank chapter

A title needs to be added, and text can be added now or later. Figure 3.3 shows a partially completed chapter, with the title 'A Break' and some chapter text.
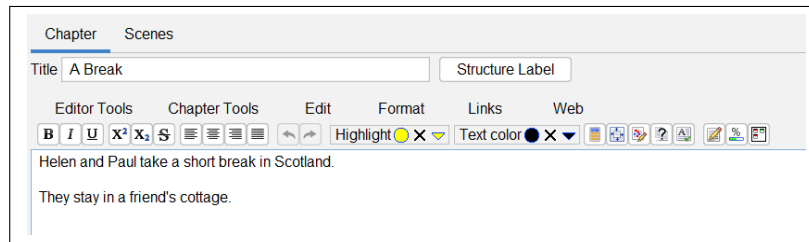
Figure 3.3. A partially completed chapter

To add more chapters click on the ➕ button shown in Figure 3.1. They are automatically added to the Tree Panel. Figure 3.4 shows part of the Tree Panel for a sample story containing three chapters. Chapter 1—*A Break*, Chapter 2—*Ancient Tales*, and Chapter 3—*Leaving*.
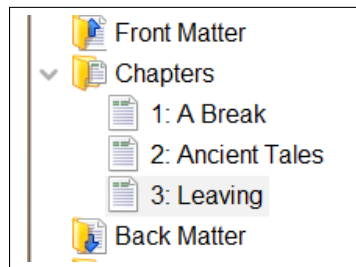
Figure 3.4. A partially completed chapter

To reorder chapters, go to the Tree Panel and drag and drop the appropriate chapter.

To delete a chapter click on the 🗑 button. Deleting a chapter also deletes its scenes. It might be wise to create a snapshot, `Ctrl` `S` , before deleting a chapter.

Moving between chapters

To move between chapters, either press the arrow buttons—`«`, `<`, `>`, `»`—in Figure 3.5, or click on the `Go To` button. Alternatively, click on the appropriate chapter in the Tree Panel.

Figure 3.5. Moving Between Chapters

Adding a blank scene to an existing chapter

Move to the chapter where the blank scene is to be added. Click on the `Scenes` tab and then click on the Scenes ➕ button in Figure 3.6.
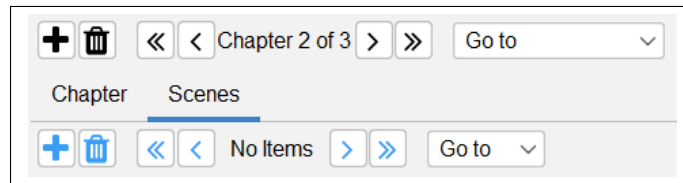
Figure 3.6. Adding, deleting, and moving between scenes

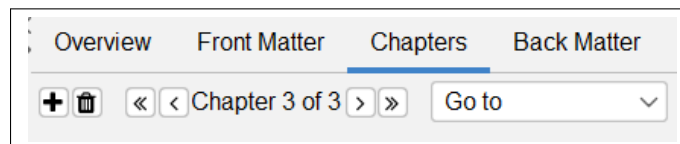Scenes are automatically added to the Tree Panel. Figure 3.7 shows part of the Tree Panel for a sample story containing three chapters. Chapter 1—*A Break*— has 2 scenes (*The Journey Up* and *Settling In*). Chapter 2—*Ancient Tales*—has 2 scenes (*Ancient Treasure* and *Searching*). Chapter 3—*Leaving*— has only one scene (*Driven*).

To delete a scene move to that scene and click on the 🗑 icon in Figure 3.6.

Figure 3.7. Chapters and Scenes

Moving between scenes

To move between scenes, either press the Scenes arrow buttons—«, ‹, ›, »—the lower set of buttons in Figure 3.6, or click on the associated Go To button. Alternatively, click on the appropriate scene in the Tree Panel. At any stage, scenes can added to a chapter, moved to another chapter, or deleted.

CHAPTER 4

The Story Board

The Story Board is an electronic counterpart of a cork board with index cards—but it is considerably more powerful. The Story Board can be used to move chapters and scenes around, to add and remove chapters and scenes, and to edit Chapter and Scene Text, and Chapter and Scene Summary Text.

The Story Board is accessed in a variety of ways.

- Through the keyboard shortcut $\boxed{\text{Ctrl}}$ $\boxed{\text{F5}}$.
- Through the menu item $\boxed{\text{Menu Panel}} \rangle \boxed{\text{Writing Tools}} \rangle \boxed{\text{Story Board}}$.
- Through the tab item $\boxed{\text{Main Tabs}} \rangle \boxed{\text{Chapters}} \rangle \boxed{\text{Chapter}} \rangle \boxed{\text{Chapter Tools}} \rangle \boxed{\text{Story Board}}$.
- Through the tab item $\boxed{\text{Main Tabs}} \rangle \boxed{\text{Chapters}} \rangle \boxed{\text{Scenes}} \rangle \boxed{\text{Scene Tools}} \rangle \boxed{\text{Story Board}}$.

This brings up the main Story Board, as shown in Figure 4.1.

Figure 4.1. The Story Board

The Story Board shows the chapters as a column down the left. Any scenes associated with a chapter are shown to its right. The titles of each chapter and scene are also shown. (The default is to show only titles, however these cards can also show additional information as detailed on page 19.)

Moving Chapters and Scenes

Chapters and scenes can be quickly and easily rearranged using the mouse.

