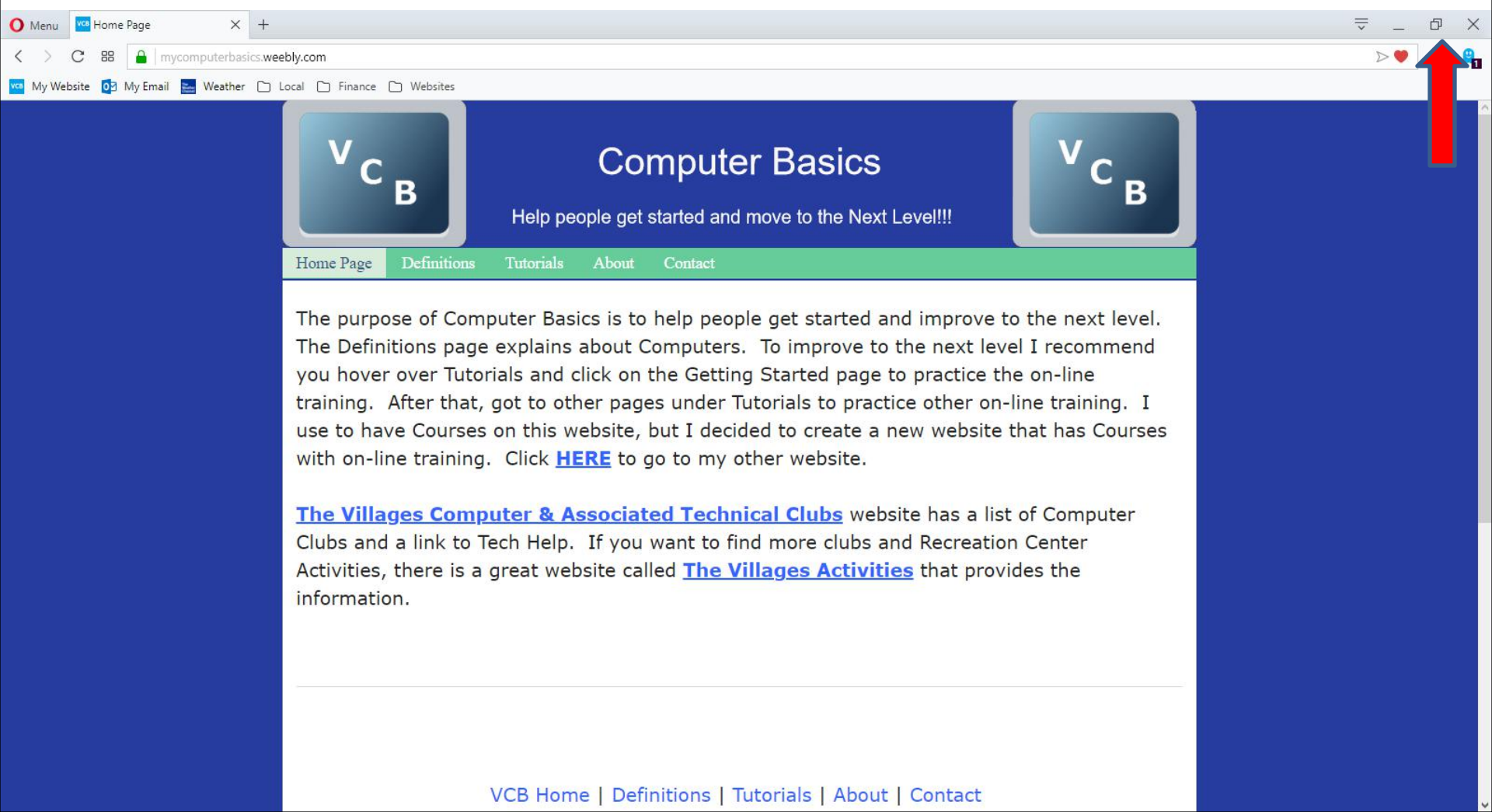


Step 2 - How to change the layout of Opera.

- First I am going to show you how to Restore Down. When you open Opera it typically opens in a full screen. As I mentioned in 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 Opera. Next is a sample of a website in a full screen.**

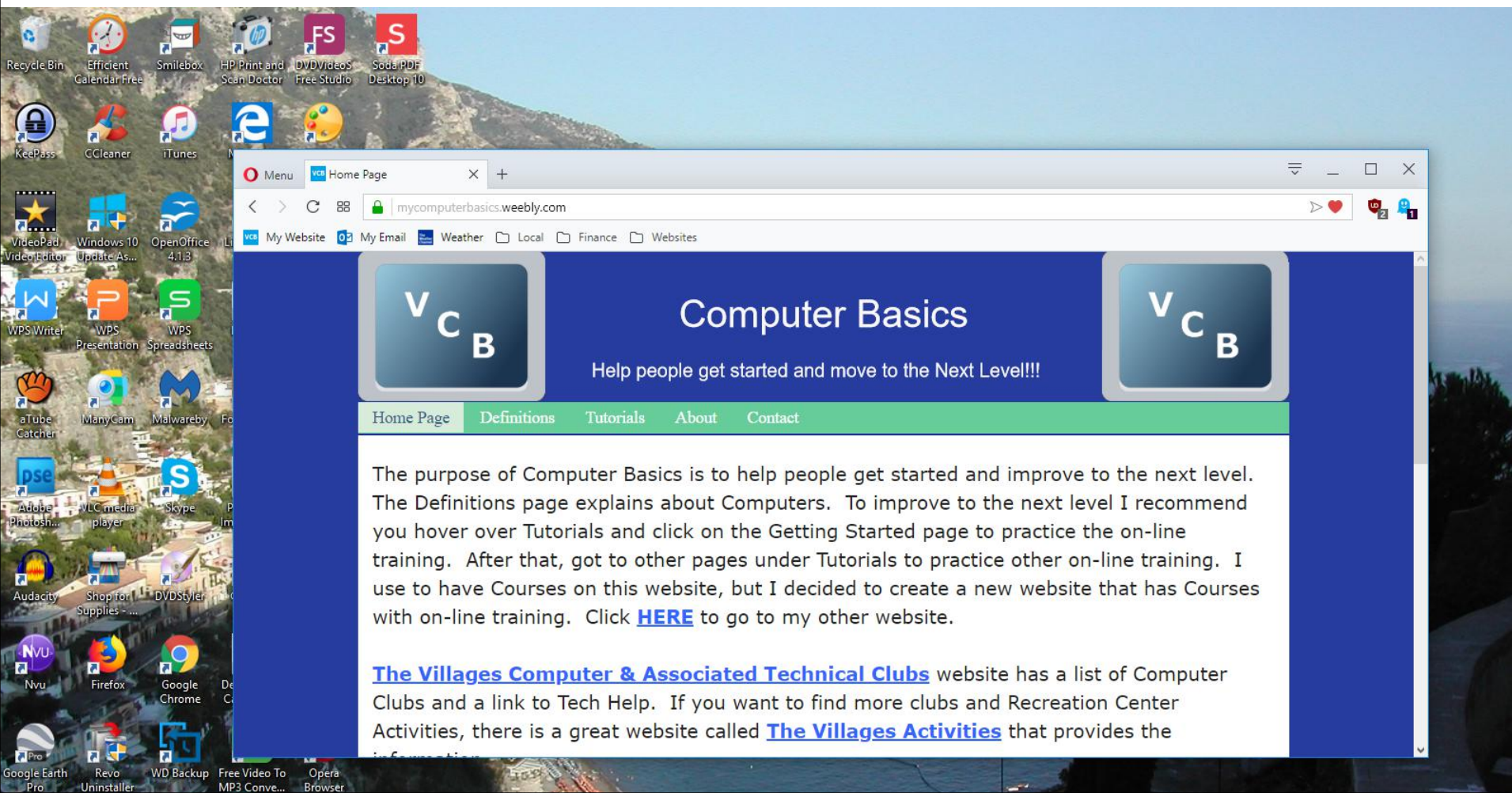
- Here is a sample of a website in Opera in a full screen. Click on this Icon  in the upper right to Restore Down. Next is what happens.



