

## 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

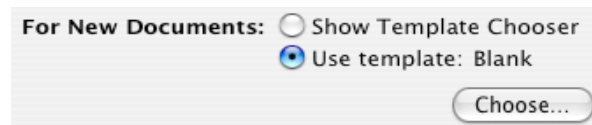
### Learning more about... Pages

When launching *Pages*, by default the **template chooser** window will appear offering about 145 different templates for your selection... including professionally designed layouts for letters, envelopes, forms, newsletters, and brochures.

In addition, the **sidebar** also offers more templates, such as flyers, posters, business cards, social cards and invitations.

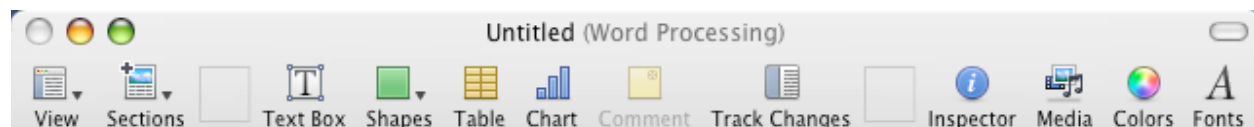
You'll notice the template chooser window shows the **blank** template is highlighted, and when you double click on it it will open a window, ready for you to begin typing, just like other word processing programs.

If you would like the blank template to be your opening window all the time do this: go to **Pages menu**, select **Preferences**, click on the **Use template: Blank** button. Done. Note the **Choose** button offers alternatives.

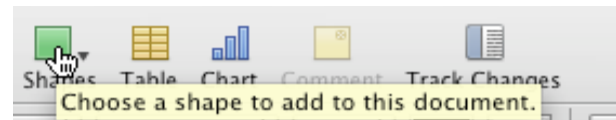


The designed templates are **user friendly** and all you have to do is double click on one to bring the layout window up on your screen. You can then **replace all the items** with your own data and graphics.

Now let's take a look at the **Toolbar**, the area beneath the window title. By default you will see 12 icons with titles. These can be changed... by adding to or removing from. To do this go to the **View menu**, then select **Customize Toolbar...**



Move the cursor over one of the 12 icons, and hover there for a moment, a **description tag** pops up telling you about the item.



The **Contextual Format Bar** is displayed just below the Toolbar. It is a very convenient and efficient way to change the font family, typeface, size, color, style, and alignment. The above mentioned **tag** can also be popped up here to help understand the buttons shown.

If you have gotten used to the layout of an *AppleWorks* word processing document, and you would like to see the actual boundaries of the 6 1/2" x 10" live image area in your document, do this: go to the **View menu**, select **Show Layout**. Done.

If the **Header** and **Footer** text entry areas bug you like they bug me, you can shut them off. Do this: on the Toolbar, click on the **Inspector** icon, at top of this small window see 10 buttons, click on the first button (**Document Inspector**), then look for **Headers** and **Footers**, click on each ballot box so they are not checked. Done.

When these adjustments are made you will likely be operating in familiar territory. Most word processing programs do have a very similar look... and the various methods for changing the font, size, style, etc., are probably like methods you have used before. If not, your common sense will help you, based on your past experience.

Briefly, **tabs** are a bit elusive... default is 1/2" when tab key pressed. To set a new tab, move cursor over ruler, click once to set **flush left tab**, click twice on tab to change to **center**, twice to change to **flush right**, twice to make it tab on **decimal**. To **remove** a tab drag off.