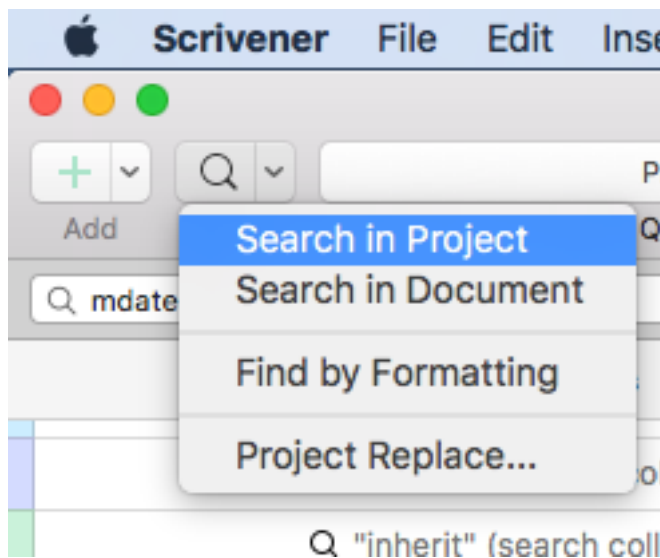


Set Up A Navigable List Of The Most Recently Modified Documents In Your Scrivener Projects...

Unfortunately, Scrivener does not seem to offer up a simple one-click way of accessing a list of the last documents modified in your writing projects. Ideally, one would be able to simply click on an icon in the binder panel, and be presented with a chronologically ordered list of the docs most recently modified. The user would then be able to click on any of these listed docs and have that doc appear in the editor panel scrolled to the point where the last edit was made, the cursor inserted at that point in the text.

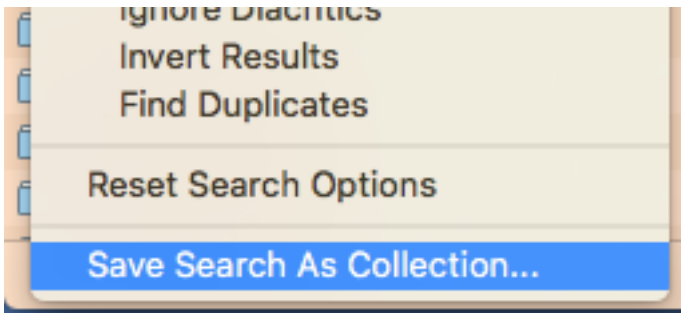
The following is a (fairly simple) recipe a scrivener user might use to set up their scrivener environment once and to use thereafter when ever they might need to see a chronologically ordered list of the documents last modified:

- 1. Click on the search icon in the toolbar, and select "search in project" from the popup menu.*

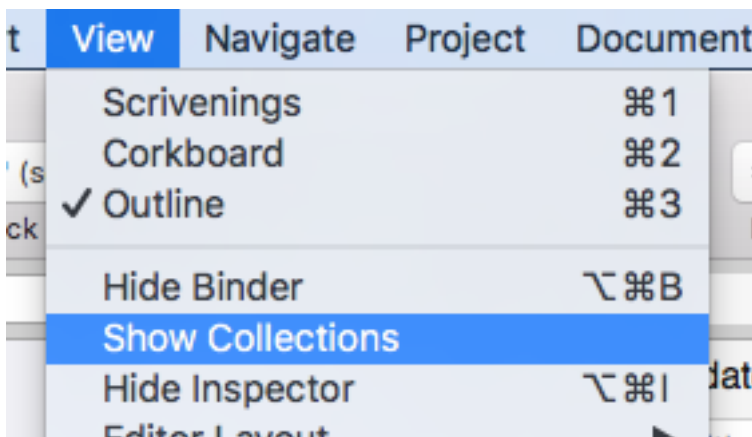


- 2. Then enter "mdate:>1M" into the search field (no quotes). You can use 2D for last two days, or 4M for last four months, or 1Y for last one year (there is no option for weeks that I can find). You have the option of searching for "cdate:>1M" which instead searches by creation dates.*

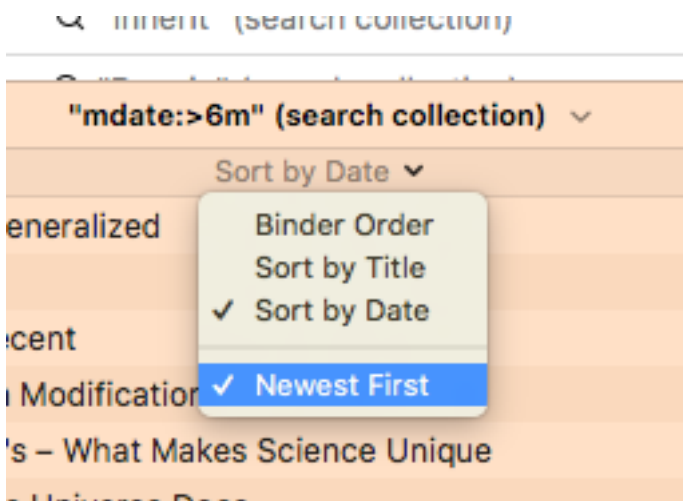
3. Then click on the magnifying glass to the left of the search field and choose the “save search as collection...” item at the very bottom of the popup menu:



4. Make sure “Show Collections” is selected in the “View” menu:



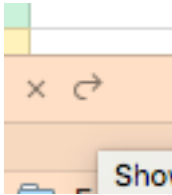
5. Then click on the “sort by” carrot at the top of the search results and choose “Sort by Date” and “Newest First”:



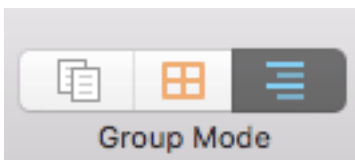
6. Now the found set will be a chronological list of the docs you've modified (or created) in the last 1 month (or what ever epoch you've indicated) with those most recent on top of the list.

7. Clicking on a doc in the search list will bring that doc up in the edit pane.

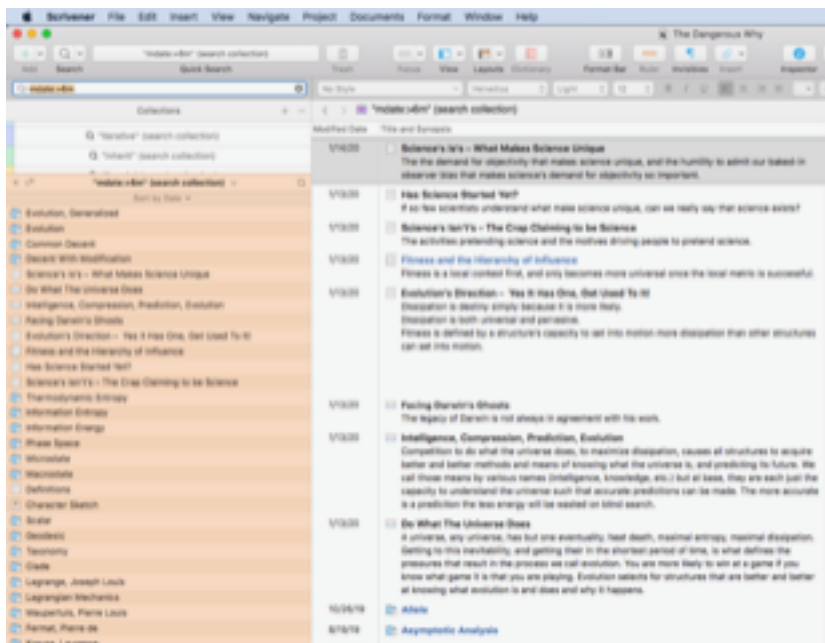
8. Or you can click the little U-turn arrow at the top right of the search collection:



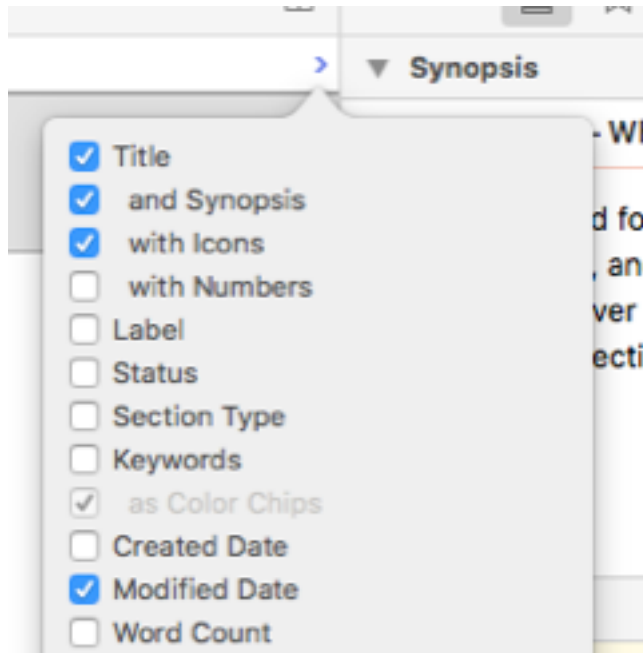
Which brings the found documents into the editor as screenings, as cork board cards (depending on your choice of , or as outline (depending on your choice in the "Group Mode" icon in the tool bar).



Choosing "outline" for your Group Mode, will bring the found set into outline editor where you can see any of the details about any of the docs recently edited.



9. Once you are viewing your found set of docs in the outline editor, you can choose which attributes you want to display as columns by clicking on the small carrot icon at the far top left of the outline view pane:



10. You can reorder the columns (by clicking and dragging on the column title) as I have here, placing the date modified attribute as the first column. Each click on the column title will toggle the order that the found docs are sorted by that column's attribute.

Notes:

Use steps 1 through 7 (above) to easily view, navigate to, and edit the documents you have most recently modified.

Complete step 8 to view all found and date sorted recently edited documents in the Scrivenings, Cork Board, or Outline “Group Views”.

Complete steps 9 and 10 if you would like to review or edit meta-information for each of the most recently edited docs in your Scrivener project.