

My Novel Writer

MORC Creations Software

2020



This Word layout template for Help & Manual defines the entire layout - front page, table of contents, chapter headings, keyword index.

To **customize this template**, use the original file ("Word-Template-A4.docx") from the H&M installation folder, make a copy of it, then tailor it with MS Word to your requirements. You **can use variables** in every place of the document. To insert a variable, insert a COMMENT field in Word, then type the variable name as the field content. Like the field above this text.

Move on to the next page in this document to customize the table of contents (a placeholder for the real TOC later) and modify text and paragraph format of the chapter headings in the middle of this template. You might also want to change the numbering style.

**Important:** before you use the template for publishing in H&M, make sure that general page format and margins are set correctly. H&M will export images and tables to make them fit in the space available.

# CONTENTS

MORC Creations Software .....	1
1. Introduction .....	4
2. Licensing.....	6
3. Login.....	7
4. Application Menu .....	8
5. My Novel Writer Ribbon Bar .....	9
5.1. Book Tab.....	9
5.1.1. Open Book .....	11
5.1.2. Open Story Board.....	12
5.1.3. Create Book .....	14
5.1.4. Manage Books .....	15
5.1.5. Book Properties .....	17
5.1.6. Book Notecards.....	18
5.1.7. Help.....	19
5.2. View Tab.....	20
5.2.1. Book Outline .....	21
5.2.2. Characters .....	24
5.2.3. Event Sequence Builder .....	25
5.2.4. Object Manager .....	27
5.2.5. Location Manager .....	29
5.2.6. Research Manager .....	31
5.2.7. Glossary .....	34
5.2.8. Text Snippets .....	38
5.2.9. Project Ideas .....	41

5.3.	Tools Tab .....	44
5.3.1.	Character Profile Templates .....	45
5.3.2.	Event Sequence Templates .....	46
5.3.3.	Location Type Templates .....	47
5.3.4.	Location Types .....	48
5.3.5.	Object Type Templates .....	49
5.3.6.	Object Types .....	50
5.3.7.	Notecard Templates .....	51
5.3.8.	Notecard Types .....	52
5.3.9.	Task List.....	54
5.4.	Administration Tab.....	56
5.4.1.	Manage Users .....	57
5.4.2.	Manage Task Status .....	58
5.4.3.	Manage Task Categories .....	59
5.4.4.	Manage Forms .....	59
5.4.5.	Form Fields.....	60
5.4.6.	Tool Tips .....	61
5.5.	External Tools Tab .....	63
5.5.1.	Manage External Items .....	63

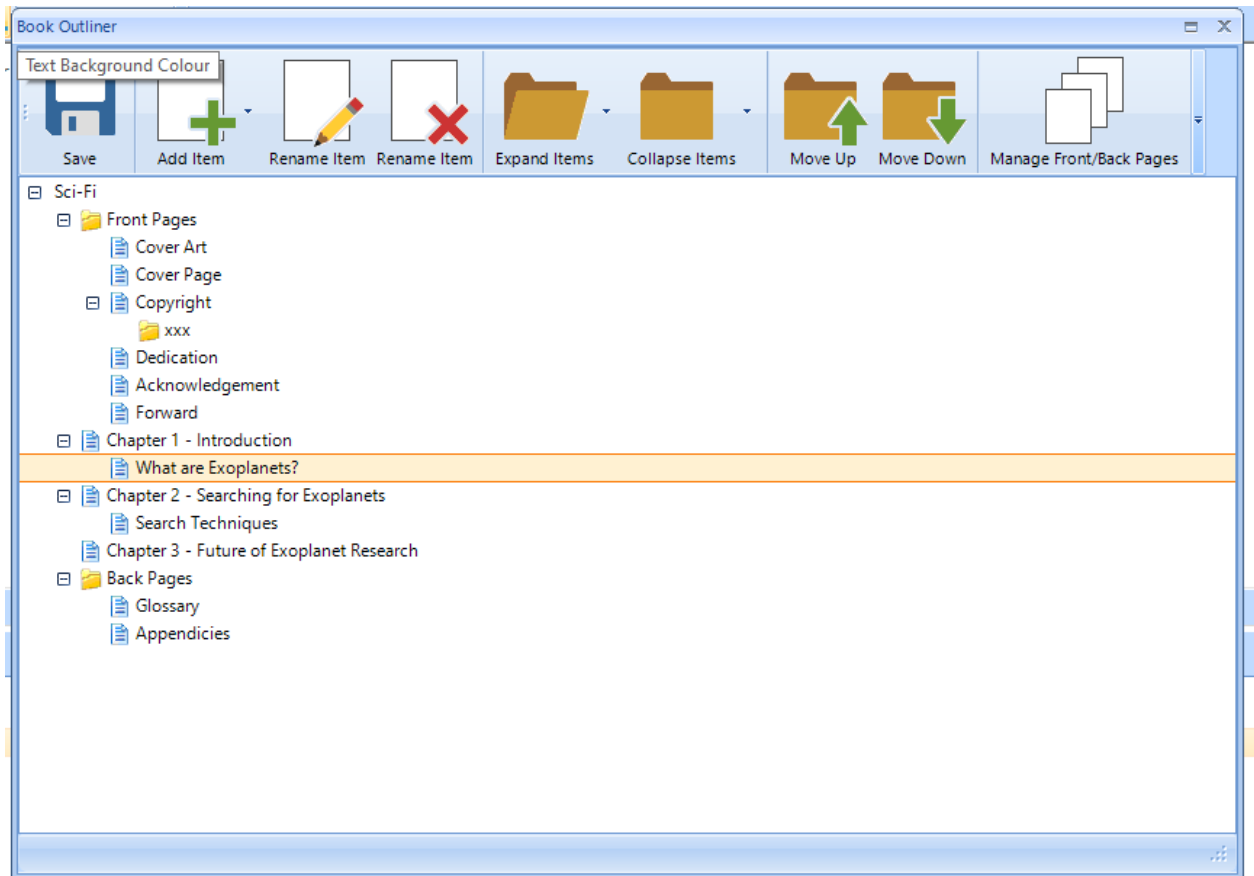
## 1. INTRODUCTION

My Novel Writer software application allows you to plan and manage the writing of Novels, Books and Plays. This easy-to-use application has a modern interface consisting of a range of highly functional and useful tools.

Functionality included within the My Novel Writer includes:

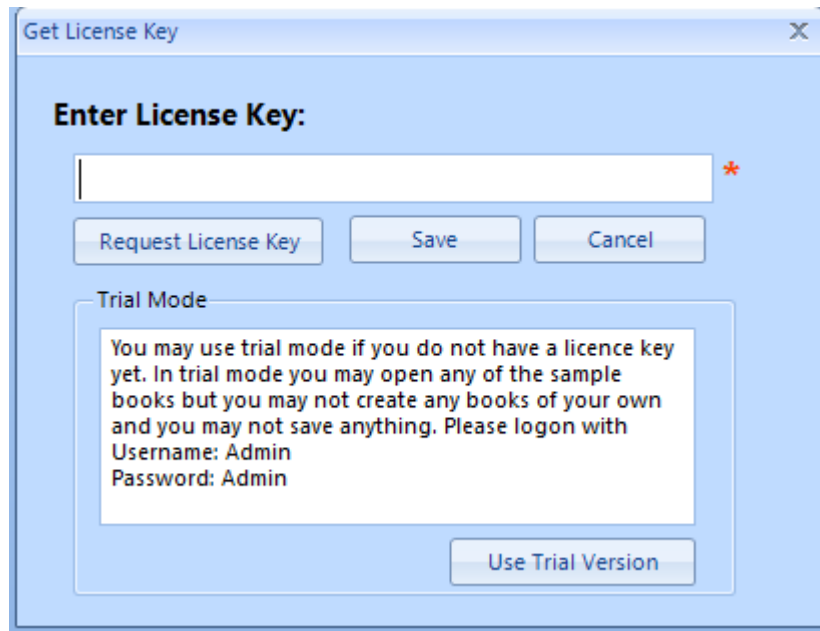
- the Creation and Manage of books, novels and scripts of any type
- a Book Outliner which allows you to build and manage the outline of your book all in one place
- a Character Profiler which allows you to create and manage full character profiles for each of your characters, including the addition of images and the use of character profile templates if so desired,
- an Event Sequence Builder which allows for the creation of events within your books.
- an Object Manager which allows for the creation of objects.
- a Location Manager which allows for the creation and management of locations which occur within your book.

Below is shown an instance of the Book Outliner screen containing a book which consisting of both front and back pages along with multiple chapters and subsections within the books structure.



## 2. LICENSING

When you first start your copy of the My Novel Writer application you will be presented with the License Key screen, as shown in the image below.



If you do not have a license key then press the Request License Key button and then enter your details and email these to MORC Creations and we will email you back your My Novel Writer License key.

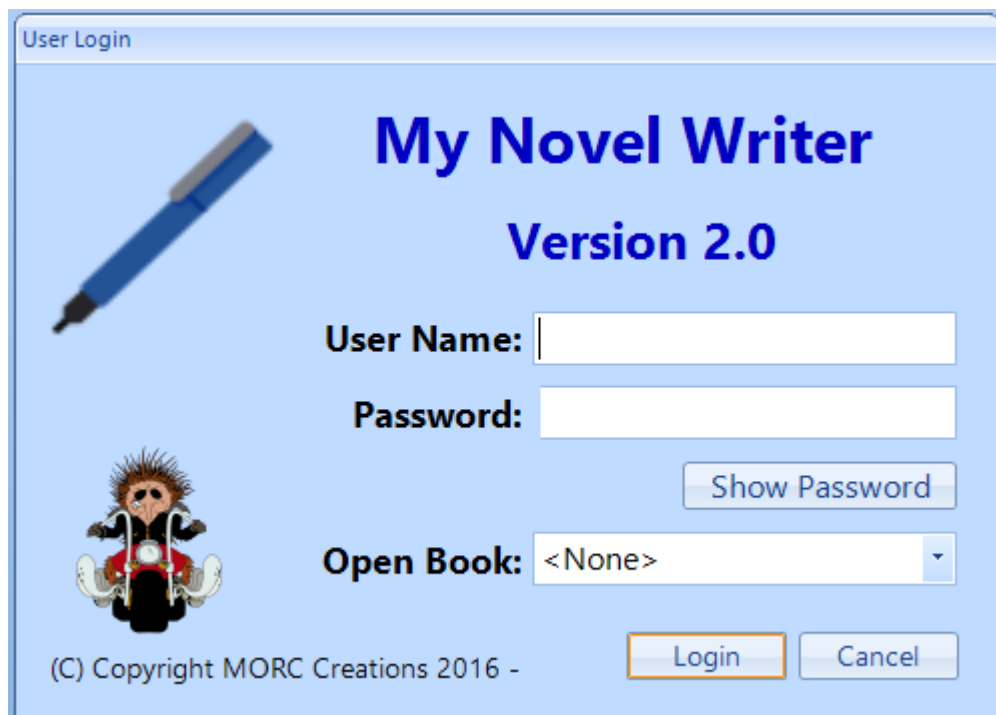
If you already have your license key, then enter it into the License Key field and press the Save button. If the license key is valid then you will be able to log into the application and be able to access all of the My Novel Writer functionality. If you enter an invalid license key then an error message will be displayed and you will not have full access to the My Novel Writer software.

If you do not yet have a license key then you can simply run the application in trial mode. In this mode you will still be able to access all areas of the application, but you will not be able to save any of the items you create.

### 3. LOGIN

The My Novel Writer user login screen is shown below. This screen allows you to login into the My Novel Writer application.

You must enter both a valid user name and matching password to login. Press the Show Password toggle button to see your password as plain text. You can also optionally select a book to automatically open in the Nook Outliner when you login. If you select the "<None>" option then no book will be opened at login time.



The image shows a Windows-style application window titled "User Login". The window has a light blue background. On the left side, there is a blue pen icon and a cartoon character of a man with spiky hair, wearing a red and white outfit, holding a book. In the center, the text "My Novel Writer" is displayed in a large, bold, blue font, with "Version 2.0" below it in a slightly smaller, bold, blue font. To the right of the title, there are three input fields: "User Name:" followed by a text box, "Password:" followed by a text box, and "Open Book:" followed by a dropdown menu showing "<None>". Below the password field is a button labeled "Show Password". At the bottom right, there are two buttons: "Login" and "Cancel". At the bottom left, the text "(C) Copyright MORC Creations 2016 -" is visible.

User Login

**My Novel Writer**  
**Version 2.0**

User Name:

Password:

Show Password

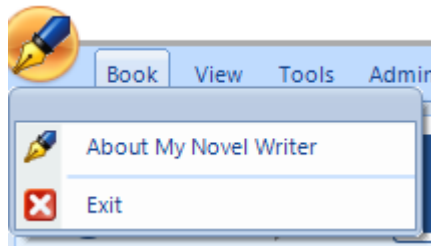
Open Book:

(C) Copyright MORC Creations 2016 -

Login Cancel

#### 4. APPLICATION MENU

The My Novel Writer application menu is access from the Pen icon in the top left hand corner of the screen, as shown below.



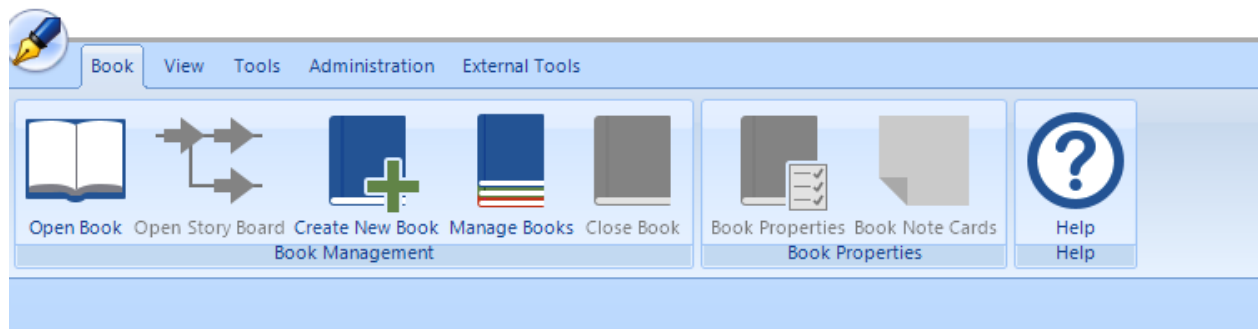
This menu contains only two menu items:

- **About My Novel Writer:** The About My Novel Writer menu option , when selected displays the application about screen.
- **Exit:** The Exit menu option, when clicked closes the My Novel Writer application.



## 5. MY NOVEL WRITER RIBBON BAR

The My Novel Writer Ribbon Bar sits at the top of the main application screen and provides access to all the functionality available within the My Novel Writer application.

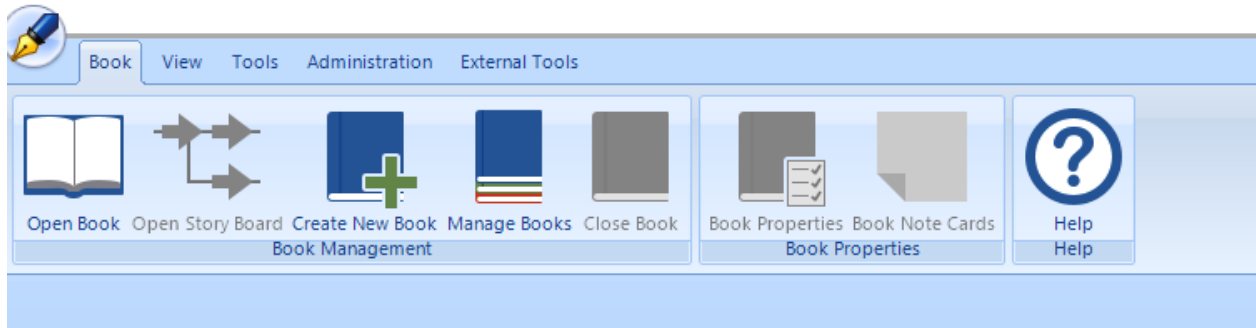


The Ribbon Bar contains 5 main tabs, these being:

- **Book:** The Book tab provides access to all functionality related to creating and managing your book such as Open Book, Story Board, and Create New Book. For further information see the [Book Tab](#) help section.
- **View:** The View tab provides access to all your secondary forms such as the Book Outliner, Character Profile Builder and Event Sequence Builder. For further information see the [View Tab](#) help section.
- **Tools:** The Tools tab provides access to tools such as template builder and task list tracker. For further information see the [Tools Tab](#) help section.
- **Administration:** The Administrations tab provides access to the systems options and user management areas as well as management of task status and categories lists. For further information see the [Administration Tab](#) help section.
- **External Tools:** The External Tools tab allows you to add and manage external tools. Using this functionality you can link the My Novel Writer application to other external applications and then access them directly from this tab. For further information see the [External Tools Tab](#) help section.

### 5.1. BOOK TAB

The My Novel Writer Book tab provides access to all functionality related to creating and managing your book such as Open Book, Story Board, and Create New Book. The Book tab is shown in the image below.



The Book Tab Contains 3 main groups and 8 buttons, these being:

### Book Management Group

The Book Management groups contains functionality to create and manage your books. This functional group contains the following buttons:

- Open Book: The [Open Book](#) functionality allows you to open existing My Novel Writer books.
- Open Story Board: The [Open Story Board](#) functionality allows you to create full story boards for you book.
- Create New Book: The [Create New Book](#) functionality allows for the creation of new books within the My Novel Writer application.
- Manage Books: The [Manage Books](#) functionality allows you to manage existing books within the My Novel Writer application.
- Close Book: When the Close book button is pressed the currently selected book ill be closed.

### Book Properties Group

The Book Properties groups contains functionality to manage the properties of your book. This group contains two buttons, these being:

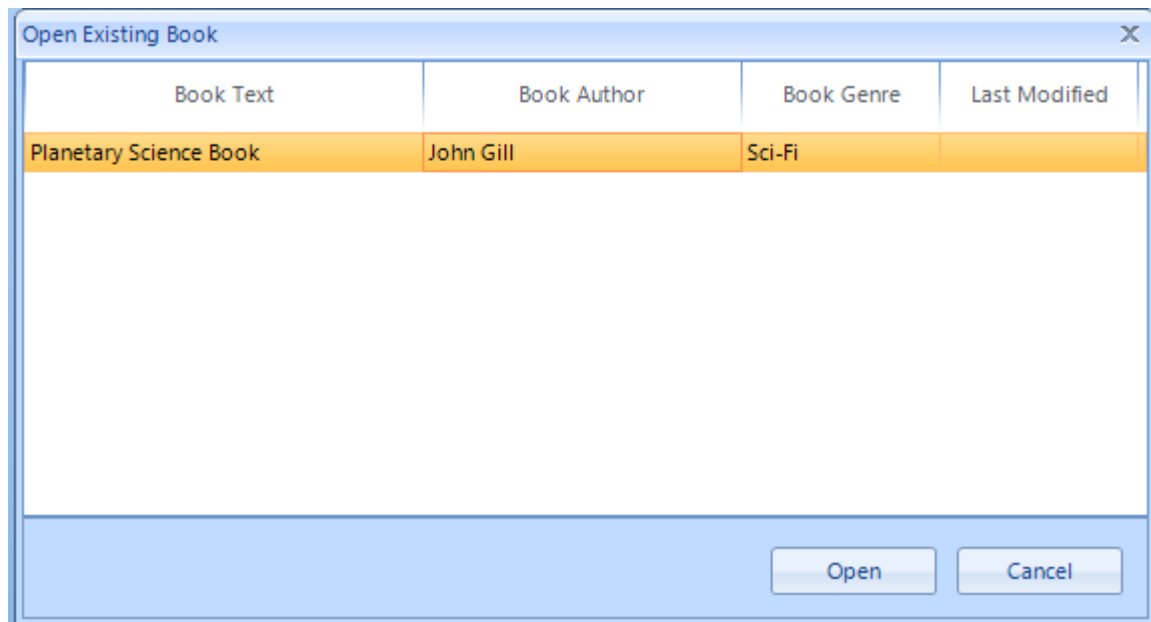
- Book Properties: The [Book Properties](#) functionality allows you to review and manage your book properties.
- Book Note Cards: The [Book Note Cards](#) functionality allows you to review and manage which note card types have been assigned to your book.

### Help Group

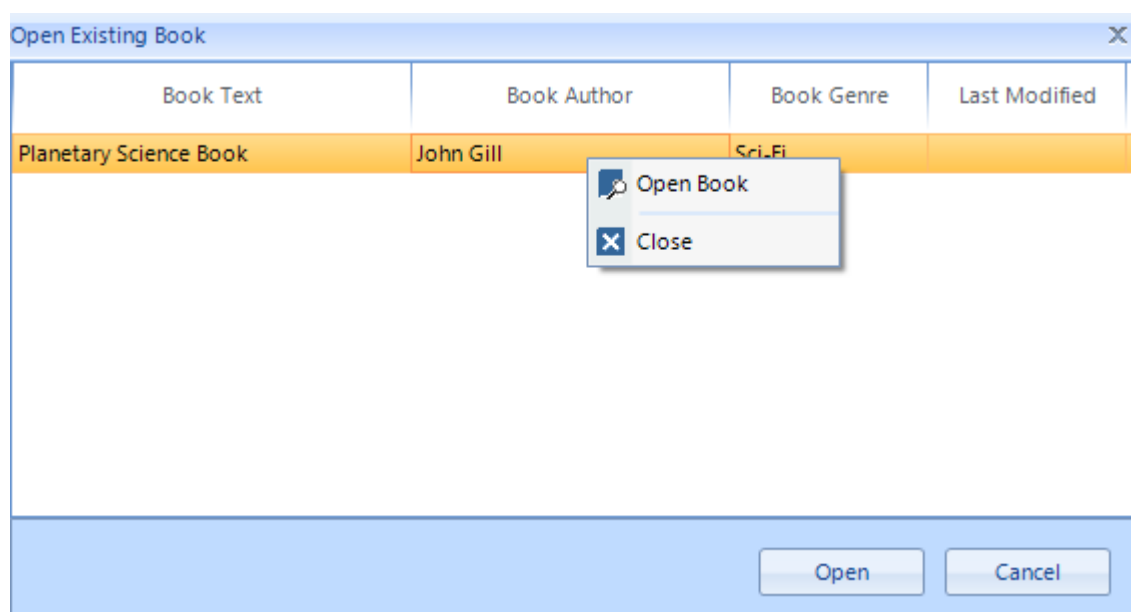
The Help group contains only one button the Help button. When this button is pressed the My Novel Writer Help is opened.

