

Step 1: Create chapters and write your story.

NOTE: Before starting your book, please know that there is free software that can enhance your book writing and it is compatible with CatchMyStory. You may wish to evaluate programs for Grammar Check and Voice to Text.

GRAMMAR CHECK: If you Google “grammar check” you can find FREE services to assist in checking your grammar. Some offer premium packages, but the basic is often all you may need. Each program has its own rules and applications. Many customers have found www.grammarly.com and www.gingersoftware.com to be very helpful. Simply follow the directions on their web-sites to access their software and use it in creating your book.

VOICE TO TEXT: If your computer has the ability to recognize voice commands, you can Google “voice to text” and see a number of free services to download that are compatible with CatchMyStory. This can be helpful for those who want to dictate their book rather than type it. Or it is helpful for capturing stories from older people who are not comfortable typing on a computer. Once the voice is recorded and entered into the book, editing can be done. Voice to Text is not 100% perfect as accents and pronunciations vary and can be misunderstood, but it can make the writing process quicker. See Section G below for additional information on how to use Voice to Text software with CatchMyStory.

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for information purposes only. CMS bears no responsibility for the accuracy, legality or content of any external website or for that of subsequent links. Contact the external website for answers to questions regarding its contents.

A. Give your chapter a name:

1. After logging in, click on “My Book”. This will take you to the text editor.

2. Click the ADD A CHAPTER button to add your new chapter name.



3. Then type the name of your chapter in the “Chapter Name” box.

▶ **Chapter Name:**

4. Start typing your text in the text editor
5. Click the “Save Book” button to save all changes.
6. Repeat this process every time you want to add a new chapter.



Note: You can change the name of a chapter at any time by changing the text in “Chapter Name” box. Then click SAVE BOOK to save your new chapter name.

B. Begin writing your story:

1. **Place your cursor in the Text Editor**, and start writing!

Font Family ▾ Font Sizes ▾ LineHeight ▾ **B** *I* U

     Upload 

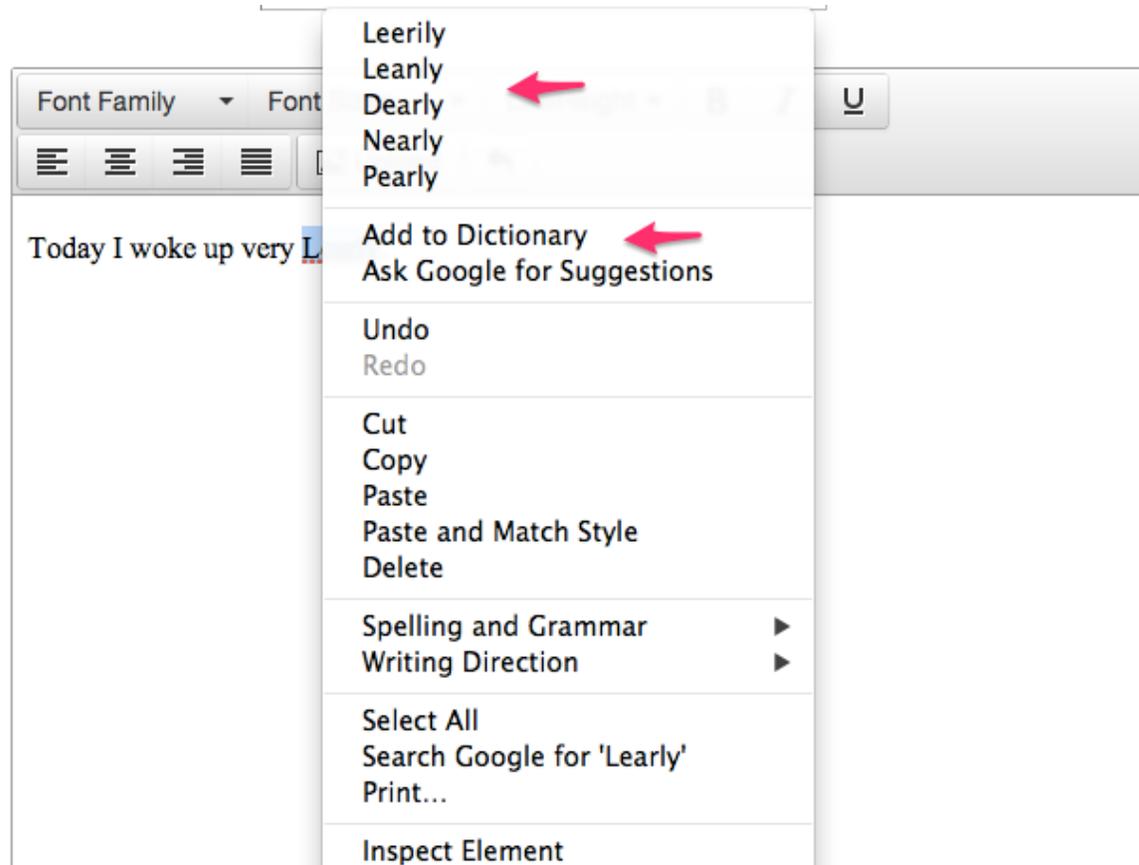
2. **Begin typing your story in the Text Editor.** Consider the Text Editor box a continuous scroll where you'll keep writing until you're ready to start a new chapter. You will **not** see page numbers in the Text Editor.
3. **If you need to copy text from another source or program, follow these steps:**
 - o Highlight the text you would like to copy.
 - o Use the appropriate command to copy your selected text (Ctrl C= copy)
 - o Open the Text Editor in your book and place your cursor where you want the text to go.
 - o Use the appropriate command to paste your selected text into your chapte (Ctrl V=paste).

