

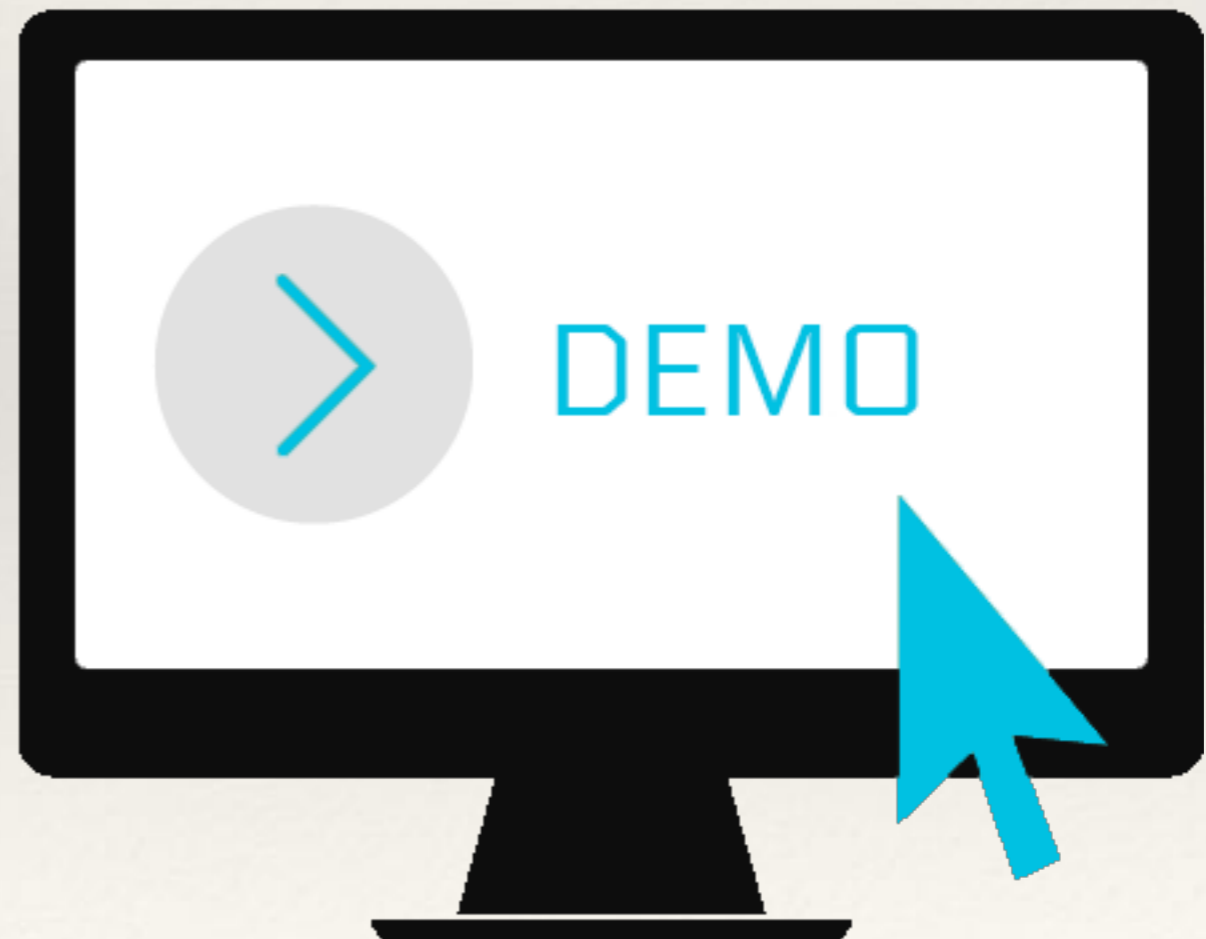
John Carter presents

Word-Pages-Writer

A comparison

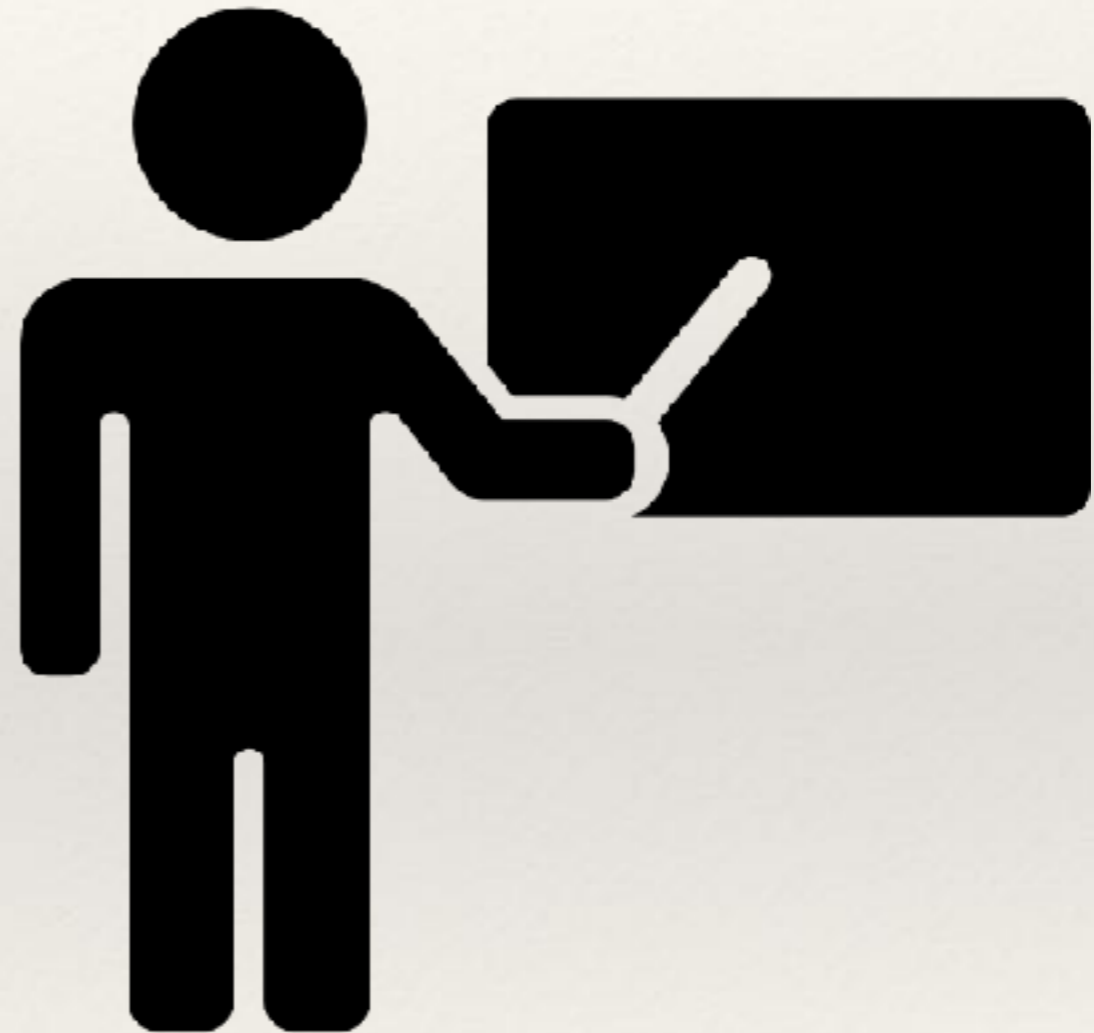
INTRODUCTION

- ❖ Demonstrations will be included



INTRODUCTION

- ❖ This is not a workshop



Basic Tasks

Diary, Letter, or Blog
No Formatting

All apps are equivalent

Accessing a Document

.pages only for Pages
.doc, .docx for all apps
.odt for Word and Writer

Keyboard Shortcuts

Cut: Cmd-X

