



Scrivener: Dividing text into word balloons

I wrote a rough draft of a set of dialogue from different speakers in a single document. My goal is to divide this single document into a set of word balloons so they will be moveable in the binder.

One issue with using a program as powerful as Scrivener is that there can be several different approaches to accomplish the same goal. This is just *one* way to accomplish this goal. Most others would involve copy and paste and those are a perfectly legitimate approaches. As you get more comfortable with Scrivener, you'll discover ways that work for you.

This walk-through assumes you are using the GT Comic Book Template available at <https://tjosvold.substack.com/p/scrivener-01-installing-my-comic>.

30 Steps

Created by

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Creation Date

February 4, 2023

Last Updated

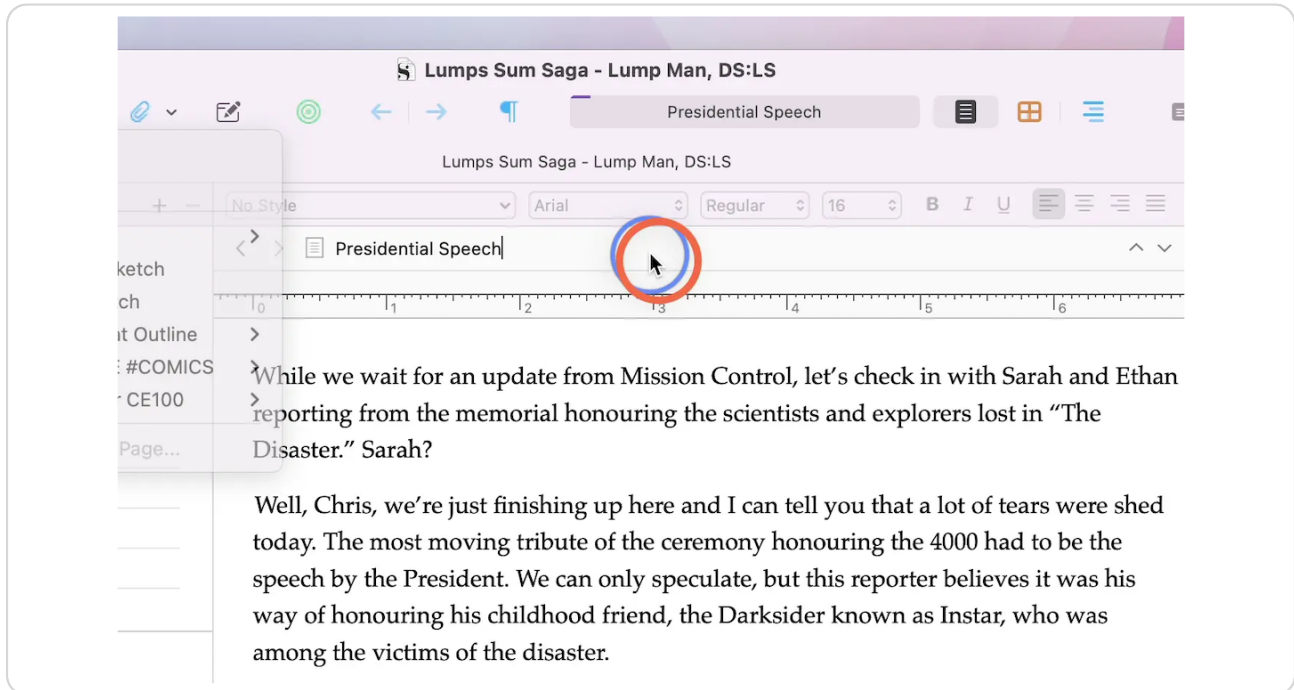
February 6, 2023



STEP 1

Goal: Set a default.

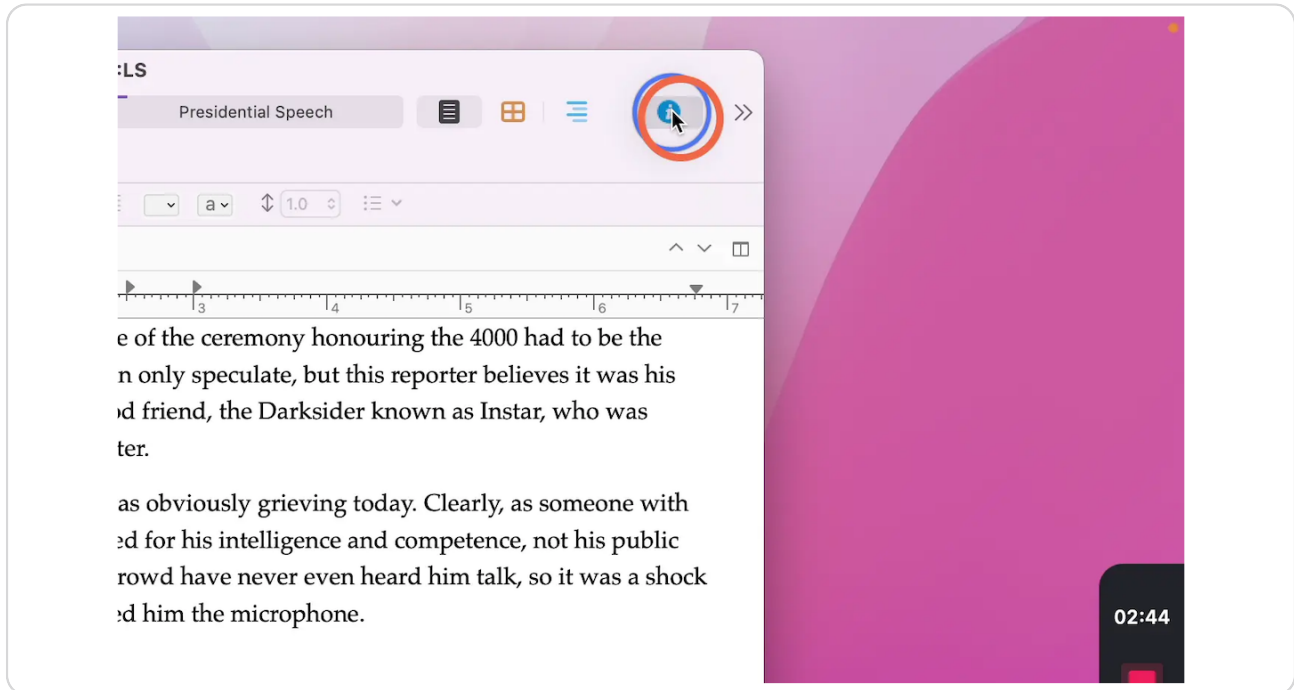
When you split one document into multiple documents, each new document will share attributes of the original document. For example, if we split this document as-is, each new document will be titled Presidential Speech-##.



STEP 2

Inspect the metadata of your default. If necessary, open the inspector

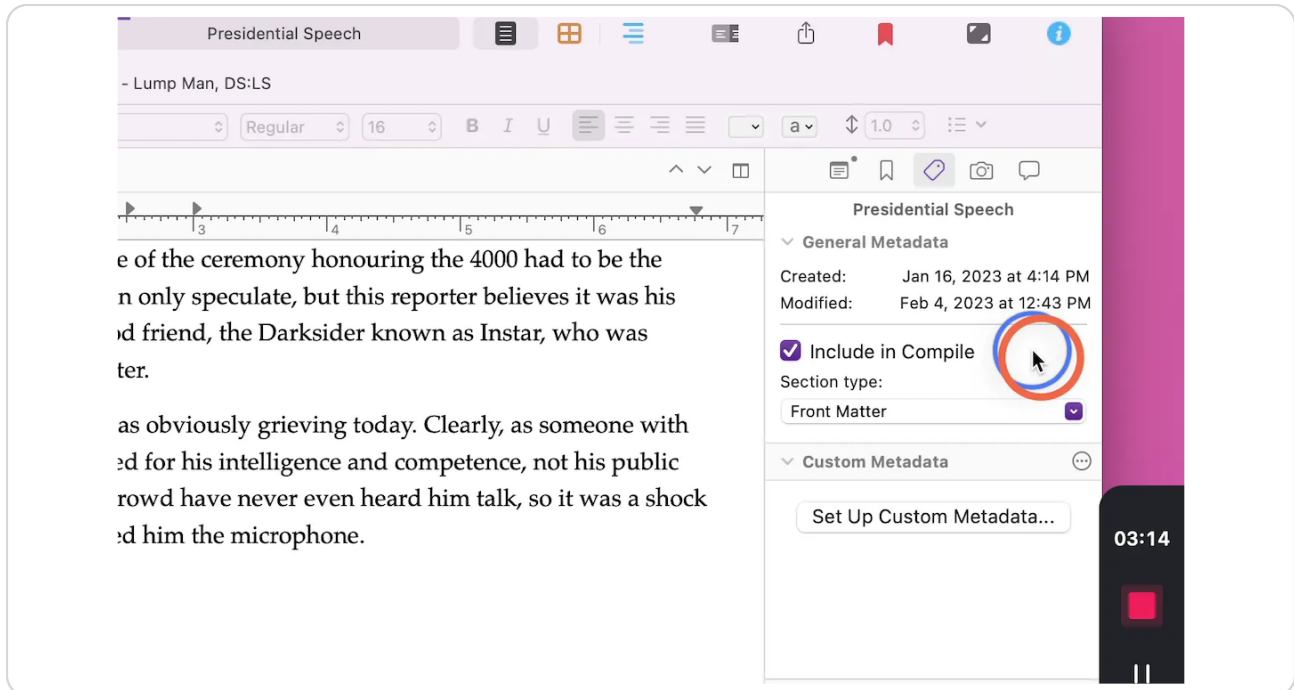
To see the metadata of the source document we are chopping up, you need to make sure the inspector is open. If it is not, click on the blue-circle-i in the tool bar, or use option-control-i, or select view->show inspector from the menu.



STEP 3

Optional: Set important metadata you want to be included in the new split documents.

If "Include in Compile" is set, the new documents will be included in the final script by default. Note that all of the options can be set later if you forget something. It is just easier to set a default at this stage.



