



## Changing Text Styles

1. Go to 'Website Design - Advanced Setup' on the main menu.
2. Go to the Page Content section.

There are three settings that control the appearance of the font throughout your site.

Enter the Font Family:	<input type="text" value="Verdana, Arial, Helvetica, sans-serif"/>
Enter the Font Size:	<input type="text" value="11px"/>
Enter the Font Colour:	<input type="text" value="#000000"/> <a href="#">Choose a colour</a>

3. Font Family  
Using the drop down list select the font you want by clicking on it.

### ***Other Options***

At the end of the drop down list is a 'User Defined' option. By clicking this you will open up another box underneath the standard settings. In this box you can type in a font that doesn't appear in the pre-set list.

Enter the Font Family:	<input type="text" value="User defined.."/>
	<input italic\""="" page="" type="text" value="\"/>

If using this option take note of the following:

- You must spell the name of the font correctly otherwise a default font displays.
- If the font name consists of more than one word (see image above) you must put quotation marks around the name. Single words do not need this.
- If the person viewing your site does not have your 'user defined' font installed on their computer, a default font will display.
- Font styles do not affect the menu button text.
- Make sure that your content is still legible after you have made your changes.



#### 4. Font Size

Using the drop down list select the font size you want by clicking on it.

Enter the Font Family: Verdana, Arial, Helvetica, sans-serif

Enter the Font Size: Please select...  
Please select...  
10px  
11px  
12px  
13px

Enter the Font Colour: a colour

Enter the Content Background Colour: a colour

Enter the Content Border Style:

#### **Other Options**

At the end of the drop down list is a 'User Defined' option. By clicking this you will open up another box underneath the standard settings. In this box you can type in a font size that doesn't appear in the pre-set list. You can't just enter anything that comes to mind. Browsers display size settings depending on the word or number that is used.

Words you can enter in the text box include – small, medium, large, x-large and xx-large.

If you prefer to enter an exact number you can enter a number followed by px. For example - 100px.

Enter these settings in lowercase.

#### 5. Font Colour

Click on the 'choose a colour' link. This will open up the colour picker palette. Select the colour you want by clicking on it. The reference number for that colour is automatically added to the box.

Enter the Font Colour: #000000 Choose a colour

Enter the Content Background

#### **Other Options**

You can also type directly into the text box if you prefer entering your own colour setting.

Words you can enter in the text box include – aqua, black, blue, fuchsia, gray, green, lime, maroon, navy, olive, purple, red, silver, teal, white, and yellow.

#### 6. Click submit to save your changes. Click on view website link at the top right of the page to view your changes online.