



*Professionals, Writers & Friends Perfecting the
Happily Ever After*

June 2021

Issue 6

Welcome to Central Ohio Fiction Writers Newsletter

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Newsletter Editor: Rachel Dye

Central Ohio Fiction Writers (COFW) <http://cofwevents.org> is a non-profit professional association for romance writers and a local chapter of the Romance Writers of America® (RWA) organization that offers monthly meetings. Since 1987, COFW has promoted excellence in fiction writing, encouraging writers to grow and gain knowledge in their craft. Members provide a networking system to share knowledge and support the goal of becoming published.

2021 Leadership Board

President: Bernie Miller

Secretary: Shari Heinrich

Treasurer: Michelle Orloff

Non-Board Positions

Newsletter Editor: Rachel Dye

Programs Chair: Vacant

Education Chair: Vacant

Social Media Chair: Vacant

Incentives Coordinator: Vacant

Ignite the Flame Contest Chair: Vacant

Monthly Meetings Facility Coordinator: Vacant

Equipment Inventory Coordinator: Vacant

Meetings

First "Teen" Saturday of the Month. Social: Noon to 12:30. Business: 12:30. Guest Presentation: 1:30. Location: Check www.cofwevents.org

Dues

New Members: \$35

Renewal before January 31: \$30. After January 31: \$35.

- Dues run January to December
- Membership with Romance Writers of America required.

Follow COFW

Twitter <https://twitter.com/COFWriters>

Facebook: <https://facebook.com/COFWriters>

Instagram: <https://www.instagram.com/cofwriters/>

Closed Facebook Group <https://www.facebook.com/groups/177462723049177/>

Central Ohio Fiction Writers

P.O. Box 24254 Dayton, OH 45424

Next Meeting: July 17, 2021; NLP and Writing Great Novels

About NLP and how it can help authors devise and complete great novels:

NLP, or neurolinguistic programming, is a tool that helps you write more, better, and faster. Used with respect and compassion, NLP is a gentle way to help you have what you want without having to “work” to be different than who you are.

Starting with the underlying assumption that all behavior has an intended positive intention and that we always do the thing that feels the best, I’ll lead you through a few exercises that help you clarify your writing goals, expand your writer toolkit, and give you a few practical and useful ways to improve your writing, write faster, or handle roadblocks as they come up.

Business meeting at 12:30 pm, Discussion at 1:30 pm

Our meeting will be held via Zoom. The password will be posted on the Central Ohio Fiction Writers Group page which can be accessed via the Romance Writers of America website under the Forums tab.

COFW Fiction Plotters Meet Monthly - East

Need a boost with a story idea that has yet to see words on a page? Can't get your protagonist out of a hole you've written her into? Not sure whether the antagonist is antag-ging enough? Consider stopping by the COFW Fiction Plotters group. We meet the first Wednesday of the month at 10 a.m. at the Panera Bread in Taylor Square in Reynoldsburg, Ohio, 43068.

If you have questions, contact:

Andrea McConnell: fyrefly93@gmail.com

Saralee Etter: saralee_etter@yahoo.com

COFW Fiction Plotters Meet Monthly - West

All the same fun as above but located in Huber Heights. We meet the second Monday of the month at 6:30 pm at the Panera Bread off I-70 exit 36.

If you have questions contact:

Jeanne Estridge: jeanneestridge@gmail.com

Rachel Dye: juliette.r.hyland@gmail.com

Minutes

June 19, 2021 12:30 PM

in Person at The Forge Tavern & Zoom

12:00 Networking

12:30 Call Business Meeting to Order

Feel free to adjust your names on Zoom so we know what to call you all. Remember to silence your phones to reduce interruptions.

I.Welcome Visitors & Round Table: introduction of members and visitors.

II.Attendance/Works in Progress

- Michelle—working on books 2, 3, and 4 simultaneously, trying to get number 2 to proofreader.
- Linda—Decided what to write, and will **get it done!** Thanks to Julia.
- Sandy—pushing writers' workshop, can take only 16, numbers slowly climbing.
- Stacy—finally got back into ghost book Thursday!
- Rachel—book 6 due to editor July 15
- Shari—Editing Chihuahua's Tale.
- Janice—13 pages of edits from development editor for 5th book.
- Becky—not much writing related. Summer time and ballgames!
- Susan—Back into writing after helping daughter move to Philadelphia. Getting re-energized, and doing research.
- Bernie—Retelling of Wizard of Oz; girls he's partnered with are doing first drafts, then he'll do the editing, based on what he plotted.

