

Series and Book Bibles

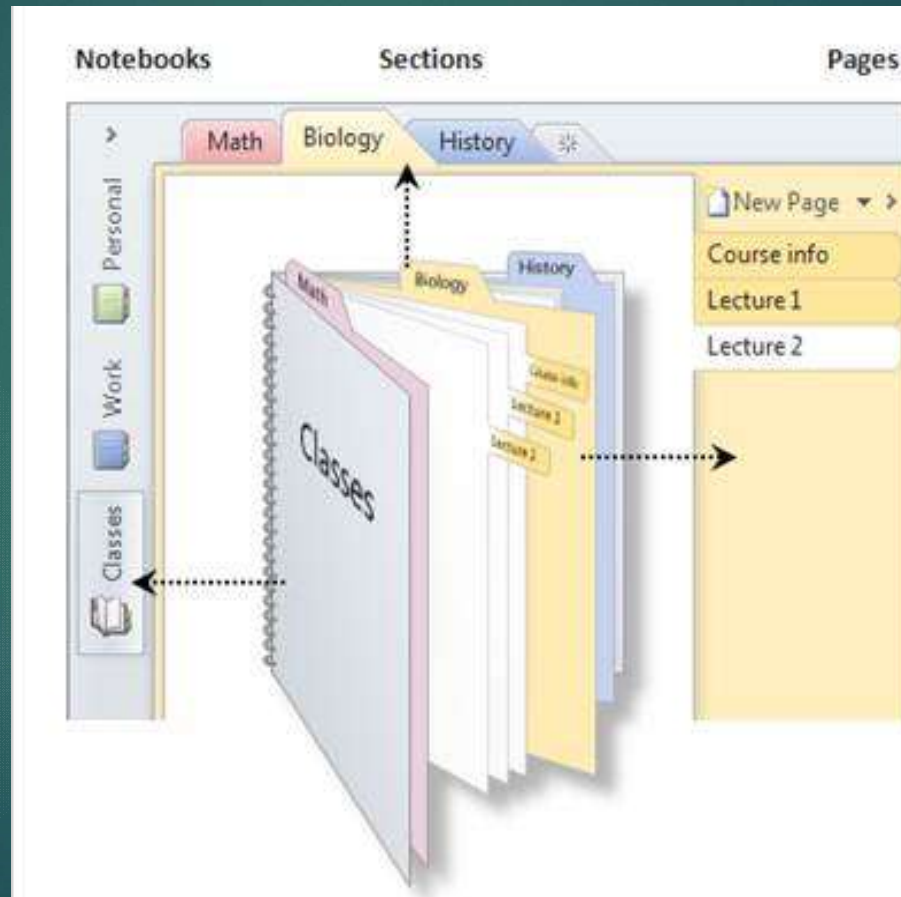
Using MS OneNote
or Anything You Want



Copyright 2016 by Jami Davenport

OneNote

- ▶ An electronic notebook (3-ring binder)
 - ▶ Included in most Microsoft Office Suites
 - ▶ Free version available via Microsoft
 - ▶ Consists of pages within tabs
 - ▶ Shareable among devices and people
 - ▶ *Automagically* saves



Organize

Create as many notebooks, sections, and pages as you need.

New Notebook:
File > New

What OneNote is *NOT*

- ▶ *NOT* a word processing program (i.e. Word, WP, Scrivener, etc.)
- ▶ *NOT* meant for items you intend on printing
- ▶ *NOT* ideal for sharing large files such as images

What OneNote *IS*

- ▶ *IS* great for storing details about your books and your author information
- ▶ *IS* perfect for articles/posts you'd like to find again
- ▶ *IS* ideal for useful links
- ▶ *IS* meant to share notes with others

OneNote

► Sharing is Good!

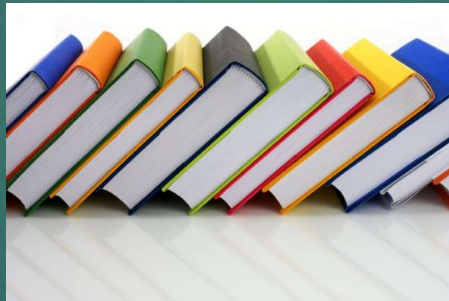
- Go mobile
- On your desktop
- Take with you on your laptop and tablet
- Access from anywhere
- Share with others



Creating a Bible—Where to Start?