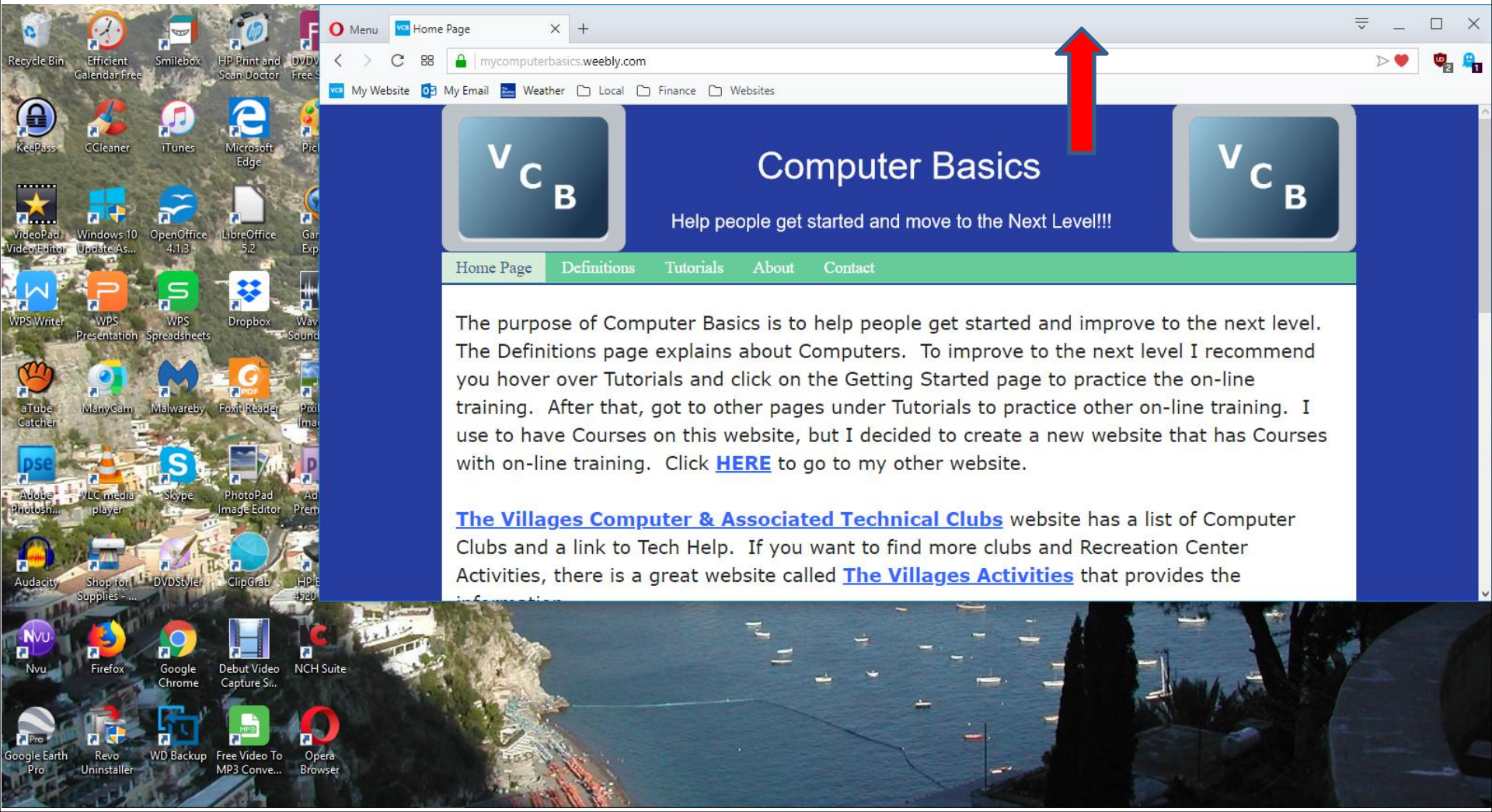
The screenshot shows the Opera browser window with the website mycomputerbasics.weebly.com displayed in full screen. The website has a blue header with the logo "VCB" and the title "Computer Basics". Below the header is a green navigation bar with links for "Home Page", "Definitions", "Tutorials", "About", and "Contact". The main content area contains a paragraph of text and a link to "The Villages Computer & Associated Technical Clubs". A red arrow points to the "Restore Down" icon in the top right corner of the browser window.

VCB Home | Definitions | Tutorials | About | Contact

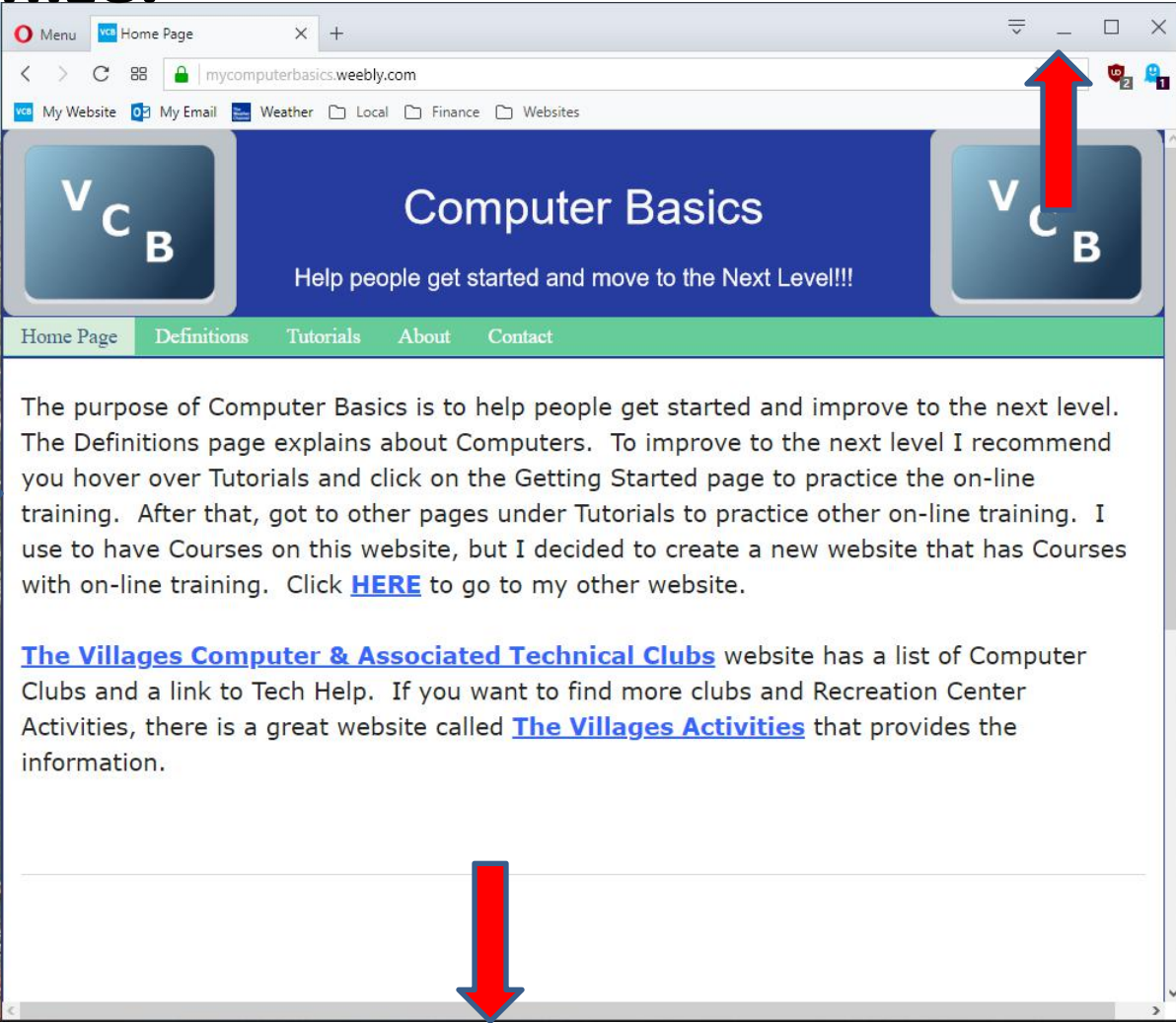
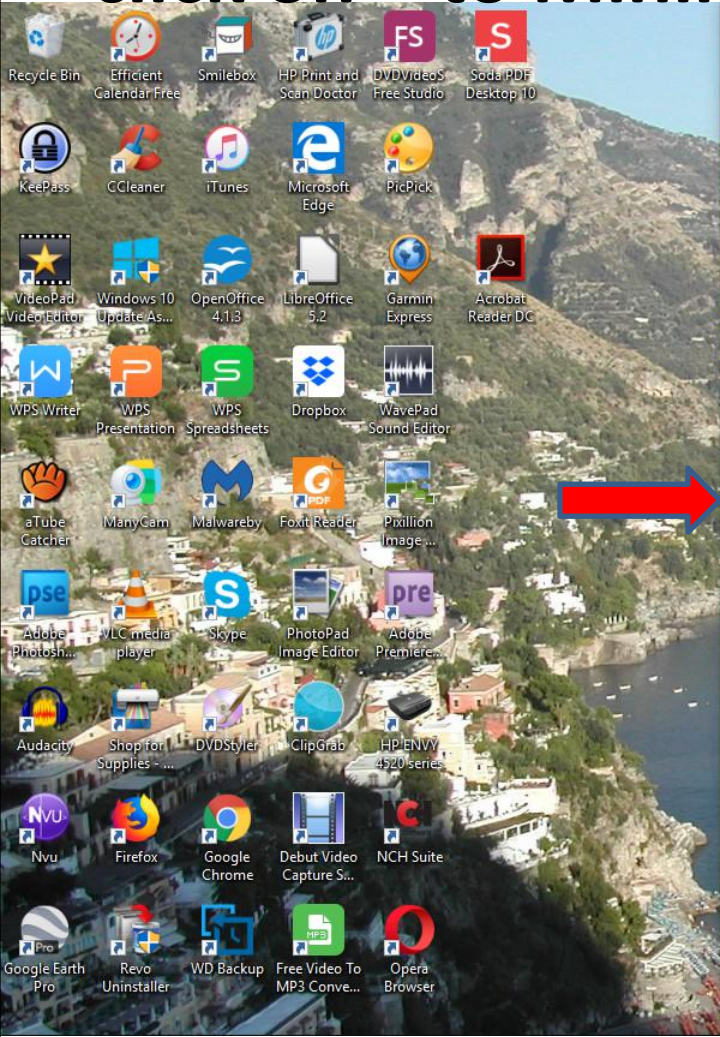
- Here is a sample of Opera of Restore Down. I didn't have other programs, so I see the Desktop. Next is how to move it.



