

## Mac 101 continued: Word and Image Editing basics

### 2. Word processing concepts, basics with *TextEdit* or *Mail* or *Pages* or *Microsoft Word*

Highlighted text is selected text.

Cursor keys can be time savers when used; just I wouldn't use them all the time.

Selection shortcuts like: double-clicking a word or triple-click for a line of text. Shift key plus the arrow keys.

Command-A for Select All. Forward delete (fn-delete) versus backspace.

Typing replaces highlighted text, you don't have to delete first.

If you have a small keyboard, keep in mind that Fn and left arrow is home, Fn and right arrow is end, and Fn Up and Down are Pg Up and Down respectively.

Cut (command-x), Copy (Command-c) to clipboard and paste (command-v). Show Clipboard in the Finder – Edit menu. There can be only one item on the clipboard at a time.

Words wrap to right edge of window or page margins. Demonstrate.

This is true for traditional left justification (align left). Demonstrate centered text and right justified text and full justified. Note this applies to selected paragraph.

Show the font panel (command-T) and the colors panel (command-shift-c), both used in other applications.

Resize preview panel at top, talk about bold and italic styles. Keyboard shortcuts to make bold (command-b) or italic (command-i) are big time savers.

Use serif fonts for body text, sans serif for headlines and captions, and other fancy display fonts.

Proportional fonts versus mono-spaced fonts like a old fashioned typewriter.

We will cover installing fonts and disabling fonts with Font Book some other time.

Demo the different kinds of tab stops and adjusting their position.

Point out the dotted red underline for spelling errors. Show them the (right-click) contextual menu for fixing them and Learn Spelling to add the word to the Mac's dictionary. (I found that TextEdit could have a problem with using the learned ~/Library/Spelling/LocalDictionary, but a learned word from Pages will then work in TextEdit because it stores instead in the en file.)

Edit menu – Special Characters... Miscellaneous and Accented Latin: double-click to insert.

Talk about dragging in a picture. From the Finder or iPhoto. Formats allowed: .jpg, .png, .tif, .pdf, .psd, .gif including animated GIFs You could also drag in RAW images if they are small, as you can't resize in TextEdit. That would be .CR2 or .NEF formats.

Not that I'd suggest this is generally a good idea, but you can also drag in media format files, like a .flv flash video, or a small QuickTime movie .mov file or .wmv Windows Media Video, a .aif audio file or loop, a MPEG-4 Audio file or MP3 Audio or AIFC format .aif file (play pause with space bar only)

*TextEdit* won't let you resize the image. *Word* or *Pages* will.

Printing and saving as PDF: Save as PDF... and Mail PDF

Note pop-up inline with dividing line. Could say Copies & Pages or the name of the current application: Change to "Print Settings" or "Paper Type/Quality" to change paper type

Save As... file formats like .doc, .docx (MS Word formats) and .txt (plain text), .rtf (rich text) and .rtfd (text with attachments) Talk about save versus save as...

Open and save dialog boxes, demo icon view, regular view and multi-column view, show search field there.

Demo shift of focus to another folder by dragging in a file from a Finder window.

Click on a file in the save as dialog box and the save as name changes to that, except the filename extension.

In some applications (like *Word* and *Pages*) Note the proxy icon in the title bar, how it becomes grayed out when there are unsaved changes. *TextEdit* doesn't have that.

Remind them if they just close a window the program may still be running, check the dock for the in-use indicator. You can't quit the Finder.

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## **Mac 101 continued: Word and Image Editing basics**

### **3. Basic image concepts with Preview:**

Default image viewer application for the Mac. Talk about object oriented graphics, bit-mapped graphics and hybrid graphics. EPS, PDF, JPEG, TIFF, GIF, PSD and RAW formats. Show a multiple selection drag in from the Finder, which generates the sidebar thumbnails and icons at the bottom with sidebar view options. There are image controls here, like exposure and contrast but most people will do their adjustments in iPhoto. But you can do a quick select (including lasso style) and then command-k crop, Tools – Adjust Size... and email here. Annotate tool – text box at bottom strip. Draw an arrow. This is enough for most daily uses.

Talk about screen capture shortcuts, command-control-shift-4 grabs right to the clipboard. Command-shift-4 saves to a file on the desktop. If you also then press the spacebar, you can then move the cursor around to select a screen object. This can include a partially obscured window and it will capture the whole window.