WriteWay Help

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Welcome!

WriteWay™

User Guide

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Getting Started

Thank you for your interest in WriteWay! You are about to take your book ideas and story compositions to a whole new level of organization, clarity, and execution--all in one easy-to-use, affordable package.

WriteWay Edition Comparison*

Features	Standard	Professional	Demo
Book Organization: Acts, Chapters and Scenes; plus a scratch pad	☒	☒	☒
Dynamic Outline: Build your book outline on the fly	☒	☒	☒
NEW Add Front & Back Matter Pages: cover art, dedication, foreword, etc.	☒	☒	☒
NEW Assign color codes to your Scenes and set status/completion flags	☒	☒	☒
Organize your book in up to 3 acts	☒	☒	☒
Composition: built-in full featured word processor	☒	☒	☒
Dictionary and Thesaurus	☒	☒	☒
Story NoteCards and NoteCard Templates	☒	☒	☒
Character Profiles, Templates and Data Pages	☒	☒	☒
Word/Page Count Tracking and deadline management	☒	☒	☒
View and print reports and statistics	☒	☒	☒
NEW Add images anywhere in your composition and/or text		☒	☒
NEW Listen as your computer reads your books out loud		☒	☒
Organize your book in up to 9 acts		☒	☒
Synopsis: compose, print and/or export		☒	☒
Storyboard your NoteCards for scenes, chapters and/or acts		☒	☒
Import your current work-in-progress from other sources		☒	☒
Research Folders: store a book's notes, images, URLs, *file links*, etc.		☒	☒
Future Book Ideas: folders shared between books		☒	☒
ARCs/Galleys: one click formatting, printing, exporting		☒	☒
Numerous printing options: book draft, manuscript, outline, NoteCards, etc.	☒	☒	
NEW Export your book to RTF, HTML, PDF, .doc & .docx file formats	☒	☒	
NEW Create publish-ready formats of your book for Kindle and NOOK	☒	☒	

With WriteWay, you will be able to:

- **Organize** -- Collect and record all of your book ideas, notes, photos, *reference* sources, character information, etc. No more sticky notes, spiral pads, or cocktail napkins to dig through or misplace!

- **Character Profiles** -- Generate and maintain detailed *character profiles*--complete with graphic images you import from your computer or the web--and access your story people at the click of your mouse

- **Story NoteCards** -- Sketch out the plot and scene ideas for your book--as vague or as detailed as you like--using digital *NoteCards*, accessible from anywhere in WriteWay

- **Outline** -- Build your book *outline* on the fly and make changes using simple drag-and-drop controls

- **Composition** -- *Compose* your manuscript using WriteWay's powerful word processor, from which you can either directly print your manuscript or export as an RTF file for use in the word processor of your choice

- **Dictionary and Thesaurus** -- Spell-check using WriteWay's *dictionary*, which contains more than a quarter of a million words; access a myriad of synonyms with the software *thesaurus*

- **Reports and Stats** -- Monitor your *word count* by chapter, scene, and book; analyze your word usage to help you pinpoint and eliminate repetition in your manuscript (and those pesky adverbs that can bog down your prose**!**)

- **Wordcount Tracking and Deadline Management** -- Set up *deadlines* and monitor your progress toward your completion goals with comprehensive charts, graphs, and logs produced from your daily word/page count output

- **NoteCard Templates** -- Make use of WriteWay's preloaded *NoteCard templates* or design your own custom formats to suit your specific needs

- **Front and Back Matter Pages** -- Optionally create and maintain your manuscript's *Front Matter and Back Matter* for submission and electronic publishing such as cover art, cover page, reviews, copyright, dedication, acknowledgments, forward, author notes, glossary, and bibliography, all with direct printing capability or export in PDF, Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format (*.dox).

- **Printing** -- *Generate hard copies* of your manuscript in draft or submission format; *book outline* and/or *scratchpad* only; or print your NoteCards in combinations of one, multiples, or all NoteCard topics

- **Export --** to other programs such as Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format (*.dox), making it easy to upload and *publish* your own content at Amazon.com in Kindle, BN.com in NOOK and Kobobooks.com in ePub formats.

WriteWay Professional users also enjoy the following advanced features:

- **Storyboard** -- View, update, or re-sequence your book's digital NoteCards in a visual "*storyboard*" layout, with options to view all, a user-selected few, or one NoteCard topic at a time

- **Import Function** -- *Transfer* in your current work-in-progress from another word processor to WriteWay Professional with a few easy clicks of your mouse

- **Synopsis Function** -- Compose your book's *synopsis* in WriteWay Professional, with direct printing capability or export

- **Front and Back Matter Pages** -- Optionally create and maintain your manuscript's *Front Matter and Back Matter* for submission and electronic publishing such as cover art, cover page, reviews, copyright, dedication, acknowledgments, forward, author notes, glossary, and bibliography, all with direct printing capability or export in Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format (*.dox).

- **Research Folders** -- Collect and maintain all of your book's *research* and reference sources in easy-to-use folders, which allow for text and image/photo combinations, as well as URL hotlinks to websites you'd like to record and/or visit as you write your book

- **Future Book Ideas Folder** -- Record your *future story ideas*, series notes, etc., directly in WriteWay Professional, which can later be moved to new book files as you begin work on future projects

- **ARCs/Galleys** -- With a single click of your mouse, convert and print your manuscript into a professional-looking, two-column, single-spaced landscape format for use as *ARCs/Galleys* for

reviewers, promotions, etc.

- **Listen** -- Have your prose read back to you from the Preview section of WriteWay using your computer's text to speech installed program.

WriteWay was developed in cooperation with authors in various stages of publication, from beginning writers working on their first manuscript, to multi-published, nationally best-selling authors with years of experience under their belts. We think you'll agree with them--that writing a book has never been so easy, or so much fun! So, let's get you started, shall we?

 Note: Using the Demo Version vs Using a Licensed Version.

**Using the Demo vs Using
a Licensed Version**

The WriteWay Standard and WriteWay Professional Editions utilize the same program as the 30-day WriteWay Demo Edition. The Demo Edition is a **fully functioning version of WriteWay Professional**, except that *printing* and *exporting* functions have been disabled. With the Demo Edition, you will be able to *import* and *create new books* or view and modify the pre-loaded sample book included with the software.
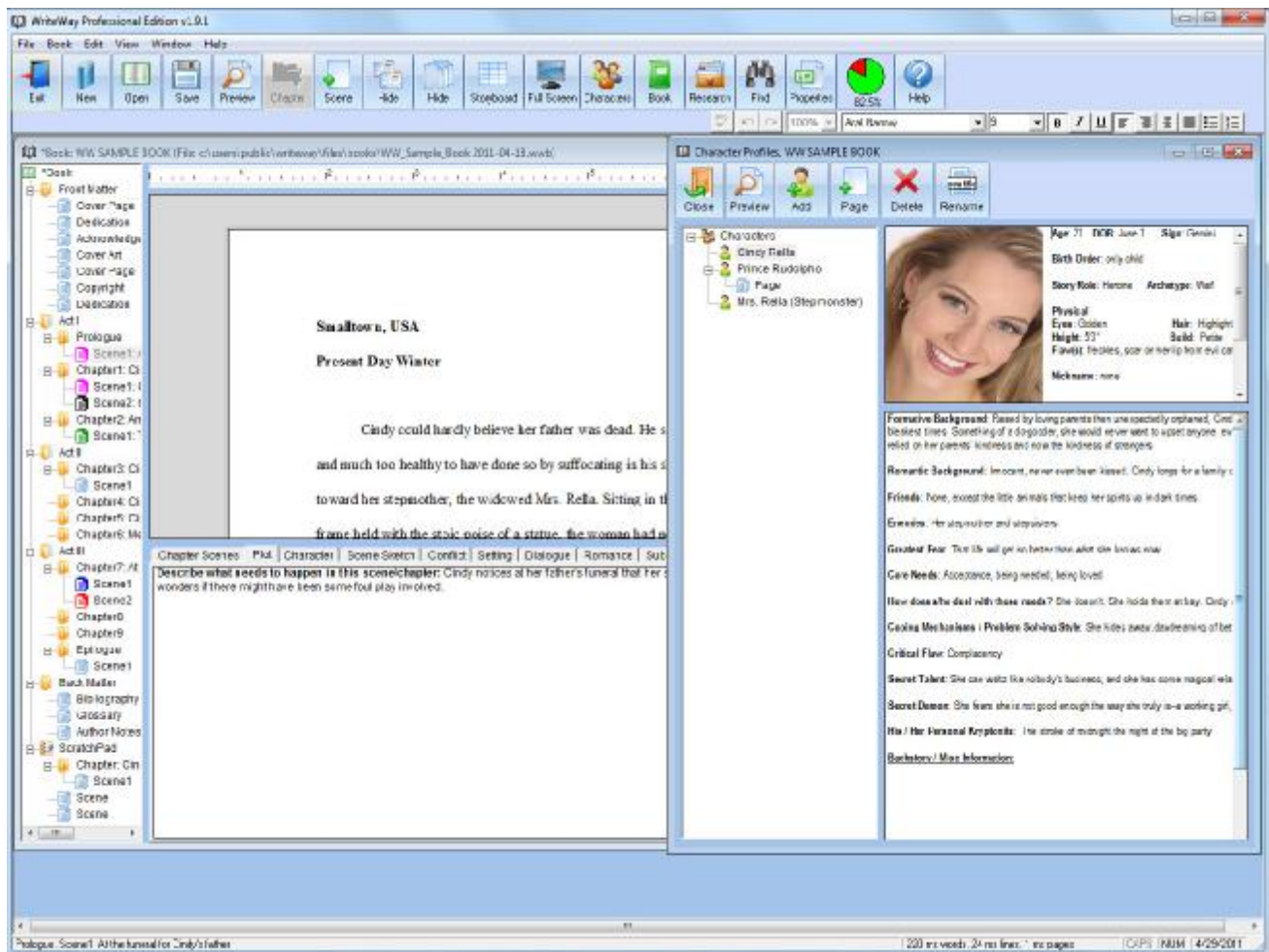
Once you have purchased a copy of WriteWay and *registered* it, anything you've created or *imported* in the Demo Edition will be available to you in the "live" licensed version. WriteWay Standard and Professional Editions utilize the same program as the Free Demo version. Just open the WriteWay Demo and go to 'File' then 'Register WriteWay'. Enter the email address and license number, sent to you via email, in the appropriate spots via *Register WriteWay* and it will unlock your purchased version of WriteWay for you. You will not lose any of your saved work. However, if you have purchased the Standard Edition, be aware that any Professional features you have used in the Demo Edition (such as research folders, future story idea folders, synopsis, miscellaneous pages, etc.) will NOT be enabled under Standard Edition. Any information contained in those features will not be accessible to you in Standard Edition. Should you later upgrade to Professional Edition, you will once again have access to any information contained in those advanced, Professional Edition features.

Ordering is easy!

You can purchase WriteWay online: *http://www.writewaypro.com/purchase.php*

We use PayPal as a payment service provider that supports: MasterCard, Visa, American Express, Discover, and a direct withdrawal from your Bank.

We also take Cashier's Checks and Money Orders in USD, by filling out this form: *http://www.writewaypro.com/purchccmo.php*

Make your cashier's check or money order payable to "WriteWayPro, LLC" and mail to:

WriteWayPro, LLC
PO Box 365
North Conway, NH 03860-0365
USA

Once your order is complete, your *registration license* will be immediately sent via email to unlock the software for use.

The cost for WriteWay depends on which copy of WriteWay you are wanting to purchase. The latest pricing information is available on our *WriteWayPro.com* website.

Feel free to visit the WriteWayPro.com web page and place your order: *http://www.writewaypro.com/purchase.php*

Note: For those who wish not to use their PayPal account or do not have a PayPal account:

- Go to Purchase page: *http://www.writewaypro.com/purchase.php*
- Click on 'Buy Now' even though you want to pay without PayPal services.
- You are then transferred to PayPal. The picture below is an example of what you are looking for on the next page.

- Click on the pictured 'Link'.
- On the next page—you will need to fill out the bottom portion that says 'Pay with debit or credit card'.
- After filling this out, click Review and Continue.
- PayPal may pop up a page that asks: 'Did you know you have a PayPal account?' Then prompts you to sign in. But right next to the button that says 'Log in and Continue' you will see a little line that says, 'Continue without logging in'. Click that line and ignore the prompt to log in.
- You will then be taken to a new page that has a yellow box that says 'Pay now'.

If you wish to avoid PayPal altogether, WriteWay is for sale on Amazon.com as well. Professional: *http://www.amazon.com/gp/product/B005DM5QEK* or Standard: *http://www.amazon.com/gp/product/B006VF7LO6*.

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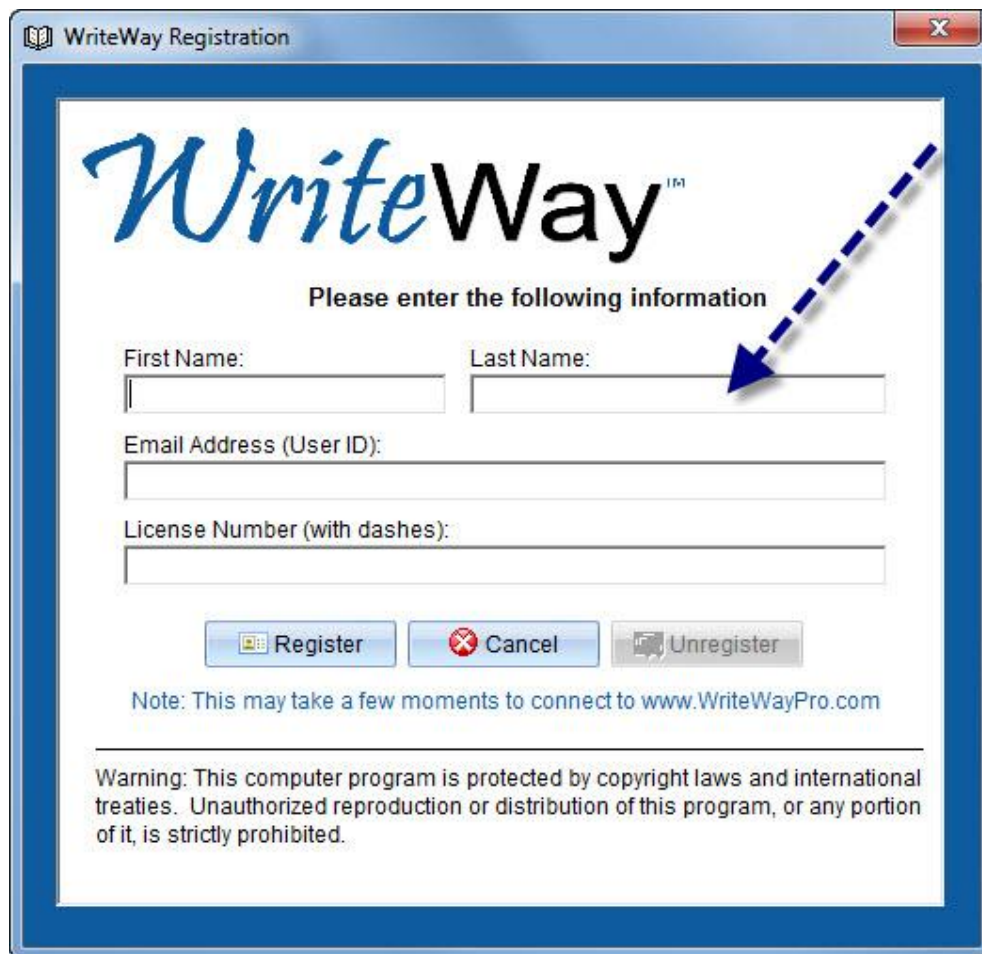
Should you have any questions concerning this License agreement, please email WriteWayPro, LLC at contact@writewaypro.com

Internet connection optional

After you purchase a license for WriteWay Standard or WriteWay Professional, you will receive via email a
license number that you will need to use for registering your downloaded trial version to unlock the "live"
version (with *printing* and *exporting* features enabled). To complete this easy, one-time process, simply
start the WriteWay program as you normally would, then click the File menu. Select the item called
"Register WriteWay."

WriteWay Standard and Professional Editions utilize the same program as the Free Demo version. Once
you purchase WriteWay, *there is no additional software to download*. Type in the required information
from your Purchase Confirmation email from *WriteWayPro.com*, then click the "Register" button and your
copy of the software will be activated to the WriteWay Edition that you purchased. If you have an active
Internet connection, though not required, WriteWay will send your registration information to the
WriteWayPro.com website. It's that simple**!** Once complete, you will be returned to the main workspace
screen where you can either exit the program or begin using your live copy.

*Note: You are allowed to use WriteWay on up four (4) different computers for your own personal use per
the WriteWay End User License Agreement. You will need to install the WriteWay Demo and register it on
all computers using the WriteWay installation program (*wwSetup.exe*).*

Internet connection optional

If you are planning on using WriteWay on a newly purchased computer and no longer plan to use WriteWay on your old computer, you should un-register WriteWay on the old one. Simply start the WriteWay program as you normally would, then click the File menu. Select the item called "Register WriteWay." The below small screen will show your First/Last name, email address and license number in their respective spaces.

Just click the "Unregister" button and your copy of the software will be reset to the WriteWay Demo Edition.

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http://www.facebook.com/WriteWayPro

For more information about WriteWay, including our new video tutorials, please visit our website:

www.WriteWayPro.com or our YouTube channel : *http://www.youtube.com/WriteWayPro*

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At the core of WriteWay's design was the idea that software products for writers could be flexible and easy to use, yet still be comprehensive and powerful enough to incorporate each component of a novel's creation, from initial concept and characters to finished manuscript. Without forcing you to adopt complex or rigid storytelling philosophies, or limiting you to the development of ideas alone then directing you toward a separate word processor in which to compose your book, WriteWay brings together all the pieces of the novel writing process and houses them in one place. Using WriteWay, you will create and manage each of those story components in one seamless product, keeping all of your relevant information at your fingertips as you brainstorm, plot, and compose your novel's prose.

Whether you are a writer who begins with fully conceived outlines, conflict and character ideas, disconnected snippets of plot, or if you jump right into your writing and begin typing prose the moment you come to the computer, WriteWay is flexible enough to work the way you do. Begin with one feature, then start another when you're ready. You can even ignore all of the plotting and character features and simply use WriteWay as your word processor of choice, composing your novels, *printing* manuscripts and ARCs (galleys) directly out of the software, or *exporting* to other programs such as Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format 2007 and above (*.dox).

For those writers who enjoy pre-work on plotting and character development, WriteWay delivers everything you need in one easy-to-use product. By setting up story *NoteCards* to track plot threads, conflict development, dialog, suspense, etc.; and *character profiles* that contain physical descriptions, photos, back-story, personality traits, etc., you will save time and effort by housing all of your pre-work notes and ideas in WriteWay, where you can access it with a click of your mouse. WriteWay Professional Edition also offers a *storyboard* function for visual display and management of your story NoteCards; *research folders* for notes, website URLs, file links, images, etc.; and many more advanced writing features for power-users.

To add a further level of organization, WriteWay allows you to create personalized *templates* that you can use as a base structure each time you create a new character or story NoteCard. No more reinventing the wheel each time you begin a new book. Are you writing mysteries and romance novels? Set up character profiles and story NoteCard templates tailored to each genre's specific requirements. Incorporate prompts or craft tips into your templates to help you stay focused as you create your book and the characters who will populate it. We have included some basic sample templates in your copy of WriteWay, but you need not limit yourself to just those few. The samples are intended to provide you with ideas of various story elements and how you might use them in your books. Modify the sample templates as you see fit, use them as is, or start your own templates from scratch -- there is no limit to the number of templates you can create, and no set format for how your templates should look.

WriteWay's *composition* function is also tailored to serve the needs of the fiction writer. You will notice the spine of composition is the book *outline* frame as seen from the *WW Sample Book* below.

WriteWay Professional Edition v1.9.1

File Book Edit View Window Help

Exit   New   Open   Save   Prev

*Book: WW SAMPLE BOOK (File: c:\users\

- *Book
  - Front Matter — **Book Front Matter**
    - Cover Page
    - Dedication
    - Acknowledgements
    - Cover Art
    - Cover Page
    - Copyright
    - Dedication
  - Act I — **Book Outline**
    - Prologue
      - Scene1: At the funeral f
    - Chapter1: Cindy's Ordinary
      - Scene1: Cindy daydrea
      - Scene2: Cindy's work i
    - Chapter2: An invitation to a
      - Scene1: Turning Point
  - Act II
    - Chapter3: Cindy prepares
      - Scene1
    - Chapter4: Cindy's plans ar
    - Chapter5: Cindy gets left b
    - Chapter6: Meeting with Cir
  - Act III
    - Chapter7: At the party
      - Scene1
      - Scene2
    - Chapter8
    - Chapter9
    - Epilogue
      - Scene1 — **Book Back Matter**
  - Back Matter
    - Bibliography
    - Glossary
    - Author Notes — **Book ScratchPad**
  - ScratchPad
    - Chapter: Cindy's stepmon
      - Scene1
    - Scene
    - Scene

The outline contains section breakdowns for Acts, Chapters, and Scenes, which are the major portions of a novel's construction. Below the Acts of your book, you have a section called the *Scratchpad*, which is where you can store prose that has no specific chapter or scene destination at the moment; cut text that you do not want to lose entirely; or placeholder chapters or scenes that contain little more than NoteCards of ideas. Any item on the book outline or Scratchpad can be dragged and dropped (moved) to any location on the outline with a click of your mouse by first clicking on the item you want to move. Rearrange sections of your story as you wish, whenever you wish. WriteWay will automatically re-sequence chapter numbers as you move them.

Beyond the basic construction of your novel, WriteWay provides several other features of particular interest to writers, such as: *word count* and *word usage reports*; *synopsis* and *Front and Back Matter* allowances (e.g., dedication, acknowledgments, author notes, etc.); *future book idea folders*, which can later be incorporated into book files as the ideas are fleshed out; and an *import* feature to bring in your existing manuscript files for use and maintenance in WriteWay.

From initial concept and characters, to completed manuscript . . . you really can do it all --- the WriteWay!

\>

**Understanding WriteWay Menu
Items and Toolbar**

WriteWay contains five function menus, [📖 File Book Edit View Window Help] . **The menus and their functions are as follows:**

File
Like most other word processor File menus, WriteWay's File menu contains functions for creating a *new book* , opening and closing projects files; accessing recently opened books; saving and deleting project files; printing and previewing project files; and exiting the software.

One feature that needs mentioning is **"Save As..."**. As expected, this feature can be used to save extra copies or versions of your books, but also can be used to *add or remove a password* to an existing book by overriding the book file with a new password or clearing an old password.
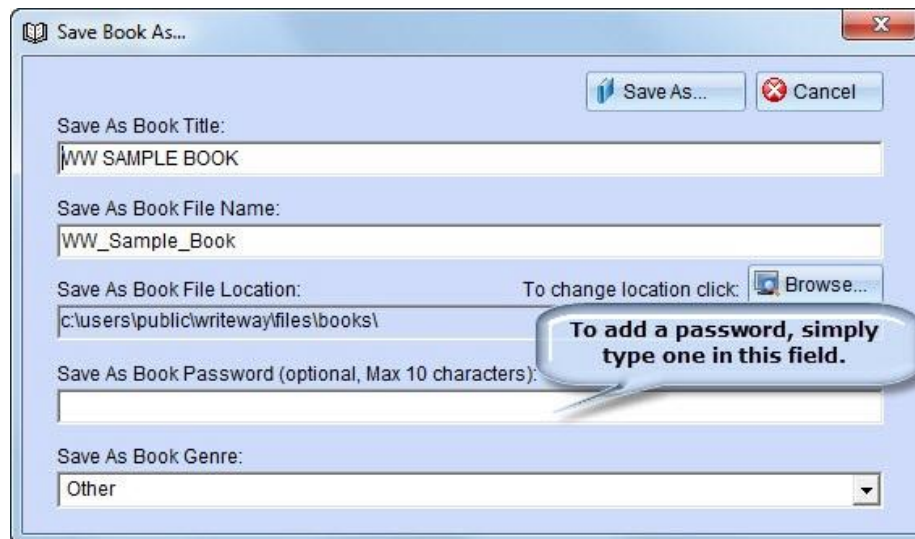
In addition to those basic software functions, you will also find several WriteWay setup functions listed under the File menu. Those setup functions, which will be explained in detail further along in this document, include: *Save Snapshot*; *Import Book Chapters*; *Preview Book*; Master Templates for *Characters* and *NoteCards*; *Master NoteCard Types*; *Future Book Idea Folders*; *Copy and Restore*; *Sample Book*; *Automatic Expand Outline*; *Automatic Title/Name Prompt*; *AutoSave Options*, *Background Color Options* (change from Default Blue to Gray); *Ctrl - A = Select All* *(activate shortcut Ctrl + A)*; and *Register* WriteWay. *(**Note:** Future Book Idea Folders are available in WriteWay Professional Edition. Standard Edition will contain the menu item, but the function is disabled.)*

Book
The Book menu contains functions for adding and deleting scenes; changing scene colors; setting and resetting *Scene Flags* and clearing Scene Flags; changing the *Storyboard* properties; accessing and maintaining your book's *Synopsis;* accessing and maintaining *Character Profiles* and *Research Folders* for the current book; displaying your *Book Outline* in either collapsed or expanded mode for easy viewing; and accessing and maintaining *Book Properties*. *Note: Storyboard, Miscellaneous Pages, Synopsis, and Research Folders are available in WriteWay Professional Edition. Standard Edition will contain these menu items, but the functions are disabled.*

Edit
Like most other word processor Edit menus, WriteWay's Edit menu contains functions for undo/redo; cut, copy, and paste; select all; resetting text defaults; font settings; tab settings; insert symbol; bullets and numbering; "find" functions; spell-check; thesaurus; and the ability to choose your default dictionary.

View

The View menu contains functions for displaying various elements of the WriteWay workspace. Using this menu, you may generate and view *Word Count* and *Word Usage Analysis* reports; view Word (or Page) Count Tracking and deadline management charts and logs; *Hide or Show Main ToolBar* from view; *Hide or Show Ruler* from composition, hide *NoteCards* or scene text; or switch from NoteCard workspace to Storyboard mode, full screen composition mode, etc. *Note: Storyboard is available in WriteWay Professional Edition. Standard Edition will contain this menu item, but the function is disabled.*

Window
Like most other Window menus, WriteWay's Window menu allows you to see your active file(s) and switch between them by selecting the desired file with a click of your mouse. Under WriteWay's Window menu, you will also find an item called Arrange Book Forms. Using this function, you can either: Maximize All Forms, which will resize all active forms (composition screen, character profile screen, etc.) to stretch individually to full screen; or Position Forms to Default Locations, which will reset all active forms to their software-set original sizes and positions on the screen. For example, if you had moved the character profile screen to the left of the screen, this function would replace it back on the right of the screen, at the default position.

Help
Like most other Help menus, WriteWay's Help menu contains the standard access items for the Help Topics (the document you are reading now) and About, which displays for informational purposes your current operating version of WriteWay and your personalized "Licensed to:" information for the copy you are running. On the Help/About screen, you will also find WriteWay's software update feature, which can be manually accessed by clicking the "New Release?" button. If you have a question or need to contact us, you can click the "@ Contact Us" button to send us an email.
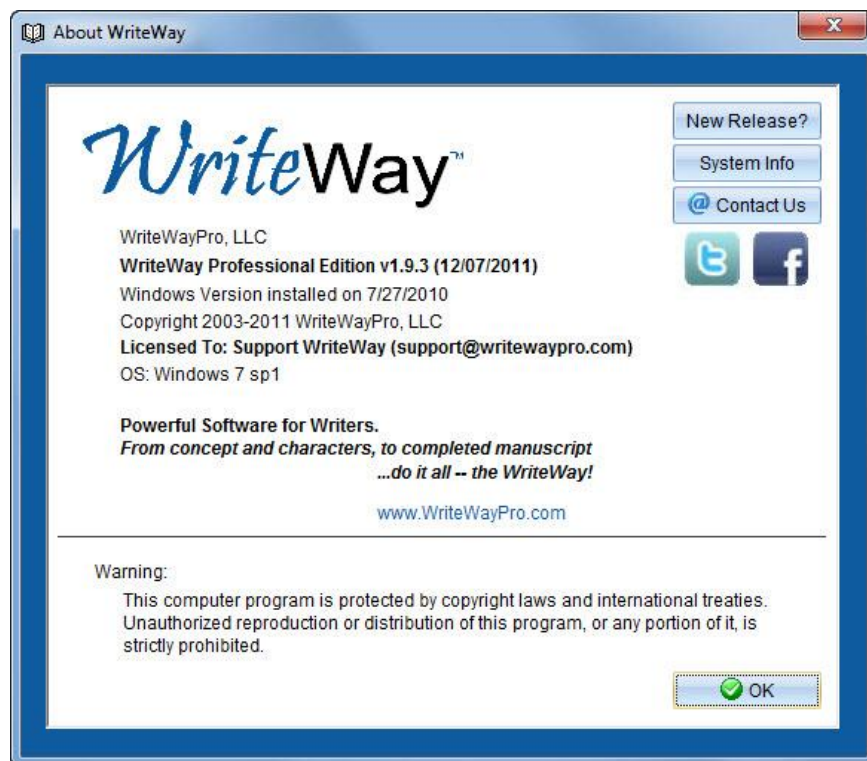
WriteWay's Toolbar contains many of the same functions you will find on the software Menus, each accessible by clicking your mouse on the icon representing the function you wish to use. The Toolbar also contains some additional items, indicated by the following icons:

Top row of Toolbar Buttons in order are: Exit WriteWay, New Book, Open Book, Save Book, Print Preview, Add Chapter, Add Scene, Display/Hide NoteCards, Display/Hide Composition Text, Switch between Storyboard and Composition, Full Screen, Display Character Profiles, Display Book, Display Research Folders, Find/Replace, Book Properties, Word Tracker Reports, Help

Bottom row of Toolbar Buttons in order are: Spell Check, Undo, Redo, View Percent, Font Setting, Font Size Setting, Bold Font, Italic Font, Underline Font, Left-justify Text, Right-justify Text, Center Text, Full Justify Text, Bullet List, Numbered List.

Creating a New Book

WriteWay is comprised of several major book components--the tools you will be using to organize, plot, and compose your story. You may start with any of them, in any order, or skip them all and begin writing immediately in the composition area shown below. The first Chapter and Scene are created for you on the Outline. For the purposes of this Help topic, we're going to take you through the most logical sequence, showing you how to prepare and personalize your copy of WriteWay to work the way *you* do. We begin with you having installed WriteWay and started the software for the first time.

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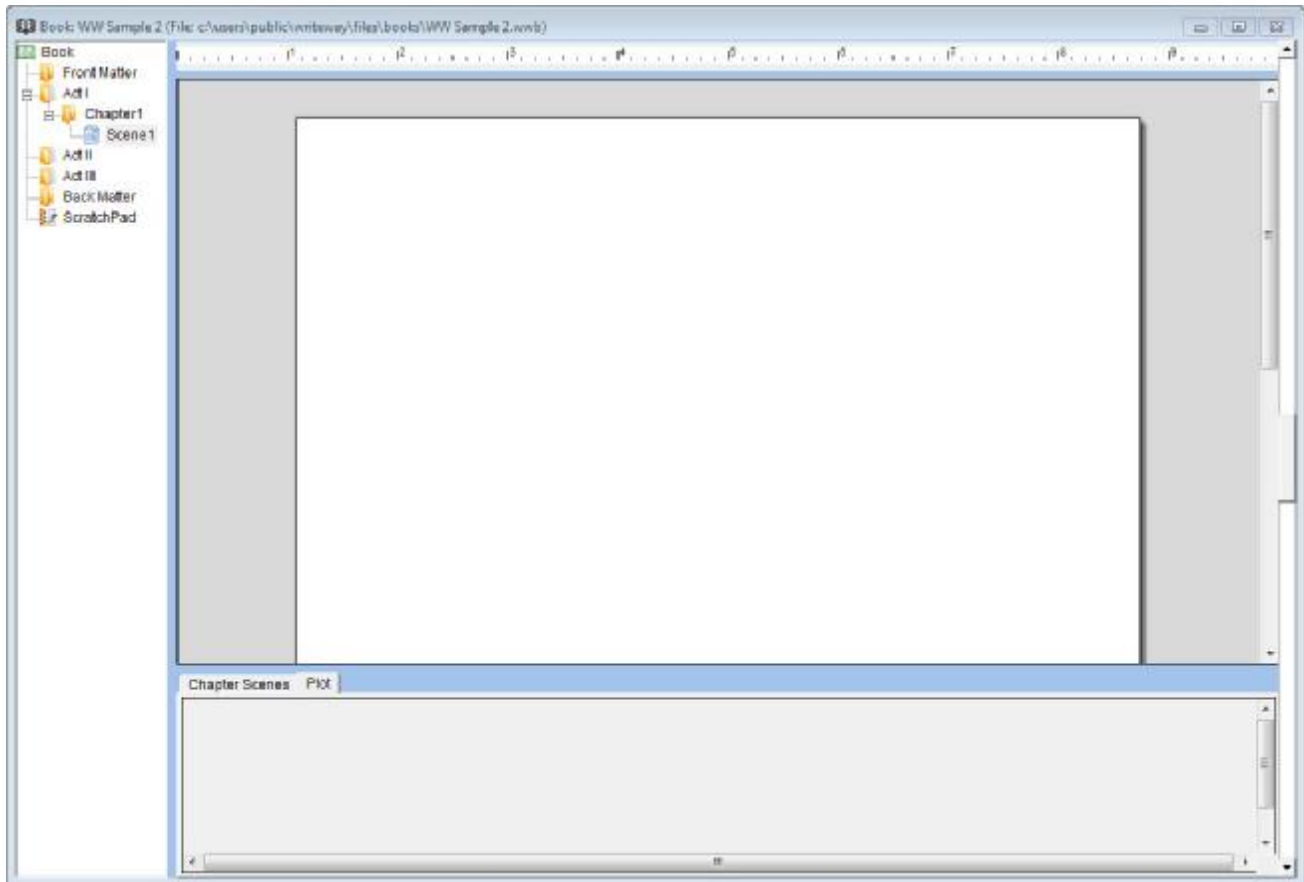
**What are Templates and
How Do I Use Them?**

There are two sorts of templates in WriteWay: *Master Character Templates*, and *Master NoteCard Templates*. As their names suggest, each template addresses a different area of development in the creation of your books.

Character Templates are the base structure that will appear on your Character Profiles each time you create a new character.

Character Templates may contain information fields that prompt you to think about and document a character's backstory, personality traits, physical description, etc. Each character's specific profile will, of course, contain different data, but the template from which you record that data can be the same from character to character if you use a Master Character Template as the spine of your character profiles. Think of the Character Template as a sort of character interview form. You'll use the same form for each character interview, but the answers will be as individual as your characters themselves.

Master Character Templates

Close   Add   Delete   Rename

Arial Narrow   9   I U

SAMPLE -- General Character Template

Age: DOB: Sign:

Birth Order:

Story Role: Archetype:

Physical
Eyes: Hair:
Height: Build:
Flaw(s):

Nickname:

Formative Background:

Romantic Background:

Friends:

Enemies:

Greatest Fear:

Core Needs:

How does s/he deal with those needs?

Coping Mechanisms / Problem Solving Style:

Critical Flaw:

Secret Talent:

Secret Demon:

His / Her Personal Kryptonite:

Backstory / Misc Information:

NoteCard Templates are the second form of template in WriteWay.

These are slightly more complex than Character Templates because not only do NoteCards use master templates for their layout, but they also use master NoteCard types to differentiate the various topics you can record on the NoteCards (plot, conflict, etc.), which are then available for selection within your individual books. The sort of things you might find on NoteCards and NoteCard templates include: plot cards, with master templates for specific genres such as romance, mystery, or thriller novels; conflict cards, with master templates that prompt you to record the internal and external conflicts of a scene or chapter and the next escalating step relating to that conflict; setting cards, with master templates for specific time-frames (if you write both historical novels and contemporary) and locations; etc.

Master NoteCard Templates

Close   Add   Delete   Rename

Arial Narrow   9   *I*   U

NoteCard Type:

Plot Notes

Template Names:

SAMPLE -- Notecard Layouts

Template Layout:

Describe what needs to happen in this scene/chapter:
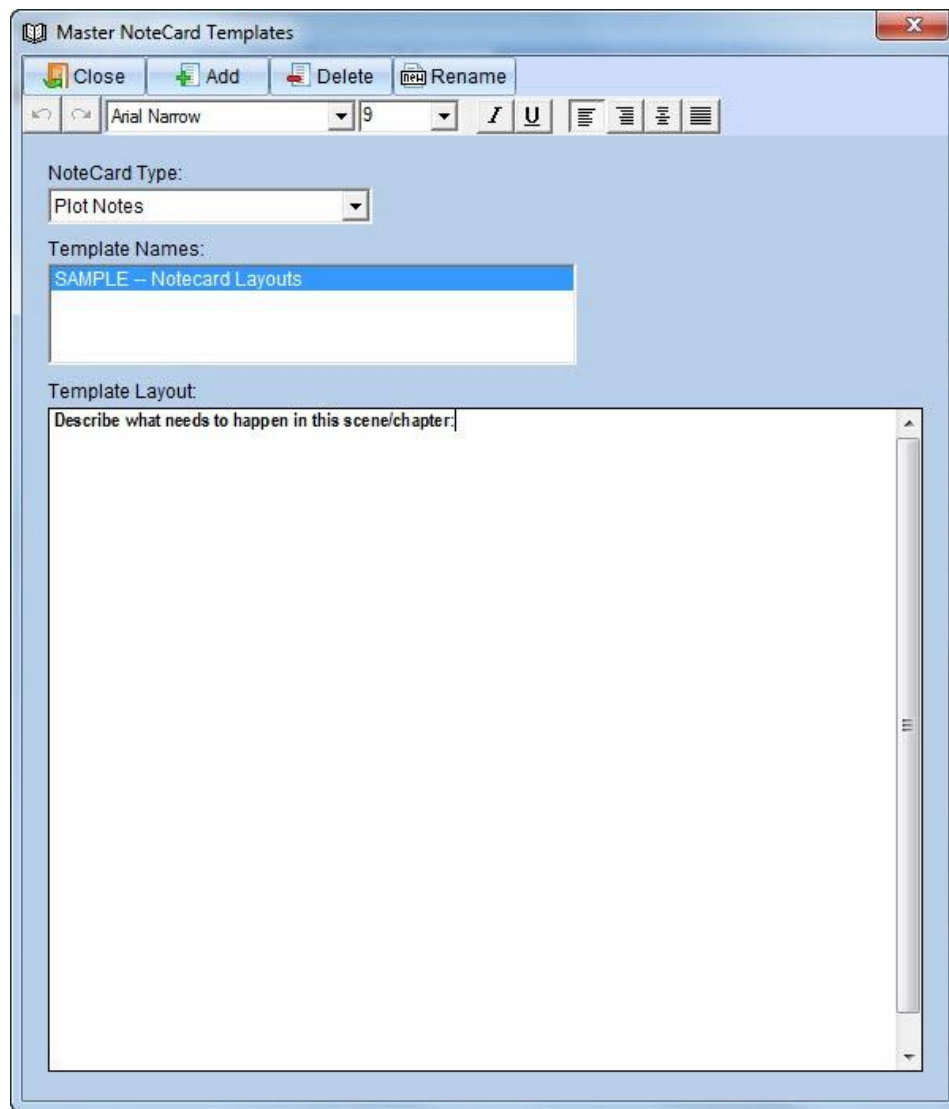
To view and experiment with both Master Character Templates and Master NoteCard Templates, see the software samples which come pre-loaded in your copy of WriteWay, which will be addressed in the next few steps of this user's guide.

