# Table of Contents

**Read Me First** ................................................................................................................. 4  
  Updates and More ........................................................................................................... 4  
  Basics .............................................................................................................................. 5  
  What’s New in Version 1.2 ............................................................................................. 5  
  What Was New in Version 1.1 ....................................................................................... 6

**Introduction** .................................................................................................................. 7

**Scrivener Quick Start** .................................................................................................. 9

**Call Me Scrivener** ........................................................................................................ 12  
  Understand the Scrivener Philosophy ............................................................................. 12  
  Create a New Project ....................................................................................................... 15  
  Discover the Scrivener Window ...................................................................................... 20  
  Dive Right In! ................................................................................................................ 21

**Plan Your Project** ......................................................................................................... 23  
  Know the Key Organization Tools .................................................................................. 23  
  Record Project Notes ....................................................................................................... 40  
  Add Files and Other Content ......................................................................................... 41

**Write Your Masterpiece** ............................................................................................ 48  
  Show and Hide Interface Elements ............................................................................... 48  
  Work in Composition Mode ........................................................................................... 51  
  Customize Your Writing Environment ............................................................................ 53  
  Reuse Your Favorite Format Settings with Presets ..................................................... 57  
  Start Writing Your Manuscript ....................................................................................... 58

**Take the Helm of Your Project** ................................................................................... 60  
  View Your Work Differently ............................................................................................ 60  
  Reorganize the Binder .................................................................................................... 62  
  View and Edit Multiple Files: Scrivenings View ....................................................... 66  
  Use QuickReference to Peek at Files .......................................................................... 68  
  Use Notes and Comments ............................................................................................. 70
Get Statistics and Set Targets ........................................... 73
Use the Inspector ............................................................ 77

**Share and Synchronize Your Project** ................................... **80**
Move Projects to Another Computer .................................. 80
Sync Projects between Computers with Dropbox ............... 82
Sync Scrivener Projects to iOS Apps .................................. 83
Sync to Simplenote .......................................................... 84

**Revise and Edit Your Work** ............................................. **86**
Find and Replace Text ...................................................... 86
Take Snapshots of Your Texts ........................................... 88
Work with Revisions ......................................................... 92

**Compile Your Work for Print and Export** ............................. **96**
Print Your Work on Paper .................................................. 96
Compile Your Draft .......................................................... 99
Compile for Ebook Formats ............................................. 109
Compile with Scrivener for iOS ...................................... 111

**Meet Scrivener for iOS** ...................................................... **113**
Get Started in iOS .......................................................... 113
Use the Extended Keyboard Row ..................................... 120
Use an External Keyboard .............................................. 122
Sync with Scrivener for iOS ............................................. 123

**Learn More** .................................................................. **128**
**About This Book** ............................................................ **129**
Ebook Extras ................................................................. 129
About the Author .......................................................... 130
About the Publisher ......................................................... 132

**Copyright and Fine Print** .................................................. **133**
Welcome to *Take Control of Scrivener 2*, version 1.2, published in August 2016 by TidBITS Publishing Inc. This book was written by Kirk McElhearn and edited by Michael E. Cohen, with help from Tonya Engst.

Literature & Latte’s Scrivener is an innovative program for writing fiction, non-fiction, screenplays, and other long-form texts. This book helps you start writing your masterpiece with Scrivener, presenting the program’s basic concepts and features, and showing you how to get the most out of the program.

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Thanks to Keith Blount at Literature & Latte for making this such an enjoyable project.

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**Basics**

To review background information that might help you understand this book better, such as finding System Preferences and working with files in the Finder, read Tonya Engst’s free ebook *Read Me First: A Take Control Crash Course*, available for free on the Web or as a standalone ebook in PDF, EPUB, and the Kindle’s Mobipocket format.

**What’s New in Version 1.2**

Version 1.2 of this book was published in August 2016 shortly after the release of Scrivener 2.8 and the release of Scrivener for iOS. It has major additions and minor changes:

- Scrivener for iOS is now available. (Finally.) You can now write in Scrivener on an iPhone or iPad and sync projects between the desktop and iOS versions of the app. I cover Scrivener for iOS in *Meet Scrivener for iOS*.

- The Scrivener interface has been updated for OS X 10.11 El Capitan, and I’ve replaced all the screenshots to match.

- Scrivener for Windows is now at version 1.9.5. A number of Mac features that were not available in the previous Windows version have been added. My Windows Note sidebars reflect the current features for this version.

- I’ve made a handful of additional small changes to update the book for 2016, plus it was published using a newer template, making it match other current Take Control titles and giving it an improved layout in the EPUB and Mobipocket versions.
What Was New in Version 1.1

Version 1.1 of this book was revised for Scrivener 2.4, which Literature & Latte released in February 2013. Version 1.1 also added details about the Windows version of Scrivener, and Windows users should pay attention to the “Windows Note” sidebars that describe key differences.

The most important changes were these:

- Scrivener can import text files with extensions other than .txt, such as Markdown files with .md or .markdown extensions. A setting in the program’s preferences allows you to tell the program which extensions to accept. (See Import Text Files.)

- You can view Web pages in Scrivener’s editor by dragging them onto the Header Bar above the Editor pane. This is a good way to view Web pages in Scrivener without importing them into your project. (See View Web Pages without Importing Them.)