Copy: Cmd-C

Paste: Cmd-V

New: Cmd-N

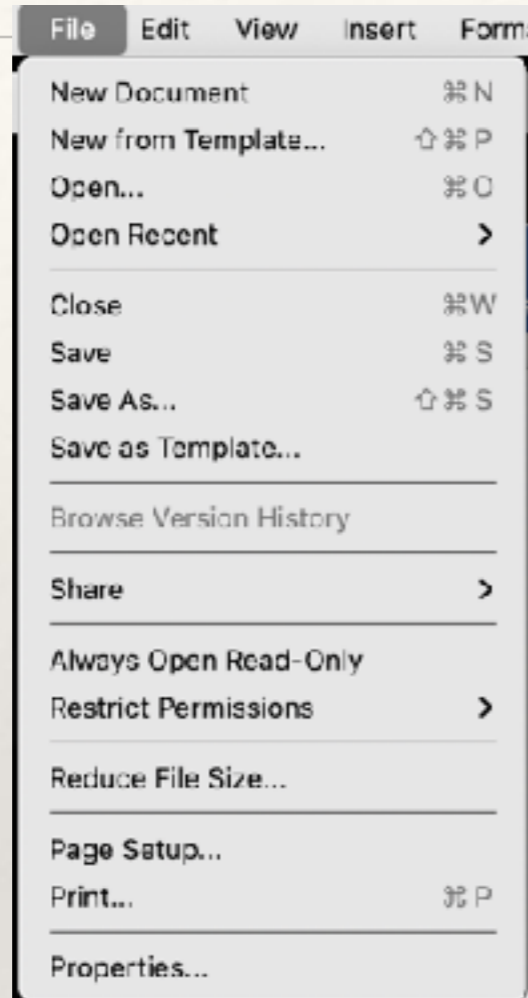
Open: Cmd-O

Close: Cmd-W

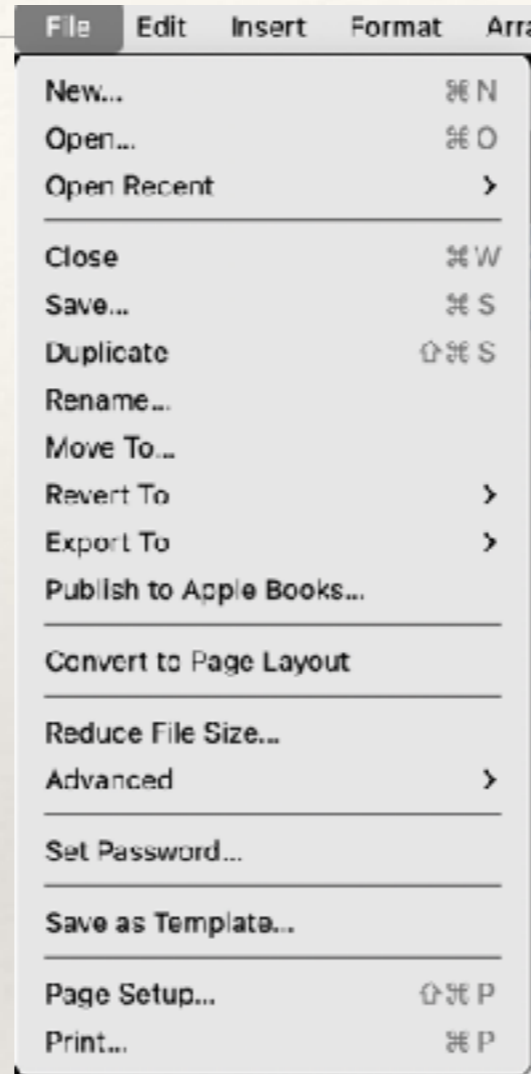
Save: Cmd-S

Print: Cmd-P

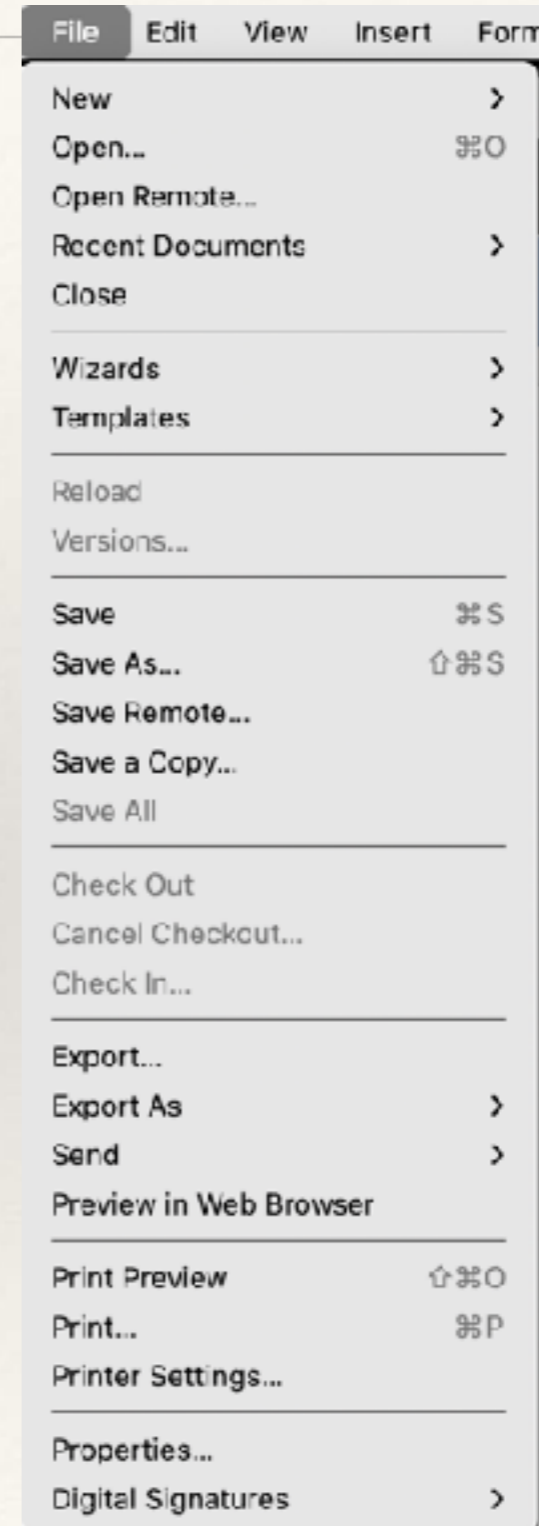
File Menu



Word



Pages



Writer

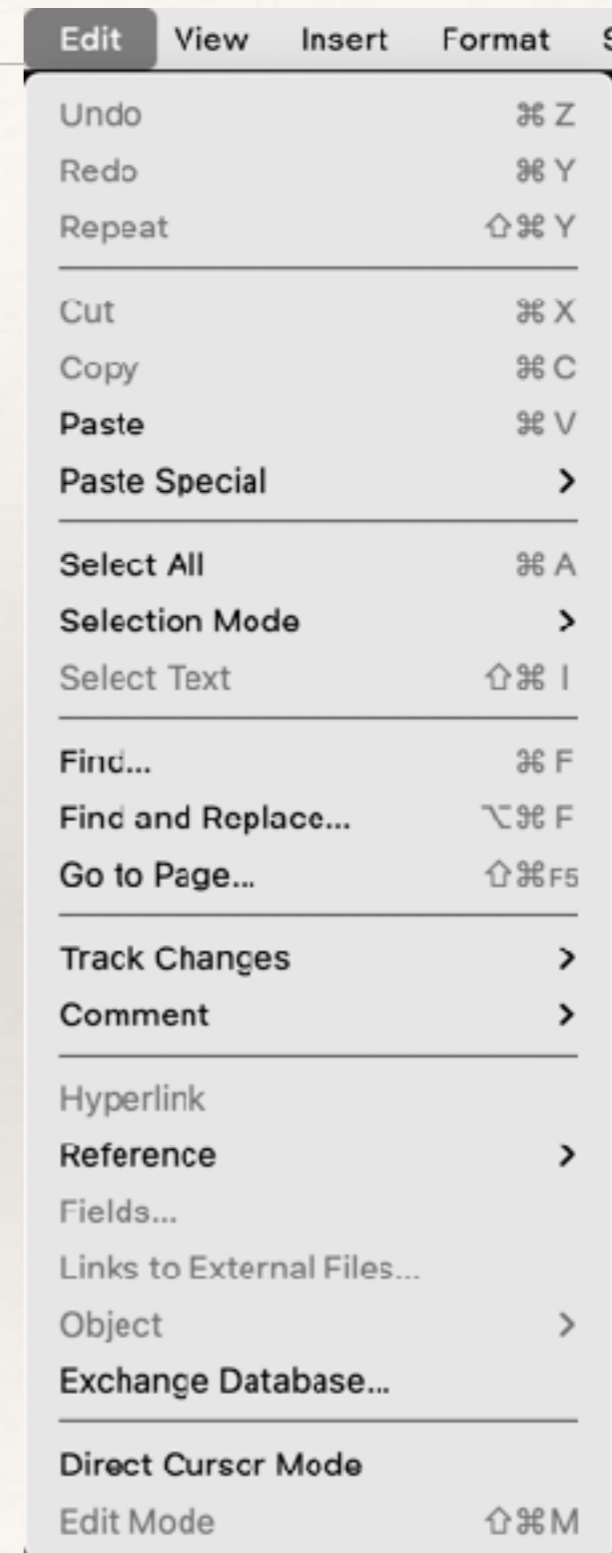
Edit Menu



Word



Pages



Writer

Menu List

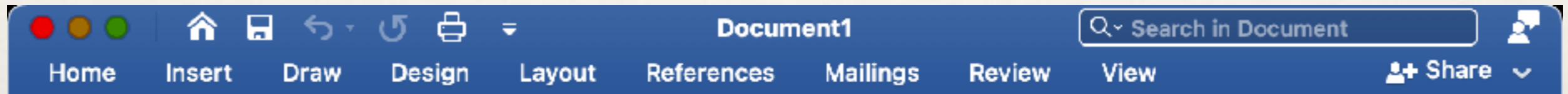
Word File Edit View Insert Format Tools Table Window Help

