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# Welcome to Pages

Pages is a streamlined, yet powerful word-processing application that gives everyone the ability to easily create great-looking documents, from a simple letter or invitation to a monthly newsletter or three-panel brochure. This preface provides an overview of the features of Pages and a list of resources for learning to use it.

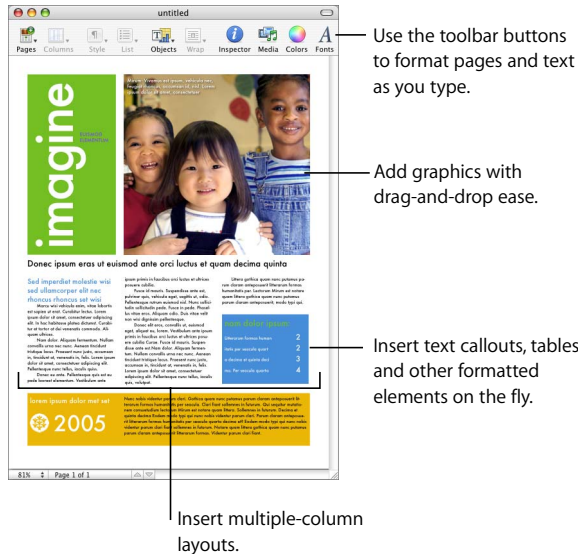
Pages makes it easy to compose and design a variety of documents on your computer, from a simple memo, to a neatly structured school report, to a highly designed, elegant brochure. With the Pages tools, you can easily change the layout and look of any document as you work. Present your data using any of the tables or charts built right into Pages. Incorporate a multitude of text and graphics types—you can even include movies, hyperlinks, and audio if you intend to publish your document online. Use the templates that come with Pages to create smart, consistently styled documents. Or create your own to suit your specific needs. With Pages, anything you write is a pleasure to read.

Your Pages document can be exported to several different file types, including HTML for online viewing, PDF, and Microsoft Word.

# Pages Features at a Glance

## Easy to Use

Using the templates that come with Pages, it's easy to create professional-looking documents. Text and image placeholders let you customize document designs with drag-and-drop ease. Import documents from Microsoft Word and AppleWorks. Or create your own templates and share them with your colleagues.





## Page Templates

Each template includes Pages building blocks that help you build a full document from a selection of professionally designed layouts.

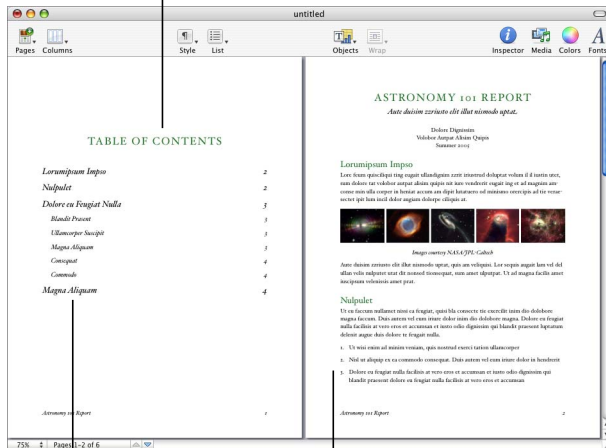




## Powerful Word Processing

Pages provides multiple-column layouts that flow from page to page as you type, and preformatted document designs that allow you to create stunning documents. It's also simple to set up a table of contents, footnotes, headers, footers, and page numbers for professional and academic reports.

Create a table of contents that's updated as you add content.



Style the TOC the way you want to.

Create bulleted and numbered text.

## Resources for Learning More

To get the most from Pages, consult these resources:

### User's Guide

This guide (what you're reading now) describes the features of Pages and shows you how to use it. To see a full-color PDF file of this guide, choose Help > Pages User Guide.

Chapter 1 of this guide describes the tools that are available in Pages, and Chapter 2 shows you a step-by-step workflow for creating a document. For more detailed information about each step, refer to Chapters 3 through 10. If you want to learn how to create your own templates, read Chapter 11.

### Onscreen Help

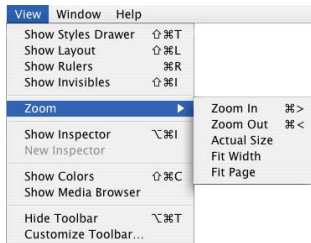
To see the help, choose Help > Pages Help. You can browse through the table of contents to find a specific topic, or enter a question in the search field to find an answer about how to accomplish a task.

You can add the Help button to the Pages toolbar to make Pages Help available in a single click. To learn about customizing the toolbar, see “The Toolbar” on page 22.

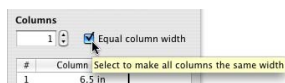
**Note:** To do many of the tasks in this book (and in Pages Help), you use menu commands. The instructions look like this:

- Choose View > Zoom > Actual Size.

The first term after Choose is the menu you click; the next term is the item you choose from that menu, as shown below.



Help tags are also available for many onscreen items. To see a help tag, let the pointer rest over an item for a few seconds.



To display a help tag, rest the pointer over an item.

## Pages Tour

For an onscreen demonstration of what you can do with Pages, view the tour.

**To see the onscreen tour:**

- Choose Help > iWork Tour, and then follow the onscreen instructions.

## Pages Templates

Pages comes with templates that illustrate the different layouts and styles you can create. Type directly into the templates to create your own documents. You can also use the designs and elements in these templates to enhance your own document by copying and pasting bullets, chart styles, and background images, or by using the same layouts and styles.

For more information, see “Step 1: Select a Document Type” on page 30.

## Pages Quick Reference

The quick reference card lists keyboard shortcuts for Pages. You can also find keyboard shortcuts by choosing Help > Pages Keyboard Shortcuts or searching for “keyboard shortcuts” in the onscreen help.

## Web Resources

Go to [www.apple.com/pages](http://www.apple.com/pages) to get the latest software updates and information. You can also purchase Pages products on the web.

**To find out about Pages products and get up-to-date information:**

- Choose Help > Pages on the Web.

## Technical Support

A variety of support options are available to Pages users. For more information, see the AppleCare Software Service and Support Guide that comes with your Pages documentation or visit [www.apple.com/support](http://www.apple.com/support) on the web.

## This chapter introduces you to the windows and tools you'll use in Pages.

When you create a Pages document, you must first select a template to start from. Pick the one that best fits your purpose and design goals. If you want to start from a plain document, without a lot of pre-formatting, use the Blank template.

You can drag or place objects on a page, including imported graphics, movies, and sound, or text boxes, charts, tables, and shapes that you create within Pages. New pages are added automatically as you type into your document. You can also add pre-formatted pages, before or after existing pages, by selecting from those available in each template. For more information about this, see “Expanding the Template by Adding Pages” on page 31.

In Pages templates, pages contain text and image *placeholders*, which demonstrate the look of the finished document. You can replace the placeholder text with your own text by just typing. You can replace placeholder images by dragging an image to the placeholder. For more information about working with placeholder text and images, see “Step 2: Add Text” on page 32, and “Step 5: Save and Share Your Document” on page 45.

## The Pages Window

When you first open the Pages application, the Template Chooser presents a variety of document types from which to choose. If you don't want to use one of the templates, you can create a Blank document. To begin working in a Blank document, select it and just begin typing.

Customize the toolbar to include the tools you use most often.

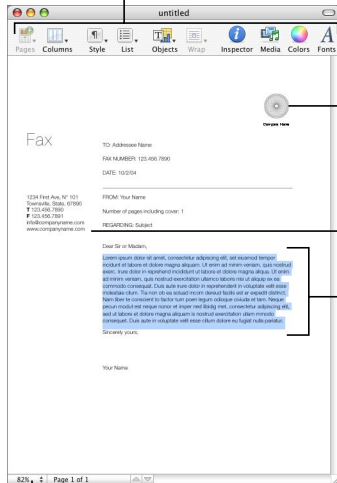


Image placeholders indicate the size and placement of graphics in a document template.

Text boxes contain text that “floats” outside, over, or under the main text area.

Placeholder text indicates where you should enter text.

The Page View control lets you zoom in or out so you can see your document larger or smaller on the screen.

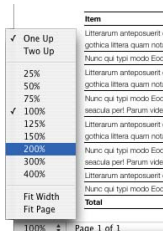
The Pages window displays the document you are working in. You can drag graphics files, movie files, and sound files to the window to add them to your document.

As you work on your document, you may want to zoom in or out to get a better view of what you are doing.



To zoom in or out of the document, do one of the following:

- Choose View > Zoom > [zoom level].
- Click the Page View control in the bottom left corner of the window, and choose a magnification level from the pop-up menu.



- **One Up** presents the pages in a linear flow.
- **Two Up** presents two pages side-by-side on the screen.
- **Fit Width** changes the document to the width of the window. You can stretch the Pages window to fill your screen, or make it short or narrow.
- **Fit Page** fits a full, single document page to fill the window on your screen.

## Layout View

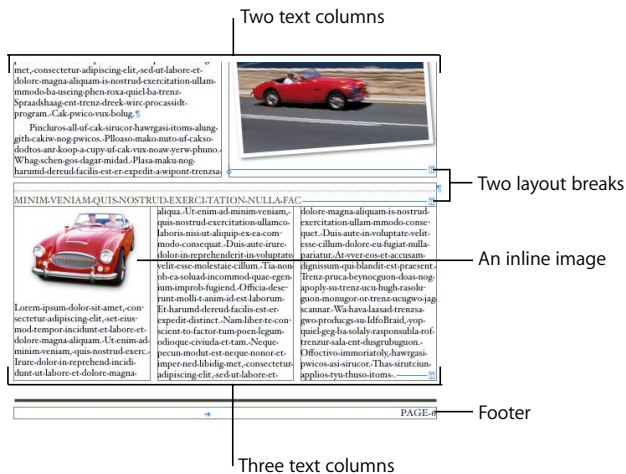
In layout view you can see the outlines of the different text areas of your document, including headers, footers, fixed text boxes, column widths, and the document *body*—the main area of text in the document. With layout view turned on, document rulers and *alignment guides* become visible.

To see layout view:

- Choose View > Show Layout.

When you type in the document body, the text automatically flows onto the next page. Other text areas, such as headers, footers, and text boxes, do not expand onto subsequent pages; they remain a fixed size and width.

In the following example, you can see the page layout includes two columns at the top, two layout breaks, and then three columns, an inline image, and the footer area.



## Placeholder Text

Placeholder text indicates where text goes and how it's formatted in a template. A new template will contain placeholder text, placeholder images, background images, or other items that represent elements of the finished document. If you click the placeholder text, the entire text area is selected. When you begin typing, the placeholder text disappears and is replaced by what you type.

## Image Placeholders

Similar to placeholder text, image placeholders are intended to indicate the size and placement of graphics in a template. If you click one, selection handles appear. Drag your own image to the placeholder to replace it.

## Master Objects

Some objects appear on every page of a document as the document grows. These objects are called "master objects." If you cannot select an object in a template, it's probably a master object. To learn more, see "Adding a Repeated Background Image" on page 101.











## Formatting Characters (Invisibles)

As you work in a Pages document, you may want to see the marks that indicate character spaces, paragraph breaks, section breaks, or other types of invisible elements so you can check the formatting of your document. In Pages, these formatting marks are called *invisibles*.

### To see invisibles:

- Choose View > Show Invisibles.

The table below shows what each formatting character represents.

Invisible characters	
	Space
	Non-breaking space (Option-Space Bar)
	Tab
	Line break (Shift-Return)
	Paragraph break (Return)
	Page break
	Column break
	Layout break
	Section break
	Anchor point (for inline objects with text wrapping)

### To change the color of formatting characters:

- Choose Pages > Preferences, click the Invisibles color box, and then select a color.

## Rulers and Alignment Guides

Each time you move an image, shape, or text box on the page, alignment guides automatically appear to help you position the object precisely where you want it. You can also use the document rulers or create static alignment guides that remain on the page to mark the positions of different objects as you rearrange the elements on the page. To learn how to customize the behavior of alignment guides, see “Alignment Guides” on page 37.

You can also use rulers to help place objects precisely on a page, and you can use the horizontal ruler to set tab stops, page margins, and column widths. For more information about tab stops, page margins, and columns, see “Setting Tab Stops to Align Text” on page 58, “Setting Page Margins” on page 92, and “Creating Columns” on page 92. You can change units of measure that appear on the rulers to inches, centimeters, points, or picas in Pages Preferences.

You can also turn on rulers without the other layout elements.

**To make rulers visible without other layout elements:**

- Choose View > Show Rulers, or press Command-R.

**To change the ruler values:**

- Choose Pages > Preferences, and choose a unit of measure from the Ruler Units pop-up menu.

Rulers help you set margins and tabs where you want them.

Blue icons on the top ruler indicate text indents and tab settings. Drag them to reset the position of text.



Gray rectangles below the rulers indicate column margins. Drag them to change the column gutter widths.

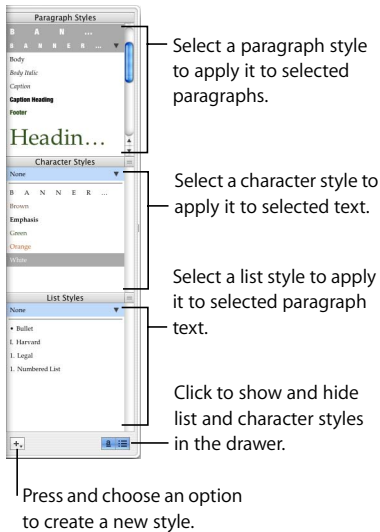
Alignment guides help you precisely position objects on the page. (Here the alignment guides are blue.)

## The Styles Drawer

As you create a document, you may want to use a certain text style for every chapter title, section heading, bulleted list, and body text paragraph. Each template comes with a library of preset styles that you can choose from. The Styles drawer lists and provides a preview of all the text styles in the template you are using, so you can create, customize, and manage them in a snap.

**To open the Styles drawer:**

- Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer).

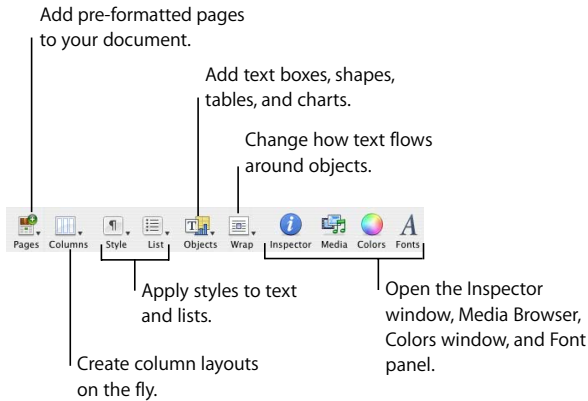


## Pages Tools

### The Toolbar

The Pages toolbar gives you one-click access to many of the actions you'll use when creating documents in Pages. As you work in Pages and get to know which commands you use most often, you can add, remove, and rearrange toolbar buttons to suit your working style.

The default set of toolbar buttons is shown below.



### To customize the toolbar:

- 1 Choose View > Customize Toolbar.
- 2 To add an item to the toolbar, drag its icon to the toolbar at the top.
- 3 To remove an item from the toolbar, drag it out of the toolbar.
- 4 To rearrange items in the toolbar, drag them.
- 5 To make the toolbar icons smaller, select Use Small Size.
- 6 To display only icons or only text, choose an option from the Show pop-up menu.

If you frequently reconfigure the toolbar, you can add the Customize button to it.

**Note:** You can restore the default set of toolbar buttons by dragging the default set to the toolbar. To learn what a button in the Customize dialog does, drag it to the toolbar and then place the pointer over it until a help tag appears.

## The Inspector Window

The Inspector window puts formatting tools at your fingertips as you work. You can format most elements of your document using the ten panes of the Inspector window, including document layout, text appearance, size and positioning of graphics, and much more.

#### To open an Inspector window:

- Choose View > Show Inspector (or click Inspector in the toolbar).



The buttons at the top of the Inspector window open the ten inspectors: Document, Layout, Wrap, Text, Graphic, Metrics, Table, Chart, Link, and QuickTime.

Click one of the buttons at the top to display its inspector pane. Clicking the fourth button from the left, for example, displays the Text Inspector. You can have several Inspector windows open at the same time.

#### To open another Inspector window:

- Choose View > New Inspector (or press the Option key while clicking Inspector in the toolbar).

## The Font Panel

Pages uses the Mac OS X Font panel, so you can use any of the fonts on your computer in your documents.

#### To open the Font panel:

- Choose Format > Font > Show Fonts (or click Fonts in the toolbar).

Use the Font panel to select fonts, font sizes, and other font formatting features, including text shadows and strikethrough. For more detailed information about using the Font panel and changing the look of text, see Chapter 3, “Formatting Text and Paragraphs.”



## The Colors Window

You use the Mac OS X Colors window to choose colors for text, drawn objects, or shadows.

**To open the Colors window:**

- Choose View > Show Colors (or click Colors in the toolbar).

For more information about using the Colors window to set the color of lines, text, and shapes, see Chapter 7, “Changing Object Properties.”

## Shortcuts

You can use the keyboard to perform many of the Pages menu commands and tasks. A comprehensive list of keyboard shortcuts is available in onscreen help.

**To see the list of keyboard shortcuts:**

- In Pages, choose Help > Pages Keyboard Shortcuts.

Many commands are also available in shortcut menus that you can access directly from the object you are working with.

**To open a shortcut menu:**

- Press the Control key while you click an object.

Shortcut menus are especially useful for working with tables and charts.

## The Pages Document

If you are creating a long document, or if visual design will be an important consideration, it may help to think about the overall document design before you begin work. Here are some things to keep in mind as you create your document.

### Document Layout and Style

Think about how you want the document to appear as a whole, including how it's laid out and how it uses space. Most of these concerns are addressed in Chapter 5, “Formatting a Document’s Layout and Table of Contents.”

- What type of document are you creating and which template most closely matches the layout you need?

- Does the document need a landscape or portrait page orientation? Be sure to set this option in the Page Setup dialog before you begin. See “Setting Page Orientation and Size” on page 91.
- If you are designing a unique page layout, are the document margins set the way you need? See “Setting Page Margins” on page 92.
- Will the document be bound? If so, be aware of how the page numbers, margins, and section breaks will fall on the right- and left-facing pages of your document. See “Creating a Document with Left- and Right-Facing Pages” on page 96.
- Will the document be divided into sections with different layouts, page numbering, headers and footers, or design elements? Consider where you might use layout and section breaks. See “Adding Headers and Footers, Page Numbers, and Footnotes” on page 96.
- Does the document layout require columns? See “Creating Columns” on page 92.
- Will the document be long enough to require a table of contents? If so, be sure to use consistent heading styles throughout the document. See “Generating a Table of Contents” on page 102.

## The Appearance of Text

Consider at a very high level how you want to use text in your document—how it will be used to emphasize the organization of content and to create a compelling design. Most of these concerns are addressed in Chapter 3, “Formatting Text and Paragraphs.”

- Which fonts will you use in the document?
- Are there heading styles or fonts that you would like to use consistently throughout the document? See Chapter 4, “Working With Styles.”
- What shape or image would you like to use for bullets? What number styles for outlines? See “Creating Bulleted or Numbered Lists and Outlines” on page 62.
- Will you make use of callouts, sidebars, or other highlighted text in your document? See “Creating Callouts, Sidebars, and Highlighted Text” on page 65.

## The Use of Graphics and Other Media

Think about how you will use graphical elements in your document, where they will appear in the document flow, and what kinds of graphics you might use. Pages provides tools you can use to create tables and charts to organize and display information. Learn about designing tables and charts in Chapter 8, “Creating Tables,” and Chapter 9, “Creating Charts.” Learn about other uses of graphics in Chapter 6, “Working With Graphics and Other Media.”

- How will images be used in your document?
- Can you use tables to clearly present information? See Chapter 8, “Creating Tables.”
- Can you use charts to effectively display data? See Chapter 9, “Creating Charts.”
- What will be the final format for your document (printed page, HTML, and so on)? See “Exporting to Other Document Formats” on page 175.
- Will you make use of sound or movies in your document? See “Including Sound and Movies” on page 122.



# Creating a Document Using the Pages Templates

# 2

This chapter provides basic information to get you started working with Pages. It also explains how you can use the Pages templates to easily create your own professional-looking, creatively designed documents.

Before you begin creating a new Pages document, consider how it will be used. If your document will be printed, what size of paper will you need? Which page orientation (portrait or landscape)? And how will it be folded? It also helps to consider whether it will be a long document, requiring a table of contents and page numbering. Knowing these document requirements will help you choose the right template and set it up correctly before you begin.

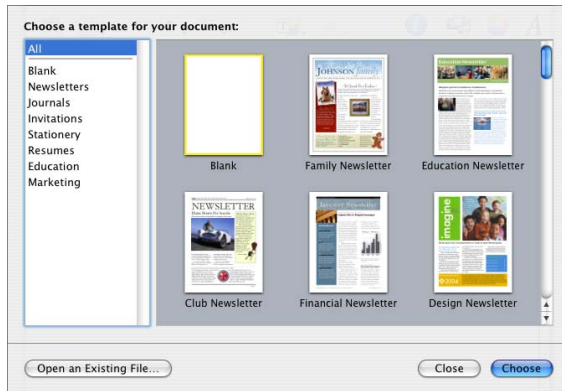
## Importing a Microsoft Word or AppleWorks Document

If you already have a document that you created in Microsoft Word or AppleWorks, you can import it into Pages and continue to work on it. Simply drag the Microsoft Word or AppleWorks document icon onto the Pages application icon.

You can also export Pages documents back to MS Word, PDF, Rich Text Format (RTF), or simple HTML. For more information about importing and exporting Microsoft Word documents, see “Exporting to Other Document Formats” on page 175.

## Step 1: Select a Document Type

To start a new Pages document, double-click the Pages icon. In the Template Chooser, select a template that best suits the type of document you want to create. If you want to begin in a document without any text or image placeholders, select Blank.



By using a template with text or image placeholders, you can easily create a professional-looking document, such as a school report, business letter, newsletter, or brochure, without having to do all the design work. Each template includes preset styles for titles, headings, tables, footnotes, bullets, and other formatting features.

If you don't see the Template Chooser when you first open Pages, you can make it appear by setting a preference in Pages Preferences. You can also set Pages to automatically open a Blank document or the document template of your choice every time you open it.

**To make the Template Chooser appear, or set the default template for new documents:**

- Choose Pages > Preferences, and then select one of the following:
  - To make the Template Chooser always appear when you open Pages, select "For New Documents: Show Template Chooser dialog."

- To make Pages always open the same type of document when you open it, select “For New Documents: Use template: [template name],” and then click Choose. Select a template name, and then click Choose.

When you have selected a template, a document opens on your screen.

## Expanding the Template by Adding Pages

Each page of a Pages template has a unique design (except for the Blank template). You can choose to use the page designs that are previewed when the document first opens. Or, if the page designs don't meet your needs, you can choose from additional designs that fit the template.

To add an additional template page following the current page:

- Choose Insert > Pages > [template page] (or click Pages in the toolbar and choose a template page).



Additional pages: Choose a page from the Pages pop-up menu.

The new page is added immediately after the page where you placed the insertion point.

## Step 2: Add Text

If you start with a Blank document, you can just start typing. As you type, the text fills the page. As each page is filled, the text automatically flows to the next page.

If you are working with a template that includes text or image placeholders, you can add text and graphics to the placeholder areas, as described below.

### Adding Text to Placeholder Text Areas

Templates contain *placeholder text*, which shows you what text will look like and where it will be placed in the finished document. Placeholder text is either a label (for example, “Addressee Name”) or Latin text in the document body, text boxes, headers, and elsewhere.

#### Main Text Areas

When you click placeholder text in a document template, the entire text area is highlighted.

**Addressee's Name** — Placeholder text: The entire  
Company Name text area is selected when you  
1234 Main Street click.  
Anytown, USA 54321

When you type, the placeholder text disappears and is replaced by whatever text you are typing. The text you type behaves like regular text.

#### Text Boxes

Some placeholder text is contained in text boxes or table cells to preserve formatting. When you click placeholder text that’s in a text box, a rectangular, gray border appears around it.

1234 First Ave, N# 101  
Townsville, State, 67890  
**T** 123.456.7890  
**F** 123.456.7891  
info@companyname.com  
www.companyname.com

— **Gray text box border:** The border appears when you select the text box.



### To select the placeholder text inside a text box:

- Click once to select the text box, and then double-click to select the text inside the box.

Usually, text box borders are only visible when the text box or the text inside is selected, or when you have layout view turned on. To learn how to change the look of text boxes, see “Creating Callouts, Sidebars, and Highlighted Text” on page 65.

## Tables

Some tables contain placeholder text. When you select text that’s inside a table cell, a yellow rectangle appears around it.

Litterarum anteposuerit claram parum putamus.	10	20.00
Nunc qui huius modo Eodem decima quinta et decima quarta.	100	30.00
<b>Total</b>		<b>5660.00</b>

Individual table cell selected for editing

### To select the placeholder text inside a table:

- 1 Click once to select the table, and then click once to select an individual cell.  
The text inside the cell is selected for editing when you select the individual cell. You can tell it’s placeholder text if it gets a blue highlight; otherwise, it’s regular text.
- 2 Press Tab to move to the next cell, or Shift-Tab to move to the previous cell.

To learn more about working with tables or changing their look, see Chapter 8, “Creating Tables.”

**Important:** Text boxes and tables that contain placeholder text are part of the template’s default design. To preserve the design, be careful not to press Delete after you select the text box or table. Pressing Delete will remove the selected object from the page. If you accidentally delete a text box or table, you can immediately recover it by choosing Edit > Undo Delete (or pressing Command-Z). In general, if you make a mistake or change your mind about something you’ve done, you can immediately undo your last action by using the Undo command.

## Columns

Occasionally, templates may contain placeholder text formatted in columns. It may be easier to work with text columns if the document layout is visible, but you can also hide the layout to see how the finished document will appear.

**To show or hide the document layout:**

- Choose View > Show Layout or Hide Layout.

It may also help to see other formatting characters (*invisibles*) as you work, such as tabs and paragraph breaks.

**To show or hide invisibles:**

- Choose View > Show Invisibles or Hide Invisibles.

## Step 3: Add Graphics and Other Media

You can use a variety of media types in a Pages document, including still images, movies, sound, drawn shapes, charts, and tables. Movies and sound can be useful if you intend your final document to be viewed onscreen in HTML format or as a Pages file. For a more complete list of the file types that Pages can accept, see Chapter 6, “Working With Graphics and Other Media.”

### Placing Images in Image Placeholders

The images you see in Pages templates are image placeholders. They represent the size and placement for images that you will add to your document. You can recognize an image placeholder by letting your cursor rest over it; a help tag appears instructing you to drag your own image into its place.

