

Exploring Pages '08

WITH



Pages '08



Learn Pages '08 by Exploring with Projects

Exploring *WITH* Pages '08

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Learn Pages '08 by Exploring with Projects

When "it just works is not enough.

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A Base for Exploring Pages '08

1. My Version of History

Steve Job's Best Speech

The best speech that Steve Jobs ever gave is said to be, not the “and one more thing” highlight at Mac Expo, but his commencement address at Stanford in 2005.

In this speech he said that this occasion is the closest he has ever come to graduating from college. He went to Reed College for just six months. When he realized that this was costing his parents their life's savings and that he was not getting that much out of it, he dropped out of classes. He did not go home. He continued to stay there for about the next 18 months and attend classes that interested him. They were invaluable.

The example he gave was a class in calligraphy. Because he took this class, one of the things he insisted upon when developing the first Macintosh computer was that it have great typography. Even the earliest Apples had variable length type. Because he dropped out, and dropped in on that class, when you use any computer today your computer is setting type, like in a book, not just typing.

Word Processing and So Much More

The ability to draw on the first Apple computer drew people to the computer, but I believe that word processing was the practical application from the start. With the introduction of the AppleWriter printer, the Apple computer was so much better than a typewriter. I used to write on an Apple using a Pascal programming editor.

The first spreadsheet program created a new market in business for the Apple. The Pagemaker layout program gave Apple an early lead in printing and publishing.

Then in 1984, the year of the first Macintosh, Apple introduced AppleWorks which I thought was pure magic. One program integrated word processing, page layout, spreadsheet calculating, painting, drawing, and a database. This is what put Apple in the schools as well as in many homes and small businesses.

Keynote

A simple presentation module was added to AppleWorks. Apple created Keynote because Steve Jobs wanted something better than PowerPoint for his amazingly great presentations. Keynote became the basis for Pages in iWork.

When the geniuses at Apple created Pages, they included everything needed for beautiful professionally designed documents. All you had to do was select the appropriate template and fill in the predesigned spaces. You can still do that.

Many people were unhappy. Some were unhappy because when they hit return the computer double spaced their lines. Some had difficulty understanding how to modify the templates to fit their material that they wanted to present. Others wanted to be able to creating their own documents starting with word processing before making the layout decisions.

Apple Listened

The people at Apple listened. They separated word processing from page layout. They separated spreadsheet calculations and more from Tables in Pages. They made major improvements everywhere in Pages '08. I believe Pages '08 is now a worthy replacement and improvement over AppleWorks and is a far better program for almost all Mac users than Microsoft Word.

Now you can begin by just typing, developing your documents the way you want to, learning as you explore Pages, and getting insanely great results.

You can use Pages '08 to explore Pages '08 to learn to use word processing and page layout through using Pages '08 on different projects.

Everybody knows

Clicking on anything is pressing and releasing your mouse button over it.

Double-clicking is clicking twice.

Control-clicking or Option-clicking is clicking while holding down the control or option key.

Command-clicking is holding down the key with an Apple or ⌘ on it

You select an object by clicking on it. You can select text by pressing on your mouse button and dragging over it. To move an object, you first select it, then press the mouse button and hold it down while you drag the mouse to move it.

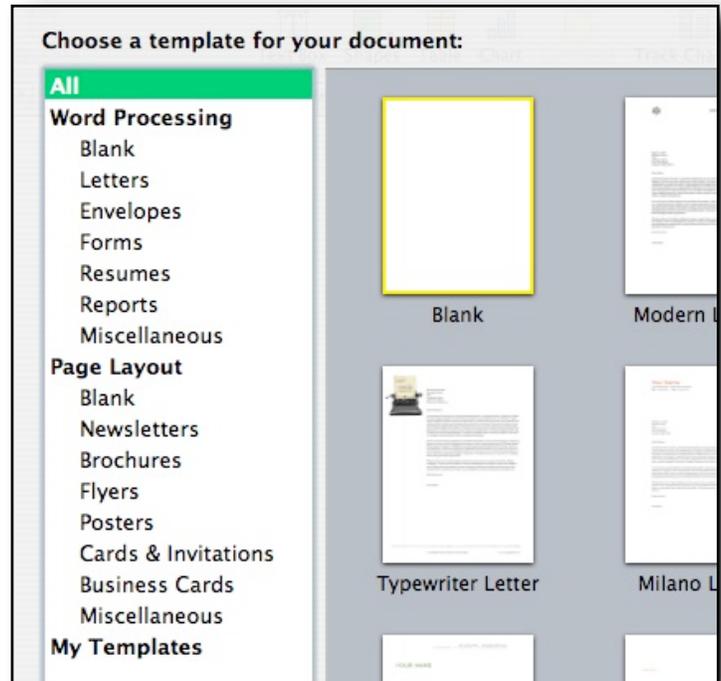
2. Pages Basics

Click on the Finder, in the Dock to open it. Double-click on the Applications folder to open it, and find the iWork '08 folder. Open it and double-click on Pages.app to open the application. It will display this template chooser.

Pages '08 is divided into Word Processing and Page Layout, a major improvement.

Word Processing is used for writing documents where text flows from one page to the next, as it does in a letter or in a book.

Page Layout is used where text is connected from one text box to the next in page layouts such as newsletters and magazines.



Sources of Information and Support

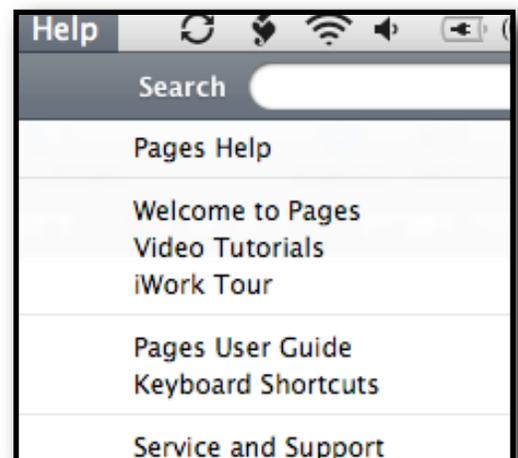
Click on Help in the Pages Menu Bar to find answers to your questions and a whole lot more.

Welcome to Pages connects you to a video introduction to Pages online. Video Tutorials brings up online tutorials. iWork Tour brings up a Keynote presentation of iWork features.

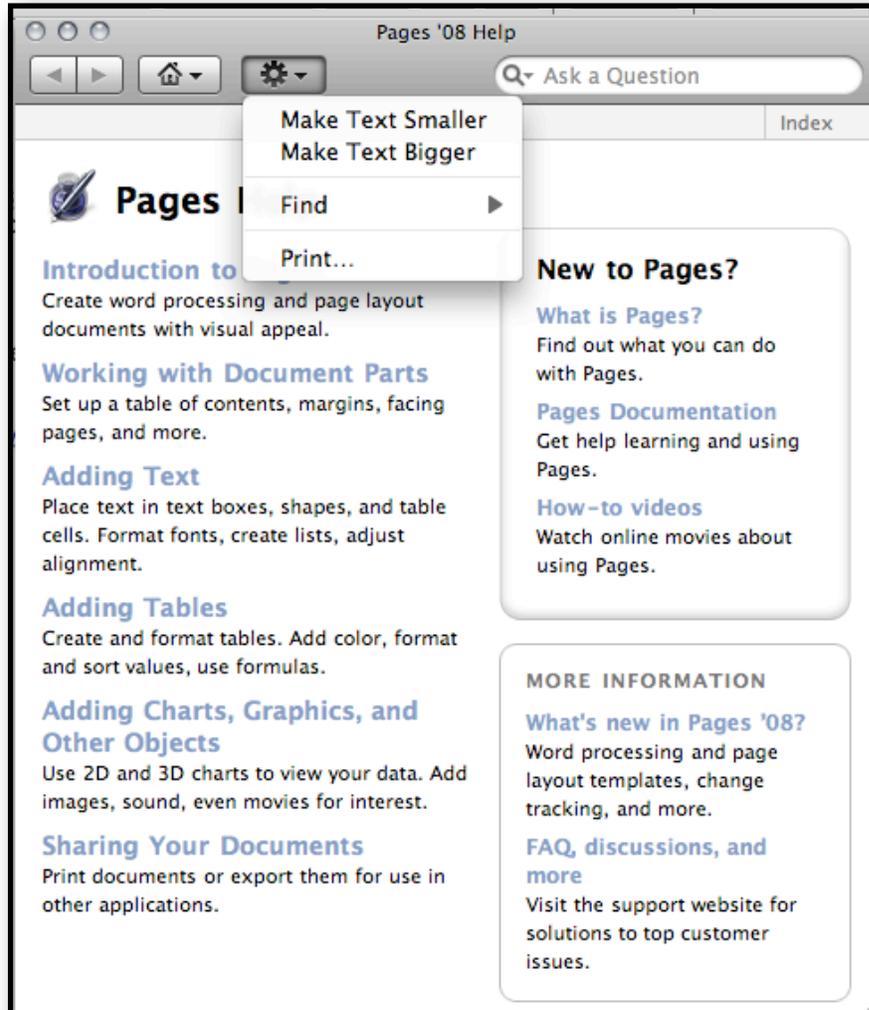
Keyboard Shortcuts gets you a list of shortcuts that you may want to print.

Service and Support brings up a wealth of information including Getting Started, Troubleshooting, Discussion forums, and software updates.

If you do not already have the Pages User Guide you can use Pages User Guide get a pdf copy from the iWork Support page.



Pages Help displays this



You can use the Action menu to make the text larger so that it is easier to read, or smaller to fit on a page, and to print the page you have found.

Use the table of contents on the left to find the information you want.

The information on the right is another description of the information available online.

Enter key words in Ask a Question to search for the information you need. (If you do not find what you want the first time, try changing your words.)

The **Pages '08 User's Guide** contains the same information as in Help. You find what you want using the table of contents or index. The Pages '08 User's Guide is the best manual that I have found for Pages. I strongly recommend that you **print it** to make it easier to read and to use as a reference, and that you **read it**.

Get a Blank Word Processing Page - Learn

We will begin with Word Processing and save Page Layout for much later.

Start by opening a blank Word Processing page to write on.

The Blank word processing page should already be highlighted. Click on Choose at the bottom right or double click on the Blank template to open it. You can click on any template to select it, or double click on any template or icon to open it.

There is often more than one way to do anything on a Macintosh, and the one that is right or best is the one you choose to use. The one correct way is your way.

Clicking to select and double clicking to open is one of the many features in the Macintosh operating system that are standards found in most Macintosh programs. If you learn how to do something in one Macintosh program, it is very likely to work if you want to do the same thing in another Macintosh program.

Almost a Typewriter

Before typewriters, books were typeset using variable width type like this New York type. The i and the m were not the same width. There was only one space between sentences. Paragraphs were separated by white space, and the paragraph often began with a small indent, outdent, or larger character. Typesetting and typography were both crafts and arts.

People wrote their letters by hand and penmanship was very important.

With the invention of the typewriter, people began to type letters.

When anyone typed a paragraph on a typewriter, it looked like this. Because of its mechanics all the keys were the same width. So you double spaced between sentences. You also slammed a carriage return to start a new line.

You hit two carriage returns to leave a blank line between paragraphs. You set mechanical tabs on the carriage so that you could tab to move to the right a number of spaces instead of keying each character.

Typewriters were so easy to use that millions of people took classes in high school to learn to type.

Using the Word Processing Blank template is as simple as a typewriter.

Keyboard Shortcuts

Macintosh Keyboard Shortcuts can make word processing faster and easier. Look in Pages Help for Keyboard Shortcuts. Practice and remember those that are most

useful for you. It would help if I could remember just these selections:

Double-Click > on a word to select it

Double-Click and drag > to select more full words

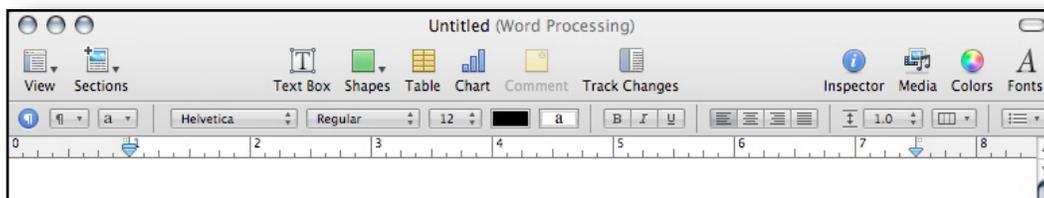
Triple-Click > to select a line

Triple-Click and drag > to select whole lines

Press and hold the mouse down on a selection and move the cursor> to drag the selection to another location, or copy and past it using these commands in the Edit menu or the Keyboard Shortcuts shown in the Edit menu..

Control Click or Right Click on any selection > to get a pull-down menu

The Blank Template is not Blank



The top of a page is not blank. The top row is the toolbar which will be familiar to people who used the earlier version of Pages. We will learn how to use these tools as we use them. On the bottom of this heading is a ruler which we will learn to use to set tabs like a typewriter.

The second row is the format bar, a great addition in Pages '08 which we will explore in a minute.

The third item from the left on the format bar in this Blank template says Helvetica. That is the typeface that comes with this template.

If you want your type to like a typewriter, click on Helvetica to get a drop-down menu and select the Courier font. Courier is one of the monospaced fonts, all characters are the same widths.

Using this Blank template, you key your Macintosh keys like a typewriter except that the text wraps when you reach the right margin so you do not hit return to start the next line.

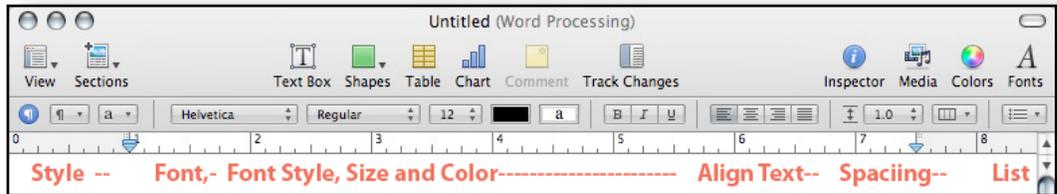
Robin Williams wrote a great little book back when Apple made the Apple computer, The Apple is Not a Typewriter. It is still in print as The Mac is Not a Typewriter. I recommend it.

A Macintosh is electronic, not mechanical, so it can have variable width type that looks typeset like a book. A book never has double spaces at the end of sentences. You never double space at the end of a sentence on a Mac unless you want to make it look hand typed.

It is time to you write something on your Blank page to explore how this format bar works. Here is what I wrote:

Dear John,
 Your lunch is on the table. Put the peanut butter back in the refrigerator, and the rest of the bread in the bread box when you are done.
 I have gone to the store.
 Lucy

The Format Bar shows the Style, Font, Font style, size and color, Align text, Spacing, and List.



Using the Format Bar, experiment with changing the font, font style, font size and color.

Dear John,
Your lunch is on the table. Put the peanut butter back in the refrigerator, and the rest of the bread in the bread box when you are done.
I have gone to the store.
Lucy

Here I have changed the font to Georgia, the style from Regular to Bold, and the size from 12 to 14. I used the font color box (to the right of the font size to change to color with a different font. I used the next box, the one with an “a” in it, to change the background color of selected text. I chose underline followed by italic from the B I U choices. Click on the bold, italic, or underline choice again to turn it off.

Remember, do not over do these changes or it could look awful.

The spacing up and down arrow controls spacing between lines.

<p>The up and down arrow spacing lets you set the line spacing. Select the text and choose a new spacing like 7.</p>	<p>Or select the text and choose a new spacing like 14.</p>
--	---

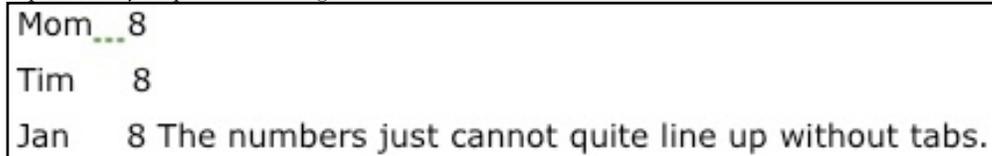
The next to last box lets you change the number of columns. Unless you are changing to a new Section, use the menu Insert > Layout Break before and after changing the number of columns.

Lets save the List icon on the right of the Format Bar and the three Styles icons on the left until later when we are ready to use them.

Tabs More Important

Typewriters had tabs to save typing, whether it was the five spaces typically used to start a paragraph or many more spaces to enter a column of numbers on an invoice.

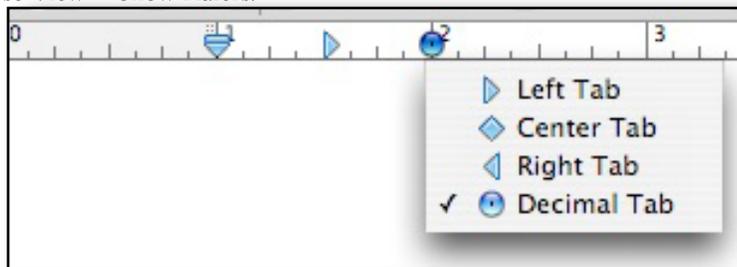
Tabs are more important on computers because variable width computer fonts make it practically impossible to align columns without tabs.



Mom... 8
Tim 8
Jan 8 The numbers just cannot quite line up without tabs.

Besides who has the time when setting tabs is so easy.

If a ruler is not already showing on the top of the page click on the View menu on the top of the page, then click on Show Rulers in the pull down menu. (In the future we will abbreviate this to Use View > Show Rulers.



Click on the Ruler where you want the first tab to be.

On this Ruler, the first symbol is the left edge of the layout space where a sentence would begin.

The second symbol is what appears when you click on the ruler, it is a left tab.

Control-clicking any tab shows the drop down menu that is below the third symbol on the Ruler. Then click on the drop down menu to set the kind of tab you want. In this case the Decimal Tab has been selected.

Text centers on the Center Tab. Text ends on the Right Tab. The symbol chosen as the decimal within a number, usually a period in US currency numbers, aligns on the Decimal Tab.

Tabs generally apply from the top of the page if it is a blank page, or from where the cursor was on the page when you set the tab. A tab that is set when you are working half way down the page will not apply to the top of the page unless you use Edit > Select All (The keyboard short-cut is Open-Apple-A).

If you drag a tab off the Ruler, it disappears in a puff. It is so easy, there is no reason not to use them.

One More Thing

On a typewriter you enter a Return at the end of every line, but not on a computer. While you are in the same paragraph, you just keep typing and let the computer wrap the text around to begin the next line.

When you enter Return in a word processing program, you are telling your computer that this is the end of a paragraph. The Text Inspector is usually set to add extra space after paragraphs.

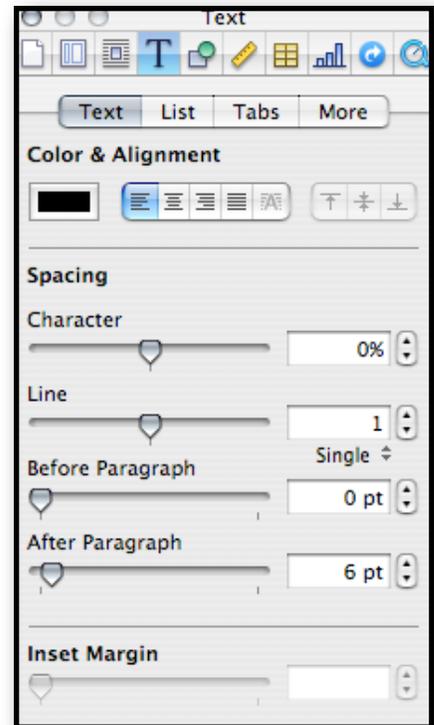
When you want to return before the end of the line and before the end of the paragraph, enter Shift-Return. Shift-Return does not add extra space between lines.

The Blank template was changed in Pages '08 to not add extra space after a paragraph because new users who were used to typing and not word processing were annoyed by the extra space when they entered return at the end of every line.

The envelope templates do not add extra space when you enter a return in the addresses.

Almost all other templates, and most word processors, add some blank space to signal the end of every paragraph and make it easier to read..

I read a recommendation that this extra space be half a character height, so I generally set it at 6 points for most body text. Most Apple templates and many modern texts use more open spacing than that.



Line spacing is shown as the number of character heights. If you are using small print you may want to add some character height to make it easier for the eye to track the lines.

Character spacing compacts or spreads out the letters on a line.

In the bottom left corner of your Pages document on the screen you will find a number. Double click on this number to see a popup menu that you can use to change the size of your display or to show two pages side by side on your screen. This can help immensely when you want to key in type that will appear at a reasonable size when printed.



Explore. Experiment. Have fun. Make your documents look good to your eye.

II. Word Processing in Pages '08

3. Write a Letter

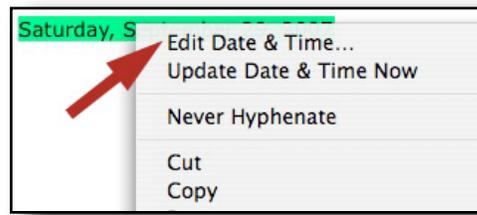
We are almost ready to write a letter using tabs, but first lets learn how to insert a the date.

Inserting the Date

Set a right pointing tab at about the five inch mark, or where you want the date and return address to start on your letter.

Instead of keying in the date, let's use the Insert menu and select Date & Time. Clicking Date & Time will insert the current date. It may be formatted like Saturday, September 29, 2007.

If this date format is not what we want, Control-Click on it by holding down the Control key and clicking to get the option to Edit Date and Time or Update Date & Time Now. Select Edit Date & Time.

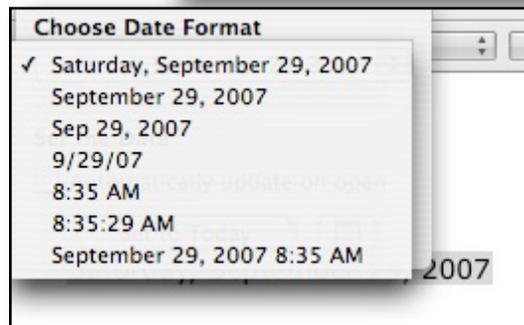
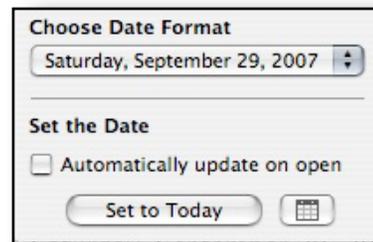


Now you can choose the date format using a pull-down menu of options or to set the date the date and time. Do not check Automatically update on open unless you want the date to change in the document every time you open it. (For example a letter with this block checked will always show the current date every time you open it on your computer.)

Choose Date Format provides a pull-down menu with options displayed with the current date and time:

Let's choose the September 29, 2007, format.

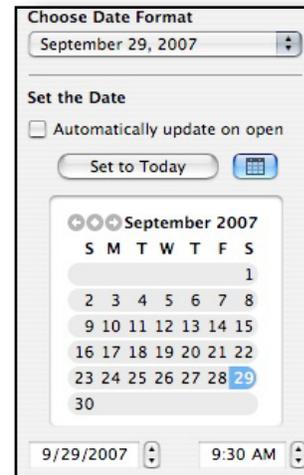
(I bet you think the is unchanged from when I began exploring Pages.)



If we choose the format September 29, 2007, and click the calendar to the right of Set Today we get these tools to set the date and time. You can set any date and time you want.

We have taken a full page to show you how to insert the date and time, but it only takes one click if you like the default format, or three clicks to insert it with the format you do want.

You can make the date you want the default format for your template as we will see later.



Get a Blank Page

Either get a new blank Pages page, or erase whatever you have on the old one by holding down the Command key while keying “A” (abbreviated as Command-A) and then keying “delete.” (The Command key has the Apple and ⌘ n it.)

Once you have a blank page, the first thing I recommend doing is to save it. You can save it as anything you like. For letters I like to use who I am sending it to and the date in year-month-day notation to keep it organized — Letter to Someone 7-09-30.

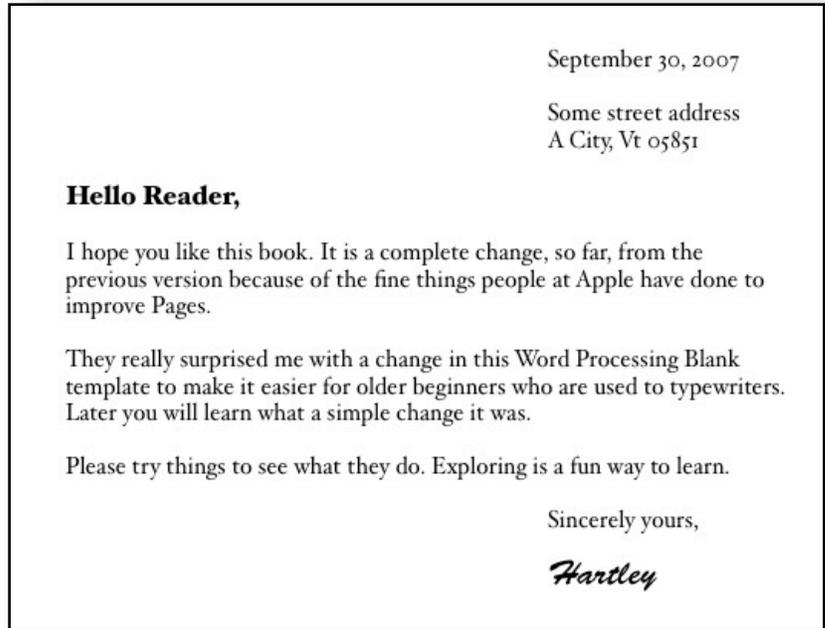
Save the document first is so that, if you are interrupted, you can quickly save it with File > Save, or Command-S, to make sure your work is still there when you get back to it. Command, or Cmd, is the name for the key with an 🍏 (apple) and ⌘ sign on it.

(Remember File > Save is short for go to the File menu and select Save, and Command-S is the same as hold down the command key while keying “S.”)

Write It

It is time to write your own letter using tabs, inserting a date, and using the Format Bar to add a little style.

Here is an example.



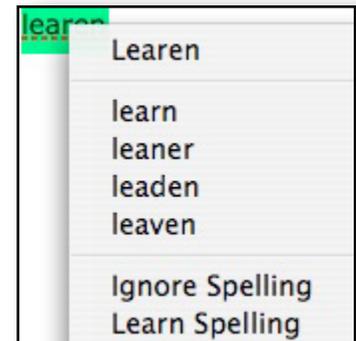
Spell Checking

Apple provides several tools within the Mac OS X System for use in all programs. Spelling, Find, Find and Replace, and now definitions in OS X 10.4 are common to almost all Macintosh text editing programs and are described in excellent books such as Mac OS X The Missing Manual by David Pogue from www.oreilly.com.

Edit > Spelling offers three options, Spelling, Check Spelling, and Check Spelling as You Type.

I always select Check Spelling as You Type and I leave it on as David Pogue, the author of Mac OS X The Missing Manual, recommends. Any words it finds that are not in its list of correct spellings are underlined in red as you type. Control-click on the word to see the spelling options the computer finds, as shown here. Click on the computer's suggested word you want.

If you are sure your spelling is correct, click Learn Spelling to add the your correct spelling to its dictionary.



Clicking Ignore Spelling will ignore the spelling this Time without adding the word to its dictionary.

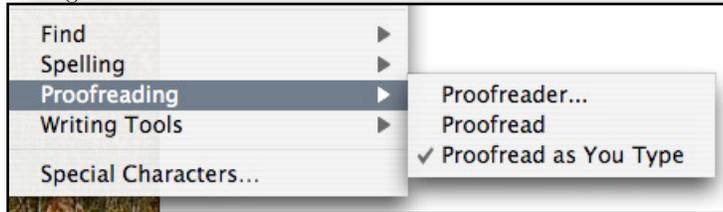
Check Spelling searches the document and highlights words one at a time that it cannot find in its list of correctly spelled words. The results and options for each questionable word it finds are the same as Check Spelling as You Type.

The third option, Spelling, performs the same search of the document, and brings up a dialog box for each questionable word. In short, it performs the same function in a different way.

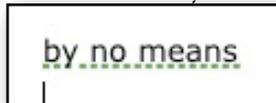
Explore, try these options to see which you like best. Use one of these to check your spelling, but remember that the computer cannot know if a word in its dictionary is not what you really meant to say. You still need to check it yourself for words that are correctly spelled but do not make sense.

Grammar Checking

While writing this I was surprised to see a dotted line under the big surprise. Pages '08 has added Proofreading. In the word processing Blank template, look under the Edit menu. Click on Proofreading to see:

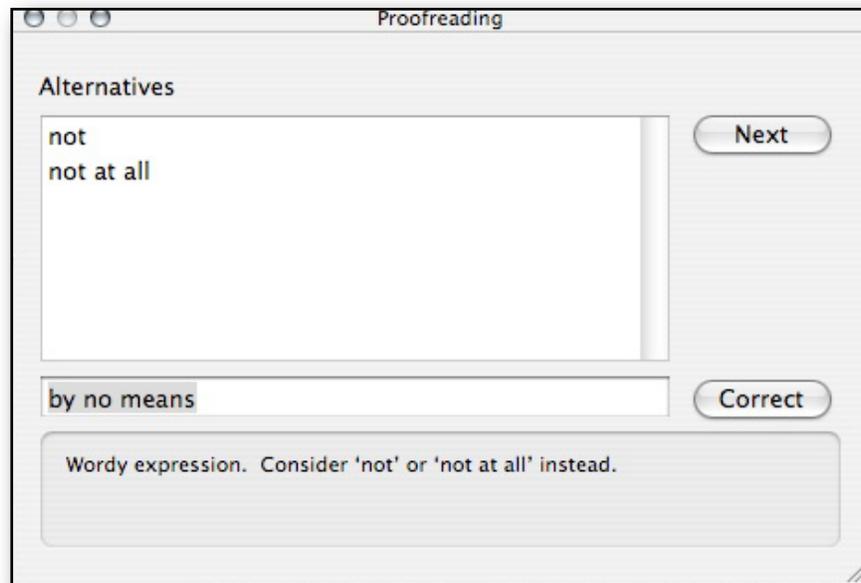


Proofreading as You Type is checked meaning it is turned on as the default. I recommend that you leave it on. When it marks something like this



see if there is anything you want to do to improve it. I usually can find a better way to say it, and I rarely check to see why it was marked.

I have not found why you would want to use Edit > Proofreading > Proofread instead of using Edit > Proofreading > Proofreader which provides more information and in my experience allows you to work faster.



If you want to know why Pages Proofreader marked it, selecting Proofreader will produce a report that shows the phrase that was marked, suggested possible alternatives, and the reason it was brought to your attention.

You can also use Proofreader instead of Proofread as you Type to avoid interrupting your thoughts as you type.

Proofreader suggests alternatives for improvement above the box containing the text Proofreader questioned. If you select one of these suggestions, it replaces the text that was in question. To accept the suggested text, click Correct. Otherwise you can manually correct the error or leave it as it was, and click Next to find the next questionable text.

The Pages 08 Users Guide here lists the things that Proofreading looks for.

Adding Pictures

Pictures, and other objects, can be either inline or fixed on the page in Pages.

Inline images move with the text, and are often placed just below or above the relevant text.

Fixed images are fixed on a page and do not move with the text, they are also called free floating because they can be moved by dragging or cutting and pasting.

