Pages vs Word





iWork vs Office

- Apple's iWork is an office suite that runs on OS devices and iOS devices. Components are:
 - Pages
 - Numbers
 - Keynote
- Microsoft's Office for Mac is an office suite that runs on OS devices. Current components are:
 - Word
 - Excel
 - PowerPoint
 - OneNote
 - Outlook for subscriptions, not purchases

Pages/iWork History

- iWork '05 was released in January and consisted of Keynote and Pages for OS
- iWork '08 was released in August of 2007 and also included Numbers for OS
- iWork '09 was released in January and in 2011 became available in the Mac App Store for \$19.99 per OS application
- iWork for iPad was released in 2010 and was available in the App Store for \$9.99 per iOS application
- iWork was overhauled in 2013 for OS X and came free with purchase of a new OS or iOS device after October 1, 2013. Some Pages features were dropped such as mail merge
- Latest OS X version released June 13, 2017, requires Sierra and is free for all your computers—a new update came out September 19
- Offline Help files included

Word/Office History

- In 1985 Word was released for the Mac. Word for Windows came along in 1989
- Excel for the Mac was released in 1985
- PowerPoint for the Mac was released in 1987
- Microsoft Office for Mac was introduced in 1989
- Microsoft Office 2008 for Mac Home and Student Version could be run on 2 computers
- Microsoft Office 2011 for Mac Home and Student Version could only be run on 1 computer
- Current version of Office is Office 2016 which is available for Office 365 subscribers
 - Office 365 Home costs \$99.99 a year and allows up to 5 users
 - Office 365 Personal costs \$69.99 a year for one user
 - Office Home & Student 2016 for Mac purchase costs \$149.99 for one user
- Online Help only for the current version, need Missing Manual Office ???? For Macintosh for older versions

Input/Output File Formats

- Pages Input
 - Standard Pages files are .pages and .template
 - Pages can also open .doc, .docx, .txt, .rtf
- Pages Output
 - Standard **Save...** output is .pages
 - Save as Template... output is .template
 - Export To... has options for PDF..., Word..., Plain Text..., Rich Text Format..., epub..., and Pages '09...
- Word Input
 - Standard Word file is .docx
 - Word can also open .doc, .txt, .rtf
- Word Output
 - Standard **Save...** output is .docx
 - Save As... output can be .doc, .dotx, .dot, .txt, .rtf, .htm, and PDF as well as some additional specialty formats

Common Capabilities

- Letters
- Envelopes
- Simple documents
- Watermarks
- Multi-page documents with Table of Contents—Word can also generate a List of Figures
- Tables
 - Word can provide column totals for numeric fields
 - Pages can provide column and row totals as well as more complex calculations
- Charts
 - Both can provide 2D and 3D charts
 - Pages can provide interactive charts
- Page Layout capabilities
- Include sound and video files
 - Windows version of Word can't handle sound and video files

Unique Capabilities

• Pages

- epub documents usable by iBooks

- Word
 - Mail Merge
 - Forms with Check Boxes, Drop Down Form Fields, and limitations on where you can type in information
 - Web Sites

Word Processing vs Page Layout

- Word Processing Mode
 - Pages are created/deleted as needed to accommodate the text and figures
- Page Layout Mode
 - Pages must be created by user
 - Pages can be deleted by user
 - Pages can be reordered by user

Pages Menu Bar and Tool Bar

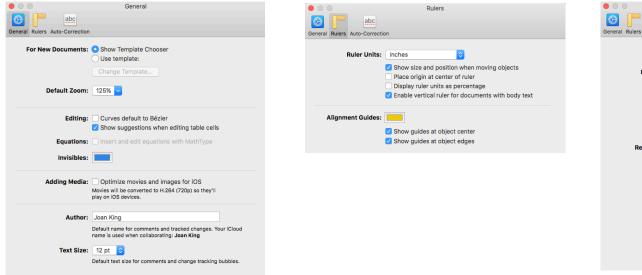


- Menu Bar has the typical options—Pages, File, Edit, Insert, Format, Arrange, View, Share, Window, and Help
- Tool Bar has additional options—View, Zoom, Insert, Table, Chart, Text, Shape, Media, Comment, Collaborate, Format & Document
- Tool Bar can be modified to include additional options