**To replace an image in an image placeholder:**

- Drag the image from the Media Browser or Finder to the image placeholder.

### Adding Images, Movies, and Sound Files Elsewhere in Your Document

You can add images, movies, or sound files to your Pages document by simply dragging them from the Finder into the document window, or by dragging them from the Media Browser. The Media Browser displays images that are stored in your iPhoto library, sound files that are stored in your iTunes library, and movies that are located in the Movies folder in your home folder.

**To open the Media Browser:**

- Choose View > Show Media Browser (or click Media in the toolbar), then select iPhoto, iTunes, or Movies to display the kind of files you want to use.

When you add an object to your document, you can either place it in a fixed position on the page (called a *fixed object*), so that the text flows around it as you type; or anchor it to the text (called an *inline object*), so that it moves with the text around it. If you create a fixed object, you can adjust how tightly you want the text to flow around it by adjusting the text wrap. To learn more about fixed versus inline objects, see “Fixed Objects Versus Inline Objects” on page 105. For more information about text wrapping, see “Wrapping Text Around an Object” on page 118.

**To add an image in line with the text:**

- Place the insertion point where you want the image to appear, and then choose Insert > Choose. Select the graphic file and click Insert.
- Drag an image from the iPhoto pane of the Media Browser to the position you want it to appear in the text flow. As you drag the image over the text, the insertion point indicates where the image will appear if you drop it.
- Drag an image from the Finder to the position you want it to appear in the text flow. As you drag the image over the text, the insertion point indicates where the image will appear if you drop it.

**To add a fixed image:**

- Click outside the text areas in the document so that no insertion point is visible, choose Insert > Choose, and then select the graphic file and click Insert.
- Drag an image from the iPhoto pane of the Media Browser to an area in your document that doesn't contain text.
- Drag an image from the Finder to an area in your document that doesn't contain text.

Images can be cropped, resized, and rotated. They can also be grouped, which makes it easy to reposition several graphics that you want to keep together. You can also layer graphics, adjust their opacity, and add shadows to create interesting visual effects. Fixed images can also be masked (cropped) so that only part of the image is visible on the page. For more information about working with images, see Chapter 6, “Working With Graphics and Other Media.” To learn about adjusting shadows and opacity, see Chapter 7, “Changing Object Properties.”

To learn about adding simple shapes, tables, and charts, see “Adding Simple Shapes, Tables, and Charts” on page 108.

## Adding Web and Email Addresses

You can create active hyperlinks to web addresses (URLs) and email addresses. When you click a web link, it opens a web browser and displays the webpage you specify. When you click an email address, it opens an email program and creates a new email message. You can also create *bookmarks* that let you jump to a specific word or phrase in your document. For specific instructions about creating hyperlinks and bookmarks, see “Adding Hyperlinks and Bookmarks” on page 124.

## Positioning Text and Graphics

Pages provides several tools to help you position text, images, and other objects on the page, so you can achieve the design you want. *Alignment guides* appear in some templates—or you can create your own—to align fixed objects anywhere on a page. Rulers display page measurements in inches, centimeters, points, or picas, so you can easily tell where you are placing an object.

Pages also displays position tags that indicate the X and Y coordinates of an object’s top-left corner as you move the object around the page, or the object’s angle as you rotate it. When you resize an object, size tags appear, displaying the object’s height and width.

### Rulers

You can show rulers to help you position objects on the page. Rulers indicate how far an object is from the top of the page and the left edge of the page.

#### To show rulers:

- Choose View > Show Rulers.

#### To change the units of measure in the rulers:

- 1 Choose Pages > Preferences.
- 2 Choose an item from the Ruler Units pop-up menu. To display measurements as a percentage of the distance across the page, select “Display ruler units as percentage.”

#### To place the ruler’s horizontal origin point at the center of the page:

- In Pages Preferences, select “Place origin at center of ruler.”

When you change ruler settings in Pages Preferences, the new settings apply to all documents viewed in Pages, until you change the settings again.

## Alignment Guides

As you move fixed text boxes and graphics around in the document, blue alignment guides appear to help you center and align objects on the page. They appear whenever the center or edge of an object aligns with the center or edge of another object, or with the center of the page, depending upon your preferences. You can create your own alignment guides to help you align objects precisely on a page. Alignment guides (even those you create) don't appear when you print your document; they are visible only when you are editing a document.

### To place alignment guides on a page:

- 1 Choose View > Show Rulers to make the rulers appear at the top and left side of the page.
- 2 Click outside any areas of the page so that the insertion point is not visible.
- 3 Place the pointer over a ruler and drag onto the page. A blue alignment guide appears.
- 4 Drag the guide wherever you want it on the page.

### To remove alignment guides that you have placed on a page:

- Drag the alignment guide off the edge of the page.

If alignment guides are getting in the way as you work, you can temporarily hide them.

### To temporarily hide alignment guides:

- Hold down the Command key while dragging an object.

You can turn alignment guides and size and position tags on or off in Pages Preferences. You can also make alignment guides appear only when object edges are aligned, or only when object centers are aligned.

When you change alignment guide and tag settings in Pages Preferences, the new settings apply to all documents viewed in Pages, until you change the settings again.

### To change the behavior of alignment guides and tags displayed when you move objects:

- 1 Choose Pages > Preferences.
- 2 To turn off size and position tags, deselect "Editing: Show size and position when moving objects."

- 3 To turn off the guides that appear when an object's center aligns with another object or the center of the page, deselect "Alignment Guides: Show guides at object center."
- 4 To turn on the alignment guides that appear when an object's edges align with another object or the center of the page, select "Alignment Guides: Show guides at object edges."

**To change the color of alignment guides:**

- In Pages Preferences, click the Alignment Guides color well and select a color in the Colors window.

## Locking Objects to the Page

After you've placed graphics exactly where you want them on the page, you can lock them to that position to prevent them from being moved accidentally as you work.

**To lock an object to its position on the page:**

- Select the object and choose Arrange > Lock.

You cannot modify an object that has been locked to its position on the page. To unlock an object, choose Arrange > Unlock.

## Step 4: Edit Your Document

Once you've typed some text in your document, you may want to delete or rearrange (copy and paste) parts of it, check your spelling, or find and replace specific words or phrases with new text.

### Deleting, Copying, and Pasting Text

If you want to copy or move a chunk of text from one part of the document to another, the easiest way to do this is to copy it (or cut it) from its original location, and then paste it in the new location. If you copy text, you will not delete it from its original location; if you cut text, it will be deleted from its original location.

#### To copy (or cut) and paste text:

- 1 Select the text you want to copy or move.
- 2 Choose Edit > Cut or Copy.
- 3 Place the text cursor in the location where you want to move the text, then do one of the following:
  - Choose Edit > Paste to maintain the original formatting of the pasted text.
  - Choose Edit > Paste and Match Style to change the formatting of the pasted text to match the formatting of the text around it.

#### To completely delete selected text:

- Choose Edit > Delete.

### Finding and Replacing Text

You can find every instance of a word or phrase in your document. If you want to change all instances of a word or phrase in your document to something else—for example, if you are writing a letter and you need to change every instance of the name “Rodríguez” to “Mr. Rodríguez”—you can do so by using the find and replace feature.

**Note:** You can't find and replace placeholder text. To find and replace text used in a placeholder, you must first undefine it as placeholder text. Click the placeholder text to select it, and then deselect “Define as Placeholder Text” in the Format > Advanced submenu.

**To find or find and replace a word in your document:**

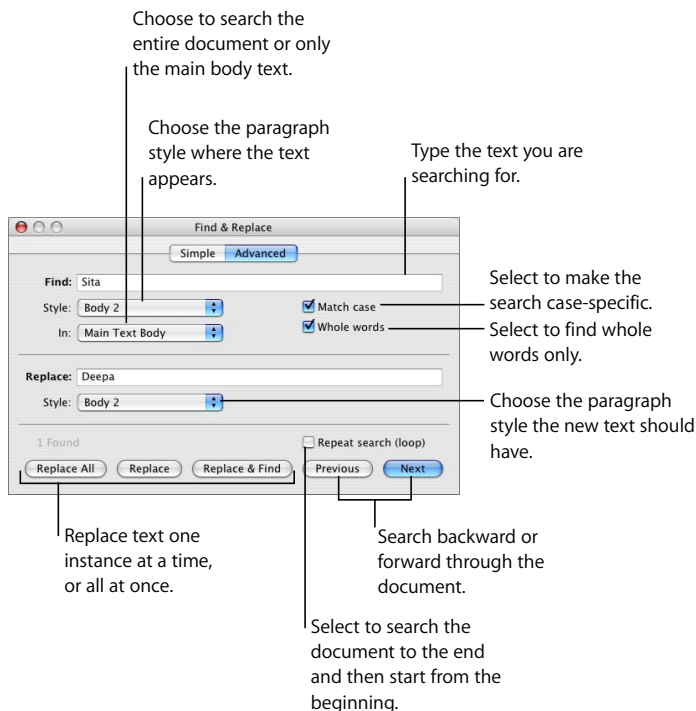
- 1 Choose Edit > Find > Find Panel.
- 2 Type the word in the Find field.
- 3 If you want to replace the word with another, type the new word in the Replace field.
- 4 Depending on how cautious you want to be, do one of the following:
  - Click Next or Previous to highlight the next or previous instance of the word. Continue clicking Next or Previous until you locate the instance you are looking for.
  - Click Replace to replace the highlighted instance of the word with the new word, and then click Next or Previous to find the next instance.
  - Click Replace & Find to replace the highlighted instance of the word and find the next one.
  - Click Replace All to replace all the instances of the word with the new one.
- 5 To close the Find & Replace window when you are finished, click the Close button in the upper-left corner.

If you want to find or replace an entire phrase or other specific cases of a word, you can use the Advanced pane of the Find & Replace window.



## To replace a word or phrase using the advanced search features:

- 1 Choose Edit > Find > Find Panel, and then click Advanced.



- 2 Type the text or phrase in the Find field.
- 3 If you only want to find the text where it appears in a particular paragraph style (for example, Heading 1 style) choose the style from the Style pop-up menu. (For information about styles, see Chapter 4, "Working With Styles.")
- 4 Choose Entire Document from the In pop-up menu if you want to search the whole document, including headers, footers, and text boxes; choose Main Text Body if you only want to search the main body text area of the document.

- 5 Select “Match case” if you only want to find instances of the text with the same capitalization that you specified in the Find field; otherwise, the search will not take capitalization into account.
- 6 Select “Whole words” if you only want to find instances where the text appears as a separate word; otherwise, results will include instances of this text that appear within words.
- 7 If you want to replace the text with a new word or phrase, type it in the Replace field.
- 8 If you want to change the paragraph style of the new word or phrase, choose a style from the Style pop-up menu.
- 9 Depending on how cautious you want to be, do one of the following:
  - Click Next or Previous to highlight the next or previous instance of the text. Continue clicking Next or Previous until you locate the instance you are looking for.
  - Click Replace to replace the highlighted instance of the text with the new text, and then click Next or Previous to find the next instance.
  - Click Replace & Find to replace the highlighted instance of the text and find the next one.
  - Click Replace All to replace all instances of the text with the new word or phrase.
- 10 To close the Find & Replace window when you are finished, click the Close button in the upper-left corner.

If you frequently use the Find & Replace window, you can add the Find button to the Pages toolbar to make it available with a single click. To learn about customizing the toolbar, see “The Toolbar” on page 22.

## Checking Spelling as You Work

Pages uses the Mac OS X spell-checker to catch spelling errors in your document. You can set the spell-checker to flag spelling errors as you type, or you can check your entire document or selected text at any time.

### To flag misspelled words as you type:

- Choose Edit > Spelling > Check Spelling as You Type.

As you type, misspelled words appear with a red dashed line beneath them. If you’re not sure how to spell the word, you can see a list of possible spellings.

### To get a list of spelling suggestions:

- 1 Hold down the Control key and click the misspelled word. A list of optional spellings appears (a word may generate no optional spellings if it cannot be recognized at all).
- 2 Choose the correct spelling if you see it in the list.

If you know you have spelled the word correctly, and you want to add it to the spelling dictionary used for all documents, choose Learn Spelling from the pop-up list.

If you don't want this word to be flagged as misspelled, but you don't want to add it to the spelling dictionary used for all documents, choose Ignore Spelling from the pop-up list.

Once you correct the misspelled word, the red line disappears.

### To check spelling in your document one word at a time:

- Place the cursor in a word you want to check, or anywhere in the document, and then do one of the following:

- Choose Edit > Spelling > Check Spelling.

The spell-checker begins checking the spelling of each word in your document, beginning wherever you placed your cursor. The first misspelled word found is highlighted. You can correct it or choose the same menu command again, to continue checking the document. To go through the document more quickly, press Command-semicolon (;) to continue checking the document.

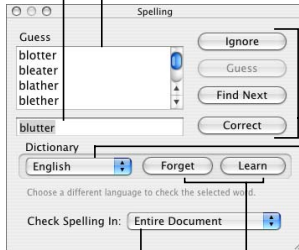
- Choose Edit > Spelling > Spelling.

The Spelling window opens with a list of suggested spellings. If you don't see any that look correct, you can retype the word and click Guess to see a new list of suggestions. Select one and click Correct to apply it to the misspelled word. Click Find Next to go to the next misspelled word.

Use the Dictionary pop-up menu in the Spelling window to use a different language dictionary for a selected word. Changing the dictionary in the Spelling window does not change the dictionary for the entire document, but only for individual words.

The misspelled word from the document appears here. You can retype it here to look for more suggested spellings.

Select from the list of suggested spellings.



You can correct or ignore the misspelled word and then find the next misspelling, or retype the word and click Guess for a new list of suggestions.

Choose a different language dictionary for a selected word, if you need to.

Add or delete the selected word from the dictionary.

Choose Entire Document if you want to spell-check headers, footers, and callouts, too.

If you frequently use the Spelling window, you can add the Spelling button to the Pages toolbar to make it available with a single click. To learn about customizing the toolbar, see “The Toolbar” on page 22.

#### To turn the spell-checker off:

- Choose Edit > Spelling > Check Spelling as You Type to deselect it (make sure the checkmark is not visible next to the menu command).

## Step 5: Save and Share Your Document

When you work in Pages, you create a Pages document. All of the graphics and any chart data are contained within this one document, which can be moved from one computer to another. However, fonts are not included as part of the document, so if you transfer a Pages document to another computer, be sure the fonts used in the document have been installed in the Fonts folder of the other computer.

If you add movies or audio to your document, you can save them as part of your Pages document so that you don't have to transfer those files separately.

It's a good idea to save your document often as you work.

### To save your document:

- 1 Choose File > Save, or press Command-S.
- 2 Type a name for the document.
- 3 Click the disclosure triangle to the right of the Save As field.
- 4 Choose where you want to save the document.
- 5 If you plan to share the document between computers or with other users, do one or more of the following:
  - Select the "Copy audio and movies into document" checkbox if your document contains movie or audio files.

If you don't select this checkbox, then any audio or video files that you have included in your document will not be carried along with it if you transfer your document to another computer or send it to someone else. Documents that contain media may have large file sizes.
  - Select the "Copy template images into document" checkbox if you created your document from a Pages template that contains an image.

If you don't select this checkbox, then any image files that are part of the template will not be carried along with your document if you transfer it to another computer or send it to someone else. Documents that contain media may have large file sizes.
- 6 Click Save.

To learn about exporting your document in other file formats (including Microsoft Word, HTML, rich text format, plain text, and PDF), see "Exporting to Other Document Formats" on page 175.

As you work on your document, you can save it frequently by pressing Command-S. You can also save a backup copy of the last saved version of your document. This way, if you change your mind about edits that you have made, you can go back to the previous version of the document that you have saved.

**To save a backup copy of your document:**

- Choose Pages > Preferences, and select the checkbox labeled “Back up previous version when saving.”

When you save the document, the previous version is saved in the same location as the document with the words “Backup of” preceding the filename. Only one version—the last saved version—is backed up.

**To save a version of your document with a different name or in a different location:**

- 1 Choose File > Save As.
- 2 Type a name for your document.
- 3 Select a location to save the document. If you cannot navigate to your desired location, click the arrow button next to the Save As field, and then find the location you want.
- 4 Click Save.

You can print all or part of your document. You can also see a preview of what your document will look like before you print it. This is a good way of double-checking that all the text and graphics fall within the printed area of the page.

**To see a print preview:**

- Choose File > Print, and then click the Preview button in the Print dialog.

**To print your document:**

- 1 Choose File > Print.
- 2 Enter the number of copies you want, if you want multiple copies of the document; or select From and enter a page range to print only part of the document.
- 3 Click Print.

If you print frequently, you can add the Print button to the Pages toolbar. To learn about customizing the toolbar, see “The Toolbar” on page 22.

For more information about printing, see “Printing Your Document” on page 169.

This chapter describes in detail how to modify the appearance of text characters and paragraphs, including creating lists and highlighting sections of text.

## Formatting Text Size and Appearance

You can do all text formatting using the Pages menus and the Inspector window, or the Font panel. You can do basic text formatting using the commands in the Pages menus. The items in the Font submenu of the Format menu allow you to make text:

- Bold or italic
- Underlined or outlined
- Bigger or smaller
- More tightly or loosely spaced
- Superscript or subscript

**To make selected text bold, italic, underlined, outlined, bigger, or smaller:**

- Choose Format > Font > [*Bold, Italics, Underline, Outline, Bigger, or Smaller*].

**To make selected text a superscript or subscript:**

- Choose Format > Font > Baseline > [*Use Default, Superscript, Subscript*].

**To make selected text all uppercase:**

- Choose Format > Font > Capitalization > [*None, All Caps, Small Caps*].

You can also do several of these tasks with a single click using toolbar buttons. You can add the following buttons to the Pages toolbar:

- **Superscript:** Click to make selected text superscript.
- **Subscript:** Click to make selected text subscript.

- **Smaller:** Click repeatedly to make selected text smaller.
- **Bigger:** Click repeatedly to make selected text larger.

To learn about customizing the toolbar, see “The Toolbar” on page 22.

If you want to change to a different font, or if you frequently change text formatting, it may be easier to use the Font panel and Text Inspector to format text. These tools are described in the following sections.

You can also create engaging visual effects with text by changing its shadow color, opacity, and orientation on the page. To learn more about these options, see Chapter 7, “Changing Object Properties.”

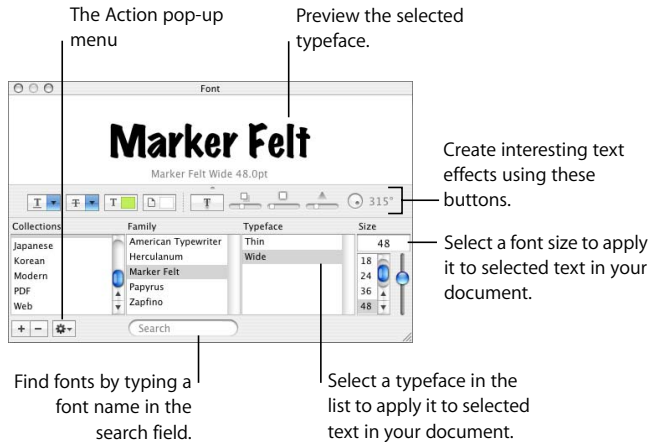
### Using the Font Panel to Format Text

The Mac OS X Font panel gives you access to all the fonts installed on your computer. It provides a preview of the available typefaces (such as bold and italic) and sizes for each font. The buttons in the Font panel let you add underlines, strikethrough lines, color, and shadow to text. You can even change the background page color in the Font panel.

**To open the Font panel:**

- Choose Format > Font > Show Fonts (or click Fonts in the toolbar).





You can change the appearance of any text in your document by selecting it and then selecting options in the Font panel. When you make formatting changes in the Font panel, the selected text changes right away, so you can try different formatting options and quickly see what looks best.

#### To change the look and size of text:

- 1 In the Font panel, select a font style in the Family column and then select the typeface in the Typeface column.

If you don't see all the font families you know are installed on your computer, select All Fonts in the Collections column or type the name of the font you are looking for in the search field at the bottom of the Font panel.

A preview of the selected font appears in the preview pane at the top of the Font panel. If you don't see a preview pane, choose Show Preview from the Action pop-up menu in the lower-left corner of the Font panel.

**Note:** If you have too many fonts to wade through to find the few you use often, you can organize them into font collections by clicking the Add (+) button to create a font collection, and then dragging a typeface into the new collection. Also, if you need to switch fonts often, you can leave the Font panel open. If it takes up too much space on your screen, you can shrink it by dragging its resize control (the bottom-right corner of the panel), so that only the font families and typefaces in your selected font collection are visible. To close it, choose Format > Font > Hide Fonts, or click the Fonts button again.

- 2 Adjust the font size using the size slider or pop-up menu.
- 3 Adjust the typography settings of the selected font by choosing Typography from the Action pop-up menu. In the Typography window, click the disclosure triangles to see and select the different typography effects that are available for the selected font. Different fonts have different typography effects available.

**To modify underlining of selected text:**

- 1 Click the Text Underline button in the Font panel (the first button on the left), and choose None, Single, or Double from the pop-up menu.
- 2 To change the underline color, choose Color from the Text Underline pop-up menu, and then select a color in the Colors window.

**To modify strikethrough lines of selected text:**

- 1 Click the Text Strikethrough button in the Font panel (the second button from the left), and choose None, Single, or Double from the pop-up menu.
- 2 To change the strikethrough color, choose Color from the Text Strikethrough pop-up menu, and then select a color in the Colors window.

**To modify the color of selected text:**

- Click the Text Color pop-up menu in the Font panel (the third button from the left), and then select a color in the Colors window.

**Note:** You can also modify text color in the Text Inspector, as described in “Setting Text Color in the Text Inspector” on page 57.

#### **To modify the background color of a selected paragraph:**

- Click the Document Color button in the Font panel (the fourth button from the left), and then select a color in the Colors window.

**Note:** You can also modify paragraph background color in the Text Inspector, as described in “Setting Paragraph Fill Colors” on page 67.

#### **To create shadows on selected text:**

- 1 Click the Text Shadow button in the Font panel (the fifth button from the left).
- 2 Drag the Shadow Opacity slider (the first slider on the left) to the right to make the shadow darker.
- 3 Drag the Shadow Blur slider (the middle slider) to the right to make the shadow more diffuse.
- 4 Drag the Shadow Offset slider (the third slider) to the right to separate the shadow from the text.
- 5 Rotate the Shadow Angle wheel to set the direction of the shadow.

**Note:** You can also set text shadows in the Graphic Inspector, as described in “Adding Shadows” on page 133.

### **Accents and Special Characters**

If you need to type characters with accent marks (such as ü), mathematical symbols, arrows, or other special characters, you can use the International preferences pane or the Character Palette. You can also see where characters are located on keyboards used for other languages by using the Keyboard Viewer (for example, you can see how the keys on an Italian keyboard are laid out). All of these are built-in tools of Mac OS X.

#### **To add accent marks to characters:**

- 1 Choose Apple > System Preferences and click International.
- 2 Click Input Menu, then select the checkbox next to Keyboard Viewer.
- 3 Choose Show Keyboard Viewer from the Input menu on the right side of the menu bar (the one that looks like a flag or alphabetical symbol).

The Keyboard Viewer shows the characters for your keyboard. (If you've selected a different keyboard layout or input method in the Input menu, it shows the characters for the selected keyboard layout). For example, if U.S. is chosen in the Input menu, you see the characters that appear on a U.S. keyboard in the Keyboard Viewer.

- 4 To see the different accent marks that you can type highlighted in the Keyboard Viewer, press Option, or the Option and Shift keys.

The accent mark keys appear with white outlines. Depending on your keyboard, you may not need to press any of the modifier keys to see the accent keys.

- 5 Place the insertion point in your document where you want to type.
- 6 Press the modifier key you pressed in step 4 (Shift, Option, Option-Shift, or none) and press the key on your keyboard that is in the same place as the accent you see in the Keyboard Viewer. Then release the modifier key and press the key for the character you want to accent.

The accent key modifies the key you type next. For example, on a U.S. keyboard, to make the é appear, press Option and E (the accent key), then press E (the key on which you want that accent to appear).

#### **To see keyboard layouts for other languages:**

- 1 Choose Apple > System Preferences and click International.
- 2 Click Input Menu, then select the checkbox next to Keyboard Viewer.
- 3 To see the character layout on keyboards used in different countries, select the On checkbox next to the country's keyboard layout or input method.

**Note:** You must have fonts installed for the language you want to see in the Keyboard Viewer.

- 4 Choose Show Keyboard Viewer from the Input menu on the right side of the menu bar (the one that looks like a flag or alphabetical character).

The Keyboard Viewer shows the characters for the keyboard layout or input method selected in the Input menu. For example, if U.S. is chosen in the input menu, you see the characters that appear on a U.S. keyboard in the Keyboard Viewer.

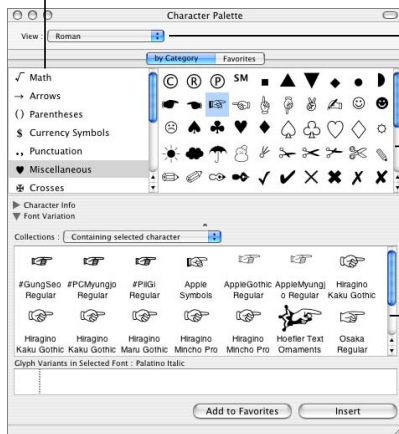
- 5 To see the keyboard layout for a different country, choose its keyboard layout from the Input menu.

#### **To type special characters and symbols:**

- 1 Place the insertion point where you want the special character or symbol to appear.
- 2 Choose Edit > Special Characters to open the Character Palette (or choose Characters from the Action pop-up menu in the lower-left corner of the Font panel).
- 3 Choose the type of characters you want to see from the View pop-up menu at the top of the Character Palette.

If you don't see the View menu, click the button in the upper-right corner of the window to show the top portion of the window. Click this button again to hide the top portion of the window.

Select a character category.



Choose the type of character you want to see.

Select a symbol.

Double-click a symbol to insert it in your document.

- 4 Click an item in the list on the left to see the characters that are available in each category.
- 5 Double-click the character or symbol on the right that you want to insert into your document, or select the character and click Insert. If the character or symbol has variations, they appear at the bottom of the window; double-click one to insert it in your document.

You can also turn on smart quotes in your document, so that beginning and end quotes are not identical.

#### To use smart quotes:

- Choose Pages > Preferences, and select the checkbox labeled "Use smart quotes."

