

# How to open and use an Application

This chapter covers what you will do most often on your Mac: **open an application** and **type a document**. In the following chapter, you'll save the document, print it, close it, and quit the application.

You're going to use the TextEdit application in this chapter, but the process will apply to any application you ever use: First, you have to open the application. Then you open a document within that application. You do some sort of work on it. Most of the time you will print it, you'll always save it, then quit. So don't go through the exercises in these two chapters as if you are learning how to use TextEdit—you are learning the process of creating new documents on your Macintosh.

Almost everything you learn in this chapter will also apply to writing email, so be sure not to skip this!

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### Open an application

An **application** is a program in which you do things, like write letters, design flyers or artwork, organize and edit your photos, make movies, send email, etc. Different applications have different purposes. In this chapter you're going to open and work in a **word processor**, which is a program specifically meant for typing. Other applications are for creating databases or spreadsheets, or for painting, drawing, or building web pages, etc. In Chapter 10 you'll use an application called a **browser** that is specifically for viewing web pages.

The word processor you'll use in this chapter is called TextEdit and it came with your Mac. If you did the exercises in Chapter 2, TextEdit is now in your Dock; if not, you'll put it there in Exercise 1b, below.



**Exercise 1a:** Open TextEdit if its icon is in your Dock.  
(If not, skip to Exercise 1b.)

1. Locate the TextEdit icon in your Dock.
2. Single-click on the icon.

OR . . .

**Exercise 1b:** Open TextEdit if its icon is NOT in your Dock.

1. Here is a **keyboard shortcut** (which you learned how to do in Chapter 5) to open your Applications folder, whether or not there is already a Finder window open:

Command Shift A

Which means you hold down *both* the Command and Shift keys, and while they are held down, tap the letter **A** just once. The Applications window will appear.

2. Now that the Applications window is open and active, type the letter **T**.

This will select the first item in the Applications folder that starts with T, which should be TextEdit. (If not, hit the Tab key, which will select the next alphabetical item, *or* quickly type **TE**.)

3. Now that TextEdit is selected, use another keyboard shortcut to open it: Command O.

**Or** double-click the TextEdit icon.

TextEdit automatically opens a **blank document window**, ready for you to work. You will eventually open applications, though, that don't automatically provide blank windows. In case that happens to you, just go to the File menu and choose "New."

## Open a blank document

You might also want to choose a new blank window when you're finished with one document and want to get started on another. You don't have to quit the application—just open a new document. You can have as many documents open at once as you like.

The first time I went to the File menu to open a blank document, I saw the options **New** and **Open**. And I thought, "Well, I want to OPEN a NEW one." It confused me mightily. This is the difference:

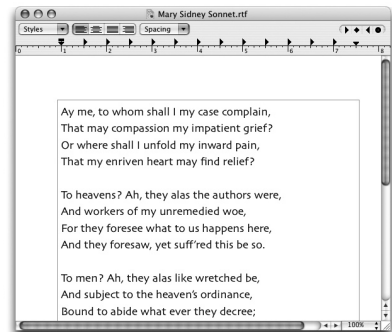
## New vs. Open

**NEW:** Opens a blank, untitled, unsaved document.

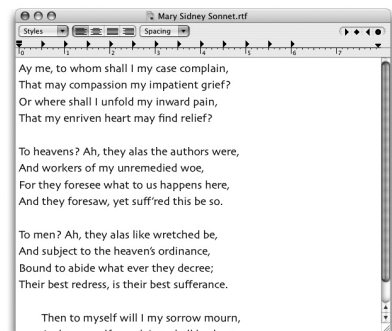
**OPEN:** Opens an existing document of your choice that has already been titled and saved. Perhaps you want to continue working on it or make changes.

### Exercise 2: Type.


1. One quick thing before you start typing: Go to the "Format" menu in TextEdit and look for the command "Wrap to Page." If you find it, choose it (if not, skip to Step 2). The "Wrap to Page" option will display your page closer to what it will look like when you print it.
2. Just start typing. Type at least a paragraph, ignoring typos.
3. At the ends of lines, **do not** hit the Return key—the text, as you type, will bump into the far-right edge and bounce back to the left side automatically.
4. **Do** hit the Return key at the end of a paragraph. Hit it twice if you want a double space between your paragraphs.
5. Go to the next page in this book and read about the **insertion point** and the **I-beam**, then continue with the exercises.



*This is the option called "Wrap to Page."*




*This is the option called "Wrap to Window."*

**I-beam** You may already be familiar with the Macintosh word processing **I-beam** (pronounced eye-beam). It looks like this (or very similar): 

The tiny crossbar just below the center of the I-beam indicates the “baseline” of type, the invisible line that type sits upon.

On the Mac, the I-beam is a **visual clue** that you are now in a typing mode, as opposed to seeing an arrow or a crosshair or any number of other “cursors” that appear in various applications.

- *The I-beam is simply another pointer.* And just like the pointer, it doesn’t do anything until you click it or press-and-drag it.

