

## 1 **Scrivener's Hidden Gems**

Antoni Dol

## 2 **Who is Antoni Dol?**

- Science fiction writer since 2017
- Self-published 9 books, was included in 3 anthologies
- Wrote 3 books on Scrivener:
  - "Mastering Scrivener"
  - "Mastering Scrivener Themes"
  - "Mastering Scrivener Themes for macOS"
- "Regular" and "Aficionado" at the Literature & Latte Community Forum
- Moderator r/ScrivenerThemeBuilder SubReddit
- Created 4 Themes:
  - DarkForest, DarkRoasted, WhiteSatin, and TropicalNight

## 3 **What is Scrivener? Writing software**

- Project Templates: novel, poem, screenplay
- User Interface: Binder, Editor and Inspector
- View Modes: Scrivenings, Outliner and Corkboard
- Writing tools: Dialogue focus, Name generator, Thesaurus
- Organization tools: Labels, Status, Keywords, Bookmarks, Collections
- Statistics: Word count, Word frequency, Writing history
- Supporting material: Research, Notes and Ideas
- Secure: Saves automatically, takes Snapshots, makes Back-ups on closing the program

## 4 **What is Scrivener? Compiling output**

Compile to various output documents from one source:

- txt, rtf, doc, docx, odt, pdf, ePub, html, Final draft or mmd.
- Different formatting than in the Editor
- Compile Formats for standard output
- Create your own Compile Formats
- Compile parts of a Project
- Compile metadata: Synopses, Notes, Custom Metadata or Title
- Replacements during compilation

## 5 **The operating system divide**

For the Windows-version: [File > Options > ...]

means for the macOS-version: [Scrivener > Settings > ...]

## 6 **Vragen?**

<https://antonidol.nl/handout>

Geef het nummer van de Hidden Gem op die hoort bij een vraag in de handout die je graag beantwoord ziet.

## 7 **Scrivener's Seventy Hidden Gems**

8  **Hidden Gem 1: What's the easiest way to learn Scrivener?**

- Select [Help > Interactive Tutorial]
- This is a hands-on introduction to Scrivener
- Designed to help you get started.
- Save the Project, start it and work through it.
- Before you know it, you'll be writing (and compiling) along.

9  **Hidden Gem 2: What if I'm a Visual Learner?**

- Select [Help > [video tutorials](#)]
- Categories
  - Getting Started
  - Organizing,
  - Outlining, and Structuring
  - and many more

10  **Hidden Gem 3: What if I can't find an option in the Menu?**

- Select [Help > Search menus]
- A search box pops up.
- Type search terms in this box

Scrivener shows only menu items containing those search terms.

11  **Hidden Gem 4: Can I Import Audio or Video?**

- Select the Research folder
- To add a shortcut in the Research folder
  - Choose [File > Import > Research Files as shortcuts]
  - Point to the Audio or Video
- To add the video file itself
  - Drag it into the Research folder or use the [File > Import > Files]
- To add Embedded videos
  - Save the link as a Bookmark and load the webpage.

Play the video or audio file in Scrivener's multimedia player or its default External player

12  **Hidden Gem 5: Can I collect notes without opening Scrivener?**

1. Set up an Inbox folder outside your Draft folder
2. Create a Notes Collection
3. Set up an External Folder "Notes" to Sync All text documents outside the Draft folder in the Project
4. Point to the Notes Collection and Import that Collection to the Inbox folder.
5. Create files in the Inbox External Folder
6. (Re)Start Scrivener

Scrivener places notes in the Notes Collection every time Scrivener syncs the Inbox at startup.

13  **Hidden Gem 6: Can I use Internal Links in documents?**

No. Use finer divisions of your structure in the Binder.

But you can use Comments to navigate through your documents:

1. Create one-word Comments of key words in your documents.

2. Use the Inspector's tab Footnotes and Comments to jump to a specific Comment in your document.

14  **Hidden Gem 7: How can I see Bookmarks in Quick Reference Panels?**

1. Open a Quick Reference Panel
2. Choose [Navigate > Inspect > Bookmarks] from the menu

Scrivener shows the Bookmarks with that document

15  **Hidden Gem 8: Can I quickly jump from Text to Characters?**

1. Select the Character name in the editor
2. Choose the context menu-item [Open]
3. Scrivener shows every document containing that name in the title.

