

Moodle Home MOODLE FAQ STUDENT HELP

Jeanna Morton

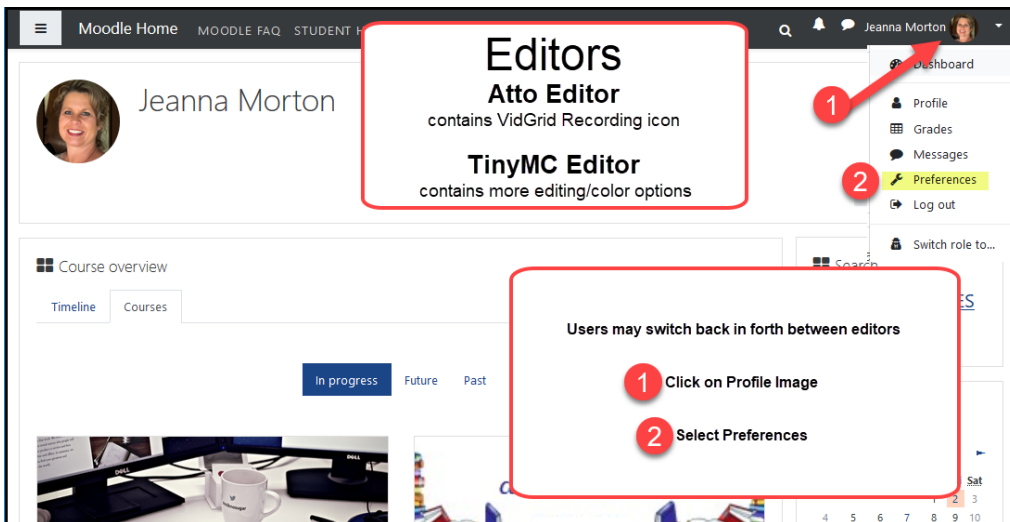
Editors
Atto Editor
contains VidGrid Recording icon
TinyMC Editor
contains more editing/color options

1 Click on Profile Image
2 Select Preferences

Users may switch back in forth between editors

1 Click on Profile Image
2 Select Preferences

Course overview
Timeline Courses
In progress Future Past



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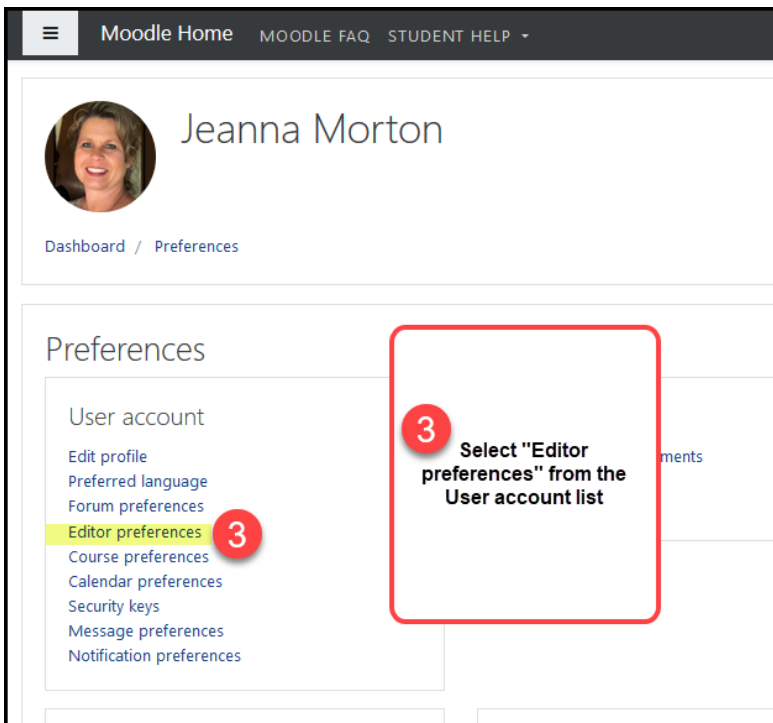
Dashboard / Preferences

Preferences

User account

- Edit profile
- Preferred language
- Forum preferences
- Editor preferences** 3
- Course preferences
- Calendar preferences
- Security keys
- Message preferences
- Notification preferences

3 Select "Editor preferences" from the User account list



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Dashboard / Preferences / User account / Editor preferences