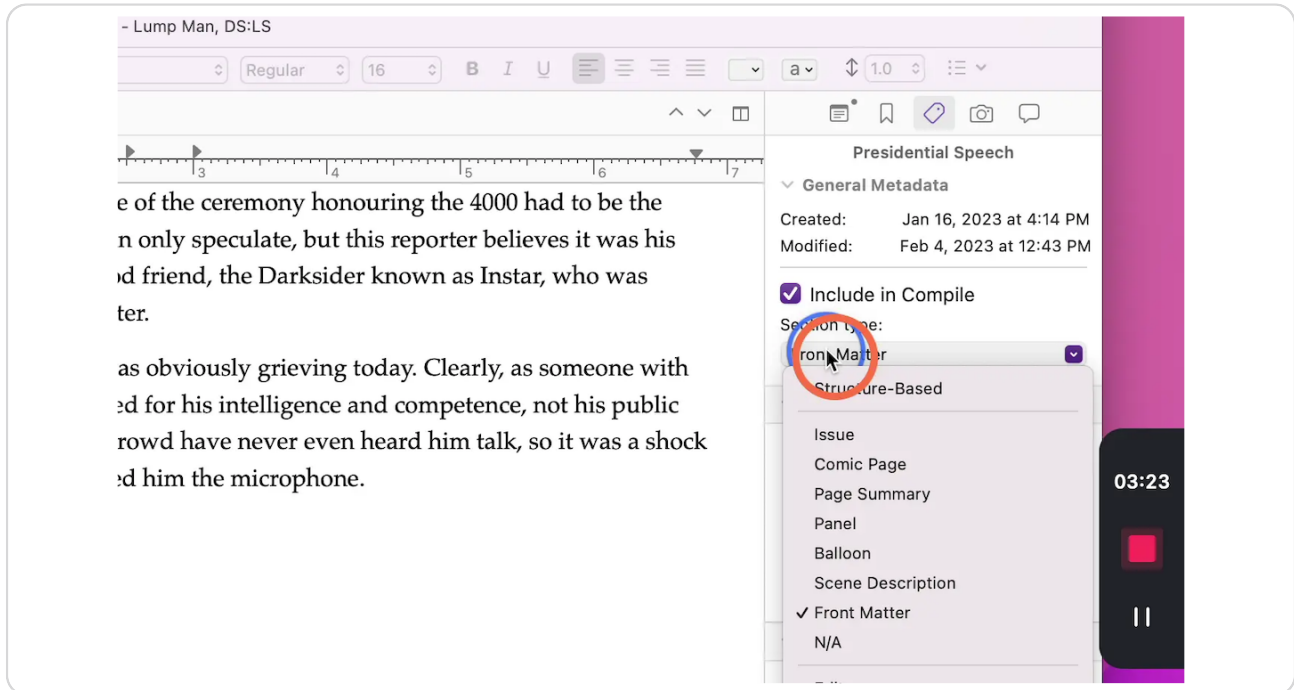
The screenshot shows a document editor interface. The document title is "Presidential Speech". The text in the document is partially visible, showing a paragraph about a ceremony and another paragraph about a reporter's belief. The right-hand side of the interface displays a metadata panel for the document. The "General Metadata" section is expanded, showing "Created: Jan 16, 2023 at 4:14 PM" and "Modified: Feb 4, 2023 at 12:43 PM". The "Include in Compile" checkbox is checked and highlighted with a red circle. The "Section type" is set to "Front Matter". The "Custom Metadata" section is also visible, with a "Set Up Custom Metadata..." button. A red square icon and the time "03:14" are visible in the bottom right corner of the interface.



STEP 4

Set the section type from the pull-down menu.

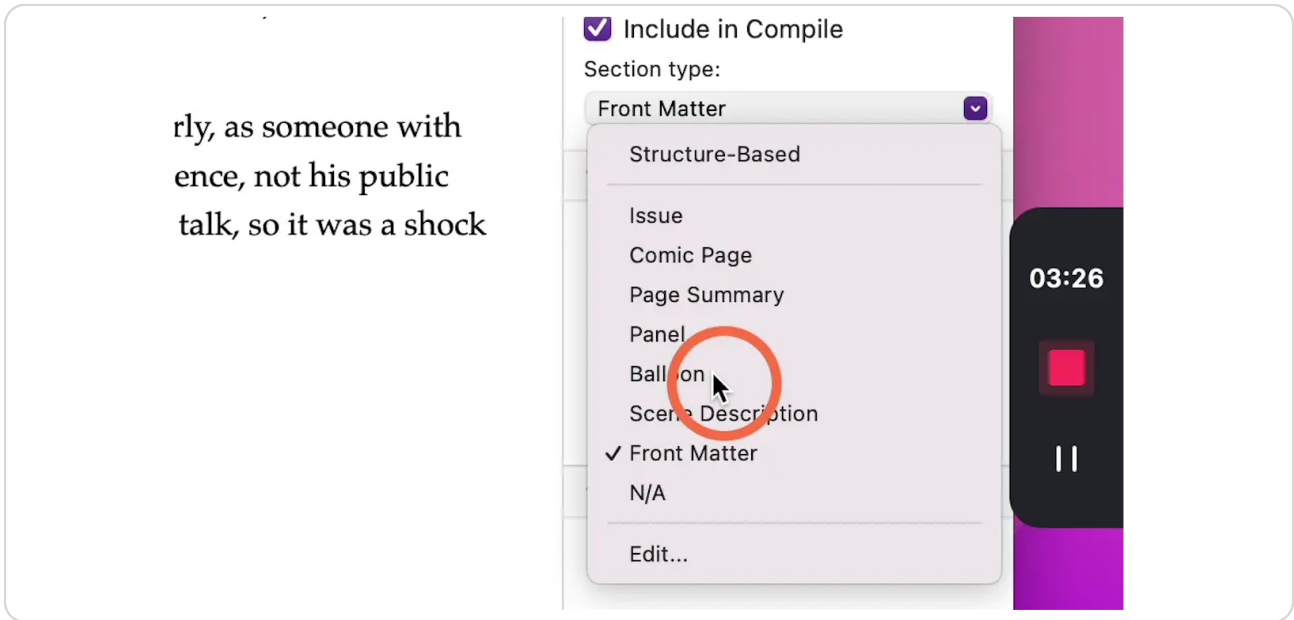
If you started a new document to type your draft, it is possible that the section type will be incorrect. This will affect how the script compiles as each section type formats differently when compiling a script. Click on the section type pull-down menu...



STEP 5

... and select the appropriate section type.

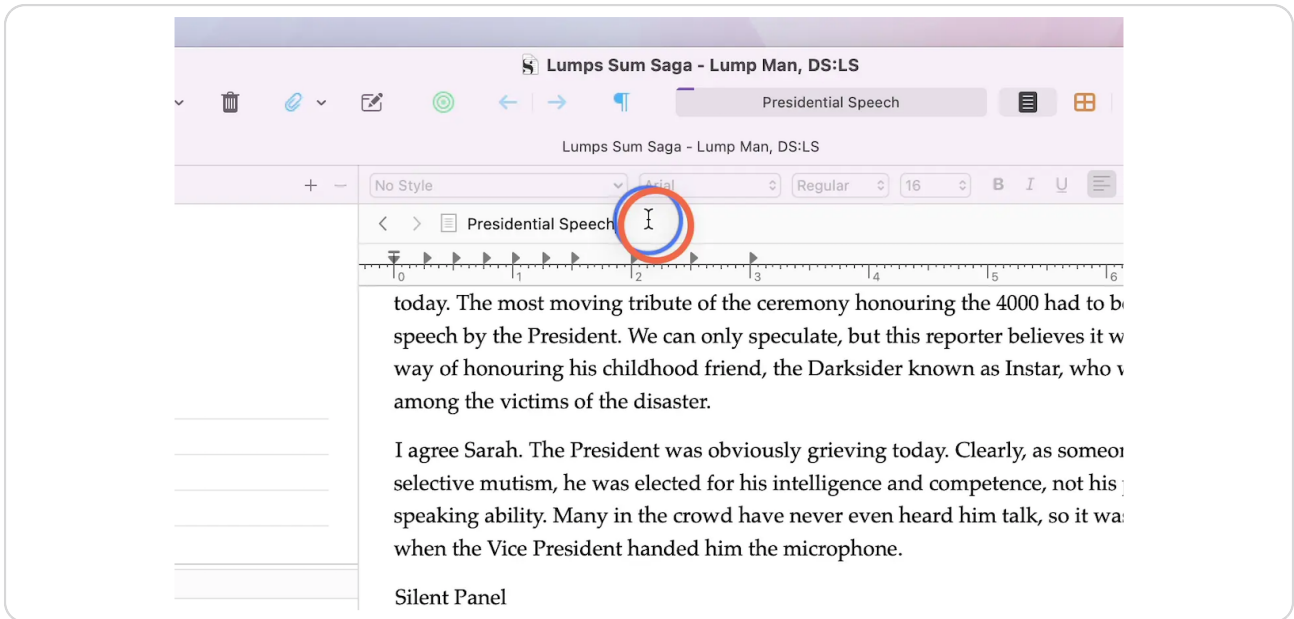
In this instance, I am chopping up dialogue, so the section type we need is "Balloon."



STEP 6

Optional: Change the title. First, click into the title.

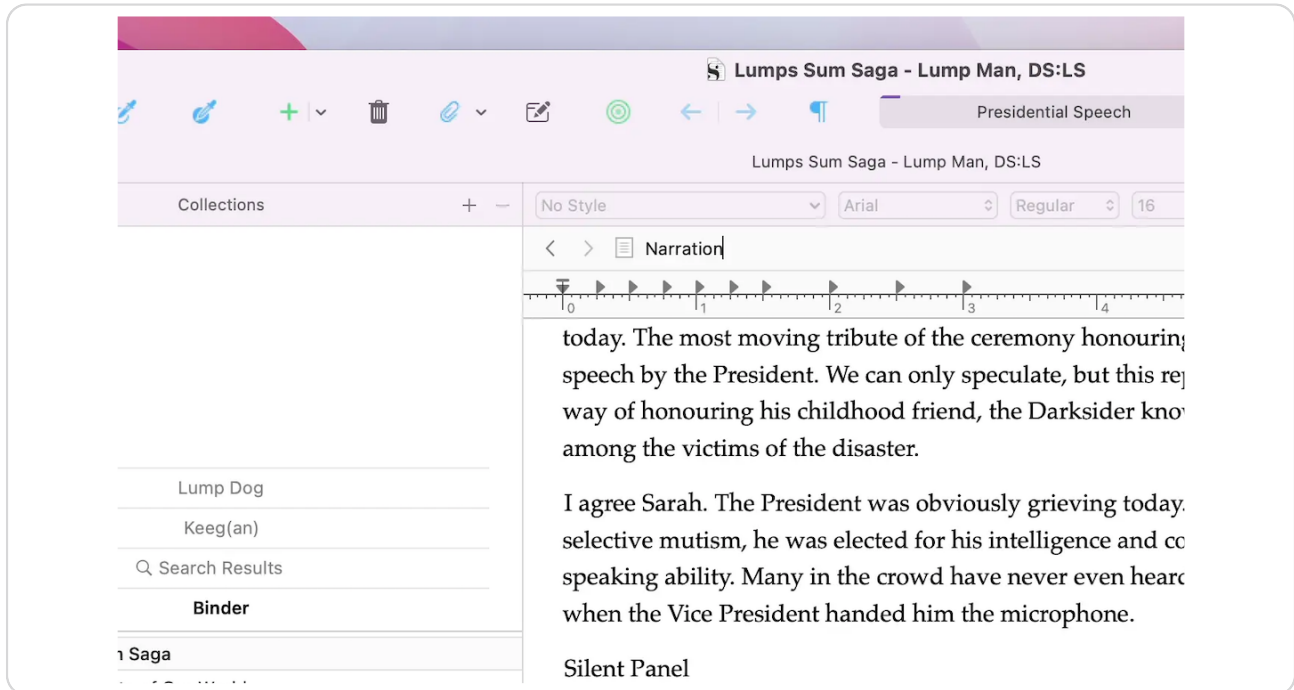
Start by clicking into the title of your document...