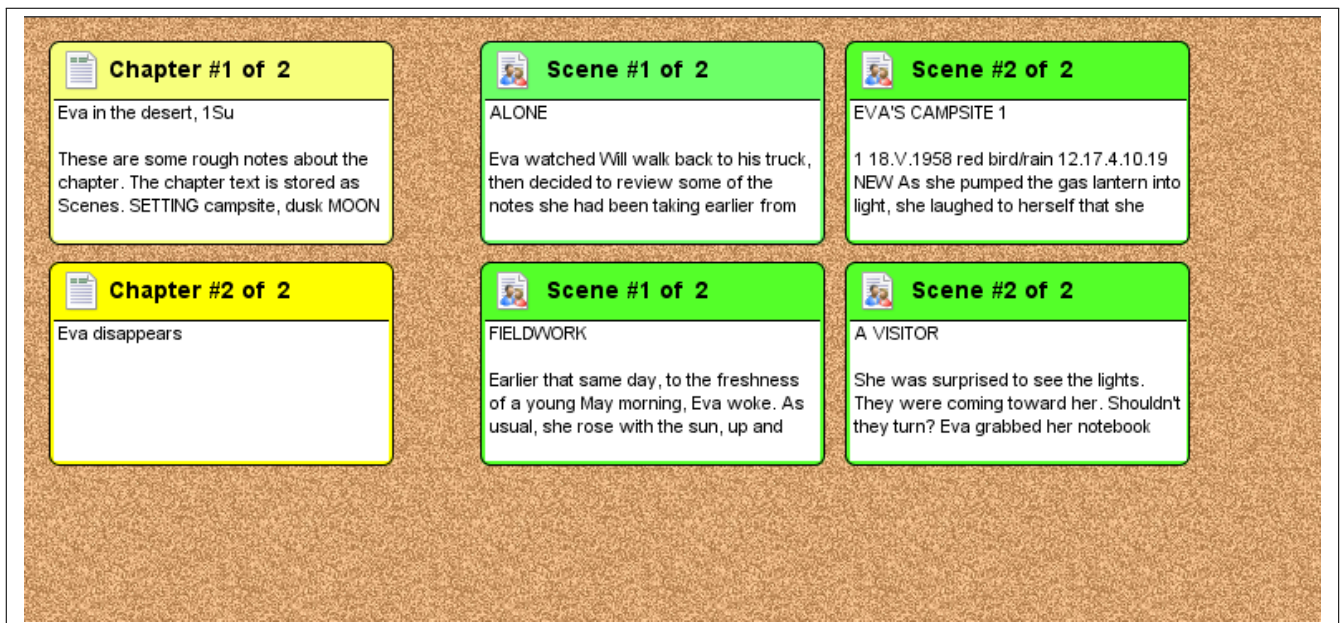Click and drag a scene or chapter card to a new location on the Story board by moving the mouse to a new position. For example, in Figure 4.1, to move Chapter 1 Scene 2 ('Scene #2 of 2') to the end of Chapter 2 just drag the scene to its new position.

If a chapter is moved all the scenes associated with it are also moved. After rearrangement, scenes and chapters are renumbered.

The Story Board in Figure 4.2 shows Figure 4.1 with the last scene of Chapter 1 moved to the end of Chapter 2. Note that the moved scene is now renumbered as 'Scene #3 of 3'.
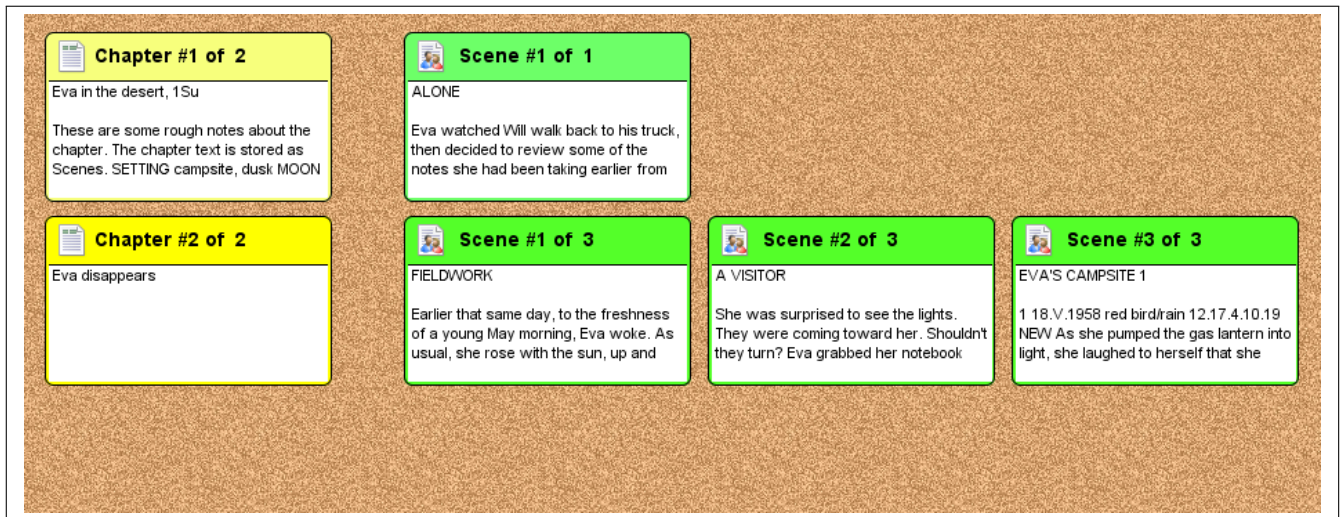
Figure 4.2. The Story Board rearranged

Context Menus

There are three different context menus that can be seen by right-clicking on a chapter, a scene, or on a blank area of the cork board. Right mouse click on a chapter or scene for more options.

Blank Area Context menu

Right-clicking on an unused part of the cork board, opens the context menu with one item, Add New Chapter. Selecting this creates a new chapter. The placement of that chapter depends on where the cork board is clicked.

Changing What Is Displayed

The Story Board can show different types of text in the chapters and scenes on the board.

At the top of the Story Board is a check box called 'Show Large Cards'. See Figure 4.3.
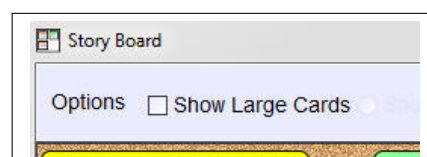
Figure 4.3. Show Large Cards check box

The default is unchecked. In this case the Story Board looks like Figure 4.4.

