

# How I Use Scrivener as a Database

By J. A. Awadalla

I bought Scrivener about a year ago to reboot my personal writing and keep my work writing in order. Because I deal with a lot of ghostwriting clients, I keep a database of all their instructions and communication. I've come to rely on Scrivener for work now, to the point I can't work without it. Here's how I organize Scrivener to help me out with writing clients. For clarity's sake, this is about Scrivener for Windows.

## Folders

I use a TON of folders in Scrivener. I make one for each client, then put the instructions and communications inside each one. I also make an extra file for the assignment in question. I also change the folder icon to sort of remind me what the icon is about on sight. To do that, right-click the folder, go to "Change Icon" and pick one that fits. If a project needs a lot of research, I'll make a folder within the folder and put each file of research there.

## Toggle Split

This has to be one of the most useful features in Scrivener for me. I *absolutely despise* flipping between tabs or windows over and over, so having everything on-screen at the same time is immensely helpful to me. It's especially helpful with exacting assignments, at least for me. For templates, it's practically a Godsend because you can keep the template on one side and the assignment on the other.

## Templates

This is a bit of an unusual one. If I have a Scrivener template for a smaller assignment (like an MLA or Chicago document) I'll copy and paste it into my database. If I need to make an especially large assignment, like a book, I'll just make a new Scrivener file completely and store my communication, research, and so forth there. For larger projects, there are often some good templates out there to help things along anyway.

I realize these aren't the most advanced methods out there for using Scrivener, but this is what gets me by. Who knows, maybe my ideas will help you out! I don't have any Scrivener templates myself, but you

can find a ton of them online. Some of my favorite sites for Scrivener templates are [Helping Writers Become Authors](#)' collection, [Scrivener Superpowers](#)' novel template, and [How To Scrivener's](#) collection. I also highly recommend the tutorial for ideas on how else you can use Scrivener; it's a very expansive program, so it's easy to forget some features. Give it a try!

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