

Formatting message content

You can format the text and other content as you enter messages in a channel using Markdown, a simple formatting language that lets you enhance plain text with styling such as italics, bold print, and bullets.

In the following example, the message input box includes a list of items preceded by asterisks. In the preview panel the asterisks appeared as bullets, which is how they appear in the actual wiki. You can also use the shortcuts in the text editor's menu bar to insert Markdown.



Please send me the following:
* Your name
* Your address
* Your choice of background|



When the message is sent, the asterisks appear as bullets:

Sara Carlisle - 11:30 AM



Please send me the following:

• Your name

• Your address

• Your choice of background

There are a number of Markdown formatting symbols that you can use to enhance your messages. The following table shows how to enter Markdown into message text and how the formatted message appears after it is sent.

Markdown feature	In message input box	In sent message
Bullets Asterisk followed by a space in front of a line is formatted as a bullet. To enter a new line in the message input box, press Shift+Enter. For each level of bullets, indent 5 spaces.	 **Services Sara can provide:** * website development * menu template * 2-page * 3-page * first page is cover * first page includes menu items * business card design 	Sara Carlisle - 11:54 AM  Services Sara can provide: • website development • menu template ◦ 2-page ◦ 3-page ▪ first page is cover ▪ first page includes menu items • business card design

Numbered list A number followed by a period and then a space in front of a line is formatted as a number in a list. It doesn't matter what numbers you use; Markdown displays the list with increments of 1. For each level of numbers, indent 5 spaces.	 Here are the instructions: 1. Go to the app download page. 1. Download the install file. 1. Click **Install**. 1. Click **Android** or **iOS**. 1. Run the installation file. 	Sara Carlisle - 12:19 PM  Here are the instructions: 1. Go to the download page. 2. Download the install file. 1. Click Install. 2. Click Android or iOS. 3. Run the installation file.
Italics When asterisks or underscores precede and follow text without spaces, the text is formatted as italics.	 Background - *solid*, *pattern*, *custom* Font - <u>Helvetica</u>, <u>Garamond</u>, <u>custom</u> 	Sara Carlisle - 12:31 PM  Background - <i>solid</i>, <i>pattern</i>, <i>custom</i> Font - <i>Helvetica</i>, <i>Garamond</i>, <i>custom</i>
Bold When double-asterisks or double-underscores precede and follow text without spaces, the text is formatted as bold.	 **Background** - sold, pattern, custom <u>Font</u> - <u>Helvetica</u>, <u>Garamond</u>, <u>custom</u> 	Sara Carlisle - 12:56 PM  Background - sold, pattern, custom Font - Helvetica, Garamond, custom
Headers When pound signs followed by a space precede a line of text, the text is formatted as a headers. Up to 6 levels of headers are supported. The number of pound signs indicates the level of the header.	 # level 1 header ## level 2 header ### level 3 header #### level 4 header ##### level 5 header ##### level 6 header 	Sara Carlisle - 01:05 PM  level 1 header level 2 header level 3 header level 4 header level 5 header level 6 header
Quote When a greater than sign precedes text, a vertical bar appears in front of the text and the text is indented to indicate that it is a quote. To break out of a quote, you must enter Shift + Enter twice after the end of the quote.	 Regarding your question: > What are the options for patterns? I am putting together a list for you. 	Sara Carlisle - 01:24 PM  Regarding your question: What are the options for patterns? I am putting together a list for you.
Strikeout When double-tildes precede and follow text, the text appears in strikeout format.	 Please make the following change: All salads come with a roll ~~and a side~~. 	Sara Carlisle - 01:51 PM  Please make the following change: All salads come with a roll and a side.

Backtick

When triple backticks surround words within a line , the words appear red.

When triple backticks appear on the lines before and after a block of code, code formatting is applied.

The company name is ``KC Auto``



```
``
<php>
code
</php>
``
```



Jared Taylor - 03:04 PM

The company name is KC Auto.



Jared Taylor - 03:10 PM

```
<php>
code
</php>
```