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**Setting up Master Character
Templates**

Master Character Templates can be set up on-the-fly, while you are adding new characters to your book, or in the beginning of your work on a new book, as you are setting up the various other initial properties and features. For explanation purposes, it may be clearer to address the setup of Character Templates from a beginning standpoint, as a function you will perform soon after you open WriteWay and before you actually begin adding characters to a new book.

Master Character Templates.

From the file menu, select Master Character Templates. This brings up the below screen, where you can either choose to use a pre-loaded sample template for your characters (the default), or create your own using the character charts and other people-making tools of your own design or preference. The sample template will give you an idea of how you might format your own custom forms.

Creating a new Character Template form.

Click the Add button on the Master Character Template Toolbar. Type in a name for the new template you are creating. Note that this field is not asking for a character's name, but rather the name you would like to use for this particular character template layout, which will be available to you in any new books you create in WriteWay. For example, if you are writing genre fiction, you might want to call your character template(s) "Romance Characters" or "Mystery Characters". Don't worry about getting it perfect; you can always change the template name later by clicking the Rename button on the Master Character Template Toolbar.
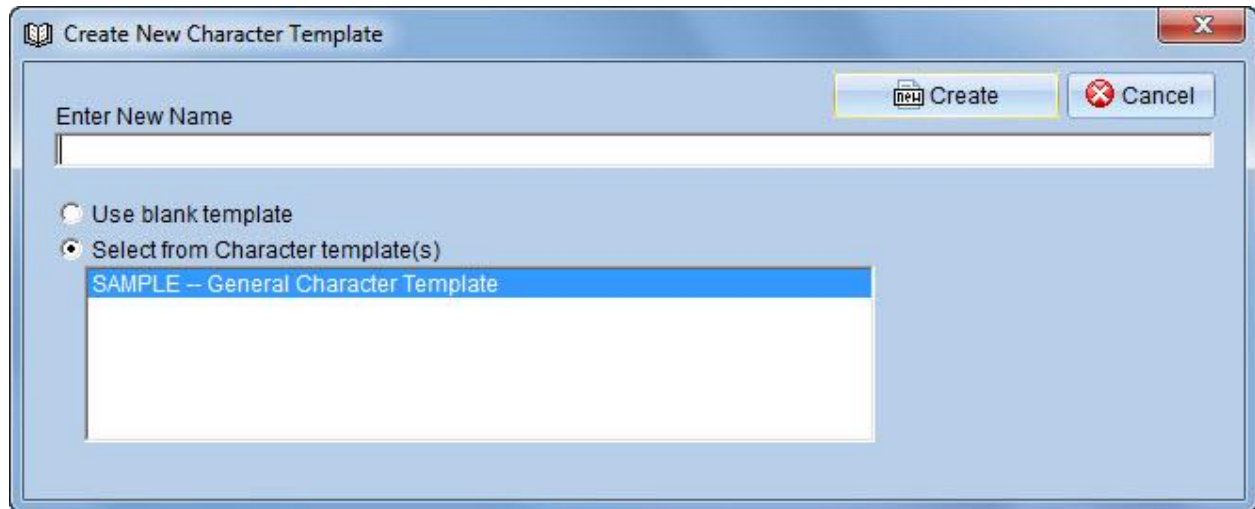
Before you click Create, you should decide whether you wish to use the layout of the sample (default) template as a base for your new template, or start from scratch. Even if you use the sample template, you will still be able to change any and all data contained on the form. Let's say you're starting your new character template from scratch. Click Use Blank Template then click Create. This will result in a new Character Template screen, which is now ready for you to input your own custom criteria and format.

Create Template Top
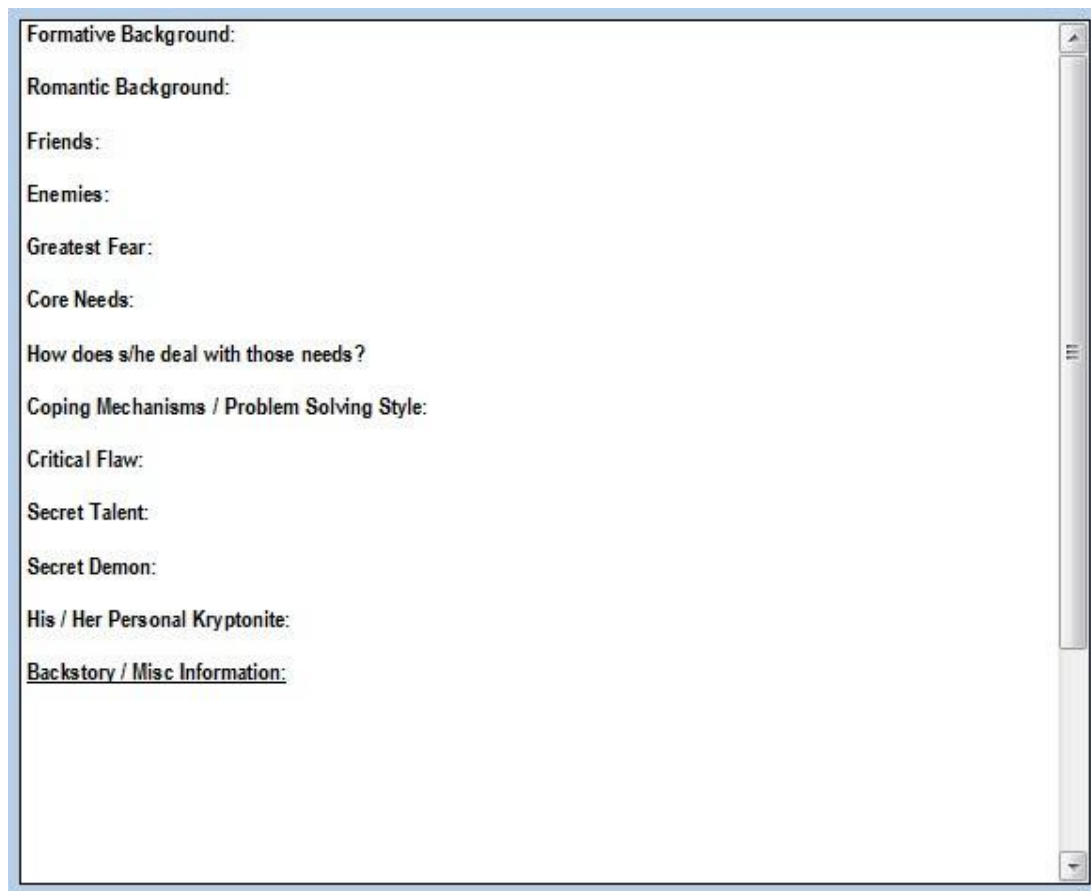
The top portion of the Character Template contains space for basic character information and a photo, which you can later load for each individual character with the image of your choice (.gif, .jpg, .bmp, scanned image, etc.). If you use photos, once you are in the Character Profiles section of WriteWay, you can right click on the top portion of the screen and Insert Image, dragging it where you want the photo situated. *Note: Added photo will always position to top left of screen, so if adding a second photo, it may position beneath the photo. Drag the top photo to find the second added one. You can then position them how you want them.* Use right click Resize to alter the size of your inserted image. Go ahead and type in some data fields on the character information field. Character Templates can be modified at any time, so again, don't worry about getting it perfect the first time.

Create Template Bottom

The second half of the Character Template is where you can store more detailed information, such as a character interview questions, personality traits, backstory details, lists of enemies and allies, character

flaws, etc. This is where you will establish whatever helps you define your story people and bring them to life on the page. Remember, however, that here you are creating a master template--a framework--for all your characters. You'll be able to fill out individual responses to your template questions and lists later on, as you create your characters in each book. There is no limit to the number of Master Character Templates you can create. When you are working within your individual books, your entire list of Master Character Templates will be available to you. (For ideas on how to set up the Master Character Template, take a look at the default sample included in WriteWay as pictured below. Our layout may inspire you with your own creation.)
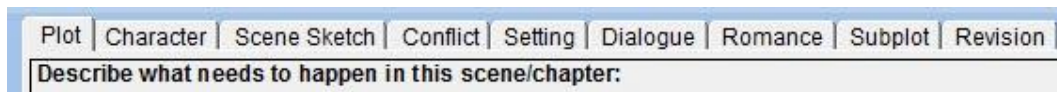

When you're finished setting up the new Master Character Template, click the Close button on the Master Character Template Toolbar. Your changes will be automatically saved.

**What are NoteCard Types vs
NoteCard Templates and
How Do I Use Them?**

WriteWay's NoteCard function is comprised of two parts: Templates and Types.

- *NoteCard Types* contain the various story elements you use to plan and craft your novel, such as: plot, conflict, setting, dialogue, revision notes, etc. Additionally, you might use NoteCards for managing story threads that are novel-specific or genre-specific, such as: romantic subplots, suspense elements, red herrings (if you are writing a mystery), theme, etc.

- *NoteCard Templates* provide you with design layouts of your various card types--they provide the framework that you will use for entering data onto the cards. For instance, if you had a NoteCard Type called "Rising Tension," the templates for that NoteCard might look very different if you were writing a horror novel versus a romance novel. The "Rising Tension" NoteCard Template for the horror novel might contain fields for things like: current body count, clues pointing toward the evil entity, etc. The NoteCard Template for the "Rising Tension" card in a romance novel might contain fields like: physical intimacy level, sensory details that foster romantic mood, etc.

How you choose to use your NoteCard Types and their related Templates is as limitless as your own imagination. To begin using NoteCards, first you must set up Types (or choose from among the pre-loaded samples), then optionally assign Templates to them as you see fit.

    TIP: Some things to keep in mind regarding NoteCards

Although you can create an unlimited number of Master NoteCard Types and Master NoteCard Templates in WriteWay, the maximum number of NoteCards you can assign to any one book is nine (9) unique Types. The minimum number you can assign is one (1) and that type is always set to "Plot."

Navigation: *Creating a New Book* >   *Send questions* on this topic.

**Setting up Master
NoteCard Types**

From the File Menu, select Master NoteCard Types/Template or from the Master NoteCard Types/Templates tab on the Book Properties screen click the Master NoteCard Types/Templates button (see below screen).
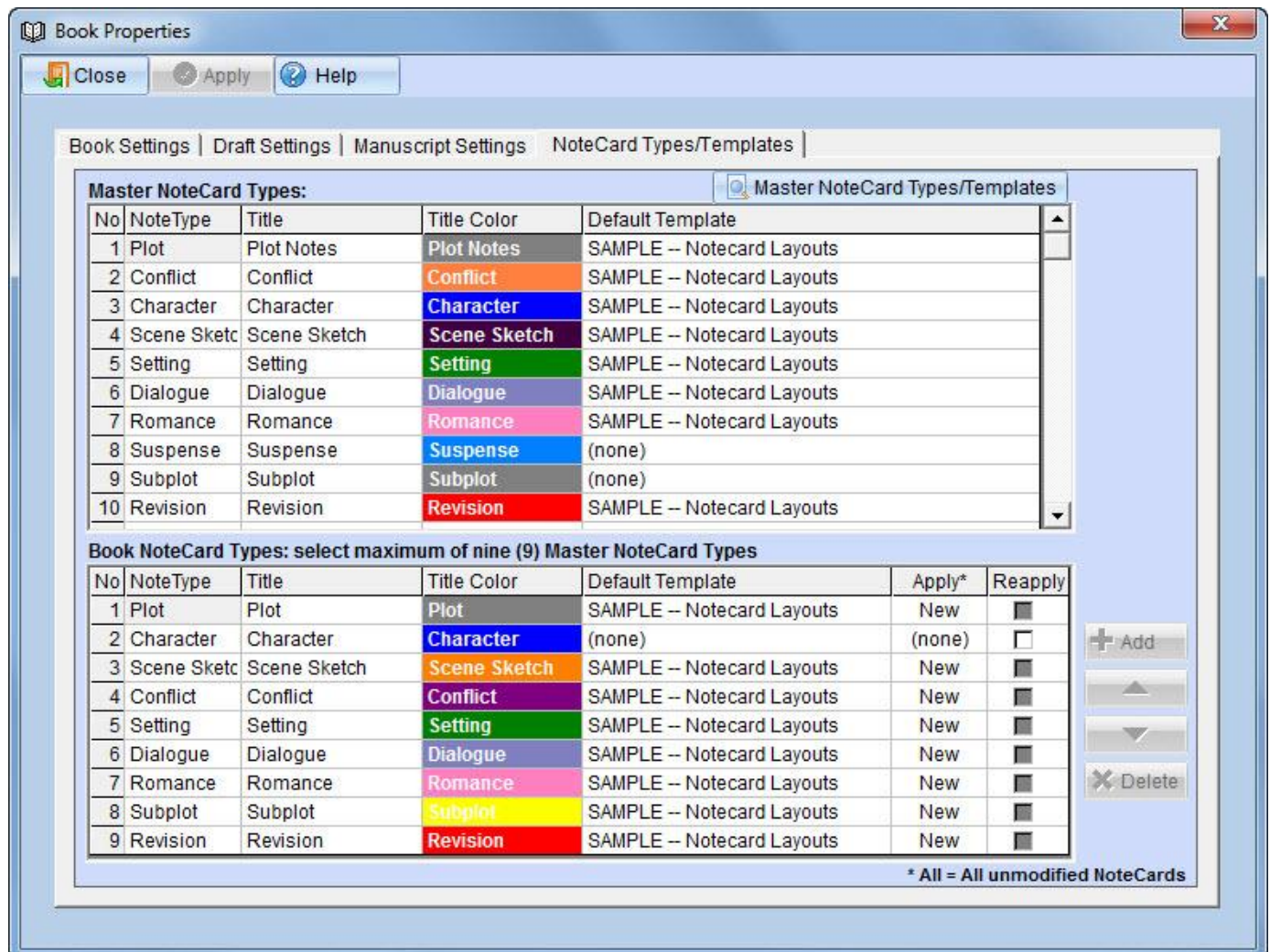
If you are looking at this screen for the first time, you will see that there are ten items contained in the grid, labeled Plot Notes, Conflict, Character, Scene Sketch, Setting, etc. These are the pre-loaded samples we have created for your convenience. In the far right column of the grid, you will note that most of them are using the SAMPLE template and some are not using specified templates. You'll be able to add your own *NoteCard Templates* following the Help topic listed in in the next section of this Help document.

- **Creating New Types:** Click the Add button. Your new item will appear as the last entry on the grid, with your cursor positioned in the "Note Type" field. Enter a name for the NoteCard type you wish to add. The Note Type field will not appear anywhere in WriteWay, but is used as a reference key internally within the software. Note Type names are not modifiable once they are set, although you can delete them as you wish. After you've added the Note Type name, WriteWay automatically fills in this name for the Note "Title." This is merely a time-saving feature; you are not required to keep these two name fields the same. The entry you input into the Note Title field will serve as the actual NoteCard label, which will be visible on your NoteCard tabs and storyboard.

- **Setting NoteCard Colors:** The third field on the grid, "Default Color," is where you will set your NoteCard title colors, which are visible in storyboard mode (WriteWay Professional Edition). Personalize your NoteCards using colors that speak to you. If it helps, think of them as colored sticky notes or index cards, using a unique color for each of the various elements contained in your NoteCards. From our samples, you can see that we are using orange for conflict, red for revision, green for setting, etc. The Plot card, which is the only required card in WriteWay, has a fixed title color of gray. NoteCard colors are changeable as you wish, including those used for the software samples. To set or change NoteCard colors, simply click on the color item you wish to change. This will bring up a palette screen shown below from which you can assign or reassign designated NoteCard colors.
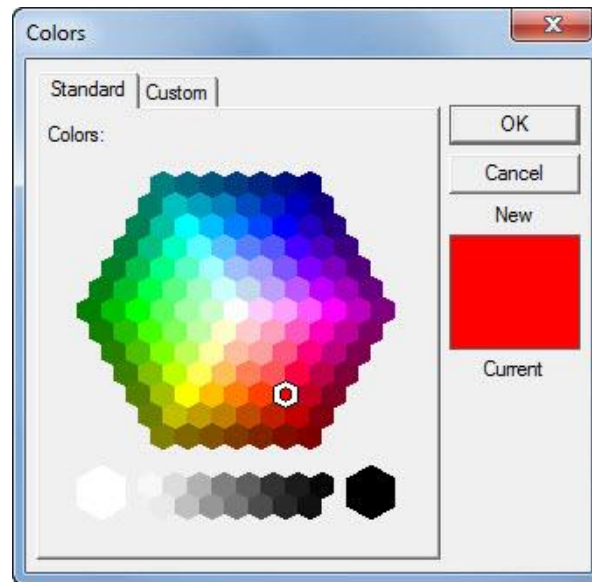
- **Selecting Default Templates:** The last field on the grid, "Default Template," is where you will select a template layout for your NoteCards, if you wish to work with templates. With newly created NoteCard Types, the only setting available will be the default of "none." In order to use a NoteCard Template for the new Type you are creating, you will first need to create a *Template*, following this section. For now, this setting will remain at "none," which means your NoteCards will be much like blank index cards, ready for your free-format data entry from within your book(s). If you use Templates, which we will set up in the next Help topic, the cards will contain bold prompts to help you think about your story elements and map out various aspects of your plot, conflict, etc.

- **Master NoteCard Type Limits:** You may create unlimited numbers of NoteCard Types on this screen. Later on, when we walk through the assignment of specific NoteCards to your individual books, you will be able to select up to nine (9) of these NoteCard types per book, which will be displayed as you work in either Composition mode or Storyboard mode (as seen below).
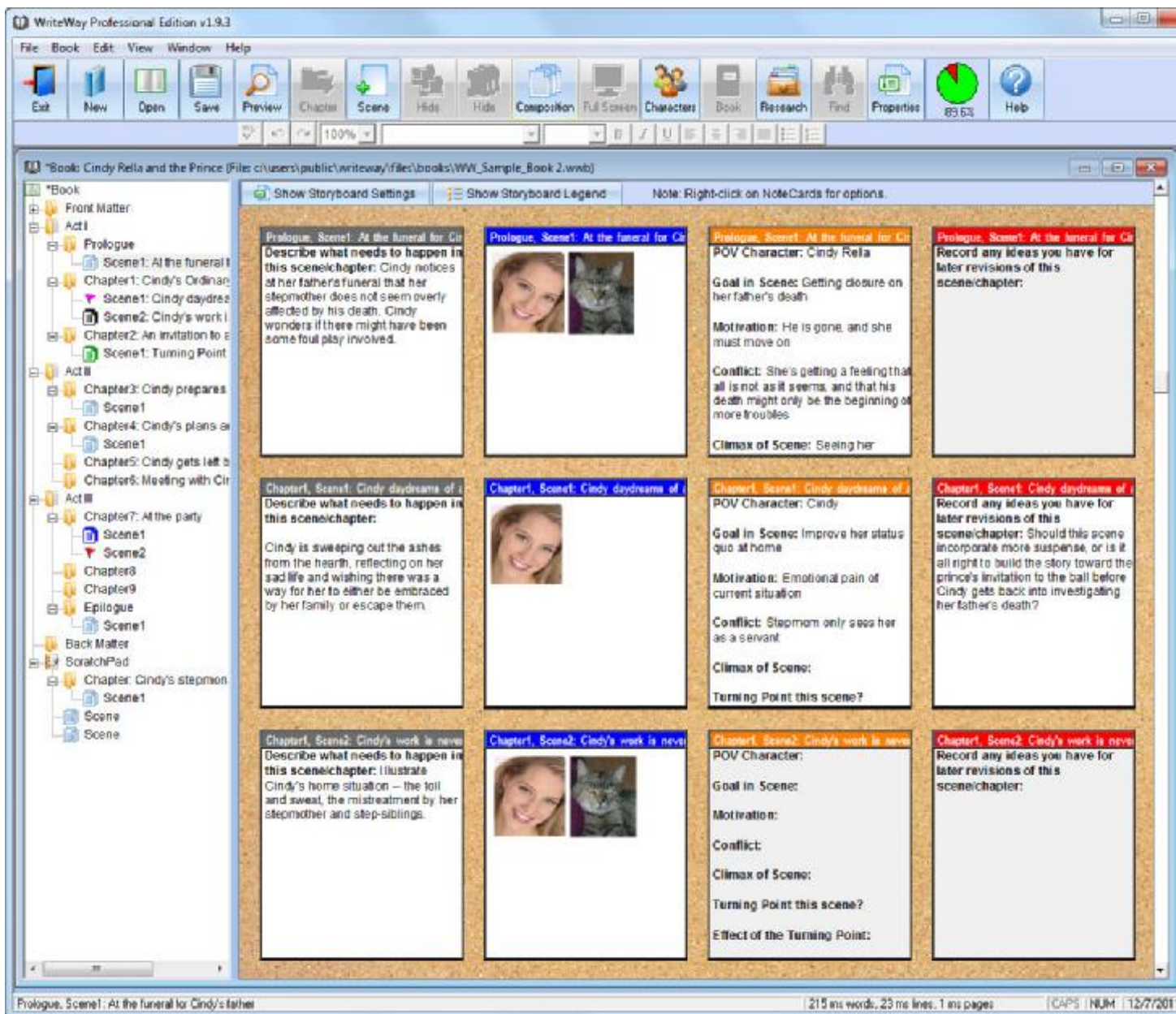
- **Changing list order of the NoteCard Types:** To change the list order of the Master NoteCard Types, click to select the entry you intend to move, then use the up/down arrow buttons at the right side of the grid on the Book Properties > NoteCard Types/Templates tab screen (as shown on top image) to rearrange your NoteCard Type list order.

- **Deleting Master NoteCard Types:** If you wish to delete any of the NoteCard Types (including the pre-loaded samples), simply click to select the Type you wish to delete, then click the Delete button on the toolbar. This action will delete the NoteCard Type at the Master level only. Any pre-existing WriteWay books that use the Master NoteCard Type you wish to delete now will not be affected. In other words, if one or more of your books contain a NoteCard Type for "Conflict" and you later decide to delete the Master NoteCard Type of the same name, you will not lose any individual book data or the "Conflict" NoteCard within those books. That deleted Master NoteCard Type will not be available to future books, but cards already in use are not disturbed. (To delete NoteCards in use for a given book, see the Help topic pertaining to *Book Properties, NoteCard Types*.)

WriteWay comes pre-loaded with one sample template containing layouts for ten sample NoteCard types. You are not restricted to using just the sample templates; they are provided merely as a time-saving feature and a potential springboard to help you understand the various ways WriteWay can work for you.

**Setting up Master NoteCard
Templates**

From the Master NoteCard Types/Templates (found beneath the File menu or by clicking on the
Master NoteCard Templates button on the Properties > NoteCard Types/Templates tab) screen double
click on the NoteCard Type you want to make change to or view (you can also click the Templates button
on the toolbar). This brings up the below screen, displaying a drop-down box of available NoteCard Types,
and, below that, a box containing the current NoteCard Templates for the selected NoteCard Type.
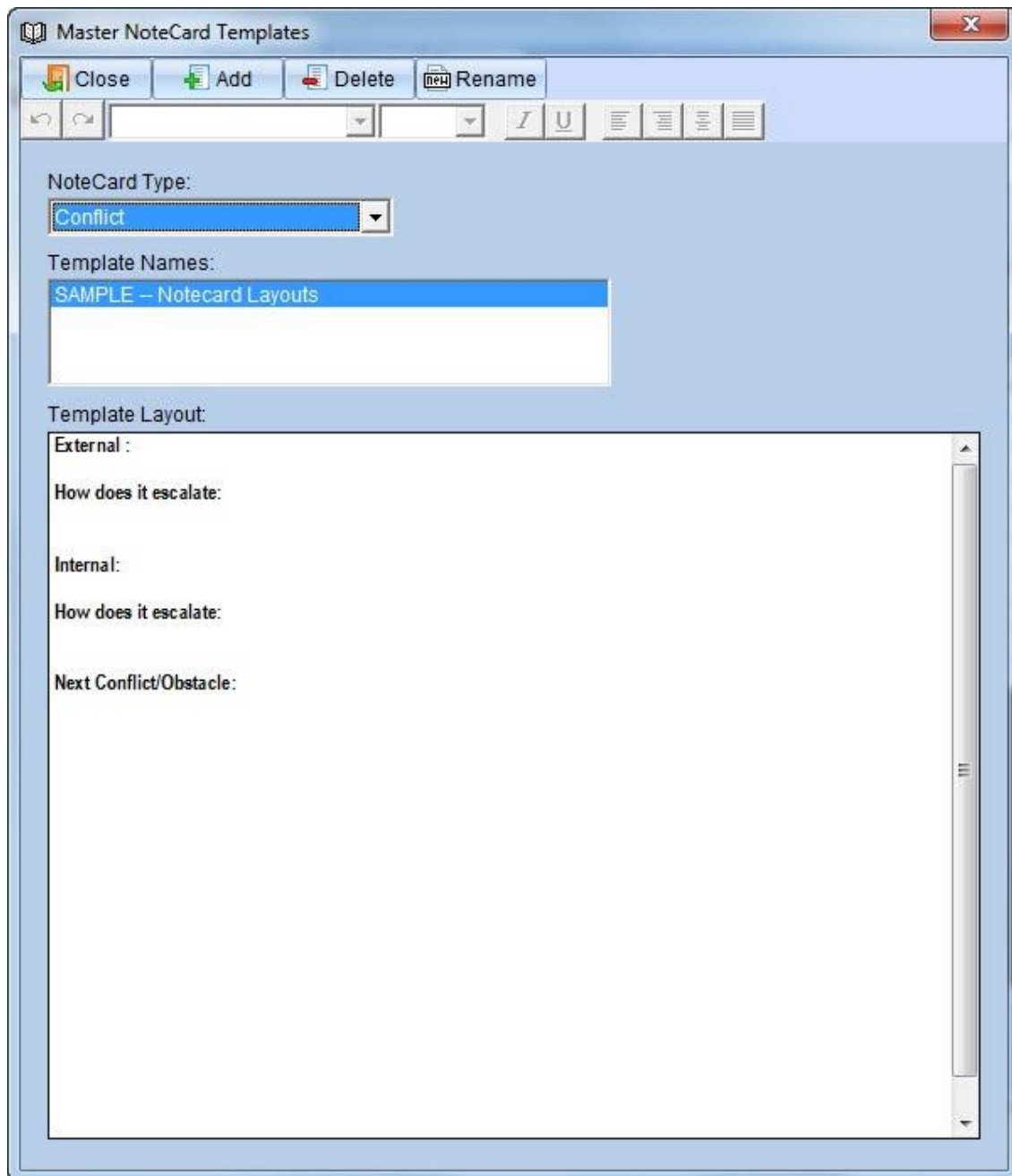
If this is your first time viewing this screen, the only template you will see here is the pre-loaded one
named SAMPLE. In the Template Layout section of the screen you will see the example layout we have
created for each of the NoteCard Types listed in the top drop-down box. If you scroll through the ten
NoteCard Types we have pre-loaded, you will see each of the sample template layouts that have been
included for your convenience. You may either use these layouts, or create your own custom templates

using plotting and story creation techniques of your own design and preference. If you have added your own Master NoteCard Types in the previous Help topic, you will also see your entries in the drop-down list box. Your newly added Master NoteCard Types will contain no Templates, you will need to add them.

- **Creating Templates for Newly Added NoteCard Types:** To set up a NoteCard Template layout for the NoteCard Types you created in the previous Help topic, first select from the drop-down list the NoteCard Type for which your new template layout will apply. Next, click the Add Template button on the NoteCard Template Toolbar. Type in a name for the new template you are creating. Note that this field is not asking for a specific NoteCard type (e.g., plot card, conflict card) but rather the name you would like to use for this particular template set of NoteCards, which will be available to you in any new books you create in WriteWay. For example, if you are writing different types of genre fiction, you might want to create NoteCard template sets using genre-specific labels, such as, "Romance Novel" or "Mystery Novel" or simply "My NoteCards". Don't worry about getting it perfect; you can always change the template name later (using the Rename button) or create entirely different ones.
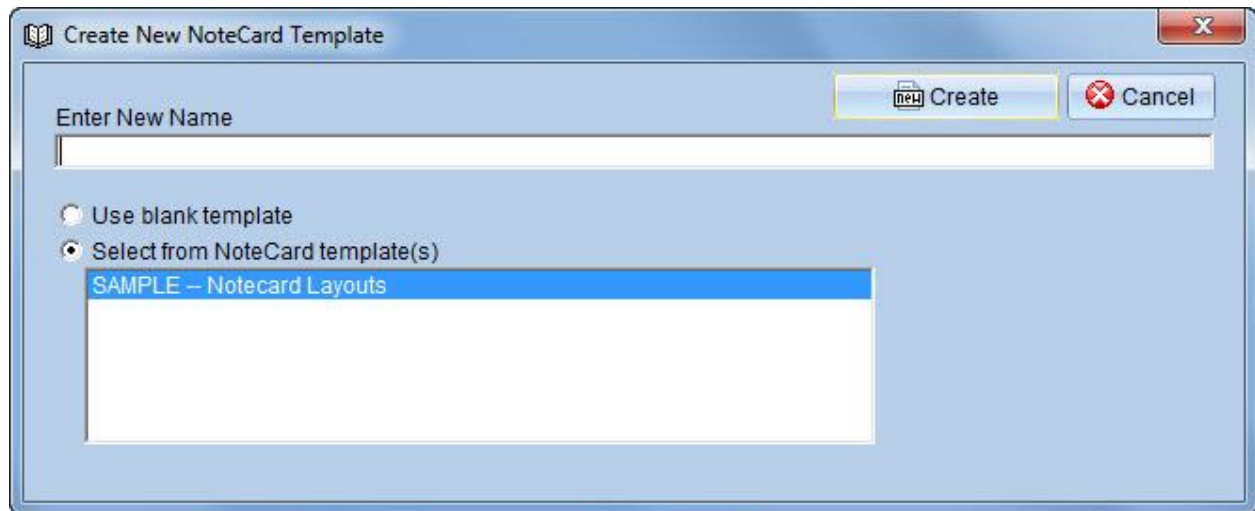
- **Selecting a Template Style:** Because the NoteCard Type(s) you created in the previous Help topic are new, the software will default the Template Style setting to "blank," as indicated by the radio button item beneath the template name field. If you were creating a new template for an existing NoteCard type--for example, creating your own template layout for one of the pre-loaded software NoteCard types--you would be given a choice to either create a new layout by starting from scratch ("blank"), or to modify an existing software's sample template as your base layout for the new template you are creating now. If you use the software template as the basis of your custom layout, you will still be able to change any and all data contained on the form. For our example here, let's say you're starting your new NoteCard template from scratch. Click "Use blank template" then click Create.

- **Formatting the new Template:** After you click Create, you will be taken back to the NoteCard Template screen, which is now ready for you to input your own custom criteria for the NoteCard Type displayed in the drop-down box at the top of the input screen. To set up your new template layout, simply place your cursor in the large text area and begin typing the contents of your template. Template text is automatically formatted to bold-face, but you can make changes to the font type, size, and style, from the toolbar. When you are finished setting up the new template, click the Exit button, or, if you have additional templates to create, simply use the drop-down box to make your next selection and repeat the process described in this topic. Your changes to the Template screen are automatically saved.

TIP: Creating meaningful NoteCards
When designing your NoteCard Template layouts, think of NoteCards as a fill-in-the-blank reminder of the various elements you mean to incorporate into your book. Generally, they work best as prompts to make you think about your story and characters, and to help you stay on track from page one to the end. If you're not sure how to best use the NoteCards, take a few minutes to browse WriteWay's sample templates to see how we have used them in our pre-loaded Sample Book.

Note: Changes to NoteCard Template layouts are automatically saved as you move from template to template or when you exit the screen.

Now that you have set up Master Templates for your Characters and story NoteCards, we'll move to the next step in creating a New Book. You can begin a new book by either selecting the Create New Book item from the File menu, or by clicking the Create New Book button on the main toolbar. This brings up a small screen that first prompts you to enter the New Book Title.

Directly beneath the New Book Title field is the New Book File Name field. When you click or tab to this field, WriteWay will automatically repeat your book's Title as the book's File Name, which is how it will be stored on your computer hard drive. If you wish to create a different file name for your book(s), simply type a different name in the second text field. WriteWay saves all book documents and their supporting NoteCards and character profiles as the File Name entered in this field with the file extension of ".wwb".

Below the title and file name fields is a drop-down box where you may select the genre settings and opt to copy properties from an existing book (optional). Should you use this feature, the properties that will copy over to your new book include: Author Name, NoteCard Types, Manuscript and Composition Settings (such as page margins, chapter heading styles, headers and footers). For the purposes of our example here, let's create our new book from scratch, without applying existing book properties.

Type in your New Book Title (as you would like it to print on your manuscript, e.g., all caps, upper and lower case). Leave the Copy Book Properties set to the default of "None," then click the Create Book button. WriteWay will generate an outline with one Chapter and Scene and one mandatory NoteCard Type entitled "Plot."

Note: When starting a New Book or Opening a book already started, it is not necessary to close a book by clicking the the X or going to File on the main menu and clicking Close Book. By clicking the New or Open Book, it will close the current book on the screen. If you have not saved changes made to that book, WriteWay will prompt you to do so.

