

Step 1: Write First or Rough Draft

Snapshot #1 Take Snapshot - Title 1st Draft

Step 2: Compile Word .Doc version - Send To The Editor

Editor sends back Word Doc w/ "Track Changes" Feature Turned On

Step 3: Manually Copy any comments into the corresponding section of the Scrivener document

Snapshot #2 Take Snapshot - After all comments are made but *before* suggested changes.

Step 4: Return to the Word document. Work through all of the suggested changes, accepting or rejecting them, and tweaking things as you go along.

Step 5: After making changes to the Word document, Copy (& Paste) each scene into its corresponding place in the Scrivener project, replacing the text that was there.

Step 2: Send the Word document back to the editor for his further approval.

Eventually, the story works for everyone involved and the editor sends you a contract

Snapshot #3: Create a new snapshot at this point and called it the "Publication Draft – Market Name."

Any further changes beyond this point for whatever reason (Typos, Reprints, etc.) gets the same treatment:

Changes > New Snapshot > New Name

****Note**** Copy the comments and create a new comment at the same place in Scrivener, using Scrivener's comment feature

****Note**** This allows you to capture the comments in the version of the Scrivener document before you make any of the editors suggested changes. This helps maintain the context of the comments, which might not make sense after the changes have been made.

****Note**** It's safe to do this because you have the previous version preserved in a snapshot.

****Note**** This may iterate a few times, depending on the editor. Repeat the process each time, creating a new snapshot for each iteration.

****Note**** I recommend keeping a copy of the contract with the Scrivener project so that you have everything in one place

****Note**** This represents the version of the document that will be published in the market to which you've submitted it.

****Bonus Tip**** If you get good reviews of the Book - Clip them and add them to your Scrivener project in a new folder called "Reviews"