

## Introduction

Below is a task topic and a related reference topic. I wrote these as part of a project for a technical writing workshop towards the end of my certificate program. While I had become familiar with writing task topics at this point, this was my first time writing a reference topic. I struggled with what information I wanted to include and how to keep things clear and simple for my users.

I worked to limit the information to what the user would actually need, providing clear examples for how to use the shorthand in the software. I'm proud of my finished product, which I believe would help intended users understand how to use the shorthand.

### [Adding and Formatting Text](#)

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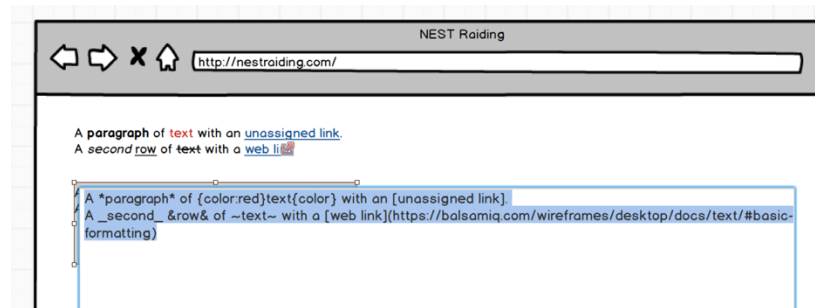
## Adding and Formatting Text

We will use the Block of Text element as an example. However, the same steps can be applied to any text element you want to add.

1. Select the mockup you want to add text to.
2. Select **Text** from the toolbar to display the various text elements.
3. Click and drag the Block of Text onto your grid.
4. Click the Block of Text once to select it. You can now move and resize it using your cursor.
5. Double-click the Block of Text to edit the text. When you are finished, click outside the Block of Text.

Here are some basic ways to format your text:

- To make your text bold, add Asterisks (\*) at the beginning and end of the text.
- To underline your text, add Ampersands (&) at the beginning and end of the text.
- To italicize your text, add Underscores (\_) at the beginning and end of the text.



For more information, see [Formatting Shorthand for Text](#).

Related Topics

[Formatting Shorthand for Text](#)

[Adding Placeholders and Images](#)

[Adding and Formatting Data Grids](#)

## Formatting Shorthand for Text

Formatting text in Balsamiq Mockups works differently than in text editors. You can add shorthand into the text while editing it in order to make it bold, underlined, or even colored.

The table below provides a basic overview of how to use this shorthand. You can also use this to format text in [data grids](#) and [other elements such as menus, tree panes, and others](#).

Goal	Add to Beginning of Text	Add to End of Text	Example
Boldface Text	Asterisk (*)	Asterisk (*)	*Henry went to the store.*
Italicized Text	Underscore (_)	Underscore (_)	_Henry went to the store._
Underlined Text	Ampersand (&)	Ampersand (&)	&Henry went to the store.&
Colored Text	{color: (name of color)} or {color:#FF0000}	{color}	{color:red}Henry went to the store.{color}
Strikethrough Text	~	~	~Henry went to the store.~
Font Size	{size:(your size here)}	{size}	{size:16}Henry went to the store.{size}
Hyperlinked Text (without assigned link)	Bracket [	Bracket ]	[Henry went to the store.]
Hyperlinked Text (with assigned link)	Bracket [	](www.example.com)	[Henry went to the store.](www.example.com)
Disabled Link Text	Hyphen (-)	Hyphen (-)	-Henry went to the store.-
Bulleted Text	Asterisk (*) or Hyphen (-), followed by a space	None	* Henry went to the store. * Mary went to the farm. - Joe went to the concert.

You can also combine the shorthand together for further customization. For example, if you need a sentence that is underlined and bold, format it like this:

\*&Henry went to the store.&\*

Related Topics

[Adding and Formatting Text](#)

[Types of Elements](#)

[Formatting Shorthand for Data Grids](#)

[Adding and Formatting Other Elements](#)

[Formatting Shorthand for Other Elements](#)