

# StoryMill

## User Guide



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# Table of Contents

|   |           |
|---|-----------|
| <b>Section 1: First Encounters with StoryMill</b>   | <b>5</b>  |
| <b>Chapter 1: StoryMill Basics</b>                  | <b>6</b>  |
| <i>The central metaphor</i>                         | 7         |
| <i>The main project window and general terms</i>    | 8         |
| <i>Adding and removing items</i>                    | 10        |
| <i>Editing items</i>                                | 11        |
| <i>Sorting items</i>                                | 12        |
| <i>Annotations</i>                                  | 13        |
| <i>Adding and managing views</i>                    | 14        |
| <i>Searching</i>                                    | 15        |
| <b>Chapter 2: Scenes, Chapters, Timelines, Tags</b> | <b>16</b> |
| <i>Working in the scenes view</i>                   | 17        |
| <i>Chapters in the project window</i>               | 19        |
| <i>The chapter editing window</i>                   | 21        |
| <i>Timelines</i>                                    | 23        |
| <i>Storylines</i>                                   | 24        |
| <i>Editing scenes in the timeline</i>               | 25        |
| <i>Events</i>                                       | 27        |
| <i>Tags</i>   | 28        |
| <i>Smart views</i>                                  | 29        |
| <i>Trial version and registration</i>               | 31        |

## **Section 2: Working with StoryMill** **32**

|   |           |
|---|-----------|
| <b>Chapter 3: Advanced Text Editing</b> | <b>33</b> |
| <i>The ruler</i>                        | 34        |
| <i>Styles</i>                           | 35        |
| <i>Spellchecking, find and replace</i>  | 36        |
| <i>Splitting windows</i>                | 37        |
| <i>Conversion utilities</i>             | 38        |
| <b>Chapter 4: Exporting Your Work</b>   | <b>39</b> |
| <i>Exporting basics</i>                 | 40        |
| <i>Export templates</i>                 | 41        |
| <i>Using export template keywords</i>   | 42        |
| <i>Keywords reference</i>               | 43        |
| <i>Document templates</i>               | 48        |
| <i>Custom document templates</i>        | 49        |
| <b>Chapter 5: Tools</b>                 | <b>50</b> |
| <i>Word frequency</i>                   | 51        |
| <i>Highlight Clichés</i>                | 52        |
| <i>Progress meter</i>                   | 53        |
| <i>Window fading</i>                    | 54        |
| <b>Chapter 6: Preferences</b>           | <b>55</b> |
| <i>General preferences</i>              | 56        |
| <i>Editor preferences</i>               | 57        |
| <i>Quoting preferences</i>              | 58        |
| <i>Full Screen preferences</i>          | 59        |
| <i>Status preferences</i>               | 60        |



# Section I: First Encounters with StoryMill



Learn the basics that you'll need to start writing.

## Chapter 1: StoryMill Basics

Welcome to StoryMill! Part word processor, part database, StoryMill 3.0 provides every author with the tools essential to writing a best seller; everything from project-wide annotations to timelines, an industry first.

StoryMill introduces aspiring authors to multi-level writing methods of tracking characters, scenes, and locations, while professional writers will appreciate StoryMill's time-saving ability to oversee and manage the full creative process with Smart Views. Built from the ground up for Mac OS X, StoryMill offers an innovative way to channel and fine tune the creative writing process.

Although StoryMill provides a large amount of features to help you write and track the details of your story more effectively, none of them are required! StoryMill is incredibly flexible; it can simply be a no-nonsense place to write and revise using its distraction-free fullscreen and powerful annotations, or a complete database of every character, location, and scene that makes up your novel.

In order to help you jump straight into writing, this chapter introduces the basic interface and concepts behind StoryMill and describes how to add, edit, and delete any item in your project.

### In this chapter:

- StoryMill's central metaphor
- The main project window
- Adding and removing items
- Editing items
- Sorting items
- Annotations
- Adding and managing views
- Searching

## The central metaphor

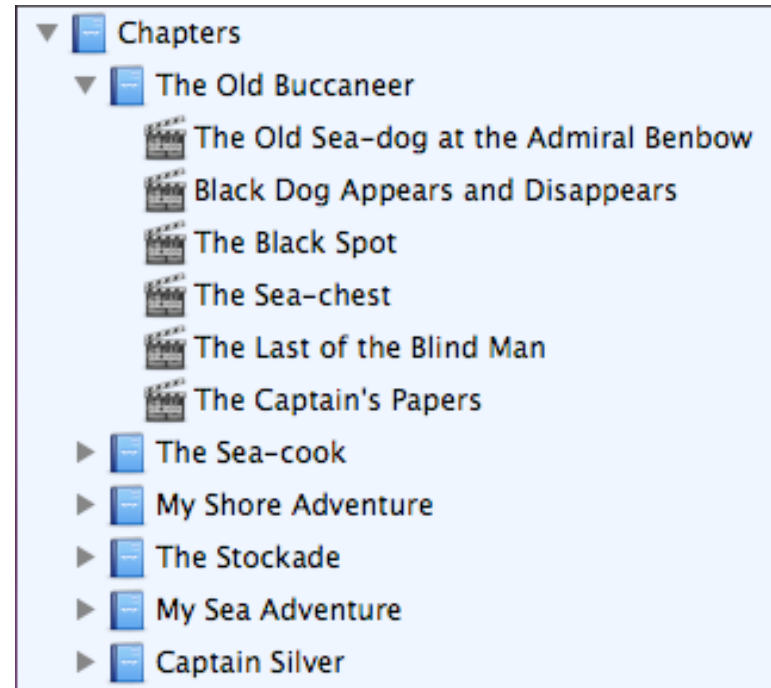
Before you can effectively make use of StoryMill, you need to understand the concepts it is organized around. StoryMill takes **scenes** as the basic building blocks of writing. A scene is a smaller part of the overall story that may be demarcated by time, setting, or content. There is the text that makes up the scene, but the program also recognizes that there are **actors** (the characters in the story), a location (the setting), and other information, such as notes, that you as the author need to manage.

Scenes then make up **chapters**. A chapter contains the actual text of your story. While scenes are a key organizational component of StoryMill, the chapter text is what people will eventually be reading.

In addition to the narrative flow of scenes-within-chapters, StoryMill allows you to examine the chronological flow of your project using timelines. Because you can view scenes both in the order they fall in the narrative as well as the order they fall in time, scenes are a powerful way to organize your project.


For some people or writing projects, the concept of scenes as building blocks for chapters may not make much sense. Fortunately, you can use chapters as generic text containers (and disregard scenes entirely) while still making use of StoryMill's annotations and other powerful writing and organizational aids. For example, each "chapter" could instead be a section of your research paper or novella.

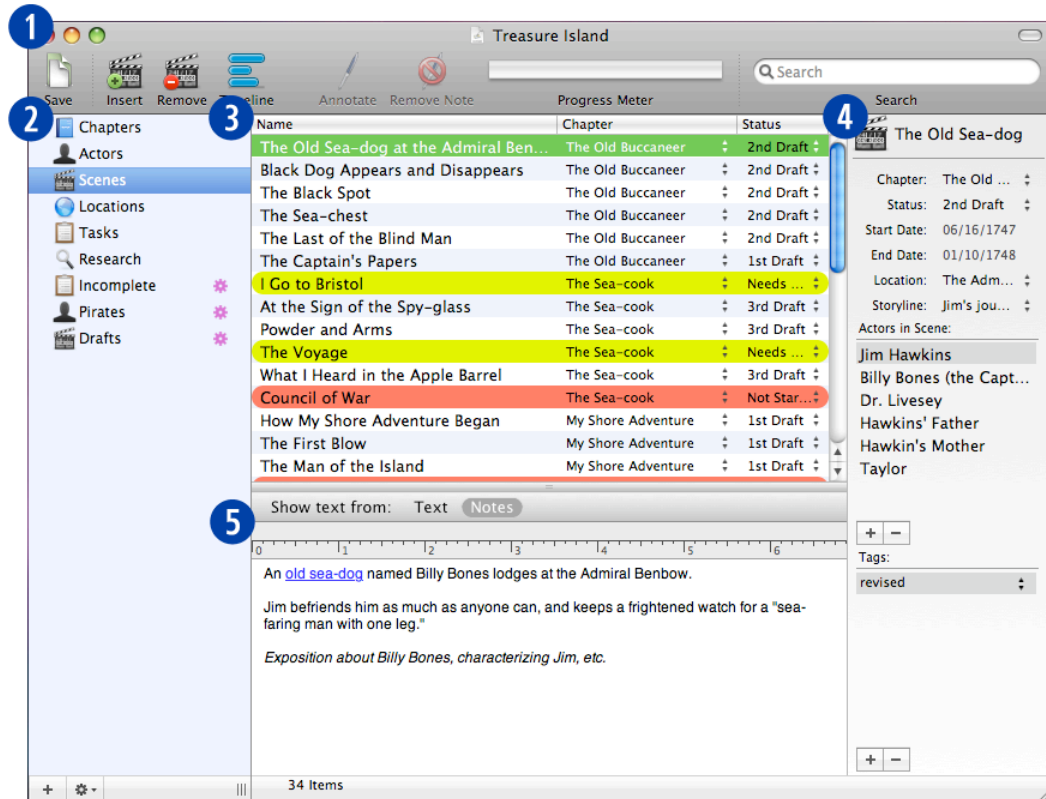
Aside from the information that is directly influencing your story, StoryMill can also track research and submissions to editors and agents, allowing you to take your project all the way from inception to publication in one program.



# The main project window and general terms

The project window is where you'll be spending most of your time in StoryMill. Each "project", be it a short story, a paper for your English class, or a novel is saved as an all-in-one document, and each has its own project window.

- 1 Toolbar:** The standard Mac OS X toolbar.
- 2 Source List:** The source list allows you to navigate between your project's **views**. A view is a container for the **items** in your project (chapters, scenes, actors, locations, etc. are all items). You can usually tell what a view contains based on its name (that is, a scenes view contains scenes, a chapter view chapters, etc.). All root level elements in this list are views, and you can distinguish smart views from the rest based on the purple gear icon  next to their name.
- 3 Item List:** The item list is a sorted list of all the items in the currently selected view.
- 4 Metadata Pane:** The metadata pane shows specific information about the currently selected item.
- 5 Notes / Text Field:** Depending on context, this area will either contain the text or the notes attached to the selected item.





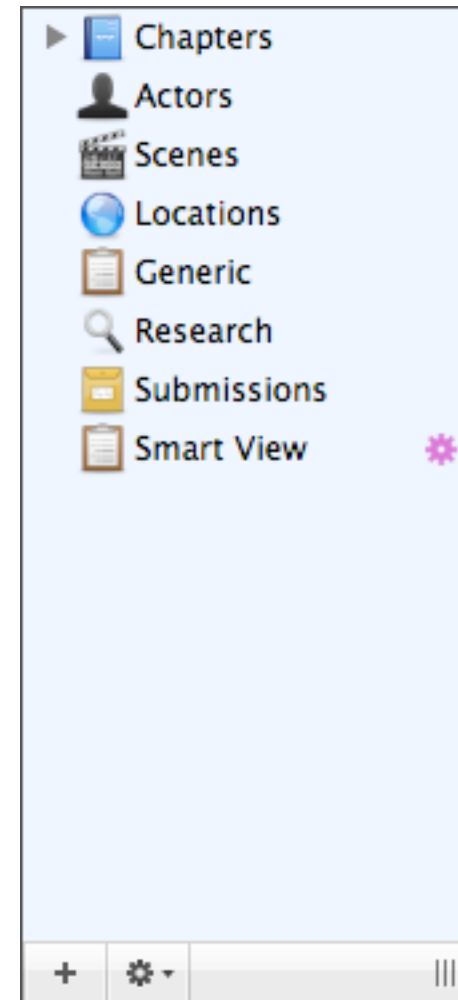
Your project is made up of views, each of which contains a list of items. StoryMill provides seven different views, each with a different associated item:

- **Chapters**, which contain the text of your project and are made up of scenes
- **Scenes**, which can have actors and locations associated with them
- **Actors**, which are the characters in your project
- **Locations**, which are the different settings in your project
- **Research**, which contains researched information pertinent to your project
- **Submissions**, which are used to track submissions of your project to agents and editors
- **Generic**, which is a catch-all view that can be used for notes, tasks, or any number of other things

**Smart views** are a special kind of view based off of another view. A smart view acts like a filter and only shows items that match its search criteria. Smart views have a purple gear situated to their left, and use the same icon as the view they are filtering (the generic view in the example at left).

**Tip:**

You can filter any view as if it were a smart view by double clicking it. If you currently have rules filtering a normal view, it too will have a purple gear icon marking it. However, the purple gear (and the filter rules) will go away after you close and reopen the project (you can also remove the filtering by double clicking the view again and deleting all the rules).



## Adding and removing items

StoryMill's seven items have a diverse amount of information attached to them, but how you add and remove them is always the same.

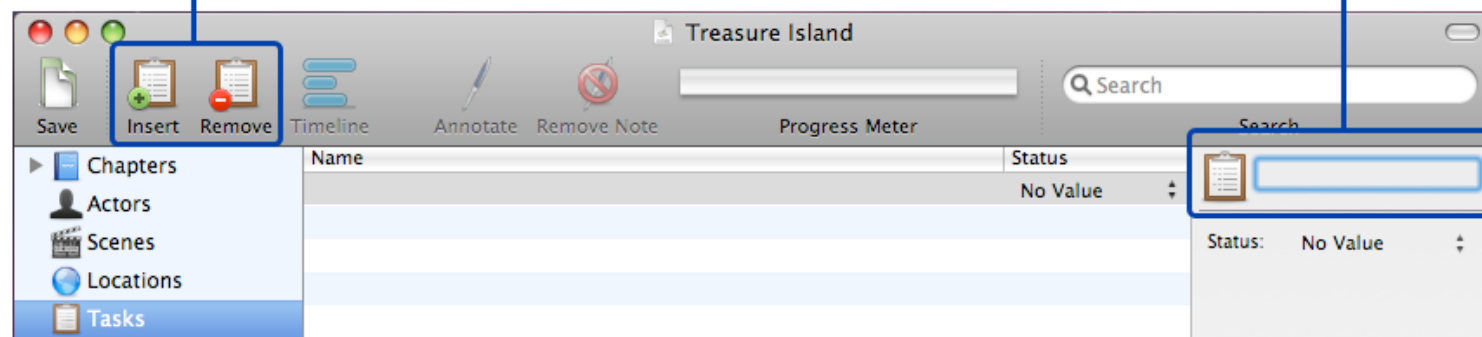
To add an item, click the Insert button in the toolbar (the actual look of the button will change based on what view you are in). You may also choose **Edit**→**Insert Item** or use the hotkey  $\text{⌘}+\text{N}$ . The new item will be inserted immediately after the highlighted item.

When you insert an item, the name field in the metadata pane will automatically gain focus, allowing you to immediately name your new item. You may then edit other metadata or the item's notes as you desire.

### Be careful!

The shortcuts for adding a tag ( $\text{⌘}+\text{T}$ ) and removing an item ( $\text{⌘}+\text{R}$ ) are very close to one another on English keyboards!

### Insert and remove buttons



To remove an item, just select it in the item list and click the **Remove** button, choose **Edit**→**Remove Item**, or hit  $\text{⌘}+\text{R}$ .

## Editing items

Editing items should be fairly straight-forward, particularly if you've used Cocoa applications in the past.

First click the item you wish to edit in the item list. To change its name, use the name field in the metadata pane (you cannot change an item's name using the item list). Edit its metadata using the metadata pane, and its notes in the notes area at the bottom of the window. You can also use the status dropdown in the item list, and scenes have an additional chapter dropdown.

