

SCRIVENER FORMATTING

What to choose in the **Formatting**
pane to get the **Table of Contents**
and **Chapter Titles** you want

Scroll down to the images of the Table of Contents and Chapter Headings you like best and then see how to set up your Binder and what Formatting choices to make to achieve the same result.

If you want your Table of Contents to look like this

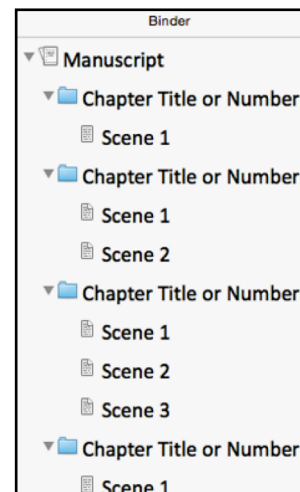
CONTENTS
Chapter One
Chapter Two
Chapter Three
Chapter Four
Chapter Five
Chapter Six
Chapter Seven
Chapter Eight

And your Chapters to look like this

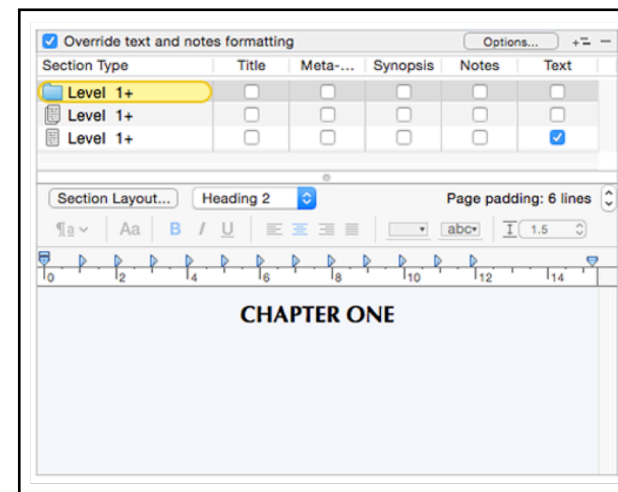
CHAPTER ONE

The high priest, Drogba, sat beside his meditation cave halfway up the mountain gazing disconsolately at his people as they went about their business in the valley far below. He had not jumped for a long time. Such a long time, in fact, that his body — which had not been that young when he got it — had reached an advanced stage of decrepitude. He wondered what would happen if he were still in it when it expired. Would he be reincarnated like everybody else, and not

Set your Binder up like this



And choose these Section Types in the Formatting tab of the Compile menu



If you want your Table of Contents to look like this

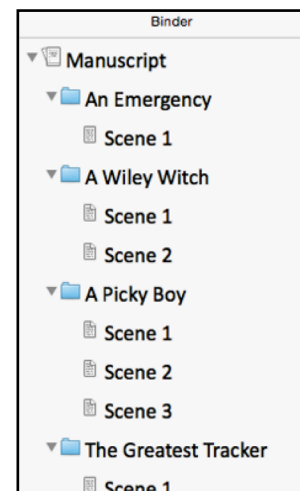
CONTENTS
Chapter One - An Emergency
Chapter Two - A Wiley Witch
Chapter Three - A Picky Boy
Chapter Four - The Greatest Tracker
Chapter Five - A Drowning Witch
Chapter Six - A Peculiar Forest
Chapter Seven - Begrudging Help
Chapter Eight - A Big Decision

And your Chapters to look like this

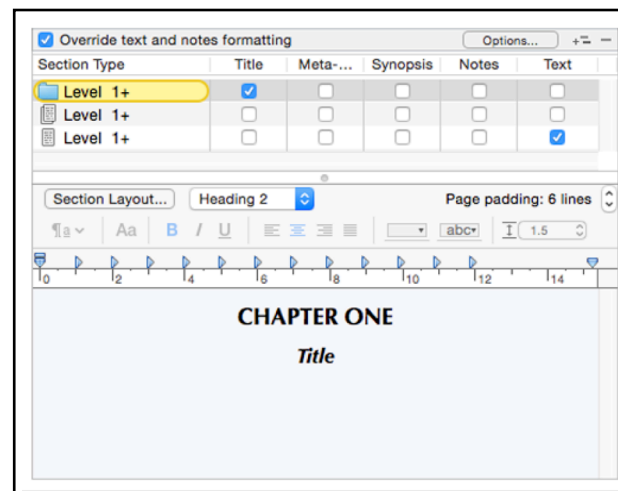
CHAPTER ONE
An Emergency

The high priest, Drogba, sat beside his meditation cave halfway up the mountain gazing disconsolately at his people as they went about their business in the valley far below. He had not jumped for a long time. Such a long time, in fact, that his body — which had not been that young when he got it — had reached an advanced stage of decrepitude. He wondered what would happen if he were still in it when it expired. Would he be reincarnated like everybody else, and not

