

January 15, 2017, Beginners SIG

Editing Documents On Your Mac (Part 2 of 3)

Note: This discussion is based on MacOS, 10.2.2 (Sierra). Some illustrations may differ when using other versions of Mac OS or OS X.

Whether it's an email message or an article for a newsletter, we all may find a need to do some editing of what we compose. At the September 2016 Double Click meeting, I presented the initial review about "Editing Documents on Your Mac (Part 1)."

This month, I'll continue that review with a discussion about some advanced editing techniques using your Mac. There's so much to review that I've decided to expand the discussion to three parts. Part 2 will be discussed this month, again using Apple's TextEdit and Pages apps to demonstrate. First, however, here's a brief review of some of the editing techniques from Part 1.

Note: While most of these techniques work everywhere, some are application dependent and may not work in all apps. Also, there are lots and lots of these editing techniques. You won't remember them all, but you might become familiar with and use some of them.

Editing Documents on Your Mac (Part 1 of 3) Review

Moving Around Text in a Document

- Move by Clicking: Move anywhere in a document by simply clicking on the location. Select text to copy, move, change format, or delete using the mouse and employing the "click and drag" method.
- Move With Arrow Keys: The **Left** and **Right** arrow keys **move** the cursor by **one character** at a time, and the **up** and **down** arrow keys moves the cursor by **one line** at a time. Add the **Command** (⌘) or **Option** (⌥) keys to expand use of the arrow keys:
 - Move Word-by-Word: Hold down the **Option** key while pressing the **Left** or **Right** arrow keys.
 - Move to the Beginning or End of a Line: Hold down the **Command** key while pressing the **Left** or **Right** arrow keys.
 - Move Paragraph-by-Paragraph: Hold down the **Option** key while pressing the **Up** or **Down** arrow keys.
 - Move to the Beginning or End of the Document: Hold down the **Command** key while pressing the **Up** or **Down** arrow keys.

Selecting Text in a Document

- Selecting Text With the Mouse. Click **once** to **place** the cursor in the text of a document. Click **twice** (double-click) to **select** a **word**. Click **three** times (triple-click) to **select** the entire **paragraph**.
- Extending a Selection With Shift-Click. **Extend** a selection by using the **Shift** key. Example: Select a word of text by **double-clicking** on the word with the mouse. Extend that selection by holding down the **Shift** key and **clicking on another location** in the text in a document (**Shift-Clicking**).
- Selecting Text With the Cursor, Arrow Keys and Modifier Keys. When using the arrow keys, add the **Shift** key to the **Option** and **Command** modifier keys to

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select text.

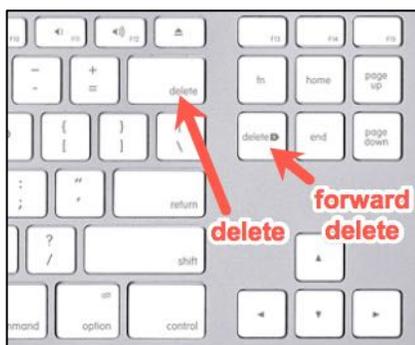
- Select Text Character-by-Character. **Shift-Right Arrow** (⇧-→) selects text to the **right** of the cursor location, character-by-character, while **Shift-Left Arrow** (⇧-←) selects text to the **left** of the cursor location.
- Select Text Word-by-Word. Hold down the **Shift** and **Option** keys while pressing the **Left** or **Right** arrow keys. **Shift-Option-Right Arrow** (⇧-⌥-→) will **select** all of the characters in **rest** of the word to the **right** from cursor's current location **in** a word. Keep holding down **Shift-Option** while pressing the **Right Arrow** to **continue selecting** more words to the right. **Shift-Option-Left Arrow** (⇧-⌥-←) does the opposite of Option-Shift-Right Arrow. The selection is extended, word-by-word, to the left of the cursor's position.
- Select Text to End (or Beginning) of Line. Hold down the **Shift** and **Command** keys while pressing the **Left** or **Right** arrow keys. **Shift-Command-Right Arrow** (⇧-⌘-→) selects text to the **end of the line**. **Shift-Command-Left Arrow** (⇧-⌘-←) selects text to the **beginning of the line**. Note: Additional presses of the arrow keys will not do any additional selection.

Moving and Copying Selected Text

- Moving the Selection. Once some text has been selected, click and hold anywhere in the selection briefly (say, about a second or so), then drag the selection to **move** it to a new location.
- Copying the Selection. Click and hold anywhere in the selection briefly, next while continuing to hold down the mouse button, press the **Option** key, and then drag the selection to a new location to **copy** it to a new location.