By default, WriteWay saves your book files under a directory called "files" within the WriteWay main directory. While this is the best way to maintain an organized collection of your work, you are not required to save files to this directory. You might wish to save your book files in a separate subdirectory under the WriteWay "files" subdirectory. To establish a different location for your new book file, just click the "Browse" button on the Create New Book screen and make your path selection as desired.
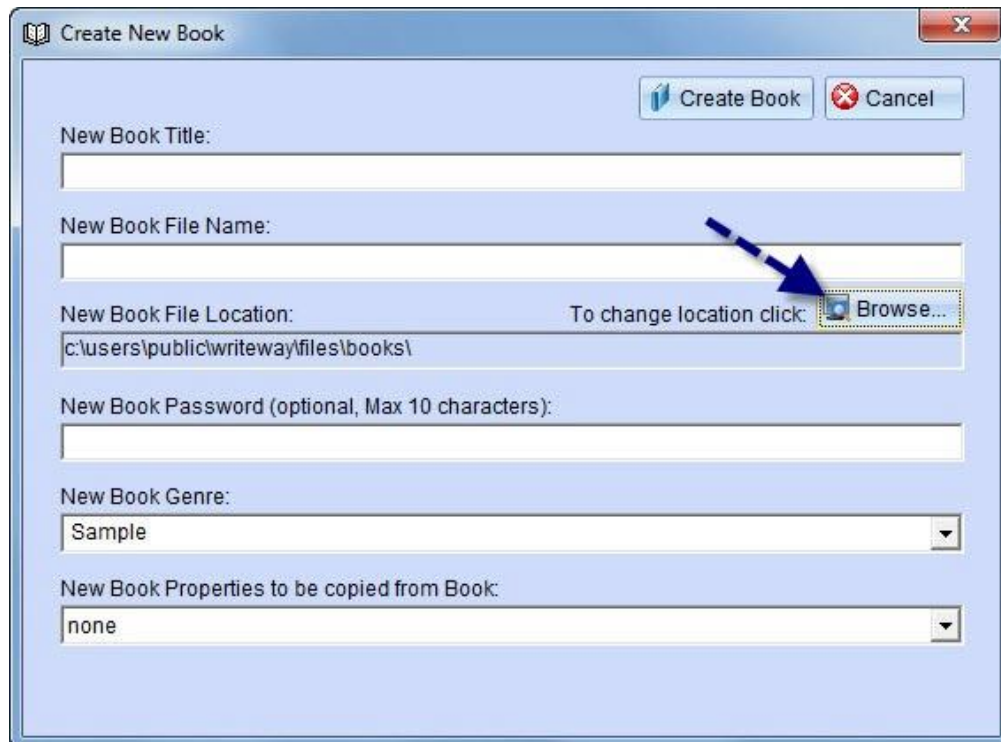
Later, when you wish to access a file that is not contained in the WriteWay "files" subdirectory, simply click the Open button on the toolbar (or Open Book from the File menu) and use the Browse function to locate your desired file(s). Alternately, you may use the Recent Books toolbar button, (or also found on the File menu). Selecting Recent Books from the toolbar will bring up a list of all the book files you've actively been maintaining and their associated locations on your computer. To select a book from this list, simply click on the title to open the file. *Note: Cannot find your books on the Recent Books screen? Sometimes in an uninstall of WriteWay and a reinstall, the recent books list will be empty and you will need to use the Browse button to locate your saved books.*
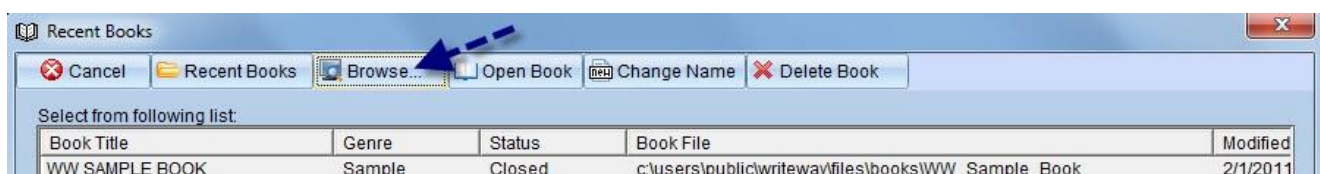
If you wish to change the name of any book file, you can do this one of several ways. You can use the **File>SaveAs...** function to create a copy of the current book under a different name, thus creating two book files, each with a different name.
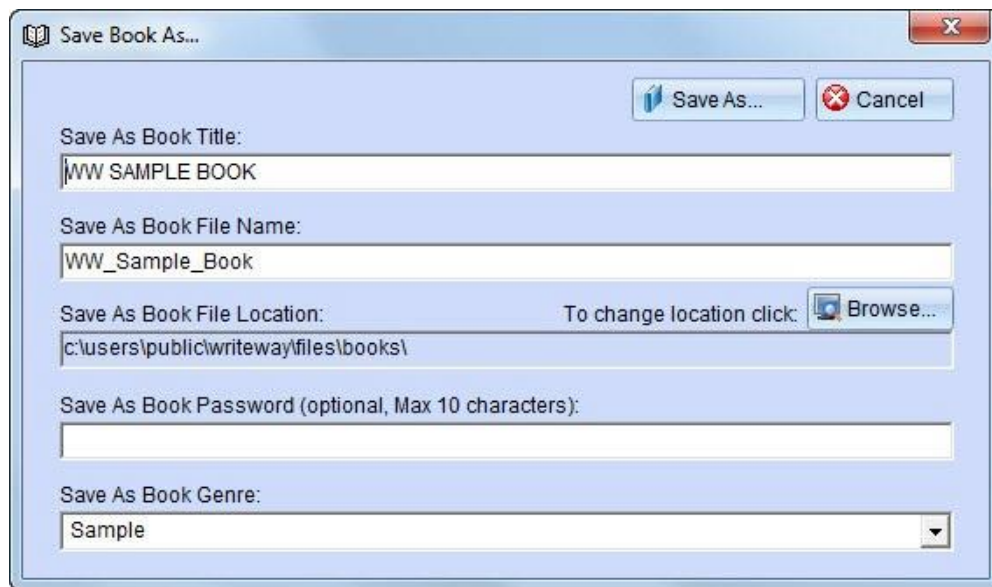
You can change the name of a book file (without creating a copy) by clicking **File>Open Book** or **File>Recent Books**, then, using your mouse to highlight the desired book, click the Change Name toolbar button. This will bring up a small edit screen that prompts you to enter a new file name for the selected book. This function changes the actual file name only (e.g., "sample.wwb"), not the book's title. To change a book's title, see the Help topic *Book Properties: Book Options Tab*.
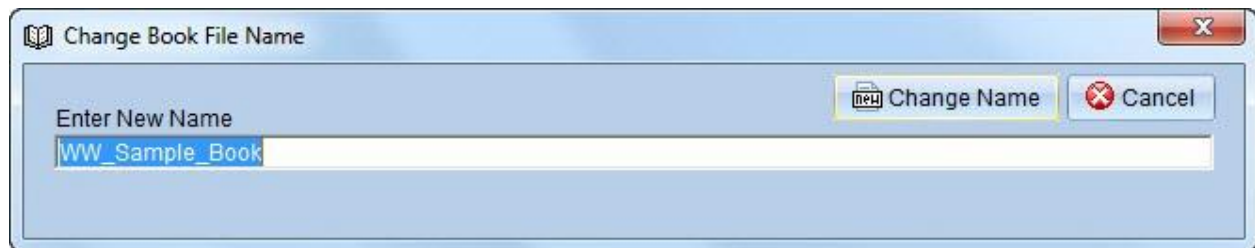
It's a good idea to make a practice of backing up your WriteWay book files from time to time. For instructions on this process, please see the Help topic *Backing Up Your Files*.

Note: Make sure to save your book from time to time! WriteWay has an AutoSave feature that will make a backup copy of your work should your computer accidentally shut down. WriteWay will prompt you upon reopening your book following and accidental shut down whether you would like to open the AutoSaved version. You can change your AutoSave features under the File main menu. Select your desired AutoSave Interval and WriteWay will save your work, according to your settings, every 30 seconds, 60 seconds, 90 seconds, or 120 seconds. The default setting is 60 seconds.

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**Understanding the Book Properties
Screen**

Book Properties is where you will manage the overall appearance settings of your manuscript, both in Composition mode and in Print mode. Book Properties contains four tabbed sections: Book Settings, Draft Settings, Manuscript Settings, and Note Types/Templates. We'll go through them now, one by one, as we set up our new book.

Book Properties: Book Settings Tab

Getting to know Book Properties: Book Settings Tab.

- **Author Name** -- Enter your name as you would like it to print on your manuscript headers (if you use a pseudonym, enter it here).

- **Book Title** -- This field is generated using the title you entered when you first clicked *Create New Book*. It will print on your manuscript headers as shown here. If you wish to change the title of your book at any time, you would enter the new title in this field. However, the file name created of where the book is stored will not change. *Note: To change the name of a book file, use File>Open Book or File>Recent Books, then, using your mouse to highlight the desired book, click the Change Name toolbar button. This will bring up a small edit screen that prompts you to enter a new file name for the selected book. This function changes the actual file name only (e.g., "sample.wwb"), not the book's title.*

- **Book Genre** -- This field determines the sorting order of your new book among the many books you will eventually store in WriteWay. For ease of retrieval, the software allows you to group your books into genre groups (Mystery, Historical, Contemporary, Suspense, etc.). If you write under more than one name, you could also use this Genre field to separate your books by pen name or by targeted publisher or publishing line. To create a new group for the Genre sorting function, simply type over the displayed text with the group name you'd like to create. When you later click

the Open Book button, your file list will be sorted according to the group type you set for your books in this field.

- **File Location** -- This is an informational field that shows you where WriteWay is storing your current book file. The file name you first entered in the Create New Book step will appear here. Should you change the book's name later, this field will not change, nor can you change the file name from this screen tab. See above note.

- **Set Number of Acts** -- Use the arrows to adjust the number of Acts in your book from 1 to 9. If you prefer not to use Acts in your book, set to 1 and all your chapters and scenes will be loaded beneath this singular Act. You can always go back in and add more later. *Note: If you have the Standard Edition, you can only set up to 3 Acts in your book.*

- **Show Plot Notes Checkboxes** -- The three checkboxes listed below File Location allow you to select the *NoteCard* display settings for the various sections of your outline. As you work in Composition mode, WriteWay will display plot notes at higher hierarchical outline levels. If you do not wish to have those higher-level notes visible as you compose your scenes and/or chapters, click off the checkboxes as desired. This function is for Composition display purposes only; you will not lose your plot notes regardless of these settings.

- **Default Outline Font & Size** -- For changing the font and size used for all Outlines in WriteWay: Book, Character, Research, etc.

- **Default NoteCards & Templates Font & Size** -- For changing the font and size of all your NoteCards and Templates used in WriteWay.

- **Default Character Profile & Research Pages Font & Size** -- For changing the font and size of all your Character Profiles and Research Folder Pages in WriteWay. *Note: When copying a character from another book, the inserted profile will adopt the font and size setting of the current book when inserted.*

Should you make any changes to the Book Settings Tab, click Apply on the Book Properties Toolbar to save these changes. If you click close before clicking Apply, WriteWay will alert you with a pop up window that changes are pending and ask if you are sure you want to exit. If you click "Yes," no changes will be saved.

Note: The Help button on the Book Properties Toolbar brings up this Help menu.

Book Properties: Draft Settings Tab

Book Properties: Composition Settings Tab

Getting to know Book Properties: Draft Settings Tab.
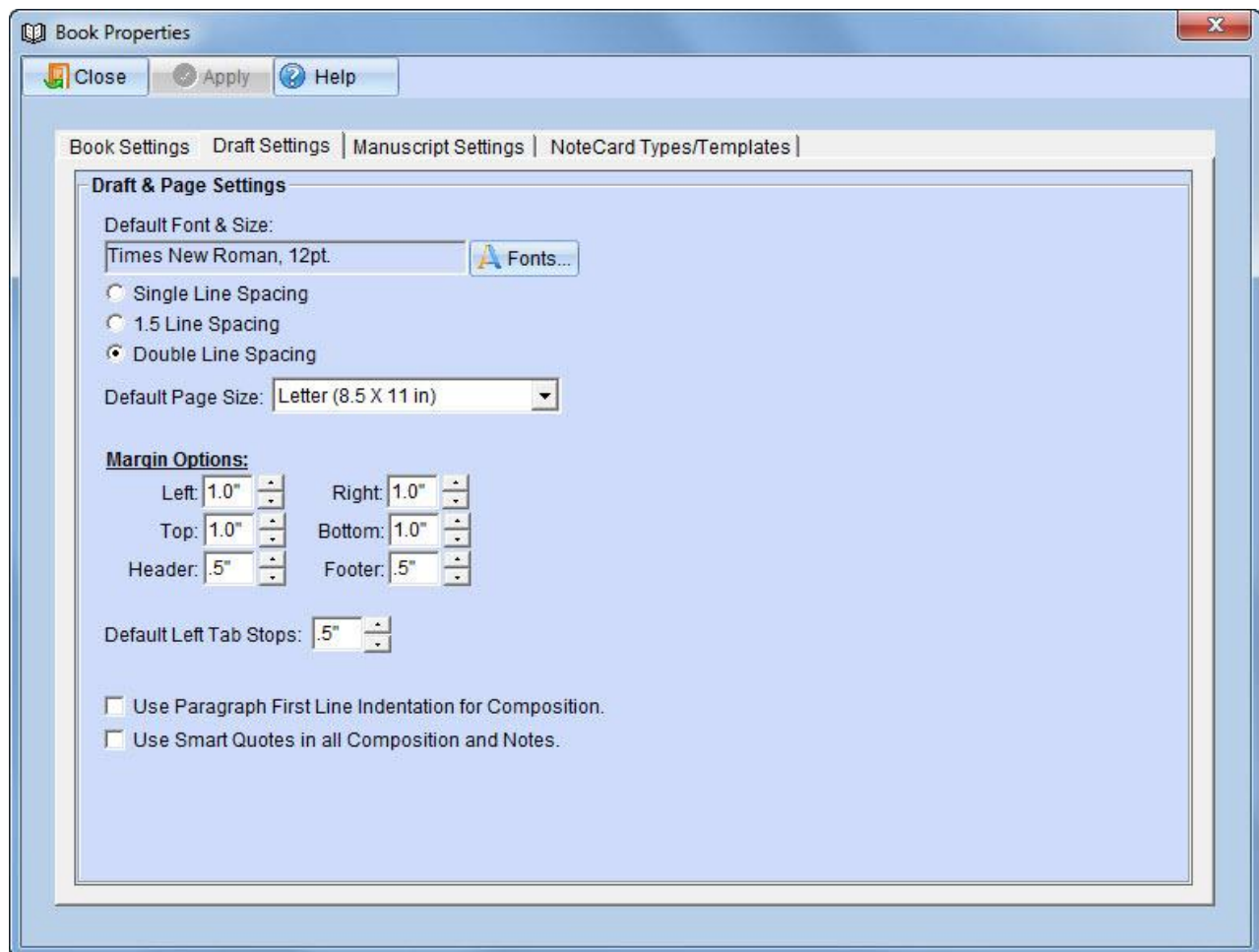
- **Default Font and Size** -- Click to select the font face and size with which you wish to compose your book. ***Note:** This selection sets your Composition mode font. You can select a different font and size for manuscript printing. See Help topic* *Printing Your Manuscript* *for details.*

- **Line Spacing** -- Click to select the desired line spacing you wish to use in composing your book. Again, Composition mode and Manuscript Printing can contain their own font and line spacing formats. For example, if you prefer to compose your work in single-spaced Times New Roman font, but publisher guidelines require that you submit your printed manuscript in double-spaced Courier, WriteWay can easily handle both settings. And should you later decide to work or print in a different font, you can change your document's parameters here with a few easy mouse clicks.

- **Default Page Size** -- WriteWay provides for two different page sizes:

  - Letter (8.5 x 11 in)

  - A4 (210 x 297 mm)

  Make your selection from the drop down box.

- **Margin Options** -- Using the up and down arrow button, select your manuscript's page margins and header/footer margins. WriteWay's default margins are set at one inch on all sides, with half-inch header and footer margins, which conforms to most publisher guidelines.

- **Default Left Tab Stops** -- WriteWay's default setting for left tabs is one half inch, which conforms to most publisher guidelines. You may, however, change the spacing of your left tab by clicking on the arrow up or arrow down buttons at this field.

- **Use Paragraph First Line Indentation for Composition** -- *When starting a New Book the default setting for first line indentation is checked on.* When this box is checked, WriteWay will automatically indent the first line of each new paragraph in your composition. This option can be activated in a book at any time as the existing text will auto-format.

- **Use Smart Quotes in all Composition and Notes** -- *When starting a New Book the default setting for Smart or Curly Quotes is checked on.* When this box is checked, WriteWay will automatically convert standard single and double quotes to smart (curly) quotes as you type composition and/or notes text. This option can be activated in a book at any time, however, note that any existing standard single and double quotes in your text will not be automatically converted. Only newly entered text will use smart quotes. This feature is best used with new books. Otherwise, you will end up with mixed format, some text with smart quotes and some without it.

Note: Draft settings tab is also used in determining the look and feel of your Publish-Ready book for [eBook](#) creation and uploading with [Kindle](#) and [NOOK](#). Your font style and size can also be changed on the fly, however, in the [Preview](#) section of Writway, affecting only the export and print copy of your manuscript.

Book Properties: Manuscript Settings Tab

Getting to know Book Properties: Manuscript Printing Tab.
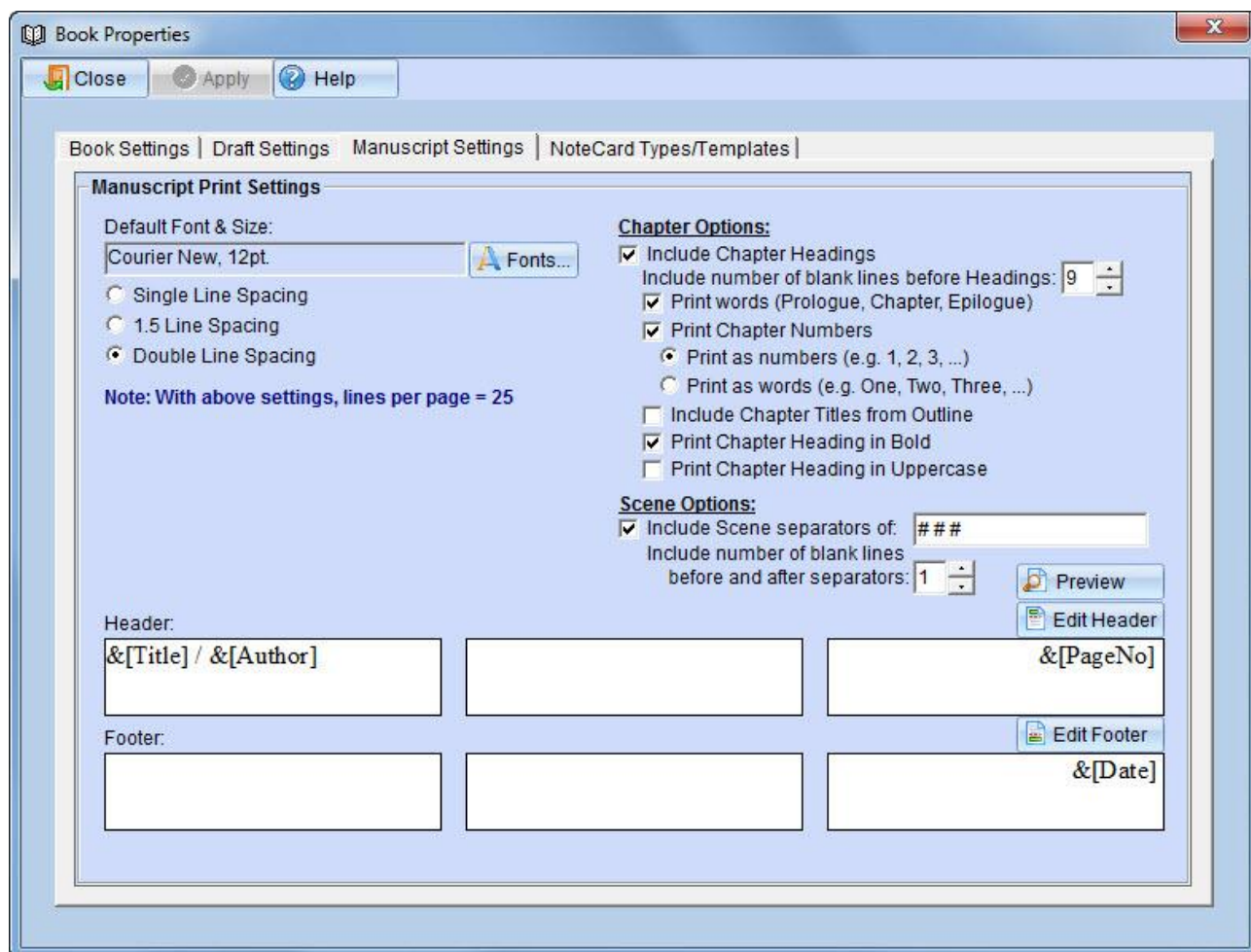
- **Default Font and Size** -- Click to select the font face and size with which you wish to print your book. This will be the font used for manuscript page count estimates and preview/print functions. You will have the option of temporarily changing the print font on the Preview screen, but the font you select here will be the default.

- **Line Spacing Options** -- Using the radio buttons, select either single, 1.5, or double line spacing for the printed format of your manuscript

- **Chapter Options** -- Here you will set up the print format for your chapters. Decide whether or not you want your manuscript to print chapters with the word "Chapter"; select the number of blank lines preceding your chapter title from the top of the page (most publisher guidelines call for chapter titles to begin on line 10, so WriteWay's default setting is 9 blank lines preceding chapter title); using the radio buttons, decide whether you want your chapters to print with the numeric chapter numbers or words for numbers spelled-out (e.g., Chapter 1 or Chapter One); click the checkbox if you want your chapter titles as listed in your Book Outline to print on your manuscript; click the checkbox if you want your chapter titles to be printed in bold; click the checkbox if you want your chapter titles to be printed in all uppercase.

- **Scene Options** -- Click to select a place marker for scene breaks in your manuscript (or leave unchecked if you prefer not to use a place marker for scene breaks). You may also type in your preferred indicator symbol for a scene break, if you wish. WriteWay's default setting is three pound (#) signs, each separated by one space, which conforms to most publisher guidelines. You may also select the number of blank lines to be inserted between your scene breaks; most publisher guidelines call for one line above and below a scene break, which is the default setting used by WriteWay.

- **Header Settings** -- To set manuscript page headers in WriteWay, click the Edit Header button. This brings up a separate screen from which you can set your left, center, and right positioned headers. To save time, WriteWay allows you to enter several fields at the click of your mouse. Two of these fields--Title and Author Name--are generated from the Book Properties Book Options screen. The other fields--Date Printed, Time Printed, and Page Number--are automatically generated upon your selection. The Edit Header screen also allows you to change header font and size, as well as add bold, italic, or underline features to your headers. To save your header changes, click the Apply button. If you don't wish to save, click the Close button, which will return your header settings to the software defaults.
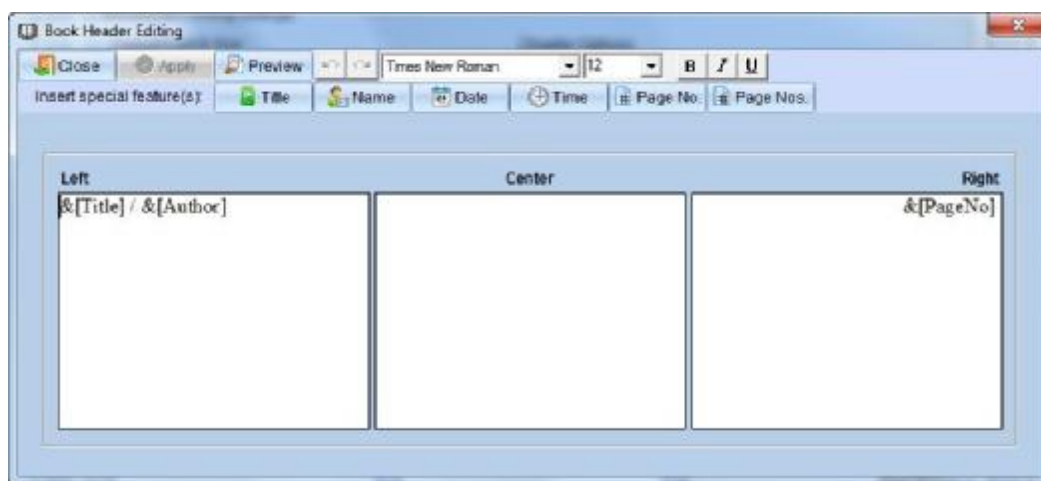
- **Footer Settings** -- To set manuscript page footers in WriteWay, click the Edit Footer button. This brings up a separate screen from which you can set left, center, and right positioned footers. To save time, WriteWay allows you to enter several fields at the click of your mouse. Two of these fields--Title and Author Name--are generated from the Book Properties Book Options screen. The other fields--Date Printed, Time Printed, and Page Number--are automatically generated upon your selection. The Edit Footer screen also allows you to change footer font and size, as well as add bold, italic, or underline features to your footers. To save your footer changes, click the Apply button. If you don't wish to save, click the Close button, which will return your footer settings to the software defaults.
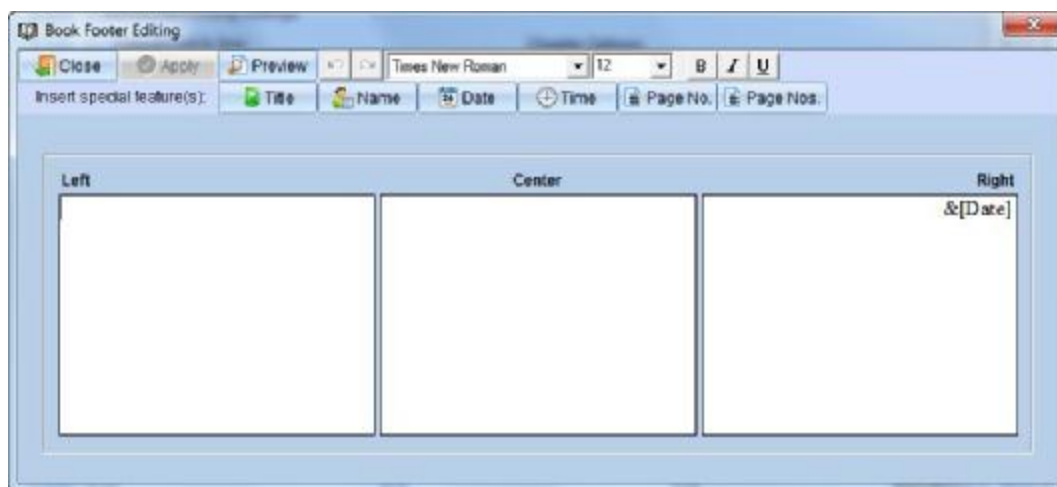
TIP: Formatting Headers and Footers
Although the left, center, and right header/footer text areas are not large, you can type beyond the display limits; your header/footer text will simply wrap around in the text area. To make sure your header/footer text does not extend too far on your manuscript, click the Preview toolbar

button and make any changes as required.

Note: *This Manuscript Settings tab is set by default to print publisher guidelines. Any changes made to this tab will affect the way your manuscript prints.*

Book Properties: NoteCard Types/Templates Tab

Getting to know Book Properties: NoteCard Types/Templates Tab.
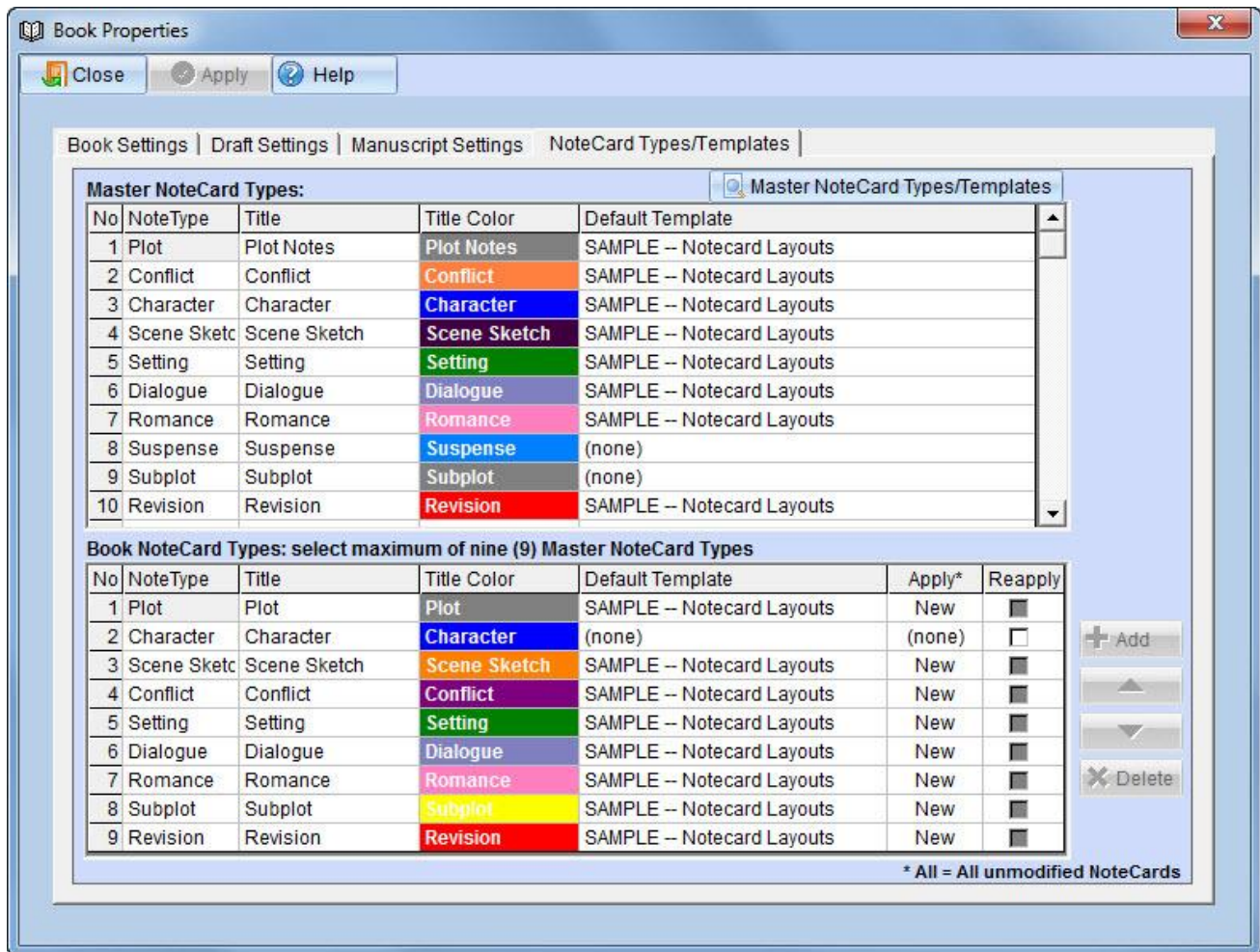
- **Selecting NoteCards for the current book --** The top portion of this screen displays a grid of the available *Master NoteCard Types*, which was described in an earlier Help topic. To assign NoteCard Types to your new (current) book, you need to select the desired type(s) from the top grid and Add them to the bottom grid. To select a Master NoteCard Type, simply place your cursor on the desired type and click to highlight it. Next, click the "Add" button to assign the selected Master Type to your book. Continue this process until you have added all the NoteCard types you'd like to use in this book. You can use up to nine (9) NoteCards per book with "Plot" being the default first card.

- **Re-sequencing the NoteCard display order --** The up and down arrow buttons, located on the far right of the Book Properties screen, allow you to change the display order of your book's NoteCard Types. These cards, in the order you select, will show up as tabbed NoteCards in Composition mode and "index-card style" NoteCards in Storyboard mode (WriteWay Professional Edition). The "Plot" card cannot be moved from the first position.

- **NoteCard Title Colors --** In Storyboard mode, NoteCards are displayed in visual format, like index cards arranged on a bulletin board. To help you differentiate the numerous card types in use with a given book, WriteWay allows you to assign and maintain unique colors to the title bars of each NoteCard using this screen. The only NoteCard color that cannot be changed is the Plot card,

the sole required card in WriteWay. Plot is set to a fixed color, gray. To change the color of a NoteCard Type, simply click on the Title Color bar of the NoteCard you wish to change. A color palette will appear, from which you can make your selection(s).
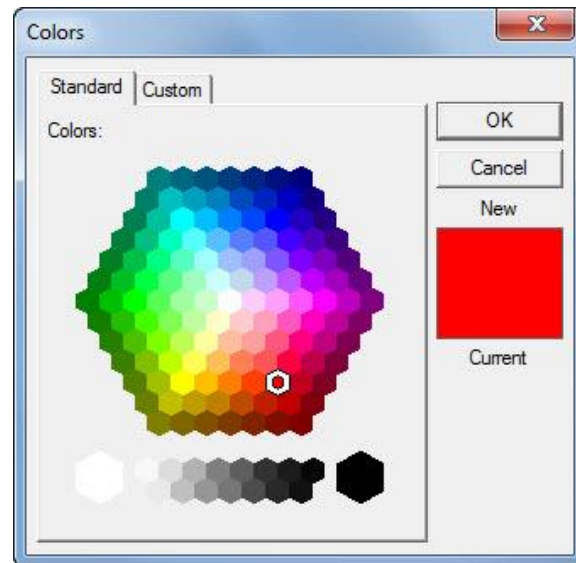
- **Using a Default Template for NoteCards** -- In an earlier Help topic, you learned about setting *Default Master Templates* for your NoteCards. On this screen, you will now apply those master templates to the NoteCards used for your new (current) book. To apply or change a template, click the Default Template bar for the NoteCard you wish to change. A drop-down box will appear, showing you the available Master Templates for the card you selected. Click to highlight the desired template. *Note: WriteWay comes pre-loaded with Master Templates called SAMPLE. If you have not added any templates of your own, your choices here will be None (no template), or SAMPLE.*
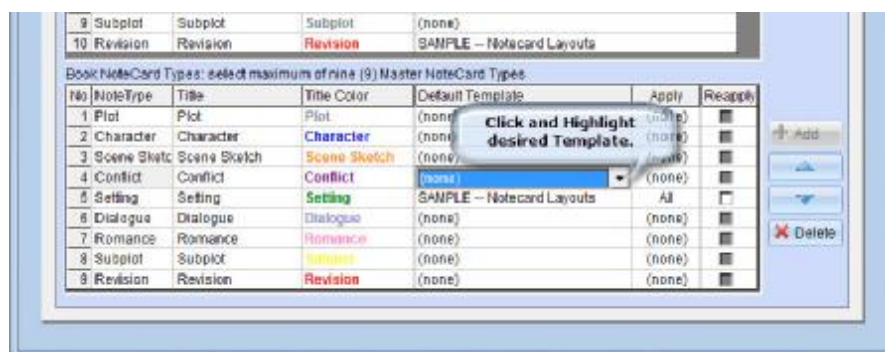
- **Template Apply Selection** -- Now that you have selected a NoteCard Template, decide on the application of that template. The "Apply" column contains drop-down selections of "New" "All" or "None." By clicking the selection, you can either choose to have the template apply to New NoteCards (those added to your book from this point forward), None, or All. If you select All, WriteWay will automatically add the selected NoteCard Template to all of your existing book NoteCards *and* all new NoteCards.

- **Reapply flag** -- Next to the Template Apply selection is a checkbox field labeled "Reapply." You would check this flag only if you have made modifications to a NoteCard Template and wish to apply those changes to your existing template selection. For example, let's say that within your Plot NoteCards, you are using a Template called "Romance Plot." After you began work on your book, you decided to add a new field to the template. The template itself remains the same-- Romance Plot--but the contents of the template has been modified. In order to apply the new layout to your book's existing NoteCards, you would need to check the "Reapply" box on the NoteCard Types/Templates tab in Book Properties.

- **Master NoteCard Types/Templates** -- You can also access your NoteCard Types and Templates by using the toolbar button on top of the Properties: NoteCards Type/Templates screen. See the *NoteCard Types* and *NoteCard Templates* section of Help to learn more about setting up new Cards and Templates.

Note: *If you have data entered onto existing NoteCards already, you will not lose or overwrite it should you later decide to change a template layout. WriteWay simply adds the new template layout to the bottom of your NoteCard, appending to the end of whatever text the card(s) contain.*

When you have finished making changes to the Book Properties screens, click the Apply button. If you change your mind and wish to undo all of your changes thus far, just click Close. WriteWay will alert you to pending changes and ask if you are sure you wish to exit. By hitting yes, no changes will be saved.

Plotting with WriteWay

When you begin plotting a new book, you may have only a handful of scene, situation, and character ideas formulated. From these kernels of information, once scribbled into spiral notebooks or onto countless sticky notes and index cards, you will start putting together your story and your characters. With WriteWay, all of that information can now be housed in one place, available right at your fingertips through your book's *NoteCards* (and *Research Folders*, if you purchased the Professional Edition of the software).

To record these novel ideas and bits of sundry information onto WriteWay's NoteCards, you will begin by adding blank scenes or chapters to your *Book Outline*, if you have an idea of the specific chapter you are plotting, or into *ScratchPad* if you are doing general plotting and brainstorming. Your ideas need not be arranged in story order, nor do the scenes and/or chapters need to be completely mapped out. In the ScratchPad section of the Outline, your scenes and chapters will function as placeholders for the NoteCards that will contain the information and ideas you plan to use in building your story. *To see an example of what a brand new, in-process book might look like using ScratchPad for the initial plotting stages, open the pre-loaded book file named* *Cindy Rella and the Prince*.

WriteWay Professional Edition v1.9.1

File   Book   Edit   View   Window   Help

Exit   New   Open   Save   Prev

*Book: WW SAMPLE BOOK (File: c:\users\

*Book
Front Matter — **Book Front Matter**
  Cover Page
  Dedication
  Acknowledgements
  Cover Art
  Cover Page
  Copyright
  Dedication — **Book Outline**
Act I
  Prologue
    Scene1: At the funeral f
  Chapter1: Cindy's Ordinary
    Scene1: Cindy daydrea
    Scene2: Cindy's work i
  Chapter2: An invitation to a
    Scene1: Turning Point
Act II
  Chapter3: Cindy prepares
    Scene1
  Chapter4: Cindy's plans ar
  Chapter5: Cindy gets left b
  Chapter6: Meeting with Cir
Act III
  Chapter7: At the party
    Scene1
    Scene2
  Chapter8
  Chapter9
  Epilogue
    Scene1 — **Book Back Matter**
Back Matter
  Bibliography
  Glossary
  Author Notes — **Book ScratchPad**
ScratchPad
  Chapter: Cindy's stepmon
    Scene1
  Scene
  Scene

Changing Chapter/Scene Titles: While plotting your book, you may find it easier to change the title of Chapter and/or Scene by entering placeholder "titles" to both story elements (150 maximum characters each). These titles will appear on the Book Outline, serving as a guidepost for you in viewing your story flow and organization. Optionally, you may also include these Chapter titles in your printed manuscript by selecting that feature under the *Book Properties* menu.

When you add a Chapter or Scene to your book, you will get an auto pop-up screen asking you to change the title of the Chapter/Scene. Simply add a new title and click Change Name. If you wish to do this at a later time, simply click the Cancel or the X. When you are ready to name your Chapter/Scene, right click on the one you are wanting to add or edit, and click Change Scene Title. When you are finished, click Change Name to save the changes. *Note: You can turn off the Automatic Name/Title Prompt under File on the main menu if you do not wish to have these prompts automatically pop up when adding a Chapter/Scene. You can add them later using the right click option.*
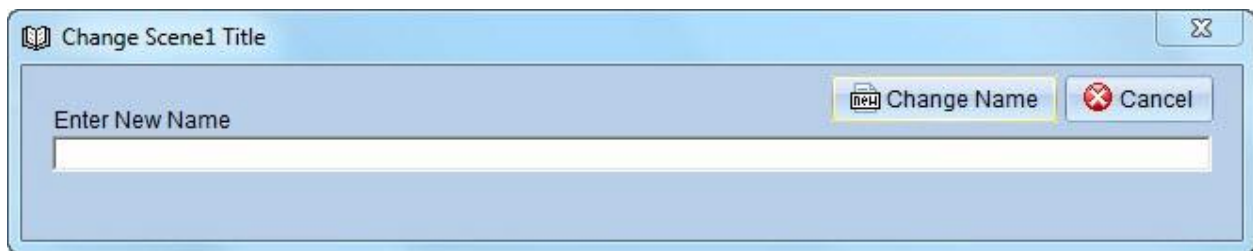
As your story progresses, you can then drag and drop those initial "idea" scenes and chapters onto the applicable sections of the Outline. WriteWay makes it easy to sketch out and monitor the flow of your book by breaking down the Outline into three Acts. You might find it helpful to plot out your story's major turning points, placing them in the appropriate Act, where they can perform as guideposts in your plotting process.

If you're less of a plotter and more of a "seat of the pants" type of writer, you'll find that WriteWay's flexibility will work equally well with your personal writing style. You are not required to start your book in ScratchPad; if you have fleshed-out scene or chapter ideas, you can start writing them--with or without associated NoteCards--the moment you open your new book file.

What are NoteCards and
How Do I Use them?

