

Many Moodle text boxes (such as the one for posting discussion topics) come with a toolbar that allows you to format text and perform other functions such as inserting web links and images. Initially, only one row of tools is displayed. Clicking on the "toggle" icon in the upper left corner brings up two more rows of tools. The tools that are most commonly used are in the top and bottom rows. Tools for each row are described below, from left to right.

Top Row



1. Click the **Toggle icon** to reveal the next two 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 [Ctl]+Z or [Cmd]+Z to undo and [Ctl]+Y or [Cmd]+Y to redo? Try it—it's much faster than stopping to pick up your mouse!
3. The **Format** drop-down menu lets you set the style for the text that you select. By default, the text box is set for "paragraph" style, but you may choose from a variety of heading styles in the menu.
4. **Left**, **Center** and **Right Justification** work just as they do in Word
5. **Bold** ([Ctl]+B or [Cmd]+B) and **Italic** ([Ctl]+I or [Cmd]+I) also work just as you would expect.
6. **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.
7. **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.
8. The **Insert Image** icon allows you to place an image in a text box to illustrate your text. See the [Knowledgebase](#) for articles on working with images.
9. **Expand to Full Screen** is a very helpful tool as it enlarges a text box 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 text box configuration.

Middle Row



1. **Underline**, **Strikethrough**, **Subscript** and **Superscript** are formatting tools which work similarly to how they function in Word.
2. **Outdent** and **Indent** move a block of text in or out.
3. You can use the next pair of icons to **Remove Formatting** and **Clean Up Code**. These are helpful functions if your text is not formatted as you wish if you have pasted text from another program or after applying formatting options in Moodle.
4. The **Search** and **Find/Replace** tools are similar to those found in Word.
5. The next series of icons represent items that can be inserted in your text box: **Equation**, **Hard Space** and **Horizontal Rule** (solid line the width of the text box).
6. Use the **Insert Symbol** to add special characters to your text and **Insert/Edit Table** to create a table.

Editing Text

Bottom Row



1. The **Font Family** and **Font Size** drop-down menus enable 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 **Cut**, **Copy** and **Paste** tools are standard functions. Be aware that some browsers no longer support right click options for pasting into text boxes. You can use the paste icon from this toolbar or use [Ctl]+V or [Cmd]+V to insert text that you have copied into a text box.
3. **Paste as Plain Text** and **Paste from Word** are helpful functions if you copy text in from Word or another program that pastes into the text box with a lot of random formatting generated by the original application. Click on one of these icons, then use [Ctl]+V or [Cmd]+V to paste the copied text into Moodle. Plain Text will paste without any formatting, while using the Paste from Word option will preserve most formatting (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. 😊
4. The **Text** and **Background Color** drop-down menus are designed to allow you to change the color of your text and to highlight your text with a background color.
5. Last but not least, the **View HTML Source Code** icon [< >] shows you what is happening behind the scenes in your text box. 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.