

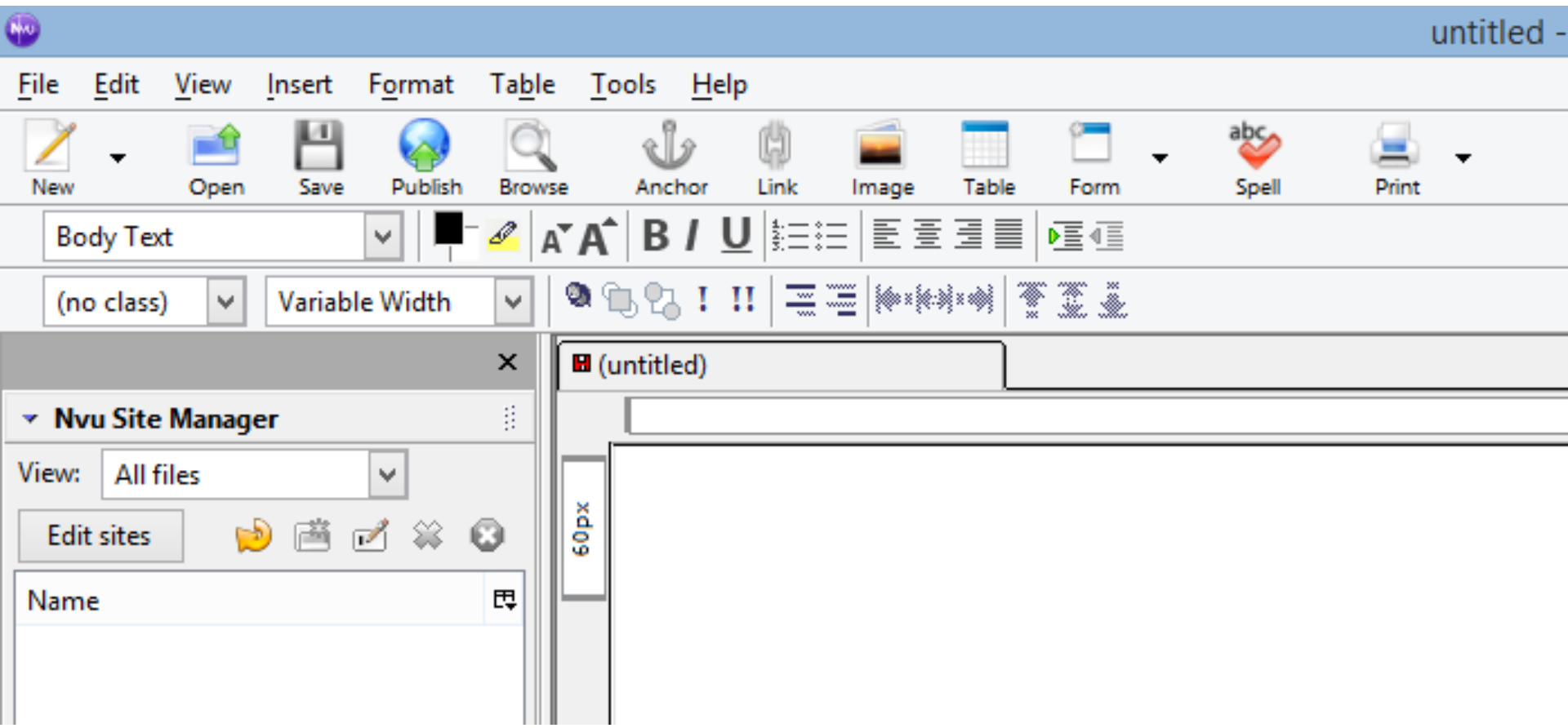
Step 4 – Multiple Fonts on the Same Page

- Create Multiple Fonts with a free program called NVU.**
- Create a Word document with Multiple Fonts in Google Docs, or upload a MS Word Doc with Multiple Fonts to Google Drive.**
- Embed the NVU or Google Drive Document in your Weebly Page.**
- As I showed you in Step 3 – Part 1, you can also create an image with text and frame.**
- Next is NVU.**

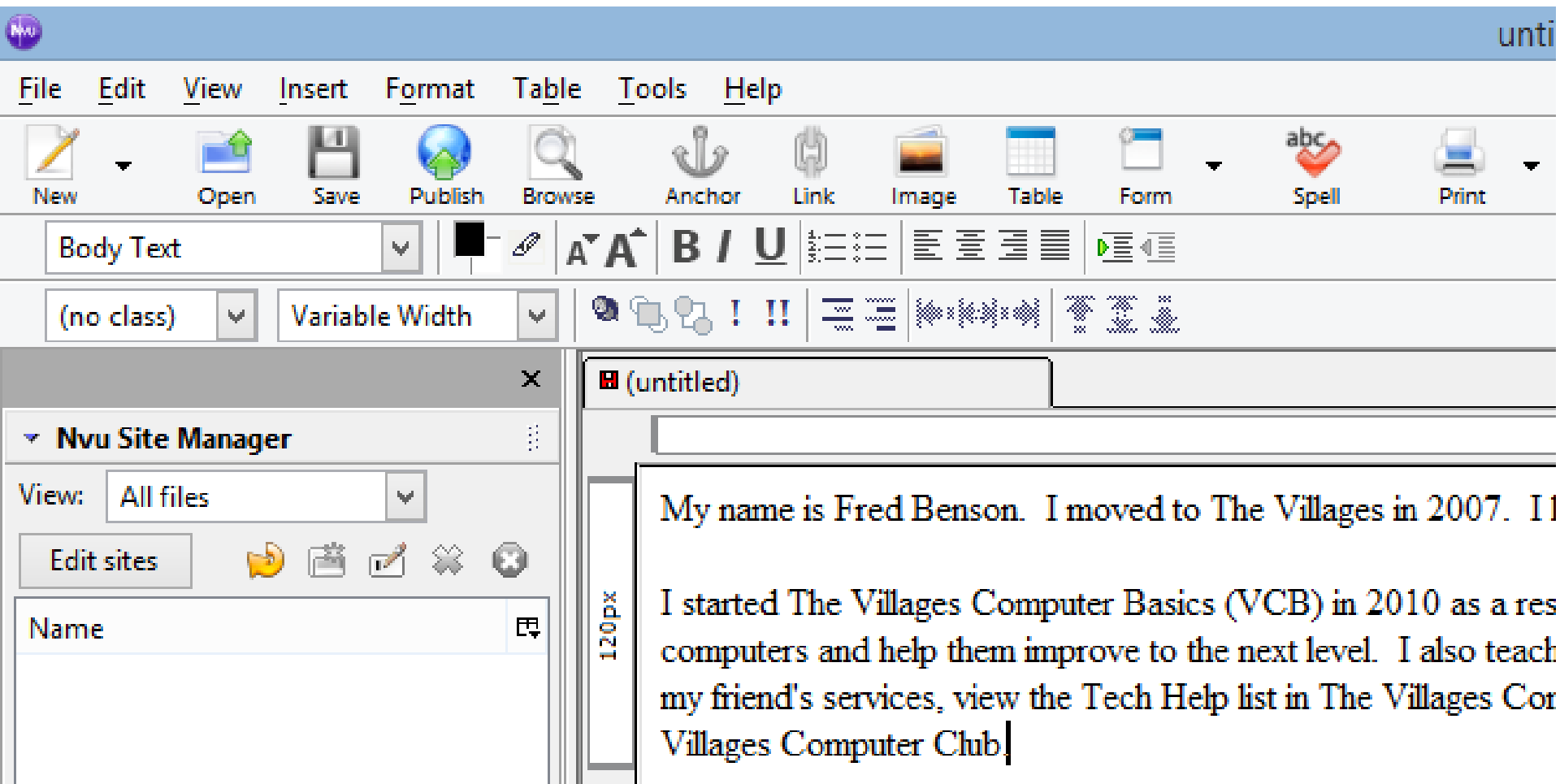
Change Font with NVU

- **Step 3 – Part 1 shows you the download.**
- **It also shows you how to save it and copy and paste the code to Weebly.**
- **Next is when you open NVU again.**
- **If you don't want to use NVU, go to the 10th page in this PDF file.**

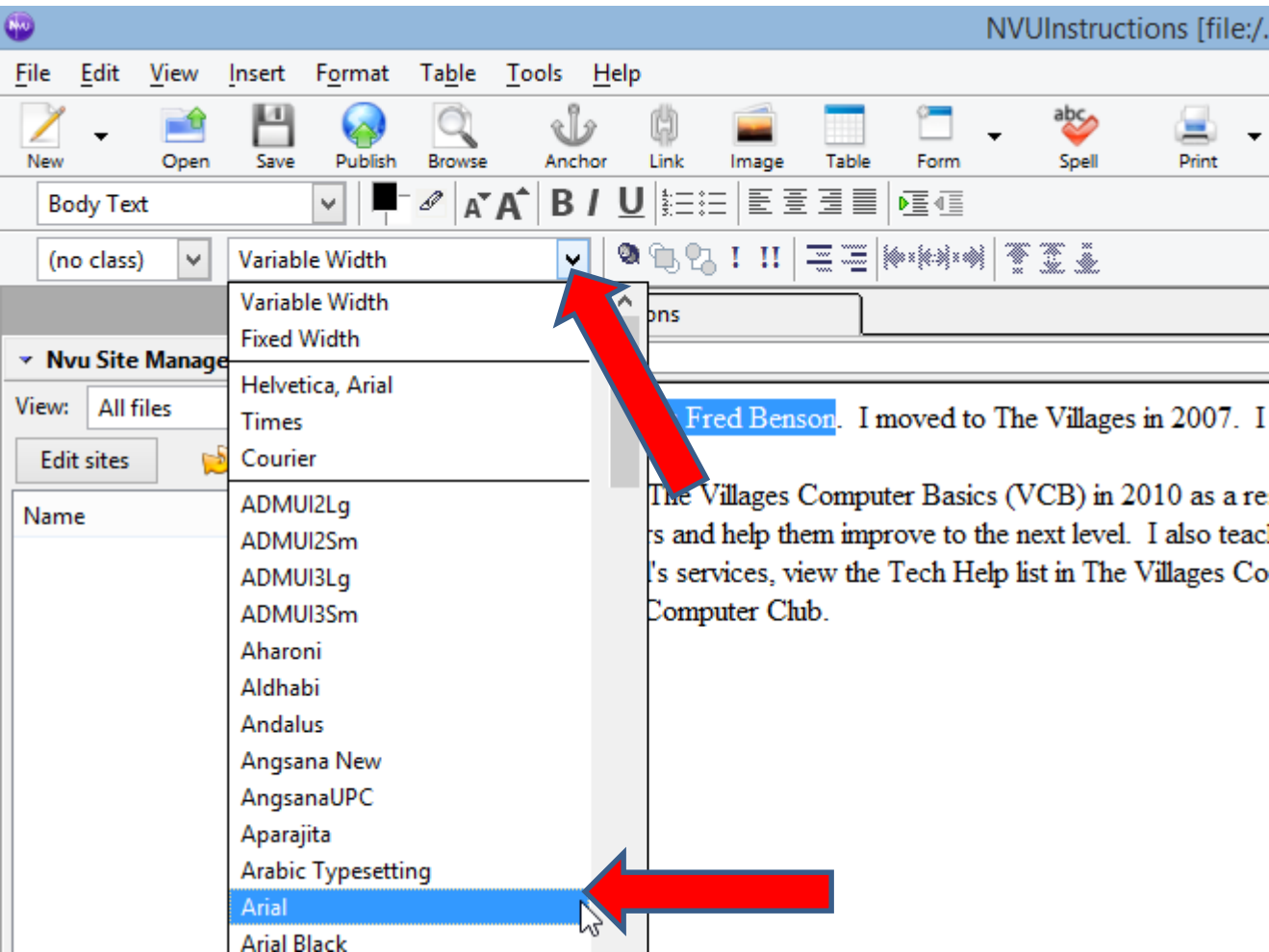
- When you open NVU again, you start typing in Text or copy and paste it from your site or word, etc.
- Next is a sample of typing Text.



- Here is a sample of typing in Text.
- Next is how to change Font.



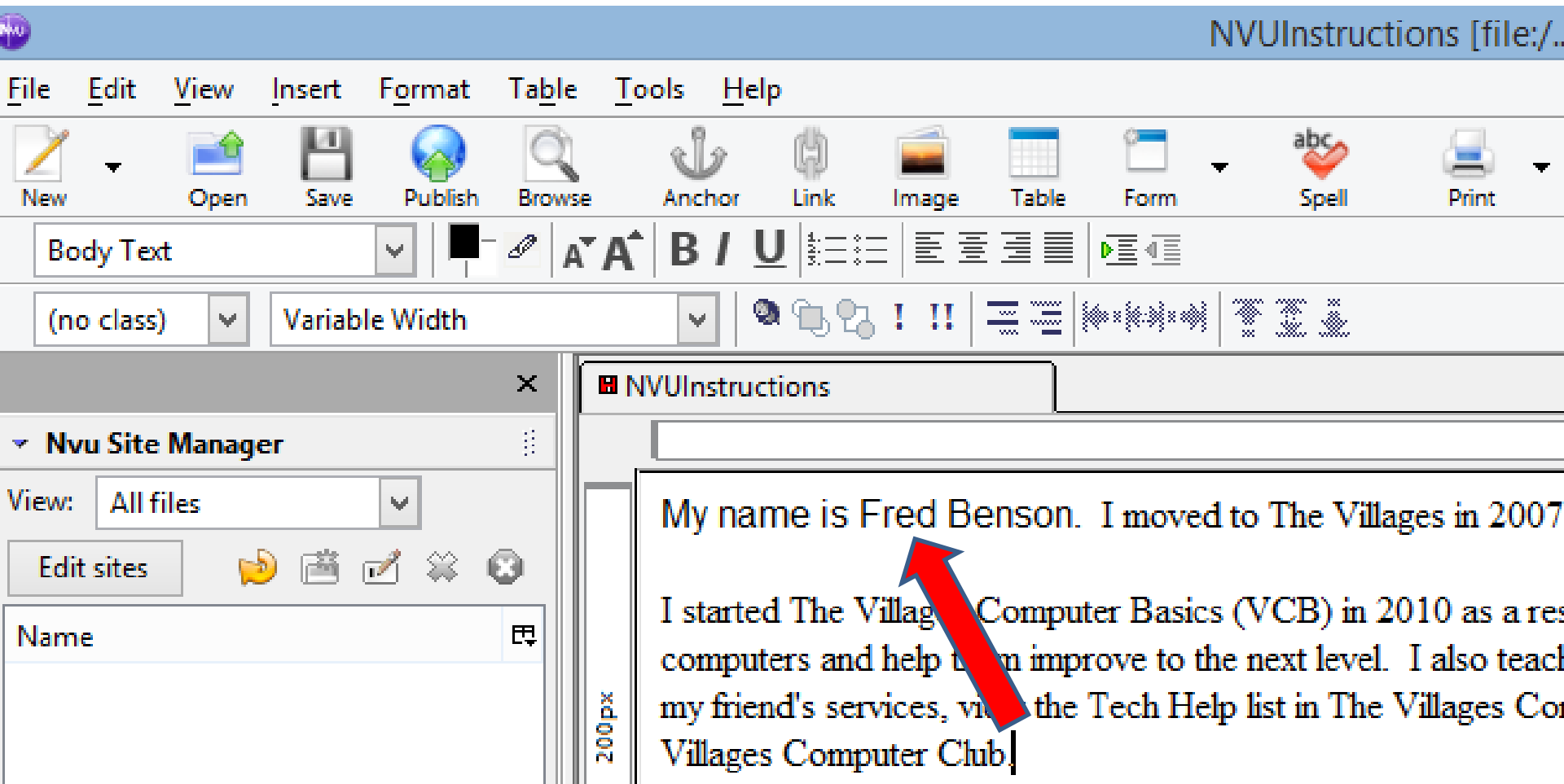
Next, you can make changes of Font.

