FLORIDA CENTER FOR INSTRUCTIONAL TECHNOLOGY

Pages 2 is the word processing and page layout application included in iWork 06. Pages includes many professionally designed templates that allow you to quickly create a document by replacing placeholder text and images with your own. Pages integrates well with other iLife and iWork applications. You can use the Media Browser to add images from iPhoto, music from iTunes and Garageband, and movies from iMovie. With Pages 2, you can use formulas in tables to perform calculations, add 3D charts and graphs to bring your information to life, or add Address Book information to reuse documents with multiple contacts. Pages 2 also includes powerful image editing and drawing features. When you're finished, you can export your Pages document into a variety of formats including HTML, PDF,

Creating a New Document

When you open Pages (or select File > New), it opens up the Template Chooser, which lets you select a template for your new document. To create a new document using the Template Chooser:

1. Select a template category from the column on the left.
2. Select a template by clicking on its thumbnail on the right side of the Chooser window, or click on the Blank template to create a document from scratch.
3. Click on the Choose button.
4. Save your document by selecting File > Save As, entering a file name, and clicking on Save.

Adding Pages

Each Pages template includes different page types you can add to your current document. To add a template page after the current page, select Insert > Pages followed by the page type you want to use, or select a page type using the Pages button in the toolbar.
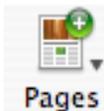
Importing From Microsoft Word

To import a document created in Microsoft Word:

1. Choose File > Open (or click on Open an Existing File in the Template Chooser).
2. Navigate to the location where you have saved your Word document and select it..
3. Click on Open. Pages will then import the Word document.

You can also open a Word document by dragging it from a Finder window to the Pages icon in the Dock.

Views and Navigation

To change the view of your document, use the zoom controls in the lower left corner. Using these controls, you can:
- Zoom in or zoom out by using the popup menu and selecting a zoom level.
- Display one page at a time or facing pages.
- Scale the document to the size of the window by selecting Fit Width, or display only a single page by selecting Fit Page.

To view the layout of your document, select View > Show Layout. This will show you the different areas of your document, such as the header, footer, and columns. To view the marks for spaces, paragraph breaks and other formatting, select View > Show Invisibles.

To navigate Pages documents:
- Use the scroll bar on the right to scroll through your document.
- Use the Previous Page and Next Page buttons found to the right of the zoom controls in the lower left corner of the Pages window.

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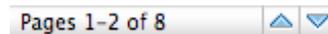
- Display thumbnails of your document's sections by selecting View > Show Page Thumbnails. To go to a specific section, click on its thumbnail on the left side of the window. A section is created each time you add a page.
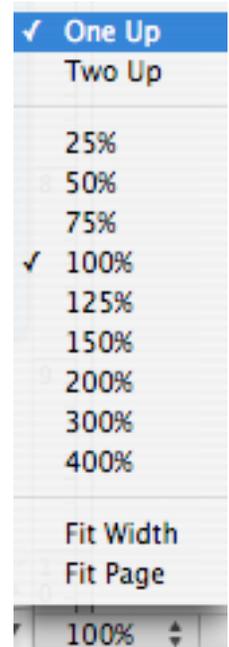
Margins and Page Setup

Before you start adding text, images, and other objects to to your document, you may want to set up your page so that you can see

exactly how your document will look when you print it. To set page margins, use the Document Inspector:

1. Make sure the Document pane is selected in the Document Inspector.
2. In the Document Margins section, enter the page margins you want to use. You can also enter margins for the header and footer of each page.

The Document Inspector also lets you change your page setup, which includes the paper size and the orientation:
1. Click on the Page Setup button in the Document Inspector.
2. Select a paper size using the drop-down menu in the middle of the pop-up window.
3. To select a page orientation, click on one of the buttons at the bottom of the window.
4. If you need to scale your page down, enter a percentage in the text field.
5. When you've set your options, click on OK.

Tabs and Indents
Tabs can be used to align text in your document, while indents can be used to mark the beginning of a paragraph or to set off long quotes.

To add a tab stop, use the rulers:
1. Select View > Show Rulers to display the rulers.
2. Click on the ruler in the area where you want to add a tab stop. You can open the Text Inspector and click in the Tabs pane to enter an exact value in inches for each tab stop.
3. To change the tab type, control-click on a tab stop and select a different tab type. You can also change the tab type in the Text inspector.
4. To remove a tab stop, drag it off the ruler.

To add a paragraph indent:
1. Click somewhere inside the paragraph.
2. Open the Text Inspector and select the Tabs pane.

