

Storybook Manual v0.2

Covers Storybook 3.1



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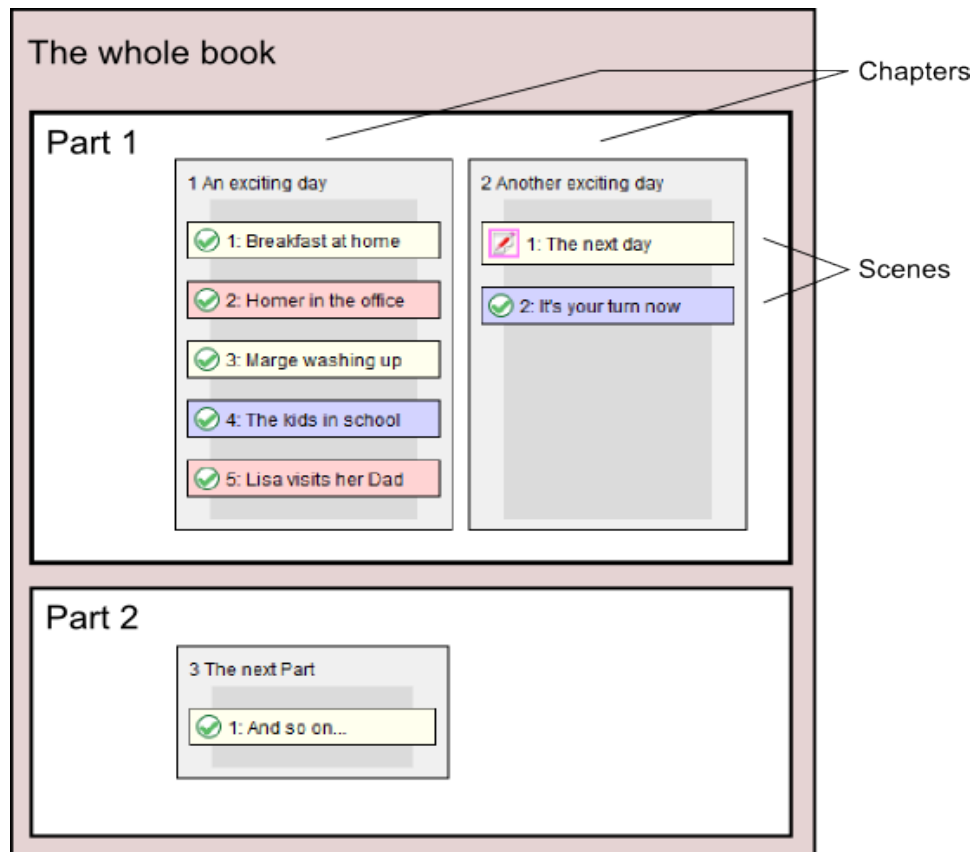
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Scenes, Chapters and Parts

In the understanding of Storybook, a book exists of one or more chapters in one or more parts, and each chapter contains one or more scenes:



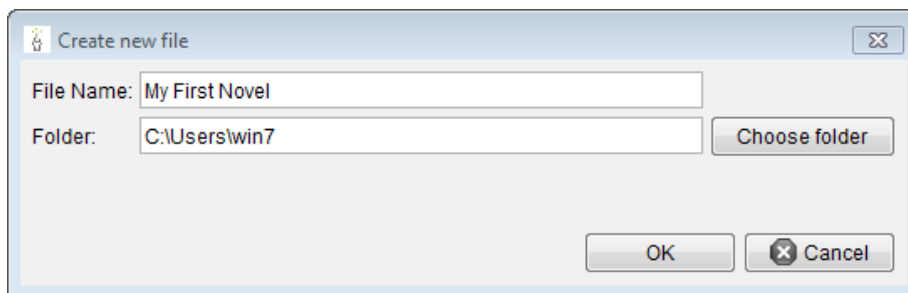
- The best view to get an overview of chapters is "Manage chapters and scenes".
- Scenes can (or cannot) be assigned to chapters. If a scene is not assigned to a chapter, it is not yet part of the final book, i.e. not shown in the "book view" and not exported for printing.
- If a new scene is created using the menu, it is not assigned to a chapter (unless you specify one).
- If a new scene is created using the context menu of an existing chapter, that chapter is assigned.
- If a new scene is created using the new button in an existing scene, the same chapter is assigned.
- Once you have all the scenes that belong to a chapter:
 1. Switch to the view "Manage chapters and scenes".
 2. Create a new chapter (right-click on the background, choose "New Chapter") or create multiple chapters at once (right-click on the background, choose "Create multiple Chapters").
 3. Drag-n-drop scenes from the box showing the unassigned scenes to the chapter you've just created.
 4. If you want to change the order of a scene, drag-n-drop the scene inside the chapter box.

Tutorial

Part 1: Create a new file

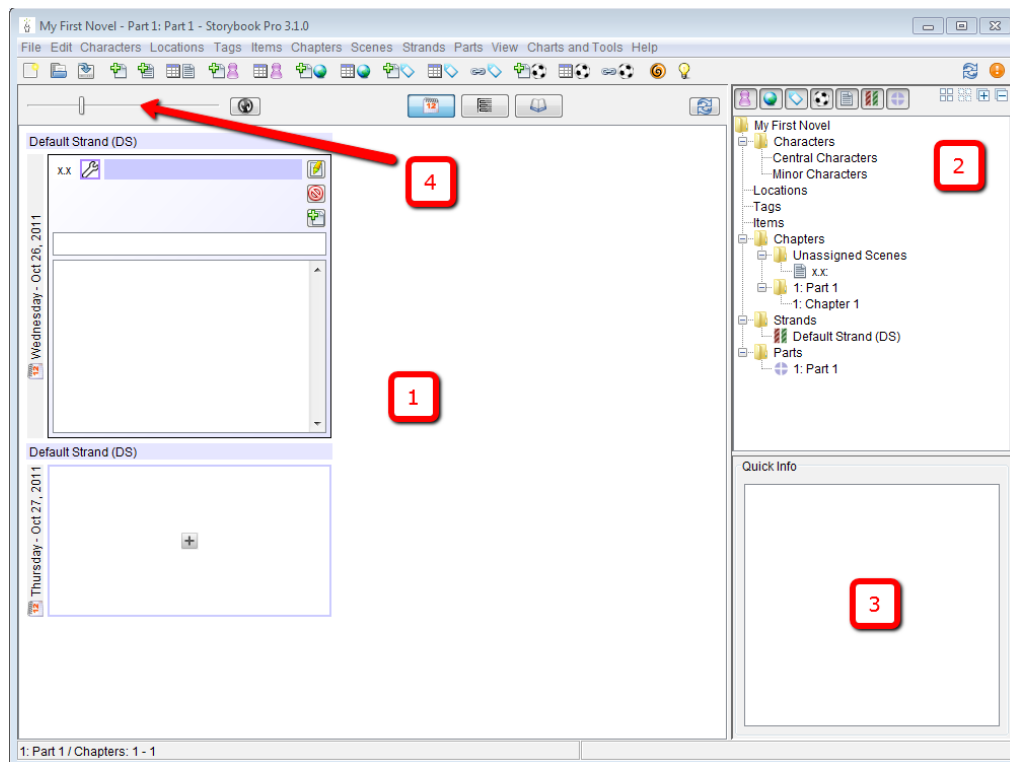
After the start, choose “New...” from the menu “File”. A dialog shows up asking for a file name and a folder.

- Enter a file name (which is also the project name). In this tutorial the name “My First Novel” is used.
- Choose the folder where you want to store your file. “My Documents” may be a good place to start with.



- If you don't want to start with an empty project, choose “Create a Demo file...” from the file menu. Choose a name and a folder. A demo file will be created then which already has some scenes, characters, locations, tags and items defined.
- A note about the file names: **Don't use special characters** like / \ ? * : and others. For more information [see this article on Wikipedia](#).

This is how Storybook looks after the new file has been created:



[1] This area is called “chronological view”. It shows all scenes in chronological order. The first scene has already been created and is shown here.

[2] The object tree shows all objects (characters, locations, items, tags, chapters, scene etc.) hierarchically.

[3] In the area called “Quick Info” all information about the selected object is shown. Since we haven't selected any object so far, no information is shown.