- Mac users can add two new types of files to the Binder: photos, taken with a built-in camera on a Mac, and audio notes, recorded by speaking into a microphone attached to your Mac. (See Create New Files and Folders in the Binder.)

- I described a new method of displaying a QuickReference window for any item in your Binder in Use Quick Reference to Peek at Files.

- Scrivener supports the Mac’s Notifications feature for project targets. You can also have Scrivener tweet your daily session goal. (See Set Targets.)

- On a Mac, Scrivener can automatically take snapshots of your project when you manually save it by pressing Command-S. (See Take Snapshots.)

Note: To see a full, detailed list of all the changes to Scrivener, go to the Change List page for Scrivener for Mac.
Writers have a nearly endless choice of tools. The number of word processors, text editors, and other text applications available today is staggering. But most of them are designed for linear writing, where you start at the beginning and write until you get to the end.

Scrivener is designed with the assumption that most writers of long-form works—novels, non-fiction books, theses, screenplays, and so on—don’t write that way. Scrivener provides a unique environment that frees you from the constraints of beginning, middle, and end. If you like, you can start at the end of your work, then write the beginning, and then fill out the middle. As you write, you can easily move scenes, sections, and chapters, until your work is exactly as you want.

In addition, Scrivener provides an easy way to store items such as research material, character sketches, and setting information in the same project file as your writing, giving you instant access to all this material.

You may find that Scrivener can replace the current app you use for writing and provide powerful features that your app doesn’t offer. Welcome to the text app that may become your essential writing tool!

In this book, I look at Scrivener from the point of view of a writer about to embark on a project. This project could be fiction or non-fiction; it could be a screenplay or a collection of short stories. I show you how to easily start working with Scrivener, leverage its powerful organizational and text management features, move ahead as you write, and then forget that you’re using the program. For, after all, when writing, what counts most is the words. Your tool is important, because it is the scaffolding around which you create, but you need to focus on your text and let your tools get out of the way.

In order to present a realistic project in the examples used in this book, I have chosen Herman Melville’s *Moby-Dick*, the classic novel of obsession and the quest for redemption.
Scrivener Versions for Mac and Windows

This book discusses Scrivener 2.8 on the Mac, along with a chapter about Scrivener for iOS.

Scrivener was initially a Mac-only program, and it remained so for many years. But Windows users, jealous that they had no similar tool, convinced Scrivener’s developer to work on a Windows version. The first Windows version saw the light of day in 2011, and the current version, as of this writing, is 1.9.5.

Windows Users: Look for “Windows Note” Sidebars!

The Windows version of Scrivener will be behind the Mac version for a while, so if you are using the Windows version, you may find that some features mentioned in this book are not available. (The Windows version will eventually have all the same features.) A handful of sidebars in this book note features that aren’t available in Windows. Bear in mind, however, that the vast majority of Scrivener’s features are the same in both the Mac and Windows versions.

All the screenshots in this book come from the Mac version, but the Windows version looks essentially the same.

One thing to note is that I present Mac keyboard shortcuts in this book. For the most part, these shortcuts use the Command key. In Windows, you’d use the Control key instead. So, to save a project in Scrivener, you’d press Command-S on a Mac, but Control-S in Windows.

Also, when I mention accessing Scrivener’s preferences to change the way the program works for you, in Windows, you need to choose Tools > Options, not Scrivener > Preferences.

For more information about the Windows version, check the Scrivener for Windows page on the Literature & Latte Web site.

Note: You can view the Scrivener manual from within the program by choosing Help > Scrivener Manual. Since the Scrivener manual is in flux, and chapter and section numbers may change, all references to the manual in this book include chapter names. Check the manual’s table of contents for the specific items I refer to.
Scan the Quick Start below for an overview of what you can learn in this ebook. It tells you how to use Scrivener for all types of writing: fiction, non-fiction, screenplays, short stories, and more.

If you are new to Scrivener, I suggest that you read about learning the program’s environment, brainstorming and organizing, and how to start writing in one session. After that, read the rest based on your interests and needs.

If you’ve been using Scrivener for a while, the early chapters offer you an overview of the program’s essential features for preparing to write, and help you feel more comfortable with the program’s interface. Even if you’ve been using Scrivener for a while, you might find these chapters useful. Have a look through them, and then pick from the remaining topics to hone your knowledge.

For all readers, before you get too far into your masterpiece I especially recommend that you read Take Snapshots of Your Texts, since it could help you sail around leviathan-sized problems.

**Learn the environment:**
- Become acquainted with Scrivener’s writing environment in Call Me Scrivener, where you can Understand the Scrivener Philosophy and explore the program visually in Discover the Scrivener Window.

**Use the right structure:**
- Scrivener includes a number of templates for writing different types of texts: novels, short stories, academic documents, screenplays, poetry, and more. See Create a New Project.
**Brainstorm and organize:**
- The left-hand Binder sidebar offers opportunities to brainstorm and organize (see Understand the Binder and Collections), and the powerful and flexible Corkboard and Outliner give you even more brainstorming and organizing capabilities:
  - With the unique Corkboard you can brainstorm and organize ideas, then switch either to writing or outlining. Read Use the Corkboard.
  - The Outliner integrates perfectly with your writing; you can switch back and forth between the outline and the full text. See Use the Outliner.