Menu Bar—Pages

Pages	File	Edit	Insert
About	Pages		
Prefer	ences.		ж,
Provid	e Page	es Feed	lback
Servic	es		►
Hide P	ages		жн
Hide Others			Υжн
Show	All		
Quit Pa	ages		ЖQ

Pages Preferences



•	Auto-Cor	rection	
abc			
al Rulers Auto-Correcti	on		
Cool lines			Languard Manda
Spelling:	 Correct spelling Capitalize words 		Ignored Words
Formatting:	Automatically de Automatically de Automatically de		
		apply Link style	
	Superscript num		
	🗹 Use smart quote	es and dashes	
	Double quotes	"abc" ᅌ	
	Single quotes	ʻabc' ᅌ	
Replacement:	Symbol and text	substitution	
	Replace	^	With
	(c)	©	
	(p)	ø	
	(r)	®	
	c/o	%	
	тм	TM	
	+ -		

Menu Bar—File

File	Edit	Insert	Format
Ne	w	ЖN	
Ор	en		жo
Ор	en Rec	ent	▶
Clo	se		жw
Sav	/e		ЖS
Du	plicate		
Rei	name		
Mo	ve To		
Rev	vert To		•
Exp	port To		•
Co	nvert t	o Page La	ayout
Ad	vanced	I	►
Set	Passv	vord	
Sav	/e as T	emplate.	
Pag	ge Setu	ıp	ΰжΡ
Pri	nt		ЖP

File	Edit	Insert	Format	Arra
Ne	w			ЖN
Op	en			ЖО
Op	en Rec	ent		•
Clo	se			жw
Sav	/e			ЖS
Du	plicate		Û	۲¥S
Rer	name			
Mo	ve To			
Rev	/ert To			•
Exp	port To			•
Co	nvert to	o Word P	rocessing	J
Adv	/anced			•
Set	Passw	ord		
Sav	/e as T	emplate.		
Pag	ge Setu	ıp	Û	¥Р
Pri	nt			ЖP

Menu Bar—Edit

Edit	Insert	Format	Arrange	View
Und Red	io lo Paste			೫Z ∂೫Z
Pas Del	by te te and Ma te Formu	atch Style la Results	τ	米X 米C 米V 企業V
Dup	olicate Se	lection		ЖD
	ect All select All			¥A ሰዤል
Acc	ck Chang ept Chan ect Chang	ge		℃#A ℃#R
Ren	nove High	nlights and	l Commen	its
Sub		-		* * * * *
End	Note Cita	ations		►
	rt Dictatio oji & Sym		^#	Space

Menu Bar—Insert

Insert	Format	Arrange	V
Section	on		
	Break on Break	ж	~
Colur	nn Break		
-	Number		
-	Count		
Date	& Time		
	of Conter	nts	•
Footr	ote		
Table		I	•
Chart			
Text E	Box		
Shap	е		
Line			
Highli	ight	습윎	Н
Comr	nent	습糕	К
Book	mark		
Form	ula		•
Equat	tion	7.8	E
EndN	ote Citatio	on 企業	Е
Choo	se	企業	v

Insert	Format	Arrange	V
Page			
	Break nn Break	¥	~
Colur	nn Break		
	Number		
0	Count		
Date	& Time		
Table	of Conter	nts I	•
Footr	ote		
Table		1	•
Chart		1	•
Text I			
Shap Line	e		
Highl	iabt	企 第	Ц
Comr		亡 : : : :	
Form	ula	1	•
Equat	ion	72 %	Е
EndN	ote Citatio	on 企業	Е
Choo	se	企	v

