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Shorthand Basics

*If you can enter text, you're ready for Foswiki. With a few simple rules, you'll be able to use plain text to create well-styled postings, instantly. What you are going to learn here is called **Topic Markup Language**, or simply **TML**. So here comes a fast-track guide to shorthand basics:*

General text formatting

- Separate each **paragraph** with a blank line.
- To display a **bold type** word or phrase, use asterisks: `*bold type*`.
- To display an *italic* word or phrase, use underscores: `_italic_`.
- To display ***bold with italics*** word or phrase, use *double* underscores: `__bold italic__`.
- To display a word or phrase in `MONOSPACED TYPE`, use equal signs: `=like this=`.
- Use `==double equal signs==` for bold: **bold mono**.
- To display colored text, enter: `__ %RED% red text %ENDCOLOR%` and `%GREEN% green text %ENDCOLOR%` to get **red text** and **green text**.
 - ◆ `%<color>% text` must end with `%ENDCOLOR%`. If you want to switch from one color to another one you first need to end the active color with `%ENDCOLOR%`, e.g. write `%RED% some text %ENDCOLOR% %GREEN% more text %ENDCOLOR%`.
 - ◆ DefaultPreferences defines some commonly used colors: `%YELLOW%`, `%RED%`, `%PINK%`, `%PURPLE%`, `%TEAL%`, `%NAVY%`, `%BLUE%`, `%AQUA%`, `%LIME%`, `%GREEN%`, `%OLIVE%`, `%MAROON%`, `%BLACK%`, `%GRAY%`, `%SILVER%` and `%ENDCOLOR%`.
- To display headings, type (from the beginning of a line) three dashes (-), from one to six plus signs (+), a space, and your heading text.
 - ◆ The quantity of plus signs is related to the size of the heading - the more plus signs you use, the smaller the heading.
 - ◆ You can insert a nested table of contents, generated from headings, by placing `%TOC%` wherever you like on a page (see System.Macros for more `%TOC%` options).
- Use `<verbatim>` to enclose code excerpts, filenames, and other unformatted text:
`<verbatim>`
unformatted text!
and more of it!

`</verbatim>`

Macros and special characters (advanced)

- `%MACROS%` can be set inside verbatim tags - they are not disabled. For more detailed information, see Macros.
- If you want to display angle brackets, enter them as HTML codes instead of typing them in directly:
 - ♦ `<` = `<`
 - ♦ `>` = `>`
 - ♦ **You enter:** `(a > 0)`
Result: `(a > 0)`
- Sometimes you will not see the `&` character and you need to escape it to see it as it is. The reason behind is that `&` has a special meaning in HTML - it starts so called character entities, like `'©'` which is the © copyright character.
 - ♦ Type `'This & that'` to get `'This & that'`.

Internal and external links

- To link to another Wiki topic in the same web, type the WikiWord of that topic: `WebHome`.
- To link to a Wiki topic in a different web, type the name of the web, and a dot, first:
`Sandbox.WebHome`.
- A Wiki topic that doesn't exist will appear highlighted, with question mark at the end, prompting you (or someone else) to start that topic by clicking the `?: ExampleOfANewTopic?` (click the `?`, but don't save, to preserve the example!).
- To create an external link, type the full URL: `http://foswiki.org/`.
- To prevent a WikiWord from becoming a link, place `<nop>` or an exclamation mark (`!`) in front of the WikiWord: `<nop>NoLinkPlease` or `!NoLinkPlease`.
- To escape the exclamation mark escape, try prefixing a `<nop>`, e.g. write `A <nop>!= B` to get `"A != B"`. Alternatively, use the HTML entity `!`, which renders as an exclamation mark, e.g. write `A != B` to get `"A != B"`.

Bullet and numbered lists

- To indent with a bullet, enter `[space][space][space][asterisk][space]`.

- ◆ Use multiples of 3 spaces to **nest bullets**.
 ◇ That's 3-6-9 spaces...

- To create a numbered list:
 1. Start items in a **numbered list** with [space][space][space][1][space].
 2. The "1" (or **any number**) will be replaced by a correct numbering order.
 3. To add a new paragraph without restarting list numbering, use the %BR% variable, like this:
 Text added (in a new paragraph)
 4. and the numbered list continues.

Always start **counting** spaces for bullets or numbers from the beginning of a new line.

Others

- To display an image in a topic, attach it and type in edit mode:
 %ATTACHURL%/yourimagefilename.jpg
- Three (or more) consecutive **hyphens** will create a horizontal rule:

Follow GoodStyle recommendations when editing topics. In general, it is always nice to add one's signature at the end of a topic or comments. To add your signature, type `Main.YourName`, it will then expand to WikiGuest.

See EditingShorthand for the complete set of formatting rules.

Related Topics: WikiWords, Macros, EditingShorthand, FileAttachment

Edit | Attach | Print version | History: %REVISIONS% | Backlinks | Raw View | More topic actions

Topic revision: r0 - 09 Jan 2009 - 13:00:00 - ProjectContributor

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