

# Exploring Pages 5 Workshop

Date: 2015-01-27

This workshop will explore some of the basic features of Pages 5, the latest version of this app. Basic features will include working with text, adding and manipulating images, working with simple tables, and sharing documents with others.

Links to additional resources will be provided.

## Introduction

- Using Pages ver 5.5.2
- Explore the user interface (toolbar, etc.)
- Work with text
- Work with images
- Work with tables
- Work with documents
- Show mail merge, if there is time

## Outline

1. Get started
2. Normal document
3. Page layout document
4. Format and manage documents
5. Add and manage images
6. Add and manage tables
7. Share and export
8. Resources

## Get Started

- Top Menu
- Preferences
- **Tip:** Change View: show layout - show ruler - show thumbnails
- Toolbar
  - view - zoom
  - insert - table - chart - text - shape - media - comment
  - format - document - share - tips
- Customize Toolbar - add print button
- Format window
  - Changes - depends on what you are doing
  - Style: style choice -font - alignment - spacing - bullets
  - Layout: columns - indents - tabs - borders - background
  - More: pagination - hyphenation - paragraph style
- Document Window
  - Document: printer - page orientation - document margins

- Section: headers & footers - page numbering
- Share Button
  - share via iCloud: mail - messages - more
  - send a copy: mail - messages - airdrop

## Normal Document

- Show template options
- Open a new document
  - Select Format in tool bar
  - View > show layout
- Body - Header - Footer
- Add sample text
- Format the text
  - styles - fonts alignment - color - bullets
  - Head 3 > remove border > update
- Add header & footer
- Insert page break > add more text

## Page Layout Document

- Create blank document
- Convert to page layout
- Paste text
- Add new page & paste text
- Show differences in the format tool
- Hover to see header and footer
- Open a page layout template

## Add and Manage Images

- Open new document
- Add text
- Add image using the media button
- Resize
- Change text wrapping
- Show Inspector options
  - borders
  - shadow
  - reflections
- Adjust the image

## Add and Manage Tables

- Add a table
- Show the format options
- Add numbers > insert a formula

- Manage rows and columns
- Move cell, move row, move column

## Share and Export

- Share: iCloud > mail, messages, airdrop, Facebook, twitter, copy link
- Share: Send a copy > mail, messages, airdrop
- File > Export: PDF, Word, plain text, ePub, pages 09
- File > Open: Word, RTF, plain text

## Format and Manage Documents

- Setup - modify document
- Get additional Templates - APP Store - Inspiration Set (\$)
- Create a Template
  - highlight text to be swapped
  - format > placeholder text

## Resources:

- Video: [David A. Cox Pages 5 Tutorial](#)
- E-book: [Take Control Of Pages 5](#)
- Video: [Apple Pages 5 Tutorial 2014 \[Video\] | AnsonAlex](#)