**Start writing:**
- With the Scrivenings feature, you can write your document in small sections, yet view it as though it were a single document, so writing and editing can flow more smoothly. View and Edit Multiple Files: Scrivenings View explains this feature.
- You can move and reorganize documents (chapters, scenes, etc.) by drag and drop, rearranging large chunks of your project in seconds. Learn how to do this in Reorganize the Binder.

**Avoid distractions:**
- Many of Scrivener’s interface elements can be hidden, to give you more screen space for writing or to reduce distractions. Read Show and Hide Interface Elements.
- Composition Mode is a full-screen view that blocks out everything other than your words. You can write without distractions from menus, buttons, windows, icons, or other programs that may lurk behind your text. See Work in Composition Mode.

**Try a do-over:**
- Snapshots allow you to make periodic backups of different versions of your text. You can go back and see what previous versions contained, and restore those sections that didn’t sound so good at first, but read better now. Take Snapshots of Your Texts tells you how to use this feature.
Go further with Scrivener:
• Scrivener has many more powerful features that help you write. Some of these help you to Work with Revisions, Use Collections to Organize the Binder, Use Notes and Comments, and more.

• Share and Synchronize Your Project by, for example, emailing it to a colleague or using Dropbox to sync it between computers.

Use Scrivener in iOS:
• The Scrivener for iOS app reproduces most of the features of the desktop app on an iPhone or iPad, and it syncs your projects so you can work anywhere. See Meet Scrivener for iOS and Sync with Scrivener for iOS.

Print and export:
• When you’ve finished writing, you’ll want to get your project out of Scrivener in order to either print out a draft or to save in a different format that you can share with others. Compile Your Work for Print and Export covers this essential process.
Some years ago—never mind how long precisely—having little or no knowledge of writing Mac applications, and wanting a word processor that would be more appropriate for his creative writing and a PhD thesis, Keith Blount thought he would delve into programming and see whether he could learn how to write the program he wanted.

After much hard work, Scrivener was born.

**Note:** I discuss Scrivener for iOS later in this book. Even if you only plan to use the iOS version, you should read through all the information in this book. Scrivener works in a very similar way on all platforms where it is available, so it is important to understand its basic principles as they are deployed on the desktop.

**Understand the Scrivener Philosophy**

Neither a word processor nor a text editor, Scrivener presents an environment designed to help writers approach long-form works in a non-linear manner. Instead of starting at the beginning and writing until the end, a writer working with Scrivener can start writing anywhere, then move texts around easily until they are where they belong. She can plan, then write, and then plan some more, then write more. She can store research notes and documents, do some more writing, then tweak her outline.

The writer can then move sections around, change the order of chapters, and exercise a constant give and take between the visible part of the writing process—getting those words down on virtual paper—and all the work that goes on in the background. This can be done with the different elements—texts and research—in the same window, providing access to all the parts that combine to make up a work without switching back and forth between programs.
Scrivener’s philosophy can be summed up in a few basic points (summarized from the first chapter of the program’s manual, Philosophy):

- **Permit the author to work with formatted text:** The writer should be able to use many formatting features—different fonts, character styles, paragraph styles, and so on.

- **Separate formatting from content:** The user should be able to completely reformat the text on export or for printing, if so desired, without affecting the original, working with one font and size while writing, and exporting a document with different formatting.

- **Break out of the rigid “file” mentality of most word processing programs:** It should be possible to create and view a project as individual “files” that combine to make up a text, and to combine files of varying lengths. Thus, for instance, a chapter could be viewed as a whole, or each scene could be viewed individually.

- **Provide a useful outline feature:** It should be easy to view the project as an outline and use drag and drop to restructure the it. Moving between the outline and the text itself should be fluid.

- **Bridge the gap between the big picture of an outline and the actual text with a synopsis element:** There should be a synopsis linked with each part of a project, which can be viewed with other synopses to get an overview of the project as a whole.

- **Give easy access to background and research material:** The software should be capable of storing and displaying common research documents, because writers do not just use text, they also refer to images, Web pages, recorded interviews, and other media.

- **Offer flexible viewing options:** The user should be able to view more than one document at the same time—for instance, the end of one chapter alongside the beginning of the next, a character sketch alongside a scene in which that character appears, or a research document alongside the writing it is being used to support.

**Note:** You can view the Scrivener manual from within the program by choosing Help > Scrivener Manual.
**Note:** You can read the [history of Scrivener](https://www.literatureandlatte.com/scrivener) on the Literature & Latte blog.

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**Writers Talk: Jeff Abbott**

Scrivener is a brilliant tool for serious writers. Scrivener lets you write your scenes in the order you please, then easily move and shift them around. I’ve written all the scenes for a particular character's point of view, all in a row, and then Scrivener lets me painlessly reorder them in the manuscript to create heightened drama and suspense. It also simplifies working across a large manuscript when you are rewriting: you can easily find and access every chapter that is from a particular point of view, or contains a keyword or tag.

Scrivener is terrific for keeping all your research in one centralized place: images, Web links, articles, videos, and more. It was clearly designed by a writer, for writers.

*Jeff Abbott* writes breathtaking thrillers. *His latest book (January, 2016)* is The First Order.
Plan Your Project

Scrivener is designed so you can jump back and forth between planning and writing, but many writers like to do basic preparation before they write. In this chapter I discuss several important aspects of planning your Scrivener project:

• In order to do outlining, visual brainstorming, and otherwise organize your thoughts, you’ll want to use Scrivener tools such as the Binder (and its Collections), the Corkboard, and the Outliner. In Know the Key Organization Tools, immediately following, I explain each of these options. Also, in Record Project Notes, I tell you how to take notes at the project level.