Menu Bar—Format

Format	Arrange	View	Shar
Font Text			• •
Table Chart Shapes Image Movie	s and Lines	1	* * * * *
Copy S Paste S	-		₩C ₩V
Condit	ional Highl	ighting	
Add Li Remov			•
Advan	ced		•

Format	Arrange	View	Shar
Font			•
Text			
Table			
Chart			
	s and Lines		
Image			
Movie			•
Copy S	Style	7	жс
Paste S	Style	7	жv
Condit	ional Highli	ghting	
Add Li	nk		•
Remov	e Link		
Advand	ced		

Menu Bar—Arrange

Bring Forward Bring to Front Send Backward Send to Backて分第F 分第B 分第BAlign Objects Distribute Objects▶Flip Horizontally Flip Vertically▶Lock Unlock第L て第CGroup Ungroupて第G て分第G て分第G て分第G	Arrange	View	Share	Win
Send Backward Send to Back Align Objects Distribute Objects Flip Horizontally Flip Vertically Lock 第L Unlock 第L C第L	Bring Fo	orward	行	жF
Send to Back☆ % BAlign Objects Distribute Objects▶Flip Horizontally Flip Vertically▶Lock Unlock% L \C % L C % LGroup\C % G	Bring to	Front	Û	жF
Align Objects Distribute Objects►Flip Horizontally Flip Vertically►Lock Unlock%L \C%LGroup\C%G	Send Ba	ackward	亡合	₩В
Distribute Objects ► Flip Horizontally Flip Vertically Lock %L Unlock %L \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	Send to	Back	Û	жB
Flip Vertically Lock 第L Unlock て第L Group て第G			cts	•
Unlock \C #L Group \C #G		2	r	
Group \C #G	Lock			ЖL
	Unlock		72	ЖL
Ungroup 飞企器G	Group		7	жG
	Ungrou	р	飞台	жG
Section Masters	Section	Masters	;	►

Arrange	View	Share	Win
Bring Fo Bring to		合了 合	°₩F ₩F
Send Ba Send to	ackward Back	① ブ ①	жB
Align O Distribu	bjects Ite Objec	cts	•
Flip Hor Flip Ver	rizontally tically	1	
Lock Unlock		7	೫L ೫L
Group Ungrou	p		₩G ₩G
Section	Masters	3	►

Menu Bar—View

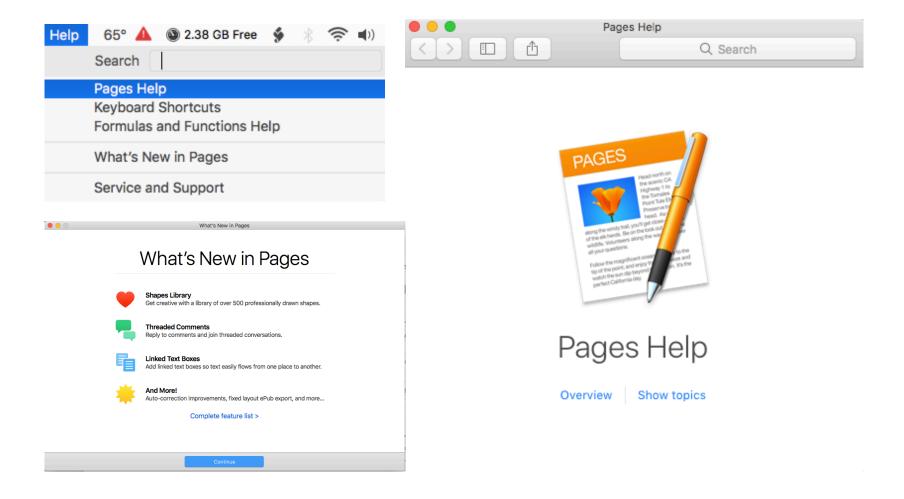
View	Share	Window	Help
✓ Shov	v Tab Ba	r	<mark></mark> ሪ #T
Insp	ector		►
Show	v Word C v Rulers	humbnails Count	て第P 企業W 第R ▶
	v Layout Invisible	s	ひ 第 L
		ents Pane Changes	Þ
Hide	Collabo	ration Activ	ity
Show	v Arrang v Colors v Adjust		☆೫C
Zoor	n		►
Show	v Warnin	gs	
Ente	r Full Scr	reen	^ജF
	Toolbar omize To	olbar	∖сжт

