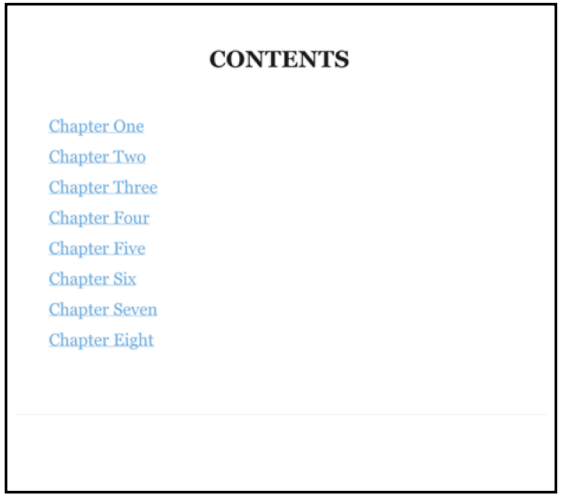
SCRIVENER FORMATTING

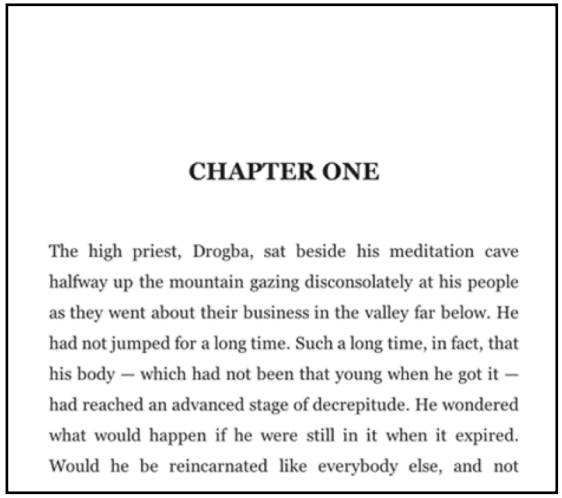
What to choose in the Formatting pane to get the Table of Contents and Chapter Titles you want

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.

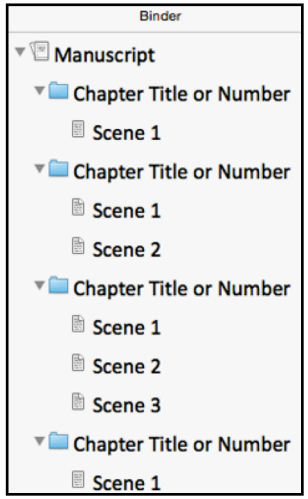
If you want your Table of Contents to look like this



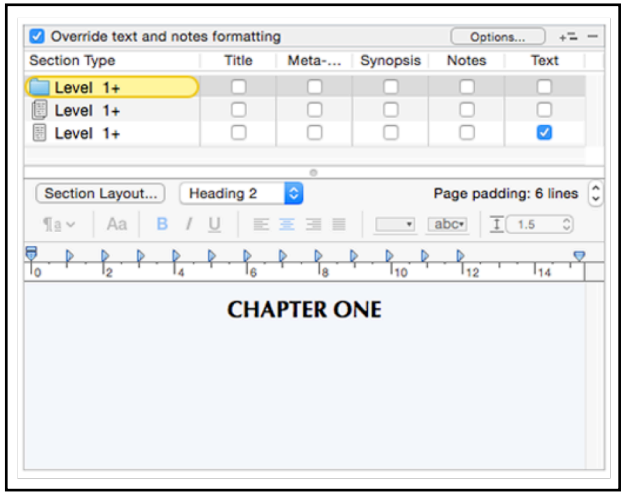
And your Chapters to look like this



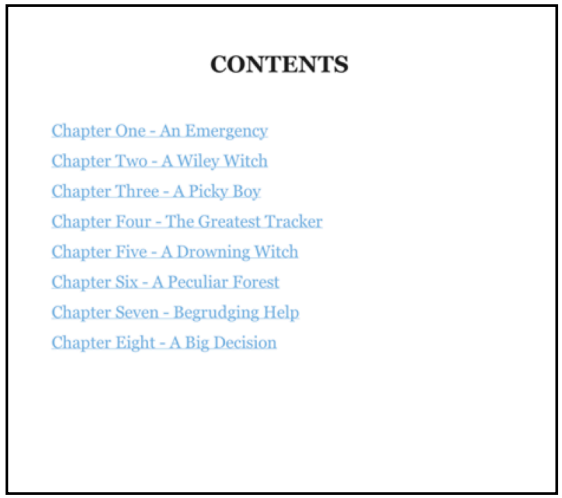
Set your Binder up like this



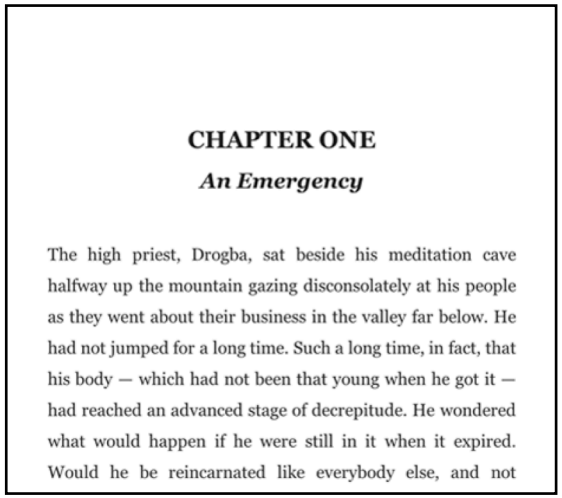
And choose these Section Types in the Formatting tab of the Compile menu



