# Cast

## John Jones, husband of Mary Smith

Using headings for characters makes their names visible in the navigation pane.

## Mary Jones, wife of John Jones

Character notes will appear in the proof version, but not in the article text *if* they are in a section above the “Story:” keyword.

## Naomi Doe, friend of Mary (Smith) Jones

# Outline / Notes

I often include an outline or other notes *before* the Story: keyword. Those notes are for my own use. You can use whatever heading text you want. Use a heading to make it easy to navigate to your notes via Word’s Navigation pane.

Any text above the Story keyword is ignored.

# Story: Example Article

## Author-Notes

**Author’s Note**: STP will recognize “Author-Notes” or “Author-Notes-Start” as the start of a notes section. The following text, up to an “Author-Notes-End” line or the next Heading, will be rendered in italics and the words will not be added to STP’s word count.

The keyword lines can be in Normal or Heading style. I recommend you make “Author’s-Notes-Start” a Heading and leave “Author’s-Notes-End” as Normal text in the Word document.

# Example Heading 1

Text with a heading style, “Heading 1”, “Heading 2”, etc., will be treated as “chapters”. If you turn on STP’s Add Chapter Numbers option, STP will add chapter numbers before the heading text.

For Heading 1 and Heading 2, STP uses bold text. For the other heading styles, STP uses italic text.

## Example Heading 2

The heading above should be in bold text because it uses the Heading 2 (heading level 2) style.

### Example Heading 3

The heading above should be in italic text because it uses the Heading 3 (heading level 3) style.

## Scene:

The Scene keyword adds a scene break. In the article text, the scene break text is defined by STP’s Scene Divider text. The default is “\*\*\*”.

For ease of navigation in Word, I recommend you use a Heading style for the Scene: keyword. This example uses Heading 2.

Scene breaks appear in the table of contents for the Proof version. STP will use the text after “Scene:” as the table of contents entry. If that is empty, STP uses “Scene Change”.

The text after “Scene:” does not appear in the article text.

## Inline Formatting

STP converts these inline text styles: **bold**, *italic*, underline, ~~strike-through~~.

If you use Word’s predefined styles for emphasis or **strong** emphasis, Word will convert those to the HTML EM and STRONG elements, and STP will export them using those elements.

## Subscripts and Superscripts

This paragraph ends with a superscript.1

This paragraph ends with a subscript.2

## Text Alignment

STP detects text alignment parameters. It also detects line breaks that are not paragraph breaks.

In the text that follows, the left-aligned text is two lines in a single paragraph. (In Word, you add a line break by typing Shift+Enter rather than Enter.) The right-aligned text is also two lines in a single paragraph. You might use this style to reproduce a text message exchange.

**This is on the left.**  
Line 2 on the left.

**This is on the right.**  
Line 2 on the right.

The following *lorum ipsum* paragraph has alignment set to *justify* which distributes the text evenly between the margins.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vel arcu tellus. Suspendisse erat sit amet condimentum finibus. Maecenas condimentum lacus posuere rutrum interdum. Duis ipsum elit. Maecenas sit amet tincidunt mauris. Aliquam erat volutpat. In et luctus metus, non condimentum ligula. Nam ut arcu vitae justo porta.

The following *lorum ipsum* paragraph has alignment set to *center*.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vel arcu tellus. Suspendisse erat sit amet condimentum finibus. Maecenas condimentum lacus posuere rutrum interdum. Duis ipsum elit. Maecenas sit amet tincidunt mauris. Aliquam erat volutpat. In et luctus metus, non condimentum ligula. Nam ut arcu vitae justo porta.

## Lists

MS Word does not use HTML list elements (OL, UL) for lists. STP detects lines that look like list entries.

Paragraph followed by list with 3 numbered items:

1. Item 1.
2. Item 2.
3. Item 3.

Paragraph followed by list with 3 bullet items:

* Item 1.
* Item 2.
* Item 3.

## Quoting

STP checks for issues with quoting. Specifically, it checks for an odd-number of double-quote characters in a single paragraph. It ignores paragraphs with a single double-quote and assumes that is a quotation that continues after a break such as when a character has a long section of speech that is divided into paragraphs where the contention is to omit the ending quote in all but the last paragraph.

“This is an example of the error,” he wrote, then deliberately made an editing mistake and added a closing double-quote!”

## Epilog:

The Epilog keyword is for an epilog chapter. It is not numbered. You can use the keyword “Epilog:” or “Epilogue:”, whichever is your preferred spelling.

## Epilogue:

This is an example of the “Epilogue:” variation. Obviously, a story doesn’t have two epilogues no matter how you spell it!

## Author-Notes

**Author’s Note**: You can use the Author-Notes keyword multiple times, and you can add Author Notes anywhere. They are most common at the beginning of the story. Some authors add notes at the end of the story in addition to or in place of author notes at the beginning of the story.

If you have notes inside the story that you do not want counted towards the word count total, use the Author-Notes keyword there, too.