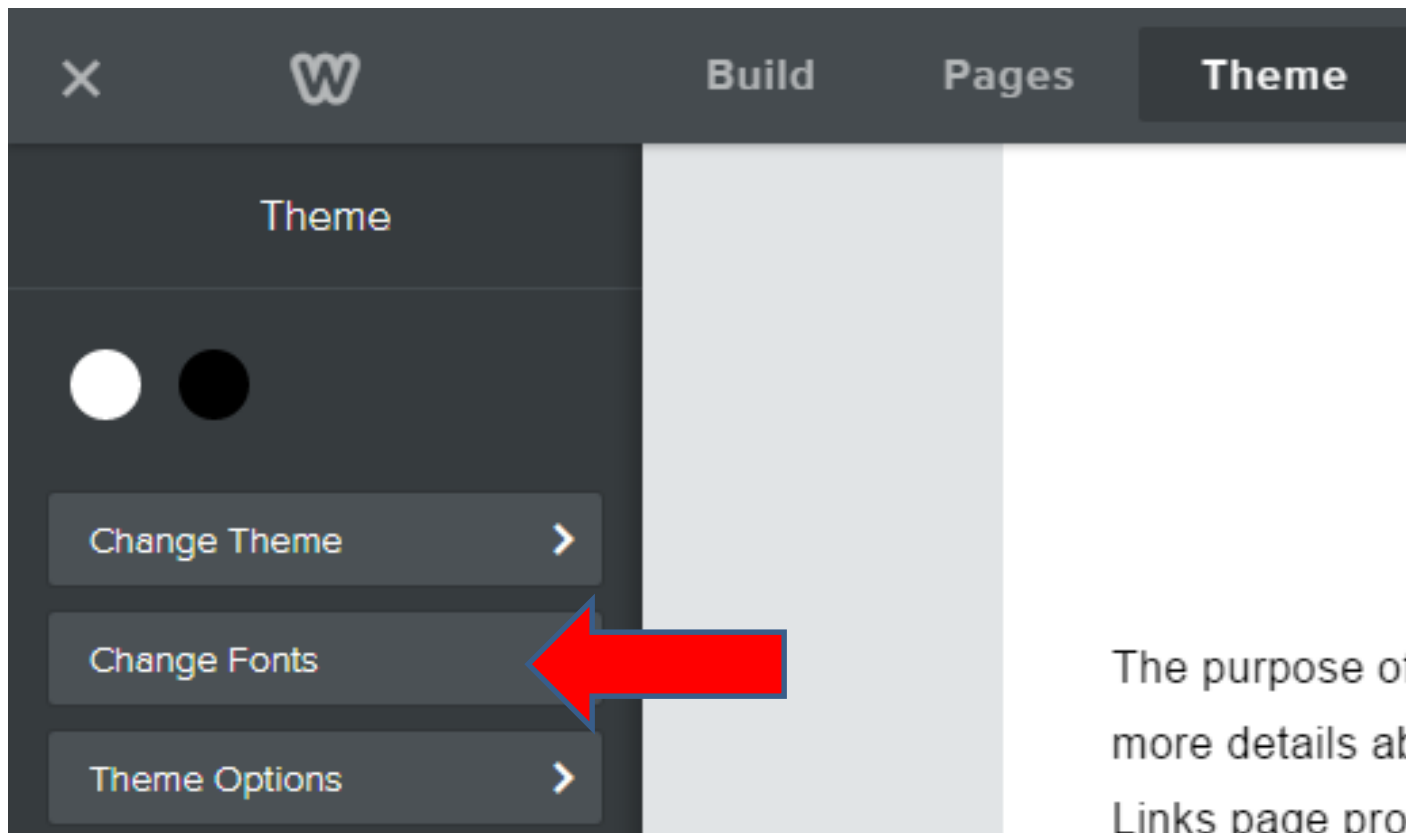# Step 6 – Change Default Font?

- **Note – once you Change Default Font and decide to Change Theme, the new Theme will have different Default Font that you can change again.**

- **Also, as I mentioned before, if you change Text size, color, etc. on the Text we added, it stays the same when you change Default Font. So that is why we did not make changes of the Text.**

- **First make sure you are on the Test page. If you don't have Test page, go to another page with Text.**
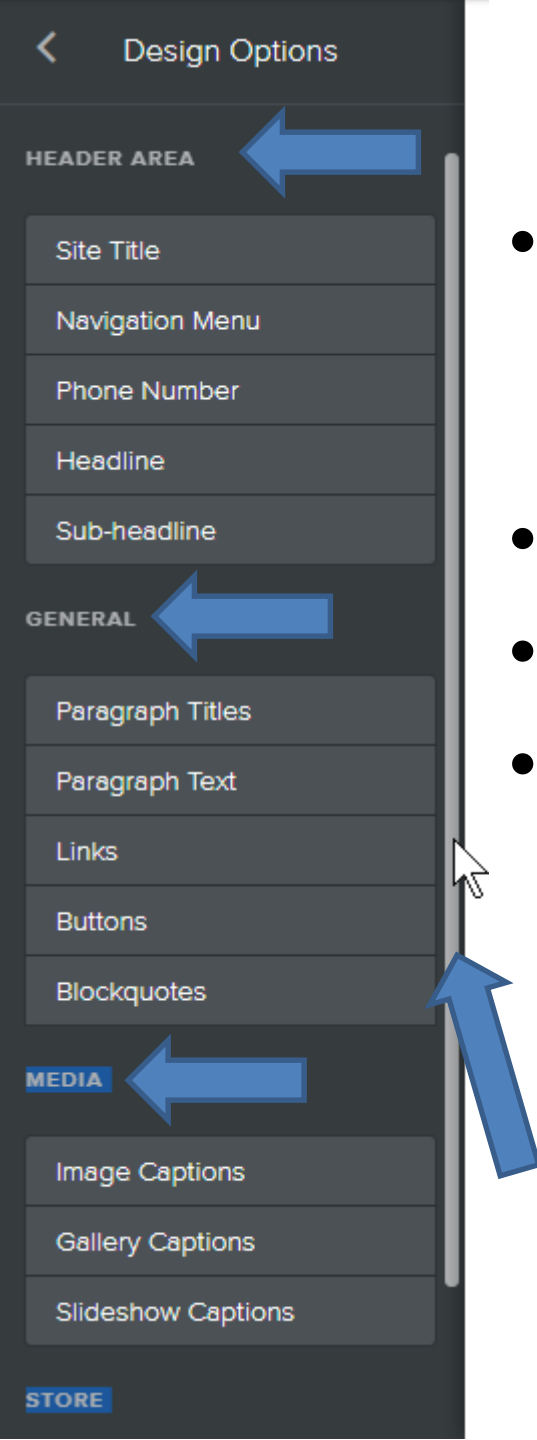
- **Next is how to Change Default Font.**

- **Click on THEME again.**

- **Next is what happens and what to do.**
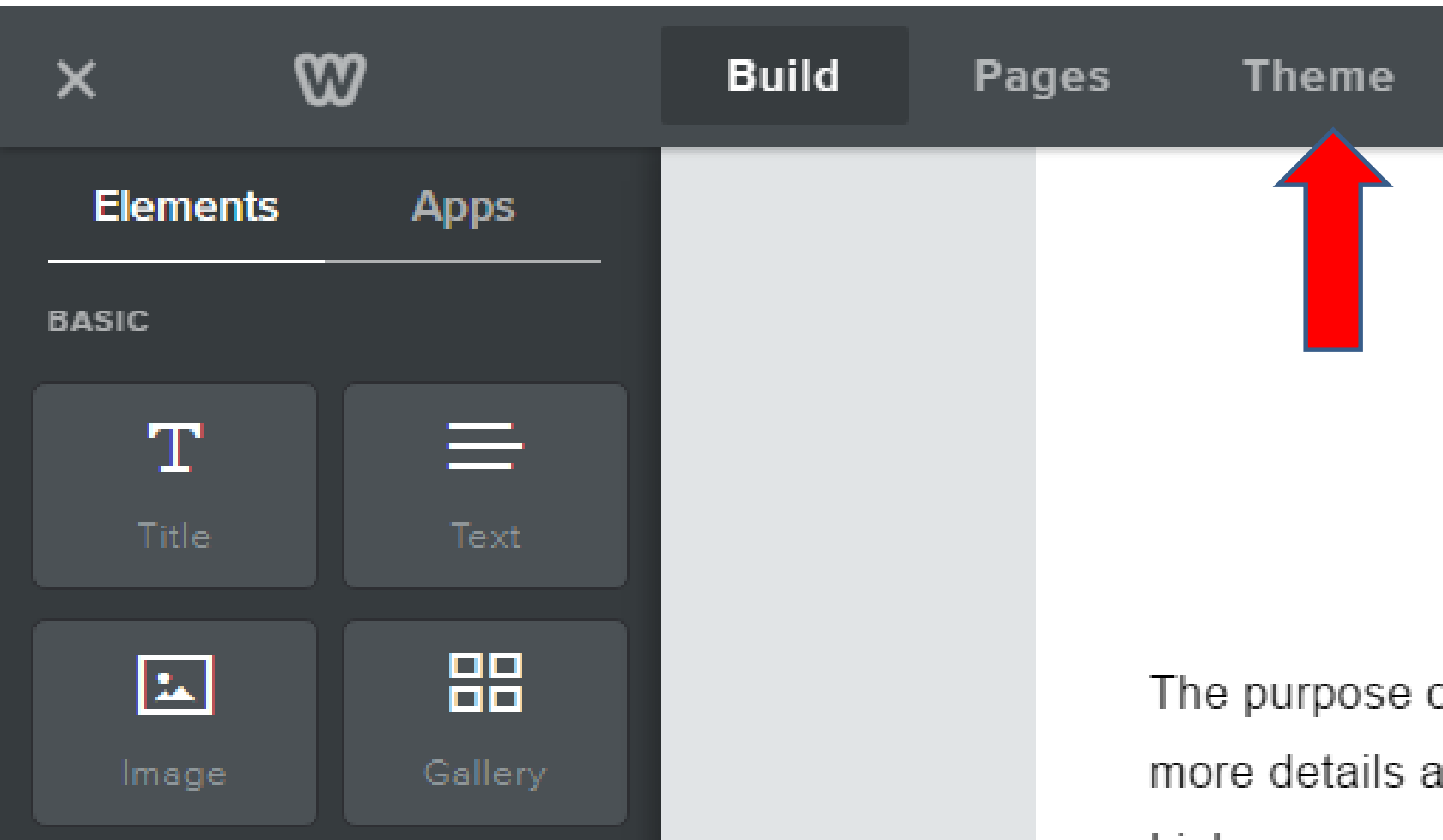
- **You see some changes because of the new Theme.**
- **First click on Change Fonts and next is what happens.**

