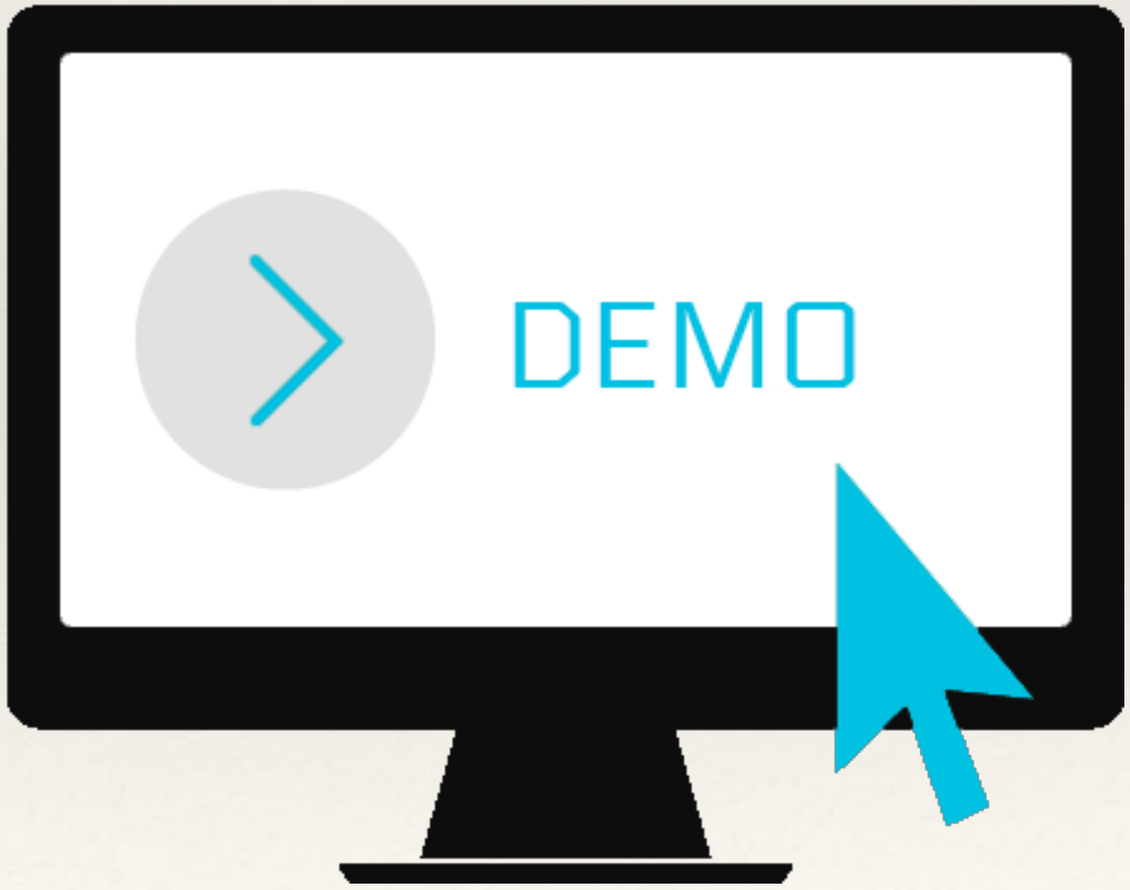
John Carter presents

Word-Pages-Writer

A comparison

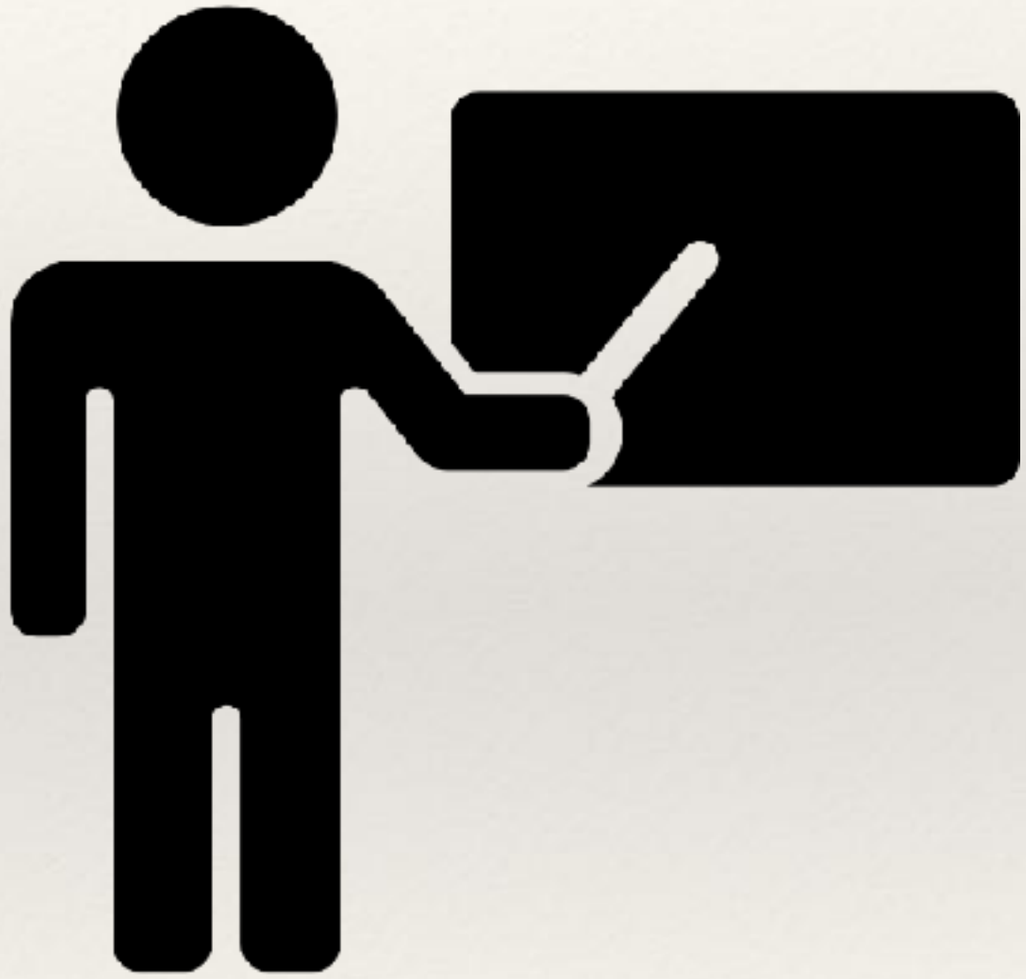
INTRODUCTION

- 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

