Pages 1. (Word Processing)

Pages **Help Menu** has a wealth of information (some open in Safari). Click on each Disclosure Triangle on the left to view each segment or Search on the right.

Preferences

Click on the Pages Icon to open it. Go to the **Pages Menu** and choose **Preferences.**

Click on **General Preference** and set each Preference**.** If you don't want templates each time you open Pages, choose "Use template Blank". Or chose a supplied Template or "My Template" at Change Template.

For New Documents: ○ Show Template Chooser
◉ Use template: Blank
Change Template...

Choose the **Default Zoom** (meaning the percent each page opens with)depending on your screen **size**.

Default Zoom: 150% ⌄
Choose the default zoom for documents

Editing: A Check mark in "**Curves"** allows you to manipulate curves with a sprouted wand. **No** check mark in "**Curves"** allows you to double click on points to change between straight and curved lines.

Editing: ☐ Automatically detect lists
☑ Curves default to Bézier
☐ Show suggestions when editing table cells
Invisibles: [red]

Change the **Invisibles** color by clicking on the frame to bring up the System Colors.

Adding Media: ☐ Optimize movies and images for iOS
Movies will be converted to H.264 (720p) so they'll play on iOS devices.

Author: Shirley Allan
Default name for comments and tracked changes. Your iCloud name is used when collaborating: **Shirley Allan**

Adding Media will not be addressed in this class. Your name will show when you use Comments and Tracking in 12 points.

Text Size: 12 pt ⌄
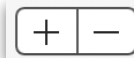Default text size for comments and change tracking bubbles.

Click on the **Rulers Preference.** You may change the color of the Alignment Guides just as you do the Invisibles. I find the guides distracting so don't have them checked. Instead, pull guides out of rulers when needed.

Ruler Units: Inches ⌄
☐ Show size and position when moving objects
☐ Place origin at center of ruler
☐ Display ruler units as percentage
☑ Enable vertical ruler for documents with body text
Alignment Guides: [blue]
☐ Show guides at object center
☐ Show guides at object edges

Auto Correct You may choose to correct and capitalize plus tell Pages to ignore spelling of particular words with the plus sign.

Spelling: ☑ Correct spelling automatically   Ignored Words...
☑ Capitalize words automatically

+ −

Formatting: ☐ Automatically detect lists
☐ Automatically detect links
☐ Automatically apply Link style
☑ Superscript numerical suffixes
☑ Use smart quotes and dashes
Double quotes "abc" ⌄
Single quotes 'abc' ⌄

Formatting I prefer to decide on my own to use a list and links which can be added when needed with the Edit menu> Substitutions. Superscript is handy for dates like August 1st and the Smart (curly) quotes and "Em" Dashes are just fine.

Replacement stands alone but Pages also picks up the Replacements you have inserted in System Preferences> Keyboard > Text. Use the minus sign to delete what you won't use and the plus to add your own specifically to use in Pages.

Replacement: ☑ Symbol and text substitution	
Replace ⌃	**With**
(c)	©
***	The quick brown fox jumps ov..
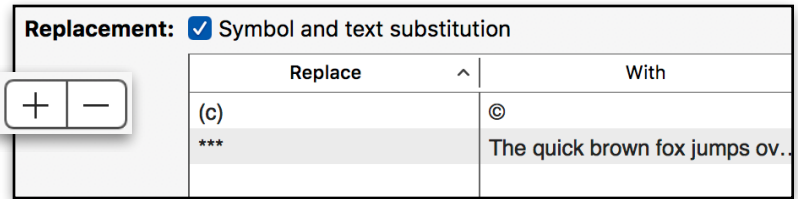
The Differences

It is important to understand the differences between Word Processing (**WP**) and Page Layout (**PL**) to understand the templates offered in Pages.

The templates included in Pages are predominately WP but may contain Text Boxes and/or Objects just as you would in PL. Pages 1 just addresses WP and Pages 2 just addresses PL. Linking Text Boxes that may be done in WP is addressed in PL as that is the format that they would normally be used.