If you want your Table of Contents to look like this



And your Chapters to look like this



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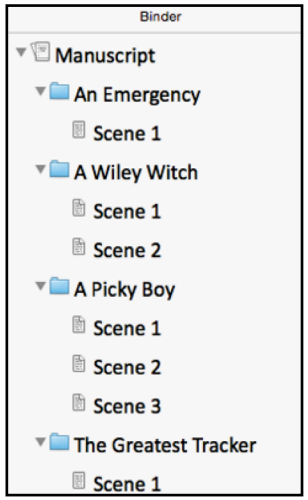

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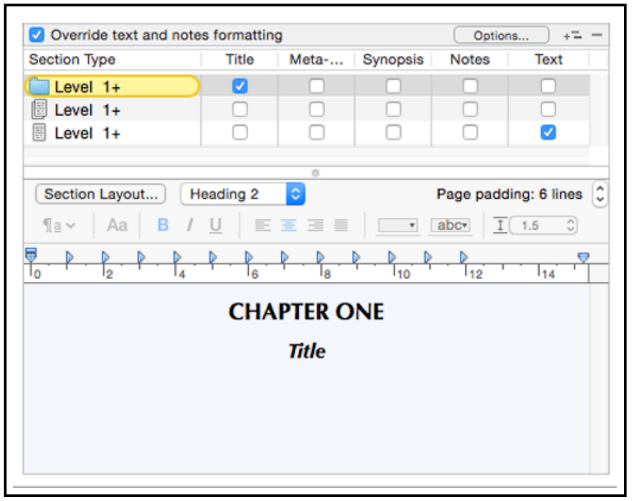

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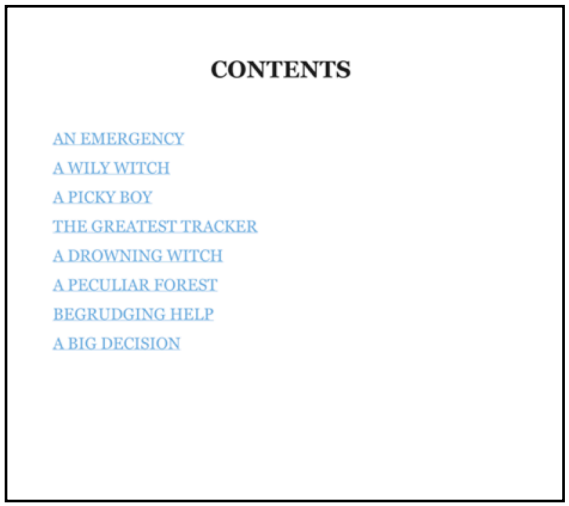
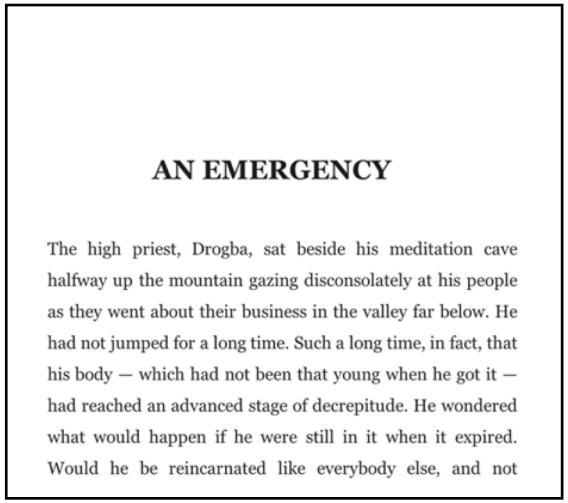
If you want your Table of Contents to look like this



And your Chapters to look like this



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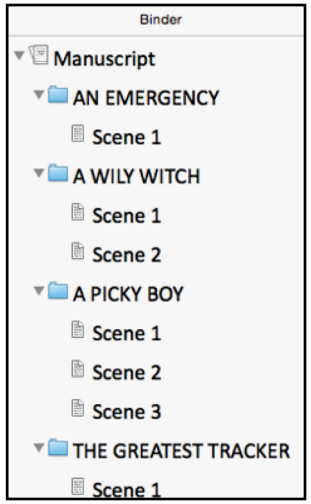

