

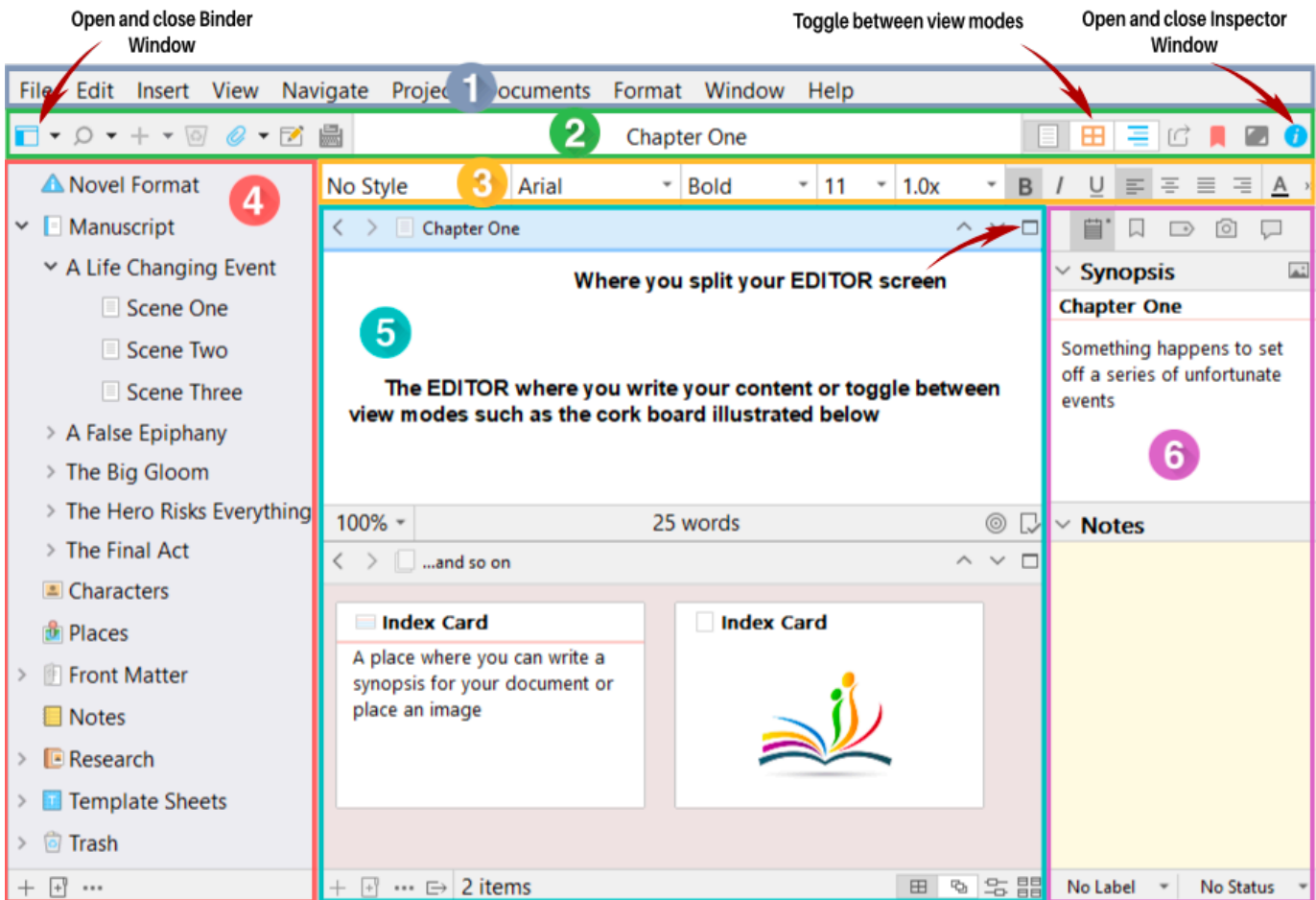
No more Post-It notes

SCRIVENER 3 FOR WINDOWS

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

- **Customize toolbar:** View > Customize Toolbars...
- **Show alignment and tab stop ruler:** View > Text Editing > Ruler
- **Change display fonts:** File > Options > Appearance Tab. Choose region from the left-hand sidebar, then open Fonts tab.
- **Change the paper display color:** File > Options > Appearance Tab. Choose region from the left-hand sidebar, then open Colors tab.
- **Set language for spelling:** File > Options > Corrections Tab > Spelling.
- **Access dictionary:** Tools > Writing Tools > Look up in Dictionary.
- **Change UI language:** File > Options > General > Language.
- **Change default dictionary:** File > Options > Corrections > Spelling. Select or download a dictionary.
- **Enter Composition Mode:** View > Composition Mode.
- **Set default background in Composition Mode:** File > Options > Appearances. Choose Composition Mode from the left-hand sidebar. Open Colors tab. Choose Screen background.
- **Composition background for current project only:** Project > Project Settings > Background Images.
- **Activate typewriter scrolling:** View > Text Editing > Typewriter Scrolling.
- **Show invisibles:** View > Text Editing > Show Invisibles.
- **Check word frequency:** Project > Statistics. Open the Word Frequency disclosure triangle.
- **Show page view:** View > Text Editing > Page View. (This is a view mode. Not 100% accurate)
- **Show page count:** Project > Statistics.
- **If your Labels and Status Stamps don't appear on your index cards:** View > Cork Board Options.
- **Split document at selection:** Documents > Split > At Selection.
- **Activate revision mode:** Format > Revision Mode.
- **Edit using dialogue focus:** Edit > Writing Tools > Dialogue Focus...
- **Character name generator:** Edit > Writing Tools > Name Generator.
- **Snapshots:** Documents > Snapshots.
- **Collections:** View > Collections.
- **Copy text format:** Format > Copy Format
- **Paste text format:** Format > Paste Format
- **Add a link:** Edit > Add Link...

Frequently used Keyboard Shortcuts

Control + C: Copy selected text

Control + V: Paste copied text.

Control + X: Cut selected text and copy it.

Control + Z: Undo previous command.

Control + A: Select all items.

Control + B: Bold selected text.

Control + I: Italicize selected text.

Control + U: Underline selected text.

Control + Y: Redo or Repeat

Shift + Delete: Move to Trash

Control + L: Align left

Control + E: Center

Control + J: Justify

Control + S: Save

Control + F: Open 'Find' window to search text.

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.