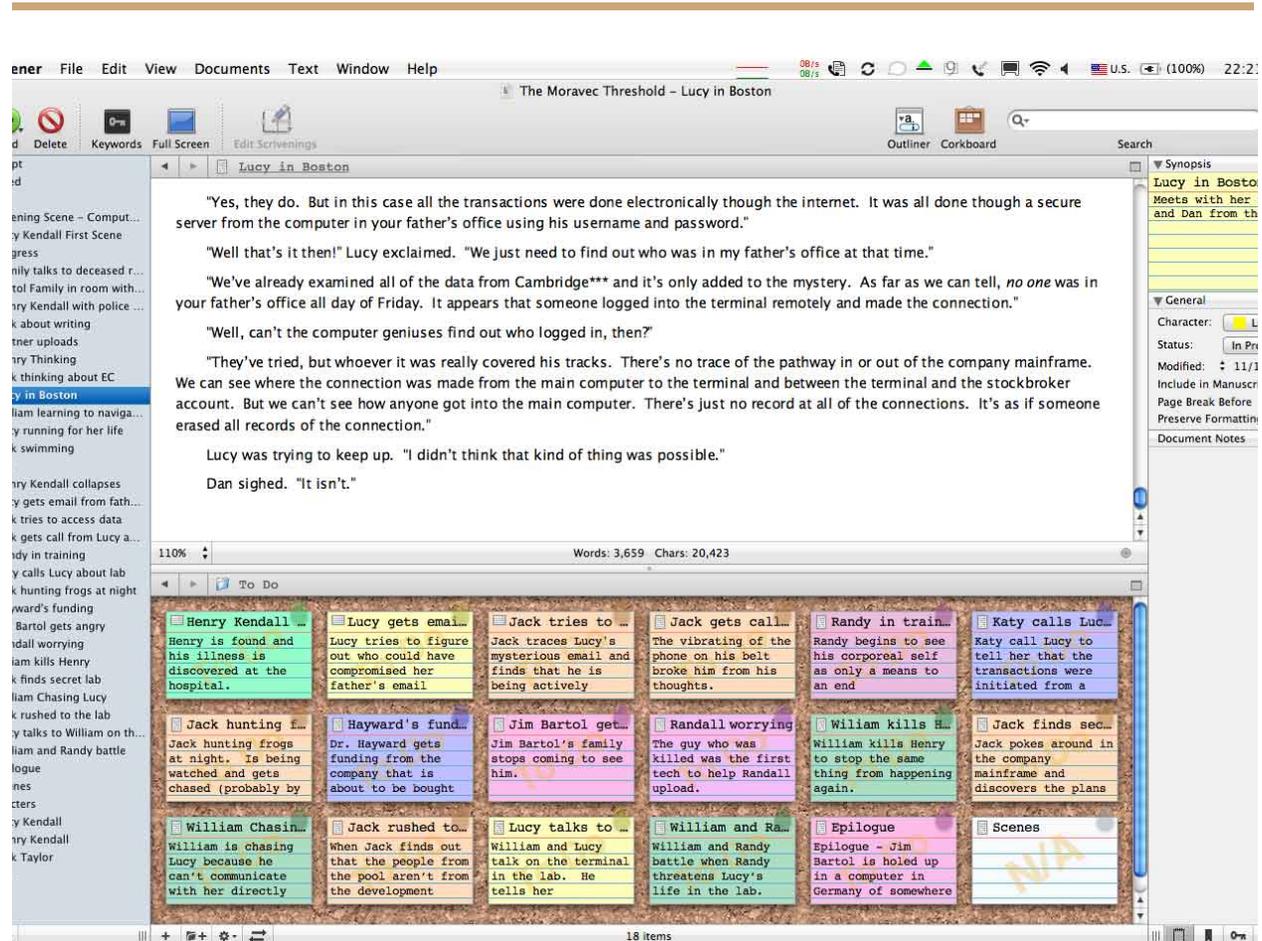


# SCRIVENER 102

## Customizing Scrivener for the Advanced Writer



## Introduction

I don't have to tell you that Scrivener is an amazing writing program--you know that because you're taking this class! We'll begin with tips for the different areas of Scrivener: the Binder, the Editor, the Inspector, and the Toolbar. Then we'll move on to specifics of customizing, streamlining, plotting, revising, and custom layouts.

