

Format text

Write articles

Select any text and a toolbar appears with everything you need to format it: bold, italic, color, inline code, links and more. Good formatting helps readers scan an article and find the step they need.

Who can do this: Owners, Admins and Editors · **Plans:** All plans (AI rewrites: Catalyst plan, or the AI add-on on Bootstrap and Growth)

Format text

1. Select the words you want to format. A toolbar appears above them.
2. To add a link, click **Link**, paste the address and press Enter.
3. To make text bold, select it and click **Bold**. The other buttons work the same way.

Holiday mode

 Uncategorized ▾

Going away for a while? Pause your plan for up to three months and pay nothing while it is paused.

Open Billing, then select Pause plan and choose a restart date.

|



1 Select the words you want to format

The toolbar appears as soon as you select text.

What each button does

Point at a button to see its name.

Button	What it does	Shortcut (Mac / Windows)
Bold	Makes text bold.	⌘B / Ctrl+B

Italic	Makes text italic.	⌘I / Ctrl+I
Underline	Underlines text.	⌘U / Ctrl+U
Strikethrough	Draws a line through text.	⌘⇧S / Ctrl+Shift+S
Text color	Colors text with one of six colors. Remove color takes it off again. In dark mode, colored text is lightened on your help center so it stays readable, keeping its hue.	None
Inline code	Shows text in a code font, for commands, file names and values readers type.	⌘E / Ctrl+E
Link	Links text to a web address or another article. On linked text, Remove link appears too.	None
AI	Rewrites the selection: Improve writing, Fix spelling and grammar, Make shorter, Make longer, Match our brand voice or Simplify .	None

Comment on this selection (team only)	Starts a comment for your team on the selected words. Available once the article is saved.	None
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The toolbar doesn't appear inside a code block, because a code block holds plain code.

Rewrite with AI

1. Select the text and click **AI**.
2. Choose what you want, for example **Make shorter**.
3. Compare the suggestion with your text. Nothing changes until you click **Replace**. **Discard** keeps your text as it was.

Without AI writing help on your plan, the **AI** button explains how to get it. See [Write faster with AI writing help](#).

Clear formatting

Select text and press ⌘\ (Ctrl+\ on Windows) to remove all its formatting at once: bold, italic, underline, strikethrough, inline code, color and links. Headings and list items in the selection turn back into plain paragraphs.

Keep formatting light

- Save bold for button and menu names, and for the one warning a reader must not miss.
- Avoid underlining. Readers expect underlined text to be a link.

- Use headings, not bold lines, to split an article into sections. Headings build the table of contents.
- Put tips and warnings in a callout instead of coloring the text. Color alone means nothing to someone using a screen reader.

Related articles

- [Link to another article or a website](#)
- [Add headings, lists and other blocks](#)
- [Keyboard shortcuts in the article editor](#)