# Using the Moodle editor

Introduction

The below text editor is the default text editor in Moodle and functions in a similar way to word processing software like Microsoft Word. This document introduces some of the key features of the text editor and how best to use them.

How?

The text editor toolbar contains icons that represent different functions. A list of most important elements and how you might use them can be found below.
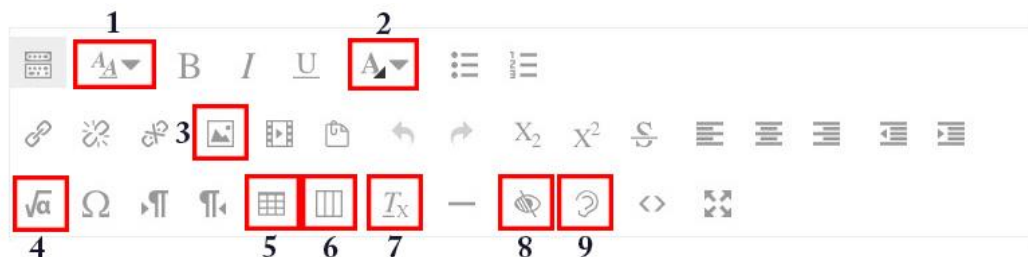
1. **Paragraph styles:** This button gives users the ability to add heading structure to their course content.

2. **Font color:** Color can be added to text using the font color button. However, remember that color alone should not be used to convey meaning. For example, if optional assignments are indicated in red text only, users who have difficulty perceiving color or who use assistive technologies may miss this "optional assignment" cue. Solution: Use color to highlight these assignments, but add the word "optional" to the assignment name.

3. **Image:** When images are uploaded into the course, they must have a description unless the image is purely decorative.

4. **Equation editor:** This button supports writing or pasting LaTeX equations directly into the editor. Equations are rendered using MathJax, which is accessible to an increasing number of assistive technologies and browser combinations.

5. **Table:** This button provides the user with a quick and easy way to create a table for tabular data, adding a caption and defining headers for rows and columns, making the data highly accessible.

6. **Bootstrap grid:** The grid options in this button allow users to select layout options for aligning images with text or creating content in columns. Use these accessible grid options, rather than tables, to format content.

7. **Clear formatting:** Formatting previously applied to text, such as bolding, coloring, highlighting, etc., can be removed by selecting that text and then clicking on the clear formatting button.

8. **Accessibility checker:** This checker lets users know if their content has some accessibility problems.

9. **Screen reader helper:** This button alerts screen reader users to styles that are being used in the current content.

10. **Word count:** The bottom left corner indicates the word count.