Menu Bar—Share & Window

Collaborate With Others	
🖞 Send a Copy	,

Window	Help	65°	🛕 🚳 2.
Minimiz Zoom	e		ЖM
Show N Move Ta	revious ⁻ ext Tab ab to Ne All Windo	w Win	^습→ ^→ dow
Bring Al	l to Fron	nt	
Untitled Untitled	-		

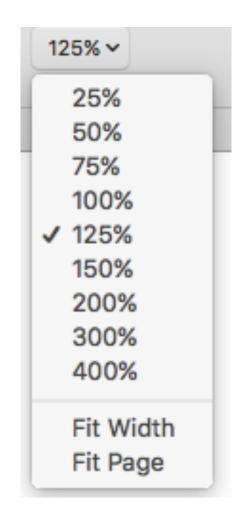
Menu Bar—Help



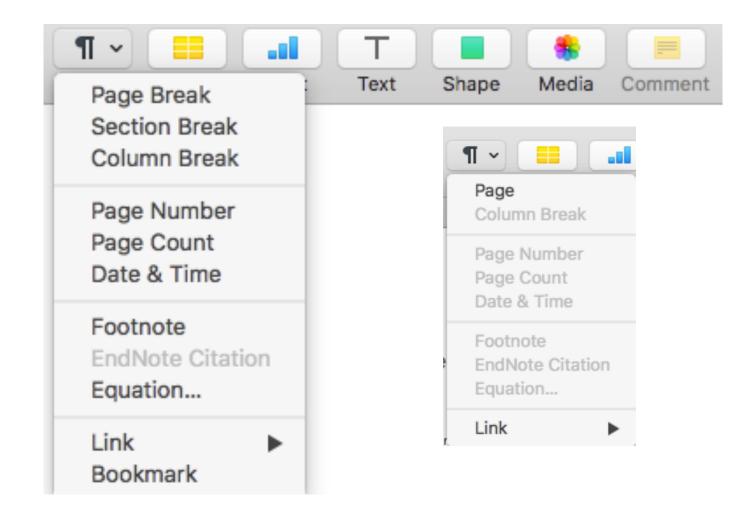
Tool Bar—View

					U	ntitled ~	,
□ ~ 125% ~	¶ ~]			Т		-	
Show Page Thumbnails	nsert	Table	Chart	Text	Shape	Media	Comment
Show Comments Pane							
Show Find & Replace							
Show Ruler							
Hide Comments							
42 Show Word Count							
Hide Collaboration Activity							

