

**My Novel Writer**

**Version 3.0**

**2021**



**MORC Creations**

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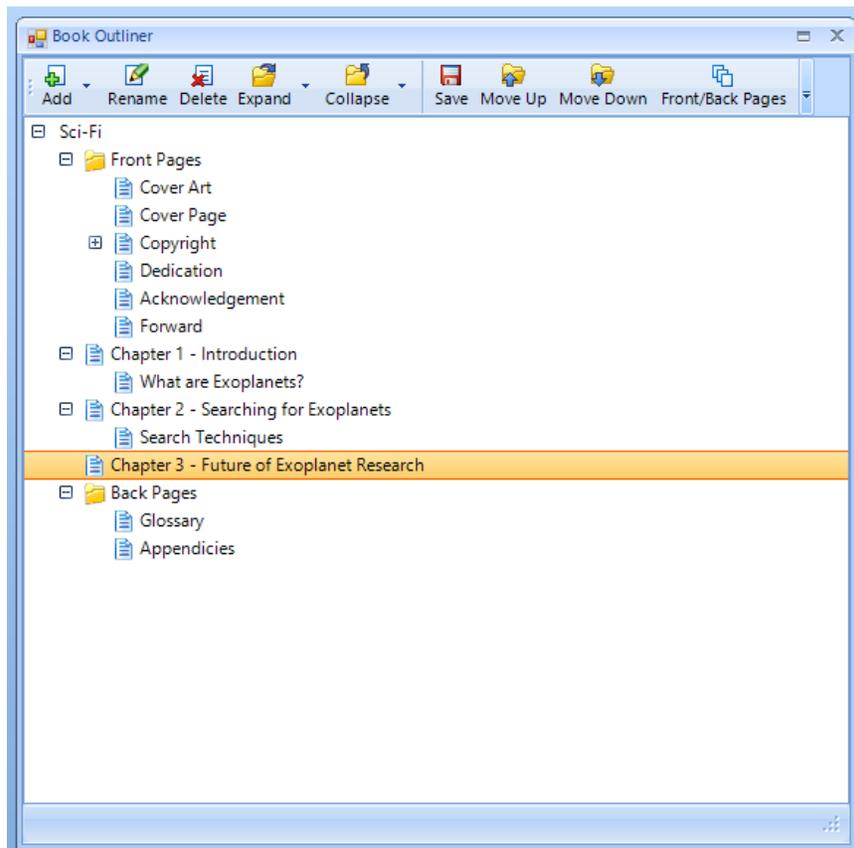
## 1. MY NOVEL WRITER

MORC Creations My Novel Writer is a niche software package which allows you to plan and manage the writing of Novels, Books and Plays.

This easy-to-use package has a modern office style ribbon-based interface consisting of a range of functionality and tools.

Functionality within My Novel Writer includes:

- Creation and Management of books
- Book Outliner
- Character Profiler
- Event Sequence Builder
- Object Manager
- Location Manager



## 1.1. MY NOVEL WRITER V3 RELEASE NOTES

The following lists the changes in MORC Creations My Novel Writer version 3.0:

### **Login Screen:**

- Prompt on cancel
- Reorganized screen layout

### **Main My Novel Writer Application Screen**

- Close application confirmation
- Moved Open Navigator button to first tab
- Moved View tab items to first tab - Book Properties and Book Notecards
- Fixed application start menu icon and about menu icon
- Display name of currently open book in main window title bar

### **Open Book**

- Fix open book context menu icon
- Displayed name of open book in main application window title bar
- Added screen picture
- Changed book list to drop down list
- Added display of synopsis text
- Implemented book password and new password screen

### **Create New Book**

- Added user defined properties
- Added book synopsis area
- Prompt on screen cancel
- Added screen picture

### **Create book wizard - NEW FUNCTIONALITY**

- All new functionality
- 5 tab screen

### **Manage Books**

- Dock fill list in center of screen
- Bigger fonts
- Better form layout
- Added Create New Book button
- Added Refresh Book List button
- Fix open book icon on context menu
- Added book icon to book list

Remove generic rename book input dialog  
Update context menu with new options and reorganized list.  
Align book list data

### **Close Book**

Clear book label above ribbon bar  
Update close prompt with book title

### **Book Properties**

Added User defined properties  
Added screen picture  
Reset book password button  
NEW - reset book password screen

### **Book Outliner**

Remove generic input dialog  
Display toolbar text toggle button

### **Manage Front / Back Pages**

Display toolbar button toggle button  
Improve manage front / back pages screen  
Fixed front / back page labels in tree  
Remove front / back pages tree node when now pages left on the group  
Added include / exclude button to toolbar

### **Page Text Editor**

Display toolbar button toggle button on both toolbars  
Bigger icons  
Page view display style selector  
Check notecard type functionality  
Made icons on top editor toolbar bigger  
Updated icons on resource toolbar & made bigger  
Update superscript and subscript icons  
Fixed bug - not opening editor page when already open in document window

### **Book Notecards**

Add list item icons  
Reorganized screen slightly  
Increased font size in grid  
Removed grid lines from top grid  
Fixed bug when removing exiting notecard from available list

### **Character Profile**

Display toolbar button toggle button

Fixed message box format

Updated bullet list icon

Updated numbered list icon

Bug - need to disable text area on screen opening

### **Event Sequence Builder**

Display toolbar button toggle button

Update bullet list icon

Updated numbered list icon

Added display name text to editor toolbar buttons

Tooltip text on editor toolbar

Bug - need to disable text area on screen opening

### **Object Manager**

Display toolbar button toggle button

Added display name text o editor toolbar buttons

Updated bullet list icon

Updated numbered list icon

Updated superscript / subscript icon

Bug - need to disable text area on screen opening

### **Locations Manager**

Display toolbar button toggle button

Added display names to editor toolbar

Editor toolr display name

Replaced superscript / subscript icons

Replaced bullet list / numbered list icons

Bug - need to disable text area on screen opening

### **Research Manager**

Display toolbar button toggle button

Added display names to editor toolbar

Editor toolbar display name

Replaced superscript / subscript icons

Replaced bullet list / numbered list icons

Bug - need to disable text area on screen opening

### **Glossary**

Display toolbar button toggle button

Added display names to editor toolbar

Editor toolbar display name

Replaced superscript / subscript icons

Replaced bullet list / numbered list icons

Bug - need to disable text area on screen opening

### **Text Snippet**

Display toolbar button toggle button  
Added display names to editor toolbar  
Editor toolbar display name  
Replaced superscript / subscript icons  
Replaced bullet list / numbered list icons  
Bug - need to disable text area on screen opening

### **Project Ideas**

Display toolbar button toggle button  
Added display names to editor toolbar  
Editor toolbar display name  
Replaced superscript / subscript icons  
Replaced bullet list / numbered list icons  
Bug - need to disable text area on screen opening

### **Character Profile Template**

Display toolbar button toggle button  
Added display names to editor toolbar  
Replaced bullet list / numbered list icons

### **Event Sequence Template**

Display toolbar button toggle button  
Added display names to editor toolbar  
Replaced bullet list / numbered list icons

### **Locations Template**

Display toolbar button toggle button  
Added display names to editor toolbar  
Replaced bullet list / numbered list icons

### **Location Types**

Display toolbar button toggle button

### **Object Types Templates**

Display toolbar button toggle button  
Bug - update icons - super/sub and numbered & bullet lists  
reorganized and resized form

### **Object Type**

Display toolbar button toggle button

Bug - update icons - superscript / subscript and numbered & bullet lists  
Reorganized and resized form  
Bug - fixed missing content menu icons

### **Notecard Types**

Turned off grid lines  
Display toolbar button toggle button  
Added picture box  
Increased field sizes  
Reorganized screen

### **Manage Genres**

All new functionality

### **Task List**

Display toolbar button toggle button  
Updated font size  
Reorganized screen

### **Manage External Tools**

Added screen picture box

### **Add / Edit External Tools**

Added screen picture box  
Reordered screen  
Put single border on icon image

### **System Options**

Save functional should also close screen  
Added docking options & spread through main form

### **Manage Users**

Added picture box

### **Add / Edit Users**

Increased font size  
Reorganized screen layout  
Added screen picture box

### **Architecture changes**

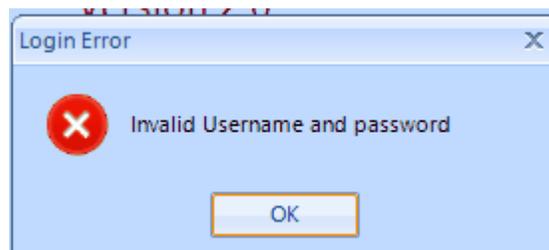
moved more functionality into classes  
improved code base structure

## 1.2. LOGIN

The My Novel Writer login screen, as shown below, allow you to login into the application. You must enter both a valid user name and matching password.

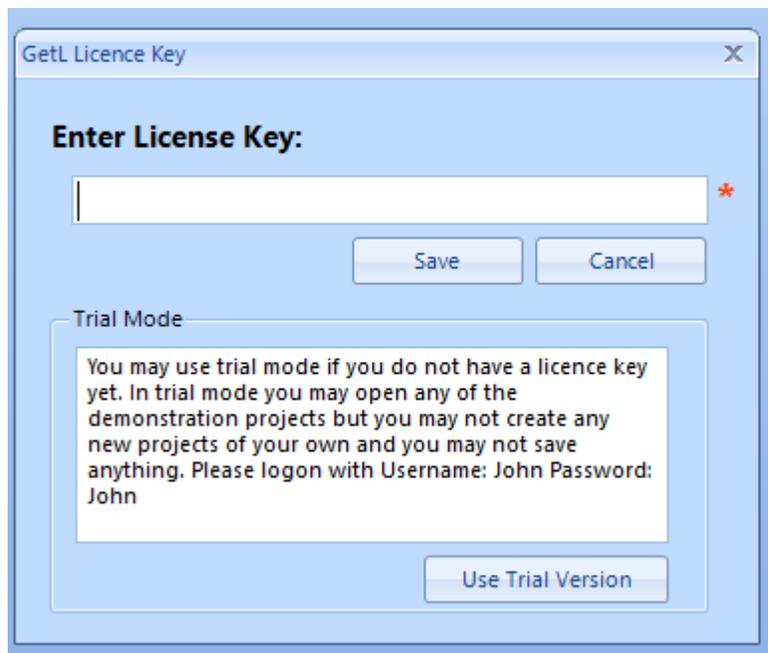


If you enter an invalid user name and password combination then the following error message will be displayed.

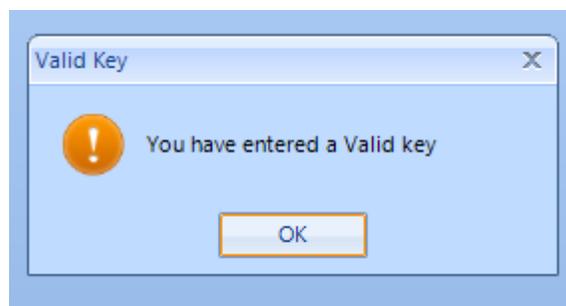


### 1.3. LICENSING

When you first start your copy of the My Novel Writer software you will be presented with the license key screen. If you do not yet have a license key then you can run the application simply 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.



