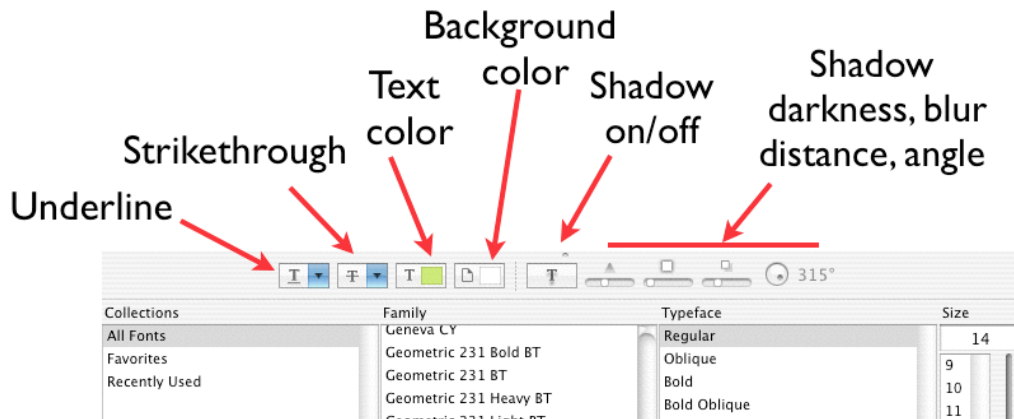
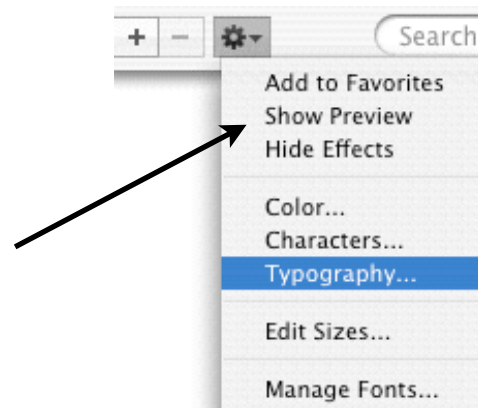


PTSLUG Mac Basic Workshop (SIG)  
June 2011 Handout - Word Processing and Printing

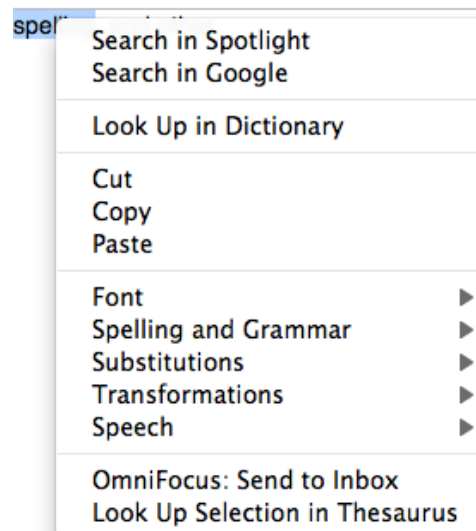
Type Font Window = ⌘-T



Not seeing the text preview window?  
Look for “Action Icon” (little gear)  
Select “Show Preview”

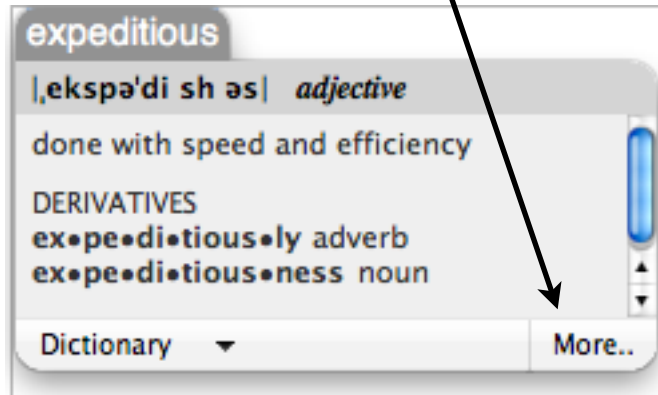
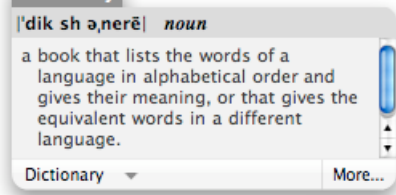


Lots of options & help with words. Control + Click a highlighted (i.e. a selected word) for spelling suggestions, the dictionary, to have Dictionary learn the word, or even searching the internet for the word.



