STORY VIEW™

the most
powerful
way to **plan**
and *present*
your **ideas**.

New Features
version 2.0

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Quick Tour Of New Features

OUTLINE WINDOW. This feature-rich mode allows you to compose, edit and view your story in a familiar, vertical textual view, yet switch effortlessly back to the Timeline window. In the Outline window, you see ALL your text — it's not placed into fixed-sized blocks. Text created in the Outline window is automatically placed in the Timeline window. This is the *ultimate* tool for creating a structured outline. You may prefer thiss mode for outline development. Press F9 to switch between Timeline and Outline windows, or use the View menu. For more information on Outline window features: *(see page 7)*.

COOL OUTLINE FEATURES include:

- Collapse and expand an event's children (the items hierarchically beneath an event).

- Hide / show any event type, level, or hierarchy.

- Intuitive user interface for selecting, moving, and manipulating outline topics.

- "summarize" text, which reduces the title or content of events to a single line.

- Hide (or show) any specific event's title or content area.

- Create multiple outlines within a single document (using multiple event hierarchies).

- Split events into multiple topics.

- Merge multiple events into a single topic.

- Split paragraphs into multiple events.

- Reports that match your on-screen combinations of the various outline features.

- And much more!

IMPORT FROM OTHER PROGRAMS. StoryView can now import documents written in Movie Magic Screenwriter, Hollywood Screenwriter, Microsoft Word, or any program that supports Rich Text Format (including Final Draft) *(see page 39)*.

INTERACTIVE SCALING OF PRINTED TIMELINE. Allows you to quickly customize your timeline reports in order to maximize the amount of printed information, while creating a pleasing balance between font sizes and printed

layout. Use the controls at the top of the Print Preview window to adjust font scaling *(see page 50)*.

ESTIMATE DURATIONS. This will analyze the text in the story and will set the durations of events based on how many pages of text, words or characters were written. A special option performs calculations for the running time of a screenplay. If Enable Automatic Estimation is turned on then durations are recalculated automatically after an event is edited *(see page 65)*.

SPELL CHECKER. StoryView 2.0 has a new integrated spell checker, complete with a customizable user dictionary (as well as optional foreign dictionaries). You can spell check a word, a selection of text or events, or the entire document! F7 is the shortcut to bring up the spell checker *(see page 71)*.

IMPROVED OUTLINE REPORTS now match the power and flexibility of the Outline Window. A new feature lets users place one event per page, making it possible to print stacks of index cards and placing a single event per card!

TIME CONSTRAINTS allow StoryView to be both a superb outliner and a great time planning / management tool, by giving power users the tools they need to control positioning of events on the timeline with greater precision and reliability. With "Gravitate to Ruler" you can fix the position of an event to a location in the timeline. The new "Gravitate Left" and "Sticky" options prevent gaps from opening up in the timeline. Time Constraints is an advanced feature: read its documentation before using *(see page 59)*.

NEW SCALE TOOL lets you quickly scale the Timeline. Press and hold the "X" key, or select the Scale tool from the Timeline Tools toolbar (it looks like an "X"). As you click and drag, the timeline scales in both horizontal and vertical directions! *(see page 75)*.

SEND MAIL TO RECIPIENT will send a StoryView document to a user-selected e-mail address. Available in the File menu *(see page 76)*.

WORD COUNT gives you a count of the paragraphs, words, and characters in your document, or in the events you are editing or have selected *(see page 77)*.

NEW EVENT BUTTON. For those of us who always like to a have a button to press, you now have a clearly marked button in the toolbar area marked "New Event". Pressing this button adds a new event immediately after the event you have selected or are editing. Holding down the SHIFT key while clicking the button adds the event BEFORE the selected/edited event.

CREATE EVENT HIERARCHY is a new Tools menu command that lets you create a new hierarchy right from the Timeline or Outline window. And now when a hierarchy is created, a default event type is automatically created, so you can begin using that hierarchy immediately *(see page 76)*.

VIEW NON-PRINTING CHARACTERS is a new application option that lets you turn on the display of paragraph marks, tabs and spaces *(see page 77)*.

DUPLICATE EVENTS creates duplicates of selected events and places them after the events you are duplicating *(see page 78)*.

HYPERLINK STYLE converts a text URL (e.g. www.screenplay.com) or an e-mail address (e.g. mailto:Support@screenplay.com) into a clickable hyperlink.

STRIKETHROUGH STYLE applies the strikethrough attribute to text.

HIGHLIGHT STYLE places a yellow background around text you select.

SPACE BEFORE, SPACE AFTER & LINE SPACING are new options that allow users to set the line spacing to single, 1.5 or double spacing. You can also set the amount of space before or after a paragraph. To use this feature, select the Format Paragraph button in the Paragraph Styles document settings panel. NOTE: spacing features can be applied to paragraph styles, but not to individual paragraphs.

APPLYING FONTS, STYLES & ATTRIBUTES TO MULTIPLE EVENTS in the Timeline is now supported. That means you can select multiple *events* and set their font or style. "'

NEW SYMBOLS DISPLAYED IN TIMELINE EVENTS indicate if events are having their durations estimated automatically. You may notice these in the lower right corner of the event. A tiny TRIANGLE means the event is being automatically estimated. You may not manually resize an event which is being automatically estimated. A tiny SQUARE means that event has a manual duration set, and will not be automatically estimated. You may resize that event. No symbol means the event is not being automatically estimated *(see page 68)*.

MANUAL VS. AUTOMATIC ESTIMATION lets you manually set the duration of any event so its duration is not calculated automatically. This is helpful for writers who want to make use of the Estimate Durations features, but have specific events they want to set the duration of manually *(see page 69)*.

AUTOCONNECT BY WORD, NOT PARTIAL WORD. Autoconnect now looks at the EXACT word you type, rather than partial words. This corrects a problem where you wanted to create automatic connections for Cat, but other words like "Catalog", or "Catastrophe" would also make connections erroneously.

SPLIT EVENTS BY PARAGRAPH. In the Outline View you can select a single event then select **Event>Split Event By Paragraph**. This will create separate events for each paragraph. Useful when taking long blocks of text from another program and breaking them up into events *(see page 29)*.

SELECT EVENTS & CHILDREN CHANGED TO ALT+CLICK. Previously, holding down the **SHIFT** key and clicking on an event would select that event all of the events beneath (its children). The modifier key has been changed to **ALT+CLICK**.

DURATION SUBSTITUTION SUFFIX. In the setup of event titles, you can now add the autotext <duration>, which will display the duration of the event in the event's title.

PRINT PREVIEW FROM REPORT OPTIONS. You can press a button and go right into the PRINT PREVIEW mode from within Report Options — handy for immediately seeing the effect of a change in options.

REPORT OPTIONS FROM PRINT PREVIEW. Once in Print Preview, you can press a button and return back to the REPORT OPTIONS dialog. Very handy for adjusting those options once you've seen how they look.

IMPROVED FIND AND REPLACE DIALOG. The Find dialog has been redesigned to be smaller and less cluttered, making it easier to use and blocking less of the view behind the dialog.

APPEARANCE OF EMPTY EVENT TITLES adds a wonderful new preference that improves the way titles work. In addition to your previous choices of "Empty" and "Show preview of event contents", you now have "Show preview only if event content is hidden". This last option makes empty event titles show copies of the event's content only when the content isn't visible. That reduces confusing duplicate text on screen.

STARTING NUMBER can now be set for the numbering of events. This is very helpful when numbering years in timeline events, because you can set the first number to be a year, like "1900", versus the old way where the number would start at "1".

CLEARING CONNECTIONS is now a lot easier: you can select a track (or multiple tracks) and then the **Edit > Clear** command.

IMPROVED TIMELINE TOOL SELECTION. Now you have two options when selecting a Timeline Tool (e.g. Event creation, scale tool, Zoom Tool, etc.). If you tap one of the shortcut keys (for example, "Z" for the Zoom Tool) you'll change your current tool to that tool. If you press and hold down the shortcut key, you can temporarily use that tool until you release the key. Once you release the key, the cursor returns to the previous tool.

SETTING RULER TO DESIRED UNIT makes it so the ruler doesn't change between different units when you scale the timeline. This is a welcome change for screenwriters using minutes and novelists using pages.

TOOLBARS REMEMBER THEIR POSITIONS, and so do toolbars that have been pulled off as floating pallets. Toolbars will also wrap if the window is resized smaller, and will unwrap to their desired position when resizing larger. You can also independently select which toolbars you want for either Timeline or Outline windows. Right clicking in the toolbar area gives you a list of available toolbars.

EXPORT TO RTF now can control if title, content or both are exported, and if there is to be a blank line between each event. This can be useful if you just want to export the tiles, or only the content, to an RTF file. The preferences to control this are in the Document Options Export to RTF panel.

BLANK.SYV NOW CALLED USER DEFINED.SYV. Users were getting confused about using the "Blank.syv" template, so we have renamed this template to "User Defined.syv". Use the "User Defined.syv" template when you want to create your own hierarchy from scratch. Otherwise, use one of the other pre-defined templates.

OPTIONAL FIXED OUTLINE TEXT COLUMN WIDTH. You can set a FIXED WIDTH for the text column in the Outline view, by using the preference in the Outline Settings panel (in Document Settings). For example, you could set the width to 6 inches, and the next would stay wrapped to that page width, regardless of window size. This is helpful if you have text such as a screenplay that you wish to always appear in proper screenplay margin, so you do not want the text to wrap based on the width of the WINDOW .

OUTLINE AND TIMELINE VIEWS CAN BE VISIBLE AT THE SAME TIME. You can now display BOTH Timeline and Outline windows on-screen at the same time in separate windows, using the New Timeline Window and New Outline Window menu items located in the WINDOW menu. Changes you make in one window will appear in the other window. Try it!

TEXT AND WINDOWS CAN OPTIONALLY USE WINDOWS SCHEME TEXT COLORS. You can now request that StoryView use the Windows text and background color schemes while viewing events. This preference is available in the "Text" panel of the Options Dialog.

ADJUSTING HIERARCHY POSITIONS. You can now move hierarchies up or down in the timeline, by using the up or down arrows now available in the Event Hierarchies panel in Document Settings. Also, in this panel the Delete button has been changed from an icon to a textual button (in case you're wondering where it went).

BETTER CONTROL OVER THE ROTATION OF VERTICAL TITLES. Several improvements have been made to give you more control over the automatic rotation of vertical titles. Titles become vertical automatically when there isn't enough room to effectively display an event's content. You now have a

choice of "Always", "Automatic" and "Never". Plus, the program is smarter about trying to make the timeline more consistent when most of the titles are rotated. This means that it will be less likely for you to have a couple of events that aren't rotating. Also, a new StoryView Option that lets you set the minimum width required of an event before it will rotate has been added.

DURATIONS ARE NOW DISPLAYED / ENTERED IN MINUTES:SECONDS NOTATION. You can now set the durations of events using a minutes:seconds notation. In previous versions, an event duration of three and a half minutes would display as "3.5 minutes". That wasn't too bad, but a scene of three minutes and ten seconds would display as 3.167. The new notation will display as 3:30 for three and a half minutes, and 3:10 for three minutes, ten seconds. You may enter durations in minutes:seconds notation in the Duration Properties toolbar. The old notation continues to function, so if you enter 3.5 it will be converted to 3:30 automatically.

PASTING OVER EVENTS. In the timeline, previous versions allowed you to paste events to replace the selected events. Pasting no longer works this way: if you select an event, then paste, the pasted event will appear IN FRONT OF the selected event. The selected event will NOT be "replaced". Use **Edit > Duplicate (CTRL+Y)** to quickly make copies of events.

REMOVED SOME RARELY-USED LAYOUT PREFERENCES. Some Layout panel Document Settings were removed. These counted the number of characters in the title or content of the event. Two options remain: "Entire Event Titles" and a preference that lets you set the minimum displayed sized of an event type, in inches.

CREATE DEFAULT TITLE FOR NEW EVENTS. There is a new preference in the Editing Options panel to enable / disable the automatic creation of event titles for new events. This is the text that says, "New Scene", or "New Act". If the option is turned off, the titles are created empty.

EVENTS RANGE REPORT OPTIONS NOW USE LEVEL SELECTOR. In version 1.0 and 1.1, you could select a range of events by choosing from a radio button list that gave you "chosen level and down", "chosen level only", or "chosen level and up". We have changed this to be both simpler and more powerful. You now click on the check marks of the Level Selector. This gives you complete control over whatever levels you wish to display, across different hierarchies.

DOZENS OF ENHANCEMENTS, NEW FEATURES, AND EASE-OF-USE IMPROVEMENTS. Version 2.0 is packed with new commands, preferences and shortcuts, while focusing on how to make a more enjoyable user experience.
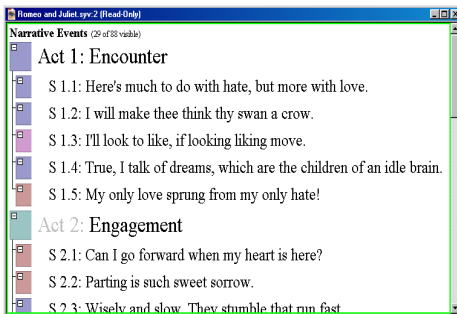
The Outline Window

Version 2.0 introduces a whole new way to compose and view your story: The Outline Window. The Outline Window provides a familiar word processor interface which lets you work with text in a linear (top-to-bottom) manner, similar to other outliners.
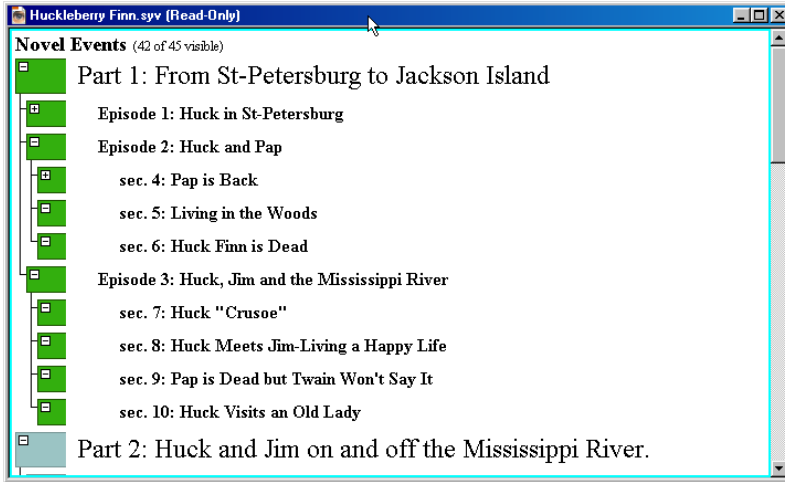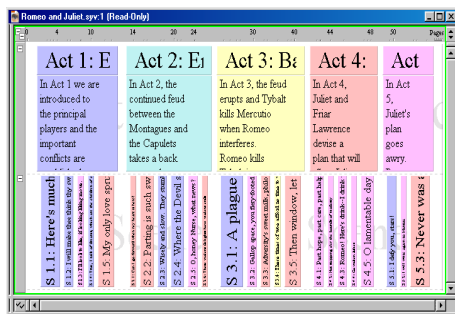

Outline Window vs. Timeline Window

The Outline Window offers features and options that are *different* than the Timeline Window. You may find it easier to work in one window over the other, or to view and work with specific hierarchies in one type of window. Here's some basics to help you decide which to use:

- Events you create in the Outline Window appear in the Timeline Window, and vice-versa. Same with deleting events and making edits: changes appear in *both* windows.

Outline Window   *Timeline Window*

- In both the Timeline and Outline Windows, the pieces of your story are broken up into story "events". Each event has an optional title area and a content area.

- In the Timeline Window, the amount of text that is visible depends on the scale you are viewing the Timeline. This means that you may or my not see all of the text in an event. In the Outline window, you can easily see the entire text.

