Moodle textboxes generally feature a toolbar allowing you to format text and perform other functions such as inserting web links and images. You can choose to use the "Atto" text editor or "TinyMCE." (Faculty, see these instructions for switching between editors; student instructions are here.)

Initially, only one row of tools is displayed. Clicking on the "toggle" icon in the upper left corner displays more tools. The most commonly used tools are in the top and bottom rows. Tools in each row are described below.
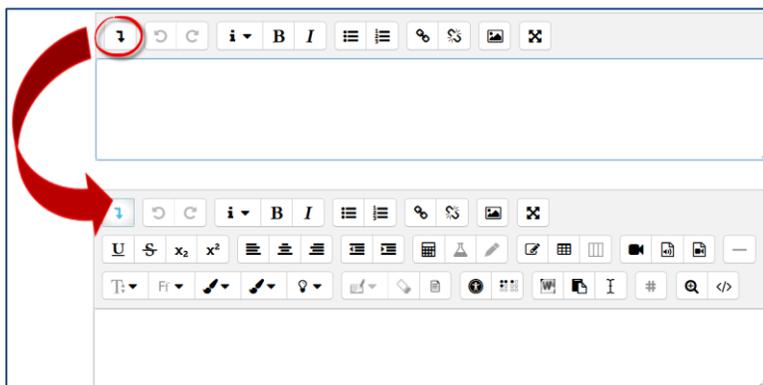
Top Row
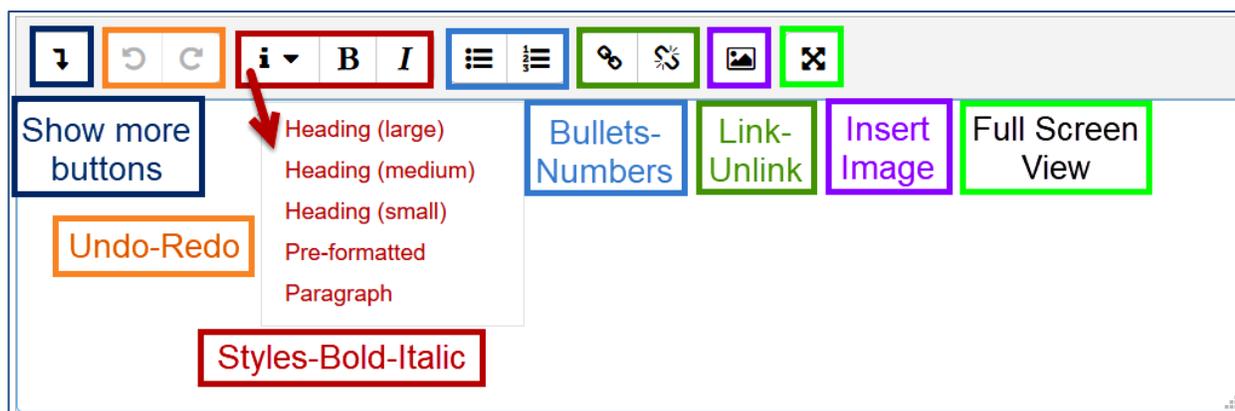
1. Click the **Toggle icon** to reveal more rows of tools, then click it again to hide them.

2. **Undo** removes your most recent entry, while **Redo** restores the entry that you just deleted.

Tip: Did you know that you can use Ctrl+Z or Cmd+Z to undo and Ctrl+Y or Cmd+Y to redo? Try it—it's much faster than stopping to pick up your mouse!

3. The **Paragraph styles** pull-down menu lets you format the text that you select. By default, the textbox is set for "paragraph" style, but you may choose from a variety of heading styles in the menu. **Bold** (Ctrl+B or Cmd+B) and **Italic** (Ctrl+I or Cmd+I) also work just as you would expect.

4. **Bulleted** and **Numbered** lists work much as they do in Word. One major difference is that you cannot choose alpha characters instead of numbers to make a list.

5. **Link** and **Unlink** are used to create (or remove) links to documents or web sites. The Moodle Knowledgebase has articles describing how to create links using these icons.

6. The **Insert Image** icon allows you to place an image in a textbox to illustrate your text. See the Knowledgebase for articles on working with images.

7. **Toggle full screen mode** is a very helpful tool as it enlarges a textbox to fill your browser window, allowing you to focus on your content more freely. When you are ready to save your work, click on this tool again to return to the standard textbox configuration.

Middle Row(s)
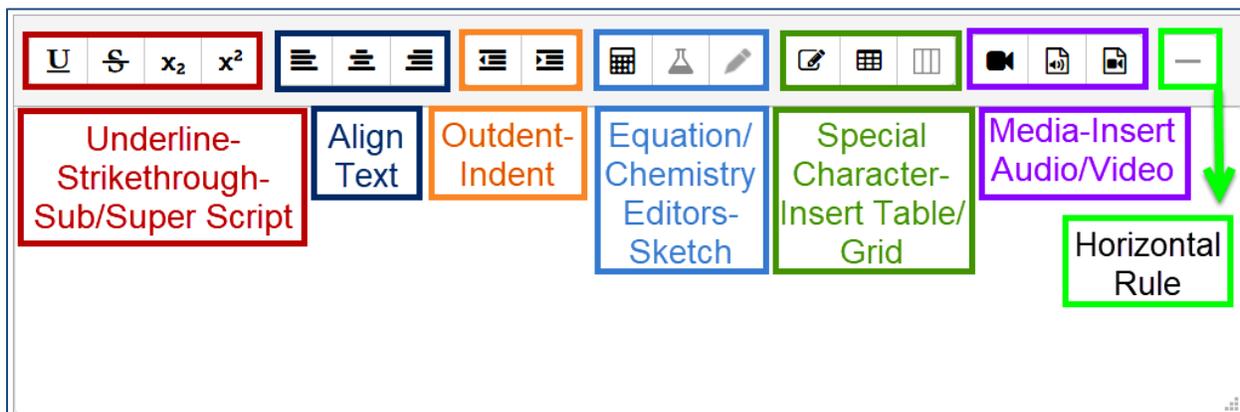
1. **Underline**, **Strikethrough**, **Subscript** and **Superscript** are formatting tools which work similarly to how they function in Word.