WriteWay's NoteCards are one of the software's most powerful features. Functioning as both organizational and brainstorming/plotting tools, we think you'll quickly look to the NoteCards as an indispensable ally in your quest to craft cohesive, deeply textured novels from the first page to the last. Each time you add a scene or chapter to your book, WriteWay automatically attaches a full set of NoteCards to that scene or chapter, using the type selections and templates you chose when you were setting up your Book Properties. It's that easy! Now you're ready to record and organize your thoughts and ideas on a scene-by-scene, or chapter-by-chapter basis using WriteWay NoteCards.
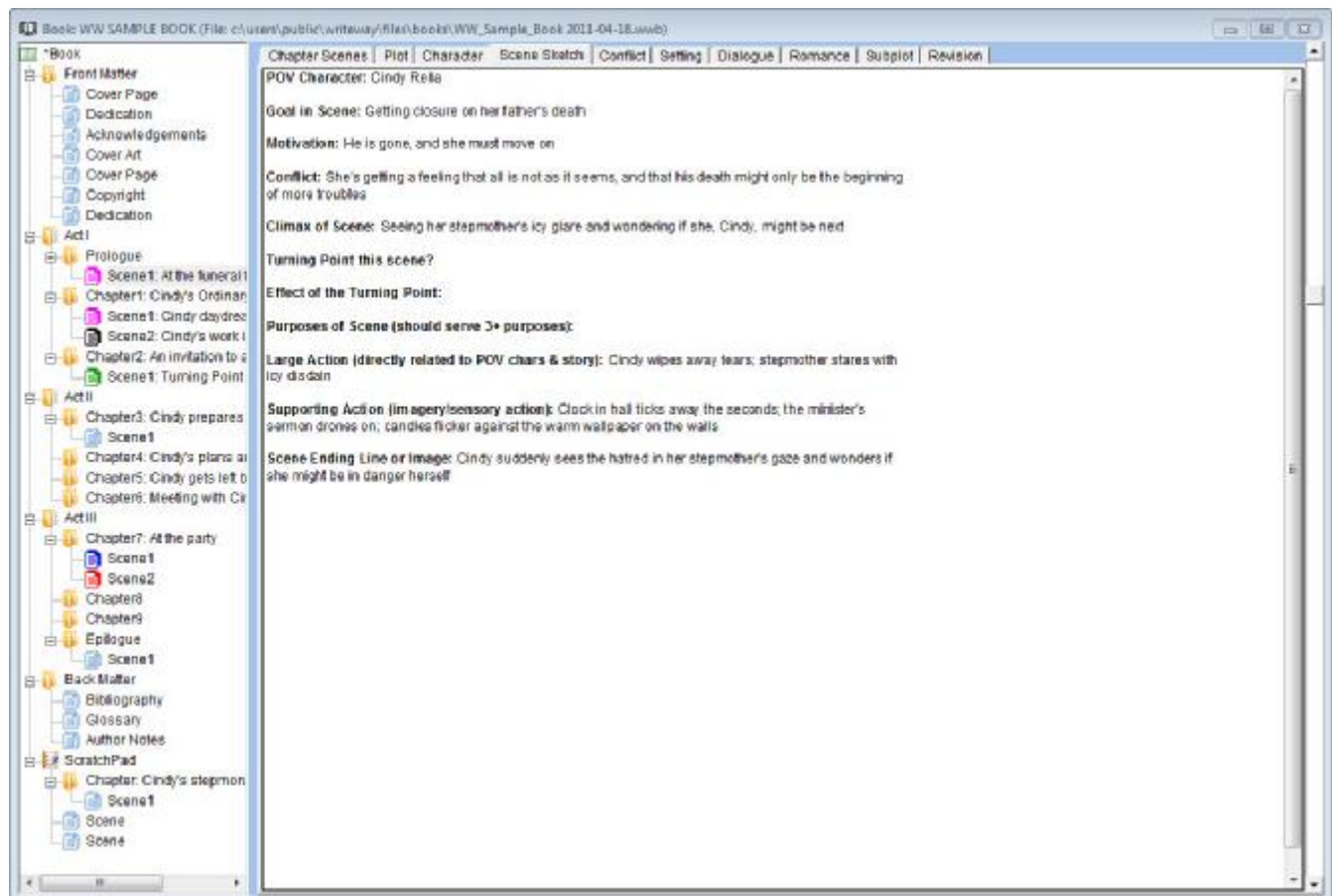
We described the setup process for NoteCards and their *Master Templates* in an earlier Help topic. Now we'll look at the NoteCards in action, as you'll use them in your books.

Tabbed NoteCards

WriteWay's main workspace--the screen you will see whenever you start the software--is the *Book Outline* function. On this screen, you will notice that your workspace is split into two sections. On the left is your Outline, and on the right is your NoteCard selections, either in staggered tab format or *Storyboard* format (see next section). If you chose to use NoteCard Templates in your book setup, you will see those template forms displayed here when you click from one NoteCard to another. NoteCards that contain no story data are displayed with grayed backgrounds, indicating an empty (or template-loaded only) NoteCard.

To enter your story ideas and notes onto the cards, simply select the NoteCard you'd like to work with, click your cursor on the card and begin typing in your information. When you make a change to an otherwise empty NoteCard, you will see that the card background will change from gray, indicating no data, to white, indicating data is present.
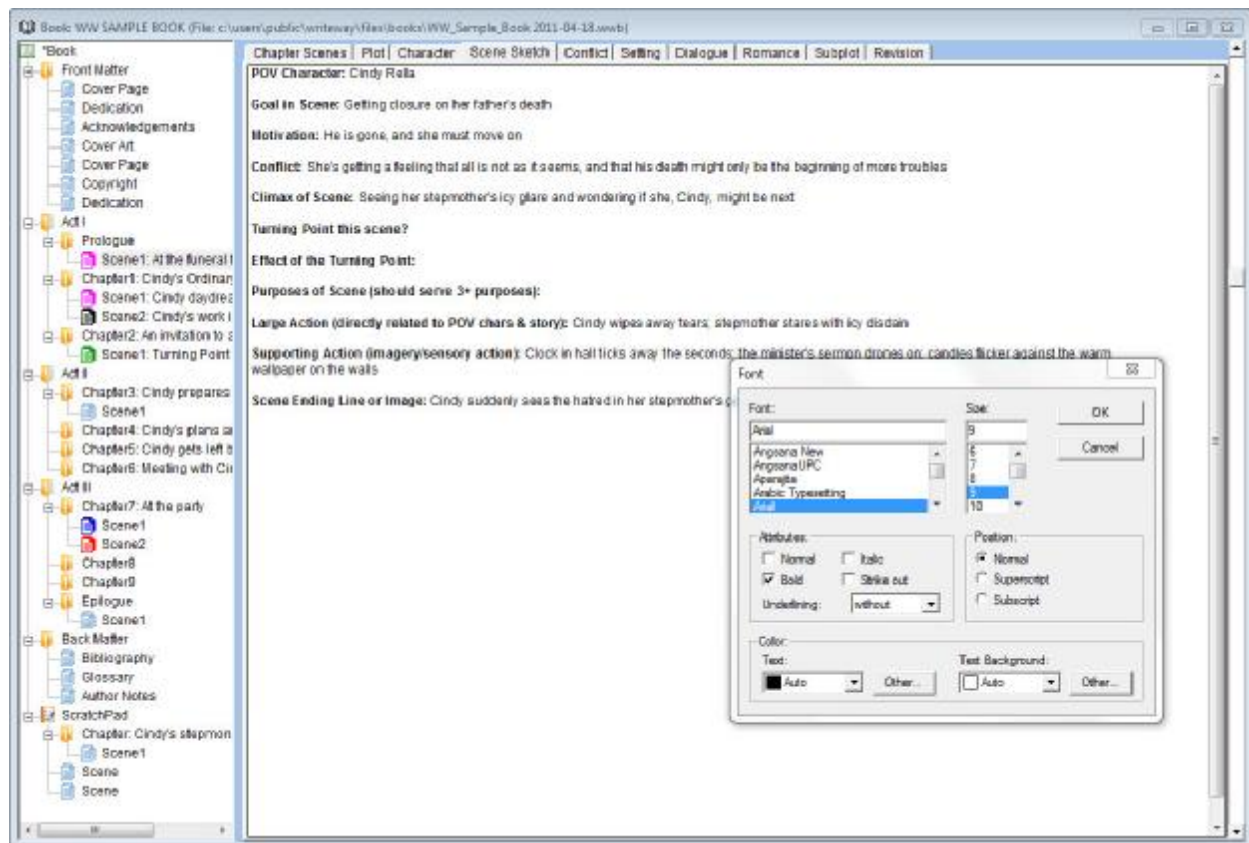
- **Changing NoteCard Fonts**: Your NoteCard's default fonts are selected on the *Properties: Book Settings* tab. To change the NoteCard's font style or size on the fly, you can either use the Edit drop-down box on the main menu, or right-click anywhere inside the area of the NoteCard and select Font from the selection list. This will bring up a selection box from which you can make your font changes (shown in the image above).

- **Loading a Template on the fly**: WriteWay's flexibility allows you to load NoteCard templates as you work, without leaving the NoteCard workspace. To do this, simply select the Load Template item from the Edit drop-down box.

Select Scene Sketch NoteType Template

Template Names:

SAMPLE -- Notecard Layouts

Template Layout:

POV Character:

Goal in Scene:

Motivation:

Conflict:

Climax of Scene:

Turning Point this scene?

Effect of the Turning Point:

Purposes of Scene (should serve 3+ purposes):

Large Action (directly related to POV chars & story):

Supporting Action (imagery/sensory action):

Scene Ending Line or Image:

- **Adding images to NoteCards:** From time to time, you might find it beneficial to add an image to a NoteCard. You can do so by right-clicking on any image, whether it is from the Internet or from within WriteWay, and selecting Copy. If you select an image from the Internet, WriteWay will prompt you to name the image or use the default 'temp_image1', giving each new image a different number. To add the image when you are on the desired NoteCard, right-click and select Paste. The image will be pasted onto the card. You can change the size of the image by right-clicking and selecting Resize. The slider will enable you to change the size of the inserted image. You can use this feature for various reasons, such as seeing which characters are in what scenes at a glance. See below example of Cindy Rella and Mrs. Rella from our sample story: _Cindy Rella and the Prince_. **Note:** _If you copy an image from one NoteCard and paste it onto another, WriteWay will remember the altered image and paste it the same size into the new NoteCard. Images will be pasted on top of one another, as WriteWay places all new images in the upper left corner, but then the image can be dragged to the desired position._
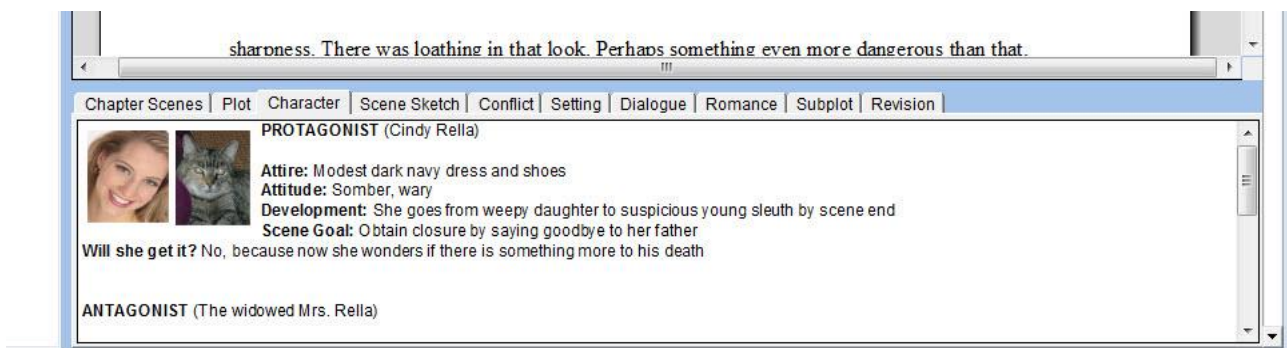
sharpness. There was loathing in that look. Perhaps something even more dangerous than that.

Chapter Scenes | Plot | Character | Scene Sketch | Conflict | Setting | Dialogue | Romance | Subplot | Revision

PROTAGONIST (Cindy Rella)

Attire: Modest dark navy dress and shoes
Attitude: Somber, wary
Development: She goes from weepy daughter to suspicious young sleuth by scene end
Scene Goal: Obtain closure by saying goodbye to her father
Will she get it? No, because now she wonders if there is something more to his death

ANTAGONIST (The widowed Mrs. Rella)

Note: Make sure to save your book from time to time! WriteWay has an AutoSave feature that will make a backup copy of your work should your computer accidentally shut down. WriteWay will prompt you upon reopening it whether you would like to open the AutoSaved version. If you have made alterations to your book that you had not saved when your computer accidentally shut down, you should select "Yes" to opening the AutoSaved file. You can change your AutoSave features under the File main menu. Select your desired AutoSave Interval and WriteWay will save your work, according to your settings, every 30 seconds, 60 seconds, 90 seconds, or 120 seconds. The default setting is 60 seconds.

Storyboard Mode (WriteWay Professional Edition)

If you purchased WriteWay Professional, you have the added option of using the software's innovative Storyboard feature to build your book in a very visual format. In Storyboard mode, you can add chapters and scenes, and view and maintain all related NoteCards at once, a single set, or a select few of your book's NoteCards in a visual, "corkboard" style display. To switch from Tabbed NoteCards to Storyboard mode, click the Storyboard toolbar button or select View from the main menu and Storyboard from the drop-down box (keyboard shortcut: F9).

- **Storyboard Settings:** The default display in Storyboard mode is to show only Plot NoteCards (with gray-colored title bars). To change this display setting and view additional sets of NoteCards, click the Show Storyboard Settings toolbar button. A new window will open that contains an entry for each of your NoteCard Types. To view any one set of NoteCards, such as Plot or Conflict, simply check mark that item. Your Storyboard display will change to show just that one selection of NoteCards. To view multiple sets of NoteCards--or all card types at once--click all the Selected Note Types you wish to view. Based on your selections, you will then see your NoteCards and their corresponding title bar colors (which you set in *Book Properties NoteCard Types/Templates*) for the Outline item that's currently highlighted on the Outline workspace. You can also set which Outline Notes to show, such as: Book, Act, Chapter, and Scene by clicking the Show Tory Board settings button as shown in the image below. Simply check mark the box of the notes you wish to show on the storyboard.
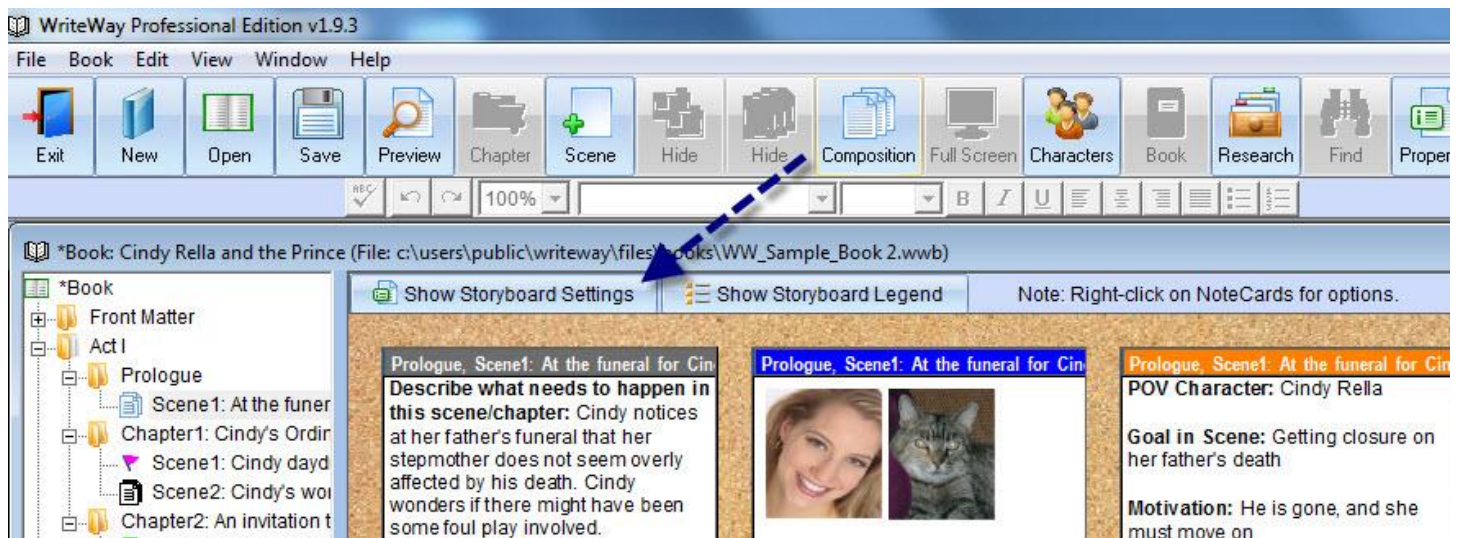
- **Storyboard Format Option:** WriteWay's Storyboard can be adjusted for NoteCard display as well. The default setting is four (4) columns and three (3) rows, showing a total of twelve (12) cards on the screen. See the below image. To show more or less cards, use the drop-down arrow to change the settings of rows. The number of columns will be determined by the boxes checked under Set NoteCard Types to Show. *Note: At some of the smaller card size settings, your templates and text may not be visible in Storyboard. To view text, simply place your cursor on the desired NoteCard and use the arrow up/down keys on your keyboard to scroll. To view the card in a larger window, double click on the NoteCard you want Zoomed, or right-click and select Zoom NoteCard to view and/or modify the contents in a pop up window that will*

appear at center screen. Please note that when in Zoom Mode, right-click does not work. To edit your card while in Zoom, use the Edit toolbar button on the top of the Zoom pop-up window.

- **Using images:** You can also move images from NoteCard to NoteCard in Storyboard mode by using copy and paste. Simply right click on the image you want to paste on another card, select copy. On the card you want to paste the image in, right click and select paste. The new image will paste in the upper left corner of the card. Text will wrap around the pasted image. *Note: if an image already exists in the NoteCard you are pasting in in the upper left hand corner, the newly pasted image will paste behind the existing one. Just drag the picture from on top of the newly pasted, then drag the images to the positions you want them.*
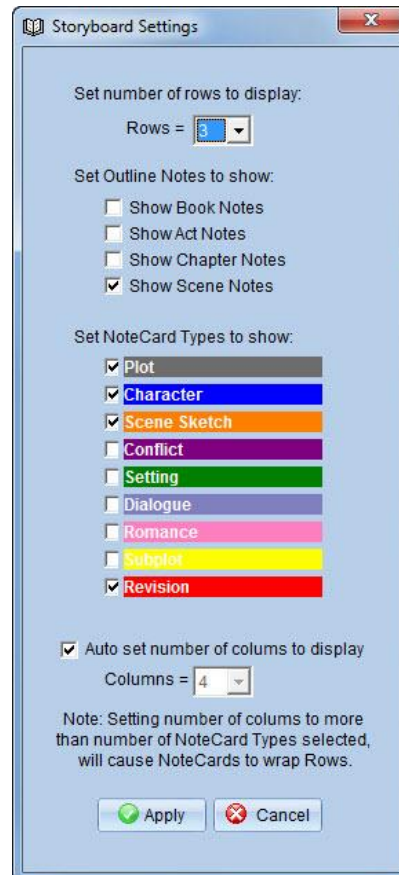
- **NoteCard Colors:** NoteCard title bar colors help you differentiate between the topics of each NoteCard. If you need a reminder of your color selections and their meanings, click the Show Storyboard Legend toolbar button. A small screen will appear and remain on top of your workspace as seen in the image below, showing you the NoteCard colors and their corresponding card topics.

- **Right-click Options:** WriteWay's Storyboard function contains several additional NoteCard

features available by right-clicking your mouse on a selected NoteCard. These features include:

- Zoom NoteCard (very helpful if your display does not show all text, and you want to read the full text without scrolling -- one click and you see the whole card *Note: From this display you can Add Template for on the fly changes to your NoteCards)*

- Cut, Copy, and Paste selected text

- Thesaurus

- Select All

- Reset Text to Defaults

- Set Line Spacing

- Change Font, Tabs, Insert Symbols or create a numbered/bullet list in the NoteCard

- Set Background Color (to highlight a NoteCard or group of NoteCards as a reminder or other special purpose; not applicable to empty or template-only NoteCards)

To quit Storyboard mode and return to Composition mode, click the Composition toolbar button or select Switch to Composition from the View menu (keyboard shortcut: F9).

Note: Font and size for NoteCards can also be changed by going to the Properties Book Settings Tab and changing the Default Settings.

In an earlier Help topic, we discussed the setup of *Character Templates* for use in WriteWay. Now let's apply your template(s) to the various characters that will populate your book.
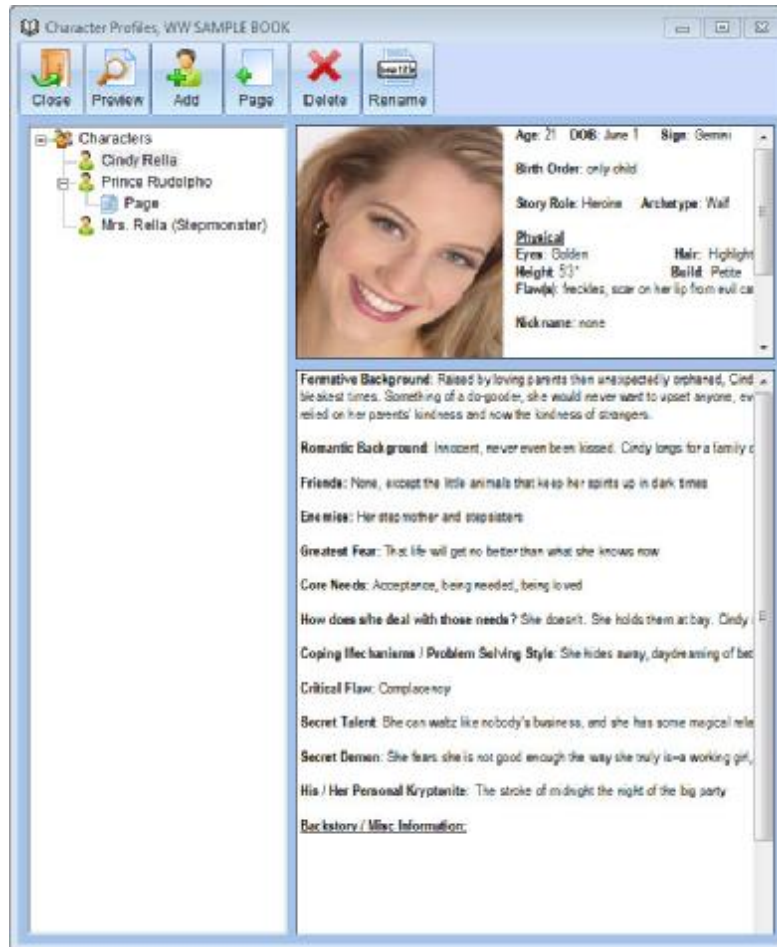
- **New Characters:** To add characters, click the Characters toolbar button, or select Character Profiles from the Book menu. This brings up a separate screen, which will be blank if you have not previously added characters to the current book. Click the Add button to bring up the Create New Character screen. In the first field, enter your character's name. Then, from the available list of Character Templates, as applicable, select a template you wish to apply to this character. *Note: The Character Template box may contain only the SAMPLE template, if you have not previously created your own templates. You can add your own templates later, and apply them to your characters as you wish.* Once you have made your template selection, click the Create button. You will see that your new character data is displayed in the Character Profile screen on the right of your screen, and the new character's name is located at the bottom of the character list on the outline. Complete this process for all of your characters, or continue working on the current character.
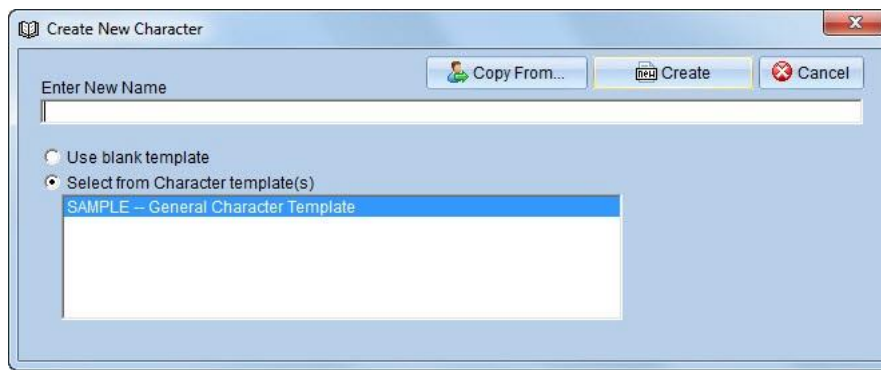
- **Adding Characters from other books:** Click on the "Copy From…" button on the Create New Character screen to look for characters in other existing books. Select the book in the top part of the screen that you are wanting to copy a character from, see the image below. On the bottom portion of the screen, you will see a list of characters associated with that book. Once you locate the character you are looking for, click the "Copy Character" button to add it to the current book.
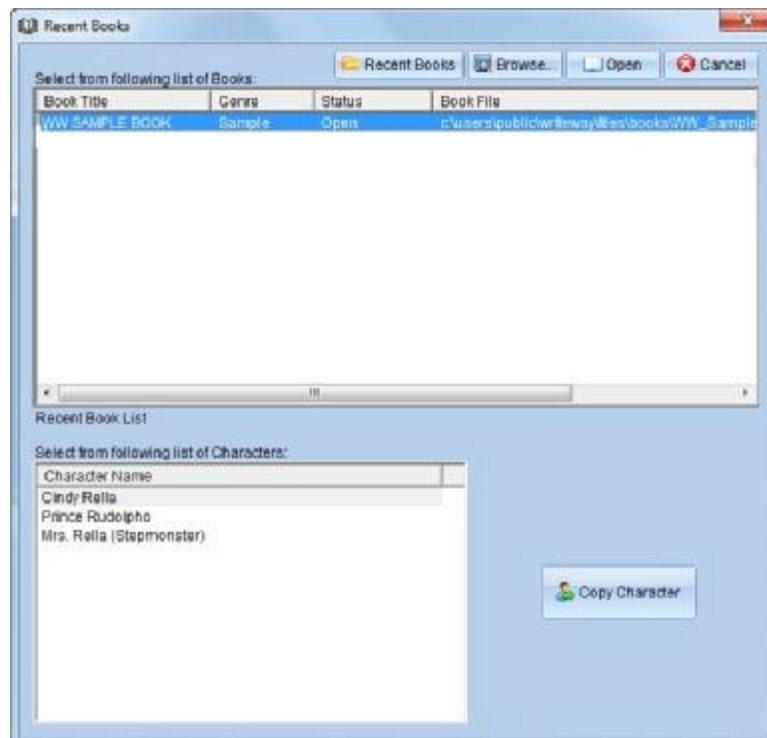
- **Adding Photos/Images:** WriteWay allows you to add a graphic image or photo (.bmp, .jpg, or .gif) to represent each of your characters. To add one to the current character, place your cursor within the left side of the newly added Character Profile. Right-click your mouse and you will see **Insert Image** on the pop-up window. Click it to bring up an image selection screen. You may select an image from anywhere on your computer using the Select File navigation function, which should be very familiar to Windows users. Once you have located the image you'd like, click the Open button on the Select File screen. Once you've made your selection, the image will appear in the character photo box on the Character Profile screen. To increase or decrease the size of the added photo, right click the image and select Resize. Use the slider bar to increase/decrease the size of the photo. You can also use the right-click, select Copy, and right-click, select Paste to insert images either from your computer or the Internet, WriteWay will prompt you to name the image or use the default 'temp_image1', giving each new image a different number.

- **Changing Display Order:** Once you have added multiple characters to your book, you may wish to change their display order in the character outline, e.g., list protagonist before secondary characters, etc. To do this, simply click on the name of the character you'd like to move, then drag that name to its new location in the list. *Note: You must be viewing the character you are wanting to drag to another position before WriteWay will allow you to drag the Character Profile.*

- **Changing Character Names:** If you decide to change the name of a character, you can easily do so at any time. While in the Character Profile screen, highlight the character's name you are wanting to change and simply click the Rename button. This brings up a small edit screen, where you will be prompted to enter a new name for the currently displayed character. Type over the old character name, then click the Change Name button, or Cancel if you don't wish to apply the change.

- **Adding Character Pages:** You can add pages beneath each Character created to store more information by selecting the character's name and and clicking the +Page toolbar button. This will create a blank page beneath the character to store more information about that character. These pages can contain text and/or images. To add an image, right-click and select Insert Image. The image can be dragged to position and the text will wrap the image accordingly. To increase/decrease the size of the photo, right click the image and select Resize. You can also use the right-click, select Copy, and right-click, select Paste to insert images either from your computer or the Internet.

- **Deleting Characters:** To delete a character, click the Delete [x] button on the Character Profile toolbar. Deleting a character is a permanent action. *Note: Deleting characters is not reversible. Once you've approved the delete and clicked YES, you cannot retrieve the character's profile.*

- **Printing Character Profiles:** Character Profiles may be Previewed and Printed using the Preview button on the Character Profile toolbar. Clicking this button will bring up the currently displayed profile, from which you can either view or print.

- **Right-Click Options:** Much like the NoteCards in Storyboard mode, the Character Profiles function offers several features available by right-clicking your mouse. These features include:

    - Cut, Copy, and Paste selected text

    - Thesaurus

    - Select All

    - Change line spacing

    - Change Font, Tabs, or create a numbered/bullet list in the Character Profile

    - Insert Image/Symbol

    - Load Template (for on the fly template changes to your active Character Profile)

TIP: Saving Changes. *WriteWay automatically saves your Character Profile changes when you move to a different character or if you Close the window, however it is a good idea to occasionally click the Save button on the main toolbar to save global changes to your book.*

Note: *Depending on the size of your monitor, while working on your composition, it is possible to have your Character Profile screen open, splitting your computer screen for Side-by-Side viewing by minimizing both screens.*
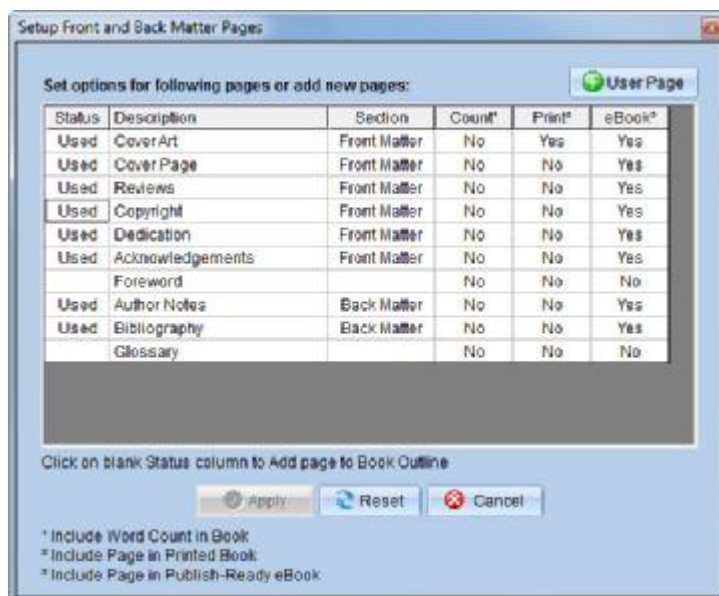
Working with the Book Outline

WriteWay's Book Outline function is comprised of two main parts: Acts and ScratchPad. It is under these high level sections that you will organize and compose your story chapters and scenes. Take a few minutes to look over the sample book entitled *CINDY RELLA AND THE PRINCE*, which has been pre-loaded into WriteWay to help you better understand the look and feel of the Outline function. By default, the Outline will be fully expanded every time you open your book in WriteWay. To collapse the Outline and only have open the part you are working on, go to File on the main menu and click OFF on the Automatic Expand Outline. The next time you open your book in WriteWay, your Outline will appear collapsed.
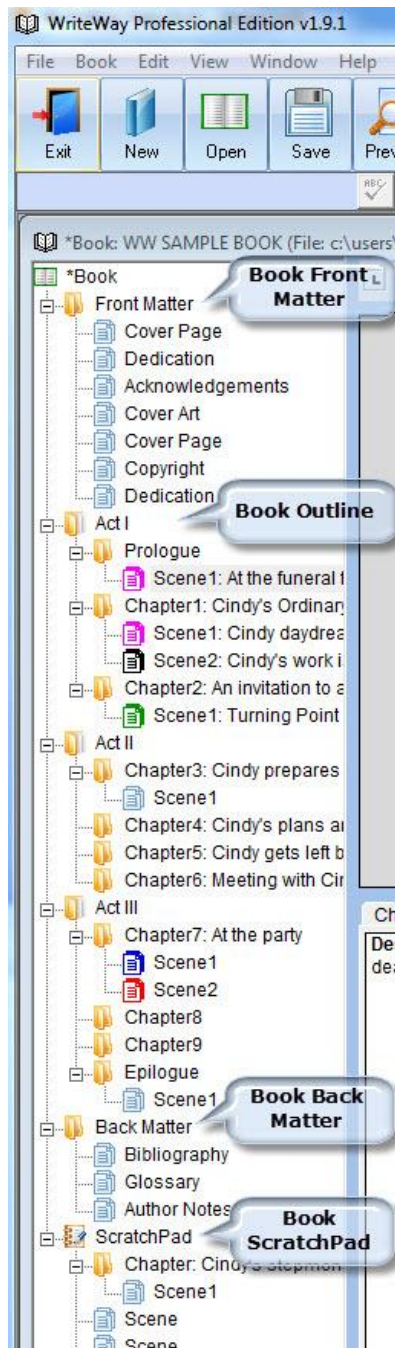
- **Front and Back Matter** -- The 'Front Matter' and 'Back Matter' folders can optionally contain extra pages where you can save additional information relating to the book. These pages can also be incorporated when exporting your book for *Electronic Publishing*. Right click on the Front Matter or Back Matter on the Outline and click 'Add Front/Back Matter' to bring up the below image. You can move (drag and drop) items back and forth between the two 'Front Matter' and 'Back Matter' folders on the Book's Outline as needed. *Note: A stack of white pages will appear as you drag page(s) to another spot on the Outline. If the stack of pages turn red and contains an x, that indicates a space on the Outline you cannot drop your dragged pages to.* The Front/Back Matter page items are those included in the below image. Under Status, you will see a blank spot for a page not used, 'Used' for a page in use, and 'Add' when you click the empty space to add a page to your book's Outline. Under Print, you can change the 'No' to a 'Yes' if you want the page included in the printing of your book. Under eBook, you would click the 'No' to change it to a 'Yes' if you are formatting your book for electronic upload with Kindle and/or NOOK and you want the page included in your book. You can also click + User Page to add a page not seen below and create your own. After clicking the + User Page, simply type over the words User Page in the box to create your own title to the page. When you are finished, click Apply. Or click Cancel if you do not wish to save your changes.

Setup Front and Back Matter Pages

Set options for following pages or add new pages: User Page

Status	Description	Section	Count¹	Print²	eBook³
Used	Cover Art	Front Matter	No	Yes	Yes
Used	Cover Page	Front Matter	No	No	Yes
Used	Reviews	Front Matter	No	No	Yes
Used	Copyright	Front Matter	No	No	Yes
Used	Dedication	Front Matter	No	No	Yes
Used	Acknowledgements	Front Matter	No	No	Yes
	Foreword		No	No	No
Used	Author Notes	Back Matter	No	No	Yes
Used	Bibliography	Back Matter	No	No	Yes
	Glossary		No	No	No

Click on blank Status column to Add page to Book Outline

Apply   Reset   Cancel

¹ Include Word Count in Book
² Include Page in Printed Book
³ Include Page in Publish-Ready eBook

- **Acts** -- WriteWay's default setting is three (3) Acts, however, you may use as few as one Act (which will lump all of your chapters in one big section, for those of you not interested in using Acts) or as many as nine in the Professional Edition (Standard Edition allows a maximum of three). The Act headings will contain your numbered chapters and their correlating scenes, giving you a visual model of your book's entire story flow. Chapters and scenes can then be dragged and dropped to other locations on the outline as your story develops. WriteWay will automatically renumber your chapters. (See the *Import* section of this Help document for a tip on how to best drag and drop multiple outline items that have been ported over on import.)

- **ScratchPad** -- functions as a catch-all for general scene or situation ideas that you are not quite ready to place within a specific Act or Chapter. Instead of turning to a paper notebook or sticky note, record those ideas in ScratchPad, where they will be available to you anytime at the click of your mouse. ScratchPad is also handy for those scenes and chapters that no longer seem to work in the book. Instead of deleting them, drag them down to ScratchPad until you are certain you don't need to resurrect them. **To add a page to the ScratchPad**, click on the ScratchPad, then click + Scene toolbar button or select Scene from the Book main menu to add a blank page. If you are wanting a folder and pages, then simply click +Chapter toolbar button. You can change the names of the Chapters and/or Scene with the automatic pop up box (or by right clicking your mouse if you have Automatic Title/Name Prompt turned off under File) and selecting Change Chapter/Scene title. ScratchPad items do not factor into your manuscript word count or page count reports, nor will they print as part of your manuscript. However, ScratchPad word counts will be included in the Word Count Report located under View of the main menu. Should you wish to, you can print ScratchPad from the Preview screen.

TIP: Outline Width Adjuster. To expand the width of your Book Outline space, drag your cursor

to the divider that separates the Outline from the NoteCard workspace. The mouse pointer will change to a right/left arrow. Adjust the Outline width by clicking and dragging the divider either left or right, to the position you prefer. There is a maximum allowable width; once you hit it, the divider will move no farther.

Beneath Acts on the Book Outline, will be your Chapters and Scenes. To populate the Outline, you can either drag and drop Chapters and Scenes from your *ScratchPad* area (if you used the ScratchPad for early plotting), or insert them directly into the Act sections by creating new Chapters and Scenes.

