

Scrivener 3 Compile Ready (Windows)

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

- *Section type*: a value (or description) you assign to all files within your project that require the same format (e.g. front matter, scenes, chapters). This flexibility allows you to have chapters with a chapter number, and a prologue/epilogue with only a title of your choosing.
- *Section layout*: the visual representation of what that section will look like.

Viewing Section Types

To view a project's section types, go to Project>Project Settings>Section Types. What you see in the list varies depending on the template you chose when creating your project (and whether or not you've made changes).

Modifying Section Types

Before making changes to the existing section types, take a minute to think of the different formats you'll need for your manuscript. Don't worry, you can always modify them later.

- To change the name of an existing section type, double-click it and type the new name.
- To add a new section type, click the + button at the bottom of the pane.
- Select a section type in the list and click the – button to delete it.

Assigning Section Types Automatically

You can automatically assign section types based on file type (e.g. document or folder) and hierarchy level (i.e. subdocument level in the Binder). For example, you might assign All Files (i.e. text documents) to your Scenes section type by default. You can change the value for files that are exceptions to the rule—like front and back matter documents—so overall, this will save you time. Here's how to do it.

1. Select the Default Types by Structure tab at the top of the Section Types pane.
2. Under the Section Types column, click the row for the value you'd like to change and choose a new section type. Scrivener highlights the affected files in the Binder (even those that won't compile) so you know what you're working with.
3. Repeat step 2 until all structural items have the desired assignment.

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TIP: To create additional rows (e.g. folders at level two and below in the hierarchy to differentiate part folders from chapter folders), click the Add Level (+=) button in the lower left corner of the pane.

Assigning Section Types in Other Ways

Once you have your section types set up and assigned, you can change the value for an individual file in several places. Remember, this is for those items that are exceptions, like a text document within your front matter that should be formatted differently from your scene documents.

Assign a new section type via one of the following:

- Right-click a file in the Binder, point to Section Type, and choose a value. TIP: Choose Structure-Based if you want it automatically assigned based on the default type settings.
- On the Inspector, click the MetaData button (looks like a luggage tag) and choose from the Section Type dropdown menu.
- In the Compile window (File>Compile), under the Contents pane on the right, choose an option in the Section Types column.

Assigning Section Layouts

After you have your section types assigned to files as desired, the next step is to determine what they look like. Here are a few tips on what to look for in the Section Layout tiles.

- “Page Break” at the top means the file will start on a new page/screen (i.e., a page break is inserted before it). Note that “Page Break (Folders Only)” will only insert a page break if the file is a folder. This is perfect if you use chapter folders in your project.
- “Chapter One” at the top means Scrivener will include the word “Chapter” and an automatically assigned chapter number.
- Extra white space at the top of the layout tile means there will be page padding in the final output, usually 1/3 of a page.
- “Section Title” is the name of the file as it’s shown in the Binder. To include a file’s title, ensure this is in the layout you choose.
- Latin text means that the text of the file will be included. If you’re choosing a layout for your scenes, make sure the tile you select includes a block of Latin text.
- To include the text exactly as you set it up in the Editor, choose a layout that states “Main text formatting will be based on how text appears in the editor.”

Here’s how to assign the layouts:

1. In the Compile window, click the Assign Section Layouts button in the center column.
2. On the left, select a section type.
3. On the right, select the section layout to assign to the selected section type.
4. Repeat steps 2 and 3 until all section types have the desired layout assigned.
5. Click OK.

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).

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4. 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.
5. In the Section Layout column in the center, click the Assign Section Layouts button.
6. Under the Section Types column on the left, select the section type you want to assign.
7. On the right, click the desired section layout.
8. Repeat until all section types are assigned.
9. Click OK.
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. Check the box to “Open compiled document in” the relevant software here.
12. Click Compile and choose a location and name for the file.
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 3 Ebook (.epub) 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.

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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. If desired, check the box to “Open compiled document in” the relevant software here.
12. Click Compile and choose a location and name for the file.
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.

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.
 - To add an image between scenes, change Separator Between Sections to an image tag for the image you want. I recommend importing the image to make it easier. The image tag looks like: <\$img:ImageName> (where ImageName is the name of the image as it appears in the Binder, including .jpg or .png if it’s there).
 - To adjust the image size during compile, you can include a height (h=) or width (w=) in pixels, and/or a percentage of the screen (ebook only).
 - Width example: <\$img:ImageName;w=20>
 - % example: <\$img:ImageName.jpg;w=25;ebook=5%>
- 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 Alt key on your keyboard and click Save.

Getting Help

- Help>User Manual
- Help>Support
- Help>User Forums

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- <http://gwenhernandez.com/scrivener-corner/scrivener-tips/>
- <https://ScrivenerClasses.com>