

# Special Interest Group: Pages for the Mac and iPad



If you do any type of writing, you'll want to get involved in the Pages Special Interest Group. This new type of seminar will consist of a series of lessons on Pages for the Mac and iPad.



We'll be coming to you live by Zoom. The meeting will be recorded. The video will be available to view on the club website [lhaug.org](http://lhaug.org)

If you have a question pertaining to the topic, please ask by "Raising Hand"!

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## Mini-lesson 3: More Pages Tips and Tricks

### Find My Pages manual!

#### Mac

<https://support.apple.com/guide/pages/welcome/mac>

To see which version of Pages you have, choose Pages > About Pages from the Pages menu at the top of your screen. To explore the Pages User Guide, click Table of Contents at the top of the page, or enter a word or phrase in the search field. You can also download the guide from Apple Books.

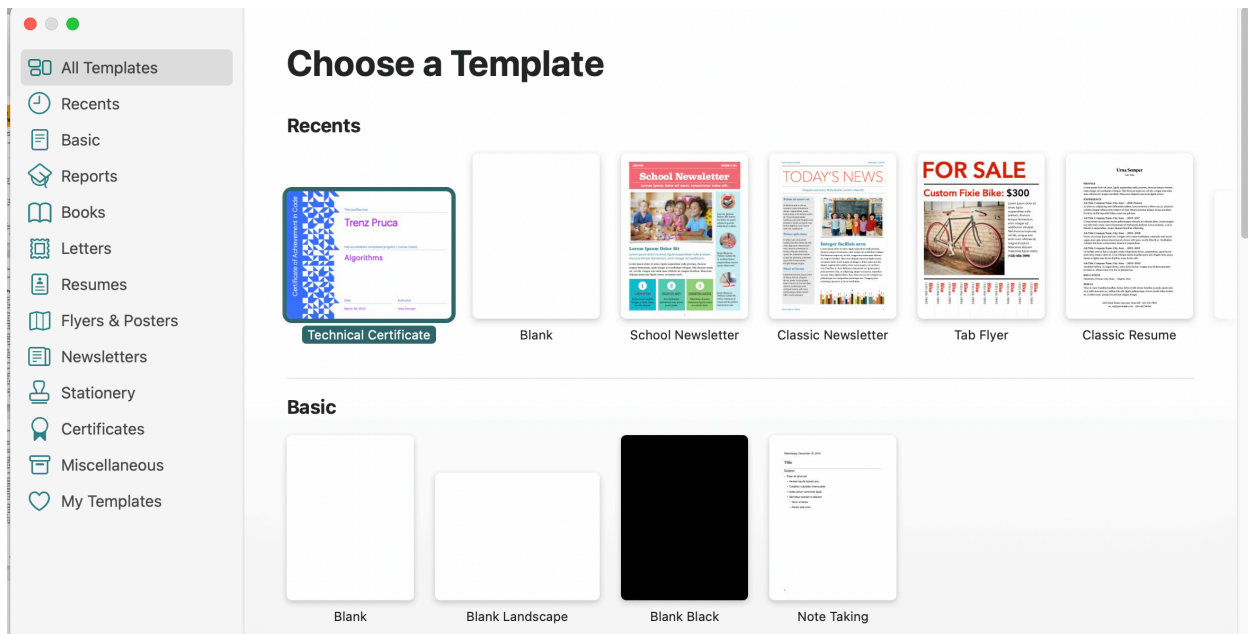
#### iPad

<https://support.apple.com/guide/pages-ipad/welcome/ipados>

This guide helps you get started using Pages 12.1 on your iPad. (To see which version of Pages you have, go to Settings > Pages.) To explore the Pages User Guide, tap Table of Contents at the top of the page, or enter a word or phrase in the search field. You can also download the guide from Apple Books.

## Templates: Choose, Save and Find More

1. **Choose a Pages template** to give you a great starting point for your work.