- ▶ You don't need to use OneNote
 - ▶ Use Word
 - ▶ Excel
 - ▶ Scrivener
 - ▶ Paper
 - ▶ Whatever you are comfortable with
- ▶ Book and/or Series Bible?

Book Tab(s) or Notebook



Character Page(s)

- ▶ Character Descriptions
 - ▶ Hair color
 - ▶ Eye color
 - ▶ Height, body type
 - ▶ Tattoos or scars, distinguishing attributes
 - ▶ Pets
 - ▶ Misc. details
- ▶ Personality Traits
- ▶ Photo
- ▶ Backstory
 - ▶ Might include significant mentions in previous books

Plot, Outline, or Pantsing

SUGGESTIONS ONLY:

- ▶ Chapter by chapter outline with POV's
- ▶ Calendar timeline
- ▶ Any plotting you do
- ▶ Cut scenes
- ▶ Scene ideas

Optional Items to Include for Each Book

- ▶ Reviews
 - ▶ Review summary
 - ▶ Review text
 - ▶ Review quotes
- ▶ Sales
- ▶ Editing notes
- ▶ General book info
 - ▶ Buy links
 - ▶ Blurbs
 - ▶ Teasers
 - ▶ Media Kit

Series Info



Series Info Must Have's

- ▶ Titles and Book order
 - ▶ Publication dates
 - ▶ Series timeline
- ▶ Future books
 - ▶ Possible titles
 - ▶ Book ideas
 - ▶ Plot ideas
- ▶ Main Character Chart
 - ▶ What book they first appear in
 - ▶ What book is their book
 - ▶ Basic descriptions

Setting

- ▶ Town, Team, Location
 - ▶ Photos
 - ▶ Map
 - ▶ Descriptions
 - ▶ Chart of what books settings were used in

Research

- ▶ Research info
 - ▶ Articles
 - ▶ Links
 - ▶ Emails
 - ▶ Contact names
- ▶ Copies of news stories to use in future books

Novellas

- ▶ Too small to get their own notebook
 - ▶ One tab for each
- ▶ Include
 - ▶ Character charts
 - ▶ Plot
 - ▶ Blurb and links

How About Some REAL Examples???



Gimme somethin' I can use!

OneNote in MS Office View

The screenshot displays the Microsoft OneNote application in MS Office View. On the left, the 'Notebooks' sidebar lists several notebooks: 'Personal (Web)', 'Cedrona Publishi...', 'Bottom9th', 'Bodycheck ing' (selected), 'AuthorStu ff', 'SkatingThi nIce', 'JamiSofia Admin', 'Blindsided', 'SeattleSpo', and 'Quick Notes'. The main content area shows the 'Bodychecking' notebook with tabs for 'Bodychecking', 'Characters', 'Plot', 'Research', 'Scraps', 'Reviews', 'Edits', and 'Sales'. The title 'Bodychecking Long Blurb' is underlined in red. Below the title, the date and time 'Monday, May 2, 2016 7:05 PM' are displayed. The main text begins with the heading 'Bodychecking (Seattle Sockeyes Hockey) -- Game On in Seattle #8' followed by 'Release Date: April 30, 2016'. A section titled 'LONG BLURB' contains two paragraphs of text.

Bodychecking Long Blurb

Monday, May 2, 2016 7:05 PM

Bodychecking (Seattle Sockeyes Hockey) -- Game On in Seattle #8
Release Date: April 30, 2016

LONG BLURB

As the wild child of the family, Bellani Maxwell isn't interested in settling down. Between a fledgling party crashing business, teaching self-defense at a martial arts studio, and hitting the bar every night, she has her hands full. She doesn't need the added responsibility or commitment of a relationship.

Hockey star Cedric Pederson has all the puck bunnies he could ever want, but a chance encounter eighteen months ago leaves him with eyes only for the gorgeous, free-spirited Bella. Too bad she isn't interested in what Cedric has to offer beyond frequent hookups, and he's grown tired of their on-again, off-again non-relationship. He wants to be all-in or all-out.

