TAKE CONTROL OF

PAGES

COVERS PAGES
on your Mac, in iOS, and in your browser

by MICHAEL E. COHEN
$14.99

Click here to buy the full 356-page “Take Control of Pages” for only $14.99!
# Table of Contents

**Read Me First** ................................................................. 4  
  Updates and More .............................................................. 4  
  What’s New in This Update ................................................... 5  

**Introduction** .................................................................. 6  

**Pages Quick Start** ......................................................... 9  

**What’s New in Pages** ....................................................... 11  

**Get Started** ................................................................... 14  
  Find the App ...................................................................... 14  
  Set Up an iCloud Connection ............................................. 15  
  Running Pages for iCloud .................................................. 16  

**Where Is Everything?** ................................................... 19  
  Get to Know the Interface Landmarks ............................... 19  
  Adjust Your Document View ............................................ 30  
  Create a New Document .................................................. 33  
  Open an Existing Document ............................................. 41  
  Save, Move, Rename, and Delete Documents ..................... 54  
  Choose Fonts ................................................................. 61  
  Set Paragraph Layouts .................................................... 72  
  Choose a Style .................................................................. 86  
  Add Breaks, Numbers, Links, Notes, and More ................... 92  
  Set Document and Section Layouts .................................. 104  
  Search, Replace, and Correct Text ................................. 108  

**Manage Your Styles** ..................................................... 122  
  Create Styles ................................................................. 123  
  Handle Style Overrides ................................................... 132  
  Organize Styles ............................................................. 135  
  Copy and Paste Styles ..................................................... 140  

**Organize Your Work** ....................................................... 143  
  Use Sections ................................................................. 143  

Click here to buy the full 356-page “Take Control of Pages” for only $14.99!
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Lists and List Styles</td>
<td>154</td>
</tr>
<tr>
<td>Make Tables of Contents</td>
<td>168</td>
</tr>
<tr>
<td><strong>Learn Layout Possibilities</strong></td>
<td>176</td>
</tr>
<tr>
<td>Set Page Size and Layout</td>
<td>177</td>
</tr>
<tr>
<td>Create Columns</td>
<td>184</td>
</tr>
<tr>
<td>Use Guides with Rulers</td>
<td>188</td>
</tr>
<tr>
<td>Arrange Objects on the Page</td>
<td>193</td>
</tr>
<tr>
<td>Use Placeholders and Master Objects</td>
<td>209</td>
</tr>
<tr>
<td>Use Page Layout Documents</td>
<td>216</td>
</tr>
<tr>
<td><strong>Add All Sorts of Objects</strong></td>
<td>235</td>
</tr>
<tr>
<td>Use Text Boxes</td>
<td>236</td>
</tr>
<tr>
<td>Use Shapes and Lines</td>
<td>241</td>
</tr>
<tr>
<td>Draw Objects in iOS</td>
<td>254</td>
</tr>
<tr>
<td>Use Media</td>
<td>260</td>
</tr>
<tr>
<td>Change How Basic Objects Look</td>
<td>277</td>
</tr>
<tr>
<td>Use Dynamic Objects</td>
<td>291</td>
</tr>
<tr>
<td><strong>Try Templates</strong></td>
<td>312</td>
</tr>
<tr>
<td>Explore the Templates</td>
<td>312</td>
</tr>
<tr>
<td>Make and Manage Your Own Templates</td>
<td>317</td>
</tr>
<tr>
<td><strong>Be a Collaborator</strong></td>
<td>323</td>
</tr>
<tr>
<td>Get Ready to Share</td>
<td>323</td>
</tr>
<tr>
<td>Start to Share</td>
<td>326</td>
</tr>
<tr>
<td>Collaborate in Real Time</td>
<td>334</td>
</tr>
<tr>
<td>Comment and Track Changes</td>
<td>336</td>
</tr>
<tr>
<td><strong>Import and Export Your Work</strong></td>
<td>344</td>
</tr>
<tr>
<td>Import Other Document Formats</td>
<td>344</td>
</tr>
<tr>
<td>Export in Other Formats</td>
<td>345</td>
</tr>
<tr>
<td><strong>About This Book</strong></td>
<td>353</td>
</tr>
<tr>
<td>Ebook Extras</td>
<td>353</td>
</tr>
<tr>
<td>About the Author</td>
<td>354</td>
</tr>
<tr>
<td>About the Publisher</td>
<td>355</td>
</tr>
<tr>
<td><strong>Copyright and Fine Print</strong></td>
<td>356</td>
</tr>
</tbody>
</table>

Click here to buy the full 356-page “Take Control of Pages” for only $14.99!

This book introduces you to all three versions of Apple’s word processor: Pages 8 for Mac, Pages 5 for iOS, and Pages for iCloud. It describes how to create, work on, and share documents among devices and users—and even Pages 4 for Mac (also known as Pages ’09).

If you want to share this ebook with a friend, we ask that you do so as you would with a physical book: “lend” it for a quick look, but ask your friend to buy a copy for careful reading or reference.

Copyright © 2019, Michael E. Cohen. All rights reserved.

---

**Updates and More**

You can access extras related to this ebook on the web (use the link in *Ebook Extras*, near the end; it’s available only to purchasers). On the ebook’s Take Control Extras page, you can:

- Download any available new version of the ebook for free, or buy any subsequent edition at a discount.
- Download various formats, including PDF, EPUB, and Mobipocket.
- Read the ebook’s blog.