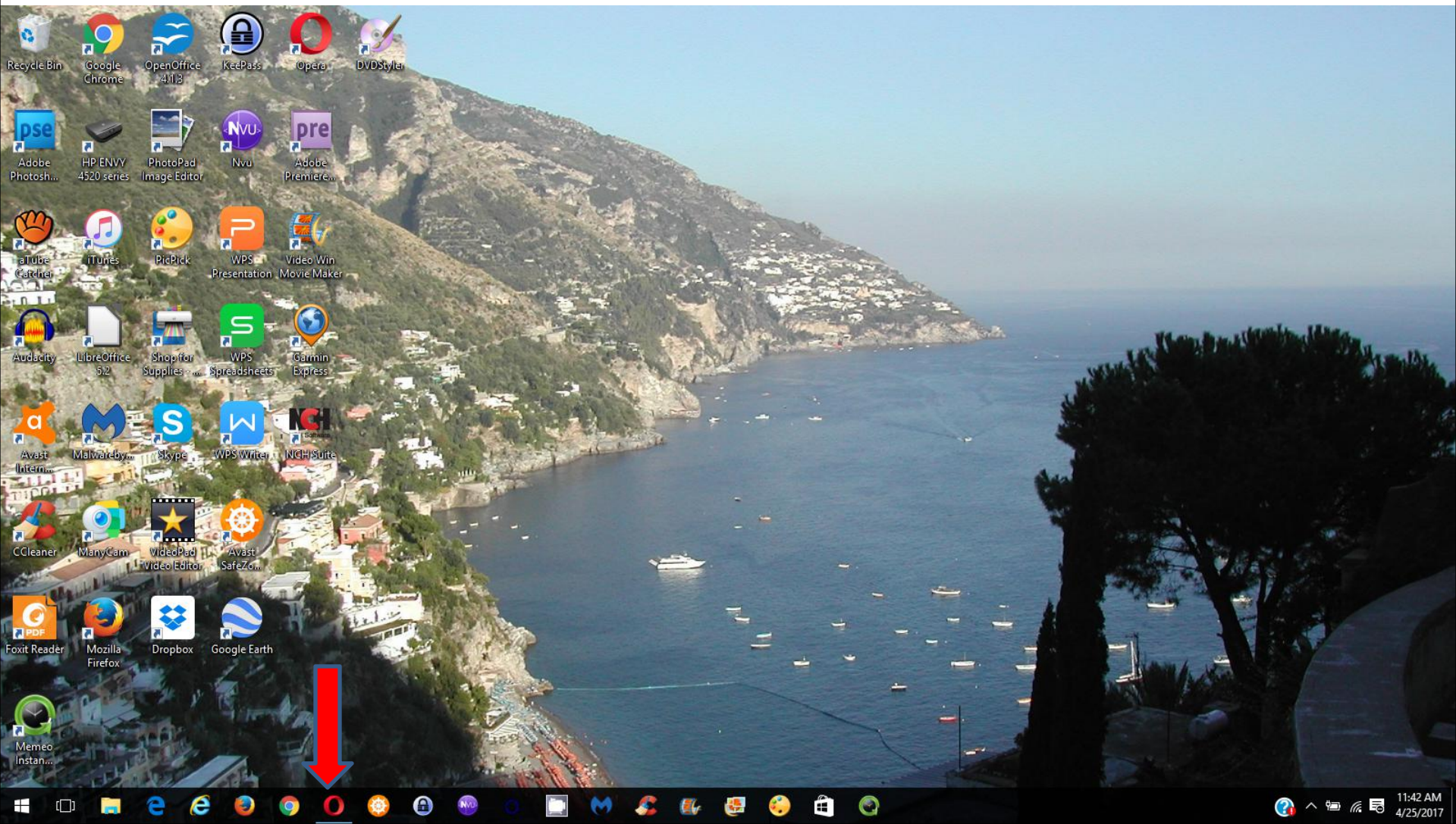
- You left click and hold it down on the top and drag it, right or left. Below is a sample of dragging it right to the top. Next is how to change size.