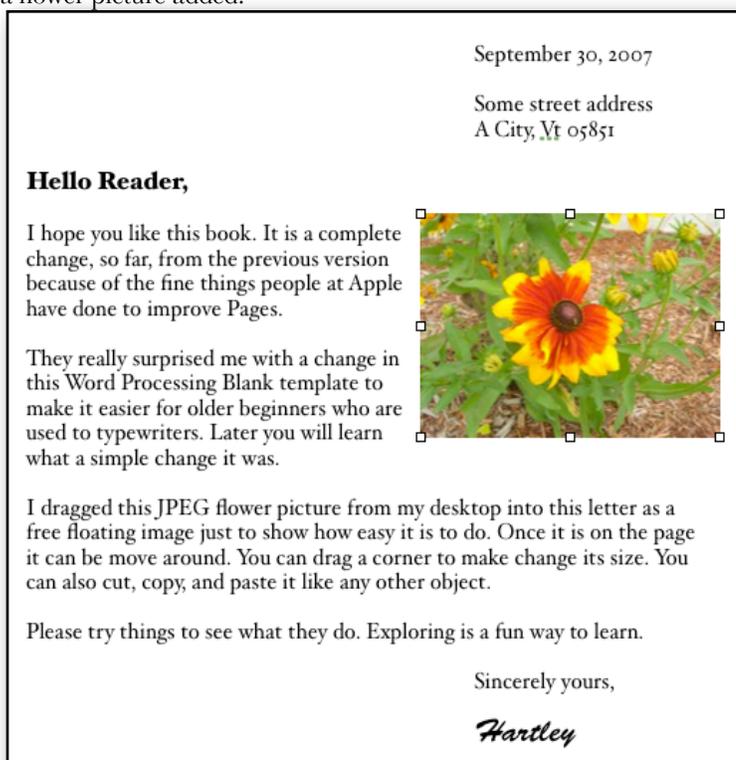
You can resize the image by clicking on a corner and dragging it in or out (often used to make the picture smaller to fit the available space).

We will discuss inline images later.

It is fast and fun to insert the image as fixed and free floating on the page. Drag the image to the page margins outside the edge of text area, (or click outside the text area, and use Insert > Choose, navigate to the image on the desktop or in the files, and click “Insert.”) Then drag the image where you want it and watch in amazement as all the surrounding text moves to get out of the way.

I like to add pictures to my personal letters. It must make them more interesting and it is very easy to do.

Here is the last letter with a flower picture added.



To create this letter, I edited the last letter in Pages, and dragged this picture of one of my wife’s flowers onto it as free floating.

You can make a JPEG image of anything on your monitor using Command-Shift-4 by holding down the Command key (with an apple on it) and the Shift key while you pressing the 4 key. Then drag the new icon on the screen diagonally over the area you want to copy.

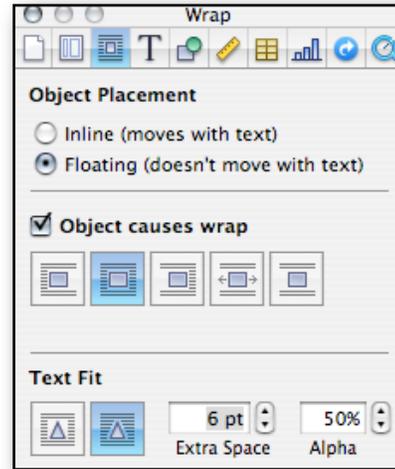
A PDF image holds its appearance better when resized, You can change the screen shot format to PDF. Download TinkerTool from Version Tracker and use its General options to change the Screenshot file format to PDF.

Then use the Command-Shift-4 and drag to define the area you want to copy. Drag the image into your document inline with the text so that it stays with the text when anything before it is edited.

Explore. Use the Inspector tool to look at Inspector > Wrap you. You can change an image between inline and Floating and decide if and how you want text to wrap around the image.

To change the size of the image by dragging a corner, you must first deselect Object cause wrap. Then you can change the size and select Object causes wrap again.

You can choose whether the text wraps around the irregular image, or to enclose the text in a rectangular space. The default space is 12 points between the text and the image. I prefer to use 6 points. As you can see here, it makes a difference.



Save as a Template

If you want to save your letter or any one page document as a template, simply use File > Save as Template. The template will be saved in My Templates beneath the Apple Templates.

Should you want to delete a template that you saved from this file, go to your Home Page > Library > Application Support > iWork > Pages > Templates > My Templates and drag your template to the trash.

If you want to keep a template that you formatted in the Dock, hold down the Option key as you drag it from this file into the Dock. You will see a plus + sign as you drag it. I have my own formatted “blank” page template in my Dock where I can open it in Pages with just one click.

Get a Letter Template and Learn

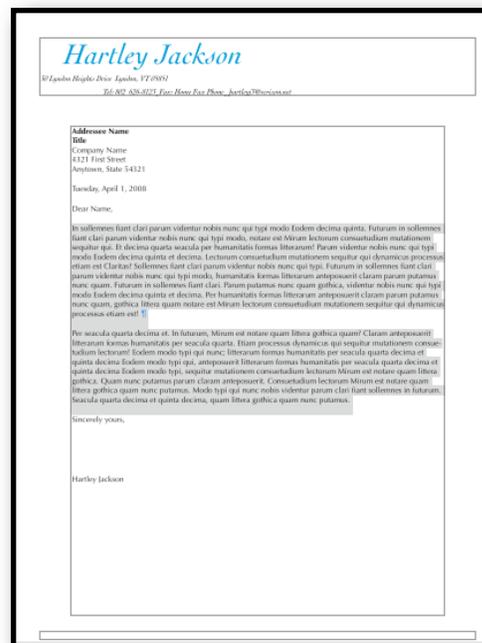
Here is the Personal Letter template. View > Show Layout was used to display the simple layout lines. The ruler was already displayed.

A much faster way to create stationery is to start with a template that you like and only make changes to personalize it if you feel like it.

It already has my name. It found it in my Address Book.

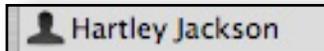
It has the connecting links to retrieve the addressee's name from the Address Book, but it is looking for a company address, not an individual address.

Never mind, just key in the addresses until you read the next section. You can drag in pictures and make other changes just like when we formatted our own letter.



4. Create an Envelope Using a Template

Is your name and address in your Mac's Address Book, and tagged as My Name? If it is the Address Book Name column should look like this:



If not, put your name in and go to the Card Menu and check Make This My Card.

Now, in Pages, go to File > New From Template Chooser and select Envelopes under Word Processing, then choose the Personal envelope that I will be using here, or one of the these envelopes, Milano, Vienna, Dublin, Tokyo, Park Avenue, San Francisco, or Classic, which have a personal return address. The other envelopes have a business return address format.

Your return address is already on the envelope. This part of Apple's Macintosh magic.



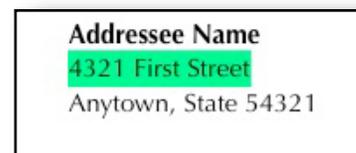
This envelope is formatted to send to a recipient in a company or business. They link to work addresses in your Address Book.

If you have this work address in the work address fields in your address book, you can simply drag the address card from your address book to the address area in the envelope. If necessary you can make changes. For example, if your address book does not contain the name of the individual in the company you may need to delete that field or key in a title. Then you can print it or save the envelope as a document for use later.

You need to make some changes to send a letter to a friend or relative. Here is how to modify the template into a friendly envelope.

The name in the address is OK. You do not need to change the first and last name fields. You can simply erase the Company Name field because we do not want it on our personal friendly envelope.

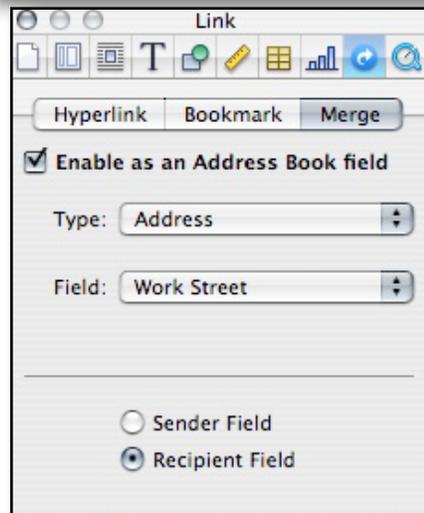
To change the recipient address to use the home fields in your address book, select the first street address in the envelope.



Create an Envelope

Then use Inspector > Link > Merge. Click on the Inspector icon in the Pages Tools Bar. This will bring up an Inspector window. Choose the second icon from the right in whatever Inspector window comes up to select the Link Inspector. Choose Merge in the Link Inspector.

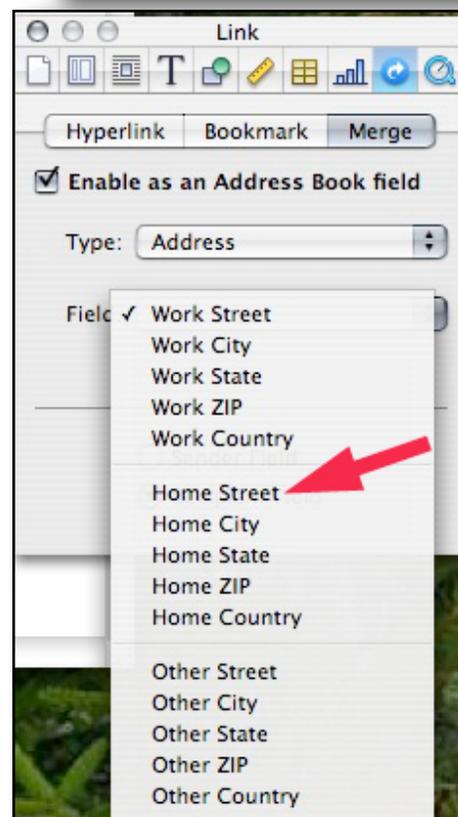
In this case Enable as an Address Book field is checked. The Type is Address. The Field is Work Street. Recipient Field is checked.



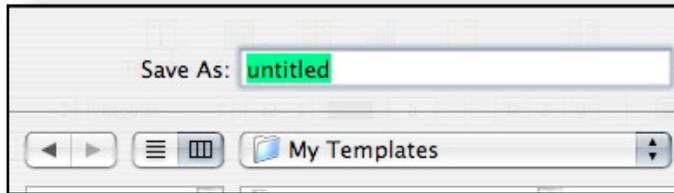
Click on Work Street in the Field drop-down menu and select Home Street. When you click on Home Street, the drop-down menu disappears and the Field shows Home Street. The field on the envelope is now set to Home Street.

Next select each of the Work City, Work State, and Work ZIP fields on the envelope template and change them in the same way to Home City, Home State, and Home ZIP.

You can make other changes to the envelope. I selected my sender name, reduced the size of the font, and added the name that friends often use.

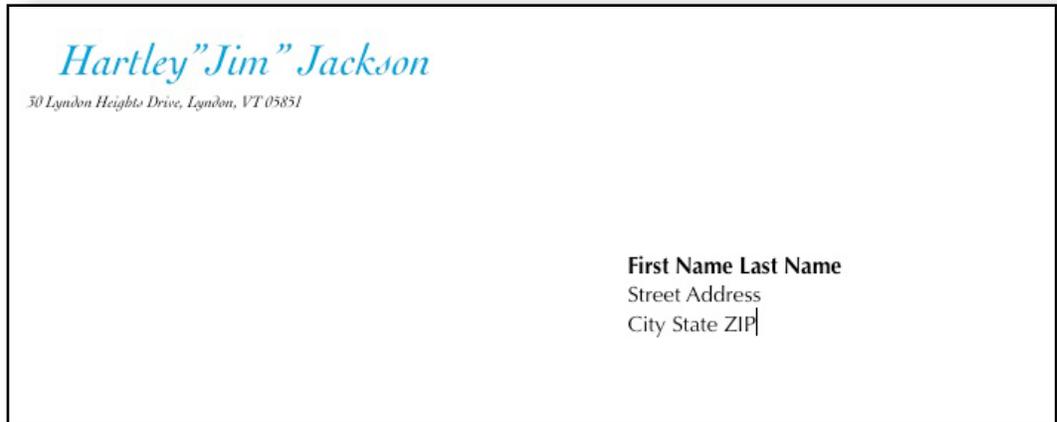


Use File > Save as Template.



Give it a name. I used Friendly Envelope. By default your new template will be saved in a special My Templates file, and will show up under My Templates when you use File > New From Template Chooser.

Here is my result.



I have a brother that I write to most often. So I put his name and address in the recipient field before saving my Friendly Letter template. It still works to drag Address Book addresses into the recipient address, but I do not have to do that step for the person I write to most often.

You may have to correct some Address Book addresses if they are not in the correct format. You may want to create template envelopes to fit the way you have the addresses in your Address Book. It is all easy now that you know how, and any way that you want to do it is the right way.

By default your templates are filed in your Library/Application Support/iWork/Pages/My Templates/. If you want to delete a template, locate it in this folder and drag it to the trash. Do not try to delete any of the templates that came with Pages.

Look through the templates. Do you want templates you can send from your business? If so, make the same kinds of changes in the Sender fields. You may want to select different format styles for different uses or occasions. It is really quite easy now that you have learned how.

4. Write a Daily Record

In our second project we will create a daily record or diary. We could create a very good Daily Record using the new Format Bar in Pages '08. However, there are advantages to using selected tools in the Toolbar, and some of the Inspector palettes, that we should explore.

First, let's look into fonts and character formatting before we select formats for the Daily Record.

Fonts and Character Formatting

Let's explore what is available under the "A" Fonts icon in the Pages Toolbar. If there is anything you want to do with fonts that you cannot do in the Format Bar, you will probably find it here.

Clicking on the A Fonts icon brings up a Fonts window.

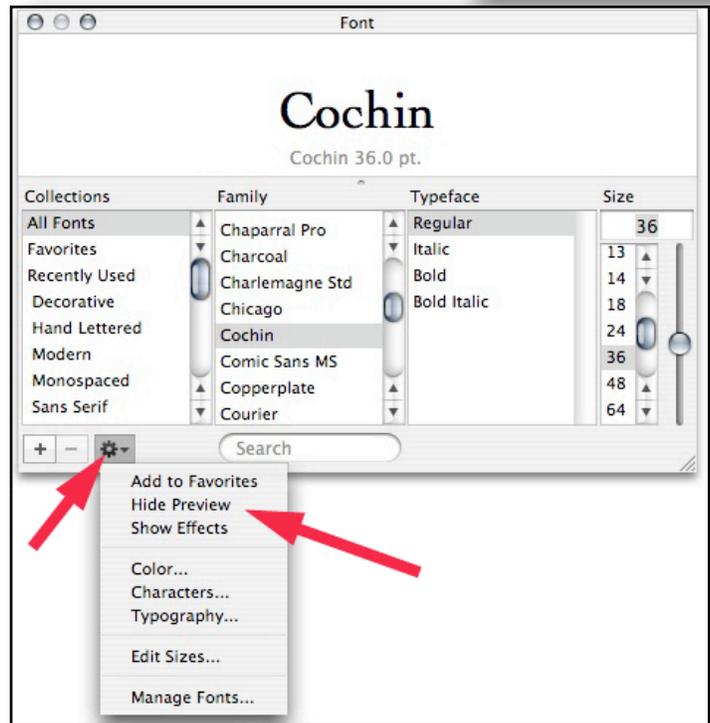


Clicking to select the gear Actions icon, opens a fall-down menu which includes Show Preview.

Preview displays any font, typeface, and size you have selected, or that you select.

I recommend that you leave Show Preview checked so you can see what a font looks like when you open "A" Fonts.

You can save time when looking for fonts if you group these fonts into collections, create your own collection of favorites, Use the plus at the bottom of the Collections column to add your own collection and drag the font families you want into it.

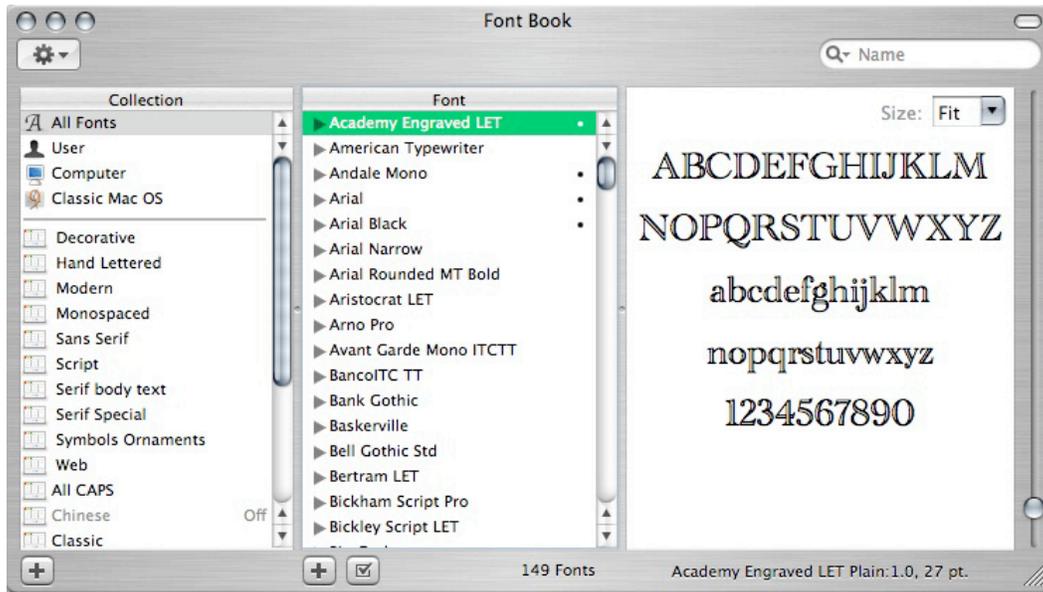


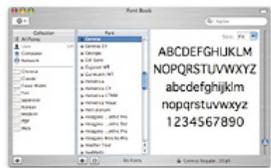
This Fonts palette is a OS X system application that is available in Pages and in other Macintosh programs.

There are many applications in the Actions drop-down menu such as Typography that you may want to explore.

You will find two of the Macintosh applications in the pull down menu so useful when working in Pages that they are included here.

Selecting Manage Fonts brings up this Font Book window.





Manage your fonts.

Font Book makes it easy to install, preview, organize, and manage your fonts.

- [See all Font Book topics](#)



Font Book Help

www.apple.com

Font Book is a Macintosh OS X application in your Applications.

You can open it by double clicking on it in your Applications like any other application. Then, use Help > Font Book Help to learn how to use it.

One great use of the Font Book is to select fonts that you are not likely to use, and click the check box on the bottom of the window. This hides the font so it will not show up in the other font lists. Reducing the number of fonts this way makes it easier and faster to find the fonts you do want.

Selecting Character in the Action menu shows the Character Palette, but it is easier to open the Character Palette using the menu Edit > Special Characters.

Here are the Roman math characters with plus highlighted. Character Info shows related characters. The actions in the pull-down menu includes Add to Favorites.

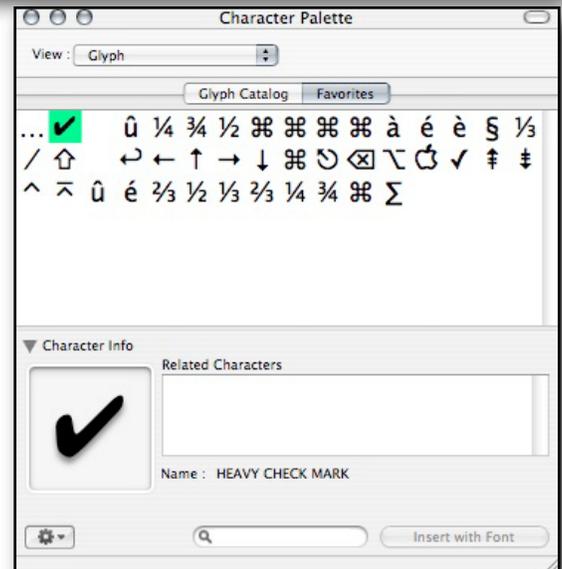
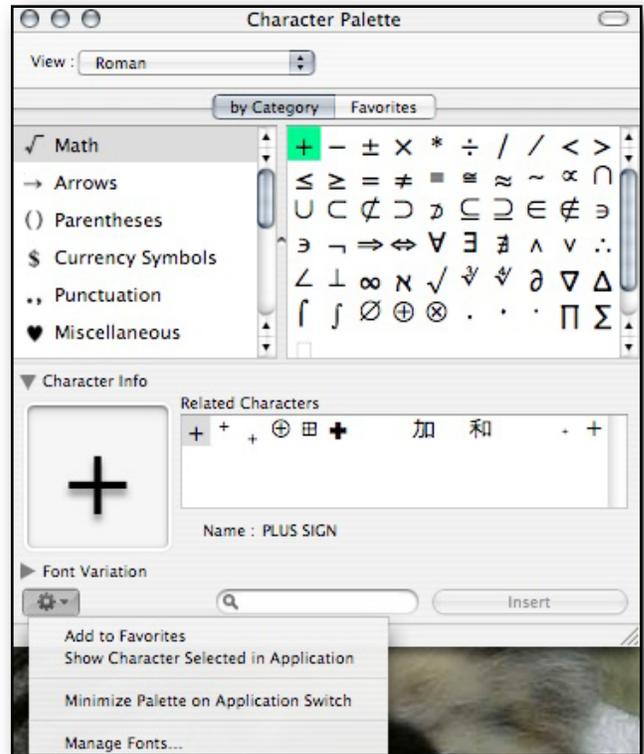
With the Character Palette displayed, select where you would like the character placed in your Pages document. Then double click on the character in the Character Palette to add the symbol to your document.

Favorites in the Character Palette is a collection of the characters you put there. Here is my current collection.

I leave this selected so that my favorites are displayed when I open the palette.

Place your cursor in the Pages document where you want to put the character. Then double click on the character in the Character palette to put it there. This is a Macintosh OS X feature that is not limited to Pages.

Here is the symbol on the Command Key ⌘.



Choose Fonts for the Daily Record

The general recommendations were to use a serif font for the body text because research has shown that serif is the easiest to read in print. Use a sans serif font for headings to make them stand out.

However, documents on the Internet may be more readable with a sans serif font for body text, probably because monitors have fewer dots per inch so the resolution is not as fine as in printed text. The headings on Internet documents can use a serif font to stand out better and make the document more attractive.

I selected Cochin 36 for the monthly heading, Cochin 18 for the daily date, and Verdana Regular 11 for the daily notes.

Just reading can be dull. Give your brain a change. Make this Daily Record your document. Explore the fonts and tools available and can choose any fonts you like using the Font Bar or Fonts in the Toolbar.

Start pages, or if it is already open select File > New from Template Chooser, and choose the Blank page. Key in the title for the first month, January 2008, in your selected font. Save you document to work on it after you learn more about text layout. Use File > Save As and give your document a name like 2008 Daily Record.

Formatting with Text Inspector - Text

Exploring the Inspectors one at a time to use them in practical projects can be interesting, and it is a lot easier way to learn than trying to study all of them.

The easiest way to open an Inspector is to click on Inspector in the toolbar. Another way is to use View > Show Inspector. Use View > New Inspector to open more than one Inspector.

The Inspector displayed is the one that was last viewed. The top row shows the Inspectors. From left to right they are the Document, Layout, Wrap, Text, Graphic, Metrics, Tables, Chart, Link, and QuickTime Inspectors.

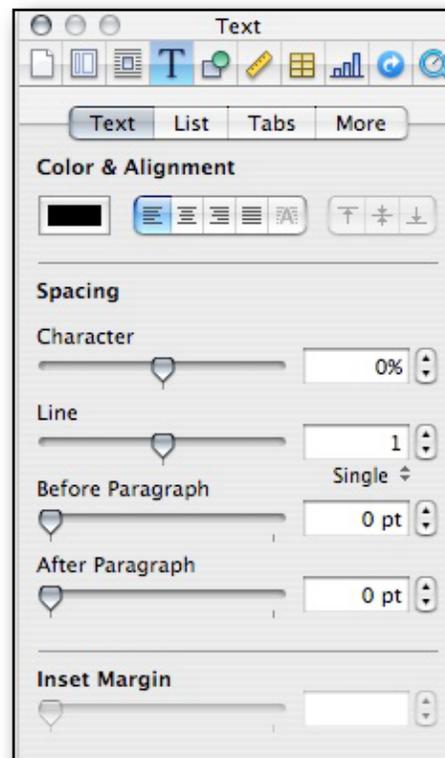
Some of these inspectors have only one palette. Others, like the Text Inspector, have a row listing more palettes that you can select. We will designate these palettes within an Inspector by adding their title such as Text Inspector - Text. Depending what you include in your count there are 19 or more palettes. Fortunately we do not have to study them all at once.

Here is the Text Inspector - Text for the Word Processing Blank template. The Format Bar and Text Inspector - Text have the same text color and alignment tools. Either can be used to center the Daily Notes title.

In this row, the Text Inspector - Text has three options to align text at the top, middle, or bottom within a table cell, text box, or shape. Inset Margin at the bottom of the Inspector sets the distance between the text and the edge of any of the table cell, text box, or shape.

Character spacing in the Text Inspector - Text compacts or s p r e a d s o u t text.

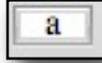
The line height can be set in either the Format Bar or Text inspector - Text to increase vertical space around the selected lines giving a lighter appearance.

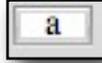


It can also decrease the vertical space giving a darker look to the page.

Before Paragraph and After Paragraph sets the spacing before and after paragraphs. Entering Return signifies the end of a paragraph.

Keying Return does not add space after a paragraph in the Word Processing - Blank template like it does in most word processing because After Paragraph is set to zero. After Paragraph is also set to zero in envelope templates.



The Format Bar also has  to add a background color to selected text. In the Text Inspector - More you can set the background color for selected text or selected paragraphs. There are more features including Prevent widow & orphan lines. Explore Text Inspector - More on your own when you have time.

Center Your Title and Select Spacing

Open your Daily Notes document. Center your monthly title, January 2008.

Key in the day and date for the first daily note, Tuesday, January 1, 2008. Use the font and size you selected earlier. You can choose a color for this daily heading text if you want something other than black.

Choose how much spacing you want to add after every paragraph.

There is no absolute rule for how much space to leave between paragraphs. I have been using 6 points because I read somewhere that leaving a blank line was too much and using half the line height might be better in books. I use 6 points. The newer trend is for a lighter look, and Apple's designers use 12 points in many templates. You do need to use something.

Next we will learn about saving our fonts and paragraphs in styles.

Set and Change Paragraph Styles

There are many advantages to styles. They make it easy to provide consistency in your documents. You can set the table of contents to automatically include headings with desired styles. You can change the appearance of text throughout your document by just changing its style. Now lets set our styles for future use.

On the left of the Format Bar the first three icons show styles information. The second icon shows the paragraph styles in a drop down menu. The third with the "a" shows the character styles in a drop down menu.



Highlight some text and use these drop down menus to quickly see and change its style. Changing a paragraph style does not change character styles within it. Using None to delete a character style does not change the paragraph style.

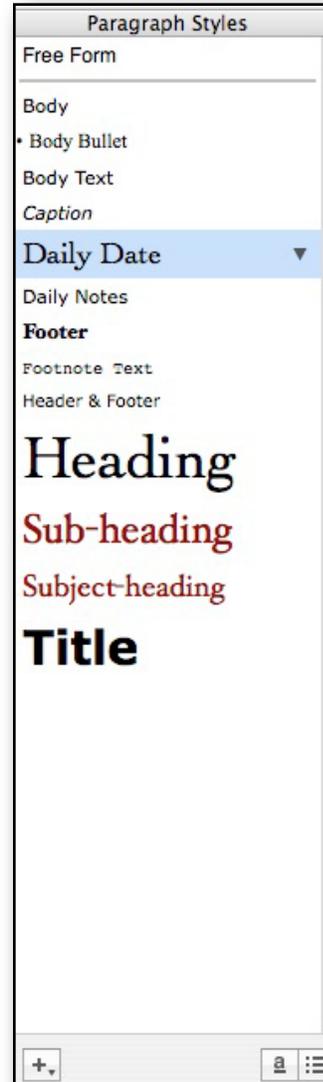
The first Format Bar icon opens and hides the styles drawer. It can also be opened using the View menu. The styles drawer can show or change highlighted text styles. The styles drawer must be used to add, delete, or change a character or paragraph style, and to set any spacing before and after paragraphs.

Create a Heading and set its font, style, size and color. Open the styles drawer showing the Paragraph Styles. (This example of my current styles drawer contains more styles than we will use here.) Double click on the heading to highlight it. Click on the + button on the bottom left and choose whether you want to create a new paragraph style, character style, or list style from the selection. Name the paragraph style “Heading.” Pages will save the paragraph style with all its characteristics.

Do the same with the date, and name it something like Daily Date. Highlight the first text paragraph. Click on the +. Name it something like Daily notes.

If you want to change an existing style, rather than add a new one, highlight the paragraph you want to change and hold the cursor over the style name in the styles drawer. A triangle will appear to its right. Click on the triangle and click on Redefine Style from Selection. The style will change, and so will all the text in the document with that style.

To rename the style, hover the cursor over it in the Styles Drawer, click the triangle. Choose Rename Style and enter the new name. While you are at it look at the other options available. If you have too many styles, you can select one to delete using the minus sign at the bottom.



The two squares on the bottom right show or hide Character Styles and List Styles so you can use or edit them. Character styles are created and edited the same way as paragraph styles. Character styles apply to characters or words within a paragraph and overrule any paragraph style.

For more information, see Working with Styles in your Pages '08 User Guide.

Pardon My French

Living near Quebec, I would like to learn French. For a time I was entering the month and day in French. This bit is just for those interested in using other languages.

Using the Language pull down menu in Text Inspector - More and Character Styles you can make Pages into a bilingual word processor. Here is how the magic works with French as an example.

Go to Text Inspector - More and for Language choose Française to chose a French spelling dictionary.. Then key a few French words.

Française si bon nuit bonjour merci

Highlight one or more of the French words.

Open Character Styles and click on the tiny triangle next to the + on the bottom of the Styles drawer. Select Create New Character Style from Selection. Check to be sure the dialog box indicates that it is for a character style. Give your style a suitable name.

Make sure the Text Inspector > More > Languages is set to None. You are ready to test the magic.

Highlight some English text before the French and use Edit > Spelling to spell check from that point forward. (Check Spelling starts at the beginning.) If everything has been done right, the spell checker should check both your English and your French spelling. You just have to use your French style(s) when you enter your French text or use the Text Inspector - More > Languages in French..

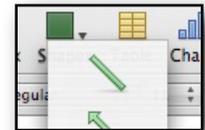
To enter French words, check your French style and begin typing using Check Spelling as you type.

Sil vous plaît voie vous droite

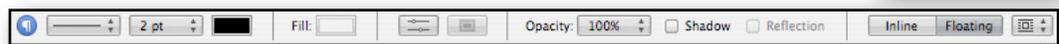
Now if only I knew French...

Adding a Line to Separate Daily Notes

To create a line to separate daily notes, click on the Toolbar Shapes and select the line from the drop down menu.



The Format Bar changes to this graphics mode



Select the third icon in and change the width to 3 or more. Select the black rectangle to change the color to anything you like. Pull the ends of the lines to stretch it to the length you want.



When you reach the end of the text of a daily note, copy the line and paste it there.

Add a Footer

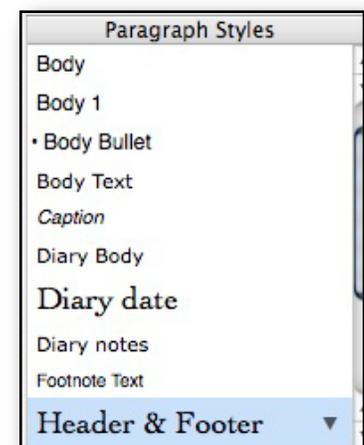
We will not have a header because it would disrupt the flow of the text, but we will set the Footer to display the Month and page number.

We will use the same style as the Daily Date. Display the Styles Drawer. Select your date on your page to get the style. Click the triangle next to Header and Footer in the Styles Drawer, and select Redefine Style by Selection. The Header & Footer will be displayed in the new style.

Check the menu View > Show Layout to see the footer at the bottom of the page.

Then select the new Header and Footer style, and go to the Footer on your first page and key in: the month, "Page" and Insert > Page Number:

January Page 18



Use View > Show Rulers if they are not showing. Double click on the ruler near the right edge of the document display area to set a tab there. Control-click on the tab to get the drop down menu, and choose Right Tab.

Click in front of "Page" and press the tab key to tab it to the right side of the page.



