

Presentation: Pages Word Processing

(Pages 5.6.3 used for this demonstration. The note taking template was used to create this document.)

Important ideas about learning

- ★ Learning something new at your computer will save you time—eventually. (But on the day you first learn a single new thing, it will suck up the whole morning!)
- ★ Most people are haptic learners—we learn best by doing, not by watching someone else do something. Once proficient, we seldom think about *how* we do it.
- ★ Teaching is communal, but learning is lonely. Therefore, our purpose here is to give you enough information so that you can move to the lonely learning part without (too much) frustration. Proficiency come only with practice.

Start with a template or choose a blank sheet

- ★ Templates have pre-determined page layout. You add text, graphics, or other elements into “boxes” of a previously constructed design.
- ★ Most experts say to start with a template. (There are a few reasons not to do this when first learning.)

Use the “Inspector” to control your document.

- ★ The inspector appears to the right of the document by selecting “Format” in toolbar.
- ★ Controls format of text (“Style” elements: size, font, italics, alignment, spacing, listing etc. and “Layout” elements: columns, indentations, etc.)
- ★ Controls format of document (orientation, headers, footers, margins, etc.)
- ★ If you are working with text, choices in the inspector will address things you do to control text and format. If you are working with a graphic or photo, the choices which appear will address properties of graphics or photos.

Use of Some Specific Formatting Tools

- ★ Insert a photo in text: In toolbar, select Media—Photos—select one to insert.
- ★ To wrap text around photo: With the inserted photo selected, 3 choices appear in the inspector (Style/Image/Arrange): select “Arrange”—Under “Text Wrap” select “Around” in drop-down menu. Move photo to position it; reduce size as needed.
- ★ Insert an emoji: Control—Command—Space 🤪
- ★ Make a word or phrase a link: select text, click “insert” in toolbar—choose “add link” in drop-down menu.
- ★ Work with side by side documents: Hold green button at top of tool bar until the document you want positions on the left; click on document you want on right. You can work back and forth between the two documents.
- ★ Email at document: select “Share” in toolbar.
- ★ Change your Pages document into a PDF or Word doc: File—“Export to”—select and format and save.

Sources to consult

- ★ “Pages Help” or <https://help.apple.com/pages/mac/6.0/>
- ★ Email me at rgolson48@frontiernet.net if you have a very specific question. I may have a quick answer, but chances are I will not.