# Step 2 - How to change the layout of Mozilla Firefox.

- **First I am going to show you how to Restore Down. When you open Mozilla Firefox, it typically opens in a full screen. As I mentioned in the Step 2 Introduction, the reason to Restore Down is if you are doing on-line training on my website, like Movie Maker, you can open Movie Maker and Restore Down it and view the PDF file and go back and forth to Movie Maker.**

- **After that I will show you how to Minimize and other layouts.**

- **First open Mozilla Firefox. Next is a sample of a website in a full screen.**

- **Here is a sample of a website in Firefox in a full screen. Click on this Icon ⧉ in the upper right to Restore Down. Next is what happens.**
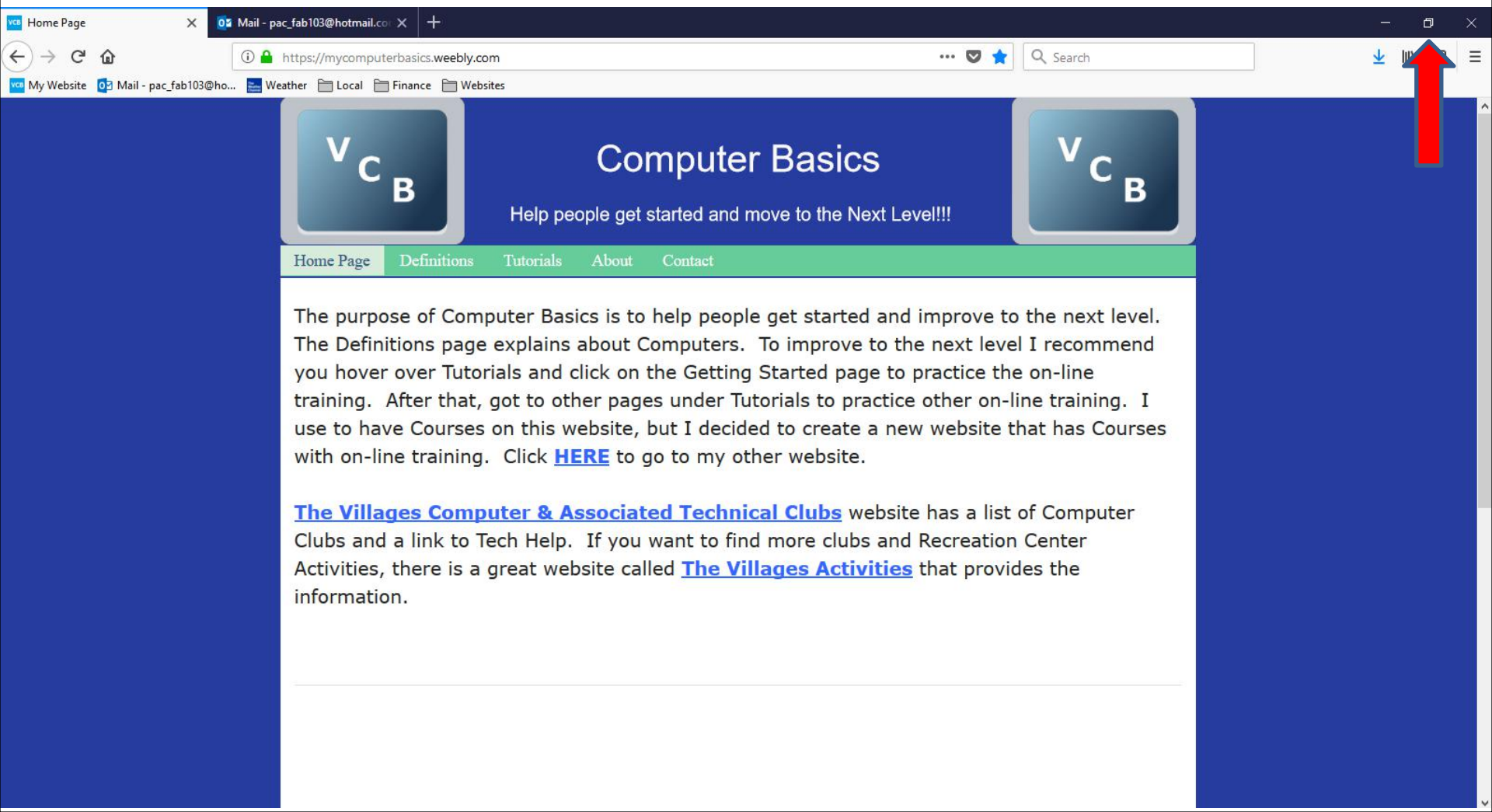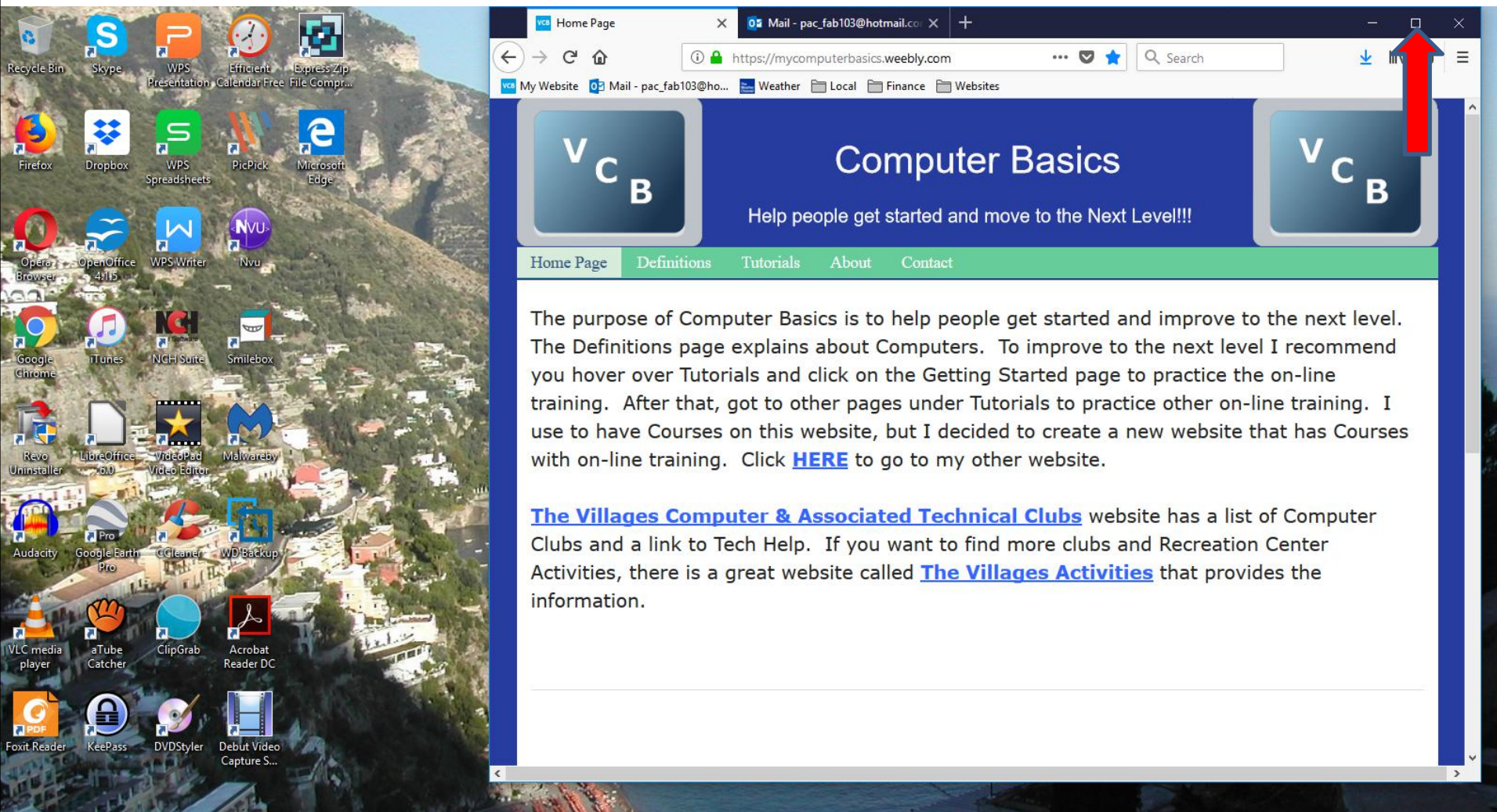
- **You see it smaller. You click on this Icon – in the upper right to Minimize. Next is a sample.**
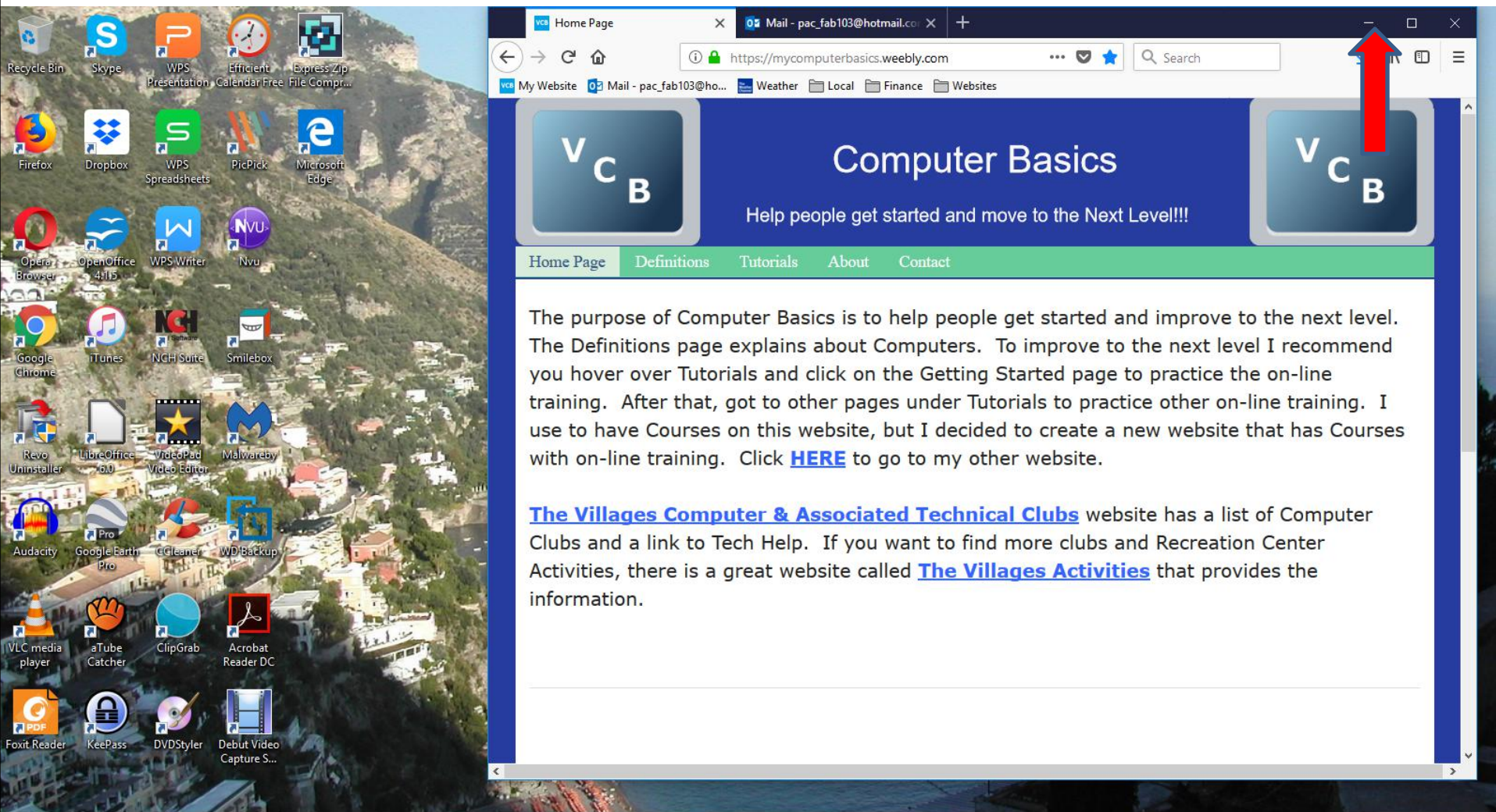
- **When you click on Minimize, it does not show it, but it is highlighted on the Taskbar. Next is what happens when you click on it in the Taskbar.**
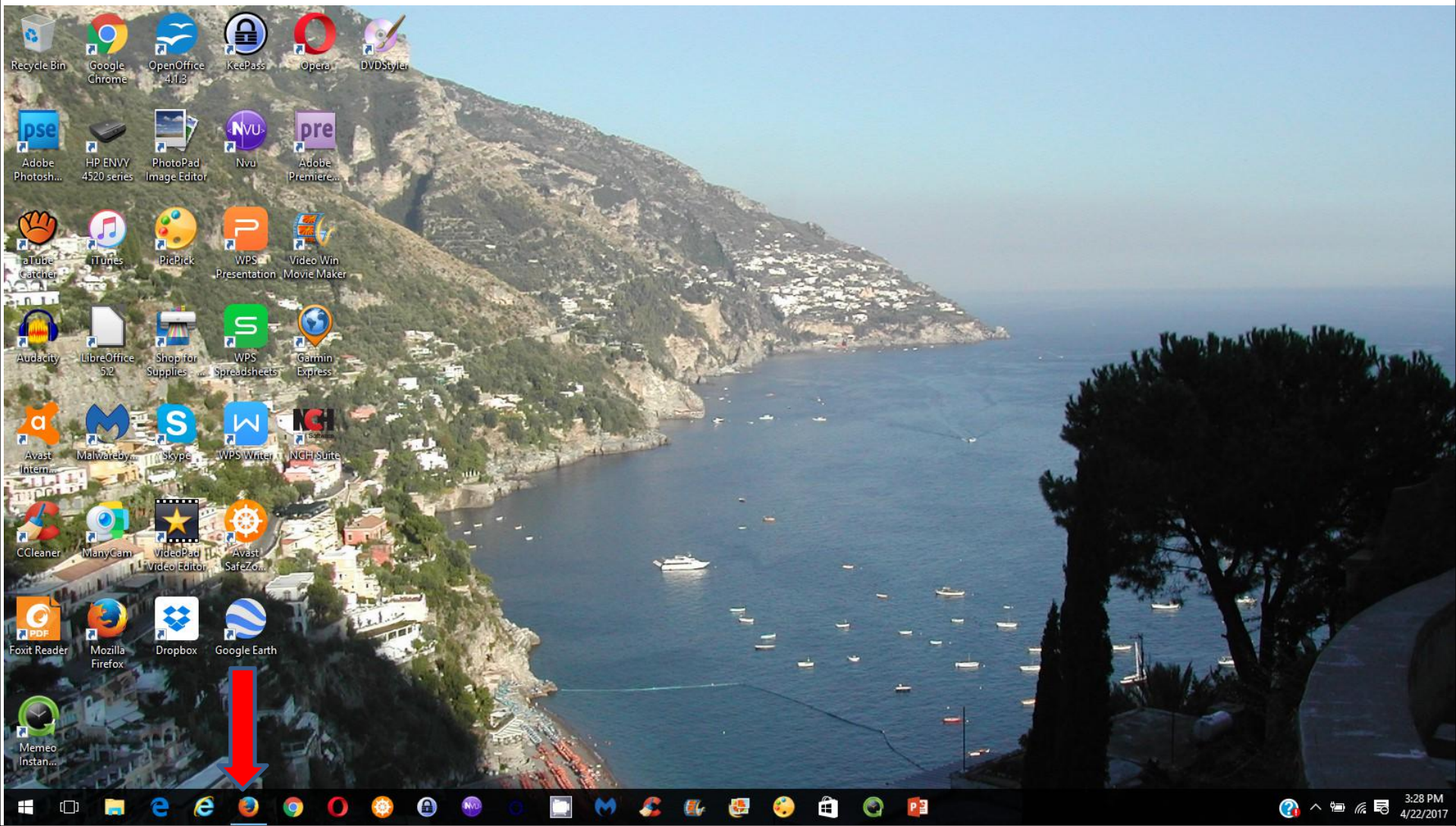
- **When you click on it in the Taskbar, it opens in the same size. To go back to full screen, you click on the this Icon ☐ in right. Next is a sample.**

