**Bookmarks**

ALT+M inserts a bookmark at the current caret position in the main window

Cycle through your bookmarks in the main window by pressing
- ALT+N (next) and
- ALT+B (before/previous)

Or use the Jumps Windows ➔ note that you can filter this list:

The vertical stripes in the list correspond to the relative position of the bookmarks.

WriteMonkey and if it disappeared from the face of the planet, I would have to spend a couple of years writing my own version. @ It would be my number one desert island software choice over everything else on my computer. I can't recommend it enough so why not try it since it is free? ...

(Mark Stevens)

... I love WriteMonkey. @ I use it all the time. I've just published a book on it which will be published this year. I have three arms - my left arm, my right arm, and my WriteMonkey arm.
Please note

- When exporting or printing, the bookmark string will be left out, but all text following it will stay in place
- Do not 'name' your bookmarks, they are jump marks only, not alias-links like in web browsers
- For annotations and notes use comments or the repository

Define a custom character string for your bookmarks.

To remove all bookmarks from your text:
Colors+Fonts

Try your luck:
- Click the :) button for random colors or press ALT+L when dialog is closed
- CTRL-click to change ink-color only
- ALT-click to change paper-color only

Consider saving your whole batch of color schemes into a profile

For details about Heading Style see Styling Headings

Dim screen elements:
- Screen Elements are all non-text elements
- the slider dims the info bar, visual progress bar, text column markers, scroll indicator

**Window opacity:**
- from 100 - 50%
- CTRL+F3 to adjust opacity when Prefs-Window is closed:
  The Notices-section of the Info Bar will show: Window Opacity:xx%
Secondary Colors

Are used for comments, the Info Bar, and files marked as //draft ➔ Tags

Inverse Colors

1. The first checkbox inverts foreground- and background color of the info bar
2. The second checkbox determines whether the secondary color is created from the paper or ink color

💡 If you use inverse colors in the Repository, test your color scheme there, too

Categories: Screen Layout

Related topics: Easy on the Eyes | Headings | Info Bar | Profiles | View Modes
WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Comments

Syntax: //a note to myself
- it has to go at the beginning of a line
- the whole (multi-line) paragraph will be considered a comment

Comments are excluded from word count and all other statistics

Comments are useful to
- insert meta-data at the top of your file ➔ Tags
- to mark parts that need further attention
- to comment out some parts of text – if you are over your word count limit, but still want to keep deleted parts

Tips
- Disable Compact View (CTRL+W) to see more of your comment text
- Devise your own comments scheme and define Replacements for strings like //TO-EDIT: to guarantee consistency and avoid typos
- Filter the jumps window to narrow down your list of comments
- you may also set up more specialized jump masks for various contents

Depending on your settings, comments may or may not be included with
- exports via Markup Export
- merged files ➔ Merge Files

Categories: Writing
**Date+Time**

There are two setting fields where Date+Time formats are entered:
- **Screen Elements** > 'More' - dialog to set the format for the info bar
- **Misc-Tab** which applies to the following:
  - to stamp your snippets cut to the Repository with CTRL+M
  - as the [date] placeholder in Replacements

Examples:
- d. MMMM yyyy - HH:MM ➔ 20. August 2012 - 23:45
- MM-dd-yyyy hh:mm tt ➔ 08-20-2012 11:45 PM
- hh:mm tt z ➔ 11:45 PM +5 (indicates offset from UTC)

**Date**

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>yyyy</td>
<td>2012</td>
</tr>
<tr>
<td>yy</td>
<td>12</td>
</tr>
</tbody>
</table>

MMMM January - December

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMMM</td>
<td>Jan - Dec</td>
</tr>
<tr>
<td>MMM</td>
<td>01-12</td>
</tr>
<tr>
<td>MM</td>
<td>01-12</td>
</tr>
<tr>
<td>M</td>
<td>1-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>dd</td>
<td>01-31</td>
</tr>
<tr>
<td>d</td>
<td>1-31</td>
</tr>
</tbody>
</table>

**Time**

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>hh</td>
<td>01-12</td>
</tr>
<tr>
<td>h</td>
<td>1-12</td>
</tr>
<tr>
<td>HH</td>
<td>01-24</td>
</tr>
<tr>
<td>H</td>
<td>1-24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm</td>
<td>01-59</td>
</tr>
</tbody>
</table>
Categories: What else?

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
You can't argue taste. Here's how users customize their stationary, all values are RGB:

**Kensai**
- Start with the second Inverse Colors box checked and the Dim Screen Elements slider all the way to the right.
- Then set your paper color to 1/1/0 and take a look at your //comments and infobar. Use the Dim Screen Elements slider to taste. You can make your syntax highlighting and infobar all sorts of colors while keeping a black/near black paper color.
- One of my favored ink colors is 155/155/255, which I think looks great with the above settings or sometimes 3/2/0
- I've also got some themes set with amber text (208/160/0) with blue highlighting derived from a paper color of 1/1/2 (0/0/1 is just too dark and intensely blue). Doesn't seem to work very well as you move the paper color away from black, but it does give alot of extra room for experimentation.

**Stefan**
- I once asked a surgeon why they wear green gowns. He claimed it was not just for the good contrast to red blood, but also because Green soothes you, it fosters concentration and allows you to focus for long hours
- My WM-operating theatre: 192/220/192
- Other eye rest areas:
  - 220/223/198 to sober me up
  - 211/211/118 with an ink of 4/90/4
- To grab colors from other sources I use this freeware: [www.blacksunsoftware.com/colorman.html](http://www.blacksunsoftware.com/colorman.html)

**Owen**
- RGB all 255
- Inverse colours unchecked
- Dim 50%
- Opacity 100%
- Font Consolas Bold 9.5
When I want to 'warm' it up a bit I go RGB 206/204/187.
When I want to go crazy with some WriteMonkey feeling colour it's RGB 188/213/105
Other than that I don't monkey with my other settings.
Your **text-files** are located wherever you choose to keep them
- Your **custom file order** is stored in `_PROJECT.DAT`, located in each of your project folders
- ✔ An upgrade will not overwrite any of these files

**Backup-files** (if enabled)
- reside in a directory of your choice ➔ **Open&Save > Backups**
- ✔ An upgrade will keep these settings intact

**Program settings** are stored in **user.config**
- Vista + Win7: `C:\Users\[Username]\AppData\Local\Studio_pomaranča_d.o.o__O`
- WinXP: `C:\Documents and Settings\[Username]\Local Settings\AppData\Studio_pomaranča_d.o.o__O`
- ✔ An upgrade will not overwrite an existing **user.config**, but create an additional **user.config**

**Subfolders** containing **Dictionaries, Profiles, Sounds, Templates**
- all reside in the WriteMonkey program folder
- ⚠ An upgrade may overwrite these 4 folders ➔ secure them before upgrading, or don't overwrite those folders

Your custom **user dictionary** **user.dic** is located here:
- Vista: `C:\Users\[Username]\AppData\Roaming\NetSpell`
- WinXP: `C:\Documents and Settings\[Username]\AppData\NetSpell`
- ✔ An upgrade will not overwrite your **user.dic**
Projects

A project in WM equals any one folder (directory) of your file system. WM won't deal with subfolders; you can have them but Jumps Window won't show them.

To start a new a project:

- press **CTRL+P** to add a folder (=project)
- or simply open a file ➔ its parent folder will be added to the projects/folders list

CTRL+LEFT/RIGHT step through the recent projects/folders list
ALT+DOWN open the recent folders pop-up list
CTRL-click an item remove it from the list

CTRL+F open containing folder of the current file
CTRL+P add project folder to folder list
Files

By default Jumps will show .txt, .md, and .markdown files. To see more file types, enter their extension:

To open a file not on the recent-list: ALT+UP, then press O:

To open files from the main window, see Open+Save

For more file operations ➔ right-click inside the file-list:
File Order

To re-order files in the Jumps Window Window:
  - drag&drop a file onto another
  - the file you dragged will be positioned above

Or use keystrokes:
  - CTRL+X to cut the selected file
  - CTRL+V to paste it (above the currently selected)

To move a file from the bottom repository to the upper project section:
  - enter/open the file
  - remove it's draft or repo - tag

Your custom file order is stored in _PROJECT.DAT, located in each of your project folders. Since every folder has its own _PROJECT.DAT, you can transfer individual projects to other computers without losing your file order (scene structure etc)
Merge Files

The content of merged files will be copied into a new file
- all existing files stay in place
- the merged file is named in the format _MERGED YYYY-MM-DD hh-mm

Choose what to include:
- **Comments** - merge files with them or without
- **Filter** the file list ➔ only visible files will be merged

Always included are:
- **Bookmarks**
- **Headings** and all other **Markup Formatting**

Not included are:
- files tagged as //draft or //repo
- already existing merged files at the bottom of the list
- the repository of each file
Filtering

You can filter the Jumps Window Window in all 3 sub-panes:

- **TAB** places the cursor in the Filter Box
- **CTRL+0 (zero)** clears the Filter Box

- Filter terms are not case sensitive: `wedding` equals `Wedding`
- Wildcards are possible: `we*ing` or `we??ing`

**Operators**

<table>
<thead>
<tr>
<th>Syntax</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AND</strong></td>
<td>Blue Green to match items that are <em>Blue and Green</em></td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>Blue -Green to match items that are <em>Blue but not Green</em></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>Blue or Green or both to match items that are <em>Blue or Green</em></td>
</tr>
</tbody>
</table>

With FILES activated, your file list will be filtered according to (partial) matches of...

