TAKE CONTROL OF
PAGES

COVERS PAGES
for Mac and iPad

by MICHAEL E. COHEN
$14.99

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This book introduces you to Apple’s word processor and page layout app for Mac and iPadOS (with occasional nods to the iOS and web app versions). It describes how to create, work on, and share documents among devices and users.

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. Discounted classroom and user group copies are available.

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*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:

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What’s New in This Edition

This is the Third Edition of *Take Control of Pages*, and with it come some major changes in coverage and approach.

The First edition of this book was released in installments. Because the first installment could not cover all the Pages features, it contained a large chapter, “Where Is Everything?,” that covered enough of the basics that a reader could get going productively with the Pages apps while awaiting the installments that would complete the book. The completed book, nonetheless, still contained a somewhat outsize “Where Is Everything?” chapter; subsequent updates and even a new edition did little to correct that imbalance. This new edition does: *Where Is Everything?* is still here, but it is more tightly focused on its main task: to tell you where in the interfaces of the Pages apps you can find the commands and options you use.

And which Pages apps are those? The first two editions of this book also attempted to cover in equal detail all four variants of the Pages app: the Mac app, the Pages app on an iPad, the app on an iPhone (or iPod touch), and the web-based app. That’s a lot of apps, and it led to a very large book. Over time, however, I discovered that in most cases a minority of Pages users do significant amounts of their Pages work on small-screen iOS devices or in a web browser: when they want to get down to serious work, the Mac app is where they go, with the iPad app a close second. Therefore, this edition devotes the bulk of its attention to the macOS and iPadOS versions of Pages. I don’t ignore the other apps, but I don’t dwell upon them either.

Among the new features covered are these:

- iPads can now show two documents at once; see the sidebar *One Screen, Two Documents*.
- Pages now does drop caps as described in *Set Paragraph Layouts*.
- Pages in iPadOS now offers a reading view; see *Learn the iPad Landmarks*.
• You can now enter handwritten text in Pages on iPadOS using the Scribble feature as discussed in Choose to Draw or Scribble.

• You can Add Titles and Captions to Objects with the new caption and title controls.

• You can place Pages documents in shared iCloud folders to share them; check out Start to Share.

• iBooks Author users can more easily import their projects into Pages (see the One More Thing sidebar to get you started).

This new edition is still big—there’s a lot to cover, and Apple keeps adding features—but I think (or, at least, hope) that it better helps you find and use the information you need to take control of Pages.

A Note on the Transient Nature of Software

This book describes Pages 10.3.5 in macOS 11 and iPadOS 14. If you are using a different version of Pages or of macOS or iPadOS, 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.

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 more recent versions of Pages than the ones covered here, you can keep informed about what’s new in Pages by consulting the Apple support webpages that describe the latest changes; there are separate pages for the Mac, iPadOS/iOS, and browser apps. On the Mac, you can also choose Help > What’s New in Pages, and on an iPad or iPhone you can tap More ☁️ > What’s New in Pages.

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Pages is part of a long-running Apple tradition: providing its Macs with word processing apps. It began with MacWrite, which came on a floppy disk with the original Macintosh. Over the ensuing years Apple (or its Claris subsidiary) released MacWrite II, MacWrite Pro, the ClarisWorks (later AppleWorks) word processor module, and, eventually, the Pages app in Apple’s iWork suite. Sometimes these apps came free with the Mac, sometimes you had to pay for them.

Apple was in a charge-for-it mood when it shipped the first version of Pages, which the company released as part of the iWork ’05 productivity suite in 2005. And Pages remained a low-cost-but-not-free app through subsequent releases of iWork until the watershed year of 2013, when a wholly revamped Pages, Pages 5, debuted along with the Mac App Store.

In that 2013 revamp, Pages adopted an entirely new interface—and shed a lot of features. Those two changes disheartened (and often infuriated) long time Pages users, and not without reason. At the same time, though, Apple once again made Pages free to all Mac owners. And to iOS device owners, too: Apple released new free versions of Pages for those devices—and even pushed out a free Pages version that could run in a web browser, even if the web browser happened to be running on Windows.

Here’s the thing, though, about free: when Apple makes software free, it is not out of the goodness of its corporate heart, but to serve a purpose, and usually more than one purpose.

With the original MacWrite, Apple gave it away both to make the first Macs, for which there was scant available software, immediately useful to purchasers of the pricey box, and to graphically demonstrate some of the Mac’s inherent advantages over other personal computers of the time. It’s old hat now, but in 1984, MacWrite’s bitmapped multiple fonts, its what-you-see-is-what-you-get workspace, and its easy-to-use
menu-driven command interface looked, to wield a favorite Steve Jobs word, magical.

