iPad Lessons

for Seniors

SUNSHINE COAST BUSINESS AWARDS SMALL BUSINESS WINNER EDUCATION & TRAINING

Writing Your Life Story Using Pages for iPad

Most tips can be used in iPad for Mac or Pages for iCloud too

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iPad Lessons
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Introduction

Thank you for investing in this lesson.

Whether you want to write a book of fiction or your life story so much time is wasted in unnecessary formatting of your book.

I hope these notes and the video lesson that accompanies it will help remove this pressure so you can focus on getting your story out of your head and onto the page

Having never written a book you can take my advice with a grain of salt however I have experienced first hand the frustration of authors who have called me in to help with the layout of their Microsoft Word or Apple Pages document.

Often there is an enormous amount of inconsistency in the font used throughout the book, chapters are hard to keep up to date, page numbers are all over the place and photos have jumped away from where they were intended to be.

If you have experienced this first hand or want to avoid that frustration all together then this lesson will be of huge benefit to you.

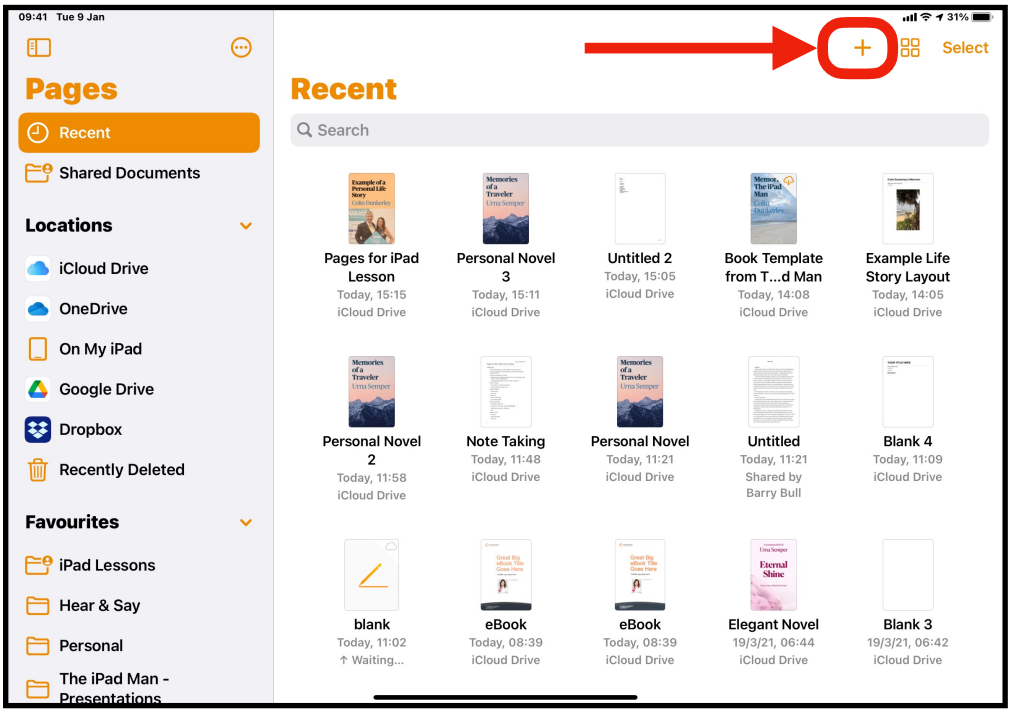
I look forward to hearing your feedback about this lesson or the book you are able to create thanks to this lesson.

If you have yet to start your document then take the time to set up the rough outline structure to help you get motivated before trying to write your story.

If you have already started to write and have thousands or tens of thousands of words already written you can apply the structure in this lesson to your existing work, although I do suggest making a back up copy before you start!

Blank Document or Template?

Pages Recent View

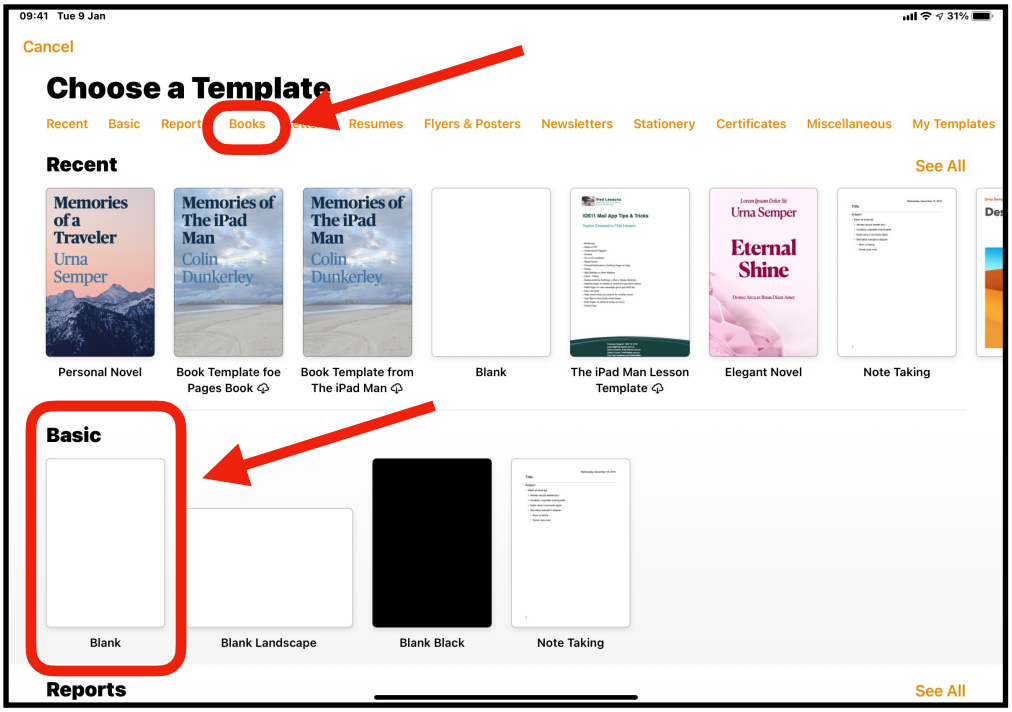


When you first open Pages you will see either this **Recent** view or be inside your most recently created document.

To start a new document tap the orange **+** icon in the top right corner.

If you are still inside a document tap **Documents** in the top left corner of the Pages App

Choose From an Existing Template or Start Blank

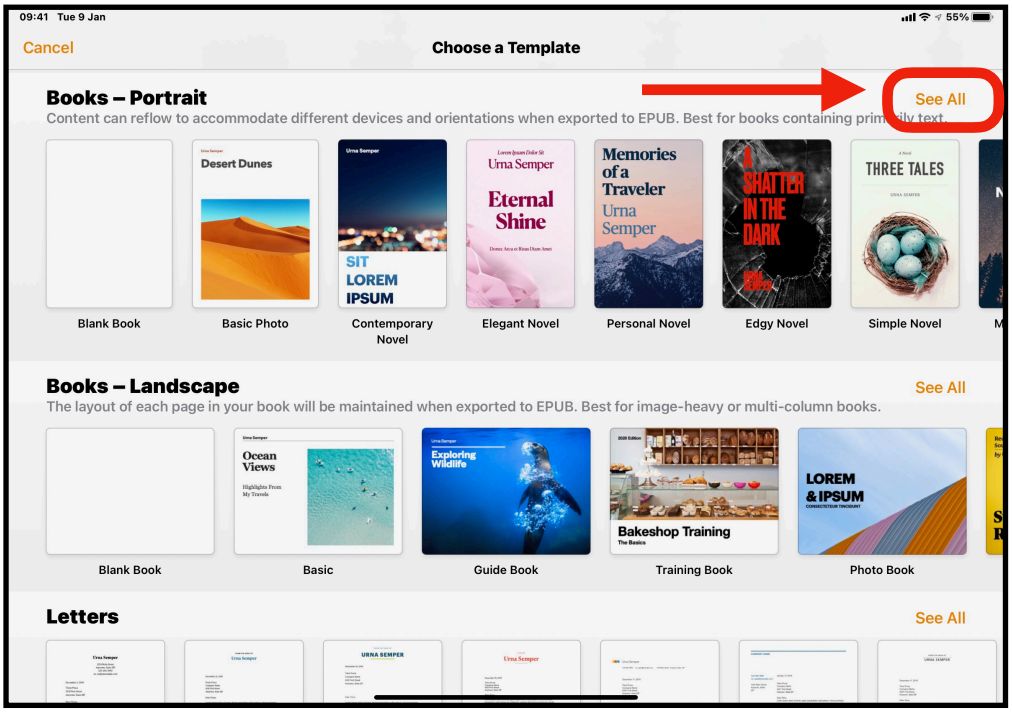


The most recently open documents will be listed along the top of the screen.

Scroll down to see all the pre-made templates available to help you get started.

In this lesson I recommend starting by tapping **Blank** under the **Basic** heading and then continue from page 8 of these notes.

Book Templates Portrait and Landscape

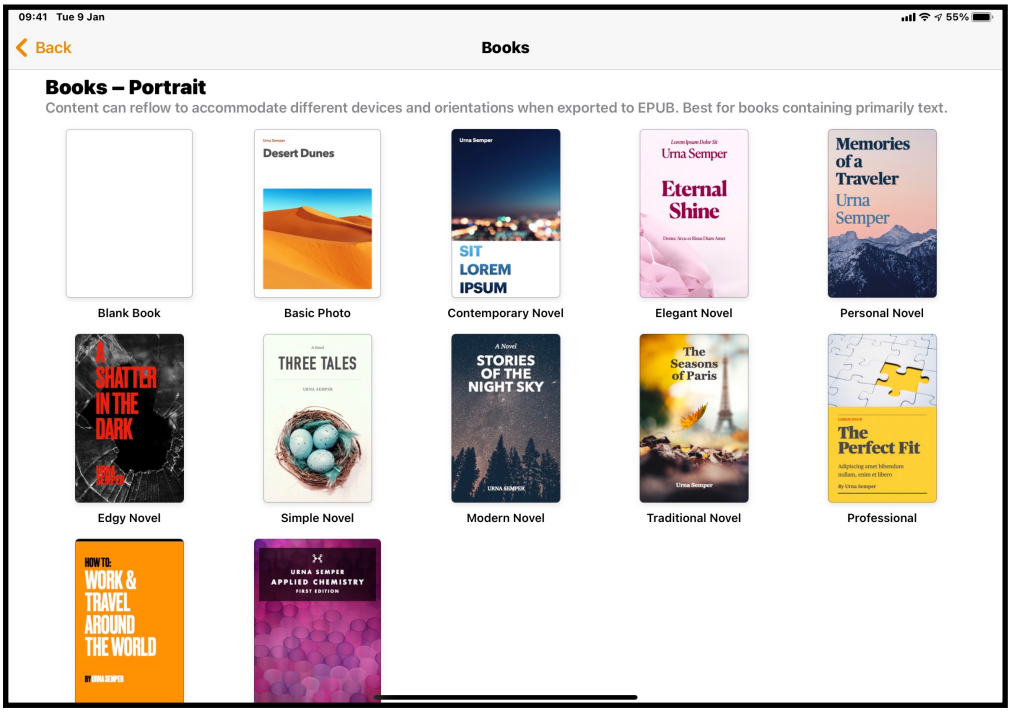


If you do choose to look at the Books Templates you will see about a dozen portrait and a dozen landscape layouts pre-made.

These are great if you need help with styling to improve the look of your book.

Tap **See All** to compare the templates.

Book Templates See All



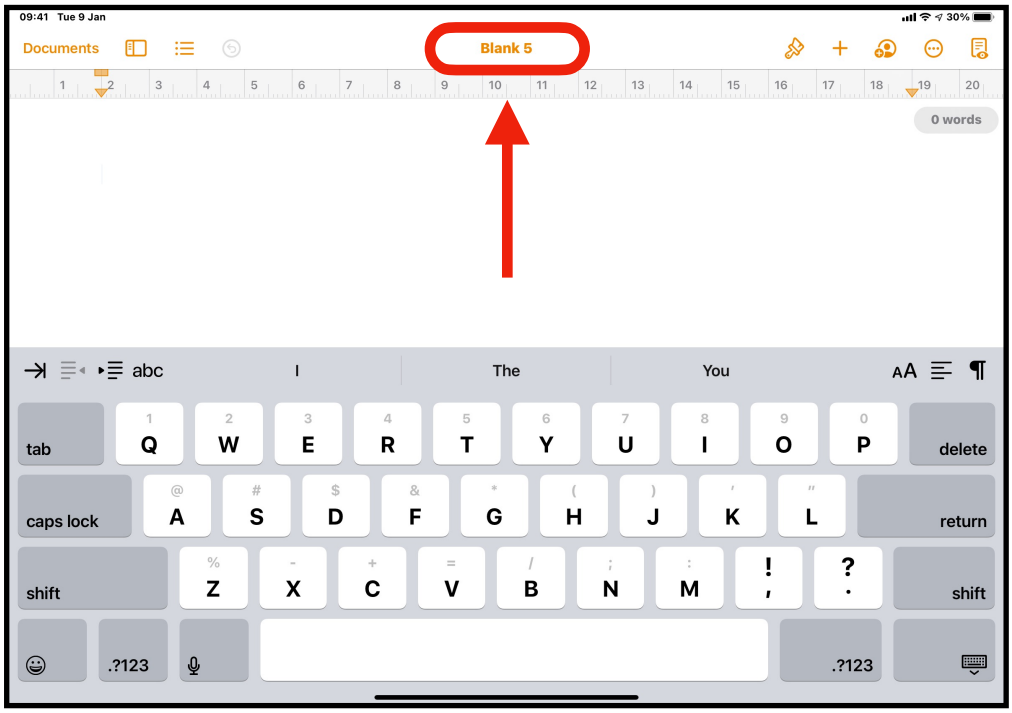
Don't be restricted by what the template is called.

You can open them up and see which colour scheme or layout you like best and create your story in any of them.

Today's lesson though will be from a Blank document as everyone would no doubt select a different template!

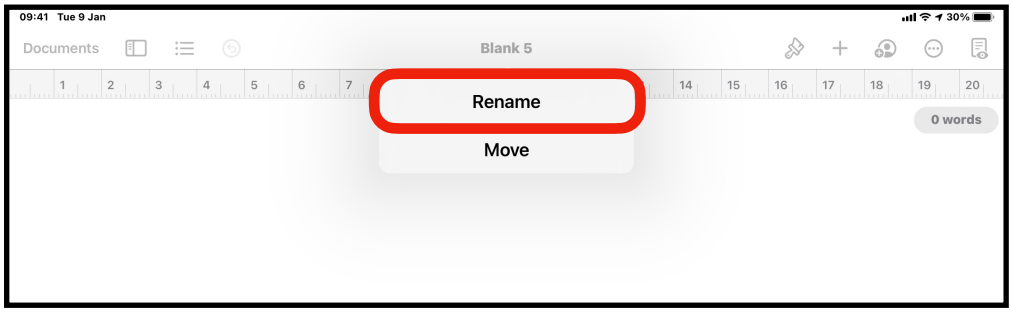
Give Your Document / Book a Name

Rename Your Document /Book



Once you have created a document in Pages it will automatically be named Blank X.

Make sure you tap on the orange **Blank** at the top centre of the screen.



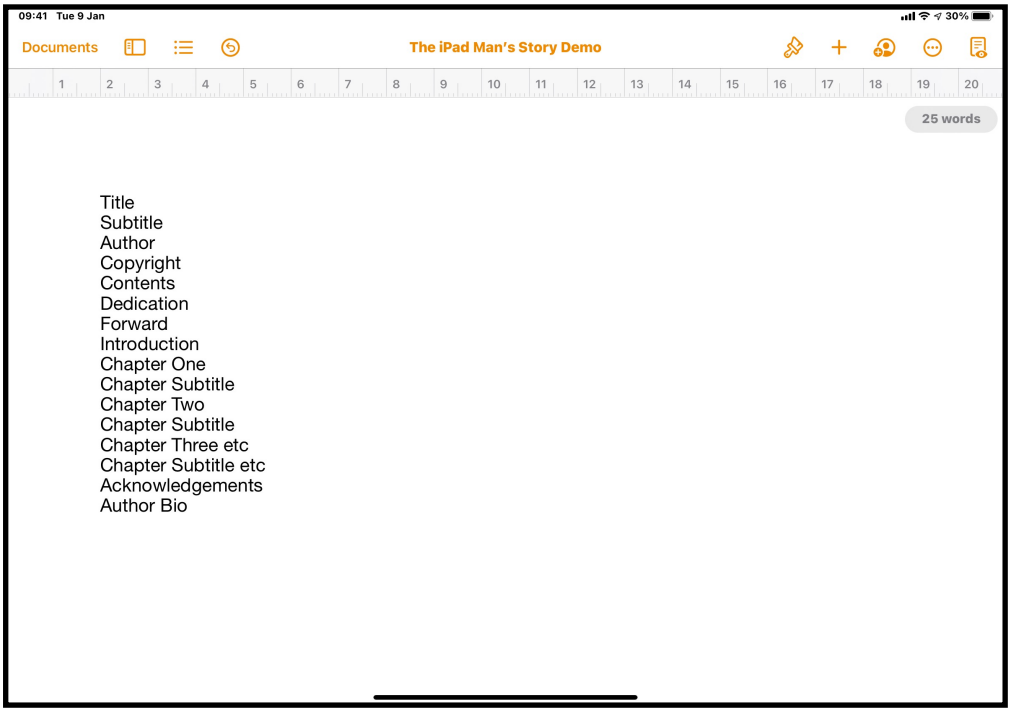
Then tap **Rename** and the x to the right of the exisiting name so you can rename it with a rough title to get you started.