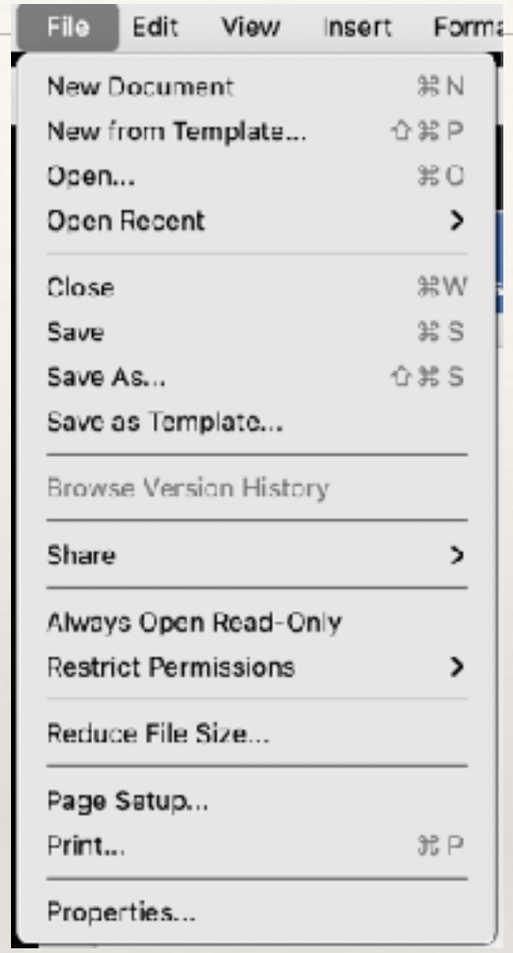
Open: Cmd-O

Close: Cmd-W

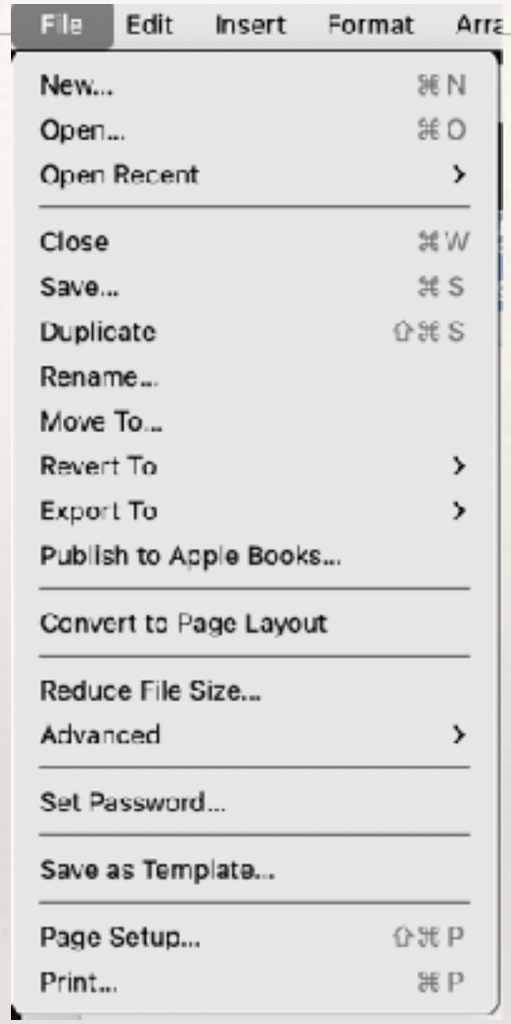
Save: Cmd-S

Print: Cmd-P

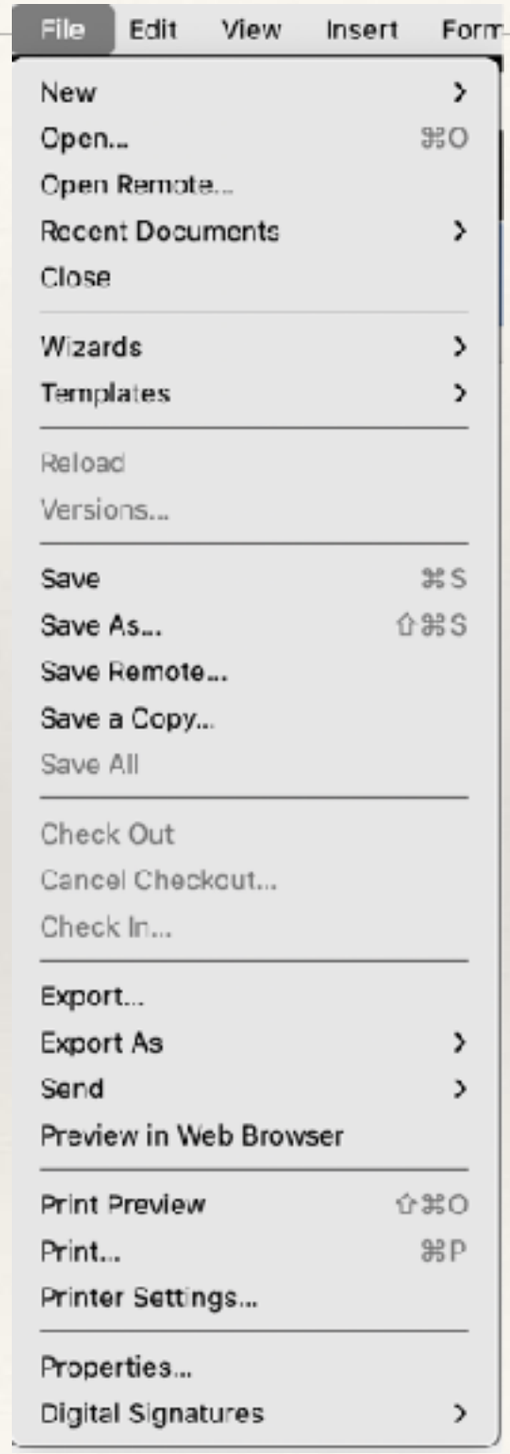
File Menu



Word



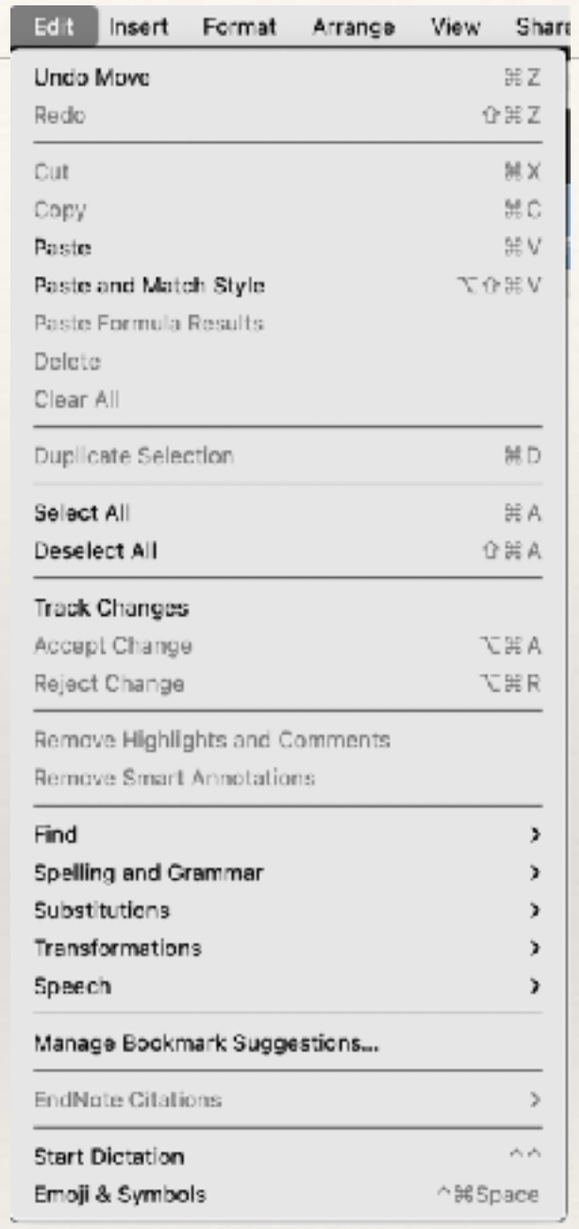
