

Celtx Add-Ons Owner's Manual

February 2012

The 'Writer's Pack' and '625 Clip Art Images' add-ons described in this Owner's Manual are pre-installed in the Celtx Plus desktop software.

Celtx add-ons are compatible with the latest version of Celtx - available free at <http://celtx.com>

Screen captures are made using Windows OS. Some install dialogs differ slightly on Mac OS.

Table of Contents

Installation.....	3
Initial Installation.....	3
Note to Linux Users.....	5
Reinstallation.....	5
Writer's Pack.....	6
Full Screen Mode.....	7
Plot View.....	8
Performance Tracker.....	12
625 Clip Art Images.....	24
Learning Series.....	26

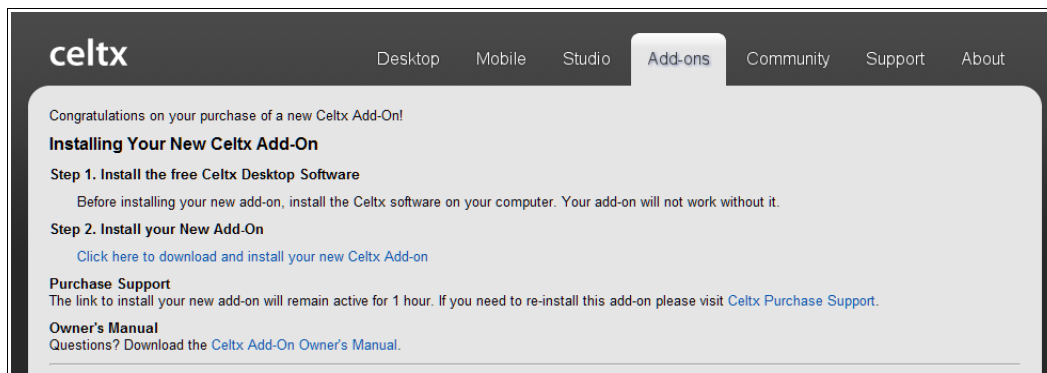
Installation

Congratulations on purchasing your new Celtx add-on!

Initial Installation

After you have successfully purchased your add-on you will be presented with a receipt page. To start the install process:

1. Please install the latest version of Celtx, available free at <http://celtx.com>
2. Select the [Download and install your Celtx Add-on](#) link.

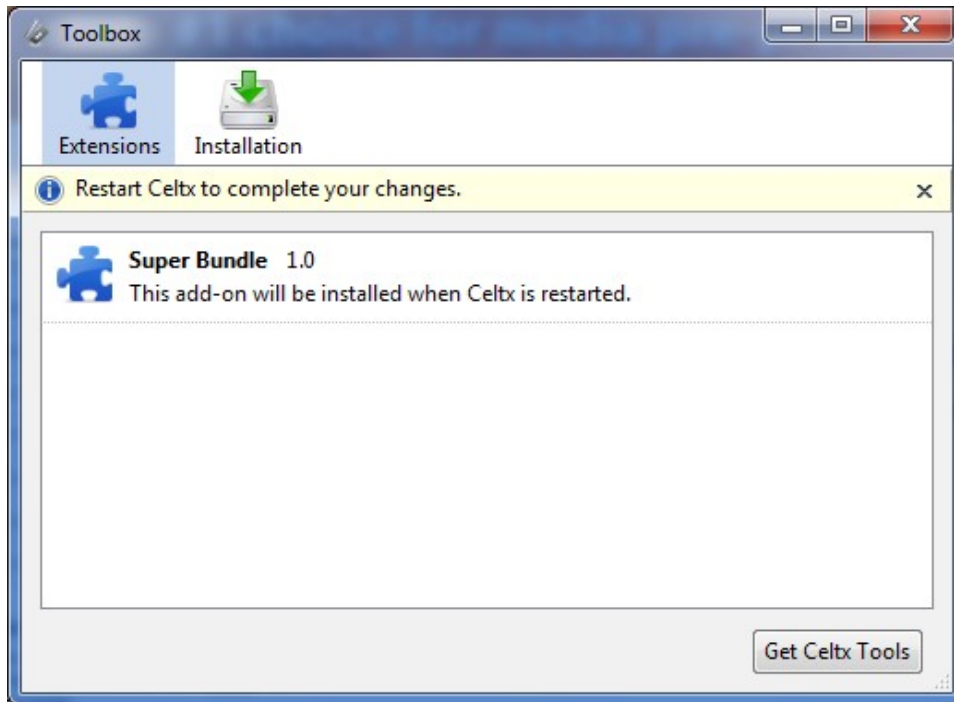


You will also be sent a 'Celtx Add-Ons' purchase confirmation email from 'Celtx Studios' and may start the install process by selecting the [Click here to download and install your new Celtx Add-on](#) link found in this email.

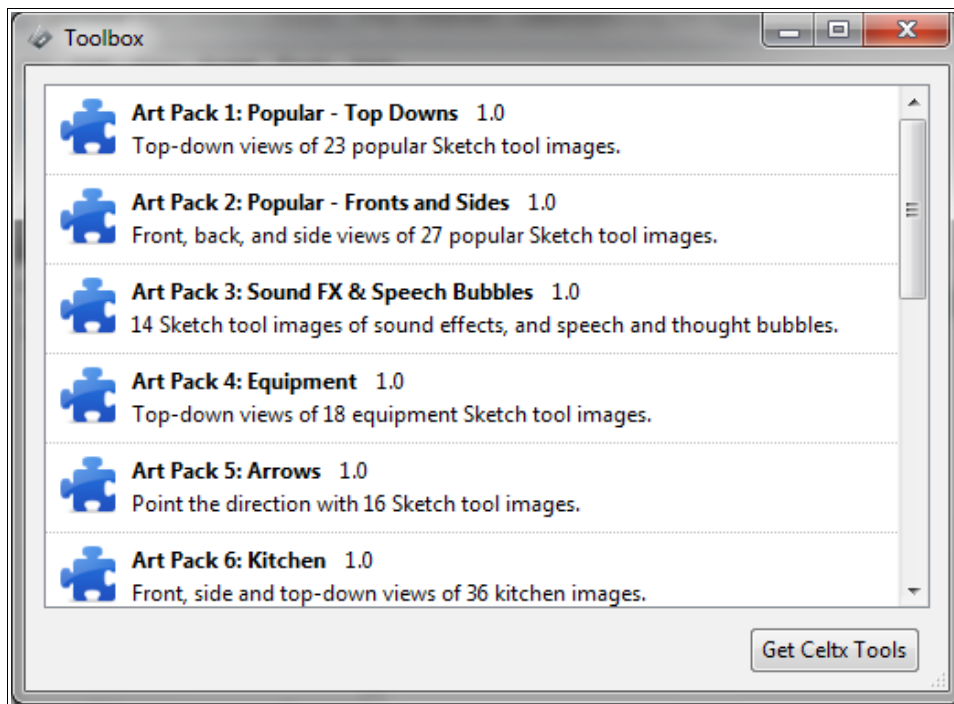
You will have one hour after purchase to use these links. After that hour, you will need to use the Reinstallation process as described on page 5 to download your add-on.

NOTE: The 'Writer's Pack' and '625 Clip Art Images' add-ons described in this Owner's Manual are pre-installed in the Celtx Plus desktop software.

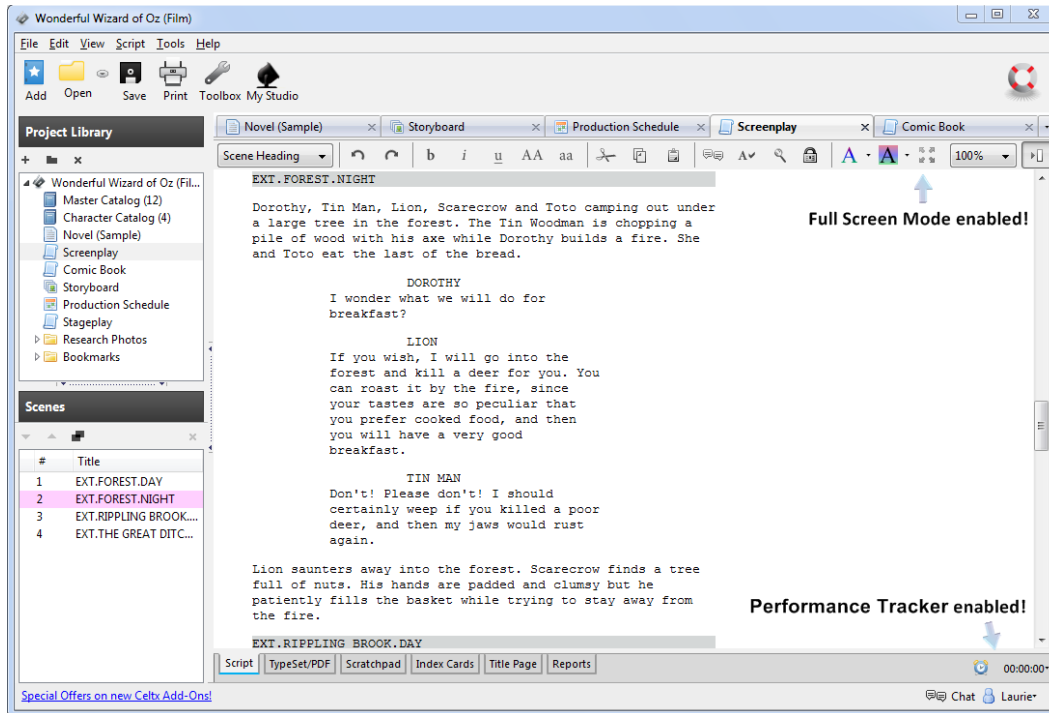
Selecting the download link will open a Celtx download dialog to show you that your add-on has been properly downloaded. Close out the dialog, then restart Celtx to complete the installation process.



