As you are inputting text, notice that a blue toolbar displays at the top of the editor. Every Element in Weebly has its own toolbar with functions specific to that element. Weebly does not allow users to change fonts in an Element. Fonts are determined by the Design/Theme of the Web site. When writing text in a word processor program, it is best to save the file as Plain Text (txt) format before copying or pasting it to Weebly. If that isn't done, then **Remove Formatting** option can be used to strip formatting from selected text that is copied from Word. The text can then be formatted using the Weebly tools.

There are two elements that can be used for adding text to a Weebly Web Site. Each element uses the same Text Editing Toolbar. It is possible to stack as many elements on a page as you want. The Text Editing Elements are:

Element		Description
Title	T TITLE	To add titles/headers to a page, select this element.
Text	≡ TEXT	This is an element for writing text. It is possible to write a word, a sentence, or multiple paragraphs.

✝ Click the **Build** tab.
✝ An **Elements Bar** will appear on the left side of the **Page**.
✝ Click the **Text** or **Title** button that is to be used for the text.
✝ Drag it below the **Banner**.
✝ Click the **Click here to edit** area where the text is to be added (see illustrations below)**.**

Click here to edit.	Title

Click here to edit.	Text

✝ When the edit box appears, input the desired text.
✝ A **Text Toolbar** will appear above the text.
✝ The table below describes and illustrates each of the buttons on this toolbar.

Button		Description
Bold	B	Use this button to apply **Bold** formatting to the selected text.
Italics	I	This button is used to italicize the selected text.
Underline	U	To underline selected text, click this button.
Increase Font Size	+	Use this button to increase the size of the font for the selected text.
Decrease Font Size	−	To decrease the size of the font for the selected text, click this button.
Change Color	A ▾	Click this button to change the color of the font for the selected text. A gallery of different colors will display.

Button		Description
Create Link		To create a link to another site, a page within a site, an email address, or an uploaded file click this button.
Align		Click this button to align a paragraph of text to the left, right, or center or to fully align the paragraph text. Click the arrow on the right side of the button to select the alignment.
Bulleted List		Click this button to apply bullets to a list in the textbox. This feature is not available for some of the textbox areas, such as in the banner or the title element.
Numbered List		To create a numbered list of items in the textbox, click this button. This feature is not available for some of the textbox areas, such as in the banner or the title element.
Remove Formatting		This button is used to remove the formatting that has been applied to the selected text. It can be used when text is copied from Word. The text can then be formatted using the Weebly formatting features.
Undo		This button is used to undo an action such as bolding text.
Redo		Use this button to redo an action that has been undone.