

TEXT EDIT LESSON (MAGIC ESSENTIALS)

TextEdit is a simple, open source word processor and text editor, that comes bundled with every Mac. With many advanced typography features, a spell checker, the ability to create styles, and even the inclusion of graphics and other multimedia elements, TextEdit it is a good alternative to more expensive word processors. The version included in Mac OS X v10.3 added the ability to read and write documents in Word format.

NOTE: Depending on the version of Text Edit some commands are found in different places. Check the menus and the toolbar. Or search under Help. If TEXT EDIT is not on your dock, find it in Applications and drag its icon to the dock.



TextEdit.app

WORD PROCESSING - Many features and shortcuts work in other programs (NOTE: These notes were created using Text Edit)

Open, Run, Launch: TEXT EDIT (click on T.E. icon, or double click a T.E. file.)

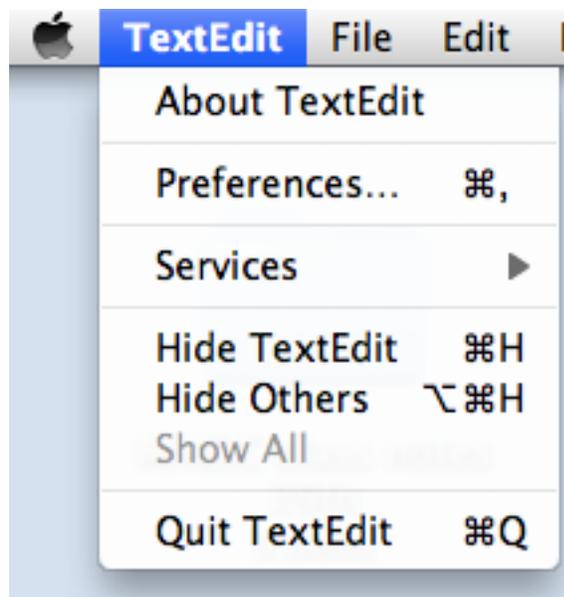
Look at the T.E. window features:

- Title Bar with Red, Yellow, Green buttons (Close, Minimize, Zoom)
- Tool Bar & ruler (Tab & margin markers; “Show Ruler” under Preferences menu)
- Insertion Point / CURSOR (blinking), I-beam pointer
- Scroll bar (if needed) and Window Size control (lower Right corner)

Look through the top menu items: (Many should look fairly familiar)

Notice that Apple menus ALWAYS list available KEYBOARD SHORTCUTS in right margin.

TEXT EDIT MENU:

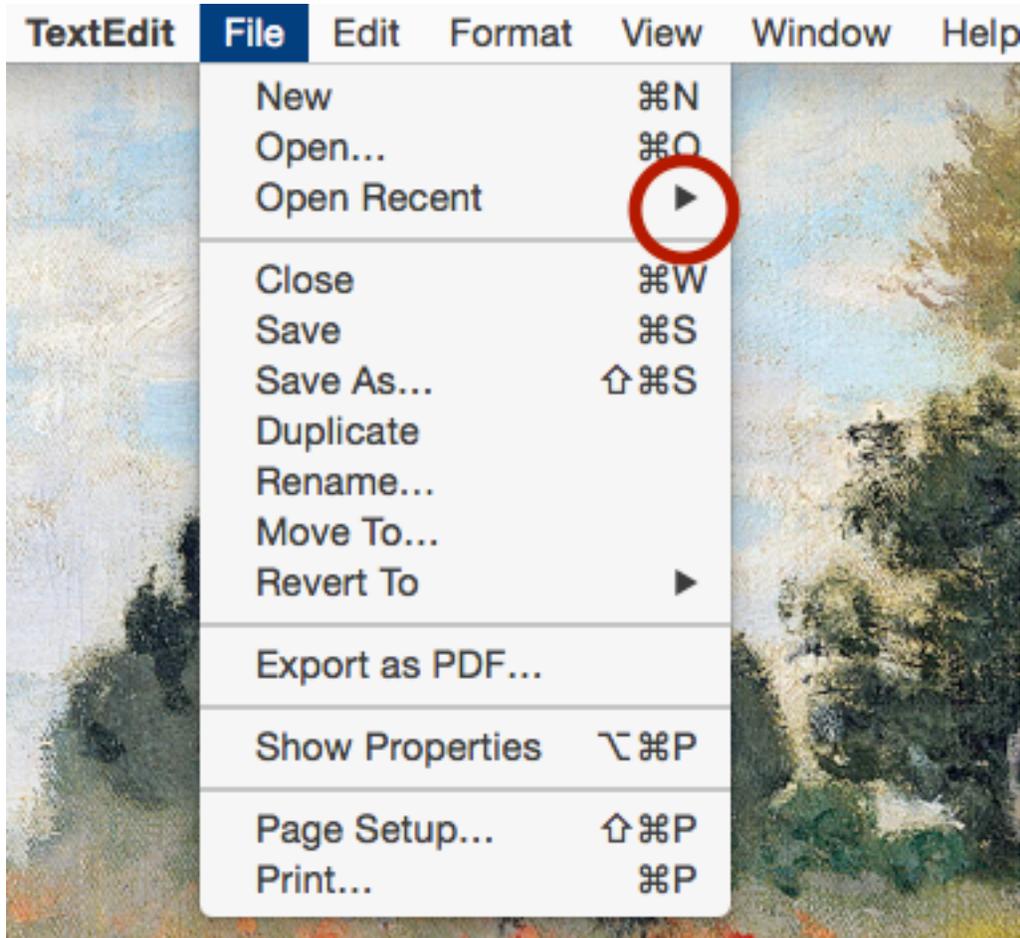


Check out the Preferences settings.

