Learn Pages on the Mac

1. What is Pages?

1.1. Part of Apple's suite of productivity apps, a nice (and free!) alternative to Microsoft Office

1.2. Word processor and lightweight page layout tool

2. Getting started

2.1. Pick a template (File > New…)

2.2. Select a particular template

2.3. Or pick a blank template and start writing

3. A tour of the interface

3.1. Toolbar

3.1.1. Rest pointer on a control to get a tooltip

3.1.2. Customize it: View > Customize Toolbar…

3.1.2.1. Drag tools on or off toolbar, or drag to rearrange them

3.1.3. View

3.1.3.1. Most handy for thumbnails, especially in page layout document

3.1.3.2. Also good for collaboration and notes

3.1.4. Zoom

3.1.5. Add Page

3.1.6. Insert

3.1.6.1.   Things like page breaks, adding links, column breaks, page

numbers

3.1.7.   Table, Chart, Text, Shape, Media, Comment (once text or an item is

selected)

3.1.8.   Collaborate

3.1.8.1.   Store a document in iCloud then invite others to collaborate on it,

make changes, add comments, etc.

3.1.9.   Format

3.1.9.1.   Reveals the Inspector

3.1.9.2.   Contents of the inspector window change depending on what text/

object has been selected

3.1.9.3.   Some inspectors have multiple panels (e.g., Text Inspector has

Style, Layout, More tabs)

3.1.10. Document

3.1.10.1. Set margins, header and footer size, and page orientation for the

document, handle page numbering, and more

4.   About templates

> **Exercise: Open the templates called Term Paper and Museum Brochure and follow along**

4.1.   Word-processing documents (like Term Paper) add pages automatically

4.2.   You add new pages manually to a page layout document (like Museum

Brochure)

    4.2.1.   Click the Add Page button in the toolbar

    4.2.2.   Or duplicate a thumbnail (Edit > Duplicate Selection)

  4.3.   Placeholder text

    4.3.1.   Click and type to replace the text, or paste something in

  4.4.   Media placeholders

    4.4.1.   Images, audio files, movies

    4.4.2.   Drag your media in to replace the placeholders

5. Formatting and working with text

  5.1.   Select text and use the text inspector

    5.1.1.   Drag across text

    5.1.2.   Double-click to select a word

    5.1.3.   Triple-click to select a paragraph

      5.1.3.1.   What is a paragraph? Anything that ends with a return character.

        5.1.3.1.1.   Could be several lines long, could be one line long, could be a

                blank line

        5.1.3.1.2.   When you type, let the words wrap automatically

    5.1.4.   Styles

      5.1.4.1.   Styles are collections of formatting features, easy to apply

            consistently to your text and easy to change anywhere the style

            appears in the document.

        5.1.4.1.1.   Font, size, color, bold, italic, underline, margins

        5.1.4.1.2.   A great time-saver

5.1.4.2.   Paragraph style

    5.1.4.2.1.   Select a paragraph(s), apply a style

5.1.4.3.   Create a style

    5.1.4.3.1.   Format text the way you want it

    5.1.4.3.2.   Click the style down arrow, then click + button and choose a new style

5.1.4.4.   Change a style

    5.1.4.4.1.   Alter the text as you see fit

    5.1.4.4.2.   An asterisk next to a style's name indicates text associated with a style has changed…it has been overridden

        5.1.4.4.2.1.   Click the style, click the right arrow to expose a menu, and choose Redefine from Selection

        5.1.4.4.2.2.   Or click the Update button

5.1.4.5.   Copy and paste a style

    5.1.4.5.1.   Click in a paragraph and choose Format > Copy Style

    5.1.4.5.2.   Click in another paragraph and choose Format > Paste Style

Exercise: Open the file called Sample 1

5.2.   Under the Style tab

5.2.1.   Change font, style, size, color

    5.2.1.1.   Format > Fonts > Show Fonts

    5.2.1.2.   View > Show Colors or click the color wheel

5.2.2.   Align the text

5.2.2.1.   Indent and outdent; most helpful when using an outline style

5.2.3.   Change the line spacing

5.2.4.   Add bullets and lists

5.2.4.1.   Select the text and apply a bullet or list style

5.2.4.2.   Insert or add more items

5.2.4.3.   Press return twice at the end of the list to stop the style

5.3.   Under the Layout tab

5.3.1.   Create columns

5.3.1.1.   Select the text, click layout, select the number of columns

5.3.1.2.   Click Insert > Column Break to break up the columns

5.3.2.   Margins and tabs

**Exercise: Open the file called Sample 2
as we fiddle with the margin and indent margins.**

5.3.2.1.   Set indents or tabs in the inspector

5.3.2.2.   Or use the ruler (View > Show Rulers)

5.3.2.2.1.   To apply changes to a paragraph, just click in it; no need to

select the text. Each paragraph can have a different look.