### 5.1.1.1. OPEN BOOK

The Open Book screen is illustrated below.

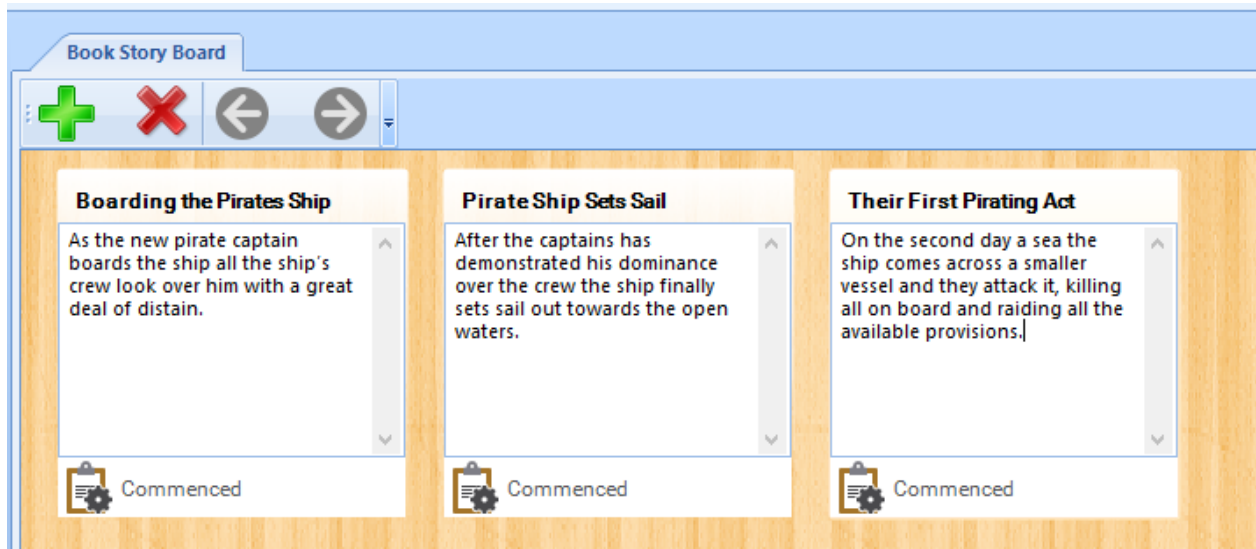


Use this screen to select and open an existing book within the My Novel Writer application. Simply select the book you wish to open from the list, as shown above, and click the open button. Alternatively you can also use the right mouse click context menu, as shown below. Once you have selected a book and pressed the Open button then the selected book will automatically be opened in the Book Outliner screen.



### 5.1.2. OPEN STORY BOARD

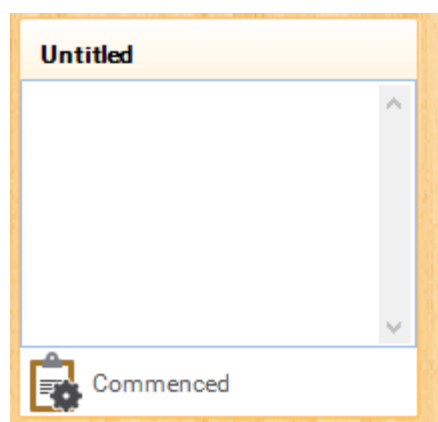
The Storyboard screen is illustrated below. You can use this screen to map out your story scene by scene or item by item.



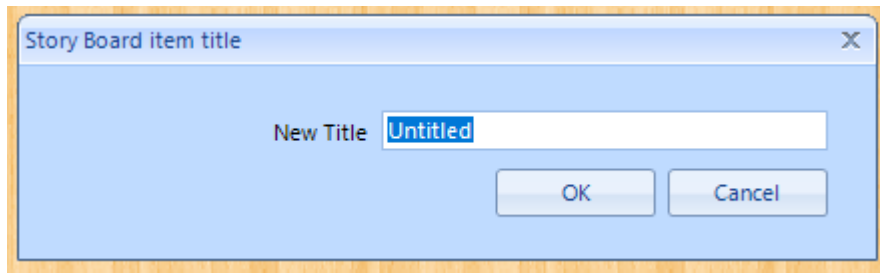
Along the top of the storyboard screen there are 4 main buttons, there being:



**Add Storyboard Card** - This functionality allows you to add a new Storyboard Card to the board. When pressed this button automatically adds a new blank storyboard card to the board, as shown below.



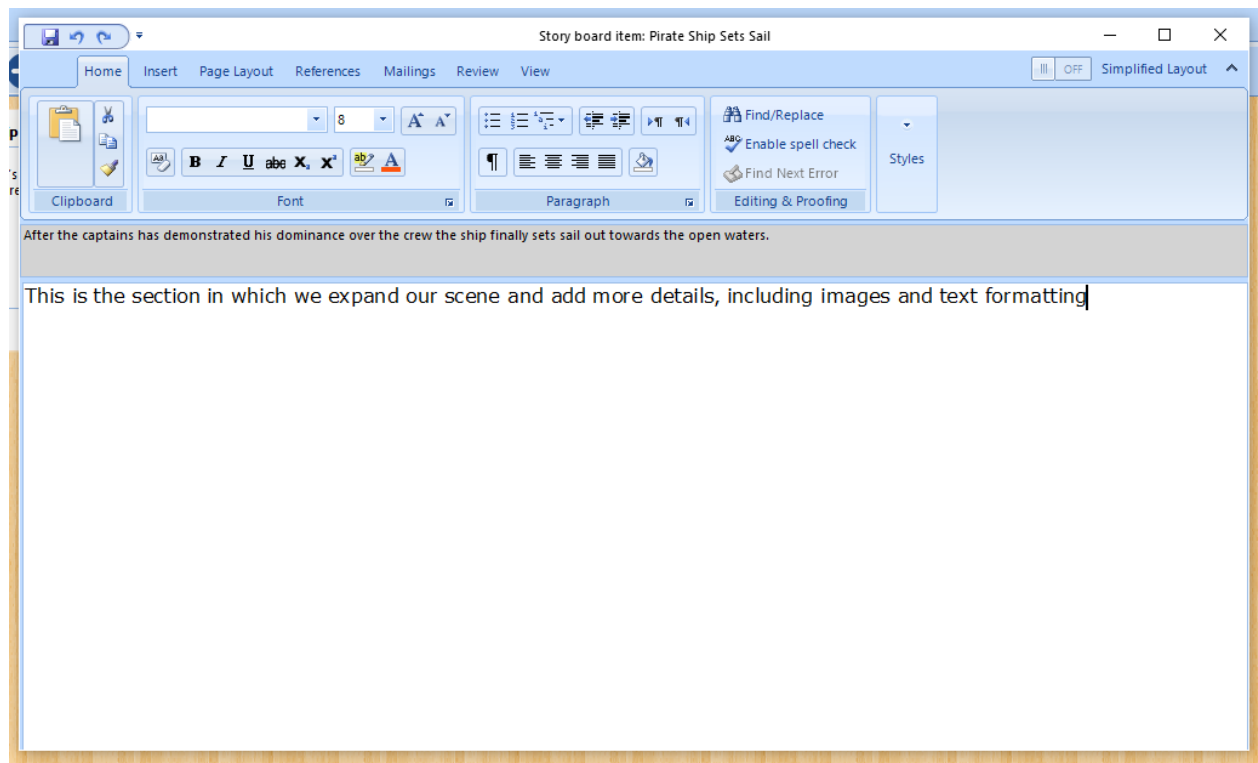
Double click on the Storyboard Card title text to open the Storyboard Item Title screen, as shown below. Use this screen to change the title text as desired.



Click inside the card to enter summary information about the item, as shown below,



If you wish to add a more complete description of the scene then double click the text area and the central of the storyboard card and the Storyboard Card Text Editor will open, as shown below. Use the Save button at the top of the screen to save the text you enter into this screen.



**Delete Storyboard Card Button** - This functionality allows you to add a delete the currently selected Storyboard Card.



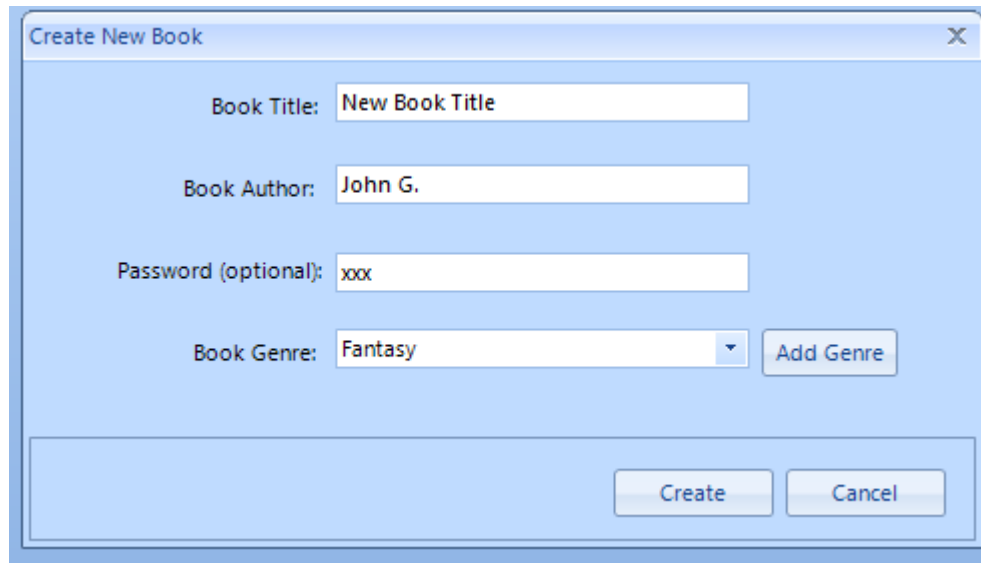
**Move Storyboard Card Left** - This functionality allows you to move the currently selected Storyboard Card one place to the right.



**Move Storyboard Card Right** - This functionality allows you to move the currently selected Storyboard Card one place to the left.

### 5.1.3. CREATE BOOK

The Create Book screen is shown below. Use this screen to create new books within the My Novel Writer application.



The screenshot shows a 'Create New Book' dialog box with a light blue background and a white border. It contains four input fields: 'Book Title' with the text 'New Book Title', 'Book Author' with 'John G.', 'Password (optional)' with 'xxx', and 'Book Genre' with a dropdown menu showing 'Fantasy'. To the right of the 'Book Genre' dropdown is an 'Add Genre' button. At the bottom right of the dialog are 'Create' and 'Cancel' buttons. The dialog has a title bar with the text 'Create New Book' and a close button (X) in the top right corner.

Enter the following details for the new book:

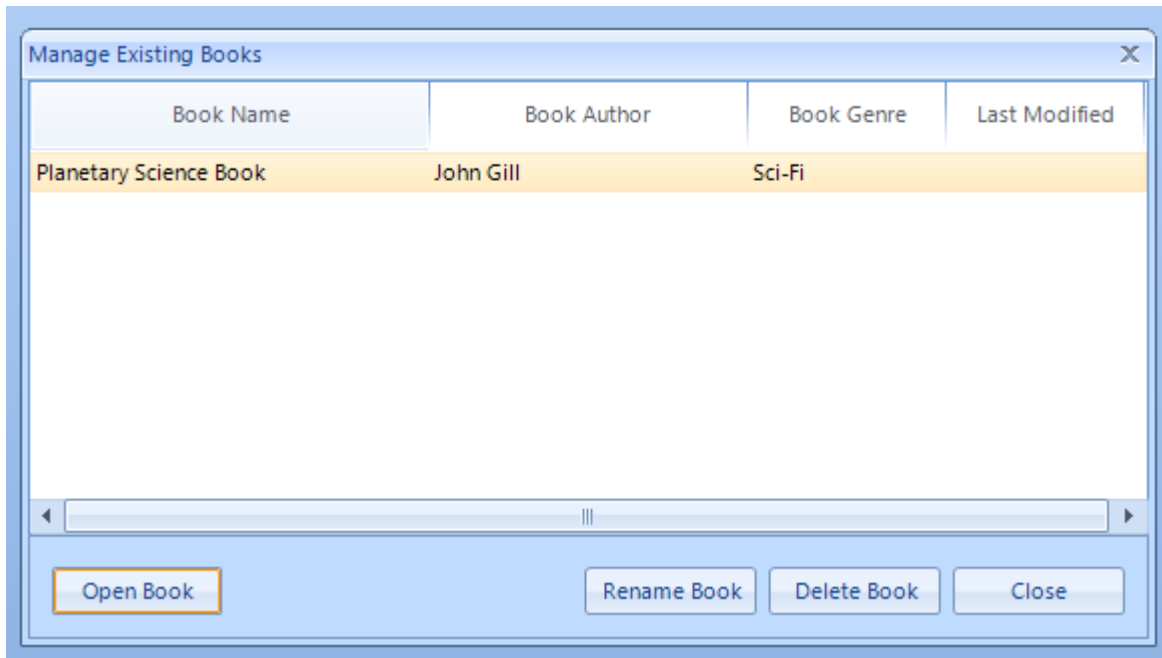
- Book Title
- Book Author
- Password (optional)
- Select the Book Genre or add a new genre using the Add Genre button

Press the Create button to create the new book or the Cancel button to cancel and close this screen.

---

#### 5.1.4. MANAGE BOOKS

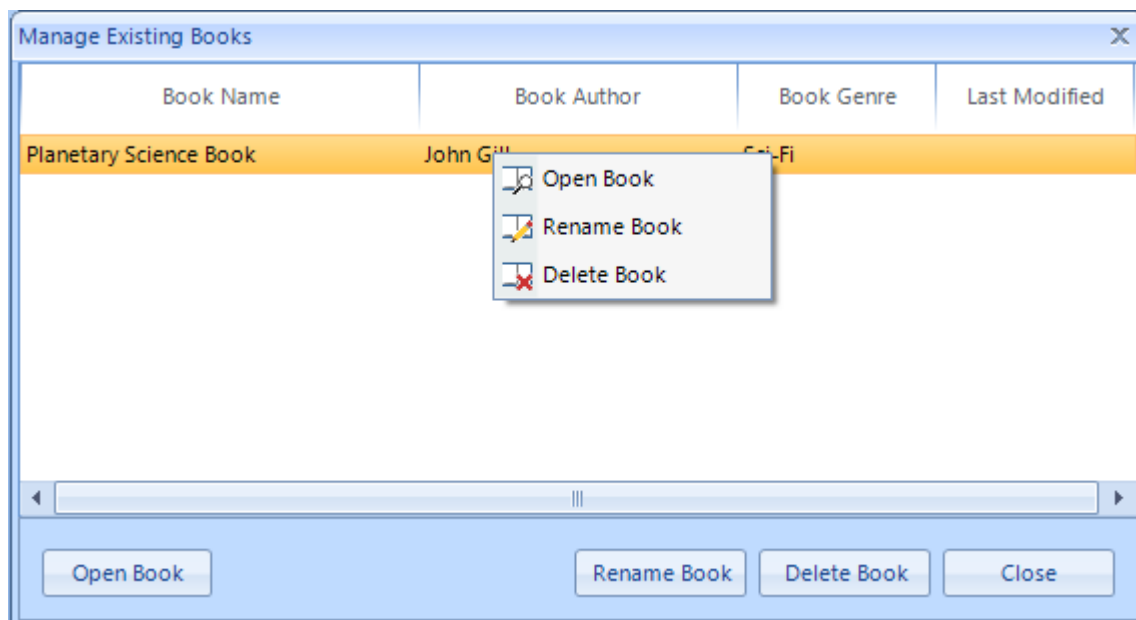
+The Manage books screen is shown below. Use this screen to manage existing books created within the My Novel Writer application.



After selecting the book in the existing book list you have the options to:

- Open the Book
- Rename The Book
- Delete The Book

These options are also available from the right context menu of the list, as shown below.





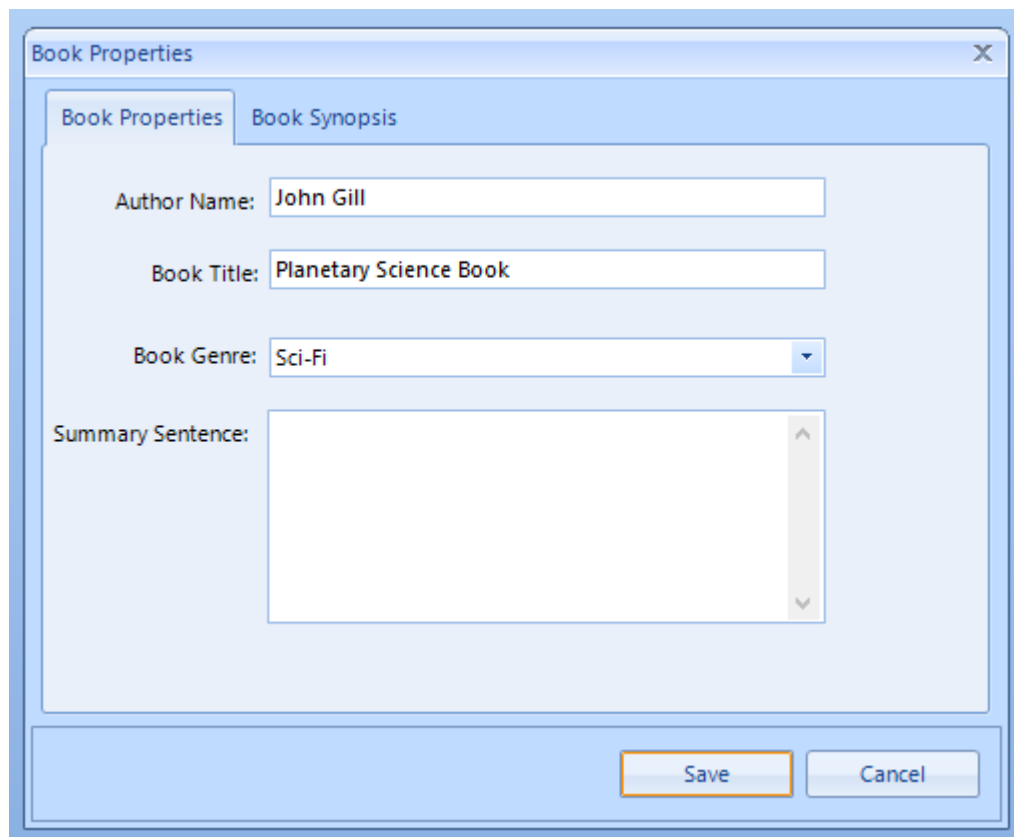
### 5.1.5. BOOK PROPERTIES

The Book Properties screen is shown below. There are two tabs contained on this screen; the Book Properties tab and the Book Synopsis tab.

#### Book Properties Tab

The Book Properties tab allows for the management of the following information:

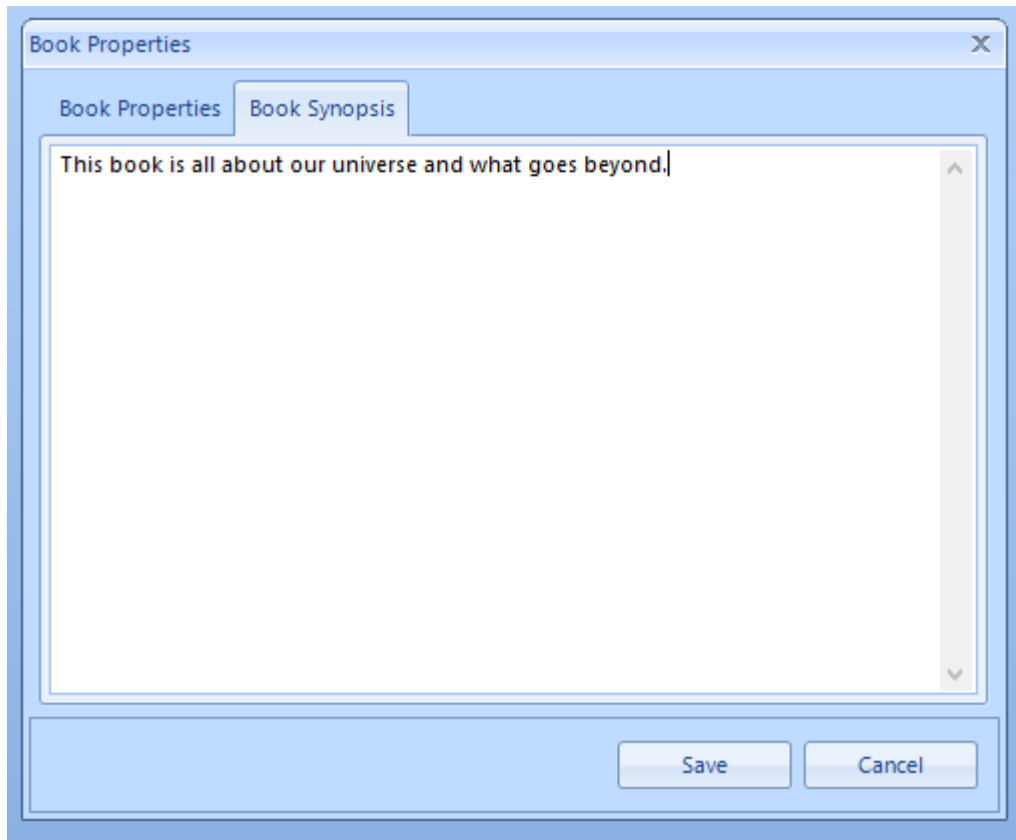
- Authors Name
- Book Title
- Book Genre
- Summary Sentence



The screenshot shows a dialog box titled "Book Properties" with a close button (X) in the top right corner. Inside the dialog, there are two tabs: "Book Properties" (which is selected) and "Book Synopsis". The "Book Properties" tab contains four input fields: "Author Name" with the text "John Gill", "Book Title" with the text "Planetary Science Book", "Book Genre" with a dropdown menu showing "Sci-Fi", and "Summary Sentence" with a large text area. At the bottom right of the dialog, there are two buttons: "Save" and "Cancel".

