Pages 5 Tutorial

This tutorial is primarily focused on using Pages on an Apple desktop computer - an iMac or MacBook. See the final section for information on Pages on an iPad/iPhone.

Choose a Template
Lots of choices. Use Blank most of the time, but look them over. Letterhead, Cards, Posters - all good starting places for documents you might want to create. For example the template to 'sell a scooter' saves you a lot of work in layout, change the photo and copy for your own needs.

Select an Essay Template and you will see it is nicely laid out with 'Latin' text. You simply click on the text starting with the title (Geology 101 Report) and it is highlighted so you can type your own essay right over it. Or use Dictation and simply dictate your text - turn on in System Preferences.

Most of the time, select **Blank** and you see it sort of looks like Microsoft Word with a big white space, but is also quite different. When you start typing you see its a regular word processor. I like it better than Word because it is so graphic, so easy to add photographs, tables or graphs.

We all should know how to use a word processor from our business careers, so we'll spend most of our time looking at the right side of the screen - which Apple calls the **Inspector**, where you have two choices: **Format and Document**.

Format
Paragraph Style Selector: Body, Title, Subtitle, Header styles. By default you use Body style text. Experiment adding Title style. Once chosen, you can modify the font easily.
Style -
Font - change font, regular/light/bold/oblique
Font buttons for B, I, U and color
Character Styles - italic, emphasis, strikethrough, underline and color
Alignment - buttons for: Left, centered, right, justified
Indentation - increase or decrease
Spacing of lines - single, 1.5, double
List Styles - Bullets, Lettered, Numbered

Layout -
Columns - one, two, three columns
Indents - Left & Right
Tabs - control spacing of tabs
Borders & Rules - Lines (solid & dotted) around document

More -
Pagination & Breaks - start paragraphs on new page
Hyphenation - Remove paragraph hyphenation

Document
Document - Global options like page orientation, paper size, printer to use.
Control size of Headers and Footers. Control size of Margins - Top, bottom, left & right.
Section - controls Headers & Footers, Page Numbering.

Notice Buttons at top. **Insert - Table - Chart - Text - Shape - Media - Comment - Share - Tips**
Insert - add Page Break, Page Numbering, Footnotes.
Table - click and chose style. Once inserted, you can change rows and columns with little arrows.
Shapes - add shapes and colors. Select a line or arrow or curve.
Media - add Photos, Music or Movies.
Comments - You can hide comments or instructions to your readers that are not part of the printed document.
Share - send a link via iCloud or a copy of the document via Email, Text or Air Drop.
Tips - click to show helpful hints about Pages.

With Pages it is easier to add a image than Word. Click on Media at top to add photos from iPhoto. Also drag from Desktop or 'cut & paste' anywhere onto the Pages document. Easy to size bigger or smaller. Yellow Alignment Guidelines pop up and are great aids.
Chose the Newsletters template. Customize by adding pictures from iPhoto, resize, add borders.

Under **View Menu** (or View Button) you can show Page Thumbnails, Word Count or Ruler (to adjust margins and add tabs).
Add Headers or Footers by clicking on the top or bottom of document, including Page Numbers.

Check Spelling and Grammar by clicking on **Edit/Spelling and Grammar**.
Add Tabs by clicking inside the ruler at top of page.
Highlight a segment by highlighting the text and clicking on **Insert/Highlight**.

You can **Share, Save or Export** your document. Click **Share Button** and chose the option to send a copy via email as either a Pages, PDF or Word document. Use File/Save to save a copy to iCloud or your computer. Or use File/Export to create a copy to send somewhere else as a Pages, PDF, Word, Plain Text or Pages '09 document.

You can open MS Word documents and save your Pages document as Word Doc file or PDFs.
And Export to PDF or MS Word for friends without a Mac or the Pages software.

Pages on a iPad/iPhone is essentially the same program as on a Mac with similar layout and menus. **Handoff**, the ability to start a project on an iPad and finish it on a MacBook is appealing.

Apple of course has a full tutorial on Pages with a lot more detail than can be presented here. Go to: ***http://help.apple.com/pages/mac/5.5/***
Excellent free tutorial videos on Pages for a Mac and Pages on an iPad can be found at David A. Cox's website: ***http://pcclassesonline.com***

As always, find all our RMUG materials on our club website at: **http://rmug.weebly.com**