Figure 4.4. Show Large Cards unchecked

If the 'Show Large Cards' box is checked it looks like Figure 4.5.

Figure 4.5. Show Large Cards Checkbox checked

There are four choices.

1. **Show Text.** This shows the beginning of the chapter or Scene Text that was written in the Main Text Area.
2. **Show Summary.** This shows the Scene Summary Text taken directly from the Scene Summary described in '*Up and Running with WriteItNow 6*'.
3. **Show Reading Age.** This shows the chapter or scene reading age described in '*Up and Running with WriteItNow 6*'.
4. **Show Story Structure.** This is described in '*Up and Running with WriteItNow 6*'.

Selecting 'Show Text' gives Figure 4.6.
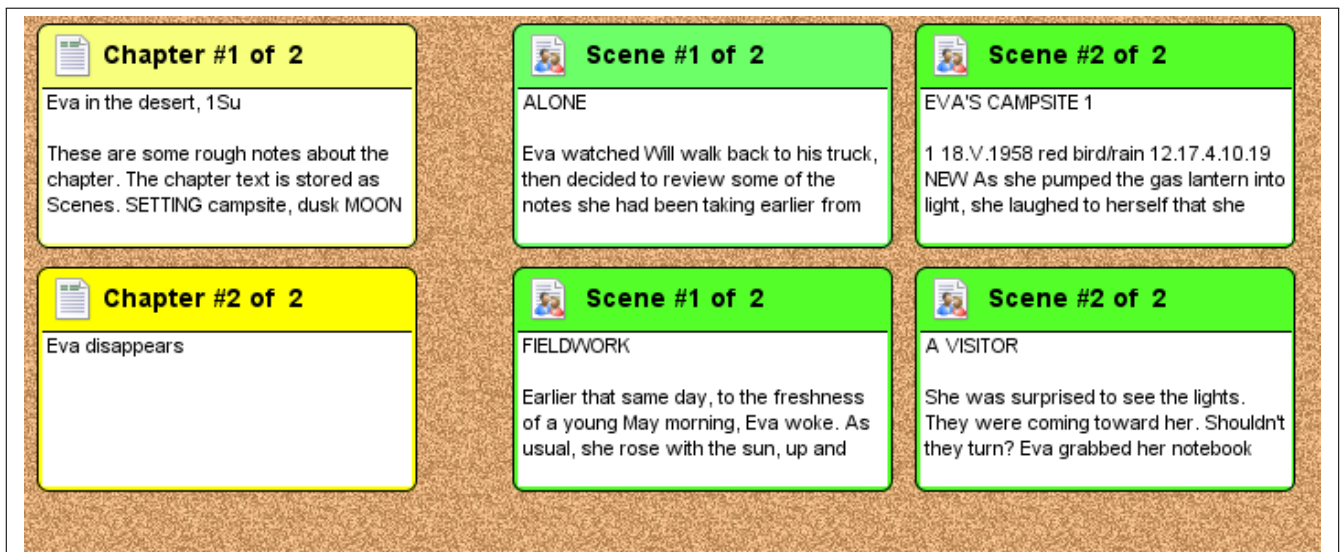
Figure 4.6. Show Large Cards checked

CHAPTER 5

Creating Characters

All character information is kept in the ⟨Main Tabs⟩⟩⟨Characters⟩ tab in Figure 1.7 on page 8. This can include a physical description; gender; personality; pertinent dates; relationships to other characters; a photograph; the role the character plays in the book (protagonist, antagonist, major character, ...); and so on. This material is purely for reference purposes, and is not part of the printed book. Characters are part of the Background Details described on page 9.

To add a character to the project, select the ⟨Main Tabs⟩⟩⟨Characters⟩ tab or the ⟨Tree Panel⟩⟩⟨Characters⟩ in Figure 1.3 on page 7. This opens a window similar to Figure 5.1.
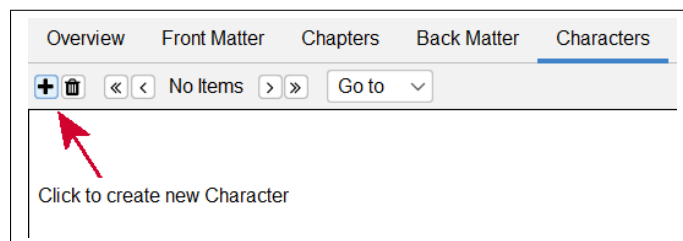
Figure 5.1. Creating a character

Clicking on the ✚ button, creates a blank character, see Figure 5.2. A blank character is added to the project and this is shown in the Tree Panel with the icon ❓ and the name '?' next to it.
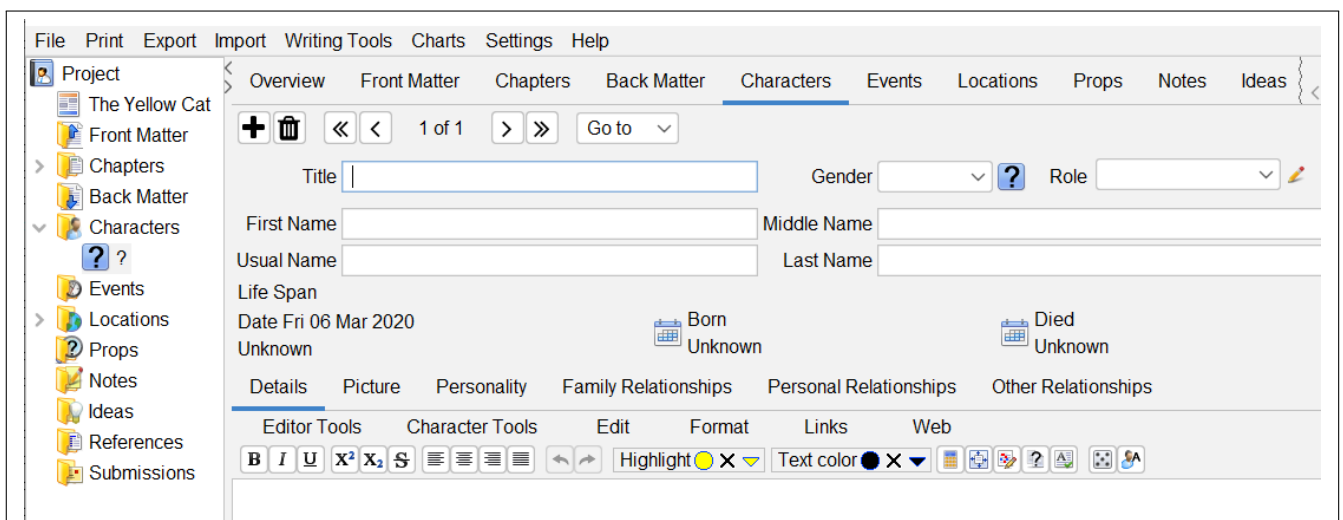
Figure 5.2. A blank character