Once you restart Celtx you can view the Toolbox to see that your add-ons were successfully installed.



NOTE: Once installed, your add-ons are immediately enabled, per the example below. Please see the descriptions found later in this Owner's Manual for the location and functionality of your add-on.



Linux Users

To install add-ons on a Linux machine you first need to follow the instructions outlined here: http://wiki.celtx.com/index.php?title=Using_Studio_on_Linux
Then, select the download link to your add-on to install in Celtx.

Reinstallation

If you need to re-install Celtx Plus or an add-on you can do so by following the instructions at our Purchase Support page: <https://www.celtx.com/supportPurchases.html>

Add-ons and individual copies of Celtx Plus are sold on a “per person” basis, meaning you are permitted to install purchased add-ons/Celtx Plus on any computer that you own.

To view available volume licenses and discounts for Celtx Plus go to the Downloads section of your Celtx account, select ‘Celtx Plus’, then select ‘View Volume Discounts: 25+ Installs’ button.

Writer's Pack

The Writer's Pack add-on enables you to customize your writing setup and get valuable insights into how your stories take shape.

There are 3 writing tools in the Writer's Pack.

1. **Full Screen Mode** – set up your screen environment to fit your writing style.
2. **Plot View** – lay out your index cards by timeline and plot to get a clear visual picture of how your story is taking shape.
3. **Performance Tracker** – get reports on your writing progress and insights into your writing habits.

Full Screen Mode

Full Screen Mode adds 3 buttons to the editor toolbar



Full Screen Mode

Click to enter full screen mode. When in full screen mode, click to return to normal view.



Foreground (Text) Colour

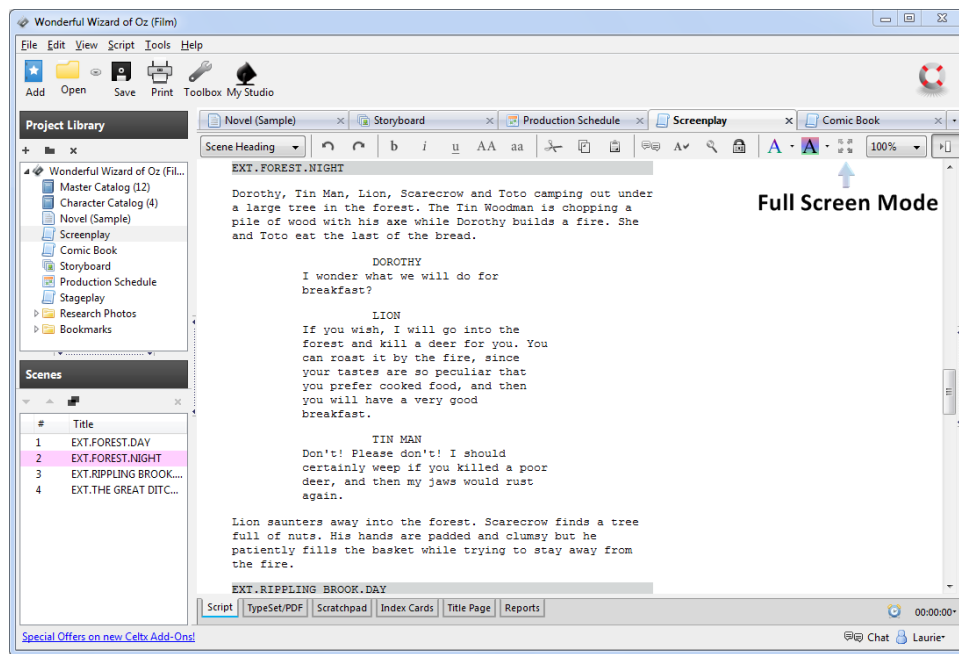
Click to select the text colour displayed on the screen.



Background Colour

Click to select the background colour displayed on the screen.

To enter/exit full screen mode select the button indicated below.



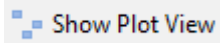
You can also use keyboard shortcuts to enter and exit full screen mode:

- Mac: Cmd+Option+F
- Windows: Ctrl+Alt-F
- Linux: Ctrl+Alt+F

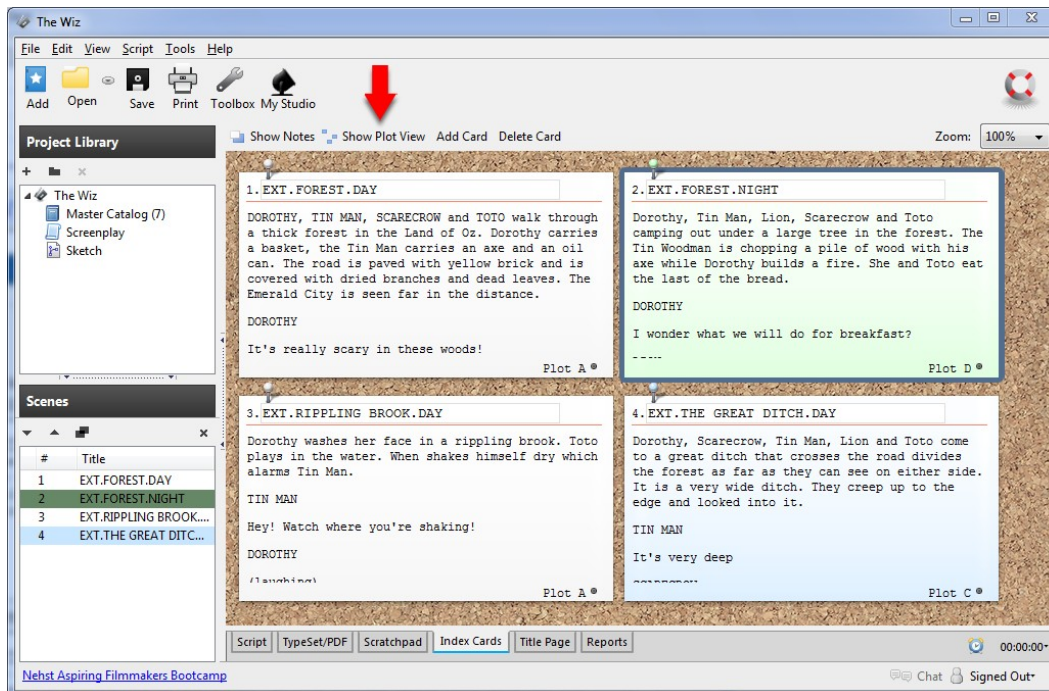
Plot View

Plot View lays out your index cards by timeline and plot to give you a clear visual picture of how your story is taking shape. Plot View also displays your index cards using an attractive paper card and corkboard theme.

