

# Scrivener For Macintosh 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 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. For those who are likely to change tools often, the **Customize** icon  brings up the Customize Toolbars box automatically.

## 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. In the Macintosh version these tools are also available independently:



**Folder:** Adds a new folder.



**Text:** Adds a new document.



**Web Page:** Allows you to import content from the web.



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



**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.



**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.



**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 on them at the same time.



**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.



**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.



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



**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.



**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.



**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.



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



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



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



**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.



**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.



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



**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:** Inserts a table and brings up a Table Dialogue Box where you can 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.

## Advanced

 **Sync:** Scrivener lets you prepare a special external folder on your disk for use with folder sharing services like DropBox. To access the feature, select the menu item, File ▶ Sync ▶ with External Folder.... Click on the ? Button in the top right hand corner of the drop down menu for more information.