- If your cursor is an **i-beam** instead of a cursor (pointer) **AND** you see a **blinking insertion point** you know you are in **Word Processing.**
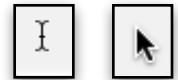
- If you are going to use more text and few images, use **Word Processing.**

- If you are going to use many images and little text use **Page Layout.**

- It is **important** that you begin your document in the appropriate **Format.** Why? Because if you start in WP and change to PL you will loose all the text you have created unless it is in a text box.
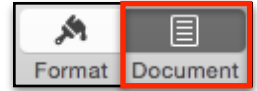
The **WP** "**Document**" Tool has three sidebar panels which Apple calls *"Inspectors".*

Document	Section	Bookmarks

Document	**Section**	Bookmarks

Document	Section	**Bookmarks**
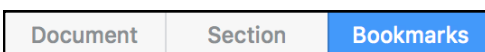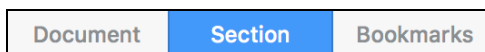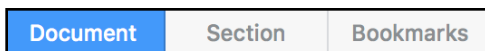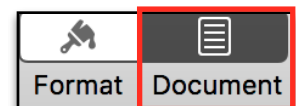
A **PL Document** Tool has only two sidebar panels.

Let's look at the **DOCUMENT Tool** panel **first. Click** on the **Document Tool.**

Use the **View Menu** > **Show Layout** to show **Margins** and Header/Footer.

Set Up Your Document

Use **Document Panel >Document Tab** to **configure your document**.

Your **Printer** and the **Paper Size** are at the top. Use the double arrows to make your choice.

Page Orientation is Portrait or Landscape, the **check mark** means the **active** choice.

Header and **Footer** are **always present** in **WP** or **PL**. Adjust **the placement** by using the Top and Bottom double arrows. **Delete** by **unchecking.**

Click inside a **Header or Footer** to see **Insert Page Number**. Click ON "Insert Page Number" to get options.

Insert Page Number
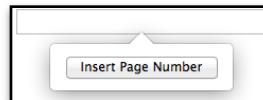
OR

Inside the **Header**, use the **Insert Tool** and **Date & Time**. Click on it to choose the format including Time.

December 29, 2015 at 3:47 PM

Choose Date Format

December 29, 2015 at 3:47 PM
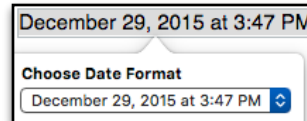
NOTE: UNCHECKING **Document Body** converts a **WP** to a **PL** document and will **delete** any **text already in** the **document.** except that which is inside Text Boxes.

Adjust **Document Margins** for **WP** documents with the double arrows. There is no margin adjustment for **PL** documents. They can be as narrow as your printer will accept.

New is **Facing Pages** to show two pages side by side. Use the **Zoom Tool** to change back to one page. Use Fit **Spread** to fit vertically.

Fit Page Width
Fit Spread

The **Document Panel > Section Tab** has Header & Footer and Page Numbering options.

