

# Scrivener 3 For Mac

Customizing the tool set  
in your toolbar



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# Customizing The Tool Set in Your Toolbar

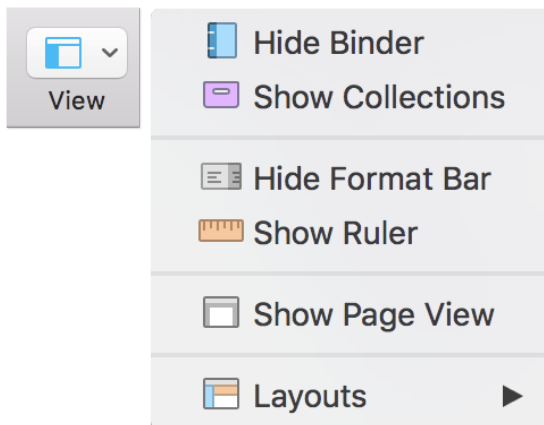
For information beyond the scope of this quick reference guide click here for the **Scrivener User Manual**. Once you have the correct manual open for your version of Scrivener hit **Command + F** and enter a search word.

You can't fit all the tools on your toolbar so you have to select the default set or choose the tools best suited to your project. Right click anywhere on the grey area between the tools already on your toolbar and choose **Customize Toolbar...** from the drop down menu. Then drag either the default set, or your preferred tools onto the toolbar.

## What The Default Set of Tools Do

In Scrivener 3 some of the most frequently used tools have been consolidated for your convenience and are now available via a dropdown menu: Most of the options found in these multifunction buttons can be individually placed onto the toolbar as additional buttons.

### The View Tool :



**Binder:** Hides or shows the Binder sidebar which is the document browser on the left hand side of your screen that keeps all your files and folders together in one place.

**Collections:** Shows or hides the Collections tabs within the Binder. This is where your search results will show up and where you can isolate any of your documents into tabbed collections to be processed together without moving them from their original position in the Binder.

**Format Bar:** Shows or hides the text formatting tool bar which is where you customize your fonts, line spacing, bullet points etc.

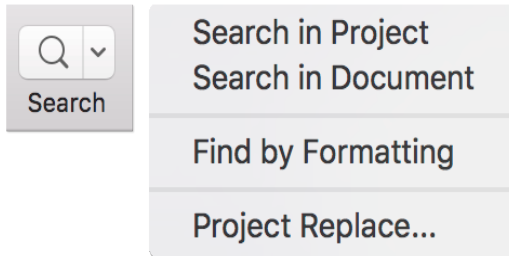
**Toggle Ruler:** Shows and hides the alignment and tab stop ruler.

**Show Page View:** Toggles displaying the text editor as a virtual page on and off, rather than text in a long column. Note that the size of the page will represent the size that you have set in your project's print and margin settings which you can find at **File > Page setup**

**Layouts:** Here you can set up your favorite workspace configurations so that you can easily switch between them.

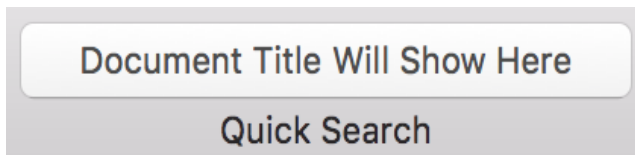
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**The Search Tool:** If you just click on this button it toggles the display of the project search field that appears above the binder sidebar when active.



Then if you click on the dropdown arrow there are additional search options to search within the whole document, only the currently selected document or by formatting such as text style, character format, links or images.

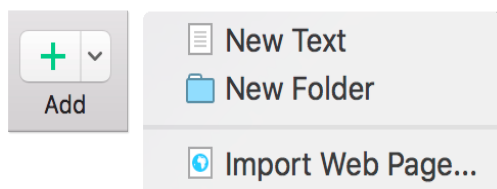
Not to be confused with the **Quick Search and Targets** tool below



**Quick Search and Targets:** Similar to the URL bar in a web browser. Type your search term into the box and you will see a list of documents containing the word in their title or their text. When it is not active it displays the name of your currently selected document. Hover

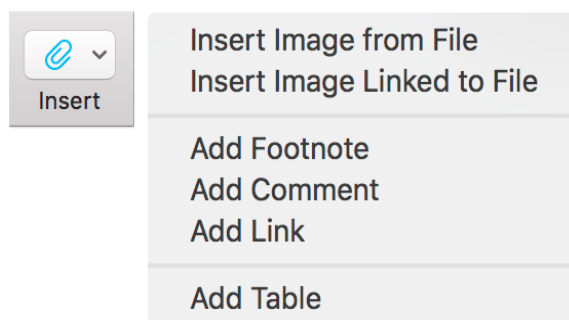
over it, to display how much of your targeted word count you have reached.

