

Macintosh Learning Center

--- Shell Weinberg

Laguna Woods Village Community Center, 3rd floor
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Date & Time Stamping

Using OS 10.6.6, Pages '09

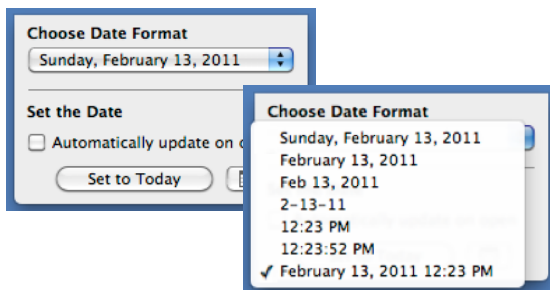
It has always been a helpful reference for me to have the documents I print include the **date and time** the document was printed. And so, I set up a **custom template** to help accomplish this task. Perhaps you too may find it useful.

Follow these steps to prepare your **template**:

- 1 launch **Pages**
- 2 open the **Template Chooser** window
- 3 see **Sidebar**, select **Page Layout**
- 4 double click **Blank Canvas**
- 5 see **Toolbar**, click on **Text Box**
- 6 Text Box appears, type line is **highlighted**
- 7 drop **Insert** menu
- 8 click on **Date & Time**
- 9 **default date line** replaces highlighted line

Sunday, February 13, 2011

- 10 double click on this **date line**
- 11 dialog appears, open **Date Format** menu



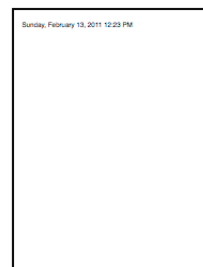
- 12 **click on** date with time
- 13 now **appears** in document
- 14 click anywhere to hide dialog
- 15 click to select the line (*handles will show*)
- 16 drag to the **position** of your choice
- 17 now **Save**, title it **date&time**
- 18 put on **Desktop** or in **Dock**
- 19 **template is ready for use**



Now, this is how you can use it... say you go on the Internet and visit **Google news**. When you bring up the page it is filled with all kinds of information and photos. You have decided to print one paragraph and photo of the news.

Press and hold down these three keys using one hand **command control shift**, and then press the **4 key** with the other hand. Cursor becomes a cross hair. Now, press/hold down mouse button, drag cursor to make a frame around the cropped data or object, then release mouse button. The paragraph has now copied to the **Clipboard**.

Go to Desktop, or Dock, click on **date&time** icon, the window will open. Go to **Edit** menu and select **Paste**. The object will appear in the work area of the window... then **Print**.

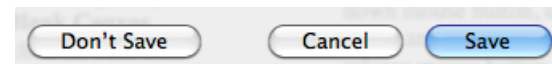


Template



Template w/paste-ins

After printing and you want to close the window, the dialog to Save will appear... it is very **IMPORTANT** that you click on the **Don't Save** button. This will keep your



template **blank** for the next use. As you use the template a new and current **date&time** will **always be printed automatically**.