Single Station Installation

...Consult the guide for network installation!

Macintosh

1. Insert the CD (or double-click on the archive downloaded from the Internet).

2. Move the *Hop! Writing* folder in your *Applications* folder or to the folder of your choice.

Windows

1. Insert the CD (or double-click on the archive downloaded from the Internet).

2. Start the **installation** of *Hop! Writing* .

3. Follow installation steps (the installer will automatically create a *Hop! Writing* folder in your *Programs* folder, and an icon will be installed in the *Start* menu and a shortcut will also be added to your desktop).

Licence Number

When booting the application for the first time, enter the software's licence number. Keep this number handy as it may be requested if you move or re-install the software.

Technical Support

E-mail: tech@cyberlude.com

Internet Site: www.cyberlude.com

Hop! Writing

The
User's guide

Installation

Work Environments

Procedures

Software Interface

User Licence

By using this software, you accept to comply with the conditions described herein. If you do not agree with these conditions, please return the complete product to Cyberlude.

The basic single station version is designed for home use. It is authorized for use on a single computer.

The school single station is designed for use in an educational institution. It authorizes the use of this software on a single computer. For more expansive use, find out how to purchase a network version.

The network licence authorizes the educational institution to install a copy of this software on a central server. The network licence does not allow use of the software on computers located outside the physical premises of the educational institution. Each educational institution must acquire its own network licence.

Copyrights

Network Installation

When installing in single station mode, all installed files are in **read only** mode, which greatly simplifies network application sharing (with appropriate licence).

A. On the server:

1. Complete single station installation on the server.

2. Share the folder containing the software *Hop! Writing* .

3. Boot the software once to enter your network licence number.

4. Set the *Clients* sub-folder to writing mode (READ/WRITE).

B. On the client station:

5. Access the shared folder containing the software on the server.

6. Boot up *Hop! Writing* …and you're done!

NOTE: If your licence number is requested again on a client station, this indicates that the network installation is incorrect. Check steps 3 and 4. A network licence number usually begins with HPEC-10X, HPEC-10Y or HPEC-10Z. Contact Cyberlude for more information.

To be able to re-enter the right licence number, erase all *licreg.nfo* files. There may be one included in the server preferences folder, one in the client station and one in the *Clients* folder.

NOTE 2: Documents may be recorded anywhere. It is up to the user to choose the appropriate location in which to save the documents.

Single Station Installation

Consult the back of the User's Guide.

Work Schedule

The first environment in the software is a schedule that lists the six stages of the writing process.

At the beginning of each session, the author records his progress to date, which allows him to dive right back into his writing project and orient his work.

When creating a document, the Work Schedule contains a series of tasks related to each of the stages. The author may use this preset schedule and enter the appropriate date information and cross off what has been completed. He may also customize his schedule by adding or deleting tasks.

Narrative Project

The *Story* tab allows the author to determine what he or she wants to write about and how he or she wants to approach the subject (topic, type of narrative, writing intention...).

The *Author*, *Goals* and *Assessing* tabs allow the author to insert personal information, enter project requirements and reflect upon what has been accomplished.

Note: The contents of the *Focus Point* field will appear at the top of each work environment. The student can use this field to keep a specific goal in mind throughout his project.

Characters, Places and Objects

The authors uses this environment to create descriptive file cards for the story's main events.

These file cards are created using predefined fields designed to help the writer describe the character, place or object. The student can adapt the file cards to his personal needs by adding or modifying existing fields.

Note: The student who wishes to further explore his characters may print the '*Character and Emotions*' worksheets. (*Help* menu - *Consult PDF Index*).

Vocabulary and Strategies

Vocabulary file cards allow the author to store vocabulary. Eighteen file cards are provided as examples to encourage students to vary the use of common words.

Strategy file cards allow the author to save rules or useful tips. Three Strategies file cards introduce basic grammar rules and specific examples.