- file names: `wedding` will match the file `Shotgun Wedding.txt`
- tags: `wedding` will also match a file with the tag `//Wedding`
- file content ➡ if preceded by '&': `&wedding` will match files that contain the word `wedding`
Examples
- Only **merge** those files that are fully completed, i.e. are **tagged** with 100%
- filter for list notes and Todo-items ➔ **ToDo Notes**

If you consistently **tag your files** with the names of characters, locations, events, you see at a glance ...
- all files (scenes) in which both, Eric and Susan are present: **Eric Susan**
- scenes in which Eric and Susan are present, but not Robert: **Eric Susan - Robert**
- if Eric takes part in any scene at the library: **Library Eric**
- But what if someone just mentioned him? You didn't name-tag him in that file, because he is not present in the scene, but his name would be mentioned somewhere in the body text: **&Eric**

**Categories:** Navigating | What else?

**Related topics:** Find + Replace | Tags

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
CTRL+F opens the dialog:

- will insert a newline [n] and tab [t]

When 'Use Regular Expressions' is enabled:
- this will override the checkbox 'Use Wildcards'
- use RegEx notation that works inline, no placeholders like '^' and '\n'
- you can combine your inline RegEx search with 

⚠️ Please note
- Replace always affects the whole text, even if only part of it is selected
- To replace within parts only, use Segment Focus
- CTRL+Z will not undo ➔ leave the dialog open and click the 'Undo' button

To search for content in more than one file, use the Filter Feature
Related topics: Filtering | RegEx | Tags
Writemonkey is a portable application, no installation is necessary.

1. Copy the Writemonkey folder from the zip file to Program Files or any other folder on any disk or USB thumb drive
2. Run WriteMonkey.exe
3. Press **F1** for Help Cards

You can position the Jumps Window (CTRL+ENTER) on either side of your text. Scroll areas are mirrored on both sides of your text.
To open a file simply drag it into Writemonkey's main window
CTRL+N  New File from Scratch
CTRL+SHIFT+N  New File from Clipboard contents

Moving text
Drag&Drop  a selection with the mouse, hold CTRL to copy
When nothing is selected, the following affects the whole
paragraph:
ALT+Up/Down to move current paragraph up or down
CTRL+C to copy
CTRL+X to cut

For maximum portability your work is stored in standard text files
CTRL+S Save
CTRL+SHIFT+S Save as...

CTRL+Q Quit Writemonkey
Headings follow the rules of markup syntax

The following syntax applies to Markdown Extra only:

This is an H1
=--------------

This is an H2
--------------

or

# Heading Level 1

## Heading Level 2

### Heading Level 3

#### Heading Level 4

##### Heading Level 5
To see your headings in the Jumps window:
- your jump mask must match the heading-syntax
- you may have to disable 'Compact View'

Example: Show headings with first following paragraph: Enter the following into a new jump mask

```
^#{1,6}.+?\n+.?\n|(.+)[\t]*\n\[=-]+[\t]*\n+.*?
```

CTRL+W to see more lines ('Compact view' OFF)
Styling Headings

1. Adjust font size and attributes
2. Enable markup syntax highlighting
3. Set Markup standard to the syntax that your headings use

⚠ Your heading syntax must match the chosen Markup-Standard:
- **Markdown Extra:** # Level 1 , ## Level 2 .... etc.
- **WikiCreole:** == Level 1 , === Level 2 , ==== Level 3
- **Textile:** h1. Level 1 , h2. Level 2 ... etc.

Visual style settings are saved with color schemes in permanent slots ➔

**Colors+Fonts**

- You can create different styles for different type of work
- Use plain centered headings for your novel, bold + underlined for more structured pieces etc.

---

**Categories:** Navigating | Screen Layout

**Related topics:** Filtering | Jumps Window | Markup Export | Markup Formatting

---

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 ---

Stefan Müller
Step by Step

- First Steps: Getting Started | View Modes | Colors+Fonts | Sounds | Profiles
- Navigating: Scrolling+Zooming | Bookmarks | Jumps Window | Headings | Find + Replace
- Writing + Editing: Segment Focus | Lookups | Spell Check | Comments | Repository | Markup Formatting | ToDo Notes | Sprint Writing | Word Count
- Managing Projects: Tags | Filtering | Files + Projects | Backups | Print+Export
- Special Interest: File Locations | Text Statistics | Markup Export | RegEx | Math Calculations
At One Glance

Click on screenshot-areas for details:

**Ctrl+Enter or Alt+Left/Right**

---

**Folder:** TUTORIAL
Words: 2,668 in 13 files

---

Click on screenshot-areas for details:

**See All Shortcuts**
<table>
<thead>
<tr>
<th>Symbol</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symbols ...</td>
<td>Alt+X</td>
</tr>
<tr>
<td>Undo</td>
<td>Ctrl+Z</td>
</tr>
<tr>
<td>Redo</td>
<td>Ctrl+Y</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl+C</td>
</tr>
<tr>
<td>Cut</td>
<td>Ctrl+X</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl+V</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress ...</td>
<td>F12</td>
</tr>
<tr>
<td>Preferences ...</td>
<td>F10</td>
</tr>
<tr>
<td>Profiles ...</td>
<td>F9</td>
</tr>
<tr>
<td>Spell Check ...</td>
<td>F7</td>
</tr>
</tbody>
</table>

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
ALT+P toggles Infobar Off/On.
The 5 Slots refer to their relative position on screen:

Infobar Sections:
- **File Name** ➔ clicking on it will open the Jumps Window
- **Progress** ➔ clicking on it will open the Progress Window for more options
- Notices ➔ are shown for a few seconds:
  - Repository has contents, Repository on, Saving ...
  - Time is up ➔ when sprint writing time has expired
  - Window Opacity: xx% ➔ when dimming opacity with CTRL+F3

- Status:
  - Paused ➔ Sprint Timer was halted by pressing ALT+F11
  - Flw ➔ Flow mode, for donors only
  - Foc ➔ Segment Focus is on
  - Rep ➔ Repository section is active
  - '+' ➔ Repository contains text (shown when main section is active)
  - '=' ➔ Typewriter Scrolling, press CTRL+L to toggle On/Off
  - 'A' ➔ Writemonkey is locked-on-top, press F8 to toggle On/Off
  - ±X% ➔ when your PC's battery juice drops below the defined %-value, see below

- Time ➔ click on the 'More'-button to set the format:

![Screen elements settings](image)

Details about Date/Time-Formatting ➔ Date+Time

Related settings:
- Scroll Indicator ➔ Scrolling+Zooming
- Visual Progress Bar and Partial Word Count
- Colors+Fonts
  - to set the font of the info bar
  - to adjust its size for the window mode

Categories: Screen Layout
Jump Masks

In Jumps Window:
- Press CTRL+LEFT/RIGHT to step through jump masks
- Every mask has its counterpart definition on the Jumps-tab of Preferences:

When you add or edit an entry:
- Test your mask by entering a few example terms, "true" and "false" ones
- After clicking OK the 'Matches found' should match your expectations
For a crash course on Regular Expressions, let's take apart 'Quotes':

```
[""»"]+.?[^""«']|^>{1,}.*
```

- `[""»"]` ➔ any one of these characters
- `.+?` ➔ any character, one or more times, non-greedy
- `[^""«']` ➔ any one of these characters
- `|^>` ➔ OR
- `^>` ➔ beginning of a line
- `>\{1,\}` ➔ the '>' character, at least one time
- `.*` ➔ any character, zero or more times, greedy
- `
` ➔ new line

**RegEx in a nutshell**

- `^` ➔ Beginning of a line
- `
` ➔ new line, line break
- `(dot)` ➔ match any character

**Referring to what stands left of it:**

- `+` ➔ match one or more times
- `*` ➔ match zero or more times
- `{n,m}` ➔ at least n, but max m times
- `?` ➔ non-greedy mode

**Groups and Substrings**

- `OR` operator
- `[xyz]` ➔ x or y or z

More examples:

- **Headings**
- **ToDo Notes**
- **Jumping Jack**

**Categories:** Navigating

**Related topics:** Filtering | RegEx
My bookmarks and comments work overtime. To reduce the strain on my jump lists, I came up with some tweaks.
My bookmark string is @@. I insert it all the time, for every word I need to look up. Then later, should I be in a time crunch, I only attend to the most important ones, and these I have marked by hitting ALT+M twice: @@@@

I then filter my bookmarks for '@@' to line up those Biggies:
- this pares down the list to super-sized bookmarks only, an email-address@will not show up
- purging them, printing and exporting still works fine, no remnants to worry about

If two sizes are not enough for you, go triple, but be aware that the number of @@@@@ must add up to 6. Not 5, not 7. Otherwise they leave traces when exporting or purging.
Another heavy duty workhorse. Comments would be stampeding my list if I had not separated them into groups: Based on Josip's trick I have set up a system of
- !N Narrative
- !D for Dialogue
- !A for Action

I put these as comments right where they belong, into the main text.
To account for sloppy typing I allow optional whitespace after the dashes ➔ // !N

Here's the jump mask for Narratives: ^/\s*?!N.*?\n
The ( \s*? ) -part takes care of the optional whitespace.
The result of this mask:
- I see how my narrative sections are spread out over the length of the text (represented by vertical stripes)
- I can ear-mark them for further treatment //!N could easily be broken up by some !D or !A

To really turn this into a slick method ...
- I changed the mask for regular comments: ^/\s*?[!]+?\n- Now it will NOT show comments with an '!' up front. Whitespace optional (again, to cover my sloppiness)

Wouldn't it be easier to keep the original (include-all) comments-mask and filter it?
- When you negate the '!' in the filter box (to NOT show !N !A !D etc.) you run the risk of not seeing comments you want, comments that have an '!' anywhere, not just up front
- Plus, and here comes the real beauty of it (or my insanity, depending on your POV), you still have the filter available to fine-tune comments that may look like this: //!N convert to some !D

This allows you to
- filter your narratives to see only those that could be broken up by dialogue !D
- filter your dialogues to see only those that could take narrative !N or benefit by action !A
Only the special comments described above provide this specificity.
Jumps Window

This is your main navigation window for Files + Projects, Bookmarks, Headings, and your own custom Jump Masks

Open Jumps
CTRL+ENTER or ALT+LEFT/RIGHT middle-click left or right of the text column click on FileName in the Info Bar

Close Jumps
ESC ENTER (twice in Files view), go to new position BACKSPACE, keep old position

Click for details:
Categories: Navigating

Related topics: Files + Projects | Filtering | Tags

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
User Interface language packs are available for download on the WriteMonkey website:

- Unzip their xx-YY directory into writemonkey's application folder.
- Then change the application language on the language tab and restart WriteMonkey.

