

# Web Lesson 4

## BACKGROUND, FONT STYLE, SIZE AND COLORS

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- Changing Background theme
- Font rules
- Font size, style, color

### INTRODUCTION

In this lesson, we will look at changing the background of your webpage. Then we will move on to change the font style, size and colors. Remember, it is important that your font size be an appropriate size. You do not want to use a font size that is either too large or too small. A font size of 11 to 13 is usually most appropriate for the body of a webpage. You can use larger font for your headings, page titles etc. so that they stand out. Remember, to minimize the use of italics and overly stylized fonts that may be difficult to read. These may be fine for headings or subheadings, but not for the body of your webpage. Remember not to underline text that is not a link as this may be confusing to the user.

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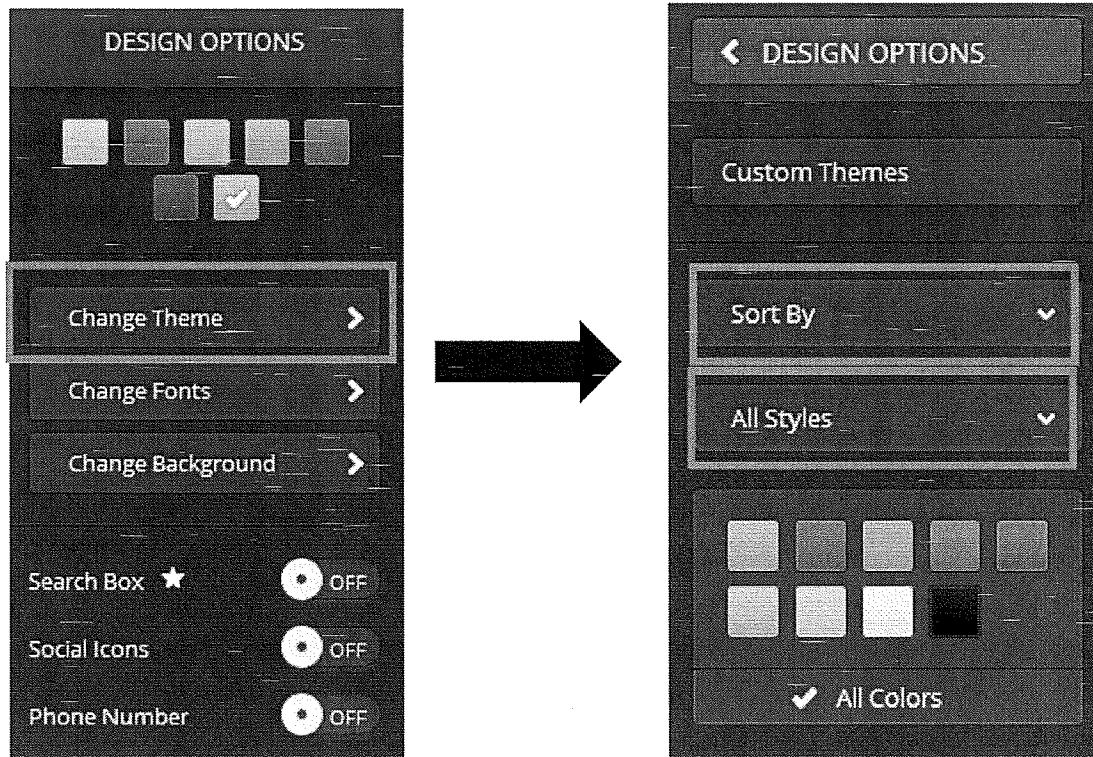
### Changing Background Theme/Color Scheme

Log Back into Weebly at [www.weebly.com](http://www.weebly.com)

