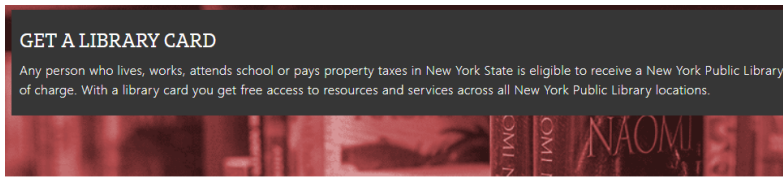


# Handouts for “Apps for Writers”

## New York City Public Library Card

[https://www.nypl.org/library-card/new/?form\\_type=nys](https://www.nypl.org/library-card/new/?form_type=nys)



### Please enter the following information

#### Personal Information

First Name Required  Last Name Required

Date of Birth Required

MM/DD/YYYY, including slashes

E-mail

Yes, I would like to receive information about NYPL's programs and services.

#### Address

I live, work, go to school, or pay property taxes at an address in: Required

New York City (All five boroughs)

New York State (Outside NYC)

United States (Visiting NYC)

<https://www.nypl.org/help/library-card#renew>

[Apply Online](#)

### Renew or Validate Your Card

All adult, teen and child library cards for cardholders in the NY Metro area and NY State expire and must be renewed every three years. New library card applicants who applied for a card online must validate their card before full cardholder privileges can be extended.

Cardholders in the New York Metropolitan Area (the five boroughs of NYC) must [visit any New York Public Library location](#) to present [the required forms of identification](#) in order to renew or validate their card.

Cardholders from areas of NY State outside of the Metro NY area may email scans or copies of the required forms of identification to [patronaccounts@nypl.org](mailto:patronaccounts@nypl.org). Alternatively, this information may be faxed to 212.621.0278.

[Eligibility for renewal and information on the renewal process.](#)

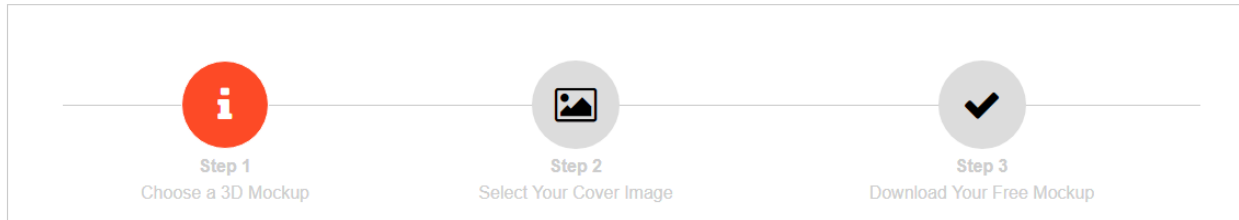
## Handouts for “Apps for Writers”

### DIY BOOK COVER GRAPHICS 3D MOCKUPS

A free tool From DIY Book Covers (<https://diybookcovers.com/>)

<https://diybookcovers.com/3Dmockups/>

#### Three Easy Steps



1. Pick either single or composite picture.



2. Hit Next.
3. Upload your cover from your computer. Click the Browse button and select the file from whatever folder you have stored your pictures in. Hit upload. (Some mockups require a spine picture too.) If the image you chose does not work (blurry or something, just hit Browse again and pick a new image.)
4. Download the image by selecting PNG or JPG. The image will download. You will not get a preview before the download.
5. Click to open at the bottom of the screen (for PC) or find in your Download folder. If you don't like it, start again!



Example:

# Handouts for “Apps for Writers”

## GOAL TRACKERS ON THE NATIONAL NOVEL WRITING MONTH WEBSITE

Useful for word-count minded people but also a great way to track time spent writing.

1. Sign up for a NaNo account. [https://nanowrimo.org/sign\\_up](https://nanowrimo.org/sign_up)

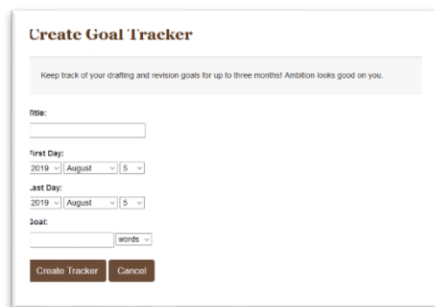


2. Once you are set up and logged in, click on the My NaNoWriMo menu and select Goal Tracker.

3. Below your author information click this button

Create New Goal Tracker

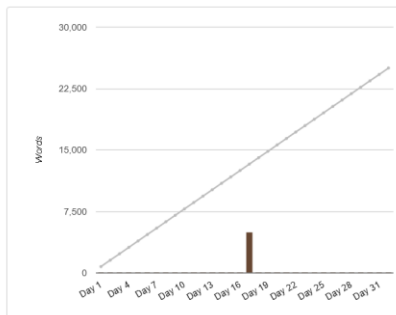
4. Fill in the info as needed for your new goal. Note the “word count” goal can be changed to a “number of hours” goal.



