Moodle textboxes generally feature a toolbar allowing you to format text and perform other functions such as inserting web links and images. By default, the "TinyMCE" editor is deployed in our courses, but you can choose to use the "Atto" text editor. (See these instructions for switching between editors.)

Initially, only one row of tools is displayed, along with links to additional editing menus. Clicking on the "more" icon on the right displays more tools. Tools in each row are described below from left to right.

Top Row

1. **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!
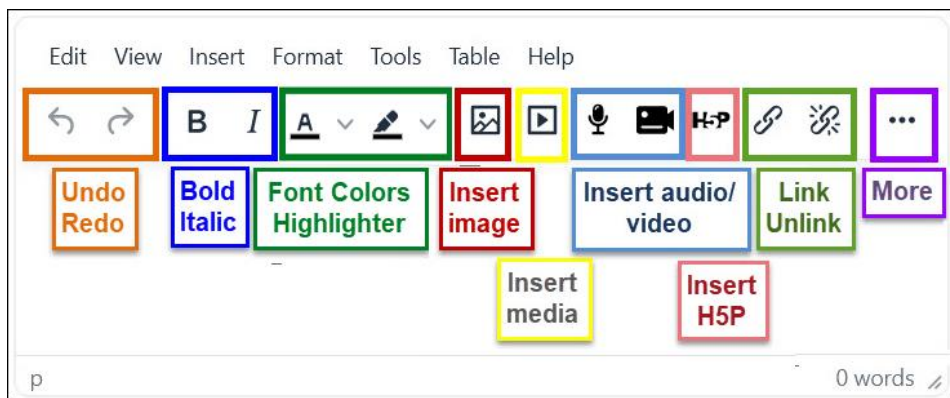
2. **Bold** (Ctrl+B or Cmd+B) and **Italic** (Ctrl+I or Cmd+I) work just as you would expect.

3. **Text foreground** and **background colors** can be added for emphasis.

4. The **Insert image** icon allows you to place an image in a textbox. Learn about working with images.

5. **Insert media** lets you link to media and insert it in a textbox.

6. With the **insert audio and video** icons, any user can record up to two minutes of audio or video comments.

7. H5P is **open-source, interactive content** that you can create in Moodle. More than 30 types of content can be created—flash cards, interactive videos, hot spot images, etc.

8. **Link** and **Unlink** are used to create (or remove) links to documents or websites.

9. The **More** icon opens a second row of editing icons.

Second Row

10. Set the **justification** for your text (left, centered, right).

11. **Text direction** icons refer to text read from right to left or left to right.

12. **Indent** or **outdent** your text using these icons.

13. **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.

14. **Insert a table** if necessary.

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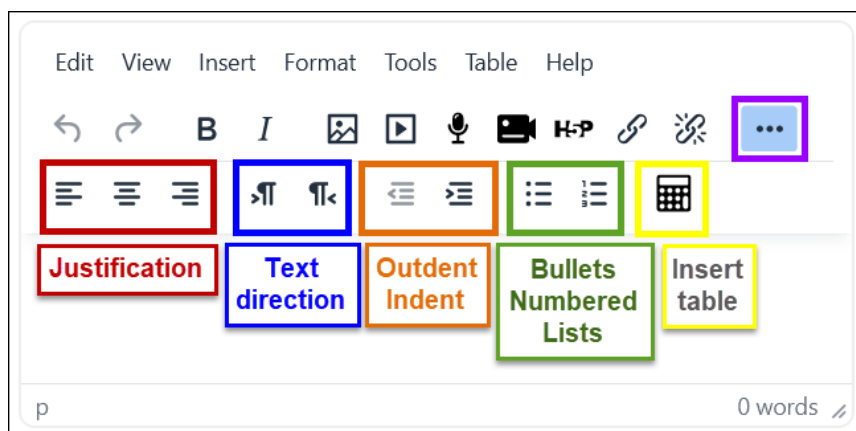
Additional Menus