STEP 7

Optional: ... and then change the title.

The title of dialogue balloons becomes the dialogue tag when you compile. In this case, I set it to narration, although I might have set it to caption. This is just a default and can be changed later in each new document.



The screenshot displays a software interface for editing a document titled "Lumps Sum Saga - Lump Man, DS:LS". The interface includes a toolbar with various editing tools, a "Collections" panel on the left, and a main text area. The text area shows a paragraph of text with a "Narration" tag above it. A timeline below the text area has markers at 0, 1, 2, 3, and 4. The text in the main area reads:

today. The most moving tribute of the ceremony honouring speech by the President. We can only speculate, but this re way of honouring his childhood friend, the Darksider know among the victims of the disaster.

I agree Sarah. The President was obviously grieving today. selective mutism, he was elected for his intelligence and co speaking ability. Many in the crowd have never even heard when the Vice President handed him the microphone.

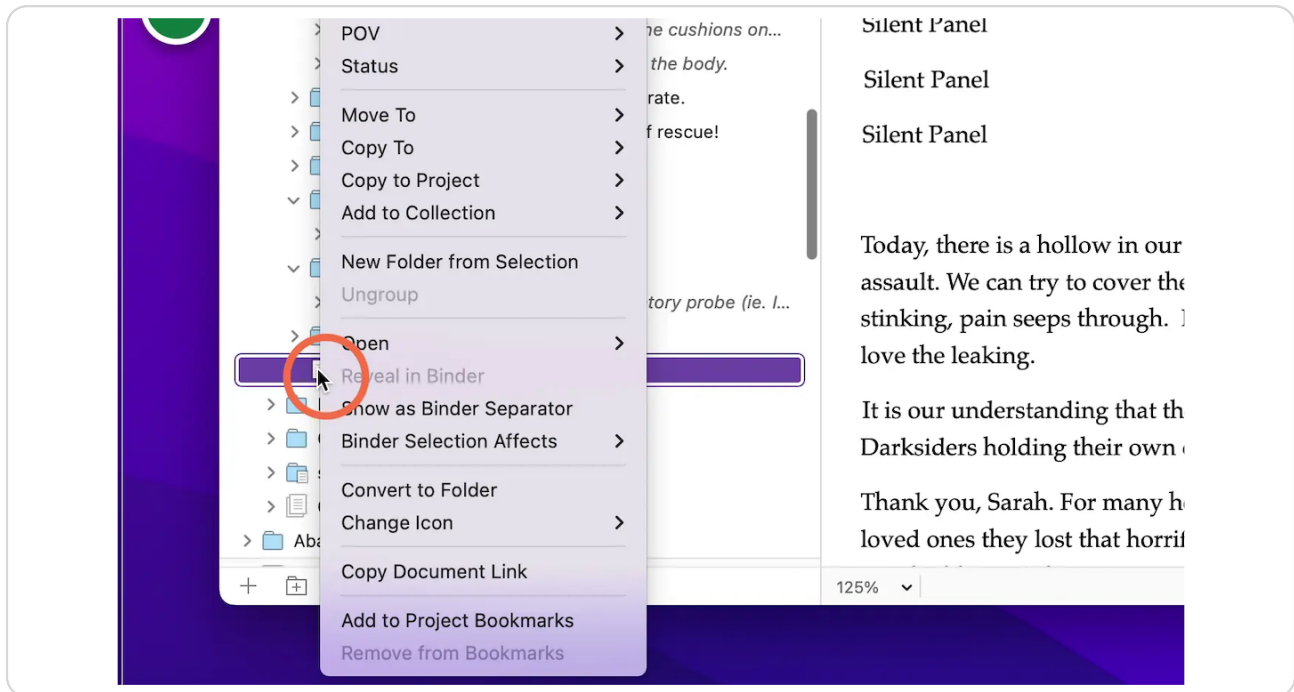
Silent Panel



STEP 8

Optional: Set a default icon. Right-click on your document in the binder, then select "change icon."

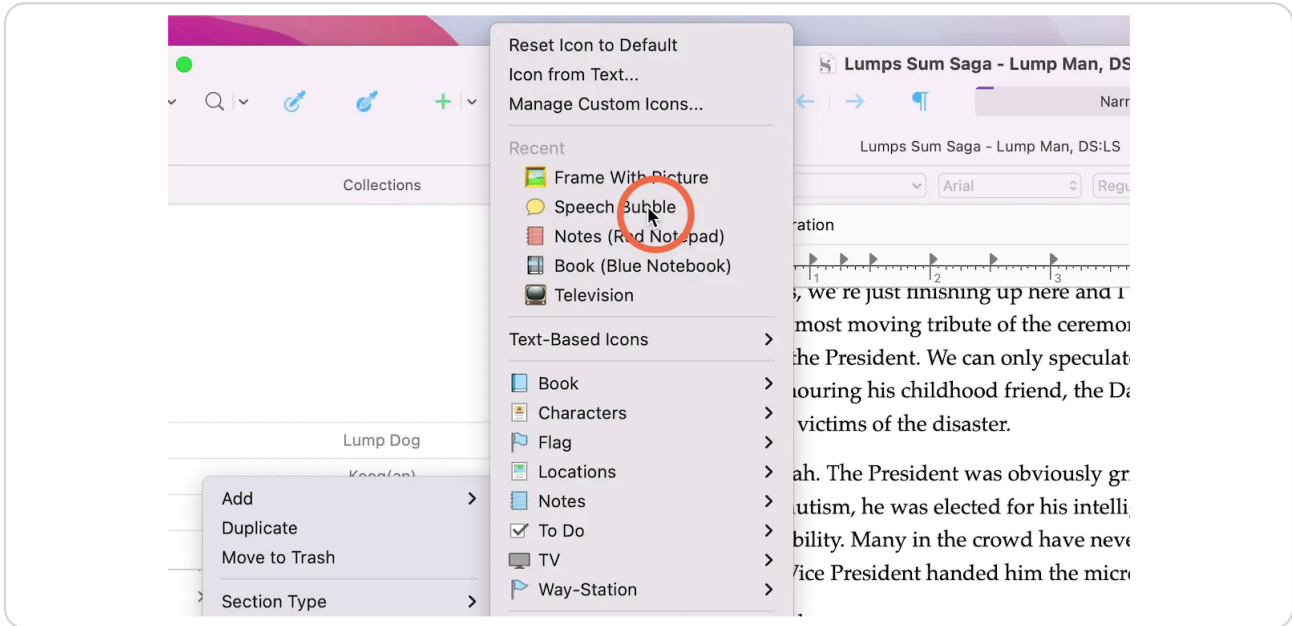
I like to assign icons to each section type, so I want to set that as a default. In this case, set it to an icon of a word balloon.



STEP 9

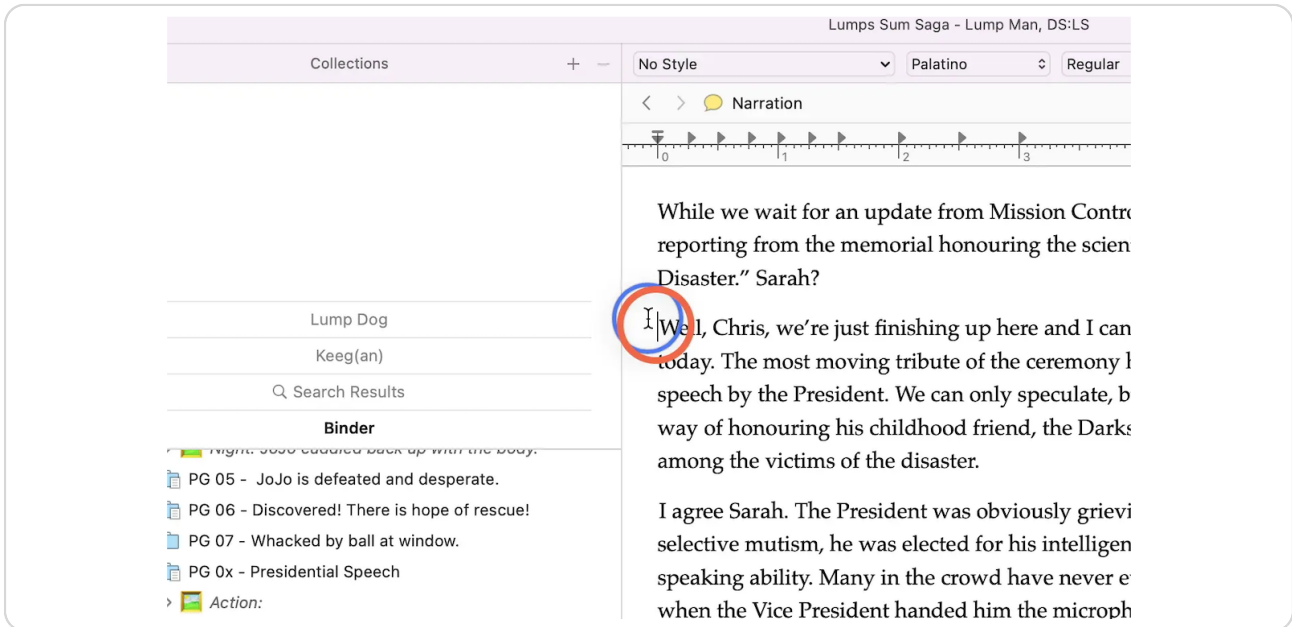
Optional: Select your new icon.

Note that this is purely cosmetic. It just helps to visualize the purpose of each chunk in the binder.