If you bought this ebook from the Take Control website, it has been added to your account, where you can download it in other formats and access any future updates. However, if you bought this ebook elsewhere, you can add it to your account manually; see *Ebook Extras.*

**Note:** To review background information that will help you understand this book better, such as how to find System Preferences and work with files in the Finder, read Tonya Engst’s ebook *Take Control of Mac Basics.*

---

Click here to buy the full 356-page “Take Control of Pages” for only $14.99!
What’s New in This Update

This update incorporates the new and changed features of all three Pages apps released between the last book update (mid-June 2019) and August 2019. This includes Pages 8.1 in macOS 10.14 Mojave and Pages for iOS 5.1 in iOS 12.

You can find a quick overview of the new material covered in What’s New in Pages. Note that the latest versions of the Pages apps currently require at least macOS 10.13 High Sierra and iOS 11, and some features require macOS 10.14 Mojave and iOS 12. (If you’re not running exactly these versions, see the sidebar A Note on the Transient Nature of Software, a few pages ahead.)
I didn’t set out to write the biggest *Take Control* book in history. Here’s how that came to pass...

In late 2013, when Apple released Pages 5 for Mac along with revamped versions of its iOS siblings, long-time Pages users were shocked: Apple had rewritten the app from top to bottom, almost completely changing its look and feel, and, in the process, eliminating many useful features. The cry of “Why, Apple, why?” was heard throughout the land.

The answer, as it turned out, was iCloud and the Apple device ecosystem. The previous version of Pages worked great on a Mac, but editing a Mac Pages file with Pages on an iPad or iPhone was fraught with peril: when the iOS app couldn’t handle something in the Mac Pages file, it either deleted it or changed it into something it *could* handle. Fonts were changed, shapes were altered, and so on. This did not make anyone happy and was a big obstacle in Apple’s journey to making iCloud the center of the Apple ecosystem, an ecosystem where you, the user, could get at and work with your stuff from anywhere (with an internet connection) using any (Apple) device.

Pages 5, along with its iOS siblings and the new browser-based Pages web app, was the first step in hurdling that obstacle. Cross-device compatibility had been achieved—but at the cost of completely revising the Pages file format, retooling the user interface, and eliminating features that would take too much time and effort to make ready for the new apps. This was a bitter pill for some Pages users to swallow: they would have to learn what amounted to a completely different app from the one that they knew and, at the same time, give up some of the very features that had made Pages useful to them in the first place.

I couldn’t help users restore the features missing from the new Pages feature set, but I could help them learn to use the new Pages by writing a *Take Control* book to explain it. And, since the new Pages was seen by Apple to be a family of apps—Mac, iOS, and web-based—it seemed
only logical (if somewhat daunting) that the book would describe Pages on all three platforms (or, rather, three-and-a-fraction, since the Pages iPad and iPhone/iPod touch apps are not quite identical).

That book turned out to be huge (by Take Control book standards) and ended up being released in three parts. It took the better part of a year to complete the book, and, in the interim, Pages had gone from version 5, to 5.1, and then to 5.5. For at the same time I was working, Apple was also working, refining the user interface and capabilities of each Pages app, and slowly adding a good number of the features missing from the first release of the “new” Pages. By the time Pages 6 came out, I was working on a new edition of this book.

As I prepared that edition, which came out in May of 2017, I found myself impressed with both the big changes to the Pages apps and the small ones, but I was especially impressed with how well Pages now worked with iCloud. As I revised the book, I frequently had to open, modify, and take a screenshot of the same file in Pages on my Mac, my iPhone, my iPad, and in my Safari browser in quick succession. Because my example files resided on my iCloud Drive, it never mattered which Pages app I used: the file was there, up to date, and ready to use the moment I needed it. And when I needed to set up a live collaboration session with my book editor in order to get screenshots, I could move from my Mac to my iPad with impunity and see my editor’s real-time cursor moves, text selections, and edits without dropping a beat.

In short, as the cliché has it, it just worked.

But Apple kept working on Pages, and eventually they had made sufficient changes and enhancements to the apps to warrant my preparing an update to the Second Edition, which came out in March of 2018.

But I didn’t even have time to run a victory lap: a few days after the updated book was published, Apple shipped Pages 7.0 for Mac and Pages 4.0 for iOS, and so within a few weeks I prepared yet another update.
Since then, Apple has released several more Pages updates, and so I have once again revised *Take Control of Pages*. This version covers Pages 8.1 for macOS, which is not all that different from Pages 5 through 8.0 except that it adds still more features. And, as with the previous updates, this update covers the latest versions of Pages for iOS (currently at version 5.1) and Pages for iCloud (which has no version number). Like the Mac version, they both have received their share of welcome new features along with subtle (and sometimes not so subtle) interface changes.

I can’t imagine that Apple is done with Pages. As I write this introduction, there are still some missing bits waiting for Apple to supply, such as mail merge, line numbering, and non-contiguous selections. Still, with each update I have made to the book, I’ve been repeatedly gratified to see how many caveats about missing capabilities and “hidden gotchas” I was able to consign to the cutting-room floor.

Today’s Pages apps are extremely capable tools, not just freebie stand-ins for “a real word processor.” While Pages may not meet the needs of all users all the time, it is a solid—in my opinion, *very* solid—choice for anyone who needs a fast, deft, capable, and attractive word-processing environment suitable for the desktop as well as the road.