Dictionary - Highlight or click on word and press Control-⌘-D

Command plus Control plus D  
for the Mini dictionary



The most often used Shortcuts

Control-A Moves cursor 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

Note: Important/Very Useful shortcuts are in red

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

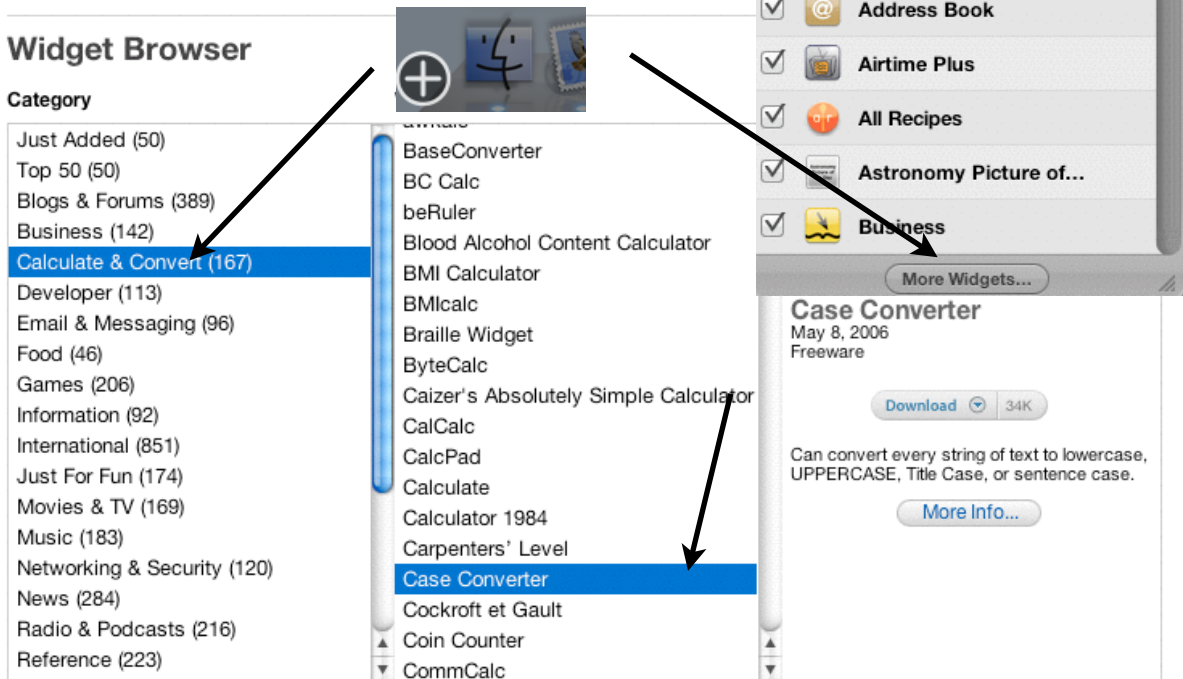
- Print ⌘-P
- New ⌘-N
- Open ⌘-O
- Undo (Typing) ⌘-Z
- Cut ⌘-X
- Duplicate ⌘-D
- Select All ⌘-A
- Zoom-In(Out) ⌘+/⌘- (for laptops add the Fn key plus ⌘+)
- Bold ⌘-B
- Underline ⌘-U
- Italics ⌘-I
- Show Type Fonts ⌘-T
- Show Colors ⇧-⌘-C
- Spelling Options ^-Click on Word
- Find ⌘-F
- Check Document Spelling ⇧-⌘-:
- Get Character Palette ⌘-⌘-T (TextEdit only/Pages use Type Fonts Menu Actions)
- Look up in Dictionary ⌘-^D (just click somewhere within the word)

Get a Widget to convert Upper/Lower case or all/no caps.

On the Apple page that comes up (See below) select the

Changing upper and lower case sentences with the “Case Converter” Widget

Open Dashboard Widgets, Click on Plus Symbol,





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- Is the cable connected? Check the cable at both ends. Check that printer has power.
- 2- Unplug the USB plug coming into the 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.

Mac Word Processing Programs - Descriptions and Prices  
<http://www.pure-mac.com/textword.html>

Recommended: NeoOffice. It is a good, free word processor but also includes a spreadsheet program (like Excel & Numbers), and a presentation program (like PowerPoint & Keynote). It can also open Word, Excel & PowerPoint documents

AbiWord Free	Nisus Writer \$45/79
AppleWorks \$80	Open Office Free
Bean Free	Pages \$20 App Store or \$79 for iWork '11
Letter Star \$59	Paprys \$99
LightWay Text \$25	Publicon \$149
Mariner Write \$50	Ragtime Free
Mellel \$49	TextEdit Free
Microsoft Word \$ various prices	Tex Edit Plus \$15
NeoOffice Free	WriteRoom \$25

