

# How to Change the Font Family, Size and Color

A Guide for Students and Faculty

**Who is this for?** This guide is for students that want to change the font family, size and color in an existing ePortfolio.

**Step 1:** To change the font family, size and color of text in a rich text module, double click the module or click the pencil icon and select the text you want to change. When you click on the pencil icon, a toolbar will appear at the top of the Rich Text module containing tools that can be used to format the selected text, such as bolding text, underlining text, changing font style, etc. (See image 1)

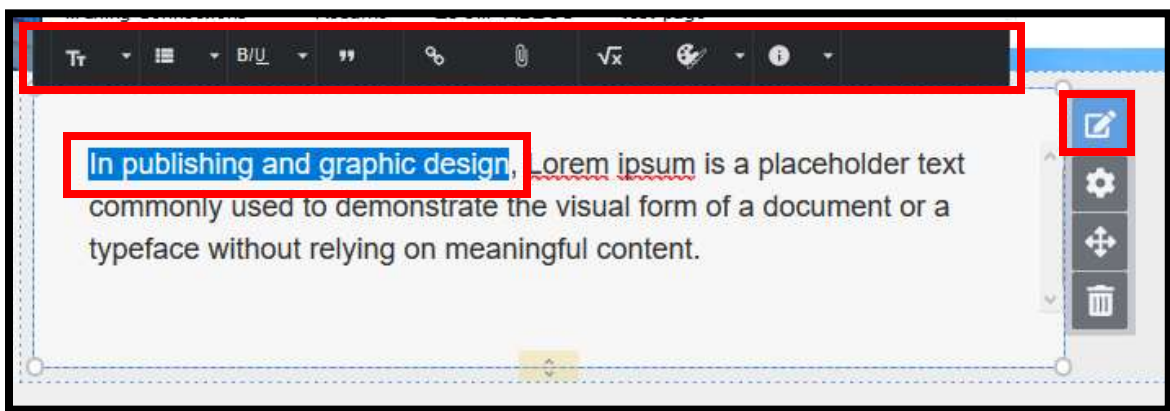


Image 1

**Step 2:** With the text still selected, choose the color palette icon from the toolbar. Here you can select a different font family, size and color. Select the font family, size and color you want and then click outside of the module to apply the changes. (See images 2 and 3)

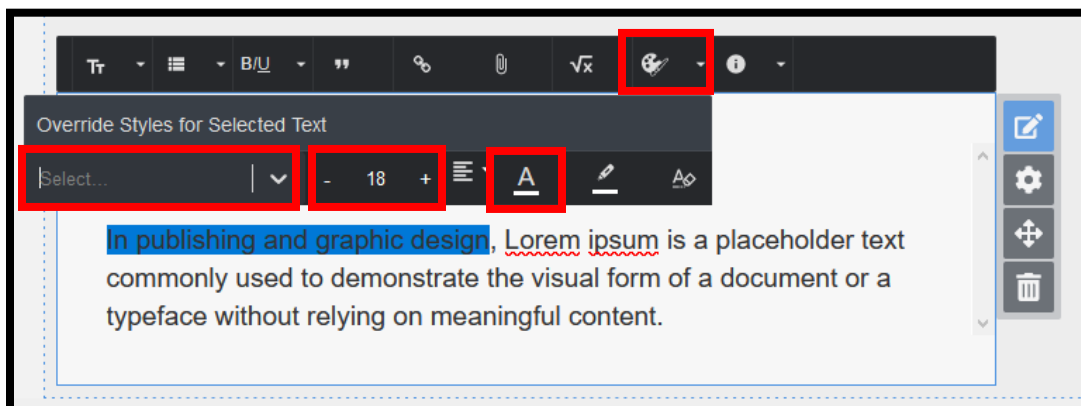


Image 2



Image 3

**Step 3:** To change the font family, size and color of all the text in the rich text module at once, click the gear icon which will open the “Module Settings.” Here you can edit the text from the “Text” option. Select the font family, size and color you want. Then click out of the settings for the changes to be applied. (See images 4, 5 and 6)

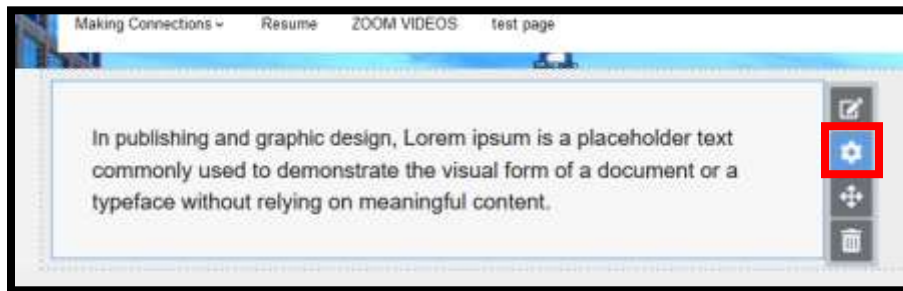


Image 4

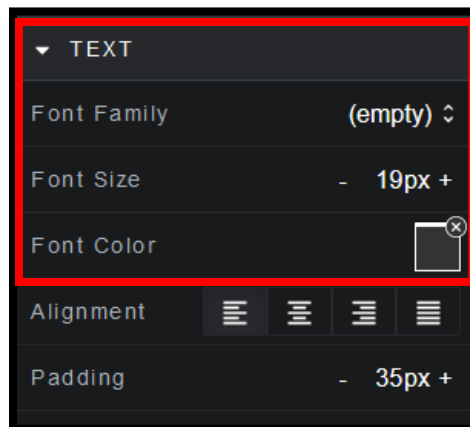


Image 5

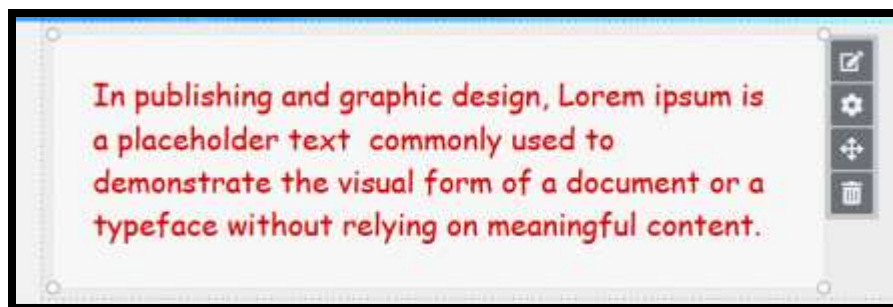


Image 6

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.