

Templates, made for you by Apple

Open the application, choose New and either use Apples pre-designed templates, or begin on a blank page.

We explore the pages menu bar at the top...

Options are there to save in different formats, paste and match style, and most important Undo Typing, under Edit. This choice is used when an error has been made or a change to a previous format is desired. There are duplications here in formatting choices as well.

Lets get started with Pages

- Make sure the Format section shows on the right side of the page. Click on paintbrush icon to reveal it. The Format Bar is dynamic.
- Across the top are icons reflecting choices that can be made in the document. These are also in the format area on the right.
- Zoom, Insert, Table (just like the Numbers tables), Charts, font, colors, shapes all can be explored. Charts, (Tables and Shapes have many designs, scroll to the right to see them all.)
- First, set up document.
- Begin using the text choices ...begin with section at the top. "Body" Title, sub-title, etc.
- Style
- Layout
- When executing a document, the appropriate choices to design it as you wish, will appear in the format area. This is an example of a Dynamic Format Bar.
- A photo can be dragged from any place including Photos to use in the document.
- The "Save As" choice is gone now but can still be found. Hold down the Option key and it appears instead of Duplicate
- Use Page Break or Section Break, under Insert option, in menu bar, to divide pages and make them moveable.
- In order to collaborate, iCloud Drive must be turned on.



TIPS

If there is a need for MS Word, buy it from Amazon . Amazon will save the key.

File...Export to...other choices for compatibility with older versions.

Set up iCloud Drive

Documents that you store in iCloud Drive stay up to date across all of your devices, and you can access them from your iPhone, iPad, iPod touch, Mac, or PC, and on [iCloud.com](https://www.icloud.com). iWork is designed to work on iCloud.

If you want to disable all third-party apps, just tap the switch next to iCloud Drive. iCloud Drive is the gatekeeper for third-party apps, as well as Pages, Numbers, and Keynote. If you disable iCloud Drive, you won't be able to view or collaborate on shared documents.

Mac Support

Apple website has a support area for all things Apple.

Don't forget **Help** in Pages menu bar.

YOU TUBE video

Pages 101 for Mac...David Cox has tutorials on Mac products.

You probably got Pages free with your new Mac, and if you're still using an old Mac, you can buy it for \$19.99 on the App Store.