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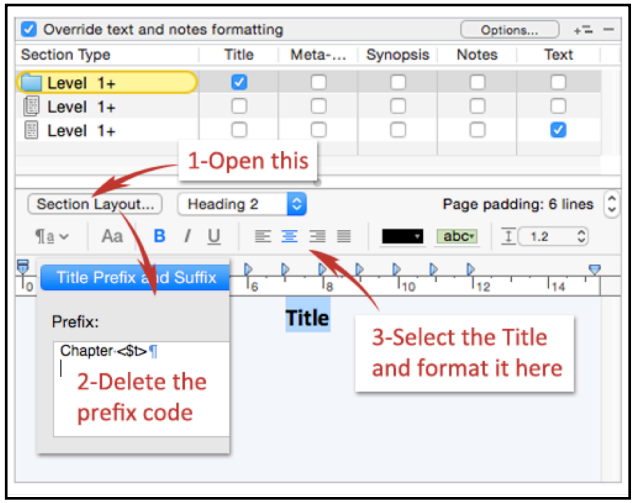
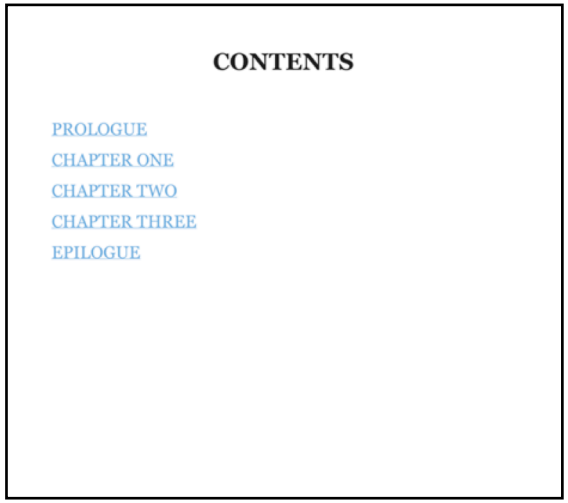
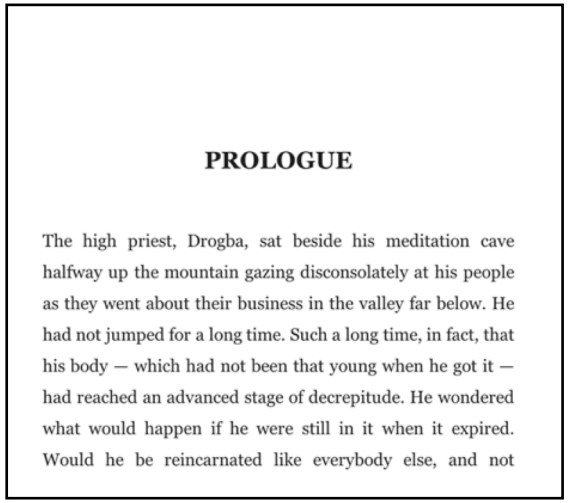


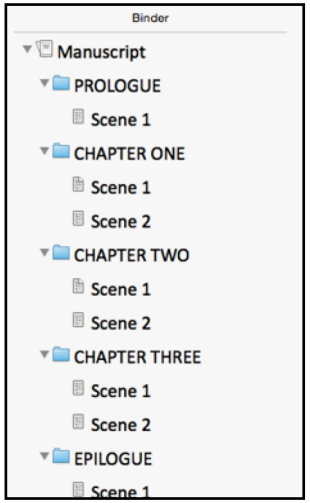
If you want your Table of Contents to look like this



And your Chapters to look like this



Set your Binder up like this



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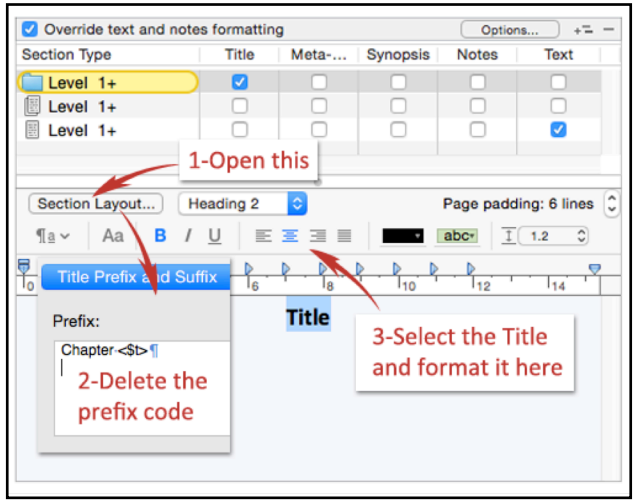