HEADER AREA

Site Title

Navigation Menu

Phone Number

Headline

Sub-headline

GENERAL

Paragraph Titles

Paragraph Text

Links

Buttons

Blockquotes

MEDIA

Image Captions

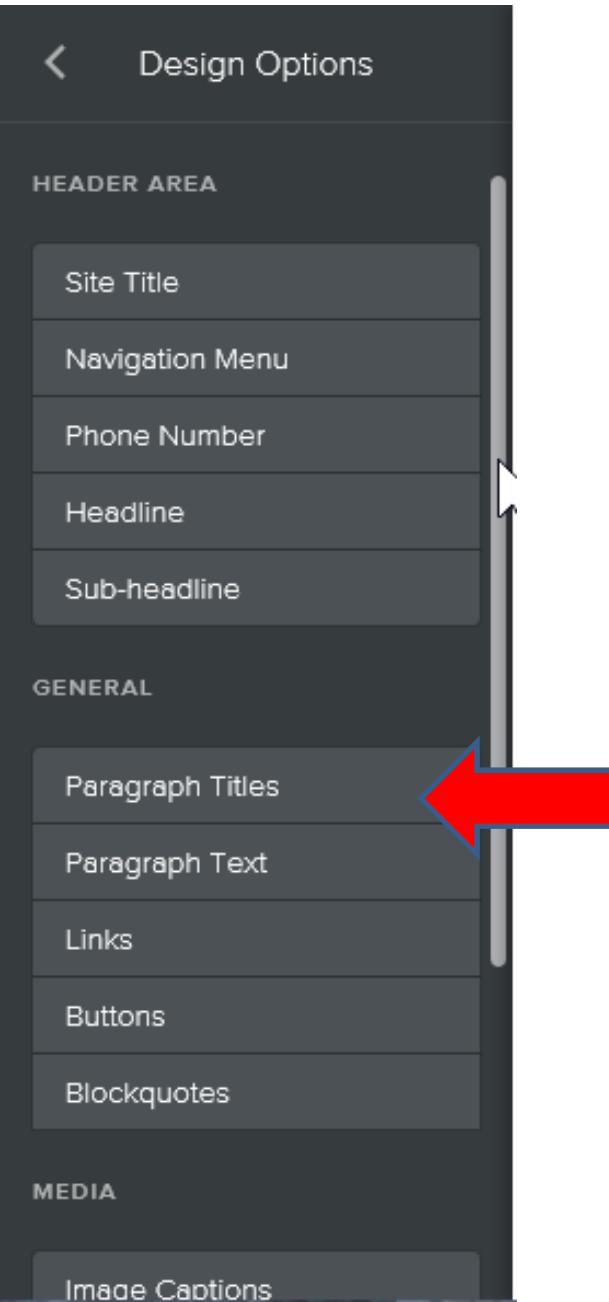Gallery Captions

Slideshow Captions

STORE

You then see a long list.

- **I will show you most of the HEADER AREA and the GENERAL, except Phone Number that I do not now.**

- **Step 9 shows the Links one.**

- **Step 11 shows the Media ones.**

- **When you scroll down there is a STORE one. You have to hover over just on the right of list and you see a line. You left click on the line and hold it down and scroll down. Next is what happens when you scroll down.**
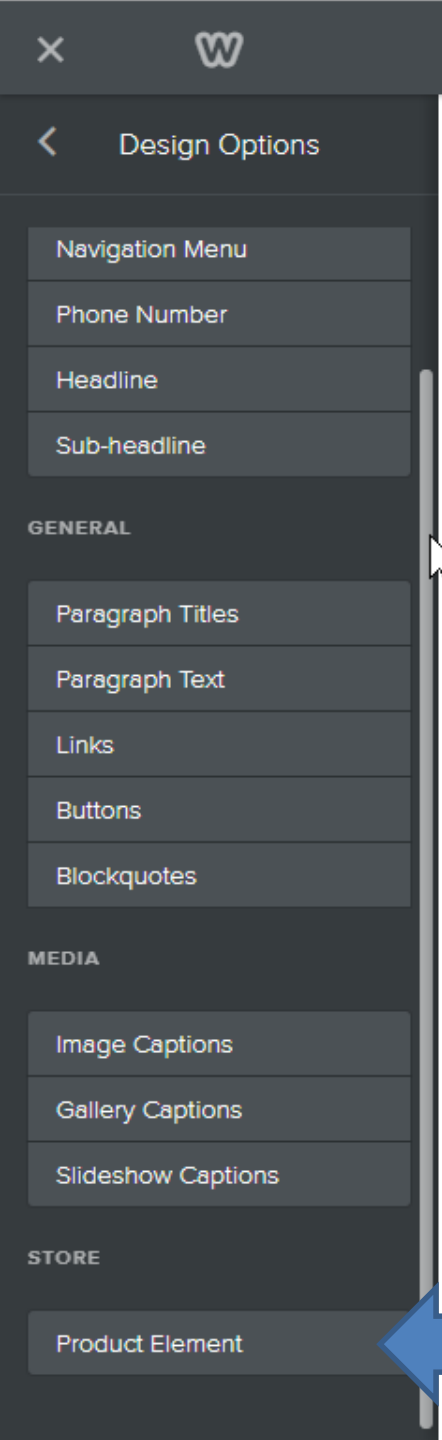
- **When you scroll down, the last one is Product element under STORE, which is Pro Version. That's why I am not showing it.**

- **Next, I will show you Paragraph Titles options.**

Design Options

Navigation Menu

Phone Number

Headline

Sub-headline

GENERAL

Paragraph Titles

Paragraph Text

Links

Buttons

Blockquotes

MEDIA

Image Captions

Gallery Captions

Slideshow Captions

STORE

Product Element

Paragraph Titles

- **Click on Paragraph Titles and next is what happens.**

Options, before we make changes
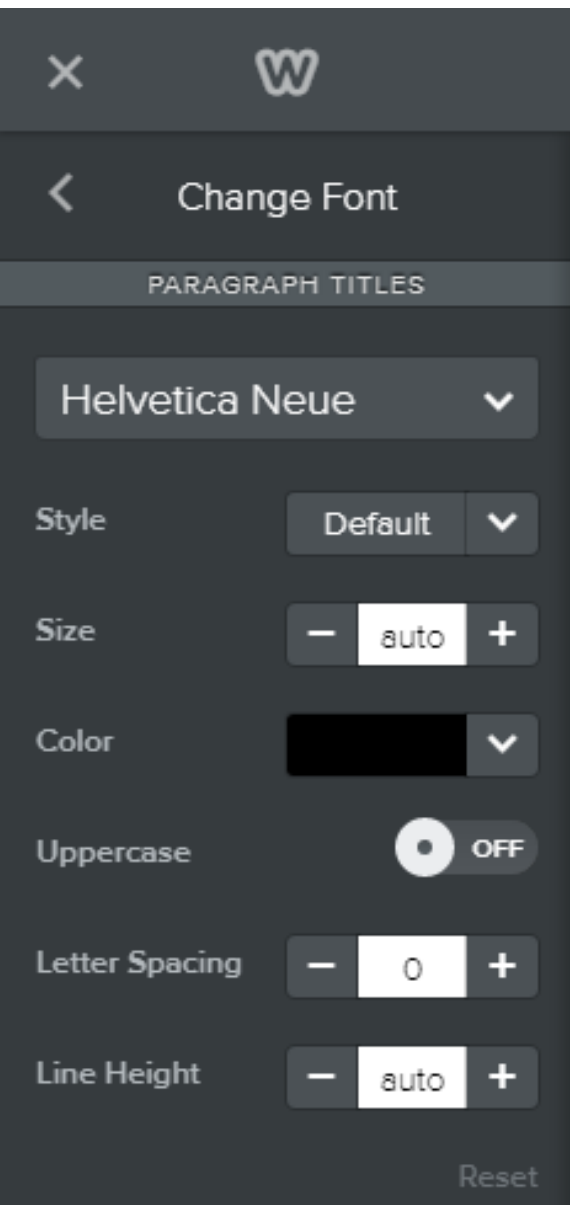
- **You can change the type of Font**
- **Style**
- **Size**
- **Color**
- **Uppercase**
- **Letter Spacing**
- **Line Height**
- **And Reset to Original**
- **Next is change Font.**

