

WRITER'S CORKBOARD user guide

BASIC FACTS/IMPORTANT POINTS:

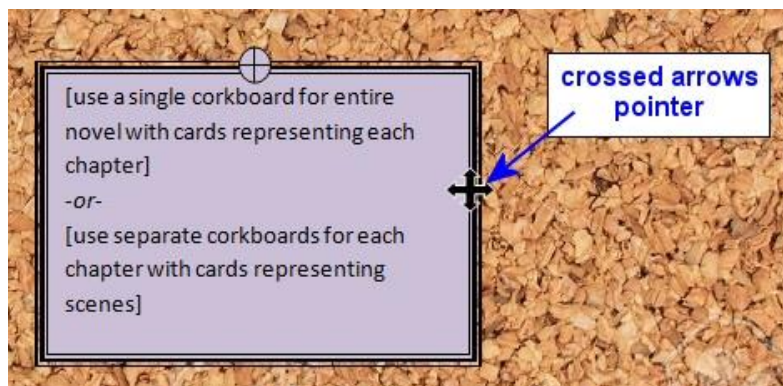
- The Writer's Corkboard is *not* software. It is a Microsoft Word document that utilizes text boxes as "index cards." There is also a version for LibreOffice Writer. You must have either Microsoft Word or LibreOffice Writer installed on your computer in order to be able to use The Writer's Corkboard.
- To create copies of the Writer's Corkboard, simply save it under a different filename.
- **I strongly suggest you store the original file of this document (i.e., the Writer's Corkboard) in a separate folder so you can keep it as a permanent copy from which you can make working copies.**
- When starting a new Writer's Corkboard project, save a copy of the original Writer's Corkboard document using an appropriate filename for your project, then make changes pertinent to that project on the newly created Writer's Corkboard copy.
- The Writer's Corkboard is merely a Word document containing a background image, and the index cards are normal text boxes, thus you can make any changes or additions to the Writer's Corkboard that you would to any Word document. But, as noted earlier, keep the original stored separately.
- Additional index cards can be created from the provided cards, as explained in the How-To's below.
- Two types of index card styles are provided: with or without a "push-pin"
- The Writer's Corkboard is offered in 2 styles: size 11" x 17" in Landscape orientation & size 11" x 17" in Portrait orientation. You can change the size and/or orientation to your liking, but please note that ***if you change the size or orientation you could lose index cards that lie outside the area affected by the changes***, therefore, if you desire a different size or orientation, **I strongly suggest that you make the size or orientation change(s) BEFORE you begin creating your cards or otherwise working on your project.**

HOW-TO's:

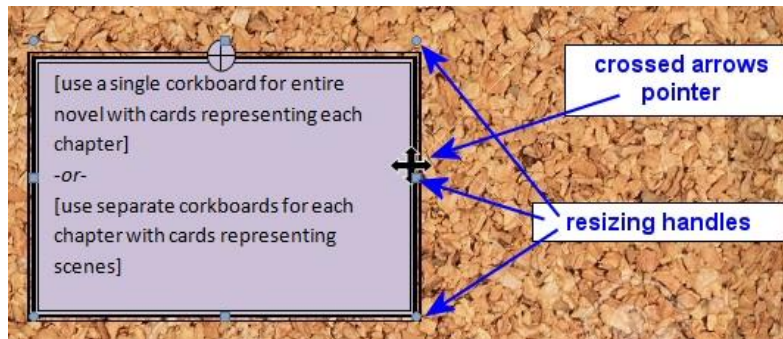
[1] TO CHANGE TEXT ON INDEX CARDS (OR IN THE CORKBOARD TITLE): click in the index card (or title box), delete the existing text & type the new text.

[2] TO MOVE AN INDEX CARD:

[a] left-click on the frame and keep the left mouse button pressed – the mouse pointer will turn into a pair of crossed-arrows,

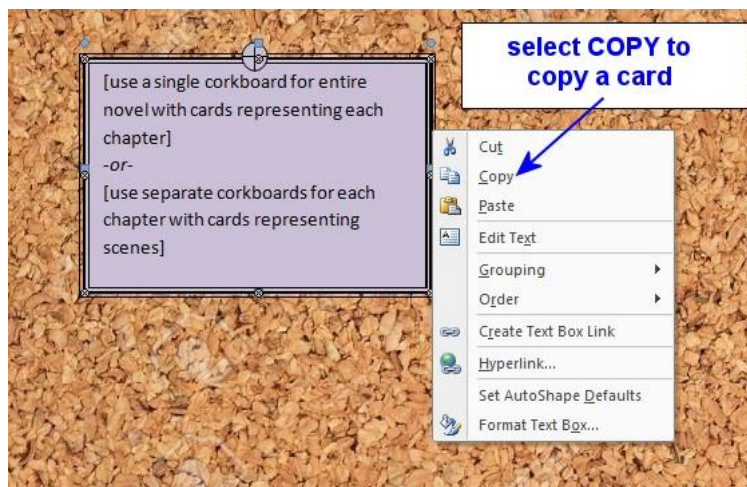


[b] then, when the resizing handles appear, keep the left mouse button pressed and drag the card to the desired location on the corkboard.