- You can optionally select unique combinations of events and hierarchies to be visible on a per-Outline or per-Timeline Window basis. Why would you want them to be different? For example, you might want to display an outline with *notes*, and a timeline with the actual body of your work.

- You can *switch* back and forth between the Timeline and Outline windows by pressing F9. The window you switch to will try to select the same events you were working on when you pressed F9.

- In the Timeline window you see a ruler and the width of the events are proportional to the number of pages or minutes (duration) of those events. In the Outline window, you don't see a ruler, and the event durations are not visible on-screen (although there is an option to display those durations in titles, using the <duration> autotext).

- Because of its unique layout, the Timeline Window has many features that let you make and view connections to tracks. The Outline Window doesn't have any track-related features.

- The Timeline window lets you hide the content of an entire level of events, but not for individual events. The Outline window permits you to turn on and off the title or content for specific events of your choosing.

- In the Timeline window, event titles are limited by either the width or height of the event. In the Outline window, event titles are wrapped so you can see their entire text (unless the event is collapsed or the title is summarized).

- In the Timeline window, when you edit an events title area, the automatic text (numbering, for example) disappears, leaving only the actual title text. In the Outline window, automatic text remains while you edit titles, though it will optionally dim so you can tell that it's not editable.

- There are subtle differences in the way events are created and positioned in the Outline window: all newly created events are assumed to be positioned as left as possible, when viewed in the Timeline. This helps eliminate undesired gaps. To introduce
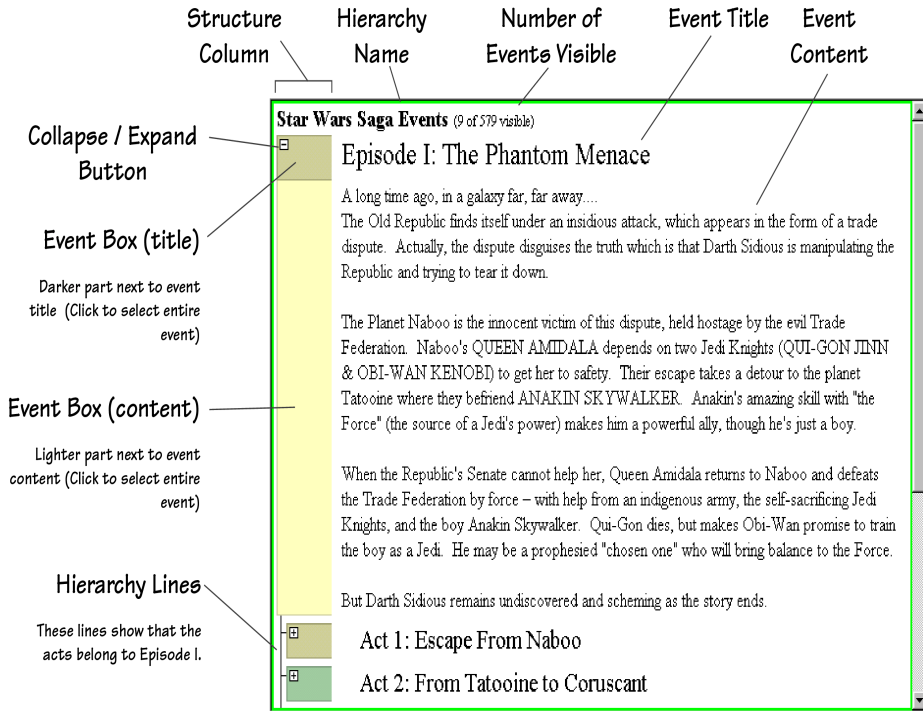
gaps between events, use the Timeline window to move events around.

- In the Timeline window, you can collapse or hide entire levels or entire event types. In the Outline window, you can selectively collapse or expand parts of an event's hierarchy. This allows you to work selectively on only those areas of the outline that inter-est you, with less extraneous clutter.

- In the Timeline window you can select events that are not adja-cent to each other by holding down the **CONTROL** key, and per-form formatting operations (for example, select several events at different areas of the timeline and set their color). In the Out-line window, you can only select events that are adjacent to each other, as you would in a normal word processor.

- The Timeline window lets you set constraints (see below) on the positions of events, the Outline window does not.

- The Timeline window lets you dim events by type or by connec-tions, the Outline window does not.

- You can have multiple windows open on-screen that display the *same* hierarchies and events. This can be helpful so you can uti-lize the best of both views. It helps to have a large monitor or have your display set to higher resolutions if you're going to have multiple windows open.

Writing in the Outline Window

Writing in the Outline Window is easy! You can create and edit events, pro-mote or demote them (change their indent in the outline), move them around the outline, and selectively hide or show portions of the outline. Get to know the basic features and you'll be an outlining wiz.

The Outline Window has a number of special areas you need to know about:

Structure Column

Hierarchy Name

Number of Events Visible

Event Title

Event Content

Collapse / Expand Button

Event Box (title)

Darker part next to event title (Click to select entire event)

Event Box (content)

Lighter part next to event content (Click to select entire event)

Hierarchy Lines

These lines show that the acts belong to Episode I.

Star Wars Saga Events (9 of 579 visible)

Episode I: The Phantom Menace

A long time ago, in a galaxy far, far away....
The Old Republic finds itself under an insidious attack, which appears in the form of a trade dispute. Actually, the dispute disguises the truth which is that Darth Sidious is manipulating the Republic and trying to tear it down.

The Planet Naboo is the innocent victim of this dispute, held hostage by the evil Trade Federation. Naboo's QUEEN AMIDALA depends on two Jedi Knights (QUI-GON JINN & OBI-WAN KENOBI) to get her to safety. Their escape takes a detour to the planet Tatooine where they befriend ANAKIN SKYWALKER. Anakin's amazing skill with "the Force" (the source of a Jedi's power) makes him a powerful ally, though he's just a boy.

When the Republic's Senate cannot help her, Queen Amidala returns to Naboo and defeats the Trade Federation by force – with help from an indigenous army, the self-sacrificing Jedi Knights, and the boy Anakin Skywalker. Qui-Gon dies, but makes Obi-Wan promise to train the boy as a Jedi. He may be a prophesied "chosen one" who will bring balance to the Force.

But Darth Sidious remains undiscovered and scheming as the story ends.

Act 1: Escape From Naboo

Act 2: From Tatooine to Coruscant

Structure Column

This column shows you the boundaries of the events, where event titles and event content begin and end. Clicking anywhere in the event box will select the entire event. The Structure column can be hidden by selecting the **View > Show Structure Column** menu item, or by clicking on the hide/show Structure column toolbar icon:

You can also click in an event's Structure Box and begin dragging that event up or down, which reorders items in your outline. **SHIFT-CLICK** to select multiple events.

Hierarchy Name

Each hierarchy has a name, which describes its collection of levels and event types. Some StoryView documents have only one hierarchy, while others may have several. The Outline Window shows multiple hierarchies with each hierarchy following the other.

Number of Events Visible

The number of events visible (not collapsed or hidden) and the total events in your document.

Event Title

Most every event has a title, which is a brief summary of the text in that event. Titles can be turned off for any particular event type (Tools > Document Options).

Sometimes event titles have automatic text. This may include the name of the event, or an automatic number. Because you cannot edit automatic text, it is dimmed when you click to edit the event's title.

Use the toolbar button ☰ to show only event titles.

Event Content

Most of your text will be typed in the event's content area. Click into this area to write or edit event text.

Use the toolbar button ☰ to show only event content.

Collapse / Expand Button

Clicking on the + or - icon lets you show or hide events that are children of the event. For example, in an outline with Acts and Scenes, if you click on the Collapse button of an Act event, all of its Scene events would be hidden.

Event Box (title)

This area shows you the boundaries of its corresponding event title on the right.

Click anywhere in this box (except on the collapse / expand button) to select the entire event.

Event Box (content)

This area shows you the boundaries of its corresponding event content on the right.

Click anywhere in this box to select the entire event.

Hierarchy Lines

These lines are drawn to show you which events belong to other events (i.e. which events are children and which are parents).

Certain events that have no parents, "Orphans", will never have hierarchy lines (see Adopt / Orphan, below).

Title and Content Areas: how are they different?

Events typically have two parts: a title area and a content area. There are important differences between these two areas that you can use to your advanatage. Now, for your reading pleasure, the top things you need to know about Title and Content areas:

- Title areas are typically used to write a summary of the content. This makes it very easy to navigate through large, complex projects by selecting the "titles Only" view mode.

- To make titles look consistent, title areas for each event type have one font, font size and style, which is selected in the Title panel of the **Tools > Document Settings** dialog. Different event types can have different style settings.

- Content areas can contain multiple paragraphs with text that may be styled differently. Tiles contain only *one* paragraph.

- Titles have one line of text, which will wrap if it's too long. Content can have multiple lines of text. The wrapping of content text depends on paragraph styles you may have applied, plus the width of your screen and/or paper.

- Events are *not* required to show their title areas -- they can optionally display content only. To set an event type to not display a title area, go into the Title panel of the **Tools > Document Settings** dialog, and uncheck "Show Title".

- You can customize your view to hide the Title or Content for ANY selection of events. Use the icons in the Field Visibility Toolbar, or right click on an event to get its context menu.

- Titles may contain **automatic text** (see below). This may include numbering for the event type (e.g. scene numbering, act numbering, outline numbering etc.) Automatic numbering doesn't appear in the content area. NOTE: you cannot edit automatic text. It will dim when you click in a title to indicate it cannot be edited.

Showing and Hiding Outline Event Titles and Content

Title areas give you great power in an outline: by quickly hiding the event content you get an excellent sense of what is going on in your story, no matter how detailed. Other times, the titles get in the way, and all you want to see is the content you're working on.

StoryView's Outline window gives you the ultimate in flexibility and control

for viewing your outline's titles and content. You have several options that let you hide or show titles or content, either permanently or temporarily:

Title and Content View Options

Press these buttons to control the visibility of Outline Event Titles and Contents for *the entire Outline window*:

VIEW OPTION	ICON	WHAT IT DOES
Custom Visibility (**CTRL+SHIFT+7**)		Shows Titles or Contents based on custom settings you have applied to specific events (see second table below).
Titles & Content (**CTRL+SHIFT+8**)		Shows *all* Titles and *all* Contents of Outline events.
Titles Only (**CTRL+SHIFT+9**)		Shows only the Titles of Outline events. Contents are hidden.
Content Only (**CTRL+SHIFT+0**)		Shows only the Content of Outline events. Titles are hidden.

Use the above buttons to quickly switch the Outline window to show your choice of Titles, Content or Both. For example, you may wish to quickly see all the titles of your outline, so you click on the Title Only button (or press **CTRL+SHIFT+9**).

The Custom Visibility button is the normal working mode. When pressed, you are free to hide or show any combination of Titles or Content for your events.

Custom Settings for Title and Content

If you want to hide or show the Title or Content for specific events, you select the events you're interested in, then select the desired option from the table below (NOTE: You must have the Custom Visibility button selected to see the effect of these settings):

VIEW OPTION	ICON	WHAT IT DOES
Always Titles & Content (**CTRL+8**)		When Custom Visibility is on, show both Title and Content.

VIEW OPTION	ICON	WHAT IT DOES
Always Titles Only (**CTRL+9**)		When Custom Visibility is on, show event Title only.
Always Content Only (**CTRL+0**)		When Custom Visibility is on, show event Content only.

Multiple Hierarchies

The Outline Window can display multiple hierarchies. A hierarchy is a group of levels, and each hierarchy operates independently from other hierarchies.

Why would you create multiple hierarchies? You might wish to have a hierarchy that just contains notes about your characters, or have a place to stash ideas that you haven't yet integrated into your story.

In the Outline Windows, as in the Timeline Window, hierarchies are displayed below each other. You may completely hide hierarchies or any level of a hierarchy, using the Level Selector (see below).

The Level Selector

The Level Selector is a list of the hierarchies, levels and event types in your document. Using the Level Selector, you can optionally hide or show hierarchies, levels, or events in the Timeline and Outline Windows:

Number of events in a specific type

Click here to select / deselect all event types

Hierarchy name. Click on check to hide/show details:

level numbers show you which events are at what levels:

These checks hide or show specific event types

Level Selector

Choose a subset of events to view in the current window

		All Event Types	97
	✔	**Narrative Events**	**96**
1	✔	Act	3
2	✔	Sequence	8
3	✔	Part	20
4	✔	Scene	52
	✔	Subplot Scene	13
	✔	**"Thelma and Louise"**	**1**
5	✔	The breakdown method	1

OK
Cancel
Help

Calling up the Level Selector

• Press **CTRL-L**, or select **View > Level Selector**.

• Click on the Level Selector icon 🔲 in the View Toolbar.

• Level Selectors also appear as part of the Timeline Window, and in some preference dialogs.

NOTE	*The Level Selector for the Timeline Window has an additional feature not available for the Outline Window: an additional check option to let you dim events.*

Starting an Outline from a Template

Every StoryView document begins with you creating a new document from a template. Templates provide predefined structures of Hierarchies and Event types, which are a prerequisite for outlining with StoryView.

NOTE	*It's a good idea to start off using one of our predefined templates until you become familiar with the software.*

Use the **FILE > New** command and select from our pre-existing templates:

Template	Use for	HIERARCHY: events
User Defined	Anything	No hierarchies or events defined. Use this template to create your own structure from scratch. NOTE: beginning users should start off with one of the predefined templates and modify them, rather than building their own template from scratch.
4-Level Outline	Basic outlining template with 4 levels	OUTLINE EVENTS: I,A, 1,b
Brainstorming	Script brainstorming	STORYLINE: Plot Points CHARACTER SUMMARIES: Characters STORY: Act, Sequence, Scene
Commercial	Developing and presenting timeline commercials	VIDEO: Picture AUDIO: Voice Over; Dialog
Dramatica	Importing from Dramatica	NARRATIVE EVENTS: Acts, Scenes
Novel (Chapter-Section)	Outlining and writing novels	NOVEL: Chapter, Section

Template	Use for	HIERARCHY: events
Novel (Part-Episode-Section)	Outlining and writing novels. (this hierarchy used in Huckleberry Finn Example)	NOVEL: Part, Episode, Section
Screenplay (Act-Scene)	Screenwriting	NARRATIVE EVENTS: Act, Scene; Prologue
Screenplay (Act-Sequence-Scene)	Screenwriting	NARRATIVE EVENTS: Act, Sequence, Scene; Prologue
Screenplay (Act-Sequence-Scene-Beat)	Screenwriting	NARRATIVE EVENTS: Act, Sequence, Scene; Prologue, Beat
Screenplay (Scenes Only)	Screenwriting	NARRATIVE EVENTS: Scene; Prologue
Teleplay, one hour dramatic (Act-Scene)	One hour dramatic TV	NARRATIVE EVENTS: Act, Scene; Prologue
Two Act Play (Act-Scene)	Theatrical Play	NARRATIVE EVENTS: Act, Scene; Prologue

These templates are pre-configured with hierarchies and events. They are designed to give you a structure to start from. Once you create a document from these templates, you may add, delete or rename the hierarchies and events.

When you select one of the pre-defined templates, you will have a ready-made structure for outlining. For example, if you were to create a new document from the "Screenplay (Act-Scene)" template, the Outline Window might look like this:
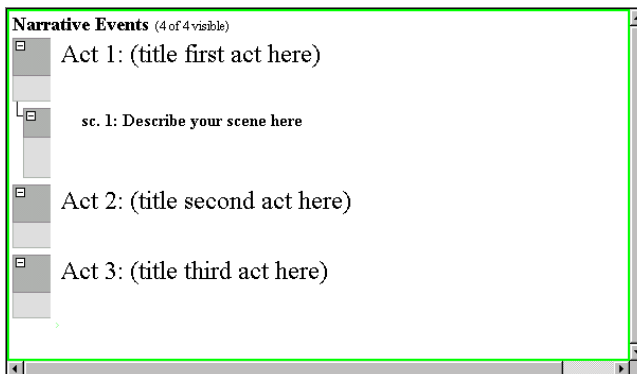
Now you can begin entering your own information into the outline (see "Adding Events to the Outline Window", below).

