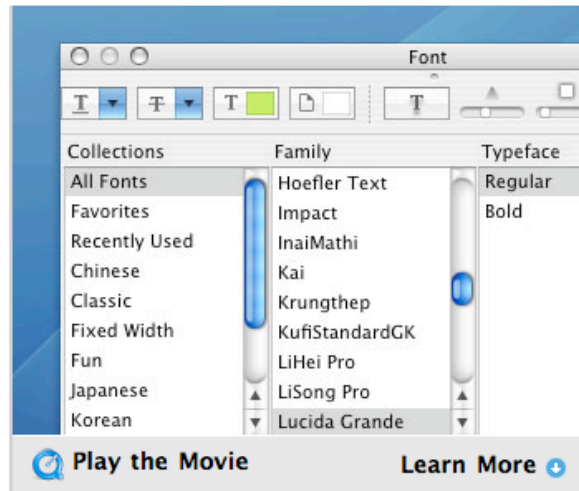


Work with the Font Panel



Tips

Use styles to quickly format a document

It's easy to create new styles for titles, paragraphs, captions, or just about any text. Select some text, and then choose a style from the menu in the upper-left corner of a TextEdit window. Or, you can choose Other to create a new style of your own.

Save font settings as favorites

You can save your preferred font family, typeface, and size combinations as favorites. In the Font panel, select the font family, typeface, and size you want, and then choose Add to Favorites from the pop-up menu that appears when you click the Action button. To see your favorites, select Favorites in the Collections list.

Use shortcuts for selecting text

When using TextEdit or any other text editing application, you can select a word by double-clicking it. To select an entire paragraph, triple-click the paragraph.

Notice the Font panel in several applications

TextEdit uses a Font panel common to many other Mac OS X applications. If you see the Font panel in another application, you'll already know how to work with it.

Some Mac OS X applications take advantage of the Font panel built in to Mac OS X. You can use the Font panel to quickly change font family, style, and size without having to go to several menus. You can also use it to organize your fonts by favorites and categories.

What you see in the Font panel depends on its size. When you reduce the window's size, the lists change to pop-up menus. This way, you can keep the Font panel onscreen without it taking up as much space.

Step-by-Step

Practice working with the Mac OS X Font panel

1. From the Go menu, choose Applications.
2. In the Applications window, double-click the TextEdit icon to open the TextEdit application.
3. From the File menu choose Open, navigate to the Practice Files volume, double-click the Documents folder, and then open the 10 Reasons file.
4. Choose Font from the Format menu, and then choose Show Fonts from the submenu that appears.
5. In the TextEdit window, select the first line of text.
6. Use the Font panel to change the font family, typeface, and size. Notice how the text in the TextEdit document changes as you make new selections.
7. Drag the resize control in the lower-right corner to make the Font panel larger and smaller. Notice how its appearance changes.