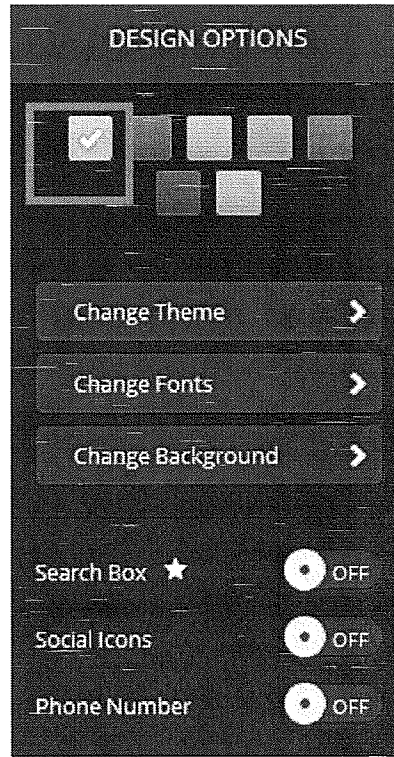
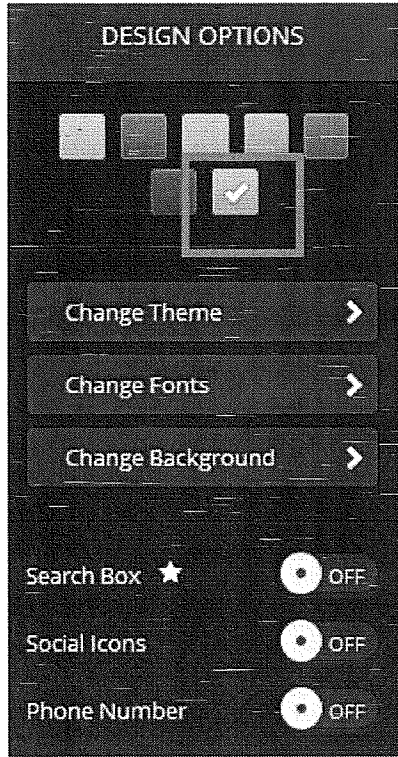
Click your webpage title or the “Edit” button to access your webpage. You will notice that your webpage is just as you left it. Click the “Design” tab to access the different fonts. You will remember from the Beginner’s guide presentation that all font styles in Weebly are “web safe fonts”. This means that whatever font style you choose, it will not change when being viewed or accessed from different computers.



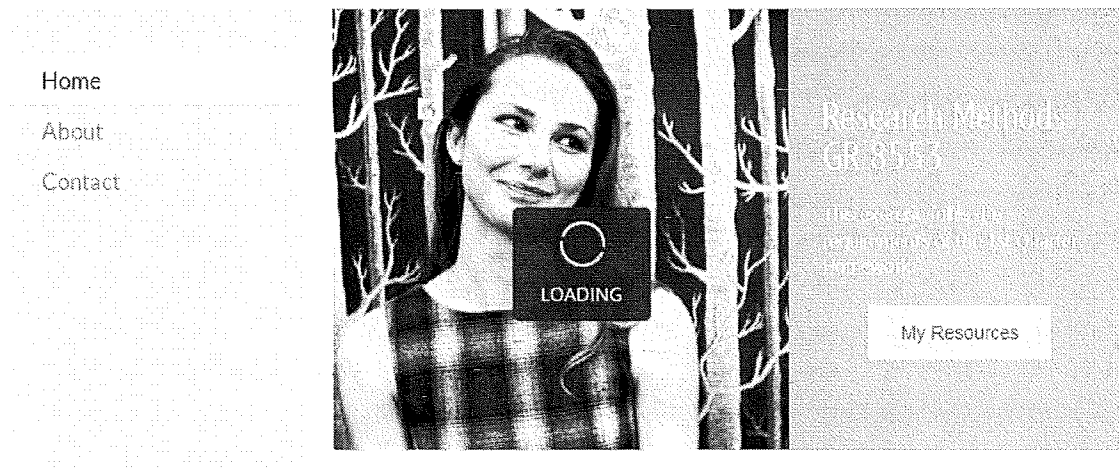
Notice that you have several options in this tab to change the fonts, theme, background etc. of your website in this Design Tab. If you wish to change your theme, click on the "Change Theme" button as seen below. Next, you will be brought to a screen that allows you do choose your theme by sorting through the most popular or newest background themes (click "Sort By") or by looking at all styles that are available to you (click "All Styles"). Remember that you must hover over the option you wish to select before the "Choose" button will appear.



I like the background theme that I selected initially, so I am not going to change my theme. However, I am going to change the color scheme. To change the color scheme of your page, simply choose the color you prefer. Currently, the aqua color is chosen (see the white checkmark in the aqua box below). Note that these are the color options available to me given the initial background that I chose. You may have different options of colors available. I am going to switch from aqua to green by checking the green box (instead of the aqua one). Notice (below) how the title and text box on my homepage have changed from aqua to green.

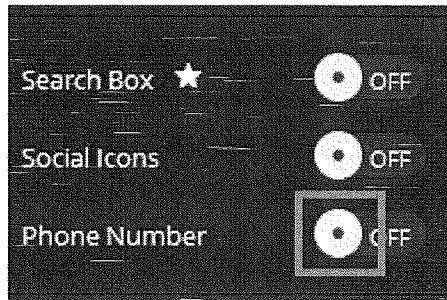


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Another thing to be aware of: in the menu box under the Design Tab, you have options to add a search box, phone number etc. (see image below). To turn any of these on, click the white circle as highlighted in red below. NOTE: YOU WILL BE CHARGED MONEY IF YOU ADD A SEARCH BOX.