Pages File Edit Insert Format Arrange View Share Window Help

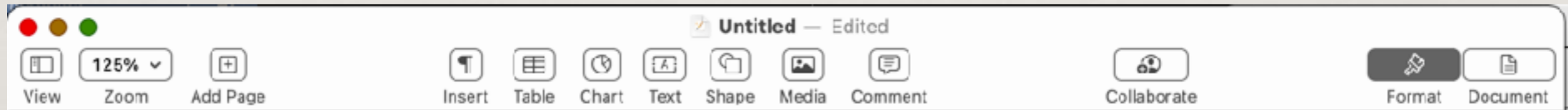
LibreOffice File Edit View Insert Format Styles Table Form Tools Window Help

Formatting Tools

Word



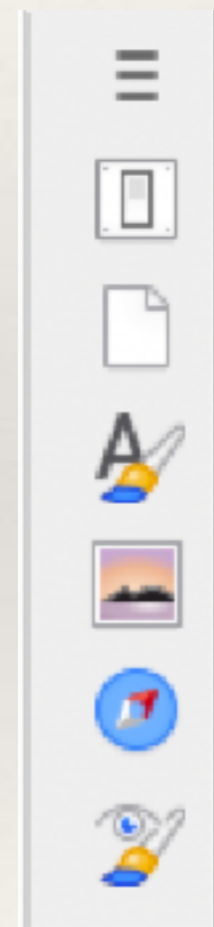
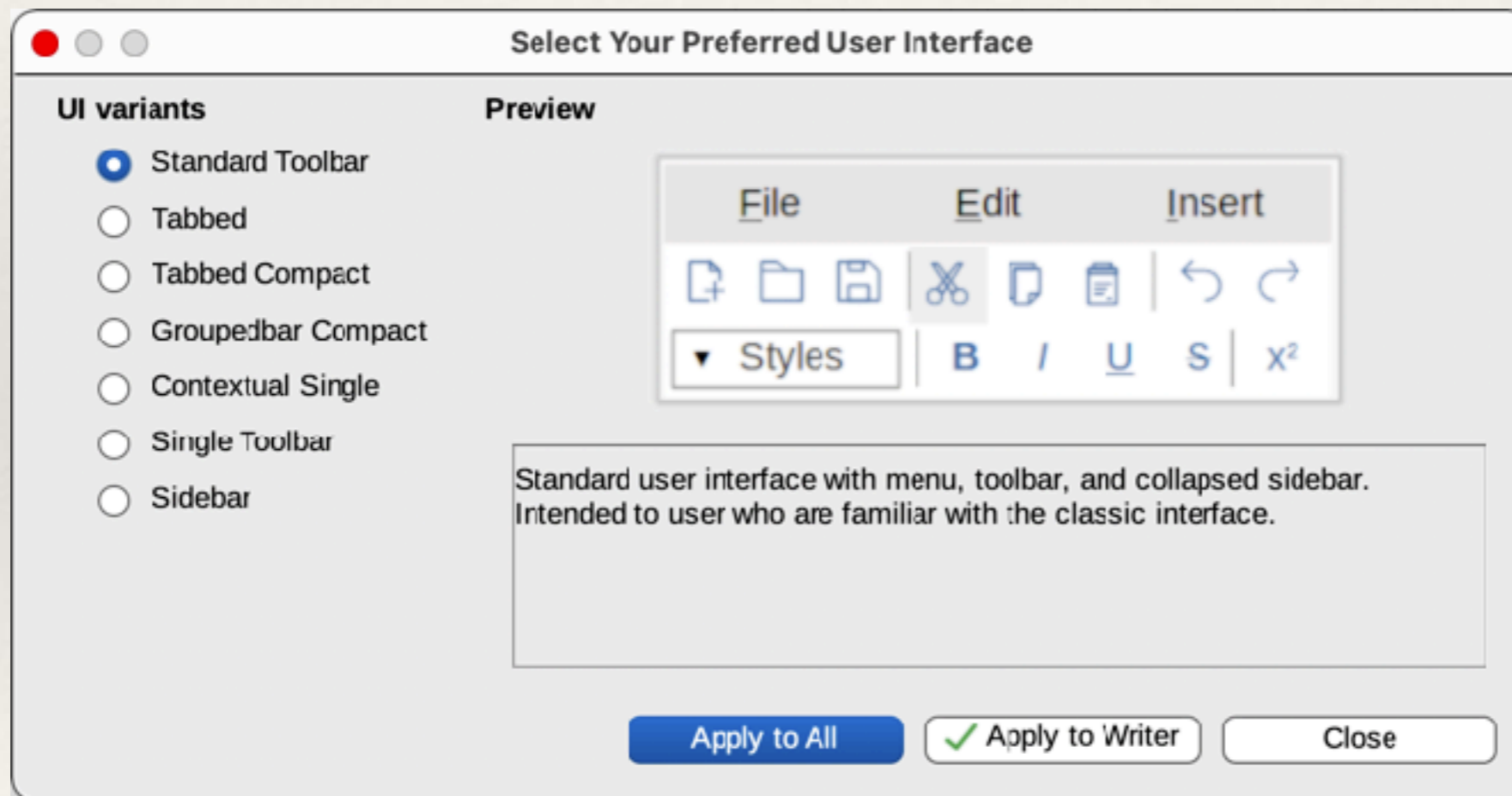
Pages