3. Enter a value for each type of indent (First Line, Left, and Right). To set off a long quote, enter the same value in both the Left and Right fields. To indent the first line, enter a value in only the First Line field. To create a hanging indent, enter a value in only the Left field.

Guides
Pages helps you align objects using smart guides, which are only displayed whenever an image or other object aligns with the center or edge of another object. To enable smart guides:
1. Select Pages > Preferences.
2. Click on the General tab.
3. Check the boxes next to "Show guides at object center" and "Show guides at object edges." Click on the color well to change the color of your guides from the default, which is blue. Guides will not be visible when you print your document.

You can also create more permanent guides to help you align images, shapes, and other elements in your document. To create guides:
1. Choose View > Show Rulers.
2. Click outside of the page so that the insertion point is not visible.
3. Place the pointer on a ruler and drag into the slide canvas. A blue guide will be displayed as you drag.
4. Drag the blue guide to where you want it. If you drag away from the top ruler you will create a vertical guide, while if you drag away from the left ruler you will create a horizontal guide. To remove a guide, drag it off the edge of the page.

Working with Text
Pages templates include placeholder text to show you exactly how your text will be formatted and where it will appear. There are two types of placeholder text in Pages:
• Text area: Click on the text area to highlight it and begin typing. The placeholder text will be replaced with whatever you type. When you reach the end of the page, Pages will continue on the next page.
• Text box or table cell: Sometimes text will appear in a text box or a table to preserve formatting. In that case, you have to click once on the text box or table cell to select it and then double-click to select the text in-

side of it. As you begin typing, the place-holder text will be replaced.

There are several ways to format text:

- To change the appearance of text, open the Inspector and select the Text Inspector. In this window, you can use the buttons and sliders to change the alignment, color, and spacing of your text.
- To change the font and style, click on the Fonts button in the toolbar and select a font family, font type-face, and size using the different columns. The buttons at the top of this window will allow you to add underlining, a shadow, or other styling to your text.
- To add a list, place the cursor in the line where you want to start your list and select a list type using the List button in the tool-bar. A new list item is created each time you press Return. To create a line break without creating a new list item hold down the Shift key on your keyboard as you press Return.

Styles
Styles provide a way to consistently format your headings, paragraphs, and lists. There are three types of styles in pages:
- Paragraph: these apply to one or more line of text followed by a carriage return.
- Character: these can be used with an indi-vidual word or even a single letter.
- List: these format how your bulleted or numbered lists are displayed. These can be easily applied by clicking on the List button in the toolbar and selecting a list style.

To apply a style, such as a heading:
1. Select the text you want to style.
2. Click on the Style button in the toolbar and select a style, or choose Open Styles Drawer to open a drawer to the right of the document window.
3. The drawer has three sections: para-graph, character, and list. If you do not see the character or list sections, click on one of the buttons in the lower right cor-ner of the drawer to display them.

To create your own style:
1. Select some text, apply the formatting you want to use, and click on the triangle on the Add (+) button in the drawer.
2. Select one of the style types (paragraph, character, or list).
3. Enter a name for the new style in the dia-log box, and click on OK.

Adding Links
You can add links to web pages or email ad-dresses, or use bookmarks to create links within a document.

To add a hyperlink:
1. Select the text, shape, image, or movie you want to turn into a hyperlink.
2. Open the Hyperlink inspector.
3. Select "Enable as a hyperlink."
4. Select Webpage or Email Mes-sage using the drop-down menu.
5. Enter the URL of the web page you want to open when you click on the link. If you selected Email Message, enter the recipi-ent's address and a subject line.

To create a bookmark:
1. Select the text you want to use as the bookmark.
2. Open the Hyperlink Inspector and select the Bookmark tab.
3. Click on the Add button at the bottom.

To link to the bookmark from another section of the document, open the Hyperlink Inspector and select Bookmark from the Link To drop-down menu. Select the bookmark you want to link to using the Name drop-down menu.

Page Layout
You can vary the layout of your pages using different types of breaks:
- Page break: will continue your text on the next page.
- Column break: will continue your text at the top of the next column.
- Layout break: can be used to start a differ-ent layout with different margins, columns, etc.
- Section break: creates a new section with a different header, footer, and page number-ing.

To add a break, select the type of break you want to add at the top of the Insert menu. To delete a break, place your cursor after the break and then press Delete on your keyboard. You may need to display the formatting codes by selecting View > Show Invisibles.

To add columns to a layout:
1. Add a layout break before the text you want to be in columns by selecting Insert > Layout Break.
2. Place the cursor after the break.
3. Select the number of columns using the Columns button in the toolbar.

