

Mac OS Essentials à la Steve Leary

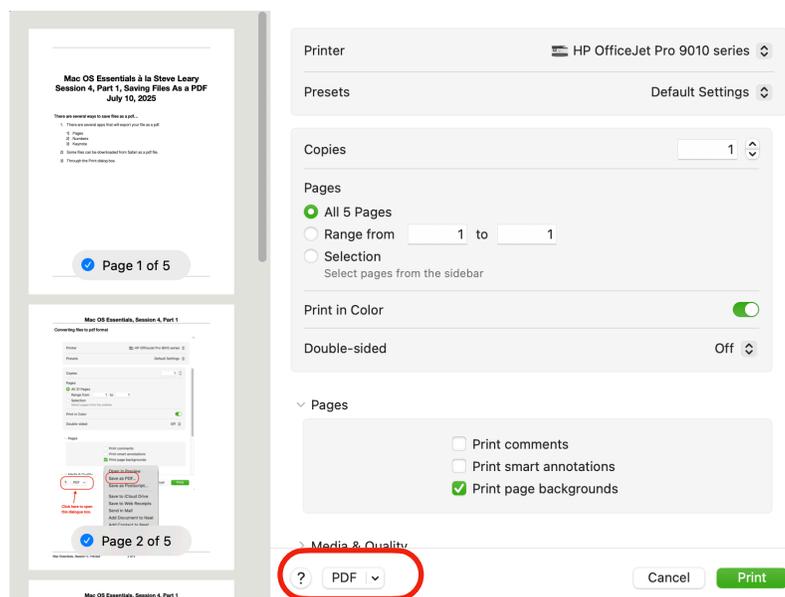
Part 1, Saving Files As a PDF

Part 2, The Pages App

Session 4, July 10, 2025

There are several ways to save files as a pdf...

1. There are several apps that will export your file as a pdf.
 - a. Pages
 - b. Numbers
 - c. Keynote
2. Some files can be downloaded from Safari as a pdf file.
3. Through the Print dialog box.



4. Choosing "PDF" gives you several options, among which are...
 - a. Opening the file in Preview allowing you to see how the printed file will look paper.
 - b. Saving the file as a pdf.

Mac OS Essentials, Session 4, Part 1

Converting files to pdf format

The image shows a print dialog box with the following settings:

- Printer: HP OfficeJet Pro 9010 series
- Presets: Default Settings
- Copies: 1
- Pages: All 31 Pages (selected), Range from 1 to 1, Selection (unselected)
- Print in Color: On
- Double-sided: Off
- Pages section: Print comments (unselected), Print smart annotations (unselected), Print page backgrounds (checked)

A red circle highlights the 'PDF' dropdown menu in the 'Media & Quality' section. A red arrow points to this circle with the text: "Click here to open this dialogue box." A context menu is open over the 'PDF' dropdown, listing the following options:

- Open in Preview
- Save as PDF...
- Save as Postscript...
- Save to iCloud Drive
- Save to Web Receipts
- Send in Mail
- Add Document to Neat
- Add Contact to Neat
- Add Receipt to Neat
- Edit Menu...

Buttons for 'Cancel' and 'Print' are visible at the bottom right of the dialog.

Mac OS Essentials, Session 4, Part 1

This is the name assigned to the file

This is the folder where the file will be placed

The screenshot shows a 'Save As' dialog box with the following elements:

- Save As:** 3.1 Mac Essentials, Rev.3.pages.pdf
- Tags:** (empty)
- Folder:** Rev. 3, 2025.06.26 Prese...
- Table:**

Name	Size	Kind	Date Added
3.1 Mac Esse..., Rev.3.pag...	9.3 MB	Pages Document	Jun 20, 2025 at 3:30 PM
Untitled.pdf	73 KB	PDF Document	Today at 3:45 PM
3.2 Mac Ess...ials, Rev.3.pdf	4.1 MB	PDF Document	Today at 1:11 AM
Lorum Epsu..., 10 Pages.pdf	80 KB	PDF Document	Yesterday at 4:50 PM
Lorum Epsu...Pages.pages	369 KB	Pages Document	Jun 22, 2025 at 4:46 PM

Title: 3.1 Mac Essentials, Rev.3.pages

Author: Carol Leary

Subject:

Keywords:

Buttons: New Folder, Cancel, Save

You can drag the folder name and release it anywhere on this window.

Mac OS Essentials, Session 4, Part 1

Converting files to pdfs and opening in Preview

Open in Preview
Save as PDF...
Save as Postscript...
Save to iCloud Drive
Save to Web Receipts
Send in Mail
Add Document to Neat
Add Contact to Neat
Add Receipt to Neat
Edit Menu...

Click here...

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I've attended quite a few Apple Academy meetings and I've always thought the Academy presentations were lacking in one area; i.e., understanding the Mac Operating system and how it enables you to effectively use a real, live Apple Computer.

To rectify this deficiency, I will, starting with the Apple Academy in May, give a series of presentations on MacOS and the apps I have found to be most useful to me. My presentations will follow a short break after our normal iPhone/iOS subject giving those who swim in the Microsoft PC pond a chance to leave the meeting, and last until the end of our allotted room time.

Hide Sidebar
Thumbnails
Table of Contents
Highlights and Notes
Bookmarks
Contact Sheet
Continuous Scroll
Single Page
Two Pages

...to open this

Then click on "Thumbnails" to open thumbnails of the document's pages in the sidebar.

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Untitled

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Drag the thumbnails into the folder where you wish to store the file.

NOTE: Links in the original document are preserved when the jpg file is created. The links are also preserved in the thumbnails.

Mac OS Essentials, Session 4, Part 1

- I. Working with files in Preview
 - A. Files in Preview can be saved using the “Save” or “Save as” options
 - 1. Using the “Save” option. Be careful using this option ... you may not know where folder your file has been saved
 - 2. Using the “Save as” option opens the save dialog box allowing you to specify where the file will be saved.
 - B. Only thumbnails can be dragged to a folder.
 - 1. One, several, or all thumbnails can be dragged to a folder.
 - C. Working with thumbnails
 - 1. Thumbnails are shown in the left sidebar.
 - 2. Individual thumbnails can be deleted by clicking on them and pressing the delete key.
 - 3. Pages can be rearranged by dragging their thumbnail to a different location.
 - 4. Thumbnails from a different document can be added together by dragging between files.

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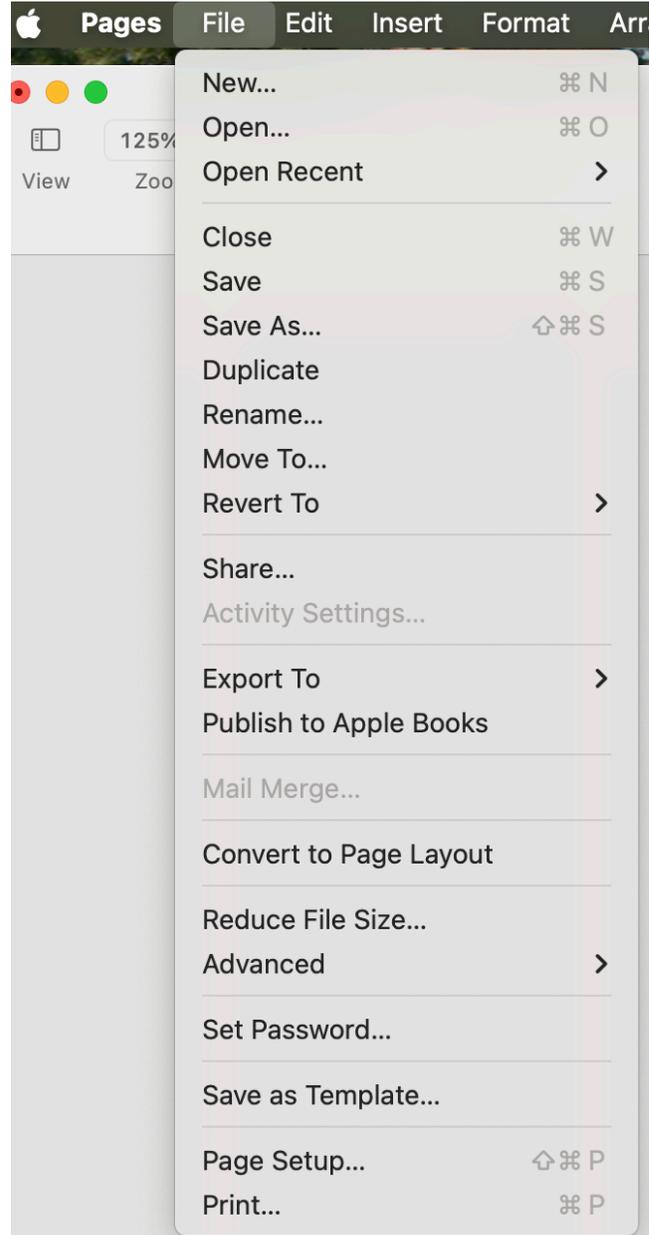
Session 4 – Pages