For this example, let's assume you did not use ScratchPad and you are immediately ready to begin work on your new book's first Chapter. The first Chapter and Scene have been placed on the Outline for you. You can add additional Chapters by placing your cursor on the Act item you wish to add your Chapter to on the Outline and click the (+) Chapter toolbar button, or select Add Chapter from the Book menu. This action will insert a new Chapter in your desired Act. WriteWay automatically numbers your Chapters for you, and, should you decide to move a Chapter, or add a new one above it, the software will re-sequence the Chapter numbers to reflect the modified order on the Outline.
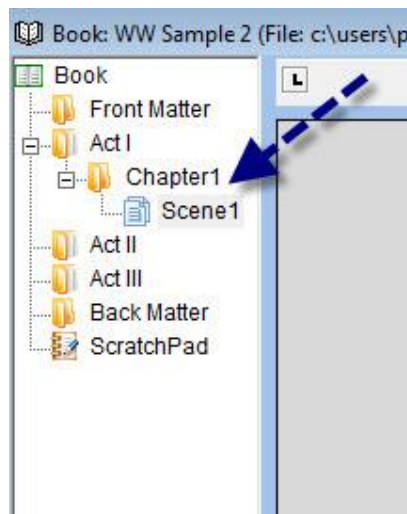
You will notice that corresponding NoteCards for Chapter 1 have been created in the Composition area (or alternately Storyboard, if you have WriteWay Professional Edition and have toggled to that particular edit mode). These NoteCards will help you map out the events that will occur at the Chapter level. As you add Scenes to this Chapter, corresponding NoteCards will generate for those Scenes as well.

How this works: Let's say you expect that your Chapter 1 will contain two scenes, the first being a glimpse of your protagonist as the story opens, and the other being the event when he is called into the action of the story's plot. You may not have specific details or prose firmed up for each of those scenes, but you can use the NoteCards at the Chapter level to sketch out what you do know so far: general action, dialogue snippets, point-of-view character details, conflict potential for the chapter/scene, etc. If you do have specific details for a Scene within a given Chapter, you can skip ahead to anywhere in your Outline and begin work immediately, filling in your Scene NoteCards with as much information as you like. Or forgo these steps entirely and jump right into composing the text of those Scenes while they're fresh in your mind.

Creating Chapter and Scene Titles
In addition to being able to assign up to nine (9) NoteCards to each Chapter and Scene, you can also enter placeholder "titles" to both story elements (150 maximum characters each). These titles will appear on the Book Outline, serving as a guidepost for you in viewing your story flow and organization. Optionally, you may also include these Chapter titles in your printed manuscript by selecting that feature under the *Book Properties* menu.

When adding a Chapter or a Scene, Change Scene/Chapter Title box will automatically pop-up. You can change the title and click Change Name to save and add to your Outline. Or you can click the

Cancel or the X to bypass this option. *Note: You can turn off the Automatic Name/Title Prompt under File on the main menu if you do not wish to have these prompts automatically pop up when adding a Chapter/Scene.* To add a title to a Chapter or Scene at a later time, place your cursor on the desired Outline item and right-click your mouse. This action brings up a small menu list of options. Drag your cursor to Change Chapter (or Scene) Title and click to select this action. In the resulting User Input box, enter a title for your chapter or scene, then click Change Name.
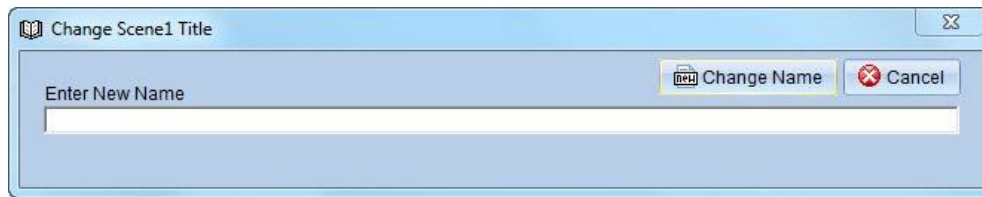
Chapter and Scene Titles are visible on the Book Outline and on your NoteCard title bars when you are in Storyboard mode. Unless selected as noted above, they will not print on your finished manuscript, but they will print as part of your Book Notes reports. (See the Help topic *Printing Your Manuscript and Notes* for more information.)

Choose Scene Color
You can change the color of the Scene page icon on the Outline to indicate things such as Hero POV, Heroine POV, level of suspense, black moment, etcetera. Right click on the Scene you want to change color, which will bring up the Choose Scene Color window as seen in the image below. Click on the color you want to choose, enter description and click Apply. You can change this color back or to another color at any time as well as change the description meaning.

Scene Status Indicators
In addition to changing the color of your page scene icons on the Outline, you can add a Scene Flag indicator. The scene flag would change the page icon to a flag of the same color as the page icon was. Simply right-click the scene on the Outline and click Set Scene Flag. Use this flag to indicate scene ready for manuscript, scene needs work, or whatever you want them to mean. When you want to remove the flag, simply right-click the scene and Reset Scene Flag. If you are wanting to clear all flags, click on Clear Scene Flags and all flag indicators will be changed back to scene icons.

Regarding Prologues and Epilogues
While WriteWay's Outline is based on Chapters and Scenes, the software does allow you to optionally add a Prologue and/or Epilogue to your book by converting the outline identifiers on Chapter 1 and the last Chapter of your book, respectively. To add a Prologue to your book, complete one of the following steps:

- For a new book, where you have just begun to set up, place your cursor on the Chapter 1 item in the Book Outline, right-click your mouse. This brings up a small menu list of option. Drag your cursor to Change Chapter to Prologue and click to select this action. Your Book Outline will immediately reflect the change, with automatic renumbering of any chapters that follow your new Prologue entry.

- If you already have composition and notes contained in a Book Outline item called Chapter 1, you will need to create a new Chapter above the first one and change that new chapter to Prologue, following the instructions in the previous paragraph.

- To add/change a last Chapter entry into an Epilogue, the process is the same as above, except that you will be either adding or selecting the last Chapter entry on your Book Outline, and, upon right-clicking your mouse, you will need to select Change Chapter to Epilogue.
  Note: prologues and epilogues can not be moved (drag/drop) on the outline because they are fixed outline items and are always located at the top and bottom of the book outline.

Adding Scenes to your book Outline is much the same as the process described for adding Chapters. Simply place your cursor on the Chapter item for which you are creating the Scene, then click the (+) Scene toolbar button, or select Add Scene from the Book menu. Your newly added Scene will appear beneath the selected Chapter on your Book Outline. Scenes are numbered sequentially within Chapters and their order will update automatically as you add and delete Scenes from your book. There is no need to type scene break indicators (# # #) into your story composition. WriteWay generates these placeholders automatically and will print them in your finished document as indicated in *Book Properties: Manuscript Settings* tab.

To move a Chapter and its connected Scenes and NoteCards from one place to another on the Book Outline, simply click the Chapter item and drag to the desired new location. WriteWay will automatically re-sequence the surrounding Chapters and Scenes accordingly. (This action may also be carried out using the Storyboard function in WriteWay Professional Edition. See *Storyboard* elsewhere in this Help document for details.)

To move a Scene and its connected NoteCards from one place to another on the Book Outline, simply click the Scene item and drag to the desired new location. WriteWay will automatically re-sequence any surrounding Scenes accordingly.

Note: When wanting to drag and drop a Chapter/Scene on the Outline, you must first click on the item you want to move so that it is visible in the composition area of WriteWay. Once you have clicked on the item, then you can drag and drop it on the desired position of the Outline.

You may also delete a Chapter or Scene from your Book Outline by right-clicking your mouse and moving your cursor to Delete Chapter/Scene and clicking on it. Deleting a Chapter item from the Outline will also delete ALL of its connected Scenes and NoteCards, so use this function carefully. *Note: You cannot retrieve deleted Chapters or Scenes once they are removed.* If you want to remove a Chapter and/or Scene from the Book Outline, you may find it helpful to store those unwanted sections in the ScratchPad area of your book until you are certain you no longer need them. ScratchPad items do not factor into your word count, nor will they print as part of your manuscript. You can print your ScratchPad using WriteWay's *Print Notes* function, which is described in a later Help topic.

Note: To see an example of what this beginning Chapter and Scene work might look like, take a few minutes to browse the pre-loaded book called Ciny Rella and the Prince.

Start Writing Your Book

While it's fun to play around with plotting elements and character building, at some point you must finally sit down and *write*. With WriteWay, you can start anywhere in your book, adding Scenes and Chapters for the various sections of the story that are crystallized in your mind and ready to roll from your fingertips onto the page. To begin composing the actual prose of your novel, on the Book Outline select the Scene with which you'd like to start. The first Chapter and Scene have been added for you.

Note: Your story prose is to not be entered into the Chapter items on your Book Outline, but rather at the level below that, on a Scene by Scene basis. The software will handle the formatting and layout of your manuscript, inserting chapter and scene breaks as required. To see an example of how your Scene composition will look in manuscript form, with Chapter headings and Scene breaks, take a few minutes to browse the Print Preview function for the pre-loaded book called Cindy Rella and the Prince.

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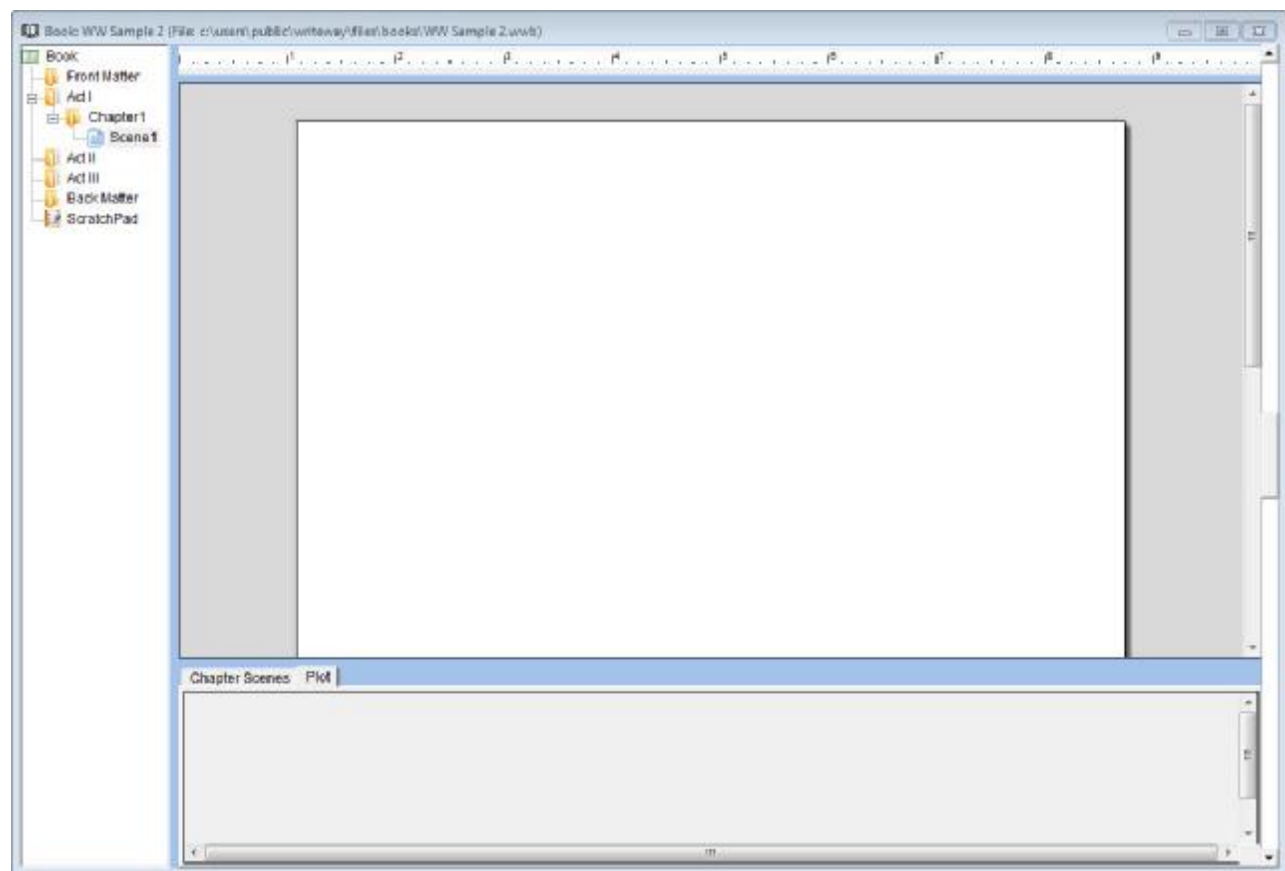
Composing Your Prose

With the desired Scene selected on your Book Outline, you will notice that your Scene NoteCards are now at the bottom of your workspace, and a blank Composition page awaits you on the upper portion of the screen as shown on the *previous* Help screen. To begin composing the prose for this Scene, simply begin typing just as you would in any word processing program. WriteWay incorporates many of the same features and functionality you will find in MS-Word, which are indicated in the Composition screen toolbar and menu items.

- **Spellcheck**: To run a spellcheck, simply click the button on the main toolbar, as seen in the image above, and WriteWay's dictionary will check the spelling of your scenes, and/or NoteCards. WriteWay's dictionary contains over a 250,000 words. (Keyboard shortcut = F7)

  -In WriteWay you can select different language dictionaries to use for spellchecking. Under the Edit menu there is a list of the available dictionaries to choose from: Dutch, English (UK), French, German, Italian, Portuguese and Spanish.

- **Thesaurus**: To access WriteWay's Thesaurus, highlight the word you would like to search then either select Thesaurus from the Edit menu to bring up the Thesaurus or right-click your mouse and drag the cursor to Thesaurus and click on it. (Keyboard shortcut = Shift+F7)
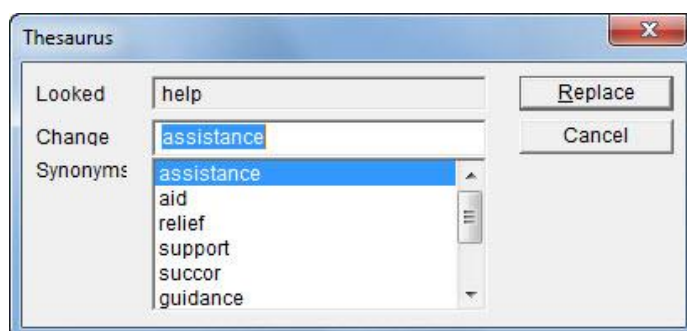
- **Word Count/Page Count Estimates**: WriteWay provides a running tally of your composition's word count and page count estimate at the bottom right of your workspace screen. Word counts are actual and calculated for each scene. Page count estimates are based on your specified manuscript format, which you specified in the *Word Count Tracking* section of the software. To see a total word/page count for your entire book, select Word Count Report from the View menu. (Details in the *Reports* section, further in this Help document.) *Note: You must hit Save in order to see the actual word count in the bottom right corner or you will see the words "counts not current" will be present.*

- **Split-Screen or Full-Screen Composition Mode:** If you find you would rather compose your scenes in full-screen text mode, without the tabbed NoteCards visible as you write, simply click the Full Screen toolbar button or select View Full Screen from the View menu (Keyboard shortcut = F6). Full screen, which is enabled only when you are positioned on a scene, will toggle you between split- and full-screen word processing displays. To return to Split-Screen view, simply click the Normal toolbar button or hit Esc on the keyboard. While in full-screen mode, your scene NoteCards will not be visible. To access them, you will need to either toggle back to split-screen composition or click the *Storyboard* button on the main toolbar (Professional Edition).

- **Find/Replace:** To perform searches of your composition or note text to find a specific criteria (words, phrases, etc). Simply click the Find button on the toolbar, or select the Edit menu item labeled Find (Keyboard shortcut = Ctrl + F). This brings up a small screen on which to make your selections. Depending on your location within your book, you will have the option of searching the current scene, current chapter, current act, or entire book. If you are in the Scratchpad, you may

search that as well. To change the scope of your Find criteria, select the radio button to a higher or lower location on the Book Outline beneath the "Search Area" of the pop up window as seen in the image below. The Find feature will search either composition or NoteCard text, as indicated by the radio buttons.

To perform a Replace search, click the "Replace…" button and you will be prompted to enter a search criteria (if one is not present) and the replacement text. You have the option to do a one replace at a time by clicking the "Replace" button or replacing all occurrences within the scope of the search by clicking the "Replace All" button.

Additionally, you can perform Find/Replace searches on your *Synopsis* when you are working in that section of your book.

- **Change Default Views**: While composing your novel, you may find certain elements of WriteWay distracting to your personal taste. You can alter the view by choosing to Hide Main Toolbar under the View in the Main Menu. To turn it back on, simply go back to View and click on Show Main Toolbar. You can also choose to hide the Text Ruler directly above the composition area by going to View and choose Hide Ruler. The ruler will remain hidden throughout all books unless you click it back on via the View menu. You can also change the color of the Default Blue background by clicking on File from the Main Menu and clicking Background Color Options and selecting Gray.

- **Add images to your text**: While in composition mode, you can add images to your work. With your cursor where you wish the image to be placed, right-click. Select insert image from the pop up box. Once you have the image in place, you can drag the image by clicking on it and dragging it into position. The text will wrap around the picture upon placement. You can also resize the image by clicking on it and dragging on one of the small boxes. *Note: Please note that the size of the image can impact the loading time of your pages. The larger the MB file size, the longer the load time. Adding images is a Professional Edition feature aside from Front Matter Cover Art page where Standard Edition allows you to include your Cover Art for the purpose of publishing electronically.*

- **Drag and Drop text**. While composing your novel, you can highlight the part of the text you want moved with your mouse, then drag it to the area you want to now position it. *Note: You must first click on the page, then click again to highlight the text.*

As you compose the text for your Scene, you can easily click to any of the related NoteCards to check facts, recall scene ideas, etc. -- and never lose your place in your prose!

WriteWay allows you to compose the text of your book using either single, 1.5 or double line-spacing format--using the font face and style of your choice. What's more, the software is flexible enough that you can compose in one format and print your manuscript in another. This is a very handy feature for writers who, for example, prefer to compose in single-spaced Times New Roman, but are required to submit their work in double-spaced Courier. Now you can type in a format that's easy on your eyes and save yourself the bother of reformatting your manuscript's settings once it's time to submit. WriteWay will handle it all with a few easy mouse-clicks. (See the Help topic *Printing Your Manuscript and Notes* for more information.) *Note: Should you change your font, or the spacing becomes incorrect from typing or a copy and paste, right-click and select Rest Text to Defaults. This will return your composition to what you set up in the* *Book's Properties* *section of WriteWay.*

When you've finished your work on the current Scene, save your changes by clicking the Save toolbar button, or by selecting Save from the File menu. (Keyboard shortcut = Ctrl+S)

Note: WriteWay has an AutoSave feature that will make a backup copy of your work should your computer accidentally shut down. WriteWay will prompt you upon reopening it whether you would like to open the AutoSaved version. You can change your AutoSave features under the File main menu. Select

your desired AutoSave Interval and WriteWay will save your work, according to your settings, every 30 seconds, 60 seconds, 90 seconds, or 120 seconds. The default setting is 60 seconds.
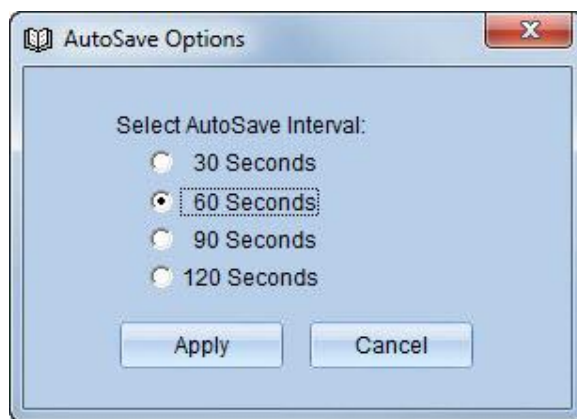
To begin writing another Scene, just repeat the simple process described above. There is no need to manually enter scene break indicators (# # #) or extra carriage returns at the bottom of your Scenes. WriteWay handles all of the formatting for you, which you can review by using the *Print Preview* function.

Working with Front and Back Matter

Your finished manuscript submission may require certain miscellaneous pages to accompany it to a publisher, agent, or for electronic publishing. WriteWay Professional allows for these special pages such as: cover art, cover page, reviews, copyright, dedication, acknowledgments, forward, author notes, glossary, and bibliography. To access them, select the Front Matter or Back Matter item from the Book Outline. Right click on the item you wish to add a page to and select the appropriate page. A blank sheet will display on the screen, ready for your text.

Text entered on these pages are a what-you-see-is-what-you-get format. You will need to type these pages exactly as you would like them to print (or export), e.g., desired font type and size, line spacing, custom headers and footers, etc. You can make your font selections by using the font type and size drop-down boxes at the top of the screen, or by right-clicking your mouse and selecting the Font item from the list. For this and other customizations, right-click your mouse and a selection list will appear, from which you will set your formatting. *Note: See the sample book entitled* *Cindy Rella and the Prince* *document for examples of how these pages might look in finished form.*

Front and Back Matter -- The 'Front Matter' and 'Back Matter' folders can optionally contain extra pages where you can save additional information relating to the book. These pages can also be incorporated when exporting your book for Electronic Publishing. Right-click on the Front Matter or Back Matter on the Outline and click 'Add Front/Back Matter' to bring up the below image. You can move (drag and drop) items back and forth between the two 'Front Matter' and 'Back Matter' folders on the Book's Outline as needed. Under Status, you will see a blank spot for a page not used, 'Used' for a page in use, and 'Add' when you click the empty space to add a page to your book's Outline. Under Print, change the 'No' to a 'Yes' if you want the page included in the printing of your book. Under eBook, click the 'No' to change it to a 'Yes' if you are formatting your book for electronic upload with Kindle and/or NOOK and you want the page included in your book. You can also click + User Page to add a page not seen below and create your own. After clicking the + User Page, simply type over the words User Page in the box to create your own title to the page. When you are finished, click Apply. Or click Cancel if you do not wish to save your changes. *Note: A stack of white pages will appear as you drag page(s) to another spot on the Outline. If the stack of pages turn red and contains an x, that indicates a space on the Outline you cannot drop your dragged pages to. You must first click on the item you are wanting to drag, so that it is viewable on the right side of the screen, before you are enabled to drag the item.*

Setup Front and Back Matter Pages

Set options for following pages or add new pages: ⊕ User Page

Status	Description	Section	Count[1]	Print[2]	eBook[3]
Used	Cover Art	Front Matter	No	Yes	Yes
Used	Cover Page	Front Matter	No	No	Yes
Used	Reviews	Front Matter	No	No	Yes
Used	Copyright	Front Matter	No	No	Yes
Used	Dedication	Front Matter	No	No	Yes
Used	Acknowledgements	Front Matter	No	No	Yes
	Foreword		No	No	No
Used	Author Notes	Back Matter	No	No	Yes
Used	Bibliography	Back Matter	No	No	Yes
	Glossary		No	No	No

Click on blank Status column to Add page to Book Outline

⊘ Apply   ⟳ Reset   ⊗ Cancel

[1] Include Word Count in Book
[2] Include Page in Printed Book
[3] Include Page in Publish-Ready eBook

To print any of the Front Matter or Back Matter, simply click the *Preview* toolbar button while the page you would like to print is displayed on screen. From the Preview screen, you can review your page layout, then click Print to send the page to your default printer device.

Front Matter or Back Matter can also be exported as a Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format 2007 and above (*.dox) for use in the word processor of your choice. To export, click the *Export* button on the Preview page. A small screen will display, prompting you to select a location on your hard drive, supply a name for the exporting file, and choose your desired format.

**Creating Your Synopsis
(WriteWay Professional Edition)**

The Synopsis feature in WriteWay Professional allows you to create, print, and/or export your book's synopsis.

To open your book's synopsis, go to Book on the menu and select Synopsis from the drop down box. Text entered on this page is a what-you-see-is-what-you-get format. You will need to type your synopsis exactly as you would like it to print (or export), e.g., desired font type and size, line spacing, custom headers and footers, etc. You can make your font selections by using the font type and size drop-down boxes at the top of the screen, or by right-clicking your mouse and selecting the Font item from the list. For this and other customizations, right-click your mouse and a selection list will appear, from which you will set your formatting. *Note: See the sample book entitled* *Cindy Rella and the Prince* *document for examples of how these pages might look in finished form.*

WriteWay's *Find/Replace* feature will search your composition, NoteCards, and synopsis. To perform a search while in synopsis, simply click the Find toolbar button or from the Edit Menu click on Find (keyboard shortcut Ctrl+F).
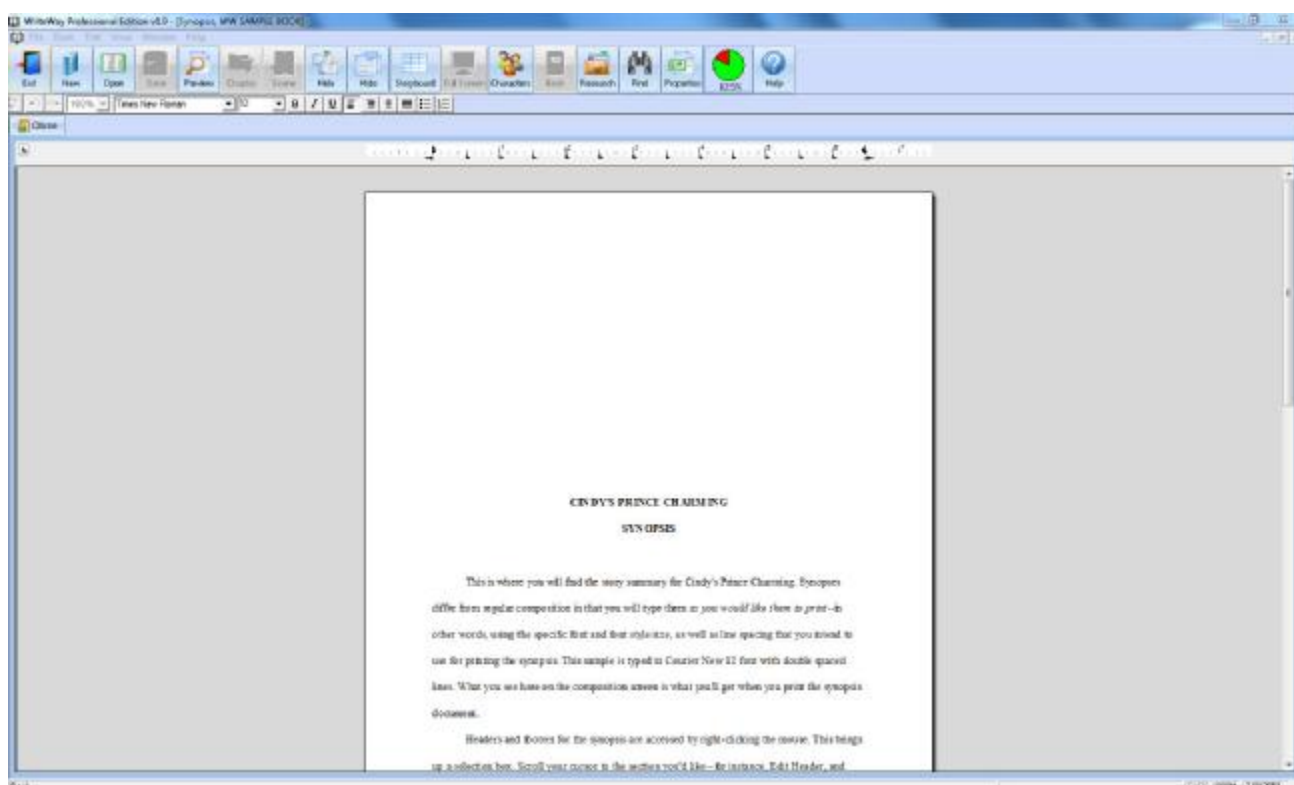
To print any of the Synopsis, simply click the *Preview* button on the main toolbar while the synopsis is displayed on screen. From the Preview screen, you can review your page layout, then click Print to send the page to your default printer device.

The Synopsis can also be exported as a Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format (*.dox) for use in the word processor of your choice. To export, click the *Export* button on the Preview page. A small screen will display, prompting you to select a location on your hard drive and supply a name for the exporting file.

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Viewing Text in Previous/Subsequent Scenes
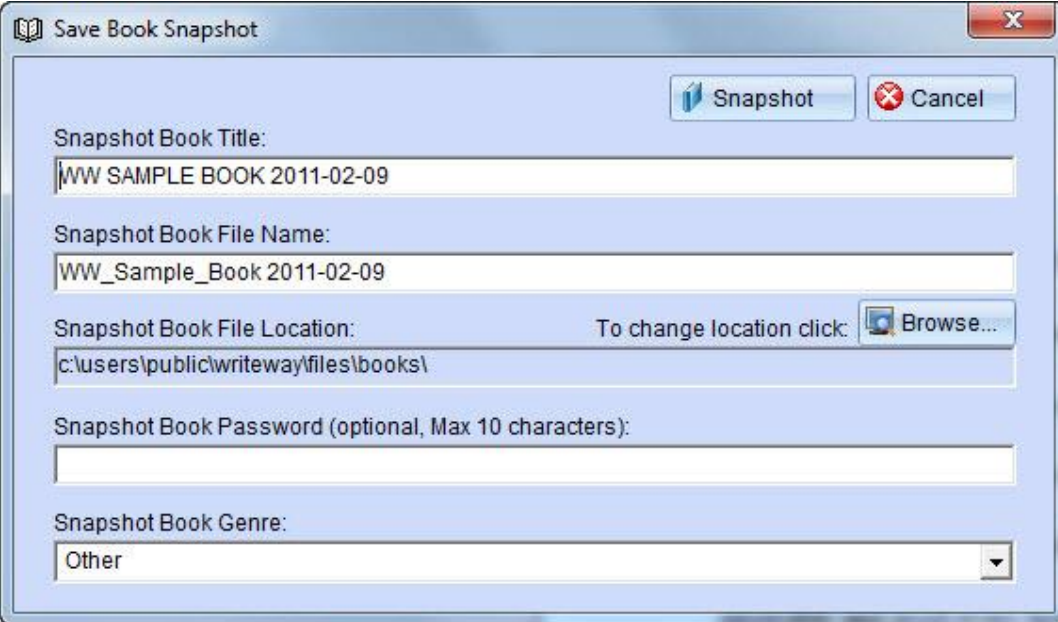
WriteWay's composition function is designed around your book's individual scenes. You compose your book in WriteWay scene-by-scene, in any order you like. But what if you are working on one scene and wish to view the text for the scene or chapter immediately prior? There is no need to click out of your current scene to review what came before. Just click the first NoteCard tab, which is labeled "Chapter Scenes" and you'll see a display that shows the scenes before and after the one you are currently working on. If you want to review another section of your book, simply click the drop-down box and make your chapter/scene selection from the list as seen in the image below. You cannot type in this section (it is grayed out, meaning view only) but you can use this feature to review any portion of your book as you work.

If you are working in full-screen composition, with NoteCards hidden, you will need to first click the Show NoteCards button in order to use this feature.
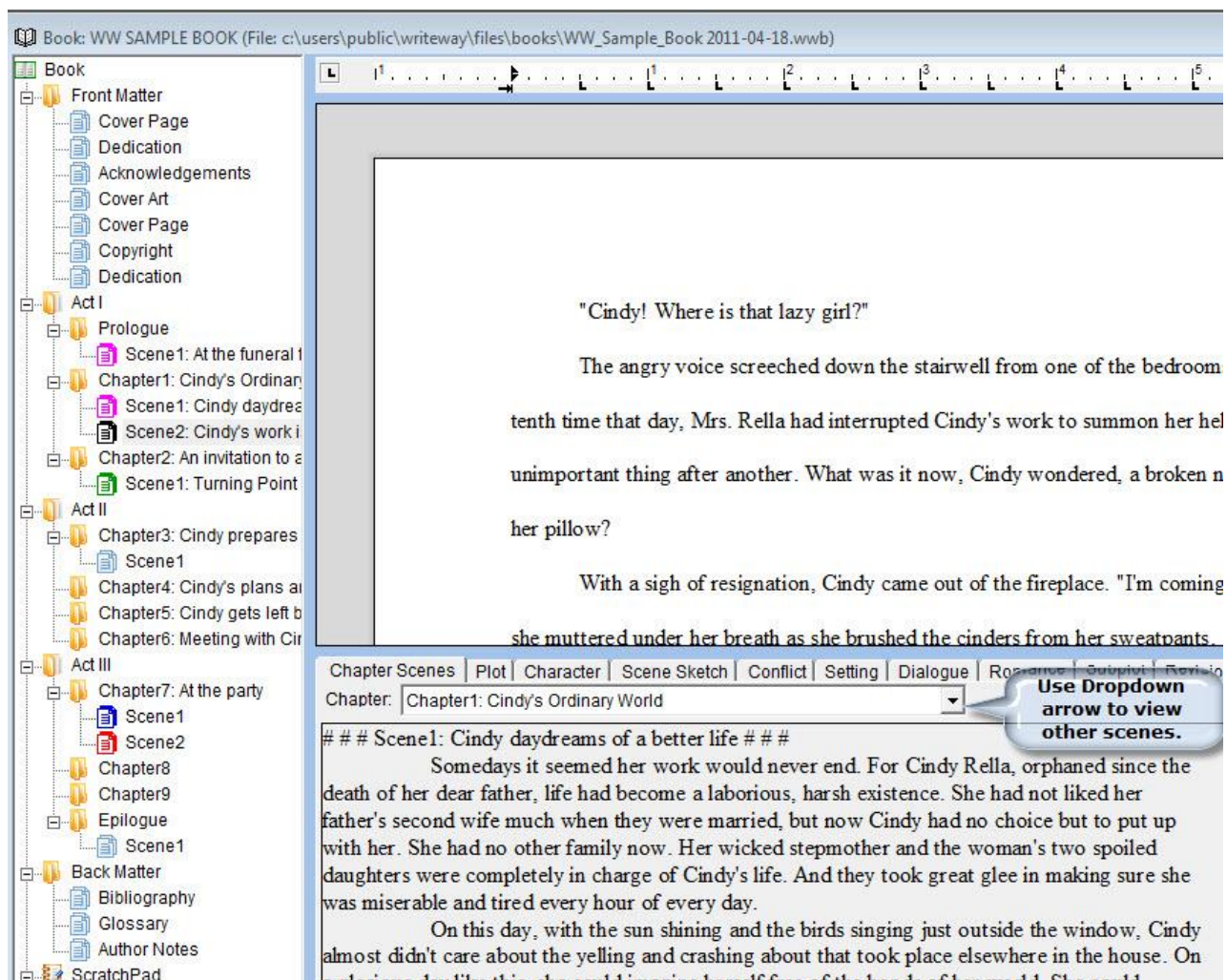
Save Snapshot

To save a Snapshot of your book, from the File menu, select Snapshot (keyboard shortcut F2). The below screen will pop up with the Snapshot Book Title and date, of when the Snapshot was taken, filled in for you. You can alter these titles to anything you desire. The Snapshot Book File Name is the File Name your Snapshot will be Saved As on your computer. If you wish to change where your file will be saved, use the Browse button to find the directory you wish to save the Snapshot in.

You can set a Password from this screen to protect your work and prevent anyone else from viewing it. To change the genre of the Snapshot, use the drop-down arrow or simply type the genre you wish over the genre name already listed.

A Snapshot can be used at anytime you make changes to your book and you aren't sure whether or not you are going to want to keep the direction you are going in. First make a Snapshot of your book, then later you can compare the new changes to the old.

When you are finished, simply hit the Snapshot toolbar button. If you change your mind, click Cancel and your Snapshot will not be saved.

Note: It is not possible to open two books at the same time in WriteWay. However, you can export your book into another format, and open in another processor such as WORD to compare the changes you've made in your book.

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**Previewing and Printing Your
Composition and Notes**

With a few clicks of your mouse, WriteWay can format and preview your book and all of its related notes and folders. In addition, if you purchased WriteWay Professional Edition, you will now be able to convert your finished manuscript into a professional looking Galley format (also known as Advance Reading Copy, or ARC), for distribution to book reviewers and for other promotional purposes -- in less than a minute's time! Need to have your scene read back to you? From the Preview screen, you can also select voice and WriteWay will use *your computer's default text to speech voic*e to read back your work.