Creating your own template

If the hierarchy of events you wish to work with is very different than one of our pre-defined templates, you may find it easier to create your own template from scratch. To do this, create a new document using the **FILE > New** command. Select the "User Defined" template. This is an empty template.

You can define your hierarchy in one of two ways: first, you can use **TOOLS > Document Settings**, then select the Event Hierarchies panel and add and name your own hierarchies and events, or...

...you can begin writing in the Outline Window, creating Hierarchies and Event types as you outline. When you create a document from the "User Defined" template, you will see an Outline Window that looks like this:

Welcome to StoryView

To get started, you will need to create a structure for your document. To do this, select the "Create Event Hierarchy" command from the Tools menu.

(Hint: if you don't know what your document structure is, select "New" from the File menu. A dialog will appear. Choose a template file to create a new document with a predefined structure.)
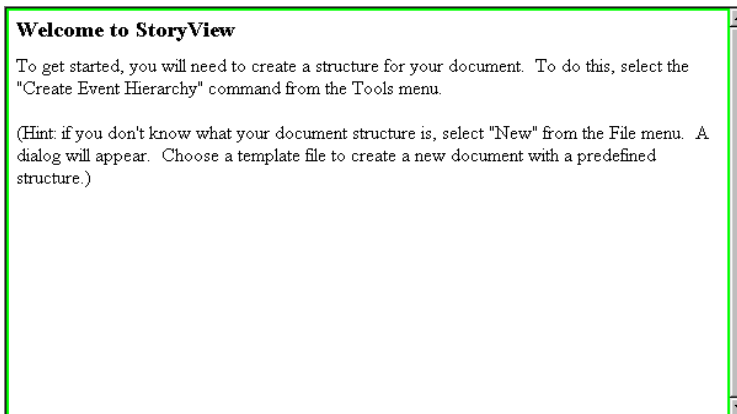
A document that has no Hierarchies will display the "Welcome To Story-View" help text in the Outline Window. The text directs you to create your first Hierarchy using the **TOOLS > Create Event Hierarchy** command:

Create Event Hierarchy...

Spelling...	F7
Word Count...	
Settings for Document13...	F2
Options...	F8

StoryView

Create Event Hierarchy

Enter a unique name for a new event hierarchy and press Add.

Add
Cancel
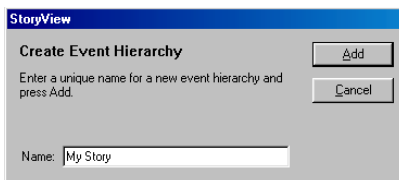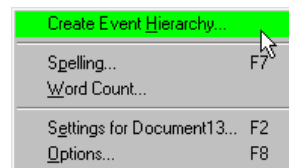
Name: My Story

Enter the name of the Hierarchy. The name isn't that important, it just identifies a group of related events (e.g. "My Story", or "My Characters"):

Now you're ready to create a new event in the Outline Window:

My Story Events
Click here to add a new event
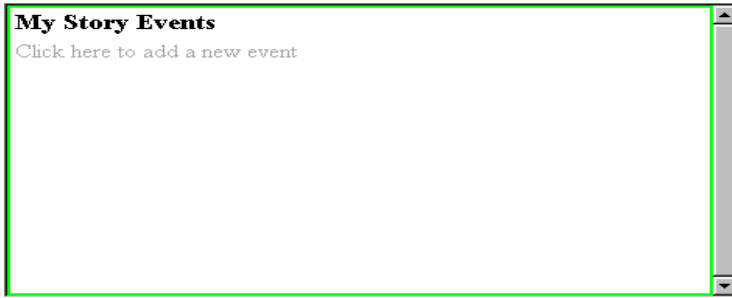
Click on the line that says, "Click here to Add a new event. When you start typing, you'll create your first event.

Adding Events in the Outline Window

Once you have a structure, you have several options for adding new events in the Outline Window. There are menu, keyboard, and toolbar shortcuts that let you create new events in one of four ways:

• Insert Before

• Insert Next

• Insert Subtopic

• Insert After

Insertion is always relative to the event you have selected or are editing. The following table shows the four insertion commands, how to access them, where they create the newly-inserted event, and the type of the new event:

EVENT OR CONTEXT MENU	KEYBOARD	TOOLBAR	INSERTS NEW EVENT WHERE?	NEW EVENT TYPE
Insert Before	CTRL+ SHIFT+ENTER SHIFT+ NUMPAD ENTER	SHIFT + New Event	Before current event	Same type as the current event
Insert Next	CTRL+ENTER NUMPAD ENTER	New Event	After current event	Intelligently chooses event type to insert, based on the type of the next event.

EVENT OR CONTEXT MENU	KEYBOARD	TOOLBAR	INSERTS NEW EVENT WHERE?	NEW EVENT TYPE
Insert Subtopic	**CTRL+ ALT+ENTER** **ALT+NUMPAD ENTER**		After current event	One level down (indented) from the current event
Insert After	**CTRL+ALT+ SHIFT+ENTER** **ALT+SHIFT+ NUMPAD ENTER**		After current event and any of that event's children. Equivalent to the Timeline command for creating a new event immediately to the right.	Same type as the current event

Most of the time you will be using *Insert Next* (**CTRL+ENTER** or **NUMPAD-ENTER**). This will create an event right below the event you're working on.

The type of the new event will be the same as the event *below* the event you're working on. That way, you tend to keep groups of events that belong together from getting accidentally split up.

Menu commands for insertion can be found in either the EVENT menu, or in the Context menu (right click on a selected event or an event's selection box):
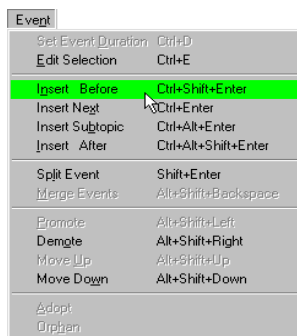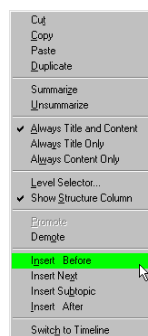
EVENT menu   *Event Context Menu*

What does the Enter Key (by itself) do?

Normally, when you press the **ENTER** key all by itself, it will do one of three things:

- **If an event is selected:** Pressing **ENTER** will move into that event's title area.

- **If you are editing an event's title:** Pressing **ENTER** will move into the event's Content area.

- **If you are editing an event's Content:** Pressing **ENTER** will insert a new paragraph.

What if I want the ENTER key to *insert events*?

There are some special options you can turn on that changes the way the Enter key works in the Outline window:
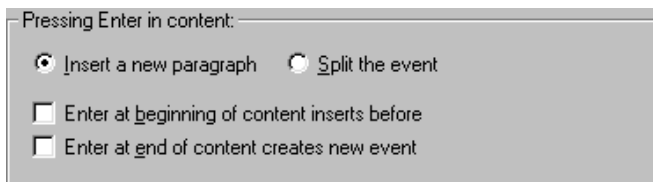
Enter Key Outline Application Options

Pressing Enter In Content:

Insert a new Paragraph: the default behavior. If you press the **ENTER** key while editing Outline content, a new paragraph will be inserted.

Split the Event: Pressing **ENTER** anywhere in the content or title area of an Outline event will *split* the event at the insertion point, creating a new event.

Enter at beginning of content inserts before: If you are positioned at the beginning of the event's content, and press **ENTER**, a new event is created in front of the current event.

Enter at end of content creates new event: If you are positioned at the very end of an event and press **ENTER**, a new event will be created following the event you are editing.

Promote & Demote: Changing an event's outline "level"

Promoting and Demoting are the terms used to describe changing an event's level in the outline. Promoting moves an event to a higher level (less indented to the left) and Demoting moves an event to a lower level (more indented to the right).

In the Outline window, the different "levels" of your story pieces are displayed at different indentations. For example, in a screenplay with a hierarchy of Acts and Scenes, the Scene events will appear beneath and indented under the Acts:
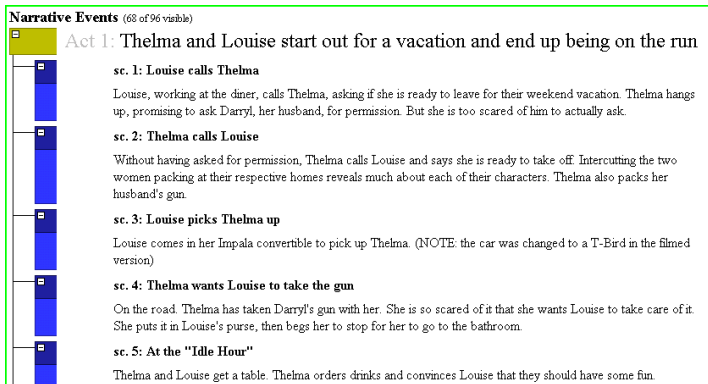
When outlining, you'll often create an event at one level, then wish to change it to be at higher or lower level. To do this, you Promote or Demote the event. There are several ways to do this:

METHOD	WHAT IT DOES
Press **TAB, SHIFT-TAB** Key	Pressing **TAB** will Demote selected Outline events (move them to the right). Pressing **SHIFT-TAB** will Promote selected Outline events (move them to the left).
Click on the ◄ (Promote) or ► (Demote) icons	Clicking on the toolbar icons will Promote or Demote selected events.
Select Promote or Demote from the Event menu or from a right context click on an event:	Selecting **Promote** or **Demote** from a menu will Promote or Demote selected events.

Navigating Around the Outline

The outline window presents a continuous view of your story's text. Besides clicking with your mouse, there are a number of keystrokes you can use to quickly move around while editing or selecting events:

METHOD	WHEN EDITING TEXT	WITH EVENTS SELECTED
UP ARROW	Moves insertion point up one line of text	Select previous event
DOWN ARROW	Moves insertion point down one line of text	Select next event
LEFT ARROW	Moves insertion point left one character	Hide this event's children. If already hidden, move to the previous event
RIGHT ARROW	Moves insertion point right one character	Show this event's children. If already shown, move to the next event
HOME	Moves to the beginning of the current line	Moves to the left-most event in this branch of the outline.
END	Moves to the end of the current line	Moves to the bottom-most event in this branch of the outline.
TAB, SHIFT-TAB	One of four things, depending on what preferences you've selected: 1 Promote or demote the event 2 Rotate between paragraph styles 3 Move to the beginning of the next or previous title or content 4 Insert a tab	One of two choices, depending on what preferences you've selected: 1 Promote or demote the event 2 Select the next or previous event
ALT+LEFT ARROW, ESCAPE	Selects entire event	Nothing
ALT+RIGHT ARROW, RETURN	Nothing	Edit the selected event.

Method	When Editing Text	With Events Selected
Alt+Up Arrow	Move to the beginning of the previous event or content	Nothing
Alt+Down Arrow	Move to the beginning of the next event or content	Nothing
Ctrl+Left Arrow	Move to the beginning of the previous word	Nothing
Ctrl+Right Arrow	Move to the end of the next word	Nothing
Ctrl+Home	Moves to the beginning of the current event or title. Repeated pressing moves to the beginning of the previous event or title	Move to the first event in your document
Ctrl+End	Moves to the end of the current event or title. Repeated pressing moves to the end of the next title or event	Moves to the insertion point after the last event in your document
Page Up	Advances the view by one screen's worth of text	Advances the view by one screen's worth of text
Page Down	Moves the view back by one screen's worth of text	Moves the view back by one screen's worth of text

Selecting Outline Events vs. Selecting Outline Text

What's the difference between selecting an entire outline event (or events) and selecting outline text? And should you care?

Yes! Although the outline window may make your story seem as if it is one long piece of continuous text, it is still (typically) broken up into smaller pieces, which are your story events. While both methods of selection may appear to do the same thing, there are minor differences that become important as you work with your outline.

When you *select an entire event*, or a series of events, you can perform an operation on all the content of those events *at once*. For example, you can demote (indent to a lower level) selected outline events. Or, you might wish to move selected events around in your outline, or perhaps delete them.

When you *select the outline text*, you are selecting a portion of the event. For example, you might select a word you wish to make bold, or a sentence you wish to move, or a paragraph of text you might want to cut.

Selecting Outline Events

Before you can do anything to an existing Outline event, you've got to *select* what you're interested in working on. Here are a few different ways to select:

Click on text within the event and drag to select:

Your text becomes selected, so now you can cut it, apply character styles, etc. If you drag *outside* the bounds of the event (above the title or below the last line of the event), then the *entire* event will become selected.
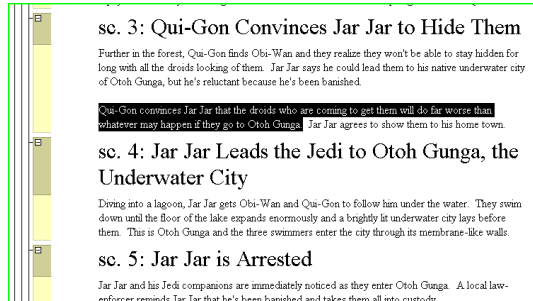
Click on the event's structure box:

To select the entire event, click on the Structure Box, the rectangle in the column on the left side of the event.
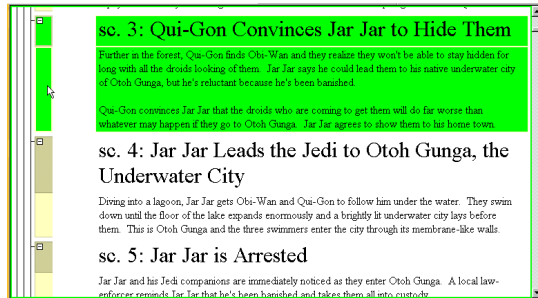
While editing an event, press the ESCAPE key.

You'll be taken out of edit mode for that event, and the entire event will be selected.

Collapsing and Expanding Outline Events

A great feature of the Outline Window is its ability to hide detail from your view. Use the Collapse feature to hide events at a lower level from your view, and the Expand feature to show hidden events. For example, if you want to focus on one ACT in your three-act play, you could collapse the other acts so their scenes are hidden from your view.

Each event has a button in its structure box that lets you Collapse ⊟ or Expand ⊞:

Collapse or Expand button

Act 1: Encounter
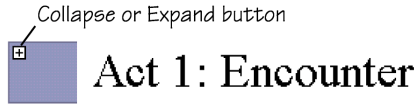
CLICKING ON ▬ OR ⊞	WHAT IT DOES
Click	Collapse or Expand
Control-Click	Collapse or Expand ALL events
Alt-Click	Expand event and all that event's children

You can also use the **CONTROL+-** key to Collapse and **CONTROL++** key to Expand.

