



SCRIVO PRO HOW TO CREATE AND SYNC SCRIVENER PROJECTS

Scrivo Pro can create, import and sync Scrivener projects on your iPad or iPhone. This document explains how to create and sync your Scrivener projects via Dropbox and iCloud Drive and how does the binder work in Scrivo Pro.

Please, make sure that you are using the latest version of Scrivener for PC (v. 1.9) or Mac (2.7). If you use older Scrivener versions the syncing process may fail. It's recommended to install the latest version of Dropbox for Mac and Windows as well.

How to create new blank projects?

Tap the “+” button in the “Scrivener Projects” location then “New Project” to create new blank projects. Those projects can be opened as Scrivener projects in your computer. You can create new documents, folders, subfolders, etc. and add imported items to the binder of new projects.

How to import and sync your Scrivener projects from your computer via Dropbox?

ON YOUR COMPUTER

1- Add your Scrivener project (folder or package) into a Dropbox subfolder. Your Scrivener project can't be a compressed ZIP file (it should not have a .zip extension) . It should be a file (Mac) or folder (PC) with the “.scriv” extension. For example: “My Project.scriv”).

2- Open the project with Scrivener directly from the Dropbox folder and check if everything is OK. If so, close the project and Scrivener and wait until is completely uploaded to Dropbox.

3- If you are copying into Dropbox a duplicated Scrivener project instead of the original one, make sure that you don't skip step 2: Open the project with Scrivener on your computer directly from Dropbox then close it.

IN SCRIVO PRO

- 3- Tap Locations button then tap “**Scrivener Projects**” location
- 4- Tap the “+” button then “Import Project from Dropbox”. The first time you will need to sign in and allow Scrivo to access your Dropbox documents.
- 5- Browse to the same Dropbox subfolder where you put the project in step 1)
- 6- Tap the project name
- 7- Scrivo Pro will automatically import the Scrivener project including its binder
- 8- Tap the imported project to open it and see the binder view. You can open some documents and modify them even if you are offline.
- 9- Once you are done with your project changes in Scrivo, you can tap the “Sync Now” button located on the binder top toolbar. This will send all your changes to the Scrivener project in Dropbox.

ON YOUR COMPUTER

- 10- Open the updated Dropbox project in Scrivener, and your modifications should be there!
- 11- Modify some documents in Scrivener.
- 12- Close the Scrivener project, and Dropbox will send the changes to its cloud, to be soon available for Scrivo to use them.

IN SCRIVO PRO

- 13- Open the project and then tap the “Sync Now” button. The fresh project with its changes will be downloaded and updated in Scrivo Pro.

Known issues: comments, footnotes and other features may not be supported if you use this sync method, which is necessary with Scrivener Windows. Patience please, and an upgrade will arrive soon. With Scrivener on the Macintosh, they should already operate properly when you use the External Folders method to sync your projects with Scrivo Pro.

Dropbox Syncing Troubleshooting

In case you have problems with the Dropbox syncing process:

- 1) Do you have enough free space? For example, if your account has a storage quota of 2 GB, you can upload many files that add up to 2 GB. If you are over your

storage quota, Dropbox and Scrivo will stop syncing.

2) Install the latest version of Dropbox for Windows or Mac OS X on your computer. Some old Dropbox versions don't work correctly with Scrivener projects.

3) Are you using the latest version of Scrivener (1.9) for Windows and Scrivener 2.7.1 for Mac? If not please update it and try again. Delete the projects in Scrivo Pro and import them again via Dropbox. Also, make sure that you have installed the latest version of Dropbox for Windows on your computer.

4) If you already are using the latest version, you can also try to create a blank project in Scrivo Pro (use the "new project" option in the "+" menu) and sync it to a Dropbox folder. Check if the project is uploaded to Dropbox in your computer.

5) Did you try to import other Scrivener Projects? Does it fail to sync all of them?

6) Make sure that you are not using backup .zip files, please, use your Scrivener project folders (the folder with a .scriv extension) and copy it into a Dropbox folder then import it in Scrivo Pro. Make sure also that you Dropbox configuration is not auto-converting the .scriv file to a .zip on upload.

7) You can try also to move your project to the root folder of Dropbox instead of using a subfolder. Once copied in the root, delete the project in Scrivo Pro and import it again using the root location in Dropbox.

8) Try renaming your project to a new name and import it again in Scrivo Pro.

How to sync your Scrivener projects from your computer via iCloud Drive?