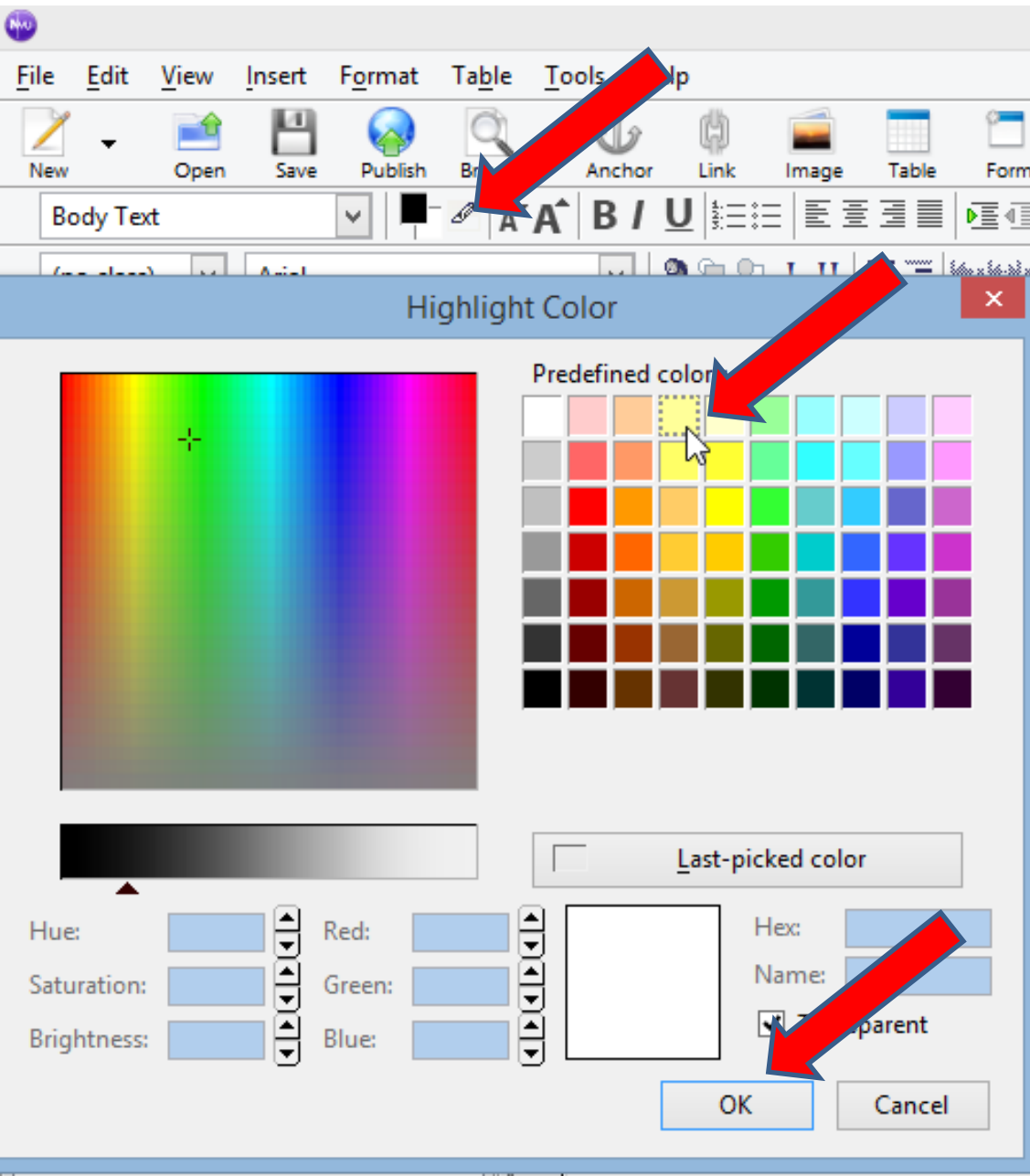


Highlight Text, then click on Variable drop down.

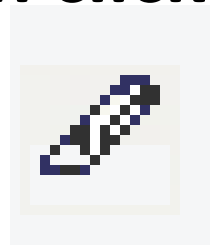
Then chose a font, like Arial and next is what happens.

- You then see the change. You follow the same process to change Font on other Text. Next is how to change background color.





- To change background. Highlight Text again, then click on this icon.

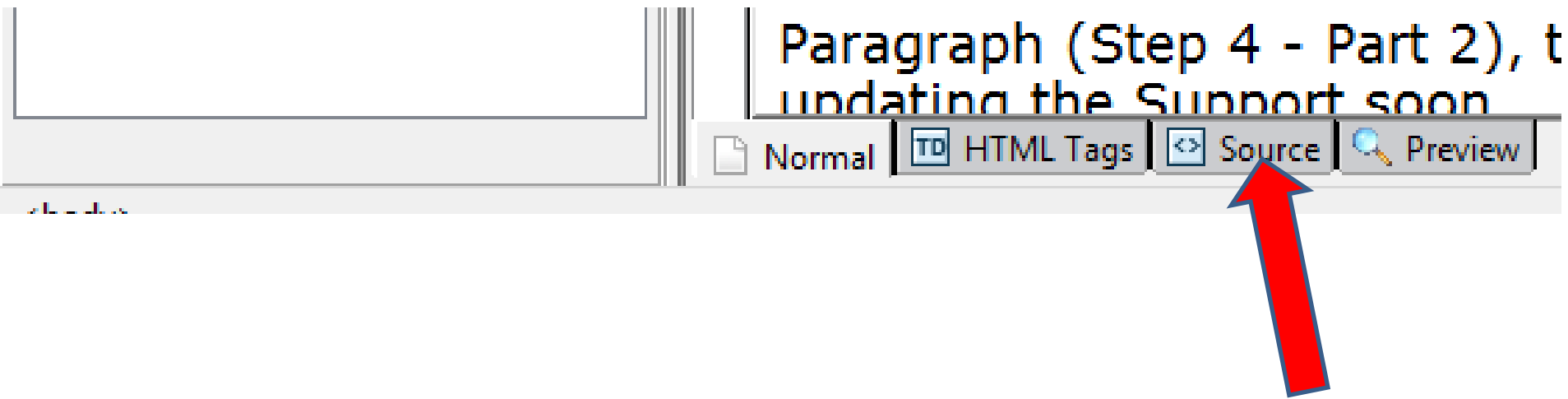


- A new window opens. Click on Color and then click on OK. Next is what happens.

- You then see the change. You follow the same process to change background color on other Text.
- Next explains when you finish.

The screenshot displays the NVU web editor interface. At the top, the title bar reads "NVUInstructions [file:/..". Below it is a menu bar with "File", "Edit", "View", "Insert", "Format", "Table", "Tools", and "Help". A toolbar contains icons for "New", "Open", "Save", "Publish", "Browse", "Anchor", "Link", "Image", "Table", "Form", "Spell", and "Print". The main editing area shows a text box with a yellow background and the text "My name is Fred Benson. I moved to The Villages in 2007". A red arrow points to the text "Fred Benson". Below the text box, there is a paragraph of text: "I started The Villages Computer Basics (VCB) in 2010 as a res... computers and help th... improve to the next level. I also teach my friend's services, view the Tech Help list in The Villages Cor Villages Computer Club." On the left side, there is a "Nvu Site Manager" panel with a "View:" dropdown set to "All files" and an "Edit sites" button. Below that is a table with a "Name" column. The bottom left corner shows a vertical scale of "200px".

- **Once complete, click on Source at the bottom as I showed you in Step 3 – Part 1 to copy and paste to your Weebly Website.**
- **Next is Documents in Google Drive.**



- **If you have a Document on your computer, you can upload it to Google Drive. If you want to do that and not create a Google Document, go to the 36th page on this PDF file.**
- **Note – you need to have a Google account to use Google Drive as I showed you in Step 3 – Part 2.**
- **If you don't have a Document on your computer, you can create a Document on Google Drive, which is next.**
- **First go to Google Drive as I showed you in Step 3 – Part 2.**



NEW



My Drive



Folder



File upload



Google Docs



Google Sheets



Google Slides

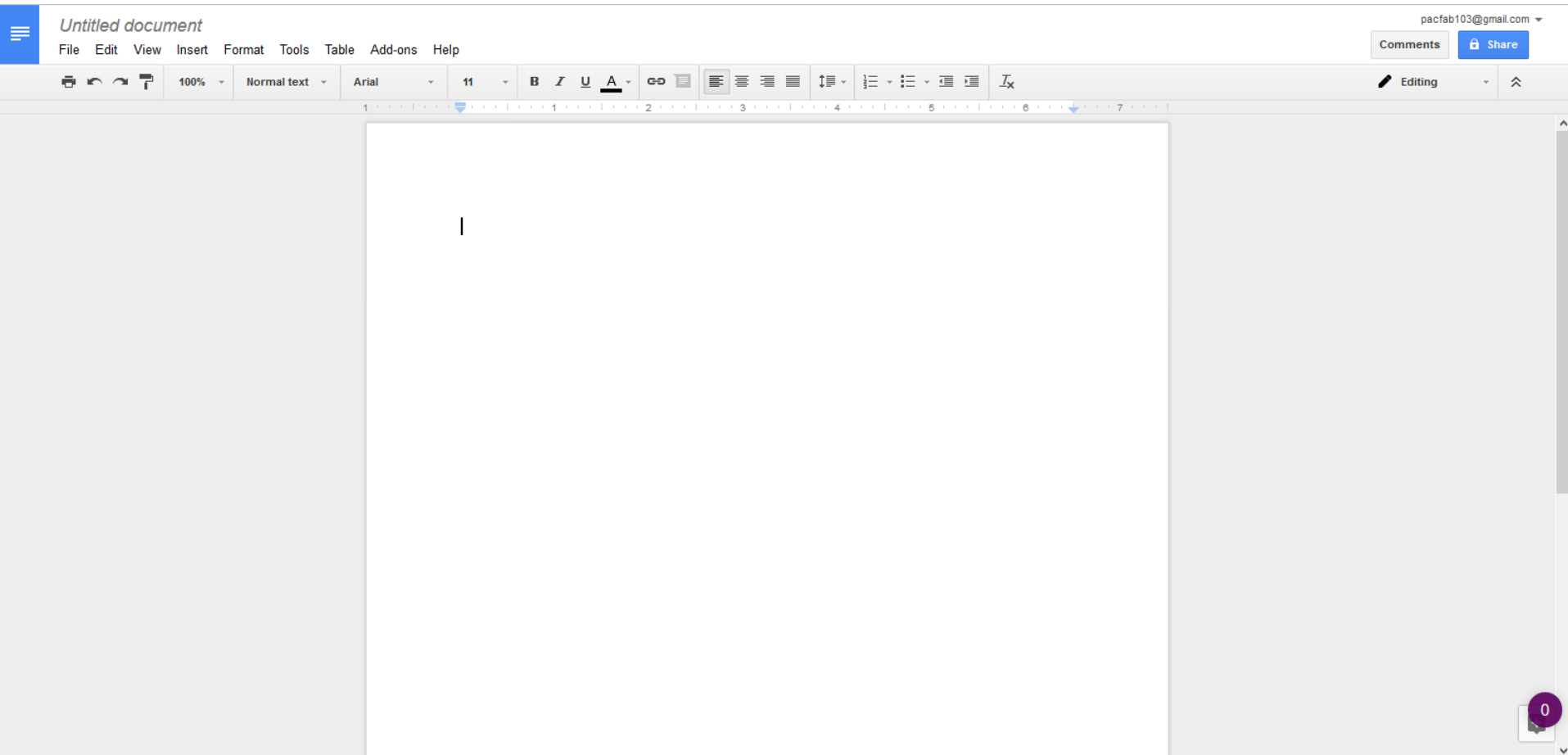


More

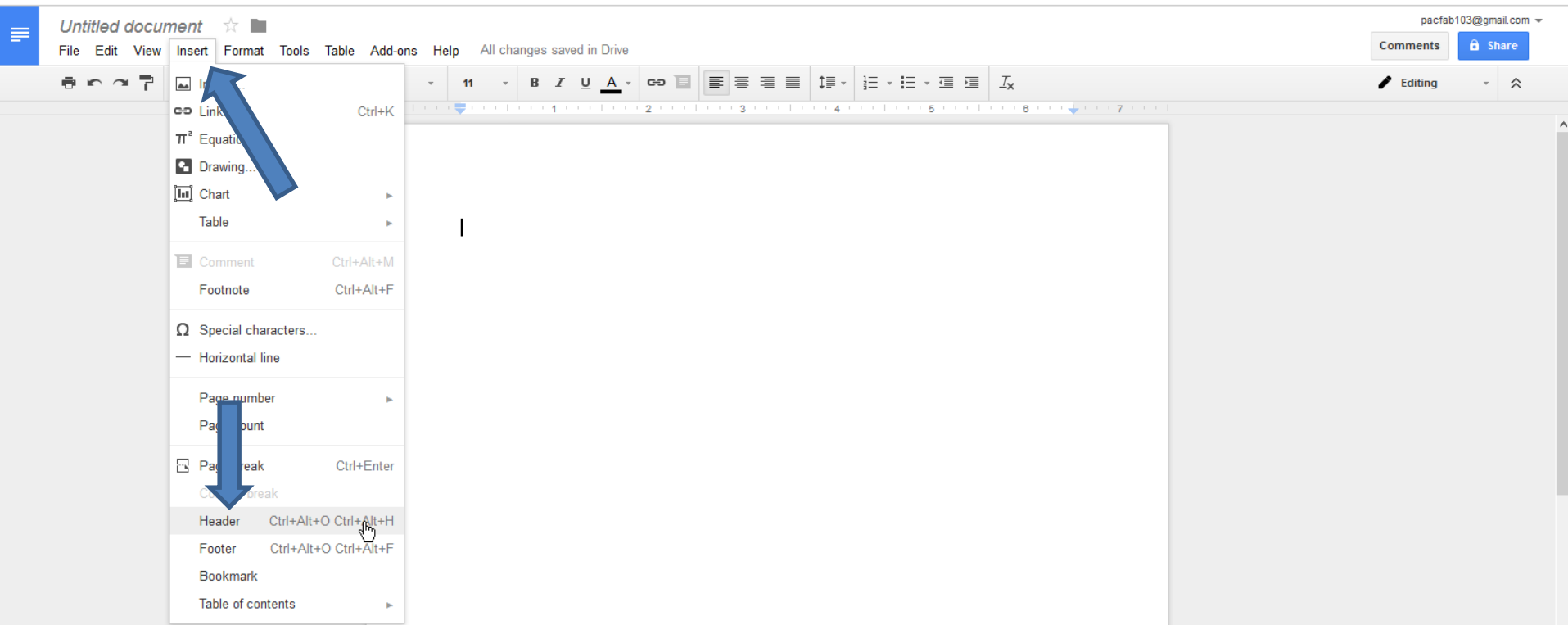


- Click on New and you see a list and click on Google Docs.
- Next is what happens.

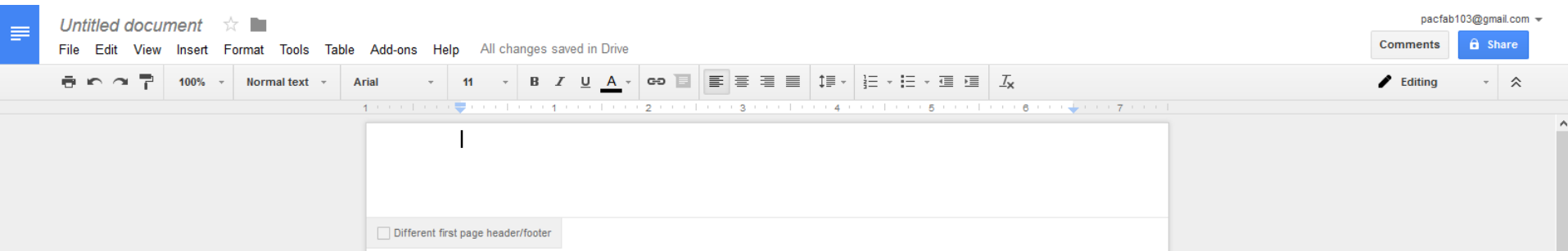
- It opens in a new page.
- You can add Text and change Font. You also can add a Header, which is next.