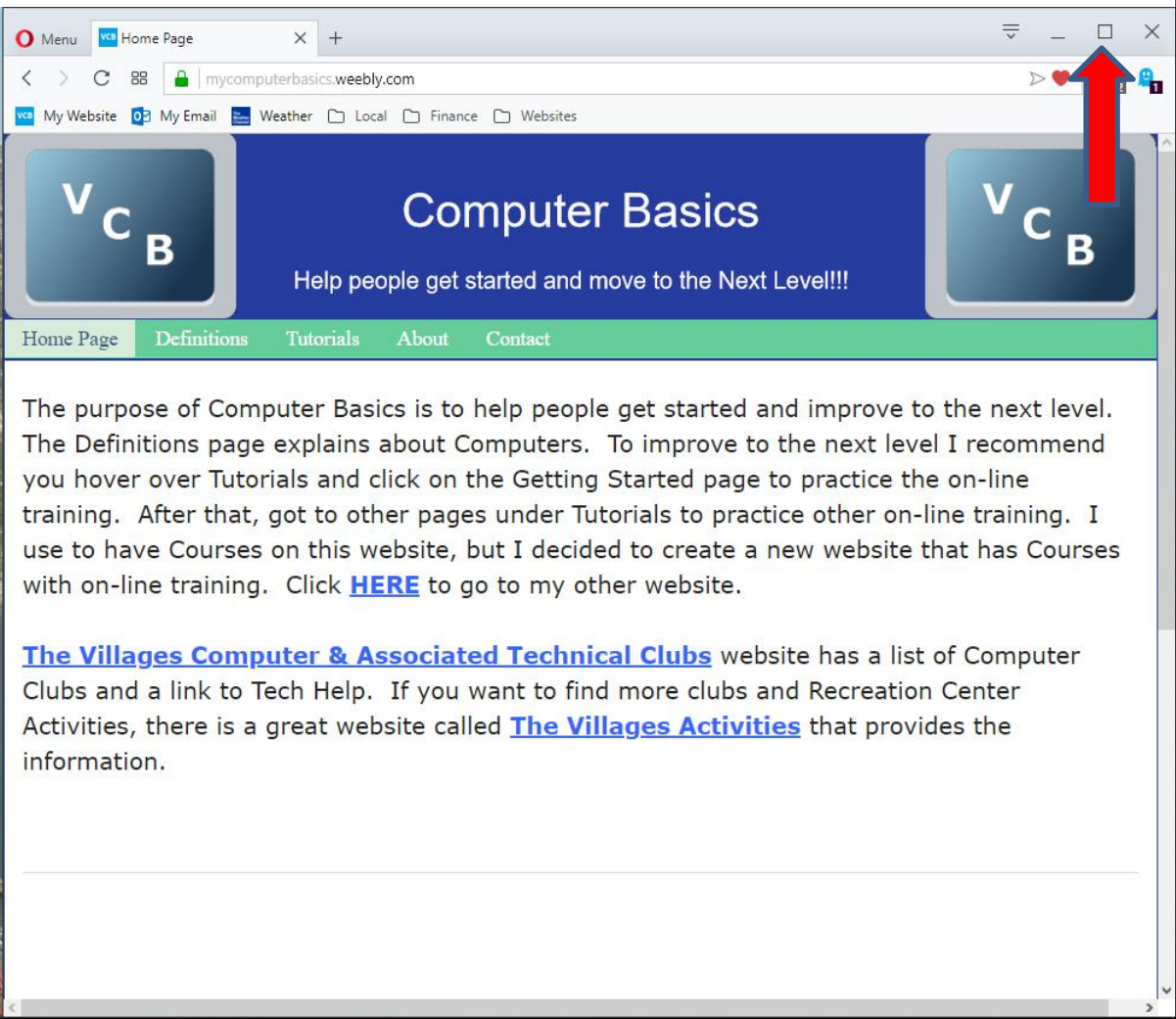
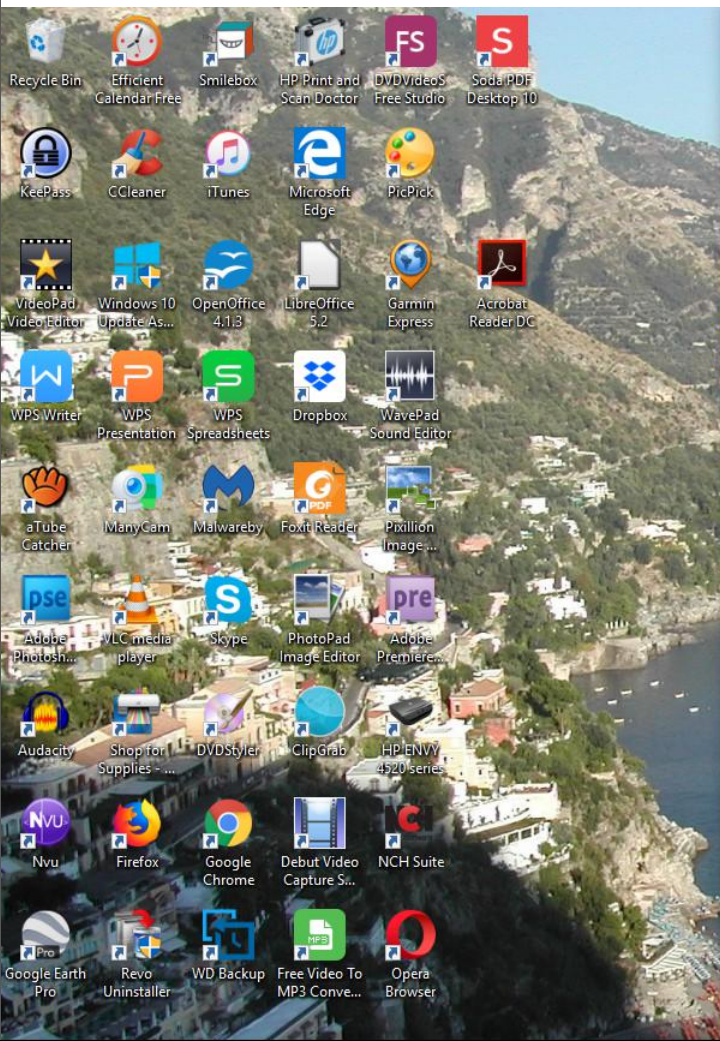
• You left click and hold it down on the line on the left and drag it to the right. Same process on the bottom line drag it down. Below is a sample. You click on – to Minimize.



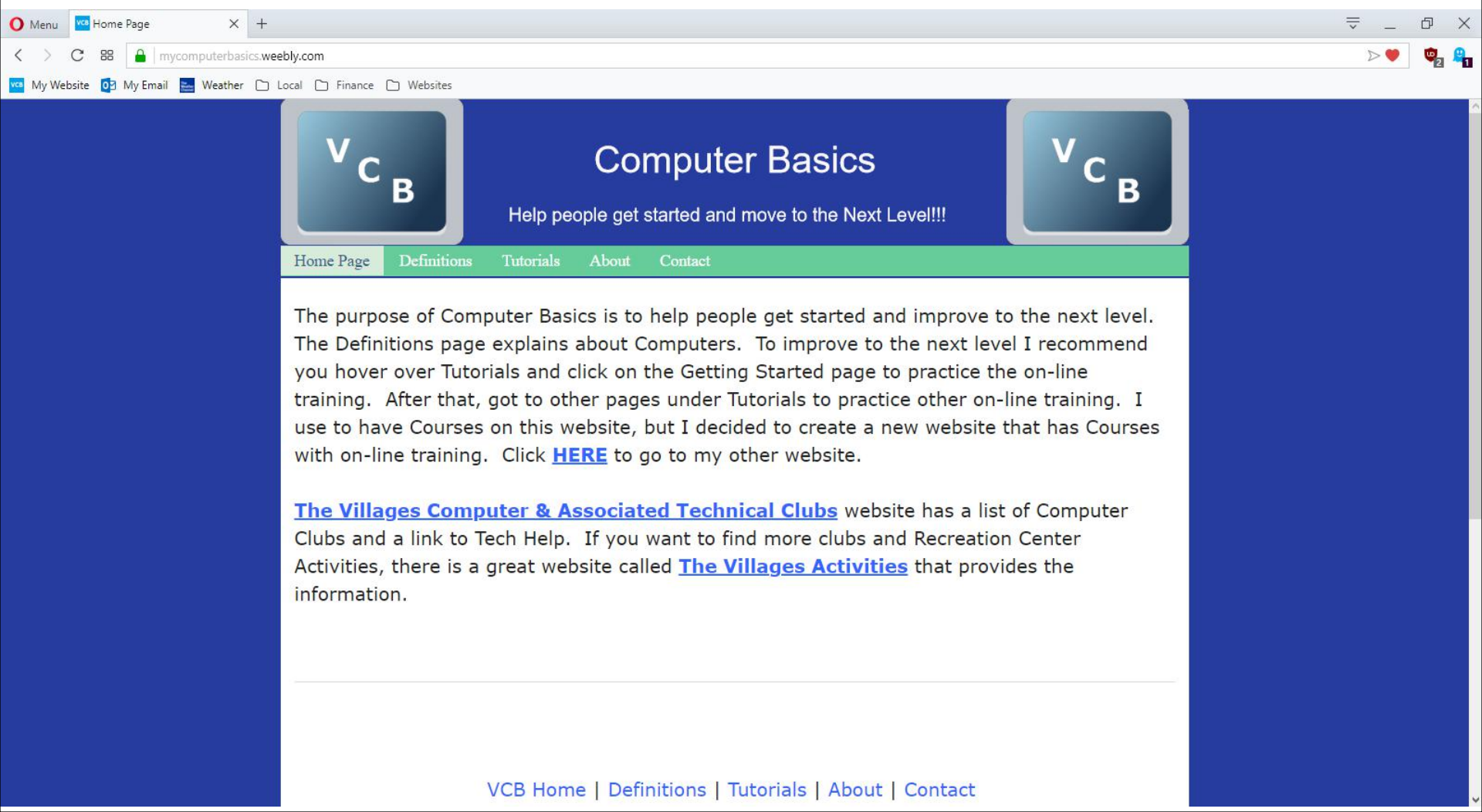
- When you click on Minimize, it does not show it, but it is highlighted on the Taskbar. Next is what happens when you click on it in the Taskbar.



