



TAKE CONTROL OF

PAGES

COVERS PAGES
for Mac and iPad

by **MICHAEL E. COHEN**

\$14.99

4TH
EDITION

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Read Me First

Welcome to *Take Control of Pages, Fourth Edition*, version 4.0, published in October 2023 by alt concepts. This book was written by Michael E. Cohen and edited by Joe Kissell.

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 fourth edition of Take Control of Pages welcomes back the Last Big Feature that Pages lost when it was completely revamped in 2013: Mail Merge, described in (what else?) [Use Mail Merge](#).

Apple has also given Pages the capability to include 3D objects in a document. You can find out about them in [Use 3D Objects](#).

Aside from those additions, Apple has tinkered with a lot of things since the last edition of this book. Many of them have been additions and refinements to how you collaborate with Pages: if you collaborate with others, re-read [Be a Collaborator](#).

Some features may seem to have vanished, but have, in fact, been re-named. For example, where once you might have used a feature called Instant Alpha to remove an image's background, you now use the Remove Background checkbox (described in [Remove Image Background](#)).

Among the renamed features are those with *master* in their names. In many cases, the word *layout* replaces it: “master objects” are now “layout objects,” for example—see [Use Placeholders and Layout Objects](#). (Note, however that what once were called “master pages” are now called “page templates,” as described, for instance, in [Use Placeholders and Template Pages](#)). And, on both iPad and Mac, there are no more *Preferences*: they are now called *Settings*.

Apple has also moved commands around: these days, the Export commands on the iPad's More  toolbar menu can be found on the menu you get when you tap the document's name on the toolbar. Other useful items have moved to that menu as well, or have been moved to the toolbar's View Options  menu.

As a result, the majority of screenshots in this edition are new, and very few sections of the book remain completely untouched from the previous edition. See the following topic, [A Note on the Transient Nature of Software](#), for more tips on how to handle the continually evolving Pages apps.

How to Magnify Screenshots in Apple Books

Should the details in a screenshot be too small to see easily when you read this book in Books on a Mac, iPad, or iPhone, you can easily zoom in:

- ✦ **On a Mac:** Click the image and then use the standard pinch-in and pinch-open gestures to zoom in and zoom out. To get back to the book, move your pointer to the book window's title bar and click Done.
- ✦ **On an iPad or iPhone:** Double-tap the image and then use the standard pinch-in and pinch-open gestures to change the magnification. Click Done to get back to the book.

A Note on the Transient Nature of Software

This book describes Pages 13.2 in macOS 14 and iPadOS 17. 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 more recent versions of Pages, macOS, or iPadOS 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  > Help > What's New in Pages.

Introduction

What is Pages?

Simply put, Pages is a full-featured word processing and page layout app that Apple provides free of charge. It runs on Apple's Macs, iPads, and iPhones, and, via the Web, in any modern web browser.

With Pages you can create and edit anything from a simple thank-you note to a complex, multi-chapter technical book with tables and illustrations. It occupies roughly the same role, and provides roughly the same capabilities, on Apple devices that Microsoft's Word does in the Windows world.

Pages is part of a long-running Apple tradition: providing its Macs with word processing apps, starting with MacWrite on the very first Macs. Sometimes Apple made their word processing apps available for free, sometimes they charged. For about the last 10 years, Pages has been free to use for Apple device owners.

Pages is also part of a suite of free Apple productivity apps known as iWork, which includes Numbers (a spreadsheet app) and Keynote (a presentation app); users familiar with Microsoft Office can think of these apps as the Apple equivalents of Excel and PowerPoint, at least in terms of the kinds of documents they handle.

Naturally, Apple doesn't make Pages free out of the goodness of their heart: its presence on Macs, iPads, and iPhones helps sell a lot of those shiny, profitable pieces of hardware, and its compatibility with Microsoft's Word makes it easier for long-time Microsoft users to consider moving more fully into the Apple ecosystem.

Pages also takes advantage of Apple's iCloud offerings, making it possible for you to access and edit your Pages documents on any device with an internet connection. You can also use Pages to collaborate—in real-time—with other Pages users anywhere on the internet.

In this book, you'll learn to use the substantial capabilities of the Pages apps, including where to find the commands you need to edit and format text; the ways in which you can incorporate pictures and tables and other media into your Pages documents; methods for collaborating with other users using Pages; and how to turn your Pages documents into PDFs, Word documents, and ebooks, whether you're on a Mac or iPad.

Pages, in all its forms, may be free, but it's rich and powerful—and surprisingly fun to use.

Take Control of Pages

Quick Start

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 Layout 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!)
- And, should real physical paper mail be your jam, take a look at how you can [Use Mail Merge](#).
- 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 Pages

Simple fact: to use Pages, you must have a Pages app. 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 the latest version of macOS or a mobile device running the latest version of iPadOS or iOS. Here's how to get the app:

- **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. Files and folders that you store in your 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 System Settings > *Your Name* > iCloud (see **Figure 1**).