OneNote Web Version View

The screenshot displays the OneNote Web Version interface. At the top, there is a purple header bar with the OneNote logo, the text 'OneNote Online', and a navigation bar with 'OneDrive' and 'Documents'. Below this is a dark blue bar with the document title 'Bodychecking'. A light gray navigation bar contains links for 'FILE', 'HOME', 'INSERT', 'VIEW', 'PRINT', a search bar with the placeholder 'Tell me what you want to do', and links for 'EDIT IN ONENOTE' and 'GIVE FEEDBACK'. The main content area has a light blue sidebar with a hamburger menu icon and the title 'Bodychecking Long Blurb'. Below the title, the date and time 'Monday, May 2, 2016 7:05 PM' are shown. The document content includes a bold title 'Bodychecking (Seattle Sockeyes Hockey) -- Game On in Seattle #8', a bold release date 'Release Date: April 30, 2016', and a section header 'LONG BLURB'. The text describes a character named Bellani Maxwell and a hockey star named Cedric Pederson.

OneNote Online OneDrive Documents Bodychecking

FILE HOME INSERT VIEW PRINT Tell me what you want to do EDIT IN ONENOTE GIVE FEEDBACK

≡ Bodychecking Long Blurb

Monday, May 2, 2016 7:05 PM

Bodychecking (Seattle Sockeyes Hockey) -- Game On in Seattle #8
Release Date: April 30, 2016

LONG BLURB

As the wild child of the family, Bellani Maxwell isn't interested in settling down. Between a fledgling party crashing business, teaching self-defense at a martial arts studio, and hitting the bar every night, she has her hands full. She doesn't need the added responsibility or commitment of a relationship.

Hockey star Cedric Pederson has all the puck bunnies he could ever want, but a chance encounter eighteen months ago leaves him with eyes only for the gorgeous, free-spirited Bella. Too bad she isn't interested in what Cedric has to offer beyond frequent hookups, and he's grown tired of their on-again, off-again non-relationship. He wants to be all-in or all-out.