This works for Character Sheets

This also works with other words than names in titles.

16  **Hidden Gem 9: Can I also show images in Index Cards?**

1. Go to [File > Options > Appearance > Corkboard]
2. Tick the [Display Images as Photographs] checkbox
3. Place an image in the Inspector Index Card

•  
The Image will show up on Corkboard Views.

17  **Hidden Gem 10: Can I see Characters in the Corkboard View?**

1. Go to [File > Options > Behaviors > Folders & Files]
2. Check the checkbox [Treat all documents with subdocuments as folders]
3. Create subdocuments under the Character Sketches and Scene Sketches
  - Portrait, Traits, and Background for Characters
  - Sights, Sounds, and Smells for Settings.

Check the Corkboard View for the Character Sheets

Make sure [File > Options > Appearance > Corkboard > Display images as photographs] is selected.

18  **Hidden Gem 11: How can I reset all Paragraph Formatting?**

1. Select a paragraph and set the font and line height
2. Choose [File > Options > Editing > Formatting]
3. Click [Use formatting in current Editor] at the top right
4. Click [Apply] and [Save]
5. Select all documents in the Binder or Ctrl/Cmd + A
6. Use [Document > Convert > Convert to Default Formatting] or Ctrl/Cmd + 0 to apply the formatting to all documents.

19  **Hidden Gem 12: Why are some Folders more special than others?**

1. Go to [Project > Project Settings]
2. Create a Templates folder - New documents created from a Template inside this folder will be duplicates of that Template.
3. Create a Bookmarks folder - Scrivener places Bookmarks created in Quick Reference Panels in this Folder by default.

20  **Hidden Gem 13: How can I start a document from a Template?**

1. Select the Templates folder
2. Create a new document in that folder
3. Give this new Template metadata like:
  - Icon
  - Section Type
  - Label
  - Status
  - Custom Metadata
  - or Content
4. [+] > Choose Template or [Project > New from Template > Template]

Scrivener creates a document that's a copy of that Template

21  **Hidden Gem 14: Can I set a default Template for a Folder?**

1. Select a folder
2. Set [Documents > Default template for subdocuments] on that folder
3. Point to an existing Template

A new document created in that folder obtains that Template

22  **Hidden Gem 15: Can I reset a Default Template on a Folder?**

1. Reset the default template by choosing  
[Documents > Default Template for Subdocument > Text]

23  **Hidden Gem 16: Can Scrivener correct me as I type?**

1. Go to [File > Options > Corrections > Spelling]
2. Check the checkbox [Check Spelling as you Type]
3. Check the checkbox [Correct Spelling as you Type]
4. Add a word you mistype regularly to the [Edit Substitutions] list.
5. Restart Scrivener for the words to have effect.

From now on, Scrivener will correct the word for you automatically.

24  **Hidden Gem 17: Can Scrivener scroll as a typewriter does?**

1. Press [Typewriter Scrolling] in the Main ToolBar
2. Or select [View > Text Editing > Typewriter Scrolling]

Scrivener keeps the insertion of text above the middle of the screen.

On Windows text never passes the vertical middle of the screen

On macOS you can set the height the text never passes.

25  **Hidden Gem 18: Can I split the Editor horizontally?**

By default the Editor splits vertically.

Sometimes you may prefer a horizontally split Editor.

1. Hold the Alt/Option key on your keyboard
2. Watch the icon in the top right corner of the Editor change from two columns to two rows.
3. Alt/Option + Click the icon to split the Editor horizontally.

Even with the Editor already split, this key works to change the layout of the Editors from one to

the other layout.

26  **Hidden Gem 19: How can I organize my Snapshots?**

The Snapshots Manager provides room to organize your snapshots.

- See [Documents > Snapshots > Snapshot Manager].
- Give your Snapshots titles: Ctrl/Cmd + Shift + F5
- The Search box finds text in Snapshot titles and text.
- Compare and Roll Back Snapshots if necessary

27  **Hidden Gem 20: How can I draw a line horizontal line?**

1. Point to the [Insert > Horizontal line] menu command
2. Pick an option in the submenu.
  - The Centered line uses hundred underscored non-breaking spaces.
  - The Page Spanning line uses an underlined right-aligned tab stop
  - The Signature line is a short, left-aligned line for signatures.