## 2. Set default template preference

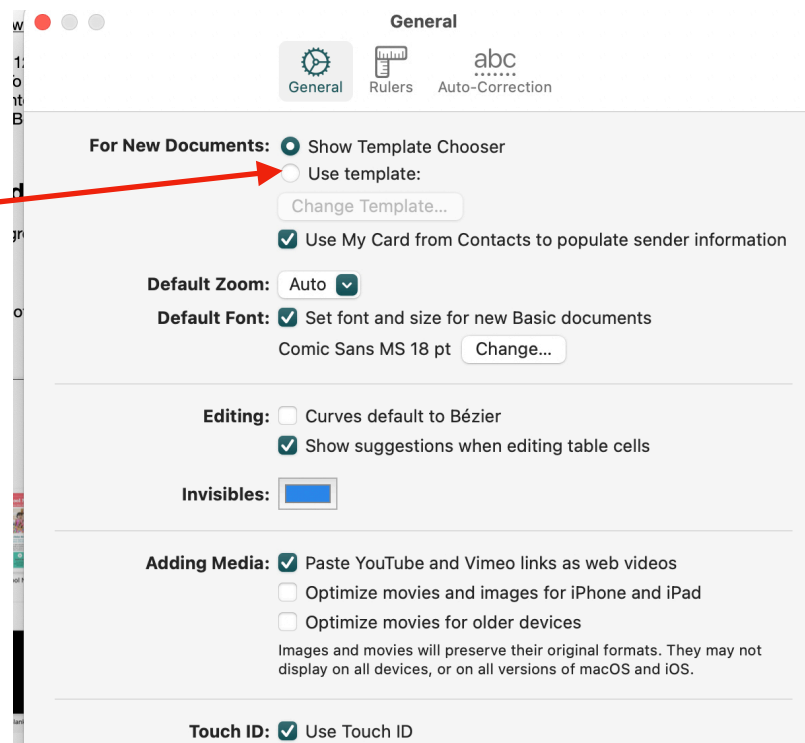
Open Pages and click Pages > Preferences, then click Use Template, which will automatically choose the blank template. If you wish to use another template, click Change Template.

## 3. Create a custom template, and Save as Template to Add to template chooser

## 4. Download free templates for Apple Pages

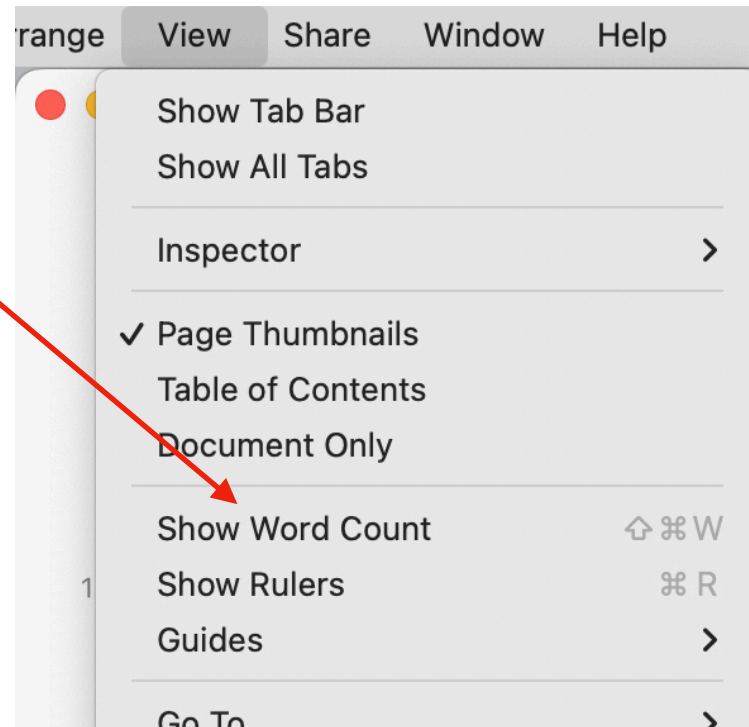
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<https://iworkcommunity.com/pages/>

