
Intro to Pages (Tools & Panels)

Pages documents are NOT backward compatible BUT you can use both the new Pages and old Pages. **Open the Version of Pages you want First.**



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

Preferences

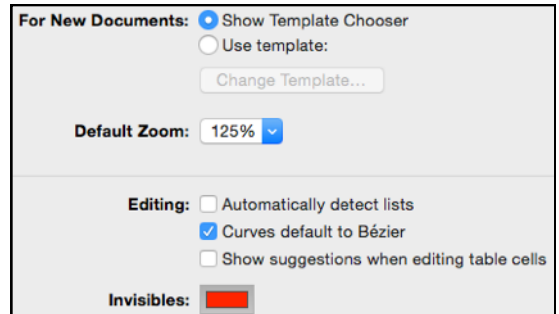
Click on the New Pages Icon (see above) to open it. Go to the **Pages Menu** and choose **Preferences**.



Click on **General Preference** and set each Preference. A Check mark in **“Curves”** allows you to manipulate curves with a sprouted wand in “Draw with Pen.” **No** check mark in **“Curves”** allows you to do the following:

Double-click points to toggle between straight and curved lines.

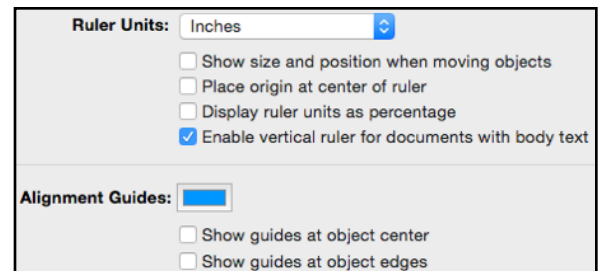
Drag a midpoint to divide a line and add a new point.



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



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.



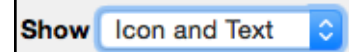
Set the Tool Bar

Double click on a **blank document**. You must have a document open before you can Customize the Toolbar. Go to the **View Menu** and choose **Customize Tool Bar**.

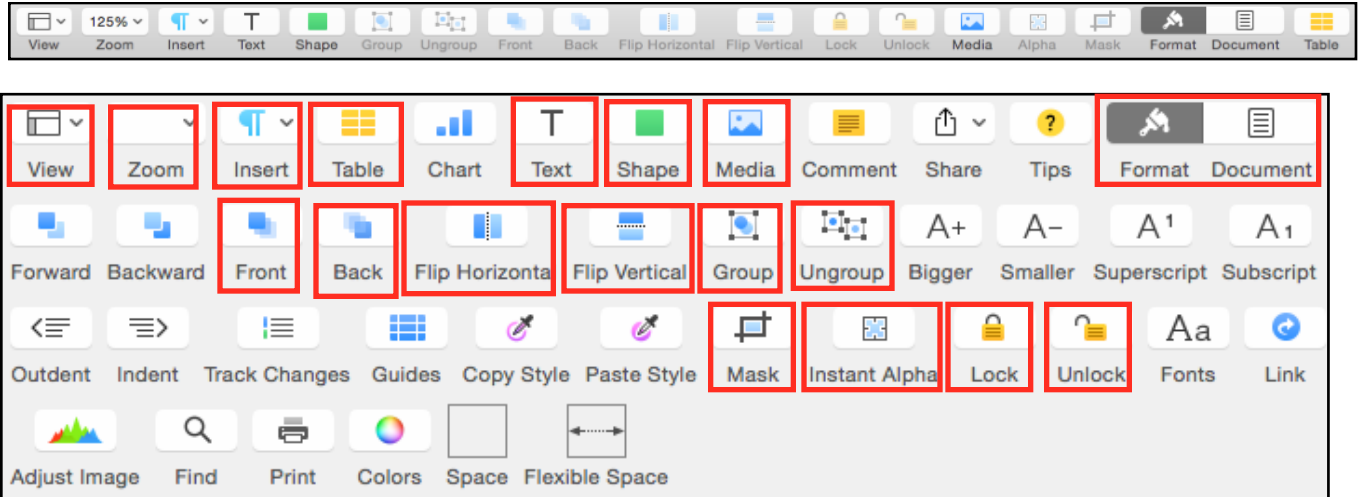
Pages uses **Tools, Menus, Keystrokes, and Contextual Menus** but I prefer Tools. Why? Because it is easier to choose which tool to use rather than search through Menus or memorize Keystrokes. Most sidebars and tabs open automatically depending on what is active on the document.

