Text Edit...

This is just a portion of what you can do in Text Editing that I showed at the last meeting.

You can create real documents with real formatting, using style sheets, colors, automatic numbering and bullets, tables and customized line spacing, and even save the result as a Microsoft Word document. There's even a multiple-level Undo command. If you had to, you could write a novel in TextEdit and it would look pretty decent.

You can not do this in AppleWorks **but you can still** do it in Pages and Microsoft Office.

1. You can select several different pieces of text by highlighting one part, then holding your mouse down and the Command key (Apple Key) drag it across and now you have 2 separate sets of data highlighted.

2. Lets say you want to put just certain parts of your document in **italics** or certain parts in **bold** you can do this all at one time. By doing the same as above highlighting a portion and holding the mouse down and command key and dragging it across the text. Then go up and select what ever Font or italics you want and it will only change the part that is hightlight all at the same time.

3. You can also **drag any one of the highlighted portions** to a new area, knowing that the other chunks will come along for the ride.
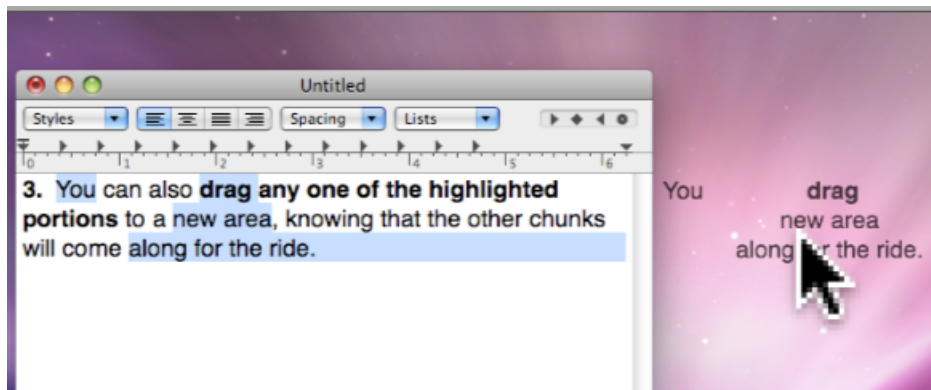
4. You can use the find command to highlight a certain term everywhere it appears in a document. To do that, choose Edit then Find (or just press Command F). Fill in the "Find:" and the "Replace with:" with the word you want to find, then press the Control key. The "Replace All" button then changes to **"Select all",** and when selected, all incidences of the word you are looking for will highlight in yellow... **Once the words are yellow highlighted, clicking on the document itself will the change the highlight color to your normal highlight color and you can close the find window...**

Find: you
Replace with:
☑ Ignore Case   ☑ Wrap Around   Contains
Replace All   Replace   Replace & Find   Previous   Next

Untitled
Styles | Spacing | Lists

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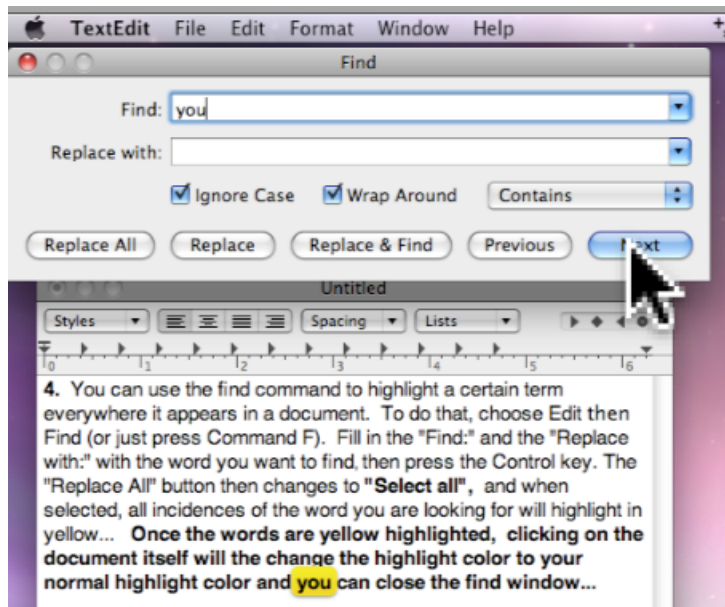
5. TextEdit will read to you. Just highlight what you want read and go up under Edit and choose Speech and then choose Start Speaking.

6. You can drag and drop a photo, music, documents, workable websites, and much more into TextEdit.

New In Text Edit
7. Auto Hyperlinks.
www.havamac.com

When you type a Web address that starts with www TextEdit can formate it automatically as a blue, underlined link that you can actually click to open the Web page. You can turn on this feature to work with every document or just the one you are working on.
   A. To turn on the feature for every time you use TextEdit.
      1. Go to the Preferences in TextEdit → to New Document tab → Smart Links. **It will not work if you put in an email address.**

8. In the Address Book put your curser over a phone number of a person and do a "Right Click" and you will get the following menu. Rem

Mr. Mac Club
Company
☐ Company

Export vCard...

Cut
Copy
work 1 email: @email.com
Paste

Substitutions   ▶
Speech   ▶   Start Spea
Writing Direction   ▶   Stop Spea

work ⇕ 1234 Mac Street
        Mac CA 94567
        Country

Note: This is a fale email
             address and set up just to
             show a demo