And if you should choose it for your word-processing needs, I hope my book provides you with the help and counsel you need to employ it to its best advantage.

---

**A Note on the Transient Nature of Software**

This book describes Pages 8.1 in macOS 10.14 Mojave, Pages for iOS 5.1 in iOS 12, and Pages for iCloud as of August 2019. If you are using a different version of Pages or of macOS or iOS, most of this book will still work fine for you, but some portions will require minor—or even major—modifications. In general, the greater the difference in version numbers between those this book covers and the versions you are running, the less likely that you’ll find that everything works exactly as described.
Pages Quick Start

This book covers Apple’s Pages and describes how it works on a Mac, in iOS, and in the web app available at iCloud.com. It also covers how to use those apps in conjunction with each other so that you can pass your documents between them and take advantage of the benefits each Pages app has to offer.

**Note:** To quickly absorb what features are new in the Pages apps, see What’s New in Pages, ahead.

**The Pages basics:**
- Got Pages? If not, Get Started and then Get to Know the Interface Landmarks.
- Find out how to Create a New Document, Open an Existing Document, and then Save, Move, Rename, and Delete Documents.
- Choose Fonts and learn the many ways to control how they look.
- Avoid cloud confusion and see how to Navigate in iCloud Drive.
- Discover how to Choose Fonts, Set Paragraph Layouts in a Browser, Add Breaks, Numbers, Links, Notes, and More, and Search, Replace, and Correct Text.

**Work in style:**
- You can give your documents a consistent appearance when you Choose a Style as you write.
- If you can’t find a style that you need, see how to Create Styles, including how to Create Paragraph Styles, Create Character Styles, and even how to Create Object Styles.
- Overloaded with styles? You won’t be when you learn how to Manage Your Styles and Organize Styles.
Get organized:
• Use Sections and Customize Sections on a Mac as you Organize Your Work.
• Use Lists and List Styles to make powerful and customizable lists.
• Make Tables of Contents to help you and your readers find their way.

Lay it out right:
• Learn Layout Possibilities and see how to Set Page Size and Layout.
• Construct visually attractive layouts, and master the power of master pages, when you Use Page Layout Documents.
• Create Columns for newsletters and reports and Make and Use Linked Text Boxes for complex text layout needs.
• Use Guides with Rulers to line things up precisely.
• You don’t need to lay things out from scratch—Try Templates to give yourself a layout head start.

Be objective:
• Documents don’t live by text alone: you can Use Text Boxes, Use Shapes and Lines, Use Media—in fact, you can Add All Sorts of Objects to your documents and even Draw Objects in iOS.
• Skip a trip to Numbers or Excel when you Use Tables and Use Charts.
• Make the objects you add to your documents look their best when you Change How Basic Objects Look.

Work and play with others:
• No writer is an island, as you discover when you explore how to Be a Collaborator.
• See how to give and take as you Import and Export Your Work.
The 2.4 version of this book described Pages as it was as of its publication in mid-June 2019. Apple, naturally, chose to issue a Pages update a week later. Thanks, Apple!

This version of *Take Control of Pages* (2.5 for those keeping score) takes the Pages story to August 2019, and covers these significant changes to the Pages apps:

- Both the Mac and iOS Pages apps provide additional ways to style text, including gradient and image fills; see Choose Fonts on a Mac and (for iOS) Apply Font Settings.

- You can copy and paste sections in word processing documents (see Copy and Paste Sections on a Mac and Copy and Paste Sections in iOS) or individual pages in page layout documents (see Copy and Paste Pages) on a Mac and in iOS.

- You can create page links in page layout docs; see Add, Edit, and Navigate Links.

- You can now place objects inline with text within text boxes as well as within body text; see Arrange Objects on the Page.

- Both Pages for Mac and for iOS provide the ability to Reapply a Master Page.

- Pages for Mac and Pages for iOS now use face detection to better position the subjects of photos when you place them as media objects or placeholders; see Use Media.

- Use Lists and List Styles has been extensively revised to describe the new capabilities to create and modify list styles in Pages for iOS.

- You can add words to the spelling dictionary when you Correct Text in iOS.
Your ability to Customize Charts has been significantly improved in Pages for iOS.

Apple Pencil settings are now available in the Pages for iOS app; see Create a Drawing.

**What was new in the last revision:**

- All three Pages apps now have a Table of Contents view that you can use for navigating your documents; see Make Tables of Contents.

- Pages allows vertical typing in body and text boxes for those writing in languages who require it, as described in Paragraphs and Text Direction.

- As described in Draw and Edit Shapes and Lines, Pages for Mac and Pages for iOS can sync custom shapes via iCloud.

- Pages for Mac and Pages for iOS now sync your custom document templates in the Template Chooser’s My Templates category through iCloud; see Save and Share Your Templates.

- With Pages for iOS, you can now Insert a Table of Contents into a Document and Make and Use Placeholders.

- You can switch a word-processing document to page layout (and back) in Pages for iOS; see Create a Page Layout Document.

- With Pages for iCloud you can now Use Two-Page View.

- Although the Pages for iCloud ruler remains read-only, it now displays the ruler settings for selected text and objects; see Use Guides with Rulers in iOS and iCloud.

- Pages for iOS now offers access to recently deleted documents, as mentioned in Open Pages Documents in a Browser.

This update also includes numerous smaller changes and revised figures to better describe the mid-2019 Pages apps.
Learn the Latest

Apple updates Pages every few months, and, once it has, it takes us time to update this book to include descriptions of the new and changed features.

