4THEWORDS

A Comprehensive User Guide On 4thewords

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For more information visit the website: https://app.4thewords.com/login

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Preface

Introduction to 4thewords

This user manual is designed to help first time users navigate the writing application called 4thwords. The manual will include various chapters and explanations that help you to understand the functions and features.

4thewords is a software you can use to help stay productive in your writing tasks. The software uses gaming and RPG elements to help motivate you to write in a fun and interesting way. Some features include completing quests, adventuring to towns, customizing your avatar, and fighting monsters. This user guide will help you to understand and navigate various features of 4thewords.

Each chapter introduces a new section of 4thewords and explains how to use the features:

- Chapter one has a basic introduction to 4thewords and helps you to set up their account information.
- Chapter two is an explanation of the adventuring and game features of the application.
- Chapter three focuses on the features that connect you with other players.
- Chapter four includes more information about extra features.
- Chapter five explains how to change and update account information.
- The glossary section explains difficult terminology and an index, which allows you to quickly find specific sections of the user manual.

Chapter 1: Basic Introduction to Using 4thewords

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Creating Your Profile

4thewords requires you to create an account before accessing the features. This section explains the steps to help you create a new 4thewords profile.

1. Type “4thewords.com” into the browser search bar.
   The search takes you to the main page of the website.
2. Type in your new username, password, and your email into the three boxes.
3. Click **Join the Adventure.**
   A new window with character selections appears.
4. Select the character design you like.
   Note: you can customize your character in your settings.
5. Click **Continue**.
6. Select your daily writing goal.
   Note: you can change your goal in your settings.
7. Click **Continue**.
8. Choose the type of content you will be writing.
   You can choose from the options in the list.
9. Click **Continue**.

Tutorials and Exploring the Interface

After creating your profile, the tutorial window guides and introduces you to the application features. The tutorial will also use short interactive examples to help you become familiar with the features and functions. You can read through the tutorial and briefly explore the contents of the application. You also have the choice to skip the tutorial and start using the application right away (See “Tutorial screen of monster battles” on page 3).

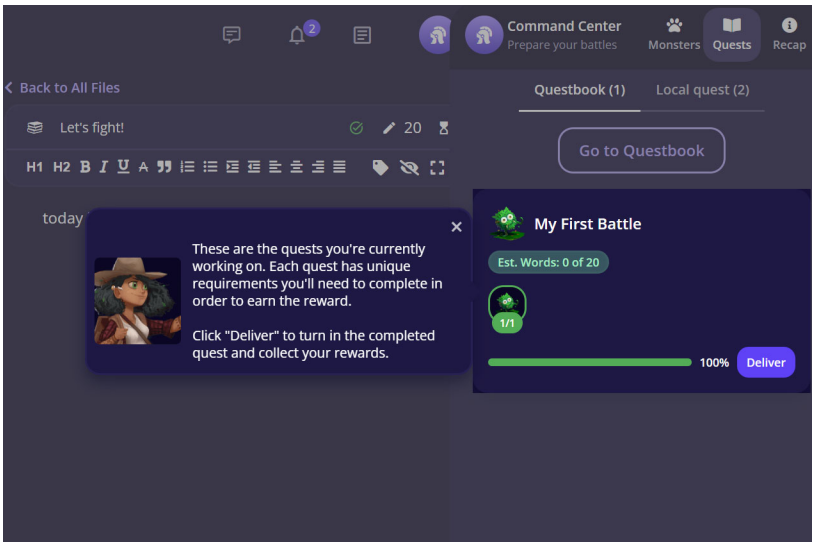

Figure 1.1 Tutorial screen of monster battles

Features of the Dashboard

The dashboard keeps your 4thewords statistics in one place. This includes your writing statistics, streak count, level EXP, training information, and your avatar. The dashboard includes quick links to common features within the software and makes it easy for you to find.

Apprentice Dust Warrior Information

This section within the dashboard displays information about training quests and popular items from the store. This section also shows the general layout and features of the beginner training section (See “Nabia’s new dust warrior training screen” on page 4). Nabia’s New Dust Warrior Training includes:

- Beginner quests
- Popular items from the store
- List of rewards
- Contact us link
- Walk-through tour