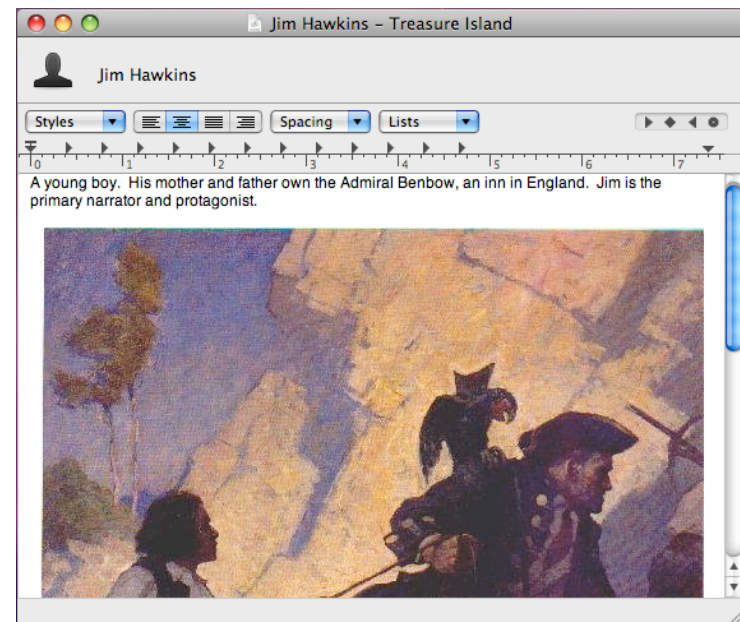
Like all text areas in StoryMill, an item's notes can contain richly formatted text, images, and more. Use **Text→Show Ruler** or the hotkey  $\wedge\text{⌘R}$  (control-command-R) to show and hide the default Cocoa ruler. Use the **Text→Font** menu to control fonts and formatting.

All items can be edited in their own window in addition to the project window. Double click an item in the item list to open an **item editing window** where you can edit the item's name and notes (shown at right). Chapters will open a **chapter editing window**, which has other special editing capabilities (see [The chapter editing window](#)). The item editing window is useful if you need a larger space (for instance, if your notes field has images in it) and also can be used to reference item notes while working in another view.

Although the metadata attached to items varies across views, all items have a **status** to track their completion (and which also controls the color of the item in the item list), a name, a notes field, and **tags**. Tags are single words or phrases that you can use with smart views for very powerful filtering and organizing (see [Tags](#), p. 28).

### Tip:

Editing an item's name is often the most frustrating task for new users. Remember that you have to edit the name in the metadata pane to the right!



The item editing window

## Sorting items

By default, you can sort any item list using drag and drop. However, you may also automatically sort your list by any column by clicking on the column heading, which will become highlighted with an upwards arrow in the corner (items are ascending alphabetically):

| Name ▲                     | Status      |
|----------------------------|-------------|
| Ben Gunn                   | 3rd Draft   |
| Billy Bones (the Captain)  | Final       |
| Black Dog                  | Not Started |
| Blind Pew                  | 1st Draft   |
| Captain Alexander Smollett | Not Started |
| Captain Flint (parrot)     | Not Started |

Click a second time to reverse the sort order (descending alphabetical order):

| Name ▼                | Status     |
|-----------------------|------------|
| Tom Morgan            | 1st Draft  |
| Taylor                | Needs Work |
| Squire John Trelawney | 2nd Draft  |
| Long John Silver      | Needs Work |
| Job Anderson          | 1st Draft  |
| Jim Hawkins           | Needs Work |

Click a third time to remove automatic sorting from the column. You can only sort by one column at a time, and automatic sorting will not be saved when you close and reopen the project.

### Tip:

Currently, the scenes view is the only view that you cannot automatically sort, because the order of your scenes can affect the order of the text within your chapters.

### Tip:

You can also sort by the status column. Statuses are a way to track your progress on individual items, and are universal across all of your projects. You can use StoryMill's default statuses or define your own in the preferences (see *Status preferences*, p. 60).

## Annotations

An **annotation** is a comment attached to a specific piece of text. In StoryMill, you can add annotations to any rich text (such as notes areas and chapters, but not plain text inputs like item names).

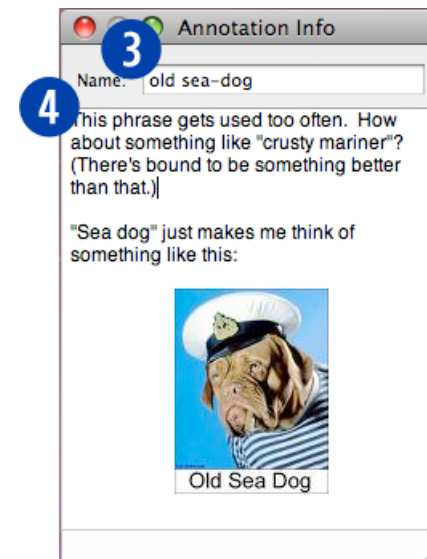
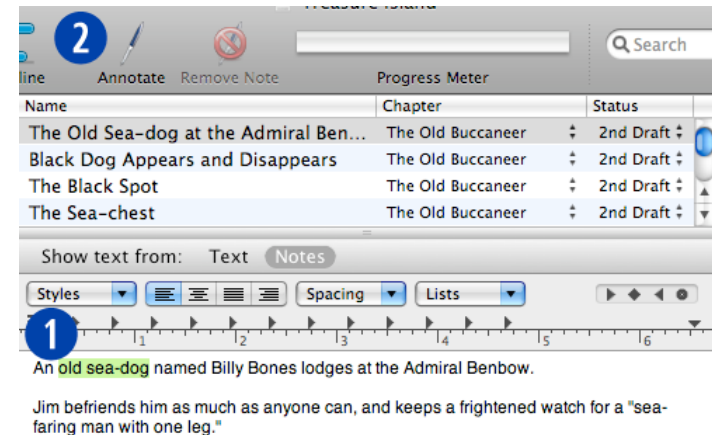
Like all other extended pieces of text in StoryMill, annotations can contain richly formatted text, images, and more.

To add an annotation:

- 1 Select some text.
- 2 Click the annotate button in the toolbar, choose **Text**→**Annotate**, or hit ⌘D.
- 3 Enter a title for the annotation (optional; only useful in chapters).
- 4 Hit **tab** or click in the text area of the annotation window and enter your annotation.

To edit or view an annotation, click the linked text. You can hide all annotation links using **Text**→**Hide Annotation Marks** or ^⌘D.

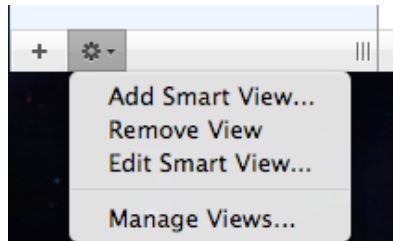
To remove an annotation, select the linked text or move your cursor into it and click **Remove Note** in the toolbar, choose **Text**→**Remove Annotation**, or hit ⇧⌘D.



**Tip:** Keep your hands on the keyboard! If your cursor is inside some linked text, just hit ⌘' (command-apostrophe) or choose **Text**→**View Annotation** to see the annotation!

## Adding and managing views

By default new projects in StoryMill do not have all views (which views are included depends on which template you use to create the new document; see [Document templates](#), p. 48). To manage your views use the buttons at the bottom of the source list:

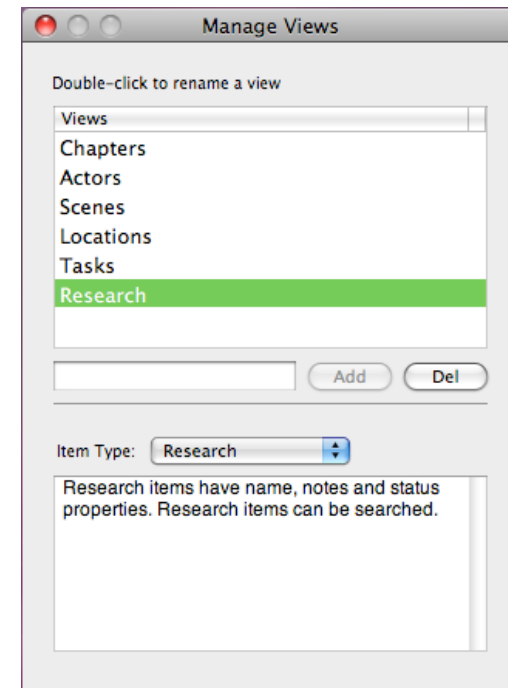


The **+** button adds a new smart view; the gear button offers a number of options to deal with the currently selected view (shown above). You can also **right click (control-click for one button mice)** to open a contextual menu version of the gear menu.

Selecting the gear button's **Manage Views...** option (or choosing **Edit→Manage Views...**) to manage your normal (non-smart) views.

In the **Manage Views** window (shown at right), double click to rename a view. Select a view and click the **Del** button to delete it. Type a name in the text field and click **Add** to add a new view.

After you have added a view, you use the dropdown list to choose what type of view it is. You may also change the type for current views that have no items in them. The text box at the bottom of the window describes the currently selected type.

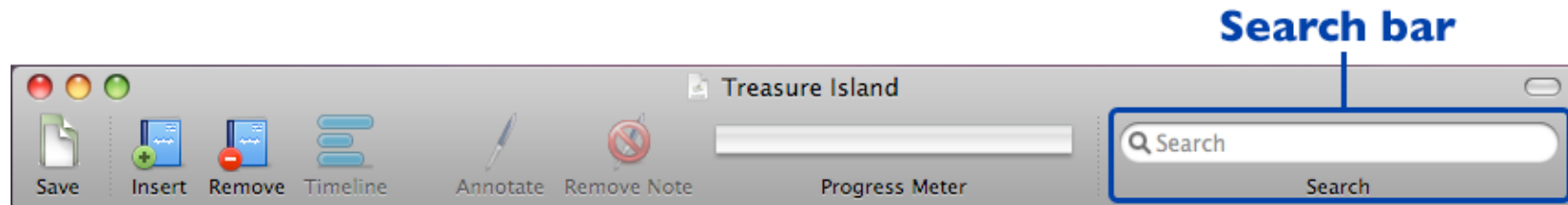


### Tips:

- You can only have one Scenes view, one Actors view, and one Locations view, but you can have multiple Chapter, Generic, Submission, and Research views.
- You can't reorder your views in the Manage Views window. Instead, drag and drop them in the source list.

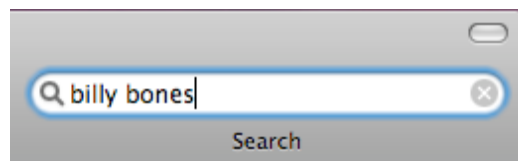
## Searching

In addition to filtering views using smart views and temporary filters (see the [tip](#) on p. 7), you can search any view using the search bar, located by default at the far right of the project window toolbar:



Similar to Spotlight, the search will run as you type. In most views, the item's notes and name are searched. In chapter and scene views, the chapter text is also searched.

To clear a search, click the **x** icon that appears at the right side of the search bar:



Keep in mind that the current version of StoryMill does not search anything except an item's name, notes, and text (in the case of chapters and scenes). To search by tags or other information in the metadata pane, you'll need to use smart views or temporary filters.

### Tip:

Searches persist across views! This means that if you search for "billy bones" in your chapters view and then switch to your scenes view, the item list will still be filtered based on the search.

If you switch to a view and it has fewer items than it should, check the search bar! Forgetting to clear your search out may well be responsible for your missing items.

## Chapter 2: Scenes, Chapters, Timelines, Tags

Using the information from Chapter 1, you should have a grasp on the basics of using StoryMill's views and items. However, there are four specific features that form StoryMill's core that deserve a more in-depth look: chapters, scenes, timelines, and tags.

All of these features were touched on in Chapter 1, but here's a quick run-down:

Scenes are the basic building blocks for everything written in StoryMill. Within the scenes view, scenes are organized in the order they occur in the written work. Scenes have a broad amount of information attached to them, including actors, locations, start and end dates, and storylines.

Chapters provide an advanced writing interface and a way to gather scenes into groups. If you aren't organizing or jotting down details and backstory, you'll probably be working with chapters.

Timelines are a second way to look at your scenes. Whereas the scenes view is ordered by when scenes occur in the narrative, the timeline orders scenes based on when they fall in time. Timelines put your scenes in context with one another, regardless of narrative order.

Tags provide an easy way to organize and sort any item in StoryMill in conjunction with smart views.

### In this chapter:

- Working in the scenes view
- Chapters in the project window
- The chapter editing window
- Timelines
- Storylines
- Editing scenes in the timeline
- Events
- Tags
- Smart views
- Trial version and registration



## Working in the scenes view

Similar to the chapters view, the scenes view has a mode bar along the top of the text area:

Show text from: Text **Notes**

Clicking **Text** will let you edit the text of the scene (what shows up in the chapter). The scenes view, however, defaults to **Notes**, because usually you will be organizing and brainstorming rather than writing while working in the scenes view.

You cannot add new scenes in the chapters view; instead, you'll need to add them in the scenes view (see [Adding and removing items](#), p. 10). Once you've created a scene, select a chapter in the item list drop down or the metadata pane.

Most metadata attached to scenes (shown at right) is unique:

- **Chapter:** the chapter that contains the scene.
- **Status:** the scene's status (this field is attached to all items).
- **Start Date:** the date and time the scene starts.
- **End Date:** the data and time the scene ends.
- **Location:** the setting for the scene. This drop down is populated by your locations view (if you have one).
- **Storyline:** which storyline (in the timeline) the scene is in.
- **Actors in Scene:** a list of all actors in the scene. This list is populated by the actors view (if you have one).

The screenshot shows a metadata pane for a scene titled "The Old Sea-dog". At the top left is a clapperboard icon. The metadata fields are:

- Chapter: The Old... (dropdown arrow)
- Status: 2nd Draft (dropdown arrow)
- Start Date: 06/16/1747
- End Date: 10/20/1747
- Location: The Ad... (dropdown arrow)
- Storyline: Jim's jo... (dropdown arrow)

Below these is a section titled "Actors in Scene:" with a list of names: Jim Hawkins (highlighted in green), Billy Bones (the Cap...), Dr. Livesey, Hawkins' Father, Hawkin's Mother, and Taylor. There are plus and minus buttons above and below the list. Below the actors list is a "Tags:" section with a dropdown menu showing "revised" and a dropdown arrow. There are plus and minus buttons above and below the tags section.

Fields with the small up and down arrows in their corner are dropdowns; click anywhere in the field to open the dropdown and select your desired value.

The start and end date fields accept relative dates such as “today” and “yesterday” in addition to specific dates (such as Aug 10, 1747 or 08/10/1747).

Although the start and end date fields can be useful in the scene view for quick reference, they are primarily used for sorting scenes in the timeline. Not every story takes place in the real world, of course, but the timeline (and the start and end dates) can still come in handy; just pick an arbitrary date to start from, and arrange your scenes relative to that date.

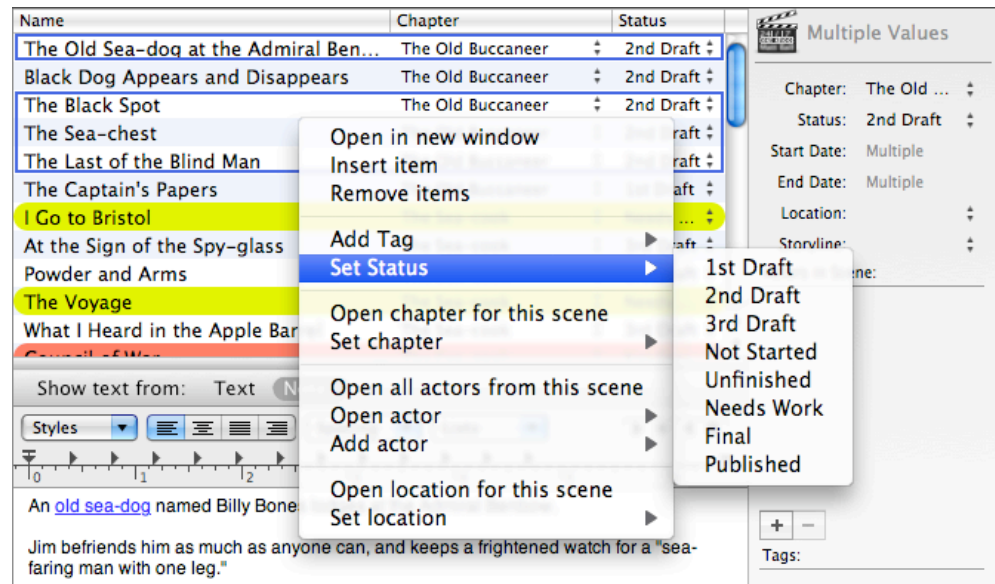
To add an actor, click the + button. A dropdown will open with all the actors in your actors view (excepting any that are already attached to the scene). Click and drag actors to reorder them.

If you need to add information to multiple scenes at one time, you can use the contextual menu (shown at right). Select the scenes you want to modify with **shift-click** or **command-click** and **right click** them (or **control-click** for single button mice). From the contextual menu you can add tags, set statuses, open an attached actor or location in its item editing window, open the chapter that contains the scene, and more.