Laying Out Your Book Structure

Create an Outline of the Sections and Chapters

I would highly recommend creating a rough outline of your story based on the types of structures used within printed books. Do not worry about the formatting or putting them all on their own page.

You are going to use the features of the Pages app to do those things so concentrate on trying to add them one line after the other on the first page.



Title
Subtitle
Author
Copyright
Contents
Dedication
Forward
Introduction
Chapter One
Chapter Subtitle
Chapter Two
Chapter Subtitle
Chapter Three etc
Chapter Subtitle etc
Acknowledgements
Author Bio

There Is No Right or Wrong Way To Label Chapters.

You might want a number eg. 1 or the word One or a combination of numbers and a Title or a Title with a Subtitle or a number with a Title and a Subtitle.

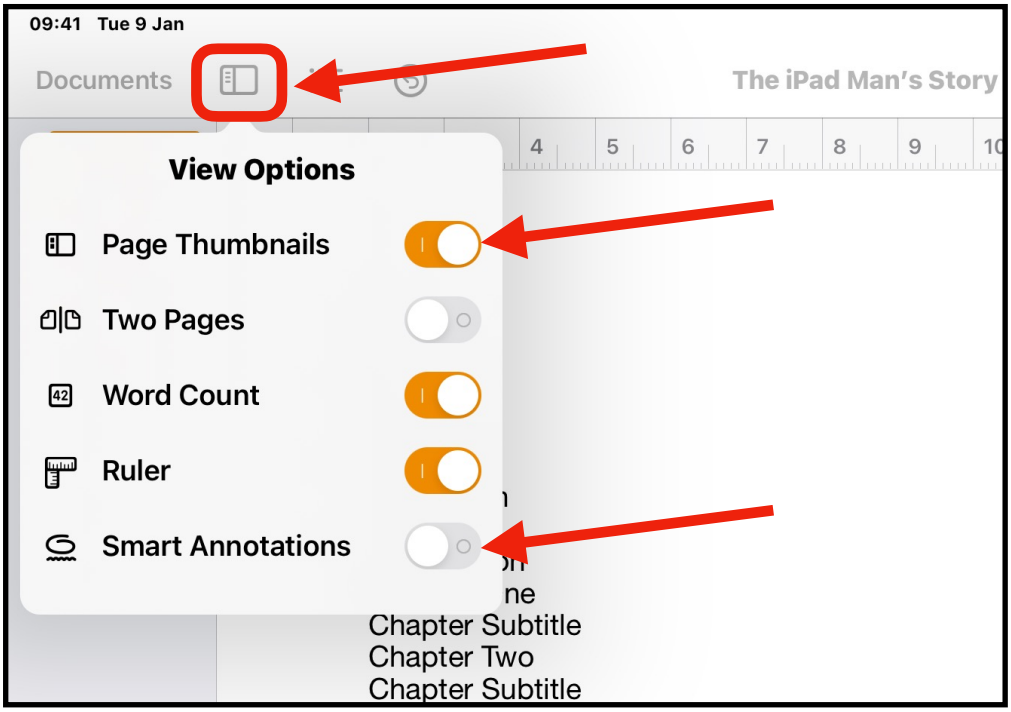
When trying to write down your outline don't be concerned with what the final chapter names will be. Just use generic ones now that you will change when the story of that chapter is told.

For now Chapter One, Chapter Two, Chapter Three or

When I was Young, The School Years, Leaving Home, The Seventies (what I can remember anyway!), Family Life, Working Life, Travelling the World…. You get the idea.

Basic Understanding of the Pages Icons and Menus

View Options

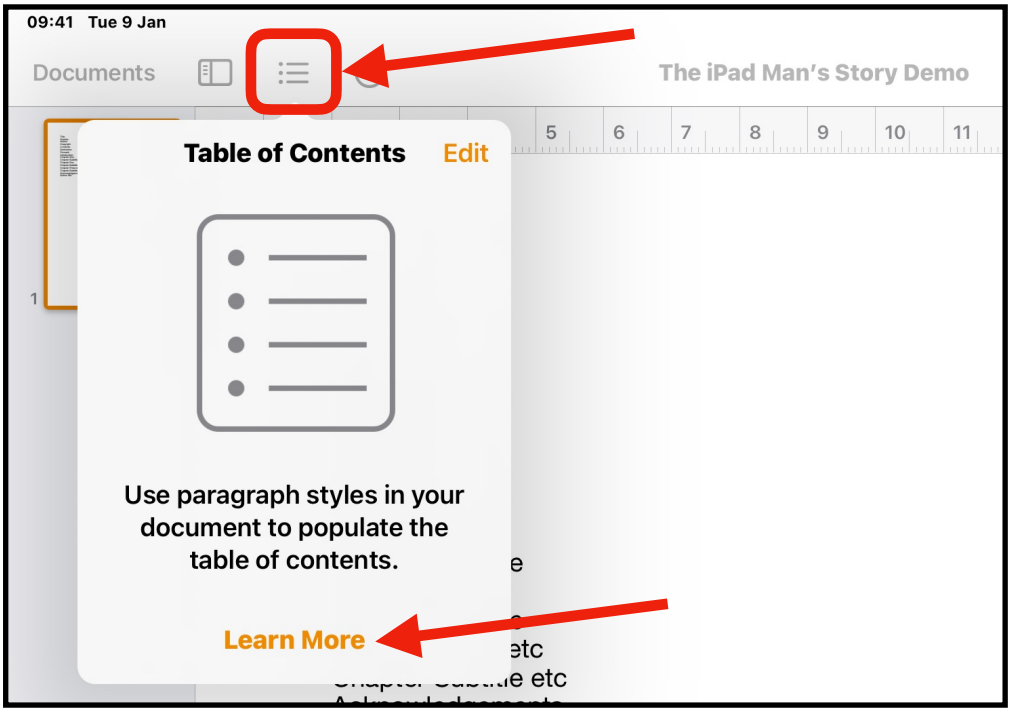


Tap the **View** icon in the top left corner of the Pages App.

In the planning stage of your document or book or I would turn Page Thumbnails ON

Smart annotations can be useful for those with an Apple Pencil when a book is finished but for now lets turn it OFF

Table of Contents

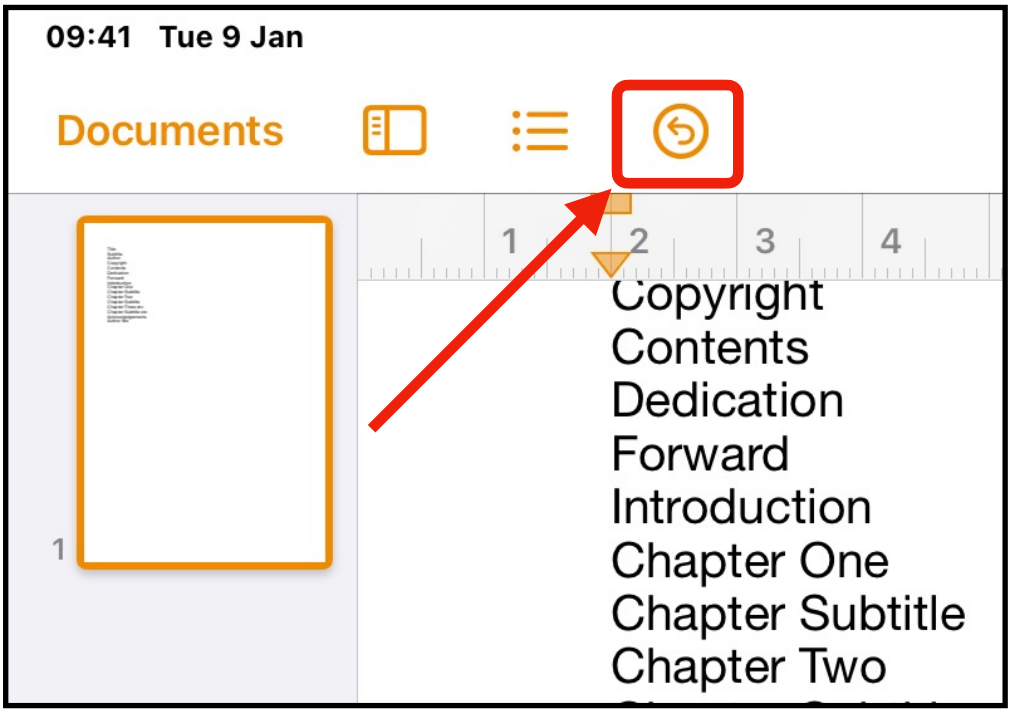


We will be covering this menu later.

You can tap Learn More to access Content creation instructions within the Pages User Guide for iPad

You can let me know later whose instructions are better!

Undo Button

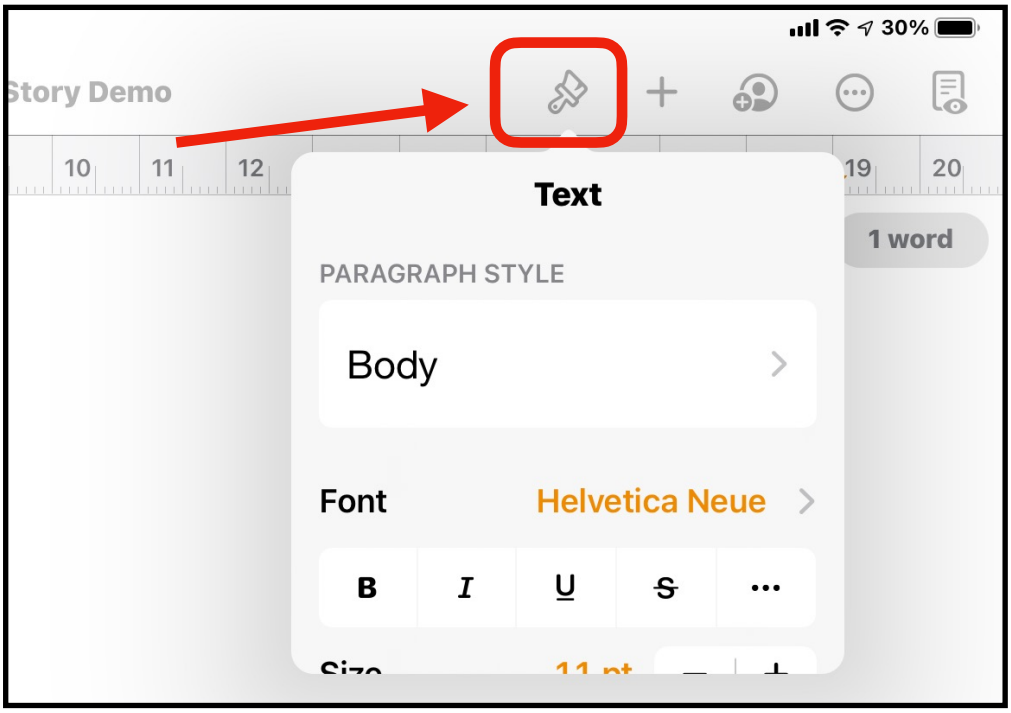


Memorise this button!

When you make a mistake this button will be your best friend.

Remember it is there!! It can Undo multiple steps too so it's not just for the last change you made.

Style / Format Icon



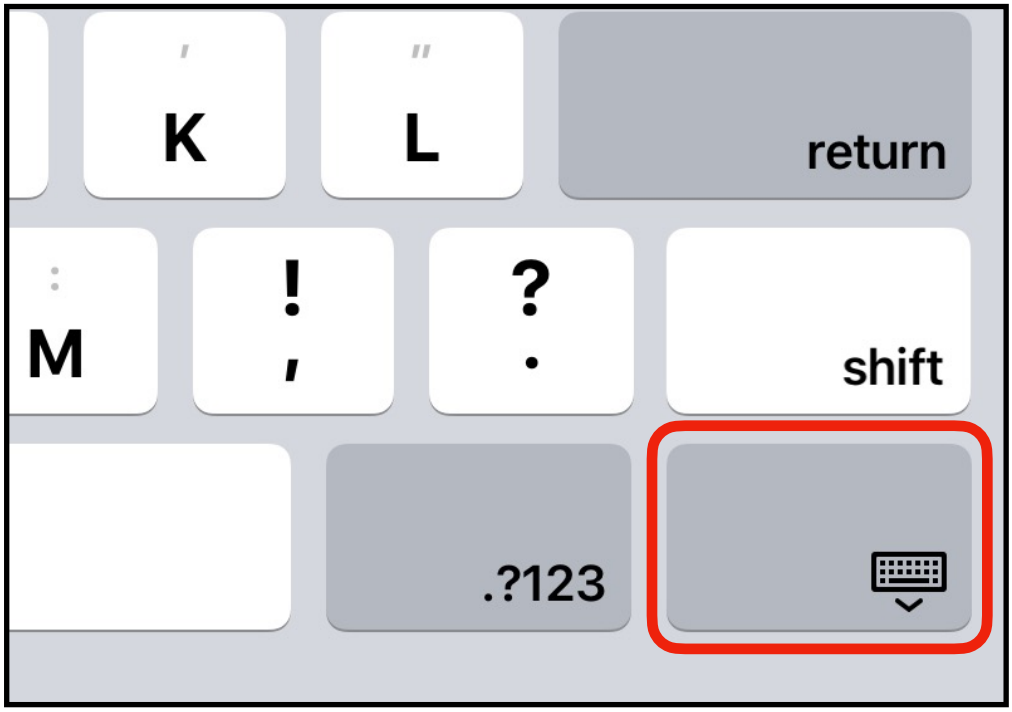
This button is called the Format button or the Style button (depending on the instruction book)

It has hundreds of features within it.

We cannot learn them all but understand this is one of the most important menus in the Pages App.

And they changed today with an update to Pages 10.2

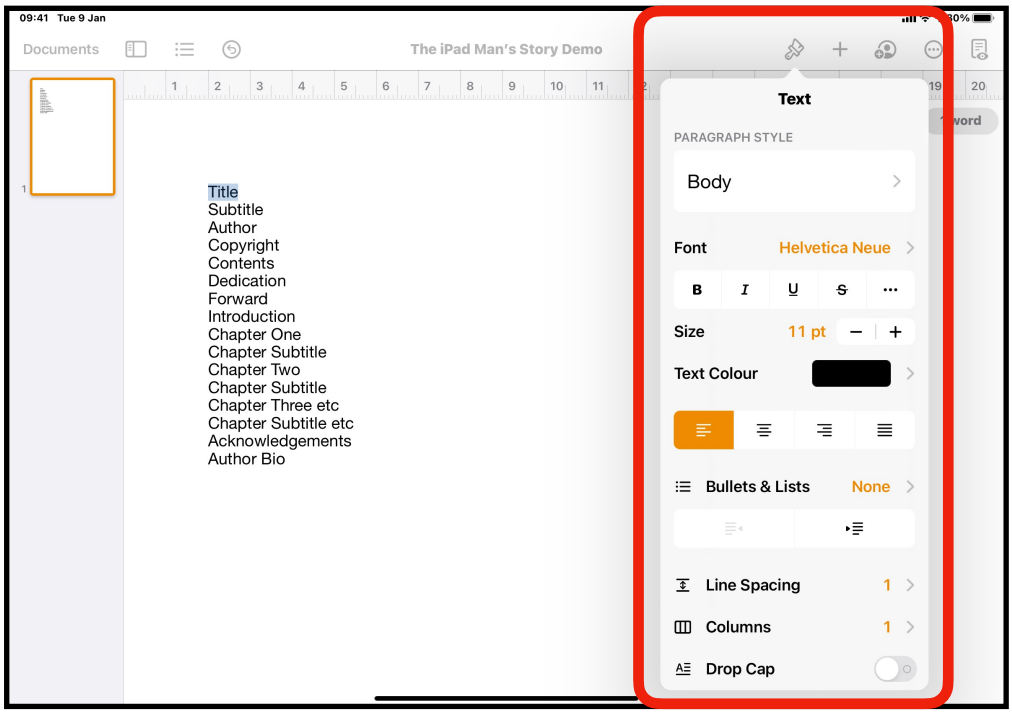
Hide Keyboard



Often the keyboard gets in the way.

