

## Students: Attach Files or Format Text in Discussion Forums

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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.

The screenshot displays a Moodle forum reply interface. At the top, there is a text area labeled "Write your reply..." with "Submit" and "Cancel" buttons below it. To the right of the text area is a yellow "Advanced" button. A red arrow points from this button down to the "Advanced" option in the "Your reply" section. The "Your reply" section includes a "Subject" field with the text "Re: Bakery Business Rising", a "Message" field with a rich text editor toolbar (containing icons for undo, redo, bold, italic, underline, list, link, unlink, help, image, and fullscreen), a "Discussion subscription" checkbox, an "Attachment" section with a "Files" folder icon and a dashed box containing a blue arrow and the text "You can drag and drop files here to add them.", and a "Tags" section with a "No selection" dropdown and a "Manage standard tags" link. At the bottom, the "Post to forum" button is circled in red, along with a "Cancel" button.