Change Font
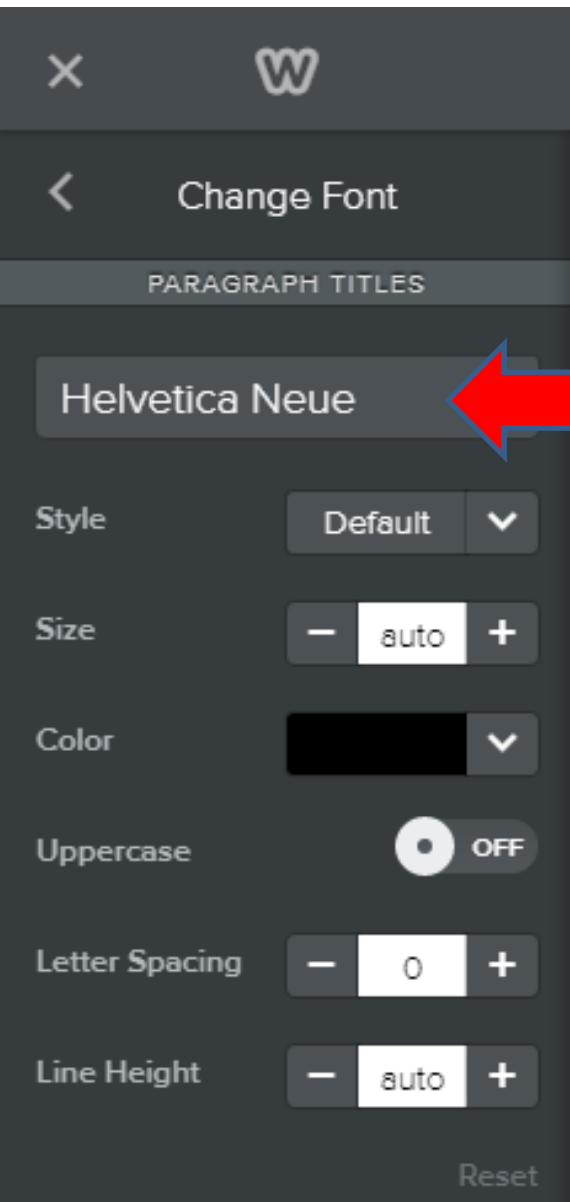
- **Click on the name of the Font, like Helvetica Neue.**

- **Next is what happens.**

You see a list
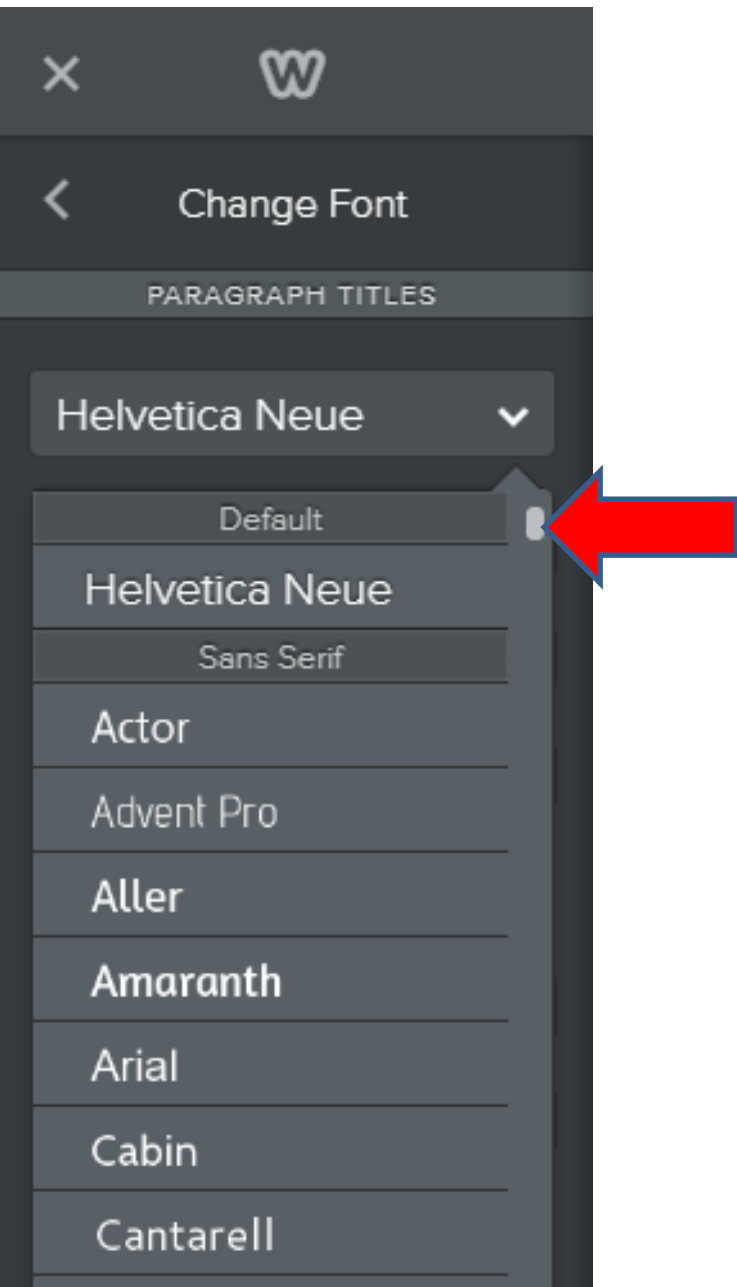
- **You can scroll down to find the Font you want.**
- **Next is a sample of scrolling down.**

I scrolled down to Lemon.
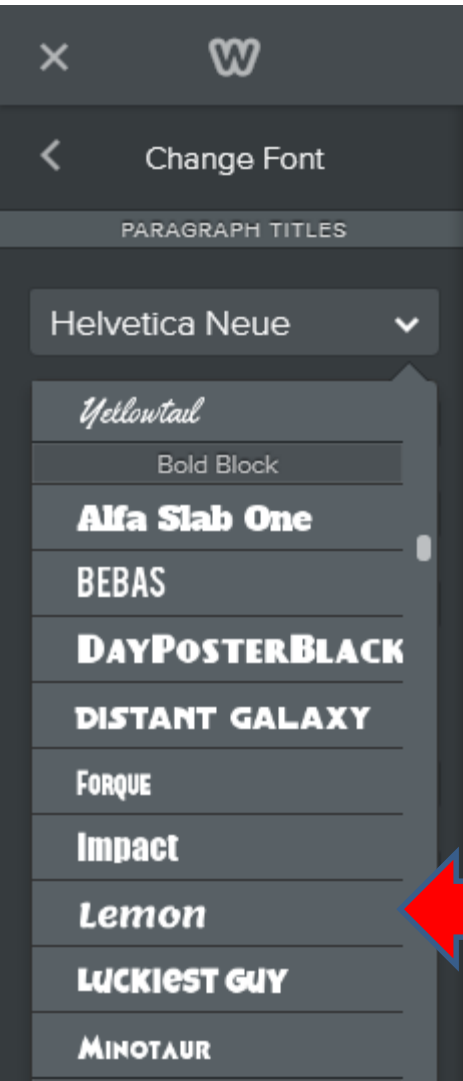
- **Next is what happens when you click on it.**
- **Note – you can select your own.**

- **You then see the change on the Title.**
- **Next is to change color. First click on Color and next is what happens.**