Deleting Text

The **delete** key is found on all keyboards. However, the **forward delete** key is usually only available on a full size (sometimes called "extended") keyboard. Both keys are typically located here:



- Delete Key. Use the **delete** key (usually labeled "delete" and sometimes with the ☒ symbol) to delete one character to the **left** of the cursor (that is, **behind** the cursor). If text has been previously selected, the selection will be removed. Add the **Option** key with the **delete** key (**Option-delete**) to delete word-by-word to the **left**.
- Edit Menu > Delete. Most word-processing apps have a **Delete** item under their **Edit** menu, and it provides the same function as the delete key.

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- Forward Delete Key. On full size keyboards, there will be a [Forward Delete](#) key (usually located in another group of keys above the arrow keys). This key also is labeled “[delete](#)” and may be accompanied with the  symbol. It operates exactly opposite of the standard delete key by removing one character to the [right](#) of the cursor (that is, in [front](#) of the cursor). If text has been previously selected, the selection will be removed. Add the [Option](#) key with the [delete](#) ([Option-forward delete](#)) key to delete word-by-word to the [right](#).

Note: If your keyboard doesn't have a Forward Delete key but does have a function ([fn](#)) key, you can still do a [forward delete](#) action by holding down the [fn](#) key and then pressing the [delete](#) key ([fn+delete](#)). Add the [Option](#) key to this combination ([fn+Option+delete](#)), and you can delete the whole word to the right of the cursor.

Note: Use of the Forward Delete key (and in combination with the Option key) can be very application dependent.

Cut, Copy and Paste – Handling Formatted Text

[Cut](#), [Copy](#) and [Paste](#) work together with the [Clipboard](#), a virtual container that holds whatever data you Copy or Cut. You can view the contents of the clipboard in the [Finder](#) by choosing [Edit Menu > Show Clipboard](#) which then displays in a small window whatever text or image is currently on the clipboard. The next [Cut](#) or [Copy](#) will replace whatever is on the clipboard. Choosing [Paste](#) copies whatever is on the clipboard to the selected location.

Pasting Formatted Text. When formatted text is involved, Cut/Copy/Paste gets a little more complicated if you're working with documents that have different fonts and other formatting (**bold**, *italics*, underline, etc.). For example, when you copy some text from a webpage and paste it into an email app like Apple Mail, all the styling from the copied text (font, text color, etc.) will be pasted into your email message. You probably want the pasted text to match what you're using in your message, not what came off the webpage.

Get Rid of Formatting When Pasting Text. Instead of using the Paste command, use the [Paste and Match Style](#) command (found under the [Edit](#) menu) if it's available. (Its keyboard shortcut is *usually* [Option-Shift-Command-V](#), [⌘-⇧-⌘-V](#). The idea here is to strip out any formatting from the copied or cut text on the clipboard and then paste the result into the target document, matching the style of whatever the paragraph formatting is at the insertion point.

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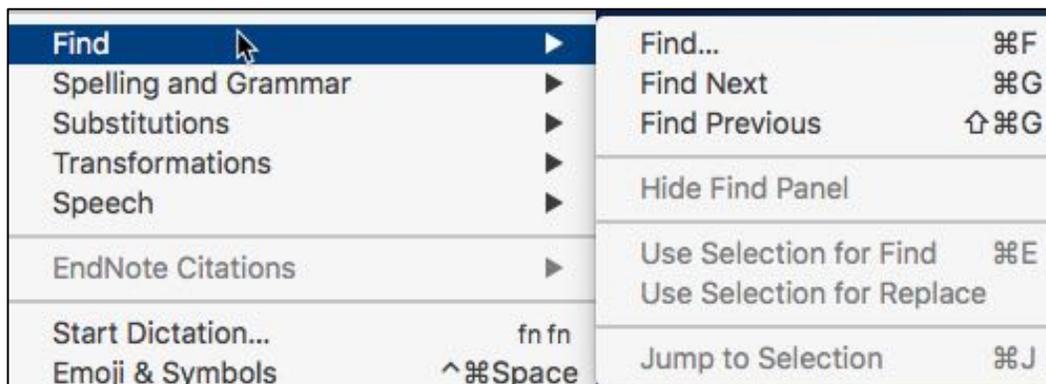
Editing Documents on Your Mac (Part 2)

This month, I'll cover [Find and Replace](#), [Text Clippings](#), [Text Expansion](#), [Direct Text Copy](#), and [Typing Special Characters](#).