- 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. Next is a sample.

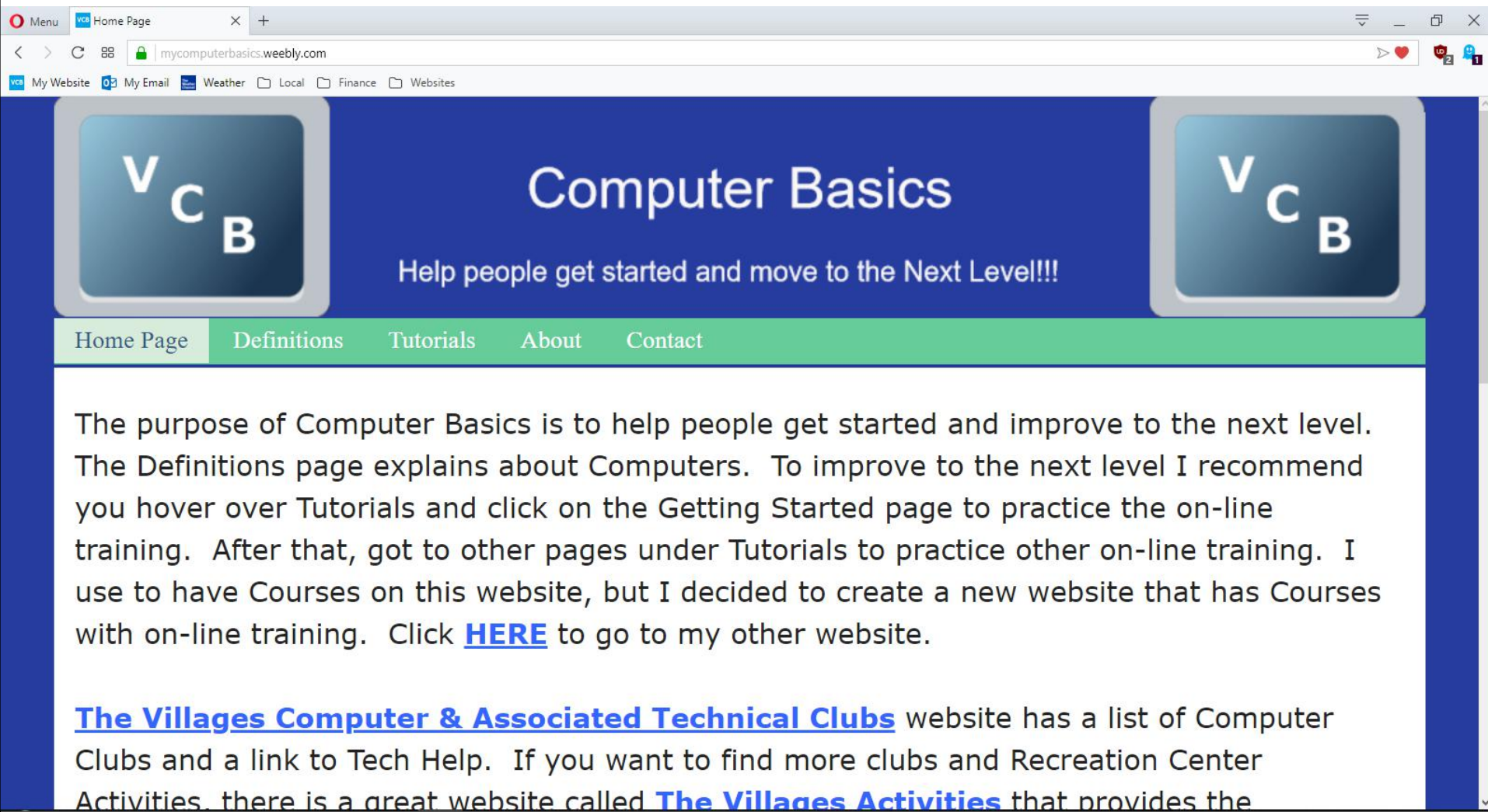


- Here is a sample of the normal full screen and next is how to change the size.



- **You press and hold the Ctrl Key, you can click on the + Key. You can click on the + Key two or more times to make it much larger. You can also press and hold the Ctrl Key, you can click on the – Key two 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.



Menu Home Page x +

< > 88 mycomputerbasics.weebly.com

My Website My Email Weather Local Finance Websites

Computer Basics

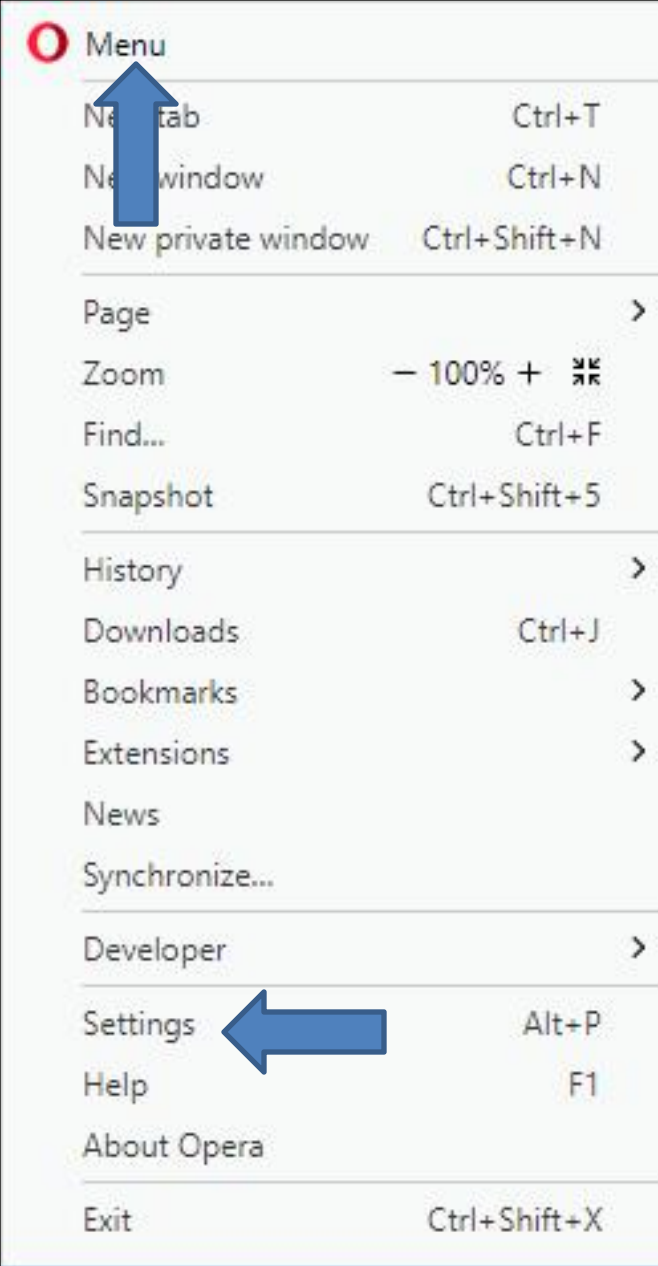
Help people get started and move to the Next Level!!!

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.

