

Header for Pages class

Header (appears on every page)

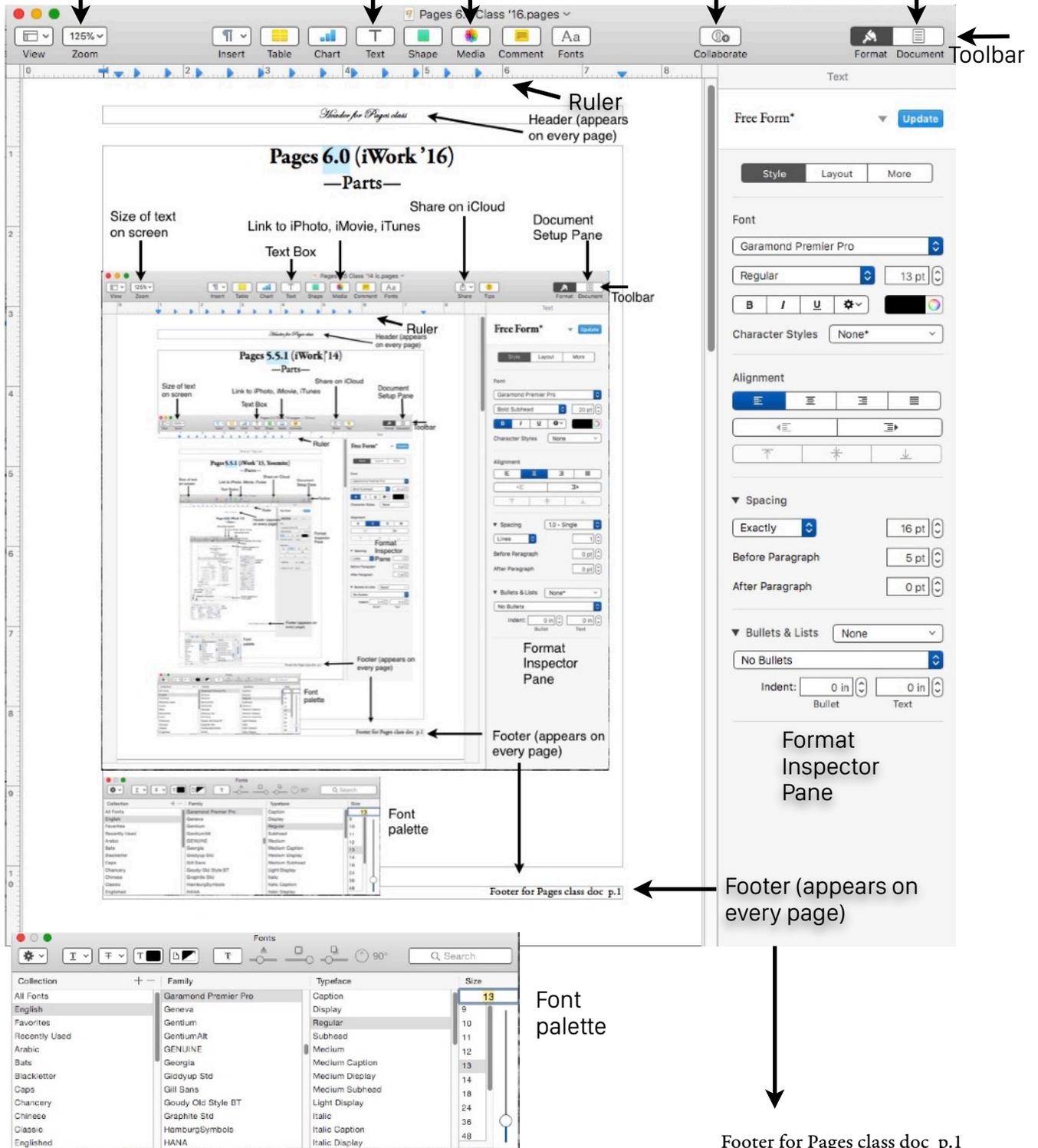
Pages 6.3 (iWork '17) —Parts—

Size of text on screen

Link to iPhoto, iMovie, iTunes

Share on iCloud

Document Setup Pane



Header (appears on every page)