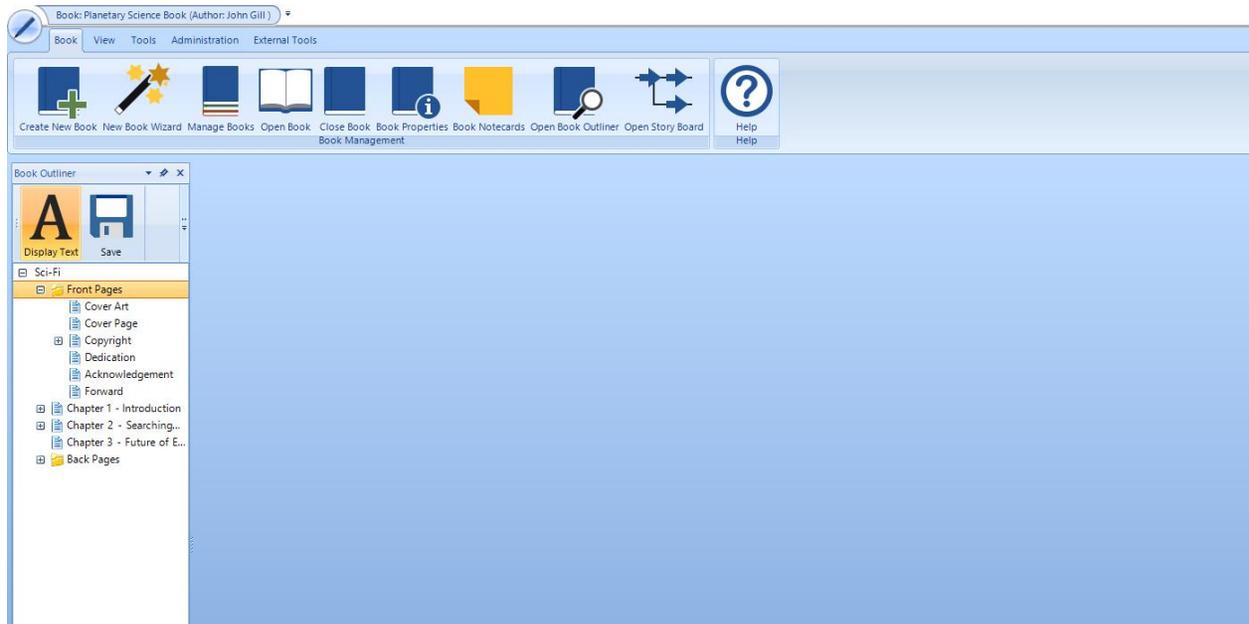
Once you have received your license key enter it into the License Key fields and press save. If you have entered a valid license key then the following message will be displayed.



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.

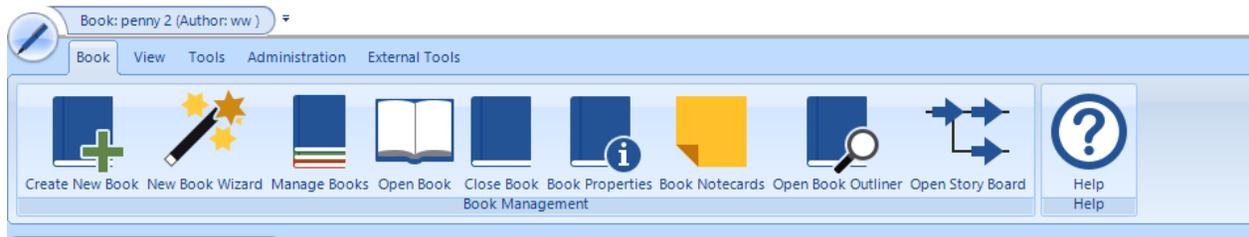
## 1.4. MY NOVEL WRITER MAIN SCREEN

The My Novel Writer main screen is shown below and provides access to all the main functionality within the My Novel Writer application.



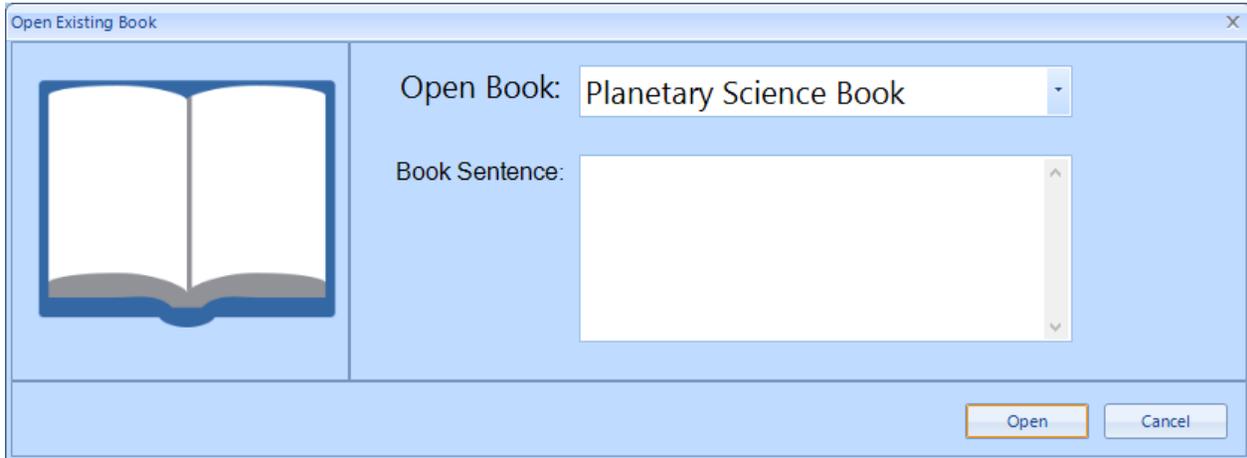
### 1.4.1. BOOK TAB

The book tab provides access to all the main book functionality within the My Novel Writer application.



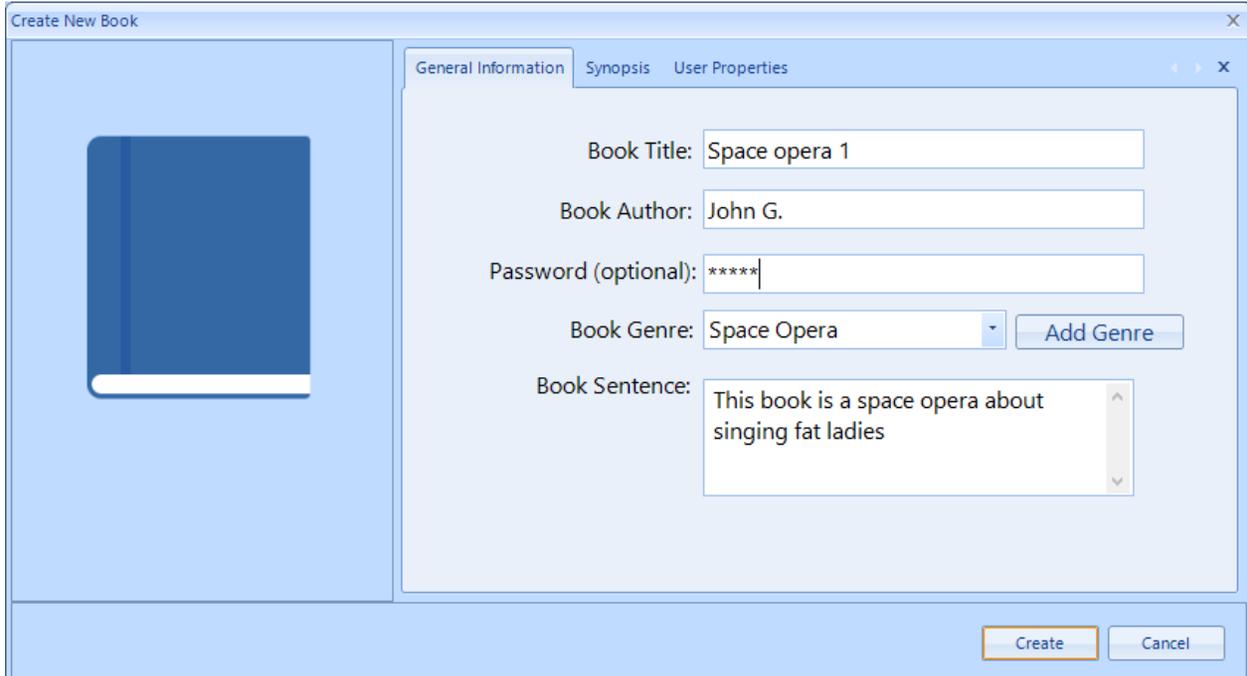
#### 1.4.1.1. OPEN BOOK

The Open Book functionality allows for the opening of existing books within the My Novel Writer application.



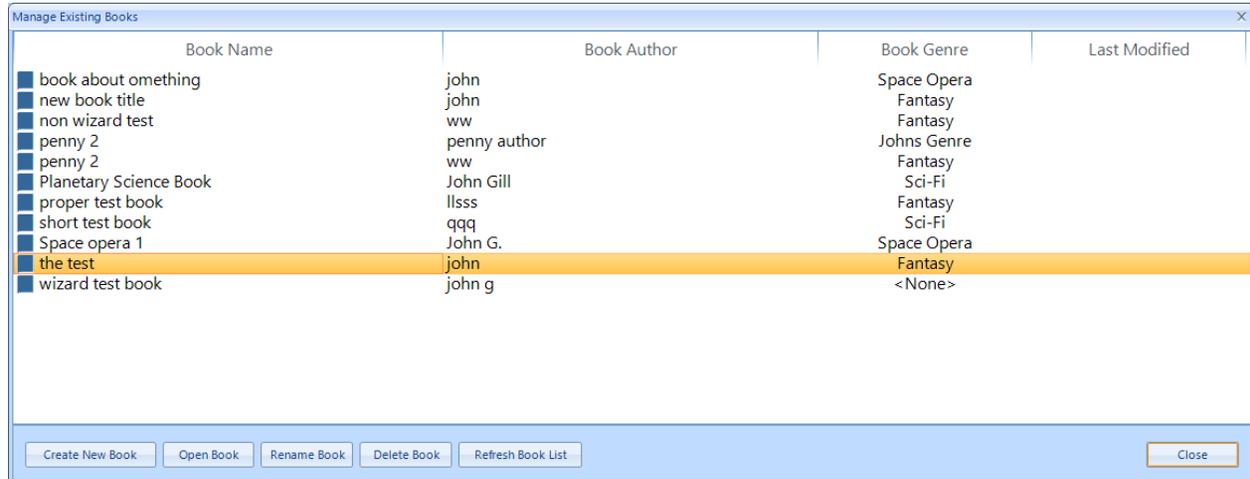
#### 1.4.1.2. CREATE BOOK

The Create New Book functionality allows for the creation of a new book within the My Novel Writer application.