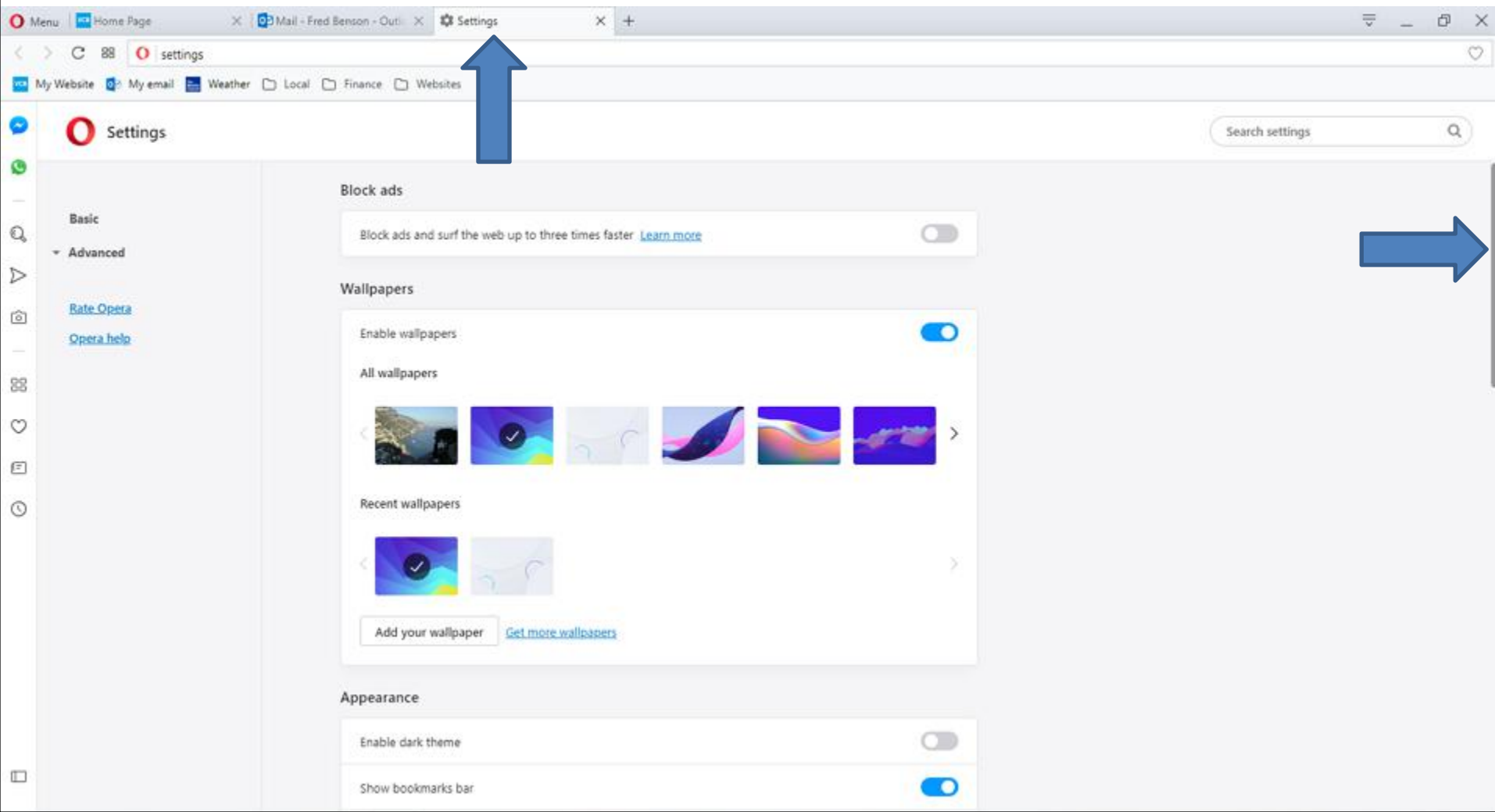
[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called [The Villages Activities](#) that provides the

- **When you make it larger and you go to another page on that website, the other page is also larger. When you close Opera 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.**

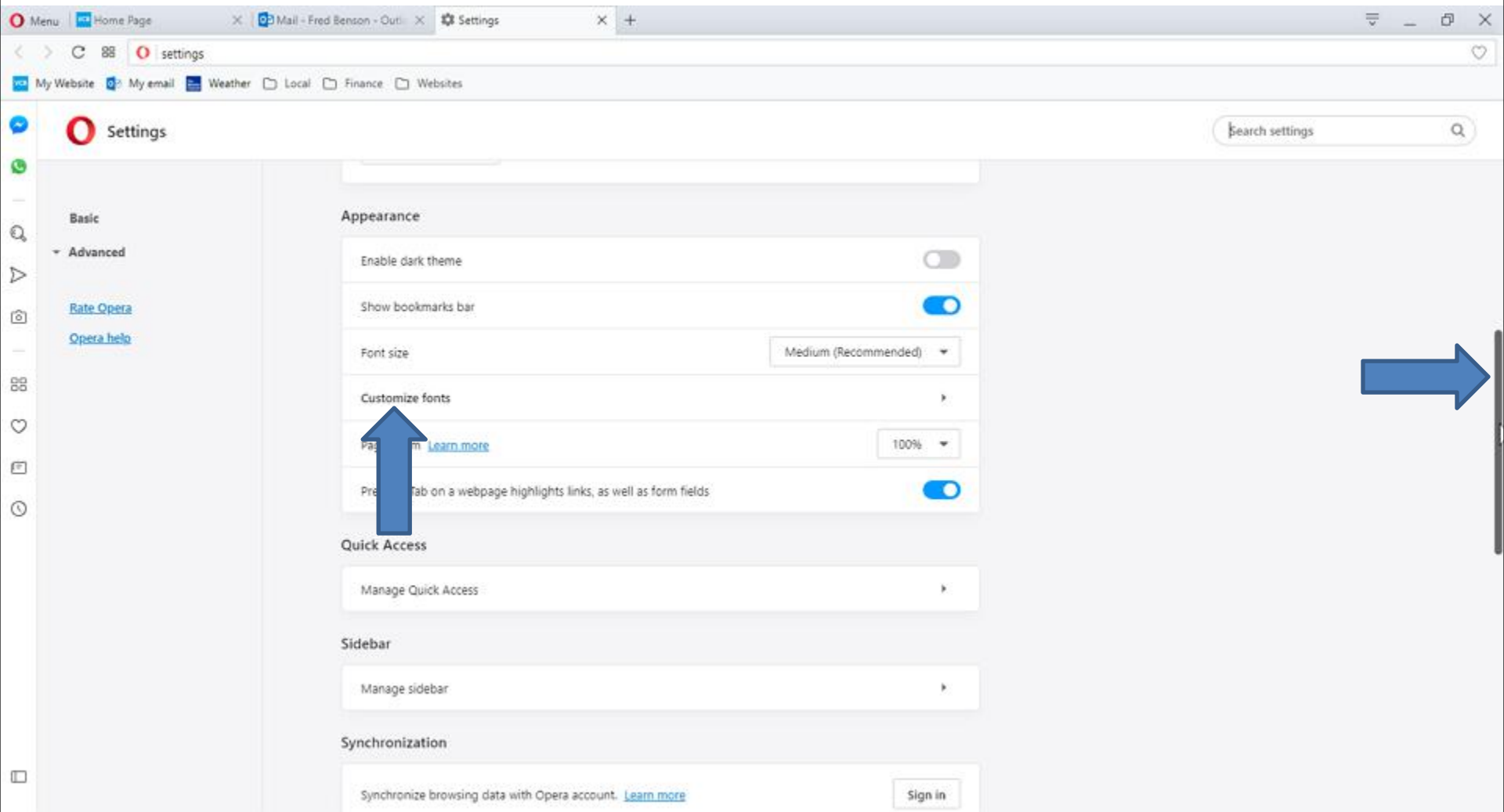


- To change Font, you click on the Menu in the upper left again and then click on Settings again and next is what happens again.