Find and Replace

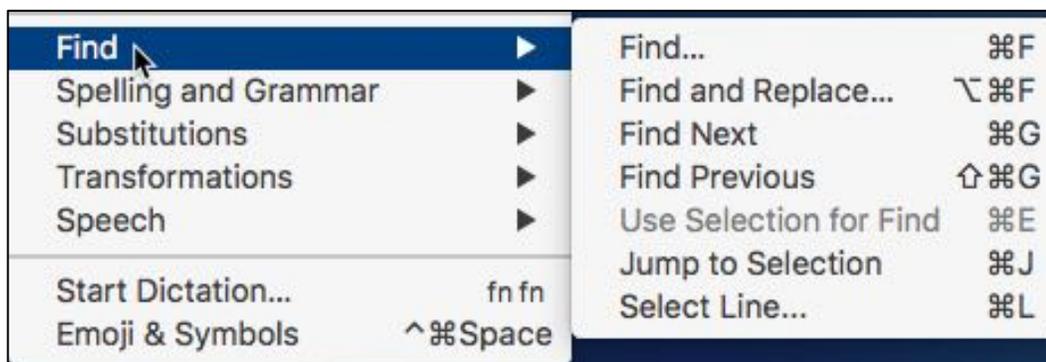
[Find](#) and [Replace](#) are staples in document editing. Without them, creating and editing documents would be very tedious. Exactly how Find and Replace are handled and displayed depends on the app being used.

[Find](#). The [Find](#) command (keyboard shortcut: [Command-F](#), [⌘-F](#)) is found in the Edit menu of an app used to produce documents. Depending on the app that you're using, it may be combined with an entire Find and Search menu ([Find...](#), [Find Next](#), [Find Previous](#), and possibly [Find and Replace](#)). Here's what the Pages app provides:



Find & Search Menu (Pages)

Here is Find and Search menu in the TextEdit app:

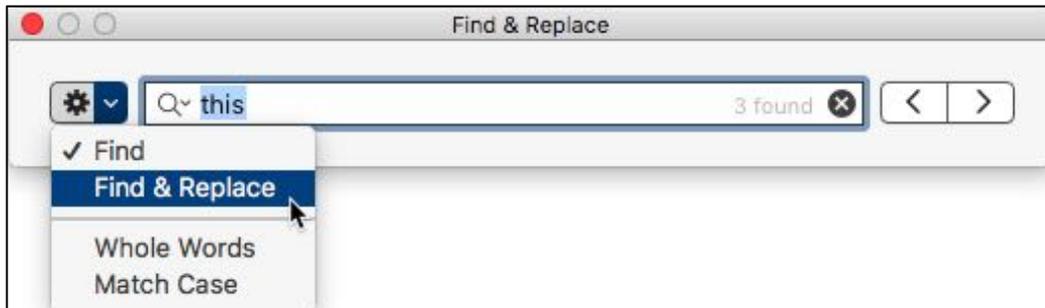


Find & Search Menu (TextEdit)

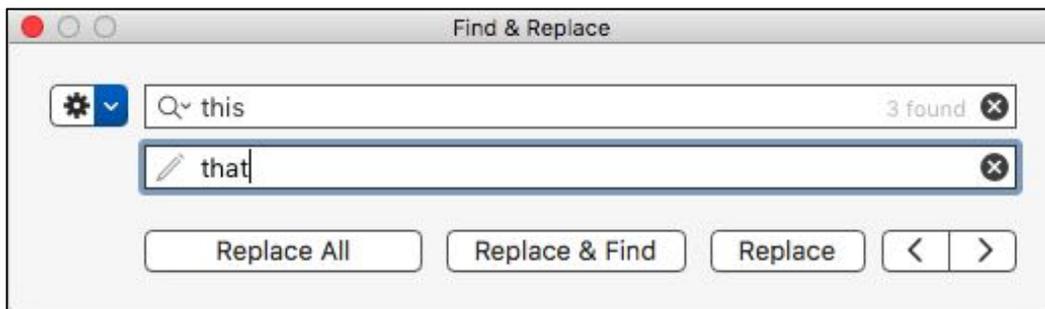
- Search once with the basic [Find](#) command ([Command-F](#), [⌘-F](#)). Depending on the app, either the first Find search result will be highlighted, or all of them may be highlighted.
- Continue to the next Find search result (and the next one, and the next one, etc.) by using the [Find Next](#) command ([Command-G](#), [⌘-G](#)).
- Search for previous Find search results by using the [Find Previous](#) command ([Shift-Command-G](#), [⇧-⌘-G](#)).

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Replace. The [Replace](#) command (keyboard short varies, depending on the app) is, of course, linked to the Find command. First you search with [Find](#); then you [Replace](#) the Find search result with something else. Depending on the app being used, Find and Replace may be separate commands, or they may be combined into a single Find & Replace command. In addition, Find & Replace may bring up or be part of a separate dialog box (as is the case with Pages):



Find & Replace Dialog Box Option (Pages)



Find & Replace Dialog Box Result (Pages)

Notice the options here:

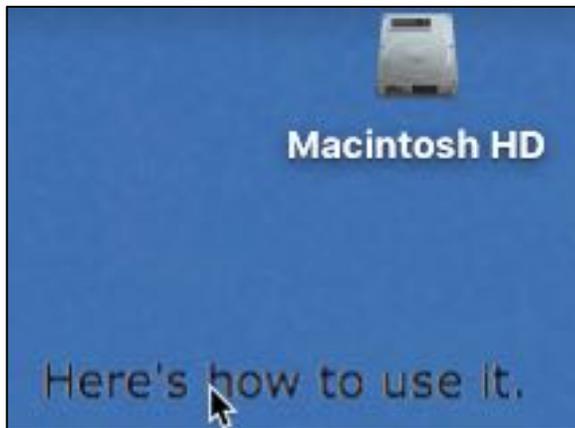
- Replace All occurrences of the Find search.
- Replace the first Find search result and the move on to the next Find search result to decide if you want to replace it or not.
- Replace just the first Find search result.

Text Clippings

The [Text Clippings](#) feature has been around for quite a while, but it doesn't seem to be used much anymore. That's unfortunate because it's so easy to use to grab some little bits of text, or a lot of it, from one document (the "[source](#)": such as a Pages document, webpage, email message, etc.) for use somewhere else in another document (the "[target](#)"). Here's how to use it.

Saving a Text Clipping. To save the text clipping, first select the text you want. Then after you have it selected, click and hold on the selection and drag the entire bit of text over to the Finder, either into a Finder window or simply onto the Desktop. (See the next page for an example.)

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Dragging Some Text Onto the Desktop



Resulting Text Clipping on the Desktop

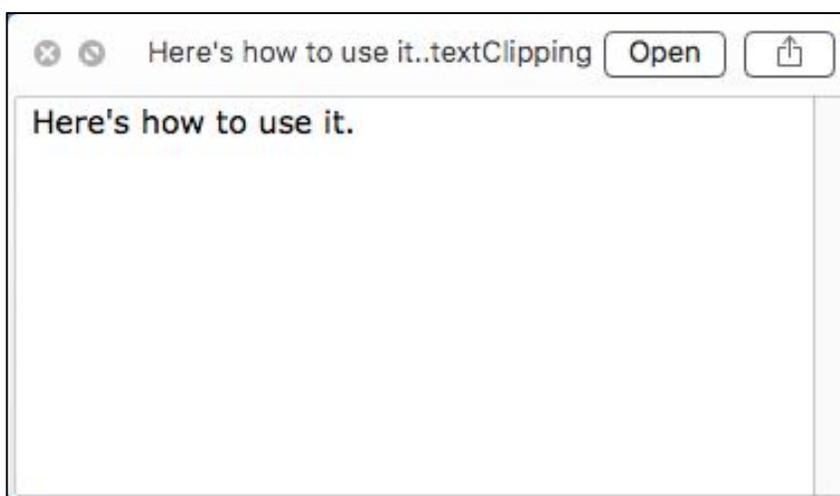
As you can see, the name given to the text clipping is based on the text that was clipped. Long text will be truncated to form the name.

Viewing a Text Clipping. Once the text clipping has been saved, it can be opened like any other file in the Finder (double-click, choose [Open](#) from the Finder's Edit menu, or use the keyboard shortcut ([Command-O](#), [⌘-O](#))). A Finder window will be opened, showing the contents of the text clipping):



Finder Window Showing Text Clipping Contents

You can also view the contents of the text clipping by using [Quick Look](#). Just select the text clipping and tap the [Space Bar](#) to open up the Quick Look window:



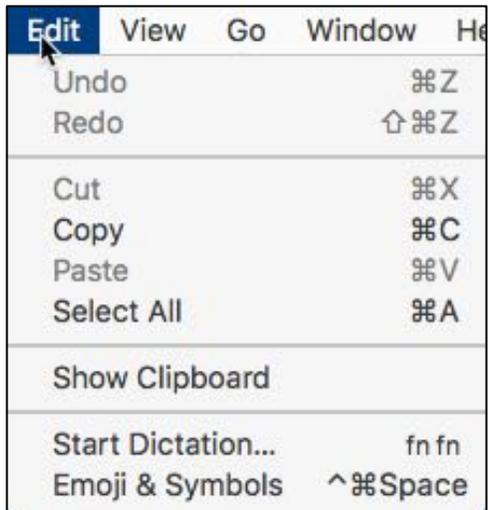
Quick Look Window Showing Text Clipping Contents

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Regardless of how you choose to view the contents of a text clipping, you can select all of it or only a portion as you wish. Then you can Copy and Paste the selection into another document.