STEP 10

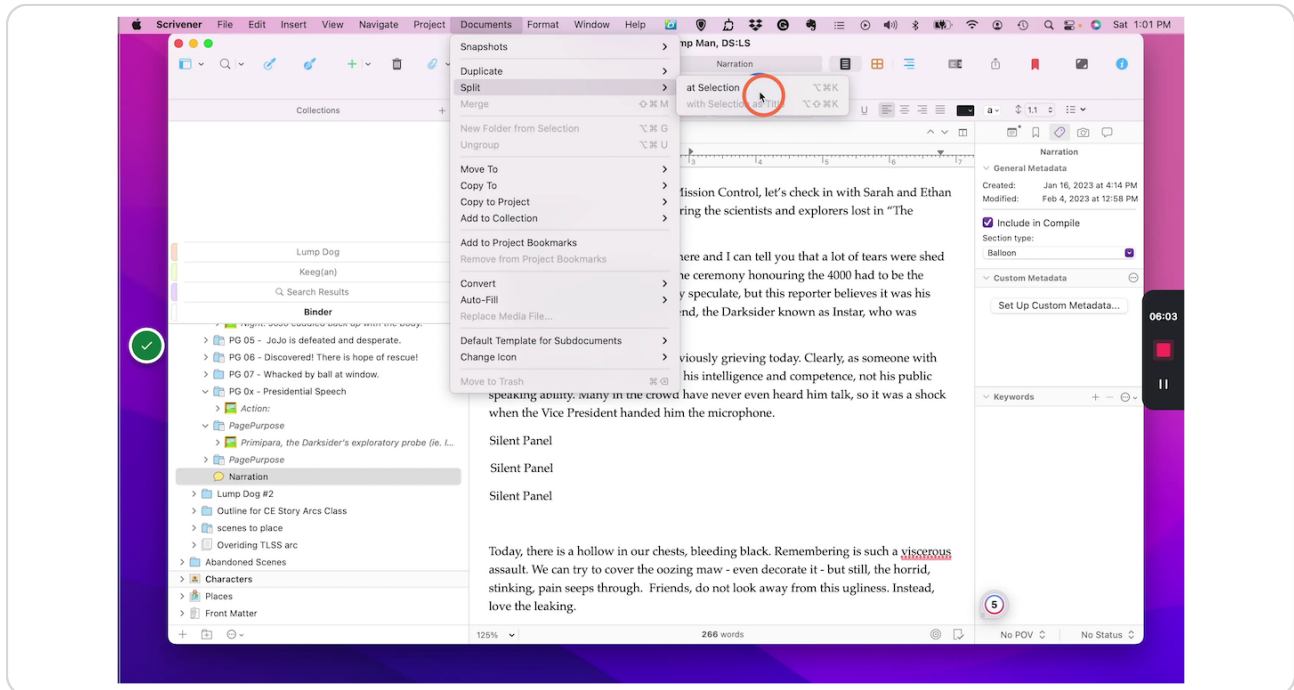
Click into the source document in the first place you want a split.



STEP 11

Split the document at that cursor.

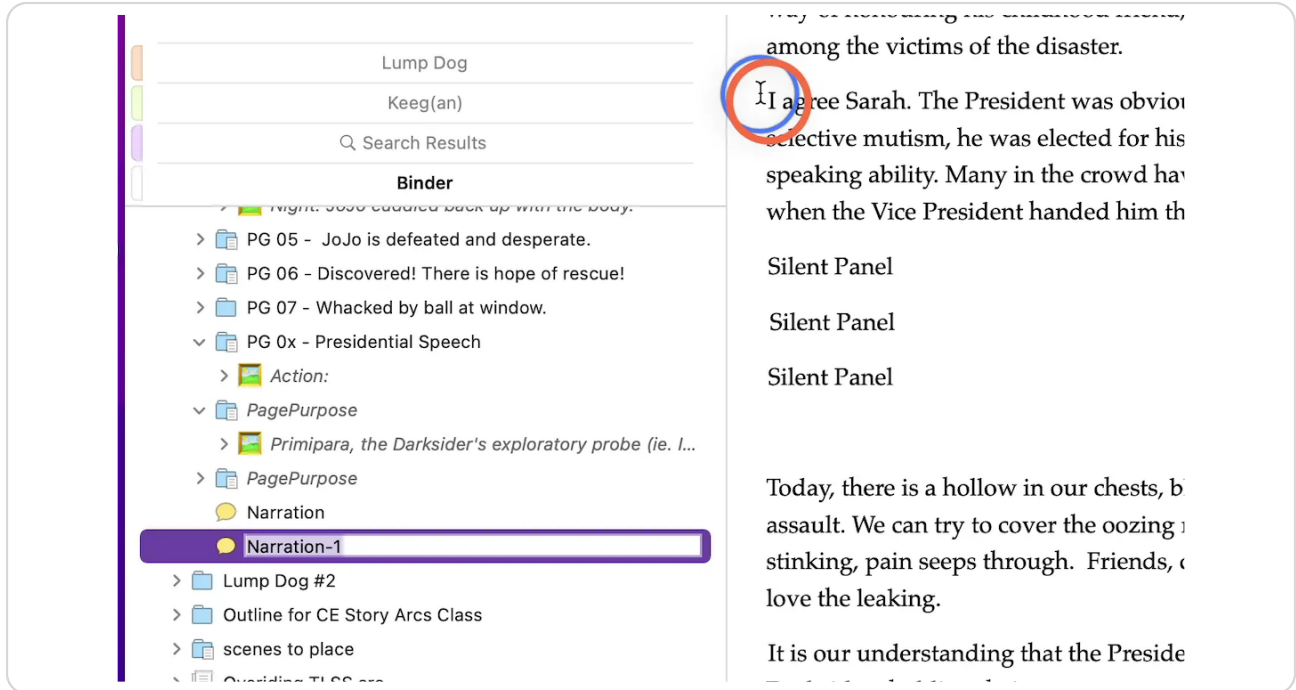
One way to split the document is to use the menu option "Documents->Split->at Selection".



STEP 12

Select the new document in the binder, then insert the cursor at the next spot for a split in the new document.

Click into the newly formed document, and click in that document where you want your next split. In this example, the new document is automatically named "Narration-1". We



The screenshot shows a software interface with a binder on the left and a text editor on the right. The binder contains several folders and documents, with 'Narration-1' highlighted in a purple bar. The text editor shows a paragraph of text with a cursor at the beginning of the second line, which is circled in red. The text in the editor is as follows:

... among the victims of the disaster.

I agree Sarah. The President was obvious selective mutism, he was elected for his speaking ability. Many in the crowd had when the Vice President handed him th

Silent Panel

Silent Panel

Silent Panel

Today, there is a hollow in our chests, b assault. We can try to cover the oozing i stinking, pain seeps through. Friends, c love the leaking.

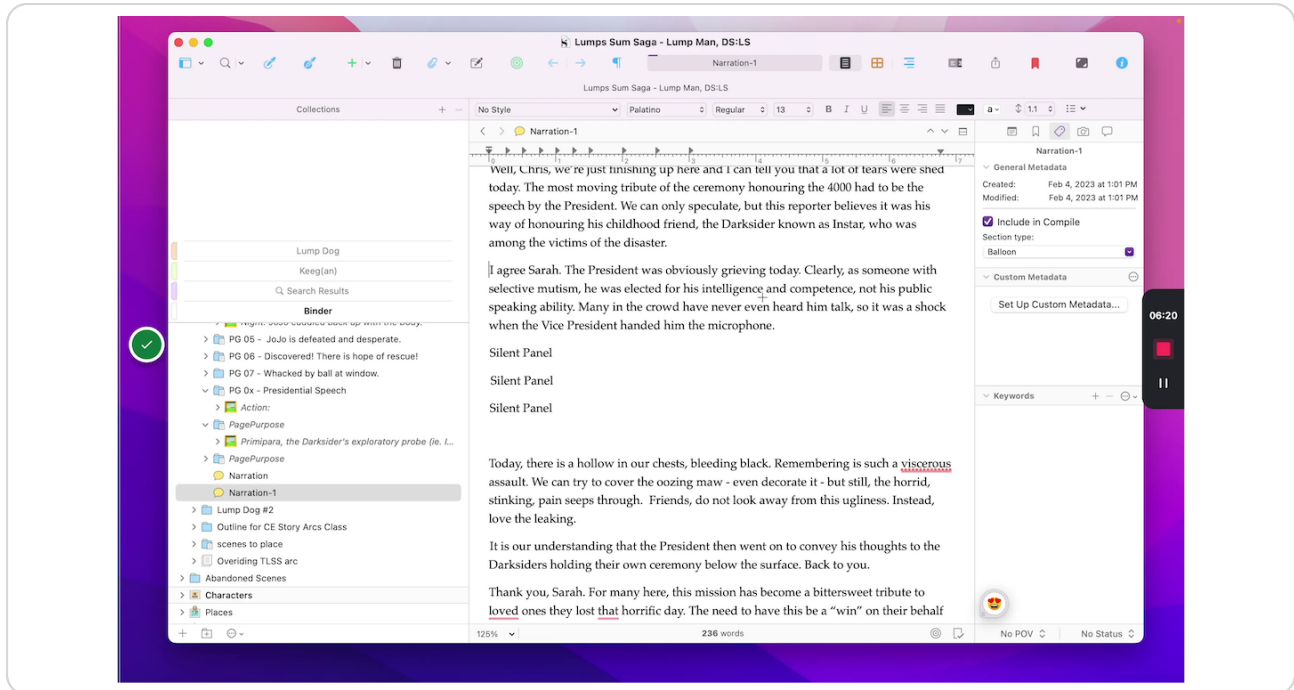
It is our understanding that the Preside



STEP 13

Press Option + Cmd + K

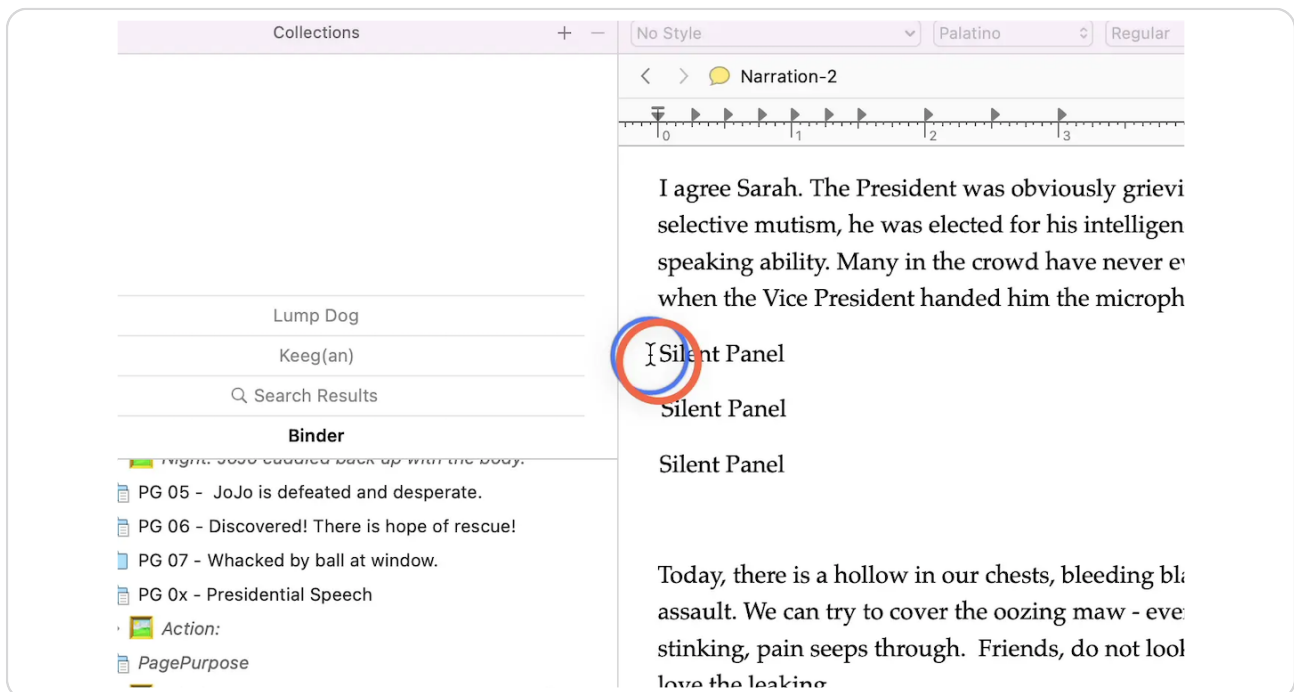
Another way to "Split at selection" is to use the keyboard shortcut Option + Cmd + K.



