



## 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 "Message" section of the "Your reply" form. The "Your reply" form includes a "Subject" field with the text "Re: Bakery Business Rising", a "Message" section with a rich text editor toolbar (containing icons for undo, redo, font color, bold, italic, bulleted list, numbered list, link, unlink, help, image, and source), a "Discussion subscription" checkbox, an "Attachment" section with a file manager interface (showing "Files" and a "Maximum file size: Unlimited, maximum number of files: 9" limit), and a "Tags" section with a "No selection" dropdown and a "Manage standard tags" link. At the bottom of the form, the "Post to forum" button is circled in red, along with a "Cancel" button.