The revamped-but-free Pages 5 of 2013, and its subsequent versions to this day, also served multiple purposes.

One such purpose was to demonstrate how you could use Apple’s recently launched iCloud service to work on a document regardless of the Apple device you happened to be using: whether you used an iPad, iPhone, Mac, or even a web browser on a Windows computer, there was a Pages app that worked on it, and you could pass a Pages document between those devices via iCloud and then work on that document...without messing the formatting up. This was a big deal: prior to Pages 5, moving a document between, say, Pages on an iPad and Pages on a Mac was fraught with peril. Should the document contain formatting supported in the Mac version but not in the iPad version of Pages, chances were excellent that the document’s formatting would be altered (and often garbled) as the document passed between devices. Apple fixed that problem with its from-the-ground-up rewrite of Pages 5 and its sibling apps.

When Pages became free, it paid for itself by demonstrating how useful and convenient passing documents around via iCloud could be for anyone using multiple devices—and Apple did make money selling iCloud storage (and, of course, selling multiple Apple devices to individual users).

The rewritten Pages apps also served another purpose, one that most observers didn’t notice: to demonstrate to third-party developers of Apple software how the same app on different platforms could take advantage of the strengths of each platform without trying to copy the way the app looked and acted on another. As you’ll see in this book, Pages on a Mac looks nothing like Pages on an iPad, but each Pages app provides almost all the same features, albeit in its own way. This practical lesson in application interface design and platform features that Apple delivered may have been aimed at a small subset of Apple customers, but that subset was, and is, an important and influential one.
Since 2013, Apple has steadily been adding capabilities to the Pages apps: today, Pages for Mac offers just about all the features that it lost in 2013, and Pages in iPadOS has matured into an app capable of doing almost everything that its Mac sibling can—and a few things that it can’t as well. And, while not quite as feature-rich as the Mac and iPadOS Pages apps, both Pages on small-screen iOS devices and the Pages web app are more than usable in a pinch.

In this book, you’ll learn to use the substantial capabilities of the Pages apps, and master the different ways you use them on a Mac and in iPadOS. The apps may be free, but that doesn’t mean they don’t offer a first rate word processing, page layout, collaborative editing, and ebook production experience.
Pages isn’t difficult to learn…it’s just that there’s so much of it! Use this Quick Start to find the topics that are of immediate interest to you, and peruse it to get an idea of the scope and organization of this book.

You are, of course, free to read the book in order, from start to finish.

**Get oriented:**

- After you Find the App and Set Up an iCloud Connection, you’re ready to Learn the Mac Landmarks and to Learn the iPad Landmarks.

- Next, settle in and make yourself comfortable as you Adjust Your Document View and, if you’re an Apple-Pencil-toting iPad user, Set Up Your Pencil and decide whether to Choose to Draw or Scribble.

- After that, see how to Create a New Document, Open an Existing Document, Save, Move, Rename, and Delete Documents, and then learn to Navigate in iCloud Drive so you can have access to your documents no matter what device you’re using.

**Learn the basics:**

- Regardless of the kind of document you create, you’ll likely need to Choose Fonts for it, and probably Set Paragraph Layouts, too.

- Word processing processes more than mere words: find out how to Add Breaks, Numbers, Links, Notes, and More to your Pages documents (if math is your jam, you can even Add Equations).

- As your documents grow ever longer, you’ll appreciate knowing how to Search, Replace, and Correct Text.
Dive deeper:

• Managing the look of a complex document becomes much simpler when you Use and Manage Styles, whether you want to Create Styles for paragraphs, a few words, or even assorted graphic objects. And once you create them, you can Organize Your Styles to keep things tidy.

• Speaking of organizing, Pages provides several ways to organize your work, whether you need to Use Lists (and List Styles), Use Sections, or Make Tables of Contents.

• Learn Layout Possibilities to find out what the blank page can offer both you and your readers: see how to Create Columns, Arrange Objects on the Page, and Use Guides with Rulers. Nor does a new page have to be blank when you Use Placeholders and Master Objects. (And should you want to create and Use Page Layout Documents, you’ll find out what power lies behind the unassuming Document Body checkbox! )

• But what goes into your nicely laid out documents? You can Add All Sorts of Objects: you can Use Text Boxes, Use Shapes and Lines, Use Media, and more to fill in those empty spaces!

Go beyond:

• You don’t have to do all the layout work on your own: Try Templates to give yourself a running start. Explore the Templates to see what Pages already has available, and, as you become more adept with Pages, see how to Make and Manage Your Own Templates.