If you accidentally click the Search Box ON, simply close the box asking for payment and logout of Weebly. When you log back in, the Search Box feature will be turned off again.



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### **FONT CHANGES (style, color etc.)**

Remember from the previous lesson, that when you add a text element, a text edit bar appears with some text options that are available to you. These are the most common font editing features: bold, underline, italics, color change, size change etc.

In case you have forgotten, this is what that text edit bar looks like:

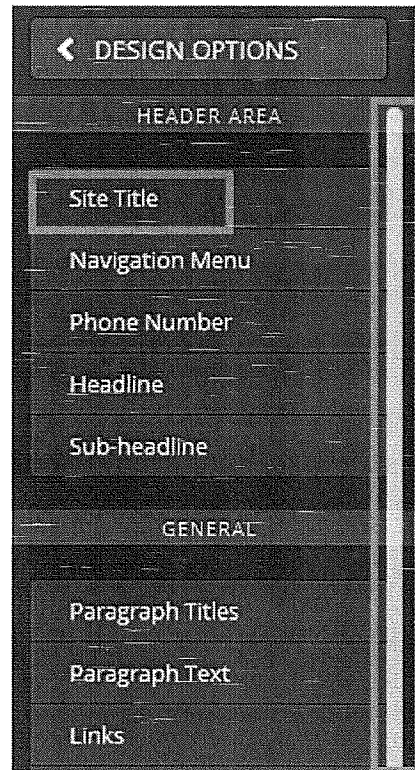
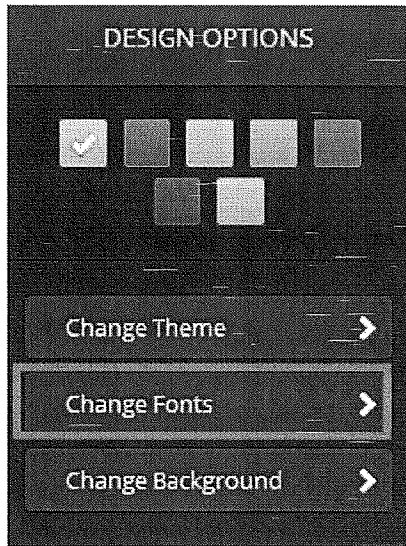


However, in the "Design Tab", you can adjust the font for your entire webpage. You can specify how you want the title, headings etc. to look (font style, color, size). I am going to change the font style of my site title. Here is how it currently looks:

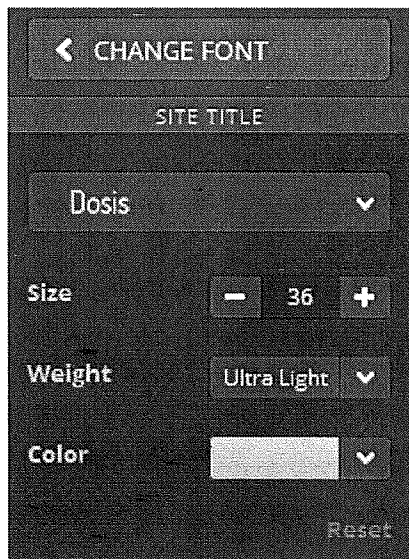
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I am going to change the font style and bold it so that it stands out more. To change the font style, make sure that you are in the "Design Tab" and click on "Change Fonts". A new menu will appear asking what feature/text element you wish to change. Click "Site Title". NOTE: if you

hover over the menu, a sliding bar will appear on the right-hand side of the menu. If you click this sliding bar and drag it down, you will see more categories of text elements that you can change.

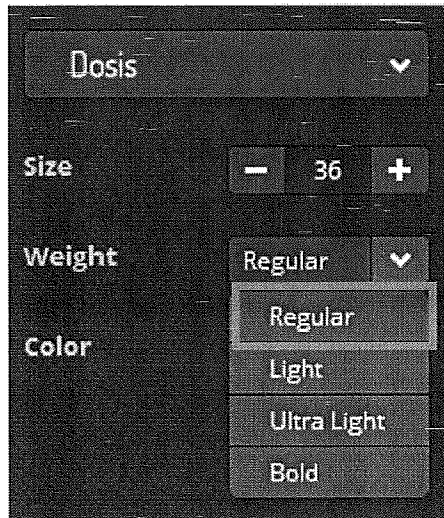


After clicking on "Site Title" the following menu will appear:

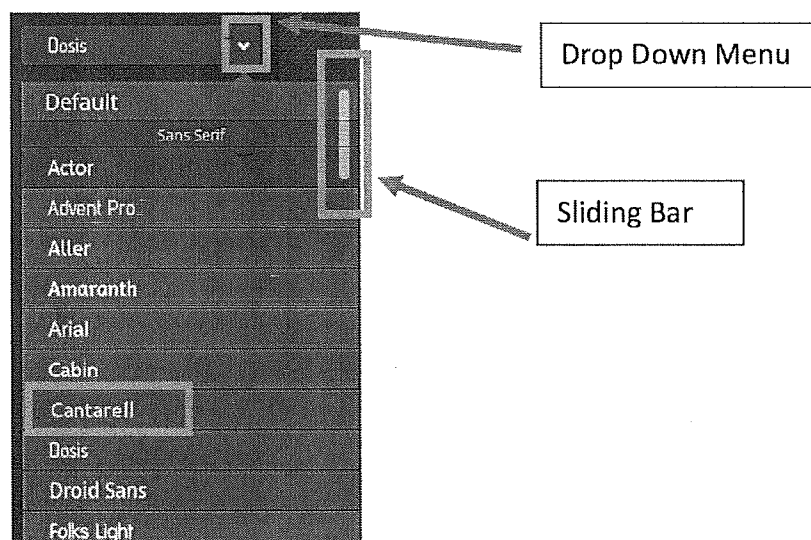


This menu allows you to change the font style, font size, the weight (or thickness) of the font, and the color.

To adjust the weight or thickness of the font, click the downward pointing arrow to open the drop-down menu. I will change the weight of my font from "Ultra Light" to "Regular".



Next, I will change the font style. The current font style is "Dosis". I will change it by clicking on the drop-down menu next to the word "Dosis". This will open up a menu showing a multitude of different font styles. I am going to choose "Cantarell". To see all of the font styles, hover over the menu until the sliding bar appears on the rights of the menu. If you click on the sliding bar and move it down, you will see all 100 font styles available to you within Weebly.



Lastly, I am going to increase my font size. To change the font size, click either the + or the - next to the font size. I am going to increase my font size from 36 to 38 by clicking the +.



If you have made any adjustments to your font style, weight and size you should see them now. My "Site Title" now looks like this:

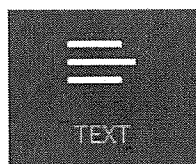
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As you can see, Weebly allows you much flexibility in adjusting your background color scheme, theme, and font characteristics. Play with the settings until you find the combination that works for you.

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### ACTIVITY

On your webpage, you should have three pages available to you: Home, About and Contact. Click on the "About" page and notice that this is a blank page. From the menu on the left of your screen, click "Text" and drag it to add a text element to this page.





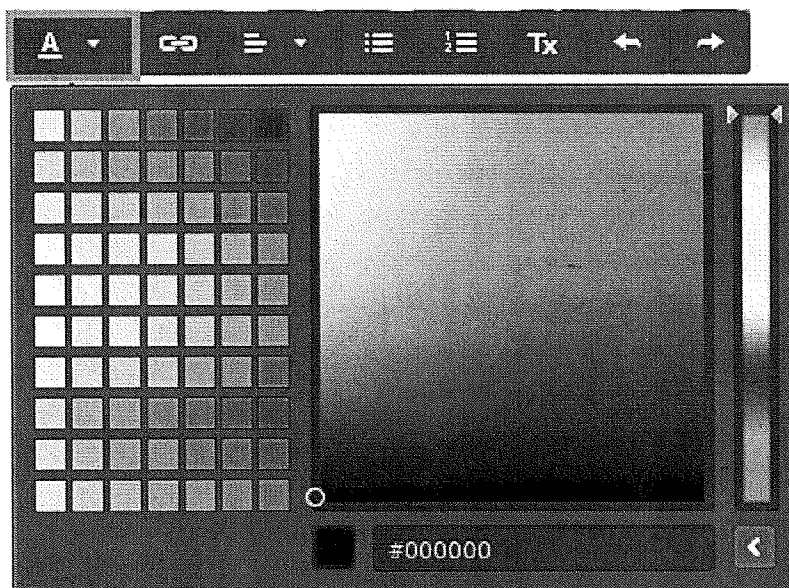
Now you should see a box open up like the one shown below. Click where it says "Click here to edit" and type a brief introduction of yourself. If you need to edit this text at any time, just click back in this box. If you need to delete the box, hover over it until the "X" appears in the upper right-hand corner and click it.



