

## 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 download a review sheet, click the link for the desired file type (DOCX or PDF). If a PDF opens in your web browser instead, point toward the top of the browser window (below the address bar) and click the Save As button. Or, right-click and choose Save As.

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

- This course was created using Scrivener for Windows 1.9.0 on a PC running Windows 10. If you're using different versions, you may see some differences in appearance or functionality between the course material and your own system.
- If you don't know which version of Scrivener you're running, go to Help—>About Scrivener. The version number is at the bottom of the window that pops up.
- 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.
- Ctrl+V means press and hold the Ctrl 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 PC:
  - Info about File Explorer for Windows 10: <http://windows.microsoft.com/en-us/windows-10/getstarted-whats-changed-in-file-explorer>.
  - An introduction to working with files and folders in Windows 8: <http://windows.microsoft.com/en-US/windows-8/files-folders-windows-explorer>.
  - Some videos for help with Windows 7 (there's not much on the Microsoft page anymore): <http://windows.microsoft.com/en-us/windows7/help/getting-started#T1=tab01>.
  - There's also a decent little Windows 7 tutorial here: <http://www.gcflearnfree.org/windows7/6>.

#### Lesson 3: Asking Questions on the Forum

- To view the forums, go to Your Account | Log In—>Class Forums and choose the desired forum.
- To ask a question, scroll to the bottom of the forum page and fill out the Create New

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Topic form. Please make the Topic Title as specific as possible.

- Select the “Notify me of follow-up replies via email” checkbox to subscribe to the post.
- Click Browse to add a screenshot.
- To all replies to a topic or all posts in a forum, click the Subscribe link at the top right of the topic/forum.
- Reply to an existing post by scrolling to the bottom and filling out the reply form.
- Tag another student using their @name. Click their name link in a post to view their profile (and find their @name).
- You can change your password, upload a personal image, update your email address, choose when you receive forum notification emails, view your courses, and view your profile by going to Your Account | Log In—>Settings.
- Use the Search Forums text box to search for a specific topic.
- The Tips, Fun, and General Discussion forum is for discussion between students and is not monitored by the instructor for questions (but keep it classy, please).

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

- Download the free trial from <http://literatureandlatte.com/scrivener.php>.
- Double-click scrivener-installer.exe to install the software.
- Delete scrivener-installer.exe 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 Help—>Registration) 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 Ctrl key while selecting other items. Release Ctrl key.

#### Lesson 6: Capturing Screenshots

- *Snipping Tool (Preferred method for Vista and later)*: Start—>All Apps—>Windows Accessories—>Snipping Tool. Click the down arrow on the New button to choose which type of clip you’d like. Once you’ve captured your image, click the Save button to choose a location for the file. This saves the screen shot as an image so you can attach it to your post.
- *Whole Monitor (Windows 8, 10)*: Press the Windows and Print Screen keys at the same time. The image is saved in the computer’s Pictures folder, inside a subfolder called Screenshots.

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- *Whole Monitor (Windows XP, Vista, 7)*: The Print Screen key (sometimes PrtScr, usually on the number keypad and sometimes requiring the Function or FN key to work) takes a shot of the whole monitor view. The image is saved to your Clipboard, which means you can paste it into a Word document, PowerPoint slide, or some other software that supports images. Then, attach the document to your post.
- *Active Window Shot (Windows XP, Vista, 7)*: Alt+PrintScreen gets you a shot of the active window. As above, this method saves the image to your Clipboard.