I. Page documents can be either a Word Processing document or a Page Layout document.

- A. In Word Processing documents, text flows from one page to the next. Text flows around any imbedded images
- B. In Page Layout documents, text flows from one text block to the next...you control this. You must shape text blocks around imbedded images.
- C. You can convert from one to the other; however, if you convert from Word Processing to Page Layout you will lose any text not in a text block.

II. Initiate a Page document

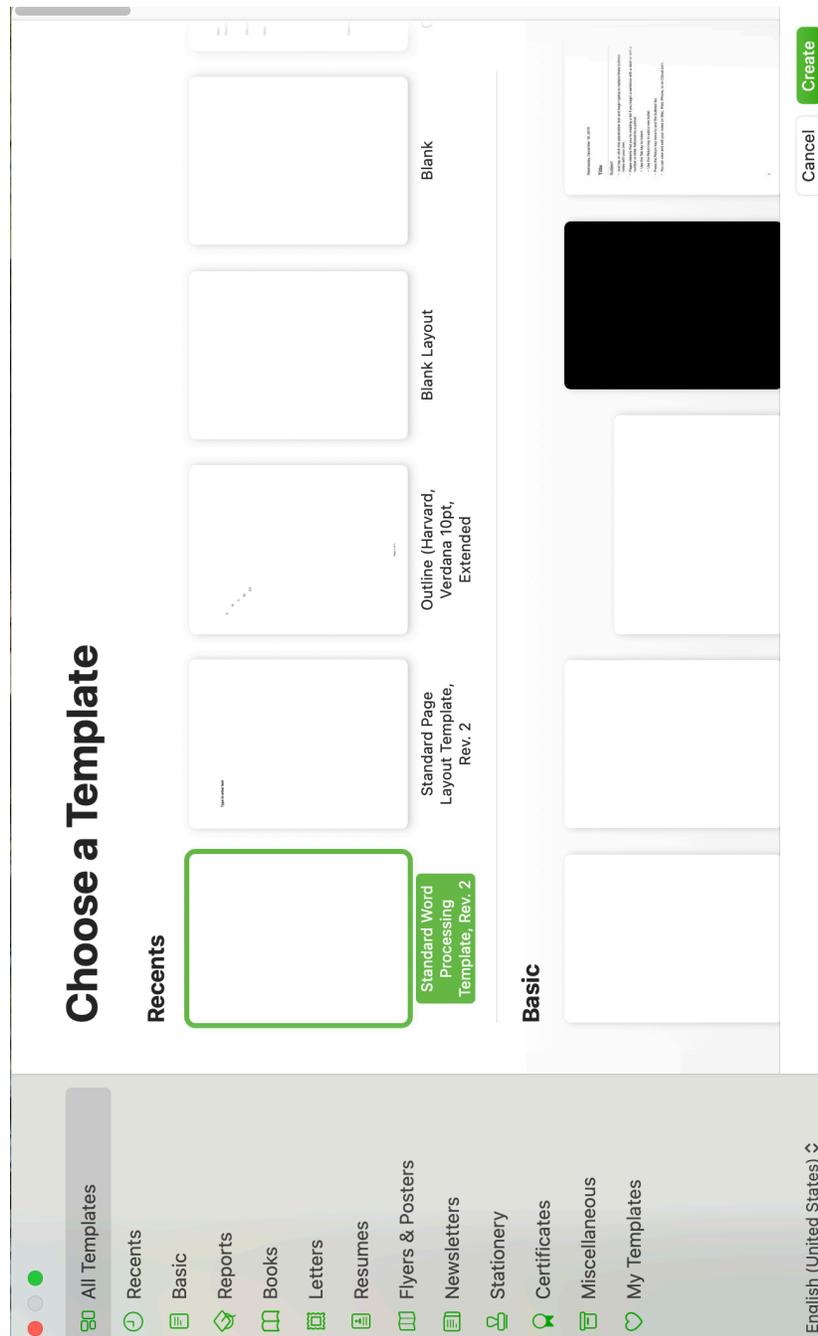
- A. Choose the **Page** app from your Dock or Application Folder
 - 1. Click on the **File menu**, then...
 - a) **New** to bring up the Template Chooser.
 - b) **Open** to open an existing Pages document.
 - c) **Open Recent** to choose from a list of the last ~50 Page files you have opened.
- B. If you select “New,” the Template Chooser appears.



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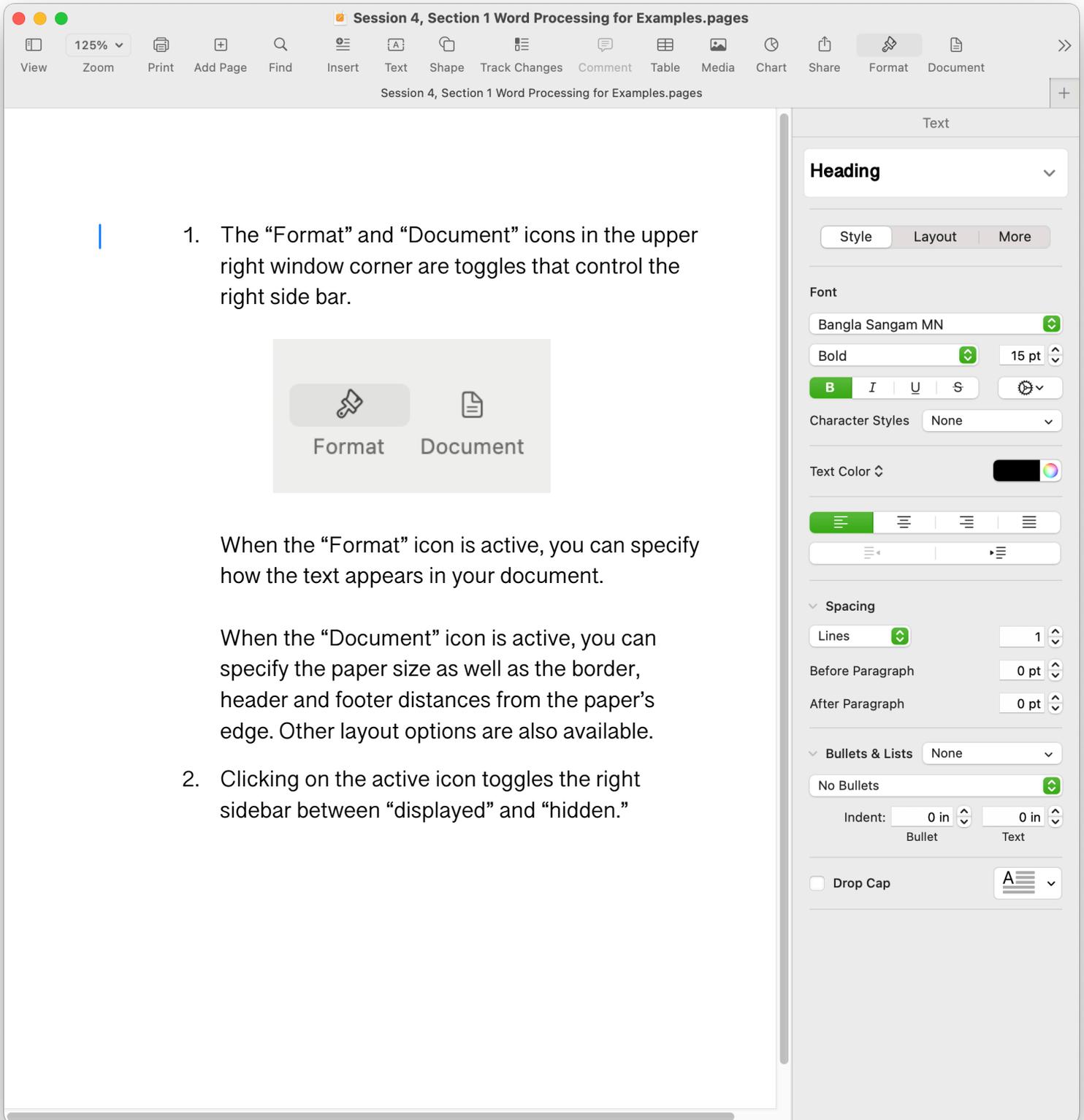
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1. Choose your template (in this case, the Word Processing option) and click “Create”
- C. Setting up your document.