#### Book Synopsis Tab

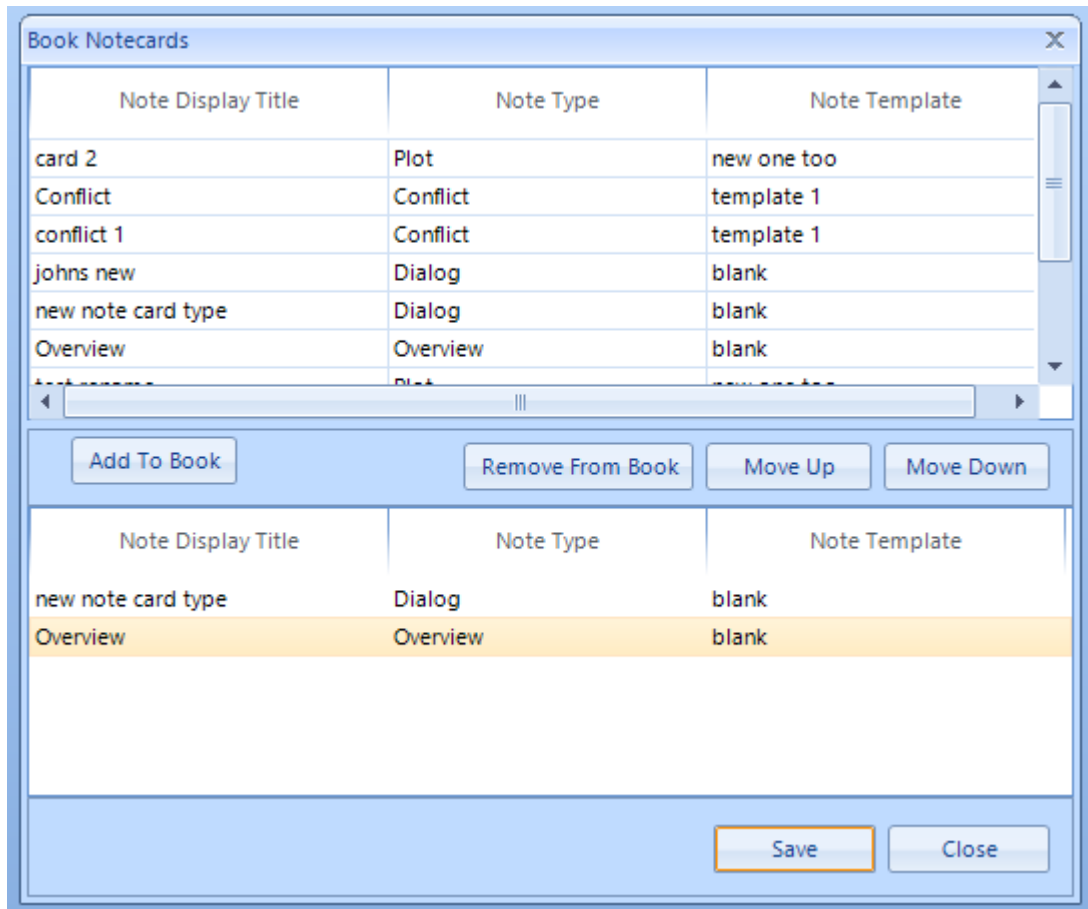
The Book Synopsis tab, as shown below, allows for the entry of an overview synopsis of the book.



---

#### 5.1.6. BOOK NOTECARDS

The Book Note Cards screen is shown below. Use this screen to allocated exiting book note cards to your book. If you need to craete new book cards use the [Notecard Types](#) functionality.



The list at the top of the screen displays the available note cards while the list at the bottom of the screen displays the note cards which have already been assigned to your book. You may assign up to 12 note cards to any particular book.

To add a note card to your book select the desired note card in the list at the top of the screen and then press the Add To Book button, the note card will automatically be moved into your book.

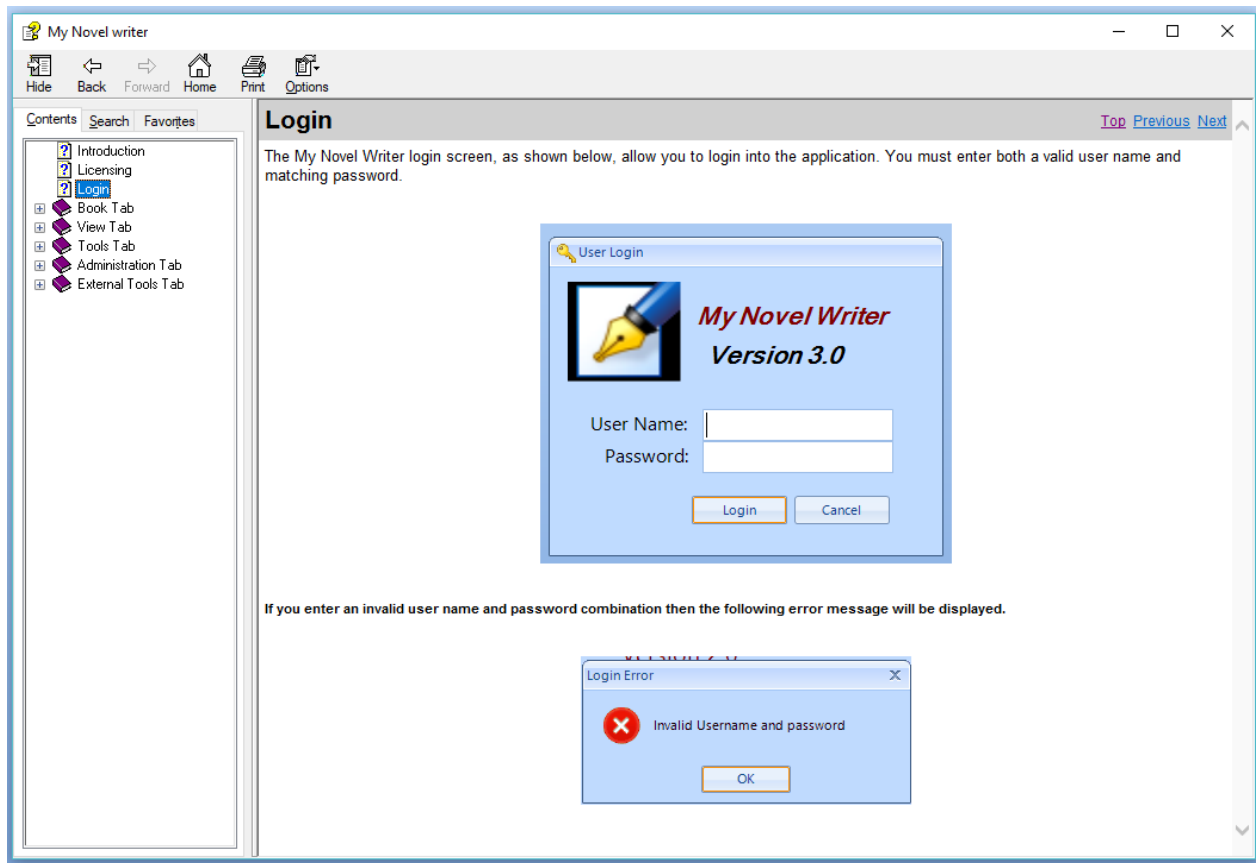
To remove a note card from your book select the desired note card in the list at the bottom of the screen and then press the Remove From Book button, the note card will automatically be removed from your book and placed back in the available note card list.

Use the Move Up and Move Down buttons top reorder the note cards within your book.

Press the Save button to save the book note card configuration when you are happy with the layout.

#### 5.1.7. HELP

The Help button is available from the Book Tab within My Novel Writer. When pressed this button opens the My Novel Writer help system, as shown below,



The Help Window provides three main tabs:

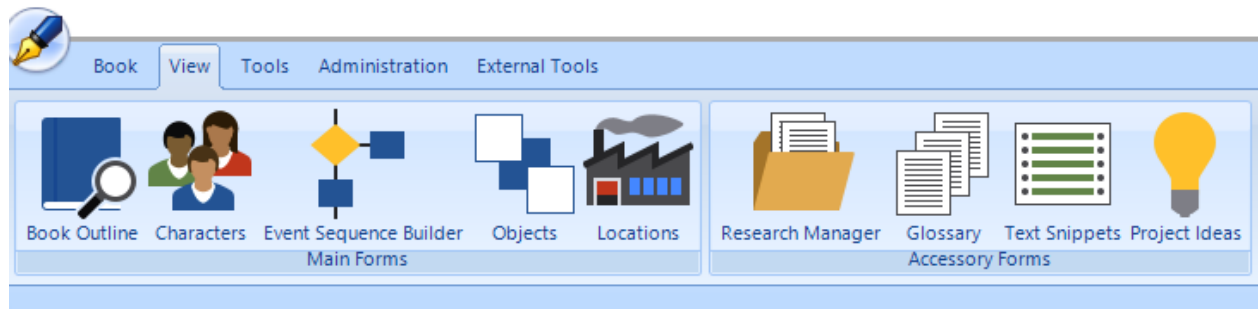
**Contents:** Which provides a structured table of contents into the My Novel Writer Help

**Search:** Allowing you to search the help for a specific help term,

**Favorites;** Allowing you to access items saved as your favorites from within the My Novel Writer help system.

## 5.2. VIEW TAB

The My Novel Writer View tab provides access to all your secondary forms such as the Book Outliner, Character Profile Builder and Event Sequence Builder. This tab is shown below.



The View Tab Contains 2 main groups and 9 buttons, these being:

### Main Forms

The Main Forms groups contains functionality to aid in the creation of your books. This functional group contains the following buttons:

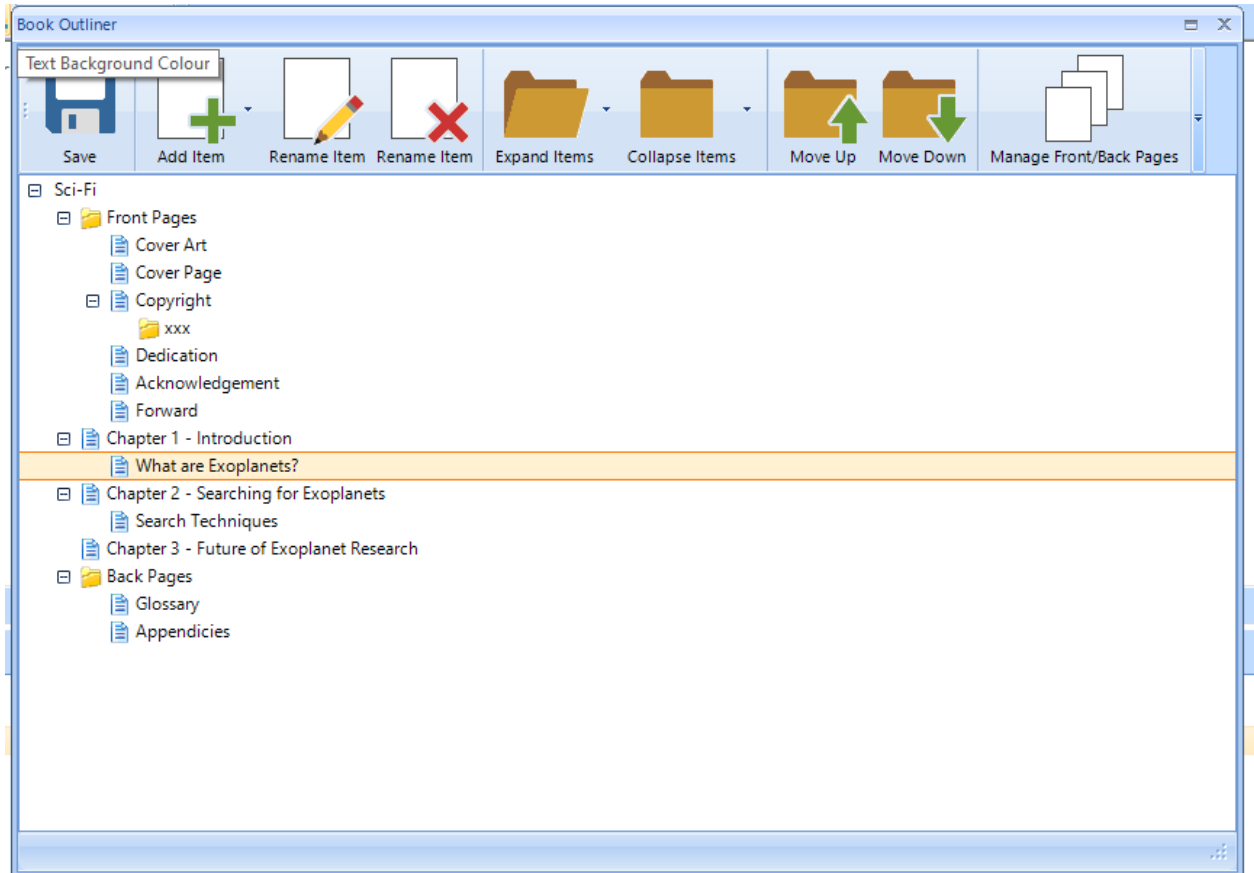
- **Book Outliner:** The Book Outliner screen allows you create and manage your book's outline. From this screen you can selective open chapters and sections within your book and use the page editor to create more detailed information, including adding additional information to each of your note cards. See the [Book Outliner](#) help section for more details.
- **Characters:** The Character button, when pressed opens the Character Profiler screen. This screen allows you to create detailed character profile using optional character templates and includes the ability to add character images and additional character information pages to each character. See the [Characters](#) help section for further details.
- **Event Sequence Builder:**
- **Objects**
- **Locations**

### Accessory Forms

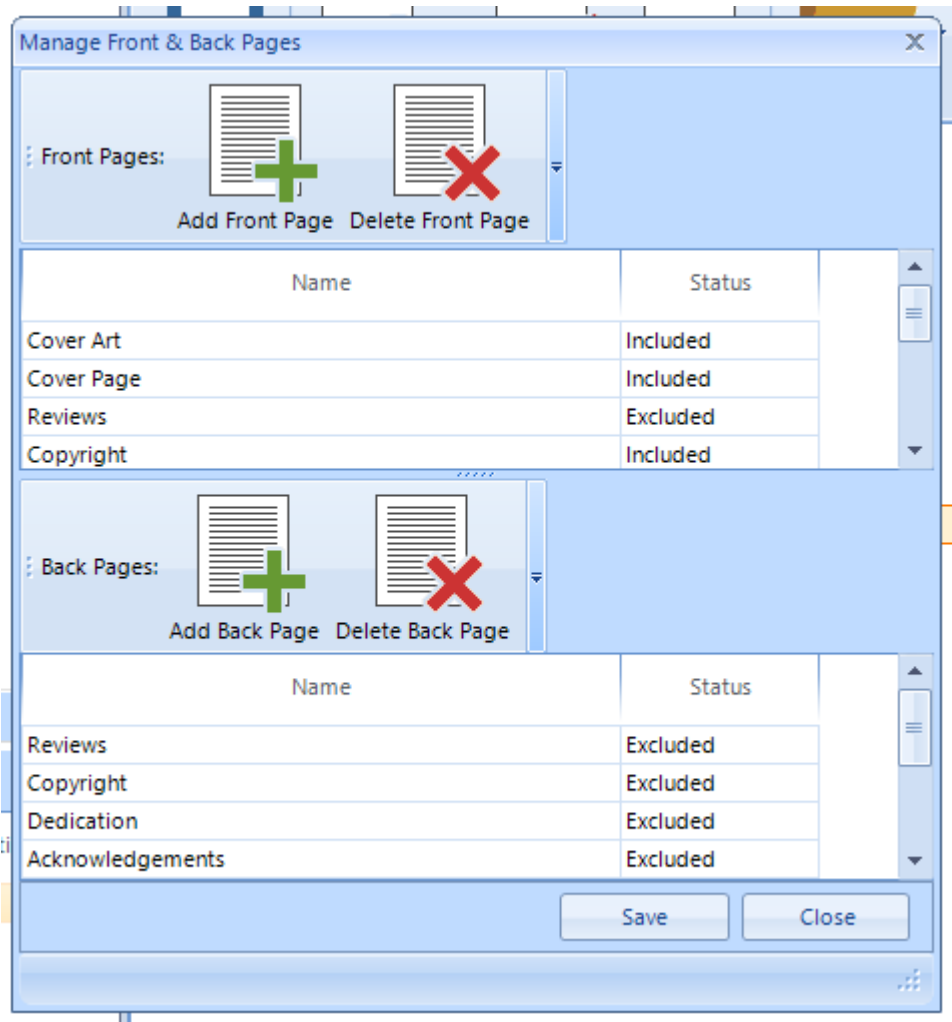
The Accessory Forms groups contains additional functionality which may be useful during the creation and planning of your book. This functional group contains the following buttons:

- **Research Manager**
- **Glossary**
- **Text Snippets**
- **Project Ideas**

The Book Outline screen is shown in the image below. This screen allows you to create and manage the structure of your book. From this screen you can add, rename and remove pages and chapters from your book or even reorder pages or whole sections by simply dragging and dropping them within the structure.



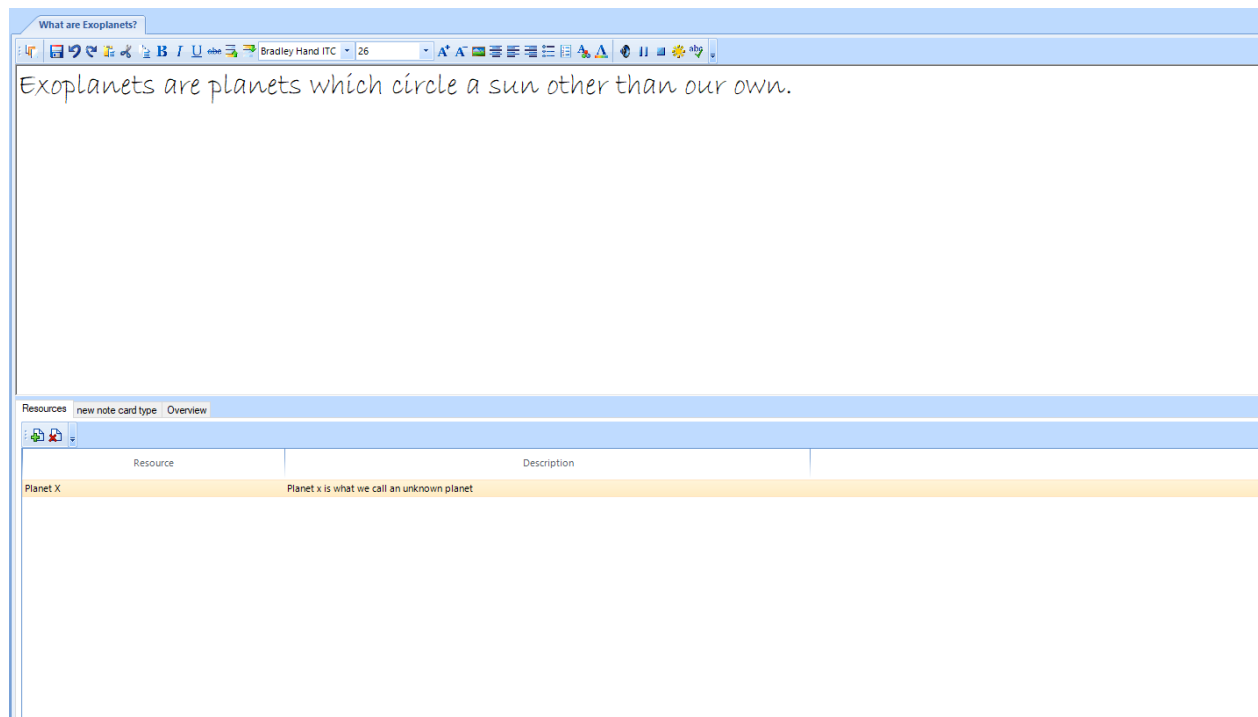
When pressed the Front / Back Pages button opens a screen through which you can manage what appears in the front and back page sections of your book. This may range from no pages at all through to a whole range of different page types, as shown in the image below. You have complete control over these page sets and may add or delete pages to either section as required.



When you double click on a page within the Book Outliner you are presented with the Page Editor. From this screen you enter detailed text and images relating to the book page you have selected. The Page Editor screen also provides speech functionality, if available on your computer. This speech functionality includes the ability to start, stop, pause and resume speaking of the text you have entered into the editor section of the screen.

The Page Editor screen also provides access to Resource Items and allows you to enter information into the Note Cards you have assigned to this book. The Note Cards are displayed at the bottom of the editor screen and may be hidden or displayed using the first button on the editors toolbar.

The Resources tab at the bottom of the screen allows you to add and remove Resource items or Information relating to this page or scene. The Note Cards, the format of which is defined through the Note Cards Templates screen and those of which are selected for this book via the Book Note Cards screen, as shown in the screen image below.