5. Hit Create Tracker and start logging in your numbers each day (again, under Goal Tracker). Every time you enter data, the site will create a handy graph for you and indicate when you will reach your goal with your current pace.

### Third Kramer Novella

Your Average Per Day	294
Words Entered Today	5,000.0
Goal	25,000
Target Average Words Per Day	782
Total Words Written	5,000
Words Remaining	20,000
Current Day	17
Days Remaining	15
Projected Completion Date	October 13, 2019
Words Per Day to Meet Goal	1,333



## Handouts for “Apps for Writers”

### AEON TIMELINE

#### Vocabulary:



Entity—people, locations, story arcs, projects, etc. associated with events

Event—an occurrence on the timeline



Relationship—a connection between an Entity and an Event

Group—a set of entities based on their relationship

#### Starting a project

1. Select a Template. Click Choose. Each template had unique entities and options, most customizable.
2. For Fiction, click on the Add Entity icon  and select Add Character.
3. In the new window, add a name and birthdate for the character.
4. Follow the above steps to add each character.
5. Click on the Add Entity  and choose Add Arc. Add in story arcs to track events. (His internal conflict, her external conflict, etc.)

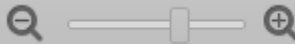
#### Adding Events.

1. Double-click on the date of the Event.
2. In the popup window, title the Event.
3. Choose a color for the Event to link it to other Events.
4. Select a time frame for the Event.
5. Click on the small green plus sign  to add Participants in the Event (characters).
6. Click on the small green plus sign  to add Observers to the Event.
7. Follow the same steps to add locations and Arc information.




#### Editing Events

1. Click on the Event. On the right-hand side of the screen, details of the Event will appear.
2. Range: Add a duration time for the Event. (Days, hours, seconds)
3. Values: Add a summary to the Event.
4. Roles: Manage character (Entity) roles in the Event.
5. Links: Add external links to research, images, etc.

#### Other ways to Edit/View Events

1. Click on Event and drag to a new start time.
2. Press Alt on the keyboard and click and drag the Event to change the end duration.
3. Click on the Zoom at the top of the page.  Drag the slide to move in and out on the timeline.
4. Use the bottom slider to move up and down the time line.

#### Timeline Settings

1. Click the Settings icon on the left side of the page. 
2. Range—Choose the type of dates and length of zoom.
3. Properties—Adjust tension, completion and summary fields. Click the green plus  to add more fields.
4. Entity Types—Adjust fields/icons for characters, arcs and locations. Add more with the green plus .
5. Colors—Add labels to colors. Double click on color for more choices.
6. All changes can be saved as a custom template by clicking the button at the bottom of the screen.

## Handouts for “Apps for Writers”

### CANVA

#### Creating a basic project.

1. Click on Create a Design. Know the purpose of the item for sizing.
2. On the far-right menu, click on Templates. Select a template that is similar to your needs.
3. Or click on Elements. Choose the elements needed for your design.

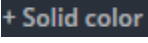

#### Elements

1. Recently used—items, designs, styles that have been used in recent projects
2. Free Photos—pics that can be used as style elements or backgrounds for the design.
3. Grids—rows and columns with place holders for images.
4. Shapes—add geometric elements. Click the small square toward the right of the screen to change the color.
5. Charts—add a chart or graph. Double click to add data.
6. Lines—Add a line.
7. Frames—Add a graphic inside like the grid feature.
8. Illustrations—Add click art.
9. Icons—Add click art.

#### Text

1. Under the search bar, click Add a heading, Add a subheading or Add a little bit of body text to add text to the design.
2. Or click a premade box of text with fonts and sizes already chosen.
3. Drag text box to location desired.
4. Click inside box to edit. Font, size, color, spacing will appear above.


#### Background

1. Choose from a premade background that will automatically go to the back of your design.
2. Click the plus sign  to choose a solid background. In that menu, click the large plus sign  and open a color palette with more choices.

#### Uploads

1. Click on Upload image.
2. Search your drive for desired image. Click Open.
3. Click on picture in menu to use in design.


#### Tips on Elements in Designs

1. Transparency—fade pictures, text, shapes into the background. Found on the upper left of screen . Click on desired object, click Transparency. Move slider to desired look.
2. Grouping items—lock items together. Shift click to select multiple elements and click Group at the top of the page to keep the items together as placed.
3. Position—layering elements. Click on an item in the design. Click on Position on the top left of screen. Choose to move the item within the layers of your design.

#### Finished Projects

1. Canva autosaves but under the File menu, Save is an option. Also Copy will create a duplicate project if mistakes are made.

## Handouts for “Apps for Writers”

2. Downloading projects. Either open the File menu or click the Download icon  to get the design. Choose the file type by click on the small down arrow on the download menu. And click the Download button.
3. Publish. Designs can be published straight to social media if desired, by clicking the Publish menu and choosing the desired app. (You must connect your Canva account to the other app.)