The order of the scenes in the scenes view dictates their order in the chapters. If you are placing chapter text in scenes, reordering the scenes will automatically move the text in the chapter.

**Tip:**

Once you’ve added an actor to your scene, you can double click their name in the list to open their item editing window. This is a quick and easy way to see the details about an actor without leaving the scenes view.



## Chapters in the project window

There are two places to edit chapters: the project window and the chapter editing window.

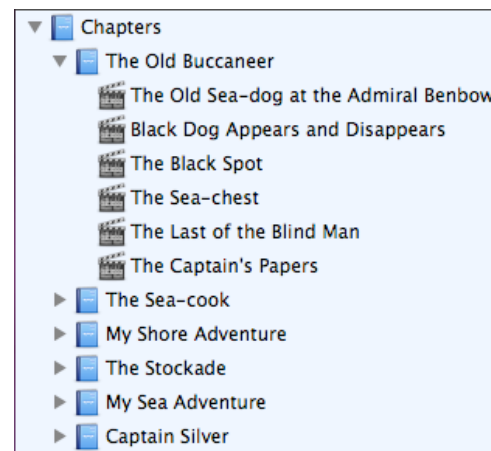
In the project window, you can view chapters either in the standard item list by clicking on the chapters view, or you can toggle open the chapters view using the arrow to its left and click on individual chapters for the **single chapter view**. You can then toggle open individual chapters in the same way to see the **single scene view**.

The chapters view with its accompanying item list is best for setting statuses or sorting your chapters. The single chapter view is best for editing a chapter's aggregate text in the project window, and the single scene view is best for working on a single scene.

The mode bar along the top of the main project window area allows you to choose what text you wish to see:

Show text from: **Chapter + Scenes** Chapter Scenes

- **Chapter + Scenes** shows you the chapter text and scene text in a single window.
- **Chapter** shows you the chapter text, which is any text inside the chapter that is not contained within a scene. Chapter text is always displayed first, followed by text that is inside scenes (ordered based on the scenes view).
- **Scenes** shows you just the text that is inside scenes (in order).

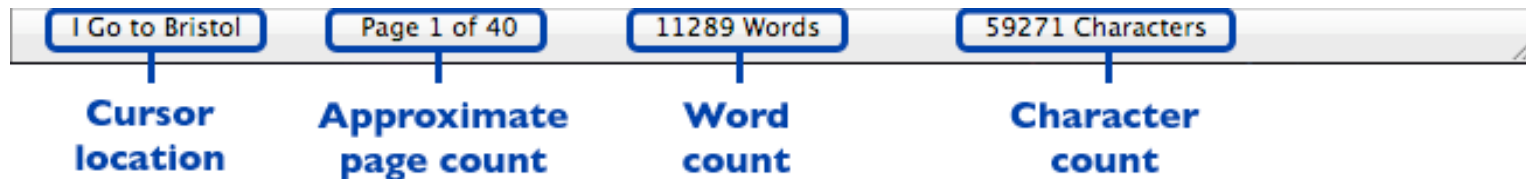


### Tip:

The word count field in the chapter view's metadata pane counts all of the words in the currently selected items. If you need to know how many words are in chapters 1-3, just select the appropriate chapters and the word count will update accordingly!

The bar at the bottom of the window also contains a word count, but it only counts the currently selected item (or the first selected item if there's more than one).

In the chapters view, the area that is normally devoted to notes contains the chapter and scenes text. You'll also notice a bar along the bottom of the window that is unique to the chapters view:



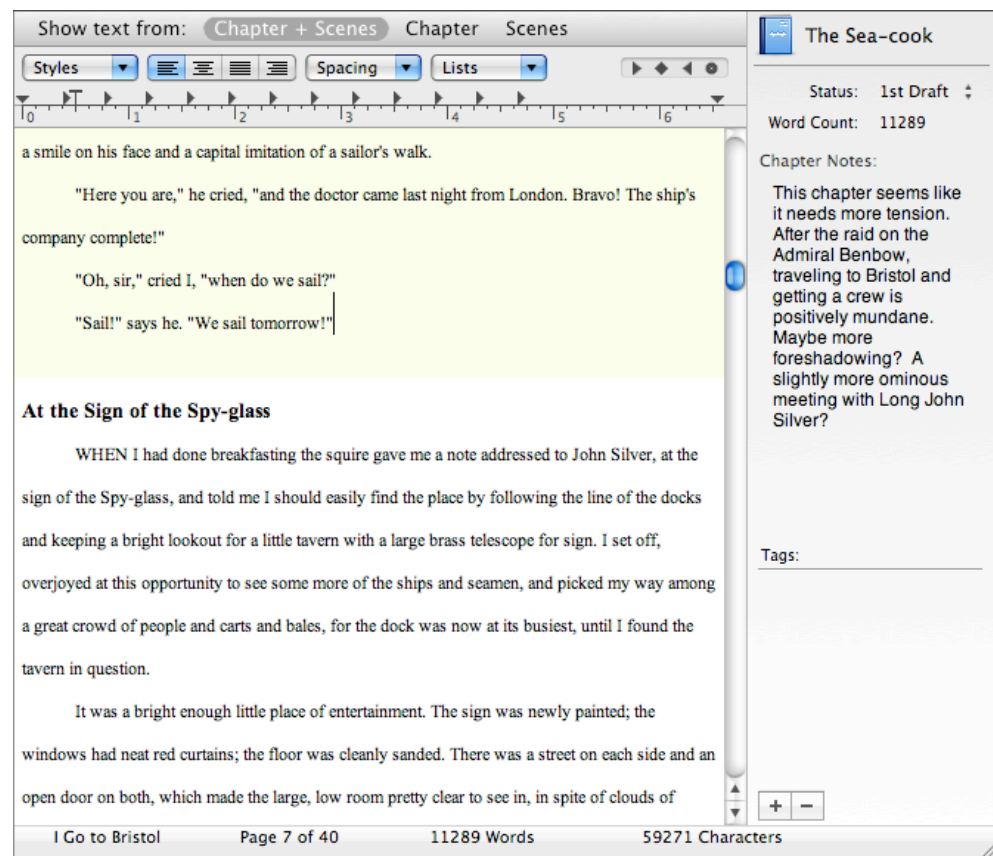
The cursor location is the name of the scene (or chapter) that the cursor is currently located in; the others should be self-explanatory.

In order to help you distinguish between scenes, alternating scenes have a light background color (shown at right).

Although what is typically the notes area in the chapters view contains the chapter's text, chapters still have notes. The chapter's notes are available in the metadata pane.

**Tip:**

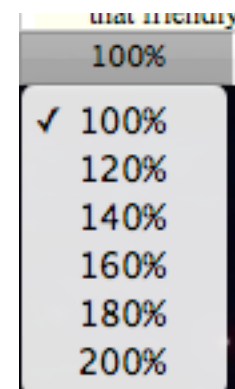
They may not look it, but chapter notes are rich text! You can use bold, italic, different fonts, even images if you want.




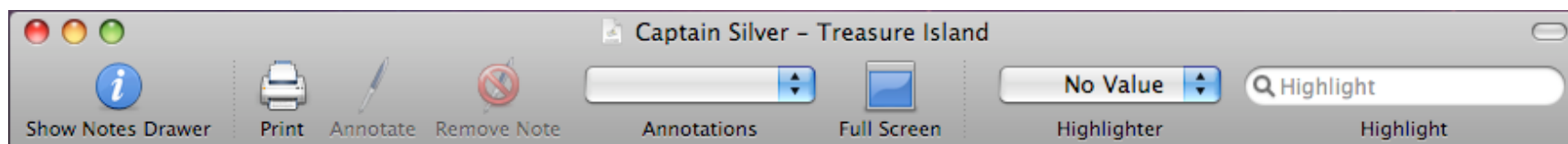
## The chapter editing window

The chapters view, single chapter view, and single scene view are useful for seeing the text of your project in context, but the chapter editing window offers a number of features to make text editing far easier.

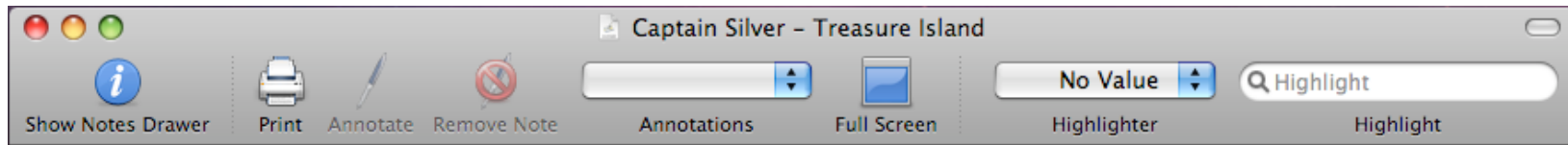
To open a chapter editing window, double click a chapter title in the chapters view item list or double click a chapter in the source list. Similar to the project window, the chapter editing window has a mode bar at the top and a stats bar with cursor location, page count, and word count along the bottom. The one addition to the stats bar is a zoom level (shown at right); click it to choose a size to display the text without needing to change the font sizes.



Most of the unique features of the chapter editing window can be found in its toolbar (if you can't see all of the toolbar items, resize the window or click the right angle button at the far right to access those that are hidden:  ).



- **Show Notes Drawer:** This opens a drawer with the chapter notes. Chapter notes are a useful place to store general information about the chapter as a whole. Alternatively, choose **View**→**Show Notes Drawer** or hit **⌘R**.
- **Print, Annotate, Remove Note:** The **Print** button prints the chapter; **Annotate** and **Remove Note** control annotations (see [Annotations](#), p. 13).



(continued from previous page)

- **Annotations:** This dropdown contains every annotation in the chapter. Select an annotation in the dropdown to jump to that annotation within the chapter editing window. You can use these annotations and this dropdown to bookmark your text (particularly useful for long chapters).
- **Full Screen:** Click this button to enter full screen mode. You can also choose **View→Full Screen** or hit **⇧⌘F**. While in full screen mode, hit **escape** to return to normal. StoryMill's full screen mode is an excellent way to reduce distractions and focus solely on your text.
- **Highlighter:** Select text you wish to highlight and choose a highlight color from this dropdown. The highlight colors available are based on your statuses (see [Status preferences](#), p. 60). You can also choose **Text→Highlight** to highlight selected text. To remove highlighting, select highlighted text and choose "None" in the Highlighter or the menu.
- **Highlight:** The Highlight search bar provides you an easy way to find words in your text without needing to use incremental searching using the standard find controls (available via **Edit→Find→Find...**). Type a word or phrase into the Highlight bar, and StoryMill will highlight it throughout your document.

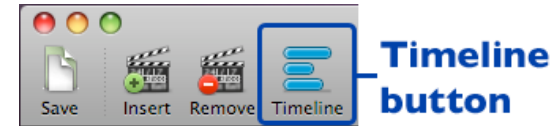
To edit the contents of the chapter editing toolbar, **right click** it and choose **Customize Toolbar...** or choose **View→Customize Toolbar...**

#### Tips:

- In the current version of StoryMill you can only use full screen from the chapter editing window.
- Color, margins, and text zoom in full screen are all controlled in the preferences! See [Full screen preferences](#), p. 59.

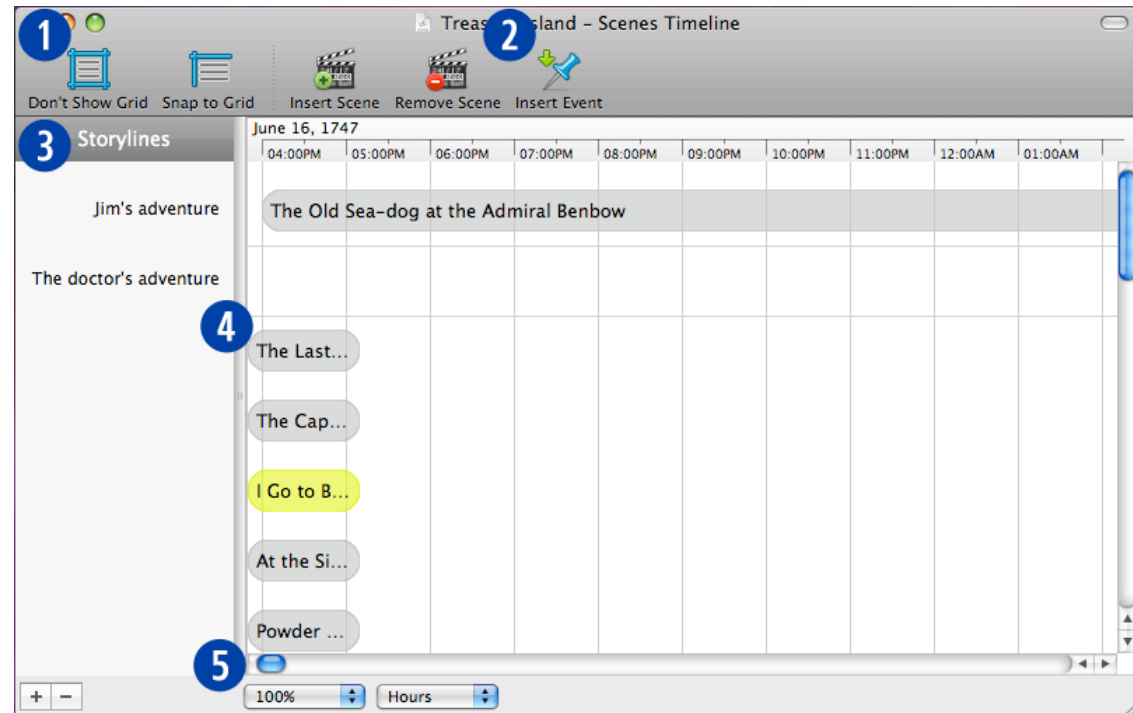
# Timelines

Your scenes view, and any smart view based off your scenes view, can be viewed as a timeline. To open a timeline of your active view, click the Timeline toolbar button in the project window (shown at right), or choose **Tools**→**Timeline**.



The timeline window has a unique toolbar and interface:

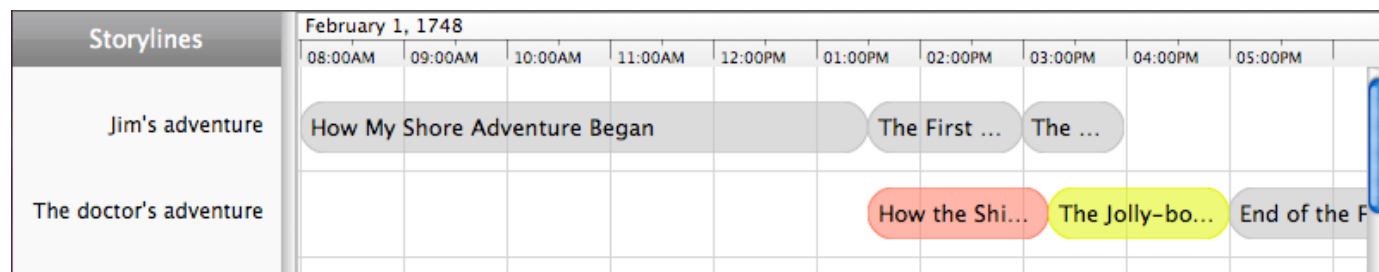
- 1 **Grid controls:** show/hide the grid, and toggle snapping.
- 2 **Insert Event:** insert an event that spans storylines.
- 3 **Storylines:** storylines group scenes horizontally so you can see the relationship between them.
- 4 **Unplaced scenes:** scenes without a date and time are arranged along the left edge of the timeline in narrative order, ready to be dragged.
- 5 **Zoom controls:** change the percentage zoom and the base unit of measurement (between minutes, hours, days, and weeks).





## Storylines

The timeline shows the chronological order of your scenes (regardless of narrative order). Within the broader timeline, you can then group scenes into storylines. This allows you to logically group scenes which would otherwise overlap:



There are two ways to change or assign a scene's storyline. If you drag the scene into the storyline, it will be automatically assigned. Otherwise, **right click** the scene (or **control-click** for single button mice) and choose **Storyline**→**[Your storyline's name]** from the contextual menu. You can also assign storylines in the standard scenes view metadata pane.

To add and remove storylines, use the **+** and **-** buttons at the bottom of the storyline pane. Double click a storyline to rename it.

Drag and drop storylines in the storyline pane to reorder them. When you move a storyline, all scenes associated with it will be moved vertically in the timeline as well.

