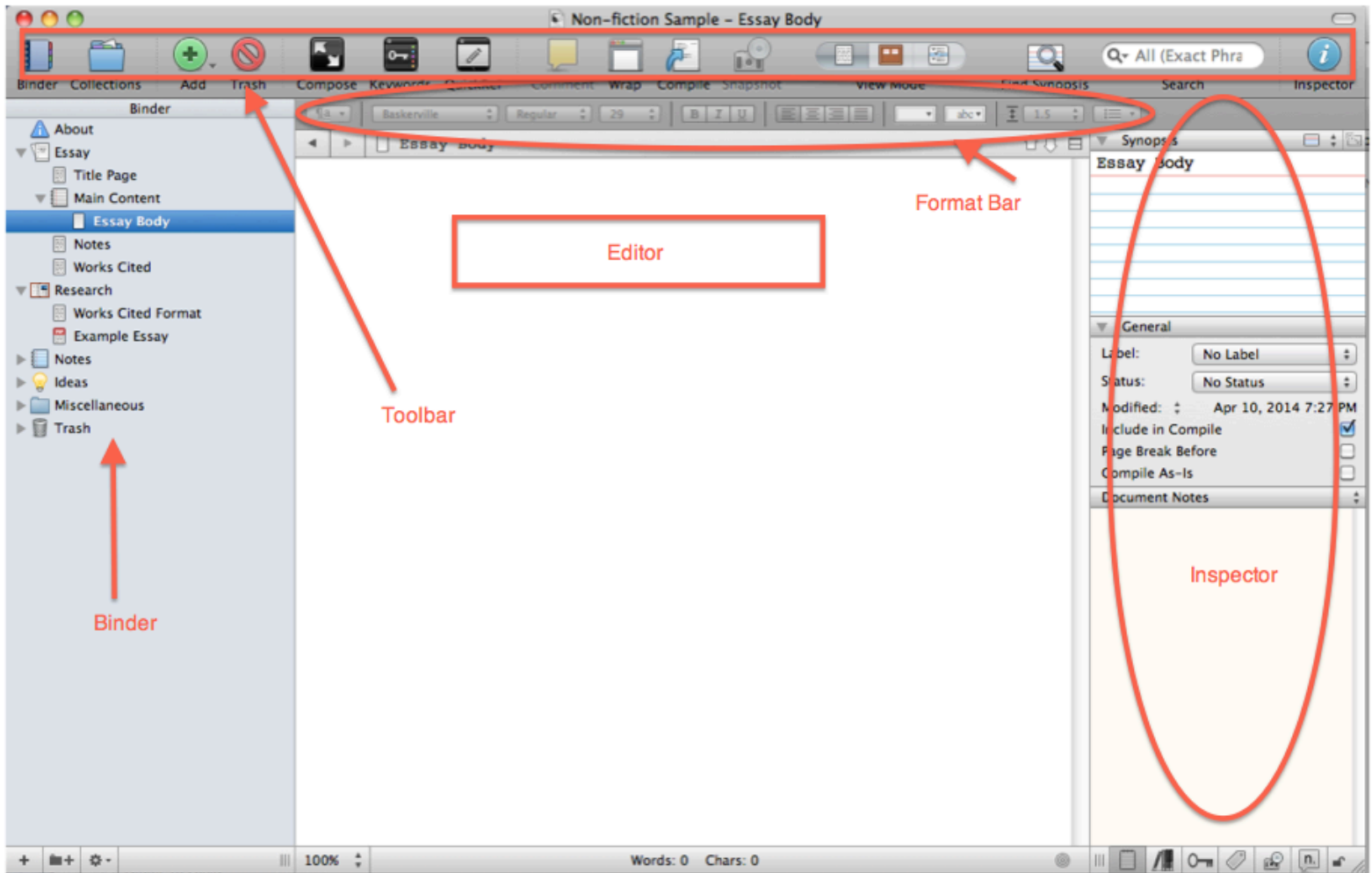# Writing With Scrivener 101

Have you heard of it? Do you own it? And the big question: do you use it? Find out why Scrivener is the preferred writing software for thousands of best-selling authors, and how you can organize your research and writing in one easy to manage file.

Your life may never be the same.

We all want to write. We all want to get published. We all want to stay organized.

I'm so glad you're here. I hope you learn to love Scrivener as much as I do! My goal for this workshop is to help you understand Scrivener's popularity, and how it will revolutionize the researching, writing, and publishing processes. Sign up for my monthly newsletter to stay informed on my thee-hour workshops: Zero to 60 in Three Hours, Customizing Scrivener for the Serious Writer, and How to Self-Publish with Scrivener.

Scrivener Basics: Getting to know the screen

The Binder

The binder is the left-hand column on the screen. This is similar to an actual three ring binder. Think of the folders as the tabs, and the files as the pages between the tabs.

The top section of the binder contains your **manuscript**. These are text files that can be divided into chapters or scenes. Because you can access any file instantly, you can work on scenes or chapters out of order.

Scrivener allows you to **import** your manuscript and with just a click, split it into scenes or chapters. No tedious cutting and pasting!