Not to worry. If you have slightly later versions of Pages than the ones covered here, you can keep informed about what’s new in Pages by consulting the Apple support web pages that describe the latest changes; there are separate pages for the Mac, iOS, and browser apps.

Click here to buy the full 356-page “Take Control of Pages” for only $14.99!
Simple fact: to use Pages, you must have Pages. And to make the best use of Pages, you should have an iCloud account and set Pages up to use that account.

This very short chapter tells you how to set everything up.

Find the App

Fortunately, Pages is just a few clicks away on a Mac running macOS 10.14 Mojave or later, or a few taps away on any iOS device running iOS 12 or later. Even more fortunately, Pages is free for every Mac and for every iOS device. (Yes, you read that right: free!)

Here’s how to get Pages:

- **On a Mac**: Visit the Pages webpage and click View in Mac App Store. Or choose Apple > App Store, then type *pages* in the search box on the left and press Return. Finally, click the Get button (the button may instead be labeled Free or Download). Pages is downloaded to your Applications folder. I suggest you leave it there.

  **Note:** If Pages ’09 is on your Mac, it isn’t removed when you download the latest Pages, but merely moved to `/Applications/iWork ’09/`. You can continue to edit Pages ’09 files with that version of Pages, so long as you don’t edit them with the latest version; see *Pages Conversion Warning!* (For more about separating Pages ’09 files from modern Pages files, see the sidebar Open Pages ’09 Documents with the Older Version, ahead.)

- **In iOS**: Tap the App Store app (this app comes with your iOS device; you can’t *not* have it). At the bottom of the screen, tap Search, type *pages* in the search box, and then tap Search. Tap the Get button (it may instead be labeled Free or Download).
Set Up an iCloud Connection

Technically, you don’t need an iCloud account to use Pages, but that rather defeats the purpose: one of the main virtues of Pages is that you can edit any of your Pages documents stored in iCloud no matter where you are, whether you are on a Mac, an iOS device, or using a web browser on a Mac or PC.

To set up all your Macs and iOS devices so that they can store and access copies of your Pages documents in iCloud, you need to sign each device in to iCloud with the same Apple ID:

- **On your Mac:** Go to Apple  > System Preferences > iCloud (Figure 1). If you’re not already signed in, you can sign in to your iCloud account or create one, from that preference pane. (If you’re signed in already, the pane shows you the Apple ID you’ve signed in with.)

![Figure 1: Use the iCloud pane in System Preferences to sign in to your iCloud account and to enable applications to use iCloud.](image)

Once you’ve signed in to iCloud, make sure Pages can store data in iCloud. On the iCloud preference pane, select the checkbox for iCloud Drive and then click the iCloud Drive Options button. A
Where Is Everything?

I have to assume that Pages is not your first word processor: after all, we live in the second decade of the 21st century! It would be a waste of words—and pixels—for me to tell you about all the amazing things a word processor can do. We all know them.

Instead, in this long chapter I tell you where in Pages to find the tools and commands to do all those amazing things you already know a word processor can do. I break them down into common tasks that you do with word processors, and then tell you where to click or tap to perform those tasks.

Think of this chapter as a Pages gazetteer, a geographical catalog of major places of interest. It’s useful whether you’re coming from a previous version of Pages or from some other word processor.

You don’t have to read this chapter straight through, although I recommend you at least skim “Get to Know the Interface Landmarks,” immediately following, so you’re familiar with the terrain.

Get to Know the Interface Landmarks

Pages is a whole family of word processor apps: Pages for Mac, Pages for iOS, and Pages for iCloud. While every current member of the Pages family can edit files created by any other family member, each has its own interface, tailored for the environment in which it runs. This section is a short guide to the places in each app—the landmarks, if you will—where you are most apt to find the controls you seek.

Learn the Mac Landmarks

Pages for Mac behaves like most Mac apps, making use of traditional interface elements, such as the menu bar, with its array of menus in which the vast majority of the commands can be found, and a
customizable toolbar at the top of each document window (Figure 3), where you can place some of the controls that you use the most.

**Figure 3:** A typical Mac Pages document window, with the toolbar at the top, the ruler below the toolbar, and the Inspector sidebar.

Although the menus in the menu bar and the items on the toolbar are relatively constant (I say “relatively” because you can customize the toolbar with the View > Customize Toolbar command and hide it with the View > Hide Toolbar command), other interface landmarks, like the ruler and the Inspector, are context sensitive: what they display depends on what you have selected in the document.

For example, the ruler shows the tab and paragraph margin settings for the currently selected paragraph; put the insertion point in, or select within, a different paragraph with a different layout and the items on the ruler change (see Set Paragraph Layouts to learn how to use the ruler to change the way a paragraph lays out horizontally).

**Tip:** Both the Inspector and the ruler can, like the toolbar, be hidden, which can help when you use Pages on a small-screen Mac. There are keyboard shortcuts for hiding and showing these useful items quickly: ⌘-Option-I hides and shows the Inspector pane, and ⌘-R hides and shows the ruler.
Manage Your Styles

Styles give you a powerful mechanism for imposing visual consistency on your documents: when you format your document’s paragraphs, headings, sidebars, charts, diagrams, and illustrations with styles, you ensure that each one of them resembles the others—and you save a lot of time that you’d otherwise spend fiddling with format settings!