Drag the bar between the storylines pane and the timeline to resize the storylines pane.

**Tip:**  
Changing the zoom level of the timeline does not affect storylines because it only affects how much time is shown (which is horizontal).



## Editing scenes in the timeline

Hover over a scene to see its start and end date and full name in a tooltip (shown at right). To move a scene, simply drag it. The tooltip will update as you move it about the timeline.

If you try to drag a scene somewhere that it cannot go, you'll notice a rectangular placeholder:

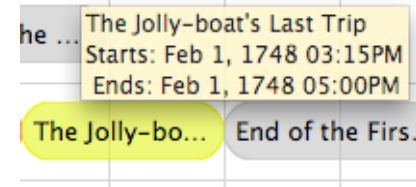


This placeholder shows you where the scene will land when you release it.

To change the start or end date but leave the scene otherwise stationary, hover your cursor over its left or right edge (the cursor will change to a standard resizing cursor) and then drag left or right.

Using the left and right arrow keys you can move the selected scene in 15 minute increments.

You can also customize the toolbar to gain access to advanced controls for adjusting scenes in the timeline. To do this, **right click** anywhere in the timeline toolbar and choose **Customize Toolbar...** from the contextual menu, or choose **View**→**Customize Toolbar...**

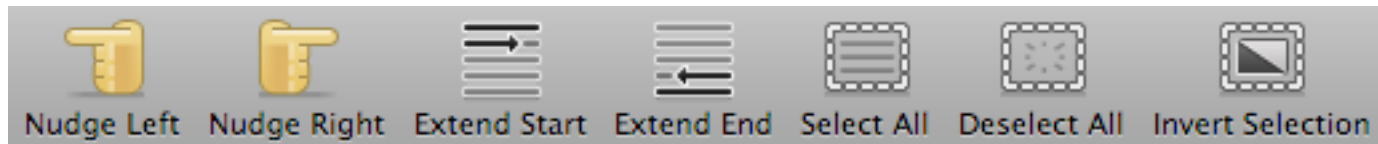


### Tip:

If no scenes have a start and end date, then the timeline will by default start at the date and time that you view it. So if you create a new project and open a timeline on January 7, 2007 at 10:07 AM, your timeline will start at January 7, 2007 at 10:07 AM.

For a more useful timeline, define a start time in the scenes view for at least one scene before opening the timeline.

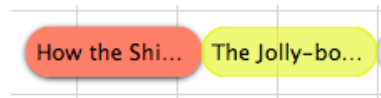
The advanced toolbar options are:



- **Nudge Left, Nudge Right:** Nudging a scene will move it so that its edge is next to the closest scene in its timeline. For instance, take the red scene, which is selected:



Clicking **Nudge Right** while the red scene is selected will result in this:



- **Extend Start, Extend End:** Extending a scene's start or end will add 15 minutes to the scene's start or end. For instance, if you have a scene that goes from 8:00 AM to 10:00 AM and you click **Extend Start**, the scene will change to 7:45 AM to 10:00 AM. If you then click **Extend End** the scene will change to 7:45 AM to 10:15 AM.
- **Select All, Deselect All:** You can use these buttons to select and deselect all scenes in the timeline. Alternatively choose Edit→**Select All** or hit **⌘A** to select all scenes, or click any blank area of the timeline to deselect all.

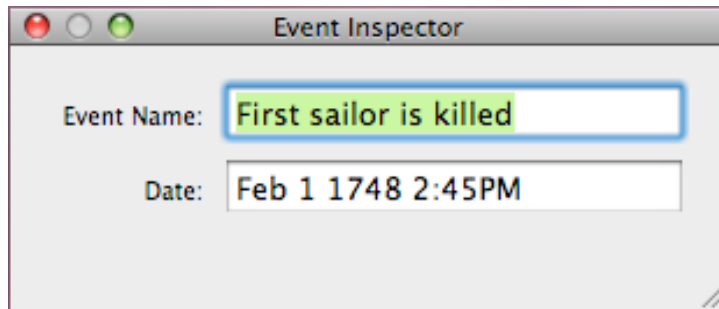
**Tip:**

If you need to arrange a large number of scenes, first adjust your zoom down (how much you zoom will depend on how much time passes in your project) and select "Weeks" as your unit of measurement. You can then drag and drop the unplaced scenes approximately where you need them, and then fine tune their position and length using the advanced buttons at a higher zoom level and unit of measurement.

## Events

An event in the timeline is something that happens at a single point in time but that may affect scenes across storylines. For instance, in *Treasure Island* by Robert Louis Stevenson the first man killed on Skeleton Island by the pirates affects Jim Hawkins' storyline (because he witnesses it) and also affects Dr. Livesey's storyline (because he and the people with him hear the man die).

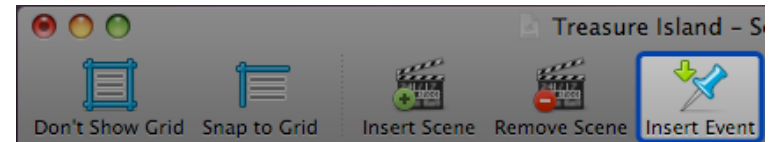
Click the **Insert Event** button (shown at top right) to add an event to the timeline. You will see the Event Inspector window:



The event will default to the time at the beginning of the timeline. To save your event, type a name for it, optionally type a different date and time, and close the Event Inspector. The event will show as a red line with the name near the ruler (shown at right).

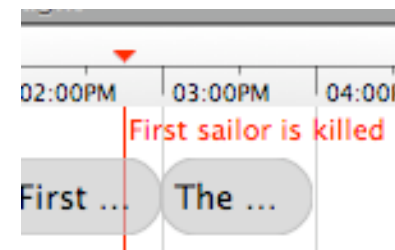
Hover over the event's line (where there isn't a scene overlapping it) to see the event's details. Double click the line to edit the event in the Event Inspector. Drag the red arrow at the top of the event to move it (shown at right).

Drag the red arrow at the top of the event out of the ruler to remove the event (just like tab stops in the normal text editing ruler).



### Tip:

You can add events to the timeline just by clicking where you want them to fall! Just make sure to click below the dividing horizontal line (the lower half of the ruler).



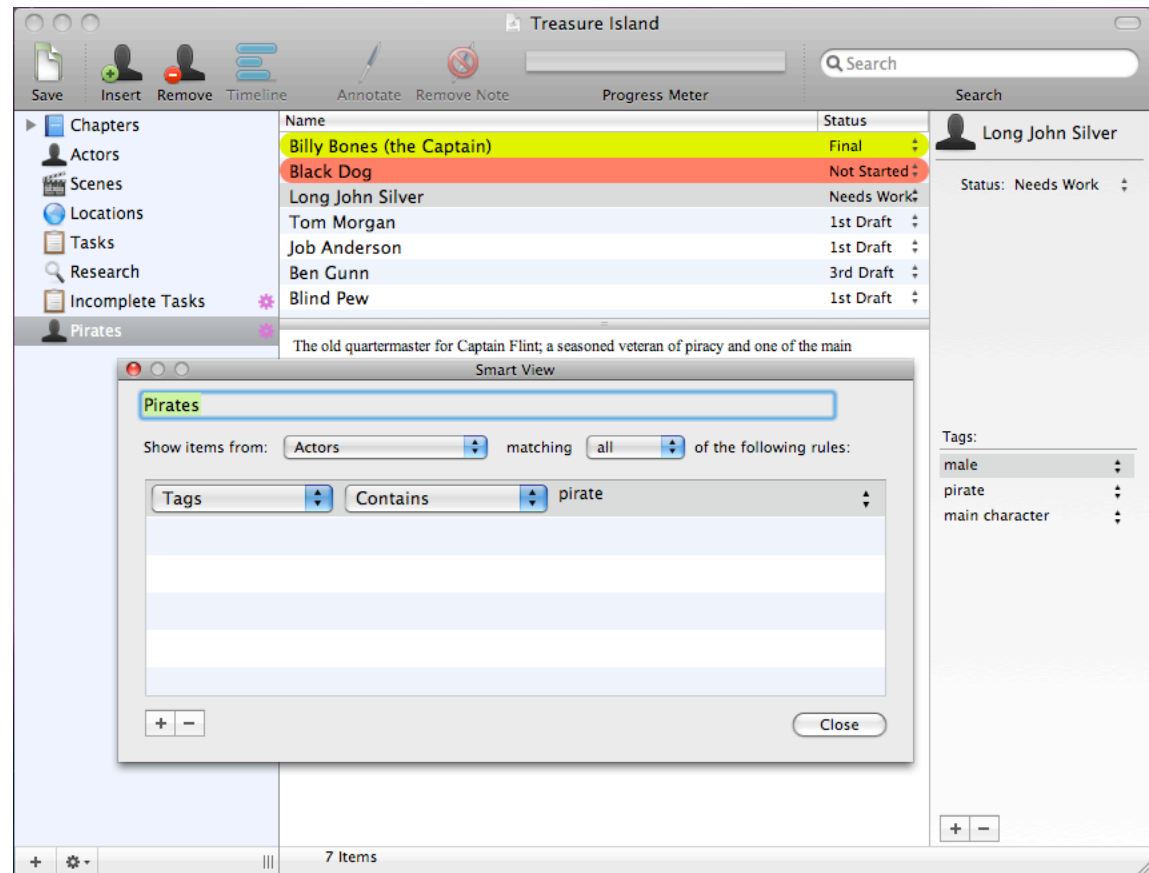
# Tags

Tags are short words or phrases that provide a flexible way to attach metadata to items in StoryMill. If the metadata, such as name and status, that StoryMill provides is enough for your project, then you never have to use tags. However, if you want to be able to filter views based on custom metadata, you'll need to use tags.

For instance, if you wanted to keep track of all the pirates in your novel, you could attach a "pirate" tag to each pirate in the actors view, and then create a smart view to show only pirates (shown at right).

To add a tag, click the **+** button at the bottom of the tags area in the metadata pane, choose **Edit → Add Tag**, or hit **⌘T**. A blank tag will be added. As you type, it will autocomplete if it finds a similar tag in the project. You may also click the arrows at the right side of the tag to open a drop down with all past tags. Select the tag you are looking for.

Drag and drop tags to reorder them. To remove a tag, click the tag to highlight it and then click the **-** button at the bottom of the tags area or hit **delete**.

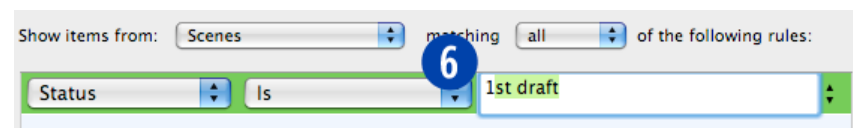
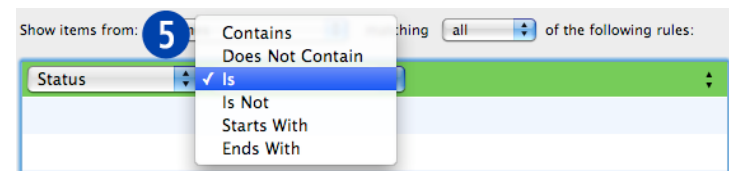
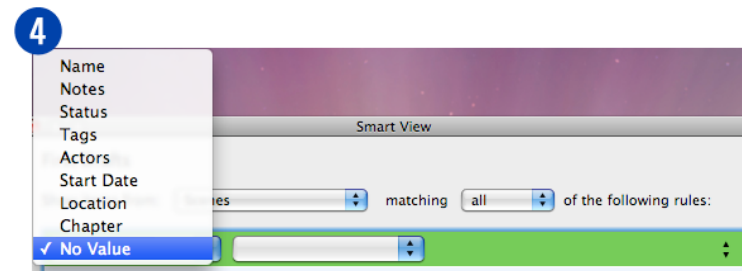
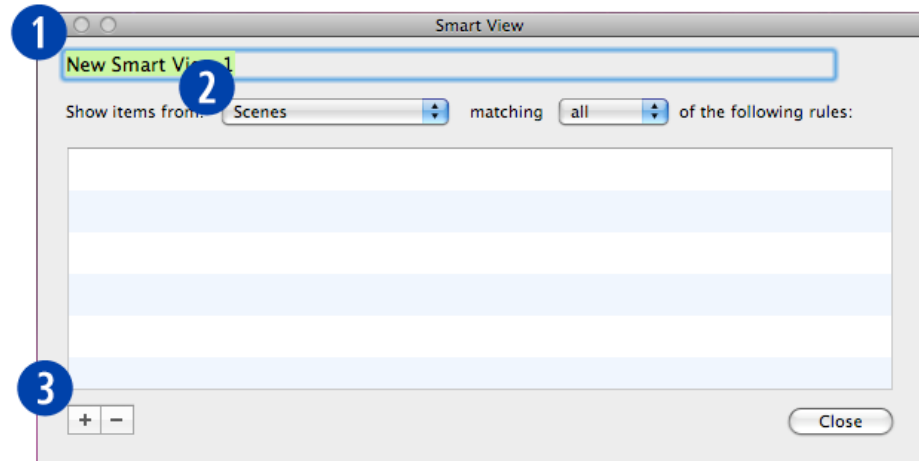


## Smart views

Smart views are very similar to smart folders in the Finder and smart playlists in iTunes. Although you can create smart views based off a number of different pieces of metadata (the specific metadata depends on the type of item), using smart views together with tags is often the most efficient way to filter your items.

Click the **+** button to add a new smart view, choose **Add Smart View...** from the gear button at the bottom of the source list, or double click a standard view to define a filter and then click **Save as Smart View** once you're done. In the rules window, do the following:

- 1 Type a name for your smart view.
- 2 Optionally, choose a standard view to filter (by default, the view that was selected when you created the smart view will be filtered).
- 3 Add a rule with the **+** button.
- 4 Select a metadata field.
- 5 Select a qualifier.
- 6 Enter a search term. Some metadata (such as status or tags) will autocomplete as you type, or you can click the arrows in the corner to choose from a dropdown.



Repeat the steps above to add more steps. You can choose to match either all of the rules or any of the rules using the dropdown at the top of the window (see screenshot at right).

To remove a rule from the list, click anywhere on it to select it:

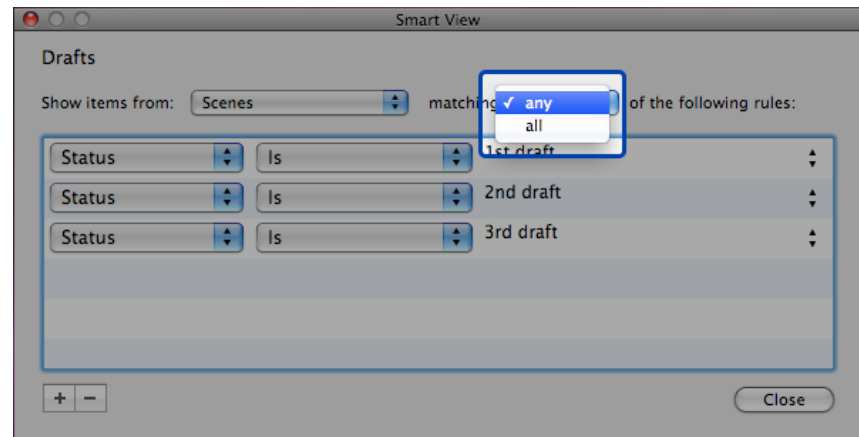


When the rule is selected, click the - button at the bottom left of the window to remove it.

As you add and remove rules, the project window's item list will update. You can move the smart view rules window off to the side to see in real time what items your smart view will contain. When you are finished defining your smart view, click the **Close** button.

Aside from providing you with a filtered set of items, smart views also function as templates for new items. For instance, if you have an actors smart view with the rule "Tags - Contains - pirate" and you add an item while using the smart view, the new item will have the tag "pirate" attached to it automatically.

An item's notes and name will not be populated in a smart view that filters for name or notes, however. Using smart views as templates only works for metadata that has a set number of possibilities (such as tags, status, the actors in a scene, etc.); it will not work with metadata that is entered as unique text.



## Trial version and registration

You should now be well prepared to jump into StoryMill and start writing! Although there are many small details and useful features within StoryMill left to explore, you should hopefully have a good feeling for the basic interface and how to use some of the most important advanced features.

The StoryMill trial version is completely functional (no features are crippled) and allows you to launch the program 30 times before expiring. Before you register, whenever you launch the program you will be greeted by a splash screen that reminds you how many launches you have left and provides a place to enter your registration number (shown at right).