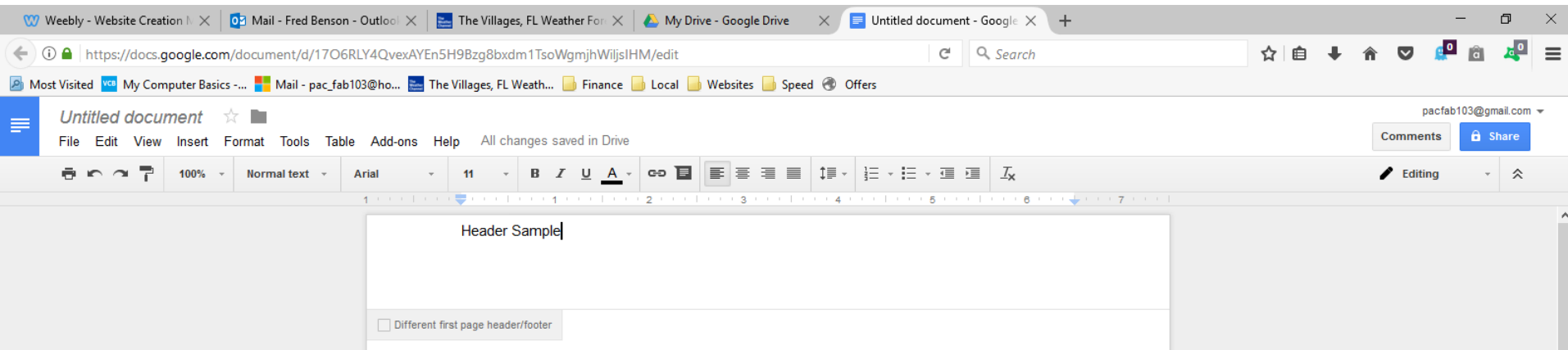
- You click on Insert in the upper left and you see a list and then click on Header.
- Next is what happens.



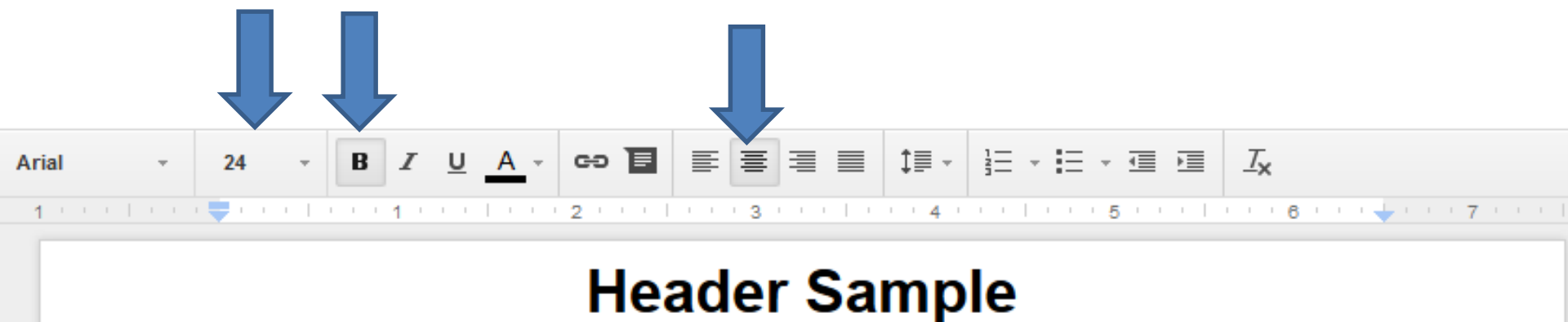
- You then have to type in Header Text, like I did in MS Word. I will show you that later.
- Next is a sample.



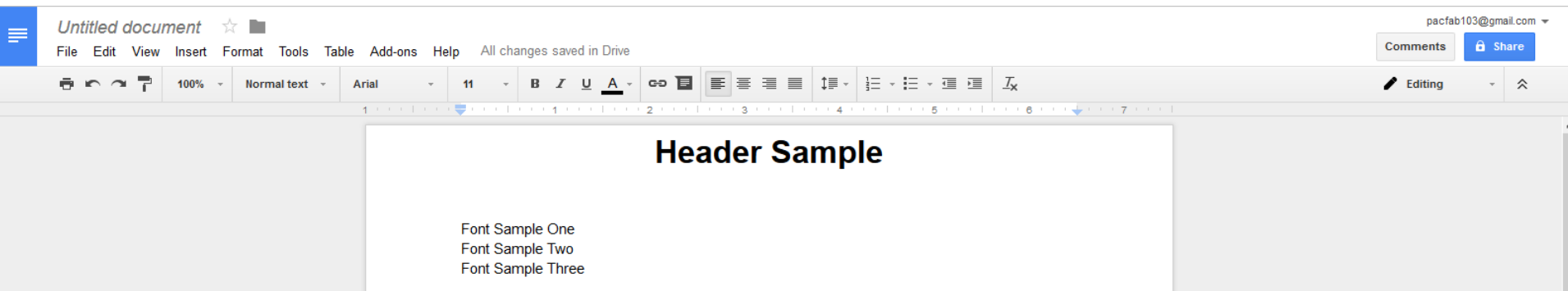
- Here is a sample of typing in Header Sample.
- You then have lots of options to change the Text that is similar in Weebly, but Weebly only does default Font. Google Docs can change Font on each Text.
- Next is a sample of changing the Header.



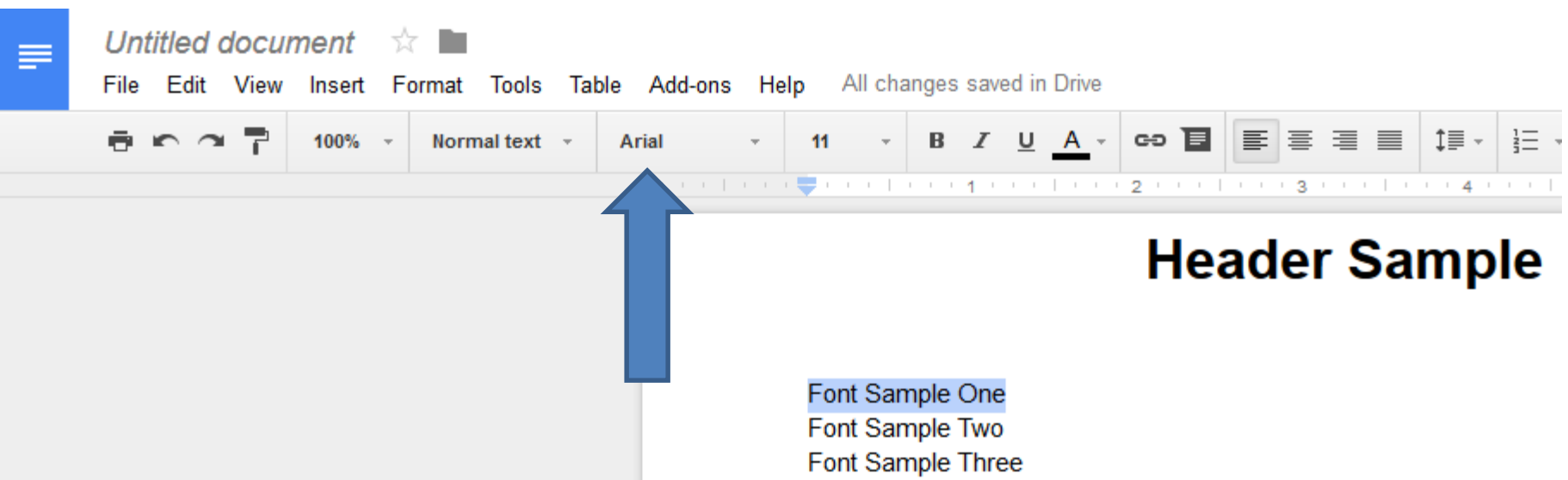
- Here is a sample of changing the Header size to 24, Bold and center.
- Next is to type is Text below the Header and next is a sample of typing in the same ones I did in MS Word as I mentioned before.

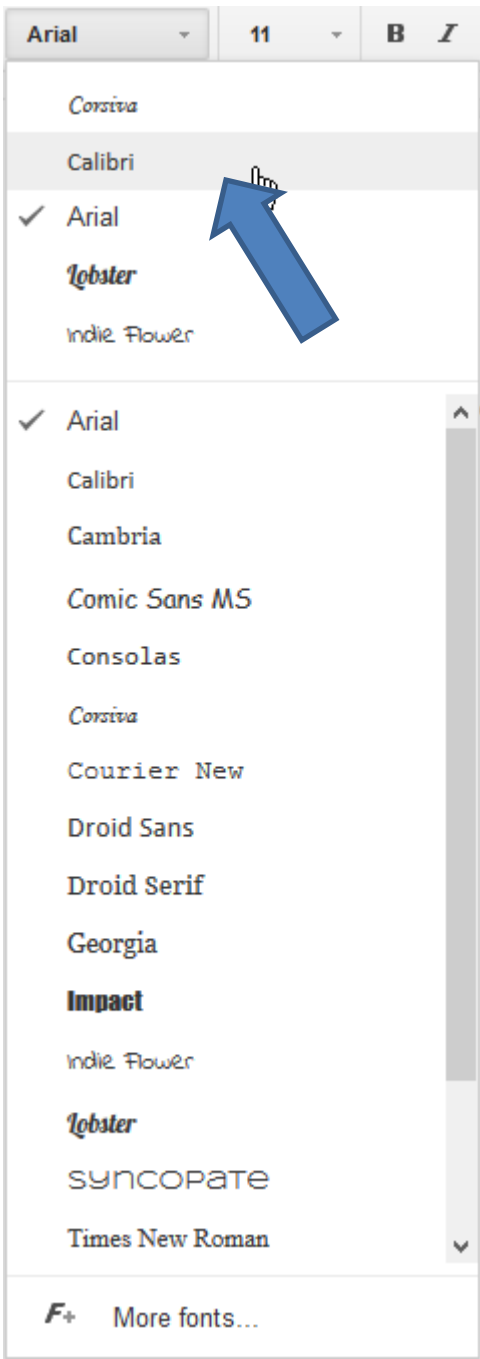


- Here is a sample of typing text below the Header.
- Next is how to change Font.



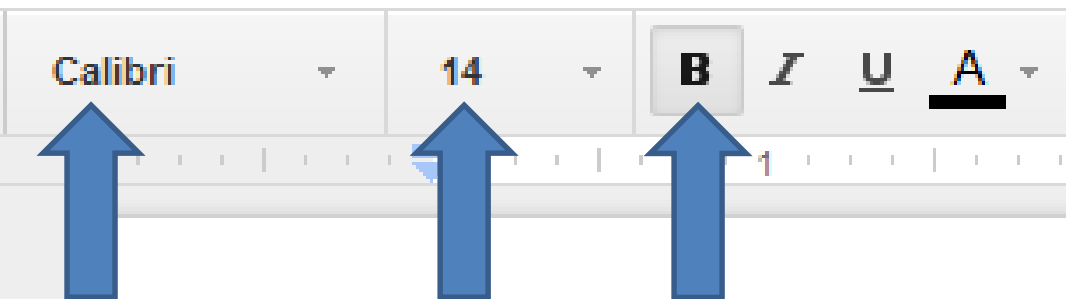
- You highlight the Text and then click on the Font, like Arial and next is what happens.





- You see a list and click on the Font you want, like Calibri as I did in the MS Word.
- Next is a sample.

- Here is a sample and I changed the size to 14 and Bold.
- You follow the same process with next Text and next is a sample.

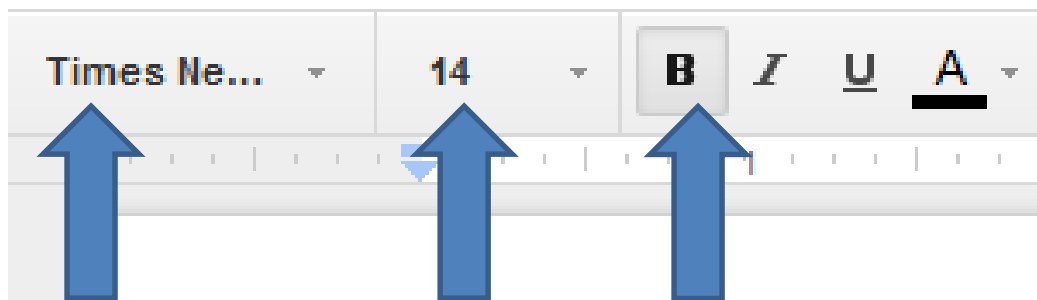


Font Sample One

Font Sample Two

Font Sample Three

- Here is a sample of changing Font to Times New Roman and the same size and Bold as the other one.
- Next is a sample of the last Text.

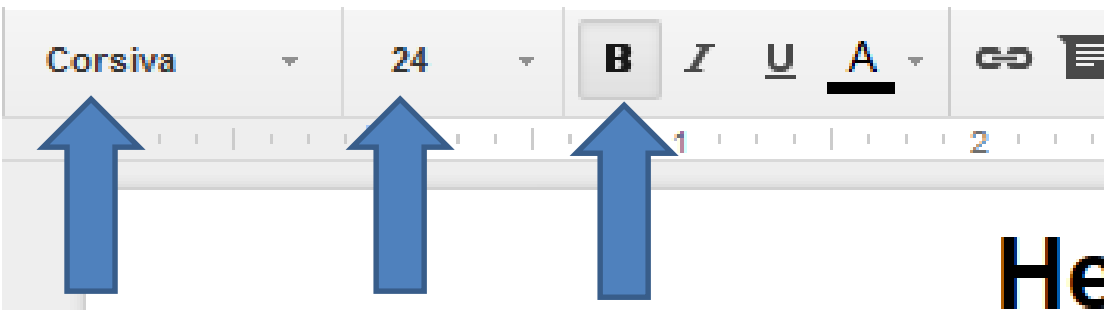


Font Sample One

Font Sample Two

Font Sample Three

- Here is a sample of changing Font to Corsiva, and the size to 24 and Bold.
- Next is change name of the Google Doc.