Suggest you normally select **Rich Text (RTF)** rather than plain text.

FILE MENU:

(Notice TRIANGLE “FLIPPY” circled in red, denoting a list of choices!)



TextEdit will save a document as a RTF (Rich Text Format) or RTFD (if there is an image attachment), but it can open and read and edit Microsoft Word documents. Under the preferences, you can choose Plain Text (no formatting) and also create HTML documents.

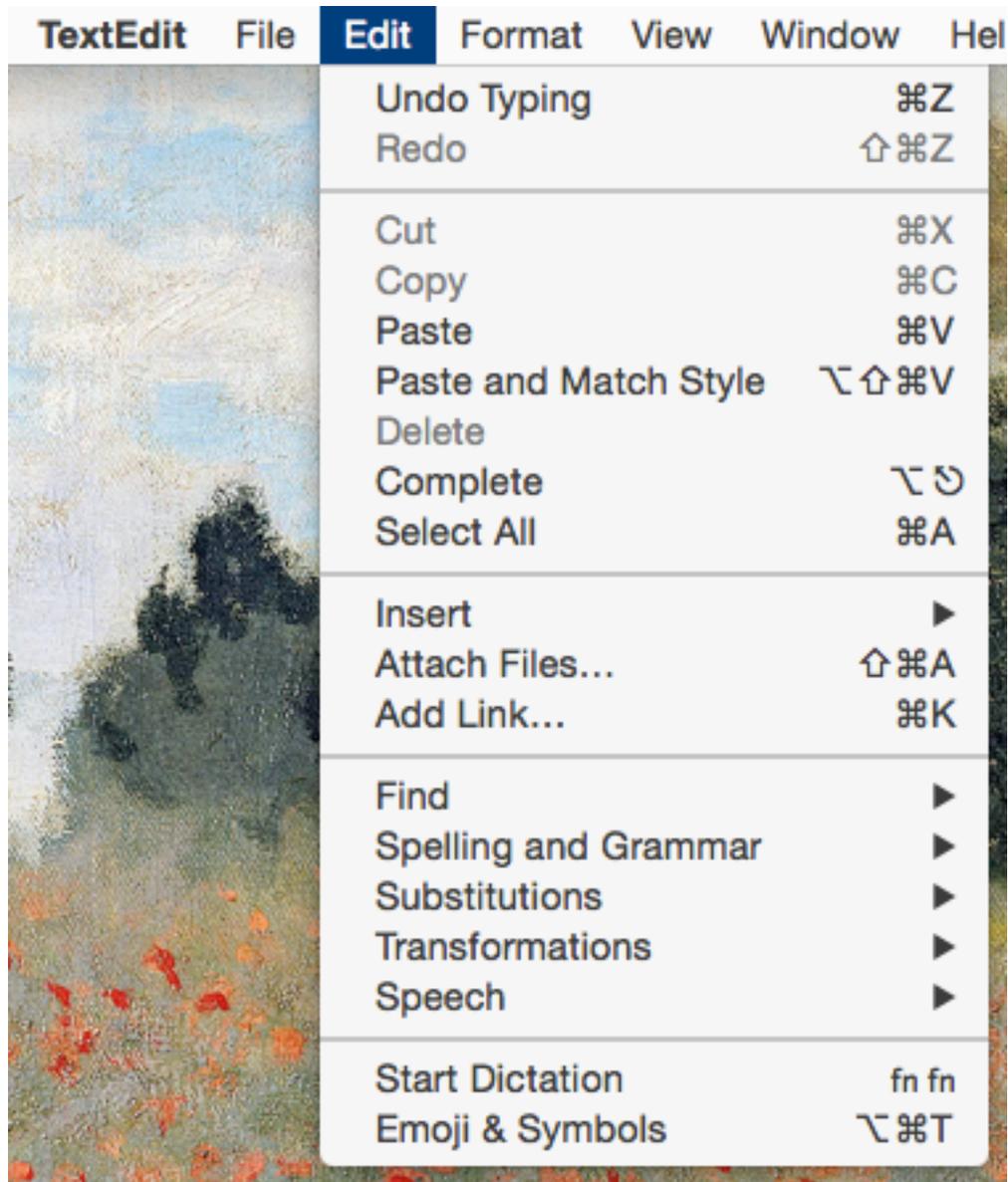
NOTE: MOST formatting comes through when you open a **Word document** in TextEdit, but some borders and numbered lists won't make it. Going the other way, from TE to Word, much of the formatting is preserved.

You can create a Word file the **first** time you save it from T.E., or you can convert a document into Word format later by choosing **FILE>DUPLICATE** and then **FILE>SAVE** and selecting your choice from the **File Format** list.)

