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 formatting toolbars. These are similar to the toolbars in Word, albeit smaller. The functionality in these toolbars 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 purple below.

NOTE: Everywhere that you can edit text has a minimal formatting bar. If you need more formatting options, click the Toolbar Toggle as indicated above outlined in purple. The full toolbar then appears:

**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
- Manage embedded files
- Insert a video (or audio file) from MediaSpace

**Editing Toolbar 2**

From left to right:
- Underline
- Strikethrough text
- Subscript
- Superscript
- Align left
- Align centre
- Align right
- Outdent
- Indent
• Equation editor
• Insert character
• Table
• Clear formatting
• Undo
• Redo
• Accessibility checker
• Screenreader helper
• HTML (edit the source code here - useful for adding embed codes for YouTube videos etc)
• Fullscreen toggle

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?