In the *First Name* box, enter the name of a character, say 'Tom'. See Figure 5.3. The Tree Panel is updated after the name is typed.
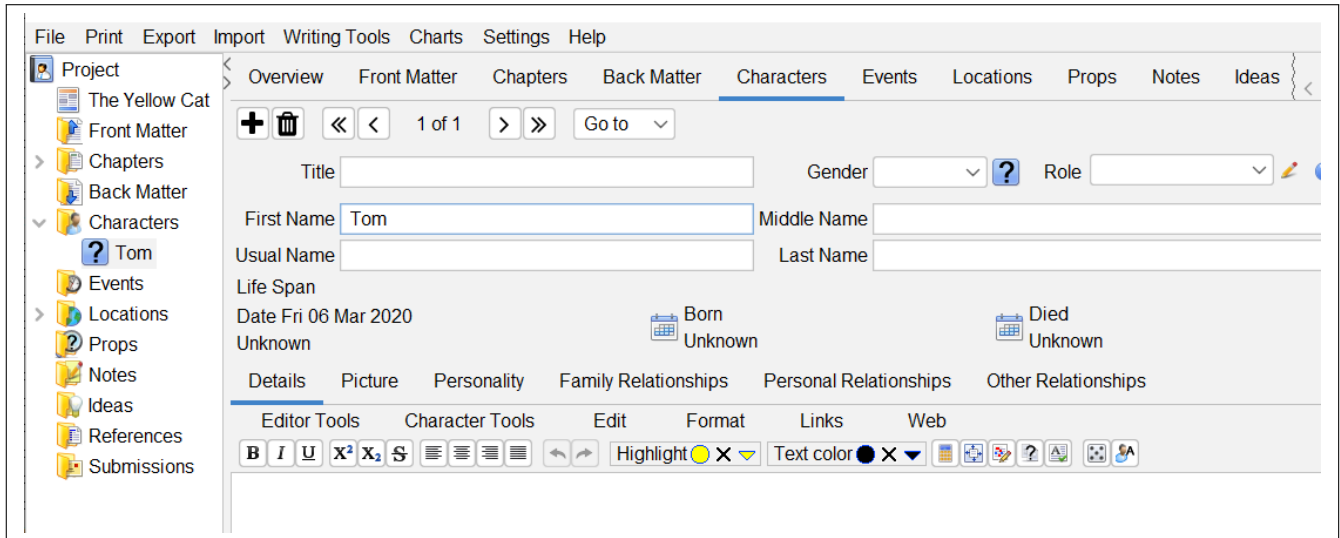
Figure 5.3. Entering the character 'Tom'

Choose the *Gender* drop down list and set Tom's gender to *Male*. The [?] icon for Tom in the Tree Panel is changed to show this, ♂. See Figure 5.4.
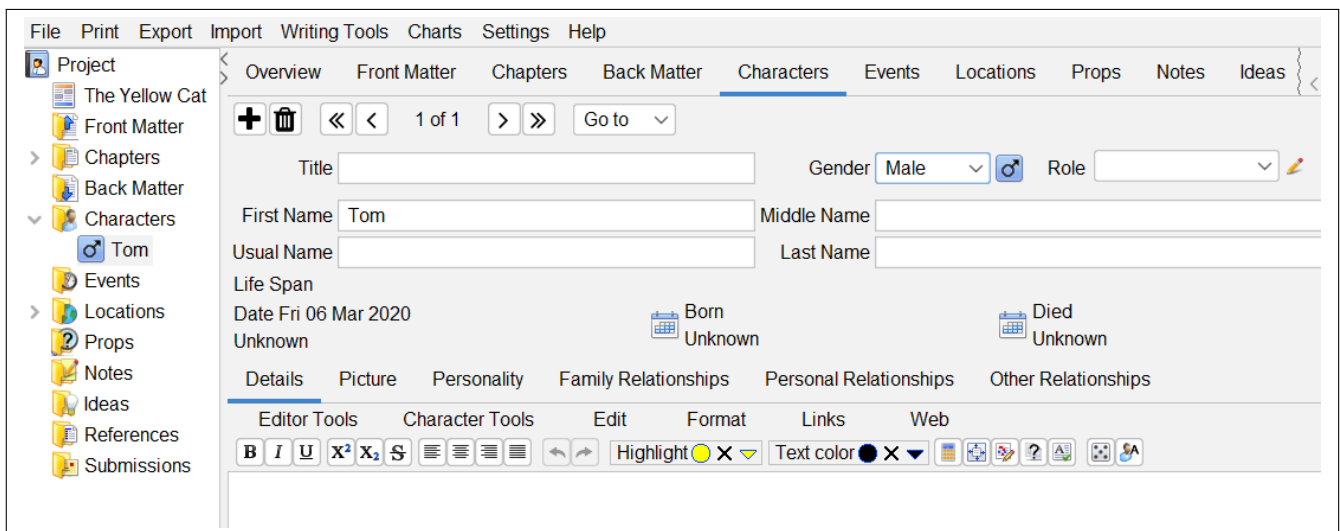
Figure 5.4. Entering the gender

Repeat these steps to add a few more characters. See Figure 5.5, where two male characters, Tom and James, and a female character, Lena, have been added. Fill in more details of the characters if necessary.