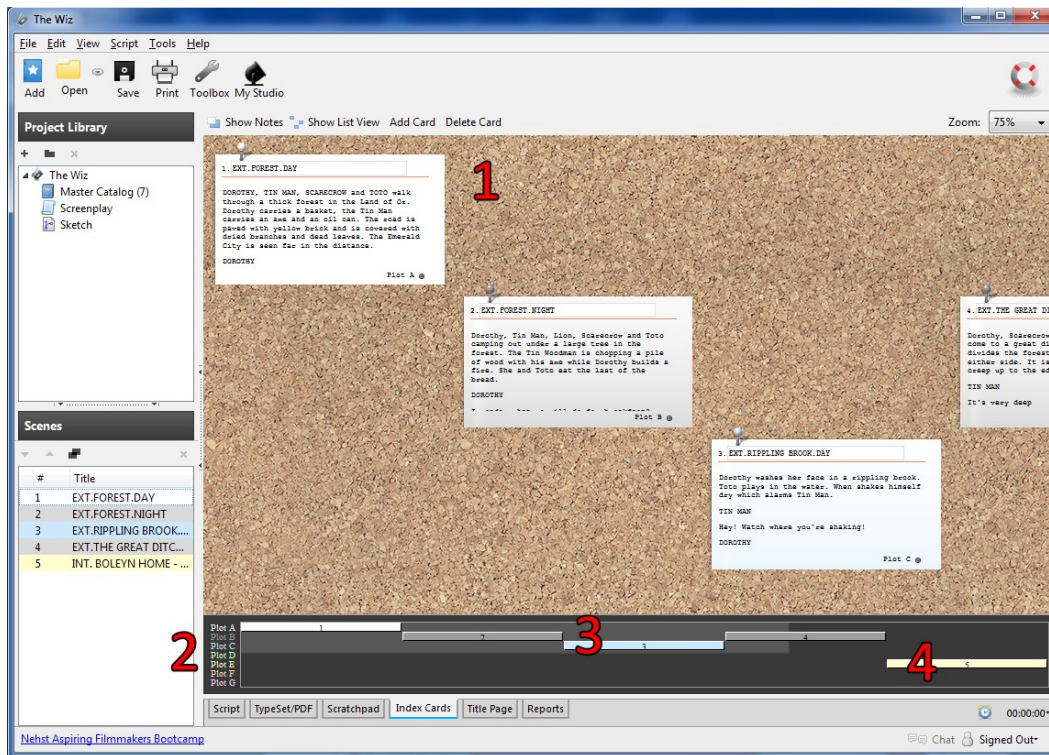
To access Plot View, first select the **Index Cards** sub tab. Plot View adds a new button to the Index Card toolbar.

 Click to enter plot view mode.

The location of the 'Show Plot View' button is indicated by the red arrow below.



Plot View By the Numbers



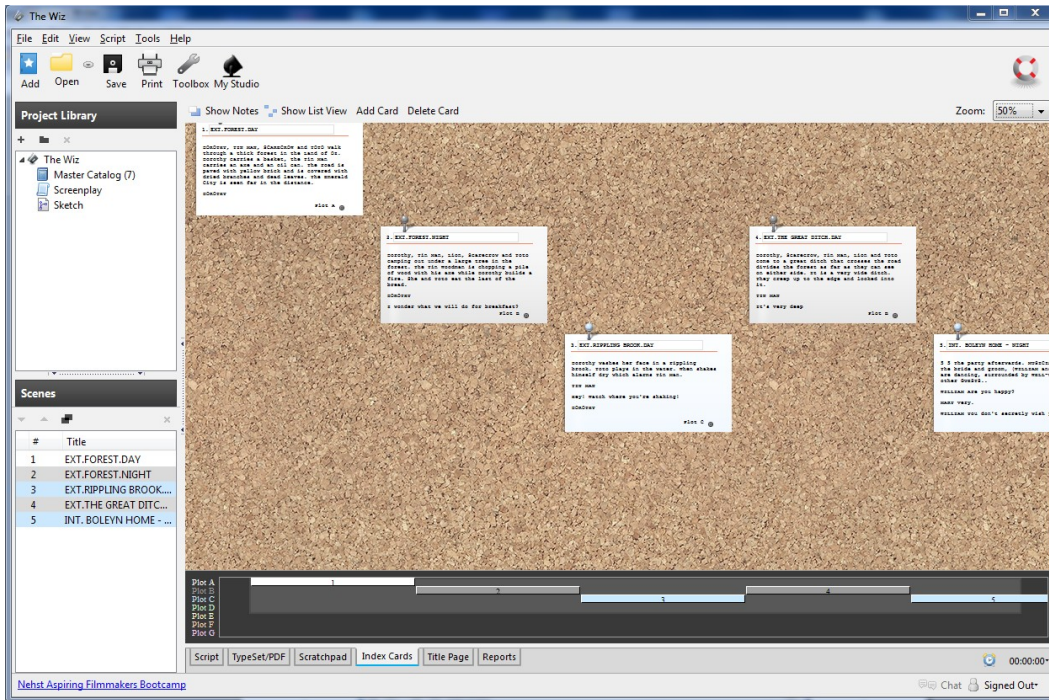
1 The main window displays index cards from left to right. The number of index cards that are visible is determined by the resolution of your monitor and the zoom level.

2 Plot names are listed on the left side of the plot line panel. Clicking a plot line name will toggle on/off the display of index cards for a plot line.

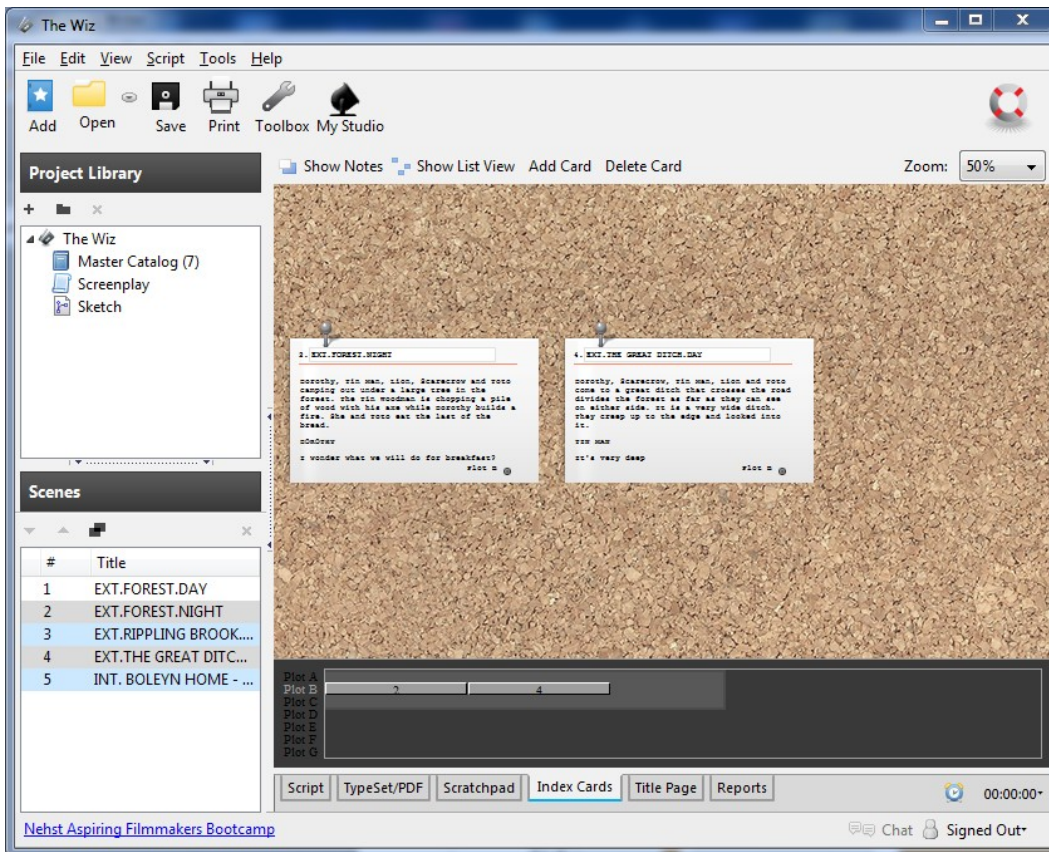
3 The grey-shaded box in the plot line panel represents the current view of index cards displayed in the main window. You can click and drag the box to change the display of index cards in the main window.

4 Each rectangle in the plot line panel represent an index card. You can click and drag the rectangle to move the index card to a different plot line.