Writer



Writer GUI Variants



Templates

- ❖ One kind: Document — Many Variations
- ❖ Portrait vs Landscape
- ❖ Size



Templates - Word

Blank

Take Notes

Calendar

Resume

Letter

List

Journal

Outline

Research Paper

Newsletter

Brochure

Flyer

Business

Recipe

Menu

Catalog

Family Update

Templates - Pages

Basic

Reports

Books - Portrait

Books - Landscape

Letters

Resumes

Flyers & Posters

Newsletters

Cards

Envelopes

Business Cards

Certificates

Miscellaneous

My Templates

Templates - Writer

Business Letter

Business Card

CV

Resume

Default

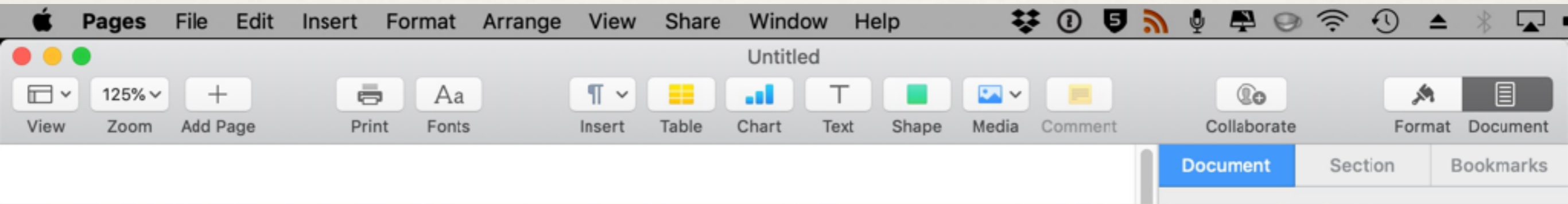
Modern

51 Categories Downloadable:

<https://extensions.libreoffice.org/templates>

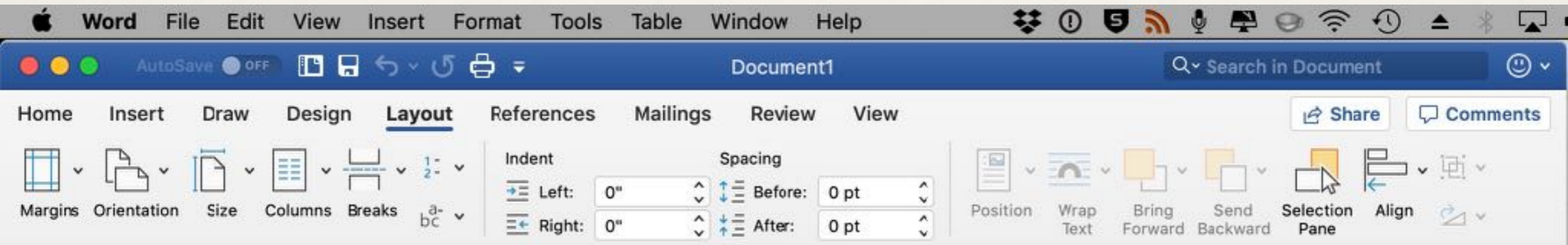
User Interface

Pages



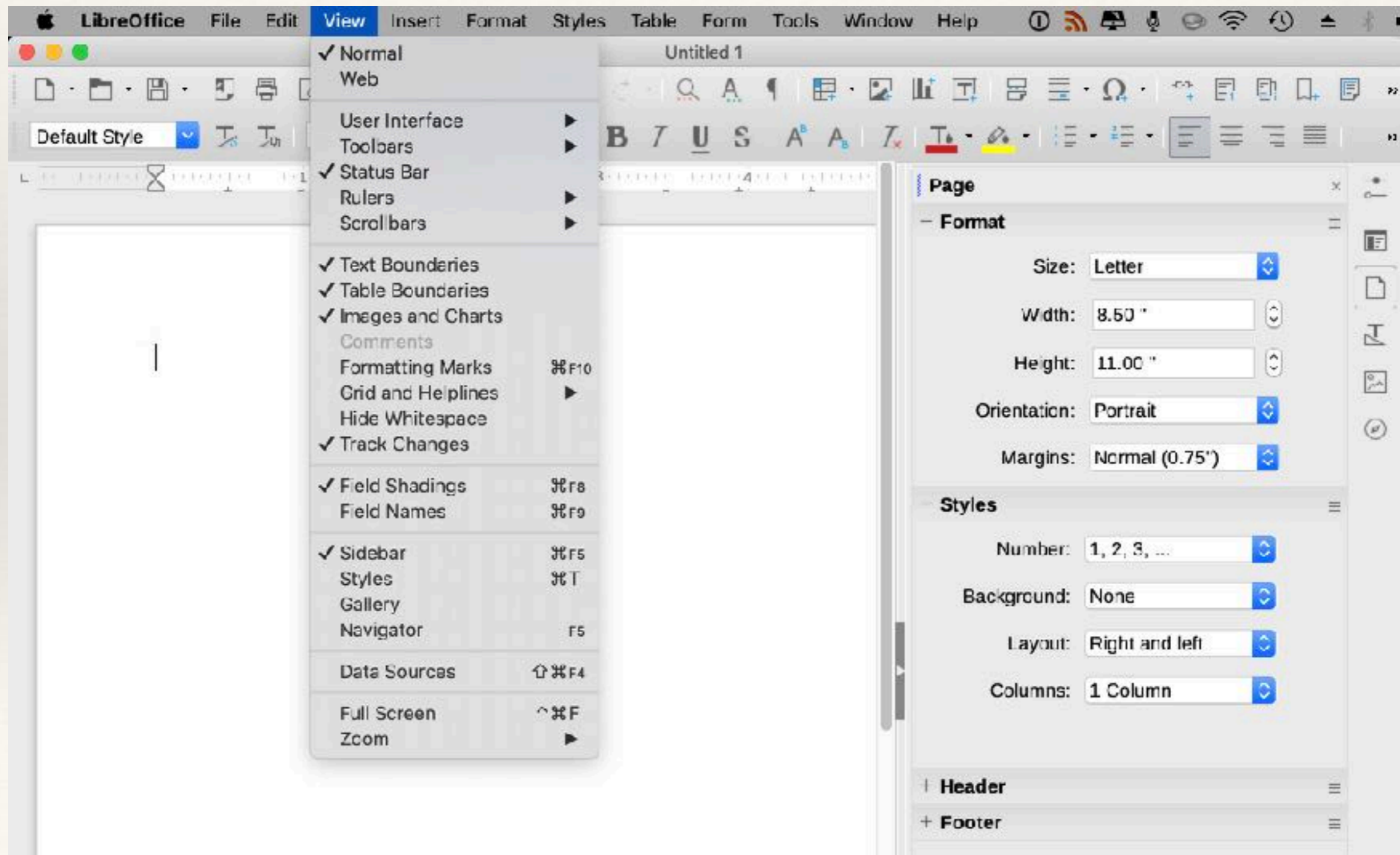
User Interface

Word

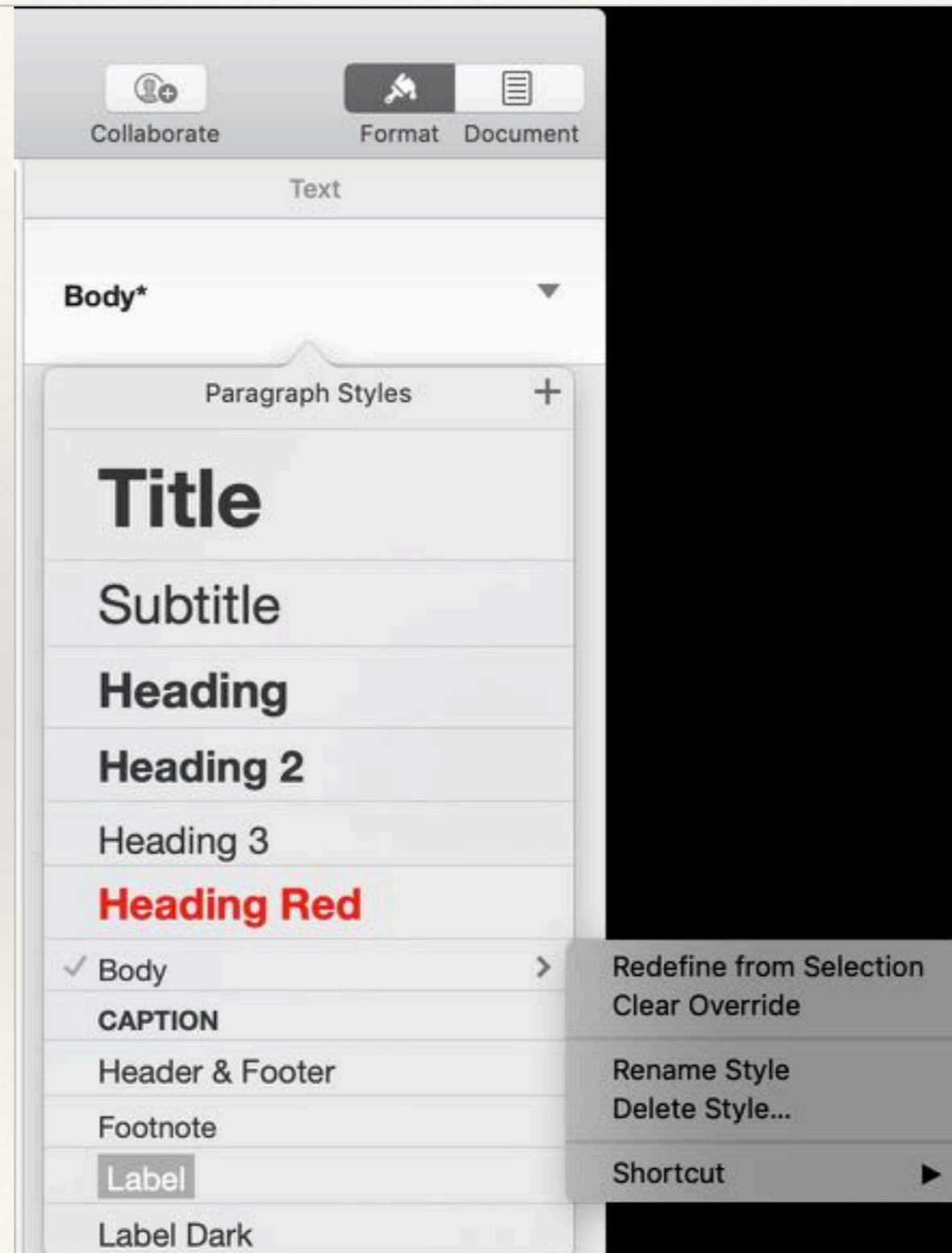


User Interface

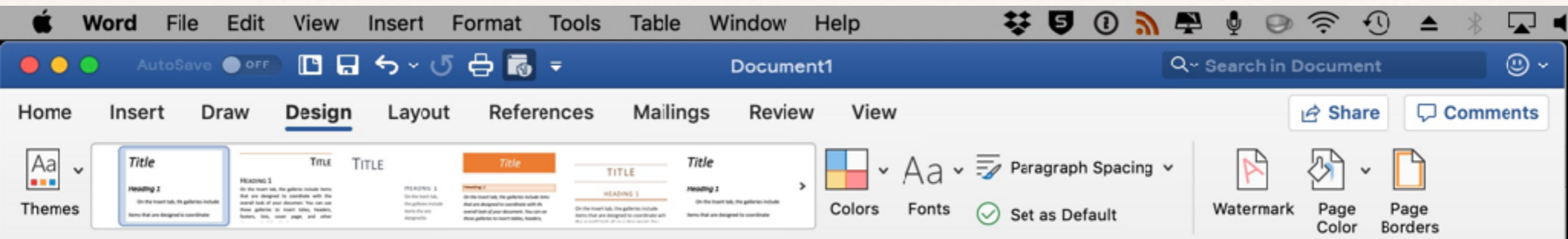
Writer



Paragraph Styles - Pages



Paragraph Styles - Word



Paragraph Styles - Writer

The image shows a screenshot of a word processor's 'Paragraph' dialog box. The 'Styles' menu is open on the left, showing various paragraph styles like 'Text Body', 'Title', 'Heading 1', etc. The 'Paragraph' dialog box is open, with the 'Indents & Spacing' tab selected. The dialog box has several tabs: 'Indents & Spacing', 'Alignment', 'Text Flow', 'Outline & Numbering', 'Area', 'Borders', 'Drop Caps', and 'Tabs'. The 'Indents & Spacing' tab is active, showing settings for 'Indent' (Before text: 0.00", After text: 0.00", First line: 0.00"), 'Spacing' (Above paragraph: 0.00", Below paragraph: 0.00"), and 'Line Spacing' (Single). There is also a preview window on the right showing a paragraph of text with the applied indents and spacing. The 'OK' button is highlighted in blue.