- **You see it in a full screen again. You then right click on the top and you see a list of other options. Next I will zoom in so you can see it and what to click on.**

- **You see a list of other options. I recommend you first click on the Menu Bar. Note – Firefox and Internet Explorer are the only Browsers to display the Menu bar.**

- **Next is what happens.**
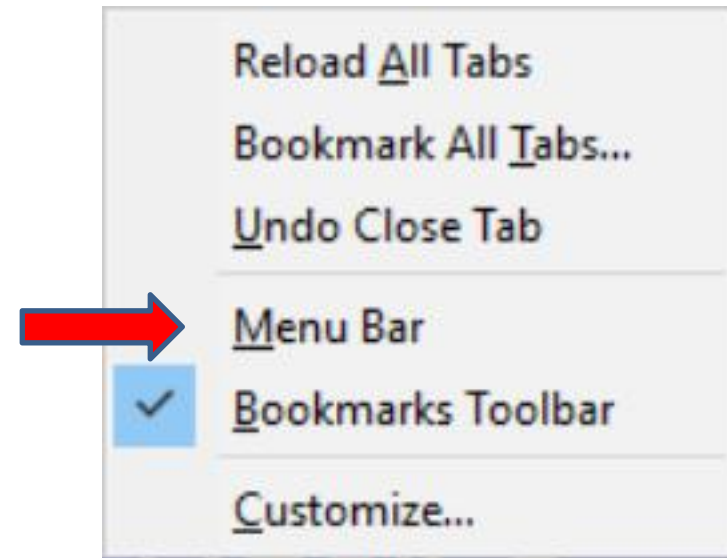
- **You then see the Menu Bar on the top of the left.**

- **It is then easier to do other things. Next is a sample of clicking on View to change the size inside the page.**
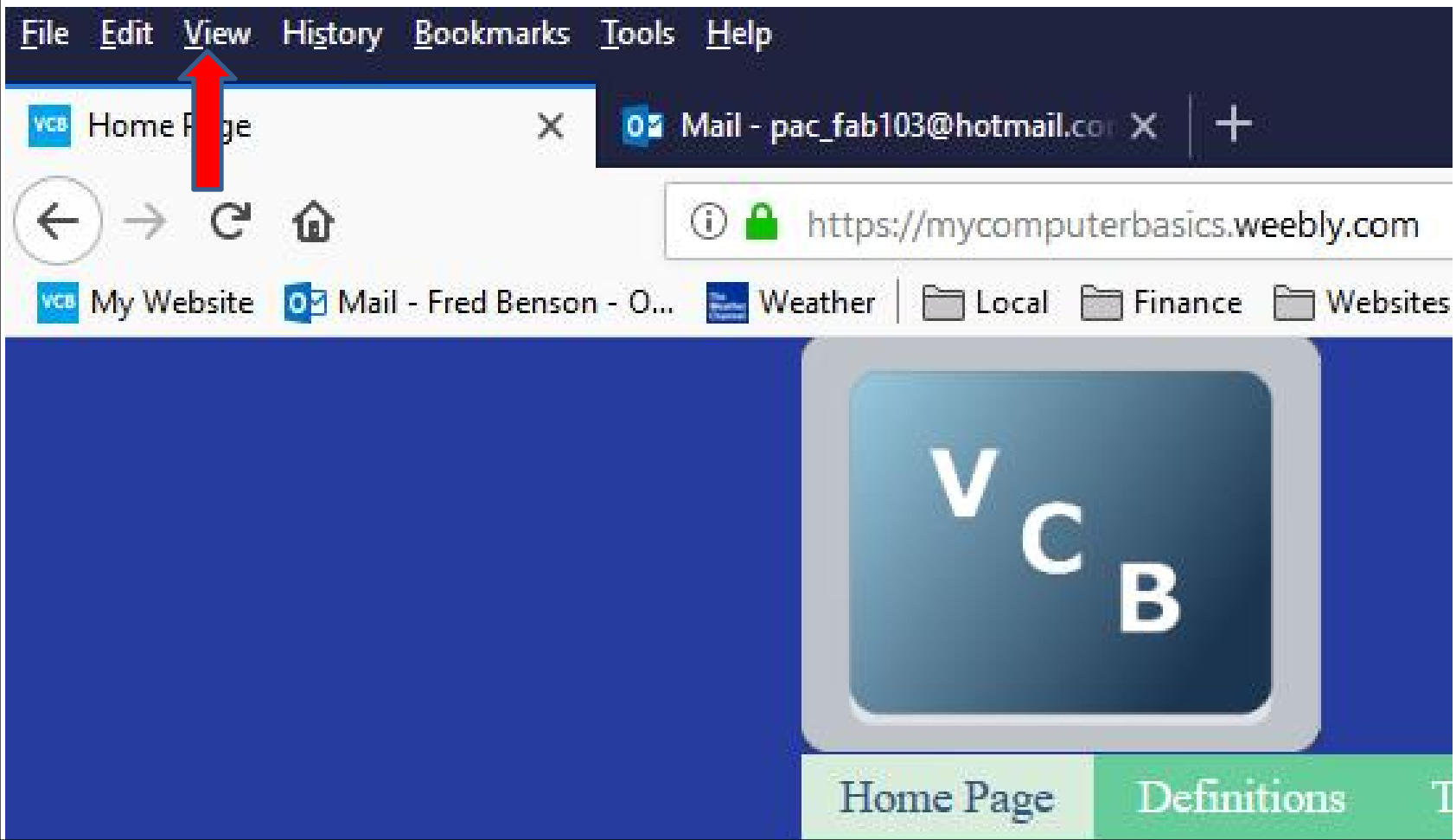
- **When you click on View you see a list and when you hover over Zoom you see a list about Zoom. You have two options to Zoom In and Zoom Out. First option is click on Zoom In and when you click on it the inside of the page is larger and the window closes. The second option is press and hold the Ctrl Key and click on the + Key. Next explains more about it.**