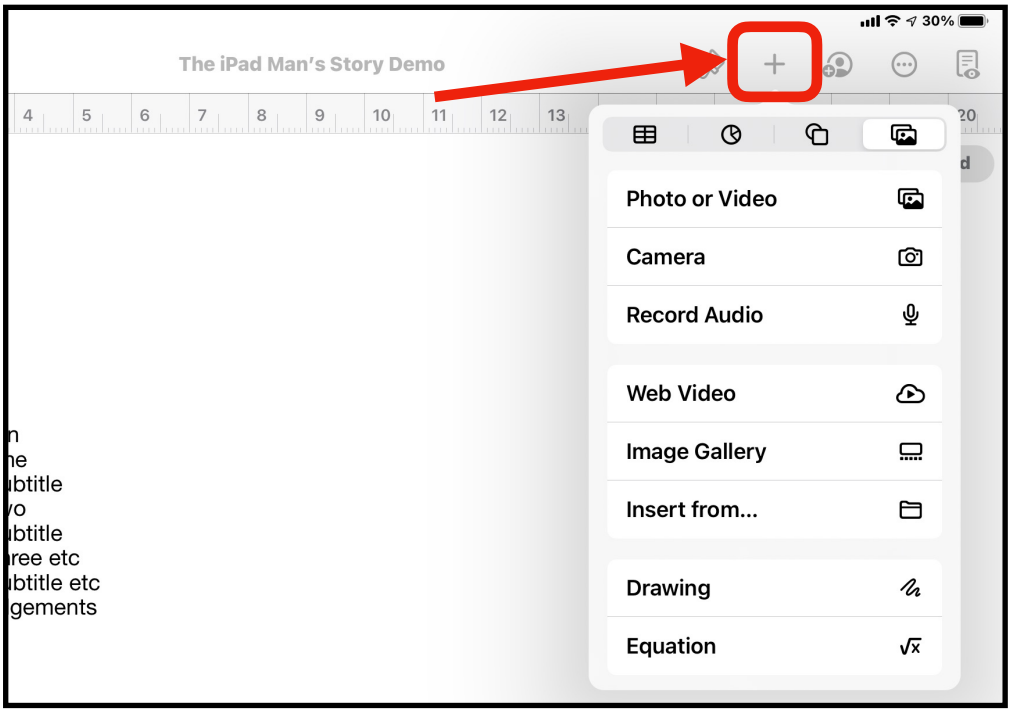
Knowing how to hide it quickly will help you see more of the page including revealing more of a menu as per below.

See More of Long Menus



An example of seeing more of a menu by hiding the keyboard.

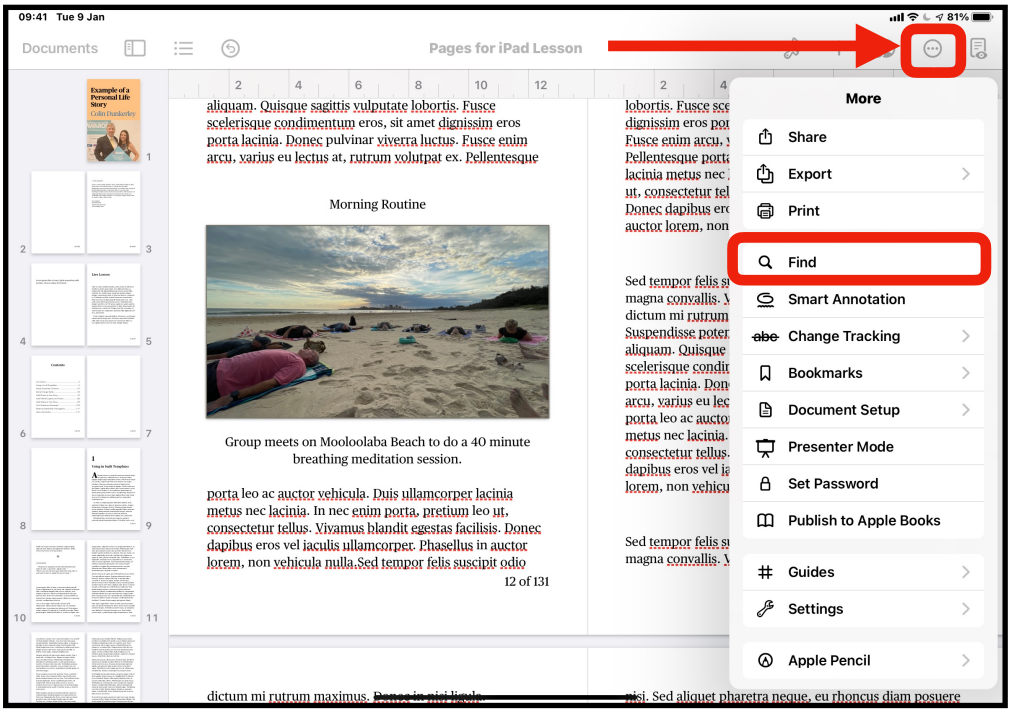
Insert Icon (Plus Symbol +)



Once again this menu hides hundreds of features.

We are only going to cover Inserting Photos or Videos in this lesson but feel free to investigate the many other things you can insert including tables, objects, drawings etc.

The More Button



The More button contains the Share, Export and Print options as well as the overall Settings for you document.

This includes an often overlooked feature called Find.

You can use Find to search your book, especially as it gets longer, to find exactly the word you are looking for.

Editing Tips to Master (iPad or Mac)

Double Tap (Select One Word)

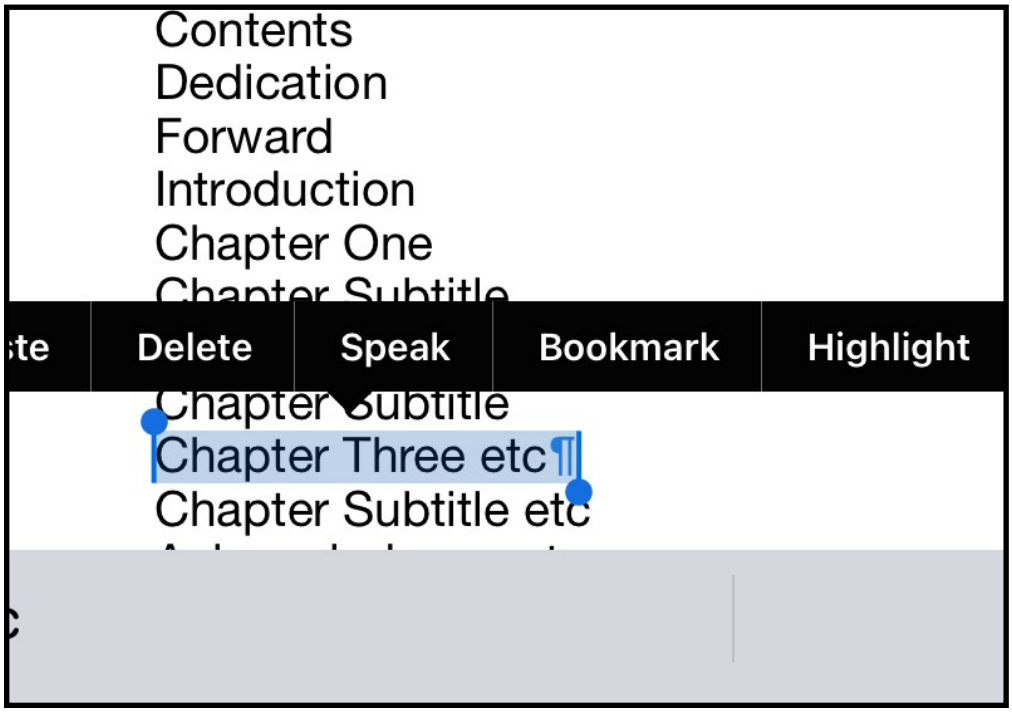
A really simple trick to select any word is to **double tap** it.

Once selected you can type over it, delete it, copy it, paste over it, replace it but in our example today you can change the Format Style

These taps must be within half a second and you do not have to hit the screen hard.

Just two fast light taps.

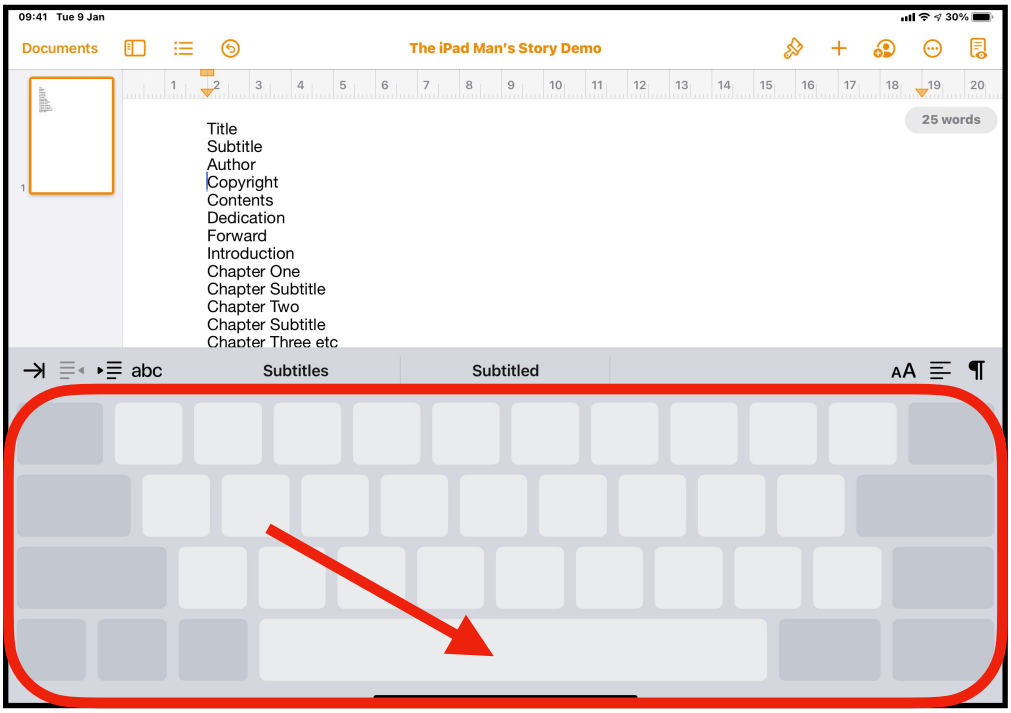
Triple Tap (Select Sentence or Paragraph)



Similar to the last trick this one is even more powerful because with a **triple tap** you can select the whole line or the whole sentence and sometimes the whole paragraph.

No more trying to grab those blue circles to highlight a line!

Use Screen Keyboard Like a TrackPad

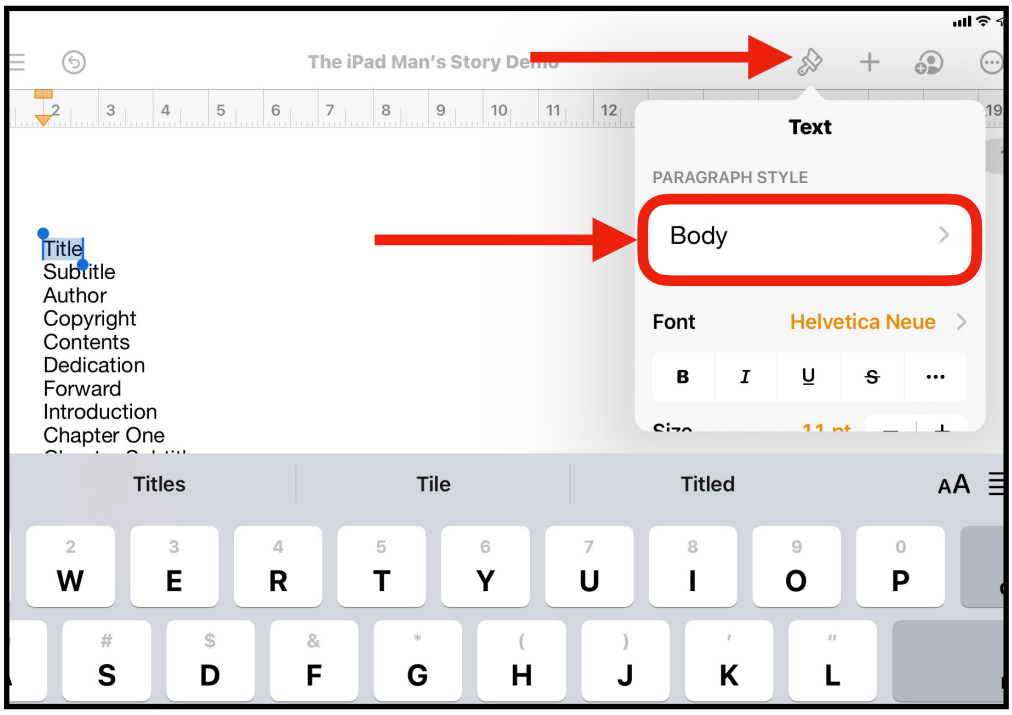


If you need to place the cursor exactly the best trick is to hold your finger on the Spacebar at the bottom of the keyboard for a few seconds, then slide your finger (with our removing it from the keyboard) around the grey area.

The keyboard area is now working like a track pad.

Formatting Your Book Structure

Format Your Title as Paragraph Style: Title

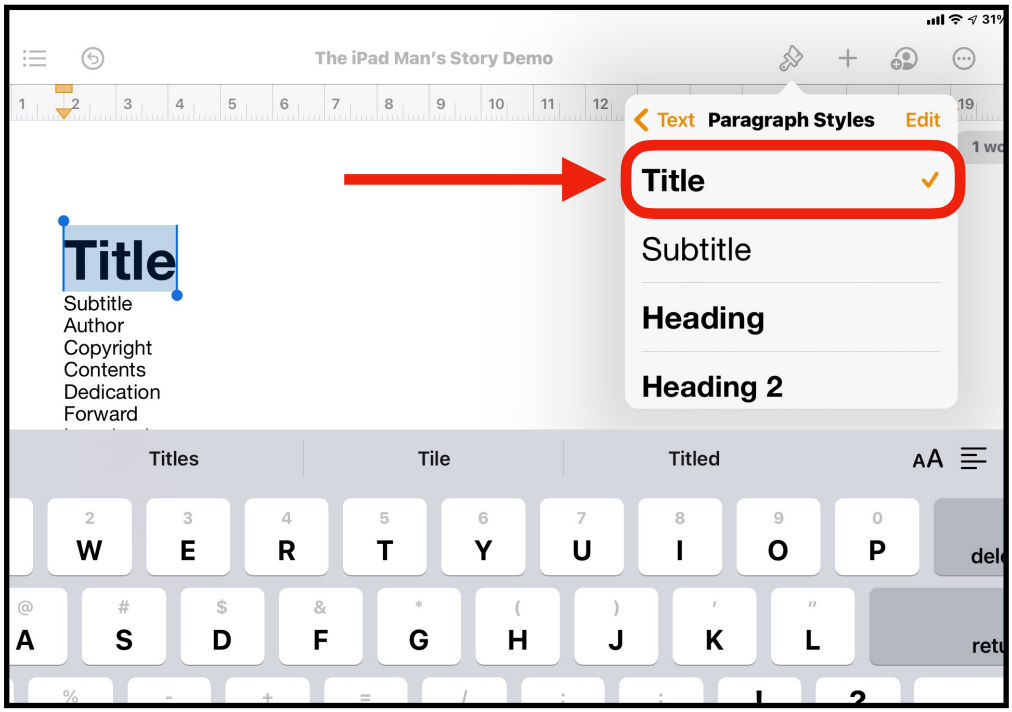


To format any part of your document highlight the text.

Double tapping a word highlights the one word or triple tapping will highlight the whole sentence.

