

## Website Working Guide – Setting Colors, Fonts and Backgrounds

### Formatting Your Site and Pages

The Formatting Pages allow you to define the Fonts, Colors and Backgrounds used on your site. Settings can be changed at any time, and your site will automatically be updated.

Links for **Page Format**, and **Site Format** show at the top of your web pages when you are logged-in.

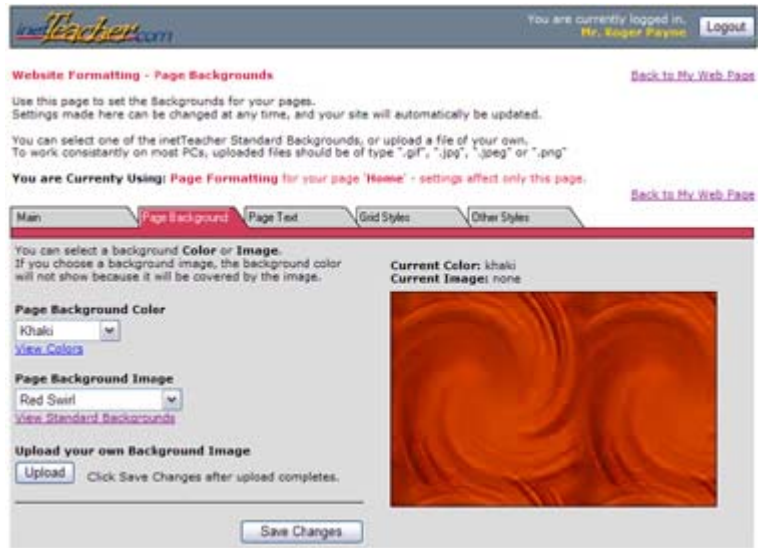
### There are 2 Types of Formatting:

**1. Page Formatting** - Settings affect only the page you're currently working on.

**2. Site Formatting** - Settings affect all pages on your site except for specific pages where you used **Page Formatting**.

Any new pages added to your site will start out using these settings.

If you use Page Formatting for a page, you can change it at any time to Site Formatting.



#### Page Formatting Link

To format a specific page, go to that page and use the Page Format link at the top.

#### Site Formatting Link

You can link from any page for Site Formatting.



Use the **Tabs** on the Formatting Pages, to adjust, save, and view the various settings for color, fonts and backgrounds.

Links are provided so you can quickly go back and view the changes on the actual page