• To import content into your new project, you have many options, which I detail in Add Files and Other Content. You can even take a file you’ve started writing in another program and work with it in Scrivener.

Note: If you want to skip ahead to Start Writing Your Manuscript, you can come back to this chapter later. Scrivener is ideal for those who want to write without setting things up, as well as for those who want do detailed planning before they start putting down words.

Know the Key Organization Tools

Scrivener’s power comes from providing three ways for you to take a high-level look at your work: the Binder, the Corkboard, and the Outliner. As I explain in this section, you can work in one mode, switch to another, add more information and ideas, then switch to another mode. Some people may never want to use the Corkboard, and others may swear by it; some may use only the Binder, while others may make detailed outlines. Whichever way your pleasure tends, you’ll find an efficient way to plan your work with Scrivener's powerful tools.
As you read about these three tools, you may find it useful to start thinking about which one will work best for you. The Binder is always there for you in the left sidebar of the Scrivener window, giving you immediate access to your work and enabling certain types of organizational activities. Collections—which appear in the Binder sidebar—give you new ways to consider and experiment with your project. However, you may also want to spend time in the Corkboard and Outliner, with their respectively visual and hierarchical approaches to the same information.

Depending on whether you prefer to outline or to just dive into writing, Scrivener lets you work the way you want. And if you decide to change your approach as you advance in your project, you can do that too.

**Understand the Binder and Collections**

Most of the organizational work you perform in Scrivener involves the Binder, the sidebar at the left of the app’s window. Organizing, planning, restructuring, and exporting your project all depend on the arrangement of files in the Binder. The contents of the Binder vary depending on the template you choose when you create a project.

Two examples of the Binder can be seen in **Figure 4**; this is what Scrivener displays when you choose the Blank template or the Novel template.
Figure 4: This is the Binder when you choose the Blank template (left). Other templates, such as Novel (right) have more containers.

The Binder holds three main containers (called “folders” although they don’t always look like folders): Draft, Research, and Trash. These folders help you organize your project files as follows:

- **Draft:** The Draft folder is for your actual writing. With the Blank template, this folder is named Draft, but other templates may have other names: in the examples in this book, which use the Novel template, this folder is named Manuscript (Figure 4, above). You can, of course, change the name if you wish—see Naming Items in the Binder, a page or so ahead.

After the project is created from the template, the Draft folder contains an Untitled file; if you start writing in the Editor right after creating a project, your text is stored in that file. You can add more files to the Draft folder whenever you need—one file per chapter is
Write Your Masterpiece

If you’ve been following along in this book, you know your way around the basic Scrivener interface (see Discover the Scrivener Window), you know how to Create a New Project and you’ve learned how to Plan Your Project. Now it’s time to start writing. With Scrivener, you can shift between planning and writing at any time, moving from ideas to sentences and paragraphs, and then back again.

This chapter helps you get comfortable with Scrivener’s writing environment so you can use the program efficiently. You can read through the topics in this chapter to learn about the most important ways to prepare to write in Scrivener. I show you how to use Scrivener’s powerful Editor, how to adjust the program’s environment to suit your preferences, how to use different views, and much more.

Show and Hide Interface Elements

In Figure 14, you can see that the Scrivener window contains several elements. (Refer to Discover the Scrivener Window, earlier, if you need basic help with understanding this window.)

When you get down to serious writing, you can hide many of these elements, reducing the window to a minimal display, as in Figure 15. This flexibility allows you to choose what you see when you work. For example, if you need to work with your outline, the files in the Binder, or metadata, you can display those elements as needed. If you don’t need them, and want to focus only on text, you can do that as well. You can alter the window’s display whenever like.
Figure 14: The main Scrivener window has several elements that can be hidden if they get in your way while writing: (1) the Toolbar, (2) the Format Bar, (3) the Binder, (4) the Inspector, (5) the Header View, (6) the Footer View. The Editor is the section containing text in the middle of the window.

Figure 15: The Scrivener window in its barest form.
Here’s how to show and hide each of these elements:

- **Toolbar:** If you find the Toolbar distracting, you can hide it by choosing View > Hide Toolbar. You may prefer to hide it while you are writing, and show it again (View > Show Toolbar) when you are manipulating items, formatting text, or preparing to print or compile your project. If you work on a small screen, you may find it especially useful to gain more space by hiding the Toolbar.

  To see the Toolbar but use as little space as possible, choose View > Customize Toolbar, then choose Text Only from the Show menu at the bottom of the window. This displays the names of buttons rather than their icons.

- **Format Bar:** You can hide and show the Format Bar by choosing Format > Hide Format Bar (Command-Shift-R), and Format > Show Format Bar.

- **Binder:** You can hide or show the Binder by choosing View > Layout > Hide Binder (Command-Option-B), or View > Layout > Show Binder, or by clicking the Binder button at the left of the Toolbar.

- **Inspector:** You can hide or show the Inspector by choosing View > Layout > Hide Inspector (Command-Option-I), or View > Layout > Show Inspector, or by clicking the Inspector button at the right of the Toolbar.

- **Header or Footer View:** You can even hide the Editor’s Header or Footer View (View > Layout > Hide Header View, and View > Layout > Hide Footer View), and gain even more space.