Details about Spell Checker settings ➔ Spell Check

Categories: What else?
Related topics: Spell Check

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
All controls on this dialog have an immediate impact on your screen:
- tweak the values in real-time
- then store your settings in a profile

The alternate keystrokes work in the main window only, no need for the dialog box.

**Zooming + Layout**

- **Ctrl Wheel**  
  Zoom text + column width
- **Shift Wheel**  
  Zoom text only (keep column width)
- **Alt Wheel**  
  Adjust column width only (keep text size)

- **CTRL+ALT+LEFT**  
  Shrink text column
- **CTRL+ALT+RIGHT**  
  Widen text column
CTRL+ALT+Up          Zoom in
CTRL+ALT+Down        Zoom out

CTRL+0 (zero)        Reset to default

💡 To avoid straining your neck
- you may want to increase the bottom margin so you never have to strain your neck and eyes by looking down

Categories: Screen Layout

Related topics: Profiles | Scrolling+Zooming
To look up words on the internet:
1. Position your cursor in a word or select several words
2. Press **ALT+1** or **ALT+2** etc. depending on the service you intend to use

Or right-click in the main window:

- **Toggle Full Screen / Window**: Esc, F11
- **Toggle Repository / Main Text**: Alt+R, F5
- **Toggle Segment Focus On / Off**: [Ctrl, Shift]F6
- **Jumps...**: Alt+J
- **New**: Ctrl+N
- **New from Clipboard**: Ctrl+Shift+N
- **Open...**: Ctrl+O
- **Save**: Ctrl+S
- **Save As...**: Ctrl+Shift+S
- **Markup Export...**: Ctrl+Shift+E
- **Pages Setup...**: 
- **Print Preview...**: Ctrl+Shift+P
- **Print...**: Ctrl+P
- **Select All**: Ctrl+A

💡 With a 2 monitor setup, put your web browser on the other screen
- to keep writing full screen in WriteMonkey
- while your lookup loads on the other screen
Adding Lookup Entries

To add lookup-targets:

1. Go to a suitable website and enter a test query
2. Check what the URL looks like.
   - Your search term should be part of the URL
   - If not, the site is not compatible with this feature
3. Copy the URL into WM’s dialog
4. Check the word separator:
   - Most sites use ‘+’ sign
   - Others like Wikipedia use the underscore ‘_’
5. Replace search term with [lookup] placeholder

Categories: Tips & Tricks | Writing

Related topics: Replacements

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
When you export your markup-formatted file:

1. Writemonkey will convert your markup to HTML tags
2. then apply CSS styles according to the chosen template
3. and export to a saved (optional) output destination

On the Print&Export Tab:
- Enable 'Show options dialog'
- otherwise last used settings will be applied

Press CTRL+SHIFT+E to call up the export dialog:

To export only part of your text:
- Make a selection prior to calling up the dialog
- If nothing is selected the whole document will be exported

Select the recipient of your export (MS Word for instance), then
1. pick the correct Markdown standard from the dropdown
   - it must correspond to the syntax used in your text
   - for details see Markup Formatting
2. Include template (CSS sheet)
   - this may greatly influence the rendered format
for details see CSS Template

3. Export file to folder (optional)

4. Export inline comments
   - If kept, they will have a yellow background by default
   - change this by specifying/editing a template in step 2
Copy+Paste Markup

As an alternative to a full-fledged markup export, you may
- select parts of your text
- then press **CTRL+SHIFT+F** to copy your selection as formatted text

This will (instantly) give you the same result as exporting to your web browser via **CTRL+SHIFT+E**, then doing a 'Select All' and 'Copy' in your web browser.

The settings used also come from the dialog 'Markup export options', only that you won't get to see them, they operate in the background. Your last used settings will be applied.

The program into which you paste:
- must support rich text format
- must keep the source formatting (the default setting in Word):

<table>
<thead>
<tr>
<th>Cut, copy, and paste</th>
<th>Pasting within the same document:</th>
<th>Keep Source Formatting (Default)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pasting between documents:</td>
<td>Keep Source Formatting (Default)</td>
<td></td>
</tr>
<tr>
<td>Pasting between documents when style definitions conflict:</td>
<td>Use Destination Styles (Default)</td>
<td></td>
</tr>
<tr>
<td>Pasting from other programs:</td>
<td>Keep Source Formatting (Default)</td>
<td></td>
</tr>
<tr>
<td>Insert/paste pictures as:</td>
<td>Keep Source Formatting (Default)</td>
<td></td>
</tr>
<tr>
<td>✓ Keep bullets and numbers when pasting text with Keep Text Only</td>
<td>Match Destination Formatting</td>
<td></td>
</tr>
<tr>
<td>☐ Use the Insert key for paste</td>
<td>Keep Text Only</td>
<td></td>
</tr>
</tbody>
</table>

If your pasted text is not rendered, check Paste-options of Word or whatever editor you use.
CSS Template

This is where you - the user - have the most control over your formatting.
- By including a CSS style sheet (template file) you provide visual styles for HTML elements.
- You can edit your templates right on spot, from the export dialog:

Instead of deleting unwanted sections, comment them out as shown above
Enter additional rules or change existing ones

Templates offer the possibility to have different rules for the same element:
The CSS standard is widely accepted and not hard to learn. See [en.wikipedia.org/wiki/CSS](http://en.wikipedia.org/wiki/CSS) for details.

Template files
- are fully portable (users can exchange them)
- are stored in WriteMonkey's program directory in the subfolder 'templates'

**Categories:** What else? | Writing

**Related topics:** Headings | Markup Formatting | Print+Export

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
**Markup Formatting**

Markup is a generic term for a language that describes a document's formatting, such as HTML. Markdown is a specific markup library.

Formatting is not the domain of a plain text editor. However, WriteMonkey allows you to 'mark up' your text for formatted output according to syntax rules.

- Press **F1** to call up the Help Cards, the second page contains markup rules.
- The syntax explained corresponds to your chosen settings on the Print&Export Tab:
When using keystrokes CTRL+B and CTRL+I for bold and italics, WriteMokey will apply the correct markup-syntax, depending on your chosen markup standard.

Other markups must be entered in their correct syntax:

<table>
<thead>
<tr>
<th>Element</th>
<th>Markdown</th>
<th>Textile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code-span</td>
<td><code>code-span</code></td>
<td>@code-span@</td>
</tr>
<tr>
<td>blockquote</td>
<td>&gt; indented</td>
<td>bq. indented</td>
</tr>
<tr>
<td></td>
<td>&gt;&gt; nested indent</td>
<td></td>
</tr>
<tr>
<td>Headings</td>
<td>## Heading two</td>
<td>h2. Heading two</td>
</tr>
<tr>
<td></td>
<td>### Heading three</td>
<td>h3. Heading three</td>
</tr>
</tbody>
</table>

Syntax documentations:
- Markdown Extra: [daringfireball.net/projects/markdown/syntax](http://daringfireball.net/projects/markdown/syntax)
- WikiCreole: [wikicreole.org/wiki/CheatSheet](http://wikicreole.org/wiki/CheatSheet)

**Save** your markdown files with the .md extension in the Save as ... dialog (file type dropdown) if you want to tell them apart from your other text files

CTRL+SHIFT+H will copy selected markup-text as HTML:
- if you select this: ## Heading Level 2
- then copy it with CTRL+SHIFT+H
- pasting it will result in <h2>Heading Level 2</h2>

CTRL+SHIFT+F will copy selected markup as rendered HTML, see [Markup Export](http://markup-export.com/).
Syntax Highlighting

WriteMonkey helps you to visually discern semantic chunks of texts (headings, block quotes, lists and comments)

- This has nothing to do with printing styles or RTF.
- "Real formatting" will only occur upon Markup Export

Examples of Syntax Highlighting:
- Paragraphs marked as indented block quote (">" for Markdown and "bq." for Textile) will be indented by 60 pixels.
- Paragraphs marked as list items (- * + 1.) will be indented properly.
  - In order for this to work, there must be exactly one space between list mark and first letter of the text.
  - Nest items by starting the paragraph with tabs or spaces (Markdown style), or use multiple marks (##, ** - Textile and WikiCreole).

- Headings can be screen-formatted in various ways: see Styling Headings

Categories: Screen Layout | What else?

