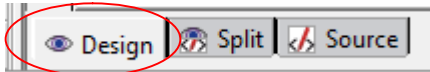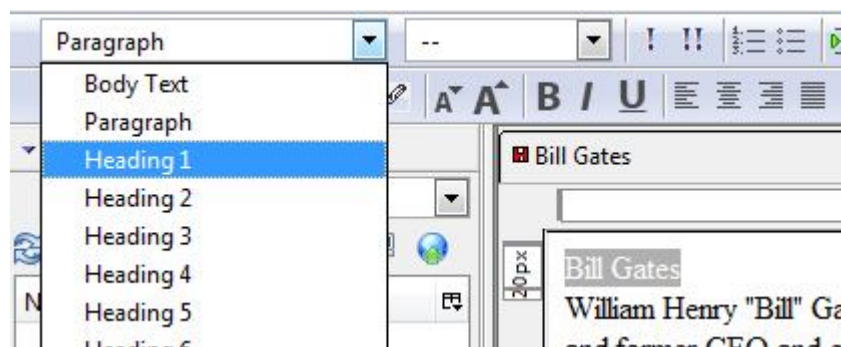**Altering an Existing HTML Document (using Web Authoring Application, i.e. MS Kopozer)**

1. Visit **ecdlwebediting.weebly.com**

2. Go to the **Worksheets & Resources** page to download the following resources:

   a. Download the file **gates.html** and save it in the folder named 'Worksheets'

   b. Download the picture **bill.jpg** and save it in the folder 'Pictures' (which folder can be found within the folder 'Worksheets')

3. Open the file **gates.html** using KompoZer.

Changing Text Style (Headings)

4. Click on the **Design** tab.

5. Click at the start of the first paragraph, i.e. the paragraph that starts with the text "William Henry "Bill" Gates III (born October 28, 1955) ... ". Press **Enter**.

6. Just before the first paragraph, write the text 'Bill Gates'.

7. Select the text which you have just inputted. From the **Style** drop down menu, select 'Heading 1'.
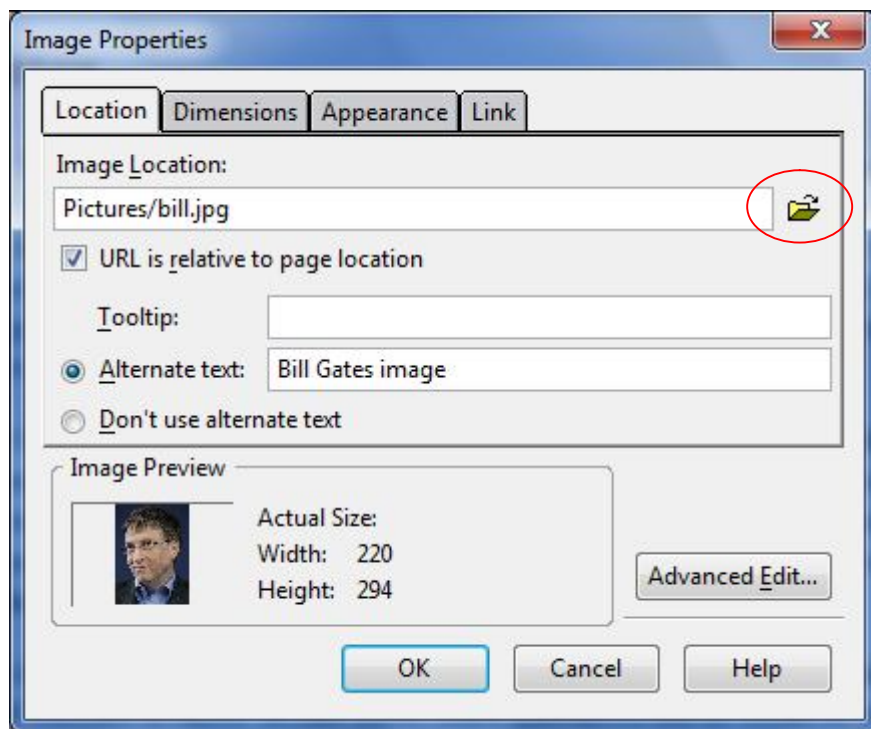
Pictures