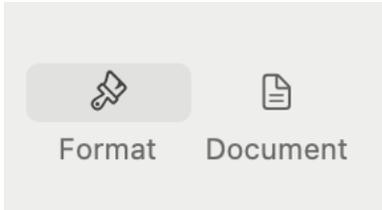
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Session 4 – Pages



The screenshot shows the Pages application window titled "Session 4, Section 1 Word Processing for Examples.pages". The top menu bar includes View, Zoom (125%), Print, Add Page, Find, Insert, Text, Shape, Track Changes, Comment, Table, Media, Chart, Share, Format, and Document. The right sidebar is open to the "Text" panel, which includes a "Heading" dropdown, "Style", "Layout", and "More" tabs, and various text formatting options like font, bold, italic, underline, strikethrough, character styles, text color, spacing, and bullets & lists.

1. The “Format” and “Document” icons in the upper right window corner are toggles that control the right side bar.



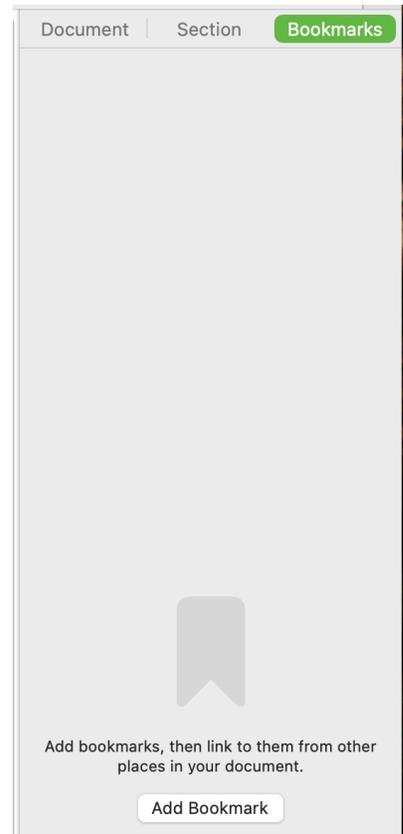
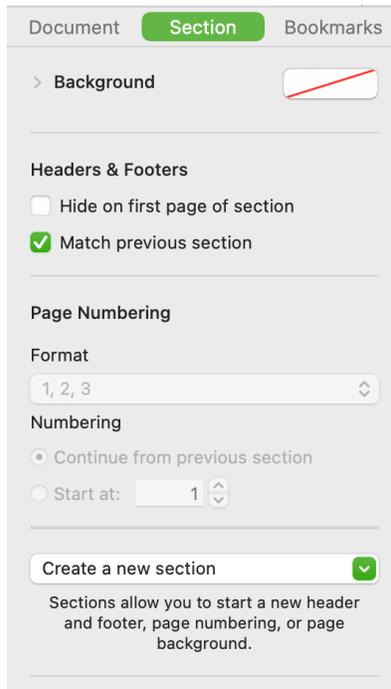
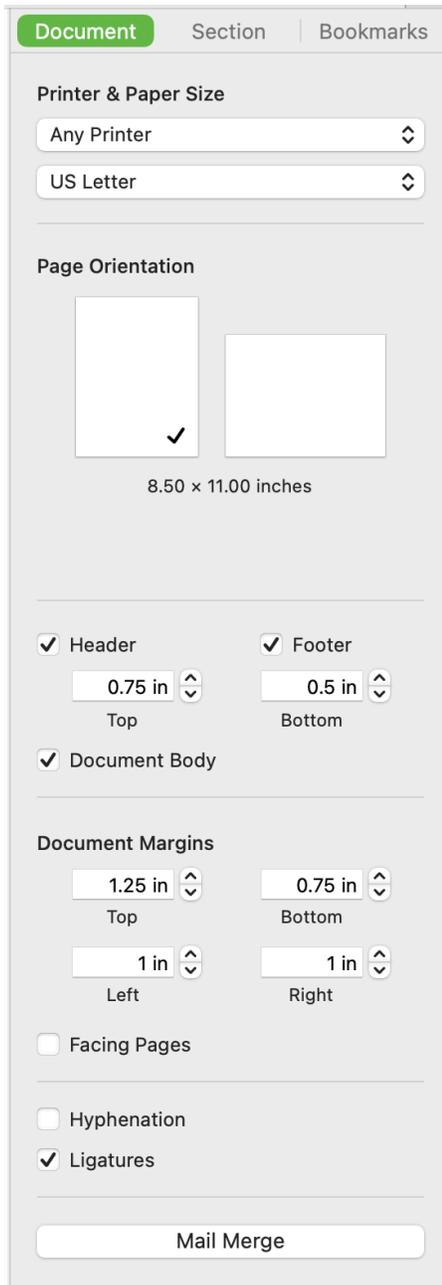
When the “Format” icon is active, you can specify how the text appears in your document.

When the “Document” icon is active, you can specify the paper size as well as the border, header and footer distances from the paper’s edge. Other layout options are also available.

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D. The “Document” option consists of three sections:



Use the “Document” section for paper size, orientation, and margins.

Use the “Section” section to hide headers and footers on the first page of a section, page numbering format and creating a new section.

