CopyWrite Quick Start Guide

Welcome

Thank you for trying CopyWrite! You're well on your way to becoming an organized writer. CopyWrite will help you keep your writing projects neat and organized without getting in your way. When you're ready to send off your finished project, it allows you to export to plain text, leaving you free to use the word processor of your choice to format your manuscript to the publisher's specifications. Word processors are for formatting. CopyWrite is for writing. Although self-explanatory, the software works a bit differently than most people are used to. This guide will help you find your way around. Let's get started!

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The Project Manager

   When you launch CopyWrite, you are presented with the Project
Manager. The projects list will be empty the first time you use
CopyWrite. Click "New" and give your project a name. This could be,
"The Great American Novel", "Operation Iraqi Freedom - The Movie", or
even "My Skool Paypur". The choice is yours.
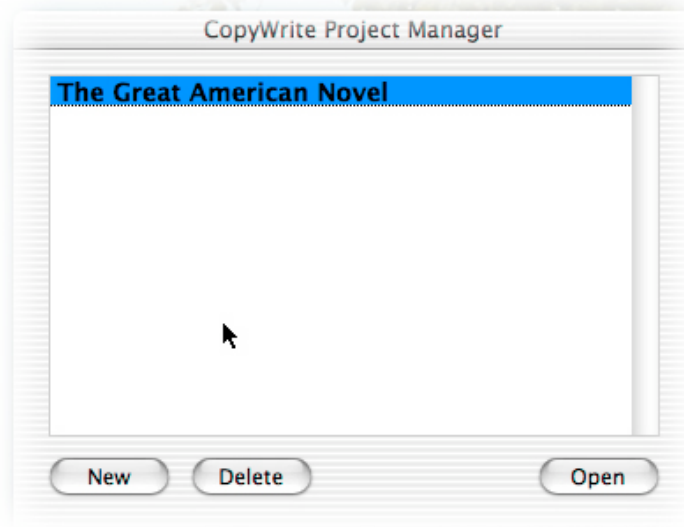
   Unregistered users of CopyWrite can have up to three projects while
registered users are unlimited. If you'd like to delete a project, just
click the project to delete and click the "Delete" button. For now, try
creating a project and either double-click it or click it once and click the
"Open" button.

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The Interface
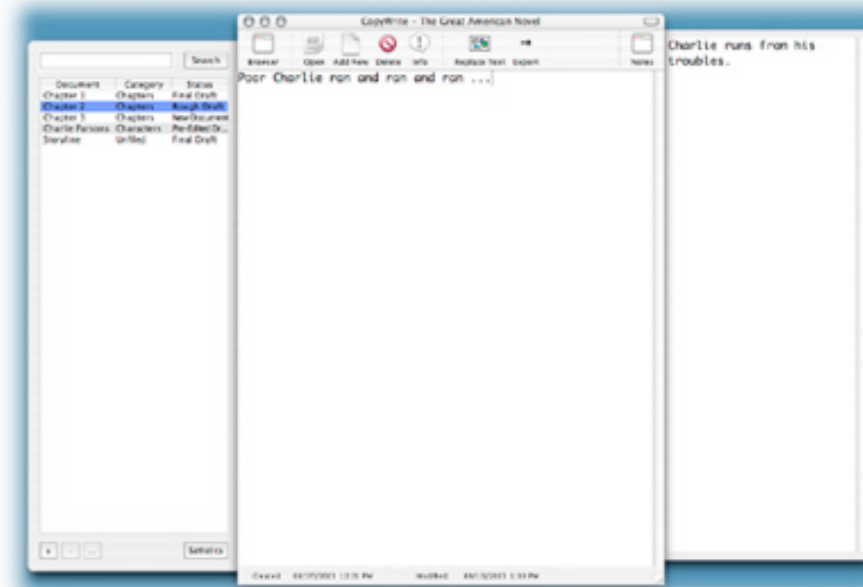
When you open a project, CopyWrite is ready to go. The window in the center is called the document editor window. The drawer on the left is called the project browser. The one on the right is the notes drawer. The toolbar at the top of the document editor window contains the most commonly-used functions of CopyWrite.