STEP 14

Repeat as necessary.

Click on the new document in the binder. Insert the cursor at the correct point. "Split at selection". Repeat as necessary.



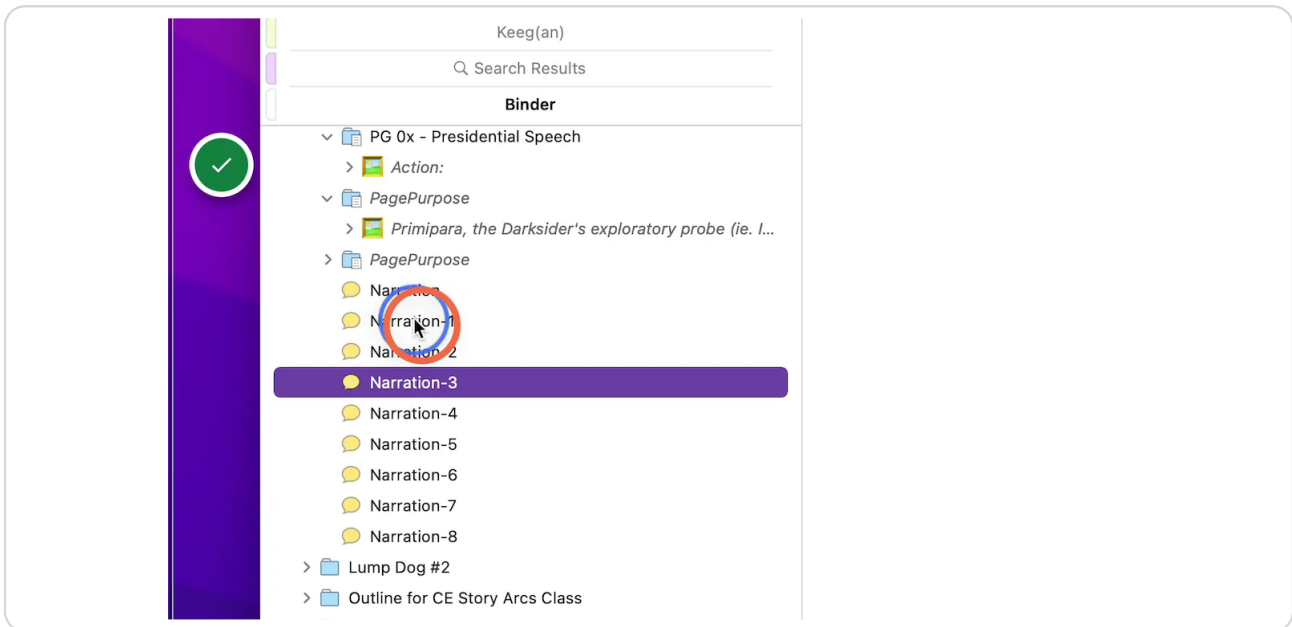
The screenshot shows a software interface with a left sidebar and a main editing area. The sidebar contains a list of items: "Lump Dog", "Keeg(an)", "Search Results", "Binder", and several page entries like "PG 05 - JoJo is defeated and desperate." and "PG 06 - Discovered! There is hope of rescue!". The main area has a top toolbar with "No Style", "Palatino", and "Regular" options. Below the toolbar is a timeline with markers labeled 10, 11, 12, and 13. The text in the main area is split into paragraphs. The first paragraph is "I agree Sarah. The President was obviously grievi selective mutism, he was elected for his intelligen speaking ability. Many in the crowd have never e when the Vice President handed him the microph". The second paragraph is "Silent Panel". The third paragraph is "Silent Panel". The fourth paragraph is "Silent Panel". The fifth paragraph is "Today, there is a hollow in our chests, bleeding bl assault. We can try to cover the oozing maw - eve stinking, pain seeps through. Friends, do not lool love the leaking". A red circle highlights the "Silent Panel" text in the second paragraph.



STEP 15

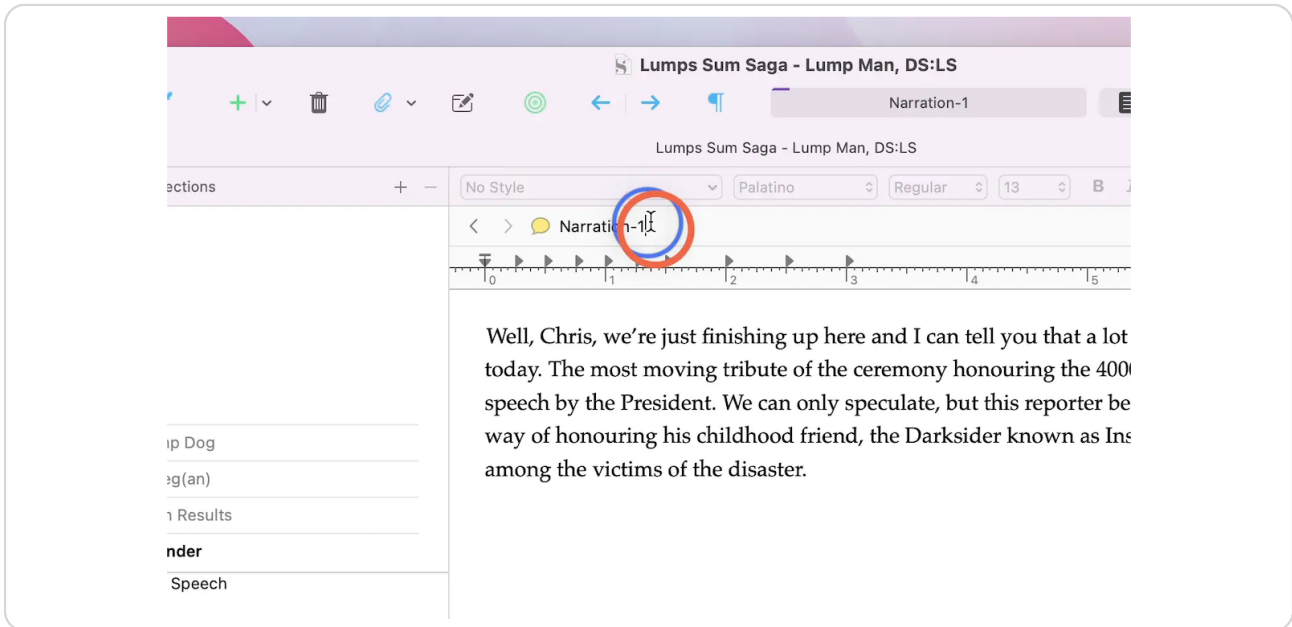
Optional: Change the dialogue tags. Select the document to change...

This can be done at a later time if you choose. Just remember that, with dialogue documents, the title becomes the dialogue tag in the finished, compiled script.



STEP 16

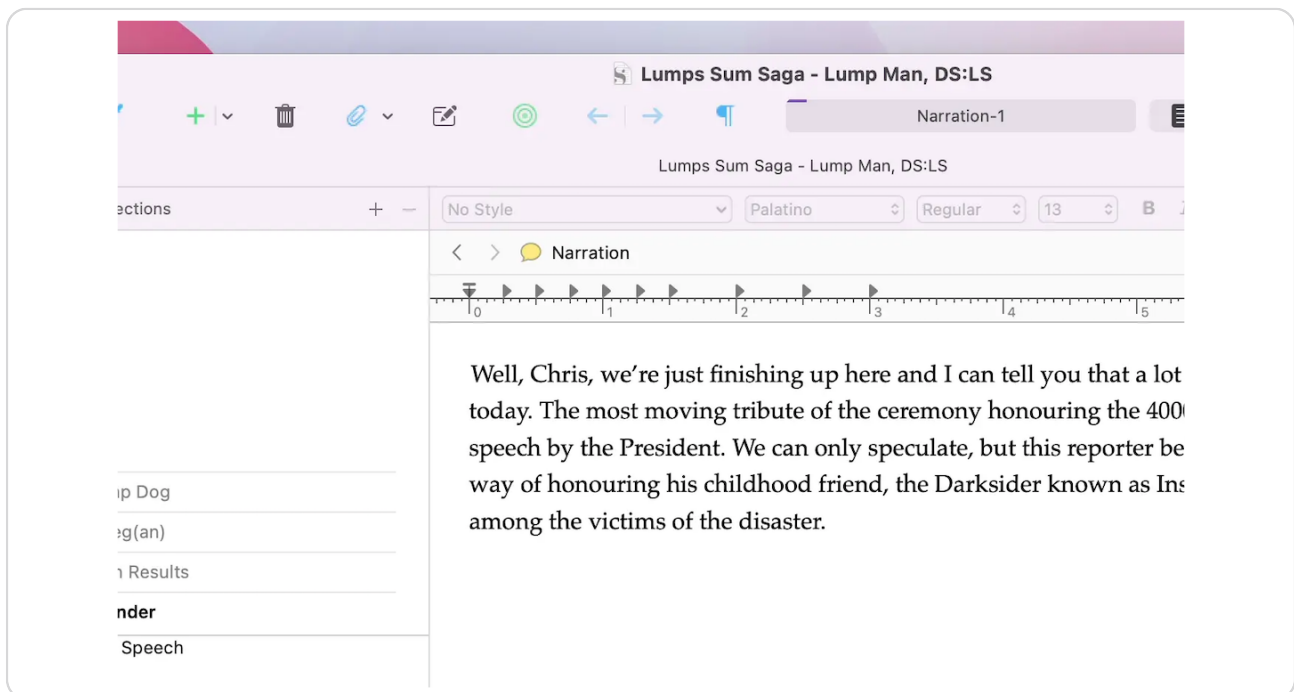
Optional: Then click in the title...



STEP 17

Optional: ... and edit the text. Repeat as necessary.

In this case, I simply trimmed off the sequential numbering as an example, but I could have just as easily changed the title to the speaker's name.



The screenshot shows a software interface for editing a narration. The title bar reads "Lumps Sum Saga - Lump Man, DS:LS". The main window displays a text editor with a paragraph of text. The text reads: "Well, Chris, we're just finishing up here and I can tell you that a lot today. The most moving tribute of the ceremony honouring the 400 speech by the President. We can only speculate, but this reporter be way of honouring his childhood friend, the Darksider known as Ins among the victims of the disaster." The interface includes a toolbar with various icons, a search bar, and a list of actions on the left side.