Styles Menu:

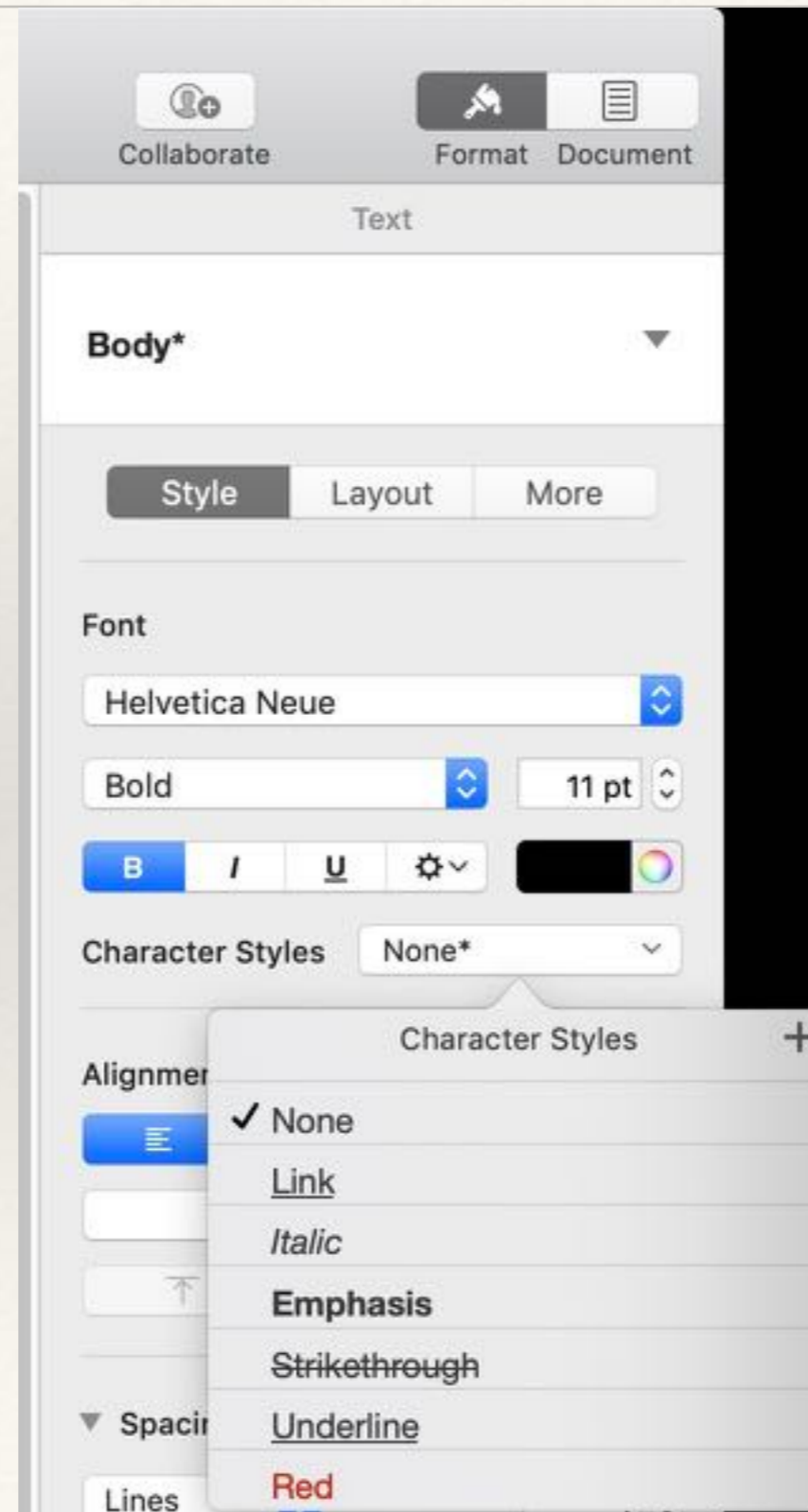
- ✓ Text Body ⌘0
- Title
- Subtitle
- Heading 1 ⌘1
- Heading 2 ⌘2
- Heading 3 ⌘3
- Quotations
- Preformatted Text
- ✓ Default Character
- Emphasis
- Strong Emphasis
- Quotation
- Source Text
- Bullet List
- Number List
- Alphabet Uppercase List
- Alphabet Lowercase List
- Roman Uppercase List
- Roman Lowercase List
- Edit Style...
- Update Style ⌘⇧F11
- New Style... ⌘⇧F11
- Load Styles...
- Manage Styles ⌘T

Paragraph Dialog - Indents & Spacing Tab:

- Indent:**
 - Before text: 0.00"
 - After text: 0.00"
 - First line: 0.00"
 - Automatic
- Spacing:**
 - Above paragraph: 0.00"
 - Below paragraph: 0.00"
 - Don't add space between paragraphs of the same style
- Line Spacing:**
 - Single of
- Register-true:**
 - Activate