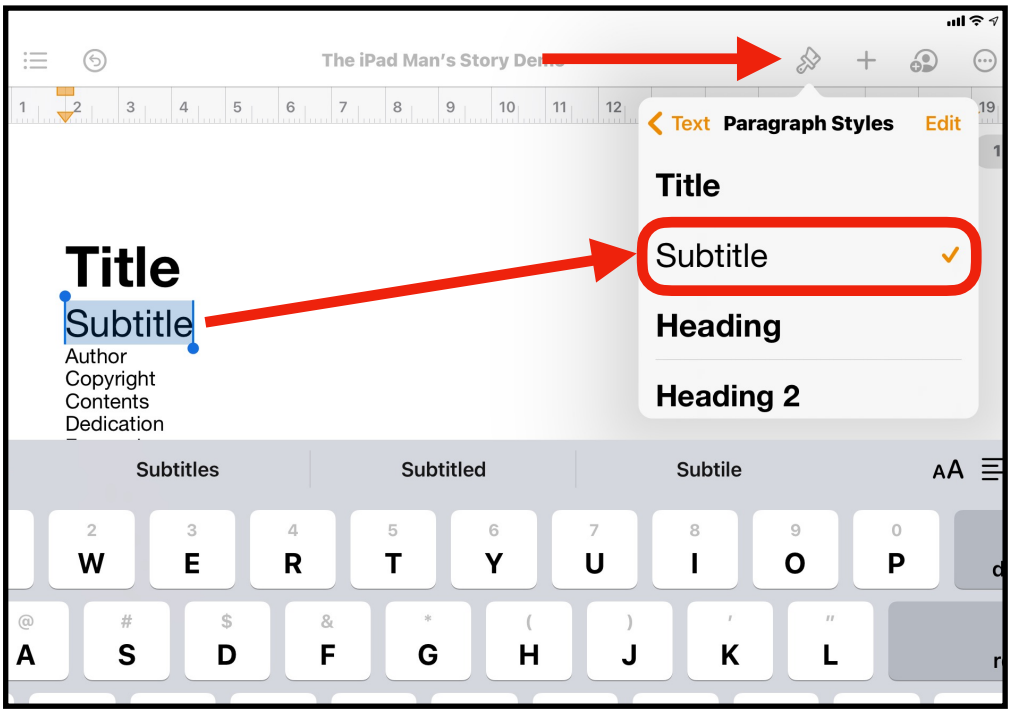
Once you have highlighted the text tap on the **Style** menu or the **Paintbrush** icon.

Tap the paragraph style to see other style options



This is just a starting point as you will most likely change the size and placement of the Title of your book but for now change the Title to Paragraph Style **Title**

Format Your Subtitle as Paragraph Style: Subtitle

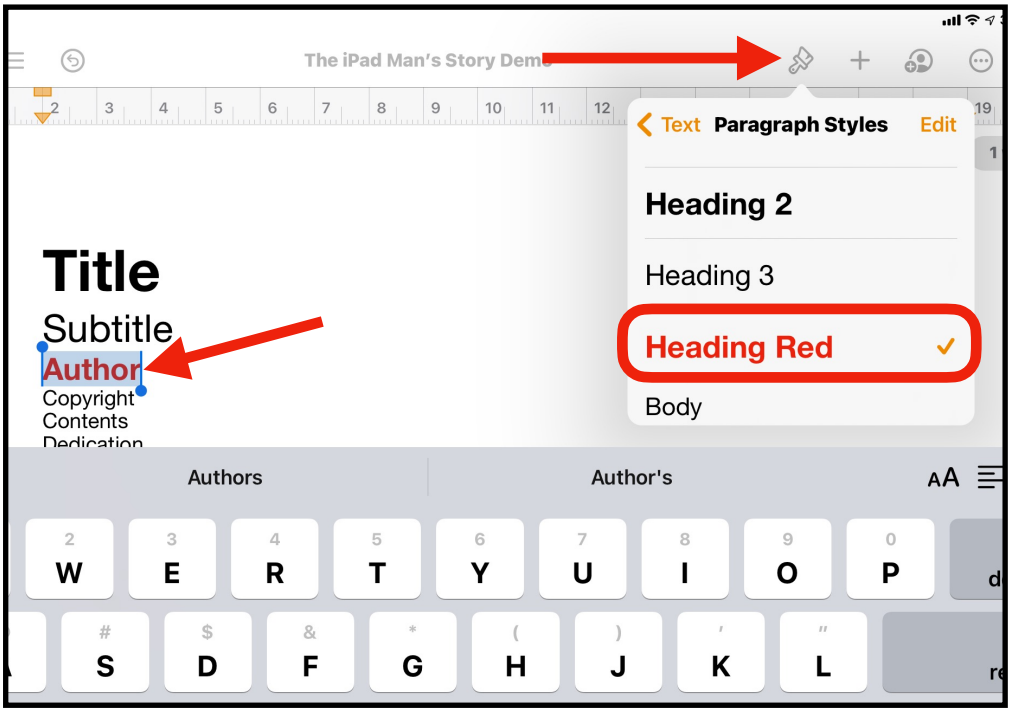


Now it is time to double or triple tap all the other layout sections you have created and change them to a suitable Paragraph Style.

Subtitle to Subtitle etc.

You could stop and customise the format of each section now but that will be covered in a few pages.

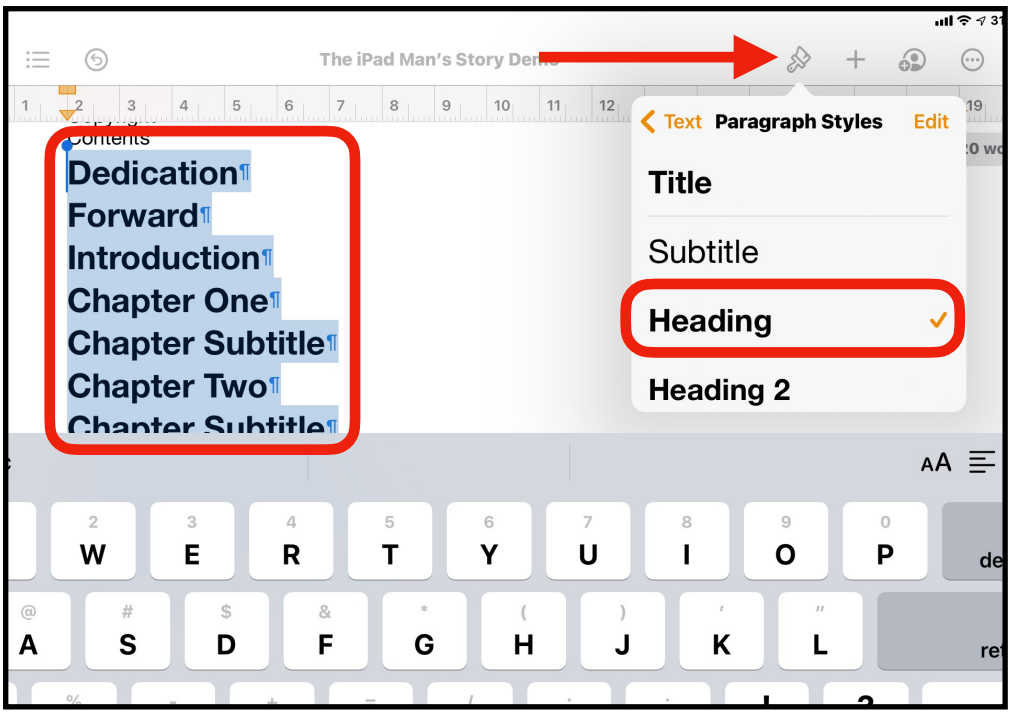
Format Your Author as Paragraph Style: Heading Red



You don't have to use Heading Red for the Author formatting, you could use Heading 3 or even create your own but once again this helps keep a structure that is easily updated later.

You can change the colour too… it doesn't have to stay red.

Format Your Chapters as Paragraph Style: Heading or Chapter

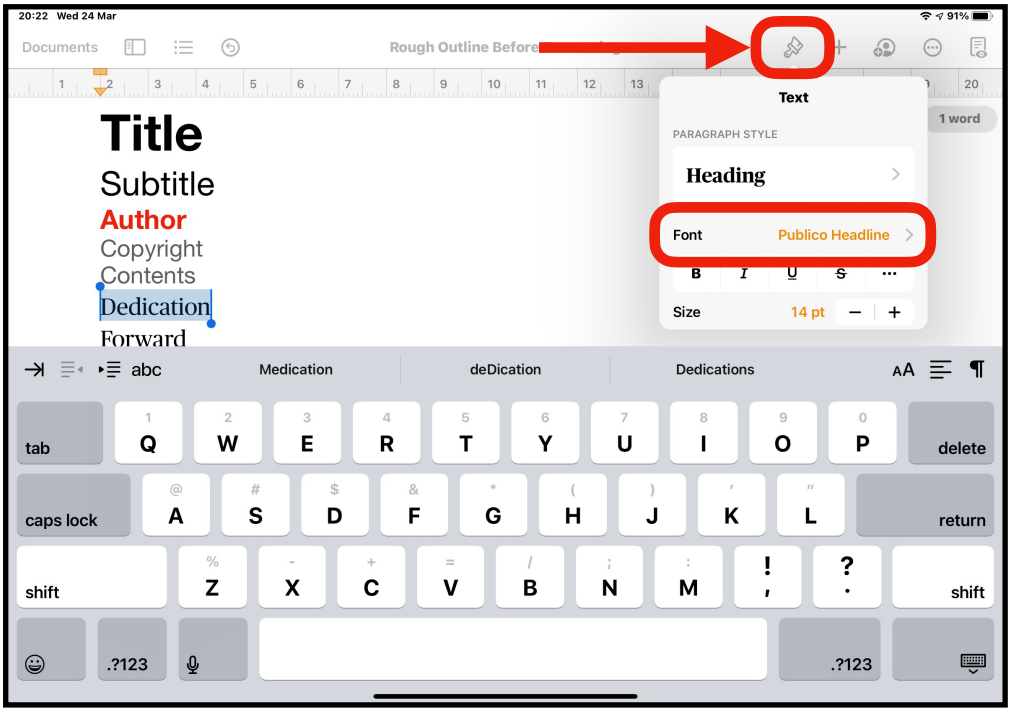


I would suggest highlighting all Chapters and Subchapters and making one global change to all at once.

If you started with a Blank document then select Heading.

If you started with a template you can choose Chapter but it makes no difference what it's called only how we style it.

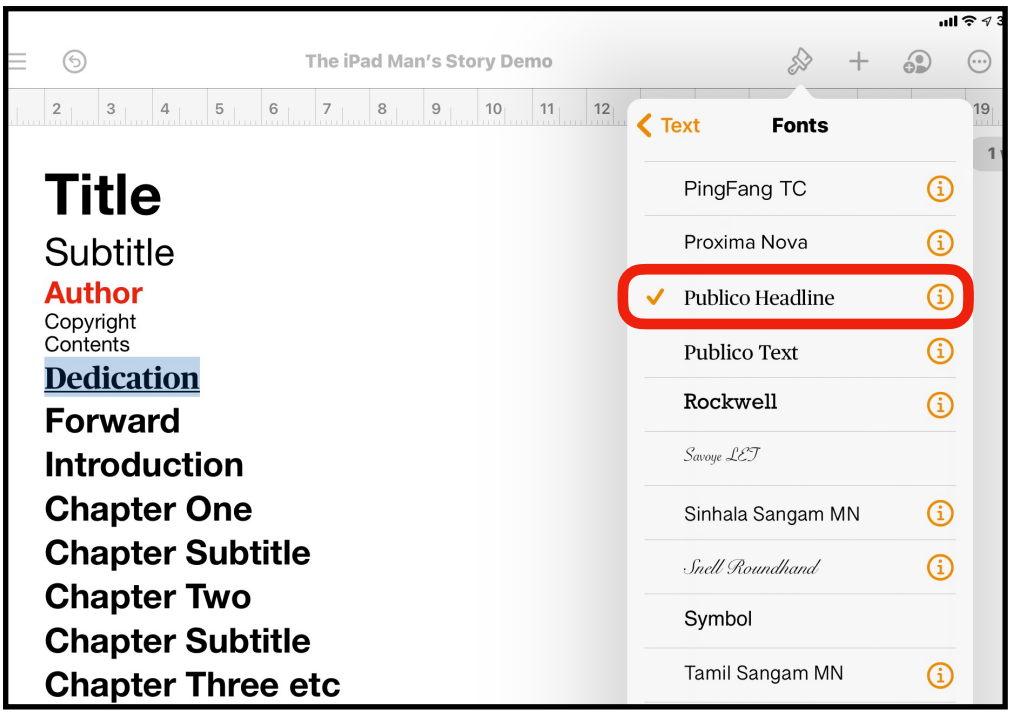
Format Your Chapter Style: Customise to Your Liking



Now you get to choose the Style of your Chapter Headings and Subheadings.

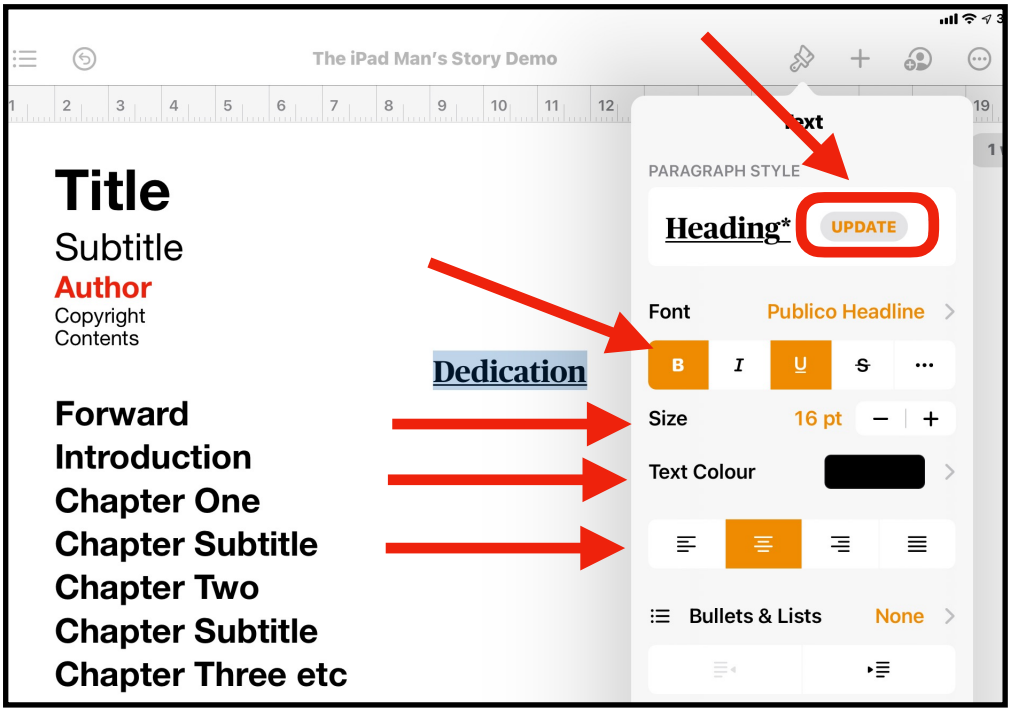
Double tap on one chapter name and then tap the Style Paintbrush icon and then tap the font.

Choose Your Font



Choose the font you would like to use and then tap **< Text** in the top left corner of the pop up menu

Choose Your Colour, Size & Alignment and Update

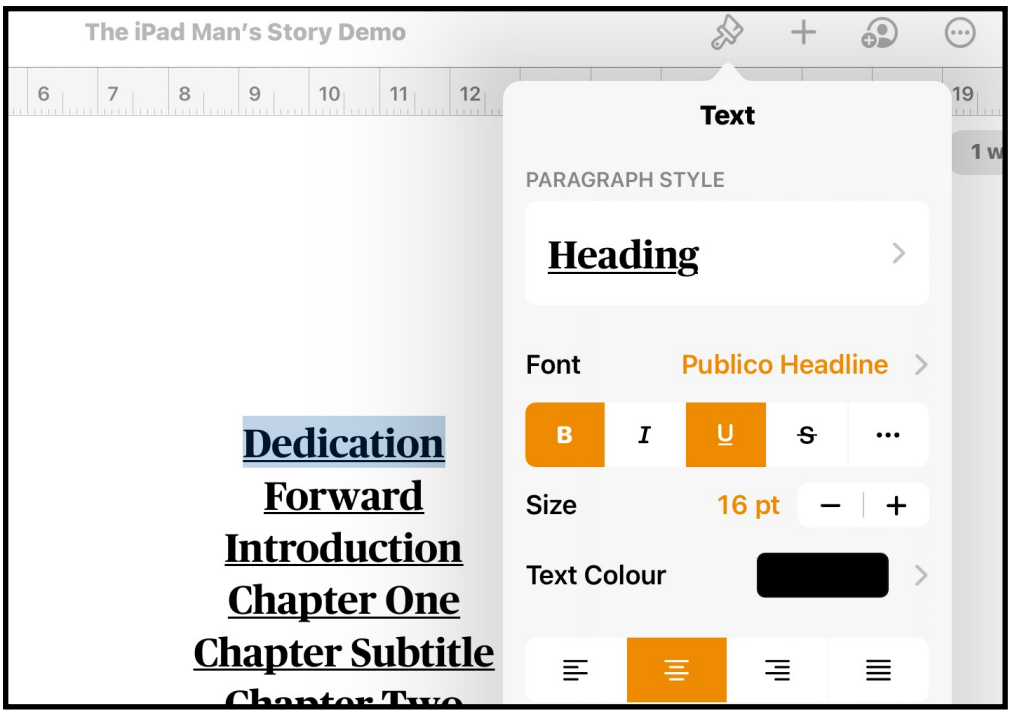


Now you can also choose it you want the Font Bold, Italic, Underline

You can change it's size, colour and alignment.

