

# Moodle: Use the text editor

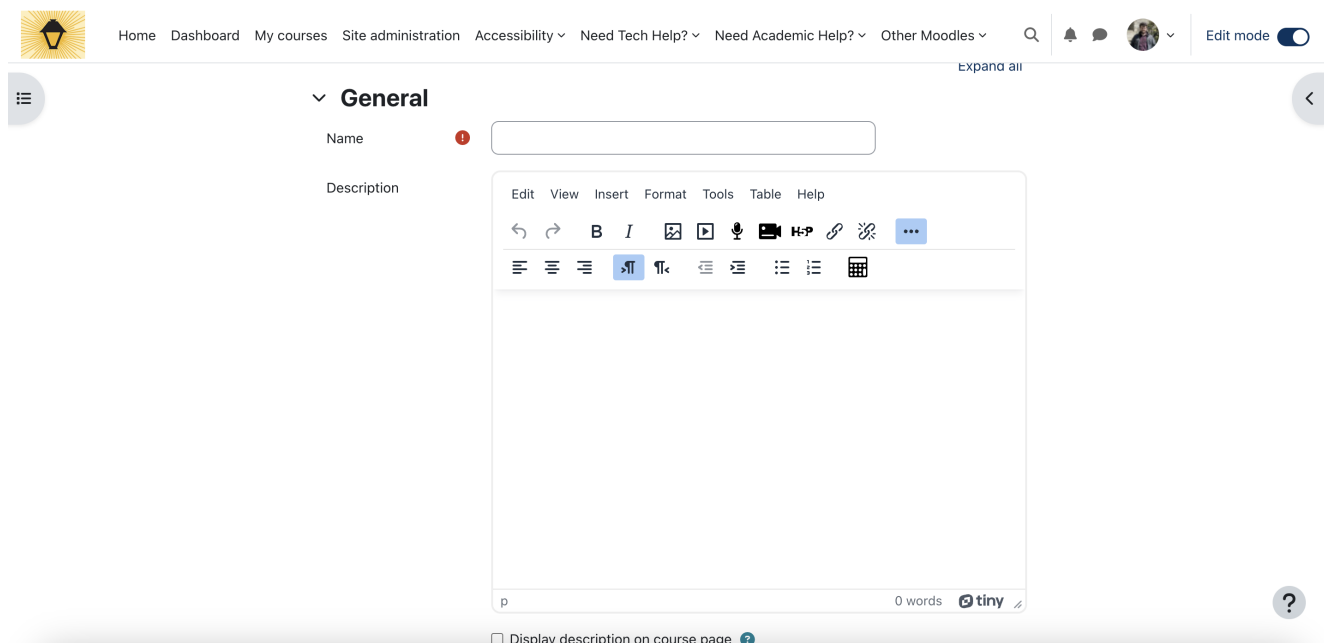
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Teachers and students use the **TinyMCE** text editor whenever they write or edit text in Moodle -- on pages, Assignments, questions, forum posts, etc. In addition to editing and text, you can use the editor to insert mathematical equations or special characters, add links, embedded media, and check accessibility.

## Before you begin, you will need:

- Any role in a Bryn Mawr Moodle course that has a Forum, Quiz, Assignment or other activity that requires text entry
- An **Instructor of record** or **Other editing teacher role** in a Bryn Mawr Moodle course to enter and edit text on a Moodle course page or activity description

## TinyMCE text editor functions



The screenshot shows the Moodle user interface. At the top, there is a navigation bar with links for Home, Dashboard, My courses, Site administration, Accessibility, Need Tech Help?, Need Academic Help?, and Other Moodles. A search icon and a user profile icon are also present. The main content area is titled "General" and contains a "Name" field and a "Description" field. The "Description" field is the focus, showing the TinyMCE text editor. The editor has a menu bar with options: Edit, View, Insert, Format, Tools, Table, and Help. Below the menu bar is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), indentation, bulleted and numbered lists, and a table icon. The editor area is currently empty. At the bottom of the editor, it shows "0 words" and the "tiny" logo. A checkbox at the bottom of the page is labeled "Display description on course page".

The TinyMCE text editor contains numerous different features. MoodleDocs, Moodle's internal library of support documents, has a page [with a complete list of these features](#). A few of them, however, are particularly worth highlighting:

- The **Edit** menu contains features that allow text to be easily manipulated, such as **Copy**, **Paste**, and **Find and replace....**
- **View > Source Code** can be used to edit text through an HTML editor rather than going through

TinyMCE's different commands.

- **Insert > Code Sample...** can be used to insert code into a document in languages other than HTML.
- **Insert > Equation Editor** can be used to edit and add equations using the TeX programming language.
- The **Format** menu can be used to fonts and paragraphs

**Caution:** Exercise caution when **changing font colors**. Color contrast needs to meet WCAG standards in order to ensure the contrast is legible. [To test color contrast use a color contrast analyzing tool.](#) □  
Avoid using color as the only means of conveying information, so that viewers who cannot discern color can also see the distinction. [Please review these best practices on Font, Size, Color Contrast, and Plain Language](#) □ before writing your text.

- **Tools > Accessibility Checker** can be used to insure that all users will be able to access what you are writing.
- The **Table** menu can be used to insert and edit tables.

**Caution:** Exercise caution when **adding tables** to your content, as they must be tagged appropriately to be accessible and they don't play well with mobile devices. Only use tables for information that needs to be presented in **tabular form**, not as a way to format pages or page elements. For more best practices on creating tables, please review the [Accessibility Best Practices guide](#) □.

- **Image** can be used to insert pictures on your device or repositories like **Wikimedia**.
- **Multimedia** can be used to add audio or video, including those that are stored in [your Panopto account](#). □
- **Record Audio** can be used to create a spoken message for students
- **Record Video** can be used to create a video message for students

**Note:** This video player is distinct from Panopto. Whatever you record with it will not go to [your Panopto folder](#). □

- **More...** can be used to access more features.

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#) □

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#) □

**Location:** Canaday Library 1st floor

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