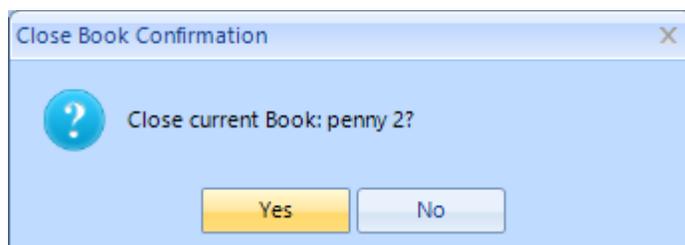
### 1.4.1.3. MANAGE BOOKS

The Manage Books functionality allows for the management of existing books within the My Novel Writer application.



### 1.4.1.4. CLOSE BOOK

The Close Book functionality allows for the closure of a currently open book within the My Novel Writer application.

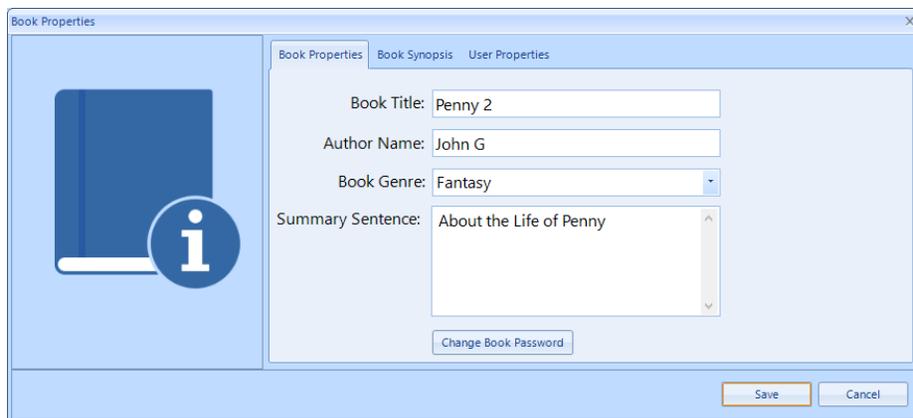


### 1.4.1.5. BOOK PROPERTIES

The Book Properties functionality allows for entry of book details within the My Novel Writer application.

This screen consist of three tabs as shown below:

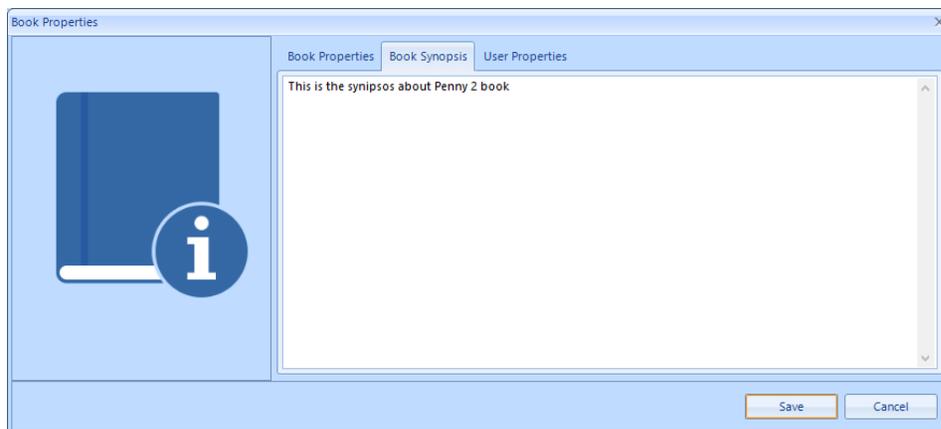
- Book Properties
- Book Synopsis
- User Properties



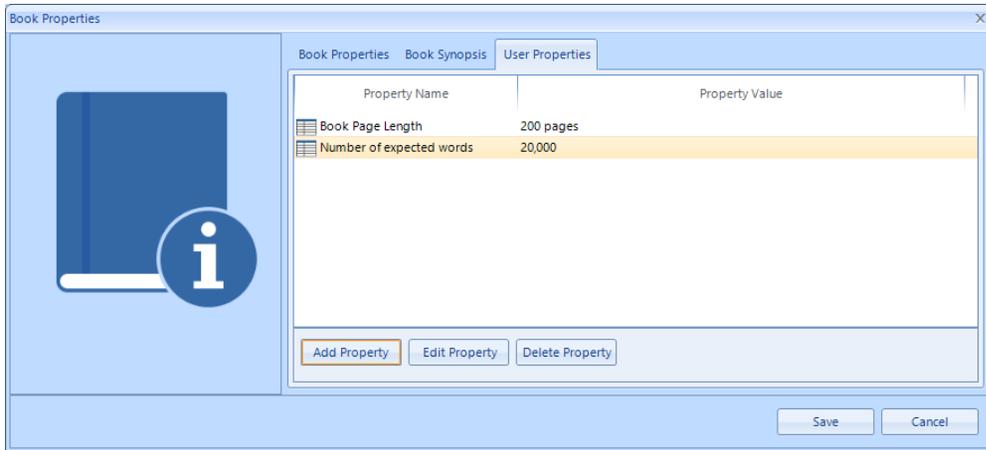
The screenshot shows the 'Book Properties' window with three tabs: 'Book Properties', 'Book Synopsis', and 'User Properties'. The 'Book Properties' tab is active. It contains the following fields:

- Book Title: Penny 2
- Author Name: John G
- Book Genre: Fantasy
- Summary Sentence: About the Life of Penny

There is a 'Change Book Password' button below the Summary Sentence field. At the bottom right of the window are 'Save' and 'Cancel' buttons.



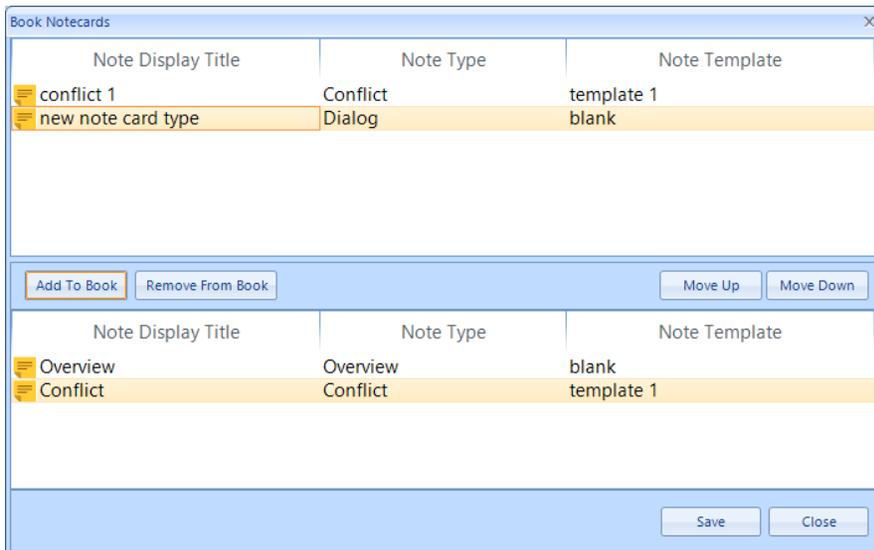
The screenshot shows the 'Book Properties' window with the 'Book Synopsis' tab active. The 'Book Synopsis' field contains the text: "This is the synopsis about Penny 2 book". At the bottom right of the window are 'Save' and 'Cancel' buttons.



1.4.1.6. BOOK NOTE CARDS

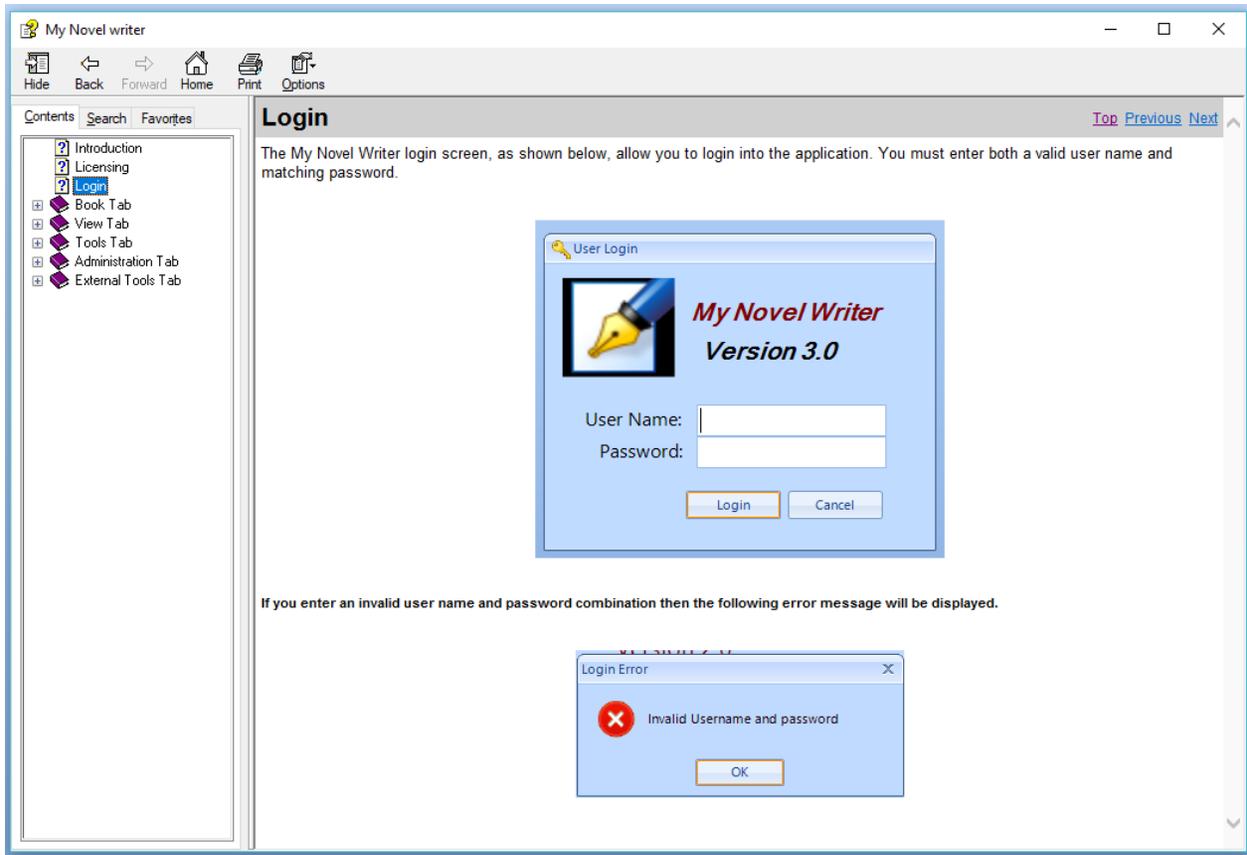
The Book Notecards functionality allows for Notecards to be assigned to the current open book within the My Novel Writer application.

The assigned Notecard items are displayed at the bottom of the Page Editor screen for each page, on a page by page basis..