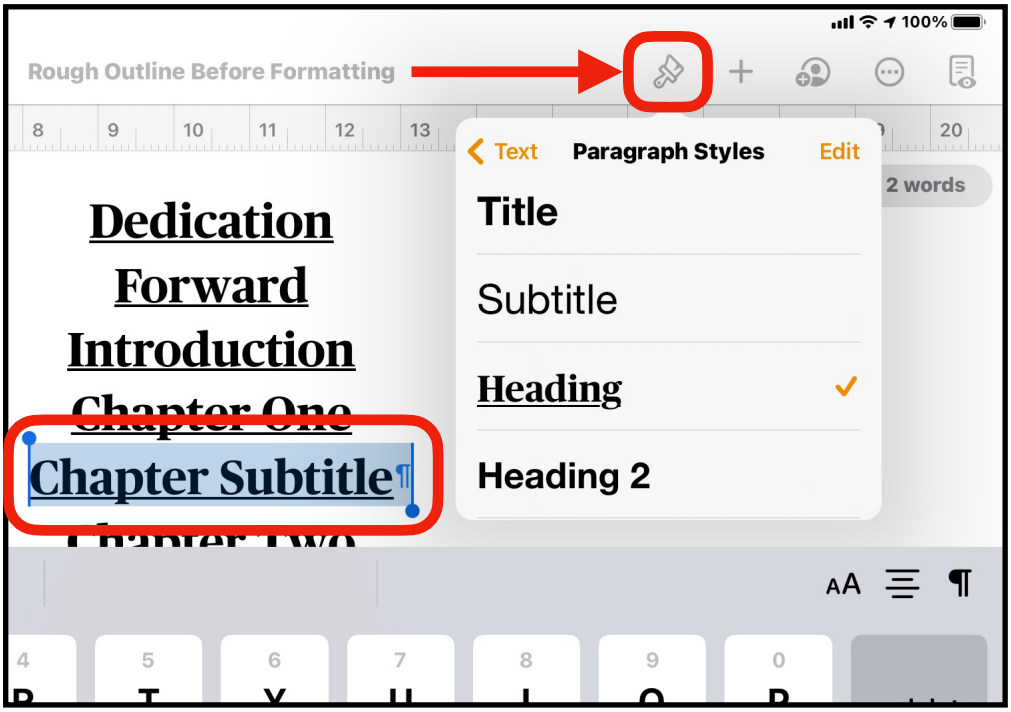
But the **MOST IMPORTANT** thing to do after you have customised this Paragraph Style is to tap **UPDATE** in orange next to the Heading Style

View Your New Choice



You willow see any text that was formatted as Headline has also changed to match your customisation.

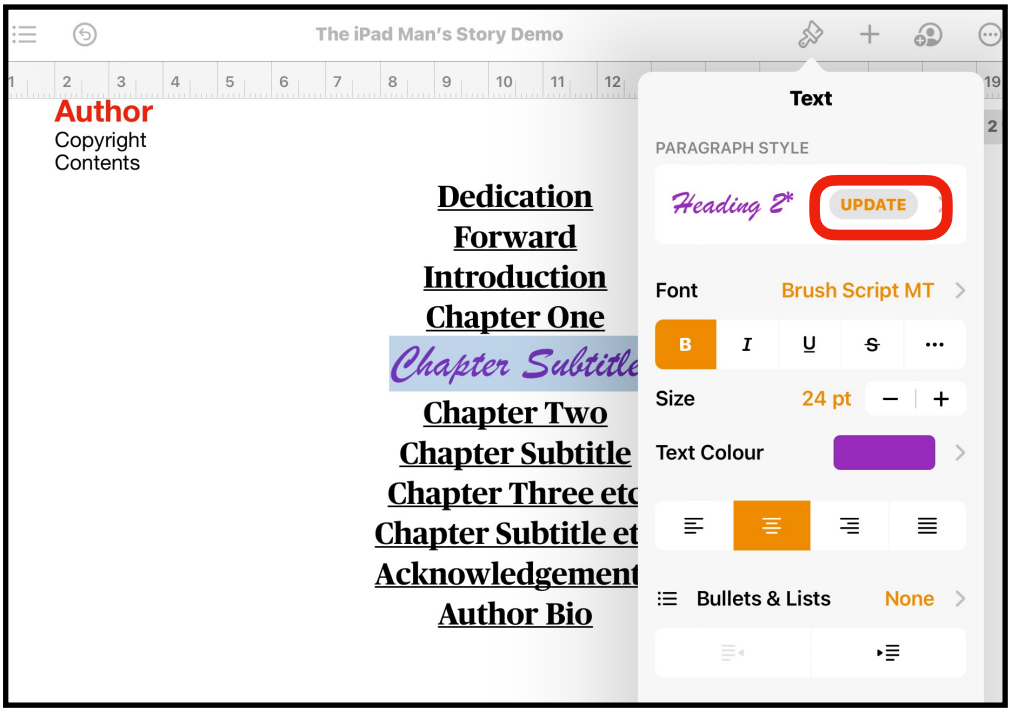
Update Chapter Subtitles to a Different Format



If you want to change the Chapter Subtitles to something a little more fancy or at least different from the main chapter then double tap Chapter Subtitle and then the Paintbrush icon and change the Chapter Subtitle to Heading 2

Once again you can now fully customise the Paragraph Style

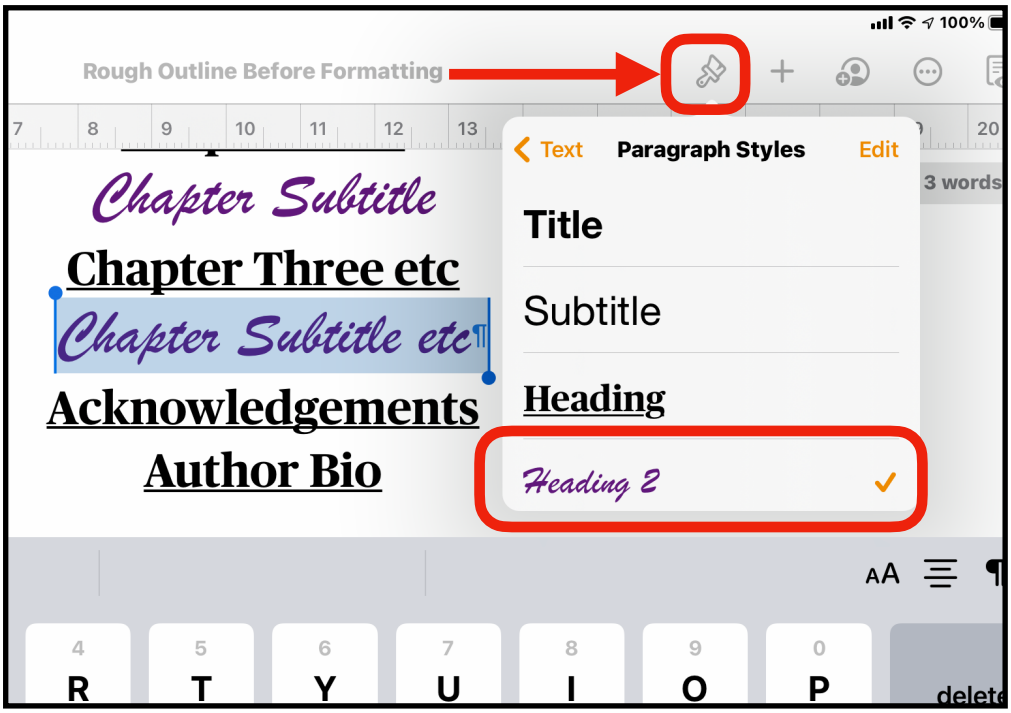
Customise Your Chapter Subtitle and Update



Once again you can now fully customise the Paragraph Style

DON'T FORGET TO HIT UPDATE!!!

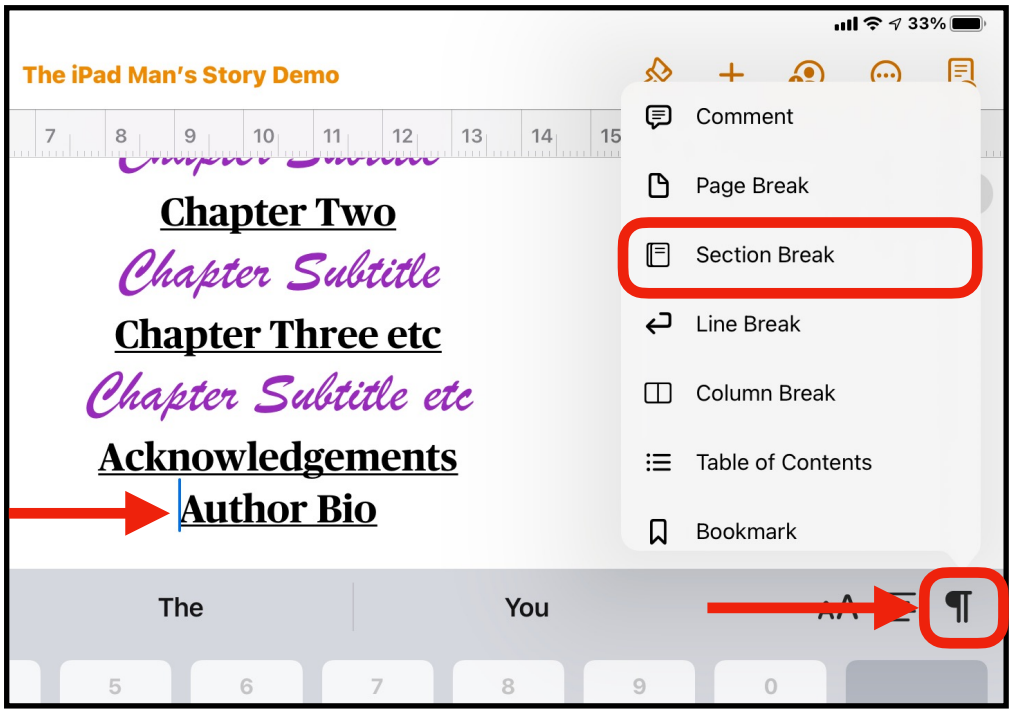
Change all Other Chapter Subtitles to Heading 2



You can now select any other Chapter Subtitle that you created and apply Paragraph Style Heading 2 and it will automatically update to your customised creation.

Breaking Your Document Into Sections (Chapters)

Use Insert Page Format Button Above Delete Key



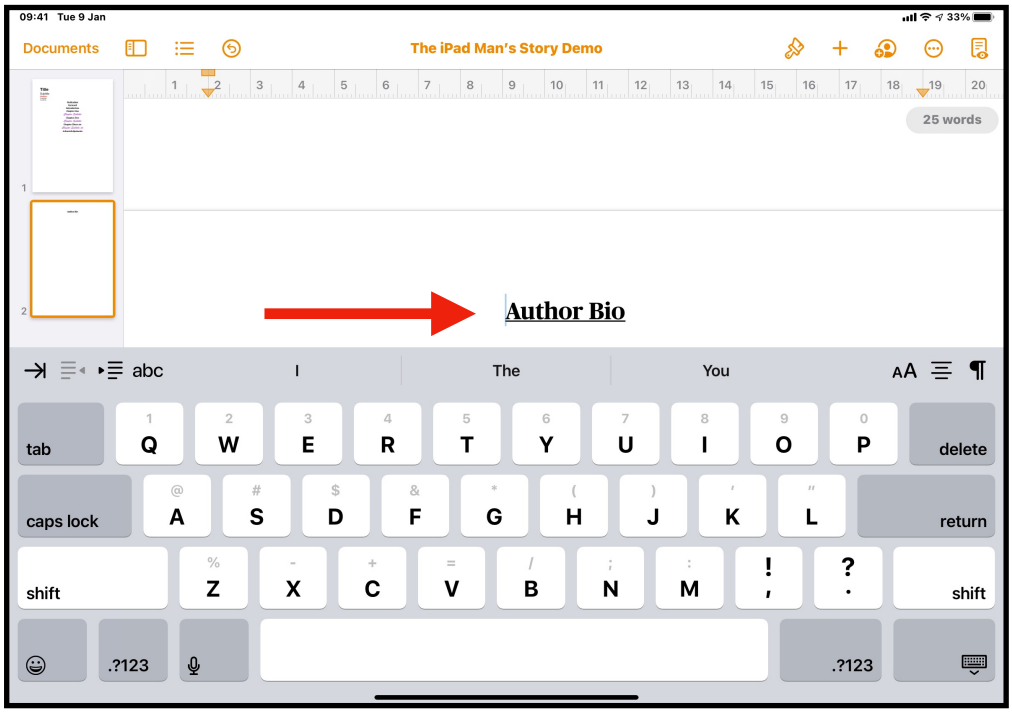
Time to break the document into **Sections** that will mean all Chapters can be added to or edited later without disrupting other parts of your book.

Start from the bottom.

Tap just before Author Bio and then tap the **Insert** button above the Delete key.

Tap **Section Break**

That Heading Is Now at the Top of It's Own Page

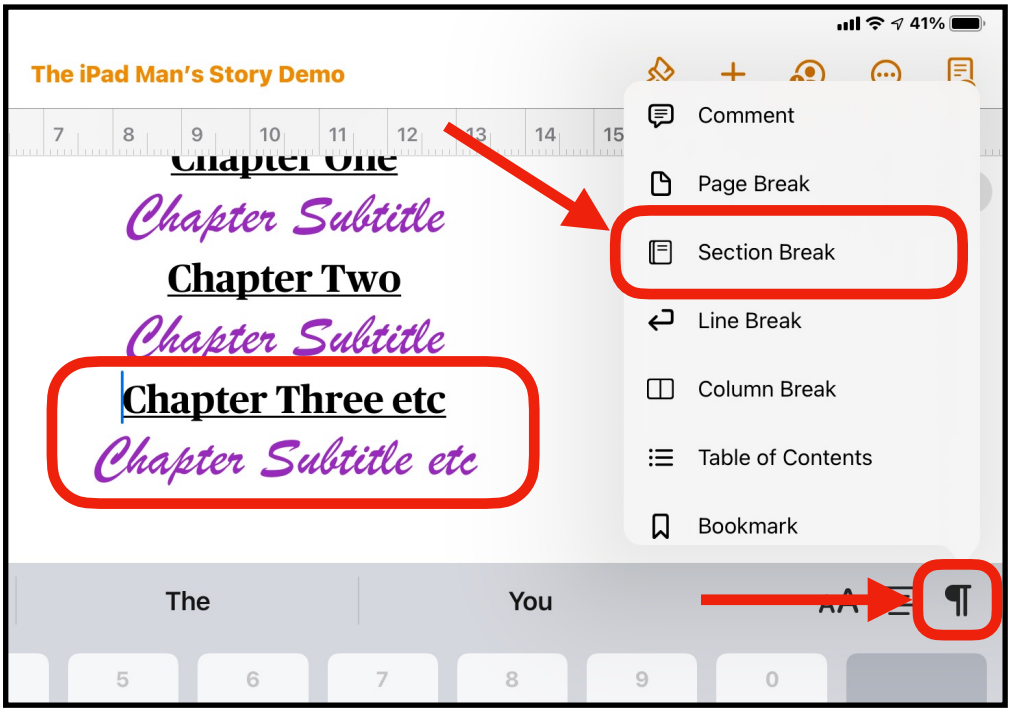


You have successfully split the document into Sections.

This is important if you want to rearrange your chapters later and also helps protect images and inserted items from jumping all through your document.

Continue to work up from the bottom inserting Section Breaks.