**Insertion point** When you move the I-beam pointer to a spot within text and *single-click*, it sets down a flashing **insertion point** that looks like this:  (but it flashes).

This insertion point is extremely important! First you click the mouse to *set* the insertion point, then you *move the I-beam* out of the way (using the mouse)—**the insertion point is what you need to begin typing**, not the I-beam!!

The I-beam merely positions the insertion point.

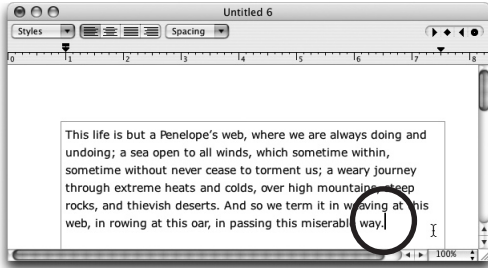
**Note:** *The only time the words will not move to the right in a word processor is if the text is centered or flush right, as described on page 71, or if you’ve set a tab other than left-aligned.*

With the insertion point flashing, anything you type will start at that point and move out to the right. This is true whether the insertion point is at the beginning or the end of a paragraph, in the middle of a word, in a field of a dialog box, in the name of an icon at your Desktop, or anywhere else.

If you noticed, when you first opened a new, blank document in TextEdit, there was an insertion point flashing in the upper-left corner, indicating you could start typing immediately.

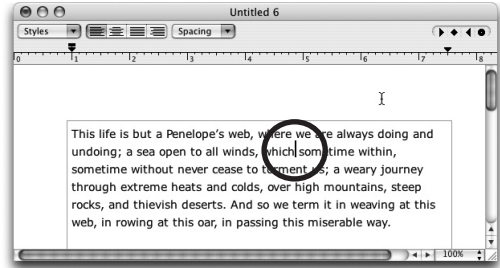
At any time you can use the mouse to move the I-beam pointer somewhere else in the existing text, click to set an insertion point, move the I-beam out of the way, and start typing from the new insertion point.

**To type below the existing text**, set the insertion point directly after the last character in the text, then hit the Return key a number of times until the insertion point is where you want to begin typing.



*Do you see the insertion point at the end of the paragraph? If I start to type again in this story, it will begin at that insertion point.*

*The I-beam (do you see it?) is just hanging around waiting to be useful.*



*Do you see where I moved the insertion point to? If I start to type again in this story, the new text will begin at that insertion point.*

*Do you see the I-beam?*

**Exercise 3:** Learn to be conscious of the I-beam and the insertion point.

1. Type a few more letters on your page. Notice how the **insertion point** moves *in front* of the characters as you type.
2. Stop typing. Move the mouse around, and notice how the cursor is not a pointer, but an **I-beam**. (The cursor will become a pointer when you move off of the word processing page, but when you position it over the text, it becomes the I-beam.)
3. Using your mouse:
  - Position that I-beam anywhere in your paragraph,
  - single-click,
  - shove the mouse (and I-beam) out of the way,
  - and start typing.

*Notice the insertion point moved to where you clicked the I-beam, and your new typing starts at that point.*

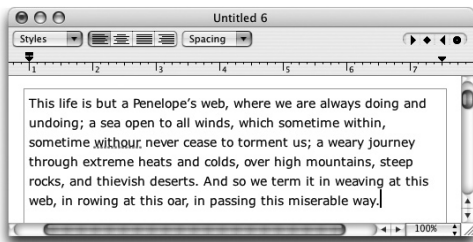
4. Single-click the I-beam at the very end of the existing text—this will set the insertion point there. Now it's ready for you to continue typing.

## Delete (or Backspace)

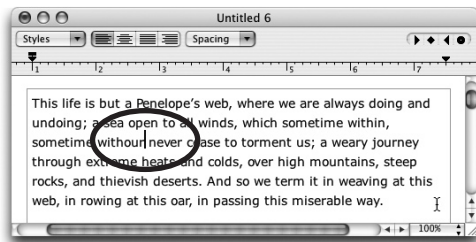
When you press the **Delete** key (found in the upper-right of the main part of the keyboard), it deletes anything **to the left of the insertion point**.

You can backspace/delete to **correct typos** (typographical errors) as you type, *or* you can click to set the insertion point down anywhere else in your text and backspace from that new position.

After you make a correction and you want to continue typing at the end of your story, single-click the I-beam at the end of the story to set the insertion point there, then type.



