



## Formatting Marks Guide

Formatting Mark/Symbol	What the mark means	Likely to see it in	Keyboard shortcuts to make these marks. (the Mac Option key is used for Mac rather than the Windows CTRL key)
¶	Denotes a HARD RETURN. Note: This is also the symbol that toggles the switching on/off of the formatting marks/invisibles mode in the toolbar.	<p><b>Prose</b> Seen at the end of every paragraph.</p> <p><b>Poetry</b> Two of these might consecutively be seen where a stanza breaks has been made (one at the end of a line and the other where the actual stanza break space occurs).</p>	Press ENTER
■	This symbol means that there is paragraph formatting. You should see it at the beginning of every line that is formatted with the DW Prose style	On indented prose text. In the space where the indent is.	<p>This mark is just created by applying the DW Prose style on paragraphs that should indented in prose (i.e. for every paragraph but the first in any given section).</p> <p>You will also see it in front of lines of poetry when the DW Poetry Body style is applied.</p> <p>It is nothing to worry about and does not need</p>

			removing. In fact it is supposed to be there.
↵	Denotes a SOFT RETURN	We should NOT be seeing these at all.	SHIFT + ENTER (remember we don't want to see these in a formatted manuscript anyway).
-----page break-----	Denotes a page break.	<b>Prose</b> We should be seeing these at the end of any chapter. <b>Poetry</b> These should be a page break after every poem.	CTRL + ENTER
→	Denotes a TAB CHARACTER	Should be used only to indent poetry and NOT prose.	CTRL + TAB