To delete a character press the 🗑 icon.
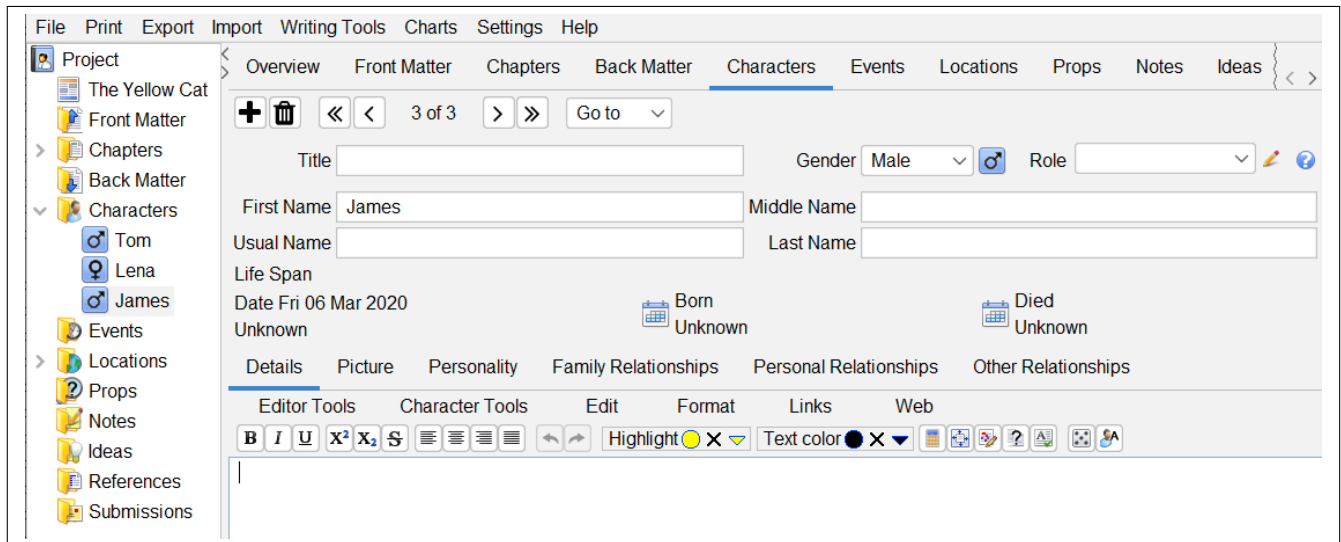
Figure 5.5. Adding more characters

⚠ *To switch to a different character either click the corresponding name in the Tree Panel; or use the* **Go To** *button near the top of the Work Panel in Figure 5.5; or use the* «*,* ‹*,* ›*,* » *icons.*

⚠ *Instead of creating actual names for characters, it is possible to use placeholders. For example: [p] is the name of the protagonist, [pm] is [p]'s mother, [pf] is [p]'s father, [a] is the antagonist, [af] is [a]'s father, ... Then, after the first draft (say) is written, create the appropriate names all at once, and then do a global search and replace. This approach has some advantages. It is easy for the writer to remember who is who while writing. It doesn't commit the writer to names at the start which may be abandoned later. It avoids the writer from remembering a character's name and its spelling while writing. Finally, if names are created all at once, there is less chance of creating similar names that are hard for the reader to distinguish between. All character names (as well as many other items) can be printed by right-clicking on* Tree Panel ⟩ ⟨Characters *and selecting* **Print Tree***.*

CHAPTER 6

Adding Pictures

WriteItNow 6 deals with two types of entities involving pictures, Picture Links and Picture Tabs.

- Picture Links can occur in any Main Text Area. They are only links to images, and are characterized by the ![] icon. The associated image is not stored as part of the project, nor is it visible within *WriteItNow 6*.
- Picture Tabs are present on characters, events, locations, props, notes, and ideas. The selected picture is visible within *WriteItNow 6*.

Section 6.1
Picture Links

Links to pictures on the hard drive can be added anywhere in the Main Text Area.

Adding a Picture Link

1. Select an item on the Tree Panel.
2. Place the cursor in the text where the Link is to be inserted.
3. Either use the keyboard shortcut [Alt] [P] or
   a) Right-click.
   b) Click on the menu item [Links] which brings up the Links Menu, Figure 6.1.
   c) Click on [Picture Link].
4. The dialog shown in Figure 6.2 opens. Notice the image of the highlighted file is shown, which helps the selection process.
5. Navigate to the appropriate image and select it.
6. The Picture Link icon, ![], is inserted in the text.

