WRITER'S NOTEBOOK BASICS

To download a copy of the Writer's Notebook file:

- Go to my public folder at the DropBox web site:
  - ➢ https://www.dropbox.com/sh/3ioc1fqb939nfdq/AAAje2EWrXgHfK1nt-gbatsoa?dl=0
- Once there, right-click on the file named: **Writers Notebook-final_080818.onepkg**
- Then select "Save Link As" or "Save Target As" and save the file to a folder on your computer.

To import the Writer's Notebook into OneNote:

- Download the **Writers Notebook-final_080818.onepkg** file to your computer (as explained above).
- Double-click on the **Writers Notebook-final_080818.onepkg** file to unpack it.
- Click on CREATE to create the notebook.

Using the Writer's Notebook:

This section presents a brief tutorial covering the features of OneNote required to use the Writer's Notebook. Please note that the power of OneNote goes far, far beyond these basic features. For more information about using OneNote see the More Resources page in the Writer's Notebook.

EVERYTHING IN THE WRITER'S TOOLKIT CAN BE EDITED

Please note that everything in the Writer's Notebook is editable. You can add text to, or delete text from, all text containers. You can add new text containers or delete existing text containers. You can move & reposition any items on any page. You can add new pages and/or sections, and you can delete existing pages and/or sections. Feel free to make any changes you feel are necessary to adapt the Writer's Notebook to your personal taste & style and to the particular needs of your various projects.

ONENOTE SAVES YOUR WORK AUTOMATICALLY

Once you have created a Notebook there is no need to remember to save it. OneNote saves all your notes automatically as you enter them on the page.

TO CREATE A NEW NOTEBOOK BY COPYING THE WRITER'S TOOLKIT NOTEBOOK

- You are advised to create a separate Writer's Notebook for each novel or writing project.

- Keep the copy of the Writer's Notebook you first downloaded in a separate folder and use it to create new Notebooks for your writing projects. To create a new Notebook from the "original" Writer's Notebook, do the following:

  - Create a new folder for your writing project.

  - Place a copy of the Writer's Notebook file in that new project folder; the Writer's Notebook file is named **Writers Notebook-final_080818.onepkg**. (All OneNote notebook files have a *.onepkg* extension, which stands for "OneNote Package").

  - Rename the Writer's Notebook file, preferably with a name that relates to your writing project (e.g., *Moby Dick notebook.onepkg*). You <u>must</u> leave the *.onepkg* extension attached to your new file name!

  - Double-click on your newly named notebook file to unpack it.

  - Click on CREATE to create your project notebook with the new name.

TO ADD A NEW SECTION TO A NOTEBOOK

- Click the **+** tab that appears after the existing section tabs at the top of the page.

- In the new tab that appears (to the right of the existing section tabs) type a name for the section.

TO CREATE MORE CORK BOARDS

3 cork boards are provided in the Cork Board section of the Writer's Notebook. To create additional corkboards, do the following:

- Right-click on one of the cork board page tabs (e.g., **Cork Board #1**, beneath **Ө Add Page**) in the pages listing on the far right and select COPY from the pop-up menu.

- Right-click in the empty space below the list of page tabs and select PASTE.

- Rename the new corkboard page that appears.

TO CREATE MORE CHARACTER PROFILE WORKSHEETS and/or SETTING WORKSHEETS

10 character worksheets are provided in the Character Worksheet section of the Writer's Notebook. To create additional character worksheets, do the following:

- Right-click on one of the My character worksheet page tabs (e.g., **My character worksheet #10**, beneath **Ɵ Add Page**) in the pages listing on the far right and select COPY from the pop-up menu.

- Right-click in the empty space below the list of page tabs and select PASTE.

- Rename the new character worksheet page that appears.

- <u>Note</u>: This procedure can be used to copy any page in any section; for example, to create additional Random Notes pages or Research pages in those sections.

- Click **Ɵ Add Page** at the top of page listing at the right of the screen.

- Type a title for the new page -- the space for this will appear in the title area at the top of the actual page, just above the date and time.

- Right-click on the page in the page listing on the right side of the screen.

- Select DELETE from the pop-up menu.

- Hover the mouse pointer over the top of a container to display the thick gray bar at its top (for pictures, simply click anywhere inside the picture).

- Select each object you wish to move by left-clicking each object's gray bar while keeping the CTRL depressed on the keyboard.

- When all objects are selected, release the CTRL key, press the left mouse button and move the objects to the desired location.

TO ADD A SPREADSHEET

To see instructions for adding a spreadsheet to a OneNote page click the following link (to the Microsoft Office Support web site): Instructions for Adding a Spreadsheet to a OneNote page

TABLE OPERATIONS

- **To create additional Master Tables**: (1) hover the mouse pointer over the top of a table until the gray bar appears; (2) right-click on the gray bar & select COPY from the menu that appears; (3) right-click on any open area of the page & select PASTE from the menu.

- **To add additional rows and/or columns to a table**: (1) right-click in the row or column next to where you want to insert a new row or column; (2) select TABLE from the menu that appears; (3) Select INSERT LEFT/RIGHT/ASBOVE/BELOW, as appropriate.

- **To delete a row or column**: (1) right-click in the row or column you want to delete; (2) select TABLE from the menu that appears; (3) Select DELETE COLUMNS/ROWS, as appropriate.

- *Note*: The table boxes (cells) will expand vertically to accommodate entries that are too large to fit on one line, so feel free to make your chapter summaries as long as needed.

- In general, to perform table operations, right-click inside the table and select TABLE from the menu that appears; this will display another menu containing a variety of table operations. Alternatively, click inside the table, then click on TABLE TOOLS (above LAYOUT) on the ribbon at the top of the screen.