You can select a color

Size — auto +

Color

Uppercase

Letter Spacing

Line Height

- **Like this one**
- **Next is what happens.**

You then see the change

- **Next is Custom Color.**

Custom Color – Click at the bottom
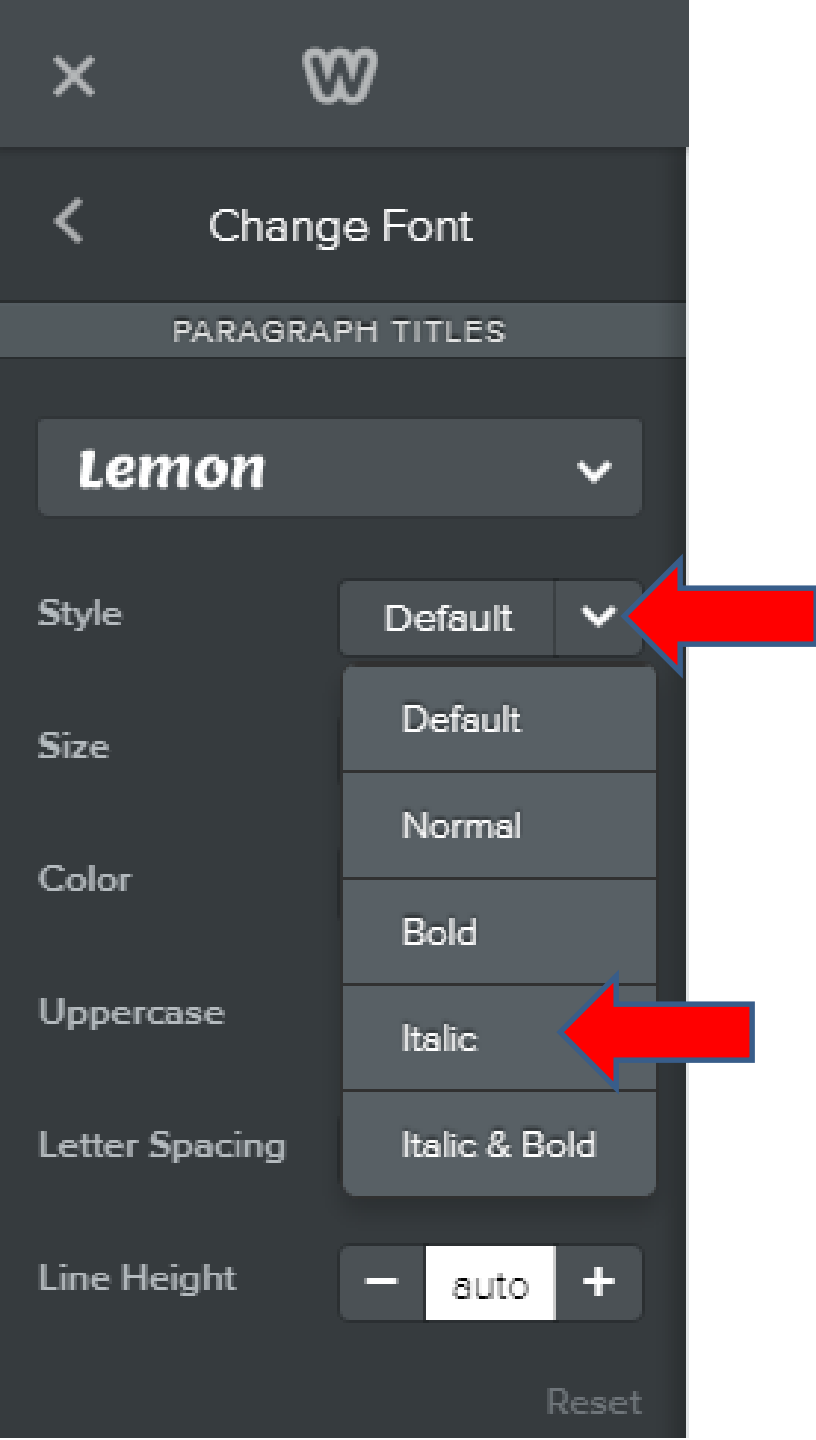
- **Next is what happens.**

- **You can then drag around to choose color.**
- **Note – code is at bottom, Part 2 on-line training may show you how to do code.**
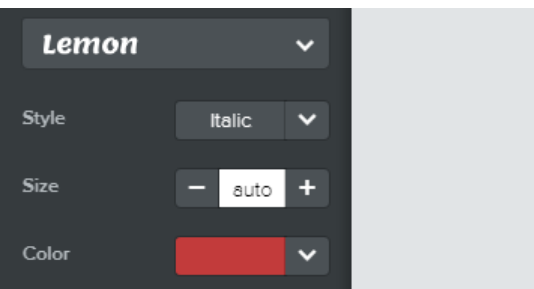- **Next explains more.**

- **As I mentioned before, if you already changed color individually on some text, it will stay that color when you change the default.**
- **Next is Style, like Italic. First click outside the color to remove that window.**

- **Whey you click on Default next to Style, you see a list. Click on one, like Italic and next you will see what happens.**

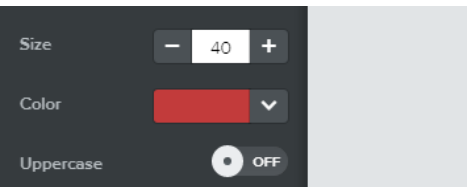- **You then see the change.**
- **Next is Size.**

- **You click on – to reduce the Size or you click on + to increase the Size.**
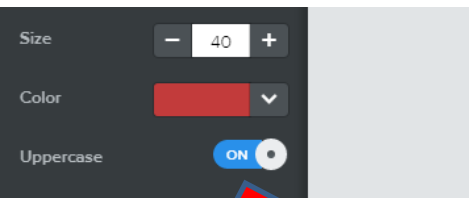
- **Next is a sample of the size of 40 vs. 24.**

- **You see the Size higher.**

- **Next is a Uppercase, when you click on OFF.**

- **You see Uppercase On and the Title has Uppercase.**

- **Because it is Uppercase, you see COURSE under, so you may to reduce the Size from 40 to 37, which is Next.**
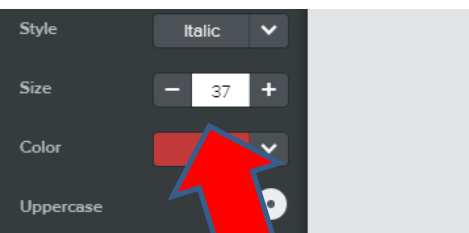
- **When you change the Size to 37, you see the difference.**
- **Next is Letter Spacing.**

Style	Italic
Size	− 37 +
Color	
Uppercase	

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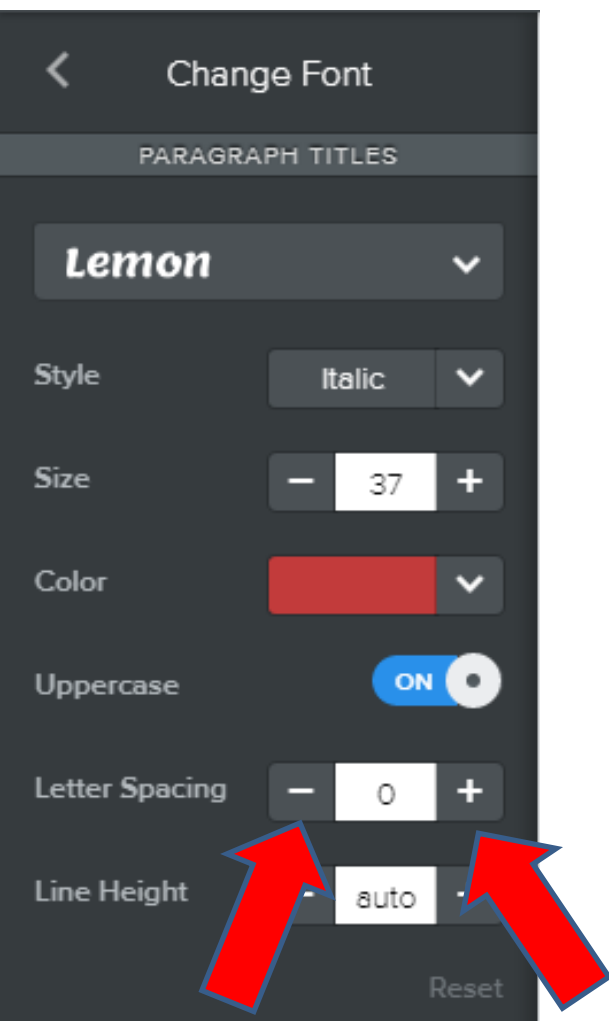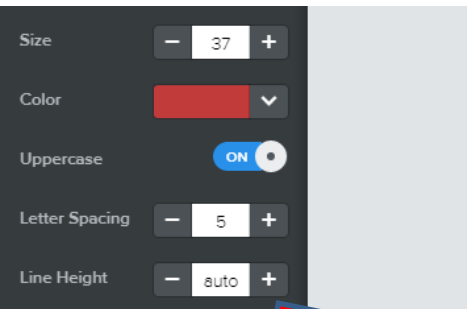The purpose of Bu... bsite Free is to use Weebly.com. I will be Teaching at The Villages Lifelong Learning College. Click Here to see more details abou... rse. I use to work and teach computer software, but I am now retired. Click Here to learn more about me. Links page provi... ks to Computer Basics Websites and The Villages Websites. If you have any Questions and/or Comments.

- **Same has Size, you click on – or + to change the Letter Spacing.**
- **Next is a sample of increasing the Spacing to 5, which is the most Spacing.**

- **You see the Letter Spacing different and COURSE on the bottom again. You may want to change the Size or the Letter Spacing**
- **Next is Line Height. It is the same again to click on – or +. Or after you click on + you can highlight it and type in a number, like 50, which is next.**

