Page and Label editing toolbar icons explained

Moodle Help & Support

This refers to Moodle 3.8 from September 2020 onwards.

Page and Label editing toolbar icons explained (also works in Forums and anywhere else there's a text box)

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. This is the Atto editor. 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**

<table>
<thead>
<tr>
<th>Accessibility checker</th>
<th>Screen reader helper</th>
<th>Paragraph styles</th>
<th>Bold</th>
<th>Italic</th>
<th>Font colour</th>
<th>Unordered list / Bullet points</th>
<th>Ordered list / Numbering</th>
<th>Link - Add hyperlink</th>
<th>Unlink - Remove hyperlink</th>
<th>Show / hide advanced button</th>
</tr>
</thead>
</table>

From left to right:

- Accessibility checker
- Screen reader helper
- Paragraph styles
- Bold
- Italic
- Font colour
- Unordered list / Bullet points
- Ordered list / Numbering
- Link - Add hyperlink
- Unlink - Remove hyperlink
- Show / hide advanced button

**Editing Toolbar 2**

<table>
<thead>
<tr>
<th>Insert or edit image</th>
<th>Manage files</th>
<th>Embed Kaltura Media</th>
<th>Underline</th>
<th>Strike through</th>
<th>Subscript</th>
<th>Superscript</th>
<th>Left align</th>
<th>Centre</th>
<th>Right align</th>
<th>Outdent</th>
</tr>
</thead>
</table>

From left to right:

- Insert or edit image
- Manage files
- Embed Kaltura Media
- Underline
- Strike through
- Subscript
- Superscript
- Left align
- Centre
- Right align
- Outdent
Editing Toolbar 3

- Equation editor
- Insert character
- Table
- Clear formatting
- Emoji picker
- Undo
- Redo
- HTML
- Toggle full screen
- Echo360 plugin (Atto)

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?