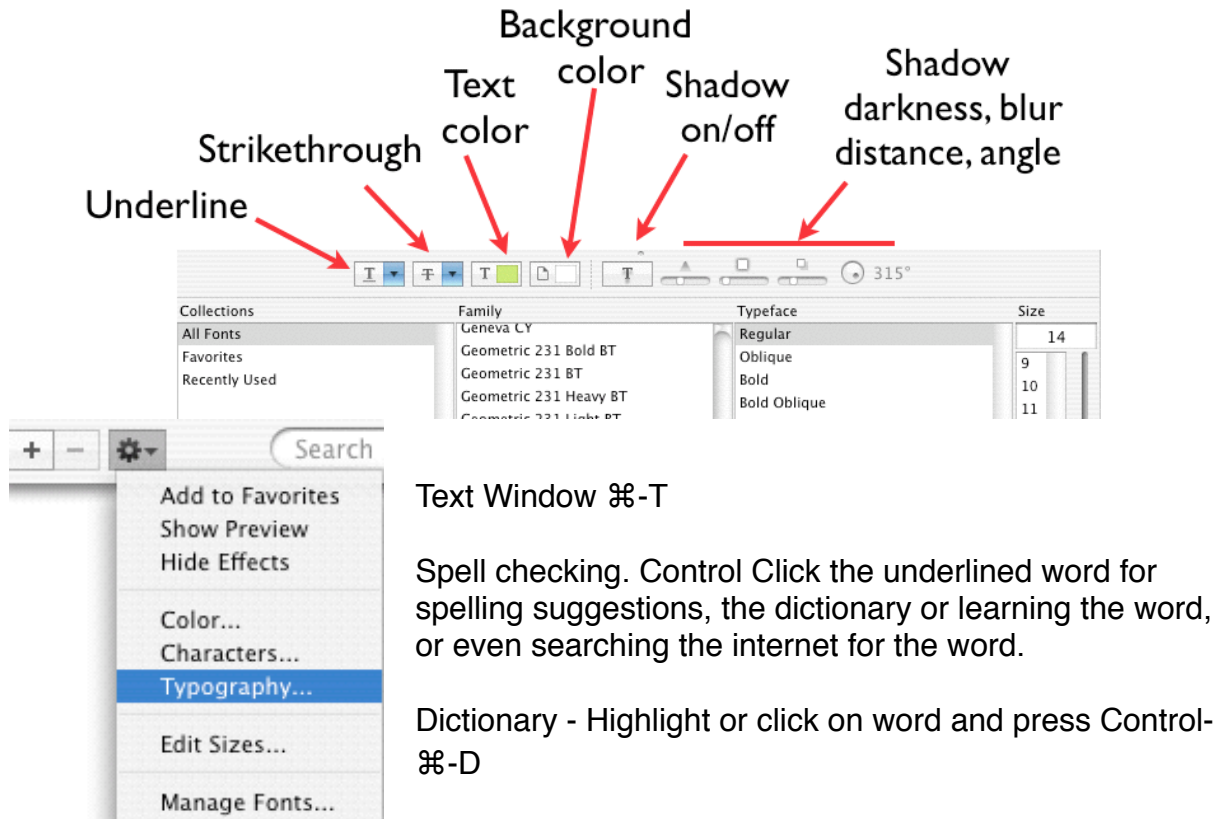


PTSLUG Mac Programs Workshop (SIG)  
 March 2008 Handout - Word Processing and Printing  
 Word Processing Programs - Descriptions and Prices  
<http://www.pure-mac.com/textword.html>

AbiWord Free	Nisus Writer \$45/79
AppleWorks \$80	Open Office Free
Bean Free	Pages \$79 for iWork 08
Letter Star \$59	Paprys \$99
LightWay Text \$25	Publicon \$149
Mariner Write \$50	Ragtime Free
Mellel \$49	TextEdit Free
Microsoft Word \$199	WriteRoom \$25
NeoOffice Free	



Control-A. Moves insertion point to the paragraph's beginning (Remember A = "advance")  
Control-E. Moves to the end of the paragraph  
Control-K. Deletes all text to the end of the paragraph. (Remember K='Kills')  
Control-T. Transposes two letter. Put the cursor between the two letters you want to transpose  
Option-Delete. Deletes the entire word to the left of insertion point. A quick erase for a typo

Some useful keyboard shortcuts for word processing

⌘= Command Key, ⌥= Option, ^= Control, ⇧ = Shift, ⌫= Escape

Complete the Word ⌥-⌫ = Option plus Escape

Save ⌘-S

Copy ⌘-C

Paste ⌘-V

Close (Window) ⌘-W

Quit (Application) ⌘-Q

Screen Print (entire) ⌘-⇧-3

Selected Screen Print ⌘-⇧-4

Hide (or Show) Dock ⌘-⌥-D

Print ⌘-P

New ⌘-N

Open ⌘-O

Undo (Typing) ⌘-Z

Cut ⌘-X

Duplicate ⌘-D

Select All ⌘-A

Zoom-In(Out) ⌘+/⌘- (for laptops add the Fn key plus ⌘+)