As for all other forms included in the software, the author can adapt the file cards to his or her needs by adding new fields or even by deleting or modifying existing ones.

Storyline

The *Storyline* introduces a timeline that follows a 5-segment narrative outline.

The author can use the area under the outline and provide a brief description of each segment. However, it is best to use 'elastickers' to chronologically breakdown the important events he wishes to include in his narrative.

Note: The events identified by the author with elastickers are automatically transferred into the manuscript environment. He can then re-use them to structure the story according to his plan.

Manuscript

The manuscript contains a large selection of tools to help create and write stories.

Self-adhesive Notes may be placed on the work table. They allow the student to rapidly record ideas needing further development. These notes can also be used to maintain sections of the text that the author doesn't want to lose permanently.

Each self-adhesive note contains a button that allows for the text selected within the manuscript to be interchanged with the note. The student can therefore quickly compare different versions of a sentence or a paragraph.

Elastickers include all five segments of the narrative outline as well as the events defined while developing the plan. As the drafting progresses, the author may pick an eslasticker to attach to his text. The elasticker is then divided into two parts: one is attached to the page's margin and the other is used to create a dynamic table of contents. The author can later refer to this table of contents to quickly navigate through his narrative.
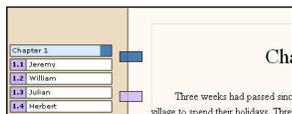
Blank elastickers are also provided. They can be attached to important text, such as chapter titles, to simplify browsing through the story.

The Selection of Linking Words provides words that will help the author move from one sentence to another throughout his narrative. Linking words are divided according to twelve categories, and each word has its own example.

The Random Ideas Databanks are also available to help relaunch the writing process and get the author out of an impasse.

Paragraph styles allow the author to use three different formats within the text. The format for each of the three predefined styles may be modified (font, case, spacing, etc.)
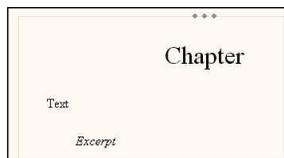
Page Setup
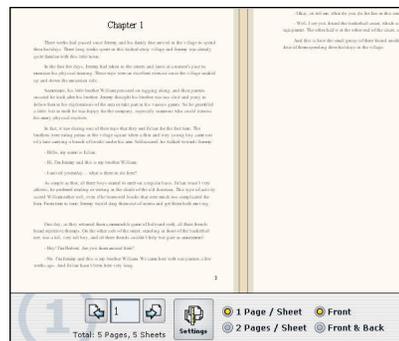
The first step consists of choosing the print format.

The printer's settings must be defined and the author must select to print one or two pages per sheet. This is the time to indicate if the printing should be on one or both sides of the sheet.
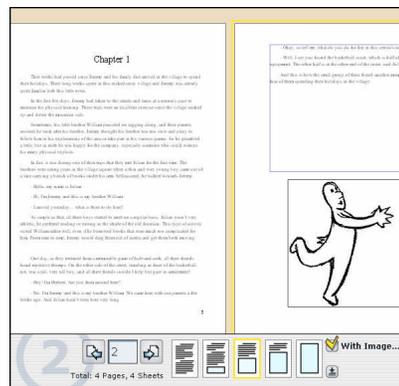
The second step consists of defining the look of each page.

There are five page models available and three of these models contain text and image that may be reversed.

The author may choose to import a bmp, jpeg or gif. file or keep the border to draw a picture later.
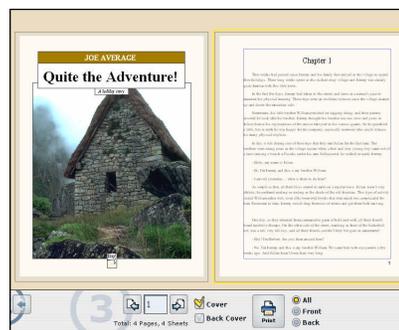
The third step consists of launching the printing.

