# Chapter Four

We are assuming that you are already familiar with writing in Word, and probably even better at it than us!

So, in this chapter, we are not going to try to teach you how to write in Word. Instead, we are going to show you examples of **everything you can use in Word, that will also work in your Leanpub book**.

*You can write words and sentences in italics.*

**You can write words and sentences in bold.**

***You can write words and sentences that are bold and italicized.***

~~You can write sentences using strikethrough.~~

This sentence is underlined in Word, and will be italicized in your Leanpup book.

You can use footnotes. For example, there is a footnote at the end of this sentence.[[1]](#footnote-1)

If you use endnotes, they will be re-formatted as footnotes in the PDF version of your Leanpub book. All footnotes in the EPUB and MOBI ebook files will appear at the end of the chapter.

[You can inlcude web links in your book, like in this example.](https://leanpub.com/)

You can also add email address links, like this: <mailto:hello@leanpub.com>.

You can use block quotes. Below is an example of a block quote:

The lazy brown fox just left the dog alone.

You can use numbered lists. Below is an example of a numbered list:

1. List item one
2. List item two
3. List item three

You can use lower-case Roman numeral lists. Below is an example of a lower-case Roman numeral list.

1. List item one
2. List item two
3. List item three

You can use bulleted lists. Below is an example of a bulleted list.

* Bullet item one
* Bullet item two
* Bullet item three

You can add images to your book by just pasting them into your Word documents. Below this paragraph is an image we have pasted into this document:



Images you add in Word will be centered on the page in your book.

To add a caption to an image, right-click on the image and select "Edit Alt Text...". The "Alt Text" that you add there will be used by Leanpub's book generators to create a caption for your image.

## How Book.txt Works

If you look in your book's "manuscript" folder, you will see there is a file called "Book.txt".

The "Book.txt" file is what our book generators use to decide what other files to include in your book. It is a list of the files in your "manuscript" folder that you decide you want to include in your book.

If you open the "Book.txt" file now, you will see the following list:

chapter1.txt

chapter2.txt

chapter3.docx

chapter4.docx

If you want to write in plain text, you should delete the following lines in the "Book.txt" file, and save the change:

chapter1.txt

chapter2.txt

(Those files are for people who want to write in plain text, not in Word. You can also delete the "resources" folder in your book's "manuscript" folder, because the "resources" folder is also for people who want to write their book in plain text, not in Word.)

Now, the only two lines listed in the "Book.txt" file will be:

chapter3.docx

chapter4.docx

The next time you create generate a preview of your book, our book generators will only use the "chapter3.docx" and the "chapter4.docx" files, because they are the only files listed in the "Book.txt" file. Our book generators will ignore any files in your "manuscript" folder that are not listed in the "Book.txt" file, even if those other files are still in the "manuscript" folder.

## Creating a Preview of Your Book

You can generate a new version of your book any time by going to the "Preview" page for your book on Leanpub.

To go to the Preview page for your book, go here:

https://leanpub.com/YOUR\_BOOK/preview

...making sure to replace YOUR\_BOOK with your book's unique web address.

You can also find a link to the "Preview New Version" page by clicking "Versions" in the menu at the top of the page, when you are working on your book in Leanpub.

For more help getting started on your new Leanpub book, please select the walkthrough for your chosen writing mode here: <http://help.leanpub.com/en/articles/3088382-quick-walkthroughs-for-getting-started-on-a-leanpub-book>.

OK, that's it!

1. This is the text written in the footnote. [↑](#footnote-ref-1)