Collapse or Expand all events or selected events using the icons in the Outline Appearance Toolbar:

Collapse all events

Expand all events

Collapse Selected Events

Expand Selected Events
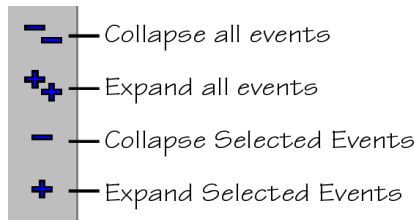
If you clicked on Collapse All Events in the Romeo & Juliet example file, you would hide all the scenes and show only the five act and two prologues:

Romeo & Juliet Events (7 of 33 visible)
Prologue
Act 1: Encounter
Prologue
Act 2: Engagement
Act 3: Banishment
Act 4: Trickery
Act 5: Tragedy

Summarizing Events

Summarize Events is a powerful tool in the Outline window that lets you get a quick overview of long sections of text. Summarizing changes the view of selected events so you only see the *first* line of events' titles, content, or both:
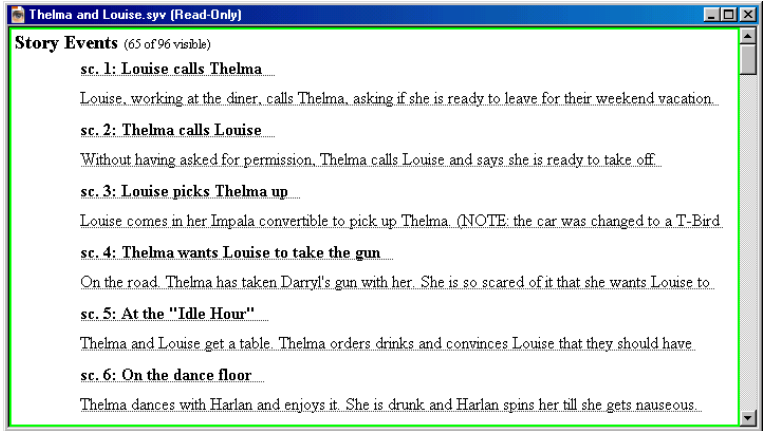
Outline Window showing summarized scenes

Summarized event titles and content are displayed with a dotted underline. To return an event back to where you can see all its text, select the unsummarize command.

NOTE	*When you summarize an event, both the title and content are summarized. However, you can use view settings to display title only, content only, or both title and content.*

To summarized or unsummarize events:

COMMANDS FOR SUMMARIZING EVENTS	WHAT IT DOES
CONTROL+[or 🔼 button	Summarize Selected Events
CONTROL+] or 🔽 button	Unsummarize Selected Events
CONTROL+1	Summarize All visible Events
CONTROL+2	Unsummarize All visible Events
SHIFT-CLICK on event's collapse ⊟ or expand ⊞ button	Toggle Summarize mode for this one event
CONTROL-SHIFT -CLICK on event's collapse ⊟ or expand ⊞ button	Toggle Summarize mode for all visible events

COMMANDS FOR SUMMARIZING EVENTS	WHAT IT DOES
ALT-SHIFT-CLICK on event's collapse ⊟ or expand ⊞ button	Toggle Summarize mode for Event and its children

Moving Outline Events

You can move events in the outline window by dragging selected events with your mouse, cutting and pasting, or by using keyboard commands.

To drag events with the mouse:

• Click in an event's structure box and begin dragging to move a single event. A line will appear indicating where the event will be moved when you release the mouse button:
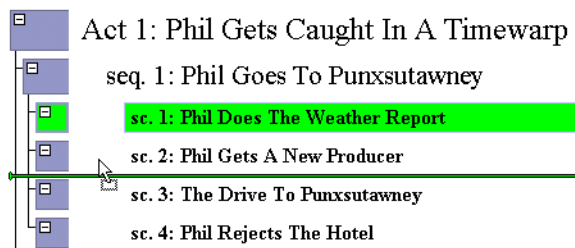
• Select multiple events by holding down the **SHIFT** key while clicking on an event's structure box, then click anywhere in the selected events and begin dragging.

• You can also click on the Move Up ⬆ or the Move Down ⬇ toolbar icons, and the current or selected event will move up or down one even per click.

To move events via cut & paste:

• Select the events you wish to move. Cut them, then select an event to paste them in front of and **PASTE**.

> | **NOTE** | *If you want to paste items at the end of a hierarchy, click beneath the last event and a line will appear, allowing you to paste.* |
> |---|---|

To move events from the keyboard:

Sometime you don't want to take your hands off the keyboard to move an event. That's why we've provided commands keys to move the current or selected events:

TYPE THIS KEY	TO MOVE EVENTS
ALT+SHIFT+UP ARROW	Move current or selected events up (in front of previous event)
ALT+SHIFT+DOWN ARROW	Move current or selected events down (past next event)

Automatic Text in Outline Event Titles

Some event titles may contain text which is automatically generated. ***Automatic Text*** can include the names of the event type, event numbering, and event duration, as well as other text.

You may not edit automatic text in individual event titles, although you can control its overall appearance for all events of a specific type (See Document Settings, Title panel).

When you edit an event title in the Outline Window, any automatic text is dimmed, so you can tell you cannot edit it. In the following example, the text "sc." followed by the numbers "90", "91" and "92" are all automatically generated. The text "Sc. 91" is dimmed while that title is being edited, to alert you to the fact that you cannot edit that text:

You'll notice the dimming of automatic text as you move in and out of editing event titles. If you find the dimming annoying, you can turn it off by unchecking its option in the Text panel of **Tools > Application Options**.

Splitting or Merging Outline Events

Each event is a container for your text, much like an index card. Sometimes, you want to take the text that is in one event and split it up into two events. Conversely, there are times you'll want to quickly convert two or more adjacent events into a single event.

Of course, you could split and merge events manually by using Cut and Paste, but the *Split* and *Merge* commands do this operation for you more quickly. Plus, they operate intuitively without you having to think about them.

To Split an Event:

Place the blinking insertion caret in front of the text you want to become the new event. Press **SHIFT-RETURN** or click on the Split Event Icon 🔳. A new event will be created containing the text following the insertion point.

Splitting an Event and Creating a Title at the Same Time

Are you a power user that always wants to do things faster and better? Here's a special feature for you: Any text that is selected *before* doing the Split command will becomes the title of the newly-split event.

Split Event by Paragraph: a quick method of making a lot of events

You can split all the paragraphs in an event into separate events. This can be a huge timesaver when you have a lot of text in one event. Start by selecting an entire event. Now select **Event > Split Event by Paragraph**, or press the 🔳 toolbar icon.

To Merge an Event:

• Press the **BACKSPACE** key from the beginning of the first line of an event and you will Merge that event with the previous event. Merging eliminates the title between the two events, and combines the content from both events into *one* content area.

• If you are editing an event, or have a single event selected, press **ALT-SHIFT-BACKSPACE** (**Event > Merge Events**) or click on the Merge Events icon 🔳. This will join the event with the previous event, eliminating the title between them, and combining the content.

Merging Multiple Events

• If you have multiple events selected, merging them will create a single event with all their content. An Application Option for the Outline Window, "Merge Titles in the Content", determines if titles will be included in the merged content.

Adopting and Orphaning Outline Events

You may never have occasion to use the Adopt or Orphan commands, but they're useful for doing a special kind of event positioning when writing in the Outline window.

To understand why you might use these commands, you first need to understand something special about the Outline window: if an event is created or moved above another event of a lower level, then it "adopts" (becomes the parent of) that event. That behavior isn't remarkable, and in fact, is the way that virtually all hierarchical outliners (like MS-Word) work.

But in StoryView, you can position events along the timeline that *have no enclosing event* (i.e. no parent). Consider the following Timeline:
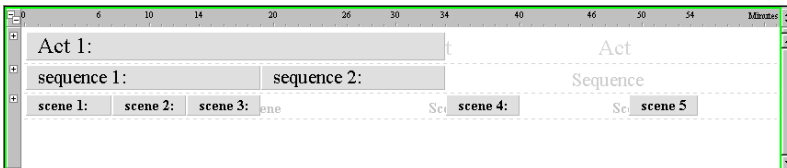
Timeline showing event titles and two orphaned scenes

Here the writer has begun structuring a screenplay. He laid out one act, with two sequences. One sequence is composed of three scenes. However, he had a great idea for two more scenes, and placed them in the timeline approximately where he thought they should go.

Notice that Scene 4 and Scene 5 don't have any Act or Sequence events over them. They are *orphans* (no parents!) Again, this is not unusual or remarkable, but when you are working in the Outline window, they would look like this:

See how the hierarchy lines show you which events belong to other events? Both Sequences belong to Act 1, and Scenes 1-3 belong to Sequence 1. But Scene 4 and Scene 5 have no hierarchy lines — because they are orphans. They don't belong to *any* higher event.

Normally, moving events that have been created as orphans in the Timeline while in the Outline window will cause them to be adopted by other events. That may not be desired — you may want those events to stand alone in the timeline. For those events you can explicitly mark them as Orphans, using the Orphan command. (NOTE: you could also go into the Timeline window and position the events with no parent events above, but they would not remain that way if you later moved them in the Outline window)
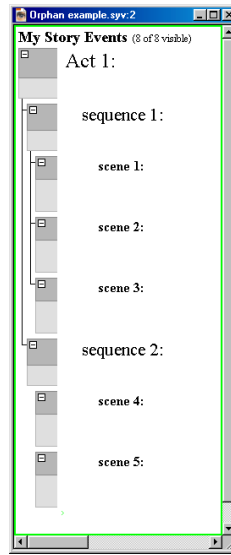
If you wish to orphan an event in the Outline window, you will need to selected that event and click on the Orphan icon 📇 (or use the **Event > Orphan** menu command). From that point on, it may be moved around the Outline and *will not* become adopted by higher-level events above it.

Adopt simply reverses the process, taking the orphan event which can have no parents and making it subordinate to the event above.

To Adopt an event in the Outline window, select that event and click on the Adopt icon 📇 (or use the **Event > Adopt** menu command). Now the event can have a parent.

StoryView Options for the Outline Window

StoryView Options are user preferences that apply to your specific installation of the StoryView program, but are not associated with any specific StoryView document. These options are saved and are in effect from the moment you start the program, as well as when you open existing documents and create new documents.

You select StoryView options from the Tools menu (**Tools > StoryView Options**) of by pressing the **F8** key. Select the Outline Window item from the tree list on the left side of the dialog:
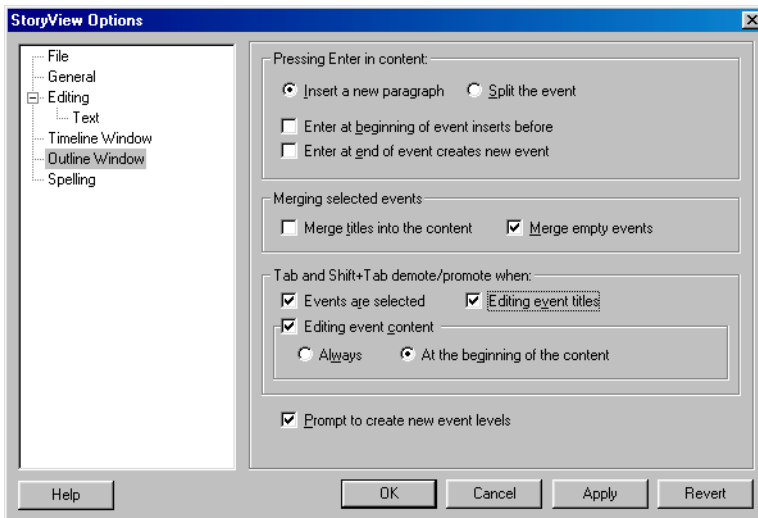
When the software is installed, the StoryView options are set to the most common defaults. By changing these options, you can customize how Story-View handles many of its editing features, making the software more closely fit the way you prefer to work.

Pressing Enter in Content:

These options control what happens when you press the **ENTER** key while editing Outline content. Some writers prefer that the **ENTER** key be used to effortlessly create new events, while others prefer that entering paragraphs is easier and would prefer to avoid creating events by pressing **ENTER**. There's no right or wrong, only choices.
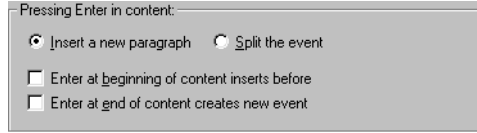
- **Insert a new paragraph.**   Pressing **ENTER** will insert a new para-graph while editing Outline content text.

- **Split the event.** Pressing **ENTER** will Split the event (see "Splitting and Merging Outline Events, above). This means that wherever your insertion point is in the event, pressing Enter will break up that event into *two* events.

- **Enter at beginning of text inserts before:** If this option is selected, then pressing Enter at the beginning of the event will cre-ate a new event *in front of* the current event. For this to work you need to be editing the event, and have your insertion point in front of the very first visible character of the event's title, or if there is no title visible, in front of the first character of the con-tent. This option is just like what happens when you position your insertion point in front of a paragraph of text in a standard word processor and press Enter: you get a brand new paragraph inserted *above*.

- **Enter at end of content creates a new event:** If this option is selected, then pressing Enter at the *end* of the event's content (or end of the title, if the content isn't visible) will create a new event *after* the current event.

Merging Selected Events:

These options control some of the subtleties that occur when you merge events, and are probably most useful if you plan on merging a large number of events.
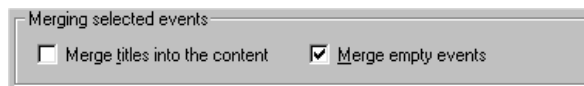
- **Merge titles into the content.** With this option selected, titles are merged into the content of events. If this option is off, then titles are deleted and only the content is merged.

- **Merge empty events.** If selected, this option causes empty events to be merged into content as blank lines. Helpful if you use empty

events as placeholders for additional stuff you plan to write. If this option is off, then empty events are ignored and effectively *deleted*.

Tab and Shift+Tab promote/demote when:

TAB (and **SHIFT+TAB**) are commonly used keystrokes that often have different functions in different programs: some use Tab for navigating between fields (Excel), some use Tab for changing outline levels and inserting indents (Word) and most of the screenplay word processors use Tab to change margin styles.

As with all other preferences, there is no right or wrong. Select the combinations of options with which you're most comfortable.
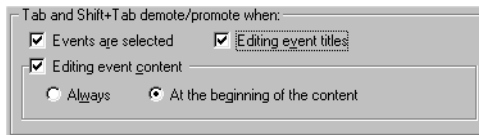
- **Events are selected.** If the event is selected (but not being edited) then pressing **TAB** will demote (move right) the event's outline level and **SHIFT+TAB** will Promote (move left) the event's outline level.

- **Editing event titles.** If the event's title is being edited, then **TAB** will demote and **SHIFT+TAB** will Promote.

- **Editing event content.** If you're editing the event's content, then pressing **TAB** will demote and **SHIFT+TAB** will Promote. The following two choices further refine this option:

  Always. TAB and **SHIFT+TAB** will demote and promote, no matter where your insertion point is in the event's content.

  At the beginning of content. TAB and **SHIFT+TAB** will demote and promote only when the insertion point is at the beginning of the event. This option is an excellent choice if you want Tab to be used for other purposes while editing content, but still want to be able to use the key to promote/demote when you've created new events (which of course have no content).

- **Prompt to create new event levels.** Every document has a user-defined number of event levels. In the Outline window, these are represented by different levels of indent.

☑ Prompt to create new event levels

If this option is selected, StoryView will ask you if you want to create a new level when you try to demote past your last defined level. Otherwise, demoting an event when you have reached your last level will do nothing.

Why is this useful? For some writers, the very idea of StoryView is to work within a pre-set structure. For example, a screenwriter might want to work with an Act:Sequence:Scene structure. Demoting an event to a level below Scene might not make any sense. For other writing forms, such as general outlining, a writer might wish to create many more levels than they started out with.