• Creating documents need not be a solitary occupation: Be a Collaborator! You can even Collaborate in Real Time. And because the best writing is usually rewritten, you’ll appreciate being able to Comment and Track Changes.

• Finally, send your work out into the world: learn how you can Export in Word Format, Export PDFs, and Export Documents as EPUBs—if you do this last, fame and fortune may be yours when you Publish Your Ebook to the Apple Books Store!
Get Started

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 11 Big Sur or later, or a few taps away on any device running iPadOS 14/ iOS 14 or later. Even more fortunately, Pages is free for every Mac and for every iPadOS and 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 the 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.

• **In iPadOS/iOS:** Tap the App Store app (this app comes with your 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

Although you can use Pages without an iCloud connection, as the Introduction points out, Pages has been designed with iCloud in mind. When you sign in to iCloud from your Mac or iPad, an iCloud Drive becomes accessible in your Mac’s Finder and your iPad’s Files app. Files and folders you store in iCloud Drive are immediately available to
all of your Apple devices that are signed into iCloud with the same Apple ID.

**Note:** Your Apple ID is your key to iCloud. It identifies your device to Apple’s iCloud servers and services. In the (very) unlikely case that you don’t have an Apple ID, you can consult Apple’s support page, *How to Create a new Apple ID*, which explains what an Apple ID is and guides you through setting one up; or treat yourself to more in-depth coverage in Glenn Fleishman’s *Take Control of Your Apple ID*.

You check or change your device’s iCloud settings by way of your Apple ID settings. To enable your device to store and access Pages documents and related materials on your Apple ID’s iCloud Drive, do the following:

- **On a Mac:** Go to Apple 🍌 > System Preferences > Apple ID and then click iCloud in the left sidebar (*Figure 1*). Next, in the “Apps on this Mac using iCloud” list, click the Options button beside iCloud Drive and then click Documents at the top of the dialog that appears. The Documents tab in the dialog lists the apps on your Mac that can store documents and data on your Apple ID’s iCloud Drive—scroll down the list to find Pages; if it isn’t checked, check it. Finally, click Done and close the Apple ID window.
Where Is Everything?

I have to assume that Pages is not your first word processor: after all, we live in the third 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 chapter I help you get your bearings whether you use Pages on a Mac or on an iPad—or, as many of you may do, on both. The macOS and iPadOS versions of Pages have distinctively different interfaces designed specifically for each environment, and where you find a command or tool in one usually doesn’t correspond to where you find it in the other. For most of us confronting a new word processor for the first time, the main question is not “What can it do?” but “Where is everything?”

To answer that question, I break down the common tasks that you do with word processors, and then give you a brief guided tour covering where and how to access the Pages commands and tools for performing them in each environment.

Note that I don’t explain the set of Pages commands and tools here, but I do provide links here to take you to where I do explain them. You should 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 it so you’re familiar with the terrain.

Note: Don’t worry if you sometimes need to use the iOS and web app versions of Pages; I provide notes about their distinct features as well.
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 2), where you can find some of the controls that you use the most.

![Figure 2: A typical Mac Pages document window, with the toolbar at the top, the ruler below the toolbar, the navigator sidebar to the left, and the Inspector sidebar to the right.](image)

Tour the Document Window

Let’s take a tour of the document window in Figure 2, using the callout numbers in the figure as reference points. Don’t worry if you can’t make out all the details in this scaled-down image; the point here is to learn the general location of things:

1. The navigation sidebar can present a graphic representation of your document’s layout or a table of contents, or you can hide it to save...
Adjust Your Document View

As you work on a document, you often want to adjust your view of it to make working on it easier. Pages gives you several ways to adjust how you view its documents.

Zoom Your Text

Each Pages app provides ways for you to zoom in and out on the document you are currently editing:

- **On a Mac:** To change the magnification of the current document, you can use the handy Zoom pop-up menu that appears by default on the window’s toolbar (Figure 7), or you can use one of the convenient keyboard equivalents available on the View > Zoom submenu, such as Zoom In (⌘-), Zoom Out (⌘-<), and Actual Size (⌘-0 [zero]).

![Figure 7](image)

**Figure 7:** Click this toolbar pop-up to choose various levels of magnification.

- **On an iPad:** You use the standard iPad gestures for zooming—pinch two fingers closer together (also known as “pinch in”) on the document to zoom out, spread two fingers farther apart (also known as “pinch open”) to zoom in. An indicator appears to let you know the level of magnification.
Use Two-Page View

Pages for Mac and iPad can both present two-page spreads in the document window (Figure 8). Viewing a two-page spread is useful on large screens and when your document is laid out with facing pages (see Set Page Size and Layout).

