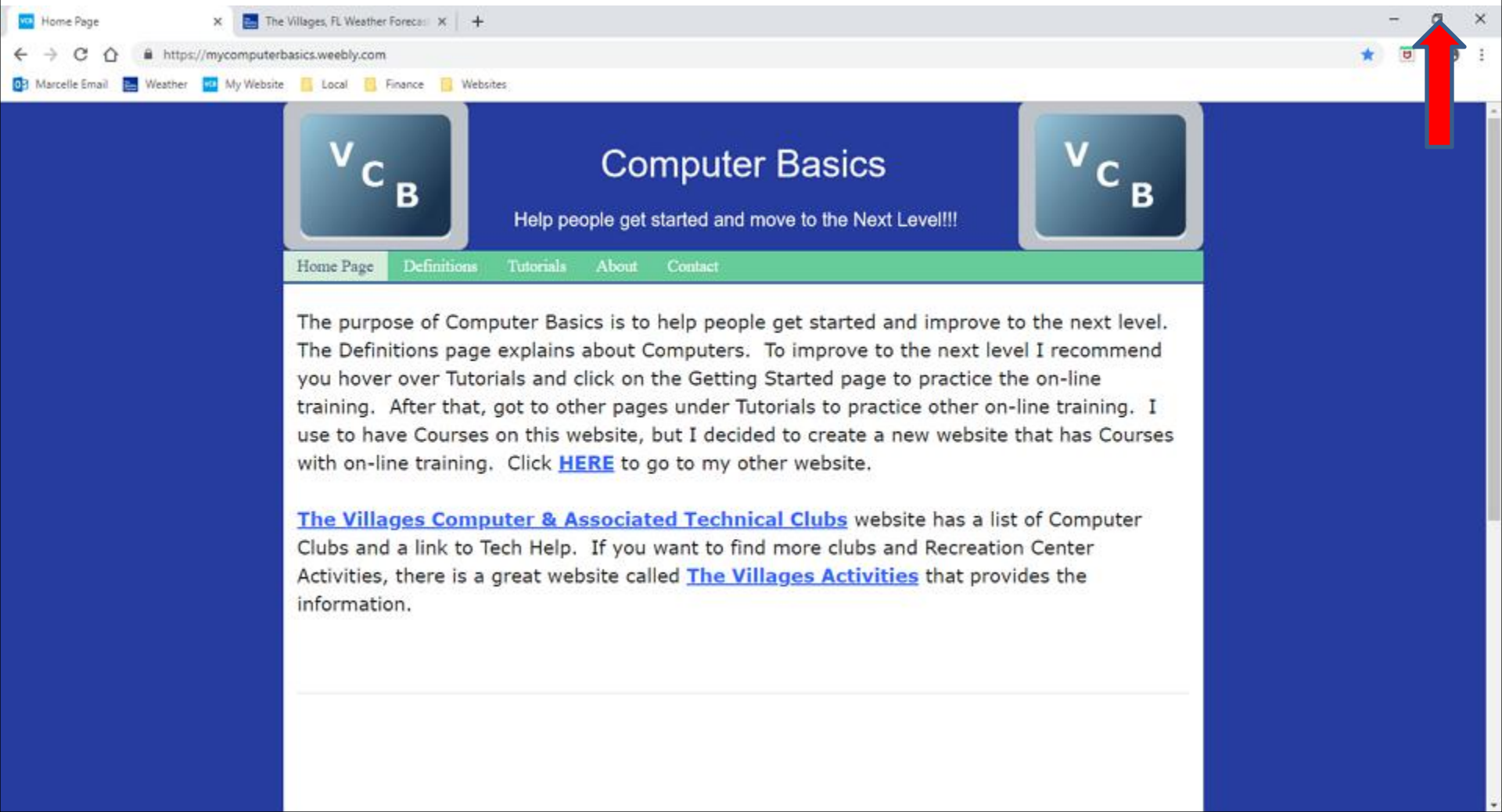


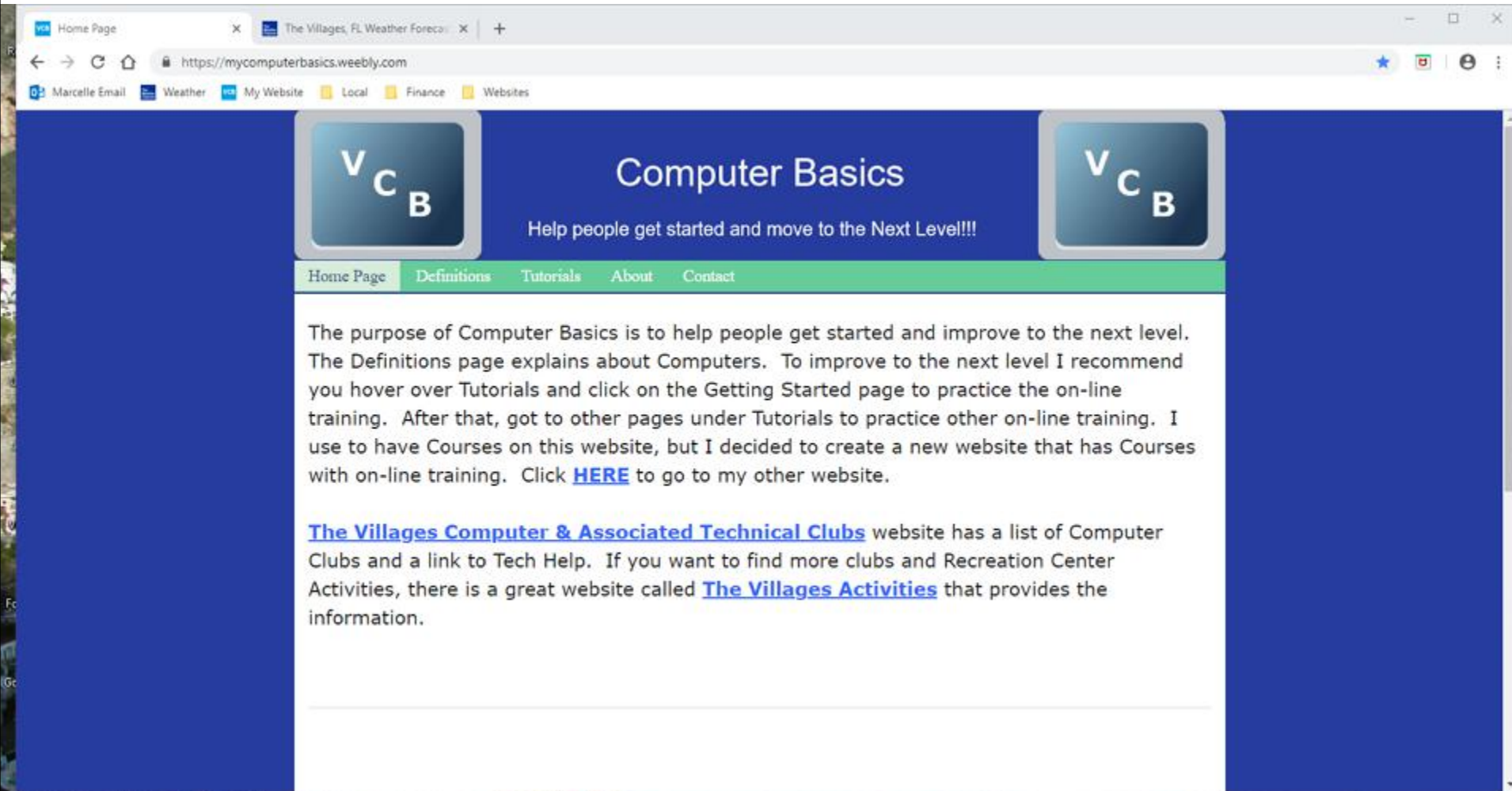
Step 2 - How to change the layout of Google Chrome.

- First I am going to show you how to Restore Down. When you open Google Chrome, it typically opens in a full screen. As I mentioned in the Step 2 Introduction, the reason to Restore Down is if you are doing on-line training on my website, like Movie Maker, you can open Movie Maker and Restore Down it and view the PDF file and go back and forth to Movie Maker.**
- After that I will show you how to Minimize and other layouts.**
- First open Google Chrome. Next is a sample of a website in a full screen.**

- Here is a sample of a website in Google Chrome in a full screen. Click on this Icon  in the upper right to Restore Down. Next is what happens.



- Here is a sample of Google Chrome of Restore Down. I didn't have other programs, so I see the Desktop. Sometime it is smaller. Next is how to make it smaller.