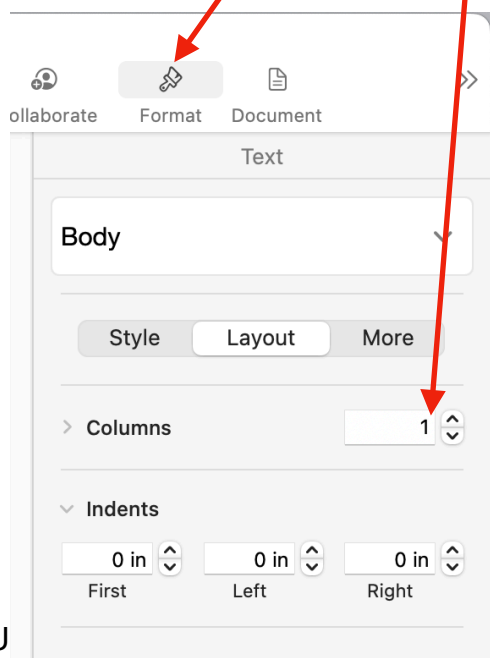


## Some Things You Didn't Know You Could Do With Pages

1. **Word count:** One of the best ways to track your progress is by tracking your word count. Pages makes it easy to do; click View > Show Word Count to see the tracker at the bottom of the Pages screen. You can get the word count of the entire document. But if you select some text it will tell you the word count of just that selection. Also you can see the character count with or without spaces, words, paragraphs, or pages. You can switch to one of those to be the default.



2. **Use columns to distribute the text among columns.** Put the cursor inside the body text. Go to Format and then Layout. Then set the number of columns, for example increase it to 2. You could see it flows the text in two columns. But you don't have to do it for the entire

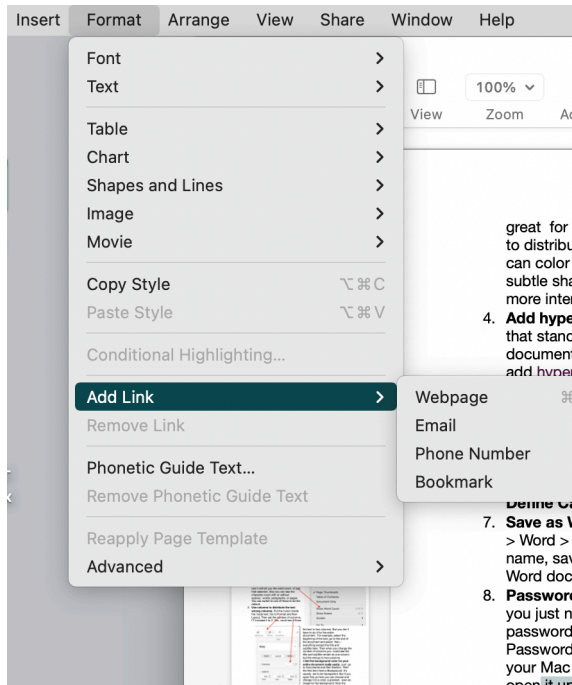


document. For example, select the beginning of the text, go to the end of the document and select that— everything except the title and subtitle. Then when you change the number of columns you could see the title and subtitle remain as one column but the rest go to two columns.

3. **Set the background color for your entire document really easily.** Just go to Documents and then Section. Then the first item here is Background. It's usually set to be transparent. But if you open this up here you can choose and change it to a color, a

gradient, even an image for the background. Now the entire document uses that as the background. This, of course, isn't that great for printing. But if you plan to distribute your document as a pdf you can color the background and even add a subtle shade, gradient or image to make it more interesting.

