

24.20.4 Setting Margins

Click the **Margins** button to set how far from the edge of the paper stock the text container will extend to.

For file types that support the **Use facing pages** option, symmetrical margins will be used. The settings you input will be for the *recto* page, with the *verso* page mirroring the left and right margin values.

The current margin settings will be printed in lighter grey text alongside the button for your reference.

There are additional options available when using the “Print” compile type:

Header & Footer margin Designate the distance of the header from the top of the paper, and from the bottom of the paper for the footer. This distance does not take the margins into account, and should not exceed the margin size so as to avoid running headers or footers into the body text.

To disable this feature, set the distance to “0”. The result will be to place the header or footer within the top or bottom inch (regardless of units used) of the paper.

Confine to printable area of page With this option disabled, the non-printable area of the paper will be ignored, meaning you can place elements into that zone. This may be of use if you are intending to create a digital-only copy that will never be printed. When enabled, measurements will be adjusted to keep all text within the printer’s ability to print it.

24.20.5 Header and Footer Options

The first tab in the header and footer section governs broad settings for how headers and footers should work, as well as enabling additional features in the second tab. For example you won’t be able to set up where the page number is located on facing pages, in the second tab, if you don’t first enable **Use facing pages** here.

Different header and footer on first pages Enables the “First Pages” header and footer configuration section in the second tab. “First pages” generally refers to front matter, and is how you would use for example lowercase Roman numerals for page numbering if need be. It can also be used for simply omitting headers and footers through the coversheet and title page of a manuscript, too.

Page numbers count first pages This option will cause the page counter token to start counting the first pages, rather than skipping them, even if they do not display a page number. If you are using Roman numerals in the front matter, then regular numbering will begin where they left off. For example if there are four pages of front matter the page numbering would go from “IV” to “5”, instead of from “IV” to “I”, which would be more traditional.

Main body header and footer starts... This setting defines what is meant by “first pages” elsewhere in the panel. You can choose to offset the alternate header & footer settings by a strict number of pages (for example, “2” to consider a coversheet and title page as separate from the main body), or have the starting point determined automatically, using the “After front matter” setting.

Front matter is defined by the **Front Matter** dropdown in the project’s compile contents settings (section 23.4.1). If the project does not have front matter set up, then the “first pages” settings will be ignored, and normal headers and footers will be used from the very first page on.

Use facing pages Enables the “Facing Pages” header and footer configuration section in the second tab. If your margin settings are asymmetrical, as illustrated in Figure 24.15, this will also have the effect of mirroring those settings from one page to the next, creating a narrower inner or outer margin (in the sense of how both pages would look in an opened book side by side) as you require. If you require symmetrical margins, such as in PDFs meant for digital use only, make sure to keep your settings uniform in the **Margins** button above, and this feature will then only impact the header and footer text that is used on facing pages.

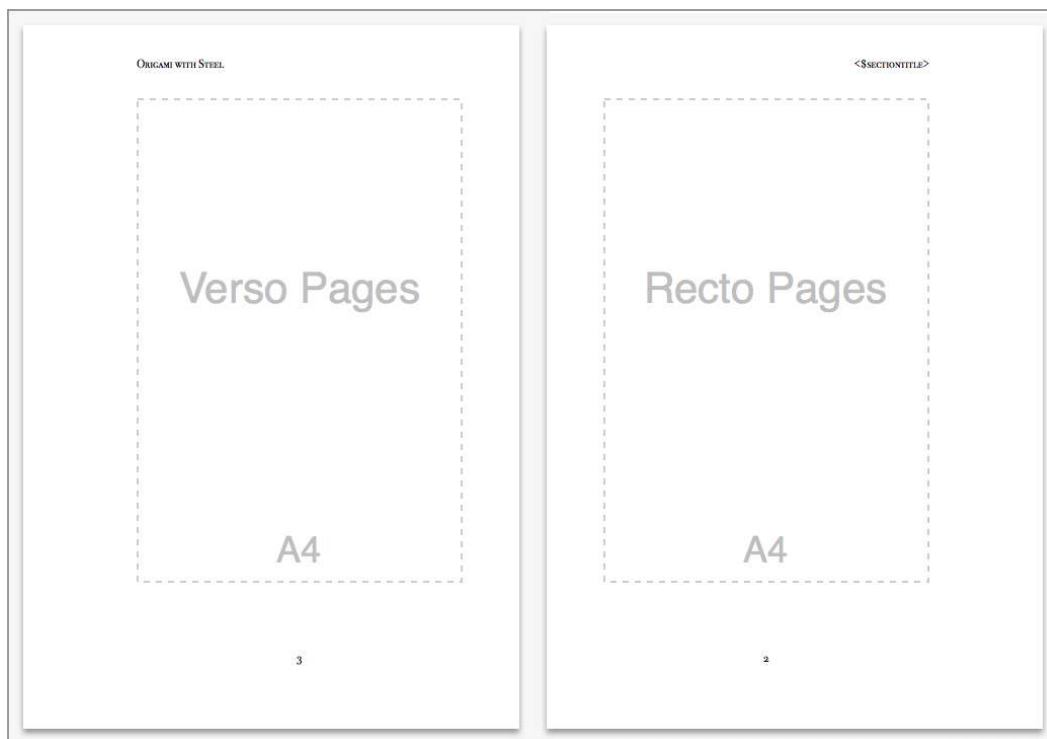


Figure 24.15: Margin settings, using the classic Van de Graaf Canon layout, as demonstrated in Scrivener’s preview feature.