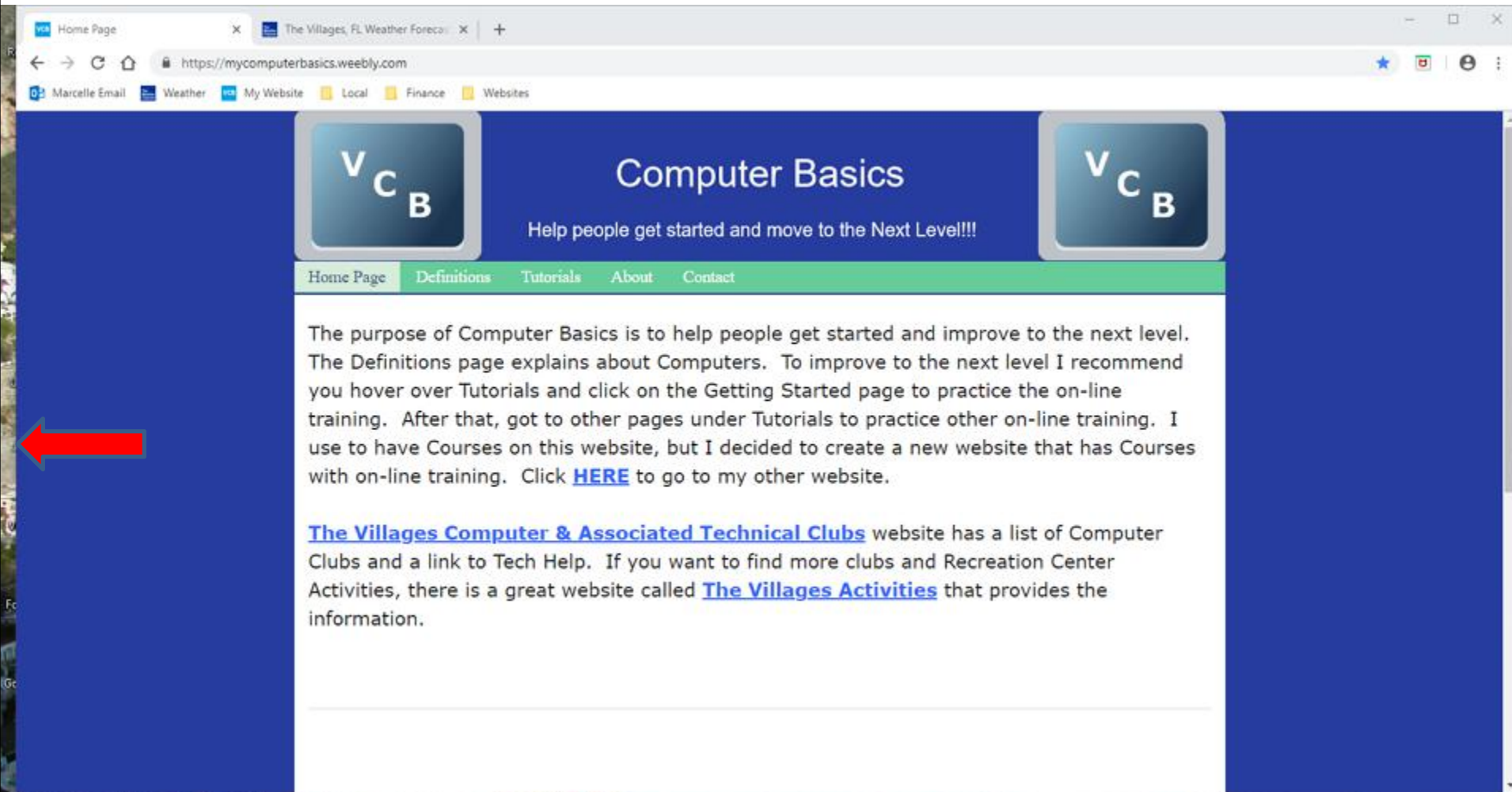


The screenshot shows a Google Chrome browser window with two tabs: 'Home Page' and 'The Villages, FL Weather Foreca...'. The address bar displays 'https://mycomputerbasics.weebly.com'. The website has a dark blue header with a logo 'V C B' on the left and right, and the title 'Computer Basics' in the center. Below the title is the tagline 'Help people get started and move to the Next Level!!!'. A green navigation bar contains links for 'Home Page', 'Definitions', 'Tutorials', 'About', and 'Contact'. The main content area has a white background and contains the following text:

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called [The Villages Activities](#) that provides the information.

- To make it smaller, you hover the line on the left and click on it and hold it down and drag it to the right and next is a sample of dragging it.



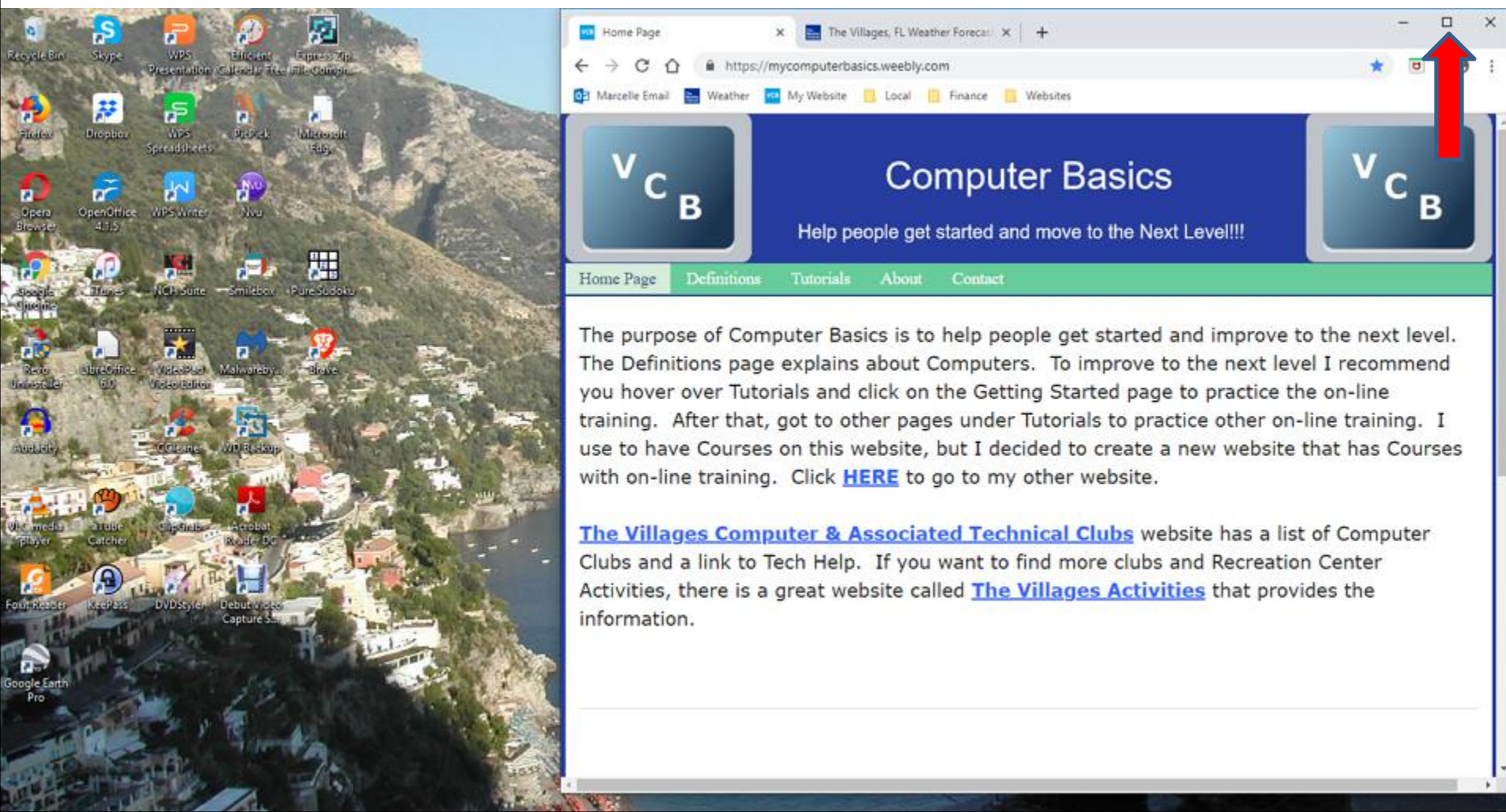
The screenshot shows a web browser window with the address bar displaying <https://mycomputerbasics.weebly.com>. The website has a dark blue header with the text "Computer Basics" and the tagline "Help people get started and move to the Next Level!!!". Below the header is a green navigation bar with links for "Home Page", "Definitions", "Tutorials", "About", and "Contact". The main content area is white and contains the following text:

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

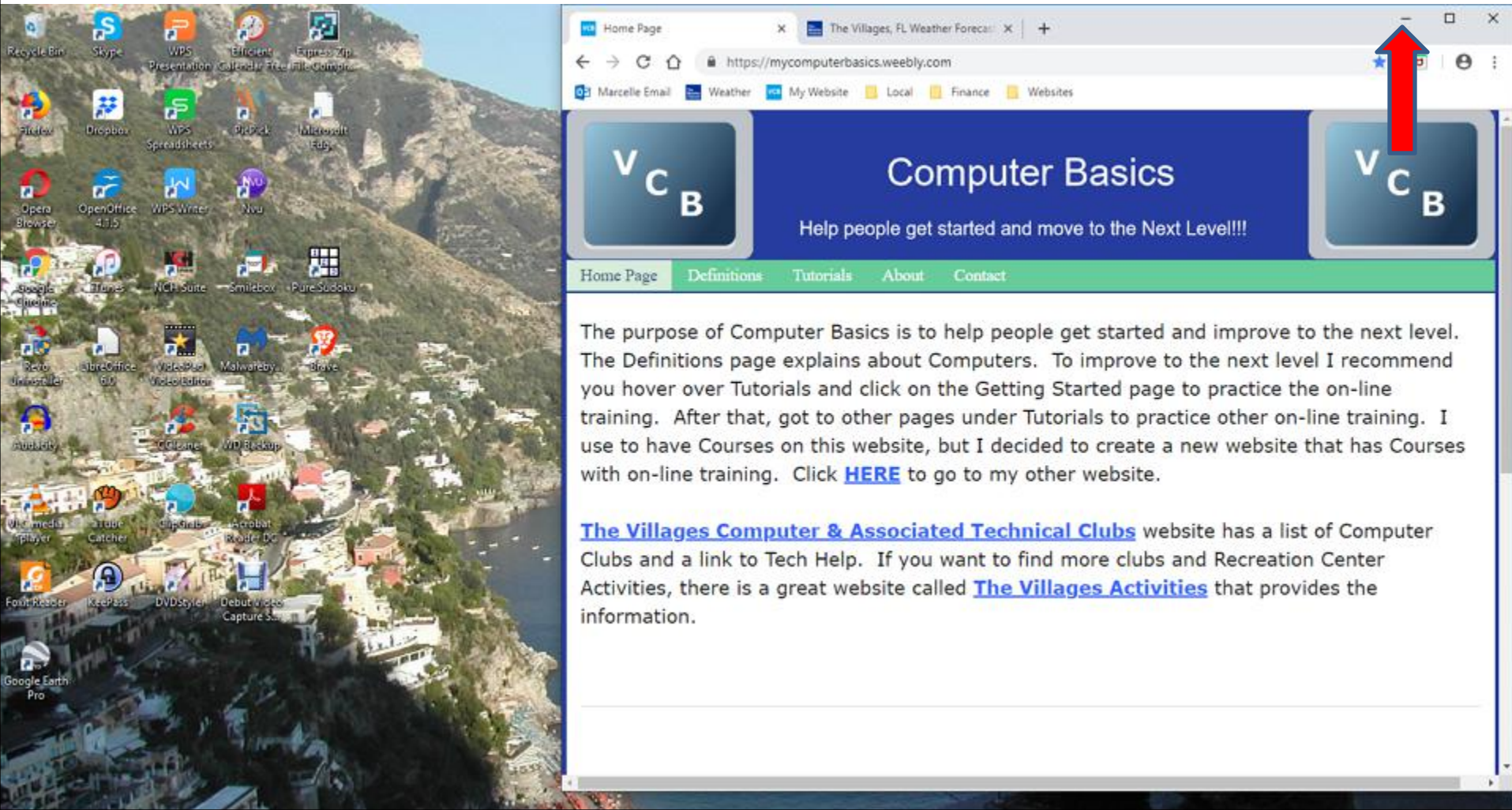
[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called [The Villages Activities](#) that provides the information.

A red arrow points to a vertical line on the left side of the page content area, indicating a drag handle for resizing the page width.

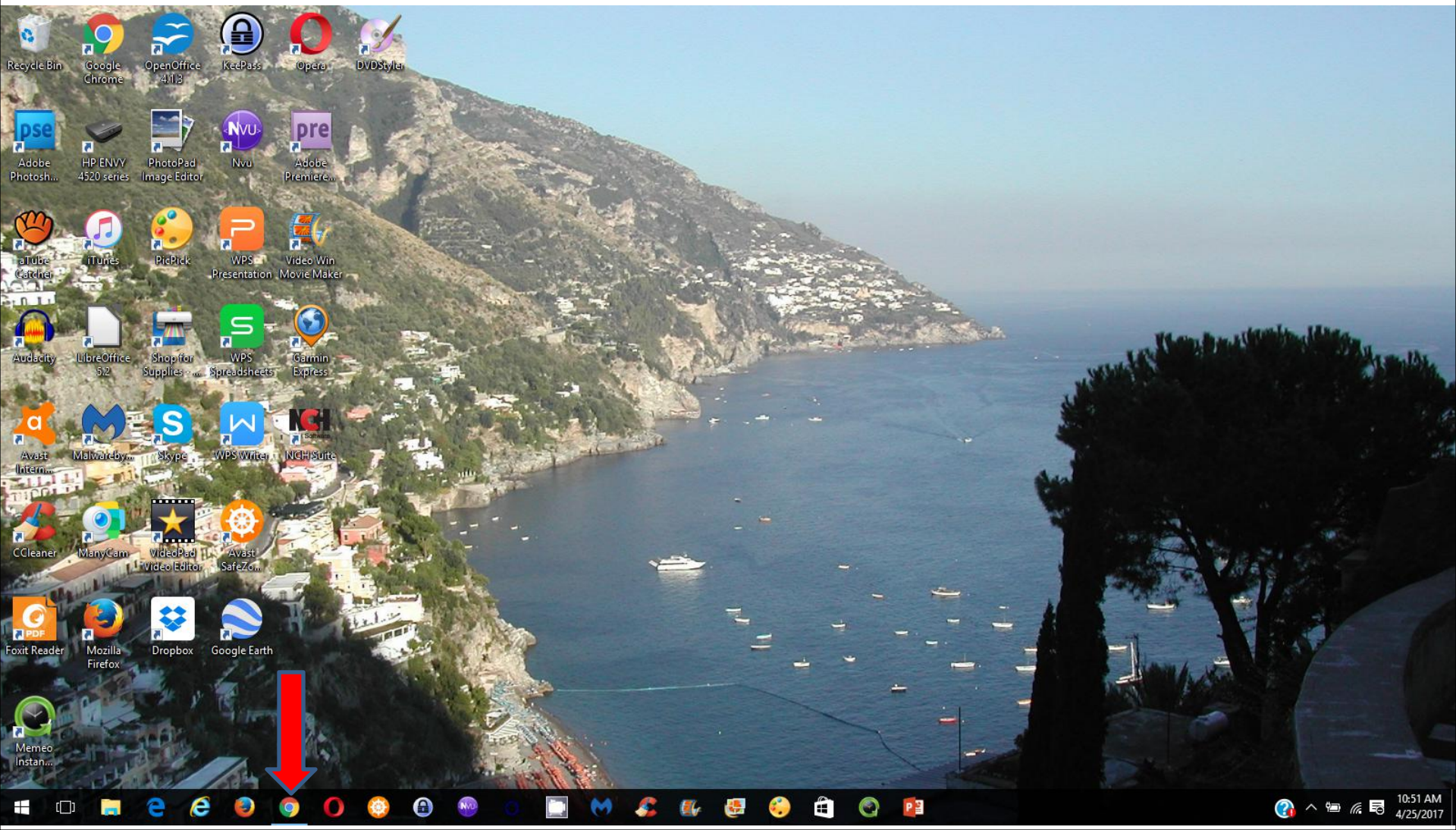
• Here is a sample of dragging it and you see it smaller. Click on this Icon  in the upper right again and click on it again it will be smaller.



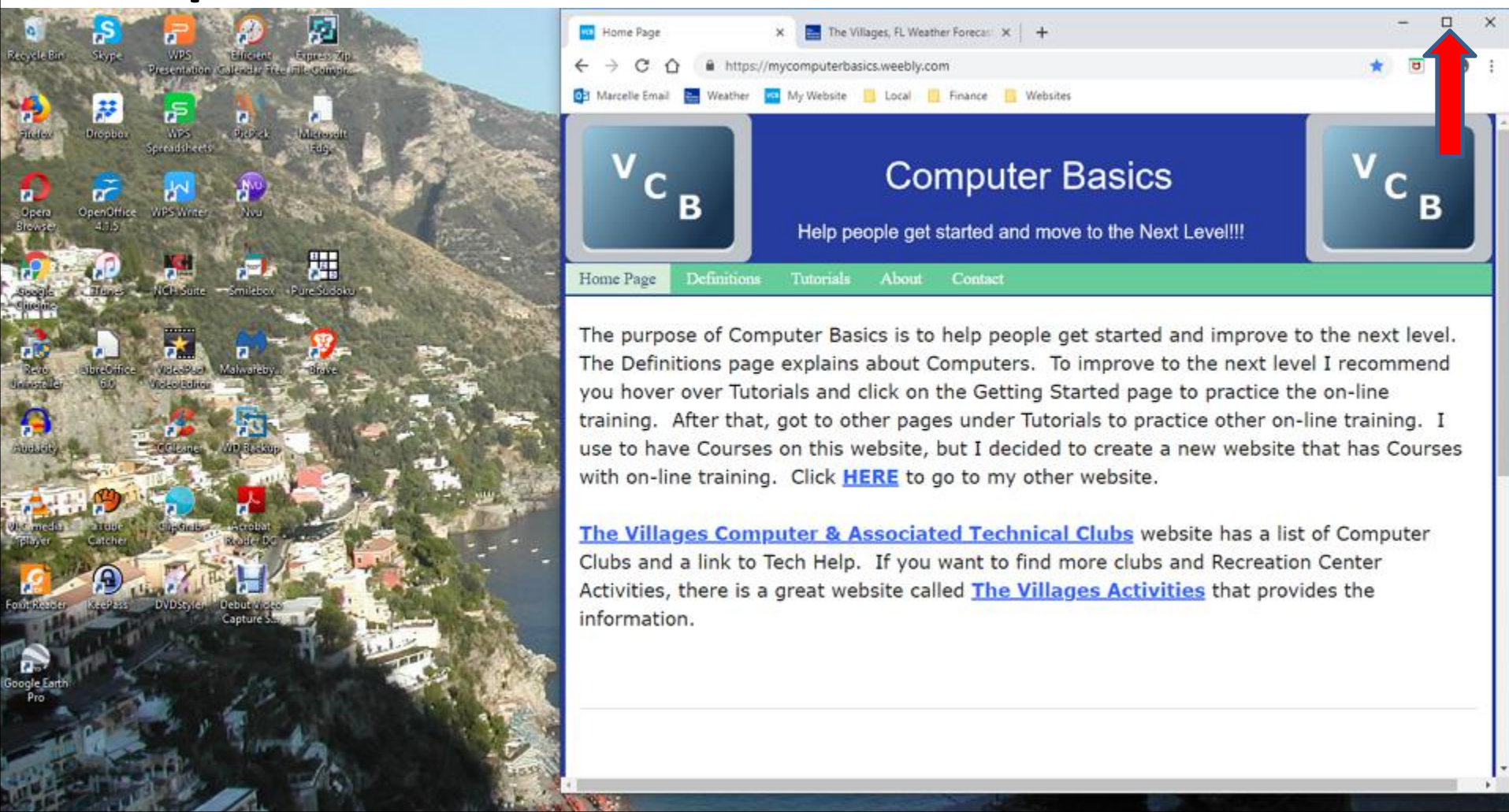
- You click on this Icon – to Minimize in the upper right. Next is a sample.



