New to Apple Pages or simply looking for different things to do with the app on Mac? We'll walk through several tips for using the app that'll turn you into an Apple Pages Pro in no time!



What is Apple Pages?

Apple Pages is a word processing tool for macOS. It comes preinstalled when you purchase a Mac and is also <u>available for free in the App Store</u>.

Similar to Microsoft Word, you can create documents like articles, reports, and resumes, as well as brochures, newsletters, and flyers in Pages.

•			Choose a Template		
All Templates	Basic				
D Recents					
Basic					1924 Reserve - The day of a first and the day of a first and the day of the d
Reports					 Control and a Manager System Control Manager States and Manager
Books					
Letters					
Resumes	Blank	Plank Lavout	Plank Landssone	Plank Plank	Note Taking
Flyers & Posters	Didiik	Blank Layout	Dialik Lanuscape	Didlik DidCk	Note taking
Newsletters	Reports				
Stationery	And Part State	-			
Certificates	Emary Title	Easy Decorating		Normality P	Gendagy 101 Report
Miscellaneous	the materia match with the Physical at 2000000 For any other start and processing the physical distribution of the sample distribution of the materia at any physical start of the sample distribution of the sample distribution of the start at a start at a sample of the distribution of the sample distribution of the distribution of the physical start the start at a start of the start the start at a start at a start of the start the start the start the start at a start the start the start the start the start the start the start the start the start the start	An and a set of the device strate str	Academic Report Cover Page	MONTHLY REPORT	
My Templates	The target the configuration of the traction of the product on the dispersionless period (the target of the target of target		Martine Martine		B. C. SPA
	inger och niger som bla at de som frå at de som frå de som och de som och er som Kriste och atternorman och som som frå de som och at de som och at			12 0 0	Salah Name Balance
	Feeav	Contemporary	Academic Report	Professional Report	Term Paper
	Loody	Report	Academic Report	Professional Report	ienn aper

With the built-in features of Apple Pages, you can format text, insert media, use bullets and numbering for lists, add tables and charts, share documents, and much, much more.

Whether you're new to Pages or have used it before, we'll share some tips for making the most of the Apple Pages on Mac.

How to open Pages on Mac

- 1. To get started, open **Pages** from the **Applications** folder on your Mac. Select **New Document**.
- 2. Then, pick a template for a quick start or the **Blank** option to start from scratch.
- 3. Click **Create** and get ready to use Pages!

1. How to save documents in Pages

One feature you'll almost always use is saving a Pages document. What makes the app even better is that you can save a document in a different file format or use the password-protection feature.

iGEEKSBL^QG

Save a document

- 1. To save a document, go to **File** \rightarrow **Save** in the menu bar. The first time you save the file, you'll be asked to provide a name.
- 2. Next to **Where**, choose a location. Optionally, add tags \rightarrow Click **Save**.
- 3. After you save the first time, you can simply select **File** \rightarrow **Save** to save with the same settings.

				Text Untit	C) Shiipe led 2				Share		
Favorites		S	ave As:	MyiGe	eeksBlog	Docume	nt				
iCloud			Tags:								
Locations		= •	000 V	💋 Pag	ges — iC	loud	0	^	Q Search		
Tags								~			_
	Name								Date Modified	ł.	- Q
	DTDocu	ment							Today at 8:4	7 AM	
	AKICdo	c							Mar 20, 2023	at 9:22 AM	Ŭ.
	XYZ-M	onthly-Re	port M	odified b	y Jason	Writtenho	ouse	0	Feb 1, 2023 a	at 8:28 AM	
	Sign Pa	ges							Jan 12, 2023	at 1:25 PM	
	List Sty	les Modi	fied by I	Me					Nov 9, 2022	at 9:01 AM	
	FindiPa	d							Oct 26, 2022	at 8:56 AM	A.
	Continu	ityCamer	aDT						Feb 11, 2022	at 9:06 AM	t
	Paragra	phX.page	es						Jan 25, 2022	at 2:45 PN	4
	Invisible	95							Apr 2, 2021 a	at 10:24 AM	
	Note Ta	king							Feb 23, 2021	at 9:42 AN	Λ
	Essay 2								Feb 15, 2021	at 12:46 PI	M.
	Animate	e Objects							Feb 15, 2021	at 12:41 PM	Ň.
	Write								Sep 8, 2020	at 10:16 AN	8
										_	

To save a document with a different file name, go to **File** in the menu bar, hold

your **Option** key, and choose **Save as**. Then, enter the new name, pick a location, optionally add tags, and click **Save**.