The drop-down menus above the toolbar contain some of the same editing tools as you find in the toolbars, but they also feature a broader assortment of options. Note that several of the options appear with standard keyboard shortcuts to help you work more efficiently. The most commonly used features are highlighted here:
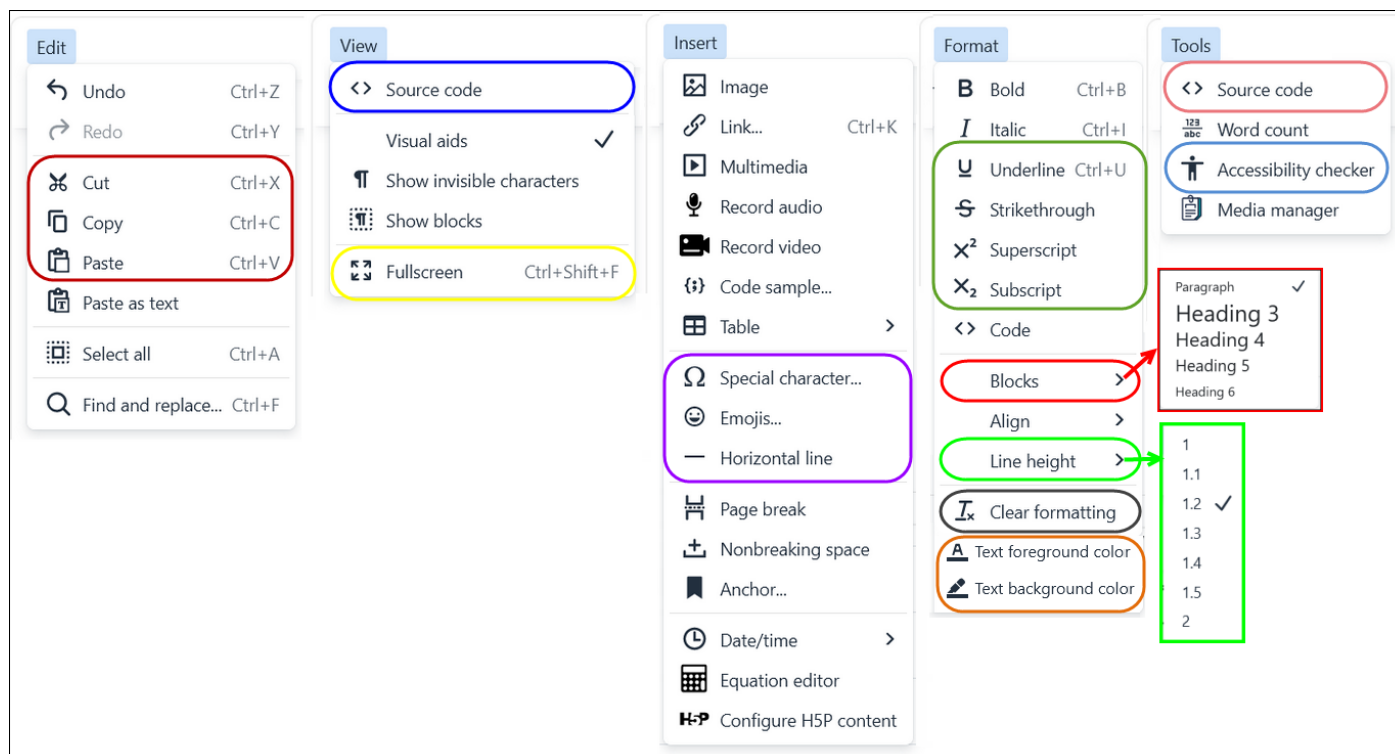
Edit

The **Edit** menu includes links for **Cut**, **Copy** and **Paste**—note the keyboard shortcuts that are standard in other software. Some browsers no longer support right clicking to paste text, so these shortcuts must be used.

View

Viewing the **Source code** can often help you understand why your text looks the way it does. 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 end with angle brackets and a slash—</p> in the case of ending a paragraph. This view 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.

Switching to **fullscreen** mode is very useful 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 link again to return to the standard textbox configuration.

Insert

Most of the links in this menu are already represented in the toolbars, but you may want to insert **special characters**, **emojis** and **horizontal lines** the width of the textbox in your text. Note that this menu also includes an equation editor.

Format

Underline, **Strikethrough**, **Subscript** and **Superscript** are formatting tools which work similarly to how they function in Word. The **Blocks** link features a variety of styles to apply to text. **Line height** can be adjusted—we recommend nothing less than 1.2 for readability. The **Clear formatting** function strips out most of the underlying code that was copied over from Word or Google. Select the text to clean up, click on the link to clear the formatting, and then apply whatever formatting you wish to the resulting plain text. 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. ☺

Tools

The **Tools** menu includes another link for viewing the **Source code** as well as a link for **checking the accessibility** of your text.

Quick Tools

When you select text that you've entered in a text box, a **quick toolbar** will be displayed, allowing you to select bold, italic or a series of heading styles. Heading 3 (H3) is the largest style available to us; H6 is the smallest. The last icon in this list is for blockquotes, designed to be used when you are quoting a large block of text.

Heading styles convey meaning to general readers but are especially important for users of adaptive screenreaders. These styles should be used to delineate the hierarchy of information that you are sharing. Thus, the major heading on your page should be assigned H3 and the first level of subheadings should be H4. Rather than continuing down the list with each successive heading, subheadings should follow a basic outline format with items carrying the same importance assigned the same level. Thus, you might have a page that starts off with a heading of H3 and then have two or three (or more) subheadings set for H4, if those elements have the same level of detail. Try to avoid using heading styles simply to make text larger—remember, the styles are actually indicators of structural value, they are not decorative but convey meaning in their own right.

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