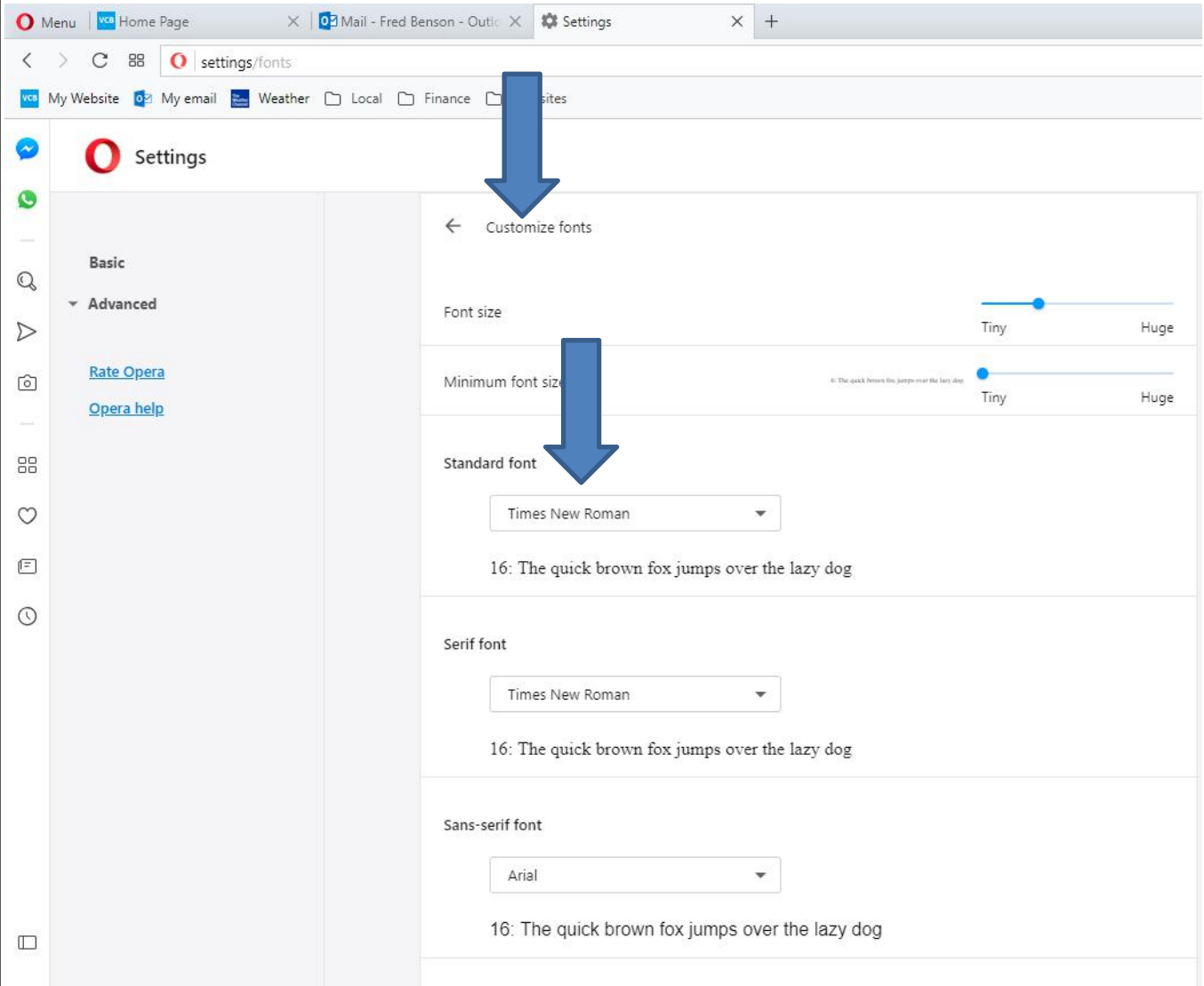
- **Settings page opens and then click on the line at the right and hold it down and drag it down and next is a sample of dragging it down.**

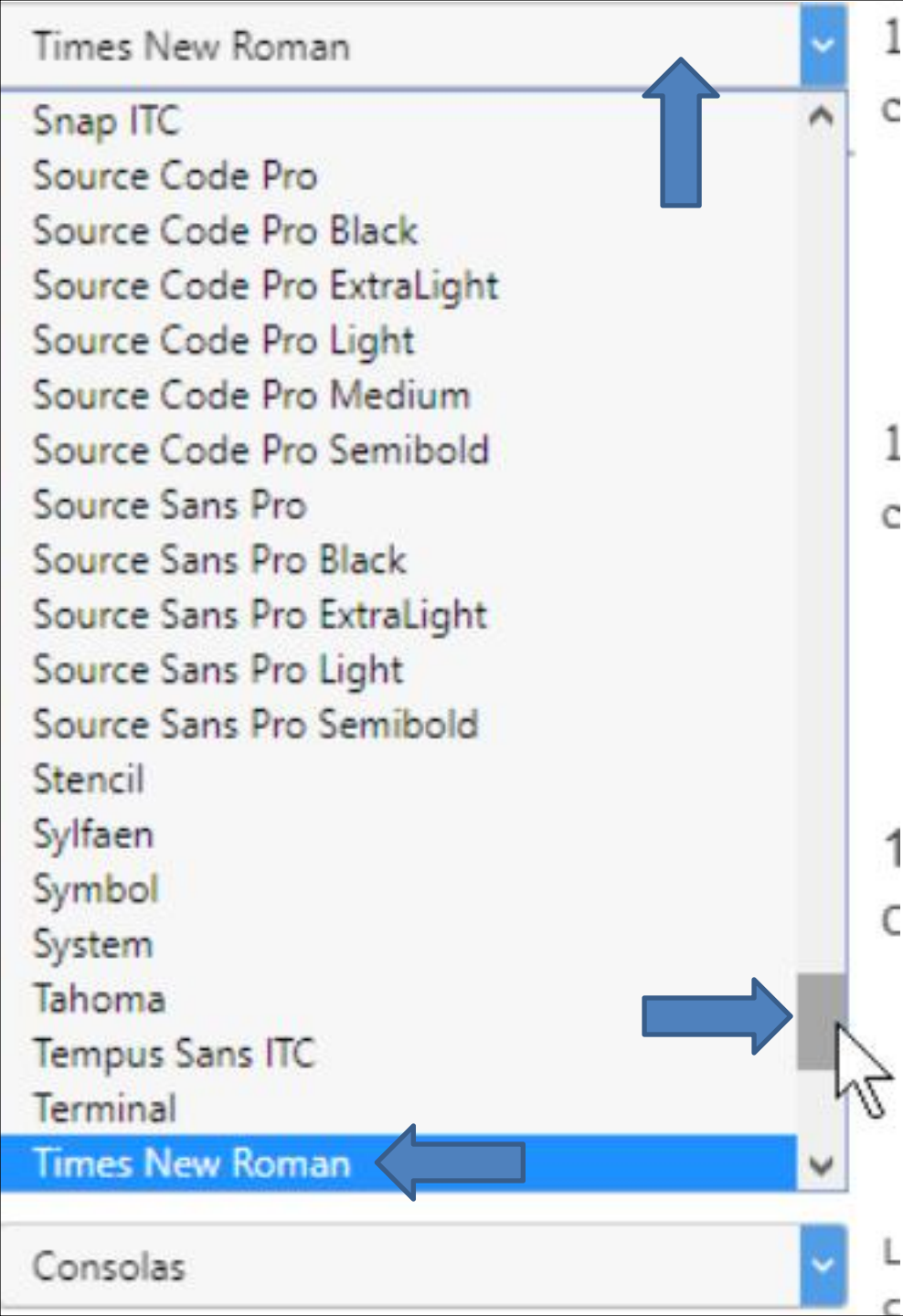


- Here is a sample of dragging it down. Then click on Customize fonts and next is what happens.

