

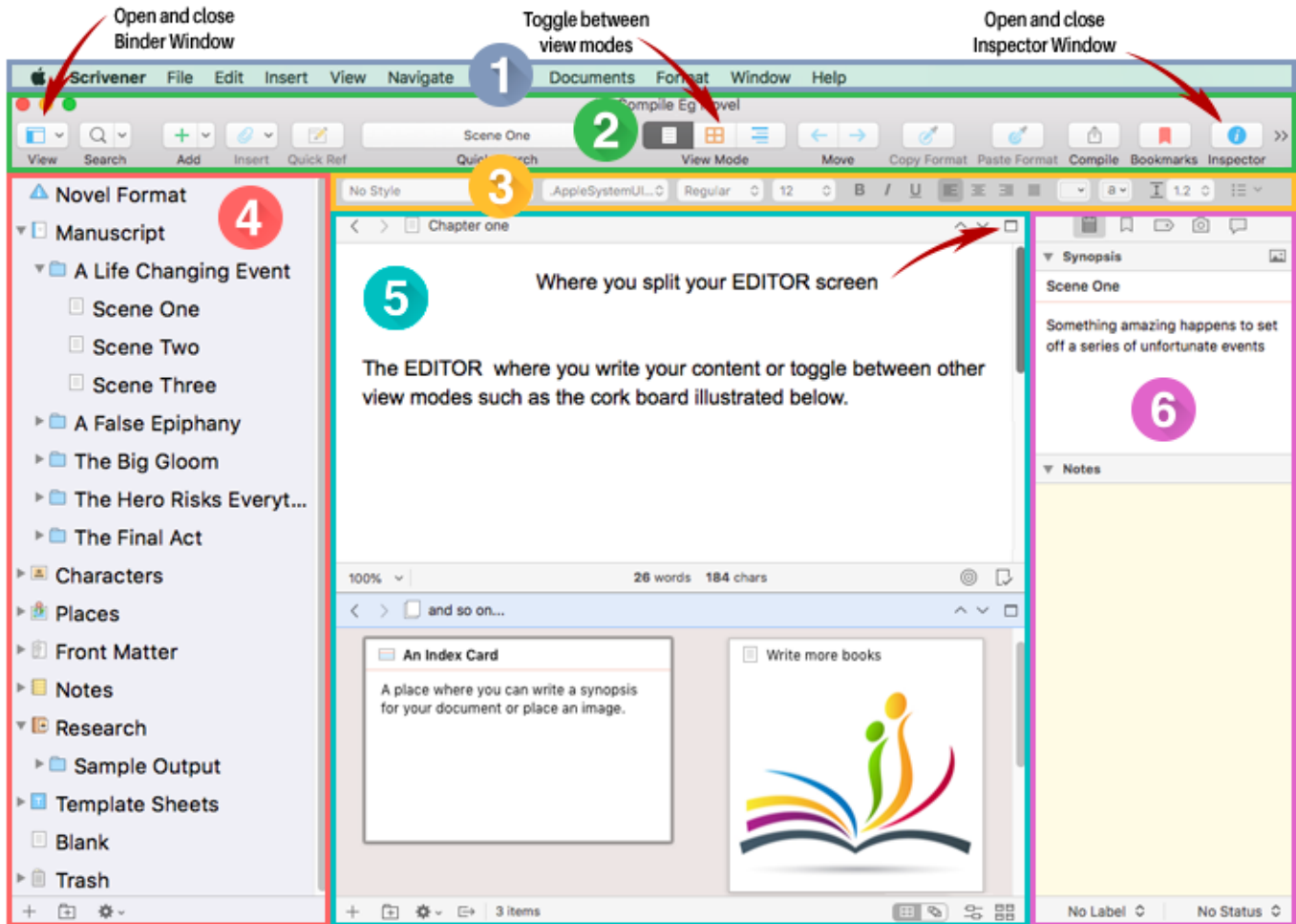
No more Post-It notes

# SCRIVENER 3 FOR MAC

Cheat Sheets to  
Remind You Where  
Things Are on Your  
User Interface



# Regions of the User Interface



**1) The Main Menu:** contains commands for working with Scrivener's files including New, Open, Save, Print and Close.

**2) The Toolbar:** Contains buttons and controls that let you add or delete items, switch between view modes, copy formatting styles from other documents, open the compile function to compile your document for export

**3) The Formatting Toolbar:** Provides many of the most common options for formatting selected text, such as font, font size, font weight, and alignment.

