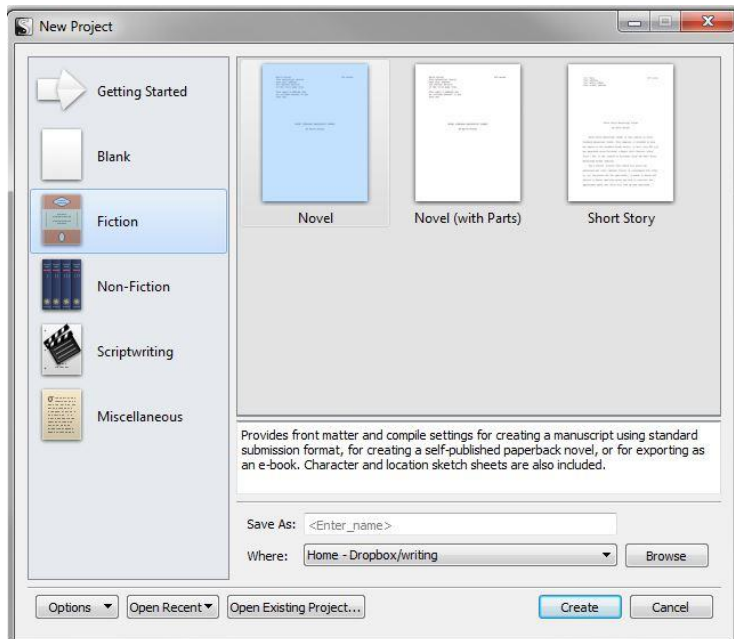


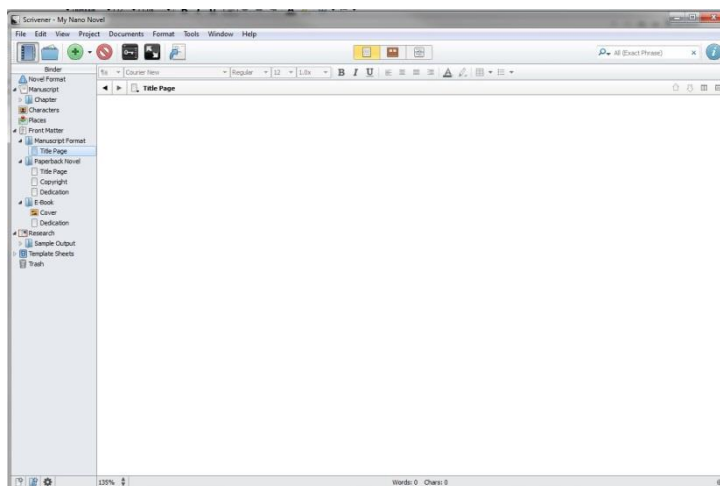
Getting started in Scrivener – a quick guide for NaNoWriMo

First download and install your Scrivener trial from <http://www.literatureandlatte.com/nanowrimo.php> - this is a special nanowrimo trial that will last until 7th December.



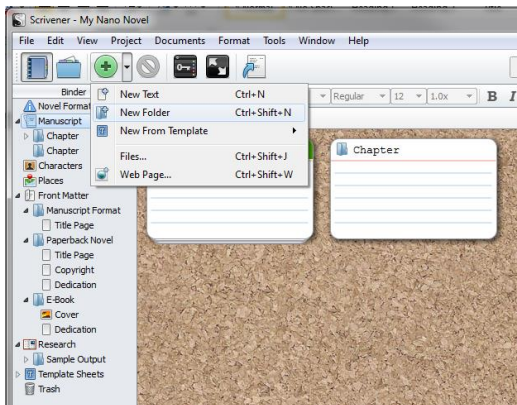
Creating a new project gives you a few options. I would suggest sticking to **Fiction** for nano if it's your first time using Scrivener.

Give your file a name and choose where to save it – I always save mine to Dropbox as I can then access it via PC or laptop.



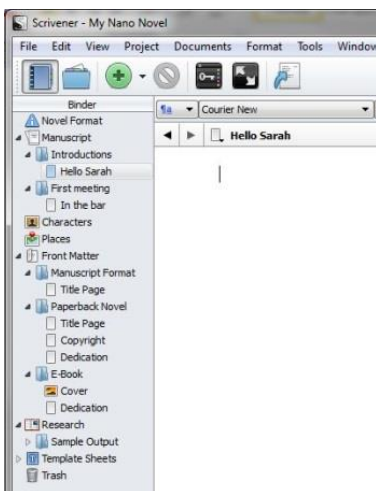
When you click **Create**, this is what you will be faced with. On the left is the **Binder**, which organises all your documents. Use the triangles to expand and contract your structure. Typing happens in the main area.