The author may choose to add a cover page and a back page to his or her book. The information indicated on these pages is provided by the *Narrative Project* environment.

For back-to-back printing, pages may be forwarded only one side at a time to simplify the process.

Writy, the writing advisor

Useful tips provide explanations and useful tricks to guide authors as they write their story.

To display these, simply click on Writy, the writing advisor, or select *Consult Index of Useful Tips* in the *Help* menu.

Tl-00

All my tips are filed using the following categories:

Writing Process
Stage 1: Prewriting
Stage 2: Drafting
Stage 3: Revising
Stage 4: Editing
Stage 5: Publishing
Stage 6: Assessing

Tl-09
Types of Narratives

The type of narrative can provide a framework for your writing. You certainly wouldn't write a police drama in the same way you would write a love story. The following is a short selection of possibilities available to you:

Fairytale	Etiological story
Fable	Short story
Adventure	Police Drama
Science Fiction	Horror
Fantasy	Love Story
Travel	Autobiography
Diary	Play

Tl-03
Time Management

To write a good story, it is important to set aside enough time for each stage of the writing project.

Use the Work Schedule screen to plan for the tasks in each stage. Then, as you proceed from stage to stage, you can consult the schedule and indicate your progress. This way, you will make sure you do not run out of time!

School Version Only

Writy also offers three types of printable documents that are displayed on screen by selecting *Consult PDF Index* in the *Help* menu:

- Worksheets that allow students to further explore elements of their work.

- Verification grids to help students ensure that all tasks listed for each segment of the writing process have been completed.

- Reminders introducing elements that are essential to literary creation.

Tl-1
Worksheets

Work Schedule.PDF

Find a Topic.PDF

Exploring my Topic.PDF

Draw and Explore.PDF

Characters and their emotions.PDF

Story Events.PDF

Writing using all five senses.PDF
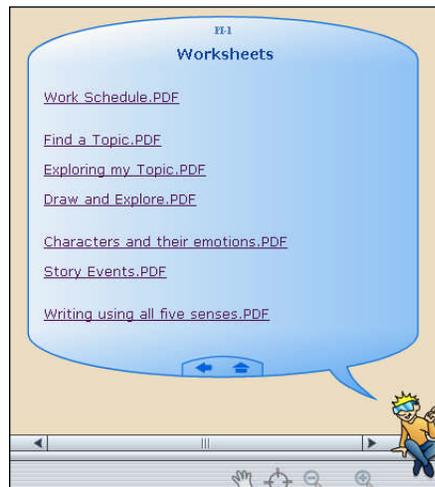
Work Schedule

To delete a task from the work schedule

1. Click on the *Select Objects* tool.

2. To select the task to be deleted, simply click on it.

3. Click on the *Delete* tool.

To add a task to the work schedule

1. Click on the *Add a Task* tool.

2. Select the desired task from the menu on display.

Text and Image Fields

To add a text field to a file card or form

1. Click on the *Add a Field* tool.

To delete a field

Note: Fields for which the title appears in bold are locked; they cannot be deleted nor can the names be changed.

1. Click on the *Select Objects* tool.

2. To select the field to be deleted, simply click on it.

3. Click on the *Delete* tool.

To modify the name of a field

1. Click on the *Edit Text* tool.

2. Click on the field title and make your changes.

To import an image into an image field

1. In *Edit* mode, paste an image onto your clipboard.

or 1. Click on the icon "i" located directly above the image box.