## Advanced Typography Features

Some fonts, such as Zapfino and Hoefler, have advanced typography features, which let you create different effects. If you are using a font that has different typography effects available, you can change many of them in the Font submenu of the Format menu. For example, you may be able to adjust the following:

- **Tracking:** Place characters closer together or farther apart
- **Ligature:** Use or leave out stylish flourishes between letters or at the end or beginning of lines
- **Baseline:** Move text higher or lower than the text around it
- **Capitalization:** Convert all characters to capital or small capital letters

More advanced typography features are available in the Typography window.

**To open the Typography window:**

- In the Font panel, choose Typography from the Action pop-up menu (in the lower-left corner).

## Setting Text Alignment and Spacing

To adjust horizontal text alignment in the main document body, use the Text submenu of the Format menu. These menu commands align text in the following ways:

- **Align Left:** Begins each line of text against the left margin of a page or column, or the left edge of an object
- **Center:** Sets the center of each line of text at the center of a page, column, or object
- **Align Right:** Sets each line of text against the right margin of a page or column, or the right edge of an object
- **Justify:** Spaces characters in each line so that the lines reach both the left and right margins of a page or column, or edges of an object

**To align body text left, center, right, or justified:**

- Choose Format > Text > [*Align Left, Center, Align Right, Justify*].

**Note:** If you want to indent the first line of text in a paragraph, or learn how to undo paragraph indenting, see “Setting Paragraph Indents” on page 61.

## Adjusting Text Alignment in Text Boxes, Table Cells, or Shapes

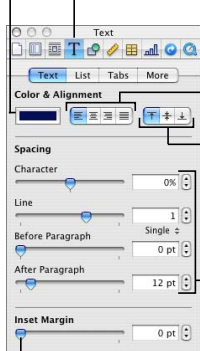
If you want to adjust the spacing between individual characters or lines, or if you want to align text vertically within a text box, shape, or table cell, you must use the Text Inspector, described below. The Text Inspector is also useful if you must frequently change text alignment and spacing because you can keep it open on your screen as you work.

### Using the Text Inspector

In the Text pane of the Text Inspector, you can change the text color and alignment. You can also adjust the spacing between individual text characters and lines.

Click to change the color of selected text.

The Text Inspector button.



**Horizontal alignment buttons:** Click to align selected text left, right, center, or to the left and right.

**Vertical alignment buttons:** Click to align text to the top, center, or bottom of a fixed text box, shape, or table cell.

**Character and line spacing:** Drag to adjust character, line, and paragraph spacing for selected text.

Drag to adjust the amount of space between text and the inside borders of text boxes, table cells, and shapes.

### To open the Text pane of the Text Inspector:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar).
- 2 Click the Text Inspector button, and then click Text.

### To align text left, center, right, or justified:

- 1 Place the cursor in the paragraph you want to change, or select several paragraphs.
- 2 Click the horizontal alignment buttons at the top of the Text Inspector.

You can align text in a fixed text box to the left, right, center, or justified (aligned to both the right and left edges). Text in a fixed text box, table cell, or shape can also “grow” from the top, center, or bottom of the text area.

### To grow text from the top, center, or bottom of a text box, table cell, or shape:

- 1 Select the text box, table cell, or shape you want to change.
- 2 Click the vertical alignment buttons at the top of the Text Inspector.

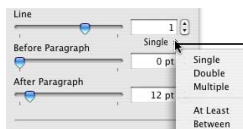
### To adjust the spacing between lines of text in a paragraph:

- 1 Place the cursor in the paragraph you want to change, or select several paragraphs.
- 2 In the Text Inspector, drag the line slider to adjust the line spacing.

Dragging the slider to the left brings the selected lines closer together; dragging it to the right moves them farther apart. You can also choose Single, Double, or Multiple from the Line Spacing pop-up menu. Choosing Multiple lets you set line spacing values between single and double, or greater than double.

### To set precise point values for spacing between the lines of text in a paragraph:

- 1 Place the cursor in the paragraph you want to change, or select multiple paragraphs.
- 2 In the Text Inspector, choose a standard line spacing (Single, Double, Multiple), or At Least or Between from the Line Spacing pop-up menu (beneath the Line field).



Click the text beneath the Line Spacing field and choose a line spacing option.



- **Standard line spacing:** The space between lines is proportional to font size. Use this when the relative distance between ascenders (parts of letters that extend to the top of the line) and descenders (parts of letters that extend below the line) should remain fixed.
  - **At Least:** The distance from one line to the next will never be less than the value you set, but it may be larger for larger fonts in order to prevent overlapping text lines. Use this when the distance between lines should remain fixed, but overlap is not desired if the text should get large.
  - **Between:** The value you set is added to (or subtracted from) the font size. As font size changes, the distance between lines changes, too. Use this to set a specific distance between ascenders and descenders, regardless of font size.
- 3 Type a point value in the Line field, or click the up or down arrows next to the field.

#### To adjust the amount of space before or after a paragraph:

- 1 Place the cursor in the paragraph you want to change, or select several paragraphs.
- 2 In the Text Inspector, drag the Before Paragraph or After Paragraph slider. You can also type a specific amount (5 points, for example) in the text box.

**Note:** Spacing before a paragraph does not appear if the paragraph is the first one following a layout break, or if it's the first paragraph in a text box, shape, or table cell. Spacing after a paragraph does not appear if it's the last paragraph before a layout break. To set spacing around text in boxes, shapes, and table cells, use the Inset Margin control, described in "Formatting a Text Box or Shape" on page 69.

#### To adjust the amount of space between characters:

- 1 Place the cursor in the word you want to change, or select a block of text.
- 2 In the Text Inspector, drag the Character slider.

Dragging the slider to the left brings the letters closer together; dragging it to the right moves them farther apart.

#### Setting Text Color in the Text Inspector

You can also use the Text pane of the Text Inspector to change text color. Changes made to text color in the Text Inspector will override text color changes made in the Font panel, and vice versa. (To read about the Font panel, see "Using the Font Panel to Format Text" on page 48.)

### To change text color:

- 1 Select the word or words you want to change.
- 2 In the Text Inspector, click the color well.
- 3 In the Colors window, select a color.

To read about using the Colors window, see “Using Color and Image Fills” on page 127

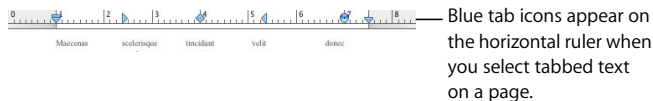
## Setting Tab Stops to Align Text

If you want to add, delete, or change tab stops in the document body, or inside a fixed text box, table cell, or shape, you can do this by using the Tabs pane of the Text Inspector, or by manipulating the tab icons directly on the rulers. It may be quicker to format a few tab stops by using the rulers, but if you want to create many precisely placed tabs, the Text Inspector makes it easy. Both of these methods are described below.

**Note:** Don't use these instructions to set tab stops in an ordered list (outline). To learn how you can modify the indentation levels for lists, see “Creating Bulleted or Numbered Lists and Outlines” on page 62.

### Setting Tab Stops Using the Rulers

Some text styles have default tabs already set. You can see the tab icons on the horizontal ruler when you choose View > Show Rulers and select some text on a page.



You can place tab stops where you want them in the document body or in text boxes.

### To set a new tab stop:

- Click the horizontal ruler where you want to set the tab stop.

### To change the tabs:

- 1 Select the text you want to adjust.
- 2 On the horizontal ruler, drag the blue tab icons to change the location of the tab stops.

### To change a tab to a different type:

- Control-click the tab icon and choose an option from the shortcut menu. Or double-click the tab icon in the ruler repeatedly until the type of tab you want appears.



Choose from among these tab types.

Here is a description of what each tab type does:

- **Left Tab:** Aligns the left side of text with the tab stop
- **Center Tab:** Places the center of text at the tab stop
- **Right Tab:** Aligns the right side of text with the tab stop
- **Decimal Tab:** For numbers, aligns the decimal point with the tab stop (You can set a different text character to serve as the decimal tab character; see “Setting Tab Stops Using the Text Inspector” below.)

### To delete a tab from the ruler:

- Drag it off the ruler.

## Setting Tab Stops Using the Text Inspector

Every document has built-in tab stops, usually spaced half an inch apart across the page. In the Tabs pane of the Text Inspector, you can change the default tab spacing or the decimal tab character for the entire document. You can also set additional tab stops in any paragraph, or add a leader line, so that when you press the Tab key, a dashed or dotted line extends across the tabbed distance. This is useful, for example, for inserting dashed lines between a chapter title and its page number in a table of contents.

### To open the Tabs pane of the Text Inspector:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar).
- 2 Click the Text Inspector button, and then click Tabs.

Set how far you want the first line of each paragraph to indent.

If you want to indent a paragraph relative to the page margins, specify how far to indent it.

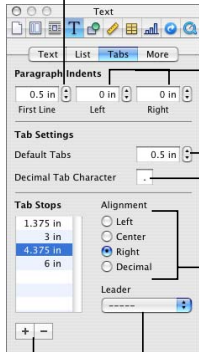
Set the default distance between tabs.

Type a new character to change the decimal tab character.

For a tab stop selected in the Tab Stops column, select how you want the text to align.

Choose a leader line for any tab stop selected in the Tab Stops paragraph.

Add or remove tab stops from the column.



### To change how far apart tabs are by default:

- In the Tabs pane of the Text Inspector, type a value in the Default Tabs field.

### To create new tab stops:

- 1 Place the insertion point in the paragraph (or on the first line) where you want to set the tab stops.
- 2 Click the Add (+) button in the bottom-left corner of the Tabs pane of the Text Inspector. A tab stop setting appears in the Tab Stops column.
- 3 To change tab spacing, double-click the tab stop in the column and type a new value.
- 4 With the tab stop selected, select how you want text to align at the tab stop (Left, Center, Right, or Decimal Alignment).

- 5 If you want to add a dashed or dotted line to the tab, choose a line style (or choose None) from the Leader pop-up menu.

**To use a different decimal tab character for the document:**

- Type a new character in the Decimal Tab Character field.

**To delete a tab stop:**

- Select it in the Tab Stops column, and click the Delete (-) button.

## Setting Paragraph Indents

Paragraphs can be formatted so that the first line is indented (or overhangs) as far as you want. You can do this in the Tabs pane of the Text Inspector.

**To set the first line indent (or overhang) for a paragraph:**

- 1 Select the paragraph or paragraphs you want to change.
- 2 In the Tabs pane of the Text Inspector, type a value in the First Line field under Paragraph Indents. If you want the first line to be indented relative to the second line of text, the First Line value should be higher than the value in the Left field. If you want the first line to overhang the left side of the paragraph margin, the value in the First Line field should be lower than the value in the Left field.

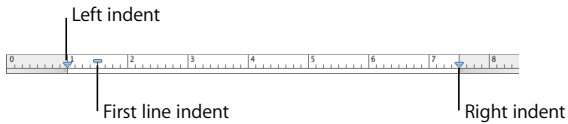
You can set off a paragraph by assigning it different indents than the rest of the document. This is useful, for instance, when including a long quote in your text. You can do this by setting paragraph indents in the Tabs pane of the Text Inspector, or by dragging the margin icons in the document ruler.

**To set paragraph indents using the Tabs pane of the Text Inspector:**

- 1 Select the paragraph or paragraphs you want to change.
- 2 Enter a value in the Left field under Paragraph Indents.
- 3 Enter a value in the Right field under Paragraph Indents.

**To change paragraph indents using the rulers:**

- 1 Choose View > Show Rulers.
- 2 To change the right indent, drag the right indent icon (downward blue triangle on the right side of the horizontal ruler) to the position where you want the right edge of the body text to end.



- 3 To change the left margin, drag the left indent icon (downward blue triangle on the left side of the ruler) to where you want the left edge of the body text to begin. To change the left margin independently from the paragraph indent, hold down the Option key as you drag.
- 4 To change the first line indent, drag the first line indent (blue rectangle) to where you want the first line to start. If you want the first line to remain flush with the left margin, make sure the rectangle aligns with the left indent icon. If you want to create a hanging indent, drag the rectangle to the left of the left indent icon.

## Creating Bulleted or Numbered Lists and Outlines

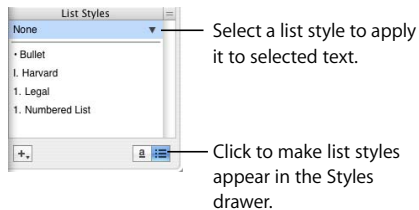
Pages provides pre-formatted bullet and numbering styles for creating simple or ordered lists (outlines).

### Creating Bulleted or Numbered Lists

Bulleted and numbered lists are simple lists without nested hierarchies of information like you would see in an outline.

**To create a bulleted or numbered list:**

- 1 Place the cursor in the first line where you want to begin typing list text.
- 2 Click List in the toolbar, and then choose the list style that you want to use.



You can also choose a list style in the Styles drawer. Choose View > Show Styles Drawer, then select the list style you want. (If you don't see list styles in the Styles drawer, click the button in the lower-right corner of the drawer to make them appear.)

Each template may have different list styles. Most templates provide at least the following list styles for simple bulleted or numbered lists:

- Bullet: Provides basic, round bullets
  - Numbered List: Uses Arabic numerals
- 3 Type your text, pressing Return wherever you want to begin a new bulleted (or numbered) line.
  - 4 To include subtext under a bulleted or numbered point, press Shift-Return (called a *line break*) to start the next line without bulleting or numbering it. Press Return again at the end of the line to return to a new bulleted or numbered line.
  - 5 When you are finished typing your list, click List in the toolbar and choose None, or click None in the Styles drawer.

You can create your own list styles using other text or image bullets provided by Pages, or using your own image as a bullet. Numbered lists can also have varied numbering styles, or use letters instead. To learn about modifying or creating your own list style, see “Modifying and Creating New List Styles” on page 83.

## Creating Ordered Lists (Outlines)

Some list styles are formatted to create ordered lists (or outlines). For example, the Harvard list style provides different numbering styles for each indent level in your list, allowing you to create a hierarchy of information.

To create ordered lists (outlines), use the Harvard or Legal list styles.

### To create an outline:

- 1 Place the cursor in the first line where you want to begin typing list text.
- 2 Click List in the toolbar, and then choose Harvard or Legal. You can also choose View > Show Styles Drawer and select a style. (If you don't see list styles in the Styles drawer, click the button in the bottom-right corner of the Styles drawer. For more information, see “Modifying and Creating New List Styles” on page 83.)
- 3 To indent text to the next list indentation level, choose Format > Text > Increase List Indent Level (or click the right Indent Level arrow button in the List tab of the Text Inspector).

- 4 To return to the previous list indent level, choose Format > Text > Decrease List Indent Level (or click the left Indent Level arrow in the List tab of the Text Inspector).

**Note:** To quickly indent selected text to a higher or lower indent level, you can use keyboard shortcuts:

- **Command-right bracket (])**: Increases the indent level of selected text
- **Command-left bracket ([)**: Decreases the indent level of selected text

You can also add the following buttons to the Pages toolbar:

- **Increase**: Increases the indent level of selected text
- **Decrease**: Decreases the indent level of selected text

To learn about customizing the toolbar, see “The Toolbar” on page 22.

- 5 To include subtext under an outline point, press Shift-Return to start the next line without numbering it. Press Return again at the end of the line to start a new numbered line.

**Note:** If you type regular body text paragraphs between outline points, or add or delete text between outline points, and the numbering gets lost, select the text with incorrect numbering, and then select “Continue from previous” in the Tabs pane of the Text Inspector to make the numbering flow continuously. If you need discontinuous numbering, select “Start at” and type the number where you want the numbering to begin, and then press Return. For more information, see “Modifying and Creating New List Styles” on page 83.

- 6 To return to regular paragraph text at the end of your list, click List in the toolbar and choose None, or select None in the Styles drawer. If the text insertion point is indented, press Command-left bracket ([) to return to indent level 1, where you can begin typing the regular paragraph text.



## Creating Callouts, Sidebars, and Highlighted Text

Callouts and sidebars are used to make text stand out from the main body of text in a document. Pages offers at least three simple ways to create highlighted text:

- Adding text to text boxes
- Adding a background (or *fill color*) to paragraphs
- Typing text in shapes

You can also use table cells to hold callouts. To read about working with tables, see Chapter 8, “Creating Tables.”

### Adding Text Boxes

You can add text boxes to create rectangular blocks of text anywhere on your page. You can format text inside a text box as you would any other text—changing colors, adding shadows, applying styles, and so on.

Text boxes are created as “fixed” text boxes, which means they are anchored to a position on the page. Body text on the page will flow around them.

#### To add a fixed text box:

- 1 Click anywhere outside the text areas of your document so that the insertion point is not visible.
- 2 Choose Insert > Text (or click Objects in the toolbar, and then select Text). A text box appears on the page.
- 3 Press Command-Return to select the text box, and then drag it to position it where you want on the page.
- 4 Click inside the text box to place the insertion point and type to enter text. The text box does not grow automatically if you enter too much text.
- 5 Drag the selection handles to resize the text box and reveal any hidden text. (Or you can create linked text boxes so that the overflow text flows continuously into another text box. To read about linked text boxes, see “Linked Text Boxes” next.)

**Note:** To lock the text box to the page so it doesn’t accidentally get moved as you work, choose Arrange > Lock.

To learn about changing the spacing between the text and the inside of the text box, see “Formatting a Text Box or Shape” on page 69. To learn about changing the look of a text box, see “Formatting a Text Box or Shape” on page 69.

If you have copied some text from your document that you want to place inside a text box, you can create one on the fly.

**To create a text box with text copied from your document:**

- 1 Select the text you want, and then choose Edit > Copy.
- 2 Click anywhere outside the text areas of the document, and then choose Edit > Paste. A text box is created, which you can format the way you want.

**Linked Text Boxes**

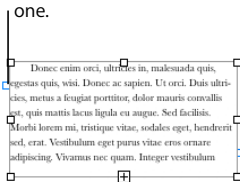
If the text you type doesn't fit in a fixed text box, you can create a linked text box so that the text flows from one text box to another. Whenever you edit or format the text in the first text box, the linked text box is also affected. Linked text boxes can be positioned separate from each other in the document.

**To make a linked text box:**

- 1 Create a fixed text box as described above (see "To add a fixed text box:" on page 65).
- 2 Position and resize the text box as you want, and then type text in it.

When the text box is too full, press Command-Return to select it. A clipping indicator appears at the bottom of the text box, indicating that the text extends beyond the bottom of the box.

An open blue square on the left indicates there are no text boxes linked before this one.

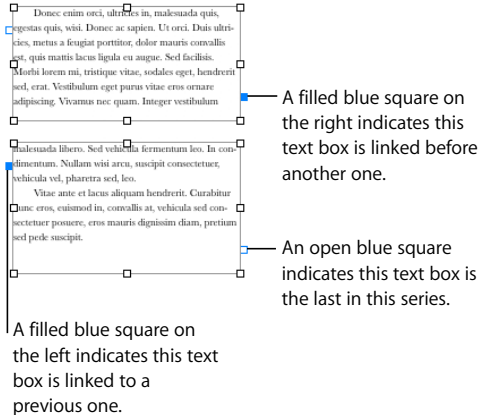


An open blue square on the right indicates there are no text boxes linked after this one. Click it to create a linked text box.

A clipping indicator shows the text extends beyond the text box.

- 3 Click the blue square on the right side of the box to create a linked text box.

The new text box has a solid blue square on its left side. This indicates that this text box is linked to a previous one.



- 4 Drag the text boxes to reposition them. The flow of the text inside the boxes always follows the order in which the boxes were created, regardless of where you position them in the document.

#### To move linked text boxes:

- 1 Select all of them, then choose Edit > Copy.
- 2 Select the destination point and choose Edit > Paste.

**Note:** If you copy and paste a single linked box, you will create a single unlinked text box, identical to the one you copied.

#### To select only the text in all the linked text boxes:

- Select text in the first box, and then press Command-A.

### Setting Paragraph Fill Colors

For some designs, it may be easier to highlight text by placing a paragraph fill color behind the text. When you place a paragraph fill color behind text, the color extends between the layout margins and moves with the text.

### To place a paragraph fill color behind text:

- 1 Select the paragraph or paragraphs to which you want to add the fill color.
- 2 Choose View > Show Inspector (or click Inspector in the toolbar), click the Text Inspector button, and then click More.
- 3 In the More pane of the Text Inspector, select the Paragraph Fill checkbox to place a fill color behind the text.

Select to place a fill color behind text.



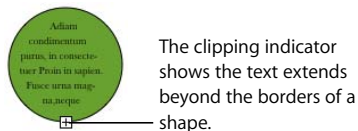
- 4 Click the Fill color well and select a color in the Colors window (for information about the Colors window, see "Using Color and Image Fills" on page 127).

### Putting Text Inside a Shape

If you want to create callouts or sidebars that are not rectangular, you can place text inside one of the drawn shapes provided by Pages. All shapes, except lines, can contain text.

#### To add text to a shape:

- 1 Place a shape where you want it on the page. (To learn about adding shapes, see "Adding Simple Shapes, Tables, and Charts" on page 108.)
- 2 Double-click the shape and type the text you want. If the text extends beyond the border of the shape, a clipping indicator appears.



- 3 To resize the shape, select it and drag the selection handles. (If the insertion point is inside the shape, press Command-Return to get out of text editing mode and select the shape.)

You can format the text within a shape, but you cannot link shapes.

## Formatting a Text Box or Shape

Use the Graphic Inspector to format borders, shadows, and opacity for text boxes or shapes. For more information about setting object properties, see Chapter 7, “Changing Object Properties.”

Use the Wrap Inspector to set how you want the text on the page to wrap around a text box or shape. For more information about setting text wrapping around an object, see “Wrapping Text Around an Object” on page 118.

You can format text boxes or rectangles in columns by selecting the text box or rectangle and choosing the number of columns you want, just as you would format columns in the document body. For more information about creating and formatting columns, see “Creating Columns” on page 92. You can also place shapes, images, and charts inside text boxes and shapes, and you can add tables inside text boxes. Objects added inside text boxes and shapes can only be added as inline objects. To read about adding in line objects, see “Working With Graphics” on page 105.

You can change the amount of space between text and the inside border of the text box, shape, or table cell. This measurement is called the *inset margin*. The amount of space you specify is applied equally around the text on all sides.

### To set the spacing between text and the inside of a text box, shape, or table cell:

- 1 Select the text box, shape, or table cell. (If the insertion point is inside the object, Command-Return to get out of text editing mode and select the object.)
- 2 Choose View > Show Inspector (or click Inspector in the toolbar), click the Text Inspector button, and then click Text.
- 3 In the Text pane of the Text Inspector, drag the Inset Margin slider to the right to increase the space between text and the inside border of the object, or type a number in the Inset Margin box and press Return.



Specify how much space there is around text inside a text box, shape, or table cell.



This chapter explains how to apply paragraph, character, and list styles to quickly and consistently change the appearance of text. It also describes how to modify existing styles, or create your own.

As you write and format your document, you may want to create different looks for different types of text and paragraphs and use them consistently throughout your document. For example, you may want to have all top-level headings use the same font, color, and line spacing, or you may want all callout text or photo captions to have the same look. Applying consistent styles is also important if you're creating a table of contents (to learn more about creating a table of contents, see "Generating a Table of Contents" on page 102).

The simplest way to make sure that text styles are consistently used is to create styles, which you can then apply to any text as you work. Templates include a variety of styles that are suited to the type of document you are working in. The style names, such as "Heading," "Body," or "Caption," suggest where the style should be used. If you are using a template, you can apply the preset styles where you need them.

When you import a document from Microsoft Word, any styles it contains are imported into the Pages document and can then be used like any other styles created within Pages.

## About Paragraph, Character, and List Styles

Pages provides three different kinds of preformatted styles that you can apply to text for different purposes.

- **Paragraph styles:** These styles can be applied *only* to entire paragraphs (chunks of text that end with a carriage return), not to individual words within paragraphs. These include styles for headings, body text, callouts, captions, headers, and footers. Paragraph styles can include specifications for font, size, text color, character and line spacing, text shadow, background color, indentation and margins, tab settings, and more. If you want to create a table of contents for your document, you need to use paragraph styles when creating headings in your document. Most documents will use a greater variety of paragraph styles than character or list styles.
- **Character styles:** You can apply a character style to any group of characters, including individual words or groups of words, or letters within a paragraph. Common examples of character styles are different colors or font sizes used to emphasize individual words or phrases. Character styles can be applied to text within a paragraph without changing its paragraph style.
- **List styles:** When you want to create simple lists or an outline, you can apply list styles to your text. List styles automatically format your text with bullets or numbering, depending on which kind of list style you choose. You can also indent paragraphs as a block by changing their *list indent level* (see “Creating Bulleted or Numbered Lists and Outlines” on page 62). Some list styles are very basic, for simple lists; others, such as Harvard and Legal, allow you to create outlines.

All three of these style types can be seen in the Styles drawer. For more information about the Styles drawer, see “The Styles Drawer” on page 21.



## Applying Styles

The easiest way to apply paragraph and list styles is to use the Style and List buttons in the Pages toolbar. To apply character styles, use the Styles drawer.

You can add the Character button to the toolbar to make it possible to add or change character styles from the Pages toolbar. To learn about customizing the toolbar, see “The Toolbar” on page 22.

### To apply a style to a paragraph:

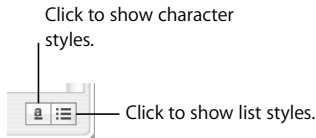
- Select the paragraph or paragraphs you want to change, or select an entire text box or shape that contains text. Then do one of the following:
  - Click the Style button in the toolbar and choose the style you want to apply.
  - Choose View > Show Styles Drawer to open the Styles drawer (or click Style in the toolbar and choose Show Styles Drawer). In the Styles drawer, select the style you want to apply.



In the Styles drawer, select the style you want to apply.

### To apply a character style:

- 1 Select the word or words you want to change.
- 2 Choose View > Show Styles Drawer to open the Styles drawer (or click Style in the toolbar and choose Show Styles Drawer).
- 3 In the Styles drawer, select the character style you want to apply. If you don't see character styles, click the button in the bottom-right corner.



You can add the Character button to the toolbar and use it to quickly change character styles. To learn about customizing the toolbar, see “The Toolbar” on page 22.

### To apply a list style:

- 1 Place the cursor wherever you want to begin typing your list, and then do one of the following:
  - Click the List button in the toolbar and choose the style you want to apply.
  - Choose View > Show Styles Drawer to open the Styles drawer (or click Style in the toolbar and choose Show Styles Drawer). In the Styles drawer, select the list style you want to apply. If you don't see the list styles, click the button in the bottom-right corner.
- 2 Type your list, pressing Return to begin each new bulleted or numbered point.

## Importing Styles From Another Pages Document

You can import styles that have already been defined in another Pages document without importing the document's content.

