# SCRIVENER FORMATTING

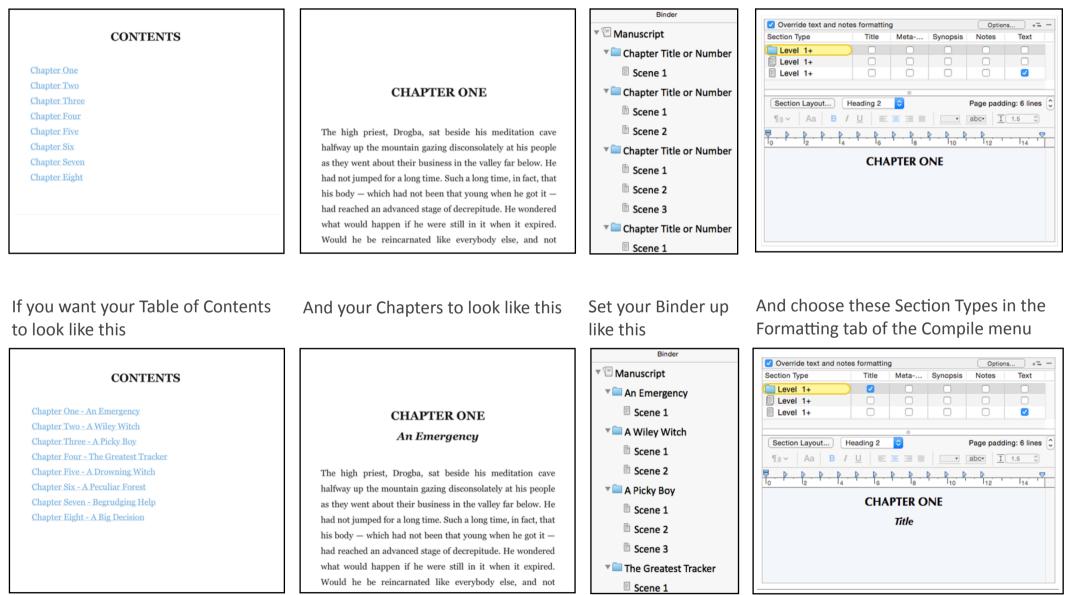
What to choose in the Formatting pane to get the Table of Contents and Chapter Titles you want

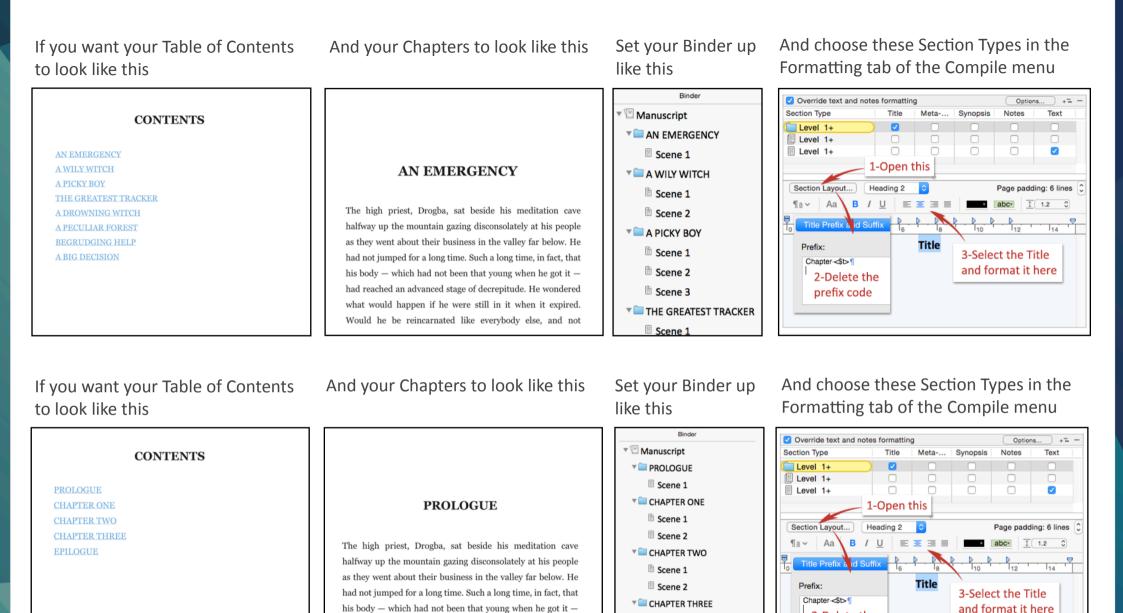
### Scroll down to the images of the Table of Contents and Chapter Headings you like best and then see how to set up your Binder and what Formatting choices to make to achieve the same result.