Size of text on screen

Link to iPhoto, iMovie, iTunes

Share on iCloud

Document Setup Pane

Text Box

Header (appears on every page)

Toolbar

Format Inspector Pane

Font palette

Footer (appears on every page)

Footer (appears on every page)

Font palette

Footer for Pages class doc p.1

Pages 6.3 Exercises

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1. Type 3 paragraphs of a fictional letter. Only hit the return key when you start a new paragraph. The blinking insertion point indicates where the letters that you type will appear. The insertion point can be moved by clicking the mouse or by using the arrow keys. You can not move the insertion point to somewhere you haven't typed yet.
2. Selection. Click and drag over some area of text. It should turn some color. This text is now selected. Notice that the insertion point has disappeared; typing a letter or number will replace the selection. Be careful! Click somewhere outside of the selection to de-select and bring the insertion point back. Double-click on a word; the word is selected. Triple-click to see what gets selected. Select everything in the document by choosing **Select All** from the Edit menu. (Use \uparrow -click to select text blocks, \uparrow -arrows to add/subtract to selection and ⌘ -click for noncontiguous text.)

Formatting commands act upon whatever is selected. If nothing is selected, the command might act on nothing; on the next characters you type; on just a word, paragraph, or section that contains the insertion point.

3. Document Formatting. Move the insertion point to anywhere in the document (trick instruction). If the Document Setup pane is hidden, click on the . Click on the first tab (Document). Change the margins. Note that these controls change the entire document. Document formatting only occurs in this one pane. Go back to the Format Inspector . 
4. Character Formatting. Select one or more characters in the first paragraph and change its **font**, **size**, **style** and **color**. Note that the changes only effect the characters that are selected. *Italic* and **bold** require that the font support these styles. Select all of the characters and change their character formatting to Times, 18 point, plain and black. Each character in your document can have different character formatting. Character formatting can be made from the Format->Font menu (style, size and typography), the Font palette (font, size, style, shadow, color, background color and typography) and the Inspector (font, size, style, shadow, text color, fill color, character spacing and more).
5. Word Formatting. Move the insertion point inside any word inside the second paragraph. In the Style Inspector, gear menu, you can adjust the character spacing. If you select just one character, it acts upon just the space after the character. Also tighten/loosen in the Format → Font → Character Spacing menu.
6. Paragraph Formatting. Click the Line Spacing arrows up and down. Note that the change only effects the paragraph where your insertion point or selection is located. Change the justification (alignment), and before and after spacing. Click on the Layout tab. Change the

first line indent, left indent, right indent. Select the entire document and change the paragraph formatting of all of the paragraphs (set left indent and first line to 0). Paragraph formatting can be made from the Format Inspector or the ruler. Tabs (covered later) and lists are also part of paragraph formatting.