When you open a new project, CopyWrite automatically prompts you to create the first document. You can skip this and come back later, of course, but you won't be able to type anything in the main editor until you've got a document open. In addition to giving your document a name, you can also specify a category and status or leave them at their default values.
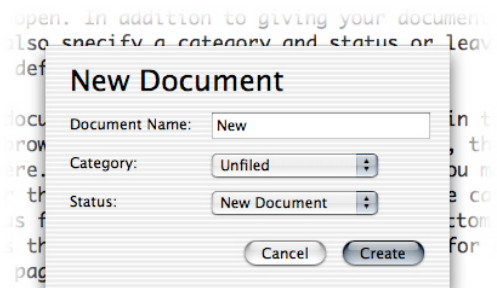
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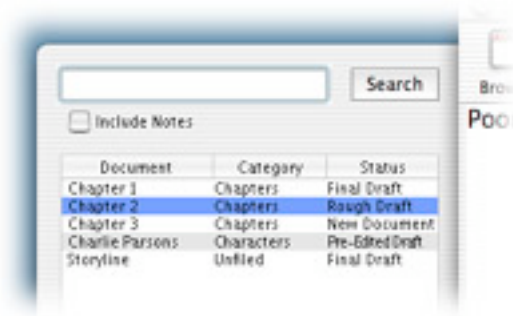
All the documents in your project are located in the project browser drawer. When you add documents, they appear here. To keep your project organized, you may sort by either the document name or the customizable category and status fields (See Preferences). At the bottom of this drawer is the "Statistics" button. Click this for a fast word and page count.

With word processors, keeping track of notes for each document was a shining example of inefficiency. If you insert notes into your documents randomly, you could miss some when you send it off to be published. How embarrassing! If you put them at the top or bottom of your document, you have to scroll to them, losing your place. If you keep them in a separate file, you have to switch windows or cut your workspace in half to keep the two side-by-side. CopyWrite tackles this issue like a pro. The Notes drawer (on the right) stays beside your work, no matter where you're at. Each document has its own notes. Open Chapter One and its notes are right there beside it. Oh, and CopyWrite remembers your place in each document so switching between them is painless!
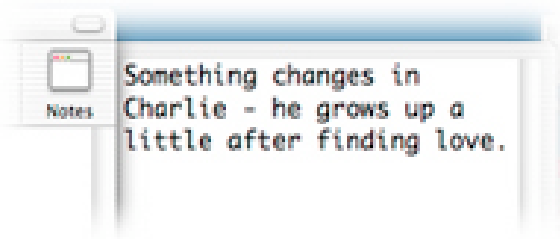
Once you begin editing, you'll probably notice there is no 'save' option. That's because CopyWrite automatically saves the moment you stop typing. No more worrying about remembering to save with CopyWrite! If that wasn't enough, CopyWrite remembers your current position in each document. If you open another document then go back to the first, CopyWrite automatically places the cursor just where it was before.

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The Search Bar

The search bar is one of the most powerful features in CopyWrite's arsenal. Often, writers must quickly locate certain words or phrases that are used throughout their work for many reasons. Instead of opening various documents and individually searching through them as word processors usually force you to do, CopyWrite's interface makes this second nature - as it should be.
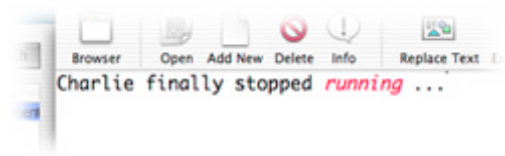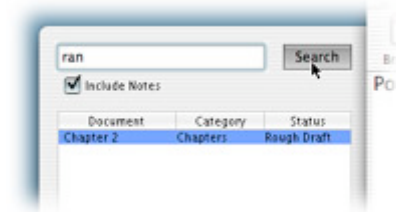
Type a term into the search bar and press return or click the "Search" button. CopyWrite immediately filters the document list, leaving only those that contain your term. Check the 'Include Notes' option and CopyWrite will do just that – instantly. As if this wasn't useful enough, try opening a document from the filtered list. CopyWrite has highlighted every instance of your search term! Click "Search" again to un-filter and everything is back to normal.

