

MAC LESSON #50

CREATE PROPER LISTS WITH TEXTEDIT

TextEdit, the Mac equivalent of NotePad and WordPad in Windows, is a more powerful generic text-editing program. One of the things TextEdit does very well is to create lists, complete with bullet points made with various characters. It's easy.

Just start typing your list, and press the Return key after each entry. Now, highlight the entire list, click on Format at the top of the document, click on Text, and finally, click on List.

Now click the up or down arrow on the right side of the Bullet/Number box to display a palette of the available choices, which include everything from upper and lower case letters to round bullet points, and everything in between. Click OK to apply your selection. Could it be easier any easier? I don't think so.

