



Markdown Shortcut Guide

The plain-text language your AI already speaks.

What it is. Markdown is a simple way to format text using ordinary keyboard symbols. Type **`**bold**`** and you get **bold**. Type `# Title` and you get a heading. John Gruber created it in 2004 so plain text could convert cleanly into formatted pages.

Why it matters in AI. ChatGPT, Claude, Gemini, and Copilot all answer in Markdown. Learn the symbols and you can read raw AI output, clean it up fast, and structure prompts the AI understands. It also works in Notion, Slack, Teams, GitHub, and Google Docs.

SECTION 01 Text Basics

The everyday moves. Master these six and you cover most of what you will ever need.

WHAT YOU WANT	TYPE THIS	WHAT YOU GET
Big heading	<code># Heading 1</code>	Heading 1
Section heading	<code>## Heading 2</code>	Heading 2
Sub-heading	<code>### Heading 3</code>	Heading 3
Bold	<code>**bold text**</code>	bold text
Italic	<code>*italic text*</code>	<i>italic text</i>
Bold + italic	<code>***both***</code>	<i>both</i>
Strikethrough	<code>~~old price~~</code>	~~old price~~
New paragraph	Line one (blank line) Line two	<i>Two separate paragraphs. A single Enter often runs lines together.</i>

SECTION 02 Lists

Start the line with the symbol, then a space. The space matters.

WHAT YOU WANT	TYPE THIS	WHAT YOU GET
Bullet list	<code>- First item</code> <code>- Second item</code>	• First item • Second item
Numbered list	<code>1. Step one</code> <code>2. Step two</code>	1. Step one 2. Step two
Nested list	<code>- Main point</code> <code>- Sub-point</code>	• Main point ◦ Sub-point
Checklist	<code>- [] To do</code> <code>- [x] Done</code>	☐ To do ☒ Done

SECTION 03

Links and Images

Square brackets hold what people see. Parentheses hold where it goes.

WHAT YOU WANT	TYPE THIS	WHAT YOU GET
Link	[My site](https://site.com)	My site
Image	![Alt text](image-url.jpg)	The image displays. The alt text describes it for screen readers.

SECTION 04

Structure and Code

The tools that make long AI output scannable and copy-ready.

WHAT YOU WANT	TYPE THIS	WHAT YOU GET
Quote / callout	> Key takeaway here	Key takeaway here
Divider line	---	
Inline code	Use `Ctrl + C` now	Use Ctrl + C now
Code block	```\nPaste exact text here\n```	A shaded box that keeps text exactly as typed. Perfect for prompts and templates.
Show a symbol literally	*not italic*	*not italic*

SECTION 05

Tables

Pipes make columns. The dashed row tells Markdown where the header ends.

[TYPE THIS]	[WHAT YOU GET]						
Task Owner ----- ----- Listing Agent Photos Vendor	<table><tr><th>Task</th><th>Owner</th></tr><tr><td>Listing</td><td>Agent</td></tr><tr><td>Photos</td><td>Vendor</td></tr></table>	Task	Owner	Listing	Agent	Photos	Vendor
Task	Owner						
Listing	Agent						
Photos	Vendor						

SECTION 06

Markdown in Your Prompts

Structure in, structure out. A formatted prompt gets a better-organized answer.

```
> SAMPLE PROMPT / COPY AND ADAPT

## Role
You are a real estate marketing assistant.

## Task
Write a **150-word** listing description.

## Must include
- 3 bedrooms, 2 baths, renovated kitchen
- Walkable to downtown

## Format
Return a ### headline, one paragraph, and 3 bullets.
```

SECTION 07

Good to Know

- Slack.** Uses single symbols: **bold** and *_italic_*. Most other apps use the standard double asterisks.
- Google Docs.** Turn on Markdown under Tools, then Preferences, and # plus a space becomes a heading.
- Raw symbols after pasting?** Some copy buttons grab raw Markdown. Copy the formatted answer instead.

> REMEMBER
Two rules. Put a space after every symbol. Use a blank line between every block.
The only markdown that won't hurt your listing.