In your introduction, you should describe where you live, what you do, describe your family, friends, pets, hobbies etc. Be sure to include something unique or original about yourself! You can even include your favorite quote with its author/source. A quote is an easy way to play with fonts because you can highlight the quote in italics and the author or source can be bolded. This introduction should be a paragraph with about 5 to 7 sentences. You can also break it up into 2 paragraphs if it is too long. Once you have your introduction typed, change the font in some manner to show that you understand how to change font characteristics. You can bold it, change the color, or the style under the "Design" tab or the text edit bar that appears when adding a text element:



The text edit bar (as seen above) has many of the functions that you are probably familiar with. These features are commonly found in any word processing program (such as Microsoft Word etc.). After I italicized my quote, I bolded and changed the color of some of my font via the text editor. To get the color menu to appear, simply click on the button as shown below:





The text edit bar also allows you to enlarge the font (by clicking on the + ) or to minimize the font size (by clicking on the -). If you make a change that you do not like, you can undo this change by clicking the arrow pointing back to the left.



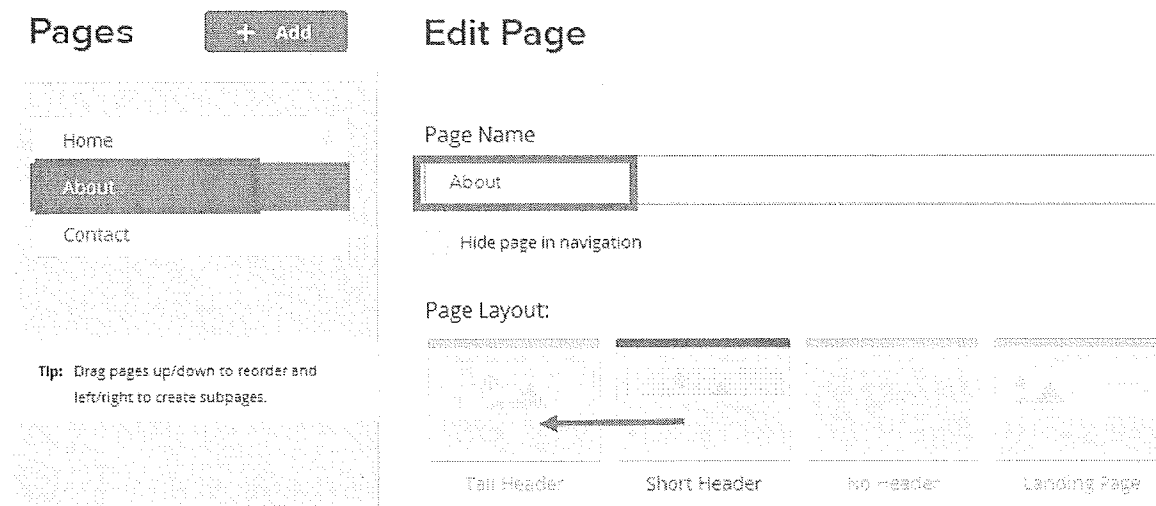
Notice that I have changed my font by italicizing the quote below. I also bolded the author's name and changed the color to the green that matches my site title:

I am a true lifelong learner who appreciates the value of an education-whether I am in the role of teacher or student. One of my favorite quotes is "*Ancora Imparo*" which translates to "Yet I am learning." (Michelangelo)

After you have finished playing with the font characteristics, we are going to rename this page. Currently, this page is labeled "About". To change the label of this page, click the "Pages" tab.



The "Pages" tab automatically opens to the default "Home" page. We are going to change the label on the "About" page. Notice the three pages you currently have are listed in the menu on the left side of your screen. They are: Home, About, Contact. Since we are changing the label of the "About" page, click this label. Under the heading "Page Name", type in a new label. I will type in "About Me" but you can rename it anything you like: "Bob's Page" or "Introduction" etc.



Notice that we can also change the layout of our page header from this tab. Currently my setting is for "Short Header". I am going to change it to "Tall Header" by clicking on that feature. Once you are satisfied with your changes, click the "Save and Edit" button in the bottom right corner of your screen. You should now be able to view the changes that you made. Notice that my page title "About" has changed to "About Me" in the Navigation Menu below:

Home

About Me

Contact

If you wanted to change the font style, color etc. of your page labels (in the Navigation Menu as seen directly above), you would go to the "Design" tab and click on "Navigation Menu" to make those changes.

You should now be familiar with the process of adding text and changing font style, color, size etc. In the next lesson, we will learn how to work with images.

You have now completed Lesson 4.