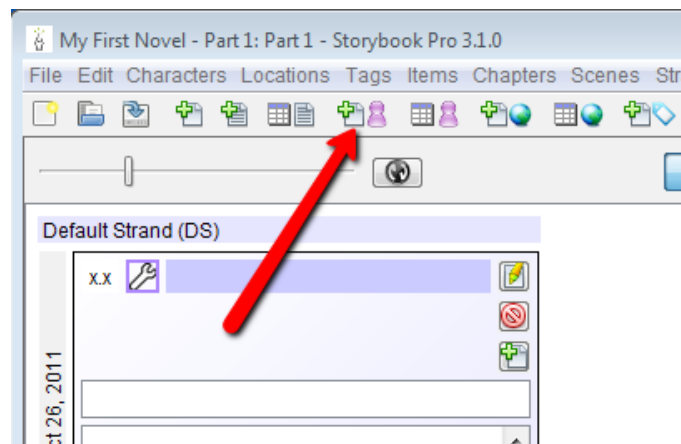
[4] With the zoom slider at the top of the window the view area can be scaled to fit your screen size. If you need a wider zoom range, check the preferences and set a higher scale factor.

Part 2: Characters

Characters and locations are essential to a story. In this tutorial the following characters are used:

- Central characters
 - Amy Anderson
 - Ben Brown
 - Kate Kennedy (Police Officer)
- Minor characters
 - “The Killer”

Note that characters are split into two groups: Central characters and minor characters. If you don't know yet if a character plays an important role or not, choose “central character”. The character group can be changed anytime.



- Press the button “New Character” in the tool bar.
Hint: If you leave the mouse cursor over a button for a short time, a tool tip is shown.
- The button just to the right opens the dialog for managing characters.
- All tools can be invoked over the menu, too, or – even faster – you can use the hot keys shown in the menus.

In the opened dialog enter the character's data:

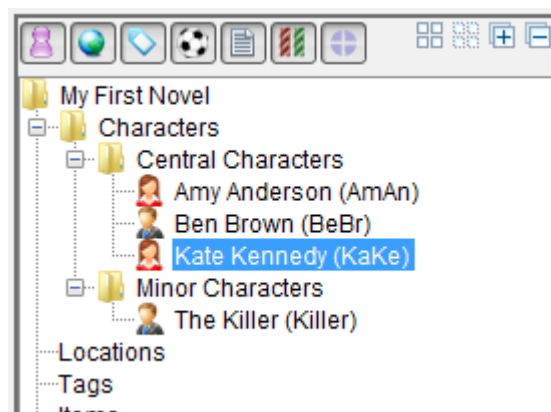
The 'New Character' dialog box shows the following data entry fields:

- *First name / Nickname:** Amy (highlighted in green)
- Last name:** Anderson
- *Abbreviation:** AmAn
- *Gender:** female (selected from a dropdown menu)
- Category:** Central Character (selected with a radio button)

- A green colored field indicates that the entered value is valid.
- A red colored fields indicates that the entered value is not valid, e.g. if a mandatory field (marked with *) was left empty or if a wrong date was entered. In such a case a warning is shown at the bottom of the dialog.
- The abbreviation is filled out automatically but can be overwritten with an own.
- Switch to the tab "Description" or "Notes" if you want to enter additional information about your character. "Description" is meant for a detailed description, where "Notes" hold your thought about the character, things that are not clear yet, stuff you have to check on etc.

Create the others characters, too. Be sure to select the category "minor character" for the killer. Since the Killer's name is not known in this story, use "The Killer" as nickname and leave the last name blank.

Now let's have a look at the object tree:



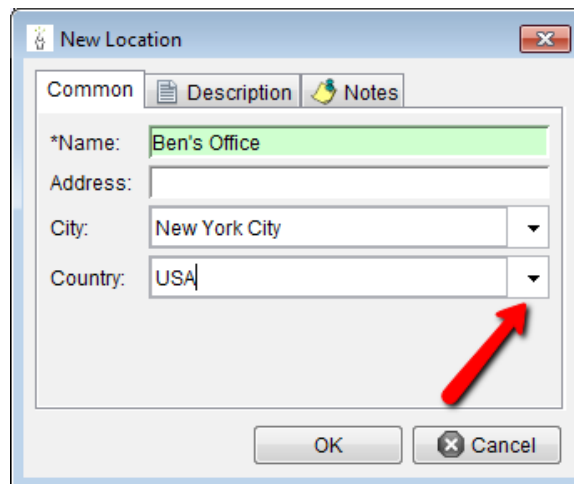
- Click on a character in the tree to show the entered data in the Quick Info area.
- Right-click on a character or a category to open the context menu. New characters can be added using that context menu as well.

Part 3: Locations

Characters and locations are essential to a story. In this tutorial the following locations are used:

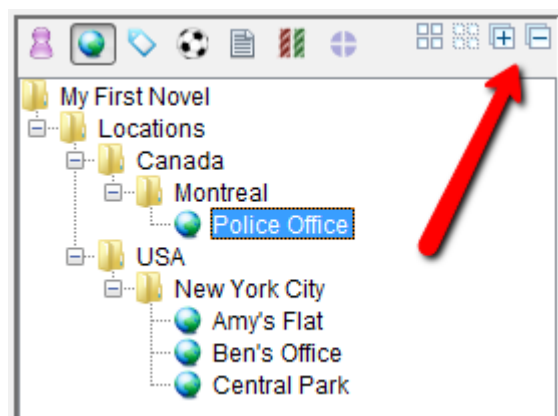
- Locations
 - Amy's Flat (New York City, USA)
 - Ben's Office (New York City, USA)
 - Central Park (New York City, USA)
 - Police Office (Montreal, Canada)

Choose “New Location” from the menu “Locations” to add these locations.



- You don't have to enter a city or a country twice. Simply click on the arrow to open a list of already entered cities or countries.
- Hint: Click on the city or country in the object tree, right-click and choose “New Location” from the context menu, and the chosen city and country will be filled in for you.

The object tree again, this time showing the locations:



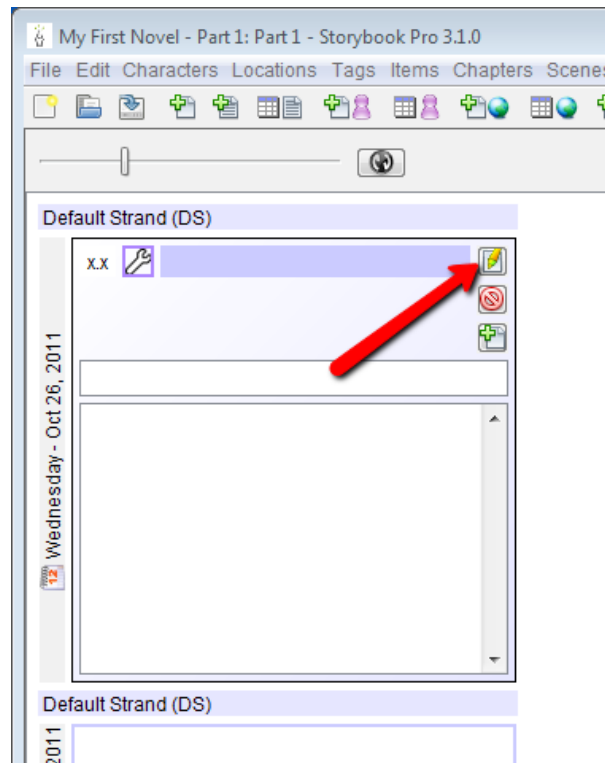
- With the button “+” the entire tree can be expanded, i.e. all object are shown.
- With the button “-” the entire tree can be collapsed, i.e. all object are hidden.
- Click on an icon at the top to show only characters, or only locations. In the image above only the locations are chosen.
- Right-click to an icon at the top to select more than one type to show, e.g. right-click on both, the character icon and the location icon.

Part 4: The first scene

Two structural entities are important when writing a book: chapters and scenes. A chapter has at least one scene but can also have 2 or more scenes, depending on your writing style. So far our short story has neither scenes nor chapters. So let's create the first scene.

You may wonder why we are starting with a scene and not a chapters. When you start writing a story you probably don't know the assignments of scenes to chapters yet. Since scenes can be assigned to chapters very easy using drag-n-drop, that can be done later.