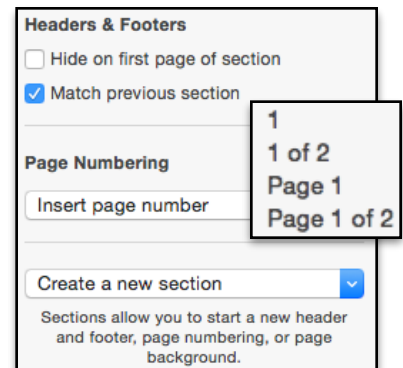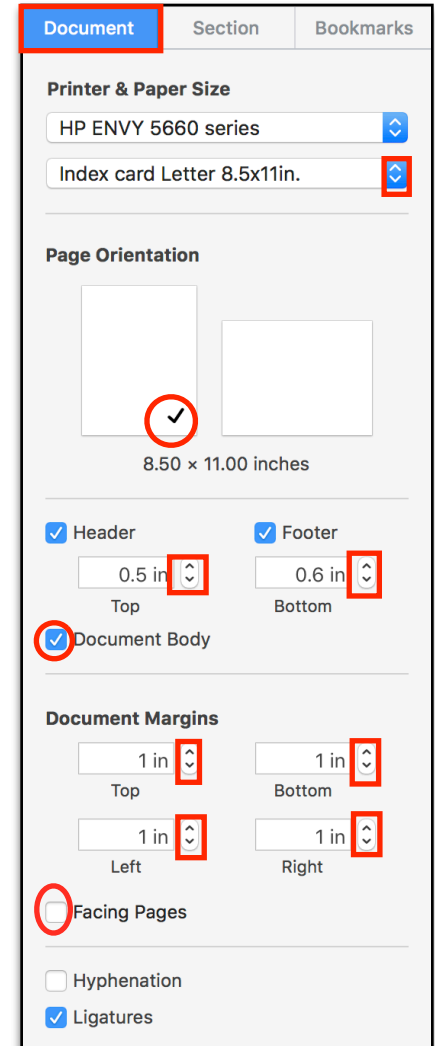Document   Section

If you choose Create a new section "After this section" you will be able to move your pages independently of one another.
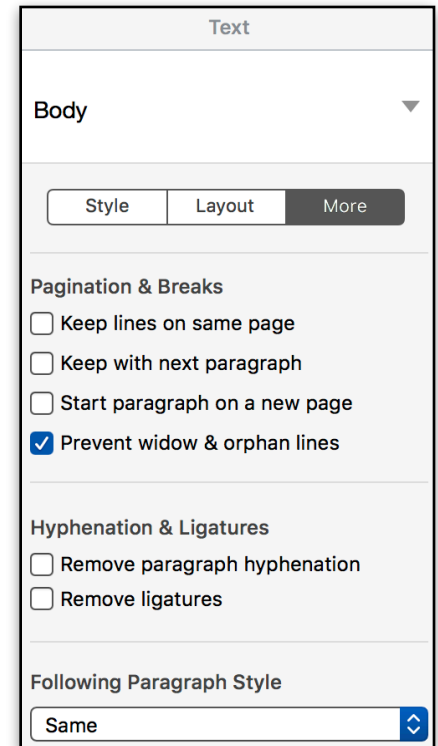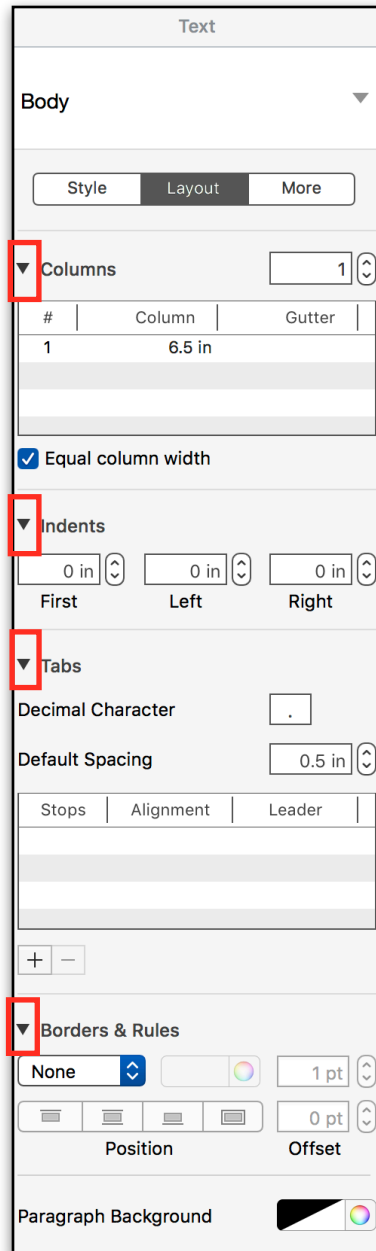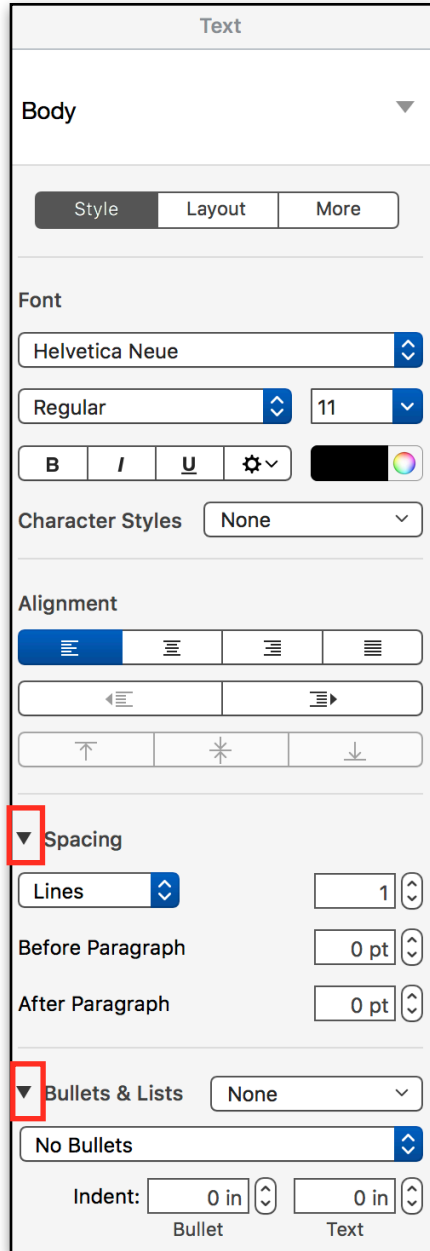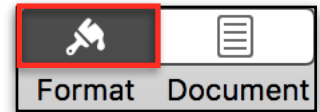
Create a new section
Starting with this page
After this section

