

OS X - TextEdit, a Simple Word Processor

Mac has come with a word processor, generally useful for HTML editing, viewing **ReadMe** files, and creating universal .txt files. They've improved over the years, from **TeachText**, to **SimpleText**, to **TextEdit in OS X**.

Due to the reputation of its older relatives, TextEdit is usually overlooked by Mac users.

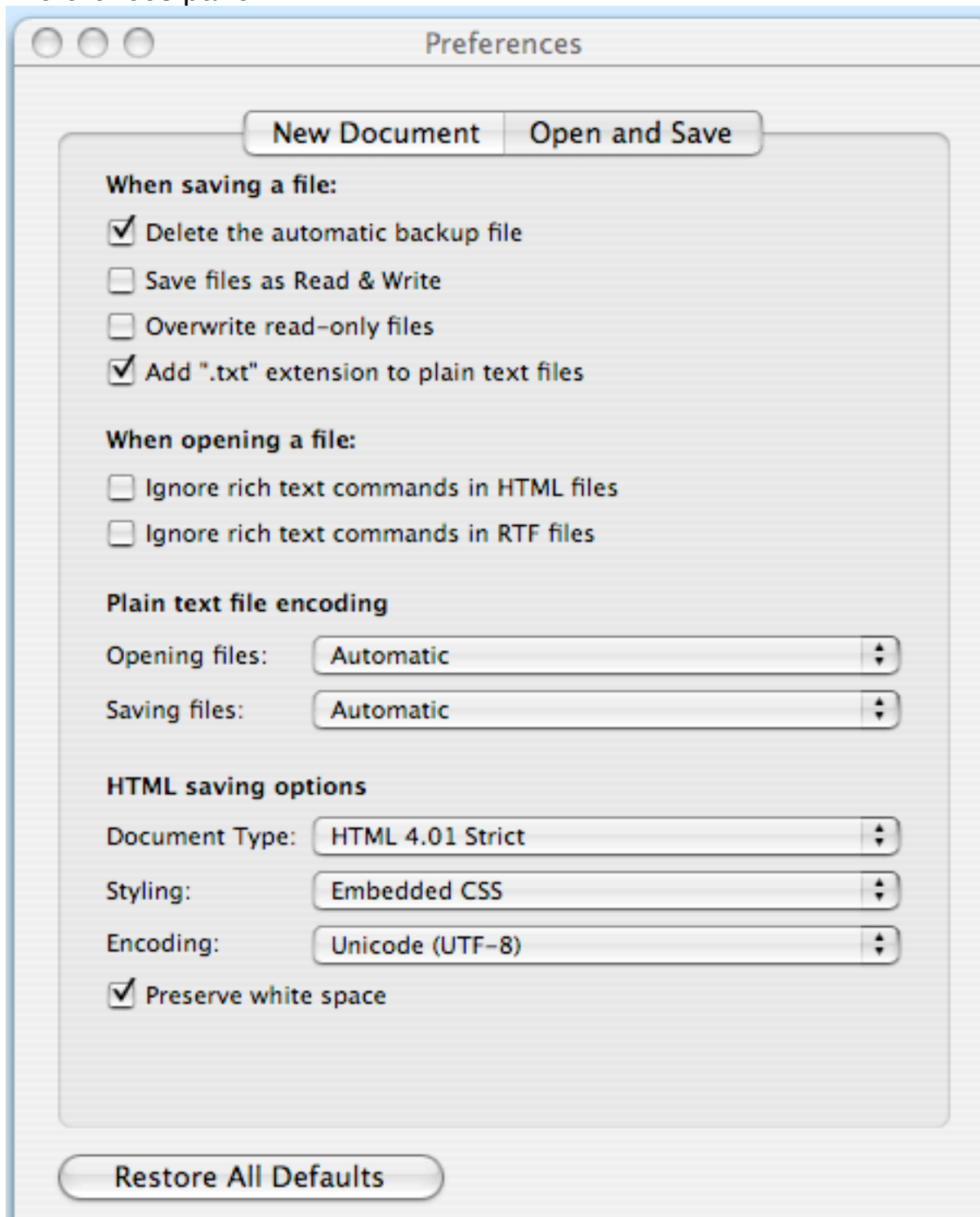
Abilities

TextEdit is surprisingly powerful, although users need to activate some of it's features. It uses the somewhat standard RTF format for formatted documents and .txt for plain text. Therefore, Textedit documents can be read on most PC and other platforms. Besides it being a really Cocoa application - allowing the full compliment of OS X goodies (Text Palette, Color Picker, Services, Quartz, and others) - it boasts, such as spell-check-as-you-type and multiple-level undoes.

Granted, it is missing some features that are found in Word and AppleWorks. TextEdit is more stable, but it "matches" OS X better.

Setting Preferences -- First, open the preferences, and choose Rich Text then select Wrap to Page under New Document Attributes.

be numbered, check the box **Number pages when printing**.
Next **click** the **Open and Save** button on the top left side of the TextEdit Preferences pane.



Select the ones that you prefer. I use these!

Showing the Ruler and Font window from within a document

You can **show the ruler** in a document by pressing **command-R**. You will see a ruler, not unlike that in most word processors, complete with alignment, line spacing, and tabs. It's a bit plain, but it works.

By pressing **command-T**, you will get the standard OS X font window.

Again, not fancy, but also not hard to use.

