

Display only the tools you need

SCRIVENER 3 FOR WINDOWS

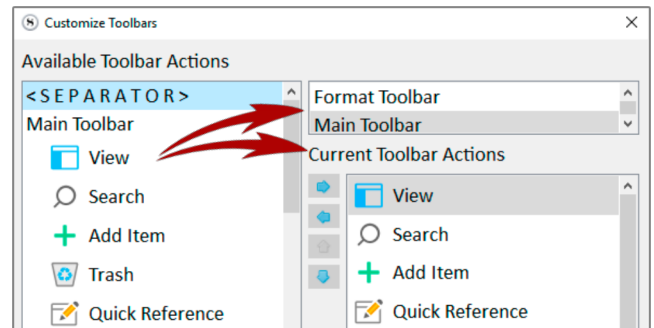
Customize the
tools set in your
toolbar



Customizing The Tool Set in Your Toolbar

For information beyond the scope of this quick reference guide open the Scrivener user manual via the Help menu. Once you have the correct manual open for your version of Scrivener hit **Control + F** and enter a search word.

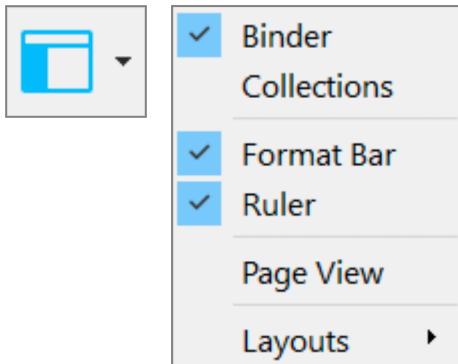
You can't fit all the tools on your toolbar so you can stick with the default set or choose the tools best suited to your project. Here's how you do that: In the main menu bar go to **View > Customize Toolbars...** Select the **Main Toolbar** or the **Format Toolbar** in the top right-hand column of the Customize Toolbars box, then select tools from the left-hand column and click on the arrow in the middle to add them to your toolbars.



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.

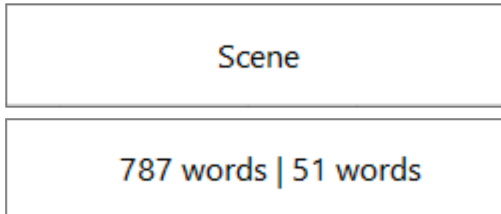
Ruler: Shows and hides the alignment and tab stop ruler.

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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Quick Search and Targets: Similar to the URL bar in a web browser.



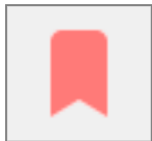
Type your search term into the box and you will see a list of documents containing the word in their title or their text. When it is not active it displays the name of your currently selected document. Hover over it, to display how much of your targeted word count you have reached. (Project target on the left, session target on the right).



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



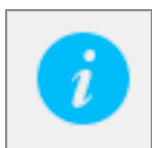
Compile: Opens the compile window where you configure your export formatting preferences and choose the type of document you want the material in your Draft/Manuscript folder to be exported as.



Bookmarks: Store links to URLs to the web as well as documents on your hard drive or within your Scrivener project.



Full Screen/Composition Mode: Enters you into Full Screen 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.



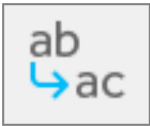
Inspector: Hides and shows the Inspector pane which holds synopses, notes, links to articles, custom meta-data options and much more.

Optional Main Toolbar Tools



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

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



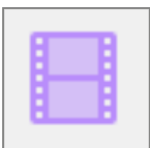
Print: Brings up the Print Dialogue box so that you can print the current document.



Back up to: Backs up to a new location.



Back up now: Backs up to the default backup location or to a location you set up manually.



Script Mode: 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 Full Screen Mode.



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.



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.

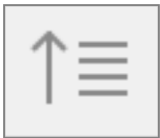
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Move arrows: Reposition files and folders in the Binder and rearrange their hierarchy.



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



Collapse All: Contracts all folders in the Binder.



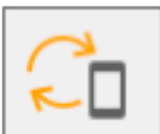
Statistics: Brings up the Project Statistics box showing your word count, character count, page count etc. As well as the word frequency tool.



Project Targets: Shows and hides the Project Target box where you set word count targets



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



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.



Spelling: Brings up the Spelling and Grammar dialogue box.



Layouts: Allow you to save the current window and interface set-up so that you can quickly switch between different workspace arrangements

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Dictionary: Gives you the definition of the selected word and options to look up your word in, Thesaurus, Apple or Wikipedia.



Project 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.



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



Speech: Toggles on a voice which reads your text back to you.

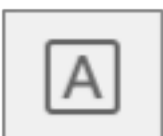


Show Invisibles: Shows and hides the formatting marks.

Optional Format Toolbar Tools



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.



Inline 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.



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.

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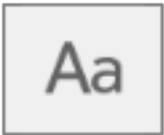
Inline Footnote: Converts the selected text to a footnote.



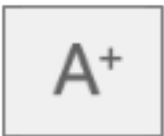
Table: Inserts a table into your text document and brings up a Table Dialogue Box where you can customize it.



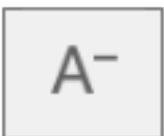
Ruler: Shows and hides the alignment and tab stop ruler.



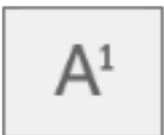
Show Fonts: Brings up the Font Selection box



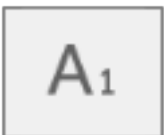
Bigger: Increases font size.



Smaller: Decreases font size.



Superscript: Elevates the baseline height of the selected text.



Subscript: Lowers the baseline height of the selected text.



Strikethrough: Will cross your text out

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Copy Formatting: Copy the formatting from selected text.



Paste Format: Paste the copied formatting onto selected text.