*This paragraph has a typo. Do you see it? TextEdit has actually underlined the typo with red dots. I need to go back and fix it.*



*I used the I-beam to set the insertion point just to the **right** of the typo. Now I can hit the Delete key to erase that wrong letter and type the correct one in its place.*

### Delete characters **Exercise 4:** Edit your text.

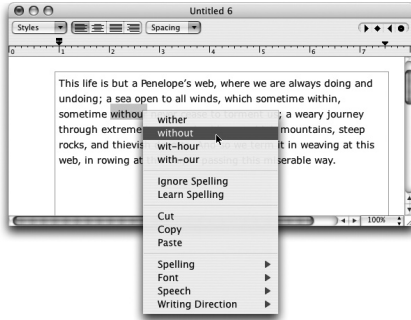
1. In the text on your page, notice where the insertion point is flashing.
2. Hit the **Delete** key several times. Watch as it deletes the characters **to the left** of the insertion point.
3. Now, using your mouse:
  - Position that I-beam anywhere in your paragraph,
  - single-click,
  - shove the mouse (and I-beam) out of the way,
  - and hit the Delete key one or more times.

*Notice TextEdit deletes text to the left of the insertion point. Every Mac program will do the same thing.*

4. Using the mouse, position the I-beam **at the end** of your text.
5. Click to set the insertion point (then move the mouse out of the way) so you can start typing again from the end of your document.

You've probably noticed that TextEdit puts **red dots** under words that it thinks are **misspelled**. If the word is *not* misspelled, you can just ignore the red dots—they won't print. But if you want to fix a typo, here's a great trick (and it works in Mail, too):

1. Hold down the Command key and single-click anywhere in the misspelled word. This makes a contextual menu pop up, like the ones you experimented with in Chapter 5.



2. TextEdit provides a list of possible words, based on the misspelled word. If you see the correct spelling, single-click on it and the typo is corrected; if you don't see the correct spelling, click anywhere on the page and make the correction yourself.

If you don't see a list of possible words, it means the word is spelled correctly.

*If you do or don't want TextEdit to check your spelling as you type, go to the Edit menu and slide down to "Spelling."*

*In the hierarchical menu, a checkmark next to "Check Spelling as You Type" means it **will** check your spelling. If there is no checkmark, it **won't**.*

*Choose the command to put a checkmark there **or** to remove the existing checkmark, depending on what you want it to do.*

What?! **One space after a period?** If you grew up on a typewriter, this is a difficult habit to change, I know. Or if you were taught keyboarding skills by someone who grew up on a typewriter, they taught you typewriter rules. But characters on a Macintosh are not *monospaced* as they are on a typewriter (except for a few typefaces such as Monaco, Courier, and Andale Mono), so there is no need to use two spaces to separate two sentences. Check any book or magazine on your shelf; you will never find two spaces after periods (except publications produced on a computer typed by someone still using typewriter rules).

If you find this hard to accept, read *The Mac is not a typewriter*. It's a very little book. If you're interested in creating fine typography, read *The Non-Designer's Type Book*. Yes, I wrote them.

For the ultimate authority, check the question-and-answer page on the web site for the *Chicago Manual of Style*:

**[www.press.uchicago.edu/Misc/Chicago/cmosfaq.html](http://www.press.uchicago.edu/Misc/Chicago/cmosfaq.html)**

## One space after periods

*See Chapter 10 for details on how to go to a web page.*

### Select (highlight) text

When you **select text**, it becomes **highlighted**. Once text is selected, you can do things to it, such as change its size, the typeface, delete it, etc.

If you use the I-beam to double-click on a word anywhere on the Mac, the entire word is selected, indicated by the highlighting.

This **word** is highlighted. I double-clicked on the word to select it.

To select more than one word, *press-and-drag* over the entire area you wish to highlight.

**This entire sentence is highlighted.**

To select *all* of the text in an entire document, use the keyboard shortcut Command A.

**Exercise 5:** Experiment with selecting text.

1. In the paragraph you typed earlier, position the I-beam in the middle of any word.
2. **Double-click** on the word to select it. Try it on different words until you feel comfortable selecting whole words.
3. **Now select a range of text:**

Position the I-beam somewhere toward the top of a paragraph,

**press** the mouse button down and hold it down, then **drag** the mouse downward. (You can move backward as well, as long as you keep the mouse button down.)

When you have a range of text selected, **let go** of the mouse button.

Try it several times until you feel comfortable selecting a range of text.

**To un-highlight (deselect) text**, single-click anywhere, even in the highlighted space.



Once a word is selected (highlighted), anything you type will **entirely replace the selected text**. That is, you don't have to hit the Delete key first to get rid of the text—just type. This is true everywhere on the Mac.

### Replace highlighted text

**Exercise 6:** *Delete* selected text, and also *replace* selected text with new text.

1. In the paragraph you typed earlier, use the I-beam to double-click on a word to select it.
2. Hit the **Delete** key once to delete the selected word. Do this several times until it feels very comfortable.
3. Now, double-click a word to select it, *or* press-and-drag to select a range of text.
4. *Do not* hit the Delete key this time: just type a new word and watch it **replace** the selected text.
5. Try selecting a range of text and while it is highlighted, type a new sentence. Repeat until it feels comfortable.

Try these tips for **moving the insertion point** and for **selecting text** anywhere on the Mac:

### Extra tips

- Use the arrow keys to move the insertion point backward and forward, up and down.
- Hold down the Shift key as you hit the arrow keys, and the text will be *selected* along the way. Try it.
- Triple-click in the middle of a sentence to select the entire paragraph. (In some applications, a triple-click will select one single line instead of the entire paragraph).
- This is my favorite selection trick:

**Single-click** at the point where you want to *begin* the selection; the insertion point will flash.

Move the I-beam to where you want the selection to end (don't drag with the mouse button down and don't click anything yet!).

Hold down the **Shift** key.

**Single-click** where you want the selection to end.

I call this the Click Shift-Click Trick.

*Very few applications let you select “discontiguous” text—that is, it’s generally not possible to select one line from the first paragraph, plus a line from the third paragraph. The selected text must all be contiguous, or connected together.*

## Change fonts (typefaces) and type size

Throughout the entire Mac environment, to make any changes to anything you must follow this rule, Rule No. 2:

### Select First, Then Do It.

For instance, **to change text to a different font**, or typeface:

1. First you'll *select* the characters you want to change.
2. Then you'll *choose* the font that you want to apply to the text.

**Exercise 7:** Add a headline to your text and then change the headline font.

1. First **add a headline** at the beginning of the paragraph you typed earlier. To do that:

With the mouse, move the I-beam to the beginning of the text; position it to the *left* of the very first letter. Single-click at that position to set the insertion point. If you miss and the insertion point is a letter or two to the right or perhaps on the next line down, use the arrow keys to move the insertion point to the very beginning of the first line.

2. Type a headline of some sort, something like My Important Headline. The existing text will move along to the right as you type the new headline.
3. At the end of your headline, hit Return twice.
4. Now **select the headline**: Starting at one end or the other of the headline, press-and-drag over the text so you select every character. (Or triple-click in the line.)
5. Now that the headline is selected, go to the Format menu, choose "Font," then "Show Fonts." You'll see the dialog box shown below.
6. Select a font from the "Family" column, then a typeface style from the "Typeface" column, then a size from the "Size" column (or type a number). Voilà!

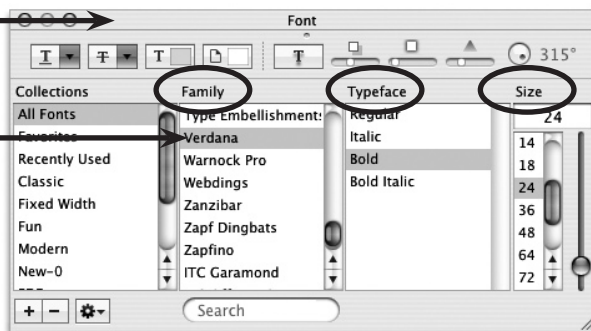
**Tip:** To see what each font looks like, click the "Action" button in the bottom-left of the Font window (the gear shift button), and from its menu choose "Show Preview." Each font and size you select will appear in the preview.

Drag the title bar to move the Font list.

Choose a font name from the "Family" list.

Then choose one of the available "Typeface" styles (different fonts have different styles).

Then choose a font "Size."



**Alignment** refers to where the text is lined up.

## Alignment

**Align left:** Text is lined up on the *left* side, and the right is “ragged,” as shown in these short lines.

**Align right:** Text is lined up on the *right*, and the left edge is ragged. This is also known as *flush right*.

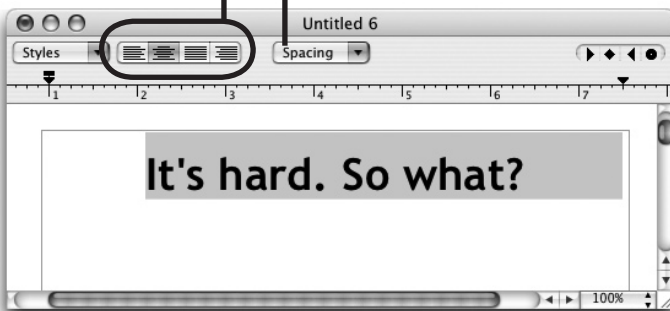
**Align center:**  
Text is centered on a vertical axis *between your margins*.  
If you change your margins, your centered text will shift.

**Justified:** Text is lined up on both the left *and* right margins, as seen in this short paragraph.

**To change your alignment**, you know what to do! That’s right: *select first, then do it*—highlight the text, then choose the alignment from the buttons, as shown below, or from the menu commands (under the “Format” menu, choose “Text” and you’ll see the alignment options).

Alignment buttons:  
align left, center,  
justified, and align right.

Use this menu to change  
the spacing between  
selected lines.



**Tip:** When you plan to change the alignment, you don’t have to select every character in the line or paragraph—to select an entire paragraph, just single-click in it. Try it.

In this example, you can see that the text is selected (highlighted) and the center alignment button is checked.

### Cut, Copy, and the Clipboard

Almost anywhere you can type, you can cut or copy text.

When you **cut** text (or a graphic), it is **removed** from your document and placed on the “Clipboard.”

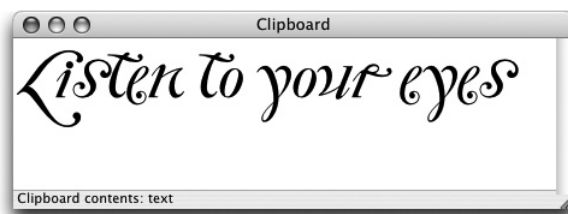
When you **copy** text (or a graphic), the original text is **intact** in your document and a *copy* of it is placed on the Clipboard.

Well, what the heck is a Clipboard?

The **Clipboard** is an invisible “container” somewhere in the depths of the Mac. It holds whatever you have cut or copied, be it text, spreadsheet data, graphics, an entire folder, etc. Once something is on the Clipboard, it waits there until you **paste** it somewhere (we’ll get to that in a minute).

**The most important thing to remember about the Clipboard** is that *it holds only one thing at a time*; that is, as soon as you cut or copy something else, whatever was in the Clipboard to begin with is replaced with the new selection.

In some programs, including the Finder, you’ll find a menu command called “Show Clipboard,” usually in the Edit menu. When you can see it, the Clipboard appears as a window with its contents displayed, as shown below. In most programs, though, you never see the actual Clipboard—you have to simply trust it.

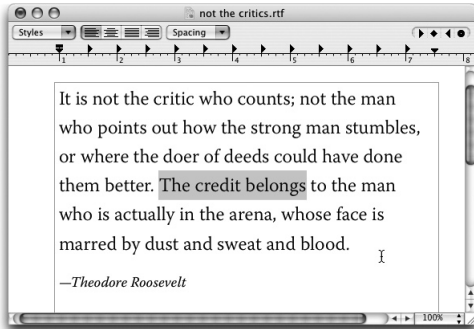


*The Clipboard appears as a window (if it’s available for looking at in your program). No matter where you copied or cut an item from, you can always go to the Finder’s Edit menu and show the Clipboard to see what you’ve got.*

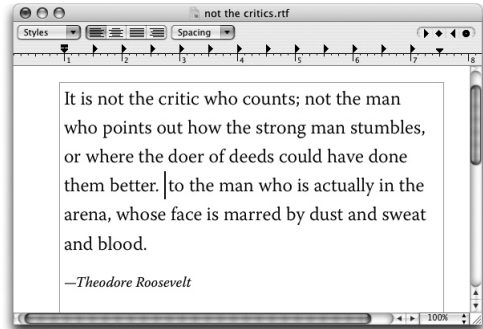
**Items will stay on the Clipboard** even when you change applications: you can put a paint image on the Clipboard in a paint program, then open a word processing document and paste the paint image into a letter.

**Items will disappear from the Clipboard** when the computer is turned off or if there is a power failure, so don’t count on keeping something in the Clipboard for very long!

**How to Cut:** Select first, then do it. Remember, whatever you cut will *disappear* from the document. **Cut**



*The text is selected and ready to be cut.*



*The text has been cut. All that's left is the insertion point.*

**Exercise 8:** Cut some text.

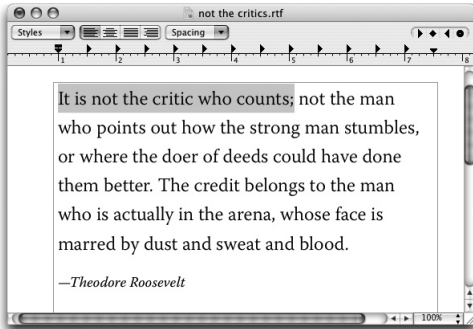
1. Select the text you wish to remove from the document (press-and-drag over the text).
2. From the Edit menu choose "Cut."

The text will be *eliminated* from your document and placed on the Clipboard. Now you can paste it somewhere; see the following pages.

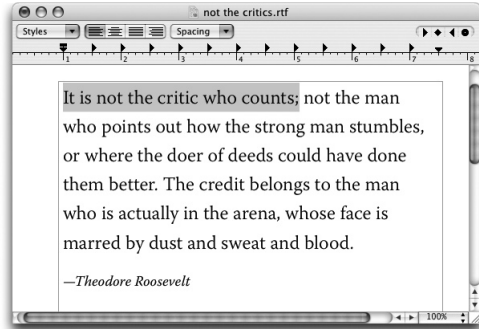
*If you want to undo the cut you just made, go to the Edit menu and choose "Undo Cut."*

*Be sure to read about the differences between "Cut" and "Clear" or "Delete" on page 78.*

### Copy **How to Copy:** Select first, then do it.



*This text is selected, ready to be copied.*



*The text has been copied, and it looks like nothing happened because the text is still there. That's exactly what it's supposed to do.*

So the copied text is on the Clipboard. Now what? Well, the Clipboard holds objects for *pasting*. You can take text or a graphic out of one place and paste it into your document somewhere else, just as if you had a little glue pot. We'll get to that in just a moment (next page).

#### **Exercise 9:** Copy some text.

1. Select the text you wish to copy.
2. From the Edit menu, choose "Copy."

The text will *remain* in your document and a *copy* will be placed on the Clipboard. Now you can paste it in the next exercise.

**How to Paste:** When you go to the Edit menu and choose “Paste,” you need to know *where* it will paste.

- Whatever was on the Clipboard will be inserted in your document *beginning at the flashing insertion point*. So if you want the pasted item to appear at a certain place in your document, **first** click the I-beam to position the insertion point.
- If you have a *range of text selected*, the pasted item will *replace* what was selected.

## Paste

*In other types of applications, like drawing and painting applications, a pasted object will usually just land in the middle of the page.*

As long as something is on the Clipboard, you can paste it a million times in many different applications.

**Exercise 10:** Paste some text.

1. Because you previously cut or copied some text, you know there is text on the Clipboard waiting to be pasted. (If you didn’t do Exercise 8 or 9, do one of them now so you have something on the Clipboard.)
2. Using the mouse, position the I-beam where you want to paste in the text, then click to set the insertion point.
3. Go to the Edit menu and choose “Paste.” The text will be pasted in beginning at that insertion point.

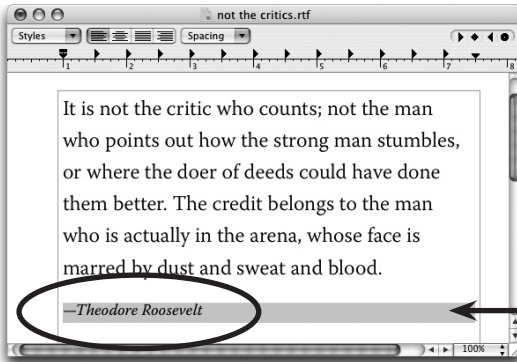
**And then:**

4. Repeat Steps 2 and 3 several more times. Notice you can keep pasting in the same text over and over.
5. Cut or copy some *other* text, then repeat Steps 2 and 3 above. Notice you are now pasting the *other* text.

**Exercise 11:** Cut a paragraph and paste it somewhere else.

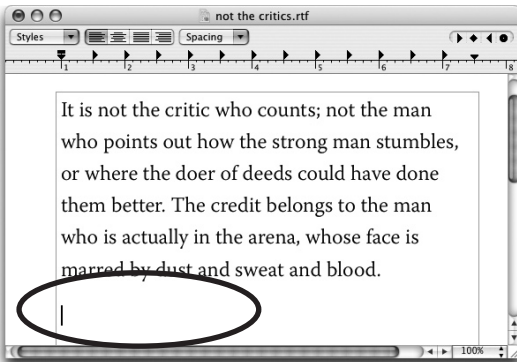
1. Type several paragraphs on your page, if you haven’t already.
2. Change the formatting of the first paragraph so it looks very different: change the font, the typeface style, and the size.
3. Triple-click anywhere in the formatted paragraph to select the entire paragraph.
4. Use the keyboard shortcut to cut the selected paragraph: Command X.
5. Set the insertion point at the end of your text and hit two Returns.
6. Press Command V (the keyboard shortcut) to paste the paragraph in, starting at the insertion point.

*On the following page is an example of each step in the cut-and-paste process.*

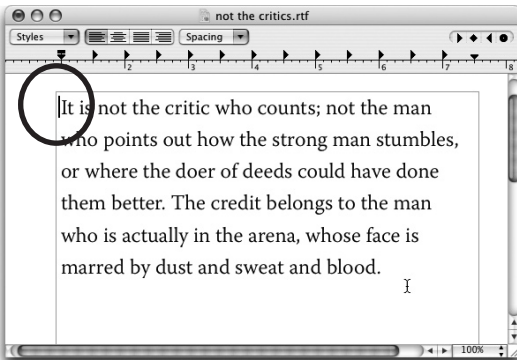


An example of the cut-and-paste process

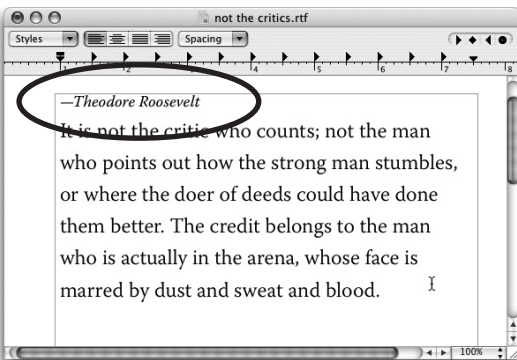
*I triple-clicked the by-line to select the entire "Paragraph." Remember, every time you hit the Return key, the Mac thinks you have made another paragraph.*



*I cut the selected text. Now it's on the Clipboard, waiting for me to paste it somewhere.*



*Using the I-beam, I clicked right before the first word in the paragraph to set the insertion point (circled). When I paste, the text will be inserted at that insertion point.*



*Here is the text, after pasting it in.*

**Tip:** When I triple-clicked the line to cut it, the triple-click grabbed an invisible paragraph marker at the end of the line. When I pasted the text in, it dropped in with that paragraph marker, which gave it the space after.

*If you don't have space after your text and you want it, just hit a Return or two.*



**Exercise 12:** Copy a heading from one document and paste it into another document.

1. On the page you've been working with, type something like a headline. Format it (choose a font, typeface style, and size).
2. Select the text you just formatted.
3. Either cut or copy the selected text.
4. Open a new TextEdit window: Go to the File menu and choose "New" (or use the keyboard shortcut Command N).
5. In the new window (which is a new document), type a few lines.
6. Set the insertion point and paste—the headline you formatted and copied from the other document is now in this new document.

**Undo** can sometimes save your boompah (no, that's not computer jargon—it's Grandma's euphemism).

## Undo

When you do something that makes you scream, "Aack! Oh no!" then try Undo. It's always the first command in the Edit menu (or press Command Z).

**Important Note:** What Undo can undo is *only the last action that occurred*. For instance, if you selected two paragraphs of brilliantly witty text that you spent three hours composing and then the cat walked across your keyboard and obliterated the entire work, Undo could give it back to you **IF** you Undo before you touch *anything*. Don't start fiddling around with the keys and the mouse because then what you will undo is that fiddling around.

So if something goes wrong, don't scream—**UNDO**.

Then scream.

(Some applications, such as illustration programs and page layout applications, can Undo multiple times. Check your manual.)

### Keyboard shortcuts

In Chapter 5 you learned how to use keyboard shortcuts for various tasks. Thoughtfully, the **keyboard shortcuts** for the Undo, Cut, Copy, and Paste commands are very handy. Notice on your keyboard the letters **Z**, **X**, **C**, and **V**, all lined up in a row right above the Command key—these are the shortcut keys.

Remember, select first (*except to Undo*); then hold down the Command key and lightly tap the letter.

Command <b>Z</b> will Undo	Z is very close to the Command key.
Command <b>X</b> will Cut	X like Xing it out.
Command <b>C</b> will Copy	C for Copy.
Command <b>V</b> will Paste	V because it is next to C; it's sort of like the caret symbol ^ for inserting.

### Delete or Clear and the Clipboard

Now, the **Delete** key (on the upper-right of the main group of keys) works a little differently from Cut:

**Delete:** If you hit the Delete key while something is selected, whatever is selected is *deleted* but is *not* placed on the Clipboard.

This means if you are holding something in the Clipboard to paste in again, whatever you delete from your document will *not* replace what you are currently holding in the Clipboard.

But it also means that you don't have that deleted item anymore—*whatever you delete is really gone and cannot be pasted anywhere* (you can Undo).

**Clear**, in the Edit menu, does the same thing as the Delete key.

**Special characters** are the symbols you have access to on the Macintosh that weren't available on typewriters, such as upside-down question marks for Spanish (¿), the pound symbol for English money (£), the cents sign (¢), the registration or trademark symbols (® ™), the copyright symbol (©), etc.

Below is a short list of special characters you can experiment with. For each character, hold down the modifier key (Option, Shift, etc.) and tap the character key noted. For instance, to type a bullet, hold down the Option key and tap the number 8 on the top of your keyboard (not the number 8 on the keypad). It's no different from typing an asterisk, where you hold down the Shift key and tap the 8.

•	<i>bullet</i>	Option 8
©	<i>copyright</i>	Option G
™	<i>trademark</i>	Option 2
®	<i>registration</i>	Option R
¢	<i>cents</i>	Option \$
€	<i>euro</i>	Option Shift 2
°	<i>degree</i>	Option Shift 8
...	<i>ellipsis</i>	Option ;
—	<i>en dash</i>	Option Hyphen
—	<i>em dash</i>	Option Shift Hyphen

You can type **accent marks** on the Mac, as in résumé and piñata. It's easy to remember that you use the Option key, and the accents are hiding beneath the keyboard characters that would usually be under them. For example, the acute accent over the **é** is **Option e**; the tilde over the **ñ** is **Option n**.

**Exercise 13:** To type accent marks, follow these steps (using the word *Résumé*):

1. Type the word until you come to the letter that will be *under* the accent mark; e.g., **R**
2. *Before* you type that next letter (the letter **e** in this case), type the Option combination (**Option e** in this case, which means hold down the Option key and tap the **e** once)—*it will look like nothing happened*. That's okay.
3. Now let go of the Option key and type the character that is to be *under* the accent mark. Both the mark and the letter will appear together; e.g., **R é**
4. Type the rest of the word: **R é s u m é**
5. Now try typing **Voilà!**

## Access special characters

## Use real accent marks

*Here is a list of common accent marks:*

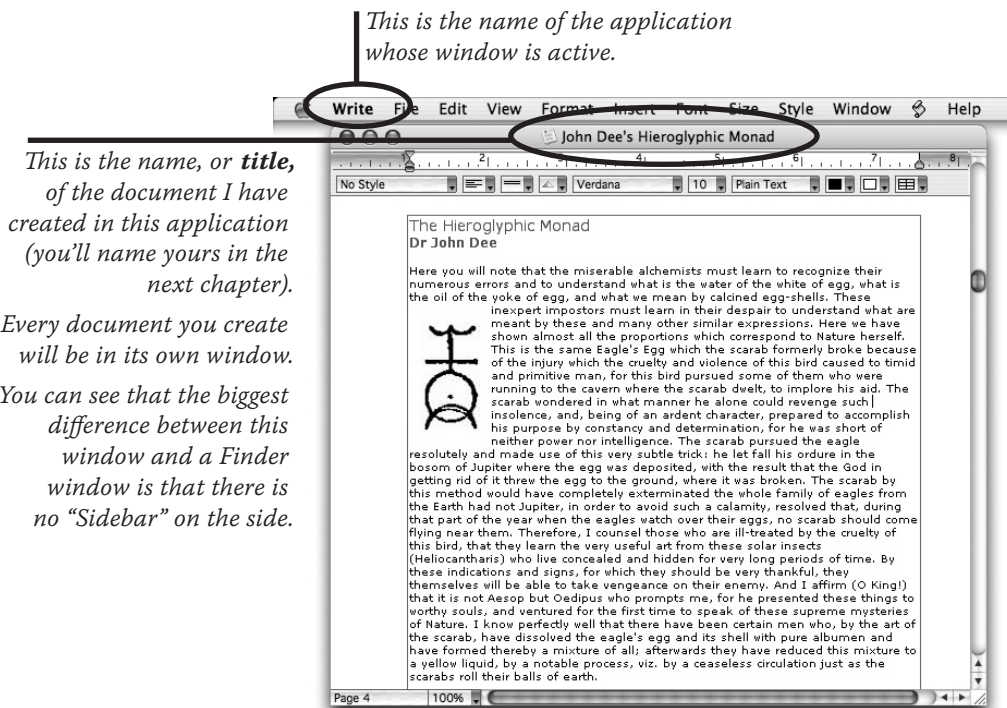
´	Option e
`	Option ~
¨	Option u
~	Option n
^	Option i

## Document windows

**Document windows** are very similar to Finder windows, but they do have a few differences.

You can tell the window below is a **document window** because in the menu bar across the top of the monitor, just to the right of the apple, is the name of the application in which this document is being created. Mariner Write is a word processing application for Macs—much more powerful than TextEdit, and a fabulous alternative to Microsoft Word.

Document windows have no Sidebars, but they often have their own Toolbars with buttons and options appropriate to the specific application.



Just like any Finder window, you can **resize** a document window by dragging its resize corner (bottom-right), **move** it by dragging the title bar, **scroll** through it by dragging a blue scroller or the tiny triangles in the corner, and **close** it by clicking in the red button. Check it out.

# Also Try This

**Double-Return:** Hitting the Return key twice creates a double space between the lines. This is for extra space between individual paragraphs.

If you want the **entire document**, or even just a piece of it, **double-spaced**—that’s different: In TextEdit, select all (press Command A) *or* select the paragraphs you want double-spaced. Single-click the “Spacing” button in the Toolbar, then choose “Double.”

**Remove a Return:** The computer sees a Return as just another character, which means to *remove* a Return you simply backspace over it with the Delete key, just as you would to remove an unwanted character. The problem is that in most programs you can’t *see* the Return character. Just set the insertion point to the *left* of the first character on the line, then Delete, as shown:

Let’s say I’m typing away and my dog shoves his big  
head under my arm and suddenly

my text starts typing on the wrong line, like this. What to do?

Set the insertion point directly to the *left* of the text that’s on the wrong line (as shown below).

Let’s say I’m typing away and my dog shoves his big  
head under my arm and suddenly

| my text starts typing on the wrong line, like this. What to do?

Hit the Delete key to remove the empty line above that new, unwanted paragraph (*you* don’t think it’s a paragraph, but the computer does). Now it will look like this:

Let’s say I’m typing away and my dog shoves his big  
head under my arm and suddenly

| my text starts typing on the wrong line, like this. What to do?

Delete again to wrap the sentence back up to the one above.

Let’s say I’m typing away and my dog shoves his big head  
under my arm and suddenly | my text starts typing on the  
wrong line, like this. What to do? Oh, it’s all fixed!

Move the insertion back to where you want to begin typing.

*Eventually you’ll want to learn how to create an automatic increase of space between paragraphs instead of using a double-Return. Check your manual.*

# Remember . . .

- Use the **I-beam** only to move and set the **insertion point**. The insertion point is the important thing—that's where type will start typing, and that's where text will paste in.
- Only type **one space after periods** or any other punctuation.
- Cut, Copy, Paste, Undo, Clear, and Delete are the same all over the Mac, everywhere you go. The **keyboard shortcuts** are always the same.

