

## ***iWork 08: PAGES -- Part 4: Working With Text***

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- \* Two important aspects of working with text in *Pages* are **Character Formatting** and **Paragraph Formatting**, and we already looked at Document Formatting.
- \* **Character Formatting** involves all the attribute changes you can make to individual characters, words or entire phrases, paragraphs, pages and even text in the entire document. Attribute examples are typefaces, styles, color, etc.
  - \* **Character Formatting** involves selecting any text BEFORE applying changes
  - \* Use the **Format Bar** at the top of that page to change Character Formatting. This is a context-sensitive tool.
  - \* Menu:FORMAT>FONTS>SHOW FONTS brings up the **Fonts Palette** where you can make numerous changes in Character Formatting.
  - \* You have many special characters available to you that you do not see on the keyboard. Examples are © †, ® √ € ™ and even 🍏! There are many, many more hidden in your system. You can access these via the little U.S. flag icon way up in the menu bar on the right side. There is a popup menu there that contains a **Character Palette** and a **Keyboard Viewer**. If the U.S. flag icon is not present, you have to turn it on by going to your System Preferences and then INTERNATIONAL. Click on the INPUT MENU tab at the top. Finally, up at the top, enable CHARACTER PALETTE and KEYBOARD VIEWER.
  - \* Making an french Accent Aigu: Start typing your word, when you get to the e that needs the accent, before typing the e, hold down the OPTION key, type the e (to register the accent), let go of the OPTION key, and finally type the e again. Like this: **Résumé**. Other international diacritical marks work similarly and you can view them in the Keyboard Viewer. Press the OPTION key with the Keyboard Viewer open. The orange keys indicate where the diacritical marks are located. Examples: **Piña, über**
- \* **Paragraph Formatting** involves changes that you apply to entire paragraphs or groups of paragraphs, such as TABS, LINE SPACING, and others. Each time you press the **Return** (or Enter) **Key**, you are creating a paragraph. **Pages considers each press of Return as a separate paragraph, even if there is just one word, or one character.**
  - \* YOU DO NOT NEED TO SELECT THE TEXT YOU WANT TO FORMAT, YOU JUST CLICK ANYWHERE IN THE PARAGRAPH, then change your Paragraph Format attributes.
  - \* Use the Text Inspector to work on Paragraph Formatting attributes like line spacing, paragraph spacing, paragraph justification, lists attributes
  - \* Get into the habit of setting the desired **Paragraph Spacing** rather than multiple Returns between paragraphs!
  - \* Also get into the habit of setting and using **Tabs** instead of using spaces between sections of a paragraph or line of text. In the **Text Inspector** there is a Tabs section for you to set the Tab attributes.
  - \* Don't just put bulleted and numbered lists in your document manually, let *Pages* do it!! A special section for **Lists** is also located in the **Text Inspector**.
- \* There are a number of **Auto Correction** features in *Pages*. These can be activated or de-activated by going to menu:PAGES>PREFERENCES and clicking on the AUTO-CORRECTION icon at the top.
- \* *Pages* doesn't auto-save your file, but you *can* turn on an attribute that allows you to always maintain a copy of the previous version of your file. Go to Pages Preferences, and enable **Back up previous version when saving**.