The Bookmark side panel is beyond the scope of this class.

Document   Section   Bookmarks

Document   Section   Bookmarks

Printer & Paper Size

HP ENVY 5660 series

Index card Letter 8.5x11in.

Page Orientation

8.50 × 11.00 inches

☑ Header   ☑ Footer

0.5 in   0.6 in

Top   Bottom

☑ Document Body

Document Margins

1 in   1 in

Top   Bottom

1 in   1 in

Left   Right

☐ Facing Pages

☐ Hyphenation
☑ Ligatures

Headers & Footers
☐ Hide on first page of section
☑ Match previous section

1
1 of 2
Page 1
Page 1 of 2

Page Numbering

Insert page number

Create a new section

Sections allow you to start a new header and footer, page numbering, or page background.

The **Format Tool** sidebar panel TEXT includes Tabs for Styles, Layout, and More. In WP Style is used predominantly.

Format **Document**

Text

Body

| Style | Layout | More |

Font

Helvetica Neue

Regular   11

B *I* U ⚙︎⌄   ⬛️🌈

Character Styles   None

Alignment

⬅️ ▬ ▬ ▬

◀▤   ▤▶

⤒   ⁎   ⤓

▼ **Spacing**

Lines   1

Before Paragraph   0 pt

After Paragraph   0 pt

▼ **Bullets & Lists**   None

No Bullets

Indent: 0 in   0 in
              Bullet   Text

Text

Body

| Style | Layout | More |

▼ **Columns**   1

#	Column	Gutter
1	6.5 in	

☑ Equal column width

▼ **Indents**

0 in   0 in   0 in
First   Left   Right

▼ **Tabs**

Decimal Character   .