Back in Choose a Style, I explained how to apply a style to text or objects in a document and introduced you to the four powerful style types in Pages. This chapter goes into more detail for three of the style types: paragraph styles, character styles, and object styles. (The fourth style type, list styles, not only affects document appearance but also imposes organizational consistency within documents; for that reason I cover list styles in Organize Your Work, next chapter.)

The style management capabilities differ among the Pages apps as follows:

- **On a Mac:** You can make new paragraph, character, and object styles, and you can modify, delete, and organize existing styles.

- **In iOS:** You can make new paragraph and character styles, and you can modify, delete, and organize existing ones. You can apply existing object styles.

- **In a browser:** You can apply existing paragraph, character, and object styles.

In this chapter I explain how you can Create Styles, Handle Style Overrides, Organize Styles in the Format inspectors, and Copy and Paste Styles to share styles between documents.

Read on to become a master Pages stylist—no dye or blow-dryers needed.
Create Styles

Creating a style does not take much effort: configure the format settings the way you want them, click an Add button, and then give the new style a name. The trick is knowing which format settings can be included within which kinds of styles.

Create Paragraph Styles

Paragraph styles include the widest variety of format settings: some settings from every panel of the Text Format inspector in Pages for Mac are in each paragraph style you create. Although Pages for iOS does not provide you with the capability to adjust as many format settings as the Mac app, paragraph styles you create on iOS include all of the format settings that the Mac app does, whether or not you can modify them in iOS.

What’s in a Paragraph Style

Because the Pages for Mac format settings are the most comprehensive among the Pages apps, I list the settings that a paragraph style includes arranged by the panels in the Pages for Mac Text Format inspector (if you don’t see the Mac’s Text Format inspector, select some text or set an insertion point in your document and show the Inspector sidebar by choosing View > Inspector > Format):

• **Style:** A paragraph style includes any settings in the Font section, the settings in the top row of buttons (left, right, center, full justification, and text direction) in the Alignment section, and all the settings in the Spacing section.

  **Note:** Settings in the Bullets & Lists section are included in list styles, not in paragraph styles. See Use Lists and List Styles for more about list styles.

• **Layout:** A paragraph style also includes settings in the Indents, Tabs, and Borders & Rules sections. Note that the ruler settings have equivalent settings in the Text Format inspector (see Set...
Organize Your Work

Short documents don’t need many organizational cues—it’s hard for someone to get lost in, say, an informal letter or a yard-sale flyer. But when a document grows beyond a page or two, organizational assistance becomes more important to both you and your readers.

In this chapter, I describe three different Pages features that can make your documents models of organizational coherence:

• **Use Sections** provides an in-depth look at how to break your document up into separate sections and why you might want to do so, and it describes the options you have when you do.

• **Use Lists and List Styles** delves into how to make and manage hierarchical lists for producing outlines and taking notes, and for numbering headings and sub-headings to give your readers important navigational assistance.

• **Make Tables of Contents** shows you how to use both sections and styles to produce an automatically updating table of contents for anything from a business proposal to a fantasy epic.

Sure, it can be fun to get lost in a good book, but it’s even more fun when you can find your way around in it.

---

**Use Sections**

The dividing of documents into smaller parts has long been a common practice, whether it has been into chapters in a book, sections in a finance report, or acts in a play. Such subdivided documents might use continuous pagination, or each division might have its own page numbering (for example, numbering a book’s introduction with Roman numerals but the main text with Arabic numbers).
In all three Pages apps, you can break a document into discrete sections and, optionally, provide each section with individualized headers, footers, and page numbering. I deal with each app separately below.

**Note:** Only word-processing documents can have sections; sections cannot be created in page layout documents. See [Use Page Layout Documents](#).

## Use Sections on a Mac

Several menu commands in Pages for Mac create sections in a document, but the Document Setup inspector’s Section tab is the place to go for customizing them—to see that useful tab’s controls, either choose View > Inspector > Document Setup or click Document on the toolbar, and then click Section in the Inspector (Figure 105).

![Figure 105: A document divided into sections, with the Section tab selected on the right and the Pages sidebar visible on the left. The Pages sidebar shown here is displaying the sections organized into thumbnail stacks.](#)

For help seeing where sections start and stop, choose View > Show Page Thumbnails to view the Pages sidebar. Then, to see the sections in your document, hold down on a page thumbnail; as Figure 105
Learn Layout Possibilities

Whether on a Mac, in iOS, or in a browser, “Pages” is what the app is called, and, at the most basic level, pages are exactly what the app produces. The trick is controlling how those pages look, and that’s the craft of layout: setting the size and shape of a document’s pages, and specifying where text and other objects go on those pages. You have a lot of tools to help you with those tasks.

This chapter covers how to:

• **Set Page Size and Layout**: This topic covers document-wide layout options, such as margins and header and footer measurements, hyphenation and ligature toggles, and the small but important Document Body checkbox in Pages for Mac.

• **Create Columns**: This topic explains how to set up snaking columns for text (and explains what snaking columns are, of course) in Pages for Mac and Pages for iOS.

  **Note**: For linked text boxes, see Make and Use Linked Text Boxes in Add All Sorts of Objects.

• **Use Guides with Rulers**: This topic looks at how to position items exactly where you want them in relation to each other.

• **Arrange Objects on the Page**: Whether you need to position a graphic within flowing body text or you need to overlap a photo with a box—or handle a variety of other layout tasks—this topic explains how to make Pages do the job. This topic also describes the many multi-finger gestures for manipulating graphics in Pages for iOS.