Figure 8: Two-page spreads make it easier to work on documents laid out with facing pages.

To see two-page spreads, do the following:

- **On a Mac:** Choose View > Zoom > Two Pages, or choose Two Pages from the toolbar’s Zoom pop-up menu.

- **On an iPad:** Tap the View Options icon near the left end of the toolbar and then turn on Two Pages in the View Options popover.
Use a Pencil with Your iPad

Although the Mac’s Pages app has traditionally been the most fully featured of the Pages apps, the iPad version offers a few unique capabilities, such as compatibility with the Apple Pencil, which adds an extra dimension to the iPad’s multi-touch interface.

A Pencil used with a compatible iPad (most of the latest ones are) provides you with the ability to draw with much finer control than a fingertip offers, and to augment keyboard input with handwritten text input, along with giving you yet another way to scroll and select text.

Read ahead to learn how to Set Up Your Pencil (next), Choose to Draw or Scribble, and to Make Smart Annotations with it.

Set Up Your Pencil

Since a Pencil can perform a variety of actions, you need to choose whether you want to use it as just another pointing device or as a drawing, handwriting, and annotating tool. None of the choices are irrevocable and you can quickly switch between them.

To choose between using the Pencil as a pointing device or a drawing device, do the following:

1. On the toolbar, tap More ☰ and then tap Apple Pencil.

2. Enable Select and Scroll to use the Pencil as a pointing device; disable it to use it as a writing and drawing stylus (Figure 11).
Figure 11: Choose between using the Pencil as a pointing device or as a drawing device.

Note: Some Apple Pencils support taps on their side to switch between drawing and pointing uses; enable Double-Tap to Switch with one of those Pencils to enjoy the best of both worlds.

Even when a Pencil is configured to draw, you can still draw with your fingers in Pages as well. You can use an iPad system setting to restrict drawing on your iPad to allow drawing only with a Pencil; open Settings > Apple Pencil and turn on Only Draw with Apple Pencil.

Using your iPad’s Scribble feature for handwriting recognition on your iPad is also optional. To turn it on, open Settings > Apple Pencil and turn on Scribble. When Scribble is turned off, you can use the Pencil to draw and make SmartAnnotations in Pages but you cannot enter text with it.

Tip: when you turn Scribble on, the Settings app provides a Try Scribble feature that both demonstrates and allows you to experiment with handwriting recognition.

Choose to Draw or Scribble

When you have a Pencil enabled to draw, tapping the Pencil on the screen displays the tool palette, which can appears in minimized form (Figure 12 right) or in its full glory (Figure 12 left). To minimize the expanded palette, drag the palette down to the edge of the screen.
Create a New Document

As you might expect, the ways in which you create a new Pages document, and the choices you can make when doing it, differ between Pages on a Mac and on an iPad.

Create a New Document on a Mac

For decades, to create a new document on a Mac in almost every application you followed these two steps:

1. Launch the app.
2. Choose File > New.

You’ll be pleased to know that Pages honors this long-standing tradition. However, that’s not the whole story.

When you launch Pages on a Mac, if no document was open when you last quit the app, you see its Open dialog (Figure 14).

![Figure 14: The Pages Open dialog.](image-url)
To create a new document, you can click the New Document button near the lower-left corner of this dialog or the New Document icon in the file list, or you can choose File > New (following the traditional two steps above). No matter which method you use, you end up seeing the Template Chooser (Figure 15).

![The Template Chooser in Pages for Mac.](image)

**Figure 15:** The Template Chooser in Pages for Mac.

Pages has a lot of document templates; see Try Templates to learn more about them. For a traditional blank document, select the Blank template and then click Create, or double-click the Blank template. The new document opens and you’re ready to rock and roll.

**Tip:** If you have multiple languages enabled on your Mac, you can set the language for the new document with the Template Chooser.

By default, the new document is named Untitled; also by default—if you turned on iCloud as detailed in Set Up an iCloud Connection, earlier—the new document is automatically saved in iCloud as soon as you make any changes to it. To change the new document’s name, choose File > Rename. The document’s name in its window’s title bar is selected, so all you have to do is type its new name and press Return.
Open an Existing Document

Here’s a brief summary of how Pages opens existing documents:

- **On a Mac:** Being a full-fledged desktop computer program, the Mac app can open Pages files from any drive connected to your Mac as well as open files from iCloud. The app can also open Microsoft Word documents, too (in both `.doc` and `.docx` format); these are converted into new Pages documents, leaving the originals intact. Pages can also open text files, including `.rtf` (Rich Text Format) files, converting those into new Pages documents. And on top of all that, it can open documents from older versions of Pages—as well as One More Thing: documents created by Apple’s now-retired iBooks Author.