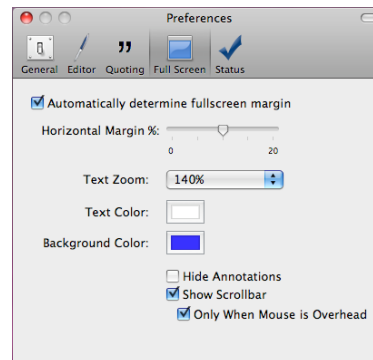
When your demo expires you will still be able to launch StoryMill in order to export your work, but you won't be able to save or print your projects until you register.

To register, click the **Buy License...** button on the splash screen, choose **StoryMill→Buy Now...**, or visit the [Mariner online store](#). You can also find a boxed version at select retailers; if you bought the boxed version, your serial number will be inside the box.

Once you have bought StoryMill, you can enter your serial number in the splash screen or in the general section of the preferences by choosing **StoryMill→Preferences...** (or hitting ⌘,).



## Section 2: Working with StoryMill



Discover some of StoryMill's more advanced features



## Chapter 3: Advanced Text Editing

If you are familiar with other programs that use the default Cocoa text editing features (such as the ruler, styles, etc.), then you should feel right at home in StoryMill. Alongside the default Cocoa text editing controls, StoryMill also provides a number of useful features that make advanced text editing easier.

This chapter covers the tools that make StoryMill a powerful text editing environment, including:

- Styling and the ruler
- Spellchecking
- Find and replace
- Window splitting
- Text conversion utilities

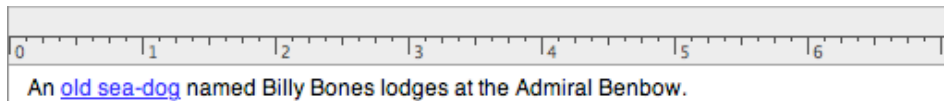
Although you can do a surprising amount of editing in StoryMill, there are certain features that you'll need a word processor for, including headers, footers, advanced page layout, footnotes/endnotes, and so forth. For information on how to export your work for use in a word processor see the next chapter, [Exporting Your Work](#).

### In this chapter:

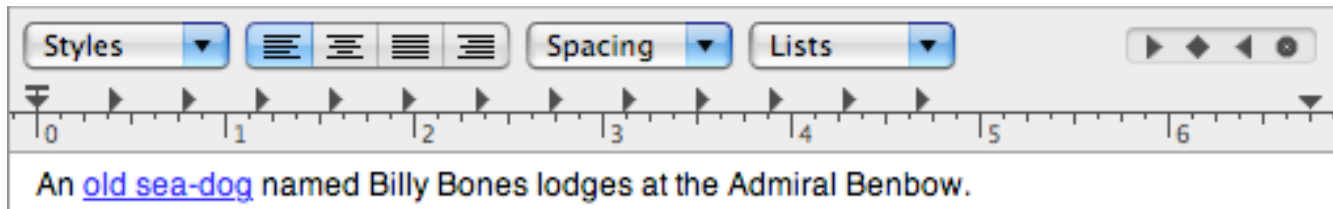
- The ruler
- Styles
- Spellchecking, find and replace
- Splitting windows
- Conversion utilities

## The ruler

By default, the ruler is on in every text view. If the ruler is on but your cursor is not inside the text view, you'll see the mini ruler:



If the ruler is off, you can click inside the text view and choose **Text→Show Ruler** or hit **⌘R**. The visible full ruler looks like this:



Use the buttons in the ruler for quick access to styles, text justification, line spacing, and automatic lists.

Drag the "T" at the left of the ruler to set first line indent for the selected text. Drag the downward arrow at the left of the ruler to set the left margin of the selected text. Drag the downward facing arrow at the right of the ruler to set the right margin of the selected text.

To add a tab stop to the ruler, drag it from the tab stop well at the far right (which contains, in order, a left tab stop, center tab stop, right tab stop, and decimal tab stop). To remove a tab stop, drag it outside the ruler and drop it.

### Tip:

You can insert hyperlinks in your text! Drag and drop links from your browser, or highlight text and choose **Text→Link...** to assign the link manually (or to edit linked text).

### Tip:

A tab stop in the ruler sets where text will land in a paragraph if you hit tab. Using tab stops you can arrange text in columns.

Text at a left tab stop is left justified, text at a center tab stop is centered, text at a right tab stop is right justified, and text at a decimal tab stop is aligned based on its decimal point (useful for columns of dollar amounts, for instance).

# Styles

Although Cocoa's styling support is limited, you can use the Styles dropdown in the ruler to assign styles that you often use to your text. Most people won't need to worry about styles, however, since you can set your default styling for text views in the preferences (see [Editor preferences](#), p. 57).

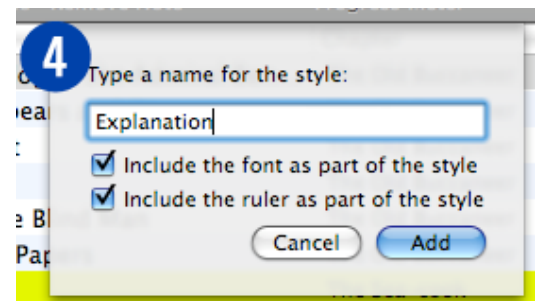
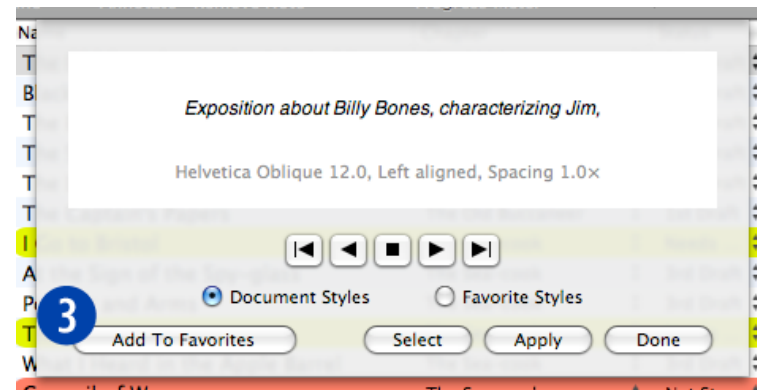
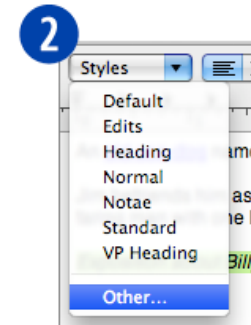
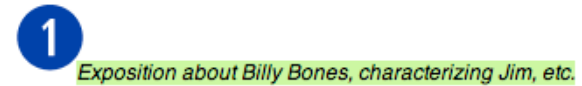
Select text and choose a style from the dropdown to set text to a predefined style.

To define a new style:

- 1 Format some text. Select it.
- 2 Choose **Styles**→**Other...** in the ruler.
- 3 Choose **Add To Favorites**.
- 4 Type a name, and choose whether to include the font and ruler in the style definition.

In the sheet from step 3 you can use the arrows to jump to the first, previous, selected, next, and last styles in the text view. Click the **Favorite Styles** radio button to remove or apply other predefined styles.

Keep in mind that styles you define using the ruler will be available in all applications that use the default Cocoa ruler.



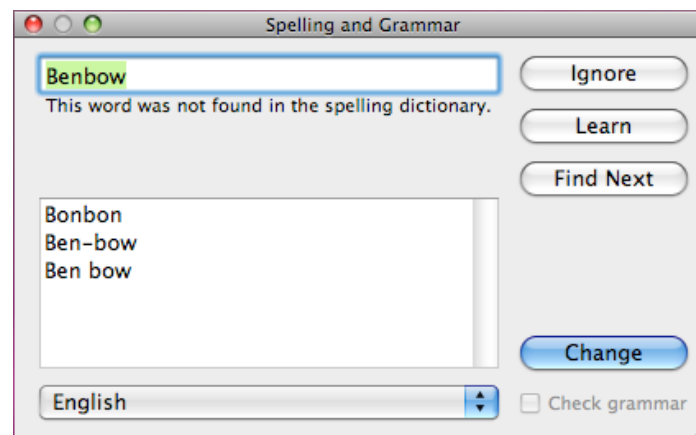
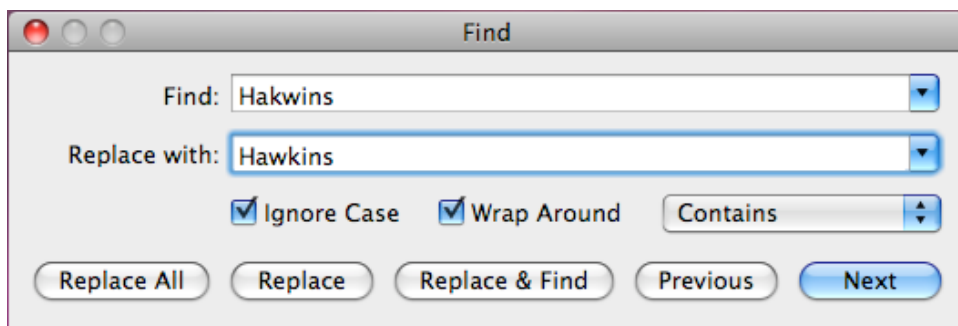
## Spellchecking, find and replace

StoryMill uses the default Cocoa spellchecking for all of its text views. Choose **Edit→Spelling→Check Spelling While Typing** to have misspelled words underlined in red as you type.

Additionally, you may opt to spellcheck manually. Choose **Edit→Spelling→Show Spelling and Grammar** (10.5) or **Edit→Spelling→Spelling...** (10.4) or hit **⌘:** to open the spellchecking window (shown at right). Use this window to find suggestions for your misspelled words.

You can also choose **Edit→Spelling→Check Spelling** or hit **⌘;** to jump through the misspelled words in the text view without opening the spellchecker window.

Choose **Edit→Find→Find...** or hit **⌘F** to do a find and replace in the active text view using the standard Cocoa find and replace dialog:



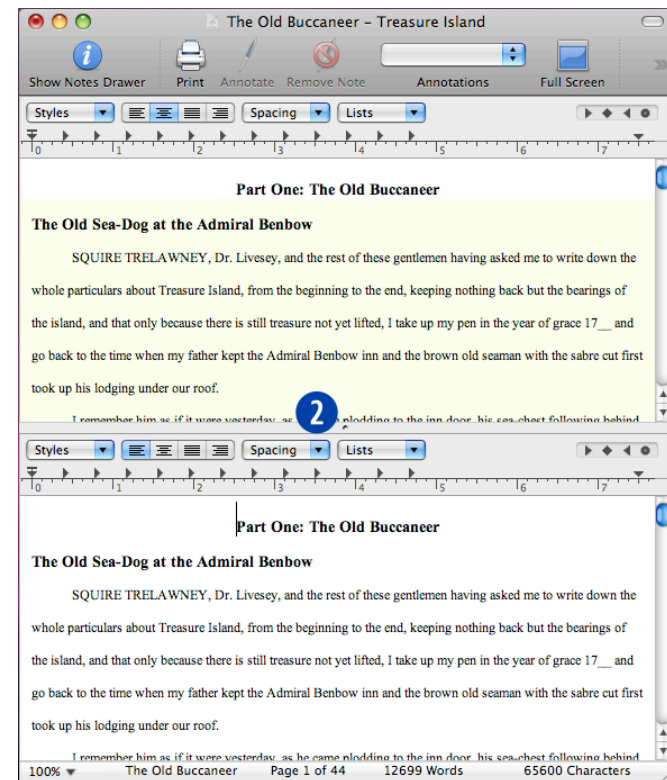
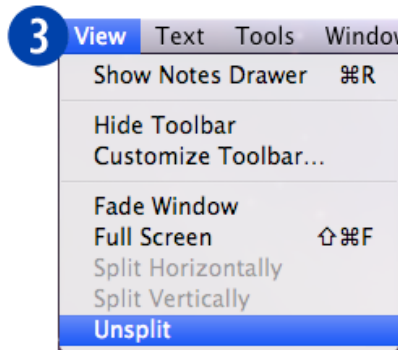
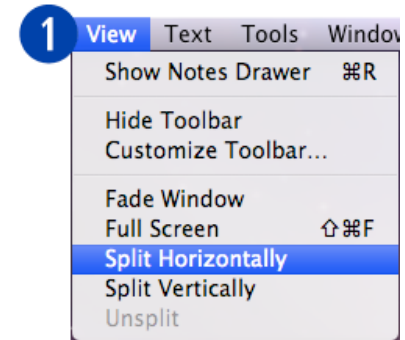
### Tip:

As of version 3.0, StoryMill does not yet support project-wide find and replace. Use the searchbar in the toolbar to find text in different items, the highlighting bar to find words in the chapter editing window, and the standard find and replace dialog described here to find text in the active text view.

# Splitting windows

If you are working in the chapter editing window, you can split your text view to both edit and reference the chapter at the same time.

- 1 With a chapter editing window open (see [The chapter editing window](#), p. 21), choose **View**→**Split Horizontally** or **View**→**Split Vertically**.
- 2 Drag the bar between the splits to resize them to your liking.
- 3 Choose **View**→**Unsplit** or close the chapter editing window to remove the split.

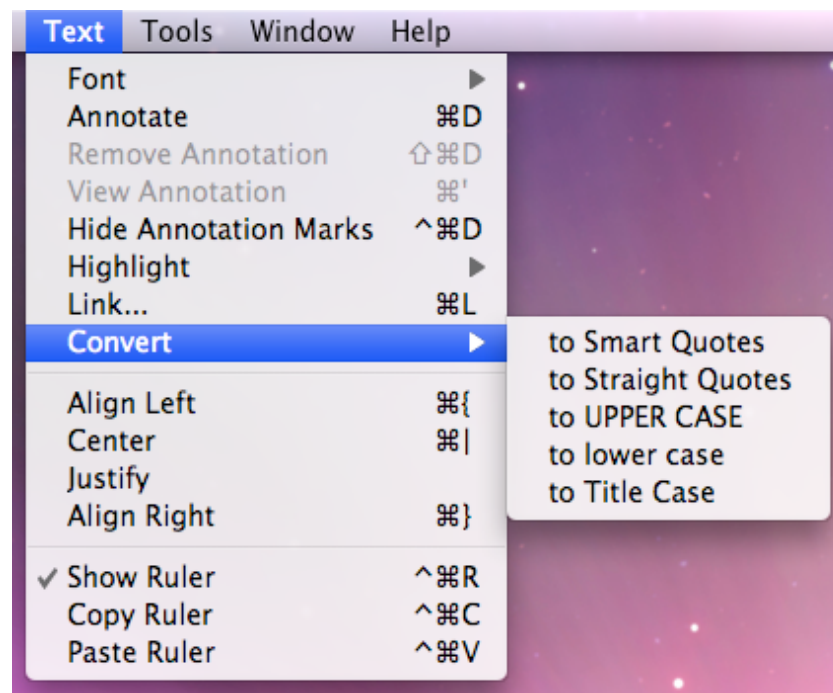


## Conversion utilities

StoryMill provides a number of different text conversion utilities to make what would otherwise be tedious tasks quick and simple. You can find these utilities in **Text→Convert** (shown at right).

To use one of the conversion utilities, first select the text you wish to convert, and then choose the appropriate utility from the **Text** menu.

- **To Smart Quotes:** All straight quotes in the selected text are converted to smart (sometimes called curly) quotes.
- **To Straight Quotes:** All smart quotes in the selection will be converted to straight quotes.
- **To UPPER CASE:** Selected text will be converted to all uppercase characters.
- **To lower case:** Selected text will be converted to all lower case characters.
- **To Title Case:** The first letter of each word in the selected text will be capitalized.



## Chapter 4: Exporting Your Work

StoryMill provides most basic text formatting that you'll need while writing, but for advanced text editing features such as margins, headers/footers, and footnotes you'll need to export your text and work in another environment, such as a word processor. Before you've finished your project you may want to print all of the information you've entered so you can go over it by hand. Or else you might want to share your research materials without needing to go through your research view to copy and paste everything.

Fortunately, StoryMill doesn't just provide you with tools for writing and revising your project; it also makes it extremely easy to export your work to send to agents, publishers, or just to print a hard copy of your scenes so you can mark them up in pen before you do revisions.

Since version 3.0, StoryMill's powerful exporting system is capable of exporting any text that you've entered in the program. You can also easily create formatted export templates using rich text and special keywords within the program. StoryMill exports to a number of different documents, including Word, Word 2007, RTF, rich text with attachments (RTFD), HTML, and plain text.