• **Use Placeholders and Master Objects**: When you need to establish a layout before you have all the text or media you need in your document, you can create placeholders to stand in for the missing material. And, when you need text or other material to appear on
every page (like a logo), you can create master objects. You can even create master placeholder objects!

- **Use Page Layout Documents**: You can create master pages in page layout documents, each with its own placeholders and master objects. Then, when you add a new page to a page layout document, you can specify which master page the new page uses.

---

### Set Page Size and Layout

As explained in *Set Document and Section Layouts*, all three Pages apps provide document layout settings, though they do so in distinctly different ways:

- **On a Mac**: You use the controls in the Document Setup inspector. When you make page size and layout changes, you can instantly see their effect on the document.

- **In iOS**: You use the Document Setup screen, available from the More icon, which shows a schematic page layout that you adjust by hand. You can’t see the effect of your changes in the document until you dismiss the Document Setup screen.

- **In a browser**: As on a Mac, you use the controls in the Document Setup inspector.

In all three apps, the page size and layout settings affect the entire document. We’ll explore the layout capabilities of each app in turn.

### Set Page Size and Layout on a Mac

The Document tab of the Document Setup inspector provides nearly all the page size and layout controls. To access them, choose View > Inspector > Document Setup, or click Document on the toolbar, and then click the Document tab in the Inspector sidebar.
Add All Sorts of Objects

Other chapters have touched on, and, in some cases, gone deeply into ways you can manage and modify objects in Pages. This chapter provides a closer look at the specific kinds of objects you can use. In Pages, objects generally fall into two types: what I call “basic objects” and “dynamic objects.” Although Pages does not explicitly draw this distinction, it becomes evident when you work with them.

Basic objects:

- **Text boxes:** These text-containing objects are distinct from a document’s body text area and its headers and footers. Use Text Boxes describes how to make and customize them.

- **Shapes and lines:** Pages provides a collection of shapes and lines you can add to a document, whether to ornament it or to construct diagrams; see Use Shapes and Lines. Of the extensive shapes that Pages offers, some comprise multiple shapes, which you can break apart to manipulate their individual components.

- **Drawings:** With Pages for iOS you can draw directly on the page with your finger, stylus, or Apple Pencil, as I describe in Draw Objects in iOS.

- **Media:** You can illustrate your documents with pictures, video, and audio. Use Media describes the multimedia capabilities of Pages.

The basic objects, with the exception of drawn objects created with Pages for iOS, share some common appearance options; you can see how to dress these objects up in Change How Basic Objects Look.

Dynamic objects:

- **Tables:** In Pages, tables are fully functional spreadsheets, complete with formulas; see Use Tables.
• **Charts:** Pages provides dozens of colorful and dynamic charts and graphs, along with data editors to populate them with your figures and labels; read Use Charts.

Unlike basic objects, dynamic objects are made up of multiple internal elements that interact with one another dynamically.

---

### Use Text Boxes

When you need to place text above, beneath, or outside a document’s body text, or you want to add some text to a document that has no body text, use a text box. Text boxes have all sorts of uses, such as for sidebars, captions, callouts, pull quotes, and watermarks. When linked (see Make and Use Linked Text Boxes), they are particularly useful for providing running text in page layout documents (see Use Page Layout Documents).

### Add a Text Box

To add a new text box to your document, do the following:

- **On a Mac:** Choose Insert > Text Box, or, on the toolbar, click the Text icon.

- **In iOS:** On the toolbar, tap the Add icon. Next, in the popover, tap the Shapes icon, tap Basic on the popover’s list of shape types at the top (you may need to scroll that list all the way to the left to see it), and then tap Text.

- **In a browser:** On the toolbar, click the Text icon.

The document template you use when you Create a New Document comes with a default text box appearance: for example, a new text box in a document based on the Blank template arrives as a transparent box with no visible border and contains a text placeholder (Figure 171). You can ornament a text box in a variety of ways, as described in Change How Basic Objects Look later in this chapter.
Try Templates

For some of us, few things are more liberating than the blank page of a brand-new document, which promises total freedom for creating whatever we like. For others, nothing can be more intimidating than that same blank page: all that emptiness, demanding that we fill it with something. That’s why Pages provides us with document templates: so we can, if we like, get a running start on the creative process.

As you have seen, every time you Create a New Document with Pages, you start by choosing a document template, even if that template is a blank one. But you needn’t choose a blank one: Pages offers dozens of templates in its Template Chooser, suitable for a variety of writing tasks, and, if none of them meets your needs, you can supplement the offerings with your own hand-crafted templates.

In this chapter we’ll first look at what templates Pages offers. After that, we’ll see how to Make and Manage Your Own Templates and look at some simple tips that help you Design a Template for Reuse.

Explore the Templates

The first question you might ask about Pages templates is the most important one: what are templates? Simply put, a template is a special document that contains customized paragraph styles, character styles, list styles, and object styles, along with, optionally, placeholder text and media, that you use as a starting point for your document.

When you Create a New Document, the Template Chooser displays a thumbnail of each available template (Figure 226). In Pages for Mac/iCloud, select a template and click Choose. Pages creates a new document, ready to edit, based on that template. (In Pages for iOS, tap a template thumbnail.)

Click here to buy the full 356-page “Take Control of Pages” for only $14.99!
Figure 226: The Template Chooser in Pages for Mac offers you starting points for many different kinds of document. Pages for iOS and Pages for iCloud also provide Template Choosers.