As you created the new project, the first scenes has already been created. Click on the edit button to edit that scene:

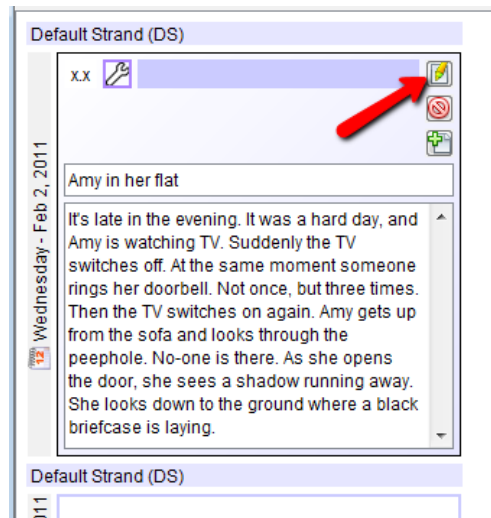


- This scene is located in the column called “Default Strand”. Every scene in Storybook is assigned to a strand (or a plot-line). Strands can be:
 - “The good guys” and “the bad guys”.
 - The name of a central character, e.g. the hero's name “Superman”.
 - The name of a location, e.g. “Things happen in Africa” and “Things happen in Europe”.
 - Everything else that belongs together in your story.
- We will add more strands later. For now we keep it as it is.
- It's a good idea to have a strand for miscellaneous stuff, i.e. a strand for scenes that doesn't have much to do with the another strands.

Stories often start with a mystery, a puzzle that makes the reader intrigued. In the first scene Amy is in her flat:

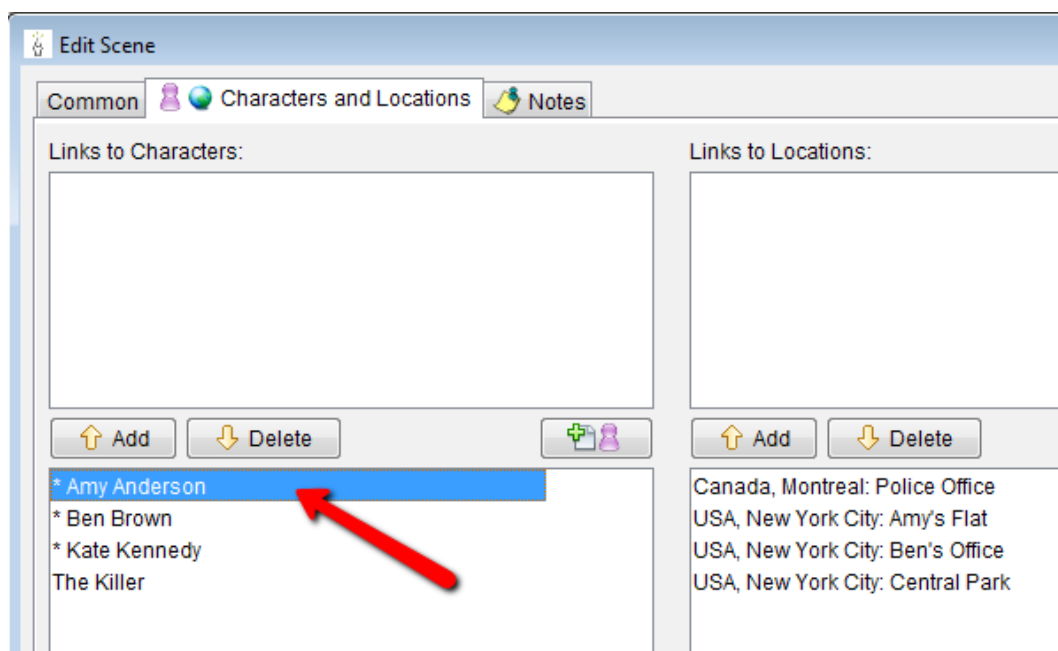
It's late in the evening. It was a hard day, and Amy is watching TV. Suddenly the TV switches off. At the same moment someone rings her doorbell. Not once, but three times. Then the TV switches on again. Amy gets up from the sofa and looks through the peephole. No-one is there. As she opens the door, she sees a shadow running away. She looks down to the ground where a black briefcase is laying.

In the now shown dialog to edit a scene, enter the title (“*Amy in her flat*”) and the scene text. Open the date chooser (the small calendar icon besides the date field) and select the date: February 2, 2011. Click on “OK” to close the dialog.



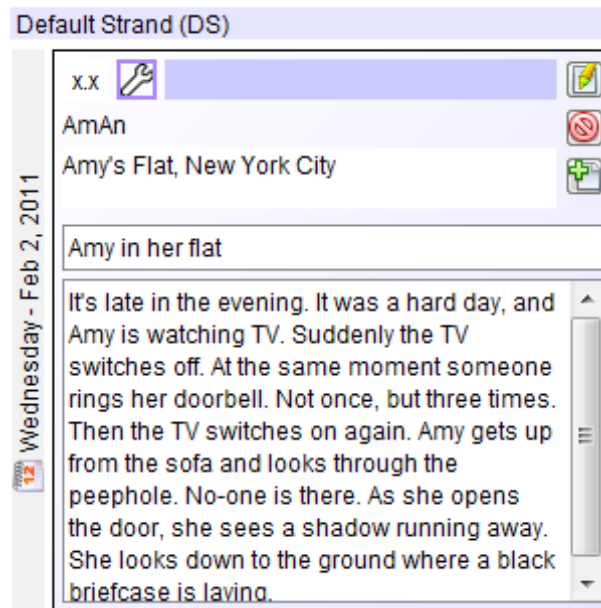
- The title and the text is shown now in the scene. Also note the chosen date is shown on the left. Every scene shown in this “date row” is assigned to the same date.
- You can also edit the text in a scene box directly without opening the edit dialog.
- Storybooks automatically shows a second row now, set to the following date (also known as tomorrow). For a new scene happening tomorrow, simply click the “+” button on that row.
- To edit a scene click on the first command button (pen icon).
- To delete a scene click on the second button (no parking icon).
- To create a new scene with the same date click to the third button (plus icon).

We now edit the scene again and assign the character and the location:



- Switch to the second tab and double click on the character “Amy Anderson” in the lower list. The chosen character now is shown in the upper list.
- To un-assign a character, double click on it in the upper list.
- Also click on the location “Amy's flat” to assign the right location.
- Major characters are marked with a *.

Let's have a look at the scene again:



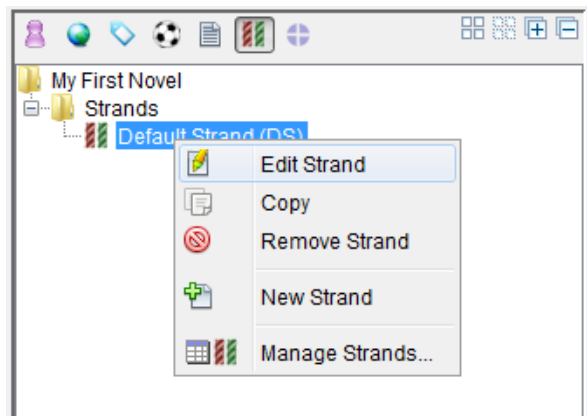
- The character's abbreviation (AmAn) is now shown as well as the chosen location (Amy's Flat, New York City). Move the mouse cursor over a character or a location to see more information in a tool tip.
- Note the "x.x" at the upper left of the scene. Here the chapter and scene number is shown. Since we haven't assigned this scene to a chapter yet the label “x.x” is shown.

Part 5: Strands (Plot Lines)

A story with different plot lines - called strands in Storybook - is thrilling because the author switches in a clever way between the strands. In our short story 3 strands are used:

- Amy's and Ben's strand. This strand is used for the first scene.
- Officer Kate's strand.
- The strand for the killer.

When starting a new project one strand is already defined called “Default Strand”. Right-click on that strand in the object tree and choose “Edit Strand”:

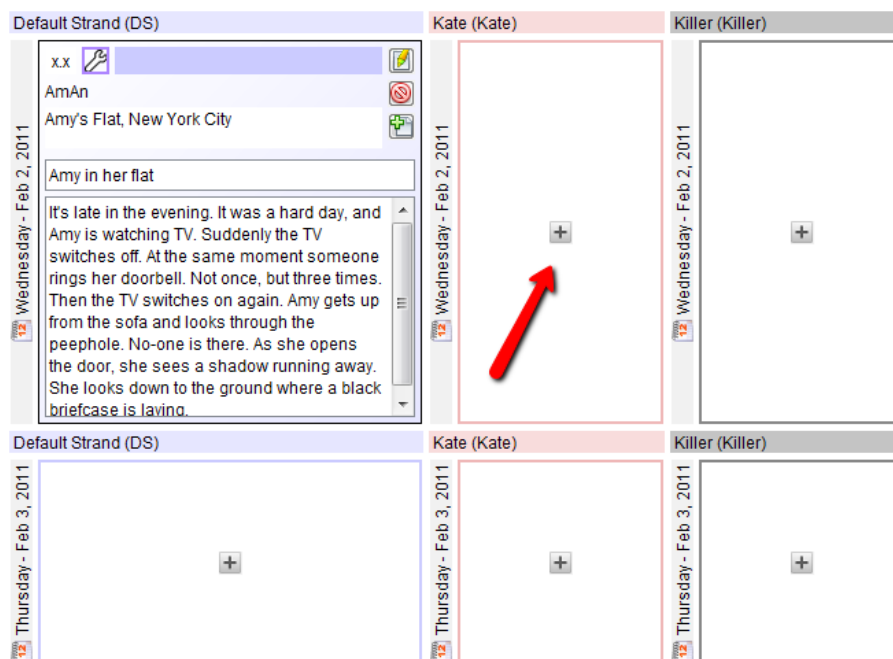


- You can also double click on a strand to open the edit dialog.