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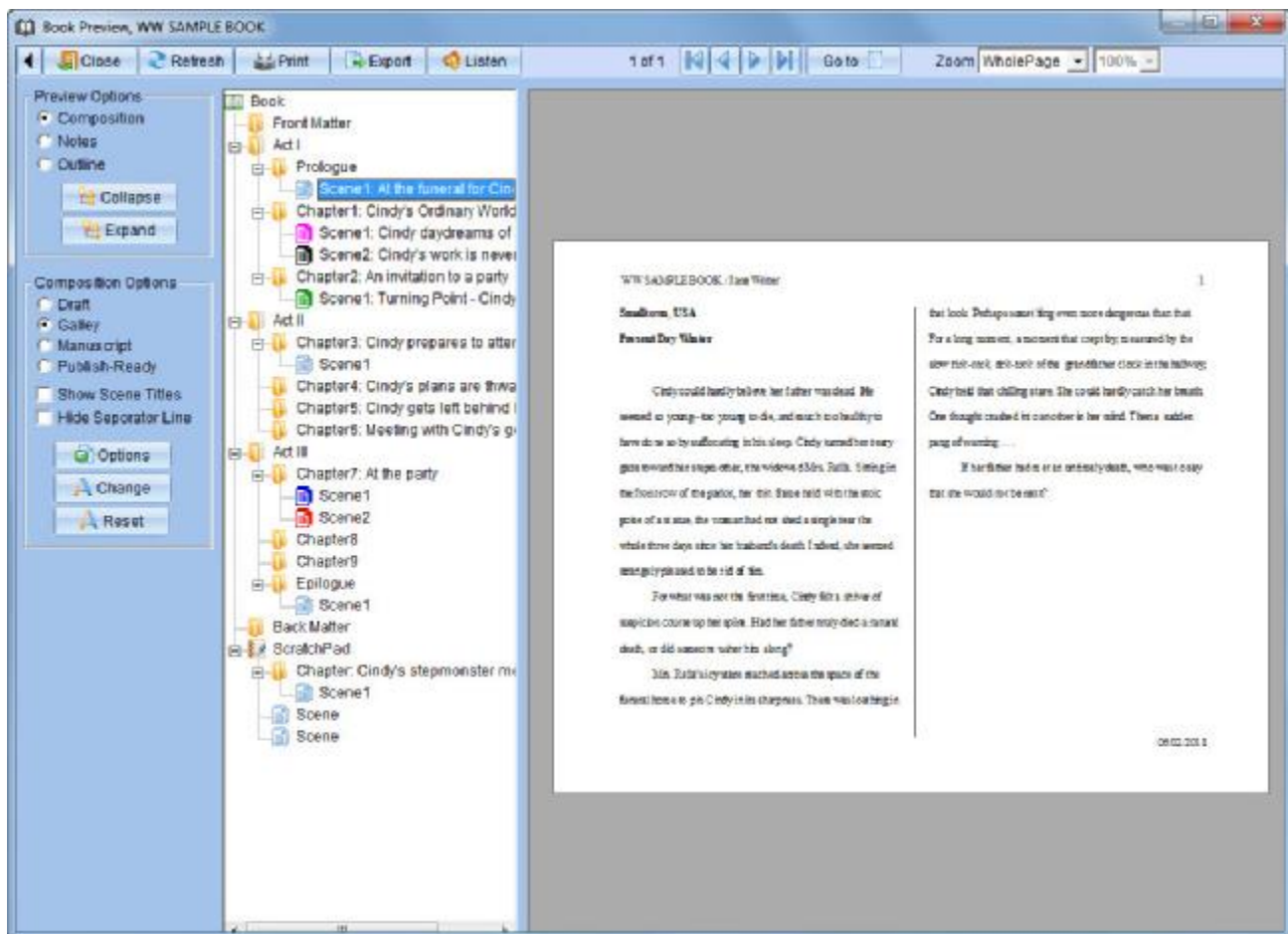
WriteWay's Print function is driven by the Preview screen, accessible from nearly anywhere in the software by clicking the Preview toolbar button, or by selecting Preview Book from the File menu (keyboard shortcut Ctrl + P). From the Preview screen, you can view the selected section(s) of your outline, manuscript and/or notes by paging through the documents using the arrow forward/backward buttons at the top of the screen or the Go To Page button, see image below. Also from the Preview screen, you can select Listen and WriteWay will use *your computer's default text to speech voice* to read back your work.

On the far left of the Preview screen, you will see a frame that contains the Preview Options:

- Composition (default)

- Notes

- Outline

- Collapse/Expand buttons for easy outline viewing
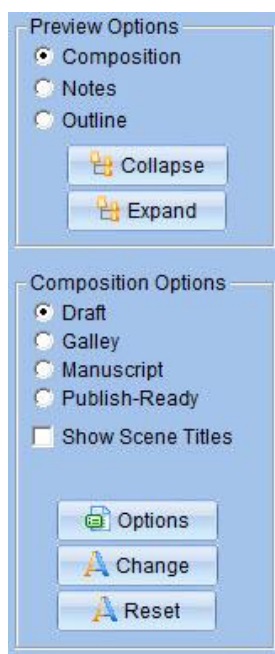
Below the Preview Options additional options are displayed based on the Preview Option choice you make. To the right of the Preview Options is a copy of the Book Outline and a document Preview section.

Note: The larger your book, the longer it will take WriteWay to paginate and return your text to the Preview section.

TIP: Something to understand about printing in WriteWay
Even though you are seeing your book reformatted and adjusted according to your Preview selections, the actual text and layout of your book remains intact. The selections you make on Preview are temporary and do not affect the overall look or feel of your composition as it is stored in the software. Unlike other word processors, where the changes you make for printing and galleys either overwrite your document or have to be saved elsewhere in separate files, WriteWay

lets you print and format on the fly -- and in most cases, faster than you can say New York Times Bestseller List**!**

Preview Composition

First, determine how much of your book you'd like to preview. What you will see depends on which item is selected on your Book Outline. *To preview your entire book, place your cursor on the "Book" item on the Outline (the uppermost entry of your outline) then click the Preview button.* To preview a particular Act, Chapter, or Scene, select the desired section by clicking on the appropriate item of your outline, then click Preview. You can adjust your Outline selection once you are in Preview mode. *Note: When viewing/printing your manuscript, your page count will start with the section you select to Preview. If you are on a single scene, then the first page of the scene will be page 1. If you select to Preview the entire Book, then page 1 will be the beginning of the book. If you include Front Matter Pages in your Draft, Manuscript, and Galley print options, they will be included in on the manuscript page count.*
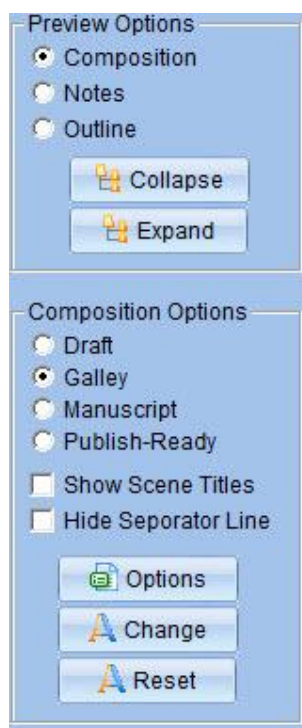
You can optionally select the type of document you would like to preview.

- **Draft** (default) -- which uses your composition font and line spacing settings

- **Manuscript** -- which uses the manuscript font and line spacing settings you established in the *Book Properties*, which is set by default to print publisher guidelines.

- **Galleys** (WriteWay Professional Edition) -- which uses your composition font and line spacing settings, but formats the document in a landscape, two-column format, ready for you to send out to reviewers and for other promotional purposes. There is an option to Show or Hide the separator line between columns. *Note: if you are using images in your composition, then the galley format may not Print/Preview correctly due to the sizing of your images.*

- **Publish-Ready** -- Used for preparing your composition for electronic publishing such as *Kindle*, *NOOK* and *Kobo* or print if you want to add Front and Back Matter to your printed copy. By using the Options button, the screen pictured below, you can select to include Book Title at the top of the page, Table of Contents (*which will include all items selected as 'yes' beneath the eBook column*), Scene separators as well as things like Cover Art, Cover Page, Reviews, Copyright, etcetera to be included in either your eBook Export, or for Printing. Use the correct column provided. Spacing Options allow you to control the amount of spaces between the items before the next section on Description. These sections are not defined by complete pages. Use Apply to save your changes. Reset allows you to undo any changes you made before hitting

Apply. *Note: This option uses your Draft Settings and not your manuscript settings which is set to traditional publisher guidelines. Optionally, you can use the Change button (described below) on the above picture to change these settings on-the-fly and it will not affect your composition. The Reset button will change your fonts back to default if you made font changes via the Change button.*

Regardless of which option is chosen, the previewed composition will also contain your custom Headers, Footers, and page margins automatically applied. You will also notice that WriteWay automatically applies chapter headings and scene break indicators using the setup parameters you chose when you first created your book in the *Book Properties*. *Note: Publish-Ready will not contain Headers and Footers as Kindle, NOOK and Kobo will add them in the conversion of the book when uploading to their respective sites.*

There is also an on-the-fly option to include Scene Titles with the previewed text by checking the box next to "Show Scene Titles." After checking this item, click Refresh toolbar button for the change to take effect.

If you wish to change the font and/or font size while in Preview mode, the software allows for a temporary on-the-fly change for the previewing session you are currently conducting. To change the current font, click the Change button located at the bottom of the Composition Options box on the left side of the Preview section. This will bring up a small screen from which you can select a new font and/or font size. After you make your selection, click the OK button for the new font changes to take effect.
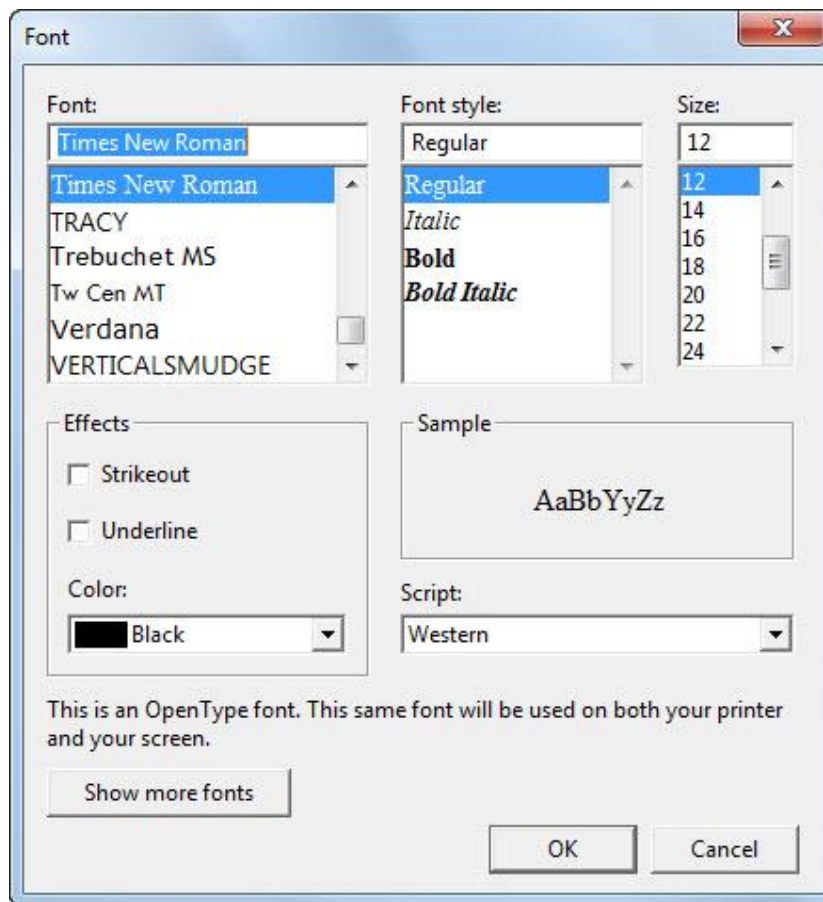
TIP: How to handle print settings when you have used more than one font face in your book

If, in Composition mode, your book contains more than one font type or size, when you select Manuscript from the Composition Options, any fancy fonts will be temporarily changed to your Manuscript Printing settings as indicated in the **Book Properties** *screen. For example: Your Manuscript Printing setting is Courier New 12, but your Composition setting is Times New Roman 14. Additionally, you have a section of text in your book where you have used a symbol font to illustrate a secret code your characters have to solve. When you go to print the document and select Manuscript as your print format, your document will go to the printer in Courier New 12. The fancy fonts will be converted to Courier New as well--only in print mode; nothing will change in your actual composition. If you know your book will contain multiple fonts, it is a good idea to make sure your* **Composition** *formats (font and line spacing) under the Book Properties area are the same settings you intend to use for printing your manuscript. Consequently, when you print your book, you would not select Manuscript on the Preview section, but rather, Draft, which is essentially a* "what you see is what you get" *printout of your composition document.*

After you have completed your selections and previewed your document's settings, to print simply click the Print button. To return to Composition mode without printing, click the Close toolbar button.

Preview Notes

From the Preview Options section, click on the NoteCards option. You will notice that the NoteCards Option frame displays to make selections from the following items:

- **Report Format** -- Only available with Professional Edition

- **Column Format** -- Only available with Professional Edition

- **Portrait Layout**

- **Landscape Layout**

- **Insert Page Breaks** -- Options include Never; Before Acts; Before Chapters; or Before Scenes. If you do not want forced page breaks in your previewed notes, leave the default setting at Never. To change the setting, make your selection from the drop-down list.

- **Show Book Notes** -- If this box is checked, any NoteCards you have under the Outline heading of "Book" will be displayed/printed. Default setting is checked.

- **Show Act Notes** -- If this box is checked, any NoteCards you have under the Outline heading of "Act" will be displayed/printed. Default setting is checked.

- **Show Chapter Notes** -- If this box is checked, any NoteCards you have under the Outline heading of "Chapter" will be displayed/printed. Default setting is checked.

- **Show Scene Notes** -- If this box is checked, any NoteCards you have under the Outline heading of "Scene" will be displayed/printed. Default setting is checked.

- **Skip Empty Notes** -- If this box is checked, any NoteCards with empty templates, or that otherwise do not contain data will not be displayed/printed. If you click off this setting, your display will show all NoteCards, including those without data. Empty NoteCards will appear on your display/printout with a group of asterisks beneath their headings. Default setting is checked.

- **Show All or Selected NoteTypes** -- You may opt to select Show All NoteTypes to display/print, or a selected number as shown on the colored checkboxes representing the in-use NoteCards associated with your book. Click to check on or off as desired. Default setting is Plot NoteCard Only checked. *Note: If you select anything other than 'All' under 'Show Max. Characters', you will not see your images on your NoteCards.*

After you have made your selections for NoteCard Options, click the Refresh toolbar button for the changes to take effect. From here you can Print, Export (see Help topic *Exporting Documents to Other Programs* for details), or Close to return to Composition mode.

Note: By default, the ScratchPad area will not automatically display or print with the rest of your NoteCards on the Preview section. Because ScratchPad is considered a work area, or holding tank, if you wish to print the contents of this section of your Book Outline, you must first click Composition under Preview Options, and select ScratchPad on the book Outline. The ScratchPad contents will display. From here you can Print, Export, or Close to return to Composition mode.

Printing Book Outline

From the Preview Options section, click on the Outline option. You will notice that the Outline Option frame displays. You can either preview all items of your Book Outline or only those that are displayed based on which item is selected on your Book Outline.
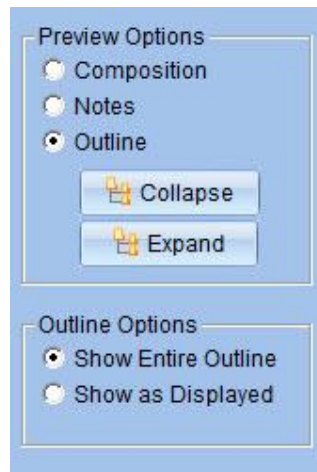
To show only the items that are Show as Displayed option, collapse and expand Book Outline items until you have the outline the way you want to print it and then click Preview and Print. This feature is particularly helpful in seeing the flow of your book's plot and action. If you employ meaningful chapter and scene titles, the Book Outline can become a road-map of your entire storyline, visible on screen at all times or in printed form for you to take with you or share with a critique partner, etc.

Exporting Documents to Other Programs

Exporting documents from WriteWay to Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format (*.dox) format can be done with a few clicks of your mouse. With the document you intend to export displaying active on your screen, click the Preview button on the main toolbar. From the Preview section, click the Export button as shown below.

This action will bring up a small screen that prompts you to save your selected document in Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format (*.dox). You may rename the document if you like, by typing over the highlighted title in the save screen. When you are satisfied with the name of the new file, click Save. In seconds, your document is available for you to bring up in any supported program.

Exporting in PDF -- Any file created in WriteWay and exported in PDF format, can be read in your iPad, iTouch, iPhone or any type of electronic that supports iTunes. Simply go to your iTunes Library, File > Add File to Library, and find the file on your computer you want to add. Once uploaded and your device is attached to iTunes, you can drag the PDF file to your device on the iTunes left sidebar. ***Note: You will need a PDF reader on your device such as the free App Bookman.***

Manuscripts in draft or finished form, notes, and outlines can be exported from WriteWay, however some header and footer formatting may be lost and require tweaking in the resulting document.

Note: Documents exported in RTF will be exported to a file folder titled RTF when exporting from WriteWay as with the older versions of WriteWay. All other file extension exports will be exported to a folder entitled Exports. This is due to updates made for version 1.9.1.

In addition to the many manuscript and note printing features described in the previous Help topics, WriteWay also provides some powerful document analysis reports that will help you gauge your progress on your book, and assist you in tightening your prose. These reports--all of which are located under the View menu--are described in the following Help topics.

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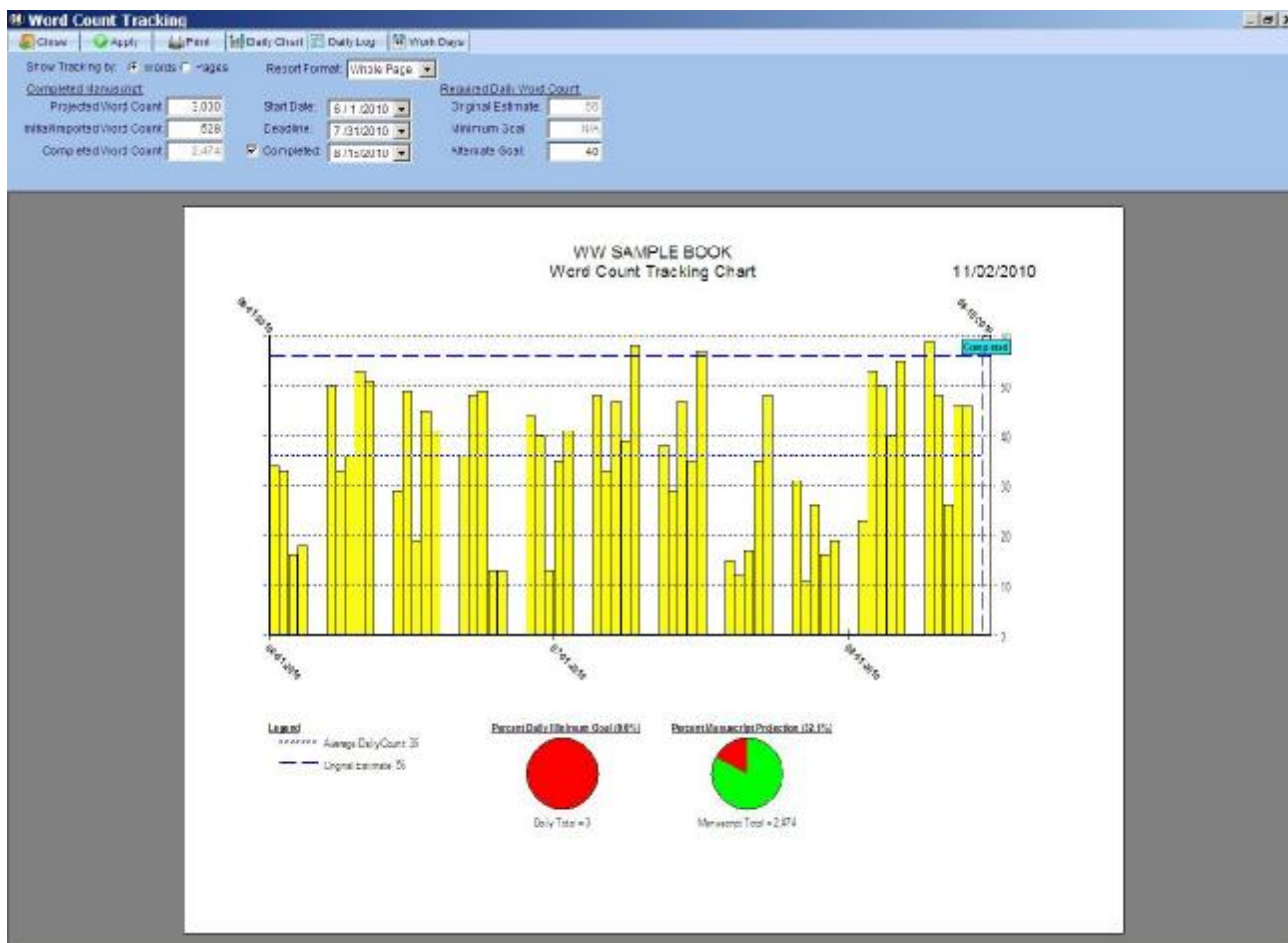
From the View menu, select the Word Count Report to generate a word count analysis and manuscript page count analysis. This report will show you the actual word count for your book on several levels: Total Book, Acts, Chapters, Scenes, and ScratchPad word count will appear here as well. Track and monitor your progress in one easy step! The Word Count Report also displays your manuscript's line count totals and page counts, the latter being an estimate based on your manuscript settings as specified in the *Book Properties* section. ***Note:*** *To get current count for your Scene/Book, make sure you save your work first before opening reports.*

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Word Count Tracking

Select the Pie Chart toolbar button, or from the View menu, select the Word Count Tracking report to generate one of the most exciting features in WriteWay. The Word Count Tracking allows you to enter your manuscript's projected word (or page) count and deadline goal in order to produce a chart that will illustrate your required daily productivity level. You can view your original output requirement, your current minimum output requirement, and an alternate number, which can be accelerated productivity or more moderate productivity. Each day you work on your book, WriteWay will compute and chart your word/page count output toward the goals you have established. Change these goals at will or maintain your original estimates for gauging your actual progress.

In addition, you can block out non-writing days by using the calendar feature located under the "Work Days" button at the top of the Word Count Tracking screen. Include or exclude weekends, block out single days or block out weeks at a time for holidays and vacations when you know you won't be writing. Once you've set this calendar, Apply your changes and WriteWay will recalculate your required productivity to accommodate your writing schedule. Imagine -- no more spreadsheets, calculators, or guesstimates when it comes to figuring out your deadlines and staying on track!

The default display for the Word Count Tracking is the Daily Chart format, which you will see when you first click on this feature. At the bottom of this bar graph are two pie charts: one displays your daily progress percentage; the other displays your total manuscript progress percentage. To get a different view of your productivity, click the "Daily Log" button. This will show your productivity and goals in a tabular format. Either of these reports can be viewed on-screen or printed. *Note: WriteWay **must** be shut down at the end of the day to determine a writer's day and the end of the day's word count. If left open, WriteWay will continue the next day's word count in with the previous day. WriteWay does not determine a writer's schedule, therefore word counts to not end at a specific time of the day. Some writer's may work past midnight and want those word counts included in that day's totals.*

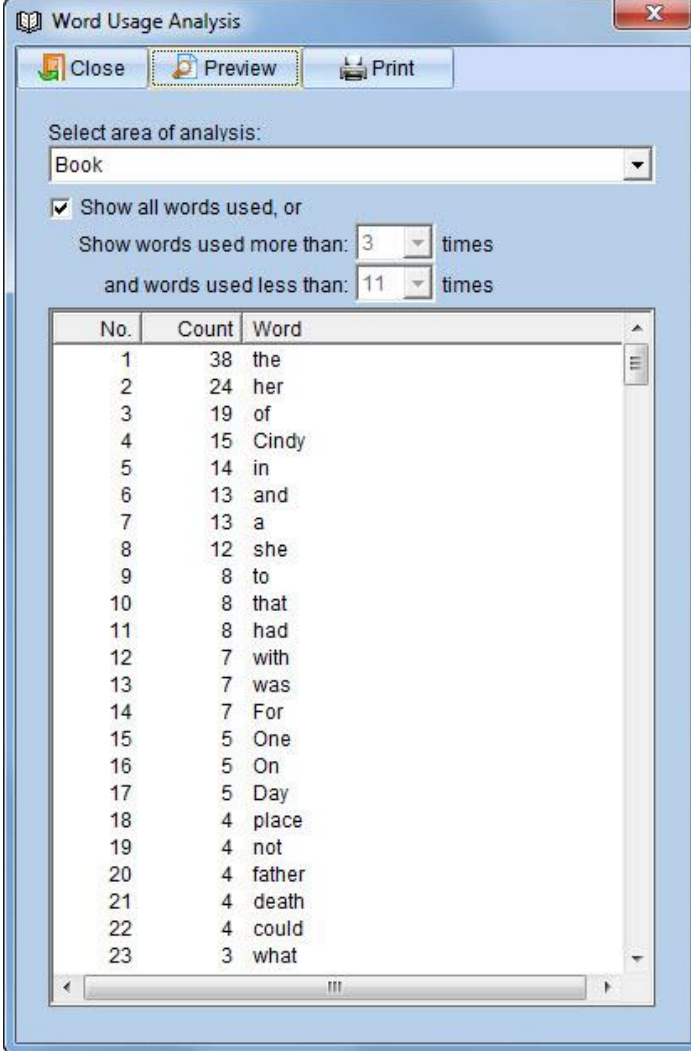## WW SAMPLE BOOK
Daily Word Count Tracking Log
02/10/2011

Date	Day	Daily Count	%Orig Est	%Min Goal	%Altn Goal	Total Count	%Projected
Initial Count	n/a	528	n/a	n/a	n/a	528	17.6%
06/01/2010	Tue	34	60.7%	n/a	85.0%	562	18.7%
06/02/2010	Wed	33	58.9%	n/a	82.5%	595	19.8%
06/03/2010	Thu	16	28.6%	n/a	40.0%	611	20.4%
06/04/2010	Fri	18	32.1%	n/a	45.0%	629	21.0%
06/07/2010	Mon	50	89.3%	n/a	125.0%	679	22.6%
06/08/2010	Tue	33	58.9%	n/a	82.5%	712	23.7%
06/09/2010	Wed	36	64.3%	n/a	90.0%	748	24.9%
06/10/2010	Thu	53	94.6%	n/a	132.5%	801	26.7%
06/11/2010	Fri	51	91.1%	n/a	127.5%	852	28.4%
06/14/2010	Mon	29	51.8%	n/a	72.5%	881	29.4%
06/15/2010	Tue	49	87.5%	n/a	122.5%	930	31.0%
06/16/2010	Wed	19	33.9%	n/a	47.5%	949	31.6%
06/17/2010	Thu	45	80.4%	n/a	112.5%	994	33.1%
06/18/2010	Fri	41	73.2%	n/a	102.5%	1,035	34.5%
06/21/2010	Mon	36	64.3%	n/a	90.0%	1,071	35.7%
06/22/2010	Tue	48	85.7%	n/a	120.0%	1,119	37.3%
06/23/2010	Wed	49	87.5%	n/a	122.5%	1,168	38.9%
06/24/2010	Thu	13	23.2%	n/a	32.5%	1,181	39.4%
06/25/2010	Fri	13	23.2%	n/a	32.5%	1,194	39.8%
06/28/2010	Mon	44	78.6%	n/a	110.0%	1,238	41.3%
06/29/2010	Tue	40	71.4%	n/a	100.0%	1,278	42.6%
06/30/2010	Wed	13	23.2%	n/a	32.5%	1,291	43.0%
07/01/2010	Thu	35	62.5%	n/a	87.5%	1,326	44.2%
07/02/2010	Fri	41	73.2%	n/a	102.5%	1,367	45.6%
07/05/2010	Mon	48	85.7%	n/a	120.0%	1,415	47.2%
07/06/2010	Tue	33	58.9%	n/a	82.5%	1,448	48.3%
07/07/2010	Wed	47	83.9%	n/a	117.5%	1,495	49.8%
07/08/2010	Thu	39	69.6%	n/a	97.5%	1,534	51.1%
07/09/2010	Fri	58	103.6%	n/a	145.0%	1,592	53.1%
07/12/2010	Mon	38	67.9%	n/a	95.0%	1,630	54.3%
07/13/2010	Tue	29	51.8%	n/a	72.5%	1,659	55.3%
07/14/2010	Wed	47	83.9%	n/a	117.5%	1,706	56.9%
07/15/2010	Thu	35	62.5%	n/a	87.5%	1,741	58.0%
07/16/2010	Fri	57	101.8%	n/a	142.5%	1,798	59.9%
07/19/2010	Mon	15	26.8%	n/a	37.5%	1,813	60.4%
07/20/2010	Tue	12	21.4%	n/a	30.0%	1,825	60.8%
07/21/2010	Wed	17	30.4%	n/a	42.5%	1,842	61.4%
07/22/2010	Thu	35	62.5%	n/a	87.5%	1,877	62.6%
07/23/2010	Fri	48	85.7%	n/a	120.0%	1,925	64.2%
07/26/2010	Mon	31	55.4%	n/a	77.5%	1,956	65.2%
07/27/2010	Tue	11	19.6%	n/a	27.5%	1,967	65.6%
07/28/2010	Wed	26	46.4%	n/a	65.0%	1,993	66.4%
07/29/2010	Thu	16	28.6%	n/a	40.0%	2,009	67.0%
07/30/2010	Fri	19	33.9%	n/a	47.5%	2,028	67.6%
08/02/2010	Mon	23	41.1%	n/a	57.5%	2,051	68.4%
08/03/2010	Tue	53	94.6%	n/a	132.5%	2,104	70.1%
08/04/2010	Wed	50	89.3%	n/a	125.0%	2,154	71.8%
08/05/2010	Thu	40	71.4%	n/a	100.0%	2,194	73.1%
08/06/2010	Fri	55	98.2%	n/a	137.5%	2,249	75.0%
08/09/2010	Mon	59	105.4%	n/a	147.5%	2,308	76.9%
08/10/2010	Tue	48	85.7%	n/a	120.0%	2,356	78.5%
08/11/2010	Wed	26	46.4%	n/a	65.0%	2,382	79.4%
08/12/2010	Thu	46	82.1%	n/a	115.0%	2,428	80.9%
08/13/2010	Fri	46	82.1%	n/a	115.0%	2,474	82.5%

When you select a deadline date after the start date, this date will be used to determine the ending time frame for calculating the graphs. Once completed, and you check mark the check box, no changes to word/page counts after this date will be displayed or used in graph calculations. *Note: To get current count for your Scene/Book, make sure you save your work and your Completed box beneath the toolbar is not checked.*

Navigation: *Report Tools* >
Word Usage Analysis

The Word Usage Analysis report is located under the View menu. Click to bring up a selection screen that will drive the parameters of your analysis report. The selection screen will prompt you to choose an area of your book to be analyzed, be it the book in total, a complete Act or Chapter, or a selected Scene. (The default selection is Book.) The second prompt allows you to select to report the appearance and frequency of all words used, or, if you uncheck that item, you can enter a range of usage to target the biggest repetition offenders. Once you have made your selections, click the Preview button to run the analysis.

This report will give you several interesting insights about your book. For instance, if you look under the field labeled "No." you will get a count of the total number of unique words used in the entire book, or in the analyzed section of text, depending on your selections. You will also get an instant picture of all your "darling" words--those pets you use a few dozen times without even realizing it. And adverbs? Slash your passive prose by using this report to hunt down and kill as many adverbs as you can. The Word Usage Analysis is a copy-editor's dream report.

Research Tools (WriteWay Professional Edition)

As you work on your book, you will undoubtedly collect many bits of information and resources that you may want to have on hand for fact-checking, continuity, etc. All of those bits of information, be it reference book annotations or quotes; quick facts, queries to complete at a later date, images, website URLs, file links--the list is endless!--can be contained in the Research Folders section of WriteWay Professional Edition.
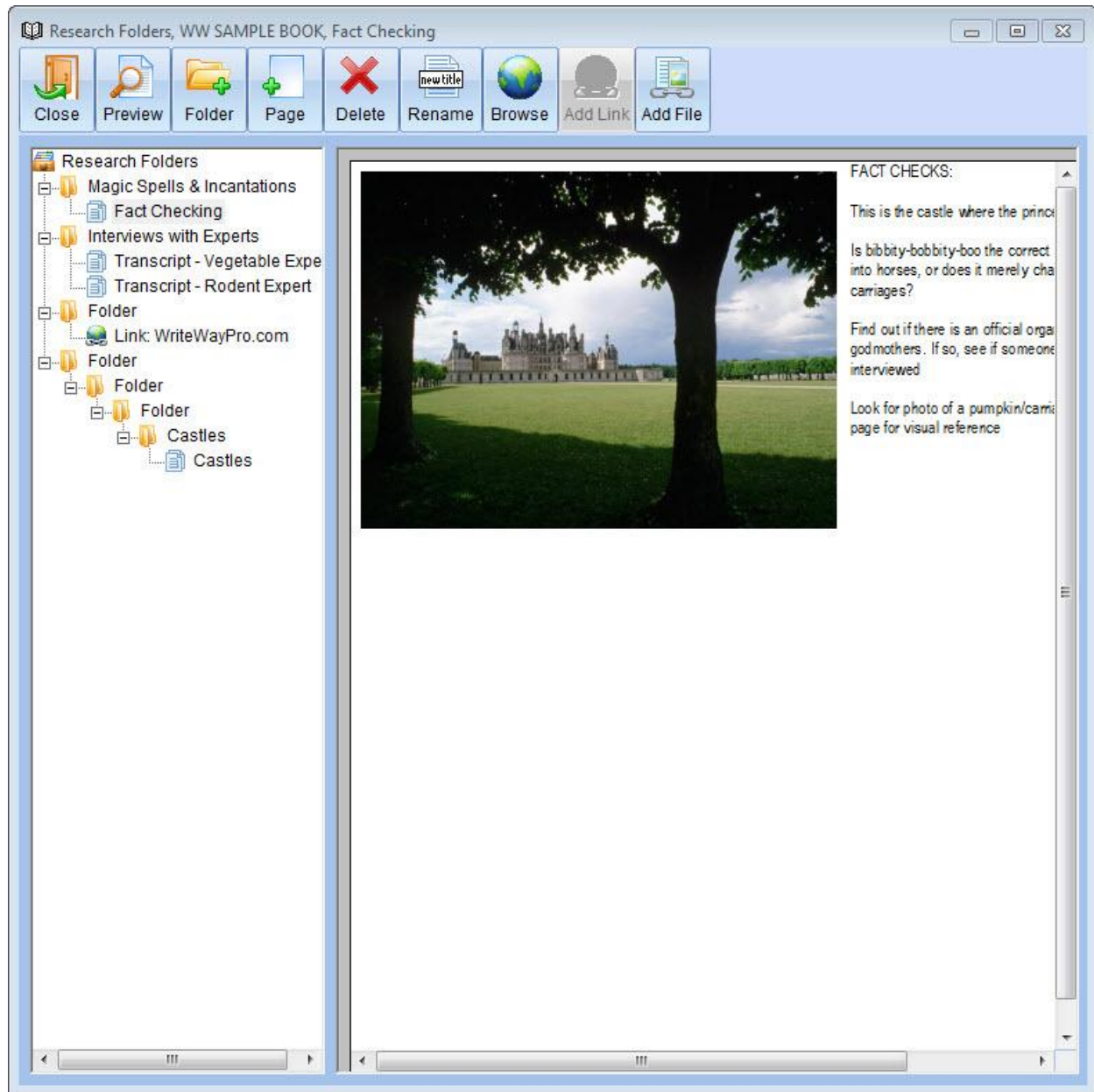
To begin working with research folders, you first need to familiarize yourself with the options. The Preview button on the toolbar in the Folders section can change to Open or Print depending on what type of page/file/URL you added to your Outline.

- **Accessing Research Folders:** Click the Research toolbar button, or select Research Folders from the Book menu. When you bring up this screen for the first time, the folder outline bar will be empty except for the top header label, "Research Folders." To begin, click the (+) Folder toolbar button. You will be prompted to give your folder a name. Type in the desired title, and click Save Name. If you choose to add this at a later time, simply click Cancel, and the folder will be added to the Outline with the default name of Folder. You can change/add folder names by first clicking on the folder, then clicking the "Rename" toolbar button. Enter an appropriate name when prompted, then click Save Name.

- **Adding Pages:** To add pages to this new folder, click the (+) Page toolbar button. Give this page a name if you like, by following the same procedure as before. Research Folder pages can contain text, images, or combinations of both. Your new page will be displayed onscreen and ready for your data entry.

- **Entering Information:** To enter text, simply click on the page and begin typing in the white text section. To add image(s), see below topic.

- **Adding Internet Links (URLs):** To add an internet link to a Research Folder, bring up the desired folder and click the Browse toolbar button. Locate the website you'd like to link to by entering its URL in the "address" field of the browser screen and hit "enter." When the page you want is displayed, click the Add Link toolbar button. A new folder item called "Link" will be added to your selected folder. To change the title of the Link item, click the "Rename" toolbar button and enter a new name for the URL link. *Note: Default Internet page is Internet Explorer and cannot be changed.*

- **Adding Files:** To add a file to a Research Folder, while highlighted on the desired folder, click the Add File toolbar button. Locate the desired file from your selected Directory in your computer. You will be prompted to Change Name. You can either change the files name and click Change Name or select Cancel to leave the name as is. To open the file from your Research Folder, highlight the file you want to open, then click the Open toolbar button. The type of file extensions that can be added are: doc; .docx; .rtf; .xls; .xlsx; .txt; .gif; .jpg; .jpeg; .wmv; .mov.

- **Add images to your text:** While on a page, you can add images to your folders. Place your cursor in the desired page, right-click your mouse and you will see Insert Image on the pop-up window. Click it to bring up an image selection screen. You may select an image from anywhere on your computer using the Select File navigation function, which should be very familiar to Windows users. Once you have located the image you'd like, click the Open button on the Select File screen. Once you've made your selection, the image will appear on your page. To increase or decrease the size of the added photo, right click the image and select Resize. Use the slider bar to increase/decrease the size of the photo. You can also use the right-click, select Copy, and right-click, select Paste to insert images either from your computer or the Internet, WriteWay will prompt you to name the image or use the default 'temp_image1', giving each new image a different number. *Note: All images will load to the upper left corner of the page and will need to be dragged to desired position, where and text will wrap around the image upon placement. Please note that the size of the image can impact the loading time of your pages. The larger the MB file size, the longer the load time.*

*Tip: While working on your composition, it is possible to have a research folder open, splitting your computer screen for Side-by-Side viewing by minimizing both screens.*

Note: *In order to use the browser function in Research Folders, you must have an active Internet connection. If your folders contain URL links, and you are not connected to the Internet during your WriteWay work session, an http error will appear on your Links pages in the folders. This is a temporary web error that will not appear when you are connected to the Internet, and it does not affect your actual link or the contents of your folder.*

Note: *Since Research Folders are only accessible with the book is was created under, you can drop and drag folders from Research Folders to Future Book Ideas and back, providing both windows are open. Simply click on the item you wish to move, and drag it to the the new desired window. This will not completely move the selected folder, but create a copy of it in the new window.*

When you are finished working with the folders, simply click the Close button. WriteWay automatically saves your changes, however you will need to save your book by clicking the Save toolbar button.