The bottom section is your **research folder**. This is where you keep your character bible, your setting research, image files, audio clips, .pdf files, and archived web pages. The trash can is found here, though nothing is gone until you say so.

You'll find templates for character information, and templates for setting details.

View Mode

Up in the toolbar, you'll see three buttons labeled 'view mode'. The first one is **Scrivenings mode**, which shows your text in the Editor.

The second is **Corkboard mode**, which shows your collection of index cards. Make sure that you've highlighted a folder in the Binder for this to work. Index cards can be moved around, and the Binder will rearrange accordingly.

The third is Outline mode, which can be customized to show the information you want.

The Editor

This is for your writing--text only. Use the **Format Bar** just above to select your font, type size, et cetera.

One of the best features about the Editor is the **Split Screen**. You can have two documents open either horizontally or vertically. Maybe you want a page of research open while you write a chapter, or you need to see what happened in your last scene so that your continuity is accurate.

If you like, you can set a **word count for each chapter or scene**. Click the bulls eye in the lower right of the Editor.

Check to see if you're overusing words. Go to Project--Text Statistics. Click the arrow next to **'Word Frequency'**. A chart appears showing each word, its count, and a bar showing the frequency.
- •Click 'word' to put the words in alphabetical order.
- •Click 'count' to show the most frequently used first.
- •Click 'frequency' to show the least used first.

If you'd like to write in full-screen mode to reduce distractions, click the **Compose** button at the top of the screen.

Zoom in or out for easier reading on the bottom left. The left arrow takes you to the previous document used. The up and down arrows take you to the document before or after.

Did you know that Scrivener saves your project automatically every two seconds? No more lost words!

The Inspector

The inspector is the right-hand column on the screen.

The **index card** image is where you will write your synopsis. You can give the card a title, and write the scene summary, or plan out your Goal, Motivation, & Conflict.

The center section can be used to **label** scenes. I use colors to show the character's POV. The **status** reveals the stage of writing: first draft, revision, etc. Mark documents with a check to include in your final compilation for publishing.

Inspector Icons
Notepad: You have two notepads. One for individual documents. Place photos or reminders of what you want to insert in a scene. The other is a notepad for the entire project-- keep a full synopsis or outline available from anywhere.
Bookshelf: Keep links to research sites here.
Key: label chapters or scenes with keywords.
Tag: for advanced users, customize your meta-data.
Camera: My favorite feature! Take a 'snapshot' of any document, then make any changes you want. You can 'roll back' to a prior version, and Mac users can compare versions.
Comments: Just like Word, make comments on any part of your manuscript. Scrivener also creates footnotes.

If you prefer to hide the inspector, just click the blue 'i' in the top right hand corner.

Statistics

Like to keep track of how much you're writing? Scrivener can help.

Show Project Targets
Go to Project--Show Project Targets. A floating window will pop up containing two bars. The upper bar gives your manuscript target, which shows the words of each document marked for compiling.

The lower bar shows your Session target. You choose how many words you are aiming for each time you sit down to write, or each day you write. Click '0' to set the word count for your sessions, then click 'apply'. You can click 'options' to fine-tune your targets.

Project Statistics
Go to Project--Project Statistics. Vew your word or character count for both the entire project and your current document. This box shows how many printed pages the document would be, plus how many pages in paperback.

Text Statistics
Go to Project--Text Statistics. Like Project Statistics, this box shows your word count and character count. It also shows your number of paragraphs. Remember, this is where to

Exporting your work

When it's time to export a chapter or your whole project, here's what to do.

Single Document
For a single document, click on the file in the binder. Go to File--Export--Files. A drop-down menu will allow you to rename the file, if you like. You can choose where the file will go on your computer, and what kind of file it will be, such as Word, text, rtf, etc.

Multiple Documents
Click on Compile in the toolbar, or go to File--Compile. A drop-down menu will allow you to select all the files you wish to compile. Once selected, at the bottom, find 'compile for'. Click the arrow to choose what kind of file you'd like. **This is where self-publishers can choose to export as an ebook.**

For More Information

Scrivener: Keep track of updates that Literature and Latte make to Scrivener by following the link below:
http://www.literatureandlatte.com/scrivWinChangeList.php

Also, when you open Scrivener and click 'new project', you'll see the words 'Getting Started'. Click on that to access Scrivener's interactive tutorial and video tutorials.

Dropbox: Download this software for free cloud storage. If you 'drop' your Scrivener projects into the Dropbox folder on your computer desktop, each time Scrivener saves (every 2 seconds), Dropbox saves it to the cloud, and will be accessible from any computer. http://bit.ly/1izlUAb

Need more help? Check out the **Scrivener Coach** site. It is a membership site, but can be worthwhile if you need a lot of repetition in learning, or you'd like to move forward into advanced Scrivener right away. Joseph Michael has many videos on all the specifics of Scrivener. Try the coupon code 'selfpublishing' to save 20%—not sure if it's still valid. http://bit.ly/1kORYD2

For those who like one-on-one training, I am available for private Scrivener tutoring. Email me at dallenco@gmail.com.