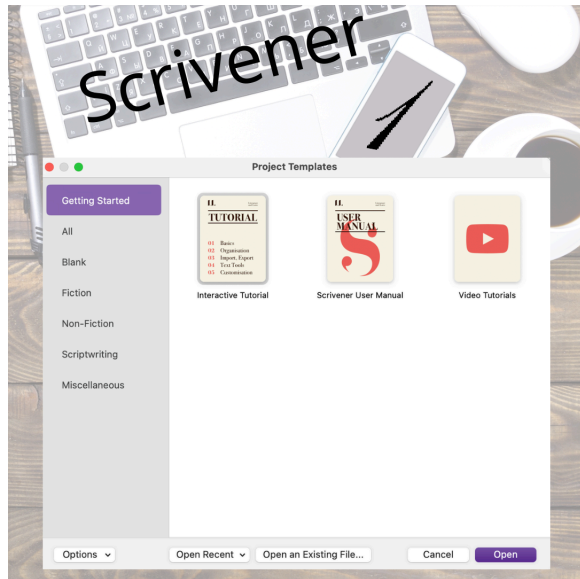


# Scrivener Basics: Tutorial



After signing up (links below), choose the type of work you are writing.

Fiction has 3 options:

- Novel
- Novella
- Short Story

It will ask for a title of your project

Peruse the guidelines Scrivener provides for you. You can always click on HELP to get back to them.

- The left is the Binder's table of contents of your documents
- The center is your manuscript
- The right includes an index card for the cork board synopsis & notes
- The top is where you can find the commands and features





To the left, you will see a full table of contents, starting with the folders for chapters and documents for scenes. Click on the heading & click the + sign at the top to add to these.

Next, you will find a heading for Characters, Places, Notes, Research & Front Matter.

Characters- a template is provided for you to use or you can create your own (copy and paste the template for each character in your story)

Places- a template is provided for each setting you have as well

Notes- a place for you to use as you'd like, you can add documents (timelines, outlines, synopsis, etc)

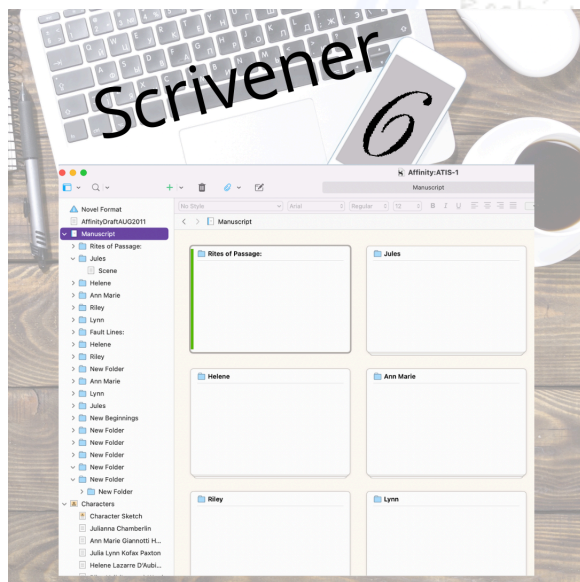
Research- include web links or screen shots of the websites or research used throughout the project in case you need to refer back to it.

Front Matter- Fill out according to what should appear at the front of your novel (if you are not self publishing, you do not have to use this feature)





- Name each folder under the manuscript with a chapter number or heading.
- Add a scene, using the + (in green) for each scene in a chapter (you can name these as well).
- Begin writing in the manuscript section (center). Note word count at the bottom of each scene.
- In a few sentences describe each scene (this can be of help when you write your synopsis)



- Use the notes section to add any notes you want to make about writing or revising.
- To show cork board (pictured in #6), highlight either the manuscript (which will show index cards for each folder) or a given chapter (which will show index cards for each scene in a chapter). Click on VIEW at the top of your screen, then scroll down to cork board.



This (#7) is a view of the cork board with the index cards filled out under the Synopsis heading to the right.

You may move scenes and/or folders w/in the Table of Contents (to the left).

Once you are “done” with your draft, you can compile any of the files w/in your Binder’s Table of Contents into a Word DOC or PDF by clicking on the box w/ the ARROW UP at the top of your screen to the right. When you do that, a screen will appear where you can unclick any of the documents in your binder that you do not want included in your manuscript.

Scrivener offers a great many features that we haven’t even scratched the surface of in this tutorial, but this will help you begin.

Happy Writing!

## Links:

## Website

<https://www.literatureandlatte.com/scrivener/overview>

## APP

<https://scrivener.app/>

Additional tutorials can be found on YouTube