Default Spacing   0.5 in

Stops	Alignment	Leader

+ −

▼ **Borders & Rules**

None   🌈   1 pt

▬ ▬ ▬ ▬   0 pt
Position   Offset

Paragraph Background   ◨🌈

Text

Body

| Style | Layout | More |

Pagination & Breaks

☐ Keep lines on same page

☐ Keep with next paragraph

☐ Start paragraph on a new page

☑ Prevent widow & orphan lines

Hyphenation & Ligatures

☐ Remove paragraph hyphenation

☐ Remove ligatures

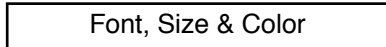**Following Paragraph Style**

Same

Note: each section has Vs and/or "disclosure triangles" to reveal additional options. These sidebar panels all show the disclosure triangles open.

Click on the **Format Tool** to bring up the Format Panel **(**A second click on the Format Tool will hide the Panel, click it again to show.)
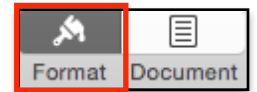
In the **Format Panel**, click on the **Style Tab.**

Font, Size & Color

Type your first and last name. **Triple Click** your name **to select** it.

Change your Name's **Font** from **Helvetica** (the default) to one you like by using the **double arrows** to see all the Fonts.

> **Some**, but not all **Fonts** have different **"Type Faces."** If they do, they will be shown just below. If not, it will just say "**Regular**."

✓ Regular
Light
Oblique
Light Oblique
Bold
Bold Oblique
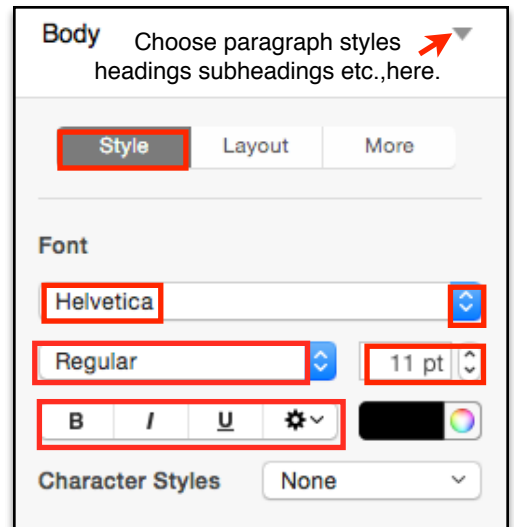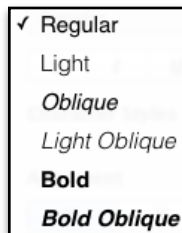
With your **name** still **selected**, **change** the **size** of the Text (11 is the default) using the double arrows.

If the Font **has Bold and Italic Type Faces** you will be able to use the **"B"** and **"I"** Buttons. If not, nothing will happen. All fonts can be underlined. The Action "gear" gives you advanced options including text background color. **Character Styles** will allow Strikethrough and Underline.

With your **name** still **selected**, **change** the **color** of your Name by clicking on the **Left side** of the **Color Tool** to bring up limited colors (which change with each Template).
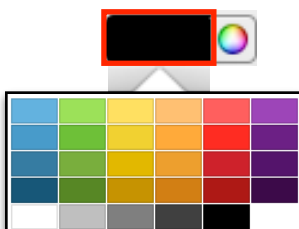
Clicking on the **Color Wheel** on the **Right** will bring up the **System Colors.** Click on the far right across the top to see the easy colors to use.
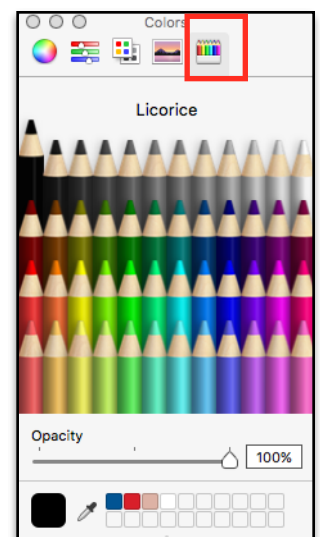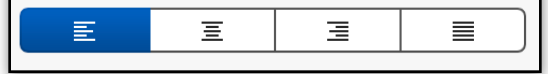
Style Tab