Size	−	37	+
Color			⌄
Uppercase		ON ●
Letter Spacing	−	5	+
Line Height	−	auto	+

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The pur___ ___f Build Website Free is to use Weebly.com. I will be Teaching at The Villages Lifelong Learning College. Click Here to see more ___ ___about the course. I use to work and teach computer software, but I am now retired. Click Here to learn more about me. Links___ ___provides links to Computer Basics Websites and The Villages Websites. If you have any Questions and/or Comments, Contact me. Note - if something happens to me, this website will not be available. Hopefully, it will be a number of years.
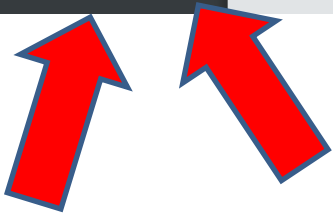
- **You then see the space different between the COURSE.**
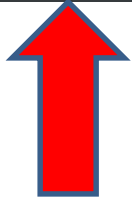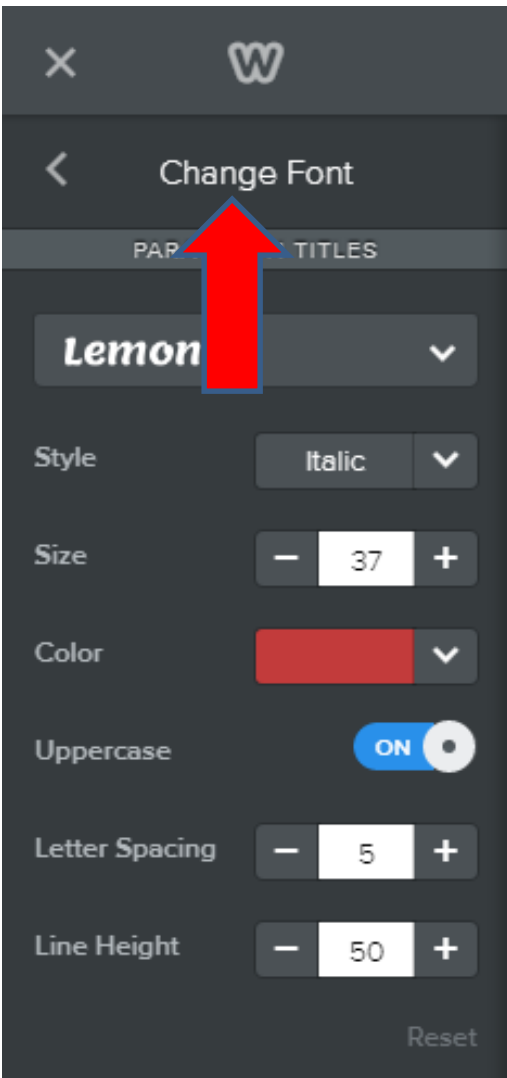- **Next is to change Paragraph Text.**

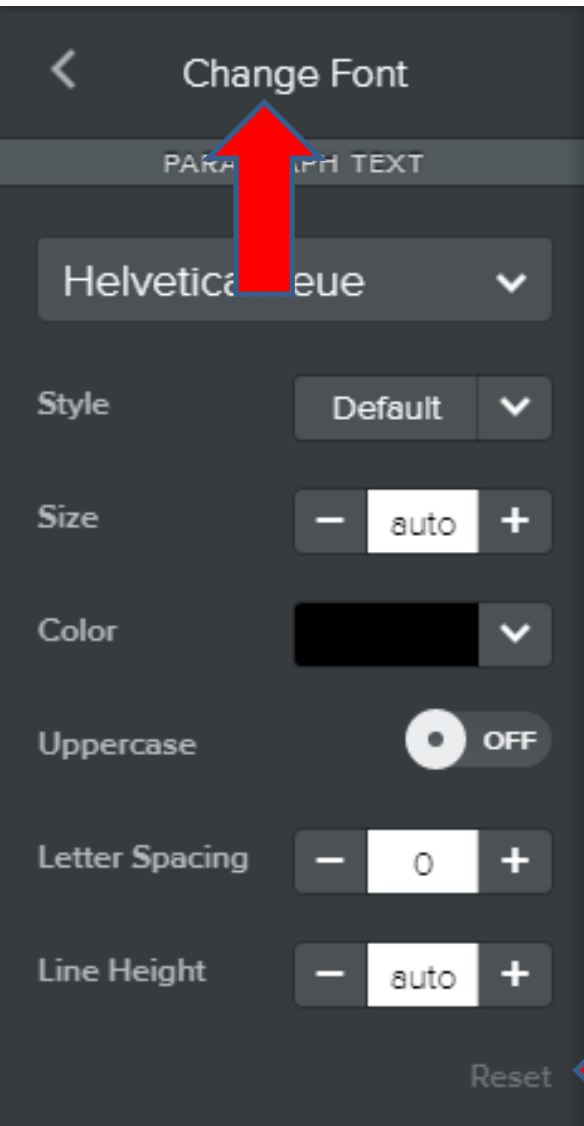- **First click on Change Font and next is what happens.**

Then click on Paragraph Text

- **Next is the same process as Paragraph Titles.**

The Process is the Same

- **You can practice now to see the difference, you can always reset.**

- **Practice it now.**

- **Once complete, click on Change Font again.**

- **After that is change Blockquotes.**

- **Next is a sample.**

- **Here is a sample of changing the Text Style to Bold and size to 18. I did not change the Font. Before I did that, I changed the Title Letter Spacing to O.**
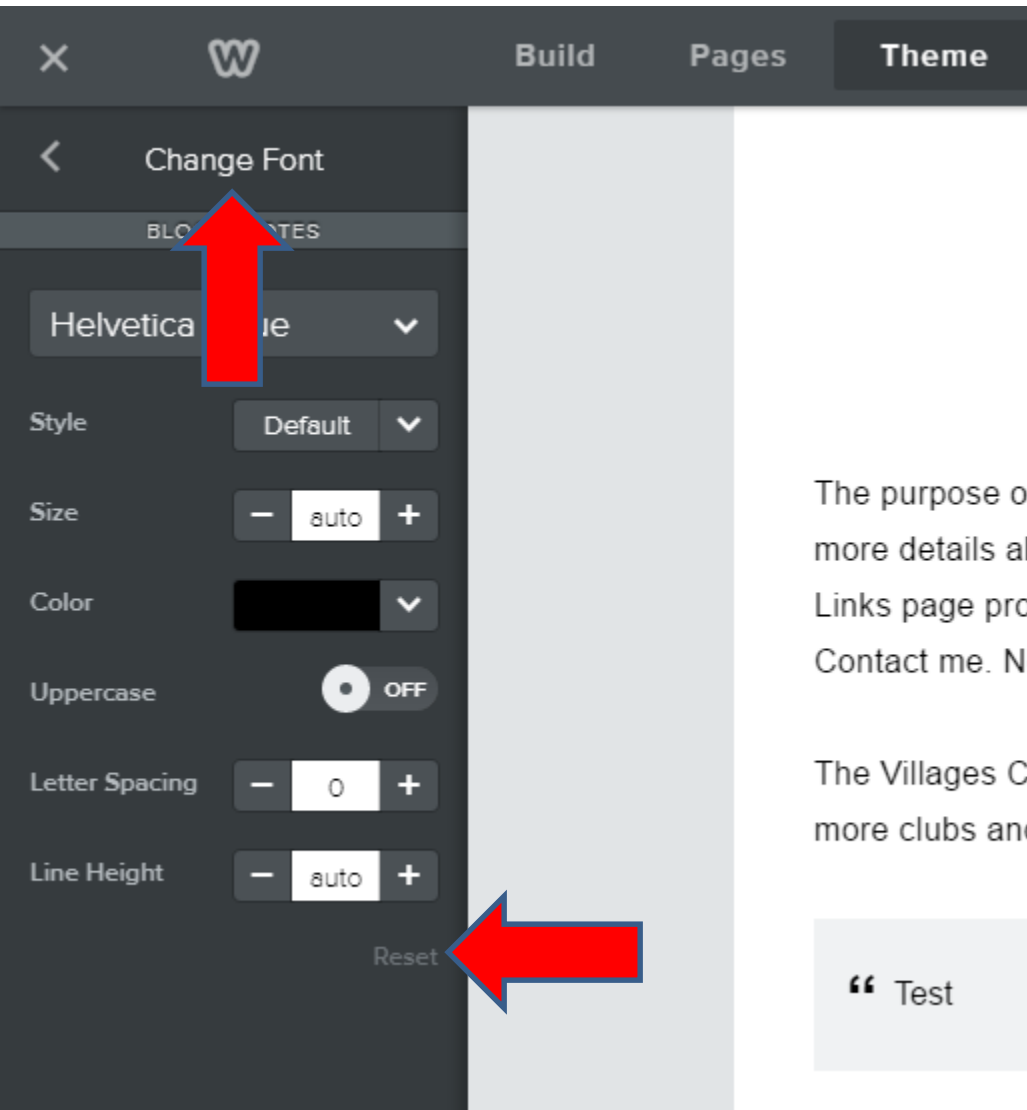- **Next is Blockquotes Text.**

Then click on Blockquotes

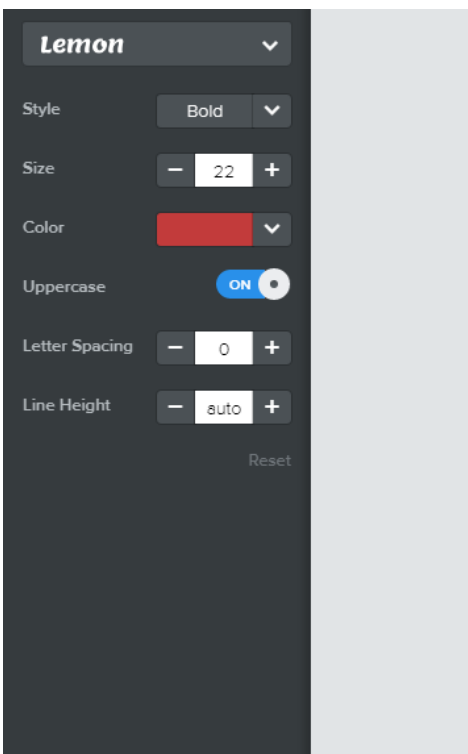- **Next is the same process as Paragraph Text.**

The Process is the Same

- **You can practice now to see the difference, you can always reset.**

- **Practice it now and I can help you.**

- **Once complete, click on Change Font again.**

- **Next is a sample.**

- **Here is a sample of changing the Blockquotes Font to the same as Title and the Style to Bold and size to 22 and the color the same as Title.**

- **Next is Change Button Font?**

- **Make sure you click on Change Font again.**

Lemon	⌄
Style	Bold ⌄
Size	− 22 +
Color	⌄
Uppercase	ON ●
Letter Spacing	− 0 +
Line Height	− auto +
	Reset

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The purpose of Build Website Free is to use Weebly.com. I will be Teaching at The Villages Lifelong Learning College. Click Here to see more details about the course. I use to work and teach computer software, but I am now retired. Click Here to learn more about me. Links page provides links to Computer Basics Websites and The Villages Websites. If you have any Questions and/or Comments, Contact me. Note - if something happens to me, this website will not be available. Hopefully, it will be a number of years.