Building your structure



Click on **Manuscript** in the Binder. Click on the triangle next to the green **Add Item** button and choose **New Folder**. There is already one there, called Chapter.

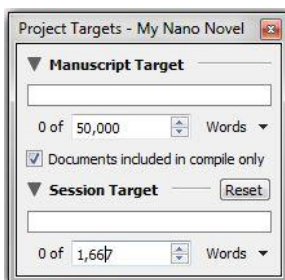
Name your folders as your Chapter titles.



On each folder, click on the green **Add Item** button (or on the triangle next to it and select **New Text**) and give each scene a name.

Your organisation can be as complex or simple as you like – here, under **Manuscript** I have two chapters (folders), each with one scene (text document), but each chapter can contain several scenes. Just add a new one when you need it, via the **Add Item** button. You can drag and drop folders and files in the **Binder** to change the organisation.

There is also a folder labelled **Research**, where you can create and store any documents containing notes rather than actual manuscript. Ignore any other folders for now – just worry about **Manuscript** and **Research**.

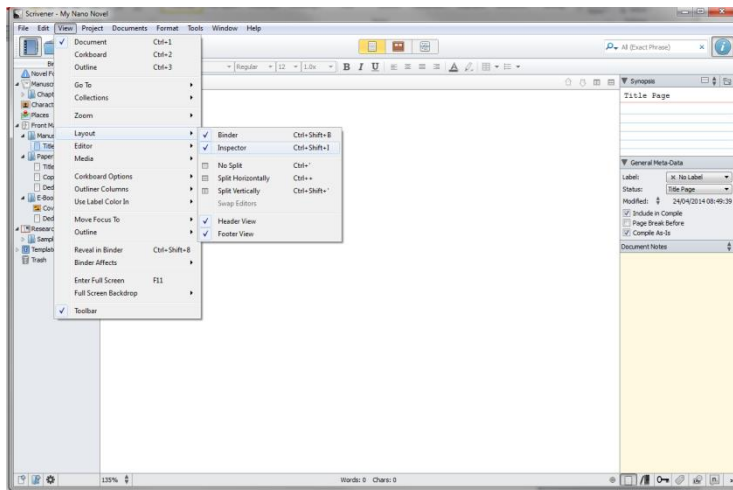


Click on **Project/Project Targets** and set up your manuscript target as 50,000 and your session target at 1667 (or whatever your daily/session target is). See those bars change colour as you get closer to your target. Scrivener will keep track of your overall word count for the project and each session, whether you work on one scene or split your time between several.

Click on the scene you want to write and get started! Jump between scenes by clicking on the scene name in the **Binder**. Add a new scene/chapter as you need it or set up your complete structure in advance; the choice is yours.

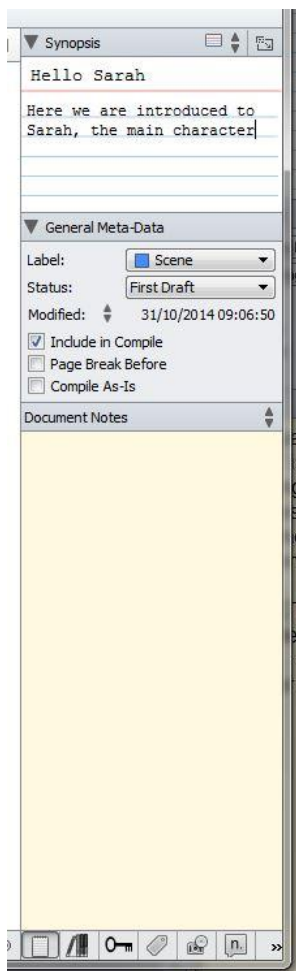
Don't worry about saving – Scrivener saves as you go along. If you are switching machines and using Dropbox or other cloud storage, just give your machine enough time to sync between closing Scrivener and shutting the computer down, and between turning the next one on and opening the project.