Section Break the Chapter and Chapter Subtitle Together



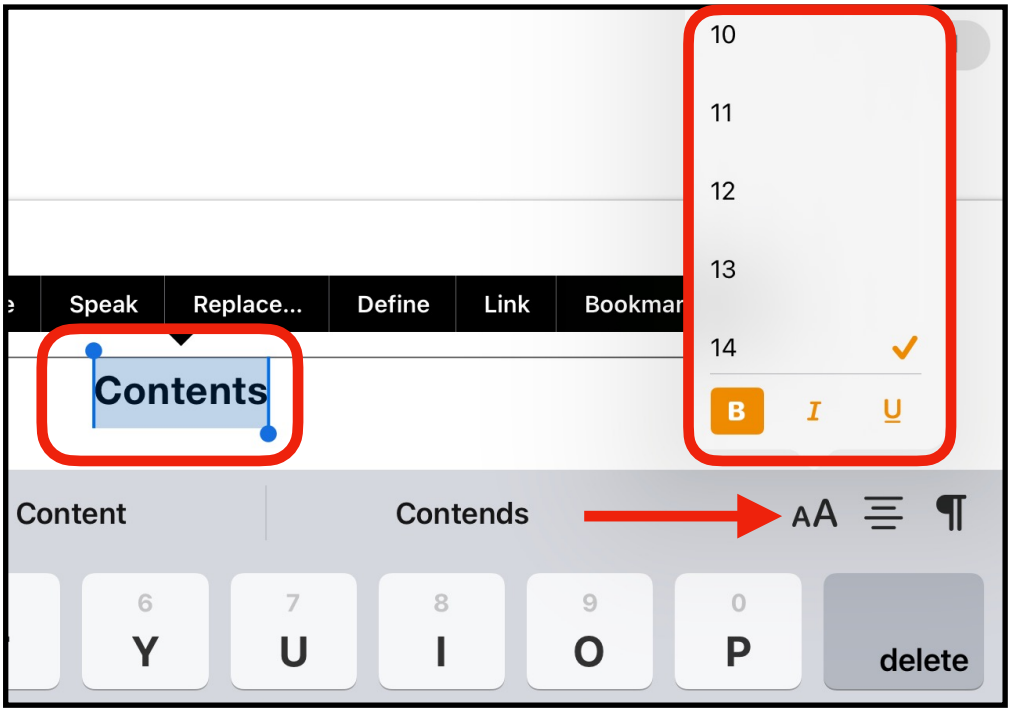
When it comes to Chapter Headings and Subheadings you would create the **Section Break** at the Chapter Heading level so both the Chapter and Chapter Subheading end up at the top of the new Page.

Make Sure To Have a Contents Section Break

Almost ready to create your Chapter list…

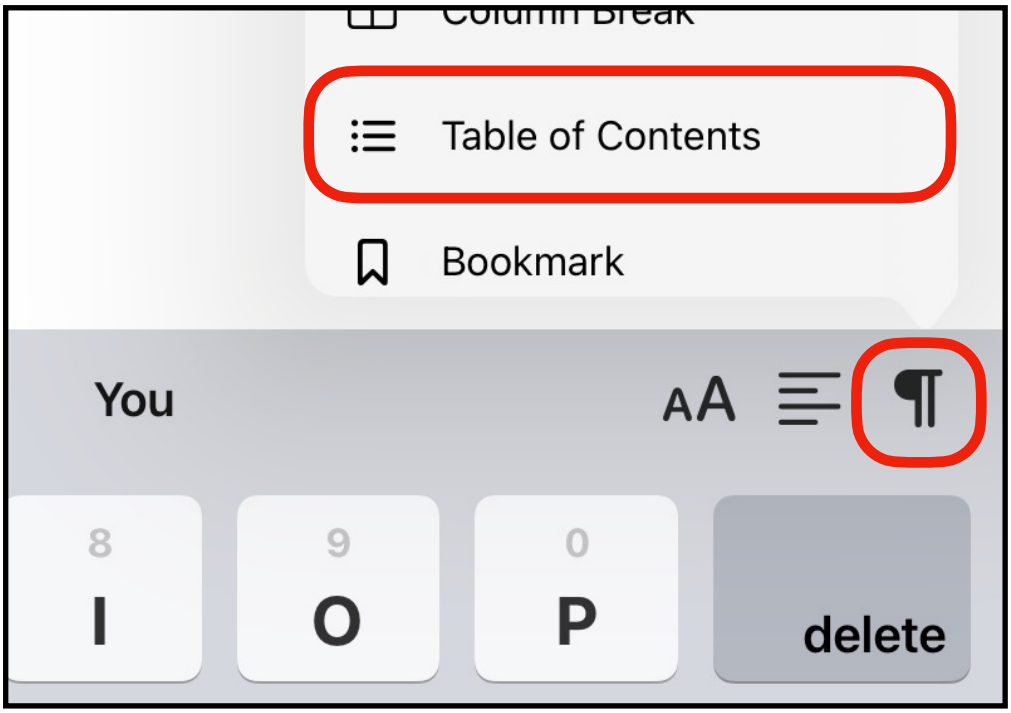
Section Break the Contents onto its own page

Creating Your Contents (Chapter List)



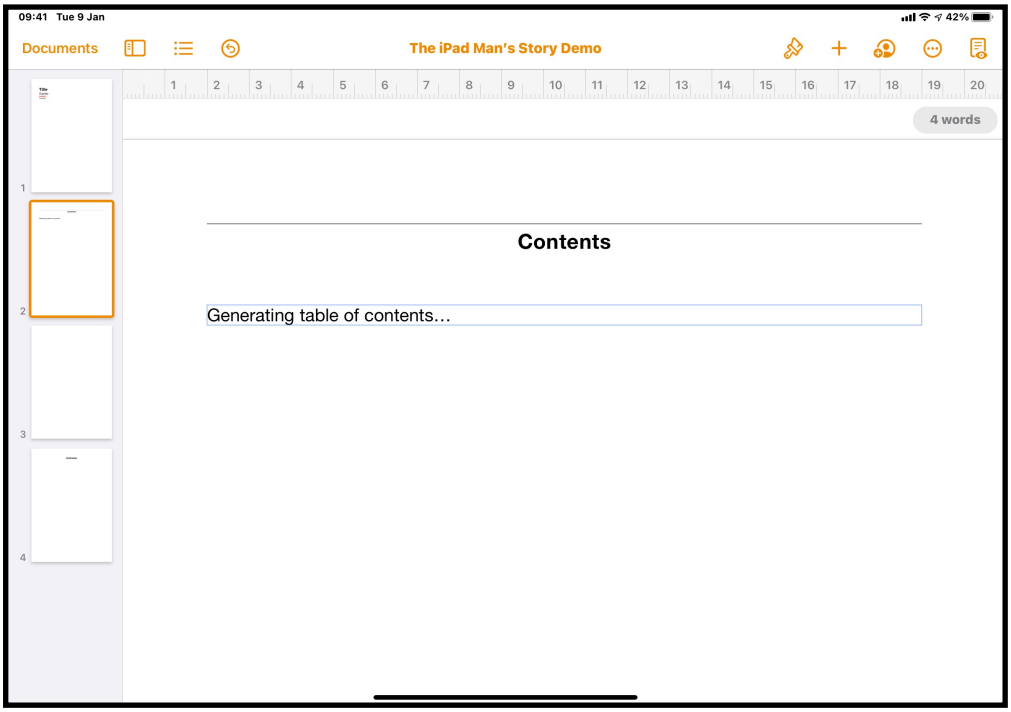
You don't want to see the Contents listed in the Chapter list so you can just leave the paragraph Style as Body and use the formatting buttons above the Delete key on the keyboard to make the Contents heading Bold and Larger

Insert Table of Contents



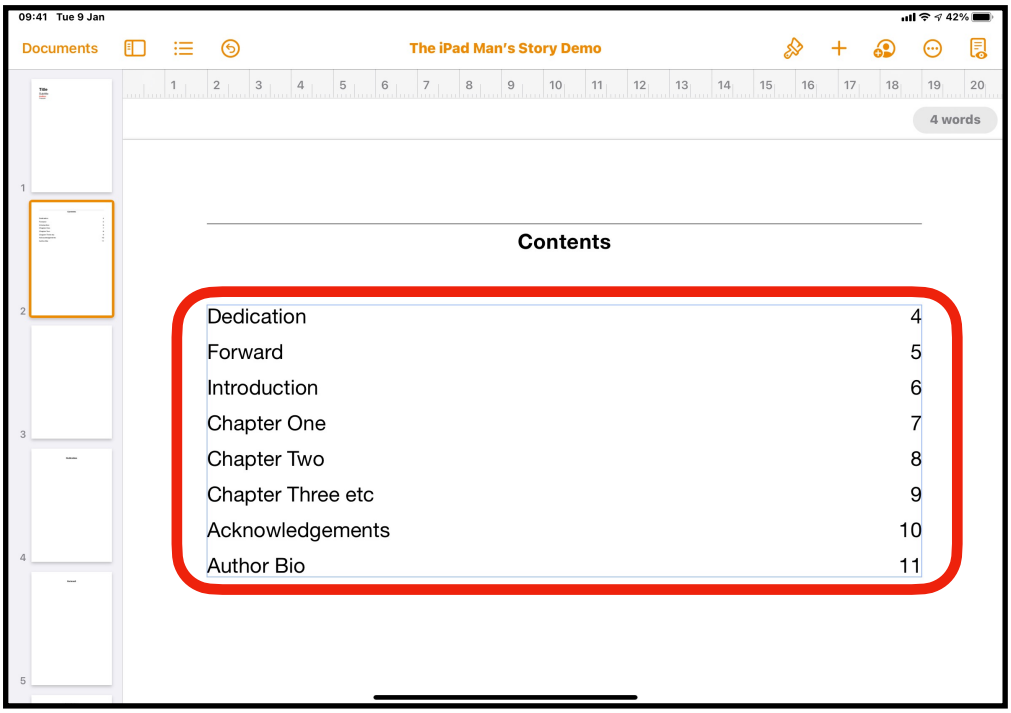
Tap on **Insert** above the Delete key and then tap **Table of Contents**

Generating Your Contents (Chapters)



At this stage it may only take a few seconds for your **Table of Contents** to appear.

Like Magic - Your Chapter List Automatically Updating



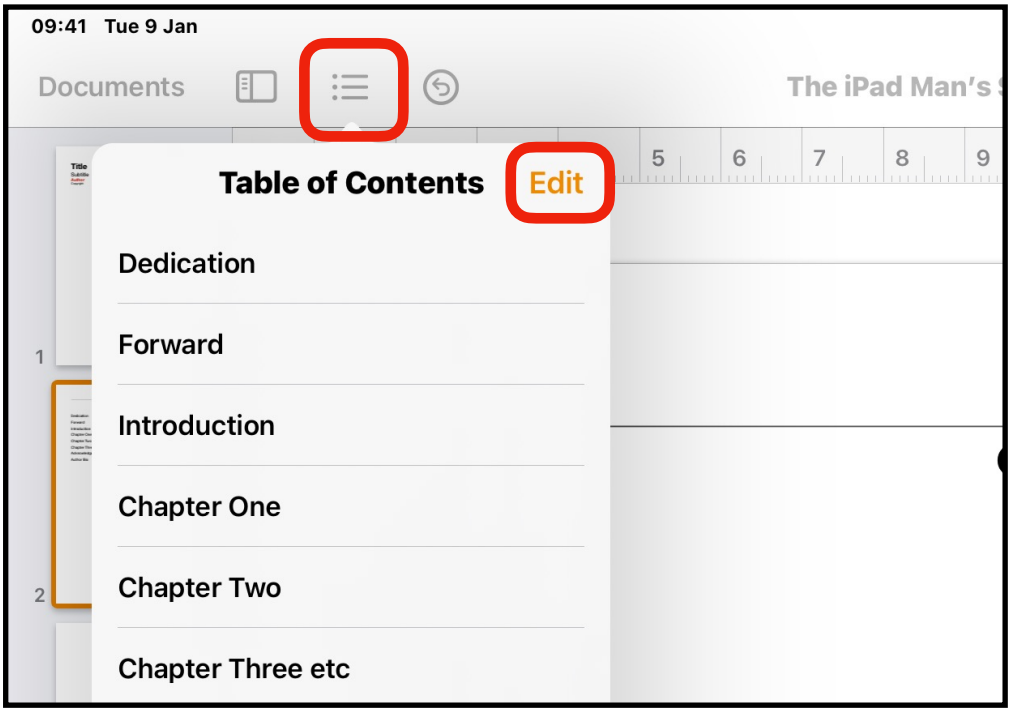
Just like magic…

These page numbers and title will automatically change as your book grows or as you edit and change chapter names.

However you may see the Subtitles (Chapter Subheadings) missing.

Let's fix that.

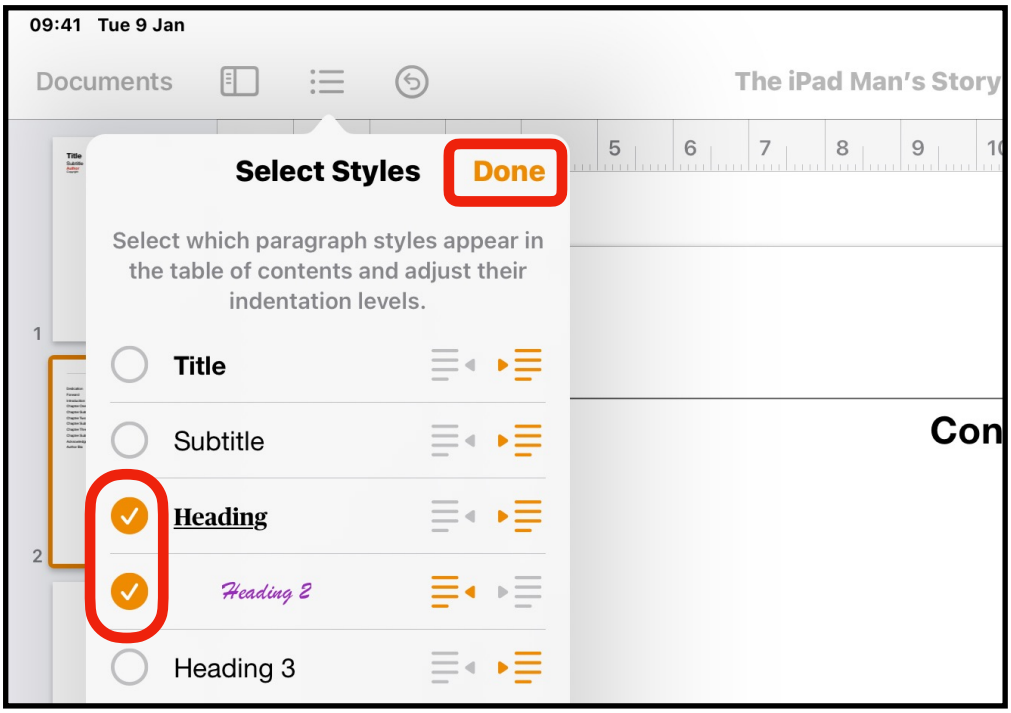
Choose Which Format Style Make Up Your Contents



Tap the Table of Contents icon at the top left.

Then tap **Edit**

Change all Other Chapter Subtitles to Heading 2



Now you can choose which Paragraph Styles are to be included in the Contents list.

In this example the Heading and then Heading 2 have a tick.

That now means both title will be displayed in the Table of Contents.

Remember to tap Done

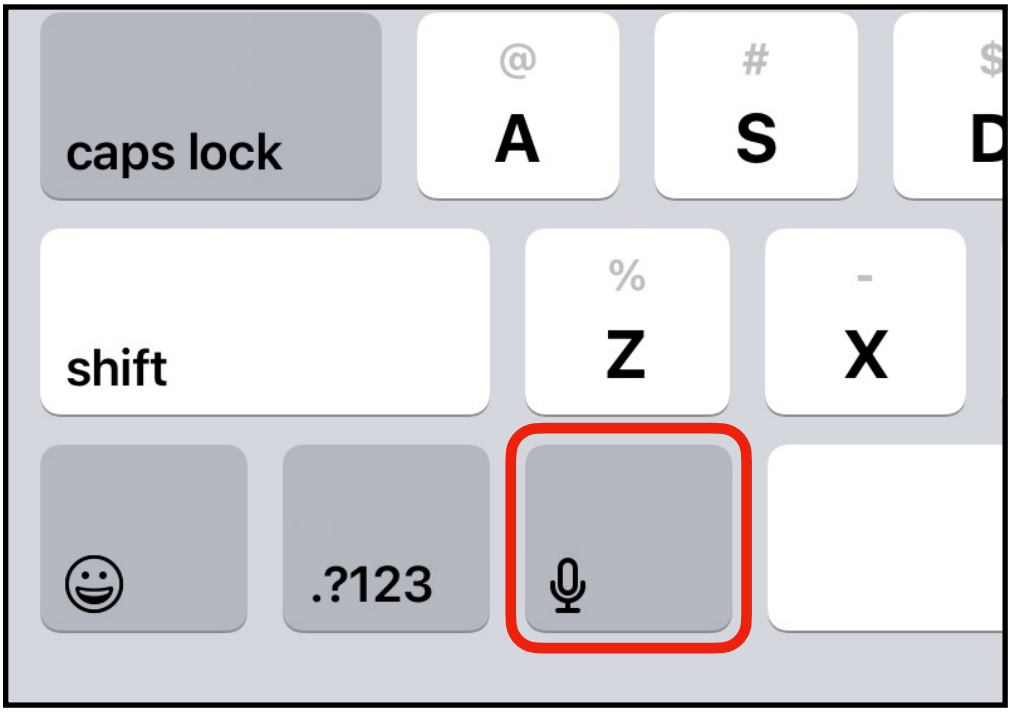
Write Your Story

Not much advice for me to give you here…. It's time for you start writing.