### 1.4.1.7. HELP

The Help button is available from the Book Tab within My Novel Writer and when pressed 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

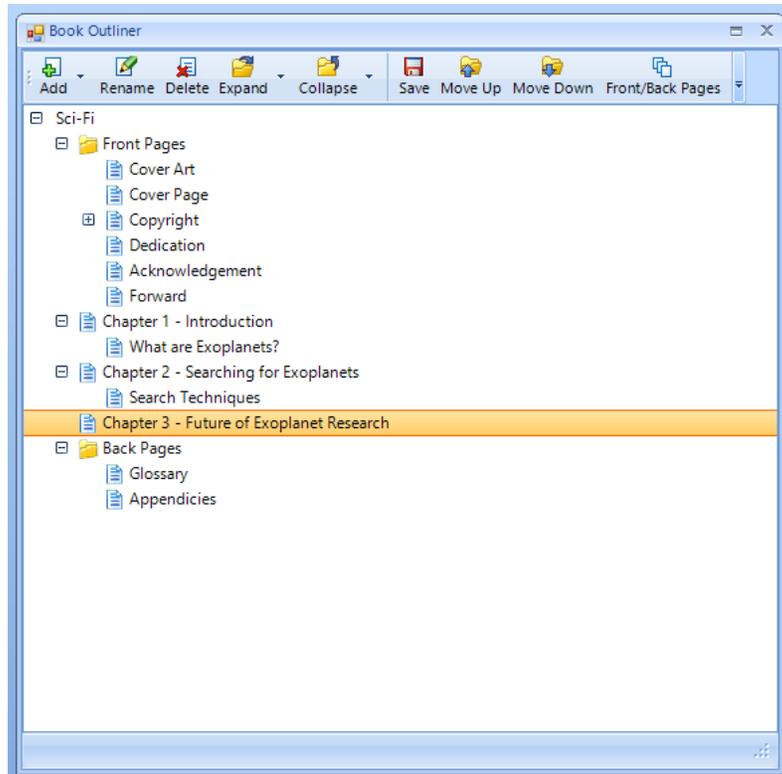
**Search:** Allowing you to search the help for a specific help term,

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

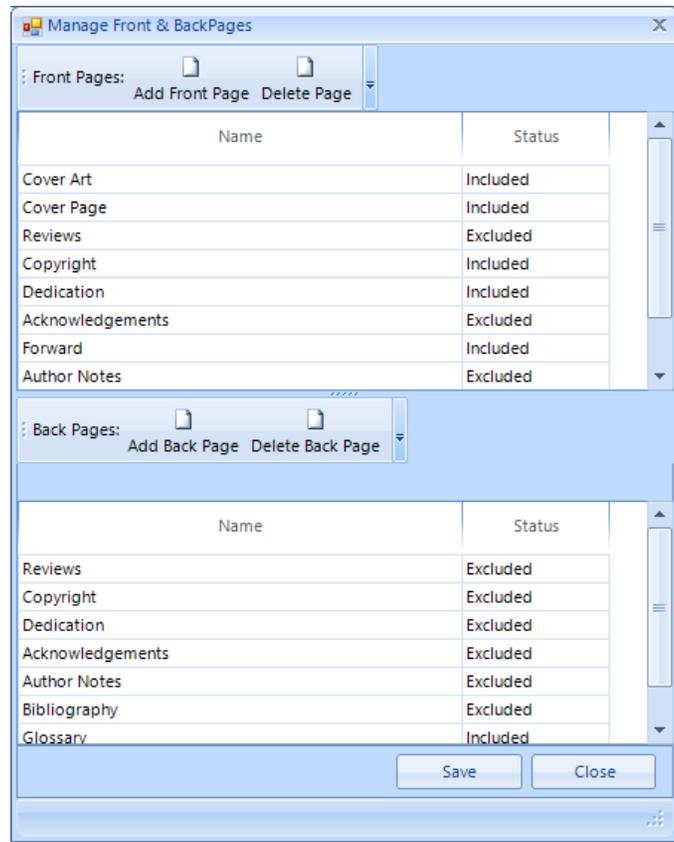
## 1.4.2. VIEW TAB

### 1.4.2.1. BOOK OUTLINE

The Book Outline, as can be seen in the image below, allows you to manage the structure of your book. From this form 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.

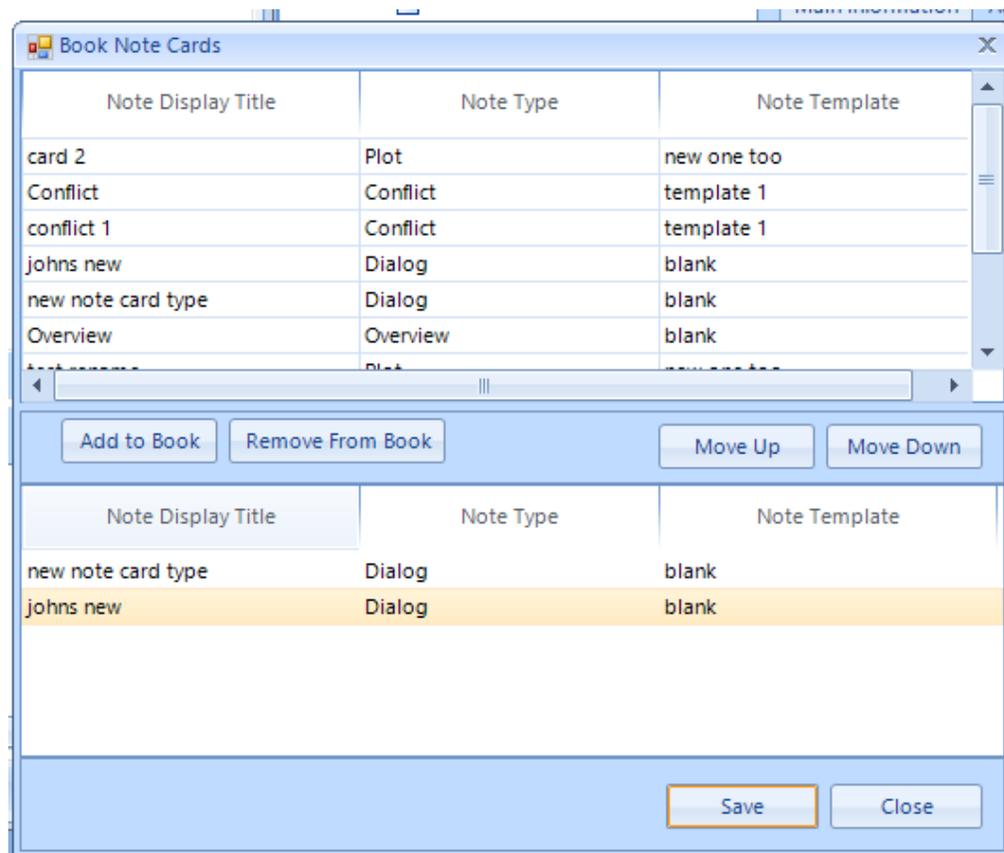
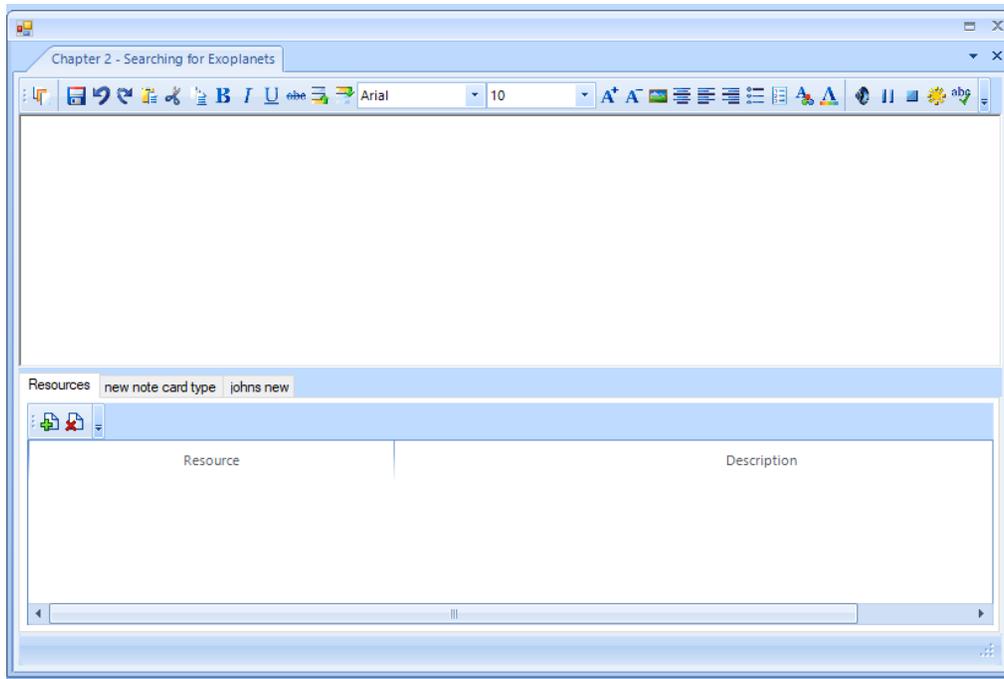


The Front/Back page button opens a form from which you can manage what appears in the front- and back-page sections of your book. This may range from nothing at all to a whole range of different page types, as shown in the image below. You have complete control over these page sets and may add or delete pages to either section as required.



When you double click on a page within the Book Outliner you are presented with the text editor. From this screen you enter the text and images for this page. This screen also provides speech functionality if it is available on your computer. The 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.

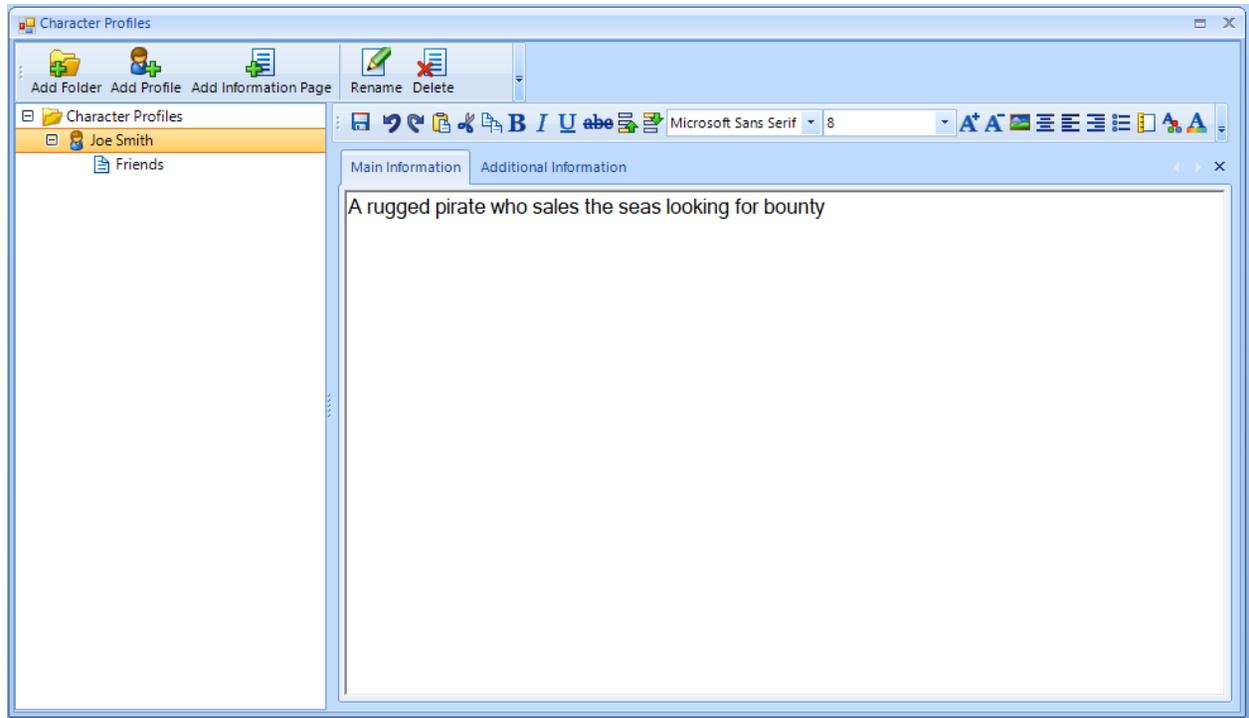
This screen also provides you access to the Resources and Note Cards panels. These panels are provided at the bottom of the editor screen and may be hidden or displayed using the first button on the editors toolbar. The Resources tab allows you to add and remove Resource items or Information relating 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 below.