One very important thing to know about templates is this: you can’t edit them. When you choose a template in the Template Chooser, Pages makes an editable copy of it: the template itself remains untouched and inviolate.

Tip: In Pages for Mac you can bypass the Template Chooser and specify a default template to use with every new document (see Bypass the Template Chooser for instructions).

To use a document derived from a template, just replace the placeholder content with your own. You may also want to duplicate some items before replacing their contents if you want to use them more than once—for example, custom graphics or text boxes.

Let’s look at the templates that come bundled with Pages.

Pages divides the templates into categories. Here’s how to quickly navigate among these categories:

- **On a Mac:** Click a category in the left panel of the Template Chooser to view a specific category; click All to scroll through the
Be a Collaborator

Writing is a lonely business, but it doesn’t have to be: Pages provides collaboration capabilities that make it easier to work with others, whether you exchange a manuscript via email or file sharing, or engage in real-time group writing on the internet.

In this chapter, I explain how to share your Pages documents with writers, editors, and reviewers, and keep track of who said what (and why). You’ll see how to:

- **Get Ready to Share** a document, including setting permissions and passwords
- **Start to Share** to send copies of your document or links to it to collaborators
- **Use Presenter Mode** in iOS to give readings
- **Collaborate in Real Time** on the internet
- **Comment and Track Changes** that you and others make in a document, and learn how to **Annotate Smartly** with Smart Annotations in iOS

---

Get Ready to Share

Broadly speaking, there are two ways to share Pages documents. One way is to send a copy of a document; the other is to share a link to a document stored in iCloud.

Decide on a Sharing Method

Neither method is the “best” way. Each is better for some purposes than others:

- **Send a copy**: This method is how we’ve been sharing files for years; that is, we send a copy of a file to someone else. The only
difference is that Pages offers an explicit command for making and sending that copy. This method is best when you want people to review a nearly complete document, possibly editing it and commenting on it, while you retain complete control over the original. For example, a student might send a tutor a copy of a paper draft, which the tutor then edits, comments on, and sends back to the student. Sending a copy does not require the recipient to have internet access after the copy is received (so your recipient can edit while on a plane or by the pool in a resort, far from any Wi-Fi connection).

- **Share a link:** Employ this method when you want one or more individuals to be able to contribute to the same document, usually when the material is still being developed—everybody’s contributions are made to the original document stored in iCloud or the third-party service Box. If two or more people access the file at once, you can see everyone’s changes in real time. Collaborators can work in any of the Pages apps: Mac, iOS, or browser. Collaborators don’t need iCloud accounts, but they must have an internet connection, since all work takes place online (for Box collaboration, see About Box and Pages, just below).

**Note:** You can also specify that a document shared with a link be read-only. Recipients can read the document in a web browser but not change it: this method is useful for anything from party invitations to multi-page reports.
Import and Export Your Work

If Pages were the only word-processing and layout app in the world and you were the only writer and reader, this book would be done already. However, because other such apps exist, and because you sometimes have to use documents created by other people with those apps or supply them with compatible documents, there’s still a bit more to the story.

In this chapter, I first summarize how to Import Other Document Formats into Pages and then describe how to Export in Other Formats, including how to:

- Export in Pages Format
- Export in Word Format
- Export PDFs
- Export Documents as EPUBs

Import Other Document Formats

In Open an Existing Document, you saw how the Pages apps can open documents in compatible formats. Let’s look at the formats that the Pages apps can handle:

- **Pages:** I know that including this format in the list seems obvious, but note that it includes documents stored in Pages ’09 format—though not without consequences. See Open Pages ’09 Documents with the Older Version and Pages Conversion Warning! for more about managing documents in that format.

- **Microsoft Word:** Pages can convert and open documents saved in both the older Word .doc format (compatible with Word 1997–
2004) and .docx format, used in more recent versions of Word. If a Word document is tracking changes, the Pages document in both Pages for Mac and Pages for iOS retains the tracked changes (see Comment and Track Changes).

- **Rich Text Format:** These documents consist of formatted body text and are compatible with a variety of word-processing programs, such as Apple’s own TextEdit, Word, and Nisus Writer Pro. The files usually have a .rtf extension.

- **Plain Text:** These are unformatted text documents; they usually have a .txt file extension.

## Export in Other Formats

As with so many other features, Pages for Mac has the most comprehensive set of document export capabilities. Nonetheless, all the Pages apps provide ways to export documents in these standard formats: Pages (the current version), Word, PDF, and EPUB.

Here’s how you export documents in the Pages apps:

- **On a Mac:** As you already saw in Share from a Mac, you can choose Share > Send a Copy to access the standard selection of export formats when you send a copy via email, Messages, and so on. However, the Mac Pages app is the only one that has a specific export command: File > Export To. The Export To submenu offers a choice not available when you use Send a Copy: Pages ’09.

- **In iOS:** Open the document, tap More ⋮ > Export, and then choose a format. Once the document is converted, you choose a location to store the exported document.

- **In a browser:** In the document manager, select the document, click its More ⋮ icon, choose either Download a Copy or Send a Copy, and then pick an export format. While editing a document, click the Tools ⌘ icon and then choose either Download a Copy or Send a Copy. Note that Send a Copy requires you to send the
About This Book

Thank you for purchasing this Take Control book! We hope you found it useful and enjoyable to read. We welcome your comments.