NOTE	*Regardless of your choice of the "prompt" preference, you can always create more event levels by selecting* **Tools>Document** *Settings and choosing Create Event Type in the Event Hierarchies panel.*

Document Settings for the Outline Window

Document Settings (**Tools > Document Settings**) are user preferences that apply to a specific StoryView *document*. Each document maintains its own unique set of these preferences.
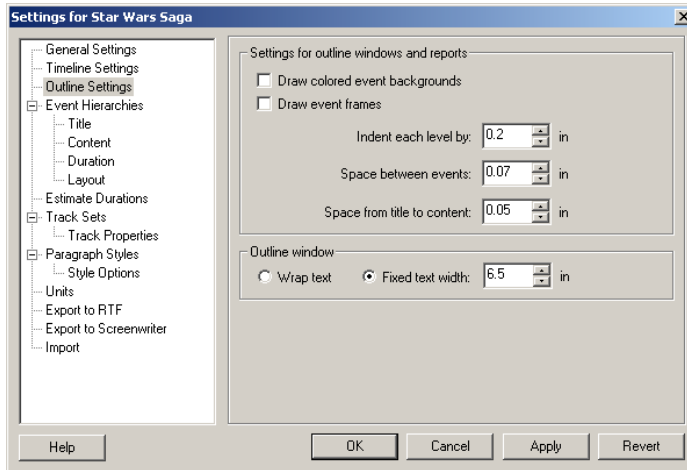
Settings for Outline Windows and Reports:

The Outline Settings for Windows and Report are your preferences for controlling the appearance of the Outline window.
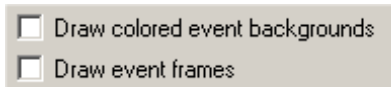
• **Draw colored event backgrounds.** Check this option if you want the event's color to be drawn as the text background. This is helpful if 1) you're coloring events and want to see those colors in the Outline windows, or 2) you just want to see where the boundaries of the events are. Try it, it's cool!

• **Draw event frames.** Draws a line around the boundaries of the event, using the event's color. If the event background color is off and frames are on, the effect is subtle. You gotta experiment to see what you like best!

> **NOTE**   *If you like the appearance that all the events flow together as if there were no individual events, then leave both of the "draw" preferences unchecked.*

- **Indent each level by.** Sets how much indent to apply to each level of your outline. Small amounts yield subtle indents which may make it difficult to distinguish the different levels. Large indents may push deeply nested levels too far to the right. Experiment.

- **Space between events.** Sets how much blank space to place between events. Zero means no space, and about 1 inch is the maximum useful value. The more you space the events apart, the more separate they'll appear. Check it out.

- **Space from title to content.** Sets how much space to place between the title of an event and its content.

Outline Window: Wrap Text vs. Fixed Width

With StoryView, you never have to worry about not being able to view all your text, because it will always either wrap or you can horizontally scroll to read long lines that don't fit on-screen. It's your choice, and here's the Outline Window Document Setting that controls that choice:
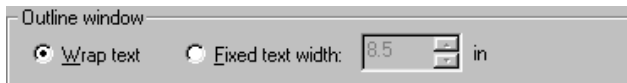
The Outline window can be viewed in one of two modes: *Wrap Text* or *Fixed Text Width*.

- **Wrap Text.** With the Wrap Text setting selected, the text extends to the width of the Outline window, regardless if the window is wide or narrow.

- **Fixed Text Width.** With the Fixed Text Width option selected, you set a fixed width and the outline text wraps to that size, regardless of the width of the Outline window. If necessary, a horizontal scroll bar appears to allow you to scroll right and left.

  The Fixed Text Width has an advantage for structured documents, such as screenplays. These documents have specific fixed margins that view and print more naturally with the Fixed Text Width option selected:
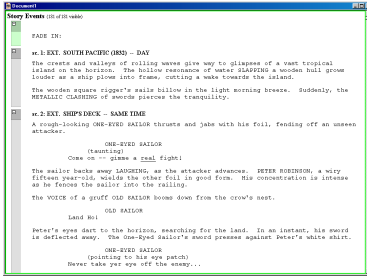
Wrap Text   *Fixed Text Width of 6.5"*

Importing from Other Writing Programs

StoryView 2.0 gives you the ability to import your work from a variety of other programs. Each of StoryView's pre-defined templates are set up with specific "rules" for importing. Most users need only select an appropriate template and the file they wish to import — everything else is handled automatically.

Advanced users may wish to customize import rules if the existing templates are not sufficient. That process is described later (below).

What Formats can StoryView Import?

The import command can read files created in Movie Magic Screenwriter 2000, Hollywood Screenwriter, Dramatica Pro, Writer's DreamKit, and Rich Text Format (.rtf) files created by Microsoft Word as well as virtually any other program that follows the Rich Text Format standard, such as Final Draft.

Movie Magic Screenwriter 2000

StoryView can import a script written in Movie Magic Screenwriter 2000. The script can be a document created on either the Macintosh or Windows version of Screenwriter. You select the template you wish to import into.

Hollywood Screenwriter

StoryView can also import scripts created by Hollywood Screenwriter. Note that StoryView does not *directly* export to Hollywood Screenwriter, however.

Import from MS-Word (and other programs) using Rich Text Format (.rtf)

Most programs that process or edit text support a standard Microsoft file format called Rich Text Format (.rtf filename extension). If you save your document as an .rtf file, StoryView can read that file and generate an initial outline/timeline.

Different programs may have different ways of creating an .rtf file, but usually there are two standard commands: Save As or Export. For example, in Microsoft Word you open the file you wish to export, then use the FILE Save As command. When you see the Save As dialog, there will be a pop-up menu for selecting the file type you wish to save as. Select Rich Text Format. A rich Text Format version of your file will be created, and it will have an .rtf extension. It is this .rtf file that can be imported into StoryView.

RTF Outlines

Some outlining programs, including the Microsoft Word products, will use special features of the Rich Text Format to export as much information about the outline structure as possible. StoryView automatically sense if this additional information is available, and uses it to help import a more faithful representation of your outline.

Dramatica Pro / Dramatica Writer's DreamKit

Importing a Dramatica Pro or Dramatica Writer's Dream-Kit file is not new to StoryView 2.0, but there have been some minor adjustments that corrected import defects.

Importing a Dramatica Pro story file (.dsf) file will take the characters and settings of your storyform and build tracks, so you can make connections to the story events you'll create.

Importing from Dramatica/Writer's DreamKit will only create events in your StoryView Outline/Timeline if you've first created scenes in your Dramatica storyform. If you haven't, the characters and settings will still be imported, but no events will be created.

.RTF files created by Final Draft

StoryView has some special definitions to handle importing from an .rtf file generated by Final Draft. Although the linkage (especially export) is stronger between Story-View and Movie Magic Screenwriter, if you own Final Draft, you can move your work into StoryView.

The Import Process

1 Start the import process by selecting the **File > Import** command:

2 You'll be asked to select the file you wish to import. Normally, the file chooser dialog will show you files of all the possible files types you can import: Screenwriter (.scw), Rich Text Format (.rtf), Dramatica Story Files (.dsf), and Hollywood Screenwriter (.hws). Files that you can import will normally have the proper three letter extension, but if they don't, you can still see them if you select the "All File (***.***)" file type from the pop-up menu at the bottom of the dialog.
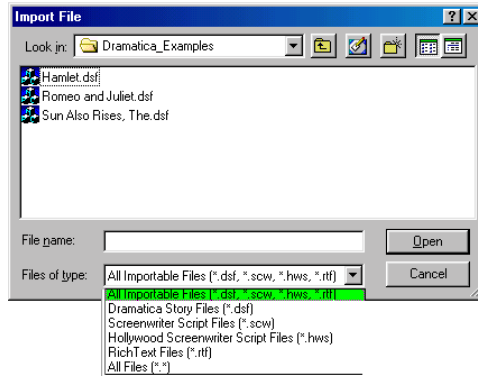
3 Select the file you wish to import. If you don't see your file, it may not be located in the folder that's shown when the file selection dialog is first displayed. Use the standard Windows folder navigation icons to find your file, then select it.

4 Now you'll be presented with the Import Options dialog. In this dialog you select the template or document to import into:
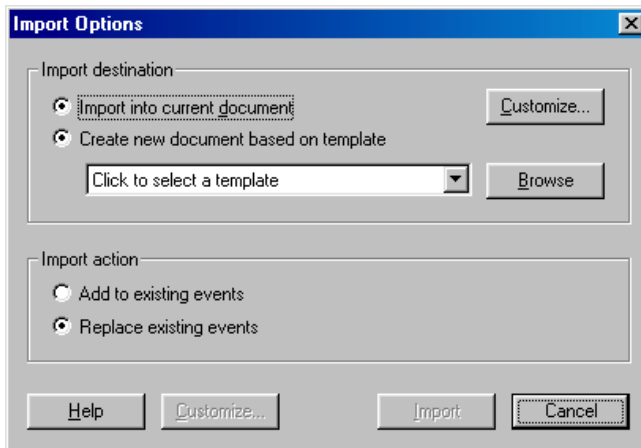
Selecting the proper template is important, because each template contains a set of import options that tell it how to translate the text from another program into Story-View's hierarchies. You must select one of two Import Destinations:

• **Import into current document:** Use the currently open document as the destination for the import. Advanced users will find this option useful for testing changes to a particular template's import rules.

Start by using **File > New** to create a new document from the desired template, or use this option if you wish to import directly into a document that you've already been working on. If your document has events you wish to retain, make sure to use the "Add to existing events option" (see below).

When you select Import into current document, you can press the *Customize* button to bring up the appropriate import customization dialog (see "Customizing the Import Process", below). This allows you to change settings *before* the import process begins.

• **Create new document based on template:** This is the default option. When this radio button is selected, you will select the desired template from the drop down list of available templates. Pick a template that matches the type of document you're trying to import. You may also use the *Browse* button to search for templates not located in the Templates folder.

> | **NOTE** | *The Import button will not be enabled until you select a template.* |
> |---|---|

You also have two Import Actions you can choose from:

• **Add to existing events:** The imported document is broken up into events that are added to whatever events are present in the template or document into which you are importing.

• **Replace existing events:**   This is the default setting. The imported document will be broken up into events that overwrite all existing events in the template or document you selected to import into. This option is usually desirable because some templates contain prototype events.

Customizing The Import Process

Most users will not need to customize the import process when importing from Movie Magic Screenwriter, Dramatica Pro, Writer's DreamKit, and most outliners that generate Rich Text Format files.

There may be times, however, when you have a very customized document you wish to import. The process of customizing the Import settings is powerful and flexible, and not intended for the novice user. *Customizing requires patient testing of your import settings.*

Import settings are accessed from the Import Document Settings panel. You only need to fiddle with these settings if you're customizing the import pro-

cess. As you can see below, each section has two choices: *Use Automatic Rules* and *Use Custom Rules*.
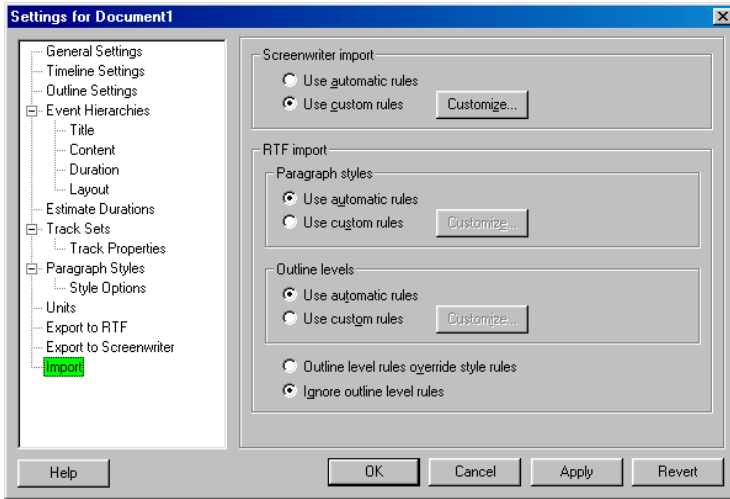
If *Use Automatic Rules* is selected, then StoryView will use its defaults for importing. *Use Custom Rules* allows you to select specific actions for importing events.

Customizing Screenwriter Import

These are the settings for importing files from Movie Magic Screenwriter and Hollywood Screenwriter. Selecting the *Customize* button brings up the customization dialog:
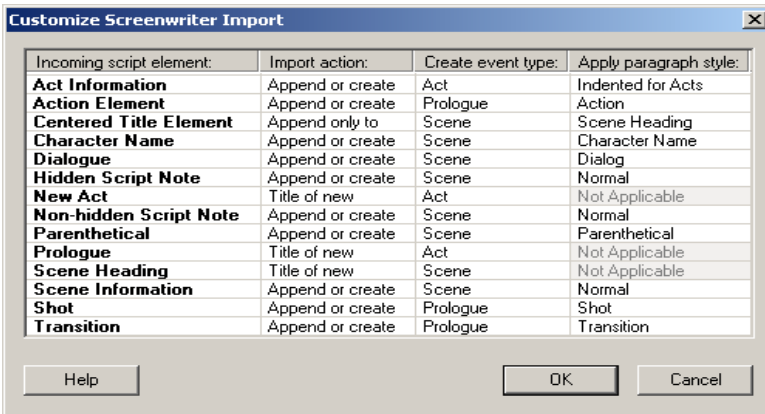
At first, this dialog with all its settings can look intimidating. Simply put, this dialog is a map which tells StoryView how to take a paragraph of a particular style in your script, and what type of

event and paragraph style to use when converting it into a Story-View Outline/Timeline. Your options are explained below:

- **Incoming Script Element:** Lists all the script elements types you might find in the script document you created in Movie Magic Screenwriter or Hollywood Screenwriter.

- **Import Action:** The action that StoryView should take when it tries to import a script element of the type listed in the first column. There are five choices, which you can select from a menu if you click on the field:
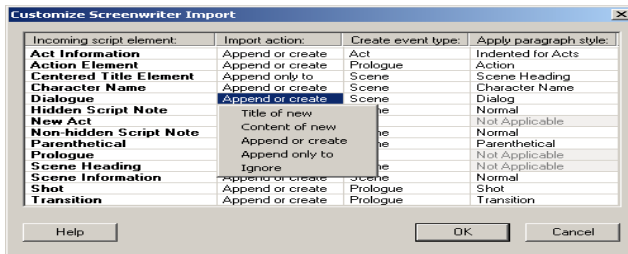
Here's what these Import Rules do:

IMPORT RULE	WHAT IT DOES
Title of new	Creates a new event and puts the incoming (imported) text into the title of that newly-created event. For import rules that use "Title Of New", you will notice that the Paragraph Style field (see below) will say "Not Applicable". That's because event titles don't use different paragraph styles as does event content.
Content of new	Creates a new event and puts the incoming (imported) text into the content of the newly-created event.
Append or create	Append the incoming (imported) text to the current event's content. If no event has been created yet, then create one of the specified type.

IMPORT RULE	WHAT IT DOES
Append only to	If the current event type is the same as the type specified in the import rule, then append the incoming (imported) text to the current event's content. If current event is not the same type, then create a new event of the specified type and put the incoming (imported) text into the content of the newly-created event.
Ignore	Incoming (imported) text of this element type is ignored and not placed into any event.

- **Create Event Type:** This field is the event type that is created by the Import Rule. The list of available event types is specific to each template. When you click on the field, a pop-up menu of available event types is displayed.

  We don't list the available event types in this documentation, because they are different for every template.

- **Apply Paragraph Style:** This field is the StoryView paragraph style to assign to paragraphs of imported text of a specific type. Paragraph styles, like event types, are specific and custom to the template you are using for importing. This field will say "not applicable" for import rules that create titles.

Before You Start Customizing Your Own Screenplay Import Settings

Rather than starting completely from scratch, it's often easier to modify our existing templates. Start by creating a new document from the template that seems closest to the work you're doing. Try modifying the import settings and then test the import process. You can continue to test and fine tune your import settings over and over again, importing into the same document and replacing the existing events, until you're satisfied you've got the settings where you want them.

Customizing RTF Import

These are the settings for importing files from Rich Text Files (RTF). RTF files are generated by all Microsoft word processing programs, as well as from other vendors, such as Final Draft.

