



PRACTICAL SCRIVENER

Charles O'Donnell
The Writer's Collective
April 21, 2018

www.charlesodonnellauthor.com

Disclaimer

I am not employed by Literature & Latte, the makers of Scrivener, nor am I associated with them in any way.

I just really love their products.



Let's get acquainted

- Who are you?
- What do you write?
- What writing tools do you use?
- How familiar are you with Scrivener?
- What do you want to learn today?

Practical Scrivener

- What is Scrivener?
- What does Scrivener do?
- How do I get Scrivener?
- How do I find my way around?
- How do I get started?
- Where can I learn more?
- Special topics!

What is Scrivener?

- Scrivener is a *tool* for *writers* to
 - Organize
 - Create
 - Format
- Suitable for
 - Fiction
 - Non-fiction
 - Academics
 - Poetry
 - Screenplays
 - Stage plays
 - Etc...

What does Scrivener do?

- Organizes
 - Divide your project into sections as big or as small as you like
 - Structure your project hierarchically
 - Rearrange sections easily
 - Keep all your research in one place
- Helps you create
 - Plan your project in outline or corkboard format
 - Edit one or multiple sections at a time
 - Write with no distractions!
- Formats
 - Separate writing and formatting
 - Export for multiple formats—print, ebook, manuscript
 - PDF, Word, epub, LaTeX, MultiMarkdown, and more

How do I get Scrivener?

- MacOS V3.0.2

- New version released in 2017
- Includes all the latest Scrivener features

- Windows V1.9.7

- Limited features
- V3.0 to be released in 2018 (beta version available now)

- iOS V1.1.5

- Works on iPad and iPhone
- Limited features
- Syncs to Scrivener via Dropbox
- Great for editing on-the-go

How do I get Scrivener?

- Download trial version from <https://www.literatureandlatte.com/scrivener/download>
 - Free 30-day trial
 - Only counts the days you use it
 - Purchase a license at any time
- Desktop versions—\$45
 - MacOS 10.12
 - Windows 7
- iOS app—\$19.99
 - iOS 9

How do I find my way around?

- Scrivener is divided into three panes:
 - Binder—home for your entire project
 - Manuscript
 - Front & back matter
 - Research, background, collateral, etc.
 - Editor—where the work gets done
 - Inspector—supporting material
 - Synopsis
 - Notes
 - Bookmarks
 - Metadata
 - Revisions
 - Much, much more...

Tool Bar

The screenshot shows a writing application interface with three main panels:

- Binder:** A left sidebar containing a search bar and a list of manuscript entries. The entry "A Walk in the Park" is selected and highlighted in blue.
- Editor:** The central workspace showing the text of "A Walk in the Park". The text includes paragraphs about a character's choices in a park and their experience in a VR world. The text is formatted with a serif font (Palatino) and a regular weight.
- Inspector:** A right sidebar showing a synopsis and notes for the selected manuscript. The synopsis describes the scene opening in a VR lifestream. The notes section contains two entries: one from February 13, 2018, discussing a VR Meetup and character insights, and another from February 9, 2018, discussing workshop notes and narrative clarity.

Binder

Inspector

Editor

How do I get started?

- Step 1: Create your project
- Step 2: Organize your project
- Step 3: Write your masterpiece
- Step 4: Export your finished product

Step 1: Create your project



Opening a new Scrivener project

- File → New Project
- Select type of project
 - Fiction
 - Non-fiction
 - Scriptwriting
 - Miscellaneous
- Choose a template
- Give it a name
- Customize it to your needs

Step 2: Organize your project



Binder

- A virtual three-ring binder for your entire project
- Everything in one place
- Easy to add, delete, and move items
- Searchable

Key Takeaway—*Everything* goes in the binder: outline, manuscript, character sketches, background pieces, research, notes, images—*everything!*

Binder

- Put the body of your project in the *Manuscript* folder
- Assign each item in the manuscript a *section type*
 - Determined by structure, or
 - Assigned manually
 - *Very important* at compile time—each section type will be assigned to a *section layout*
- Example—novel template:
 - Each chapter is a folder with a title and no text
 - Each scene in a chapter is a separate document

Key Takeaway—Structure your project the way you want your readers to experience it:
Parts, Chapters, Scenes

Binder

- Some items in the Binder have special significance:
 - Manuscript—this is where your project goes
 - Front matter—optional material to include at compile time
 - Back matter—like front matter, selected at compile time
- Front matter contents:
 - Cover (ebook)
 - Title page (print, ebook, manuscript)
 - Copyright (print, ebook)
 - Dedication (print, ebook)
 - Table of contents (print)
- Back matter contents:
 - Acknowledgements
 - About the author

Key Takeaway—Create separate front matter for each format

Step 3: Write your masterpiece



Editor

- Full-featured editor, including formatting, styles, spell check, find & replace
- Multiple views
 - Editing mode
 - Scrivenings mode
 - Corkboard
 - Outline
- Multiple windows
- Copyholders & quick references
- Composition mode

Key Takeaway—Keep the formatting of your manuscript in the editor to a minimum.
Use “No Style” and define all formatting in the compiler

Inspector

- All the supporting data for your manuscript
 - Synopsis
 - Notes
 - Labels
 - Status
 - Bookmarks
 - Metadata
 - Keywords
 - Previous versions (“snapshots”)
 - Comments & footnotes

Key Takeaway—Keep all your workshop notes for each section in the inspector

Step 4: Export your finished product



Compiler

- Step 1: Select a format or create your own
- Step 2: Assign section layouts to section types
- Step 3: Set project-level options
- Step 4: Set section layout options
- Step 5: Select output file type
- Step 6: Compile!
- Step 7: Repeat 2-6 until satisfied

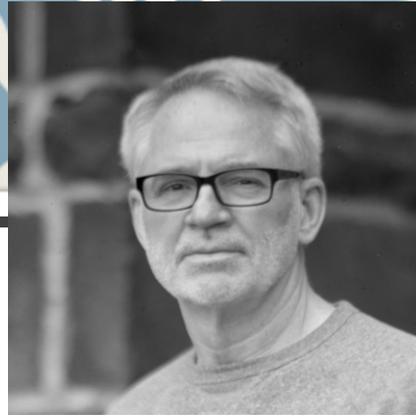
Key Takeaway—Copy and edit a standard format for maximum flexibility

Where can I learn more?

- Consult the Scrivener manual (847 pages!)
 - <https://www.literatureandlatte.com/learn-and-support/user-guides>
- Watch the tutorials
 - <https://www.literatureandlatte.com/learn-and-support/video-tutorials?os=macOS>
- Go to Youtube
 - https://www.youtube.com/results?search_query=scrivener
- Pay for a course
 - <http://learnscrivenerfast.com>
- Join the Scrivener Users Facebook page
 - <https://www.facebook.com/groups/463927253627424/>
- Join the Scrivener forums
 - <https://www.literatureandlatte.com/forum/index.php>

Special Topics

- Importing work
- Text tidying
- Writing goals & tracking progress
- Tags & metadata
- Table of contents
- Comments
- Collections
- Snapshots
- Name generator
- Linguistic focus
- Bookmarks



Charles O'Donnell, Author

charles@charlesodonnellauthor.com

www.charlesodonnellauthor.com/wordpress/