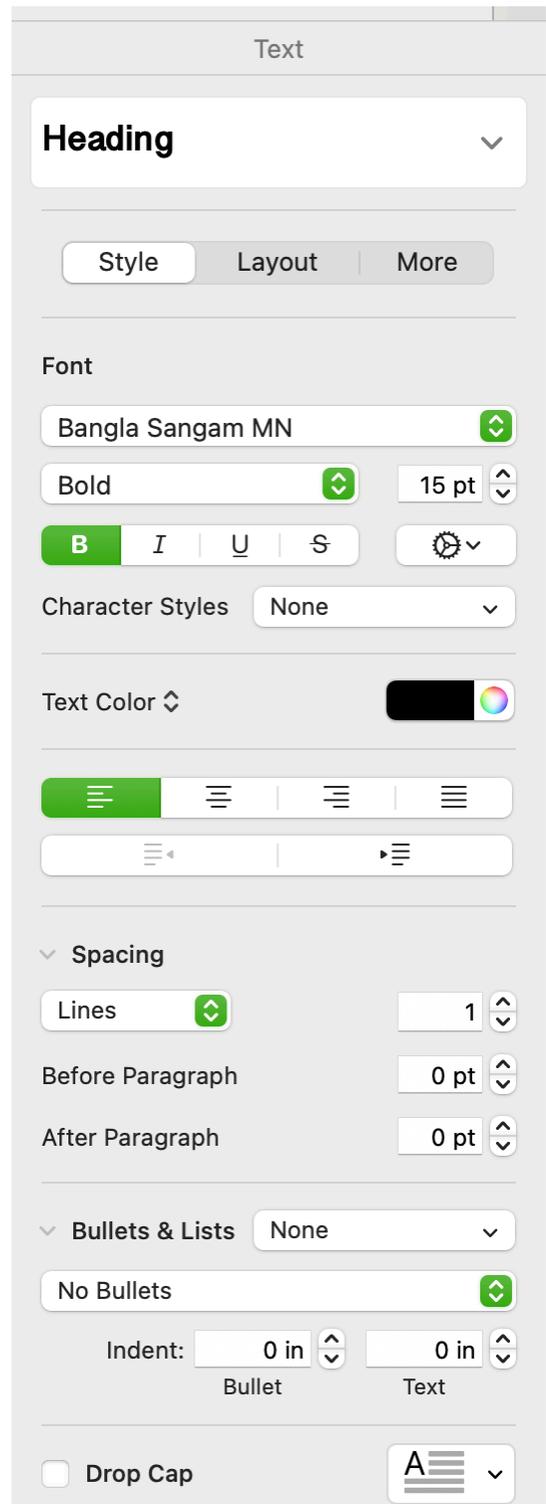
Use the “Bookmarks” section to add internal links within your document.

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E. Formatting Text - The Style Section

1. The Style name or designation. This is the name under which all the specs governing text appearance are stored; i.e., everything in the “Style” “Layout” and “More” subsections. (These are called “**Paragraph Styles.**”)
2. Bullets & Lists are treated as special formatting added to the text formats described in 1 above. (These are called “**List Styles.**”)



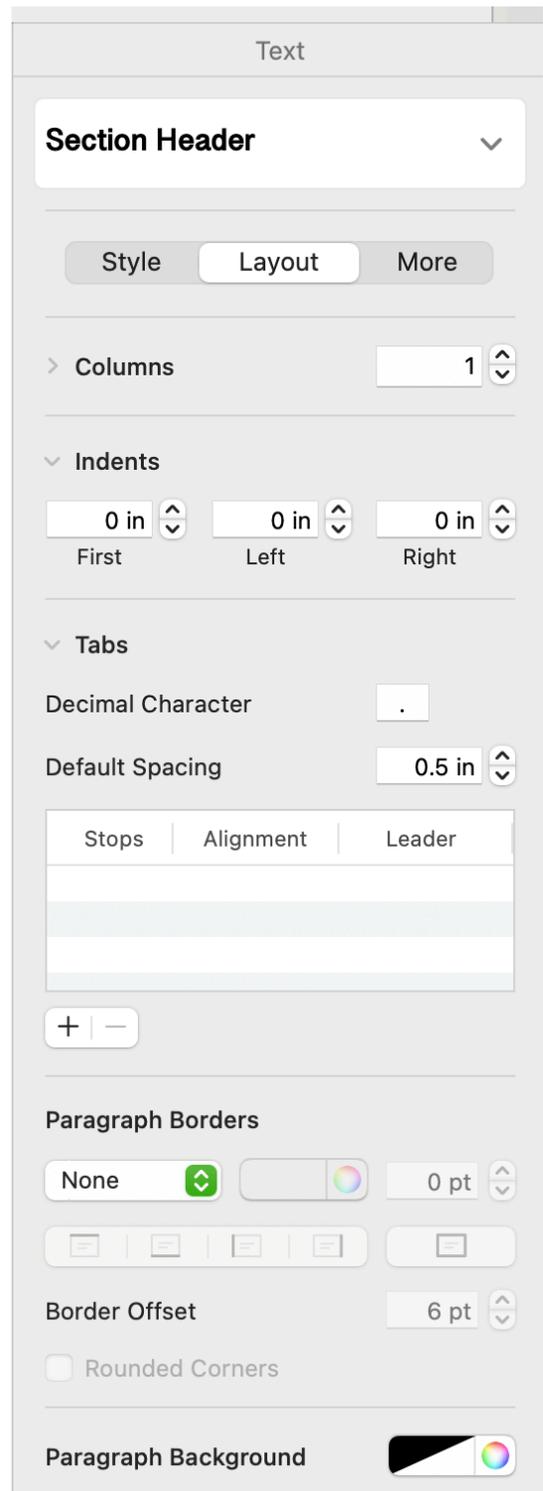
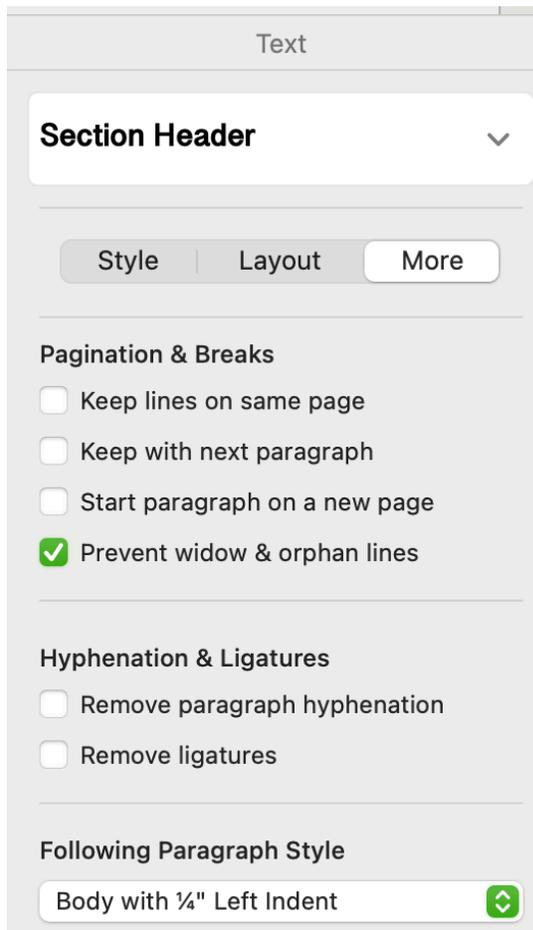
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F. The Layout Section

1. In this section, you specify the number of columns in your document, paragraph indents, tab spacing, whether you wish to have borders around your paragraphs and their styles as well as any paragraph backgrounds