4. **Add hyperlinks:** There are a couple tips that stand out from the rest when



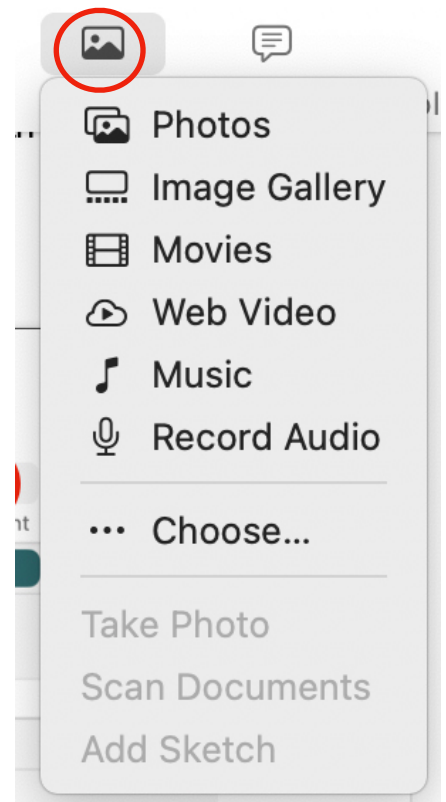
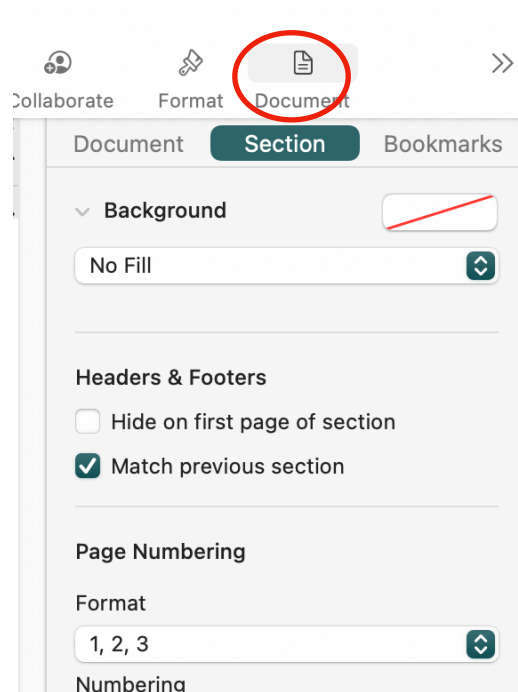
creating documents, including how to add hyperlinks to your Pages document. Simply highlight the text you wish to link, then click **Format > Add Link**. You can link to web pages, emails and bookmarks this way.

**5. Add Photo, Image or Movie** - To get to your photos or videos that you wish to put into your pages document click on the **Media** icon and it will open Photos.

Then find the photo or movie you wish and click twice on it. Most likely it will need to be resized and placed correctly.

6. **Save as Word file:** Click File > Export To > Word > Next. Give your document a name, save it somewhere special, then click Export. You'll be able to find your new Word document in your files.