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If you want your Table of Contents to look like this

CONTENTS

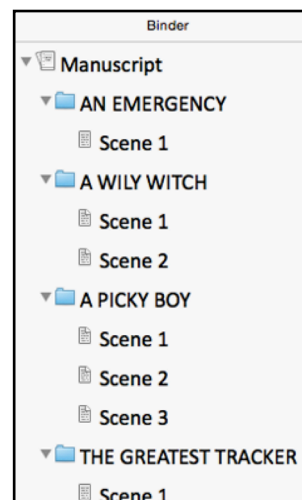
AN EMERGENCY
 A WILY WITCH
 A PICKY BOY
 THE GREATEST TRACKER
 A DROWNING WITCH
 A PECULIAR FOREST
 BEGRUDGING HELP
 A BIG DECISION

And your Chapters to look like this

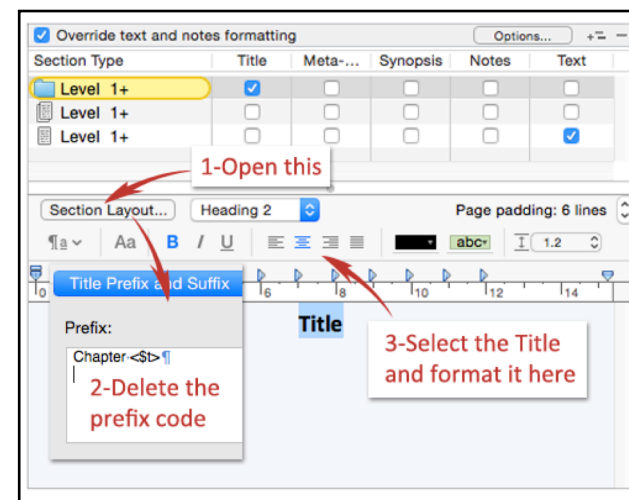
AN EMERGENCY

The high priest, Drogba, sat beside his meditation cave halfway up the mountain gazing disconsolately at his people as they went about their business in the valley far below. He had not jumped for a long time. Such a long time, in fact, that his body — which had not been that young when he got it — had reached an advanced stage of decrepitude. He wondered what would happen if he were still in it when it expired. Would he be reincarnated like everybody else, and not

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And choose these Section Types in the Formatting tab of the Compile menu



If you want your Table of Contents to look like this

CONTENTS

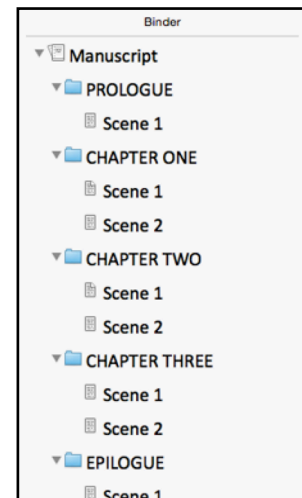
PROLOGUE
 CHAPTER ONE
 CHAPTER TWO
 CHAPTER THREE
 EPILOGUE

And your Chapters to look like this

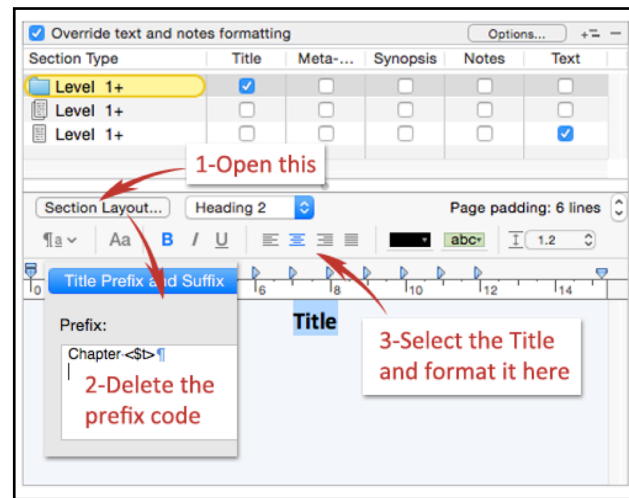
PROLOGUE

The high priest, Drogba, sat beside his meditation cave halfway up the mountain gazing disconsolately at his people as they went about their business in the valley far below. He had not jumped for a long time. Such a long time, in fact, that his body — which had not been that young when he got it — had reached an advanced stage of decrepitude. He wondered what would happen if he were still in it when it expired. Would he be reincarnated like everybody else, and not