In the opened dialog, enter the new title “Amy & Ben” and the abbreviation “AmBe”. Close the dialog. Then right click again on the strand item in the tree and create 2 new strands:

- Title “Kate”, abbreviation “Kate”, color pink.
- Title “Killer”, abbreviation “Killer”, color dark gray.

For each strand there is a separate column now:

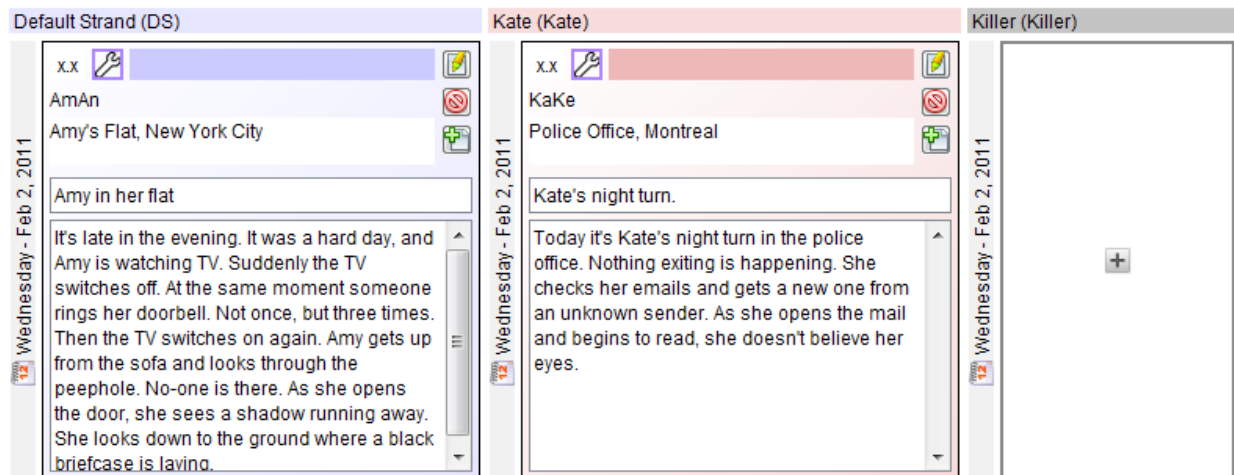


- The second scene plays in Kate's office, so it is part of Kate's strand. Click to the “+” button shown in Kate's strand for the same date as for the first scene.
- You don't have to hit the “+” button exactly. Click anywhere inside the box to add a new scene.

Here is the text for the second scene:

Kate's night turn.

Today it's Kate's night turn in the police office. Nothing exiting is happening. She checks her emails and gets a new one from an unknown sender. As she opens the mail and begins to read, she doesn't believe her eyes.

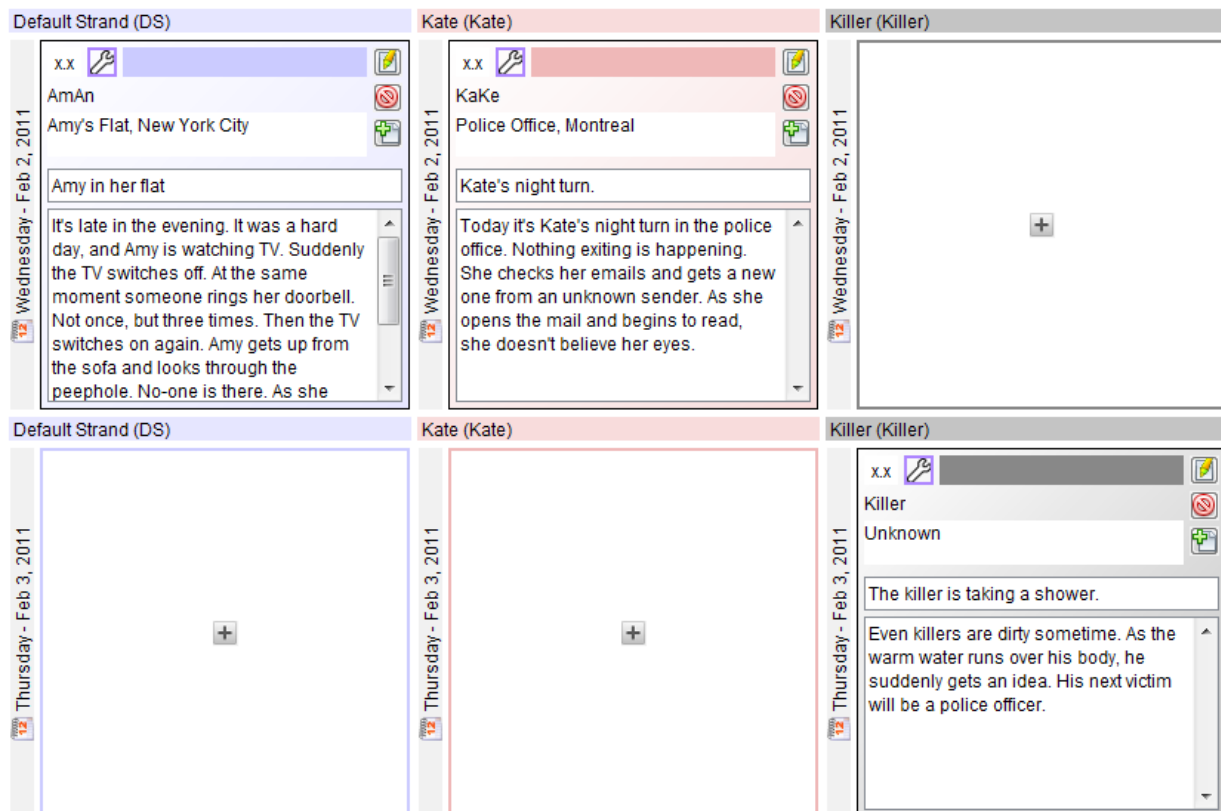


- Assign the character and location, too, as shown in the screen shot.
- The scene date is already filled in because we clicked inside the right “date row” for the new scene. Every time you click on a button inside a “date row”, the date is filled in for you.

The last scene for now is assigned to the strand for the killer and plays the next day on an unknown location.

The killer is taking a shower.

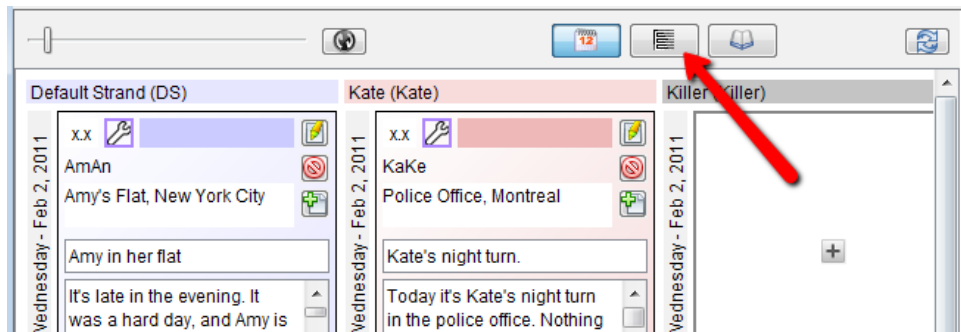
Even killers are dirty sometime. As the warm water runs over his body, he suddenly gets an idea. His next victim will be a police officer.



