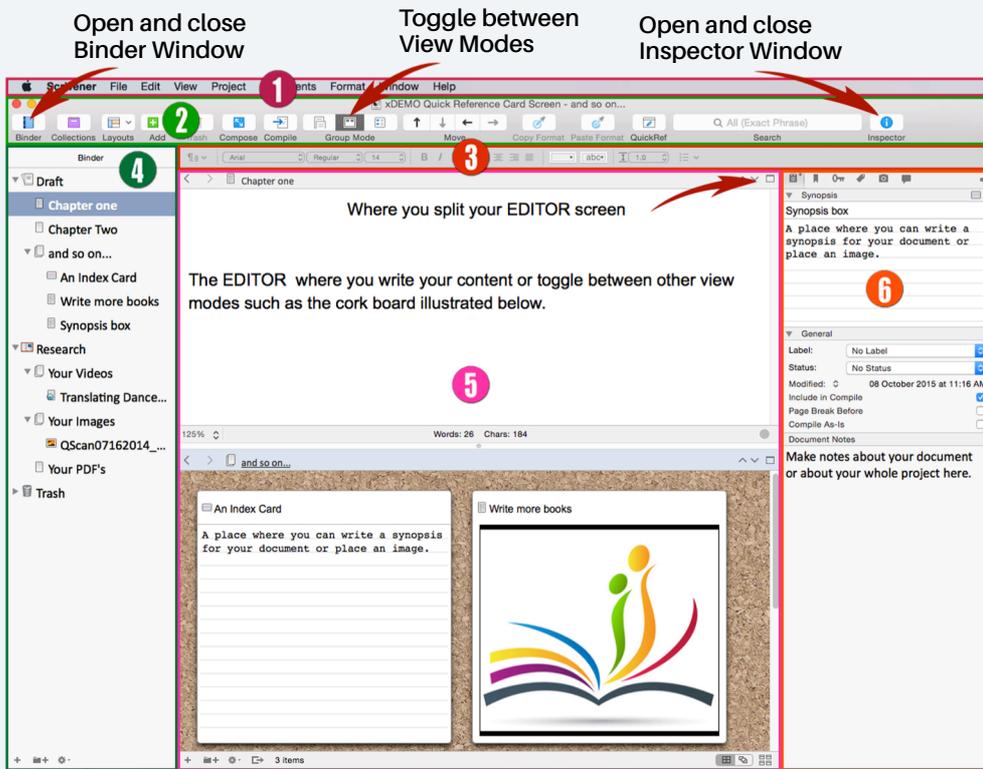


Scrivener For Macintosh Users

Quick Reference Guide

Direct Link to:
[Scrivener User Manual](#)

The Scrivener Screen



- 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, alignment and
- 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 meta data depending on which function you choose from its Header Bar menu.

Customizing and Navigation via the Main Menu

- Show alignment and tab stop ruler: **Format > Show Ruler/Hide Ruler.**
- Customize toolbar: **View > Customize Toolbar.**
- Change display fonts: **Scrivener > Preferences > Appearance Tab.**
- Change language: **Edit > Spelling and Grammar > Show Spelling and Grammar.**
- Access dictionary: **Edit > Writing Tools > Look up in Dictionary.** (Or right click on word and choose from drop down menu)
- Show invisibles: **Format > Options > Show Invisibles.**
- Access special characters: **Edit > Special Characters.**
- Check word frequency: **Project > Text Statistics** - open the Text Statistics information box. Open the **Word Frequency** disclosure triangle.
- Change the paper display color: **Scrivener > Preferences > Appearance Tab > Customizable Colors.**
- 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.**
- Customize your backdrop in Composition Mode: **View > Composition Backdrop > Choose...**
- Activate Typewriter scrolling in Composition Mode: **Format > Options > Typewriter Scrolling.**
- Show page view to see what your document would look like on a hardcopy page go to: **View > Page View > Show Page View.**
- Split document at selection: **Documents > Split > At Selection.**
- Show page count: **Project > Project Statistics.**
- Activate revision mode: **Format > Revision Mode.**
- To set the Meta-data for your front matter pages go to: **Project > Metadata Settings.**
- Character name generator: **Edit > Writing Tools > Name Generator.**
- Snapshots: **Documents > Snapshots.**
- Collections: **View > Collections.**

Keyboard Shortcuts



General

Open a Project: ⌘O
New Project: ⇧⌘N
Close Project: ⇧⌘W
Close Window: ⌘W
Save: ⌘S
Save As: ⇧⌘S
Print Current Document: ⌘P

Editing:

Cut: ⌘X
Copy: ⌘C
Paste: ⌘V
Undo: ⌘Z
Redo or Repeat: ⌘Y
Find: ⌘F
Replace: ⌘H
Select All: ⌘A
Move to trash: ⌘⌘

Formatting:

Bold: ⌘B
Italics: ⌘I
Align Left: ⌘L
Center: ⌘E
Justify: ⌘J

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