Pages



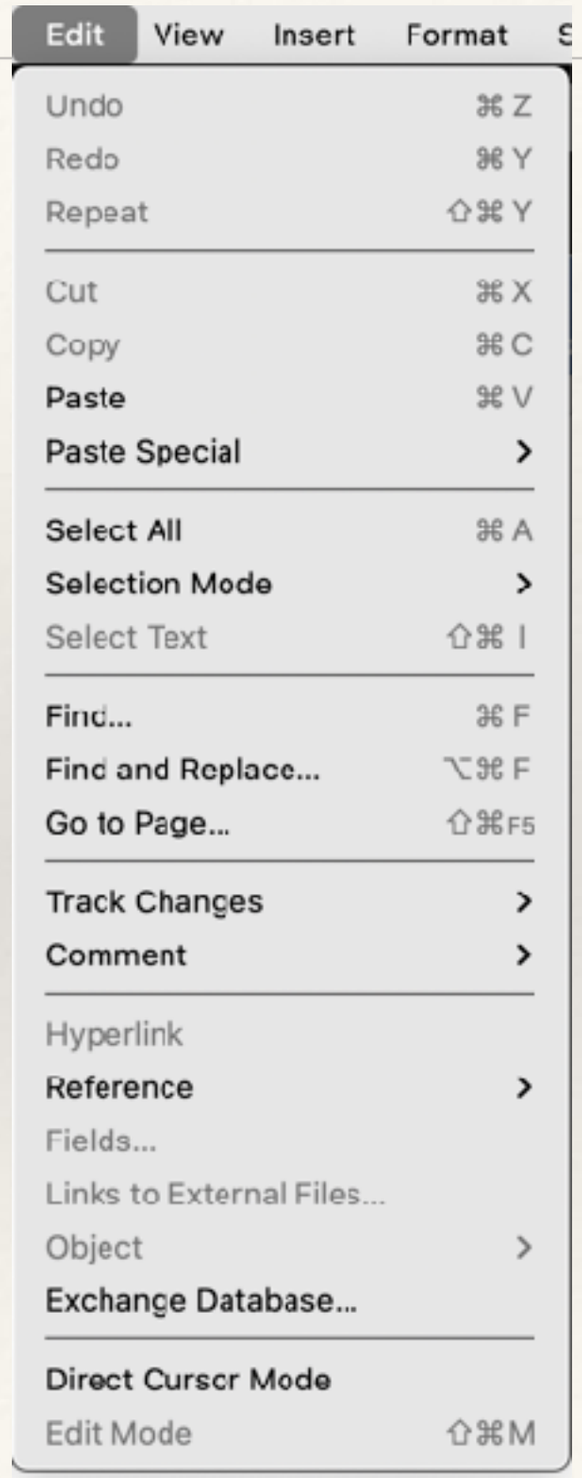
Writer

Edit Menu

Word

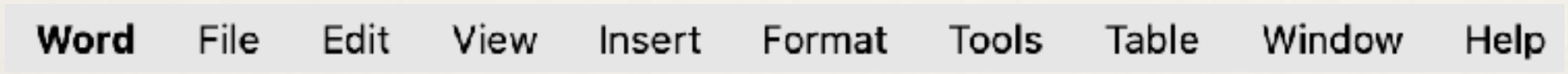


Pages

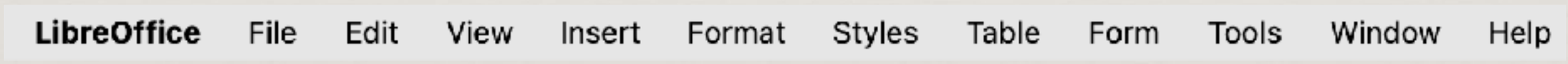


Writer

Menu List

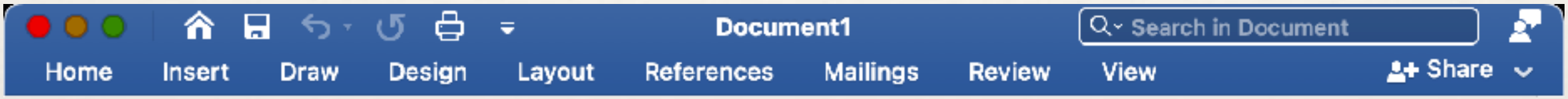

