

## Basic introduction to USFMs

USFMs are formatting markers used for digitally tagging Scripture texts. Markers distinguish styles like chapters, paragraphs, headings, verses, quotations, and much more to organize and unify the translation process.

- In order to edit or add these markers, the project must be in **Standard, Formatted, or Unformatted** view (**Standard** view is recommended for drafting and editing). Press **Ctrl E**, or go to the **View** tab, and select either view.
- Begin any style with a \ or **F5** followed by typing or selecting the appropriate code shown in the displayed styles list (this list appears only in the **Standard** and **Formatted** views) or in the style drop down list in the toolbar. There must be a space following the marker.

Marker codes in the styles list are separated into white and grey sets, each of which is in alphabetical order. The white set contains the most commonly used styles. There are two different styles lists:

- Single opening markers can be used for creating paragraphs, chapters, headings, etc. This list appears when first entering a \ (or **F5**) or starting a new line.
- Once the opening marker has been added, pressing the \ (or **F5**) displays a list for such things as opening and closing styles for special texts, creating a new verse, cross referencing, etc. For opening and closing styles, words and texts can be highlighted and the appropriate style added. This can also be done by placing the cursor at the beginning of the word or phrase, selecting the style, then placing the cursor at the end of the word and selecting the closing marker for the style, which appears as the first item in the grey set of markers.
- The style drop down list in the toolbar that appears in the **Standard** and **Formatted** views contains all styles.