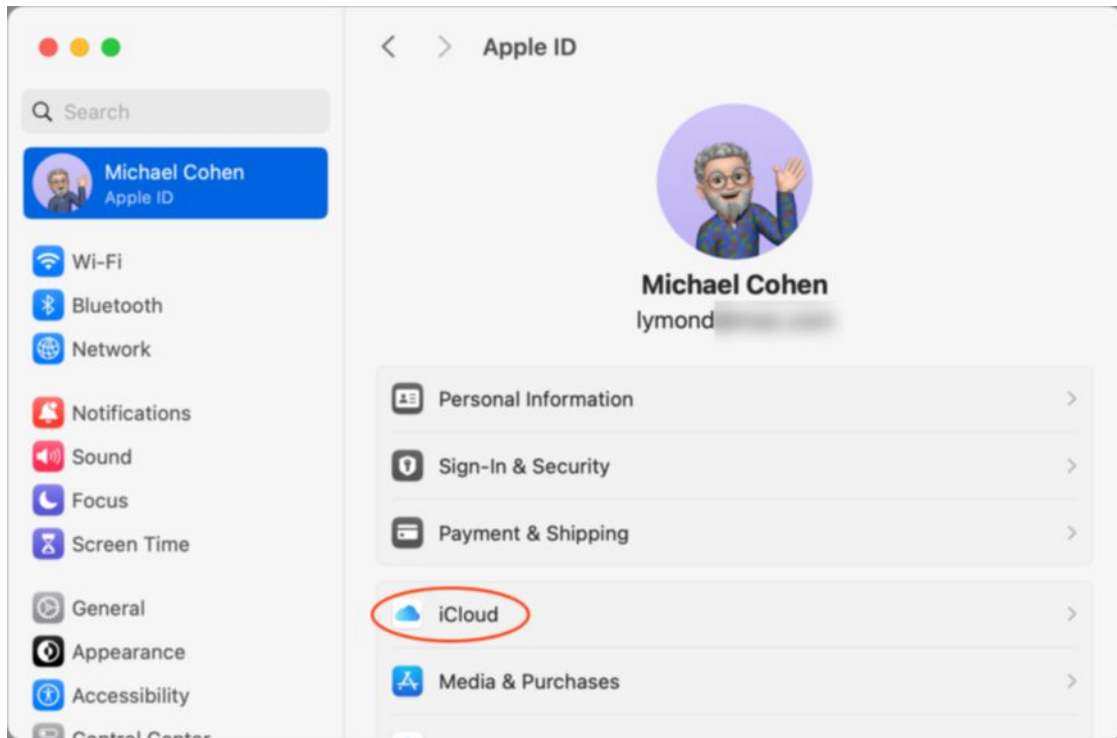


Figure 1: The iCloud settings are under your name in System Settings.

Next, click iCloud Drive and then, in the dialog, click Apps Syncing to iCloud Drive. The Documents tab in the ensuing dialog lists the apps on your Mac that can store documents and data in your iCloud Drive—scroll down the list to find Pages; if it isn't checked, check it. Finally, click Done and close the System Settings window.

Get Oriented

Like any modern word processing app, Pages gives you a what-you-see-is-what-you-get view of the documents you produce, but the documents are not the only thing you see when you use Pages: there's a lot of stuff surrounding your document, and that stuff can include sidebars, panels, rulers, and other on-screen thingies that you manipulate or consult as you create and edit your documents.

Apple designed all that surrounding stuff (which we call its *user interface*) to match the capabilities of the environments in which Pages runs, of which there are currently four: Macs, iPads, iPhones, and web browsers. This design choice makes the Pages app look like very different apps depending on where you see it. Fortunately, these variations fall into two general categories:

- **The Mac Look:** This look takes its appearance and interface from the set of rules and conventions that govern the Mac. It assumes you have a keyboard and a mouse (or other pointing device), and a screen that provides a menu bar and that displays just about everything you work on in a movable, resizable window (**Figure 2**).

