

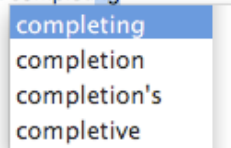
TextEdit: What is it!?

What is it? TextEdit is the basic word processor included for free within the Mac OS

What features does it have?

- Basic formatting including:
 - Spacing: single or double
 - Alignment
 - Bullets and lists
 - Styles including bold, underline, italics, strikeout, etc...
 - Fonts
 - Text color
- Spell check: To access this feature, simply right-click (or control-click) over the misspelled word. The spelling suggestions will be at the top of the right-click menu. This program does not “run” a spell check like Microsoft Word.
- Access to a dictionary: To look up a word in the dictionary, simply right-click (or control-click) over the word. Click on “look up in dictionary”. This will open the Dictionary application of the Mac OS.
- Find: Located keywords within the text by pressing “command – F” or going to Edit – Find.
- “Transformation”: This feature is found within the Edit menu. It allows you to quickly make uppercase, make lowercase, or capitalize words or phrases.
- Word completion: To access this feature, begin typing a word then press “escape”. This will drop down a word completion menu:

This is how you can use word completing



You can then select from this menu by using the mouse or arrow keys.

- Text to speech: Read text aloud with built-in text to speech feature (using the designated key combination). First highlight the text using the text tool within the main toolbar
- Zoom: Zoom all text by highlighting the text, the press “command +”. To zoom out, press “command –”.