Book Notebook

🎬 Main Book Page

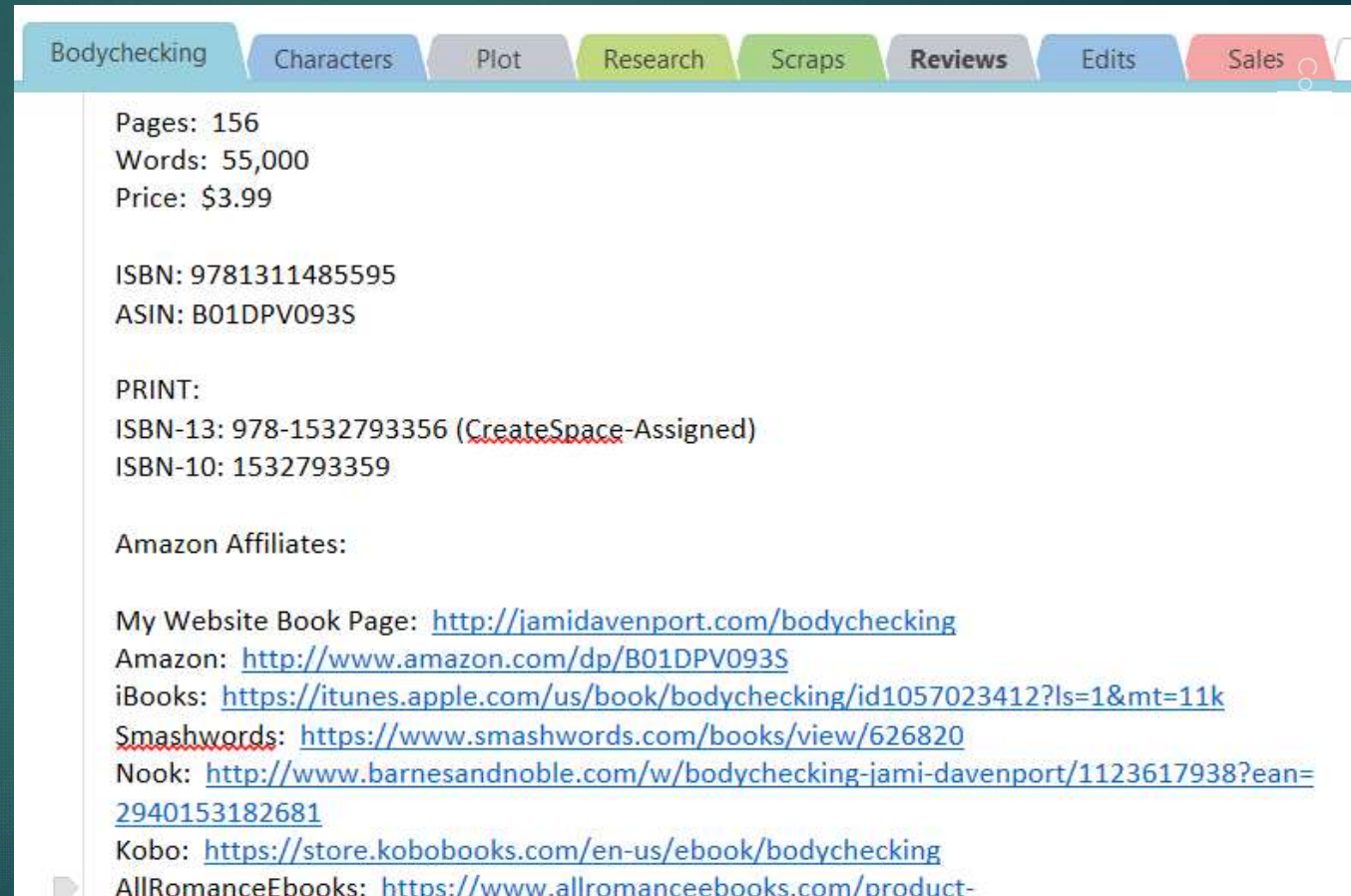
🎬 Blurbs

🎬 ISBNs

🎬 Buy Links

🎬 Sales Info

🎬 Promo



The screenshot shows a web application interface for a book titled 'Bodychecking'. At the top, there is a navigation bar with tabs: 'Bodychecking' (selected), 'Characters', 'Plot', 'Research', 'Scraps', 'Reviews', 'Edits', and 'Sales'. The main content area displays the following information:

Pages: 156
Words: 55,000
Price: \$3.99

ISBN: 9781311485595
ASIN: B01DPV093S

PRINT:
ISBN-13: 978-1532793356 (CreateSpace-Assigned)
ISBN-10: 1532793359

Amazon Affiliates:

My Website Book Page: <http://jamidavenport.com/bodychecking>
Amazon: <http://www.amazon.com/dp/B01DPV093S>
iBooks: <https://itunes.apple.com/us/book/bodychecking/id1057023412?ls=1&mt=11k>
~~Smashwords~~: <https://www.smashwords.com/books/view/626820>
Nook: <http://www.barnesandnoble.com/w/bodychecking-jami-davenport/1123617938?ean=2940153182681>
Kobo: <https://store.kobobooks.com/en-us/ebook/bodychecking>
~~AllRomanceEbooks~~: <https://www.allromanceebooks.com/product->

Your Characters

- ❖ Characters
 - ❖ Physical Desc.
 - ❖ Miscellaneous
 - ❖ Backstory
 - ❖ GMC/Motivations
 - ❖ Images

Bottom9th
Characters
Plot
Research
Sales
Promo
Reviews
+

Search (Ctrl+E)

+ Add Page

Character Chart

Skookums Roster

Secondary Character Ch

Kid History

Zeke Backstory

Zeke Descriptions

Isaac Backstory

Bodychecking Character



Paisley Descriptions

Paisley's Cocktail Dress

Plotting Helps from RW

Character Graphics for

Isaac and Avery Weddi

Physical Characteristics	Misc	Backstory
MAIN BOOK CHARACTERS Zeke Wolfe 	23 years old 6-3 Short, dark hair Wolfe baseball playing youngest Blue eyes Mother died when he was 10 Sister Karen died when he was 18? First base Two years apart with brothers Traded by Angels to Seattle Tattoos: None Dog tags: are his sister's	As the youngest, he's also the quietest. He's spent his life flying under the radar. ISAAC: His sweet, submissive mother had been born wealthy, but her dating and subsequent marriage to his father ended any family support. Isaac had only met her family once, and that had been at his mother's funeral when he was fourteen. Even so, she'd trained all her boys in the finer points of polite society, even though they chose to ignore any semblance of politeness, except for baby brother Zeke, who went out of his way to be nice, polite, and avoided all conflict unless it was on the baseball field. Mother died when he was 10, Karen was 16 Karen died when he was 18 Isaac moved out at 16 (Zeke--12)
Paisley Madison 	Petite, perky, blond, brown eyes From small town called Wally in southern idaho Calico: Sister disappeared 6 months ago Found her body in a culvert 1 month ago	Calico: Dead older sister, killed by BIL (Virgil Beck), older sister, took care of Paisley who is 4 years younger Raised by single mother--Not that her mother cared much, she was either comatose or bar hopping. She wasn't much for analyzing her emotions. They just were.

