

# Moodle: Text editor

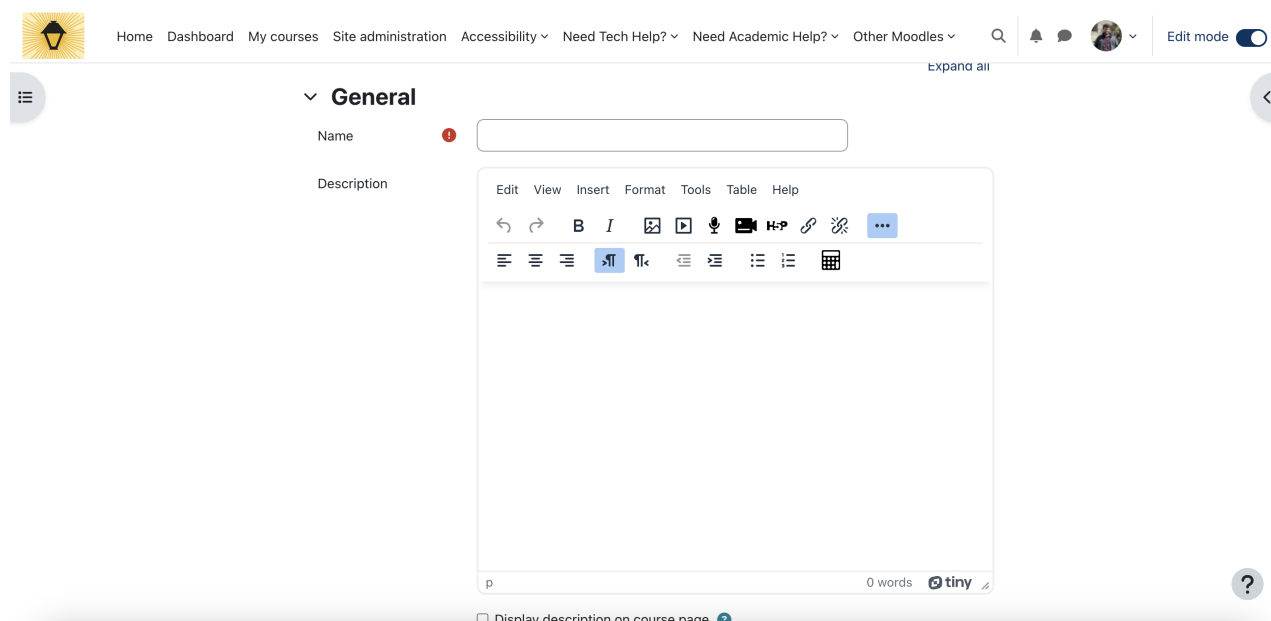
Last Modified on 08/16/2023 6:05 pm EDT

Moodle 4 has a new text editor, TinyMCE! The text editor is used across Moodle, allowing users to provide details on announcements, assignments, submissions, and other forms of writing. TinyMCE enables you to format text, insert mathematical equations and special characters, add links, embedded media, and check the accessibility of web content you are creating.

## Before you begin, you may need:

- An **Instructor of record** or **Other editing teacher role** in a Bryn Mawr Moodle courses to copy or restore content yourself

## TinyMCE text editor functions



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**. Maintain a high degree of contrast between text and background so readers with visual impairments can see text clearly. Avoid using color as the only means of conveying information (for example, instead of making important text red, make it bold or underlined AND red) so that viewers who cannot discern color can also see the distinction.

- **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.

- **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](tel: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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