If you want your Table of Contents to look like this

And your Chapters to look like this

Set your Binder up like this And choose these Section Types in the Formatting tab of the Compile menu





#### Copyright: karen-prince.com

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

Scene 1

Scene 2

**T** EPILOGUE

Scene (

2-Delete the

prefix code

If you want your Table of Contents to look like this

And your Chapters to look like this

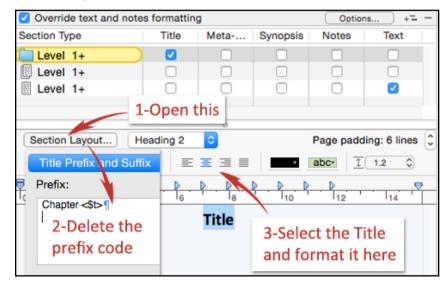
Set your Binder up like this. Then format your manuscript in the Editor and add chapter titles to the top of each first scene

		Binder		
CONTENTS		🔻 🖅 Manuscript	< 🔿 🕲 Manuscript (Composite) - Scene 1	
CONTINUES		T PROLOGUE	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	
PROLOGUE		🗏 Scene 1	An Emergency	
CHAPTER ONE	PROLOGUE	T CHAPTER ONE	<b>3</b> <i>7</i>	
CHAPTER TWO	An Emergency	🖹 Scene 1	The high priest, Drogba, sat beside his meditation cave halfway up the mountain gazing dis	
CHAPTER THREE	0	Scene 2	as they went about their business in the valley far below. He had not jumped for a long time	
EPILOGUE	The high priest, Drogba, sat beside his meditation cave	T CHAPTER TWO	that his body — which had not been that young when he got it — had reached an advance wondered what would happen if he were still in it when it expired. Would he be reincarnate	
	halfway up the mountain gazing disconsolately at his people	🖹 Scene 1	not remember his past lives? Or would he finally be gone? Judging by the dreadful wheezin	
	as they went about their business in the valley far below. He	Scene 2	chest, he suspected that if he procrastinated er meditated any longer he was about to f	
	had not jumped for a long time. Such a long time, in fact, that	T CHAPTER THREE		
	his body — which had not been that young when he got it —	🗏 Scene 1		
	had reached an advanced stage of decrepitude. He wondered	Scene 2		
	what would happen if he were still in it when it expired.	T EPILOGUE	A Wily Witch	
	Would he be reincarnated like everybody else, and not	🗉 Scene 1		
			The old witch poked a finger in her ear and wiggled it up and down, then cocked her head	

#### Open the Contents Pane in your Compilation Options menu and place a check inside the **As Is** column for each scene

Compilation Options	Manuscript 🗘				
Contents	Include	Title	Pg Break Before	As-Is	
🗄 Separators		-	rg break before	A3-13	
Cover		PROLOGUE			
Formatting		E Scene 1			
		Scene 1			
Layout		Scene 1			
Transformations					
HTML Settings		Scene 1			
K Replacements		Scene 2	0		
Statistics					
Tables		Scene 1	Ö		
		Scene 2	Ō		
Footnotes & Comments		EPILOGUE			