Related topics: Markup Export

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Math Calculations

Press CTRL+SHIFT+R after selecting a mathematical expression: 1+1 will turn into 1+1 = 2
- 12 / 3 = 4
- 2+4 * 3 = 14
- (2+4) * 3 = 18
- 3^4 = 81
- 2 * pi = 6.2832

Decimal point = dot or comma: 2,5 + 1.2 = 3.7

⚠️ Do not use thousands separators (dot or comma). The parser will regard it as a decimal point.
- 1,000*5 = 5
- 1.000*5 = 5
- 1000*5 = 5000

A beep will accompany faulty syntax which produces = ERROR

Please support the ongoing development of Writemonkey
- To activate the Math feature, go to http://writemonkey.com/
- then click on the PayPal banner to donate

Categories: What else?

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Click areas or links below:

1. see Typing Sounds
2. Date + Time Formats set here are used ...
   - to stamp your snippets that were cut to the Repository
   - as the [date] placeholder in Replacements
3. see Bookmarks
4. see Progress + Statistics
5. see Scrolling + Zooming
6. Other
   - Auto detect web links: URL-addresses will be clickable
   - Inverse colors in repository mode: as a visual clue whenever the Repository is active
Enable markup syntax highlighting: see Markup Export and Styling Headings

Categories: What else?
Topics in category "Navigating"

- Bookmarks
- Files + Projects
- Filtering
- Headings
- Jump Masks
- Jumps Window
- Open+Save
- Repository
- Scrolling+Zooming
- Tags

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 ---
Stefan Müller
Open+Save

To open a file:
- drag it into Writemonkey
- or right-click a file and select 'Open with WriteMonkey' from the context menu (provided you enabled this option, see screenshot)
- or use the Open command from the Jumps Window

To open a file from the recent files list (# of items setting):
- CTRL+TAB in the main window
- right-click the WM-icon in the system tray
- ALT-UP in the Jumps Window

Launch + Exit

CTRL+Q to quit or soft exit (if checked)
To force a hard exit when soft exit is enabled (otherwise no effect):
- press CTRL+SHIFT+Q
- in Window Mode: SHIFT-click the close button or SHIFT-click File > Quit
**F2** to minimize the WriteMonkey application window

**F8** to always keep WriteMonkey on top
- The '^' sign in the status-section of the Info Bar reminds you that lock-on-top is active.
- Press F8 again to toggle On/Off
- WriteMonkey will always start with "lock on top" OFF

The option 'Restore caret position' only works with an NTFS file system (default on Win XP, Vista and Win7).
1. Default character encoding:
   - applied when you start a new document from scratch (CTRL+N)
   - the UTF-8 standard is recommended for the majority of users

2. Always save with selected encoding:
   - *unchecked*: when you open an existing txt-file that was not created by Writemonkey, it won't force its own default encoding onto the file. Instead, Writemonkey will open and also save the file with its pre-existing encoding.
   - *checked*: upon saving, the open file will be converted to the selected encoding format.

To manually finger-pick a text to convert (instead of 'Always save with ....'):
- Open an existing file (ANSI for instance)
- Copy all
- CTRL+SHIFT+N to create a new file with the text
- Save the file. You now have a file with Writemonkey's default encoding.

3. Include BOM when saving UTF-8 files
   - by default Writemonkey includes BOM (Byte Order Mark) in UTF-8 files
   - save UTF-8 files without BOM if text files encoded with BOM aren't compatible with other programs or text parsers

4. Save with UNIX line breaks
   - UNIX uses \n instead of \n\n which is the Windows standard
   - Unix line breaks are recognized by the majority of Windows programs,
but not by Notepad.
- Good for greater portability to other platforms

How does WriteMonkey detect the encoding of a file?
The beginning of the file may or may not contain a Byte Order Mark (BOM).
- If it does, its encoding is immediately clear.
- If it doesn't, the file could be encoded using UTF-8 or ANSI and there is no fool-proof way to detect which one is used. In that case Writemonkey will make an educated guess:
  - First it will assume that the file is UTF-8
  - If the file is in ANSI format and there are no non-English characters in it, the file will be converted to UTF-8 format and nothing will be lost or changed.
  - If file is in ANSI format and there are foreign, non-English characters in it, Writemonkey will keep that file in ANSI format. And again, nothing will be changed or corrupted.
Backup

No annoying .bak files in your project folders
Keep them out of your way by specifying a backup-folder:

Backup-folders follow this naming scheme: ProjectName_FileName
- browsing backups is easier that way - sorting by name will nicely put together all files belonging to the same project
- LastSave_ProjectName_FileName contains the last version

In addition you may want to - at least occasionally - backup the following:
- Your custom file order which is stored in _PROJECT.DAT - files, located in each of your project folders. These files are not within the scope of AutoSave, and do therefore not exist in your backup-folders
- Your Profiles and Templates which are in subfolders of the same name in the WriteMonkey program folder
Your user dictionary user.dic:

- WinXP: C:\Documents and Settings\[Username]\AppData\NetSpell\user.dic
- Vista: C:\Users\[Username]\AppData\Roaming\NetSpell\user.dic

Categories: Navigating | What else?

Related topics: File Locations | Jumps Window | Print+Export

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Settings are self-explanatory:

The page break string will only force a page break on the print-out, not on screen.

Fonts and Layout:
1. 'Pg. Setup' to adjust paper size, margins, orientation etc.
2. 'Set print settings using current screen settings':
   - adjust your font on the Colors&Fonts - tab
   - adjust your layout on the Screen Elements tab
   - then click button (2) to make them your print settings
'Use print settings'
- This allows your print settings to differ from your current font and screen layout
- Save your settings into a profile to keep the same print layout with different screen layouts or vice versa

Select text to print or proceed without selection to print the whole text
CTRL+SHIFT+P Print Preview
CTRL+P Print

Read about Syntax Highlighting to understand why styled text elements may not print as displayed on screen.

With Markup Export you can transform your plain text into well formatted documents. Great for printing first drafts. For a detailed description click here
Profiles

Home | Categories

All tabs of the preferences dialog are taken into account

- Each profile can specify its own backup-folders, lookup-entries, replacements etc.
- Serve your various writing purposes:
  - set up a 'Flow'-profile with serif-font and pastel background
  - and your 'ProofRead'-profile with monospace font and high contrast background

Press F9 to open Profiles
Please note:
- A saved color scheme holds all preferences from the Colors+Fonts tab
- A profile holds all preferences (from all tabs) including all saved color schemes
  This allows you to keep all your color schemes with other preference settings

**Load/Import** a profile
1. Select the desired profile (the dropdown lists the content of the profiles - subfolder in the WriteMonkey directory)
2. Click on Import

**Save/Export** current settings into a profile
1. Name your desired profile
2. Click on Save to store the file into the subfolder profiles in the WriteMonkey directory

**Categories:** Screen Layout

**Related topics:** Colors+Fonts | File Locations | Headings
**Progress + Statistics**

Home | Categories

**F12** to open, or click on progress - section of the *Info Bar* in the main window

Values are kept with the file:
- the limit value of the progress count, its unit setting and the corresponding partial count value are saved as the file's meta data (NTFS file system only)
and restored when the file is reopened.

- These values are lost when you copy the file to a non NTFS drive, or when the file is sent via e-mail

If you prefer another thousands-seperator (even a space is possible):
Progress Formulas

If your chosen unit consists of pages or reading time, enter your personal formula on the Misc-tab:

![Formula Input]

You can use the following variables:
- words
- characters
- nonspaces
- paragraphs
- sentences (a sentence is any block of text that ends with . ! ? ;)

Examples:
- words/300 equals 300 words per page (or reading minute)
- characters/(70*25) equals 70 char/line times 25 lines/page

Characters per line might be a more accurate measure than words per line:
- long words and hyphenation are less prone to distort the estimate
- column inches can be approximated by counting characters
- characters/34 turns page count into a 'line count' (for newspaper assignments)

Reading Time
- to limit your text to minutes and seconds
- great when preparing texts for spoken media, speeches, lectures etc.
Don't confuse reading time with the Sprint Writing Timer

- reading time is set in minutes and seconds and displayed in the Progress section
- the sprint timer is set in hours and minutes and displayed in the Time section
**Statistics**

The title bar will indicate whether statistics are based on
- your current selection: Progress (selection)
- the whole document: Progress (document) if nothing is selected

<table>
<thead>
<tr>
<th>Statistics</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Characters</td>
<td>13,905</td>
</tr>
<tr>
<td>Nonspaces</td>
<td>11,538</td>
</tr>
<tr>
<td>Words</td>
<td>2,421</td>
</tr>
<tr>
<td>Unique words</td>
<td>1,007</td>
</tr>
<tr>
<td>Sentences</td>
<td>103</td>
</tr>
<tr>
<td>Average characters per sentence</td>
<td>135.0</td>
</tr>
<tr>
<td>Average words per sentence</td>
<td>23.5</td>
</tr>
<tr>
<td>Paragraphs</td>
<td>64</td>
</tr>
</tbody>
</table>

- **Pages (words / 430)** 5.6
- **Reading time (words / 150)** 16:08
- **Hard words** 9.2%
- **Lexical density** 41.6
- **Gunning Fog index** 12.9

Work done: 37%
Time left: n/a

* Works best with English texts

Pages and Reading time stats are based on the formula you enter on the Misc-Tab of Preferences, details see above.

