

## **The Basics**

In this first part, we look at the basic features of Scrivener that you will be using most of the time.

### **Get Oriented**

#### **Main Interface**

##### **The Binder**

##### **The Editor**

##### **The Inspector**

##### **Synopsis & Notes**

This is the synopsis.

##### **Label & Status**

##### **Bookmarks**

##### **Metadata**

##### **Snapshots**

##### **Comments & Footnotes**

#### **Composition Mode**

Just you and your words with no distractions.

### **Get Organised**

View two documents alongside one another.

#### **Splitting the Editor**

View two documents alongside one another.

#### **Editor View Modes**

How to switch between the editor, corkboard and outliner, and how to view multiple documents as though they were a single text.

#### **The Corkboard**

## **The Outliner**

## **Scrivenings**

## **Get It Out There**

### **Section Types**

How to tell Scrivener what the different sections in your manuscript are.

### **Compiling the Draft**

How to take all of the pieces of your manuscript and compile them into a single exported or printed document.

## **Get Going**

### **Creating a New Project**

### **All Set**

## **Going Further**

Dip into the topics in this part when you are a little more at home in Scrivener.

### **Remember...**

#### **Searching**

Learn about the various ways of finding things in Scrivener.

#### **Referring to More Documents**

Open documents in more splits and in other windows.

#### **Quick Reference Panels**

#### **Copyholders**

#### **Writing and Editing**

Learn more about Scrivener's writing tools.

#### **Styles**

#### **Page View**

#### **Revision Mode**

#### **Document Links**

## **Inline Notes**

## **Setting Targets**

## **Scriptwriting Mode**

## **Typewriter Scrolling**

## **Organisation Tools**

Using Collections, splitting and merging documents, and some more cool things you can do with the outliner and corkboard.

### **Collections**

#### **Using Bookmarks for Project Notes**

#### **Splitting and Merging Documents**

#### **Corkboard and Outliner Tricks**

##### **View Multiple Groups**

##### **Control the Other Editor**

##### **Freeform Corkboard Mode**

##### **Tracking Threads with Labels**

## **Getting Work In and Out**

Import, export and sync.

### **Importing Files**

### **Exporting Files**

### **Syncing with iOS**

## **Customising Projects**

How to create your own project and document templates.

### **Custom Icons**

**Document Templates**

**Project Templates**

**Scrivener's File Format**

**Tips**

Some short tips that you can look at whenever you want.

**Default Formatting**

**Inserting Images**

**Chapter Numbering and Placeholders**

**Editor Text Width**

**Color Themes**

**Locking the Editor**

**Transcription**

**Name Generator**

**Printing**

**Writing History**

**Dragging in the Binder & Outliner**

**Drag Text to and from Binder**

**Adding Project Bookmarks**

**Opening Bookmarks and Links**

**Keywords**

**Index Card Images**

**Multiple Books in One Project**

**Name & Address in Templates**

**Saving UI Settings with Layouts**

**Scratch Pad**

**Backing Up**

**Resetting the Tutorial**