

Changing Text to a Mozilla Navigator page using Mozilla Composer on a PC Computer 4 Steps

This Step-by-Step explains the procedures for changing text in a Mozilla Navigator page using Mozilla Composer on a PC computer.

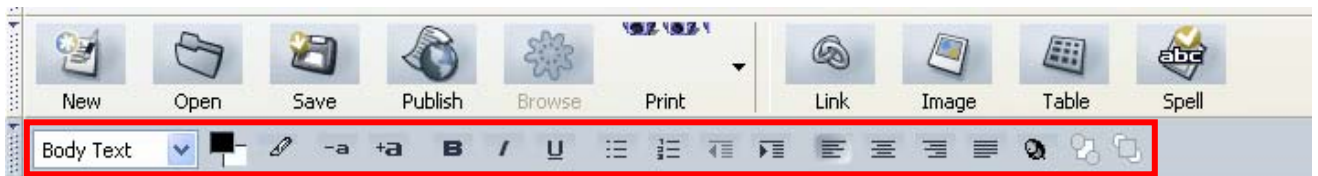
This Step-by-Step assumes that the user has already created a page using Mozilla Composer and is familiar with Microsoft Word or WordPerfect.

- 1) Add, delete, or make changes to the text as done in Word or WordPerfect; after making any changes in the actual text, it is recommended to click the icon labeled **spelling** to run a spell check on the page.



To change the appearance of the text (bold, italicize, etc), either


1. Highlight the desired text, then click **Format** in the menu bar and then desired option or





2. Use the formatting tool bar:


Note: To use the Formatting Tool Bar, desired text must first be highlighted to change its appearance.

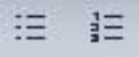







- Similar to Word, the pull down menu on the left is the type of text: **Body Text** is the default.

-  The Colored squares change the color of the text and the background of the entire page. Click on the top colored square to change the color of the text. Click in the bottom colored square to change the color of the entire background of the page.

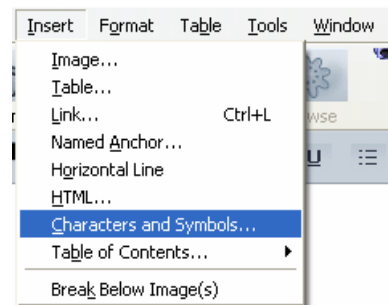
-  The **a** with the – in front, diminishes the text size

-  The **a** with the + in front, increases the text size.

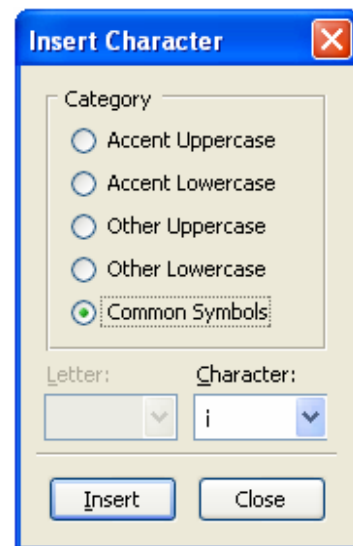
-  The **B** makes the text bold. The **I**, italicizes the text, and the **U** underlines the text.

-   These two icons create a list order for the text. The first creates bulleted lists and the second creates a numbered list.
-   These two icons are used for indentation the text. The first one with the small arrow pointing left aligns the text to move to the left, while the icon with the small arrow pointing right indents the text to the right.
-     These four icons are used to align the text to the left, middle, right, or justified to the page. The small lines on each icon depict which way the text will be aligned.

2) To add special characters, such as a letter with an accent mark, click on **Insert**, and select **Characters and Symbols**.



3) A menu will open where any special characters or symbols can be chosen from the options. When desired option is chosen, simply click **Insert**, and it will be inserted.



4) Deleting text is similar to Word: Use the **delete** or **backspace** keys, or highlight the text and go to **Edit** menu and select **Cut**. Images and links can be deleted with the same methods.