File   Edit   View   History   Bookmarks   Tools   Help

VCB Home

Toolbars   >
Sidebar   >

O▪ Mail - pac_fab103@

← →

Zoom   >
Page Style   >

Zoom In   Ctrl++
Zoom Out Ctrl+-

VCB My W

Text Encoding   >

Reset   Ctrl+0

Full Screen   F11

Zoom Text Only
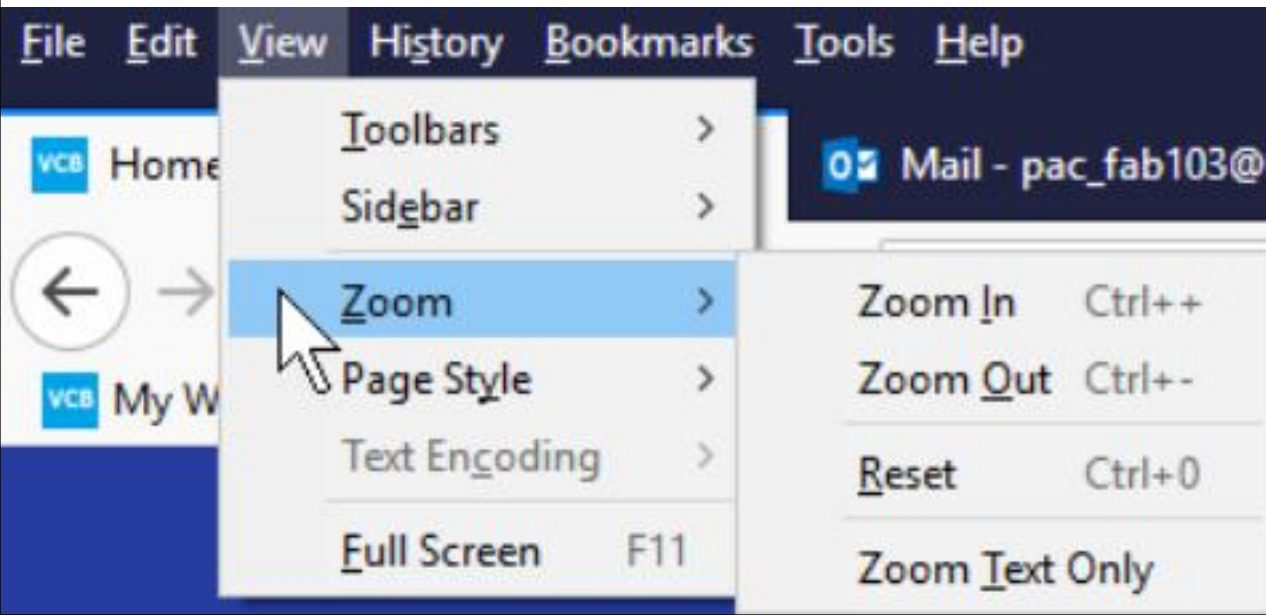
- I recommend using the second option. Because if you press and hold the Ctrl Key, you can click on the + Key two or more times to make it much larger. You can press and hold the Ctrl Key, and can click on the – Key two or more times to make it much smaller. Most people what to make it larger to see it. Some want it smaller when they print the page.

- When you press and hold the Ctrl Key and clicking on the + Key two times, most Browsers show it much larger as I showed you in the Parts.   Mozila Firefox is the only Browser that you have to press and hold the Ctrl Key and clicking on the + Key 4 times to make it larger. Next is a sample.

- **Here is a sample of press and hold the Ctrl Key and clicking on the + Key 4 times and you see it much larger. Next, explains more about it.**

- **When you make it larger and you go to another page on that website, the other page is also larger. When you close Mozilla Firefox and open it, it stays larger. To go back to the original, you need to press and hold the Ctrl Key and click on the – Key 4 times again, which I did. Next is how to add a Sidebar on the left, which is another layout.**

- **When you click on View on the top and hover over Sidebar, you see a list and click on Bookmarks and next is what happens. Note – if you want to, you can click on History or Synced Tabs.**
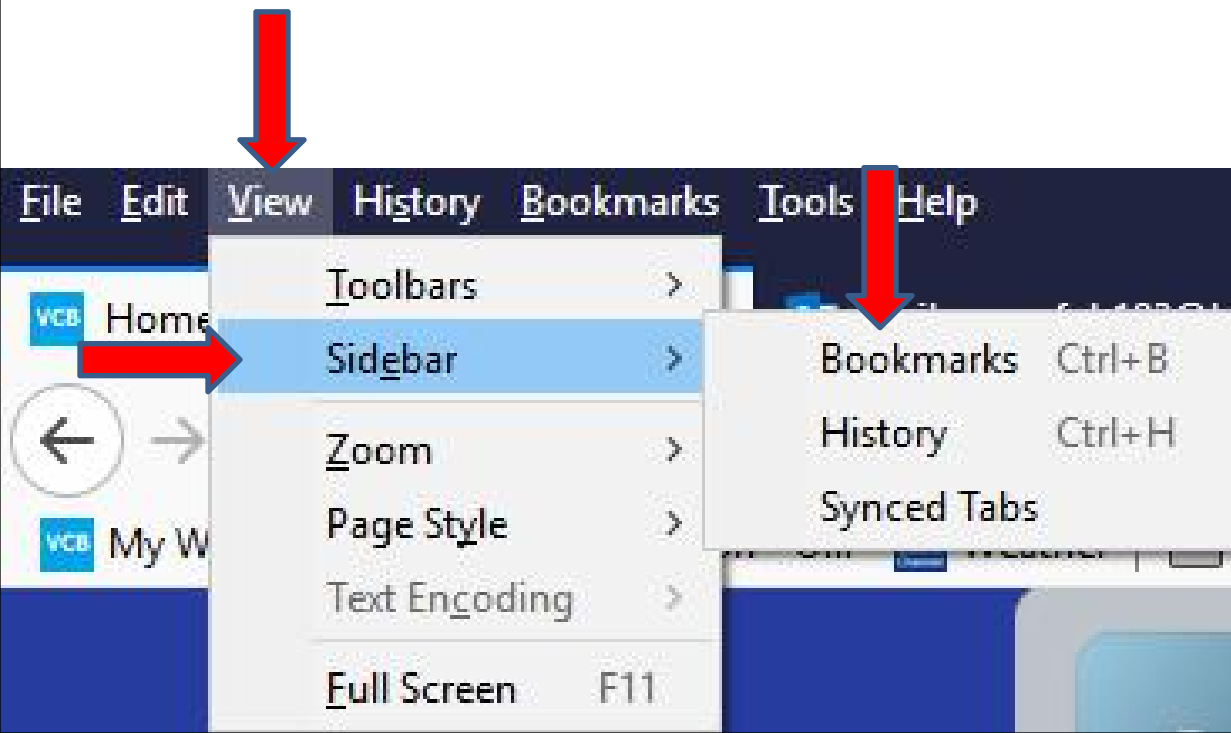
- **You then see Bookmarks Sidebar on the left and you see Search. The reason to do that is if you have a lot of websites in your Bookmarks bar and want to find one. Next is a sample of starting to type in the site in the Search that you want.**

VCB Home Page   ✕

← → C ⌂

VCB   Website   O◪ Mail - Fred Bensc

★ bokmarks ∨   ✕

🔍 the

■ Weather
W Frederick Arthur Benson Cont...
▢ TIAA Secure Account Access
■ Weather
■ Weather
■ Weather
▢ TIAA Secure Account Access
🌐 Speed Test CenturyLink
🌐 Speedtest.net by Ookla - The ...
Ⅲ The Best Free Video Editors for...
🌱 The Enrichment Academy In...
∿ The Villages - Florida's Friendli...
W The Villages Computer Club
W The Villages Computer Plus - ...
∿ TheVillages.net - Login - Emai...
🌐 VIRGINIA TRACE, THE VILLAG...
f The Oxford Oratory - Catholic ...
📷 The Villages Tee Time System

- **Here is a sample of starting to type in The Villages Computer Club and you see a list and you see it at the bottom. You can click on it to open it. Once complete, you click on X to close the window**
- **Next is how to change the Font.**