At the end of this handout, you'll find some helpful links to Scrivener resources, including my Pinterest page, where I share great articles on using Scrivener.

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## Binder Tips

The Binder is the left-hand column in Scrivener. Think of it like an iTunes playlist, with all your scenes, chapters, and research at a glance. You can easily click from one to the other, without tedious scrolling. If you don't want to see the Binder at all, just click the Binder button on the top left of the toolbar.

### Collapse and Expand

If you're like me, you have many files and folders, and that can extend your Binder to a length that can't be seen on the screen. To collapse or expand a folder, just click the tiny **triangle** next to the folder.

To collapse all folders, use **Command 0** (for PC, this should be Control 0). To expand all folders, use **Command 9**.

### Folder Hierarchy

To nest folders or put a document in a folder, just **drag and drop** the item on top of the new location's title. This will place it inside the folder. If you want to make your document a parent or daughter of another document, just drag until you see a blue bar separating the documents in the binder. Dragging to the left will place it in a higher hierarchy.

### Import and Split Automatically

You already know how to import and split a document. However, if you have a long Word document and you don't want to go to the trouble of splitting it, you can place a hashtag at every spot you'd like Scrivener to split. Then go to **file>import>import and split**. Lots of work done for you!

### Import Character Templates

Scrivener provides a basic character template. If you have a favorite you've downloaded, or have made your own, import the document, then go to **documents>duplicate>without subdocuments** to make copies for each of your characters.

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## Binder Icons

For each of your documents, you see an icon. Here's what they mean, and how you can make them different.

- document with no text=tiny index card
- document with text=tiny paper with writing
- document you've taken a snapshot of=folded corner
- image=tiny photo

If you'd like to give your icons some punch, you can change any and all. Just right-click on the icon, and you'll have a host of images (some in multiple colors) to choose from.

## Binder Color

Want to add more color to the binder? Go to **view>use label color in>icons** or **view>use label color in>binder**

## Editor Tips

The Editor is the center section of Scrivener. Think of it like Word--but it's not. This is where you get your work done, but I have some tips to make it better.

## Increase or Decrease Text Size

As our eyes tire, sometimes we need bigger text, but we don't want to alter the text. Just click the text percentage in the bottom right of the editor.

## Targets

Set targets for each document. This is a productivity tip, as it's rewarding to see the progress bar move to green. Later, I'll show how to make targets appear in your outline.

## Arrows

Users often don't remember what the arrows at the top of the editor mean. The **left/right** arrows let you view the previous document you viewed, and then you can toggle back and

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forth without scrolling through the binder. The **up/down** arrows take you up and down through the binder order to view documents above and below your present document. Hold the arrow down to see a list of your 'document viewing history'.

## Split Screen

The square with the line bisecting it in the top right of the editor splits your screen either horizontally or vertically, so you can view two documents at once. Once you split, hold down the option key and click again to split the other way. One of the two documents will have a blue bar at the top. This is the one you can write in. You can click back and forth between them. We'll use the split screen later to make some cool layouts.

## Pop Up Screens

If the split screen is not enough, why not utilize more? Go to **view>quick reference** and navigate to the document you'd like to see. It will show up in a pop-out window.

## Wrap Text

One button in your toolbar is called '**wrap text**'. This allows you to see your document in a 'page view' (like Word), or spread across your editor, no matter what size it is. Just click the text wrap button to see what you like best. When you make use of the split screen, sometimes one view works better than the other, so play around with it. You can also go to **view>page view>show page view**.