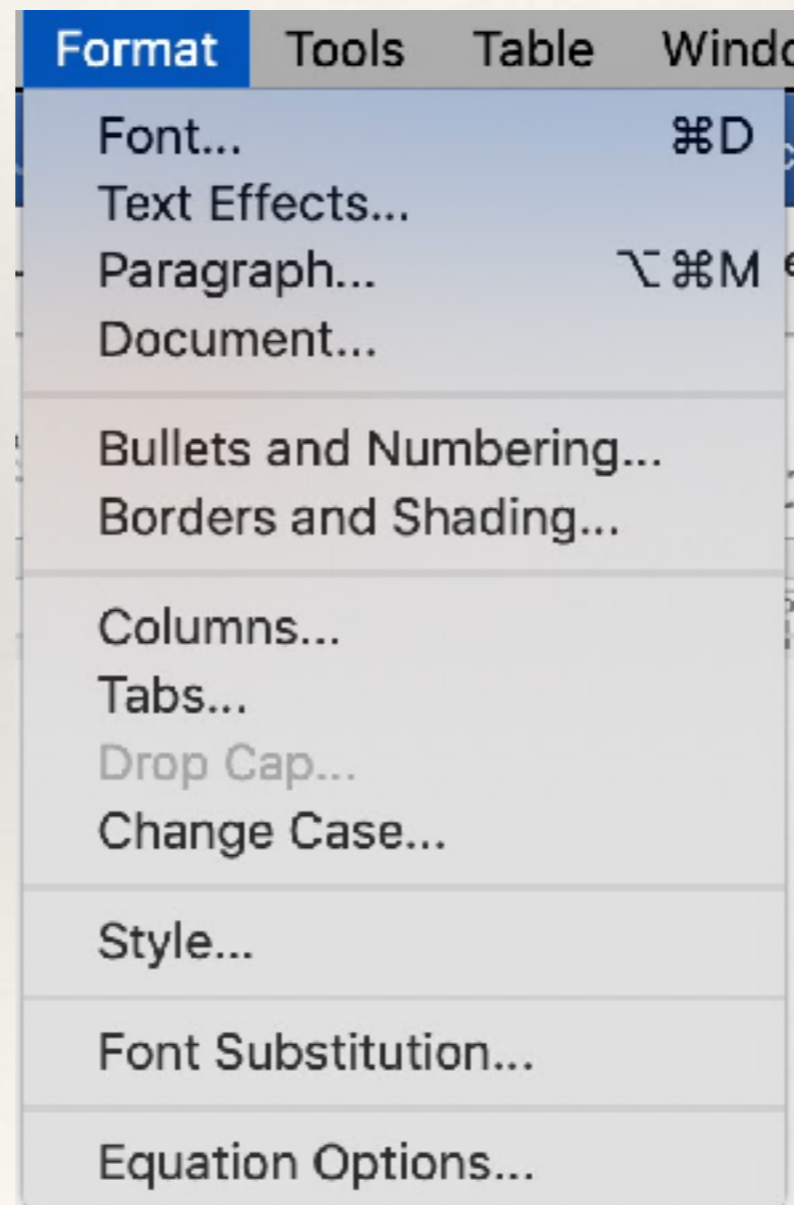
Buttons: Help, Reset, OK, Cancel

Character Styles - Pages



Character Styles - Word

Word does not have a Character Style per se



Character Styles - Writer

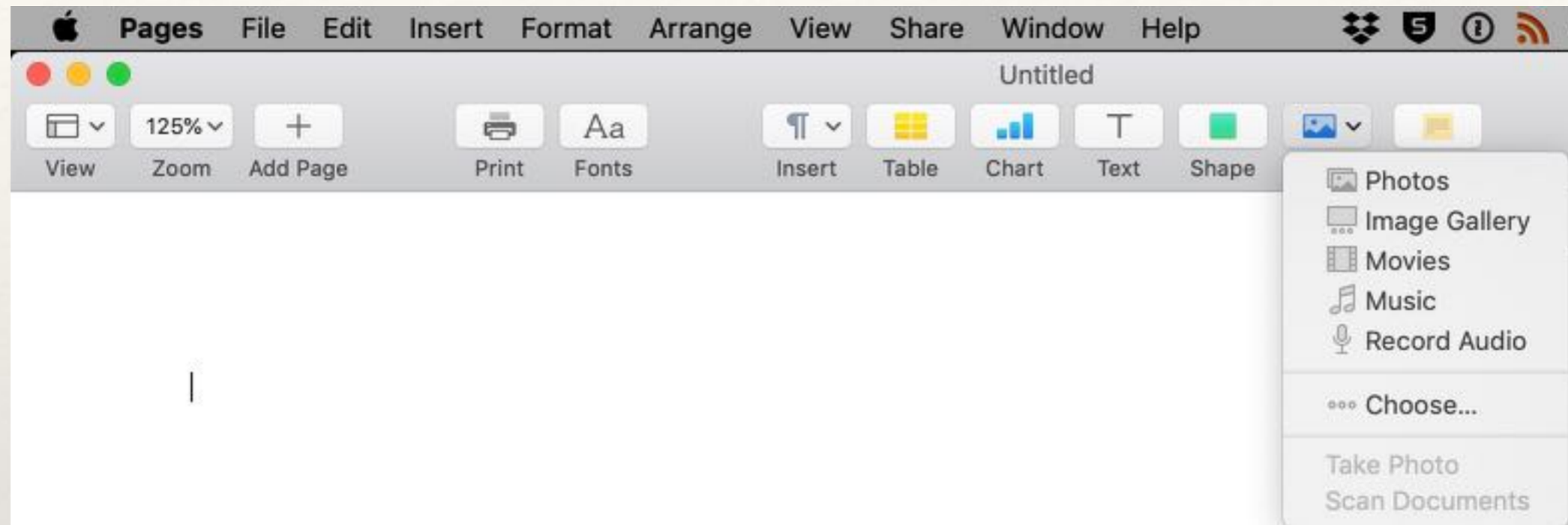
The image shows a screenshot of a word processor interface with the 'Character' dialog box open. The 'Format' menu is open, and 'Character...' is selected. The 'Character' dialog box has tabs for 'Font', 'Font Effects', 'Position', 'Hyperlink', 'Highlighting', and 'Borders'. The 'Font' tab is active, showing the following settings:

- Family: Liberation Serif
- Typeface: Regular
- Size: 12 pt
- Language: English (USA)

The dialog box also includes a preview window showing the text 'Liberation Serif' in the selected font and size. At the bottom, there are buttons for 'Help', 'Reset', 'OK', and 'Cancel'.

The 'Format' menu is also visible, showing options like 'Text', 'Spacing', 'Align', 'Lists', 'Clone Formatting', 'Clear Direct Formatting', 'Character...', 'Paragraph...', 'Bullets and Numbering...', and 'Page...'.

Working with Images - Pages



Style | Image | Arrange










Image Styles

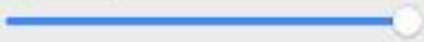

▼ **Border** 

Picture Frame 

 Scale  70% 


► **Shadow** 


Reflection


Opacity  100% 


Style | **Image** | Arrange

File Info



 OOvW1ybrQxenQ..._thumb_c00d.jpg



Replace 




Edit Mask 

Instant Alpha 

Adjustments

Exposure  0% 



Saturation  0% 

Enhance   Reset 



Description





Style | Image | **Arrange**

Object Placement





Stay on Page  Move with Text 

Text Wrap



 Automatic 

  12 pt  50% 



Text Fit Spacing Alpha

Back Front Backward Forward


Align  Distribute 

Size



6.01 in  6.5 in 

Width Height

Constrain proportions





Original Size 

Position

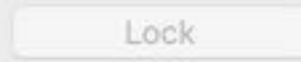

1.23 in  1.26 in 

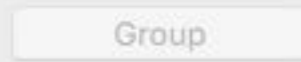

X Y

Rotate

 0°   

Angle Flip

Lock  Unlock 

Group  Ungroup 

Insert Format Arrange View Share

Section

- Page Break ⌘⇧⌘
- Line Break
- Section Break
- Column Break

Page Number

- Page Count
- Date & Time

Table of Contents ▶

- Footnote

Table ▶

- Chart** ▶
- Text Box
- Shape ▶
- Line ▶
- Highlight ⌘⇧H
- Comment ⌘⇧K
- Bookmark ⌘⇧B
- Image Gallery** ←
- Import from iPhone or iPad ▶
- Record Audio

Formula ▶

- Equation... ⌘⇧E
- EndNote Citation ⌘⇧⌘E

Choose... ⌘⇧V

Pages File Edit Insert Format Arrange View Share Window Help

Untitled — Edited

View Zoom Add Page Print Fonts Insert Table Chart Text Shape Media Comment Collaborate Format Document

Gallery Arrange

Appearance

- Caption
 - Individual caption per image
 - Same caption for all images

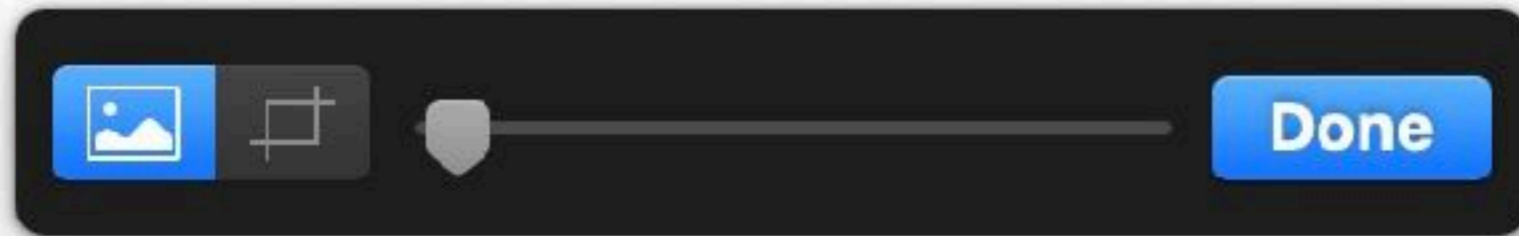
Images

Drag images here.