**Tip:** If you like to change Scrivener’s display, and find that certain display settings are useful at certain times, you can even save these settings. Scrivener calls these “layouts,” and you can save and apply different layouts by choosing View > Layout > Show Layouts. See the *Layouts Panel* section of the *Navigating and Organising* chapter of the Scrivener manual for details.
Take the Helm of Your Project

By now, you should be familiar with the Scrivener interface, and you should have added and organized any research material you need for your project, and determined what display settings and preferences you want to use. And, you may have started writing.

Now it’s time to learn how to work with your manuscript and with the different elements that make up a project. You’ll see the various ways you can view your project, how you can manage files and folders in the Binder, how to add annotations and comments to your texts, how to use the Inspector, and more. This chapter covers the many things you’ll want to do after your inspiration is flowing and you’ve started following the big white whale of your work.

View Your Work Differently

As you write, you may want to change the way you view your manuscript. By default, the Editor shows the file you are working on, but you can change the way this file is presented, and you can view multiple files at the same time.

One way to change your view is to split the Editor, and view two different parts of the same file simultaneously, or view two different files at the same time. This is good if you’re writing a chapter and want to confirm how you previously described a character or location, or see some dialog in an earlier scene, or want to work on one section while referring back to another.

The first way to split the Editor is horizontally. Click the Editor Split button in the Header View at the top of the Editor to split the Editor, as in Figure 19. The Header View for the active part of the Editor (the one that contains the cursor or currently selected text) is blue.
Figure 19: Splitting the Editor pane lets you see two parts of your text at once. You can also view two different files in the split editor.

Now that you’ve split the Editor, if you want to view one file in one Editor section and another file in the other section, click in the section you want to change, then click another file in the Binder. Or, use the Next and Previous Document buttons in the Header View to scroll through all the content in the Binder.

As you might expect, you can use the View Mode switcher in the Toolbar to change the view of any item in either section of the split Editor (see Changing Views, earlier, for more on switching views).

You can also split the Editor vertically, displaying one section at the left and another at the right. To do this, choose View > Layout > Split Vertically or press Option when you click the Editor Split button.

Tip: When you’ve already split the Editor pane, you can change from a horizontal to a vertical split by holding down the Option key and clicking the Editor Split button.

Windows Note: Scrivener for Windows has two buttons to split the editor: a vertical Split button and a horizontal Split button.
Reorganize the Binder

You may find yourself wanting to rearrange portions of a manuscript. For example, for a novel where the chapters shift points of view, you may decide to switch two chapters around so protagonist A presents his story before protagonist B. If you were using a standard word processor, you would have to cut and paste blocks of text, but in Scrivener, this is as easy as dragging icons in the Binder.

Reorganize Your Work

Files in the Binder can be chapters, sections, scenes, beats, or whatever you want. This is one of the important aspects of Scrivener, one which helps free you from the fetters of linear composition.

Your files can be as large or as small as you want; they could be separate paragraphs, if your work dictates such an approach, or entire chapters, or anything in between. If you break a chapter into scenes, it can be much easier to move scenes around if you wish to restructure the chapter later. In addition, you don’t need to commit to any specific approach when you start writing: you can split and merge files as needed. If you wish to split a file, put the text cursor at the location where you would like to make the split, then choose Documents > Split > at Selection (Command-K). To merge two or more files, select the files in the Binder, then choose Documents > Merge (Command-Shift-M).

The Binder gives you the power to reorganize your work in myriad ways. No matter how much you have written, you can move files around in the Binder to change your narrative, splitting or merging them when it is useful, or arranging your files in a different order to see how that changes the way your work flows.
Share and Synchronize Your Project

As your Scrivener project develops, you may also want to provide your project to a collaborator or editor. I give some ideas for simply sharing your project file, such as via email, in this chapter, though I also discuss how to export your project into an editable word processing document later, in Compile Your Draft.

Most of this chapter focuses on syncing. Writers who work in only one location—their home or office—will generally work with their Scrivener projects on one computer in that location. Some writers, however, will want to work on the road or carry out research in different locations. With Scrivener’s syncing features you can make your project available via different cloud services—I talk about Dropbox and Simplenote in this chapter—so you can work with it from different locations and on different computers. In addition, Scrivener for iOS is now available so you can work on your iPhone or iPad, and sync your projects between computers and mobile devices.

Move Projects to Another Computer

If you work on two different computers—say a desktop and a laptop—there may be times when you want to move your current project from one computer to another. In general, this is easy, but there are some points to consider.

You might want to compress a Scrivener project no matter how you transfer it; this allows the project to be sent more quickly. Compressing a project also reduces the likelihood of problems that can occur if a single file within a project bundle gets corrupted during transfer.

Another thing to consider is the size of your project. While there is technically no size limit to a Scrivener project, if you store a lot of
research in a project—especially videos, or lots of PDFs—the project may be too big to send by email. Some mail servers limit the size of attachments to 20 MB; some to only 10 MB. So bear this in mind if you try to transfer projects by email.

There are many ways to transfer files from one Mac to another. I won’t go into them here, but you can refer to an article I wrote for Macworld, Nine ways to share files between Macs.

As I pointed out in What’s Inside a Scrivener Project?, a Scrivener “document” on the Mac is really a package; a special kind of folder containing a number of files and sub-folders, that the Mac presents as a single file. While you can get along just fine without knowing this, packages can present a problem in some situations.

