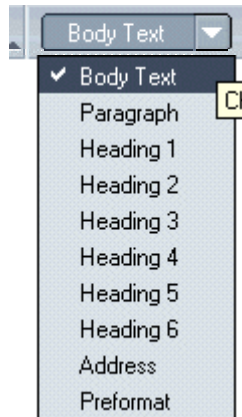


Text Designs

Body Text

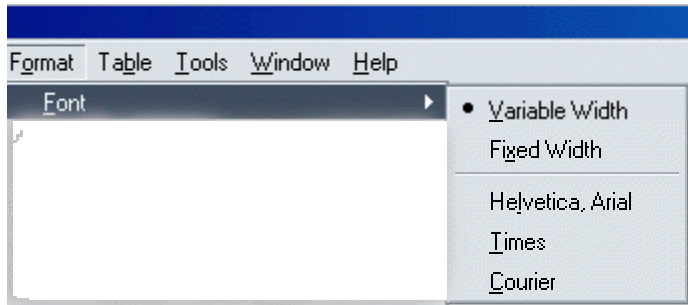
When Composer is set on body text, your text is set in the default font and style for regular text. If you pull down the menu you will see the following options:




- **Paragraph:** Use this feature to begin a new paragraph. The paragraph includes top and bottom margins
- **Heading 1-6:** You can format your paragraph as a heading. Heading 1 is the largest, heading 6 the smallest
- **Address:** This can be used for a web page "signature" that indicates the author of the page and the person to contact for more information, for example: *user@example.com*. The text will appear in italic print
- **Preformat:** This is useful for elements such as code examples, column data and mail messages that you want displayed in a fixed-width font


Font/Text sizes:

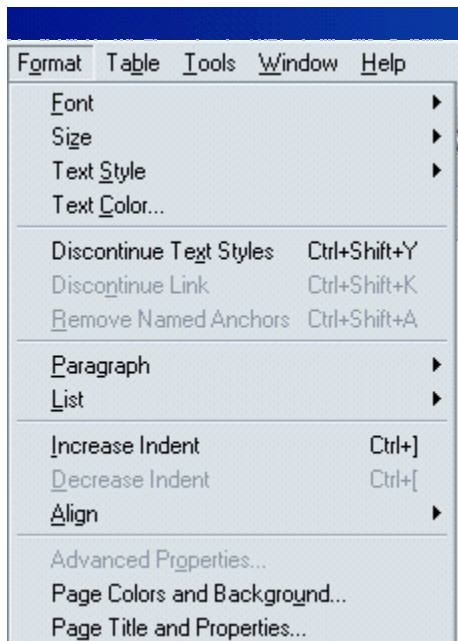
- **Font:** When you begin typing Composer will automatically type your work in size 12, variable width font. If you prefer to use fonts specified by the reader's browser, use variable width or fixed width. You may notice that all of the fonts available on your computer do not show in Composer. The reason for this is that not all browsers support all fonts. It is best to stick with the basic fonts available, as these are compatible with all computers. If you want to use a specific font, highlight the text you want changed, and click on **Format**, then **Font** and select the desired font.



- **Text Size:** Composer types all font in the standard size 12. If you would like to make your font bigger or smaller relative to the surrounding text, you can do so by pressing the  buttons on your toolbar. Alternatively, you can highlight the text you want to change, go to **Format**, then **Size** to see all of the choices available


Text Color:

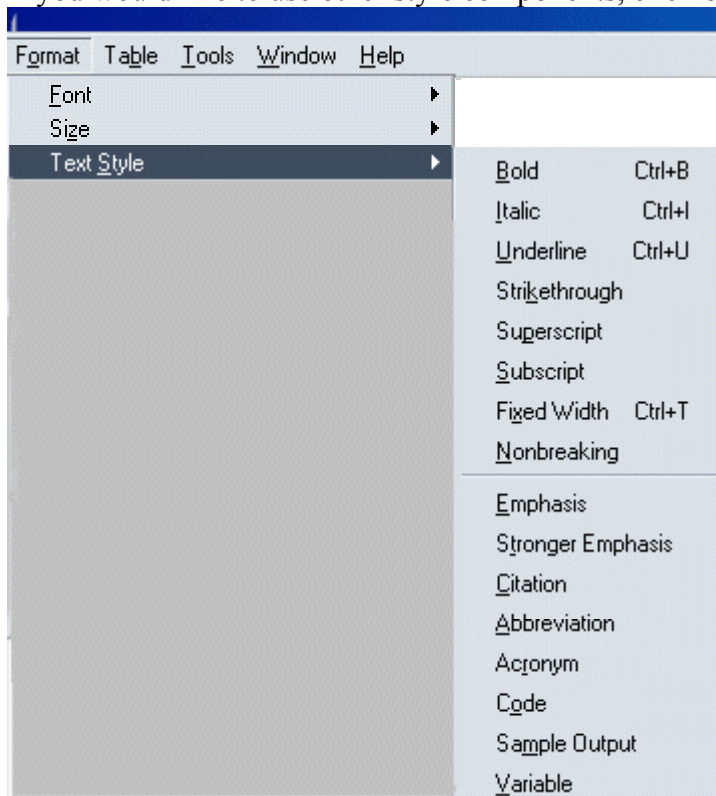
- Using the toolbar you can select the color of text and the color of the background page you desire. On the toolbar  the top color is the text color, and the bottom color is your background color. You can access these options also by clicking on **Format** then **Text Color** and **Page Colors and Backgrounds**



Tip: Be very careful about the text color/background color combinations. Remember, your page should be easy for everyone to read

Text Style:

- Your toolbar has basic style components such as **bold**, *indent* and underline. 
- If you would like to use other style components, click on **Format**, then **Text Styles**




- If you apply different text styles and decide you do not want them, highlight the text, click on **Format**, the **Remove All Text Styles**.

Working with Lists

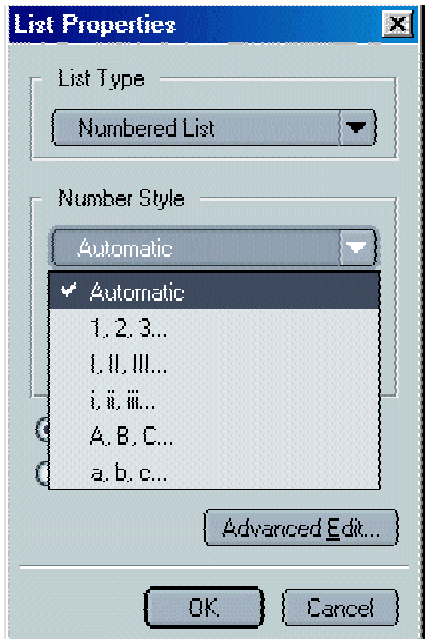
Indenting: The toolbar offers a feature that allows you to indent your text in small increments. Once text has been indented it can also be moved back to the original position by clicking on the

"left" icon 

- You can also find this feature under **Format**, **Increase Indent or Decrease Indent**

Outlining: Located on the toolbar are two options for organizing your text. You can use the bullet format or order your text by numbers 

- You can change the way your bullets and numbers look by going to **Format**, then **List Properties**. Illustrated is an example of the options available for numbers



- Under **Format**, then **List**, are the options of *term* and *definition*. The two styles work together to create a "glossary-style" appearance. Use the "term" feature for the word being defined, and the "definition" feature for the definition. The Term text appears left aligned, and the Definition text appears indented

Alignment:

The toolbar makes it easy to align your text. The four choices available are left justified, center justified, right justified or align justified, which most resembles a newspaper and how text is justified to fit the space provided.