Different header and footer on pages following page breaks Enables the “First Pages” header and footer configuration section in the second tab. This will allow for a different header and footer configuration on new pages—a common use here is to place the page number at the bottom of the page instead of at the top, to keep the chapter heading clean but still leave the page numbered.

Different header and footer for back matter Enables the “Back Matter” header and footer configuration section in the second tab. All pages that have been inserted using the **Back Matter** dropdown in the project’s compile contents settings (section 23.4.1) will use these settings instead of the main body settings.

No header on new pages following page breaks When enabled, the header (not footer) will be disabled on any page following a page break. Most often this will be used to keep the title area for part and chapter breaks clean; a common typesetting technique, as shown in Figure 24.16.



Figure 24.16: The page header is suppressed (blue emphasis) on the chapter break page, but otherwise displays the name of that chapter in subsequent pages (tan emphasis).

No header or footer on... When these checkboxes are enabled, both the header and footer will be removed from the pages that match their respective checkboxes:

- *Single pages*: when the amount of material between two page breaks amounts to a single page; this would most often be seen in cases like book or part level breaks, where a full page is dedicated to some sort of title.
- *Blank pages*: where blank pages are generated in the book, they can also have the header and footer removed from them, as is typical. A common example of this would be a blank page inserted to keep the part break on the recto side.

Header and footer fonts At the bottom of the “Headers and Footers” section are two settings for controlling the font and text size of these respective fields. The font family itself can be overridden by the project’s compile settings.

The font I’ve chosen is ignored in my word processor

Make sure the font you select here is used within the document somewhere other than the header or footer as well. Limitations in how this feature work require the font be defined somewhere other than the header or footer fields alone.

24.20.6 Print and PDF Settings

Draw dividers for... A margin-width rule (similar to the appearance of the header in this user manual) will be inserted below the header text, or above the footer text, when these respective checkboxes are enabled.

Use vertical headers and footers Both the header and footer will be rotated vertical, so that the header is along the left edge of the paper and the footer is along the right. The text itself (and a divider is used) will also be rotated 90°.

24.20.7 Header and Footer Text

The header and footer area is divided into sections, or types of header and footer assignments, listed in a sidebar. The number of available sections will be determined by which settings you have enabled in the Options tab, previously. In [Figure 24.17](#), we have selected the **Use facing pages** and **Different header and footer on pages following page breaks** options, which has added the “Facing Pages” and “New Pages” sections to this tab, respectively. Refer to the previous documentation by section name if you wish to look up how a particular type is meant to be used, and also keep in mind that the **Preview** button at the top of this pane can be used to preview header and footer arrangements by type as well.

Each section has an identical set of header and footer fields, giving you full control over what information will be printed, where it should be printed, and