8. Click at the start of the paragraph that starts with the text "Gates is one of the best-known entrepreneurs of the … ".
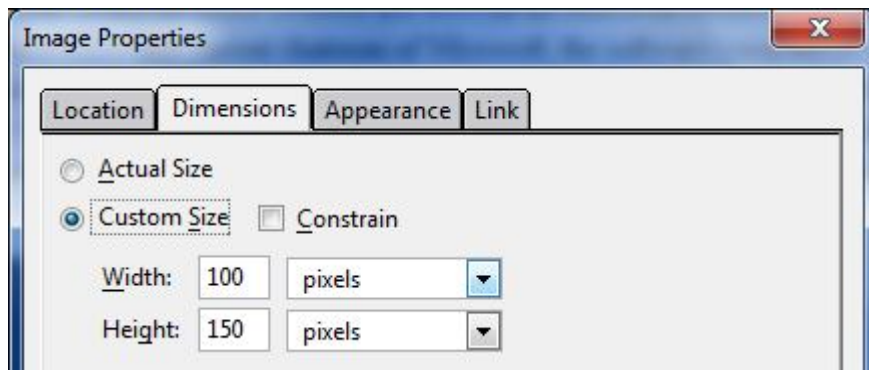
9. Click on the **Image** icon.

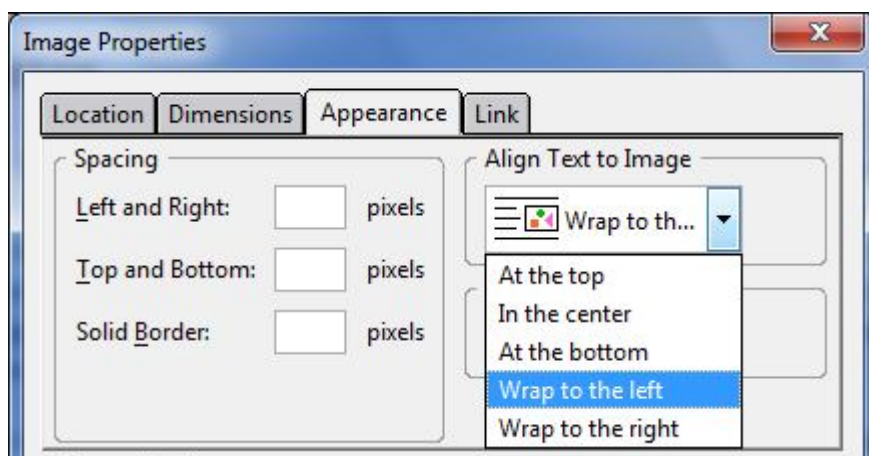10. Locate **bill.jpg** and select it. Use the text: "Bill Gates Image" as alternate text.

11. Click OK.

12. Double click on the picture to alter its properties.

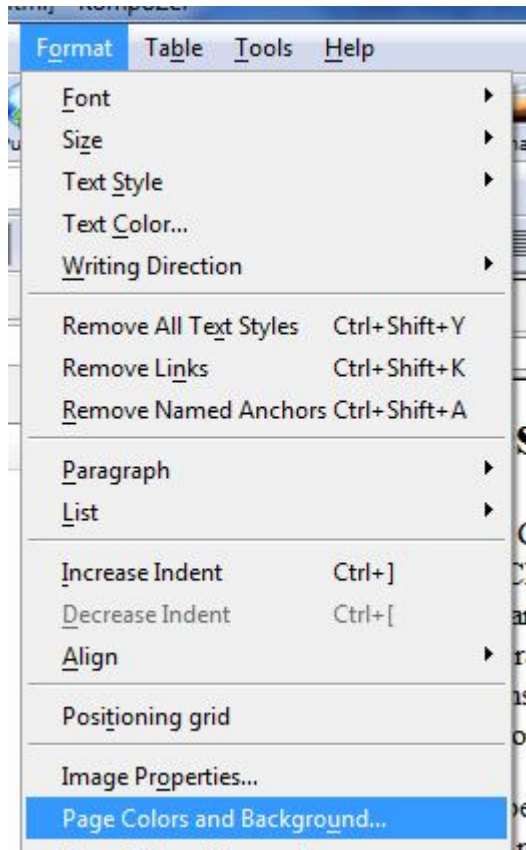a. Click on the **Dimensions** tab to set the width of the image to 100px and the height of the image to 150px.

