

**About:** This article is for a fictional writing app called Scribbler and includes Information Architecture.

**Content model:** HC How to / About

REQD INTRO - Block type: Title, Block: Title - #

# How to Set up Bulletin Board view in Scribbler

REQD INTRO - Block type: Description, Block: Benefits - #

Scribbler's Bulletin Board is a visual outlining tool to help you organize and restructure writing projects by displaying each document as an index card. This gives you an overview of project structure. This guide covers how to enable Bulletin Board view, customize outlining notecards, and use organizational features to improve your workflow.

REQD HOW TO - Block type: Title, Block: Heading - #

## <H2>How to Enable Bulletin Board view

REQD HOW TO - Block type: Instructions, Block: Tasks - #

1. Open your Scribbler project
2. Go to the **Binder** document list in the left sidebar > Click on a folder
3. Choose one of three ways to view the Bulletin Board:
  - In the Menu bar, click **View** > **Bulletin Board**
  - In the toolbar, click the **Bulletin Board** icon
  - Use the keyboard shortcut **Cmd+2** (Mac) or **Ctrl+2** (Windows)

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## <H2>How to Add Card Details for Discoverability

REQD ABOUT - Block type: Description, Block: Definition/explanation - #

Card labels, status tags, and custom metadata can help you track your project section's progress.

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### <H3>Add a Label

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1. To the left on the Toolbar, go to **Inspector > click Tag** [icon]
2. Find the **Labels** dropdown menu
3. Select from: No Label, Red, Orange, Yellow, Green, Blue, or Purple

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**Tip:** You define the categories you use for each color (for example, yellow cards are flashbacks and red are present day).

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### <H3>Add a Status

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1. To the left on the Toolbar, go to **Inspector > Tag**
2. Find the **Status** dropdown menu
3. Select from: No Status, To Do, In Progress, First Draft, Revised Draft, Final Draft, or Done

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### <H3>Set Up Custom Metadata

REQD HOW TO - Block type: Instructions, Block: Tasks - #

1. To the left on the Toolbar, go to **Inspector > click Tag** [icon]
2. Below the Status section, click the **Set Up Custom Metadata** button
3. Click the **+** button to add a new metadata field
4. Type a name for your metadata field
5. Configure the field settings:
  - In the **Type** dropdown menu, select the metadata type: **Text**, **List**, or **Date**
  - In the **Alignment** dropdown menu, select the text alignment: **Left**, **Center**, or **Right**
6. To delete a metadata field, click the **-** button next to it
7. When finished, click **OK** to save your changes

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## <H2>How to Customize Card Appearance

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In the **Bulletin Board Options** view you can customize how your notecards appear to improve your organization.

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### <H3>Card Size

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1. In the menu, go to **View > Bulletin Board Options > Customize Cards**
2. In the **Card Size** section, use the slider to adjust size: **Small, Medium, or Large**

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### <H3>Font Settings

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1. In the **Card Menu Setting** box, go to the **Font** section
2. Select options from the dropdown menus for **font name, weight, size, and character style**

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### <H3>Card Colors

REQD HOW TO - Block type: Instructions, Block: Tasks - #

1. In the **Card Menu Setting** box, go to the **Color** section
2. Find the **Content Type** dropdown menu
3. Select **document status, label, or custom metadata**
4. Choose which color to customize for the selected content type:
  - To change text color: Click **Text Color** > Select a color from the available options
  - To change background color: Click **Background Color** > Select a color from the available options
5. Repeat steps 3–4 to set colors for each content type (document status, label, and custom metadata can each have their own text and background colors)

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**Tip:** To change the card color, you must already have added a Document Status, Label, or Custom Metadata to that card.

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## <H2>Related Resources

REQD REL RESOURCES - Block type: Callout, Block: Related resources - #

- [Getting started with Scribbler templates \[linked\]](#)
- [Using metadata to track your writing \[linked\]](#)
- [Compile your manuscript for export \[linked\]](#)
- [Scribbler keyboard shortcuts \[linked\]](#)