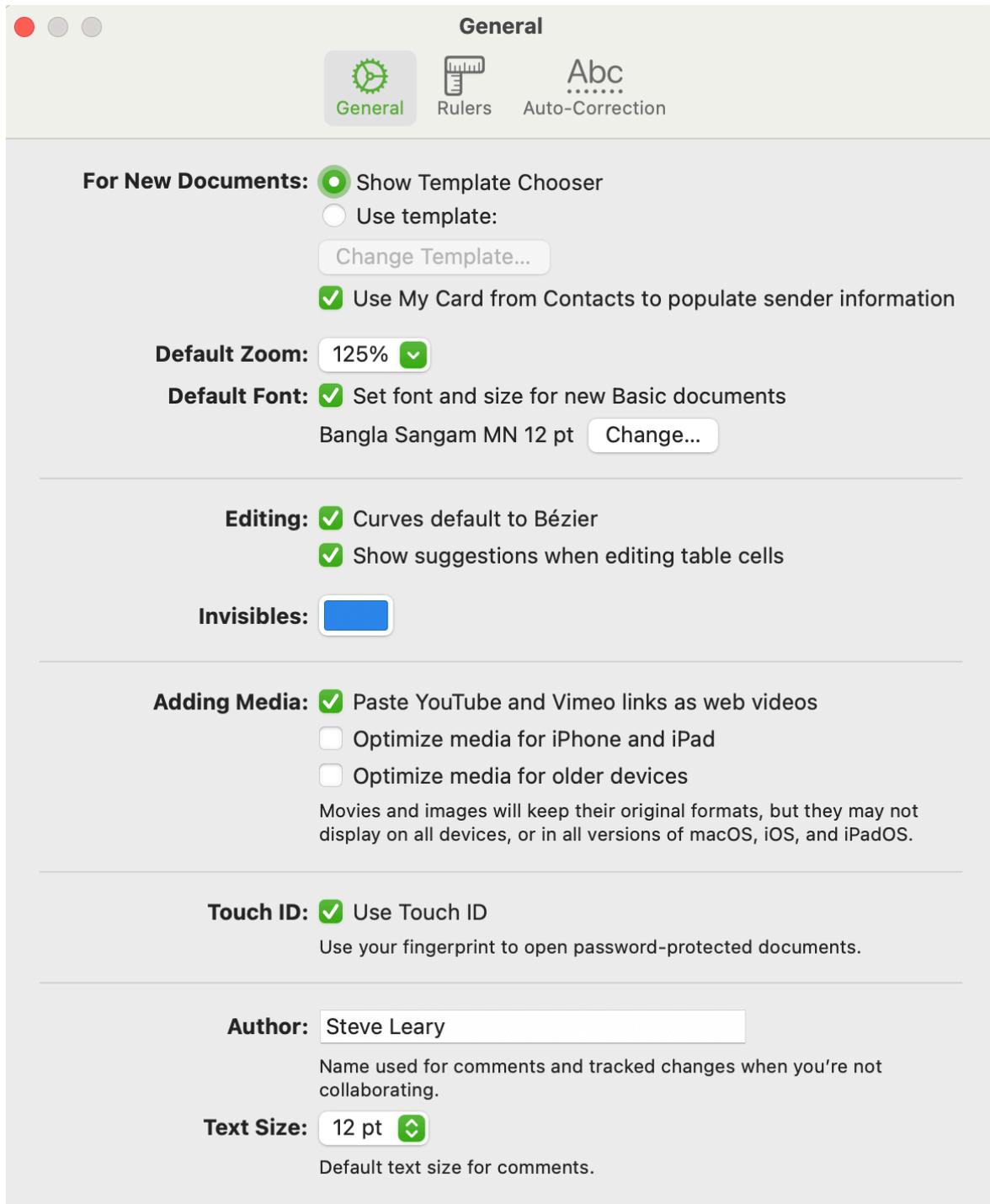
G. The More Section



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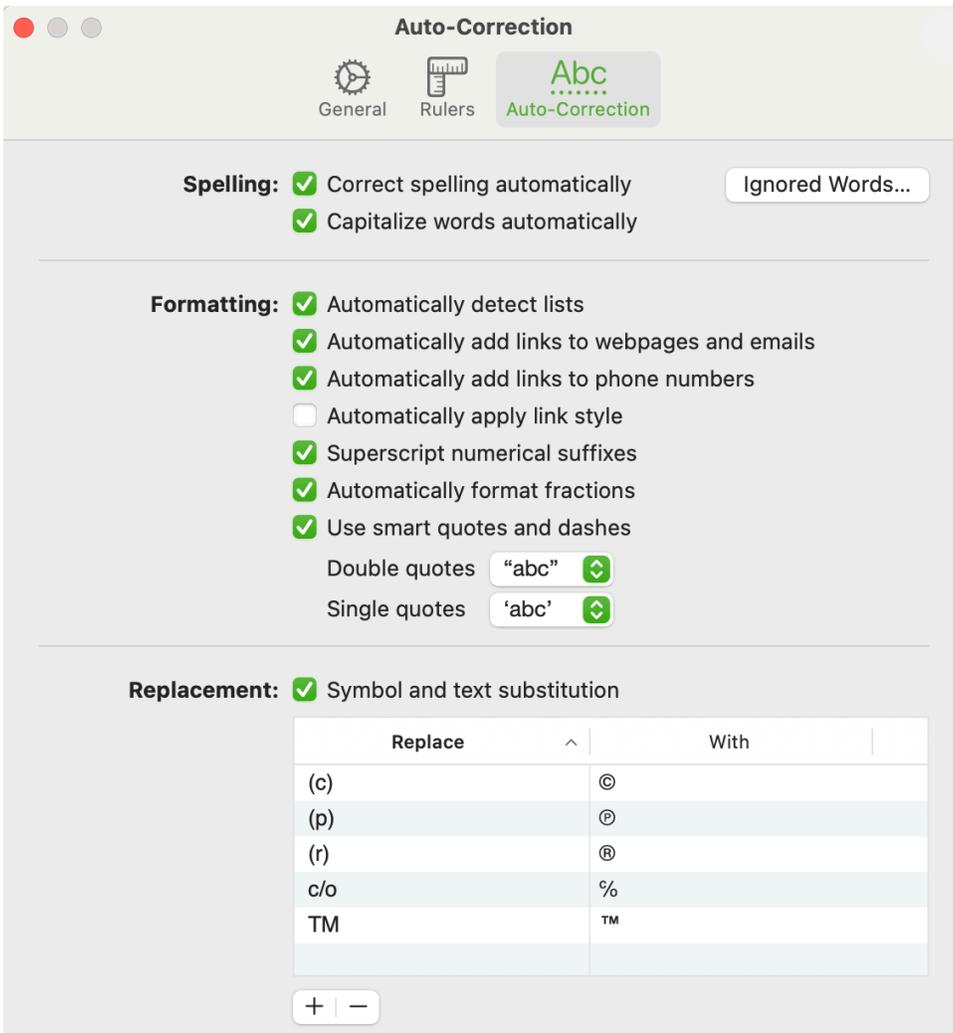
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H. Page Settings