- **On an iPad:** You can open documents from the document manager screen, which presents documents stored on your iCloud Drive, documents stored in other locations that you have made available to your iPad, or documents stored internally on the device, depending on your Pages settings in the Settings app. Other iPad apps can send compatible documents to Pages to be opened, and you can open documents stored on servers.

The details follow for each of these apps. As you read, if you realize that you need help understanding iCloud Drive, skip ahead a few pages to Navigate in iCloud Drive.

**Note:** To learn more about importing Word files, text files, and RTF files, see Import Other Document Formats.
Open Pages Documents on a Mac

To open a Pages document from the Finder (including files on any attached server or drive, including iCloud Drive) simply double-click the file (or select it and choose File > Open).

You can also drag a file to the Pages icon in your Dock to open it, again as you would with any Mac app. You can also open Pages documents from within the app, in the File > Open dialog, as I discuss later in this topic.

No matter how you open a Pages document, though, heed the following warning!

Pages Conversion Warning!

Today’s Pages happily opens Pages documents created with the obsolete Pages ’09.

However, as soon as you begin editing, Pages upgrades the document to the current Pages format. If you want to preserve the original version of the file, make a copy before you open it! Although many Pages ’09 documents will convert nicely, see Apple’s support article for more details about what changes are made to Pages ’09 documents when they are converted.

Work in the Open Dialog

As you saw in Create a New Document, when you launch Pages and you had no document open the last time you quit Pages, you see the Open dialog. You also see the Open dialog when you choose File > Open (⌘-O). You can use this dialog to open documents stored in iCloud Drive or anywhere on your Mac (including servers connected to it).

The Open dialog shares many features with a Finder window, so you can display the documents as icons, in a list, or in columns, and group them with choices available in the view pop-up menus on the dialog’s toolbar (Figure 19).
Save, Move, Rename, and Delete Documents

Saving documents should be the least of your worries, and with Pages it is—Pages automatically saves changes you make almost immediately. Of course, you do still have document handling options, which vary among the Pages apps:

- **On a Mac:** Documents save automatically, but you can manually save them as well, duplicate them, and revert to prior saved versions. You can also move documents to and from iCloud, and between folders on your Mac and in iCloud Drive. And, of course, you can delete documents.

- **On an iPad:** Documents save automatically. They can be duplicated, deleted, and moved into and out of folders. They can also be moved to other locations in iCloud Drive, or to a third-party storage provider.

Let’s take a closer look....

**Save, Move, Rename, and Delete Documents on a Mac**

For decades, saving files on a Mac had not changed: you did some work, chose File > Save (⌘-S), did more work, chose File > Save (⌘-S) again, and so on. Then 10.7 Lion came along, and with it what Apple calls the Modern Document Model, which changed everything. Apple polished that model in 10.8 Mountain Lion (as explained in Matt Neuburg’s TidBITS article, [The Very Model of a Modern Mountain Lion Document](https://tidbits.com/2011/06/the-very-model-of-a-modern-mountain-lion-document/)), and Pages uses the current macOS version of the model today.
With the Modern Document Model, you don’t need to save your documents. As you work on a document, your changes are saved automatically. What’s more, macOS keeps track of changes, so you can revert to previous versions of a document if you have the need. The model also changes many of the entries on the File menu, which is where you usually look for the commands to save, move, and rename documents.

Here are the Modern Document Model commands on the File menu:

- **Save:** This command still exists, but its primary function now is to explicitly save a document with a time and date stamp so you can revert to that specific version at a later time.

- **Duplicate:** The Duplicate command makes a copy of the document and opens it in a new window. The new document has the name of the original with “copy” appended; its name is selected in the title bar of the window so you can immediately rename the duplicate. The original window stays open.

- **Save As:** This command appears in place of Duplicate when you hold down Option. A dialog appears in which you can change the document’s name and where it is stored.

- **Rename:** This selects an open document’s name in its window’s title bar so you can type a new name.

- **Move To:** This presents a dialog with a Where pop-up menu from which you can choose a new location for the document whether on your Mac or in iCloud.

- **Revert To:** Use this command to revert to a previous version of the document. You can choose the last explicitly saved version, or browse all versions available from a Time Machine-like interface.

The way you delete a document has not changed: just drag it to the Trash in the Finder as you have been able to do since the first Mac was released. This works whether the file is on your Mac or in iCloud Drive.
Choose Fonts

Since Time Immemorial (that is, since January 1984), you have been able to use multiple fonts in documents on a Mac. You can still do that, and these days you can use many more fonts. But, also as it has been since Time Immemorial, you are limited to the fonts available on your system, and that limitation has interesting consequences now that documents are likely to be opened on multiple devices via iCloud.

