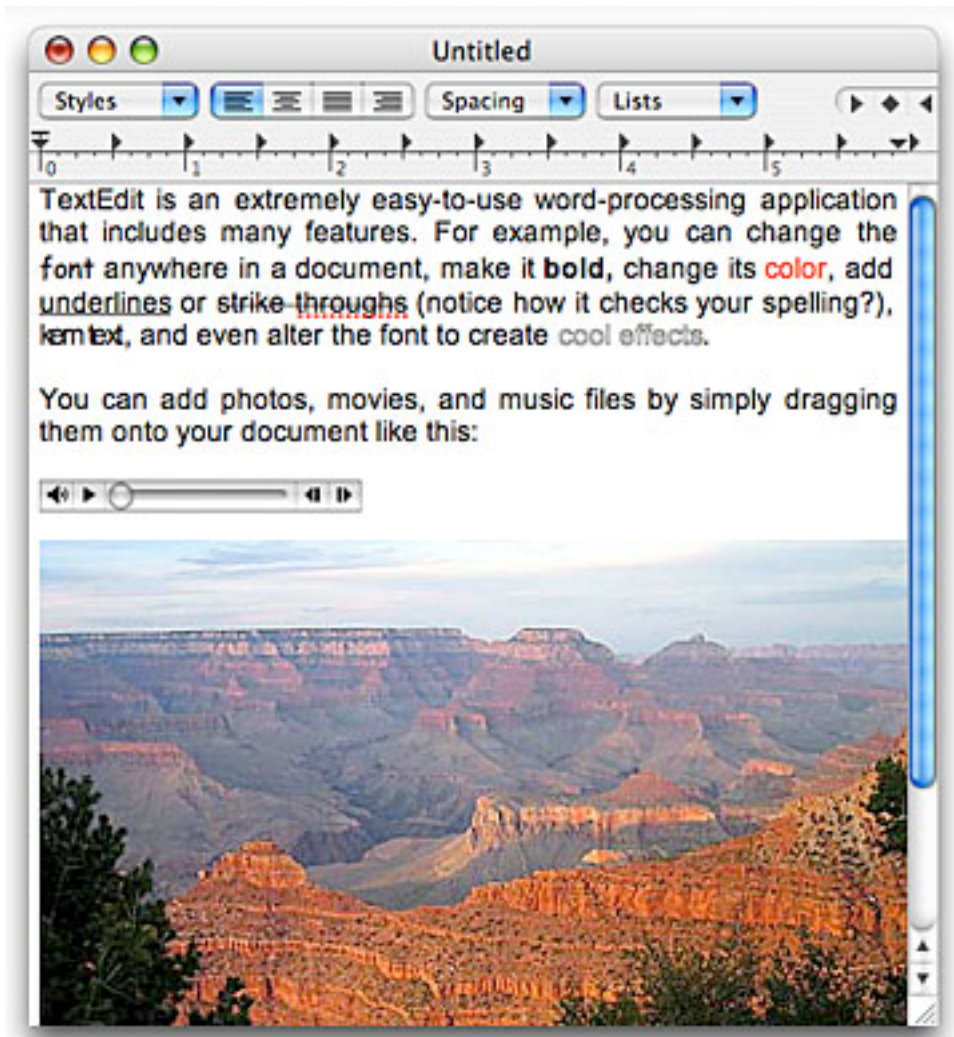


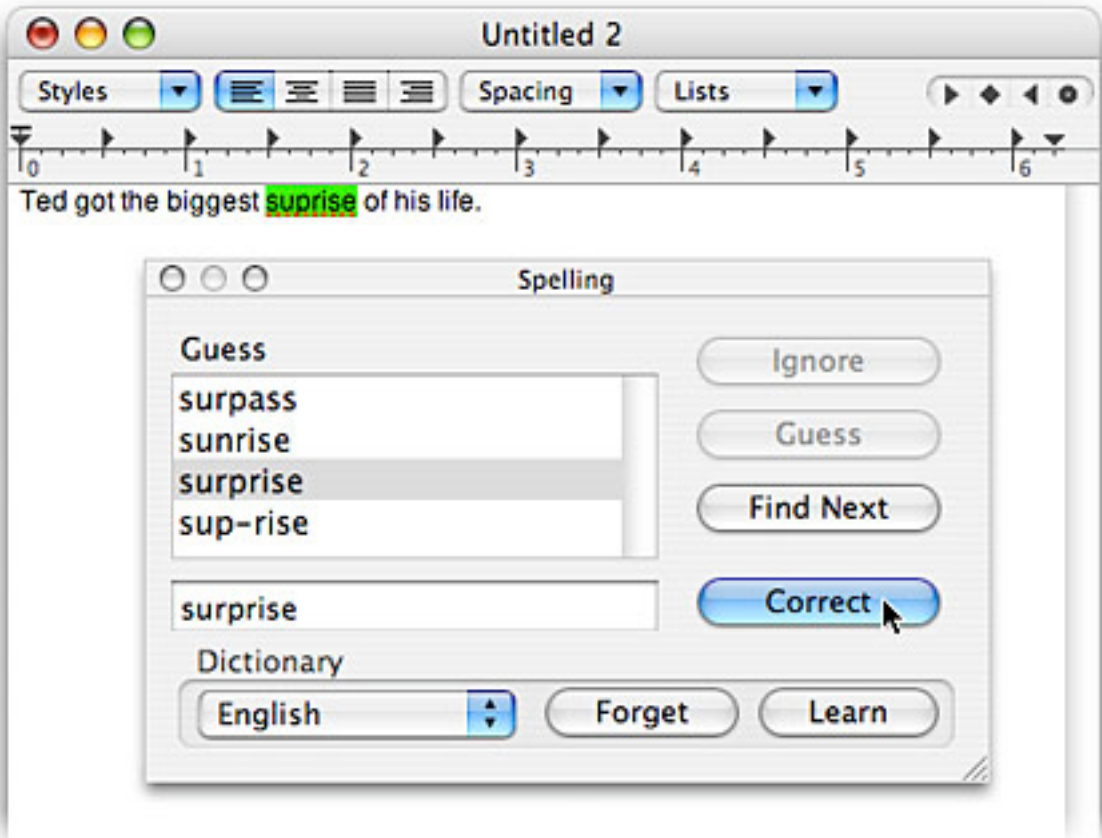
## How to Start with TextEdit

When you need to create text documents, TextEdit is a highly capable word processor that offers many of the same features you'd find in commercial applications, including tools to format and layout your page, edit and stylize text, check spelling, create tables and lists, import graphics, work with HTML, and even add music and movie files. Here are some of the things you can do in TextEdit.