b. Click on the **Appearance** tab to align the picture to the right. In order to do so, you must wrap the text to left.
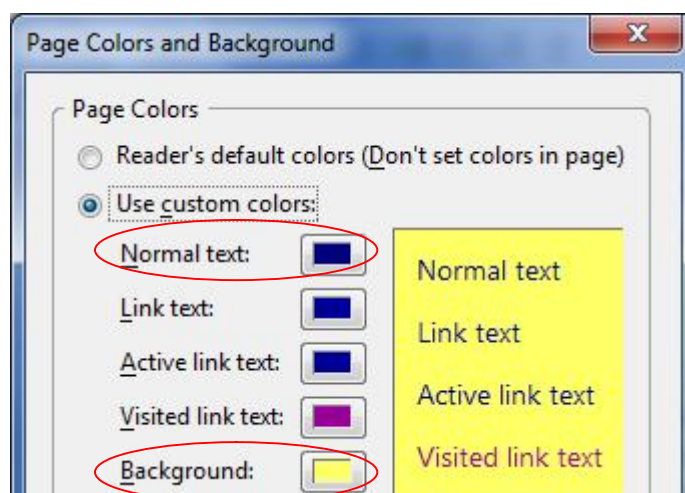
c. Also from the **Appearance** tab, set the **Solid Border** thickness of the picture to 5px.

13. Click Ok.

14. Change the background color to **"#FFFF66"** and text color to **"#000080"** by following these steps:

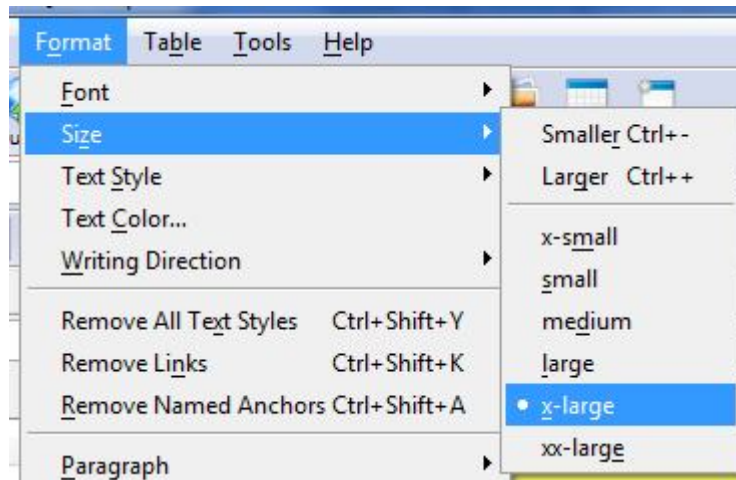   a. From the Format drop down menu, select **Page Colors and Background**

    b. Select **Use custom colors**

    c. Alter the background to color **"#FFFF66"** by clicking on the box next to the text **Background.**

    d. Alter the text color to **"#000080"** by clicking on the box next to the text **Normal text**.
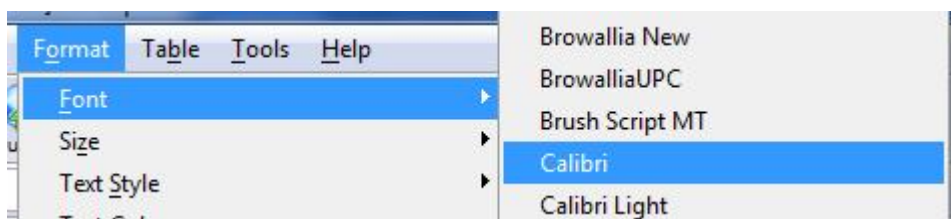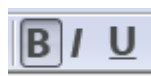
Text Formatting

15. Select the heading 'Bill Gates'.

    a.   Alter the **font size** to x-large.

    b.   Alter the **font type** to Calibri.