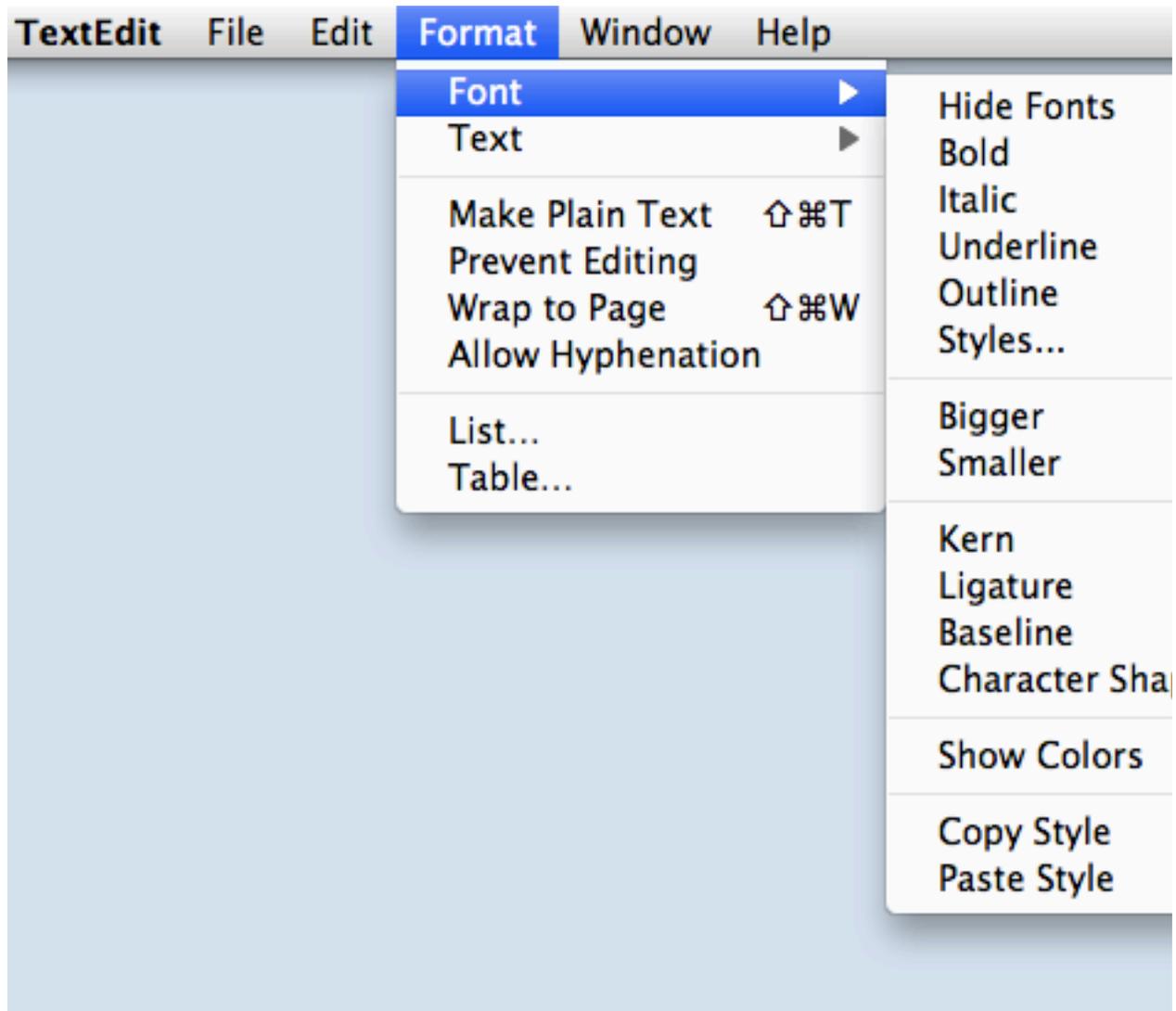
EDIT MENU:

(NOTE: some very popular keyboard shortcuts here, and lots of Flippies/triangles for more info/choices)

Notice also if a menu item is "grayed out" or not highlighted, some text needs to be selected first.



FORMAT MENU: (with FONT choices opened)