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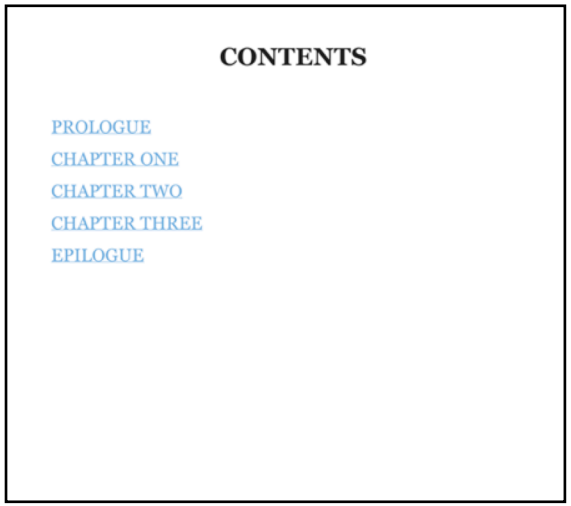
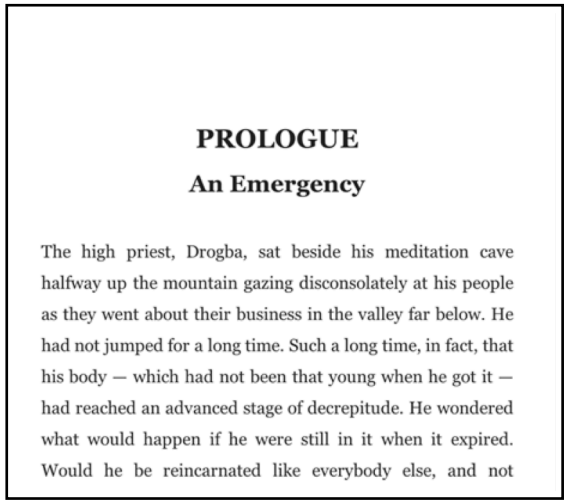
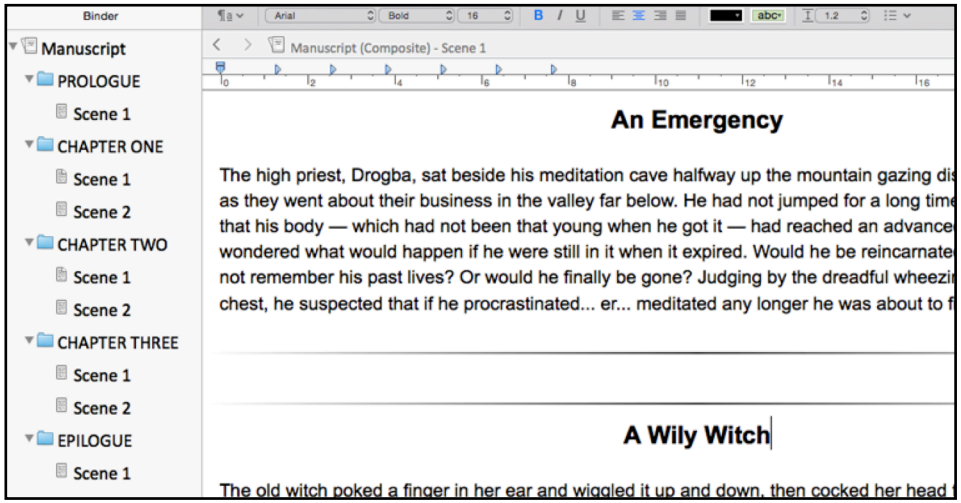