**4) The Binder:** is a document browser that keeps all your files and folders together in one place.

**5) The Editing Window:** Is where you do all your writing and view the content of your files. You can view them in different View Modes and split your screen to view two documents at once.

**6) The Inspector Window:** Holds synopses, notes and links to articles. It also tracks status and custom metadata depending on which function you choose from its Header Bar menu.

# Customizing and Navigation via the Main Menu

- Find an existing Project when you open Scrivener: **File > Find All Projects in Spotlight**
- Customize toolbar: **View > Customize Toolbar**.
- Change display fonts: **Scrivener > Preferences > Appearance Tab**. Choose region from the lefthand sidebar, then open **Fonts** tab.
- Change the paper display color: **Scrivener > Preferences > Appearance Tab**. Choose region from the lefthand sidebar, then open **Colors** tab.
- Change language: **Edit > Spelling and Grammar > Show Spelling and Grammar**.
- Access dictionary: **Edit > Writing Tools > Look up in Dictionary**.
- Customize your backdrop in Composition Mode: **Scrivener > Preferences > Appearances**. Choose **Composition Mode** from the lefthand sidebar. Open **Colors** tab. Choose **Screen background**.
- Activate Typewriter scrolling in Composition Mode: **View > Text Editing > Typewriter Scrolling**.
- Add a link: **Edit > Add Link . . .**
- Access Emoji and Symbols: **Edit > Emoji and Symbols**
- Show alignment and tab stop ruler: **View > Text Editing > Show Ruler/Hide Ruler**.
- Show invisibles: **View > Text Editing > Show/Hide Invisibles**.
- Check word frequency: **Project > Statistics. . .** Open the **Word Frequency** disclosure triangle.
- Show page view to see what your document would look like on a hardcopy page go to: **View > Text Editing > Show Page View**.
- Show page count: **Project > Statistics**.
- If your Labels and Status Stamps don't appear on your index cards, go to: **View > Cork Board Options**.
- Enter Composition Mode: **View > Enter Composition Mode**.
- Split document at selection: **Documents > Split > At Selection**.
- Activate revision mode: **Format > Revision Mode**.
- Edit using Linguistic Focus: **Edit > Writing Tools > Linguistic Focus**
- Character name generator: **Edit > Writing Tools > Name Generator**.
- Snapshots: **Documents > Snapshots**.
- Collections: **View > Show Collections**.
- Have your text read to you: **Edit > Speech > Start speaking**
- Empty Trash: **Project > Empty Trash**
- Copy text format: **Format > Copy Format**
- Paste text format: **Format > Paste Format**
- Access Project Settings Menu: **Project > Project Settings**

# Frequently Used Keyboard Shortcuts That are Worth Learning

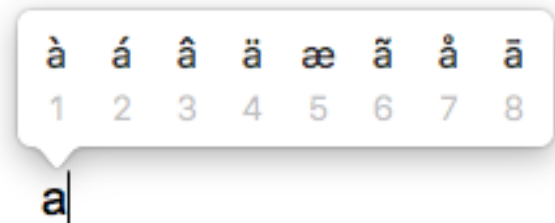
## General Mac Keyboard Shortcuts

- Command + C: **Copy selected text**
- Command + V: **Paste copied text.**
- Command + X: **Cut selected text and copy it.**
- Command + Z: **Undo previous command.**
- Command + A: **Select all items.**
- Command + F: **Open 'Find' window to search text.**
- Command + B: **Bold selected text.**
- Command + I: **Italicize selected text.**
- Command + U: **Underline selected text.**
- Command + Y: **Redo or Repeat**
- Command + L: **Align left**
- Command + E: **Center**
- Command + J: **Justify**

## Scrivener Specific keyboard Shortcuts

- Spacebar: **Open selected file in Quick Reference window**
- Command + 5: **Take Snapshot**
- Command + K: **Split document at selection**
- Command + Backspace: **Move to Trash**

To type an accented or alternate version of a character, press and hold a key until its alternate characters appear. Select the character from the box.



# What do the standard icons in the Binder mean?



An empty text document



A text document with text inside



An empty script writing document



A script document with text inside



Document contains sub- documents stacked beneath it in the Binder



A folder with no loose text inside it.



A folder with loose text inside it



A folder with an index card assigned to it



An index card has been generated but there is no text in the document yet



Any icon with a folded top right- hand corner has snapshots saved for it.

