

TextEdit Basic Instructions

TextEdit is the text-to-speech tool, which is built-in to the Macintosh operation system.

How to Locate and Start-up TextEdit on your Computer

1. Double click the **Macintosh M HD** icon (usually in the upper right-hand corner on the desktop)
2. Click **Applications** in the left-hand menu to view the list of applications available
3. Find and Double click **TextEdit** in the list of Applications (list is in alphabetical order)

How to Open your E-text in TextEdit

After logging into your E-text Web page:

1. Click on the chapter or file you would like to view
2. Choose “**Save File**” and click “**OK**”
3. Choose a location to save the chapter or file (i.e. Desktop or Documents)
4. Click “**Save**”
5. Go to **TextEdit**
6. Click **File** menu
7. Click “**Open**”
8. Go to the location where you save the chapter or file
9. Click the file to highlight
10. Click “**Open**”

How to Use the Speech Feature in TextEdit

1. Go to **Edit**
2. Click **Speech**
3. Click **Start Speaking** to listen to text
4. Click **Stop Speaking** to stop the text from reading

Note: This feature will read the entire document, unless you select **ONLY** the text you would like read.

If you have any questions, contact the Adaptive Computing Technology Center at 884-2828 or reference the “**Key Features and Support**” link, provided on the ACT Center’s E-Text Login page at <http://actcenter.missouri.edu/e-text-login>.