

Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Town Centre

Laguna Woods Village Community Center, 3rd floor

Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Time to bite the bullet... this is *Pages*

Without further ado I have switched, from *AppleWorks* word processing, to using *Pages* to produce the column you are now reading.

I don't believe you will notice any particular difference in what you are seeing. The fonts, style, and layout appear to be identical to earlier Mac LC columns. It is creating the document that has challenging differences.

Those of you who are loyal readers of this column are aware that the previous three columns have been devoted to explaining some areas of confusion when one starts using the word processing program *Pages*.

Today we actually show you the **results** when creating a new two column word processing document using *Pages* exclusively. I must



confess, however, the first five lines were **copied** from an earlier AW doc and then **pasted** into this document. Everything else is new, fresh and *Pages* produced.

So, let's write a bit about the challenging differences mentioned earlier. For example, making the graphic of the *Pages* icon fit into the above space was a hassle because of the annoying factory defaults **object wrap** and **text fit**. I finally found the **Send Object to Background** command in **Arrange** menu.

I also learned that **control** of the wrapping of text from column **one** to column **two** required that I go to the **Insert** menu, and then select **Column Break** to get the break I wanted.

Some other general *Pages* information... if you would like to insert the **date and/or time** into a document you should drop

the **Insert** menu and select the **Date & Time** command. The default shows the **date only** in your document. Next, you must double click on that date line to open a **dialog** which offers **choose Date Format**, and there is where you will find a pop up menu showing **time setting** options for your selection.

Preset **defaults** (*factory set selections*) :

live work area is **6 1/2" x 10"**,

based on **8 1/2" x 11"** paper size

one column

font is **Helvetica Regular**

size is **12 point**

alignment is **flush left**, ragged right

text color is **black**

background color is **white**

line spacing is **1 line**

tabs are set every **1/2"**

Above settings can be changed by visiting:

Toolbar (at top of the window)

has flexibility, can add icons or remove

Format bar (beneath the Toolbar)

changes when working with graphics

Inspector (icon is on the Toolbar)

has about 165 different setting options

Re **margins...** open the **Inspector**, click on first button (**Document Inspector**). Then be sure **Document** button is highlighted. See **Document Margins** section displaying the four margins, **Left, Right, Top, Bottom**. You can make a change here and watch the change occur immediately in your open document.

Re **word count**, number of **pages**, how many **lines** in the document, etc. This information is available when you open the **Inspector**. Click on first button (**Document Inspector**), then click on **Info** button.

Should you want to include an **audio** file, or a few **photos**, or even a **movie**, in your word processing doc... click on the **Media icon** on the Toolbar and make your selection by **dragging the file icon** into your document.