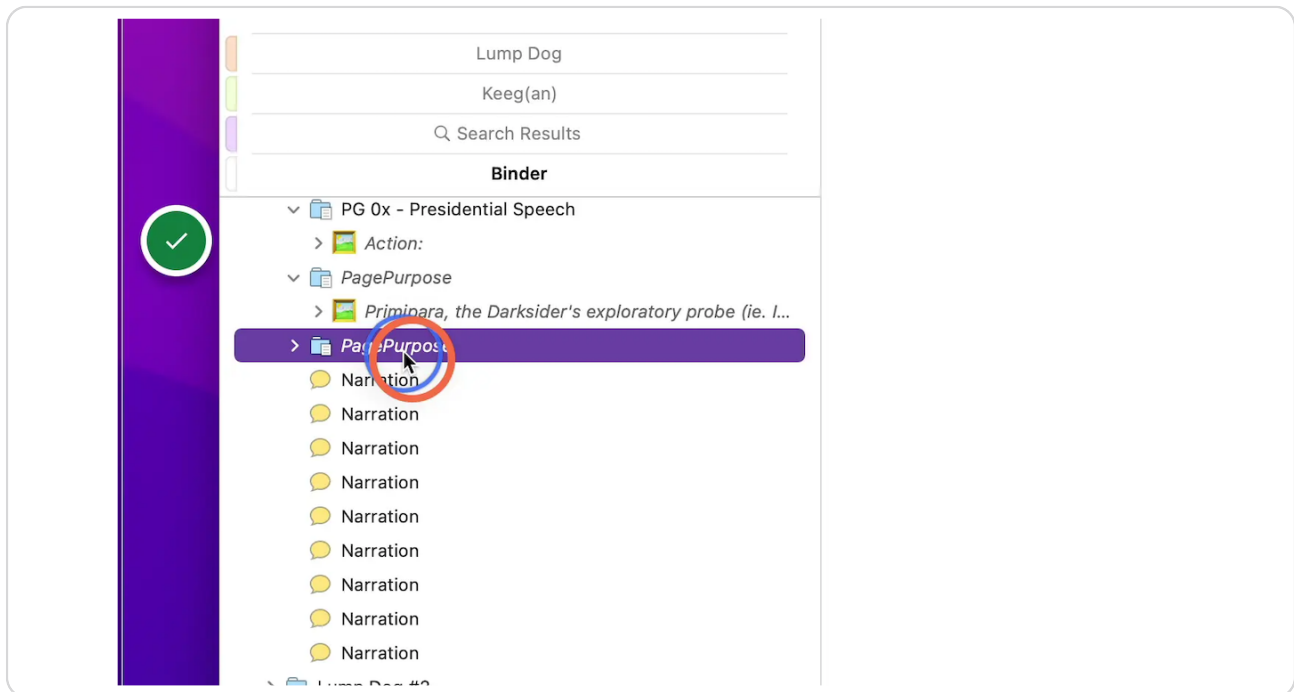
Well, Chris, we're just finishing up here and I can tell you that a lot today. The most moving tribute of the ceremony honouring the 400 speech by the President. We can only speculate, but this reporter be way of honouring his childhood friend, the Darksider known as Ins among the victims of the disaster.



STEP 18

Click on the document that precedes the chunks.

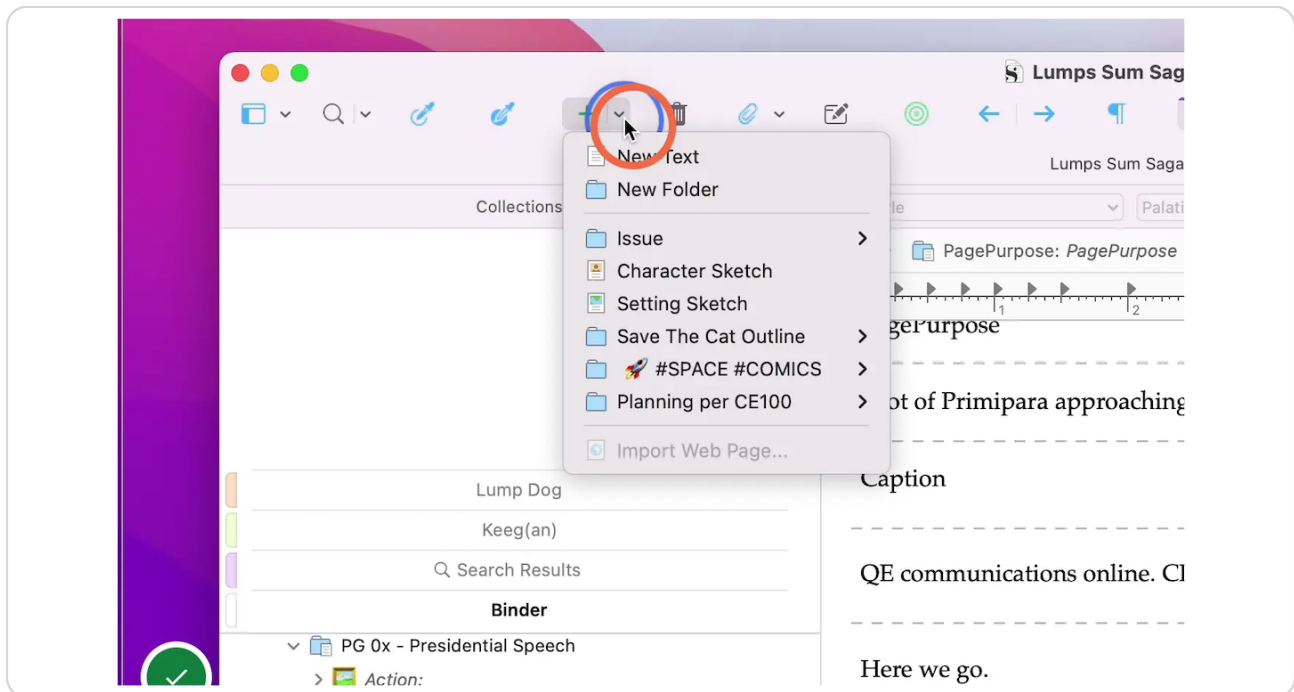
We are going to move the new dialogue documents into a placeholder panel. We need to tell Scrivener where to place this panel, so select the document that is above the chunks.



STEP 19

Using the add new document pull down...

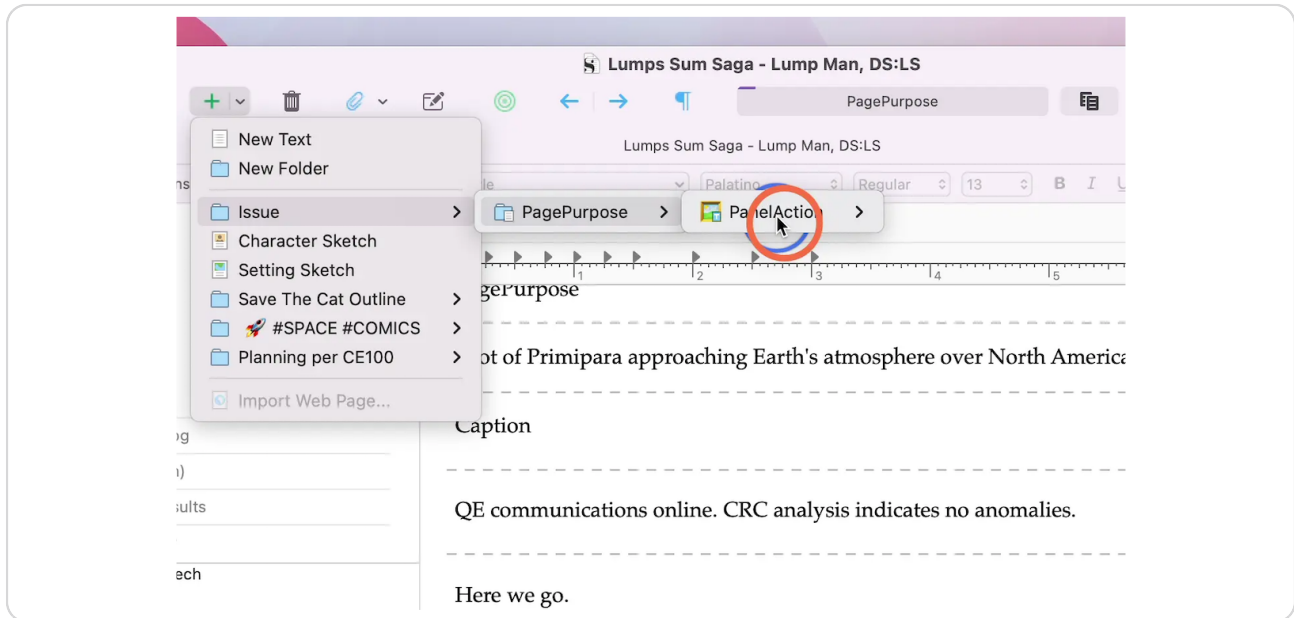
To create a new panel, we use the "Add a new document" pull-down button in the tool bar. You can also find this option in the menus under "Project->New from Template->"



STEP 20

Select "Issue->PanelAction"

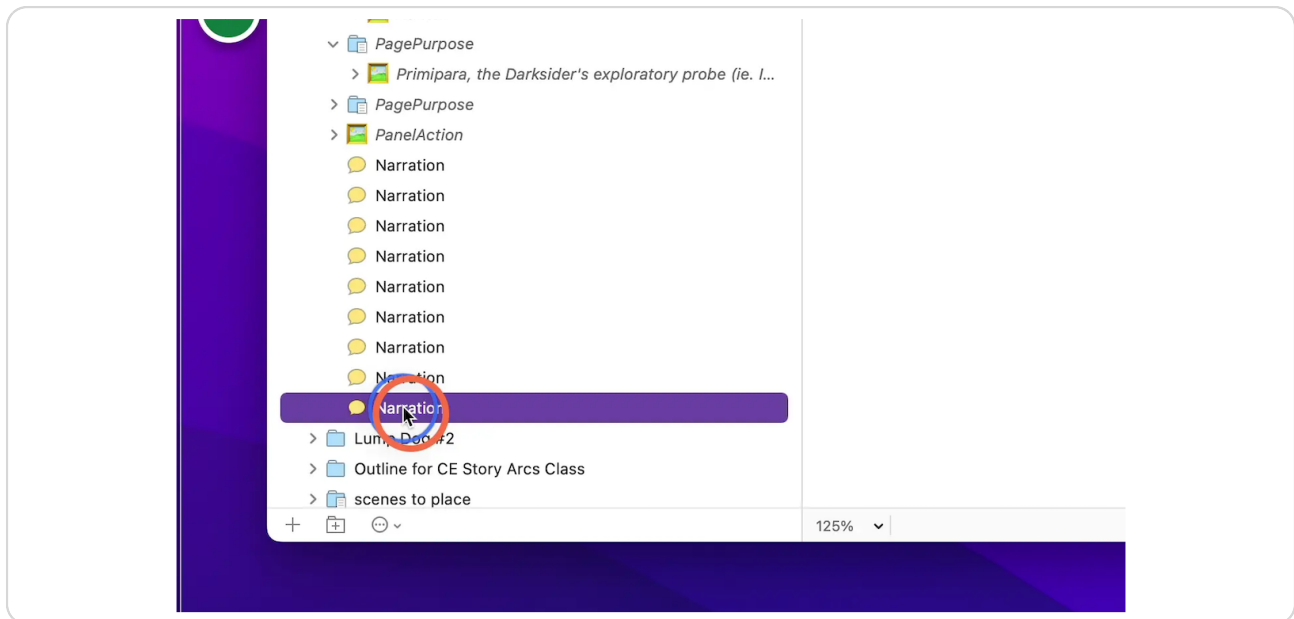
This will add a new untitled panel to the binder from the template documents.



