

# A Visual Guide to Formatting in Builder

## Using **Markdown & HTML** in CampDoc

Elevate your forms and instructions by using Markdown and HTML. This guide provides a quick overview of how to use these simple but powerful tools to make your content clearer, cleaner, and easier to read for your participants and families.

### Your Formatting Tools

#### Markdown: The Quick & Easy Way

Markdown is perfect for rapid, everyday formatting. It uses simple symbols you already know (like asterisks) to style text on the fly. It's intuitive, fast, and covers all the basic needs for creating clean, structured content.

#### HTML: For Power & Precision

When you need more control, HTML is the tool for the job. It uses "tags" (< element name >), giving you access to advanced formatting like underlining text, which isn't possible in Markdown. Use HTML for fine-tuned, professional layouts.

### Where Can You Use *Markdown and HTML in Builder?*



Authorizations



Expanded Authorizations



Instructions

### In Practice: Before & After

#### Before Formatting

Medication Policy Please read carefully. All medications, both prescription and over-the-counter, must be checked in with the camp nurse upon arrival. The following items are allowed: Sunscreen, Lip Balm, Insect Repellent.

#### After Formatting

##### Medication Policy

Please read carefully. All medications, both prescription and over-the-counter, must be checked in with the camp nurse upon arrival.

##### Allowed Items:

- Sunscreen
- Lip Balm
- Insect Repellent

# The Formatting **Playbook**

Your **toolkit** for creating perfectly styled content.

This Markdown/HTML formatting guide outlines various Markdown and HTML elements, their syntax, and descriptions.

Note: All text in **PURPLE** can be changed as needed.

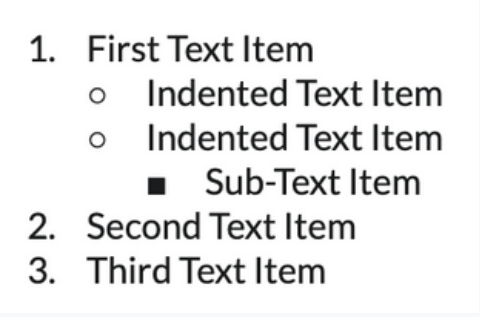
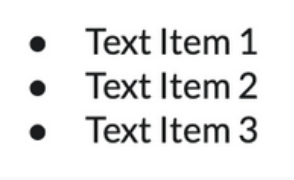
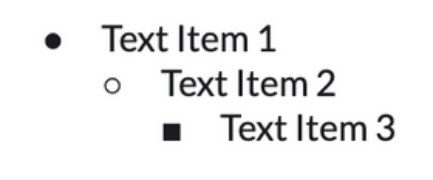
## Font Weight Formats

Format	Markdown	HTML	Description
Bold	<b>**text**</b>	<b>&lt;b&gt;text&lt;/b&gt;</b>	<b>Text</b>
Italic	<i>*text*</i>	<i>&lt;i&gt;text&lt;/i&gt;</i>	<i>Text</i>
Bold + Italic	<b>***text***</b>	<b>&lt;b&gt;&lt;i&gt;text&lt;/i&gt;&lt;/b&gt;&lt;/i&gt;</b>	<b><i>Text</i></b>
Underline	N/A	<u>&lt;u&gt;text&lt;/u&gt;</u>	<u>Text</u>
Bold + Underline	N/A	<b>&lt;b&gt;&lt;u&gt;text&lt;/b&gt;&lt;/u&gt;</b>	<b><u>Text</u></b>
Bold + Italic + Underline	N/A	<b>&lt;b&gt;&lt;i&gt;&lt;u&gt;text&lt;/b&gt;&lt;/i&gt;&lt;/u&gt;</b>	<b><u><i>Text</i></u></b>
Strikethrough	<del>~~text~~</del>	N/A	<del>Text</del>