28  **Hidden Gem 21: What options do I have for Searching?**

The Project Search box offers options for the Scope and the Operator:

- Any word – Returns documents containing at least one of the words typed in the search box.
- All words – Returns documents containing every word entered into the search field.
- Exact phrase - Only documents with the words precisely as typed in will be returned.
- Whole word - Scrivener will return documents containing the whole word only.
- RegEx - Scrivener will use the powerful, but complex Regular Expression syntax for searches.

29  **Hidden Gem 22: How can I create a new Text or Folder quickly?**

1. Select a Folder or Document
2. Click the [New Text] and [New Folder] icons at the bottom left of the Binder to insert Text and Folders inside that selected Folder.

Even quicker?

2. Press [Enter]

Scrivener creates a new document beneath the selected item.

With the [Documents > Default Template for Subdocuments] set on the folder, it can even select the correct Template for that item.

30  **Hidden Gem 23: Can I use my own icons in the Binder?**

1. Engage the Icon Manager by choosing [Document > Change Icon > Manage icons].
2. With the plus-sign icon in the footer, you can point to any image file and turn it into an icons your documents or folders.
3. Dragging image files in there works as well.

Delete an icon with the minus-sign icon in the footer.

A removed custom icon will reset to its default icon.

31  **Hidden Gem 24: Can I see which level my Section Types get?**

1. Go to [Project Settings > Section Types > Default Types by Structure]
2. Scriveners shows which items in the Binder will be affected by your selection.

The software highlights the Binder items in bright yellow to inform you at what Level you are setting Section Types in your Structure.

32  **Hidden Gem 25: Can I see Label colors behind my icons?**

With [View > Use Label Color In > Icons] turned on, you can see the color of the Label of each document at a glance.

Also set Label Colors for Binder, and Binder background.

This gives you insight into whatever meaning you've given to the Labels of your documents.

33  **Hidden Gem 26: Can I swap Labels and Status?**

To see colors for the Status of your work, rather than for Labels:

1. Customize both the Label and the Status metadata titles in [Project > Project Settings]. (Call "Label" "Status" and "Status" "Label").
2. Remove all entries for that type of metadata
3. Put in your own entries

Your Status entries will have color properties. Labels have no more.

The menu command [View > Use label color in] presents options to put those Status colors to work.

34  **Hidden Gem 27: How can I go to Custom Metadata quickly?**

1. Find the ellipsis menu to the right of the header bar of Custom Metadata in the Metadata tab of the Inspector
2. Click the button [...] to go to the Custom Metadata tab in the Project Settings.

35  **Hidden Gem 28: How can I set a title from existing text?**

1. Select text you've written in the Editor
2. Choose [Documents > Auto-Fill > Set Selected Text as Title]

This will replace the current title of the Binder Item with the text you selected.

36  **Hidden Gem 29: Why are Files and Folders the same?**

To change a folder into a document:

1. Select the folder and go to [Documents > Convert > to File].

To switch a document to a folder:

1. Select the document and choose [Documents > Convert > to Folder].

Folders can contain text and files may 'contain' documents.

You can find these options in an item's context menu as well.

37  **Hidden Gem 30: Can I group several documents in a Folder?**

1. Select the documents in the Binder
2. Select [Documents > New Folder from Selection].

Scrivener asks for a name for the folder it just created and moves the selected files inside.

38  **Hidden Gem 31: Can I count the documents in folders?**

1. Select the [View > Outline > Show Subdocument Counts in Binder] command

Scrivener places the number in a gray elongated circle to the right of the folder title.

39  **Hidden Gem 32: How many levels deep can the Binder go?**

Usually, Chapter and Scene levels are enough to create a standalone novel, but Levels in the Binder are in theory indefinite.

For Serial Novelists, the Binder can also have the structure:

- Series > Book > Part > Chapter > Scene > Subscene > Subsubscene

You can always add a Folder, Text document or Subdocument to an item in the Binder. You may need many levels to organize your references in the Research folder.