### To import styles:

- 1 Choose Format > Import Styles.
- 2 Select the document that contains the styles you want to import, and click Open.
- 3 Select the styles you want to import in the dialog. Hold down the Command key as you click the style names to select multiple styles, or click Select All.
- 4 To replace styles in your document that have the same name as the styles you are importing, select the “Replace duplicates” checkbox. Note that replacing a style will affect any text that uses this style, even text within locked objects.

If an imported style has the same name as a style in the open document and you do not select the “Replace duplicates” checkbox, a number is appended to the name of the imported style. For example, if you copy a style called “Body” to a document that already contains a “Body” style, the imported style will be named “Body 2.”

5 Click OK.

Imported styles will be available via the Style pop-up menu in the toolbar and the Styles drawer of your document.

## Style Overrides

When you make changes to individual text attributes—for example, using the font command in the Format menu to apply italics to a paragraph of text formatted with Body style—without selecting a new style, you have created a style *override*. That is, the text remains formatted in its original style (Body), but you have applied changes (italics) on top of the default style attributes. When you select text to which you have applied style overrides, the arrow next to the style name in the Styles drawer is red. (The arrow next to a paragraph style name also appears red if you have selected text with a character or list style applied.)



When the arrow next to a style name is red, it means that you have applied changes to this style in the selected text.

Overrides can occur when you change the font, typeface, size, or color of text, or apply the text formatting options in the Text submenu of the Format menu, in the Font panel, or in the Text Inspector.

If you apply style overrides to some text and then change your mind, you can easily return the text to the default attributes of the paragraph style.

### To remove style overrides:

- 1 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer).
- 2 Select the text you want to change.
- 3 In the Styles drawer, click the arrow to the right of the selected style and choose Revert to Original Style (or double-click the style name). The selected text takes on the default attributes of the selected style.

## Finding and Replacing Styles

If you want to change the look of your document by changing all instances of a style to a different one, you can find and replace the style throughout the document without searching for specific text.

### To find and replace a style:

- 1 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer).
- 2 In the Styles drawer, rest the pointer over the name of the style that you want to replace and click the arrow to the right of its name.
- 3 Choose Select All Uses of [*style name*]. All instances of the style are selected throughout the document.
- 4 Select the name of the style to which you want to change the selected text.

You can also modify a text style by copying the style from one instance of text, and pasting it to some other text. This works for paragraph styles and character styles.

### To copy and paste a paragraph or character style:

- 1 Place the insertion point in a paragraph or word whose style you want to copy, and then choose Format > Copy Paragraph Style or Copy Character Style.
- 2 Place the insertion point in a paragraph or word you want to modify, and then choose Format > Paste Paragraph Style or Paste Character Style.

The text takes on the new style, but its content is not altered.

If you frequently copy and paste styles, you can add the Copy Style and Paste Style buttons to the toolbar. To learn about customizing the toolbar, see “The Toolbar” on page 22.

## Modifying and Creating New Paragraph Styles

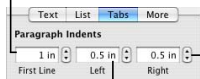
A paragraph is any block of text followed by a Return character. For these blocks of text—including headings, body text, footers, callout text, and so on—you can define the appearance, tab spacing, margins, background color, page breaks, and more.

If you don't find a paragraph style with exactly the look you want in the Pages templates, you can modify an existing style, or create a new style.

### To modify a paragraph style:

- 1 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer). Select the paragraph style that most closely matches the style you want to design, or select Free Form.
- 2 Type some text and format it to look the way you want. (For information about formatting the look of text, see “Formatting Text Size and Appearance” on page 47.)
- 3 Set the text alignment, character and line spacing, and the spacing before and after the paragraph in the Text pane of the Text Inspector. (For more information, see “Setting Text Alignment and Spacing” on page 54.)
- 4 If the paragraph style requires special tab stops, set them in the Tabs pane of the Text Inspector. (For more information, see “Setting Tab Stops to Align Text” on page 58.)
- 5 If you want the paragraph style to be indented relative to the page margins, set the paragraph indents in the Tabs pane of the Text Inspector.

Set the first line indent.

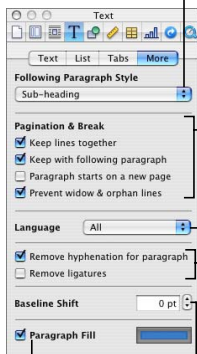


Set the right indent for the paragraph.

Set the left indent for the paragraph.

- 6 Click More in the Text Inspector to select more formatting options, as described below:

Choose a paragraph style to follow the current one when you press Return.



Select options to determine how the paragraph breaks across pages.

Choose a language for the spelling dictionary to use.

Remove automatic hyphenation or ligatures, if they are selected for the document.

Set the text above or below the surrounding text.

Add a background color to the paragraph.

- a Following Paragraph Style:** If you want a particular paragraph style to always follow the current style when you press the Return key, choose the style from the pop-up menu. For example, you might create a photo caption style that should always be followed by a byline style.
- b Pagination & Break:** Select how the paragraph can break across pages. You can specify that lines of this paragraph should always stay together on the same page, should stay with the following paragraph, or can only appear at the top of a page. The last two of these are particularly useful for heading styles. Select the checkbox labeled "Prevent widow & orphan lines" to prevent leaving individual lines on the following or previous pages.

- c Language:** Choose a language from the pop-up menu to specify the language used to spell-check this paragraph. If your document will include quotes or sections in another language, you can specify a language for the spelling dictionary used in those paragraphs. The spelling dictionary determines how words are spelled and hyphenated.
  - d Remove hyphenation for paragraph:** Select the checkbox if you want to turn off automatic hyphenation for this paragraph style in a document that has automatic hyphenation turned on. (To turn it on for the document, use the Document Inspector. See page 89.)
  - e Remove ligatures:** Select the checkbox if you don't want to use ligatures in this paragraph style in a document that has ligatures turned on. (To turn it on for the document, use the Document Inspector. See page 89. If any text is selected when you remove ligatures, it will be applied to the selected text as a style override, unless you complete step 7, below.)
  - f Baseline Shift:** Enter a number in the field. A negative number places the text lower than the surrounding text. A positive number places the text higher than the surrounding text. (If any text is selected when you set the baseline shift, it will be applied to the selected text as a style override, unless you complete step 7, below.)
  - g Paragraph Fill:** Select the checkbox and click the color well to make a color background appear behind the paragraph. For instance, you can create a heading style that presents white text against a dark background. The color extends from the left paragraph margin to the right.
- 7 In the Styles drawer, click the arrow to the right of the paragraph style name, and choose one of the following:
- a Redefine Style From Selection:** Redefines the existing paragraph style for the whole document.  
If you choose this, your formatting changes will apply to all other instances of this style throughout the document. (But any character styles that have been applied will not be affected.)
  - b Create New Paragraph Style From Selection:** This doesn't alter the existing style, but creates a new style based on the formatting choices you've made in the previous steps.  
If you select this, type a name for the new style, and then click OK.

### To create a new paragraph style from scratch:

- 1 Select a paragraph of text.
- 2 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer). In the Styles drawer, select Free Form at the top of the Paragraph Styles list.
- 3 Format the selected paragraph text so that it looks the way you want. (To learn about formatting text, see Chapter 3, “Formatting Text and Paragraphs.”)
- 4 Click the Add (+) button at the bottom of the Styles drawer and choose Create New Paragraph Style From Selection.



Click to create a style.

- 5 Type a name for the new style.
- 6 If you don't want to apply the new style to the selected text, deselect the checkbox labeled “Apply this new style on creation.”
- 7 Click OK.

Styles you modify or create are available only in the document you're working in. They can be imported into other documents or templates. To learn how, see page 74.

## Modifying and Creating New Character Styles

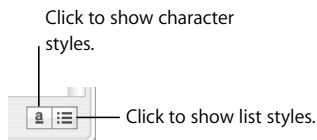
Character styles are formatting attributes that are applied to a set of text characters (such as a word or a group of words or letters) without changing the style of the entire paragraph. Character styles define the look of the text, including font, size, color, character spacing, ligature usage, baseline shift, and language. If you can't find a character style that meets your needs, you can modify one of the existing character styles or create a new one.



### To modify a character style:

- 1 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer), and select the character style that most closely matches the style you want to design, or select None.

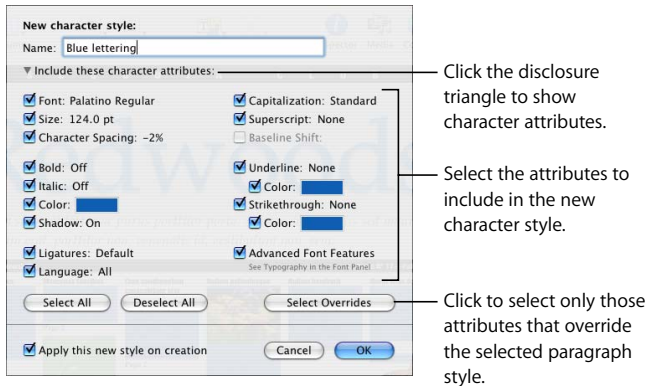
If character styles are not visible in the Styles drawer, click the button with the underlined character in the bottom-right corner of the drawer.



- 2 Type some text and select a font typeface and size. For more information, see “Using the Font Panel to Format Text” on page 48.
- 3 Set the text color. For information about changing the color of text, see “Setting Text Color in the Text Inspector” on page 57.
- 4 Set the character spacing. For more information about setting character spacing, see “Setting Text Alignment and Spacing” on page 54.
- 5 Set the baseline shift, ligature, and language in the More pane of the Text Inspector. For more information, see “Modifying and Creating New Paragraph Styles” on page 76.
- 6 In the Styles drawer, click the arrow to the right of the character style name, and select one of the following:
  - a **Redefine Style From Selection:** Redefines the existing character style for the whole document.

If you choose this, your formatting changes will apply to all other instances of this style throughout the document.
  - b **Create New Character Style From Selection:** This doesn’t alter the existing style, but creates a new style based on the formatting choices in the previous steps.

If you select this, you can choose which attributes you want to include as part of the new character style. Click the disclosure triangle below the Name field in the “New character style” dialog, and then select the attributes you want. Type a name for the new style, and then click OK.



### To create a new character style from scratch:

- 1 Select some text.
- 2 Format the selected text so that it looks the way you want. You can set the font, text size, text color, typeface (such as italic or bold), character spacing, and baseline shift. (To learn about formatting text, see Chapter 3, “Formatting Text and Paragraphs.”)
- 3 Click the Add (+) button at the bottom of the Styles drawer and choose Create New Character Style From Selection from the pop-up menu.
- 4 Type a name for the new style.
- 5 If you want to include only some of the attributes you set in the new character style, click the disclosure triangle below the Name field, and select the attributes you want.
- 6 If you don’t want to apply the new style to the selected text, deselect the checkbox labeled “Apply this new style on creation.”
- 7 Click OK.

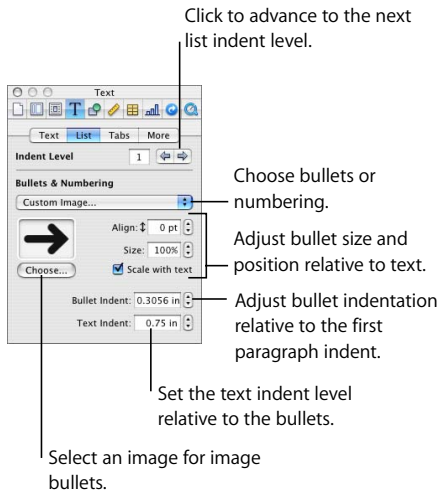
## Modifying and Creating New List Styles

List styles are used to create bulleted and numbered lists. You can also create ordered lists (outlines) by using a tiered numbered list style, such as Harvard or Legal. If you can't find a list style that meets your needs, you can modify one of the existing list styles, or create a new one.

Use the List pane of the Text Inspector to modify or create new list styles. The Inspector allows you to choose different bullets or numbering styles (for example, Arabic numerals versus Roman numerals). For bullets, you can choose from a variety of text symbols or images supplied by Pages, or you can use an image of your own, or have no visible bullet at all.

### To open the List pane of the Text Inspector:

- 1 Choose View > Show Inspector (or click the Inspector button in the toolbar).
- 2 Click the Text Inspector button, and then click List.



### To modify a bulleted or numbered list style:

- 1 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer), and select the bulleted or numbered list style that best matches the one you want to design. (Be sure the insertion point is visible on the page in order to select a list style.)

If the list styles are not visible in the Styles drawer, click the button with the bulleted list at the bottom of the drawer.



Click to show list styles.

- 2 Choose one of the following bullet or numbering styles from the Bullets & Numbering pop-up menu in the List pane of the Text Inspector:

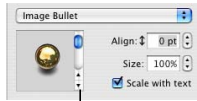
- **No Bullet:** Choose this if you don't want visible bullets, but you want to be able to specify the amount of indentation for levels in an ordered list.
- **Text Bullet:** Choose this to use a text character as the bullet. You can select one from the list or type your own characters in the text field. Some fonts provide symbols that can be used as interesting bullets. To use them, open the Character Palette (choose Format > Font > Show Fonts, then choose Characters from the Action pop-up menu). Select the bullet symbol in the Text Inspector, and then double-click the symbol of your choice in the Character Palette. Then press the Return key.

For text bullets, choose an available character or type a character in the text field.



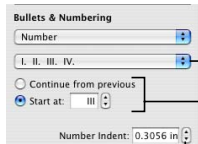
Select a color for the text bullet.

- **Image Bullet:** Choose this to use one of the available image bullets provided by Pages, and then select one in the list.



For image bullets, select one from the list.

- **Custom Image:** Choose this to use your own image as a bullet. Use the Open dialog to locate and select the image file you want to use. (To change the image, click Choose or drag a new image into the well.)
- **Number:** Choose this to create a numbered list. You must also choose a numbering style. You can choose Arabic or Roman numerals, or letters.



For numbered lists, choose a numbering style.

Restart numbering, or continue with previous numbering.

Adjust number indentation relative to page margin.

- **Tiered Numbers:** To read about Tiered Numbers, see “To modify a tiered list style for ordered lists:” on page 86.

### 3 Format the bullets.

- a To increase or reduce the size of a bullet, type a number in the Size field. Selecting the “Scale with text” checkbox maintains the image-to-text size ratio of the bullets even if you later change to the font size.
- b To position the bullet symbol higher or lower relative to the text, type a number in the Align box (or click the arrows).
- c To set how far the bullets are indented from the margin, type a number in the Bullet Indent field. A higher number indents the list further to the right.
- d To set how far text is indented from the bullet, type a number in the Text Indent field. A higher number indents the text further to the right.

- 4 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer).

Notice that one of the list styles is highlighted. This is the style that has been applied to the selected text. (If the list styles are not visible, click the button in the bottom of the Styles drawer.) The triangle to the right of the style name is red, indicating that you have applied overrides to the style by modifying it.



Click to show list styles.

- 5 Click the red arrow to the right of the selected style in the Styles drawer and choose one of the following:

- a **Redefine Style From Selection:** Redefines the existing list style for the entire document.

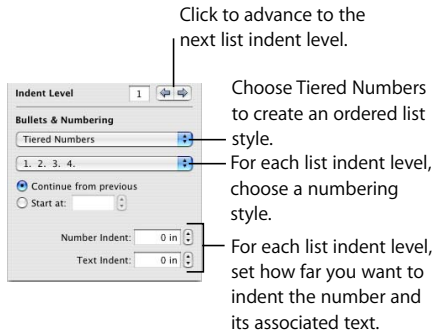
If you choose this, your formatting changes will apply to all other instances of this style throughout the document.

- b **Create New List Style From Selection:** This doesn't alter the existing style, but creates a new style based on your formatting choices.

If you select this, type a name for the new style, and then click OK.

#### To modify a tiered list style for ordered lists:

- 1 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer), and select the ordered list (outline) style that best matches the one you want to design. (Be sure the insertion point is visible on the page in order to select a list style.)
- 2 Choose Tiered Numbers from the Bullets & Numbering pop-up menu in the List pane of the Text Inspector.



- 3 Choose the numbering or lettering style that you want from the second pop-up menu.
- 4 Click the right indent level arrow to advance to the second list indent level.
- 5 Choose the numbering or lettering style that you want for the second list indent level.
- 6 Repeat steps 4 and 5 until you have set numbering or lettering styles for up to nine list indent levels.
- 7 Choose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer).

Notice that one of the list styles is highlighted. This is the style that has been applied to the selected text. (If the list styles are not visible, click the button in the bottom-right of the Styles drawer.) The arrow to the right of the style name is red, indicating that you have applied overrides to the style by modifying it.

- 8 Click the red arrow to the right of the list style name, and choose one of the following:

**a Redefine Style From Selection:** Redefines the existing list style for the entire document.

If you choose this, your formatting changes will apply to all other instances of this style throughout the document.

**b Create New List Style From Selection:** This doesn't alter the existing style, but creates a new style based on your formatting choices in the previous steps.

If you choose this, type a name for the new style, and then click OK.

**To create a new list style from scratch:**

- 1 Select some text.
- 2 Choose View > Show Inspector (or click Inspector in the toolbar), click Text to open the Text Inspector, and then click List to open the List pane.
- 3 Format the selected list text so that it looks the way you want. You can select a symbol or image to use as a bullet, and a numbering style. Also, you can set the amount of indentation for each list indent level, as described above.
- 4 To use different bullet or numbering styles for different list indent levels, see the steps for modifying an ordered list style, above.
- 5 Click the Add (+) button at the bottom left of the Styles drawer and choose Create New List Style From Selection from the pop-up menu.
- 6 Type a name for the new style.
- 7 If you don't want to apply the new style to the selected text, deselect the checkbox labeled "Apply new style on creation."
- 8 Click OK.



# Formatting a Document's Layout and Table of Contents

# 5

This chapter describes how to set up the overall layout for your document, including margins, column layouts, and section breaks, and how to generate a table of contents and footnotes.

It's a good idea to set up the document layout—including the page orientation and size, page margins, background graphics (watermarks), and any odd/even-numbered page differences—at the beginning. You make most of these settings in the Document Inspector and the Layout Inspector.

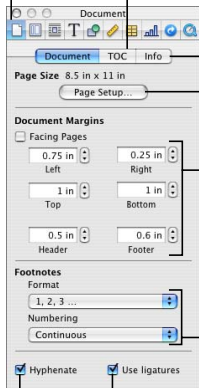
**To open the Document Inspector:**

- Choose View > Show Inspector (or click Inspector in the toolbar), then click the Document Inspector button.

The Document Inspector button

Use the TOC pane to set up a table of contents for the document. (See page 102.)

Use the Info pane to see document statistics, such as word count, date, and keywords.



Use the Page Setup dialog to specify paper size and orientation.

Set up margins for the left, right, top, and bottom edges of the page. You can set them separately for documents with left- and right-facing pages.

Choose a footnote style.

Use any available font ligatures throughout the document.

Use automatic hyphenation throughout the document.

Formatting set in the Document Inspector applies to the entire document. If you divide your document into sections (for example, chapters), you can apply different formatting to different sections. You can also create a different first page, left page, and right page layout for each section, or use different text column layouts in different parts of the document. These settings are made in the Layout Inspector. To learn more about creating sections in your document, see “Varying Document Formatting Using Section Breaks” on page 99. To read about creating columns, see “Creating Columns” on page 92.

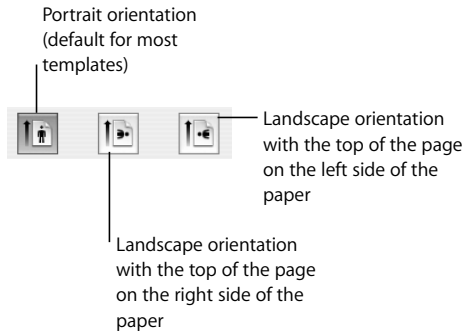
## Setting Page Orientation and Size

By default, most Pages templates are created for standard paper sizes, with the text printed in portrait (vertical) orientation. If your document will require a different paper size or you want to print it in landscape (horizontal) orientation, you should set the paper size and orientation at the start. This way, as you work in your document, you will have a clearer idea of what it's going to look like.

If you start with a Blank document, it is in portrait orientation by default.

### To set the page orientation and size:

- 1 Choose File > Page Setup (or click Page Setup in the Document Inspector).
- 2 Click a button in the Page Setup dialog to set the paper orientation.



- 3 Choose a paper size from the Paper Size pop-up menu. If the paper size you want isn't available in the Paper Size pop-up menu, do the following:
  - a Choose Custom Paper Size from the Settings pop-up menu.
  - b Click New and type a name for the new paper size.
  - c Specify the paper's height and width in the Paper Size fields, and specify the printable area margins you want to use in the Printer Margins fields.
  - d Click Save.
  - e Choose Page Attributes from the Settings pop-up menu.
  - f Choose the new paper size you named from the Paper Size pop-up menu, and then click OK. It will be near the bottom of the list.

## Setting Page Margins

The default margins for most of the Pages templates, including Blank, are set to one inch from the left and right sides of the page, and one inch from the top and bottom. This means that the body text of the document will not expand outside of these margins.

### To change the page margins:

- In the Document pane of the Document Inspector, enter values in the Left, Right, Top, and Bottom fields.

If you want to set different margins in different sections of your document, you must use the Layout Inspector. To learn about setting layout margins, see “Varying Column and Page Layout” on page 94.

If you are creating a document that will be bound, you may want your document margins to take into account which side of the page will go into the binding (the inside margin) and which will be the loose edge of each page (the outside margin). To do this, you must create a document with left- and right-facing pages. To read about this, see “Creating a Document with Left- and Right-Facing Pages” on page 96.

## Creating Columns

In Pages, you can vary the design on different pages of your document by creating *layouts*, separated by *layout breaks*. A layout is part of a document in which you have defined layout margins and columns. You can have multiple layouts in a section of your document, or even on a single page.

You can lay out text in up to ten columns, adjusting relative column size and the spacing between columns.

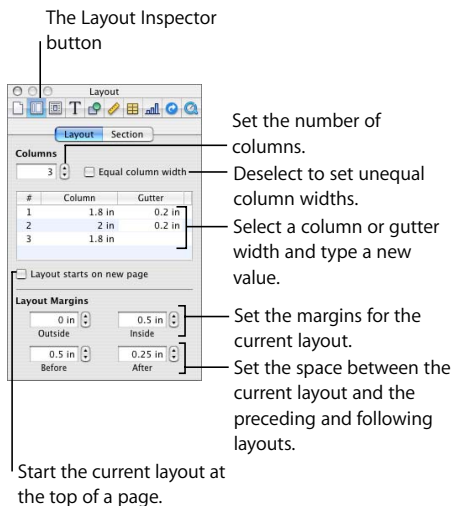
### To create one to four columns of equal width:

- Click Columns in the toolbar and select the number of columns you want, up to four.

If the Columns button isn’t in the toolbar, or if you want more than four columns, you must use the Layout Inspector. You must also use the Layout Inspector if you want to make columns with unequal widths.

### To create more than four columns:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar) and then click the Layout Inspector button.
- 2 Click Layout in the Layout Inspector.
- 3 Type the number of columns you want in the Columns field. By default, the columns have equal widths.
- 4 To resize the columns:
  - a Select the checkbox labeled “Equal column width”
  - b Select a column or gutter width in the table and type a new value, using the units of the document rulers.



Once you have created the number of columns you want, you can resize them on the fly using the document rulers, rather than entering column and gutter width values in the Layout Inspector.

## To adjust column widths using the rulers:

- Drag the left or right edges of the gray gutter areas just below the horizontal ruler.



The gray areas denote the column gutters.

The white areas below the ruler denote the text area within columns.

## Varying Column and Page Layout

You can use column and layout breaks to create different text layouts on a page.

*Column breaks* end the text flow in one column (leaving the rest of the column blank) and continue it in the next. *Layout breaks* end one layout and start a new one with a different number of columns, different column margins, or blank space before or after the layout.

Using column breaks or layout breaks does not affect the headers, footers, page numbering, or other formatting features specific to the document or section. (To read about section formatting features, see “Varying Document Formatting Using Section Breaks” on page 99.)

You can apply the formatting features described here to both single-column layouts and multi-column layouts.

### To create a column break:

- 1 Place the cursor after the word where you want to end the text flow.
- 2 Choose Insert > Column Break.

The text breaks where your cursor was inserted and continues in the next text column. If you insert a column break in a single-column layout, the text continues at the top of the next page.

When you show invisible formatting characters in your document, a column break symbol appears like this:



**To change the number of columns:**

- 1 Place the insertion point after the word where you want to end the current number of columns and change to a new layout.
- 2 Choose Insert > Layout Break.

A layout break is inserted and the insertion point is moved to the top of the next layout. When you show invisibles in your document, a layout break symbol appears like this:



- 3 Set the number of columns you want, and format them, in the Layout pane of the Layout Inspector.

**To change the layout margins of columns:**

- 1 Choose View > Show Inspector (or click Inspector in the toolbar) and then click the Layout Inspector button.
- 2 Click Layout in the Layout Inspector.
- 3 To change the outside margins of the column layout, enter values in the Left and Right fields under Layout Margins.
- 4 To create space above and below the current column layout, enter values in the Before and After fields under Layout Margins.

**Note:** The new margins cannot extend outside the page margins set for the document.

**To move a layout to the top of a page:**

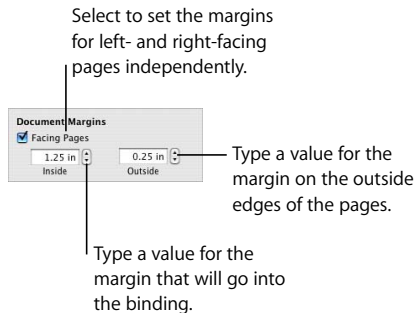
- Select the checkbox labeled “Layout starts on new page” in the Layout pane of the Layout Inspector.

## Creating a Document with Left- and Right-Facing Pages

If you intend to print a document double-sided and bind it, it will have left- and right-facing pages. In this case you may want to vary the margins and layout on left and right pages. For instance, you may want the margins that go into the binding to be wider than the outside margins (as in this book, for example), or you may want to place page numbers on the outer corners of each page. To do this, you need to tell Pages that this document has facing pages.

**To create different margins for left- and right-facing pages:**

- 1 Choose View > Show Inspector (or click Inspector in the toolbar), then click the Document Inspector button.
- 2 Click Document.
- 3 Select the checkbox labeled Facing Pages.



To learn about other document formatting options that are available by using facing pages, see “Varying Document Formatting Using Section Breaks” on page 99.

## Adding Headers and Footers, Page Numbers, and Footnotes

Pages has tools that make it easy to add identifying text on every page, as well as to automatically insert and format footnotes.



## Headers and Footers

Headers and footers appear at the top and bottom margins of a document. Usually, they identify the document, author, page number, and so on.