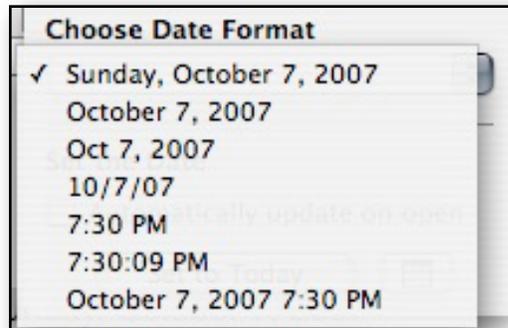
Insert Date

For the rest of the month, all you have to do is use the appropriate format from the Paragraph Styles, key in the date, and key in the data. Copy the previous separator line and paste it at the end of the day's record.

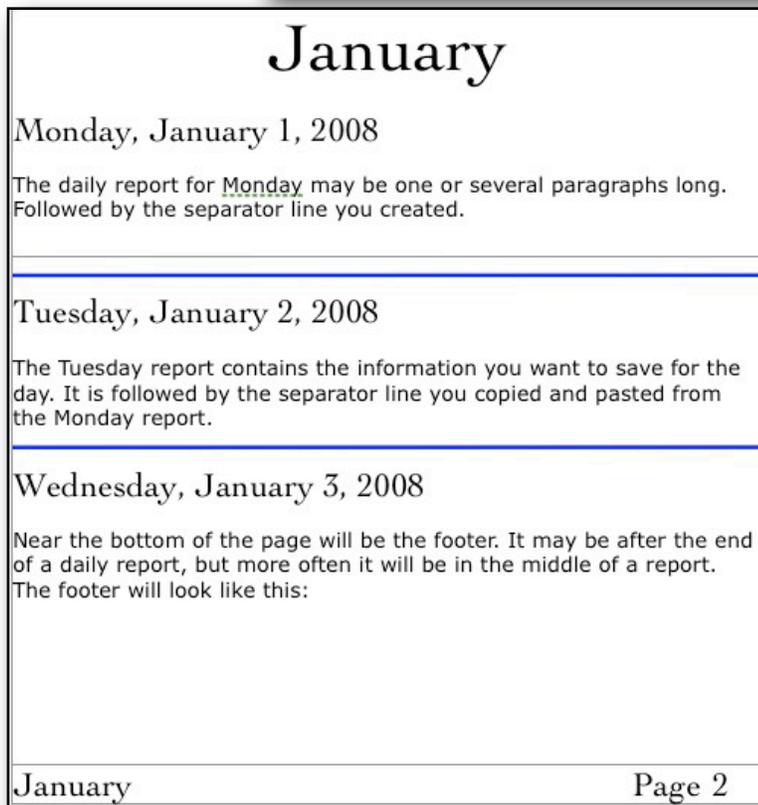
You can select the Daily Date style, click where you want the date to go, and use Insert > Date & Time if you are writing the record on the date.

Sunday, October 7, 2007

If the date format is not the one you want to use, Control-click on it and select Edit Date & Time. Choose the date format from the drop down menu as shown here. Unless you change it, the next time you insert it the date will be in the format you chose.



What we have so far looks like this:



Insert Section Break

When we get to the end of the month, we will use Insert > Section Break at the end of the line that was pasted in to create a section break. The new section will begin on a new page.

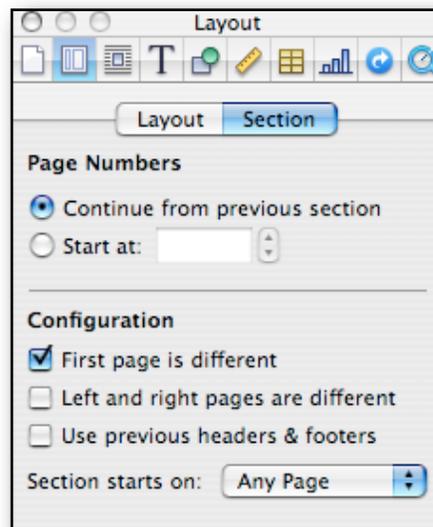
Inserting a section break is wonderful for authors because it keeps changes in one month (section) from affecting the layout in later months (sections).

Use the Layout Inspector - Section when starting a new sections. We will use it to change the footer.

I chose to have the page numbers “Continue from previous section.” I could have selected any starting page number.

For Configuration, I chose “First page is different” because I want to change the footer to show the new month.

We could have selected “Left and right pages are different” if we wanted odd numbered pages to have a different format than even numbered pages in the headers or footers.



I want the section to start on the next new page, so I selected Any Page. We could have specified that the new section would start on a left of a right page.

I started the new month with a new month in the heading and centered it using the Text Inspector - Text.



The daily entries for February and March follow the same format as for January. but when we get to the footer at the bottom of the page, we will change January to February.



You have to make this change a second time on the next page if you use different right and left pages. We will make this name change in the footer at the start of every new month.

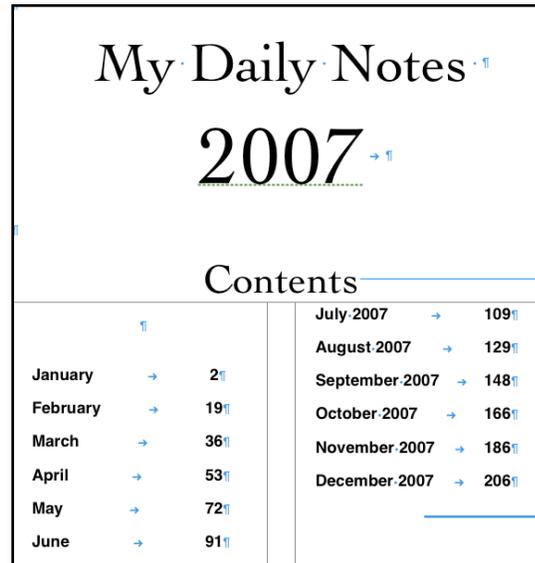
Adding a Title and Table of Contents

Use the Documents Inspector - TOC to create or edit a table of contents.

We add a title and table of contents to make our Daily Notes more like a book, and make it easier to navigate to the months.

Choose your fonts and size for your title and use the Center text button in the format bar to create your title.

Use Insert > Layout Break so you can format the contents into two columns. Use the Columns button in the Format Bar unless you want the greater control provided by the Layout Inspector - Layout.



The screenshot shows a document window titled "My Daily Notes 2007". Below the title is a "Contents" section with a two-column table of contents. The left column lists months from January to June, and the right column lists months from July to December. Each entry includes a page number and a right-pointing arrow.

Month	Page Number
January	2
February	19
March	36
April	53
May	72
June	91
July 2007	109
August 2007	129
September 2007	148
October 2007	166
November 2007	186
December 2007	206

Next put the cursor in front of the January heading on the following page and use Insert > Section Break so that what we do after the Layout Break will not affect the January heading and what follows.

Since you have used a special style for your monthly titles, the Document Inspector - TOC can create your table of contents for you.

The Document Inspector - TOC lists all the styles that are defined for the document. You check the styles you want to be in the TOC, and every phrase in the styles you check will automatically be included with their page numbers in the table of contents.

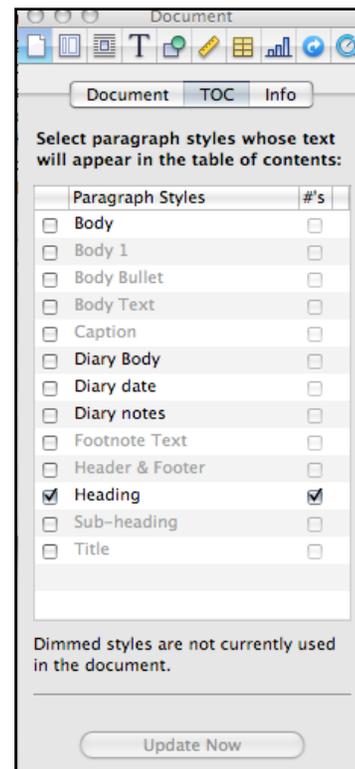
All of the monthly headings use the Heading style, so they will show up in the table of contents.

If the page numbers do not look right, use this inspector, click the styles you want to appear in the TOC again, and click Apply Now.

You can edit the text style and tabs in the table of contents just like any other text.

If the text is too large or the tab spacing is too long, the listing will use more than one line. Use Fonts in the toolbar to select a font, style, and size you like that will fit.

Use View > Show Rulers, if they are not already showing, and drag the tab in the ruler until the page number fits within the column.



Enhancing a Diary with Images

My original daily record had pictures added when I felt like it. Most were just dragged where I wanted them and became Fixed to page. This is a very quick way to put an image exactly where you want it to print. Another way to import Fixed to Page is to use Media in the toolbar, or the finder, to search for the image you want to import, then drag and drop it click outside the text area so there is no cursor, and.

Later, while writing this, I experimented with change to the paragraph styles. The Fixed to Page images stayed where they were, but the text moved so that the pictures were not where they related to the text.

Wrapped Images that Move with Text

Moving the images to fit the text was a lot of work, so I decided they would all have to be inline Moves with Text.

To insert an image inline, hold down the “Command” key (the open-apple or ⌘) as you click on the image and hold the mouse key down as you drag the image cursor to place the image where you want it.. Or, put the cursor where you want the image to be, use Insert > Choose,” navigate to the image you want and then click “Insert.”

Some of the images were added as Moves with Text by placing the cursor in the text area where I wanted the image to be and dragging the image in.

If the image is in iPhoto you can use Media in the toolbar to locate it. Holding down the Command key displays a cursor on the page. Drag the image until the cursor is where you want it to be inline with the text.

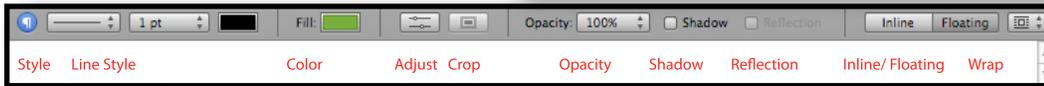
If the image is not where I want it to be, I usually use Command-X to delete and copy it, put the cursor where I want it to be, and use Command-V to paste it there.

Most of the pictures were put between paragraph so the did not look as bad as when a picture is inline with text like this.



While working on My Daily Notes in the first edition, I learned to use the Wrap Inspector to change a photo or other object from Fixed on page, to inline Moves with text, and then select Object causes wrap to put the picture on the page so that it moves with the text, while the text wraps around the image like a free floating Fixed image.

In Pages '08 I could use Inline and Floating in this Graphics Format Bar but the Wrap Inspector has advantages.



This is the Graphics Format Bar with subtitles of icons for object tools.

The first icon shows or hides the styles sidebar. as in the text format bar.

The next four adjust the kind of line or none, line width, line color, and the fill color.

Here is a triangle with a line border added.



The next two display the Adjust Image palette and Mask or crop the image. We will get to these later.

The next three set the opacity of the image so that you can have text or other objects show through it, and add a shadow as we have done here or add a reflection.

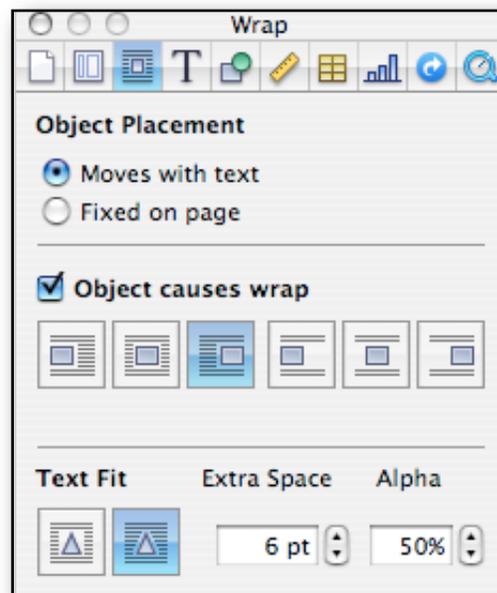
The last three determine whether the object is inline or floating and the way text wraps around the object as described for the Warp Inspector below.

The Wrap Inspector

The Wrap Inspector makes it easy to change objects from moving with the text, or "inline," to fixed on a page. Or "floating," so text wraps around it.

You can use the Wrap Inspector to change the image to Fixed if you need to adjust its size, then change it back to Inline again to keep it where you want it to be in relation to the text.

Check Object Causes Wrap to wrap text around an inline object that moves with the text, and then select how the text wraps around the object.



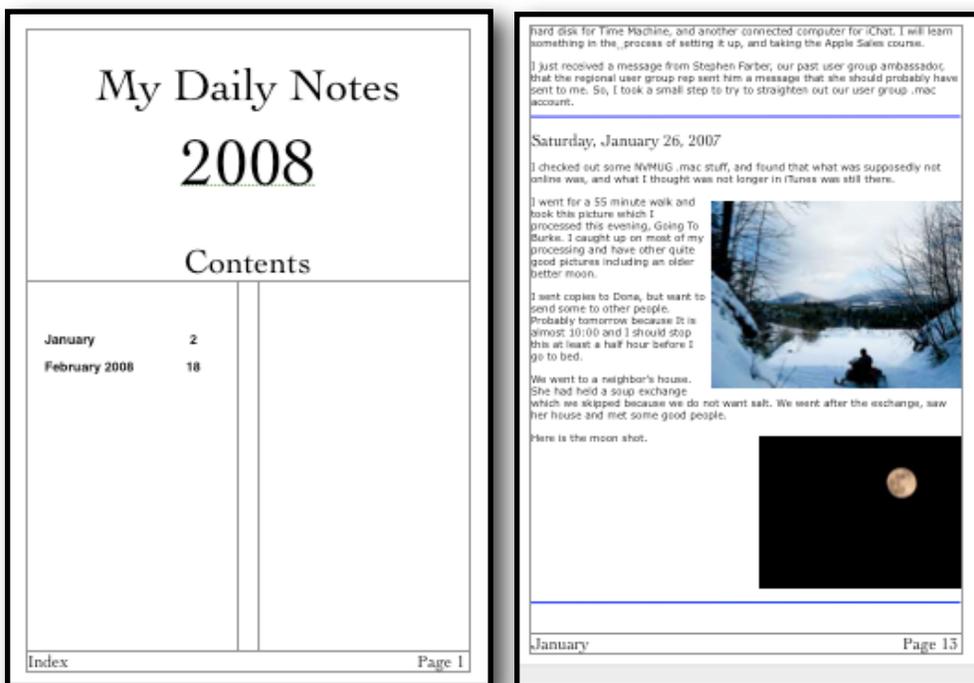
You can select whether text will fit a rectangle around the object or follow the object's shape.

The extra space number determines how closely text fits around the object. I usually use the Wrap Inspector to change this from 12 to 6 points to better match my paragraph spacing.

The Alpha number specifies how transparent the object must be for text to show through it.

My Daily Notes

Here is the cover and a page 13 of My Daily Notes for this year.



The layout was left visible on both pages so that you could see it.

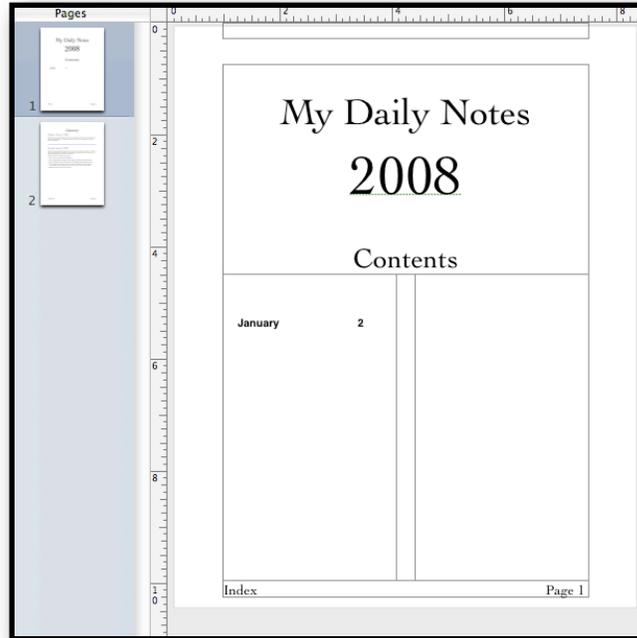
Every new month will be in a new section with a title that will automatically be added to the Contents. You can see the blue lines that are copied and pasted in to separate the days. The page number in the footer is added automatically.

I use My Daily Notes as a primary source for knowing what happened when, and for data that might be important to associate with dates, such as what the doctor said, or recording exercise sessions.

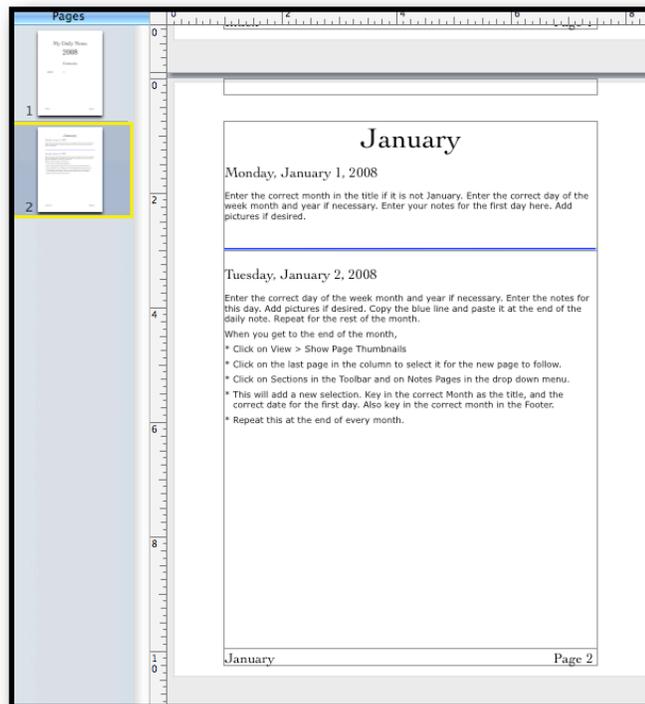
Create a Daily Record Template

There is no template for creating our daily record, so let's make one.

The template will have two pages, the Title -TOC page which will look like this:



and the new section page that will start each month , which will look like this:



Make a copy of your Daily Notes and save it to your desktop with a different name such as Daily_Notes_Template.pages.. The template will be created by deleting most of your Daily Notes from this copy, adding some instructions for using the template, and then saving the two pages as a template. We only need two pages because text in Pages Word Processing documents automatically flows to the next page thus creating all the pages after the first in each section.

Delete the text and images between the **January 1** date and the **blue separator** line in your daily notes..

Replace it with instructions like this:

"Enter the correct month in the title if it is not January. Enter the correct day of the week month and year if it is not January 1..
Enter your notes for the first day here."

Click to select some text just below the **January 2** date in your notes, then shift click at the end of the line below the **January 31** date, and key Delete to delete the text.

Replace it with instructions like this:

"Enter the correct day of the week month and year if it is not January 2. Enter the notes for this day. Copy the blue line and paste it at the end of the daily note.

Repeat for the rest of the month.

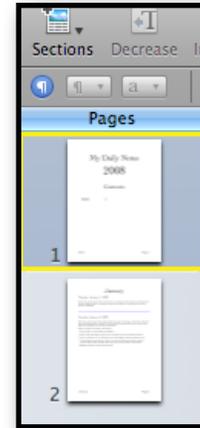
When you get to the end of the month,

- * Click on View > Show Page Thumbnails
- * Click on the last page in the column to select it for the new page to follow.
- * Click on Sections in the Toolbar and on Notes Pages in the drop down menu.
- * This will add a new selection. Key in the correct Month as the title, and the correct date for the first day. Also key in the correct month in the Footer.
- * Repeat this at the end of every month."

Delete all the months after January.

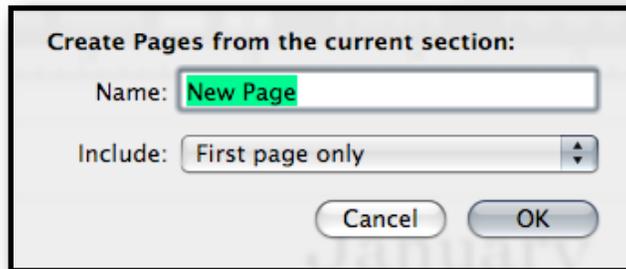
Making these changes has made all the changes needed for the Title-TOC page as well.

Use View > Show Page Thumbnails and click on the first thumbnail to highlight the Title - TOC section.



Use Format > Advanced > Capture Pages to bring up this dialogue box. Enter Index-TOC as the name, and click OK.

Do the same thing for the second page thumbnail, and name it Notes Pages

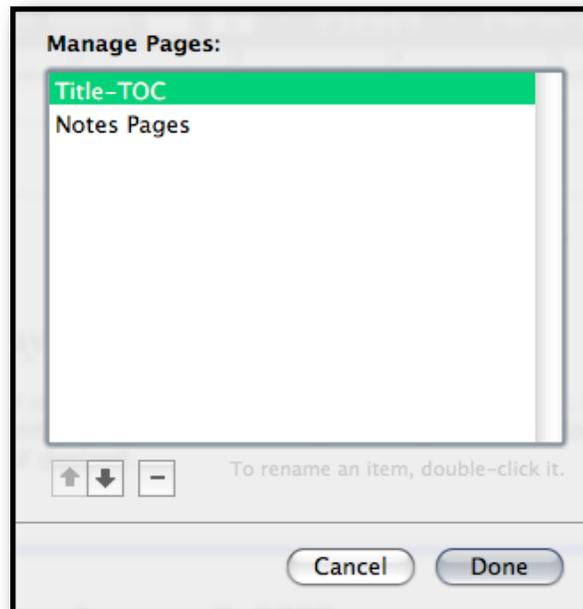


Use Format > Advanced > Manage Pages to see this dialogue.

This is what we want. If it wasn't we could click to select the one that was wrong to delete it, click a name to enter text to change it, or click the up or down arrow to change its position in the list.

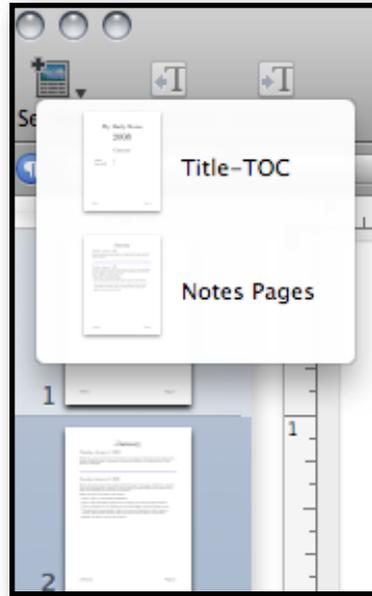
Use File > Save as Template and give it a name like Daily Notes and save it in My Templates by default.

When you bring up this template the Title-TOC page and first month section will be there already. You can fill in the information for the days in the first month.



Write a Daily Record

When you need to add a section for another month, click Sections in the Toolbar to bring up this dialogue box. Then click Notes Page to fetch a new section. Make changes to identify the correct month in the title, date, and footer. Then you are ready for another month just as the instructions in the template say.



5. Working with Images

Adjusting Images within Pages

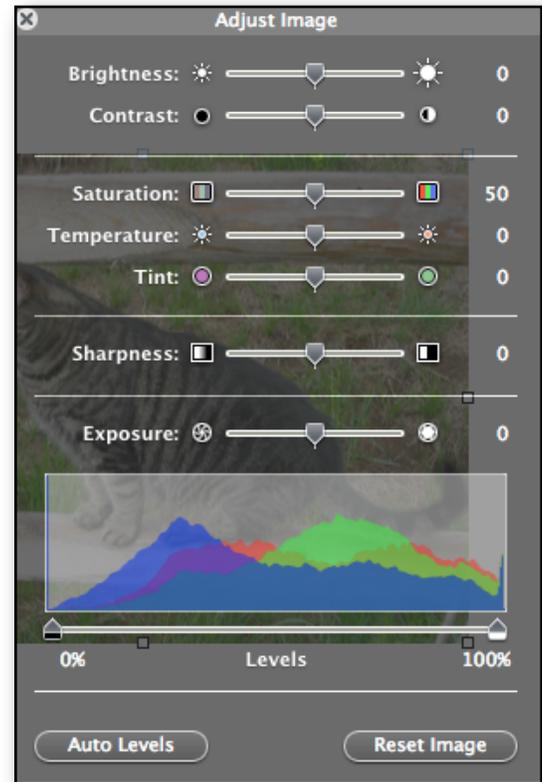
Pages has many iPhoto tools for adjusting images within Pages.

To get this palette of adjustment tools, highlight the image you want to improve and

either click on the Adjust Image icon



in the toolbar or use View - Show Adjust Image.



Auto Levels

Explore: Try Auto-Levels. You will be surprised at how much it improves many photos, and it may be the only adjustment you need.



Here is a good image straight from the camera.



Here is the same image after the automatic enhancement. Often this is the only improvement your image may need, but not always.

Histogram

The Adjust Image histogram shows how much the red, green and blue colors fall on the scale from dark or black on the left to light or white on the right.

If all the colors are bunched up to one side, moving the slider in from the side with no colors, spreads the colors across the whole scale from light to dark, often improving the picture.

If the colors are bunched up in the middle, try moving the sliders in from both sides to where the colors start.

Exposure

Exposure adjusts the light of the image to compensate for an over or under exposed image. It cannot, however, compensate for highlights or shadows that were not captured because the original exposure was too light or too dark.

Colors

Temperature adjusts the color temperature for light that is too warm or too cool. Use it like you would a color filter to adjust from warm to cooler lighting, or vice versa.

Use it to change from a warmer to cooler light if your camera thought you were outdoors and you were using indoor lighting, or vice versa, or when you think a warmer or cooler picture might look better.

Tint adjusts the picture to between a red and blue tint.

Saturation determines how strong the colors are, from more pastel to dense color.

Brightness and Contrast

In my judgement Exposure is a better tool than Brightness for adjusting the picture between light and dark because I like the resulting colors better.

I would rather adjust levels for more contrast than adjust Contrast. Some images look better with more contrast, some look better with less contrast, and with many it is just a matter of taste and the effect you are trying to create.

Explore: Experiment with all of these tools if you have not already done so in iPhoto. See for yourself what you like. Especially with sharpness, the next tool, the only way to learn is to practice and examine your results. There is no one correct result.

Sharpness

Sharpness makes edges more or less pronounced.

It is best to wait until last so that you are not using the other adjustments on the new edges that are created.

The results of a Sharpness adjustment look different on the screen than in print. Print may take a higher level of sharpening.

In general I would prefer to adjust my images before importing them. Importing as a JPEG after the picture has been adjusted may result in a smaller document size. But there are times when a last minute adjustment in Pages is more convenient, and if you do not have iPhoto or another image editing program, having the ability in Pages is almost a necessity.

Masking

You can crop images within Pages by Masking them. Masking hides part of the image without changing it so you can always restore the whole image or modify your mask.

I usually crop images before bringing them into Pages because that reduces the size of the image so that Pages opens and downloads faster. Most of the time I save the cropped image as a JPEG file prepared for the Web to make its file smaller. This can make a big difference when, for example, you have more than six months recorded in your daily record.

To initiate a standard rectangular mask, highlight the image and then either select the Mask icon in the



toolbar

or use Format > Mac

sk in the Menu bar. We will use this image to illustrate:

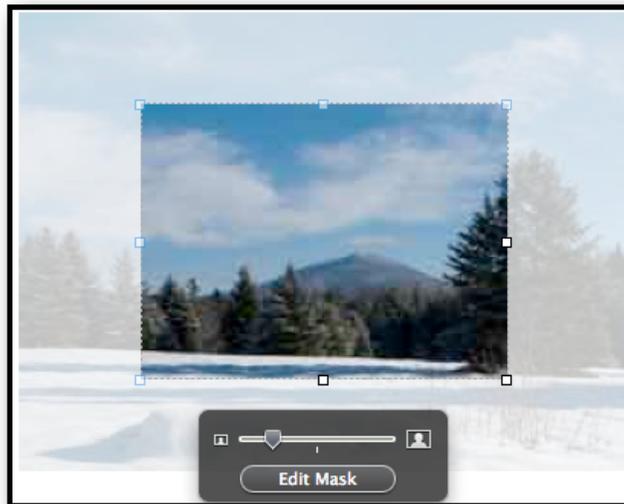


First we will highlight this image and choose the Mask icon in the Object toolbar.

This will place a rectangular Edit mask over the image like this.

If the Edit Mask dialog does not show, click on the image where it is not masked to bring up the dialog box.

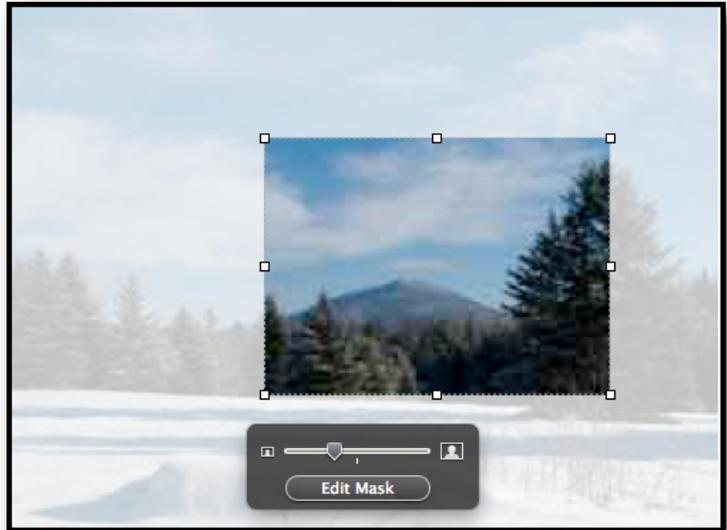
We can resize the mask by clicking on it to highlight it, and placing the cursor on a corner to drag it diagonally.



We can drag the mask to move it. When we do a strange thing happens, the mask stays fixed to the page, and the background parts that are masked-out move.

New in Pages '08 e can use the slider in the Edit Mask to make the image larger or smaller.

The result looks like this.



And, when we click outside the image, the masked out background disappears and we are have just the masked image like this:



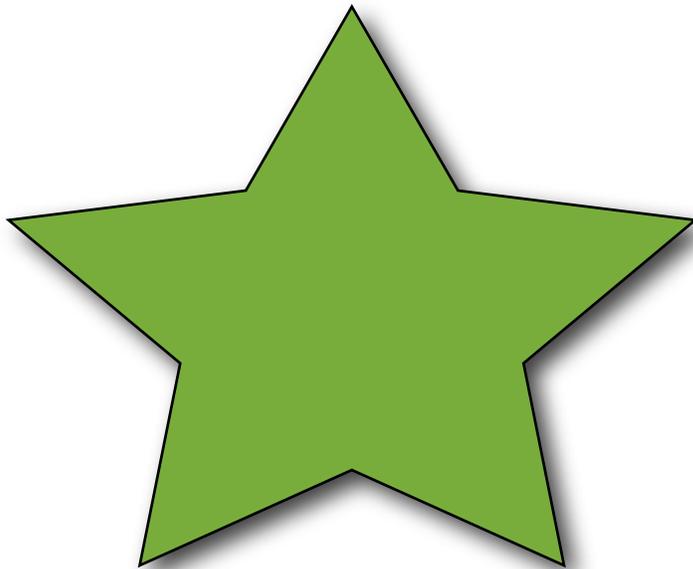
Mask with Shape

Pages can also mask an image with a shape.

For this we need a picture:



And a shape:



Select the image and shift click to select the shape. Both images must be inline, or both must be fixed. Then select Format > Mask With Selected Shape:

See the Pages '08 Users Guide for other options. You can change the size of the shape mask and move it, moving the background image behind it so that different areas of the background show through the mask.

You can resize the image using the new Edit Image slider.



Click outside the image and mask to see only the image through the mask.

If you want to see both the image and the mask again, double click on the masked image.



To e-mail a masked image, copy it and paste it into a new email in Safari, or drag it into Safari in the dock.

