Making Everything Easier!™

Scrivener™

FOR DUMMIES®

Learn to:

- **Structure your work with index cards and preserve earlier drafts along the way**

- **Break your text into sections and edit them separately or as a whole**

- **Keep track of all your ideas with the Collections feature**

- **Compile your work to send to a publisher or share as an e-book**

Literature & Latte

Gwen Hernandez

Scrivener™ For Dummies®

Visit www.dummies.com/cheatsheet/scrivener to view this book's cheat sheet.

Table of Contents

Scrivener™ For Dummies®

by Gwen Hernandez

WILEY

A John Wiley and Sons, Ltd, Publication

affiliates in the United States and other countries, and may not be used without written permission. Scrivener is a trademark of Literature & Latte, Ltd. All other trademarks are the property of their respective owners. John Wiley & Sons, Ltd. is not associated with any product or vendor mentioned in this book.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit www.wiley.com/techsupport.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard

WILEY

MIX
Paper from
responsible sources
FSC
www.fsc.org   FSC® C013056

About the Author

Gwen Hernandez began working with Scrivener in 2009 and created a series of blog posts to share its lesser-known features with her writing friends. Encouraged by her growing community of followers, she developed a popular Scrivener online class that's offered several times a year.

With a degree in Management Information Systems, Gwen started her professional life as a programmer and then transitioned to teaching technology and business courses. She changed tack with an advanced degree, working as a manufacturing engineer in a semiconductor plant — yes, she wore a "bunny suit" — before rediscovering her childhood passion for writing.

When Gwen's not teaching classes about Scrivener, she uses it to spin tales of romance and suspense, and every once in a while, someone actually likes reading them. In 2011, she was a finalist in the Romance Writers of America's Golden Heart® contest.

As a military brat and Air Force spouse, Gwen isn't sure she'll ever be able to settle down, but she currently resides in northern Virginia with her husband, two boys, and a lazy golden retriever. She loves to travel, run, explore, learn, and relax in her favorite recliner with a good book. Find her online at www.gwenhernandez.com.

Dedication

For my mom, who would have smiled proudly and bought me a houseplant.

Author's Acknowledgments

Many hugs to my husband and boys for their unwavering — though not without some eye rolling — support. I love you guys!

Thanks to Christine Glover for introducing me to Scrivener. Bet you didn't think your first mention from me would be in a technical book.

I'd be remiss if I didn't add my appreciation for the blog readers and students who've encouraged me along the way. Your support and enthusiasm mean the world to me.

I owe Keith, Ioa, Jennifer, and Lee at Literature & Latte a huge debt of gratitude for pointing out technical errors, providing examples and suggestions, and keeping me up to date on what's coming next. Any mistakes or omissions are not for their lack of effort. Their help with this book was invaluable.

To Keith Blount and the whole Literature & Latte crew, thanks for your dedication to making — and keeping — Scrivener so fabulous. And to David who's always generous in spreading the word.

Finally, I have to add my thanks to the entire Wiley team who worked so hard on this book, especially Laura Miller, who tweaked and questioned and clarified, and made this book so much better than I could have on my own, and Chris Webb who believed in me enough to let me tackle this project.

Proofreaders: The Well-Chosen Word

Indexer: Valerie Haynes Perry

UK Tech Publishing

Michelle Leete, VP Consumer and Technology Publishing Director

Martin Tribe, Associate Director–Book Content Management

Chris Webb, Associate Publisher

Marketing

Louise Breinholt, Associate Marketing Director

Lorna Mein, Marketing Manager

Kate Parrett, Senior Marketing Executive

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Kathleen Nebenhaus, Vice President and Executive Publisher

Composition Services

Debbie Stailey, Director of Composition Services

Introduction

If writing tools were teachers, your word processor would be the one who admonishes you to color within the lines and always use green for grass. Scrivener would be the cool teacher who encourages you to draw your own picture and praises your purple sun.

Don't get me wrong: Word processors have their place. But although they provide the tools to make your manuscript look pretty, they force you to write in a linear fashion that just doesn't match the way many writers work.

Scrivener, on the other hand, is so flexible, it could teach yoga. The program bends over backwards to accommodate your writing needs. Want to write the ending first? Go for it! Want to look only at scenes from one character or storyline? No problem.

Scrivener's flexibility makes it powerful — but sometimes a bit overwhelming, which is where this book comes in. In these pages, you can figure out many of Scrivener's jaw-dropping moves so that, before long, you too can bend like a pretzel in pursuit of writerly nirvana.

Conventions Used in This Book

This book is not a philosophical work on the theory and value of writing software. In my house, that kind of book would be a doorstop.

No, this book is a hands-on, get-to-work teacher on the page. So, to try out any of the actions described, you have to get your hands on the keyboard and mouse (or trackpad).

With that in mind, you need to have a few skills:

�натруд **Clicking:** You need to know how to click, double-click, and right-click with your mouse or trackpad. Right-clicking opens up a whole new world of contextual menus that apply to whatever you're working on. Also called a *secondary click,* you can Control-click on the Mac if your mouse isn't set up to right-click.

⤰ **Drag and drop:** You'll be dragging things around a lot in this book — but I promise nothing heavy. Dragging is accomplished by clicking an object and holding the mouse button down while moving the pointer on the screen. You drop by letting go of the mouse button.

Don't know how to drag with a trackpad? While hovering the pointer over the selected items, click the trackpad and hold it down while using another finger to drag the items where you want them to go. (I usually click with my thumb and drag with my index finger, but use whatever feels comfortable to you.)

To make reading easier, you'll see some of the following conventions used throughout the book:

⤰ A keyboard shortcut is represented like this: ⌘+V. This text means that you press and hold the ⌘ key and type the letter V, then release both keys.

Some keyboard shortcuts are combinations of more than two keys, such as Shift+⌘+S. For this one, press and hold Shift and ⌘, and then type the letter S. Then release all three keys.

- ✔ Menu commands are written like Project⇒New Text, which tells you to click Project to open the Project menu and choose New Text from that menu.

- ✔ Web addresses appear like www.literatureandlatte.com.

- ✔ When I want to show you a message or text that appears in the editing portion of Scrivener, it looks like this: `Bob didn't know what to do next. Should he buy a gun or a beer?`

- ✔ When I'm directing you to type specific text, it appears in bold. For example, I might tell you to type **Bob didn't know what to do next**.

Windows users, have no fear. Although Scrivener was originally created for the Mac — and at this time, the Mac version is still the most advanced — much of this book still applies to the Windows version, too.

For more on the key differences between Scrivener for Mac and Scrivener for Windows, check out Chapter 1.

What You're Not to Read

Unless you really, really want to, you don't have to read this book from cover to cover. Each section and chapter is designed as a freestanding module so that you can dip in anywhere and get right to work.

Foolish Assumptions