40  **Hidden Gem 33: What kind of items can the Binder contain?**

An item in the Binder is usually a text document, but it could be anything with a title and with or without text.

The Binder can contain countless different “Entities” (things with distinct and independent existence). Such as:

- A Glossary or Index entry
- A piece of Dialog
- Images
- Tables
- Regular Expression searches and replacements

Finding, Filtering, Tagging with Keywords or enhancing with Custom Metadata becomes possible.

41  **Hidden Gem 34: How can I lock a folder to a Group View?**

Would you like to see a specific folder always in the same Group View?

You can Lock the Group View Mode — Scrivenings, Corkboard or Outliner — to a folder:

1. Select the folder in the Binder
2. Right-click the folder’s icon in the Editor header bar
3. Pick the bottom option in the menu: [Lock Group View Mode].

Your Draft folder always in Outline View or your Characters folders always in Corkboard View is possible this way.

To unlock the Group View Mode, select this option again.

42  **Hidden Gem 35: How can I Search or Filter Group Mode Views?**

- When you enter Ctrl/Cmd + F on your keyboard, options to Search the Corkboard or Outliner expand at the top of this area.
- Also, when you click the arrow icon at the left of this area, a Filter pane expands, with several options to filter your Index Cards and Outliner Rows on metadata, even relevant Custom Metadata.

Done searching and filtering? Click the [Done] button at the top right of the search and filter area.

43  **Hidden Gem 36: Can I hide or show a Synopsis in the Outliner?**

1. Select the Outliner View
2. An icon pops up in bottom right corner of the footer bar showing a bulleted list
3. Click this icon to Show or Hide Synopsis in Outliner View, often long and spanning more than one line

The result is a much cleaner look of the Outliner.

44  **Hidden Gem 37: Can I break free from the Corkboard Grid?**

When you need more freedom in moving Index Cards on the Corkboard:

1. Hit the stacked-cards icon in the footer of a Corkboard to access the Freeform Corkboard.

Now you can:

- move your cards around freely
- place them over each other
- put them in stacks.

Numbering the cards in [View > Corkboard Options > Card Numbers] keeps the original order visible.

Commit the Freeform Corkboard order in [View > Corkboard Options > Commit Freeform Order].

45  **Hidden Gem 38: Can I scale Index Cards to fit the Editor width?**

To scale your Index Cards on the Corkboard View automatically:

1. Find the Corkboard Settings in the footer's corner of a Corkboard
2. Enter the checkbox [Size to Fit Editor].
3. Set the number of cards you'd like to see

Now, when you resize the Editor, Index Cards fill the entire Editor pane.

46  **Hidden Gem 39: Can I wrap Index Cards to the Editor width?**

To wrap your Index Cards to the width of the Corkboard View:

1. Find the Corkboard Settings in the footer's corner of a Corkboard
2. Untick the checkbox [Size to Fit Editor].
3. Set the number of cards to Auto
4. Set the Card Size to the dimensions you like.

Now, when you resize the Editor your Index cards wrap to a new column when there's enough space for them.

47  **Hidden Gem 40: Can I move a Comment Link to another phrase?**

When a Comment link is not connected the right phrase, don't delete and recreate the Comment.

1. Select the phrase you want the Comment linked to
2. Choose the bottom option in the context menu of the Comment in the Inspector: [Move to Selection].

48  **Hidden Gem 41: Can I find text by formatting or color?**

- The menu option [Edit > Find > Find by Formatting] accesses a dialog window
- Find Highlighted Text, Comments & Footnotes, Inline Annotations, Inline Footnotes, Revision Color, Colored Text, Style, Character Format, Links, and Images by their Formatting.

Limit the scope of the search with the option to Search in All Documents or in Selected Documents.

If you enter search terms in the text field, it will limit the search to items containing that text.

Finally, limit or exclude the search by color by selecting a color swatch at the bottom of the window.