Make Elements Transparent

Pages '08 has a new tool for making parts of images transparent called Instant Alpha. With it you can make selected colors transparent. It works best with solid colors with clear boundaries.

You simply select the image, then select the menu Format > Instant Alpha tool, and click the color you want to remove and slowly drag over it. You can control the amount of color you select by dragging less or more.

To remove more complex backgrounds like this, select smaller areas and repeat the process.



To restore the picture to its original image, select it and choose Format > Restore Instant Alpha.

To undo parts of the image removed use Edit > Undo Instant Alpha. It works quite well.



I created this box using tools that will be covered in the next section, adding the border and shadow.

The I copied the flower and pasted it into the box.

I double clicked inside the box to add the text, and I changed the fill color several times until I got this.



This is just one way that you might actually use the Instant Alpha.

Frames

In Pages '08 you can add picture frames to pictures, shapes, text boxes, movies and media placeholders.

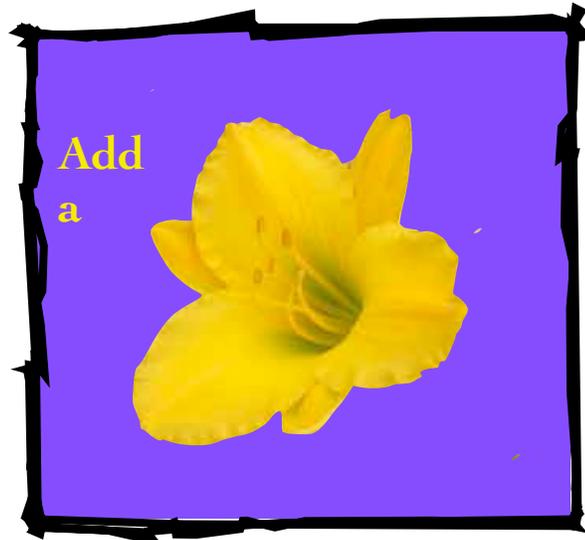
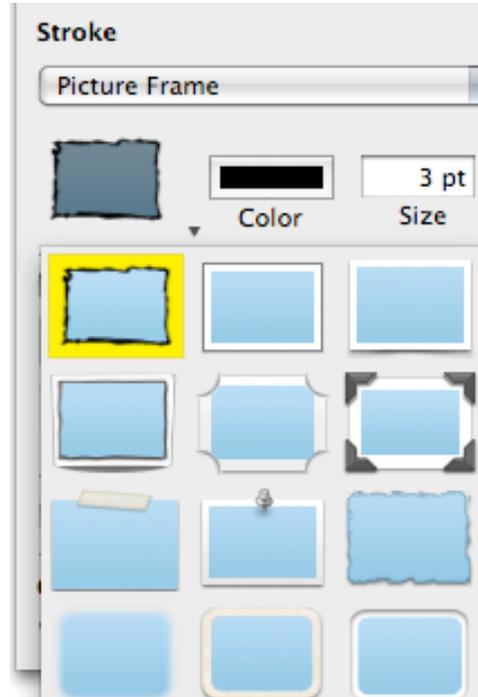
Select an object such as this picture.



Click on Inspector in the Toolbar select Graphics Inspector. Select Stroke and choose Picture Frame from the drop-down menu. (For more about the Graphics Inspector see Objects and Drawing section that follows or the Pages '08 User's Guide.

When you do, a frame will appear around your selected picture or other object.

Click on the small triangle to the right and below the picture frame image to see another drop-down menu showing a dozen different frames from which you can choose.





6. Objects and Drawing

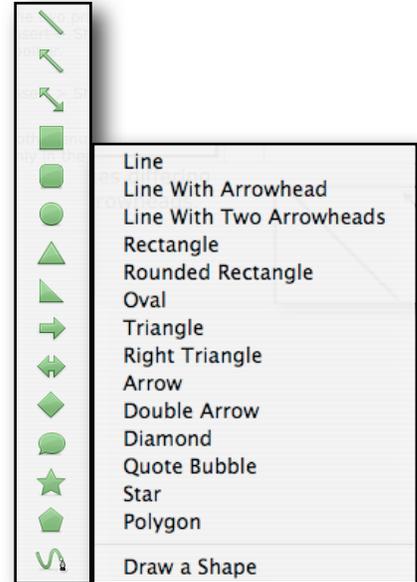
We have already used an object, a line that we drew, as a separator between days in the diary. We have already seen how to mask an image with an object, a star.

The two primary ways to add a shape to a document are: to select Shapes in the Toolbar to select a shape by its graphic of Insert > Shape in the Menus to select a shape by its name.

Both menus list three lines differing only in the number of arrowheads.

We were introduced to Graphics Format Bar on page 36 when working on the daily record, it is new in Pages '08 and provides a quick and convenient access to tools that required using the Graphics Inspector in the past.

This Graphic Format Bar is displayed when you select any graphic object. One of the choices in the Line Style drop down menu is "Show More." Clicking on it displays the Graphics Inspector.



Relevant tools in the Graphics Format Bar will be described further under The Graphics Inspector.

When you want to do something with graphics that is not available in the Graphics Toolbar when working with objects and shapes you should consider the Graphics Inspector, and the Metrics Inspector.

It is often convenient to have both of these inspectors open at the same time. You can display both at the same time by using View > Show Inspector and View > New Inspector.





The Graphics Inspector

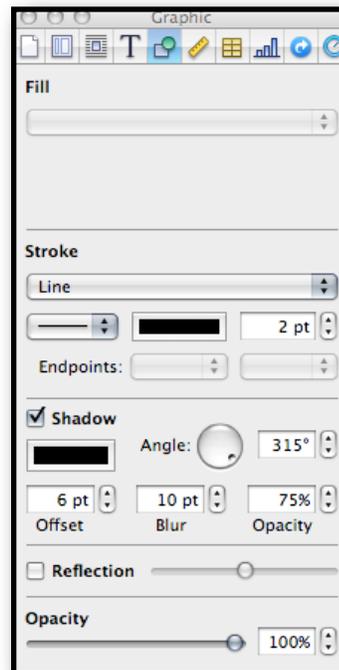
The Graphics Inspector can be used to Fill a graphic with a color, gradient, image or tinted image. The fill icon in the Graphics Format Bar can only fill with a color.

You can set the format of a line (Stroke), its color, its width, and its end points and their design in the Graphics Inspector. You cannot set the points in the Graphics Format Bar.

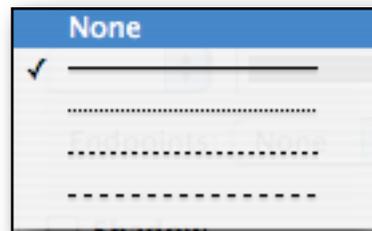
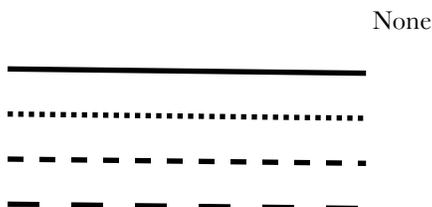
In Pages '08 you can also select a picture frame to put around the graphic using the Stroke pop-up menu. See the previous Working with Images section.

You can add a shadow or reflection using the Graphics Format Bar. In the Graphics inspector you can also specify a shadow's angle, how far it goes from the object, the degree of softening of its edges, and its opacity.

In both you can set the opacity of the image. In the Graphics Inspector you can separately set the opacity of the shadow.

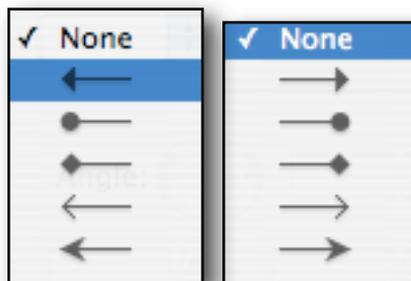


In both any line can have no strokes, or one of the four kinds of strokes

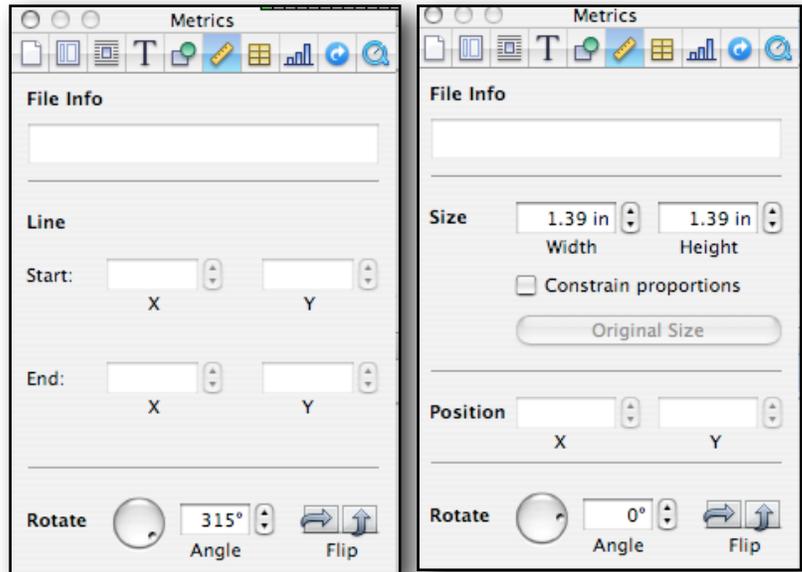


In the Graphics Inspector any line can have no endpoint, or any one of five kinds of end points at either or both ends of the line. The line can have one kind of end point at one end, and another at the other end.

(These two graphics were made separately. After adding the border and shadow using Graphics Inspector, I shift clicked to select both of them, grouped them using Arrange > Group and pasted them here.)



The Metrics Inspector



The Metrics Inspector on the right is for a two dimensional shape like square or oval.

It can display and change the file name of a selected image, movie or sound, and its width and height. If constrain proportions is set, the object will retain its shape as you drag to enlarge or reduce its size.

You can have fun experimenting with the Metrics Inspector. For example, Original Size shows the size of an image at its original dimensions in pixels. When I used Media to bring in an iPhoto image the size was 4.17 by 3.13 inches. Original size changed it to 36 x 27 inches which did not all fit on my 12 inch screen. I changed the 36 to 4 inches with Constrain proportions set and hit return which changed it to 4 by 3 inches.

Position shows and can change a shape's distance from the left and top of the document. Rotate shows and can change its angle and you can flip the shape horizontally or vertically.

The Metrics Inspector on the left is for a line that Moves with text and can only show and change the rotation, the angle of the line. As you would suspect, if the line is Fixed on page, the Metrics Inspector shows the positions of its end points. It does not show the length of the line which changes as you change the location of an end point.

Explore Shapes with Inspectors

You should explore this. As you spin the rotate wheel, a line that is Fixed on page rotates around its center, but a line that Moves with text keeps an end on the text row but the end that is on the text row changes.

Exploring can be fun.

Use View > New Inspector to show the Wrap Inspector and Metrics Inspector at the same time, and play with them. Also explore with the Graphics Inspector and Metrics inspector at the same time.

Continue exploring and playing with the following shapes to learn how they really work for you. Or, if you like, skip them until you have a use for them - but then allow time to explore them when you do use them.

Rectangle and Round Rectangles

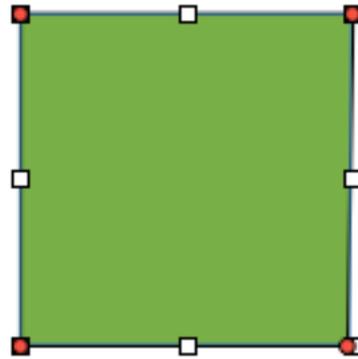
Use Insert > Shape > Rectangle. Select a rectangle by clicking it once to see the white dots on the corners and ends.

The Metrics Inspector will show the width, height, position, and angle of the rectangle and a “Constrain proportions” check box. If the height and width are the same, it is a square.

If you want to keep the same proportions of length to width when you drag to resize a rectangle, hold the shift key down as you drag a corner, or select constrain proportions in the Metrics Inspector.

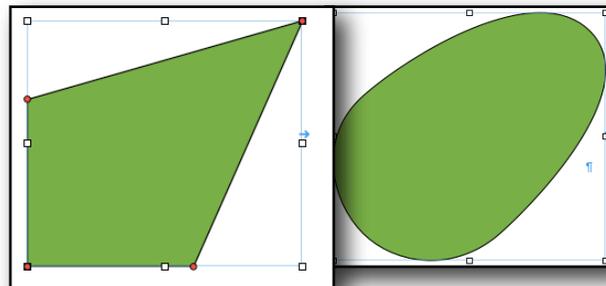
After you have inserted a shape, you can use Format > Shape > Make Editable to make it editable. It will then have the red dots which Apple calls circular controls.

To deselect an object so that it is no longer editable, double click it. After that you can click once to select it again. Once it is selected you can click again to make it editable.



Dragging a red dot changes the shape of the rectangle to whatever you call the image on the near right.

You can round all the corners of an editable object like the image on the near right by selecting it and using Format > Shape > Smooth Path.



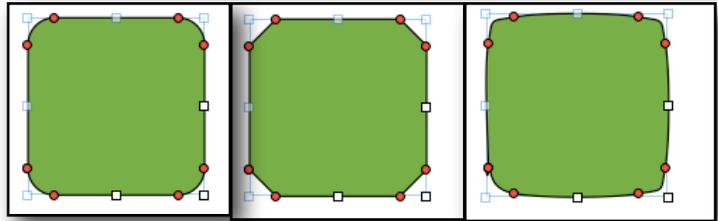
You will get something like the image on the far right.



If you make no changes other than Format > Shape > Sharpen Path you can change the image with rounded corners on the far right to an image with sharp corners like the near right.

On the right we have a round rectangle which has been made editable,

the same rectangle after Format > Shape > Sharpen Path,

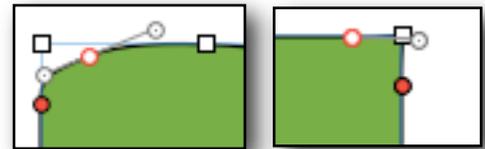


and the same sharpened path rectangle after Format > Shape > Smooth Path. The third shape is not quite the same as the first.

If you decide you want to change back from a sharpened path to a smooth path, or vice versa, use Edit Undo to accurately get your original shape back.

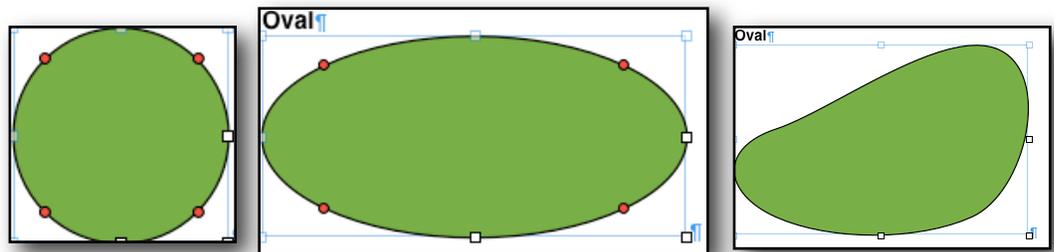
Once a shape is editable, you can change a curved point into a round point, or a round point into a curved point by double clicking it.

The red dots are called circular controls because when you click to select one you get a circular control with control handles as shown on the on the near right.



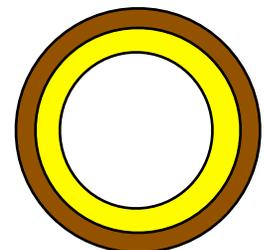
To change the curve to a square corner, drag the circular control to the corner.

Oval

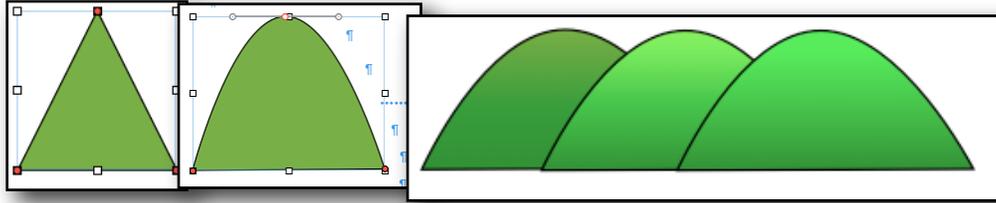


Insert > Shape > Oval gives you a circle like the one on the left. Stretch a circle to see that it is just one instance of an oval as in the middle image. Drag the circular control to create many different shapes.

Use Insert > Shape > Oval to make three circles. Use the Graphic Inspector > Fill to color the first one brown. Make the second one smaller, color it yellow, and put it on top of the first one (they must be Fixed to page), and then add a smaller white circle. Select and shift-select to select all three and Arrange > Group to group them and you will get this.



Triangle and Right Triangle

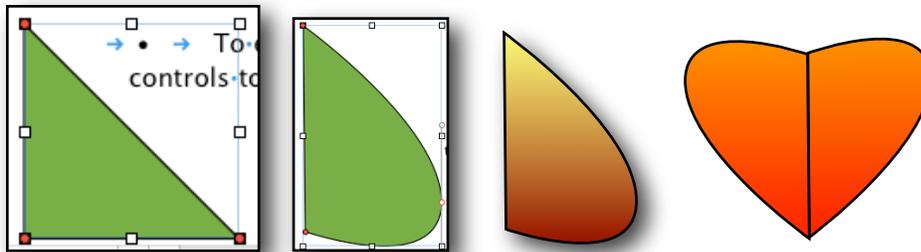


Insert > Shape > Triangle to get a triangle.

Select the triangle and use Format > Shape > Make Editable, then click the circular control at the top to make a mound.

Shape it as you like it, then copy it to make three duplicates. Use Graphic Inspector > Fill > Color Fill to color the first one green. Then use Fill > Gradient Fill and choose two different greens for the gradient to color the next two.

Drag the three so they overlap, select all three (use shift-click for the last two), and use Arrange > Group so you can resize and move them as one unit. You have created the green mountains of Vermont.



Use Objects > Shapes and select the right angle. Mess with the circular controls. Use the Graphics Inspector to color it with a gradient.

Get an idea. Use Arrange > Flip Vertically. Copy and paste the copy as “Fixed on page.” Use Arrange > Flip Horizontally to flip one side over, and drag them together to make a heart. (I had to use the Metrics Inspector > Angle to make a correction to make them fit right.)

Arrange > Group them to keep them together. Then I used the Graphics Inspector to fill them with a red and orange gradient. The heart does not have a shadow because the Graphic Inspector will not add a shadow to a grouped object.

I do not pretend to have any artistic talent, but even I can experiment with Pages.



Arrow and Double Arrow

The arrow has an extra control circle where the shaft of the arrow meets the head of the arrow.

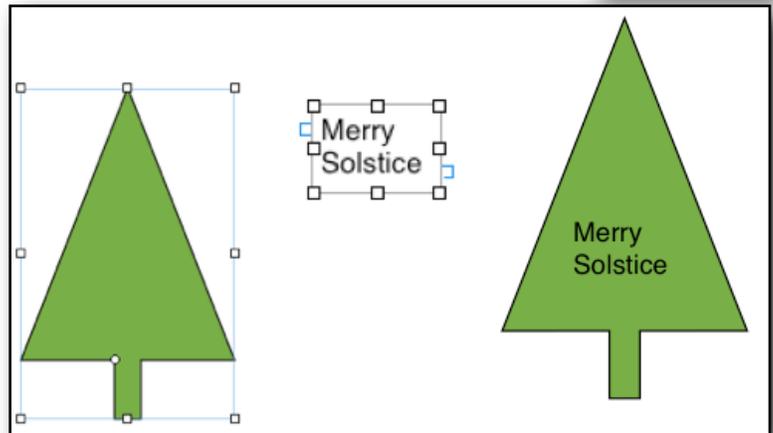
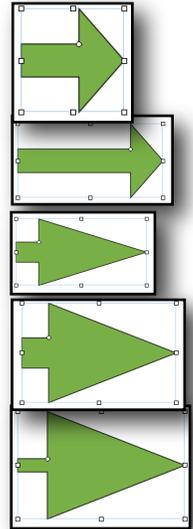
To make the arrow longer or shorter, drag the circle on the point of the arrow, or the circle on the other end.

To make the head of the arrow longer or shorter, drag the circle where the shaft of the arrow meets the head.

To make the arrow wider or narrower, drag the circles in the middle of the sides of the arrow.

To make the shaft of the arrow wider or narrower, drag the circle where the shaft of the arrow meets the head.

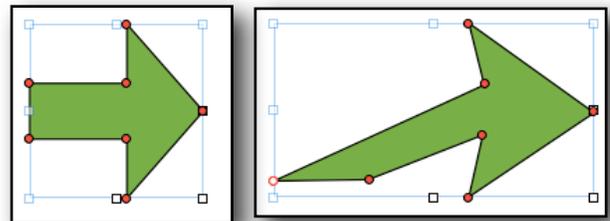
The arrow is beginning to look like an evergreen tree, so let's make something.



I used the Metric Inspector to rotate the arrow to make a tree, Then I use Insert >Text to insert a text box, and typed Merry Solstice into it. The I dragged the text box over my tree.

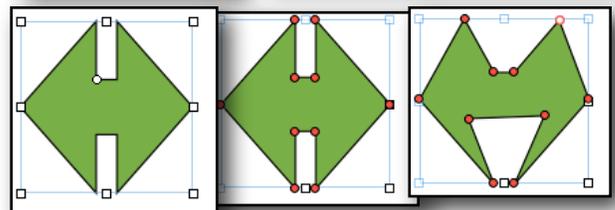
That was before I learned that you can rotate a shape but keep its text horizontal by choosing Format > Shape > Reset Text and Object Handles after rotating the shape.

When you use Format > Shape > Make Editable, the arrow also has red control circles, but the control circles do not have the extensions to control rounding them.



The double arrow has the same extra control handles as the arrow, and they work the same way.

It has the red control circles which do not have the rounding handles. I am sure that you can think of more uses for the double arrow than I can at this





moment.



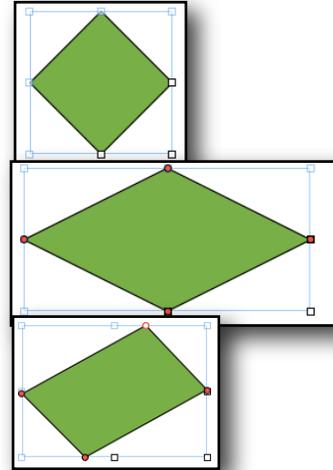
Diamond

A diamond is a little different than simply tipping a square 45°.

When you stretch a diamond, it looks more like a diamond and is clearly not a rectangle.

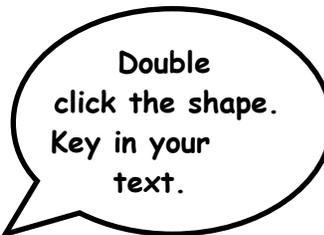
You can make a diamond editable, and then move any of its four points independently.

It is your turn to think of something to make with it.



Quote Bubble

With the quote bubble you can turn any picture into a cartoon. Insert > Shape > Quote Bubble. Use the Graphic Inspector > Stroke to adjust the border style, width and color. Use the Graphic Inspector > Fill to change the color inside the quote. Here I have used a 2 pt border and white fill.



To key text into a shape Double click the text and use Font to select the font, style and size.

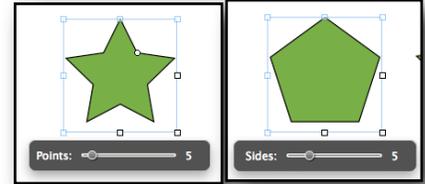
The Metrics Inspector makes it easy to adjust the width and height of the text bubble, and flip it horizontally if you need to put the bubble on the other side.



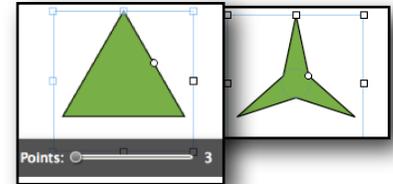


Star and Polygon

The star and polygon come with a slider to set the number of points or the number of sides. The star can have from 3 points to 20 points and the polygon can have from three sides to 11 sides.



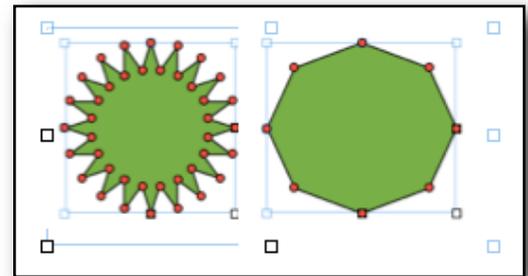
The polygon and the star both start out as a triangle, but they are different triangles. The star has an added dot on one side which can be used to show it as a three pointed star.



On all of the star shapes there is that one dot that can be moved in or out to adjust the length of all of the points.

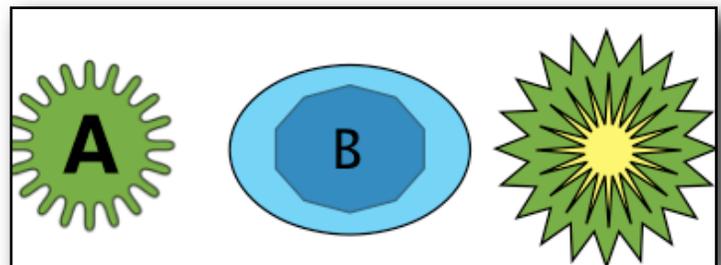
Stars and polygons can be made editable using Format > Shape so that individual red dots can be dragged or become circular controls.

Using Format > Shape > Smooth Path you can round all the corners, or you can use Sharpen Path to put corners back in.



Using Smooth Path on the star produced gear A.

Using Smooth Path on a hexagon produced the oval around hexagon B



.And the single dot on 20 point stars was dragged in an out to produce the yellow star surrounded by the green gear.

Stars and Polygons can make interesting frames for pictures if not overdone.

Draw a Shape

The final “Shape” is a drawing tool.

Practicing with the drawing tool is a great way to learn to use circular controls.



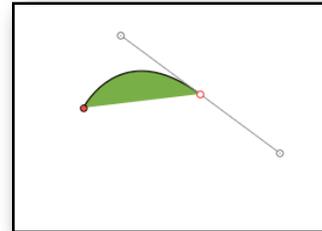
When you insert with the drawing tool you get this message and a pen tip cursor.

✘ To draw a shape, click to create the first point. Click in another location to create the next point.
To stop drawing, click the first point of the shape or press Escape.

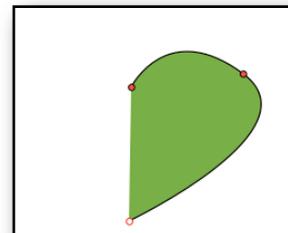
Make a Heart

Click with the cursor to set the starting point for your drawing.

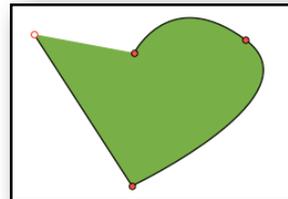
Click a second point and drag a little sideways to get a double ended control. Rotating the control changes the bend of the curve, and stretching the end of the control adds to the depth of the bend. Practice it to see what I mean.



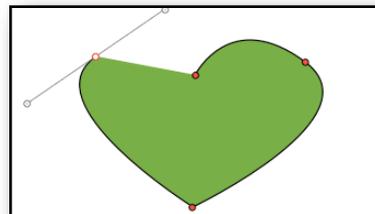
Click beneath the first point to make half the heart. It may not look like it but I restarted several times to get this far. Trying to correct the first curve by moving the circular control at the bottom point produced the weirdest shapes because dragging can extend the curve, not just change its direction.



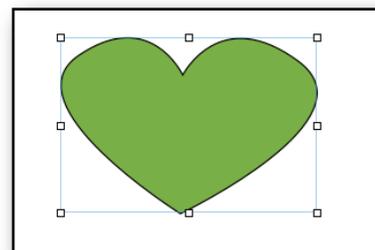
Click opposite the first dot to start drawing the other half of the heart. If you click escape, you can leave the drawing with the open end, and click on it later to make it editable so that you can finish it.



Drag the circular control to get a shape more like the first side. You can use Edit > Undo Add Point or key escape to undo the last step, and repeat it to undo the step before if you are not happy with the result.

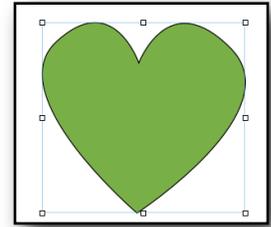


And click on the starting point to finish your basic heart shape.



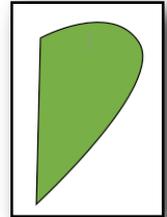


I believe the heart is to wide, not tall enough but that can be adjusted by dragging the sides of the completed heart.

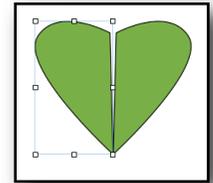


An easier way to make a heart that does not provide as much practice is to draw half.

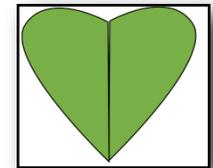
Draw half, then connect the bottom point to the top start point. Copy one half to duplicate it. Make sure both halves are Fixed and uncheck “Object causes wrap” in the Wrap Inspector.



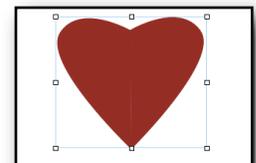
Use the Metric inspector to flip one half, and drag them close together.



Use the Metric Inspector Angle to rotate each side a degree or so as necessary to align the two halves. Move them together and use Arrange > Group.



To change the color, and get rid of that line down the middle, use the Graphics Inspector and match the Fill color and Stroke color.



Another option would be to use the Graphic Inspector to add a gradient fill to both halves and add a shadow to one half before joining them, but now the line may show.

You can do anything with freehand shapes that you can do with predrawn shapes as long as they are not grouped, not inline, and not causing wrap.

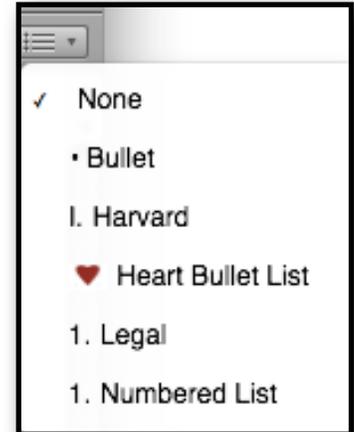


7. *To Do - Organize, Lists & Outlines*

Lists are generally classified as ordered or unordered, and there are two general kinds or ordered lists - numbered and tiered (or outline) lists. Pages provides all of these and variations on them.

The simplest way to create a list or outline is to click on the List icon on the right in the Format Bar. Then choose your list or outline style from this drop-down menu.

You will see this same display if you click on the list icon on the bottom right of the Styles Drawer. (Your display will not have the Heart Bullet List unless you put it there. More about that later.)



You can then choose from two forms of outline, Harvard and Legal, which are primarily used to organize, or make clear the organization of, information. We will cover outlines a bit later.

You can also choose from two forms of lists, numbered lists, and bullet or unordered lists. Ordered list are most often used to show the sequence of the information, such as numbered steps to complete a task.

Bullet Lists

Bullets, or unordered lists are most often used to show important information which does not have to be in a sequence.

- Click to choose Bullet and you get a very plain, very useful unordered list.
- You might use this unordered list in a text document to emphasize some points. If you want to add more information about an item in the list, use shift-return to begin a new paragraph about the item without the bullet.
- Bullet lists are often used in Keynote to show the key points or phrases the speaker wants you to remember.

Pages has inherited many forms of Bullets, or unordered lists, from Keynote. To access them, use the Text Inspector > List and look at the options under Bullets & Numbering.

