

The New WritePro®

User Manual

The Order of the Lessons

As you move along in the lessons, you will be creating characters and scenes. As you will see, sometimes this data is passed automatically from one lesson to the next. The lessons are meant to be done in numerical order to avoid ending up with missing data. The program allows you to move backwards to review something, but you can't jump forward. The intent is for you to build your story or a novel in the best possible order. As you work through the program, the previous lessons are available to you from the drop down list on the bottom status bar. Your characters are following you into the next scene as your story develops.

The Menus

Most of the menu commands have shortcut keys listed to the right of the command. That means you can perform that function by clicking it on the applicable menu or just press the shortcut key or key combination.

The **File menu** has save options, allowing you to open another saved data file, or to print or export your work and exit the program.

The **Edit menu** contains all of the editing commands. Many of these commands are also represented by icons on the program's main toolbar.

The **Navigate menu** allows you to page forwards or backwards and to access the index which allows you to jump to a specific point within the current lesson. You can also use the arrows on the toolbar to move from one page to the next. For those who prefer shortcut keys, [F7] takes you back a page and [F8] moves you forward one page.

The **Help menu** is where you open this file or go to our online help page.

Saving Your Work

The New WritePro saves your work automatically as you go through the lessons. When you begin working, the program will ask you to name the file that will contain all of the characters and scenes that you create in the program, and it allows you to choose the folder where you want to save it. It will save all of the data for the lessons in the same file.

If you want to start over at any point, choose “**Start from Scratch**” on the opening menu popup window and **create a data file with a different name** unless you want to overwrite your previous data.

Two or more people can have lessons underway at the same time, simply by saving their data with different file names. When switching users, just open your saved file to resume where you left off.

Exporting Your Work

You can export individual pieces of writing any time you like by selecting “Export” from the “File” menu. There are two format options for exporting:

“**RTF**” means Rich Text Format which can be opened and edited in any word processor.

“**PDF**” means Portable Document Format which can be opened on any computer with Adobe Acrobat Reader installed. This format is meant for sharing or printing, but not for editing.

The Toolbar

The toolbar is right below the menu bar and contains icons for the main file and editing functions.

The Status Bar

The Status bar is at the bottom of the program window and show which lesson you are in and what page you are on. It also shows loading progress when you are entering a lesson.

Flab Editing

Flab editing is a unique advantage of the WritePro program. “Flab” means soft body tissue. It has also come to mean words that are excessive, usually adjectives or adverbs that have a tendency to weaken the surrounding text. WritePro enables you to highlight words or phrases that are “flabby” and gives you an opportunity to see the text with and without the “flab” words. The flab editor enables you to mark flab words and see them in context as desirable or not.

These are the associated commands:

Select Flab - When you double-click on a word, it is highlighted (selected) and the Select Flab button becomes available. When you press Select Flab, the word(s) become highlighted in yellow. All words highlighted this way will then be subject to the other Flab functions.

Unselect All Flab - Returns all selected words to an unselected state.

Hide Flab / Show Flab - This is a toggle (on / off switch). It allows you to read the paragraph without the selected words and to restore them afterwards. This allows you to go back and forth until you make your final decision.

Delete Flab - Permanently deletes any words selected as Flab.

Getting More Help

You can email technical questions to us at support@writepro.com and we will respond as soon as possible. We have kept the program simple so you can focus on the craft of fiction writing. You may not make illegal copies of our software. You are allowed to install it as many times as needed for your own use or for use by family members in your household. We welcome your feedback and suggestions.

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