Hard words consist of 3 syllables or more
Lexical density: en.wikipedia.org/wiki/Lexical_density
Gunning fog index: [en.wikipedia.org/wiki/Gunning_fog_index](en.wikipedia.org/wiki/Gunning_fog_index)

List of word frequencies:
- words with less than 3 characters are not shown
- words with 3 characters are faded
- hard words (3 syllables or more) are bold

```
THE (70)   UND (9)
AND (49)   HAT (9)
FOR (33)   FROM (8)
WRITE (29) ALL (8)
MONKEY (24) BUT (3)
THAT (22) FUR (8)
THIS (19)  IST (8)
ICH (16)   NIGHT (8)
IT'S (15)  IM (7)
WITH (14)  LOVE (7)
HAVE (14)  USE (7)
YOU (13)   TEXT (7)
SOFTWARE (12) WIE (7)
DIE (12)   MAN (7)
I'VE (11)  SCREEN (6)
LIKE (11)  THINK (6)
YOUR (10)  TIME (6)
JUST (10)  NOW (6)
ABER (10)  ARE (6)
DEN (10)   FEATURES (6)
DER (10)   WRITE (5)
DAS (10)   WHAT (6)
FREE (9)   WORK (6)
ONE (9)    MICH (6)
```

the list is sorted by frequency, scroll right to see less frequent words

Categories: What else? | Writing

Related topics: Sprint Writing | Word Count

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Regular Expressions are the basis for Jump Masks and may also be used in Find + Replace
- in Jump Masks they are not case sensitive
- in Find + Replace it depends on the setting of the checkbox 'Match Case'

Syntax

**Escape char** = \ it escapes the metacharacters: $ . ^ { [ ] ( ) * + ? \n
- \ = match a dot
- \* = match a single asterisk
- \[ = match a bracket

**White space**
- \b = word boundary
- \s = space (blank or tab)
- \n = new line
- \r = carriage return
- \t = tab

Wildcards

- **any single character** except newline: `r and `n
dot
- c.t matches cat, cbt, cct, c1t, c2t, cAt, cBt
t...s matches teens, trees, trams, but not Teens, trucks
- .* matches everything

**Bracketing**
- [0-3] matches any **one digit** from 0 through 3
[a\-z] matches 'a', 'z' and '-'
b[aiu]t matches "but", "bat", "bit", △ but not "bait"
    order doesn't matter: b[aiu]t is same as b[uiat], b[iaut] and b[auit]

[D-Qc-f1-5] matches any one character in the range D to Q or any one character in the range c to f or any one digit in the range 1 to 5

Negation = will match only if it does not contain the expression that follows

[^a-e] matches "s" in "basketball"
[^a-zA-Z] {4} matches 1234 and $.25 and #77; etc

? Matches the term to its left zero or 1 times ➾ see also non-greedy

[hc]at matches "hat" and "cat"
[hc]?at matches "hat", "cat", and "at"
colou?r matches "color" and "colour"
foob.?r matches strings like 'foobar', 'foobbr' and 'foobr' but not 'foobalkj9r'
A[0-9]?4 matches A4 and A24, but not A254
a\s?b matches "ab" or "a b"

* Matches the term to its left zero or more times

[hc]*at matches "hat", "cat", "hhat", "chat", "hcat", "ccchat", "at" etc.
6[2-4]* matches 6, 62, 622, 624, 632, 644424, but not 8, 22, 65, 6135

+ Matches the term to its left one or more times

[hc]+at matches "hat", "cat", "hhat", "chat", "hcat", "ccchat", △ but not "at"

[A-Za-z]+ matches any word of any length, provided it contains no digits

[0-9]+ matches 1, 13, 666, 93615 etc
matches strings like 'foobar', 'foobalkjdflkj9r' but not
foob.+r  'foobr'

Curly Braces: \{Min,Max\} number of times to match:
- \{n\} matches n times exactly ➞ equivalent to \{n,n\}
- \{n,\} matches n times or more ➞ at least n times
- \{n,m\} matches n times at least, but not more than m times
- If a curly bracket occurs in any other context, it is treated as a regular character

A{2,}{3,5} matches one or two A, followed by 3-5 characters
(stef{2}en) matches 'steffen'
fooba{2}r matches 'foobaar'
fooba{2,}r matches strings like 'foobaar', 'foobaaar', 'foobaaaar' etc.
fooba{2,3}r matches strings like 'foobaar', or 'foobaaar' but not 'foobaaaar'
\d{5} matches 5 digits
\s{2,} matches at least 2 space characters
\d{2,3} matches at least 2 but no more than 3 digits

Parentheses
(ab)?(c) matches "abc" or "c"
(ab)|(cd)|(ef) matches "ab" or "cd" or "ef"

Quantifiers that immediately follow the group apply to the whole group:
(abc){2,3} matches abcabc and abcabcabc, but not "abc" or "abccc"
(\w+)s+\1 matches any word that occurs twice in a row, such as "hubba hubba."

Anchors

Unless anchored, wildcards will search anywhere: start, middle, end
\(^{\text{\begin{align*}^\text{
\&([\text{n}\text{\backslash r}]+)\$ matches a whole line \\
\text{\&} \quad \text{Start of the input string.} \\
\text{\&} \quad \text{bat} \quad \text{matches strings beginning with "bat"} \\
\text{\&} \quad \text{\&[\text{bat}] \quad \text{matches strings that begin with either "b", "a", or "t"} \\
\text{\&} \quad \text{\&[^{\text{\&B\text{\&A\text{\&T}}}]} \quad \text{matches strings that do not begin with either B, A, or T} \\
\text{\&} \quad \text{\&[\text{hc}]at \quad \text{matches "hat" and "cat", but only at the beginning of the string/line} \\
\text{\&} \quad \text{Caret immediately following the left bracket = excludes the remaining characters within brackets} \\
\text{\&} \quad \text{[^0-9] \quad not a digit.} \\
\text{\&} \quad \text{[^\text{\&a\text{\&c\text{\&b\text{\&}}}]} \quad \text{all characters except these} \\
\text{\&} \quad \text{[^\text{\&K-Q\text{\&}}} \quad \text{all except these} \\
\text{\&} \quad \text{[^\text{\&a-\text{\&e\text{\&}}}]} \quad \text{matches "s" in "basketball"} \\
\text{\&} \quad \$ \quad \text{End of the string.} \\
\text{\&} \quad \text{abc\$ \quad will match the sub-string “abc” only if it is at the end of the string.} \\
\text{\&} \quad \text{[\text{hc}]at\$ \quad \text{matches "hat" and "cat", but only at the end of the string/line} \\
\text{\&} \quad \text{keep in mind that most strings/files will end on a period or exclamation/question mark. You must include those as well} \\
\text{\&} \quad \$\$ \quad \text{End of File - very useful to append stuff at the end of text files}}
\end{align*}}\)
counting the imaginary characters off the beginning and end of the string as matching a `\W`
- `ly` matches "ly" in "possibly tomorrow"

**Greedy vs Non-Greedy**

Without getting into too much detail
- **greedy mode** is most often NOT the way to go. It starts at the beginning of the RegEx string and picks the end, with everything in between
- **non-greedy** or **lazy** mode often provides a better, more relevant search

<table>
<thead>
<tr>
<th>GREEDY</th>
<th>NON-GREEDY = with an extra ?</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>&lt;abc&gt;Hello world!&lt;def&gt;</code></td>
<td><code>&lt;abc&gt;Hello world!&lt;def&gt;</code></td>
</tr>
<tr>
<td><code>&lt;.*&gt;</code> returns <code>&lt;abc&gt;Hello world!</code></td>
<td><code>&lt;.*&gt;</code> returns <code>&lt;abc&gt;</code></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>abbbbc</th>
<th>abbbbc</th>
</tr>
</thead>
<tbody>
<tr>
<td>b+ returns 'bbbb'</td>
<td>b+? returns 'b'</td>
</tr>
<tr>
<td>b* returns 'bbbb'</td>
<td>b*? returns empty string</td>
</tr>
<tr>
<td>b{2,3} returns 'bbbb'</td>
<td>b{2,3}? returns 'bb'</td>
</tr>
</tbody>
</table>

| ?                      | ??                              |
| zero or one, similar to {0,1} | zero or one, similar to {0,1}? |
| *                      | **                              |
| zero or more, similar to {0,} | zero or more, similar to {0,}? |
| +                      | ++                              |
| one or more, similar to {1,} | one or more, similar to {1,}? |
| {n}                    | {n}?                           |
| exactly n times        | exactly n times                |
| {n,}                   | {n,}?                          |
| at least n times       | at least n times               |
| {n,m}                  | {n,m}?                         |
| at least n but not more than m times | at least n but not more than m times |
More

There is much more to RegEx: Backreference, Swapping and replacing terms etc.

Tools to test-drive:
RegEx - Tester online: www.regextester.com/ | gskinner.com/RegExr/
RegEx-Coach to download: www.weitz.de/regext-coach/

Categories: What else?

Related topics: Find + Replace | Jump Masks

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Triggers are case sensitive:
- ill will not be replaced by I'll
- Ill however will be replaced by I'll

Examples:
- screenplays: to capitalize Names in dialogue: /ed ➞ "EDUARD:")
- mails and web: to enter several lines:
Profiles allow you to keep several sets of replacements
**Date+Time Stamps**

If `[date]` is your replacement, your trigger `/now` will insert the format you have set up:

Details about Date/Time-Formatting ➔ Date+Time
Symbols

Directly from the Insert Symbol Dialog ALT+X:

This saves you the hassle of grabbing cryptic symbols via Copy + Paste
The symbol will automatically get inserted into the Replacement field.