Save as a different file type

If you'd like to convert your Pages document to a different file type when you save it, this is

easy to do. You can export it as a PDF, Word, Epub, plain text, or RTF document.

1. Go to **File** in the menu bar \rightarrow Choose **Export to** \rightarrow Select a **format** in the pop-out menu.



- 2. When the Export Your Document box opens, confirm you're on the correct tab for the file type you selected.
- 3. Depending on the type you pick, you may see additional settings. For instance, you can choose the quality and include comments for a PDF file.





- 4. When you're ready, select Save.
- 5. Then, **name** the file, optionally add **tags**, and pick the **location** to save it.
- 6. Select **Export**, and you're done.

Password-protect a Pages document

With the PDF and Word file formats, you can <u>add a password</u> when you export and save the Pages document.

- 1. Follow the steps above to select either PDF or Word. In the Export Your Document box, check the option for **Require password to open**.
- 2. Enter the **password**, verify it, and optionally include a hint.
- 3. Select **Save**, and make sure to jot down the password in a safe spot.



				Myi	GeeksE	logDocu	ment				
							1 al		Ċ		
				Myi	GeeksBl	ogDocume	int				
				Expor	t You	r Docu	ment				
				Expor	t rou	Dood	mont			_	
	PDF	Word		EPUB		Plain Te	ext	RTF	Pages '09		
		То	chang	o DDE las		tings ch	ooso Fil	e > Print			
	1		Bast	e FDI idj	out se	ungs, er	003611	e > Fint.		- 1	
	Im	hage Quality:	Best								
		Include cor	nments	1 						- 1	
		Include sm	art ann	otations							
	Sec. 1	Require pas	ssword	to open							
										- 1	
		Set a p	bassword	d for the P	DF. It wo	in't affect	your origi	nal document.			
		Set a p	bassword	d for the P	DF. It wo	n't affect	your origi	nal document.			
		Set a p	ssword	d for the P	DF. It wo	n't affect	your origi	nal document.			
		Set a p	oassword ssword Verify	d for the P	DF. It wo	n't affect	your origi	nal document.			
		Set a p	ssword Verify	d for the P	DF. It wo	n't affect	your origi	nal document.			
		Set a p Pa Passwo	ssword Verify verify	d for the P	DF. It wo	n't affect	your origi	nal document,			
		Set a p Pa Passwo (Recomm	oassword ssword Verify ord Hint nended	d for the P : :)	DF. It wo	n't affect	your origi	nal document.			
		Set a p Pa Passwo (Recomm	ssword Verify ord Hint hended	d for the P : : : : : : : : : : : : : : : : : : :	DF, It wo	n't affect	your origi	nal document.			
	>	Set a p Pa Passwo (Recomm Advanced C	ssword Verify rd Hint hended Options	d for the P : :)	DF. It wo	n't affect	your origi	nal document.			
	>	Set a p Pa Passwo (Recomm Advanced C	ssword Verify ord Hint hended Options	d for the P : :)	DF. It wo	n't affect	your origi	nal document.			

2. Customize the toolbar in Pages

The nice thing about Pages, along with other macOS apps, is that you can customize the toolbar at the top. This allows you to include those actions you perform most and remove those you never use.

- 1. Right-click the toolbar at the top of Pages and choose Customize Toolbar.
- 2. When the **toolbar window appears**, you'll see all of the **items** you can add. You can then do the following:
 - $\circ\,$ To add an item, drag it from the window to the location you want it in the toolbar.
 - $\circ\,$ To use the default set of items, drag that gray bar from the bottom onto the toolbar.
 - \circ To remove an item from the toolbar, drag it out and down to the window.