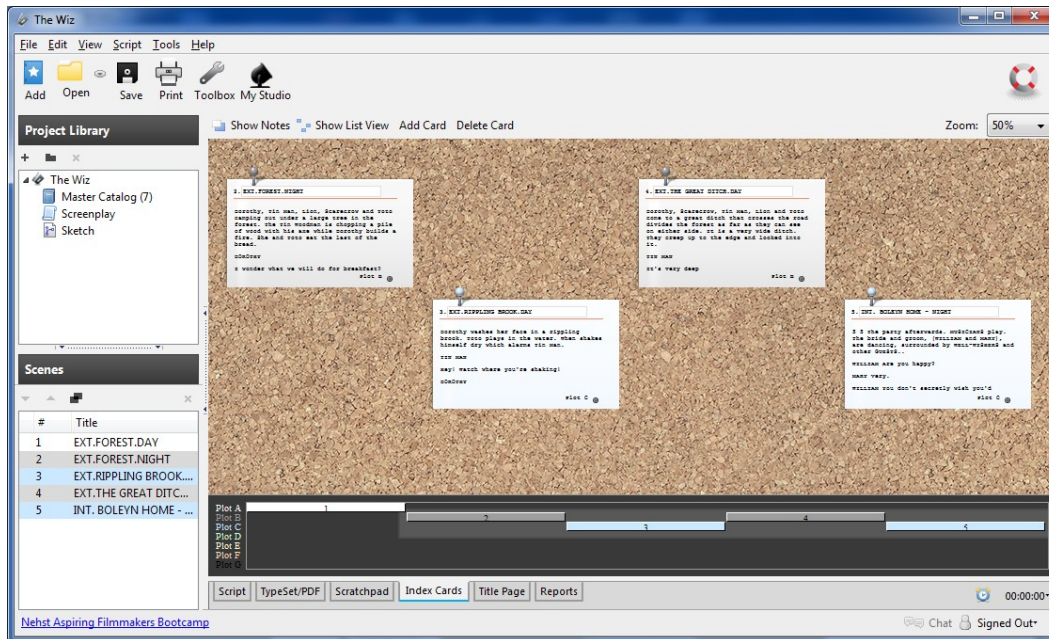
Decreasing the zoom allows you to display more index cards in the main window.



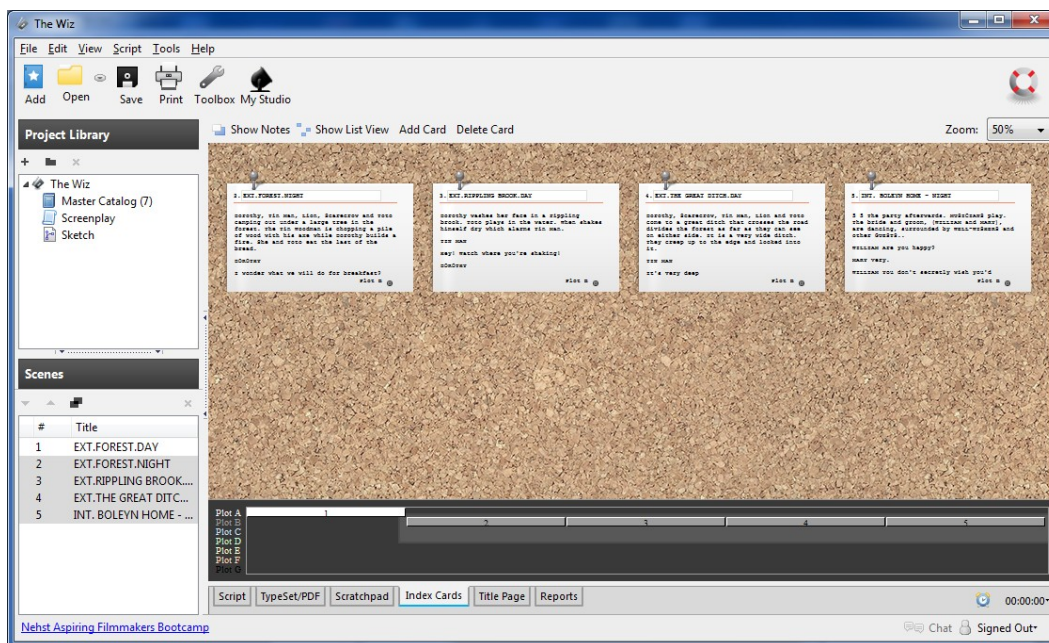
To view cards for a specific plot line de-select the other plot line names.



Click and drag the grey-shaded box in the plot line panel to change the display of index cards in the main window.



Click and drag the rectangle in the plot line panel to move the index card to a different plot line.



Performance Tracker

Performance Tracker analyzes your writing sessions to give you reports on your writing progress and insights into your writing habits.

Performance Tracker provides session-by-session and summary reports on:

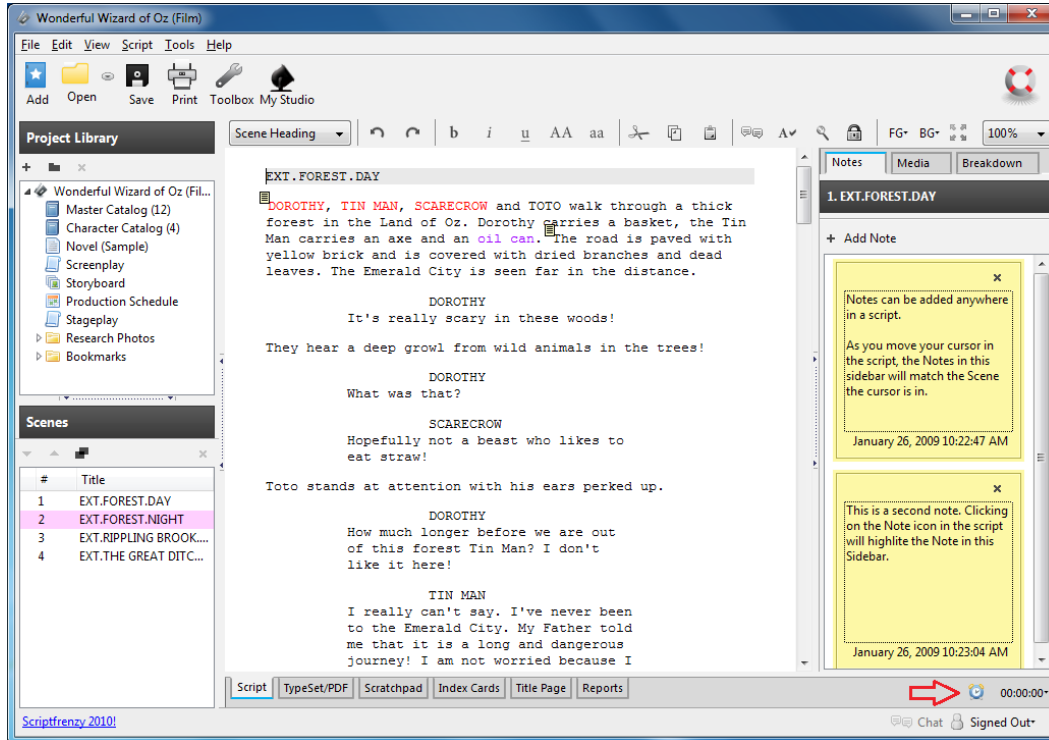
- # of words written.
- # of elements added (scripts).
- # of chapters (novels).
- Time spent writing and on break.

Performance Tracker also provides analysis on:

- Best writing days of the week.
- Contribution of each writer on multi-writer projects.
- Achievement of session, daily, and document goals.

Performance Tracker also enables you to post your writing progress to your Twitter account.

Performance Tracker is added to the lower right corner of your document window. The red arrow below points to the location of Performance Tracker.



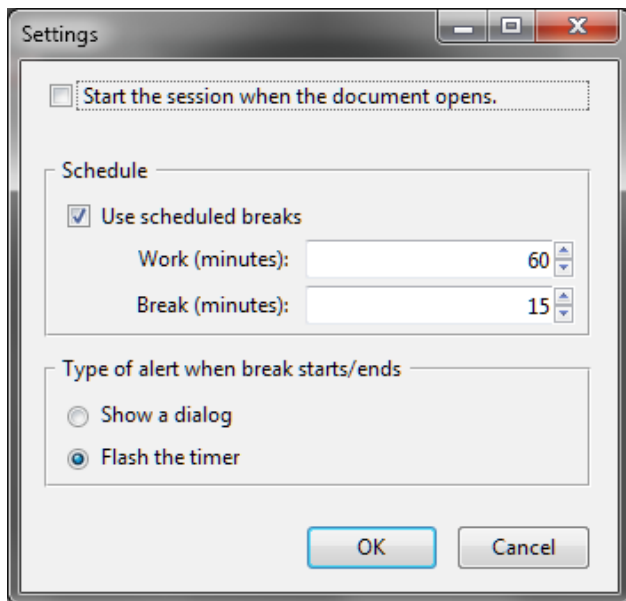
Session Menu

Click the timer to view the menu.

Start Session	– Starts the session
Show Remaining	– Displays the remaining time to the next break
Reports...	– Displays your writing session reports
Start Break	– Starts a session break
Reset Session	– Resets the session
Settings...	– View and change the settings

Settings

Select 'Settings' from the session timer menu to open the settings dialog.