- **You have two options to get to change Font. If you set up the Menu bar, you click on Tools and you see a list and click on Options.**
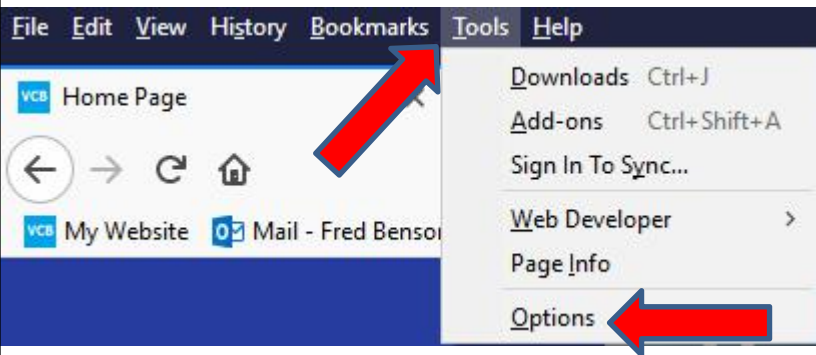
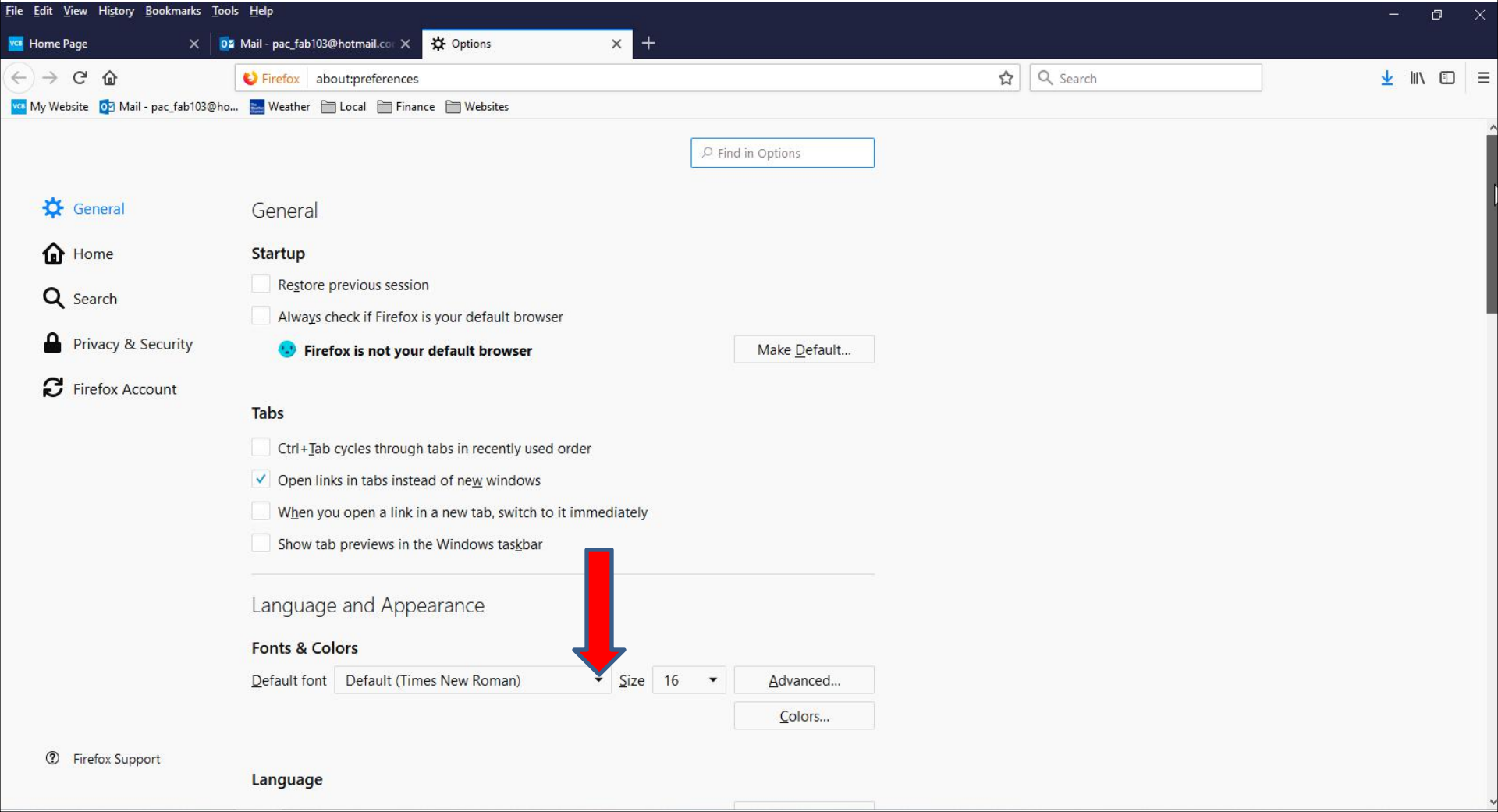