Well some small advice…

- You can connect a bluetooth keyboard to your iPad so you could touch type with a full size keyboard.
- You could use dictation to dramatically speedup getting your words to paper, well not paper. You know what I mean.
- Don't put endless spaces in to centre text.
- Don't hit the return key multiple time to create space between paragraphs. Use formatting instead.

Don't Forget About Dictation



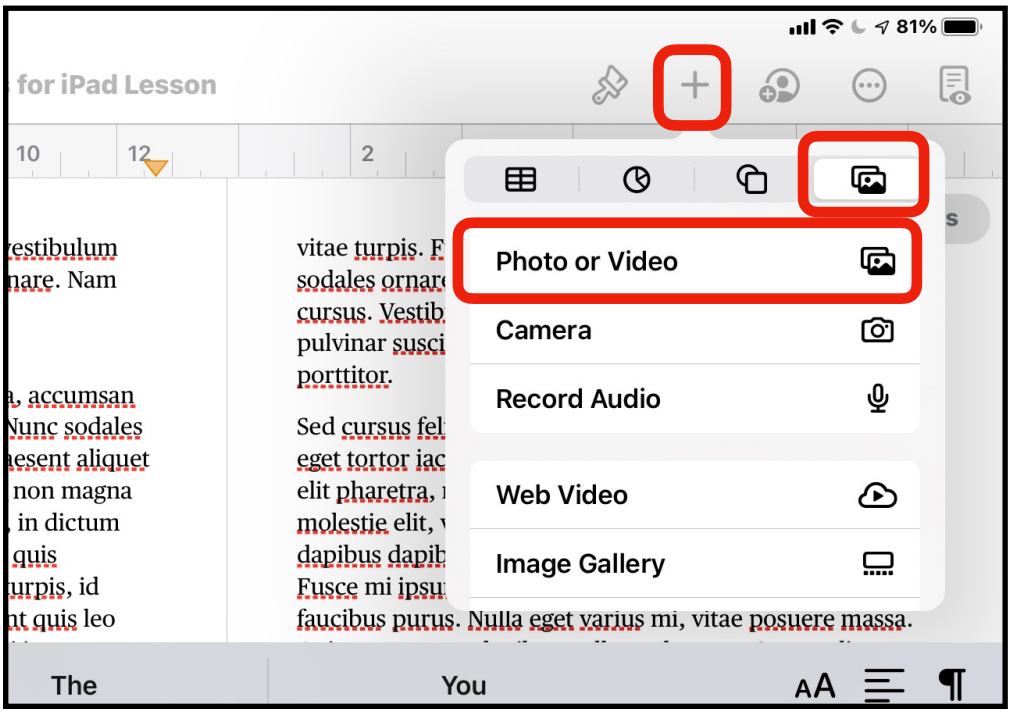
My business exists because everyone goes WOW when I do a dictation demonstration.

The problem is most people don't use it.

Please embrace dictation. You will get so much more done!

Adding Photos or Videos to Your Story

Insert Photos or Video*

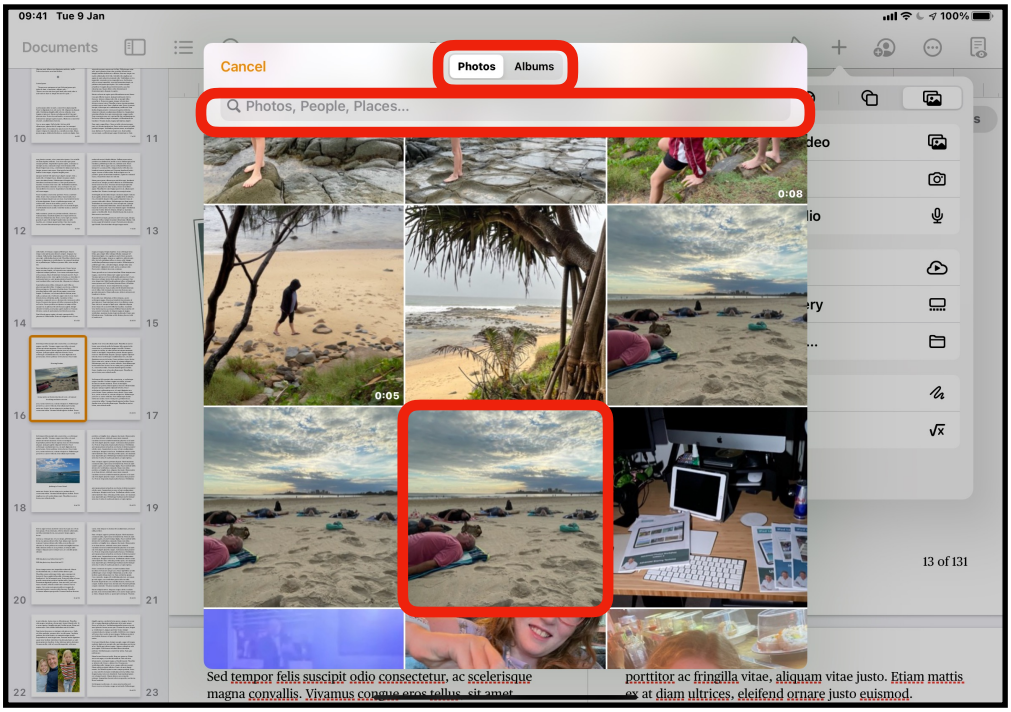


Tap in the space you would like to insert a photos or video*

Tap the + icon and then tap the Insert Photo icon and then tap Photo or Video

*video can only be inserted if you are going to share this document with another Apple user and is best if you are going to share via the Books App as an ePUB document.

Select the Photo or Video



You can only add one photo at a time.

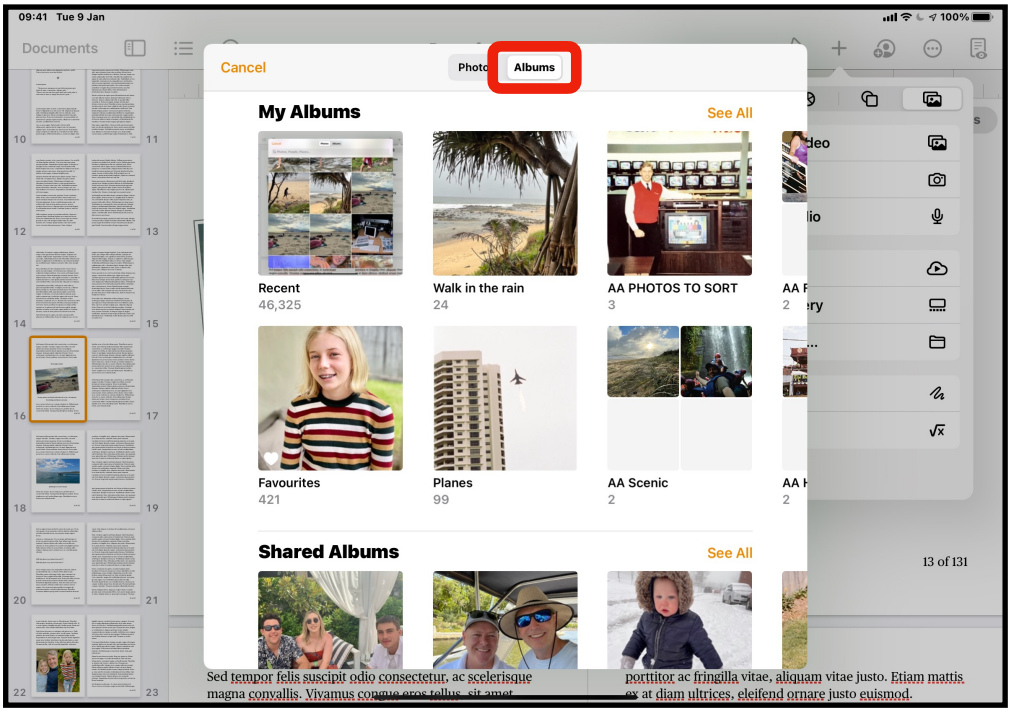
You can either scroll through your photos or use Search.

I recommend creating an album in advance with all the photos you want to include in your book.

You can then goto the album directly instead of scrolling through all your photos.

You can pinch and zoom on the photos to see them more quickly or scroll through them faster.

Use Albums View To Find Your Photos Faster

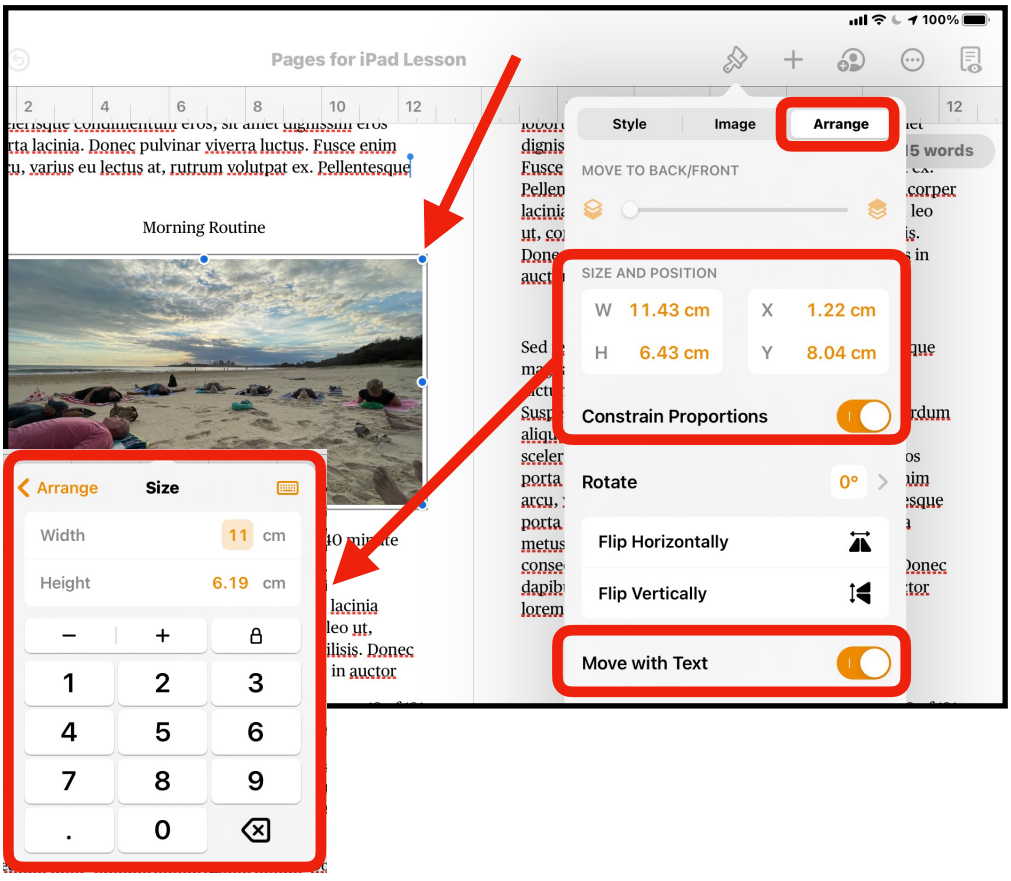


By using Albums View you can more easily find the photo you are looking for.

Of course that is if you have your photos organised….

I have a workshop for that!!

Change the Size and Position of Your Photo

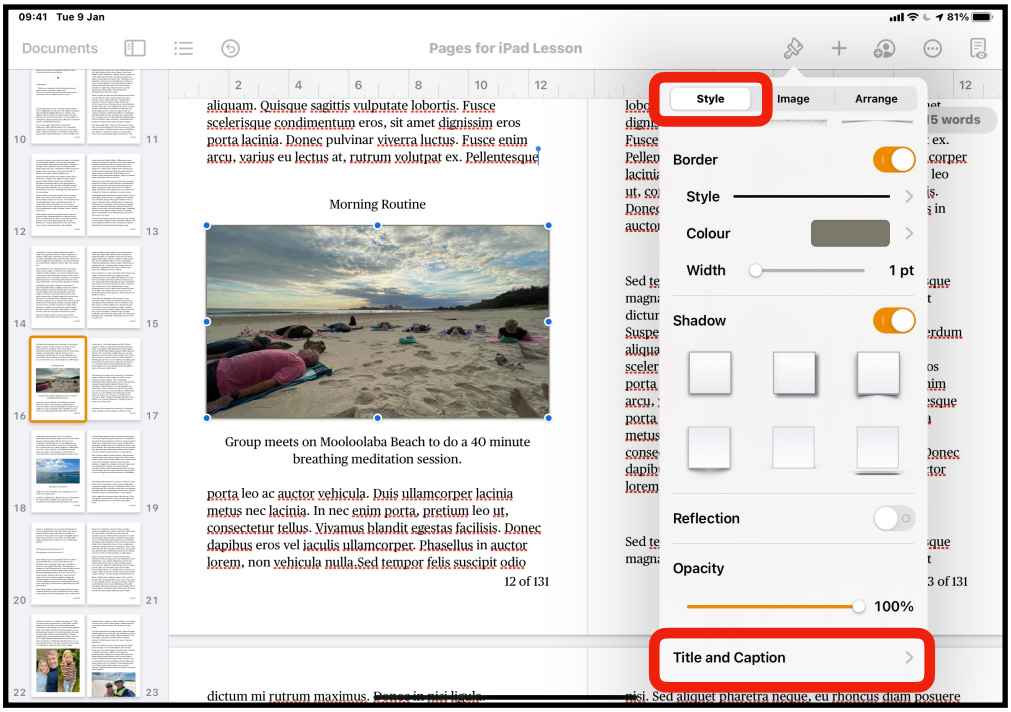


Brand new Size and Position controls. If you struggled with resizing the blue dots in the corners of photos you can now precisely place photos with Width and Height and X and Y positioning.

To keep your photo moving with your story as you make other edits your X and Y will be overridden with Move with Text when ON which I do recommend.

You can still just drag the photo around the page and resize it with your fingers.

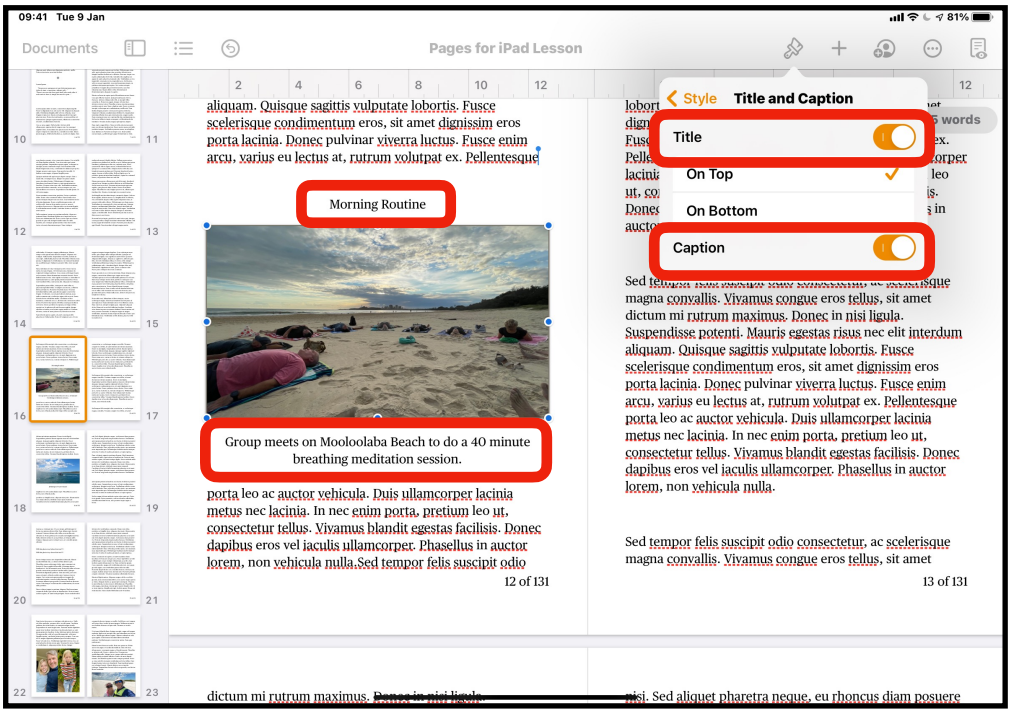
Turn Titles or Captions on for a Photo



To put a Title above or a text caption below a photo tap the Photo.

