European School Education Platform Support

Text block options

Maria - 2026-11-09 - Projects and TwinSpaces

Whether you're creating or editing a text block on a page, message of a thread or a post in the teacher bulletin, the content editor has a similar set of options.

Not all editor options are available in all places. For example, you cannot embed an external webpage (using an iframe) in a forum reply, while this is possible on a page text block.

As the page text block has the most options, we'll look at the text block to see what's possible:



1. **Style**: choose between 'paragraph' (main content) and six different levels of headings

2. **Code** block: put text in a so-called monospace font (all characters have same width) and select which code you're adding (e.g. HTML)

3. **Font family**: set the font of your text

4. **Font size**: set the font size of your text (choose between tiny, small, default, big and huge)

   Note: if you want to add a heading, it's better to use the 'Style' option (1)

5. **Font colour**: set the colour of your text

6. **Background colour**: set the background colour for your text

7. **Bold**: make the text bold
   Note: if you want to add a heading, it's better to use the 'Style' option (1)

8. **Italic**: make the text italic

9. **Underline**: make the text underlined

10. **Strikethrough**: put a line through the text

11. **Remove formatting**: clear all formatting of the selected text

12. **Superscript**: make the text superscript (small and up, like the 2 in CO2)

13. **Subscript**: make the text subscript (small and down)

14. **Special characters**: insert a special character, like arrows or letters with accents

15. **Text alignment**: determine whether the text should be left-aligned, centred, right-aligned or justified (spread across full width)

16. **Decrease indent**: decrease the left margin of the text

17. **Increase indent**: increase the left margin of the text

18. **Undo**: undo changes that you made to text and formatting

19. **Redo**: re-apply changes that you undid

20. **Source**: check and edit the source code for your *content*

    Note: you can only add source code for tags and code which is allowed also in the visual editor, anything else (like JavaScript) will be stripped when saving your content

21. **Link**: insert a link or turn selected text into a link

    Note: the text in the 'title' field will show in the browser when you hover a link, but it is better not to use it for accessibility reasons and include the description in the main text instead

22. Bulleted list: insert a bullet list or turn selected text into a bullet list

23. **Numbered list**: insert a numbered list or turn selected text into a numbered list – click in the triangle next to the icon to make your list start with a different number or reverse the order (make it count down instead of counting normally)

24. **Quote**: insert a quote block (indent and line on the left) or turn selected text into a quote block

25. **Insert media**: upload a new material (image, video or file) or insert an existing one (see next page)

26. **Iframe**: insert an iframe to embed an external webpage (such as a Padlet)

    Note: we recommend to only provide the URL – the height and width of the iframe will be adjusted automatically

27. **Table**: insert a table (see next pages)