III. Reports

1. **President Bernie Miller:** hosted quarterly board meeting. Talking stuff at chapter level, and how to work the disaffiliation vote.
2. **Secretary Shari Heinrich:** Regarding disaffiliation vote scheduled
 - Shari performed the 30-days notification to the chapter via the loop and the 30-days notification to RWA chapter liaison Ashley Wucher. No response. Followed up several days later, no response.
 - The chapter will have 7 days to vote, starting Saturday 6/19, through Friday 6/25 at 11:59 PM
 - Minutes: Corrections/questions:
 - Unfinished business: RWA chapter affiliation status, please correct that Beau Monde is now Regency Fiction Writers.
 - Para. 2, suggest we change: when COFW started, it was STARTED by romance writers, for romance writers, and other writers were accepted. We will accept minutes as corrected (so Shari will make the updates to the May minutes).
3. **Treasurer Michelle Orloff**
At the end of the month our current assets were as follows:
 - Checking = \$6,507.28

- PayPal = \$283.93
- Available cash = \$6,791.21
- Balance in the Perseverance Fund = \$1,519.92

Changes to account balances this month:

- No new expenses this month (thanks, Liz Pelletier, whose excellent presentation was FREE to us).
- Income of \$35 from a rejoining member.

Membership for May increased to 32 members.

4. **Programs Chair Jeanne Estridge/co-chair Shari Heinrich, recapped by Bernie**
 - June—Scrivener, Gwen Hernandez
 - July—Beth Barany, Using Brain Science to Finish your Novel. She's charging the non-profit rate, so we cannot charge any attendees. (if you invite anyone to July, make sure they know they need to zoom—COFW limited spacing).
 - August—The Case for Diversity and Inclusion, Jordyn Blanson (this is a presentation on diversity, equity, inclusion, and access)
 - September—Trope Your Way to a First Draft, Rachel Dye.
 - October—Sexual Tensions, Jeffe Kennedy
 - November—Storyteller's Toolkit, by Patricia Sargeant: The presentation will diagram premise, high concept, and conflict in a movie to demonstrate how the three elements work together to make a compelling story.
 - January 2021—Priscilla Oliveras, confirmed, topic still TBD based on the Facebook poll.
 - Comment: Susan Yutzey: Suggests Susan Heino present on writing a book with a partner. Heinrich will note that for 2022.
5. **Ignite the Flame—contest not being held this year.**
6. **Education Chair**—position vacant. Being filled by Lori, Pubcraft, and has set up two events—one being in July.
7. **Newsletter Editor Rachel Dye**—Will someone do the program writeup? Sandy volunteers.
8. **Incentives:**
 - Shari, longlisted for New Myths, her competition piece. 3 of her other friends are also longlisted. Won't hear back until October if make it to shortlisting.
 - Susan Heino. turned in book she's working on with Sheri Adkins. Turned it in to editor. Also had workshop accepted to RWA retreat in Nashville.
 - Stacy, results of tumor—kidney, NOT metastatic, so that's GOOD news.
 - Linda, working hard at her writing, reading books, and taking notes, participated in book in a week last month, and has started it this month, too. Happy this meeting is running smoothly.

IV. Unfinished Business

Description of Editor position, to secure a new editor, necessary if COFW remains affiliated with RWA.

Rachel discussed what the editor does:

- Newsletter: put it together monthly, and has a template built and loaded into the MailChimp database.
- Once a year, have to update the info in the front half—board of directors.
- Every month, update the speaker, so put in the zoom and in person info.
- Minutes come in from secretary; put in recap, and some content sometimes; when folks send them in, there's a spotlight section that puts in the cover of the books coming out or have recently come out. Not allowed to put in a buy link, but can put in “coming soon” or “available now.”
- Newsletter takes a couple hours, once a month.
- Has a notebook that Sandy put together when she was newsletter editor. (If we don't disaffiliate, this is the last meeting she's allowed to attend—She's allowed only until the end of June b/c of that grace in the membership.)

We asked for volunteers to fill this position. Linda will think about it.

COFW chapter affiliation with RWA— COFW will vote on disaffiliation from RWA, following RWA guidelines, while maintaining our non-profit status. This is what allows us to retain 75% of our finances instead of turning it all over to RWA.