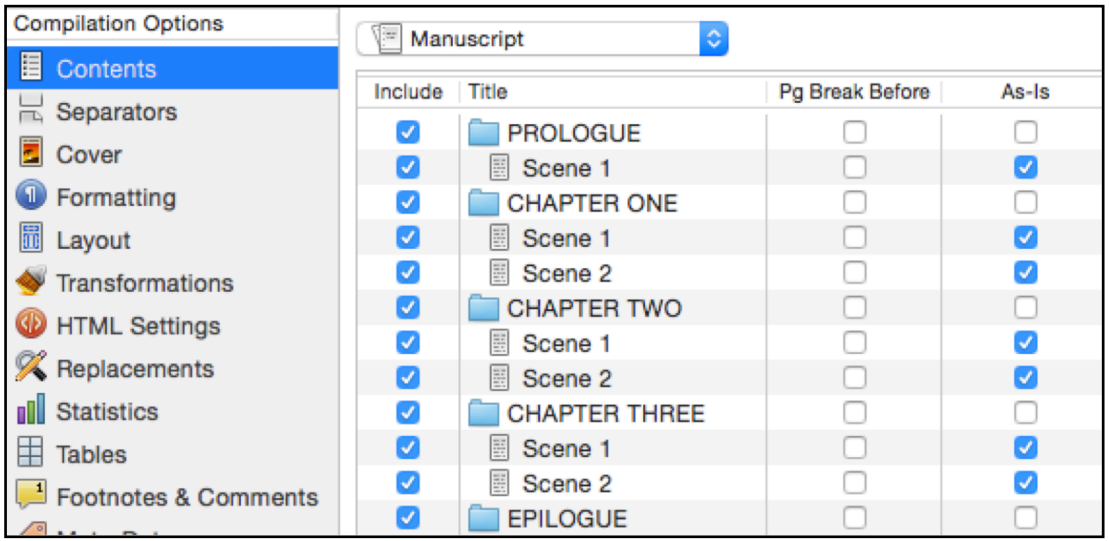
And your Chapters to look like this



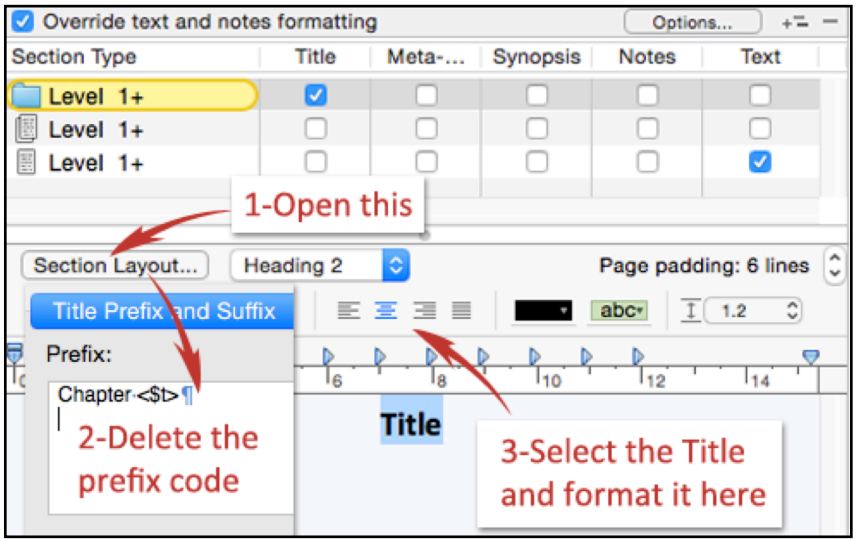
Set your Binder up like this. Then format your manuscript in the Editor and add chapter titles to the top of each first scene



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



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



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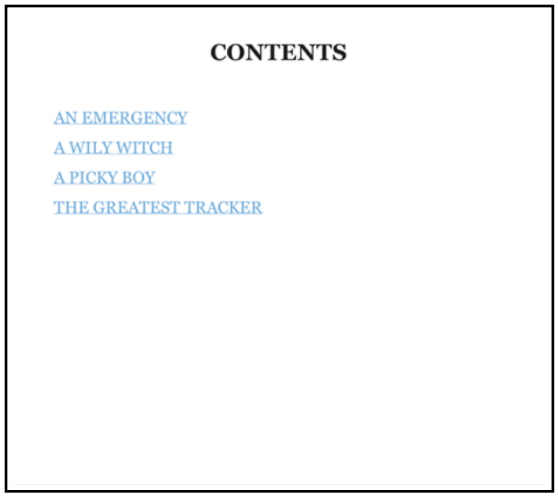
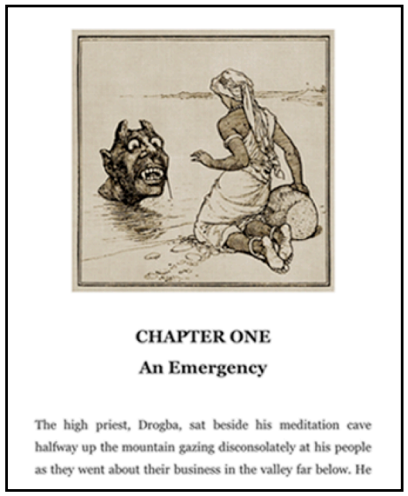
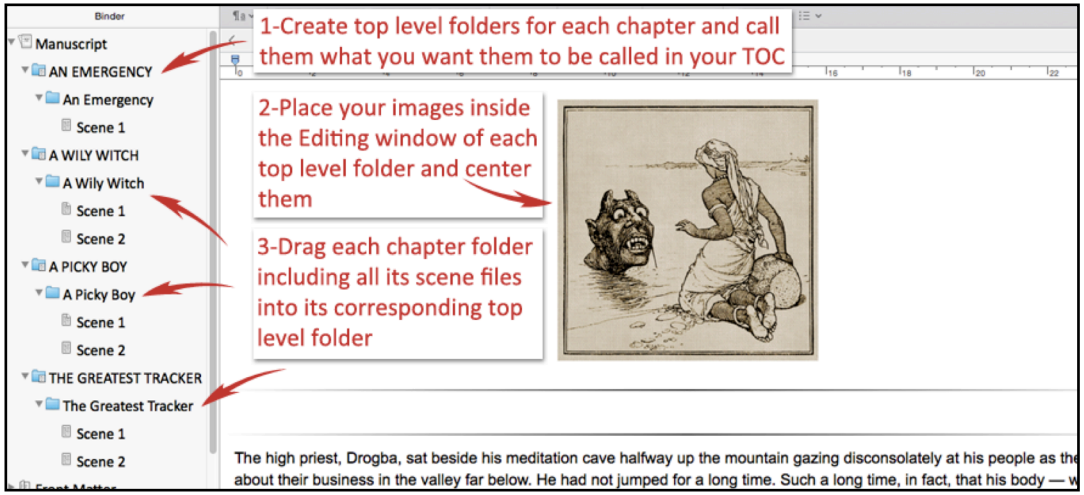
If you want your Table of Contents to look like this