The Villages Computer & Associated Technical Clubs web site 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.

❝ TEST

Then click on Buttons

HEADER AREA

Site Title

Navigation Menu

Phone Number

Headline

Sub-headline

GENERAL

Paragraph Titles
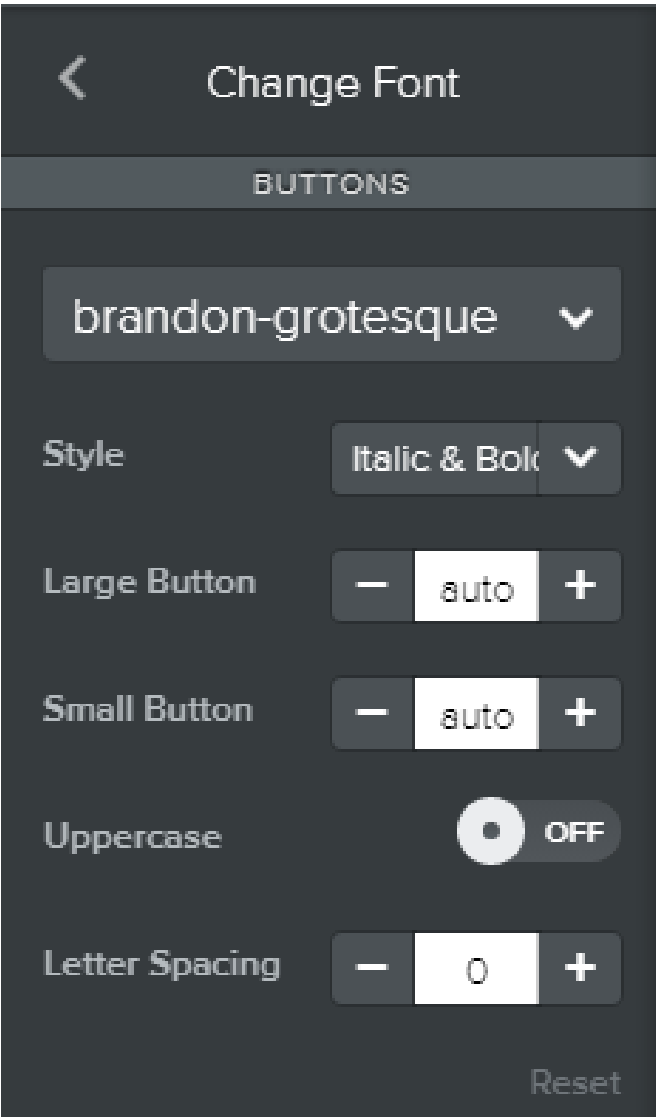
Paragraph Text

Links

Buttons

Blockquotes

MEDIA

- **Next is different then the others.**
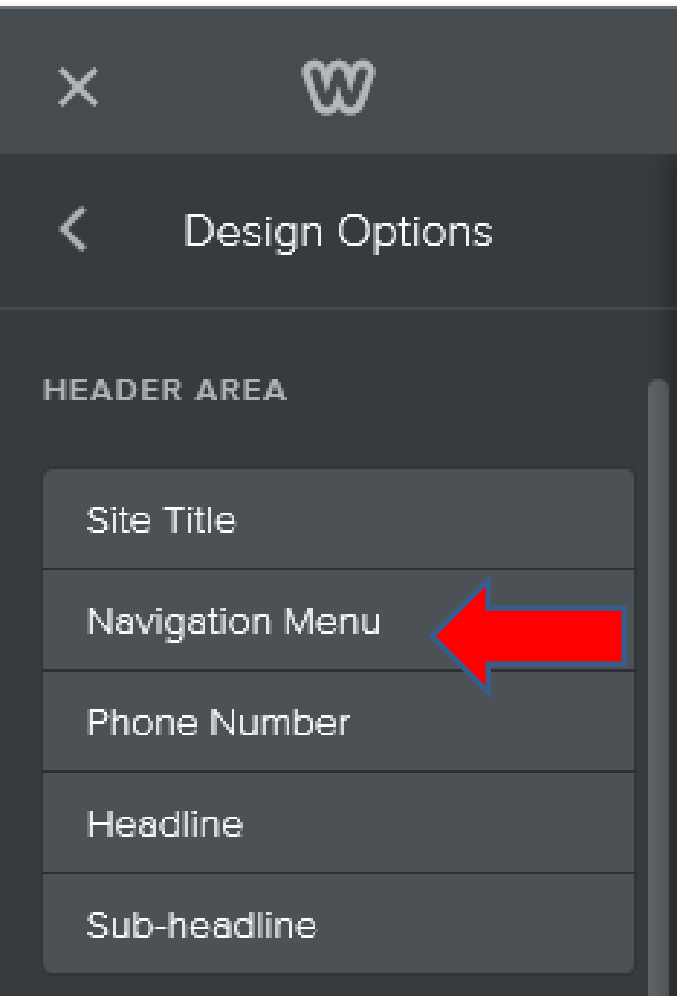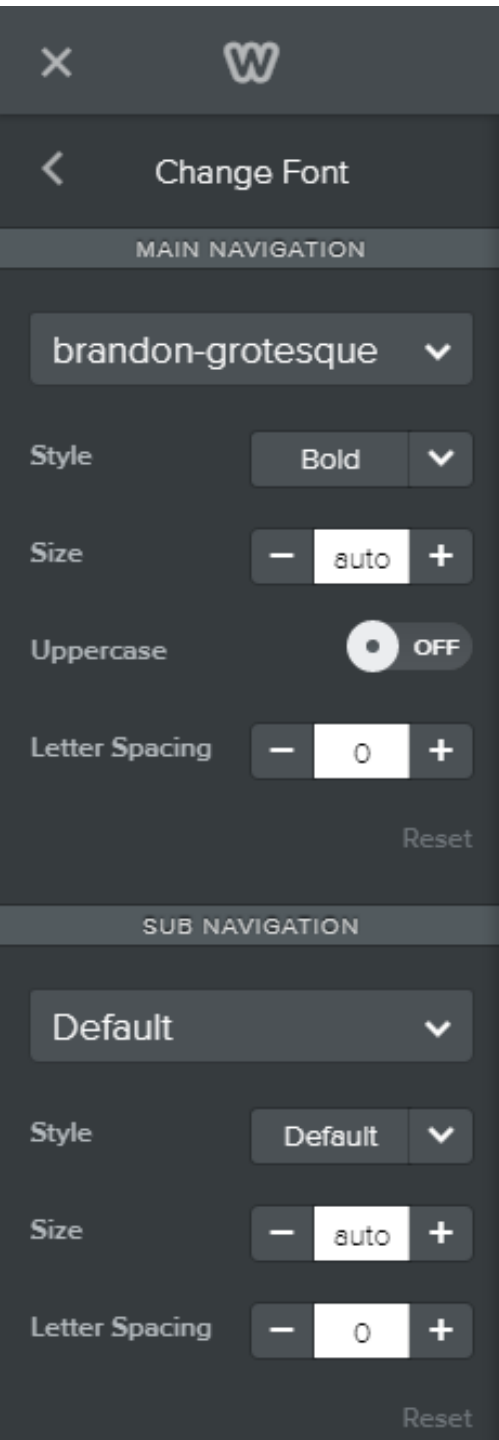
You see the options.

- **The Font, Style, Uppercase, and Letter Spacing is the same process.**
- **If you selected the Large Button, that we did not, you can change the size.**
- **If you have the Small Button, which we did, you can change the size.**
- **Next is a sample of changes.**