#### 1.4.2.2. CHARACTERS

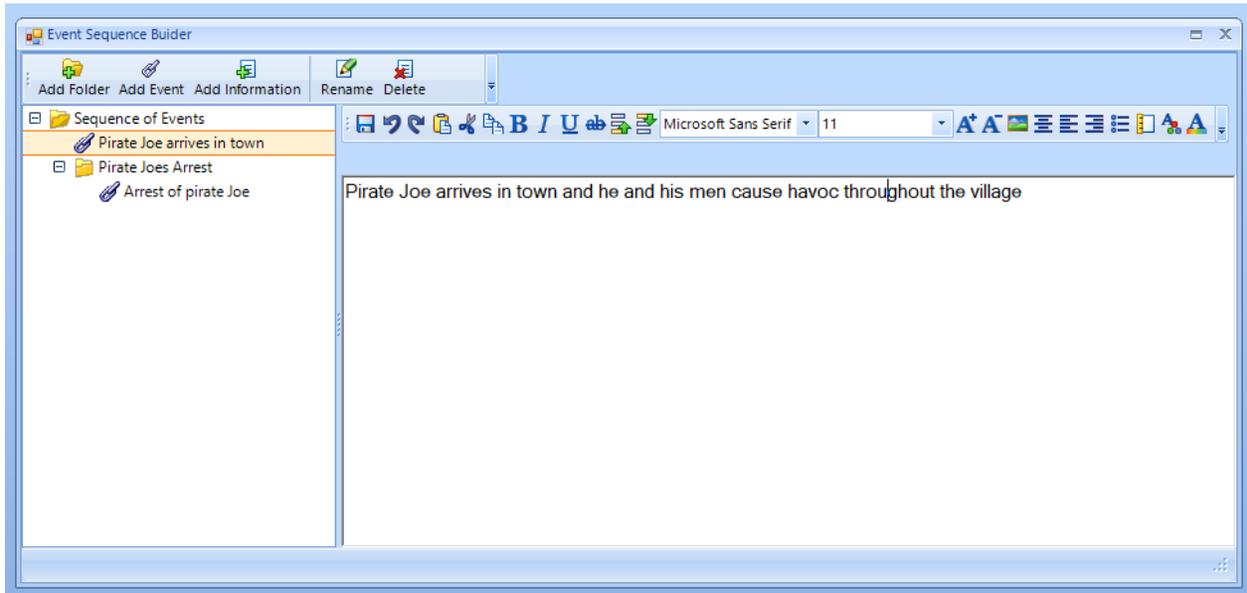
The Character Profiler screen allows you to define characters who will appear in your novel or play. For each character you define you may also nominate one or more information pages about that character, such as their friends, favorite haunts, or anything else you wish to add.

As can be seen in 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.

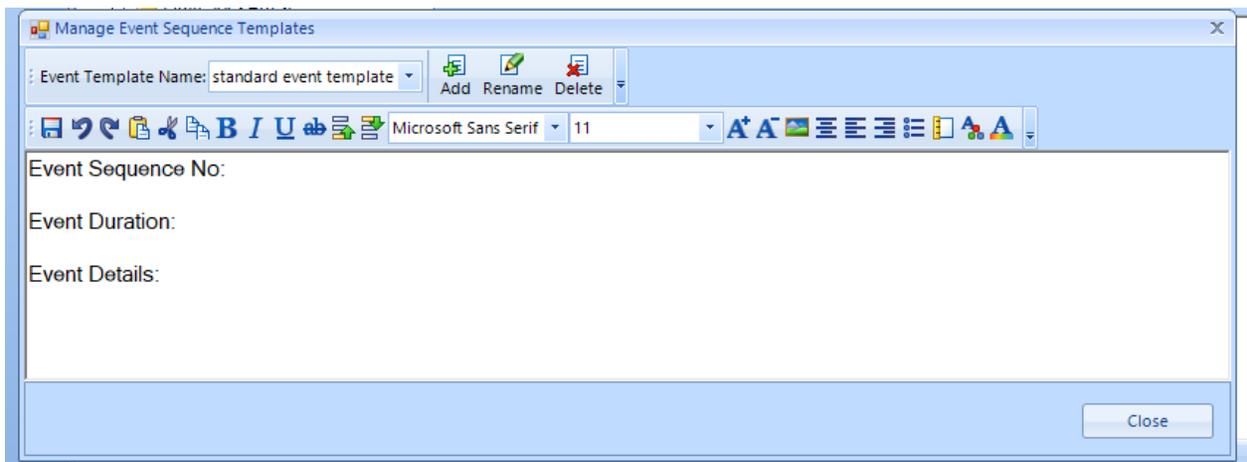


### 1.4.2.3. EVENT SEQUENCE BUILDER

The Event Sequence Builder screen allows you to define events which will occur within your novel or play. For each event created you may define the event and its details. Additionally you may also nominate one or more information pages about that event. As can be seen in the image below a simple editor 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.

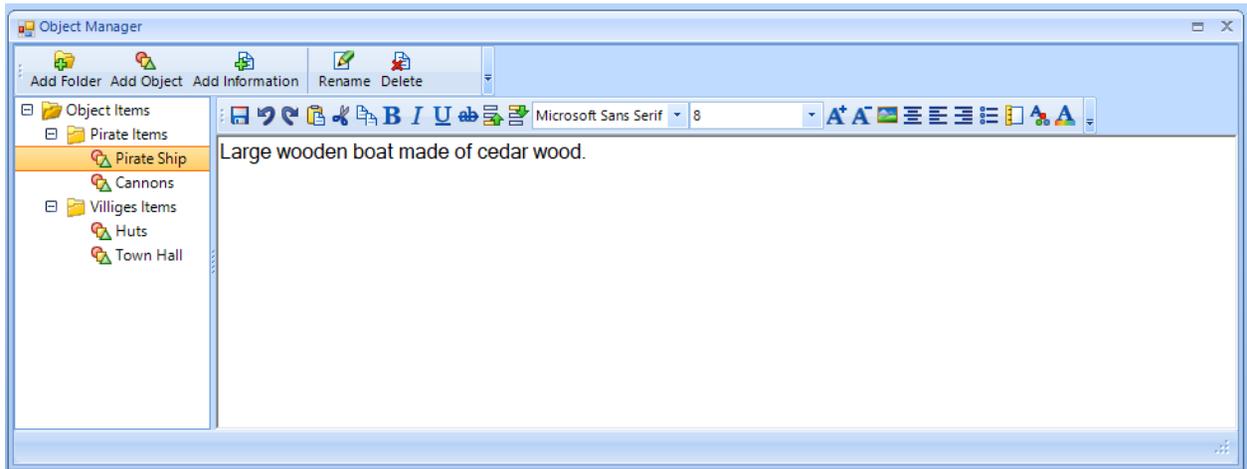


When you create new events you may nominate to use an event sequence template to define the event. Event Sequence Templates are managed by you within the My Novel Writer software through the Manage Event Sequence Template form, as show below. Using this form you can add, rename or delete Event Sequence Templates and format the text of the template to your liking using the editor toolbar.

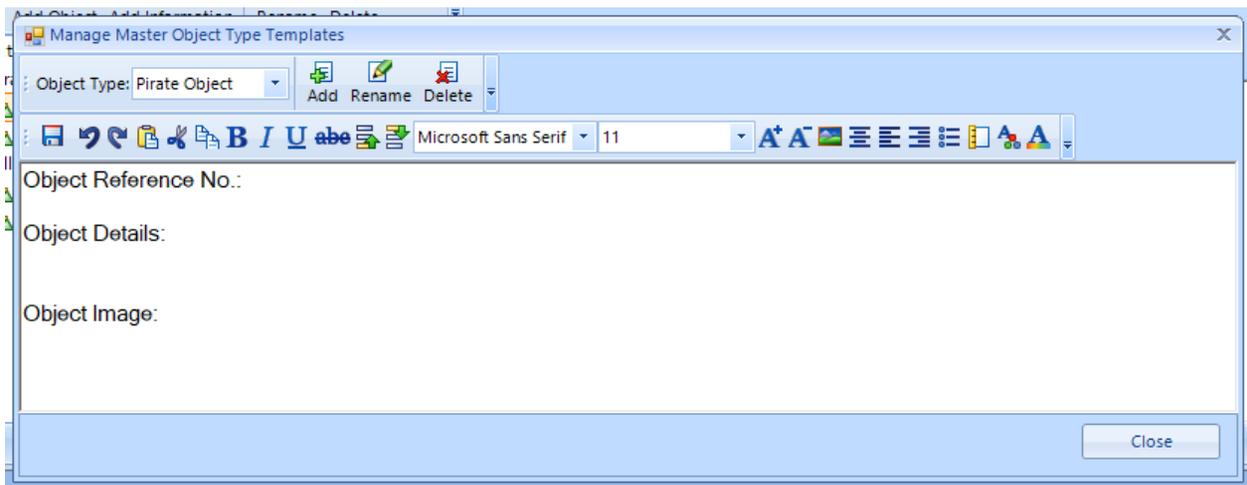


#### 1.4.2.4. OBJECT MANAGER

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

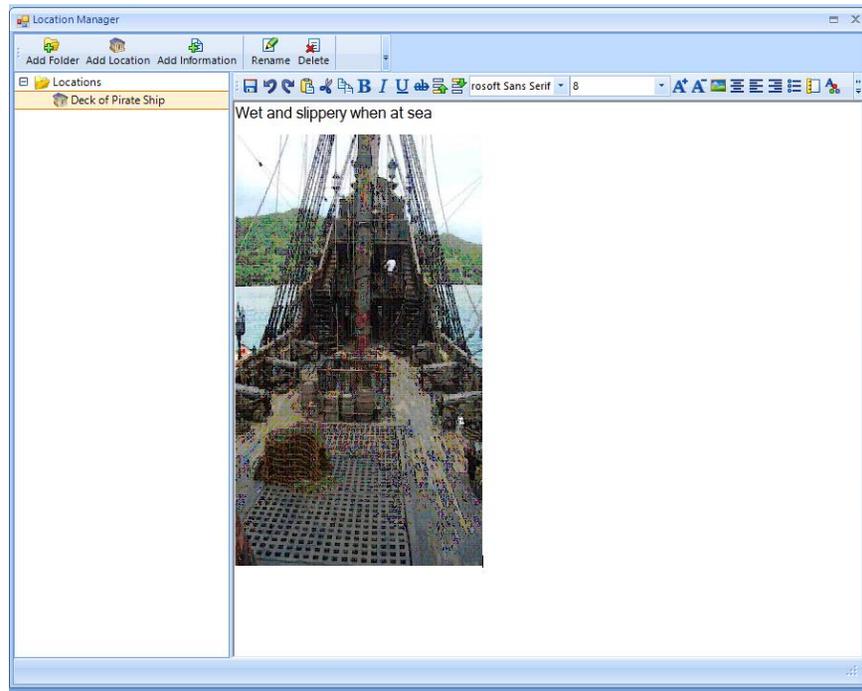


When you create new object items within the My Novel Writer application you may nominate to use an Object Template to define the object. Object Templates are managed by you within the My Novel Writer software through the Manage Object Template form, as show below. Using this form you can add, re-name or delete Object Templates and format the text of the template to your liking using the editor toolbar.