Word File Edit View Insert Format Tools Table Window Help

Pages File Edit Insert Format Arrange View Share Window Help

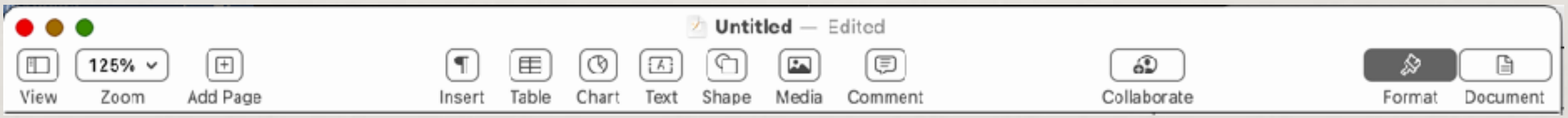

LibreOffice File Edit View Insert Format Styles Table Form Tools Window Help

Formatting Tools

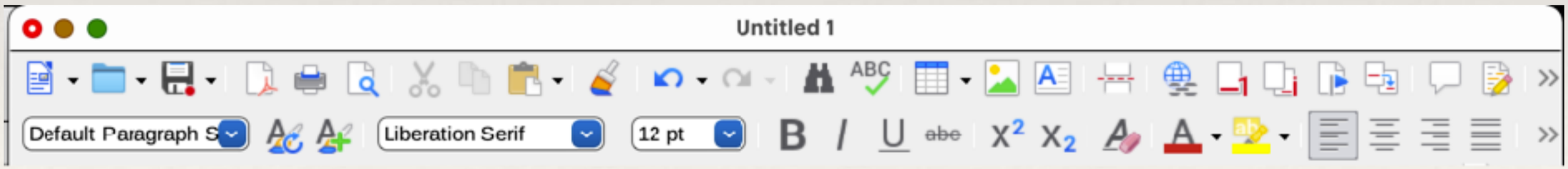
Word



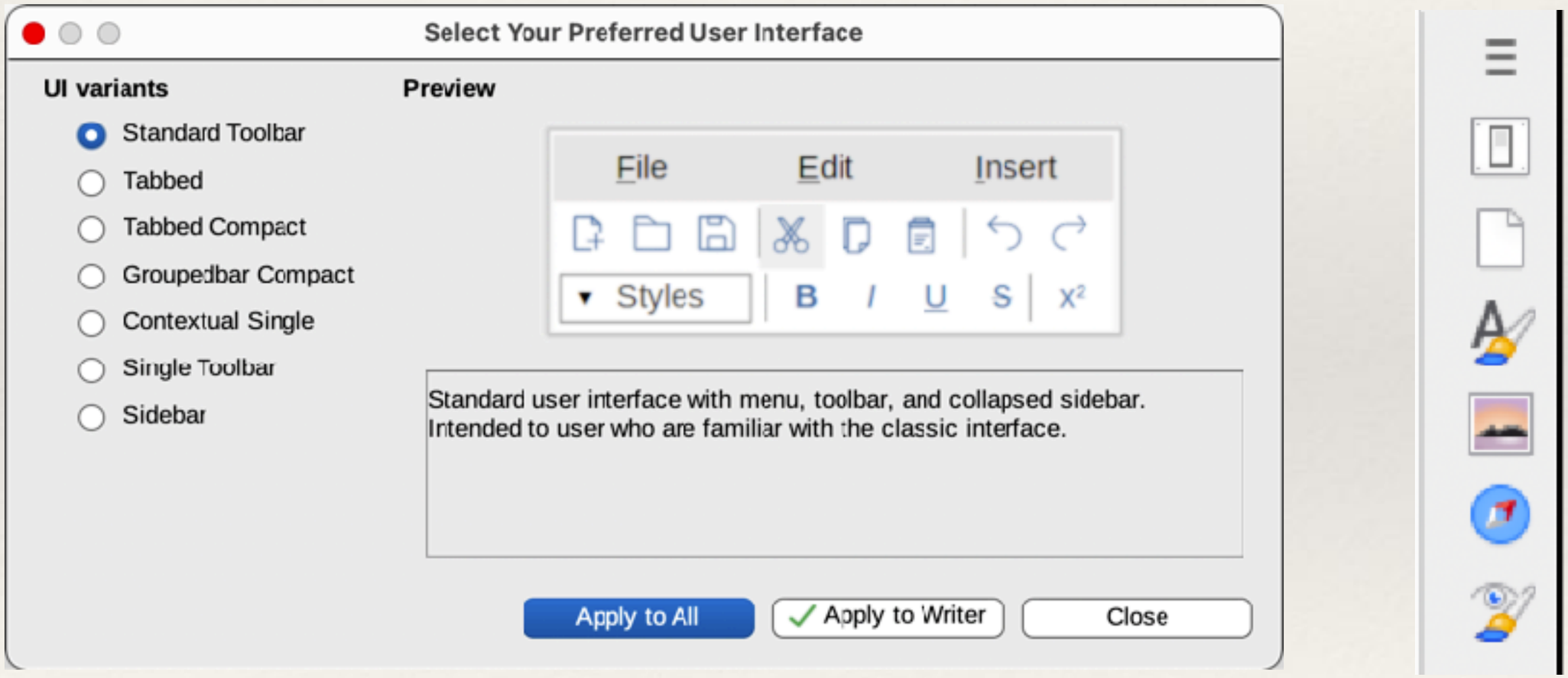
Pages



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