## Double Pageview

You might want to show your manuscript on two side-by-side pages. If so, go to **view>page view>two pages across**. For this option, it's sometimes a good idea to close your inspector or your binder, or both.

## Inspector Tips

The Inspector is the right section of Scrivener. Think of it as a place to keep all the details about a particular chapter or scene. If you don't want to see it at all, just click the blue Inspector button on the top right of the toolbar.

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## Does the Inspector bother you?

Maybe you want your Inspector in view, but it's busy-looking, or you don't use some of the elements. Each of the three sections can be minimized with the little triangles to the left. For instance, you can close the index card and general meta-data, so you have a larger-looking notepad.

## Index Card/Synopsis

The cards can contain three different things. To record your summary of the scene or chapter, just type. To use a photo instead of words, click the down arrow next to the tiny index card in the Synopsis bar. You can drag and drop your chosen image. Some writers like to have the first paragraph of their text on the card. to do this, click the tiny card with the arrow on the top right.

## General Meta-Data

**Label:** to customize, click the arrow and choose 'edit'. To add new labels, click '+' and type your entry. Right-click the color box to choose a different color. Select an entry and click '-' to remove an entry. If you want the title 'Label' to change, say to 'POV', just enter your title in the 'custom title' line near the top of the box. When you're done, click 'ok' to save.

**Status:** to customize, do the same steps described in 'Label'. This can show your stage of writing, revising, or even research. You will likely think of more ways to use this. Drop me a line and let me know what you come up with!

## Notepad

I won't take the time to go through what we covered in the 101 class, but I'll add a few tips. I like to write a list of what should happen in a scene, and any thoughts that occur to me. When I address those items, I highlight them and right-click. I go to **font>strikethrough**. This way, I can see what I've done and what needs attention. You can also drag photos into the notepad for quick reference. There is no limit to the number of words or photos the notepad can hold.

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## Document/Project References

Here's an extra tip. Not only can you store web references you don't want to import, but you can store links to other documents within your Scrivener project, and link to files stored on your computer. Say you have imported a handout on dialogue that you want to use when you write a particular scene. First click on the scene you want that handout linked to. Then click the '+' and choose **'add internal reference'**. Scrivener will allow you to navigate to the document you want to connect to your scene.

Similarly, you can choose **'create external reference'** and link to a file stored on your computer. This keeps your Scrivener project from becoming too large.

## Keywords

This is a helpful tool for tracking subplots, characters who appear occasionally, or elements related to theme. To list your keywords at once, click the gear icon, then **'show project keywords'**. A window will pop up, where you can list your keywords and attach colors to each one. You can make some keywords parents or daughter of others. Then, in each document, just click the gear again and then **'add keyword'** and select from your list. Alternatively, you can click the '+' in the Keyword pane to add others as you think of them. Later, I'll show you how to show the keyword colors on your index cards.

## Custom Meta-Data

One of the most-helpful but least-used features, Custom Meta-Data organizes anything you want to track. Click **'define Meta-Data fields'**, and just like labels and status, you can add whatever you like. Some options: date, location, age, goal, motivation, conflict, notes about the documents, or items connected to freelance writing, such as publication, due date, etc. I usually choose 'wrap text' for these to keep it compact, and you can choose the text color for each category. After you click **'ok'**, these fields will show up in every document in the Custom Meta-Data pane, where you can fill out the ones you choose. I'll show you soon how to make these visible in the outliner.

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## Toolbar Tips

The Toolbar is found at the top of your Scrivener project. This gives you easy access to your favorite tools.

**Customize:** To customize what you see, select **view>customize toolbar**. A window will pop up with all your choices. Drag out the tools you don't use, and drag up the ones you want. You can also right-click on any icon to get to the customize pane.

The customize window also allows you to change the size of the icons, and have them labeled or not.

To make more room, some people like to hide the toolbar. Go to **view>hide toolbar**.