StoryMill ships with a number of basic export templates, but if you find that they don't quite fit your needs you can easily modify or duplicate them as a basis for designing your own custom solutions.

### In this chapter:

- Exporting basics
- Export templates
- Using export template keywords
- Keywords reference
- Document templates
- Custom document templates

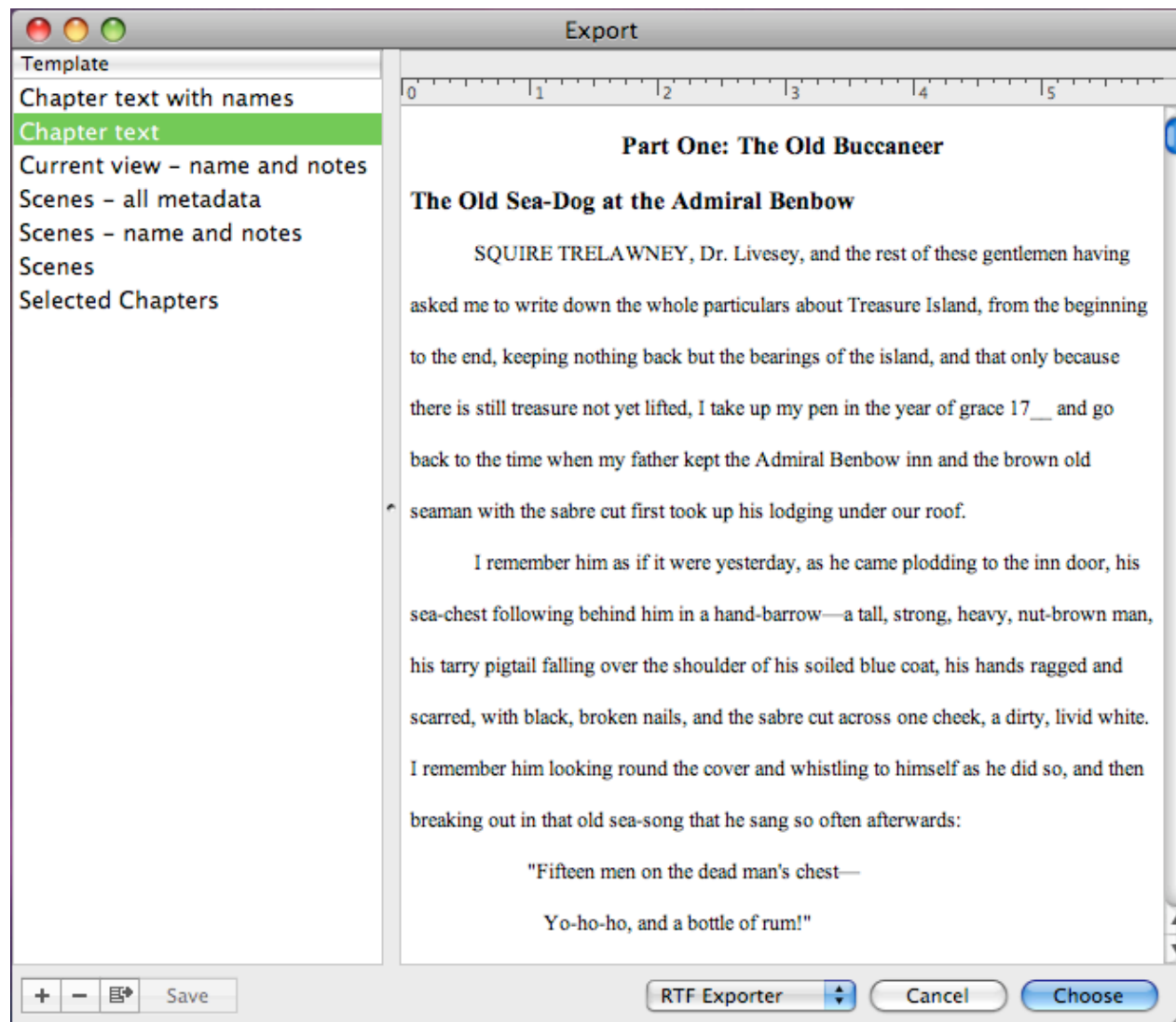
## Exporting basics

To export anything out of your project, first choose **File**→**Export....** The exporting window will open (shown at right).

The pane on the left contains the available export templates. When you select an export template, the area on the right will be filled with a preview of what your exported text will look like (in some cases this area might be blank; for instance if you chose the *Selected Chapters* template but the selected view was an actors view).

Once you have the template that you want, select what kind of document you'd like to export to using the dropdown in the lower right of the window and click the **Choose** button.

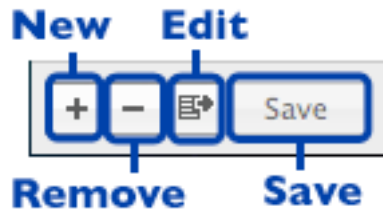
A standard save dialog will open, allowing you to choose a destination and a name for your exported file.





## Export templates

You can edit your export templates from the export window. Once you've chosen **File**→**Export...** either select a current template or click the **+** button at the bottom left to add a new template:



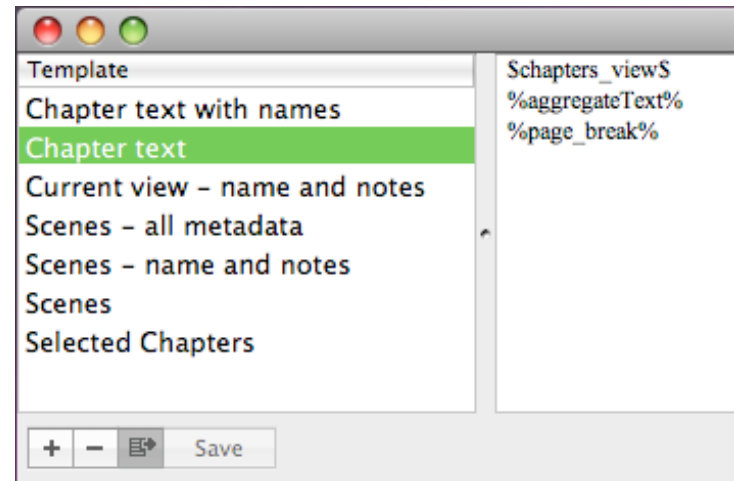
If you add a new template, its name will be highlighted in the template list by default, ready to be edited. Otherwise you can double click the template's name to change it.

Once you have the template you wish to edit selected, click the **Edit** button to toggle between previewing and editing mode (shown above). You'll see something similar to the screenshot at right.

Words such as `$chapters_view$` and `%aggregateText%` are special keywords that are placeholders for the contents of items in whichever view you're working in. When exporting, the template will loop through all the items in the designated view and stick in their specific information in place of the keywords. In the example shown, the chapter text and scenes text (the aggregate text) for all items in the chapters view will be displayed, with page breaks in between.

### Tip:

If you double click the name of a template other than the highlighted template, you may need to wait until the preview has been generated before you can edit it (the amount of time will vary based on the size of the text to be exported and the speed of your computer). This slight lag is normal; the program hasn't frozen!



## Using export template keywords

Keywords in export templates may initially look very strange, but they're actually quite easy to use! There are two types of keywords:

- **\$keywords\$ (dollar sign keywords):** Keywords that start and end with a dollar sign tell the template which view you're working with
- **%keywords% (percentage sign keywords):** Keywords that start and end with a percentage sign tell the template what to stick into the exported document for each item in the selected view.

If you apply text formatting (such as font, size, bold, alignment, etc.) to a keyword, that same formatting will be applied to the text that it stands for (see the example to the right).

There are certain keywords (such as %name% and %status%) that apply to all items and can be used with any view. Others (such as %scenesInChapter%) can only be used with a specific type of view. See the [Keywords reference](#) for a complete list of keywords.

You can place as many different views in a single export template as you like. The exporter will process all items in a view, and then proceed to the next view in the exporter and process all of its items (and so forth until it hits the end of the template).

### Tip:

You can add ".selection" (without the quotes) to any view selector (\$keywords\$) to have StoryMill export the selected items in the view. For example, \$chapters\_view.selection\$ will only export the selected chapters, while \$Your View Name.selection\$ will export the selected items in the view called "Your View Name".

### Editing

```
Actors:  
Sactors_view$  
%name% (%status%)  
%creationDate%
```

### Output

```
Actors:  
Jim Hawkins (Needs Work)  
2007-12-16 09:54:15 -0800  
  
Hawkins' Father (1st Draft)  
2007-12-17 23:02:31 -0800  
  
Hawkin's Mother (Unfinished)  
2007-12-17 23:02:38 -0800  
  
Billy Bones (the Captain) (Final)  
2007-12-16 09:54:45 -0800  
  
Taylor (Needs Work)  
2007-12-17 23:08:09 -0800  
  
Black Dog (Not Started)  
2007-12-17 23:09:16 -0800  
  
Squire John Trelawney (2nd Draft)
```

## Keywords reference

Here is a complete reference to all keywords available within StoryMill's export templates.

### View selectors

| Keyword               | Output   |
|-----------------------|--|
| \$Your View Name\$    | The view named <i>Your View Name</i> (capitalization matters)                                  |
| \$current_view\$      | The currently selected view  |
| \$chapters_view\$     | The first chapters view (regardless of its name)   |
| \$scenes_view\$       | The scenes view (regardless of its name)   |
| \$actors_view\$       | The actors view (regardless of its name)   |
| \$keyword.selection\$ | Replace "keyword" with any view selector above to export the selected items in the given view. |

| Keyword              | Output   |
|----------------------|--|
| \$locations_view\$   | The locations view (regardless of its name)      |
| \$research_view\$    | The first research view (regardless of its name) |
| \$tasks_view\$       | The first generic view (regardless of its name)  |
| \$submissions_view\$ | The submissions view (regardless of its name)    |
| \$events\$           | The events in the timeline                       |

### Document keywords (to be used outside of view selectors)

| Keyword      | Output                                   |
|--------------|--|
| %title%      | The project's title                      |
| %storyLines% | All storylines in the project's timeline |

| Keyword  | Output                               |
|----------|--------------------------------------|
| %views%  | Names of all views                   |
| %events% | All events in the project's timeline |

### Universal keywords

| Keyword  | Output            |
|----------|-------------------|
| %name%   | The item's name   |
| %notes%  | The item's notes  |
| %status% | The item's status |

| Keyword            | Output  |
|--------------------|---|
| %creationDate%     | The date the item was created                                   |
| %lastModifiedDate% | The date the item was last modified                             |
| %tags%             | The item's tags (listed with carriage returns between each tag) |

### Scenes-specific keywords

| Keyword     | Output  |
|-------------|---|
| %text%      | The scene's text (what shows up in the chapter) |
| %storyLine% | The storyline for the scene                     |

| Keyword     | Output                 |
|-------------|------------------------|
| %startDate% | The scene's start date |
| %endDate%   | The scene's end date   |

### Chapters-specific keywords

| Keyword         | Output  |
|-----------------|---|
| %text%          | The chapter text (what you see in Chapter mode)                   |
| %aggregateText% | The chapter and scene text (what you see in Chapter +Scenes mode) |

| Keyword           | Output  |
|-------------------|---|
| %scenesInChapter% | A list of all scenes in the chapter (separated by carriage returns) |

### Actors-specific keywords

| Keyword          | Output   |
|------------------|--|
| %scenesForActor% | A list of all scenes using the actor (separated by carriage returns) |

### Locations-specific keywords

| Keyword             | Output  |
|---------------------|---|
| %scenesForLocation% | A list of all scenes using the location (separated by carriage returns) |

### Events-specific keywords

| Keyword     | Output           |
|-------------|------------------|
| %startDate% | The event's date |

### Submissions-specific keywords

| Keyword    | Output                  |
|------------|-------------------------|
| %address%  | The first address line  |
| %address2% | The second address line |
| %city%     | The address's city      |
| %state%    | The address's state     |

| Keyword         | Output                                |
|-----------------|---------------------------------------|
| %homepage%      | The submission's homepage             |
| %phone%         | The submission's phone number         |
| %fax%           | The submission's fax number           |
| %dateSubmitted% | The date the submission was submitted |

| <b>Keyword</b> | <b>Output</b>          |
|----------------|------------------------|
| %zip%          | The address's zip code |
| %email%        | The submission's email |

| <b>Keyword</b> | <b>Output</b>   |
|----------------|---|
| %response%     | The response you received to the submission                           |
| %agency%       | The agency you submitted your project to (the name of the submission) |

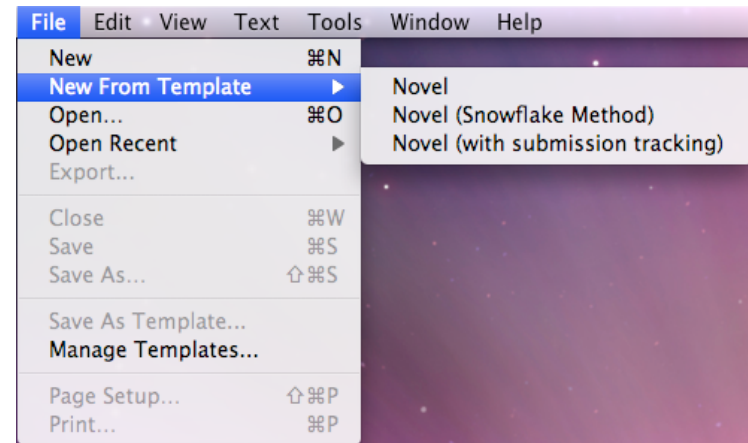
### Special keywords

| <b>Keyword</b> | <b>Output</b>                                   |
|----------------|---|
| %page_break%   | Inserts a page break (useful to separate items) |

## Document templates

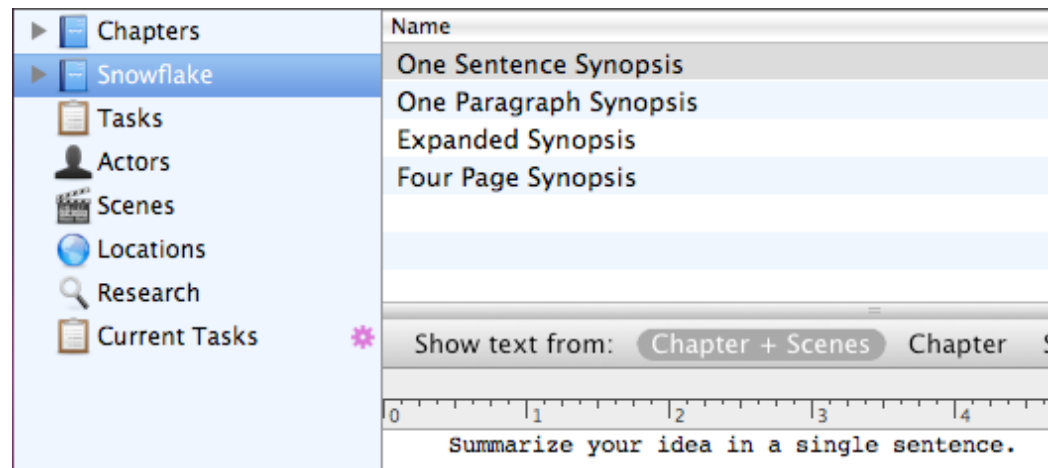
Although exporting text from your project is important, sometimes the structure of the project itself is what you want to preserve. To create projects with different structures you can use document templates.

By default all new projects use the Novel template. However, StoryMill comes with two other templates or you can create your own (more on that in a bit). Choose **File**→**New From Template**→**[Template Name]** to create a new project with a non-default template (you can set your default template in the preferences; see [General preferences](#), p. 56).



What template you use to create a project changes what views and items are included in the new project. Take, for instance, the three templates that come with StoryMill:

- **Novel** creates a document with the following views: Chapters, Actors, Scenes, Locations, Tasks, Research, and a smart view called Current Tasks. The Chapters view has a single blank chapter item inside.
- **Novel (with submission tracking)** is identical to Novel with the addition of a Submissions view.
- **Novel (Snowflake Method)** is identical to Novel except that it has an additional chapters view for storing your snowflake work, and a number of the views have items with descriptions on how to use the snowflake method.

