

Storytelling With Scrivener

Lesson: Creating a Table Of Contents

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Do you want to add a Table of Contents to your project's Front Matter? Doing so doesn't have to be tedious in the slightest. In fact, the whole process is rather simple! Scrivener automatically creates a Table of Contents of sorts for all ebook compiles, as eBooks don't have established page numbers. Instead, the included Table Of Contents contains clickable links that open up that chapter or scene in the ebook.

But if you'd like to add a Table of Contents to a different type of compile that utilizes set page numbers, let's break down the process today. Just one thing to note before we begin: I would not recommend creating your Table of Contents until you're ready to compile your project. Doing so beforehand, then making changes to your manuscript, can create errors concerning your Table of Contents when you compile. So make sure your work is all done and ready to export before you create this Table of Contents. Now, with that said, let's get started.

Firstly, head down into the Front Matter folder in your Binder. (Make sure to check out the Front & Back Matter lesson in this section of our course if you're not sure what your Front Matter folder is). Then, create a new document in your Front Matter folder of choice and title it Table Of Contents. Then, head back up to the Manuscript folder in your Binder.

Take a moment now to ensure that all of the documents or folders you plan to include in your Table of Contents are titled appropriately. The exact title of your folder or document is what will appear as its name in your Table of Contents.

With that done, begin selecting any and all of the folders or documents that you would like to include in your Table of Contents. You can select multiple individual documents by holding down the Command key on Mac — or I believe it's the control key on PC. Keep in mind that selecting a folder will not, in this case, also select the documents contained within that folder. If you want both your folder and its documents to appear in your Table of Contents, select them all individually. If you want just your folder or just its documents to appear in your Table of Contents, do likewise.

With your preferred documents and folders selected, simply head up to the Edit tab in your top navigation, scroll down to the "Copy Special" menu, and select "Copy Documents as ToC", which, of course, stands for Table of Contents. Then, select the Table of Contents document you created in your Binder, place your cursor in the Editor, and select Edit > Paste. And there you have it; your very own Table Of Contents!

You'll notice that the page count is contained as a placeholder here on the right. When you compile your project, Scrivener will automatically calculate the page length of your compiled document and insert the appropriate page counts in their respective placeholders.

You can now style your Table Of Contents as you please. Generally, I prefer to add a Table Of Contents header, which I center, as well as a few line breaks. Beyond that, I like to keep things simple. If you're feeling brave, however, don't hesitate to play around with your formatting and styling. As for ensuring your Table Of Contents is included in your compiled project, well... Stay tuned for a few more lessons in this section of our course.