Related topics: Lookups
Repository

A place to store your notes, unfinished parts, data clippings, URL's
  ■ you can think of it as the backside of the paper you're writing on
  ■ headings, bookmarks, comments - everything works like in the main section
  ■ its content is **excluded**
  ■ when merging files
  ■ from **Word Count** and **Progress Statistics** unless the repository is active
  ■ from **Print+Export** unless the repository is active

**To activate:**

**Main Window:** **ALT+R** or **F5**, both work as toggles

**Jumps Window:**

Press buttons in lower left to switch from the **Main Section** to the **Repository**

To see immediately if you are in the repository

  ■ enable **inverse colors** on the **Misc-Tab**
  ■ put the **Status** section onto your **Info Bar**
    ■ it will display 'Rep' if you are in repository mode
    ■ it will display a plus-sign '+' if the repository contains text

  ■ put **Notices** onto your **Info Bar**
    ■ it will briefly show Repository has content upon loading a file
    ■ it will briefly show Repository on when you switch over to the repository
Independent from the main section, the repository will keep and recall its own

- **Segment Focus** (if applicable)
- Scroll and caret position

**CTRL+M** moves/cuts selected text to the repository

- if nothing is selected, the whole paragraph is moved over
- Writemonkey precedes each of your snippets with the line:
  
  // moved from main text: Date_Time //

The format for this date-time stamp is taken from here:

![Writemonkey interface showing date and time settings](image)

More about formatting dates and time ➔ Date+Time

To remove the text that Writemonkey has inserted (but still keep your own comments):

1. Press CTRL+F to open **Find + Replace**
2. Activate the checkbox 'Use Regular Expressions'
3. Enter the following parameters: //.+?//
Where is it stored?

The repository is part of the file it belongs to. When you open that file with another editor, you will notice the line
**END OF FILE** ➔ this separates the repository from the main text:

Categories: Navigating | Writing

Related topics: Comments | ToDo Notes

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Topics in category "Screen Layout"

- Colors+Fonts
- Headings
- Info Bar
- Layout
- Markup Formatting
- Profiles
- Scrolling+Zooming
- View Modes

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Scrolling+Zooming

Tip:
- press \textbf{CTRL+F4} to lock to a certain scroll position within your text
- then hold down \textbf{F4} to peep at this location

\textbf{Typewriter Scrolling} toggle with \textbf{CTRL+L}
- keeps your current writing line fixed at its vertical position. Instead of the line moving down, text will scroll up
- \textit{Status} - section of \textit{Info Bar} will display an equal sign ‘=’ if switched on
- to also keep your horizontal spot fixed: \textbf{CTRL+SHIFT+L} for caret centering

\textbf{Blind Scrolling} refers to holding down the left mouse on either side of the text column
- Upper Half scrolls upwards, lower half scrolls downwards
- Up and Down areas depend on your margin-settings on the \textit{Layout-Tab}

\textbf{When blind scrolling}
- hit \textbf{CTRL} to jump a page up or down
- release to scroll one line at a time again
- \textbf{ALT+scroll} will treat the scroll border like a regular scrollbar
- ALT+click will transport you to the exact spot on an imaginary vertical 1-100% ruler
- Clicking on top or bottom will do the same as CTRL-Home and CTRL-End

Scroll Indicator Settings:

Scrolling with the Keyboard
CTRL+, (comma) scroll up
CTRL+. (period) scroll down
CTRL+SHIFT+, scroll one page up
CTRL+SHIFT+. scroll one page down
This will not move the caret position (in contrast to PgUp and PgDown)

ALT+SPACE  return to current caret/cursor position
CTRL+SPACE center caret/cursor on middle of screen
CTRL+PgUp position caret on top of screen page
CTRL+PgDown position caret on bottom of screen page
CTRL+HOME position caret on top of document
CTRL+END position caret on bottom of document

**Zooming + Layout**

Ctrl Wheel  Zoom text + column width
Shift Wheel  Zoom text only (keep column width)
Alt Wheel   Adjust column width only (keep text size)

CTRL+ALT+LEFT  Shrink text column
CTRL+ALT+RIGHT Widen text column
CTRL+ALT+Up    Zoom in
CTRL+ALT+Down  Zoom out

CTRL+0 (zero) Reset to default

**Categories:** Navigating | Screen Layout

**Related topics:** Layout

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Segment Focus

Zero in on part of your text:

- F6  focus on **selected text**
- CTRL+F6  focus on current **paragraph**
- SHIFT+F6  focus on current **heading section**

Indicators that Segment Focus is ON:
- the *Status* - section of the *Info Bar* will display 'Foc'
- text column markers ([Screen Elements]) will sport a dotted line instead of the solid one

There are 2 Segment Focus features working independently from each other:
1. one for the main section
2. another one for the Repository: If you need to refer to something repeatedly, focus on that part to have it isolated when you come back

Use Segment Focus whenever limited scope is required:
- Find + Replace
- Spell Check
- Partial Word Counts

Documents will always open with segment focus OFF.

Categories: Writing

Related topics: Headings

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
# Shortcuts

Home | Categories

## Table of Contents

- Main Window
  - Open+Close
  - View+Zoom
  - Scroll+Navigate
  - Write+Edit
  - Writing Tools
  - Print+Export
  - Sounds

- Jumps Window
  - Inside Jumps
  - Files+Folders
Main Window

Quick Help
F1  Help Cards
CTRL+F1  version information, credits
right-click  to access common commands
ESC or F11  see menu (if enabled in Window mode)
Open+Close

To open a file
CTRL+O Open a file from last used directory
CTRL+TAB in main window, press repeatedly or mouse-select
or use the Jumps Window to open project-related files or see here

CTRL+N New File from Scratch
CTRL+SHIFT+N New File from Clipboard Contents

CTRL+S Save
CTRL+SHIFT+S Save as....

CTRL+Q Quit or Soft Exit, depending on settings in Open+Save
CTRL+SHIFT+Q Force hard exit when soft exit is enabled
or SHIFT-click close-button in Window Mode
or SHIFT-click 'Quit' - menu command
**View+Zoom**

Peeping Features: Hold down ...
- **F3** to peep underneath the WM-Window
- **F4** to peep at a scroll position you previously defined with **CTRL+F4**

F2                minimize WriteMonkey
F8                lock it on top of screen
F9                Profiles
F10               Preferences

F11 or ESC        Toggle FullScreen + **Window Mode**
CTRL F3           Opacity from 100-50%, indicated in **Notices-section**
ALT+L             Try your luck with **random colors**

ALT+P             **Info Bar On/Off**
ALT+R or F5       Toggle **Repository**

**Zooming + Layout**
Ctrl Wheel        Zoom text + column width
Shift Wheel       Zoom text only (keep column width)
Alt Wheel         Adjust column width only (keep text size)

CTRL+ALT+LEFT     Shrink text column
CTRL+ALT+RIGHT    Widen text column
CTRL+ALT+Up       Zoom in
CTRL+ALT+Down     Zoom out

CTRL+0 (zero)     Reset to default
Scroll+Navigate

When typing:
CTRL+L  Typewriter Scrolling On/Off
CTRL+SHIFT+L  Caret Centering

Scrolling
CTRL+F4  memorize scroll position
hold down F4  peep at memorized scroll position

When Blind Scrolling is enabled
hit CTRL  to jump a page up or down
ALT- scroll  to treat scroll area like a regular scrollbar
ALT-click  to jump to the exact spot on a vertical 1-100% scale

Scrolling with the Keyboard
CTRL+,  scroll up
CTRL+. (period)  scroll down
CTRL+SHIFT+,  scroll one page up
CTRL+SHIFT+.  scroll one page down
This will not move the caret position (in contrast to PgUp and PgDown)

ALT+SPACE  return to current caret/cursor position
CTRL+SPACE  center caret/cursor on middle of screen
CTRL+PgUp  position caret on top of screen page
CTRL+PgDown  position caret on bottom of screen page
CTRL+HOME  position caret on top of document
CTRL+END  position caret on bottom of document

Navigation
Headings etc.  See Jumps Window Shortcuts
CTRL+F       Find + Replace

ALT+N       Next bookmark
ALT+B       Before/previous bookmark
ALT+M       Insert bookmark
Write+Edit

CTRL+Z    Undo
CTRL+Y    Redo

CTRL+SHIFT+C Copy all
CTRL+A    Select All

If nothing is selected, the following affects the whole paragraph:
ALT+Up/Down  Move paragraph up or down
CTRL+M      Move to Repository (ALT+R to go there)
CTRL+X      Cut
CTRL+C      Copy

CTRL+V      Paste
ALT+X       Insert Symbol
ALT+M       Insert Bookmark, ALT+B/N to step through

Formatting    see Print+Export
Writing Tools

Zero in on part of your text with Segment Focus
F6 Focus on selected text
CTRL+F6 Focus on current paragraph
SHIFT+F6 Focus on current heading section

CTRL+F Find + Replace
F7 Spell Check
ALT+1...9 Lookup words

F12 open Progress Window
ALT+F11 Pause Sprint Timer

For donors only:
Ctrl Shift Alt F Flow mode
CTRL+SHIFT+R Resolve Math Calculations
**Print+Export**

**Formatting** according to **Markup Export**-settings

CTRL+B  Bold
CTRL+I  Italic

CTRL+SHIFT+E  Markup Export
CTRL+SHIFT+F  Copy with Formatting
CTRL+SHIFT+H  Copy as HTML

  <em>ITALIC</em>
  <strong>BOLD</strong>

CTRL+SHIFT+P  Print Preview
CTRL+P  Print
Sounds

ALT+S  Typing Sounds On/Off
CTRL+W  Whitenoise On/Off, for donors only
CTRL+SHIFT+W  Step through Whitenoise Sounds
Jumps Window

Open Jumps  
CTRL+ENTER or ALT+LEFT/RIGHT  
middle-click left or right of the text column  
click on FileName in the Info Bar