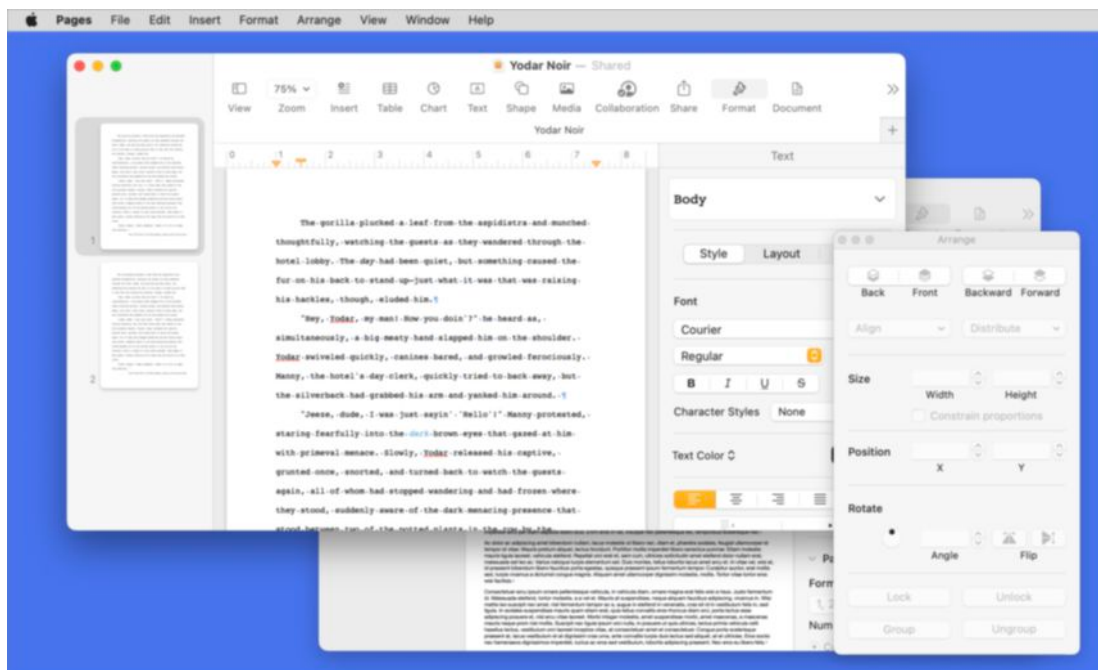


Figure 2: Pages on a Mac, with windows and menu bar.

This is the look you see when you use Pages on a Mac; a variation of it is used when you open Pages in a web browser.

- **The Handheld Look:** This look is found on iPads and iPhones and is designed to use the rules and conventions that govern a multi-touch handheld mobile device. It does not assume that you have a keyboard and assumes that you use your fingers to directly manipulate the Pages document on the screen (**Figure 3**). It keeps on-screen clutter to a minimum.

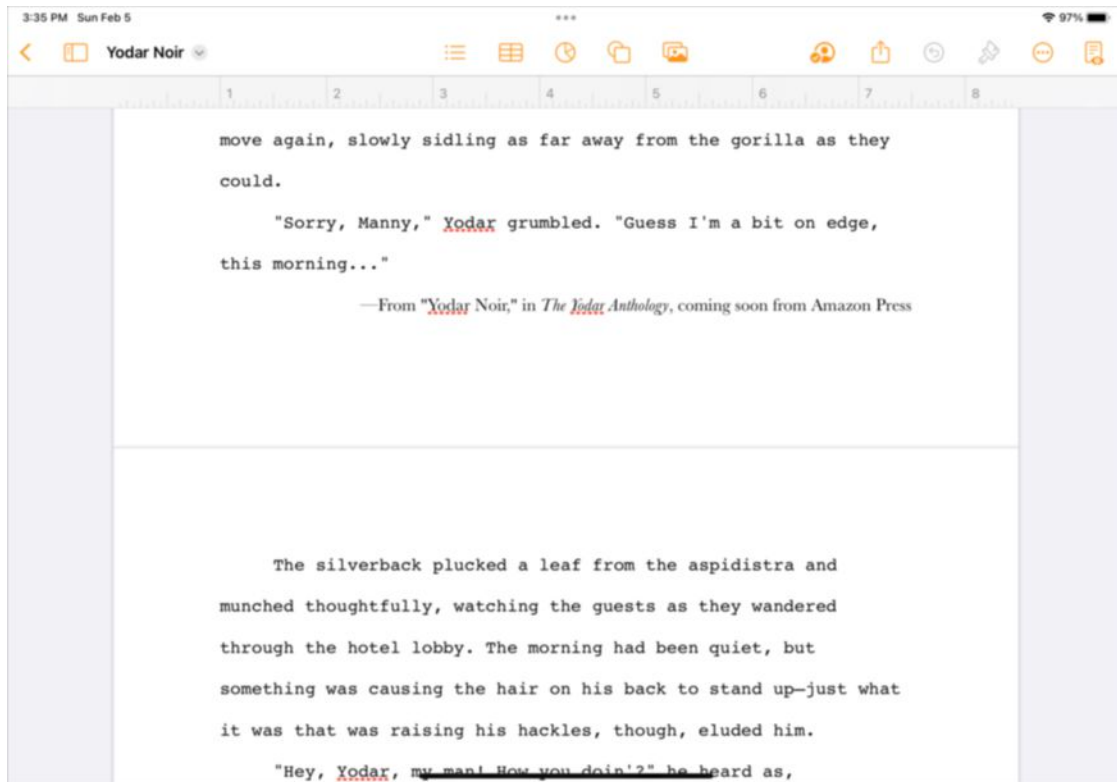


Figure 3: Pages on an iPad.

These assumptions are not binding: in recent years, Apple has made it possible for you to use both an external keyboard and a pointing device with its iPads, and has even provided some support for multiple windows. You can use them all with Pages on an iPad—you just don’t *have* to.

