It's helpful to be able to decipher HTML in a Moodle textbox to understand what is being displayed. Here are some of the most common "tags" you will encounter when you look under the hood.

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| --- | --- | --- |
| **Tag Type** | **Tag (Code)** | **Purpose** |
| **Text** | <b> </b> | Bold *(outdated code – replace w/ <strong>)* |
| <i> </i>  | Italic *(outdated code – replace w/ <em>)* |
| <strong> </strong> | Bold |
| <em> </em> | Italic |
| <h1> </h1> | Top heading level *(numbers denote hierarchy)* |
| <h2> </h2> | Second heading level *(don't skip levels – 6 is max)* |
| <font size=?> </font> | Set size of font – 1 to 7[[1]](#footnote-1) |
| <font color=?> </font> | Set font color[[2]](#footnote-2) *(apply with icon in the tool bar)* |
| style="text-decoration: underline;" | Underline *(can be confused with hyperlink)* |
| **Formatting** | <p> </p> | New paragraph |
| <br> | Line break *(no additional space between lines)* |
| <div> </div> | Indent |
| <span> </span> | Identify range of text affected by tags |
| **Lists** | <ul> </ul> | Insert bulleted list |
| <ol> </ol> | Insert numbered list |
| <li> </li> | Designate list item |
| **Links** | <a href="url">click text</a> | Hyperlink to URL |
| target="\_blank" | Link opens in new window *(not preferred)* |
| <a href=mailto:email>click text</a> | Link to an email address |
| **Graphics** | <hr> | Insert a horizontal rule (line) *(use toolbar icon)* |
| <img src="url" > | Insert image *(from Moodle or external URL)* |
| <img src="url" align="?"> | Align image left, right, center, top, bottom |
| <img src="url" height="?" width="?"> | Set image height and width in pixels *(10 = 1 inch)* |
| class="img-fluid atto\_image\_ button\_**left**" | Align image according to last word *(left, right, center, top, bottom)* |
| <img src="url" alt="?"> | Alternate (alt) text describes image *(****required****)* |
| <img src="url" alt=""> | Decorative image needs no alt text |
| **Media** | <iframe src="url" width="?" height="?"> </iframe> | Display an embedded video |
| **Tables** | <table> </table> | Insert a table |
| <tr> </tr> | Identify a row |
| <td> </td> | Identify a cell |
| <th> </th> | Insert a header |

1. Avoid using font size to designate headings—use paragraph styles instead. [↑](#footnote-ref-1)
2. Don't use color as the sole means of conveying meaning (e.g., red items are mandatory viewing, blue items are optional). [↑](#footnote-ref-2)