

Macintosh Learning Center

--- Shell Weinberg

Third Floor, Southeast corner

Laguna Woods Village Community Center

Laguna Woods Town Centre

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics:

using **highlight** in *Word Processing* programs

There is no doubt that the most popular computer work program is *Word Processing*. You are doing word processing when you write a letter, create a poem, type instructions, type a recipe, or draft email messages.

You may be using *AppleWorks*, *Pages*, *Microsoft Word*, *TextEdit*, or some other application, including whatever email program you prefer. Although these represent different software programs you will find there are certain fundamental functions that are common to allso if you understand how to do the task in one of them you can probably do the same thing in another.

Let's start with **highlight** or **select**. You should understand these two words are interchangeable and mean the same thing... just depends on who is speaking or what you are reading. So, we begin with the basic action of **highlighting text** when we want to make a change in a document.

Making changes requires these **two steps**:

1. highlight the text, **2.** do something to it.

You can change the Font, Size, Style, or make a correction by doing these two steps. If it is to be a correction, highlight the text, then anything typed **entirely replaces** whatever is highlighted. By the way, to **un-highlight** something, just click the mouse button one time.

Helpful tips (may vary in different programs):

Place the cursor (*I-beam*) over the center of a word and click your mouse button once. This will set the flashing **Insertion point**.

Click 2 times, highlights the **single word**.

Click 3 times, highlights the entire **line**.

Click 4 times, highlights complete **paragraph**.

Another way to highlight is to first set the flashing Insertion point, then position the I-beam and **press/hold down** the mouse button and drag across the text, highlighting as you go, then release button. Now, whatever change you make will effect all that has been highlighted.

Here is another option when you have many paragraphs of running copy to highlight. At the starting position set the Insertion point with a single click of the mouse button... then **scroll** through your document to see the final word of text that you want to include in this sizable highlighting, next hold down the **shift key**, then position the I-beam cursor to the right of the final word and mouse click.

We should also mention another highlighting trick... set the flashing Insertion point, then press/hold down the **shift key**, then tap the **left** or **right arrow key** on your keyboard. This will highlight one character at a time, or, simply hold down the arrow key to highlight continuously.

All typing begins at the Insertion point, and likewise, all deletions begin there also. To **delete** characters tap the **delete key** on your keyboard. This action always moves to **the left**. However, there is a **second delete key** on Mac extended keyboards found in the center key group. The key is marked **delete** and also shows a right-facing arrow. Tap this key to delete to **the right**.

Sometimes there is confusion about the blank spaces you produce typing in your document. Each space, tab, and return is coded into the computer as a character while typing. To help when editing your work (*in AppleWorks*) try holding down the **command key** and then tap **semicolon key**. This shows you the **invisibles** and could help when you are editing. When printing the document they do not print. Repeat the two-key action to hide the invisibles.

If you are interested in learning more about word processing, as a beginner, new user or experienced user, we suggest you visit the Macintosh Learning Center and ask the Supervisor to give you a copy of the free handout, **“YOU-DO-IT #1...WP practice”**.