- When you click on Minimize, it does not show it, but it is highlighted on the Taskbar. Next is what happens when you click on it in the Taskbar.



- When you click on it in the Taskbar, it opens in the same size. To go back to full screen, you click on the this Icon  in right again. Next is a sample.



- Here is a sample of the normal full screen and next is how to change the size.

Home Page x The Villages, FL Weather Forecast x +

← → ↻ 🏠 <https://mycomputerbasics.weebly.com> ★ 📄 🗑️ ⋮

📧 Marcelle Email 🌤️ Weather 🌐 My Website 📍 Local 💰 Finance 📁 Websites

V C B **Computer Basics** **V C B**

Help people get started and move to the Next Level!!!

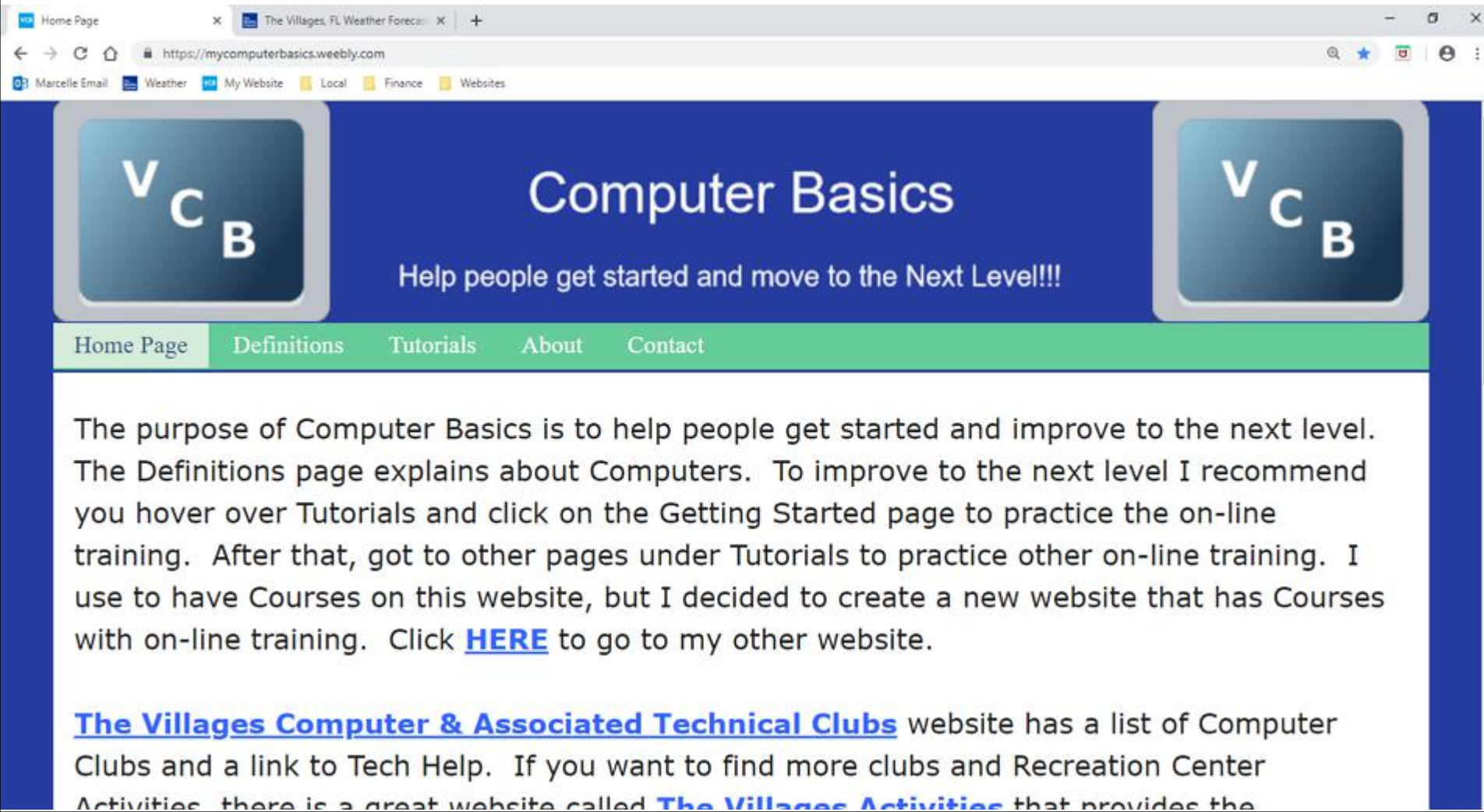
Home Page Definitions Tutorials About Contact

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

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- **You press and hold the Ctrl Key, you can click on the + Key. You can click on the + Key 2 or more times to make it much larger. You can also press and hold the Ctrl Key, you can click on the – Key 2 or more times to make it much smaller. Most people want to make it larger to see it. Some want it smaller when they print the page.**
- **Next is a sample of the press and hold the Ctrl Key and clicking on the + Key 3 times to make it larger.**

- Here is a sample of press and hold the Ctrl Key and clicking on the + Key 3 times and you see it much larger. Next, explains more about it.



Home Page x The Villages, FL Weather Foreca... x +

← → ↻ 🏠 🔒 https://mycomputerbasics.weebly.com 🔍 ⭐ 🌐 🔄

Marcelle Email Weather My Website Local Finance Websites

Computer Basics

Help people get started and move to the Next Level!!!

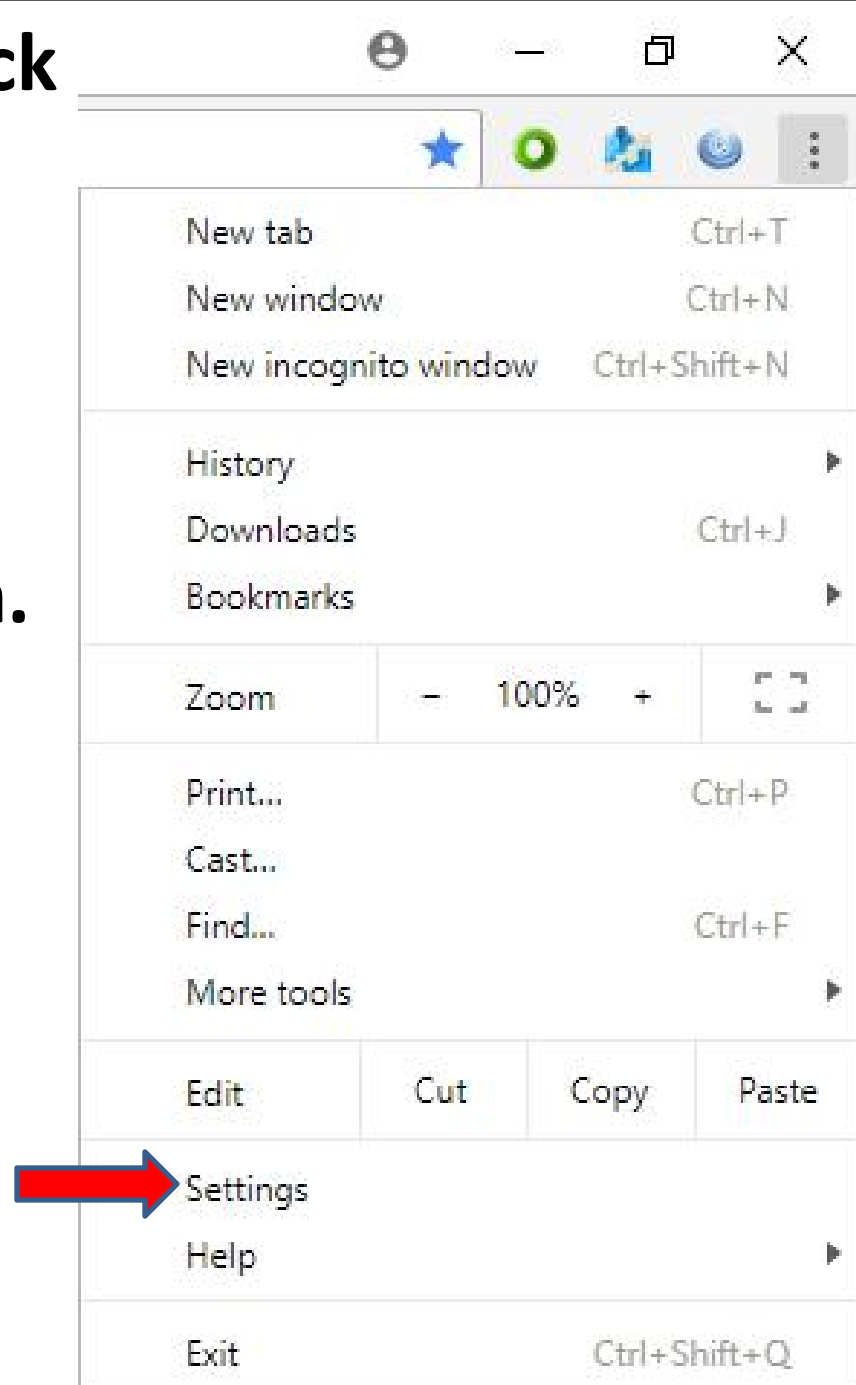
Home Page Definitions Tutorials About Contact