Edit a Text Clipping? Nope! What you can't do is edit the text clipping (no change in formatting, such as making something bold, and no ability to cut something out). All you can do is to select some or all of the text clipping and then copy the selection for future pasting somewhere else. Verify this by examining the Finder's Edit menu and you'll see that only [Copy](#) and [Select All](#) are available. The rest of the edit functions are grayed out (unavailable):

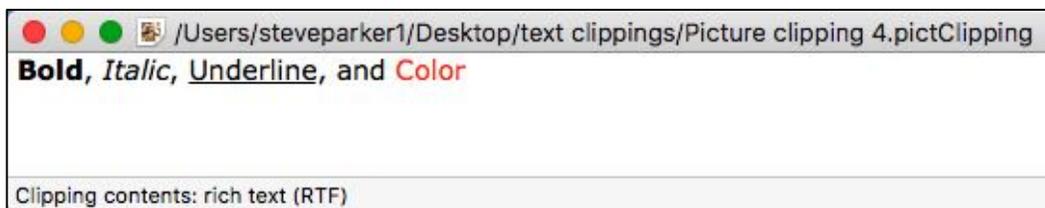


Finder Edit Menu for Text Clipping Window – Only Copy and Select All are Available

Using a Text Clipping. Drag a text clipping into a document to paste its contents into the document. (This assumes, of course, that you want to use the entire contents of the text clipping.)

If you find that you're using several text clippings, you might find it convenient to create a Text Clippings folder on your desktop and store them there rather than clutter your desktop.

Formatted Text in a Text Clipping. If you create a text clipping containing some formatted text (**Bold**, *Italic*, Underline, Size, and **Color**), this formatting will be included in the clipping. When the text clipping is viewed, the text is always shown in the same font size regardless of the font size being captured in the clipping. The font style is included in the clipping.



Text Clipping Window – Formatted Text

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When the text clipping (or part of it) is copied or inserted into a document, it does so using the formatting of the source document. So, if the formatting of the source document text clipping involved, say, some 14-point **Courier** text that was **bold** and **red** in color, that's what will be pasted into the target document.

Note: Although most of the formatting is pasted, the font size from the source document *may* match the font size in the target document, *but it may not* (in which case, it will likely be pasted using the same size as the original document). So, font size formatting is application dependent.

Because the results of pasting a text clipping is application dependent, you may wish to consult the previous discussion from Part 2 on handling the pasting of formatted text to get the desired result.

Direct Text Copy (Source Document to Target Document)

It's possible to copy text from one document (the "source") to another (the "target") in a couple of ways as described below. Because of the differences in applications, formatting and/or font size from the source may or may not carry over to match that found in the target.

- Perhaps the easiest way to move a text selection from one document to another (assuming that both are conveniently available and displayed) is to simply **make a selection in the source document and drag it to the desired location in the target document**. I've noticed, however, that when inserting the selected text, it may be a bit difficult to see the location of the insertion cursor in the target document.
- Of course, instead of dragging the text selection from one document to another, you can simply **Copy** the selection from the source document and then **Paste** it in the desired location in the target document.

Typing Special Characters

When you look at your keyboard, you might assume that its keys represent all the characters you can type, but this isn't the case. You can press certain modifier keys to type additional characters. The one that we're most familiar with is the **Shift** key. Press it along with another alphabetic key to get uppercase letters. Press it along with a key from the "number" row to get some special characters (such as **Shift-4** for the dollar sign (\$), **Shift-7** for the ampersand (&), or **Shift-=** for the plus sign (+).

Option Key. The **Option** key provides access to numerous other characters and character accents. (I discussed this in my presentations about the Option key back in January and February 2015, so I'll summarize them briefly here.)

Here's what my Apple Extended Keyboard looks like (see the next page):

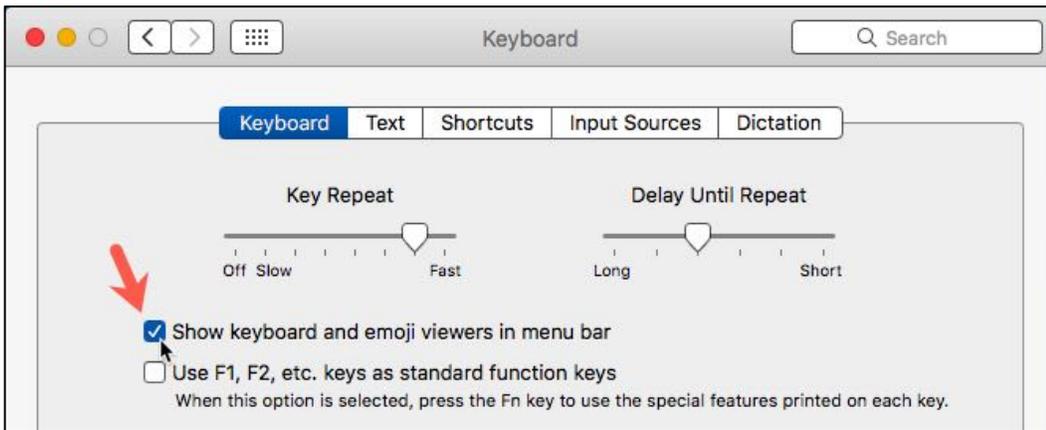
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Keyboard Layout (As Shown in Apple's Keyboard Viewer for an Extended Keyboard)