Set your Binder up like this



And choose these Section Types in the Formatting tab of the Compile menu

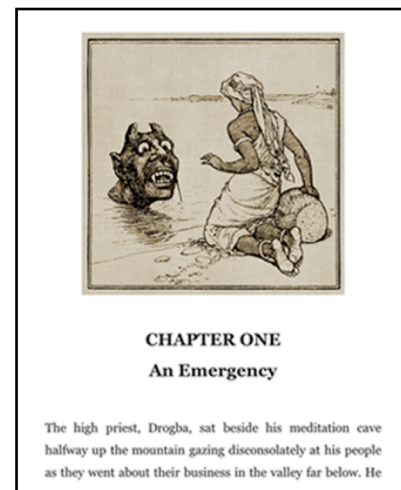


If you want your Table of Contents to look like this

CONTENTS

AN EMERGENCY
A WILY WITCH
A PICKY BOY
THE GREATEST TRACKER

And your Chapters to look like this



Follow steps 1,2 and 3 and your Binder needs to look like this:
N.B. My image was 800px x 800px

1-Create top level folders for each chapter and call them what you want them to be called in your TOC

2-Place your images inside the Editing window of each top level folder and center them

3-Drag each chapter folder including all its scene files into its corresponding top level folder

The high priest, Drogba, sat beside his meditation cave halfway up the mountain gazing disconsolately at his people as they went about their business in the valley far below. He had not jumped for a long time. Such a long time, in fact, that his body — w

Choose these Separator options

Text separator:
Single return
This separator will be inserted between adjacent text documents.

Folder separator:
Single return
This separator will be inserted between adjacent folders.

Folder and text separator:
Empty line
This separator will be inserted before text documents that follow folders.

Text and folder separator:
Section break
This separator will be inserted before folders that follow text documents.

Formatting step 1

1-Duplicate Level 1 by clicking on this

2-Place check in this box

3-Open this

4-Delete the prefix code

5-Select the text which represents your image and center it

6-Set the Page padding to your liking

Formatting step 2. Select these boxes

CHAPTER ONE
Title


If you want your Table of Contents to look like this



CONTENTS

- [TITLE PAGE](#)
- [CREATING PROMOTIONAL VIDEOS](#)
- [EQUIPMENT](#)
- [Cameras](#)
- [Lighting](#)
- [Microphones](#)
- [EDITING SOFTWARE](#)
- [Screenflow](#)
- [Camtasia](#)
- [UPLOADING TO YOUTUBE](#)
- [Uploading Your Video](#)
- [Search Engine Optimization](#)
- [ENDNOTES](#)

And your Chapters to look like this



CREATING PROMOTIONAL VIDEOS EQUIPMENT

Cameras:
Natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque cursus sed ante eget lacinia.

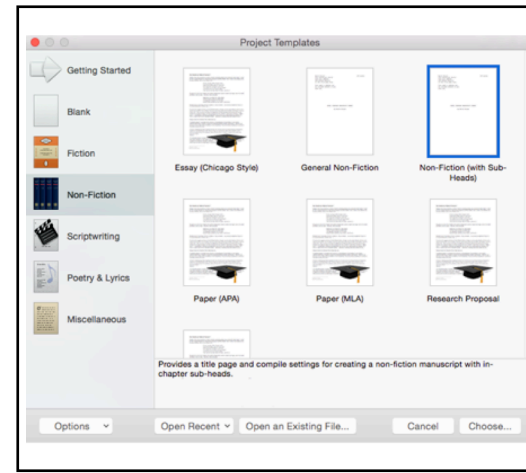
Tibulum quis augue tristique, fermentum tortor quis, convallis elit. Praesent orci sapien, hendrerit id dolor vel, scelerisque accumsan ipsum.

Lighting:
Mauris non suscipit nisl, sit amet fermentum lectus. Nunc consequat dui sem, et finibus massa mattis et. Pellentesque sit amet posuere elit.