NOTE	*Although Movie Magic Screenwriter 2000 can create an RTF file, it's better to use the Screenwriter import options described above. However, if you have a version of Screenwriter* prior *to 4.01, or if you have ScriptThing, you may need to create an RTF file and use StoryView's RTF import facility.*

Selecting the *Customize* button brings up the customization dialog. Note that this dialog is *similar* to the customization dialog for Screenwriter import. It has one import rule (one row across) for each import paragraph style you want to map to an import action, event type, and imported paragraph style:

Customize RTF Styles Import

Incoming paragraph style:	Import action:	Create event type:	Apply paragraph style:
Action	Append or create	Scene	Action
Character Name	Append or create	Scene	Character Name
Dialog	Append or create	Scene	Dialog
General	Append or create	Scene	Normal
Heading 1	Title of new	Act	Not Applicable
Heading 2	Title of new	Scene	Not Applicable
Heading 3	Append or create	Scene	Normal
Heading 4	Append or create	Scene	Normal
Heading 5	Append or create	Scene	Normal
Heading 6	Append or create	Scene	Normal
Heading 7	Append or create	Scene	Normal
Heading 8	Append or create	Scene	Normal
Heading 9	Append or create	Scene	Normal

Create   Duplicate   Delete   ☐ Import all RTF paragraph styles

Help   OK   Cancel

- **Incoming Paragraph Style:** These are the names of the paragraph styles as defined in the *file you're importing*. The idea here is that you can tell StoryView to create events based on the same paragraph organization you used in the document you're importing.

  Simply create one paragraph style for each style in the file you're importing. How do you know what to name them? They *must* be the exact same name as defined in the file you're importing. For example, if you're importing a RTF file created by Microsoft Word, you can open that document in MS-Word and look at the style names in the pop-up menu on the toolbar, or in the Format > Styles dialog.

The pre-set paragraph styles available in most templates specify typical default paragraph style names. Consider starting with an existing template and modifying those rules.

- **Import Action:** The action that StoryView should take when it tries to import a paragraph with the paragraph style of the type listed in the first column.   These rules are exactly the same as the rules defined above for the Screenwriter import.

- **Create Event Type:** This field is the event type that is created by the Import Rule. The list of available event types is specific to each template. When you click on the field, a pop-up menu of available event types is displayed.

- **Apply Paragraph Style:** This field is the StoryView paragraph style to assign to paragraphs of imported text of a specific type. Paragraph styles, like event types, are specific and custom to the template you are using for importing. This field will say "not applicable" for import rules that create titles.

  There is one special option that is specific to the Custom RTF option of Apply Paragraph Style, "Imported RTF Style":
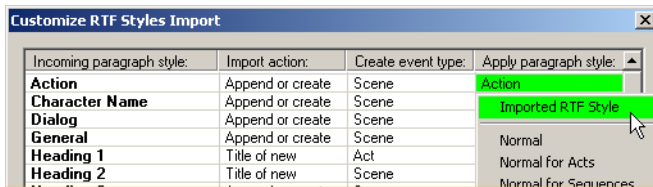
This option tells StoryView to create a StoryView style that matches the style defined in the imported document, and to apply that imported style to the imported paragraph. That's useful when you want to import a document and continue to use the exact same paragraph style names.

- **Create Button:** Pressing this button adds a new row for a new rule. You'll need to change the name of the paragraph style to match a style in the document you're importing.

- **Duplicate Button:** Duplicates the selected rule. Saves you some time when you've got a lot of rules with similar settings.

- **Delete Button:** Deletes the selected rule.

- **Import all RTF paragraph styles:** Sometimes documents that you're importing will contain paragraph styles that are not actually used by any paragraphs in the document. Selecting this checkbox tells StoryView to import all of the document's paragraph styles no matter what. If this preference is not checked, then StoryView will only define new styles when a paragraph that is flagged to receive the "Imported RTF Style" (see above) is imported.

Customizing RTF Import Outline Levels

Some word processors that support outline modes that assign special styles to the different levels in an outline. For example, modern versions of Microsoft Word do this automatically (Word 97 and beyond).

The following dialog lets you assign import rules to RTF outline levels much in the same way you assign import rules to paragraph styles of script elements:
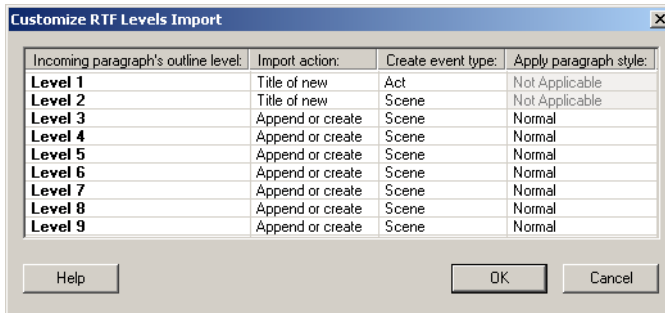
- **Incoming paragraph's outline level:** These are the names of the levels. You can't change them, and you don't need to. If your word processor assigns standard RTF outline levels, then importing outlines into StoryView is a snap. You probably won't need to do any special customization unless you're developing your own specialized template.

- **Import Action:** The action that StoryView should take when it tries to import a paragraph with the outline level listed in the first column.   These rules are exactly the same as the rules defined above for the Screenwriter import.

- **Create Event Type:** This field is the event type that is created by the Import Rule. The list of available event types is specific to each

template. When you click on the field, a pop-up menu of available event types is displayed.

• **Apply Paragraph Style:** This field is the StoryView paragraph style to assign to paragraphs of imported text of a specific type. Paragraph styles, like event types, are specific and custom to the template you are using for importing. This field will say "not applicable" for import rules that create titles.

Customizing The Import Process

The Rich Text Format (RTF) specification permits the assignment of *both* paragraph styles and levels simultaneously. You may notice this in MS-Word, because you can assign different paragraph styles despite the outline level that is seen in Word's Outline View.

Because of the possibility of this conflict, we provide a simple radio button option that tells StoryView which of the two systems take precedence:

○ Outline level rules override style rules
◉ Ignore outline level rules
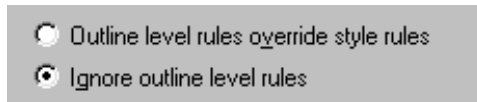
• **Outline level rules override style rules:** If outline levels are present in the document you're importing, use them instead of paragraph styles.

• **Ignore outline level rules:** Use paragraph style rules, not outline level rules.

Interactive Scaling in Print Preview

One of StoryView's unique features is its ability to print out a timeline of your story or project. The timeline report gives you incredible flexibility to select the size and number of sheets of paper you want the timeline printed on. But even with those options, writers often find that event boxes in the printed timeline are too narrow or too wide for the fonts they have selected for on-screen display.

StoryView 2.0 gives you a tremendous new feature, ***interactive timeline scaling***, which lets you interactively manipulate the scale of the levels and fonts in your events until you get just the right printed image. You access these features through the **File>Print Preview** command. If you're printing a timeline, we highly recommend you view and adjust it first in Print Preview.

Let's examine an image of a single-page *printed* timeline report of the Romeo and Juliet example file, without any scaling features applied:
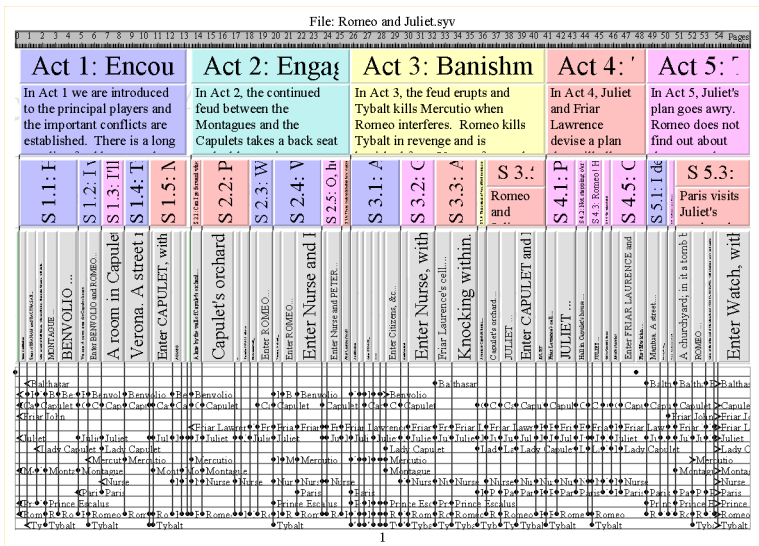
See how the event titles for the Acts are too big? And the Act event content? The content areas are too small for the text font. The second level of events don't have enough room for text, so the titles are *rotated*, but the titles are also too large. The third level is a row of very narrow events that show different sized titles. And the track area is just too large, taking up too much room on the page.

Now let's look at a version of the same printed report that has had the interactive timeline scaling options turned on:

In the second version (above), we have scaled the fonts for each of the event levels, as well as adjusted the height of the different levels. Most of the titles now fit properly, and the text in the events is complete and readable. While it may not be apparent from the printed version in this manual, a 600 dpi to 1200 dpi printer can make that tiny text quite readable, even on a single sheet of paper!
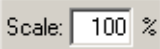
Note that the width of the events hasn't changed — only the size of the fonts they contain, and the vertical height of the events. To make events wider in printing, you need to use longer paper (try legal or tabloid sized paper) or increase the number of *horizontal* sheets of paper you're printing on.

Tools for adjusting your timeline in Print Preview

There are a variety of tools available in the Print Preview toolbar that let you adjust the font sizes and level heights of the various components of a Timeline Report.

> **NOTE** *Interactive scaling is neither necessary nor available for the Outline Report.*

BUTTON	FEATURE	WHAT IT DOES
Close	Close Print Preview	Closes the Print Preview and returns to working with the document.
Options	Report Options	Brings up the Report Options dialog, allowing you to set a variety of additional report preferences.
Help	Help	Calls up on-line help for Print Preview.
A**A**	Toggle Report Scaling	Enables or disables Report Scaling features. Pressing this button can give you a quick view of what the Timeline Report looks like with no scaling.
Events and Tracks	Scale Item Selector	Use this menu to select which level or area of the timeline you wish to scale.
Scale: 100 %	Scale Factor Percentage	The text field shows the percentage of reduction or magnification of the specific item currently selected in the Scale Item Selector. The percentage changes when you grab and move the slider control (below). You may also click on the text field and enter a numeric percentage between 5% and 500%.
[slider]	Scale Factor Slider	Click on the slider and drag to set the scale factor percentage. The slider allows you to set values between 20% and 200%. If you want to set a scale percentage higher or lower than those numbers, you need to enter it in the text box.
[icon]	Adjust Level Height	Clicking on this button shows a pop-up slider control that lets you set the height of the level selected in the Scale Item Selector.
Revert	Revert Scaling Adjustments	Pressing Revert throws out any adjustments you've made to the scaling of the timeline report since you entered Print Preview.

Making the Adjustments

The tools described previously will show you the scale changes as you make them. The first step is to select the area of the timeline you wish to adjust. You do this by selecting an area of the timeline report in the Scale Item Selector pop-up menu:

```
┌─────────────────────────────┐
│ Events and Tracks       │▼│ │
├─────────────────────────────┤
│ ✓ Events and Tracks         │
│   Tracks                    │
│   Ruler                     │
│   Header                    │
│   Footer                    │
├─────────────────────────────┤
│   Act Titles                │
│   Act Content               │
├─────────────────────────────┤
│   Scene Titles              │
│   Scene Content             │
├─────────────────────────────┤
│   Full Text Titles          │
│   Full Text Content         │
└─────────────────────────────┘
```

- **Events and Tracks.** This is the default, and it's the easiest way to start scaling your timeline. When Events and Tracks are selected, the Scale Factor Slider and Scale Percentage are applied to all event titles, event content and tracks (if tracks are visible in this report).

- **Tracks.** Lets you apply scale changes to the track area. The track area must be visible in your report or this menu item will be grayed out. The scale percentage you apply individually to the tracks is *multiplied* by any scale percentage you applied to Events and Tracks (see note below).

- **Ruler.** Lets you scale the ruler area. This is one way you can increase or decrease the number of tick marks on the ruler in your printed report.

- **Header.** Lets you scale the header area (if you have one). If the header hasn't been set up, then this menu option is grayed out.

- **Footer.** Lets you scale the header area (if you have one). If the header hasn't been set up, then this menu option is grayed out.

- **Event Types.** Each event type is listed in the menu, and you can individually control the scaling of that event type's title or the event content. The scale percentage you apply individually to an

event type is *multiplied* by any scale percentage you applied to
Events and Tracks (see note below).

NOTE	*Scale percentages applied to individual event types and to Tracks are multiplied by any scale percentage you've applied to the Events and Tracks item. This means that if you reduced Events and Tracks by 50%, then applied an additional 25% to a particular event type, the net reduction for that event type will be 12.5%. This effect is very useful, especially when you are trying to adjust items in relationship to each other.*

Changing the Scale

Once you've selected what you want to scale, you can change the scale by
either grabbing the scale slider or typing in the percentage you desire:
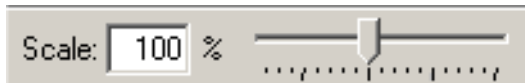
There is one important difference between these two controls: the
slider allows you to set values between 20% and 200%. The text
box allows you to set percentages between 5% and 500%. For
most users, the 20%-200% range would encompass the most com-
mon settings.

As you move the slider, you'll see the percentage numbers change
but sometimes not the previewed report. Redrawing the pre-
viewed report is a time-consuming process, so this is only done
when you pause or stop moving the slider. The amount of time
StoryView takes to redraw the preview with the new scale factor
depends on how complex your timeline is and the speed of your
computer.

Changing the height of an event level

Sometimes you want to change the height of an event level, in order to give
some levels more space to fit text, or to remove wasted space from levels that
don't contain much text.

In the scale Item Selector pop-up menu select an event type that's in the level
you wish to change. It doesn't matter if you select that event type's Title or
Content. Now click on the Adjust Level Height toolbar button:
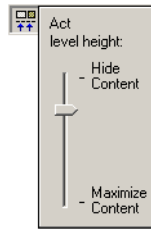
A slider control will pop-up. Grab the slider and move it up or down to change the height of the level.

Moving the slider to the top of the range will hide the content of the events in that level, leaving only the titles. To completely hide that entire level, press the Options button and select the Events Range panel and uncheck that level.

Moving the slider to the bottom of the range will maximize the content of the selected level.

NOTE	*When you make one level shorter or taller, you give more or less space to the levels below. Making adjustments is always a trade-off, and sometimes it takes several adjustments to get things looking perfect.*
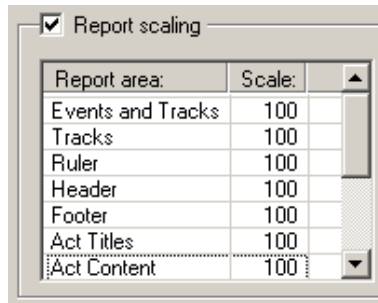
Report Options for Print Scaling

There are several options located in the Report Options for Timeline reports that relate to the Timeline report scaling features described above:
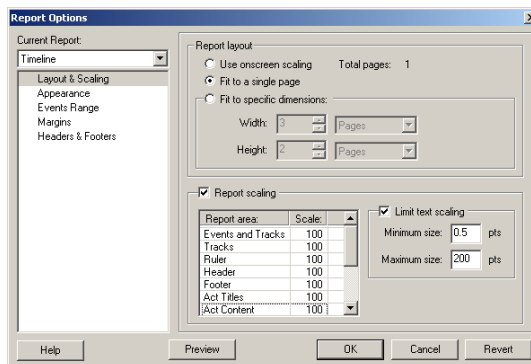
Report Scaling Table

When the Report Scaling checkbox is selected, Report Scaling is enabled for the document. If Report Scaling is deselected, then Report Scaling is turned off, regardless of the settings in the table. This check box performs the exact same function as the $\mathbf{A^A}$ toolbar icon, located in the Print Preview toolbar.