**Note:** Both Macs and iPads come with a plethora of fonts pre-installed by Apple. Check out Apple’s [System Fonts](https://support.apple.com/en-us/HT202445) page for a list of them.

Here’s an overview of how the Pages apps handle fonts:

- **On a Mac:** You can use any font installed on your Mac, and you have an array of tools for adjusting a font’s appearance (for example, using typeface styles like bold, adjusting character spacing, or using ligatures).

- **On an iPad:** When you open a document that contains fonts not present on your iPad, those fonts are replaced on screen by others (usually Helvetica), but the document retains information about the original font and its appearance settings. You have almost as many appearance options as on a Mac.

In short, Pages on a Mac gives you the most control over fonts and how they appear. However, the other Pages apps won’t discard or change font settings made on a Mac behind your back, regardless of whether they offer those settings themselves.

**About Adding Fonts to an iPad**

While you can add fonts to your iPad beyond the sizable set that comes with iPadOS, you need to download an app from the App Store to install them; see [Install and manage fonts on iPad](https://support.apple.com/en-us/HT202445).

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Choose Fonts on a Mac

Commands to set fonts and adjust their appearance can be found on the Format > Font submenu. From there you can choose Show Fonts to open the standard system Fonts window (Figure 29).

Figure 29: You can choose fonts and adjust their appearance in the standard system Fonts window.

You can also choose commands on the Format > Font submenu to set typeface styles, adjust character spacing, make text bigger or smaller, and select advanced options like ligature substitution (for example, automatically display a single special “fl” glyph for the individual “f” and “I” characters when they appear together).

Or, you can bypass the Fonts window and the Format > Font submenu and simply work in the Font section of the Text Format inspector. The Text Format inspector occupies the Inspector sidebar when you select text or set a text insertion point.

Tip: Remember, to view the Text Format inspector, choose View > Inspector > Format, or click Format on the toolbar.

Tip: Although the Text Format inspector can handle your font setting needs, the system Fonts window is a convenient way to preview all the fonts available and to view them at different sizes. Changes you make in the Fonts window are reflected in the Text Format inspector and vice versa, so you can use them interchangeably.
Set Paragraph Layouts

In Pages, as in many word processors, the paragraph (that is, a string of zero or more characters ending in a Return character) is a basic unit for formatting. For example, indentation from the margins, alignment between the margins, spacing between lines, bulleted lists, and tab settings are all paragraph-based settings and can differ from one paragraph to the next.

Paragraph layout capabilities vary between the Pages apps:

- **On a Mac:** This app provides the most control over paragraph layout settings, providing access to them from the ruler and from several panels within the Text Format inspector. These are described just ahead.

- **On an iPad:** Most, but not all, of the paragraph layout settings provided by Pages on a Mac are available on the iPad, which I describe in Set Paragraph Layouts on an iPad.

As with fonts, even when a Pages app on one platform doesn’t provide a particular layout setting capability, it retains the settings made to a document by Pages on another.

Set Paragraph Layouts on a Mac

To set paragraph layouts on a Mac, you must show the Text Format inspector. If it isn’t visible, choose View > Inspector > Format or click Format on the toolbar.

**Tip:** When adjusting paragraph layouts, it helps to see the normally invisible Return characters and tab characters. Choose View > Show Invisibles (⌘-Shift-I) to make them visible.
It also helps to have the ruler visible since several settings are more conveniently made with it: choose View > Show Ruler (⌘-R). Or, click the View icon on the toolbar and choose Show Ruler.

**Set Paragraph Layouts with the Ruler on a Mac**

Use the ruler to see and change the margin insets and tab settings for the currently selected paragraph (or paragraphs) (**Figure 40**). Although you can use the Text Format inspector to adjust the same settings, you may want to hide the Text Format inspector if you have limited screen space on your Mac.

![Figure 40: Use the ruler to set tabs, margins, and first-line indents.](image)

All ruler settings are made with clicks and drags on the ruler; refer to **Figure 40**, above, for what the different markers on the ruler represent:

- **Margins**: By default, a paragraph’s margins match the margins set for the document’s pages. You can drag the left and right margin markers on the ruler to inset a paragraph an additional amount from the page margin; you cannot, however, drag a paragraph margin outside the page margin. The ruler itself displays the entire width of the page, including the page margins.