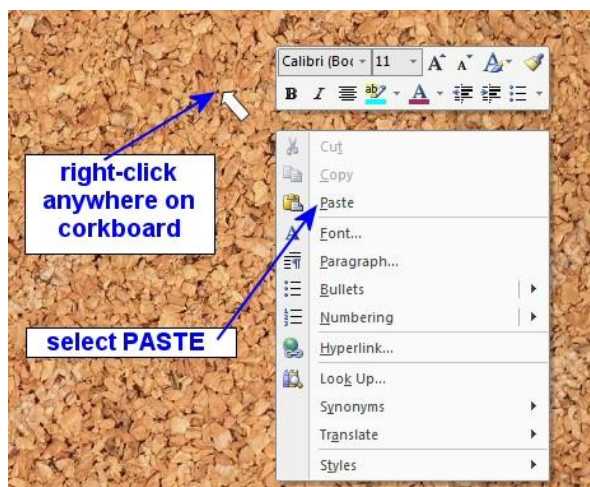


[3] TO CREATE A NEW INDEX CARD: Perform the following ...

[a] Right-click on the frame of an existing card and select COPY from the menu that appears,

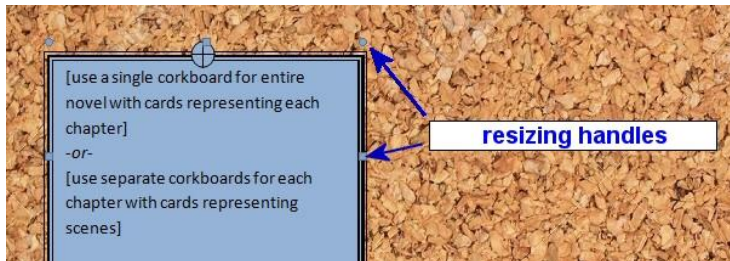


[b] then right-click anywhere on the corkboard & select PASTE. A copy of the card you selected will appear on the Corkboard, overlapping the card that was copied. Move the new card to the desired location.

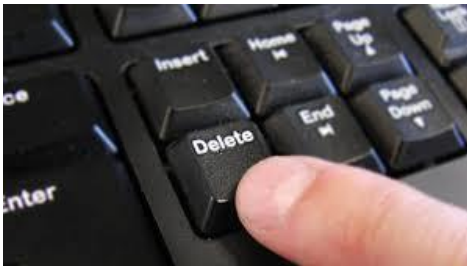


[4] TO DELETE A CARD: Perform the following ...

[a] left-click on the card's frame,

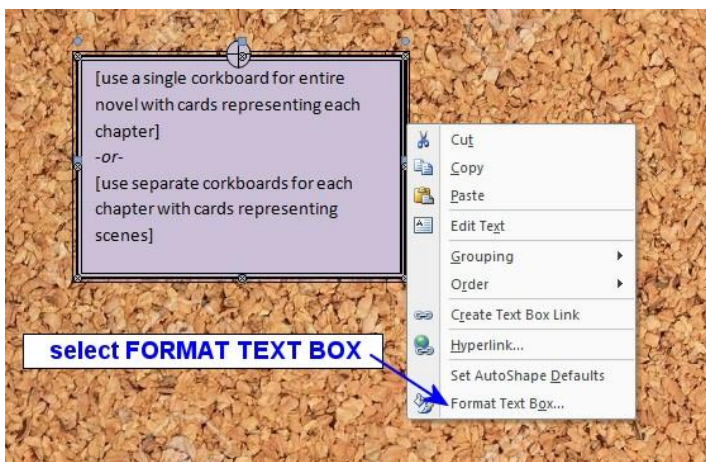


[b] then when the resizing handles appear press the DELETE key on the keyboard.