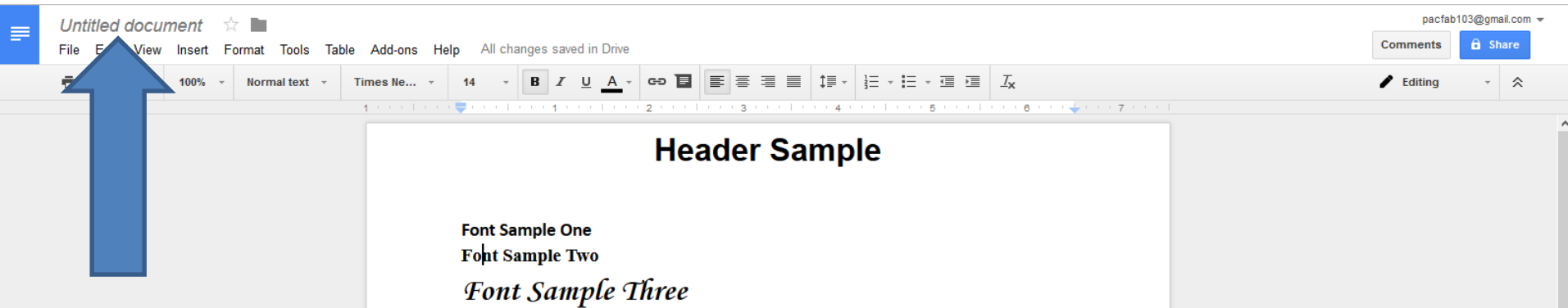


Font Sample One

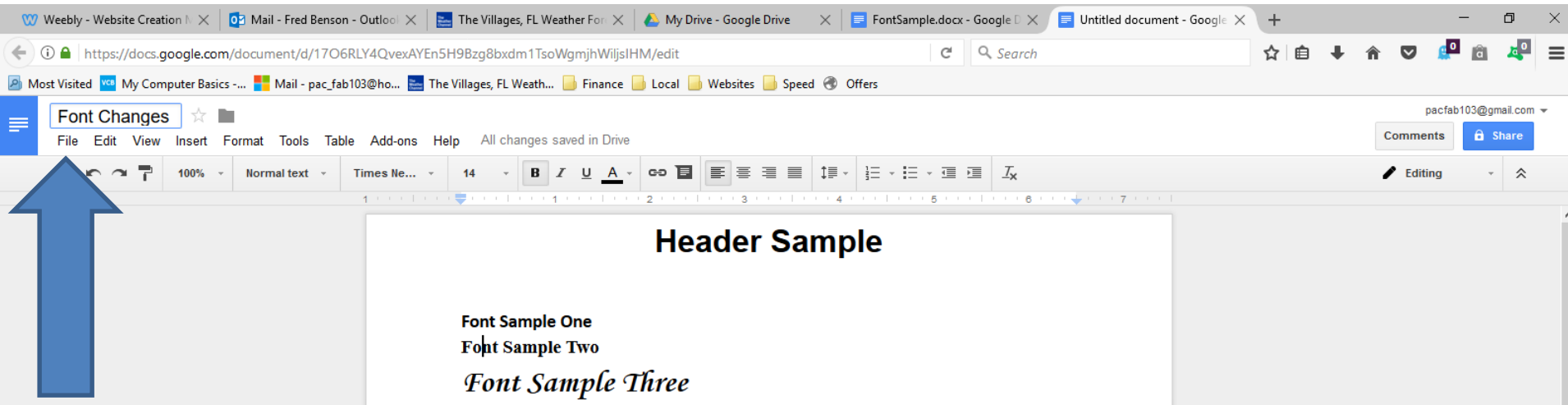
Font Sample Two

Font Sample Three

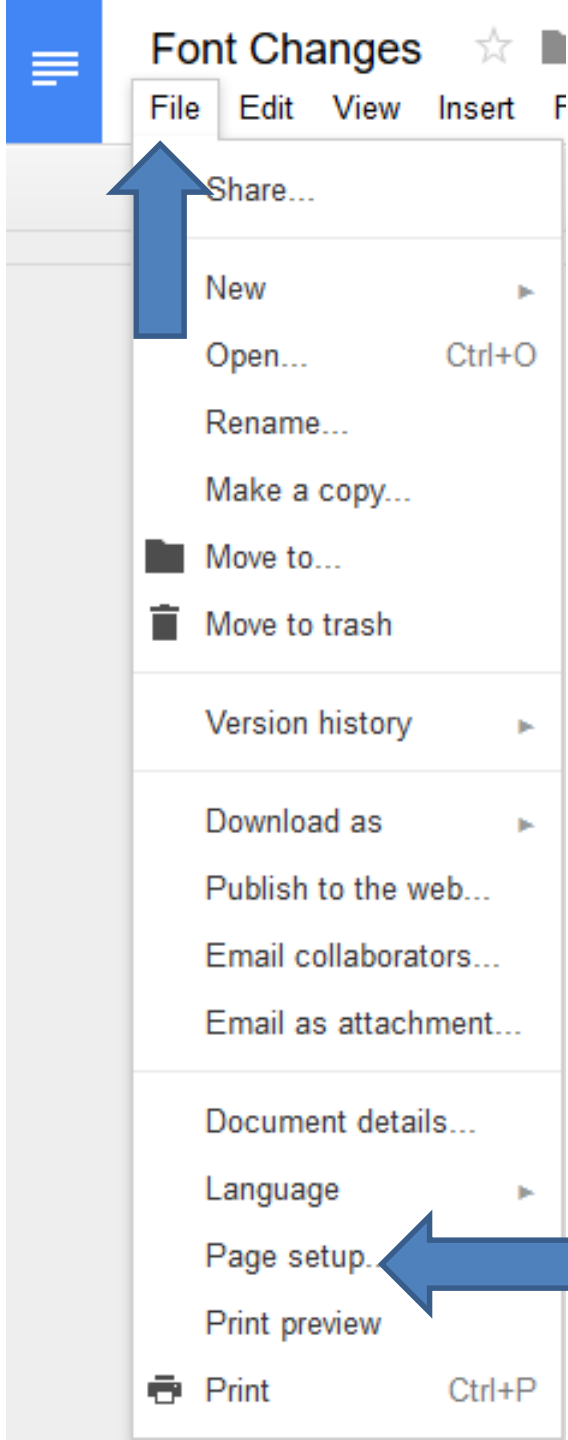
- You click on **Untitled document** in the upper left and follow the same process I showed you in **Step 3 – Part 2**.
- Next is a sample.



- Here is a sample.
- Next is to change the layout. You first click on File in the upper left.

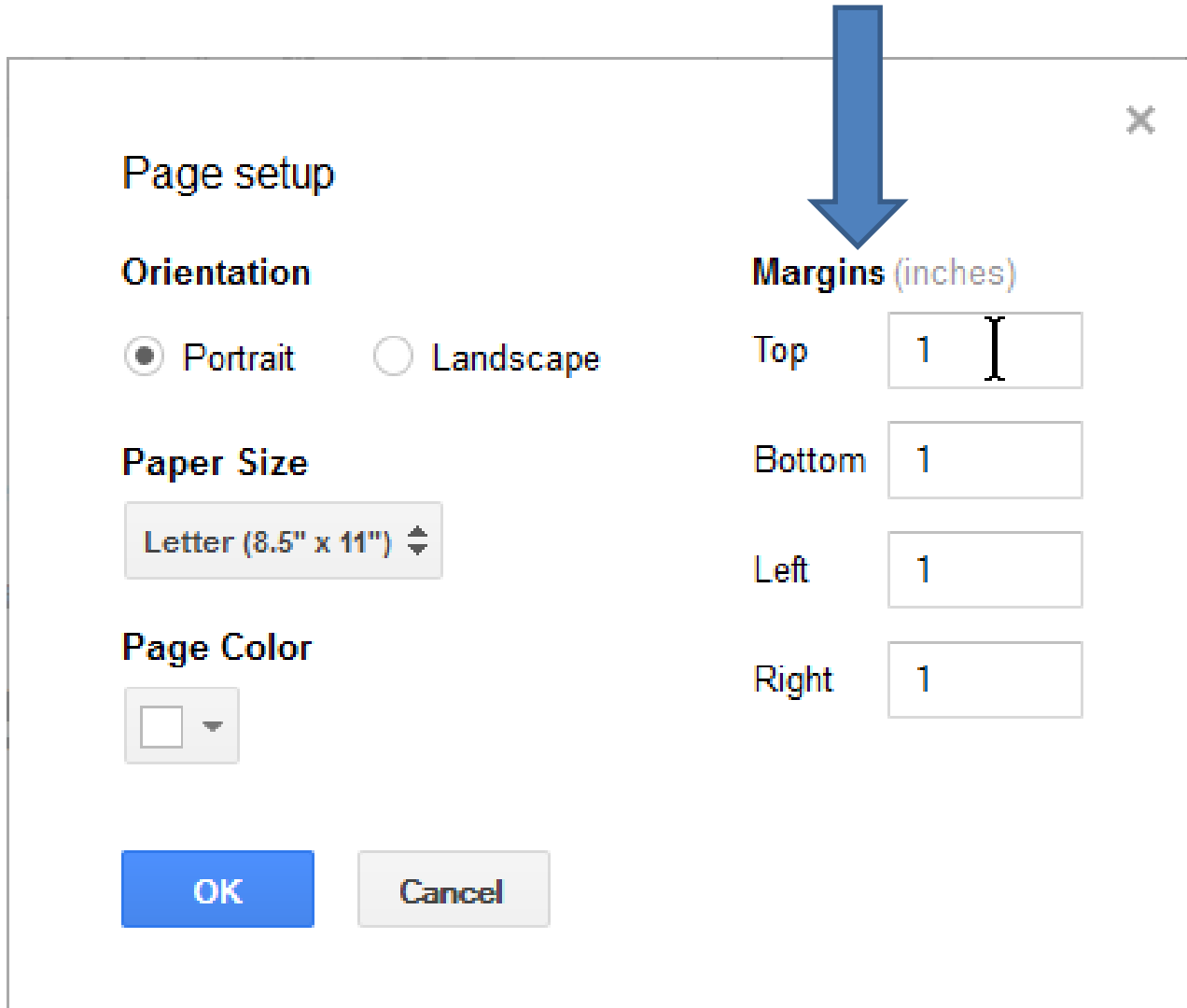


The screenshot shows a Google Docs interface. The browser tabs at the top include 'Weebly - Website Creation', 'Mail - Fred Benson - Outlook', 'The Villages, FL Weather For', 'My Drive - Google Drive', 'FontSample.docx - Google D', and 'Untitled document - Google X'. The address bar shows the URL: <https://docs.google.com/document/d/17O6RLY4QvexAYEn5H9Bzg8bxdm1TsoWgmjhWijslHM/edit>. The document title is 'Font Changes'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', 'Add-ons', and 'Help'. The toolbar shows various editing options like undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, and link. The document content consists of a header section with the text 'Header Sample' in a large, bold, black font. Below the header, there are three lines of text: 'Font Sample One' in a standard black font, 'Font Sample Two' in a bold black font, and 'Font Sample Three' in an italicized black font. A large blue arrow points upwards from the bottom left corner towards the 'File' menu item.



- **When you click on File you see a list and click on Page setup and next is what happens.**

- A new window opens and you see Margins are 1.
- I recommend you highlight them all and change it to 0. Next is a sample.



The image shows a screenshot of a 'Page setup' dialog box. A large blue arrow points from the top of the page down to the 'Margins (inches)' section. The dialog box has a title bar with a close button (X) in the top right corner. The 'Orientation' section has 'Portrait' selected with a radio button. The 'Paper Size' is set to 'Letter (8.5" x 11")'. The 'Page Color' is set to white. The 'Margins (inches)' section has four input fields: 'Top' (1), 'Bottom' (1), 'Left' (1), and 'Right' (1). The 'Top' field has a text cursor. At the bottom are 'OK' and 'Cancel' buttons.

Page setup

Orientation

Portrait Landscape

Paper Size

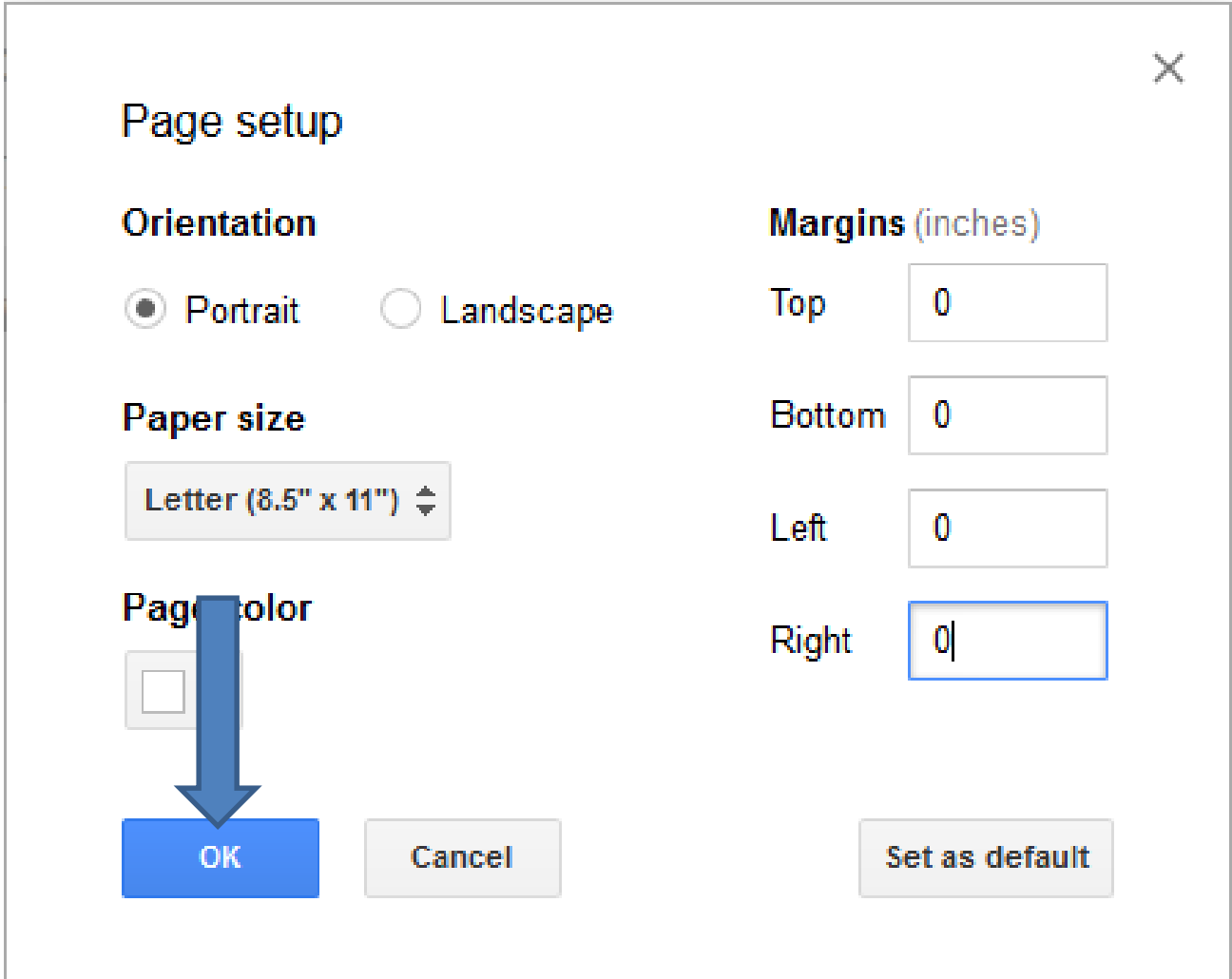
Letter (8.5" x 11")

Page Color

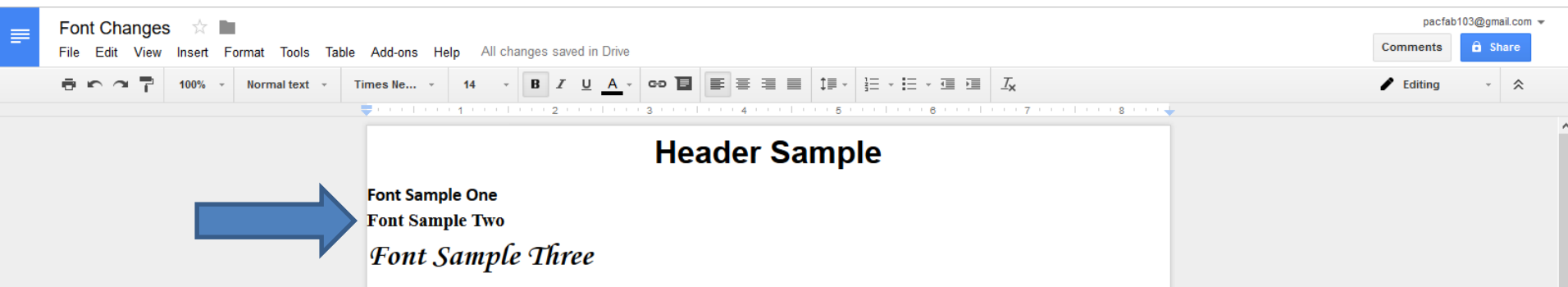
Top Bottom Left Right

OK Cancel

- **Next is a sample of 0. Once complete, click on OK and next is what happens.**

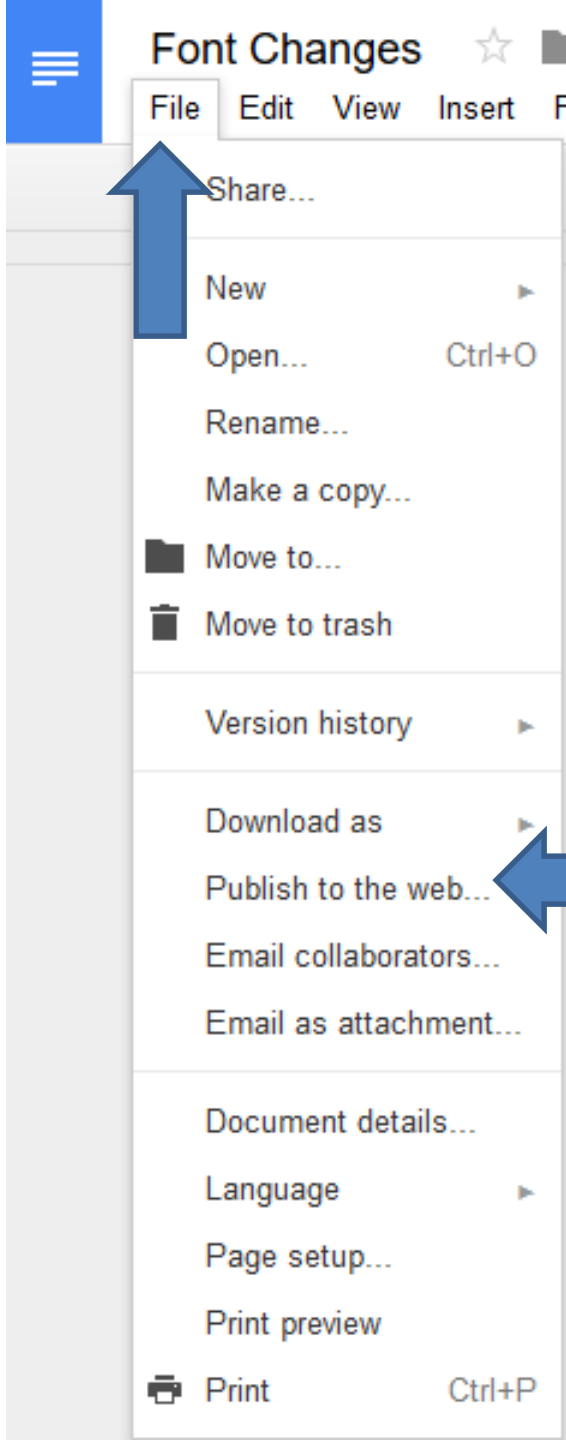


- Window closes and you see the difference.
- Once complete, next explains it.