In the following sections, I describe where you can find the Pages commands and settings you need on both Mac (see [Learn the Mac Landmarks](#)) and handheld (see [Learn the iPad Landmarks](#)) devices.

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 9**), or you can use one of the convenient keyboard equivalents available on the menu bar's View > Zoom submenu, such as Zoom In (⌘->), Zoom Out (⌘-<), and Actual Size (⌘-0 [zero]).

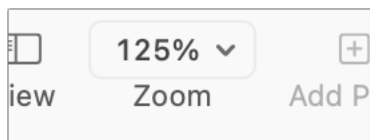


Figure 9: Click this toolbar pop-up to choose various levels of magnification.

- **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 both Mac and iPad can present two-page spreads in the document window (**Figure 10**). 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](#)).

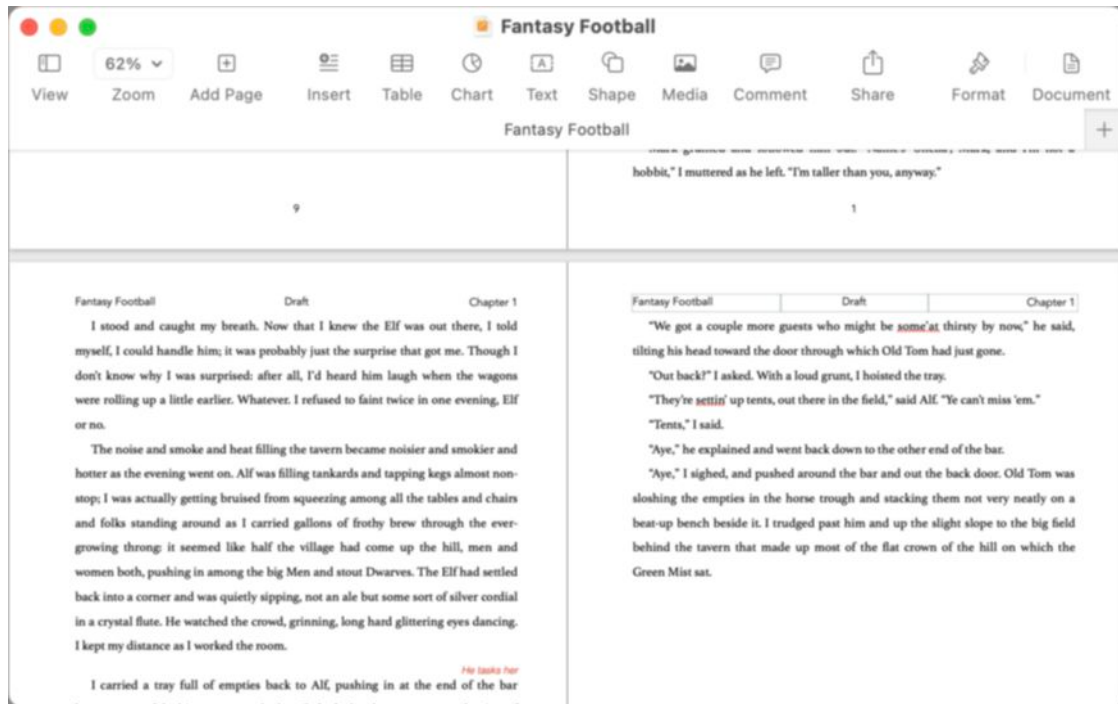


Figure 10: Two-page spreads make it easier to work on documents laid out with facing pages.

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 tap Two Pages View in the View Options popover.

Darken It

Pages for Mac and for iPad both support the Dark Mode feature of their respective operating systems.

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  > Settings and then scroll down to the Apple Pencil section of the Settings popover.
2. Turn on Select and Scroll to use the Pencil as a pointing device; turn it off to use it as a writing and drawing stylus.

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 Smart Annotations 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 appear in minimized form (**Figure 13** right) or in its full glory (**Figure 13** left). To minimize the expanded palette, drag the palette down to the edge of the screen.

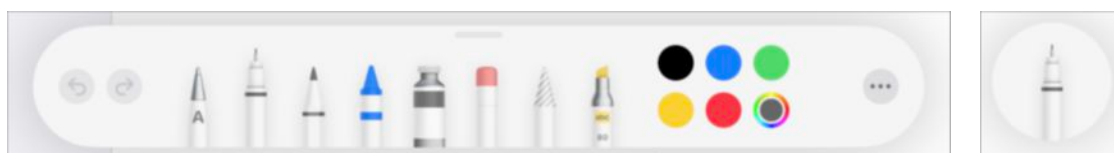


Figure 13: The drawing tools appear at the bottom of the screen, either in a full palette (left) or minimized (right).

The leftmost tool in the palette (the one with an A on it) is the Scribble tool. Tap it and you can write in your document or any text field with the Pencil: your iPad converts your Scribbles to editable text. When you select that tool, the palette also provides buttons you can use to enter return characters and tabs and various break characters (see [Add Breaks](#)), to change fonts and type sizes and typefaces, and even to bring up a miniature onscreen keyboard. The full palette also provides Undo and Redo buttons for your convenience.