You can also use Apple iCloud Drive to sync Scrivener projects. It doesn't support the creation of new projects but you can easily sync new ones created with Scrivener on your computer. **Please, don't try to sync between devices using iCloud, Scrivener projects are not ready for it and you could have problems. Our advice is to sync Scrivener projects via iCloud only between one device (iPad or iPhone) and your computer.**

1) Close your project and Scrivener on your computer. Duplicate the project to have a backup.

2) Copy the original project folder/package (it should have the extension ".scriv") directly into the iCloud Drive's "**Scrivo Pro**" app folder. **Important note:** *You should have a "Scrivo Pro" app folder automatically created by Apple's iCloud Drive on your computer. If you don't see it in your iCloud Drive folders list, open Scrivo Pro, go to "iCloud Documents" and create a new blank document to force iCloud to create that "Scrivo Pro" app folder.*

3) In Scrivo Pro, go to "iCloud Documents" location and open the Scrivener project

4) Any modification on your documents will be synced automatically, no need to tap any "Sync now" button.

How does the binder work in Scrivo Pro?

Add new documents and folders

Tap the "+" button to add new documents or folders directly to the root of the binder or select an item then tap "+" to add them after the selected one or into folders.

Import items (documents, images, PDFs, etc.) from Dropbox or other local folders to the binder

Tap "+" button to copy files from Dropbox or other Scrivo local folders to the selected binder item. Drag & drop the imported files to move them to other binder folders.

Rename documents and folders

Tap the "Edit" button then tap "+" button to rename any item in the binder. You can also double tap the item row to rename

Delete documents and folders

Swipe left the row of the item or tap the "Edit" button, select items then tap the "Trash" icon

Duplicate documents

Tap the "Edit" button then select a document and tap "tool" button to duplicate it

Rearrange items in the binder

Just long tap the item then drag and drop it in another row of the binder

Full-text search Text (RTF) documents in the binder

Tap the search icon on the top left corner of the binder to search and find the most relevant documents

Convert a document to PDF and add it to the binder

Tap the "Edit" button, select a document then tap "tool" button to quickly convert to PDF any document and add the PDF copy as a new item in the binder

Share, print and export any binder item to other apps, cloud services

Tap the "Edit" button, select a document then tap the share button to send it to other apps, via Mail, Dropbox, Google Drive, webDAV, Box or print it

Rename a Scrivener project title

Go to the "Dropbox for Scrivener" location where all your Scrivener projects are located then tap the name of the project to rename it

Duplicate a Scrivener project

Go to the "Dropbox for Scrivener" location where all your Scrivener projects are

located then tap the “Select” button, tap the project you want to duplicate then tap the duplicate button (“2 docs with a +” icon) on the top toolbar

Delete a Scrivener project

Go to the “Dropbox for Scrivener” location where all your Scrivener projects are located then tap the “Select” button, tap the project you want to delete then tap the trashcan button on the top toolbar. Deleted projects are moved to the Trash location.

Manually sync project with Dropbox

Tap the button “Sync Now” when you want to sync your project with Dropbox and your desktop Scrivener. If you are offline, you can edit the binder and documents and when online, sync your changes with “Sync Now”.

Email a Scrivener project

Go to the “Dropbox for Scrivener” location where all your Scrivener projects are located then tap the “Select” button, tap the project you want to email then tap the tool button on the top toolbar and select the “Email this Folder”. The project will be compressed with Zip and attached to a new email.

Protect a Scrivener project with a passcode

If you want to protect a project with a password so only you can access to it, go to the “Dropbox for Scrivener” location where all your Scrivener projects are located then tap the “Select” button, tap the project you want to protect then tap the tool button on the top toolbar and select the “Enable Passcode”. Type your passcode.

Change the cover design of a Scrivener project

Go to the “Dropbox for Scrivener” location where all your Scrivener projects are located then tap the “Select” button, tap the project you want to change then tap the tool button on the top toolbar and select the “Change Folder Cover”. You can select a cover from a pre-designed collection or even choose a picture from your photo gallery.

Scan a document and add it to the binder as PDF document

Tap the “+” button to add new documents or folders directly to the root of the binder or select an item then tap “+” to add them after the selected one or into folders.

How to access the index cards on the corkboard?

Tap the “card” buttons you can find on the right of binder rows. You can edit the content of index cards and Scrivo will sync them too. Tap the icon on the top left corner of each index card to open directly the full document. Navigate to other folders by tapping the card name label.

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