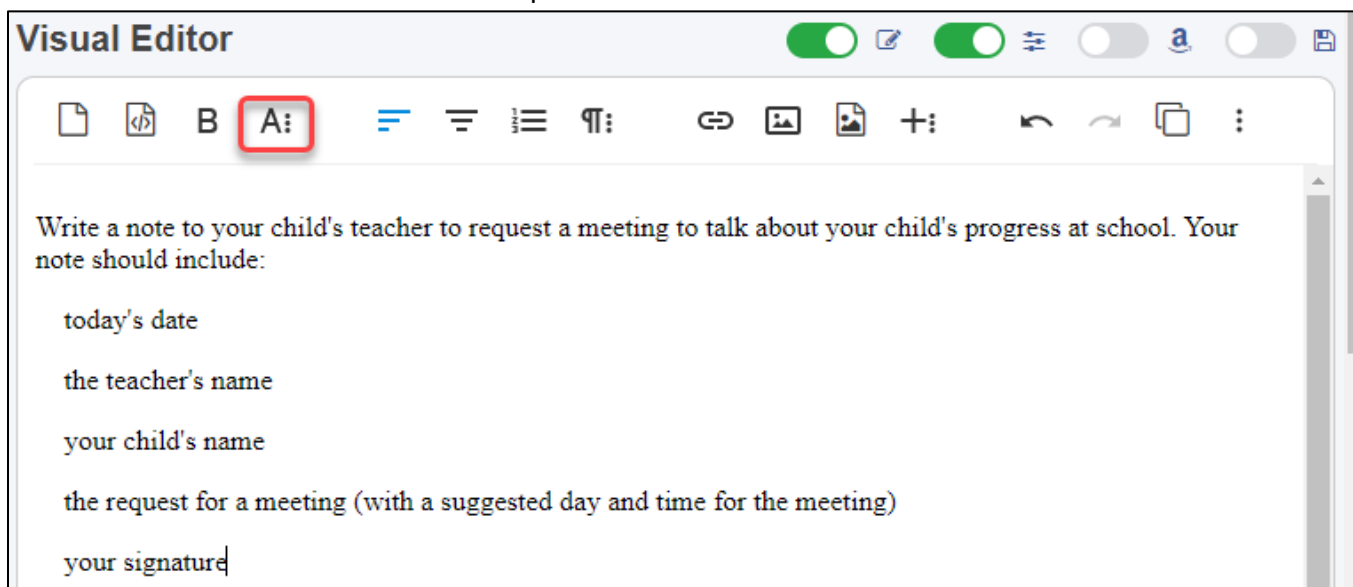


Customizing the Font in Your Course

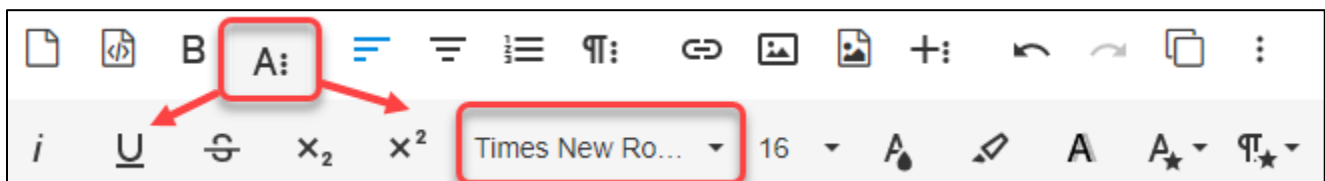
Instructors can use third-party tools to adjust fonts on their courses to suit their requirements. For example, some literacy instructors want to use Comic Sans or the Open Dyslexic fonts.

Customizing Font Steps

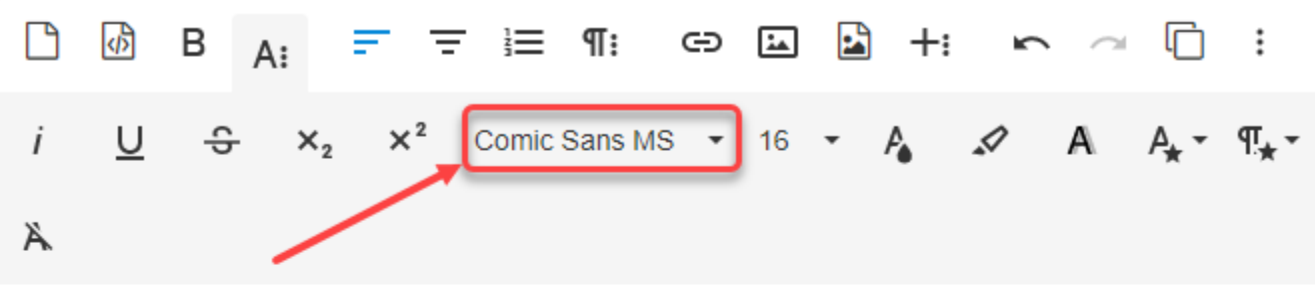
1. Open the **WordtoHTML.net** site.
2. Paste the text into the **Visual Editor**.
3. Click on the More **Text** icon to expand the toolbar.



4. Click on the **Font family** drop-down, and then select a font.



Note: In this example, the **Font Family** was changed to **Comic Sans**.

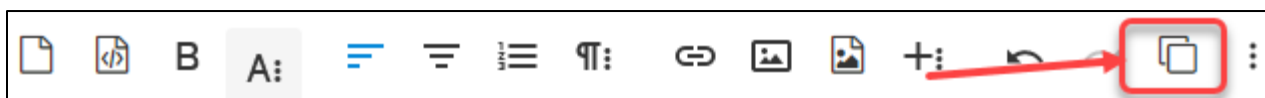


The screenshot shows a rich text editor toolbar. The font family dropdown is highlighted with a red box and a red arrow pointing to it. The text in the editor area is in a Comic Sans font.

Write a note to your child's teacher to request a meeting to talk about your child's progress at school. Your note should include:

- today's date
- the teacher's name
- your child's name
- the request for a meeting (with a suggested day and time for the meeting)
- your signature

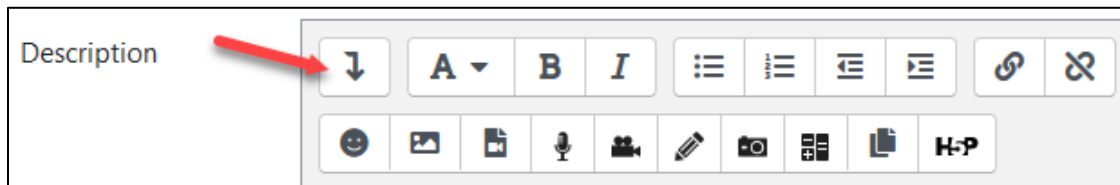
5. To bring the newly formatted text to your course, click on the **Copy HTML to clipboard** icon.




Note: To view the HTML code, scroll downward the **HTML Editor**. Most likely it is not a good idea to change the HTML code here.

```
HTML Editor Code length: 772  
1 > <p><span style="font-family: Comic Sans MS, sans-serif;">Write a note to your  
child's teacher to request a meeting to talk about your child's  
progress at school. Your note should include:</span></p>  
2 > <p><span style="font-family: Comic Sans MS, sans-serif;">&nbsp; &nbsp;  
today's date</span></p>  
3 > <p><span style="font-family: Comic Sans MS, sans-serif;">&nbsp; &nbsp; the
```

6. On your **Avenue** course, click on the **Turn editing on** button.
7. Locate the resource or activity to be altered and click on the **Edit** link.
8. Click on **Edit settings** in the drop-down list.
9. In the appropriate text field's toolbar, click on the **Show more buttons** icon.



10. In the expanded toolbar, click on the **HTML** icon. 
11. Highlight the **line of text** that appears in the editor.

```
1 <p dir="ltr" style="text-align: left;"><br></p>
```

12. Right-click on this line.
13. In the drop-down menu, click on the **Paste** option.
14. The complete text code appears.

```
1 <p><span size="5" style="font-weight: bold; font-size: x-large; font-family: Comic Sans MS, sans-serif;">Speaking Task&nbsp;</span><em><span style="font-family: Comic Sans MS, sans-serif;"><br></span></em><span style="font-family: Comic Sans MS, sans-serif;"><span style="text-decoration: underline; font-style: italic;">Note</span><span style="font-style: italic;">: Your instructor will tell you how to do this task. Please follow his or her
```

15. Scroll to the bottom of the screen and then click on **Save and display**.

Note: The font change is visible.

Write a note to your child's teacher to request a meeting to talk about your child's progress at school. Your note should include:

today's date

the teacher's name

your child's name

the request for a meeting (with a suggested day and time for the meeting)

your signature

Resources

WordHTML <https://wordhtml.com>

WordtoHTML <https://wordtohtml.net>