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 15**).

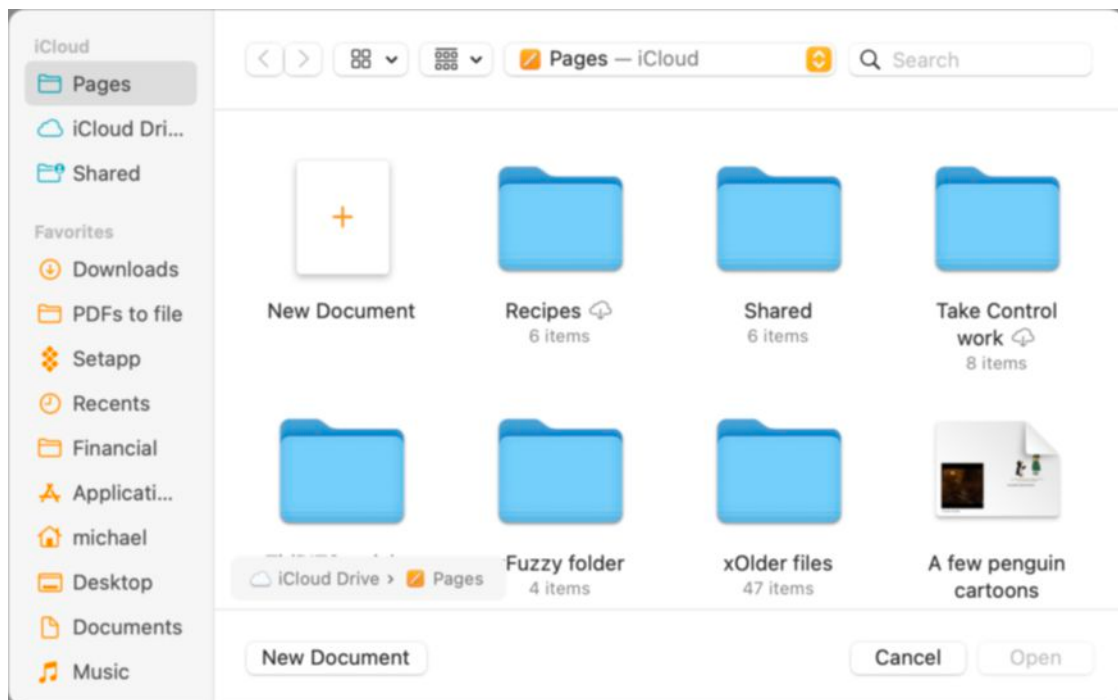


Figure 15: The Pages Open dialog.

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 16**).

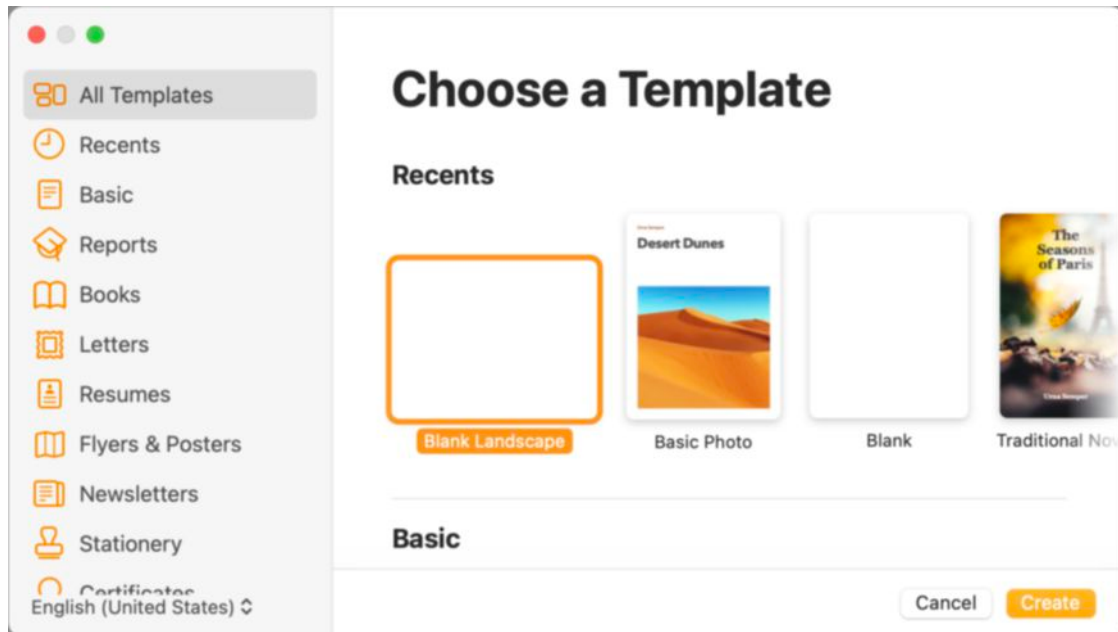


Figure 16: The Template Chooser in Pages for Mac.

