WRITING NEW TEXT FOR THE KTH TRACKING PROCEDURE

Use Windows Word to write the new text

I use Calibri (Body) set at 11 pt as my default font.

Using that font and point size I can have a line of around 65 characters.

If you want to see what that looks like, write a line of 65 or so characters.

Remember that each space between words also counts as a character.

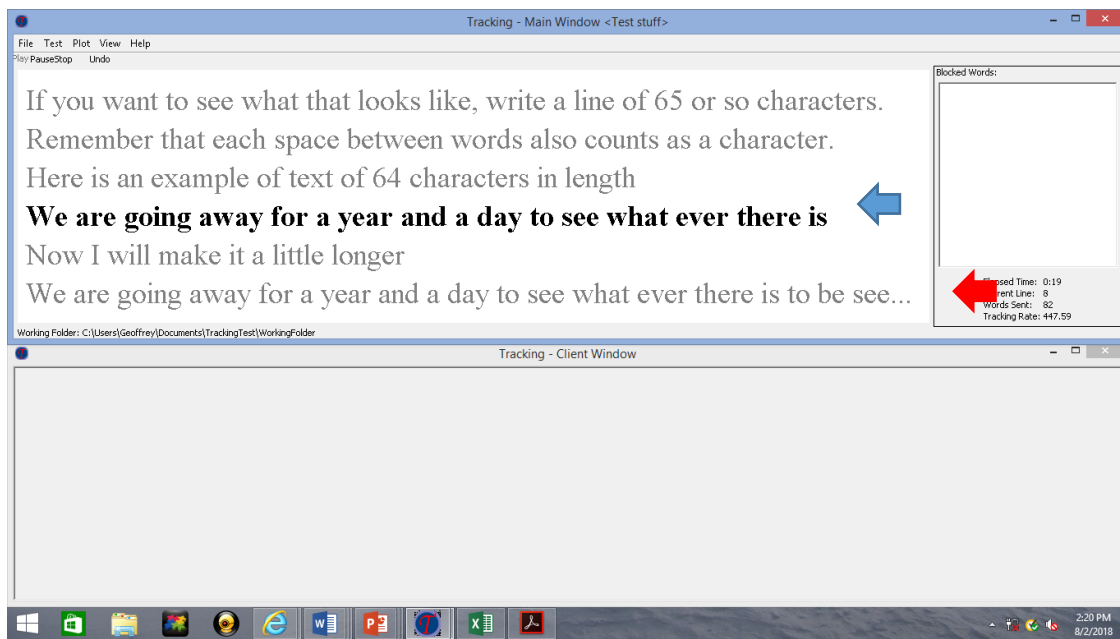Here is an example of text of 64 characters in length:

We are going away for a year and a day to see what ever there is

A line of this length can be shown EXTRA LARGE in the KTH Tracking Procedure VIEW menu

Now I will make it a little longer:

We are going away for a year and a day to see what ever there is to be seen in the whole wide world.

Below shows this text in the EXTRA LARGE font in the KTH Tracking Program. You can see that the 64

character line is shown in its entirety, BUT THE LONGER LINE IS CUT OFF AND THE EXTRA WORDS ARE
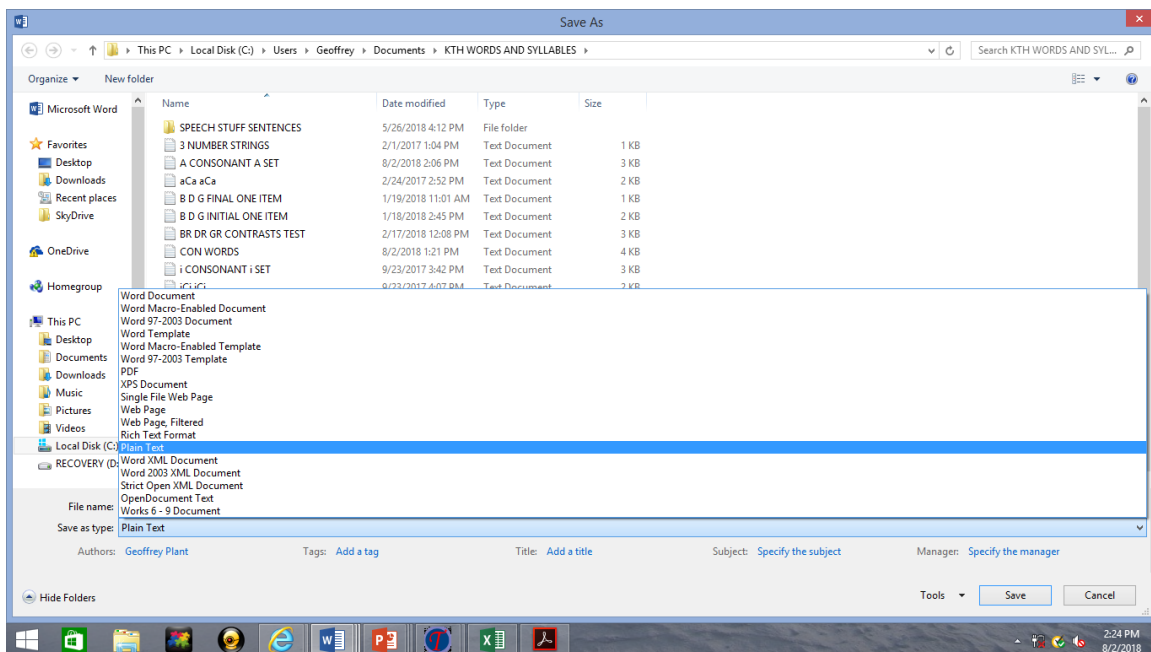
NO LONGER VISIBLE.