The table shows all the items that may be scaled, and the current scale factor percentages applied to them. These are the exact same percentages that would show up if you were using the interactive scaling features on the Print Preview toolbar.

The table shows you in a single view what scales have been set for all the various components of your timeline report, and a quick method of moving through all the items and setting them manually. Just click on the percentage and enter in a number between 5 and 500.

Limit Text Scaling

Sometimes combinations of scaling can make the text in some events either too small to read (or infrequently, too gigantic). We've got that problem covered:
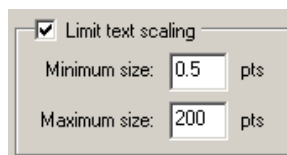
When the Limit Text Scaling checkbox is selected, all fonts in the Timeline report are drawn between the Minimum point size and the maximum point size you've specified.

The minimum point size you select is going to be a function of two things: first, how much text do you want to squeeze into your events, and two, what

is the smallest readable font your printer can print. Generally, modern laser printers are capable of printing at resolutions of 600 dpi to 1200 dpi, which can print readable fonts down to 1 point. It's best to experiment with your printer and your document.

Appearance Report Options and Report Scaling

There's one additional option in the Timeline Report Options, "Make Level Heights:," located in the Appearance panel:
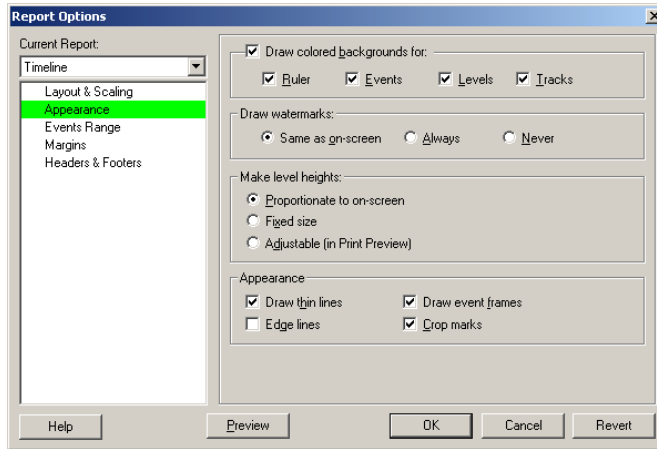
This option controls the overall approach for laying out the level heights of your timeline report. There are three choices:
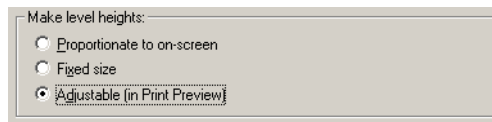
- **Proportionate to on-screen.** Make the heights of the levels in the printed Timeline report proportional to the heights of levels on-screen. For example, if you have two levels, and the first level appears short and the second level appears tall (on-screen), then the printed version of those levels will approximate that appearance, too.

- **Fixed Size.** The heights of all levels are evenly distributed across the height of the entire report, making each level the same level height as every other level.

- **Adjustable in Print Preview.** Allow the user to make manual adjustments in Print Preview. Note that even if this option is not selected, you can always make manual level height adjustments in

Print Preview. Once you make manual adjustments, this option
will be automatically selected for you.

NOTE	*If you have made manual level height adjustments, and you want to return to proportionate or fixed size levels, clicking on either of those two buttons will reset any manual adjustments you've made.*

Time Constraints

What are Time Constraints?

StoryView 2.0 introduces *Time Constraints*, a new concept that improves ease of use and event positioning in the Timeline window. Constraints are preferences that may be applied to selected events which limit or affect the way those events move or resize themselves after various editing operations.

NOTE	*If you read the following section and have no idea why you would use Constraints, that's OK. Constraints are an advanced feature of StoryView. Most beginning users probably won't need to be concerned about Constraints, as your templates are already set to use the most typical constraint options.*

Types of Constraints

There are six types of Time Constraints: *No Constraint*, *Sticky*, *Gravitate Left*, *Fixed Lead Time*, *Gravitate to Parent*, and *Gravitate to Ruler*. Sticky (described below) is the most commonly used constraint, and is the default in most of our templates.

The term "gravitate" is used because with the three gravitate constraints (left, parent and ruler) the event will try to move as close as possible to the desired position in the timeline. However, other events or constraints may block that desired positioning, as explained below.

CONSTRAINT	ICON	WHAT IT DOES	BENEFITS	SIDE EFFECTS
No Constraint		Events with No Constraint may be moved freely around the time-line. Events try to stay where they are placed.	Events in the time-line generally stay where they are placed.	After editing in the Outline win-dow, events in the timeline will generally move back to their desired start time (this is a good thing!) However, outline editing can sometimes open up gaps.
Sticky		Events with the Sticky Constraint may be moved around the time-line freely. How-ever, if the left edge of an event touches the right edge of another event, then that event will gravi-tate left (i.e. stick together) for opera-tions in the Out-line window.	Permits the great-est freedom for moving events and creating deliberate gaps in the Time-line, while pre-venting operations in the outline win-dow from intro-ducing accidental gaps.	Events that are positioned in the Timeline win-dow against other events (i.e. no gaps between them) will remain together when working in the Outline win-dow.
Gravitate Left		Events with Gravi-tate Left always try to move as far left as possible, until they either bump into another event or get moved to the start of their enclosing event (i.e. parent).	Gaps in the time-line are automati-cally eliminated, leading to a com-pact, hole-free timeline. Useful for closing gaps in the timeline.	Events with Grav-itate Left may not be moved so they have empty space before them.
Fixed Lead Time		The empty space to the left of an event (its lead time) is maintained, no matter where you place the event.	Useful when using the timeline as a "scheduling" tool, to insure that no other events are placed in that empty space.	Gaps in timeline are persistent. When in locked mode, user can-not reset those gaps by moving event.

Constraint	Icon	What It Does	Benefits	Side Effects
Gravitate to Parent		The event tries to maintain a position relative to the start of the event above it (its parent)	Useful for Events that must start at a specific time relative to their parent.	When promoting or demoting an event, the offset from the original parent is maintained.
Gravitate to Ruler		The event tries to maintain a position relative to the ruler.	This is the closest method Story-View offers for locking the position of an event. Very useful when using the software as a scheduling / planning tool.	Can't move events with Gravitate to Ruler in "locked" mode.

Time Constraints also have great value when writing in the Outline window, as you'll see below.

Applying Constraints

You apply Time Constraints by selecting events, then clicking on the desired constraint in the Time Constraints toolbar:
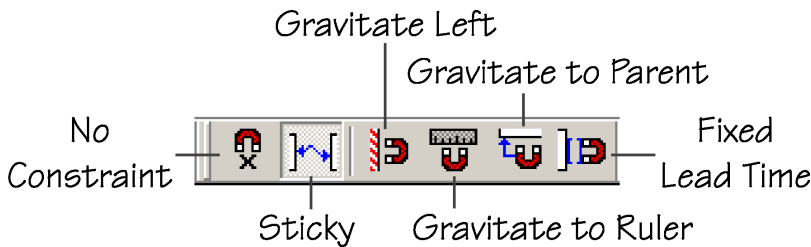
You may also apply Time Constraints by selecting the **Event > Time Constraints** menu item.

Default Constraint

When new events are created, they can be created with a default constraint. This can be any of the five constraint choices described above. You select your choice from the Timeline Settings panel in Document Settings:
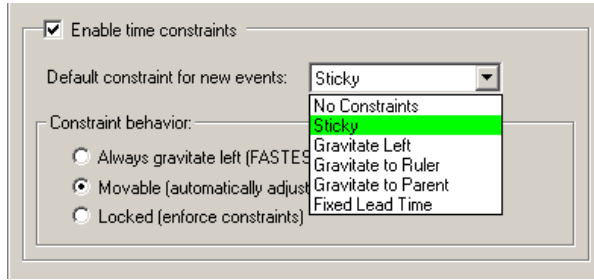
You can also see and change your default constraint setting by using the Time Constraints toolbar:

When no events are selected, the depressed button shows the default constraint for new events

Why Would I Disable Time Constraints?

If you uncheck the *Enable Time Constraints* checkbox (see picture, above) you turn off all time constraint features in StoryView (the default is for Time Constraints to be on).

Why would you want to do this? If you had a very large document, with thousands of events, and you were mostly positioning those events in the timeline with no constraints, and you weren't using the outline mode, then turning off all constraints would speed up many of StoryView's editing operations, such as inserting new events. But, for most users, the Time Constraint feature is so useful that it's best just to leave it enabled — even if the default constraint for new events is "No Constraint."

Overall Constraint Behavior

There are three Timeline Settings which control the *overall* behavior of Constraints in StoryView:
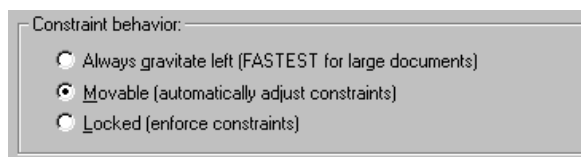
• **Always Gravitate Left:** All events gravitate to the left of the timeline. This eliminates *any* gaps (empty spaces) between events.

If you're working primarily in the Outline window, and you don't want any gaps between events in the Timeline (printed or on-screen), then Always Gravitate Left is an excellent choice, because it keeps events in the Timeline together. Always Gravitate Left is also faster than *Moveable* or *Locked* for very large documents on slow machines.

• **Moveable:** This is the default behavior, which allows you to position events wherever you wish on the timeline. Depending on any constraints you apply, events may be pushed around. Events with Gravitate to Ruler and Gravitate to Parent can also be moved when this preference is selected.

   Moveable is the best option for users who want to work in both Timeline and Outline windows, and still position events anywhere in Timeline.

• **Locked:** StoryView makes the strictest interpretation of the constraints you've selected. You may not move events that have been set to Gravitate to Ruler or Gravitate to Parent.

   Use Locked if you are positioning events in the Timeline that absolutely must be constrained to specific start times.

Desired Duration

All events have a duration, and the simple act of creating an event sets that duration. Of course, durations can be changed in a number of ways: resizing the edge of an event, or using the **Set Event Duration** command (**CTRL+D**), or using the estimate durations commands. These durations are remembered as the event's ***desired duration***. Desired duration is a new feature in StoryView 2.0, which helps prevent undesired empty spaces from messing up your timeline window.

Normally, you don't need to think about desired durations -- they are maintained automatically. However, they do have a very important purpose. Let's say you have an Act event that is set to a duration of 30 minutes. While you're developing your story, you add to your Act ten scenes which total 40 minutes. The Act will naturally *expand* to be 40 minutes long.

Later, you decide to remove 8 minutes of scenes from that Act. The Act will actually *shrink* back down (in this case, to 32 minutes). That's because it *remembered* its desired duration.

Shrinking back to a desired duration is a great feature, but there are occasions when it's not so desired: what if you wish to have the event described above *remain* at 40 minutes? Simple: just set the duration explicitly, by either resizing the event or using the **Set Event Duration** (**CTRL+D**) command.

Desired Start Time

Similar to desired duration, *desired start time* is the position of event when it created or moved.   It is remembered for this common outlining situation: In the Outline window, you insert Scene B in front of another Scene, A. Of course, in the timeline window, that new Scene B pushes the original Scene A off to the right. Now you decide to delete Scene B. Because Scene A automatically remembered its desired start time, it moves back to the spot it occupied *before* you inserted Scene B.

Desired Start Time is an automatic feature, you don't need to do anything to take advantage of it. We mention it because you might notice an event's position changing as you delete other events, and wonder why that's happening.

The thing to remember is this: events generally want to stay where they are explicitly placed when you create or move them in the Timeline window. If they get pushed to the right by placing other events in front of them, they will always try to move back to their initial position whenever possible.

Estimate Durations

StoryView lets you do something wonderful: lay out a story across a tapestry of time or pages. Each piece of your story (your events) can have a Duration that specifies how much time or how many words, paragraphs, characters or screenplay pages that piece takes up in your story. Although use of durations is not required to create outlines or timelines, their use can give you a visual sense of the flow of your story.

There are many ways to set an event's duration: when you create an event in the Timeline window, it is created with a specific duration based on how wide you draw its box. You can also set the duration using the **CTRL-D** Set Event Durations command.

However, many writers are perplexed as to what duration to assign when they begin writing. "Do I even care what my durations are?", we hear them cry. Or, "Can't I assign them later?" The answer to the second question is, "YES!" StoryView 2.0 introduces *Estimate Durations*, a powerful tool to automatically calculated the durations for you, either while you're writing, or at any time you desire.

How Durations are Calculated

You can choose to have durations calculated automatically as you write, or only when you select a menu command. In either case, the text in your events is counted, then converted to the duration of your choosing. The preferences that control estimation of durations are located in the Estimate Durations panel of your Document Settings:
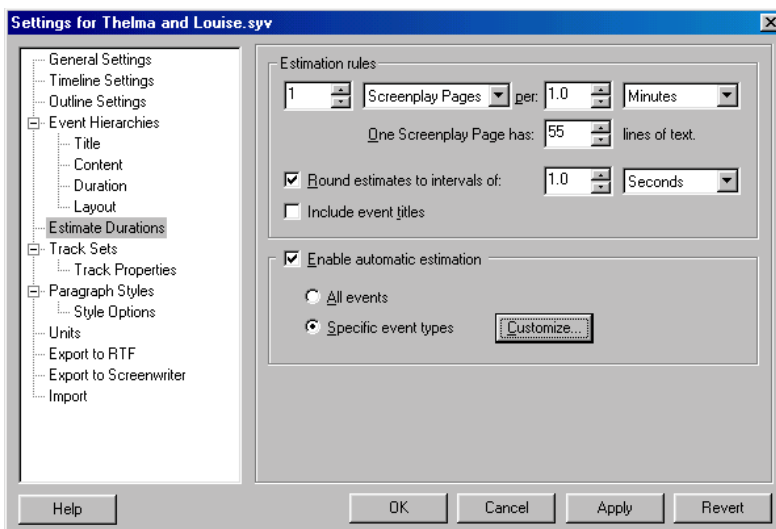
Estimation Rules

The Estimation Rules preferences tell StoryView what to count and what duration it's worth. For example, you may want to estimate that a single page is made up of 1800 words. That would look like this:

NOTE	*Estimation of Durations only affects the duration (width) of events as viewed in a Timeline, either on-screen or printed. Durations don't affect other textual reports, such as Outline reports.*

Estimating Screenplay Text

Screenplays that incorporate actual screenplay formatted text into their events are excellent candidates for the estimation of durations. For example, you may have imported an actual screenplay into StoryView, and now want to take advantage of StoryView's ability to display your script along a timeline. Or, you could be writing a screenplay inside StoryView, with plans to later export it to Movie Magic Screenwriter.

In either case, there are two steps necessary to setting up proper screenplay estimation:

1 Select the Enable Automatic Estimation checkbox, then the Specific event types radio button:
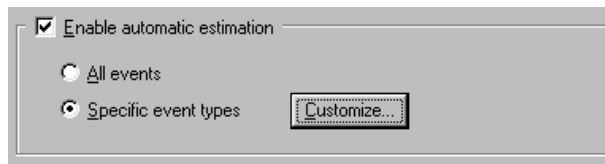
2 Press the Customize button, and check the event types which contain the actual screenplay text (usually, this will be one specific level, for example "Scene"):
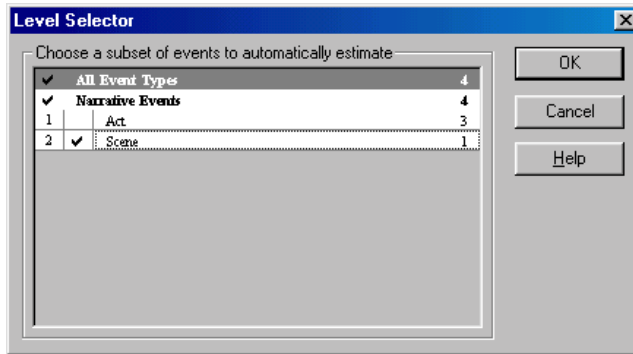
3 Press OK, then set the Estimation Rules at the top of the dialog as follows:

These settings mean that "one page screenplay text equals a duration of one minute", and that a screenplay page is composed of 55 lines of text. These numbers are the accepted standards for feature motion picture scripts. You can change the number of lines for a standard screenplay page, if you wish to tweak the estimation. A generally acceptable range is 48 to 56 lines per page.