Using the Keyboard Viewer. Apple's [Keyboard Viewer](#) (and also the [Emoji Viewer](#)) can be added to the Menu Bar with a setting in the [Keyboard System Preference](#):

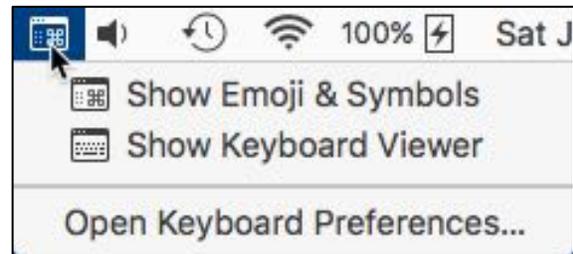


Keyboard System Preference (Show keyboard and emoji viewers in menu bar)

The Keyboard and Emoji viewers are now available by tapping the new menu bar icon which will show the two menu items in the resulting dropdown menu:



Menu Bar Icon (Keyboard & Emoji Viewer)



Dropdown Menu (Keyboard & Emoji Viewer)

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Back to the Option Key. Here's what my Apple Extended Keyboard looks like with the [Option](#) key pressed:



Keyboard With Option Key Pressed (As Shown in Apple's Keyboard Viewer)

Accent Marks. Notice that certain character accent marks (also known as "diacritical" marks) are highlighted in the [Keyboard Viewer](#) when the Option key is pressed. These accents are symbols added to vowels to indicate a different pronunciation than the character is usually given. Add an accent by pressing the [Option](#) key and then the character key. For example, add the acute accent to the character "e" in the word [resume](#) by pressing [Option-e](#) (result: [résumé](#)).

Another way of adding accents is to simply hold down the desired vowel key for a couple of seconds. A list of available accent marks is presented just above the letter. Each one is marked with a number. Just press the number for the accent that you wish to use, and the vowel with the chosen accent will be added.



Accent Choices With Option Key Held Down

Special Characters. When it comes to using the [Option](#) key to generate special characters, here are a few common ones that you might use:

- Option+2 Trademark symbol (™)
- Option+4 Cents symbol (¢)
- Option+8 Bullet symbol (•)
- Option+0 Degree symbol (°)
- Option+g Copyright symbol (©)
- Option+r Registered Trademark symbol (®)
- Option+v Checkmark (✓)
- Option+Semicolon an Ellipsis (...)

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Press the [Shift](#) key along with the [Option](#) key, and more symbols are available:



Keyboard With Option & Shift Keys Pressed (As Shown in Apple's Keyboard Viewer)

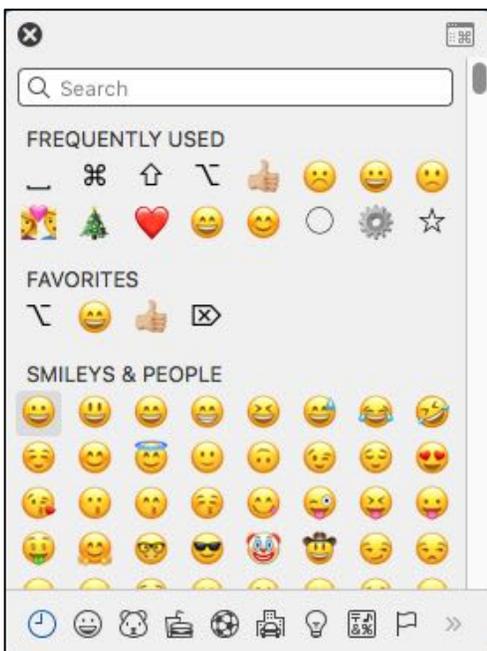
Here are a couple of familiar symbols that are available:

- Option+Shift+2..... Euro symbol (€)
- Option+Shift+K..... Apple symbol (🍏)

Note: The availability of symbols depends on the application, typically a word-processing program, and the font that you are using. Some symbols may not be available.

Emoji and Symbols. Even with using modifier keys, you can type only a certain number of special characters from the keyboard. Beginning with OS X 10.10 (Yosemite), the ability to insert special characters of almost any sort was made available via the [Emoji & Symbols Viewer](#). In most Mac apps, it's available under the [Edit](#) menu by choosing the [Emoji & Symbols](#) menu item (keyboard shortcut: Command-Control-Space, ⌘-^ -Space). In a few apps, there's a selection under the Edit menu called [Special Characters](#).)

Here's what the viewer looks like:



Emoji & Symbols Viewer (Small Version) – Choose From App's Edit Menu

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As you can see, the viewer has a [Search](#) box to look for a particular symbol or character. As various symbols and characters are chosen, the [Frequently Used](#) and [Favorites](#) sections will fill in with them.