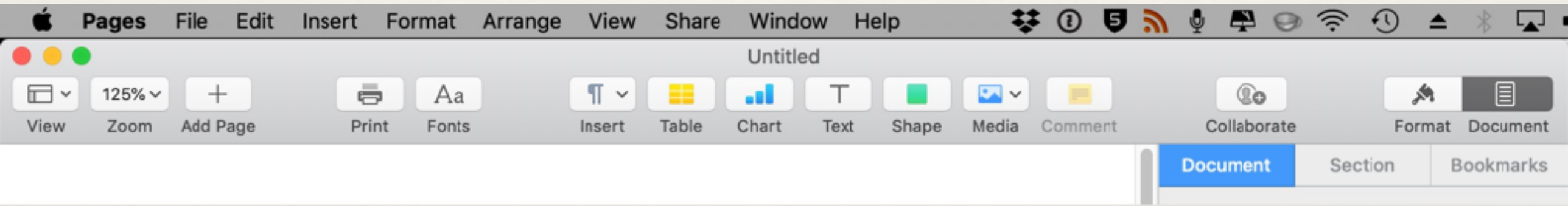
Templates - Writer

Business Letter
Business Card
CV
Resume
Default
Modern

51 Categories Downloadable:
https://extensions.libreoffice.org/templates

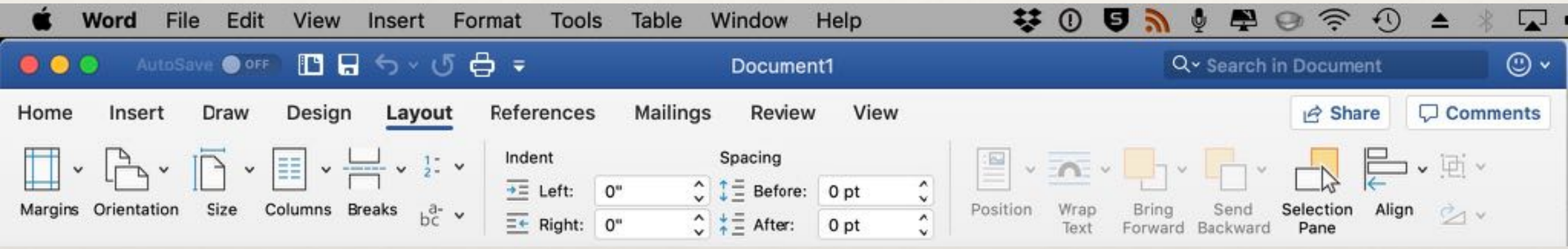