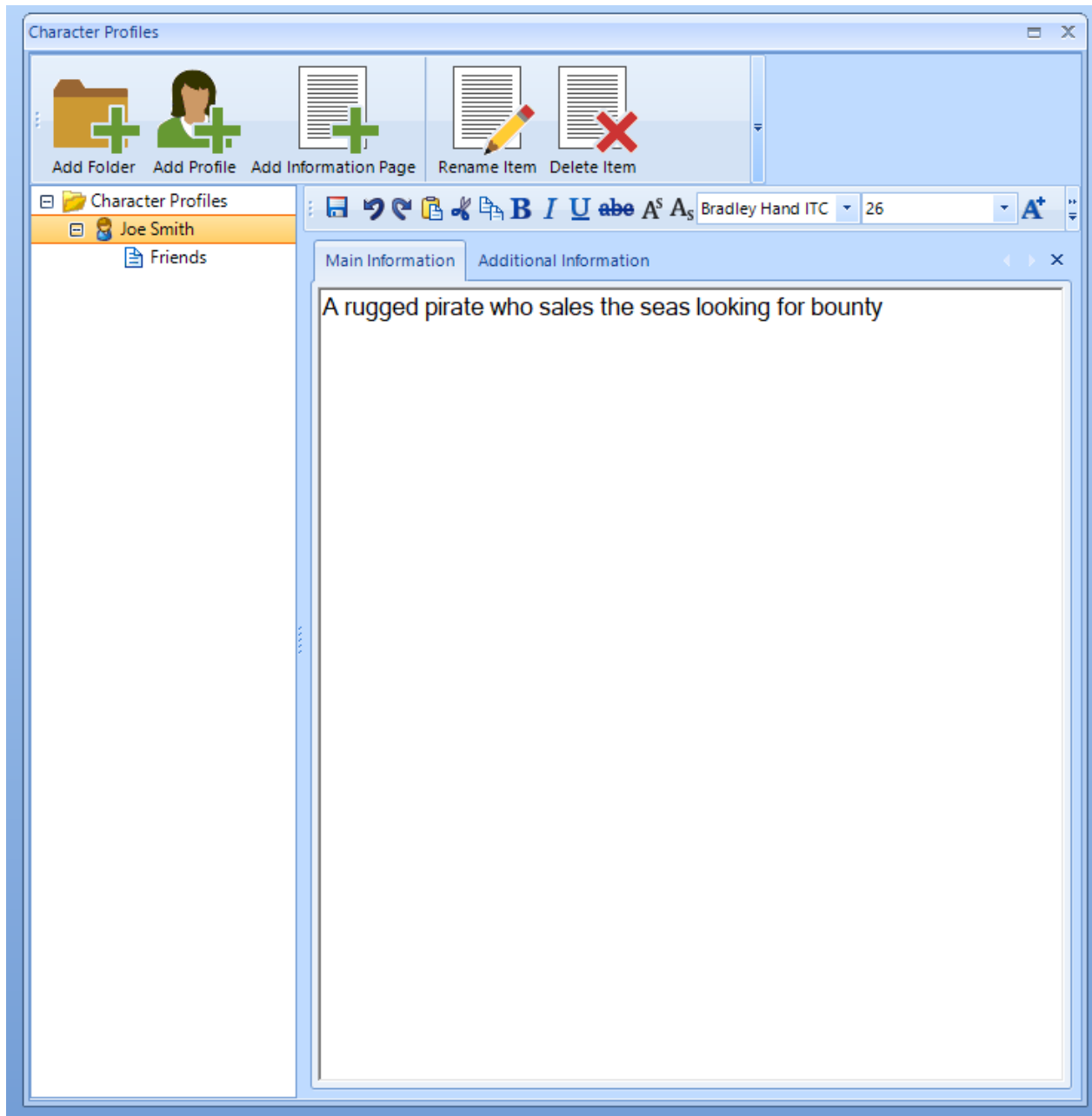


### 5.2.2. CHARACTERS

The Character Profiles screen is shown below. This screen allows you to define characters who will appear in your novel, play or book. For each character you create you may also nominate one or more information pages about that character, such as their friends, favorite haunts or anything else you wish to add.

As can be seen from the image below, a simple editor allows you to format the information about your character in anyway you wish, including text formatting, size and colour and the addition of any images you may wish to include.

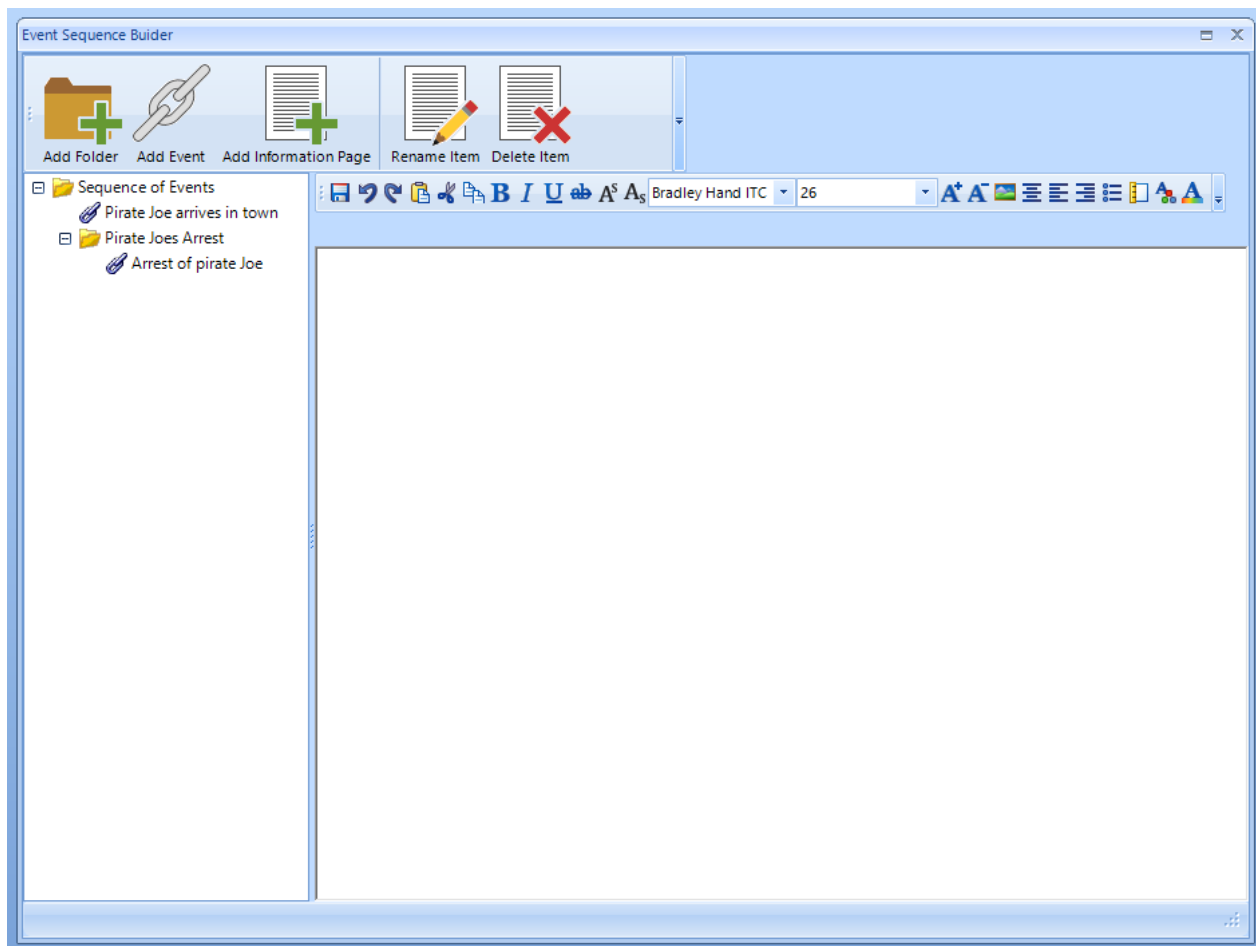




### 5.2.3. EVENT SEQUENCE BUILDER

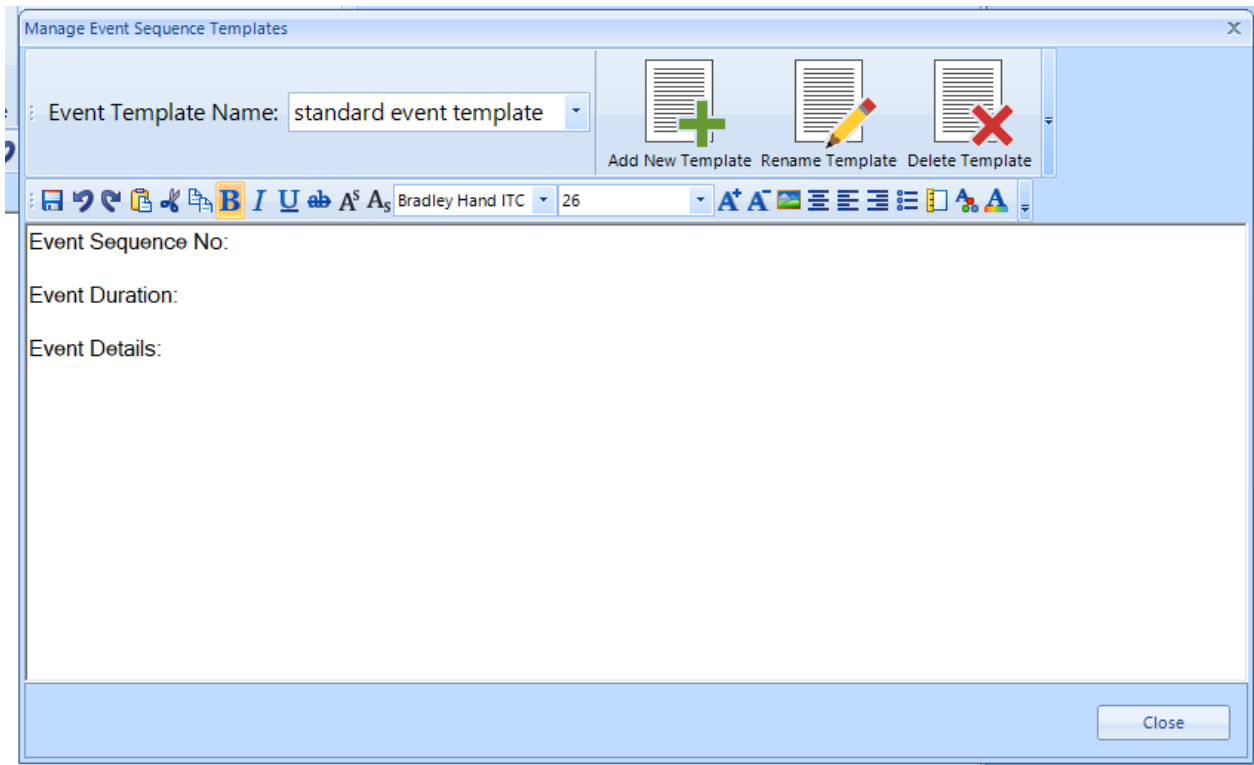
The Event Sequence Builder screen allows you to define events which will occur within your novel, play or book. For each event you created may define the event name and its details. You may also nominate one or more information pages about that event.

As can be seen in the image below a simple editor at the top of the screen allows you to format the information about your event in anyway you wish, including text formatting, size and colour and the addition of any images you may wish to include.



When you create new events you may nominate to use an event sequence template to define the event. Event Sequence Templates are managed by you within the My Novel Writer application through the [Event Sequence Template](#) screen, as show below.

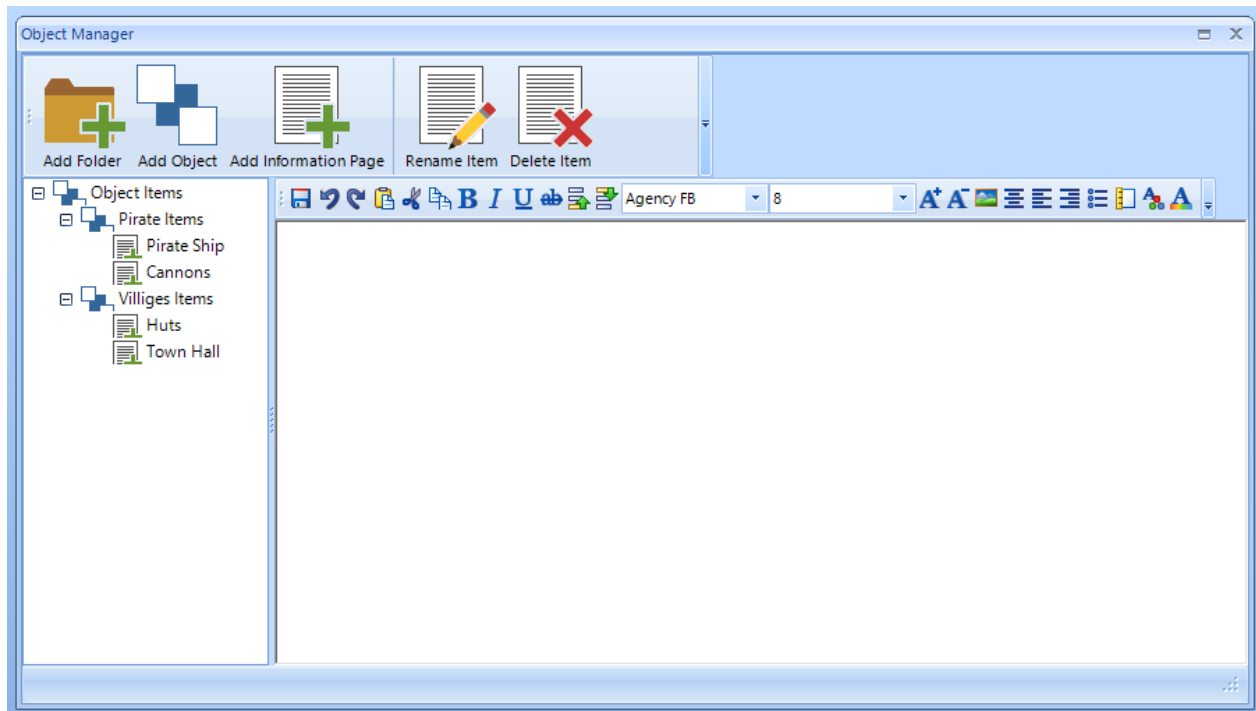
Using this screen you can add, rename or delete Event Sequence Templates and format the text of the template to your liking using the editor toolbar.



#### 5.2.4. OBJECT MANAGER

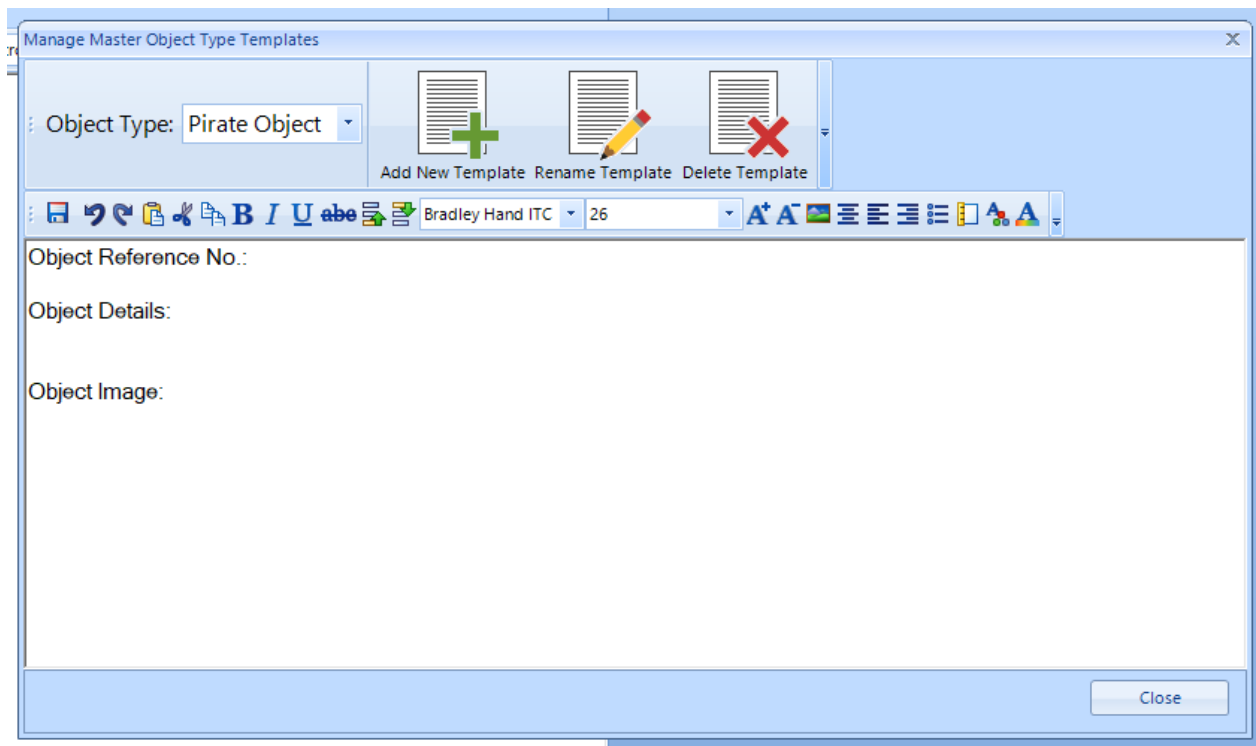
The Object Manager screen is shown below. You can use this screen to define objects which exists within your novel or play.

For each Object item you create you may define the object name and details. In addition you may also create multiple information pages about that object. As can be seen in the image below a simple editor located at the top of the screen allows you to format the information about your object in anyway you wish, including text formatting, size and colour and the addition of any images you may wish to include.



When you create new Object items within the My Novel Writer application you may also select to use an Object Template to define the initial object information. Object Templates are managed by you within the My Novel Writer software through the [Object Types Template](#) screen, as show below.

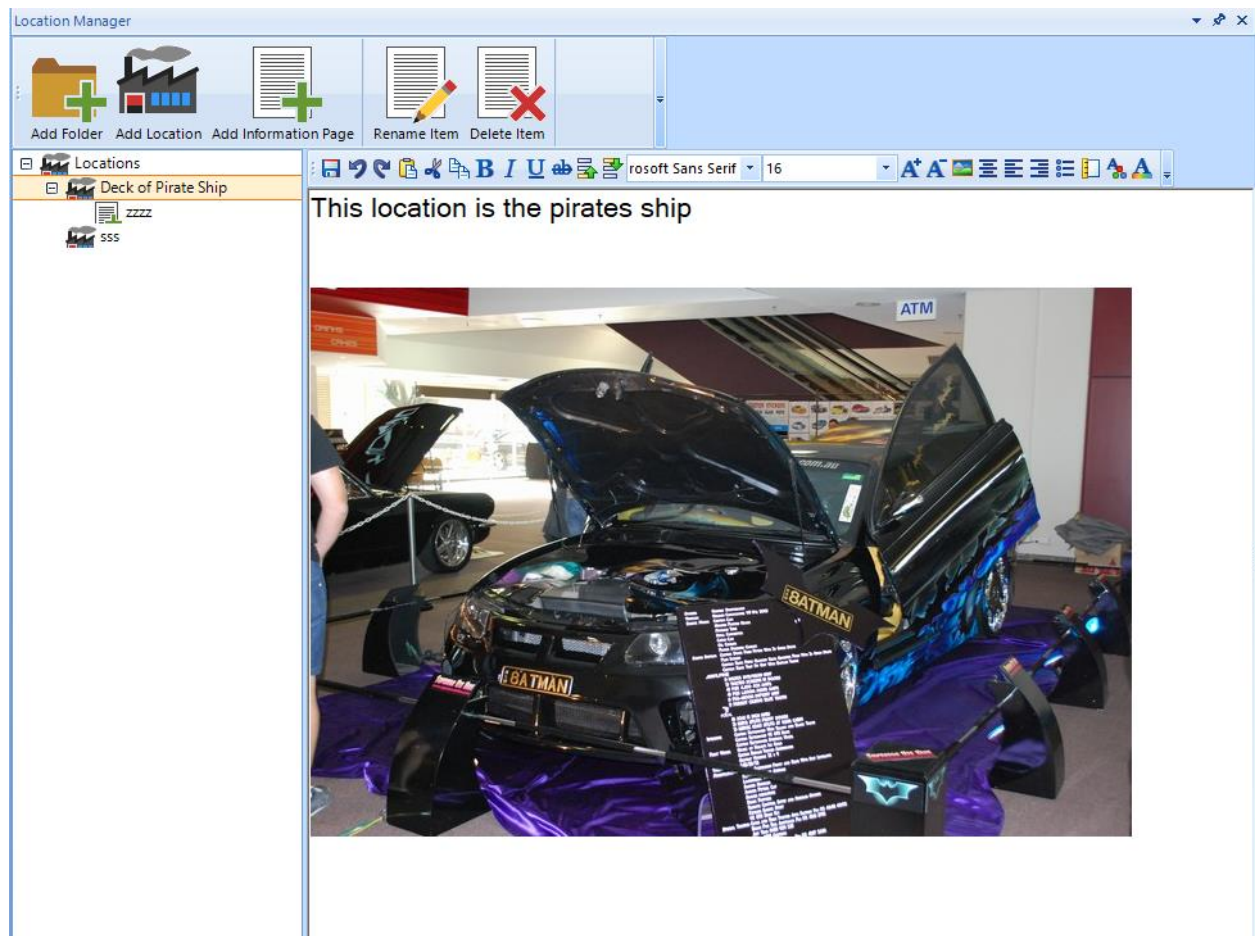
Using this form you can add, rename or delete Object Type Templates and format the text of the template to your liking using the editor toolbar at the top of the screen.