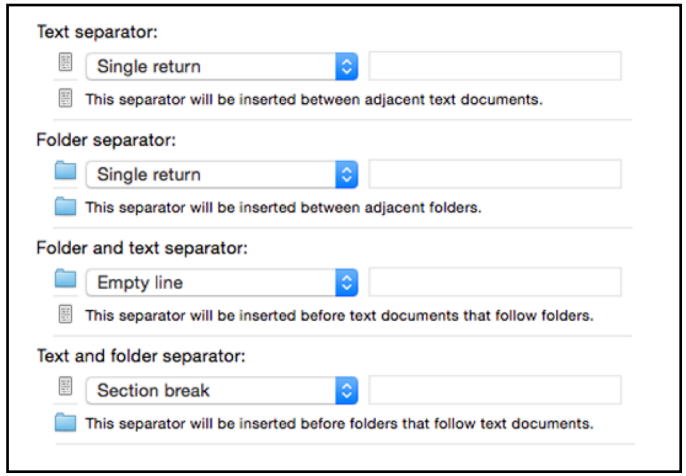
And your Chapters to look like this



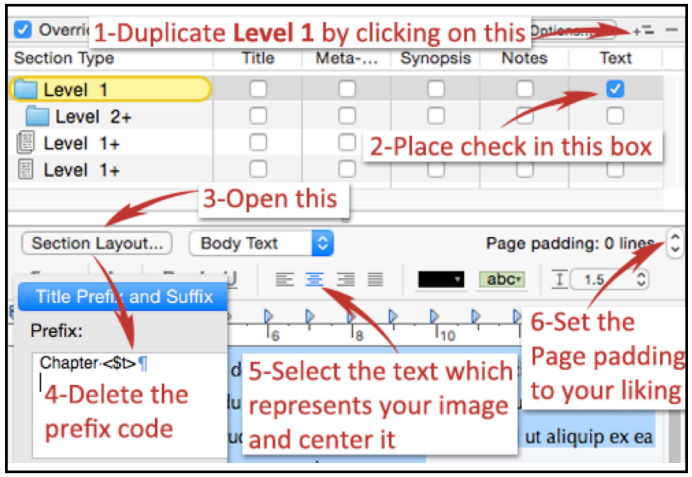
Follow steps 1,2 and 3 and your Binder needs to look like this:
N.B. My image was 800px x 800px



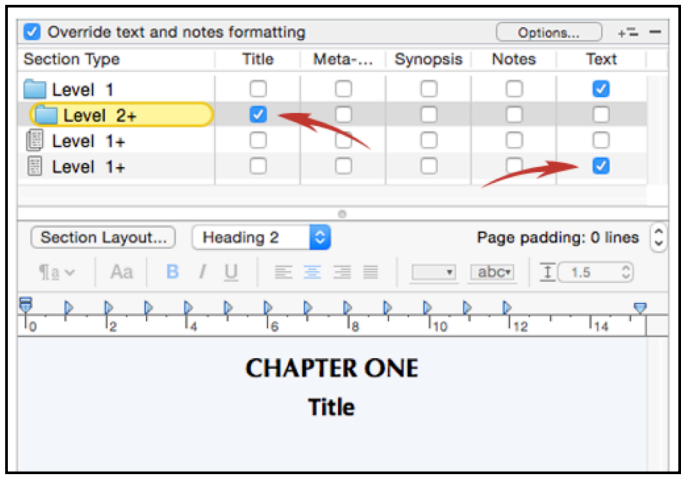
Choose these Separator options



Formatting step 1



Formatting step 2. Select these boxes



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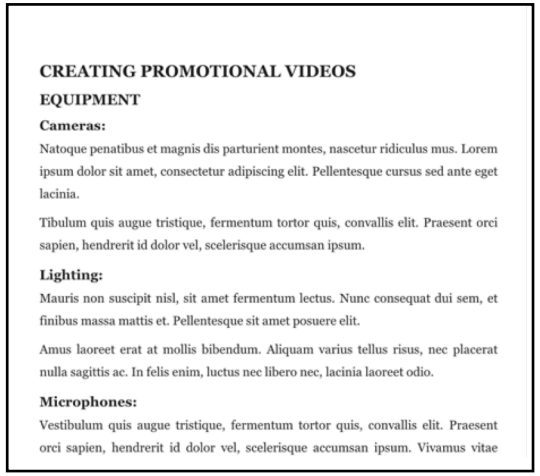
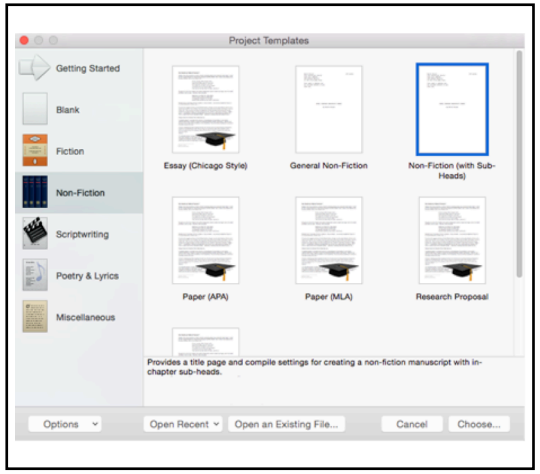
If you want your Table of Contents to look like this