# Font Style Formats

Format	Markdown	HTML	Description
Center	N/A	<code>&lt;center&gt;text&lt;/center&gt;</code>	Text
Center + Underline	N/A	<code>&lt;u&gt;&lt;center&gt;text&lt;/u&gt;&lt;/center&gt;</code>	<u>Text</u>
Highlight (default yellow)	N/A	<code>&lt;mark&gt;text&lt;/mark&gt;</code>	Text
Highlight	N/A	<code>&lt;span style="background-color:#008080"&gt;text&lt;/span&gt;</code>	008080 = Hex Color Code Text
Highlight + Text Color	N/A	<code>&lt;span style="background-color:#008080"&gt;&lt;span style="color:blue"&gt;text&lt;/span&gt;&lt;/span&gt;</code>	008080 = Hex Color Code Text You can use any color or Hex color code: red, orange, green, blue, purple, pink, etc.
Text Color	N/A	<code>&lt;span style="color:blue"&gt;text&lt;/span&gt;</code>	Text You can use any color or Hex color code: red, orange, green, blue, purple, pink, etc.
Font Size	N/A	<code>&lt;font size="#"&gt;text&lt;/font&gt;</code>	# = Font Size May use font sizes 1-7

# List Formats

Format	Markdown	Description
Ordered List (Numbers)	<pre>1.First Text Item &gt;- Indented Text Item &gt;- Indented Text Item &gt;&gt;- Sub-Text Item 2.Second Text Item 3.Third Text Item</pre>	 <pre>1. First Text Item   ○ Indented Text Item   ○ Indented Text Item     ■ Sub-Text Item 2. Second Text Item 3. Third Text Item</pre>
Unordered List (Bullet Points)	<pre>- Text Item 1 - Text Item 2 - Text Item 3 OR * Text Item 1 * Text Item 2 * Text Item 3 OR + Text Item 1 + Text Item 2 + Text Item 3</pre>	 <pre>● Text Item 1 ● Text Item 2 ● Text Item 3</pre> <p>All three characters (-, *, +) produce the same bulleted list. Make sure you add a space after the character you choose.</p>
Indented Bullet Point List	<pre>- Text Item 1 &gt;- Text Item 2 &gt;&gt;- Text Item 3 OR * Text Item 1 &gt;* Text Item 2 &gt;&gt;* Text Item 3</pre>	 <pre>● Text Item 1   ○ Text Item 2     ■ Text Item 3</pre>

# List Formats

Format	HTML	Description
Ordered List (Numbers)	<pre>&lt;ol&gt; &lt;li&gt;First text item&lt;/li&gt; &lt;ol&gt; &lt;li&gt;Indented text item&lt;/li&gt; &lt;li&gt;Indented text item&lt;/li&gt; &lt;/ol&gt; &lt;/li&gt; &lt;li&gt;Second text item&lt;/li&gt; &lt;li&gt;Third text item&lt;/li&gt; &lt;/ol&gt;</pre>	<ol style="list-style-type: none"><li>1. First Text Item<ol style="list-style-type: none"><li>a. Indented Text Item</li><li>b. Indented Text Item</li></ol></li><li>2. Second Text Item</li><li>3. Third Text Item</li></ol>
Indented Paragraph	<pre>&lt;p style= "text-indent: 40px"&gt;text&lt;/p&gt;</pre>	N/A

# Other Formats

Format	Markdown	Description
Headings	<pre># Heading 1 (Largest) ## Heading 2 ### Heading 3 #### Heading 4 ##### Heading 5 ##### Heading 6</pre>	<p><b>Heading 1</b></p> <hr/> <p><b>Heading 2</b></p> <hr/> <p><b>Heading 3</b></p> <p>Heading 4</p> <p>Heading 5</p> <p>Heading 6</p>

Format	Markdown	HTML	Description
Line Break	N/A	 	Add multiple   to create multiple line breaks  Single Space:   Double Space:    Triple Space:    
Horizontal Rule	--- OR ___ OR ***	<hr>	N/A
Link Code (must be http://)	N/A	<a href="LINK" target="_blank">TEXT TO SHOW</a>	Opens link in a new window. Use this code for links in the health profile.
Post Image with Size	N/A		Adjust size of pixels (px) as needed
Post Image with Link	![Organization Name] (LINK)	<a href="WEBSITELINK" target="_blank"></a>	Adjust size of pixels (px) as needed
Image	![Image name] (https://drive.google.com/uc?id=XXXXX)	<ol style="list-style-type: none"> <li>1. Save image in Google Drive</li> <li>2. Share image with anyone with the link</li> <li>3. Copy the link</li> <li>4. Remove the "/file/d/" from the link and replace it with "/uc?id="</li> </ol> Remove "/view?usp=sharing" The characters in the middle are the image ID.	