

# Pages Tips

**Customize Toolbar.** Click View > Customize Toolbar. You can add, remove, or change available tools on your toolbar by dragging and dropping.

Want to show icons only on your Pages screen? Click the “Show” dropdown box at the bottom of the customize screen and click Icon Only instead of Icon and text.

**Create a Custom Template-** From a page you’ve created in your document, highlight the page, Choose File > Save as Template (from the File menu at the top of your screen), then choose an option:

- *Add to Template Chooser:* Type a name for the template, then press Return. Your template appears in the My Templates category in the template chooser.

- *Save:* Type a name for the template, choose where you want to save it.

If you save it to iCloud, the template appears as a downloadable file in the document manager the next time you open Pages on your iPhone or iPad.

If you don’t want to keep the new template, you can delete it from the template chooser (see the task below). You can’t delete templates that came with Pages.

**Formatting** You can fix formatting by copying the formatting from one paragraph to others.

1. Select a paragraph that uses the formatting you want. ...
2. Choose Format > Copy Style (from the Format menu at the top of your screen, not the Pages toolbar).
3. Select some text in the paragraphs you want to fix, then choose Format > Paste Style

If you want to include any changes you made to line spacing before or after the paragraph, make sure to include the little blue paragraph symbol at the end of the paragraph (it’s invisible until you drag your pointer over it).

**Open a Note**, click the “Share” arrow box, scroll to Open in Pages to continue typing or editing your document.

### **Editing**

You can edit your text by speaking into your microphone once you've clicked OK.

(note: when you dictate text, what you say is sent to Apple to be converted into text. In order to help the Mac recognize your words, other info from your Mac is sent as well, including names of your contacts and you have to choose “enable” on this to dictate the first time.)°

**Symbol and text replacement:** There are many symbols, such as the ° ,symbol that can be added to the text replacement list. Under “Edit” choose Emoji and Symbols, scroll then click to make your selection. Highlight and copy your symbol, then click “Edit” ->Substitutions ->Show Substitutions ->click Text Settings. Under Text input, select Text Replacements -> click on the +, type in the letters or word(s) you wish to replace, then Paste the symbol,emoji or words you want to have show up in your document. Click Add then Done.

Edit a Pages doc on your iPad with your Apple pen. Add written text or drawings and save. Open the doc on your Mac, and find options such as animate drawing for use in an e-document.

### **Reduce Your Document's File Size**

Large documents that include high-quality images or video may be reduced inside Pages to keep from sacrificing any of your critical content.

To reduce your file's overall size, click File > Reduce File Size, then select the correct adjustments you want. You can scale down large images, remove trimmed video and audio parts, and more.

To see the many Keyboard shortcuts available, click Help-

>Keyboard shortcuts and see drop down or options.

For more detailed information, under HELP, click What's New in Pages to see what's been added in each previous version of Pages.