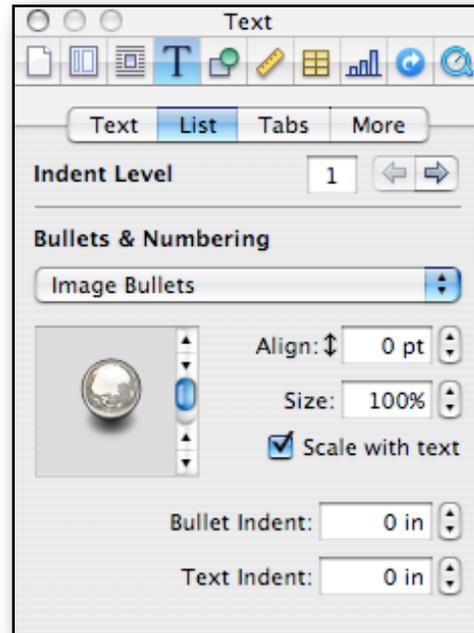
Text Inspector - List

The Text Inspector - List shows the indent level, and has two arrows to change the indent level. You will learn about other convenient messages of moving the indent level in and out.

It shows and can change how far the bullet is indented, and how far the text is indented from the bullet.

If there are no bullets, the Inspector still shows and can change how far the text is indented.

Use Text Inspector - Lists > Bullets & Numbering to choose No Bullets, Text Bullets, Image Bullets, Numbers, Tiered Numbers or to navigate to a Custom Image.

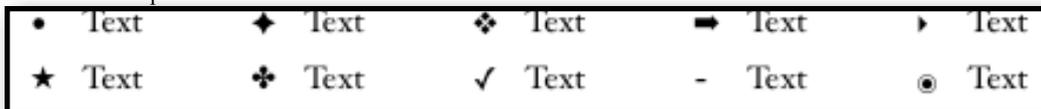


It also shows and can change the alignment and size of the bullet in relation to the text.

More on Bullet Lists

The unordered list options, other than No Bullets, includes Text Bullets, Image Bullets, and Custom Image.

Text Bullets options are:



You can also type any text character or characters in the character field in Text Inspector > List to use it as your text bullet.

\$ Here is the result of keying a dollar sign

\$ In the drop down menu space under Text Bullets.

You should be able to end your list by entering Return twice, but that does not always work. You can always end a list by selecting what you did not want to be included and None in the List icon in the Format Bar.

You can set the color of the bullet, align the bullet vertically in relation to the text, set the font size of the bullet or scale it as a percentage of the text size if Scale with text is selected, set the bullet indent from the left margin, and set the text indent space between the bullet and the text.



Image bullet options are:

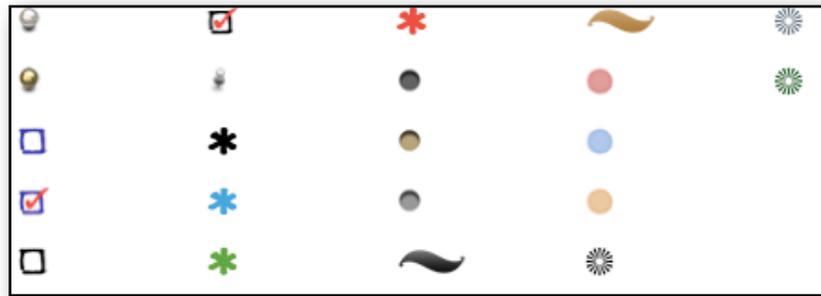
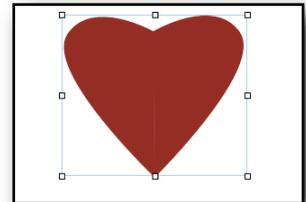


Image Bullets have the same options for aligning with text, size, and indents as the Text Bullets. You might want to use a box from the Image Bullets when you create

Custom Image brings up the Finder window to navigate to the image you want to use as your bullet. I copied the a heart image from the last drawing section, pasted it into a Preview document, and saved it in the PDF form on my desktop.



Then I used Custom Image, under Bullets & Numbering, to use it as a bullet. The Align, Size, and Indent options are the same as with other bullets. Now we are ready to list, "I love you because:"

I like this enough to save it as a new list style. I will:

- ♥ Select this list
- ♥ Use View > Show Styles Drawer,
- ♥ Press the plus + at the bottom left of the Styles Drawer
- ♥ Select Create New List Style from Selection
- ♥ Deselect Apply this new style on creation, and
- ♥ Give it a name Heart Bullet List, and click OK.

So, unless you do the same thing, your List menu will not look like mine.

Numbered Lists

Numbered Lists are used to show the sequence of items, such as numbering the instructions above. In a numbered list they would look like this:

1. Select the list
2. Use View > Show Styles Drawer,
3. Press the plus + at the bottom left of the Styles Drawer
4. Select Create New List Style from Selection
5. Deselect Apply this new style on creation, and
6. Give it a name, and click OK.



Here I have changed the Numbered List style to make it stand out. I changed to a Baskerville font with a number indent of .25 and a text indent of .25 in this list. Then I clicked on the triangle to the right of the Numbered List in the Style Drawer and selected Redefine Style From Selection.

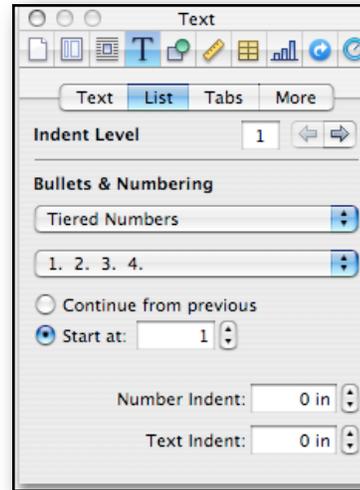
To see what choices we have for numbering numbered lists, we have to go back to the Text Inspector - Lists.

Text Inspector - Lists > Numbered Lists

When you are working with numbers, the Text Inspector - Lists lets you start with any number, or to continue from where the previous list numbers ended.

For example, you could start a numbered list. Interrupt it with some narrative and pictures about a part of the process, and then continue with this numbering when you return to the list. Numbering will continue even after a section break.

You can use the 1. 2. 3. 4 bar to choose among different numbering systems. As we will see later in creating an outline style.



To Do List

There are a great many philosophies of To Do lists from listing your someday dreams to including only concrete objectives by known dates and times. Some items may be reminders to watch for opportunities to do them. Others fit a predetermined sequence. You may have different categories for different kinds of items or goals.

With Pages you can create a quick unordered To Do list in seconds, as easy as

- Selecting list in the Format Bar and selecting Bullet
- Then keying in your list items.
 1. Then if you have some items that must be done in sequence
 2. Select list in the Format Bar and select Numbered List
 3. Then key in your numbered list items,
 4. Or you could key in the items first, highlight them, and then select the listing you want from the Format Bar List icon.

Select list in the Toolbar and select None to write a note.

- You can continue adding items to your list, either unordered or ordered
- And, if they are ordered you can choose whether to continue the previous numbers or to start with a different number using Continue from previous in the Text Inspector - List.
 5. When you have the items down, you can select and drag them around to reorganize your list
 6. And/or you can use the Text Inspector > List to restyle them for publication.

Automatic Lists

The Automatic List option is new in Pages '08. It is great for rapidly creating simple unordered and ordered lists.

To automatically create an unordered list with bullets or labels, press Option-8 to type a bullet, or a hyphen, or asterisk * type a space, some text, and then press Return.

To automatically create an ordered list type a number or a letter and a space and some text then press return.

To add a subtopic to create an outline, enter a tab, some text, and a return.

1. Automatic numbered list

a. tab for a subtopic

i. tab for a sub-subtopic

b. Apple] to out-tab

i. Apple } to tab

2. Apple [twice to move out for a new topic

A double-return ends the list most of the time, and when it doesn't use the Format Bar List icon > None.

If you want to do anything fancier than that, you probably should use the Text Inspector - List.



Outline Lists

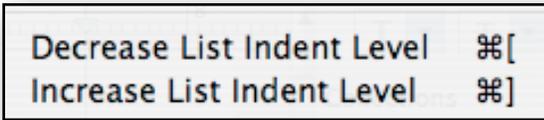
Outlines are ordered lists. The two outline styles that show when you select List in the Format Bar are the most used **Harvard**

- 1.
 - A.
 - B.
 - II.
- and **Legal**

- 1.
 - 1.1.
 - 1.2.
- 2.

In either outline style, to move a line to the right to indent it, click on it and drag it to the right. To move a line back to the left, just click on it and drag it to the left. That is just about as easy as an outline gets.

Or, if you do not like dragging, use Format > Text to see:



You can use this each time to increase or decrease the indent level, or you can remember the keyboard commands on the right. Simply key Command-], which is ⌘], to increase the indent level or Command-[, which is ⌘[to decrease the indent level.

Or, if you cannot remember the keyboard commands, use the Text Inspector - List and leave this panel open to use its indent arrows, as we learned earlier, to change the indent level.

To put text within a list or outline without the numbers or “bullets” simply hold down the shift key when you press return. Pages will start printing the text just below the text in the outline.]

- I. 1. Outline followed by a shift-return
 - puts the new text here, whereas if you click on outline style None

you come out of the outline style and the text starts back here.

All of these methods of working are correct. Choose whichever ones you like to use.

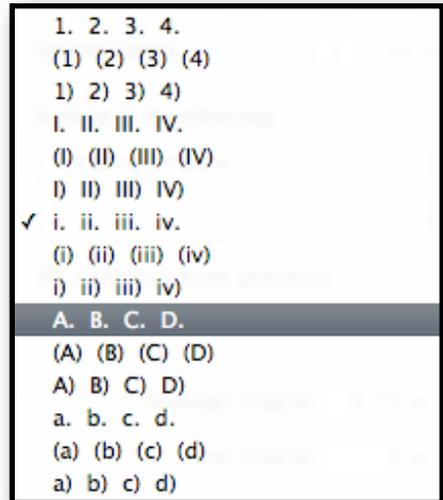




Create an Outline Style

For your own outline style, you can select which one of these you want to use for each indent level as well as the degree of indent to be used for the number and the text for each level with up to 9 levels.

1. To create your style, begin by choosing Numbered List or Tiered List, and choose the numbering or lettering style you want for the first level.
2. Then choose the number or letter indent for the bullet and the text indent beyond that.
3. Then use the right arrow to indent one level and make the same kind of choices at this level. (Strictly speaking I do not believe a Numbered List should have tiered levels, but in exploring I cannot see any difference between creating a Number List and a Tiered List.)
4. Repeat until you have the number of levels of indent you will want to use.
5. If the Styles Drawer is not already showing, Click on the Show Styles icon in the Format Bar. Click on the List Icon on the bottom right to show the List Styles.
6. Be sure the cursor is in your outline, and click the style in the Styles Drawer that is closest to the style you are creating
7. Click on the red triangle next to that style and choose Create New List Style From Selection



(If you choose Redefine Style From Selection it will change the List Style and will change all of the outlines in your document that use that style.)

8. Give the new outline style a name.

To delete or rename an outline style, select the style in the styles drawer, click on the red triangle, and choose the action you want.

Organize with Outlines

Organize - put items in a tiered list, move them around by dragging - subtopics move with topics.

I created this outline to arrange my thoughts and get practice outlining.

- I. Uses of Lists
- II. Kinds of Lists
 - A. Unordered Lists
 - 1. No Bullets
 - a) Indented Text
 - B. Bullets
 - 1. Text Bullets



2. Image Bullets
3. Custom Image

C. Numbered Lists

1. Tiered Numbers
 - a) Legal
 - b) Harvard
 - c) Custom

III. Basic Outlining tools

- A. Indent levels
- B. Tiered Numbers



8. Tables

We think of tables as a way to present information where each row is a series such as an item for sale, and each column in a characteristic like quantity, price, or a month. Pages '08 tables can become much more than that. They can be an attention getting attractive way of presenting information so that its meaning is clear and it persuades our audience of how right we are. It can be even more than that.

Exploring Tables

Tables can be very simple, and very simple to create. Just use Insert > Table from the Menu bar, or click on the Table icon in the Tool Bar to produce this table:



Here is the Tables Tool Bar on top with the Format Bar on the bottom, and the table below illustrates some of the things you can do to a table using this Format Bar.

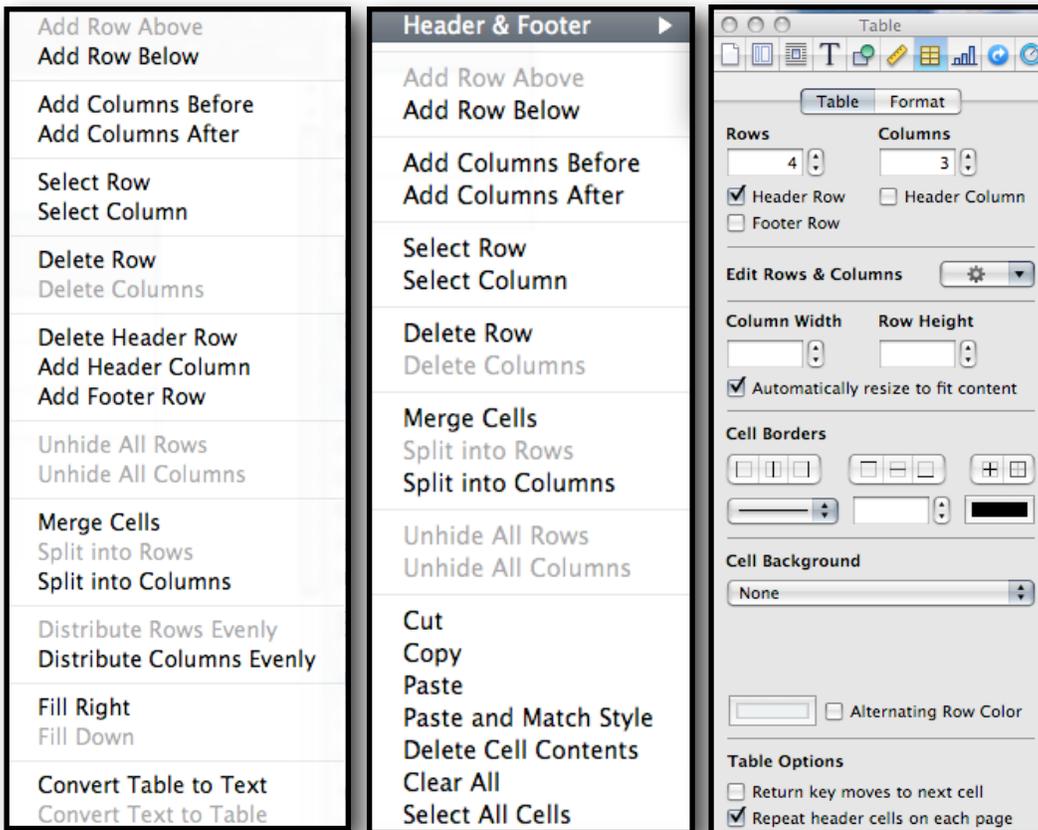
Header 1	Header 2	<i>Header 3</i>
Black		

Double click within cells to enter text. Formatted the text and its color. Use the next set of icons to position the text within the cell as left, center, or right. Use the next three icons to set the text to the top, middle, or bottom of the cell. Use the text color icon to color the text, and the Fill icon on the far right to enter the background color. Use the icons with up and down arrows before the Fill icon to change the number of rows and columns.

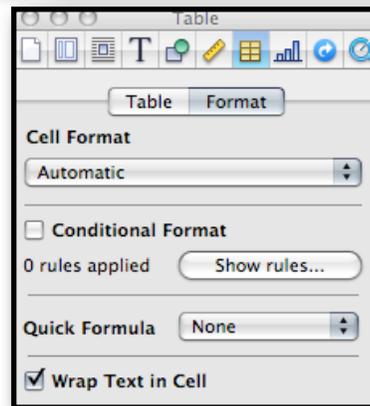
To go beyond this in working with Tables you will need to select the your table and use the Format Menu > Table, or Control Click on your table to bring up an action



menu., or use the Table Inspector > Table and Table Inspector > Format. Here is what these tools look like. Clear descriptions are in your Pages '08 Users Guide.



Here is first the Menu Format > Table, followed by the Control-Click Action, and then the Table Inspector - Table, ending with the Table Inspector - Format.



Tables as Objects

Tables are objects which can be set as “Fixed on page” or as “Moves with text” using the Wrap Inspector to control how text wraps around a table. Like other objects, Tables can be modified using the Graphic and Metric Inspectors. You can also give a table a shadow using the Format Bar.

Like any other object, you can resize a table by selecting it and dragging its handles.

You can also resize rows and columns by dragging their borders within the table. Just hover your cursor over a line, click-down when you see the double line with drag arrows, and drag the line. You may need to uncheck “Automatically resize to fit content” in the Table Inspector to make rows narrower.

Tables with Numbers

Tables does not provide for broad headings with subheadings for finer column breakouts of the data.

My first reaction to this was to create a false second header row. It works and is easy to drag the heading background color into it. However, this false second header row will not show on subsequent pages, and any formulas will only have the alphanumeric identities of the cells involved and not the names of the columns.

I believe a better solution is to add the title above the table. Another alternative might be to create a table to put on top with whatever extra headings you need. Put your two tables together, command - click to highlight them both, and use Arrange - Group to keep them together.

You will probably want to add a header column to name your rows. You may want to add a footer row for column totals.

To enter a column of numbers, key a number and use the down arrow to move to the next cell. When you get to the bottom, the cursor will move to the top of the next row. If you have a header row, the down arrow does not know it, so you need to use the down arrow again to get to the first row in your table. Similarly use the right arrow to enter numbers left to right by row, using the right arrow again to skip past any header row.

If you are going to create a table with many numbers, you might want to enter the numbers before you add the headers.

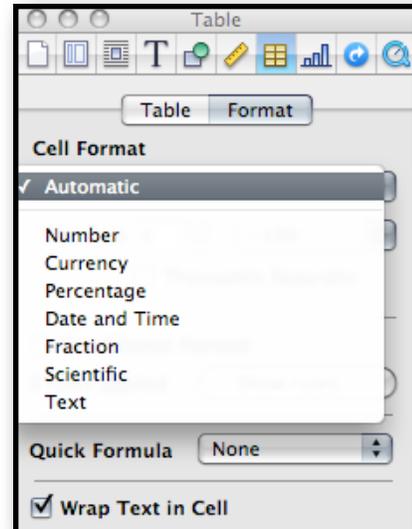
You can use the arrows the same way when entering text.

Another way to enter numbers (or text) is to use the Table Inspector - Table and click “Return key moves to next cell in” in Table Options. Go to the first cell in a column,

enter a number (or text), and hit Return. The cursor will move to the next cell down, creating a new row if there is not next cell down. Complete one column and go to the top of the next one to enter more numbers (or text).

You can use Tab to move to a cell to the right. When you reach the end of a row, Tab will go to the beginning of the next row down.

Use the Table Inspector - Format to format numbers or to add a format to cells for the numbers you want to put in them. Select the cells you want to format and choose from these format options. You will get a pop-up menu of options for that format.



Tables is not a spreadsheet. iWorks has Numbers for that. However, Tables does have formulas and you can set up a table so that results will automatically be calculated when you change the numbers.

Item	Price	Quantity	Cost
Computer	\$1,875.49	1	1,875.49
Hard Drives	\$349.99	2	699.98
Printer	475.25	1	476.25
Total	2,700.73	4	3,051.72

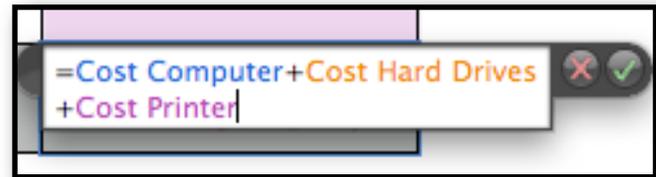
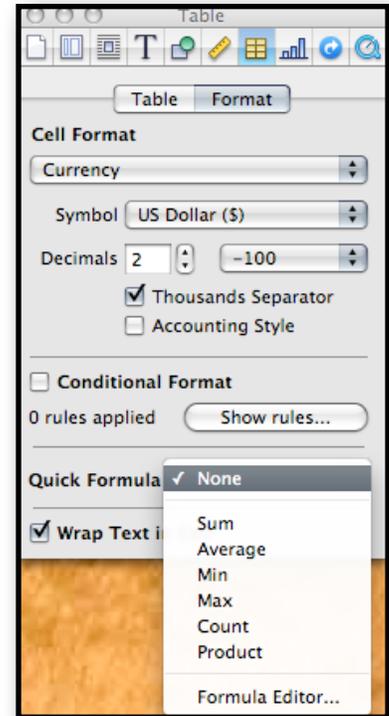
Here we have a simple table created by adding the Column Header and Footer and an extra column. The text was keyed in, aligned, and styled using the Format Bar. Some of the price numbers were keyed in with the dollar sign.



An easy way to add totals of a row or column in a table is select a cell in the right column of your table, or a cell in the bottom of the table (the Footer if there is one, to use a Quick Formula in the Table Inspector - Format and choose Sum.

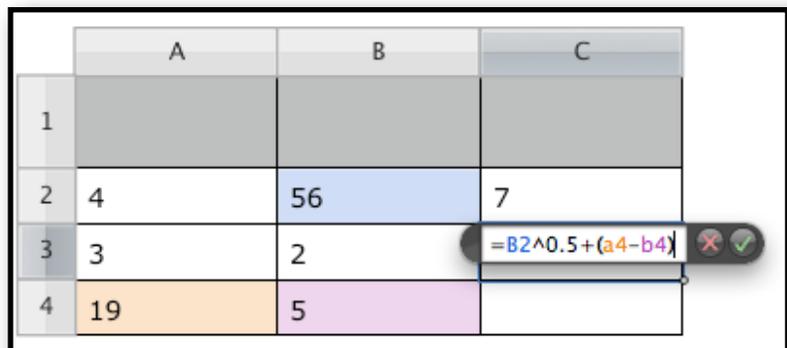
If you select some numbers in a row (or in a column) and then use the Quick Formula to get the Sum, the answer will be placed in the empty cell to the right (or underneath). If there is no empty cell to the right (or underneath), a new column (or new row) will be added to hold the answer - even if it means inserting a new column (or row) in the middle of the table.

Another easy way is to enter an equals sign where you want the total to be. That will bring up the Formula Editor. If you just click and drag, or individually click, the cells you want to add, they will appear in the formula editor with the plus + signs, and it will show their sum.



To do the multiplication of Price and Quantity enter the equal sign, click on the price cell, enter and asterisk (*) for multiplication, and click on the quantity cell and Return.

When you bring up the Formula Editor, tabs are temporarily added above and to the left of your table. You can use these tabs (or column and row titles) to identify the cell where the column and row intersects.

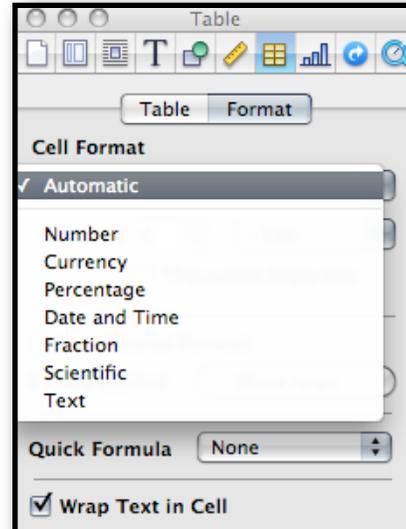


You can enter your own formula using these tab letters and numbers to identify cells (or click on each cell as you add it to your formula. Note that each cell is temporarily given a color that matches the color in the formula so that you can see the reference you have chosen. This formula will raise 56 to the half power (which is the same as its square root), then it will add (19 minus 5).



We should finish the “Item - Price - Cost table. It does not look right because I forgot to key in the dollar sign on the Printer price, and the formula did not enter the dollar sign on the calculated results. For this we use the Table Inspector - Format. Select the cells to be formatted. Select currency and accept the defaults.

Use the Table Inspector - Format to format numbers that are already in cells or to add a format to cells for the numbers that will be put into them. Select the cells you want to format and choose from this pop-up menu of Cell Format options. To clear a cell of any of these format options, select Automatic.



Here is a PDF of our typical little table after editing. If it was still in Pages, changing any Price or Quantity would change the Cost and the Total because the formulas remain active.

Item	Price	Quantity	Cost
Computer	\$1,875.49	1	\$1,875.49
Hard Drives	\$349.99	2	\$699.98
Printer	\$475.25	1	\$476.25
Total	\$2,700.73	4	\$3,051.72



AutoFill and Functions

To **autofill** a series of cells, enter an item in the upper or left cell. Click on the cell to select it. Hover your mouse over the lower right and corner until you see the Fill handle. It looks like a plus + sign. Drag the Fill handle to the right to fill cells in the row or down to fill cells in the column.

To autofill a series of numbers, months, days, hours, etc., enter the first two items in the first two cells, shift click or command click on the cells to select them, find the Fill handle in the lower right hand corner, and drag down or two the right to fill the cells.

I entered 1/15/2008 in the first cell, and Pages automatically formatted it as a date. The same thing happened in the second cell. Then I command clicked on the two cells and dragged their Fill Handle down to get the results for the next three cells. Try it. Isn't it amazing?

AutoFill
Jan 15, 2008
Feb 15, 2008
Mar 15, 2008
Apr 15, 2008
May 15, 2008

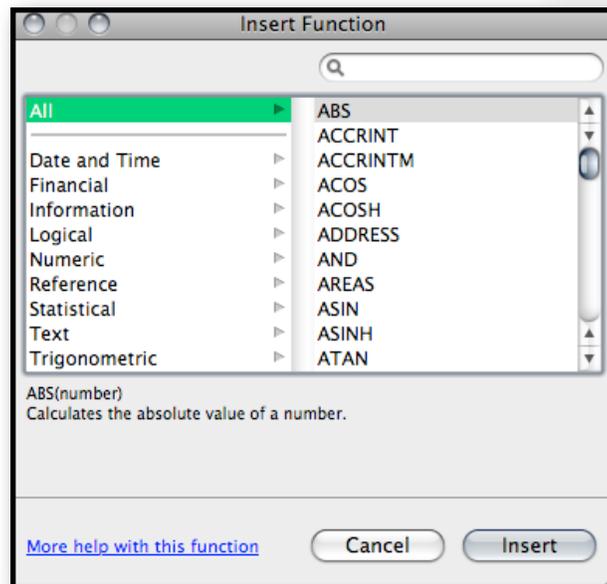
A **function** is a defined procedure such as computing a sum or an average. You have seen one way to enter a Quick Function. Here is another way that, once you learn it, gives you access to more than a hundred functions:

1. Enter an equal = sign in a cell to bring up the formula editor
2. Enter Return which will leave the equal sign in the cell
3. Use the menu Insert > Function to bring up this pop-up menu
4. Select More Functions to bring up the function navigator

Sum
Average
Minimum
Maximum
Count
Product
More Functions...
Formula Editor

5. Select the function you want

Try this experiment in the first cell of a column:
 Select Numeric > RAND
 which will give you this function



Do not change it.
 Just enter Return to insert a random number in the cell.





The formula remains in the cell, not the number that you see. If you drag the Fill handle down, it will fill the cells below with formulas resulting in different random numbers between 0 and 1.

For definitions of the formulas you will have to look in iWork Numbers.



Page Layouts

Zealand Falls, New Hampshire		
ZEALAND TRAIL NO. 397 ZEALAND POND 2.5 → ZEALAND HUT 2.7 →	Half-Fast Mountain Climbers hike, June 2007.	
Beautiful day with many scenes like Zealand Falls Lake.		
		<u>Lady Slippers</u>

Here is an illustration of a page layout created using a table.

This started as our initial table with a header, three columns, and an added fourth row.

All of the lines in the table were enlarged using the Table - Inspector - Table.

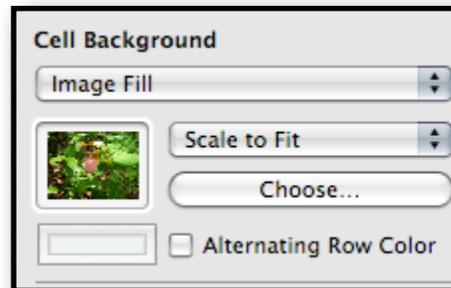
The last two cells in row 1 and the first two cells in rows 2 and 3 were merged to create larger spaces.

The lines were moved, by clicking and dragging them, into position to make cells the approximate size of the images I wanted.

This process simple to understand, but not so easy to get right.

Adding the images was easy to get right once I learned how to do them.

In the Table Inspector - Table > Background select Image Fill in the drop-down menu. If there is an image showing, as from a previous search, and it is the image you want, simply select whether you want the image to Scale to fit, Scale to Fill, Stretch, Original Size, or Tile. Play with them if you want to and see which best suits your use.



If there is no image, or the image is not the one you want, select Choose to get an Open Navigating window. Navigate to the image you want, and then click Open . The image will show in the Image Fill window and in your table. Continue as above.

You can drag the tables cell borders to change their size, and drag the image from once cell to another until you get your layout the way you want it.

As you can see, Tables are not just for numbers anymore.

Organize Information

Tables are also valuable tools for organizing information. I had health information from several different sources all referring to the national health pyramid. I wanted to organize them so that I could refer to all the information at once.

I decided that the best way to organize them would be to put them in a table with columns for the type of information and rows for the type of food. I used Pages to construct the table. I just dragged to enlarge a starting table, and experimented to create the table to hold the information. Then I pasted the heading from one of the sources on my page above the table.



MyPyramid
STEPS TO A HEALTHIER YOU

Foods	2200 calories, 30 min/day	2600 calories, 60 min/day
Grains/Day	7 oz total-3.5 oz whole grains	9 oz total-4.5 oz whole grains
Vegetables	3 cups/day	3.5 cups/day
Dark Green	3 cups/week	3 cups/week
Orange	2 cups/week	2.5 cups/week
Dry Beans and Peas	3 cups/week	3.5 cups/week
Starchy Veggies	6 cups/week	7 cups/week
Other Veggies	7 cups/week	8.5 cups/week
Fruits	2 cups/day - go easy on fruit juices	2 cups/day - go easy on fruit juices
Milk, yogurt, cheese - calcium - low fat	3 cups/day	3 cups/day
Meat, Beans, Nuts	6 oz. more fish, beans, peas, nuts & seeds - protean - low fat	6.5 oz more fish, beans, peas, nuts & seeds - protean - low fat
Physically active	At least 30 minutes most days	At least 30 minutes most days
Oils	6 teaspoons/day	8 teaspoons/day
Solid fats & sugars	Up to 290 calories/day	Up to 410 calories/day

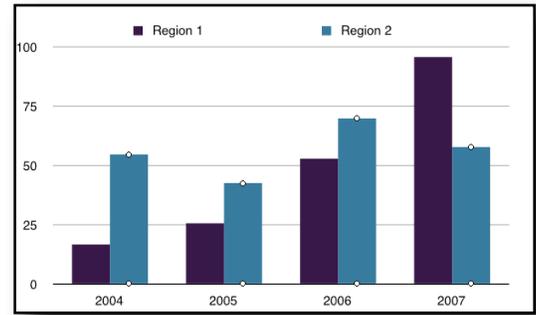
Here is the health table I created to organize new health pyramid information from several sources into one useful reference.

9. Charts and Graphs

Charts in Keynote were intended to make an interesting picture to help clarify the meaning of data while a speaker explains it. Pages inherited charts from Keynote to do the same thing on paper, with text replacing the speaker, and they help us to analyze our data..

Using the menu Insert > Chart or the toolbar Chart inserts an initial chart on the page. As long as it is in Pages, this chart is alive and can be changed.

If you want to draw a chart, hold down the Option key when you select Chart in the Toolbar, and then use your mouse to draw on your page. You might enjoy it.

