Getting Scrivener
Download a 30-use free trial or buy Scrivener at http://www.literatureandlatte.com.

Creating a Project
- File>New Project
- Choose location before saving, Scrivener auto-saves every 2 seconds of inactivity

Projects
- A Scrivener project is a collection of files
- Usually create one project for each book, but don't have to (blogs, lectures, essays, etc)
- File>Open or File>Recent Projects to open existing project from the menu

Importing Existing Work, Research, Images
- Import files via drag and drop from file system, or File>Import>Files
- File>Import>Import and Split to automatically divide by chosen character or word

Binder
- Like a TOC of project and a navigation tool
- Item types: folder, document, file group (document w/subdocuments)
- Move files via drag and drop, Edit>Move>Move Up/Down/Left/Right, or Documents>Move To>[location]

Inspector (blue "i" button to access)
- Shows metadata about file you're viewing
- Synopsis
  - Title=Binder/Editor title
  - Text same as index cards on Corkboard

Editor Options
- Split screen (To toggle horizontal/vertical split, use the Option key)
- Paste & Match Style (Edit>Paste and Match Style)
- Setting up the default text style (Scrivener>Preferences>Editing>Formatting)
- Applying the default text style (click anywhere in document first: Documents> Convert>Text to Default Formatting)
- Composition mode background image (Project>Project Settings>Background Images)
- Composition mode background and other color changes (Scrivener>Preferences> Appearance>Composition Mode>Colors)

Group View Modes
- You must select a file with subfiles (folder or file group), or multiple files
- Corkboard: index cards, storyboard style (View>Corkboard)
- Scrivenings: multiple document view (View>Scrivenings)
- Outliner: metadata in columns (View>Outline)

Viewing the Corkboard and Creating a Storyboard
- Must select a folder or group of files
- View>Corkboard (or button on toolbar)
- Enter synopsis on card (same as Synopsis in Inspector)
- Use + button to add new card/document
- Drag cards to change order

Project Search
Search the text and metadata of the entire project and view results in a file list in the Binder.
- Click the magnifying glass on the toolbar to access.
- Click the small magnifying glass in the Project Search bar to adjust the search settings.
- Select a file in the Search Results list to view highlighted matches.

Backups
Check out this post on backups if you ever need help with them: http://gwenhernandez.com/2011/01/11/tech-tuesday-automatic-backups-with-scrivener-2-x/. Yes, it's old, but nothing significant has changed in Backups since it was written.

Exporting Your Work
- Use File>Export>Files to export selected files as defined in File>Page Setup>Scrivener>Text.
- Scrivener exports each document individually, and retains folder structure.
- To get one combined file, use Compile.

Compiling Overview
- Compiling is combining documents and folders into your Binder into a single output file with the desired appearance.
- Access compile via File>Compile.
- Start by choosing an output file type from the Compile For dropdown list at the top.
- Select a format from the Formats column (left). Formats are global settings that will be applied to the output file, like margins, paper size, and headers/footers.
- The Contents pane on the right is where you select which items to include in the output, and assign/change section types (see below).

Quick & Easy Compiling for a DOCX (with text as formatted in the Editor)
1. Go to File>Compile.
2. From the Compile For dropdown menu at the top, choose Microsoft Word (DOCX).
3. Under the Formats column on the left, choose Default.
4. In the Contents pane on the right, select the documents you want to include in the compiled output. Make sure the section types are assigned to each file as desired.
5. Click Compile and choose a location and name for the file. If you want it to open automatically in Word, be sure the box to "Open compiled document in" is selected and choose Microsoft Word.

Bonus Tips
- Clear your Recent Files list via File>Recent Projects>Clear Menu.
- Create a favorite projects list for easy access via File>Add Project to Favorites. Use File>Remove Project from Favorites to remove from the list. Go to File>Favorite Projects to access favorites or clear the list.
- Create a new folder from a selection of files by selecting the desired files and going to Documents>New Folder from Selection.
- To change a document to a folder, select the file and go to Documents>Convert>to Folder. To change a folder to a document, select the folder and go to Documents>Convert>to File.
- Duplicate a document or folder via Documents>Duplicate. To get all files within a folder, choose the "with Subdocuments and Unique Title" option.
- To get the word count of a selection of text, select the desired text and look in the Editor footer. The word count there changes to "Selection: X words (of X)."
- Close a project by clicking the red circle button in the upper left corner of the window, or going to File>Close Project.
- To move, copy, rename, or delete a project, you must locate the project file in Finder and do it there.
- You can move files between projects by opening both side by side and dragging files from one Binder to the other.
- To select multiple contiguous files, select the first file, hold the Shift key, and select the last file. For non-contiguous files, Command+click each additional file you want to include. These can be combined.
- You can tell if your changes have been saved by looking at the red circle button in the upper left corner. A dark dot in the center means there are unsaved changes. Solid red means all changes have been saved. This works for many Mac programs.

Getting Help
- Help>User Manual
- Help>Support
- Help>User Forums
- Scrivener posts: **http://gwenhernandez.com/scrivener-corner/scrivener-tips/**
- Scrivener online courses: **https://ScrivenerClasses.com**