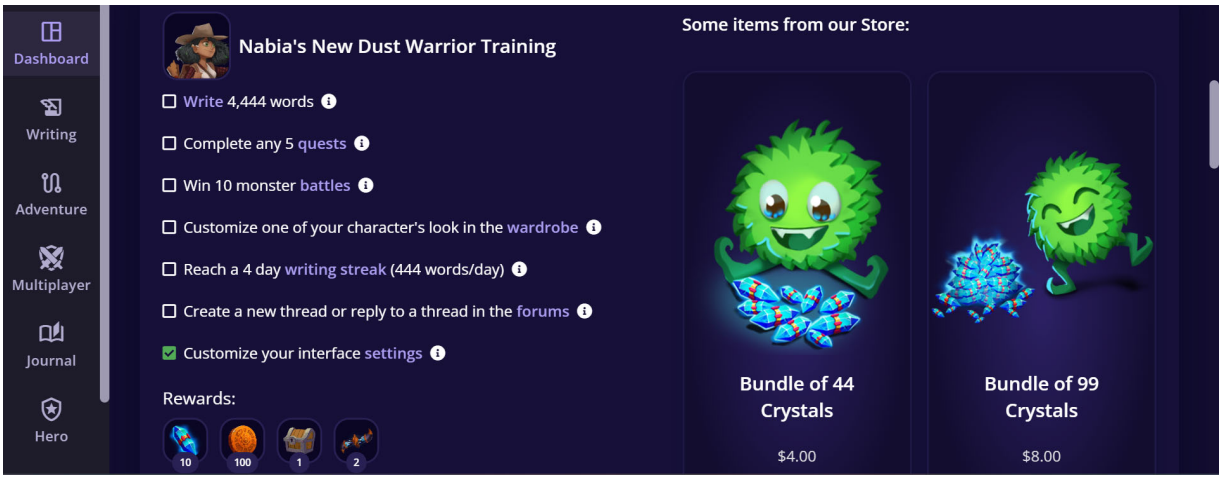

Figure 1.2 Nabia's new dust warrior training screen

Other extra features in 4thewords

- Writing words in files.
- Completing quests.
- Completing monster battles.
- Customizing your avatar.
- Keeping track of writing streaks.
- Creating new threads
- Customizing your settings.

Your Quests Logs

This section consists of a summary of various side quests and main quests within the application. After you complete the quests, the dashboard will show a completed status. In addition, the main quests menu will track the current and future quests.

Daily Streaks and Projects

The dashboard also includes information about your writing streaks and keeps track of your writing projects. The feature keeps track of the number of words you write in one day and also provides a consecutive streak of the number of days you use the software.

Writing Project Features

One of the most important features of the application is creating files and writing projects. The writing home screen shows your most recent writing files, favorite files, and archives. In addition, you can search for a specific file within the search bar.

Creating New Files

The main feature in 4thewords is creating new writing files and being productive. This section explains how to create new files.

1. Click **Writing**.
2. Select **New File**.
   A new untitled document appears on screen.
3. Select **Untitled document**.
   Your writing workspace expands and more features are available.
4. Start writing your content.

File Styles

In every document, you have access to various styling options. Some different features in documents include:

- Adding headings
- Bolding text
- Italicizing text
- Underlining text
- Creating bullet and number lists
- Indenting
- Aligning text
- Adding quotations

The writing screen layout and the various styling features you can use to create your writing projects (See “4thewords writing screen” on page 5).

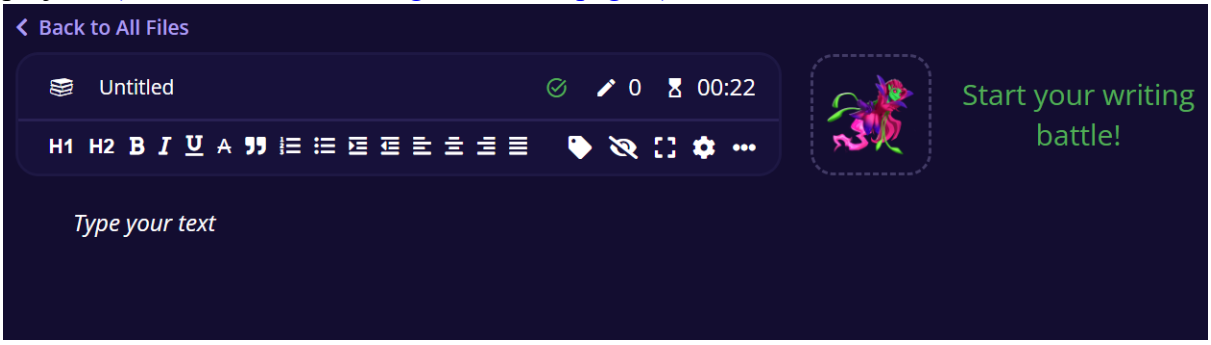

Figure 1.3 4thewords writing screen

Setting up Monster Battles

The monster battles in 4thewords motivates you to work on your writing projects. Each monster battle will have a number of words you need to write within a certain time limit. Once you complete the battle, you can receive monster drops and rewards. Some quests will ask you to battle specific monsters or submit specific monster drops.

Choosing Monsters to Battle

In addition to different types of monsters, there are also different types of battles:

- Regular battles: includes the standard practice of completing a number of words within a time limit.
- Endurance battles: requires you to continue writing as much as possible until the timer finishes. If you pause to think for too long, then you lose the monster battle.

Starting a monster battle

1. Select **Writing**.
2. Select **Add a monster** to start a battle.
   A new screen appears with a list of all the monsters you can battle.
3. Decide on the type of monster you want to battle.
   Note: Select the white "I" symbol for more information about the monster.
4. Select the blue plus symbol.
   This adds the monster to your battle queue.
5. Select the play symbol to start your monster battle.
6. Return to the writing section of the software.
7. Start writing.
   You receive rewards and monster drops when you complete the word count after the timer ends.

