

Medium Cheat Sheet

Writing

Writing Titles

- Inserting title: simplest - just start typing
- Insert a title image - Drag an image from your hard drive
- Insert title image (another way) - click the plus and then choose images
- Images must be 1020 px wide
- Click the far right image on which can be written
- For positioning: top (place cursor in front of first word, hit delete)
- For positioning bottom or middle: place cursor in front of first word, hit enter
- For centering, select the title and select centre.
- To change the titles to suit shorter posts, click "...", then "change title/subtitle", then "custom", then "fill in the details", then save. Else, Medium saves whatever is written on the title or adds their own stuff.

Formatting Text

- Just select the text and then use the pop-up menu to stylise it.
- Adding a list is through typing "-" or "*" type the sentence or phrase and hit enter
- For numbered lists, start typing "1." and then write the phrase/sentence and hit enter
- To stop adding items, hit Enter twice
- If you want to count words, just highlight the section and check upper left corner for word count

Keyboard Shortcuts

- Cmd+alt+1 (H1)
- Cmd+Alt + 2 (H2)
- Cmd+Alt + 3 (H3)
- Cmd+Alt + 5 (Quote)
- Cmd+Alt+6 (Code Block)

- Cmd + B (Bold)
- Cmd+I (Italic)
- Cmd+E (Centre)
- Cmd+K (Link)
- Cmd+Return (New Part)
- Shift+Return (Soft Return, goes to next line)

Embedding Video

- Just copy and paste the URL of the video and then hit "Return" (very important to hit return)
- Otherwise it just shows the link not the embed

The List of Embeds Allowed

- Youtube and Vimeo Videos (and others?)
- Tweets and Vines
- Medium Posts itself
- Instagram
- Rdio, Soundcloud
- Gist

Collaborate

Write Notes

- Select the text and click on the plus sign
- Write Notes
- Notes are privately shared
- Only owners of articles can make them public

Share Draft

- Check the icon at the bottom of the page.
- Anything can be shared
- Select a text and use the popup to share on Twitter
- Sharing on Twitter provides a textshot

Images

List of Nice Stock Photos

- Profile Photos, Covers, Post Cover
- Minimum size: 1200 * 960 px
- Recommended: 1400 * 1120 px
- Use image with focal point in the middle thirds
- Upload Multiple Images to Create Grids

Make Images Linkable

- Upload Image
- Select on the Image to show green border
- Press Cmd+K (Mac), Ctrl+K (PC)

Publishing

Check out the various licencing options

Create Featured Stories

1. Go to your profile page
2. Click on the story that you want to promote as feature story
3. Click on a triangle or chevron next to the story
4. Select "Feature at the top of your profile"
5. Only a single story can be featured at any time

Adding Tags to Stories

- Maximum three tags
- Type the tags at the end of the article
- Click a tag to get to the dedicated tag page
- Tags are not hashtags: they are metadata added to story
- Tags refer to entire post
- Can use spaces and dashes while naming tags

Finding Who Referred Your Stories

1. Go to the Stats Page
2. Below Each Story Referrer
3. Click on Referrer Link
4. See List of Referrers
5. If you see "Twitter", then clicking on the link will show who is tweeting your story