Some email clients might not accept a Scrivener project attachment as-is. Apple’s Mail works fine with Scrivener projects, and Microsoft Outlook and its predecessor Entourage (part of Office 2004 and 2008) will compress them automatically, so those programs should handle a Scrivener attachment with no problem. If you use Web-based email, such as Google’s Gmail, then you need to compress your Scrivener project so it is seen as a single file.

To compress a project on Mac, Control-click (right-click) your project in the Finder and choose Compress project name. You can then send the resulting zip file via any email service.

**Windows Note:** In Windows, a Scrivener project is a folder, with a .scriv extension, which contains the files and folders you see in the Binder. To compress a folder in Windows, right-click the folder, then choose Send To > Compressed (zipped) Folder.
Sync Projects between Computers with Dropbox

A popular way of synchronizing files is Dropbox. This service—free for 2 GB storage, with additional storage available for a fee—offers transparent syncing to a remote server, and it automatically updates your Dropbox folder on other computers linked to the account. For example, the Dropbox folder on my desktop Mac contains files for a number of projects. When I make changes, they are saved to Dropbox’s servers. When I open my laptop, the Dropbox service updates the laptop’s Dropbox folder so the files are the same on both computers. As I make changes to files on my laptop, the changes sync back to the server, and so on.

Dropbox is a great way to sync Scrivener projects across computers, even between a Mac and a Windows PC, and it’s how Scrivener for iOS syncs to desktop versions of the app (see Sync Projects to Dropbox). Just drag your project into your Dropbox folder and wait until it’s updated on Dropbox’s server, then you can turn off your computer if you want. Open your other computer, wait until the project is downloaded, and start working.

Now, you can, if you desire, work on a project while it’s in the Dropbox folder. As you make changes, the individual items in the project bundle will sync. In rare cases, the items in the bundle may not sync correctly, leading to a corrupted project. If you experience this, you may want to copy your projects from the Dropbox folder to another location to work on them, then copy them back when you’re finished. See this thread in the Scrivener forum for some essential rules: Using Scrivener with Dropbox.

Generally, when Dropbox syncs on a Mac or in Windows, the sync takes place automatically; individual apps don’t trigger syncing, but Dropbox detects the presence of new or changed files. Scrivener for Mac and Windows both work this way—so long as your project is in a folder that Dropbox syncs, your project will sync without manual intervention on your part.
Revise and Edit Your Work

When the writing’s done, and your draft is finished, you can take a break for a while. But then it’s time to work on revising, rewriting, and editing your work. As you go from first draft to second, and then to your final draft, you may make a lot of changes, and you may want to record them in case your original turns of phrase were better.

This chapter looks at the revision and editing process, talking about marking revisions, taking snapshots, and managing this step in the production of your manuscript.

Find and Replace Text

When revising and editing your work, you may want to find certain texts—character names, locations, or phrases—to see how you have used them. You may also want to replace texts: for example, you decide that a character named Cain should finally be called Ishmael. You may want to find the former name and replace it with the latter.

Scrivener has some useful capabilities in its find/replace toolkit:

- **Find and replace text**: Choose Edit > Find > Find (Command-F) to bring up the Find window. Enter the text you’re searching for, and click Next to find it. You can search the entire document or just the currently selected text, such as a block of text or a chapter.

- **Find by Formatting**: Choose Edit > Find > Find by Formatting (Command-Option-Control-F) to search for specific types of text. Find by Formatting not only lets you search for, say, bold or italic text, but also highlighted text, footnotes, revision marks, links, and more. You can search all documents or only selected documents.

- **Project Search**: Type in the Search field in the Toolbar to search for text anywhere in your project. Click the magnifying glass in this field to see a pop-up menu you can use to narrow your search (Figure 29).
Figure 29: The Search field options give you great flexibility in searching in an entire project.

The search scans all items in your project, not just the texts in your manuscript. This is especially useful when your projects contain a lot of disparately organized research materials.

Tip: If you have hidden the Toolbar, you can perform project searches by choosing Edit > Find > Project Search (Option-Control-F); the window that appears offers the same options as the Search field and pop-up menu in Figure 29 (above).

Note: Scrivener’s find and replace features offer many options. For more information on using them, read the Searching and Replacing section of the Writing Tools chapter in the Scrivener manual.
Take Snapshots of Your Texts

For many writers, writing is a fluid process. You’ll write a chapter, put it aside, go on to the next chapter, and then come back to the first to make changes influenced by what transpires later. Others may write a complete first draft without looking back, then start the revision process from the beginning. No matter which way you work, you may want to keep records of your texts before you change them.

Scrivener lets you take snapshots, which save the state of a file before you edit it. Later, you can use a snapshot to return to a previous version after you make revisions, or you can compare your changes with an older version.

**Warning!** Snapshots are not backups! A backup of a project makes a copy of the entire project bundle; a snapshot makes a copy of one or more text files in the Binder and stores them in the project itself. I cover backups a few pages ahead, in Back Up Your Projects Automatically.

**Take Snapshots**

There are several ways to take snapshots. Select one or more text files in the Binder, then do one of the following:

- For a quick snapshot, choose Documents > Snapshots > Take Snapshot (Command-5).

- For a snapshot with a custom name, choose Documents > Snapshots > Take Snapshot with Title (Command-Shift-%). A dialog asks you to name the snapshot. You can enter anything that will help you remember the current state of the file. Don’t bother to enter a date, because Scrivener does that for you; you’ll see it when you view snapshots.

