

The Working Writer v3.0 Tutorial

The Working Writer is a tool designed to aid freelance writers of all kinds keep track of their work throughout the marketing process.

Before you start using the program, there are a few things you should know.

Setting Up The System

When The Working Writer starts for the first time, the Configuration Screen displays, along with the program's help page for the system's configuration. This is done so you can enter your name, mailing address and ISP's email server name. These fields, found on the User Information page, are required for numerous tasks automated for you by the software.

Take a look through the options available to you. This version of The Working Writer is highly configurable. There are numerous pages of settings that you can play with. This does not mean you *have* to, it just means you have options!

You will not have to change most of the settings. However, for the program to operate successfully, your personal information must be entered on the User Information page. If this page is left blank, each time the system starts, it will display the configuration screen and it's help page. It will continue to do this until the User Information page is set up.

All the other pages of configuration options, while important, can be ignored for the moment. Once you have worked with the software a while and are comfortable with it, read through the help file to see what things you can change, and how those changes affect the program's operation.

Customizing The System's Pick-Lists

All of the pick-lists used on the data entry screens of The Working Writer can be completely customized to suit your needs. These lists are used throughout the system, both for data entry and report generation.

Access to each of these lists is through the Lookups menu option of the main menu. Here you can edit the following lists:

- Project Names
- Country Names
- Genre Names
- Income / Expense Descriptions
- Manuscript Type Definitions
- Publication Positions
- Publication Frequency Definitions
- Publication Rights Definitions
- Agency Types
- State / Province Codes

Select the list you want to edit or update, and the pick-list editing screen is displayed. You can create new items, modify existing items, or delete existing items from any of the lists.

Before Entering Queries, Manuscripts and Submissions

The first step is entering your publication and / or agent information. After all, the system needs to know where these queries and manuscripts are going, right? This is, of course, an ongoing process, as you will be continually looking for new markets for your work.

If you already have market or agent information available in another program you can import that data into The Working Writer, provided your current program can export to a text or CSV file. CSV means Comma Separated Values and is a standard format for the import/export of data. This functionality is available in most programs.

If you have a problem importing your data, or your existing program does not support data export, please contact me at christopher@dolphinsoftware.bc.ca. Together we ought to be able to come up with a solution.

Entering Your Query Letters

Everyone has an opinion about query letters. You should use them, you shouldn't use them, and everyone has a hundred reasons to back up their position on the subject. Whatever... We've built a module to handle your query letters should you use them. Before you can enter a query letter, you must first enter a publisher or agent. This is the person or company you are querying. There are a few other options available on the Query Letters Screen, but those are the two important ones. You can optionally store the path and filename of your query letter here too. This is great for those times when you need to see your query immediately, but can't remember where you filed it on your hard drive. It's one of those touches that just makes life a little easier.

Entering Your Manuscripts

Any manuscripts you have completed can be entered into The Working Writer immediately. There are a few fields of information here, mostly optional. Once you have created a manuscript record (along with an optional link to your actual manuscript document, again, for easy viewing) you can enter possible future markets for this manuscript. This is a simple little feature, but it makes the job of sending out your work easier when the inevitable rejection slips come in. It's a pro-active approach to the downer of having your work rejected.

Once you have entered your manuscripts, you can enter the records of their submission to publishers or agents.

Entering Your Submissions

When entering your submissions, you have the option of, again, linking to your submission cover letter. As with the links to your query letter and manuscript documents, this makes calling up those letters really easy.

Other Points To Be Aware Of

- You can "tag" individual publications or agents for printing. Sounds boring, but what it allows you to do is generate mailing labels or perform mail merges, taking some of the chore out of the more repetitive aspects of the business.
- The Working Writer contains a very powerful word processor. This internal word processor is a full-featured Rich Text Format text editor. Almost anything you can do with the "big guys" word processors, you can do with the one built in to The Working Writer.
- Create any document you like, and turn it into a mail-merge template using the built-in mail-merge function. See the document [Mail-Merge Tutorial.pdf](#) for more information on this topic.
- You can have the system generate a "letter of inquiry" for you. This is a letter sent to a publisher or agent asking about the status of work you previously submitted. This tutorial is hardly the definitive statement on The Working Writer. It covers only the barest of essentials to help you get up and running quickly.

The Help file contains all kinds of information about the individual screens in the program and their operation and integration with the rest of the system. The help file is great for retrieving information on the current operation you're trying to complete, but they don't make for easy reading if you are trying to get a full overview of the software.

Make learning more about the software by printing the Adobe PDF format documentation for The Working Writer. Read through the entire document as you have time.

Almost any question you might have is likely answered in that document. In the event it is not, or you cannot locate the answer you need, please email me at christopher@dolphinsoftware.bc.ca and I will get back to you as quickly as I can, usually within 24 hours.

If you don't want to wait, you can always call 604-939-3506 and we can sort it out over the phone.

Finally, enjoy the software. Let it help you become a more organized and profitable writer. If you have any questions or concerns about The Working Writer, contact me immediately. I will be happy to help in any way I can.

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