To resume your layout without columns:
1. Insert another layout break when you reach the end of the text you want to be in columns.
2. Place the cursor after the layout break.
3. Select 1 Column using the Columns button in the toolbar.

Headers and Footers
Headers and footers can be used to display information such as page numbering and the date at the bottom of each page. To insert a header or footer:
1. Select View > Show Layout to display a box at the top and bottom of the page. This is where the header and footer are displayed.
2. Enter text for the header and footer as you would enter any other text.
3. Use the Insert menu to add one of the following formatted text fields which are updated automatically by Pages as you make changes:
   - Page Numbers: updated as you add and delete pages.
   - Date and Time: select a date and time format. To always display the current date and time, check the box next to "Automatically update the date and time when the document is opened."

Table of Contents
If you're working on a long document, a table of contents would be useful for your readers. Pages can automatically create the table of contents for you, but you must use consistent styling for headings throughout your document. To add a table of contents:
1. Select the TOC pane in the Document Inspector.
2. Check the boxes next to the styles, such as headings and subheadings, you want to appear in the table of contents.
3. Select the box in the #'s column if you want the page number to be displayed for any of the styles you selected.
4. Place your cursor where you want the table of contents to begin and select Insert > Table of Contents
5. To update the table of contents after you make changes to your headings and subheadings, go back into the Inspector and click on the Update Now button in the Document Inspector.

Footnotes and Endnotes
To add footnotes or endnotes (you can't have both in Pages):
1. Open the Document pane of the Document Inspector.
2. Choose Use Footnotes or Use Document Endnotes from the drop-down menu. You can also choose Use Section Endnotes if you have your document split into sections.
3. Choose a numbering format.
4. Place the insertion point where you want to add a new footnote or endnote.
5. Select Insert > Footnote or Insert > Endnote (or Insert > Section Endnote).
6. The insertion point will move to the bottom of the page, the end of the document, or the end of a section.
7. Type in your footnote or endnote text.

Adding Images
There are several ways to add images to a Pages document:
- Drag and drop an image from a Finder window.
- Choose Insert > Choose to navigate to the location where the picture is stored on your hard drive.
- Click on the Media button in the toolbar, select iPhoto from the pulldown menu, and choose an image from your iPhoto library or from one of your iPhoto albums.

Once you have added the image, you can drag it to a different location or use the handles that appear around it to resize it (hold down the Shift key before you resize an image to constrain its proportions).

The Graphics Inspector can be used to customize the appearance of an image:
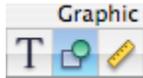
- Check the box next to Shadow to add a drop shadow. Use the controls to change the angle, offset, and set other options for the drop shadow.
- Check the box next to Reflection to create a reflection effect. Use the slider to change the opacity of the reflection.
- Use the opacity slider to increase the level of transparency in the image.

The Metrics Inspector also has options that apply to images:
- Use the flip buttons to flip the image vertically or horizontally.
- Use the Angle wheel to rotate your image.

Pages allows you to edit your images without having to open iPhoto:
1. Select the image you want to edit and click on the Adjust button in the toolbar to open the Adjust window.
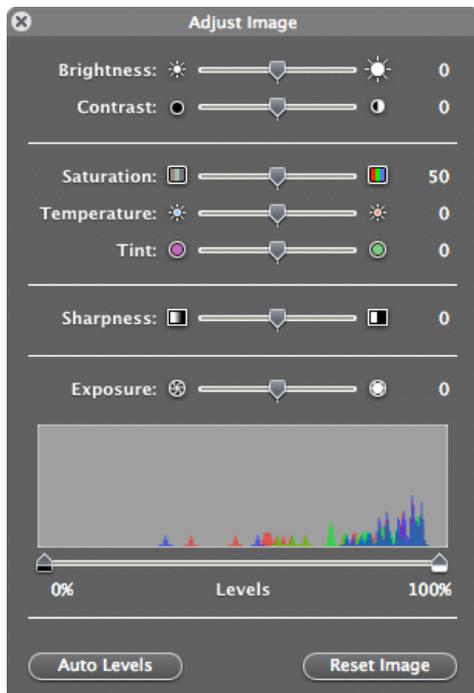
2. Use the sliders to change the overall brightness and contrast, or fix the colors in your image.
3. The histogram at the bottom of the window displays tonal information for your image. Use the Exposure slider to change the mid-tones in your image. To work with the shadows or highlights individually, use the markers below the histogram. Drag in from the left to make the shadows more pronounced (and make the image darker), or from the right to bring out the highlights (and make the image brighter).
4. To perform an automatic adjustment, click on the Auto Levels button. If you're not happy with the results, click on Reset Image to start over.