- $\circ\,$ To rearrange items in the toolbar, select and drag them where you want them.
- $\circ\,$ To choose from icons and text or only icons, select an option in the Show drop-down box on the bottom left.
- 3. When you finish, click **Done**.

10 C	0 00 1 1253 - 4 Zerra in	- 0 <u>9</u>		dGeeksBlogDoo	sument Ga			
Drag your favorite it	ems into the toolba	r		gillen a llioghtean	SHE			+
E. View	Zodm	Add Page	01 Insert	Table	Chart	Text	Shape	Media
Comment	古 Share	Pormat Doc	ument Fo	Sorward.	Backward	8 Front	8 Hack	AB Flip Horizontal
Flip Vertical	Group	Ungroup	A+ Biggler	A- Smaller	A ^t Superscript	A ₁ Subscript	≣* Outdent	*= Indent
Track Changes	Capy Style	C Paste Style		Haak	Remove Background	8 Lock	d ° Unlock	Aa Fonts
() Link	Adjust Image	Q Find	Print	Colors	Mail Merge	Bookmarks		Flexible Space
or drag the defau	It set into the toolba	ar.						
View Zoom Ac	H	Se Insert Table	Chart Text	Shape Medi	چ) a Comment Flex	tible Space Share	Flexible Space	Format Document
Show Icon and Te	xt 0							Done

3. Adjust auto-correct settings in Pages

<u>Auto-correct</u> is a handy feature that anticipates what you want to type and corrects it if it's misspelled. While you're probably used to the feature in apps like Messages on iPhone, you can also use it in Pages on Mac. And luckily, you can customize how auto-correct works.

- 1. Select **Pages** \rightarrow **Settings** in the menu bar and pick the **Auto-Correction** tab in the box that appears.
- 2. You'll see sections for Spelling, Formatting, and Replacement.
 - Spelling: Check the boxes to correct spelling and capitalize words automatically. For words you want Pages to ignore, select Ignored Words, add them to the list, and click OK.

- **Formatting**: Check the boxes for the formatting options you want to include and use the drop-down boxes to choose the Double and Single quotes formats.
- Replacement: Optionally check the box to use symbol and text substitutions. Then, review the text replacements and use the plus sign button to add one or the minus sign button to remove one.

0.0	Auto-Co	rrection	
	General Rulers	abc Auto-Correction	
Spelling:	✓ Correct spelling ✓ Capitalize word:	automatically s automatically	Ignored Words
Formatting:	 Automatically de Automatically ad Automatically ad Automatically ag Superscript num Automatically fo Use smart quotes Double quotes Single quotes 	etect lists dd links to webpage dd links to phone n oply link style herical suffixes ormat fractions es and dashes "abc" (abc' (abc') (abc) (ab	es and emails umbers
Replacement:	Symbol and text Replace (c) (p) (r) c/o TM + -	t substitution © © ® % TM	With

3. When you finish, close the box using the ${\bf X}$ on the top left.

4. How to track changes in Pages

If you plan to work on a Pages document with a coworker or team member, you can use the Track Changes feature. This allows you to see the changes made by the other person, accept or reject those changes, highlight specific items, and include comments.

- 1. To enable the feature, select **Edit** in the menu bar \rightarrow Pick **Track Changes**.
- 2. You'll then see the Track Changes toolbar at the top of the document.
 - $\circ\,$ Starting from the left, you can see the number of changes made, add a comment or highlight, accept or reject a change, and pause tracking.



- On the far right, select the gear icon to adjust the settings for the tracking, including using markup or making the version final, accepting or rejecting all changes, and choosing your author color (to indicate changes you make).
- As you and others add items or make changes, you'll see them highlighted when you use Markup mode (above). You can then accept or reject changes by clicking Accept or Reject in the toolbar or in the pop-up window next to the edit.



 To stop tracking, select Edit in the menu bar or use the gear icon and pick Turn Off Track Changes. When you turn off tracking, you may be asked to accept or reject any changes you haven't already.