Tool Bar—Zoom



Tool Bar—Insert

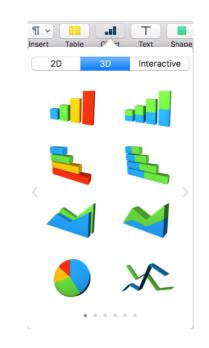


Tool Bar—Table

_	Insert T 'e	Chart	T	Shape	tedia	Comment
<			>			
L	• • • •	•				

Tool Bar—Chart

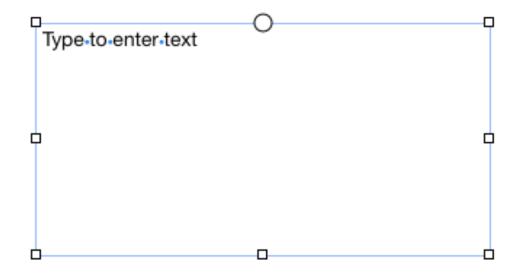




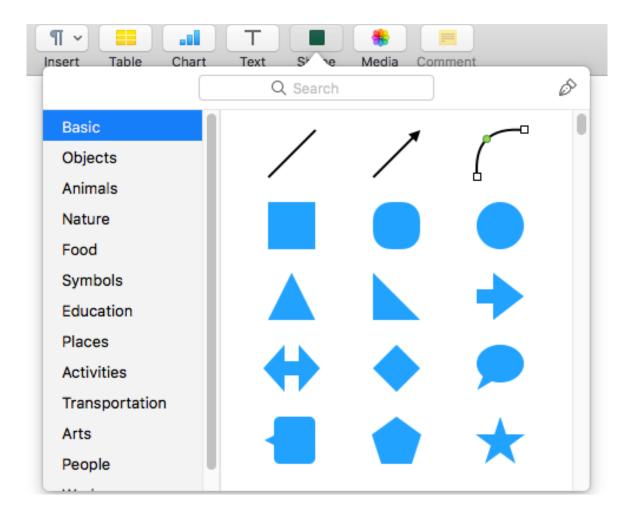


Tool Bar—Text

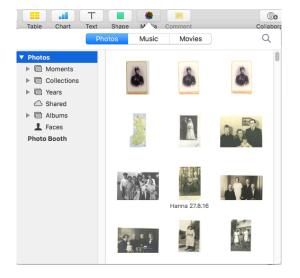




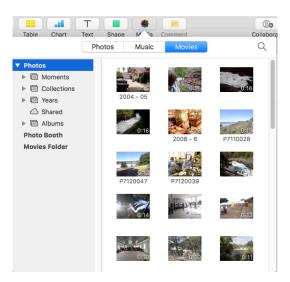
Tool Bar—Shape



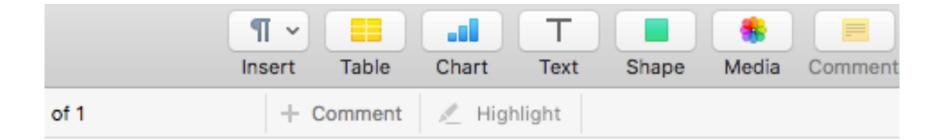
Tool Bar—Media



	T Shape M Sa Com	ment	Collabora
(Photos Music	Movies	Q
▶ iTunes	Name	✓ Time	Artist
	'Heart Wounds' No. 1	4:24	Various Artists
	'Tis So Sweet to Trust in .	J 2:51	Wedgewood Trio
	'Wellington's Victory', Op.	91 15:17	Erich Kunzel - Ci
	"Andante Cantabile" from	6:40	Eugene Ormand
	"Barcarolle" (June) from 1	r 5:34	Eugene Ormand
	"Gigue" Fugue in G	3:13	The Canadian Br
	"Little" Fugue in G	3:22	The Canadian Br
	"Waltz" from Eugen Oneg	in 6:46	Eugene Ormand
	"Waltz" from Swan Lake,	A 6:03	Eugene Ormand
	"Waltz" from The Sleeping	g 4:36	Eugene Ormand
	(Allegro)	1:18	Andre Previn & t
	(Der Engel) Sei stille dem	3:43	Felix Mendelsso
	(Der Engel) Stehe auf, Elia	a 2:18	Felix Mendelsso
	(Die Engel) Hebe deine Au	u 1:39	Felix Mendelsso
	(Elias) Es ist genug! So ni	6:13	Felix Mendelsso
	(Elias) Her, es wird Nacht	2:02	Felix Mendelsso



Tool Bar—Comment



Joan King	
	D
	Done

Tool Bar—Collaborate



	Choose how	Add Peo you'd like to	o ple send your inv	itation:
Mail	Messages	Copy Link	Facebook	() AirDrop
	otions n access: Or rmission: Ca			\$
Joan King (jb	k123@mac.co	om)	Са	ncel Share