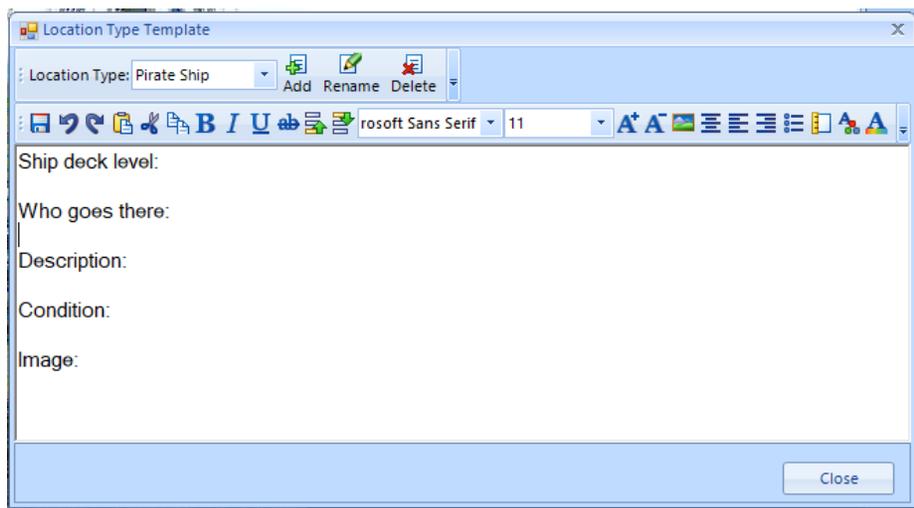


#### 1.4.2.5. LOCATION MANAGER

The Locations manager screen allows you to define locations which will appear within your novel or play. 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 you location in anyway you wish, including text formatting, size and colour and the addition of any images you may wish to include.

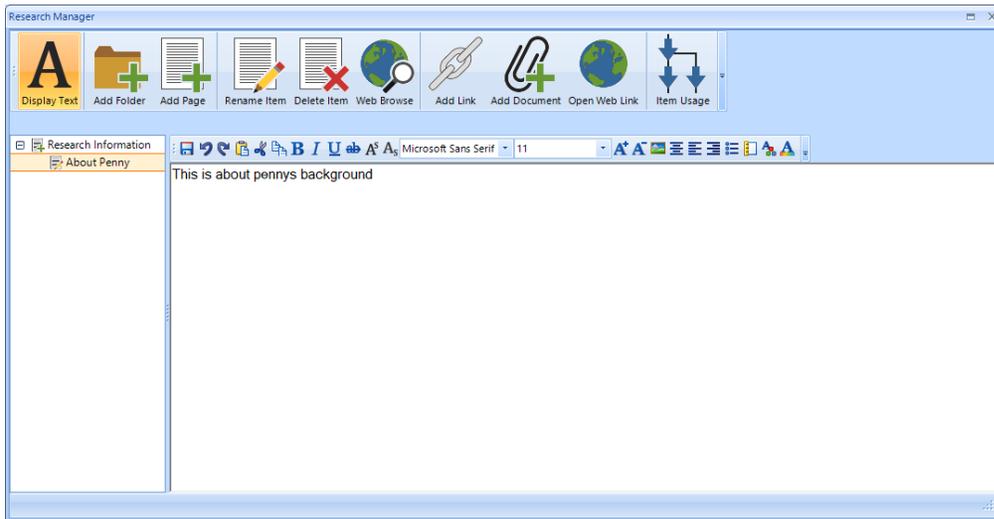


When you create new Locations within the My Novel Writer application you may nominate to use a Location Template to help define or format the presentation of the location information. Information Templates are managed by you within the My Novel Writer software through the Manage Location Template form, as show below. Using this form you can add, rename, or delete Location Templates and format the text of the template to your liking using the editor toolbar.



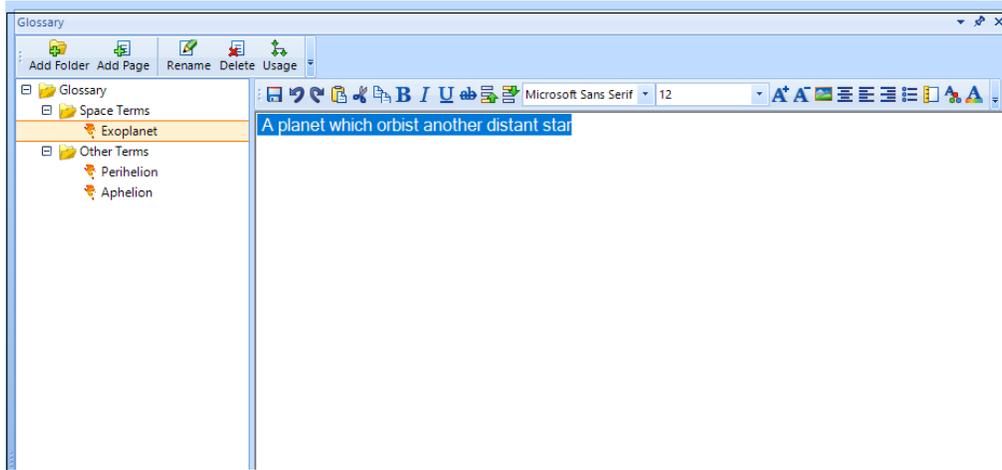
1.4.2.6. RESEARCH

The Research Manager screen allows for the storage of research information for the user's book.



### 1.4.2.7. GLOSSARY

The Glossary form is used to enter and store terminology relevant to your project. The Glossary form is shown below and is a single form which allows for both tree navigation and management and item entry and editing.



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.



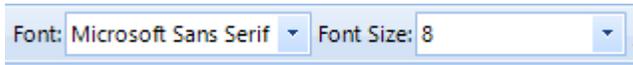
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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.



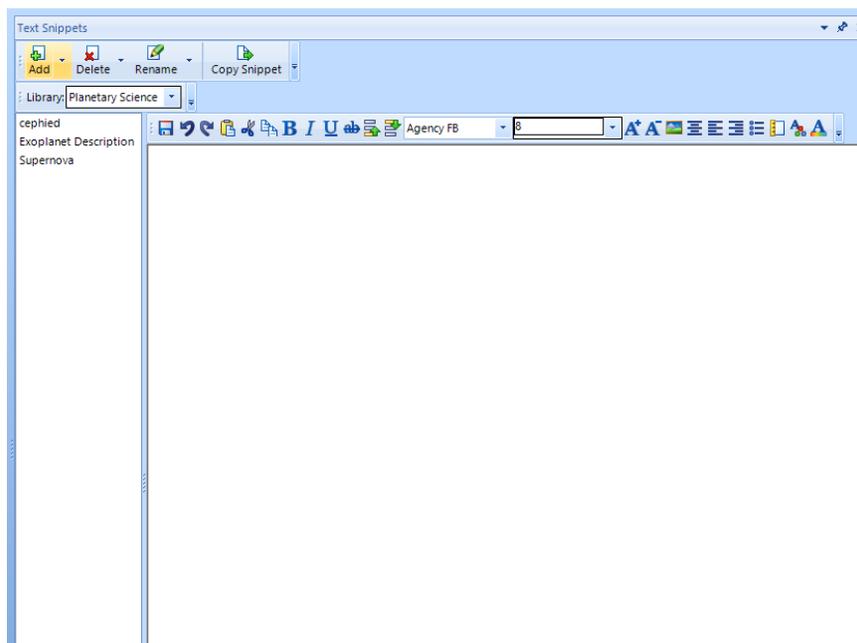
**Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

#### 1.4.2.8. TEXT SNIPPETS

The Text snippets form allow to create, store and use block of text that you may commonly use (so called text snippets). The Text Snippets form is shown below and is a single form which allows for both tree navigation and management and item entry and editing.

The buttons located at the top pf the form provide the following functionality:

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



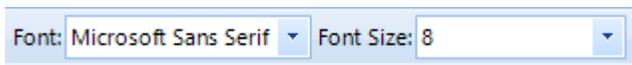
- **Underline Button** - The Underline Button is a toggle button you allows you to make highlighted text Underlined. When selected text is already underlined or the underline button is pressed the button will appear in pressed mode.



- **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.



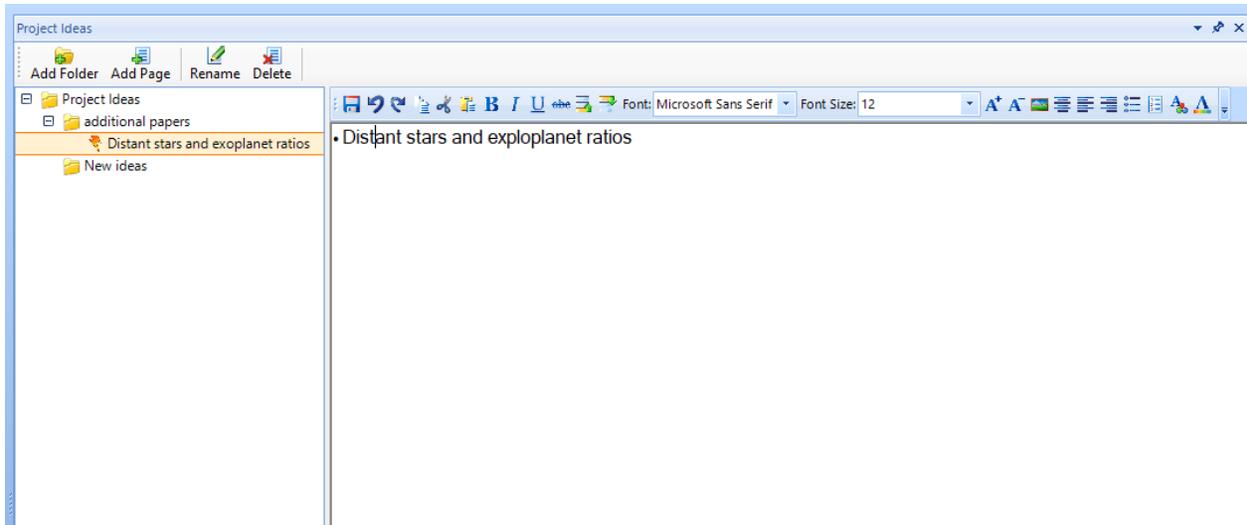
- **Font Colour Button** - The Font Colour button allows you to select the colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position. When this button is pressed the colour selection panel is displayed from which you may select the desired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

### 1.4.2.9. PROJECT IDEAS

The Project Ideas form is used to enter and store project ideas which may have in relation to your project (or other projects). The Project ideas form is shown below and is a single form 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 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.