7. **Password protection:** You can also encrypt your
- LHAUG

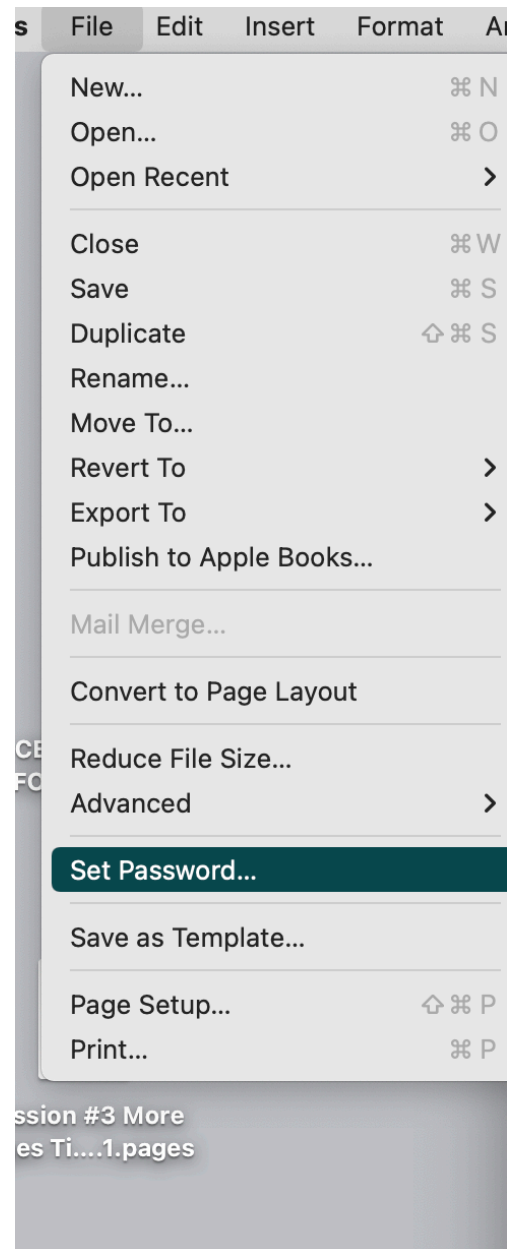
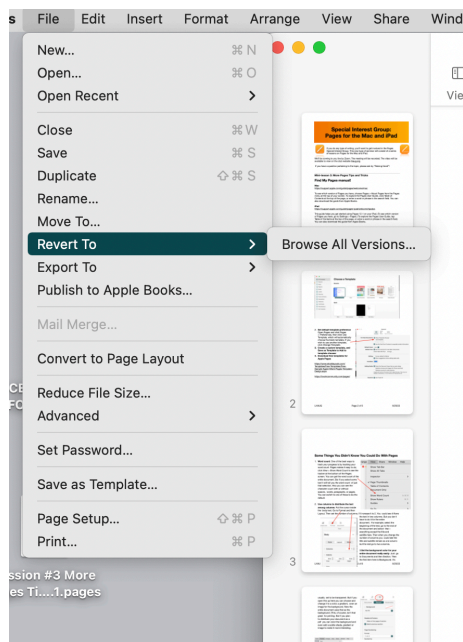


document with a password. So you just need to go to File, and then Set Password. Then you're asked to set a password. Verify. Add a Hint if you like. The Checkbox for Remember this Password in my Keychain means that while you're working with this document on your Mac you won't even notice that it is password protected. It will automatically open it up. But once you set a password this doesn't simply lock the document. This encrypts it. So unless you have the password there's no way to get to the contents of that document. So make sure you remember the password. Save it somewhere or put it in your Keychain. But you can send this document to somebody else and if they know the password they'll be able to get it securely and only they can open it.

8. One of the most useful functions in editing that people don't know about is the ability to **revert to previous versions of the document**. Every time you save your document it's actually remembering what the document looks like at that point. So the more that you use File,

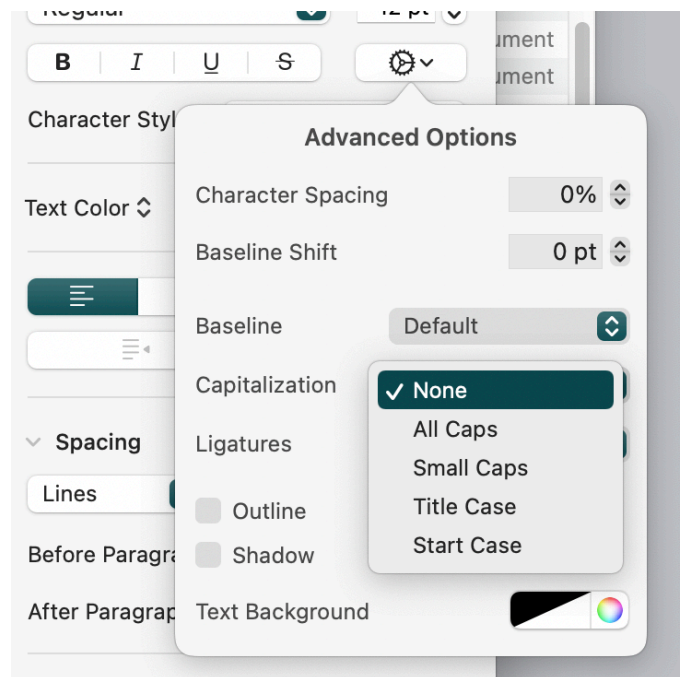
Save or Command S the better. Then you go to File, Revert

To and browse all versions. You'll go into a time machine-like interface. Here you'll see all your previous versions. So you could flip through your previous versions. So if you wanted to you could Restore and revert to a previous version of it. Also, if you have deleted text and you have it in a previous version you could select the text, then Command C to copy, and then just use Done to get out of that interface. Then you can paste that text in.