Using the Inspector

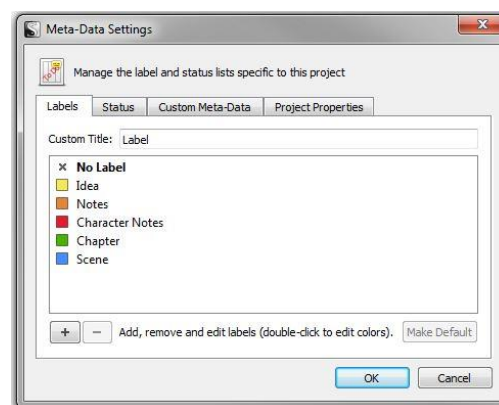
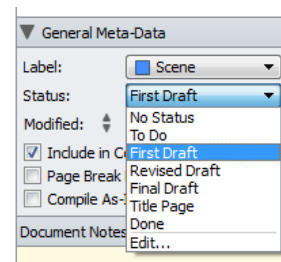
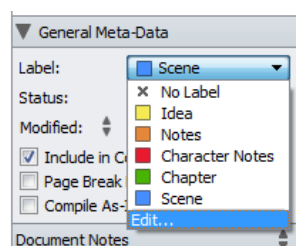


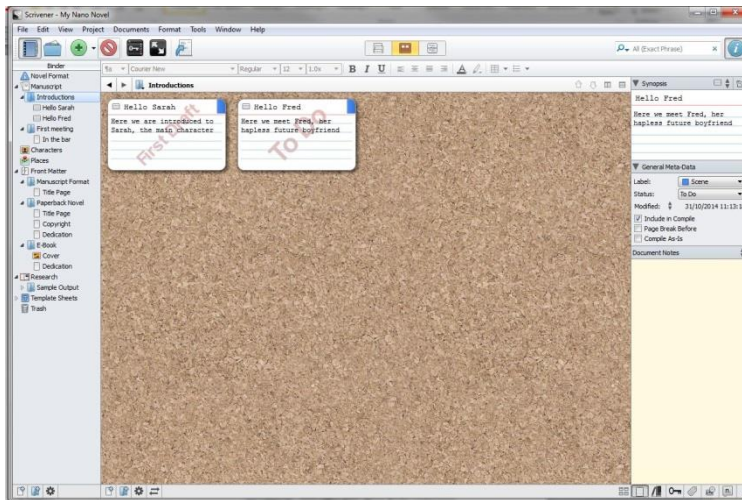
If you want to make fuller use of Scrivener, I suggest you start with the Inspector.

Click on **View/Layout/Inspector** to turn on the **Inspector** pane on the right. This gives you options to record information about each section.

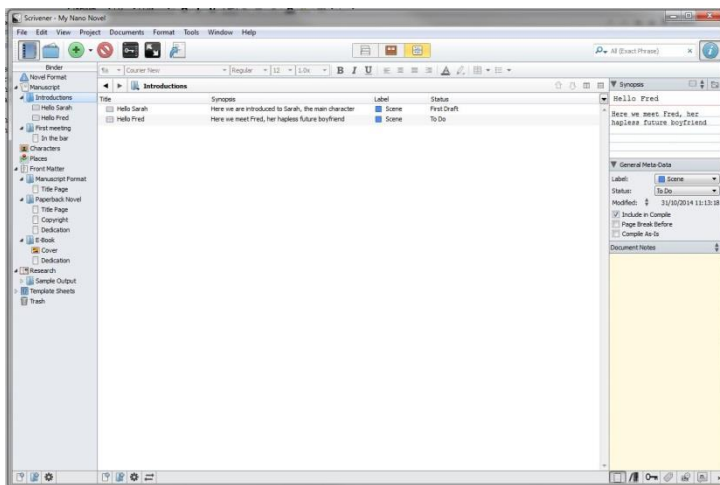


Here I have added a synopsis of the scene. There is meta data that you can play with, to label the type of document (scene, character notes, idea, notes), and a status you can set. You can use the ones already created, or you can create your own by using the Edit button at the bottom of the list of options.



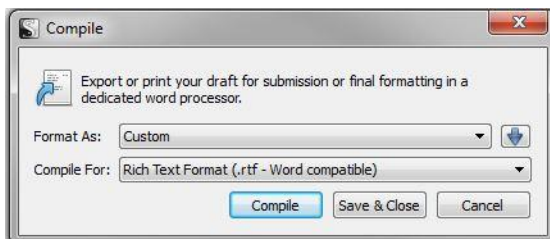


Click on a chapter folder and then **Corkboard** button on the top middle of the screen to see the synopsis cards. You can drag them around to change their order.



Or click on **Outline View** to see a different view of your structure. You might have to resize columns so that you can see all of them in the window.

Click back on an individual text file to continue working on that file.



It's a good idea to compile your project every so often to produce a backup version. Click the Compile button or choose Project/Compile. There are a variety of settings – I usually use these for backups. This produces a straightforward text document that can be read in most word processors.