2. In the dialog box that appears, scroll until you reach the image to be imported.

3. Select the chosen image and click on the *Open* button.

File cards

To add a new file card

1. Click on the *Add a File car d* tool.

To return to the File Index

1. Click on one of the tabs located above the file cards.

To view a file card

1. Return to the Index by clicking on the top tab.

2. Make sure you are in *Edit* mode. **A**

3. Click on the file name you want to view.

To delete a file card

1. If you are not in Index, click on the tab to go back.

2. Click on the *Select Objects* tool.

3. Select the name of the file you want to delete by clicking on it.

4. Click on the *Delete* tool.

To rename a file

1. If you are not in Index, click on the tab to go back.

2. Make sure you are in *Edit* mode. **A**

3. To access the file card you want to modify, simply click on it.

4. In the file card, change the name as desired.

To import file cards from another document

1. In the *File* menu, select *Import*.

2. In the sub-menu, select the types of file cards you want to import.

3. In the dialog box that appears, scroll until you reach the desired document.

4. Select the document and click on the *Open* button.

Storyline

To add an elasticker to the plan

1. Click on the *Add an Elasticker* tool.

2. Click above the timeline to place the elasticker where you want it.

To write on an elasticker

1. Click on the *Edit Text* tool. **A**

2. Click in the white area located next to the elasticker's number.

3. Enter your text.

To move an elasticker in the plan

1. Click on the elasticker's number and keep the mouse button pressed down.
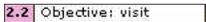
2. Drag the mouse while keeping the button pressed.

To delete an elasticker from the plan

1. Click on the elasticker's number.
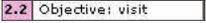
2. Click on the *Delete* tool.

The Manuscript: Elastickers

To link an elasticker to the story

1. Click on the *Select an Elasticker* tool.

2. Click on the desired elasticker.
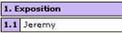
3. Move the mouse on the writing page and click on the word or the line on which you want to place the elasticker.

To move an elasticker within the story

1. Click on the portion of the elasticker located in the page's margin.

2. Move the mouse and click on the word or the line on which you want to place the elasticker.

To delete an elasticker in the story

1. Click on the portion of the elasticker located in the page's margin.

2. Move the mouse outside the writing page and click to release the elasticker into "space".

The Manuscript: Notes

To add a drafting note

1. Click on the *Add a Note* tool.

2. Move the mouse over the table or over the page and click where you want to place the note.

To delete a drafting note

1. Click on the *Select Objects* tool.

2. Select the note to be deleted by clicking on it.
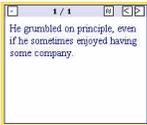
3. Click on the *Delete* tool.

To move a drafting note

1. Click on the *Select Objects* tool.

2. Click on the note to be moved and keep the mouse button pressed down.

3. Drag the mouse while keeping the button pressed.

To reduce or increase the size of a note

1. Click on the icon - or + of the note.

To switch a portion of the story by text written on a note

1. In the manuscript, select the portion of the text you want to switch.

2. In the note, click on the *Switch* icon.

To view the previous or next note

1. In the note, click on icon **<** or **>**.

The Manuscript: Formatting

To apply a text style to a paragraph

1. Position the curser in the desired paragraph.

2. Click on the *Apply Paragraph Style* tool.

3. Click on the desired style from the list that is displayed (*Chapter*, *Text*, *Excerpt*).

To insert a page break

Note: A page break is automatically inserted with *Chapter* style.

1. Position the curser where you want to insert a page break.

2. Click on the *Apply Paragraph Style* tool.

3. Click on *Insert Page Break* from the list that is displayed

To modify paragraph styles format

1. Click on the *Apply Paragraph Style* tool.

2. Click on *Modify Styles* from the list that is displayed.

3. In the window that appears, simply check the style to be modified and enter your font, case size, alignment and space modifications.

5. Click on *OK*.

The Manuscript: Other...