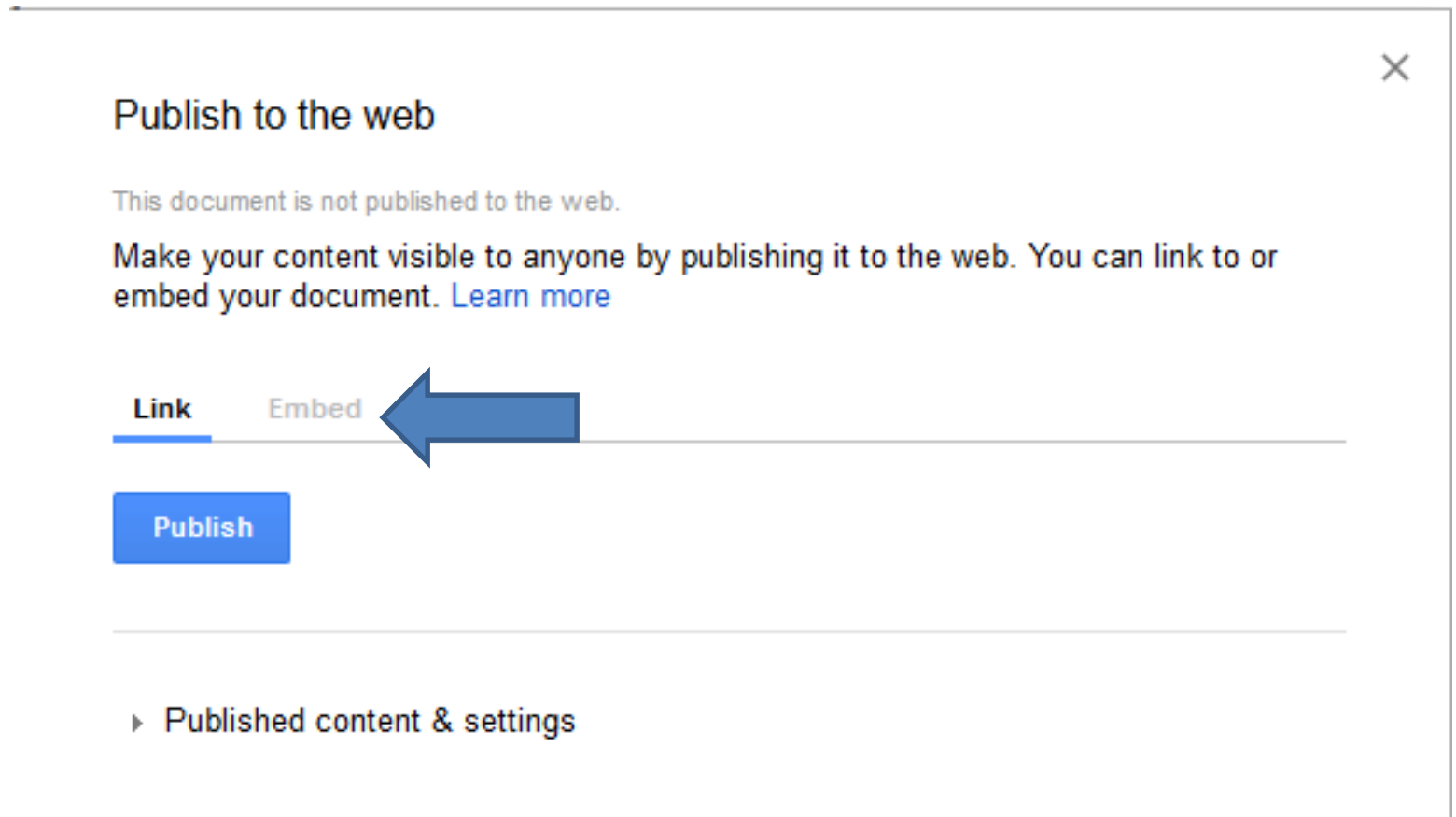
The screenshot displays the Google Docs interface for a document titled "Font Changes". The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Add-ons", and "Help". The status bar indicates "All changes saved in Drive". The right side of the interface shows the user "pacfab103@gmail.com" and buttons for "Comments" and "Share". The main editing area contains a ruler at the top, followed by a header section with the text "Header Sample" in a large, bold font. Below the header, there are three lines of text: "Font Sample One", "Font Sample Two", and "Font Sample Three". The text "Font Sample Three" is italicized. A large blue arrow points from the left margin towards the text "Font Sample One" and "Font Sample Two". The bottom right corner of the editing area shows the "Editing" mode and a scroll-up arrow.

- **When you are complete, you can embed it to your Weebly website as I showed you in Step 3 – Part 2.**
- **Next is how to embed.**
- **If you have a Document on your computer and want to upload it to Google Drive and embed it, later shows you how to do that.**
- **First click on File in the upper right again and then click on another one, which is next.**

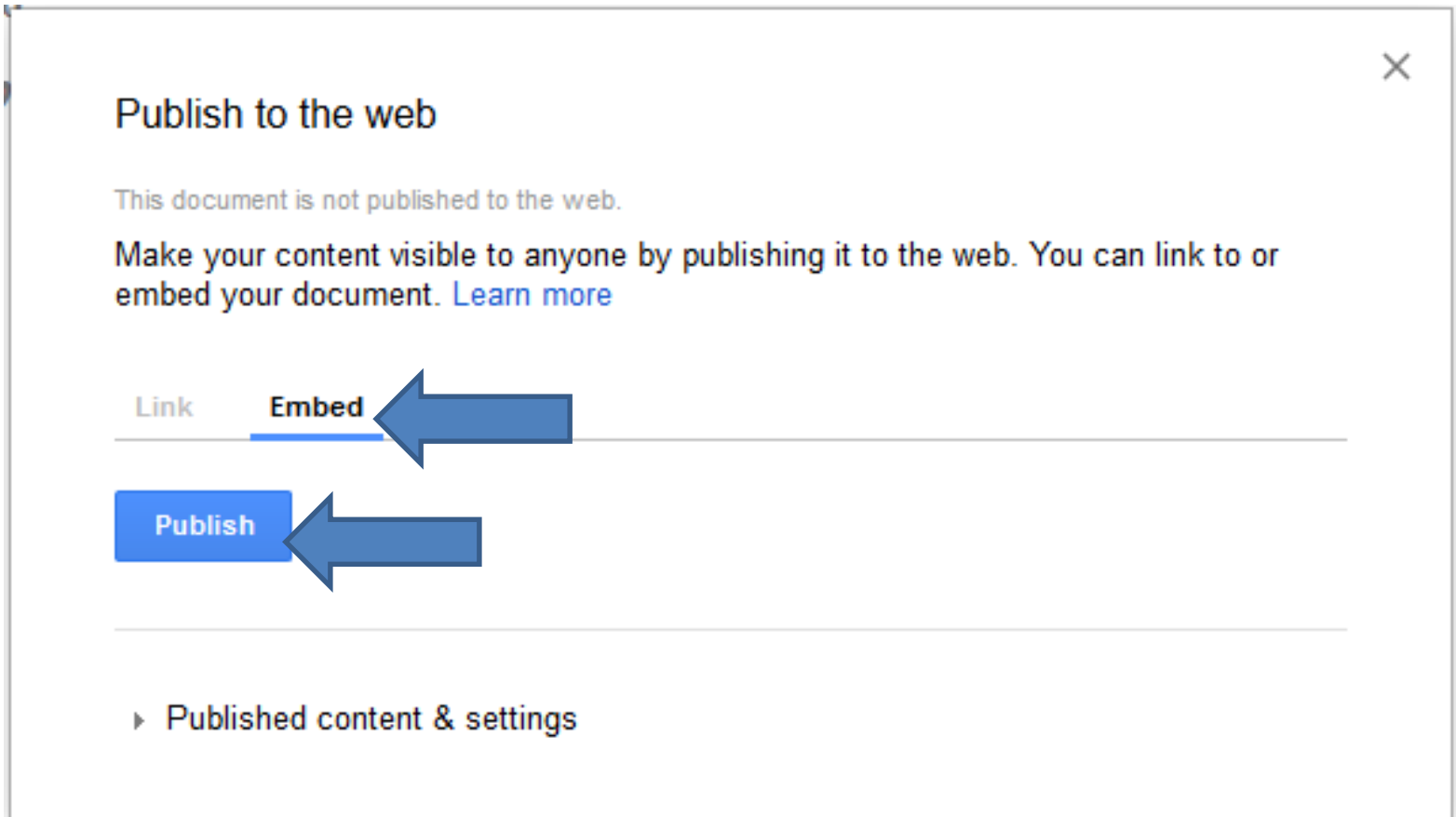


- **When you click on File you see a list and click on Publish to the web... and next is what happens.**

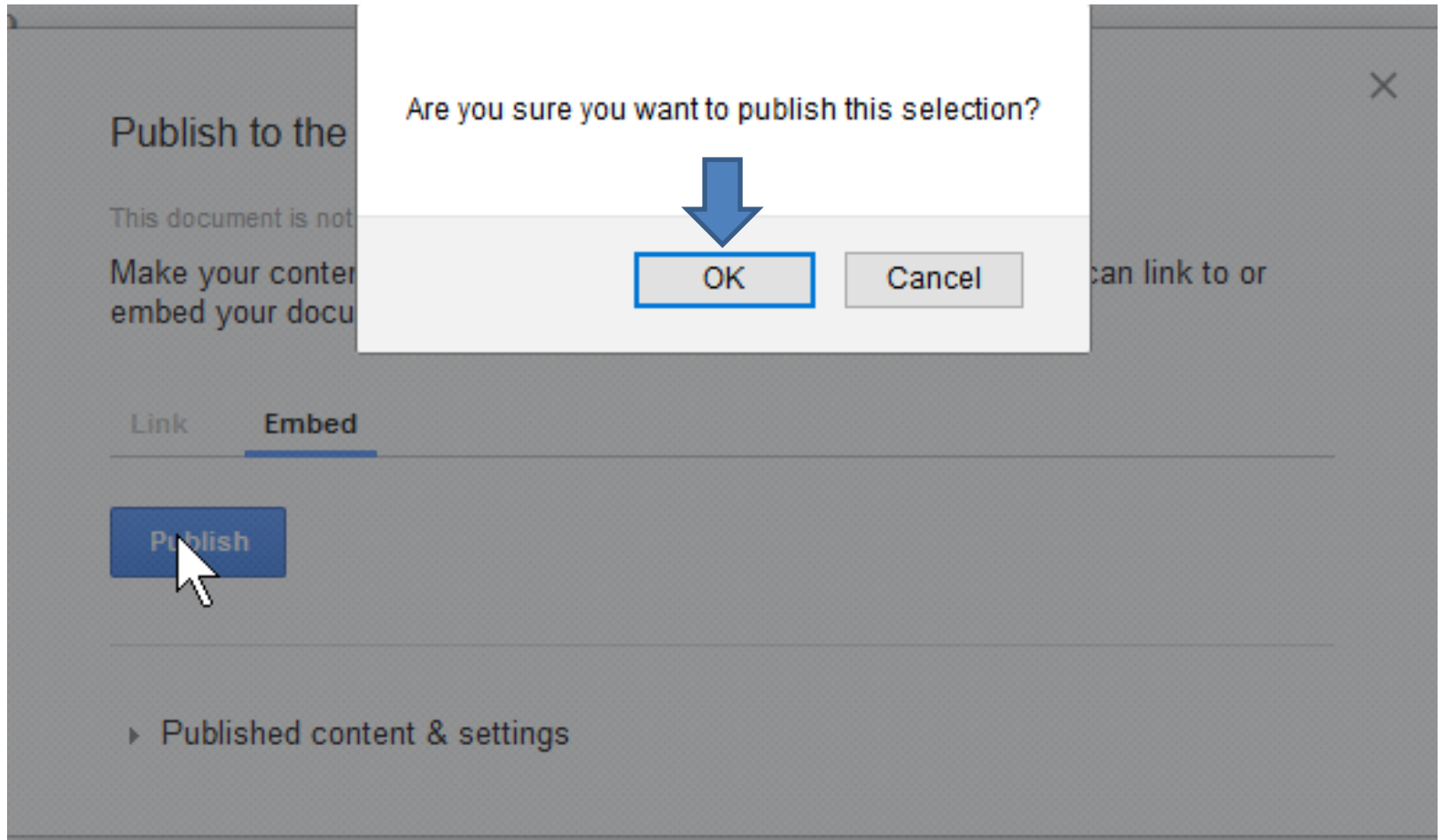
- **Window opens and it is different then the one I showed in Step 3 – Part 2. You first click on Embed and next is what happens.**



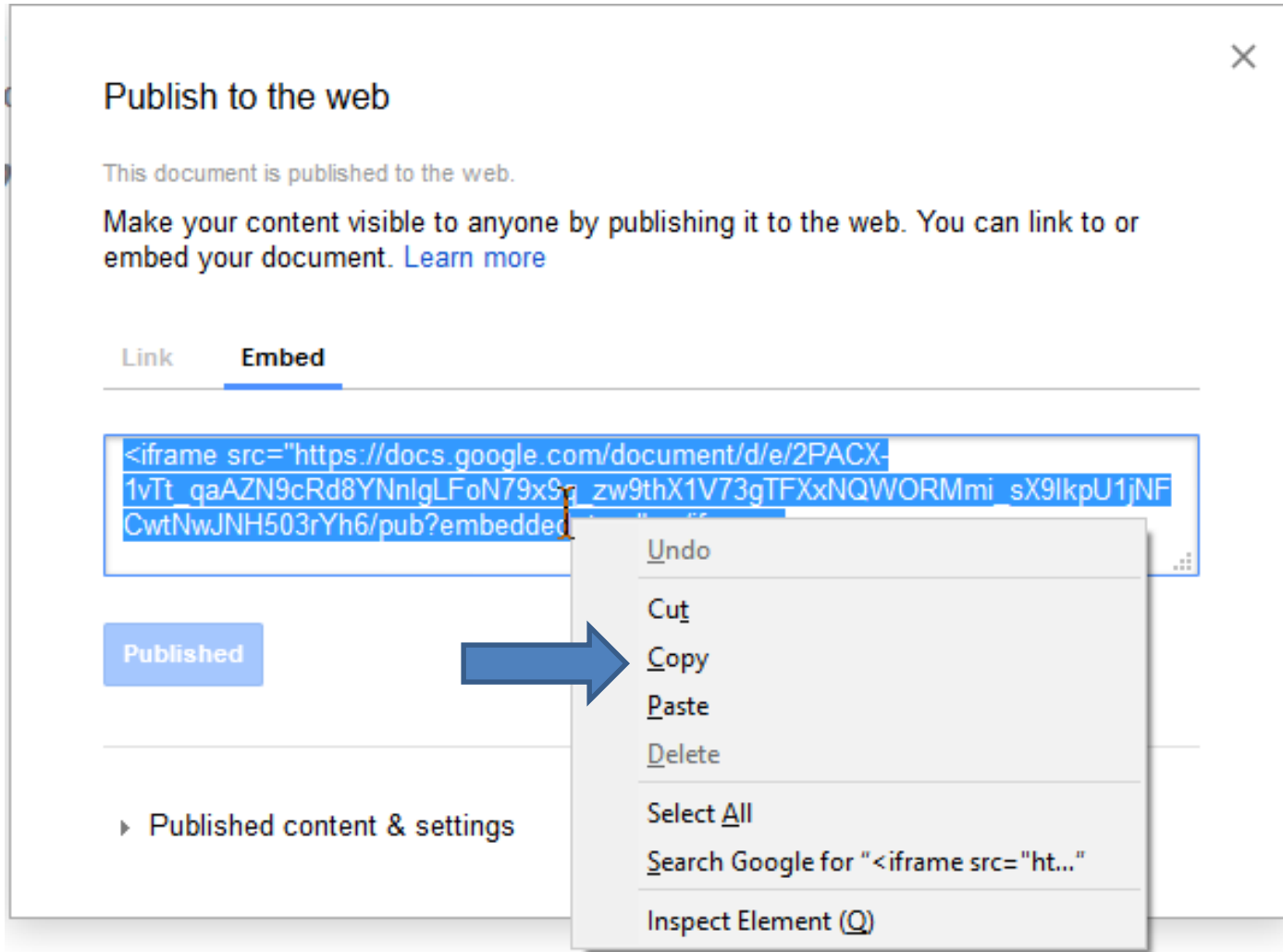
- You see it highlighted and then click on Publish.
- Next is what happens.



