

Exploring Pages

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April 28, 2016
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Introduction to Pages 5 (version 5.6.1) - requires at least OS X 10.10 Yosemite

Pages 5 is a powerful word processor that allows you to create beautiful documents. This replaces the previous version, Pages '09.

Menu bar—quick overview

Pages, File, Edit, Insert, Format, Arrange, View, Share, Window (Command-M to minimize), Help

Customizable tool bar (View→Customize Toolbar)

View, Zoom, Insert, Table, Chart, Text, Shape, Media, Comment, etc.

Add to, or delete icons

Pages Basics

Create new document

Header, Footer, Page Numbers, Footnotes

Open existing document

Choosing a Template

Dictation setup

Apple→System Preferences→Dictation & Speech→On→Shortcut→Fn Key Twice

Work on Editing a document

Inspector

Using styles to format title

Subtitle formatting

Body style

Spacing

Insert pictures - sizing, frames, reflection

Insert short movie - drag and drop

File→Save, to save documents to your computer

Universal share symbol

Classic Letter Template

Update using your own heading information.

Save as your own letter template.

No need to type in your information each time

Then File→Save as template.

Name your template.

To rename or remove one of your own templates, Control+Click on the template. Options pop up to rename or delete.

Using a Template for a Recipe

1. Choose template - Journal Newsletter
2. Insert picture. Copy and paste from document.
3. Format the title (font, size, etc.).
4. Format the subtitle (2 lines of subtitles).
5. Text box - serves 4 to 6.

6. Format “Ingredients”. (bullets, free form)
7. Method - format.
8. Picture at bottom of Page 2.
9. Save as a new template.

To save as your own template, highlight the information you want to swap out and then go to Format→Advanced→Place Holder. Do this for each item you want to swap out.

Page Layout Document

File→Convert to Page Layout
Insert a shape
Insert a text box
Insert another shape
Insert photo
Try out some formatting
Good for creating flyers
Example of Christmas party flyer

More Practice with Formatting

Headers
Change heading styles
Update body style
Copy and paste style
Bullets
Add a shape with text
Insert page numbers

Exporting Documents

Universal share symbol

Other ways to share - from menu bar

File→Export→PDF, Word, Plain Text, ePub, Pages '09

Keyboard Shortcuts

- Command-Option-I hides or shows the Inspector.
- Command-R shows the ruler.
- Command-O opens a document.
- Option-Command-C copies a format style.
- Option-Command-V pastes a format style.
- Command-Z (Edit→Undo) is your best friend!
- Command-M minimizes a window.
- Command-P sends document to printer.
- Other Mac keyboard shortcuts will work in Pages.

Pages on iOS Devices

[Pages for iOS Full Tutorial](#) by David A. Cox

<https://youtu.be/kmj04ZNS6u8>

This is an excellent tutorial showing how to use Pages on an iPad. David gives many tips and personal suggestions.

Resources

Apple Pages 5 Tutorial for Mac OS X - Quick Start

Anson Alexander

<https://www.youtube.com/watch?v=IHlaQ1OdjzA>

Pages 5 - Full Class with Extras 2013

David A. Cox

<https://www.youtube.com/watch?v=1RyUYMhpXMw>

Using Styles in Pages

MacMost.com

<http://macmost.com/using-styles-in-pages.html>

Basic Document Layout Techniques In Pages

MacMost

<http://macmost.com/basic-document-layout-techniques-in-pages.html>

Using Alignment Guides

MacMost

<http://macmost.com/using-alignment-guides.html>

Rearranging Sections in Pages

MacMost

<http://macmost.com/rearranging-sections-in-pages.html>

Creating Templates in Pages

MacMost

<http://macmost.com/creating-templates-in-pages.html>

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