Discussion:

- Question: are we on the hook to have a response from RWA? Answer: No. And RWA did not respond when COFW had this vote back in 2020, either.
- Question: about the distribution of the funds, and we answered it is 25% of the total funds after all debt is paid and excludes the perseverance fund.
- Cathy Matuszak—she is also a NEORWA member: wondering, rejoined here in 2021, to get back in touch with our other Ohio chapter. NEORWA is having this exact same discussion now. And seem to be following in our footsteps. Is there a date we gave them? (Faith Hope and Love gave a “3 months” date when they did it). Answer: we said we would follow the RWA timeline, which includes turning over those funds within 30 days.
- Cathy shared that from 2020, there were 109 chapters, and as of May 2021, there are 81 chapters. Many disaffiliated; some combined; only a few dissolved.
- Do we know that we were allowed to DONATE the moneys, rather than paying RWA? Shari looked, and didn't find anything in the chapter affiliation link. Cathy thinks it might be in the State of Ohio laws. Cathy is VP of communications for NEORWA.
- There are two ways to disaffiliate—become the 501(c)(6); the other is to become another org that is NOT a not-for-profit. Toledo area chapter, long ago folded, and they became an LLC when left RWA. That chapter did it because at that time, you had to give RWA your whole account at that time, so they chose to be the LLC to not have any personal liability. Toledo left before Cincinnati chapter left. (West Virginia/Ohio chapter also disappeared).

- Shari read the paragraph About the funds—we lose 25 %, and it's meant to help establish a new chapter in the same area and in the same sub-genre as the disaffiliating chapter.

V. New Business

1. **Nominating Committee Formation**—We will hold off on that until July, once we know the results of the disaffiliation vote.

Meeting adjourned approximately 1:20 PM

Scrivener Lessons – Gwen Hernandez

Getting Scrivener

Download a 30-use free trial or buy Scrivener at <http://www.literatureandlatte.com>.

Creating a Project

- File>New Project
- Choose location before saving, Scrivener auto-saves every 2 secs of inactivity

Projects

- A Scrivener project is a collection of files
- Usually create one project for each book, but don't have to (blogs, lectures, essays, etc)

Templates

- Each one has slight differences/uses
- Can create your own (File>Save As Template)

Binder

- Like a TOC of project and a navigation tool
- Item types: folder, document, file group (document w/subdocuments)
- Icon shows whether text in document or not

Inspector (blue “i” button to access)

- Shows metadata about file you're viewing
- Synopsis
 - Title=Binder/Editor title
 - Text same as index cards on Corkboard
- Label & Status
 - Customizable: Can rename field, add/edit values, colors, default value (To edit, click the Label or Status drop-down in the Inspector and select Edit.)

- Apply in inspector, or by right-clicking (or Control+click on Mac) in Binder.
For multiple items can only apply by right-clicking.
- View colors: View>Use Label Color In>Icons (and/or other options)

Editor

- Where the writing happens!
- Split screen (To toggle horizontal/vertical split, use Option [Mac] or Alt key [PC]) • Paste & Match Style (Edit>Paste and Match Style)
- Converting to default text style (click anywhere in document first:
Documents>Convert>Text to Default Formatting)
- Composition/Full Screen mode background image (Project>Project Settings>Background Images)
- Composition/Full Screen mode background and other color changes
 - Mac: Scrivener>Preferences>Appearance>Composition Mode>Colors
 - PC: File>Options>Appearance>Composition Mode>Colors \

Viewing the Corkboard and Creating a Storyboard

- Must select a folder or group of files
- View>Corkboard (or button on toolbar)
- Enter synopsis on card (same as Synopsis in Inspector)
- Use + button to add new card/document
- Drag cards to change order

Setting Word Count Targets

- Mac: Project>Show Project Targets
- PC: Project>Project Targets

Adding Annotations/Comments

- Annotation: Insert>Inline Annotation
- Comment: Insert>Comment

Quick Search

Click in title box in toolbar and enter search term for results in context.

Project Search

Click magnifying glass in search box to change criteria or save search.

Find by Formatting

- Includes annotations, comments, highlighted text, formatted text (e.g. italics), etc.
- Must have cursor in a document to access this option
- Edit>Find>Find By Formatting (search entire project or selected docs)

Backups

Check out this post on backups for more help:

<http://gwenhernandez.com/2011/01/11/tech tuesday-automatic-backups-with-scrivener-2-x/>.

