

## Faculty: Advanced Editor in Discussion Forums

Hart Wilson - 2020-03-29 - Comments (0) - Faculty

To attach a file to a forum post or to access an editing toolbar in a forum reply, select **Advanced** beneath the response textbox.

In a **Reply** textbox, you can use standard keyboard shortcuts for simple formatting (bold, italic, and underline), but for any embellishments beyond that (inserting links or images, adding bullets, creating a table, etc.), you need to select the **Advanced** editor. Once you open this editor, you'll be able to use all of the formatting options available in our normal HTML editor as shown below.

Consider adding this link to a forum description to help your students format their responses: [Format Text in a Forum Response](#).