At the bottom of the viewer window are a line of icons corresponding to 13 groups of various symbols and characters ([Smileys & People](#), [Animals & Nature](#), [Food & Drink](#), [Activity](#), [Travel & Places](#), [Objects](#), [Symbols](#), [Flags](#), [Letterlike Symbols](#), [Pictographs](#), [Bullets/Stars](#), [Technical Symbols](#), and [Sign/Standard Symbols](#)).

Since the viewer window is fixed in size, the double arrow at the bottom right (>>) or left (<<) allows you to scroll to see additional groups. You can also scroll through the entire list of symbols and characters, group by group.

Resize the Viewer? While the Emoji & Symbols Viewer provides access to a huge variety of Emoji and symbols, the viewer window isn't very large which tends to make some of the items a bit hard to see clearly depending on the resolution of your screen. The viewer can be moved around, but it can't be resized by dragging on one of its edges or a corner like you can with a Finder window (but there is a way to make it larger as discussed in the next section). For convenience, I'll call this the [Small Viewer](#).

A workaround for the viewing size limitation is available by turning on the Zoom feature (Accessibility System Preference) keyboard shortcut (default: [Option-Command-8](#), [⌘-⌥-8](#)) to see them better if you wish (perhaps not the most elegant solution, but it helps).

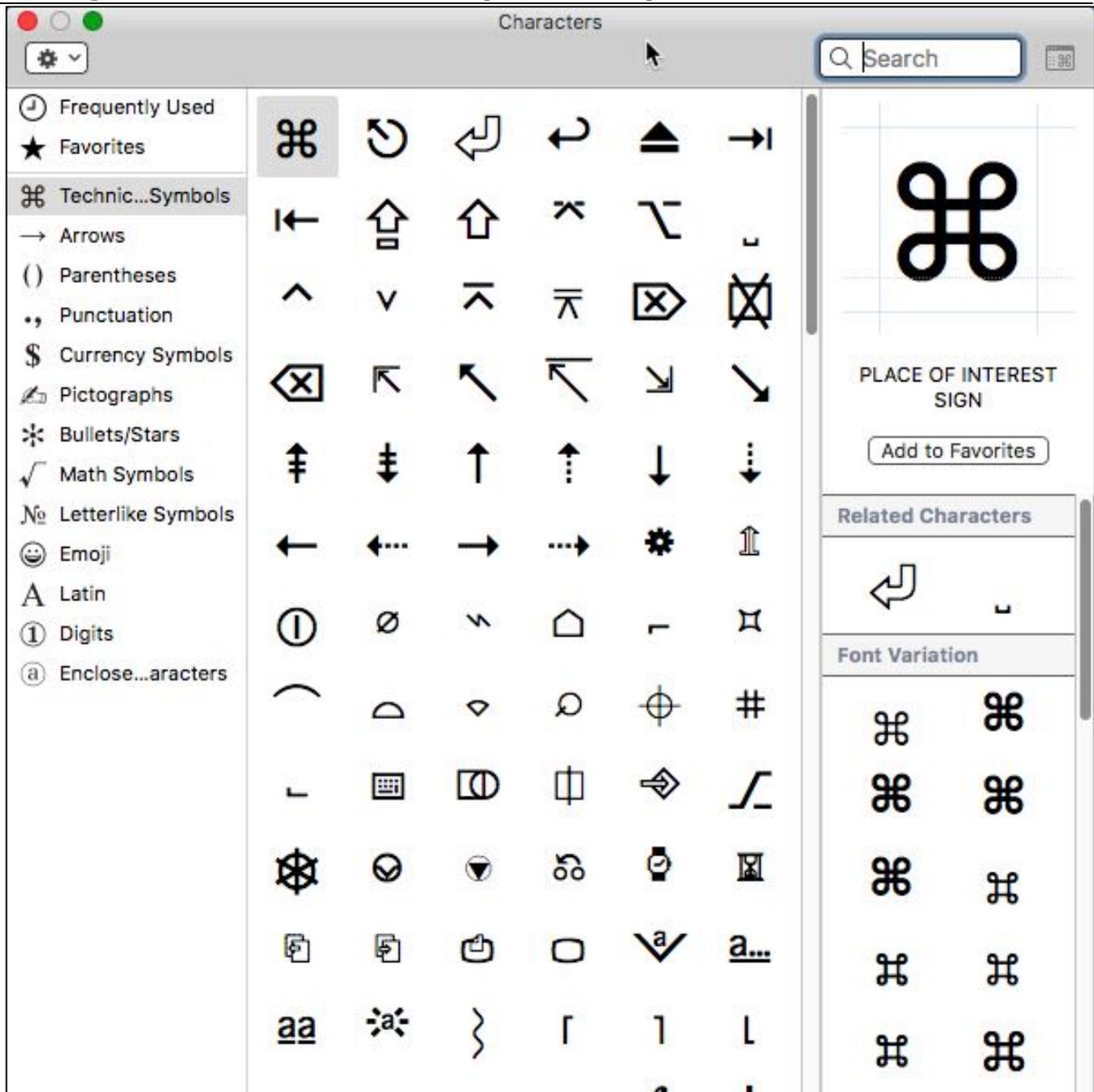
A Bigger Viewer. Remember the icon that we added to the Menu Bar to access the [Keyboard Viewer](#) and the [Emoji & Symbols Viewer](#)?



