

# 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 1: Intro to word processing

This first session will be an introduction to Pages word processing and will cover topics like setting preferences, choosing a template and customizing the tool bar.

Agenda:

Word processing or Page Layout?

Pages for the Mac (Ken Silverman)

- Set Pages Preferences
  - General
  - Rulers
  - Auto-Correction
- Choose a Template
- How to Customize the Tool Bar

Pages for the iPad: Tap to View Options and Tool Bar controls (Helen Rains)

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## Pages for the Mac Lesson



Many preferences are part of your computer's System Preferences, rather than Pages preferences. For example, you set some language preferences in the Keyboard preferences section of System Preferences. To open System Preferences, click the Apple menu in the top-left corner of your screen, then choose System Preferences.

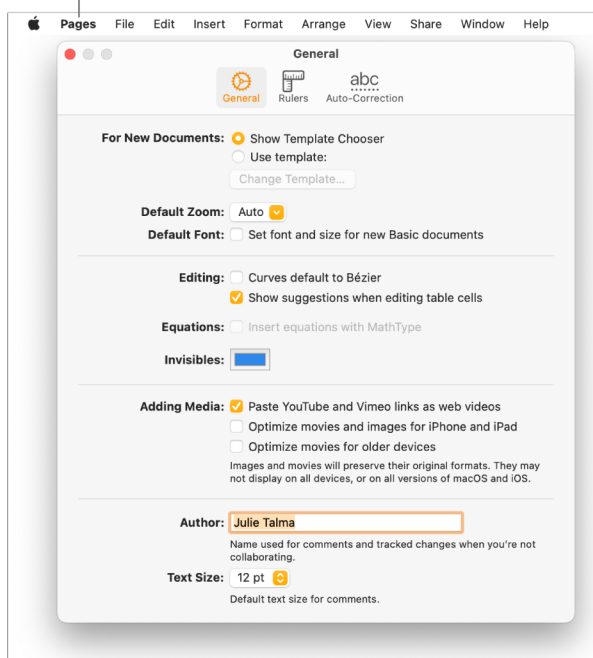
You can set some preferences, such as automatic spelling correction, in three places: in System Preferences, for spelling correction in all apps; in Pages preferences for all Pages documents; and in the Edit menu for the current document.

### Open Pages preferences

Choose Pages > Preferences (from the Pages menu at the top of your screen). Click General, Rulers, and Auto-Correction at the top of the window to see all settings.

### Set up General preferences

Choose Preferences from the Pages menu.



### Use rulers in Pages on Mac

Pages provides horizontal and vertical rulers to help you lay out text and objects in your document. For word-processing documents like a letter or report, you need to turn on the vertical ruler in Pages preferences. The vertical ruler is always available for page layout documents.

You can set the ruler to use different increments (points, inches, centimeters), or show the tick marks as percentages. You can also place 0 (zero) at the center of the ruler, which can be useful if you're designing a page layout document.

## Set up auto-correction

Choose Pages > Preferences from the menu bar, then choose Auto-Correction.

Use the auto-correction settings to customize by selecting and deselecting the available options. These options include:

Detecting lists ° Detecting web and email links ° Detecting phone links ° Applying link styles ° Applying superscript to number suffixes ° Formatting fractions °

Using smart quotes and smart dashes;

