

Say Hello to Pages Presentation Outline

PAGES



Head north on the scenic CA Highway 1 to the Tomales Point Tule Elk Preserve trail head. As you

along the windy trail, you'll get close to the elk herds. Be on the look out for other wildlife. Volunteers along the way will answer all your questions.

Follow the magnificent ocean to the tip of the point, and enjoy the breeze and watch the sun dip beyond the horizon. It's the perfect California day.



Pages Program 8/24/19

Slide 1 – **About Pages**

Current version: Pages 8.1

Slide 2 – **Minimum Requirements & How to Get Pages**

Mac: OS 10.13 High Sierra

iPhone or iPad: iOS 11

Log in to App Store. Download free from App Store

Notes: Troubleshooting

1. If you did not log out after your last trip to the App Store, you will have to log out, then log back in for it to work. **Store menu > Log out / Log in**

If the Pages application still won't download, and you get a message that it can't be installed because the previous version was "bought" with a different log-in, log out of the App Store, delete the previous Pages 7 version (but not Pages 09), log back into the App Store and download the new Pages 8 version.

Slide 3 – **iWork Version History**

Current version: Pages 8.1

Note: It's confusing!

The 3 application versions don't match the iWork version year.

iWork is like a box. Keynote, Pages and Numbers are items inside the box.

The 3 applications have been updated at different times, so the version numbers of the applications don't match each other within the versions of iWork boxes.

Slide 4 – **Introduction to Pages 8**

Create any kind of document

Slide 5 – **Member Questions**

We'll start with the questions already asked by members.

Slide 6 – **Using the Template Chooser**

Slide 7 – Template Chooser image

Slide 8 – **Create your own templates**

Create a Document and save as a template

Slide 8 – My Templates Image

Slide 9 – **Where are My Templates?**

This is the path to the location of the templates that you create.

[Users](#)> [Home Folder](#)> [Library](#)> [Application Support](#)> [iWork](#)> [Pages](#)> [Templates](#)> [My Templates](#)

You can share any of your templates just as you can with any other file.

Slide 10 – **How to show headers and footers**

Use Layout View to show the faint gray boxes that outline the different text areas of your document—including headers, footers, columns, text boxes, and the document body (the main area of text in the document). **View menu> Show Layout.**

Margins – No Slide – **Inspector> Document**

Page numbering

Page numbers will be inserted where the blinking cursor is located. Turn on view document layout to see the footers to place the number there. You can create a text box anywhere on the page and put a page number in it.

Insert menu> Page number

Page numbering styles: **Inspector> Format> Style**

You can fancy-up your page numbers with typestyle, colors, etc

Spacing – Text lines and paragraphs spacing

Inspector> Format> Style> Spacing

Spacing – letter (character) spacing

Inspector> Format> Style>  (Gear) Advanced Options

– OR –

Format menu> Font> Character spacing

Indents and number of columns

Inspector> Format> Layout

Bullets and numbered lists

You can add them to your text. Bullets can also be pictures and symbols.

Inspector> Format> Style> Bullets & Lists

Slide 11 – **How to add images**

Find the image you want and drag it onto the page.

Adjust size of images – drag any handle on the selected image box.

Adjust only dimension of the image, leave the other side as is... or change that too.

Constrain checkbox: **Inspector> Format> Constrain Proportions checkbox.**

Slide 12 – **Pages User Guide**

Open Pages – Help menu> Pages Help This will open the Pages 8 User Guide.

The Pages User Guide It is also available from the App Store, but you must view it in iBooks, also available for free from the App Store. You cannot save it as a PDF on your Mac. You can, however select the text, copy and paste it into a word processor, such as Pages or Text Edit and possibly others, if you want to print some of it for a reference on paper. And you can select an image and drag it to your desktop, then place it into your Help document page.

Slide 13 – **Take Control of Pages E-Book – 30% user group discount**

Another great guide is the Take Control of Pages PDF E-book.

User Group members get a 30% discount on the price. Your purchase includes any future updates for free. You will get an email alerting you that an update is available.

The link below will take you to the user group discount page. The discount will be taken when you checkout. You may buy as many books as you wish, each will get the 30% discount.

<https://www.takecontrolbooks.com/catalog/?cp=CPN90219MUG>

Slide 14 – **Do You Still Use Pages '09?**

You don't have to delete Pages '09 if you upgrade to Pages 8. They both will work fine even when both are open. You can also save Pages 8 documents as a Pages '09 file, however, the fancy new features will not transfer into the Pages '09 document.

If you can, you should upgrade and use the new version.

Slide 15 – **What's New in Pages**

Help menu> What's New in Pages This will show you the new features in Pages 8.

Pages 8 User Guide Link:

<https://help.apple.com/pages/mac/8.1/#/tand6205cf6d>