

Using Text Editor

TEXT EDITOR BUTTONS

The text editor has many icons to assist the user in entering content. Many of these icons and functions may be familiar to anyone who uses a word processor. Some examples of where you will see the text editor include: Editing Section headings, description of an activity, writing an answer to a quiz question or editing the content of many blocks.



1 Text format	6 Add link
2 Bold	7 Unlink
3 Italic	8 Add image
4 Bulleted list	9 Add media
5 Numbered list	10 Attach document



1 Undo	7 Increase indent
2 Redo	8 Decrease indent
3 Underline	9 Font colour
4 Align right	10 Left to right
5 Align centre	11 Right to left
6 Align left	12 Insert special character

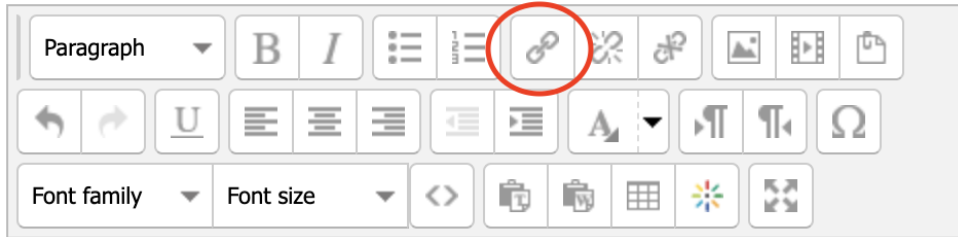


1 Font family	5 Paste from word
2 Font size	6 Insert/edit table
3 HTML/code view	7 Embed Kaltura media
4 Paste as plain text	8 Toggle full screen mode

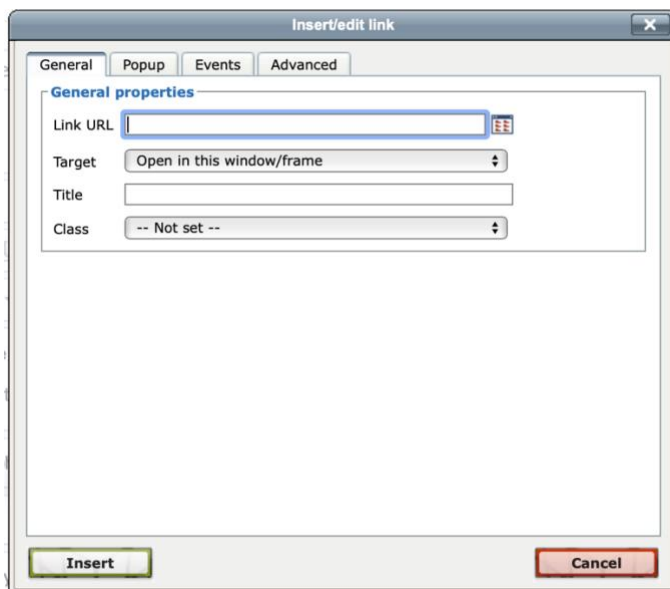
ADDING HYPERLINKS

You are able to add links to any text passage or image using the add link button in Moodle's text editor.

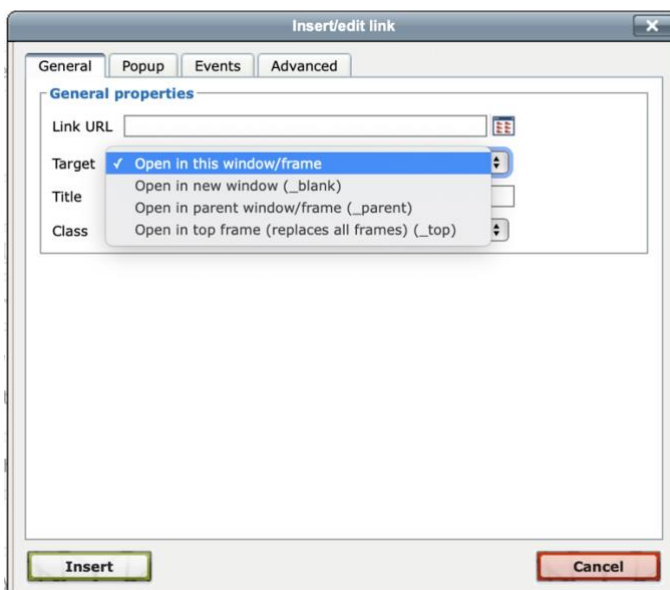
1. Highlight the text or image where you would like to insert the link. Click on the Add Link button as shown below.



2. This will bring up the Insert Link box. Copy the link URL into the Link URL box.



3. Under Target select if you would like the link to open in the Moodle window or a new window. When you are done click on the green Insert button.



COPYING TEXT FROM MS WORD

To avoid formatting problems when copying content from Word, follow the instructions below to upload text from word to Moodle.

1. Click on the Paste from Word button in the middle row of the text editor's toolbar.



2. This will bring up the Paste from Word pop-up window shown below.
3. Paste the copied content into the pop-up window (use CTRL + V)
4. Click on the green Insert button at the bottom of the window. This will strip the unnecessary code and insert the text into Moodle's text editor.