To print the story in revising format

1. Click on the *Print* tool.

2. If the printer dialog box appears, check its settings (Windows' users should check the margins).

To insert a linking word

1. Click on the *Add linking words* tool.

2. Click on the desired category when the window appears.

3. Click on the word you wish to add to your text.

4. Click *Insert* to automatically add it to the text or click on *Copy* to transfer it onto the clipboard.

Page Setup

To define the print format

1. Make sure that you are in the first screen display of *Page Setup*, then click on the button *Settings*.

2. In the printer dialog box, select paper size, layout, and for Windows' users, print margins.

3. In the software screen, check *1 Page / Sheet* or *2 Pages / Sheet*.

4. In the software screen, check *Front* or *Front & Back*.

5. Go to the next step by clicking on the number 2 located in the lower right corner of the screen.

2 **To define what each page will look like**

1. Make sure that you are in the second screen display of *Page Setup*, then click on the page to be set up.

2. Click on the desired page model.

3. If your page contains an illustration border and you want to import an image, click on the icon *With image…*

4. If your page contains a text zone and an illustration border, you can reverse the order by clicking on the icon *Reverse*.

5. Go to the next step by clicking on the number 3 located in the lower right corner of the screen.
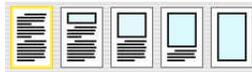
3 **To launch the printing process**

1. Make sure you are in the third screen display of *Page Setup*.

2. If you want to add a cover page or a back page to your story, check the boxes titled *Cover* and *Back Cover*.

3. To modify the data that appears on the cover or the back page of the book, click on the data to be modified, complete your changes then return to *Page Setup* screen.

4. Select the pages to be printed by checking one of the following options: *All*, *Front* or *Back*.

5. Click on the button *Print*.

The Navigation Bar

The buttons that allow you to move throughout the software:

Work Schedule
To see what has been produced so far and what still needs to be done.

Narrative Project
To reflect on the writing project.

Characters, places and objects
To create descriptive file cards for the story's main elements.

Vocabulary and Strategies
To create synonym and strategy file cards.

Storyline
To spread out the narrative's events over the story's timeline.

Manuscript
For drafting, revising and editing your story.

Page Setup
To add images and prepare the printing of the book.

The buttons used to change the current display:

Browse
To move within the page. Once you've selected the button, drag the mouse over the page and keep the mouse button pressed down.

Recenter
To center page contents.

Zoom
To increase or reduce viewing size.

The Tool Bar

Tools always available:

Edit Text and Select Objects
The "Edit" mode is used to enter content (text or image) in objects.
The "Select" mode is used to select an object rather than its contents.

Undo and Redo
To undo or redo previous operations. These controls are not limited to the current environment.

Bold, Italic and Underline
To apply settings to the selected text.

Cut, Copy, Paste and Delete
All four commands can be applied to the content if you are in the "Edit" mode or to objects if you are in the "Select" mode.

Print
To print the environment as it appears on screen.
Note: For the final print of the story, it is best to go to the *Page Setup* environment.

Tools specific to certain environments:

Seek Random Idea
To help the author when he or she is lacking ideas. This button opens a window that displays twelve categories of ideas.

Add a Task
In the *Work schedule* environment, opens a menu that allows the author to add a task to one of the stages of the writing process.

Add an Elasticker
To add an event to the timeline in the *Storyline* environment.

Add a Field
To add a new blank field to the form or file card.

Add a File Card
To add a new blank file card to the file card databank.

Tools specific to the manuscript environment:

Add linking words
To select a linking word to be inserted into the text. This button opens a drawer that contains twelve categories of linking words.

Select an Elasticker
To select an elasticker (event) to be placed on the story's border.

Add a Note
To add a note on the work area.

Apply Paragraph Style
Opens a menu that allows the author to apply the following styles: *Text*, *Chapter* or *Excerpt*, to add a page break or to modify the settings of the previously mentioned predetermined styles.

Menus

In addition to the standard controls and actions introduced in the tool bar, menus let the user:

- import file cards of *Characters, Objects, Places* or *Vocabulary and Strategies* from another document (*File* menu);

- seek a word or a chain of letters (*Edit* menu);

- display the index of printable documents (*Help* menu);

- display the index of useful writing tips (*Help* menu);

- open the user guide in PDF format (*Help* menu).