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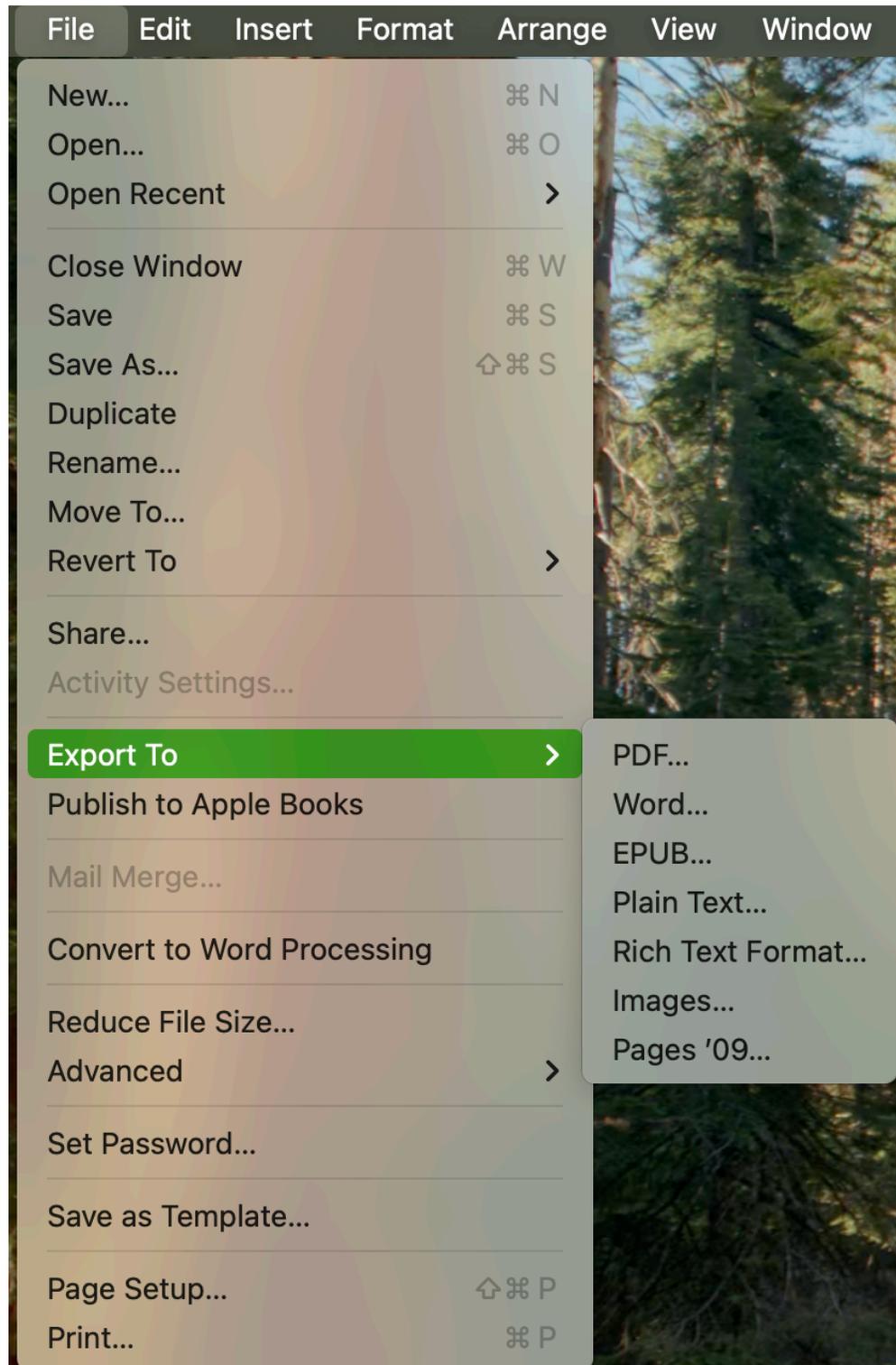
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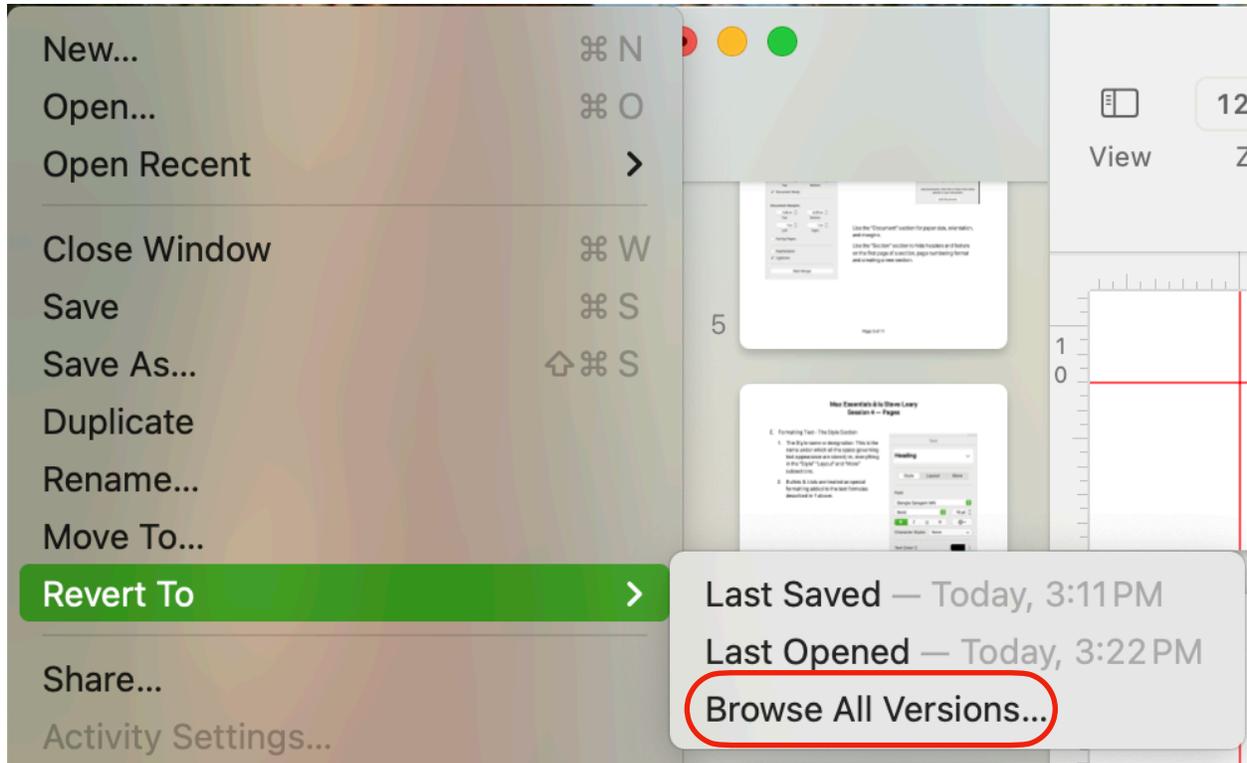
- I. Exporting Pages document to Word.



