



# Tips for writing a novel - Tip 8: Using Microsoft PowerPoint to Prepare a Stepsheet

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# This is a major point

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- I use this area to expand my thoughts.



# This is another major point

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- I use this area to expand my thoughts.
- I might indicate I want to write in narrative voice in blue.
- I might indicate areas that I think are very important on in green. (Green is the color of leaves in spring.)
- I might indicate areas that I'm not sure about in brown. (Brown is the color of a leaf that is dying.)

# Sometimes, I use colored backgrounds

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- Colored backgrounds make it easy to show different chapters.
- I can use a colored background to indicate when I'm thinking about getting rid of a point.
  - Green means I really like the idea
  - Yellow indicates caution
  - Red means probably delete

# Some of the ideas I like best get thrown away first.

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- That's because they don't advance the premise of the story.
- The premise is the driving purpose of a **story—the test that each and every page, paragraph, phrase, every sentence, must advance.**
- Example: For the Occluded Emerald, the premise is "Evil and Love can never be destroyed, but evil contains within it the seeds of it's captivity. Love, does not."



## Sometimes, I use a design template

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- I feel more relaxed when I'm not just using a plain white card.

# Sometimes I use PowerPoint's outline view

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  - Example: For the Occluded Emerald, the premise is “Evil and Love can never be destroyed, but evil contains within it the seeds of it's captivity. Love, does not.”
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# Sometimes I save the file as an Outline

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# I can use Word to edit and add to the outline, or overwrite parts of it.

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## One of the advantages of using a PowerPoint Stepsheet is

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- That the space allowed for writing comments automatically limits the amount that I type.
- Another advantage is that it makes me feel like outlining, and not writing dialogue.




## I sometimes like watching a Slideshow

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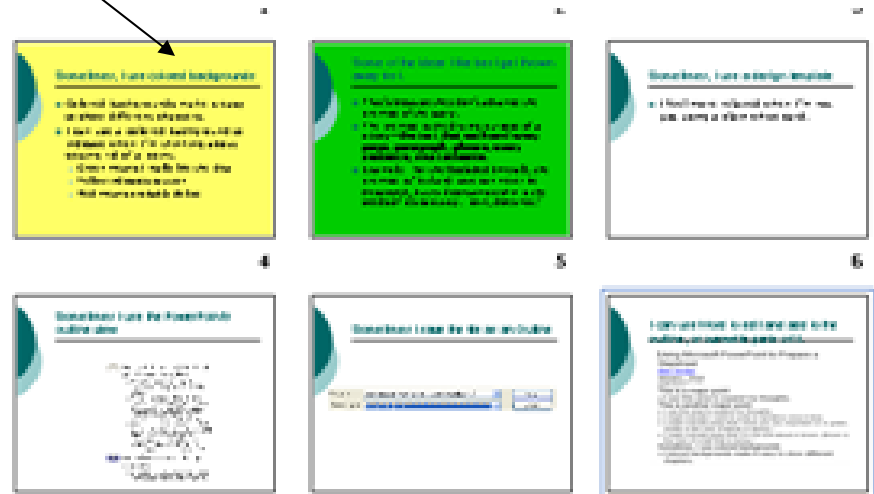
- It lets me see how my novel will progress, and
- If I want I can record my voice and listen what I'm intending to write.

# Another advantage is that I can easily rearrange the order in either

- The Outline View
- The Slide Sorter or
- On a slide-by-slide basis.

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- Example: For the Occluded Emerald, the premise is "Evil



Also, sometimes I include pictures that help me to visualize my writing

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- As he slid down the water chute, Barry closed his eyes and starting laughing. The water swirled around his body tickling him like a million feathers

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# Alan H. Jordan is the author of many books, articles and audio books.

- Visit his blog at <http://www.AlanJordan.com>
- Check out his forthcoming novel, *The Occluded Emerald* at <http://www.Harmony123.com>
- Read one of his children's books, *The Monster on Top of the Bed* at <http://www.Monbed.com>
- Listen to his audio books at LoDingo.com. [Affiliate link.](#)



Excerpts from *The Monster on Top of the Bed*,  
Illustrated by Manuela Pentangelo