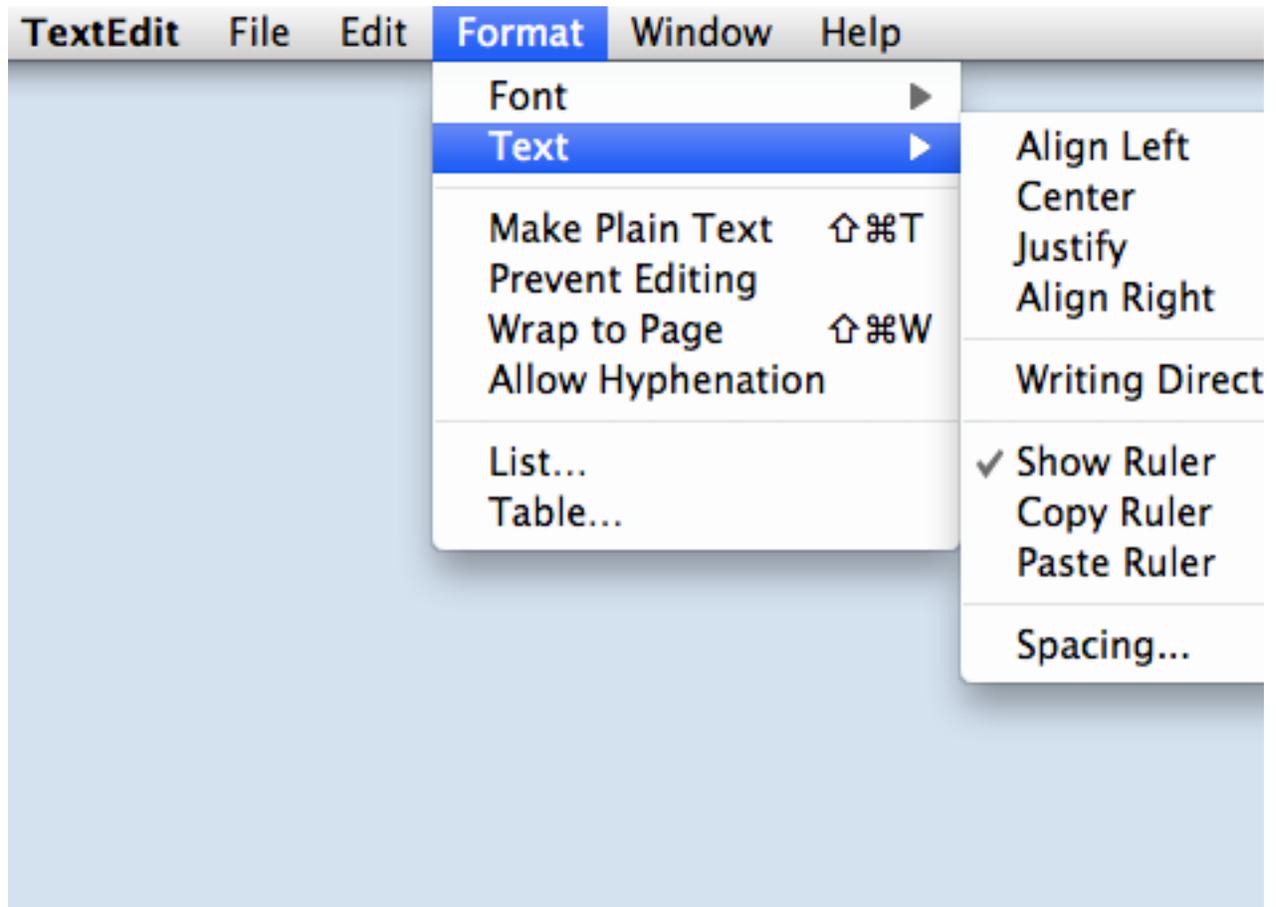


K e r n—refers to the **s p a c i n g between** letters

Ligature—in typography, refers to certain pairs of letters which touch when adjacent. Examples: **fl fi**
(no longer commonly used)

Baseline offers **subscripts**: H₂O and **superscripts**: Πr²

FORMAT MENU: (with TEXT choices opened)

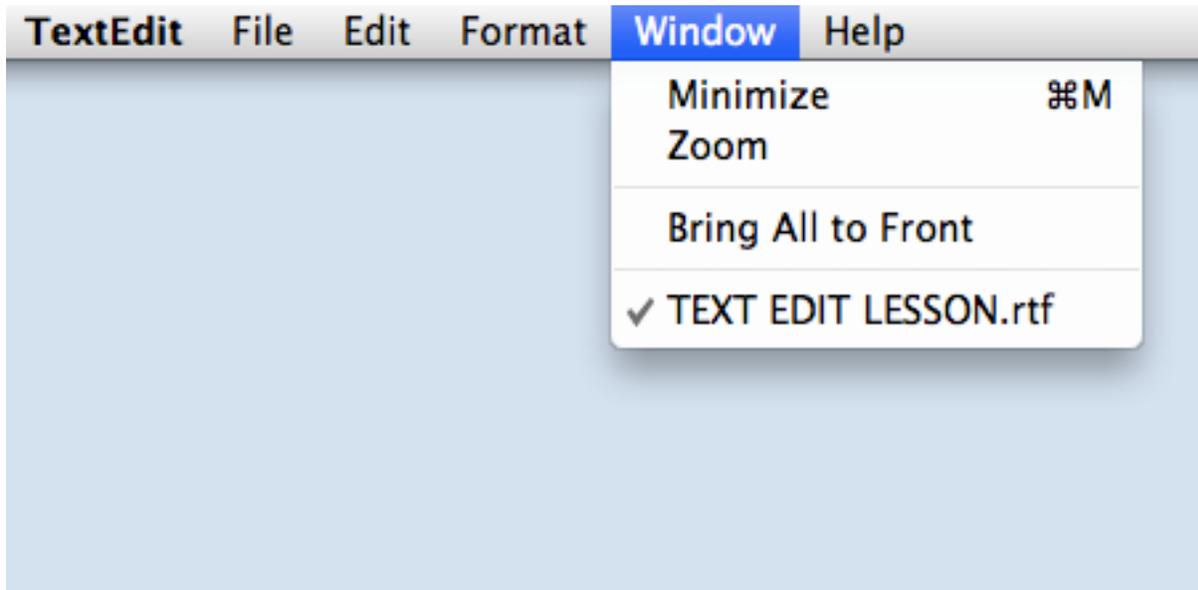


VIEW MENU:

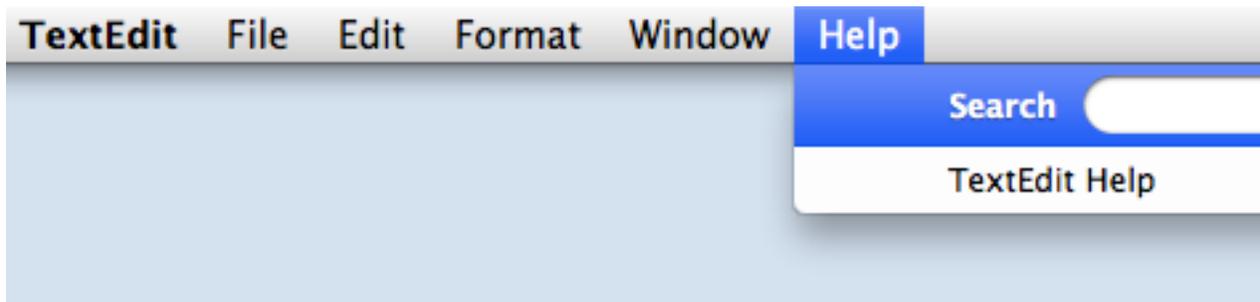
Has 3 choices: Allowing you to **zoom in** and **out**, or go back to **ACTUAL SIZE**.

