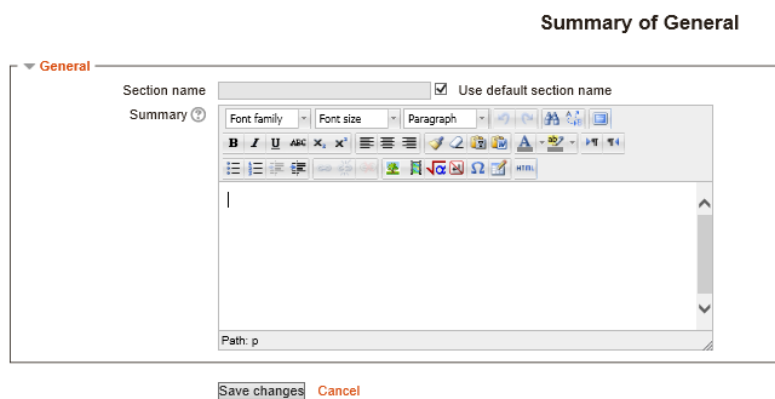# How to Use the Moodle Text Editor

Ling Zhu
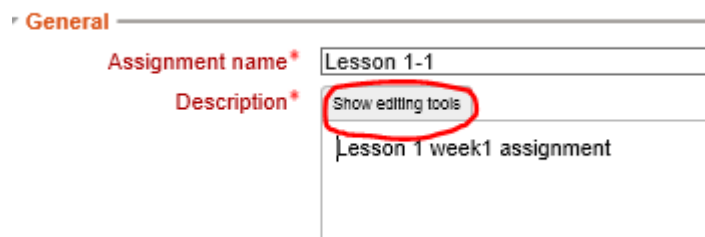
The text editor is probably the most important tool when you edit contents on our course website. The default text editor installed on our system is "TinyMCE" which has many icons to assist the user in entering content. Many of these icons and functions should be familiar to anyone who uses a word processor. Some examples of where you will see the text editor including: Editing Section headings, description of an activity, writing an answer to a quiz question or editing the content of many blocks.

1. Show the TinyMCE text editor

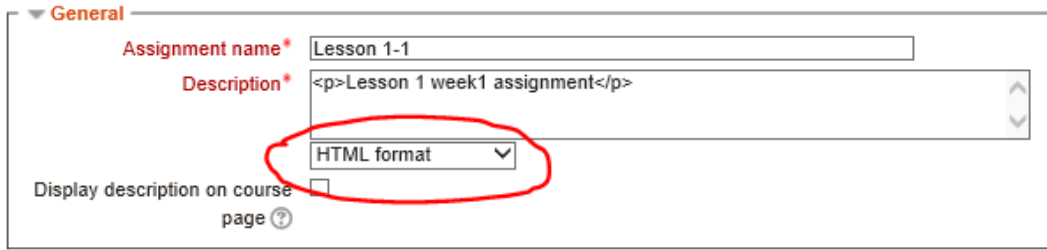When you start editing contents, the text editor usually show up by itself:

However, if it does not, you may click "Show editing tools" on the editing window so the icons can show up:
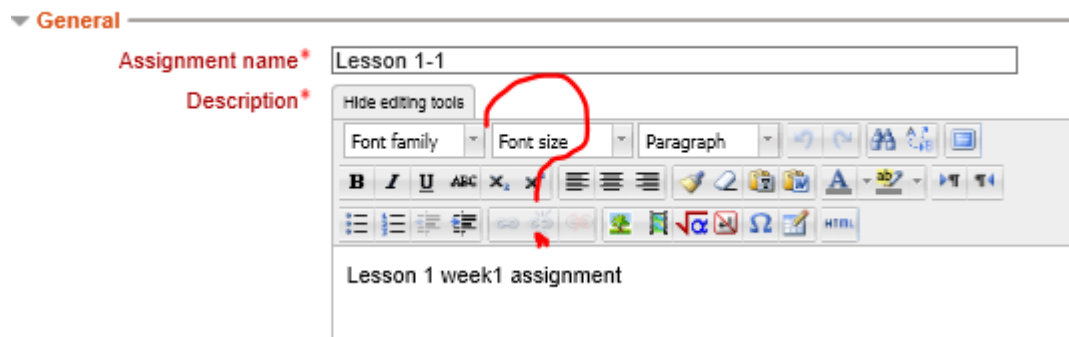