- A new window opens and click on OK.
- Next is what happens.



- You see the code highlighted and right click on the code and you see a list and click on Copy.
- Next explains the Paste in your Weebly Website.



Publish to the web

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link **Embed**

```
<iframe src="https://docs.google.com/document/d/e/2PACX-1vTt_qaAZN9cRd8YnNlgLFoN79x9g_zw9thX1V73gTFXxNQWORMmi_sX9lkpU1jNF-CwtNwJNH503rYh6/pub?embedded" />
```

Published

▶ Published content & settings

- Undo
- Cut
- Copy**
- Paste
- Delete
- Select All
- Search Google for "<iframe src="ht..."
- Inspect Element (Q)

- **Next is how to upload a document on your computer. At the end of it, it shows how to add an element in your Weebly account and paste the code. Step 3 – Part 2 also shows you that.**
- **If you don't have a document on your computer or have it and don't want to upload it, go to the 50th page to add the element and paste the code that we just did.**



NEW

+ Folder

+ File upload

☰ Google Docs

📊 Google Sheets

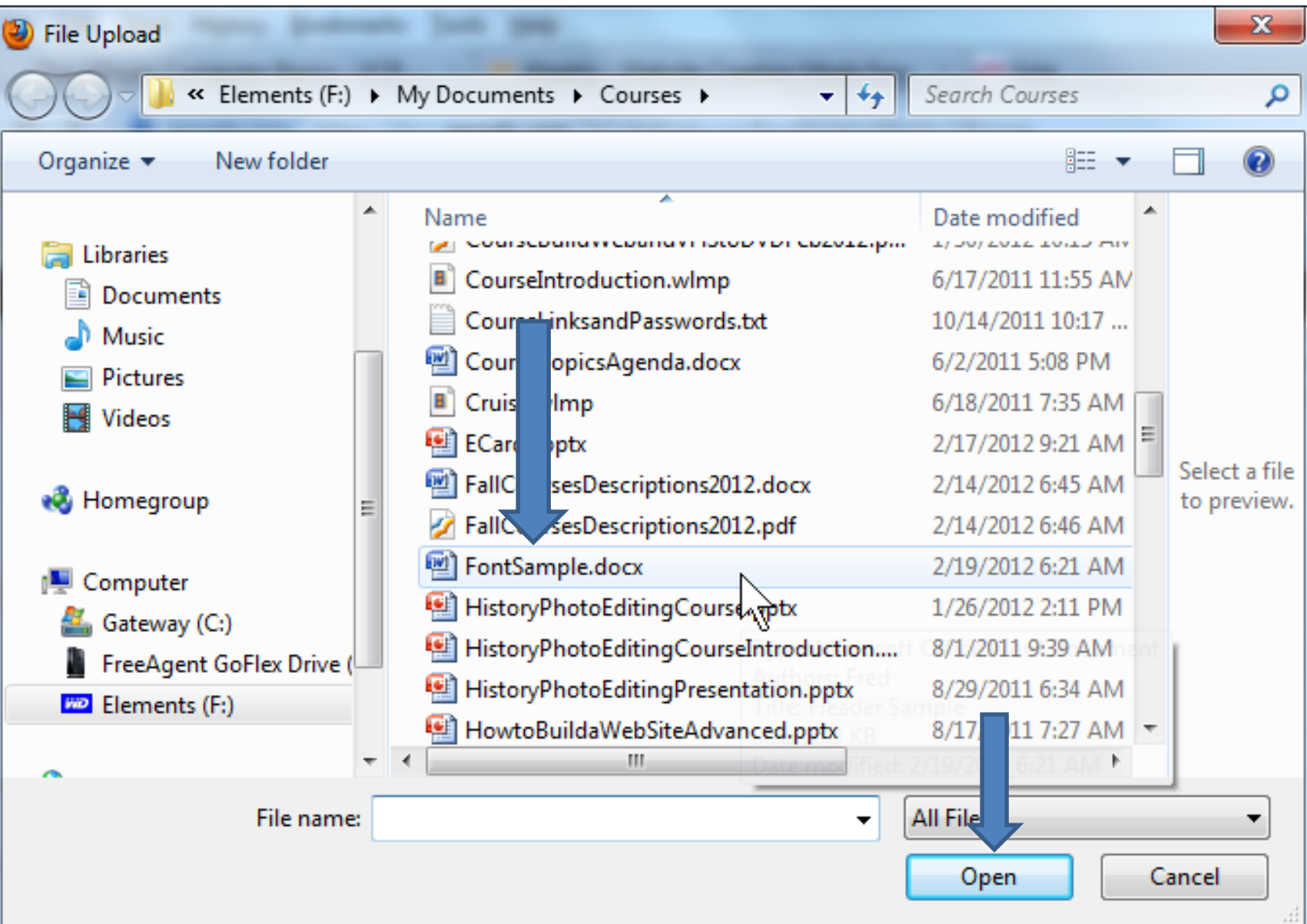
📄 Google Slides

More >

- Click on New and then click on File upload.
- Windows Explorer/File Explorer then opens, which is next.



- Find File and Double Click or Click on it and click on Open. Next is what happens.



↑ Upload complete



Settings ▾ Conversion: on

 FontSample.docx

Converted

[Share](#)

It shows Upload complete and it converted the MS Word to Google Word. Note, sometimes the font changes, but can always change them in Google Docs. Next is how to open it.









Search Drive








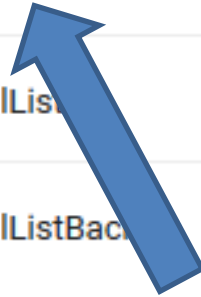
My Drive ▾

NEW

- ▶  My Drive
-  Shared with me
-  Google Photos
-  Recent
-  Starred
-  Trash

Name ↑

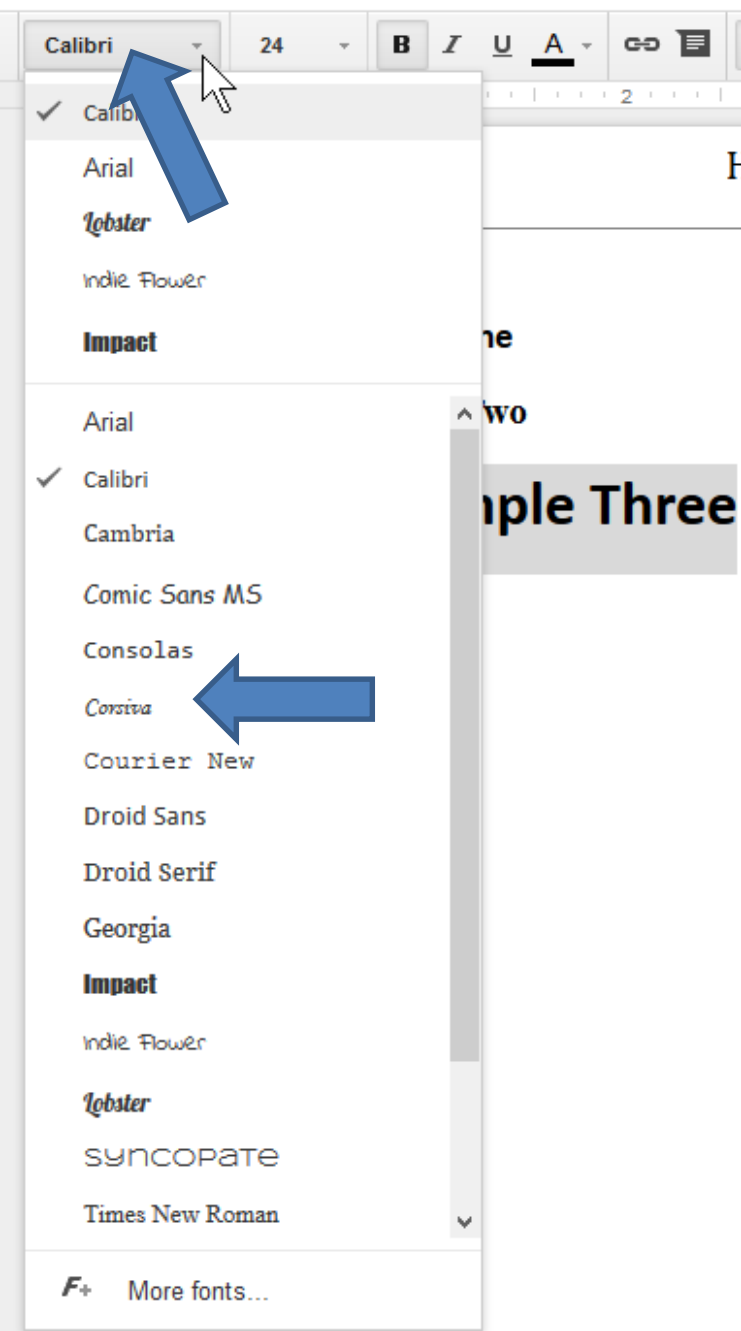
-  Copy of Computer Club
-  Copy of Paige Villas Directory
-  FontSample.docx
-  FullList
-  FullListBack



Double Click on the File you uploaded and next is what happens.

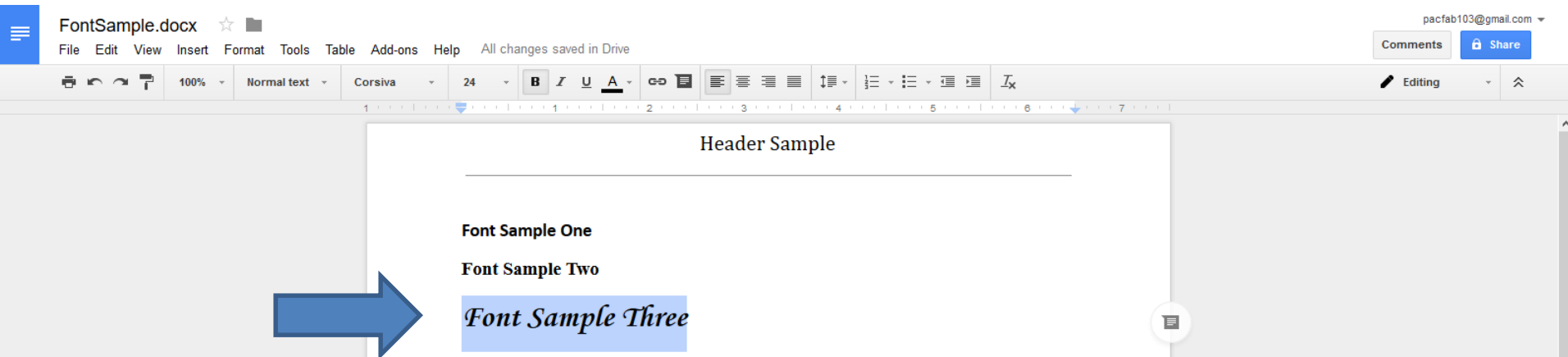
- A new page opens to Edit the Document.
- You can add other Text and change Font.
- To change Font, highlight it. Next is how to change Font.

The screenshot displays the Google Docs interface for a document titled "FontSample.docx". The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Add-ons", and "Help". The status bar indicates "All changes saved in Drive". The toolbar shows various editing tools, including bold (B), italic (I), underline (U), text color (A), and background color (background color icon). The document content is centered and includes a header "Header Sample" followed by three lines of text: "Font Sample One", "Font Sample Two", and "Font Sample Three". The text "Font Sample Three" is currently selected, with a cursor visible at the end of the word.



- I highlighted the last one and then click on the Font name and you see a list.
- Then click on another one you want, like Corsiva.
- Next is what happens.

- You see the difference.
- If you see space on the left and top, etc. I recommend you change it. Next is how to do that.



The screenshot shows the Google Docs interface for a document named "FontSample.docx". The top menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Table", "Add-ons", and "Help". The status bar indicates "All changes saved in Drive". The user's email address "pacfab103@gmail.com" is visible in the top right corner, along with "Comments" and "Share" buttons. The main editing area contains a header "Header Sample" followed by three font samples: "Font Sample One", "Font Sample Two", and "Font Sample Three". The text "Font Sample Three" is highlighted in blue, and a large blue arrow points to it from the left. The interface also shows a ruler at the top and a toolbar with various formatting options.