Put the tools you will use the most often at your fingertips. Drag the **spaces** separating the tools **off first**. **Drag sideways to rearrange**. **Format and Document** tools can't be separated. Those identified on the **next page** are the tools you will most likely use in Let's Compute's Pages Classes.

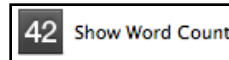
Be sure and select Show Icon and Text at the bottom so you will know what each means.



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Each Tool has its own uses, for example, use the **View Tool** and choose **Show Word Count**. It is superimposed on your document but does **NOT print**.



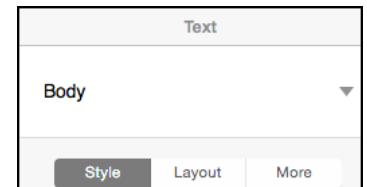
When you have Text on your screen, either Word Processing in the document or in a Text Box in a document, you will see side panels.

In **Word Processing** the **side Panel** is limited to TEXT.
Below that the Tabs are for Style, Layout and More.

Style: Font, Alignment, Spacing, Bullets & Lists, Layout and More.

Layout: Columns, Indents, Tabs Borders

More: Page breaks, hyphenation, titles etc.

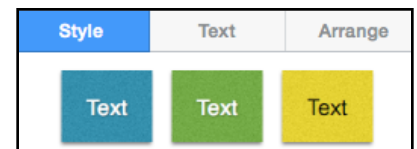


In **Page Layout** the **side Panel** offers STYLE, TEXT, ARRANGE.

Style: Text box styles, Fill Border, Shadow, Reflection and Opacity.

Text: Font, Alignment, Spacing, Bullets & Lists

Arrange: Object Placement, Text Wrap, Size, Position, Rotate, Lock and Group



Word Processing Vs. Page Layout

In Pages, the **templates** are not differentiated between Word Processing and Page Layout as they were in prior versions. Templates may be WP but contain media, shapes or text boxes. Currently, Business Cards, Flyers & Posters, Cards and the Miscellaneous "Elegant Brochure" are Page Layout format. Both Gay France and I use Page Layout format for many of our classes.

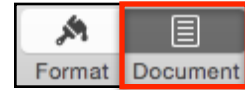
How can you tell if you are in a WP or PL?

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**.



Word Processing

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



Go to the **View Menu** and choose **Show Layout**. This will show your **Margins, Header and Footer**.

Set Up Your Document

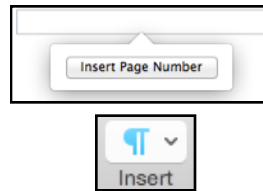
Use **Document Panel > Document Tab** to configure your document.

Your **Printer** and the **Paper Size** from US letters to Postcards 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.

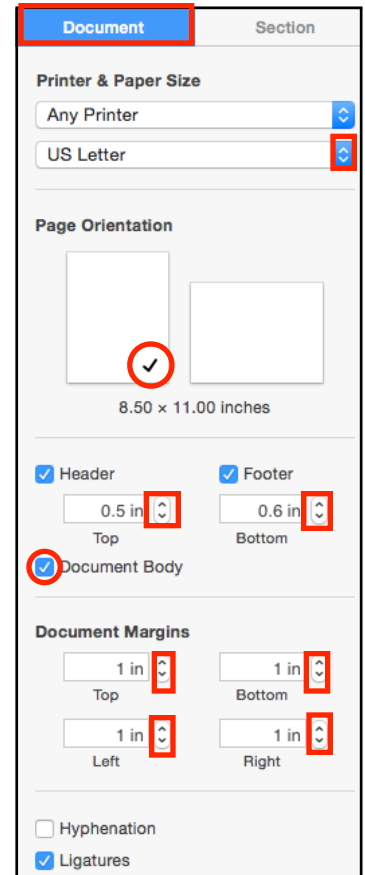
Header and Footer are **always present** in **WP** or **Page Layout**. Adjust the **placement** by using the **Top and Bottom** double arrows. **Delete** by **unchecking**.