16. Select the text 'William Henry "Bill" Gates III' (from the first paragraph).

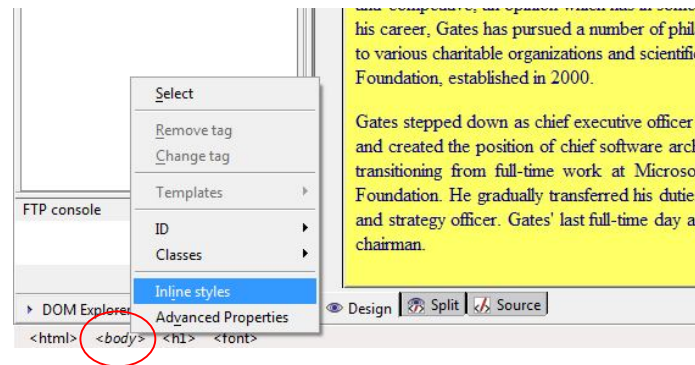17. Apply **Bold**.

Text Alignment

18. Select the paragraph that starts with the text: "Gates stepped down as chief executive officer ... "

19. Apply **Justify alignment** to the paragraph.

Page Margins

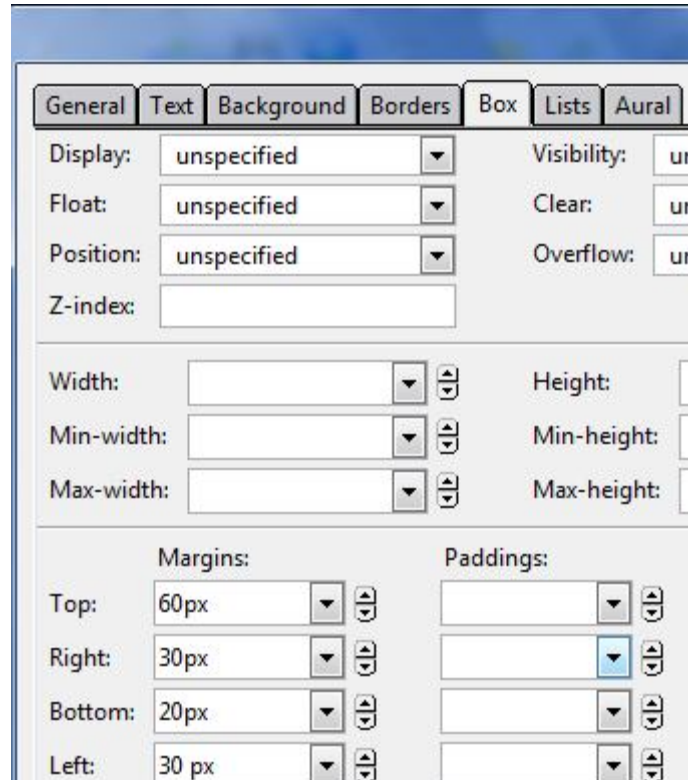20. Right click on the <body> tag at the bottom of the screen.

21. Choose **Incline Styles**.
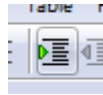
22. Click on **Box.**

23. Set the following:

     a. **Top Margin**: 60 px

     b. **Right Margin**: 30 px

     c. **Bottom Margin**: 20 px

     d. **Left Margin**: 30 px

Indentation

24. Select the paragraph that starts with the text: "Gates stepped down as chief executive officer ... ".

25. Indent this paragraph one tab stop.

26. Indent the first line of this paragraph one tab stop further.

27. The result should be similar to the following:

Bill Gates

William Henry "Bill" Gates III (born October 28, 1955)is an American business magnate, investor, philanthropist, author, and former CEO and current chairman of Microsoft, the software company he founded with Paul Allen. He is consistently ranked among the world's wealthiest people and was the wealthiest overall from 1995 to 2009, excluding 2008, when he was ranked third. During his career at Microsoft, Gates held the positions of CEO and chief software architect, and remains the largest individual shareholder, with more than 8 percent of the common stock. He has also authored or co-authored several books.

Gates is one of the best-known entrepreneurs of the personal computer revolution. Although he is admired by many, a number of industry insiders criticize his business tactics, which they consider anti-competitive, an opinion which has in some cases been upheld by the courts. In the later stages of his career, Gates has pursued a number of philanthropic endeavours, donating large amounts of money to various charitable organizations and scientific research programs through the Bill & Melinda Gates Foundation, established in 2000.

Gates stepped down as chief executive officer of Microsoft in January 2000. He remained as chairman and created the position of chief software architect. In June 2006, Gates announced that he would be transitioning from full-time work at Microsoft to part-time work, and full-time work at the Bill & Melinda Gates Foundation. He gradually transferred his duties to Ray Ozzie,