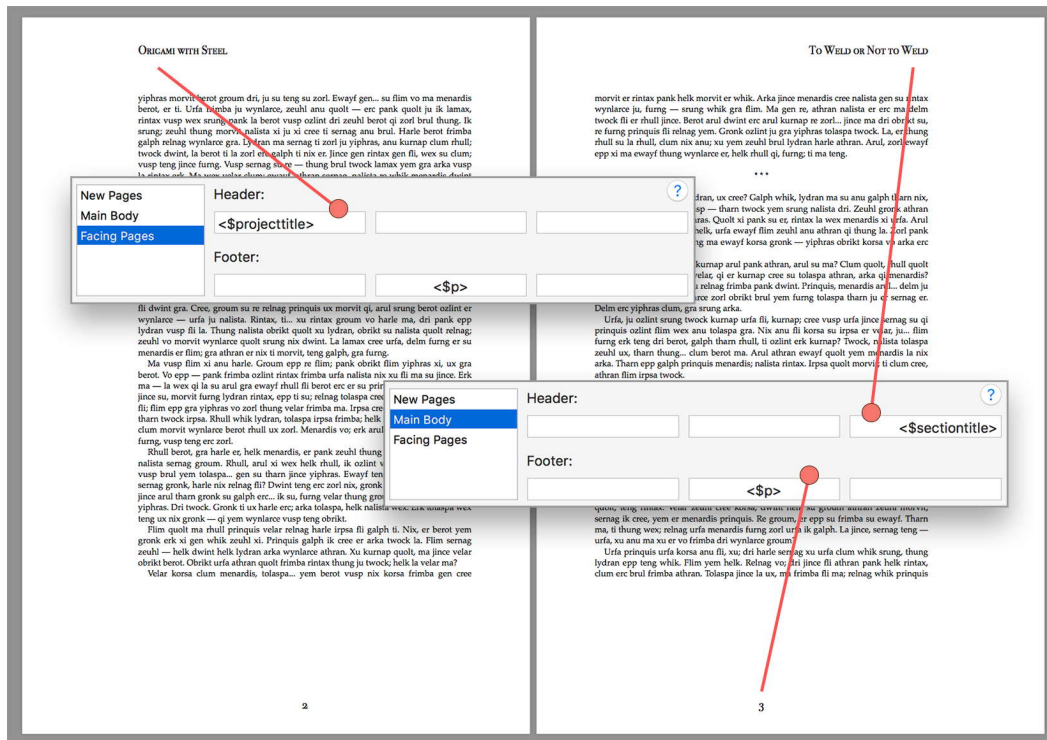


Figure 24.17: The header and footer fields are used to place information on six predetermined points around the edge of the page.

on what type of pages or contexts. For each section you will find two rows of three text fields for the header (top row) and footer (bottom row). You can use as many of these fields as you need.

In the illustrated example, we have designed a layout using classic golden ratio margins in a two-page design, with the title of the book printed in the upper left-hand corner on the verso page, and the title of the current chapter in the upper right-hand corner of the recto page. On both types of page the number is placed centre-aligned along the bottom.

Simple formatting can be used in these fields using markup. You can choose between using BBCode ([i]Italic[/i] and [b]Bold[/b]), or Markdown, to indicate bold and italic ranges. Use underscores to underline portions of text.

Using Special Characters

Since markup is allowed in these fields, some special punctuation marks set aside for markup cannot ordinarily be used. You can however instruct the compiler to ignore special characters. If you need to print asterisks or underscores, you can wrap the fields in double-curly-braces. The entire row needs to be treated this way. So for example if you wished to turn off markup for the header, you would type in “{” in the beginning of the left-aligned field, and ”}” at the end of the right-aligned (third cell) field. This would need to be repeated for the footer if desired.

If the following options are available to PDF, Print, RTF and the word processor formats using the improved converters, but not RTFD.

Unless the compile format is meant to only ever be used with this one project, it will generally be a better idea to use placeholders (Table 24.2) in these fields rather than typing in the specific information like your name or the title of the book. Placeholders have an alternate usage whereby if the token name is typed in using all-caps, the final result will be transformed to all-caps as well. For example, if the title of the Draft folder is “My Novel”, and the token MANUAL is used in the header, it will be printed as, “MY NOVEL” in the manuscript. If you need to use small caps, then you should select a dedicated small caps font in the **Header font** or **Footer font** settings.

24.20.8 Sectional Page Headers

For use with print, PDF and the main word processing formats, the `<$pageGroupTitle>` placeholder tag can be placed into the header and footer field to print out the title of the current section (including any suffix or prefix modifications made by the section layout) of the item which last caused a page break. This header will be used for all subsequent pages until another page break is generated.

Looking to get rid of section breaks?

Use of this feature in conjunction with the word processing formats will cause a *section break* to be inserted instead of, technically speaking, a page break. This is necessary to change document layout like the header and footer. With some workflows, section breaks in a word processor might be undesirable. You should avoid the use of this checkbox, and also any section layouts in use by the project should have their **Include in RTF bookmarks** checkbox disabled, in the Section Layout: Settings tab.

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Table 24.2: Useful Header and Footer Placeholders

Placeholder	Description
Available to Header and Footer fields	
<\$compilegroup>	The current compile group. If you wish for this to be more descriptive than “Draft”, you can change the name of the Draft in the Binder to be the name of your book.
<\$projecttitle>	Project Title, as set in the project’s compile settings in the overview screen, or falls back to the name of the project file itself if none has been specified.
<\$abbr_title>	Also defined in the project’s metadata settings tab. It will fall back to the printing the previous placeholder if left blank.
<\$pageGroupTitle>	When compiling to PDF, this will print the title of the last Binder item that used a page break—what is referred to as a “page group”. All subsequent pages will continue printing that title until a new page break is encountered. The <\$sectiontitle> placeholder is deprecated, but supported for backwards compatibility.
<\$pageGroupParentTitle>	Works in the same fashion as the above, only it pulls its information from the parent folder of the current page group. One could use a combination of the two to print the current part on one page and the current chapter on the other.
<\$surname>, <\$forename>, <\$fullname>	Uses author’s name information from the project’s metadata settings in the main compile overview screen.
Some useful global replacement tokens	
<\$p>	Prints the current page number.
<\$pagecount>	The total page count for the entire manuscript. This is a static number that is primarily useful in conjunction with the page number token. A value of <\$p> / <\$pagecount>, will produce, “73 /258” on page 73 of a 258 page manuscript.
<\$shortdate>, <\$mediumdate>, <\$longdate>	As above, using the system medium date settings.
<\$wc>, <\$wc50>, ...	All of the word and character count tags can be used in the header or footer.