

a traditional look and feel for those coming from word processors, but a powerful platform for defining ad hoc semantic types into the editor and then exporting those types into meaningful plain-text variants in the compile phase. The heavy lifting is entirely done in the compiler, leaving the particular style system itself largely to the domain of aesthetics, while writing.

By way of a very simple example, one could create a style called “HTML Comment”. The look of the style in the text editor would be arbitrary—what really matters is what happens when the compiler is set up to look for ranges of text tagged with “HTML Comment” and wraps those ranges of text in a `<!--`` prefix followed by a ``-->` suffix. Scrivener supports both inline prefix and suffix as well as per-paragraph enclosure.

If you are a plain-text author, consider using the styles feature to your advantage. A real-world example of how this can be done is provided in the user manual you are reading. It makes heavy use of the stylesheet system to implement custom LaTeX control in the output document. We make the source project available [on our web site](#)⁷.

Styles That Do Nothing

Styles do not necessarily have to perform a formatting function in Scrivener. When compiled they can be removed conditionally, used to pass through instructions to the output format (raw HTML to ePub for example) and a few other tasks—but even beyond that they can simply do nothing at all and leave the text in a state where your readers will never even know it was tagged in the first place.

Consider that marking a text with a named style is a way of tagging text with meaning. You can use formatting for this purpose if you wish, or the purely visual highlighting fills as we’ll discuss in the following pages, but have these modifications removed or never expressed when compiled.

A practical example of where this might be useful is in tagging all text relating to a certain character’s inner monologue. This could be expressed as simply as italics in the editor—but having done so with styles you’ll be able to select by, search for and walk through examples of monologue text throughout the entire book.

If you’ve ever wanted to mark text as being “something” so you can easily find it later with other similar texts, styles may be what you are looking for.

15.6.3 Using and Managing Styles

In this section we will discuss the application, creation, deletion and modification of styles to text, and within your project in general.

⁷ <https://www.literatureandlatte.com/learn-and-support/user-guides>

Applying Styles

While writing, whether you come across a phrase that needs to be styled or you are preparing to write a phrase in a certain style, your usage of the tools will be similar—and familiar from how you might do something simpler like changing the font size: you can either do so while typing, changing the way you type at the cursor from that point forward—or you can select some text and only apply those changes within the selected range of text.

How text is selected will have an impact on how styles are applied.

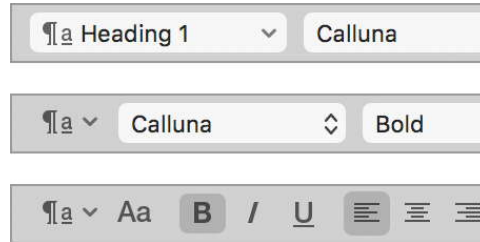


Figure 15.11: The style (leftmost button) and font controls in the format bar collapse when less space is available.

Whether applying styles while typing or retroactively, there are several approaches available:

1. In the The Format Bar ([subsection 15.5.2](#)), the leftmost button is dedicated to styles. If the window is wide enough, the name of the style you are currently working with will be printed. Otherwise the button will be as collapsed down, as shown in the second two examples in [Figure 15.11](#).
2. The main **Format** ▶ **Style** ▶ submenu lists all styles in your project for easy selection. This command is also available from the text editor contextual menu.
3. The main menu also serves as a reference for any keyboard shortcuts you have assigned to styles. For example, by default the stock “Block Quote” style can be applied to the current paragraph with **⌘ 2**. To change a shortcut, use the **Format** ▶ **Style** ▶ **Show Style Panel** command and then right-click on the style you wish to adjust, using the “Change Keyboard Shortcut” contextual menu.
4. And of course the Style Panel itself is a great way to work with styles if you prefer a single-click visual approach.
5. The **Format** ▶ **Style** ▶ **Pop Up Styles Menu** (**⇧ Ⓜ Y**) is a convenient way to switch to a style. Just as with all menus, you can use the keyboard to type in the first few letters from the name of a style to jump straight to it, and **Return** to select.
6. If you have a keyboard with a Touch Bar then a default button is a style menu. It will print the name of the style you are currently type in (“No

Style” otherwise), and when you tap on it you can select a style to apply in a scrolling view.