Click inside a segment in a **Header or Footer** to see **Insert Page Number**. Click ON "Insert Page Number" to get options. Use the **Insert Tool** to add a **Date and Time**.



UNCHECKING **Document Body** converts a **Word Processing** to a **Page Layout** document. **NOTE: Unchecking will delete any text already in the document.**

Document Margins for Word Processing documents are adjusted with the double arrows. There is no margin adjustment for Page Layout documents.



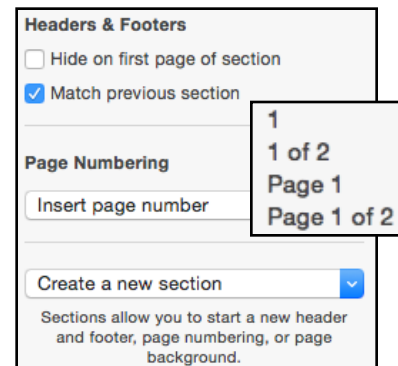
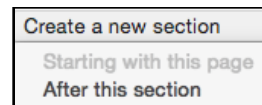
To automatically Hyphenate text when needed, check the box. The default "Ligatures" means connecting characters like the f / l and the t / h in the two examples. Not all fonts contain ligatures.



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

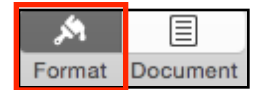


If you choose Create a new section "After this section" you will be able to move your pages independently of one another.



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Click on the **Format Tool** to bring up the Format Panel. A second click on the Format Tool will hide the Panel. To show it again click on it again or the >> in the Tool Bar.




In the **Format Panel**, click on the **Style Tab**.

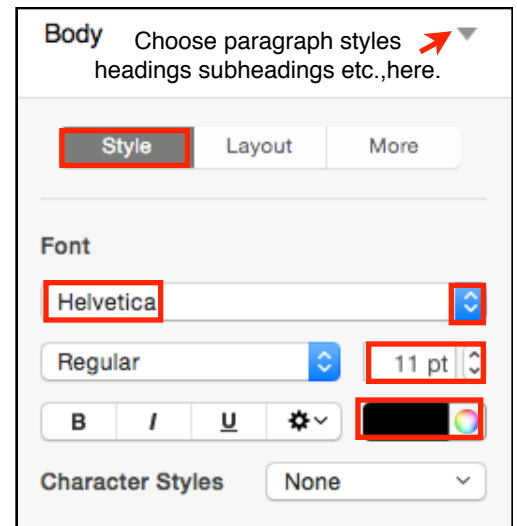
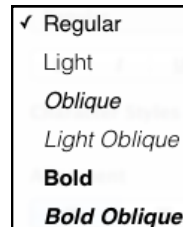
Font, Size & Color

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 it will be shown just below. If not, it will just say **"Regular."**

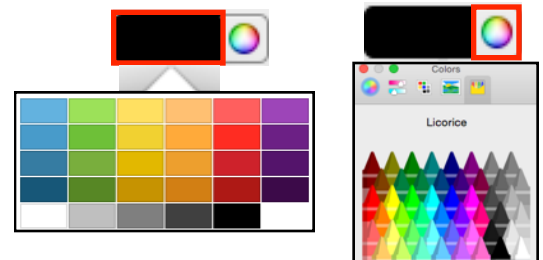
If the Font **has** Bold and Italic you will be able to use the **"B"** and **"I"** Buttons. If not, nothing will happen. All text can be underlined. The Action "gear"  gives you advanced options.



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

Character Styles will allow **Italic, Emphasis** (only if the Font has that Type Face) but you may use **Strikethrough, Underline** and **Red** for **all Fonts**. Link is easier to be activated with Control Click OR by choosing the Insert tool in the Tool Bar.