User Interface

Pages



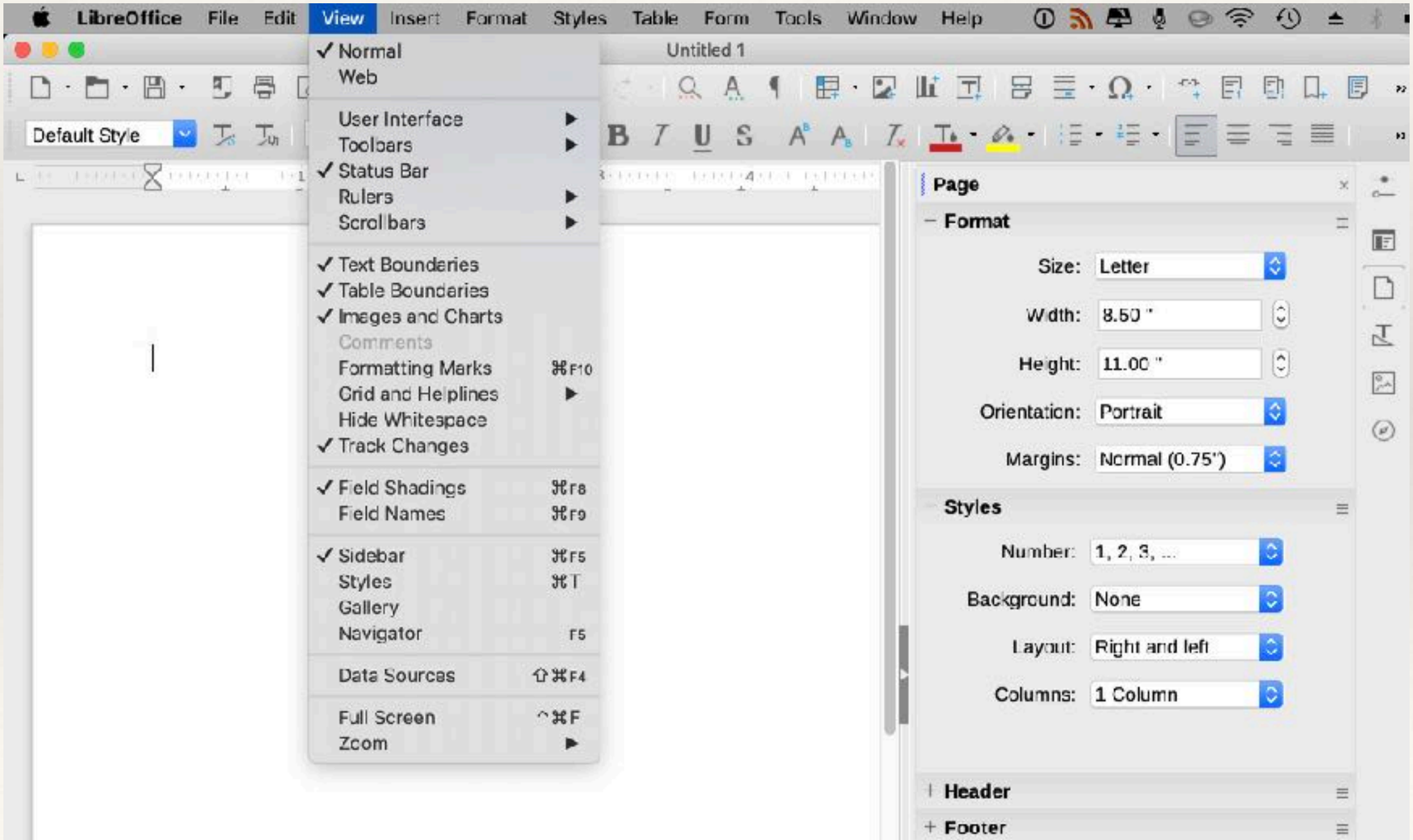
User Interface

Word

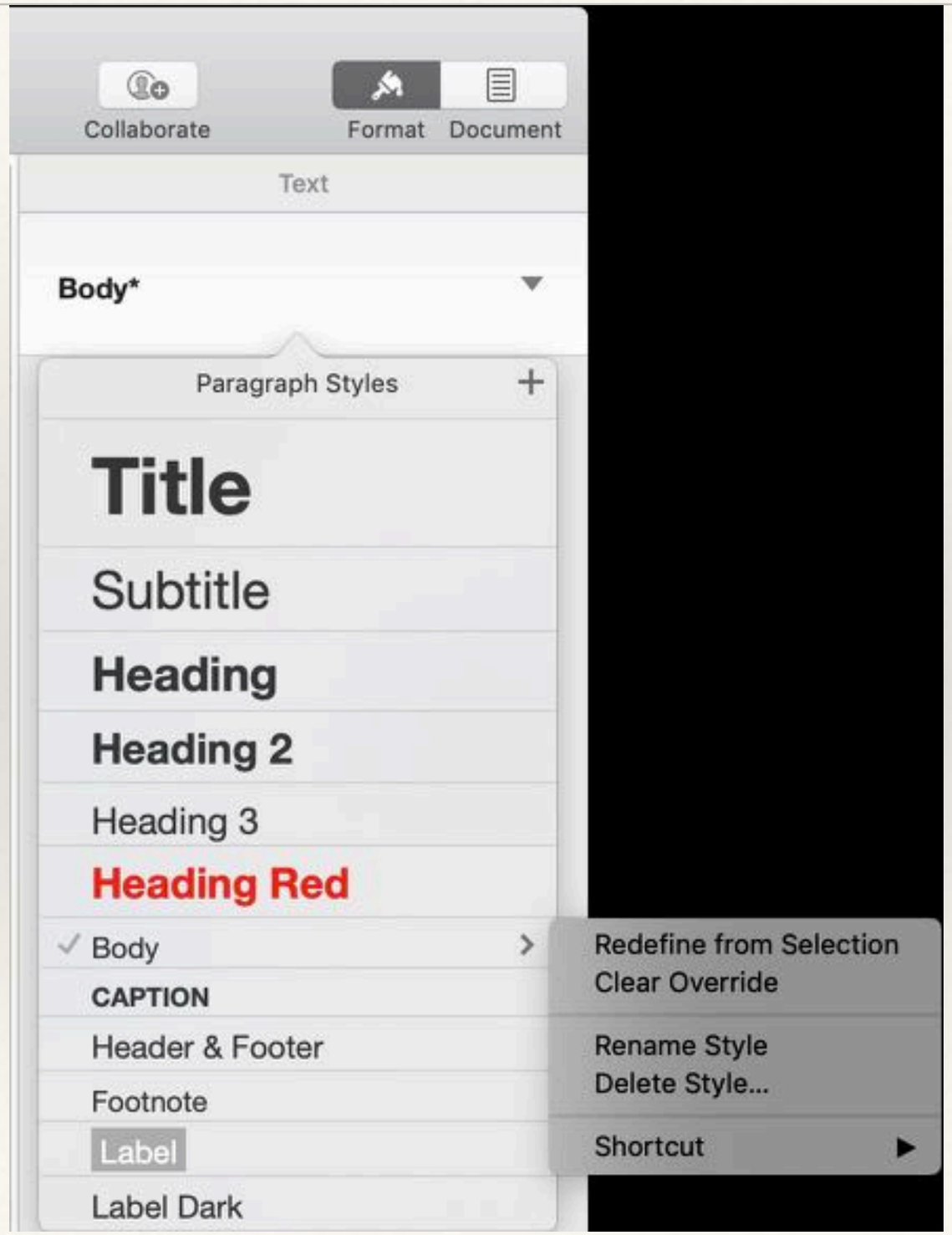


User Interface

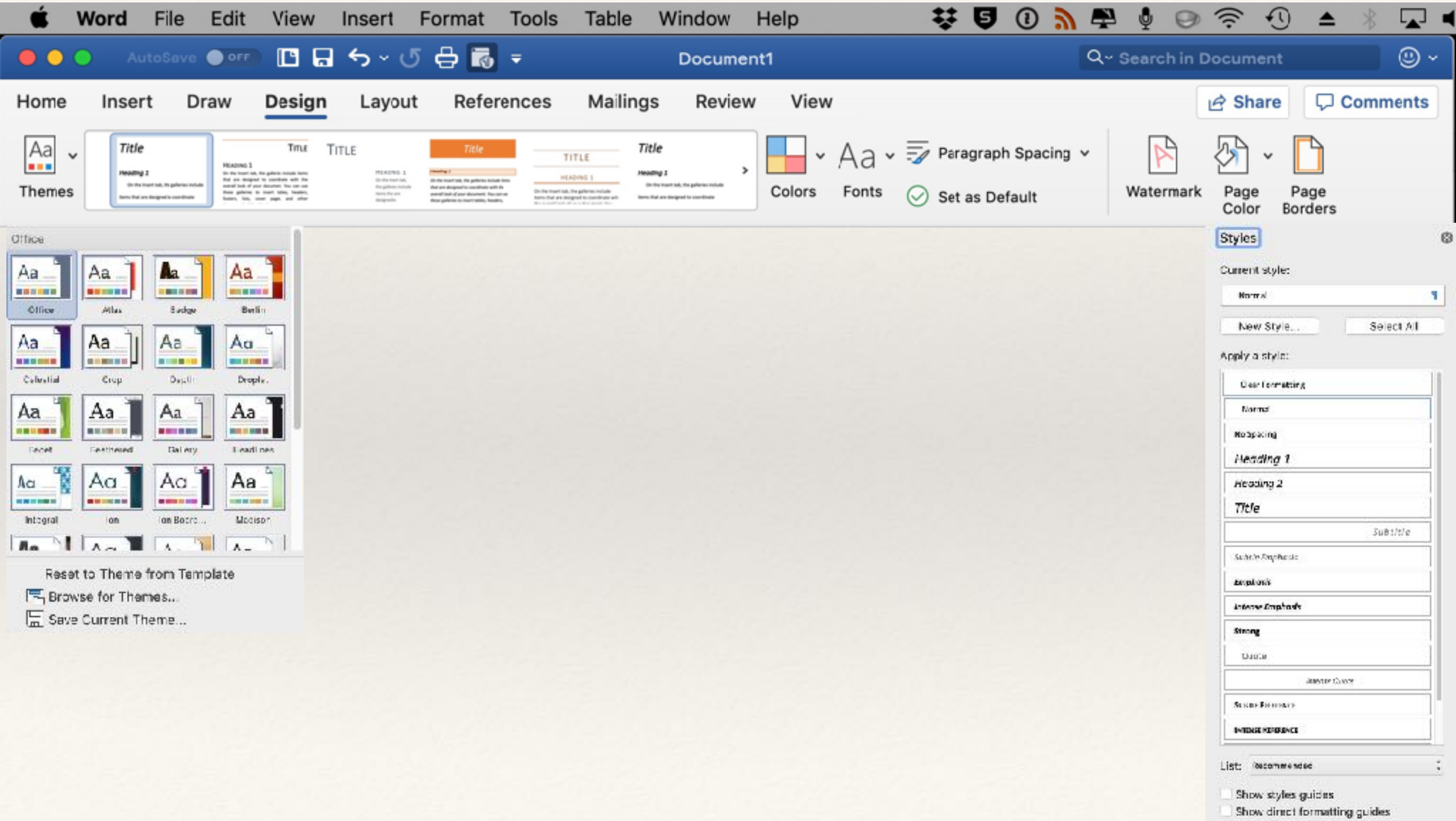
Writer