STEP 21

Click on the last chunk.

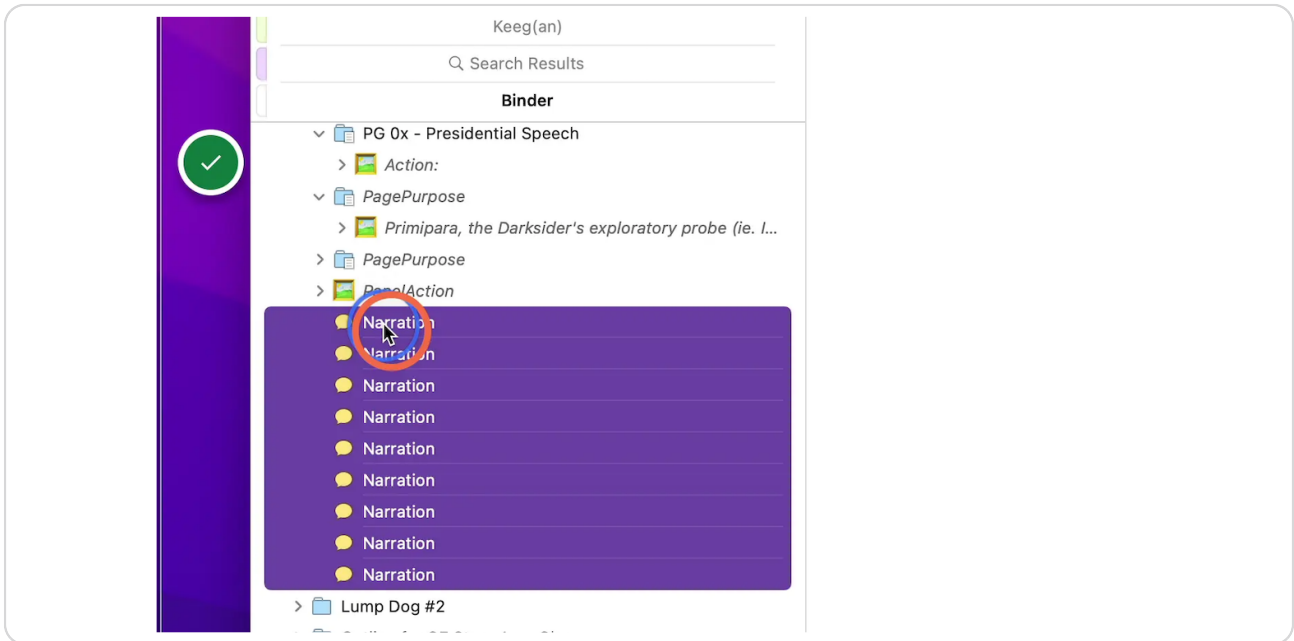
We are going to drag all of the chunks into this newly created panel.



STEP 22

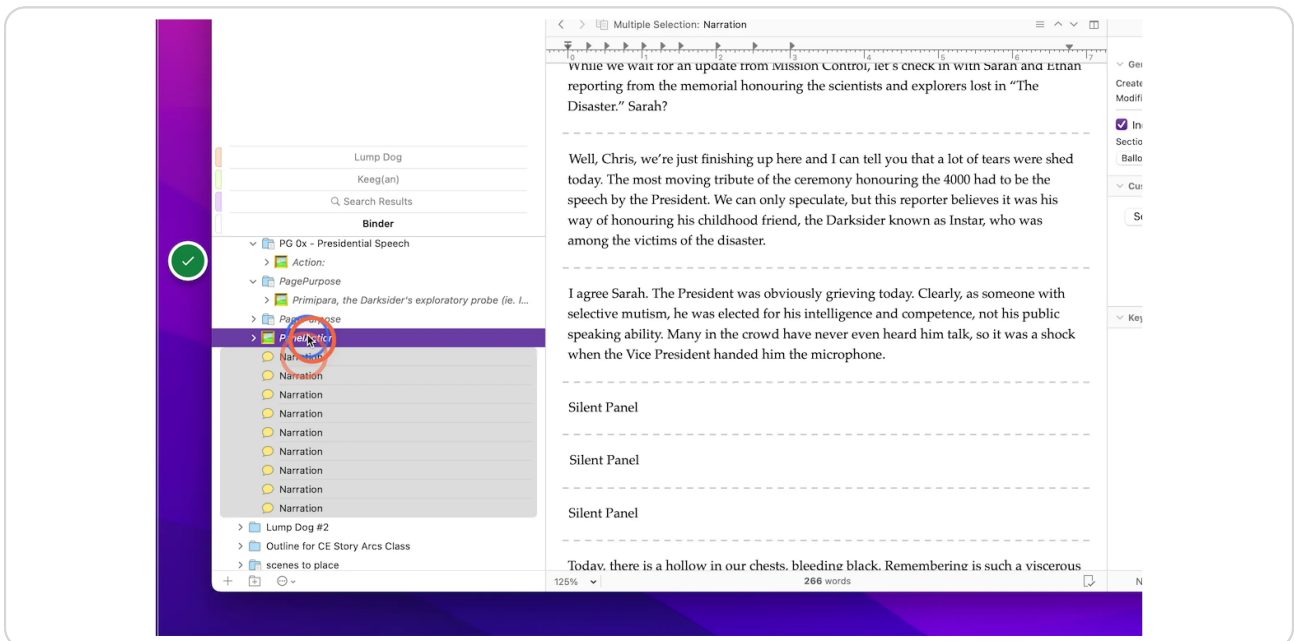
Hold Shift and click the top chunk.

This will select all of the separate pieces dialogue.



STEP 23

Drag these selected chunks into the new panel.



Optional: Change the placeholder panel details. Click on the panel...

All of this dialogue will eventually be placed into panels across several pages. You may want to title the placeholder so you can find this easily later.

The screenshot shows a software interface with a purple sidebar on the left containing a green checkmark icon. The main area is titled 'Binder' and contains a tree view of items:

- PG 0x - Presidential Speech
 - Action:
- PagePurpose
 - Primipara, the Darksider's exploratory probe (ie. I...
- PagePurpose
- PanelAction** (highlighted with a red circle and a mouse cursor)
 - President (caption)
 - DialogueWithWhoInTitle
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration

On the right side of the interface, there is a preview of dialogue text:

Well, Chris, we're just finishing today. The most moving tribute speech by the President. We can't do that way of honouring his childhood among the victims of the disaster.

I agree Sarah. The President was selective mutism, he was electing speaking ability. Many in the cabinet when the Vice President handed the torch.

