## --- title: Unformatted View (1.2.2d)

In this video we look at Unformatted View.

### To switch to Unformatted view

* Open the **≡ menu** for the project.
* Expand the menu if needed.
* Under view, click **Unformatted**.
  + *Unformatted view shows the entire document as plain text*.

:::note

* In unformatted view the USFM tags and the Bible text are not visually distinguished by any kind of formatting.
* There are no tools to help you apply or enter USFM tags, but you can edit them directly by simply typing.
* This view facilitates manual editing of the tags if needed.
* This view is not recommended for drafting the translation. :::