

# The New WritePro®

## User Manual

### The Lessons

In the lessons, you will create characters and scenes. Sometimes this data is passed from one lesson to the next. The lessons are meant to be done in order so that you don't end up with missing data. Therefore, we have made it so that you can jump backwards in the lessons to review something, but you cannot jump forwards. The lessons that are currently available to you are accessible from the drop down list on the bottom status bar.

### Saving your Work

The New WritePro saves your work automatically as you go through the lessons. When you start working, the program will ask you what you wish to name your data file and 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 on it. This format is meant for sharing or printing, but not for editing.

### 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, allows you to open another saved data file, print or export your work and exit the program.

The **Edit menu** has 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.

### **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 allows you to individually select multiple words in a paragraph so that you can hide them to see if the writing is better without them. You will learn about Flab editing in lesson five. These are the associated commands:

**Select Flab** - When you double-click on a word, it becomes highlighted (selected) and the Select Flab button becomes available. When you press Select Flab, the word become highlighted in yellow like you were using a highlighter on it. 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](mailto:support@writepro.com) and we will respond as soon as possible.

That's all there is to it. We have kept it simple so you can focus on the craft of fiction writing.

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We welcome your feedback and suggestions.

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