

Scrivener: Not Your Average Word Processor – Gwen Hernandez

Getting Scrivener

Download a 30-use free trial or buy Scrivener at <http://www.literatureandlatte.com>. Use (non-affiliate) code **GWENHERNANDEZ** at checkout for a 20% discount.

Creating a Project

- File>New Project
- Choose location before saving, Scrivener auto-saves every 2 secs of inactivity

Projects

- A Scrivener project is a collection of files
- Usually create one project for each book, but don't have to (blogs, lectures, essays, etc)

Templates

- Each one has slight differences/uses
- Can create your own (File>Save As Template)

Binder

- Like a TOC of project and a navigation tool
- Item types: folder, document, file group (document w/subdocuments)
- Icon shows whether text in document or not

Inspector (blue “i” button to access)

- Shows metadata about file you're viewing
- Synopsis
 - Title=Binder/Editor title
 - Text same as index cards on Corkboard
- Label & Status
 - Customizable: Can rename field, add/edit values, colors, default value
 - Apply in inspector, or by right-clicking (or Control+click on Mac) in Binder. For multiple items can only apply by right-clicking.
 - View colors: View>Use Label Color In>Icons (and/or other options)

Editor

- Where the writing happens!
- Split screen (Mac: use Option key to change between horizontal and vertical split)
- Paste & Match Style (Edit>Paste and Match Style)
 - Mac: Shift+Option+Command+V
 - PC: Ctrl+Shift+V
- Converting to default text style (click anywhere in document first)
 - Mac: Documents>Convert>Text to Default Formatting
 - PC: Documents>Convert>Formatting to Default Text Style
- Composition/Full Screen mode background image
 - Mac: Project>Project Settings>Background Images
 - PC: View>Full Screen Backdrop>Choose

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- Composition/Full Screen mode background and other color changes
 - Mac: Scrivener>Preferences>Appearance>Composition Mode>Colors
 - PC: Tools>Options>Appearance>Colors

Setting Word Count Targets

- Mac: Project>Show Project Targets
- PC: Project>Project Targets
- Document Targets: click target button at bottom right of Editor

Adding Annotations/Comments

- Mac: Insert>Inline Annotation
- PC: Format>Inline Annotation
- Mac: Insert>Comment
- PC: Format>Comment

Quick Search (version 3 only)

Click in title box in toolbar and enter search term for results in context.

Project Search

Click magnifying glass in search box to change criteria or save search.

Find by Formatting

- Includes annotations, comments, highlighted text, formatted text (e.g. italics), etc.
- Must have cursor in a document to access this option
- Edit>Find>Find By Formatting (search entire project or selected docs)

Backups

Check out this post on backups for more help: <http://gwenhernandez.com/2011/01/11/tech-tuesday-automatic-backups-with-scrivener-2-x/>.

Compiling Overview (version 3)

- Compiling is combining documents and folders into your Binder into a single output file with the desired appearance.
- Access compile via File>Compile.
- Start by choosing an output file type from the Compile For dropdown list at the top.
- Select a format from the Formats column (left). Formats are global settings that will be applied to the output file, like margins, paper size, and headers/footers.
- The Contents pane on the right is where you select which items to include in the output, and assign/change section types (see below).
- Click the Assign Section Layouts (center) to assign the desired section layout (visual format for that type of document or folder) to each section type.

Working with Section Types and Section Layouts

A section type is a value (or description) you assign to all files within your project that require the same format (e.g. front matter, scenes, chapters). A section layout is the visual representation of what that section will look like. This post covers the important details about section types: <https://writerunboxed.com/2018/04/05/scrivener-3s-new-approach-to-compile/>.

Compiling for a DOCX

1. Go to File>Compile.
2. From the Compile For dropdown menu at the top, choose Microsoft Word (DOCX).
3. Under the Formats column on the left, choose Manuscript (Times).
4. In the Section Layout column in the center, click the Assign Section Layouts button.
5. Under the Section Types column on the left, select the section type you want to assign.
6. On the right, click the desired section layout.
7. Repeat until all section types are assigned.
8. Click OK.
9. In the Contents pane on the right, select the documents you want to include in the compiled output. Make sure the section types are assigned to each file as desired.
10. Click the MetaData button at the top (luggage tag icon) and fill in the details about the book. If you want your entire name to show in the header, enter your full name in the Surname text box. Be sure to put the desired book title in the Abbreviated Title column for it to show in the header.
11. Click the gear button at the top to make any global changes like removing trailing white-space from documents (e.g. extra paragraph returns or spaces), ensure comments and annotations are not included, etc.
12. Click Compile and choose a location and name for the file. If you want it to open automatically in Word, be sure the box to “Open compiled document in” is selected and choose Microsoft Word.

Compiling for E-books (Kindle MOBI and EPUB)

- Change Compile For to ePub 3 Ebook (.epub) or Kindle KF8/Mobi Ebook (.mobi)
- Choose the Ebook format.
- Adjust the contents as needed.
- Click Assign Section Layouts to assign the desired layouts to each section type.
- Click the Metadata tab to verify or update metadata (searchable data like title, author name, use unique ID field if you have an ISBN)
- Select the Cover tab to add a cover image. NOTE: The image file must be stored in the project before you can select it here.
- Kindle: Must have KindleGen: (<http://www.amazon.com/kindlepublishing>)
 - Resources>KindleGen>Download
 - Save to Applications (Mac) or MyPrograms (PC)

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Customizing Your Compile Format

You can customize any format by making a copy of it. Or, if you already have a custom format, you can edit it.

- To customize a compile format, right-click it in the Formats list and choose Duplicate & Edit.
- If you want to edit a format you previously created, simply double-click it.

These elements can be found on the Options tabs listed below:

- What comes between documents (e.g. page breaks and #): Separators. Select the desired section type to modify, and make changes on the right. To remove #, change Separator Between Sections to Empty Line, and delete the # from the Blank Line Separator text box.
- Chapter headings (auto-numbering, titles): Section Layouts. Select the section layout in the list. Auto-numbering is on the Title Options tab below.
- Fonts, line spacing, indents: Section Layouts. Select the section layout in the list. Click the Formatting tab below, click on the part to modify (prefix, title, main text) and make changes using the format bar.
- First-line Indents: Section Layouts. Select the section layout in the list. Go to the Settings tab and adjust the Page Padding value.
- Adding Drop Caps (EPUB 3 and KF8/MOBI only): Section Layouts and CSS tabs. Select the section layout in the list. On the New Pages tab below, change “Number of opening words to make uppercase” to zero, and select the “Add ‘first-letter’ span style to first letter” checkbox. On the CSS tab, make sure the Custom Stylesheet is available, scroll to the bottom, and type or paste in your drop cap CSS. CSS must start with **.first-letter {**
- Headers/Footers (page number, etc): Page Settings

Saving Your Settings Without Compiling

If you make a bunch of changes to the Compile settings but aren't ready to compile, you can hold the Option key on your keyboard and click Save (Mac).

Getting Help

- Help>User Manual
- Help>Support
- Help>User Forums
- <http://gwenhernandez.com/scrivener-corner/scrivener-tips/>
- <https://ScrivenerClasses.com> (use code NINC19 for 20% off any course)