9. **Manage custom paper size for a Pages document.** When you go to set the page size for a Pages document if you go to the Document sidebar here you'll only see a limited number of options. It looks like that is all you can choose. But you could set any page size you want by going to File, and then Page Setup. Here you'll see the same two things. The Format For and Paper Size. But now Paper Size has Managed Custom Sizes. You could add a new size. So you can create kind of a custom size for Pages, give it a name, and now you'll see this appear here in the list at the bottom. You notice that the pages in your document now fit that size. The custom sizes that you can create depends on your printer. As an example if your printer can print a 13 x 19 inch paper then you could set a custom size to fit.
10. **Advanced Options - Capitalization.** You can highlight any text and change it to All Caps or Small Caps. If you click on Baseline you can set Superscript<sup>1</sup> or Subscript<sub>1</sub>.



# More Pages Tips and Tricks for the iPad

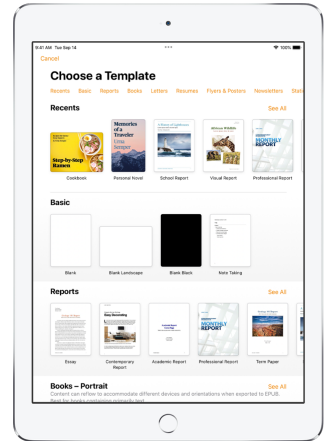
## Templates: Choose, Save and Find More

1. **Choose a Pages template** to give you a great starting point for your work.

Open Pages, then in the document manager, tap **+** at the top of the screen to open the template chooser.

If a document is open, tap Documents or **< Cancel** in the top-left corner to go to the document manager.

Swipe across the templates to see more, or Tap a category at the top of the screen to browse by category, to choose a template. Tap a template to open it.

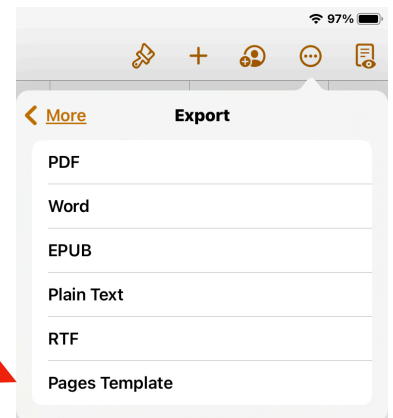


2. **Create a custom template, and Save as Template to Add to template chooser** to use again as a model for other documents.

Tap , tap Export, then tap Pages Template.

Tap an option: Add to Template Chooser. Your template appears in the My Templates category in the template chooser.

3. **Download free templates for Apple Pages** to add your the My Template chooser category.



## Some Things You Didn't Know You Could Do With Pages

1. **Word count:**

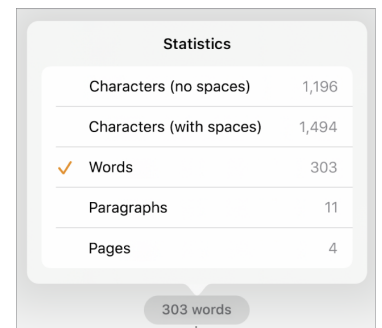
Tap , then turn on Word Count.

The word count appears near the bottom of the screen — you can drag it to a corner to reposition it.

To see other statistics, tap the word counter.

To display another statistic in the counter, tap it.

To see word count and other statistics for only part of a document, such as a paragraph, select the text that you want to check — the count updates to reflect only the selected text.




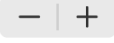
Tap the counter to see more document statistics.