Categorizing Monsters

This section includes general information about the different monsters in 4thewords. This includes the name, monster drops, and monster battle completion requirements. Every monster battle rewards XP and coins (See "Types of Monsters General Information" on page 34).

Chapter 2: Adventuring in 4thewords

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Locations on the Map

This is the first page that loads when you select the Adventure category within the software. You are directed to a location called the Luciola Forest. There are four areas on the map that you can explore. In addition, there are special events that often occur throughout the year and can result in new locations on the map.

The Luciola Forest

This is a permanent area in the map and includes Kyait's Shop, Tailor Marai, Tesven's Home, and Alex's Shop. You can navigate through the map and select the shops you want to visit.

Navigating Kyait's Shop

1. Click **Kyait's Shop** on the Luciola Forest map.
2. Click **Open**.
   The store page appears and has different items you can buy.
3. Select icons of items you want to buy.
   A short summary of the item and the price will appear as a dialogue box.

Figure 2.1 The items in Kyiat's Shop

4. Select **Read full description** if you want to learn more about the item.
   (See "Items Available for Purchase in Shops and Marketplaces" on page 12)

Navigating Tesven's Home

1. Click **Tesven's Home** on the Luciola Forest map.
2. Click **Open**.
   The quest page appears and has different types of quests you can accept.
3. Click **Details** to learn more about the individual quests.
4. Accept quests by selecting **Take quest**.
   Different quests give you different rewards.

Navigating Alex's Shop

1. Click **Alex's Shop** on the Luciola Forest map.
2. Click **Open**.
   The quest page has different types of quests you can accept.
3. Select the icons of the items that you want to buy.
   A short summary of the item and the price will appear as a dialogue box.
4. Click **Read full description** if you want to learn more about the item.
   Refer to table 1 for a complete guide to the different types of currencies.

Navigating Tailor Marai

1. Click **Tailor Marai** on the Luciola Forest map.
2. Click **Open**.
   The shop page appears and has different types of clothing you can buy.
3. Select the icons of the items you want to buy.
   A short summary of the clothing and the price will appear as a dialogue box.
4. Click **Read full description** if you want to learn more about the item.

Main Quests and Side Quests

In the Adventure section of 4thwords, you can choose to accept various types of quests. There are different completion requirements, so you can select the quests that best suit your writing needs. You can also continue following the main quests to continue following the storyline. Side quests will also give you unique rewards and items you may need to help you progress through the main storyline.

Choosing Quests

Each quest will have specific rewards, requirements for completion, and a time limit. You can choose quests depending on the type of rewards you need or if you can easily finish the requirements within the time limit

Types of quest completion requirements

- Completing a specific word count.
- Creating forum posts.
- Submitting specific monster drops.
- Defeating certain monsters.
- Continuing writing streaks for a number of days.
- Completing tutorials.

Avatar Customizations

In 4thewords, you can create your own avatar and style it from a selection of various physical features. You can complete quests or purchase from shops to gain more outfits. There are various hairstyles, accessories, and clothes to choose from. Some features you can customize include:

- Hair
- Head
- Face
- Hands
- Upper body
- Lower body
- Feet
- Accessories
- Skin
- Pets

Additional Stats From Customizations

Clothes and accessory customizations can also increase some stats of your avatar.

Stat	Description
Attack	Deals more damage to monsters. For example, a 500 word battle can be defeated with only 400 actually written words.
Defense	Adds extra time to your battles. For example, if your time limit was originally 70 minutes, it could be extended to 80 minutes.
Luck	Increases your chance of getting better monster drops and rewards. For example, receiving three leaves instead of two.

Table 2.1: The different stats of clothes and accessories

Changing Your Avatar's Clothes

You easily change and customize your avatar's clothes depending on the stats or style.

1. Go to **Hero**> **Wardrobe**> **Edit Character**
   A new screen appears and has various categories of physical features that you can customize.
2. Select the features you want to change.
3. Search for specific items in the search bar.

Your Avatar's Inventory

It may be hard to keep track of your items and monster drops. You can check your inventory for a detailed list of all your collected items. 4thewords also has weapons, companions, and accessories you can equip to your avatar. In the inventory section, you can change these features.

Shopping for Items and Marketplaces

Shops and marketplaces sell items, monster drops, and clothes. These various items can help you progress through the quests or increase your options for avatar customization.

Explaining the Use of Items

The items, clothes, and monster drops you can purchase in stores all have uses. They can either help you progress through quests or have customization purposes.

Name of Item	Shop	Currency Needed	Use
Weapons	Alex's shop and Kyiat's shop	Coins	Can increase avatar's attack.
Clothes	Alex's shop, Kyiat's shop, and Tailor Marai	Coins, streaks, monster drops, or crystals	Can increase avatar's defense, attack, or luck. Note: Some clothes are just for customization options.
Monster drops	Alex's shop, Kyiat's shop	Coins	Can increase avatar's attack.
Wooden chest	Alex's shop	Key	Can receive monster drops, clothes, weapons, and coins.
Accessories	Kyiat's shop	Coins, dust, and monster drops	Can increase luck
Trinkets	Kyiat's shop	Coins, leaves, fabric, and monster drops	Decoration
Crafts	Kyiat's shop	Coins, and materials	Can be used to buy other items in shop.
Plants	Kyiat's shop	Coins	Decoration
Furniture	Kyiat's shop	Coins, fabric, and monster drops	Decoration

Table 2.2: Items Available for Purchase in Shops and Marketplaces

The Different Currencies for Shops

In the shops, items can sell for different types of currencies. Some can be obtained in-game and others need to be purchased with real currency.

