

## Moodle 3.4 Text Editor

### Moodle 3.4 Text Editor Icons - Default Row



1. Toolbar Toggle - turns on the full display of icons (see below)
2. Preset type styles menu
3. Bold
4. Italic
5. Bulleted list
6. Numbered list
7. Insert/edit link
8. Unlink
9. Prevent automatic linking
10. Insert/edit image
11. Insert Moodle media
12. Manage embedded files
13. Embed Kaltura Media

### Moodle 3.4 Text Editor Icons - Full Display

**Top Row:** same as above



### Second Row



1. Undo
2. Redo
3. Underline
4. Strikethrough
5. Subscript
6. Superscript
7. Align left
8. Align center
9. Align right
10. Decrease indent
11. Increase indent
12. Select text color (down arrow beside A)
13. Select background color (down arrow beside paint tube icon)
14. Direction left to right
15. Direction right to left

### Third Row



1. Font family list
2. Font size list
3. Edit HTML source
4. Find
5. Find/Replace
6. Insert non-breaking space character
7. Insert special character
8. Insert/edit table
9. Clean up messy code
10. Remove formatting
11. Paste as plain text
12. Paste from Word
13. Toggle full screen mode

### Frequently Used - Top Row

1. Toolbar Toggle - Left icon turns on the full display of icons (see below)
3. Bold type
4. Italic type
7. Insert or edit a web link - add a web link to highlighted text
8. Unlink - turn off a web link
10. Insert/edit image
11. Insert Moodle media

### Frequently Used - Second Row

7. Align left
8. Align center
10. Decrease indent
11. Increase indent
12. Select text color (down arrow to the right of the **A**)
13. Select background color (down arrow to the right of the paint tube icon)

### Frequently Used - Third Row

1. Font family list
2. Font size list
11. Paste as plain text
12. Paste from Word
13. Toggle full screen mode - full screen editing - same icon returns to settings page to access the (Save) buttons at the base.