- **Next is the other option as I showed you before.**

- **The second option is click on the Icon in the upper right as I showed you before and you see a list and click on Options and next is the same again when you click on it or in the Tools list.**
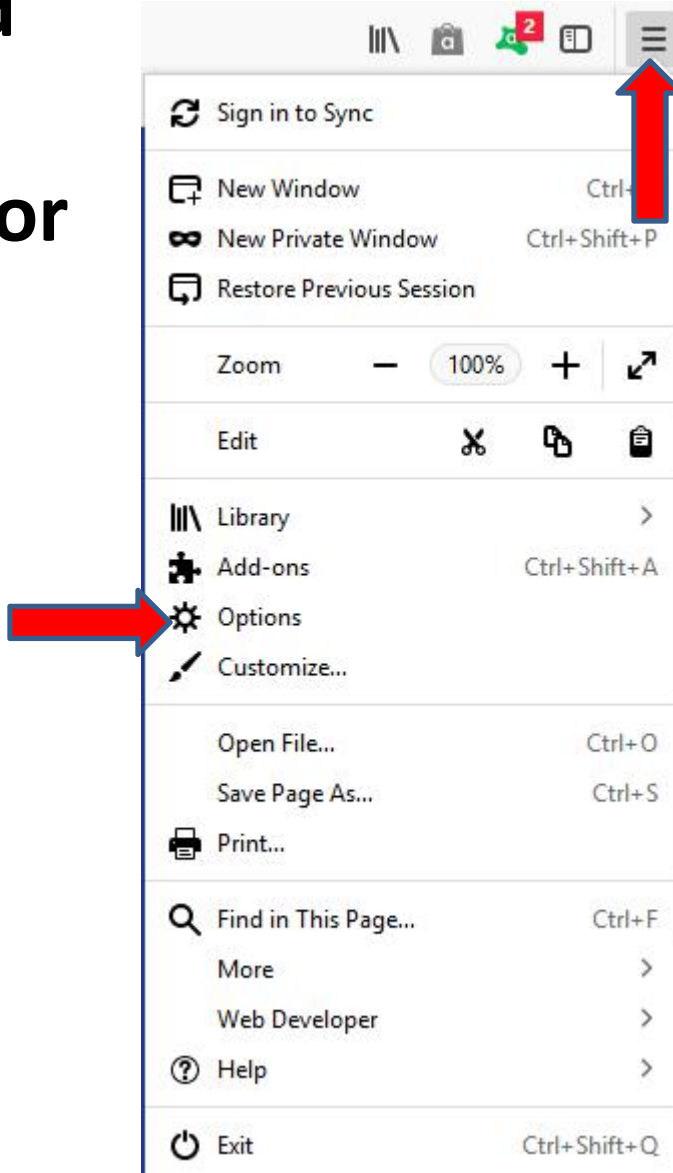
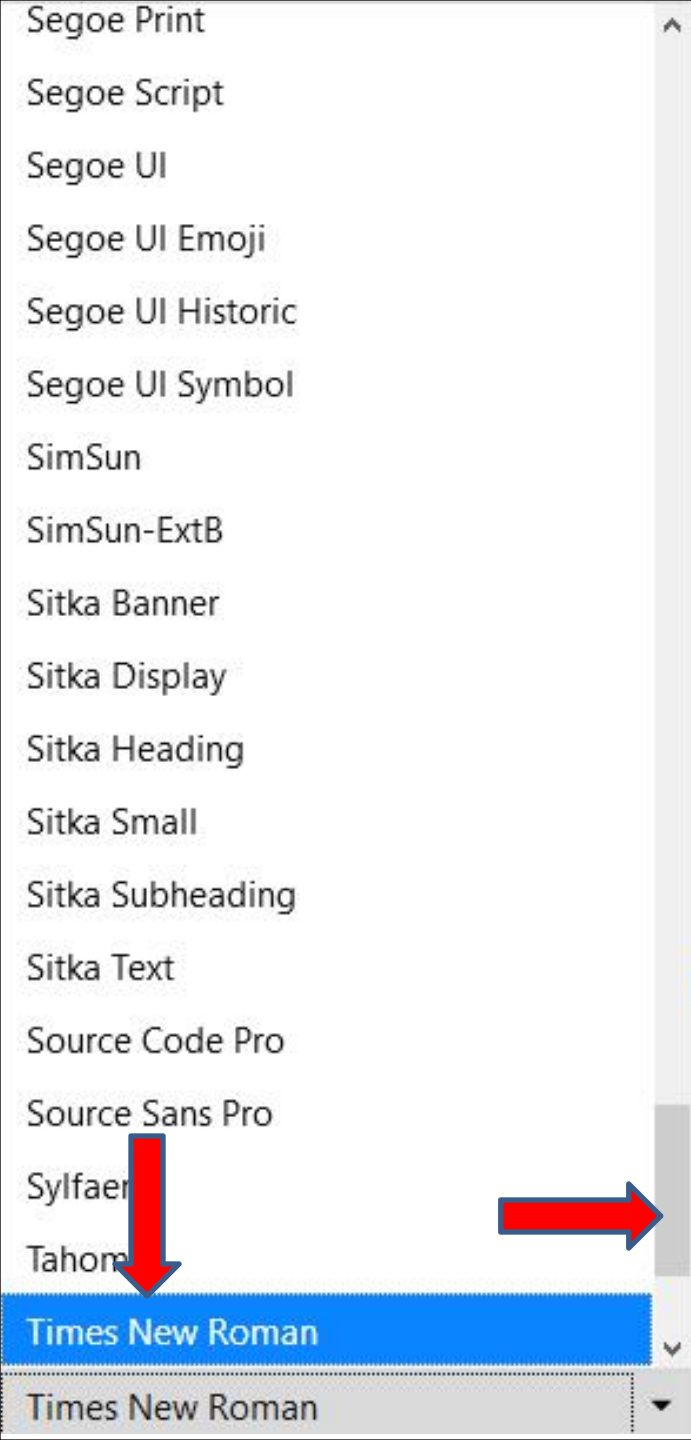- **A new tap page opens. You see Fonts & Colors. Below it, you see the Default font is Time New Roman as I showed you in Step 2 Part 2. Next is how to change the Font.**
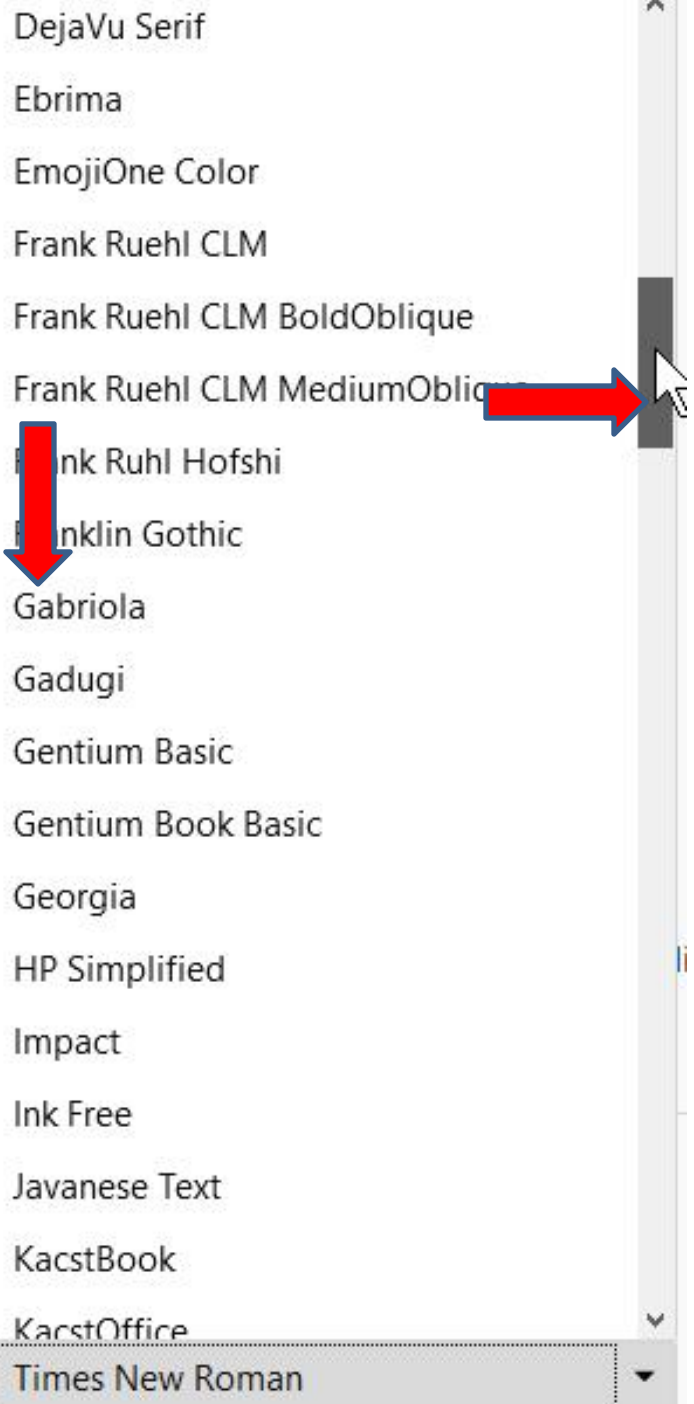
- **You click on the drop down Icon right of Times New Roman to see a list and change the Font. Next I will zoom in when you click on it.**

Segoe Print

Segoe Script

Segoe UI

Segoe UI Emoji

Segoe UI Historic

Segoe UI Symbol

SimSun

SimSun-ExtB

Sitka Banner

Sitka Display

Sitka Heading

Sitka Small

Sitka Subheading

Sitka Text

Source Code Pro

Source Sans Pro

Sylfae

Tahom

Times New Roman

Times New Roman

- **When you click on the drop down Icon, you see Times New Roman highlighted and you see a list. To see more, you have to left click on the line and hold it down and scroll it up.**

- **Next is a sample of scrolling it up.**

- **Note - the new version of Mozilla Firefox changed a little on the Fonts.**

DejaVu Serif

Ebrima

EmojiOne Color

Frank Ruehl CLM

Frank Ruehl CLM BoldOblique

Frank Ruehl CLM MediumOblique

Frank Ruhl Hofshi

Franklin Gothic

Gabriola

Gadugi

Gentium Basic

Gentium Book Basic

Georgia

HP Simplified

Impact

Ink Free

Javanese Text

KacstBook

KacstOffice

Times New Roman

- **Here is a sample of scrolling it up. When you click on one, like Gabriola. When you click on one the list closes and you see the Default Font changed, which is next.**

- **The older version of Mozilla Firefox showed Forte as I showed you in Step 2 – Part 2. But, it now longer shows on the new version.**