## 2. Use columns to distribute the text among columns.


You can format a document, or selected paragraphs, into two or more columns in which text and graphics flow automatically from one column to the next.

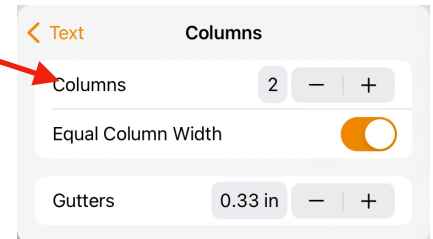
For specific paragraphs: Select the paragraphs you want to change, or tap a text box or shape to apply the formatting just to its contents.

For the whole document: Tap in any text in the document.


Tap , Tap Columns, Tap , or tap the number of columns and enter a new value. To use the same width for all columns, turn on Equal Column Width. To set different

column widths, turn this option off, then tap  below each column number in the Column Size section, or tap the column width and enter a new value.

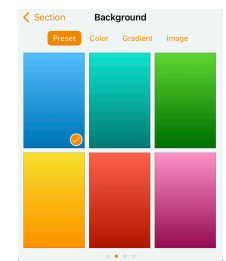
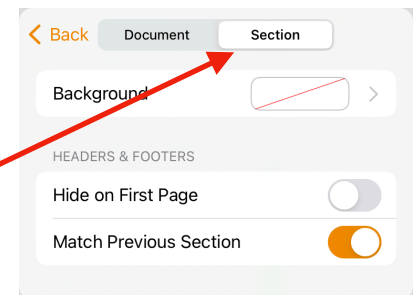
Tap  next to Gutters, to set the space between columns: or tap the gutter width and enter a new value. If you have more than two columns, you can adjust the gutter width between each column.



## 3. Set the background color for your entire document really easily.

Tap a page in the section you want to modify, tap  at the top of the screen, tap Document Setup, then tap the Section tab. To make it easier to tap without accidentally selecting text or an object, zoom the page with two fingers, or tap the page thumbnail in Page Thumbnails view. Tap Background. Tap to choose and change its to a color, a gradient, even

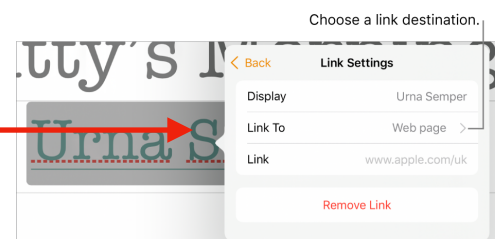
an image for the background. When you've finished, tap anywhere on the page to dismiss the controls.



## 4. Add hyperlinks:



Tap an object, text box or selected text you want to turn into a link, then tap Link in the pop-up menu.

Tap Link To and choose a link type (Web Page, Email, Phone Number, or Bookmark).





## 5. Add Photo, Image or Movie

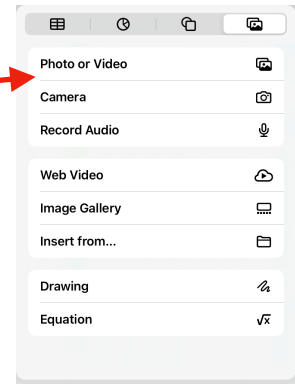
On the page where you want to add the image, tap , then tap .

Tap Photo or Video.

Navigate to the image, then tap it.

Drag any blue dot to resize the image.

You can also copy an image from another document or application.



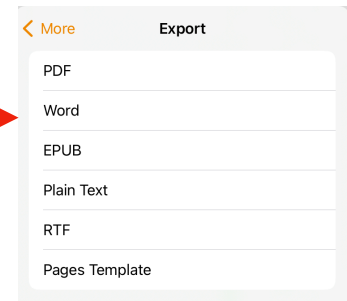
## 6. Save as Word file:

To save a copy of a Pages document in another format, you export it in the new format.


Open the document, then tap .

Tap Export, then tap a format: *Word*. Give your document a name, save it somewhere special, then click Export.