NOTE this trick: Using a trackpad, you can “spread” two fingers apart, like on an iPad, and the screen view will become gradually larger or smaller as you move your fingers.

WINDOW MENU:



HELP MENU:



Use this menu to find actions you want to perform. Type in your request in the **SEARCH** field and follow the arrows to your desired effect. Or select **T.E. Help** to get the entire user's manual at your fingertips.

ENTERING AND EDITING TEXT

Enter text at the blinking cursor by typing (or pasting)

IMPORTANT: WORD WRAP --- DO NOT press RETURN at the end of a line.

ERRORS: Press DELETE key to backup one space at a time, erasing letters as you go.

To MOVE Insertion Point (cursor) to start at another place ...

You can move the mouse around, to move the I-beam pointer, then click to insert text there. Or you can use the 4 arrow keys,



Notice that you cannot move down the page **BELOW** where you last typed, unless you press RETURN a time or two to create available typing space below.

TO INSERT TEXT: Point to where you want to type (with I-beam pointer) and click to insert the cursor at desired spot, then begin typing.

With a word processor, you can easily **MOVE, INSERT, CUT OR DELETE, COPY, PASTE, REPLACE** text. The "trick" is **YOU MUST FIRST SELECT THE TEXT THAT REQUIRES ACTION.**

SELECTING TEXT

1. **CLICK AND DRAG** your pointer (from beginning to end, or end to beginning) of the text involved
2. **DOUBLE CLICK** selects one word
3. **TRIPLE CLICK** selects a paragraph (Up to where you pressed return)
4. **EDIT Menu>SELECT ALL** ⌘A
5. To select several **NON-adjacent** bits of text simultaneously, select the first block of text then press the **COMMAND** key and select another block, pressing **COMMAND**, and continue as many times as desired.

DELETING TEXT

Once a block of text is selected, press **DELETE** (Remember, if you make a mistake—to UNdelete--or to UNdo the last action, Press ⌘Z)

If you've mistyped one letter you can immediately backup and erase it with the DELETE key.

If you change your mind about UNdoing something, you can reverse that action with a REdo (**SHIFT⌘Z**) (OR look under the EDIT menu for Undo and Redo)

TO REPLACE **SELECTED TEXT**

Start typing. The selected text will disappear, and whatever you type replaces it. Use PASTE to replace it with the last text you've copied.

TIP: To **SELECT A COLUMN OF TEXT**

Hold down the OPTION key while you drag your cursor downward in a vertical direction. This works well in a table, for instance.

TO MOVE **SELECTED TEXT**

Select some text. Click and **hold** your pointer anywhere in the selected area. When the cursor changes to an arrow, you can continue to hold down on the mouse or trackpad and drag it to the newly desired insertion point.

CUT, COPY & PASTE

Located under the EDIT MENU. These actions are found in MANY applications. Learn the shortcuts!

Here's how it works: TEXT that you CUT or COPY is placed temporarily onto an invisible CLIP BOARD. (This text or image is saved on the clip board until something else is cut or copied there.)

You can then PASTE (this clip board –saved text) at any insertion point. (Even into another document in another application.)

Note: If you select PASTE AND MATCH STYLE then the pasted text will match the style into which it is being pasted.

FONT FORMATTING

FONTS – The font's typeface (kind), style, size and color may be changed
FORMAT MENU>FONT>**SHOW FONTS** gives an easy-to-use separate menu.

Select your font, size, etc. ahead of time for an entire document.
Or select a portion of a document and then make your font selections for that selection.

Selections in the FORMAT>FONT menu are slightly different from the separate FONTS window.

Note in FONTS window you can underline, ~~cross out~~, color text, color document background, and shadow text.