2. Text editor on Google Chrome and Internet Explorer

Not all web browsers are fully compatible with the TinyMCE text editor. Usually there's no issue with Google Chrome. However, recent updates to the **Internet Explorer** browser have made it necessary to view our course site in Compatibility View to use the functions of the text editor which provides advanced formatting option.
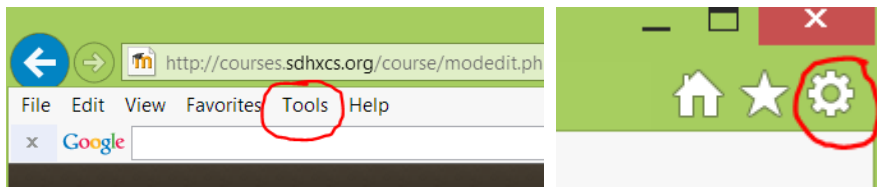
You might now see this:

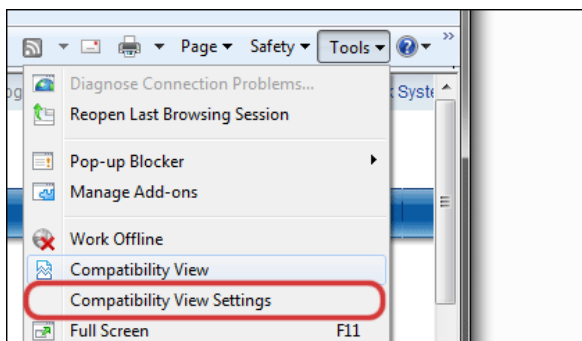There're no editing toolbars, formatting replaced by HTML codes.

How can we show editing toolbars on Internet Explorer?
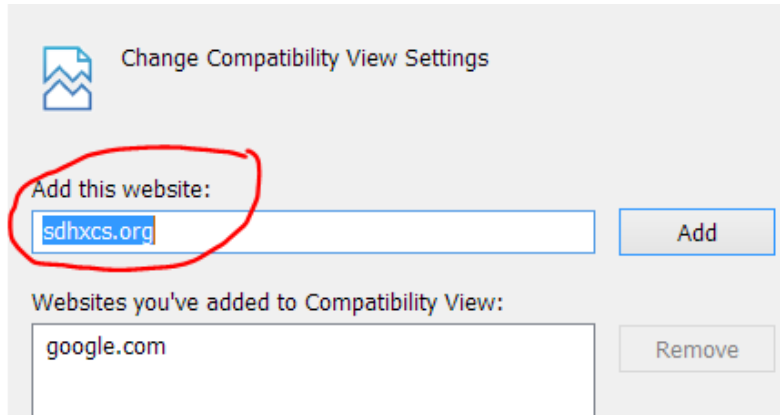
Now please follow these steps:

a. In the IE brower, click on the **Tools** or the **gear** icon:

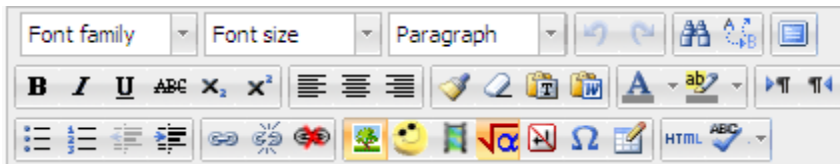b. Scroll down and click on **Compatibility View Settings**:

c. A pop-up window will display the option to Add the website, sdhxcs.org, to the Compatibility View list:

    d.   Click on **Add**, and the **Close**.

    e.   Your editing toolbar should now be displaying all of the familiar tools.

3. Standard version of the editor toolbar

4. List of toolbar groups

Row 1

- - Font, size and heading group
- - Undo and Redo group
- - Find and Replace group
- |Full screen toggle

Row 2

- - Text effect group
- - Line format group
- - Formatting group
- - Color group
- - Paragraph group

Row 3

- - Number and Bullets and indents
- - Link group
- - Insert group
- - HTML source toggle and spellchecker (IE 9/8 only)

Happy Editing!