49  **Hidden Gem 42: How can I find writing on Date?**

Find writing on Created Date or the Modified Date:

1. Click the right mouse button on the magnifying glass in the Project Search box above the Binder.
2. Choose Search Modified Dates or Created Dates:
  - Enter an absolute date: YYYY-MM-DD, YYYY/MM/DD, or YYYY.
  - Enter a relative date: #d, #m or #y.
    - 5d for five days, 3m for three months and 2y for two years.
  - Enter "<" before the search term, after a given date use ">"
    - <2y for everything before two years ago.

50  **Hidden Gem 43: How can I see my most frequently used words?**

1. Choose [Project > Statistics]
2. At the bottom of the Statistics dialog, expand Word Frequency.

The most frequently used word receives a score of 100%, and Scrivener derives the percentage of the rest from that word.

Add words to ignore to the list in the Options tab.

You may want to resize the dialog window, because you need the space to study your most used words.

51  **Hidden Gem 44: How can I see only dialogue?**

A proofreading tool called Dialogue Focus (or Linguistic Focus in the macOS Version) can point Dialogue out:

1. Find Dialog Focus in [Edit > Writing Tools > Linguistic Focus/Dialogue Focus].

Scrivener will dim all text not in between quotation marks.

The quotation marks used are the ones in [File > Option > Corrections > Corrections].

52  **Hidden Gem 45: How can Scrivener read my story back to me?**

1. Select [Edit > Speech > Start Speaking]
2. To set a few options, select [Edit > Speech > Settings]
3. Select the Language and the Voice name

Scrivener will read aloud literally what you've written and not what you think you wrote.

The Text to Speech-engine (TSS) for your platform must be installed.

53  **Hidden Gem 46: How can I convert between Win and macOS?**

Scrivener uses the same project structure for the Windows and for macOS versions, so no conversion is necessary to get projects from one to the other system.

1. Create a ZIP-file containing the Rich Text Format documents (.rtf) and text-based index and settings files is enough to open a project on the other platform.
2. A Zipped Backup file will also do for exchanging projects between operating systems.

Exchange by email, upload or exFat formatted USB-stick.

54  **Hidden Gem 47: How to get files from one Project to another?**

You can drag files from one Project to another:

1. Open both projects and make sure both Binders are visible.

2. Drag the files you want in your new Project from the older Project's Binder to the newer Project's Binder.

It doesn't matter if the files are documents in your Manuscript, Templates or Research files.

55  **Hidden Gem 48: How can I try to restore corrupted Projects?**

1. Start with a Blank project
2. [File > Import > Scrivener Project] with the damaged project.

Scrivener attempts to import corrupted projects that will not open normally any longer, as best as possible.

Scrivener will make every attempt to restore the outline structure and import the raw data. From there, you can make the best possible attempt at repairing the project.

56  **Hidden Gem 49: What's an easy way to get to the Options?**

Scrivener doesn't use F12 for anything else.

To restore this function key to the Options dialog window:

1. Choose [File > Options > Keyboard]
2. Filter on "Options"
3. Press [Record] and press the F12-key on your keyboard.
4. Click [Apply] or [OK]

When you press F12 the Options dialog window will appear.

57  **Hidden Gem 50: Can I also back up manually?**

You can set Scrivener to back up your work automatically:

- every time you open or every time you close your project
- every time you save your project manually, using Ctrl/Cmd+S.

If you can't wait for Scrivener to back up your project:

1. Back up manually with the command [File > Back up > Back up To...] Or [File > Back up > Back up Now] to back up to the default folder
- 2.

58  **Hidden Gem 51: Can my Project Template have a custom icon?**

1. Select [File > Save as Template]
2. Save the blank thumbnail to your hard disk
3. Update and save the file in your favorite imaging software
4. Select [Choose] from the bottom of the Icon list
5. Select you new thumbnail

Your icon fills the entire space and won't show up as a little icon to the bottom right of a document icon, unless you created it that way.

Make the background white or transparent if you want an icon the same size as the other icons (The default icons are actually complete SVG documents!)

59  **Hidden Gem 52: Can I have a full-screen Corkboard?**

The Corkboard Only Layout, combined with a Freeform Corkboard, provides all the freedom you need to shuffle with your Index Cards or pictures.

Set your binder selection before you select the Corkboard Only Layout, because your Binder and your Inspector will become hidden.

In the Layout, make sure the footer is visible, so the other modes for the corkboard view available.