**Compose Mode:** Most writers love this. To customize your background, go to **view>composition backdrop** and select a photo from your Scrivener project or your computer. Remember that you can view many of your inspector features from Compose Mode.

**Search and Collections:** You can search within certain areas of Scrivener, say in your synopses or notes. Click Search and choose from the drop-down menu.

If you would like to collect certain documents to view together, click **Search** and search for say a character name. Hit enter and the Binder will show all documents pertaining to your search. Select your documents, right-click, and select **'add to collection'**. Choose a previously made collection, or choose 'new collection' and name it.

You can have as many collections as you like, but they will stack up in the Binder. If you don't want to see them all the time, click the **'Collections'** icon in the toolbar (next to the Binder icon).

## Outline Tips

The Outline button is found in the toolbar. First click on a **container** (a file or 'manuscript') that you want to see inside (not an individual document). Then click the **outline** icon. By default, Scrivener shows only a few outline columns. I'll show you how to customize this.

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**Add/remove columns:** Click the tiny **double arrows** on the top right of the outline. This shows you all the possible columns. Check or uncheck as you choose. If you have added custom meta-data, those will be included, and you can add them to your outline. One of the column options is **'synopsis'**. This will show what is written on your cards in the outliner. Some like this, some think it takes up too much room. You decide.

**Change column width:** hover your mouse over the line between column headings to change the width.

**Alphabetize/order columns:** Want to see your chapters in alphabetical order? Click **'Title and Synopsis'**. Click again to reverse the order, and a third time to go back to normal. Similarly, columns with word counts or progress can be reordered.

**Expand/Collapse:** Use **Command 0** and **Command 9**, as in the Binder. Make sure you click inside the outliner first.

**Make changes in the outliner:** You can change the **label & status** in the outliner. Click the **gear** at the bottom left for more options.

**Add color:** Go to **view>use label color in>outliner rows**.

## Corkboard Tips

The corkboard is one of the most beloved Scrivener features. We'll customize it to your liking in several amazing ways. First, click on a container in the Binder and choose the corkboard mode.

**Card customization:** click the **four separated cards** in the bottom right of the corkboard. Here you can change the card size (they can be huge, if you like), the ratio, the spacing between cards, and choose how many cards across. If you would like your keyword colors to show up, click how many keyword chips to include. You can also click **'use small font'** if you're wordy.

**Freeform:** This is helpful for plotting. In corkboard mode, click the icon on the bottom right that shows **three overlapping cards**. Your corkboard will turn to a grid, and you can

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now move your cards around without reordering your binder. If you like the new arrangement and want to reorder the binder, click the **'commit order'** button at the bottom. If not, click the set of **four touching cards** at the bottom to return to your previous order.

**Corkboard Options:** go to **view>corkboard options** to see more choices. Here you can show the label color in the corner of the card, and choose to show your status stamped on the face of the card. You can also choose to number your cards.

