

European School Education Platform Support

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Text block options

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Whether you're creating or editing a text block on a page, message of a thread or a post in the teacher bulletin, the content editor has a similar set of options

Not all editor options are available in all places. For example, you cannot embed an external webpage (using an `<iframe>`) in a forum reply, while this is possible on a page text block

:As the page text block has the most options, we'll look at the text block to see what's possible



Style: choose between 'paragraph' (main content) and six different levels of headings .1

Code block: put text in a so-called monospace font (all characters have same width) and select which (code you're adding (e.g. HTML) .2

Font family: set the font of your text .3

(Font size: set the font size of your text (choose between tiny, small, default, big and huge) .4

(*Note:* if you want to add a heading, it's better to use the 'Style' option) 1

Font colour: set the colour of your text .5

Background colour: set the background colour for your text .6

Bold: make the text bold .7

(*Note:* if you want to add a heading, it's better to use the 'Style' option) 1

Italic: make the text italic .8

Underline: make the text underlined .9

Strikethrough: put a line through the text .10

Remove formatting: clear all formatting of the selected text .11

(Superscript: make the text superscript (small and up, like the 2 in CO₂) .12

(Subscript: make the text subscript (small and down) .13

Special characters: insert a special character, like arrows or letters with accents .14

Text alignment: determine whether the text should be left-aligned, centred, right-aligned or justified (spread across full width) .15

Decrease indent: decrease the left margin of the text .16

Increase indent: increase the left margin of the text .17

Undo: undo changes that you made to text and formatting .18

Redo: re-apply changes that you undid .19

Source: check and edit the source code for your *content* .20

Note: you can only add source code for tags and code which is allowed also in the visual editor, anything else (like JavaScript) will be stripped when saving your content

Link: insert a link or turn selected text into a link .21

Note: the text in the 'title' field will show in the browser when you hover a link, but it is better not to use it for [accessibility reasons](#) and include the description in the main text instead

Bulleted list: insert a bullet list or turn selected text into a bullet list .22

Numbered list: insert a numbered list or turn selected text into a numbered list - click in the triangle .23 next to the icon to make your list start with a different number or reverse the order (make it count down (instead of counting normally

Quote: insert a quote block (indent and line on the left) or turn selected text into a quote block .24

(Insert media: upload a new material (image, video or file) or insert an existing one (see next page) .25

(Iframe: insert an iframe to embed an external webpage (such as a Padlet) .26

Note: we recommend to only provide the URL - the height and width of the iframe will be adjusted automatically

(Table: insert a table (see next pages) .27