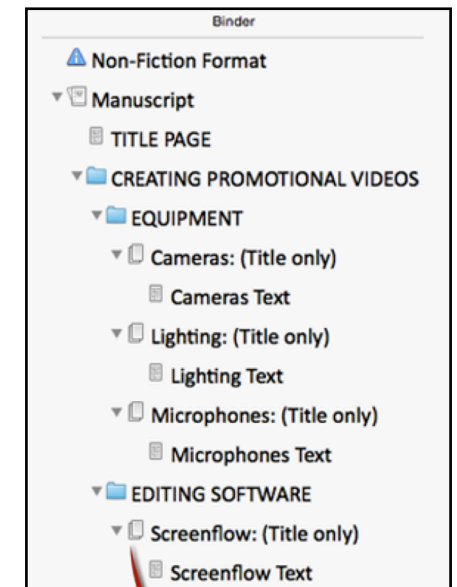
Amus laoreet erat at mollis bibendum. Aliquam varius tellus risus, nec placerat nulla sagittis ac. In felis enim, luctus nec libero nec, lacinia laoreet odio.

Microphones:
Vestibulum quis augue tristique, fermentum tortor quis, convallis elit. Praesent orci sapien, hendrerit id dolor vel, scelerisque accumsan ipsum. Vivamus vitae

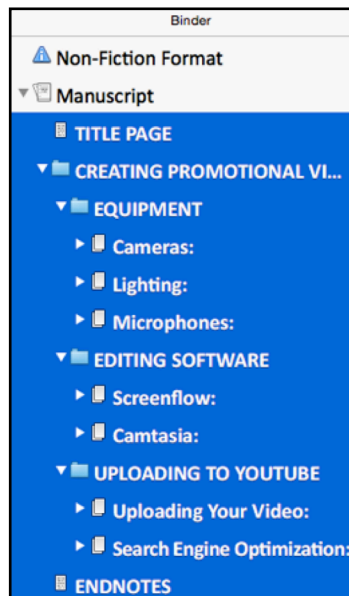
Start your project in the Non-Fiction (With Sub-Headings) template



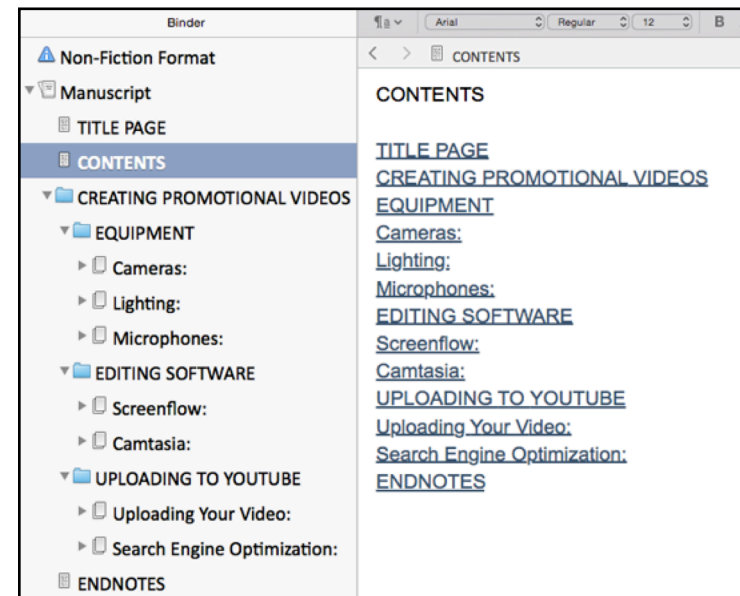
Set your Binder up like this:



Manually create a Table Of Contents. Close the text files nested inside your title files leaving open only the heading folders and files you wish to see included in the TOC display. Then go to Edit > Copy Special > Copy Documents as Scrivener Links.

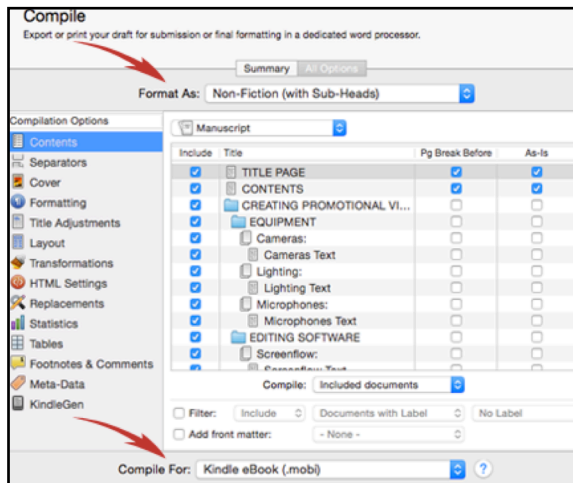


Create a new CONTENTS file in your Binder and place it directly below the TITLE PAGE. Paste your copied Scrivener Links into its Editor. Add the heading, CONTENTS, at the top in the Editor