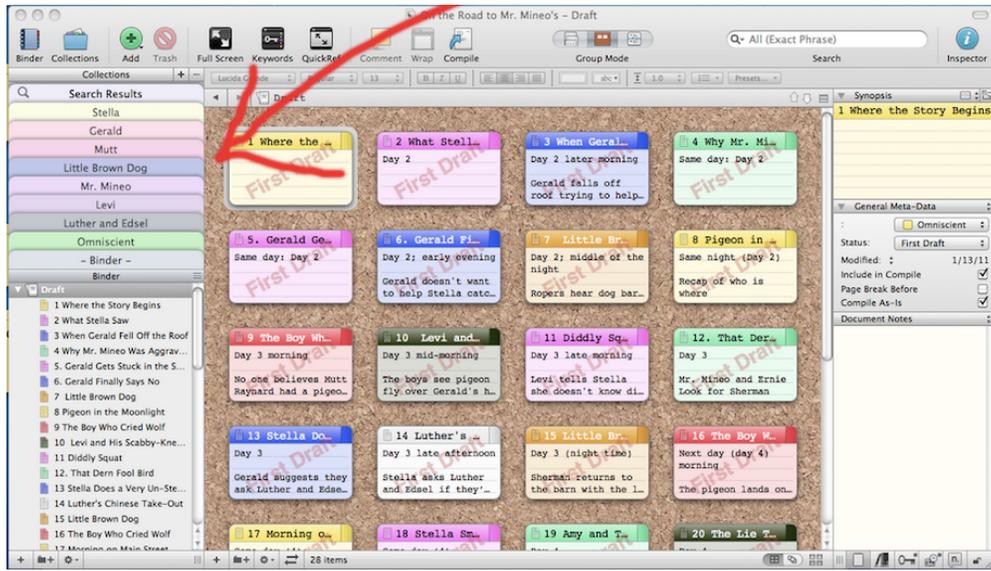
**Add Color:** Go to **view>use label color in>index cards**.

**Corkboard Appearance:** You can change the background of your corkboard from the default 'cork' look. Go to **Scrivener>preferences>corkboard**. Where you see **'corkboard background'**, select the drop down menu for graph paper in two colors, a custom color, or import your own image.

In this window, you can also take off the lines on the index cards, move the pin position, alter the status stamp opacity, and many more options. If you have your corkboard open while you play around with these, you'll instantly see the results. This is where you can ask Scrivener to allow you to double-click in the corkboard to add new cards.

**Print your index cards:** Yes, you can! Click on a container of documents. Go to **file>print current document**. You can print and cut out your cards.

**Stack your corkboards:** If your documents are inside multiple folders so you can't see them at once, select each folder (on a Mac this is **Command-click**) and click the corkboard mode. You will see each successive corkboard, one above the other. In the bottom right of the pane, you can order these vertically or horizontally as well.

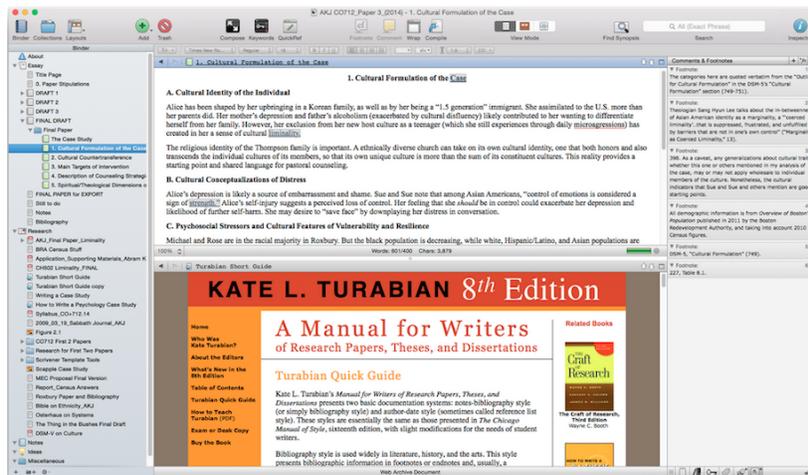


## 5 Amazing Layouts

Try these on for size, then experiment and create your own.