- **First line**: By convention, the first line of a paragraph is often indented more than the subsequent lines of a paragraph. You can drag the first line marker to the right of the left margin marker to create such an indent; **Figure 40**, above, shows this arrangement. You can also drag the first line marker to the left of the left margin marker to create a hanging indent if the left margin marker is inset from the page margin.
Add Breaks, Numbers, Links, Notes, and More

Like most word processors, Pages provides an array of special formatting characters (such as non-breaking spaces) and other special textual and navigational items you can add to your documents. The following topics show you how to:

- **Add Breaks** such as page and section breaks, tabs, non-breaking spaces, and other formatting characters
- **Add Dynamic Numbers** such as page numbers and dates
- **Add and Use Links and Bookmarks** as navigational aids
- **Add Notes** as either footnotes or endnotes
- **Add Equations** incorporating mathematical characters and symbols using MathML or LaTeX

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**Add Breaks**

Pages provides various invisible characters that create breaks in the text. How you insert them, and the ones that are available, depends on which Pages app you use.

On a Mac some of them can be produced entirely from the keyboard, like a line break (Shift-Return, if you’re curious); others can be found on the toolbar’s Insert ¶ pop-up menu, or the menu bar’s Insert menu.

On an iPad, you can find a provocative menu on the right of the on-screen keyboard’s shortcut bar (**Figure 52**): tap the Insert ¶ button to the right of the shortcut bar to see the Insert popover.

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Figure 52: The Insert popover provides invisible characters and other items that you can place in your text.

Note: On small-screen devices, tap the insertion point, and then tap Insert on the menu (you may have to tap the next button on the menu once or twice to see the Insert command).

Here’s a useful list of what the different break characters do, and how you insert them:

**Line Break**

This character, also known as a *soft return*, causes the text that follows it to appear on the next line. Unlike a Return character, a line break does not start a new paragraph. Here’s how to insert one:

- **On a Mac**: As previously stated, you can press Shift-Return; however, you can also find it on the menu bar’s Insert menu or the toolbar’s Insert pop-up menu.

- **On an iPad**: Tap the shortcut bar’s Insert icon and choose Line Break in the popover (as seen in Figure 52, just above).
Search, Replace, and Correct Text

As you would expect, Pages can help you search for and replace text in your documents, and offers several text correction capabilities. Here’s where you can find the Pages search, replacement, and correction commands:

- **On a Mac:** They’re on the Edit menu, as in most Mac apps, but some system-wide preferences affect Pages, too. For more, read Search, Replace, and Correct Text on a Mac, just below.

- **On an iPad:** The Find command is in the More popover as are several Auto-Correction options for Pages (tap Settings in the popover); you can find other, iPad-wide text correction settings in Settings > General > Keyboard. For more, see Search, Replace, and Correct Text on an iPad.

Search, Replace, and Correct Text on a Mac

Pages on a Mac provides the usual search and replace capabilities common to most word processors as well as a collection of text correcting features.

**Search and Replace on a Mac**

To search for and replace text, choose Edit > Find > Find (⌘‑F). This brings up the Find & Replace window, which always appears above document windows (Figure 63, top). You can expand the window to provide replacement capabilities: click its settings ⚙ icon and choose Find & Replace (Figure 63, bottom).

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Figure 63: The Find & Replace window; use the top version for simple searches and the bottom to perform search and replace operations.

To search for text, type it in the Find field; if you want to replace the found text with other text, enter the replacement text in the Replace field.

Tip: You can avoid typing search or replacement text by selecting text in a document and then choosing either Edit > Find > Use Selection for Find (⌘-E) or Edit > Find > Use Selection for Replace.

The window’s settings menu provides two choices for narrowing your searches:

- **Whole Words**: Find only whole words that match the contents of the Find field (for example, searching for “king” will not find “sinking”).
- **Match Case**: Find only text that matches the case of the text in the Find field (for example, searching for “dog” will not find “Dogberry”).

The buttons in the Find & Replace window work like this:

- **Arrows**: Use the arrow buttons to find the previous and next occurrence of the text in the Find field.
Use and Manage Styles

In a Pages document, a *style* is a specific collection of format settings. Styles are very powerful: when you apply a style to a selection in a document, all the format settings that constitute the style are applied to the selection at once.

You don’t have to pay attention to styles if you don’t want to, but they’re there if you need them: when you Create a New Document you have to choose a template, and every template includes its own set of styles—even the Blank templates.

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!

Pages supports four kinds of styles:

- **Paragraph**: These styles contain the same kinds of format settings found in Set Paragraph Layouts and in Choose Fonts, including tab and paragraph margin settings, line spacing, alignment, font, typeface, size, and so on.