FontSample.docx ☆

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

pacfab103@gmail.com

Comments Share

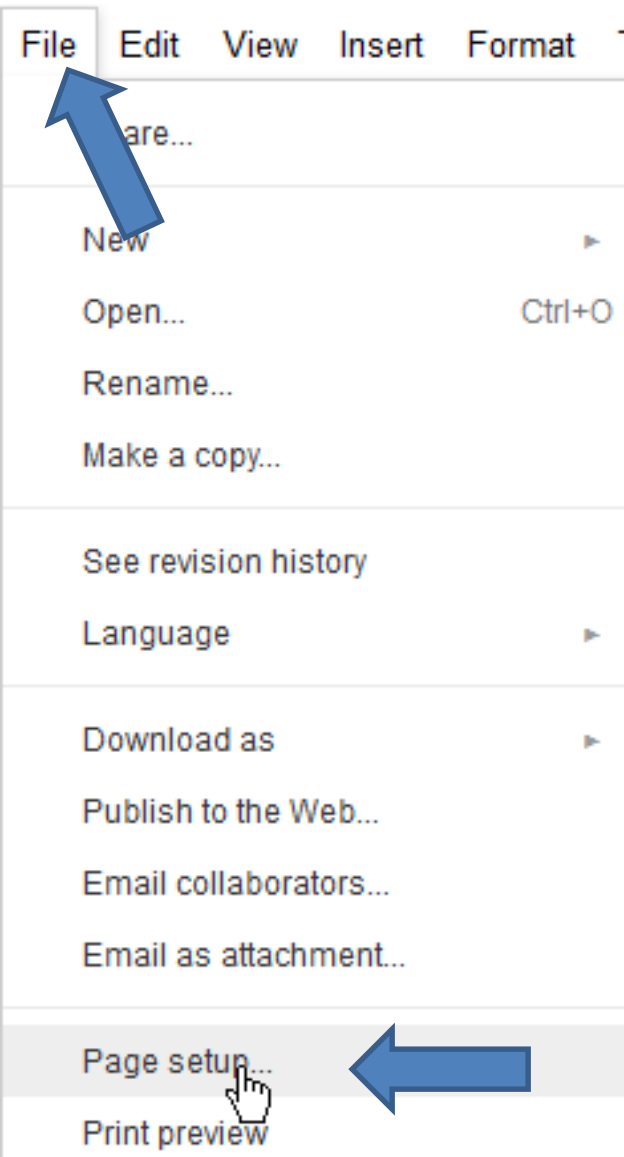
100% Normal text Corsiva 24 B I U A

Header Sample

Font Sample One

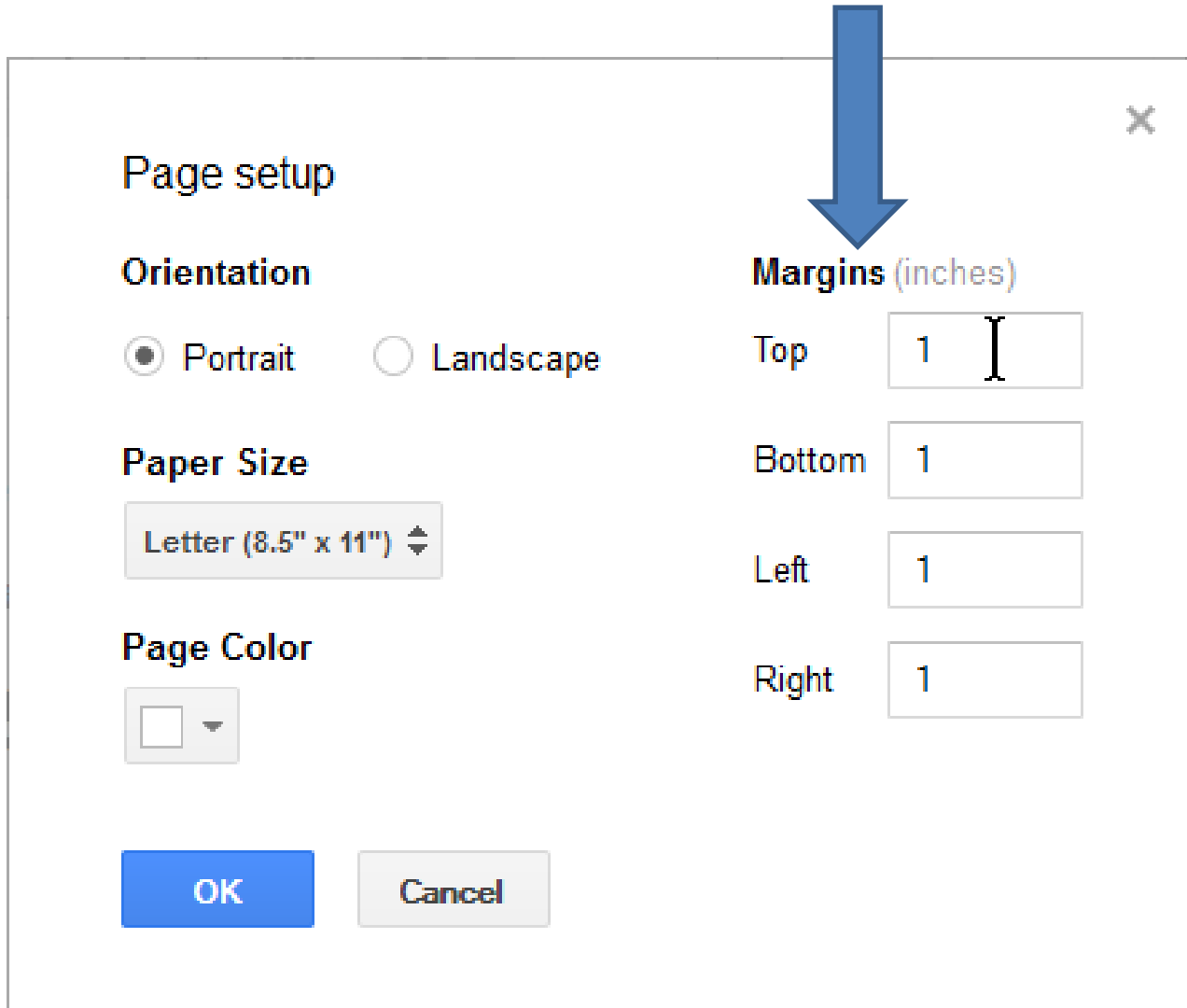
Font Sample Two

Font Sample Three

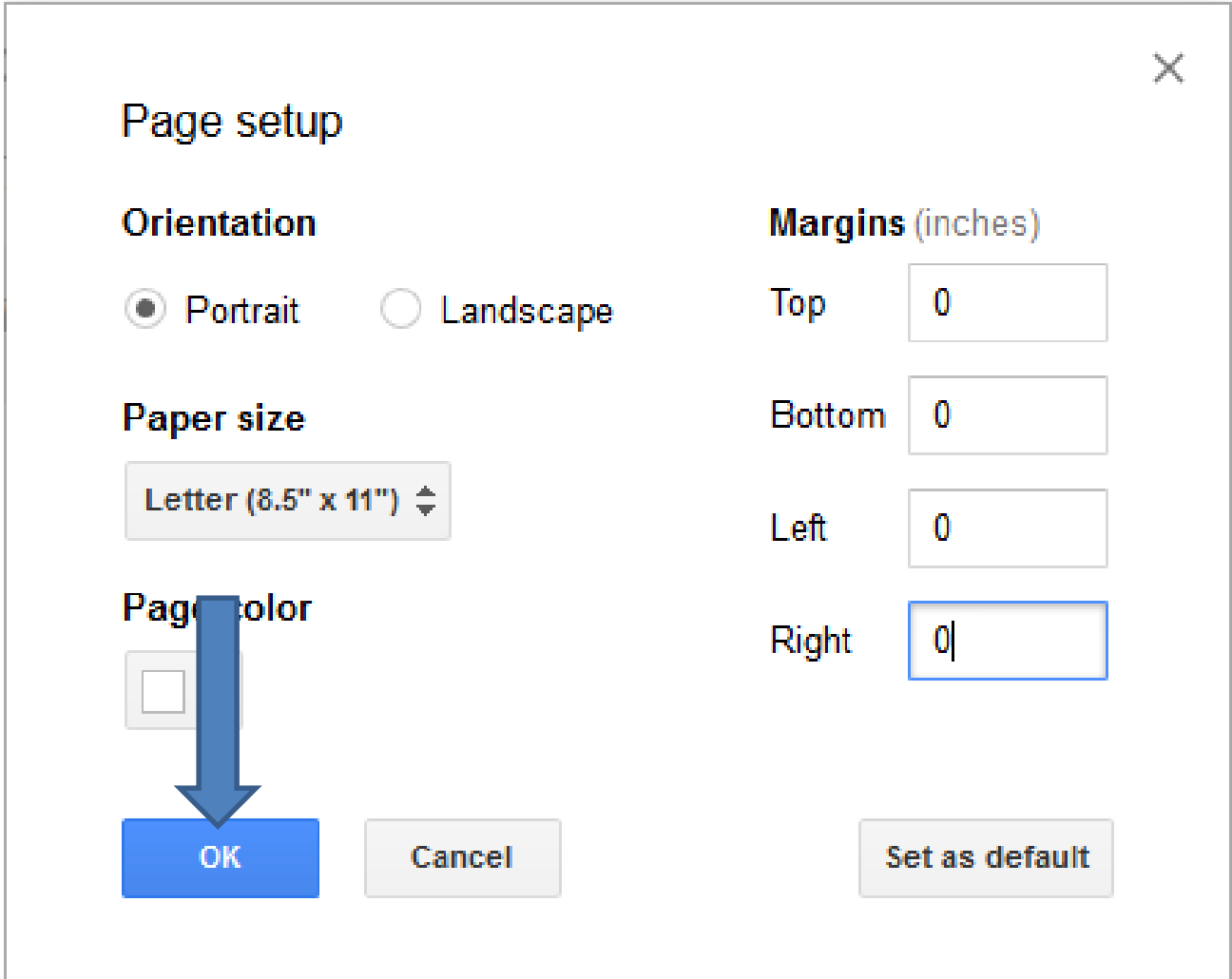


- **Click on File in the upper left and you see a list and click on Page setup.**
- **Next is what happens.**

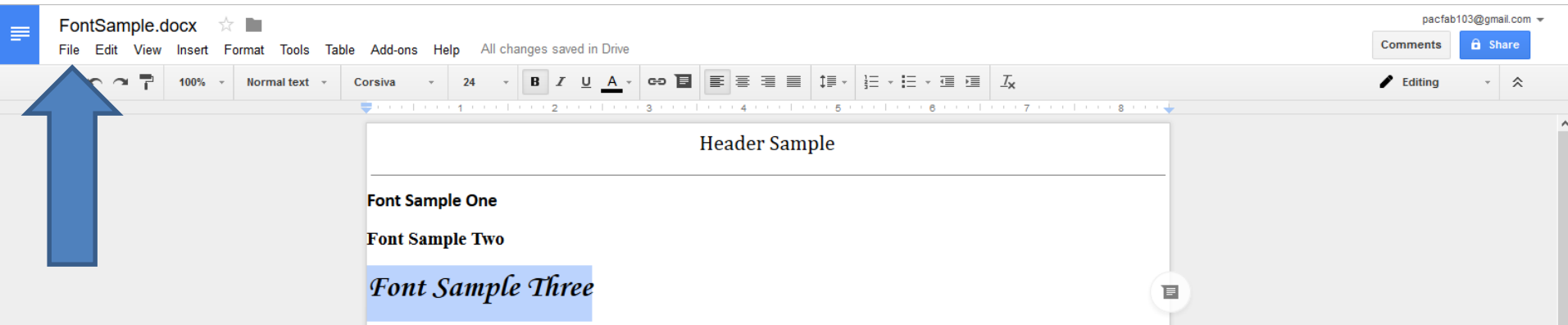
- A new window opens and you see Margins are 1.
- I recommend you highlight them all and change it to 0. Next is a sample.



- Next is a sample of 0. Once complete, click on OK and next is what happens.



- Window closes and you see the difference.
- Once complete, you can embed it. You click on File in the upper left as I showed you in Step 3 – Part 2 and next is what happens.





- Share...
- New ▶
- Open... Ctrl+O
- Rename...
- Make a copy...
- Move to...
- Move to trash
- Version history ▶
- Download as ▶
- Publish to the web... ←
- Email collaborators...
- Email as attachment...
- Document details...
- Language ▶
- Page setup...
- Print preview
- Print Ctrl+P

• You see a list and click on Publish to the web... and next is what happens,



New Window Opens like I showed you before. Click on Embed and next is what happens again.

Publish to the web ×

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link

Embed



`https://docs.google.com/document/d/1PpLPSH2rRQ_k3gud6y0xcnCZyX4sfQD-_RG`

Or share this link using:



Published

Published content & settings

Stop publishing

Automatically republish when changes are made

Then highlight the code and press and hold Ctrl key and click on C key to copy. Then go to Weebly.

Publish to the web ×

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link **Embed**

```
<iframe src="https://docs.google.com/document  
/d/1PpLPSH2rRQ_k3gud6y0xcnCZyX4sfQD-  
RGKDlz79Tk/pub?embedded=true">  
</iframe>
```

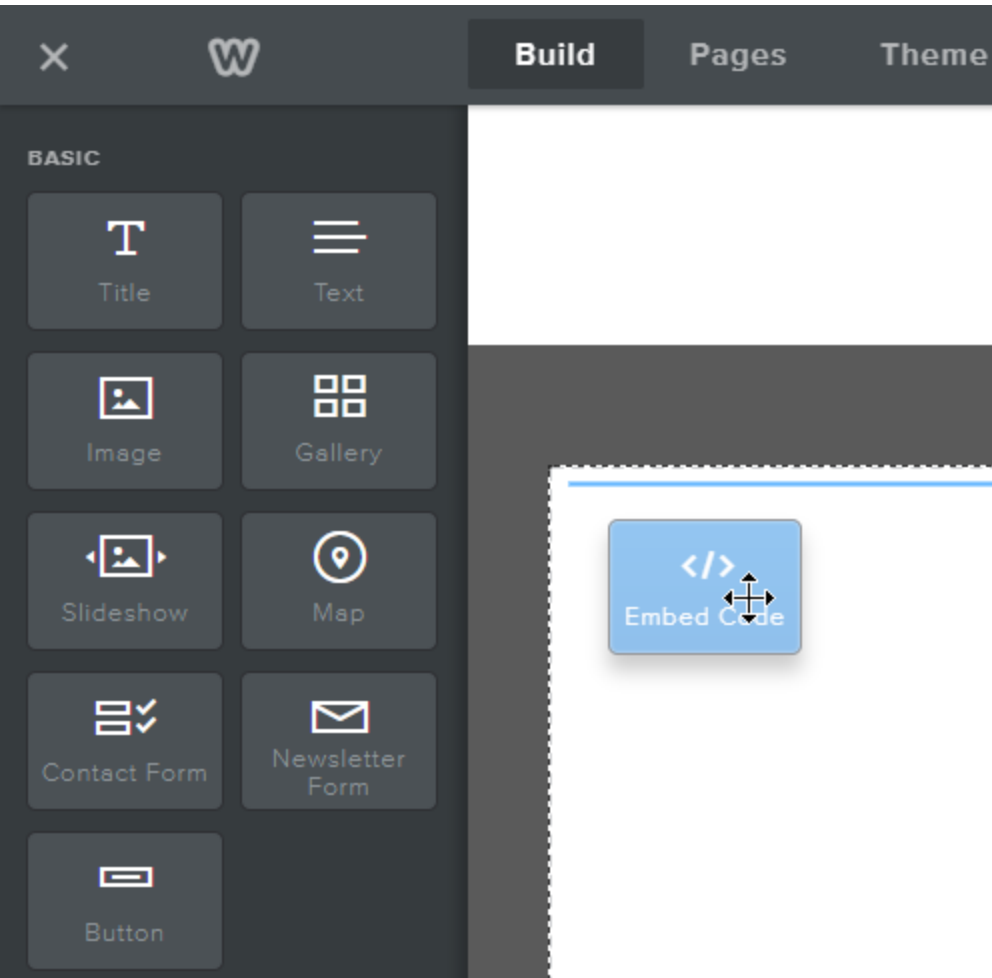
Published

Published content & settings

Stop publishing

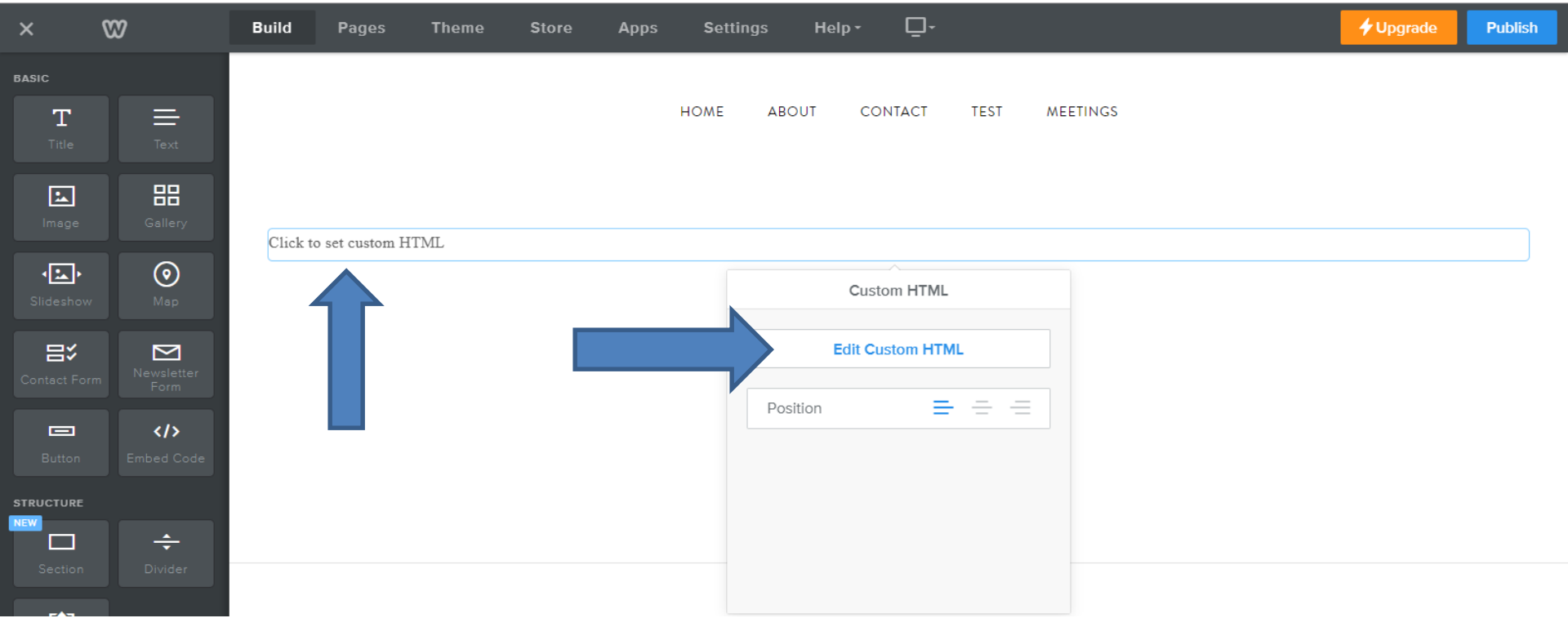
Automatically republish when changes are made

Make sure you are on Build and then drag and drop Embed Code.