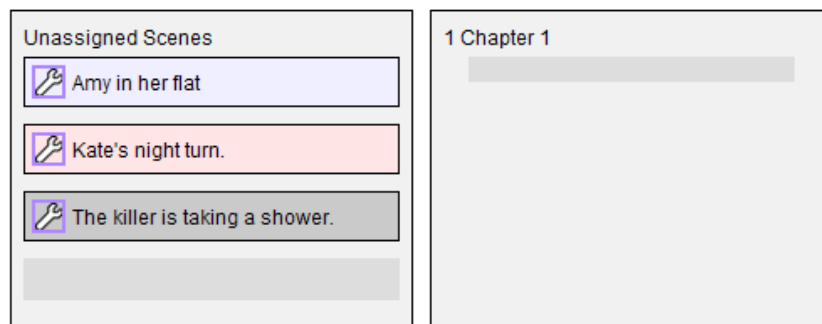
- This scene plays on the next day (Feb 3), so we have to click on the “date row” for Feb 3.
- We added a new location directly while editing the scene (with the button “new location”) and named it “Unknown”.
- The workspace looks now as shown above. We have two “date rows” and three “strand columns”.

Part 6: Chapters

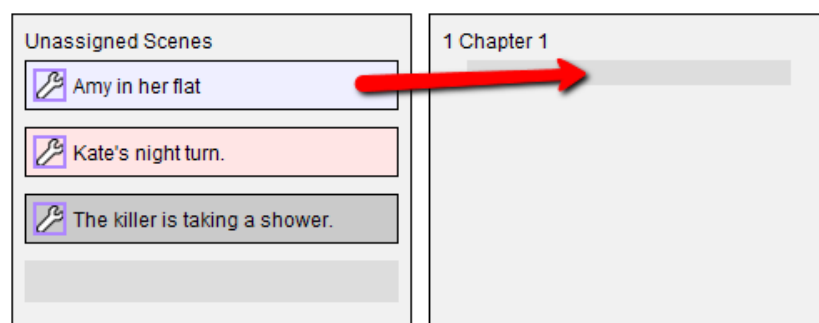
What's missing is the assignment of the scenes to a chapter. For that we switch to the view “Manage Chapters and Scenes”. Click on the second icon of the three view icons:



In the view “Manage Chapters and Scenes” all scenes we created so far are shown in the area “Unassigned Scenes”:

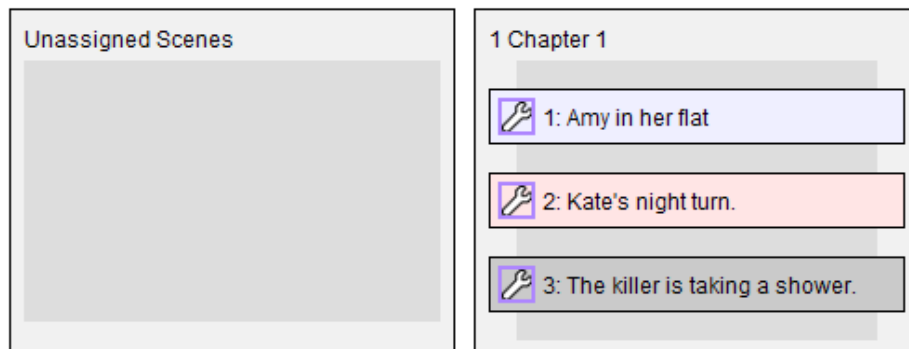


- The first chapter has already been created for you. If you want to create more chapters, right-click on the background and choose “New Chapter” from the context menu. The chapter dialog has already filled out default values for the chapter title and number. These values can be overwritten if wanted.
- If you want to create more than one chapter at once, choose “Create multiple Chapters” from the same context menu.



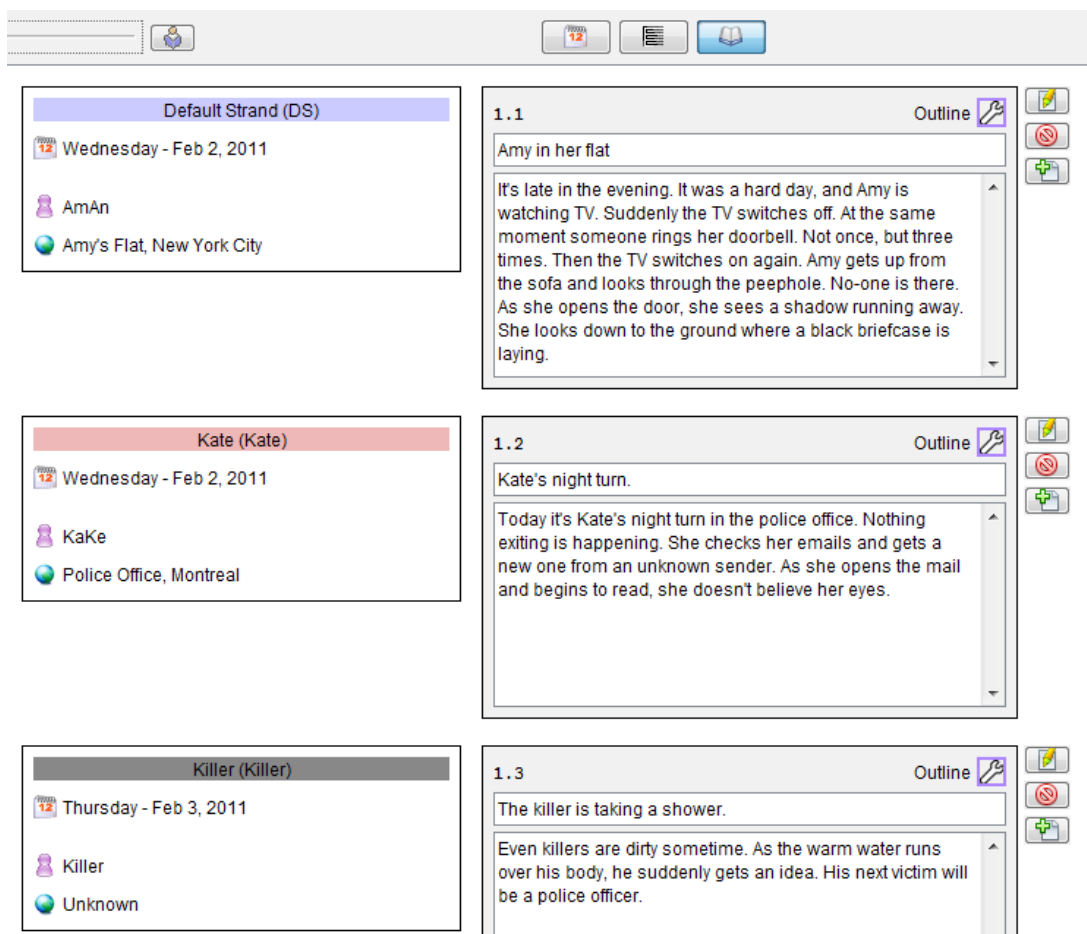
- Drag-n-drop the scenes from “Unassigned Scenes” to the dark gray area in chapter 1.
- If you want to change to order inside a chapter, simply drag the scenes around.

Here is the view again after the assignments have been done:



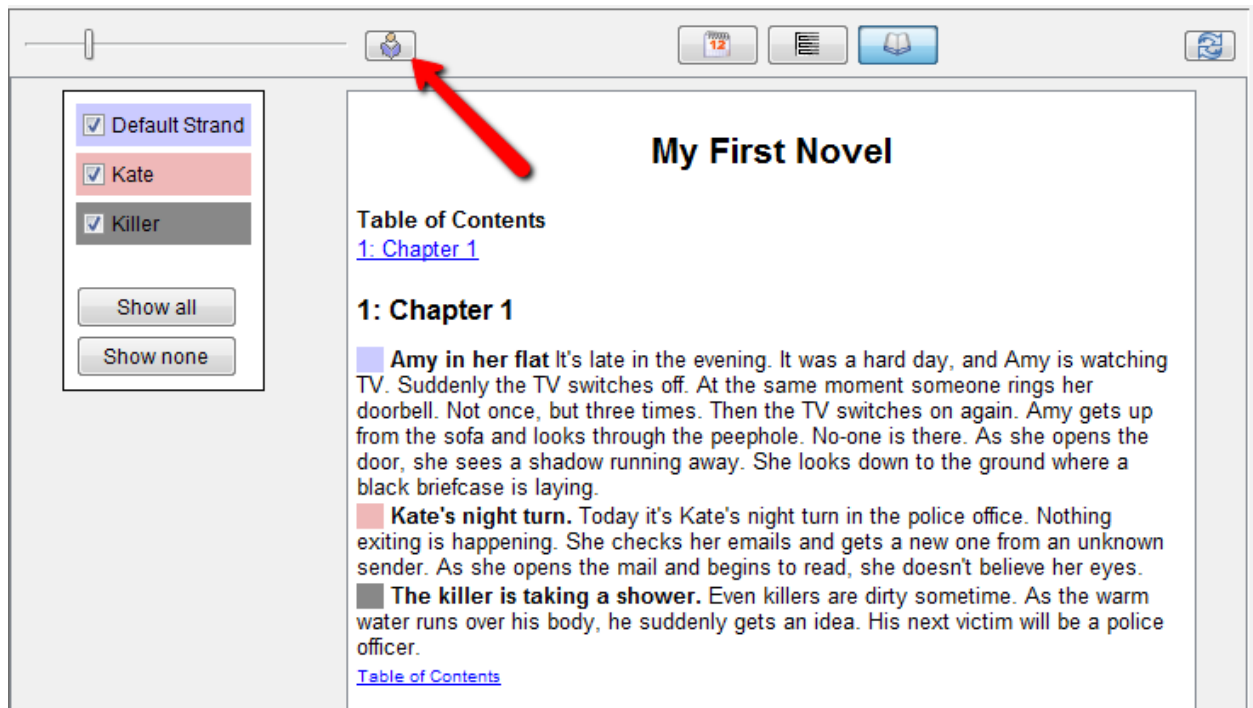
- If you switch back to the chronological view, you'll see that the scenes now have both, a scene number and a chapter number.