Note: To ensure that your text shows up correctly, please convert it to one of the five font styles available in CatchMyStory— Arial, Courier New, Garamond, Segoe UI, or Times New Roman—before you copy and paste it into the Text Editor.

4. **To check your spelling:** As you type, words that are misspelled will be underlined with red dots.



5. If you right-click on the word, a menu will appear listing alternate or recommended spellings. Find the correct spelling on the list and click on it to replace the misspelled word. If you know a word is spelled correctly, but it's underlined in red anyway (this is a common occurrence with last names and proper nouns), right-click on the word and select "Add to dictionary" from the menu. The Text Editor will recognize the addition and will no longer underline the word (See Image below).



C. To set the alignment for your text:

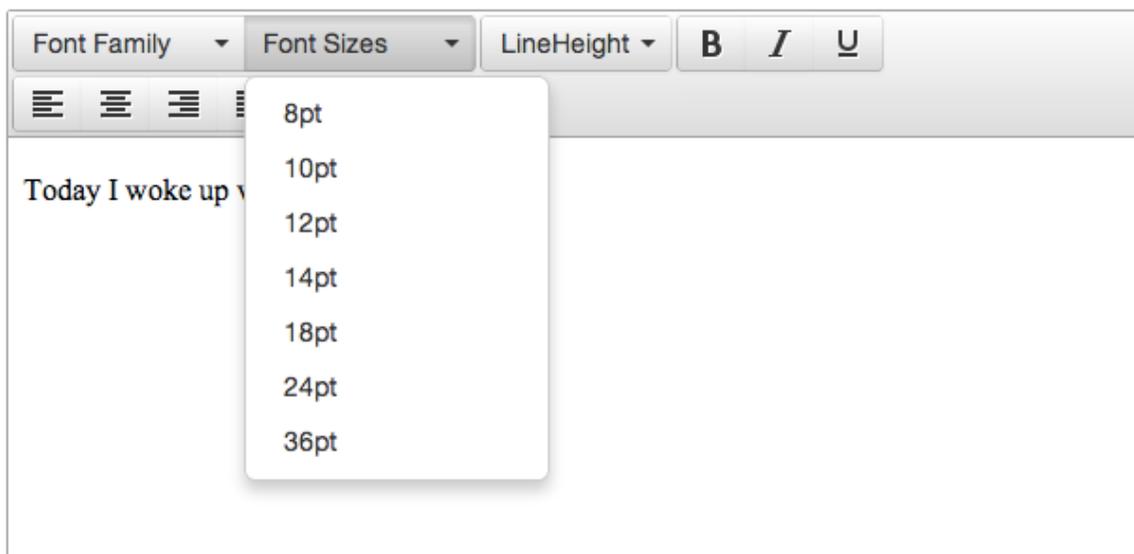
1. The default alignment for your text is justified. To change the alignment, highlight the text you'd like to change (or place your cursor where you'd like to start typing) and click on the left, center or right align button in the gray bar above the text editor.



