

# Moodle Cheat Sheets: Understanding the Text Editor

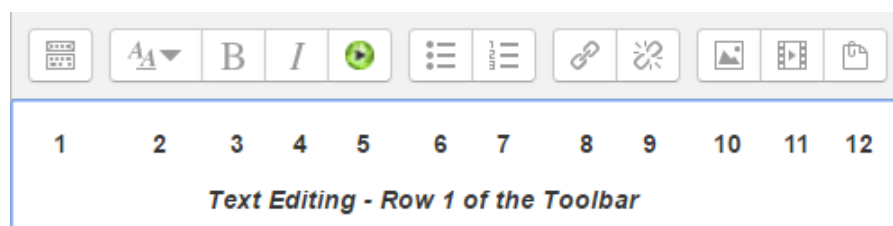
**BUTLER**

CENTER for ACADEMIC  
TECHNOLOGY

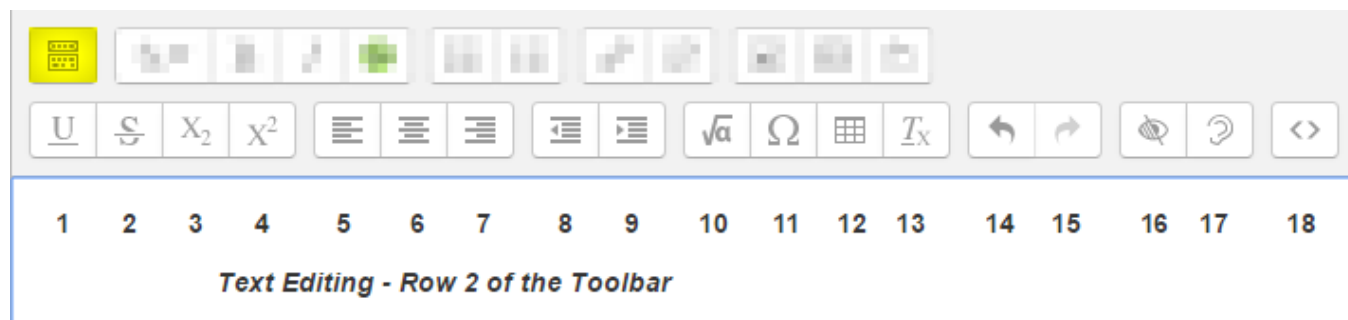
**Moodle Evolution**  
MOODLE EVOLUTION

## Understanding the Text Editor

*This review guide provides you an overview of the functionality available to you in the Moodle text editor. This will help you better determine which buttons to utilize as you work in Labels, Assignments, Section descriptions, and any place you see text editing capability.*



- |                      |                  |                  |                           |
|----------------------|------------------|------------------|---------------------------|
| 1. Expand            | 2. Style         | 3. Bold          | 4. Italicize              |
| 5. Add Panopto video | 6. Bulleted List | 7. Numbered List | 8. Add link               |
| 9. Unlink            | 10. Add image    | 11. Add media    | 12. Manage embedded files |



- |                         |                     |                       |                           |
|-------------------------|---------------------|-----------------------|---------------------------|
| 1. Underline            | 2. Strikethrough    | 3. Subscript          | 4. Superscript            |
| 5. Align left           | 6. Align center     | 7. Align right        | 8. Decrease indent        |
| 9. Increase indent      | 10. Equation editor | 11. Special character | 12. Table                 |
| 13. Clear formatting    | 14. Undo            | 15. Redo              | 16. Accessibility checker |
| 17. Screenreader helper | 18. HTML/code view  |                       |                           |

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In-depth instruction



Ideas, best practices, examples



Video tutorials

*Because usage and intention varies from user to user, you may consider scheduling a 1:1 consultation with an Information Commons student or a professional staff member in the Center for Academic Technology (CAT) to further discuss your needs. Contact CAT at (317) 940-8575, or visit the office in Jordan Hall 037.*