#### 5.2.5. LOCATION MANAGER

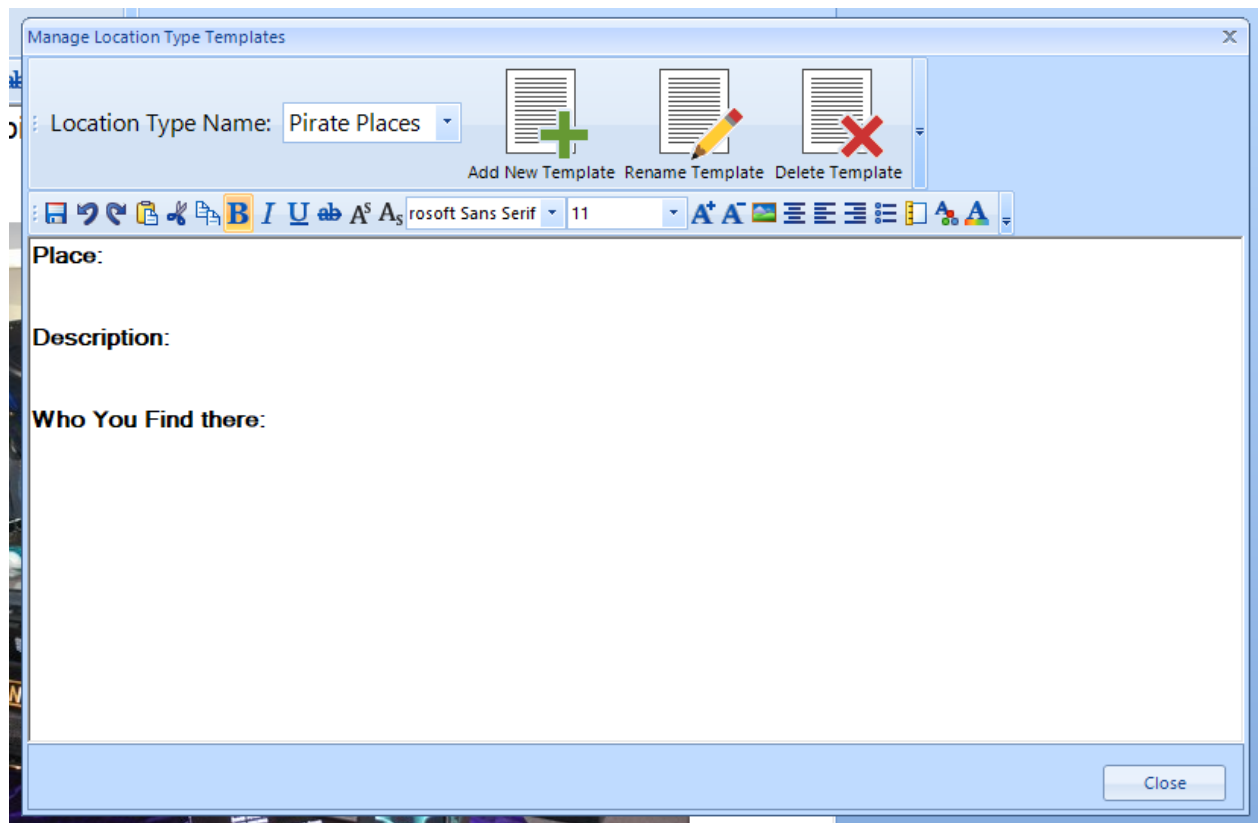
The Location Manager screen, as shown below, allows you to define the various locations which will appear within your novel, play or book.

For each location which you define you may enter the name and details of the location. In addition you may also create multiple information pages about that location. As with all the item management forms you may group your locations into folders for ease of management and handling. As can be seen in the image below a simple editor allows you to format the information about your location in anyway you wish, including text formatting, size and colour and the addition of any images you may wish to include.



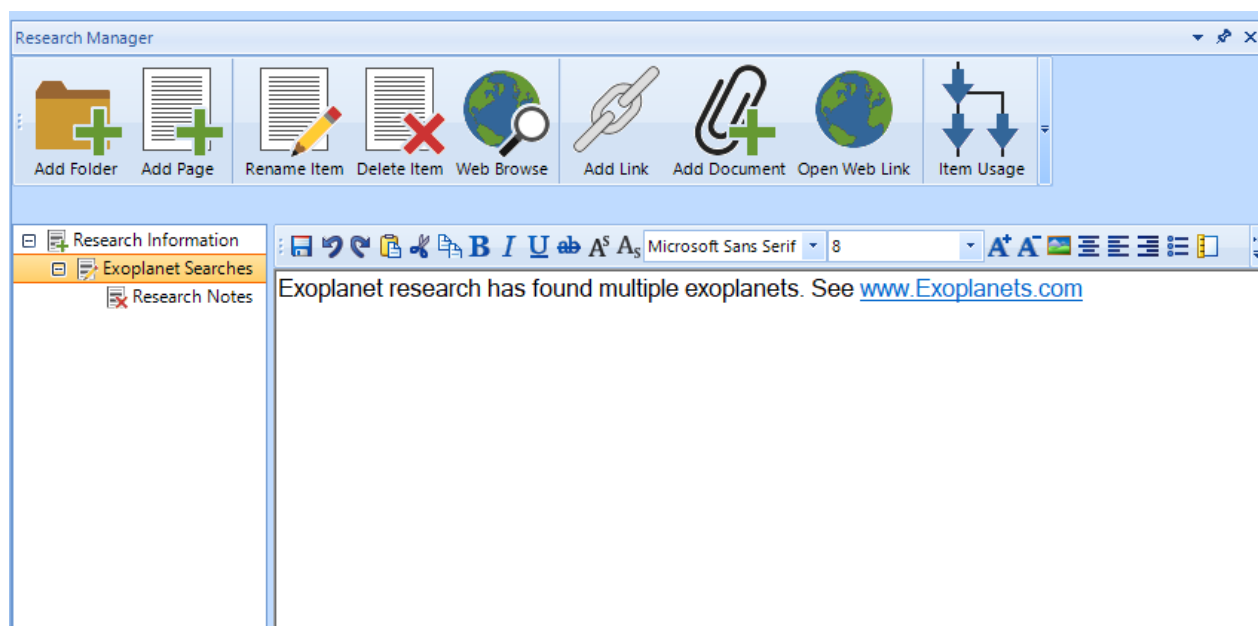
When you create new Locations within the My Novel Writer application you may nominate to use a Location Type Template to help define or format the presentation of the the location information. Location Type Templates are managed by you within the My Novel Writer application through the [Location Type Template](#) screen, as show below.

Using this screen you can add, rename or delete Location Type Templates and format the text of the template to your liking using the editor toolbar.



#### 5.2.6. RESEARCH MANAGER

The Research Manager screen is shown below and is used to enter and manage all your research information. The Research Manager is a single screen which allows for both tree navigation and management and item entry and editing all in the one screen.



The available toolbar items on the Research Manager screen are:



**Save Button** - The Save Button allows you to save the text you have entered for the current Research item.



**Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.



**Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.



**Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .



**Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.



**Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.



**Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.



**Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.



**Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.



**Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.

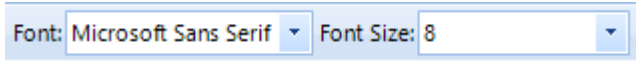




**Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.



**Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



### **Font Style and Size Drop Down Lists** -

The Font Style and Size drop down lists allow you to select the font style and size of your text.



**Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.



**Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.



**Centre Text Button** - The Centre Text button allows you to centre text within the text box



**Left Align Text Button** - The Left Align Text button allows you to left align text within the text box



**Right Align Text Button** - The Right Align Text button allows you to right align text within the text box



**Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.



**Numbered List Button** - The Numbered List button converts highlighted text into a numbered text list.



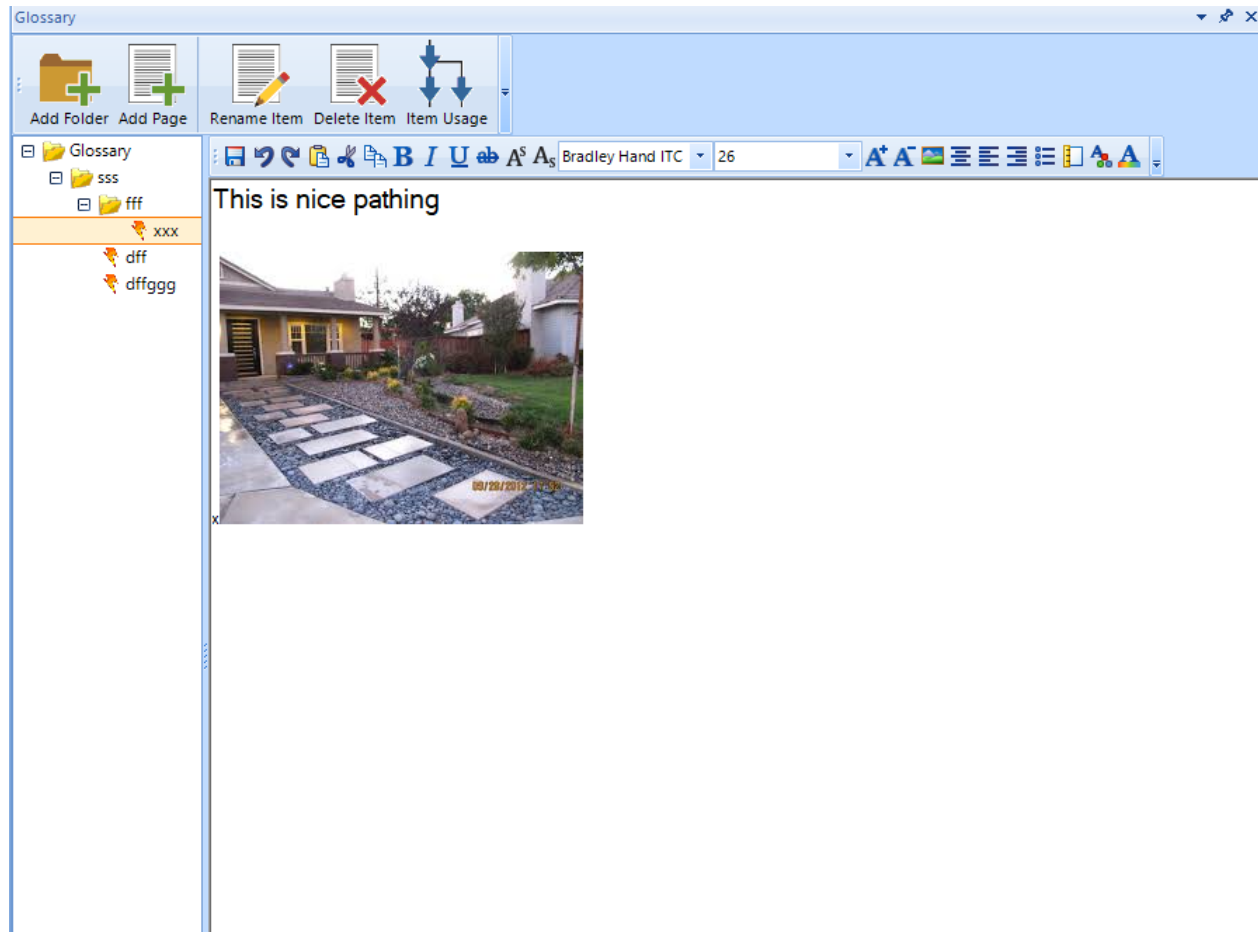
**Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



**Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

#### 5.2.7. GLOSSARY

The Glossary screen is shown below and is used to enter and store terminology relevant to your book or novel. The Glossary is a single screen which allows for both tree navigation and management and item entry and editing all in the one screen.



The available toolbar items on the Glossary form are:



**Save Button** - The Save Button allows your to sav th text you have entered for the current glossary item.



**Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.



**Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.



**Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .



**Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.



**Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.



**Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.



**Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.



**Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.



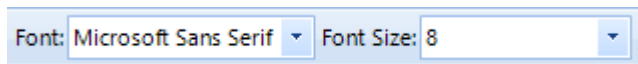
**Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



**Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.



**Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



### **Font Style and Size Drop Down Lists** -

The Font Style and Size drop down lists allow you to select the font style and size of your text.



**Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.



**Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.



**Centre Text Button** - The Centre Text button allows you to centre text within the text box



**Left Align Text Button** - The Left Align Text button allows you to left align text within the text box



**Right Align Text Button** - The Right Align Text button allows you to right align text within the text box



**Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.



**Numbered List Button** - The Numbered List button converts highlighted text into a numbered text list.



**Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



**Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

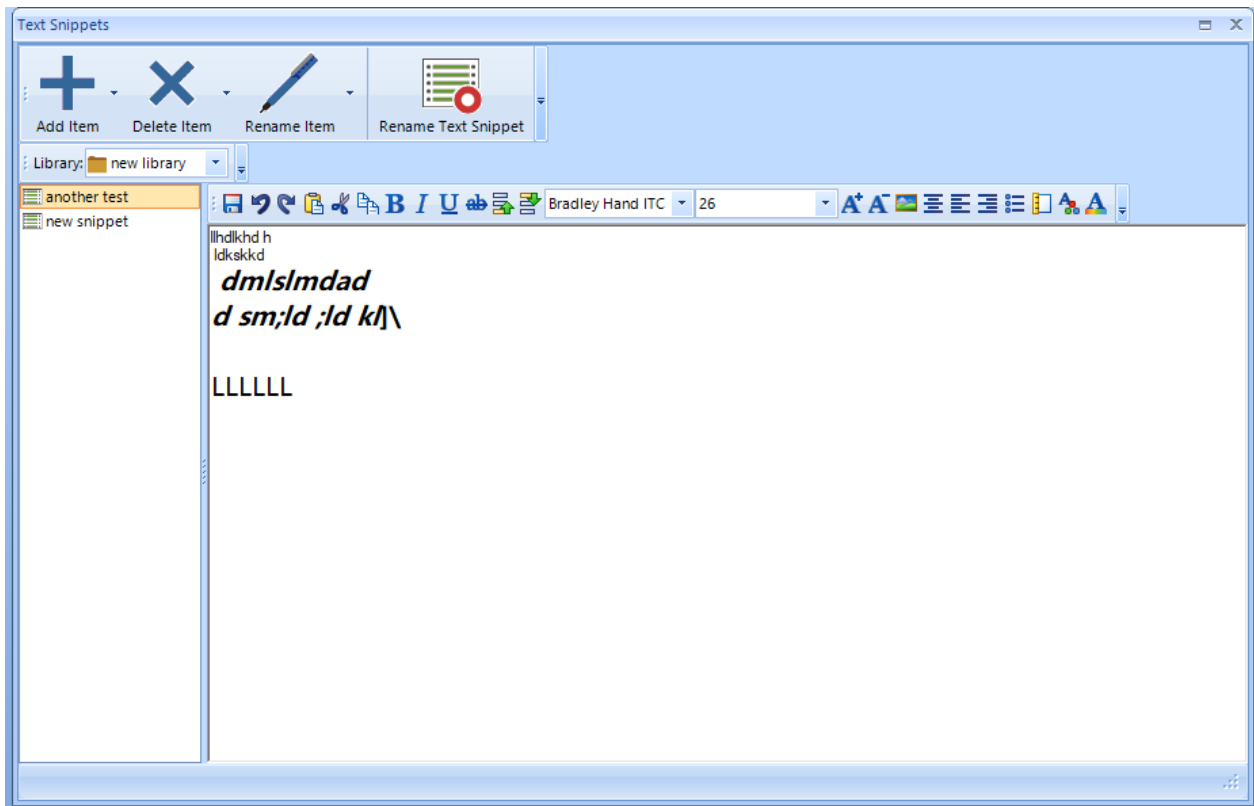
### 5.2.8. TEXT SNIPPETS

The Text Snippets screen is shown below and allows you to create, store and use blocks of text that you may commonly use, called text snippets.

Text Snippets is a single screen which allows for both tree navigation and management and item entry and editing all in the same place.

The buttons located at the top of the Text Snippet screen provide the following functionality:

- **Add:** Allows for the addition of either a new library or text snippet, via a drop down menu option.
- **Delete:** Allows for the deleting of either an existing library or text snippet, via a drop down menu option
- **Rename:** Allows for the renaming of either a new library or snippet, via a drop down menu option.
- **Copy Snippet:** Allows for the copying of the current text snippet top the clipboard.



The available toolbar items on the Text Snippets form are:



**Save Button** - The Save Button allows you to save the text you have entered for the current glossary item.



**Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.



**Redo Button** - The Redo Button allows you to redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.



**Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .



**Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.



**Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.



**Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.



**Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.



**Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.



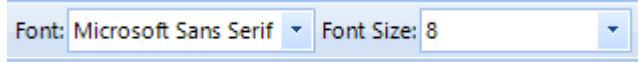
**Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



**Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.



**Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.



### **Font Style and Size Drop Down Lists** -

The Font Style and Size drop down lists allow you to select the font style and size of your text.



**Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.



**Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.



**Centre Text Button** - The Centre Text button allows you to centre text within the text box



**Left Align Text Button** - The Left Align Text button allows you to left align text within the text box



**Right Align Text Button** - The Right Align Text button allows you to right align text within the text box



**Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.



**Numbered List Button** - The Numbered :List button converts highlighted text into a numbered text list.



**Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.





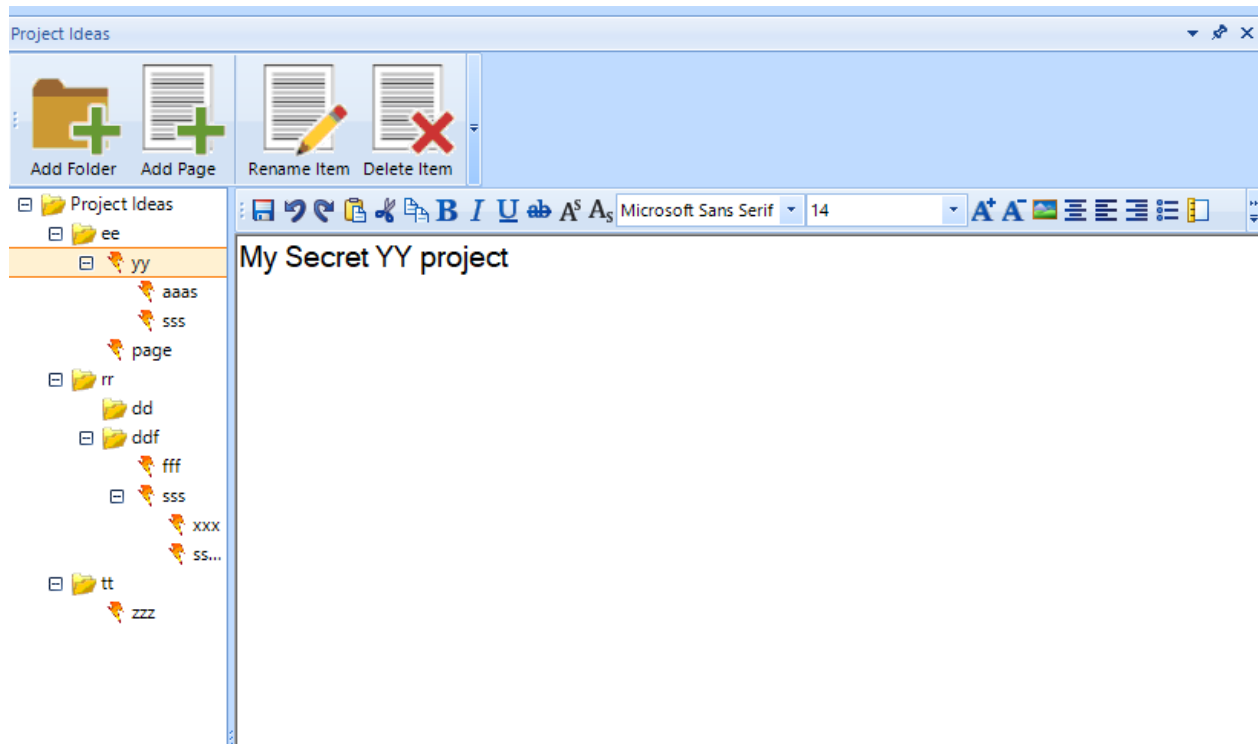
**Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

---

#### 5.2.9. PROJECT IDEAS

The Project Ideas screen is used to enter and store project ideas which may have in relation to your project (or other projects).

The Project ideas screen is shown below and is a single screen which allows for both tree navigation and management and item entry and editing.



The available toolbar items on the Project Ideas form are:



**Save Button** - The Save Button allows your to sav th text you have entered for the current glossary item.



**Undo Button** - The Undo Button allows you to undo your previous actions. You may press the undo button multiple times to undo multiple actions you have performed in the text box.



**Redo Button** - The Redo Button allows you to Redo actions you have previously undone. You may press the redo button multiple times to redo multiple actions you have undone in the text box.




**Copy Button** - The Copy Button allows you to copy any item which has been highlighted in the text box. .





**Cut Button** - The Cut Button allows you to cut any item which has been highlighted in the text box. The cut item is also stored on the clipboard so you can paste it elsewhere if you wish.





**Paste Button** - The Paste Button allows you to paste any item which has previously been copied or cut from the text.


 **Bold Button** - The Bold Button is a toggle button you allows you to make highlighted text bold. When selected text is already bold or the bold button is pressed the button will appear in pressed mode.

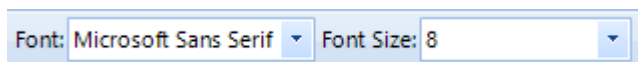
 **Italic Button** - The Italic Button is a toggle button you allows you to make highlighted text italic. When selected text is already italic or the italic button is pressed the button will appear in pressed mode.

 **Strike Thru Button** - The Strike Thru Button is a toggle button you allows you to make highlighted text Strike Thru. When selected text is already in strike thru or the strike thru button is pressed the button will appear in pressed mode.

 **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.


 **Superscript Button** - The Superscript Button is a toggle button you allows you to make highlighted text Superscript. When selected text is already superscript or the superscript button is pressed the button will appear in pressed mode.


 **Subscript Button** - The Subscript Button is a toggle button you allows you to make highlighted text Subscript. When selected text is already in subscript or the subscript button is pressed the button will appear in pressed mode.





### **Font Style and Size Drop Down Lists** -

The Font Style and Size drop down lists allow you to select the font style and size of your text.

 **Increase and Decrease Font Size Buttons** - The Increase and Decrease Font Size buttons allow you to change the size of your selected font by one size for every press of the button.

 **Image Button** - The Image button allows you to select and image to insert into the text box at the current cursor location.

 **Centre Text Button** - The Centre Text button allows you to centre text within the text box

 **Left Align Text Button** - The Left Align Text button allows you to left align text within the text box



**Right Align Text Button** - The Right Align Text button allows you to right align text within the text box



**Bullet List Button** - The Bullet List button converts highlighted text into a bullet text list.



**Numbered List Button** - The Numbered List button converts highlighted text into a numbered text list.

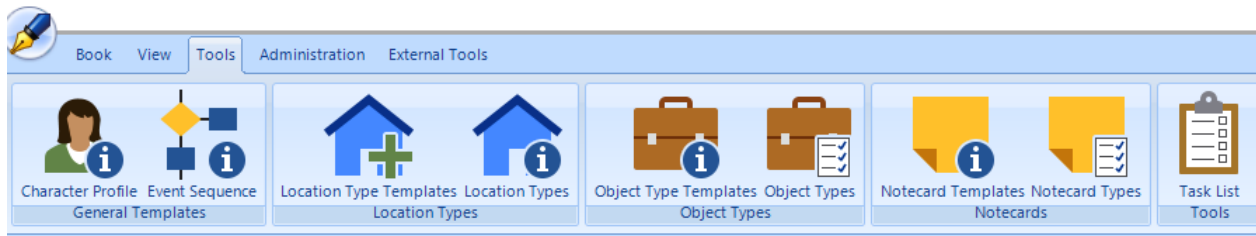


**Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired colour.



**Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

The Tools tab provides access to tools such as template builder and task list tracker. The Tools tab is shown in the image below.