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

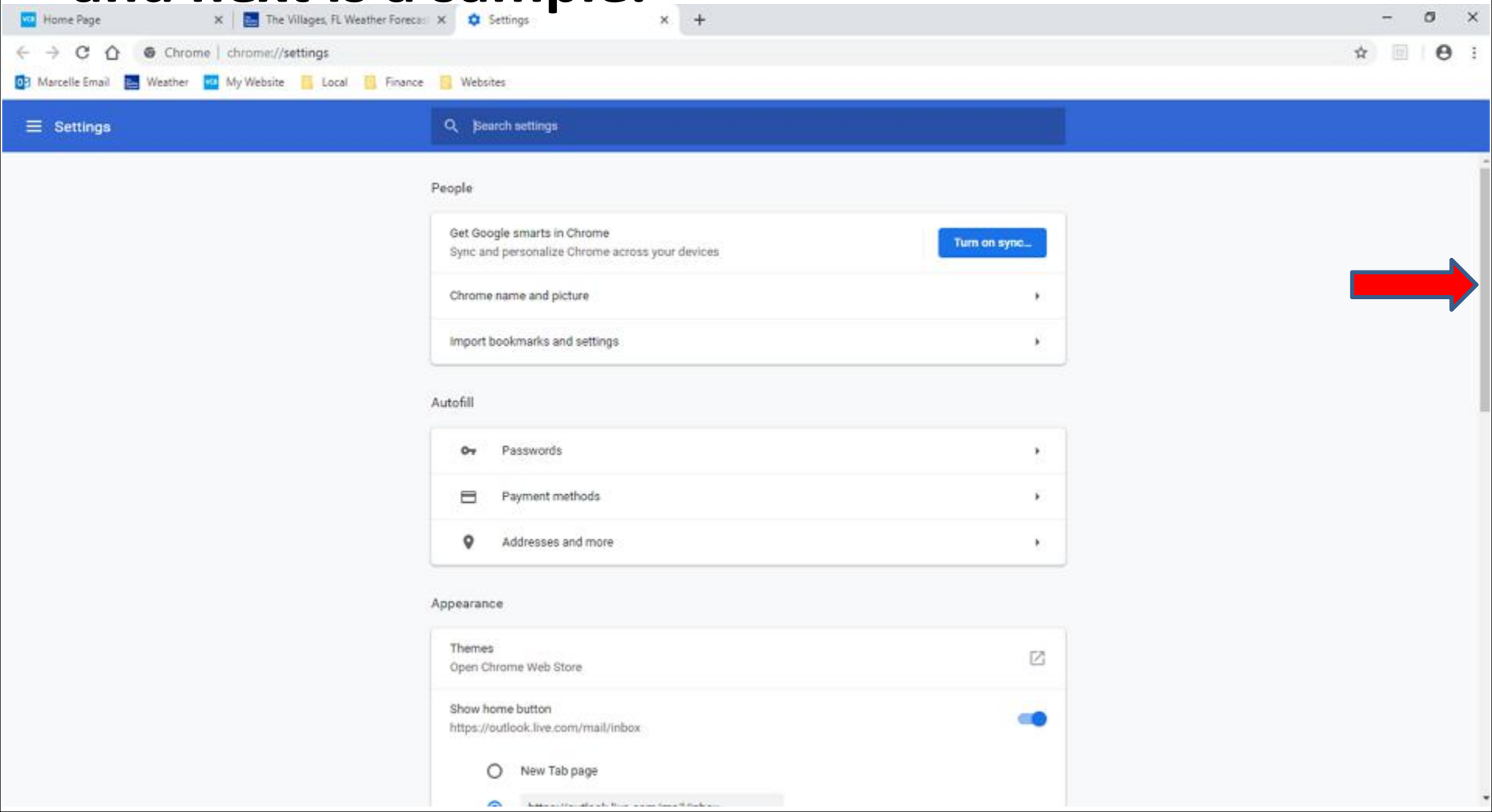
[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called [The Villages Activities](#) that provides the

- **When you make it larger and you go to another page on that website, the other page is also larger. When you close Google Chrome and open it, it stays larger. To go back to the original, you need to press and hold the Ctrl Key and click on the – Key 3 times again, which I did. Next is how to change Font.**

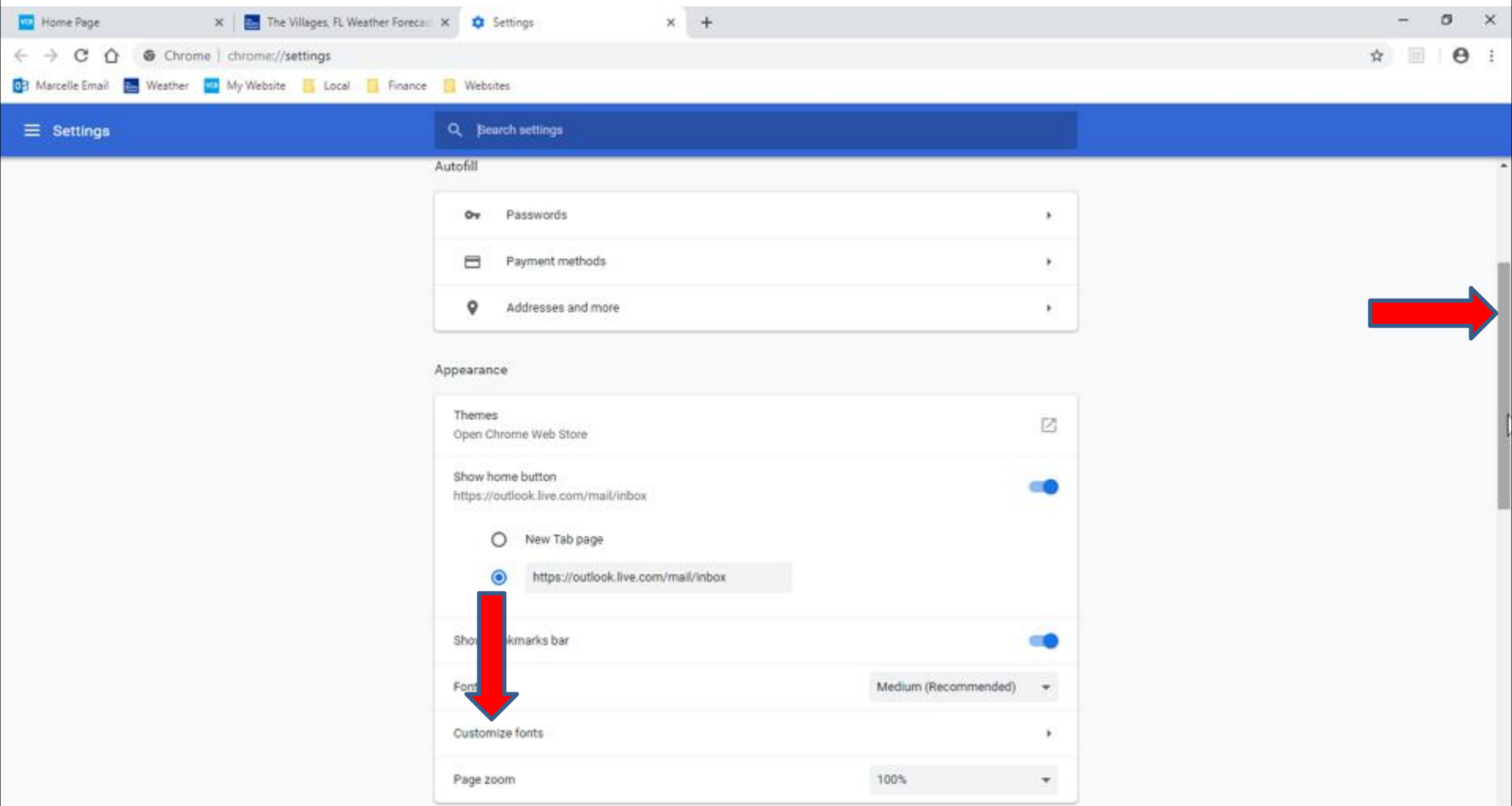
- As I showed you before, click on the Icon in the upper right again and you see the list again and then click on Settings again.
- Next is what happens again.



