

Scrivener Workshop

Getting Scrivener

Download a 30-use free trial or buy Scrivener at <http://www.literatureandlatte.com>.

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)
- Import files via drag and drop from file system, or File>Import>Files

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

Adding Annotations/Comments

- Insert>Inline Annotation
- Insert>Comment

Advanced Searching Techniques

- Use Project Search to search the text and metadata of the entire project and view results in a file list in the Binder.
- Click the small magnifying glass in the Project Search text box to change the search parameters or save the results as a collection.
- Use the Quick Search bar in the toolbar to view results in context (limited results).
- Use Edit>Find to search a document or selection of documents.
- See “Find by Formatting” below for more options.

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)

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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

- 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 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. Windows users can check the box to “Open compiled document in” the relevant software here (Mac in next step).
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 (on Windows this option is under the gear button).

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13. Click Export.

Compiling an E-book

- Kindle note: You must have Kindle Previewer (available from Amazon KDP) installed on your computer to create a MOBI. However, Amazon's KDP now prefers an EPUB or DOCX when uploading books for sale, so you can skip creating MOBIs altogether.
- Change Compile For to ePub Ebook (.epub) [Mac], ePub 3 Ebook (.epub) [PC], or Kindle Ebook (.mobi).
- Choose the Ebook format in the column on the left.
- Adjust the contents as needed to ensure all desired files are included.
- 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.

Compiling a PDF for Print on Demand

1. Go to File>Compile.
2. From the Compile For dropdown menu at the top, choose PDF.
3. Under the Formats column on the left, choose Paperback (6"x9").
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.
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. Windows users can check the box to "Open compiled document in" the relevant software here (Mac in next step).
12. Click Compile and choose a location and name for the file. If you want it to open automatically in your default PDF viewer, be sure the box to "Open compiled document in" is selected (on Windows this option is under the gear button).
13. Click Export.

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

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

- 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.
- 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.
- Headers/Footers, page numbers, trim (paper) size, alternating margins: *Page Settings*

Saving Your Settings Without Compiling

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

Getting Help

- Help>User Manual
- Help>Support
- Help>User Forums
- <http://gwenhernandez.com/scrivener-corner/scrivener-tips/>
- <https://ScrivenerClasses.com>