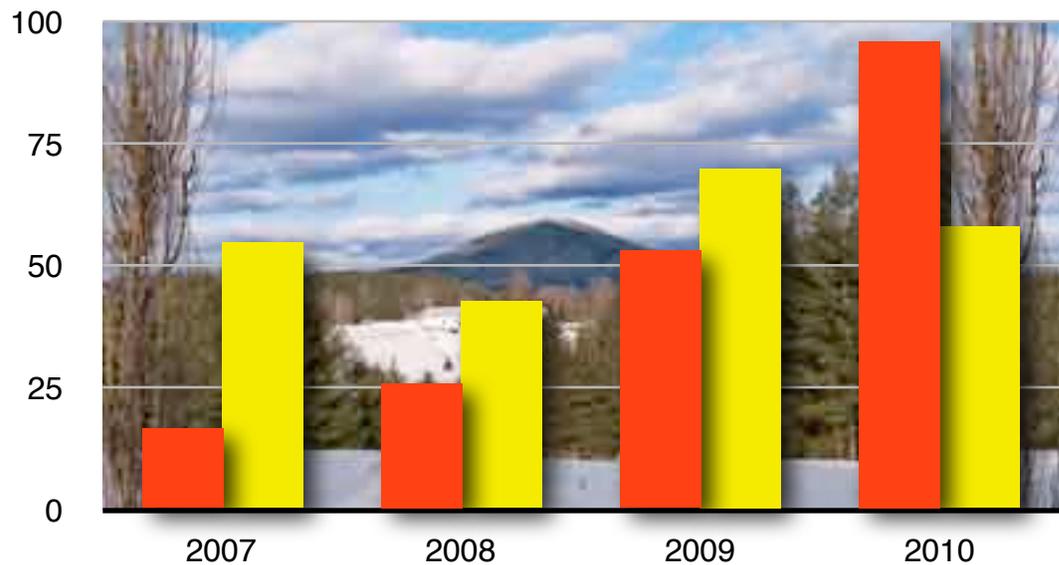


When you insert a chart, it brings up the Chart Inspector and the Chart Data Editor so you can change the chart's information, change its form, and dress it up.

Pages Excels in Presentation Charts

As expected from its inheritance, Pages excels in creating great looking presentation charts with just a few mouse clicks.

Apples and PCs in Vermont's Northeast Kingdom



This is the standard bar chart created using Insert > Chart with some enhancements to show what you can easily do.

First the Graphics Inspector > Fill was used to find an Image in my picture file with Burke Mountain, Vermont, in the background. Clicking on one blue bar selected all the blue bars. The Graphics Format Bar > Fill was used to change their color to

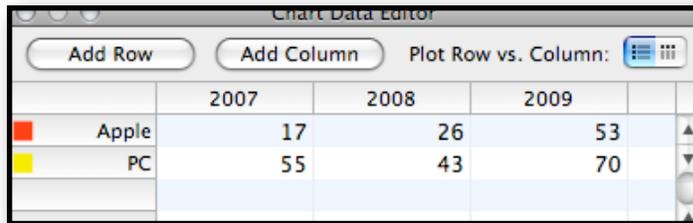
yellow. The purple bars were changed to orange to make them really stand out. A click on the Toolbar Shadow made the chart bars further stand out.

Double clicking selected the captions for the rows in the Chart Data Editor and the new names, Apple and PC were keyed in their place.

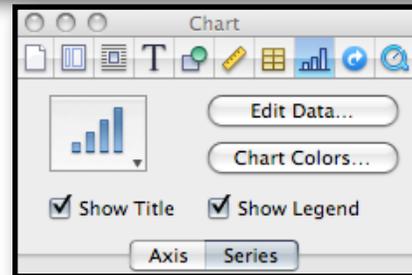
The Chart Inspector > Show Title was used to add a title for the chart. Double click on the Title to edit it. This changed the Format Bar to the Word Processing Format Bar so it could be used to select the font, font style, and font size.

The legends were at the top above the title. Clicking and dragging moved them under the chart.

It is that easy to make your charts shout for attention.



	2007	2008	2009
Apple	17	26	53
PC	55	43	70



Entering and Editing Data

In the Chart Data Editor, Return moves down and Tab moves to the right adding a new row or column if one is not already there. Shift-Return moves up, and Shift-Tab moves left.

Key in numbers or paste them in from another spreadsheet program. Select the data you want, then paste it into the upper left hand corner of where you want it to go.

The above chart shows two data series (Apple and PC) in rows identified by the colored squares in the row headings. The columns are called data sets because they contain the sets of data for each series (for Apple and for PC).

If you click on the right Plot Row vs Column icon the colored squares now appear in the column headings indicating that the columns represent the data series. The rows have become the data sets. Bring up an initial chart, click to make this change, and see how it changes the chart.

The data series usually contains the the largest number of data entries. If you are entering your data by hand, you may want to use the columns for the data series so that you simply enter a number in the series and return until you are done with that series.

If the data from another source, such as copied from a spreadsheet has the wrong orientation, you can exchange the data series with the data sets on your chart with one click.

You can rearrange data columns, changing your chart, by dragging their headings.

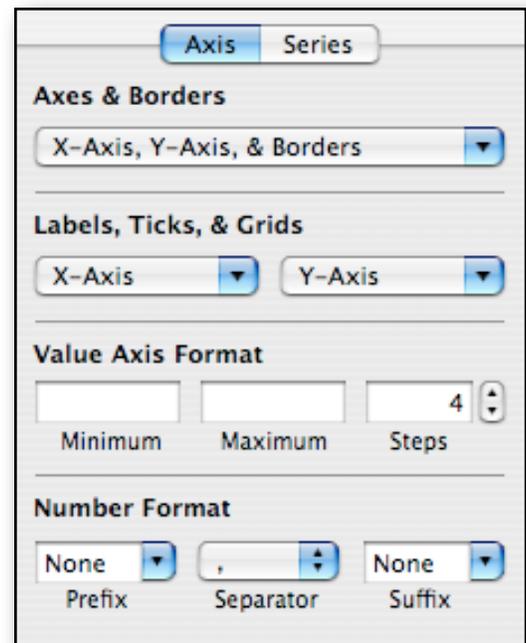
Selecting Chart Types

Adding the initial chart also brings up the Chart Inspector. The easiest way to choose a different chart type is to use its chart icon to see and select one of the 9 two dimensional or 8 three dimensional charts. You can Control-Click on the chart and select Chart Type from the action menu if you would rather choose by the chart names.

Formatting the Chart Axis

The Chart Inspector - Axis can show or hide the chart X-axis, Y-axis and borders. With it you can edit labels, tick marks, and grids on the X-axis and y-axis. It can set the minimum, maximum values and number of steps on the value access.

It can also set the number format including using prefix such as a dollar sign or euro, set a comma, other or no thousands separator, and set a suffix such as a percent sign, euro, K, M, or B.



Formatting the Chart Series

What the Chart Inspector - Series can show and do depends upon the type of chart selected. It can set the data point label and decimals format for all of them.

On bar charts it selects whether and how to show the data points, and edits the shadows of the bars and gaps between them.

On line and scatter charts it sets the symbols and colors. On pie charts it sets the rotation angle and explosion of wedges on a pie chart

On three dimensional charts it sets the viewing angle, lighting style, and depth.

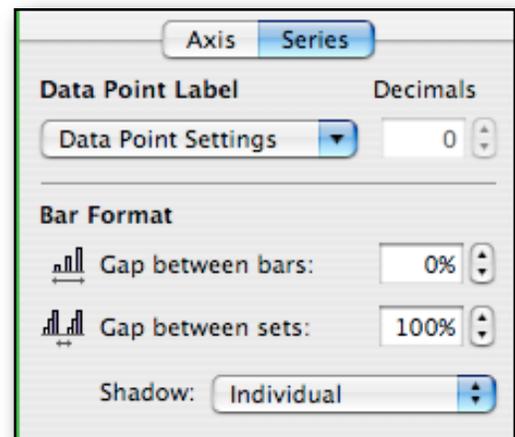


Chart Types and Uses

Charts are used to analyze data, to provide an accurate graphic picture of what the data means, or to tell a story. Which chart type you use depends upon what you want to do.

To illustrate, I found a data series of weights related to heights for men and women of medium build with low mortality rates. Here I have included only the midpoints of the healthy ranges. Some people may be to short for their health.

The standard bar chart works very well with this data.

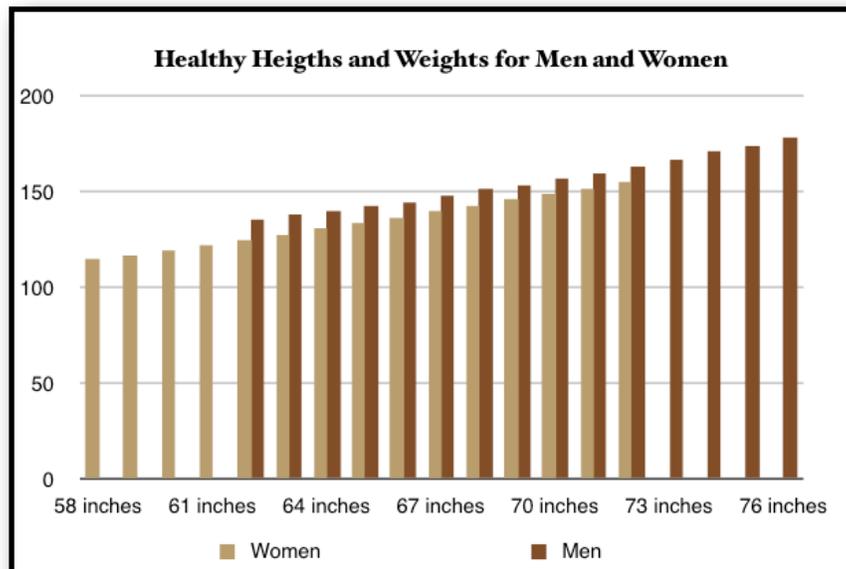
The data was copied and pasted into the Chart Data Editor, and “inches” was keyed into the row header.

The Chart Inspector was used to add the title and legend, and the text was formatted using the Format Bar.

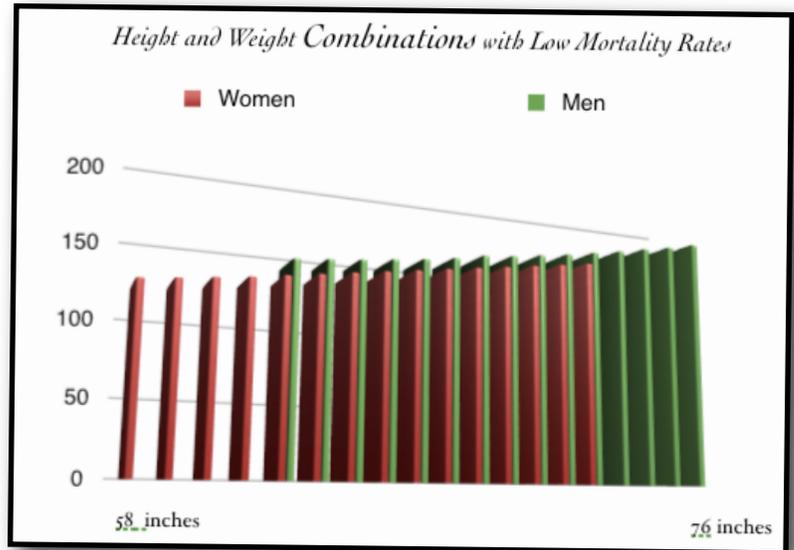
Height Inches	Women Weight Lbs	Men Weight Lbs
58	115	
59	117	
60	119.5	
61	122	
62	125	136
63	128	138
64	131	140
65	134	142.5
66	137	145
67	140	148
68	143	152
69	146	154
70	149	157
71	152	160
72	155	163.5
73		167
74		171
75		174.5
76		179

The Chart Inspector > Chart Colors was used to change the colors of the two data series by selecting bars and choosing colors.

The Legend was dragged from the top to the bottom.

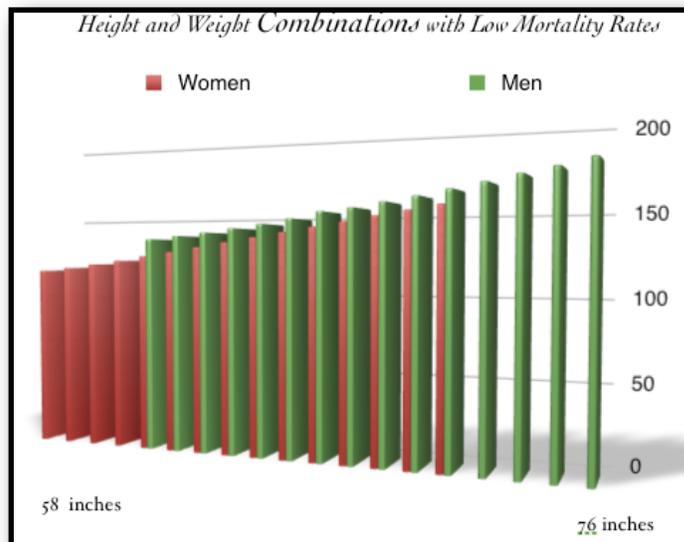


Most of the chart types have a 3-D equivalent in Pages. 3-D charts are excellent for telling a story and for making your presentation look good.



3-D charts are, however, more difficult to interpret than 2-D charts. Here is a 3-D illustration showing the heights and weights of men and women with the lowest mortality rates. It is rotated a little so that weight does not appear to increase as much with height.

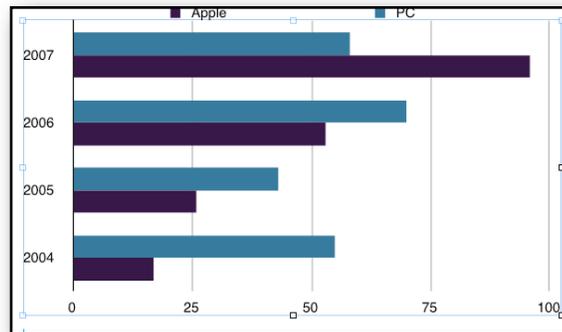
Here is the identical data in a more typical 3-D chart. Whereas the first chart gives the impression that there is little difference, this one gives the impression of greater difference between men and women and with height. I believe both charts make it more difficult to see the fact that the lowest mortality rates for men are at weights two or three pounds higher than the lowest mortality rates for women.



Be careful when you use 3-D charts so they convey your impression of the data without too much distortion.

Bar charts

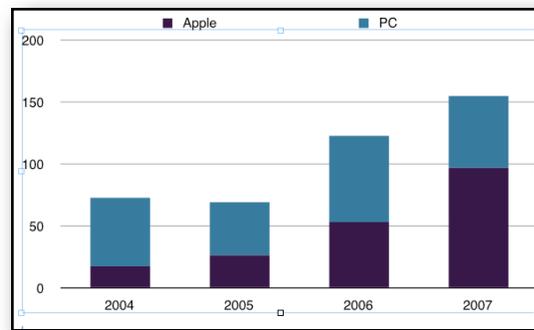
There are vertical bar charts and horizontal bar charts. They both serve the same purpose, and whether you use a horizontal bar chart like this or a vertical bar chart to compare data series is up to you and your composition.



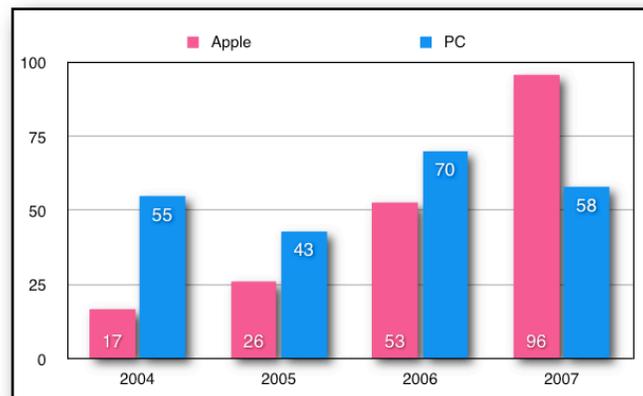
There are also stacked bar charts.

Stack bar charts are used to show the combined sum of both series and the contribution each series makes to the total. In this illustration, which is not based upon real data, the combined total is high in 2007, and Apple's contribution to the total is larger.

There are horizontal as well as vertical stacked bar charts.



Use the Chart Inspector - Axis to add an X and/or a Y axis or a border as we have here.



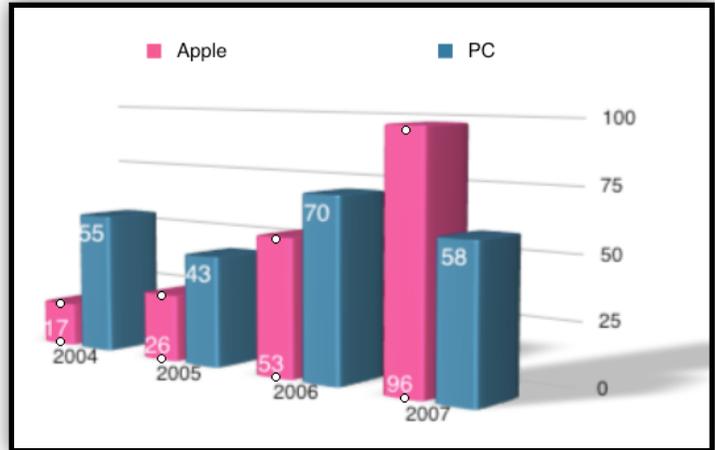
Using the Chart Inspector - Series you can show data point settings individually for each series at the top, bottom, middle, or outside.

You can use it to set the gap between bars, very small here, and between series. Use it if you want a shadow. You will see the option to add a shadow for the individual bars or the group. If the shadow is for individual bars and the bars for the series are close together the shadow from the first will slightly overlap the second.

Use the Graphics Inspector to fill the series with different colors. Please choose better colors than these. You can also use it to change stroke colors.

3-D Charts

There are 3-dimensional versions of the vertical and horizontal bar charts and stacked bar charts, making eight versions in all.

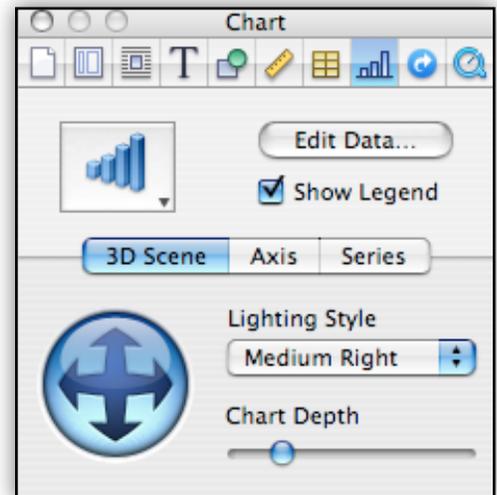


The Chart Inspector - 3D Scene only shows for 3C charts.

The Chart Inspector - 3D Scene shows and can change the Lighting Style. In the above chart the lighting style is Medium Right. Use the Graphic Inspector to change the colors when the Lighting Style is in Default mode. Then the new colors are retained in the other lighting modes.

Use the arrows in the circle to rotate the chart. To rotate the around its vertical axis, press on the horizontal arrow and drag it right or left. To rotate the chart around its horizontal axis, press on the vertical arrow and drag it left or right. To move it both ways, click the intersection of the arrows and drag.

Experiment. It is the only way to see how it works.



The chart depth changes the depth of the bars in the bar chart, and appears to change the distance between the bars and the chart lines behind them. When the chart depth is zero, it becomes two dimensional, and when it is too deep it becomes more difficult to read its scale.

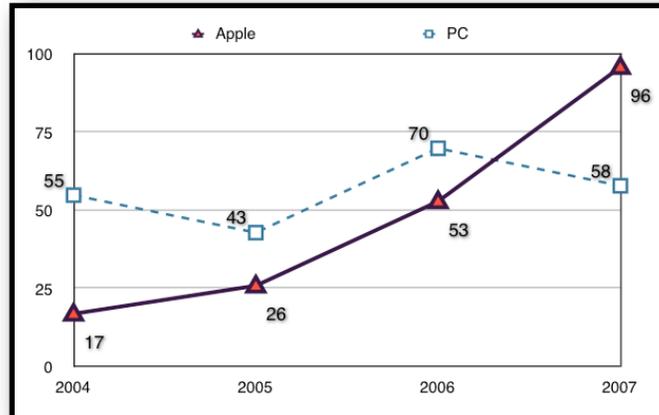
Line and Area Charts

Line charts are used both in the analysis of data and in presenting the results.

When analyzing data the lines tend to be as thin as possible to include a great many data points,

For presentations they tend to be thicker and more colorful.

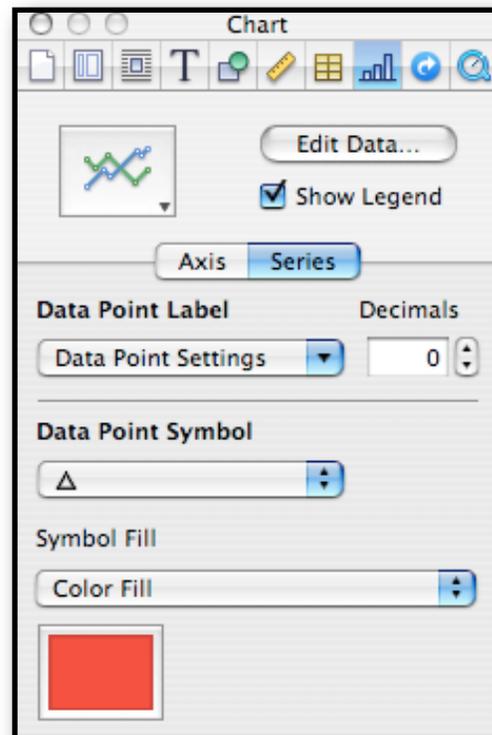
The Chart Inspector - Series can be, and was, used to set the data point symbol and the color fill for the data points symbols.



The Graphics Inspector > Stroke was used change the line colors, to reduce the Apple line width to 3 points, and to reduce the PC line width to 2 points and change its style. We could have also have used it to give the lines a shadow for a slight 3-D impression.

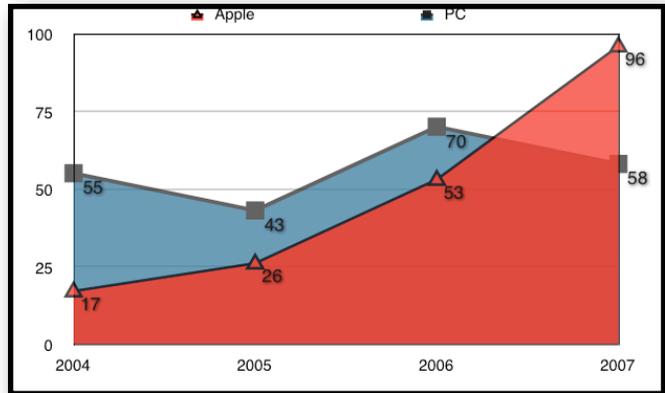
The menu “Fonts” was used to change the font colors for the data values.

There is a 3-D line chart that is not shown here. The Chart Inspector - 3D Scene can be used to change its Lighting Style, Chart Depth, and rotation around its horizontal and vertical access the same in bar charts.



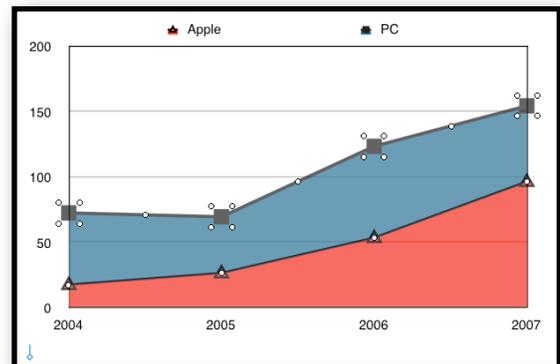
The Area Chart is a line chart that shows the area below the lines.

This one shows the lines with stroke set in black, and the areas filled with red and blue using the Graphics Editor, with Opacity reduced so that the area in back can show through.



Pages also has a Stacked Area Chart. It is similar to a stacked bar chart. The Stacked Area Chart shows a line for the totals of the series and lines for the individual series stacked below.

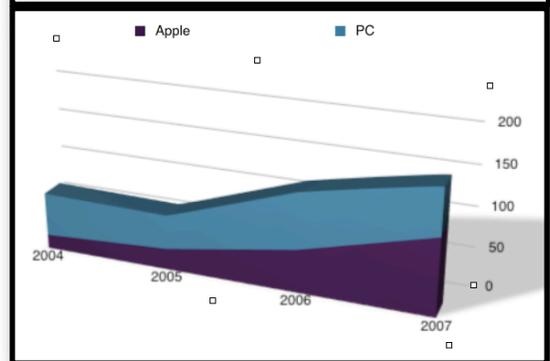
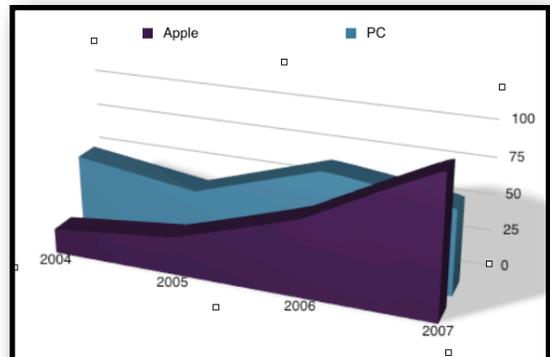
Here I chose not to display the data point values because the top line would show the point values for that series, not the total of both series.



These are 3-D Versions of the default Area Chart and Stacked Area Chart with only the series names changed.

The 3-D Area Chart is, in my opinion, easier to understand than the simple Area Chart because you can see that one is behind the other.

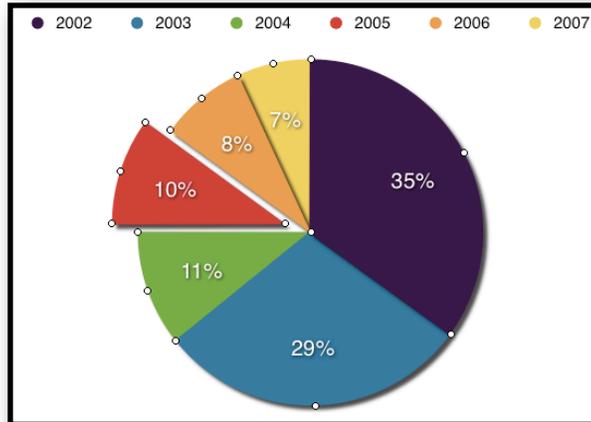
Area charts are most often used to convey the results of someone's analysis—not to do the analysis. The 3-D versions are probably more useful than their flat counterparts.



Pie Charts

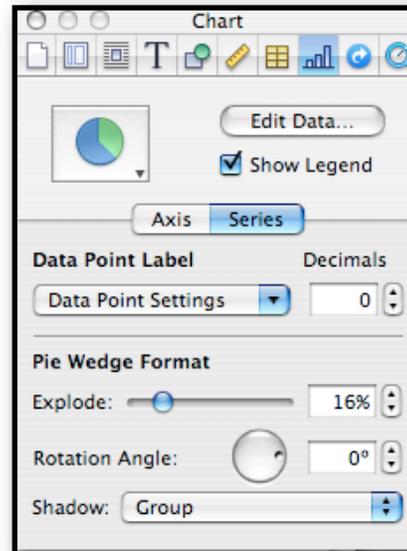
Pie Charts are used to show the portions that make up a whole, either as numbers or as percentages. Sometimes several pie charts are used together to show how the proportions have changed.

This is the default pie chart, but a shadow has been added using the Graphics Inspector and a slice has been cut out using the Chart Inspector - Series.



The Chart Inspector - Series > Data Point Label enables you to show a portions value, series name, and value as a percent of the pie.

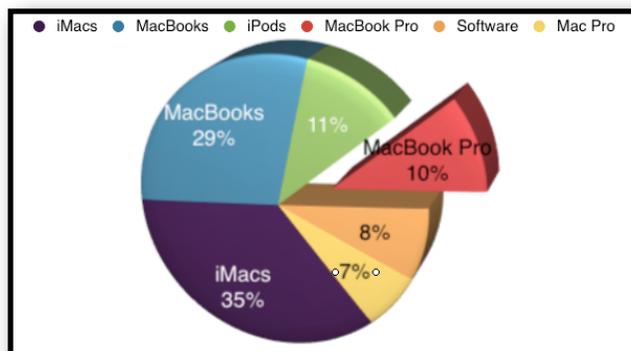
With the Pie Wedge Format you can explode (move out) a slice of the pie, and rotate the pie. With it you can also add a shadow to an individual slice or group of slices without going to the Graphics Inspector.



The 3-Dimensional version of the pie is often used and does not appear to make interpretation more difficult.

The 3-D version has the same Chart Inspector - 3D Scene as other 3-D charts.

Here the Series were named in the Chart Data Editor.



The Chart Inspector - Series was used to rotate the pie, to extract one section and to add the data series names inside some of the pie slices.

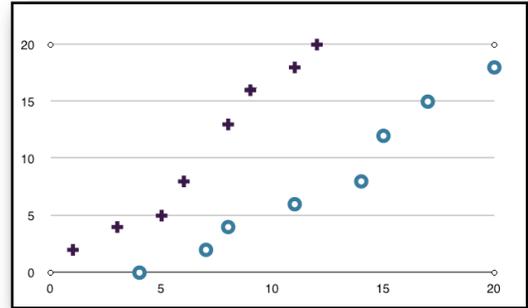
The Menu > Fonts was used to change the color of some of the text in the pie.

All of these presentation charts are objects which can be enhanced using the Graphic Inspector, and their text can be enhanced using the Text Inspector and font manager.

Scatter Charts

Scatter charts use two columns of data to plot each point, the first column for the X axis and the second for the Y axis.

They are sometimes used for presentations, but are most commonly used for analysis. They are more apt to be used with large amounts of data in Numbers rather than in Pages.



This Chart Data Editor shows the four columns of data needed to chart the two sets of data in the above chart.

Lets see how Scatter Charts would work to analyze our set of blood pressure data.

	2005		2006	
1	2		4	0
3	4		7	2
5	5		8	4
6	8		11	6
8	13		14	8
9	16		15	12
11	18		17	15
12	20		20	18

Three columns of the Systolic and Diastolic blood pressure and the Pulse data were pasted into the Chart Data Editor.

The header for the first column was selected and clicking Add Row inserted a new column before the first column for the X data.

Keying in the data took too long, so a the data was keyed into temporary table with only one column, and then pasted the into the Chart Data Editor.

Two more X columns for the X - Y pairs were created the same way.

At first the X data columns were numbered in sequence, 1, 2 ---70, but the data was not spread out enough on the X axis, so I numbered them 2, 4...140.

	Systolic		Diastolic		Pulse
2	138	2	77	2	66
4	146	4	76	4	66
6	120	6	72	6	67
8	123	8	73	8	66
10	129	10	79	10	62
12	111	12	60	12	74
14	120	14	74	14	62
16	130	16	81	16	59
18	131	18	76	18	62
20	141	20	79	20	64
22	110	22	71	22	70
24	115	24	63	24	72
26	120	26	75	26	69
28	152	28	85	28	60
30	128	30	78	30	68

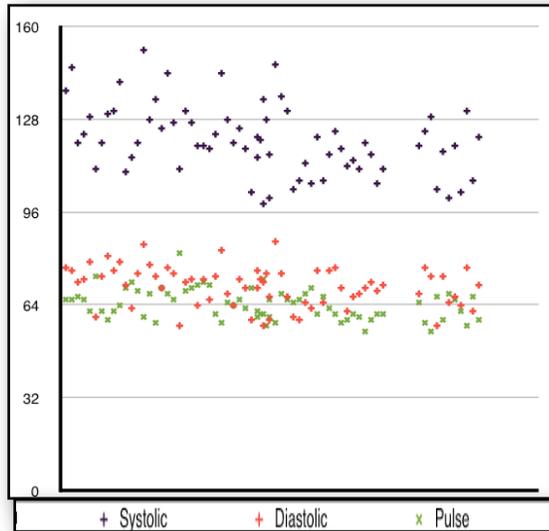
Two of the options for Data Point Symbols, X and +, are made up of lines that can be adjusted with the Graphic Inspector > Stroke.

To display more data points clearly, set their width to 2 points instead of 4 points. Different colors make it easier to interpret when there are many data points.

Here is a plot of the systolic and diastolic blood pressure and pulse.

