



## 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 the Moodle forum reply interface. At the top, there is a text input field labeled "Write your reply..." with "Submit" and "Cancel" buttons below it. To the right of the input field 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 "Re: Bakery Business Rising", a message editor toolbar with various formatting icons, a "Discussion subscription" checkbox, an "Attachment" section with a file upload area and a "Post to forum" button circled in red. Below the attachment section is a "Tags" section with a "No selection" message and a "Manage standard tags" link.