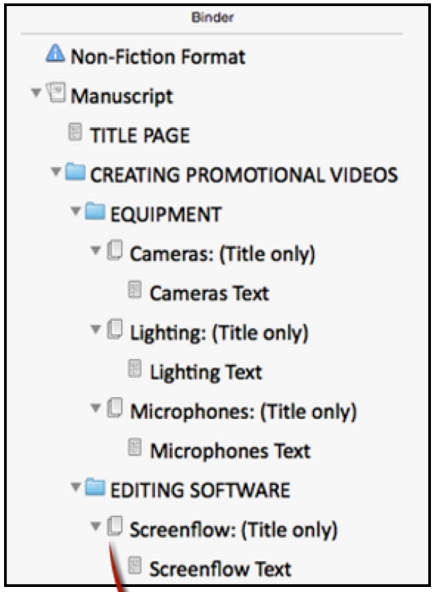
And your Chapters to look like this



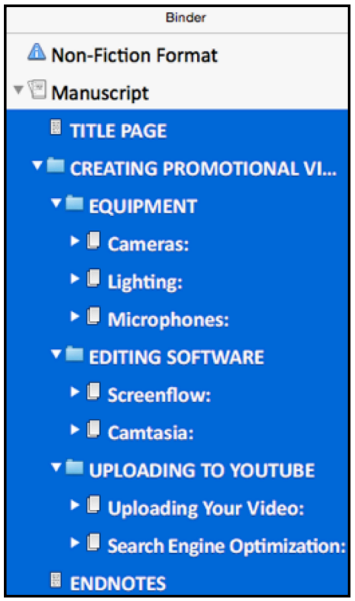
Start your project in the Non-Fiction (With Sub-Headings) template



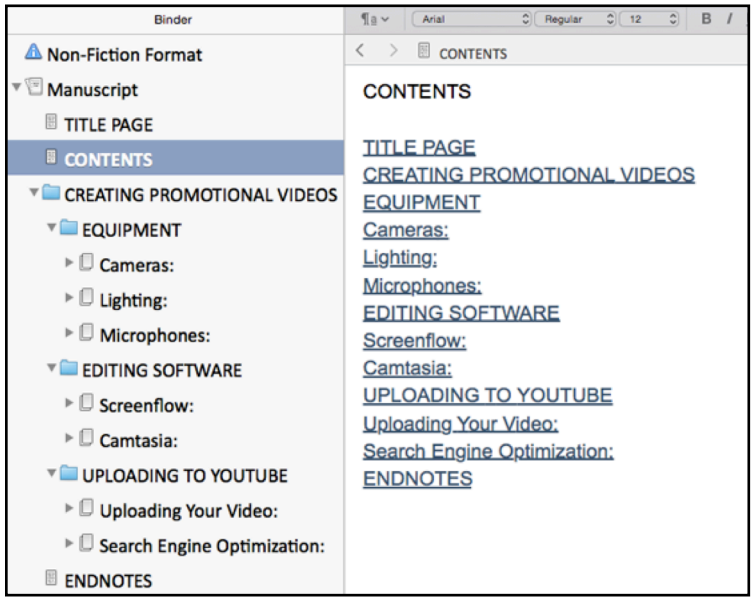
Set your Binder up like this:



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

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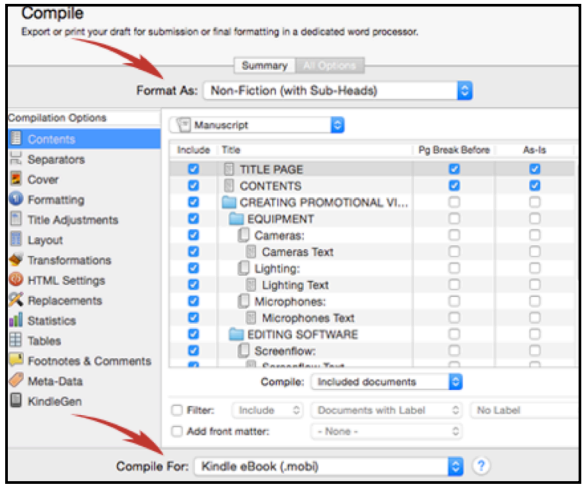
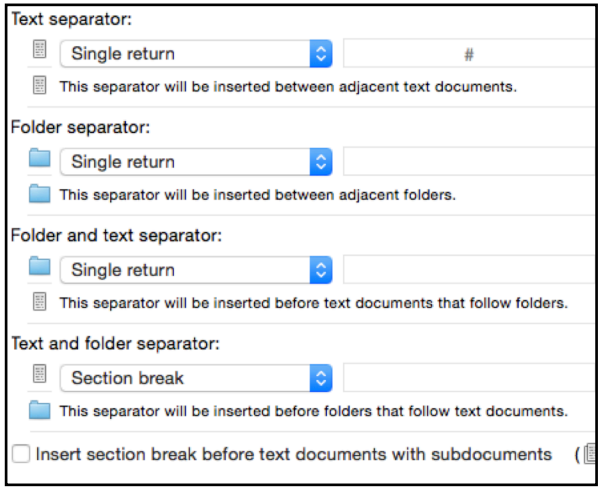
Continued on next page —