- **Here is a sample of clicking on Gabriola and you see the Default Font changed. When you click on your Home page or go to another website, next is a sample of what happens.**
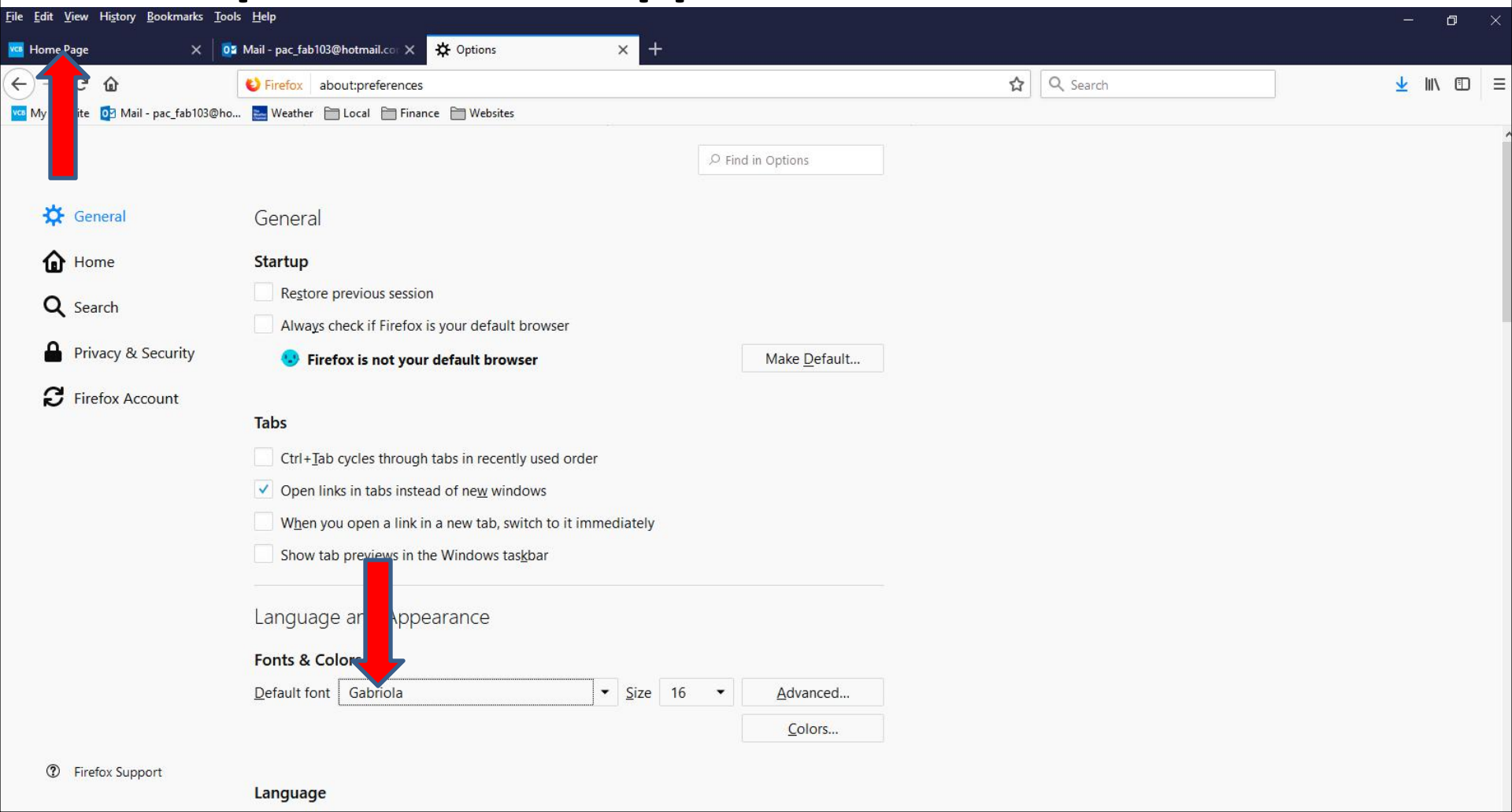
- **Here is a sample of going to my Home page and you see Font changed on the Navigation bar, but and not on the page and the Header. Next explains about the older version.**
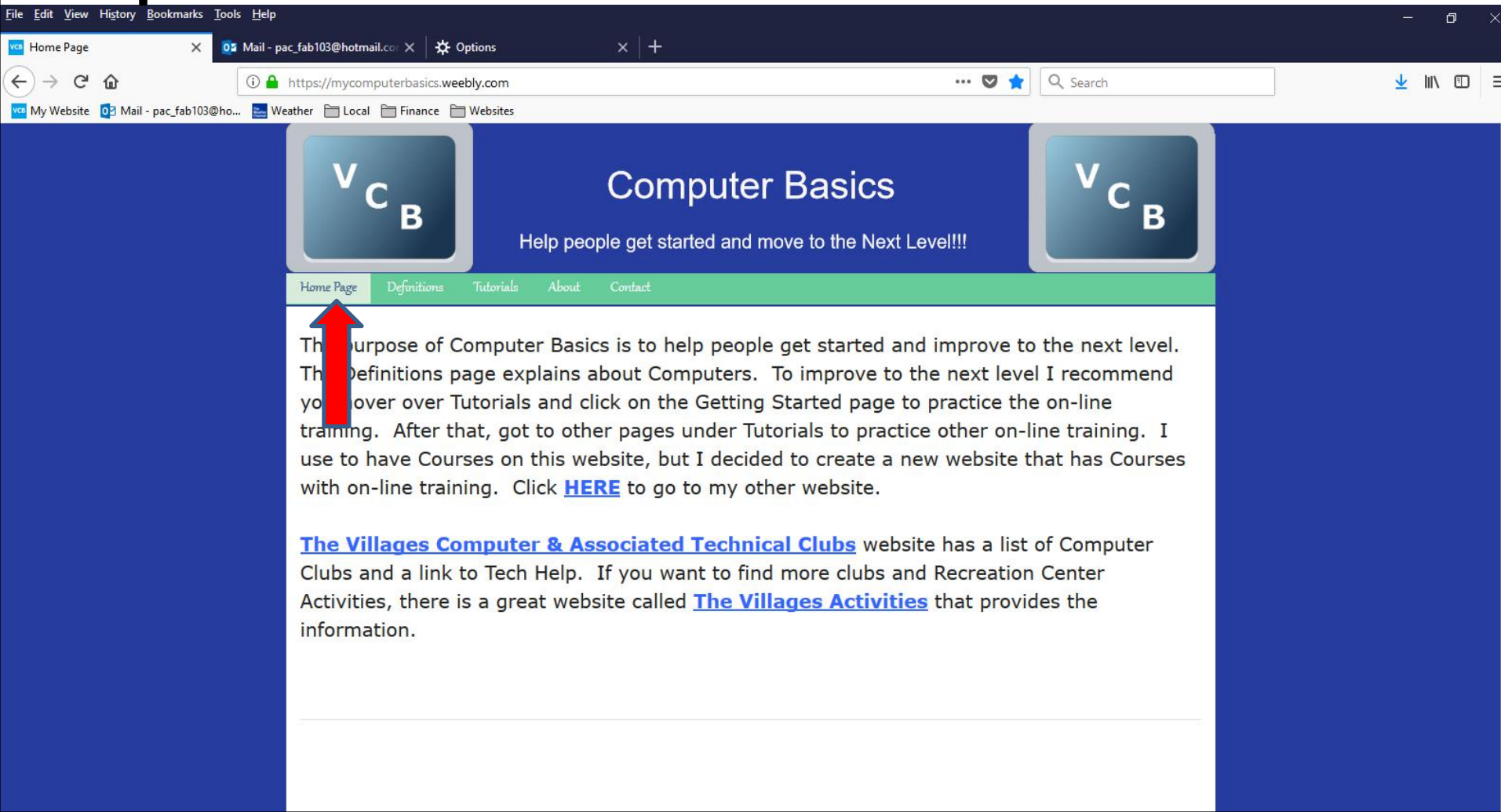
- **The older version of Firefox changed the Font on Navigation bar and on the page, but not on the Header again. Next explains about other websites.**