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 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, which it converts 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. 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 from Notes

On a Mac, an iPad, and, for that matter, an iPhone, you can open any note in the Notes app in Pages: click or tap the Share  icon in a note and select the Open in Pages item. The note opens as a new Pages document with the note's title as the document's title.

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) double-click the file or click to 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. (Note that you can no longer open old Pages '09 documents *with* Pages '09 under the latest versions of macOS, as that old Pages app won't run under them.)

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

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 between the Pages apps:

- **On a Mac:** Documents save automatically, but you also can manually save them, duplicate them, and revert to prior saved versions. Moreover, you can 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 Mac OS X 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](#)), 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](#) 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](#).

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 27**).

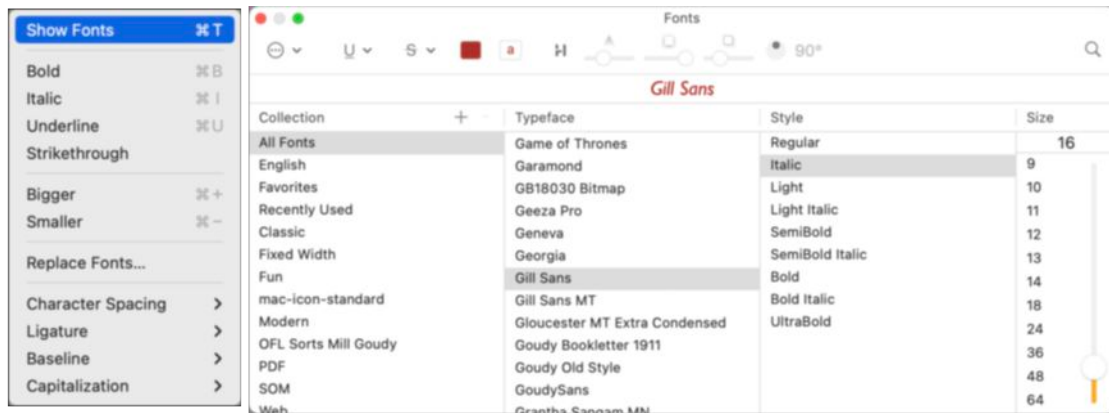


Figure 27: You can choose fonts and adjust their appearance in the standard system Fonts window, which you can see by choosing Format > Font > Show Fonts.

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 “l” 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 with 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 iPads, 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.

Note: If the document also requires a vertical ruler, such as a page layout document (see [Use Page Layout Documents](#)), the command is Show Rulers.

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 38**). 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.

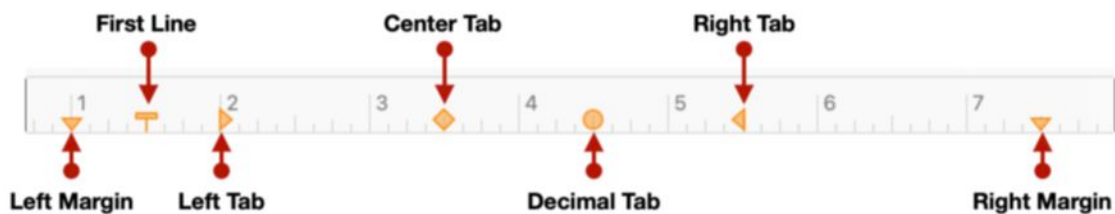


Figure 38: Use the ruler to set tabs, margins, and first-line indents.

All ruler settings are made with clicks and drags on the ruler; refer to **Figure 38**, 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 38**, 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, but only 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

Add Breaks

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

Tip: On a Mac you can see the normally invisible formatting characters by choosing View > Show Invisibles (⌘-Shift-I). On your iPad you can see many invisible formatting characters when you select the text that contains them.

On a Mac some of the formatting characters 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 tap the Insert  icon at the right of the shortcut bar to see a scrollable Insert popover (**Figure 50**).

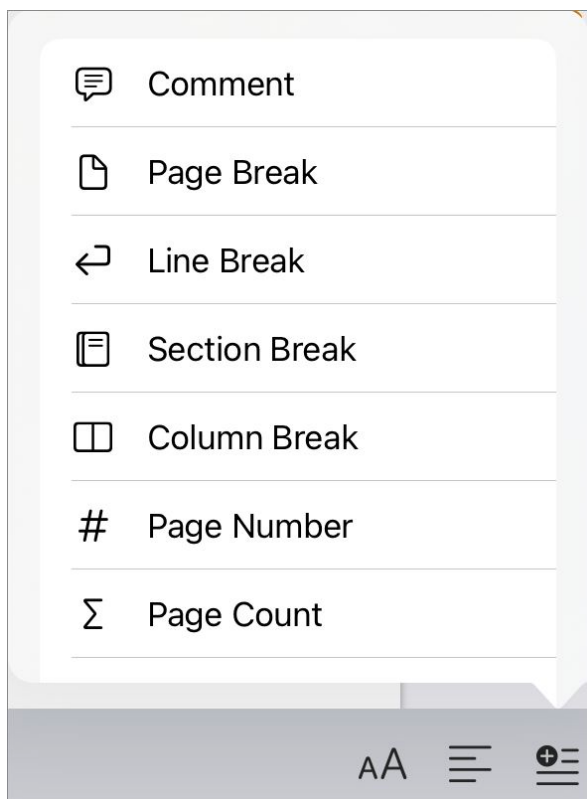


Figure 50: An iPad's Insert  popover provides formatting characters and other items that you can place in your text.

