

iWork 08: PAGES -- Exercise: Working With Text

Sandro V Cuccia, Instructor

Exercise 1 - Character Formatting

1. Open the file "alice_text"
2. Set the typeface of title "Alice's Adventures in Wonderland" to **Times New Roman, Bold, 22 points**.
3. (Hint: Use the new Format Bar to make these changes)
4. Set the typeface of the sub-titles "Chapter 1" and "Down the Rabbit Hole" to **Times New Roman, Bold Italic, 12 points**. (Hint: This time use the Fonts Palette to make these changes)

Exercise 2 - Special Characters

Changing Character "Baseline."

Create the following text using "Baseline" changes (HINT: use menu:FORMAT>FONT>BASELINE)

H₂O (subscripting)

6² (superscript)

Setting the "Capitalization"

Create the following text: "this is a title" using "Capitalization" changes.
(HINT: use menu:FORMAT>FONT>CAPITALIZATION)

THIS IS A TITLE (All Caps)

THIS IS A TITLE (Small Caps)

This Is A Title (Title)

Creating Special Characters

(First, enable the *Keyboard Viewer* in the "International" System Preferences)

Create these:

™ © 🍏

Create these accented word:

Résumé, Piña Colada, Noël

Exercise 3 - Paragraph Formatting

1. Place the insertion point anywhere inside the first paragraph (starts with "Alice was beginning..."). Play with the **Paragraph Alignment** (HINT: Use the Text Inspector). Change to **Center Aligned**. Does this look right to you? See what **Right Aligned** looks like. Set back to **Left Aligned**.
2. Now set the title "Alice's Adventure in Wonderland" to **Center Aligned**.
3. Center the the sub-titles "Chapter 1" and "Down the Rabbit Hole" to **Center Aligned** as well, but this time select both lines together before changing the alignment.
4. Now, play with **Line Spacing**. Place the insertion point anywhere in the first paragraph. Using the Text Inspector, slide the *Line Spacing* slider back-and-forth to see what happens. Try *Single*, *Double* spacing. Finally, set the Line Spacing for the first paragraph to **1.5**.
5. Select all the paragraphs on the first page using the **drag-select from the left margin** technique. Set the Line Spacing to **1.5**.
6. Create extra space between paragraphs by using the Text Inspector. Select all the paragraphs you worked on (up to "... as she fell past it" on page 2). Drag the **After Paragraph** slider to **7**.