The legend was adjusted to the graph's width using the Metrics Inspector with Constrain Proportions unchecked. Then it was dragged from above to below the chart. The legend and chart were selected by command-clicking on them, and the menu Arrange > Group locked them together.

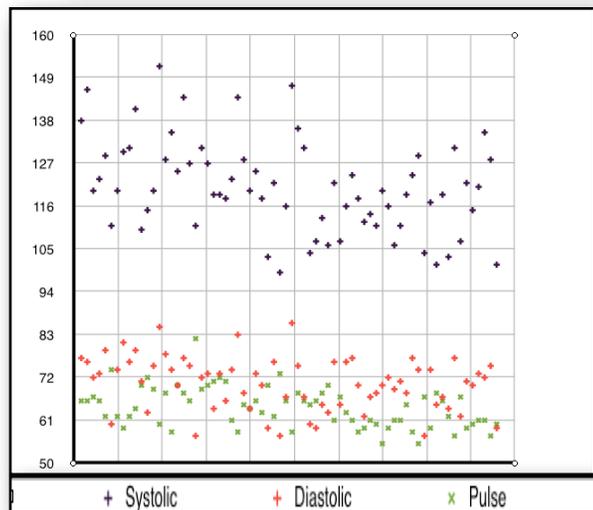
(



It is possible to adjust the vertical Y axis numbers to set the minimum value higher to spread the data vertically to better see the detail, specially the diastolic and pulse points.

In this case I found that adding 50 to every number and incrementing them by 1.5 instead of two resulted in a reasonably clear chart.

Note, this chart exaggerates the appearance of the vertical spread of the data to better separate the diastolic and pulse data for analysis.



Cluster Charts are a form of scatter chart used extensively to show the relationship, if any, between two series of data by plotting each point using one series for the horizontal X-axis values and the other for the vertical Y-axis values. To do this you just put them in the first and second columns in the Chart Data Editor of a scatter chart.

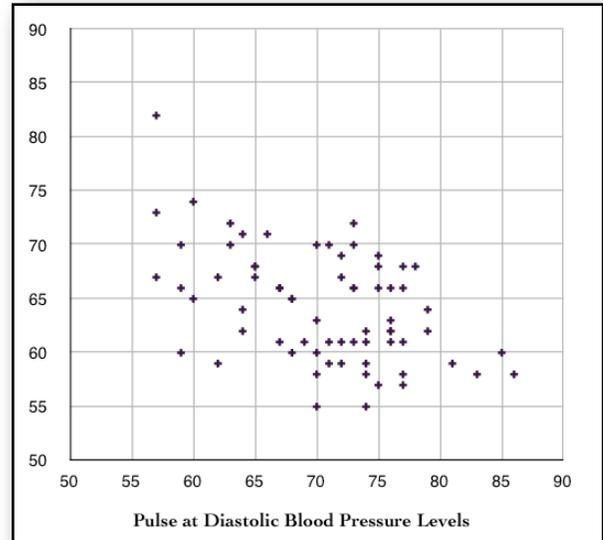
If there is a high correlation the points will fall close together around a line, but if there is not much of a relation between the series they will be more spread out.

Here the X-axis is the diastolic blood pressure and the vertical Y-axis is the pulse data for each observation.

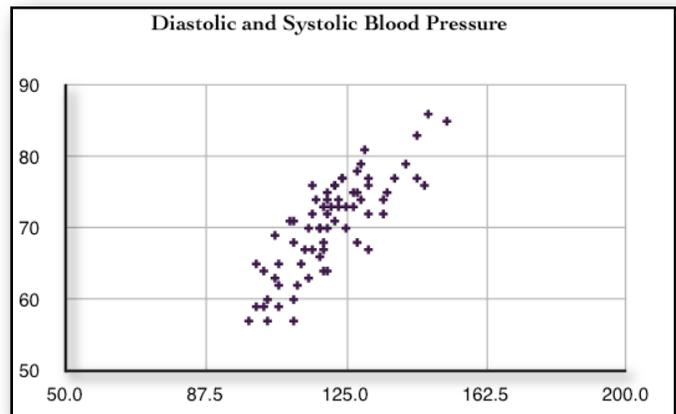
There is a lot of variation but when the diastolic blood pressure is higher, the pulse rate tends to be lower.

When the pulse rate is higher, the diastolic blood pressure, the resting pressure, tends to be lower.

I have no idea what this means. I am not a doctor.



As you would expect, plotting the diastolic blood pressure on the vertical Y-axis as a function of the systolic blood pressure on the horizontal X-axis shows that when one blood pressure measure is higher the other also tends to be higher.



Unfortunately, Pages and Numbers does not permit separate minimums and maximums for the x-and y- axis so the plots cannot be spread out for clearer analysis.

Explore: When you read the Users Guide, remember that nothing beats experimenting to see what you can do



10: Word Processing Layout

Obviously we have been laying out pages, and we have talked about using Tables to layout a page, but we have not yet covered Pages layouts using columns or Pages layouts using text boxes.

Pages Layout with Columns

Layout WITH Columns

It is easy to format your pages with different numbers of columns. All you have to do is insert a layout break where you want to make a change, and then use the Layout Inspector to set the number and size of the columns.

You may want to adjust the text size to fit the column widths you choose to use.

The first column will fill until you reach the end of a layout, page, or section. Then the next column will fill.

Column layouts work best when the material does not have to be divided into separated sections. It is possible to divide a subject at the end of a column and paste it into another column on a later page, but it will not flow from one interrupted segment to another as it would using Text Boxes.



Here we inserted layout breaks to change to two columns before the line, and to these three columns after the line.

I have used a larger text size in anticipation of reducing the size of the page for the book.

The picture above the line of our cat is

fixed on the page, and text wraps around it. We can drag handles to change its size.



This picture was pasted inline and Pages automatically

resized it to fit within the column.

View > Show Invisibles displays the layout markings on a page like this.

Use View > Show Invisibles to see the layout of the templates provided with Pages, and to understand how you can modify them.

The heading in the layout above was created by inserting a Rectangle Shape, then double clicking inside the rectangle to add the text. The Graphic Inspector > Fill was used to insert the gray color. A collection of pictures with textures, or textures created in Photoshop would work well as images to provide a background texture.



A Layout Break and Inspector Layout was used to create the two columns which wrap around the fixed image

Another Layout Break and Inspector Layout created the three columns, and the picture was dragged into one of the columns.

Today we expect that every decent word processor will be able to create columns. But the ease with which Pages changes columns and works with graphics and other objects is impressive.

Pages Layout with Text Boxes

PageMaker was one of the most important programs for Apple. It gave Apple the ability to layout pages and documents and, along with PhotoShop, I believe it gave Apple computers the lead in the graphics and printing industries.

The AppleWorks program gave school and home users the ability to imitate PageMaker by using Frames in the AppleWorks drawing program to provide containers for layout items that could be linked so that text could flow from an allotted space on one page to another allotted space on any page.

Guess what Text Boxes in Pages can do.

The upper boxes on the next page were created using Insert > Text. The Metrics Inspector was used to control the size and location of the text box. The results can be adjusted by dragging corners.

A text box must be Fixed on page in order to create linked text boxes. Use the Wrap Inspector if necessary. Double click inside the text box to insert text. If the text overflows the box, a plus + sign appears on the bottom to indicate there is overflow text.

Use Command-Return inside the text box to create an empty blue link box on the right side of it. Clicking on this empty blue box creates a new linked text box. The text box does not have to be full to create a new linked text box. The empty blue link box will turn solid blue to indicate that it is linked.

The new text box will have a solid blue link indicating box on its left, and an empty blue linking box on its right so you can create additional linked text boxes. The contents flow in the order that the new boxes are created and not on the location to where the new box is dragged (or pasted).

.On the next page the lower text boxes are linked to the upper text boxes. Their size and positions were adjusted by dragging the object control handles.

Use the Metrics Inspector to set the height and width of a text box.

With the text box Wrap Inspector set to Fixed on Page, you can set the location of the upper left hand corner distance from the left side of the page X and down from the top of the page Y using the Metrics Inspector Position. (Should you want to, you can even change the rotation Angle or Flip the text box, thus inverting the text or making the text read from right to left with backward characters.)

With the Graphics Inspector you can change the style, color, and width of the borders of the text box. Use Command-A to select all the text before selecting Shadow to shadow the text, select the text box to shadow the text and the box, , but I have not found a way to put a shadow around the text box without adding a shadow to the text other than to in enclose the text box in another shape or in a table and to add a shadow to the other shape.

You can add a background color, pattern, or image and adjust its Opacity..

You can set tabs within a text box.

Use Arrange Lock to lock a text box so that it does not accidentally move on the page.

This is a text box object set to cause wrap. It moves the background text out of the way. but not the background text borders.

AppleWorks had drawing frames, painting frames, and word processing frames with which you could produce page layouts that rival ones produced by professional programs.

To create linked text frames, you had to drag the text tool into a drawing document.

Somehow, this made sense at the time.

To create linked text frames in Pages, you simply create the text frame with Insert Text and double click inside it to insert text or a graphic.

Can you paste directly without inserting text?

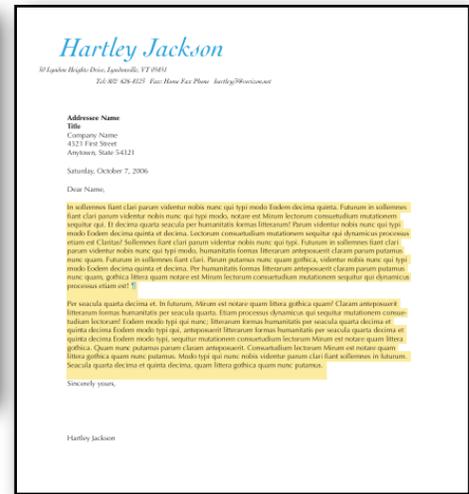


Yes.

11: Using Templates

Now that we do not have to rely on using templates, we should be prepared to use them for what may be more professional results.

Letter with Professional Design



Compare our letter with the stationary template for a personal letter from Apple. Would we have a more professional result if we had simply keyed in our message and imported our picture into the Apple template?

Or, could we combine our ideas with the Apple template to create something we like better?

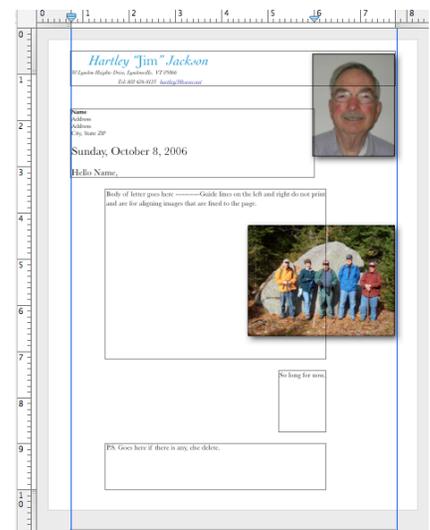
Here is the professional Apple layout with my modifications. You will have your own ideas.

You can see in the layout that the return address is in the header as it was in the Apple template, though I may have made the name a little smaller.

I added guidelines for inserting images.

I have added my picture as a fixed to page image placeholder to personalize it.

The address is still in the original Optima font, but the remainder of the letter is in Baskerville. The date is 18 points, the salutation is 14 points and the text in 11 points.

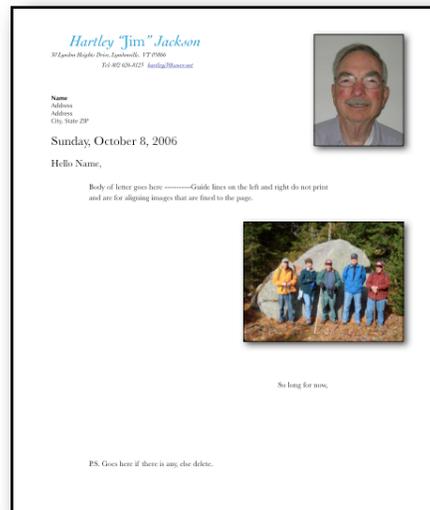


I used layout breaks to change the body, signature, and PS areas.

I have included a placeholder image, also as fixed to page. That way I can add an image to the letter and it will automatically be resized to fit the placeholder and add the border and shadow format. I can then drag it to where I want it.

I also used Format > Advanced > Define Default Image Style so an image dragged into the stationery anywhere will get the same border and shadow style.

If you want more than one image, simply copy the placeholder image. Put it where you want the next image. Then drag the next image to it.



Any added pages will have the same layout and guidelines unless we redefine them, and images imported to this page can be dragged to any added pages.

When using any Apple template look at View > Show Layout to study the template's layout and to modify the format to your style.

Choosing a Template

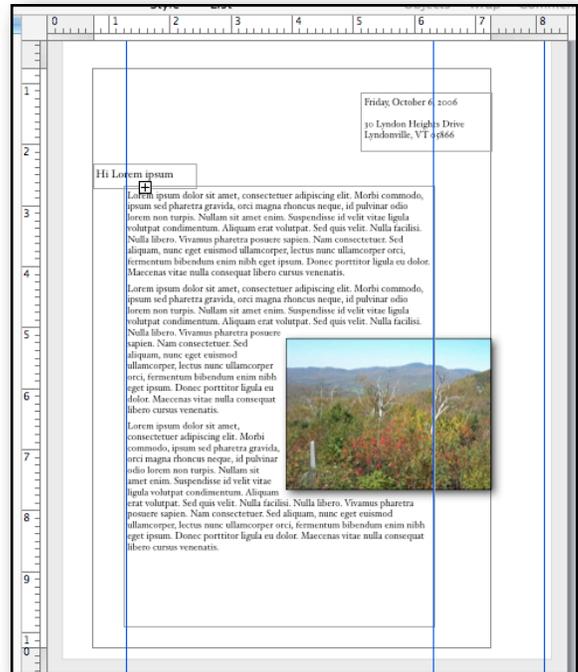
If I counted correctly, Pages comes with 67 word processing templates. They are divided into 7 classifications including Blank, Letters, Envelopes, Forms, Resumes, Reports, and Miscellaneous. When you look at them, be sure to click on Sections in the Pages toolbar to see the thumbnails for the different layouts available within each template. You can even drag these layout thumbnails into other Pages word processing documents where you might like to use them.

More templates are available from
<http://www.iworkcommunity.com>

12: Creating Templates

Once we have styled a document, we may want to save a copy for future use. We could save the document, and then copy any parts of it we want to use in the future.

Or, as we did with our letter, we might save the format and any content we want to be the base for future documents, such as the return and salutation for our letter, as a template. The advantage of a template is that, when we open and use it and then save it, it saves as a new document so we still have our template unchanged.



Let's create a two page template out of a letter.

First, create a two page letter to serve as the basis for our template.

We will use the default page size or 8.5 x 11 inches. If we wanted to change it we could use File > Page Setup. We will use the Document Inspector - Document and set the left margin at 0.75 inches and the right at 1.25 inches. For a book we could turn on the Facing Pages option to leave room for the binding.

Next set up the text and graphics the way we want them to look on the page. We can use View > Show Ruler and add two blue guidelines by placing the cursor between the double vertical lines at the top left of the ruler and dragging. Use Insert > Text to place a small text box on the page. To resize the text box, click outside the box -(it will disappear) - click again and it will reappear with control handles on its edges. Use View > Show Layout to keep track of the text box. Drag the control handles to fill the page between the blue guidelines from the top margin to the bottom. This will define the text area, so key in your text..

You can use View > Show Media Browser and select iPhoto to locate and drag an image to your page.

(I usually use Photoshop to edit the image and Save for Web to reduce the size of the file before dragging an image into Pages. You could use iPhoto's Mail to create a smaller file and drag it from the resulting mail document into Pages. The reduction in file size is not so important if the document will only be printed, but it is still important in PDF documents that will be downloaded.)

I added the image as Fixed on page, and used Graphic Inspector to add an outline and shadow.

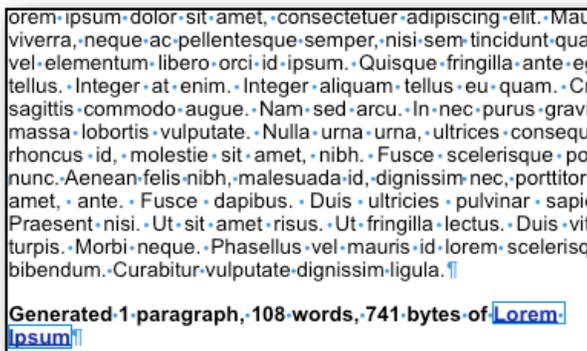


Create a second page by simply spacing down, and add a text box and images to it. (Finish your letter and mail it.) We could also create other pages such as chapter headings or index pages.

The text and pictures can be altered to make them more suitable for your template.

It is common practice to use latin words in the template to indicate which text is meant to be changed.

Apple uses latin words called Lorem Ipsum that are not just random text. You can learn more about it at <http://www.lipsum.com> and use that web site to generate text. Or you can download G-design's free Lorem Ipsum Widget from macworld.com/1576. Here is a small sample:



You can fill the text box with Lorem Ipsum to replace the text in your model letter.

Next we want to change the text and images to turn them into placeholders to enable drag and drop replacement. Use Format > Advanced > Enable Placeholder Text Authoring.

Highlight, the first block of text and use Format > Advanced > Define as Placeholder Text. Repeat for other text that you want defined as placeholders.

Then select an image you want to use as a placeholder and use Format > Advanced > Define as Image Placeholder.

Creating Templates

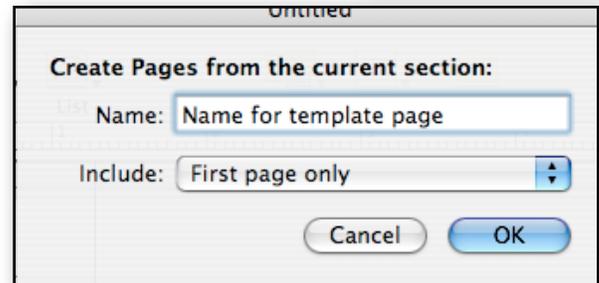
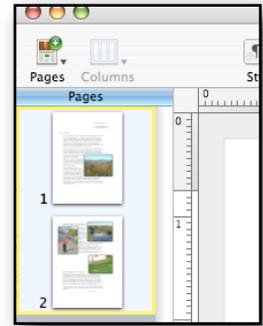
If save these two pages as if it were a one page template using File > Save as Template, the two pages will be locked into one indivisible section as you see here.

We need to use another method, called capturing the page, for the two pages to work as individual page templates.

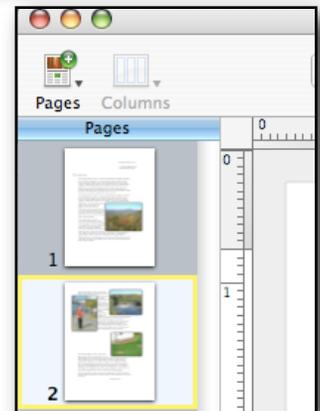
To capture the pages as reusable templates and place them in the Pages menu at the top of the document. Use View > Show Page Thumbnails, and select the page thumbnails.

Then use Format > Advanced > Capture Pages to get this dialog box. Give your template a name and set the drop down dialog box to First Page Only as shown here Then click OK.

Create any other template pages you want to create using this same process for each.



You should now see the thumbnail image of each page and its name when you click on the Pages menu. Here you see the two separate pages, and that I clicked on the second page to select it.



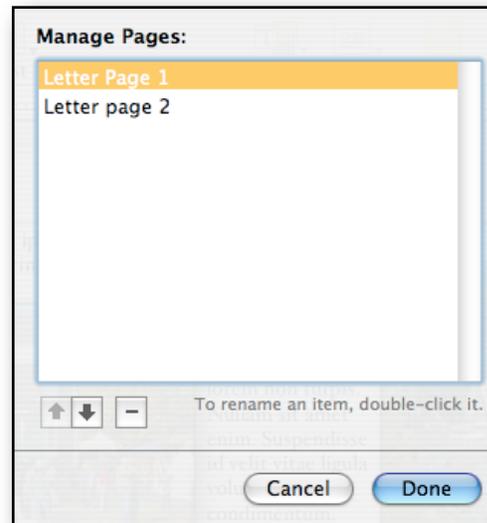
Explore and experiment. You will probably create templates you do not want to keep. Unless you have given the folder some other name, all the templates you create should be in My Templates located in your home folder at Library/Application Support/iWork/Pages/Templates/My Templates. Drag any templates you do not want into the trash, (or into some other folder to keep them just in case).

You can manage the pages that appear under the Pages menu, using Format >Advanced > Manage Pages.

To move a template page up or down in the list, select it and use the up or down arrows.

Use the minus key only to permanently delete any template pages you are sure you do not want. Be careful. You cannot restore the page you delete so be sure you have selected the right one.

Then click Done.



You can hide template pages that you will not be using often by selecting them in the Thumbnails drawer and pressing the delete key.

Now use File > Save as Template, give your template a name, and click save to save your new template.

To find your new template use File > New >My Templates.

Open Pages in Your Template

Make a blank page and save the formats the way you want them for your text editing or whatever. Save it as a template in “My Templates” as usual. I called mine simply “Vertical Blank.”

Open your new template and this time use File > Save as Template but save it to your desktop. Then drag your new template file from the desktop into the Dock to the right of the dividing line and left of the trash can.

Click on this template in the dock to bring up Pages with this as your working page. Since it is a template, the original template will remain in the dock when you save your work somewhere else.

I now use this almost all the time, and open Pages by selecting Pages in the dock only when I want to consider other templates.

13. Document Packaging

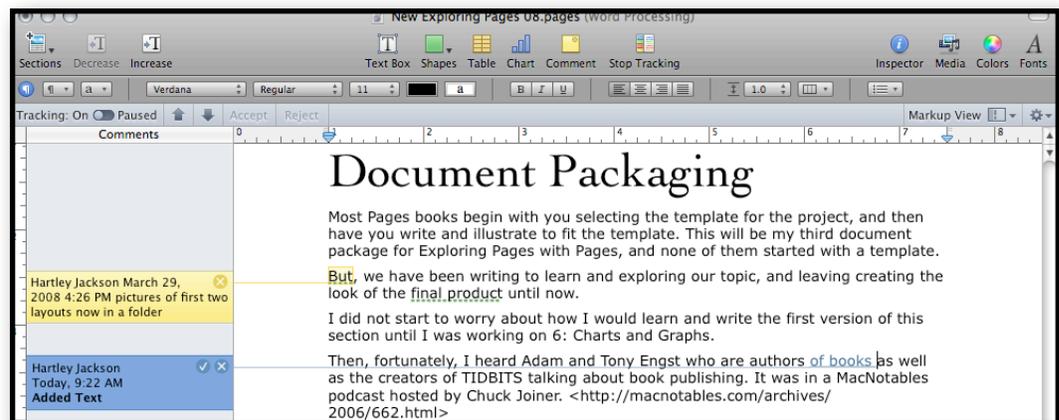
Adam and Tonya are book authors as well as the creators of the influential TIDBITS, a weekly email report about the Macintosh computer and related developments. They discussed The Challenges of Book Publishing. It was in a MacNotables Podcast hosted by Chuck Joiner. <<http://macnotables.com/archives/2006/662.html>>

That is where I first heard the term, Document Packaging.

Most commonly the author sends his book in Word to a publisher where it is reviewed by an editor. It had to be sent to an editor in Word format because Word offered comment and change tracking tools.

It would be nice to be collaborating with an editor or someone else to exchange comments and improve my writing.

Pages '08 now has comments and error tracking though I do not know of any editors who are accepting it yet.



Comment

To enter a comment, make a selection or click to put an insertion point to where the comment will refer. Click on Comment in the Toolbar or use Insert > Comment. Then key your comment. The comment will be written into a new Comment sidebar with a colored mark to where it refers (in yellow above).

Track Changes

Select Track Changes in the Toolbar to begin tracking changes. A Change Tracking control bar will appear and any changes that are made will be in a different color and linked to a bubble in the sidebar indicating the type of change and the author of the change. You can pause change tracking to temporarily suspend it, or click Stop Tracking in the Toolbar to stop it.

Highlight a change and select Accept or Reject in the control bar to accept or reject it, or click on the check mark in the change bubble in the sidebar to accept it or the circle with an X in it to reject it.

In practice author would email a Pages copy to the editor or collaborator with Track Changes initiated. The editor would insert recommended changes and email the changed document to the author with any comments.

There is an excellent section on Reviewing and Revising Documents in the Pages '08 User Guide.

Document Packaging

After working with the editor, the author sends it in its final form to the publisher in Word along with page images. Then it takes 4 to 6 weeks for packaging by people who are only concerned with the layout and mechanics of the book.

Some established authors, like Adam and Robin Williams the author of design books, do their own packaging in InDesign to have more control over the final product. They both can write directly into InDesign.

I listened to the podcast three times, and then followed their suggestion to look through books I like to see which ones look most inviting and why.

We may not be an accomplished authors or designers like Adam and Robin, but if they can package their documents in InDesign, we should be able to package a book like Pages with Pages.

Review a number of books you like and some you do not like to see which layouts appeal to you. What styles would fit what you want to do?

The first question is what size will the document be, and will it be a book or read on a monitor?

Once you have an idea of what you want to do, begin with the Document Inspector.

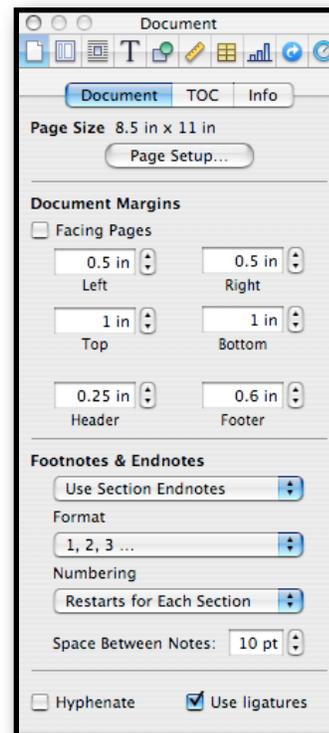
The Document Inspector

Use Document Margins in the Document Inspector to see the current margin settings and set them. Facing Pages changes Left and Right to Inside and Outside. Note: You can use Inspector - Layout to set text margins within the document margins.

The Header and Footer show the distance between the header and the top of the page and the footer and the bottom of the page. You can set either one or both to zero if you do not want to use them.

The Document Inspector - Document shows the page size. It is convenient to use it to call Page Set up instead of going to File > Page Setup to set the paper size and orientation when you will be setting up other items.

Footnotes & Endnotes presents options to Use Footnotes, Use Section End Notes, or Use Document Endnotes. It offers different formats for indicating that there is a footnote or endnote to something. Their numbering can be continuous throughout your document, restart on each section, or restart on each page. And, you can set the spacing between notes.





Hyphenate and Use ligatures can be checked to turn them on, or unchecked to turn them off for the whole document.

Use the Text Inspector - More to control hyphenation and ligatures for individual paragraphs.

Here is what I did, not exactly what you should do, in designing three versions of this book.

The First Little Exploring Pages

I looked at the books I like, and how they were formatted. I developed a simple design that I thought I might like. It would have a header and footer stretching the width of the page with some design, and text in the header and footer would line up with the body text which would be narrower. Pictures and pullouts could then extend in either direction beyond the body text, the width of the page.

Headers and Footers

I experimented with a couple of arrows that could be used in the header, footer or both.



I decided to use “exploring” in the title seeking a sense of adventure in the search for better understanding because I was enjoying it.

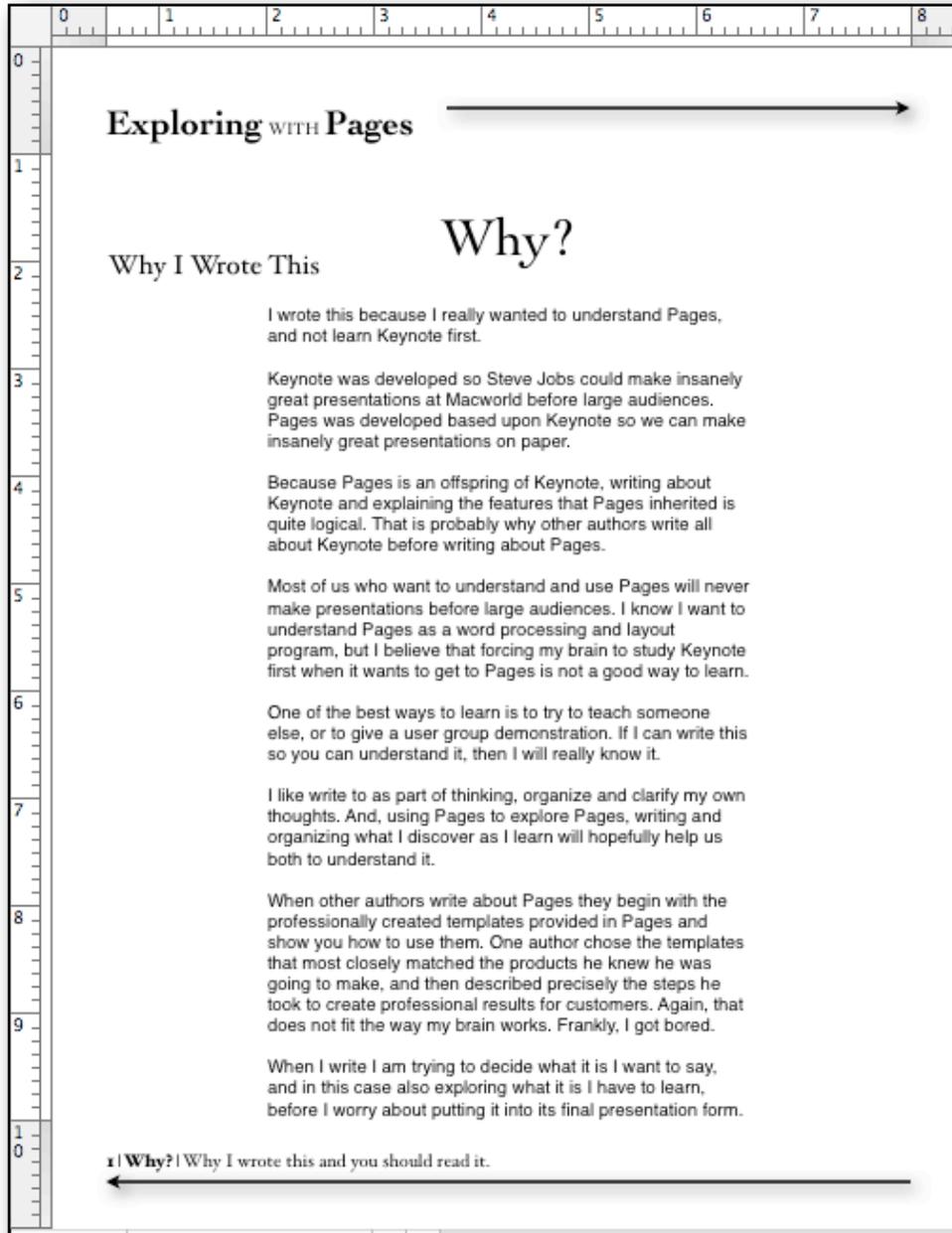
At this point I had the arrows in the header and footer. I used the Metrics Inspector > Flip to flip the header arrow. Inserting the arrow as Moves with text centered it vertically on the text it followed. When Object causes wrap was turned on the arrow moved to the top of the text line which I think looks better with the arrow’s shadow.

When I put in the text, and again when I added the arrows to the header and footer, I had to adjust the top and bottom page margins in the Document Inspector to look right. I set the left and right document margins to a half inch. The top and bottom margins were adjusted to look right with the text headers and footers as I worked and are at 1 inch.

The Layout Inspector shows a 4.5 inch column, 1.5 inches from the left and from the right. It looks right to me.



