

Macintosh Learning Center

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Laguna Woods Town Centre
Laguna Woods Village Community Center, 3rd floor
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics: TextEdit and using Fonts (typefaces)

When you bought a new Mac computer, and booted it for the first time, you might have noticed the **Word Processing** application, **TextEdit**, found in the **Applications** folder.

It is a simple WP program and not as feature laden as **Pages**, **Microsoft Word**, **NeoOffice**, or **OpenOffice**, etc. However, it does offer you the opportunity to write a letter, a recipe, a poem, or a complete book.

Using TextEdit we will show some basic info and some features that are common to most word processing programs. If you are able to do the task in one WP app it is likely you will be able to do the same thing in another. It may require you to use your common sense and experience to figure out something because the software may have been written a little differently, however, the basics to get you the end result will be the same. Try to remember, there is usually **more than one way to do everything on the Mac**.



When you launch TextEdit it presents a blank **Untitled** window. It is ready for you to start typing because it is showing the flashing **insertion point**.

Defaults (the factory presets):

Font is **Helvetica Regular**

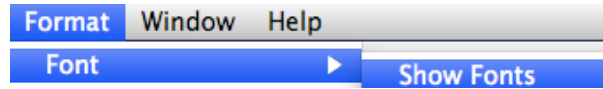
Size is **12 point**

Alignment is **flush left, ragged on right**

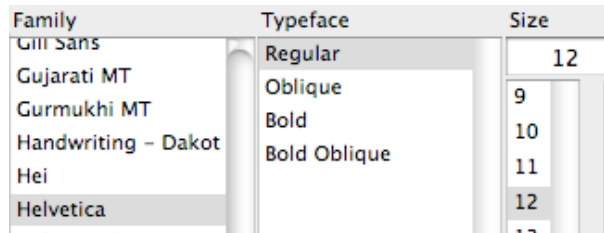
Line spacing will be **single line**

The **tab** will be **1/2 inch increments**

When printing... you will see **1 inch** margins around all four sides of the text area.



To change Font: drop **Format** menu, select **Font**, on submenu select **Show Fonts**, dialog opens, in **Family** column select a **Font**



To change Font Size: see open dialog, in the **Size** column click on a size to select it

To change Typeface style: see open dialog, in the **Typeface** column select a style

Note: There is also a different Styles button available on the **TextEdit window Toolbar**.



Keep in mind, to **change** typed data you must do two things: **1. highlight typed data**
2. then do something to it

In addition to the **Styles** shown above, for changing a typeface, you should also know there are **four different keyboard layouts** available as well. Press/hold down the **key(s)** and then type a character to set in document.

no key nec: a b c d e
shift key: A B C D E
option key: - ~ ' ¢ ·
option & shift: Å İ Ç î ·