STYLE

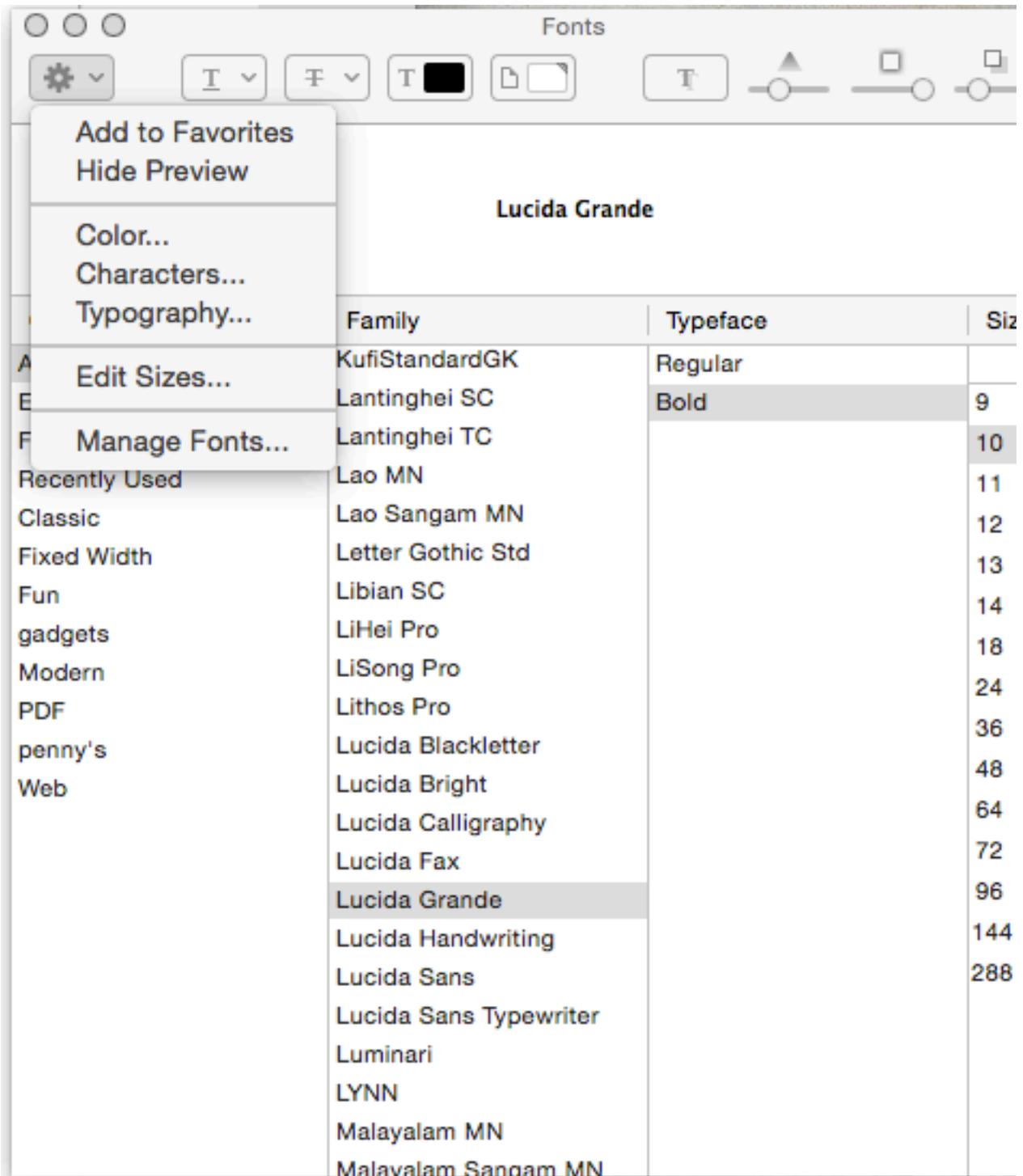
A **style** is a set of formatting attributes that you apply to a block of text or to a paragraph. **Text** styles include the font you use, the font size, typeface (regular, bold, italic), color, and even underlining, outlining, shadowing, etc. **Paragraph** styles include spacing, alignment, justification, etc. When you create a set of these attributes that you like and want to use over and over again, you can **DEFINE** this style; give it a name, such as **HEADING** or **TITLE**.

Once you've created a style, you can easily apply it to a block of text when desired. Use the **Styles button** in the toolbar, or under **FORMAT>FONT** go to **STYLES** or **Copy Style** or **Paste Style**

PERSONALIZE YOUR SEPARATE FONTS WINDOW

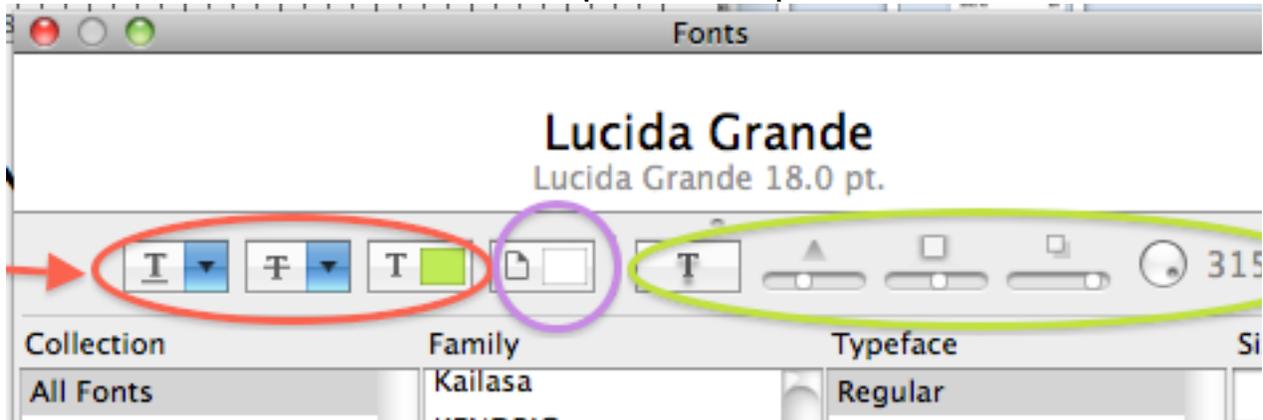
Open the Fonts window: **FORMAT>FONTS>SHOW FONTS**

Click on the action button --the GEAR



Click on **SHOW Preview/HIDE Preview** (above, in the drop-down menu) where SHOW will give an example of the selected font. Use the + sign to create your own list of favorite fonts. The - sign will remove selected font collection.