Working with Future Book
Ideas Folder

Under the File menu, you will find the Future Book Ideas folder. Think of this space as a general file cabinet that you can access from anywhere in WriteWay. By adding folders and pages to the Future Book Ideas, you will be able to organize and maintain unlimited future projects---even bring those notes and ideas over into a new book file when you're ready. The Preview button on the toolbar in the Folders section can change to Open or Print depending on what type of page/file/URL you added to your Outline.
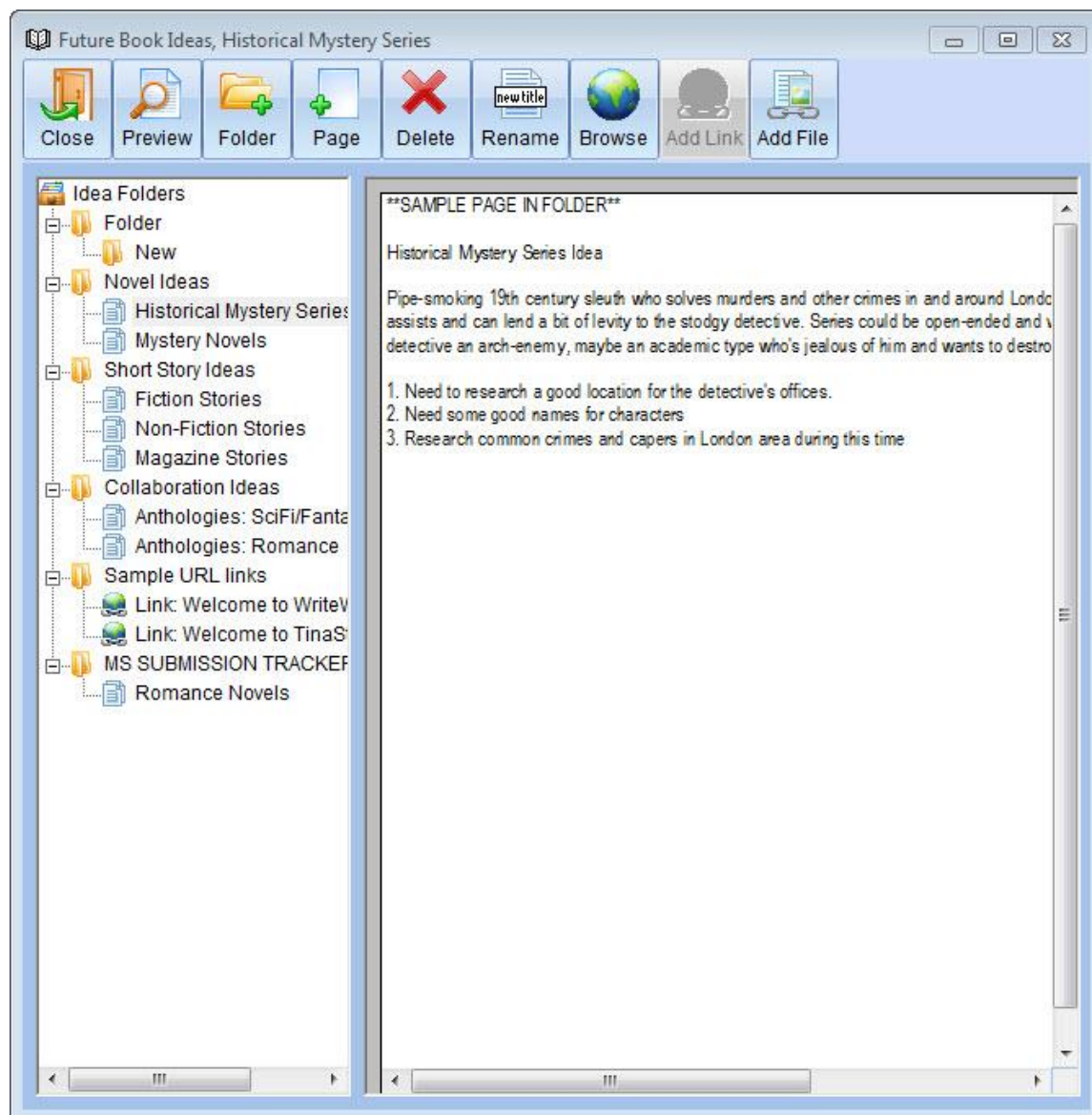
To create a new folder, select the Future Book Ideas function from the File menu. When the screen loads, click the (+) Folder toolbar button. It's a good idea to give each folder a title/name to help you keep track of things. Once you have created a new folder, you will need to add the pages that will contain your text, images, and/or website links associated with this newly added folder.

Add images to your text, select the page you want to add an image to. With your cursor where you

wish the image to be placed, right click. Select insert image from the pop up box. Once you have the image in place, you can drag the image by clicking on it and dragging it into position. The text will wrap around the picture upon placement. You can also resize the image by right-clicking and using the Resize feature and dragging the zoom bar. Click Apply once you have the desired image size. *Note: Please note that the size of the image can impact the loading time of your pages. The larger the MB file size, the longer the load time.*

> **TIP: Making the most of the Future Book Ideas Folders**
> *Just because the feature is called Future Book Ideas, don't feel you must limit yourself to using these folders for just book ideas alone. Add a folder and pages to store working titles for any and all of your books in progress. Keep a running log of your submissions by book, publisher/agent, etc. In short, you can store any information here that you might need to recall or retrieve during your writing session. The possibilities are endless!*

Note: Since Research Folders are only accessible with the book it was created under, you can drop and drag folders from Research Folders to Future Book Ideas and back, providing both windows are open. Simply click on the item you wish to move, and drag it to the the new desired window. This will not completely move the selected folder, but create a copy of it in the new window.

**Printing Research/Future Book Ideas
Folders**

Research Folder and Future Book Idea folders can be printed in whole or in part by first clicking the Preview toolbar button. This brings up a preview of what your selected folder or page will look like on paper. If you have selected a folder, all pages within that folder will be displayed in the Preview section. If you have selected a single page within a folder, only that page will display in the Preview section. You can scroll through the selected pages by clicking the Page Forward/Backward buttons at the top of the Preview section. To select a different folder or page, click Close to return to the main folders screen and choose a new item from the outline. If you are satisfied with the previewed page(s), simply click the Print button and WriteWay will send your selection to your default printer.
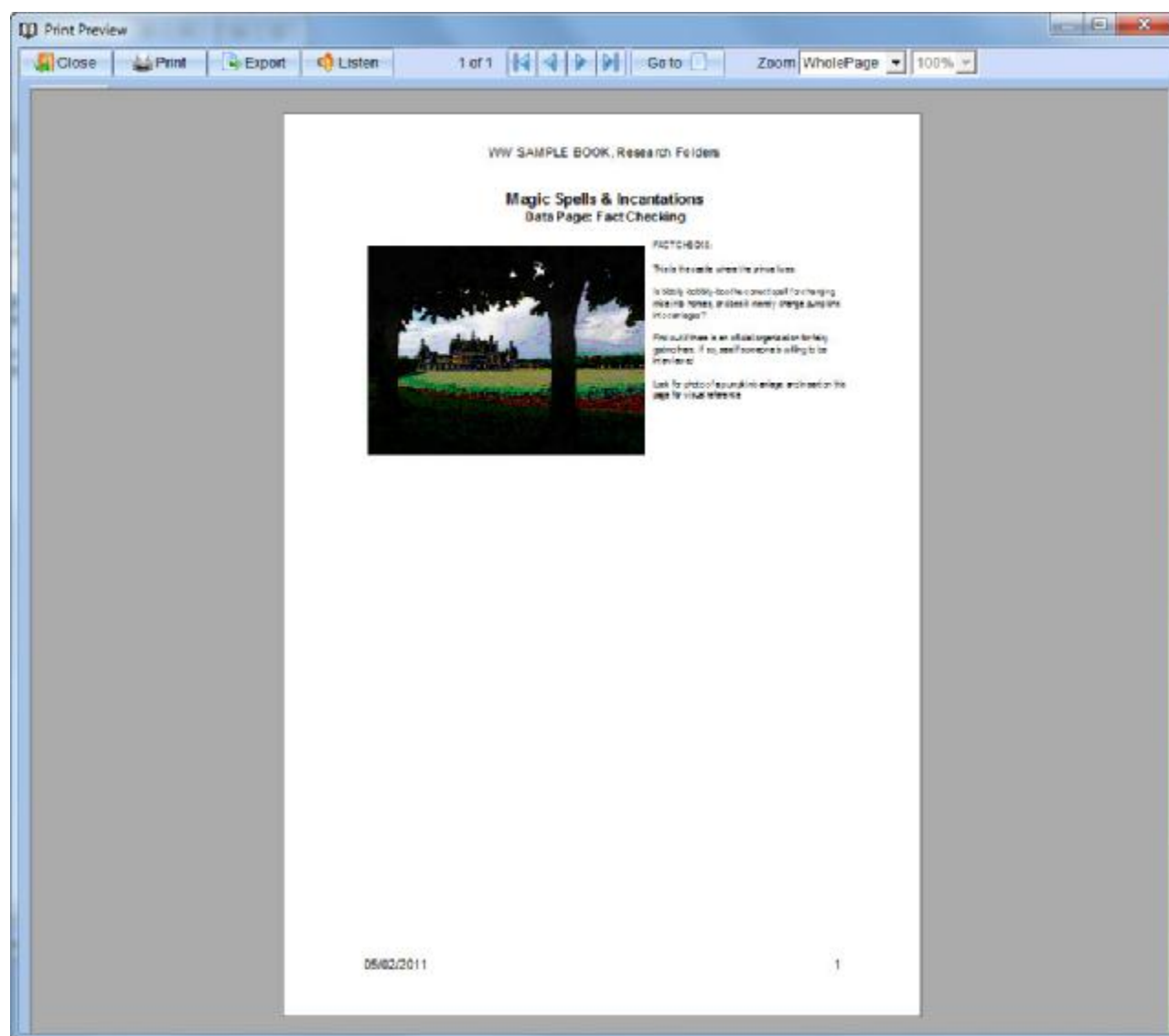
Note: Both the Research Folders and Future Book Ideas Folders can contain URL links to websites. In order to print the web page(s) in your folders, first select the Link page, then click the Print button on the toolbar. There is no Preview function when printing web pages from the folders; they are sent directly to the printer when you click the Print button.

**Importing Tools (WriteWay
Professional Edition)**

WriteWay supports importing Chapter/Scene text into new or existing Books.

- **Importing into New Books** -- is generally easier because WriteWay can directly add the imported Chapter/Scenes into the top of the Book Outline.

- **Importing into an existing Book** -- is accomplished by adding the imported Chapter/Scenes into the bottom of the Book ScratchPad. Then you can click and drag the Chapter/Scenes to where you'd like them to be within your Book Outline.
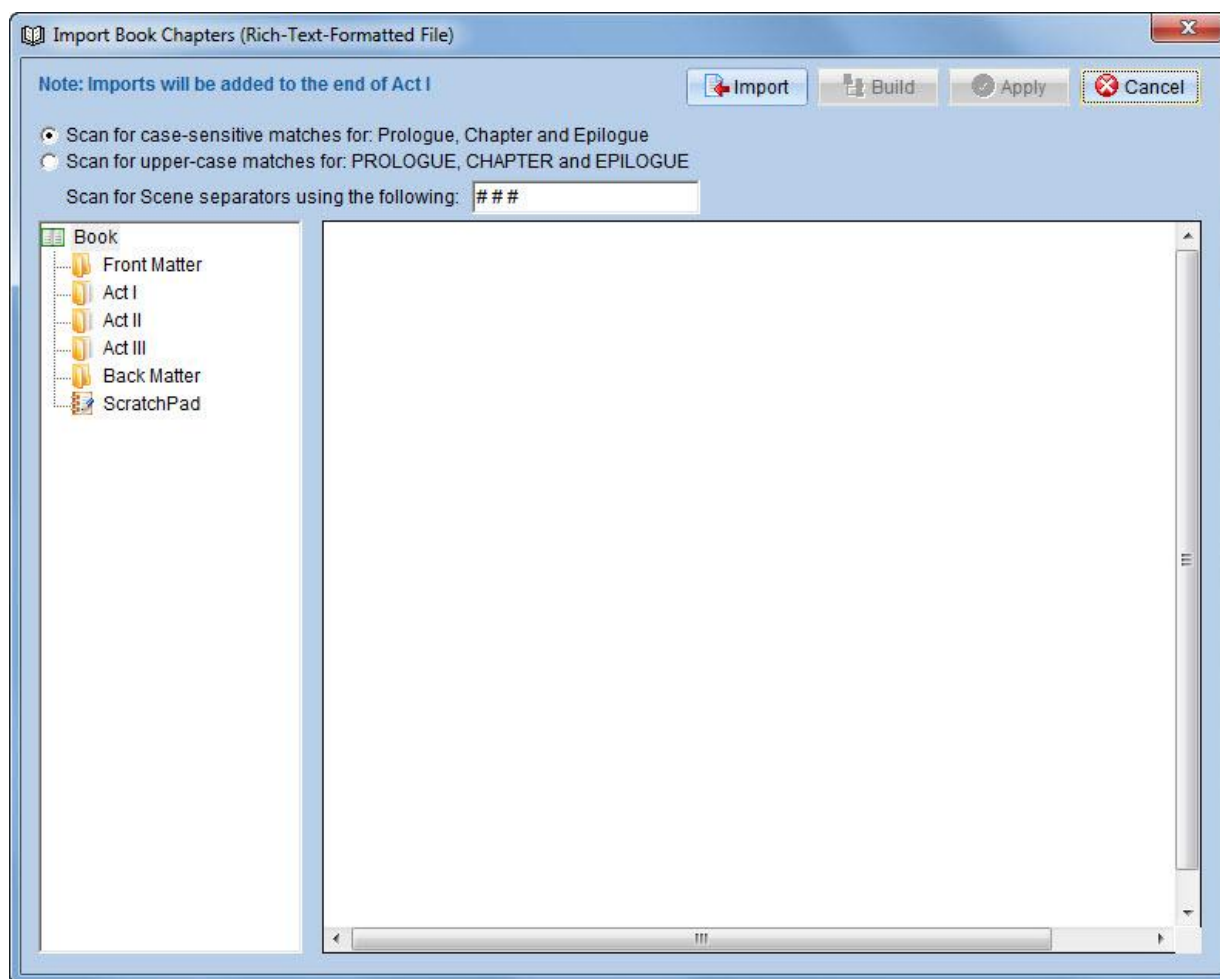
The importing process is the same for importing into new or existing Books. The imported text needs to be prepared so that WriteWay can search the text for key words that are either case-sensitive or uppercase. These key words tell WriteWay how to separate the imported text into Chapter and Scenes, the key words are:

- Chapter or CHAPTER

- Prologue or PROLOGUE

- Epilogue or EPILOGUE

- Scene separator, default of "# # #". You can change this separator to what you used in your existing book, such as "* * *".

WriteWay allows you to choose which way you want the keywords to appear in your text, either as case-

sensitive or uppercase. However, you must choose one way and be consistent.

Also, you will want to be careful that these words are only used in your text as import keywords. Otherwise, WriteWay will create Chapter and Scenes from text that you did not intend it to set up as a Chapter or Scene.

Note: Please read the Help section [Prepare Your RTF File for Importing](#) before beginning this process to insure a smooth import process.

**Preparing Your RTF File for
Importing**

There are several things to consider before you begin to import existing text into WriteWay. Please review the following checklist to ensure a smooth import process.

- It is easier if your existing manuscript is completely contained in one file, but this not a requirement. If you have saved chapters in separate files, you may first want to copy/paste the text and bring them together into one file, then save that complete file as RTF.

- WriteWay's Import program will be searching for each of your chapter and scene breaks. Make sure that all of your chapter headings (or keywords) contain the uppercase word "CHAPTER" or the case-sensitive word "Chapter". The same requirement is for "PROLOGUE" or "Prologue" and "EPILOGUE" or "Epilogue". Your actual chapter numbers can be listed in number format or spelled out.
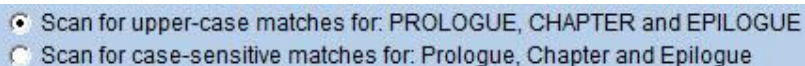
- All scene breaks in the manuscript file should match the scene break indicator that you have set up in WriteWay's *Book Properties* area. Alternately, if your manuscript uses the WriteWay scene break (separator) default of "# # #" (no quotes, but with a space separating each pound sign), you need not adjust anything. If you use other characters as separators, then you will need to change them in the below screen shot from the Import window before importing so that WriteWay can find them to create your separate scenes.
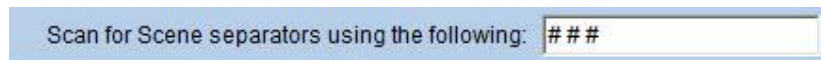
- If your manuscript contains "smart quotes" or "curly quotes" (such as those used in Word), you will first have to convert them to regular quotes before importing. Check your word processor's Help function for instructions on removing these types of quotes and replacing them with "straight" quotes. In Word, search the Help index for "smart quote". You can import a document containing curly/smart quotes, but they will transfer over in odd formats that you will later need to type over in WriteWay to correct.

- If your manuscript contains special characters such as emdashes (long dashes between words) you should first convert them to regular type characters before importing. Emdashes should be double hyphens (--) upon import. You can import a document containing special characters, but you will need to type over them in WriteWay to correct them.

- If your manuscript contains Headers and Footers, you will need to remove them from the RTF file before beginning the import process.

Beginning the Import Process

After completing the preparation steps described in the previous help topic, in your word processing program, save your manuscript file as a Rich Text Format (RTF) file. Start WriteWay Professional. If you have an open book in WriteWay, you will first need to close that book before beginning the Import process to create a new book.

- Click the New Book button on the main toolbar or select New Book from the File menu. Enter a Title for the book you are about to import, and, using the drop-down box, select new book properties to be applied to the book you are about to import (as applicable). You need not assign a property, however, by selecting an existing book property, your imported book will be given the same NoteCard Types and Templates, as well as your page settings, author name, etc. When you are finished, click OK.

- WriteWay has now generated an empty book format into which you will now load your existing manuscript file. To start, select Import Book Chapters from the File menu. When the Import screen appears, click the Import button and using the Select File screen that appears, find the RTF file that contains your manuscript. Click the Open button and WriteWay will begin loading your file on the right side of the below screen.
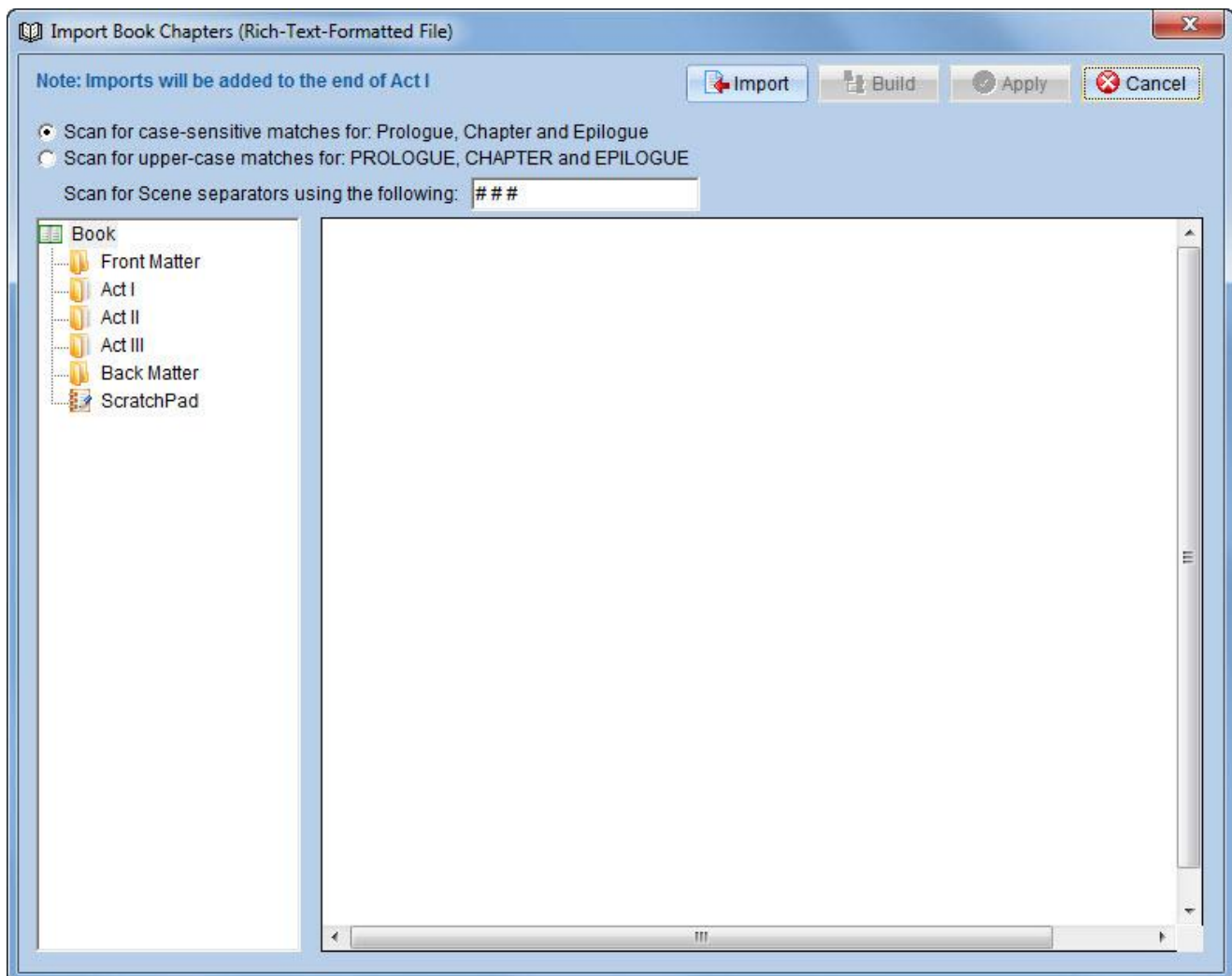
- The load process may take several seconds, the duration being dependent on the size of the RTF

file you are importing. Once the process completes, the "Loading Book" message will disappear and you will see the first page of your manuscript displayed onscreen.

- Now that you've loaded the file, you need to build your outline. Click the Build toolbar button to begin this process. You will immediately see a message box stating that chapter numbers need to be removed before building the outline. This is an automated process that WriteWay completes for you. The software will display its progress through your imported file, pausing at each occurrence of the word "CHAPTER" or "Chapter". It will then ask you to verify that the highlighted text is, in fact, a chapter number as opposed to an instance of the word "chapter" somewhere within your manuscript body text. If the highlighted text is a chapter number, click Yes as applicable to continue with the Import.

- When you reach the final chapter heading and click Yes, the software will then automatically load your book's outline on the left side of the above screen. This will take a few seconds. When it completes, you will see that all of your manuscript's chapters have filled the outline, complete with separate scenes as applicable. If your manuscript contained a Prologue and/or Epilogue, those headings will also be present in the new Book Outline. *Note: If you started with a New Book, the Import process will replace the empty generated first Chapter and Scene with the Import. If your book is not empty, meaning you have typed something in the first scene or typed into any of the NoteCards, the Imported book will load under the SctachPad and WriteWay will alert you as such.*

- Click Apply to accept your imported book. WriteWay will now begin transferring your imported Chapter/Scenes. You will see the imported text being loaded item-by-item to the main Book Outline. After a few moments, your newly imported manuscript is ready for you to use!

TIP: Rearranging (drag-and-drop) imported Chapter/Scene sections
Upon completion of the import, you will notice that all of your imported manuscript's chapters are loaded into the Act I portion of the Book Outline (except if your book contains an Epilogue; then that item will be loaded into the last Act). You may wish to break them up according to Acts, which you can accomplish by simply clicking and dragging chapters and their related scenes to other areas on the Book Outline. Because WriteWay automatically re-sequences chapter numbers as you move them, you might find it easier to follow the process if you drag and drop from the bottom of your outline and work up toward the top. For instance, if your imported book has twenty chapters, begin your drag-and-drop function by taking Chapter 20 first, placing it in the last position in the outline, then go back and do the same for 19, 18, 17, etc. This advice is also useful if you are working with drag-and-drop in an existing book that requires the movement of several chapters/scenes.

Note: When using Drag and Drop, you must first click on the Chapter/Scene you are wanting to drag so that it is visible on the right side of the screen. You may then drag the Chapter/Scene to the desired location. When you start to drag, you will notice a White stack of papers, indicating you can drag and drop successfully. Should a Red stack of papers appear, that indicates you cannot drop the Chapter/Scene on the Outline in that location, such as a Scene cannot be dropped into the Front Matter portion of the Outline.

When you are finished, make sure to click the Save button on the main toolbar.

ePublish Your Manuscript

Want to bypass a publisher and place your work for sale online yourself? WriteWay can help you with Independent Publishing. In this section, we are going to give you step-by-step instructions of using WriteWay to save your project, export it into an .doc or .docx friendly file, usable at Kindle (Amazon.com), NOOK (BarnesandNoble.com or BN.com) and ePub (Kobobooks.com).

First you will need to decide which properties (pages) you want included in the up-loadable file. Select the *Front and Back Matter* you are going to want to add to your book, such as:

- Cover Art
- Cover Page
- Reviews Page
- Copyright info
- Dedication Page
- Acknowledgments Page
- Other Works
- Author Notes
- And more...

Note: When uploading to KoboBook.com Writing Life, you will need to make a separate Front Matter page, entitled Front Matter or whatever you want to entitle it and place all of your Front Matter pages (Cover Page, Copyright, Reviews, et cetera) on one singular page rather than separating to individual pages as when loading books for reading on Kobo Apps, your Front Matter pages will not load correctly. When you do the export for Kobo books only, click Options and turn off all Front Matter pages under the eBook column other than the one page you designed for Kobo uploading. Also, do not include your cover art within your exported file as Kobo will insert your cover art in the conversion to ePub.

Setup Front and Back Matter Pages

Set options for following pages or add new pages: ⊕ User Page

Status	Description	Section	Count¹	Print²	eBook³
Used	Cover Art	Front Matter	No	Yes	Yes
Used	Cover Page	Front Matter	No	No	Yes
Used	Reviews	Front Matter	No	No	Yes
Used	Copyright	Front Matter	No	No	Yes
Used	Dedication	Front Matter	No	No	Yes
Used	Acknowledgements	Front Matter	No	No	Yes
	Foreword		No	No	No
Used	Author Notes	Back Matter	No	No	Yes
Used	Bibliography	Back Matter	No	No	Yes
	Glossary		No	No	No

Click on blank Status column to Add page to Book Outline

⊙ Apply   ⟳ Reset   ⊗ Cancel

¹ Include Word Count in Book
² Include Page in Printed Book
³ Include Page in Publish-Ready eBook

Adding Front and Back Matter Pages: Right click on Front or Back Matter on the Outline and select Update Front/Back Matter Pages. In the new window, beneath Description column, you will find pages

available to you to add to your Front/Back Matter pages. Don't see what you want? Use the + User Page toolbar button to add a page. Simply type over the words "User Page" to change the title of your newly added page. Under the Status column, you would click on the blank box next to the page description you are wanting to add to your book's Front/Back Matter. The word "Add" will appear in the column. If the word "Used" appears, then the page is already in use in your current book. Beneath the Section column, you would choose whether to add the page to the Front or the Back Matter of the book by using the drop down arrow. To change the "No" to a "Yes" beneath Count, Print and eBook, simply click on the rectangles and WriteWay will change the "No" to a "Yes" (and back again) for you. Click Apply button to apply the changes or click Reset to cancel the changes you made and return the selections to the way it was when you first opened the window.

Changing the Look and Feel of your Publish-Ready book: Select the look and feel of your eBook, such as font style, font size, and line spacing beneath the Draft Settings of the Properties toolbar button. This will all affect your final copy that you electronically publish. The properties you select will be added to the .doc or .docx file that you will export for uploading at Kindle and/or NOOK. In the Preview screen, you will want to select Composition beneath Preview Options (see first image below) and Publish-Ready under Composition Options. Click Options to draw up the second image seen below to select which options you want to include in your eBook, if you haven't already selected these in the above description of Adding Front and Back Matter Pages. Click Include Book Title (Publish-Ready does not use headers and footers, this will include the title at the top of the page for your ePublished book), Book Table of Contents (this creates a 'clickable' table of contents in your eBook), Convert Underlines to Italics (if you used underlining within your text to indicate italics), and Include Scene Separators (choose the separators such as * * *). *Note: After exporting your .doc or .docx, you can always switch the Properties > Draft Settings back to the look and feel you prefer when composing your novel. Make sure you hit Apply to save your changes. You can also change the font style and size on-the-fly from the preview page, which will not affect your composition & notes by using the Change button. Reset will change back any changes you made before hitting Apply.*
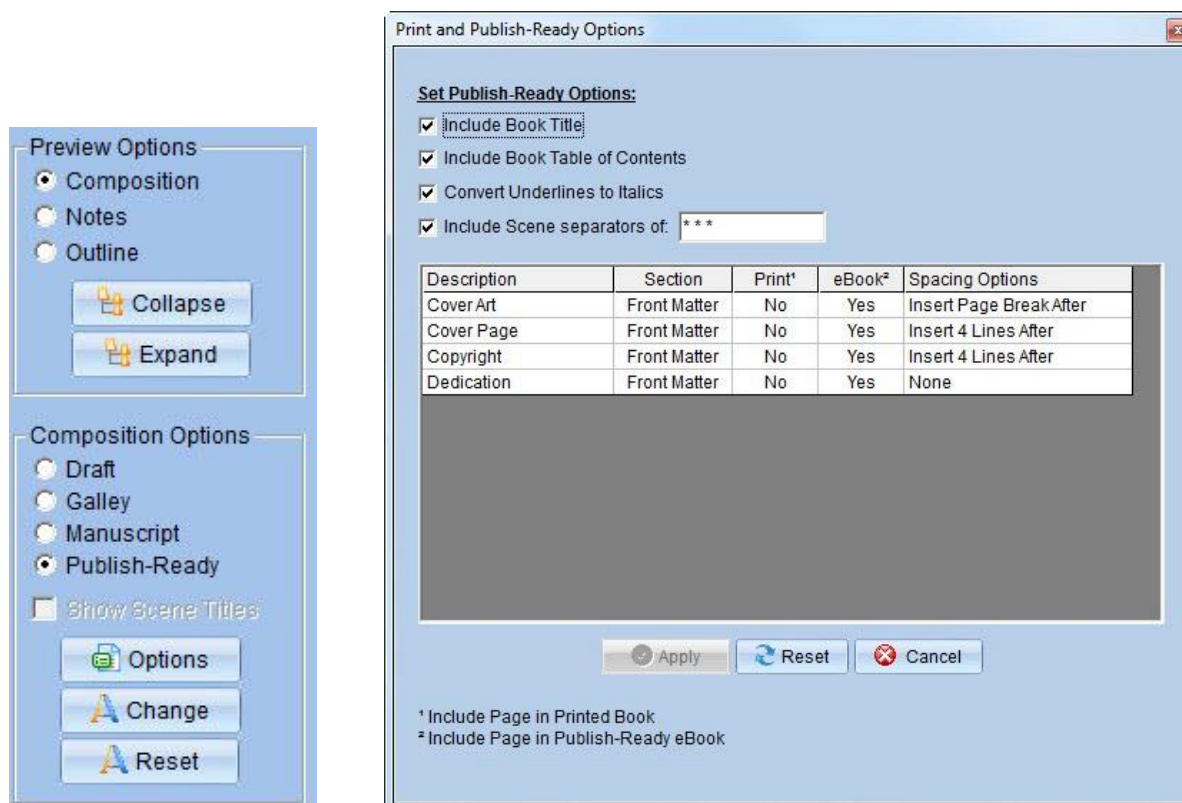
Export: Use the Export (or Print if you choose to print your work) button to export your work from WriteWay. Select from the following options: Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format 2007 and above (*.dox). When using WriteWay to convert up-loadable files, we suggest .doc and .docx for Kindle and NOOK and .doc for Kobo. Please see the following Help sections for further instructions. Use the Save File As: option to save your book to your computer in the folder you choose. Your book is now ready for ePublishing.

Uploading your book to Kindle Direct Publishing. *https://kdp.amazon.com/self-publishing/signin* Kindle will prompt you to sign in using your account that you already have with Amazon.com. If you don't have an account, then you will need to sign up for one. Once you have an account, click the Sign In button.

The next screen will be your Bookshelf, which will be empty if you haven't yet uploaded any books through Kindle. Click on 'Add a new title' to get started.

On the next Page: 1. Your Book, you will be prompted to fill out your:

Book Basics:

1. Title: if this book is a part of a series, you will check mark the box and fill in the necessary information.
2. Edition Number (optional): you would enter here if this is a first edition (first-time published) or if the content was previously published elsewhere and has been edited or otherwise changed, you would enter the new edition number.
3. Description: this would be a blurb, small excerpt, and/or review that you would want to add to the book's page when displayed on Amazon.com.
4. Book Contributors: You must enter at least one name (which would be author name) then you man add, editor, illustrators, translators or more.

Publishing Details:

1. Language: select language of the book
2. Publication Date (optional): you can select a previous date, but nothing later than today's date.
3. Publisher (optional): here you would fill in the name of your publisher. If none, you can leave blank and the author's name of the book becomes the publisher.
4. ISBN (optional): International Standard Book Number would be filled in here if you have one, otherwise leave this field blank and amazon.com will take care of this for you. *Note: if there is a*

print edition of this work, do not use that book's ISBN.

Publishing Rights:

- Either check the radio button to indicate that this work is public domain, or that you hold the necessary publishing rights.

Browse and Search:

- You would select the categories for which genre your book is best suited such as: Fiction>Suspense
- You will also be prompted to enter keywords that describe your book, separated by commas.

Product Image:

- If you have an image for your book, you will be prompted to upload it. Kindle supports both .jpg and .tiff images. Click on the link to see what the guidelines are.

Upload your Book File:

- Here you would upload your .doc or .docx file you created and exported with WriteWay. Once you have uploaded, KDP allows you to Preview the upload. If you need to make changes in your uploaded book, you can simply go back to WriteWay, make your changes, export your file, then upload the book again.

Book Content:

- Use the radio buttons to select to either Enable digital rights management (DRM) or not. DRM inhibits unauthorized use and copying of your content. Once you select to enable or not, you cannot change this feature at a later date. To learn more about DRM: *http://en.wikipedia.org/wiki/Digital_rights_management*
- Upload your .doc or .docx file of your book, using the browse button.

Select Save and Continue to move on to the Rights & Pricing portion of entering your eBook for selling.

Content Rights:

- You will select the territories you hold rights: Worldwide Rights or Individual Territories (select territories).

Royalty Option:

- Here you will be asked to select the percentage of Royalties you want from your book: 35% or 70%, and enter the amount you are wanting to charge for your book. If you enter a price below $2.99, you would get the 35% royalty.
- Type in the price you want to list your book as in the calculator they provide. Once typed in, the calculator will show you your percentage dollar amount per book sold.

Kindle Book Lending:

- Allows Kindle Book buyers to lend your book to family and friends for a period of fourteen (14) days. If you do not wish this option, then you would need to uncheck mark this box.

You are finished! Click the check marked box agreeing to their Terms and Conditions, then click Save and Published. Your new book will show up on Amazon's site in 24-48 hours. ***Note:*** *You can always go back and make changes to your uploaded file or details once your book goes to Active status. Just use the drop down arrow by the word Active to make changes. Be aware--your 24-48 hours will start over, though the current copy of your book will still be available to be purchased during that time.*

Publishing with NOOK

Uploading your book to Nook. *http://pubit.barnesandnoble.com/* PubIt! (Barnes and Noble) will prompt you to sign in using your account with Barnes and Noble. If you do not have one, then you will first need to create an account with them. Once you have done that, type in your email address and password, then click Sign In.

The next screen you come to will be your My Title's screen. This will be your bookshelf which will be empty the first time. Click 'Add Title'.

Product Listing:

1. Title
2. List Price
3. Publication Date: here you can plan to release the book at a later date, unlike Kindle.
4. Publisher: which would be your name if you do not have a publisher.
5. Contributor 1: Fill in the section for Role: Author, First Name, Last Name, City of Residence, and State (you can add up to 5 contributors such as: editor, illustration and such).

Upload Your Book:

- Here you would upload your .doc or .docx file you created and exported with WriteWay. Once you have uploaded, PubIt! allows you to Preview the upload. If you need to make changes in your uploaded book, you can simply go back to WriteWay, make your changes, export your file, then upload the book again.

Upload Your Cover Image:

- If you have cover art, you would upload it here, following PubIt!'s guidelines.

Help Reader's Find Your Book:

1. Do you have an eBook-specific ISBN? you do not need one to publish with PubIt!.
2. Is this NOOKBook part of a series? Use the radio buttons to select yes or no. If it is, then you would fill in the Series name and number.
3. Is this NOOKBook available in print? Again, you would use the radio buttons to select yes or no. If yes, you would fill in the number of pages for the paperback.
4. Is the book public domain? Your book is public domain if it is a book currently out of Copyright.
5. What age group is this NOOKBook suited for? Use the drop down menus to choose an age group.
6. What language is your NOOKBook written in? Use the drop down menu to select the language.
7. Where do you have the rights to make your NOOKBook available for marketing, distribution and sale? Use the radio buttons to make your selection.
8. *Do you want DRE encryption for your NOOKBook? Use the radio buttons to select yes or no. Digital rights management (DRM) inhibits unauthorized use and copying of your content. Once this selection is made, you can not change this. To learn more about DRM:* *http://en.wikipedia.org/wiki/Digital_rights_management*

Tell Us More About Your eBook?

Fill in the following boxes:
- Subject Categories
- Keywords for Search Engines
- Description
- About the Author (s)
- Editorial Review # 1 (not written by the author) you can add up to five (5).

Once you have completed the above, you will want to click Save to save all of your added information, even if you are not yet ready to publish. You can go back at a later date and edit what you inputed and publish the book.

Royalty information:

Royalties will be paid off the List Price:

For eBooks with a List Price at or between $2.99 and $9.99

- 65% of the List Price

For eBooks with a List Price at or below $2.98 or at or greater than $10.00 (but not more than $199.99 and not less than $0.99)

- 40% of the List Price

When you are done, you would need to check the box that you have legal rights necessary to make the content, cover image, and product detail available. Click 'Put on Sale'.