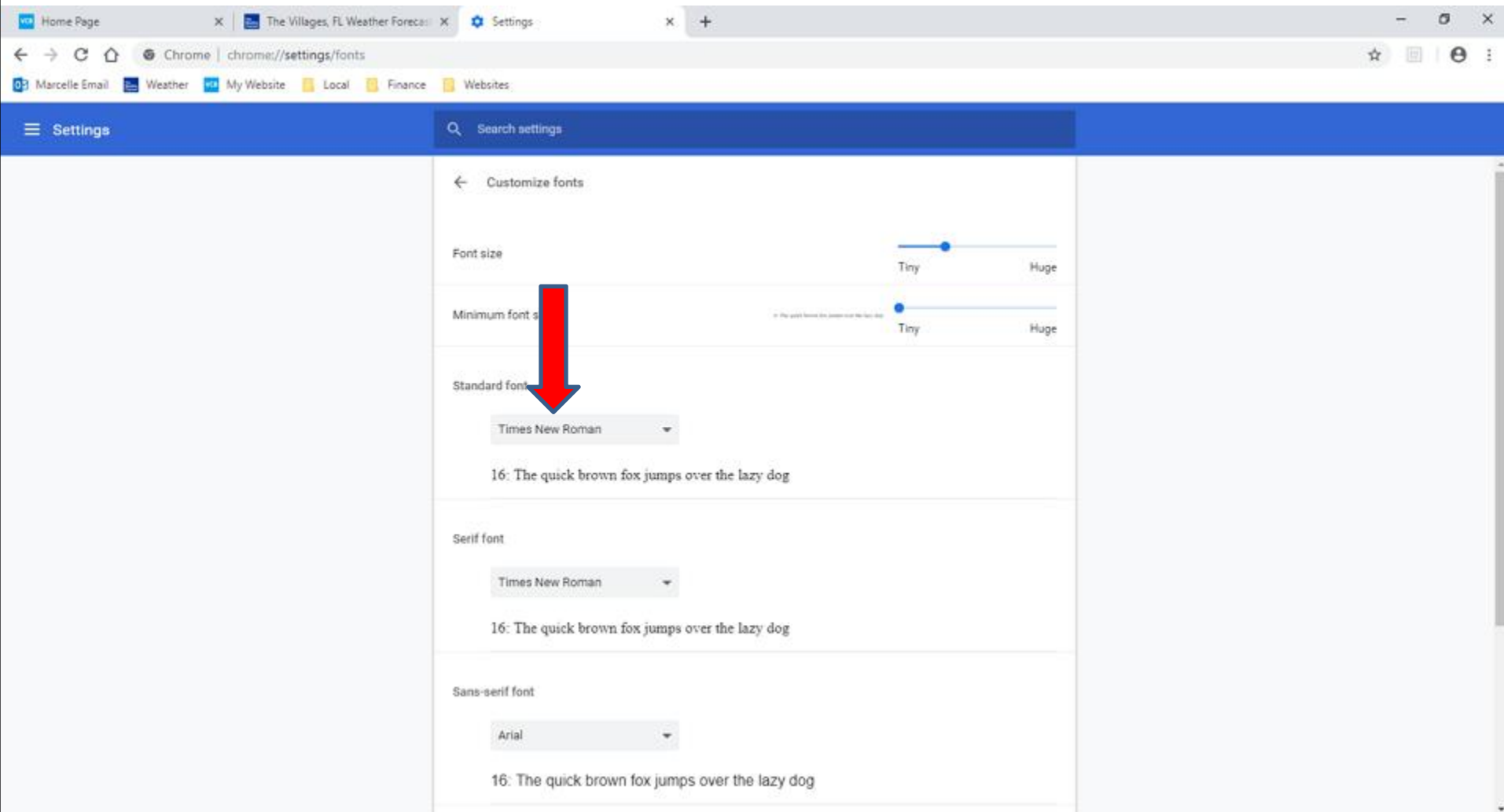
- The Settings page opens in a new Tab again and click you have to hover over the line on the right and click on it and hold it down and drag it down and next is a sample.



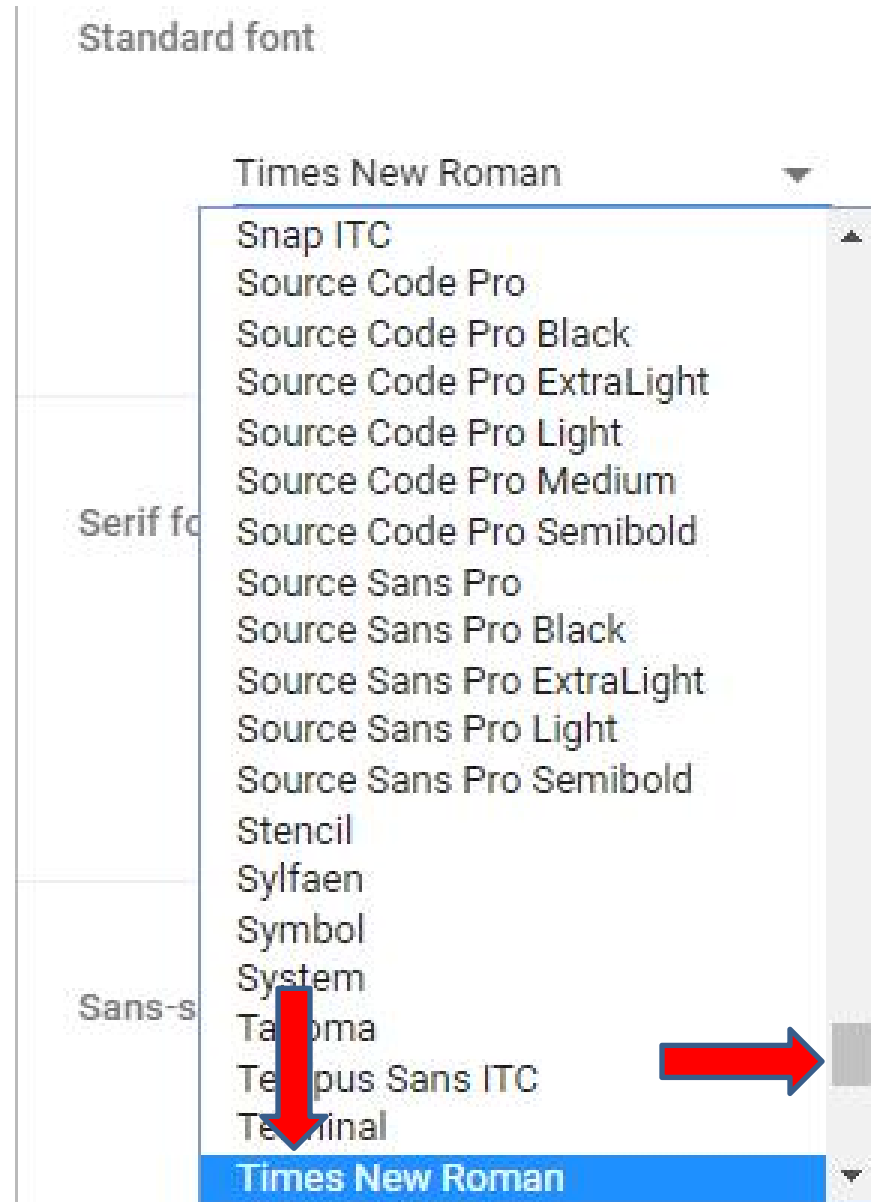
- Here is a sample of dragging it down. You then click on Customize fonts and next is what happens.