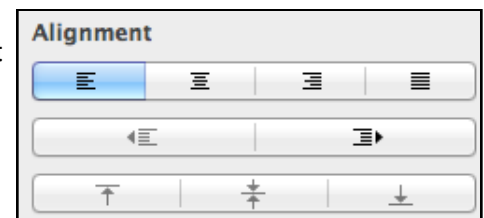
With your **name** still **selected**, change the **color** of your Name by clicking on the **Left side** of the **Color Tool** to bring up limited colors. Clicking on the **Color Wheel** on the **Right** will bring up the **System Colors**.



Alignment

Click on each to change the Alignment of your name. Your name does NOT have to be selected. Use Full Alignment only if you have enough text on your page. It makes hard margins on each side similar to newspapers and magazines.

Below is **Decrease** and **Increase Indent Level** which will move your text to the **right** with **increase** and to the **left** with **decrease**.



The last Alignment will place your text at the top, middle or bottom of a **cell** (in a table), **Text Box** or **Shape**.

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Spacing

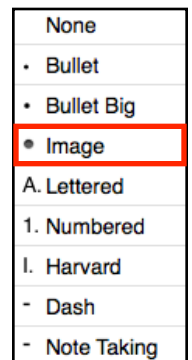
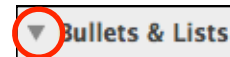
No need to **select** to change your spacing with the **double arrows** from single to 1.2, 1.5 or double. Click on the **Disclosure Triangle** to be more **specific**.



Bullets & Lists

Bullets & Lists has a wide variety beside the standards. Click on the disclosure triangle to find **Image Bullets**; scroll to see all.

To **indent** the list press **Tab**. **End the List** by pressing **return** **AND** then the **Delete Key**.



Still in the **Format Panel**, click on the **Layout Tab**.



Columns

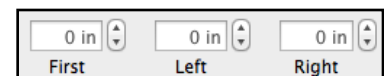
COLUMNS is the most useful. There is **no need to select** your text and you can change columns with the upper right double arrows from **one** through **eight**.

Open the disclosure triangle to adjust the width and gutters (space between the columns). Double click the Column width or the Gutter space to change.



Indents

INDENTS allows you to select 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 Indents on the Ruler. From the **View Tool**, choose **Show Ruler**. Use the **tip of the cursor** to drag the top of the margin (First Line Indent) to the Right.



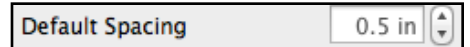
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Tabs

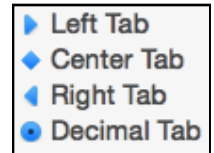
TABS should be set before you start a document. There are **hidden Left Tabs every half inch**. The Disclosure Triangle options may be confusing so try the following:

Go to the **View Tool** and choose **Show Ruler**.

Add a tab by Control/Right 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 Tabs to the left of it disappear.



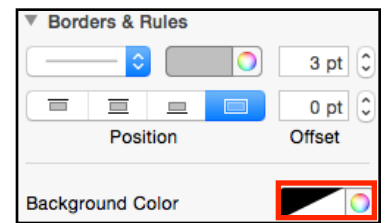
Default=hidden tabs every half inch.



Borders

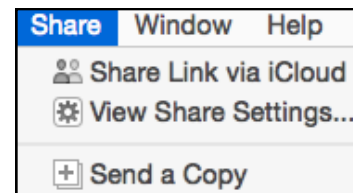
BORDERS & RULES: Insert a **Rule (line)** wherever your insertion point is. Add many lines by choosing a line pressing the Return Key. Delete Key removes.

Add a **Border to your Name**. Open the disclosure triangle. Choose the type of line, Color and Size. The Offset is how close the Border is to the text. The top color choice is for the Border, the bottom for Background (the background will not fill the surrounding border though it works well with the other three). The diagonal line in the Background Color indicates No Color.



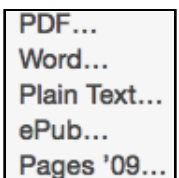
Sharing

The **Share MENU** gives you the option to share a link via iCloud (where you can allow the document to be edited or not and to set a password (View Share Settings) OR to send a copy.



Exporting

File Menu > Export allows you to send your documents to PC users. PDF (Portable Document File) is the safest (but 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.



This lesson has been on the Tools and Panels that you will primarily use in **Word Processing**. In the next lesson you will use templates to understand **Page Layout**.

