

# How to Change the Text Editor

ODLE FAQ   STUDENT HELP   Search courses   Search

## Kate's Sandbox

Dashboard / Courses / AAA / Kate's Sandbox

General   Your progress ?

- Announcements
- Tell me about your dog
- HTML


ADMIN

- Dashboard
- Profile
- Grades
- Messages
- Preferences
- Log out

Course administration

- Edit settings
- Turn editing on
- Course completion

**Use the drop-down menu next to your name and select the Preferences tab.**

 **Kate Nichols**

Dashboard / Preferences

## Preferences

**User account**

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Course preferences
- Calendar preferences
- Message preferences
- Notification preferences

**Blogs**

- Blog preferences
- External blogs
- Register an external blog

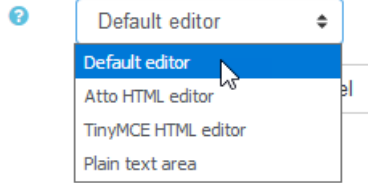
**Badges**

- Manage badges
- Badge preferences
- Backpack settings

**Under the User Account tab in Preferences, click on Editor Preferences.**

# Editor preferences

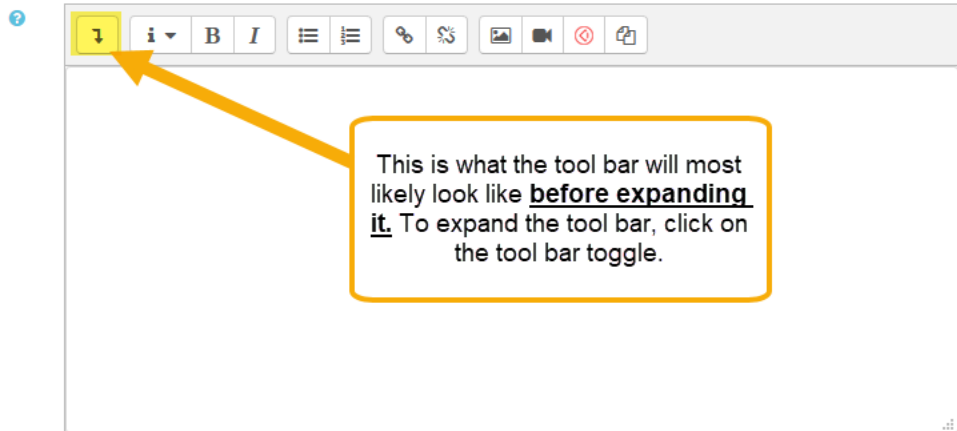
Text editor



**In Editor Preferences, you may change your Text Editor.**

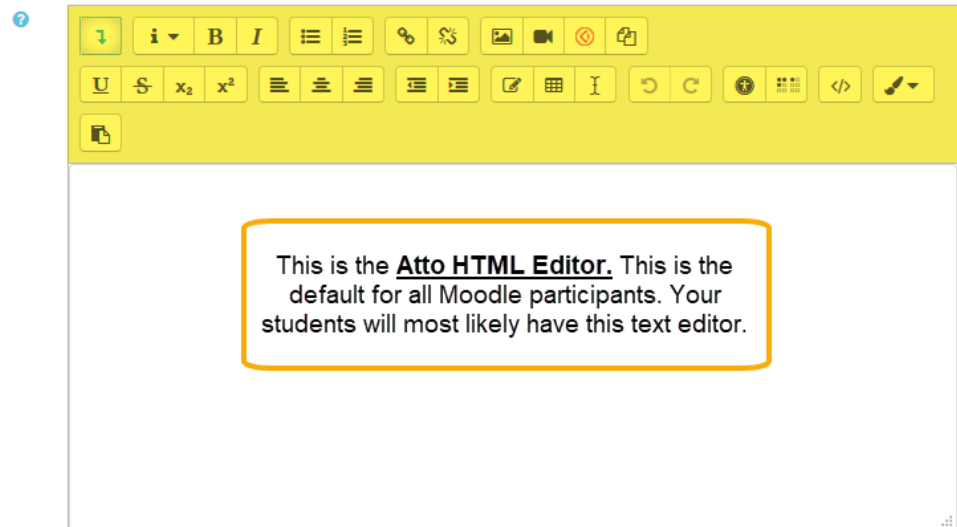
## ▼ Description

Course summary



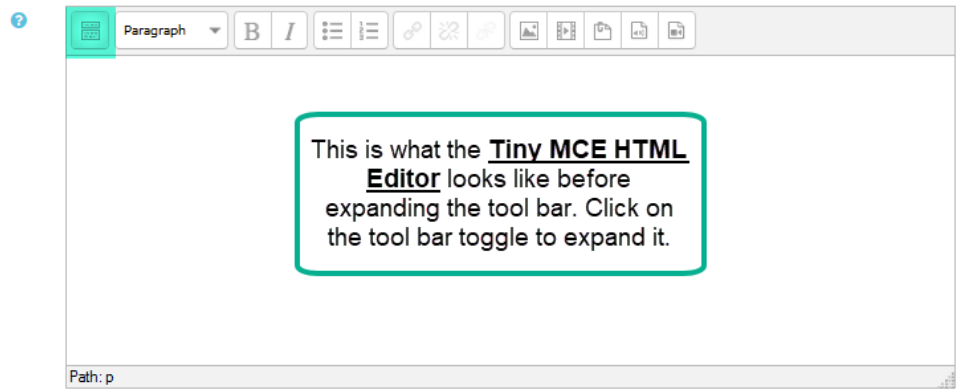
## ▼ Description

Course summary



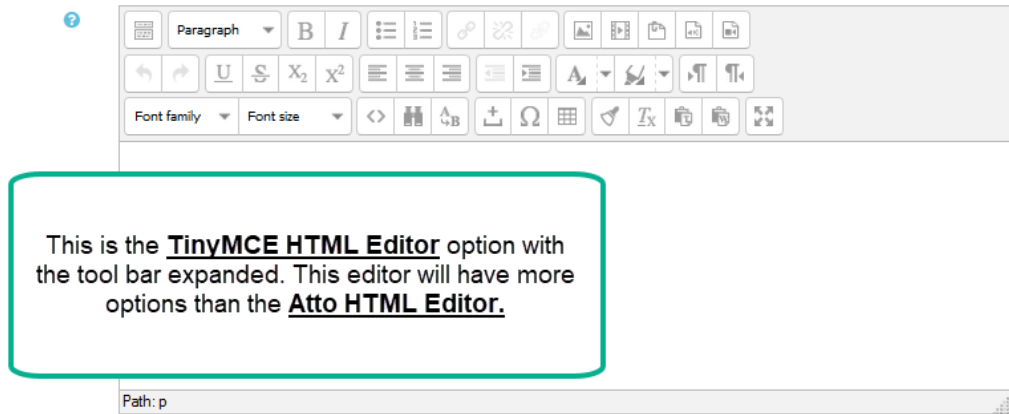
▼ Description

Course summary



▼ Description

Course summary



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

Path: p