The different types of currencies 4thewords uses:

- Regular coins are used to buy items in the shops on the map.
- Crystals can be used to extend your access to the software or used to buy clothing.
- Monster drops can also be used as currency to buy other items in the shop.
- Real currency can be used to buy crystals and subscriptions.

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Multiplayer Options

4thewords has many options for connecting with other users within the community. One of the features includes multiplayer options for battling against other users. This allows you to work together with users and help each other complete quests or battles.

Monster Battles With Other Players

The Co-op Lobby allows you to join forces with other users in monster battles. Each room can host groups of two to eight.

Creating and joining lobbies

1. Click **Multiplayer**.
   The Co-op Lobby page will automatically open.
2. Search for an available room.

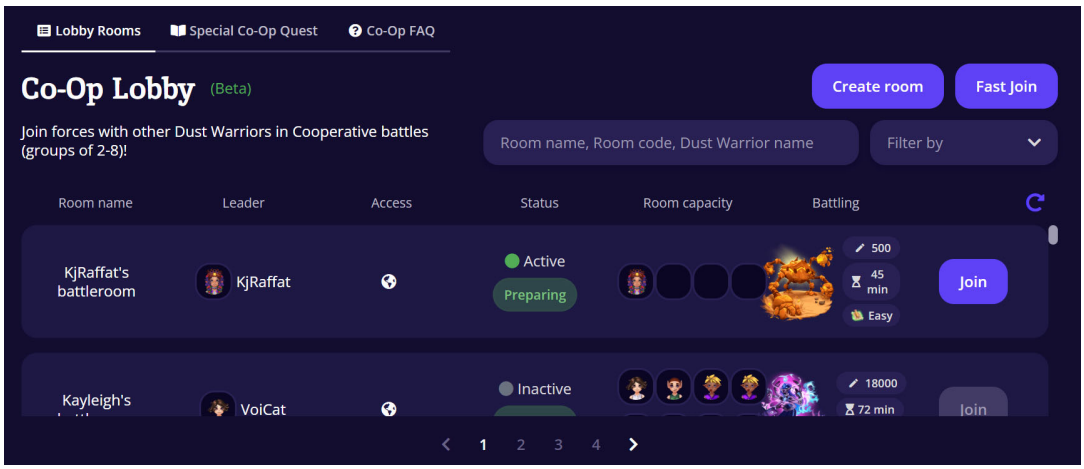

Figure 3.1 Co-op lobby display

3. Click **Join.**
   Another window appears and provides information about the monster and requirements for completion.
4. Click **I'm Ready** to start the battle.
   Note: If you decide to not join the battle, you can also click leave.
5. Wait for the leader to start the battle.
   Once the leader confirms, a pop-up window appears and you can start writing.
6. Start working on your writing project until the time is up.

Co-op Quest Feature

Special Co-op quests are goals you can achieve with the help of other users. For more information about coo-op quests and battles you can select the Co-op FAQ tab.

Accepting special co-op quests

1. Click **Special co-op quests**.
   A screen appears that provides a list of various quests.
2. Pick the quest that interests you.
3. Click **Details** to check the goals, description, and rewards of the quest.
4. Click **Take Quest**.
   A pop-up window appears that confirms your action.
5. Click **Got it! Thank you!**

Community Connections in 4thewords

The Community Center in 4thewords includes many different methods of interacting with other users. There are many social aspects and ways to read the writing projects of other users.

Works and Projects by Other Users

You can share your writing projects, novels, and short stories in the **Reading** section of the software. You can also read the writing pieces of other users in this section. The various pieces of writing are split into different categories so you can easily find the type of writing you want to read.

Types of writing categories

- Blog/series
- Educational
- Fantasy
- Action
- Miscellaneous
- Mystery/thriller
- Non-Fiction
- Poetry
- Romance
- Short story
- Teen & young adult
- Adult (18+)
- NaNoWriMo
- Foreign Language
- Science Fiction
- 4 for 4 contests

Understanding How To Use Forums

This feature includes creating, viewing, and replying to forums. There are a variety of different categories and topics that you can browse. You can also post your own forums and discuss common topics of interest with other users.

Viewing and Posting on Forums

You can create and post your own forum. Other 4thewords users can also view and respond to your content.