#### 60 **Hidden Gem 53: What is Dual Navigation Layout?**

To use Dual Navigation Layout:

1. Open [Window > Layouts > Dual Navigation]

Using this Layout, you can write in the Main Editor and navigate in the Other Editor.

This special Layout places the Outliner in a Split Editor with a Copyholder beneath it.

Check if "Hide Built-in Layouts in Menus" is unchecked if you don't see this option in the Layouts menu.

Reset your Navigation options after returning to the Default layout.

#### 61 **Hidden Gem 54: How can I rename Layouts?**

Clicking a Layout in the Layout Manager will select the name of the Layout and show the preview in the dialog window.

Double-clicking will apply the Layout. So how to rename your Layout?

1. Press F2 on Windows and Esc on macOS
2. The Layout Name will become editable
3. Enter a new name for your Layout.

#### 62 **Hidden Gem 55: How can I Save and Load my settings?**

- Choose [File > Options > Manage > Save Options to File...] to secure the look and feel of your Scrivener installation.
- With [File > Options > Manage > Load Options from File], restore your personal settings after reinstalling Scrivener or importing Themes containing different settings.

#### 63 **Hidden Gem 56: Where can I find Themes?**

The Literature & Latte [Community Forum](#) has several free Themes.

1. One Topic for [macOS](#): called "Scrivener 3 Themes for macOS"
2. And one for [Windows](#): called "Scrivener 3 Themes for Windows"
3. Access others on the internet as giveaways in exchange for your email address or a small amount.

Be aware of the operating system divide in this case: macOS Themes don't fit Windows Scrivener and vice versa.

Select [Window > Themes > Import Themes] to apply the Appearance settings of a Theme.

On Windows, you'll have to restart Scrivener to see the changes.

#### 64 **Hidden Gem 57: Can I save my Compile Settings?**

1. Choose File > Compile or press the Compile ToolButton to open the Compile Overview window
2. Hold Alt/Option on your keyboard
3. The [Compile] button at the bottom right of the window changes to [Save].
4. The [Cancel] button becomes a [Reset] button.
5. Click the Save button, while holding the Alt/Option key

This way you can save Compile Settings without actually Compiling.

This will close the Compile Overview window, though.

#### 65 **Hidden Gem 58: Where can I find a list of all Placeholders?**

1. Check out the menu command [Help > List of all Placeholders].

This will launch a PDF-document containing Placeholders in the categories:

- Page numbers
- Headers, and Footers
- Comments
- Footnotes and Layout
- Document variables
- Date and Time
- User and Project Information
- Statistics
- Auto Numbering
- Images and Text

66  **Hidden Gem 59: Can I skip previews assigning Section Layouts?**

To skip the preview of Section Layouts in the tiles on the right-hand side of the Assign Section Layout dialog window:

1. Select [File > Compile] or click the Compile button in the ToolBar
2. Click the [Assign Layouts to Section Types] button
3. Right-click the Section Types on the left
4. Choose a Section Layout by name from the Context Menu

67  **Hidden Gem 60: Can I select Compile Formats for File Types?**

1. Select [File > Compile] or click the Compile button in the ToolBar
2. Double-click a Compile Format in the Compile Overview
3. Click the cogwheel icon next to the File type drop-down list
4. A pop-up appears. Check the File Type for this Compile Format.

When in the Compile Format a specific File Type is unchecked, the Compile Format will disappear from the Format Pane.

68  **Hidden Gem 61: Where can I find the Compile Format Settings?**

The Compile Format Designer window contains the settings for Formats.

Five ways are at your disposal to open this window:

1. Double-click the name of the Format in the left-hand side column of the Compile Overview window. This is the easiest way.
2. Double-click any of the Section Layout Tiles in the middle of the window.
3. Click the small pencil icon that appears in the top right of a Section Layout Tile when you hover with your mouse pointer over it. In the pop-up, click the item [Edit YourSectionLayout].
4. Right-click a Format and select [Edit Format] from its context-menu
5. Choose [Edit Format] from the cog-wheel-icon menu at the bottom left of the Compile Overview window to open the Format you've selected in the list above.