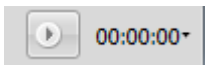


The Settings dialog lets you:

- Automatically start the timer when the document opens
- Set work and break times for a writing session.
 - The default setting is 60 minutes of work followed by a 15 minute break. Based on the time you set, you will be prompted to take a break and to continue your writing.
 - De-selecting 'Use scheduled breaks' means that the all session time will be considered writing time and you will not be prompted to take a break.
- Select type of alert when break starts/ends.
 - Show a dialog – a popup dialog appears when your break starts and ends.
 - Flash the timer – the session timer will flash several times when your break starts and ends.
 - Note: alerts will only appear if 'Use scheduled breaks' is selected.

Starting a Session

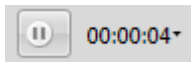
There are three ways to start a session.



1. Hover your mouse pointer over the clock icon. The clock icon will change to a play button. Click on the play button to start the session timer.
2. Select Start Session from the Session Menu
3. Select 'Start the timer when the script opens' automatically starts the timer.

Pausing a Session

There are two ways to pause a session.



1. When the timer is active hover your mouse over the clock icon. The clock icon will change to a pause button. Click the pause button pause the session timer.
2. Select Pause Session from the Session Menu

Ending a Session

There are three ways to end a session.

1. Selecting 'End Session' in the Session Menu
2. Closing the the Script tab.
3. Closing the project.

Reports

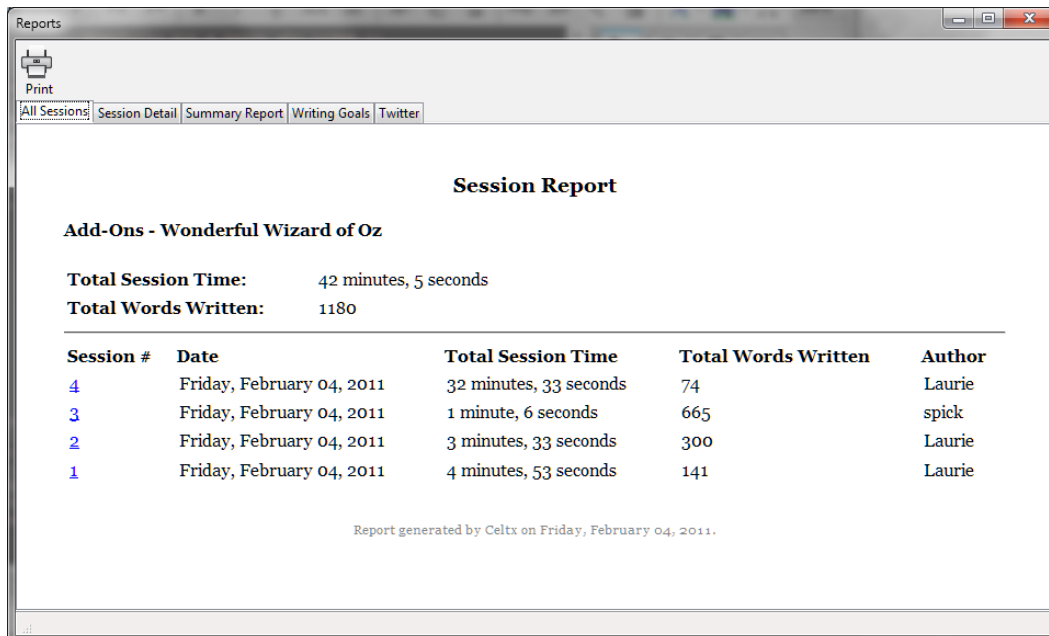
Select 'Reports' from the session timer menu to view writing reports.

Note: Reports are specific to each script opened in a project.

All Sessions Report

Select the All Sessions tab to see your cumulative project writing time and words written. The report also gives session-by-session breakdowns of writing time and words written, and notes the date each session was started.

This report will also display the session Author, provided the writer signs-in to his/her Celtx Studios account before starting the session (see Celtx Studios – Additional Report Information p. 23).



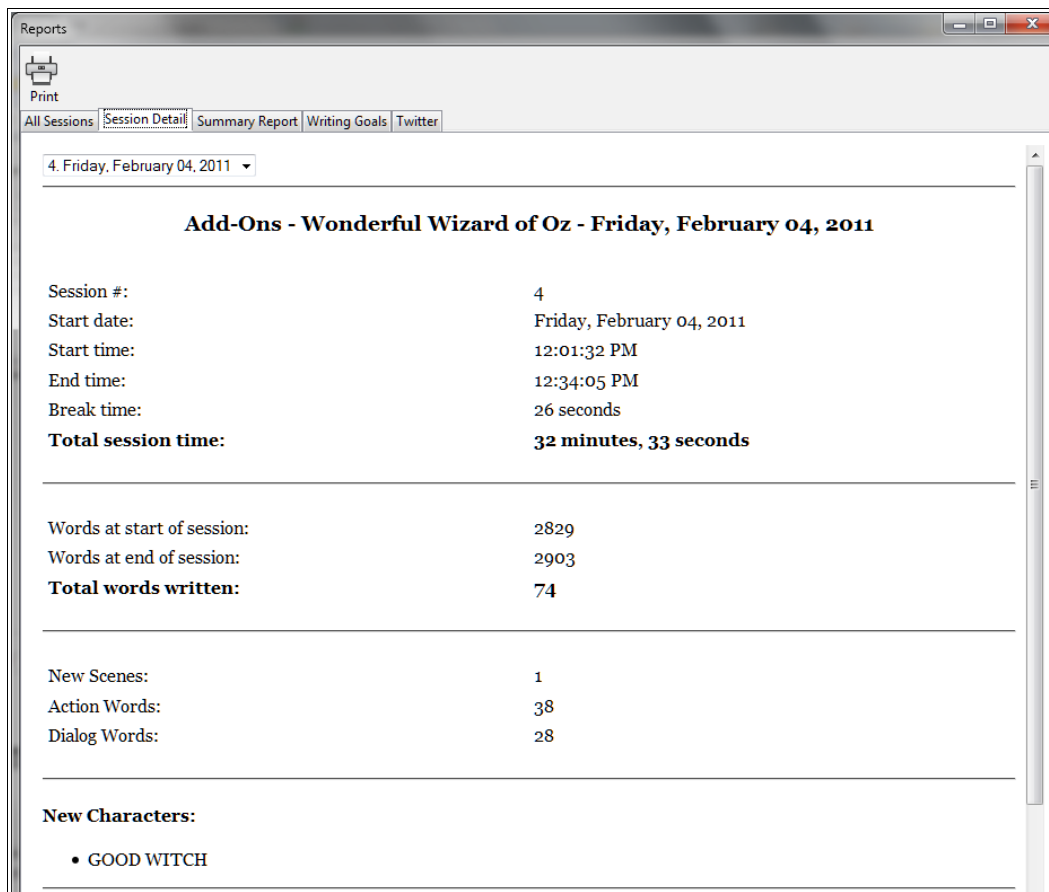
The screenshot shows a window titled 'Reports' with a 'Print' icon and a navigation bar containing 'All Sessions', 'Session Detail', 'Summary Report', 'Writing Goals', and 'Twitter'. The main content area displays a 'Session Report' for 'Add-Ons - Wonderful Wizard of Oz'. It lists 'Total Session Time' as 42 minutes, 5 seconds and 'Total Words Written' as 1180. Below this is a table with four columns: Session #, Date, Total Session Time, Total Words Written, and Author. The table contains four rows of session data. At the bottom, it states 'Report generated by Celtx on Friday, February 04, 2011.'

Session #	Date	Total Session Time	Total Words Written	Author
4	Friday, February 04, 2011	32 minutes, 33 seconds	74	Laurie
3	Friday, February 04, 2011	1 minute, 6 seconds	665	spick
2	Friday, February 04, 2011	3 minutes, 33 seconds	300	Laurie
1	Friday, February 04, 2011	4 minutes, 53 seconds	141	Laurie

Session Detail Report

Select the Session Detail tab to receive a session-by-session breakdown and analysis of your writing, including:

- Session number
- Session start date
- Session start time and end time.
- Session writing time and break time.
- Number of words written.
- Number of new scenes, action words, and dialog added (scripts).
- New characters added (scripts).
- Number of new chapters (novels).



