Scribbler Help Center

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

How to use Story Board view in Scribbler

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

Scribbler's Story Board is a visual outlining tool to help you organize and restructure writing projects by displaying each document as an index card. To use this feature, you need to create at least one folder or document in your Scribbler project. This gives you an overview of project structure. This guide covers how to enable Story Board view, customize notecards, and use organizational features to improve your workflow.

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

<H2>How to enable Story Board view</H2>

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

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

REQD ABOUT - Block type: Title, Block: Heading - #

<H2>How to add card details for discoverability</H2>

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

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

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

<H3>Add a label</H3>

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

1. In the toolbar on the left, click the **Inspector**, then click **Tag** [icon]
2. Find the **Labels** dropdown menu, then select from: **No Label, Red, Orange, Yellow, Green, Blue,** or **Purple.**

OPTNL ABOUT - Block type: Callout, Block: Tip - #

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</H3>

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

1. In the toolbar on the left, click the **Inspector**, then click **Tag** [icon]
2. Find the **Status** dropdown menu, then select from: **No Status, To Do, In Progress, First Draft, Revised Draft, Final Draft,** or **Done.**

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

<H3>Set up custom metadata</H3>

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

1. In the toolbar on the left, click the **Inspector**, then click **Tag** [icon]
2. Scroll below the **Status** section and click **Set Up Custom Metadata**.
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.

REQD ABOUT - Block type: Title, Block: Heading - #

<H2>How to customize card appearance</H2>

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

You can customize how your notecards appear to improve your organization. In the menu bar, click **View** > **Story Board Options**, then select **Customize Cards**. From there, you can adjust the following settings:

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

Adjust size and font

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

• In the **Card Size** section, use the slider to adjust size: **Small**, **Medium**, or **Large.**

• In the **Font** section, select options from the dropdown menus for **Font**, **Weight**, **Size**, and **Character Styles.**

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

Customize card colors

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

1. In the **Color** section, find the **Content Type** dropdown menu, then select **Document status, Label,** or **Custom metadata.**
2. Choose which color to customize for the selected content type:
    • To change text color: Click **Text Color,** then select a color from the available options.
    • To change background color: Click **Background Color,** then select a color from the available options.
3. Repeat steps 1-2 to set colors for each content type (**Document status, Label,** and **Custom metadata** can each have their own text and background colors).

OPTNL ABOUT - Block type: Callout, Block: Important - #

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

REQD REL RESOURCES - Block type: Title, Block: Heading - #

Related resources

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

- Getting started with Scribbler templates
- Using metadata to track your writing
- Compile your manuscript for export
- Scribbler keyboard shortcuts