					MyiGeel	sBlog	ocume	nt — Ed	lited					
	125% ~	+	<u>o=</u>	Ħ	C	$[\overline{\mathbb{A}}]$	6	هتا		₾	Ð			
View	Zoom	Add Page	Insert	Table	Chart	Text	Shape	Media	Comment	Share	Format	Docume	ent	
					Myi	GeeksBl	ogDocum	ent					+	
•	1 Change		+	Comment	ні	ghlight			Accept	t 🚫 Reject	Paused 🜔	On Q	Ð∽	
												Ì	 Markup Markup Without Deletion Final 	15
		lf you plan t you can use	to work of the Trac	on a Pa k Char	ges do Iges fe	cumer ature.	nt with This al	a cow lows ye	orker or tea ou to see th	am member ne changes	r,		Accept All Changes Reject All Changes	
	1	made by the	e other p	erson,	accep	t or re	ject th	ose cha	anges, high	light specifi	с		Author Color	>
	i	items, and i	nclude c	omme	nts.								Turn Off Tracking	
	· .	To enable th	ne featur	e, sele	ct Edit	in the	menu	bar an	d pick Trac	k Changes.				
	Ľ	You'll then s	see the T	rack Ch	nanges	toolb	ar at th	ne top (of the docu	ment.				

5. How to add objects in Pages

You may want to insert an object in your Pages, document like a table, chart, text box, or shape.

1. To add an object, select it in the toolbar or open **Insert** in the menu bar and choose

iGEEKSBL^QG

the item.

Edit	Insert Format Arrange	View	Window	Hel	P											
	Section								/yiGeel	sBlog	Documer	nt — Ed	ited			
	Page Break Line Break	¥⇔		1 View	125% ❤ Zoom	+ Add Page	<u>©</u> ≣ Insert) Table	() Chart	Text	C Shape	La Media	Comment	ڻ Share	Format	Document
	Section Break Column Break								Myi	GeeksBl	ogDocume	ent				+
	Page Number Page Count Date & Time				Ī											
	Table of Contents Footnote	>														
	Table Chart Taxt Bax	> >														
	Shape Line	>														
	Highlight Comment	合第 H 合第 K														
	Bookmark Image Gallery Web Video	○第														
	Insert from iPhone or iPad Record Audio	,														
	Formula Equation	∖ ≋ E														
	A A A A A A A A A A A A A A A A A A A	COM E														
	choose	U.H.V														

- 2. Once you add your object, you can format it to your liking. Select the item and click **Format** on the top right to open the sidebar.
 - Depending on the type of object you insert, you'll have a variety of options. For example, if you add a shape, you can change its color, add a border, and toss in a shadow effect.

iGEEKSBL^OG



3. Take advantage of the tabs in the sidebar per the object you add to format it, arrange it, or wrap the text around it.

					MyiGeek	sBlog	Documer	nt — Edi	ited			
	125% ~	(+)	<u>o=</u>	田	®		C	-		Ċ	s and a second s	
View	Zoom	Add Page	Insert	Table	Chart	Text	Shape	Media	Comment	Share	Format	Documer
					Myi	GeeksBl	ogDocume	ent				
									St	yle	Text 🧧	Arrange
									Obje	ct Placement		
									S	tay on Page	Move	with Text
	T				п				Text	Wrap		
				Ă	Ī					Automatic		0
			_		•					-	2 pt 🗘	0
			-		-				Те	xt Fit Spa	acing	Alpha
												*
			<u>ф</u>	0	ġ				Ba	ick Front	Backward	Forward
									Alig	jn 💟	Distribu	te v
									Size	1.5	3 in 🗘 👘	1.53 in 0
										Coi	nstrain propo	ortions
									Posi	tion 2.4	2 in 🗘	1.36 in
									1031	X		v

6. How to insert images in Pages

For documents like brochures, flyers, school essays, or even a resume, you may want to add an image in Pages. You have various options for adding a photo, picture, or image from your Mac, iPhone, or iPad.

- 1. Place your cursor in the document where you want the image.
- 2. Select the **Media** button in the toolbar. You can also use **Insert** in the menu bar. However, you have limited options.