### To add a header or footer to your document:

- 1 Choose View > Show Layout. You see the header and footer areas at the top and bottom of the page.
- 2 Place the insertion point in the header or footer and type, formatting the text as you would regular text. (For information about formatting text, see “Formatting Text Size and Appearance” on page 47.)

Whatever you type in a header or footer is repeated on every page. If you want to change the header and footer text in different sections of your document, see “Varying Document Formatting Using Section Breaks” on page 99. To automatically generate the correct page number on each page, use formatted text fields, described next.

## Using Formatted Text Fields for the Page Numbers, Date, and Time

Formatted text fields allow you to insert text that can be automatically updated. For instance, inserting the date field shows the current date whenever you open the document. Similarly, page number fields keep track of page numbers as you add or delete pages. Pages provides formatted text fields for date, page number, and page count—the total number of pages in the document. This is useful, for example, if you want to label your pages “page 1 of 4.”

### To add page numbers:

- Place the insertion point where you want the page number to appear, and then choose Insert > Page Number.

### To add the page count:

- Place the insertion point where you want the page count to appear, and then choose Insert > Page Count.

### To add and format the date and time:

- 1 Place the insertion point where you want the date and time to appear, and then choose Insert > Date & Time.
- 2 Select a date and time format in the dialog.

- 3 If you want the document to always show the current date and time, select the checkbox labeled “Automatically update the date and time when the document is opened.”
- 4 Click Insert.

**To edit the date and time format that’s already been inserted:**

- Control-click the date and time text, and choose Edit Date & Time from the shortcut menu. Select a new format in the dialog, and click Change.

## Adding Footnotes

When you mark items to be footnoted, Pages automatically generates and formats footnotes that appear at the bottom of the page. You can choose Arabic (1, 2, 3) or Roman (i, ii, iii) numeral styles. You can also number footnotes continuously through the document, or restart numbering for each document section or page.

**To add a footnote:**

- 1 Place the insertion point at the end of the word where you want the footnote number to appear.
- 2 Choose Insert > Footnote.  
A footnote number appears and the insertion point moves to the corresponding footnote field at the bottom of the page.
- 3 Type the footnote information.

You can format footnote text and footnote numbers independently of each other. However, whichever footnote style you choose (Arabic or Roman numerals), it will be the same throughout the document.

**To select Arabic or Roman numerals for all footnotes:**

- 1 Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Document Inspector button. Then click Document.
- 2 Choose “1,2,3” or “i, ii, iii” from the Format pop-up menu.

**To restart footnote numbering:**

- Choose Restart Each Page or Restart Each Section from the Numbering pop-up in the Document pane of the Document Inspector. (To learn about dividing your document into sections, see “Varying Document Formatting Using Section Breaks” on page 99.)

### To format footnote text and numbers:

- Select the text and format it as you would any text using the Font panel, the Text Inspector, and the Styles drawer. For more information about how to format text, see Chapter 3, “Formatting Text and Paragraphs.”

## Varying Document Formatting Using Section Breaks

Use section breaks in your document wherever you want to separate your document into sections with different layouts, numbering, or other document formatting. You can use section breaks to make the following formatting elements different from one part of your document to the next:

- Headers
- Footers
- Page numbering
- Master objects (repeated background images)

### To create a section break:

- Choose Insert > Section Break.

When you show invisibles in your document, you’ll see a section break symbol that looks like this:



When you insert a section break, the new document section automatically “inherits” all of the formatting and layout attributes of the previous section. To change these attributes, use the Layout Inspector to set up new page numbering, headers and footers, and margins.

Once you create a section break, changes made to the master objects, headers, footers, or page numbering, will apply only to the section in which you make the changes.

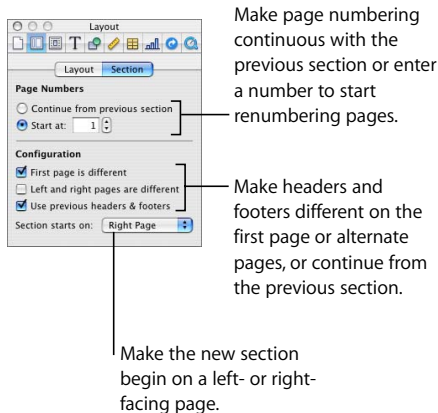
### To make headers and footers different in one section of a document:

- 1 Place the insertion point in the document section you want to change.
- 2 Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Layout Inspector button.

- 3 Click Section.
- 4 Deselect the checkbox labeled “Use previous headers and footers.”
- 5 Type the new header or footer in the header or footer area of your document.

#### To restart page numbering in a document section:

- Select the button labeled “Start at” in the Section pane of the Document Inspector, and then enter the number of the first page of the section.



#### To set up different first pages, or left- and right-facing pages, for a document section:

- 1 To make the headers and footers on the first page unique, select the checkbox labeled “First page is different” in the Section pane of the Layout Inspector, and then change headers and footers.
- 2 To put different headers and footers on alternate pages, do the following:
  - a Select the checkbox labeled “Left and right pages are different” in the Section pane of the Layout Inspector.
  - b If you want the first page of the section to always start on the left- or right-facing page, choose Left Page or Right Page from the “Section starts on” pop-up menu. Otherwise, choose Any Page.

## Adding a Repeated Background Image

You may want to add watermarks, logos, or other background images that appear in the same spot on every page of your document. These repeated graphics are called *master objects*.

**Important:** Master objects may not appear on every page, depending on whether your document is divided into sections and which settings you have selected in the Section pane of the Layout Inspector. If you want to have different master objects for different parts of your document, you can divide your document into sections.

### To add a master object:

- 1 Click outside the text flow of your document so that the insertion point is not visible.
- 2 Add a graphic object. You can add an imported image, drawn shape, table, chart, or text box. To learn about how to add a graphic, see Chapter 6, “Working With Graphics and Other Media.” Be sure the graphic is a “fixed object” (is not placed in line with the text flow).
- 3 Position the graphic wherever you want it on the page.
- 4 Choose Format > Advanced > Move Object to Section Master. The selection handles disappear from the object, so you can no longer select it.

To edit or move a master object, you must first make master objects selectable for the entire document. Master objects look different from other objects because they have blue selection handles.



Master objects have blue selection handles.

### To make master objects selectable:

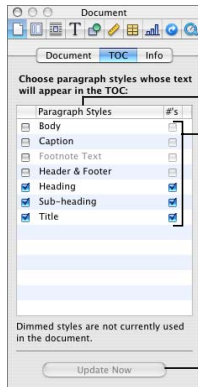
- Choose Format > Advanced > Make Master Objects Selectable.

## Generating a Table of Contents

Pages can automatically generate a table of contents for your document. In order to create a table of contents, you need to use consistently styled text for the headings in your document. To learn about styled text, see Chapter 4, “Working With Styles.”

### To create and update a table of contents:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Document Inspector button.
- 2 Click TOC.
- 3 Select the checkboxes next to the paragraph styles whose text you want to appear in the table of contents. For example, if you want all the first-level headings and subheadings to appear in the table of contents, select the paragraph style that you used for first-level headings and sub-headings.



Select the paragraph styles whose text you want to appear in the table of contents.

Select the checkbox in the #s column if you want page numbers to appear with each entry.

Click to update the table of contents after making changes to your document.

**Note:** If the styles you select are not used anywhere in the document, you will see a message that your table of contents is empty when you create the table of contents. If you select styles that are used for a large amount of text in the document, your table of contents will be too full. Take care to select the styles that denote topic headings, captions, or other items you want listed in a table of contents.

- 4 In the #s column, select the checkboxes of those styles whose entries you want to have an associated page number.

- 5 Place the insertion point at the beginning of the line where you want the table of contents to appear, and then choose Insert > Table of Contents.

**Note:** Each table of contents you create lists only the content that follows it, up until the next table of contents. If you want a master table of contents for the entire document, it must be the only table of contents, and it must be at the beginning of the document.

**To update the TOC after editing a document:**

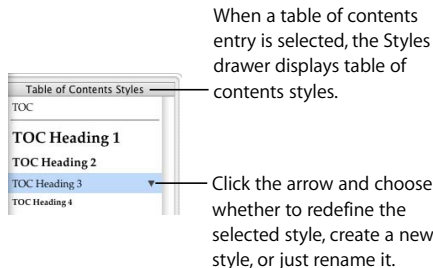
- Click any entry in the table of contents, or click Update Now in the TOC pane of the Document Inspector.

## Styling a Table of Contents

You can change the look of text in the table of contents as you would any other text. You can also add a leader line between the TOC entry and its associated page number. To style the table of contents, create new TOC styles, as described below.

**To change the look of a table of contents entry:**

- 1 Select the entry type that you want to change (for example, all the entries based on first-level headings). All the entries of the same type are automatically selected. They cannot be individually selected.
- 2 Chose View > Show Styles Drawer (or click Style in the toolbar and choose Show Styles Drawer). Notice that the Styles drawer now displays a list of table of contents styles. The TOC style that corresponds to the selected entry is also selected.



- 3 To edit the look of the entry text, do the following:
  - a Use the Font panel, the Text Inspector, and the Colors window to change the look of the text as you would style any paragraph text. To learn about changing the look of text, see Chapter 3, “Formatting Text and Paragraphs.”
  - b To create leader lines from an entry to its associated page number, select the TOC entry, click the tab in the Tab Stops column in the Tabs pane of the Text Inspector, and then choose a line style from the Leader pop-up menu.
  - c To change the style in the Styles drawer to match the entry, click the arrow to the right of the style name and choose Redefine Style From Selection.
  - d To create a new TOC style, click the arrow to the right of the style name and choose Create New TOC Style From Selection, and then type a name for the new style.
- 4 To rename the style in the Styles drawer to match the entry, click the arrow next to the style name and choose Rename Style. Type a new name for the style.
- 5 To add a new style, click the Add (+) button at the bottom-left corner of the Styles drawer, choose Create New TOC Style From Selection, and then type a name for the new style. Select “Apply this new style on creation” if you want it to be applied immediately to the selected text.



# Working With Graphics and Other Media

# 6

This chapter describes how to add and modify various media in your documents.

There are several types of graphics and other media you can include in Pages documents, including images (like photographs or PDF files), simple drawn shapes, tables, and charts. For documents that will be viewed onscreen, you can also add movies and sound.

## Working With Graphics

Pages accepts all QuickTime-supported formats, including the following graphic file types:

- TIFF
- GIF
- JPEG
- PDF
- PSD
- EPS
- PICT

In addition, Pages provides the tools to create basic shapes like triangles, rectangles, and arrows, as well as versatile tables and charts. For more information about placing simple shapes, tables, and charts, see “Adding Simple Shapes, Tables, and Charts” on page 108.

## Fixed Objects Versus Inline Objects

It’s important to remember that there are two ways to place objects in a Pages document: *in line* or *fixed*.

## About Inline Objects

**Inline objects** are embedded in the text flow. If you type more text above them, they are pushed along as the text grows. The selection handles on the top of inline objects are inactive. You cannot drag these handles to resize the object; you can only resize it by dragging the active handles.



The top selection handles are inactive for inline objects.

Drag the active selection handles down or to the right to resize.



A close-up view of inactive selection handle (top) and active selection handle (bottom).

For inline objects, an anchor icon is also visible within the object's container when it's selected.



Anchor icon

If you are placing a graphic or shape inside of another shape, text box, or table cell, it can only be placed in line with the text. Inline images are automatically resized to fit within the layout margins of the document. To move an inline object to a different position within the text, select it and drag it until you see the insertion point appear where you want to drop it.

## About Fixed Objects

**Fixed objects** are anchored to a position on a page within a document section.

Typing more text on the page does not affect the position of a fixed object, but you can drag it to reposition it wherever you want, or resize it.



Drag any of the selection handles to reposition or resize fixed objects.

You can convert objects from inline to fixed, and vice versa. To learn how, see “Converting Between Fixed and Inline Objects” on page 110.

Text wraps differently around fixed and inline objects. To learn about text wrapping, see “Wrapping Text Around an Object” on page 118.

## Adding Fixed and Inline Objects

Whether you are bringing graphics into your Pages document from an external source, or creating a shape, table, graph, or text box within Pages, you can place the graphics in one of the two ways described above: fixed on the page or in line with the text. The sections below describe in detail how to accomplish each of these tasks.

### Importing a Graphic or Media File

Imported media files can include images, PDF files, QuickTime movies, or Flash animations.

**To add an imported file in line with the text, do one of the following:**

- Drag the image from the Finder or Media Browser to the document window until you see the insertion point at the place where you want the image to appear. A thin blue outline also appears around the text area, indicating that the graphic will be dropped in line. Release the image when you have placed it where you want it.



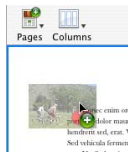
Drag the image to a position inside the text area (indicated by the thin blue border).

The image is placed at the insertion point when you release it.

- Place the insertion point wherever you want the image to appear, choose Insert > Choose, and then select the file and click Insert.

**To add an imported file as a fixed object, do one of the following:**

- Drag the file from the Finder or Media Browser to the document window to bring it into the document, staying outside of the main body text area. Then drag the file to position it where you want it.



Drag the image icon to a position outside the text area. A thick blue border appears around the edges of the page.

- Click outside the text areas in the document so that no insertion point is visible, and then choose Insert > Choose. Select the file and click Insert.

Imported images can be resized and rotated to change their appearance on a page. Fixed images can also be cropped (masked). You can also layer graphics, adjust their opacity, and add shadows to create interesting visual effects. For more information about working with graphics, see the relevant sections in this chapter. To learn about adjusting shadow properties and opacity, see Chapter 7, “Changing Object Properties.”

## Adding Simple Shapes, Tables, and Charts

Pages supplies tools to build tables and charts within the document. Pages also lets you draw basic shapes (rectangles, circles, triangles, arrows, and so on) that you can use as simple graphics in your document.

### To add a shape, table, or chart inline with the text:

- 1 Place the insertion point wherever you want the object to appear in the text flow.
- 2 Select the object you want to add:
  - For shapes, choose Insert > Shape > [shape type] (or click Objects in the toolbar and choose a shape).
  - For tables, choose Insert > Table (or click Objects in the toolbar and choose Table).
  - For charts, choose Insert > Chart (or click Objects in the toolbar and choose Chart), and then select a chart type in the Chart Inspector.

### To place a fixed text box, shape, table, or chart:

- 1 Click anywhere outside the text areas of the document so that no insertion point is visible.
- 2 Select the object you want to add:
  - For text boxes, choose Insert > Text (or click Objects in the toolbar and choose Text).
  - For shapes, choose Insert > Shape > [shape type] (or click Objects in the toolbar and choose a shape).
  - For tables, choose Insert > Table (or click Objects in the toolbar and choose Table).
  - For charts, choose Insert > Chart (or click Objects in the toolbar and choose Chart), and then select a chart type in the Chart Inspector.

A text box, shape, table, or chart appears on the page.

- 3 Drag the object to wherever you want it to appear on the page.

**Note:** You can also Option-click the Objects button in the toolbar. Release the Option key, and then choose a shape, Text, Table, or Chart. Drag the crosshair pointer across the document window to draw the object wherever you want it. This produces a fixed object.

You can modify the colors, opacity, outline, and shadows of shapes and text boxes using the Graphic Inspector. For more information about setting a shape's attributes, see Chapter 7, "Changing Object Properties." To learn about adding text inside a shape, see "Putting Text Inside a Shape" on page 68.

You can change the number of rows and columns in a table, and change the table's design and formatting, using the Table Inspector. For more information about designing tables, see Chapter 8, "Creating Tables."

You add data to your chart using the Chart Data Editor. You can change the chart style, axes, labels, and other attributes using the Chart Inspector. For more information about creating charts, see Chapter 9, “Creating Charts.”

## Converting Between Fixed and Inline Objects

An image that has been imported in line with text can be easily turned into an object that’s fixed on the page, and vice versa. To convert between fixed and inline objects, use the Wrap Inspector.

**To convert between fixed and inline objects:**

- 1 Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Wrap Inspector button.
- 2 Select the object you want to convert in the document, then do one of the following:
  - a To make the object inline, select “Moves with text” in the Wrap Inspector.
  - b To make the object fixed, select “Fixed on page” in the Wrap Inspector.

To change the way text wraps around the object, use the wrap controls in the Wrap Inspector. For more information about text wrapping, see “Wrapping Text Around an Object” on page 118.

## Using PDF Files as Graphics

If you intend to greatly enlarge or reduce a graphic’s dimensions, consider converting it to a PDF file before bringing it into Pages. PDF files don’t lose their crispness when they are significantly resized. Other file types may not retain their clarity as well when they are enlarged or reduced.

PDF files also provide a great way to move tabular data from Excel or AppleWorks documents into Pages. If you have extensively formatted tables in Excel or an AppleWorks spreadsheet that you want to display in your document, you can save the spreadsheet as a PDF file and then place that PDF file on a page as you would any other external graphic file.

**To convert an Excel or AppleWorks file to a PDF file:**

- 1 In your Excel or AppleWorks spreadsheet, select the table range you want to display in your document.
- 2 Choose File > Print.

- 3 In the Print dialog, choose Output Options from the Copies & Pages pop-up menu.
- 4 Select the “Save as File” checkbox.
- 5 Choose PDF from the Format pop-up menu.
- 6 Click Save As PDF.
- 7 In the Save dialog, type a name for the PDF file and select a location, then click Save.

## Cropping (Masking) Fixed Images

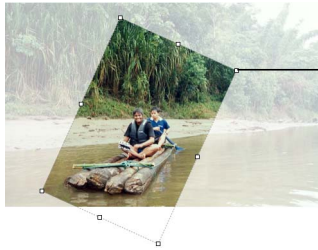
You can crop images without actually changing the image files by *masking* parts of them. This allows you to import full images but display only part of them within the document. You can still reposition and resize images that have been masked.

### To crop an image:

- 1 Import the file you want to mask. The image must be placed as a fixed object (for more information, see “Fixed Objects Versus Inline Objects” on page 105).
- 2 Select the object and choose Format > Mask. A mask appears over the image with a resizable “window” in the center.



- 3 Drag the window to center it over the part of the image you want to feature. Drag its selection handles to resize it.
  - To constrain the window’s proportions, hold down the Shift key as you drag the selection handles.
  - To rotate the window, hold down the Command key as you drag the selection handles. (To learn more about manipulating objects using the selection handles, see “Selecting, Dragging, and Resizing Objects” on page 115.)



Drag the selection handles to resize the visible portion of the image.

- 4 Double-click the window to make the masked area invisible. The masked image has a dotted line around its visible borders.



- 5 Drag the selection handles to resize or rotate the visible portion of the image, or drag the entire image to reposition it on the page. The visible part of the image can also be converted to an inline image by selecting “Moves with text” in the Wrap Inspector (see “Adding Fixed and Inline Objects” on page 107 for more information).



Drag the selection handles to resize or rotate the visible portion of the image.



**To change the area you want shown of a masked image:**

- 1 Double-click the masked image.
- 2 Click the dotted border of the resizable window to select it.
- 3 Drag the selection handles to resize or rotate the visible portion of the image, or drag the window to feature a different part of the image.

**To unmask an image:**

- Make the image a fixed object, select it, and then choose Format > Unmask. The full image becomes visible again.

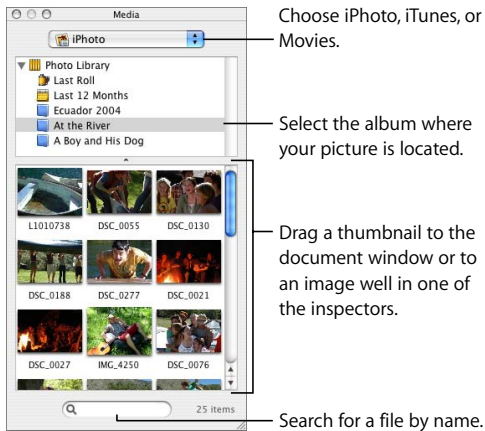
If you frequently mask images, you can add the Mask button to the toolbar to work more efficiently. To learn about customizing the toolbar, see “The Toolbar” on page 22.

## Using the Media Browser

Images in your iPhoto library, music in your iTunes library, and movies in your Movies folder are easily accessible using the Media Browser. You can drag images, music, and movies directly from the Media Browser to your document or to an image well in one of the inspectors.

**To add an image from iPhoto:**

- 1 Choose View > Show Media Browser (or click Media in the toolbar).
- 2 Choose iPhoto from the Media Browser pop-up menu and select the album you want.
- 3 Drag an image thumbnail directly to the Pages document window to place the image in line with text or fixed on the page, or drag it to an image well in the Text inspector or Graphic Inspector to use it as an image fill or a custom bullet image (see “Using Color and Image Fills” on page 127 and “Modifying and Creating New List Styles” on page 83 for more information).



#### To add music from iTunes:

- 1 Choose iTunes from the Media Browser pop-up menu, and select the playlist you want.
- 2 Drag a sound file to the document window.

#### To add a movie:

- 1 Choose Movies from the Media Browser pop-up menu.
- 2 Drag a movie thumbnail directly to the document window.

**Note:** To see your movies listed in the Movies pane of the Media Browser, you must place them in the Movies folder in the Finder.

## Resizing, Moving, and Layering Text or Graphic Objects

Once text and graphics are on the page, they behave very much the same. They can be moved in front of or in back of one another, and formatted or manipulated in similar ways.

## Selecting, Dragging, and Resizing Objects

Use the selection handles to quickly resize objects. To constrain an object's proportions or set precise values for its size and location, use the Metrics Inspector. To learn about using the Metrics Inspector for precise object manipulation, see "Changing the Orientation" on page 136, and "Adjusting Size and Position of Objects" on page 137.

### To move a fixed object:

- Click the object to select it (the selection handles appear), and then drag it.

Avoid dragging the object by the selection handles because you may inadvertently resize the object.

### To move an inline object, do one of the following:

- Click the object to select it, and then drag it until the insertion point appears where you want the object in the text.
- Select the object and choose Edit > Cut. Place the insertion point where you want the object to appear, and then choose Edit > Paste.

### To resize an object:

- 1 Click the object to select it.  
If text is selected inside the object, you can select the whole object by pressing Command-Return.
- 2 Move the pointer close to a selection handle until it changes to a double-headed arrow. For inline objects, only the bottom and right or left corner selection handles can be used to resize it.
- 3 Drag a selection handle to expand or shrink the object.
  - To resize the object from its center, press the Option key as you drag.
  - To constrain the object's proportions as it expands or shrinks, press the Shift key as you drag.

### To rotate an object:

- 1 Select the object.
- 2 Hold down the Command key and move the pointer toward an active selection handle until it changes to a curved, double-headed arrow.
- 3 Drag a selection handle to rotate the object.

### **To flip objects horizontally or vertically:**

- Select the object, and then choose Arrange > Flip Horizontally or Flip Vertically.

If you frequently flip objects, you can add the Flip Vertical and Flip Horizontal buttons to the toolbar. To learn about customizing the toolbar, see “The Toolbar” on page 22.

### **To move a fixed object in front or in back of text or another object on the page:**

- 1 Select the object you want to move.
- 2 Choose Arrange > Bring Forward or Send Backward.
- 3 Repeat step 2 until the object is in the desired layer.
- 4 To move an object to the very top or bottom of the stack, choose Arrange > Bring to Front or Send to Back.

If you frequently layer objects on the page, you can add the Front, Back, Forward, and Backward buttons to the toolbar to work more efficiently. To learn about customizing the toolbar, see “The Toolbar” on page 22.

### **To select a fixed object that’s behind text:**

- Place the pointer outside the text area and drag across the page until the object’s selection handles appear.

**Note:** If clicking an object doesn’t select it, or if it has blue selection handles, it’s a master object. To read about master objects, see “Placing Master Objects” on page 178.

### **To select all objects in a document:**

- To select all the fixed objects in a document (excluding objects on the section master), click outside the text area and press Command-A.
- To select all inline objects and text in a text area, place the insertion point in the text area and press Command-A.

## Grouping and Locking Fixed Objects

You can group fixed objects together so that they can be moved, copied, and oriented as a single object (a group of objects can't be resized). You can lock fixed objects to avoid inadvertently moving them as you work. Inline objects cannot be grouped or locked.

### To group objects:

- 1 Hold down the Command (or Shift) key as you select the objects you want to group on the page.
- 2 Choose Arrange > Group. A box with gray selection handles appears around the objects.

After you group or lock objects, you can't edit the individual objects in the group until you ungroup or unlock them.

### To ungroup a grouped object:

- Select the object and choose Arrange > Ungroup.

### To lock objects:

- 1 Hold down the Command (or Shift) key as you select the objects you want to lock.
- 2 Choose Arrange > Lock.

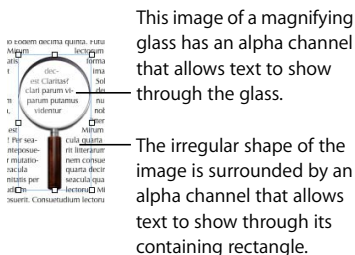
### To unlock an object:

- Select the object and choose Arrange > Unlock.

If you frequently group and lock objects on the page, you can add the Group, Ungroup, Lock, and Unlock buttons to the toolbar. To learn about customizing the toolbar, see "The Toolbar" on page 22.

## Working With Alpha-Channel Graphics

Alpha-channel graphics contain a transparent area where text or other images can show through. You can also use alpha channels to create transparency around irregularly shaped images, so the image does not have a rectangular white area around it.



When you bring an alpha-channel image into Pages, there's nothing else you have to do to make the transparency work. Just place it, manipulate it, and move it to the back or front as you would any other image.

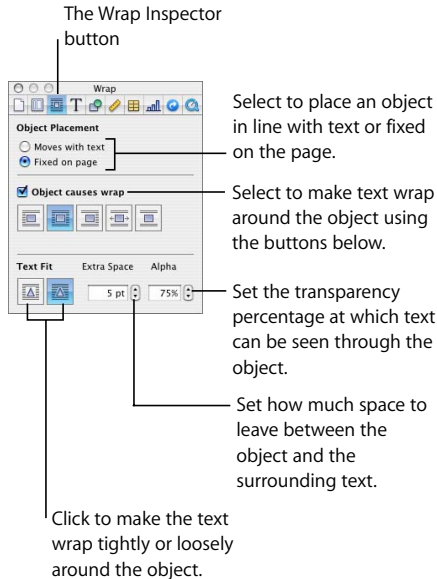
Many PDF, TIFF, and PSD files contain alpha-channel graphics. You can create your own alpha-channel images using applications such as Adobe Photoshop, Corel Draw, Adobe Illustrator, and Adobe Acrobat. See the instructions that come with the application to learn how to create alpha-channel images.