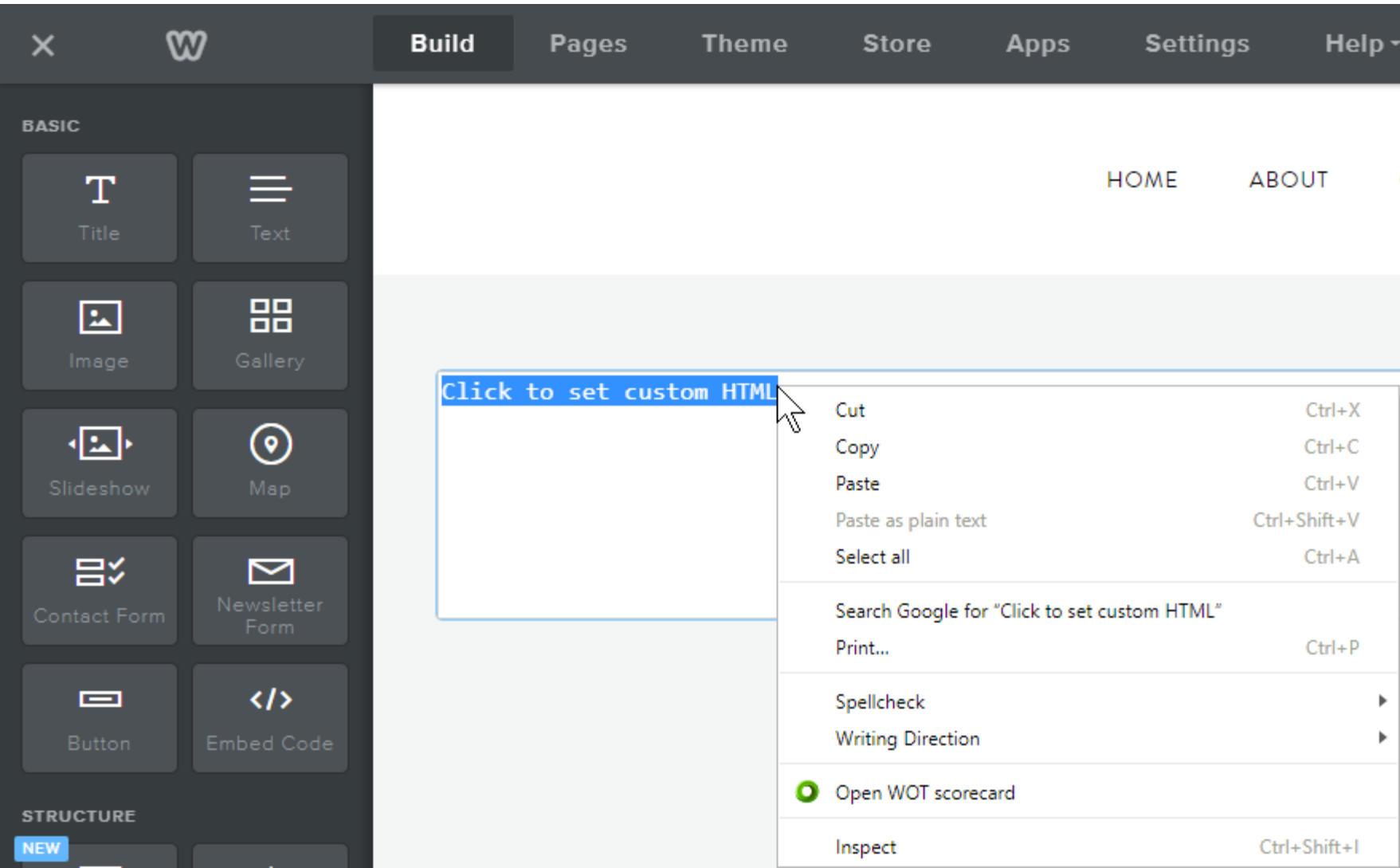


- Next is what happens when drop it.

- You then see it. Like I showed you in first class, when you click on it a new window opens. Click on Edit Custom HTML and next is what happens.

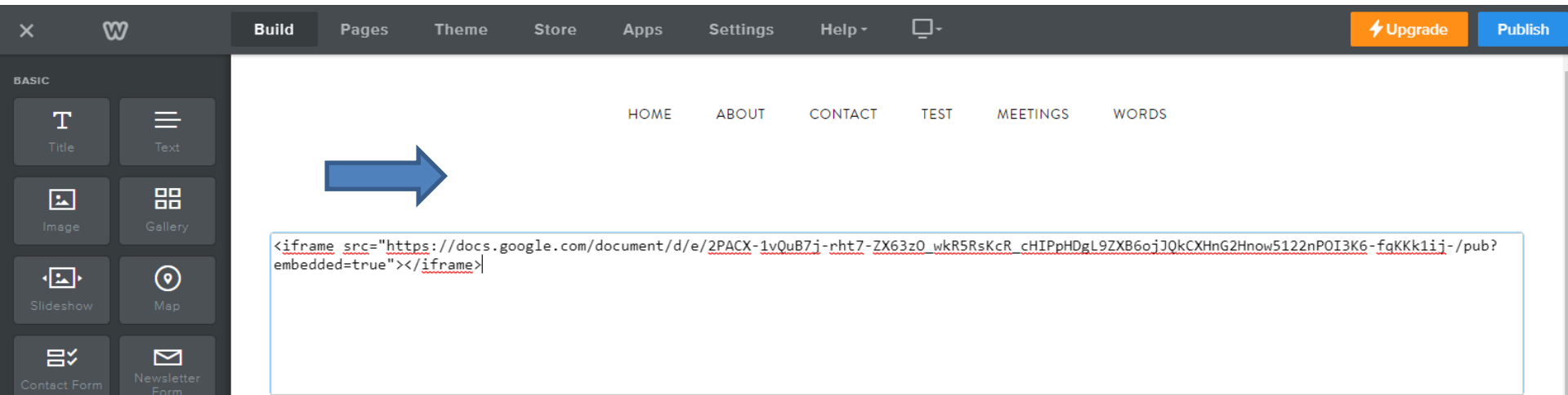


- You see it highlighted. Then right click on it and you see a list and click on Paste. Next is what happens.



You then see the code.

- Then click outside the element and next is what happens.

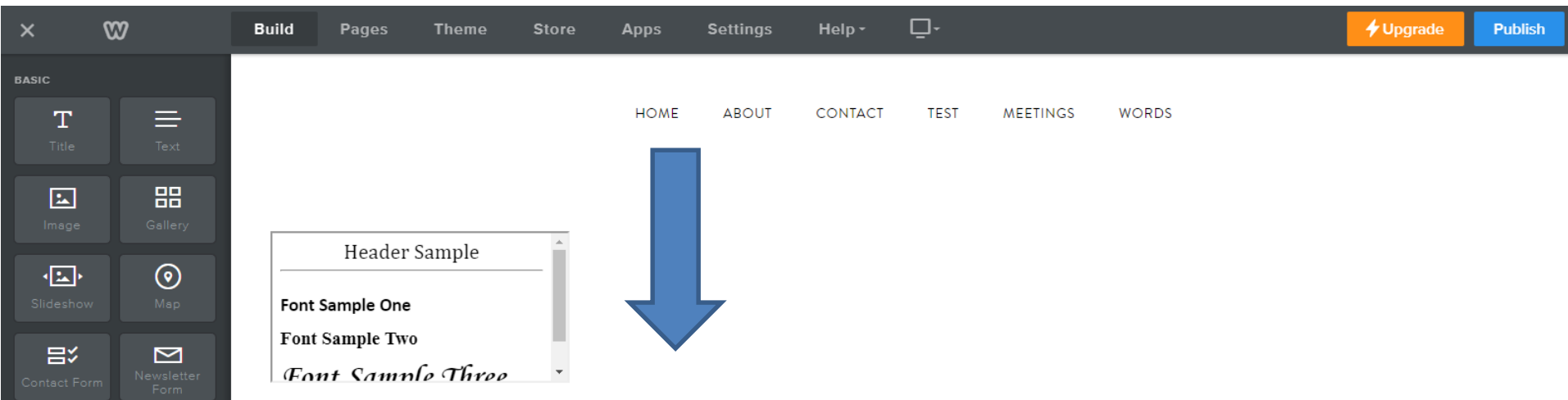


The screenshot shows a web editor interface. At the top, there is a navigation bar with tabs for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of the navigation bar, there are two buttons: 'Upgrade' (orange) and 'Publish' (blue). Below the navigation bar, there is a header area with a navigation menu containing links for 'HOME', 'ABOUT', 'CONTACT', 'TEST', 'MEETINGS', and 'WORDS'. A blue arrow points from the left towards a text area. The text area contains the following HTML code:

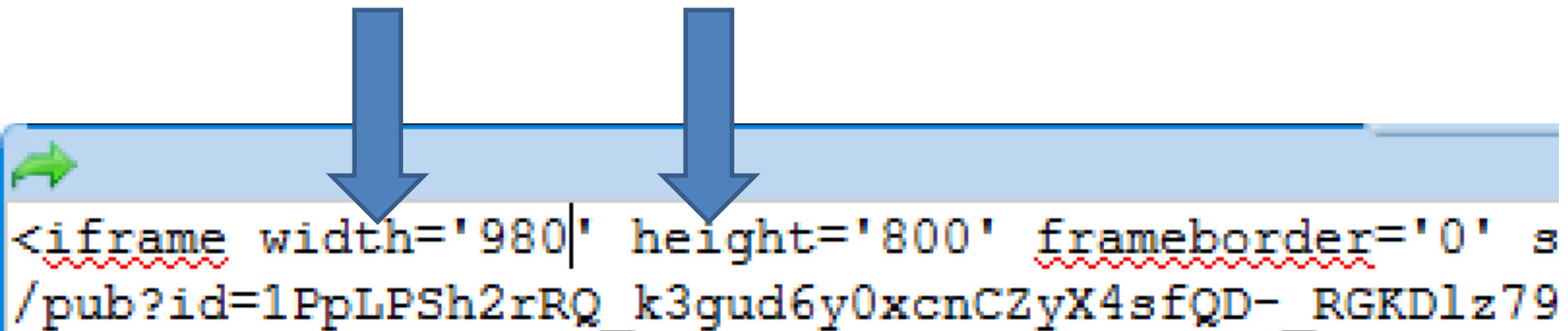
```
<iframe src="https://docs.google.com/document/d/e/2PACX-1v0uB7j-rht7-ZX63z0_wkR5RsKcR_cHIPpHDgL9ZXB6oJj0kCXHnG2Hnow5122nPOI3K6-fqKKk1ij-/pub?embedded=true"></iframe>
```

And you see it, but the height and width is too small.

- Next is how to change the width and height.
- You click outside of it first.



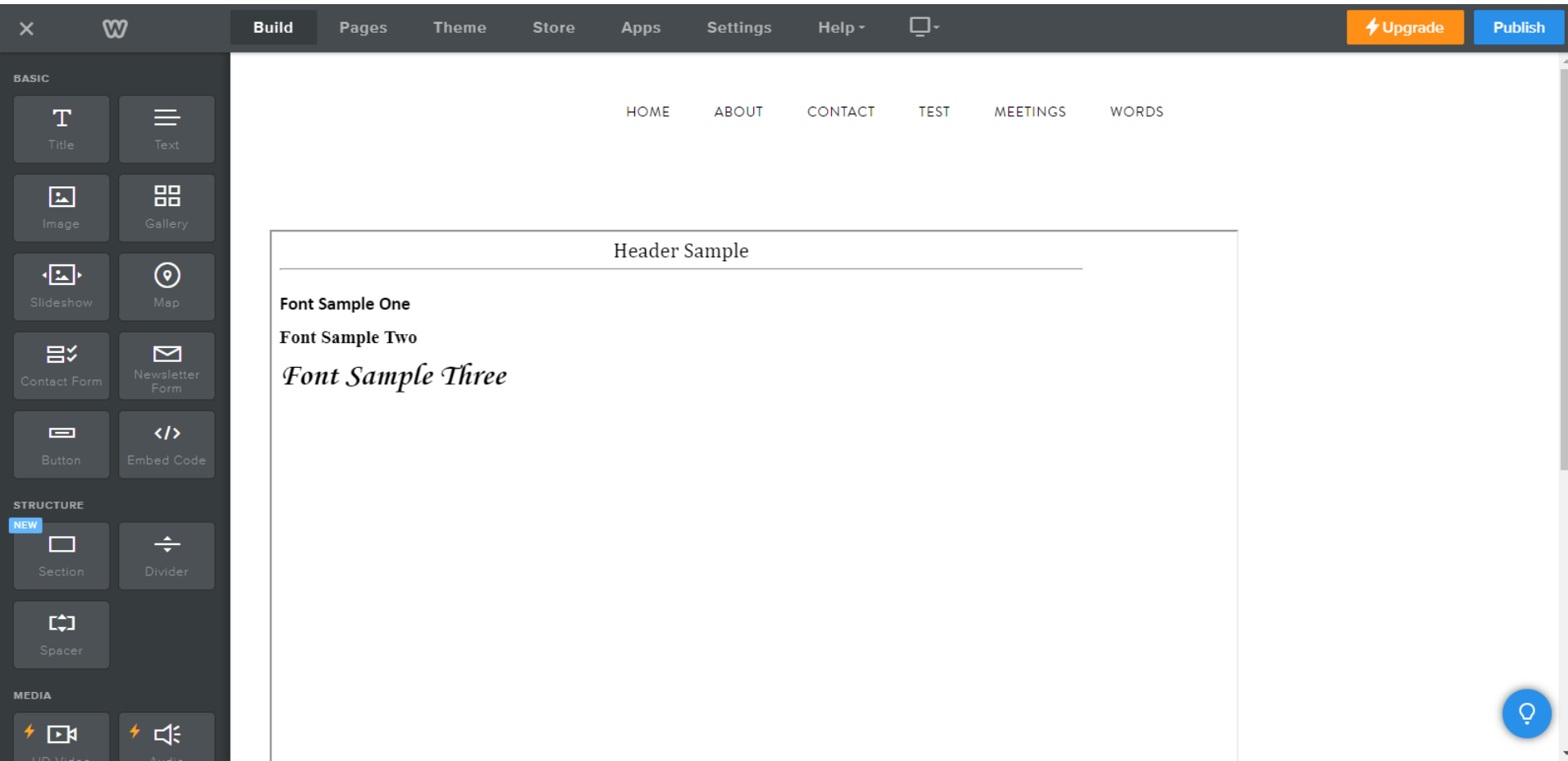
- You then Add width='980' and height='800' after the iframe.
- You then click outside of it again and next is what happens.



The screenshot shows a code editor with a light blue background. A green arrow on the left points to the start of the code. Two blue arrows point down to the 'width='980' and 'height='800' attributes. The code is as follows:

```
<iframe width='980' height='800' frameborder='0' s  
/pub?id=1PpLPSH2rRQ_k3gud6y0xcnCZyX4sfQD-_RGKD1z79
```

- You see the difference.
- Next explains when you make changes in Google Drive Document.



- **Whenever you make changes to Google Drive Document, it automatically saves it on Google Drive and within a minute it updates it on your website!**
- **This is the End of Step 4.**