



Welcome to the Tutorial

Welcome to Scrivener! This tutorial is a Scrivener project, just like the ones you'll create for your own writing. It will introduce you to all the main features of the software by getting you to use them. Once you've finished the tutorial, go to **File > New Project** to begin your own project.

Feel free to experiment and edit this tutorial as you go. If at any time you decide you want to restore the tutorial to its original state, follow the instructions in "Resetting the Tutorial", which you will find inside the "Tips" section in the sidebar (click on the chevron next to the lightbulb icon to view the tips).

How to Use This Tutorial

This tutorial is divided into three main sections, each indicated by a yellow icon in the sidebar.

1. **The Basics** covers everything you need to know to start using Scrivener. You should read it in order, and it should take just over an hour to go through. Once you've been through this section, you'll know everything you need to know to create your own projects and use Scrivener efficiently.
2. **Going Further** covers various useful tools and features in a little more depth. It is designed for dipping into, so you don't need to read it in order. Whenever you feel like learning more, open up the tutorial and browse through the list of subjects in this section.
3. **Tips** contains (you guessed it) a selection of short tips. As with "Going Further", dip into this section whenever you feel like it.

If you're new to Scrivener, therefore, work your way through "The Basics" and then create your own project and get writing. When you're feeling at home, come back and explore "Going Further" and "Tips" (to what I believe the kids call "level up").

Note to Scrivener 1 users: If you're not new to Scrivener and previously used Scrivener 1,

check out the “What’s New in Scrivener 3” collection (click on the new “View” button , leftmost in the toolbar, and select **Collections** to open the collections area).

Some Tips Before You Begin

- Scrivener contains many powerful tools, but you don’t have to use (or even know about) them all. Just use what’s useful to you and don’t worry about the rest. Once you know the basics, you can look into other features when you feel you need them.
- If the text is a little small for your liking, change the text zoom by going to **View > Zoom** or using the percentage button below the text.
- Find any menu item quickly with **Help > Search Menus**
- This tutorial assumes that you are using the default options. If necessary, you can reset them to the defaults by clicking on the “Defaults” button in the Options dialog, available under **File > Options...**

Before diving into the tutorial proper, click on “Key Concepts” in the list on the left to get familiar with the core ideas behind Scrivener.

What is Scrivener?

Scrivener is aimed at writers of all stripes—novelists, journalists, academics, screenwriters, playwrights—who need to structure a long piece of text. It’s a ring-binder, a scrapbook, a corkboard, an outliner and a text editor that’s tailor-made for growing a manuscript.

Below you’ll find a brief survey of the key concepts behind Scrivener—the ideas that led me to put down my pen, learn programming, and create Scrivener in the first place.

Writing

Conventional word processors are wonderful for all kinds of things, but, because I like to jump around writing different sections as they come to me, I’ve always struggled with them when it comes to writing anything of length. Scrivener makes it easy to compose in any order you want, whether that’s from start to finish or completely at random.

Word processors only ever know about the document you’re working on at any one time—if you have numerous documents pertaining to a single project, it’s up to you to keep

track of them. By contrast, each project you create in Scrivener can contain as many documents as you desire, allowing you to write in chunks as large or small as you wish. If you're writing a novel, you can write each chapter in a separate document, or you can break it down further and write each scene in a different document—it's up to you. When you come to export or print your work, all of those myriad sections can be compiled into a single document.

Research

Scrivener projects aren't only for storing text. Much writing requires research, and you can import your research documents—images, PDF files, web pages, even movie and sound files—directly into Scrivener. You can then refer to your research right alongside your writing.

Outlining and Structuring

Every writer approaches the task of pulling together ideas in a different way. To that end, Scrivener allows you to choose whatever structure best fits your project, and to work with an overview of that structure.

Scrivener's sidebar (the "binder") shows a nested list of documents that can be expanded and collapsed, so that you can work with your whole outline or only subsections of it. Here you can create not only as many text files as you wish, but also folders to contain your text files, and you can have folders within folders within folders. You can even nest text files inside other text files: in Scrivener, a folder is simply a special type of text file, and you can freely convert between one and the other.

How you structure your project is for you to decide—you might have a folder for each chapter, containing text documents for each scene; you might have no folders and just use text documents for each chapter; you might do something completely different. There's no right way or wrong way—only *your* way.

Every document in a Scrivener project is associated with a synopsis and notes (assigned using the inspector). Scrivener's outliner and corkboard views show only the synopsis and title of each document, allowing you to step back and see the forest for the trees. You can assign synopses manually or leave them blank, in which case the first lines of the text are shown. This makes it easy to get an overview of your work, and to restructure it via drag and drop.

If the idea of outlines makes you shudder, never fear: Scrivener imposes no fixed approach to writing and outlining. You might start by creating a bunch of folders and

empty text files, creating synopses for each one in the corkboard or outliner. Then you might go through and fill in the text files, referring to the synopses as a prompt for what you need to write. Conversely, you might write like crazy and worry about all the structural stuff only when your first draft is complete. In that case, you can just type away, creating new text documents as and when you feel like it, and you can split things apart and rearrange everything only much later in the process. Or you can use a combination of both methods.

So let's dive in. In the binder sidebar, you will see a folder entitled "Draft". Beneath this, indented, you will see "The Basics", "Get Oriented", "Main Interface" and more. To get started, click on "Main Interface".

Scrivener's main interface comprises the following:

- The list on the left is called the **binder**, because it acts as the project's ring-binder, being where you file and organise all of your material.
- The **editor** contains the text you are reading right now, and is where you'll do all your writing. It can also show research documents, such as images and PDF files.
- If you click on the "i" in the right of the toolbar (the strip of buttons at the top of the window), you'll open the **inspector**. The inspector displays information relating to the document currently shown in the editor, such as its synopsis, label and status.

Let's start by looking at the binder in a little more detail—in the binder sidebar, click on the document entitled "The Binder".

Using the Binder

The binder is the main navigation tool in Scrivener. You use it to access different parts of your project, as well as to create new sections and arrange them. (**Note:** we refer to each section in the binder as a "document", but each document can contain as much or as little text as you like.)

The basics are simple:

- Click on a document to open it in the editor.
- Click on the chevron next to a folder or group to show or hide (*expand or collapse*) its contents (*subdocuments*).
- Drag and drop documents to rearrange them.
- Double-click on a document to rename it.
- Click "+" in the footer at the bottom of the binder (or in the toolbar) to create a

new document. (**Ctrl+N**)

- To create a new folder, click the button containing a folder with a “+” inside it at the bottom of the binder, or click the down arrow next to the “+” button in the toolbar. (**Alt+Shift+N**)
- You can also add new documents from the **Project** menu or by hitting enter when a document is selected and the binder has the focus.
- Import files into Scrivener by dragging them from File Explorer into Scrivener’s binder. Alternatively, use **File > Import > Files...** in Scrivener’s main menu at the top of the screen.