Bold ⌘-B

Underline ⌘-U

Italics ⌘-I

Show Type Fonts ⌘-T

Show Colors ⇧-⌘-C

Spelling Options ^-Click on Word

Find ⌘-F

Check Document Spelling ⇧-⌘-:

Get Character Palette ⌥-⌘-T (TextEdit only/Pages use Type Fonts Actions



Menu

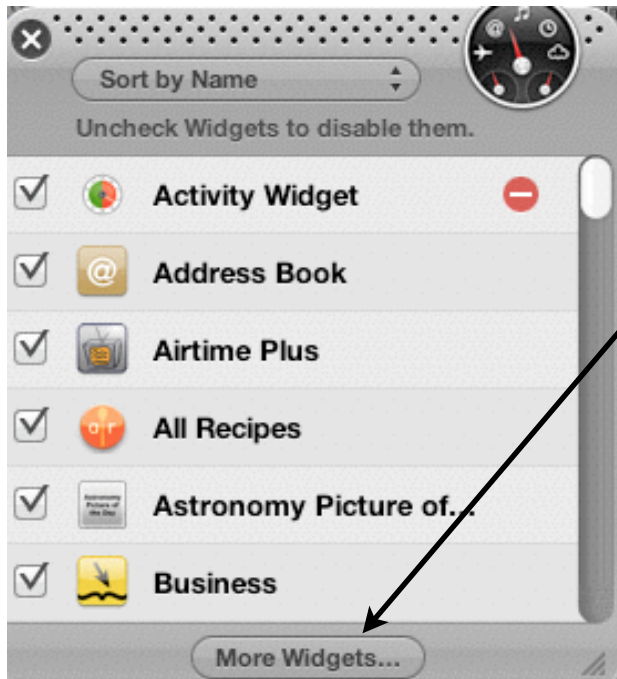
Lookup in Dictionary ⌘-^ -D (just click somewhere within the word)

KeyCue Shortcut Viewer Shows all shortcut keys in any open program by pressing the ⌘ key. Cost \$19.99 at [www.ergonis.com/products/keycue/index.html](http://www.ergonis.com/products/keycue/index.html)

Adding to the Services Menu  
with WordService Ver. 2.4



<http://www.devon-technologies.com/download/index.html>

Changing upper and lower case sentences  
with the "Case Converter" Widget  
Open Dashboard Widgets, Click on Plus  
Symbol, click on "Manage Widgets" to get  
the window below. At the bottom click on  
"More Widgets..."



On the Apple page that comes up (See  
below) select the "category" and  
Widget as below.

## Widget Browser

Category	Widget	Info
Just Added (50)	BaseConverter	 <p><b>Case Converter</b> May 8, 2006 Freeware</p> <p>Download  34K</p> <p>Can convert every string of text to lowercase, UPPERCASE, Title Case, or sentence case.</p> <p><a href="#">More Info...</a></p>
Top 50 (50)	BC Calc	
Blogs & Forums (389)	beRuler	
Business (142)	Blood Alcohol Content Calculator	
<b>Calculate &amp; Convert (167)</b>	<b>BMI Calculator</b>	
Developer (113)	BMIcalc	
Email & Messaging (96)	Braille Widget	
Food (46)	ByteCalc	
Games (206)	Caizer's Absolutely Simple Calculator	
Information (92)	CalCalc	
International (851)	CalcPad	
Just For Fun (174)	Calculate	
Movies & TV (169)	Calculator 1984	
Music (183)	Carpenters' Level	
Networking & Security (120)	<b>Case Converter</b>	
News (284)	Cockroft et Gault	
Radio & Podcasts (216)	Coin Counter	
Reference (223)	CommCalc	

Action	Shortcut
Select one or more characters	Click in front of the first character and drag across the character you want to select
Select a word	Double-click the word
Select a paragraph	Triple-click in the paragraph
Select all inline text and graphics (objects)	Command (⌘) - A
Deselect all inline text and graphics (objects)	Shift - Command (⌘) - A
Extend text selection	Click in the text, then Shift-click in another location in the text
Extend selection one character to the right	Shift - Right Arrow
Extend selection one character to the left	Shift - Left Arrow
Extend selection to end of current word	Shift - Option - Right Arrow
Extend selection to beginning of current word	Shift - Option - Left Arrow
Extend selection to end of current line	Shift - Command (⌘) - Right Arrow
Extend selection to beginning of current line	Shift - Command (⌘) - Left Arrow
Extend selection to the line above	Shift - Up Arrow
Extend selection to the line below	Shift - Down Arrow
Extend selection to beginning of the current paragraph	Shift - Option - Up Arrow
Extend selection to end of the current paragraph	Shift - Option - Down Arrow
Extend selection to end of text	Shift - Command (⌘) - Down Arrow or Shift-End
Extend selection to beginning of text	Shift - Command (⌘) - Up Arrow or Shift-Home
Select multiple words or blocks of text that are not next to each other	Select the first text you want, and then select additional text while holding down the Command (⌘) key
	source: Apple Computer - Support

### What to do if a document does not print

- 1- Check the cable at both ends. Check that printer has power.
- 2- Unplug the plug coming into the computer.  
computer from the printer, wait a few seconds, plug it back in, & then restart the print process.

3- If the printer is plugged into a hub, be sure the hub's power is on.