1. Click the forum category you want to post in.
   A new screen appears listing various form posts.

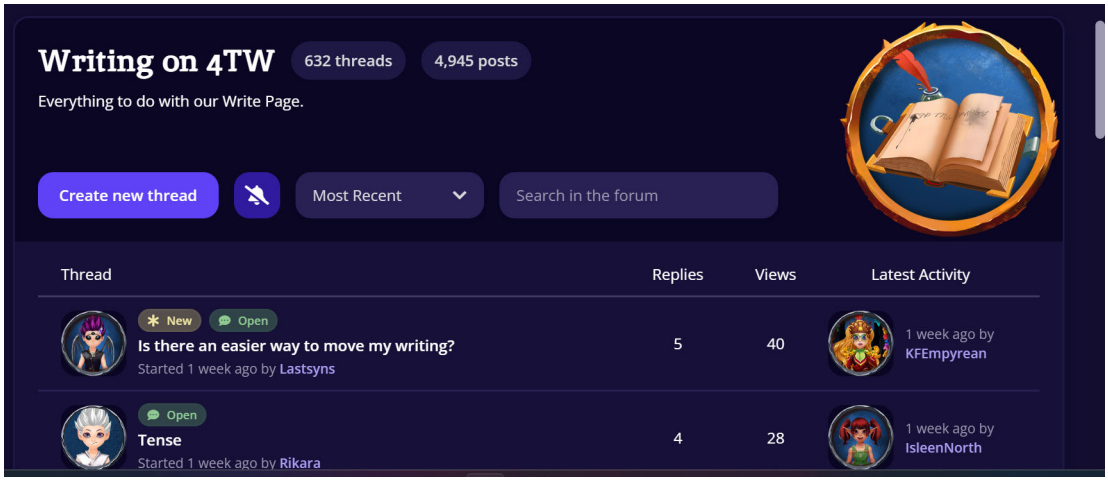

Figure 3.2 A forum category page and the posted threads

2. Click **Create new thread.**
   A pop-up screen appears and allows you to type your forum content.
3. Add a title, body content, and styling to your forum post.
4. Click **Insert avatar character.**
   This will allow other users to see your avatar with your forum.
5. Click **Post.**
   Your new forum post will appear in the main category page.

Forum categories

- The world of 4thewords
- Festivals
- Playing the game
- Plot, write, edit, share
- Writer life
- Luko’s Inn
- 4thewords enhancement

Event News

4thewords often has limited events that introduce new areas on the map, new rewards, new monsters, new quests, and new items.

Navigating new event pages

1. Click **Community.**
2. Click **News**.
   The window will display various articles you can read about the features of the new event.
3. Choose an article to view.
4. Select the article icon.
5. Read the information about the new event.
   Note: Use the search bar to search up specific articles.

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Introduction To Your Journal

Your journal is a feature in 4thewords that keeps track of your quests, writing streak, compendium, game history, stats, and calendar. Each section provides more details about your game information and statistics.

Keeping Track Of Your Questbook

This section keeps track of your side quests and main quests. It also provides details about the completion requirements of each quest. You can check your progress in the main storyline and continue reading the short story that goes with each quest.

Checking the side quest logs

1. Select **Hero**> **Side quests.**
2. Select quest you want to check.
   The details of the quest will appear in a separate section of the screen.
3. Select **Toss** if you would like to cancel the quest.
4. Select **Deliver** if you complete the quest.
   A separate screen will appear and supply details about your rewards.
5. Select **Main Storyline.**
   This takes you to another screen and you can check your progress on the main story quests.

Checking the main quest logs

1. Select **Hero** category.
2. Select **Main Storyline.**
   Another screen appears and you can read about your current progress through the story and main quest.
3. Select **Open Dialogue**.
   Another screen appears and you can replay the story.

Writing Streak Feature

You can keep track of your daily word count. Once you meet the daily writing streak, it is listed in this section of the software. If you continue to complete your word count every day, you can create writing streaks. The software keeps track of your consecutive and cumulative streaks. You can also get rewards for keeping your writing streaks.

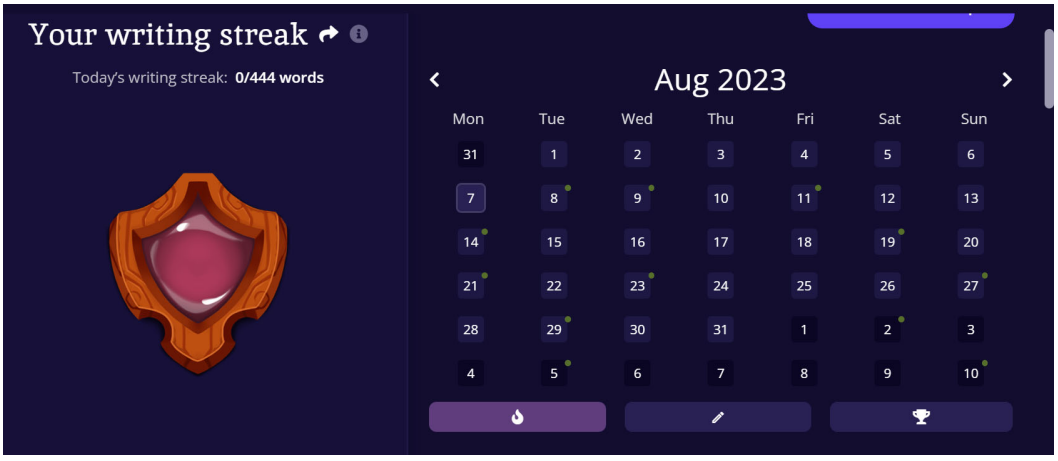

Figure 4.1 Writing streaks calendar

Keeping Track of Streak Rewards

4thewords has a reward system for keeping your writing streaks. The software lists the dates you will receive the next reward if you continue your streaks. There is also a calendar visual for you to see your streaks throughout the month.