- To automatically take snapshots on a Mac, go to Scrivener’s General preferences and check “Take snapshots of changed text documents on manual save.” Every time you press Command-S to save your
Compile Your Work for Print and Export

You’ve finished your novel, screenplay, non-fiction book, thesis, short story, or article. It’s time to liberate your work from Scrivener and send it to your agent, editor, or producer. You’ll now need to export your work to a standard file format as used in the publishing and movie industries.

But you may also want to save your work in special formats so your manuscript can be read on ebook readers. And, in some cases, you’ll want to print out work for submission, or even for your own use as you work on rewrites.

In this chapter, I cover printing and exporting Scrivener projects, and notably show you how to save your work in the formats that you need in order to send to others so they can read your words.

Print Your Work on Paper

Depending on what you are planning to do with your current manuscript, you may want to print it out. While some writers work in a purely digital format—in journalism, this is the norm—others still have to submit manuscripts in printed form. If you’re a student writing a thesis, it’s likely that you’ll need to provide a hard copy of your final work. And even if you don’t need to send anyone a printout of your work, you may want to print it for your own re-reading. I prefer printing out and revising texts on paper; I find that I see them differently, and that I spot different mistakes and stamp out infelicitous words. And, given that I work on a computer when writing, reading on paper is like a change of scenery.

Scrivener can print anything in your project: not just the texts you’ve written, but also research materials you’ve imported, your outline, the
index cards on your Corkboard, character and setting sketches, and more. When you choose File > Print Current Document (Command-P), Scrivener presents a Print dialog offering to print whatever you’ve selected in the Binder. If you’ve selected a single text file, that is printed; if you’ve selected multiple items, they are printed; if you’ve selected your entire Manuscript folder, or a sub-folder containing multiple text files, all the files in the selected folder are printed.

Scrivener prints what it displays in the Editor, though it places footnotes at the end of your text and it prints the other elements that you specify, as shown in Figure 31. So, if you’ve selected, say, three text files, and the Editor shows these files with horizontal rules delineating each one, they will be printed as such; there will be no page breaks between the contents of each selected file. If you do want page breaks, you must print files separately.

Figure 31: The Print Options dialog, available from the Page Setup dialog, has many options that affect how a file or project prints.

Scrivener offers several options for printing. To see them, choose File > Page Setup (Command-Shift-P) and then choose Scrivener from the pop-up menu at the top of the dialog. In this dialog, you can set page
margins, but if you click the Options button, a Print Options dialog, offering several other settings (Figure 31, above), as follows:

- **For text documents:** You can select whether to print page numbers, file names and dates, and annotations and comments, and you can specify a font for printing that is different from your onscreen display. You can also select which elements you want to print: just your text, titles, metadata and more.

  **Tip:** You may find it useful to print your work in a different font from what you see on screen. It lets you view the work differently, and, perhaps, spot mistakes that you didn’t see on the screen: select Print Using Font and then change the font and size settings to your liking.

- **For index cards on the Corkboard:** You can choose whether to print titles, keywords, numbers, and more; print cutting guides, so you can cut your texts and paste them on real index cards; and choose a font and size for printing. If printed in Portrait mode on letter-sized paper, index cards fit perfectly on standard Avery index card stock that you can use in your printer. Only the Mac version of Scrivener lets you print the Corkboard.

- **For outlines:** Many settings let you choose how much content from your outlines to include. You can indent the printout for different outline levels, include word counts and targets, print labels and status, and much more. You can print the Outline only with the Mac version of Scrivener.

- **Other print settings:** these are for printing Web pages and images. For the former, you can choose to print backgrounds; for the latter, you can print at actual size or scale to fit to the page.

After you’ve set these options, and clicked OK to save them, Scrivener will remember them for any printing you do in the current project. If you wish to change settings when you print again, make sure you remember to go back to these options.
Meet Scrivener for iOS

In July 2016 when Literature & Latte released the $20 Scrivener for iOS, writers around the world give a collective sigh and said “finally.” While there were ways to work with Scrivener projects in iOS before, they weren’t ideal. Now, with Scrivener for iOS, you can work on your projects on your Mac or Windows PC, and continue working on your iPad or iPhone. Add a keyboard to an iPad Pro, and you may want to do much of your writing that way. (My tech editor Michael Cohen enjoys working like this.)

The main concepts of working with Scrivener are no different in iOS than they are on the desktop. In fact, if you know how to work with Scrivener for Mac or Windows, then you already know most of what you need to use the iOS version. In this chapter, I start by helping you navigate around the basic screens and interface elements, make sure you are aware of the handy and customizable extended keyboard row, and talk about how to access special keyboard shortcuts when you Use an External Keyboard.

I finish the chapter by talking about how to use iTunes or Dropbox to move your projects between a desktop computer and Scrivener for iOS, in Sync with Scrivener for iOS.

Note: I described how to Compile with Scrivener for iOS at the end of the previous chapter.

Get Started in iOS

When you first open Scrivener for iOS, the app walks you through a few welcome screens that contain essential tips, like pinching and spreading your fingers to zoom text. Once you’ve swiped through those screens, you see the Project view, with its link to a tutorial and an empty list of available projects.
To transfer an existing project to your iOS device, see Sync with Scrivener for iOS, ahead.