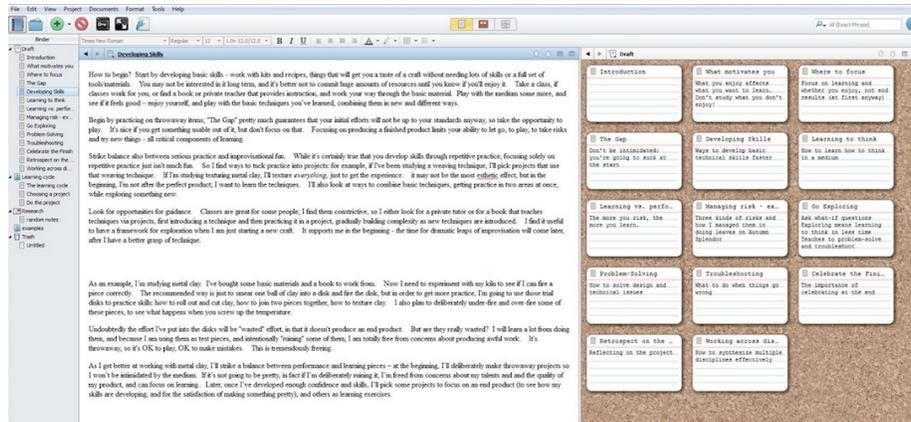
## Split Screen with Research

In this layout, use the split screen--one with your writing and one with a photo or piece of research. Close the inspector if you need more visual room.



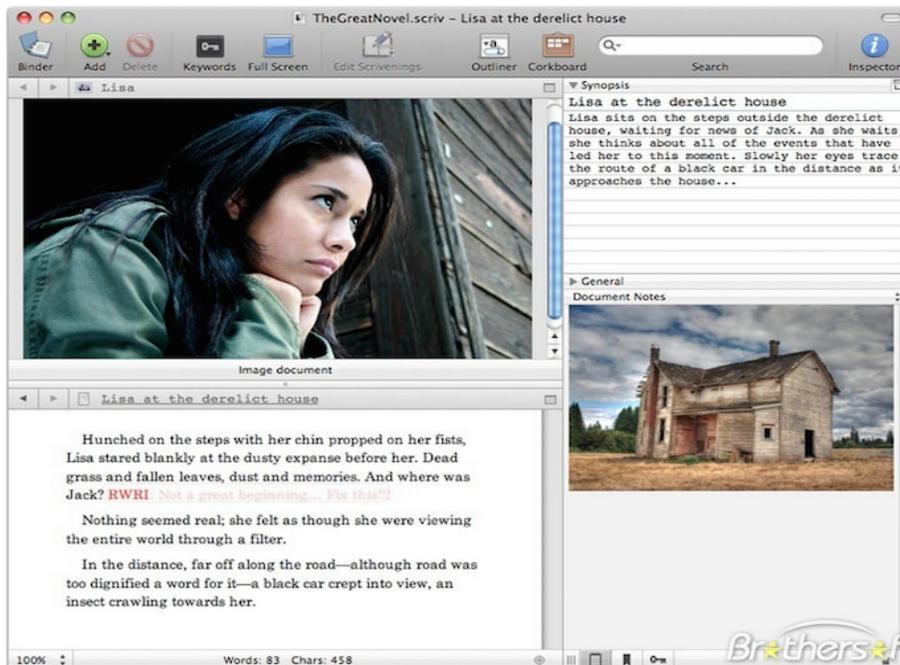
## Split Screen with Corkboard

Split your screen vertically. Select your chapter for the left pane. Select a folder for the right pane and choose corkboard mode. Close the inspector if you need more visual room.