## Set up custom text replacements

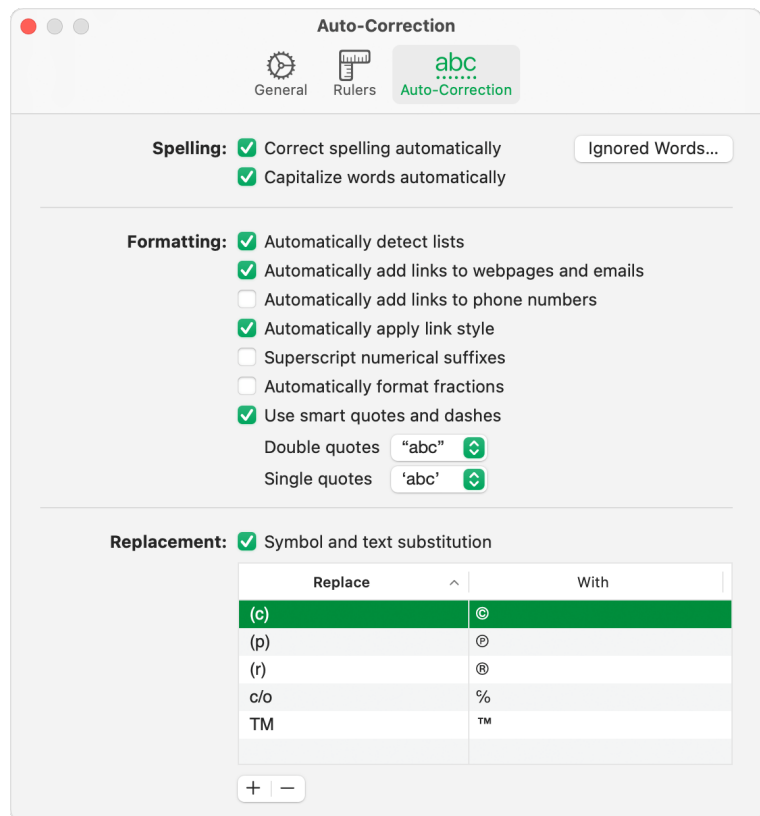
With text replacement, you can use shortcuts to replace longer phrases. When you type the shortcut in your document, the phrase automatically replaces it. Open the auto-correction settings.

Under Replacement, make sure "Symbol and text substitution" is selected, then click the add button .

Under Replace, enter the text that you want to use to prompt the replacement (for example, "(c)").

Under With, enter what you want the app to change the text to (for example, "©").

If you used this example, every time you type "(c)" in Pages, Numbers, or Keynote, the app changes it to "©."



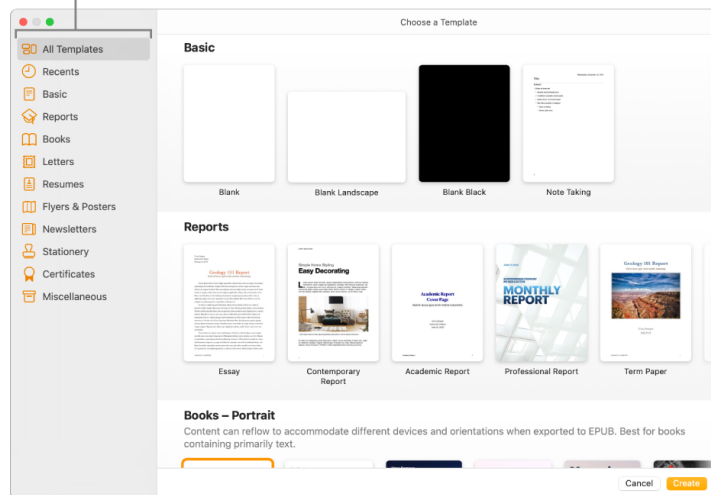
## Undo text replacement

If Pages, Numbers, or Keynote replaces the text, and you want to restore it to the way you typed it in, press Command-Z on your keyboard or tap the Undo button .

## Choose a Template

To create any document, you always start with a template, then modify it however you like. The templates are designed for specific purposes—like essays, newsletters, and books—to give you a great starting point for your work.

View all templates  
or view by category.



After you open a template, you can add your own text, replace placeholder graphics or delete them, and add new objects (tables, charts, text boxes, shapes, lines, and media).

To modify text and objects in your document, you use the formatting and layout controls in the sidebar on the right side of the Pages window (shown below). The sidebar shows only controls for the text or object you selected.

### **Tip: How to Customize the Tool Bar**

The toolbar at the top of the Pages window gives you quick access to the controls you need as you work in Pages. As you discover which controls you use most, you can add, remove, and rearrange toolbar buttons to suit your work style.

### **Add, remove, or rearrange toolbar buttons**

Choose View > Customize Toolbar (from the View menu at the top of your screen, not from the View button in the toolbar).

Do any of the following:

Add or remove items from the toolbar: Drag an item to the toolbar to add it. Drag an item away from the toolbar to remove it.

Rearrange items in the toolbar: Drag an item to reorder it.

The Format and Document buttons move together and can't be separated.

Reset the toolbar: To restore the toolbar to the default setting, drag the set of buttons at the bottom of the window to the toolbar.

Remove button names: Choose Icon Only from the pop-up menu at the bottom of the window. By default, buttons are shown with their names.

Click Done.



## Pages for the iPad Lesson (iPadOS 15.3.1)

You can use Pages on the iPad to create any kind of document you want, from simple text documents to a page layout with graphics, interesting font treatments and more.