Reports

Print

All Sessions | **Session Detail** | Summary Report | Writing Goals | Twitter

4. Friday, February 04, 2011

Add-Ons - Wonderful Wizard of Oz - Friday, February 04, 2011

Session #:	4
Start date:	Friday, February 04, 2011
Start time:	12:01:32 PM
End time:	12:34:05 PM
Break time:	26 seconds
Total session time:	32 minutes, 33 seconds

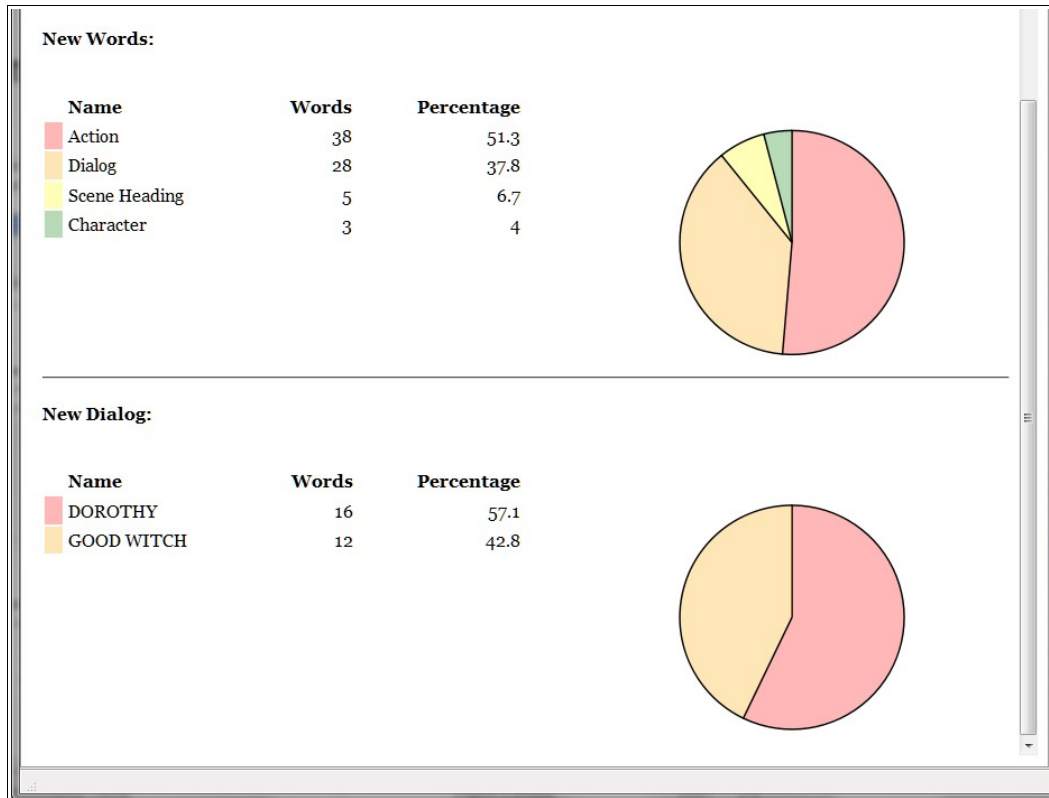
Words at start of session:	2829
Words at end of session:	2903
Total words written:	74

New Scenes:	1
Action Words:	38
Dialog Words:	28

New Characters:

- GOOD WITCH

For scripts, the report also analyzes your word contribution and provides illustrative charts of how you split your writing amongst different elements and dialog spoken by each character.



Summary Report

Select the Summary Report tab to get a total project breakdown and analysis of your writing, reporting on:

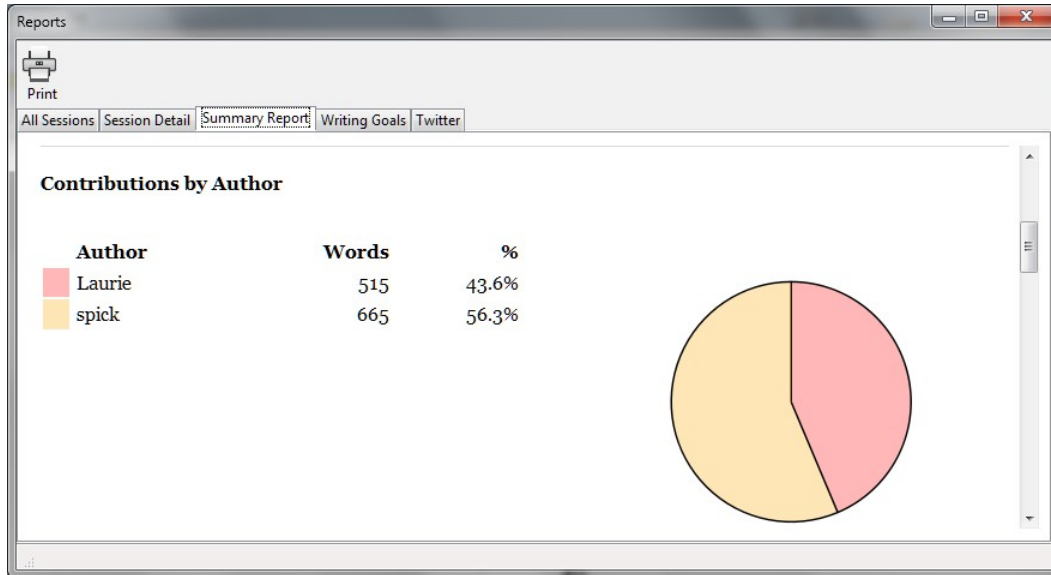
- Longest and shortest session length, and average duration.
- Most and fewest words written per session, and overall average.



The screenshot shows a window titled "Reports" with a "Print" icon and a tabbed interface. The "Summary Report" tab is selected, displaying the following data:

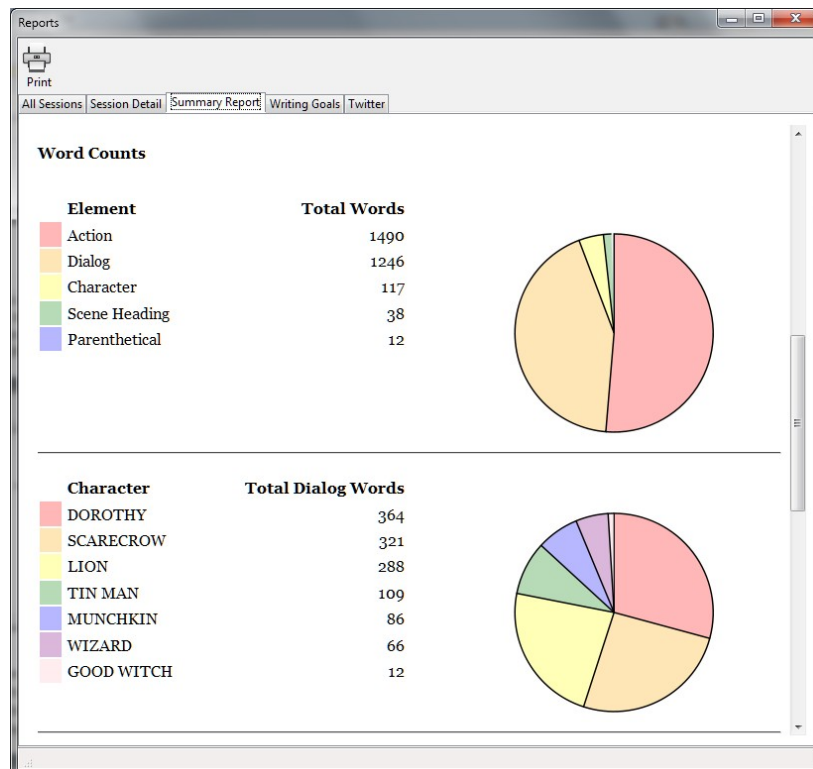
Summary Report		
Number of sessions: 4		
Longest:	32 minutes, 33 seconds	Friday, February 04, 2011
Shortest:	1 minute, 6 seconds	Friday, February 04, 2011
Average duration:	10 minutes, 31 seconds	
Most words:	665	Friday, February 04, 2011
Least words:	74	Friday, February 04, 2011
Average words:	295	

If you're writing a script with others, this report also provides a chart of each writer's word contribution towards the project. Note: to properly display the Author, each writer must first sign into his/her Celtx Studios account before starting each writing session (see **Celtx Studios Owners – Additional Report Information** p.23).

