

Saint Augustine Mac User Group

Pages Presentation

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1. Presentation was opened by resetting Web page to open with Apple-Hot News-All

- a. Go to Google and search for: **Apple Hot News** and open the listed web page.
- b. Go to toolbar > Safari > Preferences > General > Home Page and select **Set to Current Page**. Your Mac's Safari will now always open on apple.com/hotnews.

2. Pages can be purchased in three ways and formats: Mac, Mac App or iPad App

- a. Pages is a part of the iWork program available as an Apple software CD from the Apple Store in Jacksonville. Purchase iWork online by selecting Hot News > Store > Mac Accessories > iWork
- b. In the **Apple-Hot News-All** webpage select the header icon **The Mac App Store. Now open**. Then select the Folder tab **Great Mac apps**. Scroll down to open the icon **Apps by Apple** and select **Learn More in the Mac App Store** to review and/or purchase the Pages only application from the Apps download for only \$19. 99. All three of aforementioned iWork's programs, Pages, Numbers or Keynote can be purchased separately as an App for \$19.99 each. Download time takes approximately 12 minutes on each.
- c. Pages is also available as an iPad App for only \$9.95. Review the features webpage at: <http://www.apple.com/ipad/features/pages.html> Select **Visit the App Store** to purchase"

3. Pages video Overview: <http://www.apple.com/iwork/pages/> select > Watch Pages Overview

4. iWork.com provides sharing your Pages documents with your associates

iWork.com makes it easy to share your work online. iWork.com is a free service offered by Apple in which to submit your Pages, Numbers or Keynote creation to a cloud website. You insert the email addresses of your friends or clients that you want to alert that this document is in the cloud. They can request to view this document, then make notations for corrections or additions to your document and resend that info to to you. To use iWork Sharing it requires a free User Id registration to Apple to submit documents to the iWork site. To learn more about iWork.com go to: <http://www.apple.com/iwork/iwork-dot-com/>

For more info on iWork > Google ~ **iWork**

5. To learn more about **Apple ID** or to create an Apple ID account go to:

<https://appleid.apple.com/cgi-bin/WebObjects/MyAppleId.woa/>

6. TIP ~ PDF file tip

Any document or image can be saved as a PDF file by selecting the document > select print and then go to the PDF pull down menu and select **Save as PDF**. In the Print window the default is only set at- **Print Headers and Footers**, which eliminates many of the photos from the saved PDF. Be sure to also select ~ **Print Backgrounds** to insure all images will be saved into the PDF file and look exactly like the original Web page.

7. Pages '09 User Guide

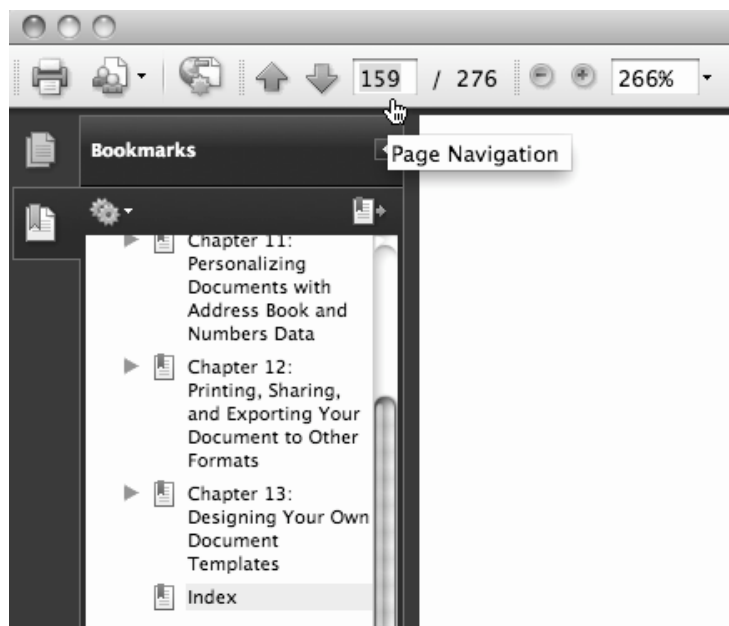
The 276 page. January 15, 2011 edition, of the fully (color) illustrated Pages '09 User Guide can be downloaded from the Pages toolbar → Help → Pages User Guide.

a. Pages User Guide '09 *Toolbar Settings*:

To ensure ease of reading the Pages '09 User Guide; Or to those using small screen laptops, it is beneficial to select the green Zoom button in the upper left-hand corner of your User Guide's window toolbar to expand the document to maximum size

b. *Navigation Pane*:

The User Guide menu appears in the left hand column of the screen. This can be turned on or off by going to your Adobe Reader Toolbar → View → Navigation Panels and select **Show Navigation Pane**.