Wrapping
When you add an image or other object, it can be added inline or fixed on the page. The difference between the two is that inline objects move along with the text as you type, whereas fixed objects are fixed on the page and can have the text wrap around them. Fixed objects can be dragged to any location on the page, but inline objects cannot.

To convert between the two types, use the Wrap Inspector.
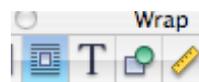
1. Select the image or object by clicking on it once.
2. Open the Wrap Inspector.
3. Select "Moves with text" to make an object inline, or "Fixed on page" to make it fixed.
4. If you make the object a fixed object, click on "Object causes wrap" if you want the text to wrap around it.
5. Click on one of the buttons to choose how the text wraps around your object.
6. Enter a value in the Extra Space field to determine the amount of white space around your fixed object.

Working with Shapes
Pages has a number of shapes that can be used callouts, including lines, geometric shapes, and freeform curves.

To add a shape:
1. Click on the Objects button in the toolbar and then select Shapes.
2. A submenu will open to the right. Select a shape type to add it to your document.
3. Once the shape has been added, click on it once to select it and move it where you want it to appear in your presentation.
4. Use the handles to resize the shape (hold down the Shift key as you resize a shape to constrain its proportions).
5. To duplicate a shape, hold down the Option key on your keyboard as you drag it.
6. Some shapes allow you to add text. To add text to a shape, double-click inside of it and begin typing. You can use the Text Inspector and the Fonts button to change the appearance of the text.

To draw a freeform shape, select the Freeform tool in the Shapes submenu and click on the page to add individual points. To close your shape, click on the first point. To add a curve between two points, click and drag on one of the points. Click and drag in the opposite direction of the curve you want to create.

Shapes can be modified further using the controls in the Graphics and Metrics Inspectors (see the section on Adding Images).

Using Masks
Masks allow you to perform non-destructive editing on an image (the part of the image covered by the mask is only hidden, not deleted).

To add a mask to an image:
1. Click on the image to select it.
2. Select Format > Mask. The grayed out area outside the square will not be displayed when you play the presentation. Move the square around and use the handles to resize it and modify the mask.
3. Press Enter to set your mask. If you need to start over, select Format > Unmask.

You can create more complex masks using shapes:
1. Place the shape over the image you want to mask.

2. Shift click on the image and the shape until both are selected.
3. Select Format > Mask with Shape.
4. Adjust the mask by moving the shape and resizing it with the handles.
5. Press Return to set the mask.

Adding Media Files
You can add movies and music to your documents as well:
1. Click on the Media button in the toolbar.
2. To add a movie, select Movies from the drop-down menu at the top of the dialog box. To add an audio file, select iTunes from the drop-down menu.
3. The area below the drop-down menu will show different collections you can click on to see files saved on your computer. Once you select a collection, you will see a list of the files it contains. Movies will display as thumbnails, while audio files will be listed with additional information such as the duration and artist name.
4. To preview any of the files, click on the Play button at the bottom of the window.
5. Once you find the file you want to use, drag it into the page until you see a green plus sign and release your mouse to add it to the document.
6. Use the handles to resize the preview if you're adding a movie, or drag to move it to a different location on the canvas. If you are adding a sound file, you will see a speaker icon you can move anywhere in the document.
7. Open the Quicktime Inspector (last button on the right when you open the Inspector) to set additional options.
8. The slider at the top can be used to change the poster frame (the preview image displayed before the movie plays in your presentation). A slider for adjusting the volume is also available.

Tables
Tables are useful for organizing and summarizing information. Pages 2 adds support for formulas in tables.

To add a table in Pages:
1. Choose Objects > Table in the toolbar (or choose Insert > Table).
2. Use the handles to resize the table.

3. Drag the table to position it where you want it in the document.
4. Double-click on a table cell and start typing. Press tab or use the arrow keys to move to other cells.

Another way to add a table is by drawing it on the slide canvas. To draw a table:
1. Press the Option key as you choose Objects > Table in the toolbar. The pointer changes to crosshairs.
2. Drag on the slide canvas while holding down your mouse to draw the table.
3. Use the Table button in the Table Inspector to change the number of rows and columns.

To format any area of the table, first click on it once so that it has a yellow border around it and then select the formatting options you want using the Graphics and Metrics Inspectors.

The Numbers section of the Table Inspector can be used to turn your table into a spreadsheet. The Table Inspector includes buttons for sorting your table rows and columns, as well as a formula editor.