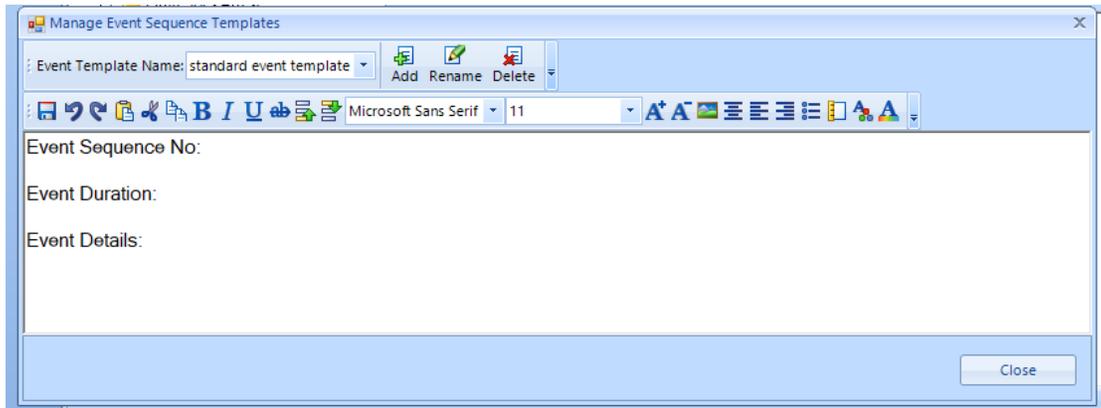


- **Font Background Colour Button** - The Font Background Colour button allows you to select the background colour of the text. This applies to both highlighted text and text that you will place in at the current cursor position.

### 1.4.3. TOOLS TAB

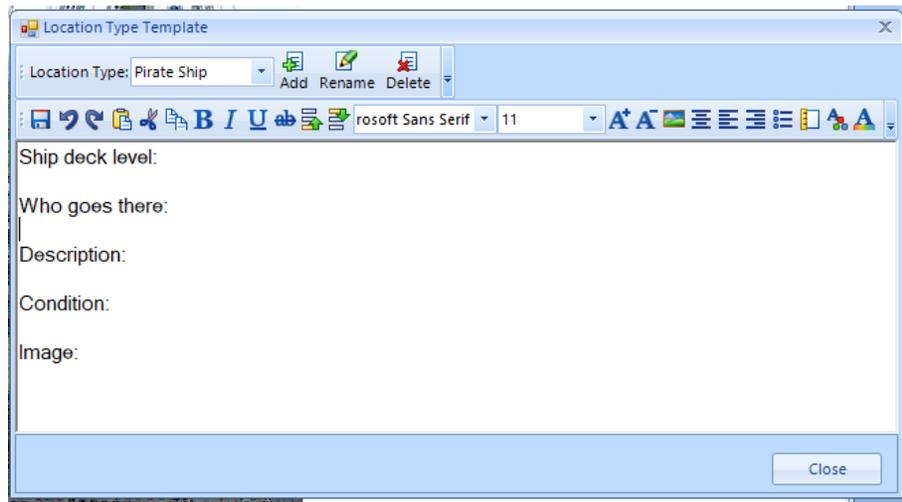
#### 1.4.3.1. EVENT SEQUENCE TEMPLATES

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 software through the Manage Event Sequence Template form, as show below. Using this form you can add, rename or delete Event Sequence Templates and format the text of the template to your liking using the editor toolbar.



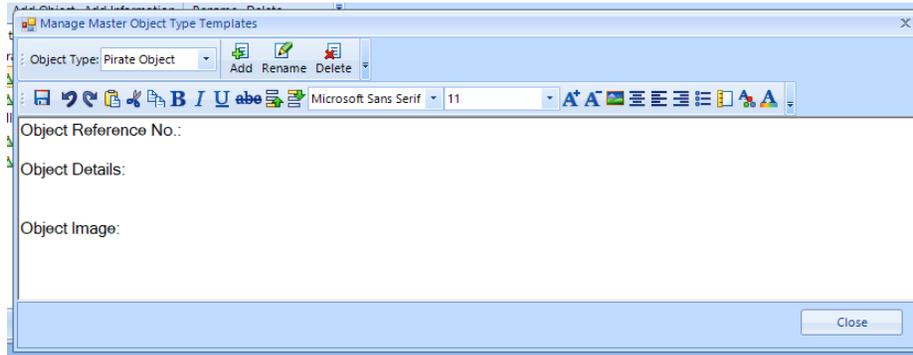
### 1.4.3.2. LOCATION TYPE TEMPLATES

When you create new Locations within the My Novel Writer application you may nominate to use a Location Template to help define or format the presentation of the the location information. Information Templates are managed by you within the My Novel Writer software through the Manage Location Template form, as show below. Using this form you can add, rename or delete Location Templates and format the text of the template to your liking using the editor toolbar.



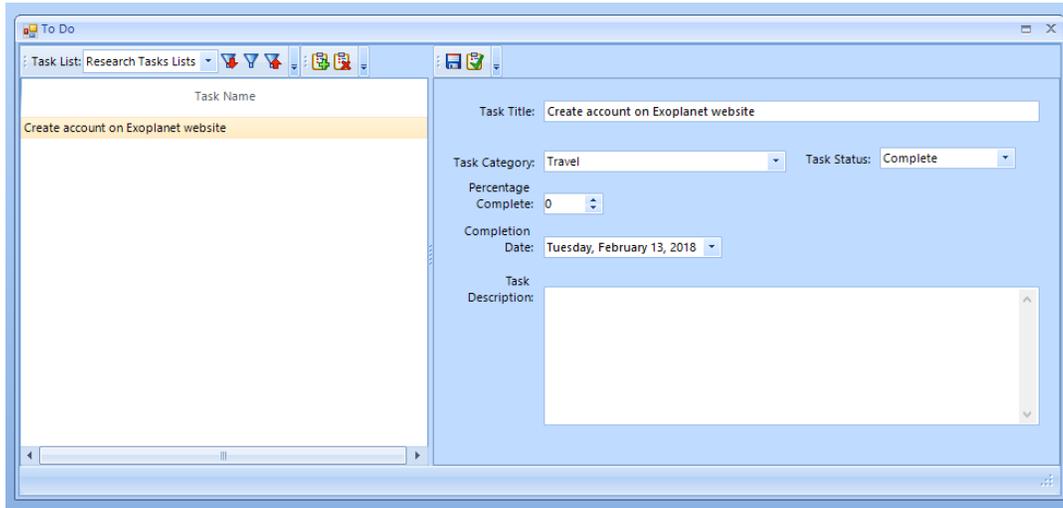
### 1.4.3.3. OBJECT TYPE TEMPLATES

When you create new object items within the My Novel Writer application you may nominate to use an Object Template to define the object. Object Templates are managed by you within the My Novel Writer software through the Manage Object Template form, as show below. Using this form you can add, re-name or delete Object Templates and format the text of the template to your liking using the editor toolbar.



#### 1.4.3.4. TO DO LIST

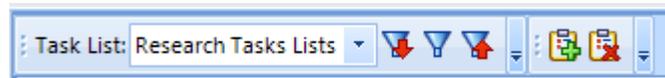
The To Do List within the My Novel Writer software allows you to add and track tasks you need to work on during your research work. The Tasks form allows you to place your task items into different categories and allocate different statuses to them. These values may be defined by you through the [Status Items](#) and [Category Items](#) forms in the Setup Tab.



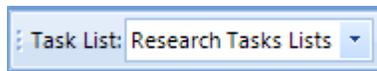
There are two sets of buttons available on the Task form; one for managing the Tasks Lists and task items themselves and one for saving and updating the task item.

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

This toolbar and button set is shown below.



The buttons and controls available on this toolbar are:



- Select an existing task list.



- Add a new Task List



- Edit the selected Task List name



- Delete the selected Task List



- Add a new Task Item,



- Delete the currently selected task item

### **Saving and Updating The Task Item**

This toolbar and button set is shown below.



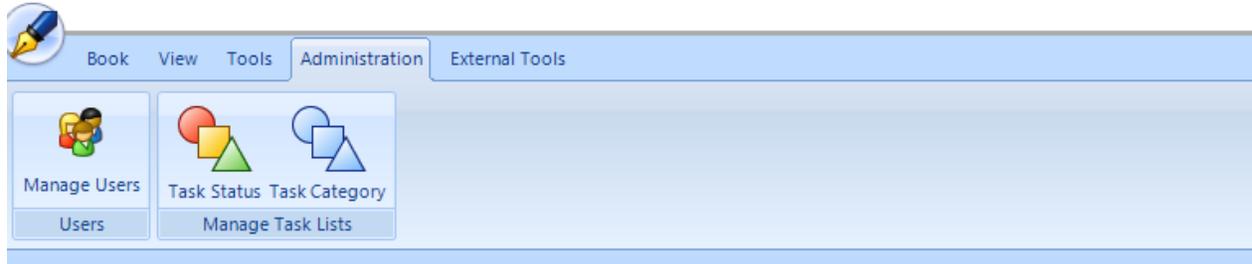
- Save changes to the current task



- Set the current task to Complete

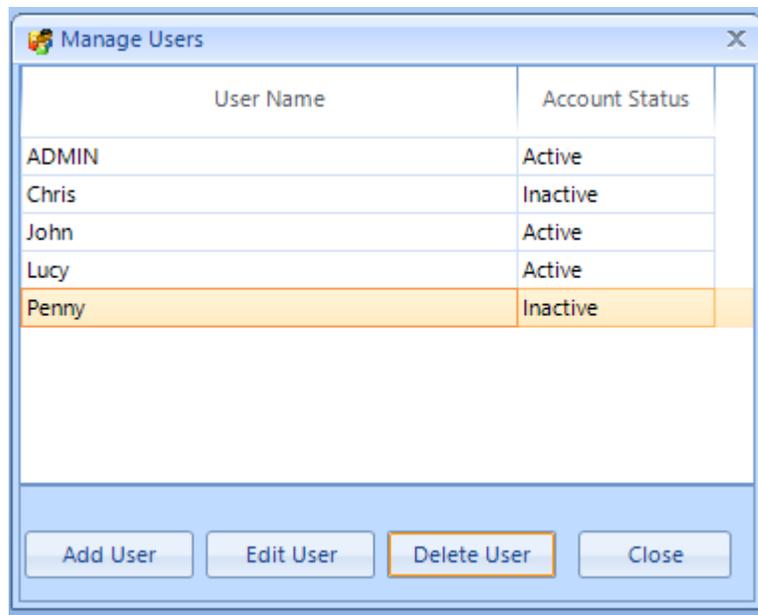
#### 1.4.4. ADMINISTRATION TAB

The Administrations Tab provides access to the administration functionality within My Novel Writer.