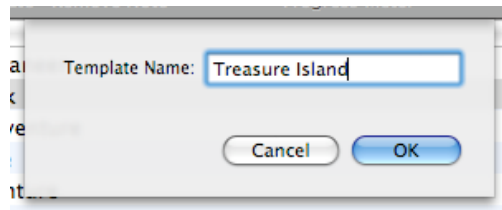


## The Snowflake template



## Custom document templates

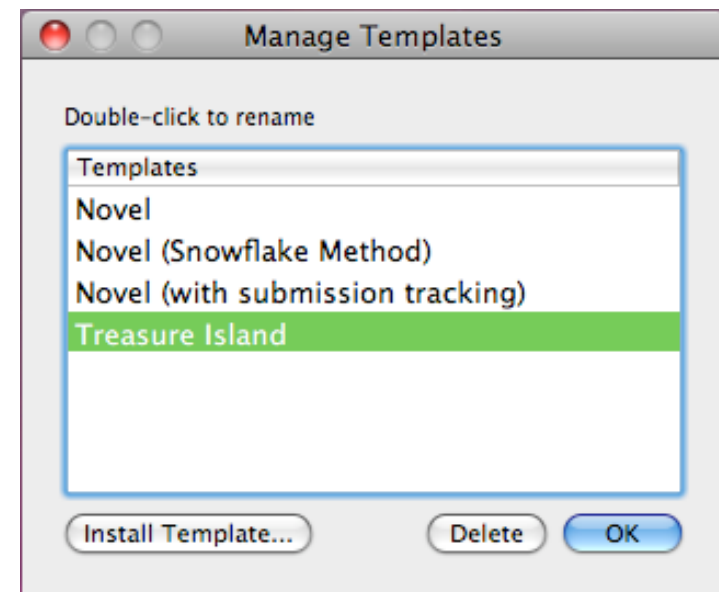
Saving a custom document template is easy. Simply open a StoryMill project, set it up the way you want, and choose **File→Save as Template...** You will be prompted to enter your template's name. After you enter the name, the template will be available in the template list.



To add, rename, or remove templates, choose **File→Manage Templates...** In the Manage Templates window (shown at right) double click a template to rename it, select a template and click the **Delete** button to remove it, or click the **Install Template...** button to install a custom template (for example, one that you downloaded from online).

When you are finished managing templates, click the **OK** button or close the window using the standard close button in the upper left corner.

The power of custom templates is that they create a new project with a specific structure of views and also allow you to easily include information via items in new projects. For example, if you had a number of different books or stories that took place in the same world, you could save a template with the basic characters or details about the world already entered. Then whenever you created a new project with that template, you'd immediately have access to the world's basic information.



## Chapter 5: Tools

A big part of writing is revision and other mundane tasks. Whether you need to set a daily word goal, analyze which words you overuse, or find cliché phrases, StoryMill has you covered.

This chapter will run through the ins and outs of using StoryMill's tools to keep the creative juices flowing. Tools that haven't been covered in previous chapters include:

- The word frequency tool
- Highlighting clichés
- The progress meter and project goals
- Window fading

### In this chapter:

- Word frequency
- Highlight clichés
- Progress meter
- Window fading

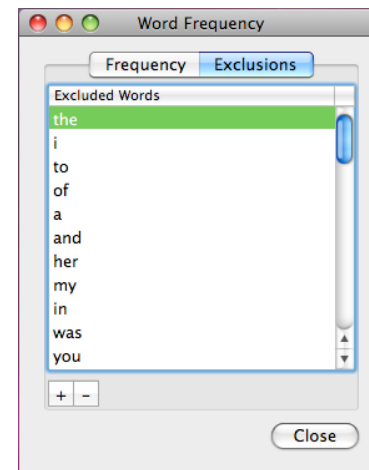
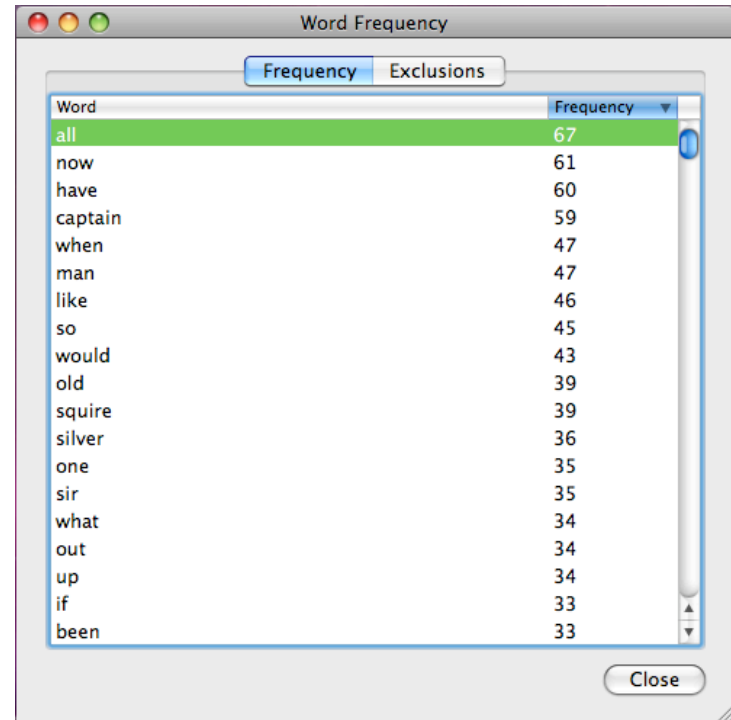
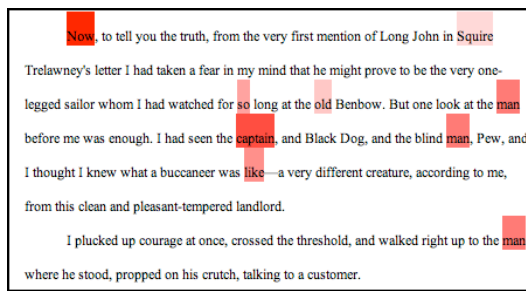
# Word frequency

StoryMill's word frequency tool, available via **Tools**→**Word Frequency...**, allows you to track your most frequently used words in the currently selected chapter. At this time, word frequency does not work in other views.

To see your most frequently used words, select a chapter in the item list or open a chapter editing window and choose **Tools**→**Word Frequency...** to open the word frequency window (shown at right).

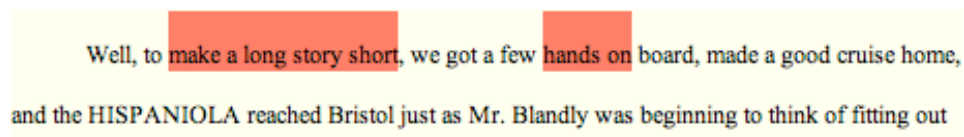
The word frequency shows all of the words in the chapter, along with the number of times they occur. By default, StoryMill excludes a number of commonly used words from the list (such as “the”, “I”, “to”, and so forth). To view or change which words are excluded, click the **Exclusions** tab. Use the + button to add words to the exclusions list, and the - button to remove them (see screenshot to the lower right).

When you have the word frequency tool open, the chapter that it is analyzing will have the top ten most frequent words highlighted in varying shades of red. The most frequent word will be darkest, and the tenth most frequent the lightest (shown below). Close the word frequency window to remove the highlighting.



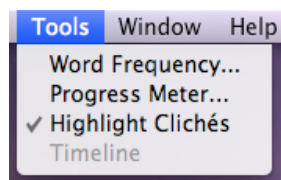
## Highlight Clichés

The highlight clichés tool does exactly what you would expect it to do: it highlights potentially cliché phrases in the selected text view. To use it, make sure that your cursor is in a text view, and choose **Tools**→**Highlight Clichés**. After StoryMill has processed the text, potential clichés and colloquialisms will be highlighted in red:



Well, to make a long story short, we got a few hands on board, made a good cruise home, and the HISPANIOLA reached Bristol just as Mr. Blandly was beginning to think of fitting out

When cliché highlighting is on, the menu item will have a checkmark next to it:

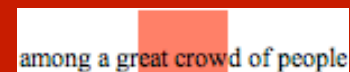


To turn off cliché highlighting, choose **Tools**→**Highlight Clichés** a second time or start typing in the text view. Cliché highlighting will also turn off automatically if you switch to a new item or view.

### Tip:

**Highlight Clichés** ignores both context and adjacent text when it looks for clichés and colloquialisms. For instance, in the screenshot at left “a few hands on board” is being highlighted because StoryMill thinks that “hands on” (as in “I’m a hands on person”) is cliché. In this instance, however, the phrase is not being used the way StoryMill thinks.

Additionally, the phrase “great crowd” will have “eat crow” highlighted like so:



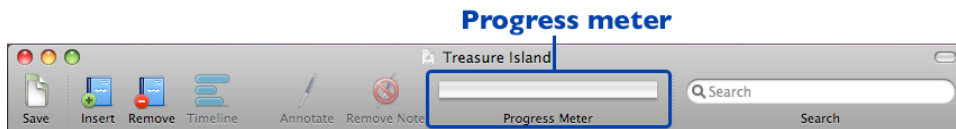
among a great crowd of people

StoryMill doesn’t care that the phrase is embedded within other words; it just notices a text pattern that’s defined as cliché.

Moral of the story: take StoryMill’s highlighted clichés with a grain of salt! The tool is intended to help you find clichés, but just because it highlights something doesn’t mean you necessarily should revise or delete it.

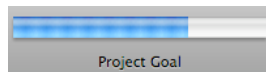
## Progress meter

The StoryMill progress meter allows you to track your progress both during a single writing session or on the project as a whole. The project meter by default is available in the standard toolbar near the search bar:



The progress meter tracks all text typed in chapters (including scene text). As you near your word goal, the progress meter will fill. When you reach your goal, the progress meter will optionally notify you with an alert sound.

By default, the progress meter in the toolbar will display your session progress. Your session progress is the number of words that you've typed in a chapter since you last launched StoryMill. You can also display your progress towards an overall word goal by clicking on the progress meter once:



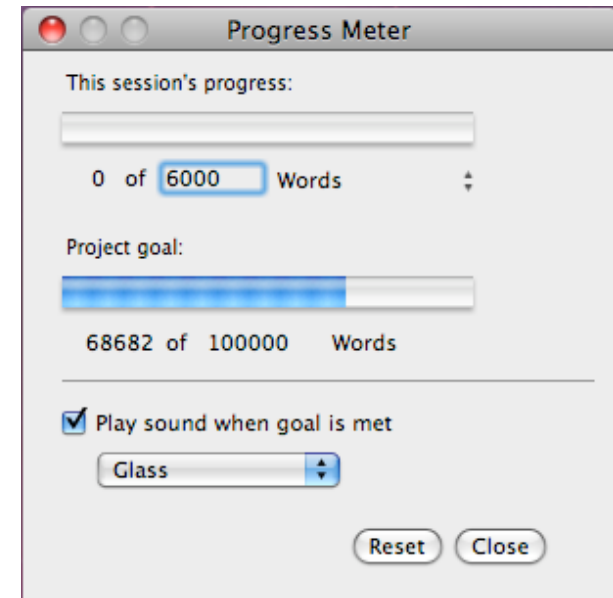
Double click the progress meter or choose **Tools**→**Progress Meter...** to open the progress meter window (shown at right). Click the goal numbers to set them, and for session progress click “Words” to choose from words, minutes, or approximate number of pages.

To set your session progress back at 0, click the **Reset** button.

### Tips:

The goals you set in the project meter window apply across projects. If you choose 6,000 words per session as your goal, each project will have a 6,000 word session goal (even though how close you are to that goal will differ per project).

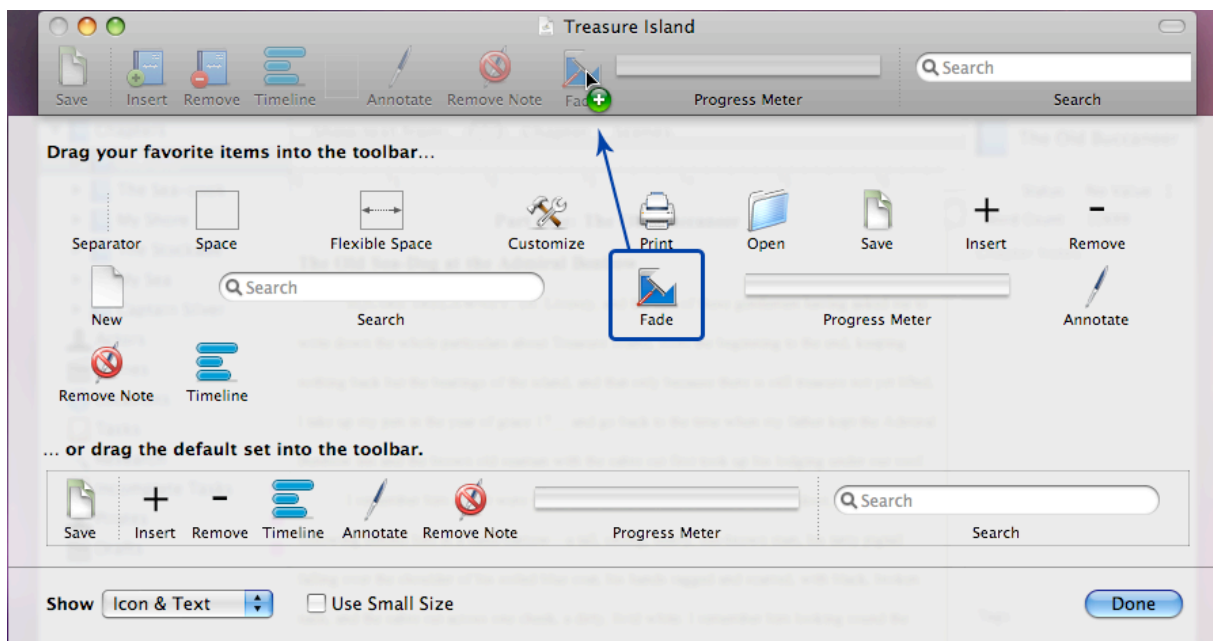
If you want to count text in your session goal that you typed elsewhere, paste it into a chapter using **Edit**→**Paste and Count in Progress** or **⌘⇧V**.



## Window fading

You may find yourself at times wishing to reference information outside of StoryMill while you write. While you can always use **command-tab** and so forth to switch to other applications to reference them, StoryMill also provides the option to fade almost any of its windows. Fading causes the window to become highly transparent (just how transparent is configurable in the [General preferences](#); see p. 56). To use window fading, you can either add the custom toolbar button or choose **View**→**Fade Window**.

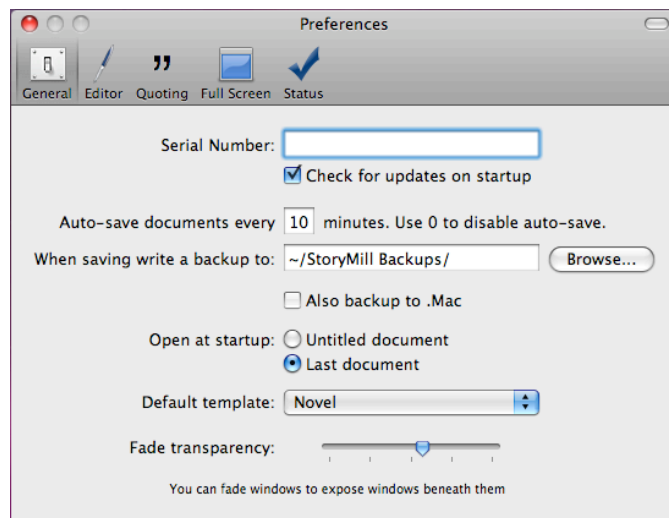
If you want to use the toolbar button, **right click** anywhere on the toolbar (in either the chapter editing window or the project window) or choose **View**→**Customize Toolbar...**. Drag the **Fade** button from the sheet to the toolbar:



## Chapter 6: Preferences

For the most part, the StoryMill preferences should be self-explanatory. However, if you need to find out specifically what something in the preferences controls, this chapter provides a comprehensive reference for each section of the preferences.

