

Format your text

Write keeps formatting simple on purpose: you mark what the words mean—emphasis, a link, a line in another hand—and the page setup decides how it looks. This page covers the handful of things you'll use.

The selection bar

Select a few words and a small bar appears just above them.

Screenshot: the selection bar over some selected words *Screenshot: a few words selected in a scene, with the selection bar above them showing bold, italic, Aa, link and Comment.*

- **B** — bold (Ctrl+B).
- **I** — italic (Ctrl+I).
- **Aa** — the *alternate face*: a second font for a sign, a note, a letter, a line the story says is in someone else's hand (Ctrl+Shift+F). Which font it is lives in the page setup.
- **Link** — adds a web address to the words (Ctrl+K). Click a linked word later to change or remove the link.
- **Comment** — leaves a note on the words for yourself or a collaborator (Ctrl+M). See [Review suggestions and comments](#).

On a Mac, use Cmd wherever these say Ctrl.

Paragraph styles

Most paragraphs are ordinary body text, indented as your page setup says. For the others, put the cursor in the paragraph (or select several) and open the **Paragraph** menu in the toolbar:

- **Body text** — the usual.
- **Centered** — *THE END*, a closing note, a short line set apart. Ctrl+Shift+E switches centering on and off.
- **Indented from the left** — a letter, a sign, a quotation.
- **Indented both sides** — set in on both edges.
- **Hanging indent** — the first line flush and the rest indented, for a list of characters or an appendix entry.

The same menu inserts a [text-message exchange](#).

Line breaks

Enter starts a new paragraph. **Shift+Enter** breaks the line without starting a new paragraph—for a poem, an address, the lines of a song.

Scene breaks

You don't type these. Each scene is its own page in the editor, and the book prints your scene-break ornament between them. To break one scene in two, put the cursor where the second should begin and choose **Split the scene here** from the **Paragraph** menu (or press Ctrl+Shift+Enter); see [Organize chapters and scenes](#).

A stray line at the end of a chapter

Sometimes a chapter ends with one lonely line at the top of a page. The **Paragraph** menu has a fix under **Fit, for a stray line**: on a paragraph on the page before, choose **Tighten a line**, which sets its letters and spaces a hair closer so it may run one line shorter. Check in **Preview**; if it didn't quite do it, try another paragraph. **Loosen a line** does the opposite. The nudge is marked faintly in the margin of the editor and is invisible in the book.

What about fonts and sizes?

There are none in the editor, and that's deliberate. The font, size, spacing and indents of the whole book are set once, in **Page setup**, so every chapter matches. See [Page setup: the basics](#).

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