Switch to the book view now (click on the third button that shows a book icon):



- The book view shows the chapters and scenes in the order we've defined before.
- The same order also applies to any export (book summary or plain text book export).

You may switch to the “reading view” for comfortable reading:



- The “Reading View” is for reading only. You cannot edit any data here.
- Press the same button again to go back to the normal book view.
- Note the control panel at the left. Here you can select if you want to show or hide a strand.

Working with tags and items

Part 1: Items

What are items and tags for?

Items and tags are used to add additional information to a scene, a character or a location.

What is the difference between items and tags?

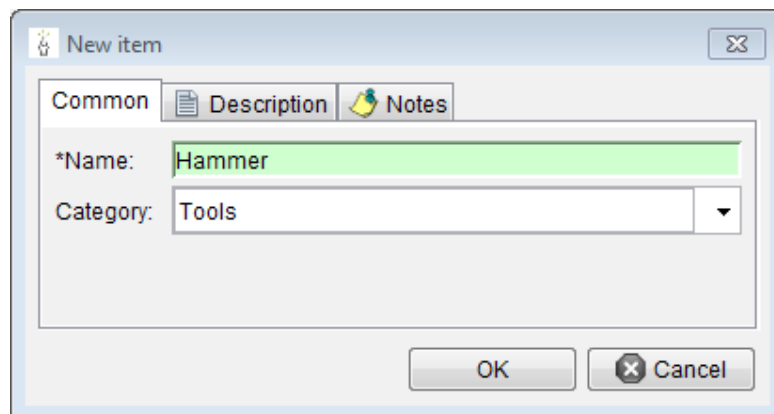
An item is something that has a weight, e.g. a tool or a vehicle. On the other hand a tag is an abstract information such as a relationship between two characters or an event.

Creating items

Some examples what can be done with items:

- Tools and weapons your characters are using.
- Vehicles your characters are using.
- Artifacts and objects your characters are dealing with.
- Everything else that is important to your story (keep in mind, **not** abstract things).

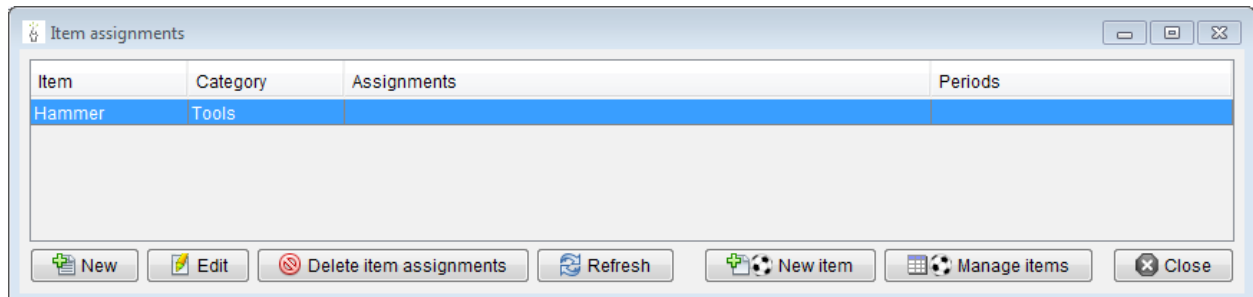
To add a new item choose “New item...” from the menu items, or add an entire item collection using “Add items from collections”:



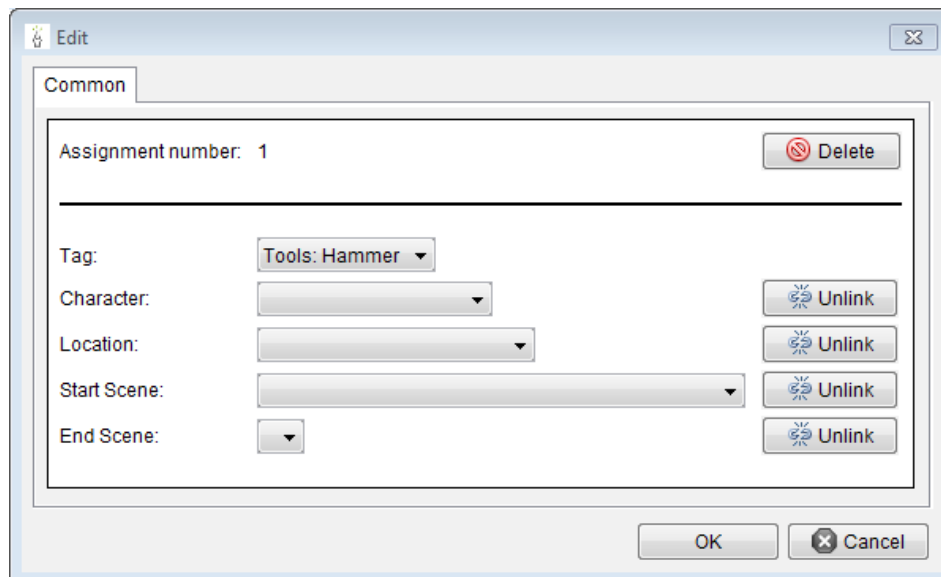
- Enter an item name and its category.
- If you've already entered categories before, you can select one from the list of existing categories (click the arrow to show the list).
- An item category may be “Tools” for a hammer, or “Vehicles” for a car, or leave it blank if you're not sure yet.
- Add a description or some notes, if you want. Both is shown in the quick information area.
- Like other objects, items can be manage using the dialog “Manage items...”.

Making item assignments

To assign an item to a scene, a location or a character, open the dialog “Item assignment” from the menu “Items”:

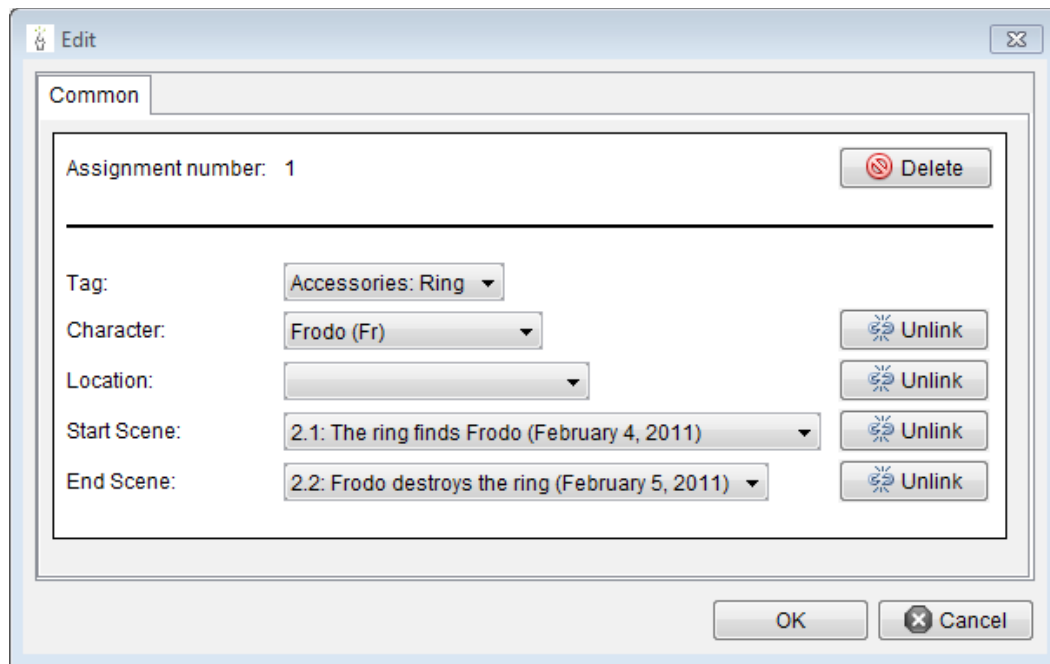


Select the item from the list, then press “New”. A new dialog pops up:



Now select the object you want to assign to the item. Some notes about that:

- The simplest assignment is to choose only one single object, e.g. choose only a character, or a location, or a scene (the “start scene”, leave “end scene” blank). Such item assignments endures “forever”, means they are assigned from the start of your story until to its end.
An example: A character may have the item “glasses” assigned. In the story relevant acts, he is always wearing those glasses. So there is no need to define further restrictions (of course he is not wearing them at night while sleeping, but in this case that is not relevant for the story).
- Some items may not be assigned to a character all the time. That's why there is a second field called “end scene”. If you choose both, a start scene and an end scene, the item is assigned to the chosen object from the start scene until to the end scene.
An example: As we all know, Frodo was not in possession of the ring all the time. Therefore for Frodo we would add an assignment that starts with the scene “The ring finds Frodo” and ends with the scene “Frodo destroys the ring”:



- The number of assignments is unlimited. Simply press “new” again to add another assignment. For instance: Let's say in your story there is a magical fountain. This fountain magically disappears once in a while. Add a new assignment to the locations where the fountain usually is, and do that for each period it is there. After that the disappearance of the magical fountain can be traced easily using the Memoria Tool.
- As soon as you select the start scene, all scenes assigned to the **same strand** are shown in the list for the field “end scene”. Since a strand defines a line of actions, it is assumed that scenes from other strands wouldn't make sense.
- The item assignments are now shown in the overview list. If not, press the refresh button. The item overview list also shows the period(s) of all assignments made to an item.
- To edit existing assignments double-click on a item in the list or press the edit button.
- To remove all (!) item assignments of a selected item, press the button “Delete item assignments”.
- If you remove an item, all assignments made for that item will be removed, too.

Where are the limits of items and tags?

Although there is no (technical) limit only items and tags that are relevant to the entire story should be added. It doesn't make sense to add everything ever mentioned in a scene. The big strength of items and tags is their tracing using the Memoria Tool. Things used only once in one single scene are probably not that important for tracing.

Part 2: Tags

Creating tags

Creating a new tag is actually the same as creating a new item. Enter a name and a category, and you're done. Some examples what can be mapped with tags:

- Feelings: From love to hate and everything between.
- Moods: From overjoyed to depressed.
- Relationships: Connect character to families, or pairs, or siblings (see below).
- Define locations more precisely (see below).
- Trace events (see below).
- Assign the actual weather situation to scenes.
- Trace the level of excitement.
- Much more.

Making tag assignments

Excellently the same as for items.

Why are tags not items, then?

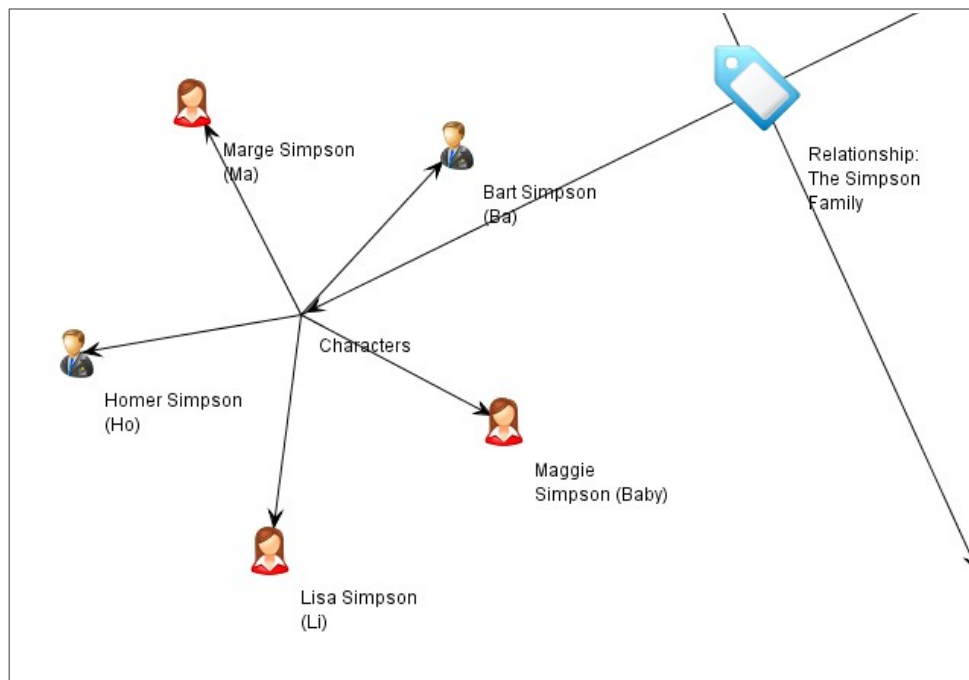
Well, they are (technically). The distinction between items and tags let you keep them separate. The feeling “being in love” is somehow very far away from a “hammer”. That's why they are separated.

Using tags to define relationships

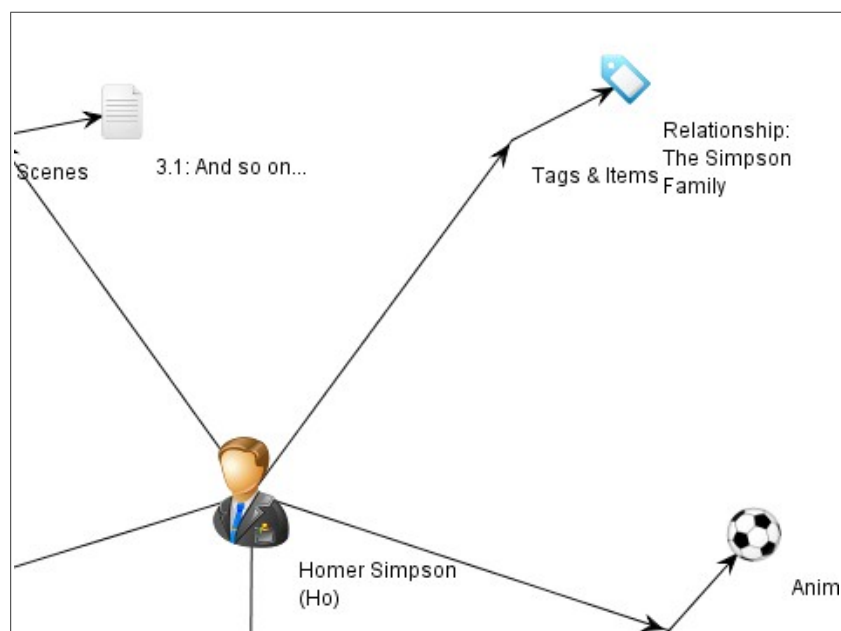
Tag can be used to map families and other relations between characters. The demo project uses the characters of the TV cartoon show “The Simpsons”. Here how the tag assignments would be for the Simpson family:

Tag assignments		
Tag	Category	Assignments
The Simpson Family	Relationship	- Character: Bart Simpson (Ba) - Character: Homer Simpson (Ho) - Character: Lisa Simpson (Li) - Character: Marge Simpson (Ma) - Character: Maggie Simpson (Baby)
rainy	Weather	- Scene: 2.1: The next day - Date: March 18, 2009
sunny	Weather	- Scenes: 1.1: Breakfast at home - 1.3: Marge v - Period: March 17, 2009

And here how that is shown in the Memoria Tool (the tag “The Simpson Family” is the focused object):



And the other way round (Homer is the focused object):