Types of rewards

- Coins
- Chests
- Wings
- Monster drops
- Medals

Navigating Your Compendium

The compendium is a collection of information about the monsters, characters, items, and mastery information in 4thewords. When you see an item, character, or monster, the compendium records the information and description. You can also search for specific names in the search bar.

Navigating the compendium features

1. Click **Beastiary**.
   The screen changes and you can see a list of all the monsters.

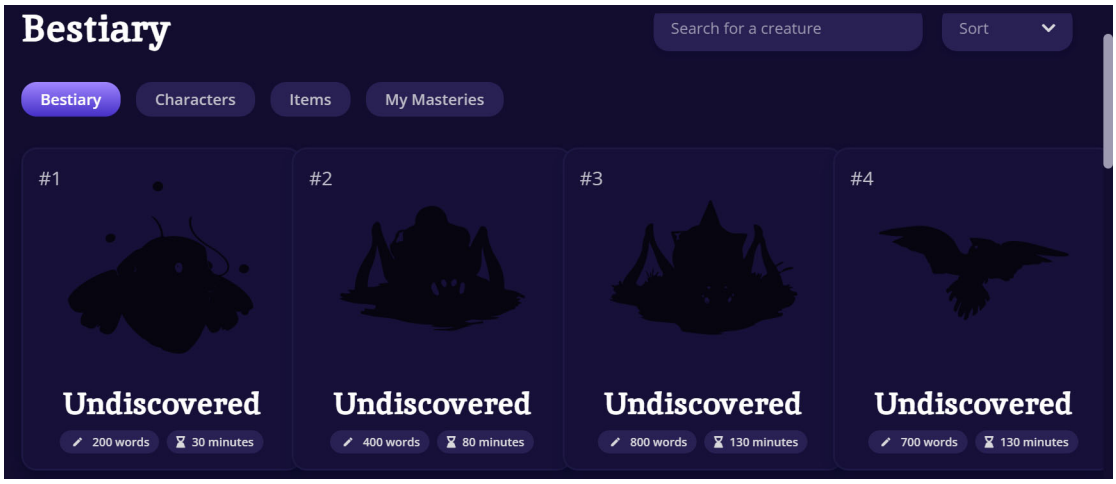

Figure 4.2 The bestiary section in the compendium

2. Select a monster icon.
   A pop-up screen appears and provides a more detailed description of the monster.
3. Click **Characters**.
   The screen changes and you can see a list of the non-playable characters (NPC).
4. Select an NPC icon.
   A pop-up screen appears and provides a more detailed description of the NPC.
5. Click **Items**.
   The screen changes and you can see a list of all the items.

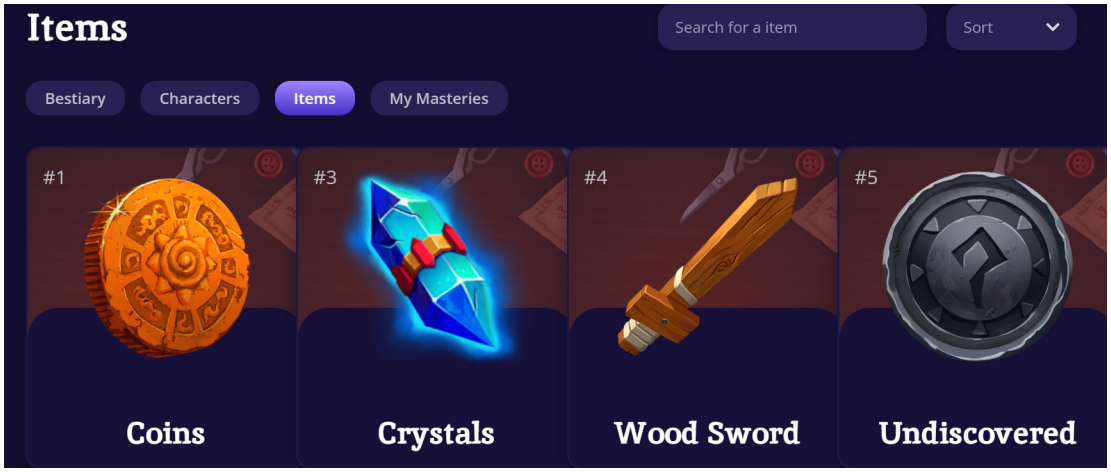

Figure 4.3 The items section in the compendium

6. Choose an item icon.
   A pop-up screen appears and provides a more detailed description of the item.
7. Click **My Masteries.**
   The screen changes and you can see a list of the monsters you have battled.
8. Choose a monster icon.
   A pop-up screen appears and you can see information about the monster drops and number of times you battled against the monster.

Game History Information

This section provides information about the previous monster battles and quests you completed.