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J. Revert To

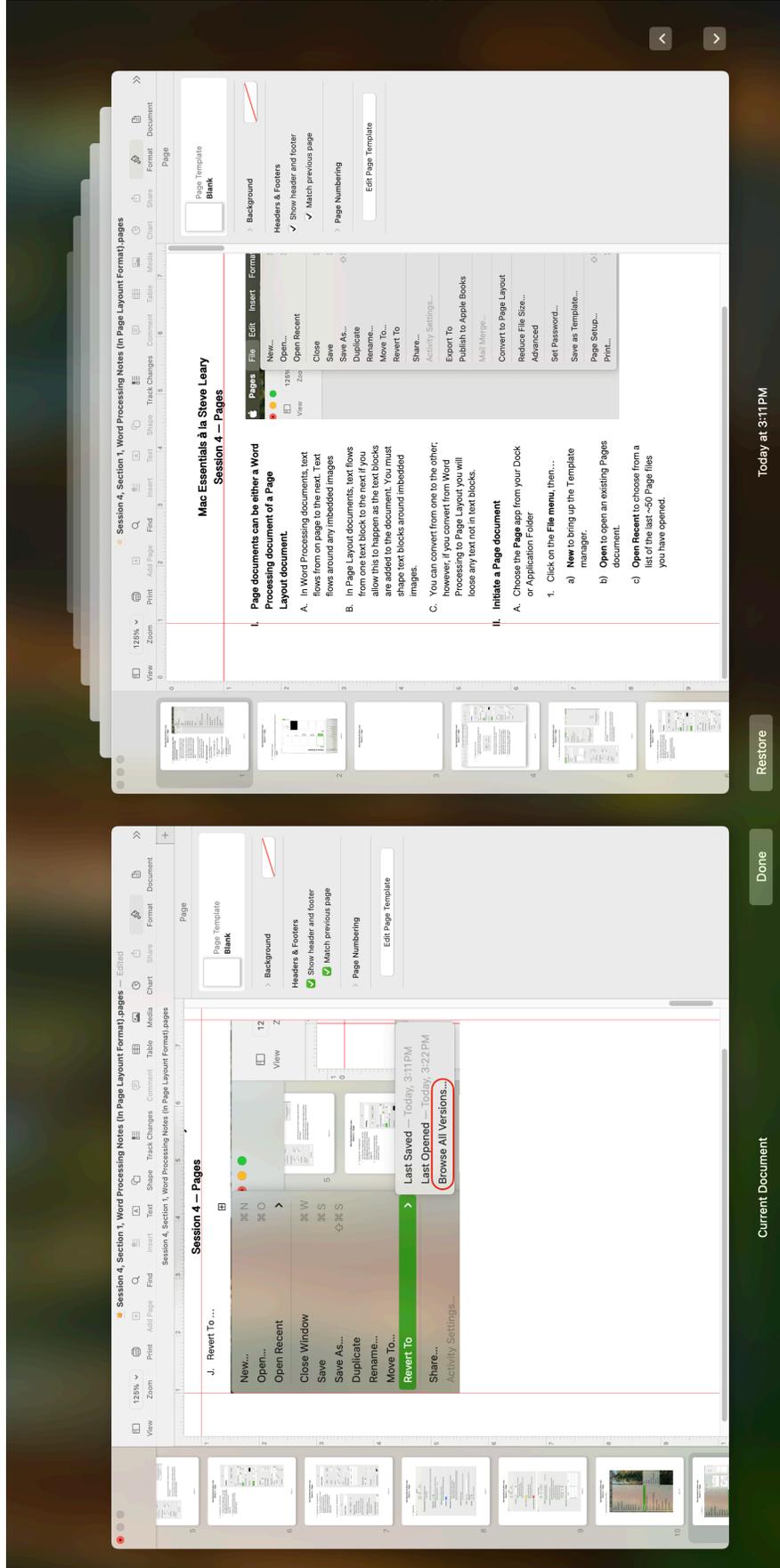


Click on “Browse All Versions...” to bring up screen shown on next page.

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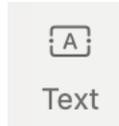
Revert To



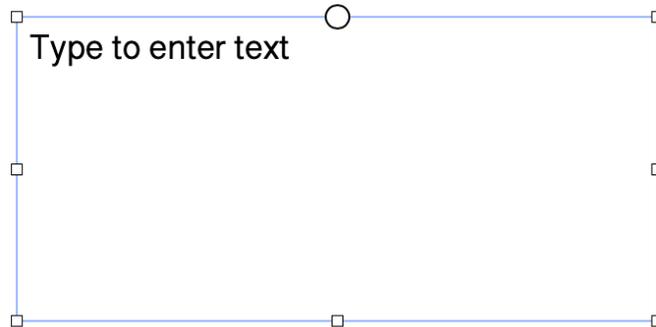
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K. Text Blocks



Drag the nodes to resize the text block:



While hovering over a node, if you hold down the “command” key the pointer changes from a straight line with arrow points on each end to a curved line with arrow points on each end. Click and drag to rotate the text block. Holding down the shift key while rotating the block will snap the rotation to 45° increments.

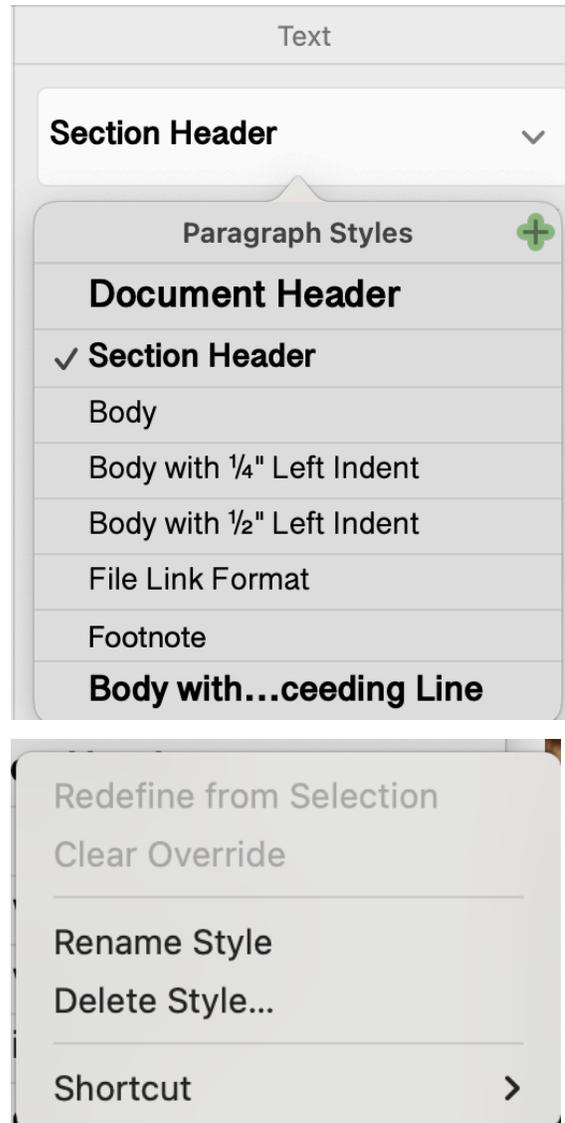
Text properties within the text block are based on the paragraph style selected when entering text into the text block.

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L. Managing Paragraph Styles

1. Click on the white area to bring up this menu.
2. From here you can select a different style for your paragraph or you can click on the “+” sign in the upper right corner to create a new style.
3. Hover over one of the styles brings up a “>” icon to the right side of the menu.
4. Click on the icon to bring up this sub menu.
5. Here you can Rename the Style, Delete the Style, and assign a Function Key as a shortcut for selecting the style.

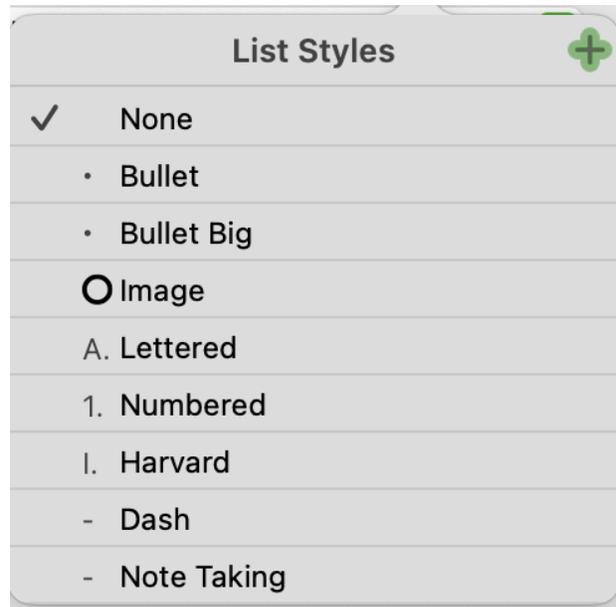
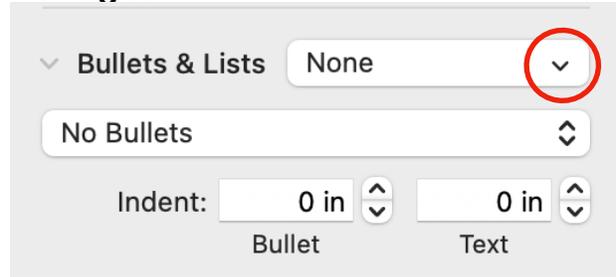


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M. Managing List Styles

1. Clicking on the down caret to brings up the List Styles dialog menu:
2. Choose your type of List Style
3. Click on the “+” sign in upper right corner to add a new List Style based on the List Style selected.
4. For List Styles to work properly, the “Following Paragraph Style” in the “More Section” above must be set to “Same.”

