



What is the Text Editor?

The text editor contains icons and functions familiar to any users of word processors. You can find the text editor in Moodle while editing section headings, editing the description of an activity or the content of blocks and writing answers to a quiz questions.

Default Buttons:

One row of buttons are displayed by default:

-  **Paragraph Styles** – change the font from a limited choice of options.
-  **Bold** – make selected text bold or create new bold text.
-  **Italic** – make selected text italic or create new italic text.
-  **Unordered List** – creates a list using bullet points.
-  **Ordered Points** – creates a list using numbers.
-  **Link** – create a hyperlink from highlighted text.
-  **Unlink** – remove a hyperlink previously created.
-  **Image** – insert an image.
-  **Media** – insert a video or audio clip.
-  **Manage Files** – manage attachments and media embedded in the Moodle page.

Access more tools by clicking the “Show More Buttons” icon 

Additional Buttons:

-  **Underline** – underline selected text.
-  **Strike through** – gives selected text the appearance of having been crossed out.
-  **Subscript/Superscript** – aligns characters slightly above/below main text.
-  **Left/Centre/Right Align** – aligns text to the left, centre or right of the screen.
-  **Indent / Outdent** – add or remove indentation to text.
-  **Equation Editor** – symbols and operators to enable users to build equations.
-  **Insert Character** – insert characters not found on a standard keyboard.
-  **Insert Table** – insert a table with bespoke columns and rows.
-  **Clear Formatting** – clears all formatting from selected text.
-  **Undo/Redo** – quickly allows changes to be undone or redone.
-  **Accessibility Checker** – quickly scans the document for any accessibility issues.
-  **Screenreader helper** – data about formatting, links and images for screen readers.
-  **HTML** – input HTML code – most often used to embed media using embed codes.