Special Folders

Along with anything else you add, the binder always contains three special folders that cannot be removed:

1. The **Draft** folder. Anything you want to be part of your finished manuscript should be placed inside this folder. Its contents will be compiled into a single document when you export or print using **File > Compile...** Because the Draft folder is used for building your manuscript, it is unique in that it can *only* hold text files—you cannot import image or research files into this folder.
 - **Tip:** If you want an image in the text of your manuscript, place the cursor inside a text document in the Draft and use **Insert > Image From File...** to insert the image into the text.
 - **Note:** All folders and files can be renamed, even the special folders. In some of Scrivener’s project templates, the Draft folder has a different name, such as “Manuscript”.
2. The **Research** folder can hold text or media files (images, PDF files, video files and more), and is the default storage location for research materials not intended for inclusion in the final manuscript. You don’t have to put all your research files into the Research folder, though—you can create other folders for your support materials anywhere you want.
3. Whenever you delete a document, it ends up in the **Trash** folder. *Documents are not deleted forever until you select **Empty Trash...** from the **Project** menu.*

There’s Nothing Special About Other Folders

In Scrivener, there’s no real difference between folders (excepting the three special folders) and text files. A folder is just a special kind of text file that has a different icon and

opens in a different editor view mode by default (we'll get to view modes shortly).

You can convert a folder document to a text document and vice versa easily. Try this now:

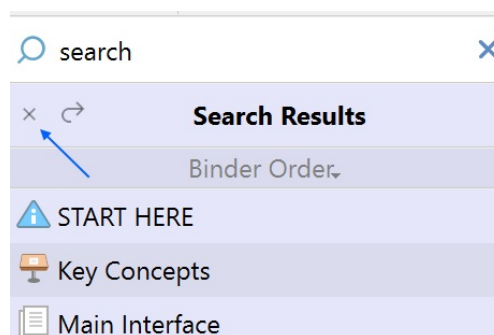
- Right-click on the currently selected document in the binder ("The Binder" document).
- From the contextual menu that appears, select **Convert to Folder**. Note how the file icon becomes a folder icon.
- Right-click on "The Binder" document again. You'll see that the option is now **Convert to File**—click it to convert back. (You can also convert from the **Documents** menu.)

So, whether you prefer to use folders or text groups is entirely up to you, and you can convert between them at any time. (**Note:** A text or file group is any non-folder that has subdocuments.)

Searching

To search for documents in the project:

1. Click on the magnifying glass in the toolbar. A search field will appear at the top of the binder.
2. Enter text in the search field. The binder will be replaced with a purple search results list.
 - **Tip:** Click on the magnifying glass icon in the left of the search field to change search options.
3. Click on the "X" in the left of the search results header bar to return to the binder, or click on the magnifying glass in the toolbar again.



4. Click on the magnifying glass in the toolbar to hide the search field if it is still visible.

You can also run a quick search for documents using Quick Search field in the toolbar (which currently shows “The Binder”, the current document name). This works like the search field in a web browser and brings up a menu of the top results. This is great when you know the title of the document you want to find.

Now let’s take a look at the editor—click on “The Editor” in the binder.

The text you are reading now is contained in the editor. There are several ways to load a document into the editor, but the one you will use most often is to select a file in the binder, as you did to load this one.

Scrivener’s editor can display a range of different file types, so let’s try loading an image:

- In the binder, scroll down to the “Research” folder (you might need to expand it by clicking on the chevron next to it first) and then click on “Sunset”.
- Once you’ve tested that out, return here.

Using the Editor

- The **Format Bar** appears directly below the toolbar. It provides easy access to many common formatting controls, such as bold, italics, paragraph alignment and spacing, and highlights.
- More formatting features can be found in the **Format** menu.
- The **Insert** menu allows you to insert images, tables, footnotes, comments and other elements into the text.
- **Edit > Find > Find...** in the main menu or using the keyboard shortcut **Ctrl+F** brings up the Find dialog, allowing you to search through text in the editor.
- If you’re a screenwriter, playwright or comic writer, you can enter scriptwriting mode via **Format > Scriptwriting > Script Mode**. (You can also toggle between scriptwriting and regular modes using the keyboard shortcut **Ctrl+8**.)

The Header View

The header view (or bar) runs across the top of the editor and contains the name of the document, along with providing some useful tools.

Because in Scrivener you can break your writing up into sections as large or small as you want, you'll spend a lot of time jumping between them in the binder. Frequently, you'll simply want to return to the last document you were looking at. You can do so using the **history navigation buttons**:

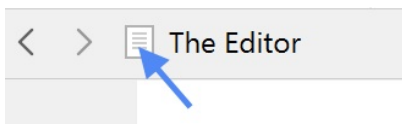
- Try clicking on the **back button** (the left-pointing chevron) on the left of the header bar. It will take you to the previous document you were looking at.
- Click on the **forward button** next to it to return here.
- The up and down chevrons on the right of the header view work similarly, except that instead of navigating through the document history, they take you to the next or previous document in the binder.

Note: After navigating with the history buttons, the binder selection may not match what is shown in the main editor. (You can thus check back on a document you edited earlier without losing your place.) When the editor shows a different document to the one selected in the binder, a secondary light grey bar appears in the binder to indicate the current editor document.

Tip: Using **Navigate > Reveal in Binder** tells the binder to select the document currently open in the editor.

Also in the header bar:

- You can right-click on the header document icon to bring up a menu of useful options.



- You can click into the title to rename the document.
- You can drag the icon shown next to the title in the same way that you can drag documents in the binder.
- You can drag a document from the binder into the header bar to load it.
- The square icon on the very right of the header view will split the editor, but we'll

come to that shortly.

The Footer View

The **footer view** is the horizontal bar beneath the editor. It will contain slightly different controls depending on what is open in the editor.

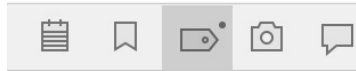
- When text is open in the editor, its word count is shown in the footer view. (You can change this to show the character count using Scrivener's "Editing" settings, available from **File > Options...** in the main menu.) Click on the word count for more information.
 - **Tip #1:** If the word count ever disappears from the footer view, it is most likely because you have switched on scriptwriting mode (see above).
 - **Tip #2:** To see the word count of your entire draft, hover over the search field in the toolbar with your mouse. Doing so will display a count of all the words in the Draft folder (on the left) and a count of the words you have written in the current session (on the right).
 - **Tip #3:** You can set a word or character count target for your manuscript via **Project > Project Targets**. (You can also set targets for individual documents by clicking on the target icon in the footer view.)
- You can change the current text scale (zoom) using the percentage control on the left of the footer view. (This does not change the font size; it just zooms in and out of the document.)
- When viewing PDF files, the footer view allows you to navigate between the pages. Click on "spacewalk_info" in the Research folder to test this out, and then come back here by clicking on the "back" arrow in the header view.

At this point, now that you know how to use the binder and editor, you could go off and start using Scrivener, because the binder and editor are the two features you'll be using the most. So if you're itching to jump in, feel free to go and create your own project (**File > New Project...**) and experiment. Just know that, like Luke Skywalker at the end of *The Empire Strikes Back*, you're not fully trained in the ways of the Force just yet. Be sure to come back to Dagobah here as soon as you're ready to continue your training.

Ready? Okay, click on "The Inspector" in the binder (or the down chevron on the right of the header view) and let's do ourselves some inspecting.

Click the blue “i” icon on the right of the toolbar to open the inspector. The inspector will appear as a third pane on the right of the window, and it shows extra information associated with the document that you have open in the editor.

At the top of the inspector you will see these buttons:



These buttons change what is displayed in the inspector. From left to right, they are:

- **Notes:** The document synopsis and notes.
- **Bookmarks:** Bookmarks associated with the document and project.
- **Metadata:** Various metadata relating to the document.
- **Snapshots:** Snapshots you have taken of the document. (Snapshots are older versions of the document.)
- **Comments & Footnotes:** Comments and footnotes associated with the text in the editor.

The buttons available will change depending on what sort of document is shown in the editor. For instance, “Snapshots” and “Comments & Footnotes” are only available for text documents.

A dot in the corner of one of these buttons indicates that there is content in the associated tab.

Let’s start by clicking on the Notes button. Once you’ve done that, select “Synopsis & Notes” in the binder.

Synopsis Index Card

At the top of the Notes tab of the inspector is a virtual index card, in which you can type a synopsis of your document (the header of the index card can be used to rename the document, too).

A core idea behind Scrivener is that every section of the project is associated with a

synopsis which can be viewed either alongside the section text (in the inspector) or alongside other synopses (in the corkboard or outliner). This allows you to switch between an overview of your manuscript and its text.

Imagine it like this: each document in Scrivener is a sheet of paper with an index card clipped to it. You can scrawl a summary of the document onto the index card, and then you can take the card and lay it out alongside other index cards to work with the bigger picture. (We'll see that bigger picture when we come to look at the corkboard and outliner views.)

Notes

Below the index card is the notes area, where you can jot down anything relating to the document that you don't want in the text itself, such as ideas and problems.

On to "Label & Status"...

At the bottom of the inspector are the label and status pop-up buttons. (This document's label is "Blue" and its status is "To Do".)

Label and status are simply arbitrary tags that you can assign to a document. You set up the label and status tags you want to use in a project by going to **Project > Project Settings...** You might, for example, rename "Label" to "POV" (for Point of View) and use it to record the name of the point-of-view characters in a novel, so that you can assign a character to each scene.

Status works much the same way, except that it is meant to keep track of the state of the document—for instance, "Finished", "To do", "A Mess" and so forth—although you can rename it and use it for anything you want. The only real difference between label and status is that labels have colours associated with them, and status items do not.

Tip: To assign a label or status to multiple documents, select several documents in the binder, right-click on them, and select the label or status from the contextual menu that appears.

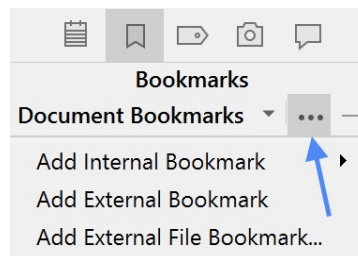
Next, click on "Bookmarks" in the binder.

Click on the Bookmarks button in the inspector header bar (the second icon).

The Bookmarks tab allows you to store references to other documents in the project, on your hard-disk, or on the internet.

To add a new bookmark, do one of the following:

- Click the three dots button above the Bookmarks list.



- Drag a document from the binder into the list.
- Drag a file from File Explorer into the list.
- Drag a URL from a browser into the list.

Selecting a bookmark in the list opens the content of the bookmark in the lower half of the inspector. You can see that the “Key Concepts” document has been added as a bookmark for this document, and that its text can be viewed right there in the inspector. (Click on “Key Concepts” in the Bookmarks list at the top of the inspector if its contents are not visible.)

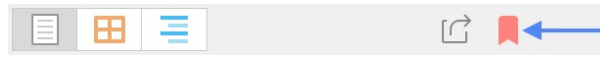
Double-click a bookmark to open it: external bookmarks open in their default application; internal bookmarks open inside Scrivener.

Bookmarks can be associated with either individual documents or the entire project: click the bar labelled “Document Bookmarks” to switch between Document Bookmarks (specific to the current document) and Project Bookmarks (available from any document).

Project Bookmarks

Project Bookmarks can also be accessed from the bookmarks icon in the toolbar, providing fast navigation to frequently-needed documents:

- Click the red bookmark icon in the toolbar. A list will appear. I have already added the “START HERE” document to the project bookmarks.



- Click “START HERE” in the list. The bookmarked document will be opened in the editor.
- Hit the back button in the header view to return here afterwards.

Now select “Metadata” in the binder.

Click on the third button in the inspector header bar, the one containing the tag icon, to open the Metadata tab.

Each document in Scrivener can be associated with different types of metadata. Which metadata you use, or whether you use it at all, is entirely up to you.

General Metadata

At the top of the Metadata tab is “General Metadata”. This contains the following:

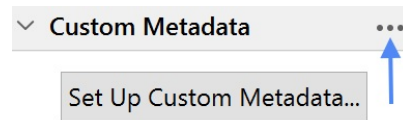
- Created Date and Modified Date: the dates on which the current document was created and last edited.
- Include in Compile: if the document is inside the Draft folder, this checkbox determines whether the current document should be included as part of the final manuscript when compiled.
- Section Type: used by Compile to determine how to format the current document in the manuscript. We’ll look at section types when we come to Compile.

Custom Metadata

In the middle of the Metadata tab is “Custom Metadata”. By default, this tab is collapsed, but you can expand it by clicking either the “Custom Metadata” header bar or the disclosure chevron next to it.

Custom Metadata allows you to add your own checkboxes, pop-up menus, dates and text fields so that you can keep track of any information that doesn’t fit elsewhere.

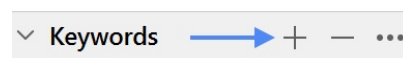
You can set up custom metadata by going to [Project > Project Settings...](#) or by clicking the three dots icon at the top of the Custom Metadata area. Once you've done this, the custom metadata for each document can be viewed and edited either in the inspector or in the outliner.



Keywords

You can add arbitrary keywords to your documents to make searching for them easier, or to make keeping track of what is in a particular document easier. For example, you could add keywords for characters that occur in a scene, themes referenced or topics discussed.

To add a keyword: Click the “+” button in the Keywords header bar.



You can also assign keywords via the keywords tab.

1. Click on the three dots icon in the “Keywords” header bar.
2. Select “Show Project Keywords”.

Alternatively, go to [Project > Project Keywords](#) in the main menu.

Do so now. A tab appears showing all keywords in the project. Here you can create, organise and delete keywords, as well as search the project for selected keywords.

To change the colour associated with a keyword, double-click on its colour chip in the keywords tab.

Drag keywords from the tab to the inspector list to assign them to the current document, or drag and drop them onto documents in the binder, outliner or corkboard to assign them to selected documents there (you can assign keywords to multiple documents this way).

Try dragging the keyword entitled “Assign this one” from the keywords tab to the

keywords list in the inspector now.

Okay, on to “Snapshots”.

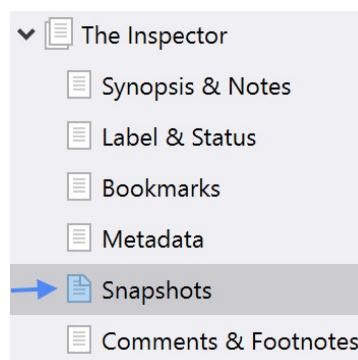
Scrivener’s Snapshots feature keeps older versions of your documents around for reference. To capture a version before embarking on a major edit of a document, select **Take Snapshot (Ctrl+5)** in the **Documents > Snapshots** menu. Try that now (you will hear the sound of a camera shutter which indicates that the snapshot has been taken).

Once you have taken a snapshot, you can edit your document safe in the knowledge that you can return to the older version whenever you want.

Click on the “Snapshots” button (the one with the picture of a camera on it) in the inspector header bar to see what I mean.

- The inspector now shows a list of snapshots at the top, which should consist of the one you took and one I took while writing the first version of this tutorial.
- Clicking on a snapshot in the list reveals its text in the lower part of the inspector.
- Restore an older version of your text by selecting the version you want from the list and clicking on **Roll Back** at the top (at which point, you will be given the option of taking another snapshot of your current version).

Note: You can immediately tell which documents have snapshots associated with them because their icons have dog-eared corners.



To see what's changed in the document since the snapshot was taken, click on "Compare". Try that now:

Type some text on the line below (anything you want):

Delete the text in the following line:

DELETE ME!

Now:

- In the inspector, select the snapshot you took a moment ago.
- Click "Compare". See what happens?
 - Text that has been added to the document since the snapshot was taken appears underlined and in blue.
 - Text that has been deleted appears struck out and in red.
 - Note that the comparison only shows *textual* changes—it does not show changes to the formatting.
- Click on the left and right arrows at the top of the inspector, next to the three dots button, to navigate between the changes.

Tip: You can alter the granularity (level of detail) of the comparison by clicking on the three dots button next to "Compare" (which should now read "Original", because clicking on it again will turn off the compare feature). Changing the granularity will give different results for different documents, depending on the scope of the edits.

You can also compare the differences between snapshots by selecting a snapshot in the list and clicking on **Compare** to reveal the subsequent changes made after the selected snapshot was taken.

Let's move on to "Comments & Footnotes".

Now we'll look at the "Comments & Footnotes" tab—don't worry about clicking on the button in the inspector header bar just yet, though.

Click on the yellow highlighted text in the sentence below:

*This sentence has a comment **attached**[Comments get displayed and selected as soon as they are clicked on in the main editor.].*

Note how the inspector automatically switches to the Comments & Footnotes tab, and the comment associated with the text gets highlighted.

Next, click on the grey footnote directly below the comment in the inspector:

This sentence has a footnote attached¹.

See how clicking on the note in the inspector automatically selects the text associated with it in the editor?

If you click on a note in the inspector, the editor automatically scrolls the text to where the note is located. Try scrolling to the bottom of this document, and then clicking the comment in the inspector to return to the top.

Tip: If the comments aren't open in the inspector and you don't want to show them, **Alt+Click** on a comment or footnote to open it in a popover instead of in the inspector.

Adding Comments and Footnotes

Let's try adding some comments and footnotes of our own. First, select some of the text in the following sentence:

Select some of the text in this sentence.

Next, do one of the following:

- Click on the arrow to the right of the paperclip icon in the toolbar and select **Add Comment** from the menu that appears.

¹This is a footnote. For footnotes to be exported properly, it's important to add them in such a way that the link ends exactly where you want the footnote to appear in the text.

- Click the comment icon in the “Comments & Footnotes” bar of the inspector.
- Go to **Insert > Comment** in the main menu (or hit **Shift+F4**). A new comment will be created in the inspector ready for editing.

Then:

- Add some text.
- Hit the **Escape** key to return the focus to the editor.

You add footnotes in exactly the same way, but choosing **Footnote** in the menu or clicking the “cf” icon in the inspector.

Note: It doesn’t matter where you attach comments, but with footnotes you should always ensure that the footnote link (the grey highlight) ends at the place you want the footnote number to appear when printed or exported.

Changing the Colour of Comments

To change the colour of a comment:

1. Right-click on a comment in the inspector.
2. Select a colour from the menu that appears.

(You cannot change the colour of individual footnotes, which are differentiated from comments by all being grey².)

The contextual (right-click) menu also allows you to convert comments to footnotes and vice versa, and to revert comments and footnotes to use default formatting (which can be set in the “Editing” tab of the Options).

Tip: If you have a lot of comments, you can collapse individual comments and footnotes by clicking on the disclosure chevron (the downward-pointing arrow) in the top-left of each comment box.

² You can choose a different colour for footnotes via the “Appearance” tab of Scrivener’s Options.

Right, that's the inspector covered! Now let's take a look at composition mode. By now, you know the drill: click on "Composition Mode" in the binder.

Composition mode blocks everything else out so that it's just you and your words. To enter composition mode, try one of the following:

- Click on the square, grey icon next to the blue inspector icon in the toolbar.



- Press the function key: **F11** on the keyboard.
- Go to **View > Composition Mode**.

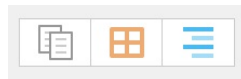
Here's what you need to know about composition mode:

- When you move the mouse to the bottom of the screen, a control bar appears. This allows you to change the text zoom, the position and width of the virtual paper, and fade the background in and out. It also has buttons to bring up the keywords dialog and inspector.
- You can customise the look of composition mode in the "Appearance" tab of the Options. By default, the regular text colour is overridden to appear as white on a dark grey-blue background, but you can change this to use black-on-white, green-on-black or anything you want.
- You can set a background image for composition mode via **Project > Project Settings...**
- The keyboard shortcuts **Alt+Shift+Up** and **Alt+Shift+Down** navigate to the previous and next document in the binder, and **Ctrl+[** and **Ctrl+]** navigate back and forth through the document history.
- Hit **Escape** to leave composition mode (or use the button on the right in the control bar).

Okay, let's leave composition mode now (hit **Escape**).

Your orientation is now complete! Let's move on to the organisation tools. To access the next section, we're going to do something a little different—be sure to read all of the instructions below before following them:

1. Click on the “Get Organised” folder. Upon so doing, this editor will be replaced by the corkboard—a number of index cards against a light brown background.
2. Once the corkboard appears, in the toolbar, click on the corkboard icon (the centre icon in the group of three next to the search field) to turn it off. Once you've done that, the corkboard in the editor should be replaced with text, and the control in the toolbar should look like this, with no section selected:



Off you go!

The document you are reading now is a folder. As mentioned, there's no significant difference between text and folder documents. The differences are as follows:

1. They have different icons: folder icons are blue, and text document icons are white rectangles.
 - Note that the folder icon for this document ("Get Organised") has a little text icon in its corner. This signifies that this folder contains text—*this* text. (The text icon has nothing to do with the folder having text documents *inside* it, such as "Splitting the Editor" and so on—it means that this folder document itself contains text.)
2. By default, folders and text documents open in different view modes in the editor. As you saw, this folder opened in corkboard mode before you turned the corkboard off.

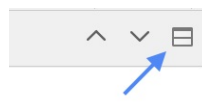
We'll come to this second point shortly—first, though, let's look at how you can view more than one document at the same time.

Select "Splitting the Editor" in the binder (you may need to expand "Get Organised" by clicking on the disclosure chevron next to it). Or go get a cup of tea and a biscuit and come back here when you're ready—I'll wait!

When working on a long piece of writing, you may want to refer to research or other parts of the manuscript. In Scrivener, you can split the main editor into two and have different documents (or the same document) open in each.

Let's try that now by going to **View > Editor Layout > Split Horizontally**.

Alternatively, click on the button in the right of the editor header view (the square with the horizontal line through its middle):



This document is now displayed in two panes.

Note:

- Through the **View > Editor Layout** menu, you can switch to a vertical (side-by-side) split or remove the split to return to a single editor.
- Alt-clicking on the split button in the header view toggles between horizontal and vertical split mode.
- Clicking on the split button in the header view when there is a split removes the split, returning to single editor mode.

Now let's load a *different* document in one of the editors:

Select any document in the binder, and it will be shown in the editor that currently has the focus. (You can tell which editor currently has the focus because when there is a split, the header bar of the focussed editor turns blue.)

You can also drag a document from the binder to the header view of the editor in which you wish to view it. Let's do that now:

1. Make sure that this document, "Splitting the Editor", is visible in the bottom pane.
2. Drag "Sunset" from inside the "Research" folder onto the header view of the top pane.

You can use the split view to view any two documents in Scrivener alongside one another, allowing you to refer to a text, PDF, image or media document in one editor while typing in another.

Try loading different documents into the other editor now. Remember, you can do this in two ways:

- Drag a document from the binder to the header view of the other editor.
- Click into the editor you want to use so that its header turns blue, and then select a document in the binder.

Tip: Double-clicking on the central divider will resize the two editors so that they are of equal height or width.

Before moving on, let's close the other editor. Do this by clicking on the square button next to the up/down arrows in the right of the header view above *this* editor. (Clicking this button when there is already a split tells Scrivener to get rid of the split and remove the *other* editor.)

Next, click on “Editor View Modes”.

Scrivener’s editor has four possible modes—four different ways of viewing your work. Learning how and when to switch between them will make your Scrivener experience much more productive. You switch between these modes using the **View Mode** control in the toolbar, which looks like this:



Why are there only three icons if there are four view modes, I hear you ask? Good question! Here’s why:

- When you are viewing a single document that has no subdocuments (that is, a document that is not a group or folder with other documents inside it), there are only three modes.
- An extra mode (called “scrivenings”) is available for groups.
- When you are viewing a group, the fourth mode is accessed by turning *off* the other modes (just as you turned off the corkboard to see the text associated with “Get Organised” not long ago).

That’s going to make a lot more sense if we go through the modes!

1. Single Document Mode

In single document mode, the editor shows the content of the current document. So, if you’re looking at a text document (or folder), you’ll be looking at its text; for an image document, single document mode shows the actual image. The editor is in single document mode right now. In this mode, the view mode control in the toolbar looks like this:



Note how the leftmost icon shows a single page, and that it’s selected.

2. Corkboard Mode

In corkboard mode, the editor shows the *subdocuments* of the current document as index cards on a corkboard. Let's take a look at how that works right now:

- Select the “Get Organised” folder in the binder, and then click on the corkboard icon (the middle button) in the view mode control to select it:



Once you've taken a look at the corkboard, return here. See how the subdocuments of the folder you selected appeared as index cards?

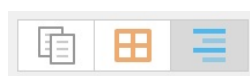
(You might also note how the icon in the left button changes to show two pages rather than one page when viewing a group—we'll get to that presently.)

- Next (after you've read this bit, so you know how to get back), click the corkboard icon again, but this time while viewing the document you are reading right now. You will see that the corkboard is blank. This is because this document (“Editor View Modes”) doesn't contain any subdocuments—but it *could*: you could drag documents into the blank corkboard or add some using the “+” button.
- Click the text icon on the left of the view mode control to see the text of this document again:



3. Outliner Mode

Like corkboard mode, outliner mode shows the subdocuments of the current document, but it presents them as rows with various columns of information. Try repeating everything you did for the corkboard mode above, but this time, instead of selecting the corkboard icon, click the outliner icon on the right (and remember to come back here afterwards):



4. Scrivenings Mode

“Scrivenings” is the term for Scrivener’s combined text mode. It allows you to view or edit multiple text documents as though they were a single document. Scrivenings mode is available in the following circumstances:

1. When a group is selected in the binder (a folder or any document containing subdocuments).
2. When more than one document is selected in the binder. (You can select multiple documents by holding down the **Shift** or **Ctrl** keys.)

If you look at the view mode control in the toolbar at the moment, you will see that the left-most icon shows a single sheet of paper. This indicates that scrivener mode is not available here, because you are viewing a single document that has no subdocuments. So, let's look at one that does.

After reading this next part so that you know what to do, once more click on “Get Organised” in the binder. You will notice that the “View Mode” icon in the toolbar changes.

The single text icon on the left has now changed into two pieces of paper, representing a stack. This shows that it is possible to enter Scrivener mode.

Let's try that now: after clicking on “Get Organised” in the binder:

1. Click on the scrivener group mode icon (the two pieces of paper).
2. Scroll all the way down to the bottom of the editor, glancing at the text it contains.
3. Return here either by clicking on “Editor View Modes” in the binder or by hitting the back button.

Done that? You should have seen that the text from all the various subdocuments of the “Get Organised” folder—including this one—were presented as a single, continuous document, with dividers marking the boundaries between them. You can edit text in Scrivener mode just as you can when text documents are viewed in isolation.

Note: When you selected the “Get Organised” folder again, it opened in outliner mode because Scrivener remembers which mode you last used to view a group. Whenever you change the group mode, the new mode will automatically be used for groups until you change it again.

View Modes and Selections

You've now switched between all the main view modes. The main thing to remember is that the view modes available depend on what has been loaded into the editor from the binder:

- When *one document with no subdocuments* is loaded into the editor, there are *three* view modes available:
 - Single document mode (view the document content, such as its text).
 - Corkboard mode.
 - Outliner mode.
- When a *folder* or a *document with subdocuments* is loaded into the editor, there are *four* view modes:
 - Scrivenings mode.
 - Corkboard mode.
 - Outliner mode.
 - Single document mode. In this case, you access single document mode by *turning off* the other view modes—that is, by clicking on the selected button in the view mode control to deselect it.
- When *multiple documents* are selected in the binder (by **Shift** or **Ctrl-clicking** on them), there are *three* view modes available:
 - Scrivenings mode. (In this case, single document mode is not available because the editor is not displaying a single document.)
 - Corkboard mode.
 - Outliner mode.

Tip: You can also switch between view modes using the top three items in the **View** menu, or using the **Ctrl+1**, **Ctrl+2** and **Ctrl+3** keyboard shortcuts.

I know, I know—now you really *do* need that cup of tea, and probably another biscuit too. Once you’re done, now that you know how to switch between view modes, let’s take a closer look at them. Click on “The Corkboard” when you’re ready.

The corkboard shows the immediate subdocuments of the selected document. To see this in action:

1. Split the editor again by going to **View > Editor Layout > Split Horizontally** (or

using the button in the editor header view).

2. Click on the “Draft” folder in the binder to load it in the top editor.
3. Make sure the corkboard is selected in the view mode control in the toolbar.

Note how the corkboard in the top editor now shows the three folders, “The Basics”, “Going Further” and “Tips”, represented as index cards. If you look in the binder, you will notice that these three folders are the immediate subdocuments of the Draft folder—that is, they are only indented one level deeper than the Draft folder.

Note: Index cards on the corkboard show the title and synopsis of each document. If a document does not have a synopsis associated with it, the first lines of its text will be displayed in grey instead.

Next, in the corkboard, double-click on the yellow book icon in the second card. This will drill down to show the contents of the “Going Further” folder on the corkboard.

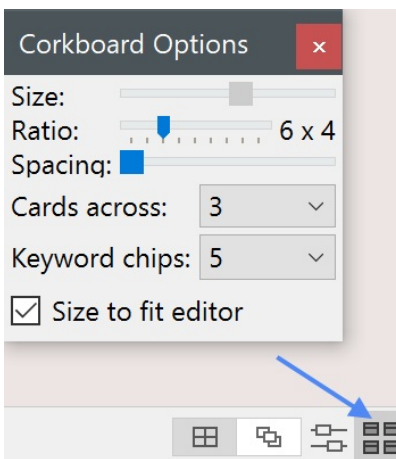
You can edit the synopsis or title in a card by double-clicking into it, and you can drag the cards around (and into the binder) to reorder your documents. (If you try this out in the tutorial, be sure to put them back into their original order afterwards!)

Now click on the “Research” folder in the binder. Note how media files such as images are displayed as photographs on the corkboard rather than as index cards (although you can change this behaviour via the Options).

Tip: If the inspector is open, it will show information for the currently selected document in the corkboard (or outliner). If nothing is selected, information will be shown for the container document.

Corkboard Options

Now click on the Get Organised folder to return to a corkboard with standard text documents. You can change settings such as the number of cards in a row and their width by clicking on the button showing an icon of four index cards in the right of the footer bar:



- Other view options are available from the [View > Corkboard Options](#) menu.
- Show status stamps on cards (diagonal stamps indicating the status of each document) by going to [View > Corkboard Options > Status Stamps](#).
- Tint cards with label colours by going to [View > Use Label Color In > Index Cards](#).
- Right-clicking on selected cards brings up a contextual menu, allowing you to change the label and status of the documents associated with those cards.

There's a whole lot more you can do with the corkboard, so once you feel at home in Scrivener, be sure to come back and check out the corkboard section in "Going Further" (or have a look at the full user manual available from the [Help](#) menu).

For now, though (after a stretch of the legs, a glass of wine, a good curse at the prolixity of this tutorial's author, whichever helps), let's move on to the outliner. To do so, make sure the focus is in the bottom editor (by clicking into it if necessary), and then select "The Outliner" in the binder.

The outliner allows you to see sections of the binder in more detail. It works like the binder, showing an indented list of documents that can be expanded and collapsed, but, unlike the binder, it can show synopses and other information—as the name suggests, it's a great way of working with an outline of your manuscript. Let's take a look at it:

1. Click into the upper editor tab (which should still show the corkboard) so that it receives the focus (its header bar turning blue), and then click on the "Draft"

folder in the binder.

2. Select the “Outliner” segment of the view mode control in the toolbar.

The upper editor now shows an outline of all items contained inside the Draft folder (because that is what we selected in the binder). Click on a disclosure chevron next to one of the folders to reveal more documents (or Alt-click on a disclosure chevron to open *all* subfolders inside the folder).

Using the Outliner

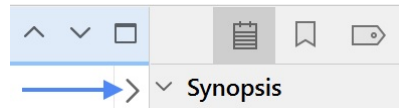
- The “Title and Synopsis” column shows (surprise, surprise) the title and synopsis of each document.
 - Double-click into a title or synopsis to edit it.
- If a document has no title and no synopsis, the first lines of its text will be displayed. If there is no text, “Untitled Document” placeholder text will be shown.
 - Double-click into the placeholder to add a title.
 - Hit return to add a synopsis after you have typed the title.
 - If you only want a synopsis and no title, hit return as soon as you double-click into the row, to leave the title area blank.
- If a document has a title but no synopsis, only the title will be shown.
 - In this case, to add a synopsis, double-click the title to edit and hit return at the end of the title to start typing a synopsis.
- If a document has a synopsis but no title, only the synopsis will be shown.
 - In this case, when you double-click into the synopsis to edit it, a blank title line will appear above the synopsis so that you can add a title if you wish. When you finish editing, if you didn’t add a title, the title line will disappear again.
- You can drag, drop and remove documents just as you can in the binder.
- You can move items around using the keyboard shortcuts found in the **Edit > Move** menu.

Tip: The button on the right of the outliner footer bar (showing an icon of three dots and lines) allows you to show and hide synopses.

Outliner Options

Determine which columns are shown by clicking on the “>” button in the top-right of the outliner title bar, or via the **View > Outliner Options** menu. The outliner can show as much or as little information as you want.

Outliner columns can be sorted by clicking into the column header, cycling through ascending, descending, and no sorting.



Right, on to scrivenings mode—make sure the focus is in the bottom editor again (by clicking into it if necessary) and then select “Scrivenings” in the binder.

The whole point of Scrivener is to make working on a long text easier by allowing you to break it up into smaller pieces. Sometimes, however, you will want to see how those smaller pieces fit into the greater whole. This is where “Scrivenings” mode comes in.

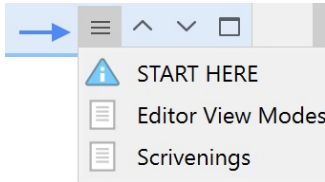
There are two ways of entering Scrivenings mode:

1. Select a folder or group in the binder that contains text subdocuments and use Scrivenings mode to view all of the documents inside the folder as though they were a single text document. (Note that the text of the folder itself is also included at the top.)
2. Select multiple documents in the binder and use Scrivenings mode to view them as though they were a single document.

We already tried (1) when we were looking at “Editor View Modes”, so let’s try viewing multiple documents this time:

1. Click into the outliner in the top editor so that the top editor gets the focus (its header bar turning blue again).
2. Click on “START HERE” at the top of the binder.
3. With the Ctrl key on the keyboard held down, click on “Editor View Modes” and “Scrivenings”, so that all three documents get selected.

4. Click on the Scrivenings mode icon in the view mode control in the toolbar (the leftmost icon in the control, showing the two pieces of paper). All three documents will now be loaded into the editor as a single text.
5. Click the scrivenings contents button that appears in the right of the header bar:



6. Select “Scrivenings” from the list that appears—the text will scroll down to this document.
7. Type something in the following line:

Type something here!

Take a look in the bottom editor—you’ll see the edits you made in scrivenings mode are reflected there, too.

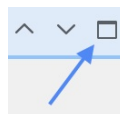
Note: In Scrivenings mode, the inspector displays information about the section of text you are currently editing.

So that you can see where one document ends and the next begins, there is a dashed, horizontal dividing line between sections, but if you prefer you can also display the document titles above each section by selecting **View > Text Editing > Show Titles in Scrivenings** from the menu.

Tip: You cannot make textual or formatting edits across document boundaries.

So, if you were writing a novel, you could write each scene of a chapter in isolation and then view and edit the whole chapter by selecting the chapter folder and entering Scrivenings mode.

We can get rid of the split now. To do so, click on the button in the right of the header bar for this editor:



That's it for "Get Organised"—if you're still with me, then by now you know almost everything you need to be productive with Scrivener. Next we'll look at how you get your work *out* of Scrivener. Ensure the "Get It Out There" folder is expanded and then select "Section Types" in the binder.

Scrivener is designed to be flexible, allowing you to organise your writing however you want. You grow your manuscript in the Draft folder in sections as small or large as you like, using whatever structure you feel works best. When you are ready to get your manuscript out there for other people to read, you “compile” the contents of the Draft folder into a single exported or printed document.

Before we get to the Compile feature, however, we are presented with a problem: given that you can arrange your manuscript however you want, how can Scrivener know what each section is supposed to be, or how it should be formatted or arranged in the final manuscript? How can it know the difference between a title page and an introduction?

Or, suppose you decide to break up a novel by using a folder for each chapter, with text documents inside those folders each representing a scene. How does Scrivener know that your folders represent chapters and your text documents represent scenes?

The answer is that you tell Scrivener what each piece is using *Section Types*. Specifically, you would:

1. Create section types in your project for “Title Page”, “Introduction”, “Chapter” and “Scene”.
2. Ensure each document has the appropriate section type applied.
3. When compiling, tell Scrivener how to format each section type (we’ll cover that in the next section).

Let’s see how section types work in practice:

1. Ensure the inspector is open and select the Metadata tab (the third button in the header bar, the one with the tag icon).
2. Under “General Metadata”, you will see a “Section type” pop-up menu.
3. Clicking on the down-arrow beside it, you will find the following options:
 - *Structure-based*: Tells Scrivener that the current document should use the

default section type based on its indentation in the binder (we'll look at this in a moment).

- *Project-specific types*: “Heading” and “Text” are the only two section types specifically set up for this project—we'll edit them in a moment.
- *Edit*: brings up the Project Settings panel so that we can edit the section types.

Note that this document's section type is displayed as “Text” in grey italics. The grey italics indicate that this document is using the “Structure-based” setting, and that the default section type for the current document is “Text”. If we wanted, we could change it explicitly to “Heading” or “Text” using the pop-up menu.

Defining Section Types

The above is all a little abstract. It will make much more sense if we think about this in terms of the current binder and set up some custom section types ourselves. Take a look at the contents of the Draft folder in the binder:

- The three folders at the top level of the Draft folder are “The Basics”, “Going Further” and “Tips”—the three folders that use custom yellow icons (by “top level”, I mean the ones that are indented the least). The way I've organised this tutorial, each of these folders represents a major *part* of the Draft.
- The blue folders inside the three top-level folders—folders such as “Get Oriented”, “Get Organised” and so on—are essentially *chapters*.
- The text documents inside the blue folders each represent a different *section* inside a chapter.

So, the way I have organised the Draft for this tutorial is by parts, chapters and sections. Let's set up the section types of this project to reflect that.

Tip: You can open these instructions in a separate window so that you can read them while the Project Settings panel is open by clicking on the yellow pencil button in the toolbar. This opens a “Quick Reference” window which you can place alongside the main project window. If there isn't room on your screen for both windows, go to [Window > Float Quick Reference Panels](#). This will ensure the Quick Reference window floats over the top of the main project window.



1. In the main menu, go to **Project > Project Settings...** and make sure “Section Types” is selected in the list on the left of the window that appears.
2. In the “Section Types” tab, double-click into “Heading” and change its title to “Part”.
3. Do the same for “Text”, renaming it to “Chapter”.
4. Click the “+” button to add a third section type and name it “Section”. (Note that you can use the chevron buttons on the right to reorder the section types in this list, but we’ll leave this order as-is.)
5. Click “OK”.

Now click on the section type pop-up menu in the inspector again. You’ll see that where before there were options for “Heading” and “Text”, there are now options for “Part”, “Chapter” and “Section”, which makes much more sense for our project.

Defining Default Section Types by Structure

There’s a problem, however: this document is shown as being a “Chapter” rather than a “Section”. One way we could fix this would be to override the setting manually. Try that now:

1. Click on the arrow to the right of the section type pop-up menu in the inspector.
2. Change the setting to “Section”.

Great! Except... It’s going to be a pain to change that setting for every single text document in the binder. Fortunately, we don’t have to. Let’s change it back again:

1. Once more, click on the section type pop-up.
2. Change the setting to “Structure-Based”. (It will change back to “Chapter” in italicised text.)

“Structure-Based” means: *Use a default section type based on the indentation of this document in the binder.* But how does Scrivener pick a section type based on indentation? That’s something you teach it in the Project Settings again:

1. Open the Project Settings from the main menu again.
2. This time, select the “Default Types by Structure” tab at the top and then click on “All folders”. As soon as you do, you’ll notice that many folders in the binder are highlighted yellow.

3. Try clicking on the three rows—“All folders”, “All file groups” and “All files”. As you do so, different documents will be highlighted yellow in the binder.

The yellow highlights show which documents are affected by the selected setting. So, when you select “All folders”, all folders are highlighted yellow, for instance. Now let’s change the default settings:

1. Leave “All folders” as it is for now (so that the “Section Type” is set to “Part”).
2. Change the section type for “All file groups” to “Section”. (A file group is a text document containing other text documents.)
3. Change the section type for “All files” to “Section”.
4. Click “OK”.

We just told Scrivener that all folders are parts and all text documents are sections. If you look over in the inspector again, you’ll see that the section type for this document now correctly reads “Section”. If you click on any other text document, you’ll also see the section type set as “Section”. If you click on a folder, such as “The Basics” or “Get Oriented”, you’ll see the section type set as “Part”.

But wait, we don’t want *all* folders to be parts—only the top-level folders in the Draft (the ones using custom yellow icons) should be parts. The folders inside them (one level deeper) should be chapters. Let’s fix that:

1. Open Project Settings again to the “Default Types by Structure” tab.
2. Click on “All folders” to select it.
3. Click the “+” button (the one with two lines next to it).
4. Note how “All folders” changes to “Root folders” and another row is added entitled “Level 1 folders and deeper”.
5. Click the “+” button again.
6. A “Level 2 folders and deeper” row will be added.
7. Try selecting the different folder settings—“Root folders”, “Level 1 folders” and “Level 2 folders and deeper”—and take notice of what gets highlighted in the binder. You’ll see that the Draft folder is a “root folder”, the yellow folders are at “level 1”, and the folders using regular blue icons are at “level 2”.

8. Change the section type for “Level 2 folders and deeper” to “Chapter”.
9. Click “OK”.

Now try clicking on “The Basics” and “Get Oriented” in the binder again, taking note of the section type for each in the inspector, before returning here. Scrivener now knows how our binder is structured, and what each level represents. This means that, from now on, we’ll only need to change the section type in the inspector for the occasional document that we want to be different.

Note: When you create a new project based on one of the templates, such as the novel templates, the section types are all set up for you (although you now know how to edit them should you so wish).

These section types are going to come in handy when we compile the Draft, which is what we’ll move on to now...

We’ve seen that one of the key concepts of Scrivener is that you work on your manuscript in pieces, but this wouldn’t be much use if you couldn’t put Humpty together again. That’s where **Compile** comes in: you write your manuscript in the Draft folder, and when you’re ready to share it with the world, you “compile” it into a single file. Compiling doesn’t affect the original documents inside Scrivener—they all stay as they were in the Draft folder—it simply copies them into a combined text in the form of an ebook, a PDF file, a Word file, a print-out, or whatever format you choose.

Note: This section covers compiling your documents into a single file for export or print. You can also export or print individual documents separately using **File > Print Current Document...** or **File > Export > Files...**

Let’s try compiling the tutorial:

1. From the main menu, select **File > Compile...**
2. Make sure “Default” is selected under “Formats” on the left and “PDF” is selected next to “Compile for” at the top.
3. Click “Compile”.
4. Enter a file name and click “Save”.

A PDF document will be created. Open it, then scroll through it, and you will see that it contains everything you have read so far and more—everything in the Draft folder compiled into a single text.

Using Compile Formats

In the PDF we just produced, the text looks exactly the same as it does in Scrivener's editor. What if you need to generate a manuscript using standard formatting (e.g. Courier 12-point) to send to your editor, though? Or what if you want to create a paperback for self-publishing?

With traditional word processors, you would need to go through and reformat your entire manuscript for every format you wanted to create—changing the font and paragraph settings and so on. In Scrivener, there's no need for any of that. You write using whatever font and format you like looking at on the screen, and then you tell Compile to change the formatting in the final document. You do this by choosing a Compile Format from the list on the left of the Compile dialog.