Note: The Alphabetical Index is listed at the bottom of the menu column.

c. *User Guide Page Size*:

Default setting is at Actual Size. For those of you with Laptops or desiring to review the page in the largest size and font: Go to your Adobe Reader toolbar → View → Zoom and select → **Fit Width**.

d. *Tip - Page Location Tip*

Once a subject is located within the Chapter or Index, double click on the page number to open the specified page.

8. Pages Startup

The default is set to open Pages in the Template Chooser allowing you to view a thumbnail image and select any of the template offerings. Personally, I prefer to have Pages automatically open with a Word Processing blank page document. This action can be set via...

Pages → Preferences → General → and select → Open template: Blank

If Pages is set to open in a blank template and you desire to create a special document the template menu can be opened by going to: Pages toolbar → File → New from Template Chooser.

9. Headers and Footers

One of the mysteries I first encountered in Pages was the mysterious borders that appeared when the cursor is hovered over the top or bottom of the page. Unfortunately the Pages User Guide is rather vague about this feature. These are areas to insert information or a company logo to appear on every page, or the Logo in the Header on the front page only and company contact information in the footer on all pages.

For an example of this feature go to the Template Chooser and select the Vienna Letter. Note that when you hover the cursor over the logo at the top of the page the Header border will appear, the same in the footer area. Or in the Green Grocery Letter template only the footer contains company info (that would appear on every page).

On my Blank page document I elected to turn off the default's empty Header border by:

Going to Inspector → Document → Document Margins → and clicking to deselect the checkmark in the Headers checkbox. Note that Footer was left on as this is the area where page numbers are located.

To turn on the automatic page numbering feature go to: Pages toolbar > Insert > select Auto Page Numbers...

10. Trivia


The sample text found within the Template documents is known as Lorem Ipsum

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy.

11. *Created a sample draft of an Apple Sauce article on Pages from a Webpage during the Presentation*

Pages
By Apple Inc.



Pages '09 is both a streamlined word processor and an easy-to-use page layout application. It allows you to be a writer one minute and a designer the next, always with a perfect document in the works.

Pages starts with an enhanced Template Chooser that lets you skim through more than 180 Apple-designed templates. You can easily create stunning documents, ranging from a simple letter to a professionally polished resume to a newsletter and more. Or start with a blank page and create your own design on a free-form canvas. Whatever you write, Pages puts powerful tools at your fingertips. So you can create beautiful, media-rich documents in minutes.

[Apple Inc. Web Site](#) [Pages Support](#)

Tip: Photo manipulation

Photos can be moved around Pages by clicking on the image to select, and dragging it to a preferred location. Images can be resized by dragging a handle in the corner of the selected image in or out. Image can be rotated by selecting image, holding down the command key and rotating from one of the grab handles. Minute movement adjustments can be made by selecting image and moving by clicking on one of the keyboards movement keys.



Authors and Aspiring Authors

ePub is a writing layout format required for publishing in ebook format such as Barnes and Nobel and others. Amazon uses their special Kindle layout format. Pages now supports ePub formatting as seen on pages 255 ~ 257 in the latest 1/05/2011 edition of the Pages '09 User Guide.

13. **Tip: Google is Your Friend !!!**

Type in Google ~ **Pages ePub** to find all the latest information regarding this topic.

Authors and Aspiring Authors (continued)

Barnes and Noble's PubIt now offers a free venue for book authors to try their wings!

Submit your book in ePub format ~ You set the selling price ~ Barnes and Nobel will place your publication on their webpage eBook listing "Free!" ~ they will take a commission, depending on the price of your listed book from every sale.

Once again go to Google ~ and type in **PubIt** for complete info !

Current Barnes and Nobel ebook catalog can be seen at:

<http://www.barnesandnoble.com/u/pubit-self-publish-ebook-publishing/379002433/>

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when you sell your books with
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“PubIt! has been an incredible experience...one of the best decisions I ever made!”

— H.P. Mallory, author of *Fire Burn and Cauldron Bubble and Toil and Trouble*

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[Create an Account](#)

IMPORTANT !

Additional Pages Tips

(Discovered after I had Handout sheets printed)

1. Go to your Applications folder and locate your Pages icon ~ probably in your iWork '09 folder. Select/Highlight the Pages icon > Go to the Finder toolbar > File > Get Info.

The Get Info window should read 297.2 MB...Modified January 6, 2011.

If not go to your Apple logo in upper left hand corner of screen and run Software Update.



2. Once verified (or updated) as/to January 6, 2011 version, click and hold on your Dock's Pages icon and drag it into your finder window to delete it in a puff of smoke. Select the Pages Application icon in your Applications folder and drag the image down to your Dock to create a fresh Dock Pages Image to match your latest Pages '09 Application.

3. Go to your Home folder and select > Library folder > Preferences folder. In List View locate and drag the following plists down to your Trash. Note-Fresh plists will automatically regenerate when Pages is opened again.

Trash the following plists