If your intention is to type in the selected style for a bit, eventually you’ll probably be looking for a way to *stop* typing in that style and return to normal un-styled text. The easiest way to do that will be the same way you would stop typing in bold: use the same style command to toggle typing off for that style (character styles only). If the style has a keyboard shortcut, you can use the shortcut to both start and stop typing in that style.

Additionally, all of the methods listed above provide a “No Style” or “Remove Style” choice among their options. For example, you can use the `⌘⌘0` keyboard shortcut, as provided by the **Format ▶ Style ▶ No Style** menu command. This action works contextually in that it terminates character styles, returning cursor input to the underlying paragraph style formatting (if applicable) or un-styled text. If there is no character formatting directly behind the cursor, then the action will be to strip all styles from the current paragraph.

Creating New Styles

Creating a new style is done by first formatting text in an editor (use dummy text if you do not have an example yet) using the standard formatting tools. Next, select the text (or merely position the cursor within the paragraph for paragraph styles) and then using one of the following methods to create a new style from it:

- The **Format ▶ Style ▶ New Style From Selection...** menu command.
- Click the **+** button in the footer area of the style panel.

Using either method, you will be taken to the New Style panel (Figure 15.12). Once filled out to your specifications, click the OK button to confirm and add the style to your project.

Name This is the title by which it will appear in all menus and the style palette. The name of a style can be important when it comes to copying and pasting between projects, as well as when compiling. Scrivener relies upon names to look for matching styles in these contexts. You can for example cause text tagged as “Glossary Entry” to have its appearance altered by compile settings that modify all text tagged as “Glossary Entry”, regardless of the project they came from or the formatting in that project.

Most often this will be of importance if you wish to make use of our built-in compile formats. We assume styles will be named in accordance with the example stock styles added to new projects. If a compile format overrides how, say a block quote, looks then it will be looking for “Block Quote”. Refer to the Compile Format: Styles pane for further information on that topic (section 24.5).

Figure 15.12: The New Style panel is also used for redefining styles in the project.

Shortcut Select a number key to associate with your style. All shortcuts will use the same modifier keystrokes, so all you have to choose is a number. Any numbers already assigned to other styles will be marked as such. You can overwrite an assignment from here, but will be warned when doing so.

Formatting Here is where you set the *type* of style (section 15.6.2) and the scope of what formatting it will store and apply to future text:

- *Save character attributes:* the type of style will be Character. Only those settings that impact the letters and words themselves will be saved.
- *Save paragraph style:* the type of style will be Paragraph. Only the settings that impact how paragraphs are displayed will be saved.
- *Save all formatting:* the type of style will be Paragraph+Character. All formatting will be saved, and when applied to paragraphs the entire paragraph will be formatted uniformly.

Below the type selection are two additional options for whether to **Include font family** and **Include font size**. These can be useful when creating general purpose styles. For example a heading style would often change the

font size, but it might not bother with changing the font family, if heading fonts are meant to be the same as that used by body text.

Highlight Box In some cases it might be advantageous to draw visual attention to a style, either as embellishment or to act as a crucial signifier in cases where the actual formatting of the style itself doesn't matter or isn't meant to be visible to the reader. Enable the **Draw highlight box around text** checkbox, and then click on the colour chip to select what will be used as a background fill behind the text.

This is an example of a **style with a highlight** added to it.

Figure 15.13: Highlight boxes can visually accentuate styles in the editor, and are particularly useful if the style itself being used for something other than formatting.

Next Style This final option determines what style will be set when ending the current paragraph. The default is “None”, which will return you to default un-styled text. You might for example wish to have the Block Quote style transition into the Attribution style on the following line.

It is also possible to select the same style you are creating with the “This Style” option. This will be useful for styles that tend to span more than one paragraph or line, such as code blocks.

Since character styles naturally persist from one line to the next, this option is unavailable to them and will be disabled.