2. **Left**, **Center** and **Right** alignment work just as they do in Word.

3. **Outdent** and **Indent** move a block of text in or out.

4. Use the **Equation** and **Chemistry** editors to insert special symbols. The **Sketch** icon allows you to draw an image in the textbox.

5. The next series of icons represent items that can be inserted in your textbox: **Special character**, **Table** and **Bootstrap grid** (which offers a web-accessible option to using tables to format your text layout).

6. Insert **Media**, **Audio**, or **Visual** files.

7. Use the **Horizontal rule** icon to insert a solid line the width of the textbox.

Bottom Row(s)
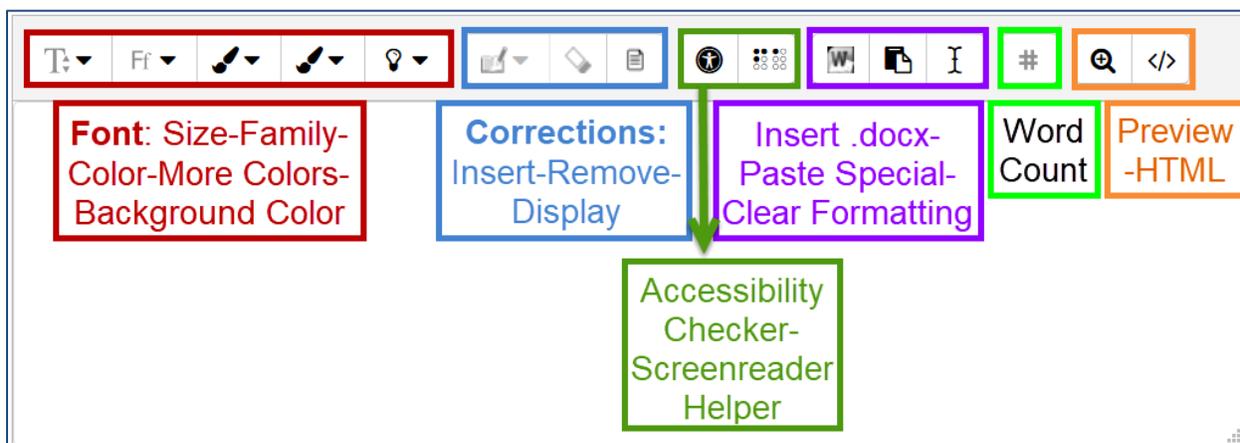
1. The first set of icons are all font related: **Font size**, **Font family** and font and background colors feature pull-down menus enabling you to change the appearance of your text. (It's helpful to know that standard text is generally size 3 (12 pt.) when you're working online.)

2. The **corrections** icons allow you to indicate, remove and display grammatical errors in a textbox.

3. The **Accessibility checker** and **Screenreader helper** are tools to enhance accessibility.

4. With Atto, you can **Insert** an entire **Word** document (in .**docx** format only) in a textbox and retain much of the original formatting. **Paste special** enables you to paste text from a Word doc or HTML source without

extra formatting, while the **Clear formatting** icon allows you to strip out any code that may have accompanied text pasted from another source. These are helpful functions if you paste text in from Word or another program along with a lot of random formatting generated by the original application. Note that in copying from Word you'll probably lose tabs—tables work better for online text and generally copy over well.

Tip: Online text is designed to automatically add extra space after a return at the end of a line of text. If you are drafting text in Word that you plan to copy into Moodle, don't insert a second return to start a new paragraph. Your text will look cramped in Word, but will be lovely in Moodle. ☺

5. **Word count** inserts the number of words entered in the textbox.

6. Last but not least, the **HTML** icon [</>] shows you what is happening behind the scenes in your textbox. When you're viewing source code, it's helpful to know that formatting commands open with a set of angle brackets—<p>, for instance, inserts a new paragraph—and ends with angle brackets and a slash—</p> in the case of ending a paragraph. This tool comes in handy if you want to embed certain video or audio players in your Moodle page. Other than that, we rarely need to review the source code behind our text, but sometimes it really helps to identify what's happening.

Also Good to Know

You may have noticed that Atto does not include the **Cut**, **Copy** and **Paste** icons that are standard functions in other editors. Instead, use keyboard controls—Ctrl+X to cut, Ctrl+C to copy and Ctrl+V to paste (Cmd instead of Ctrl for Mac users). Be aware that some browsers no longer support right click options for pasting into textboxes, so these keyboard controls must be used.