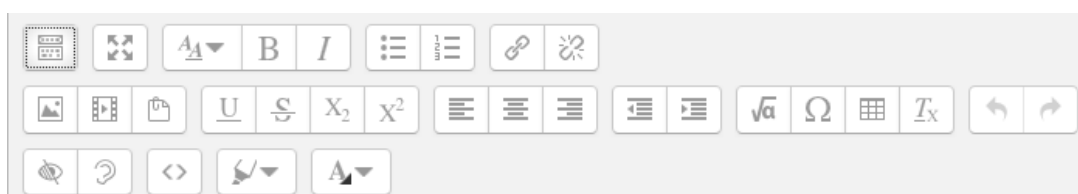# The Moodle text (or HTML) editor toolbar

Here is an explanation of the text (or HTML) editor tools available when you add any resource or activity to a Moodle course.

By default the menu is collapsed with only one row of the most commonly used tools showing.

Click on the **Show more buttons** button to expand the toolbar and show all of its features.

This button will **toggle** between full screen (maximised) and minimised mode.

The **paragraph styles** button enables you to format your text with a number of preset text style options.

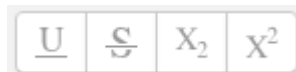**B** will embolden text and **I** will put it into italics.

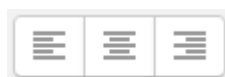You can add **bulleted** or **numbered** lists using these buttons.

You can add a **hyperlink** to selected text or remove a hyperlink from it with these buttons.

These buttons will allow you to add (from left to right) an **image**, **media** (e.g. a video file) or an **attachment** to your activity or resource.

These buttons (also from left to right) allow you to format your text using **underline**, **strike through**, **subscript** and **superscript**.

Align your text to the left, right or centre with these buttons.

Indent or **outdent** your text with these buttons.

(Again from left to right) use the **equation editor** to create/adapt equations. You can also **insert characters** (symbols); **insert a table** and **clear formatting** from a particular piece of text using these buttons.

These buttons allow you to **undo** or **redo** your last action.

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These two buttons are the **accessibility checker** (the eye) and the **screenreader helper** (the ear).

This is the **HTML** button which will allow you to edit your text in HTML format. This is quite useful for checking hidden formatting if your text does not display as expected. Sometimes Word can have a significant amount of hidden formatting which is carried into Moode if you use the copy and paste function.

This button lets you change the **background colour** of your text.

This button lets you change the **font colour** of your text.