To use a formula:
1. Select the cell where you want to insert the formula by clicking on it until it has a yellow border.
2. Click on the Numbers button of the Table Inspector.
3. Click on the Formula pulldown menu and select one of the built-in formulas or select Formula Editor to enter your own formula. A label will appear next to each row and column when the editor opens.
4. To create a formula, begin by typing in =, then enter each cell and the operators you want to use. To reference a cell, use the column letter followed by the row number. For example, A1 refers to the first column in the first row, B2 refers to the second column in the second row, and so on.
5. Click on the check mark button to process the formula.
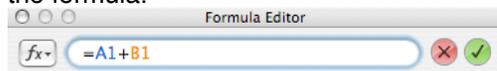
Charts
Pages 2 allows you to add 3D charts. To add a chart:
1. Choose Objects > Chart in the toolbar or select Insert > Chart.
2. Use the handles to resize the chart or drag on it to reposition it on the slide canvas.
3. Open the Chart Inspector and click on Edit Data to open the Chart Data Editor. The Chart Editor will already have some placeholder data entered for you. Click on each cell to edit it and enter your won data, or copy and paste data from another program.

4. To change the chart type, use the pulldown menu to the right of the Edit Data button.
5. To create a 3D chart, select a 3D type and then use the options in the 3D Scene area to set options such as lighting direction and chart depth. You can use the arrows on the left side to rotate the chart.
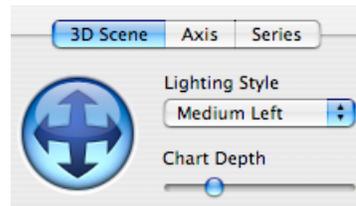
Mail Merge
You can add Address Book fields to your documents so that you can reuse them with multiple people. Address Book fields are already included in many Pages templates. There are two types of Address Book fields in pages:
• Sender field: displays information about you. This information is automatically added by Pages from the My Card vCard in Address Book.
• Recipient field: displays information about each individual contact who will receive a copy of the document.

To add a contacts to a recipient field:
1. Open Address Book and select the All group to view all of your contacts.
2. Drag a contact from the Name column in Address Book into Pages until it is over a recipient field.
3. When the cursor is over the recipient field, it will change to a green plus sign. Release your mouse and the contact's information will replace the placeholder text in the recipient field.
4. If you need to edit any of the information in the recipient field, click on it and type the text you want to use in its place.
5. Once you have personalized the document with your contact's information, save a copy of the document by selecting File > Save As and giving the document a new name.

The mail merge feature can be used with multiple contacts:
1. Select a group in Address Book and drag it into a recipient field in Pages (or choose several contacts within a group by Command-clicking on them and dragging them into a recipient field.)
2. A dialog box will open. Select "Place in a new document" if you want to save a copy of the document with a section for each contact, or "Send to printer" if you just want to print a copy for each contact without saving the merged document.

Spell Check
Pages can check your spelling automatically as you type your text. To enable this feature, select Edit > Spelling > Check Spelling as You Type. Any word that is not spelled correctly will appear with a dashed red line below it. To correct it, control-click on it and select from one of the suggestions offered by Pages, or type in the correct text if you know it.

To check the spelling of a document manually, select Edit > Spelling > Check Spelling. Pages will highlight the first misspelled word it finds. You can control-click on it to get suggestions, or you can type in the correct text if you know it. To continue to the next word, select Edit > Spelling > Check Spelling again (or use the keyboard shortcut: Command + ;).

Comments
Comments can be used to provide feedback to students. To add a comment:
1. Select the words or object to which the comment will apply.
2. Click the Comment button in the toolbar.
3. Type in your comment in the box.
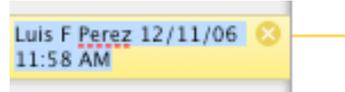
4. To delete a comment, click on the delete icon in the corner of the comment box.
5. To display and hide comments, select View > Show Comments, or View > Hide Comments. You can print your document with its comments by printing it while the comments are visible.

Printing and Exporting
To print a Pages document:
1. Choose File > Print (or press Command + P on your keyboard).
2. Select a printer using the drop-down menu at the top of the window.
3. Make sure Copies and Pages is selected in the third drop-down menu (this is the default).
4. Enter the number of copies you want to print in the Copies field.
5. Select All if you want to print the entire document. If you want to print a range of pages, choose From and enter the starting and ending page numbers in the corresponding fields.
6. Click on Print.

Pages supports many formats for exporting, including PDF, Microsoft Word, and HTML web pages. To export a Pages document:
1. Select File > Export.
2. Choose a format using the icons at the top of the dialog box. If you choose PDF, you can use a drop-down menu to select the image quality.
3. Click on Next and enter a file name in the next screen.
4. Click on Export.