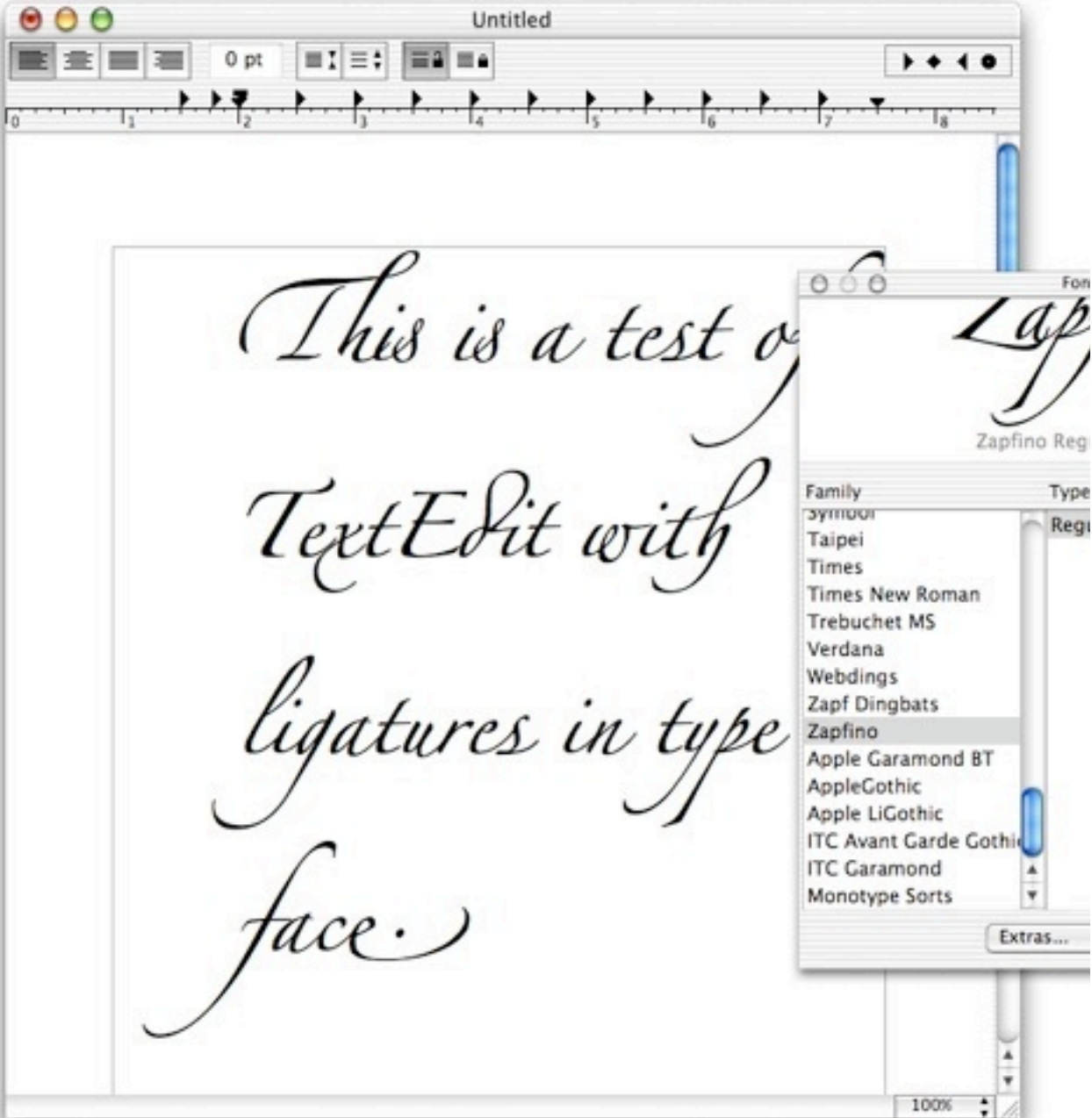
Other Features

TextEdit can open and edit HTML files as either the source or WYSIWYG (what you see is what you get). That's either/or. You can't toggle between the two modes.]

