



Pages

Tips & Tricks

- Justified text can give your documents a very tidy look or make them look scattered and unprofessional. To avoid the latter, make sure your text columns are wide enough (the font size in points, divided by three, should equal the minimum column width in inches) and use automatic hyphenation (you can switch it on by ticking the Hyphenate box at the bottom of the Document Inspector window).
- To emphasize a specific paragraph in your text, use paragraph colors: Text Inspector > More > Background Fills > Paragraph. When you have chosen the right shade, it is a good idea to set one half of the paragraph spacing before and one half after the paragraph to create a sort of color box.
- If you are making a list in Pages, pressing the Return key always gives you a new list item. If you want to add a second paragraph under one item, use Shift+Return.
- If you need to interrupt your Pages list with one or more paragraphs of regular text and then return to numbering, choose None as your list style and then insert your text. To continue the numbering, create a new list item and select “Continue from previous” in Text Inspector > List.
- In Pages spelling check, you can disable undesired red underlines by Control+clicking the underlined word and choosing Learn Spelling. However, once in a while you might accidentally cause your Mac to learn an incorrectly spelled word. Unlearn Spelling helps in this case. Note: If you use Mac OS X 10.4 or earlier, you will find this feature (named Forget) in Edit > Spelling.
- To change measurement units for the rulers in Pages documents, choose Pages > Preferences > Rulers > Ruler Units.
- If you want to send the same letter to a group of people, you can use the Mail Merge feature in Pages. There are two ways to do it: launching your Address Book and dragging the group of addresses into your Pages document or selecting Edit > Mail Merge.
- In Pages, floating objects are anchored to a position on a page. Typing more text on the page does not affect the position of a floating object, but you can drag a floating object to reposition it. However, if you want to embed the object in the text flow so it is pushed along as the text grows, use an inline object. To move an inline object to a different position within the text, select it and drag it until you see the insertion point appear where you want to drop it.



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- If you drag a picture, a text clipping, a Web location file, etc. into a Pages document and just leave it there, it becomes a floating object. To create an inline object, Command+drag it into a column of text.
- If you have a lot of text boxes in a Pages layout, you need to have them aligned neatly so that your document remains uncluttered. However, it is difficult to see the exact boundaries of the boxes unless they are selected. Select View > Show Layout to switch on the Layout view and then see outlines of all the text areas of your document.
- To include any folder from your hard drive in Pages Media Browser, click the tab in which you wish to display the folder (Audio, Photos, or Movie) and drag the folder's icon from Finder into Media Browser's top pane. To remove a folder from the browser, click its name and press Delete.
- Mask is a very convenient tool for cropping images in Pages. Select an image in a document and click Mask in the Format bar or select Format > Mask. Adjust the position and size of the mask with the selection handles. When you have finished the cropping, apply the mask by pressing Return and clicking anywhere outside the image or clicking Edit Mask in the mask control window.
- Mask a picture with a shape to give your images some expression. Select the image and choose Format > Mask with Shape.
- Many of the picture frames in Pages are designed to make your image look like a paper photograph. To enhance this effect, add a shadow and set the picture slightly askew - this will add a more natural look to your "paper photo." To rotate the picture, Command+click its selection handle and drag it. To add a shadow, tick the Shadow checkbox in the Format bar or Graphic Inspector.
- When you finish editing a movie or a sound in Pages, it is a good idea to lock the file so that the document viewers will not accidentally reposition it when clicking on it. Select Arrange > Lock to do this.



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- If you are using a recent MacBook with a multitouch trackpad, you can resize an object by “pinching” it. Select the object and pinch your thumb and forefinger together on the trackpad to reduce the object, or open the fingers to increase it. You can also put your thumb and forefinger on the trackpad and twist them as though you were turning a knob to rotate the image.
- If you want to rotate two objects simultaneously in Pages, use the Rotate knob in Metrics Inspector.
- To align and space several objects for a tidy look, make sure that the left and right objects are aligned to their respective margins. Choose Arrange > Align Objects > Top to line them up with the highest object selected. Then choose Arrange > Distribute Objects > Horizontally to even out the spacing among them.
- In Pages, you can create a table by converting a tab-spaced area into an inline table. Select the text you want to convert and then choose Format > Table > Convert Text to Table. You can reverse this action by selecting the table and choosing Format > Table > Convert Table to Text.
- Pressing the Tab key inside a table advances the cursor to the next cell, so you cannot use the Tab function within the table. If you need a Tab, press Option+Tab.
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