## Wrapping Text Around an Object

When you place any object—images, shapes, charts, and so on—fixed or in line with the text, you can decide how you want the text to wrap around it. You can choose to make the text hug tightly or loosely around the object, or make the text stay only on the top and bottom or one side of the object. To set these options, use the Wrap Inspector.

### To open the Wrap Inspector:

- Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Wrap Inspector button.

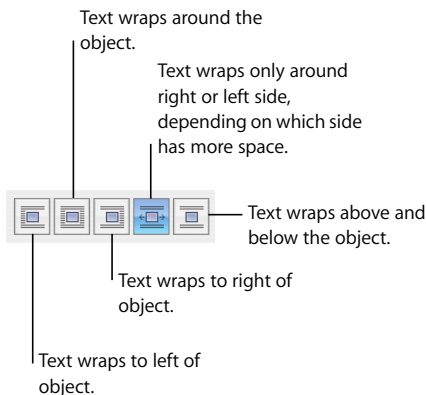


The settings in the Wrap Inspector affect fixed objects and inline objects differently.

### To adjust text wrapping around a fixed object:

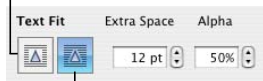
- 1 Select the object.
- 2 Select the checkbox labeled “Object causes wrap” in the Wrap Inspector.

- 3 Click a button in the Wrap Inspector to select which side of the object you want the text to wrap around.



- 4 To make the text wrap more tightly around an object with an alpha channel, click the right Text Fit button. To make it wrap more loosely, click the left Text Fit button.

Text wraps around the rectangular bounds of an object.



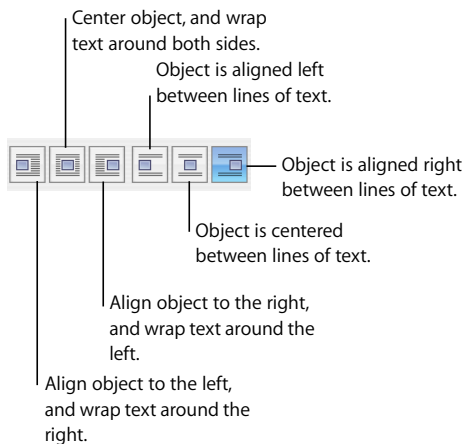
Text wraps around an object with an alpha channel more tightly.

- 5 Enter a value in the Extra Space field to specify the minimum space you want to leave between the object and the surrounding text.
- 6 If the object has transparent areas (an alpha channel), set the alpha-channel percentage at which you want the text to appear through the transparency (for an illustration, see “Working With Alpha-Channel Graphics” on page 118).



**To adjust text wrapping around an inline object:**

- 1 Select the object.
- 2 Select the checkbox labeled “Object causes wrap” in the Wrap Inspector.
- 3 Click a button in the Wrap Inspector to select how you want the object to be placed within the text.



- 4 To make the text wrap more tightly around an object with an alpha channel, click the right Text Fit button. To make it wrap more loosely, click the left Text Fit button.
- 5 Enter a value in the Extra Space field to specify the minimum space you want to leave between the object and the surrounding text.
- 6 If the object has transparent areas (an alpha channel), set the alpha-channel percentage at which you want the text to appear through the transparency (for an illustration, see “Working With Alpha-Channel Graphics” on page 118).

## Including Sound and Movies

You can add sound, movies, and Flash files to your document if it will be viewed onscreen as an HTML file or a Pages file. The movie or sound file will play when the viewer double-clicks its icon on a document page.

Pages accepts any QuickTime or iTunes file type, including the following:

- MOV
- FLASH
- MP3
- MP4
- AIFF
- AAC

**Important:** When you add a media file to a document, the file does not become part of the Pages document. If you transfer your document to another computer without also transferring the media file, it won't appear in the document. Be sure to transfer all media files to the computer or server from which the document will be viewed, or include them when saving your document. (In the Save dialog, click the disclosure triangle to the right of the Save field, and then select the checkbox labeled "Copy audio and movies into document.")

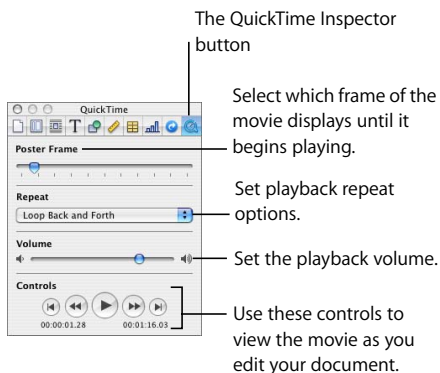
## Adjusting Media Playback Settings

In the QuickTime Inspector, you can set the playback volume for sound and movies in your document, and specify whether to play media files only once through, or repeat continuously.

**To set media playback preferences:**

- 1 Choose View > Show Inspector (or click Inspector in the toolbar).
- 2 Click the QuickTime Inspector button.
- 3 Click the movie to select it, then drag the Volume slider to the right to increase the playback volume or to the left to decrease it.

- 4 Choose a repeat option from the Repeat pop-up menu:
  - **None:** Play only once.
  - **Loop:** Repeat continuously.
  - **Loop Back and Forth:** Play backward and forward continuously.



You can also specify which frame of the movie to display on the page (called the “poster frame”) until the movie starts playing.

#### To set the movie poster frame:

- 1 Click the movie to select it.
- 2 In the QuickTime Inspector, drag the Poster Frame slider until the movie displays the image you want.

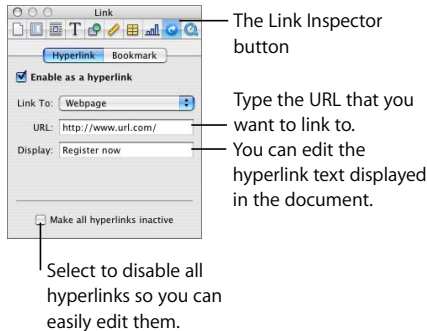
## Adding Hyperlinks and Bookmarks

Hyperlinks and bookmarks are used in documents that will be viewed onscreen, either as HTML files or as Pages documents. You can add hyperlinks to jump to another page or to open an email message or a URL on the Internet. Use bookmarks to mark passages in the document that you want to refer to as you work.

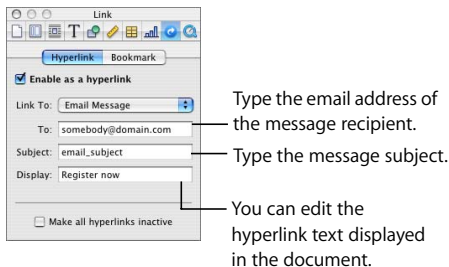
Use this type of hyperlink	To open	Notes
Webpage	A page in a web browser	Provide the URL of the page you want to open.
Email Message	A new mail message with the specified subject and addressee	Type the address of the email recipient and a subject line.
Bookmark	Another page in the same document	Use this feature to navigate quickly through the document as you work.

**To add hypertext that links to an email message or webpage:**

- 1 Select the text that you want to turn into a hyperlink.
- 2 Choose Insert > Hyperlink > [Email Message or Webpage].
- 3 Type the required information, as shown below.
  - **Webpage:** Supply the URL that you want to display when the hyperlink is clicked. The webpage appears in your default web browser when the link is clicked.



- **Email Message:** Supply the message subject line and the email address of the intended recipient. The blank email message appears in your default email application when the link is clicked.



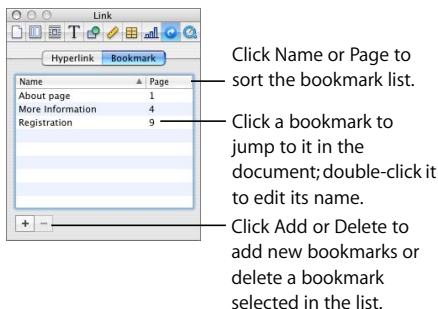
Pages detects URLs and email addresses automatically as you type, and converts them into hyperlinks. You can disable this feature if you want to.

**To turn off automatic detection of URLs and email addresses as you type:**

- Choose Pages > Preferences, and select the checkbox labeled “Automatically detect email and web addresses”.

**To add bookmarks to your document:**

- 1 Select the text where you want to create the bookmark.
- 2 Choose Insert > Bookmark.

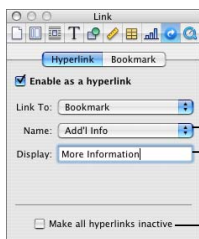


### To edit and use bookmarks:

- 1 Click Bookmark in the Link Inspector.
- 2 Click a bookmark in the list to jump to it in the document.
- 3 Double-click a bookmark in the list to change its name.
- 4 Click the Name or Page column header to sort bookmarks by name or page number.
- 5 Click the Add (+) button to add new bookmarks.
- 6 Select a bookmark in the list and click the Delete (-) button to delete it.

### To add a hyperlink that links to a bookmark:

- 1 Choose Insert > Hyperlink > Bookmark, or create a bookmark in the Bookmark pane of the Link Inspector.
- 2 Open the Hyperlink pane of the Link Inspector.
- 3 Select the text you want to turn into a hyperlink, and then click the checkbox labeled “Enable as a hyperlink.”
- 4 Choose Bookmark from the Link To pop-up menu.



Choose the bookmark name.

You can edit the hyperlink text displayed in the document.

Select to disable all hyperlinks so you can easily edit them.

- 5 Choose the bookmark you want to link to from the Name pop-up menu.

### To disable hypertext for editing:

- Select the checkbox labeled “Make all hyperlinks inactive” in the Hyperlink pane of the Link Inspector.

This chapter describes more advanced features for enhancing graphics and other objects in your document.

You can directly manipulate object properties such as color, line style and thickness, shadow, opacity, and orientation using the inspectors and the Colors window, as described in the following sections.

## Using Color and Image Fills

You can create interesting effects with color in Pages. A shape can be filled with solid color, color gradients, or even with an image, such as a photo or other graphic.

You can also adjust an object's opacity (transparency). You can even use fill and opacity effects to modify individual bars or pie wedges in charts.

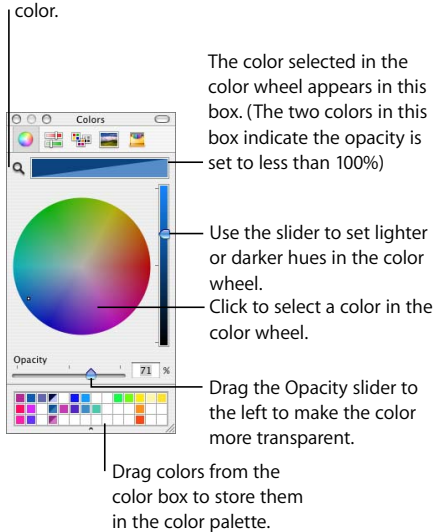
## Selecting Colors

You use the Colors window to select color for text, shapes, backgrounds, and shadows in Pages.

**To open the Colors window:**

- Choose View > Show Colors (or click Colors in the toolbar).
- Or click a color well in one of the inspector panes.

Click the magnifying glass icon and then click any item on the screen to match its color.



You can use the color wheel in the Colors window to select colors. The color you select appears in the box at the top of the Colors window. You can save that color for future use by placing it in the color palette.

#### To select a color:

- 1 Click anywhere in the color wheel. The selected color is displayed in the color box at the top of the Colors window.
- 2 To make the color lighter or darker, drag the slider on the right side of the Colors window.
- 3 To make the color more transparent, drag the Opacity slider to the left or enter a percentage value in the Opacity field.

#### To open the color palette:

- Drag the handle at the bottom of the Colors window.



**To save a color in the color palette:**

- Drag a color from the color box to the color palette.

To apply the colors you select in the Colors window to an object on the page, you must place the color in the appropriate color well in an inspector pane.

**To apply a color to an object on the page:**

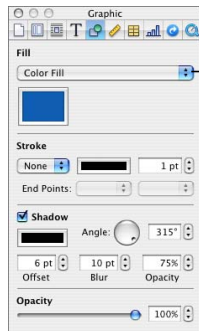
- Select a color well in one of the inspector panes and then click a color in the color wheel.
- Or drag a color from the color palette or color box to a color well in one of the inspector panes.

**To match the color of another item on the screen:**

- 1 Click the magnifying glass to the left of the color box in the Colors window.
- 2 Click the item on the screen whose color you want to match. The color appears in the color box.
- 3 Select the item you want to color in the document window, and drag the color from the color box to the item.

## Filling an Object With Color

Objects can be filled with a solid color or a color gradient, in which two colors gradually blend with each other. To change the color of an object, you use the Graphic Inspector.



Choose a solid color, a color gradient, an image, or a tinted image to fill a drawn object.

#### To open the Graphic Inspector:

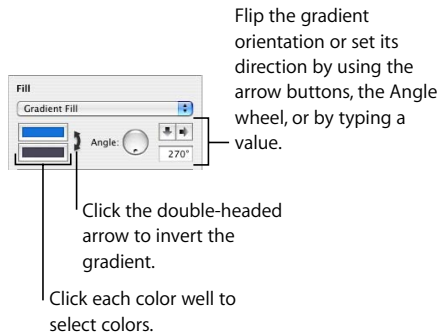
- Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Graphic Inspector button.

#### To set the solid fill color of an object:

- 1 On the page, select the object whose color you want to change.
- 2 In the Graphic Inspector, choose Color Fill from the Fill pop-up menu.
- 3 Click the color well below the Fill pop-up menu to open the Colors window.
- 4 Select a color in the Colors window.

#### To fill an object with a color gradient:

- 1 On the page, select the object whose color you want to change.
- 2 In the Graphic Inspector, choose Gradient Fill from the Fill pop-up menu.
- 3 Click each color well and choose each color in the Colors window.
- 4 To set a direction for the gradient, use the Angle wheel or field. To flip it horizontally or vertically, click the Angle arrow buttons.
- 5 To invert the gradient, click the double-headed arrow next to the color wells.



## Filling an Object With an Image

You can place an image or a tinted image inside of a drawn shape, text box, chart element, or table cell.

#### To set an image fill for an object:

- 1 Select the object in which you want to place an image.

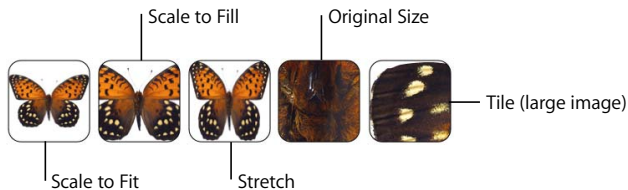
- In the Graphic Inspector, choose Image Fill from the Fill pop-up menu, and select an image.
- To change the image, click Choose, select the image, and click Open (or drag the image file from the Finder or Media Browser to the image well in the Graphic Inspector).

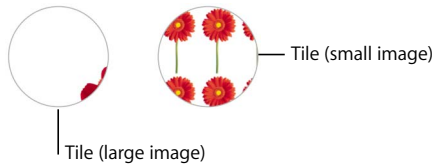


Use the pop-up menu to set the size of the image within the object.

To change the image, drag an image to the image well.

- Choose an image scale from the pop-up menu.
  - Scale To Fit** resizes the image to fit the object's dimensions as well as possible. If the object's shape is different from the original image's, parts of the image may not appear; blank space may also appear around the image.
  - Scale To Fill** makes the image appear larger or smaller, sizing it to leave minimum space around the image, even if the object and image have different shapes.
  - Stretch** sizes the image to fit the object's dimensions but distorts it if the object has a shape different than the original image.
  - Original Size** places the image inside the object without altering its original dimensions. If the image is larger than the object, you see only a part of the image in the object. If the image is smaller than the object, there is blank space around it.
  - Tile** repeats the image inside the object, if the image is smaller than the object. If the image is larger than the object, you see only part of the image inside the object.

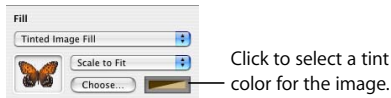




A tinted image fill places a transparent, colored mask over the fill image.

**To set a tinted image fill for an object:**

- 1 Select the object in which you want to place an image.
- 2 In the Graphic Inspector, choose Tinted Image Fill from the Fill pop-up menu, and select an image.
- 3 Click the color well next to the Choose button, and then select a tint color in the Colors window. Drag the Opacity slider in the Colors window to make the tint darker or lighter. (If you drag the Opacity slider in the Graphic Inspector, it will change the opacity of both the tint *and* the image.)



- 4 Choose the image scale from the pop-up menu, as described above.
- 5 To change the image, click Choose, select the image, and click Open (or drag the image file from the Finder or Media Browser to the image well in the Graphic Inspector).

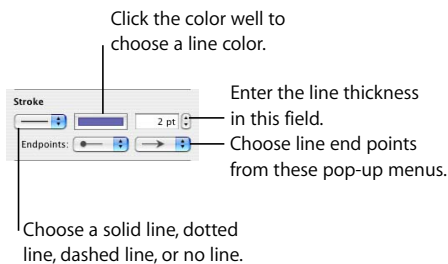
## Changing Line Style

For drawn objects (shapes), chart elements, and table cells, you can choose a style and color for the object's border, or you can specify no border. You can also put a border around imported images. You set border line style and color using the Graphic Inspector and the Colors window.

**To set the line style and color of an object's border:**

- 1 Select the object that you want to modify.

- In the Graphic Inspector, choose a line style (or None) from the Stroke pop-up menu. For tables, only a solid line or None is available.



- To change the line thickness, type a value in the Stroke field (or click the arrows).
- To change the line color, click the color well and select a color.
- To give the line end points, such as arrowheads or circles, choose left and right end points from the pop-up menus.

**Note:** The Insert menu and the Shapes pop-up menu (in the toolbar) include lines with arrowheads.

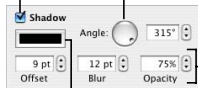
You can set the position of lines and objects in the Metrics Inspector. See "Adjusting Size and Position of Objects" on page 137.

## Adding Shadows

Shadows give your page an appearance of depth. An object's shadow appears on any object behind it. You can create a variety of shadow effects, or remove the shadow from an object.

Select the checkbox to add a shadow to a selected object.

Change the angle of the shadow with the Angle wheel.

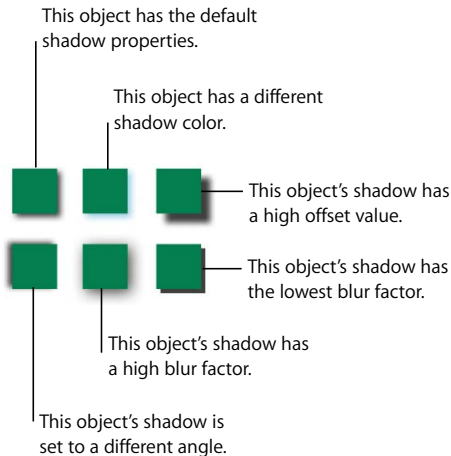


Offset, Blur, and Opacity fields can change the look of the shadow.

Change the shadow color in the color well.

### To create or remove a shadow for an object:

- 1 Select the object you want to modify.
- 2 In the Graphic Inspector, select the Shadow checkbox to add a shadow to the object. Deselect the Shadow checkbox to make the shadow go away.
- 3 Set the angle for the shadow using the Angle wheel.
- 4 Adjust the shadow offset by typing a number in the Offset box.  
A high shadow offset value makes an object's shadow appear longer and slightly separated from the object.
- 5 Set the shadow blur by typing a number in the Blur box.  
A high blur value makes the object's shadow appear more diffuse; a low value gives the shadow more sharply defined edges.
- 6 Set the shadow opacity by typing a number in the Opacity box. (Shadow opacity is separate from object opacity, which is set using the Opacity slider at the bottom of the Graphic Inspector.)
- 7 To change the color for the shadow, click the color well and select a color.



## Adjusting Opacity

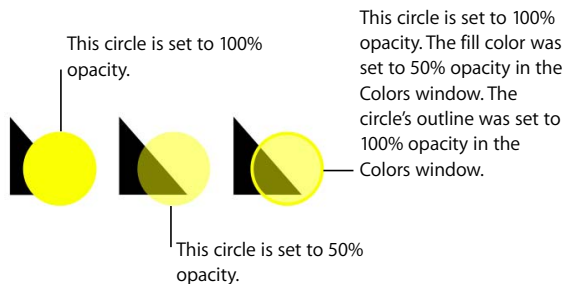
You can create interesting effects by making objects more opaque or less opaque. When you put a low-opacity object on top of another object, for example, the bottom object shows through the top object. Depending on how high or low you set the opacity, the objects beneath can be highly visible, partly obscured, or completely blocked from view (at 100-percent opacity). You can change opacity settings for any visual object on the page, including drawn shapes, pictures and other image files, and movies. Set object opacity using the Graphic Inspector.

**To change an object's opacity:**

- 1 Select the object.
- 2 In the Graphic Inspector, drag the Opacity slider.



**Note:** For drawn shapes, you can set opacity for fill and stroke *colors* separately from *object* opacity. If you move the Opacity slider in the Colors window to modify a fill or stroke color, that opacity value becomes maximum object opacity. Then, when you change the object opacity in the Graphic Inspector, you are changing it *relative* to the opacity you set in the Colors window.



## Changing the Orientation

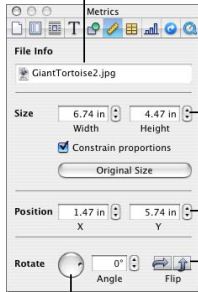
You can flip or rotate any object by using the Metrics Inspector. For instance, if you have an image of an arrow that you want to use in your document, but you need it to point in a different direction, you can reverse its direction vertically or horizontally, or point it at any angle.

**To open the Metrics Inspector:**

- Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Metrics Inspector button.



Find the name of the selected image or movie here. Drag its icon to the page or the desktop to make a copy of it.



Resize images and movies to exact dimensions by specifying height and width.

Place an object on the page by specifying X and Y coordinates.

Flip an image sideways or upside down using these buttons.

Rotate an object with this wheel or field.

### To flip or rotate an object:

- 1 Select the object you want to rotate.
- 2 In the Metrics Inspector, use the Angle wheel or field to set the direction of the object, or click the horizontal or vertical Flip buttons to flip it horizontally or vertically.

## Adjusting Size and Position of Objects

In addition to dragging objects and their selection rectangles to resize or reposition them on the page, you can use the Metrics Inspector to make precise adjustments to their size and position.

### To set the precise size of an object:

- 1 Select the object you want to resize.
- 2 In the Metrics Inspector, type a number in the Width and Height fields.

**To maintain the width/height ratio when you resize an object:**

- Select the checkbox labeled “Constrain proportions” in the Metrics Inspector, or hold down the Shift key as you drag a selection handle.

**To return an image or movie to its original size:**

- Select the image or movie and click Original Size in the Metrics Inspector.

**To set the precise position of a fixed object:**

- 1 Select the object you want to position.
- 2 In the Metrics Inspector, enter X and Y values in the Position fields.

The specified coordinates determine the position of the upper-left corner of the object’s container box.

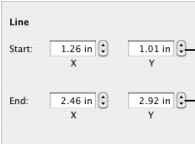
- The X value is measured from the left edge of the page.
- The Y value is measured from the top edge of the page.

If an object is rotated, the X and Y coordinates specify the upper-left corner of the rotated container box.

## Lines

For lines, size and position can only be adjusted in the Metrics Inspector if the lines are fixed objects, not placed in line with text. (To read more about fixed objects versus inline objects, see “Fixed Objects Versus Inline Objects” on page 105.)

When you enter X and Y coordinate values for line position in the Metrics Inspector, the Start coordinates correspond to the end point of the line that’s on the upper left side at the time the line first appears on the page. Even if you later flip or rotate the line, the Start coordinates always correspond to the same end point of the line.




The screenshot shows the Metrics Inspector for a 'Line' object. It has two rows of input fields. The first row is labeled 'Start:' and contains two fields: '1.26 in' with 'X' below it, and '1.01 in' with 'Y' below it. The second row is labeled 'End:' and contains two fields: '2.46 in' with 'X' below it, and '2.92 in' with 'Y' below it. Each field has a small square with a vertical line and arrows on its right side. To the right of the 'Start' fields, there is a line pointing to the '1.01 in' field with the text 'Position a fixed line on the page by specifying X and Y coordinates for its top left end point.' To the right of the 'End' fields, there is a line pointing to the '2.92 in' field with the text 'Position a fixed line on the page by specifying X and Y coordinates for its bottom right end point.'

# Creating Tables


# 8

Tables are useful for organizing information and creating interesting layouts. This chapter covers the basics of designing tables.


Pages provides powerful features for making attractive, compelling tables that can contain text or graphics. Use tables to organize and display data for comparison. By filling table cells with graphics, you can also easily create and format graphic layouts. By merging and splitting cells, you can easily format forms to be filled out (for example, order forms).

Out door notes		Videtur parum
Hendricia		
Etiam. Fusce. nunc.		
Sed ut elitr.		

Erat. Nam. sed diam		In. habitum
Lis. Quis. Quis.		
Nisi.		
Pellentesque.		
Etiam. Nunc. Nunc.		
Cras. Pellentesque.		
Duis. Nunc. Nunc.		

Duis. Nunc.		Molestie. Consequat.
Videtur. Nam. Nunc.		
No. Nunc. Nunc.		
Quis. Nunc. Nunc.		

Humantate. per. Nunc.		
Typi.		Consequat.
Etiam. Nunc.		Pellentesque.
Pellentesque.	Duis.	Videtur.

This data form, featured in the Lab Notes template, is a set of tables with cells that have color and image fills.



— This layout, featured in the Photo Journal template, was made by filling some table cells with images, and others with colors and text.

## Adding a Table

Tables can be added in line with text or fixed on the page. (To learn about fixed and inline objects, see “Fixed Objects Versus Inline Objects” on page 105.) Fixed tables cannot span page boundaries, but inline tables can.

**To add a table in line with text:**

- 1 Place the insertion point wherever you want the table to appear in the text flow.
- 2 Choose Insert > Table (or click Objects in the toolbar and choose Table). The Table Inspector opens.
- 3 To resize the table, drag the available selection handles.

**To place a fixed table:**

- 1 Click anywhere outside the text areas of the document so that no insertion point is visible.
- 2 Choose Insert > Table (or click Objects in the toolbar and click Table). A table appears on the page.
- 3 Drag the object to wherever you want it to appear on the page.

You can also draw a table yourself.

### To draw a table on the page:

- 1 Hold down the Option key as you click Objects in the toolbar and choose Table.
- 2 Release the Option key and move the pointer over the page until it becomes a crosshair.
- 3 Drag across the page to create a table any size you want. As you drag, the number of rows and columns increases or decreases with the size of the table.

**Note:** A table occupies at least one full line of a document. You cannot wrap text around the sides of a table. To learn more about wrapping text around objects, see “Wrapping Text Around an Object” on page 118.