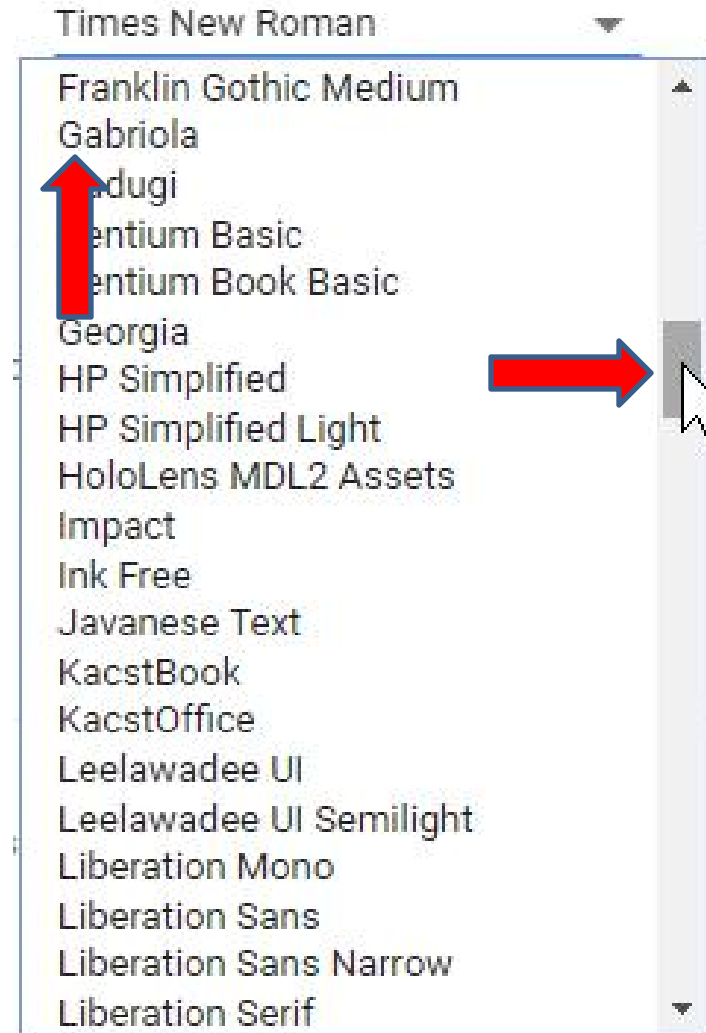
- Page changes to **Customize fonts**. You see **Standard font** is **Times New Roman** under it. Next is what happens when you click on it.



- When you click on it, you see Times New Roman highlighted and you see a list and you can left click on the line on the right and hold it down and drag it up to see other Font options.
- Next is a sample of dragging it up.



- Here is a sample of dragging it up.
- You then can click on one you want, like Gabriola and next is a sample.
- Note - Forte used to be there, but not anymore.



- Here is a sample of clicking on Gabriola and you see it under Standard font and you see the type of font under it.
- You can click on your Home page to see if the Font has changed. Next is a sample of clicking on my Home page.

Standard font

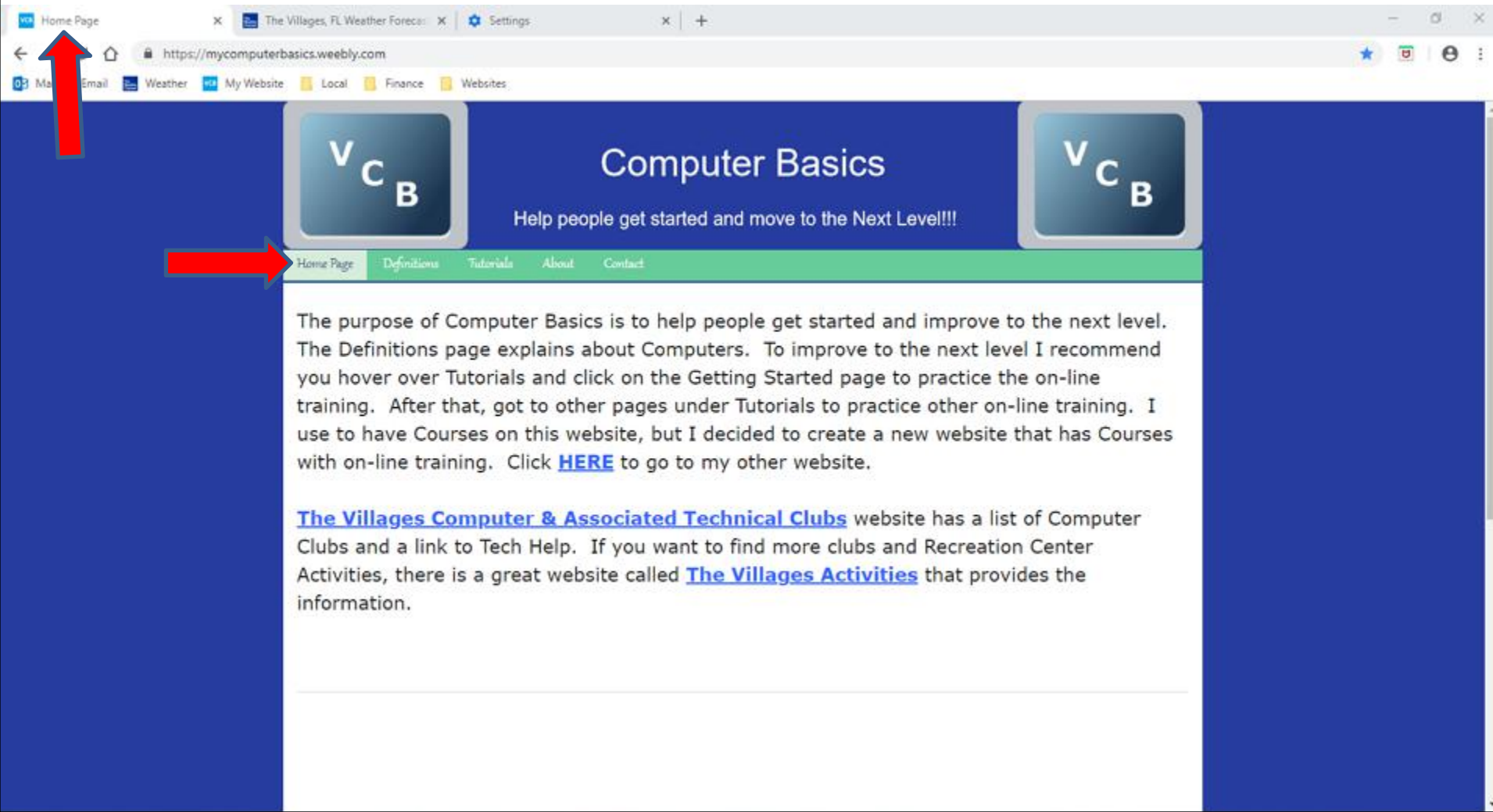


Gabriola



16: The quick brown fox jumps over the lazy dog

- Here is a sample of clicking on my Home page and you see the Font changed just on the Navigation bar. Next explains more about it.



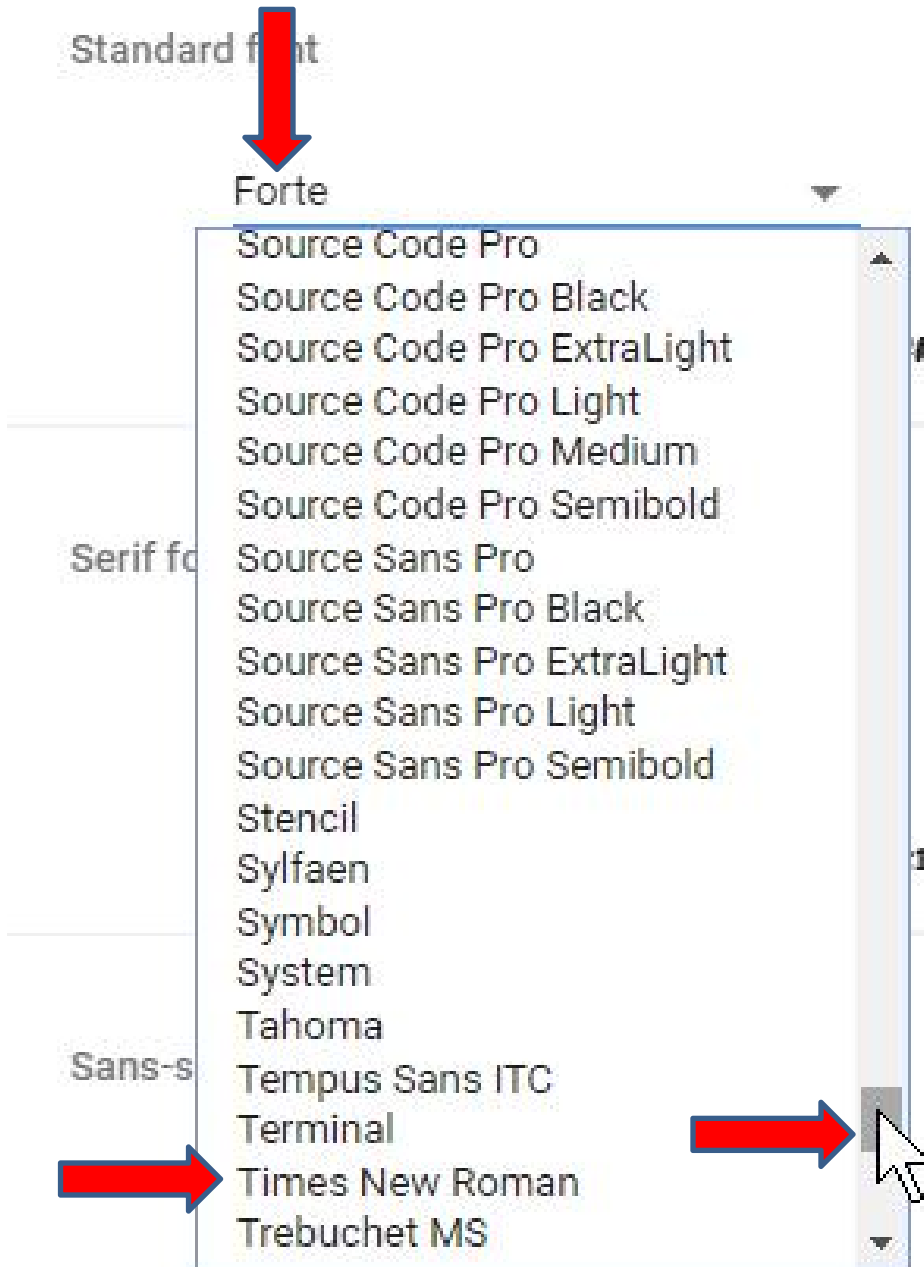
The screenshot shows a web browser window with the URL <https://mycomputerbasics.weebly.com>. The browser's address bar has a red arrow pointing to the text "Home Page". The website's navigation bar is green and contains the following links: Home Page, Definitions, Tutorials, About, and Contact. A red arrow points to the "Home Page" link in the navigation bar. The main content area of the website has a white background and contains the following text:

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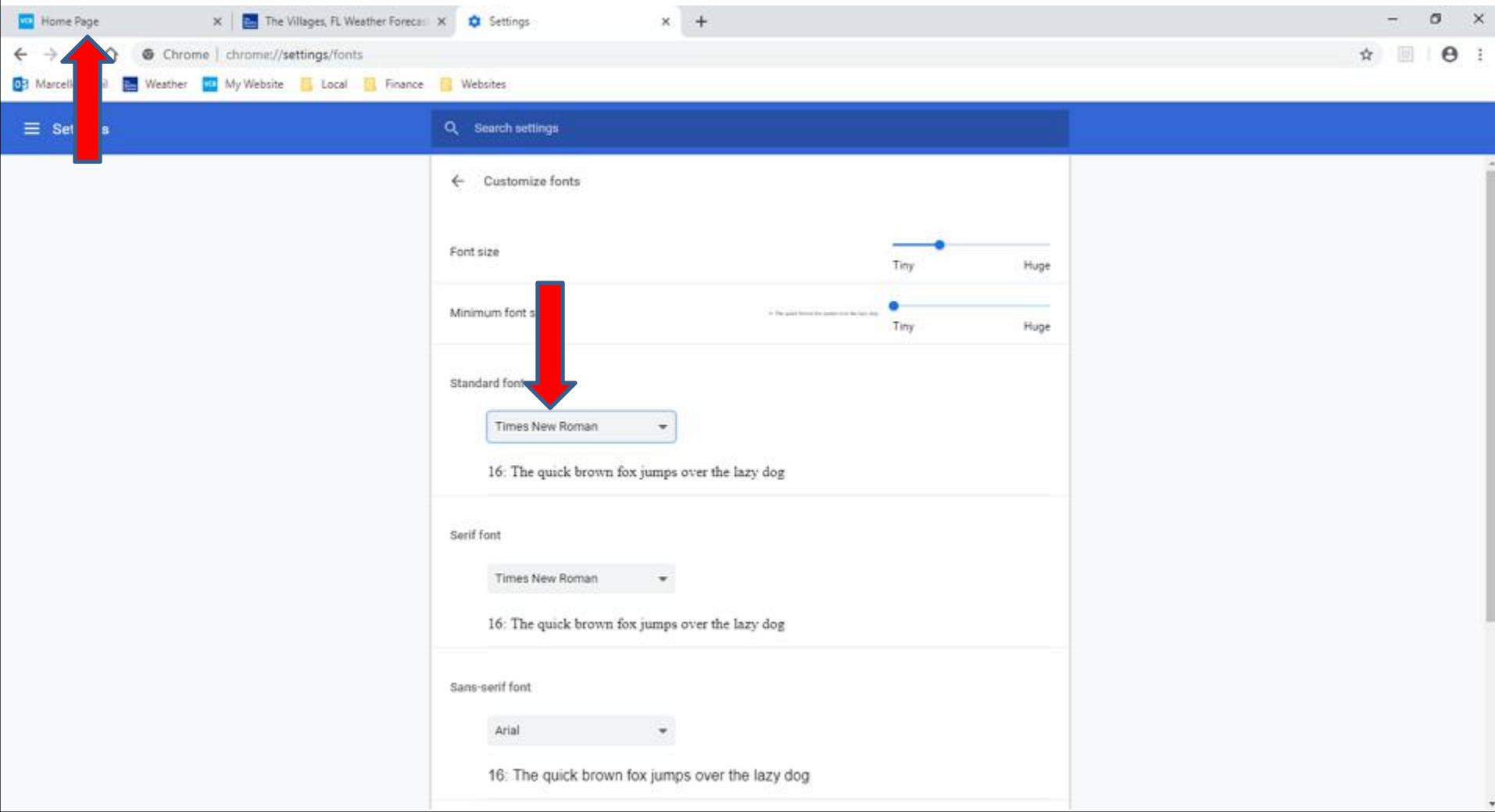
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- **As I mentioned in the Step 2 Introduction, most other websites don't change the Font. I tried another websites and the Fonts were not changed.**
- **You can follow the same process to change the Font to original.**
- **Next is a sample of that.**

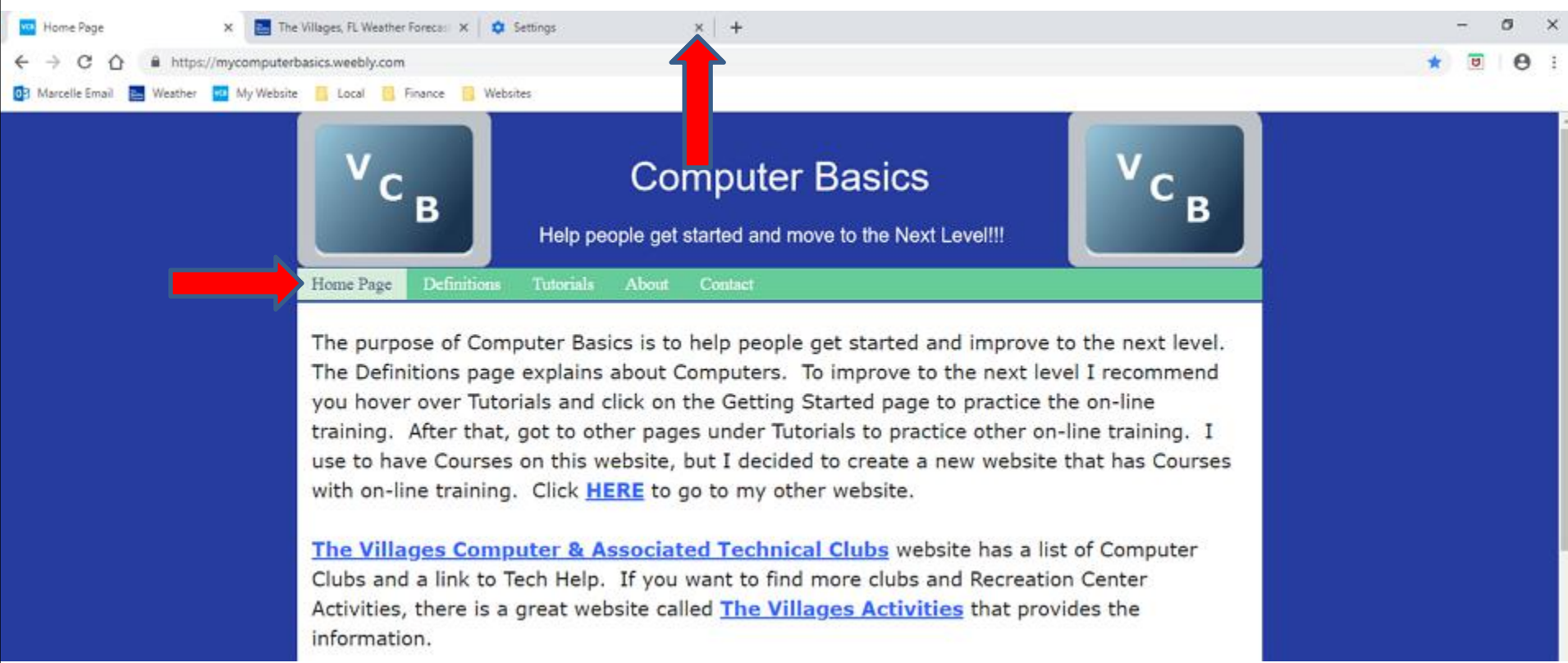
- I clicked on the Settings Page and clicked on Forte and Scrolled down to Times New Roman and next is what happens when you click on it.



- **Window closes and you see Times New Roman. You can click on the Home page again to see if the Font has changed, which is next.**



- You see the Font has changed on the Navigation bar. Once complete, you can click on X next to Settings page to close it. Next is a sample.



- Here is a sample of clicking on X next to Settings page and you don't see it.
- This is the End of Step 2 – Part 4 Google Chrome.