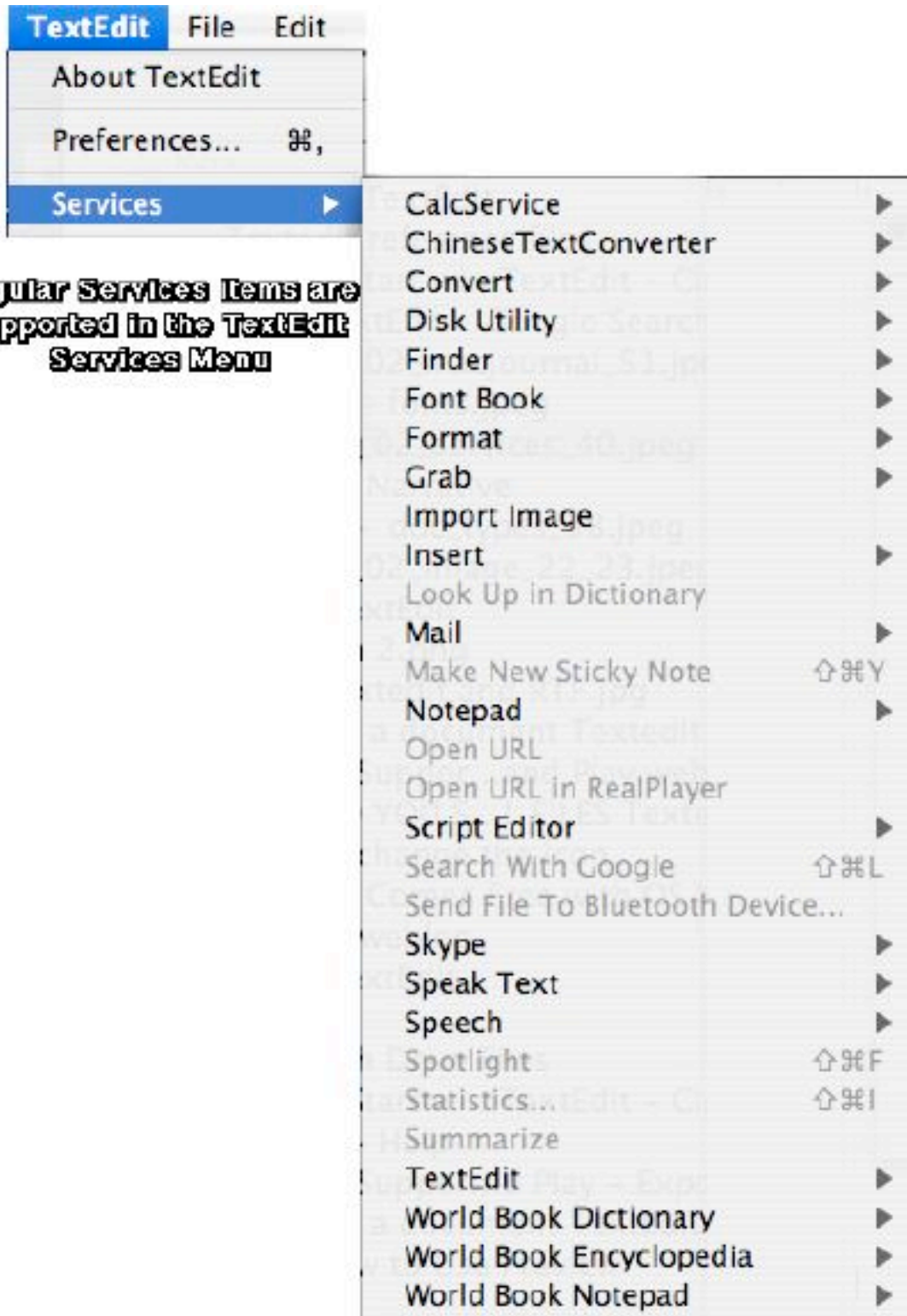
Besides that, TextEdit features find and replace and some high-end font tools. You can place pictures and other documents in TextEdit documents and export documents for Word and AppleWorks.