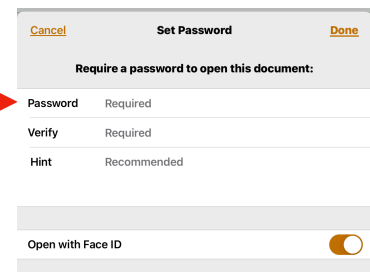
You'll be able to find your new Word document in your files. These files can be opened and edited with Microsoft Word in .docx format.



## 7. Password protection:

Tap , tap Set Password, enter the requested information, then tap Done.

*Note:* Adding a password to a document encrypts the file. There's no way to recover your password if you forget it. Make sure you choose a password you won't forget, or write the password down in a safe place.



## 8. One of the most useful functions in editing that people don't know about is the ability to **revert to previous versions of the document**.

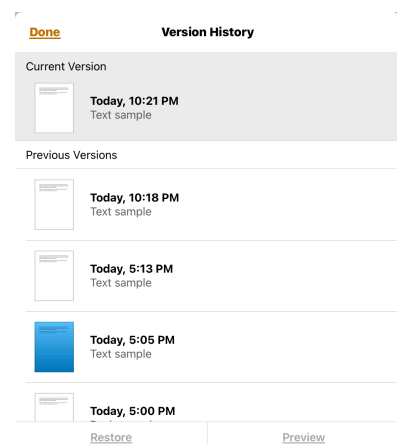
Open Pages, and if a document is already open, tap Documents in the top-left corner to see all your documents. With the document manager in browse view, tap Select at the top of the screen, then tap the document (a check appears).

Tap Versions at the top of the screen.

Tap a previous version to select it.

Tap Preview.

Pages displays the version. You can search for text in



the preview, and you can copy text and objects.


You can Save a copy of the version shown in the preview for you to edit. Tap Save a Copy. Pages opens the copy as a new document (The original version is available in the document manager, where the copied version also appears.)

Replace the current version with the preview version: Tap Restore.

Close the preview and return to the current version: Tap Close.

Tap Done.

## 9. Manage custom paper size for a Pages document.

Tap  at the top of the screen, then tap Document Setup.

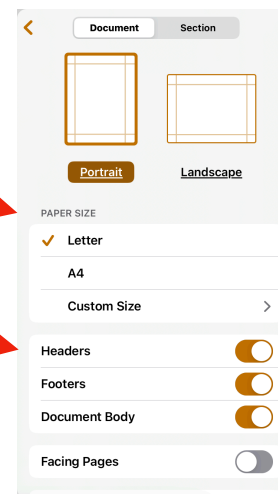
Tap a paper size.

You can also tap Custom Size to set custom paper sizes.


Tap Custom Size.

Tap Width or Height, then change the value to the new size.

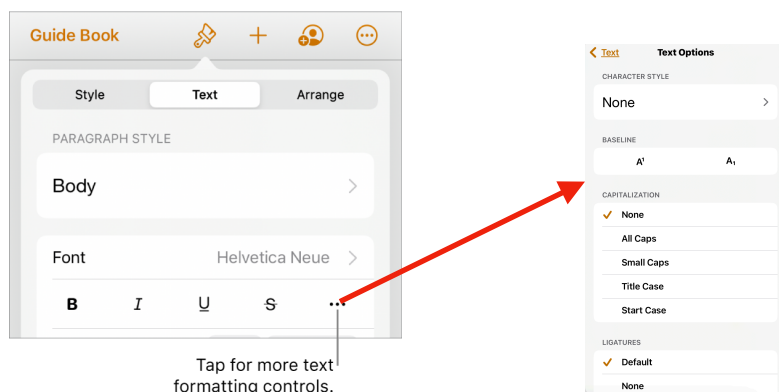
To save your changes, tap Done.



## 10. Advanced Options - Capitalization.

Select the text you want to change, then tap .

Tap  in the Font section of the controls.



Tap for more text formatting controls.

Tap a capitalization option.

Tap on Baseline to set Superscript<sup>1</sup> or Subscript<sub>1</sub>.