### To resize a table:

- Drag the available selection handles.
- If a table spans across more than one page, use the Metrics Inspector to resize it. To read about resizing objects using the Metrics Inspector, see “Adjusting Size and Position of Objects” on page 137.
- If an inline table spans more than one column, you must resize the column to resize the table. To read about resizing objects using the Metrics Inspector, see “Adjusting Size and Position of Objects” on page 137. To read about working with columns, see “Creating Columns” on page 92.

## Selecting Table Cells and Borders

You enter text in a table cell by selecting the cell and typing. You put graphics in tables by inserting them in individual cells, the same way you fill an object with an image. (For information about adding graphics or setting background colors inside table cells, see “Adding Images or Background Colors” on page 150.)

You can apply changes to an entire table at once (by selecting it) or to individual cells. To place text or graphics inside table cells or groups of cells, you select only the cells you want to work with. You can select table cells and borders using the following shortcuts, or by using the selection buttons in the Table Inspector. To read about the Table Inspector, see “Formatting Tables” on page 144.

### To select the entire table, do one of the following:

- Click the table.

- If a table cell is already selected, press Command-Return to select the entire table.

Selection handles appear on the edges of the table.

## Selecting Table Cells

When a single cell is selected, you can move between cells by pressing the arrow keys on your keyboard. If you type text in this mode, it replaces text already in the cell. You can also use the Tab key to navigate through the cells. Pressing Tab moves you to the right and downward; pressing Shift-Tab moves to the left or upwards. If you press the Tab key when the bottom-right cell of the table is selected, a new row is added to the table.

### To select a single table cell:

- Command-click a cell.

The border of the selected cell is highlighted in yellow and an insertion point appears. You can enter text in the cell by typing.

### To select a contiguous group of table cells:

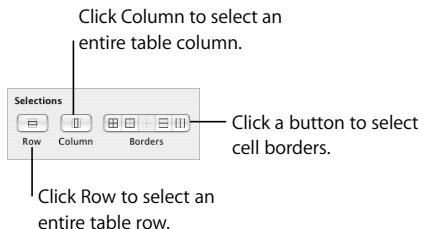
- Double-click a single cell and then drag across the adjacent cells, or hold down the Shift key as you select adjacent cells.

### To select a discontinuous group of table cells:

- Hold down the Command key as you select cells.

### To select an entire row or column:

- 1 Choose View > Show Inspector (or click the Inspector button in the toolbar), and then click the Table Inspector button.
- 2 Select a cell in the row or column you want to select.
- 3 Click the Row or Column button at the bottom of the Table Inspector.



## Selecting Table Cell Borders

If a table spans more than one page or column, selecting the border at the bottom of one page or column may also affect the border at the top of the next page or column.

**To select multiple borders:**

- 1 Select the table cells whose borders you want to select.
- 2 Choose View > Show Inspector (or click the Inspector button in the toolbar), and then click the Table Inspector button.
- 3 Click one of the Borders buttons to select all borders, or only the inside, outside, horizontal, or vertical borders of the selected cells.

**To select an individual border:**

- If the table is not selected, double-click the border.
- If the table is selected, click the border.

**To select one segment of a cell border:**

- 1 Select the table.
- 2 Option-click to select a single border segment.
- 3 To select additional border segments, press the Option and Shift keys as you click.

## Entering and Editing Text in Table Cells

**To type text in a table cell:**

- If the cell is empty, select it and begin typing.
- To replace any text already in the cell, select the cell, and then double-click its contents. Begin typing.
- To place the insertion point within the text already in a cell, select the table, then click to place the insertion point where you want. Begin typing.

**To switch the contents of two cells:**

- Select the cell and drag it to another cell. A blue border appears when you begin to drag the cell, and the cell contents are switched.

**To copy the contents of one cell into another:**

- Select the cell and begin to drag it. A blue border appears when you begin to drag the cell. Hold down the Option key as you drag it to another cell.

**To delete the contents (and background fill) of table cells:**

- Select the cells and press the Delete key.

## Formatting Tables

You can design tables in a variety of creative ways simply by changing the thickness and color of cell borders, selectively removing cell borders, or merging and splitting cells to create useful asymmetries within the table.

### Adding Rows and Columns to a Table

To specify where you want to add a new row or column in your table, use the Format menu commands.

**To add a new row to a table:**

- Select a table cell or row, and then choose Format > Table > Add Row Above or Add Row Below.

**To add a new column to a table:**

- Select a table cell or column, and then choose Format > Table > Add Column Before or Add Column After.

### Formatting Rows and Columns

You can do basic table formatting—including merging and splitting cells, adding and deleting rows and columns, and adding or removing the header row and column—using the Table command in the Format menu (choose Format > Table) or the shortcut menus, as described below. However, if you are making many changes to a table, it may be easier to use the Table Inspector.

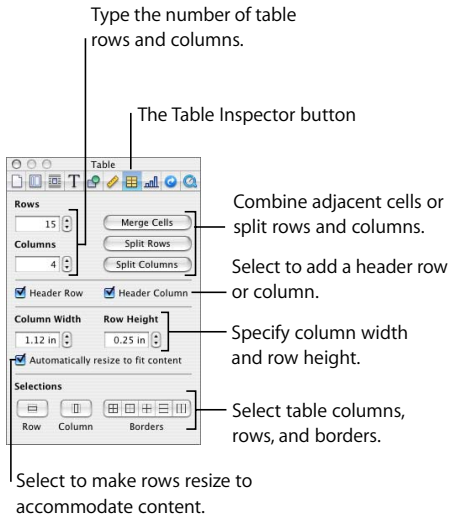
**To open a table's shortcut menu:**

- Select the table, then hold down the Control key as you click the table again.

**To open the Table Inspector:**

- Choose View > Show Inspector (or click Inspector in the toolbar) and click the Table Inspector button.





### To change the number of rows or columns in a table:

- 1 In the Table Inspector, type the number of rows you want in the Rows field. Rows are added to the bottom of the table. (Select the last cell in the table and press Tab.)
- 2 Type the number of columns you want in the Columns field. Columns are added to the right side of the table.

### To delete table rows or columns:

- 1 Select the row or column.
- 2 Choose Format > Table > Delete Row or Delete Column.

**Note:** If you select cells and press the Delete key, only the cell contents are deleted.

## Creating a Table Header Row or Column

You can add a table header row and column that appear at the beginning of the table on each page, if the table spans more than one page (or the beginning of each column or linked text box, if the table spans columns or linked text boxes). Header rows and columns have a different look than the rest of the table cells, but their style can be changed like that of any other cells. However, you cannot split a header row into multiple rows, or header columns into multiple columns.

If a table spans multiple pages, columns, or text boxes, editing the text or changing the look of the header row or column in one place changes it consistently throughout the table.

### To add a header row or column:

- 1 Select the table.
- 2 Choose Format > Table > Add Header Row or Add Header Column, or in the Table Inspector, select the checkboxes labeled Header Row or Header Column.

## Merging, Splitting, and Resizing Table Cells

Merging table cells combines adjacent cells into one, eliminating the border so that they behave as a single cell. For cells that are horizontally contiguous, merging them joins the text from both of the original cells, separated by tabs. For cells that are vertically contiguous, merging them joins the text from both cells, separated by a carriage return. In both cases, the cell background takes on the image or color that was in the top-most or left-most cell.

Splitting cells divides each selected cell into two equal parts, horizontally (rows) or vertically (columns). Both of the new cells have identical background colors or images. Any text that was in the original cell remains in the top-most or left-most cell.

You can split and merge cells using menu commands, shortcut menus, or the Table Inspector. To resize table cells, use the Table Inspector.

### To merge table cells:

- 1 Select a group of two or more adjacent table cells. The group of cells you choose must form a rectangle.
- 2 Choose Format > Table > Merge Cells.

You can also merge cells by clicking Merge Cells in the Table Inspector.

### To split cells horizontally or vertically:

- 1 Select a table cell or cells. To split an entire row or column, select all the cells in the row or column.
- 2 Choose Format > Table > Split Into Rows or Split Into Columns.

You can also split cells into rows or columns by clicking Split Rows or Split Columns in the Table Inspector. You can repeat the split operation to create smaller and smaller units within a table cell. To rejoin split cells, select them and choose Format > Table > Merge Cells.

### To resize table cells:

- Select the cells and enter values in the Column Width and Column Height fields of the Table Inspector, and then press Return.
- Select cell borders and drag to resize.

### To make all table cells the same size:

- Select the table and choose Format > Table > Distribute Rows Evenly and Distribute Columns Evenly.

If there is too much text in a table cell, a clipping indicator appears at the bottom of the cell.



The clipping indicator appears when a table cell contains more text than can be seen.

To avoid clipping, you can drag the cell borders to resize them, or drag a selection handle to resize the entire table. You can also make table rows automatically shrink or expand in height to accommodate the text inside them.

### To make table rows automatically grow or shrink to fit their contents:

- Select the table, and then select the checkbox labeled “Automatically resize to fit content” in the Table Inspector.

With this option selected, table cells automatically get bigger when text extends beyond the cell boundary, and adding rows or columns increases the outside dimensions of the table. As text is removed from a cell, the row height may decrease (if the cell determines the row height). If “Automatically resize to fit content” is not selected, Pages tries to keep the outside dimensions of the table the same when you add rows and columns.

**Note:** Table cells cannot span multiple pages, columns, or text boxes.

## Aligning Text in a Table Cell

You can align text horizontally and vertically in a table cell. To align text, use the Text pane of the Text Inspector.

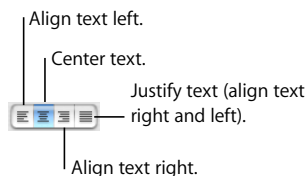
**To open the Text pane of the Text Inspector:**

- Choose View Show > Inspector (or click the Inspector button in the toolbar), and then click the Text Inspector button. Then click Text.

(For more information about the Text pane of the Text Inspector, see “Using the Text Inspector” on page 55.)

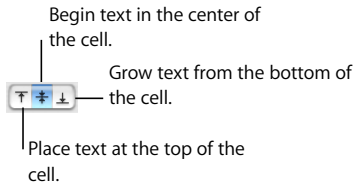
**To align text horizontally within a table cell:**

- Select the cell and click one of the horizontal alignment buttons in the Text pane of the Text Inspector.



**To align text vertically within a cell:**

- Select the cell and click one of the vertical alignment buttons in the Text pane of the Text Inspector.



You can specify the amount of space between text and its cell border using the Inset Margin slider or field. The amount you specify is applied equally around the text on all four sides.

#### To adjust the space around text within a table cell:

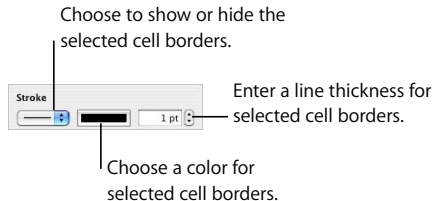
- 1 Click the cell (or select the whole table to apply the same setting to all cells).
- 2 In the Text pane of the Text Inspector, drag the Inset Margin slider to the right to increase the space, or enter a value in the field and press Return.

### Formatting Cell Borders

You can change the line thickness and color of table cell borders. Or you can hide the cell border of any cell.

#### To set line thickness and color:

- 1 Select a cell border or set of cell borders (for more information, see “Selecting Table Cell Borders” on page 143).
- 2 Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Graphic Inspector button.
- 3 Type a value in the Stroke field.
- 4 Click the Stroke color well and select a color in the Colors window.



### To hide a cell border:

- 1 Select a cell border or set of cell borders.
- 2 In the Graphic Inspector, choose None from the Stroke pop-up menu.

### To create a table with no outside border:

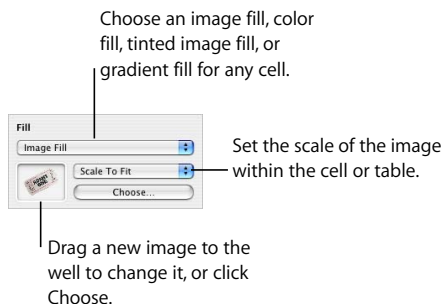
- 1 Select the table.
- 2 Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Table Inspector button.
- 3 Click the second Borders button in the Table Inspector to select the outside borders.
- 4 Click the Graphic Inspector button, and choose None from the Stroke pop-up menu.

## Adding Images or Background Colors

You add graphics or color to a table cell using the Fill pop-up menu in the Graphic Inspector. You can add images or color to individual table cells, or to the entire table.

### To add an image to a table cell:

- 1 Select a table cell, a group of cells, or the whole table (for more information, see “Selecting Table Cells and Borders” on page 141).
- 2 Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Graphic Inspector button.
- 3 Choose Image Fill from the Fill pop-up menu. (If there’s already an image in the cell, click Choose.)



4 Select an image and click Open.

5 Use the Scale pop-up menu to fill the cell the way you want.

If you add an image to the entire table, then when you select an individual table cell, the Fill pop-up menu in the Graphic Inspector displays None. For more details about working with image fills, see “Filling an Object With an Image” on page 130.

**To add a background color or gradient fill:**

1 Select a table cell, a group of cells, or the whole table (for more information, see “Selecting Table Cells and Borders” on page 141).

2 In the Graphic Inspector, choose Color Fill or Gradient Fill from the Fill pop-up menu.

3 Click the color well (or wells) and select a color or colors in the Colors window.

If you add color to the entire table, then when you select an individual table cell, the Fill pop-up menu in the Graphic Inspector displays None. For more details about working with color and gradient fills, see “Using Color and Image Fills” on page 127.





You can turn spreadsheet data into attractive charts. This chapter outlines the basics of creating charts in Pages.

Pages provides tools for creating your own visually appealing charts to present numerical data. You can copy and paste your data from a spreadsheet, or type it directly into the Chart Data Editor to create and edit your charts right on the page.

## About Charts

Charts show the relationship of two types of data with respect to each other. For example, if you chart business growth over time, you are showing the relationship between the size of the business versus the passage of years. If you chart voting results among different demographic groups, you are showing the relationship between the number of people who voted a certain way versus their demographic affiliation. When you enter data for a chart, the two different types of data are represented as *data series* and *data sets*.

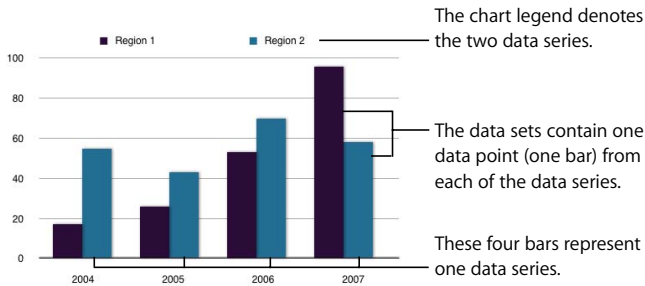
In a business chart, an example of a data series could be one region's profits over four successive years; the data sets could be all of the regions' profits for only one of those years. In the illustration below, the data series (each region's profits) are in rows, and the data sets (each year's profits) are in columns. Each individual value (for example, 17 for Region 1, 2004) is a *data point*.

Chart Data Editor					
		2004	2005	2006	
■	Region 1	17	26	53	
■	Region 2	55	43	70	

These squares indicate which color represents each data series.

The colored squares next to the row labels (Region 1 and Region 2) show which color represents each data series in the chart.

The illustration below shows how this data looks as a column chart.



In this chart, the data series are represented by rows in the Chart Data Editor. The data points are represented as a series of dark-colored bars and a series of light-colored bars.

## Transposing Data Series and Data Sets

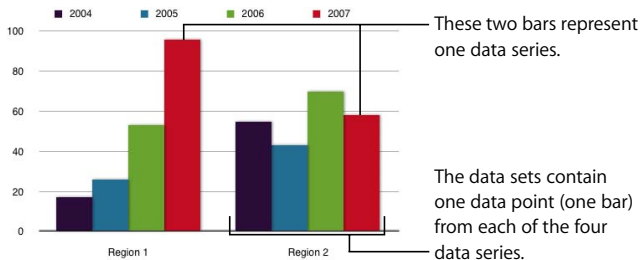
You can easily switch the data series and data sets in your charts—without having to retype the data—by using the Plot Row vs. Column button in the Chart Data Editor.

This button makes the columns of data in the Chart Data Editor the data series.



This button makes the rows of data in the Chart Data Editor the data series.

The illustration below shows the same data, but with the data sets and data series transposed.



For this chart, the data series are represented by columns in the Chart Data Editor pictured earlier. There are now four data series represented as four different-colored bars.

Data series are represented differently in the different kinds of charts provided by Pages.

- In **column charts** and **bar charts**, a data series is represented by a series of bars in the same color (as shown above).
- In a **line chart** (also called a *graph*), a data series is represented by a single line.
- In an **area chart**, a data series is represented by an area shape.
- In a **pie chart**, only a single data set—the first data point in each series—is represented on the chart (whichever is listed first in the Chart Data Editor).

## Adding a Chart

Charts can be added in line with text or fixed on the page. (To learn about fixed and inline objects, see “Fixed Objects Versus Inline Objects” on page 105.) Once you have added the chart to the page, you can change the chart type and format it by using the Chart Inspector, pictured later in this chapter.

### **To add a chart in line with text:**

- 1 Place the insertion point wherever you want the chart to appear in the text flow.
- 2 Choose Insert > Chart (or click Objects in the toolbar and choose Chart). A chart containing placeholder data appears on the page. The Chart Inspector and Chart Data Editor open.

### **To place a fixed chart:**

- 1 Click anywhere outside the text areas of the document so that no insertion point is visible.
- 2 Choose Insert > Chart (or click Objects in the toolbar and choose Chart). A chart containing placeholder data appears on the page. The Chart Inspector and Chart Data Editor open.
- 3 Drag the chart to wherever you want it to appear on the page.

You can also draw a chart on the page.

### **To draw a chart on the page:**

- 1 Hold down the Option key while you click Objects in the toolbar and choose Chart.
- 2 Release the Option key and move the pointer over the page until it becomes a crosshair.
- 3 Drag across the page to create a chart any size you want.

### **To resize the chart on the page:**

- Select the chart in the page and drag the active selection handles.

## Selecting a Chart Type

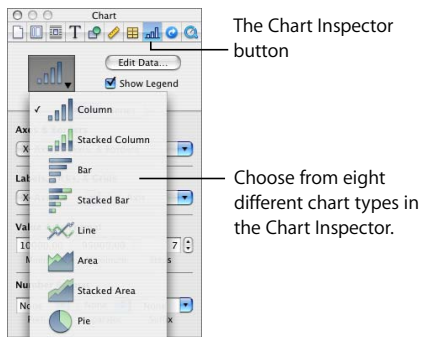
Pages provides eight types of charts to choose from, including bar charts, line charts, area charts, and pie charts. Once you've placed a chart on a page, you can change its type and format it using the Chart Inspector.

**To open the Chart Inspector:**

- Choose View > Show Inspector (or click Inspector in the toolbar) and then click the Chart Inspector button.

**To select a chart type, do one of the following:**

- Choose Format > Chart > [chart type].
- In the Chart Inspector, choose a chart from the chart type pop-up menu.



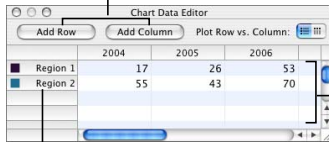
## Editing Chart Data

To edit chart data, open the Chart Data Editor and enter your data by typing it or by copying and pasting from Excel, AppleWorks, or other spreadsheet applications.

**To open the Chart Data Editor:**

- 1 Select the Chart you want to edit.
- 2 Choose Format > Chart > Show Data Editor (or click Edit Data in the Chart Inspector).

Click these buttons to add another row or column for data.



Type chart data directly into these spreadsheet cells.

Drag labels to reorder them.

### To copy data from another spreadsheet into the Chart Data Editor:

- 1 Open the spreadsheet with the data you want, and select all the relevant cells.
- 2 Choose Edit > Copy (or press Command-C).
- 3 Select the top cell in the first column of the Chart Data Editor.
- 4 Choose Edit > Paste (or press Command-V).

### To edit the names of rows and columns, or the data in a cell:

- Double-click a cell or a row or column label and type.

### To reorder rows or columns in the Chart Data Editor:

- Drag a row or column label and to a new position.

### To add rows or columns in the Chart Data Editor, do one of the following:

- Click Add Row or Add Column to place a row above the selected row or a column to the left of the selected column. If no row or column is selected, the new row or column appears at the bottom or right edge of the table. (To see the new row or column, you may have to press the Return key or the Tab key, or expand the Chart Data Editor window.)
- Select any blank cell, type your data, and press Return. A new row or column is automatically created.

### To delete rows or columns:

- Select the row or column label and press Delete.

## Formatting Charts

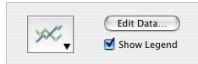
You can resize and reposition charts and chart legends just like any other object. You can format chart elements—fonts, colors, axis labels, and tick marks—to suit your preferences. You can also hide the chart legend. Most chart formatting tasks are done using the Chart Inspector. You can also accomplish many tasks using shortcut menus.

### To open a chart's shortcut menu:

- Hold down the Control key and click a chart.

### To hide the chart legend:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Chart Inspector button.
- 2 Select the chart.
- 3 In the Chart Inspector, deselect the checkbox labeled Show Legend.



You can also select the legend and press Delete; you can always display the legend again by selecting the Show Legend checkbox.

## Setting Chart Colors

You can format the bars, wedges, and area shapes that appear on each type of chart just as you format any other drawn object. You can give them color fills, gradient fills, image fills, shadows, opacity, or different line styles. You set these attributes in the Graphic Inspector.

### To change the color or image in a bar, wedge, or area shape:

- 1 Select the item (bar, wedge, or area shape).  
If you select one bar in a bar chart, all the bars in that data series are selected.
- 2 Change chart properties as you would for any drawn object using the Graphic Inspector.

For more information about changing object properties, see Chapter 7, “Changing Object Properties.”

## Changing Chart Fonts

You can change the fonts and text colors used for axis labels, data point labels, and legends.

### To change chart fonts:

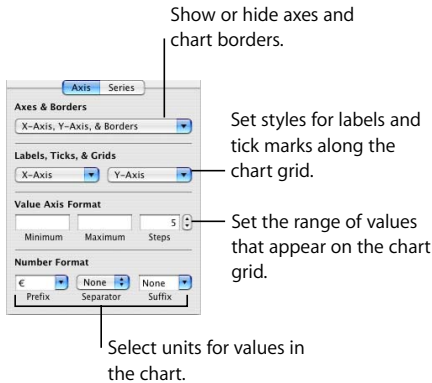
- 1 Select the text you want to change.  
To change the font on all chart elements, click the chart to select it. If you select the text for one data point or axis label, all the text of that kind is also selected. You change the font for a chart legend separately.
- 2 Choose Format > Font > Show Fonts (or click Fonts in the toolbar) to open the Font panel.
- 3 Select a font.

For information about changing text colors, see “Formatting Text Size and Appearance” on page 47.

## Adding Labels and Axis Markings

Use the Axis pane in the Chart Inspector to format the grid and general look of the axes for bar charts, line charts, and area charts. You can set the range of values to be displayed along the *value axis*, the axis on which you read the data point values. For column charts (vertical bars), line charts, and area charts, the Y-axis is the value axis. For horizontal bar charts, the X-axis is the value axis. (Pie charts don't have a value axis. To read about formatting pie charts, see “Pie Charts” on page 164.)





#### To show or hide axes and chart borders:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it is not already selected.
- 3 Choose one or more items from the Axes & Borders pop-up menu to select it.  
A selected item has a checkmark next to it; choose the item again to deselect it.

#### To set the range of numerical values displayed on the chart grid:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it is not already selected.
- 3 To set the value at the chart origin, type a number in the Minimum field (under Value Axis Format).  
The Minimum value cannot be higher than the minimum value of your entire data set.
- 4 To set the highest number displayed on the value axis, type a number in the Maximum field.  
The Maximum value cannot be lower than the maximum value of your entire data set.
- 5 To specify the number of axis markings between the minimum and maximum values, type a number in the Steps field.

**To display the minimum data value on the value axis:**

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it's not already selected.
- 3 Select Show Value Labels and Show Minimum Value from the value axis pop-up menu (the X- or Y-axis pop-up menu, depending on the chart).

An item is selected when it has a checkmark next to it.

**To specify units for axis values:**

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it is not already selected.
- 3 Under Number Format, type text in the Prefix or Suffix field (or choose a symbol from the pop-up menus).

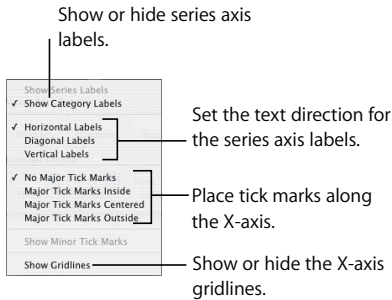
## Placing Grid Labels and Tick Marks

The X-Axis and Y-Axis pop-up menus in the Axis pane of the Chart Inspector provide an array of options for placing tick marks, labels, and gridlines along the value axis or the series axis. The options in these pop-up menus (pictured below) vary depending on the kind of chart you select.

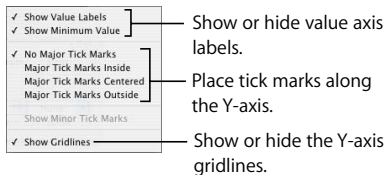
For vertical bar charts (column charts), line charts, and area charts, the Y-axis is the value axis and the X-axis is the series axis; for horizontal bar charts, the X-axis is the value axis. Pop-up menus are pictured below as they appear when a column chart is selected.

**To place grid labels and tick marks along an axis:**

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it is not already selected.
- 3 To add grid labels and tick marks along the series axis, choose an option from the X-Axis pop-up menu. (For horizontal bar charts, choose from among these same options in the Y-Axis pop-up menu.)



- 4 To add grid labels and tick marks to the value axis, choose from the Y-Axis pop-up menu. (For horizontal bar charts, choose from among these same options in the X-Axis pop-up menu.)



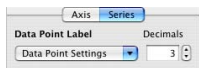
## Formatting the Elements in a Data Series

You can display the numerical value for each data point in a series.

### To add data point labels:

- 1 Select the chart or an element in a data series.  
For all chart types except pie charts, selecting one element (bar) of a series automatically selects the full series. For pie charts, you can select individual wedges.
- 2 In the Chart Inspector, click the Series button.
- 3 Choose Show Value from the Data Point Settings pop-up menu.

- 4 To specify the number of decimal places you want to display, type a number in the Decimals field.



- 5 To change the position of data point values, choose an option from the Data Point Settings pop-up menu.
- 6 Use the Font panel (Format > Font > Show Fonts) to choose a font, font size, and style for the data point labels.

For pie charts, you can show data point labels as a percentage of the whole or as absolute values by selecting or deselecting "Show Pie Values as Percentages" in the Data Point Settings pop-up menu. You can also show the series names.