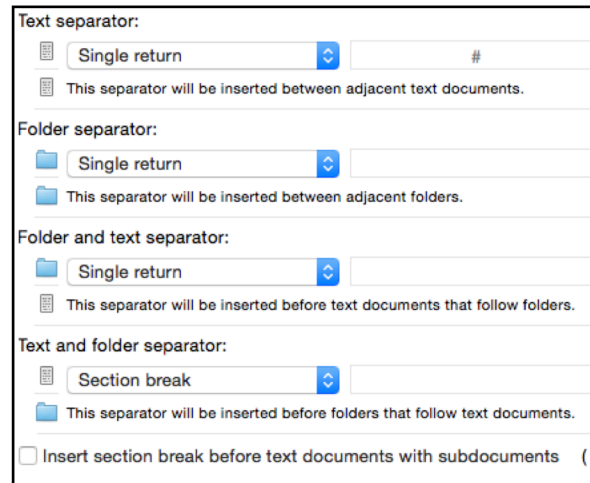


Note: I have created empty files to hold the titles of my subheadings, then created new files to hold the body text and nested them inside the subheading files

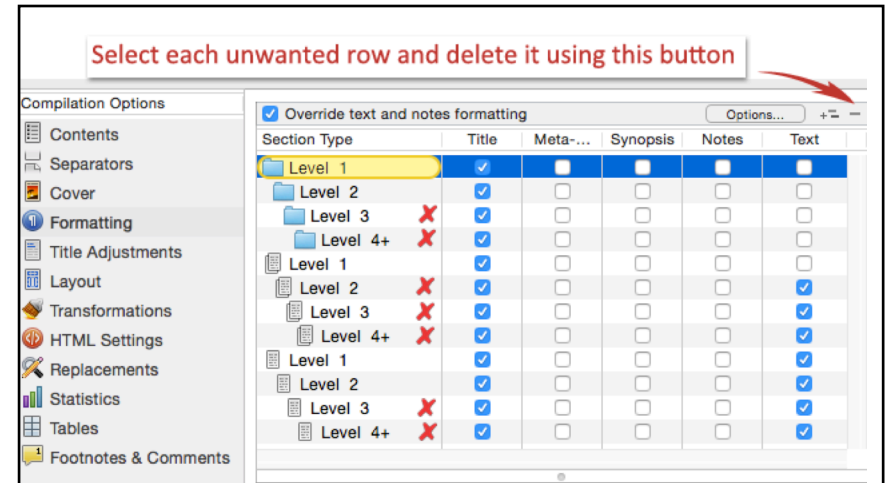
Format as Non-Fiction (with Sub-heads). Compile for Print or eBook



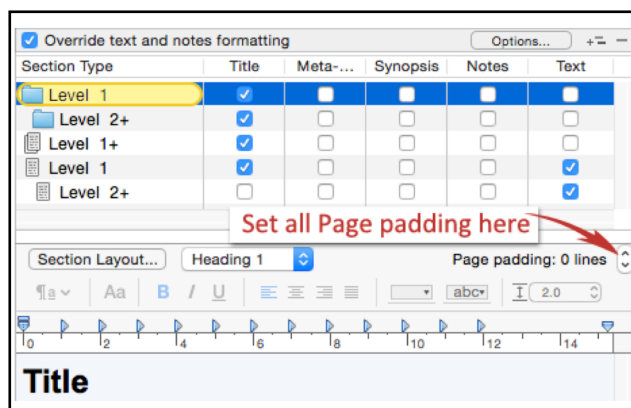
Use these Separator options



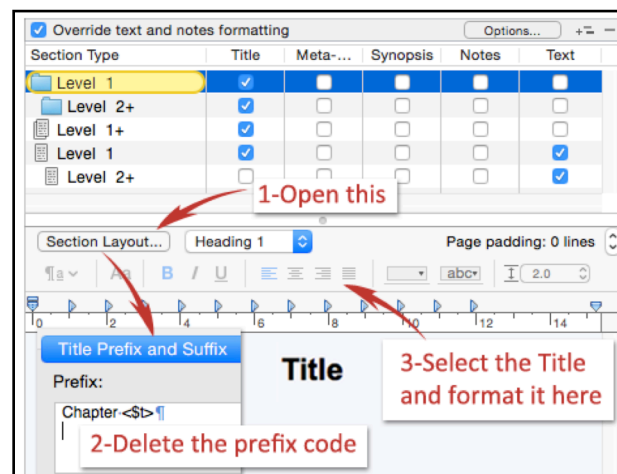
You will see multiple Levels of folders and files in the Section Type column.



Your Section Types should look like this: Format each row individually in the container below



For all Titles:



For all Text:

