



**Peachpit** Learning Series

# OS X Mountain Lion

A Quick Reference Guide to Mastering Your Mac!

**Lynn Beighley**

BASED ON THE SERIES BY ROBIN WILLIAMS

**Peachpit Learning Series**

# OS X Mountain Lion

*Lynn Beighley*

# OS X Mountain Lion: Peachpit Learning Series

LYNN BEIGHLEY

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Explore, play, and share.



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# 4

## GOALS

Find and replace  
words or phrases

Create favorite styles  
for quick formatting

Take advantage of the  
“Complete” feature

Turn on typographer’s quotes

Become familiar with  
tabs and indents

Create lists and simple tables

Create live web or email links

Select noncontiguous text

Print page numbers

Learn how to open Microsoft  
Word documents and save  
TextEdit files as Word docs



## LESSON 4

# TextEdit for Word Processing

**TextEdit** is a small yet surprisingly powerful word processor. Use it to write memos, letters, diaries, novels, grocery lists, memoirs, or any other text document. You can create simple tables and automatically numbered or bulleted lists, add shadows to type, insert images, search and replace text, and more. But it's not a full-blown word processor such as Apple's Pages (check the App Store in your Dock). Although TextEdit can't do all the fancy things a big word processor can, it's excellent for many projects.

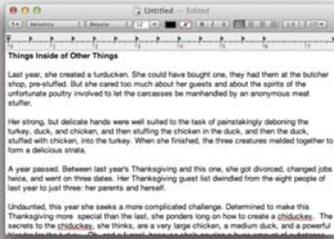
If you've never used a word processor before and you don't know how to open an application and save files, enter text, select text for formatting, cut/copy and paste, etc., please read *The Little Mac Book* first! This lesson assumes you know the basics of working in a word processor.

## Create and Save a TextEdit Document



Open TextEdit (it's in your Applications folder and in Launchpad). Then from its File menu, choose “New.” A blank window opens for you to start typing.

Choose how you want to see the document: From the Format menu, choose “Wrap to Window” (below, left) or “Wrap to Page” (below, right).



“Wrap to Window” fills the page with no visible margins.



“Wrap to Page” displays the text as it will look when printed on paper.

**Save your document as usual** (from the File menu, choose “Save...,” give it a name, and store it in a folder where you'll find it again). As you continue to work on your TextEdit document, the word “Edited” appears to the right of the document's name in the window. This is a *visual clue* that the document has been changed and you might want to save the changes (press Command S).



An unsaved file has no options next to the document's title.



A saved file displays a disclosure triangle when you mouse over its title.



Once you edit a file, TextEdit lets you know when there are unsaved changes.

Click “Edited” or the triangle to choose from several options related to saving or reverting your file:

**Lock** prevents further changes. If you try to type, you get an option to *Unlock* it. This is not a secure lock—anyone can click the *Unlock* button.

**Revert to Last Saved Version** gives you the option to revert to the last time it was saved (either by you or by TextEdit), *or* you can revert to an older version, as explained on the opposite page.

**Browse All Versions**—see the opposite page.

## AutoSave and versions

TextEdit automatically saves your document every hour as you work on it, as well as when you close it (it doesn't ask—it just saves). In addition, you can (and should) save more often (press Command S).

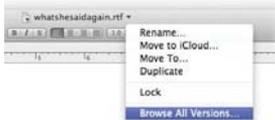
As soon as you save and name a document, TextEdit keeps track of all *previous versions* of that document; that is, every time you save or TextEdit saves, a new version is stored. You can return to any of these versions, as explained below.

**To manually save the current version**, go to the File menu and choose “Save a Version,” or press Command S.

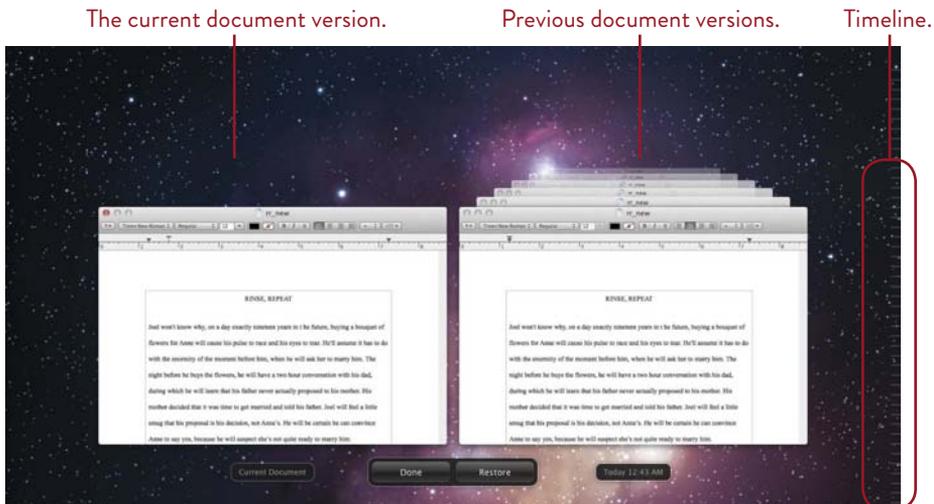
**To save a document with another name or in another file format**, go to the File menu and choose “Duplicate.” Save this new file with a new name.

## Restore a previous version

**To turn to a previous version of the document**, click the top-right corner to get the menu shown below. Choose “Browse All Versions...” All previous versions of your document appear, as shown at the bottom of this page.



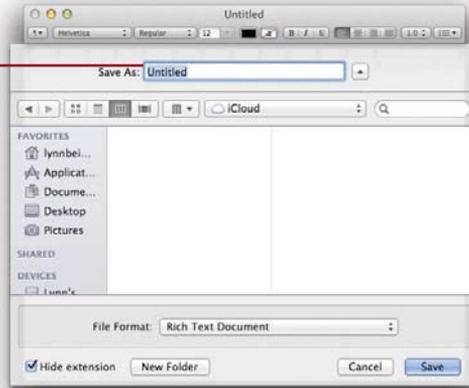
Click on the title bars to go back in time to previous versions, *or* click in the vertical timeline to view various versions. When you find the one you want, click the “Restore” button at the bottom of the screen.



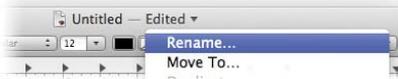
## Rename a document

New documents in TextEdit are named “Untitled” by default. When you save a document in TextEdit (choose “Save...” from the File menu), you are prompted with the Save dialog box and given the chance to give your document a name other than “Untitled.”

When you save a document, change the name from Untitled to something more descriptive.



You can always change the name of a document, even one you’ve saved, at any time. If you forgot to give your document a name the first time you saved it, or if the current name ought to be changed to more accurately reflect the contents of the file, click the triangle that appears when you mouse over the document’s title and choose the “Rename...” option.



To rename a document, click the arrow and choose “Rename...”



The title of the document becomes editable. Type the new name of the document and press Return.

When you choose “Rename...,” the title of the document highlights and becomes editable. Start typing the new title you want to give your document. Press Return when you’re finished.

Keep in mind that when you change the name of your document, it changes it for all previous document versions as well.

## Move a document

If you want to save the current document in a different location, you can use the Finder to drag it from one place to another. But TextEdit offers you a shortcut.

With the document you wish to move open in TextEdit, click the triangle that appears when you mouse over the document's title and choose the "Move To..." option.



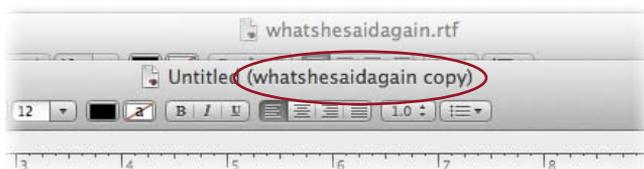
To move a document, click the arrow and choose "Move To...."

Click the "Where" select box to locate the folder where you want to move your file.

With the document you wish to move open in TextEdit, click the triangle that appears when you mouse over the document's title and choose the "Move To..." option. Click the "Where" select box and choose the folder where you want to move the file. If you've activated your iCloud account (learn all about iCloud in Lesson 20), you can store your document remotely and access it with other Apple devices.

## Duplicate a document

When you save or move a document, you still have a single copy of the original document. If you need an additional copy of the document, use the "Duplicate" option. As with "Rename..." and "Move To...", the "Duplicate" option is available under the arrow menu next to your document title. Click and choose "Duplicate." A copy of your original document opens in another TextEdit window. The new document is untitled, but displays the original document's title with the word "copy" after it, as shown below. Save the copy by choosing the Save option as discussed at the beginning of this lesson.



When you duplicate a document, a copy of the original document opens in a new TextEdit window. The title bar indicates that it's a copy of the original document.

## Find and Replace Words or Phrases

Did you write your entire novel using a name that you no longer think suits your main character, such as Smith? And now you've come up with a better name, and need to **replace** the character's last name with Scrooge? No problem:

- 1 From the Edit menu, choose "Find..." or press Command F. A search field appears below the ruler bar.
- 2 Click the "Replace" checkbox to open a *Replace* text field below the search field.
- 3 In the *Find* field, type the word you want to find, such as *Smith*.
- 4 In the *Replace* field, type the word or phrase that will replace the found word, such as *Scrooge*.
- 5 Find and replace:

**Replace:** Replaces the currently selected occurrence of the word or phrase, then automatically finds the next occurrence.

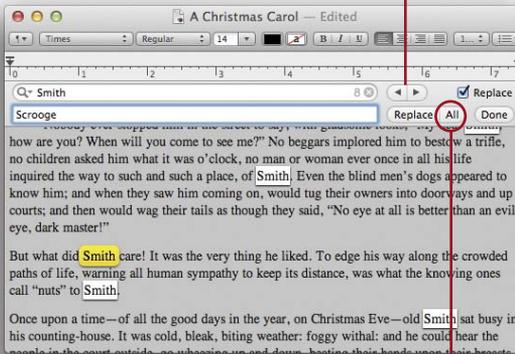
**All:** Replace *all* occurrences of the found text. Press (don't click) on the "All" button to see more options.

**To manually find other occurrences of the text,** click the *Previous* and *Next* buttons.

**For more search options,** click the small double-arrows next to the magnifying glass icon on the left side of the window.

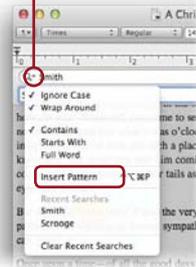
- 6 Click "Done" to put the Find and Replace fields away.

Previous and Next buttons.



Press to show more *replace* and *select* options.

Click for more search options.



"Insert Pattern" opens a menu of search criteria that includes searches for email, web addresses, or phone numbers.

## Paste Text to Match the Existing Text

This is one of my favorite features. Let's say you're writing a term paper and you copy a quote from a web page to add to your paper (properly cited, of course). Typically the copied text pastes in with the typeface, style, size, and color that were originally applied to it. But to add this quotation to your term paper, you want it to look like the rest of your page. Use this great feature instead of the regular paste:

From the Edit menu, choose **Paste and Match Style**,  
or use the keyboard shortcut, Option Shift Command V.

The pasted text will pick up all the formatting *from the character to the left of the flashing insertion point*. This technique works in Mail as well.

## Use Your Favorite Text Styles Easily

TextEdit doesn't have the powerful style sheets of a full-blown word processor, but it does make your writing life much easier by letting you create **favorite styles** of basic type features so you can apply them quickly. A "style" contains all of the formatting information, such as typeface, size, color, indents, etc., so you can apply everything to selected text with one click of a button.

These styles are saved with TextEdit, not with an individual document, so you can use the same styles in different documents.

### To create your own favorite style:

- 1 Type some text, any text, and set up the typeface, size, color, linespace, and the ruler the way you want it.
- 2 Click anywhere in that formatted text.
- 3 Click the *Paragraph Styles* button, then choose "Show Styles..."
- 4 In the sheet that slides down (right), click the button, "Add To Favorites."
- 5 Name the style and choose your options. Click "Add."



**To apply a style**, select a range of characters, then choose the style name from the *Paragraph Styles* pop-up menu in the toolbar. All of the formatting that you saved with that style will be automatically applied to the selected text.

## Tabs and Indents

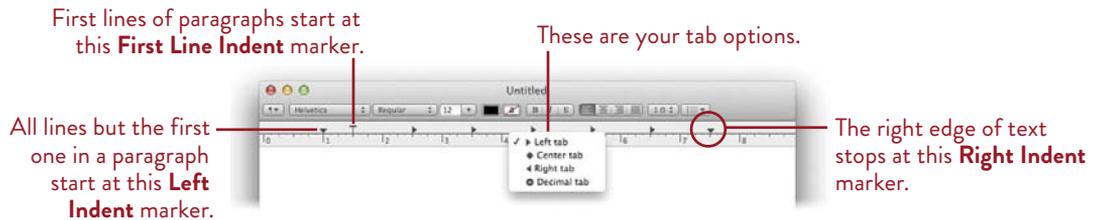
The tab and indent markers in TextEdit function as in any word processor.

**To set a right-aligned tab**, single-click in the ruler.

**To set any other tab**, Control-click (or right-click) in the ruler and choose a tab marker (shown below), *or* double-click a marker to change it.

**To remove a tab**, drag the marker off the ruler.

**To indent** just the first line of text *or* both the left and right edges, drag the indent markers shown below.

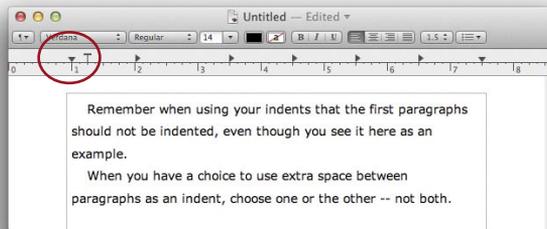


## Examples of tab and indent settings

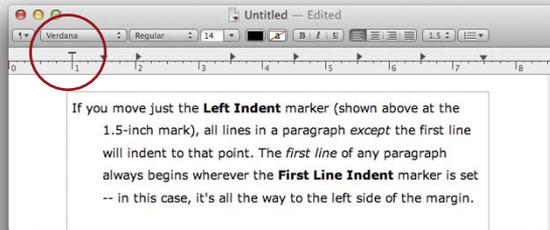
The following are some examples of how to set up your tabs and indents to create certain effects. Remember, after you've set a tab, hit the Tab key *before* you type the text. Once you've got tabs set up, you can select the text, then move the tab and the *selected* text will follow.

*The tab applies only to the selected paragraphs*—you only need to click inside a paragraph to select the entire paragraph. To select more than one paragraph, press and drag to highlight a range of text in each paragraph. Follow the directions as explained in each window and its caption.

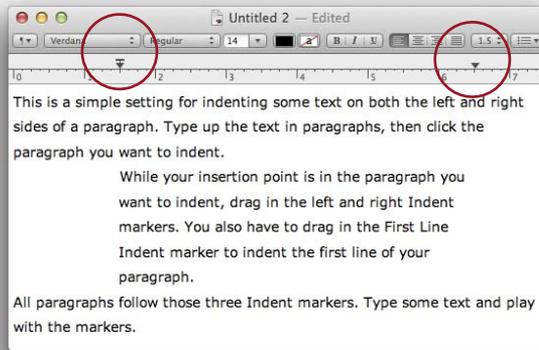
**To create an indent**, drag the First Line Indent marker to the right. The rest of the text will automatically align at the Left Indent marker.



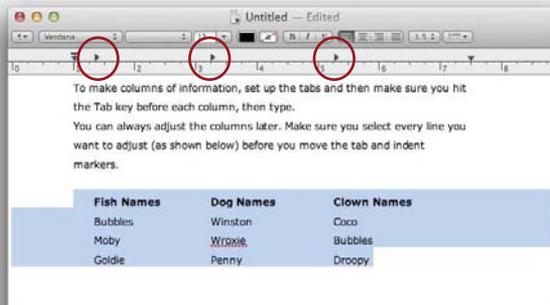
**To create an outdent,** where the first line is outdented farther than the other lines: Move the Left Indent marker (the triangle) to the *right* of the First Line Indent marker.



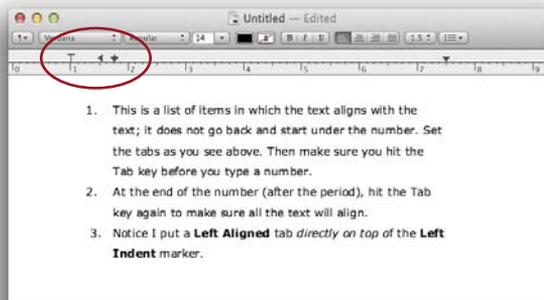
**To indent an individual paragraph on both sides:** Select the paragraph, then move both the Left Indent and the Right Indent markers inward.



**To create columns:** Remove all tabs except the few you need, and reposition those about where you want the columns to align. Now hit ONE tab to move the insertion point to the first column, and type. Hit ONE more tab to get to the second column, etc. At the end of the line, hit a Return and start over.

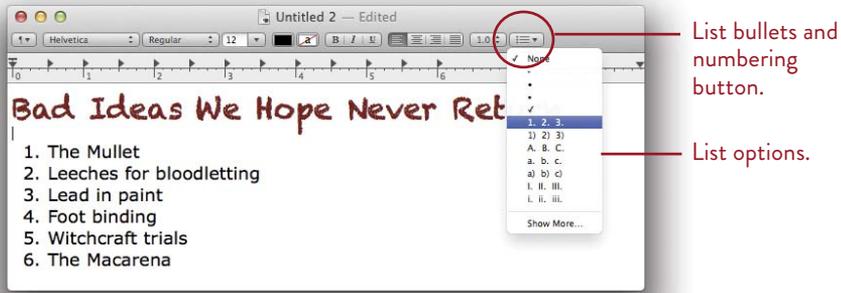


This is a common setup. It might seem a little tricky at first, but once you get it, you'll love knowing how to do it. Set the markers as shown and follow the directions.



## Create Lists That Number Themselves

If you have a list of items, TextEdit can number them for you with numbers, capital or lowercase letters, or other options. When you add or delete items from the list, TextEdit automatically updates the numbering.



When you click the List button (circled above) and choose a numbering option, the numbers apply to **either** of the following:

If you **select text** on the page *before* you go to the Lists menu, your choice of list numbering will apply only to the *selected* text.

If there is no selected text, the flashing **insertion point** is “filled” with the list specifications, and everything you type from that point on will be in the list format. This is a good way to start a new list: Just make sure your insertion point is flashing where you want the list to begin, *then* go to the List menu and choose your numbering system, *then* start typing. Each time you hit a Return, TextEdit considers that line to be the next item in the list.

**To end the sequencing of numbers** in a list, hit the Return key twice at the end of the last item.

**To delete the list numbers**, single-click anywhere in the list. Open the Lists menu and choose “None.”

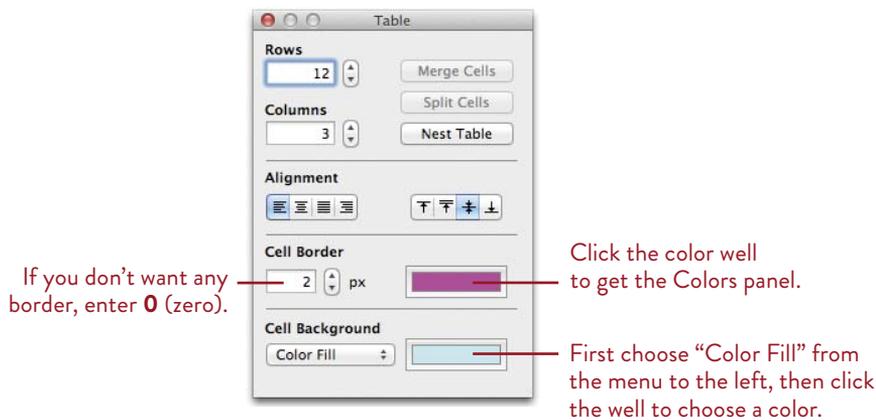
To easily access the advanced List options after you’ve started a list, click anywhere within a list, then Control-click (or right-click) in the list to show a contextual menu and choose “List....”

## Create Tables

If you like working with tables, you can create simple ones in TextEdit. This table feature also helps ensure that tables created in a Word document will open in some form in TextEdit.

### To create a table in TextEdit:

- 1 Position your insertion point where you want the table to begin.
- 2 Go to the Format menu and slide down to “Table...”
- 3 The Table palette appears, as shown below. Choose how many rows and columns you want in the table. You can determine how the text is aligned vertically as well as horizontally in each cell (use the “Alignment” icons), and more. Spend a few minutes to familiarize yourself with the tools.



As you **type in a cell**, the cell expands downward to fit the text.

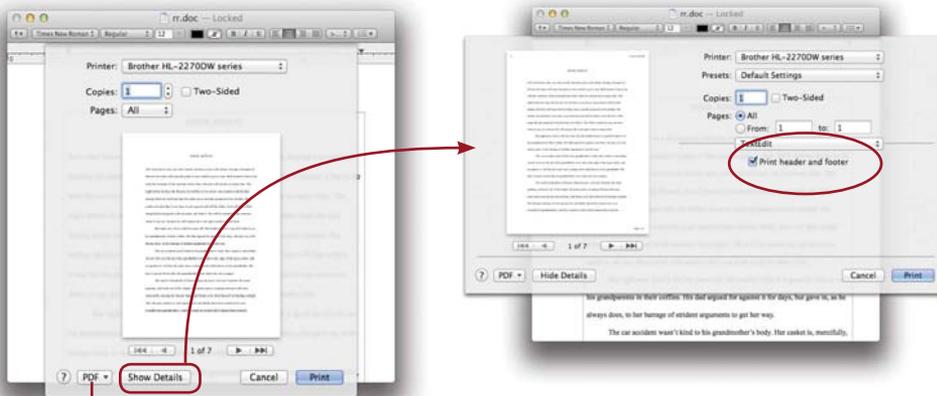
**Change the formatting of the text** as you do on a regular TextEdit page: Select the text first, then choose the settings from the menus or toolbar.

- 4 **To resize rows and columns**, position your pointer over the edge of a cell. The pointer turns into a two-headed arrow. With that two-headed arrow, press-and-drag on a cell edge to resize it.

## Print Automatic Page Numbers

You can add page numbers to a *printed* document (the numbers won't appear on the screen). This feature also automatically adds the name of the document in the upper-left corner of the page (including the extension, probably .rtf), the date and time in the upper-right corner, and the words “Page \_\_\_ of \_\_\_” in the bottom-right corner. That is, in TextEdit you can't choose one or the other of these—they all appear on the page, or none.

**To print the page numbers** (and everything else), press Command P (or go to the File menu and choose “Print...”). In the Print dialog box, shown below-left, click “Show Details.” In the expanded Print dialog (below, right), check the box to “Print header and footer.” Click “Print” to print the document.



To create a PDF that you can share with others, click here, then choose “Save as PDF...”

## Automatic Spelling Correction

TextEdit can automatically correct many spelling errors as you type. To enable this feature, open the TextEdit Preferences (from the TextEdit menu). Make sure the “New Document” tab is chosen. Toward the bottom of the window, check the “Correct spelling automatically” box. Close the Preferences pane.

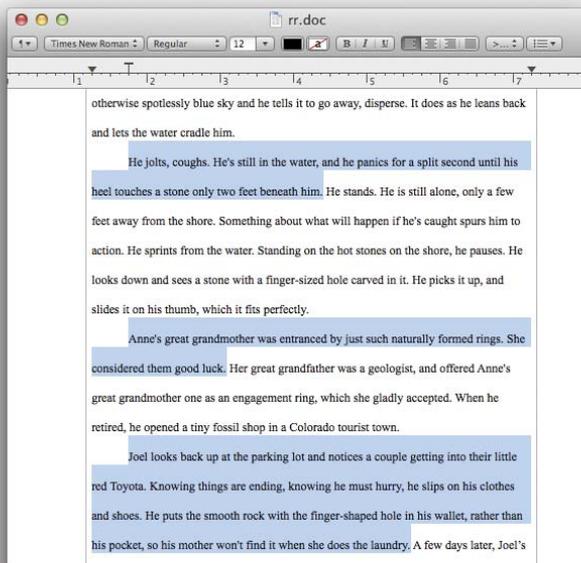
If TextEdit can't figure out how to spell it or if automatic correction is turned on, you'll probably see a red dotted line under misspelled words. See Lesson 14 to learn to use the spell checker.

## Select Noncontiguous Text

This is really quite wonderful. “Contiguous” means “sharing a common border.” Very few applications allow you to select individual sections of text that are not physically next to each other (text that is *noncontiguous*). This technique lets you apply formatting or copy, cut, or delete separate sections of text all at once.

### To select noncontiguous text:

- 1 Press-and-drag to select a section of text.
- 2 Hold down the Command key. Press-and-drag to select some other text that is not contiguous.



A selection of noncontiguous text.

## Show Substitutions

TextEdit “Substitutions” (from the Edit menu or contextual menu) makes automatic substitutions for you as you type. For instance, “Text Replacement” corrects obvious spelling mistakes (it substitutes *the* for *teh*, etc.) and turns a typed fraction, such as 7/8, into a *real* fraction,  $\frac{7}{8}$ . Below are several of the other substitution options.

## Use typographer’s quotes

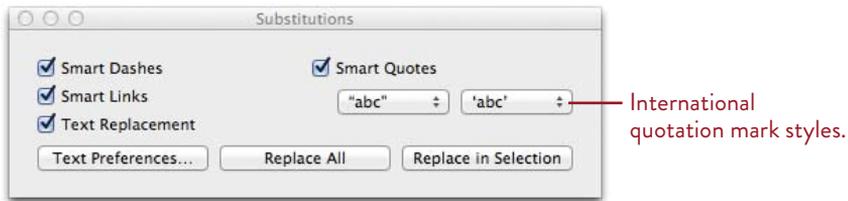
TextEdit provides typographer’s quotes, or **Smart Quotes**. Smart quotes (and apostrophes) are the curly quotes, not the straight, typewriter quotes. Nothing will make your work look as amateurish as typewriter quotes.

typewriter quotes

smart quotes

It's "QueenB" to you. It's “QueenB” to you.

The Substitutions panel provides extra options for **Smart Quotes** so you can activate automatic quotation styles for other languages. Turn Smart Quotes *off* when you want to type feet and inch marks. For instance, I am 5' 7" tall, not 5'7" tall. To get this panel, go to the Edit menu, choose “Substitutions,” and then choose “Show Substitutions.”



## Create live web links and email links

It's easy to create web links and email links on a TextEdit page. If you send someone the TextEdit file, that person can click on a web link; her browser will open and go to the page you specify. An email link in the document opens her email program, pre-addressed to whomever you specified.

If you make a PDF of your document (see page 75), the links will work in the PDF.

### Create links as you type web addresses:

- 1 Go to the Edit menu, slide down to “Substitutions,” then choose “Smart Links.” If there is a checkmark next to “Smart Links,” it's already on.

Or Control-click in the document, slide down to “Substitutions,” then choose “Smart Links.”

- 2 On your TextEdit page, just type the web address. You don’t need the *www* part of the web address, or the *http://* part. If the address ends with .com, .edu, or .org, the link appears automatically. You’ll know if it’s working because the text will turn into a blue, underlined link.

If the domain (the .com part) is more unusual, such as .info, you’ll have to manually add the link, as explained below.

Sometimes the text on the page is not an actual address, but you want the *link* to go to an email or web address. For instance, perhaps you wrote, “Please visit our [Mary Sidney](#) web site,” and you want the link attached to “Mary Sidney” to go to [MarySidney.com](#), or you want to say [Email me!](#) as a link to your actual email address. In either case, use the manual process described below to add a link.

#### To manually create a web link or an email link on a TextEdit page:

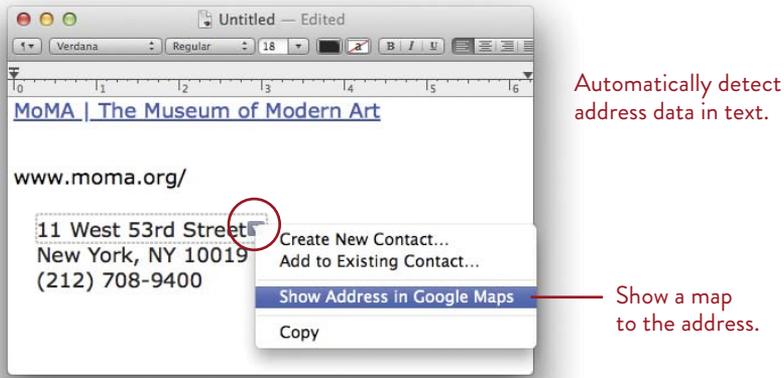
- 1 Type the text that you want to turn into a link. *This text can be anything—it doesn’t have to be the email or web address itself!*
- 2 Select the text that you just typed in.
- 3 From the Edit menu, choose “Add Link...”
- 4 **Web address:** type the address. Make sure you include this code at the beginning of the web address: **http://**
- Email:** Type into the field: **mailto:**  
Immediately after the colon, type the entire email address just as you would address it: **mailto:name@domain.com**
- 5 Click OK.

#### To remove a link from the text on a TextEdit page:

- 1 Click in the text *a few characters away from the link* to set the flashing insertion point. Use the left or right arrow keys to move the insertion point into the linked text.
- 2 From the Edit menu, choose “Add Link...”
- 3 Click “Remove Link,” then click OK.

## Use Data Detectors

Data Detectors is one of several **Substitutions** available in TextEdit that enhance your text. The Data Detectors feature, like Smart Links, makes your text interactive. When you hover the cursor over a street address or phone number in a TextEdit document, the cursor draws a marquee around the address and/or phone number. Click the triangle button (circled, below) that appears to show a contextual menu of options. You will see different options depending on what is selected.



Automatically detect address data in text.

Show a map to the address.

Data detection is probably turned on already. If it isn't: **To turn on data detection**, go to the Edit menu, choose "Substitutions," then select the "Data Detectors" option.

You can also Control-click (or right-click) on any empty spot in the document to open a contextual menu. Slide down to "Substitutions," then choose "Data Detectors." A checkmark next to a Substitution item means it is enabled; select it again **to disable it**.

## Change case (as in upper- and lowercase)

The Edit menu also contains a command called **Transformations** to change the *case* of selected letters quickly and easily. That is, you can change a word that starts with a lowercase letter to one that starts with a capital letter, or if someone wrote you something in all caps you can change it to lowercase with the click of a button.

Select some text and Control-click (or right-click) on that selection, *or* simply Control-click (or right-click) directly on an unselected word. From the Edit menu, go to the Transformations submenu and choose "Make Upper Case," "Make Lower Case," or "Capitalize" (which capitalizes just the first letters of each selected word).

## Extra Tips and Notes

**Ruler:** If the ruler isn't showing, press Command R. Without the ruler showing, you can't set tabs, indents, or margins.

**Formatting:** If text won't let you apply formatting, go to the Format menu and choose "Make Rich Text."

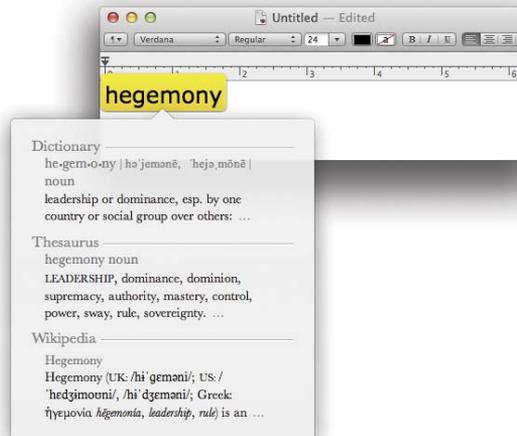
**Wrap to Page:** If text stretches the entire width of the window, you might want to switch to "Wrap to Page." Go to the Format menu and choose "Wrap to Page."

**If your text prints really tiny,** go to the Format menu and change "Wrap to Window" to "Wrap to Page."

**Complete:** To automatically complete a word that you start typing (a word that you're not sure how to spell, or a word that's so long you don't want to type it all), go to the Edit menu and choose "Complete," or use the keyboard shortcut Option Escape. A pop-up menu that contains a list of possible matches opens. Select the word you want from the list, then hit Return (*or* click the word in the list).

**Speech:** Let your Mac read selected text to you aloud. Go to the Edit menu, choose "Speech," then choose "Start Speaking." To stop the speech, choose "Stop Speaking." To read aloud just a certain portion of text, select that range of text, then choose the "Start Speaking" command.

**Look up words in the Dictionary:** To look up a word (such as "hegemony") in the Dictionary, select the entire word or phrase, and then right-click on it to open a contextual menu and choose *Look Up "hegemony."* If your trackpad supports multi-touch gestures, double-tap the word with three fingers to look up the selected word, as shown below.



## Read Microsoft Word Files

Do you need to send or read **Microsoft Word files**, but you prefer to keep a Microsoft-free environment on your own computer? TextEdit can open Word files and save as Word files. Some of the advanced features will be missing, but this works great for basic text documents, including those with simple tables or numbered/bulleted lists.

If you don't have Microsoft Word installed on your Mac, file names ending with .doc or .docx (which are usually Word files) **automatically open** in TextEdit when you double-click them.

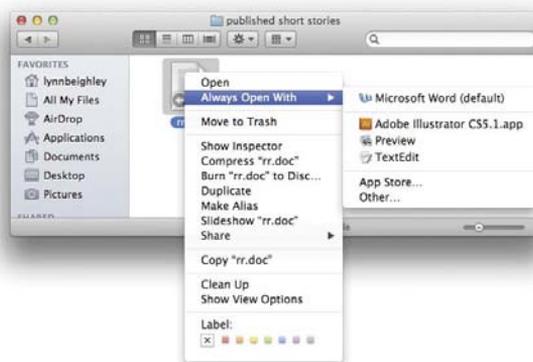
**To force a Word document to open in TextEdit** (if it doesn't automatically), drag the file and drop it on the TextEdit icon.

If TextEdit is not in your Dock, it's in the Applications folder and in Launchpad: Click the Launchpad icon in the Dock. Find the TextEdit icon, then drag and **drop it in the Dock** so it's always easily accessible.

## Change the default application to open Word files

If you own Microsoft Word and want your **.doc files to open in TextEdit**, not Word, you can **change the default application**:

- 1 Control-click (or right-click) the Word document icon to get its pop-up menu.
- 2 While the menu is visible, also hold down the Option key. This changes the "Open With" command to "Always Open With."
- 3 Choose "Always Open With." You'll see TextEdit listed in the pop-out menu. Or select "Other..." then choose the application you want to always open the selected file.



## Save TextEdit files as Word docs

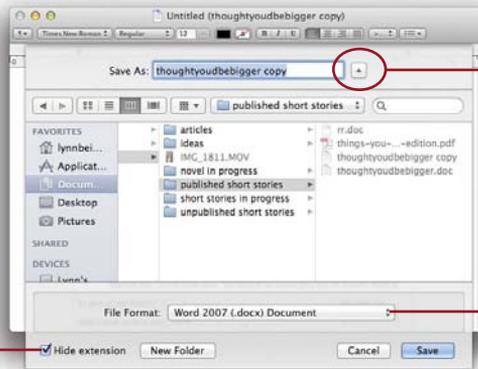
You can save any TextEdit file as a Microsoft Word document to send to people who want it in that format.

### To save a TextEdit file as a Word document:

- 1 Go to the File menu (or the arrow to the right of the title, see page 61) and choose “Duplicate.”
- 2 Press Command S to save this duplicate.
- 3 In the “File Format” menu at the bottom of the dialog box, choose “Word 2007 Format (docx).” This automatically adds the Word extension, .docx, to the end of your file name.

If you don’t see an extension at the end of a file name—and you want to—click the disclosure button to the right of the “Save As” field (circled below). Uncheck the box to “Hide Extension.” To *show* the extension, of course, check the box.

If you have set your Finder preferences to show all file name extensions (Lesson 16), you won’t see this checkbox.

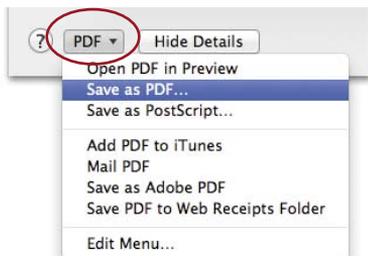


To see the options shown here, single-click this button.

The “File Format” menu lets you save your files in several other formats. Keep this in mind.

## Save TextEdit files as PDFs

From the File menu, choose “Print...,” then click the “PDF” button (in the bottom-left corner of the Print dialog). Choose “Save as PDF...”



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