Review Tab

🎬 Reviews

- 🎬 Summary/Recap
- 🎬 Snippets/Quotes
- 🎬 Pages for each review

Down by Contact | Reviews | Characters | EtiquetteInfo | ... | +

Search (Ctrl+E)

Review Summary

Wednesday, May 01, 2013 7:39 AM

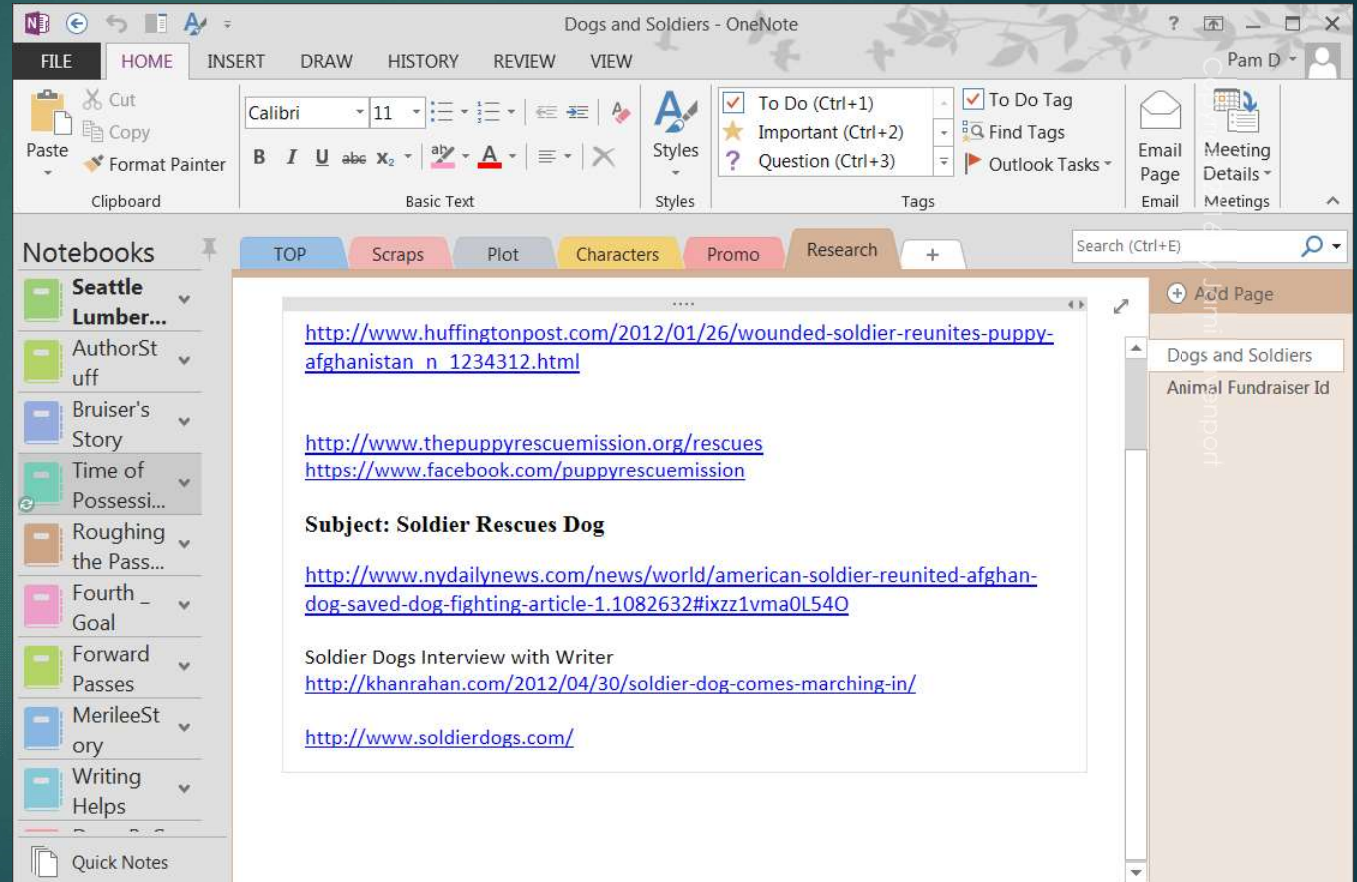
Date	Place	How	Link
4/21/13	Manic Readers--Ivy	AA On Amazon	http://www.goodreads.com/review/3353 >
4/27/13	The Romance Reviews--Cozy Reader	Submitted On Amazon	http://www.theromancereviews.com/review.php?bookid=8651 >
4/30/13	Turning the Pages	AA On Amazon	http://www.turningthepagesx.blogspot.com/2013/04/blog-tour-review-tour-wide-giveaway.html >
4/30/13	Lori's Book Blog	AA	< http://lorisbookblog.blogspot.com/2013/04/blog-tour-review-tour-wide-giveaway.html >