**The Add Tool:**



- **Text:** Adds a new text document.
- **Folder:** Adds a new folder.
- **Import Web Page:** Allows you to import content from the web.

**The Insert Tool**



This multifunction button is only available when working within a text editor. It provides for the insertion of images, inspector comments, footnotes, links and tables into your existing text.

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**Move to Trash:** Places selected items in the Trash folder until you decide to remove them permanently. To remove permanently go to **Project > Empty Trash**



**Compose:** Enters you into Composition Mode where you can work without the distraction of your desktop or any of the Scrivener interface, but still have quick access to many of its features.



**View Mode:** Toggles between the different view modes available in Scrivener. i.e. Text-Editing Mode, Scrivenings Mode, Cork Board Mode and Outlining Mode.



**Keywords:** Brings up the Show Project Keywords window where you can search for documents containing any of the keywords you have assigned to a project via the Keyword



**Quick Reference:** Opens a small panel or window for each document you have selected. If you have multiple documents selected, multiple windows will open so you can view and work with them.



**Comment:** Links a comment to selected text (or the word immediately preceding your cursor). Hit the tool and type your comment into the box that automatically opens for it in the Inspector pane. Later, whenever you click on the linked word you will be taken to your comment in the comment box.



**Compile:** Opens the compile window where you configure your export formatting preferences and choose the type of document you want the material in your Draft/Manuscript folder to be exported as.



**Wrap:** Toggles on Wrap to Page Mode which emulates a printed page.

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**Inspector:** Hides and shows the Inspector pane which holds synopses, notes, links to articles, custom metadata options and much more.

## Working With Files And Folders



**Expand All:** Expands all folders in the binder at the same time.



**Collapse All:** Contracts all folders in the Binder.



**Move arrows:** Reposition files and folders in the Binder and rearrange their hierarchy.



**Move Left/Right:** Moves a selected document left or right within the folder hierarchy.



**Move Up/Down:** Moves a selected document up or down within the folder hierarchy.

## Writing Tools



**Script:** Toggles between Standard Text Mode and Script Writing Mode. As Script mode is document specific, you can be writing a script in one screen and have your notes in Standard Text Mode in another at the same time.



**Typewriter Scrolling:** Enabled by default. This tool keeps your cursor level with the middle of the page whilst in Composition Mode.



**Spelling:** Brings up the Spelling and Grammar dialogue box.

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**Fonts:** Brings up the Font Dialogue Box.



**Dictionary:** Brings up a dialogue box with options to look up your word in a dictionary, Thesaurus, Apple or Wikipedia.



**Print:** Brings up the Print Dialogue box.



**Project Replace:** A drop-down menu with customizable options for replacing text throughout your project.



**Colors:** Brings up the Colors Dialogue Box.



**Invisibles:** Shows and hides the formatting marks.



**Copy Format:** Copy the formatting from selected text.



**Paste Format:** Paste the copied formatting onto selected text.



**Bigger:** Increases font size.

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**Smaller:** Decreases font size.



**Subscript:** Lowers the baseline height of the selected text.



**Superscript:** Elevates the baseline height of the selected text.



**Table:** Inserts a table into your text document and brings up a Table Dialogue Box where you can customize it.



**Speech:** Toggles on a voice which reads your text back to you. This is a function of the Macintosh user interface only.

## Notes and Annotations



**Annotation:** This is for jotting down an inline annotation as you write. Click on the tool and the next sentence you write will be encircled and in a different color. Click on the tool again to toggle it off and continue writing. You can choose to omit annotations when you export a document.



**Inline Footnote:** Converts the selected text to a footnote.



**Footnote:** Attaches a footnote to selected text, automatically opening a new linked note for it in the Comments & Footnotes tab in the Inspector pane. When you compile for export you choose where you want the footnotes to appear.

## Snapshots



**Snapshot:** Takes a snapshot of the current document or selection of documents.



**Titled Snapshot:** Takes a snapshot of the current document or selected documents and gives them a title.

## Metadata, Targets and Statistics



**Settings:** Shows the Project Settings dialogue box where you can edit your project properties, customize your label and status lists and add custom metadata etc.



**Statistics:** Brings up the Project Statistics box showing your word count, character count, page count etc. As well as the word frequency tool.



**Targets:** Shows and hides the Project Target box where you set word count targets for yourself according to your own working preferences.

## Backup



**Back up now:** Backs up to the default backup location or to a location you set up manually in the **Scrivener > Preferences** menu



**Back up to:** Backs up to a new location.



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**Mobile Sync:** This will initiate a sync from your active project window to your mobile device. For this you have to have set up a sync folder on your iOS version.



**Folder Sync:** The folder sync feature will create, maintain and synchronise a special folder on your disk. Not to be confused with Mobile sync.