- **Here is a sample of changing the Font and the size to 22.**

- **Next is Change Navigation Font?**

- **Make sure you click on Change Font again.**

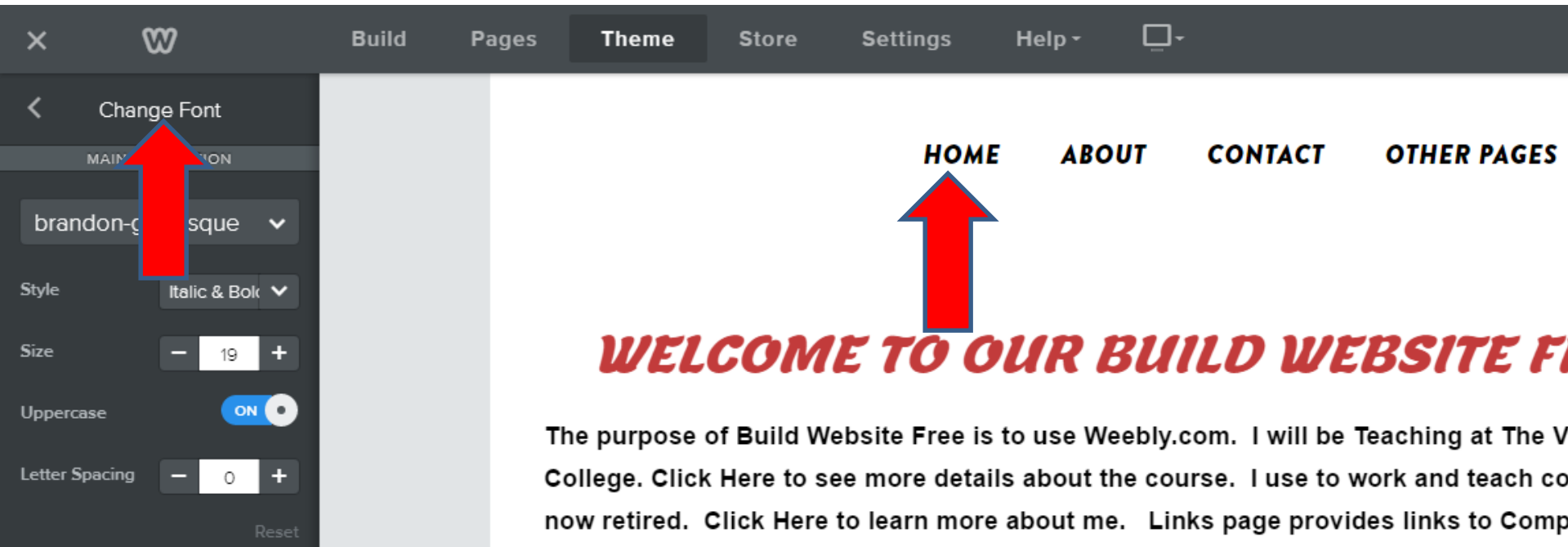- **Click on Navigation Menu. Next is what happens.**

- **You then can change the Font Size, Uppercase, Letter Spacing, like I showed you before.**

- **You can't change color, etc. But, you can customize, which is a Tip – How to change Navigation Font Color with Edit HTML / CSS in Part 2 on-line training.**

- **You can also change the Sub Navigation.**

- **And you can always Reset.**

- **Next is a sample of Style of Italic & Bole and Size of 19.**

Here is the sample of changing Navigation.

- **Next is about Site Title. First click on Change Font again.**

- **We did not show the Site Title on this page. If you show Site Title you can change like Navigation.**
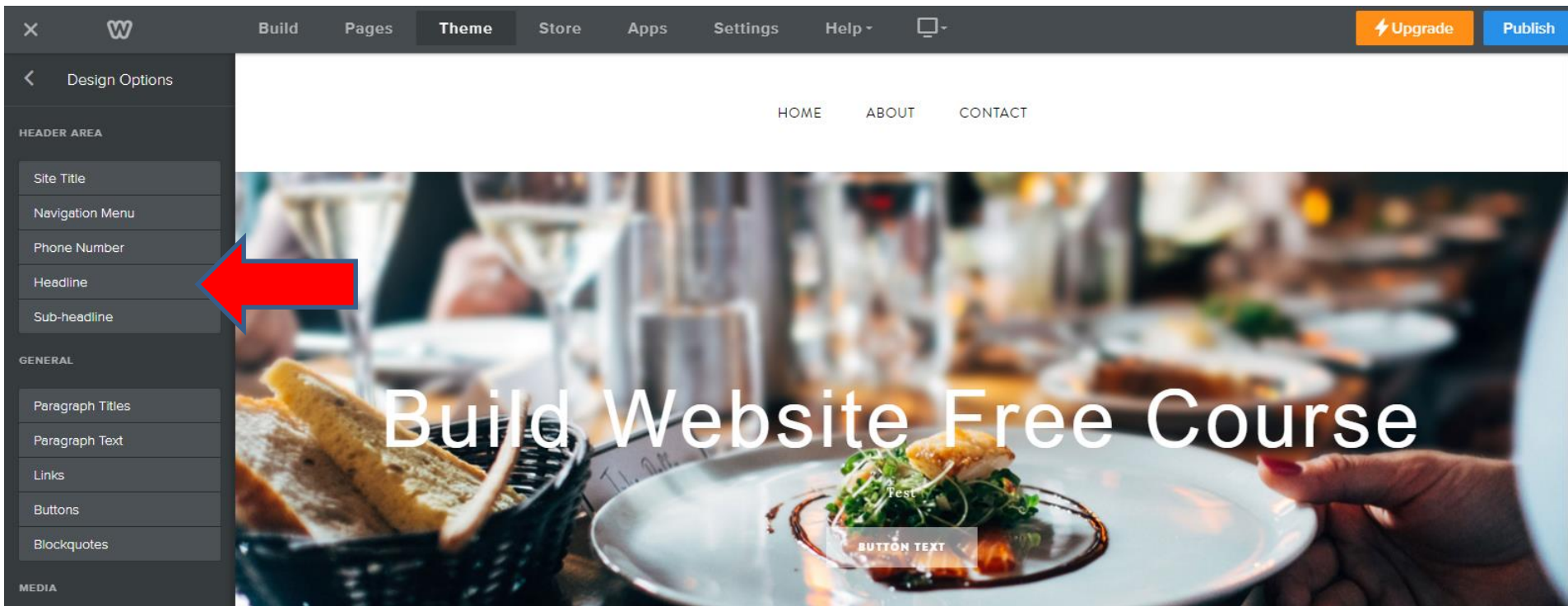
- **Next is what happens.**

Here is the sample of changing Site Title, so it is like Navigation.

- **You can try it. You click on Change Font again.**
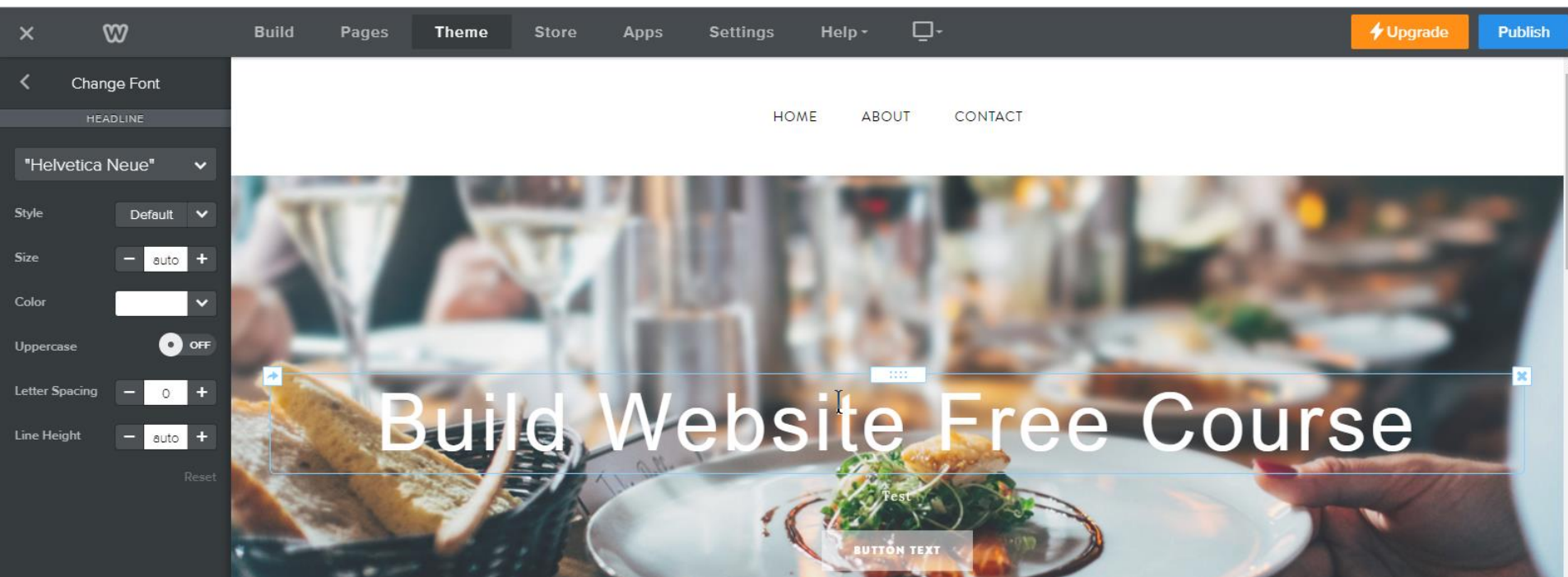
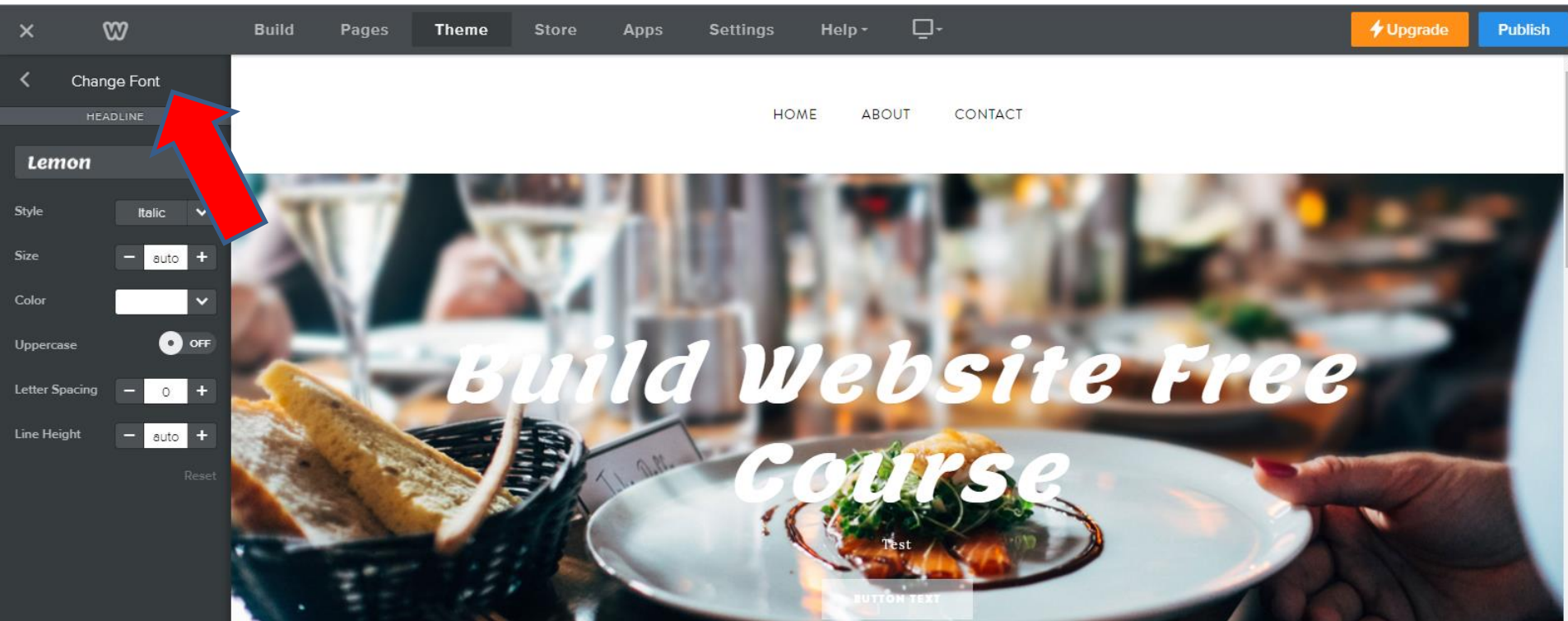- **Next is a what happens and do Headline.**

