



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 (Left Panel):** A 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 (Center Panel):** The main workspace for writing. It features a top toolbar with icons for View, Search, Add, Trash, Insert, Quick Ref, Move, and Group Mode. Below the toolbar is a text area with a ruler at the top. The text in the editor reads:

Cutting through the park was the last in her string of bad choices.
She could barely see the path, the only illumination coming from the half-moon rising behind thin clouds. Even in full daylight the path was obscure—a few islands of asphalt in a river of rocks and dirt, overgrown, buried in sticks and branches from trees pruned by the wind. The trees themselves were monuments to neglect—most dead or dying, naked snags so decrepit that neither birds nor squirrels would nest in them. Now, at night, they lined the path like black ghosts with spindly arms and knothole eyes.
She was still six blocks from her building, in a place where not even the scattering of people on the streets in the hours after midnight wandered. Nobody went out at night—hardly anybody, anyway—or in the daytime for that matter. Holed up in a one-room flat, jacked into the Worldstream, food and other necessities delivered by drone—that pretty much described the twenty-four-hours in a day for all but the vanishing minority of the rebellious, the resistant, or the merely curious who preferred living In Real Life to Virtual Reality.
She'd met the man in a venue for singles, a gathering place for VR sex, or, for the adventurous, a place to arrange a hook IRL. She was feeling adventurous that night. The man's avatar was promising, even allowing for the limited cosmetic alterations that the Worldstream would tolerate, the VR equivalent of makeup or minor cosmetic surgery. When they'd met IRL, in an all-night bodega, his appearance was only a bit disappointing—a little older, a little pudgier, a little grungier than his avatar. She bought gin; he bought condoms and a bar of soap before he led her to his apartment, a twenty-minute walk from the bodega, in the opposite direction from her building. His flat was typical—single room with a corner kitchenette, a bed no bigger than a cot, a chair surrounded by VR gear scattered on the floor, and a medium-sized screen hung on the otherwise bare walls—a prison cell without bars, from which the man could escape to any location on earth or any time in history by strapping on his VR gear and jacking into a venue.
The sex was satisfying, if uninspired. After three-quarters of an hour, she dressed in the dark next to the bed as the man entered. She walked out into the night, a few hours before dawn. Expect to get
- Inspector (Right Panel):** A panel for reviewing and editing content. It has a "Synopsis" section with the text:

A Walk in the Park
The scene opens in the midst of a VR lifestream inhabited by an unknown man, a veteran stream rider. He's using a new version of the Belt, with enhanced neural resolution. The lifestream is deeply disturbing but also deeply compelling—his head is filled with detached thoughts about the experience, especially with the new Belt, but he's also experiencing thoughts that seem to be put there, rather than occurring to him in reaction to the lifestream. The scene troubles him, keeping him awake, and drawing him back into the lifestream to...

It also has a "Notes" section with two entries:
 - February 13, 2018: VR Meetup
 - Don't get a clear view of the characters. Don't feel like get insight into the character enough to care about them.
 - Pacing is good, able to visualize the action.
 - style seems natural, doesn't try too hard, no overuse of vocabulary
 - February 9, 2018: Workshop notes
 - Missed the connection between the RL scene and the lifestream
 - "Worldstream" is a very dystopic term. Narration "assumes the premise" that the world was dark, more telling than showing.
 - "Very riveting"
 - Got lost in the transition, unclear what's in real life and what's in VR.
 - The description of Frannie's purchase is a good way to divulge detail without explicitly telling.
 - Descriptions of violence don't seem riveting

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/