

Use Word-2011 compatible copy

If checked, copying and pasting from Scrivener into Word 2011+ will use true footnotes and comments. Having this feature enabled can reduce the quality of copy and paste between Scrivener and other native macOS software.

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B.8 Backup



Figure B.23: The Backup preference pane

Scrivener has a fully automated backup system that keeps individual self-contained snapshots of your project set aside in case you should ever need to roll back to a previous version of the project. The options in this tab will control the various aspects of it. Individual projects can override some of these settings in the Project Settings: Backup pane ([section C.9](#)).

Turn on automatic backups Enables the automated backup system. It is best to leave this turned on, unless for performance or security reasons you wish to control the process manually. **Individual projects can opt out of backups in Project Settings.**

Back up on project open Whenever a project is opened, a backup will be created before you can begin working. This can slow down load times with large projects, but ensures you have a snapshot of how things were before you started a session.

Back up on project close Whenever a project is closed (either directly or via application shutdown), a backup will be created. This can slow down close times in large projects, but ensures you have a snapshot of how things were when you concluded a session. When combined with the above option, you will have a complete before/after pair for each session.

Back up with each manual save Have the software create a backup copy whenever you manually save a project with **⌘S**. This behaviour will not trigger with the auto-save feature.

Back up before syncing with mobile devices When opening and syncing changes made with Scrivener for iOS, a backup will be created directly prior to sync. This backup will contain the project as it stood before merging in the mobile changes, as well as the mobile changes themselves.

This option is enabled by default, but will be of no impact to you unless you work with Scrivener mobile.

Compress automatic backups as zip files (slower) If you are storing your backups on a network drive, or Internet synchronised service like DropBox, this option will not only save space and reduce data usage when uploading, but will protect the project format from the sorts of damages which can occur when lots of files are transferred over the Internet. However, it will adversely affect the performance of your backups, as Scrivener not only has to collect and assemble a copy of the project, but compress it as well, before letting you return to your work. With very large projects, this can take many minutes to complete, and turning it off can save a lot of time.

Backups taking longer than it seems they should?

The use of aliases or symbolic links in the binder, pointing to resources stored externally from the project, can slow down zipped backup times significantly, on account of how these links must have their source material excluded from the zipped backup. Disabling the zip option will be the simplest way to avoid the extra processing if you depend upon links. If you can do without them, you will see backup performance improve for the project.

Use date in backup file names In addition to a numbering token, which Scrivener uses to keep track of the rotation, the date and time of the backup will be included in the file name, making it easier to sort by recency in the Finder. It also means each backup filename will be unique, which could be of use with an external backup system.

Only keep *n* most recent backups To avoid the proliferation of hundreds of backups, a limiter is employed. Use this option to have Scrivener restrict the number of backups to a defined amount. Once this amount is reached, it will remove the oldest backup to make space for the new one. You may find this needs adjusting if your work habits cause backups to overwrite each other too quickly. It's generally a good idea to have three or four days of backups available.

If you would rather Scrivener never delete old backups, disable these feature with the checkbox.

Backup location Determines the folder where automatic backups will be maintained. If you would prefer these backups be kept somewhere more visible, or on a synchronised, external drive, or secured area, click the **Choose...** button and use the folder navigator to select the destination folder. If you

choose a location that later becomes invalid (a common example is external drives), Scrivener will immediately warn you as soon as it tries to back anything up.

As a convenience, you can quickly access the backup folder by clicking the **Open backup folder...** button.

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Composition Mode Backdrop Choose a background image for your composition environment, rather than the plain background colour. The image will be stretched to fit the screen as necessary, without distorting its shape. This feature is not compatible with Page View mode.

- **No backdrop:** will use a solid colour as specified in the Appearance: Composition Mode preference pane ([subsection B.5.3](#)).
- **Choose from disk:** click the **Choose...** button to select an image from your computer. This will import the image into your project settings, leaving the original free to be moved or renamed.
- **Use image from project:** a list of image resources found within the project will be listed in this dropdown.

To remove the backdrop image, select the **No backdrop** setting and click the **OK** button.

Freeform Corkboard Mode Background For better performance, use smaller, tiling textures rather than large images. If you intend to use a graphic that is meant to be a structure to lay out your cards upon, you should leave a small amount of padding above the functional part of the image, as the image will start a bit above the viewable area of the corkboard. The image will still tile, so you may also want to ensure there is enough padding to the bottom and right of the functional area to push the tiling effect out of view.

- **Use default background:** defers to the default setting in the Appearance: Corkboard: Colors preference pane ([section B.5.4](#)), which can either be a solid colour or a texture image.
- **Choose from disk:** click the **Choose...** button to select an image from your computer. This will import the image into your project settings, leaving the original free to be moved or renamed.

C.9 Backup

In this pane you can override the global application backup settings for this project. These settings will not enable automatic backups if they have been disabled globally, they will merely modify what settings already exist.

Exclude from automatic backups When enabled, this project will not be backed up automatically under any circumstances. It can still be backed up manually using the menu commands found within the **File ▶ Back Up ▶ submenu**; take care to do so periodically, or have another backup routine in place to keep the contents of this project protected. This option can be useful for very large projects take a long time to back up.

Use custom backup folder for this project This can be useful for cases where you want to keep the backups for this project separate from your other projects. If you're working in a secured environment, you could choose an encrypted disk as the backup location. Once enabled, click the **Choose...** button to select an alternate folder for backing up this project to.

The **Open backup folder...** button will reveal this project's backup folder in the Finder.

Click the **Open Backup Preferences...** button at the bottom of this pane to load the global Backup preference pane ([section B.8](#)).