To start a new project, tap Create Project or tap the plus button at the top of the screen. Name your project and tap Create. If Scrivener asks whether you want to store the project on your device or in Dropbox, choose which you prefer. (If you choose Dropbox, the project won’t automatically sync to Dropbox; see Sync While You Work, later.)

**Note:** While Scrivener on the desktop offers a number of project templates, Scrivener for iOS offers just one template, the Blank project. If you want to use a more complex project, it’s best to create it on the desktop and then sync it so you can use it in iOS.

Most of the main elements of the desktop app are reproduced on the iPhone and iPad. Figure 36 shows the app with a project open on an iPad. Tap an item in the sidebar to view it.

![Figure 36: My Moby-Dick project on an iPad. Notice the various interface elements placed along the edges, including the toolbar across the top of the main pane and the Project Settings button at the lower left.](image)

Click here to buy the full 133-page “Take Control of Scrivener 2” for only $10!
Accessing the Inspector
Unlike on the desktop, where the Inspector is visible at the right of the Scrivener window, iOS, with more limited screen space, does not display the Inspector at all times. To view the Inspector, tap the Inspector button in the toolbar or press and hold on a text’s name in the Binder.

Accessing the Corkboard
The Corkboard is available only on the iPad, since there’s not enough room on an iPhone to use it efficiently. To access the Corkboard, view a project and then in the Binder, tap the Corkboard button next to any folder.

Using the Formatting Palette
When you work on the desktop, you use the Format Bar to style text, set justification, and more, but to conserve screen space, Scrivener for iOS provides a Formatting Palette (Figure 37).

Figure 37: In iOS, the Formatting Palette offers similar options to the Format Bar found in the desktop app.
Throughout this book, you’ve seen how you can leverage the powerful tool that is Scrivener to create and manage projects, and write texts from short stories to novels, from screenplays to theses.

Now that you know the basics of using Scrivener, I suggest that you check the program’s manual for more details about the features you use most. To do this, choose Help > Scrivener Manual. The manual is updated regularly, so each time there is a new program update, there will be new content in the manual. If you save the manual to view it separately (when viewing it, choose File > Save As to save a copy of the manual where you want), make sure to replace that copy each time the program is updated.

Also, in Scrivener for iOS, look on the Projects screen for the helpful tutorial, which points out important concepts and tips for working effectively on a mobile device.

To learn more about Scrivener, visit the Scrivener Web site, where you can get support for the program, read and post in its forums, and follow its blog. The forums are particularly useful if you have questions about using the program, or have feature requests you’d like to share with the developer. And the Knowledge Base offers a number of frequently asked questions, and links to articles and videos about using Scrivener.

The Scrivener Web site has a number of screencasts presenting introductions to the program and walkthroughs of many of its features. These resources can help you understand some of the more complex features, as well as the basics.

I’ve included testimonials from a number of authors in this book, but you can read dozens of other comments on the Literature & Latte Web site’s Testimonials page. You’ll see the broad range of writers who work with Scrivener.
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About the Author

Kirk McElhearn writes about Macs, iOS devices, iTunes, books, music, and more. He is a Senior Contributor to Macworld, where he is The iTunes Guy, and he contributes to TidBITS and other publications. Kirk has written and co-written more than two dozen books about using the Mac, including Take Control of iTunes 12: The FAQ, Take Control of Audio Hijack, and Take Control of LaunchBar.

Kirk’s Web site, Kirkville, presents articles on Macs, iOS devices, books, music, and much more. A lapsed New Yorker, Kirk has lived in Europe for more than 30 years; he currently lives in a farmhouse near Stratford-upon-Avon, in the United Kingdom. You can email Kirk at kirk@mcelhearn.com or follow him on Twitter: @mcelhearn.

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It has been a pleasure to write this book, and create a new version, especially in such good (virtual) company.

Working with Keith Blount, the creator and developer of Scrivener, has been interesting and rewarding. Keith has built a unique tool, one that I’ve used for many years, and I’m proud to be able to write about it. Keith has been a big help every step of the way, providing comments and advice, and the most detailed change lists of any software I’ve seen, making the update process simple.

It was a great pleasure to once again work with editor Michael Cohen, author extraordinaire and Moby-Dick fan. His enthusiasm for Scrivener is motivating, and the many puns he inserted as comments into the manuscript during the editing process gave me chuckles. Thanks Michael.

Thanks, as always, to the woman behind the curtain, Tonya Engst, for her guidance and advice in making this book just exactly right.

Thanks to my son Perceval for help with some of the screenshots in this book.
The latest edition of this book was written in Nisus Writer Pro on a 5K iMac, with the help of a 12-inch MacBook, an iPad Pro, and an iPhone SE, under the influence of some wonderful Chinese green teas and wulongs, and some first flush Darjeelings. Titus the Cat helped keep me alert as I worked, asking for food, and occasionally bringing toys to my office when he wanted to play.

To relax and keep my mind nimble, I like to see performances of Shakespeare plays; I live a few miles from the Royal Shakespeare Company’s two theaters in Stratford-upon-Avon, England. If you’re a Shakespeare buff like me, check out my articles about Shakespeare and his plays.

The soundtrack for this update included music by the Grateful Dead, John Coltrane, The Clash, Bill Nelson, The Cure, John Dowland, Einojuhani Rautavaara, Glenn Gould, Toru Takemitsu, Sviatoslav Richter, the Emerson String Quartet, and more.
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