

## MANIPULATING TEXT IN A WORD PROCESSING DOCUMENT

Remember The “Help” Menu. Experiment with your software.

- I. The Way a Word Processing Document Works: SPECIFIC PROCESSES OF DOING THESE WILL VARY WITH SPECIFIC SOFTWARE (Pages, Word, Text Edit). All softwares do the same things in much the same way. Commands listed under specific words in the Menu Bar will be the same, but the words of the commands might differ. These are the ways you have control over the text you are writing.
- II. Every keystroke generates a visible character (letter, period, coma, etc. or an invisible character (spaces, paragraphs, commands to the computer of the way to do something (a capital letter, change in font, etc.) or a command to the computer to do something. To see the invisibles (Pages here) for other softwares, check HELP): VIEW>Show Invisibles. The word “font” means the type, what it looks like, its size.

You can edit and delete the invisible characters just as you can any other characters.

The size of spaces between words, or paragraphs can be controlled by selecting the space and treating it as text, larger, smaller. Typing two Returns inserts a blank line between paragraphs. Other kinds spacing can vary with softwares and different fonts. Use Help.

Use tabs (NEVER THE SPACE BAR) to line up columns of text and/or numbers. Sizing varies with the Space Bar, but not with Tabs. The tab is 5 spaces. To explore, examine, the wide variety of Fonts (more squared than round are easier to read): Word processing document: Type a word or sentence. Highlight. Menu Bar>Format> Font>Show Fonts.

See what the different Fonts look like: Be in the Finder (click on the desktop): FINDER>Menu Bar>Help> type Font Book in the search space, then choose >Customize Font Collections>Open font book for me.

Every character you type automatically takes on the characteristics of the character before it unless you change it. Text that has been copied and pasted or moved into an existing paragraph automatically takes on the formatting characteristics of that paragraph, but the text itself retains its characteristics (the font, the size, the spacing). It does not take on the characteristics of the surrounding text. You will need to adjust it to the document.

The invisible return character (Return key) at the end of a paragraph contains all the Ruler Bar and formatting information for that paragraph. Unless you take steps to change its format, the next paragraph you create automatically "picks up" its formatting information from the invisible return at the end of the previous paragraph. But, you can specifically change each paragraph to be what you want.

Copy and Paste, Taking a Screen Shot (Command/shift 3 [whole screen] or 4 [selected part of screen]) are ideal, easy ways to move text. BUT, as above, that text will keep its original formatting unless you change it — and you can always change it.

- A. “Word Wrap” continues the same setting choices you’ve made — Letters, spaces, punctuation, spaces, tabs and font size affect the document in a continuous progression of a paragraph, document.
- B. The Return Key: New “paragraph.” A new line for every time you hit the key.
- C. Two Delete keys: Main keyboard deletes moving left. Extended standard keyboard (not on a laptop, iPhone or iPad) deletes moving right.
- D. Letters, punctuation, spaces, Tabs and font size affect spacing. Changing Fonts, styles or font size will effect tabs and spaces (between letters, words, lines and paragraphs).

E. Selecting (highlighting): Three ways: To Unselect, click anywhere after selecting.

1. Place the “curser:” Then, click and hold down the mouse button, and drag across what is to be selected (one word, sentence, paragraph, whole document. Area selected will highlight in color.

2. Edit menu: “Select All.”

3. Multiple Select in a list: Select first icon, word, item, Then hold down the shift key and select others. If items to be selected are in a continuing list, select the first, hold down the shift key and select the last item.

F. Copy and Paste. Cut and Paste. From a different Paragraph or document, may need to change font to fit. This text will retain the formatting from its source. “Undo typing, paste” Menu Bar: Edit>Undo Typing. Must come immediately after mistype.

G. Most uniform (easier to read) fonts to use: Arial, Times, Geneva, Chicago, New York — ones with City names. Fonts which are squared, rather than rounded.

H. Special characters for the keyboard: See the last page.

II. Using: THE HOW's OF THESE WILL VARY WITH SOFTWARE; TEXT EDIT, PAGES, WORD, etc.

A. Margins: The whole document. B. Tabs: Each paragraph for the whole document

C. Fonts, Size, Style: For a letter, word, paragraph with the whole document. (Remain until changed)

D. Spacing Between the lines of text and paragraphs depends upon font size chosen. (Menu Bar or Task Bar), but can be “resized” by “selecting” and treating a letter, word or blank line as a letter or as a word. (Try the sizing number or “smaller” or “larger.”)

III. Moving text, Paragraphs: Copying Pasting, Dragging and Dropping

A. By Selecting: Either drag across or click twice: word, three: sentence, four: paragraph. Drag & Drop.

B. Return Key: New line, paragraph (Either is a new paragraph for the computer.)

C. Delete key: Deletes letter, space or whatever is highlighted (selected). This will move the text not deleted to accommodate the empty space. (to the line above, below, sideways.

IV. Fitting more text on a single page:

1. Reduce margins (BUT, keep in mind .5 inch inch minimum margin for most printers).

2. Reduce Font size. Select and reduce the sizes of spaces between lines, paragraphs.

3. Fill lines to the margin” Delete spaces.

4. Fonts vary in size. Some are larger, smaller than others.

V. WHEN FINISHED OR TO PRINT and avoid printing a last blank page: Check “Invisibles” from the Task Bar: View to see the effect of formatting and reformatting, that neither formatting or text continue to another page. Check the document itself to see where all the text is and to see if the formatting is correct.

VI. Ways to control the the fitting, spacing, appearance of the text on a page: Different font. Different sizing, and aspadding. Different margins. Each paragraph can be used, treated almost as a separate document.

This last suggestion may keep a printer from printing a blank page at the end of the document.

Spend some time “playing, “practicing,” “trying-out” these ideas to realize what they can do for you.

Remember: HELP>Menu Bar>”Use accents and special characters to show invisible characters”

Screen shot: Command>Shift>4 Set of “Crosshairs will appear. Hold down mouse and drag/select.

Don’t be afraid to experiment, explore with these ideas. Just pay attention to what you are doing.

For various kinds of accent marks, press a letter key, (vowels and some consonants) and hold down. A small window will open to show the accent marks that letter can use. Click on one to use it at that space. Click again to close the window.

## 🍏 The Most Often used Accent and Special Character Marks 🍏

<u>Mark</u>	<u>Type this:</u>	<u>To get this:</u>
“	Option [	opening double quote
”	Option Shift [	closing double quote
‘	Option ]	opening single quote
’	Option, Shift ]	closing single quote, apostrophe
–	Option, hyphen	longer dash
—	Option Sift, hyphen	longer hyphen
...	Option, ;	This semicolon can’t be line separated
•	Option, 8	bullet 8 (8 is the asterisk key)
n	Letter N (Zap Dingbats)	Black ballot box. ZD is a font in the font list
©	Option, g	Copyright
™	Option, 2	Trade Mark
°	Option, shift 8	Degree symbol
¢	Option \$	cent sign
/	Option, Shift, !	Fraction bar (doesn’t go below the line)
¿	Option, shift ?	
£	Option, 3	
€	Option, Shift, 2	
🍏	Option, Shift, k	

ACCENT MARKS over the letters: Type the letter for which you want the accent mark. Then press the Option Key when typing the letter used for the accent mark.

˘	Option, e
˙	Option, ~ (upper left-hand corner of the keyboard)
¨	Option, u
˜	Option, n
ˆ	Option, i

This mark is used only on the letter c, so comes with the letter. No need to press twice.

ç	Option, c	For caps: Ç	Option>shift>c
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