Look at the toolbar at the top of the separate FONTS window:



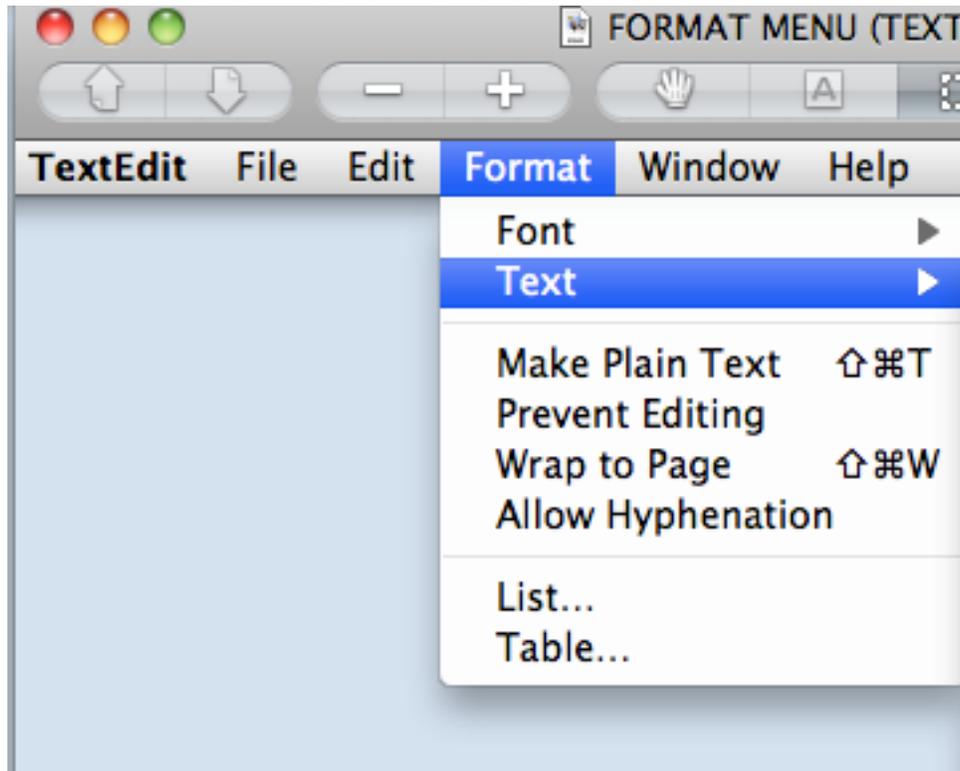
- * the first 3 in red deal with the text: Underlines, cross outs, color
- * the next one in Lavender changes the background or paper color
- * the last 5 in green allow you create and change the text shadow

FORMAT > TEXT MENU

This section allows you to affect the alignment on a block of text:
ALIGN LEFT, ALIGN RIGHT, CENTER, JUSTIFY

These will apply to whatever paragraph your cursor is in...or to a selected block of text.

Check out the middle 4 choices of this FORMAT menu:



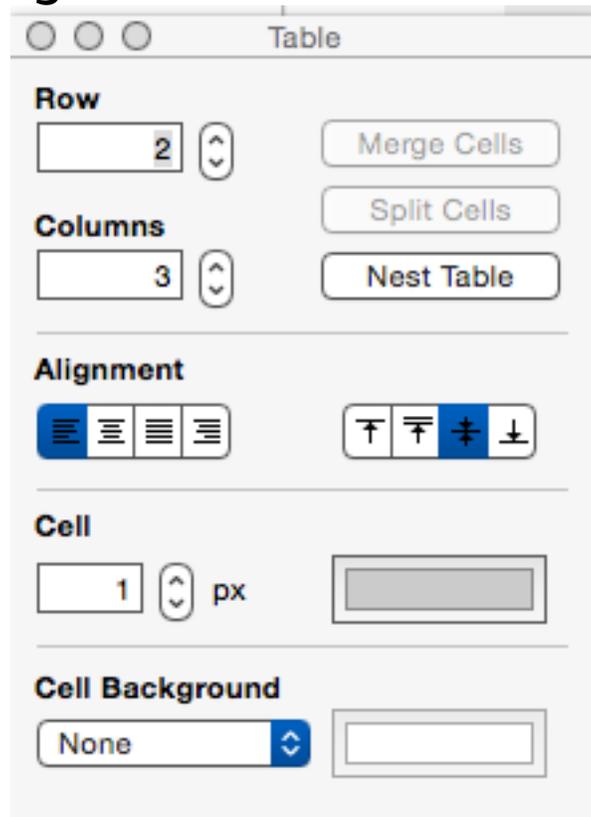
MAKE PLAIN TEXT (for text with NO formatting–use for HTML),
PREVENT EDITING (keeps the text from being changed), **WRAP TO PAGE/WRAP TO WINDOW** (test this out to see the difference),
ALLOW HYPHENATION

LISTS AND TABLES (FORMAT MENU)

Practice making a LIST:

- This is a bulleted list
- There are lots of list options
- open each menu (List and Table)
- try each selection

Practice making a TABLE:



MY TABLE

TABLES	CHAIRS
round	easy
square	recliner
end	beach

USING THE TEXT EDIT TOOLBAR



STYLES button (leftmost item on toolbar) You can create your own style. (Eg. Font **PLAYBILL**, Regular, Size 48, color **BLUE**, underlined)

NOW I HAVE A NEW STYLE!!!

