



**LEARNINGHOUSE**<sup>®</sup>  
Your Online Education Partner

LearningHouse.com

427 South Fourth Street  
Louisville, KY 40202  
(502) 589-9878

# Moodle 2.2

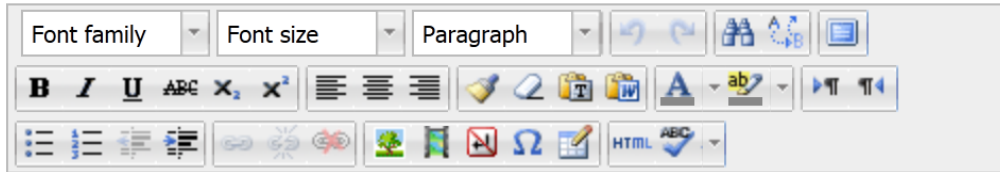
## Student User Guide

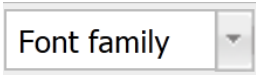
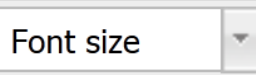
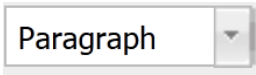




### WYSIWYG Text Editor



## WYSIWYG Text Editor

The WYSIWYG text editor appears any time you need to enter text into Moodle. It works like some of the toolbars in major word processing programs such as Microsoft Word. The table below describes some of the more frequently used buttons.



Button	Name	Description
	Font family	Programs such as Microsoft Word call this item "font type." When you click the arrow, you will see a list of different font styles such as Arial and Times New Roman.
	Font size	This function sets the size of the text on the screen.
	Paragraph	This function allows you to use preformatted styles for font family and size and some other settings such as bold, italics, or underlined.
	Undo	This button allows you to undo the last few changes you made. When you cannot undo a change, the arrow will be grayed out. 
	Redo	This button allows you to redo changes you recently undid. When you cannot redo a change, it will be grayed out. 



**Tip**

All computers have a few fonts in common (e.g., Arial, Times New Roman). If you choose a font that resides only on your computer, it may not display correctly on all screens, so try to stick to the common fonts when typing in text.

	<p><b>Bold</b> <i>Italics</i> <u>Underline</u></p>	<p>These buttons do exactly what their name describes. You can toggle these buttons by clicking them.</p>
	<p>Strikethrough</p>	<p>This button also does exactly what its name describes. You can toggle this button by clicking it as well.</p>
	<p>Subscript Superscript</p>	<p>Subscript drops the character below and to the right of the other characters (CO<sub>2</sub>). Superscript raises the character up and to the right of the other characters (<math>a^2 + b^2 = c^2</math>). You can also toggle these buttons on or off by clicking them.</p>
	<p>Align left Align center Align right</p>	<p>These functions will align your paragraph on the left-hand side, center, or right-hand side of the page. The default is align left. You can select only one, so if you click align right, you toggle off align center and align left.</p>
	<p>Clean up messy code</p>	<p>If you know HTML, you can use this function to fix code.</p>
	<p>Remove formatting</p>	<p>Use this function when you do not like certain formatting and want to return to basic formatting.</p>








### Term

**Toggle:** Toggle means to turn something on or off. You usually use this term when dealing with buttons.



### Note

If you have used Microsoft Word, you might identify this icon as the **format painter**. However, this function does *not* do the same thing as the **format painter**.

	<p>Paste as plain text (T) Paste from Word (W)</p>	<p>These two functions do roughly the same thing. With plain text, the text will paste in basic formatting regardless of how you formatted it before you copied it. With Word, the text will paste as you formatted it in Word.</p>
	<p>Text color</p>	<p>This function changes the color of the text.</p>
	<p>Background color</p>	<p>This function changes the <b>background</b> of the text just like using a highlighter. The text stays its original color, but the background color changes.</p>
	<p>Bulleted list Numbered list</p>	<p>These functions create lists inside your message. Toggle them on and off by clicking.</p>
	<p>Resize</p>	<p>This function appears in the bottom right-hand corner of any WYSIWYG window in Moodle. You can click on this and drag out or in to make the text area larger or smaller.</p>



**Tip**

You can type and save the information elsewhere (e.g., a Word document) and then copy and paste it into a WYSIWYG text box. Doing this saves you from having to retype everything in case your browser times out while you are posting.