- 3. Then, pick one of the following:
 - **Photos**: Choose a picture from the <u>Photos app on Mac</u>.
 - **Image Gallery**: Insert a scrolling set of images. Click the image icon on the bottom right, select all of the images you want to add, and click **Insert**. You can then use the arrows on the gallery to move through the images.
 - $\circ\,$ Choose: To insert an image from a location on your Mac, pick Choose and then browse for the picture.
 - iPhone and iPad: If you have a connected iPhone or iPad, you'll see options beneath that device to Take Photo, Scan Document, and Add Sketch. Pick one of these options and then follow the prompts on that device to snap a photo, sketch an illustration, or scan a document and insert it in Pages.
- 4. Once you add your image to your document, you can click the **Format** button to open the sidebar for additional options depending on the type of image you add. For instance, if you simply insert a picture from Photos, you can adjust the exposure or remove the background.

iGEEKSBL^QG



7. Insert page numbers in Pages

If you have a document that requires page numbers or simply prefer to include them, you can easily add them to either the header or footer in your Pages document.

- 1. Hover your cursor over the header or footer area to display the section.
- 2. Click in one of the boxes that appear on the left, center, or right, and select **Insert Page Number**.

iGEEKSBL^OG



3. Choose the **format** for the page numbers you want to use from the list that displays.

Vaiw	Zoom	And Park	i tranifi	nolé Chart Toxt Sh MyrGenicsBlogDo	apa (Matter Darranam) cumoni	They w	rennal	Coleannent He
				1 1 of 2 Page 1 Page 1 of 2				

4. You can then click another spot in your document to exit the header or footer.

Your page numbers automatically appear at the top or bottom of each page.

8. Change the background color in Pages

Maybe the document you're creating needs a bit of pizzazz. You can change the background color of the document in just a few clicks.

1. Click the **Document** button on the top right to open the sidebar.

iGEEKSBL^QG

- MyiGeeksBlogDocument ₫ A <u>0=</u> 1272 Share Format Document + Document Bookmarks Background 0 No Fill Click to choose a pr Current Fill Color Fills Headers & For Hide on fir 😏 Match prev Page Numberi Gradient Fills Format Numbering Image Fills Start at: No Fill 1
- 2. Go to the **Section** tab and expand the **Background** option.

3. To the right, click the **palette** button and choose a color for the document background.

		- 1	lyiGeek	sBlogD	ocumer	t — Ed	todi			
125% ~	<u>e=</u>					20		Ċ	Ø	Ð
	linsert			Text		Media	Comment	Share	Format	Document
			Myi	3eeks810	gDocume	nte				+
							Doc	ument S	ection B	lookmarks
							- B	ackground	C	
							V No	o Fill		
							Co	olor Fill		
							Gr	adient Fill		
							Ac	Ivanced Gradie	ent Fill	
							Im	lage Fill	F (0)	
							AL	ivanced image	rm	
							Pag	e Numbering		
							Form	nat		
							1, 3	2, 3		Ċ
							Num	nbering		
							. e c	ontinue from p	revious secti	on
							ŌS	tert at:	1.0	

4. To use a gradient, image, or advanced options, click the No Fill drop-down box and

make your selection.

5. Depending on the type of background you choose, you may see additional options. For example, if you pick Gradient, you can pick the colors and adjust the angle.



When you finish, you can close the sidebar by deselecting the **Document** button.

9. How to highlight text in Pages

Perhaps it's specific text you'd like to highlight in your document instead. Unlike Microsoft Word, Apple Pages doesn't offer a handy highlight button. However, you can still highlight text in any color you like.