Section 6.2
Picture Tabs

Writers often use pictures of some of their characters, events, locations, props, or notes to focus their thoughts. On each of these Background Details there is a [Picture] tab that lets the writer import an image. For example, Figure 6.3 shows an open [Location] tab, with the [Picture] tab selected. There are two options. Use [Choose] to select a picture and [Clear] to use no picture.
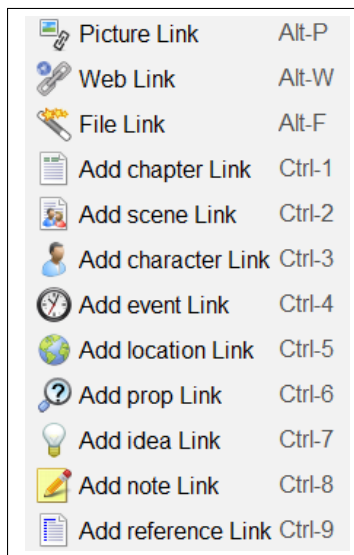
Figure 6.1. The Links Menu
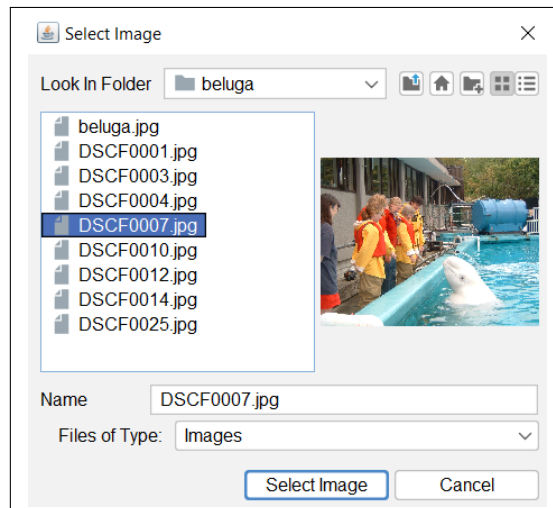
Figure 6.2. Picture link
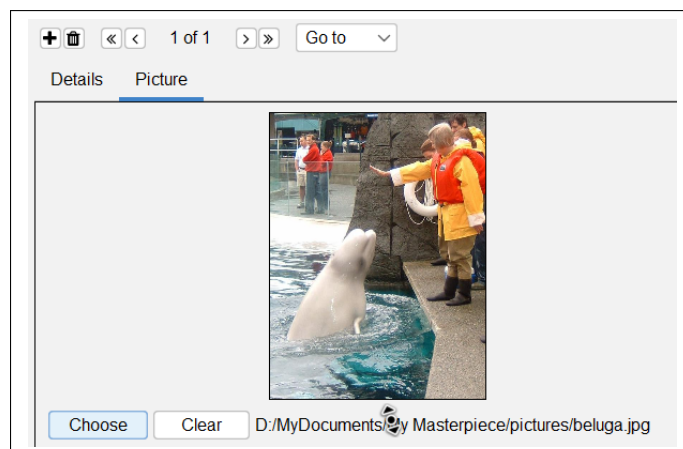
Figure 6.3. Imported picture

CHAPTER 7

Saving the Project

To save the project select the `Menu Panel ⟩⟩ File` menu and choose `Save`, or use the keyboard shortcut `Ctrl` `S` . The option to save a project is available only in the unlocked version of *WriteItNow 6*.

A snapshot represents the project at the time it was saved. *WriteItNow 6* saves a snapshot of a project each time it saves the project. A project can be restored from any snapshot.

WriteItNow 6 allows the writer to set how frequently the project is saved, and to select the maximum number of snapshots to retain. Setting the Auto Save to save every 30 minutes, and setting the maximum number of snapshots to keep to 100, is usually sufficient.

Auto Save

Frequency of Auto Save

To set how often the program automatically saves a snapshot, go to `Menu Panel ⟩⟩ Settings ⟩⟩ Tool Settings ⟩ Auto Save`. Clicking on `Auto Save` opens Figure 7.1 on page 26, which allows the user to select 'Auto Save' and to identify how often the snapshot occurs.
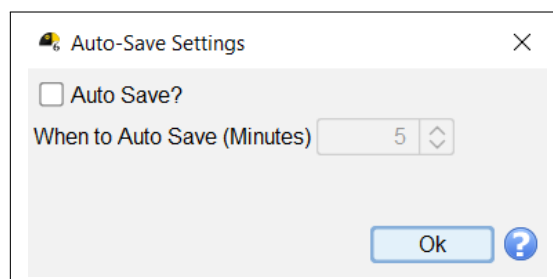
Figure 7.1. Autosave frequency

Auto Save takes effect after *WriteItNow 6* is restarted. It creates a snapshot only if the project has changed from the previous snapshot. Taking a snapshot is a background operation, and the writer is unaware of it taking place.

Number of Snapshots

To set the maximum number of snapshots to be kept go to `Menu Panel ⟩⟩ File ⟩ Restore From Snapshot`.

Clicking on Restore From Snapshot opens a figure similar to Figure 7.2, which allows the user to select the 'Max. Snapshots to Keep'. If, for example, the maximum number of snapshots is set to 100, then *WriteItNow 6* keeps up to 100 snapshots. It deletes older snapshots.
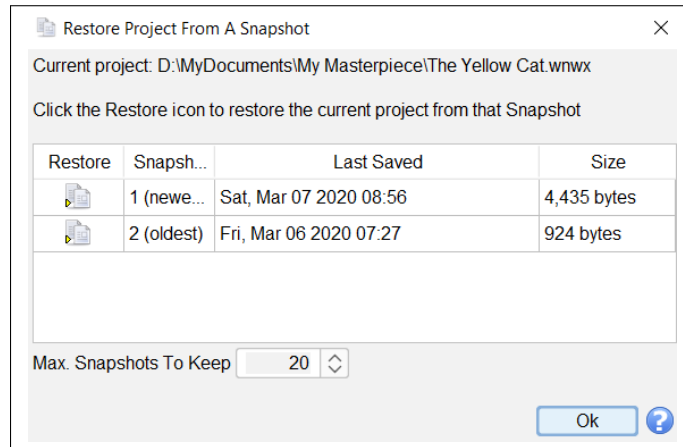
Figure 7.2. Max Snapshots to Keep

Restoring a Project from a Snapshot

To restore a snapshot go to Menu Panel 》 File 》 Restore From Snapshot . This opens a window similar to Figure 7.2, which shows 2 snapshots. The newest is snapshot 1. Click on a snapshot to restore it.

CHAPTER 8

Exporting the Project

Exporting is the process of converting a *WriteItNow 6* 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.

To create a manuscript, PDF, or eBook the project needs to be exported. To do this select the `Menu Panel` ⟩ `Export` menu and choose `Book`, followed by `As DOC (MS Word Format)`, that is `Menu Panel` ⟩ `Export` ⟩ `Book` ⟩ `As DOC (MS Word Format)`. This creates a manuscript in Microsoft® Word format and opens the document in that program (if installed on the computer). Creating a DOCX, eBook, PDF document, or RTF document follows the same pattern.