To access the preferences, choose **StoryMill**→**Preferences...** or hit ⌘, (**command-comma**). By default, you'll see the general preferences:



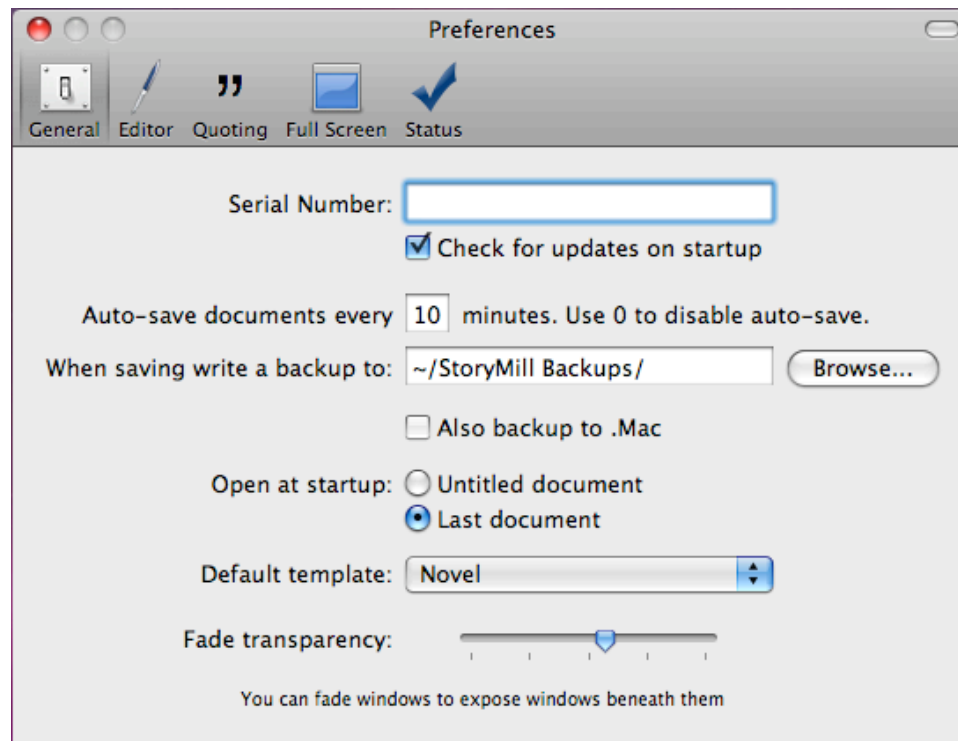
The toolbar area at the top has buttons for the five different sections of the preferences: General, Editor, Quoting, Full Screen, and Status.

### In this chapter:

- General preferences
- Editor preferences
- Quoting preferences
- Full Screen preferences
- Status preferences

## General preferences

- **Serial Number:** when you buy StoryMill, you can enter your serial number here.
- **Check for updates on startup:** check if you wish to have StoryMill automatically check for updates when you launch the program.
- **Auto-save documents every [num] minutes:** set an auto-save interval, or 0 (zero) to disable auto-saving.
- **When saving write a backup:** choose a location on your computer or preferably on an external drive to save a backup automatically whenever you save a project. Check **Also backup to .Mac** to have StoryMill automatically backup your projects to your .Mac documents folder on save. If you have Growl installed, you will be notified when an autosave successfully takes place.
- **Open at startup:** choose whether to open a new document or the last document you had open when you startup StoryMill.
- **Default template:** choose the template used for new documents.
- **Fade transparency:** drag this slider to adjust how transparent windows become when you use window fading (see [Window fading](#), p. 54).



### Tip:

When you start dragging the fade transparency slider, the preferences window will become transparent. Don't panic! Keep dragging the slider until the preferences are the transparency that you'd like your windows to be when you fade them. When you let go of the slider, the window will return to its normal opaque self.



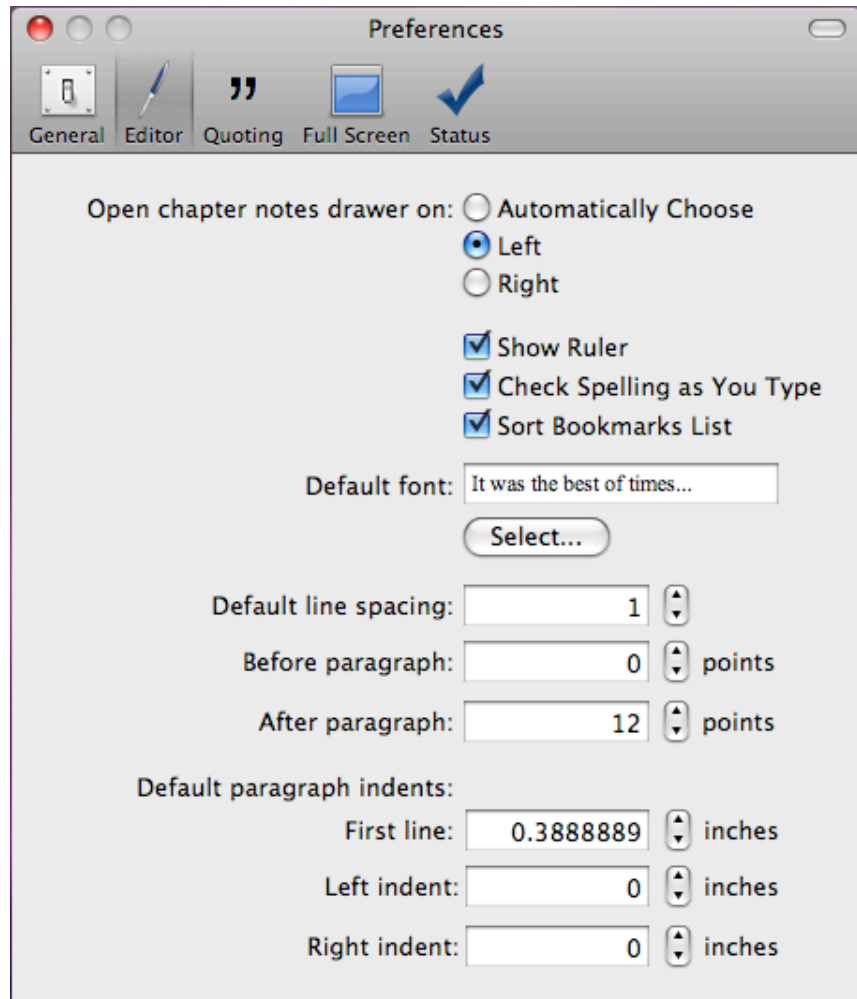
## Editor preferences

- **Open chapter notes drawer on:** this sets the side the drawer will open in the chapter editing window when you choose **Show Notes Drawer** in the chapter editing window (see [The chapter editing window](#), p. 21).
- **Show Ruler:** check if you want the ruler on by default. Uncheck if you want to manually show the ruler.
- **Check Spelling as You Type:** check this to have StoryMill always check your spelling as you type.
- **Sort Bookmarks List:** check this to have the bookmarks dropdown in the chapter editing window sort annotations alphabetically. Uncheck to have annotations displayed in the order they fall in the text.

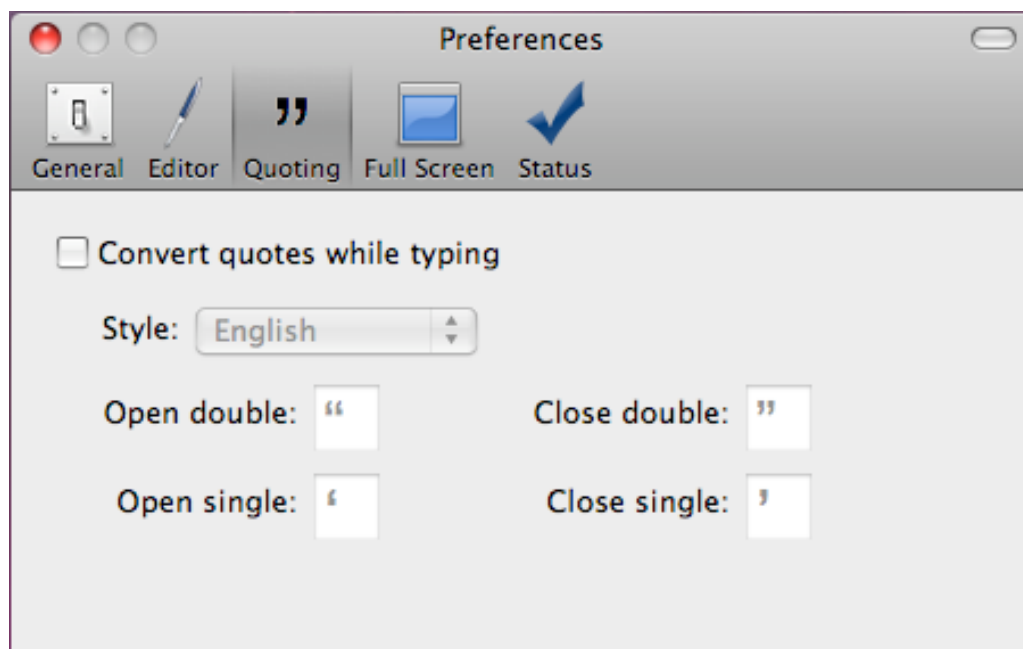
The rest of the editor preferences set the defaults for text in your text views. Click **Select...** to choose a default font and size using the Mac OS X font picker. The text shown is example text in the font you choose.

For the remaining controls, such as Default line spacing, either type the number you want in the box, or use the arrow controls to increment up and down.

Changing the defaults will not change any text that is already typed. To do that, you may want to use styles (see [Styles](#), p. 35).



## Quoting preferences



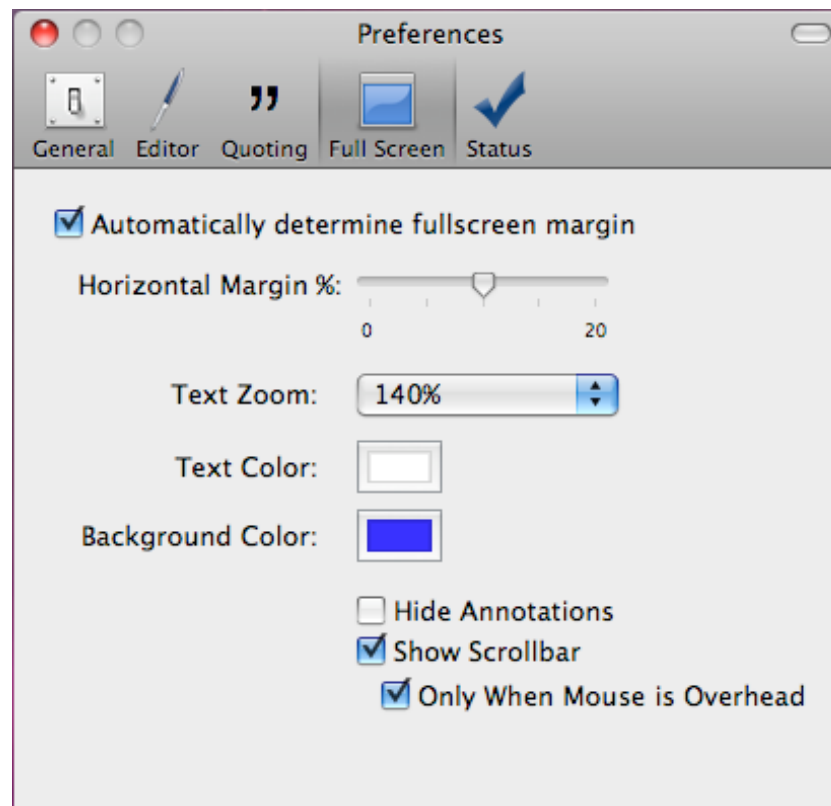
The quoting preferences allow you to use smart (sometimes called curly) quotes instead of straight quotes.

Check **Convert quotes while typing** to turn on smart quotes. You can then select a style for your quotes from the dropdown (English, French, German, or LaTeX), or insert your own characters into the text fields for open and closed quotes if you can't find the smart quotes that you are used to.

Changing this preference will not change text that has already been typed. To convert straight quotes to smart quotes (and vice versa) see [Conversion utilities](#), p. 38.

## Full Screen preferences

- **Automatically determine fullscreen margin:** check this to have StoryMill automatically calculate the left and right margin around your text in full screen. Uncheck this to set a horizontal margin yourself using the slider. To have your text stretch from one side of your screen all the way to the other, set the horizontal margin percentage to 0. To have the outer 40% of your screen be margin and the center 60% be text, slide the slider all the way to the right.
- **Text Zoom:** choose the zoom level for text in full screen. This will not affect the zoom level of your text in the chapter editing view.
- **Text Color:** set the color of the text in full screen mode.
- **Background Color:** set the color of the background in full screen mode.
- **Hide Annotations:** check this to have no visual indication of annotations while in full screen mode to truly minimize your distractions.
- **Show Scrollbar:** check this to show the scrollbar while in full screen mode along the right side of the screen. You can always scroll with your mousewheel or by moving the cursor in the text, regardless of whether the scrollbar is on or not.
- **Only When Mouse is Overhead:** if you are showing the scrollbar check this to only show it when your mouse is hovering over the far right side of the screen.



## Status preferences

Statuses are used across projects to highlight text and keep track of which scenes and items are in need of work.

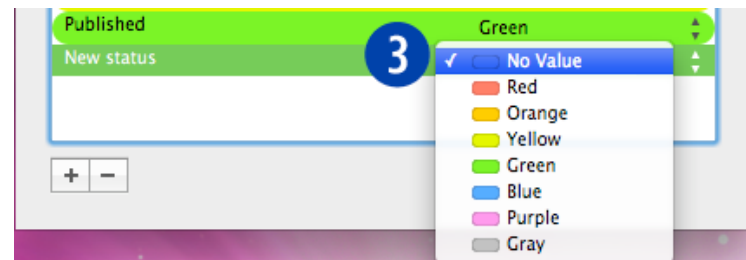
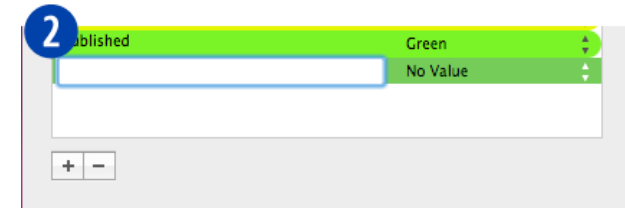
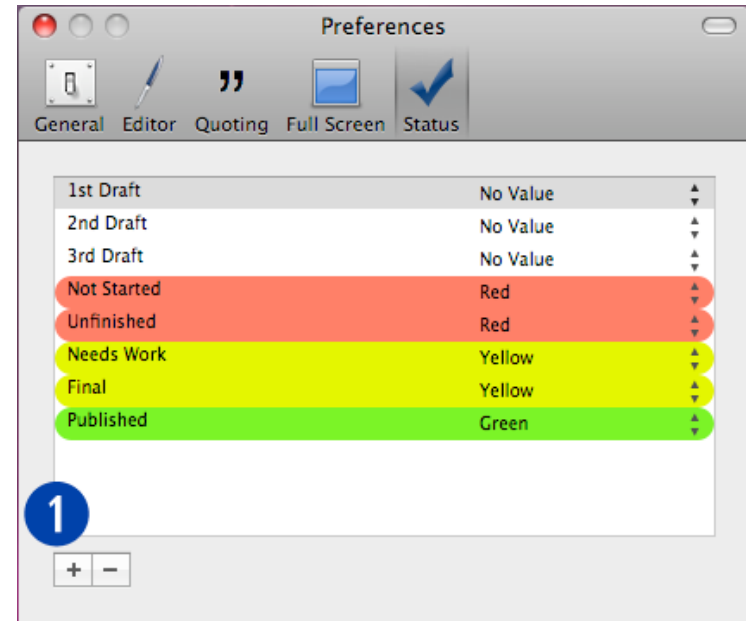
- 1 Click the + button to add a new status (or the - button to remove the selected status).
- 2 Name your new status. To rename a current status, double click it.
- 3 Select a color for the status.

Drag and drop statuses to reorder them.

### Tip:

Different users find different statuses useful. By default StoryMill provides statuses for drafts and various stages of completeness, but if you want to handle drafts via tags, here's another potential set:

Incomplete (yellow)  
Draft (orange)  
Needs Work (red)  
Final (blue)  
Discarded (gray)



## Troubleshooting

If you've gone through the documentation and are still having problems with StoryMill, we're here to help!

For technical support, please email [support@marinersoftware.com](mailto:support@marinersoftware.com). We make every effort to reply promptly, in most cases within 24 hours.

We would also love to hear if you have an idea or feature request to make StoryMill better! Email us at [idea@marinersoftware.com](mailto:idea@marinersoftware.com) to help us improve our software.

You can also find a friendly community of StoryMill users in the Mariner Software forums:

<http://www.marinersoftware.com/forum/>

Thank you for using StoryMill! We look forward to hearing from you.