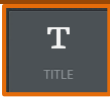
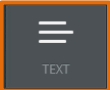















CREATE-EDIT TEXT

Adding text to your Web site is as easy as dragging one of the text elements onto a page. There are two primary text elements available within Weebly. They are described in the table below.

Text Element	Description
Title	 To add titles/headers to a page, select this element. The text will be larger than regular text. The size of the text can be decreased or increased.
Text	 This is an element for writing text. It is possible to write a word, a sentence, or multiple paragraphs.

ADD TEXT

Once the text has been added to a page, it can be edited using the Text Toolbar. The buttons on this toolbar are illustrated and described below.

Button	Description
Bold	 Use this button to apply Bold formatting to the selected text.
Italics	 This button is used to italicize the selected text.
Underline	 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	 Click this button to change the color of the font for the selected text. A gallery of different colors will display.
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.
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.

CHANGE FONT OPTIONS

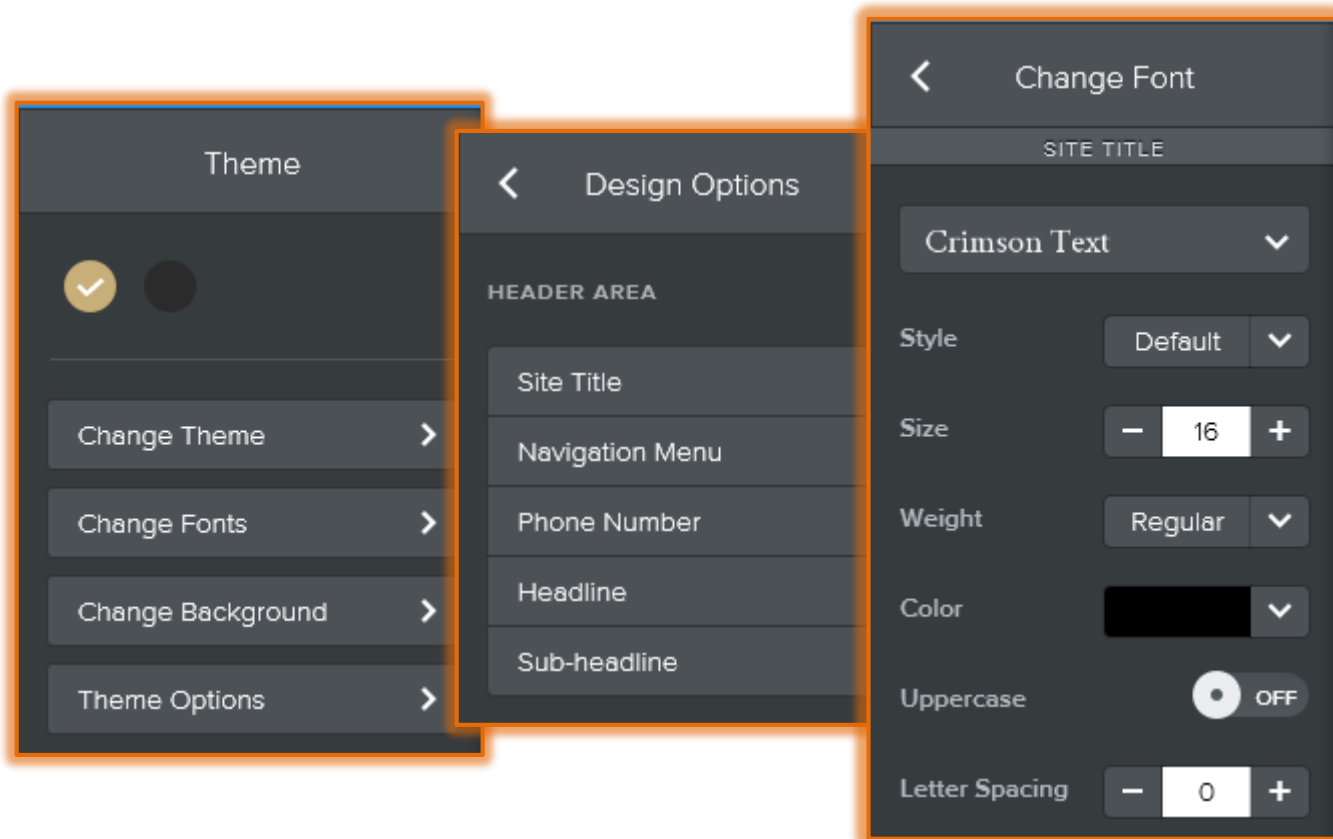
Each Weebly theme has default fonts for the Site Title, Paragraph Titles, Paragraph Text, and Links. Each of these areas can be edited using the Design Tab. When these changes are made, it affects the whole site, not just selected text.

✦ Click the **Theme Tab** at the top of the page (see illustration below).



✦ The **Theme** sidebar will display on the left side of the page (see illustration below).

✦ Click the **Change Fonts** option.



✦ A list of different site elements will display (see illustration above middle).

✦ Select the **Site Element** for which the font is to be changed. The different categories are **Header Area, General, Media, Store, and Footer**.

✦ The **Change Font** sidebar will display.

✦ Select the **Font Options**, such as **Style** or **Size**, that are to be changed for the selected **Element**.

NOTE: The **Change** Font sidebar may not contain the same options for all the elements. For instance, the **color** can be changed for some of the **Site Font Elements**, but not all of them.