+ Add Page

- Review Summary
- Blog Tour Review
- Review Snippets
- Review Sites for Mentions/Blogs
- Fan Reviews
- Reader Comment
- Manic Readers--
- The Romance Re
- Turning the Page
- Lori's Book Blog
- Talk Supe

Research Tab

- Research
- Searchable
- Contact Detail
- Other Misc.



Plot Tab

- Plotting
 - Chapter by Chapter
 - Major Plot Points
 - Techniques
 - Closure
 - Timeline or Calendar

Blindsided Ideas Plot Characters Sales Reviews +

Search (Ctrl+E)

Chapter by Chapter

Wednesday, May 27, 2015 8:28 PM

Chapter	Scenes	Timeframe	Comments
1	T--Agent telling him SH have been sold E--GNO T--Talking with Carson and new coach	June 8	
2	T--at the casino with guys, looking for a hookup E--drunk and coming on to Tanner T--About to do the deed, call from Izzy	June 24	
3	E--waiting for T to call T--Going to Karaoke to find E E--Admitting her dream is to be a singer T--Working tables in bar	July 8	
4	E--next day when pics hit social media T--Emma comes to door E--T tells fam they're getting married T--Tells group he loves E	July 8-9	
5	E--Back at appt. talking about Wedding T--goes fishing, tells buddies about wedding E--Bella upset about T&E T--goes to barn and finds E crying	Same night Next morning	
6	E--getting ready for date with T, talking to A	Sat. night,	

Aut

+ Add Page

Chapter by Chapter

Calendar

Scenes to Finish

Scenes to Add

Seahawks 2015 Schedule

Important 2015 Dates

Jenny Cruise's Synopsis

Story GMC

Hauge Journey Table

Plot Ideas

WIAA 2015 Football Da

Edits

Series Notebook

- ▶ Series Info
 - ▶ Timeline
 - ▶ Future Books
 - ▶ Current Books
- ▶ Pics
- ▶ Ideas for plots and titles
- ▶ Combined character charts
- ▶ Overall info on world
- ▶ Bundle info
- ▶ Novellas

The screenshot displays the Series Notebook application. At the top, there are tabs for 'Basics', 'SeattleSockeyes1-3', 'Hero Pics', 'Ideas', 'FootballShorts', and 'Icing'. A search bar is located on the right. The main content area shows a calendar for August 2014, titled 'August 2014 CRASHING THE NET/Boards (Season 0 and 1)'. The calendar grid shows dates from Sunday to Saturday. The sidebar on the right contains a list of items: 'Add Page', 'Game On in Seattle Seri', 'Game On Timeline', 'GAME ON CALENDAR', 'Steelheads Timeline', 'Lumberjacks Timelin', 'Books in Series', 'Possible Series Titles', 'Team Names', 'Titles', 'Cover Art', 'Concussion Protocol', 'Series Order for Book D', and 'Game On in Seattle Aut'.

First book ended a couple weeks after the draft on June 27-28

Middle book takes place middle of July

This book opens a month or two later: Mid August
Then FF a month: Kid shows up on doorstep a couple days before training camp

August 2014 CRASHING THE NET/Boards (Season 0 and 1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16 Book Begins Cooper busts into party
17 Ch. 1-2	18 Ethan assigning Cooper to project	19	20	21	22	23

Author Notebook

For YOU!