The Tools Tab Contains 5 main groups and 9 buttons, these being:

### **General Templates**

- Character Profile
- Event Sequence

### **Location Types**

- Location Types Templates
- Location Types

### **Object Types**

- Object Type Templates
- Object Types

### **Notecards**

- Notecard Templates
- Notecard Types

### **Tools**

- Task List

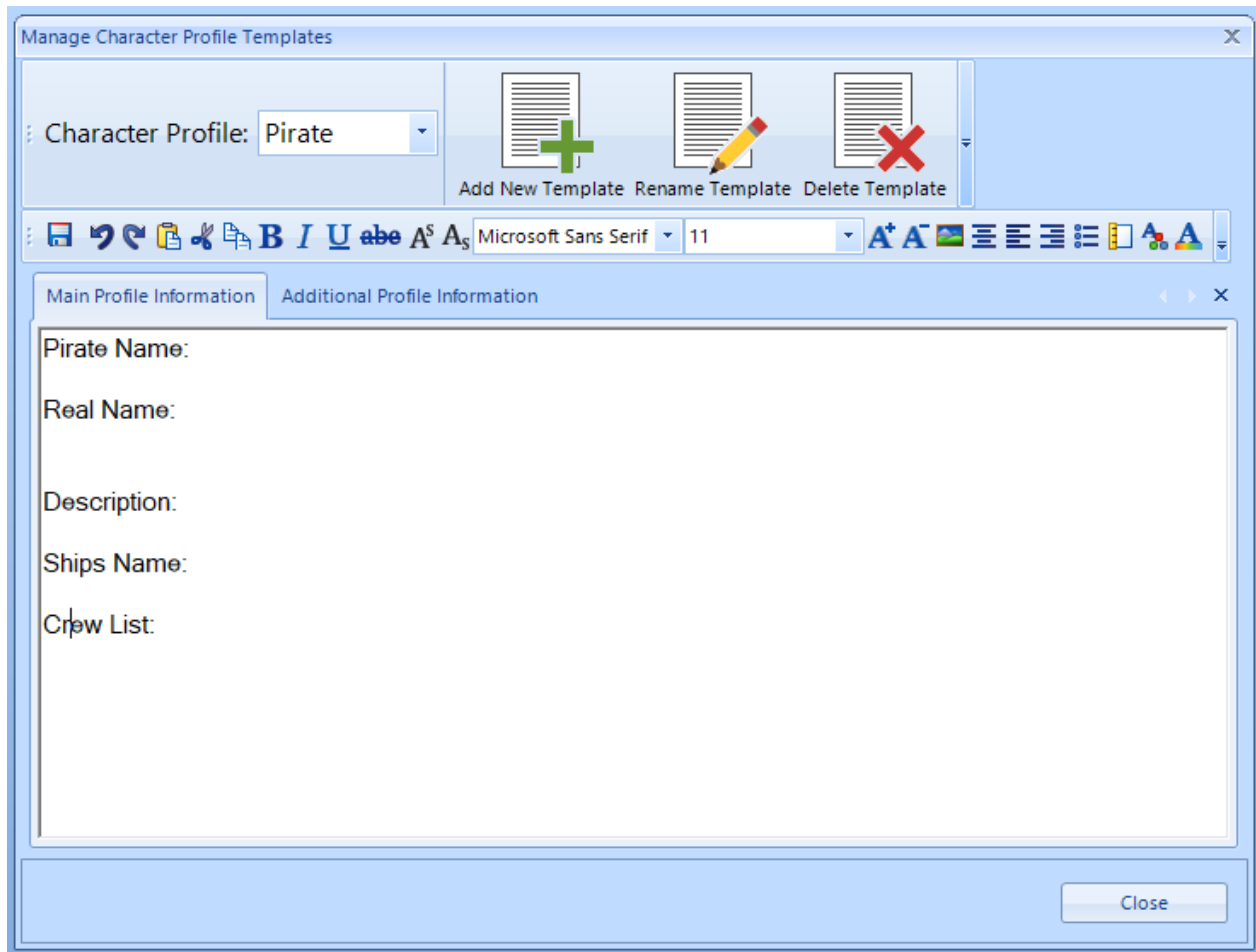
---

#### **5.3.1. CHARACTER PROFILE TEMPLATES**

When you create new Characters within the My Novel Writer application then you can also nominate to use a character template which then provides you with an initial character profile structure.

The Manage Character Profile Templates screen is shown below. Using this screen you can select and edit existing templates, add new templates, rename templates and delete templates which you no longer need.

The text editor in the center of the screen and the editor toolbar located above it allow you to create formatted text for you Character Template.

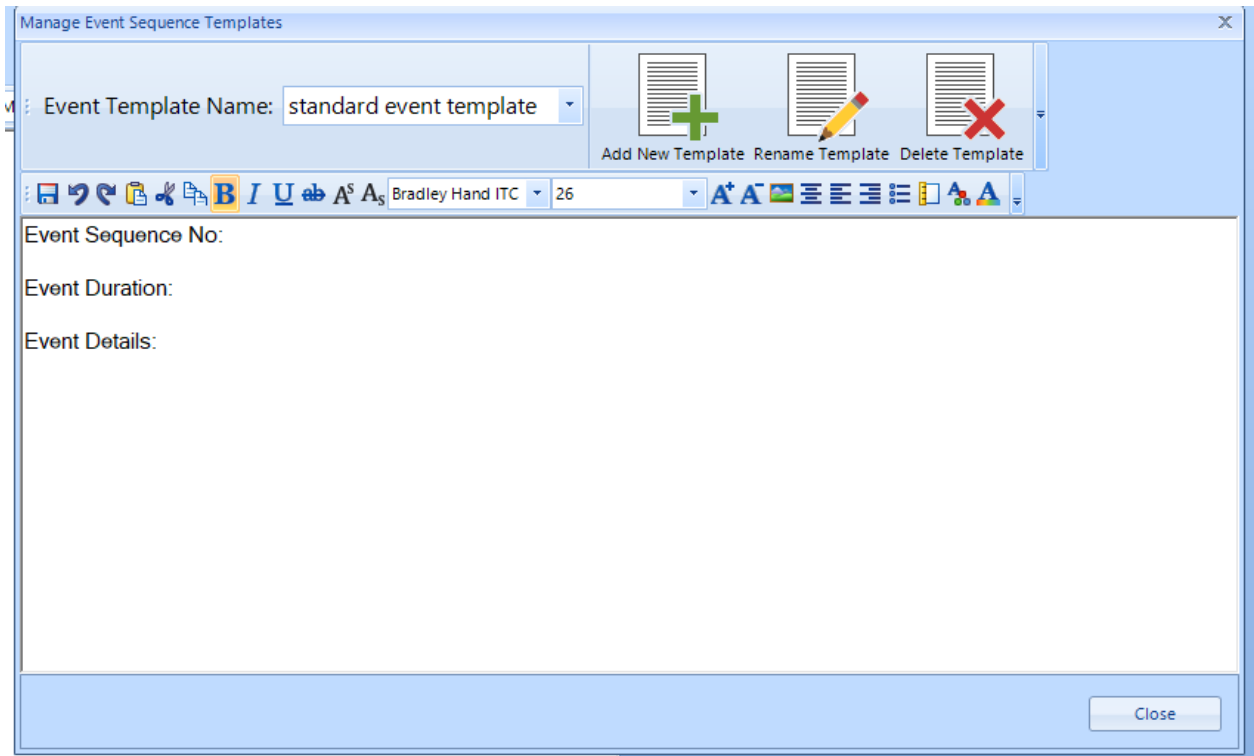


### 5.3.2. EVENT SEQUENCE TEMPLATES

When you create new Event Items within the My Novel Writer application then you can also nominate an event sequence template which will then provide you with an initial event structure.

The Manage Event Sequence Templates screen is shown below. Using this screen you can select and edit existing templates, add new templates, rename templates and delete templates which you no longer need.

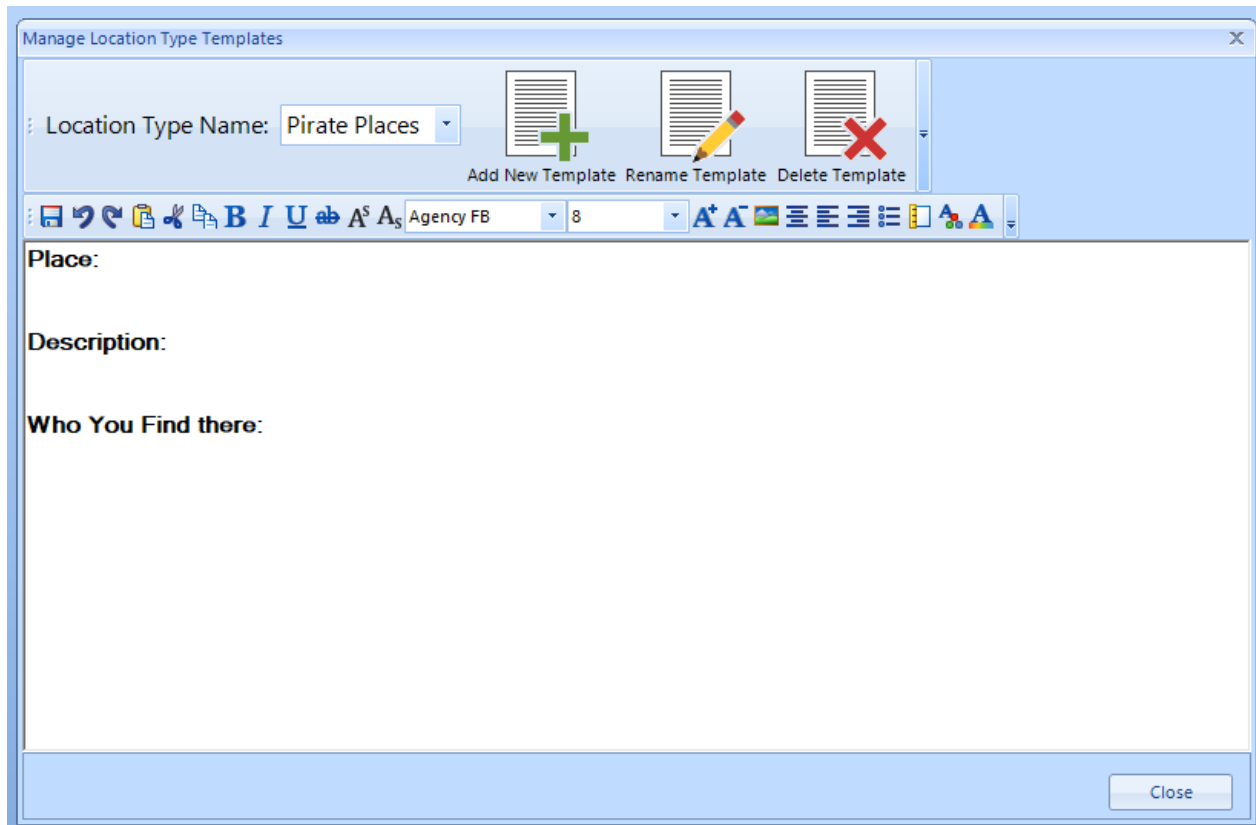
The text editor in the center of the screen and the editor toolbar located above it allow you to create formatted text for you Event Sequence Template .



### 5.3.3. LOCATION TYPE TEMPLATES

When you create new Locations within the My Novel Writer application you can also nominate to use a Location Template to help define and format the presentation of the the location information.

Location Type Templates are managed from within the My Novel Writer application using the Manage Location Template screen, as show below. Using can use this screen to add, rename or delete Location Type Templates and to format the text of the template using the text editor and the editor toolbar located above it.

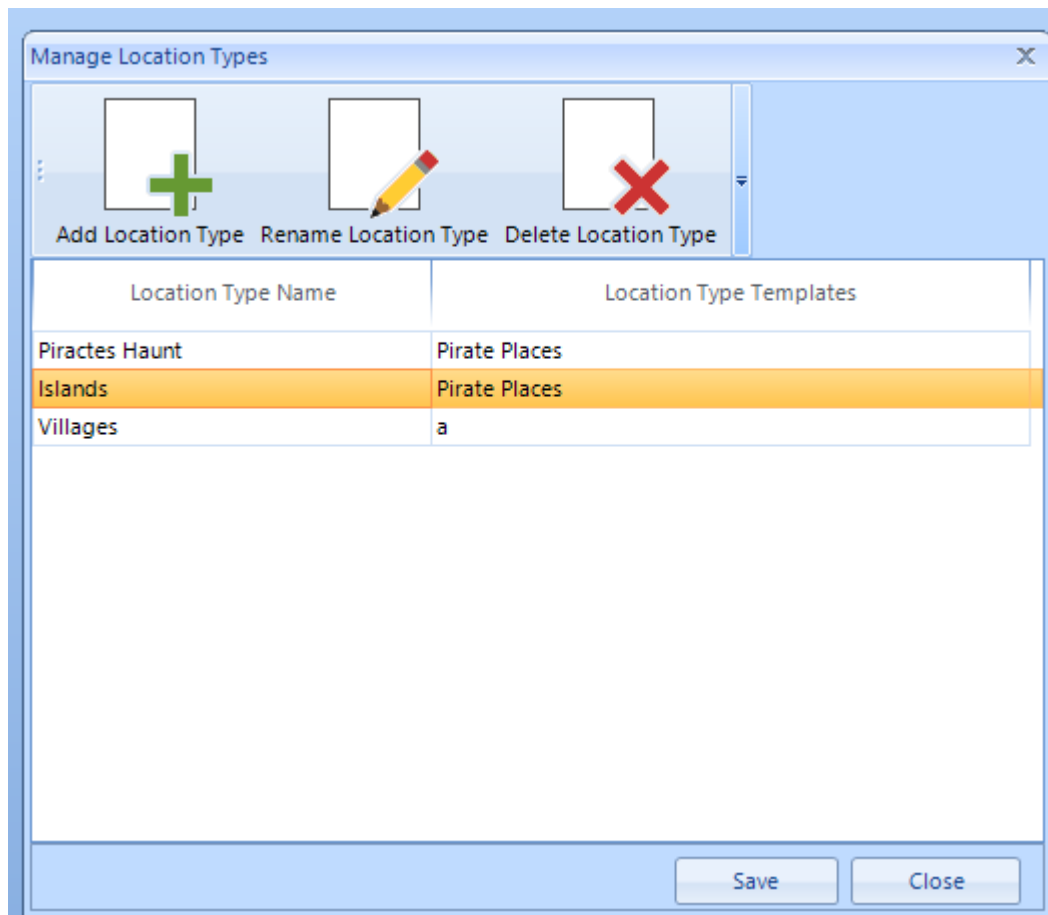


#### 5.3.4. LOCATION TYPES

The Location Types screens allows you to create different types of Locations. Each Location Type has an allocated Location template which provides the location with an initial text structure. The Manage Location Types screen is shown below.

When you later create locations for your book you can allocate location types to each location and this in turn will provide an initial text structure to your location item..

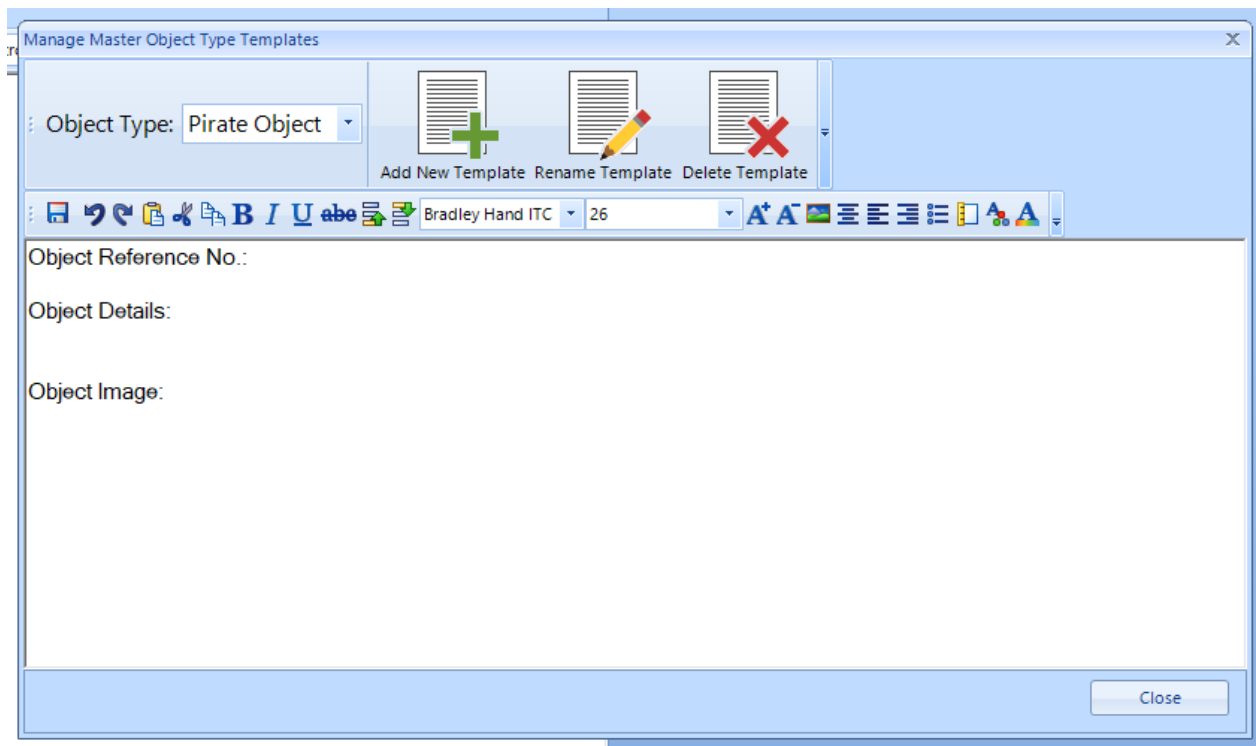




#### 5.3.5. OBJECT TYPE TEMPLATES

When you create new object items within the My Novel Writer application, such as a pirate ship or a planet or even a human, then you may also nominate to use an Object Template to define what that object looks like..

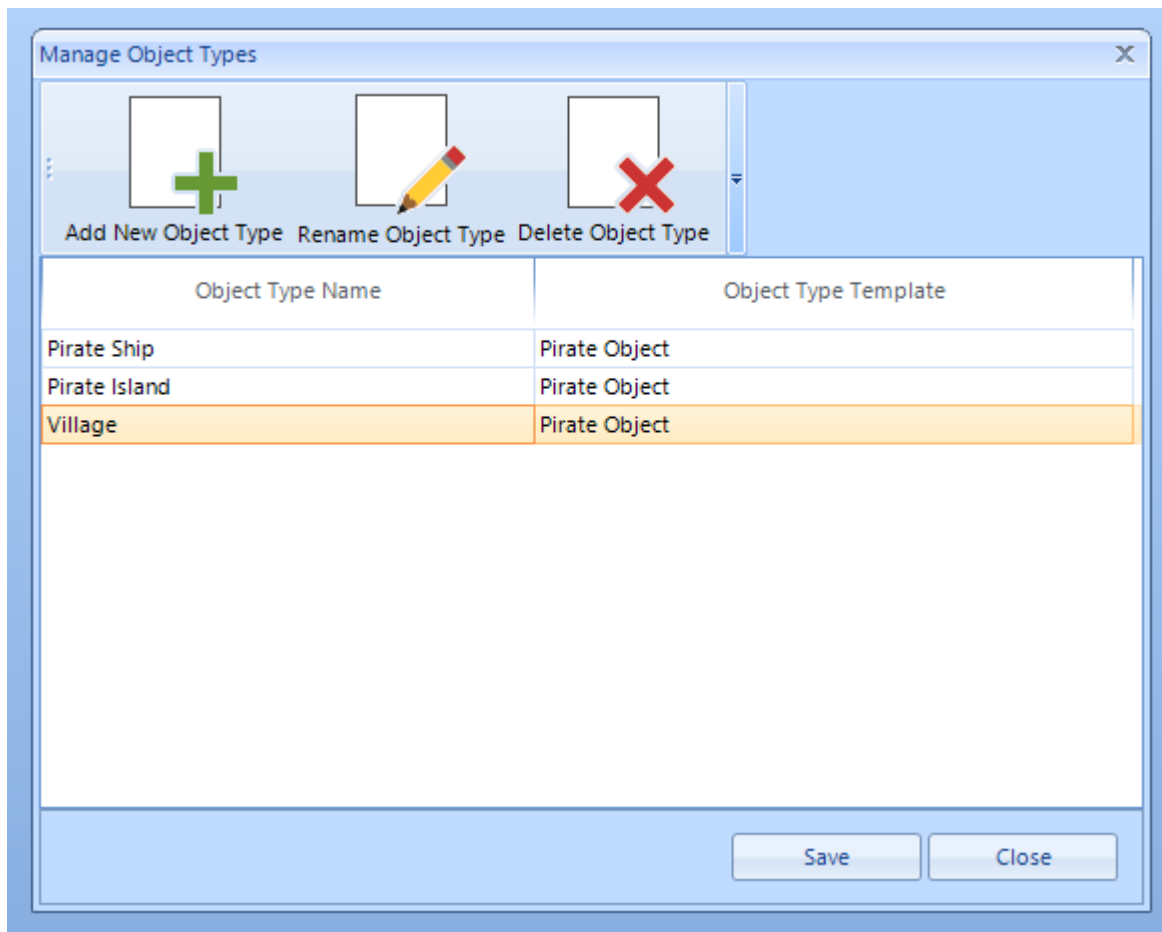
You can create and manage the Object Templates using the Manage Object Template screen, as shown below. Using this screen you can add, rename or delete Object Templates. You can also enter the text for the structure of your object using the text area in the middle of the screen. You can format this text using the editor toolbar located above the text entry area.