If you hover your mouse over a button for a few seconds an explanation will pop up for that button.



This button allows you to choose a different color for the text background.

A group of four buttons controls the alignment (same as found in **FORMAT>TEXT**)



Spacing between lines is controlled with Spacing button.



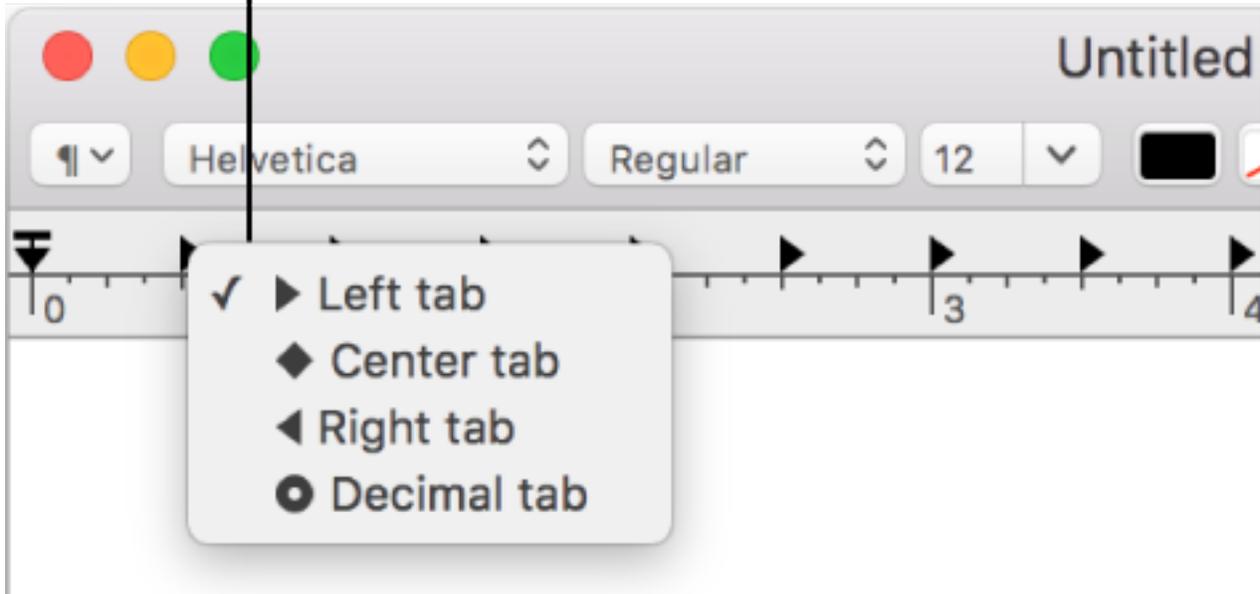
Lists can also be created with the **LISTS** button (same as found in **FORMAT>LIST**)



SETTING TAB STOPS ON THE TOOLBAR'S RULER

To **add a tab** stop to the ruler, right click (or Control-click) on the ruler position where you want to insert a tab.

Control-click a tab stop to change it.



To **remove a tab**, drag it off the ruler and watch it go “poof”.

TAB STOPS AND WHAT THEY DO

TABS apply to a Paragraph (all text you type before pressing RETURN) where your cursor is located.

Or you can set your tabs on a blank document before you type and they will apply to everything you type in that document until you change tab settings.

Or you can select a number of paragraphs and the tabs you set will apply to what you have selected.

Right pointing triangle: Left-justifying tab stop

These are left justified

When I press TAB these are left justified

This text is RIGHT Justified with the **Left pointing triangle**

Try some more to see how it works

Yes it's lined up at the right.

Amazing!

(To remember the left and right pointing tabs, imagine that they point in the direction that the text will go.)

This **DIAMOND tab** centers text around it

centered

all lines are centered

And the 3.5 mark is the mid point

If you **tab to this circle** (the **DECIMAL TAB**) and type a number, see what happens:

356

356.

34.88

1.1

5,237.8997

The decimal points all line up! (With NO decimal, imagine one at the end.)

PARAGRAPH INDENTS



A new paragraph starts at the T tab. If there is a paragraph that lasts longer than one line then it indents to the **downward pointing triangle**. This works well when you want each paragraph to begin with an outdented line. From then on each paragraph wraps around and indents to the downward pointing triangle.



Or we can arrange the paragraph in the most typical fashion, with the first line indented and each following line starting at the far left margin.

IMPORTANT: WITH A WORD PROCESSOR YOU DO NOT PRESS RETURN AT THE END OF A LINE. RATHER YOU LET THE WORDS WRAP AUTOMATICALLY TO THE NEXT LINE. THAT WAY THE DOCUMENT WILL FLOW NICELY ON PAPER OR WINDOW OF ANY WIDTH.

FIND AND REPLACE

Located under the EDIT MENU, these commands allow you to search your document for a word (or whatever you select) and replace it with something else.

CHECKING SPELLING AND GRAMMAR

Located under the EDIT MENU, these commands can be used after a document is written, or you can choose to have to computer do the checking as you type. These are NOT foolproof!

ATTACHING A DOCUMENT

Located under the EDIT MENU the **Attach File** command will attach a file at the blinking insertion point.

SAVING CLOSING AND OPENING DOCUMENTS

Various SAVE choices are located under the FILE MENU. TextEdit automatically saves your documents as you work on them. If you want, you can save a document to name it, save it in a certain location, or save a particular version.