To get started, tap to view the options and tool bar controls for Pages on the iPad.

**Tap the app to Open Pages on the iPad, then in the document manager, tap **+** at the top of the screen to open the template chooser. Tap Documents or **< Cancel** in the top-left corner to go to the document manager.**

### Choose a Template

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.

Tap one of the blank templates in the Basic category.

### Tap the tools in the toolbar at the top

Top Left

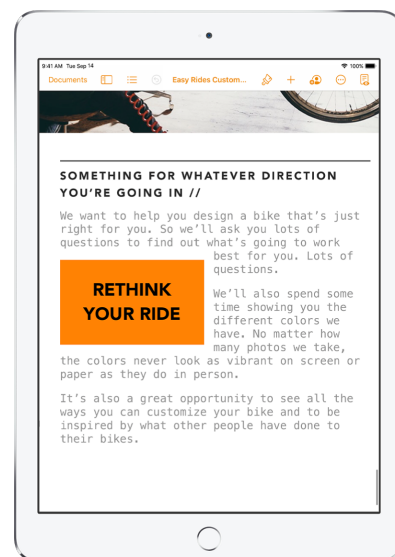
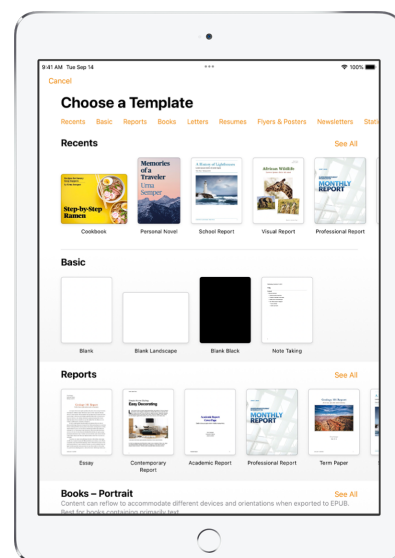
- Documents
- View
- Table of Contents
- Undo

Top Center

- Name or Rename, Save, Move

Top Right

- “Brush”
- +
- Collaborate
- More
- EDIT



## Type with onscreen keyboard on iPad (You can also use an external keyboard, Apple Pencil, and dictation to enter text.)

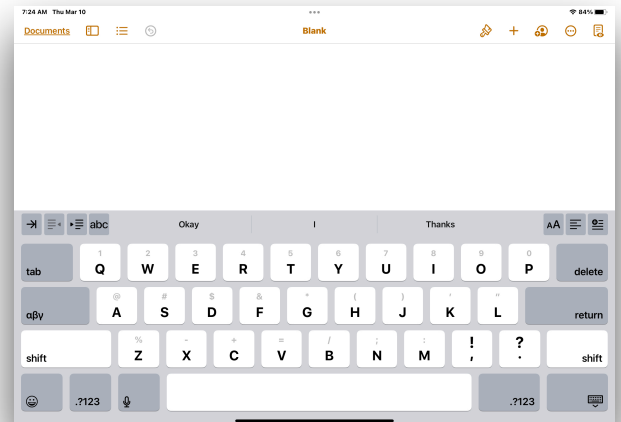
Note: To set Keyboard, Gestures, and other preferences for the iPad, go to Settings > General.

On iPad you can use the tool bar at the top of the onscreen keyboard to format and edit text in the Pages document.






Left: Indent, Fonts

Center: Predictive


Right: font size, bold, italic; alignment, insert break, table of contents




## Set Pages preferences for iPad

- Set font and size for new Basic documents (Tap More  then tap Settings)
- Rulers (Tap View Options) and Guides (Tap More )
- Auto-Correction (Tap More  tap Settings then tap Auto-Correction, turn on preferred options)
- Custom text replacements, (Tap the More  button, tap Settings, tap Auto-Correction. Make sure that Text Replacement is turned on, tap Replacements List. Tap the Add  button. For Phrase, enter what you want the app to change the text to. For Shortcut, enter the text that you want to use to prompt the replacement.

## Create word-processing document

- Tap one of the blank templates in the Basic category.
- Start typing.
- A new page is added automatically as you reach the end of the page.
- When you're finished, tap Documents or  to close the document and return to the document manager.
- Your document is saved automatically as you work. Later, you can change the name of the document or change where it's saved.

You can create both word-processing and page layout documents using any of the Pages templates. (Tap More  > Document Setup > turn Document Body on for word processing, off for page layout)