#### 5.3.6. OBJECT TYPES

The Object Types screen allows you to create, rename and delete Object Types within your book. The Manage Object Types screen is shown below.

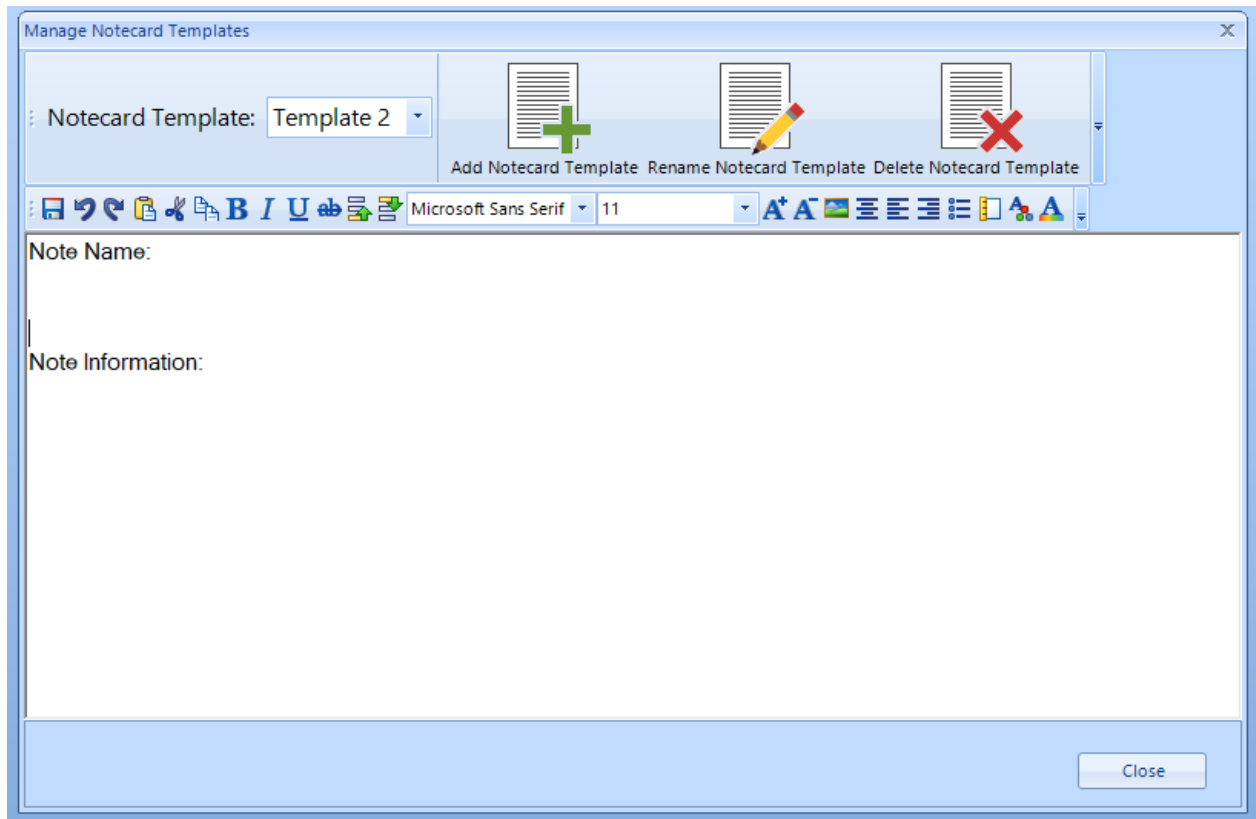
When you create a new Object Type you also need to nominate which Object Type Template to allocate to this item so that the Object Type has a predefined textural definition.



### 5.3.7. NOTECARD TEMPLATES

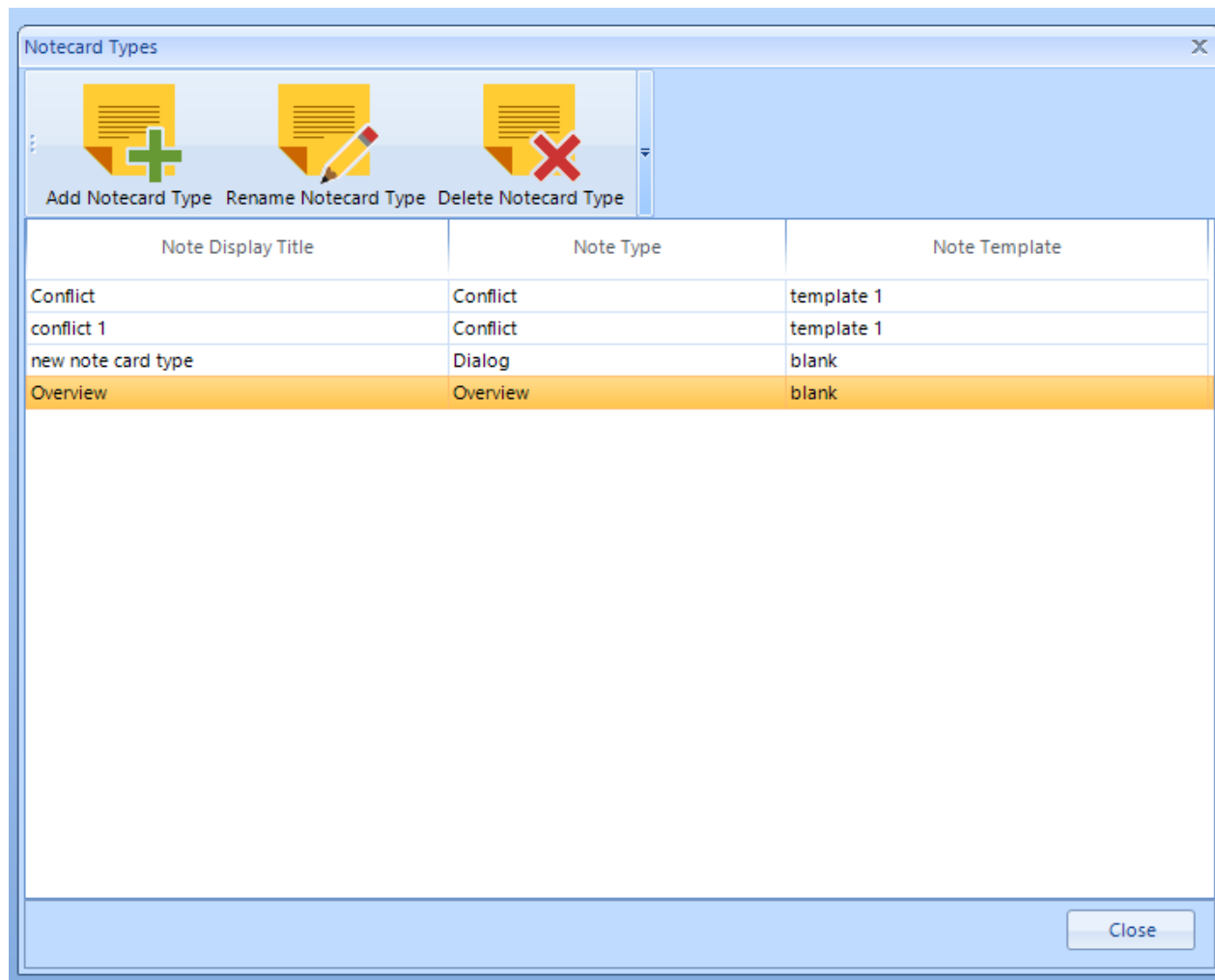
The Manage Notecard Templates screen allows you to create, rename and delete Notecard Templates, as shown in the image below.

The Notecard templates are used to provide predefined textural structures for the Notecards you create for your book. When you create a new Notecard Template you can use the text editor section in the middle of the screen to enter your template structure and the editor toolbar above the editor to format the text.



#### 5.3.8. NOTECARD TYPES

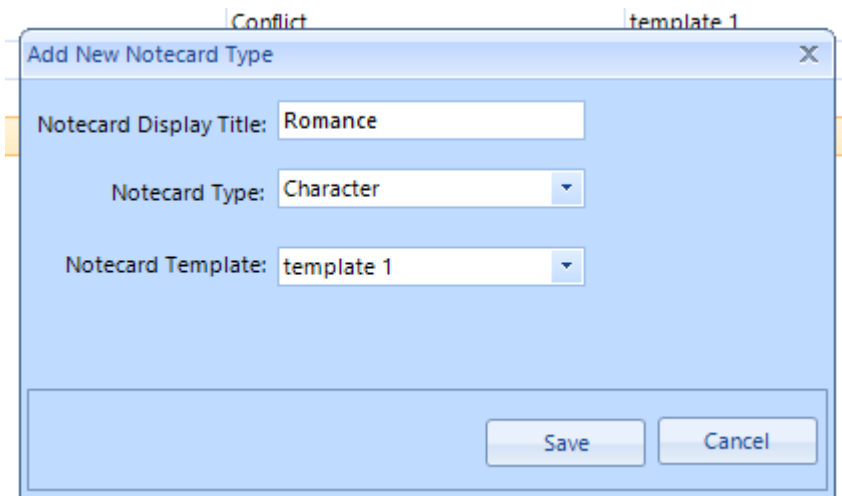
The Notecard Types screen allows you to create, rename and delete the various different types of Notecards which you will use within your application. The Notecard Types screen is shown below.



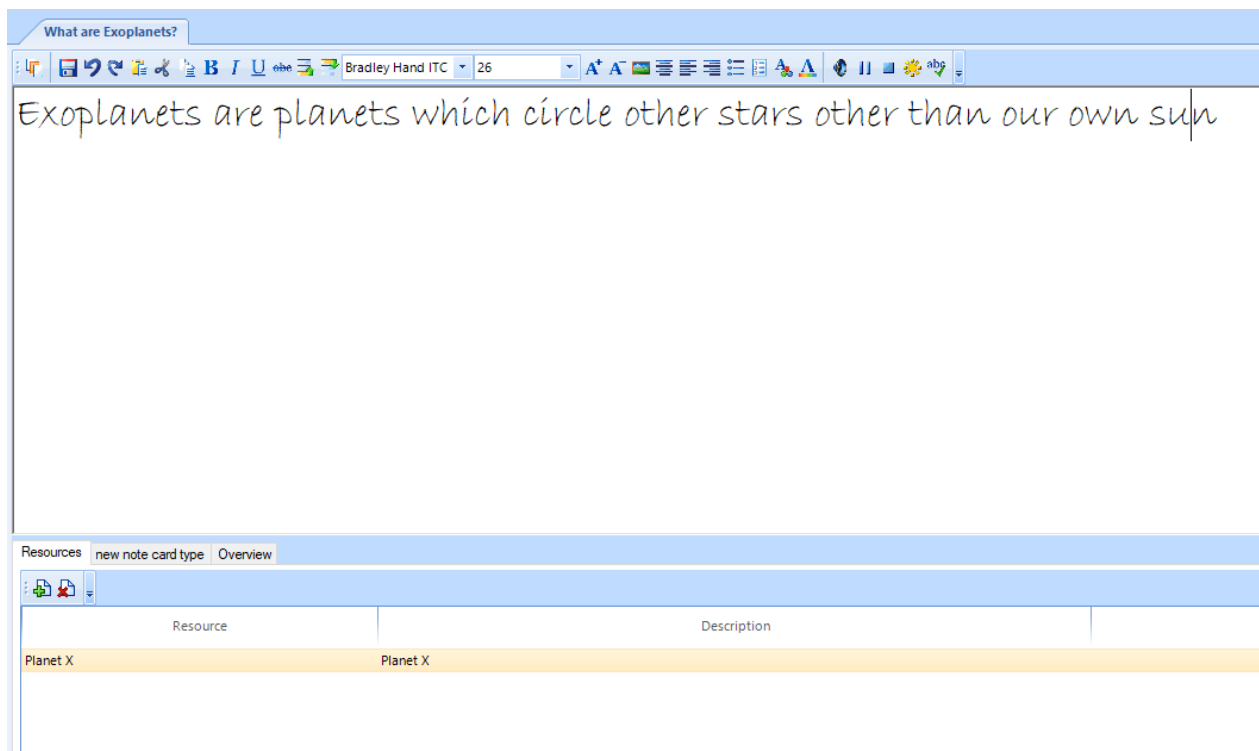
For each Notecard Type you create you must nominate:

- a Display Title
- a Notecard Type
- a Notecard template

The Add New Notecard Type screen is shown below. .



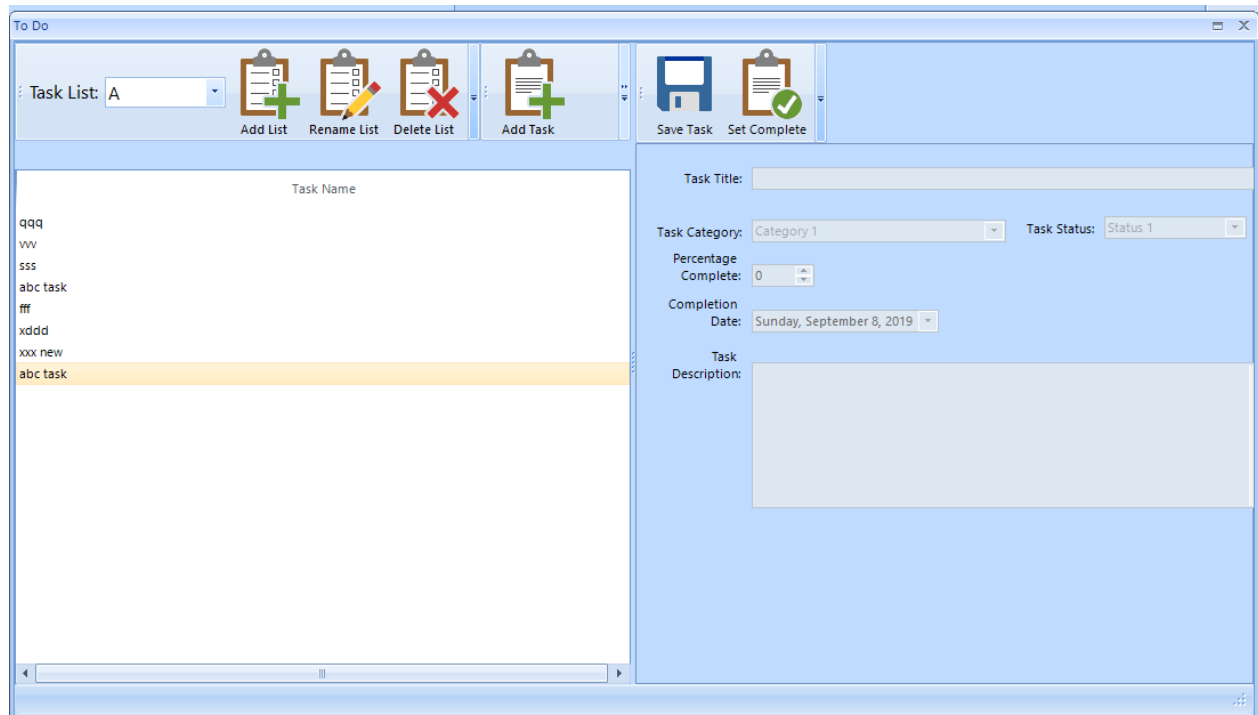
After you have created the various different Notecards for your book then they will appear along the bottom of the Page Editor screen when you open each of the pages within your book, as shown below. As you add information into the Notecards this information will be saved on a page-by-page basis.



### 5.3.9. TASK LIST

The Task List screen is shown below. Using this screen you to add, manage and track the tasks you need to work on during your book project.

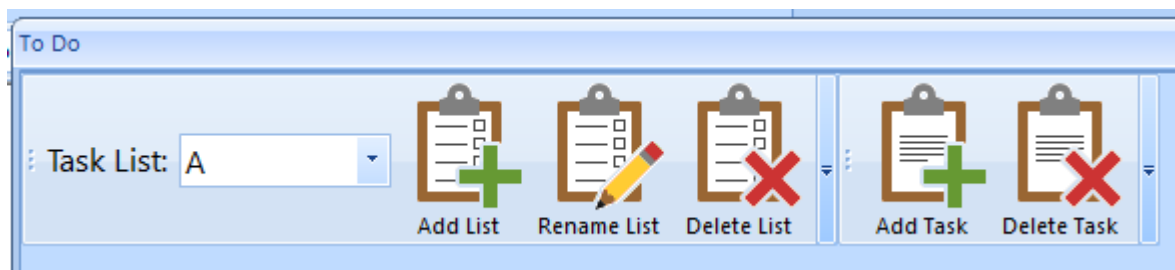
The Tasks List screen allows you to place your task items into different categories and set them to different statuses and categories as you work through them. You can define these values using the [Status Items](#) and [Category Items](#) screens found in the Administration Tab.



There are three sets of buttons available on the Task form; one for managing the Tasks Lists, one for managing the task items and one for saving and updating the task item.

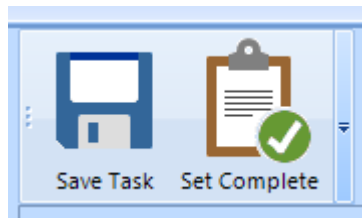
### Creating and Managing Task Lists and Task Items Toolbar

This toolbar and button set is shown below. There are a number of buttons available on this toolbar which allow you to add and manage task lists and also to add and delete task items.



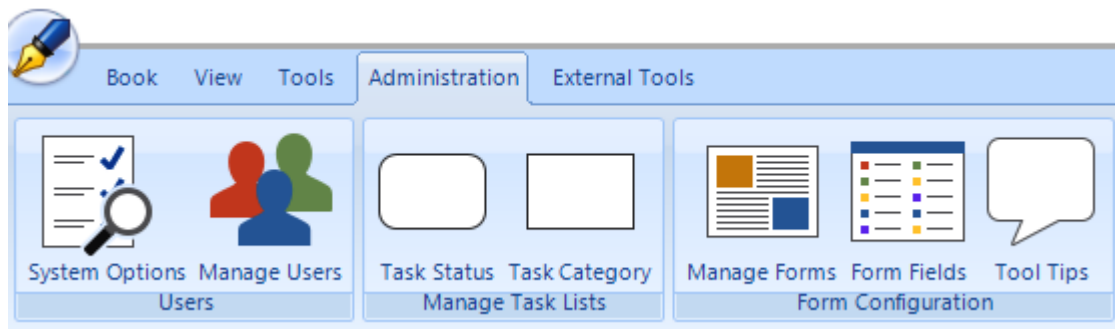
### Saving and Updating The Task Item

This toolbar and button set is shown below. There are two buttons on this toolbar; one to save the existing task and one to set the task to completed.



#### 5.4. ADMINISTRATION TAB

The Administrations tab provides access to the systems options and user management areas as well as management of task status and categories lists. The Administration tab is shown below.



The Administration Tab Contains 3 main groups and 7 buttons, these being:

##### **Users**

- System Options
- Manage Users

##### **Manage Task lists**

- Task Status
- Task Category

##### **Form Configuration**

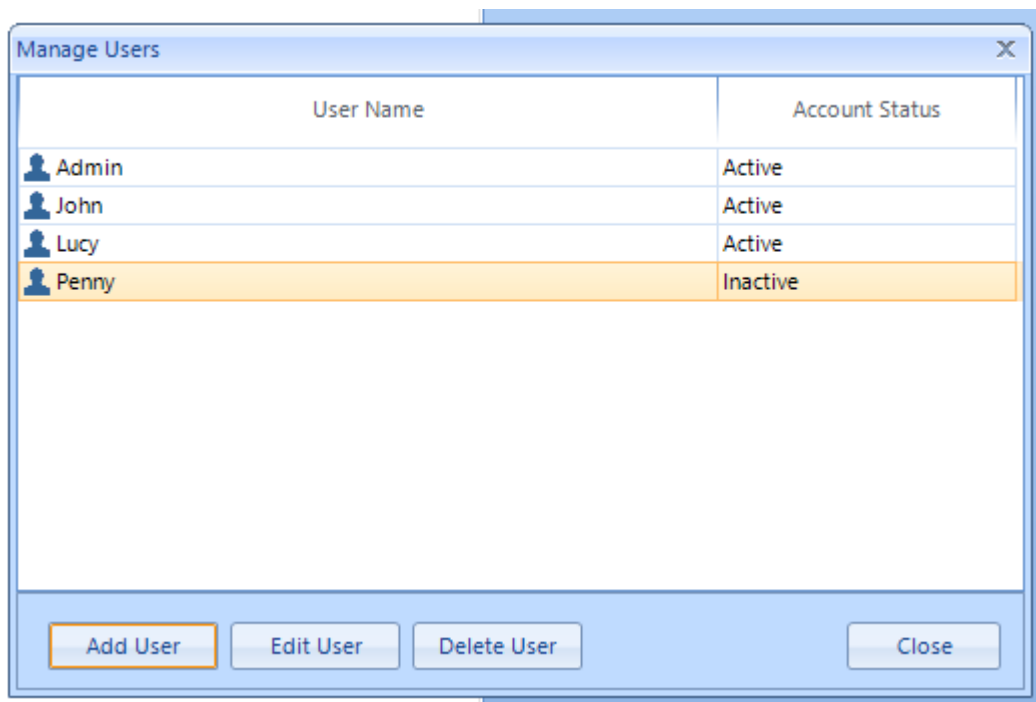
- Manage Forms
- Form Fields



- Tool Tips

#### 5.4.1. MANAGE USERS

The Manage Users screen is shown below and allow you to manage all users who have access to the My Novel Writer application.



The screenshot shows a window titled "Manage Users" with a close button (X) in the top right corner. Inside the window is a table with two columns: "User Name" and "Account Status". The table contains four rows of user data. The row for "Penny" is highlighted in orange. Below the table, there are four buttons: "Add User", "Edit User", "Delete User", and "Close".