- **Here is a sample of the Header with Title and I did not delete the others.**
- **Click on Headline and next is what happens.**

- **You see the Title and you follow the same process to make changes.**

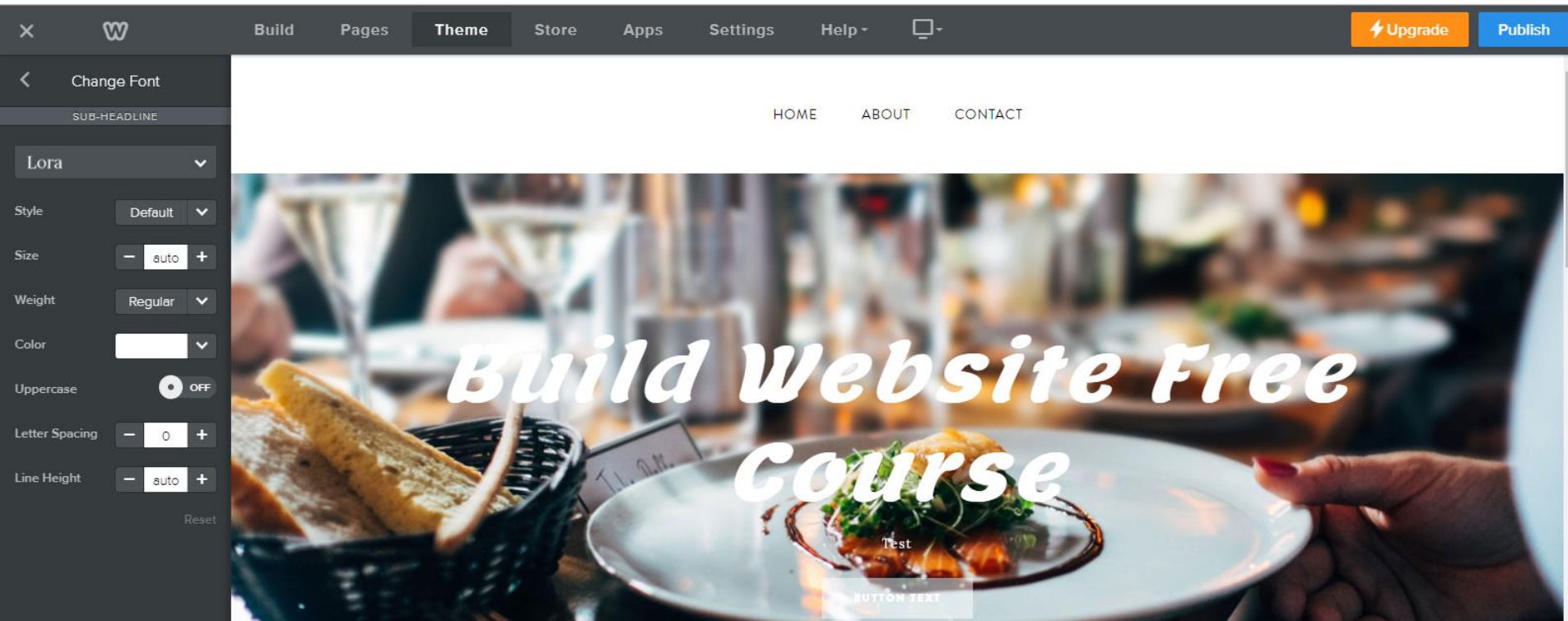- **Next is a sample of making the changes.**

- **Here is a sample of changing the Font to Lemon and change Style to Italic.**

- **You click on Change Font again. Next is to change Sub-Headline.**

- **When you hover over Sub-Headline, you see it. Note – I typed in Test. You then click on Sub-Headline.**
- **Next is a sample of making changes.**
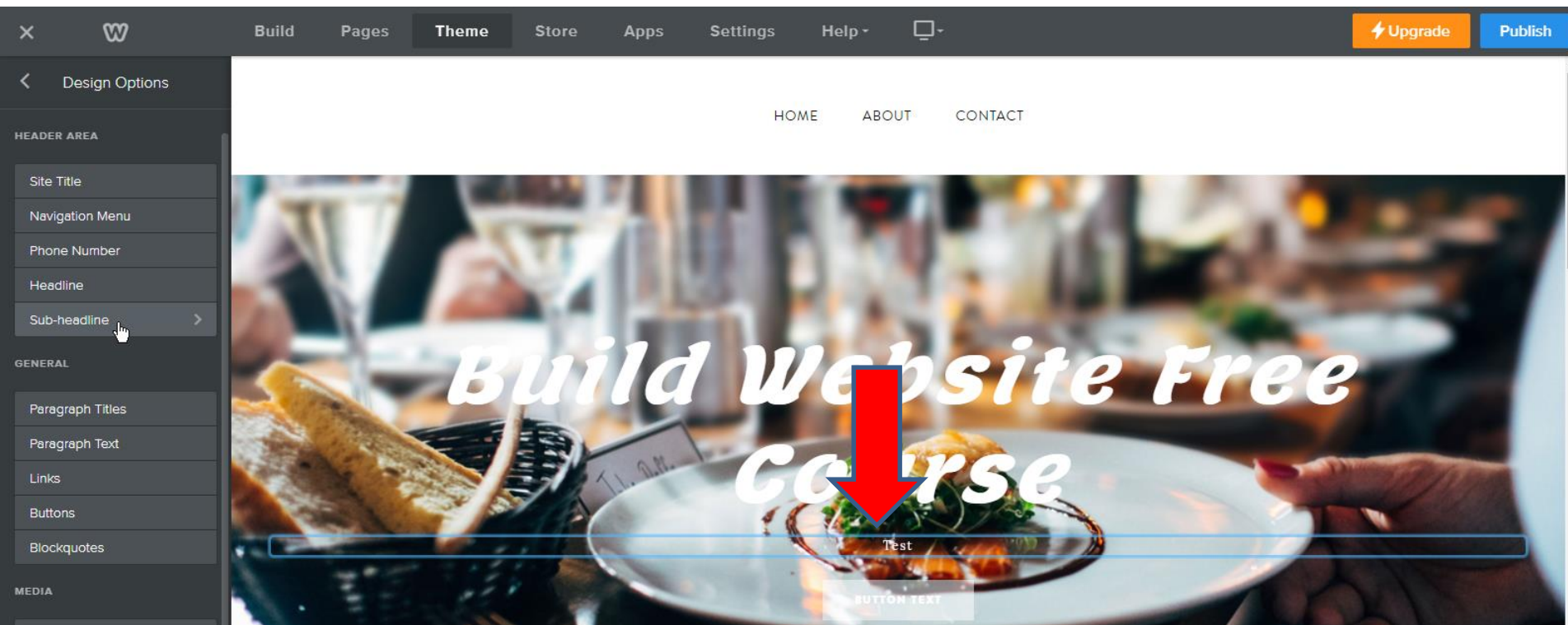
- **We did not show the Site Title on this page. If you show Site Title you can change like Navigation.**

- **Next is what happens.**

- **You follow the same process. Below is a sample of changing the same Font and Style. I also changed the size and the Line Height. Note – the BUTTON TEXT is the same process as I showed you before with Button. Next is a Tip for changing Text.**

Tip

- **As I mentioned before, Weebly does not allow changing Text Font individually.**

- **You can change default font on other 4 elements, that we just did.**

- **Or you can embed picture, document, and it is on Part 2 on-line training.**

- **This is the end of Step 6.**