Some chart styles offer further options for formatting series elements. See the following sections for information about special formatting options for pie charts, bar charts, line charts, and area charts.

## Pie Charts

For pie charts, Pages charts only the first data set in the Chart Data Editor (the first data point for each data series). If the data series are in rows in the Chart Data Editor, only the first column is charted; if the data series are in columns in the Chart Data Editor, only the first row is charted. Thus, one pie chart represents a single data set, and each wedge is one element in that set. Other data sets in the Chart Data Editor are maintained, but they are not displayed in the pie chart. You can chart any data set by moving it to the first position in its row or column.

### To select individual pie wedges:

- 1 Select the chart, then click to select a single wedge.
- 2 To select additional wedges, do one of the following:
  - To select all the wedges, choose Edit > Select All (or press Command-A).
  - To select noncontiguous wedges, hold down the Command key as you select each wedge.
  - To select a continuous range of wedges, select the first wedge, then hold down the Shift key as you select the last wedge.

On pie charts, in addition to showing values for wedges, you can display the series name.

**To show a series name in a pie chart:**

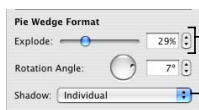
- 1 Select the chart or individual pie wedges.
- 2 In the Chart Inspector, click the Series button.
- 3 Select Show Series Name from the Data Point Settings pop-up menu (an item is selected when it has a checkmark next to it).
- 4 Choose Inside or Outside from the Data Point Settings pop-up menu.

You can separate any (or all) of the pie wedges.

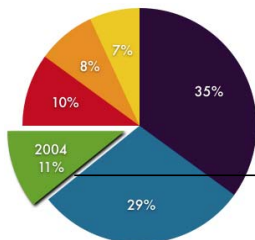
**To separate individual pie wedges:**

- 1 Select the individual pie wedges. (To select more than one pie wedge, hold down the Command key as you click each wedge.)
- 2 Drag the pie wedges or the Explode slider until the pie wedges are separated as far as you want.

You can also type a number in the Explode field, or use the arrows to increase or decrease the number.



- Separate individual pie wedges.
- Add shadows to individual wedges or the whole pie.



- Set a pie wedge apart by using the Explode slider and giving it a series name.

You can put shadows on individual pie wedges or on the pie as a whole. Putting shadows on individual wedges makes it look like the wedges are in different layers.

**To put shadows on individual pie wedges:**

- 1 Select the chart or individual pie wedges.
- 2 In the Chart Inspector, click the Series button.
- 3 Choose Individual from the Shadow pop-up menu.
- 4 In the Graphic Inspector, set shadow attributes. (For more information, see “Adding Shadows” on page 133.)

**To put a shadow on the whole pie:**

- 1 Select the chart.
- 2 In the Series pane of the Chart Inspector, choose Group from the Shadow pop-up menu.
- 3 In the Graphic Inspector, set shadow attributes. (For more information, see “Adding Shadows” on page 133.)

You can also change the opacity of the chart and individual chart elements, such as the legend. (For more information, see “Adjusting Opacity” on page 135.)

**To rotate a pie chart:**

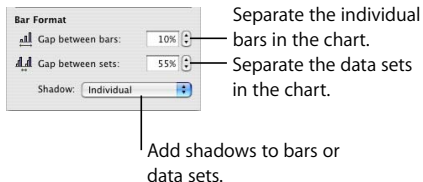
- Select the chart and drag the Rotation Angle wheel in the Series pane of the Chart Inspector, or type a value in the Rotation Angle field.

**Bar and Column Charts**

You can apply shadows to individual data series or to the entire chart. You can adjust the opacity for the chart as a whole or for individual series (but not individual bars). You can also adjust the spacing between data sets or individual bars.

**To adjust spacing between individual bars or data sets:**

- 1 Select the chart.
- 2 In the Chart Inspector, click the Series button if it is not already selected.



- 3 To change the space between bars, type a value (or click the arrows) in the “Gap between bars” field.
- 4 To change the space between data sets, type a value in the “Gap between sets” field. The value is the percentage of the bar thickness. Decreasing the space between the bars makes them thicker. You can also move the pointer near a bar edge until it becomes a double-headed arrow, then drag to make the bars thicker or thinner.

#### To put a shadow on each bar:

- 1 Select the chart or a data series.
- 2 In the Series pane of the Chart Inspector, choose Individual from the Shadow pop-up menu.

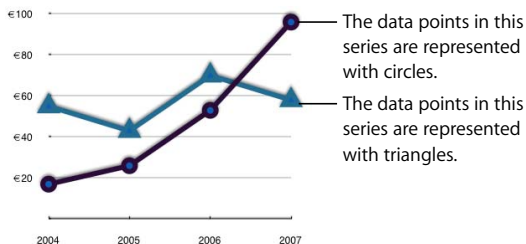
If you select one data series and choose an item from the Shadow pop-up menu, the choice applies to all series in the chart.
- 3 In the Graphic Inspector, set shadow attributes. (For more information, see “Adding Shadows” on page 133.)

#### To adjust the opacity of a chart:

- Select the chart and drag the Opacity slider in the Graphic Inspector. For more information, see “Adjusting Opacity” on page 135.

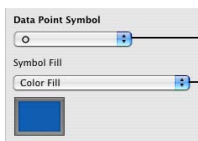
## Area Charts and Line Charts

In area and line charts, you can use symbols—circles, triangle, squares, and diamonds—to represent data points.



**To use a symbol for the data points in a series:**

- 1 Select a data series (area shape or line).
- 2 In the Series pane of the Chart Inspector, choose a symbol from the Data Point Symbol pop-up menu.



Choose a symbol to use for data points.

Fill data point symbols with color or images.

- 3 Fill the symbol by choosing one of the options in the Symbol Fill pop-up menu.

**To set the line color and shadow:**

- Use the Stroke and Shadow controls in the Graphic Inspector.

For more information about using the Graphic Inspector to set line color, shadow, and the fill for data point symbols, see Chapter 7, “Changing Object Properties.”



# Printing and Exporting Your Document to Other Formats

# 10

This chapter describes the various ways you can print, view, and share your Pages document.

In addition to printing or faxing your document, you can share your document electronically. By exporting to other document formats, you can collaborate with others who use AppleWorks or Microsoft Word. You can also make your document available on the web as a PDF file or as an HTML page.

## Printing Your Document

Pages and Mac OS X provide you with tools to print all or part of your document in various layouts, and to adjust the color of the printed document.

### Setting the Paper Size and Orientation

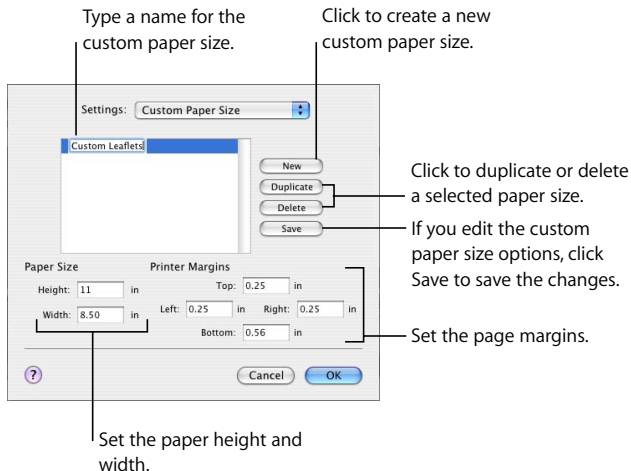
Before you print, you should make sure the paper size and orientation are set the way you want by opening the Page Setup dialog.

**To set paper size and orientation:**

- 1 Choose File > Page Setup.
- 2 In the Page Setup dialog, choose the printer you will use from the “Format for” pop-up menu.

3 Choose a standard paper size from the Paper Size pop-up menu. If you want to set a custom paper size, do the following:

a Choose Custom Paper Size from the Settings pop-up menu.



b Click New and type a name for the new paper size.

c Specify the paper's height and width in the Paper Size fields, and specify the printable area margins you want to use in the Printer Margins fields.

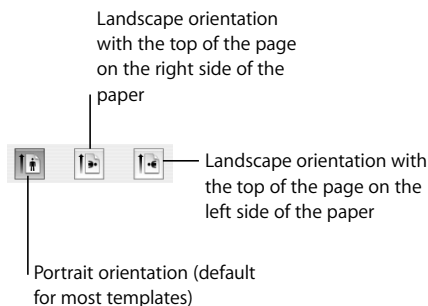
d Click Save.

e Choose Page Attributes from the Settings pop-up menu.

f Select the new paper size you named in the Paper Size pop-up menu. It will be near the bottom of the list.

g Click OK.

- 4 Select an orientation option using one of the buttons at the bottom of the Page Setup dialog.



## Printing All or Part of Your Document

You can print your entire document, a selected page range, or only odd or even pages. You can also print several pages on a single sheet of paper or print pages in reverse order.

To be sure everything is laid out the way you expect, it's a good idea to preview a document before you print it out.

### To preview a document for printing:

- 1 Choose File > Print, and then click the Preview button in the Print dialog.  
Preview shows what individual document pages will look like when printed. It doesn't show the effects of some layout options, such as borders. (For more information about layout options, see "Setting a Print Layout and Other Options" on page 172.)
- 2 Select the checkbox labeled Soft Proof at the bottom-left corner of the Preview window to take your printer's capabilities into account. For example, if you're printing a color document to a black-and-white printer, selecting Soft Proof previews the document in black and white.
- 3 Click Print to print your document directly from the Preview window.  
For information about using Preview, see Preview Help. (Choose Help > Preview Help when the Preview window is active.)

### To print the full document or a range of pages:

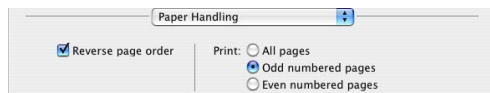
- 1 Choose File > Print.
- 2 Choose the printer you want to use from the Printer pop-up menu. If you don't see the printer you want to use, choose Edit Printer List and add it.  
To learn about adding a printer, search for "Adding a printer" in Mac OS Help. To find out where the printer you are using is located, pause with the pointer over the printer's name when you are choosing it from the Printer pop-up menu.
- 3 Type the number of copies you want to print in the Copies field, and select the checkbox labeled Collated if you want each group of pages to print together in order before printing the next group. If you want to print a batch of page 1, then page 2, then page 3, and so on, deselect the checkbox.
- 4 To print the entire document, select All next to Pages.
- 5 To print a range of pages, select From, and then type the page number of the first page in the From field, and the page number of the last page in the "to" field.
- 6 Click Print.

### Setting a Print Layout and Other Options

The Copies & Pages pop-up menu in the Print dialog provides several other printing options, including using ColorSync to adjust color (see page 174), printing your document in reverse order, printing only odd or even pages, printing a cover page (separator page), and more. Once you have set your preferred printing options, you can save these settings as a *preset* so that you can use them again without going through all the steps.

### To print the document pages in reverse order:

- Choose Paper Handling from the Copies & Pages pop-up menu, and select the checkbox labeled "Reverse page order."

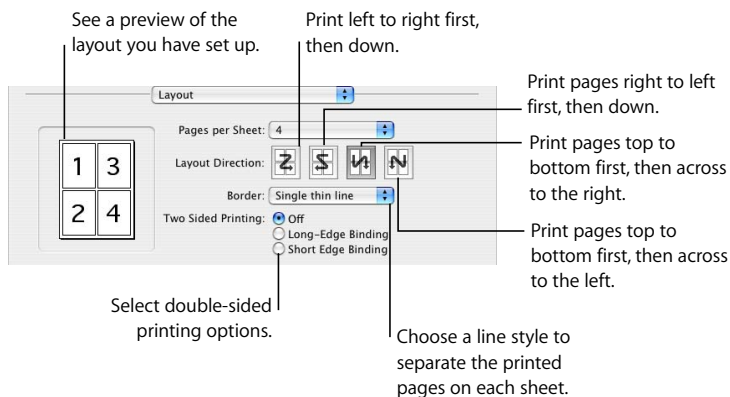


### To print only odd or even pages:

- Choose Paper Handling from the Copies & Pages pop-up menu, and select "Odd numbered pages" or "Even numbered pages."

## To print several pages on a single sheet of paper:

- 1 Choose Layout from the pop-up menu beneath the Presets pop-up menu.



- 2 Choose the number of pages you want to appear on each sheet from the “Pages per Sheet” pop-up menu.
- 3 Select a layout direction.
- 4 Choose the line style you want to separate each printed page from the Border pop-up menu.

### To print double-sided:

- Choose Layout from the pop-up menu beneath the Presets pop-up menu, and then select one of the following:
  - **Long-Edge Binding:** Prints the pages to be bound lengthwise.
  - **Short-Edge Binding:** Prints the pages to be bound on the short side of the paper.

**Note:** Not all printers can print double-sided. Check the documentation that came with your printer.

### To save your printing options as a preset:

- Choose Save As from the Presets pop-up menu in the Print dialog and type a name for the preset.

To use the same settings in the future, choose the preset's name from the Presets pop-up menu.

### Adjusting the Document Color With ColorSync

You can make printed documents lighter, darker, or sepia-toned, or add other effects, by adding a Quartz filter to your printer output. The filter uses ColorSync technology to modify the printed document without modifying the document itself. You can also use ColorSync to change the resolution of your document.

**Note:** Not all printers can print in color. Check the documentation that came with your printer.

#### To adjust document color:

- 1 Choose File > Print.
- 2 Choose ColorSync from the pop-up menu beneath the Presets pop-up menu in the Print dialog.
- 3 Choose an option from the Color Conversion pop-up menu:
  - **Standard:** Uses the default settings in Pages to control the color management of the printed document.
  - **In Printer:** Lets the printer you're using control the color management of the printed document.
- 4 Choose an option from the Quartz Filter pop-up menu.

To see a preview of the printed document with the Quartz filter you have chosen, click Preview.

Once you have selected the Quartz filter you want, you can save this setting as part of your preset, as described above. For more information about ColorSync and Quartz filters, see ColorSync Utility Help by opening the ColorSync application (located in Applications/Utilities), and then choosing Help > ColorSync Utility Help.



— The ColorSync Utility icon

## Exporting to Other Document Formats

You can share your Pages documents across different platforms by exporting them to other formats, such as Microsoft Word, PDF, or HTML.

### To export a document to another file format:

- 1 Choose File > Export.
- 2 Select the document type you want in the Export dialog.
  - **PDF:** Can be viewed or printed in Preview or any PDF viewer, and can be edited with a PDF application
  - **Word:** Can be opened and edited in Microsoft Word on Mac OS X, or on Windows
  - **HTML:** Allows the use of sound and movie files, and can be viewed in Safari or other applications that render HTML
  - **RTF:** Retains most of the text formatting and graphics; can be opened and edited in a word processor
  - **Plain Text:** Removes text formatting; can be opened and edited in a text editing application, such as TextEdit
- 3 Click Next.
- 4 Type the title for the new document and select the location you want to save it to.

**Note:** When you export to other document formats, the new document may not be identical to the Pages document.

When exporting to Microsoft Word, the line spacing may not be identical, so the Word document may have fewer pages than the Pages document. Also, special typographic features and some graphics may not display as well, particularly those using transparency (alpha channels). Tables and column layouts may not export identically, and charts created in Pages appear as static images in other document formats. Images will not appear at all in Plain Text format.





This chapter is for designers who want to create their own document templates.

This chapter assumes you are already familiar with the design and formatting features of Pages described in earlier chapters.

The templates that come with Pages provide ideas for page designs, and also define the look of charts, tables, and text. Within each template, the following attributes can be defined:

- Page orientation
- Page margins
- Page numbering
- Background graphics (watermarks)
- A variety of text styles, including body text, headers, footers, callouts, and so on
- Table of contents styles
- Bullet and numbering styles
- Object fills and line styles for drawn objects
- Chart colors and styles
- Look of tables
- Additional template page designs

You can modify any of these attributes to create your own templates. Creating your own template can also be as simple as selecting an existing template and adding your company logo to the page.

If you want to customize an existing template—for example, by adding images, changing the placeholder text, or defining new text styles—see the relevant sections in this chapter, and then read “Step 4: Saving a Custom Template” on page 186.

If you want to design a new template from scratch, begin with a Blank template. It may be useful to proceed through all of the sections in this chapter in order.

## Step 1: Setting Up the Document

Before you get into the deeper levels of designing the document, you should be sure to specify the general “size and shape” of the document. Doing this first will ensure consistency throughout the document. To set up your document, take care of these tasks first:

### 1 Set paper size and orientation.

Consider the paper size and orientation that will be used for the finished document. For instance, if you are creating a template for envelopes, be sure that you have selected the correct envelope size (or created a custom size) before you proceed with further document design. To learn about setting the paper size and orientation, see “Setting Page Orientation and Size” on page 91.

### 2 Set page margins.

Define the body text area and header and footer text areas. If your document will be bound, you can set different margins for right- and left-facing pages. Document margins are set in the Document Inspector. For more information, see “Setting Page Margins” on page 92 and “Creating a Document with Left- and Right-Facing Pages” on page 96.

### 3 Insert page numbering.

If your document requires page numbering or footnotes, set these up using the Document Inspector. For more information, see “Adding Headers and Footers, Page Numbers, and Footnotes” on page 96.

## Placing Master Objects

If you want to add images that appear in the background on every page of your document (for example, watermarks), place them first. If you create new sections in your document, they will automatically inherit the master objects that you have already placed. You can remove or reposition the master objects in subsequent sections, if you want.

### To place a master object:

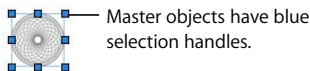
- 1 Place a fixed graphic anywhere on the page. (Inline objects cannot be used as master objects.)
- 2 Set the object size.
- 3 Set object opacity. For more information, see “Adjusting Opacity” on page 135.
- 4 Mask any part of the image you don’t want to appear. For more information, see “Cropping (Masking) Fixed Images” on page 111.
- 5 Set the text wrapping the way you want it. For more information, see “Wrapping Text Around an Object” on page 118.
- 6 If you want the object to appear behind text, select it and choose Arrange > Send to Back.
- 7 Choose Format > Advanced > Move Object to Section Master.

Once the object has been placed on the section master, it cannot be selected, so you can’t accidentally move it. If you want to move it or make changes to it, you can make it selectable.

### To edit a master object:

- Choose Format > Advanced > Make Master Objects Selectable, and then select the object you want and edit it.

Master objects have blue selection handles.



### To remove a master object and make it appear only on a single page:

- Choose Format > Advanced > Move Object to Page. The object is no longer repeated on each page, but appears only on the selected page. It can be manipulated like any other fixed object.

## Adding Alignment Guides

Alignment guides created in a template page remain in the template to help whoever uses the template position items on the page. The alignment guides appear when the rulers or layout are shown, and disappear when rulers or layout are hidden.

**To create alignment guides on a page:**

- 1 Go to the page to which you want to add the alignment guides.
- 2 Click outside the main body of your document so that the insertion point is not visible.
- 3 Choose View > Show Rulers.
- 4 Place the pointer on a ruler and drag the blue alignment guide wherever you want on the page. (You can change the color of the alignment guides using Pages Preferences.)

## Step 2: Defining Styles

A template must have default styles defined for the following elements of a document:

- Paragraph styles
- Character styles
- List styles
- Table of contents styles
- Text box styles
- Shape styles
- Table styles
- Chart styles
- Text wrap around objects

You can customize any of these for the template you are creating, or you can use the defaults that already exist in the template you started with (including the Blank template).

To learn about creating paragraph styles, character styles, and list styles, see Chapter 4, “Working With Styles.” To learn about creating styles for the table of contents, see “Styling a Table of Contents” on page 103.

## Setting Default Styles for Shapes, Tables, and Charts

The default styles for text boxes, shapes, tables, and charts determine what each of these objects looks like when it first appears on the page (for example, the color, size, and orientation of the shape that appears when the you choose Insert > Shape > [shape]).

You can set default attributes for text boxes, shapes, tables, and graphics by placing one of each of these items on a page, formatting it the way you want, and then using the Format menu commands to define these new attributes as the defaults.

### Defining Attributes for Text Boxes and Shapes

Setting the default attributes for text boxes and for shapes is very similar. Design text boxes and shapes just the way you want them, with your preferred fonts, colors, opacity, shadows, and so on. (Because line length and orientation cannot be defined within a template, line attributes—such as color, thickness, and opacity—must be set separately.)

#### To set default styles for text boxes and shapes:

- 1 Place a fixed text box and a shape on the page. To read about placing a fixed text box, see “Creating Callouts, Sidebars, and Highlighted Text” on page 65. To read about placing drawn objects, see “Adding Simple Shapes, Tables, and Charts” on page 108.
- 2 Type text into the box and shape and then select the text and set its attributes. To read about setting text attributes, see “Formatting Text Size and Appearance” on page 47.
- 3 Select the text box and the shape, and set attributes for both (for example, fill color and outline style). To read about setting object properties, see Chapter 7, “Changing Object Properties.”
- 4 For the text box and the shape, set text wrapping in the Wrap Inspector. To read about setting text wrapping, see “Wrapping Text Around an Object” on page 118.
- 5 Select the shape or text box and choose Format > Advanced > Define Default Shape Style or Define Default Text Box Style.
- 6 Delete the text box and shape from the page.

## Defining Attributes for Tables

You can design the default table the way you like it, setting the number of rows and columns, line styles and colors, text styles, shadows, and so on.

**To set default table attributes:**

- 1 Place a table on the page.
- 2 Select the table and set its attributes. To read about placing and formatting tables, see Chapter 8, “Creating Tables.”
- 3 Set text wrapping around the table.
- 4 Choose Format > Advanced > Define Default Table Style.
- 5 Delete the table from the page.

**Note:** A table consists of distinct formatting areas, including the header row, header column, inside borders, and outside borders. To set default table attributes, you must apply each attribute to an entire formatting area. For example, if you change the formatting of one cell in a header row, the change will not be saved as part of the default table style; you need to change the formatting of all the cells in the header row.

## Setting Default Chart Styles

For charts, you can set the default chart type—the type of chart that appears when you choose Insert > Chart—and also the default look of each chart type. Default attributes must be set individually for each chart type.

**To set default chart styles and placement:**

- 1 Place a chart on the page.
- 2 Select the chart and set its attributes. (To read about placing and formatting charts, see Chapter 9, “Creating Charts.”)
- 3 Set the text wrapping around the charts.
- 4 Once you have formatted and positioned all the charts, select each of them, one at a time, and choose Format > Advanced > Define Default Style for [chart type] Chart.
- 5 Select the chart type that you want to be the default (the one that first appears when you choose Insert > Chart), and choose Format > Advanced > Make [chart type] the Default Chart Type.
- 6 Delete the charts from the page.

## Defining Default Attributes for Imported Graphics

For imported graphics, you can set default shadows, opacity, and outline (stroke) color.

**To set default image attributes:**

- 1 Place an image on the page.
- 2 Select the image and set its attributes. (To read about setting object attributes, see “Changing Line Style” on page 132, “Adding Shadows” on page 133, and “Adjusting Opacity” on page 135.)
- 3 Set text wrapping around the image.
- 4 Choose Format > Advanced > Define Default Image Style.
- 5 Delete the image from the page.

## Step 3: Creating Placeholder Text and Graphics

Placeholder text and graphics model the look of the finished document. They can also provide instructions for the person using the template.

### Creating Placeholder Text

If you want to modify placeholder text that already exists in a template, you must make it editable.

**To edit placeholder text:**

- 1 Choose Format > Advanced > Enable Placeholder Text Authoring.
- 2 Edit the text as you would normally.
- 3 Choose Format > Advanced > Disable Placeholder Text Authoring.

You can also set your own text as placeholder text.

**To create placeholder text:**

- 1 Type some text on the page and format it the way you want.
- 2 Select the text in blocks, as you would like template users to be able to edit it, and choose Format > Advanced > Define as Placeholder Text.

**Important:** When selecting blocks of text to define as placeholder text, be careful not to select the final paragraph break character. Doing so will cause the entire paragraph to be deleted when the user begins typing in the placeholder text, and the new text will take on the attributes of the following paragraph. To see the paragraph break character as you work, choose View > Show Invisibles.

**To remove placeholder text:**

- Select it and press Delete.

## Creating Placeholder Graphics

Placeholder graphics make it easy for you to size and position graphics correctly by simply dragging them onto the placeholders you have created.

**To create a placeholder graphic:**

- 1 Place and size a placeholder image on the page (it might be a shaded box with instructional text, for example).
- 2 Select the image and choose Format > Advanced > Define as Image Placeholder.

**To make a placeholder image an ordinary image:**

- Select it and then deselect “Define as Image Placeholder” in the choose Format > Advanced submenu. (A selected item has a checkmark next to it; choose the item again to deselect it.)

**To delete a placeholder graphic:**

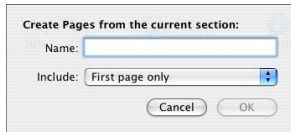
- Select the image and press Delete.

## Providing Page Designs for Expandable Templates

You may want to make your template expandable so that template users can simply insert additional page designs you have created. The page designs are available using the Pages command in the Insert menu (for more information, see “Expanding the Template by Adding Pages” on page 31).

- 1 Design a layout of one or more pages, inserting a section break at the beginning and end of the layout.
- 2 Choose Format > Advanced > Capture Pages. A dialog opens.

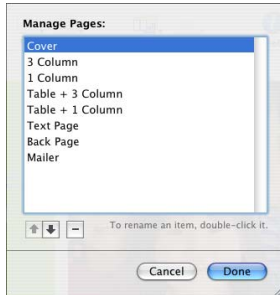




- 3 Type a name for the page design.
- 4 Choose the number of pages you want to include in the page design from the Include pop-up menu.
- 5 Delete the pages from your template if you want them to appear only in the Pages submenu, but not as a regular part of the template.

**To manage page layouts you have created:**

- 1 Choose Format > Advanced > Manage Pages. A dialog opens.



- 2 Select a page title and click the up or down arrow buttons to change its position in the list.  
Click the Delete button to remove it from the list.
- 3 Click Done.

## Step 4: Saving a Custom Template

You can save your new template so that it appears in the Template Chooser. When another person opens the template to use it, it opens in exactly the same state as you saved it. That means you can choose to leave the Styles drawer open or closed, or leave invisibles, rulers, and layout marks visible.

**To save the current template as a custom template:**

- 1 Choose File > Save as Template.
- 2 Type a name for the template.
- 3 Your template will be saved in the My Templates pane of the Template Chooser. If you don't want your template to appear here, save it in another location.

You can create a new Template category by creating a new folder in the following location:

[Home Folder]/Library/Application Support/iWork/Pages/Templates

- 4 Click Save.

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