The way the book is formatted can be changed by selecting `Menu Panel` ⟩ `Export` ⟩ `Book` ⟩ `Setup`.

CHAPTER 9

Backing Up and Transferring a Project

Backing up a Project

Backing up computer files should be a regular task. All hard drives fail eventually. Backing up to the same hard drive is asking for trouble. It is much better to back up to an external hard drive or to the cloud. Better still, back up to both—regularly. See `https://www.techradar.com/best/best-free-backup-software` for a list of free backup programs, with reviews.

The most important thing to back up is the project file! If only one item is backed up, make sure it is this. If you have pictures make sure you back up the pictures folder. The project file is the one ending in `*.wnwx`, for example, `My Book.wnwx`. The pictures folder is a sub folder which is created in the folder where the project is saved.

Transferring a Project from one Computer to Another

This can be done in two different ways.

- Using a thumb drive.
- Using one of the many free[1] cloud services available, such as "Dropbox" (`https://www.dropbox.com/`), or "OneDrive" (`https://onedrive.live.com/`), and so on. (There can be issues with access immediately after exporting or saving to a cloud-linked folder for projects.)

  Whichever method is chosen, the process is essentially the same.

- Use the backup procedure described in the previous section "Backing up a Project" to copy the data from the source computer to the thumb drive or cloud.
- Install *WriteItNow 6* on the destination computer, if it is not already installed. Unlock it with your unlock codes.[2]
- Copy the data from the thumb drive or cloud to the relevant folders in the destination computer.

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[1] Each of these web file storage services have a basic amount of free disk space.

[2] "You can install and use *WriteItNow 6* on any computers which you own or use regularly as long as the installation is for your own use."

CHAPTER 10

Importing Existing Text

Importing is a way to get text from other sources into *WriteItNow 6*, without retyping. For example, if someone has started a book in Microsoft® Word they can import this into *WriteItNow 6*, and continue writing it.

Supported formats are DOC (Microsoft® Word), DOCX (Microsoft® Word), RTF (most word processors), HTM (web page), HTML (web page), and plain text TXT (most text editors). There is no provision for importing PDF documents. This chapter is devoted to importing a DOC file. The remaining file types are imported in a similar way.

> ⚠ *Before importing it would be wise to save the current project in case the import produces an unexpected result.*

There are two ways to import text from other sources: Automatic Importing—where no text is selected by the user—and Interactive Importing—where the text to be imported is selected by the user. Each of these options is accessed from the Menu Panel via the [Import] menu item, see Figure 10.1.
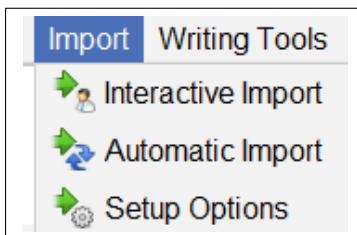
Figure 10.1. Import Menu

Whichever method is selected, the file to be imported should be prepared ahead of time to identify different sections—Chapters, Scenes, Front Matter, Back Matter, Characters, Events, Locations, Props, Notes, and Ideas. An unprepared file can be imported directly, but it will come in as one long chapter.

The simplest method is to identify each section with its category name (Chapter, Scene, . . .) and then use Automatic Importing. For example, after automatic importing, the text

```
CHAPTER I am Born
Whether I shall turn out to be the hero of my own life, or whether that station
```

```
will be held by anybody else, these pages must show.

SCENE The Beginning
To begin my life with the beginning of my life, I record that I was born (as I
have been informed and believe) on a Friday, at twelve o'clock at night.

CHARACTER David Copperfiled
David was born in Blunderstone, Suffolk, near Great Yarmouth, Norfolk, England,
in 1820, six months after the death of his father.

LOCATION Blunderstone, Suffolk
Blundeston is a village and civil parish in the Waveney district of the English
county of Suffolk.

EVENT Birth of David Copperfield
April 28, 1820

PROP Book
"David Copperfield" by Charles Dickens

NOTE Read David Copperfield
Take out of library

IDEA Another book
Oliver Twist is a good title.
```

creates a chapter titled "I am Born", a scene titled "The Beginning", and so on. See Figure 10.2.
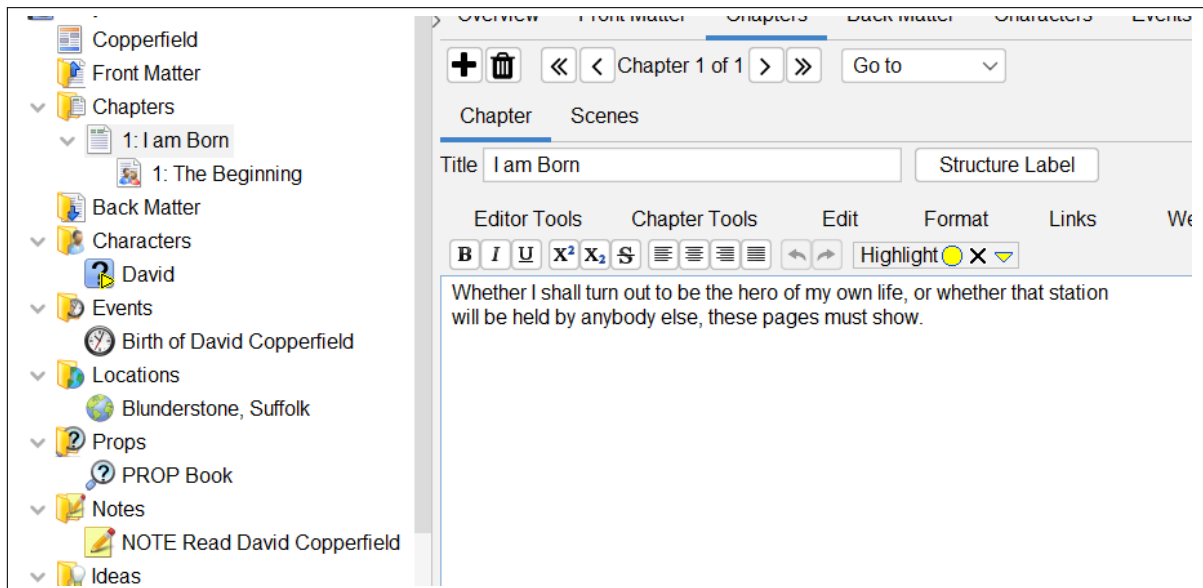

Figure 10.2. A project using Automatic Import

If, for example, an existing scene has no title, then the word "Scene" on its own line will create a scene titled "Scene".