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 50**, 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 61**, top). You can expand the window to provide replacement capabilities: click the Find field's settings  icon and choose Find & Replace (**Figure 61**, bottom).

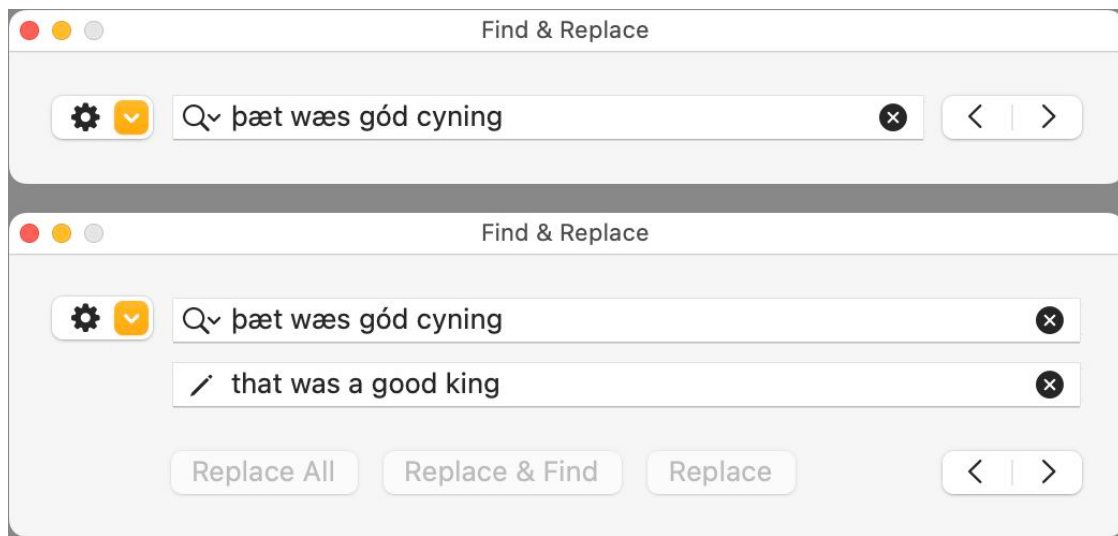


Figure 61: The Find & Replace window; use the top version for simple searches and the bottom to perform search and replace operations.

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.

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 69** 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.

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 85**).