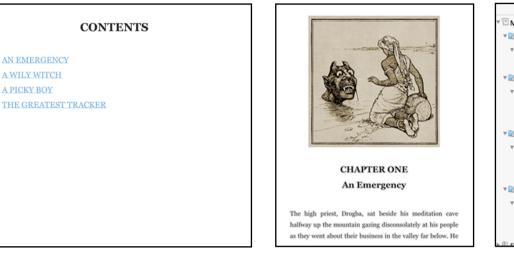
And choose these Section Types in the Formatting tab of the Compile menu



If you want your Table of Contents to look like this

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

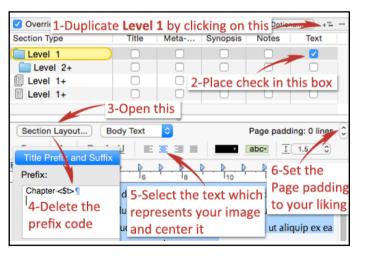




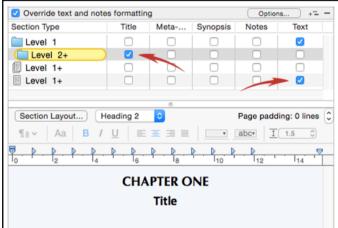
#### Choose these Separator options

	Single return
	This separator will be inserted between adjacent text documents.
lde	r separator:
	Single return
	This separator will be inserted between adjacent folders.
	r and text separator:
ide	and text separator.
	Empty line
	Empty line

#### Formatting step 1



#### Formatting step 2. Select these boxes



#### If you want your Table of Contents to look like this

CONTENTS

CREATING PROMOTIONAL VIDEOS Microphones Screenflow Uploading Your Video Search Engine Optimization ENDNOTES

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.

#### Binder A Non-Fiction Format Manuscript TITLE PAGE CREATING PROMOTIONAL VI... EQUIPMENT Cameras: Lighting: Microphones: EDITING SOFTWARE Screenflow: Camtasia: UPLOADING TO YOUTUBE Uploading Your Video: Search Engine Optimization:

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

And your Chapters to look like

Natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus, Lorem

ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque cursus sed ante eget

Tibulum quis augue tristique, fermentum tortor quis, convallis elit. Praesent orci

Amus laoreet erat at mollis bibendum. Aliquam varius tellus risus, nec placerat

Vestibulum quis augue tristique, fermentum tortor quis, convallis elit. Praesent

orci sapien, hendrerit id dolor vel, scelerisque accumsan ipsum. Vivamus vitae

nulla sagittis ac. In felis enim, luctus nec libero nec, lacinia laoreet odio.

CREATING PROMOTIONAL VIDEOS

sapien, hendrerit id dolor vel, scelerisque accumsan ipsum

finibus massa mattis et. Pellentesque sit amet posuere elit.

this

EOUIPMENT Cameras:

lacinia

Lighting:

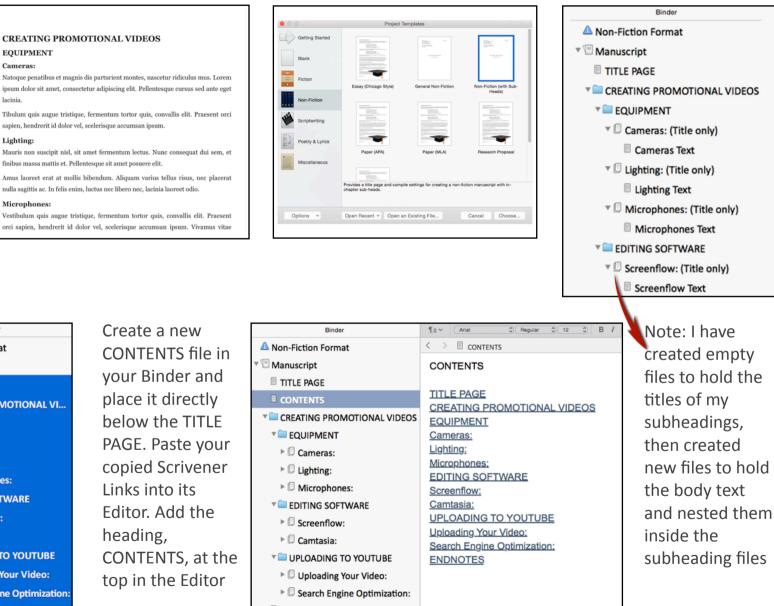
Microphones:

	Binder	¶a ∽ Arial 0 Regular 0 12 0 B /	N 🍆	
	A Non-Fiction Format	< > 🗵 contents		
	🔻 🖅 Manuscript	CONTENTS		
	🗏 TITLE PAGE		fi	
		TITLE PAGE		
	CREATING PROMOTIONAL VIDEOS	CREATING PROMOTIONAL VIDEOS EQUIPMENT	S	
	T i EQUIPMENT	Cameras:	t	
	Cameras:	Lighting:	ι	
	Lighting:	Microphones: EDITING SOFTWARE Screenflow:		
	Microphones:			
	🔻 🚞 EDITING SOFTWARE	Camtasia:		
	Screenflow:	UPLOADING TO YOUTUBE	a	
	Camtasia:	Uploading Your Video: Search Engine Optimization:	l ii	
2	T UPLOADING TO YOUTUBE	ENDNOTES	S	
	Uploading Your Video:			
	Search Engine Optimization:			

Start your project in the Non-Fiction

(With Sub-Headings) template

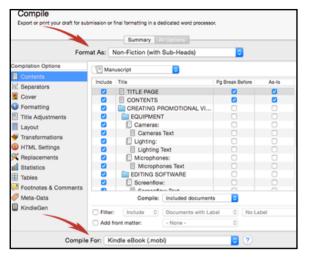
Set your Binder up like this:



#### Copyright: karen-prince.com

Continued on next page —

## Format as Non-Fiction (with Subheads). Compile for Print or eBook



Use these Separator options

This separator will be inserted between adjacent text documents.

This separator will be inserted before text documents that follow folders.

This separator will be inserted before folders that follow text documents.

Insert section break before text documents with subdocuments

This separator will be inserted between adjacent folders.

Text separator:

Folder separator:

Single return

Single return

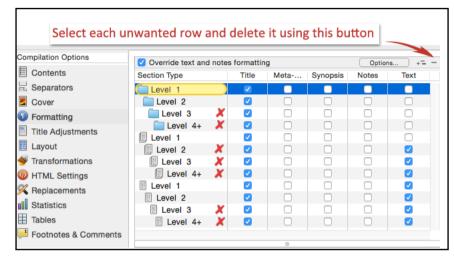
Folder and text separator:

Text and folder separator:

Section break

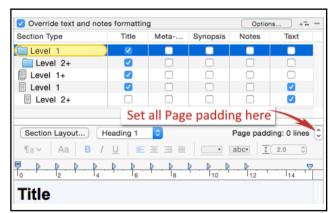
Single return

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

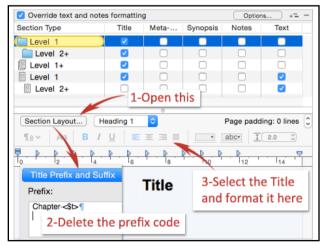


For all Text:

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



#### For all Titles:



#### Override text and notes formatting Options. += Line height multiple 1,0 C times Section Type Title Meta-... Text Synopsis Notes Exactly 0.0 C points Level 1 $\checkmark$ Level 2+ < Inter-line Level 1+ ~ Level 1 after 6,0 C points Level 2+ 1-Remove paragraph indent Page padding: 0 lines 4-Add about Î 1.0 abcr \* 6 points after Paragraph Main text. Lorem ipsum dolor sit amet, consectetur adir 2-Open this eiusmod tempor incididunt ut labore et dolore magna alue veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat 1.5 Duis aute irure dolor in reprehenderit in vo 3-Choose Other ore-eu 2.0 fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in ca Other. qui officia deserunt mollit anim id est laborum.