Let's compile the tutorial into standard manuscript format, then:

1. Go to **File > Compile...** again.
2. This time, select "Manuscript (Courier)" in the "Formats" list.
3. Click "Compile" enter a file name and click "Save", then open the generated document in your preferred PDF reader.

Huh. Other than a header at the top of the page, that doesn't look any different from before—why?

Remember how in the last section we looked at "section types"? We told Scrivener what all the different parts of our Draft folder were (in the case of this tutorial, parts, chapters and sections). Well, now we have to tell Scrivener how to lay out each of those section types.

- Each Compile format consists of a number of "section layouts".
- Each section layout defines a number of settings that can be applied to a document in the Draft, such as whether the font face and size should be changed, whether there should be a page break before it, and so on.
- You apply a section layout to each section type in your project to tell Scrivener how to format your manuscript.

Let's tell Scrivener how to format the parts, chapters and sections in our tutorial:

Tip: You can open these instructions in a separate window so that you can read them while the Compile dialog is open by clicking on the yellow pencil button in the toolbar. Be sure to move the Quick Reference window to the side of the screen so it does not cover the compile dialog. This opens a “Quick Reference” window which you can place alongside the main project window, scrolled to show the instructions below. (Once the compile dialog is open, it is not possible to interact with the QR window so it cannot be scrolled or closed if it is covering the compile dialog.) If there isn't room on your screen for both windows, go to Window > Float Quick Reference dialogs. This will ensure the Quick Reference window floats over the top of the main project window.

1. Open Compile again. (Note that “Manuscript (Courier)” will still be selected.)
2. Click on “Assign Section Layouts” at the bottom of the central “Section Layouts” area.
 - A window will appear. On the left is a list of the section types defined in the project (“Part”, “Chapter” and “Section”); on the right is a list of section layouts defined in the current Compile format, along with a preview of how each section layout will make your text look.
3. Select “Part” in the list on the left.
4. Select the “Part Title” section layout on the right.
 - You have just told Scrivener that, when using the “Manuscript (Courier)” Compile format, documents or folders in this project that have the “Part” section type applied should use the “Part Title” section layout during Compile.
5. Select “Chapter” on the left.
6. Select the “Chapter with Title” section layout on the right.
7. Select “Section” on the left.
8. Select “Section Text” on the right.
9. Click “OK”.
10. Click “Compile”, and again open the results in your preferred PDF reader.

You will now see that the font and formatting throughout the document has been altered—it now uses Courier 12-point and parts and chapters start on a new page with a title at

the top.

Choose different Compile formats to apply different formatting—for instance, the “Paperback (5.06" x 7.81")” format will create a manuscript suitable for submitting to CreateSpace.

Note: You can compile to many different file formats (e.g. Word, ebook) by changing the “Compile for” setting at the top of the Compile dialog. Which Compile formats are available will depend on the file format selected.

Compile Settings

- On the right of the Compile dialog is a list of the documents that will be compiled. Here you can un-tick any documents you don’t want included and change the section types.
- Other options are available by clicking on the buttons in the header bar above the contents list. The options available vary according to the selected file format.
- At the bottom of the contents list are options for adding front and back matter. Here you can select a folder contained outside of the Draft folder, the contents of which will be added either to the front or back of the manuscript. These settings are saved per-Compile format, so that you can have different front and back matter for different formats.
 - The lock button next to these options locks the front or back matter folder to the current *file* format (as selected next to “Compile for”). You won’t normally need to use this, unless you want different front and back matter settings for different file formats when using the same Compile format. (For instance, you might want different front matter for the ePub and Kindle versions of your ebook when using the “Ebook” Compile format.)
- You can override the font used throughout by using the “Font” pop-up menu at the top of the “Section Layouts” area.

Tip: If you hold down the Alt key on your keyboard, the “Compile” button in the Compile dialog changes to “Save” when clicked, allowing you to save the settings without compiling.

Creating Your Own Compile Formats

Scrivener comes with a number of Compile formats built-in. If they don’t provide what you need, you can create your own, as follows:

1. Click on the “+” button below the Formats list.
2. If you want to create a new format from scratch, select “New Format...”.
3. If you want to base your new format on an existing one, select “Duplicate & Edit Format...”.

At this point, the entire window changes to present you with a wealth of options. Here you can name the format, choose where to save it, create your own section layouts, determine the size of the printed page, set up page headers and footers, override styles, and much, much more. You have complete control over how your work will look when compiled.

The gear button above the list on the left allows you to set the file formats that will work with your Compile format.

We won’t go into all the details of creating your own Compile format here—the chances are that you will never need to create your own format and will only use the formats built into Scrivener. For now, it’s only important to know that you *can* create your own formats if you ever need to. Refer to the user manual (available from the [Help](#) menu) if you ever decide to get your fingers dirty (or just experiment—you can’t break anything!).

Okay, we’re about done. Select “Creating a New Project” under “Get Going” (expanding the latter if necessary).

Phew! We've now covered all major features of Scrivener. If you haven't done so already, then soon you are going to want to create your own project and get writing. Generally you will want to create a separate Scrivener project for each writing project. Additionally, each time a project is closed, Scrivener creates a full backup of the project. Check out Backing Up for details on how to modify the settings to best suit your work style.

To create a new project:

1. Select **New Project...** from the **File** menu. This will open the project templates chooser panel.
2. Choose a project template from one of the categories (e.g. novel, screenplay, essay).
3. Click "Create" to specify a location at which to save the project.

Note: Scrivener projects are saved onto your hard drive in a folder with the file extension ".scriv". When you create a new project, make sure you know where you are saving it, so that you can locate it in File Explorer. If you ever move to another computer, you'll want to make sure that you back up and copy your .scriv projects to your new computer.

Although the .scrivx file (with the yellow icon) inside the folder is used to open a project, the entire .scriv folder is the project. Be sure to copy or compress the whole folder when moving the project or creating a zipped backup.

Before you create your own project though, click on "All Set" in the binder, and let's wrap up this tutorial!

One last thing to note before I leave you to it: Scrivener auto-saves your work so you don't have to worry about saving manually. Every time you make an edit to the project, Scrivener schedules a save, which will occur after a couple of seconds of inactivity. You can, however, force a save at any time by selecting **File > Save (Ctrl+S)**.

And that's it: you are now all set to start using Scrivener. If you want to go into more

depth or explore a little more, look at the “Going Further” section. I recommend leaving that until after you’ve been using Scrivener a little, though (or just look through the topics and read any documents that catch your eye). Alternatively, take a look through the user manual with **Help > Scrivener Manual (F1)**.

Experiment! You should be able to work out most things by playing with the program. If you have any problems, check out our knowledge base, or take a look at some of our tutorial videos on our web page:

<https://scrivener.tenderapp.com/help/kb>

<https://www.literatureandlatte.com/videos.php>

And of course, if you are still baffled, post a question on the user forums:

<https://www.literatureandlatte.com/forum>

Likewise, if you encounter any bugs or glitches, no matter how small—please post to the forums or e-mail us at windows.support@literatureandlatte.com.

I hope you enjoy using Scrivener and find it a useful tool, and offer my heartfelt thanks to you for choosing Scrivener (or considering it) as the tool for your own writing.

The Page is Yours

You are now ready to begin your own project—go to **File > New Project** to get going. Happy writing!