Tool Bar—Format

Q	0	"	
llab	orate	Format	Document
			+
	Text	t	
l	Body		▼
l	Style Layou	t N	lore
l	Font		
L	Helvetica Neue		0
l	Regular	2 1	1 🔽
L	B / <u>U</u>	* ~	\bigcirc
l	Character Styles No	one	~
I	ΞΞ	З	=
l	41]	•
	\top \ddagger		*
	Spacing		
	Lines ᅌ		1 🗘
	Before Paragraph		0 pt 🗘
	After Paragraph		0 pt 🗘
	▶ Bullets & Lists	lone	~

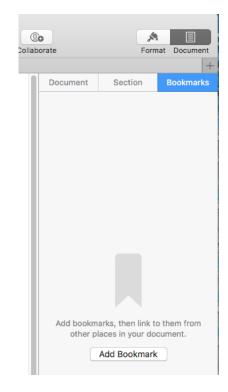
() ollabora	te Format Document
	+ Text
	Body
	Style Layout More
	Columns
	▼ Indents 0 in 0 in 0 in 0 First Left Right
	Tabs Decimal Character .
	Default Spacing 0.5 in Stops Alignment
	+ -
	Borders & Rules None

(I)O			×٩		
ollabora	te		Format	Docume	nt
					+
		Text			
	Body				7
	Style	Layout	N	lore	
	Pagination & B		age		
	Keep with n		-		
	Start paragr	raph on a	new pa	ge	
	V Prevent wid	ow & orpl	han line:	S	
	Hyphenation &	Ligature	s		
	Remove par	agraph h	yphenat	ion	
	Remove liga	itures			
	Following Para	graph Sty	/le		
	Same				

Tool Bar—Document

(Co		A	
Collaborate	F	ormat	Document
Document	Section		+ Bookmarks
Printer & Pa			
192.168.1.1	0		
US Letter S	Small		\$
Page Orienta	ation		
	、		
8.	.50 × 11.00 ir	nches	
✓ Header	C	Foot	er
0.5 i	n 🗘 🛛	0.6	3 in 🗘
Тор		Botto	m
Document	t Body		
Document M	largins		
1 i	n C		1 in 🗘
Тор		Botto	m
1 i	n C	,	1 in C
Left		Righ	
 Hyphenat Ligatures 	ion		

Document Section Bookmarks Headers & Footers Hide on first page of section Match previous section Match previous section Match previous section Create a new section Create a new section Sections allow you to start a new header and footer, page numbering, or page background.	bo	prate	For	mat Doc	ument			
Headers & Footers Hide on first page of section Match previous section Page Numbering Insert page number Create a new section Sections allow you to start a new header and footer, page numbering, or page					+			
 Hide on first page of section Match previous section Page Numbering Insert page number Create a new section Sections allow you to start a new header and footer, page numbering, or page 		Document	Section	Book	marks			
 Match previous section Page Numbering Insert page number Create a new section Sections allow you to start a new header and footer, page numbering, or page 		Headers & F	ooters					
Page Numbering Insert page number Create a new section Sections allow you to start a new header and footer, page numbering, or page	Hide on first page of section							
Insert page number Create a new section Sections allow you to start a new header and footer, page numbering, or page		🗸 Match pre	vious section					
Insert page number Create a new section Sections allow you to start a new header and footer, page numbering, or page								
Create a new section Sections allow you to start a new header and footer, page numbering, or page		Page Numbe	ering					
Sections allow you to start a new header and footer, page numbering, or page		Insert page	e number		~			
Sections allow you to start a new header and footer, page numbering, or page								
and footer, page numbering, or page		Create a new section						
		Sections all	ow you to start a		der			
			r, page numberi					
			r, page numberi					
			r, page numberi					



Pages Demo