- BIO
- Book Ideas
- Author Quotes
- Quotes and Author Info
- Other

JamiInfo

PROMO

Reviews

BookRelatedIdeas

ConferenceInfo

Quotes

USA Today Bestselling Author Jami Davenport writes sexy contemporary and sports romances, including her two new indie endeavors: the Game On in Seattle Series and the Madrona Island Series. Jami's new releases consistently rank in the top fifty on the sports romance and sports genre lists on Amazon, and she has hit the Amazon top hundred authors list in both contemporary romance and genre fiction multiple times. Jami ranked Number Seven on Kobo's Top Ten Most Completed Authors, an honor bestowed on the year's "most engaging" authors based on an average page completion rate by their readers.

Jami lives on a small farm near Puget Sound with her Green Beret-turned-plumber husband, a Newfoundland cross with a tennis ball fetish, a prince disguised as an orange tabby cat, and an opinionated Hanoverian mare.

Jami works in IT for her day job and is a former high school business teacher. She's a lifetime Seahawks and Mariners fan and is waiting for the day professional hockey comes to Seattle. An avid boater, Jami has spent countless hours in the San Juan Islands, a common setting in her books. In her opinion, it's the most beautiful place on earth.

Subscribe to my newsletter to receive a free novel and be notified of new releases, special sales, and contests: <http://eepurl.com/Lpfal>
Follow on Bookbub: <https://www.bookbub.com/authors/jami-davenport>
Follow me on Amazon: <http://www.amazon.com/-/e/B002BMFT5G>
Join my reader group (Jami's Bleachers and Books):
<https://www.facebook.com/groups/BleachersandBooks/>

Newsletter: <http://eepurl.com/Lpfal>
Website Address: <http://www.jamidavenport.com>
Twitter Address: @jamidavenport
Facebook Address: <http://www.facebook.com/jamidavenport>
Facebook Fan Page: <http://www.facebook.com/jamidavenportauthor>
Jami's Bleachers and Books: <https://www.facebook.com/groups/BleachersandBooks/>
Facebook Game On in Seattle Page: <https://www.facebook.com/GameOninSeattle>

Business Notebook

Copyright 2016 by Jami Davenport

CedronaBasics
ReleaseCalendar
To Do
BookBubEtc
AuthorBestsellerLists
...
+

Search (Ctrl+E)

+ Add Page
2016 Expected Income
2016 Book Release Sch
Writer's Plan
Indie Email for Authors
Backmatter
Publishing Locations an
Amazon Affiliate Links
Business License
Distributor List
Bowkers ISBN
Collaborations
Business Plan Info
Cover Re-Dos
New Versions
Rights Reversion for Bo

Amazon Affiliate Links

Sunday, February 08, 2015 1:51 PM

Madrona Island Series
Madrona Sunset: <http://amzn.to/16Z3xGT>

Evergreen Dynasty Series
Save the Last Dance <http://amzn.to/1C7WuDu>
Who's Been Sleeping in My Bed? <http://amzn.to/16Zbqfq>
The Gift Horse: <http://amzn.to/1C7XpnA>

Game On in Seattle
SERIES: <http://amzn.to/1M000cS>

Skating on Thin Ice <http://amzn.to/1A3b6Jk>
Crashing the Boards: <http://amzn.to/1DTPP27>
Crashing the Net: <http://amzn.to/190dBOE>
Love at First Snow <http://amzn.to/1DTRUeq>
Game On in Seattle <http://amzn.to/1RiRiaC>
Melting Ice: <http://amzn.to/1GmTHLG>
Blindsided: <http://amzn.to/1EtwVPr>
Bodychecking: <http://amzn.to/1rtzE3>

Google Shortener

JD

Save the Last Dance <http://goo.gl/um9IFK>
Who's: <http://goo.gl/g6DtCX>
TGH: <http://goo.gl/WNdt2u>

JD

Skating on Thin Ice: <http://goo.gl/6VBctc>
Crashing the Boards: <http://goo.gl/kxRxaF>
Crashing the Net: <http://goo.gl/x19Sdm>
Love at First Snow: <http://goo.gl/3DJDXU>

JD

Author

Manually generated affiliate link:
<http://www.amazon.com/dp/B004YKUNYA?tag=tinwrirom-20>

How to Start

- ▶ Character Descriptions
- ▶ Book info
 - ▶ Links
 - ▶ Blurb
 - ▶ Other Info
- ▶ Book Lists
 - ▶ Current and Planned/Contracted Books
- ▶ Plot ideas, GMC, etc.
- ▶ Timelines and Calendars
- ▶ Basic Author Info
 - ▶ Author Bio and Links
- ▶ Essentially anything you cut and paste multiple times and have to search for, put it in a notebook