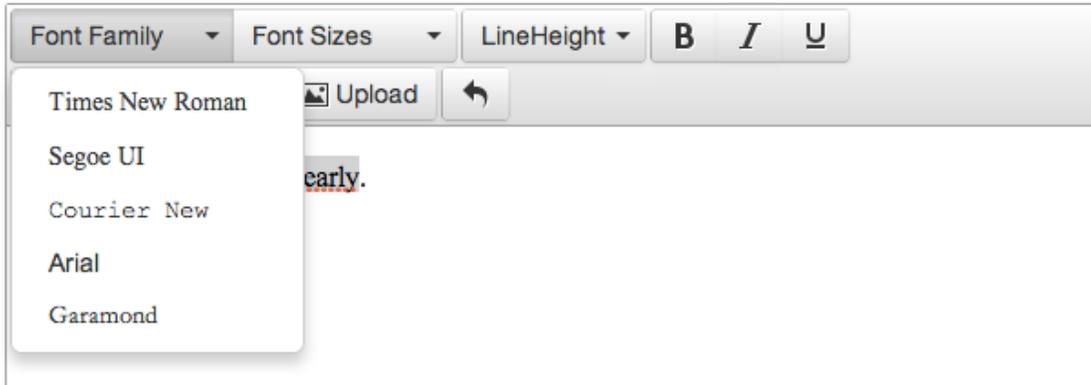
Please note: Many writers prefer to “justify” their text because it aligns the text on both the left and right margins of the page, similar to a book you’d purchase in a bookstore.

D. To change the appearance of your text (font, size and styling):

1. Highlight the text you want to change (or place your cursor where you'd like to start typing) and then select a new font or font size from the drop-down menus in the gray bar above the Text Editor box. **For most writers and readers we recommend using 14pt as the font size for your text and 12pt as the font size for captions.** You also have the option to bold, *italicize*, or underline your text by clicking the buttons in the gray bar.



Chapter Name:



E. Table of Contents

In the text editor, the Table of Contents will always appear in the order the chapters were written, but you will have the option to change the order of your chapters in the Preview section before ordering your book. Changes made in the Preview section will not be reflected in the Table of Contents you see in the text editing area, but will appear in your book previews and in your final printed book.

There's more information about rearranging and managing your chapters in the "Step 3: Preview Your Chapter and Book" section.

A screenshot of a user interface showing a 'Table Of Contents' on the left and a grid of tools on the right. The 'Table Of Contents' lists 'Chapter One' through 'Chapter Six'. The tools are arranged in a 2x3 grid under the heading 'Use these tools to help create your book'. The tools are: 'ADD A CHAPTER' (blue button with book icon), 'SAVE BOOK' (green button with download icon), 'CREATE A COVER' (orange button with magnifying glass icon), 'ADD A PHOTO' (blue button with camera icon), 'PREVIEW BOOK' (green button with magnifying glass icon), and 'ORDER BOOK' (blue button with book icon).

F. To edit an existing chapter:

1. Click on the chapter you would like to edit in the Table of Contents box and begin editing in the Text Editor.
2. Once you have completed your edits to the selected chapter, be sure to save by clicking the SAVE BOOK button so you don't lose your work!



G. Voice to Text: Your computer must be able to recognize voice commands.

Instructions for Apple Computers:

1. Open www.catchmystory.com
2. Open existing chapter or create new chapter to begin voice
3. Tap Function key FN twice to activate Voice2Text
4. Apple has a timeout every 30 seconds. When you hear the beep, tap Function key FN to continue speaking.

Instructions for PCs.

1. Open www.speechnotes.co (it is .co NOT .com)
2. Click on Red microphone
3. Begin speaking. Give voice commands for punctuation or use the keyboard. Click Red Microphone when you are finished and want to collect your thoughts before going forward. As long as the Red Microphone is on, it will pick up voices and sounds you may not want to have in the book. Press Red microphone when ready to continue.
4. When ready to "paste" your work into CatchMyStory book
5. Highlight the text by placing the cursor where you want to begin to copy. Left click and hold it. Drag cursor to highlight txt. Release.
6. Press and hold Ctrl key and hit C key. This is command to copy.
7. Go to www.catchmystory.com and open your book.
8. Create a new chapter or go to the chapter you want your text to paste to and place your cursor there.

paste.

9. Press and hold Ctrl key and hit V key. This is the command to

10. Click SAVE BOOK

11. Edit text and click SAVE BOOK

12. PREVIEW to see.