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.

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Mac OS Essentials à la Steve Leary Session 4, Part 1, Saving Files As a PDF July 10, 2025	Presets		Default Settings
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- 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.

Converting files to pdf format

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This is the folder where the file will be placed

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



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.

- 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 fill 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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I. Page documents can be either a Word Processing document of 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 loose 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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- 1. Choose your template (in this case, the Word Processing option) and click "Create"
- C. Setting up your document.





D. The "Document" option consists of three sections:



Mail Merge

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

- E. Formatting Text The Style Section
 - 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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■ ▶≡ ✓ Spacing Lines 1 Before Paragraph 0 pt After Paragraph 0 pt ✓ Bullets & Lists None ✓ No Bullets Indent: 0 in 0 in Bullet Text

- F. The Layout Section
 - 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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H. Page Settings

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Author:	Steve Leary					
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I. Exporting Pages document to Word.

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

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Revert To

K. Text Blocks

Text

A

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.

L. Managing Paragraph Styles

- 1. Click on the white area to bring up this menu.
- 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.
- 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.



- 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.

Media

- 1. Click on the Media Icon or drag an image file onto the text.
- 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.

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Session 4 – Pages

- 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.

<u>Helvetica</u>

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<u>Menlo</u>

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Q. Grouping, Ungrouping and moving Objects,

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Grouped

Ungrouped

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- R. Saving a personal template to the Template Chooser
 - Once you have a 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...

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