Battle History Information

Every monster you battled against appears in this section. This includes the monster information, word counter and timer, battle date, and rewards. You can also search for specific monster battles in the search bar. You can filter the results by type of monster, battles won, battles lost, battles fled, or recency.

Quest History Information

Every quest you complete appears in this section. It also includes the quest information, status, date of completion, objects, and rewards. You can also search for specific quests in the search bar. You can filter the results by main quest, side quest, reputation quest, monthly quest, or recency.

4thewords Statistics

4thewords provides you with detailed statistics about your activity within the software. Some categories include:

- Word counts
- Time spent writing
- Battles fought
- Monsters found
- Quests completed
- Files created.

Customizing Your Calendar

This section includes a calendar that you can personalize and use to keep track of deadlines or special event dates. 4thewords automatically includes dates for limited events and reward schedule for streaks. You can add notes to each date and include your writing deadlines.

Adding a note to the calendar

1. Go to **Journal**> **Calendar**.
   A new screen appears and contains a calendar template.
2. Select the date you want to add the note.
3. Select **Add Note**.
   A pop-up screen appears and has features to help customize your note.
4. Select **Entry Description.**
5. Enter a title.
   This can be a deadline you need to make note of.
6. Enter a description.
   This can be a simple explanation related to your title.
7. Choose a reaction.
8. Select **Add Note**.
   Your new note will appear on your calendar.
   Note: If you want to cancel the note, select the x mark symbol or the cancel button.

Chapter 5: Account Information

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Basic Profile Information

Your profile has information about your activity in 4thewords. You can use this section to view:

- Game stats
- Public works
- Public rooms
- Forum posts and interactions
- Your personal information.

Editing Your Profile

You can customize different parts of your profile and edit display options. For example, you can change the badges you want to display on your profile or change the background picture. You can customize your profile to make it stand out from other users.

Editing your bio

1. Click **Account**.
2. Click **Edit Profile**.
   A pop-up window appears that includes various features you can change.

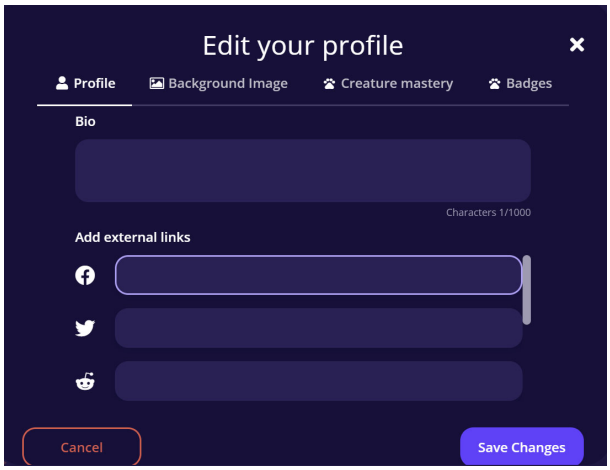

Figure 5.1 Editing your profile display

   Enter your bio information.
3. Scroll down to the links section.
4. Enter your social media information.
   Note: Your bio and social media links will be public.
5. Click **Save Changes**.

Changing your background image

1. Go to **Account**> **Edit Profile**.
   A pop-up window appears and includes various background images.
2. Select arrow symbol for more background options.
3. Pick a background image.
4. Click **Save Changes**.

Checking Your Friend Information

4thewords has many features that allow you to interact with other members of the community. Interacting with friends is another feature that allows 4thewords to allows you to:

- Add your friends
- Chat together
- Complete co-op quests
- Complete co-op battles

Viewing Your Friend List

This section allows you to check the chats and online status of your friends. If you have a lot of friends, you can search for their names in the search bar.

Adding friends

1. Go to **Account**> **My Friends**> **Add a Friend**.
   A pop-up screen appears.

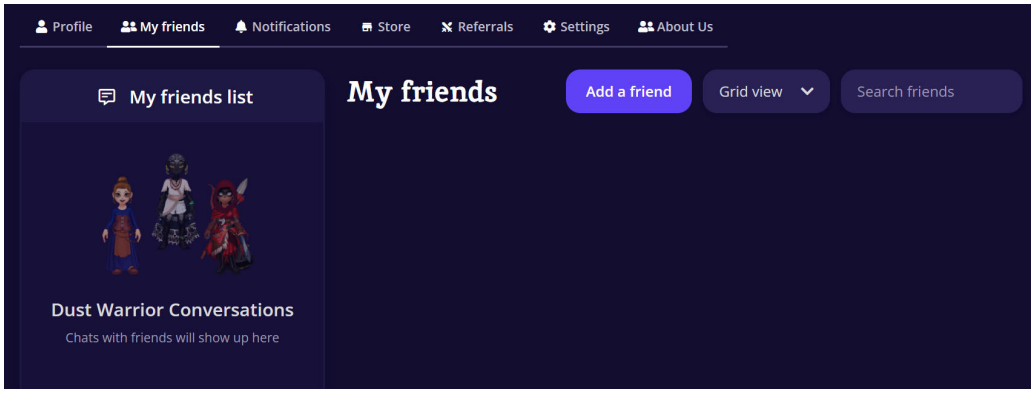

Figure 5.2 Your friend lists and chats

2. Type your friend's dust warrior name.
3. Press enter.
   Various dust warrior names appear in the drop-down menu.
4. Select your friend's username.