##### 1.4.4.1. MANAGE USERS

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

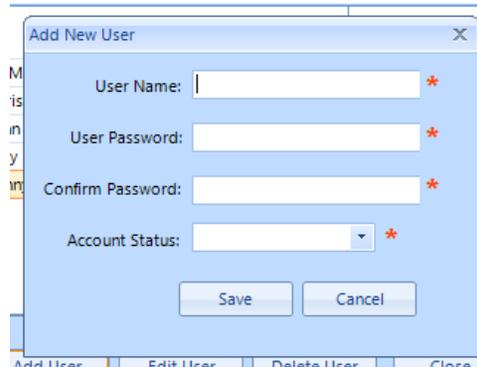


The screenshot shows the 'Manage Users' form. It features a table with two columns: 'User Name' and 'Account Status'. The table contains five rows of user data. Below the table, there are four buttons: 'Add User', 'Edit User', 'Delete User', and 'Close'. The 'Delete User' button is highlighted with an orange border.

User Name	Account Status
ADMIN	Active
Chris	Inactive
John	Active
Lucy	Active
Penny	Inactive

There are several 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 system. When pressed the Add New User form will be displayed. This form allows you to add the details of the new user, including whether or not their account is active.



The image shows a screenshot of a web application interface. A modal dialog box titled "Add New User" is open. It contains the following fields and controls:

- User Name:** A text input field with a red asterisk to its right.
- User Password:** A text input field with a red asterisk to its right.
- Confirm Password:** A text input field with a red asterisk to its right.
- Account Status:** A dropdown menu with a red asterisk to its right.
- Buttons:** "Save" and "Cancel" buttons are located at the bottom of the dialog.

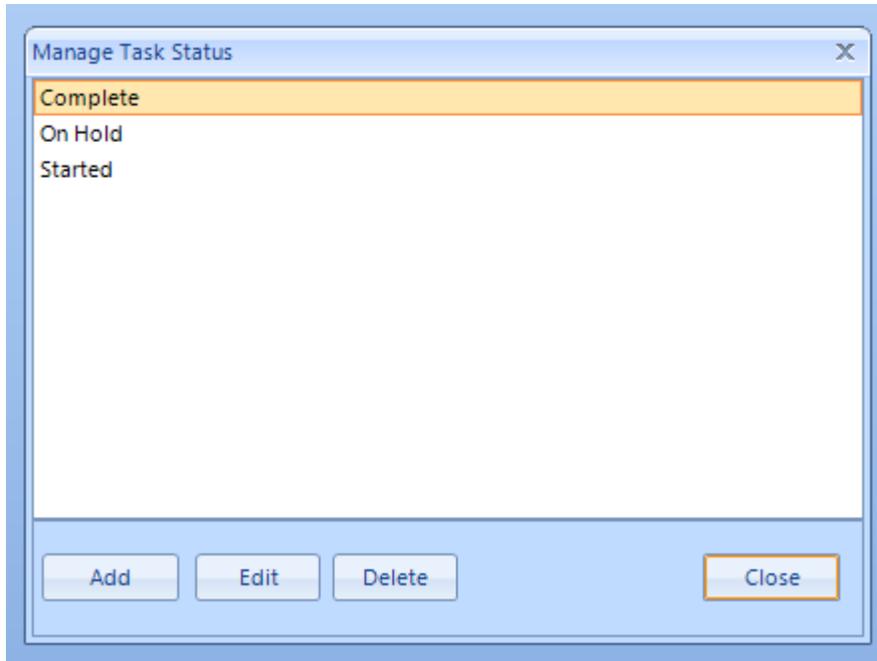
Below the dialog, a portion of a menu bar is visible, showing buttons for "Add User", "Edit User", "Delete User", and "Close".

**Edit User Button:** The Edit User button allows you to edit an existing user of the system. When you select the edit function the user details will be displayed in a form similar to the add user form, except the user name will not be editable.

**Delete User Button:** The Delete User button allows you to remove users from having access to the My Novel Writer system. When you select to delete a user you will first be prompted as to whether or not you wish to go ahead with this action. Note that you are unable to delete the system Admin user account.

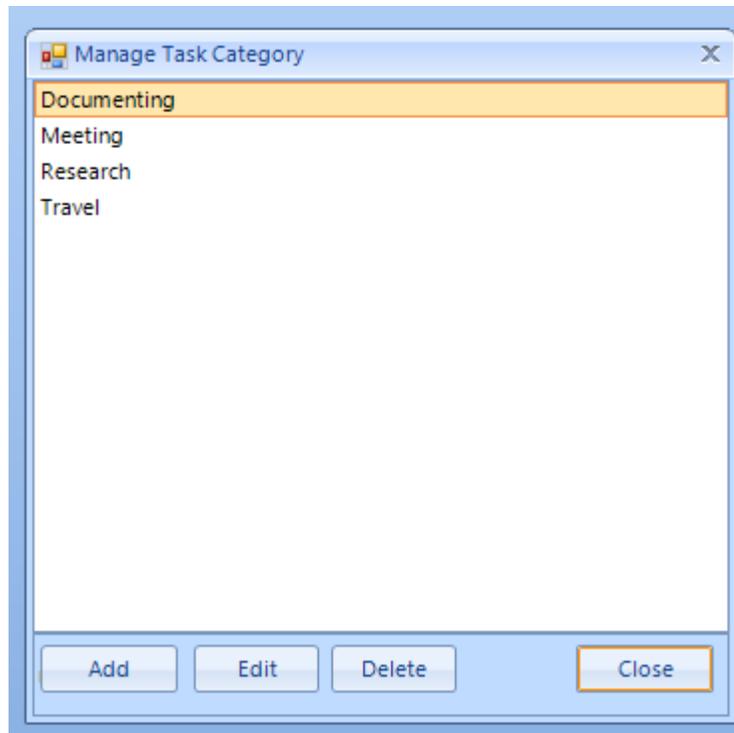
1.4.4.2. MANAGE TASK STATUS

The Manage Task Status form allows for the addition and removal of task status items from within the My Novel Writer application.



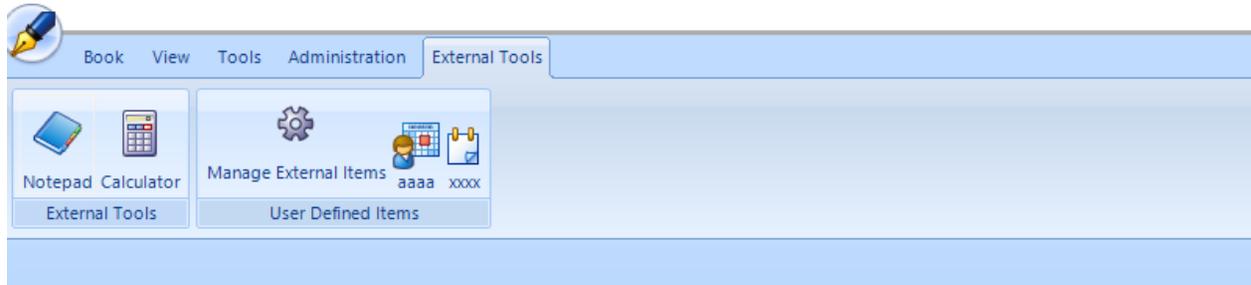
#### 1.4.4.3. MANAGE TASK CATEGORIES

The Manage Task Category Status form allows for the addition and removal of task category items from within the My Novel Writer system.



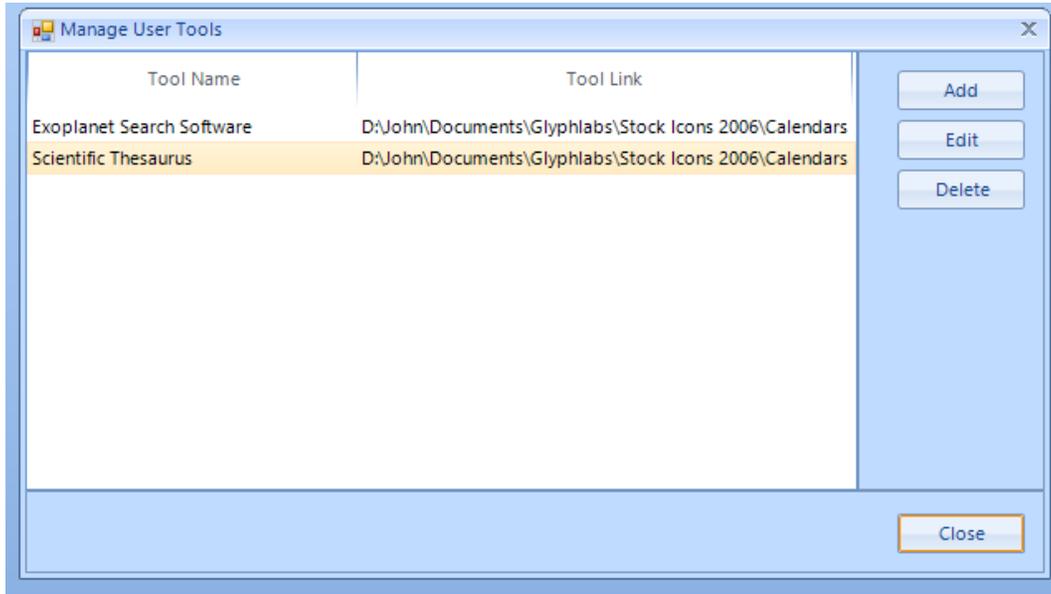
### 1.4.5. EXTERNAL TOOLS TAB

The External Tools Tab, as its name implies, allows you to gain access and configure external tools which may then be access from the My Novel Writer software. By default Notepad and Calendar are all ready provided to you. You can create and manage access to your own external tool using the [Manage External Tools](#) form.

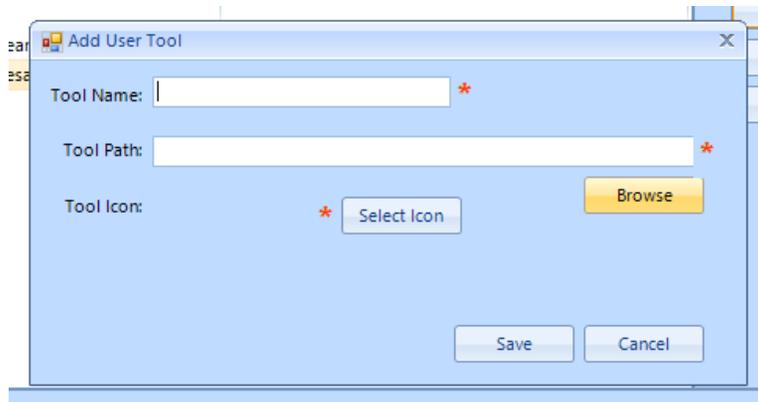


### 1.4.5.1. MANAGE EXTERNAL ITEMS

The Manage External Tools form allows you to add and delete My Novel Writer access to external tool items. The Manage External Tools form is shown below along with a more detailed functional description. Note that all changes you make to the External Tools set won't be applied until you log into the My Novel Writer application again.



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



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

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

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