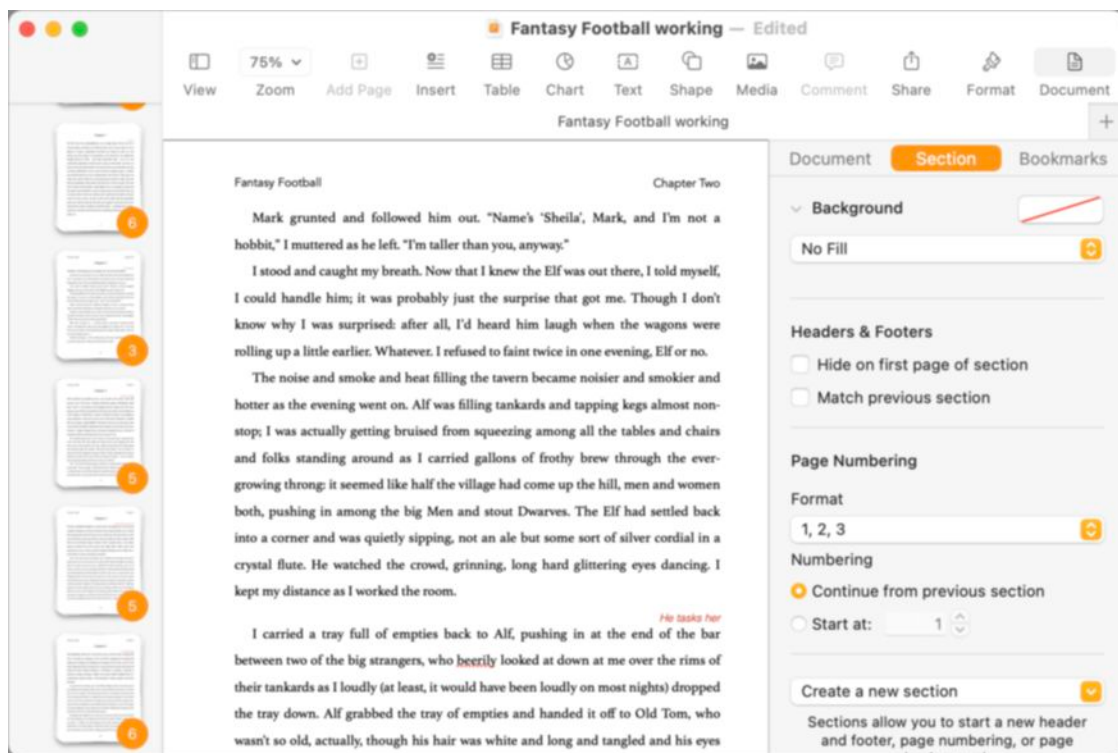


Figure 85: A document divided into sections, with the Section tab selected on the right and the Pages thumbnails sidebar visible on the left. The sidebar shown here is displaying the sections organized into thumbnail stacks.

For help seeing where sections start and stop, choose View > Show Page Thumbnails to view the Pages thumbnails sidebar. Then, to see

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 some multi-finger gestures for manipulating graphics in Pages on an iPad.
- **Use Placeholders and Layout 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 layout objects. You can even create layout placeholder objects!
- **Use Page Layout Documents:** You can create template pages in page layout documents, each with its own placeholders and layout objects. Then, when you add a new page to a page layout document, you can specify which template page the new page uses.
- **Use Mail Merge:** You can add custom fields (called *merge fields*) to a document, as well as use merge fields supplied by a document's template, to draw information from sources like the Contacts app or a Numbers spreadsheet, and then create multiple documents from that document for things like form letters, mailing labels, and certificates.

Set Page Size and Layout

How Pages provides document layout settings differs distinctly between Macs and iPads:

- **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 (tap the document name on the toolbar, then tap Document Options). The popover contains controls for basic settings, with a More Options

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.

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 Shapes  icon, then, in the popover, tap Basic at the top of the list of shape types (you may need to scroll that list all the way to the left to see it), and, finally, 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 156**). 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 us 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 218**). 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.

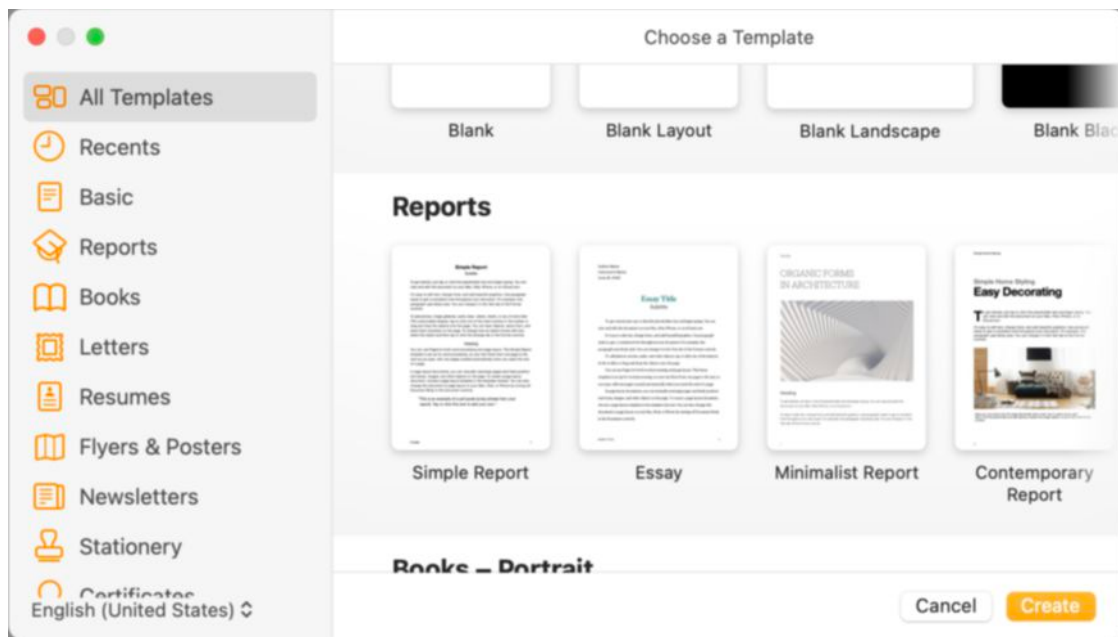


Figure 218: The Template Chooser in Pages for Mac offers you starting points for many different kinds of document. Pages on an iPad also provides a Template Chooser.

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).

When you use a document derived from a template, you replace its placeholder content with your own. You may also want to duplicate some placeholder 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.

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 iPhones 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.

Unsupported Features in Shared Documents

Not all Pages features are supported in documents shared with a link. Apple's support article [Collaborate on documents in Pages, Numbers, and Keynote on iPhone, iPad, and Mac](#) provides the current list; see the section "Features not supported with collaboration" in that article.

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).

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](#), 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.

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](#), more information about how the conversion works.

Export in Other Formats

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