The **buttons** on the Moodle text editor enable you to format text, add links and embedded media, record and embed short video or audio files, add mathematical equations and special characters, and check the accessibility of web content you are creating. You can **hover the cursor** over a button for on-screen text description.

See also:
- Moodle: Create and Manage Assignments

From left to right, the buttons are:
- Show/hide lower row of advanced buttons (hidden by default).
- Apply styles
- Apply bold
- Apply italic
- Create bulleted list
- Create numbered list
- Add or edit link (when you select an embedded image, you will see additional contextual options for editing it)
- Delete link
- Embed Panopto video
- Insert image (when you select an embedded image, you will see additional contextual options for editing it)
- Insert other media
- Record audio
- Record video
- Manage all embedded files

If you show the "advanced" tool bar, the buttons are:
- Apply underline
- Apply strikethrough
- Apply subscript
- Apply superscript
- Change font color*
- Left-align text or embedded media
- Center-align text or embedded media
- Right-align text or embedded media
- Open equation editor
- Insert special character
- Insert or edit table** (when you select an embedded table, you will see additional contextual options for editing it)
- Clear formatting
- Undo/redo
- Check accessibility
- Read section aloud
- HTML/code view

Caution: Exercise caution when changing font colors. Maintain a high degree of contrast between text and background so that readers with visual impairments can see text clearly, and 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).

Caution: Exercise caution when adding tables to your content, as they must be tagged appropriately in order to be accessible and they don’t play well with different screen orientations (i.e. tablet vs. web browser). As a general rule, only use tables for information that needs to be presented in tabular form. Don’t use them to try to format a page or align images and text — any alignment will look different on different screens, and the results will be inaccessible to a screen reader.

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 | Service catalog
Location: Canaday Library 1st floor