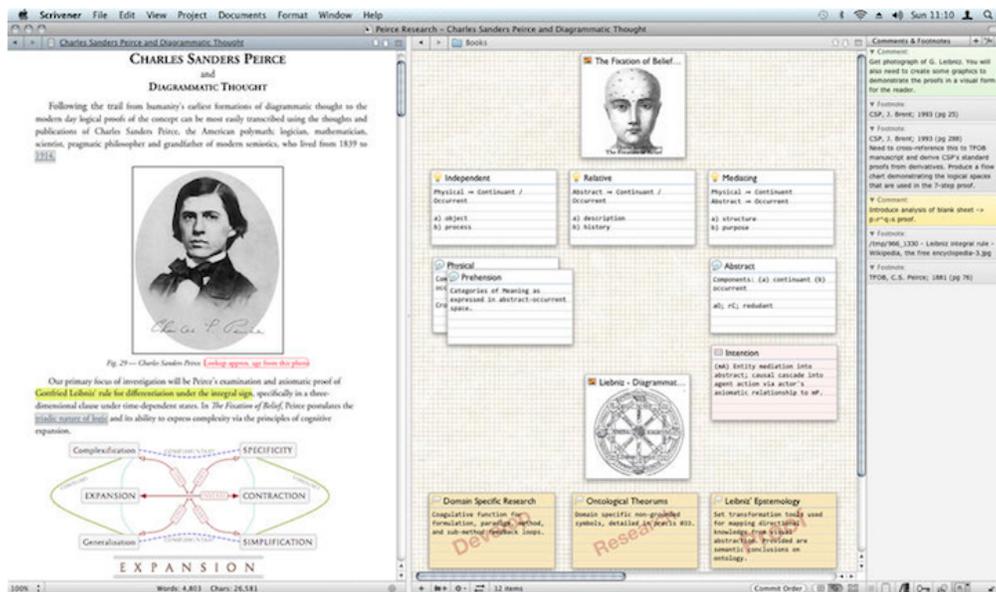
## Split Screen with Photos

Drag one or more photos into the notepad. Split your screen, with your scene in one window and another photo in the other window. You could have one photo be a setting image, and one be a character image.



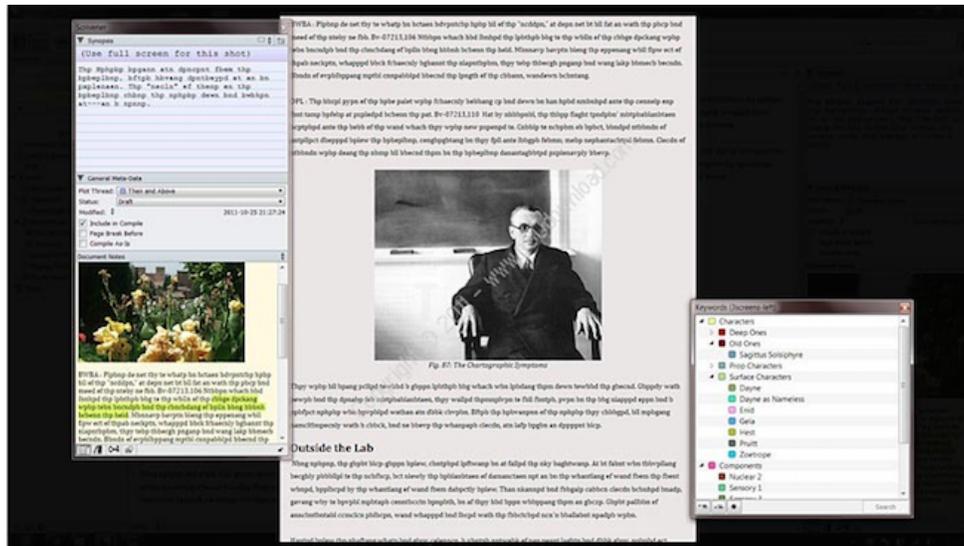
## Split Screen with Freeform Corkboard

This layout is ideal if you have a lot of ideas for a particular chapter, but need help to organize it visually. First, create a new folder, and make a new document for each possible idea or event. Write the ideas on the index cards only, not in the editor. Split your screen vertically with your scene on the left side. Click the right side header to turn it blue, then click the folder with your idea cards. Click the freeform icon in the bottom right. Now you can move the cards around until you find the best order, and write the scene as you look at the cards.



## Fullscreen Layout with Inspector

Click the **compose** button. Move your mouse to the bottom of the screen to reveal the tools. Click inspector. A window will pop up with your inspector. use the drop down menu in the top of the window to toggle between your notepad and comments pane and others. You can also access **keywords** at the bottom of the screen. If you want to switch the document you're working on, click the **'go to'** button at the bottom and select your new document. If you right click on a word, you can have the dictionary/thesaurus in a pop up window also. If you open the project target window before going to compose mode, you will see that window floating in compose mode. Click the **escape key** to exit compose mode quickly.