7. Columns. On the Format Inspector, click on the second tab (Layout). Change the number of columns. Column changes affect the entire document unless you select just the paragraphs you want change. This can be tricky, you must select the entire paragraph (including the invisible ¶), no more and no less. Change the columns for the document to 1, select a paragraph and give that paragraph 2 columns. Add enough text to balance the columns (both columns with equal lines).
8. Section Formatting. Move the insertion point to just before the first word of the second paragraph. From the Insert menu, select “Section Break.” Click inside the box at the bottom of the page (the footer). Type your name, hit the TAB, Insert->Page Number. Move the insertion point to just before the first word of the third paragraph. From the Insert menu, select “Section Break.” Note that the footer has carried over with the new section. Change one footer, and both footers will change. On the Document Setup Pane, click on the second tab (Section Inspector) and uncheck the Match Previous box; try changing the footer again. Section formatting can be made from the Layout & Section Inspector.
8. Word Processing tools. **Spell-check**—is automatic. Control-click (right click) on the red underlined word to see suggested spellings and other cool options (including dictionary/thesaurus). Automatic spell checking can be turned off from the Edit menu. **Sorting**—only works inside tables. **Word count**—found under the View menu.
9. *The Mac is Not a Typewriter*, by Robin Williams (not that Robin Williams). The Mac is more like a typesetter; do not use typewriter rules. Only one space between sentences. Do not underline titles, *italicize* them. Use hyphens “-”, en dashes “–” (as wide as the letter N), and em dashes “—” (as wide as the letter M). Special characters can be made (ñ, ø, fi, ü, Ç, ™, ì, °, ¼, ●, ...) so use them. Pages is Unicode compliant; lots of cool characters can be used. Both OpenType glyph variants and AAT glyph variants (typography palette).
10. Tabs. Start with an empty word processing document. From the View menu, select Show Invisibles. Now, every key you type will be shown on the screen, including Return, Space and TAB. Type TAB key then “4.678”, RETURN key, TAB key, “23.6”, RETURN, TAB, “123.456”, RETURN, TAB, “0.98”, RETURN. Now type as many spaces as you need to line up with the column of numbers and then type “0.00”. You should now have a column of 5 numbers:
4.678
23.6
123.456
0.98
0.00

→ 4.678¶ To print invisible characters, I had to take a screen shot and drag these numbers in as a graphic.
→ 23.6¶
→ 123.456¶
→ 0.98¶
-----0.00¶

Notice that the left edge of each number lines up at 1.5" on the ruler. Pages automatically sets tabs every ½". There should be a right-pointing arrow before each number (→) representing the tab and a pilcrow after each number (¶) representing the return. The last number will have a bunch of colored dots before it representing the spaces.

Select everything. Change the size and font. Notice that the tabbed numbers always line up, but not the spaced number. There are four types of tabs: left-aligned, centered, right-aligned and decimal-aligned. Select all (tabs are only inserted to the current or selected paragraph). Insert a tab at 4", by clicking on the 4"-line on the ruler. Notice that the numbers now line up at 4"; an inserted tab always takes precedence to the automatic tabs to its left. Go to the Layout Inspector and open Tabs. Click on the 3 in. tab (3 inches from the 1 inch margin is 4 inches). Left Alignment is chosen, select Center. Note that the tab symbol has changed as well as the alignment of the text. Select Right and then Decimal to note those changes. Delete the 4" tab by dragging it off of the ruler (drag up, down, anyways).

[Invisible characters do not print, even if you wanted them to. To line things up vertically, always use tabs, not spaces!]

10. Inserting graphics. Click on the Media button  in the Toolbar. In the menu box that appears, click on the Photos tab. All of your iPhoto/Photos/Aperature pics are now available. Click on a picture to move it into the document. Drag the picture around and see that the text moves out of the way. Resize the picture by dragging one of the 8 little squares. The flashes of blue lines tell you when you are centered or aligned with another object. Click on the Image tab in the Format Inspector; use the controls to change exposure and color.

11. Copy, cut & paste. Something must first be selected (see #2), either hi-lighted text or a selected graphic. Copy (from the Edit menu) will save a copy of whatever is selected to the clipboard (temporary storage). Cut (from the Edit menu) will copy to the Clipboard and delete the original from the document. Paste (Edit menu) will copy from the clipboard to the document, to wherever the blinking insertion point is located. Paste does not clear the clipboard; only another copy or cut will clear the clipboard.

12. Printing. Page Setup in the File menu allows you to specify the type of paper, the orientation of the paper, and scale of printing. Print from the File menu allows you to specify number of copies, which pages to print and the quality of the printing.

13. Templates. Tables. Charts. Shapes. Page Layout features (linked text boxes!). Comments, text changes tracking, masking graphics, hyperlinks, bookmark links, footnotes, table of contents, full-screen mode, dynamic outlines, iCloud synching and storage, iCloud sharing & collaboration, ePub, using Pages on an iPad and iPhone or from the web.

 No more facing pages, left and right headers and footers, non-contiguous text selection, text to and from a table, Contacts or Numbers merge, opening AppleWorks documents,...