PubIt! claims that it takes from 24-72 hours to publish your title and to have it listed for sale. *Note: Our trial book took longer than the alloted time frame.*

Note: While in the processing state, you will not be able to make changes to your submission.

Uploading your book to Kobo. *https://writinglife.kobobooks.com/* You will be prompted to sign in with Kobo Writing Life. If you do not have one, then you will need to create an account with them. Once you have done that, type in your email address and password, then click Continue.
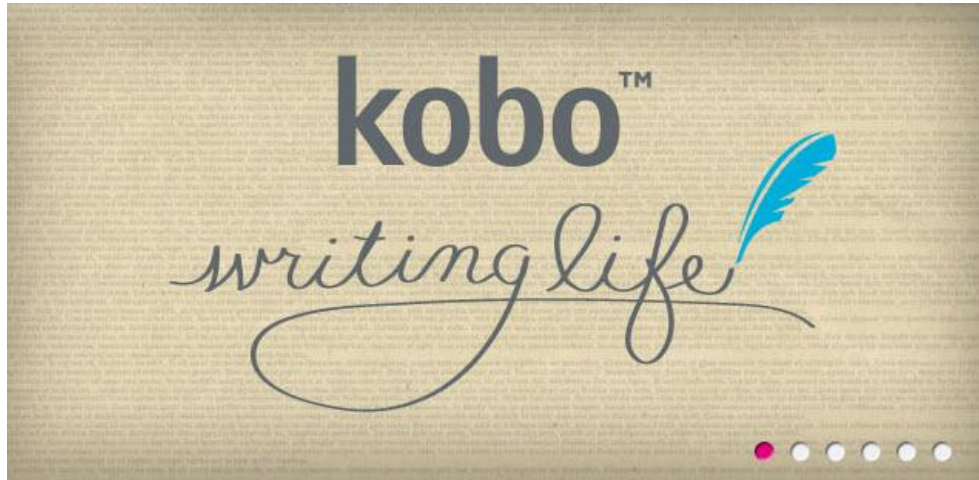
The next screen you will come to is your Dashboard. If you do not have any eBooks, then you will click eBOOKS at the top right of the page. This is the screen will list the books you have up for sale through Kobo. To upload a new book with them, click Create new eBook.

Kobo Writing life has a very easy setup with easy to follow instructions, divided into four (4) sections.

Describe the eBook:

Click the **Upload Your Book Cover** to add your cover art.

Type in the following items:
- eBook Title
- eBook sub-title (if you have one)
- Series name (if you have one)
- Author(s) (this will be filled in for you, change if you have a pseudonym and add other author names here)
- Publisher name (if Independently Published, type in author name or name you are using to publish your books with)
- Imprint (optional)
- Publication date
- eISBN (if you don't have one, Kobo will provide one)
- Primary print ISBN
- eBook language
- Is this content part of public domain? (Yes or No)
- Choose genre categories (up to 3 categories)
- Synopsis (here you can also add a few reviews beneath the book's synopsis)
- Click Save and Next if you are ready to move on (Or Save and Exit to finish at a later time)

Add eBook Content:

Here you will upload the .doc file of your book exported from WriteWay. Kobo will convert the file to an ePub file for you to review. Once finished, you will get the opportunity to preview the book by downloading it. *Note: you must have an ePub reader on your computer to view it.*

Click Save and Next if you are ready to move on (Or Save and Exit to finish at a later time)

Note: Remove cover art page *before exporting in the Preview screen as Kobo inserts your cover for you. Use Options and click the yes, to make it a no, beneath eBook column. Also WriteWay suggests that you use only a .doc file as their conversion does not work with Table of Contents in .docx.*

Choose Content Rights:

Click the Yes button to change to No if you do not wish to use the rights.
- Apply Digital Rights Management?
- Geographic Rights?
- Click Save and Next if you are ready to move on (Or Save and Exit to finish at a later time)

Set the Price:

Set your price for your book and Kobo Writing Life will calculate the rest. Change the No to a Yes if you wish to override any of the foreign prices.

Click Save and Next if you are ready to move on (Or Save and Exit to finish at a later time)

Publish eBook:

The publication date will be this day's date. If you chose a different date, change the date to the one indicated earlier in the process. Click Publish eBook, and you are now ready to start selling books at Kobo!

To help you understand WriteWay's features and functionality, we have included a sample book: Cindy Rella and the Prince in varying stages of development.
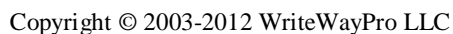
**Working With Pre-Loaded
Sample Book**

This sample book: Cindy Rella and the Prince is yours to do with as you wish. Make changes, move things around, run reports -- you can even delete it if you like. It is here merely as a tool to assist you in getting familiar with WriteWay. The sample book will illustrate the following:

- Contains story work under Scratchpad

- NoteCard data

- multiple character profiles

- Contains chapter/scene outline items

- composition

- miscellaneous pages

- research folders

- future book ideas

If you have made changes to the sample, or if you have deleted it, and later decide you would like to restore it to its original form, you will find a "Restore Sample Book" option under the software File Menu. Clicking this menu item will recreate the sample as it was when you first installed WriteWay.
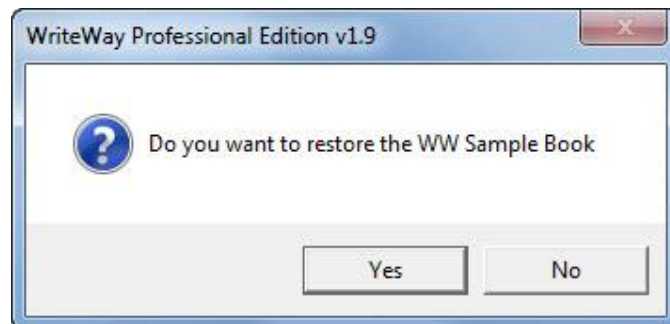
You may use the Restore function as often as you like.

WriteWay Data

WriteWay installs differently on Windows XP and Windows Vista and Windows 7. If you install WriteWay using the defaults, then your WriteWay data directory would be:

- Windows XP: C:\Program Files\WriteWay\files

- Windows Vista and Windows 7: C:\Users\"*Logon Username*"\Documents\WriteWay\files

Your WriteWay data is generally located in "…\WriteWay\files", if you used the defaults when installing WriteWay (which we recommend). The subdirectories under this location are where your work is generally stored. You can save your Book files in other locations, but for easier backing up we recommend you keep your files in the following subdirectories. They are:

- books

- images

- rtf

- exports

The 'books' subdirectory, as you would expect, is where your Books (.wwb files) are stored. This is also where dictionary and thesaurus files are stored. In addition WriteWay runtime system data (.wwm file) is stored here. Which contains many runtime variables, as well as, your templates and Future Book Ideas Folders. Therefore, it is very important that all of these files are backed up regularly, if not daily.

Note: If you have several projects, you can add subdirectories under the 'books' subdirectory to better organize them. Such as "…\files\books\thrillers" or "…\files\books\historical_01".

Attention: Windows 7 and Vista Users:

WriteWay was developed before Windows 7 and Vista and sometimes Win 7 and Vista needs to be reassured that a Win XP program and its components are ok to run. To resolve this compatibility issue, you need to do the following:

1. **Logon to your computer with administrator rights (required to install and use WriteWay to avoid security issues)**
2. **Use Windows Explorer to locate the WriteWay.exe file in directory C:\Program Files\WriteWay (if you used the installation defaults)**
3. **'Right' click on the WriteWay.exe file**
4. **Select Properties from the popup menu**
5. **Click on the Compatibility tab**
6. **Check the checkbox next to "Run in compatibility mode for:"**
7. **Select XP SP 2 from the dropdown**
8. **Check the checkbox next to "Run this program as an administrator"**
9. **Click "Apply"**
10. **Click "OK" to close all open windows**

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As with any work you do on your computer, it's a good idea to maintain regular backups of your WriteWay files. There are three (3) ways to backup your files.

- **Use the File menu "Copy WriteWay Files to Backup" function**. This function allows you to choose a backup location on the current hard drive, a different hard drive, a removable backup media, or Internet storage such as *Dropbox.com*. It copies the entire contents of the 'books' subdirectory and optionally, the 'images' and 'rtf & exports' subdirectories to your backup location. The first time this function is used it copies everything and on subsequent times it only copies the files that have changed or are new.
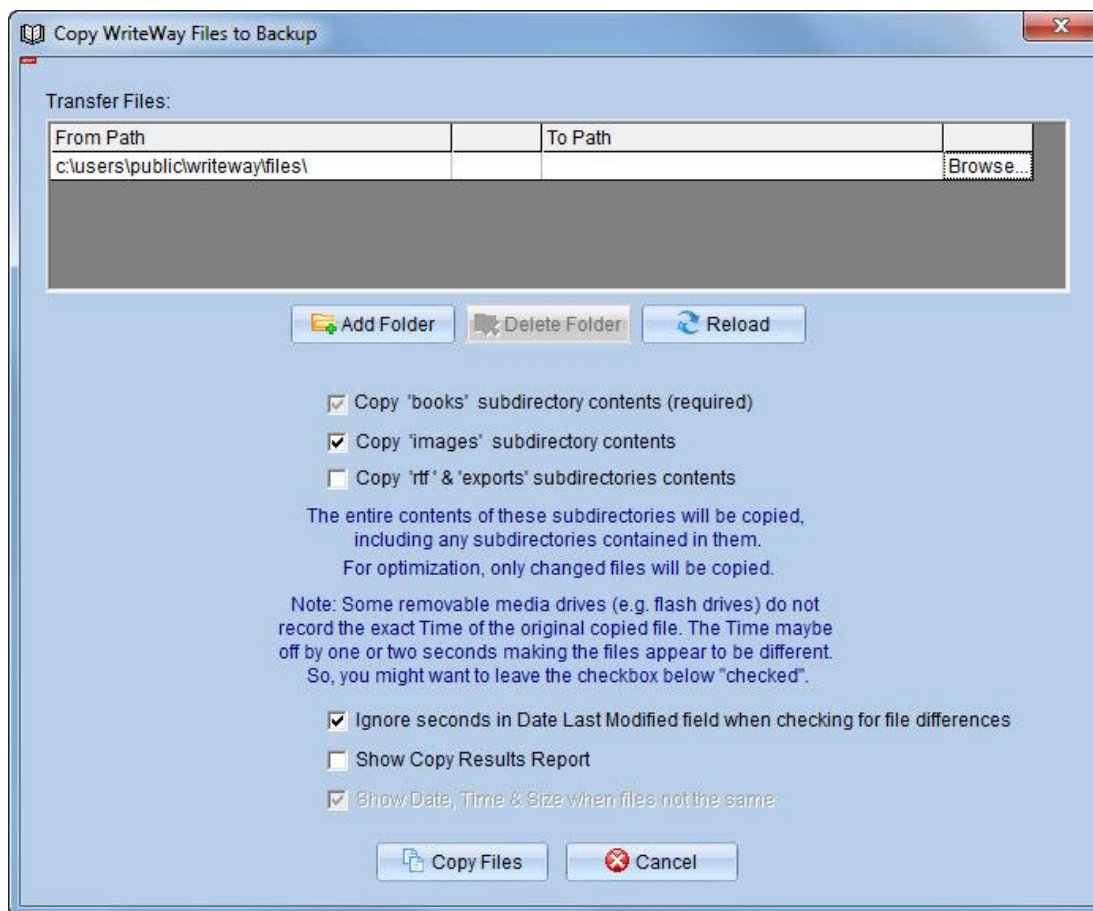
Note: Some removable media drives (e.g. flash drives) for some reason do not record the exact Time as the original copied file. The Time maybe off by one or two seconds making the files appear to be different when they are not. So, you might want to leave the checkbox "Ignore seconds in Date Last Modified field when checking for file differences" checked. If the Date Last Modified values are within 5 seconds of each other, then the files are consider the same, as long as their sizes are the same.

There is also a File menu "Restore WriteWay Files from Backup" function that will restore the files from your backup location to the WriteWay locations. This feature is handy if you are transferring WriteWay files between up to four computers (see *Using WriteWay on up to Four computers*).

WriteWay allows you to Copy and Restore from multiple locations.

- **Use the "File/SaveAs…" function** you can save the current open book under a new name to a different directory or separate storage media. While this could be done on a book-by-book basis,

we recommend that you make periodic (if not daily) backups of your entire WriteWay 'books', 'images' and 'rtf & exports' and save them somewhere on a backup media (see the *next topic*).

- **Use Windows Explorer** (also referred to as File Manager) to make a backup. Insert the storage media of your choice, then open Windows Explorer and locate the place where WriteWay is installed. Expand the subdirectories until you see the 'files' subdirectory. Then we suggest you copy and paste the entire contents of the 'books', 'images' and 'rtf & exports' subdirectories to your backup media.

- **To keep multiple computers in sync** you can use WriteWay's Copy and Restore features with a flashdrive as follows:

  On computer "A":
  1. Insert flashdrive
  2. Select "Copy WriteWay files to Backup" from File menu
  3. Set the "To Path" to your flashdrive (drive D:, E:, etc) by clicking the work "Browse…"
  4: Set the "Copy" options by clicking checkboxes, we recommend backing up all subdirectories
  5. Click "Copy Files" button

  On computer "B":
  1. Insert flashdrive form computer "A"
  2. Select "Restore WriteWay files from Backup" from File menu
  3. Set the "From Path" to your flashdrive (drive D:, E:, etc) by clicking the work "Browse…"
  4: Set the "Restore" options by clicking checkboxes, we recommend backing up all subdirectories
  5. Click "Restore Files" button

You should backup all files in …\WriteWay\files\books, but especially the .wwb files (your books) and the .wwm file (this is where WriteWay maintains various system and user data, e.g. Future Book Ideas). In the future there may be more files that need backing up, so it is best to backup all of them. Using the software's Copy and Restore functions beneath File menu is the best way to do this.

Shortcut Keys

A printable list of Shortcut Keys within WriteWay:

WriteWay incorporates a lot of the normal shortcut keys included in most word processors.

Under File:
- New Book   ctrl + N
- Open Book   ctrl + O
- Recent Books   ctrl + R
- Save   ctrl + S
- Save Snapshot   F2
- Preview Book (Print)   ctrl + P
- Select All   ctrl + A (*note: must be turned to ON*)
- Exit WriteWay   ctrl + Q

Under Book:
- Change Screen Title   ctrl + T

Under Edit:
- Undo   ctrl + Z
- Redo   ctrl + Y
- Cut   ctrl + X
- Copy   ctrl + C
- Paste   ctrl + V
- Find   ctrl + F
- Find Next   F3
- Spell Check   F7
- Thesaurus   Shift + F7

Under View:
- Hide NoteCards   F4
- Hide Composition   F5
- Show Full Screen   F6
- Switch to Storyboard   F9

To access **Help:**   F1

WriteWay also has Shortcut Keys for the following Special Characters as seen pictured below:
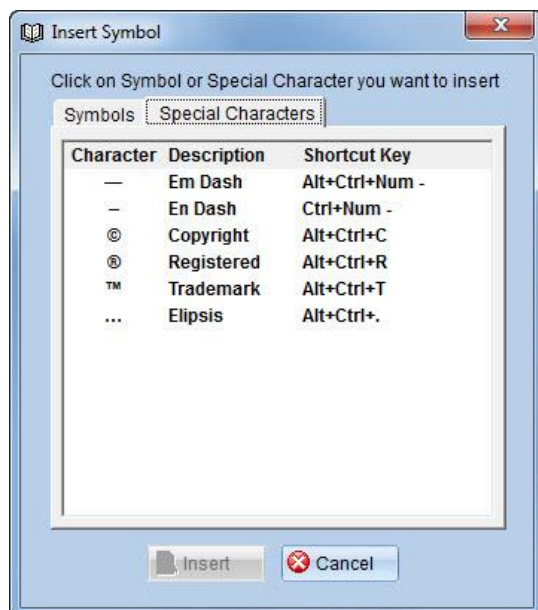
**Using WriteWay on up to Four
Computers**

To use WriteWay on up to four computers (which you are allowed to do for your personal use per the
WriteWay End User License Agreement), you need to install the WriteWay Demo and register it on all
computers using the WriteWay installation program (*wwSetup.exe*). Then you will need to transfer (copy)
the WriteWay files between the computers in order to keep them in sync. You should copy all files located
in the 'books', 'images', 'rtf ' and 'exports' subdirectories. They are located in "…\WriteWay\files" (*if you
used the default when installing WriteWay, which is recommended. Moving WriteWay after the installation
may cause WriteWay to error due to missing parameters.*). Again, we suggest you copy and paste the
entire contents of the 'books', 'images', 'rtf ' and 'exports' subdirectories to your backup media.

You should copy all files in "…\WriteWay\files\books", but especially the .wwb files (your books)
and the .wwm file (this is where WriteWay maintains various system and user data, e.g. Future Book
Ideas). In the future there may be more files that need backing up, so it is best to backup all of them.

Many of our users find using a flash drive for transferring files between computers works great. You can
also use an on line storage system like *Dropbox.com* *(see our section on Dropbox under* *Technical
Support*). Both provides an extra backup, which is recommend that you do daily.

- **To keep multiple computers in sync with a flashdrive,** you can use WriteWay's Copy and
  Restore features as follows:

    On computer "A":
    1. Insert flashdrive
    2. Select "Copy WriteWay files to Backup" from File menu
    3. Set the "To Path" to your flashdrive (drive D:, E:, etc) by clicking the work "Browse…"
    4: Set the "Copy" options by clicking checkboxes, we recommend backing up all
    subdirectories
    5. Click "Copy Files" button

    On computer "B":
    1. Insert flashdrive form computer "A"
    2. Select "Restore WriteWay files from Backup" from File menu
    3. Set the "From Path" to your flashdrive (drive D:, E:, etc) by clicking the work "Browse…"
    4: Set the "Restore" options by clicking checkboxes, we recommend backing up all
    subdirectories
    5. Click "Restore Files" button

We recommend that you use the "Copy WriteWay Files to Backup" and the "Restore WriteWay Files
from Backup" functions with a flash drive or web address if you are using on line storage to make this
easy to do.

We also recommend that you install WriteWay with the same defaults on all computers and store your
books in the same directory structure.

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**Attention Windows Vista
and Windows 7 Users**

This section is for Windows Vista and Windows 7 Users who originally installed *WriteWay 1.6*.

While WriteWay was developed prior to Microsoft's release of Windows Vista and Windows 7, WriteWay can be successfully installed and used on Windows Vista and Windows 7.

However, due to file security changes that Microsoft implemented in Windows Vista and Windows 7 , our installation program needed to be modified for Windows Vista and Windows 7 to ensure optimal operation of WriteWay and to support new features. Therefore, we have updated our installation program to support Windows Vista and Windows 7 users. This revised installation program (*wwSetup.exe*) can be downloaded from our website at *www.WriteWayPro.com*.

We recommend that you follow the re-installation procedure below to ensure a successful installation and correct use of WriteWay on Windows Vista and Windows 7.

We apologize for any inconveniences that this may cause.

WriteWay Vista re-installation procedure

1. Backup ALL of your current files in the subdirectories 'books', 'images' and 'rtf ' under the directory …\WriteWay\files. This is the tricky part. You would expect to find these files under the directory C:\Program Files\WriteWay\files and the originally installed files will be there. But with Vista's new security (User Account Control Virtualization feature), your most current WriteWay files will be found under the directory C:\Users**Username**\AppData\Local\VirtualStore\Program Files\WriteWay\files. If you don't see the AppData subdirectory then you will need to change your settings to "Show hidden files and folders" (see Windows Explorer's menu Tools, View tab)
2. Do a complete uninstall of WriteWay, see Control Panel, Programs and Features
3. Delete the directory C:\Program Files\WriteWay
4. Download the current WriteWay Demo installation program (*wwSetup.exe*)
5. Run the WriteWay Demo installation program (*Note: you may need to re-register WriteWay*)
6. Copy your backup files to subdirectories 'books', 'images' and 'rtf ' under the directory C:\Users**Username**\Documents\WriteWay\files (*Note: this location is the same as "Documents\WriteWay\files\books"*)

Note: Be sure to copy ALL files (including WriteWay files) in subdirectory '..WriteWay\files\books'
*Note: Replace the above **Username** with your Vista Login Id*
Note: You should use Microsoft's Windows Explorer for steps 1, 3 and 6

Also, it is recommended that you install and run WriteWay as a user with administration rights on Windows Vista and Windows 7.

WriteWay was developed before Windows 7 and Vista and sometimes Win 7 and Vista needs to be reassured that a Win XP program and its components are ok to run. To resolve this compatibility issue, you need to do the following:

1. Logon to your computer with administrator rights (required to install and use WriteWay to avoid security issues)
2. Use Windows Explorer to locate the WriteWay.exe file in directory C:\Program Files\WriteWay (if you used the installation defaults)
3. 'Right' click on the WriteWay.exe file
4. Select Properties from the popup menu
5. Click on the Compatibility tab
6. Check the checkbox next to "Run in compatibility mode for:"
7. Select XP SP 2 from the dropdown
8. Check the checkbox next to "Run this program as an administrator"
9. Click "Apply"
10. Click "OK" to close all open windows

If you have any questions or problems, please contact us at *contact@WriteWayPro.com*

On occasion, you may have to contact customer support. You can do so by clicking @Contact Us on the About screen, or by simply sending us an email at: *support@writewaypro.com*. *Note: Please take a moment to read the Feedback section of this Help file before contacting technical support.*
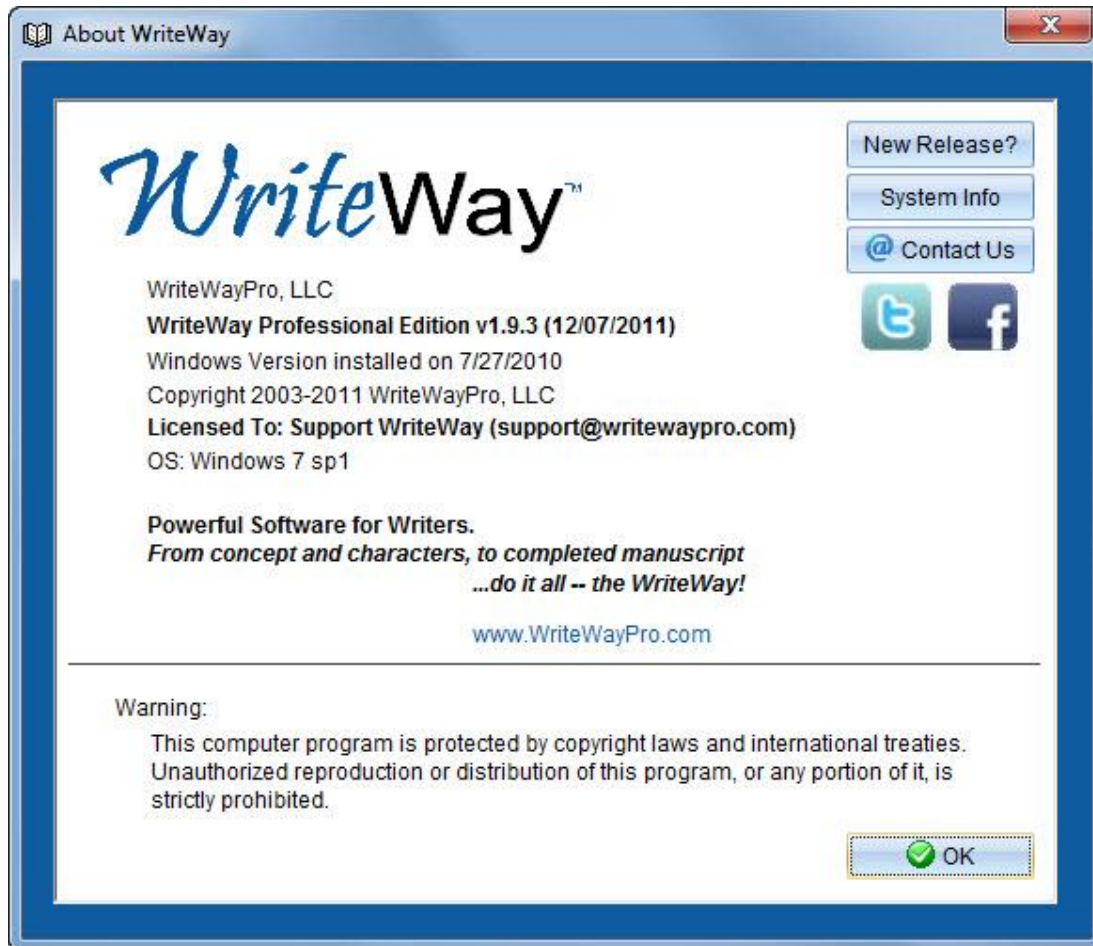
Updates

WriteWay 1.9.1 and newer versions contain several upgrades that affect the way WriteWay presents and saves data. To ensure your work is protected, when WriteWay opens each of your books created prior to version 1.9.1, they will be saved as a backup named: {filename}_190.wwb.

WriteWay recent upgrades include the following:

- New Searchable and Indexed Help file
       -- First time installations, the Help file will automatically pop up.
- *First Chapter and first Scene* are automatically added to the creation of New Books
- *Drop and Drag* text has been added
- When *adding new Scenes and Chapters*, there is an auto pop-up asking you to rename your Chapter/Scene
- The Book Outline
       -- *Front and Back Matter* items have been added. Foreword and Author Notes are now under these items
- *Character Profile*, *Research* and *Future Book Idea* Page images
       -- The images are no longer presented separately from the text, but embedded in the text as in MS Word
       -- The first time you open one of these pages, WriteWay embeds any images at the top of the page as best as it can. You can then drag and drop them anywhere in the text as you wish. The text will automatically wrap around the images as you rearrange them.
- *Status indicators* for scenes have been added
       -- Set flags icons for scene instead of page icons. You can set, reset and clear scene indicators.
- New File links to *Research*/*Future Book Idea* Folders
       -- You can now add existing file links in your computer to your folders for quick access.
- *Export* text to Rich Text Files (RTF), Hypertext Markup Language (HTML), Adobe Portable Document Format (PDF), Microsoft Word Format 97-2003 (*.doc), and Microsoft Word Format (*.docx), making it easy to upload and *electronically publish* your own content at Amazon.com in Kindle and BN.com in NOOK formats
- NoteCard Preview option to set row size on *Storyboard*
       -- Columns are determined by boxes checked in Show Storyboard Settings.
- Change the background color in the *composition* mode from the default blue to gray
- Hide WriteWay's Toolbar from view in *composition* mode, then reset it at will
- Hide the Ruler at the top of your *composition* and reset it at will
- Word counting issues have been fixed and should be more accurate
- *Book Properties* tab change and Composition settings to add Default font to NoteCards, Characters, and Research/Future Book Idea folders
- First line auto Indent and Smart Quotes default set to on in New Books
       -- Older books that do not have these properties checked, when user checks boxes under *Book Properties* will search through old text and adjust accordingly.
- Optional Table of Contents to your *Publish-Ready* exports.
- Improved *Storyboard* features.

For any questions, comments, or suggestions, please contact our technical support team at:

support@writewaypro.com

Please help us assist you by providing us with the following information:

- WriteWay version.
- Your Windows version.
- Sequence of your actions that caused the problem.
- As many details related to the problem as possible.
- A screen shot (Alt + PrtScn) if possible of the error code.

Note: Before contacting technical support, please review our FAQs page at WriteWay:

http://www.writewaypro.com/faqs.php

Lost License

What to do if you lose your License Number:

If you should lose your registration information and you need to either *unregister* your computer or simply *register* another computer, all you need to do is contact us:

support@writewaypro.com

We will email you your License Number to the email address you have registered with WriteWay. Should you need to change that email address, we can also update that for you. Simply email us at the same address and we will take care of that for you.

How Can I Get Software Updates?

Internet connection required

From time to time, *WriteWayPro.com* may offer software updates to licensed users. These updates would include various program modifications and enhancements, or any program fixes as required. It is to your benefit to update to the latest release to make sure your copy of WriteWay is running at optimum performance. To make this easy for you, WriteWay contains an automatic software update feature that will perform a release check each time you start the software. It happens "behind the scenes" and only if you are connected to the Internet upon startup of WriteWay.

If you have an Internet connection when you start up WriteWay the first time each day (if the File menu option "Automatic once a day release checking" is check-marked), WriteWay will check if a new software release is available. If there is a new software release available, a screen will appear that lists the various fixes and enhancements contained in the update. You will then have the choice to either download and install the update, or continue working without downloading the update. If you do not wish to download the software update, you can opt to get a reminder the next time you start WriteWay, or set a counter to remind you after a period of one to seven days. If you do wish to download the update, uninstall WriteWay completely by using the 'uninstall' application or Add and Remove Programs from your computer (be sure to click the "Yes to All" button when asked to remove shared system files). Then download and install the current version of the WriteWay Demo from our website http://www.writewaypro.com/download.php .

Note: by using the uninstall application, WriteWay will not lose your work and can be uninstalled and installed many times. But we do always recommend that you back up your work regularly. WriteWay should recognize your registration when you download the demo. If for some reason it does not, go to File > Register WriteWay and reenter your licensing information. If you have misplaced this, let us know as we can resend you this information.

If you do not have an Internet connection when you start up WriteWay, the release check will detect that you are not online and continue with your regular software startup. To manually check for software updates at any time, simply start WriteWay as you normally would (and make sure you have an Internet connection established), then click the Help menu and select the "About" item. This brings up the below small screen that displays your software version, license information, etc.
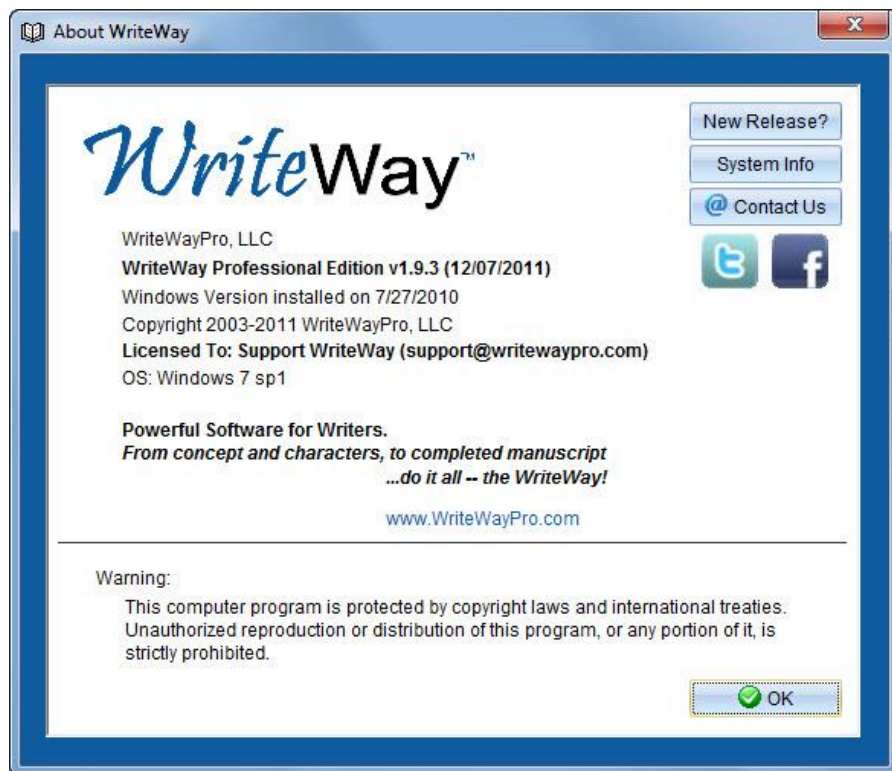
Also displayed on this screen is a button labeled "New Release?". Clicking this button will connect with WriteWayPro.com online and check for any available software updates. If you already have the most recent update, you will get a message back to that effect.

Note: From this screen, you can also connect to our Twitter and Facebook accounts by clicking the respective icons. Keep up with the latest news from WriteWay!

When you are finished, click the "OK" button to exit this screen and return to the WriteWay program.

Storing Files on Dropbox.com

Steps to sync WriteWay with an Internet Storage system such as Dropbox:
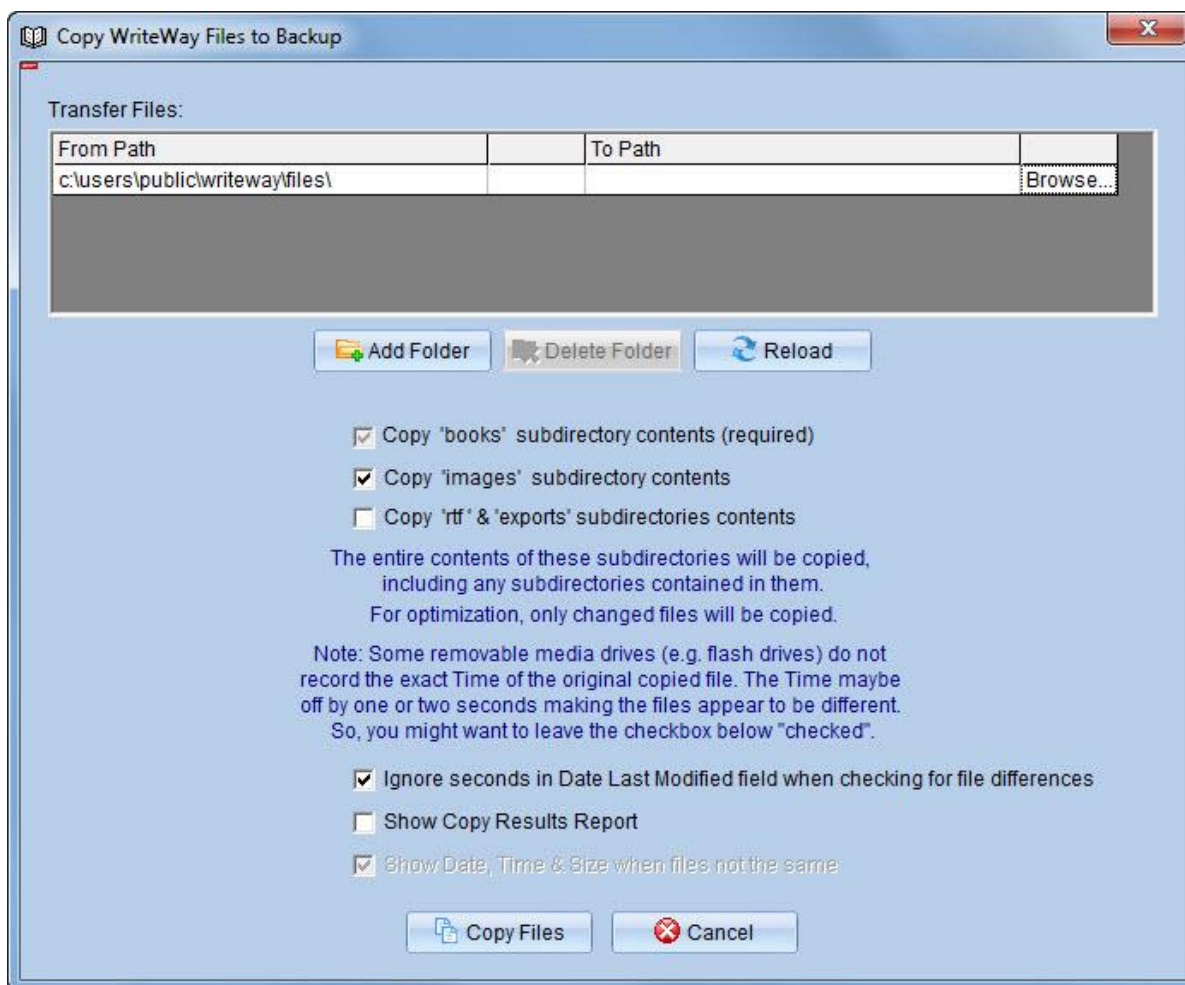
- Make sure all books are closed in WriteWay
- File
- Copy WriteWay Files to Backup
- Under 'To Path' click on Browse
- Find Dropbox under 'Look In:' Path should read something like but may not be exact 'C:\Users\(Your Admin Name)\Documents\My Dropbox\Books' *Note: Do not go beyond 'Books' in file path name. You could get the files lost in sun-directories.*
- Click 'Copy Images' or your Images will not be transferred
- Click Copy Files
- On second computer again make sure all books are closed
- File
- Restore WriteWay Files From Backup
- Under 'From Path' click on Browse. Path should read something like but may not be exact 'C:\Users\(Your Admin Name)\Documents\My Dropbox\Books' *Note: Again, do not go beyond 'Books' in file path name.*
- Click 'Restore Images'.
- Click Restore Files

This should work. When you exit WriteWay, always click File, Copy WriteWay Files to Backup. This will insure your most up-to-date files are stored on Dropbox and when opening WriteWay, click Restore WriteWay Files From Backup. So no matter what computer you use, you will always have the most current file.

Test the Dropbox system.

- In a current book, type the words 'Testing Dropbox' (***Note: *You only need to do this with one book. All files will sync the same.*)
- Save book and close it
- File
- Copy WriteWay Files to Backup
- Click Copy Files
- On second computer, open WriteWay
- File
- Restore WriteWay Files From Backup
- Open book and see if 'Testing Dropbox' appears
- If yes, you are done. It works.
- If no, close book
- File
- Restore WriteWay Files From Backup
- Under 'From Path' click on Browse. Path should read something like but may not be exact 'C:\Users\(Your Admin Name)\Documents\My Dropbox\Books\Books' ***Note: *WriteWay tested this with four computers and for three of them the above test worked first time. With one computer we there was an additional sub-folder and added another 'Book' by clicking on the folder Books again.*
- Restore Books
- Look for 'Testing Dropbox'. If it is there, you are done and don't change your restore to and copy to file paths. (***Note: *You may even have to go beyond the second book and add a third on the file path line.*)

Once you have them linked and the test works, go to your 2nd computer, which needs to be set up for the Copy WriteWay Files to Backup so that when you use that computer -- you can Copy your files to WriteWay and then Restore on the 1st Computer, which needs set up for Restore. Follow the same above examples using the same directions except start with Computer 2 for Copy and Computer 1 for Restore.

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