- **Character**: These styles contain only character format settings, such as font, size, and typeface (again, see Choose Fonts for the ways that you can format characters).

- **Object**: Object styles contain format settings for objects, such as shapes, text boxes, images, and so on (see Add All Sorts of Objects). Object styles include things like object border line thickness and color, fill color, and transparency.

- **List**: List styles incorporate the settings in the Bullets & Lists section of the Text Format inspector/popover (see Use Lists (and List Styles)).
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, later.)

The style management capabilities differ between Pages on a Mac and on an iPad as follows:

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

- **On an iPad:** You can make new paragraph and character styles, and you can modify, delete, and organize existing ones. You can apply existing object styles but not make new ones.

In this chapter I explain how you can Choose a Style, Create Styles, Handle Style Overrides, Organize Your Styles, and Copy and Paste Styles.

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

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### Choose a Style

You can apply a style to almost anything that you can select in your document: just make a selection and then click or tap the style to apply it. Ah, but where do you find the styles to click or tap? Read on....

### Use Styles on a Mac

The styles associated with your document are displayed in the Format inspector, and that’s where you go to apply them. Figure 71 shows the four types of styles that the Format inspector displays.
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.

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**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 Pages, you can break a document into discrete sections and, optionally, provide each section with individualized headers, footers, and page numbering. I deal with the Mac and iPad apps 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 sidebar (Figure 89).

![Figure 89](image)

**Figure 89:** A document divided into sections, with the Section tab selected on the right and the Pages thumbnails sidebar visible on the left. The 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 thumbnails sidebar. Then, to see the sections in your document, touch and hold a page thumbnail; as
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.

Some document-related settings, such as page size and margins, apply to every page in a Pages document, but other document settings, such as page numbering, need not. Instead, you can vary these settings within a document by dividing the document into sections: each section can number its pages differently from other sections (or not at all), and each section can have unique header and footer content.

Pages on both Macs and iPads provides the capability to adjust document layout settings, and provides the capability to create new sections and control section layouts.

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 control.

- **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 iPad.

**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 on an iPad.

• **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.

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**Set Page Size and Layout**

How Pages provides document layout settings differs distinctly between the Mac and the iPad:

• **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.

• **On an iPad**: You use the Document Setup popover, available from the More icon. The popover contains controls for basic settings, with a More Options screen that shows a schematic page layout you adjust by hand. You can’t see the effect of your changes have on your document until you dismiss the More Options screen.

On both a Mac and an iPad, the page size and layout settings affect the entire document. We’ll explore the layout capabilities of each app in turn.

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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.

These four types of objects are what I mean by “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 on an iPad you can draw directly on the page with your finger, stylus, or Apple Pencil, as I describe in Draw Objects on an iPad.

- **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 on an iPad, share some common appearance options; you can see how to dress these objects up in Change How Basic Objects Look.

These are what I mean by “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.

Finally, with the exception of line objects, you can attach both titles and captions to any object you can place in Pages; Add Titles and Captions to Objects has the details.

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**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.

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

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 153). 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 209*). In Pages for Mac, select a template and click Create. On an iPad, tap a template thumbnail. Pages creates a new document, ready to edit, based on that template.
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 sidebar of the Template Chooser to view a specific category; click All to scroll through the templates in every category; use the language pop-up menu at the bottom of the sidebar to choose templates for a specific language.
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 on an iPad 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 on an iPad

Note: Although I focus primarily on the Mac and iPad versions of Pages throughout this book, your collaborators may well be consigned to working with you on smaller-screen iOS devices or in a web browser. In this chapter, therefore, I include additional information about those two lesser-used but still highly capable versions of Pages.

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, iPad, iPhone, or the iCloud web app. 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. See the Apple support document, [Open older iWork files in newer versions of Pages, Numbers, and Keynote](https://support.apple.com/en-us/HT204627), for more about what happens when you open an older Pages document.

- **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 for iPad 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.

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**One More Thing**

To help ease the pain resulting from Apple’s retirement of its iBooks Author app, Pages for Mac has been provided with the capability of opening iBooks Author projects and converting them into ebooks. See Apple’s support document, Import your iBooks Author book into Pages for Mac, for more information about how the conversion works.

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**Export in Other Formats**

As with so many other features, Pages for Mac has the more comprehensive set of document export capabilities. Nonetheless, Pages on both the Mac and iPad provide ways to export documents in these standard formats: Pages (the current version), Word, PDF, RTF, 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 also 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.

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About the Author

Michael E. Cohen has lived on the southwest corner at 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, Take Control of PDFpen, and Apple Interface Mysteries, 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.

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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 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.

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