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# Shorthand

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:
  - ◆ `&lt;` = `<`
  - ◆ `&gt;` = `>`
  - ◆ **You enter:** `(a &gt; 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 '&copy;' which is the © copyright character.
  - ◆ Type 'This &amp; 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 `&#33;`, which renders as an exclamation mark, e.g. write `A &#33;= 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:
   
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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.

- ☐ System

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- Admin Tools
- Developer Doc
- User Documentation
- User Tools

- **Webs**

- ☐ Public
- ☐ System

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