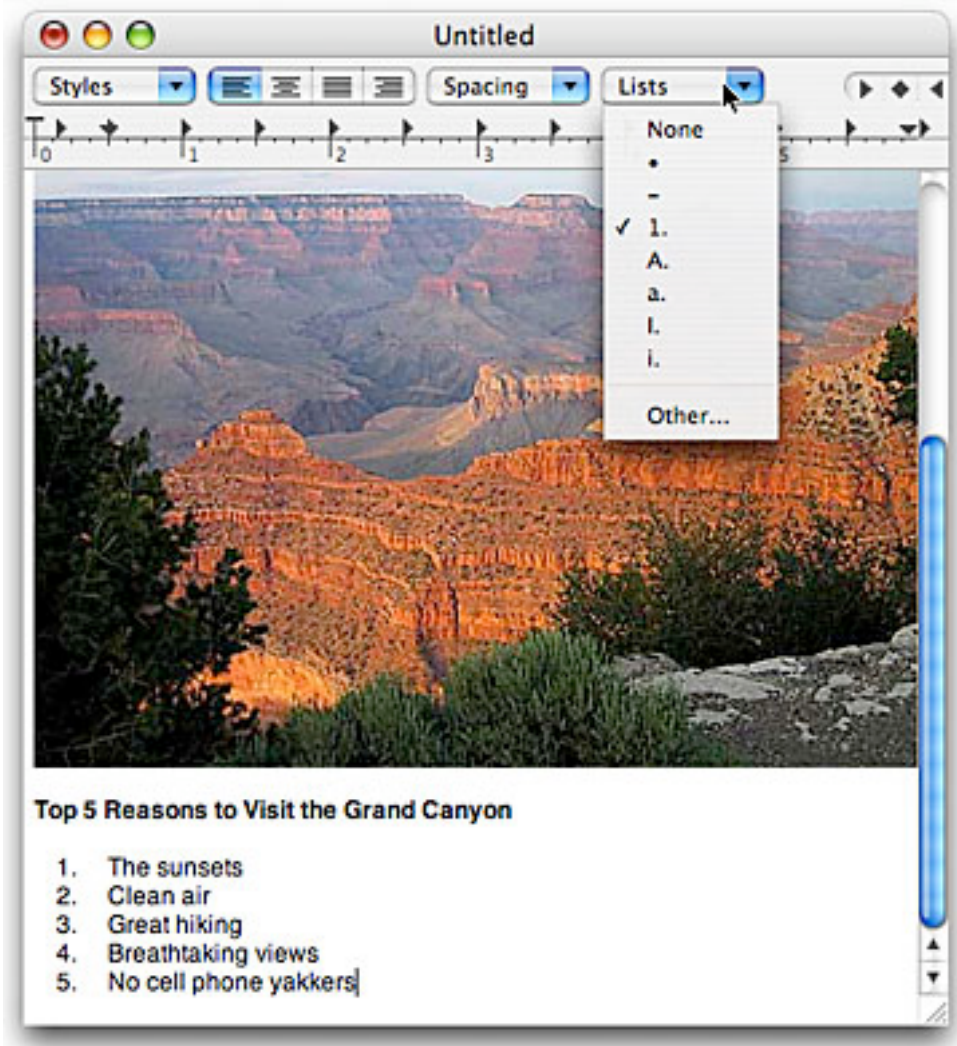
TextEdit does more than just let you edit text. Take a look at some of the things you can do to your documents.

1. Open TextEdit (it's in the Applications folder).
2. Start typing whatever you want in the window. If you want to change the text alignment from the default left alignment, highlight the text and click one of the four alignment buttons in the toolbar (align left, center, justify, or align right).
3. TextEdit automatically checks spelling as you type and will underline words that it thinks are misspelled with a red dotted line. If you need help with the correct spelling, highlight the word and from the **Edit** menu, choose **Spelling**, then **Spelling** (from the submenu) to open the Spelling window. The window displays its best guesses for what you were trying to spell. To correct your mistake, select the correct word and click Correct.



For those of us who aren't spelling bee champs, TextEdit includes a built-in spell check.

4. To change the font, from the **Format** menu, choose **Font**, then **Show Fonts**. In the resulting Font window, select a font typeface and size from the columns. You can also choose to add an underline, add a strike-through, change the text color, and add a text shadow from the pop-up menus at the top of the Font window.
5. To add a photo, music, or movie file, just drag the file from a Finder window to the document.
6. To create a list, choose a style from the **Lists** pop-up menu (such as bullets, numbered, or lettered lists) in the TextEdit window, then start typing your list. To end your list, choose **None** from the **Lists** pop-up menu.



Instead of manually entering bullet points, numbers, or letters, use the Lists pop-up menu to have TextEdit create the list formatting for you.

7. To create a table, from the **Format** menu, choose **Text**, then **Table**. In the resulting Table window, enter the number of rows and columns you want, select the text alignment, choose the cell border thickness and color, and choose a background color (if you don't want white). Your TextEdit document updates as you make changes.

IF you want to learn more about TextEdit? Check out the built-in TextEdit Help guide on your Mac (in TextEdit, choose **TextEdit Help** from the **Help** menu).