I spent some time looking at different fonts. I created a character header font Hoefler Text Black size 24. Click on the little down triangle next to the + on the bottom of the Styles menu to choose to save a Character Style. The Header Caps character style is Hoefler regular 11 and keyed caps. The footer is Hoefler Text 11, and I decided to individually change to regular or black as needed. The chapter Header text is Cochin 36, but the sub-header text is Hoefler regular 18, it breaks some rules but I think they look compatible



The text is Verdana 11. This is breaking some old rules where headers were “supposed” to be in sans serif, and body text was supposed to be in serif fonts, but this text will probably be viewed on a monitor more than as printed text.

Initial Subheading

Initially I put headings in text boxes floated to the left of the main page area. When it floated to the left, it had to be moved to put it back with the text every time the text moved. This is an approximation fixed to the text inside this layout, not floating farther to the left.

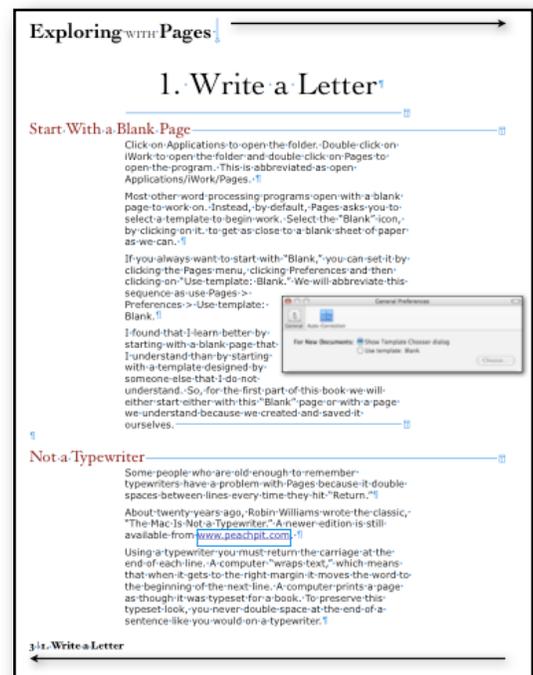
These text box subheadings did not show in the Table of Contents and they were not fixed to the text so changes in the text required dragging to realign the subheadings.

So instead I used Insert > Layout Break, and used the Layout Inspector > Layout Margins to decrease the left margin to zero. I chose the Hoefler Text Regular size 18 and a brown color using the Fonts editor in the tool bar for the subheadings. I keyed in a subheading, copied it, used View > Show Styles Drawer, and clicked on + at the bottom of the drawer, to create a new style based upon the selected text.

This created the subheadings and subject headings that you see here. I found that inserting two layout breaks allows you to set new margins and enter the information between the breaks, and continue using the previous layout after the second layout break.

The other major featured in the layout design was to use the Layout Inspector to set the right margin to zero with the left margin at 1.5 inches for including images.

I added images as Fixed, and used the Graphic Inspector > Stroke to add a border, and then to add a shadow to it. In Pages '08 I would use the Graphics Format Bar instead.



I resized the image. Then I cut it (Command - X), put the cursor at the text spot I wanted, and pasted it (Command - V) as Moves With Text. I finished by using the Wrap Inspector to position it and set the Extra Space to 6 points.

I created the cover in a new document with a photo of my compass and ended it with a section break. I used View > Show Page Thumbnails and dragged the thumbnail of the cover into my Exploring With Pages thumbnails.

Table of Contents

I added a new section for the Table of Contents, used Insert > Layout Break to add the columns, and used the Document Inspector - TOC to designate which Paragraph Styles would appear in the TOC. Pages then created the TOC as I created the document.

Much later when I was editing the Table of Contents, I decided I needed another level to the organization. The easiest way to do this was to rename the Subheading to

Subject-Heading, and to add a new size 24 Subheading for the added level of the document's organization.

I also found that I had used a TOC style in an example that I did not want to be in the TOC, so I copied it, used Insert > Text to create a text box, pasted it into the text box, and then used the Graphics Inspector > Stroke to make the border invisible by setting it to None. It looked the same, but did not appear in the TOC.

I changed the fonts in the table of contents to Times New Roman, with Bold 14 for the Headings, Bold 12 for the Sub Headings, and Regular 12 for the Subject-Headings.

Page Styles

After formatting the TOC, I returned to working on body text styles.

Lists

- The Body Bullet, List format left no space between list items (paragraphs). At first I used Text Inspector - Text to add 12 points After Paragraph, to reformat one list item (paragraph) and used Redefine Style From Selection to change the style throughout the document.
- Then I decided to set lists off from the body text by changing it to Times New Roman Regular 12, reduced the space after paragraph to 6 points, and reduced the line height by a tenth using the Text Inspector - Text.

Paragraphs

I made other style changes such as changing from 12 to 6 points after normal text paragraphs and six points before layout break and saved them as style changes. Pages corrects all the paragraphs that have that style.

When copying text from other sources, I usually used Past and Match Style which saves changing the style afterward.

I inserted a Section Break before the Section End Notes. Many little things like that get done when you are working on document packaging, and in doing my own packaging I found some improvements that were not just for the appearance.

Borders Around Charts

I was not able to add a line and shadow around a chart with the Graphic Inspector. As a work-around I used Insert > Shape > Rectangle, Fill color white, with a Graphic Inspector Stroke > line, and Shadow. I dragged a corner to shape it so the chart would fit inside it. I used Arrange > Group to group the parts of the chart. Then I double clicked inside the rectangle to edit it, and the chart inside it.

Later when I rewrote the section on charts, I simply used Shift-⌘-4 to copy the chart to the desktop, dragged the copy into Pages, and used the Graphic Inspector to add the line and shadow around this image before resizing it at, putting it inline with text and adding object causes wrap.

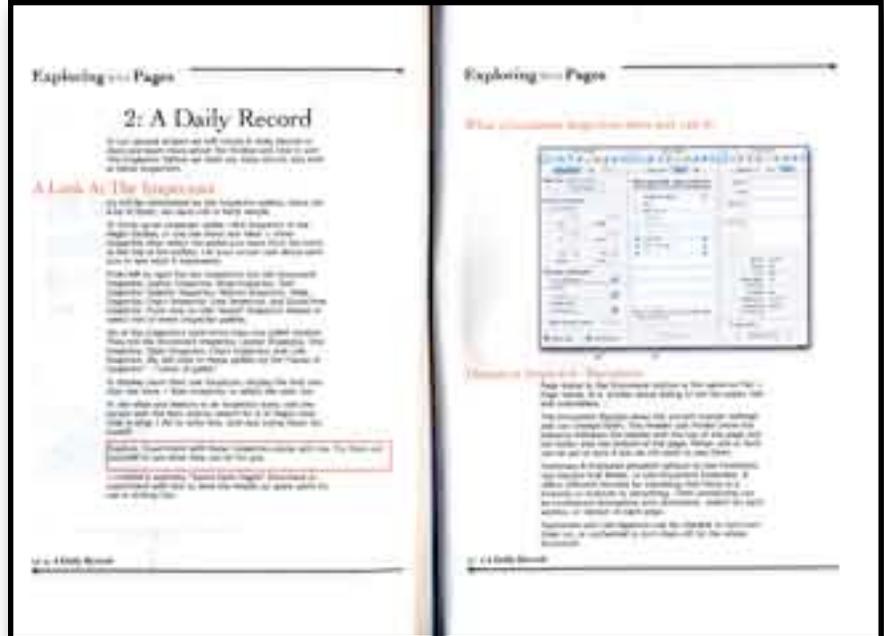
The Initial Result

When I first saw my own book printed, even printed by my computer, I felt a flood of happiness and pride. It was 8 inches high, 5 1/2 inches wide with 106 pages.

I took one hand printed copy and a pdf file copy to our computer book meeting, and the initial responses made me feel even better.



Then when editing it some time later some parts were, to be gentle, dull and boring, and needed considerable improvement.-



The design was a success, but I decided to create a different design. One with pages that could be punched and put in a notebook One where I could update parts without having to reprint the whole book.

Packaging The Notebook Design

My first notebook design used Hoefler size 10 body text. The text columns were only 3.75 inches wide for ease in reading and a more friendly appearance.

The subheadings and subject-headings were in the same reddish color, and Hoefler text sizes 18 and 14. Titles are in the same Cochin black size 36 type.

To accommodate the notebook ring binding, Facing Pages was checked in the Document Inspector- Document, with the inside set at one inch, and the outside at ½ inch.

The main text column was set 1.5 inches from the left and 1.75 right side of the page layout, because it looked right.

The subheadings and subject headings were only indented a half inch from the left side and extended do 1.75 inches from the right side of the page layout. The layouts containing images were set 1.75 inches from the left and only a half inch from the right side of the page layout.

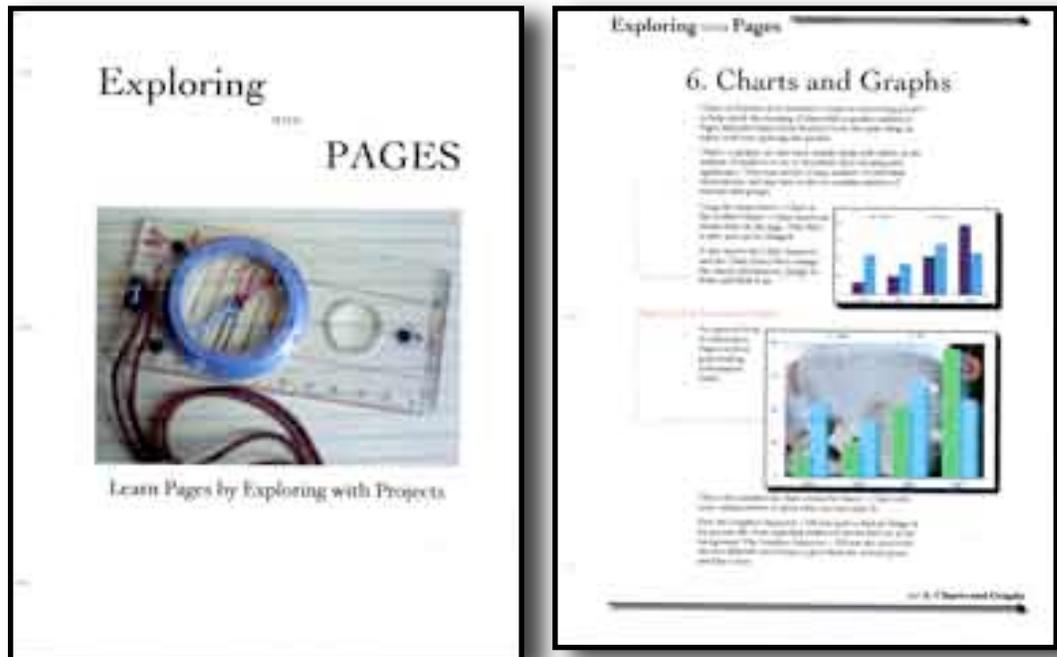
A similar result could be achieved by increasing the document margins, but then we would not be able to print anything outside these margins. I wanted the freedom to print outside the design layout if I should decide to do so.

Layouts on facing pages are set from the inside and outside. The inside is the left side on odd numbered pages, and the outside on even numbered pages. (I now have the luxury of a monitor which can show the left and right pages and have them both be readable, and I can keep the Inspectors open on my laptop.)

Setting the Layout Inspector - Section to Section starts on Right Page looks good in a book, and inserting or creating a new page in a previous section does not require changing the layouts for left and right pages in following sections.

I set the Layout Inspector - Section to check Left and right pages are different. I used the Graphics Inspector to change the points on the arrows in the footer to point to the right for a visual encouragement to read on. I used the Text Inspector - Text to change the alignment of the page numbers and chapters in the footer to the outside of the page so they will be easier to see. Changing these on the first, second, and third pages of each section changed them for all the pages in the section.

The results looked like this:



Packaging Exploring Pages '08

This book is being created using an 8 ½ x 11 inch page with document facing pages margins with 1 inch inside, 0.25 inch outside, and 1 inch top and bottom margins. for use in a loose-leaf notebook.

The print layout is 4.75 inches wide with inside and outside layout margins set at 0.15 inches. Subheadings and Subject-headings extend ¾ inch to the left so that margin is ½ inch whether that is an inside or outside margin. Graphics and images extend ¾ inch to the right so that margin is ½ inch whether that is an inside or outside margin.

This version will be Exported in the PDF Good format.

I compared fonts, as will be discussed in the Pages '08 Page Layout section. The text body font is Baskerville regular 10. The **emphasized** characters are Baskerville 10 bold.

The Subject-headings are Baskerville 18 SemiBold in a dark brown color. The Subheadings are Bodoni SvtyTwo BookIta 24 in dark brown, and the Headings are the same Bodoni SvtyTwo BookIta but size 36. The headers and footers are in Bodoni SvtyTwo bold 12.

On major advantage in using styles is that you can change a style and it will apply to all the paragraphs or characters with that style so that changing most of the text that had been in Hoefler to Baskerville only required changing the Body text style..

III. Page Layout in Pages '08

1. New in Pages '08 Page Layout

For Sale Flyer Made Easy

The template for this flyer was in Pages 'before Pages '08 and before there was a separation between Word Processing and Page Layout in Pages. This template is now in the Page Layout division of Pages '08.

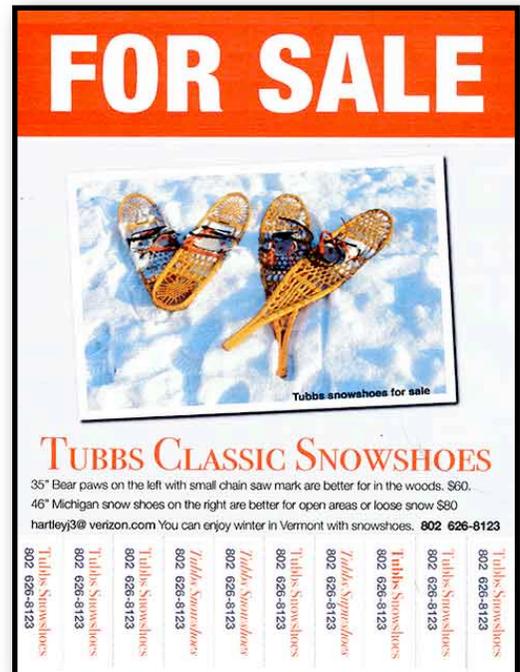
I had two pair of snowshoes that I wanted to sell.

Looking through the Flyer templates, the For Sale was close to what I wanted. So I chose it.

The template added my telephone number from my address book. I dragged in my picture, changed the script font to a Bodoni SvtvTwo OS, and added my own text. .

Creating your own professional looking document can be as easy as that.

I still have the snowshoes if you are looking for some.



Page Layout and Word Processing are Different

Page Layout and Word Processing documents are different in Pages '08,

You cannot copy a Pages '08 Page Layout thumbnail to a Pages '08 Word Processing document or vice versa.

Text does not automatically flow from one page to the next in Pages '08 Page Layout like it does in Pages '08 Word Processing

There are **no sections** in Pages '08 Page Layout (or you might say that every page is a section). You can copy Pages '08 Page Layout thumbnails from one Pages '08 Page Layout document to another Pages '08 Page Layout document.

You can move a Pages '08 **section** by pasting a Pages '08 word processing thumbnail **section** from one Pages '08 word processing document to another Pages '08 word processing document. If you want to move one or more individual pages between Pages '08 word processing documents you must copy and paste the pages themselves, not the thumbnails.

You can place your cursor where you want a text box to go and then use Insert > Text Box to insert an inline text box in a Pages '08 Word Processing document. You

can only insert an inline text box in a cell in a table or within another object in a Pages '08 Page Layout.

You can link text to flow between floating text boxes in both Pages '08 Word Processing and Pages '08 Page Layout. You can create page layouts in either the Word Processing or Page Layout. You will probably want to use Pages '08 Word Processing for longer documents like books and journals where linking text would be difficult, and for shorter documents like letters where page layouts are simple or are not critical.

However, just as adding features made it easier to do word processing in Pages '08 Word Processing, removing features has made making page layouts easier in Pages '08 Page Layout. Less is sometimes more.

User Group Meeting Announcement

This meeting announcement was created starting with the Blank Page Layout Template.

The Toolbar Shapes was used to create the floating upper rectangle. Our NVNUG emblem was dragged into it. Northern Vermont Macintosh User Group was typed into the shape using Academy Engr plain text size 28.

The Toolbar Text Box was used to create a floating text box for the left column using Trebuchet MS regular size 14 for the text.

The picture was dragged in from our last meeting eNewsletter. A text box was used for the caption.

Northern Vermont
Macintosh User Group

NVMUG would like to thank NVRH for letting us use a conference room for our monthly meetings. We would like to invite you to join our meetings. NVMUG meetings are free and open to the public.

Our purpose is to help Macintosh users to learn more about Macintosh computers and to learn how to do more with them. You will be most welcome.

Many of our members are also interested in digital photography.

Some meetings feature special programs that we hope will interest you. We always try to include time to discuss your interests and to answer your questions.

A monthly eNewsletter to members reports what happened in the meeting and other news.

You can learn more about us at our Web site at <http://www.sover.net/~nvmug>

We especially thank NVRH because we now have a WiFi at our meeting place so that we can include learning about using the Internet with a Macintosh in our meetings.

The March 15 NVMUG meeting at NVRH.

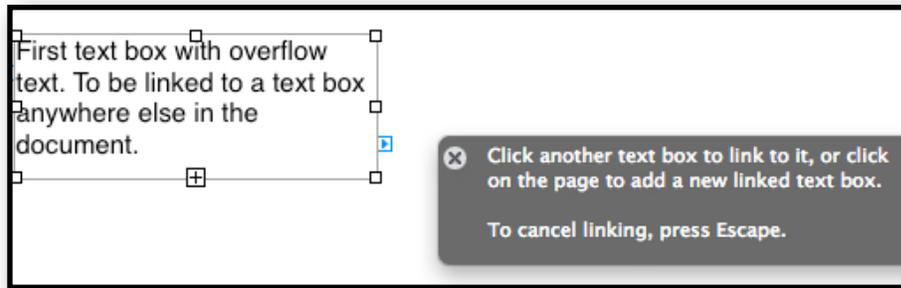
NVMUG has about 50 members. Between 15% and 25% attend the meetings each month. We meet on Saturdays because our members come from a wide area including some in New Hampshire and southern Quebec.

Please join us at 10:00 AM on Saturday, April 19, in meeting room -

Linking Text Boxes

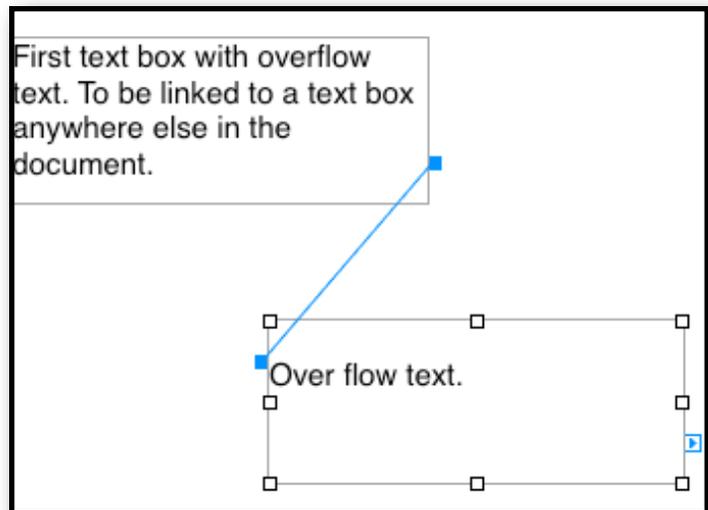
Another rectangle was created using the Toolbar Shapes for the meeting time and place and colored to match the upper rectangle using the Graphics Format Bar. The room number was written in when the announcement was posted.

Another floating text box was added to hold the overflow from the text box on the left.



This is how the text boxes were linked.

Note that the instant you click on the blue linking box on the lower right side of the text box to be linked instructions pop up to tell you how to do the linking.



When you click the other text box to link to it, the blue line displays showing the link. This line is displayed only when the text boxes are selected, and disappear when you click anywhere else.

Export Options

Our Northern Vermont Macintosh User Group keeps in touch with or members by maintaining the membership information in a group in Address Book and using Mail to send announcements, information and our monthly eNewsletter to the group.

Some of our members in the Northeast Kingdom of Vermont are limited to using Modems for their email, so messages must be small. Sometimes we compose the eNewsletters in Mail using plain text. Other times we have used Rich Text Format which creates larger documents. When we do include images, they are very small JPEG images prepared for the Web.

The Export options in Pages '08 offer some alternatives.

You can use File > Export in Pages '08 to export documents in Word, RTF, Plain text, and PDF formats. Use PDF Best for the highest quality, PDF Better for a smaller file size, and PDF Good for the smallest file size and still good quality.

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Good

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Better

These documents were exported from a 440 kb Pages document as Good - 84 kb, Better - 160 kb, and Best - 284 kb documents.

Smaller documents are better for downloading from the Web and attaching to emails, especially for people who must use modems.'

At larger sizes shown side-by-side you can see the differences, but I believe the Good image is good enough for general communications.

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Best

The above Meeting Announcement was a 440 KB Pages file. In RTF format it is a 288 KB file. The Best PDF file is 284 KB. In Better PDF it is 168 KB. The Good PDF export is only 84 KB which is small enough for us to use.

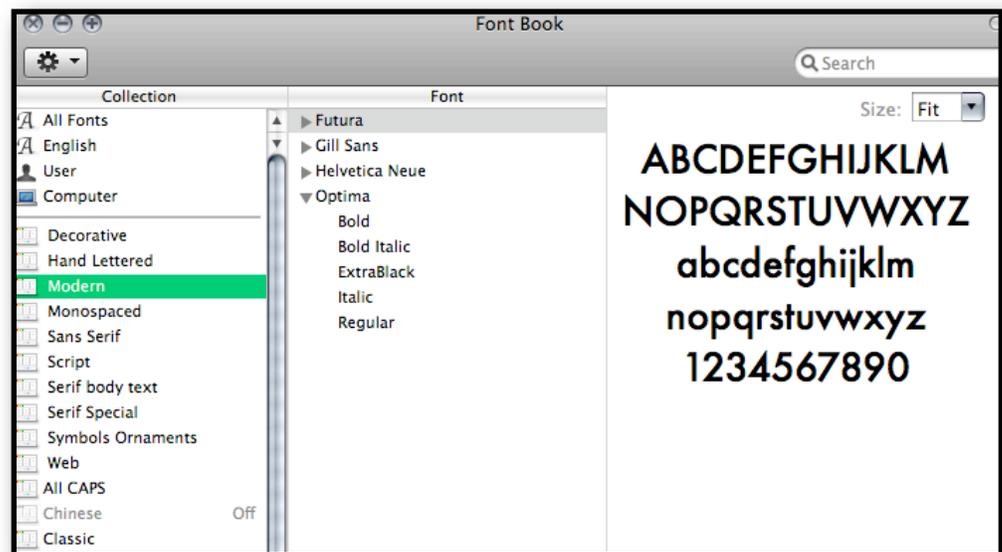
You can also export files from Pages to iWeb for posting on the Internet using Page '08 File > Send to iWeb. This produces two JPEG and one PDF image files. The 168 KB JPEG file is 612 x 792 pixels which is good enough to provide quality images on a large High Definition TV screen or for printing. The 28 KB JPEG file is 213 x 275 pixels which is good enough to display on your monitor. The PDF file is 84 KB.

Explore Pages '08 Page Layouts

If I counted right there are 75 Pages '08 page layout templates. These are divided into eight classifications including Blank, Newsletters, Brochures, Flyers Posters, Cards and Invitations, Business Cards, and Miscellaneous. The newsletters all have multiple pages and some of the others have more than one page.

You might find it worthwhile to explore these templates with a good design book like one by Robin Williams.

Look up these fonts in our Font Book application to see which Classifications they fit into. Often you will find the templates use one Serif and one San Serif font. You will not find a Modern font with a Classic font in the same template.



The traditional advice for printed documents has been to use a serif font like **Palatino** with the little serifs at the bottom of the characters to help the eye to stay on the line of text for the body text and to use a sans serif font like **Helvetica** for the headings.

A sans serif font like Verdana is often used for email because it is believed to make the characters more readable on the computer monitor.

The Modern Newsletter template uses a Modern font which is sans serif for all except the template body which is Baskerville. which is serif font. The Design template uses Futura, a Modern sans serif font for everything with color and size to distinguish the font's functions.

The Collector newsletter template uses the Baskerville font for everything except the Masthead and the smallest heading which are sans serif fonts.

The Club Newsletter uses Hoefler, a serif font, for everything except the mast head which uses the sans serif Verdana font.

You have my permission to use any combination that looks good to you, as I did. Just do not use too many in one document. Apple obviously approves your using the mixtures of fonts found in these templates.

With the knowledge you already have, and the Pages '08 User Guide, you will find that Pages '08 Page Layout becomes easy - unless making your design decisions becomes so challenging that you want to seek help from a professional.

2. Creating a Newsletter

Preparation

It takes many different skills to produce a newsletter . You need reporters, photographers, writers and editors. All of these are needed just to gather the content for the newsletter.

Then there are the questions of layout. How do you want the headings and body of the text to look, what size, style and color? Where do you want the text to be, and in how many columns, and on what pages? How do you want the overall page to look? What images do you want to use, where, how big, and how do you want to style or frame them?

The only easy part may be using Pages.

In Pages '08 Page Layout documents you put text inside text boxes or other shapes. You can format the text within these boxes as you would in a Word Processing layout including changing the number of columns.

When there is more text than will fit within a text box a plus sign appears at the bottom. A little blue linking box appears on the bottom right.

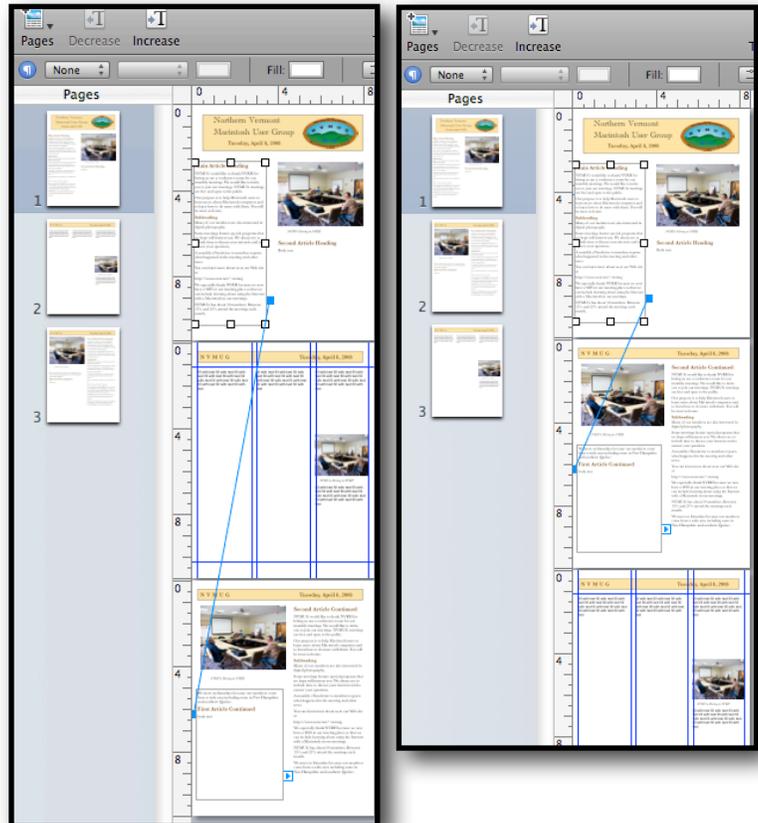
You click on this linking box, then click on the text box where you want the overflow text to go. This overflow text box can be anywhere in your document, and you do not have to draw the blue line that appears when the boxes are linked.

On the left the text is linked from a text box in the first page by clicking on the its blue dot. It is linked to a box on the third page by clicking on that text box. How much simpler could it be?

On the right what was the third page has been dragged up in the Pages column to become the second page. The link moved with it.

If we had cut and pasted, or dragged, one of the linked text boxes to move it to a new location anywhere in the document, the link would have moved with it.

To unlink a box, simply drag the blue line away from the linked box.



It is that easy to learn how to link text boxes. Unfortunately it is up to you to decide where to link them.

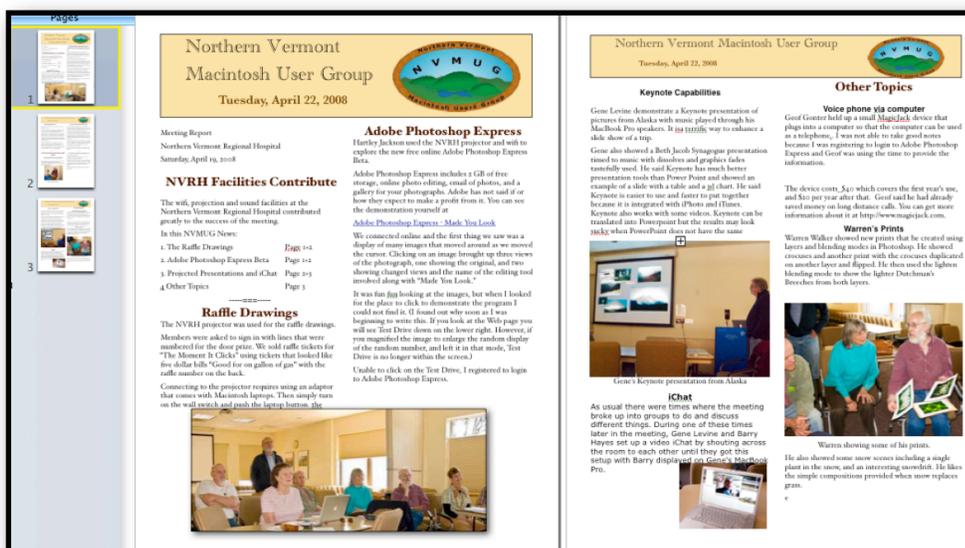
Text Boxes, images and other objects that you add to a page are free floating objects in Pages '08 Page Layout. They are fixed to the page and move only when you move them.

When working with images, the far right icon in the Format Bar provides the options you most need to control wrap.

It is easier to create multiple page Pages '08 Page Layout templates than Word Processing Templates. There are no sections in Page Layout. You do not have to add section breaks. When you use File > Save as Template in Page Layout, every page becomes a page in the Pages column. To display this column, click on Pages on the left side of the Toolbar where the Word Processing version says Sections.

I have not yet studied the design of newsletter layouts. When I do I will probably look for a design book and look for examples of newsletter layouts that I like.

I did take an email newsletter and format it using Pages '08 Page Layout starting with a blank page. I dragged in the heading from the meeting announcement flier on page 118.



Here are first and third page in the resulting NVMUG pdf newsletter.

The heading in the pages after the first was created by reducing the components used in the first title page.

On the first page after the meeting place and date is a one sentence introduction followed by a listing of the major topics with their page numbers. Instead of putting continued on page 2 for example, the page numbers listed are page 1 + 2. Probably a dumb idea, but it would simplify the construction and layout of the newsletter.

When exported as a Good pdf, this three page newsletter was 244 kb, about three times the 79 kb in the email newsletter which contained much less formatting and did not have the header graphics. Based upon this I would suggest that a newsletter created in Pages would be a reasonable size for downloading from the Internet. It might be a reasonable size for emailing in an urban area where everyone has broad band communications, but that it would be too large for email use in rural areas where some members just have modems.

Thank You

Thank You

This book was created entirely in Pages. It took a few months in not-so-spare time. I learned a lot while exploring Pages through writing this book. I hope you learned a little by exploring Pages using this book.

If you read this far, Thank You.

PDF copies of this document may be distributed free to Macintosh Users. But, if you downloaded this from our Web page, please do not distribute the URL. Our Northern Vermont Macintosh User Group charges no dues. It has as no treasury. We cannot afford to pay for the bandwidth that too many downloads might cause.

It would please me to know if you liked this book, and it would be helpful to receive suggestions for improving it. Just send an email to

hartleyj3@verizon.net

IMember of NVMUG

Northern Vermont Macintosh User Group