Silent Panel

Silent Panel

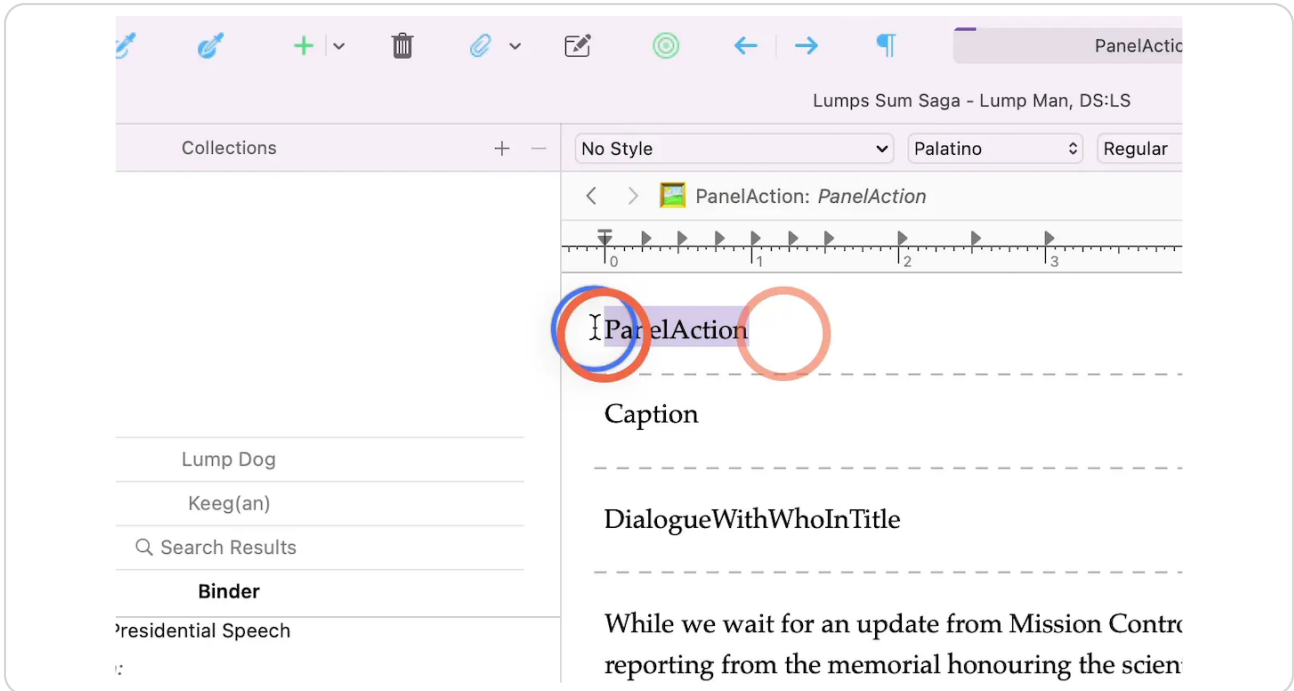
Silent Panel



STEP 25

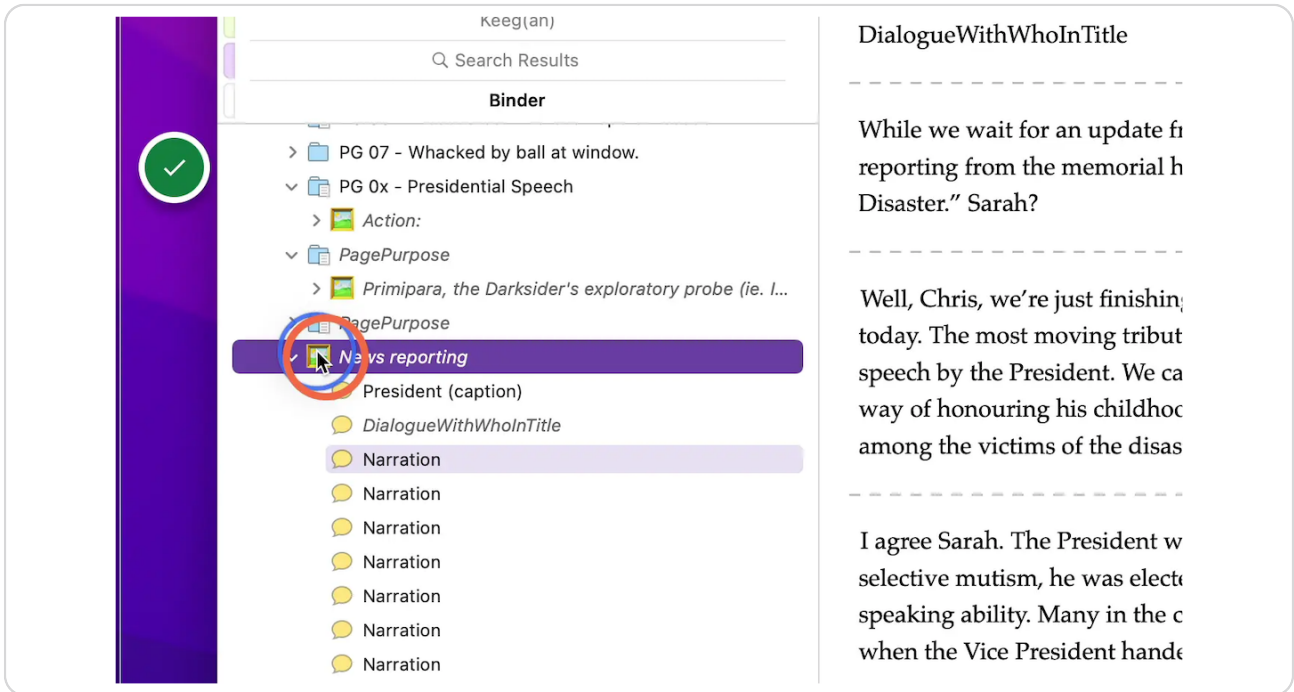
Change the text to something easy to look up using "find."

You can change the title in the document title area, but I prefer changing the text in the panel description area. By default in Scrivener, the first part of this text will appear as the title in the binder anyways (as a title in italics). The template has the stub text "PanelAction" to remind me to make sure something is happening in the panel. Double click in this text to select it and then start typing your new title. In this case, I changed it to "News Reporting."



Change the hierarchy of the new panel. First select it...

In the binder, our new panel thinks it is a page. Ha. We need to change where it fits in the structure. The overall hierarchy is series->issue->page->panel->dialogue.



The screenshot shows a software interface with a purple sidebar on the left containing a green checkmark icon. The main area is titled 'Binder' and contains a list of items:

- PG 07 - Whacked by ball at window.
- PG 0x - Presidential Speech
 - Action:
 - PagePurpose
 - Primipara, the Darksider's exploratory probe (ie. l...
 - PagePurpose
 - News reporting** (highlighted with a red circle)
 - President (caption)
 - DialogueWithWhoInTitle
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration

To the right of the binder is a panel titled 'DialogueWithWhoInTitle' containing text fragments separated by dashed lines:

While we wait for an update fr
reporting from the memorial h
Disaster." Sarah?

Well, Chris, we're just finishin
today. The most moving tribut
speech by the President. We ca
way of honouring his childhoc
among the victims of the disas

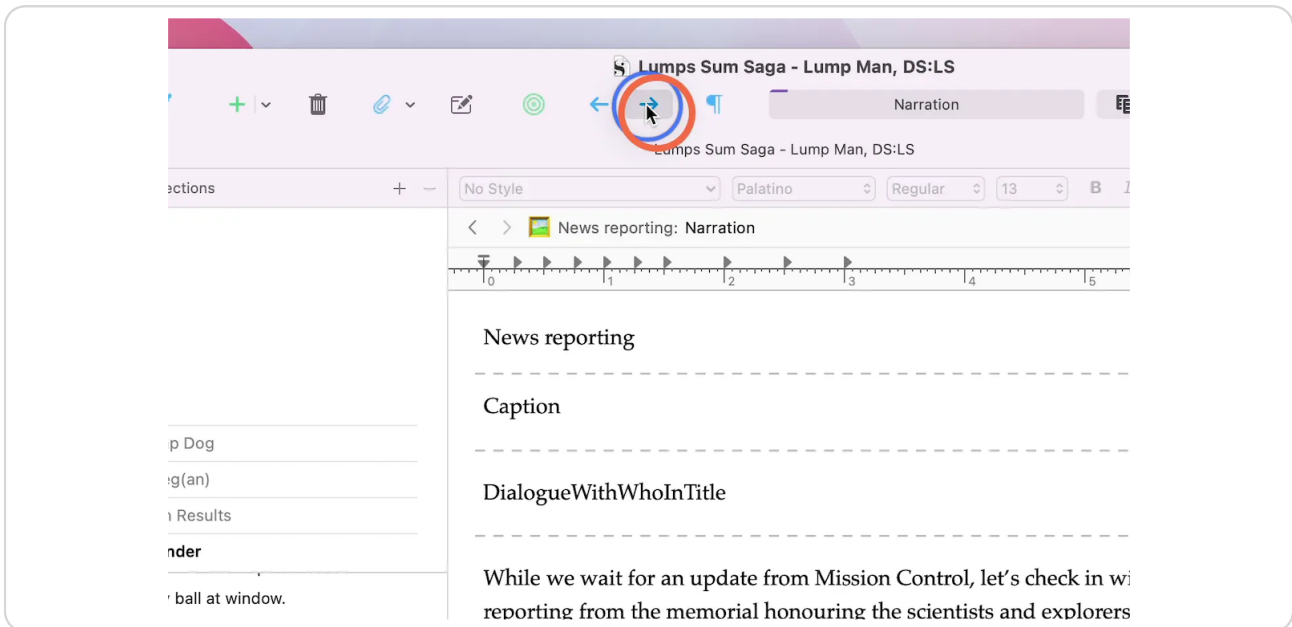
I agree Sarah. The President w
selective mutism, he was elect
speaking ability. Many in the c
when the Vice President hande



STEP 27

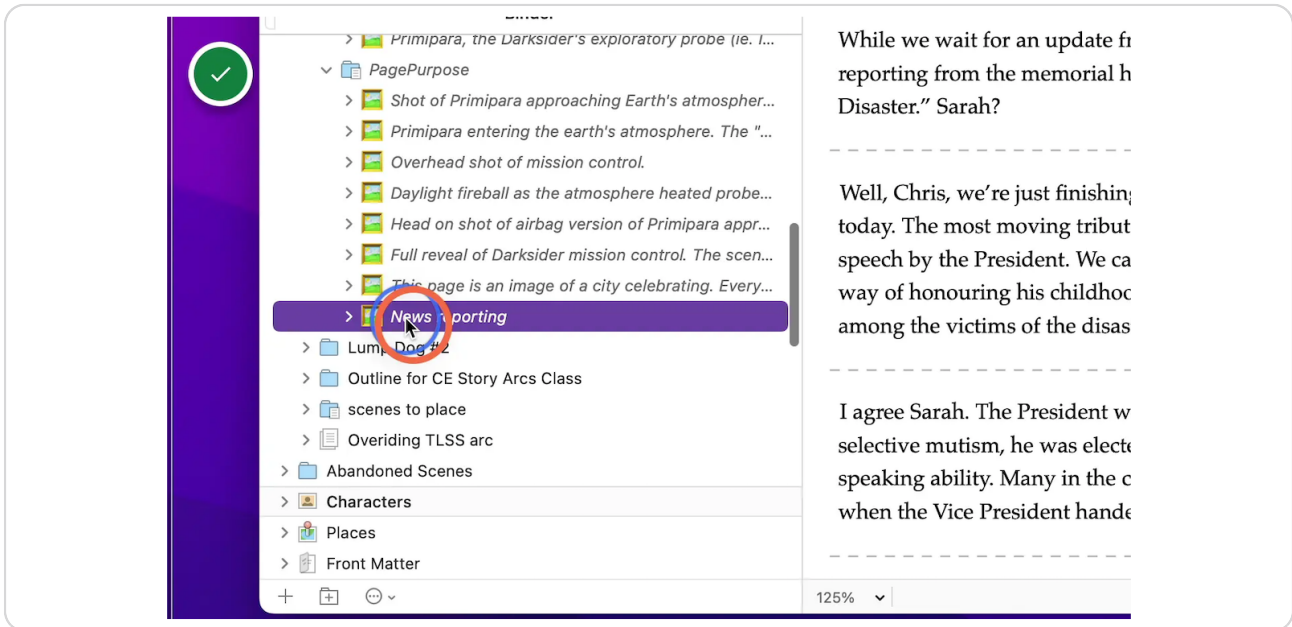
... then click the "Move Right" button to demote the panel to the panel level.

If this button is not there, do not worry. You can also use "Edit->Move->Move Right" or the keyboard shortcut control-command-rightArrow.



STEP 28

Click here



STEP 29

The panel will likely move to the page folder. If it seems to have disappeared, the open page folder above where it had been.

The screenshot shows a digital binder interface. On the left, a folder structure is visible with the following items:

- PagePurpose
 - Primipara, the Darksider's exploratory probe (ie. l...
- PagePurpose
 - Shot of Primipara approaching Earth's atmospher...
 - Primipara entering the earth's atmosphere. The "...
 - Overhead shot of mission control.
 - Daylight fireball as the atmosphere heated probe...
 - Head on shot of airbag version of Primipara appr...
 - Full reveal of Darksider mission control. The scen...
 - This page is an image of a city celebrating. Every...
- News reporting** (highlighted with a red circle)
- Lump Dog #3
- Outline for CE Story Arcs Class
- scenes to place
- Overriding TLSS arc
- Abandoned Scenes

On the right, a list of page counts is shown:

- Lump X 5x24 = 120 page
- Lump Y 5x24 = 120 page

Omnibus #3 - 294 pages

- TLSS03 - OTFW = 22
- Lump Dog 3 x 32 = 32
- Lump Z 5x24 = 120 page
- Final Battle 5x24 = 120 p

880 Pages!! Just short of \$200k

+ Keegan (All-ages, classroom

STEP 30

Each word balloon is now in a form that can be easily edited and dragged to a different location in the binder.

The screenshot shows a digital binder interface. On the left, a folder structure is visible with the following items:

- Daylight fireball as the atmosphere heated probe...
- Head on shot of airbag version of Primipara appr...
- Full reveal of Darksider mission control. The scen...
- This page is an image of a city celebrating. Every...
- News reporting
 - President (caption)** (highlighted with a red circle)
 - DialogueWithWhoInTitle
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration
 - Narration

On the right, a preview of a dialogue page is shown with the following text:

DialogueWithWhoInTitle

While we wait for an update fr reporting from the memorial h Disaster." Sarah?

Well, Chris, we're just finishi today. The most moving tribu speech by the President. We ca way of honouring his childhoc among the victims of the disas

I agree Sarah. The President w selective mutism, he was elect speaking ability. Many in the c when the Vice President hande





tjosvold.substack.com