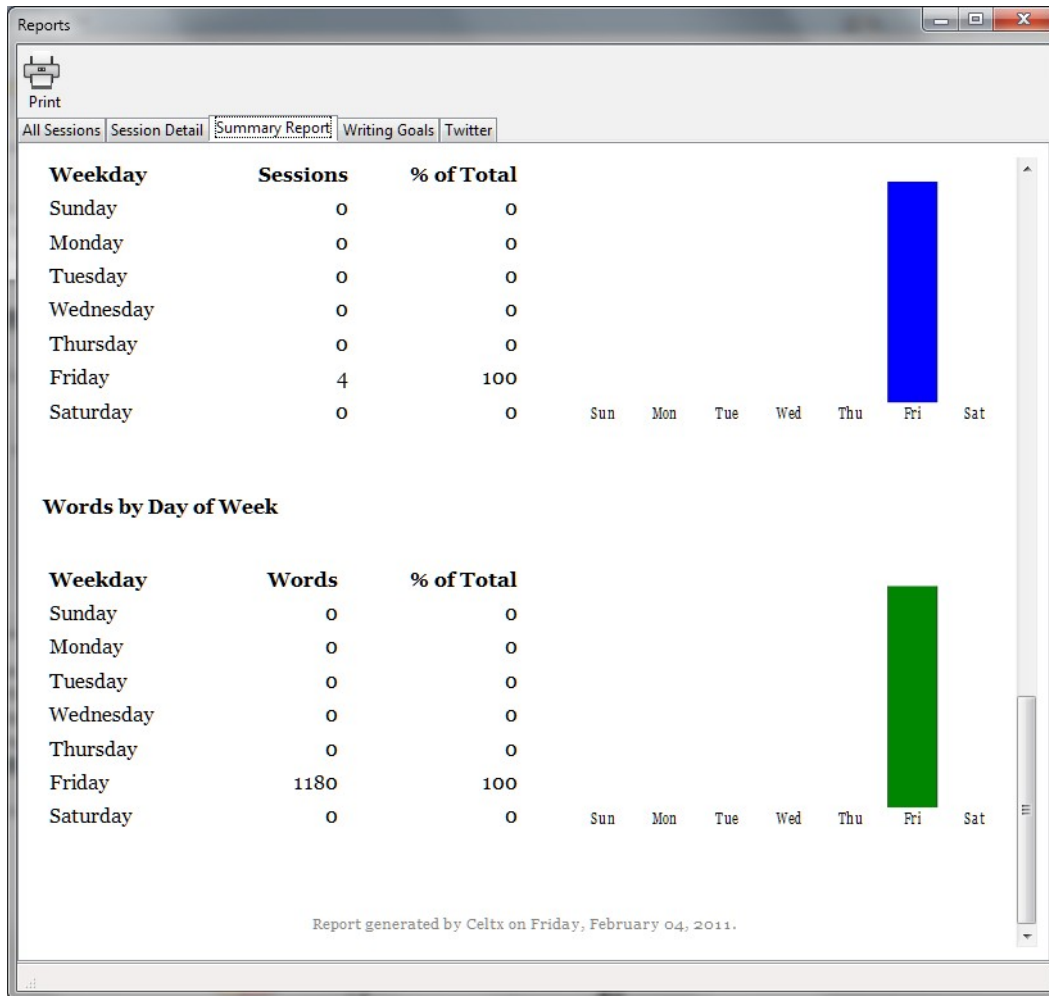


This report also provides illustrative charts of

- Total number of words written, by element (scripts).
- Total number of words of dialog for each character (scripts).

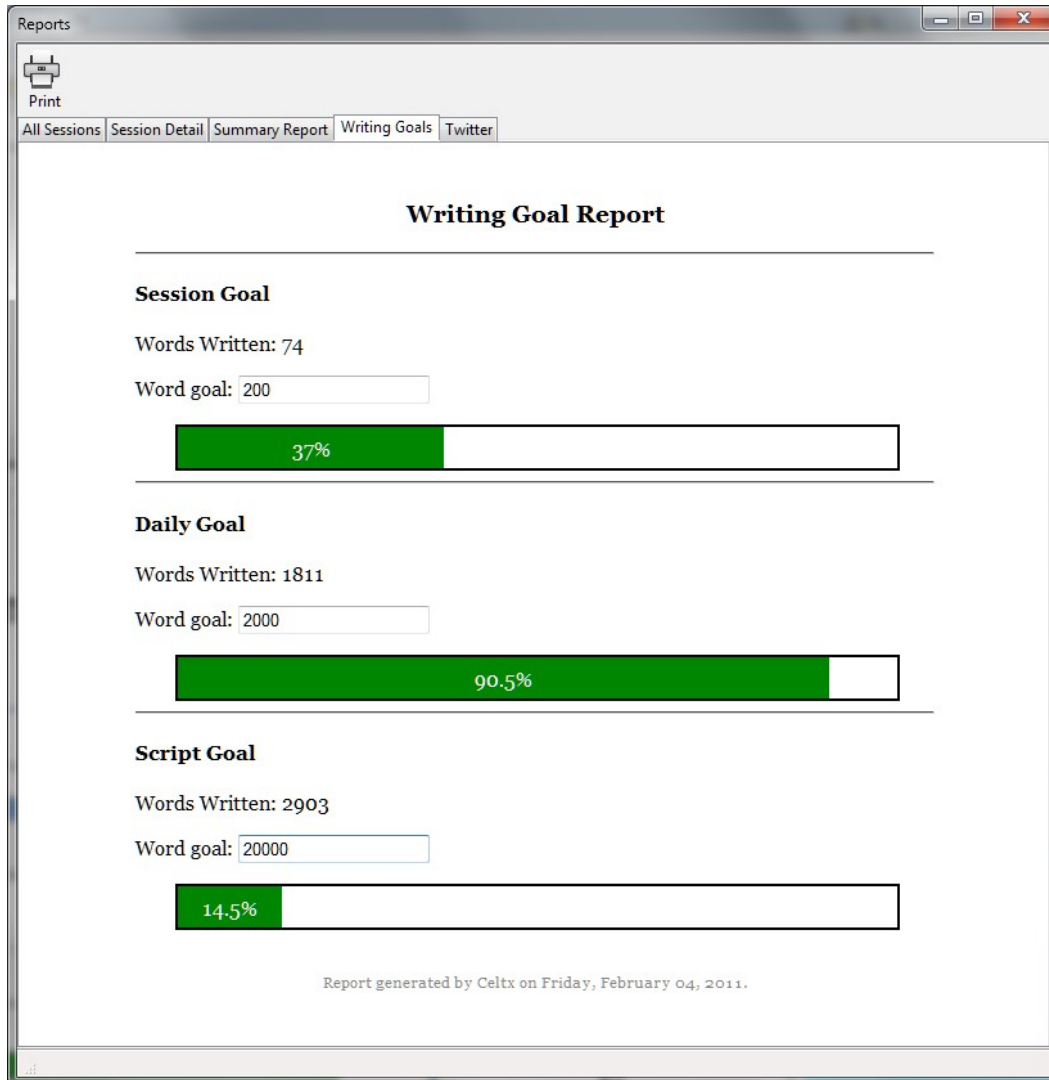


- Your most productive writing days of the week, by session and by total words written.