Alignment

Click on each to change the Alignment of your name. Your name does NOT have to be selected. The far right is Full Alignment which is used only if you have full lines text on your page. It makes hard margins on each side similar to newspapers and magazines.
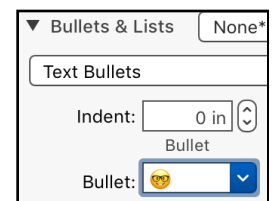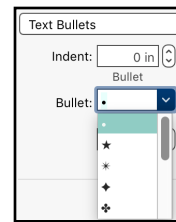
Spacing

No need to **select** to change your spacing with the **double arrows** from single to 1.2, 1.5 or double. Click on the **Disclosure Triangle** to be more **specific**.

Bullets & Lists

Click on **Text Bullets** and use the slider to find more than a dot. Select the Bullet area and open and double click an an Emoji to use as a bullet. Use the **Text size** to increase.

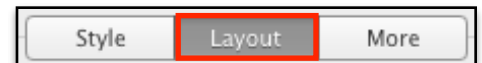Click on the disclosure triangle to find **Image Bullets;** scroll to see all.

They are automatically inserted when you press Return. To **indent** the list, **drag** the bullet/image to the **right** (or press Return >Tab). **End** the **List** by **pressing Return AND the Delete Key Quickly.**

Layout Tab

Columns

Format Panel, **Layout Tab.**

There is **no need to select** your text and you can change columns with the upper right double arrows from **1** through **8.**
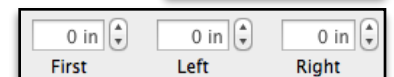
Open the disclosure triangle to adjust the space between the columns). Double click the Column width or the Gutter space to change.

Indents

First allows you to indent the **space before** the **First sentence** in a **paragraph.** The other two set the paragraph indents from the left and right margins as if you were setting a paragraph off from the body of text.
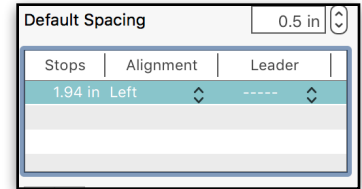
It may be **easier** to just use the vertical T on the Ruler. From the **View Tool**, choose **Show Ruler**. Use the **tip of the cursor** to drag the top of the T (First Line Indent) to the Right line.

Layout Tab

Tabs

▼**Tabs**

Default Spacing	0.5 in

| Stops	Alignment	Leader
1.94 in	Left	-----

TABS should be set before you start a document. There are **hidden** Left default **Tabs every half inch.** You can add **Leaders** here.

Easier, go to the **View Tool** and choose "**Show Ruler.**" Add a tab by **Control clicking** anywhere on the Ruler to **get the kind of tab** you want. **Drag** it **sideways** to **place** it, **drag** it **down** off the Ruler to **delete** it. When you set a Tab, all the hidden default Tabs to the left of it disappear.

▶ Left Tab
◆ Center Tab
◀ Right Tab
● Decimal Tab

Borders

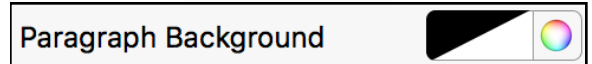▼ Borders & Rules

1 pt
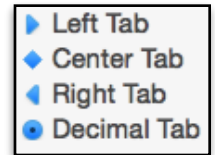
▼ Borders & Rules

None

BORDERS & Rules: Insert a **line** wherever your insertion point is. Add many lines by choosing a line pressing the Return Key. How far apart your lines are depends on the size of your font. Remove them by choosing None.
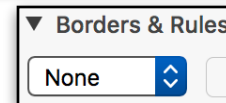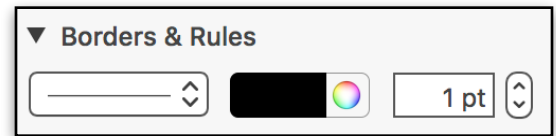
Highlight Text with Paragraph Background

Paragraph Background

Templates

Templates

Sixty **Templates** are offered. Most are **Word Processing**. Some have more than one page but you have to open them to find out. Some have Text Boxes which are discussed in Pages 2 Page Layout as they are more often used in Page Layout.