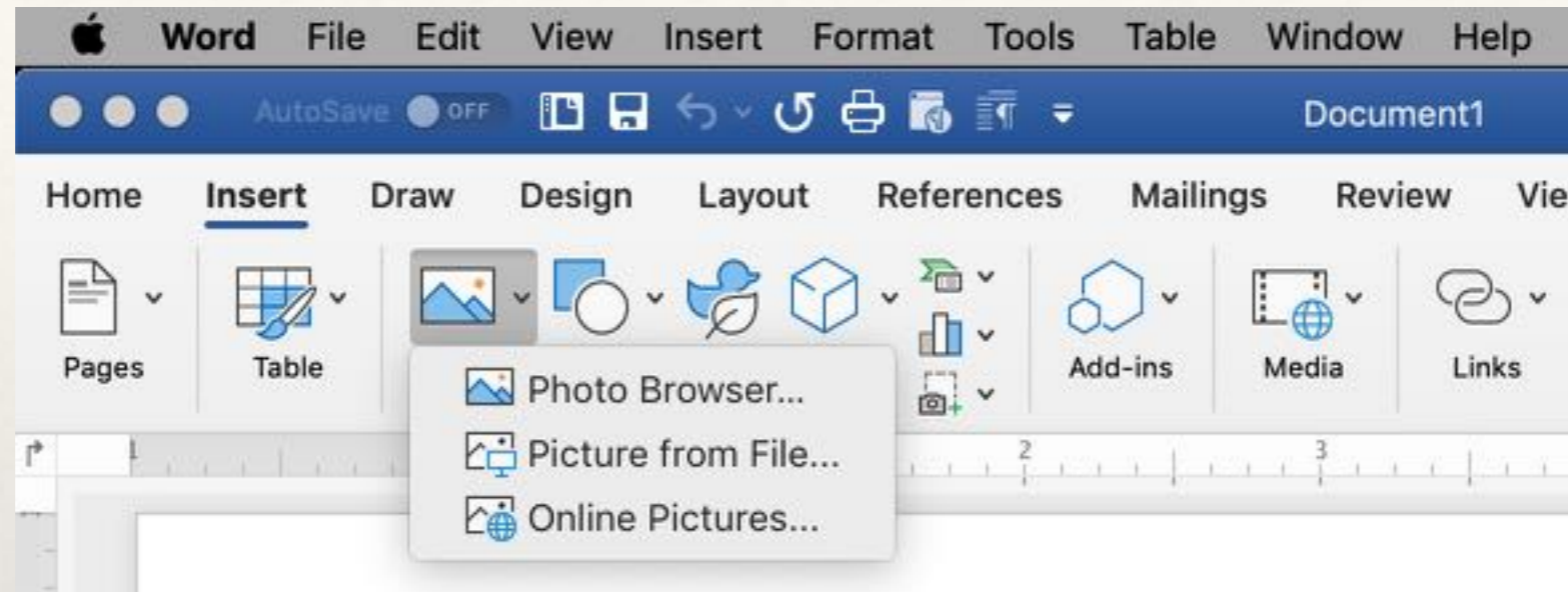
Image Description



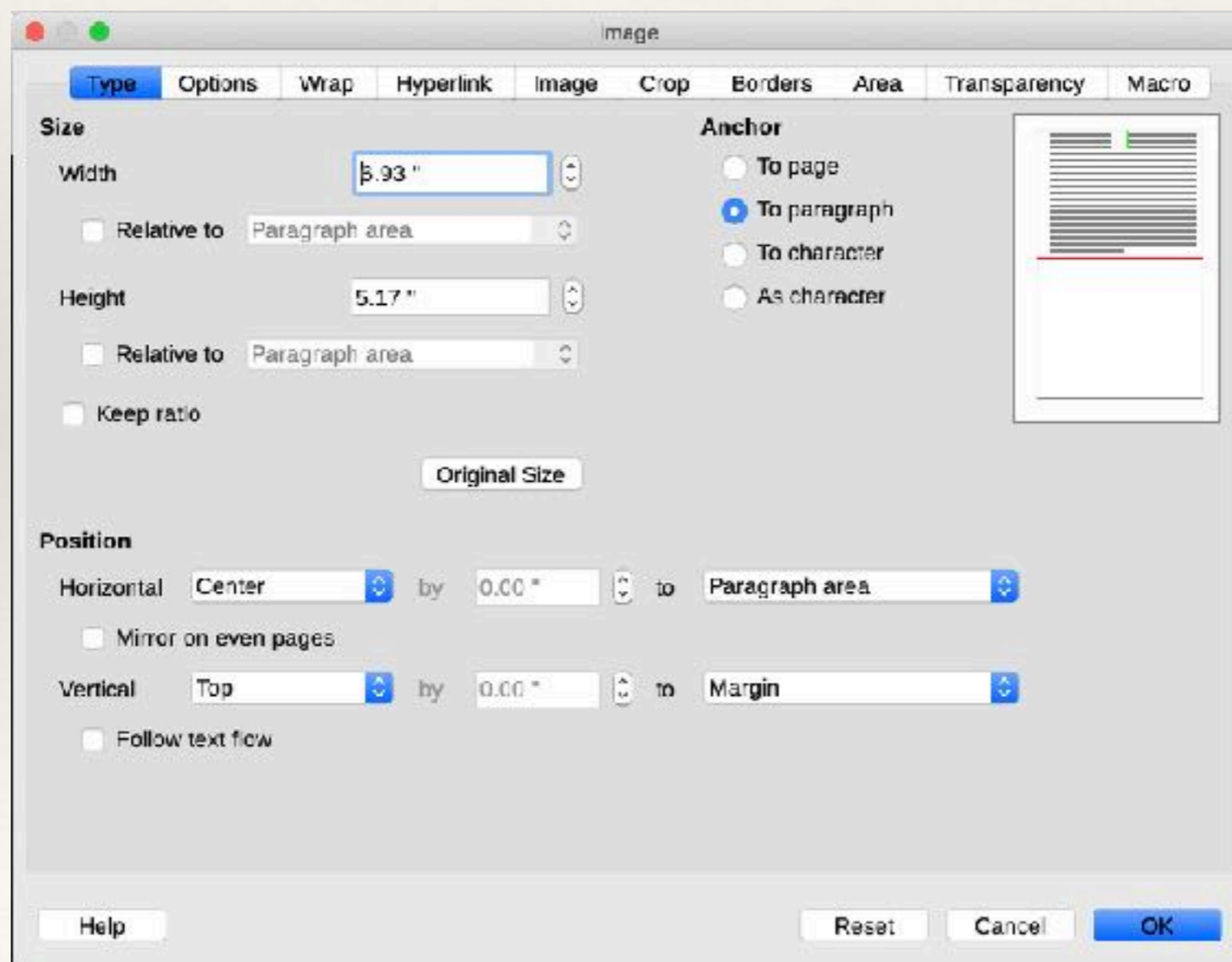
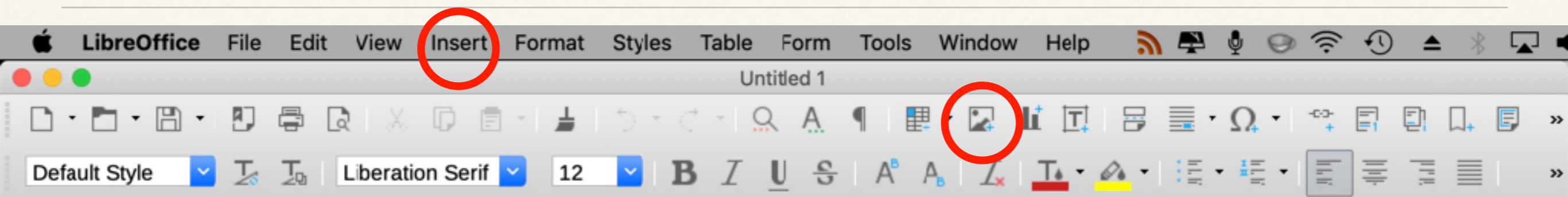
TYPE TO ENTER A CAPTION.



