

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:



1. **Style:** choose between 'paragraph' (main content) and six different levels of headings
2. **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)
3. **Font family:** set the font of your text
4. **Font size:** set the font size of your text (choose between tiny, small, default, big and huge)
Note: if you want to add a heading, it's better to use the 'Style' option (1)
5. **Font colour:** set the colour of your text
6. **Background colour:** set the background colour for your text
7. **Bold:** make the text bold
Note: if you want to add a heading, it's better to use the 'Style' option (1)
8. **Italic:** make the text italic
9. **Underline:** make the text underlined
10. **Strikethrough:** put a line through the text
11. **Remove formatting:** clear all formatting of the selected text
12. **Superscript:** make the text superscript (small and up, like the 2 in CO₂)
13. **Subscript:** make the text subscript (small and down)
14. **Special characters:** insert a special character, like arrows or letters with accents
15. **Text alignment:** determine whether the text should be left-aligned, centred, right-aligned or justified (spread across full width)

16. **Decrease indent:** decrease the left margin of the text
17. **Increase indent:** increase the left margin of the text
18. **Undo:** undo changes that you made to text and formatting
19. **Redo:** re-apply changes that you undid
20. **Source:** check and edit the source code for your *content*
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
21. **Link:** insert a link or turn selected text into a link
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
22. **Bulleted list:** insert a bullet list or turn selected text into a bullet list
23. **Numbered list:** insert a numbered list or turn selected text into a numbered list - click in the triangle 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)
24. **Quote:** insert a quote block (indent and line on the left) or turn selected text into a quote block
25. **Insert media:** upload a new material (image, video or file) or insert an existing one (see next page)
26. **Iframe:** insert an iframe to embed an external webpage (such as a Padlet)
Note: we recommend to only provide the URL - the height and width of the iframe will be adjusted automatically
27. **Table:** insert a table (see next pages)