

## SECTION 1: Things to Know Before You Start

### Review/Cheat Sheet

#### Lesson 1: How This Course Works

- Click the Your Account | Log In link to access your account page.
- Click the View Course button on Your Account page to access the course, then click Continue or jump directly to a desired lesson.
- At the end of a lesson, clicking Mark Complete jumps you to the next lesson and updates your progress bar and lesson checkmarks.
- To view a video in full screen, click the button with four outward-pointing arrows at the far right of the player. Click again, or press the ESC key to exit full screen.
- Click the HD button to adjust playback quality.
- To view captions, click the CC button at the bottom right of the player.
- To download a review sheet, click the link for the desired file. If a PDF opens in your web browser instead of downloading, go to File>Export As PDF.

#### Lesson 2: Conventions, Assumptions, Software Versions, and Other Important Stuff

- This course was created using Scrivener for Mac 3.0 on a Mac running Mac OS X High Sierra (10.13.1). If you're using different versions, you may see some differences in appearance or functionality between the course material and your own system.
- To check your Scrivener version, go to Scrivener>About Scrivener. The version number is at the bottom of the window that pops up.
- To check your OS version, click the Apple on the menu bar and choose About This Mac.
- Drag and drop: Drag by holding the mouse button down while moving the pointer on the screen. Drop by letting go of the mouse button.
- Command+V means press and hold the Command button, type the letter V, then release both keys.
- Project>New Text, tells you to point to or click on the Project menu, then select New Text.
- Specific text to be typed by you appears in **bold**.
- Replace anything in angle brackets with the actual file name or actual text represented by it. E.g. If Marilyn saw <your name>, she'd type **Marilyn**.
- For more help working with files on your Mac:
  - An [introduction](https://support.apple.com/en-us/HT201732) to Finder: <https://support.apple.com/en-us/HT201732>
  - Also, this link explains the keyboard shortcut symbols: <https://support.apple.com/en-us/HT201236>
  - For a more in-depth overview of Mac OS X High Sierra, try the Mac Basics Overview: <http://help.apple.com/macOS/high-sierra/mac-basics/#/intro>

#### Lesson 3: Asking Questions

- Every lesson has a comments section at the bottom where you can type your question, or you can post your question to the Facebook group.
- Click Choose File to add a screenshot.
- To view an image attached to a comment, click the image. The full-size image appears in a new tab on your browser.

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- Select the “Subscribe to comments via email” checkbox to subscribe to comments and replies on the lesson.
- To search comments, use Edit>Find on the lesson page.
- To join the Facebook group, [click here](#) and click the Join Group button. You must be a registered student of the course to join.

#### Lesson 4: Downloading, Installing, and Registering Scrivener 3

- If desired, buy Scrivener through the Mac App Store. Otherwise...
- Download the free trial from <http://literatureandlatte.com>.
- Double-click scrivener.dmg to install the software. Drag the Scrivener icon onto the Applications folder icon and complete the installation process.
- Eject the Scrivener under Devices in Finder, and delete scrivener.dmg from your Downloads folder.
- When prompted, click Buy Online (or go to the link above and click Buy Now) to purchase the software.
- When prompted, click Register (or go to Scrivener>Register) and enter the name and serial number as shown in the confirmation email. \*\*Save the email in a safe place in case you need to register other computers, or reinstall Scrivener at some point.

#### Lesson 5: Selecting Multiple Files

- For contiguous selection (e.g. ABCDE or XYZ), select the first item, press and hold the Shift key and select the last item. Release Shift key.
- For noncontiguous selection (e.g. ACUVWZ or FGLMQ), select an item, press and hold the Command key while selecting other items. Release Command key.

#### Lesson 5: Capturing Screenshots

- *Whole Monitor Shot:* Shift+Command+3 takes a shot of the whole monitor screen and puts the file on your desktop with a date/time stamp file name.
- *Choose Selection:* Shift+Command+4 gives you crosshairs to let you choose the area to capture. Hold down the left button on your mouse (or press the button on your touchpad and use another finger to drag) to draw a rectangle around what you want to photograph.

Once you let go of the mouse button, it takes the picture. Again, the file will be on your desktop with a date/time stamp file name. (If you get the crosshairs and then change your mind, you can click the Esc key before you start dragging and it will cancel the operation.)