Replace Text

Many writers have to change things - the character's name, hair color, or even the name of a magical object. With word processors, you'd have to open each document to perform a search and replace. CopyWrite's Replace Text feature gives you a choice between replacing text only in the current document or throughout the entire project - instantly. Like all good search and replace tools, case-sensitivity is optional.
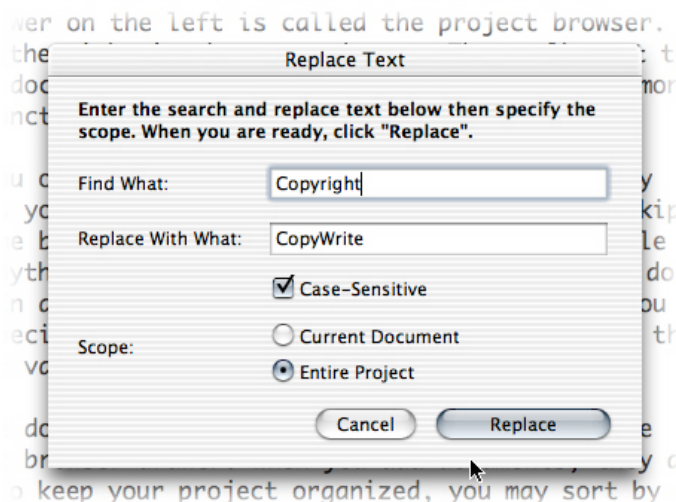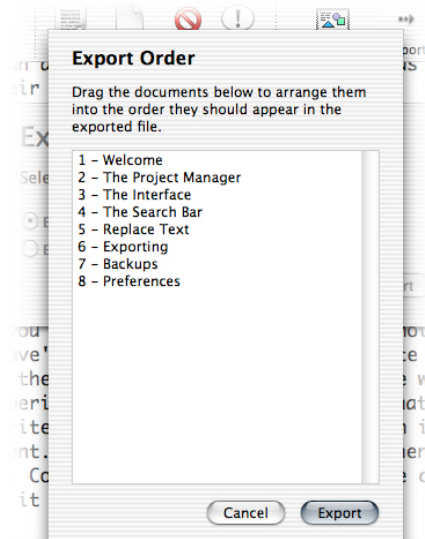
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Exporting
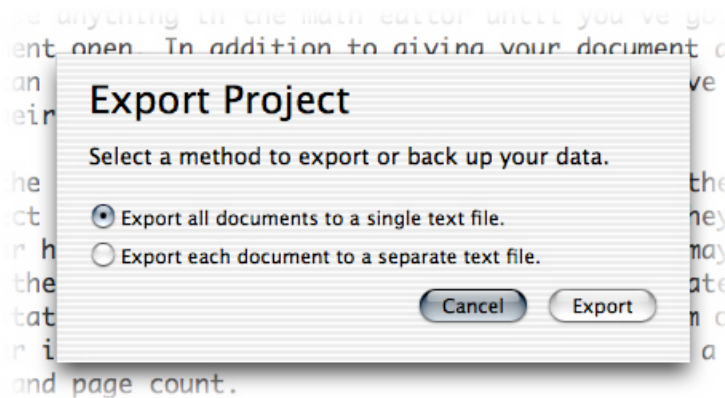
When you've finished your work (regardless of what your editor or publisher says) and are ready to format the final manuscript, CopyWrite allows you to quickly and easily export your project into standard plaintext. From there, you can import or paste the text into any word processor to format it according to submission guidelines.

You're given two choices. The first choice allows you to export all documents in your project into a single text file. You can even specify the order in which you'd like them to appear. Just drag the documents into their proper order in the export order dialog and click "Export".

The second export option allows you to put each document into its own separate text file.

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Backups

Everybody makes mistakes. Even your applications. Whether it's something you or your computer did, using CopyWrite's built-in backup feature keeps your project safe. You can use a keyboard shortcut to make an instant backup or have CopyWrite make automatic backups every time your project is closed. What's more, each backup is stored with a timestamp plainly visible in its filename. You could undo a mistake you just made or one you made months before.

Preferences

At the heart of every useful application is a whole lot of useful options. Everybody works differently and has their own needs. For instance, many writers prefer a dark background with bright text when writing because it's easier on their eyes. Others need larger text. CopyWrite's preferences panel is happy to accommodate. Just select the "General" tab.
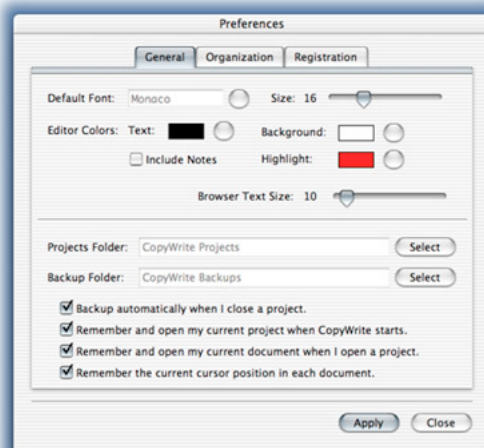
Also found in the preferences is the "Organization" tab. CopyWrite's default category and status lists have what most readers need but in staying true to its flexibility, CopyWrite allows you to make your own. If you'd like a category called "Jim-Bob" or a status called "Horrible", more power to you!