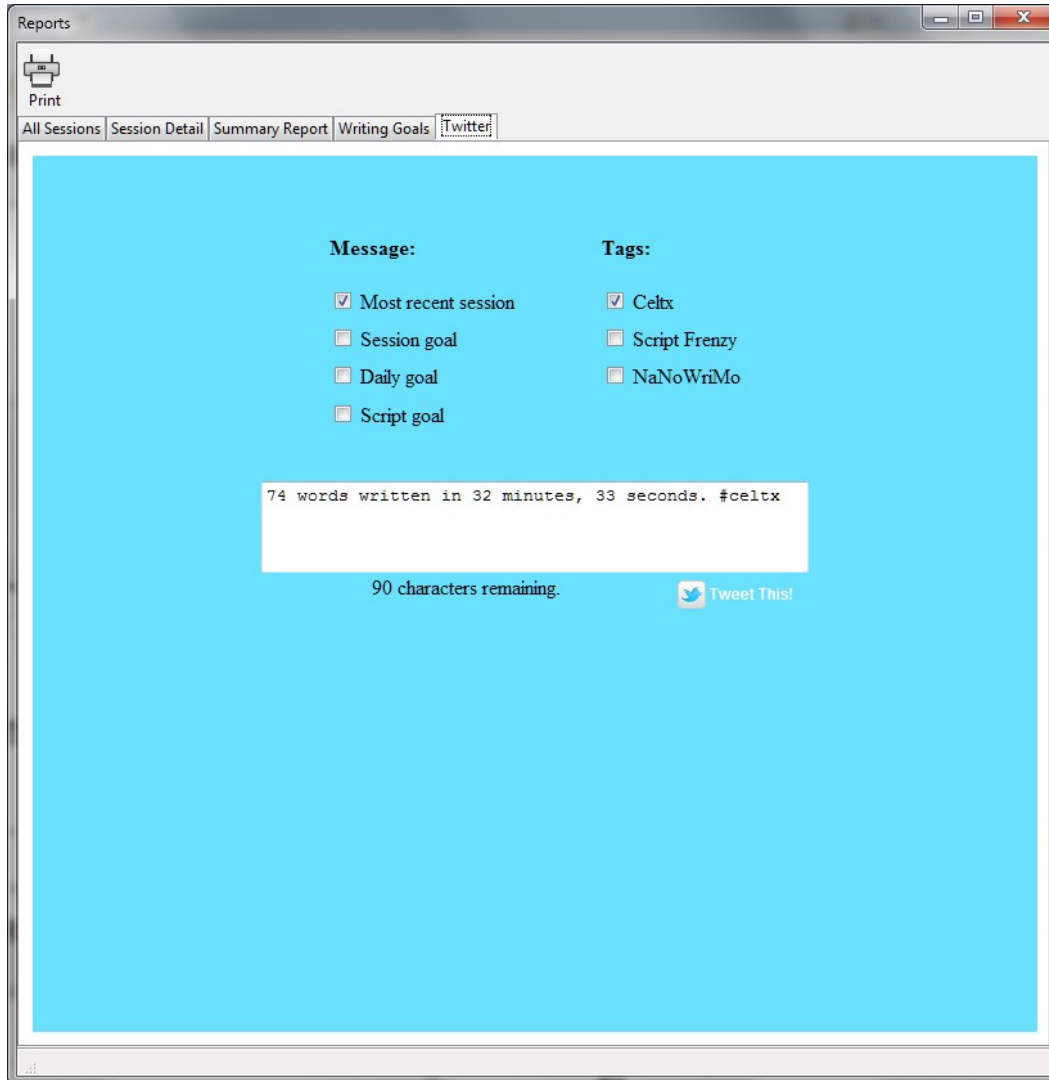
Writing Goals Report

Select the Writing Goals tab to set and track your progress towards session, daily, and script goals.



Twitter

Select the Twitter tab to tweet your progress to your Twitter followers. You can pre-populate your tweets with goal messaging and writing hash tags. Using hash tags will enable your tweets to show up in popular threads.



Celtx Studios Owners – Additional Report Information

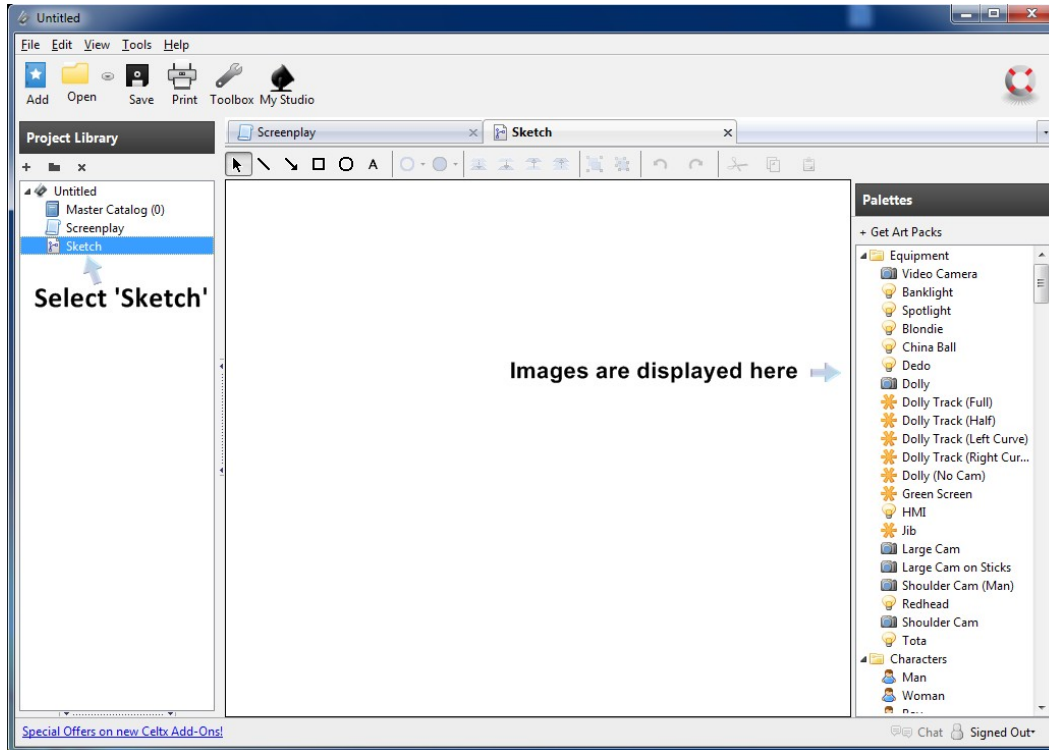
If you own a Celtx Studio you can also benefit from additional report information. Sign-in to your Celtx Studio before starting a session to:

- Track and display the list of Authors in the All Sessions report (p. 15)
- Track and display multi-writer word contributions in the Contributions by Author chart in the Summary Report (p. 18)

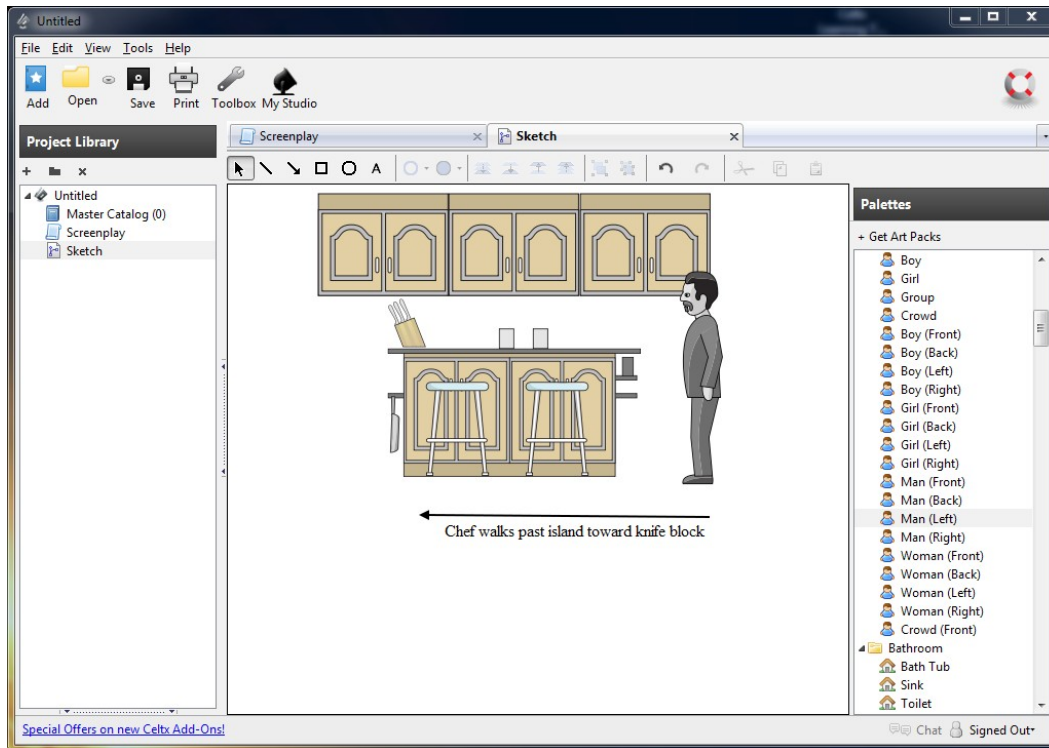
625 Clip Art Images

It's easy to create professional drawings, setups, sketches and layouts inside Celtx. Simply add custom-designed images to your 'Sketch' tool.

Once you have installed the '625 Clip Art Images' bundle, open Celtx and select 'Sketch' in the Project Library to open the Sketch tool. Your new images will be displayed in the Palettes sidebar.



To view an image simply drag it into the Sketch window. Images can be resized, rotated, and overlaid to create appealing and illustrative diagrams.



Learning Series

The Celtx Learning Series are media-rich Celtx projects that provide you with instructive, entertaining and inspiring guides to creating media. Learning Series projects are created by accomplished media creators.

Upon purchase, Learning Series projects will be added to the 'Resources' folder in your Celtx account. From there you can download each project to your desktop.

Once you have downloaded a Learning Series project you simply open and browse the project just as you would any of your own Celtx projects. Video, audio, and image files embedded in Learning Series projects will open in the default applications you have set on your computer.