TextEdit Might Just Be What You Need to write letters and create other text documents. If you do limited word processing, try using TextEdit as your main word processor.

You can create rather fancy looking text documents.

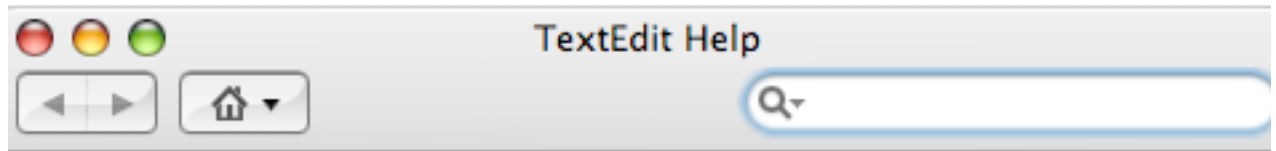


Regular Services items are Supported in the TextEdit Services Menu



Regular Services Items are Supported in the TextEdit Services Menu

Using TeachText Help



TextEdit Help

www.apple.com

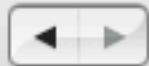
What's New in TextEdit?
[Check out great new features.](#)

Discover TextEdit
[Write words. Write code. Write on](#)

Solving Problems
[Find the answers to common problems.](#)

Index
[Look up topics easily.](#)

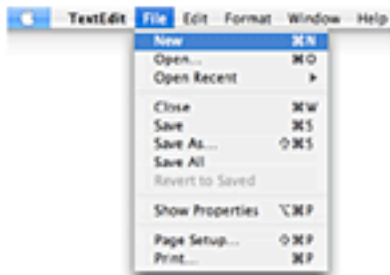
By clicking on any of the **BLUE** topic hypertext links, in the TextEdit Help Pane you will get and Topical Index on that topic. Click on any topic for detailed help.



Discover TextEdit

Write a note; write a novel; write a letter; write a webpage. View almost any text document, or create your own. TextEdit is a word processor that is both powerful and easy to use.

Creating new documents



You can use TextEdit to create and format documents. Rich text documents can include formatting such as bold, italicized text, tables, lists, or graphics. Plain text documents (with no formatting) can be used to create simplified documents or HTML.

Shortcut menus and keyboard shortcuts make performing tasks and editing documents quick and easy.

Click a link below for more information.

- [Creating documents](#)
- [Using shortcuts](#)

Opening and saving documents

You can open and edit existing documents, even if they were originally created in a different application, such as Microsoft Word. TextEdit also handles Web Archives and you can even view the HTML code for a webpage and edit it.

Note: The topical pages that you select often have additional links to get more information.