



COMPASS

# The Editor

Compass's block-based editor: travel-specific blocks (Callout, FAQ, Itinerary, Columns, Tables), slash commands, keyboard shortcuts.

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Compass's editor is a block-based, Notion-style writing experience. Every guide is made of blocks — paragraphs, headings, lists, images, videos, and a set of travel-specific blocks you won't find in regular doc editors. This guide covers what's available and how to use it efficiently.

## Block Types

### Text & Layout

- **Paragraph** — the default block, just text
- **Heading 1 / 2 / 3** — section titles. H1 is reserved for the guide title; use H2 for main sections and H3 for subsections.
- **Bulleted list** and **Numbered list**
- **Blockquote** — pulled-out emphasis
- **Divider** — horizontal rule
- **Code block** — for snippets of code or formatted text
- **Columns** — split the layout into 2 or 3 columns for side-by-side content

### Media

- **Image** — single image with caption and optional alt text
- **Image resize** — drag-resize images right in the editor
- **Video embed** — paste any YouTube or Vimeo URL
- **HTML block** — raw HTML for advanced layouts or embed codes you got from elsewhere

## Travel-Specific Blocks

These are blocks Compass adds that you won't find in generic editors:

- **Callout** — colored callout box with variants: tip, warn, note, advisor-tip, advisor-warn, advisor-note. Great for "good to know" sidebar info.
- **FAQ** — collapsible question/answer pairs. Each entry is one Q+A; users click to expand.
- **Itinerary** — day-by-day trip structure (Day 1, Day 2, etc.) with descriptions per day. Perfect for trip plans.
- **Table of Contents** — auto-generated from your H2 and H3 headings. Updates as you edit.
- **Table** — full Excel-like tables with merged cells, alignment, header rows

## Slash Commands

Type ``/`` anywhere in the editor and Compass opens a menu of every block you can insert at that position. Start typing to filter — `/cal` filters to Callout, `/it` to Itinerary, etc. Hit **Enter** to insert.

### ADVISOR TIP

Slash commands are the fastest way to use the editor. Most experienced users almost never touch the toolbar — they just `/heading`, `/image`, `/callout` their way through writing.

## Selecting & Moving Blocks

Hover over the left margin of any block to see the drag handle (six dots). Use it to:

- **Drag and drop** to reorder blocks
- **Click** to select the whole block (then **Delete** to remove it)
- **Right-click** for block-specific options (Duplicate, Convert to..., Delete)

Keyboard shortcut: `Alt + ↑` and `Alt + ↓` move the current block up or down.

## Inline Formatting

- **\*\*Bold\*\*** (or `Ctrl/Cmd+B`)
- **\*Italic\*** (or `Ctrl/Cmd+I`)
- **\_\_Underline\_\_** (or `Ctrl/Cmd+U`)
- **~~Strikethrough~~**
- **` Code `** (backticks)

- Links: select text, paste a URL — Compass converts the selection into a link automatically

## Headings, Anchors & Table of Contents

Every H2 and H3 you create automatically gets an anchor (`#section-name`) so you can link directly to it from elsewhere. The Table of Contents block uses these headings to render the navigation panel.

If a heading doesn't appear in the TOC, it's either:

- An H1 (reserved for the guide title — don't use H1 in the body)
- Inside a column or callout (those don't auto-include in the parent TOC)

## Saving

Compass auto-saves every few seconds as you type. The status indicator in the top-right shows "Saving..." → "Saved at HH:MM". You never have to manually save.

### ADVISOR TIP

You can safely close the tab mid-edit — your changes are persisted within seconds. The exception: if you have an upload in progress, wait for it to complete before navigating away.

## Keyboard Shortcuts

- Ctrl/Cmd + B — bold
- Ctrl/Cmd + I — italic
- Ctrl/Cmd + K — insert link
- Ctrl/Cmd + Z — undo
- Ctrl/Cmd + Shift + Z — redo
- Alt + ↑ / Alt + ↓ — move current block
- / — slash menu
- Ctrl/Cmd + S — manual save (rarely needed; auto-save handles it)