Redefine a Style

Modifying a style follows much the same procedure that creating a new one does. Text is formatted the way you would like the style to look (use dummy text if you do not have an example yet) using the standard formatting tools. Select the text (or merely position the cursor within the paragraph for paragraph styles) and then using one of the following methods to update an existing style:

- Use the **Format ▶ Style ▶ Redefine Style From Selection ▶** submenu to select the style you wish to overwrite.
- From the style panel, right-click on the style you wish to overwrite, and select “Redefine Paragraph Style From Selection...”.

The same dialogue you used to create the style will appear. In most cases you will not need to change anything here, and can just submit the form to apply the formatting changes you've made. However if you do wish to change the parameters of the style, you can change every aspect of it save for its type. With paragraph styles, you can retroactively change whether or not character attributes are included with the style.

Styles cannot be duplicate directly. If you are looking to create a derivative, instead of replacing an existing style, use the original to style your text, modify its formatting in the editor, and then use your preferred method for creating a new style.

Lastly, if all you wish to change is the keyboard shortcut, the right-click contextual menu in the styles panel contains a quick and easy method for doing so, without going through the whole redefinition process.

Deleting a Style

Deleting a style can be done at any time by using the **Format ▸ Style ▸ Delete Style ▸** submenu. This command cannot be undone, but since it does not actually remove formatting from the text, if you do accidentally delete an important style you can re-create it by finding an example in your text, and creating a new one from scratch from its formatting.

Removing Styles from Text

Removing styles from existing text is very similar to what you would do when you are done typing in a particular styled range. The **Format ▸ Style ▸ No Style** menu command and its shortcut, `⌘+⇧+Z`, also strips out the style from the selected text or the paragraph.

- For character styles, you must always select the entire range of text you wish to remove the style from (just like how you would need to select an entire range of italic text to remove italics from it). If you use this command by placing the cursor somewhere within the range, all that will happen is you will insert a “no style” declaration at the cursor, meaning that if you start typing it will not be typed in that character style and the original range will be broken in two.
- When character styles are removed from paragraphs that have a paragraph style, the text will revert to the formatting established by the paragraph style. For example, if the paragraph assigns a dark red colour to text but our character style is light blue, when we strip out the character style from that paragraph it will turn dark red.
When removing character styles from paragraphs that are un-styled, the text will merely become un-styled as well.
- To remove a paragraph style, even if it supplies character formatting, simply place the cursor anywhere within the paragraph not otherwise occupied by a character style and use the command. Any character formatting and styles found within the paragraph will be retained, but all other text and the paragraph settings themselves will be converted to default formatting.

- If the cursor is placed outside of a character range in a paragraph that has no style applied to it and the No Style command is used, the effect will be to remove all character style assignments from within the paragraph. The paragraph itself will also be reset to default formatting. In this way you can fully clear style data from a selection by using the command at most two times.

Get rid of them all!


If you wish to strip *all* styles from selected documents (useful when importing from other word processors and getting unwanted styles imported), there is a special option provided in the **Documents** ▶ **Convert** ▶ **Text to Default Formatting...** menu command, **Remove all styles**. This will clean out all style information and remove all formatting related to them, within the limitations of this tool (i.e. if a style provides inline formatting such as italics, they will not be stripped out but the style will be).

Of course if you want to go even further and get rid of all formatting, try Cutting the text and then using **Edit** ▶ **Paste and Match Style**.

15.6.4 Working with Styled Text

Selecting and Searching for Styles

Marking text as styled is useful for many reasons, chief among them the ability to locate bits of text that have been tagged under a particular style. There is of course great appeal in easily walking through every figure caption in your dissertation or every block quote in a biography.

The styles panel itself has several of these tools gathered together into one place, by either right-clicking on a style and using the “Select All Text with Paragraph Style” command (which selects all ranges of text within the current active editor that is tagged with the selected style), or clicking on the  button below the style lists. The selection commands in this menu match what are available universally, among a number of other tools, in the main **Edit** ▶ **Select** ▶ submenu:

- *Select Style Range*: expands the current selection, or select from the around the cursor position, to encompass the styled text around it. This command works under the following logic:
 - If a character style is found, the contiguous range of text around the cursor using that style will be selected.
 - If a paragraph style is found around the selection, then all contiguous paragraphs using that style will be selected. This includes conditions caused by the above, meaning we can first select a character range,