

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

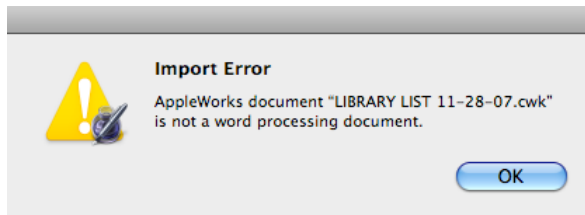
Learning about... *Pages*

If you attended the last General Meeting you will recall the presentation was mostly about *Pages*... the Apple Inc. replacement for my old favorite AppleWorks.

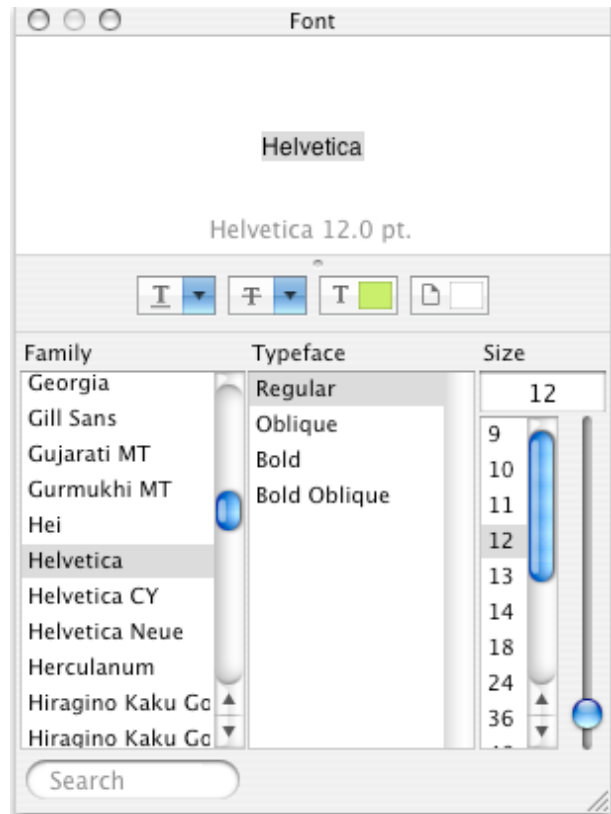
I believe AW was more user friendly... easier to understand, learn, and use. Can't say that about the *Pages* app that our beloved Apple now promotes. And we have to pay money for it besides. (You must buy "iWork" to install it.) Granted, it does contain many more features than AW word processing... and that's what makes it difficult for us ordinary folks to use. Professionals, and youngsters, may love it... but the rest of us are left in the dust.

So, as I start the process to learn about *Pages*, from time to time I will make note of some things that have confused me... and perhaps you as well.

For example, **if using Leopard**... when you double click to open an AppleWorks document sometimes the **computer will launch Pages**. If it's not a word processing doc the **Import Error** dialog appears.



Remedy... if the AW application icon is showing on your Desktop or Dock, simply drag the **document icon** over the AW app icon, it will darken, then release the mouse button, doc will open using AppleWorks application.



In *Pages*, if you would like to see samples of various type fonts available... first press/hold **command** then press **T**. This presents **Font** window for your curiosity and selection. The more practical AW one line list of font samples does not work in *Pages*.

If you intend to paste an object (any image from the Clipboard) into a *Pages* word processing document you should be aware there are two options for positioning. One is **inline**, and object will paste at the insertion point position, and moves along same as a character in a typed line. **To Paste:** simply go to **Edit menu** and select **Paste**.

Floating is the second option, and this allows you to position the object anywhere in your document. **To Paste:** move arrow cursor to a margin outside of the text area, press/hold **command** and then **click** mouse button (insertion point should disappear), then go to **Edit menu** and select **Paste**.

Note: Pasted image will show handles and these can be dragged to change image size.