Double click on **Traditional Letter** (a typical **Word Processing** Template). Find it by scrolling down. I chose this because it has a mixture of **Placeholder Text** and **Text Boxes.**

NOTE Very Important: Format Panels automatically change depending on what is **selected** e.g.,When you select a **Text Box**, the **Style Panel** shows up. When you **select text** the **Text Panel>Styles** automatically shows up.

Text

Traditional Letter

Style	Layout	More
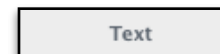
The title "From the Desk Of Urna Semper" is in a **Text Box containing Placeholder Text**. The **first click** shows you the text box, then click on "From The Desk Of" and then on "Urna Semper" to **select** and **replace** it with your text.

FROM THE DESK OF
URNA SEMPER

FROM THE DESK OF
URNA SEMPER

FROM THE HOME OFFICE OF
SHIRLEY ALLAN

Click outside the Text box and then inside the text box to see the **selection handles**, press the **Delete Key** to remove the Text Box. You will be left with a **"Stroke"** (line) and need to click on it to get the selection **handles** and press the **Delete Key** again to remove it.

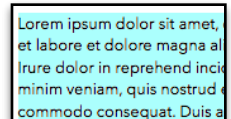FROM THE HOME OFFICE OF

SHIRLEY ALLAN

Click on the **date**, to choose the **date format** with the **double arrows.** Today's date will always show up; change the date by clicking on the calendar and choosing a date prior or in the future.
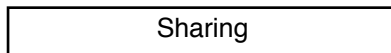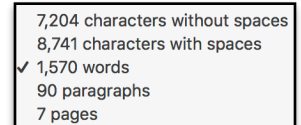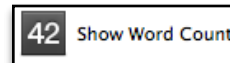
Choose Date Format

June 26, 2017

Set Date

Set to Today
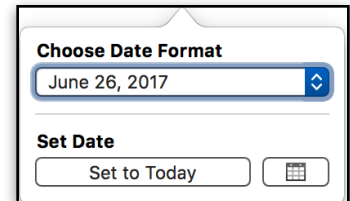
The **Address** and **Salutation** are **separate Placeholder Text blocks** meaning that each can be changed, or deleted individually.

Trenz Pruca
Company Name
4321 First Street
Anytown, State ZIP

Dear Trenz,
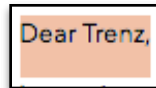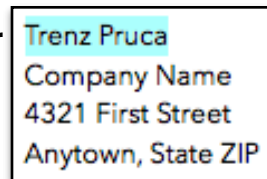
The body of the letter is a **Placeholder Text block** meaning whatever you type will replace the whole block of dummy text.

Lorem ipsum dolor sit amet, et labore et dolore magna al Irure dolor in reprehend incic minim veniam, quis nostrud commodo consequat. Duis a

View Tool or Menu and choose **Show Word Count.** It is superimposed on your document but does **NOT print.** Click on it to see how many paragraphs and Pages too. You can drag it to place it where you want it.

42 Show Word Count

1,570 words

7,204 characters without spaces
8,741 characters with spaces
✓ 1,570 words
90 paragraphs
7 pages

Sharing

Use the **Share Menu to** Send a copy. You may **add** things like Facebook, Twitter etc. **to the Share Menu** in System Preferences> Extensions > Share Menu. If you don't know if the recipient has Pages, use the File Menu and choose **"Export to a PDF."** You can use **Collaborate** only in documents saved in the Cloud.

Exporting

File Menu > Export allows you to send your documents to PC users. PDF (Portable Document File) is the safest (the receiver cannot edit the document). If you want them to be able to edit and know they have Word, choose it. It gives you two choices in Advanced > Format.

PDF...
Word...
Plain Text...
ePub...
Pages '09...

That's all folks !

▼ Advanced Options

Format ✓ .docx
       .doc (Word 1997–2004 compatible)

Templates

Menus