Tap **Paintbrush** icon
Tap **Style**
Tap **Title and Caption**

Add Your Photo Caption and/or Title

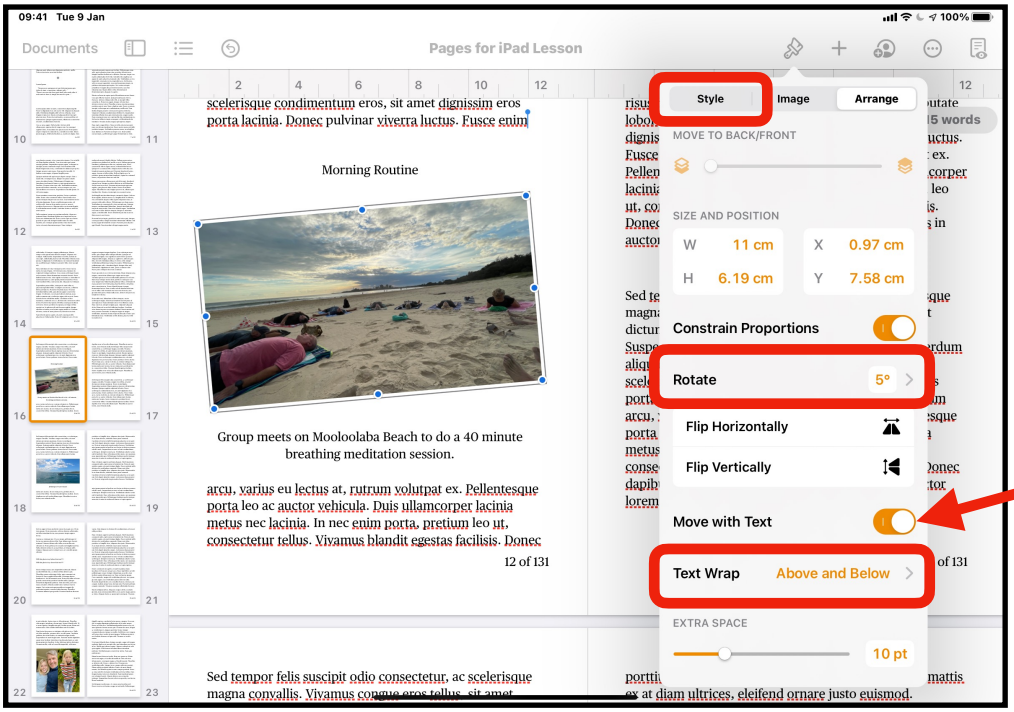


With Caption and/or Title turned on you will now see a text box above or below or both that you can label this photo with.

If you move the photo around the Title and Caption will stay with the photo.

I recommend captions for all photos you add to your story.

Rotate a Photo and Select Text Wrap Effect

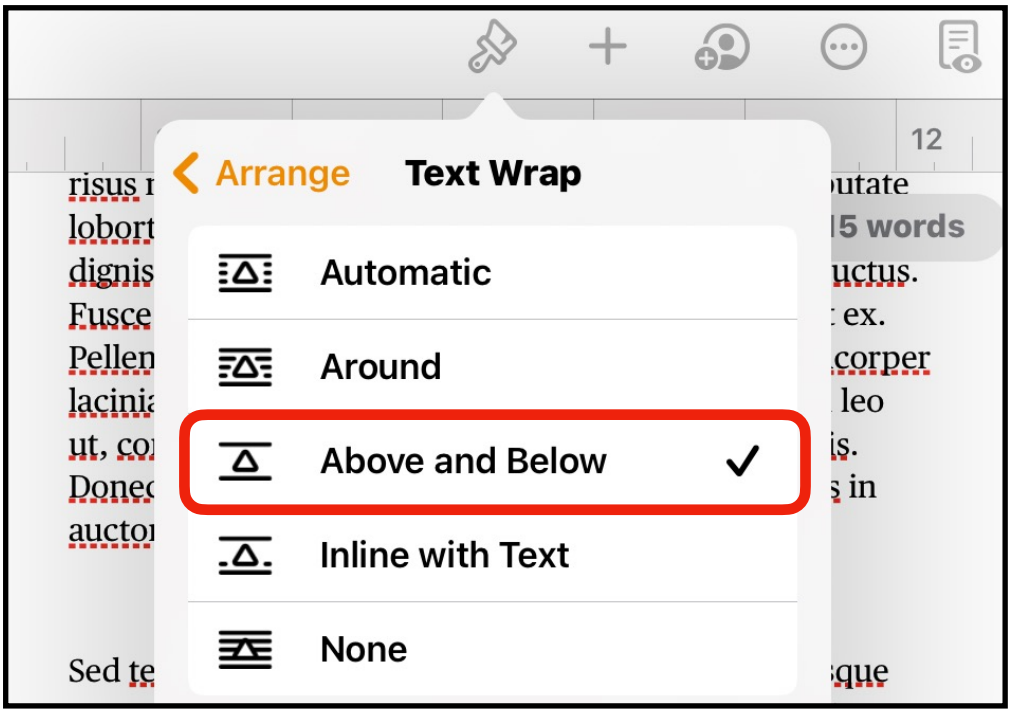


Brand new Rotate controls make it far easier to rotate an image or object.

To change how text reacts to the placement of your photo tap Text Wrap

Make sure Move with text is ON

Text Wrap



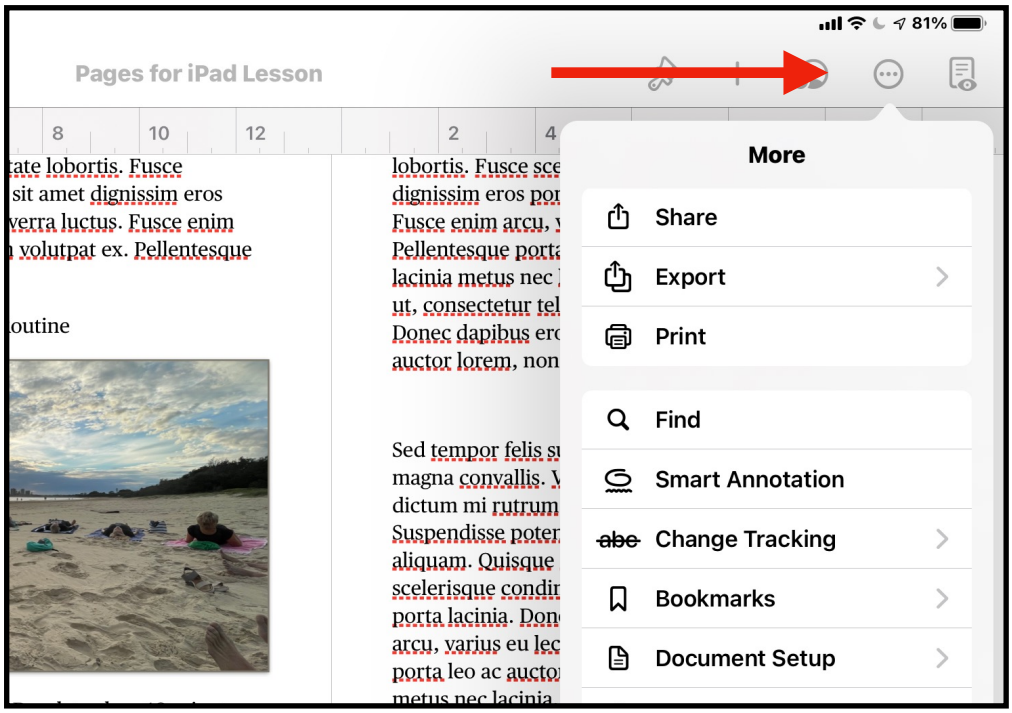
I only recommend using Around or Above and Below with the Move with Text option ON (as above)

It is not a perfect system as when you add text a photo would move down the page and at some point it moves to the next page.

Be a little flexible and accept the photo will be near the story, not attached to the word.

Exporting Your Book or Document

Export or Print Your Book

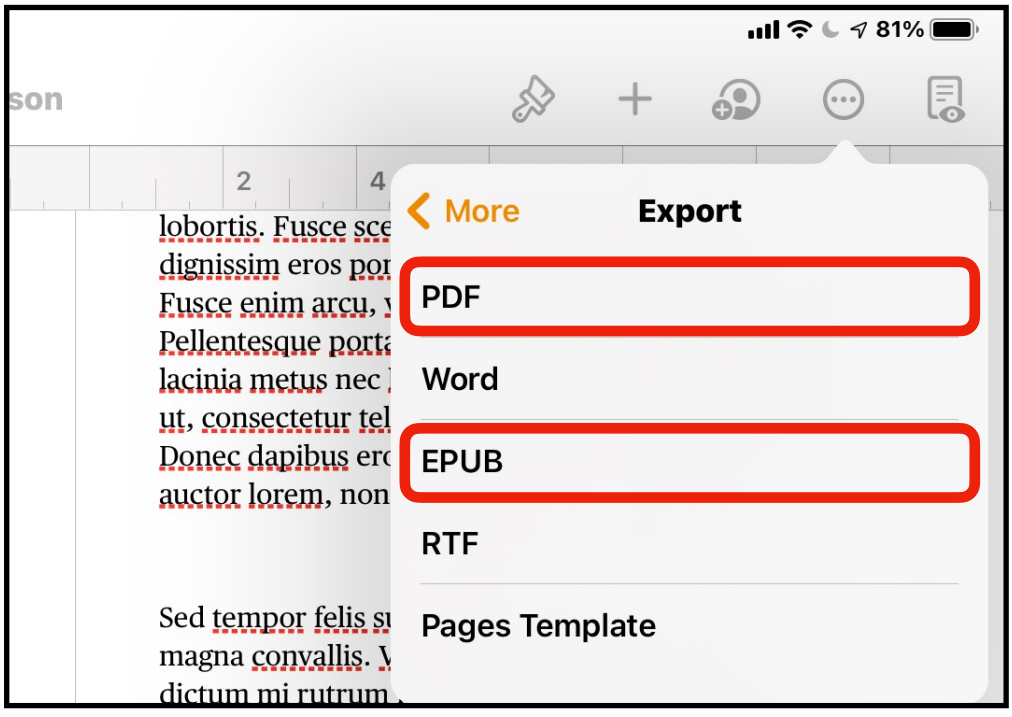


Tap the More icon to access the Share, Export and Print menus.

I recommend always using Export as many times people accidentally share the pages formatted document with non-Apple users who cannot open them.

From the Export option you can choose the format and also save or print.

Export in a Compatible Format

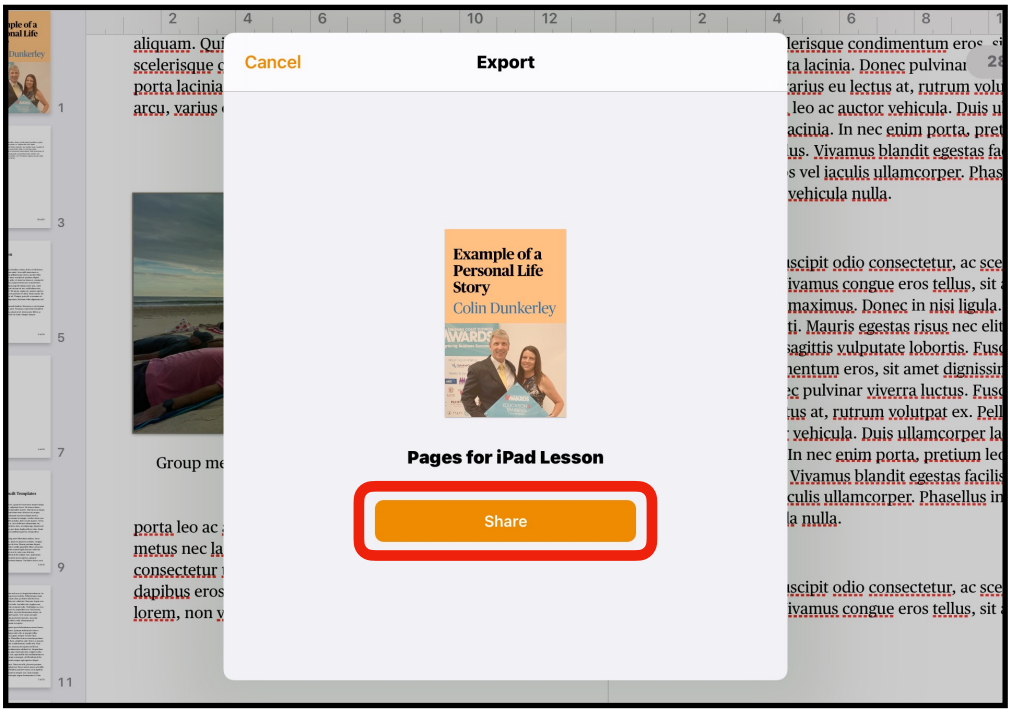


I highly recommend **only sharing your book as a PDF** to most people.

Or if Sharing with an Apple user you can share as an ePUB that will work in the Books App.

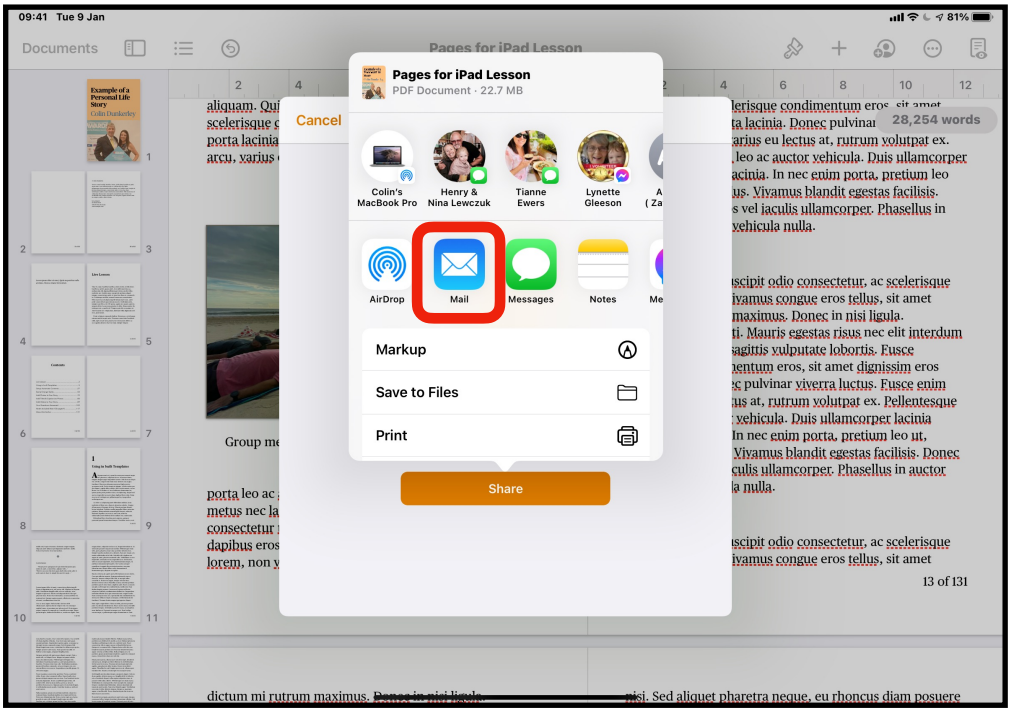
Avoid sending your book as a Word or Pages document unless someone is helping you edit and even then I would use collaboration feature where possible.

Share



Once you book has been prepared for export tap Share

Print or Choose How You Would Like To Share Your Book



You can share via AirDrop, Mail, Messages and many other Apps.

You can also Save to Files or Print

Thank You and Feedback

I hope you enjoyed the lesson and found these notes helpful. I do put a lot of effort into creating these notes to make it easier for you to learn about this topic.

If you think there is an area within the notes that could be clearer, or is missing a step or has a mistake, please feel free to let me know so I can continually improve the notes.

If you have gotten value from todays lesson I would be very grateful if you could take a few minutes to give me some feedback at:

theipadman.com/feedback250321

Once again thank you for attending.

I look forward to helping you again in the future.

Keep Smiling and Keep Learning,
Best regards,
Colin Dunkerley
The iPad Man

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1300 12 12 59

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