Close Jumps  
ESC  
ENTER (twice in Files view), go to new position  
BACKSPACE, keep old position
# Inside Jumps

<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALT+LEFT/RIGHT</td>
<td>Focus main window</td>
</tr>
<tr>
<td>LEFT/RIGHT</td>
<td>Toggle Files - Bookmarks - Jump Masks</td>
</tr>
<tr>
<td>CTRL+LEFT/RIGHT</td>
<td>FILES: step through recent folders</td>
</tr>
<tr>
<td>BOOKMARKS: no effect</td>
<td></td>
</tr>
<tr>
<td>CUSTOM: step through jump masks</td>
<td></td>
</tr>
<tr>
<td>TAB</td>
<td>access <strong>Filter Box</strong></td>
</tr>
<tr>
<td>CTRL+0 (zero)</td>
<td>Clear Filter Box</td>
</tr>
<tr>
<td>CTRL+ENTER</td>
<td>Select next item on the list</td>
</tr>
<tr>
<td>UP/DOWN</td>
<td>Previous/next item</td>
</tr>
<tr>
<td>CTRL+UP/DOWN</td>
<td>Jump 10 items (same as PgUp/PgDown)</td>
</tr>
<tr>
<td>HOME, END</td>
<td>Jump to top or bottom of list</td>
</tr>
<tr>
<td>CTRL+W</td>
<td>Toggle compact / full view</td>
</tr>
<tr>
<td>CTRL+M</td>
<td>Toggle monospace / proportional font</td>
</tr>
<tr>
<td>CTRL+N</td>
<td>Show/hide numbers</td>
</tr>
<tr>
<td>CTRL+S</td>
<td>Sync color scheme to main window</td>
</tr>
</tbody>
</table>
## Files+Folders

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL+P</td>
<td>Add folder</td>
</tr>
<tr>
<td>CTRL+F</td>
<td>Open containing folder of current file</td>
</tr>
<tr>
<td>CTRL+I</td>
<td>Insert new file</td>
</tr>
<tr>
<td>F2</td>
<td>Rename file</td>
</tr>
<tr>
<td>CTRL+LEFT/RIGHT</td>
<td>Step through recent folders list</td>
</tr>
<tr>
<td>ALT+Down</td>
<td>Open recent folders list</td>
</tr>
<tr>
<td>ALT+Up</td>
<td>Open recent files list</td>
</tr>
</tbody>
</table>

More about sorting files, merging them etc. ➔ [Files + Projects](#)
Categories: Tips & Tricks

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Additional sounds: writemonkey.com/download.php
Typing Sounds

Vintage clicks and other sounds are triggered when you press
a. Space
b. Enter
c. Backspace or Delete
d. all other keys

On the Misc - Tab of Preferences:
- Press PLAY-button to preview chosen Typing Sound
- Adjust volume independently from overall PC-volume

Press **ALT+S** to toggle Typing Sounds ON/OFF
Whitenoise

Whitenoise is like white light, the conglomerate of all light frequencies. Whitenoise is what we hear when there is a lot of background noise of various sources. The sound of a river, of wind in the trees, of heavy rain ...

The positive effects of these sounds on the writing process can be twofold:

a. they are very comforting and even have a kind of hypnotic effect
b. they mask out other sounds, especially spoken words, even when played in a very low volume. Imagine writing in a café with your laptop and not wanting to be disturbed by conversations around you. Pop up your ear pieces, activate Whitenoise and you are in the zone again :)

These sounds play in an endless loop

- CTRL+W to toggle ON/OFF
- CTRL+SHIFT+W to step through sounds like ...
  - Ocean waves
  - Wilderness River, Rapids, Waterfall
  - Rain
  - Morning Birds
  - DreamForest

To add your own sounds (and have them play in an endless loop)

- simply copy your sound files into WM's subfolder sounds
- supported file formats: .ogg and .mp3

Please support the ongoing development of Writemonkey

- To activate the Whitenoise feature, go to http://writemonkey.com/
- then click on the PayPal banner to donate
Spell Check

F7 opens the dialog:

When you click 'ADD' the word will be added to user.dic
- WinXP: C:\Documents and Settings\[Username]\AppData\NetSpell\user.dic
- Vista: C:\Users\[Username]\AppData\Roaming\NetSpell\user.dic

If you want to spell check only part of your text
- do it on a Segment Focus
- or select a block of text first
Settings

- Dictionaries are OpenOffice based
- Download additional dictionaries: writemonkey.com/download.php#dictionaries

Consider saving your settings as a profile if you
- write in different languages
- need different spell checker settings for various types of work

Be careful when editing or customizing .dic files.
To complement them with your own entries at the very bottom:
Always close WriteMonkey before messing with .dic files.

More info about the dictionary structure:
www.loresoft.com/projects/netspell/the-netspell-project/default.aspx

Categories: Writing

Related topics: Lookups
Press F12 to open the progress window (or click on the progress section in the Info Bar)

In the lower right set up your countdown timer:

![Sprint writing (countdown timer)](image)

When your time is up, you will hear 3 short beeps

The Info Bar will display pertinent information:
- 'Time is up' in the Notices - section when time limit has been reached
- 'Paused' in the Status - section when you press ALT+F11 to pause
- [HH:mm:ss] countdown in the Time - section

You can also use the timer function the other way round:
1. start with limit set to zero
2. then see how long it takes you to accomplish your writing goal
use this in combination with the Visual Progress Bar to monitor your progress

Categories: What else?

Related topics: Info Bar | Progress + Statistics | Word Count

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Tags

Tags are words (separated by space or by comma)
- that are marked as comments //</br>
- and positioned at the very top of the file ➔ make sure there is no blank line above your tags

```
/tag1 tag2, tag3 tag4
/tag5
/tag6, tag7
```

Examples
- //Red ➔ to assign a red star, all Standard HTML Color Names are allowed
- //10% ➔ for every kind of rating purpose: file completion, plot tension etc.
- //draft or //repo ➔ will sink the file to the "repository section" at bottom of the file list. These files..
  - are excluded when merging files
  - may be excluded from some word counts ➔ see Count per Project/Folder
- //2012-02-15 or just //02-15 ➔ File name will turn red after the "expiration date"
Alias Color Codes
- are not case sensitive: "NeedsResearch" is the same as "needsresearch"
- separate multiple aliases by commas: Rewrite: white white, Urgent: red red

**Semantic Tags**
- use any single word, you can combine them with all tags from above
- you can **filter** your files based on these criteria
- Example: //People, Dialog, Food

These tags are visible on mouse-over or when "Compact View" is disabled
## Color Names

Standard HTML colors may be used
- in color tags and alias definitions for color tags
- in CSS Templates for Markup Export