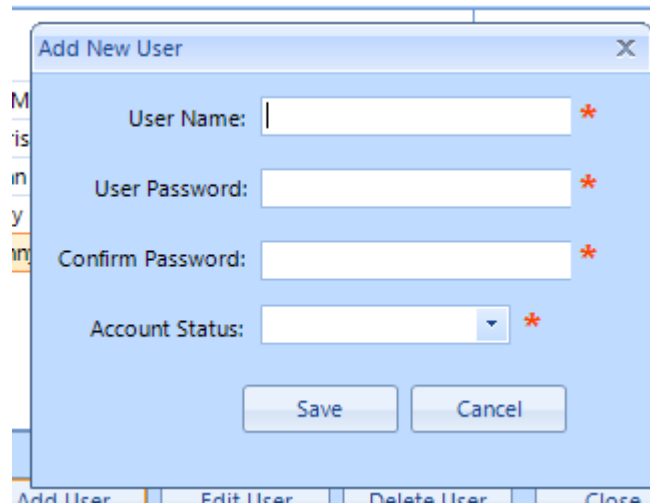
User Name	Account Status
Admin	Active
John	Active
Lucy	Active
Penny	Inactive

Buttons: Add User, Edit User, Delete User, Close

There are a number of buttons across the bottom of this form, these being:

**Add User Button:** The Add User button allows you to add a new user to the My Novel Writer application. When the Add User button is pressed then the Add New User screen is displayed.

This screen allows you to add new users to the My Novel Writer application, including whether or not their account is active.



**Edit User Button:** The Edit User button allows you to edit an existing user of the system. When you select the edit user function the user details will be displayed in the Edit User screen and you will be able to change and save the update user details.

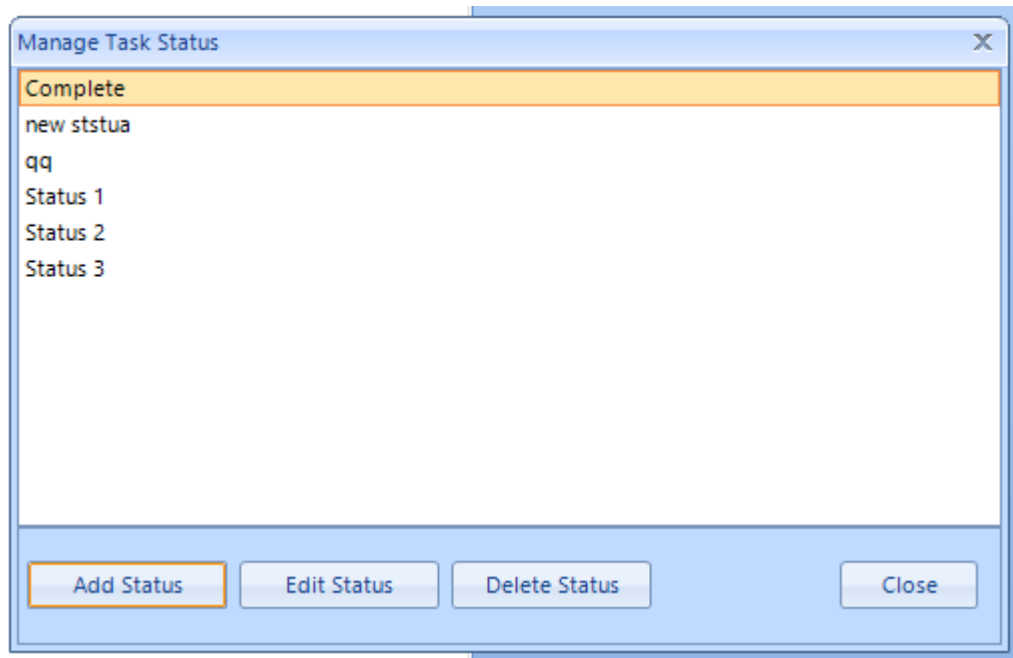
**Delete User Button:** The Delete User button allows you to remove users from having access to the My Novel Writer application. When you select to Delete User button you will first be prompted as to whether or not you wish to delete this user. If you select Yes then the user will be deleted from the application.

Note that you are unable to delete the My Novel Writer Admin user account.

---

#### 5.4.2. MANAGE TASK STATUS

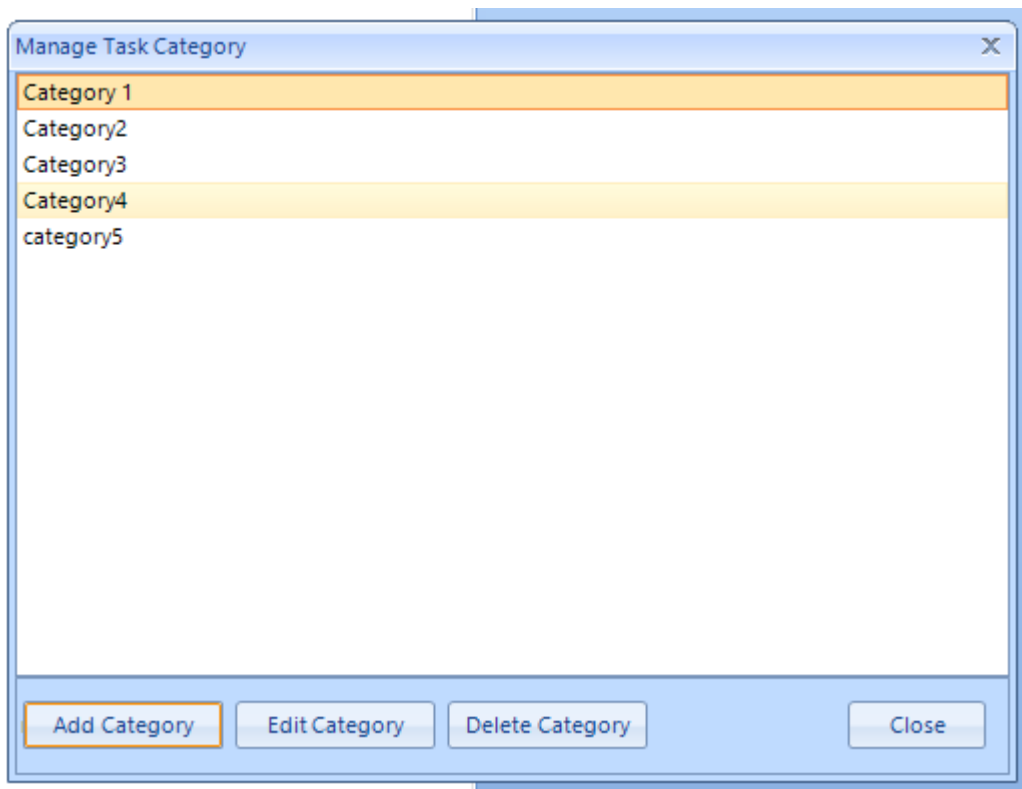
The Manage Task Status screen is shown below. You can use this screen to add, edit and delete task status items from the applications



---

#### 5.4.3. MANAGE TASK CATEGORIES

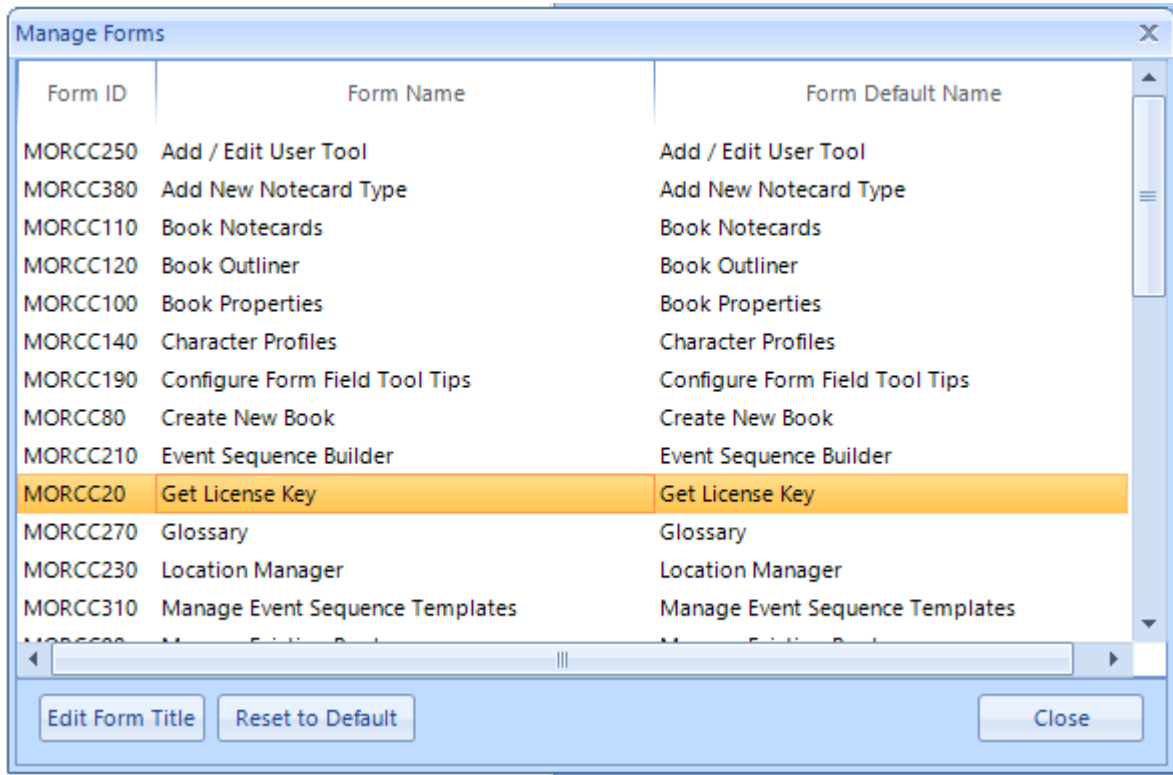
The Manage Task Categories screen is shown below. You can use this screen to add, edit and delete task category items within the applications



---

#### 5.4.4. MANAGE FORMS

The Manage Forms screen is shown below and allows you to customise all the Form Titles within the My Novel Writer application. This screen is accessed from the Form Configuration button group..



The Manage Forms screen contains a list of all the available application screens and has three buttons along the bottom of the screen, these being;

- **Edit Form Title:** The Edit Form Title button, when pressed, opens the Edit Form Title screen. This screen allows you to edit the form title. Pressing the Save button will save the new form title to the database, while pressing the Cancel button will discard any changes made and close the Edit Form Title screen.
- **Reset To Default:** The Reset To Default button, when pressed, resets the name of the selected Form to the default form name, as shown in the last column of the table.
- **Close:** The Close button, when pressed, closes the Manage Forms screen.

#### 5.4.5. FORM FIELDS

The Manage Form Fields screen is shown below and allows you to customise all the Form Field Labels within the My Novel Writer application. This screen is accessed from the Forms button group.

The screenshot shows the 'Manage Form Fields' window. At the top, 'Form Name' is set to 'Book Outliner'. Below this is a table titled 'Forms Fields' with three columns: 'Field Name', 'Current Value', and 'Default Value'. The table contains 11 rows of form fields. At the bottom of the window, there are three buttons: 'Edit Label', 'Reset Default Value', and 'Close'.

Field Name	Current Value	Default Value
Add Section Menu Item	Add Section	Add Section
Collapse All Items Menu Item	Collapse All Items	Collapse All Items
Collapse Current Item Menu Item	Collapse Current Item	Collapse Current Item
Expand All Items Menu Item	Expand All Items	Expand All Items
Expand Current Item Menu Item	Expand Current Item	Expand Current Item
Manage Front/Back Pages Button	Manage Front/Back Pages	Manage Front/Back Pages
Move Down Button	Move Down	Move Down
Move Up Button	Move Up	Move Up
Rename Item	Rename Item	Rename Item
Rename Item	Rename Item	Rename Item

The Manage Forms screen contains a drop down list of available Form names at the top of the screen, a list of all the available field names for the selected Form Name in the centre of the screen and three buttons along the bottom of the screen.

By first selecting the form name at the top of the screen then all available form fields for that specific form are displayed in the form fields list in the centre of the screen. The form field list includes columns for the Field Name, Current Field Label Value and the Default Field Label Value.

Additional form functionality can be obtained using the three buttons available at the bottom of the form:

- **Edit Label:** The Edit Label button, when pressed, opens the Edit Form Label screen. This screen allows you to edit the selected form label. Pressing the Save button will save the updated form label to the database, while pressing the Cancel button will discard any changes made and close the Edit Form Label screen.
- **Reset Default Value:** The Reset To Default Value button, when pressed, resets the name of the selected Form Form Field to the default Form Field Name, as shown in the last column of the table.
- **Close:** The Close button, when pressed, closes the Manage Forms screen.

The Tool Tips Configuration screen allows you to customise all the Form Field Tool Tips within the My Novel Writer application. This screen is accessed from the Forms button group.

Field Name	Current Tool Tip Value	Default Tool Tip Value
Collapse All Items Menu Item	Collapse all items in the book outline tree.	Collapse all items in the book outline tree.
Collapse Current Item Menu Item	Collapse selected item in the book outline tree.	Collapse selected item in the book outline tree.
Move Up Button	Move selected item up in the book outline tree.	Move selected item up in the book outline tree.
Move Down Button	Move selected item down in the book outline tree.	Move selected item down in the book outline tree.
Manage Front/Back Pages Button	Manage the front and back pages in your book outline.	Manage the front and back pages in your book outline.
Add Item Button	Add new item.	Add new item.
Add Act Menu Item	Add new act.	Add new act.
Add Chapter Menu Item	Add new chapter.	Add new chapter.
Add Scene Menu Item	Add new scene.	Add new scene.
Add Section Menu Item	Add new section.	Add new section.
Rename Item	Rename selected item.	Rename selected item.

The Configure Form Field Tool Tips screen contains a drop down list of available Form Names at the top of the screen, a list of all the available field names for the selected Form Name in the centre of the screen along with the current and default tool tips for each field and three buttons along the bottom of the screen.

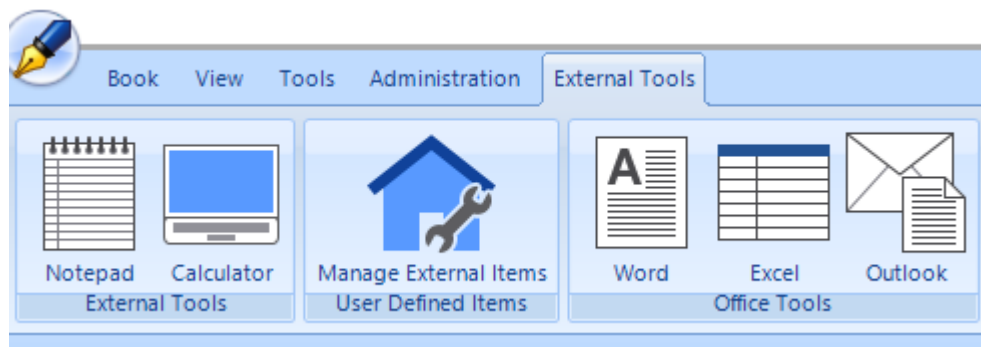
By first selecting the form name at the top of the screen, all the available form fields for that specific form are displayed in the Tool Tips list in the centre of the screen. The list includes columns for the Field Name, Current Tool Tip Value and the Default Tool Tip Value.

Additional form functionality can be obtained using the three buttons available at the bottom of the form:

- **Edit Tool Tip:** The Edit Tool Tip button, when pressed, opens the Edit Form Field Tool Tip screen. This screen allows you to edit the selected form field tool tip. Pressing the Save button will save the updated tool tip to the database, while pressing the Cancel button will discard any changes made and close the Edit Form Field Tool Tip screen.
- **Reset To Default:** The Reset To Default Value button, when pressed, resets the Tool Tip of the selected Form Form Field to the default Tool Tip, as shown in the last column of the table.
- **Close:** The Close button, when pressed, closes the Configure Form Field Tool Tips screen.

## 5.5. EXTERNAL TOOLS TAB

The External Tools Tab allows you to access and configure external tools which may then be access from the My Novel Writer External Tools tab, as shown in the image below.



By default both the Notepad and Calendar external application are already provided for you, along with access to Microsoft Word, Excel and Outlook if they're installed on your machine.

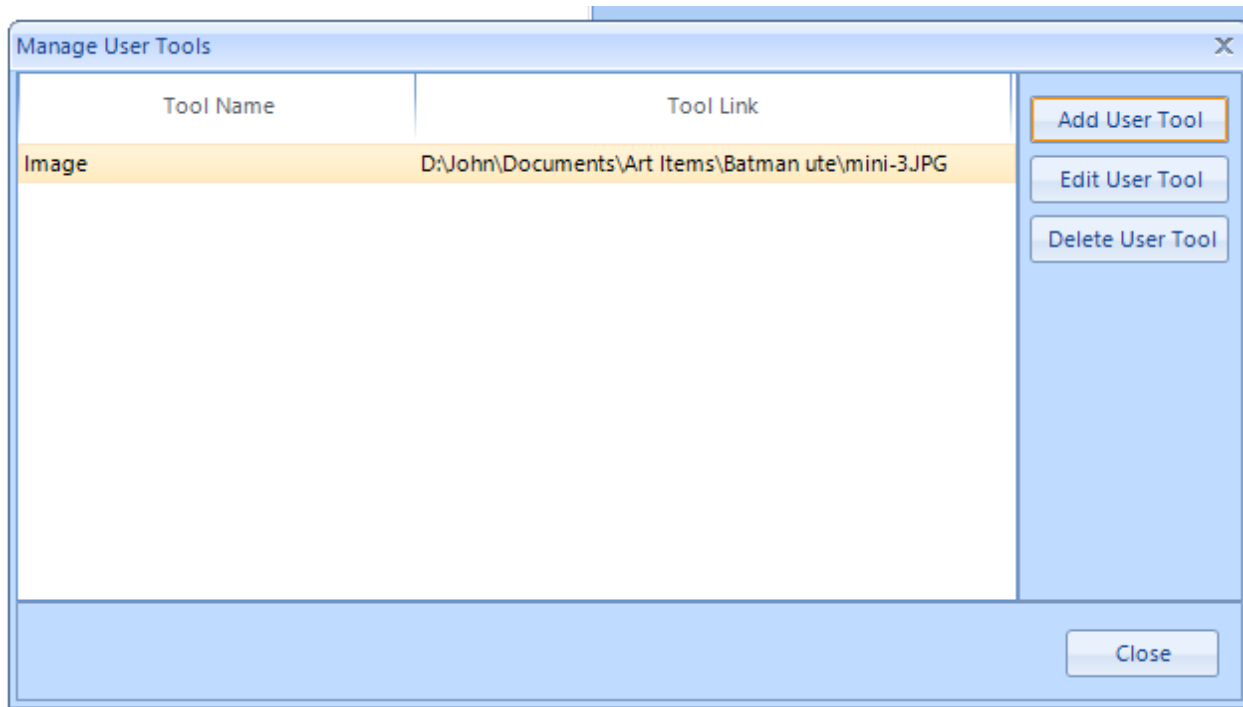
The Manage External Items button open the Manage External Items screen which allows you to add and manage external tool items.

---

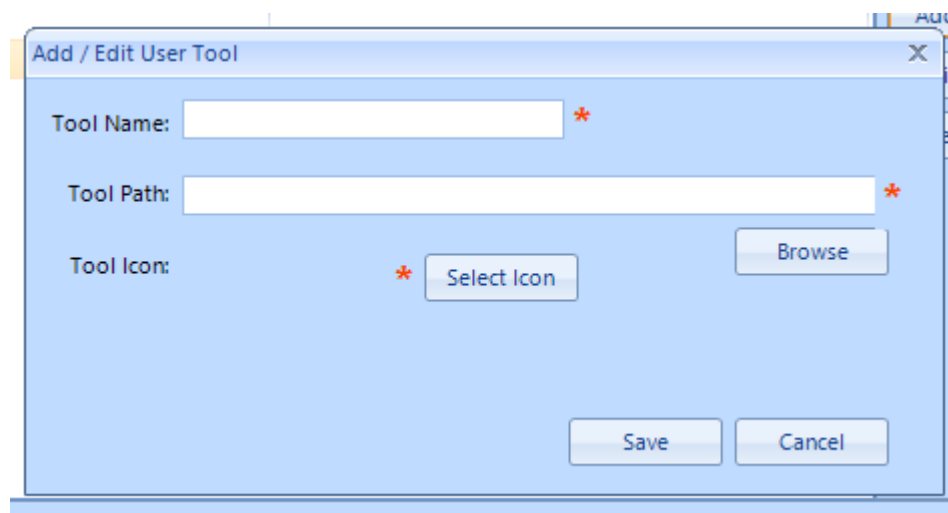
### 5.5.1. MANAGE EXTERNAL ITEMS

The Manage External Tools screen allows you to add and delete external tool items from My Novel Writer .

The Manage External Tools screen is shown below, along with a more detailed functional description. Note that all changes you make to the External Tools set wont be applied until you log into the My Novel Writer application again.



**Add User Tool Button** - The Add User Tool button allows you to add a new external tool. When pressed the Add User Tool screen is displayed, as shown below. Using this screen you must provide a unique Tool Name, the path to the tool and an icon by which the tool will be displayed in the My Novel Writer ribbon bar,



**Edit User Tool Button** - The Edit User Tool button allows you to edit existing external tool items.

**Delete User Tool Button** - The Delete User Tool button allows you to remove selected external tool items from the external tool set.



# KEYWORD INDEX

---

## **A**

Appl · 8  
Application Menu · 7

---

## **B**

Book Notecards · 17  
Book Outliner · 20  
Book Properties · 16

---

## **C**

Character Profile Templates · 44  
Characters · 23  
Create Book · 13

---

## **E**

Event Sequence Builder · 24  
Event Sequence Templates · 45

---

## **F**

Form Fields · 59

---

## **G**

Glossary · 33

---

## **H**

Help · 18

---

## **I**

Introduction · 4

---

## **L**

Licensing · 5  
Location Manager · 28  
Location Type Templates · 46  
Location Types · 47  
Login · 6

---

## **M**

Manage Books · 14  
Manage External Tools · 62  
Manage Forms · 58  
Manage Task Categories · 58  
Manage Task Status · 57  
Manage Users · 56

---

## **N**

Notecard Templates · 50  
Notecard Types · 51

---

## **O**

Object Manager · 26  
Object Type Templates · 48  
Object Types · 49  
Open Book · 10

---

## **P**

Project Ideas · 40

---

***R***

Research Manager · 30

---

***S***

Storyboard · 11

---

***T***

Task List · 53

Text Snippets · 37

Tool Tips · 60