



## Text formatting shortcuts for SPIP

This table summarises the methods that can be used when writing an article to add titles, bold text, italics, etc., without having to know HTML. It is still possible to use HTML for more complex cases.

<i>Function</i>	<i>Method</i>	<i>Comments</i>
Subtitle	{{{the subtitle}}}	The text between the triple braces is displayed as a title.
New Paragraph	Enter a blank line	
Bold text	{{bold text}}	The text between double braces is displayed in bold.
Italic text	{italic text}	The text between single braces is displayed in italic. Tip: To format text in bold and italic, use three braces with an embedded space (i.e. 1+2) making sure they are symmetrical. e.g. { {{ text in bold and italic }} }
Bullet list	- first item - second item - etc	The dash will be replaced by the bullet graphic as defined in the style sheet.
Separating line	----	Enter a line containing at least four dashes.
Hyperlink	[text->URL]	Putting the text and URL between square brackets separated by an arrow will format the text as a link which when clicked will take the reader to the URL. For example: [BBC News->http://news.bbc.co.uk]
Link to another article	[text->article number]	To link to another article on the site, it is sufficient to give the article number. For example, suppose that article 12 contains a contact list: [Contact us->12]
Link to a section	[text->rubxxx]	Where xxx is the section number. For example: [See our diary->rub3]
Link to a news item	[text->brxxx]	Where xxx is the news item number. For example: [News Announcement->br25]
Automatic footnote	[[footnote text]]	Text between the double square brackets will appear at the bottom of the page and will be replaced in the article by an automatically generated number.
Numbered footnote	[[<x>footnote text]]	Text between the double square brackets will appear at the bottom of the page and will be replaced in the article by the number indicated by x.
Simple table	aaa   bbb   ccc     xxx   yyy   zzz	To make a simple table, you just need to separate the columns using the vertical bar. This will only work with cells containing a single line. Use HTML to make more complex tables.
Insert an image	<IMG1 left>  <IMG1 center>  <IMG1 right>	The image must first be uploaded to the site by using the «Add an image» form that is displayed when editing an article. Once uploaded, the system indicates under which name the image is available, and it is this name which must be used in place of IMG1 in the shortcuts shown in the previous column. Three shortcuts are available, depending on whether the image should be displayed on the left, centre or right of the article.

For more information, from the SPIP administration pages, click [Online Help], then "Articles", and finally "Typographical shortcuts".