Using these settings, StoryView will do an amazing job of analyzing your script's text and computing its duration.

NOTE	*Calculation of screenplay duration is independent of actual printed page count. StoryView's calculation of running time uses standard script formatting measurement rules, which ignore font size and pagination. If StoryView estimates your script to be 130 minutes, but your script prints out to 125 pages through Movie Magic Screenwriter or another script formatting program, it's more likely that StoryView's screen time estimation is more accurate.*

What Happens Next?

Once you close or apply the preferences dialog, all the event types you've selected will have their durations estimated based on screenplay estimation rules. You will probably notice that the total width of your timeline will either shrink or grow. If you imported a screenplay, events that were previ-

ously a uniform width (i.e. duration) will now each have a unique width in the Timeline window.

When you edit an event, adding or subtracting text will change the duration automatically. Note that this change doesn't happen while you are typing, because it would be quite distracting. Only after you finish editing an event will its duration be re-estimated.

Special symbol in automatically estimated events

A new symbol appears in the *bottom right corner* of events whose durations are being automatically estimated. It looks like a little triangle:
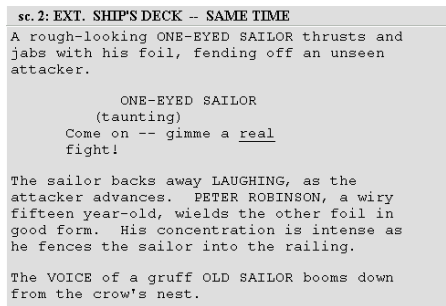
When you see an event with the autoestimation triangle in the lower right corner, there are three things to remember:

1 Adding and removing text to this event will cause an automatic change in duration, as soon as you exit edit mode;

2 You cannot set the duration of the event manually by using **CTRL+D**;

3 You cannot grab the left or right sides of the event and manually change the width (duration) of the event. Why? Because its duration is being calculated automatically. (See below for a way to selectively set manual durations)

If an event is NOT having its duration set automatically, (i.e. the automatic estimation feature is turned off, or its event type hasn't been chosen for autoestimation) then NO SYMBOL will appear in the lower right corner of the event.

Overriding automatic duration estimation for specific events

What do you do when you know the specific durations of some events, yet you want others to have their durations calculated automatically? Is there a way to override automatic duration estimation for specific events?

You betcha. For any selection of events, choose the **EVENT>Manually Set Durations** preference. When you do this, you will see a special symbol, a small square, appear in the lower right of the event(s):

```
↖ TITLE SEQUENCE
FADE IN:

TITLES roll over
images of an old
wooden square rigger
as it cuts through
the waves of a rough
sea.                    □
```
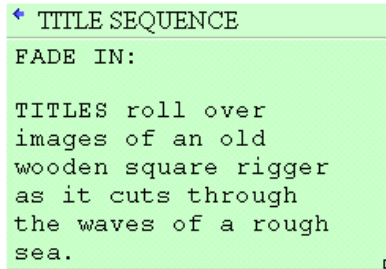
In the above example, a title sequence is described with a single sentence. As the writer, you might plan a sequence like this to be a two-minute montage. But if we allowed standard screenplay rules to estimate its duration, it would come up with an inappropriately short time, such as 5-10 seconds. By manually setting the duration to two minutes, you can allow StoryView to automatically estimate the rest of your script and leave the title sequence alone.

Manually Estimating Events

The Estimation of Durations can either operate automatically, as you write (as described above), or you can cause durations to be estimated when you select either of these commands: **Tools > Estimate Selected Durations**, or **Tools > Estimate Timeline Durations**:

```
Tools
  Create Event Hierarchy...
  Tracks                          ▶

  Spelling...                 F7
  Word Count...

  Estimate Selected Durations
  Estimate Timeline Durations

  Document Settings...        F2
  StoryView Options...        F8
```
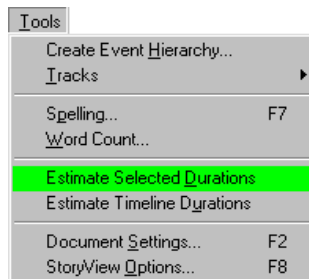
Why not always estimate durations automatically? Some writers prefer not to have event durations changing on them as they're editing. Also, the menu commands give you the ability to play with selected events, testing out your duration estimation options.

If Automatic Durations are enabled, then the manual estimation commands will be grayed out, and not available.

Problems with Estimate Durations

Once properly set up, Estimate Durations will operate smoothly and hassle-free. However, there may be some minor adjustments you need to make on your way to using it for the first time:

PROBLEM	CAUSED BY	SOLUTION(S)
Total screenplay duration too large or too small compared to printed screenplay	Differences in printed font and format vs. StoryView estimation methodology	Generally, StoryView's estimation is pretty accurate, especially with longer (>100 pages) screenplays. However, you can adjust the number of lines per screenplay page (see above) in order to adjust the total estimation.
Estimated durations are wildly incorrect	Estimation rules improperly set up.	Check the setup of estimation rules in the Estimate Durations panel of the Document Settings dialog.
Events have too small a duration after estimation (they may even look really thin)	Probably the result of not having enough text in the event.	Override automatic duration for these events; Set the minimum size of your events to a reasonably large size; Turn off automatic duration estimation and manually estimate selected event durations until your work is nearly completed.

Integrated Spell Checker
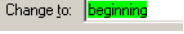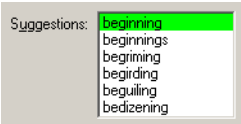
Some folks are great spellers but for the rest of us it's wonderful to have a spell checker to proof our work. StoryView 2.0 introduces an integrated spell checker that is similar in operation to many traditional correction tools (in fact, it's almost identical to the spell checker used in Movie Magic Screenwriter).

To start the spell checking process, you begin by choosing what you want to spell, then selecting **Tools>Spelling** (**F7**):

- **No events or text selected.** This tells StoryView to check the entire document.

- **From any point forward.** Click anywhere inside the text of an event, and StoryView will check from that point to the end of the document, then check everything up to that point.

- **Selected text.** While editing an event in either Timeline or outline mode, select the text you wish to check. When the selected text has been checked, you will be given the option to continue checking the rest of the document.

- **Selected events.** Select any number of events, either in the Timeline or Outline window, and StoryView will spell check the text of those events. When the selected events have been checked, you will be given the option to continue checking the rest of the document.
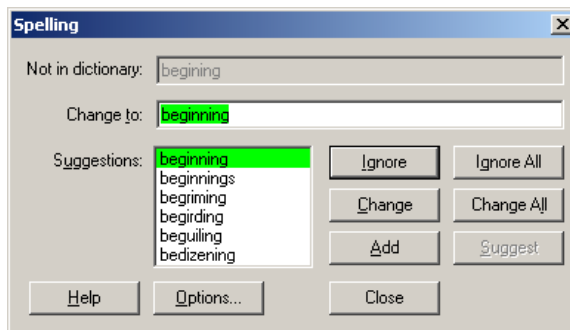
The spelling window is pretty simple. As each misspelled word is found, you're presented with the following choices:

FIELD / BUTTON	FEATURE	WHAT IT DOES
Not in dictionary: begining	Not in Dictionary:	Shows you the word that the spell checker can't locate. The word may be correctly spelled but just not in the dictionary.
Change to: beginning	Change To:	A text field that shows what the unknown word would be changed to if you pressed the Change button. You can also edit this field to enter your own corrections.
Suggestions: beginning beginnings begriming begirding beguiling bedizening	Suggestions:	List of suggested words. The words at the top are usually the most likely candidate for being the correct word.
Ignore	Ignore	Pressing the Ignore button tells the spell checker to ignore this one occurrence of the unknown word and to go on to the next word. If the same word is encountered later, you will be asked about it again, unless you press Ignore All.
Ignore All	Ignore All	Pressing Ignore All tells the spell checker to ignore all occurrences of the unknown word in the document. However, you will be asked about the word the next time you run the spell checker. If the word is truly permissible, use the Add button.
Change	Change	Replace the unknown word with the suggestion or edited word in the Change To field.
Change All	Change All	Replace the unknown word and any future occurrences of the unknown word with the suggestion or edited word currently in the Change To field.
Add	Add	Add the unknown word to your custom dictionary. You will no longer be asked about this word.
Suggest	Suggest	Show a list of suggestions based on the current edited text in the Change To field.
Help	Help	Get help on using the spell checker (what you're reading right now)

FIELD / BUTTON	FEATURE	WHAT IT DOES
Options...	Options	Bring up the Spell Checker Options Panel (see below).
Close	Close	Stop checking spelling and close the spell checker window. You can always start the spell checker at any point if you wish to continue checking spelling.

Spell Checker Options

The Spell Checker Options panel, located in **Tools>StoryView Options** (**F8**) lets you control some of the finer aspects of the spell checking process, as well as maintain your custom dictionary:
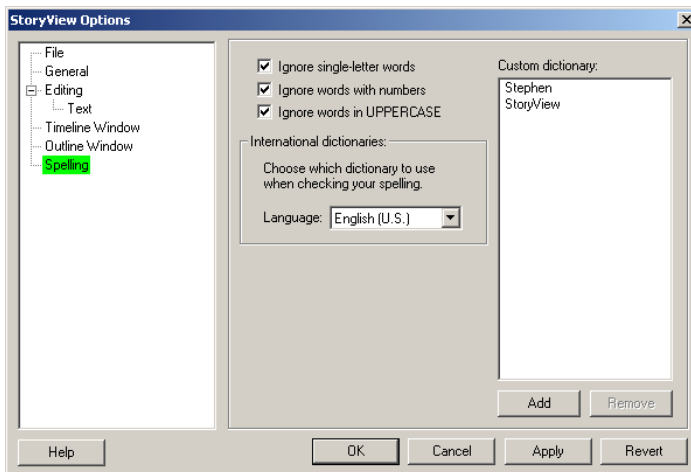
- **Ignore single letter words.** When selected, the spell checker ignores single letter words.

- **Ignore words with numbers.** When selected, the spell checker ignores words containing numbers, such as "Y2K."

- **Ignore Words in UPPERCASE.** When selected, the spell checker ignores words written in UPPERCASE.

- **International Dictionaries.** This pop-up menu lets you select a foreign dictionary instead of the default U.S. English dictionary. (Foreign dictionaries must be purchased separately from Screen-play Systems. Call customer services at: (818) 843-6557 for purchasing information).

- **Custom Dictionary.** This is a list of all the words you've added to your custom dictionary while spell checking. You may also press the Add button to add words from within the options dialog. To delete words from the dictionary, select them in the list and press the Remove button.

Adding a large number of words to the Custom Dictionary

The custom dictionary is a simple text file named CustomDictionary.txt, and is located in StoryView's Support_Files folder. If you have a large number of words you wish to add to this dictionary from another file, you can copy words directly into CutomDictionary.txt, providing that neither StoryView's Spell checker dialog or its Spell Checker Options dialog is open while you are making the changes.

If you edit CustomDictionary.txt in Microsoft Word, make sure that you save the file back out as a TEXT file, and not as an MS-Word document.

NOTE	*Editing the Custom Dictionary text file directly should only be done by users comfortable with the process described above. Always make backup copies of CustomDictionary.txt before editing it directly.* *Novice or non-technical users should use StoryView's Spell Checker and Spell Checker Options dialog to add or remove words.*

New Productivity Tools

Scale Tool

The new scale tool, located on the Timeline Tools toolbar, lets you interactively scale your timeline window in both directions (horizontal and vertical) at the same time.

To select the scale tool, do one of three things:

• **Click on the scale tool** with your mouse pointer. Your cursor change to the scale tool and remain that way until you change it to another tool.

• **Tap the "x" key** (except while editing an event). Your cursor will change to the scale tool and remain that way until you change it to another tool.

• **Press and hold the "x" key** (except while editing an event). Your cursor will change to the scale tool and remain that way until you lift your finger from the "x" key.

Scale Tool

Now drag the scale tool in any direction. The more you move it up or down, the shorter or taller the timeline will appear. The more you move it left or right, the more stretched or compressed the timeline will appear. Try it — I'll bet it'll quickly become your favorite tool!

Create Event Hierarchy

Want to quickly create a new event hierarchy (the collection of levels that contain events)? Now you can do it without going into the Document Settings dialog: Select **Tools>Create Event Hierarchy**:
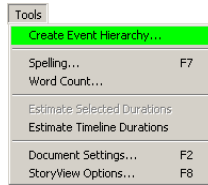
Next you'll get a dialog where you can name your new hierarchy:
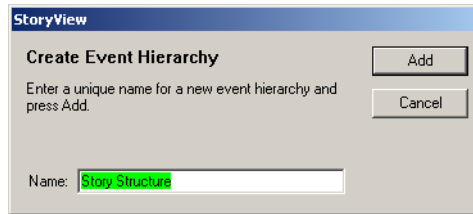
Enter a name for the hierarchy. This can be any name, and you can always change that name later.

Your new hierarchy will be added to the bottom of your Timeline and Outline windows. You can move hierarchy positions in the Event Hierarchies panel of the Document Options dialog.

A new event type will be automatically created, so you can immediately begin entering events in your Outline or Timeline.

Send to Mail Recipient

Now you can quickly send your StoryView document via e-mail. Select the **File>Send To Mail Recipient** command. Your default e-mail client will be started, and the currently open StoryView document will be saved and placed into an attachment. All you have to do is add any comments to your message and send the message!

Viewing Non-Printing Characters

StoryView 2.0 provides a new set of options for viewing non-printing characters. Located in the Text panel of Tools>StoryView Options, these three checkboxes allow you to enable the display of three types of non-printing characters: tabs, paragraph marks, and spaces:

Normally, these view options are set to "off" (unchecked). Here's the difference:

Non-printing characters OFF   Non-printing characters ON

In the second example (above) you can see symbols for tabs, paragraph marks, and tiny dots inside space characters.

Word Count

StoryView 2.0 provides a new Word Count feature that gives you a count of the words, paragraphs, and characters (with and without spaces). You can count the text in the entire document, in selected events, or in the event you're editing:
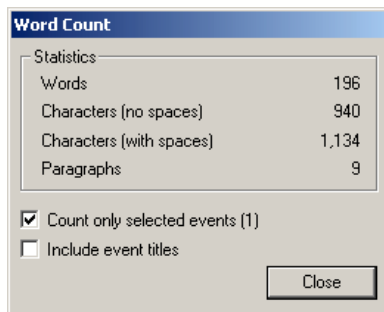
Titles may be optionally included in the count, too.

Duplicate Events

The new **Edit>Duplicate** (**CTRL-Y**) provides a quick method to make an exact copy of an event. Unlike using Copy and Paste, Duplicate places the new copies of the selected events *after* the selected events. Paste places the newly pasted events *before* the selected event(s).

NOTE	*In many programs, a copy operation followed by two paste operations is the same as duplicating the selection, because the first paste typically overwrites the selection, and the second paste places another copy after the first.* *However, StoryView 2.0 does not let you paste over selected events. Instead, it pastes in front of the selected events. Doing a copy-paste-paste of events in StoryView will simply insert two new copies of the selected events in front of the original selection.*

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