StoryHost.com Editor's User Guide

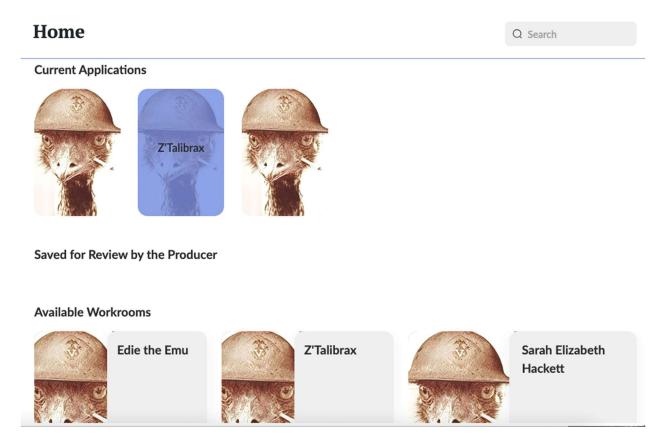
Before you can edit a story, you must first be assigned to the Editor role by the Producer.

Once assigned to the Editor role, sign in to storyhost.com using the blue "Sign In" button.

On the Home page, toggle "Reader Mode" to OFF.

WORKROOMS

Scroll down to "Available Workrooms." There will be a workroom for each character in the story.



Click on "Enter Workroom" for the first character.

Home



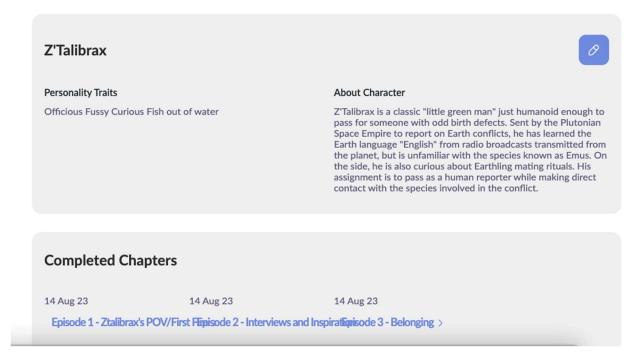
Saved for Review by the Producer

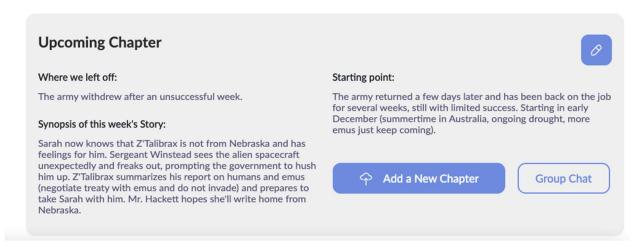
Available Workrooms



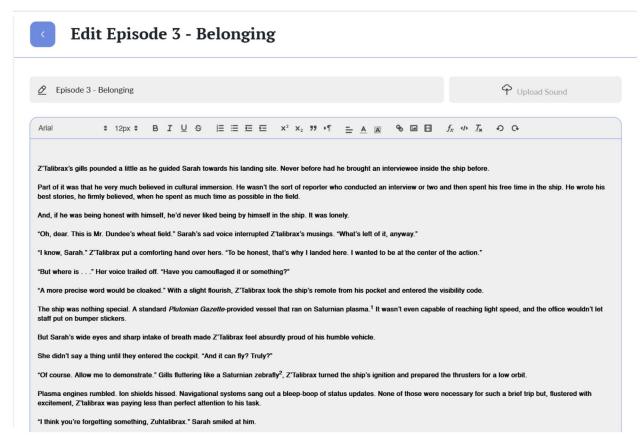
Q Search

There are three sections, or boxes, on the page. The top box is titled with the character's name. The middle box is titled "Completed Chapters." The bottom box is titled "Upcoming Chapter."





In the middle box, click on the first chapter under "Completed Chapters" (blue text). This will take you into the chapter to be edited. You will see a tab at the very top of the page with the chapter title and a pencil icon on the far left indicating the page is in editing mode. Under that, the page looks similar to a Word document with the ribbon at the top showing various font and formatting options, etc.



Begin editing as you would in a regular Microsoft Word document.

When you finish editing, click the blue "Save Changes" button at the bottom of the page.

Return to the prior page (Completed Chapters) and repeat the process above for each completed chapter. Remember to "Save Changes."

Repeat this process for each character.

When all completed chapters have been edited, sign out at the bottom of the panel to the left of the edited document.