4 Select the Editor from the dropdown
Choose between Atto HTML editor and TinyMCE HTML editor
5 Save

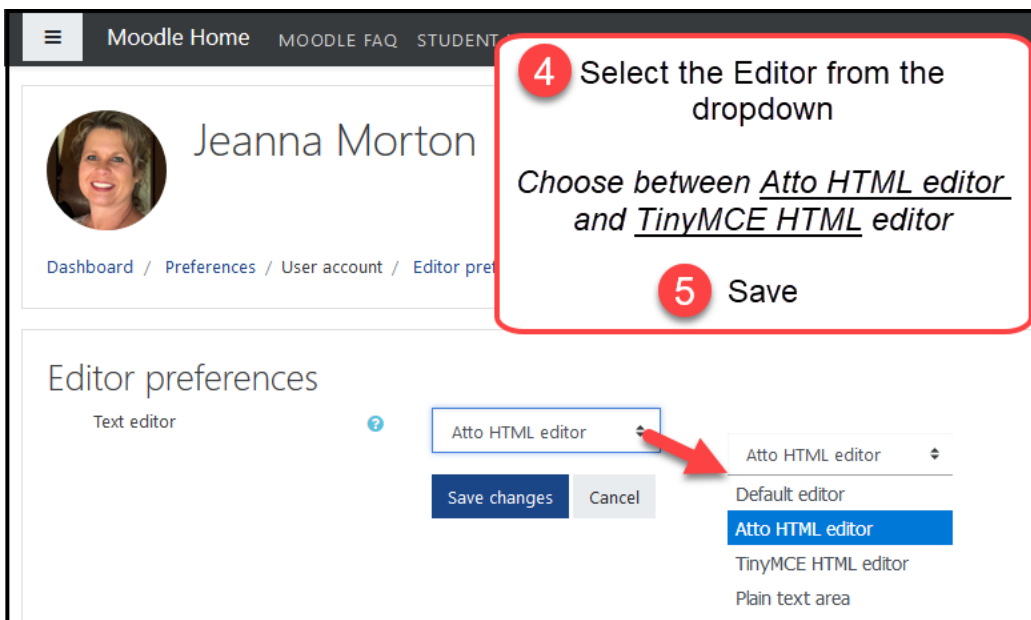
Editor preferences

Text editor

Atto HTML editor

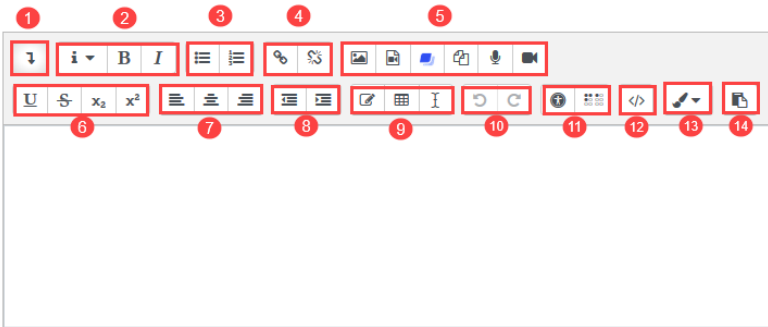
Save changes Cancel

Atto HTML editor
Default editor
Atto HTML editor
TinyMCE HTML editor
Plain text area



Atto HTML editor

default editor



Features

1. Dropdown opens up Toolbar
2. Heading Size/Bold/Italics
3. Bullets and Numbering
4. Link or break hyper-link
5. Audio and Video Features:
 - Insert images
 - VidGrid Recordings**
 - Insert Files
 - Moodle Audio and Video recording
6. Underline, Strike through, sub and superscripts
 - 7. Alignment
 - 8. Indentation
9. Insert Character/ Insert Table/ Clear formatting
10. Undo/Redo
11. Accessibility Checker/Screenreader Helper
12. HTML (embedded recordings may be resized here)
13. Text Color : limited options
14. Paste Special: When copying content from word documents or other sources, use Paste Special to clean up the formatting and remove background coding that will cause issue with your Moodle course

TinyMCE HTML editor

1. Tool bar toggle
2. Changes the format of your text
3. Bolds letters
4. Italicizes letters
5. Inserts/removes bulleted list
6. Inserts/removes numbered list
7. Insert/edit link
8. Unlink (remove link)

9. Prevent automatic linking
10. Insert/edit image
11. Insert Moodle media
12. Manage embedded files
13. Insert audio recording
14. Insert video recording
15. Undo (ctrl + z)
16. Redo (ctrl + y)

17. Underline
18. Strike through
19. Subscript - script that is smaller than the normal line and is set at or below the normal line
20. Superscript - script that is smaller than the normal line and is set slightly above or below the normal line
21. Align left
22. Align center
23. Align right



24. Decrease indent
25. Increase indent
26. Select text color
27. Select background color
28. Direction left to right
29. Direction right to left
30. Select font
31. Select font size

32. Edit HTML source
33. Find
34. Find/replace
35. Insert non-breaking space character
36. Insert special character
37. Insert/edit table

38. Cleanup messy code
39. Remove formatting
40. Paste as plain Text
41. Paste from Word
42. Toggle full screen mode

The highlighted features indicate the main formatting differences between Atto and TinyMCE editor