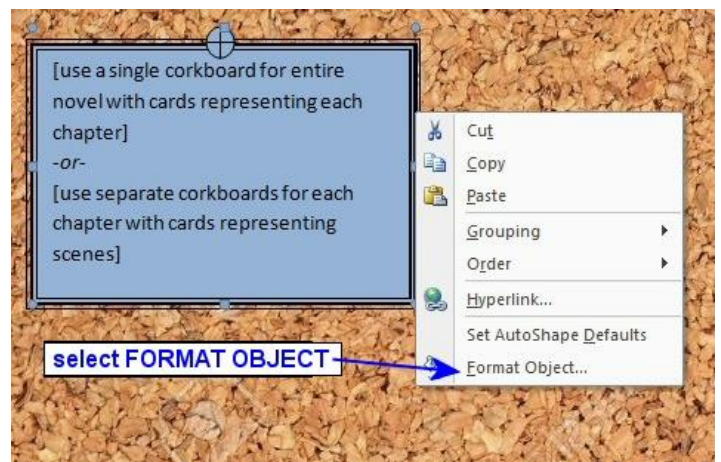


[5] TO CHANGE A CARD'S COLOR: Perform the following ...

[a] right-click on the card's frame and select FORMAT TEXT BOX (for index cards without push-pin) or FORMAT OBJECT (for index cards with push-pin) from the menu,

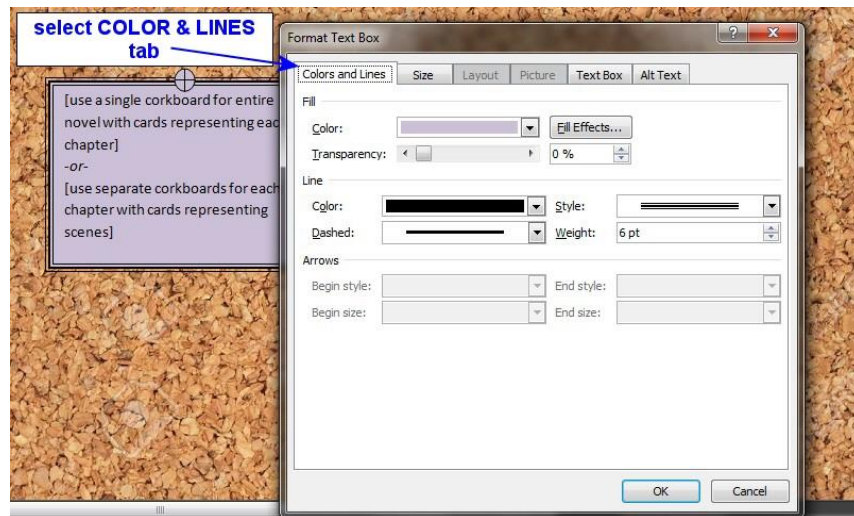


FORMAT TEXT BOX for index cards without push-pin

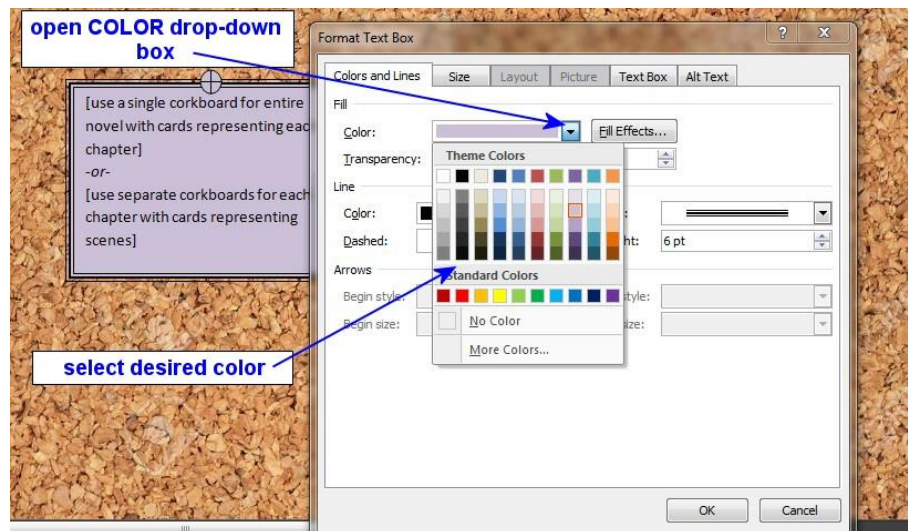


FORMAT OBJECT for index card with pushpin

[b] then select the COLORS & LINES tab,



[c] then in the FILL section open the COLOR drop-down box and select the desired color.



[6] TO MOVE MULTIPLE CARDS AS A GROUP: left-click on the first card's frame, when the resizing handles appear, press & hold the CTRL key on the keyboard and left-click on each additional card you wish to move - when all cards have been selected, drag the group with the mouse.