<table>
<thead>
<tr>
<th>Color Name</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>AliceBlue</td>
<td>#E6E6FA</td>
</tr>
<tr>
<td>AntiqueWhite</td>
<td>#FAEBD7</td>
</tr>
<tr>
<td>AquaMarine</td>
<td>#7FFFD4</td>
</tr>
<tr>
<td>Azure</td>
<td>#87CEEB</td>
</tr>
<tr>
<td>Beige</td>
<td>#F0E68C</td>
</tr>
<tr>
<td>Bisque</td>
<td>#FFE4C4</td>
</tr>
<tr>
<td>BlancheDalmond</td>
<td>#FFE5B2</td>
</tr>
<tr>
<td>BlueViolet</td>
<td>#8A2BE2</td>
</tr>
<tr>
<td>Brown</td>
<td>#A52A2A</td>
</tr>
<tr>
<td>BurlyWood</td>
<td>#E4C9A6</td>
</tr>
<tr>
<td>CadetBlue</td>
<td>#76A5AF</td>
</tr>
<tr>
<td>Chartreuse</td>
<td>#C71585</td>
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<tr>
<td>Chocolate</td>
<td>#8B4513</td>
</tr>
<tr>
<td>Coral</td>
<td>#FF7F50</td>
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<tr>
<td>CornFlowerBlue</td>
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<tr>
<td>CornSilk</td>
<td>#F0E68C</td>
</tr>
<tr>
<td>Crimson</td>
<td>#C71585</td>
</tr>
<tr>
<td>Cyan</td>
<td>#00FFFF</td>
</tr>
<tr>
<td>DarkBlue</td>
<td>#00008B</td>
</tr>
<tr>
<td>DarkCyan</td>
<td>#008B8B</td>
</tr>
<tr>
<td>DarkGoldenRod</td>
<td>#B8860B</td>
</tr>
<tr>
<td>DarkGray</td>
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<tr>
<td>DarkGreen</td>
<td>#006400</td>
</tr>
<tr>
<td>DarkKhaki</td>
<td>#BA682B</td>
</tr>
<tr>
<td>DarkMagenta</td>
<td>#9400D3</td>
</tr>
<tr>
<td>Color Name</td>
<td>Color Code</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------</td>
</tr>
<tr>
<td>DarkOliveGreen</td>
<td></td>
</tr>
<tr>
<td>DarkOrange</td>
<td></td>
</tr>
<tr>
<td>DarkOrchid</td>
<td></td>
</tr>
<tr>
<td>DarkRed</td>
<td></td>
</tr>
<tr>
<td>DarkSalmon</td>
<td></td>
</tr>
<tr>
<td>DarkSeaGreen</td>
<td></td>
</tr>
<tr>
<td>DarkSlateBlue</td>
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</tr>
<tr>
<td>DarkSlateGray</td>
<td></td>
</tr>
<tr>
<td>DarkTurquoise</td>
<td></td>
</tr>
<tr>
<td>DarkViolet</td>
<td></td>
</tr>
<tr>
<td>DeepPink</td>
<td></td>
</tr>
<tr>
<td>DeepSkyBlue</td>
<td></td>
</tr>
<tr>
<td>DimGray</td>
<td></td>
</tr>
<tr>
<td>DodgerBlue</td>
<td></td>
</tr>
<tr>
<td>FireBrick</td>
<td></td>
</tr>
<tr>
<td>FloralWhite</td>
<td></td>
</tr>
<tr>
<td>ForestGreen</td>
<td></td>
</tr>
<tr>
<td>Gainsboro</td>
<td></td>
</tr>
<tr>
<td>GhostWhite</td>
<td></td>
</tr>
<tr>
<td>Gold</td>
<td></td>
</tr>
<tr>
<td>GoldenRod</td>
<td></td>
</tr>
<tr>
<td>GreenYellow</td>
<td></td>
</tr>
<tr>
<td>Honeydew</td>
<td></td>
</tr>
<tr>
<td>HotPink</td>
<td></td>
</tr>
<tr>
<td>IndianRed</td>
<td></td>
</tr>
<tr>
<td>Indigo</td>
<td></td>
</tr>
<tr>
<td>Ivory</td>
<td></td>
</tr>
<tr>
<td>Khaki</td>
<td></td>
</tr>
<tr>
<td>Lavender</td>
<td></td>
</tr>
<tr>
<td>LavenderBlush</td>
<td></td>
</tr>
<tr>
<td>LawnGreen</td>
<td></td>
</tr>
<tr>
<td>Color</td>
<td>Hex Color</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>LemonChiffon</td>
<td>#FDE0C7</td>
</tr>
<tr>
<td>LightBlue</td>
<td>#E0FFFF</td>
</tr>
<tr>
<td>LightCoral</td>
<td>#FFC0CB</td>
</tr>
<tr>
<td>LightCyan</td>
<td>#F0F8FF</td>
</tr>
<tr>
<td>LightGoldenRodYellow</td>
<td>#FFD700</td>
</tr>
<tr>
<td>LightGreen</td>
<td>#90EE90</td>
</tr>
<tr>
<td>LightGray</td>
<td>#D3D3D3</td>
</tr>
<tr>
<td>LightPink</td>
<td>#FFC0CB</td>
</tr>
<tr>
<td>LightSalmon</td>
<td>#FFA07A</td>
</tr>
<tr>
<td>LightSeaGreen</td>
<td>#87CEEB</td>
</tr>
<tr>
<td>LightSkyBlue</td>
<td>#87CEEB</td>
</tr>
<tr>
<td>LightSlateGray</td>
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</tr>
<tr>
<td>LightSteelBlue</td>
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<tr>
<td>LimeGreen</td>
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<tr>
<td>Linen</td>
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<tr>
<td>Magenta</td>
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</tr>
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<td>MediumAquamarine</td>
<td>#66CDAA</td>
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<td>MediumOrchid</td>
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<td>MediumSpringGreen</td>
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<td>MediumTurquoise</td>
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<tr>
<td>MediumVioletRed</td>
<td>#C71585</td>
</tr>
<tr>
<td>MidnightBlue</td>
<td>#000000</td>
</tr>
<tr>
<td>MintCream</td>
<td>#F5FFFA</td>
</tr>
<tr>
<td>MistyRose</td>
<td>#FAEBD7</td>
</tr>
<tr>
<td>Moccasin</td>
<td>#FFD700</td>
</tr>
<tr>
<td>NavajoWhite</td>
<td>#EEDD82</td>
</tr>
<tr>
<td>Color</td>
<td>Color</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Oldlace</td>
<td>OliveDrab</td>
</tr>
<tr>
<td>OrangeRed</td>
<td>Orchid</td>
</tr>
<tr>
<td>PaleGreen</td>
<td>PaleTurquoise</td>
</tr>
<tr>
<td>PapayaWhip</td>
<td>PeachPuff</td>
</tr>
<tr>
<td>Pink</td>
<td>Plum</td>
</tr>
<tr>
<td>Plum</td>
<td>RosyBrown</td>
</tr>
<tr>
<td>SaddleBrown</td>
<td>Salmon</td>
</tr>
<tr>
<td>Salmon</td>
<td>SeaGreen</td>
</tr>
<tr>
<td>SandyBrown</td>
<td>Seashell</td>
</tr>
<tr>
<td>Seashell</td>
<td>SkyBlue</td>
</tr>
<tr>
<td>SlateBlue</td>
<td>SlateGray</td>
</tr>
<tr>
<td>SlateGray</td>
<td>SpringGreen</td>
</tr>
<tr>
<td>Snow</td>
<td>SteelBlue</td>
</tr>
<tr>
<td>SteelBlue</td>
<td>Tan</td>
</tr>
</tbody>
</table>
Tomato
Turquoise
Violet
Wheat
WhiteSmoke
YellowGreen

Categories: Navigating | What else?

Related topics: Files + Projects | Filtering

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 ---
Stefan Müller
Hold Down

- **F3** to peep underneath the WM-Window
- **F4** to peep at a scroll position you previously defined with **CTRL+F4**
Topics in category "Tips & Tricks"

- Easy on the Eyes
- Jumping Jack
- Lookups
- Shortcuts
- ToDo Notes
- www writing

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 ---
Stefan Müller
Use the repository to store ideas about the text you're writing
- When adding a new item put an exclamation mark '!' in front of the paragraph
- And when the item is done replace the '!' with 'OK'

Using the repository you can now easily jump through items that need further attention and also see those already done.

You can of course replace ! and OK with any character or string you want. Or you might use ....
- !P to mark items that have something to do with the plot of the story
- !R for items that require research

These two jump masks will list ToDo and Done

Name: To-do
Jump mask: ^!.+?\n
Sample text: ! This is a to-do item ...

Name: Done
Jump mask: ^OK.+?\n
Sample text: OK This idea already implemented ...

Taking it one step further, you could filter for these (bottom of the jumps dialog) to refine your matches

Categories: Tips & Tricks
**View Modes**

ESC or F11 toggles between Fullscreen and Window Mode
- the last used Window size and position will be remembered
- to start up in full screen: Press F10 for Preferences

Disable this option if you prefer the resizable Window Mode

To modify the look of the Window Mode:
- consider resizing the infobar
- strip it down: Preferences > Screen Elements > More
Press **F2** to minimize the WriteMonkey application window
To hide WriteMonkey into the system tray, see **Open+Save**

**Categories:** Screen Layout

**Related topics:** Open+Save

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
What else?

Home | Categories

For Donors only:
- Math Calculations
- Whitenoise Sounds
- Flow Mode
Topics in category "What else?"

- Date+Time
- File Locations
- Filtering
- Language
- Markup Export
- Markup Formatting
- Math Calculations
- Miscellaneous
- Open+Save
- Print+Export
- Progress + Statistics
- RegEx
- Sounds
- Sprint Writing
- Tags
- Word Count

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
The following applies to all counting methods within WriteMonkey:

- **Comments** are not included
- The **Repository** is a system of its own, it will not add up to the total number in the main section.
Counting per Folder

At the bottom of the Jumps window: CTRL+R to recount

Filtering affects the word count as follows:

a. **No Filter** (empty filter box):
   - files tagged as draft or repo will not be included in the count
   - merged files will not be included: _MERGED YYYYMM-DD hh-mm.txt

b. **With Filter** (filter box not empty):
   - All visible files will be included
   - files tagged as draft or repo will be included
   - files that have been merged will also be included in the word count
Counting per File

To keep track of your word count
a. position the progress section on the Info Bar
b. For a more elaborate read-out press F12 to see Statistics

Visual Progress Bar

For those who write stuff which needs to be of a certain length. Journalists, writers …

The bar uses the ink color of your color scheme. It is located ...
- on the very bottom, if info bar is docked to the bottom
- on the very top of the screen if the info bar is docked on top

Setting the reference value:
- press F12 to bring up the Progress Window (or click on progress section of the info bar)
- Set both, unit and value to define the max scale (full length) of your progress bar
When you exceed your Limit, the bar will turn red (overlaying the ink color):

💡 Set the **Timer** to a limit of zero, then let it count in reverse to see how long it took you to reach your writing goal.

---

**Partial Count**

Keep a separate record that is counting up from zero after pressing "Reset Partial Count"

- the increasing units will be added to the total amount
- pasting text will also advance the partial count

Open the Progress Window: **F12** or click on progress section of the info bar
Reset your partial count to start over at zero

To partially count text that has already been written:

- select text fragments with the mouse
- or use Segment Focus:

  F6 focus on **selected text**
  CTRL+F6 focus on current **paragraph**
  SHIFT+F6 focus on current **heading section**

💡 You may also start with an empty Segment Focus, then type and count from scratch.

If you combine both techniques, you have two sub-counts at your fingertips:

  a. the regular progress count, now operating on your segment focus only
  b. the reset partial count, operating on *part* of your segment focus

**Categories:** What else?
Topics in category "Writing"

- Bookmarks
- Comments
- Find + Replace
- Lookups
- Markup Export
- Progress + Statistics
- Repository
- Segment Focus
- Spell Check

WriteMonkey version 2.4.0.6 | This helpfile last updated on Aug 29, 2012 --- Stefan Müller
Write your web stuff without distractions! ➤ Firefox extension It's All Text

Use it when writing text for your blogs, for web based e-mail ... It works with any textarea on any web page.

To use this extension
- character encoding must be set on UTF-8 (already default)
- and "Always save on exit" must be enabled

Categories: Tips & Tricks
Categories

- Navigating
- Screen Layout
- Tips & Tricks
- What else?
- Writing