Ebook Extras

You can access extras related to this ebook on the web. Once you’re on the ebook’s Take Control Extras page, you can:

• Download any available new version of the ebook for free, or buy a subsequent edition at a discount.

• Download various formats, including PDF, EPUB, and Mobipocket. (Learn about reading on mobile devices on our Device Advice page.)

• Read postings to the ebook’s blog. These may include new information and tips, as well as links to author interviews. At the top of the blog, you can also see any update plans for the ebook.

If you bought this ebook from the Take Control website, it has been automatically added to your account, where you can download it in other formats and access any future updates. However, if you bought this ebook elsewhere, you can add it to your account manually:

• If you already have a Take Control account, log in to your account, and then click the “access extras...” link above.

• If you don’t have a Take Control account, first make one by following the directions that appear when you click the “access extras...” link above. Then, once you are logged in to your new account, add your ebook by clicking the “access extras...” link a second time.

Note: If you try these directions and find that your device is incompatible with the Take Control website, contact us.

Click here to buy the full 356-page “Take Control of Pages” for only $14.99!
About the Author

Michael E. Cohen has lived on the southwest corner of the intersection of technology and the liberal arts for his entire working life. He’s taught writing and literature courses, programmed for the Deep Space Network, designed and implemented instructional word processors, helped design and create the first commercial ebooks, produced an interactive edition of Macbeth, and advised dozens of humanities professors on all matters digital.

He has also edited and written ebooks, including Take Control of TextExpander and Take Control of PDFpen, which you should consider obtaining. As a young man, Michael set out to be a professional dilettante and, after years of struggle, succeeded beyond his wildest dreams.

Acknowledgments

Who else? Joe, Tonya, Kelly, Adam, and all the Control Freaks who make producing these books much more fun than any paying job has a right to be. Also thanks to Lisa Spangenberg for help with collaboration experiments, and to my brother Norman for shooting the parrot (with his camera—no psittacines were harmed in the making of this book).
About the Publisher

alt concepts inc., publisher of Take Control Books, is operated by Joe Kissell and Morgen Jahnke, who acquired the ebook series from TidBITS Publishing Inc.’s owners, Adam and Tonya Engst, in May 2017. Joe brings his decades of experience as author of more than 60 books on tech topics (including many popular Take Control titles) to his role as Publisher. Morgen’s professional background is in development work for nonprofit organizations, and she employs those skills as Director of Marketing and Publicity. Joe and Morgen live in San Diego with their two children and their cat.

Credits

- Publisher: Joe Kissell
- Editors: Kelly Turner, with help from Joe Kissell
- Cover design: Sam Schick of Neversink
- Logo design: Geoff Allen of FUN is OK

More Take Control Books

This is but one of many Take Control titles! We have books that cover a wide range of technology topics, with extra emphasis on the Mac and other Apple products.

You can buy Take Control books from the Take Control online catalog as well as from venues such as Amazon and the Apple Books Store. But it’s a better user experience and our authors earn more when you buy directly from us. Just saying...

Our ebooks are available in three popular formats: PDF, EPUB, and the Kindle’s Mobipocket. All are DRM-free.
Copyright and Fine Print

*Take Control of Pages, Second Edition*
ISBN: 978-1-947282-01-8
Copyright © 2019, Michael E. Cohen. All rights reserved.

[alt concepts inc.](#) 4142 Adams Ave. #103-619, San Diego CA 92116, USA

**Why Take Control?** We designed Take Control electronic books to help readers regain a measure of control in an oftentimes out-of-control universe. With Take Control, we also work to streamline the publication process so that information about quickly changing technical topics can be published while it’s still relevant and accurate.

**Our books are DRM-free:** This ebook doesn’t use digital rights management in any way because DRM makes life harder for everyone. So we ask a favor of our readers. If you want to share your copy of this ebook with a friend, please do so as you would a physical book, meaning that if your friend uses it regularly, they should buy a copy. Your support makes it possible for future Take Control ebooks to hit the internet long before you’d find the same information in a printed book. Plus, if you buy the ebook, you’re entitled to any free updates that become available.

**Remember the trees!** You have our permission to make a single print copy of this ebook for personal use, if you must. Please reference this page if a print service refuses to print the ebook for copyright reasons.

**Caveat lector:** Although the author and alt concepts inc. have made a reasonable effort to ensure the accuracy of the information herein, they assume no responsibility for errors or omissions. The information in this book is distributed “As Is,” without warranty of any kind. Neither alt concepts inc. nor the author shall be liable to any person or entity for any special, indirect, incidental, or consequential damages, including without limitation lost revenues or lost profits, that may result (or that are alleged to result) from the use of these materials. In other words, use this information at your own risk.

**It’s just a name:** Many of the designations in this ebook used to distinguish products and services are claimed as trademarks or service marks. Any trademarks, service marks, product names, or named features that appear in this title are assumed to be the property of their respective owners. All product names and services are used in an editorial fashion only, with no intention of infringement. No such use, or the use of any trade name, is meant to convey endorsement or other affiliation with this title.

**We aren’t Apple:** This title is an independent publication and has not been authorized, sponsored, or otherwise approved by Apple Inc. Because of the nature of this title, it uses terms that are registered trademarks or service marks of Apple Inc. If you’re into that sort of thing, you can view a [complete list](#) of Apple Inc.’s registered trademarks and service marks.

Click here to buy the full 356-page “Take Control of Pages” for only $14.99!