STEP BY STEP PROCEDURE

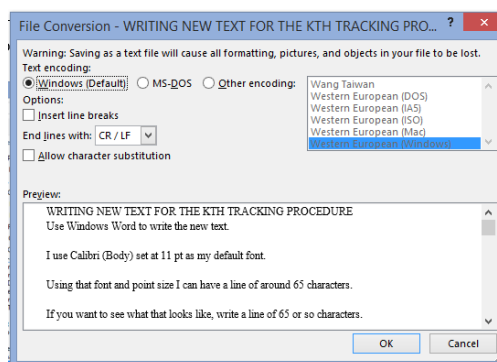Write the story line-by-line, and press ENTER at the end of each line.

This means that each line will begin with an upper case letter. If you don't feel comfortable with this, it does look a little unusual, you can replace it with a lower case letter.

Once you are ready to save the text, you need to save it as PLAIN TEXT. Any file to be used with the KTH Tracking Procedure needs to be saved in PLAIN TEXT format.

Press **SAVE AS** and when the menu appears write in the file name of your choice, and then click the **Save as Type** tab, scroll down to **PLAIN TEXT**, and click on it.
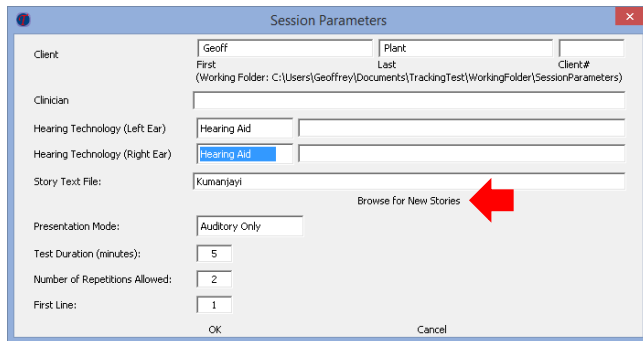

Once you press **Save**, the following message (warning) will appear.

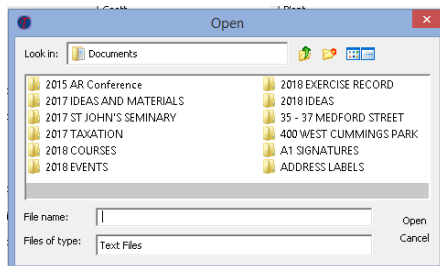Press **OK** and the file will be saved as a PLAIN TEXT.

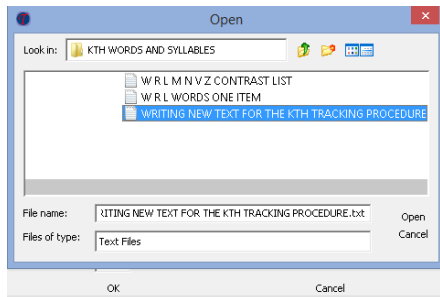When you want to use this text in the KTH Tracking Procedure here is how you add it to the menu.

Open the program for a client.
You will see the words **Browse** for new stories.
Click on this and it will show your files. Note that it will only open Text Files.

Find the file you want to use and click on it.

Press **Enter** and the file will now be available as one of your Story Text Files.

Now click on **Story Text Files**, select the new file and you are ready to use it.