# Scrivener For Windows Users.
Customizing the Tool Set in Your Toolbar.

For information beyond the scope of this quick reference guide click here for the Scrivener User Manual

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 **Tools > Customize Tool Bars…** 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 to add them to your toolbars.
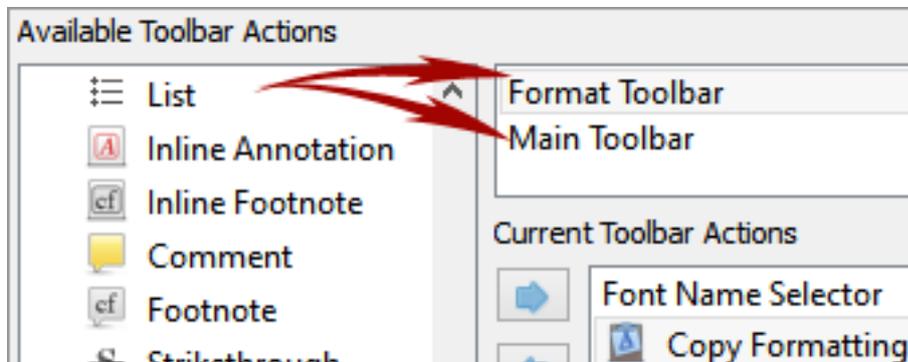
For those who are likely to change tools often, the **Customize** icon brings up the Customize Toolbars box automatically.

Options. Accesses the main application options window where you can tweak the interface and behavior of Scrivener to suit your preferred working style. i.e. appearance; navigation; text attributes, corrections and other editing options; keyboard behavior; import and export options etc.

What the Default Set of Tools Do

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 sidebar. 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.

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

Add: Click to add a new document to your binder. Open the disclosure triangle to access a drop down menu offering you options to add New Text, a New Folder or Import a Web Page.

Move to Trash: Places selected items in the Trash folder until you decide to remove them permanently.

Full Screen: 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.

Comment: Links a comment to selected text (or the word immediately preceding your cursor). Just 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.

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 section of the Inspector window.

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.

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

Search: Type your search term into the box and a list of documents containing your words will show up automatically in a Collections tab in the Binder called Search Results. To revert to the Binder view, delete your search term from the Search box.

Find Synopsis: Brings up a window with a search box that will return results pertaining to synopses only.

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

Open Externally: Opens your PDF's and media files in a new window as opposed to viewing them from within the Editor in Scrivener.

Writing Tools

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.

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

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

Spelling: Brings up the Spelling and Grammar dialogue box.

For **Dictionary, Thesaurus, Google or Wikipedia** go to **Tools > Writing Tools > Look up in Dictionary etc.**

Fonts: Brings up the Font Dialogue Box.

Print: Brings up the Print Dialogue box.

Copy Format: Copy the formatting of the selected text.

Paste Format: Paste the copied formatting onto selected text.

Bigger: Increases font size.

Smaller: Decreases font size.

Subscript: Lowers the baseline height of the selected text.

Superscript: Elevates the baseline height of the selected text.

Invisibles: Shows and hides the formatting marks.

Table: Click on the disclosure triangle to insert a table and customize it.

Notes and Annotations

Notes: This brings up an independent notepad where you can jot down notes pertaining to the entire project. (i.e. not attached to a particular document)

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.

Backup, Meta-Data, Targets and Statistics

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.

Project Statistics: Brings up the Project Statistics box showing your word count, character count, page count etc.

Text Statistics: Brings up a Statistics Box that shows text statistics for the current document, as well as a word frequency table.

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

Settings: Shows the Project Settings dialogue box where you can fill in your project Properties, customize your label and status lists and add custom meta-data.

Back up now: Backs up to the default backup location.

Back up to: Backs up to a new location.

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