5.3.2.2.2.   Left margin marker

5.3.2.2.3.   First-line indent

5.3.2.2.3.1.   Drag to set left margin marker and first line indent

together

5.3.2.2.3.2.   Option-drag to set left margin marker separately

5.3.2.2.3.2.1.   Keep left margin marker to the left of the first line

indent marker to create a paragraph with an indent

5.3.2.2.3.2.2.   Keep left margin marker to the right of the first line

indent marker to create a paragraph with a hanging

indent

5.3.2.2.4.   Tabs

Exercise: Open the file called Sample 3 as we learn about tab settings. Hint: We'll need the Text Inspector.

5.3.2.2.4.1.   Click to add a tab, double-click to change it, drag to move

5.3.2.2.4.1.1.   Left, center, right, and decimal

5.3.2.2.4.1.1.1.   Decimal tabs line up columns of text on a

character, like a decimal point

5.3.2.2.4.1.2.   Drag a tab marker off the ruler to delete it

5.3.2.2.5.   Right margin marker, drag to set

5.3.2.2.6.   Borders and rules add lines or boxes above, below, or around

text

5.4.   Under the More tab

5.4.1.   Avoiding widows and orphans, keeping paragraphs together, ligatures

and hyphenation, etc.

5.5.   Find and replace text

5.5.1.   Choose Edit > Find… > Find (or press command-F)

5.5.2.   Set options to Find, Find and Replace, Match Case, or Whole Words

6. Adding objects

**Exercise: Open the file called Sample 4
as we play with objects and the inspector**

6.1.   Click the Shape button, drag one in, then customize it

6.1.1.   Change its color, fill, border, shadow, reflection or opacity

6.1.2.   Type text into it and format it like any other text

6.1.3.   Arrange the shape so that it moves with text or stays on the page

6.1.4.   Choose the way text wraps around it

6.1.5.   Align a several shapes precisely, using guide lines

6.1.6.   Change the size (or drag it by a handle), position on the screen, rotate it,
change the corner radius (if there are rounded corners), and group and
lock them

6.2.   Drag in a table, then customize it

6.2.1.   Adjust how it looks (gridlines, headers, footers, alternating row color, row
and column size (or drag to set column width and row height)

6.2.2.   Format the content of cells (number, currency, text, etc.), color fills,
borders

6.2.3.   Format the style of cells and the alignment of the content and whether or
not it wraps in the cell

6.3.   Drag in a chart, then customize it

6.3.1.   Choose chart styles, options, fonts colors, etc. to change the look of it

6.3.2.   Label the axes and choose scales, labels, gridlines

6.3.3.   Add value labels, trendlines, and error bars

6.4.   Text box

    6.4.1.   Use this when you need to put a block of text at a random place on a

        page

    6.4.2.   Format it with the usual text settings

6.5.   Media

    6.5.1.   Click to insert pictures, movies, and music from your photos and music

        Library

6.6.   Comments

    6.6.1.   Click in a document, click the Comment button, and add a comment

    6.6.2.   Set up Comment preferences in Pages > Preferences… and click

        General

6.7.   Many of the options are similar for all types of objects

7. Collaborate

7.1.   Save the document in iCloud

7.2.   Click Collaborate and choose how you want to share the file along with share

    options

7.3.   Send the invitation

7.4.   Multiple people can work on the document at the same time

7.5.   Use Edit > Track Changes

    7.5.1.   When a contributor makes a change, it's highlighted in the document and

        can be accepted by the author

8. Compatibility

    8.1.   Pages opens Word files; drag the Word file on top of the Pages icon until it darkens

    8.2.   Pages exports to PDF, Word, rich text, plain text, and ePUB formats (File > Export To…)

9. Pages on iOS

    9.1.   Free download from the App Store (if it's not already on your iPad or iPhone)

    9.2.   Save Pages files on your device, or in iCloud and work on them with any of your devices

10. Pages at icloud.com

    10.1. Save documents in iCloud. Changes are stored in iCloud and wirelessly pushed to all your devices.

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3/1/2021