



Creating Apple Sauce Articles Using the new Pages v6.0.5 A Word Processing Document

1. Open Pages app and select Basic-Blank > Chose

2. **First Step:** The cursor will be blinking at the top of page. The most important first step is to immediately type in a title and go to toolbar Pages > File > Save. This step locks in your document, and in the case you accidentally shut down your Pages work you can always go back to toolbar Pages > Open Recent and restart where you left off. *(To forget to name your document could result in losing it - no recovery)*

3. **Next go to Pages toolbar:** > select **Document icon** (On right side of toolbar)

Document > Printer & Paper Size

- You can use *Any Printer* as is, or select name of your printer
- US Letter size is OK

2. **Page Orientation** ~ I use the selected default vertical position

- Default Header size Top 0.5 in. I use Footer ~ Bottom 0.25 in.

Header ~ Footer

These icons provide a reserved space for Page number.

If you want Page number to appear at top of page deselect the Footer icon

If you want Page number to appear at bottom of page deselect the Header icon

If you don't want any Page number to appear deselect both icons

Document Margins

- I change all my settings from 1 in. to 0.5 in. on all; Top, Bottom, Left and Right
(1" Default size OK for standard letters but to provide more page space for Apple Sauce articles we use 0.5))
- Hyphenation and ✓ Ligatures I leave as is

Note: The main toolbox on the right side of page is officially referred to as the Format Bar.

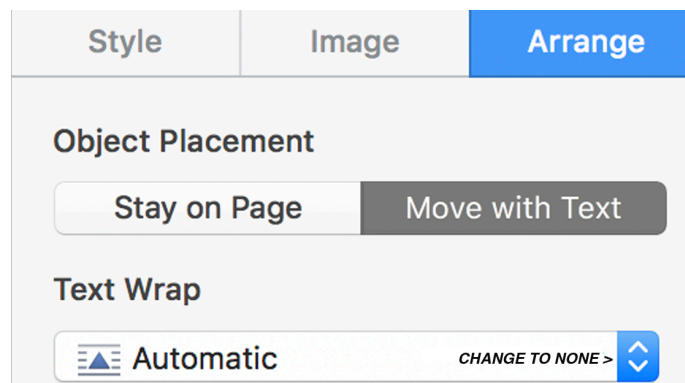
3. Graphics:

IF you open a blank page and first insert an image, Pages considers this page for exclusive use of displaying an image, or photo - you will discover you have a Format bar reading Style-Image-Arrange or just Arrange...with no text tools. Only image adjustment tools are in your Format Bar.

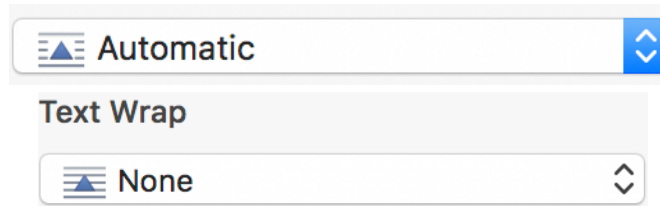
3a. Install title graphic

Drag icon/graphic into document and resize as necessary:

When graphic is selected click on the *Arrange* toolbox's title to activate



To allow image to be placed next to title (or allow any image to be dragged/dropped anywhere within the page) go to Text Wrap - click on the Automatic icon ↓ and select ~ Text Wrap ~ None



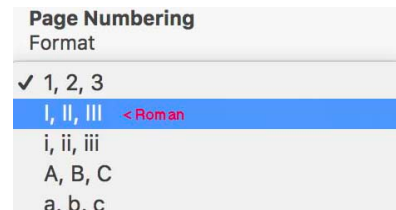
Now resize and drag image to place beside Title (or wherever you desire)

4. Page Number

• Let's assume you selected the Footer location and want your Page number to be placed in center of your first page. Drag your Mouse cursor to the bottom of page and a 3-partion window will appear for your page number insertion. Now select the center of page location by clicking your mouse within the center section. A selection window will now appear with a message reading *Insert Page Number....*click on it to open a selection menu. Click on the format you desire for your page number.


If you would like to convert the page numbers to Roman numerals - Go to Document > Section

• Title of this box will now read Format.
Inside of box will read 1,2,3 - Click/select the second row I,II,III for Roman numerals, or your choice of other page alpha font format.

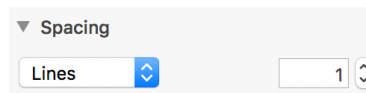


5. Message body: (Select Format - Text selection on the right of page. It will be entitled-Text (Body or Free Form)

To reduce the space between paragraphs or the spacing between sentences...

Select the arrow ► in the Spacing tool to select 1.0 - Single  ▼ Spacing 1.0 - Single

Next Select the Lines option and adjust the Lines default 1 up or down as needed



Place cursor in the space between paragraphs...(I use/select Lines .5 between paragraphs to save page space)

Also you can select a block of text and resize between sentences if needed.

6. Document Complete: When document is complete and ready for review or printing - minus the tool bar on right side of page... Go to: View > Inspector > Hide Inspector

• To hide blinking cursor from document, click cursor in the gray area to the left or right of document

7. Export to PDF is optimized to reduce file size. Image quality reduced to 72dpi - OK for digital usage

7a. Print > save as PDF retains 300 dpi image quality- use for printed documents

For complete Apple online Pages Help Menu go to :

Sierra *new* Pages v6.1 <https://help.apple.com/pages/mac/6.1/>