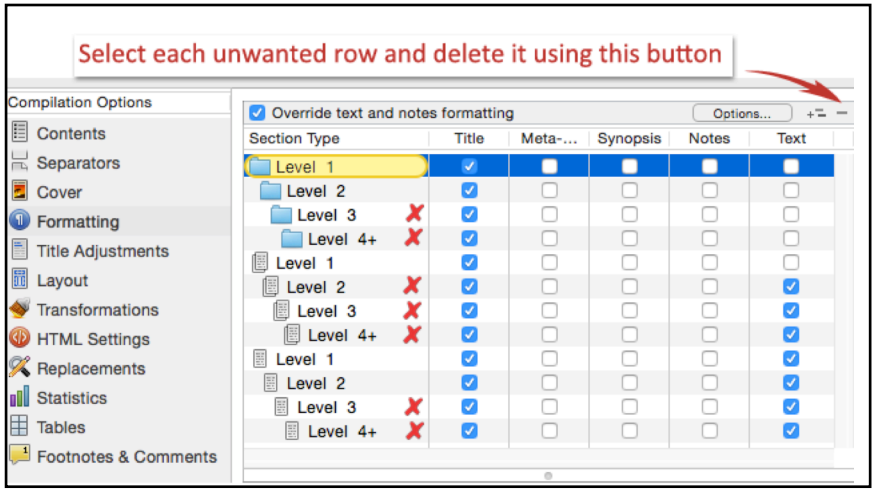
Format as Non-Fiction (with Sub-heads). Compile for Print or eBook



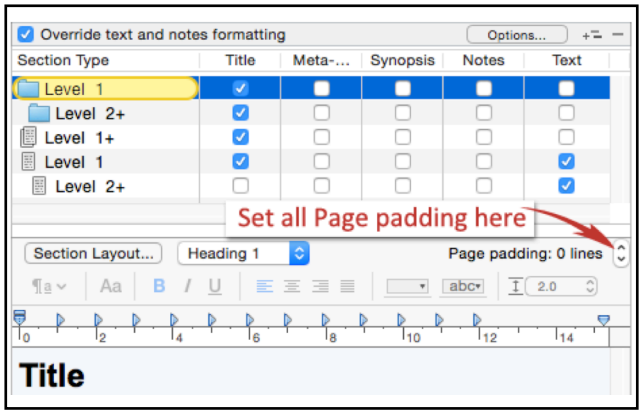
Use these Separator options



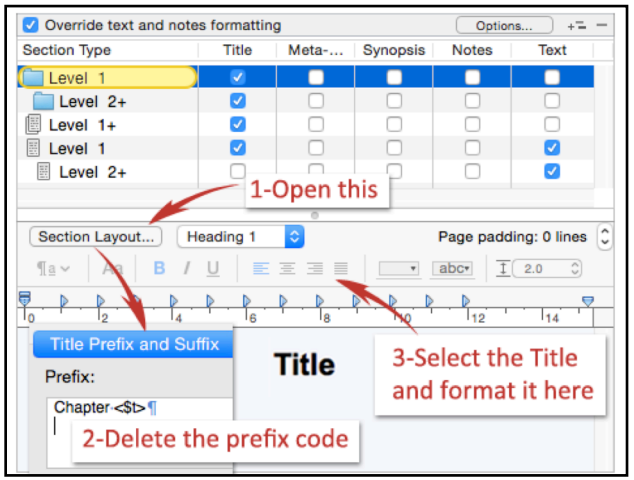
You will see multiple Levels of folders and files in the Section Type column.



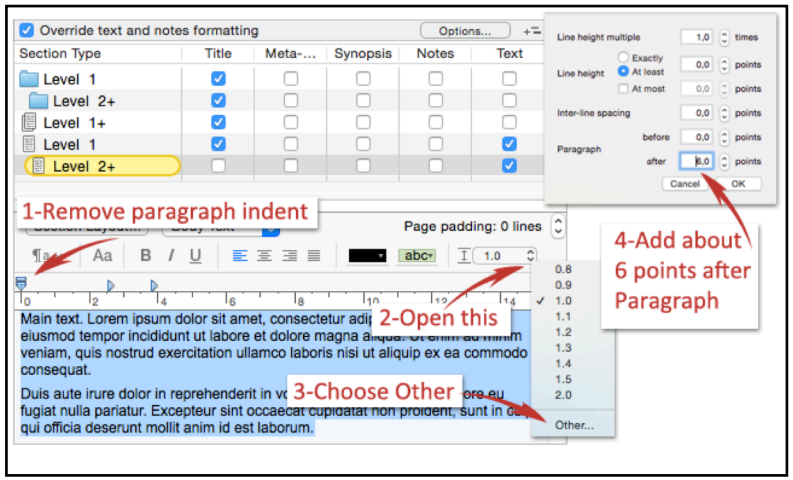
Your Section Types should look like this: Format each row individually in the container below



For all Titles:



For all Text:



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