



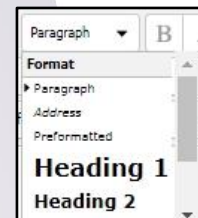
What is the Text Editor?

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.

Option: if needed, left click the *toolbar toggle* icon to expand the menu



Styles: Left click the *paragraph* button to open the menu, Left click a style to apply it to highlighted text.



Bulleted List: Highlight your text then Left Click the bulleted list icon. Creates a bulleted list.



Numbered List: Highlight your text then Left Click the Ordered list icon. Creates a numbered list.



Create a link:

1. Highlight a word and left click the Chain icon.



2. Type or paste the URL (address) into the box then left click **Create Link**.

Optional. Left click the checkbox if you wish the link to open in a new window, otherwise readers will need to click the back button to return to your Moodle page.