- **I tried a lot of other websites with the change of the default Font. Most of them did not showed the Font change. You can click on Options page and follow the same process and change the default Font to the original, which I did. Next is a sample.**
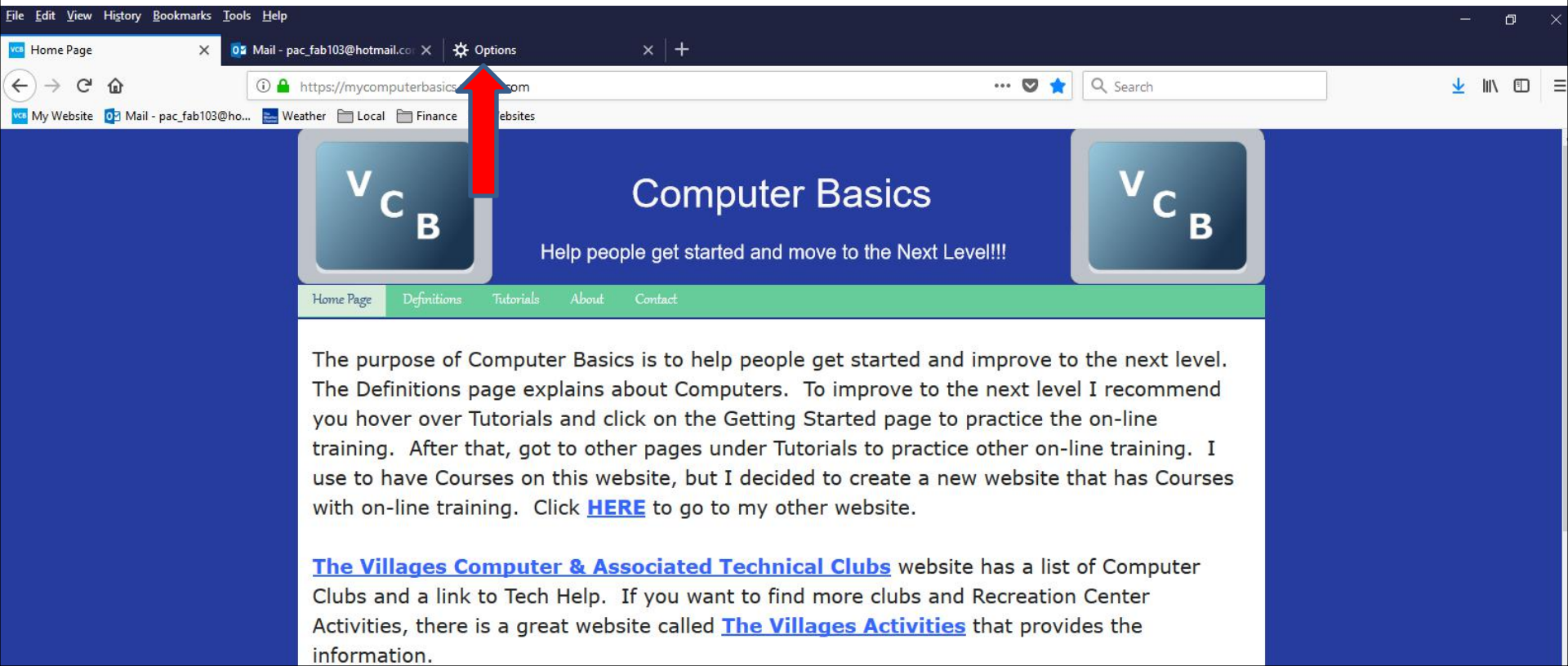
- **Here is a sample of changing the Default to the original Font – Times New Roman. Once complete, you can click on X next to Options to close it, which is next.**
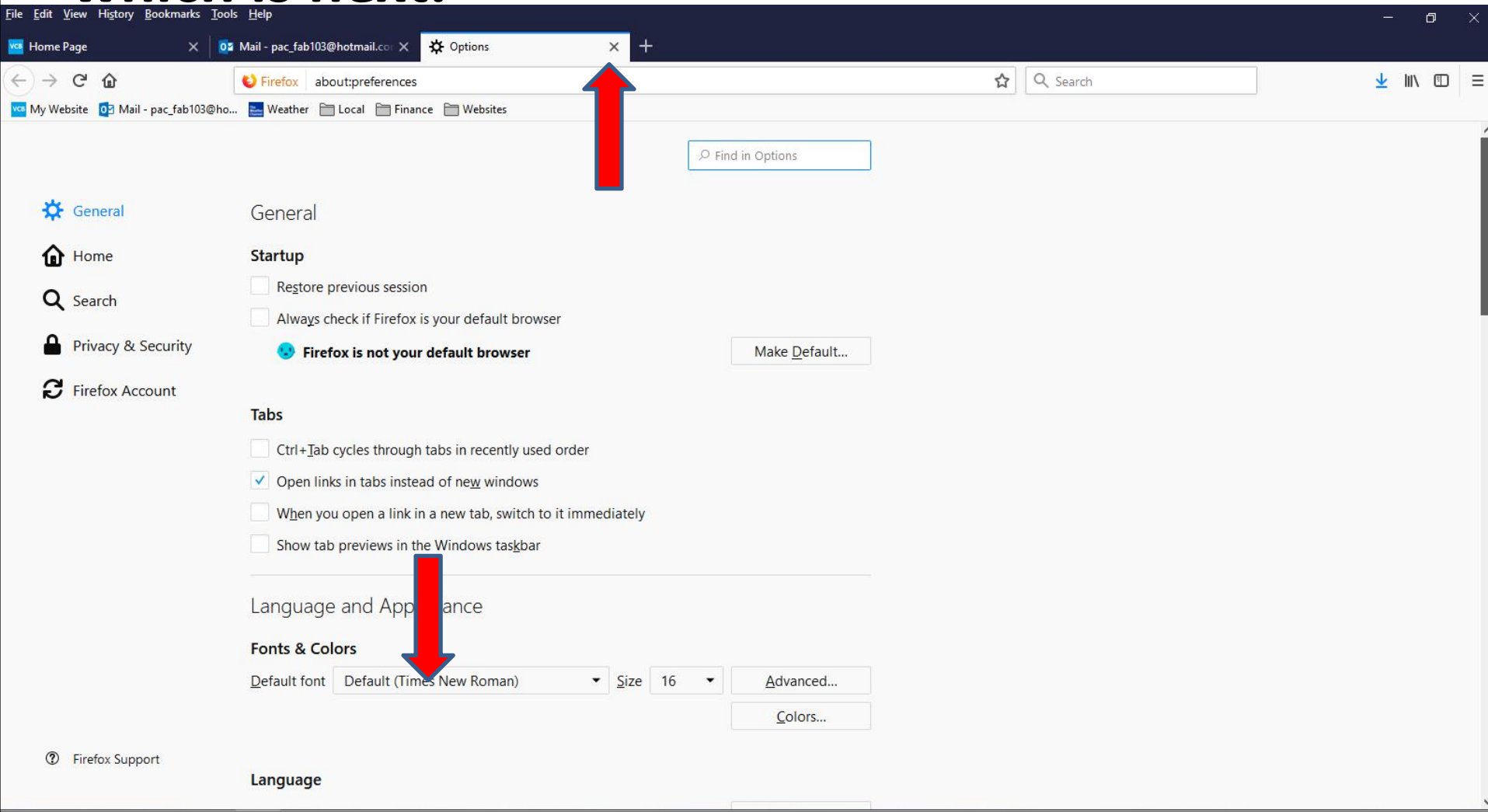
- **Page closes and it goes to the second page. I decided to click on the Home Page.**

- **This is the End of Step 2 – Part 3 Mozilla Firefox.**