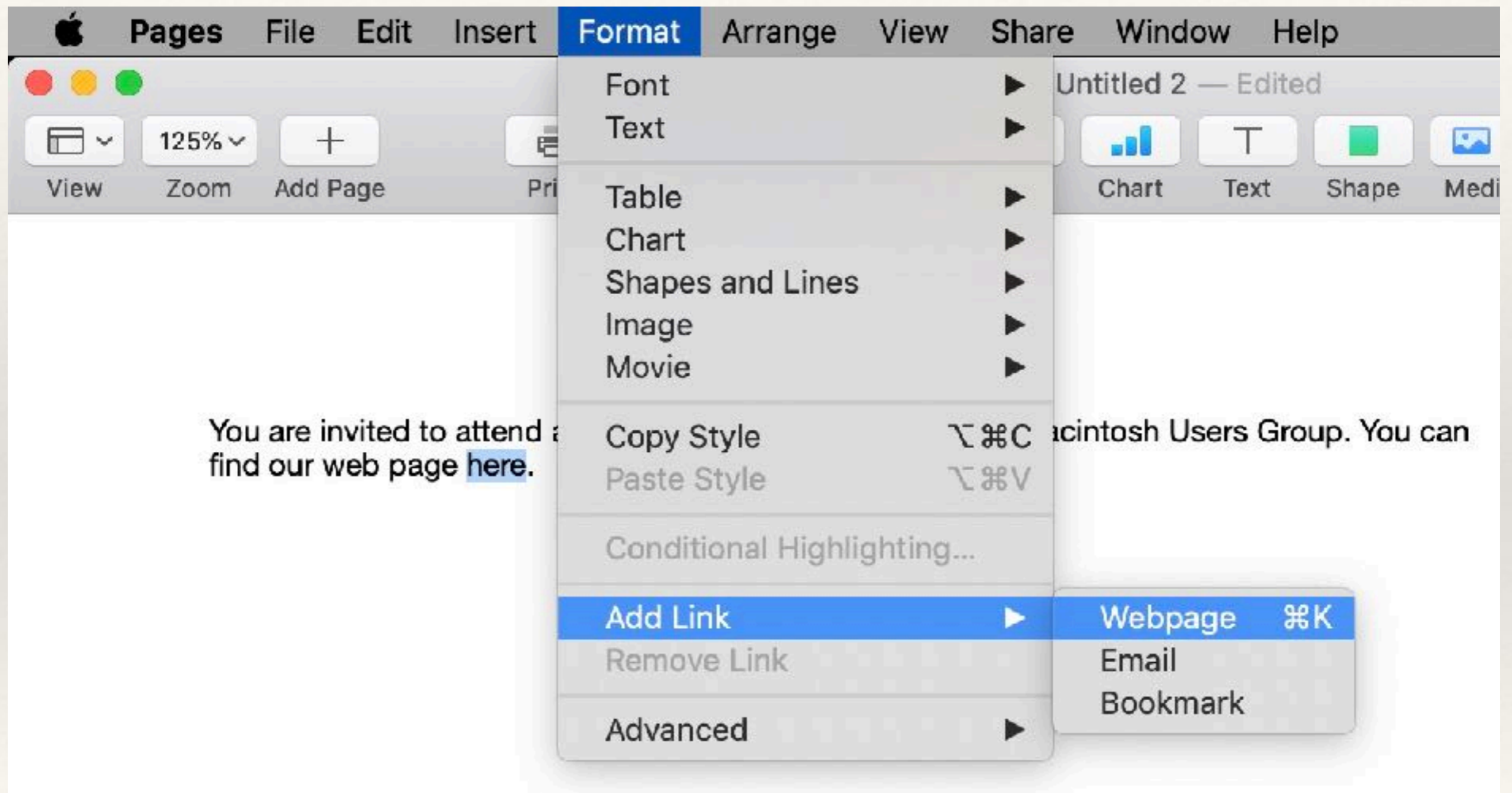
Working with Images - Word



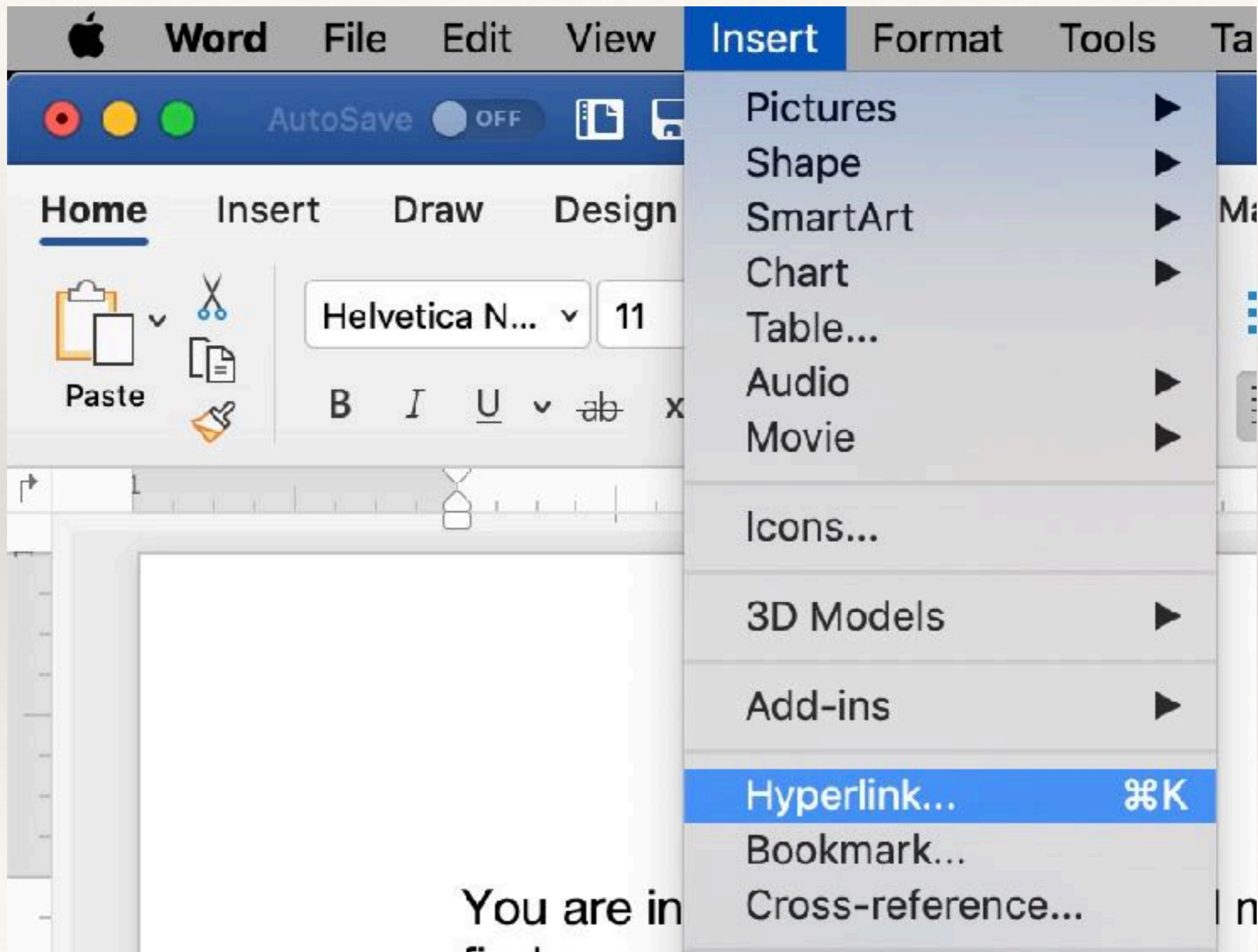
Working with Images - Writer



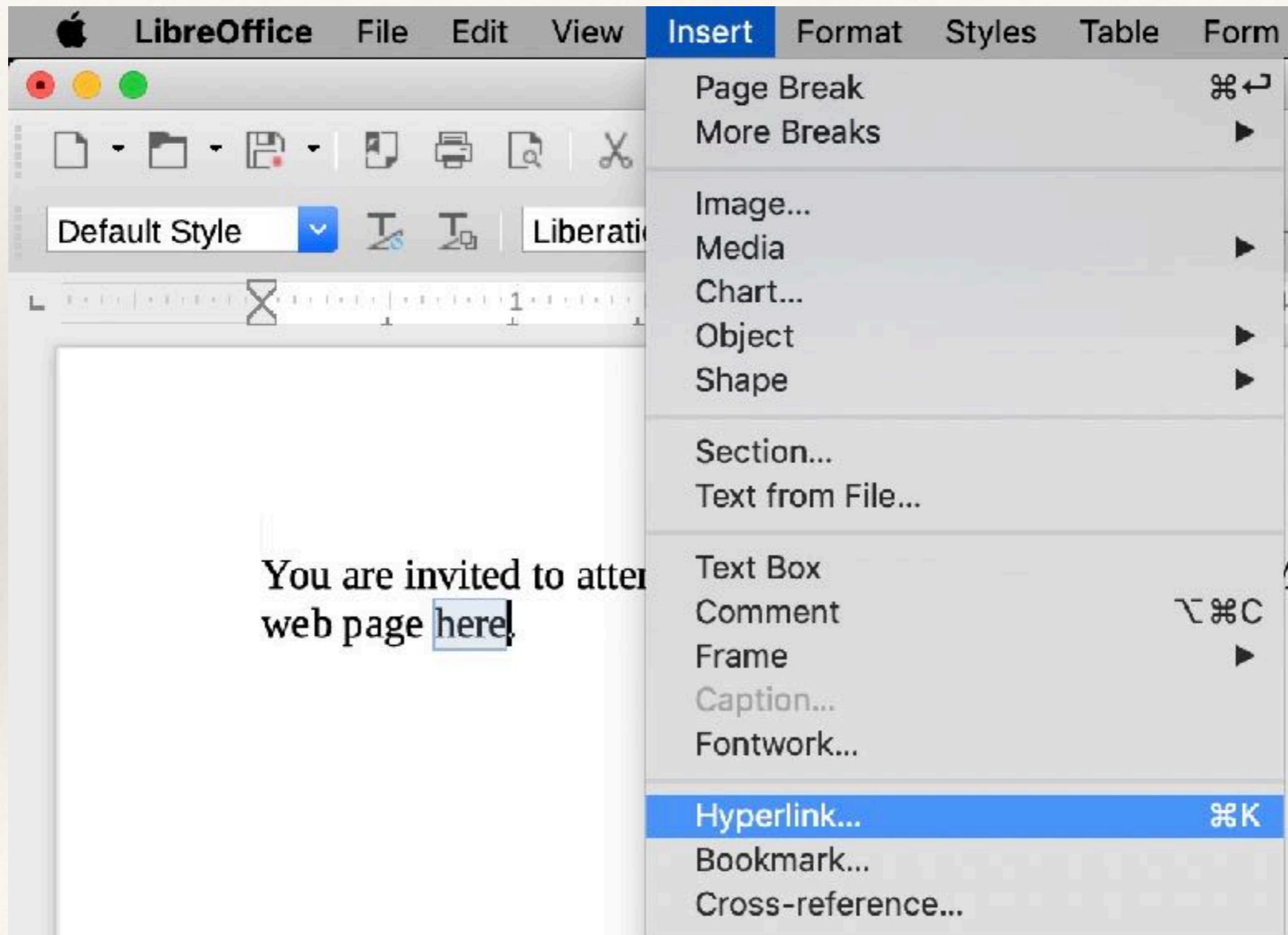
Inserting Links - Pages



Inserting Links - Word



Inserting Links - Writer



Sharing

Save As PDF

or

Export to PDF

Simple Paragraph Style Examples

The examples below are typical for all of the apps.

- This is a bullet paragraph
- Entering “Return” continues the next paragraph with the same format.
 - Starting the next paragraph and tapping the Tab key indents the paragraph and keeps the bullet.

Entering “Return” twice resumes the default paragraph style.

1. This is a numbered paragraph
2. Entering “Return” continues the next paragraph as a numbered item and increments the number.
 1. Starting the next paragraph and tapping the Tab key indents the paragraph and restarts the line numbering.

Final Notes

- Paragraph style options vary from app to app.
- Paragraph styles can be copied from one document to another.
- Pages does not allow for creating new global paragraph styles that involve bullets or numbers.
- Writing a book? Use Word or Writer.

What Have You Learned?