Using tags to define locations more precisely

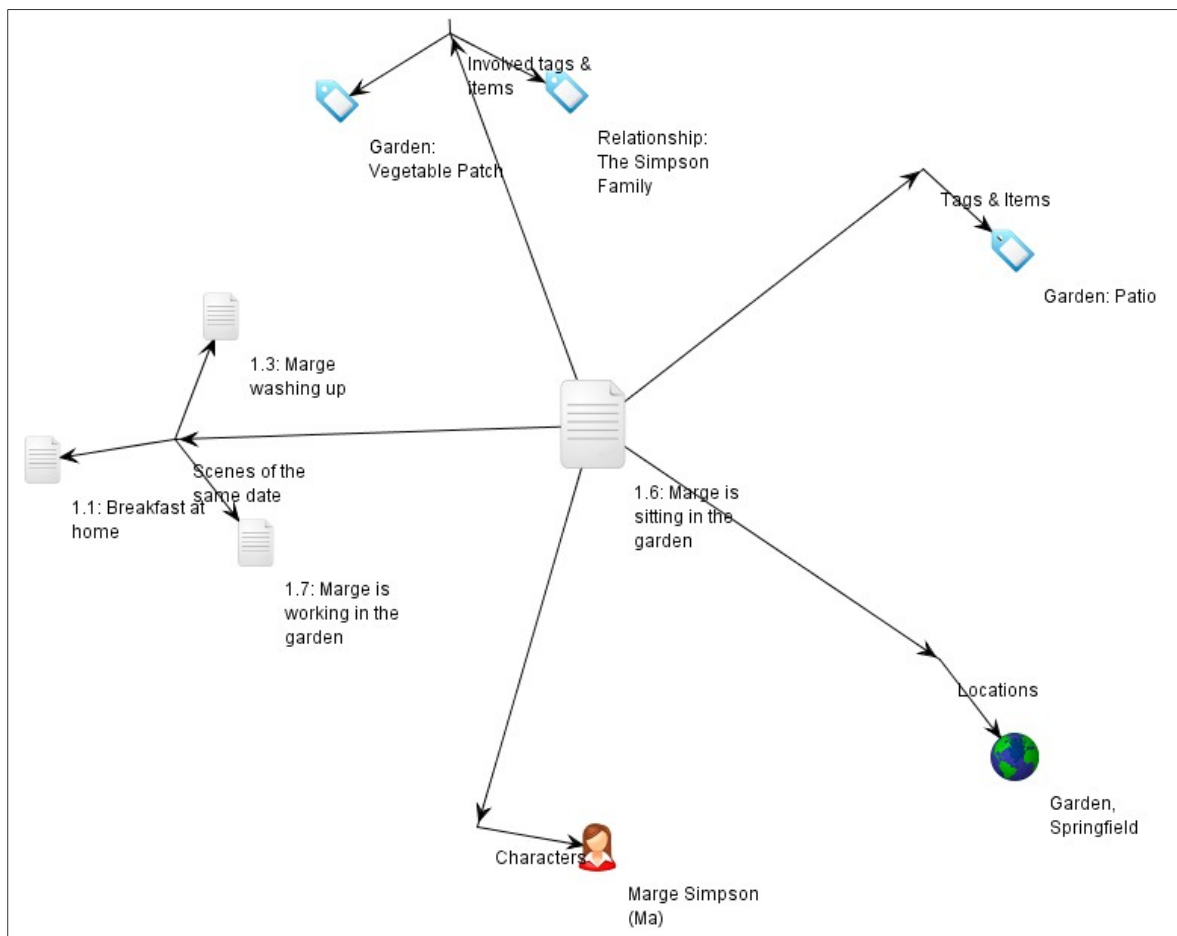
Tags can also be used to define locations more precisely. For instance: A location may be named “garden”, and for most scenes playing in the garden that may be enough information. But some scenes plays in a specific place inside the garden, and you want to trace that.

Add two new tags, “Patio” and “Vegetable Patch”, both with the category “Garden”. Now assign both tags to the location “Garden”. Then assign the affected scenes, too.

- Assign the scene “Marge is sitting in the garden” to the tag “Patio”
- Assign the scene “Marge is working in the garden” to the tag “Vegetable Patch”.

Tag assignments		
Tag	Category	Assignments
Patio	Garden	- Location: Garden, Springfield - Scene: 1.6: Marge is sitting in the garden - Date: March 17, 2009
Vegetable Patch	Garden	- Location: Garden, Springfield - Scene: 1.7: Marge is working in the garden - Date: March 17, 2009

Let's see how that can be traced with the Memoria Tool (the scene “Marge is sitting in the garden” is the focused object):



- The tag “Patio” is directly assigned to the scene “Marge is sitting in the garden” and therefore shown in the section “Tags & Items”.
- In contrast, the tag “Vegetable Patch” is assigned to the location “Garden” (and not to the focused scene). Therefore that tag is shown in the section “Involved tags & items”.
- The same applies for the tag “The Simpson Family” (not assigned to the focused scene but assigned to the character “Marge”).

Using tags to trace events

Assigning events is simple. Let's say in a murder mystery a string of burglaries happens.

1. Create a new tag named “string of burglaries”, category “Event”.
2. Assign that tag to each scene that is affected, i.e. also scenes where characters talk about the string of burglaries.
3. Use the Memoria Tool to trace it.

Tips and Tricks

- Right click on a scene to **switch between the 3 views very fast**. For instance a right click on a scene in the chronological view shows the entries “Show in Book View” and “Show in Manage View”. Not only the view is switched, it also scrolls to the chosen scene.
- Right click on a **scene in the tree** to show the chosen scene in one of the 3 views.
- Right click on a **location's name** in the tree and choose “New location”. The country and city will now be filled in for you.
- Right click on an **icon on the top of the sidebar** to show the category additionally, e.g. left-click on the character icon, then right click on the location icon. The tree now shows both, characters and locations.
 - Left click -> shows only the clicked category.
 - Right click -> shows a clicked category in addition.
 - Right click again -> hides the clicked category.
- **Scenes and relative dates:** When trying to set a relative scene date, you've just got a warning. Reason: You don't have any scenes assigned to chapters yet. Once you have assigned scenes to chapters, you'll be able to choose from these scenes when setting a relative date.
- **Scene editor and characters / locations:** Instead of using the buttons “add” resp. “remove” you can simply double click on the list. A double click on the list above removes the character / location, a double click on the list below adds the character / location.
- On the tree, **press the first letter(s)** to jump to the desired character or location. This works on the sidebar tree as well as on the lists shown if you edit a scene.
- Want to know the **age of a character** depending on the scene's date? Move the mouse cursor over the character abbreviation label. The age is shown on the quick info window. If a character is dead, the reached age is shown marked with a “+”.
- Want to see a location in **Google Maps**? In the tree, **right click to a location** and choose “Google Maps” from the context menu! The URL used for Google Maps can be set manually for those outside the USA. Open the preferences, select the tab “Internet” and enter the Google Maps URL of your country.
- Troubles with **wrong characters** (e.g. German Umlauts) after a CSV import in Word / OpenOffice? Choose “Unicode (UTF-8)” as character set.
- Text fields have undo support. Press **Ctrl-Z to undo**.
- Most text fields have **Drag-n-Drop** support. To move text from Word / OpenOffice, just select it, then drag it to the desired text field and drop it. You can also move text the same way from one scene to another of course.

Hotkeys

Category	Command	Hotkey
View	Zoom in / out	Ctrl-+ / Ctrl--
	Switch to Chronological View	Ctrl-1
	Switch to View “Manage Scenes and Chapters”	Ctrl-2
	Switch to Book View	Ctrl-3
	Show / hide the Info Panel	Ctrl-0 (zero)
	Refresh	F5
	View Part 1	Alt-1
	View Part 2 - 9	Alt-2 ... Alt-9
	Scrolling (all directions)	Alt-Cursor Keys
	Vertical Scrolling	Mouse Wheel
	Horizontal Scrolling	Ctrl-Mouse Wheel
File	Open File	Ctrl-O
	New File	Ctrl-N
	Rename File	Ctrl-R
	Export / Print	Ctrl-P
	Plain Text Export	Ctrl-E
	Close	Ctrl-W
	Exit / Quit	Ctrl-Q
Edit	Cut	Ctrl-X
	Copy	Ctrl-C
	Paste	Ctrl-V
	Find Date	Ctrl-F
	Find Chapter	Ctrl-Shift-F
Objects	New Character	Ctrl-B
	Manage Characters	Ctrl-Shift-B
	New Location	Ctrl-L
	Manage Locations	Ctrl-Shift-L
	New Item	Ctrl-I
	Manage Items	Ctrl-Shift-I
	Item Assignments	Alt-Shift-I

	New Tag	Ctrl-T
	Manage Tags	Ctrl-Shift-T
	Tag Assignments	Alt-Shift-T
Misc	Memoria Tool	Ctrl-M
	Task List	Ctrl-K
	Open Edit Scene Editor	Ctrl-Enter
	Close Edit Scene Editor	Ctrl-Enter
Help	Manual	F1
	Online Documentation	Ctrl-F1