Menu Bar Icon (Keyboard & Emoji Viewer)

That same icon is found in the upper right hand corner of our Small Viewer. Click on the icon to bring up a different, larger viewer. (See the next page.)

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Emoji & Symbols Viewer (Large Version) – Technical Symbols Category

This viewer is much larger and can be resized by dragging an edge or corner of its window, making it easier to use. For convenience, I'll call this viewer the [Large Viewer](#).

Notice that it also has the same icon in the upper right hand corner as found in the Small Viewer. Clicking on the icon will switch to the Small Viewer, and clicking on the icon in the Small Viewer will switch to the Large Viewer. In other words, clicking on this icon toggles between the Small and Large viewers. So, for convenience again, I'll call this icon the [Viewer Changer](#).

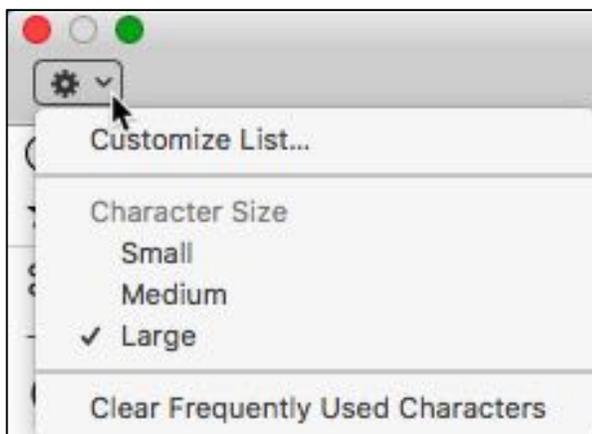
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Another Way to Access the Large Viewer. Perhaps a more convenient way to access the Large Viewer is to tap the [Menu Bar](#) icon and choose the [Show Emoji & Symbols](#) option.

Viewer Differences. There are some notable differences between the Small and Large Emoji & Symbol viewers:

- Both viewers can't be displayed at the same time (not sure why you would want to).
- The size of the two viewers can impact how you use them. The Small Viewer doesn't take up much space while the Large Viewer (depending on how you've sized and positioned it) might cover up part of your work document.
- You bring up the Small Viewer with a keyboard shortcut, and you typically dismiss it with the [Escape \(esc\)](#) key (depends, again, on the app that you're using).
- There is no keyboard shortcut for the Large Viewer. You bring it up by tapping the Menu Bar icon for the Keyboard and Emoji Viewers and selecting the [Show Emoji and Symbols](#) menu item or by clicking the Viewer Changer icon in the Small Viewer.
- There is no keyboard shortcut to dismiss the Large Viewer either. You close its window like any other one (click the [red](#) Close button or use the keyboard shortcut, [Command-W \(⌘-W\)](#)).
- The Large Viewer has Preferences menu that allows for only selected categories to be displayed ([Customize List...](#)) and also gives you the option to choose the [Character Size](#) (Small, Medium and Large). You can also remove all of the entries from the [Frequently Used Characters](#) group. See the illustration below:



Large Viewer Preferences Menu

- **Emoji Categories Are Different** – The Large Viewer has an Emoji Category, and it, in turn, has 8 subcategories: [Smileys & People](#), [Animals & Nature](#), [Food & Drink](#), [Activity](#), [Travel & Places](#), [Objects](#), [Symbols](#), and [Flags](#). These are the same categories as found in the Small Viewer, including being in color.
- Most, but not all, of the Small Viewer categories are found in the Large Viewer ([Letterlike Symbols](#), [Pictographs](#), [Bullets/Stars](#), and [Technical Symbols](#)). The Sign/Standard Symbols category is not present in the Large Viewer.

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- The Large Viewer has several categories not found in the Small Viewer ([Arrows](#), [Parentheses](#), [Punctuation](#), [Currency Symbols](#), [Math Symbols](#), [Latin](#), [Digits](#), and [Enclosed Characters](#)).

Next Presentation

Next month, we'll finish this review of editing documents and will discuss: text replacement/expansion, automatic spelling correction and capitalization, using smart quotes and dashes, and changing keyboard shortcuts.

--Steve Parker