



# Scapple

## Quick Start Guide

**scapple** /skap'vl vt to work or shape roughly, without smoothing to a finish.

- *The Chambers Dictionary, 12<sup>th</sup> Edition*

Scapple allows you to write notes anywhere on its virtual paper and to create connections between them quickly and easily. It's a place for getting ideas down and working out how they fit together.

## Basics

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- To create a new Scapple document, select "New" from the "File" menu (⌘N). Also use the File menu for saving and opening documents.
- Double-click anywhere in the document to create a new note (or hit ⌘⇧J).
- Double-click on a note to edit it; hit Escape (⌵) to end editing.
- Drag in image files from the Finder to add them to your document. (Text files can also be dragged onto the document to import text.)
- Click on a note to select it, or click and drag outside of a note to create a "marquee" rectangle that can be dragged to select multiple notes. Shift- and Cmd-clicking also allow you to select multiple notes.
- Drag notes to move them around. (To move multiple notes, select them before dragging.)
- To delete notes, select them and hit the Delete key (or select "Delete" from the "Edit" menu).
- Drag one note onto another to create a connection between them. Repeat to remove the connection.
- Hold down the Option (⌥) key when dropping a note onto another to create or remove an arrow connection; hold down Option-Command (⌥⌘) when dropping for an arrow pointing the other way; hold down Shift-Command (⇧⌘) for arrows pointing both ways.
- Using the same modifier keys when double-clicking to create a new note will cause the new note to be connected to any selected notes. (Hold down Command (⌘) when double-clicking to create a new note connected without arrows.)
- Grab and drag the connecting line between notes to move connected notes.
- Double-click on a connecting line between two notes to create a new note connected to both, replacing the original connection.
- Click and drag the left or right border of a note to resize it. Hold down the Option (⌥) key while dragging to resize in both directions. (The top and bottom borders of images and background shapes can also be dragged, as can the corners of background shapes.)
- Select two notes and choose "Connection Label..." from the "Notes" or contextual menu to label a connection. Double-click to edit existing labels.

## Formatting and Arrangement

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- Use the Inspector to change the appearance of notes, and of the document as a whole. Show the Inspector using View > Show Inspector (⌥⌘I). (Many of the options found in the Inspector can also be found in the "Format" menu.)
- You can save and apply formatting presets via the "Note Style" submenu of the "Format" menu. This allows you to apply multiple formatting options with a single command. (Note styles can also be applied

via the contextual menu.)

- The "Notes" menu contains commands to help arrange notes, such as Align, Make Same Width/Height and Send To Front/Back.
- Hitting the Tab key indents selected notes; hitting Shift-Tab reduces the indent.

## Stacks

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- When a note is selected, hit Cmd-Return (⌘ ↵) to create a new note stacked directly beneath it. When notes are stacked, their vertical positions will automatically be adjusted to maintain the stack when notes above them are edited or moved out of the stack.
- Stack selected notes by choosing "Stack" from the "Notes" menu (⌘'). (Notes are stacked beneath the note that was selected first.)
- To add an existing note to a stack, first select the note in the stack beneath which you wish to place it, then select the note to be moved and choose "Stack" from the "Notes" or contextual menu.

## Background Shapes

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- Background shapes can be used to enclose notes (or other background shapes) as a visual aid. To create one, Ctrl-click and select New ► Background Shape. (If you Ctrl-click on existing notes or shapes, this command becomes "New Background Shape Around Selection".)
- Turning on the "Magnetic" option for background shapes (via the Inspector or "Notes" menu) will cause any notes that overlap the shape to "stick" to it, so that moving the shape will move any overlapping notes too.

## Zooming and Navigating

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- Use ⌘⌘↑ and ⌘⌘↓ to zoom in and out, or use the slider in the footer bar. Alternatively, if you have a trackpad, pinch to zoom.
- QuickZoom: Hold down the "z" key (when not editing a note) to zoom out and see the entire document. When you release the "z" key, the previous zoom setting will be restored, now focussing on the part of the document the mouse was over when you released the "z" key.
- Hold down the Space bar and the left mouse button to drag-scroll around the document.

## Movement Mode

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- Press the "m" key (when not editing a note) to enter "Movement Mode". (An icon of a cross with four arrows will appear in the footer bar to indicate you are in Movement Mode.) In this mode, pressing the arrow keys will move selected notes. Hold down the Shift key to move notes by a larger increment. Press the "m" key again to return to regular selection mode (in which the arrow keys adjust the selection).

## Exporting and Printing

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- Use File ► Export to export to common file formats.
- Scrivener users can drag notes from Scapple directly into Scrivener's binder or freeform corkboard (Scrivener's corkboard must be in freeform mode to accept Scapple drags).
- Use File ► Print to print your document. You can print the document to a single page or across multiple pages.