## Save your favorite layouts

When you find a layout you love, click the **layouts icon** (might be next to Collections) or go to **window>layouts>manage layouts**. Click plus to save and name your current layout. You can save as many as you like, and switch between them.

## 3 Ways to Streamline Writing

My three favorite ways to write faster:

1. **Set goals for each document.** Use the target icon in the bottom left of the editor to set your goal. The bars colors motivate me.
2. **Use project targets with deadlines.** Go to **project>show project targets**. First, click **'edit'** to type the target for your whole project. Then click **'options'** to give yourself a deadline. Under **'session target'**, choose the days of the week you'd like to write, then click **'ok'**. Now, in the Project Target pane, Scrivener has calculated how many words you need to write each day in order to meet your deadline. You'll see this information below the **'session target'** progress bar. I like to keep this window visible as I write, to keep me moving. Even if you don't, when you reach the day's goal, a pop-up window will congratulate you on your success.

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3. **Make use of compose mode.** Block out distractions. Make sure to mute your computer if your internet browser is open so you don't hear email or Facebook pings.

### 3 Ways to Plot

- **Binder:** Click 'Manuscript', then click the green + button in the toolbar to add a document for each plot point you've already thought of. Don't worry about order, you can move them around.
- **Index Cards:** Click 'Manuscript', then click corkboard mode. Double click in the corkboard for a new card (see the corkboard section to activate this), or click the green + button. On each card, make notes about the plot points you know of so far. Click the Freeform button (bottom right) to move them around.
- **Outliner:** Click 'Manuscript', then click outline mode. Click the green + button in the toolbar to add a line and name it with a plot point. Don't worry about order, you can move them around.

### 3 Ways to Revise

1. **Revision Mode.** Go to **format>revision mode>choose revision level**. Everything you type now will be in that revision color. Choose one color for a description pass, another for characterization. To exit revision mode, go to **format>revision mode>none**.
2. **Comment Feature.** Go through each document, and highlight word that you want to reconsider. Click the comment button in the toolbar to remind yourself of each issue.
3. **In-line Annotations.** This is colored text with a colored box around it. Go to **format>inline annotation** and start typing. Right-click the annotation to choose another color. You must go back to **format>inline annotation** to exit annotations.

I've got several more revision options that will be included in the newsletter.

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## Conclusion

Believe it or not, that's not all I have to say about Scrivener! Sign up for my upcoming newsletter to stay posted on tips and tricks I keep learning. I'll throw in freebies now and then, too. Thanks for coming, and I would love for you to take a minute to give me some feedback on this workshop. Your comments help me do a better job.

## Resources

**Updates:** keep track of Scrivener updates by clicking [or go to this link](#). Scrivener also offers lots of videos for help. <http://www.literatureandlatte.com/scrivWinChangeList.php>

**Dropbox:** It is imperative to backup all your work. Dropbox is a free alternative, and if your Scrivener project is inside your Dropbox folder, it will keep updated in the cloud. Here's a link to get some extra storage free. <http://bit.ly/1izlUAb>

**Pinterest:** I maintain a Pinterest page where I collect free Scrivener templates, and tips to learn more about the program. Follow the page if you'd like to stay posted. <https://www.pinterest.com/dallenco/scrivener-tips/>

**Joseph Michael:** If you need lots of repetition, I highly recommend Joseph Michael (the Scrivener Coach). His website contains numerous short videos on many aspects of Scrivener. This is a membership site. Try the coupon code 'selfpublishing'. It might save you 20%. <http://bit.ly/1kORYD2>

**Overwhelmed?** Need to solve specific problems? I do one-on-one Scrivener tutoring at a reasonable cost, either in-person, or online. Contact me at [dallenco@gmail.com](mailto:dallenco@gmail.com)