69  **Hidden Gem 62: How can I create space around a paragraph?**

1. Select [File > Compile] or click the Compile button in the ToolBar
2. Double-click the name of the Format to open Compile Format Designer
3. Select the Section Layout tab
4. At the far right of the Formatting toolbar is the Line Spacing option
5. [Choose Other] at the bottom to show the options to create white space around paragraphs.

The Line Spacing option may have be cut off by the window  
Drag the window wider until the Line Spacing drop-down list pops up

70  **Hidden Gem 63: How can I compile only a Collection?**

1. Select documents inside the Binder
2. Right-click and select [Add to Collection] and choose a Collection
3. Select [File > Compile] or click the [Compile] button on the ToolBar
4. In the Compile Overview, select the Collection name from the Compile: drop-down list
5. Press Compile

Scrivener will compile your document in the Collection order, so you can experiment with the order of scenes

Using the checkboxes in the right-hand side pane of the Compile Overview window is not the most efficient method of determining the collection of documents included in the Compilation

71  **Hidden Gem 64: How can I compile only the Binder Selection?**

1. Select documents inside the Binder
2. Click [File > Compile] or click the [Compile button] on the Toolbar
3. In the Compile Overview, select Current Selection from the Compile: drop-down list
4. Press [Compile]

This results in compiling a subset of your entire manuscript

Use this for tests and trials.

Using the checkboxes in the right-hand side pane of the Compile Overview window is not the most efficient method of determining the collection of documents included in the Compilation

72  **Hidden Gem 65: How can my output be compatible with Word?**

1. Select [File > Compile] or click the [Compile] button in the ToolBar
2. Make sure to select the Microsoft Word (.docx) File Type at the top
3. Double-click the name of the Format to open Compile Formatting
4. Select the [Compatibility] tab:
  - Use Word-compatible indents for lists to ensure that bullet lists appear correctly in Word
  - Ensure Scrivener hyperlinks are colored and underlined to make sure the compiler colors and underlines hyperlinks in Word.
  - Highlighting with exact background colors to force your custom highlighting colors into the output document in Word.

73  **Hidden Gem 66: How can I set the Cover and ToC for e-books?**

1. Select [File > Compile] or press the Toolbar button [Compile] to open the Compile Overview window
2. Choose the .ePub 3 Ebook or Kindle Ebook File format

The right-hand side pane of the Compile Overview window acquires two extra icons:

- The [Cover] tab lets you select an image inside your project.
- Options for the Table of Contents are in the right-most tab [ToC].

74  **Hidden Gem 67: What is the go-to reference for Scrivener?**

- The User Manual is the go-to resource to look up the official documentation of the software's workings.
- Find the link to the Scrivener Manual in the [Help] menu.

75  **Hidden Gem 68: Where can I go if I have Scrivener questions?**

- The Literature and Latte Community [Forum](https://forum.literatureandlatte.com/) <https://forum.literatureandlatte.com/>
- This includes support questions, usage tips, advanced tips, wishes and bug reports, to name a few categories.
- Helpful enthusiast users answer the questions of novices and experienced users alike
- Employees from Literature and Latte in Support and Documentation, Customer Support, and Developers join in.

76  **Hidden Gem 69: Where can I go for answers?**

- The [Knowledge Base](http://help.literatureandlatte.com/help/kb) is a collection of ready-made answers to your queries at <http://help.literatureandlatte.com/help/kb>.
- A search feature and recent articles top a page with scenarios in the categories:
  - Purchasing and Installation
  - General
  - Features and Usage
  - Cloud Syncing
  - macOS and macOS Troubleshooting
  - Windows and Windows Troubleshooting
  - iOS
  - Common Feature Requests

77  **Hidden Gem 70: Has Scrivener everything there is to wish for?**

1. Go to the Literature and Latte Community Forum at <https://forum.literatureandlatte.com/>
2. Choose the category at the top of the screen: Scrivener.
3. Choose the Tag: [Wishlist](#)
4. Enter anything you wish for.

People like me will tell you your wish already exists or show you a better way to do what you want.

78  **Mastering Scrivener Themes Windows**

79  **Mastering Scrivener Themes for macOS**

80  **Mastering Scrivener – Paperback / e-boek**

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