



## 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](#).

Permalink Edit Delete Reply

Write your reply...

Submit

Cancel

Reply privately

Advanced

### ▼ Your reply

Subject

Re: Bakery Business Rising

Message



Message content area with a wavy line indicating a scroll or edit action.

Discussion subscription ?

Attachment

Maximum file size: Unlimited, maximum number of files: 9

Files upload area with a dashed border and a blue arrow pointing down. Text: "You can drag and drop files here to add them."

Send forum post notifications with no editing-time delay

Reply privately ?

### ▼ Tags

Tags

No selection

Enter tags...



Manage standard tags

Post to forum

Cancel