4thewords Store Purchases

4thewords has memberships and bundles to enhance your experience. After the free month trial, you need crystals to continue accessing the software. You can buy crystals, subscriptions, gift cards, and bundles with real currency.

Bundles and Subscription Purchases

4thewords offers a variety of bundles and subscriptions. There are options if you want to use the software for the short term or long term. Each subscription package uses crystals as currency, and you need to spend real currency to buy crystals. These subscription options include:

- One month subscription: 44 crystals
- Three month subscription: 132 crystals
- Six month subscription: 264 crystals
- One year subscription: 528 crystals

Purchasing crystals requires real currency, so the conversion of real currency to crystals is:

- 44 crystals = $4.00
- 99 crystals = $8.00
- 210 crystals = $16.00
- 544 crystals = $40.00
- 920 crystals = $64.00
- 1500 crystals = $100.00
- 2250 crystals = $150.00
- 3350 crystals = $200.00

Buying crystals and other store items with real currency

1. Go to **Account**> **Store**> **Crystals**.
2. Choose the number of crystals you want to buy.
3. Click **Purchase**.
   A pop-up screen appears and includes sections to enter your payment information.
4. Choose your reason for buying the crystals.
5. Type in your billing email if it is not listed.
6. Type in your credit/debit card information.
7. Click **Complete Purchase**.
   A confirmation screen appears and summarizes your purchase information.

Gift Cards

4thewords allows you to buy gift cards for family, friends, or acquaintances. These cards include crystals and can be purchased using real currency. The different values of gift cards include:

- $10 gift card: 120 crystals
- $25 gift card: 335 crystals
- $50 gift card: 700 crystals
- $100 gift card: 1500 crystals

User Referral Guide

Introduce your friends to the software and have them create accounts to obtain crystals. Use referral codes and links. The referral feature can help you receive crystals and continue using the software without having to use real currency to purchase crystals. Your friends also have the opportunity to try out the software for themselves.

Referring Friends

You can refer your friend by copying and sharing your referral code or sharing a picture of your code. After a successful referral, you can gain 44 crystals and your friend can gain 22 crystals. The software also keeps track of the number of referrals you make and the number of crystals you receive as rewards.

Account Settings

This section lets you change any basic information in your account at any time. For example, password, username, email, or time zones are some of the most common features you can change. You can also keep track of your subscription dates, expiration date, and transaction history.

Changing Basic and General Settings

Account settings also allow you to customize other features to help improve your experiences using the software.

General account settings features

- Username
- Password
- Email
- Time zone
- Window pop ups
- File settings
- Site-window size
- Delete account
- Color themes

Glossary

avatar:

A customizable character that represents the user in 4thwords.

co-op lobby:

A section in 4thewords that allow users to collaborate and defeat monster battles together.

compendium:

A collection of detailed information about specific topics or objects.

dashboard:

A management section in 4thewords that contains the most common features and provides writing statistics.

inventory:

A list and description of all the user's items.

level EXP:

Stands for level experience points. This is the amount of experience points to increase the avatar level. It can be obtained from completing monster battles or quests.

[1]NaNoWriMo:

A non-profit organization that supports young writers to develop their literary skills and creativity.

questbook:

The viewable list of quests a user accepts.

referral:

Recommending 4thewords to friends, family, or acquaintances.

writing streak:

The number of days users can consecutively complete the daily writing goal.

stats:

1. See the NaNoWriMo website for more information.

Data that represents an aspect of an avatar.

Table of the Monsters in 4thewords

Name	Type of Battle	Word Count	Time Limit	Monster Drops
Viyusa	Endurance	N/A	25 min	Rope and essence
Viyu	Endurance	N/A	15 min	Wood and hunter tokens
Vi	Endurance	N/A	5 min	Leaves and hunter tokens
Xin	Regular	100	20 min	Wood, leaves, raw stone, dust, and hunter tokens
Kai	Regular	150	15 min	Fur, essence, rope, leaves, and hunter tokens
Puna	Regular	150	15 min	River grass and algae
Awa	Regular	200	45 min	Fur, rope, wood, and leaves
Reenu	Regular	200	30 min	Reenu wings, dust, and leaves
Wignow	Regular	250	30 min	Essence, rope, leaves, and hunter tokens
Aracni	Regular	400	80 min	Spider poison, spider legs, wood and hunter tokens
Pester	Regular	500	50 min	Reenu wings, fur, claws wood, and hunter tokens
Nitana	Regular	700	130 min	Feathers, Reenu wings, leaves, and hunter tokens

Table A: Types of Monsters General Information

Name	Type of Battle	Word Count	Time Limit	Monster Drops
Aracnu	Regular	800	130 min	Spider poison, spider legs, rope, and hunter tokens
Grey's Mawt	Regular	850	250 min	Fur, essence, leaves, claws, and hunter tokens
Mawt	Regular	1000	210 min	Fur, claws, leaves, wood, and rope

Table A: Types of Monsters General Information (Continued)

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