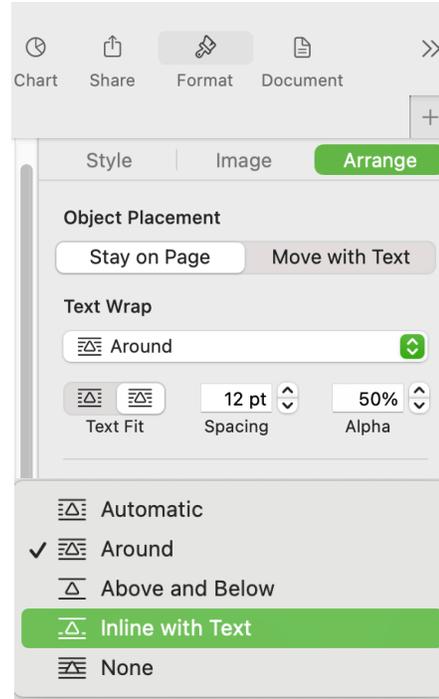
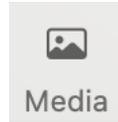


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N. Inserting images into your document.

1. Click on the Media Icon or drag an image file onto the text.
2. With the image file selected, click on “Arrange” in the upper right corner of the right sidebar.
3. Choose the method to flow the text around the image.



Lorum Ipsum (20 Paragraphs)

¶1: Lorem ipsum odor amet, consectetur adipiscing elit. Urna volutpat aenean tincidunt efficitur purus et. Donec praesent dui tempus sagittis est habitant consectetur ullamcorper neque. Pretium senectus primis fringilla tellus commodo dispenatibus laoreet. Tempor venenatis vehicula cubilia placerat volutpat taciti porta ultricies. Mus eleifend fringilla erat fermentum turpis fusce aliquet. In id per blandit ad est sodales est. Faucibus nam suscipit eros eros porta in dolor. Viverra consequat massa ultricies ullamcorper ultrices faucibus. ¶

¶2: Interdum id sem pellentesque habitant finibus. Vel scelerisque cubilia nisl; enim varius libero dis. est ultricies. rutrum eu. quisque. aliquet urna. mollis dictum. taciti aliquet. dapibus. facilis. maecenas. sollicitudin. facilis velit. donec. Mauris. morbi blandit aenean malesuada per vehicula fringilla. Cubilia nullam lacinia lacus urna donec dui. ¶

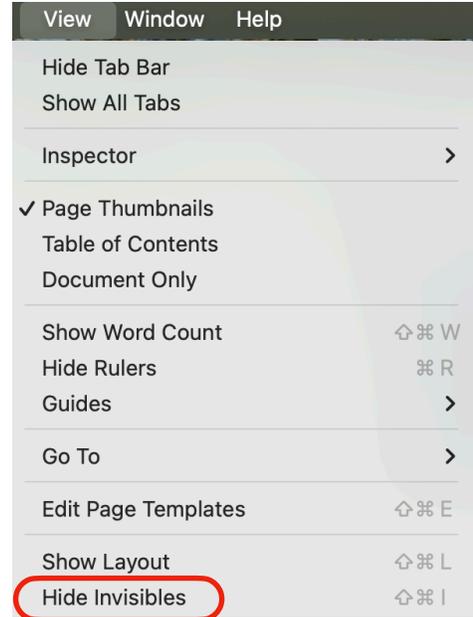


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O. Show/Hide Invisibles

1. A toggle found in the View menu
2. Invisibles are the blue dots denoting spaces between words, pilcrows (¶) denoting a carriage return—line feed between paragraphs and other hidden formatting symbols.



P. Menlo — A special font you might want to consider using for displaying passwords.

Helvetica

a	b	c	d
e	f	g	h
i	j	k	l
m	n	o	p
q	r	s	t
u	v	w	x
y	z	A	B
C	D	E	F
G	H	I	J
K	L	M	N
O	P	Q	R
S	T	U	V
W	X	Y	Z
0	1	2	3
4	5	6	7
8	9		

Menlo

a	b	c	d
e	f	g	h
i	j	k	l
m	n	o	p
q	r	s	t
u	v	w	x
y	z	A	B
C	D	E	F
G	H	I	J
K	L	M	N
O	P	Q	R
S	T	U	V
W	X	Y	Z
0	1	2	3
4	5	6	7
8	9		

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Q. Grouping, Ungrouping and moving Objects,

Grouped

a	b	c	d
e	f	g	h
i	j	k	l
m	n	o	p
q	r	s	t
u	v	w	x
y	z	A	B
C	D	E	F
G	H	I	J
K	L	M	N
O	P	Q	R
S	T	U	V
W	X	Y	Z
0	1	2	3
4	5	6	7
8	9		

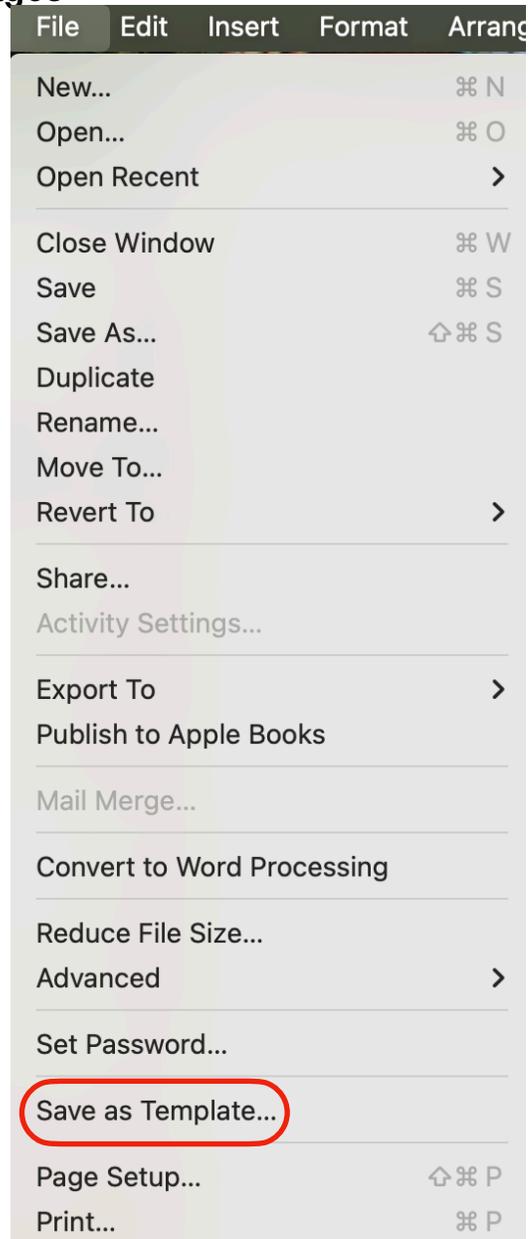
Ungrouped

a	b	c	d
e	f	g	h
i	j	k	l
m	n	o	p
q	r	s	t
u	v	w	x
y	z	A	B
C	D	E	F
G	H	I	J
K	L	M	N
O	P	Q	R
S	T	U	V
W	X	Y	Z
0	1	2	3
4	5	6	7
8	9		

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- R. Saving a personal template to the Template Chooser
1. Once you have created a document you are happy with...all the styles are what you want, all margins, headers and footers are correct, paper size, etc.; **create a copy.**
 2. Working with the copy, delete all the texts and included objects from the copy you do not wish to appear in the template.
 3. Select the style you want to use when you will start the new document.
 4. Then, under the File menu, select “Save as Template...” and follow the instructions for creating a personal template in the Template Chooser.



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References...

A. MacMost.com

- 1) [Learn How to Use Mac Pages in 5 Minutes](#)
- 2) [10 Mac Pages Tips](#)
- 3) [Moving Pages or Text Around in Mac Pages](#)
- 4) [31 Mission Control Tips](#)