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Students: Attach Files or Format Text in Discussion Forums

Hart Wilson - 2025-12-03 - [Comments \(0\)](#) - [Students](#)

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.

[Permalink](#) [Reply](#)

Write your reply...

Submit

Cancel

Advanced

▼ Your reply

Subject

Re: Bakery Business Rising

Message

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Attachment

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

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Files

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You can drag and drop files here to add them.

▼ Tags

Tags

No selection

Enter tags...

▼

[Manage standard tags](#)

Post to forum

Cancel