Moodle Help & Support
Instructions for current Moodle (2.7)

Page and Label editing toolbar icons explained

Where there is a text box requiring content (to be seen by students) to be entered there are two rows of editing icons, known as the tool bars. These are similar to the tool bars in Word, albeit smaller. The functionality in these tool bars allows you to add media such as videos, images, audio; create tables; format text; add text URLs and upload documents from your desktop. This help document will tell you what each does, there are further help documents to tell you how to use them.

Only the first line of editing options will show by default. To see the full range of editing options, click on the Toolbar Toggle which is highlighted in red below.

![Editing Toolbar 1](image)

Welcome to the module
Here is some information about the module.

Editing Toolbar 1

From left to right:
- Toolbar Toggle (extends the panel to show full editing options)
- Paragraph styles (this gives a selection of preformatted text types including headings)
- Bold
- Italic
- Select text colour
- Bullet points
- Numbered list
- Link (insert both web links and links to uploaded documents)
- Unlink
- Insert/edit image
- Insert Moodle media
- Manage embedded files
- Kaltura Media

Editing Toolbar 2

From left to right:
- Underline
Similar tutorials

The following other resources are also relevant to this topic:

- How to add an image to a Moodle label, page or other text area
- The Moodle editing icons
- How to manage filters to enhance module display
- How to create a label
- How to create a web page
- How do I create a table with border and grid lines in Moodle?

Queries, comments or questions?

Please contact your local elearning support team.

Phone: (0115 95) 16677
or email: itservicedesk@nottingham.ac.uk

Phone: (0574) 8818 0000 (ext. 8915)
or email: e-learning-support@nottingham.edu.cn

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Incorrect?

If you have any comments on how you think this help can be improved then please email Learning-Technologies@nottingham.ac.uk