CHAPTER 11

Writing Targets

Writing targets can be set to show how many words have been written in a session and how long has been spent writing in the session. They are calculated automatically from when the program is opened. Targets can be shown or hidden.

Setting Writing Targets

To set writing targets go to $\boxed{\text{Menu Panel}} \rangle\!\rangle \boxed{\text{Writing Tools}} \rangle\!\rangle \boxed{\text{Writing Targets}}$ or use the keyboard shortcut $\boxed{\text{Ctrl}}$ $\boxed{\text{F7}}$. This opens a window similar to Figure 11.1.
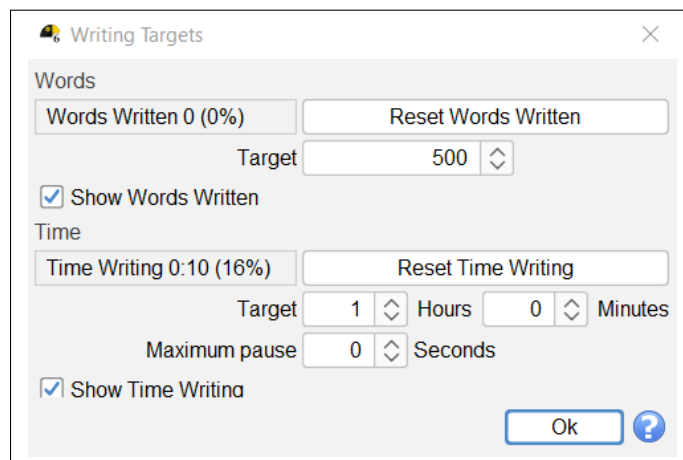

Figure 11.1. Setting Writing Targets

Figure 11.1 is divided into two sections: Words and Time.

Words

This section is associate with the number of words written.

1. Words Written. This shows the number of words written since the session start.
2. Reset Words Written. Clicking the $\boxed{\text{Reset Words Written}}$ button sets the number of words written back to zero.
3. Targets. The total number of words the user wants to write as a target for this session.

4. Show Words Written. If this is checked then the words written target is shown below the Work Panel.

The number of words written is shown below the Work Panel. Figure 11.2 is an example. It shows the number words written, '16', the target set, '500' words, and a progress bar, '3%'.

Written 16 of 500 Words [3%]

Figure 11.2. Words Written

⚠ *The words target shows words written. It does not include any words that have been cut and pasted into the project. Deleting text does not reduce the number of words written.*

When exiting the program the writing target is updated using the number of words already written. For example, if the writing target is set at 500 words and 300 words are written, then on exit the target is changed to 500 − 300, or 200 words.

⚠ *If a user wants the writing target to always start at a particular value for each session then select* Menu Panel ≫ Settings ≫ Tool Settings *and ensure that "Update Word Target on Program Exit" is not selected.*

Time

1. Time Wiriting. Shows the amount of time that has been spent writing since the session start.
2. Reset Time Writing. Clicking the Reset Time Writing button sets writing time back to zero.
3. Target. This is the target time for writing in hours and minutes.
4. Maximum Pause. This sets the maximum pause in seconds before the writing timer stops. For example, if this is set to 10 seconds then any pause greater than 10 seconds pauses the timer. The timer restarts when the next word is written. If the maximum pause is set to 600 seconds then the writer could stop writing for ten minutes before the timer pauses. A reasonable value is from 10 to 60 seconds. By default the maximum pause is set to zero. When set to this value the elapsed time increases constantly.
5. Show Time Writing. If this is checked then the writing time target is shown below the Work Panel.

The time spent writing is shown below the Work Panel. Figure 11.3 is an example. It shows the time spent writing, '00:31:04' (a little over 31 minutes), the target time set, '01:00:00' (one hour), and a progress bar, '51%'.
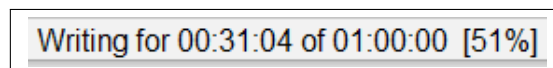
Writing for 00:31:04 of 01:00:00 [51%]

Figure 11.3. Time Writing

Historical Record

Going to Menu Panel ≫ Charts ≫ Writing Targets gives a graphical representation of the previous occasions on which the writing targets were reached.

⚠ *Simply sitting staring at the screen and not writing does not count towards the target. Pausing for longer than the maximum pause time allotted pauses the time target.*

CHAPTER 12

Getting More Help

There are two complimentary ways of getting help in *WriteItNow 6*.

1. Help built into *WriteItNow 6*.
2. Web tutorials.

Help built into *WriteItNow 6*

WriteItNow 6 has extensive help, which can be displayed either within *WriteItNow 6* or in the default web-browser. The choice is made from `Menu Panel` ⟫ `Settings` ⟫ `Tool Settings`, by checking or unchecking `Use Web Browser to Show Help`.

Help is obtained in three ways.

- By using `Menu Panel` ⟫ `Help`. The `Search` option searches the Help for any text, while `Index` displays an alphabetical index of Help items. The remaining menu items are topic-specific or offer general help to the user.
- By pressing the `F1` key.
- By clicking the question mark icon ❓, when available.

Web Tutorials

If the computer is connected to the Internet, then by selecting `Menu Panel` ⟫ `Help` ⟫ `Web Tutorials`, various instructional videos on the use of *WriteItNow 6* can be viewed.

Support for *WriteItNow 6*

To contact the authors of *WriteItNow 6* with any questions go to `https://ravensheadservices.com/contact_us.php`.