

## Macintosh Learning Center

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Laguna Woods Town Centre

Laguna Woods Village Community Center, 3rd floor

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

### Glossary and some guidance when using *Pages*...

**iWork '08**..... software bundle containing 3 applications: Pages, Numbers, and Keynote (\$79)

**Pages**..... word processing

**Numbers**..... spreadsheet

**Keynote**..... presentation (similar to a slide show)

**Pages window**..... you can start with a blank document or a professionally designed template

**template chooser** shows when Pages is launched, offers about 145 different user friendly templates

**template**.....already designed document including a layout and suggested text and object areas

**placeholder(s)**.....the changeable objects or text fields that appear in a designed template

**Toolbar**..... at top of Pages window, default offers 12 tools... tool icons can be added or removed

**Format Bar**..... beneath Toolbar, offers convenient format setting options for Font, Style, Size, etc.

**description tag**.... pop-up description that appears when pointer hovers over an icon or button

**Inspector**..... on Toolbar, main formatting tool, offers 10 Inspectors and over 165 available options

**Styles drawer**..... a sidebar that offers Paragraph, Character, and List styles for selection

**Table**..... on Toolbar, single click will add a mini-spreadsheet to your word document

**cell**..... a Table is made up of cells, the default Table presents a group of 9 cells to start with

**Rows & Columns** go to Format menu, select Table for the various options

**Chart**..... on Toolbar, for creating visually appealing charts to present numerical data

**Media**..... on Toolbar, provides access to media files: iPhoto & iTunes libraries and Movies folder

**Object**..... can be: image, shape, table, chart, photo, graphic, PDF file, sound file, movie file

**Inline Object**.....pasted object will position at the Insertion Point, will then move like a text character

**Floating Object**... requires special paste, object can position anywhere in the document and moved freely

**select an Object**...click on object to select it, will then show handles

**handles**.....the small squares around selected object; can drag a square to change object's size

**Shapes**..... on Toolbar, Shapes menu offers: line, square, circle, triangle, star, etc.

**Colors**.....on Toolbar, Colors offers: color palettes & color choices to fill a shape or color text

**Text Box**.....on Toolbar, single click inserts a separate text box into a document as an object

**header & footer**....to turn off select Inspector, Document Inspector, uncheck Headers & Footers

**change margins**...pre-set at 1"... to change select Inspector, Document Inspector, see Document Margins

**Layout**.....to show layout guidelines... drop View menu, select Show Layout or Hide Layout

**group**..... select objects while holding down Shift key, then drop Arrange menu and select Group

**Invisibles**..... go to View menu, select Show Invisibles or Hide Invisibles