- 1. Select the **text** in your document that you want to highlight.
- 2. Click the **Format** button on the top right to open the sidebar.
- 3. To highlight a word, phrase, or sentence, go to the **Style** tab. Click the gear icon and use the palette or color wheel next to **Text Background** to choose a color.

iGEEKSBL^OG

•					MyiGee	ksBlog	Docum	ent — E	dited				
1	125% ~	+	<u>0=</u>	Ħ	®	A	Ĉ	عتا	Ţ	Ċ			
W	Zoom	Add Page	Insert	Table	Chart	Text	Shape	Media	Comment	Share	Format	Document	
					M	yiGeeksi	BlogDocur	ment				+	
											Text		
												-	
										Default*	~	Update	
rhap	s it's specifi	c text you'd like to	o highlight in y	our docu	ument ins	tead. U	nlike Micr	osoft Wo	rd, Apple				
ges (doesn't offer	r a handy highligh	t button. How	vever, you	u can still	highligh	nt text any	color yo	u like.	Style	Layout	More	
lect	the text in y	our document tha	at you want to	highligh	t.¶								
										Font			
										Calibri		0	
										Regular	0	10.67 ¢ 🗘	
										BI	<u>U</u> S	©~	
										Character Styl			
											Moi	re Text Option	15
										Text Color 🗘	Character Spa	cing	0% 0
											Baseline Shift		0 pt 🗘
											Raseline	Default	-
											Oraliation	News	
											Capitalization	None	
											Ligatures	Use Defa	ult 😁
											Outline		
											Shadow		
											Text Backgrou	nd	

4. To highlight a paragraph, go to the **Layout** tab and expand **Borders & Rulers**. Use the palette or color wheel next to **Paragraph Background** to choose a color.

•					MyiGee	eksBlog	Docum	ent – E	dited			
	125% 🗸	+	<u>0=</u>	ŧ	©	A	Ô	Ĩ.	Ē	₾		
iew	Zoom	Add Page	Insert	Table	Chart	Text	Shape	Media	Comment	Share	Format	Document
					M	yiGeeksB	logDocur	nent				+
											Text	
										Default*	~	Update
Perh Page	aps it's speci s doesn't off	ific text you'd like fer a handy highli	e to highlight i ight button. H	n your de owever. v	ocument vou can si	instead. till highli	Unlike Mi ght text a	icrosoft W ny color y	/ord, Apple	Ch In		
							•			Style	Layout	More
Selec	ct the text in	your document	that you want	to highli	gnt.					Columna		
										> Indents		
										Tabs		
										 Borders & Rule 	s	
										None 📀	0	1 pt 🗘
												0 pt 🔅
										Position	n	Offset
										Paragraph Backgr	round	
										- 6		

5. You'll then see your text highlighted in your color of choice.

Click the **Format** button to deselect it and close the sidebar.

10. How to show the word count in Pages

One simple setting that comes in super handy but may be overlooked is <u>seeing the word</u> <u>count</u> for your document. Along with the number of words, you can see the number of characters, paragraphs, and pages.

1. Go to **View** in the menu bar and pick **Show Word Count**.

					MyiGee	ksBlog	Docume	ent — E	dited			
⊕	125% ~	+	<u>0=</u>	Ħ	O	(A)	C	هنا	Ţ	đ	Ð	
View	Zoom	Add Page	Insert	Table	Chart	Text	Shape	Media	Comment	Share	Format	Document
					M	yiGeeksB	llogDocun	nent				+
		One simp	le setting	that co	omes ir	supe	r handy	/ but m	ay be overlo	ooked is seeing		
		see the n	umber of	charac	ters, pa	aragra	phs, an	d page	s.	ords, you can		
						168	characte	ers with	out spaces			
						203	charact		spaces			
						205	charact	ers with	spaces			
						✓ 36 v	vords	ers with	spaces			
						✓ 36 v 1 pa	vords ragraph	ers with	spaces			

2. When the **counter displays at the bottom** of the Pages window, you can click it to view and display the count for words, characters, paragraphs, or pages.



3. As you work on your document, you'll see the count at the bottom adjust accordingly.

To remove the word count at the bottom, select View and pick Hide Word Count.

Are you pumped for Pages?

Hopefully these tips have you ready to do something a little different in Pages. But remember, this isn't an inclusive list. You can do even more than what you see here to create stunning documents using Pages on Mac. Plus, you can use and sync the app with your iPhone and iPad as well.

Check back with iGeeksBlog for more on using Apple Pages! In the meantime, share your own tips and tricks for using Pages on Mac.

Read more:

- How to remove Search Marquis from Mac
- How to open a note in Pages app in iOS 17 and macOS Sonoma