

# Having fun with Scrivener!

As you go through this course, tick items that you feel confident doing ... so you can see what remains to be done. There is no need to complete the entire list for a particular day on that day.

Work at your own pace, learn about the features that you consider most relevant to you, and enjoy the journey.

## Day 1

- Setting up a new Scrivener project
- Choosing a project type (novel, script, ...) and a name for a project
- Deciding where to save the project

## Day 2

- Opening a project you set up already
- Adding a new document
- Splitting a document into two
- Dragging documents around to change the order in the Binder
- Creating a new folder for your notes; call it Notes
- Pulling material from elsewhere into your Research folder
- Showing Titles in Scrivenings
- Writing a synopsis for a document and viewing it on the Corkboard
- Toggling between 'Title' and 'Title and Synopsis' in the Outliner
- Compiling your manuscript to PDF (!)

## Day 3

- Going into Page View and out again
- Going into Composition mode and coming out again
- Viewing the document statistics
- Zooming in and out of a document
- Showing / hiding the ruler
- Opening and closing the Inspector
- Flicking through the five Inspector tabs
- Splitting the Editor, horizontally and then vertically, and going back to full screen in the Editor
- Controlling the active pane (the Editor in focus)

## Day 4

- Writing text in the Editor
- Showing / hiding the Formatting bar
- Formatting text using the Formatting bar
- Formatting text in the Notes pane of the Inspector
- Changing the line length in the Editor
- Adjusting the first line indent
- Adjusting the line spacing
- Importing a single file from a word processing program into Scrivener
- Dragging files from Finder into the Binder
- Embedding an image in a document
- Importing a webpage
- Importing references for this project only
- Importing and splitting a long document using *Import and Split*
- Restructuring your manuscript

- Splitting a document into two
- Merging two documents
- Going into Composition mode and exploring the control panel at the bottom of the screen
- Customising the look of Composition mode
- Leaving Composition mode

## Day 5

- Switching between the View Modes
- Selecting more than one document from the Binder and viewing in Group Mode
- Viewing the documents within a folder on the Corkboard
- Viewing a group of documents in the Outliner
- Toggling between Single Document Mode and Scrivenings
- Using the 3-bar icon to jump to a different position within the manuscript
- Locking / unlocking the Editor
- Viewing a selection of documents within the Editor

## Day 6

- Adding new documents to the Binder
- Naming documents in the Binder
- Creating new folders in the Binder
- Moving documents into a folder
- Using the arrow keys to move documents around in the binder
- Grouping multiple documents in a new folder
- Expanding / collapsing folders and their subfolders
- Switching Group Mode off to view the text in a folder
- Converting between folders and documents
- Embedding an image into a text document
- Creating your own root folder
- Changing the icon for a folder
- Using the BACK button in the Editor to work back through the documents you've viewed previously
- Splitting the Editor and clicking from one pane to the other, making it the focus
- Locking the Editor in focus

## Day 7

- Understanding what the icons represent as you begin to add documents, write synopsis and enter your text
- Duplicating documents
- Changing icons for folders and documents
- Using emojis for icons
- Creating your own custom icons

# Having fun with Scrivener!

## Day 8

- Using Titles, Synopses, Labels and Status Stamps
- Setting up custom fields and checkboxes
- Viewing and entering metadata in the Inspector
- Making custom metadata visible in the Outliner
- Viewing and entering metadata in the Outliner
- Creating new keywords
- Adding a keyword to a document
- Adding 'children' of keywords
- Rearranging keywords
- Assigning your own colours for keywords
- Finding documents that have a given keyword
- Viewing keyword chips in the Corkboard
- Viewing the keyword colours in the Outliner

## Day 9

- Locating the Quick Search field and moving the cursor so it displays different information: the title of the document currently in focus in the Editor pane, the current word count
- Setting a word target for your project and for your session
- Searching for a particular word or phrase via the Quick Search field
- Searching for a particular word or phrase via the Project Search bar
- Refining your search
- Finding next and previous instances of the search key
- Searching using the wildcard \*, cdate and mdate

## Day 10

- Searching and creating collections
- Creating a collection manually
- Adding documents to a collection
- Changing the colour of a collection
- Deleting a document from a collection
- Deleting a collection

## Day 11

- Writing a synopsis on a card in the Corkboard
- Writing a synopsis on a card from within the Inspector
- Adding new documents from within the Corkboard
- Rearranging the order of documents from within the Corkboard
- Selecting multiple documents and viewing horizontally / vertically / by label
- Changing the display settings: size of card, spacing, etc
- Showing / hiding Status Stamps on the cards
- Showing / hiding Labels on the cards
- Changing the Label for multiple documents in the Binder
- Editing the Labels and changing the colour
- Tracking the storyline by Label
- Moving documents from one track to another (and back again)
- Enabling the Label colour in the Binder (a circle or full width)
- Enabling the Label colour on the corkboard (and in the Outliner)

## Day 12

- Selecting multiple folders and viewing them in the Outliner
- Expanding / collapsing entries in the Outliner
- Entering the Title / Synopsis for a document within the Outliner
- Entering a synopsis for a document within the Outliner
- Toggling between 'Title' and 'Title and Synopsis'
- Customising the Outliner to see what you want to see
- Creating columns for metadata
- Moving columns and resizing them
- Dragging an image into the Synopsis area in the Inspector

## Day 13

- Taking snapshots
- Taking a snapshot of a group of documents
- Naming your snapshot
- Rolling back to an earlier version
- Comparing two snapshots of a document
- Customising the colour of the changes in a snapshot comparison
- Using split screens to view a snapshot while editing a document
- Deleting old snapshots
- Adjusting settings so snapshots can be taken 'automatically'

## Day 14

- Compiling to PDF using the default format
- Compiling to PDF using the Manuscript (Times) format
- Previewing the page layout
- Setting up your project metadata
- Reviewing the project settings, checking that the section types of the folders and documents make sense considering the structure of your manuscript
- Setting up new section types to suit your needs
- Assigning section layouts to section types
- Overriding the font for the whole manuscript
- Automatically setting up section types via the 'Default Types By Structure' tab
- Viewing the section types in the Outliner
- Manually setting the section type eg for the Front Matter folder
- Cloning a default format to create your own project format
- Having made decisions as to how you want your output to look, setting up section layouts manually
- Overriding Styles via the Styles tab
- Controlling the Separators for individual section layouts
- Setting up headers and footers via the Page Settings tab, using placeholders as appropriate
- Previewing the page layout (again)
- Saving and opening automatically the compiled manuscript