Compiling Overview

- Compiling is combining documents and folders into your Binder into a single output file with the desired appearance.
- Access compile via File>Compile.
- Start by choosing an output file type from the Compile For dropdown list at the top. • Select a format from the Formats column (left). Formats are global settings that will be applied to the output file, like margins, paper size, and headers/footers.
- The Contents pane on the right is where you select which items to include in the output, and assign/change section types (see below).
- Click the Assign Section Layouts (center) to assign the desired section layout (visual format for that type of document or folder) to each section type.

Working with Section Types and Section Layouts

A section type is a value (or description) you assign to all files within your project that require the same format (e.g. front matter, scenes, chapters). A section layout is the visual representation of what that section will look like. This post covers the important details about section types: <https://writerunboxed.com/2018/04/05/scrivener-3s-new-approach-to-compile/>.

Compiling for a DOCX

1. Go to File>Compile.
2. From the Compile For dropdown menu at the top, choose Microsoft Word (DOCX).
3. Under the Formats column on the left, choose Manuscript (Times).
4. In the Section Layout column in the center, click the Assign Section Layouts button.
5. Under the Section Types column on the left, select the section type you want to assign.
6. On the right, click the desired section layout.
7. Repeat until all section types are assigned.
8. Click OK.
9. In the Contents pane on the right, select the documents you want to include in the compiled output. Make sure the section types are assigned to each file as desired.
10. Click the MetaData button at the top (luggage tag icon) and fill in the details about the book. If you want your entire name to show in the header, enter your full name in the Surname text box. Be sure to put the desired book title in the Abbreviated Title column for it to show in the header.
11. Click the gear button at the top to make any global changes like removing trailing whitespace from documents (e.g. extra paragraph returns or spaces), ensure comments and annotations are not included, etc.
12. Click Compile and choose a location and name for the file. If you want it to open automatically in Word, be sure the box to “Open compiled document in” is selected and choose Microsoft Word (on Windows this option is under the gear button).

Compiling for E-books (EPUB or MOBI)

- Kindle note: You must have Kindle Previewer (available from Amazon KDP) installed on your computer to create a MOBI. However, Amazon's KDP now prefers an EPUB or DOCX when uploading books for sale, so you can skip creating MOBIs altogether.
- Change Compile For to eBook (.epub) [Mac], eBook 3 (.epub) [PC], or Kindle eBook (.mobi).
 - Choose the eBook format in the column on the left.
 - Adjust the contents as needed to ensure all desired files are included.
 - Click Assign Section Layouts to assign the desired layouts to each section type.
 - Click the Metadata tab to verify or update metadata (searchable data like title, author name, use unique ID field if you have an ISBN).
- Select the Cover tab to add a cover image. NOTE: The image file must be stored in the project before you can select it here.

Saving Your Settings Without Compiling

If you make a bunch of changes to the Compile settings but aren't ready to compile, you can hold the Option key on your keyboard and click Save.

Getting Help

- Help>User Manual
- Help>Support
- Help>User Forums
- <http://gwenhernandez.com/scrivener-corner/scrivener-tips/>
- <https://ScrivenerClasses.com>

COFW RWA Disaffiliation News

The vote on whether our chapter would disaffiliate from the RWA national organization finished the night of the 25th of June at 11:59PM after seven days of activity. Your board got together the following morning to verify the votes and to count totals. The motion to disaffiliate was carried. The board is currently beginning the process to separate the COFW from the RWA national organization starting this coming week. We would like to thank everyone for taking the time to vote, we know how hard the question on whether to disaffiliate was for a lot of our membership and we appreciate the professional way everyone has handled what could have been a very fraught topic. If anyone has any questions you can email me directly and I will do my best to answer them.

Bernie Miller
w/a Jordan Riley Swan
COFWPresident@gmail.com

Award Winning News!!!

Jeanne Etridge accepting her award for COFW Member of the Year for 2019!



COFW has a goal sheet!

Want to track a daily word count and compete with your fellow COFW members for the highest point total? Add your name and goals to our Magic Spreadsheet here: <https://bit.ly/2Wprwt0>
June Winner: Rachel Dye
The winner gets Eddie!



COFW

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