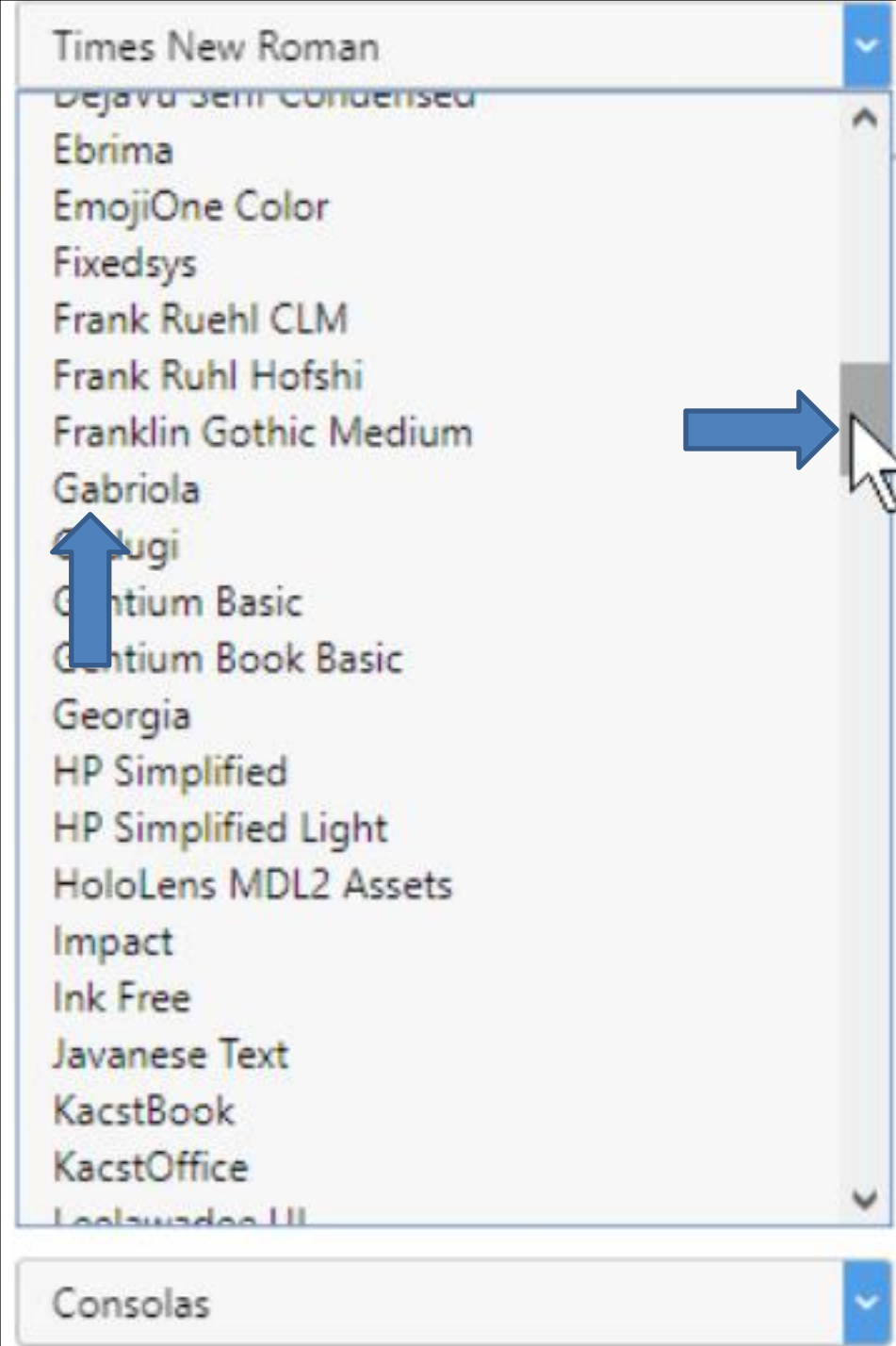


- Page changes and you see **Customize fonts**. Then click on **Times New Roman** under **Standard font** and next is what happens.





- A new window opens and you see a list of Fonts. You see Times New Roman highlighted. You have to left click on the line on the right and hold it down and scroll up or down to see other Fonts. Next is a sample of scrolling it up.



- Here is a sample of scrolling up. You can click on one, like Gabriola as I did in the other Browsers. Next is what happens when you click on it.
- As I mentioned in the other Parts, Forte used to be there, but is not anymore.

- List closes and you see Gabriola under Standard font. Then click on the Home Page and next is what happens.

The screenshot shows the Opera browser interface. The address bar displays 'settings/fonts'. The left sidebar contains 'Settings' with 'Basic' and 'Advanced' sections. The main content area is titled 'Customize fonts' and includes sliders for 'Font size' and 'Minimum font size', both set to 'Tiny'. The 'Standard font' dropdown menu is open, showing 'Gabriola' selected. A preview of the text '16: The brown fox jumps over the lazy dog' is visible below the dropdown. Two blue arrows point to the 'Home Page' tab and the 'Gabriola' font selection.

Menu | VCB Home Page | Mail - Fred Benson - Outlook | Settings

settings/fonts

My Website | My email | Weather | Local | Finance | Websites

Settings

Basic

Advanced

Rate Opera

Opera help

← Customize fonts

Font size

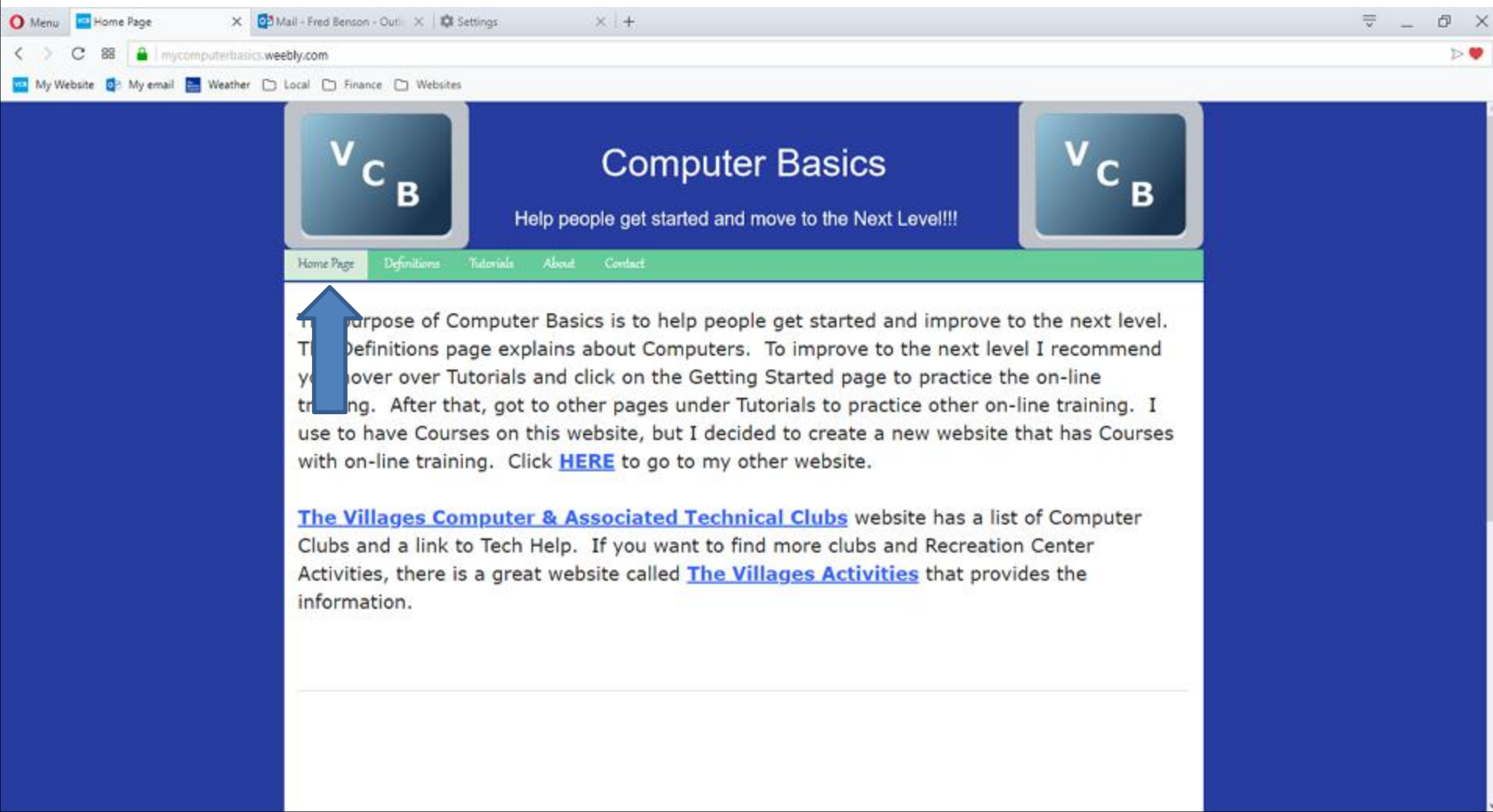
Minimum font size

Standard font

Gabriola

16: The brown fox jumps over the lazy dog

- When you click on Home page and you see the Font has changed on the Navigation bar. Next explains more about it.



The screenshot shows a web browser window with the address bar displaying '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'. A blue arrow points to the 'Home Page' link. 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 go over 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.

- **As I mentioned in the Step 2 Introduction, I tried a lot of other Websites and the Fonts were not changed. That's why you may not want to do it. You can follow the same process to go back to the original Font, as I did.**
- **This is the End of Step 2 – Part 5 Opera.**