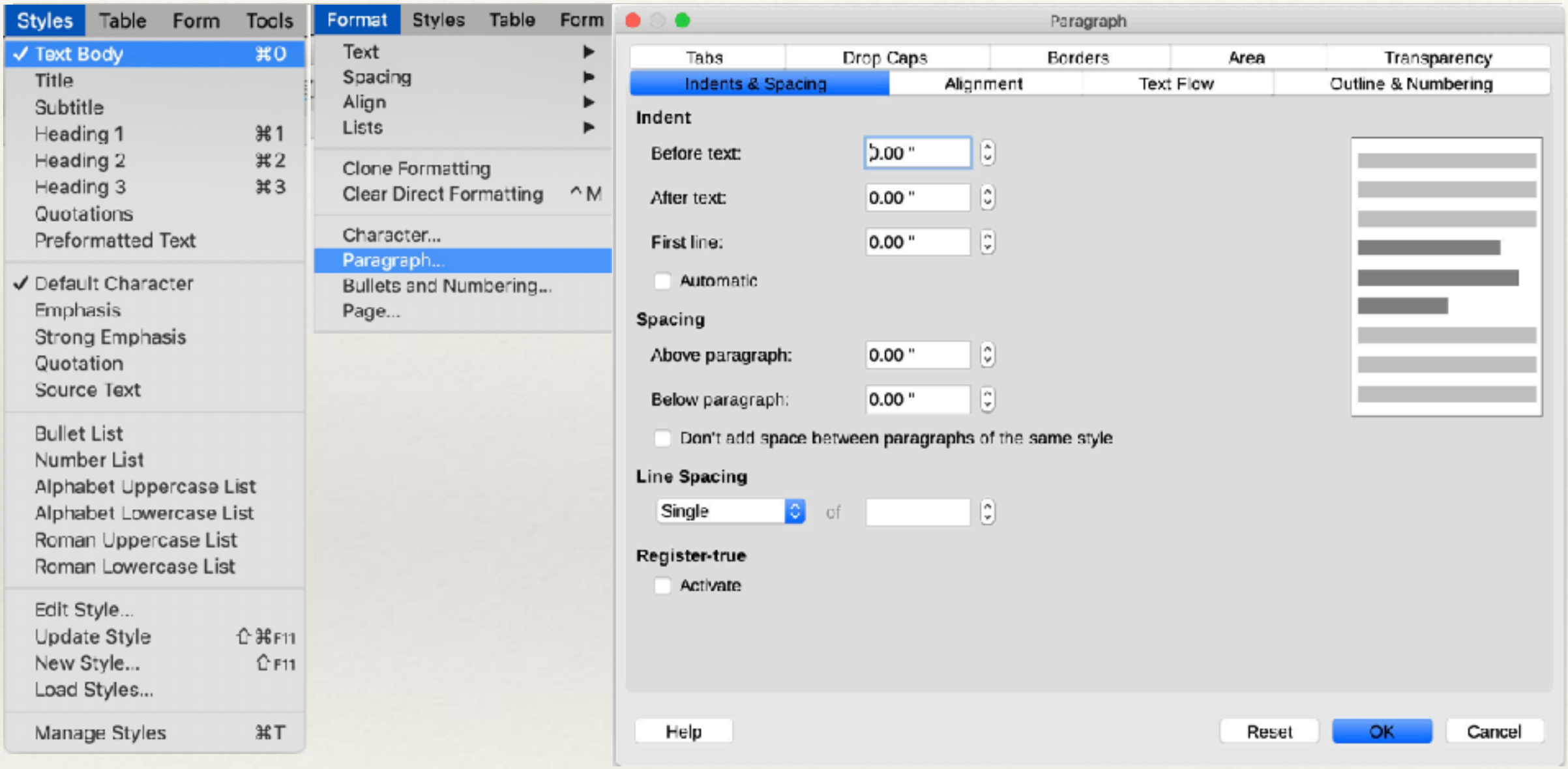
Paragraph Styles - Pages



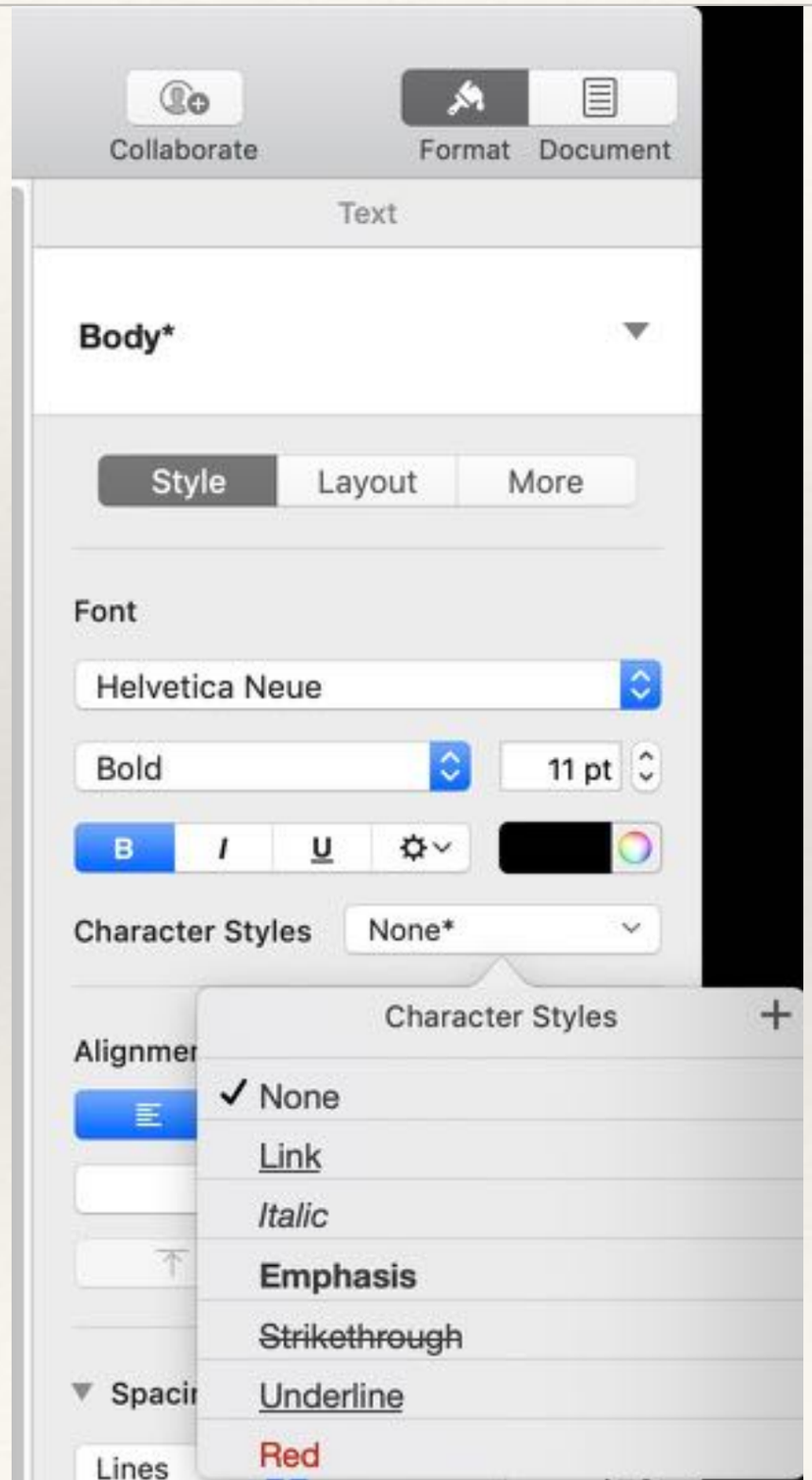
Paragraph Styles - Word



Paragraph Styles - Writer

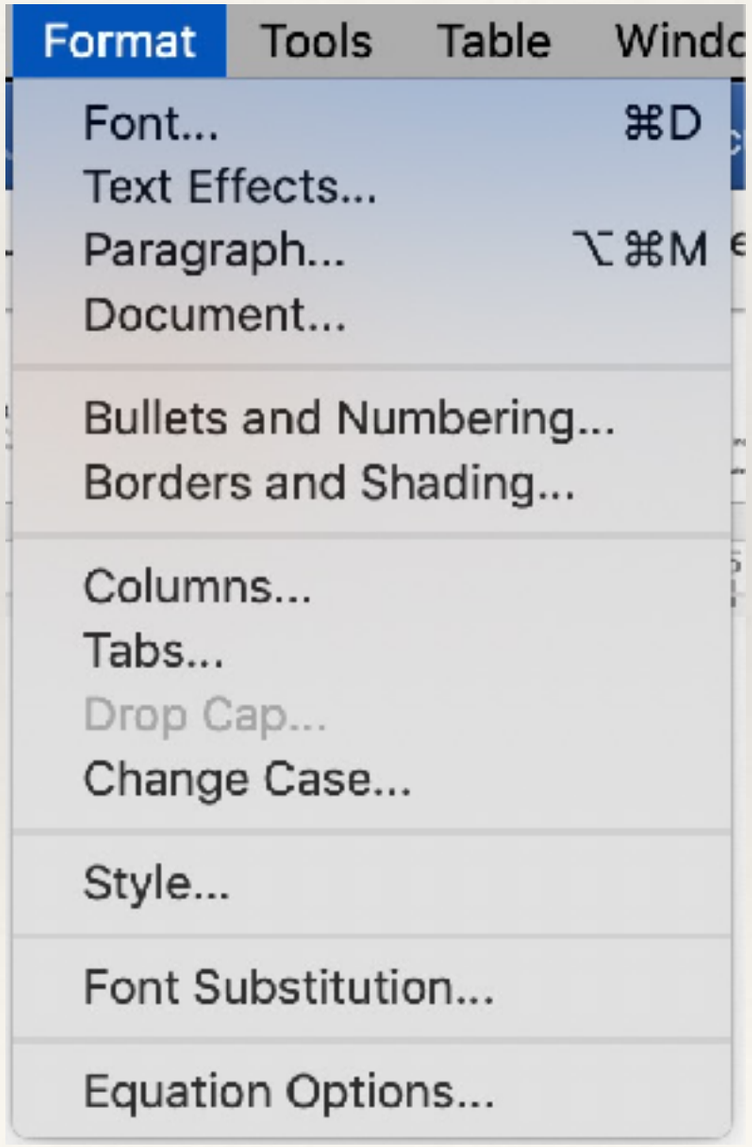


Character Styles - Pages

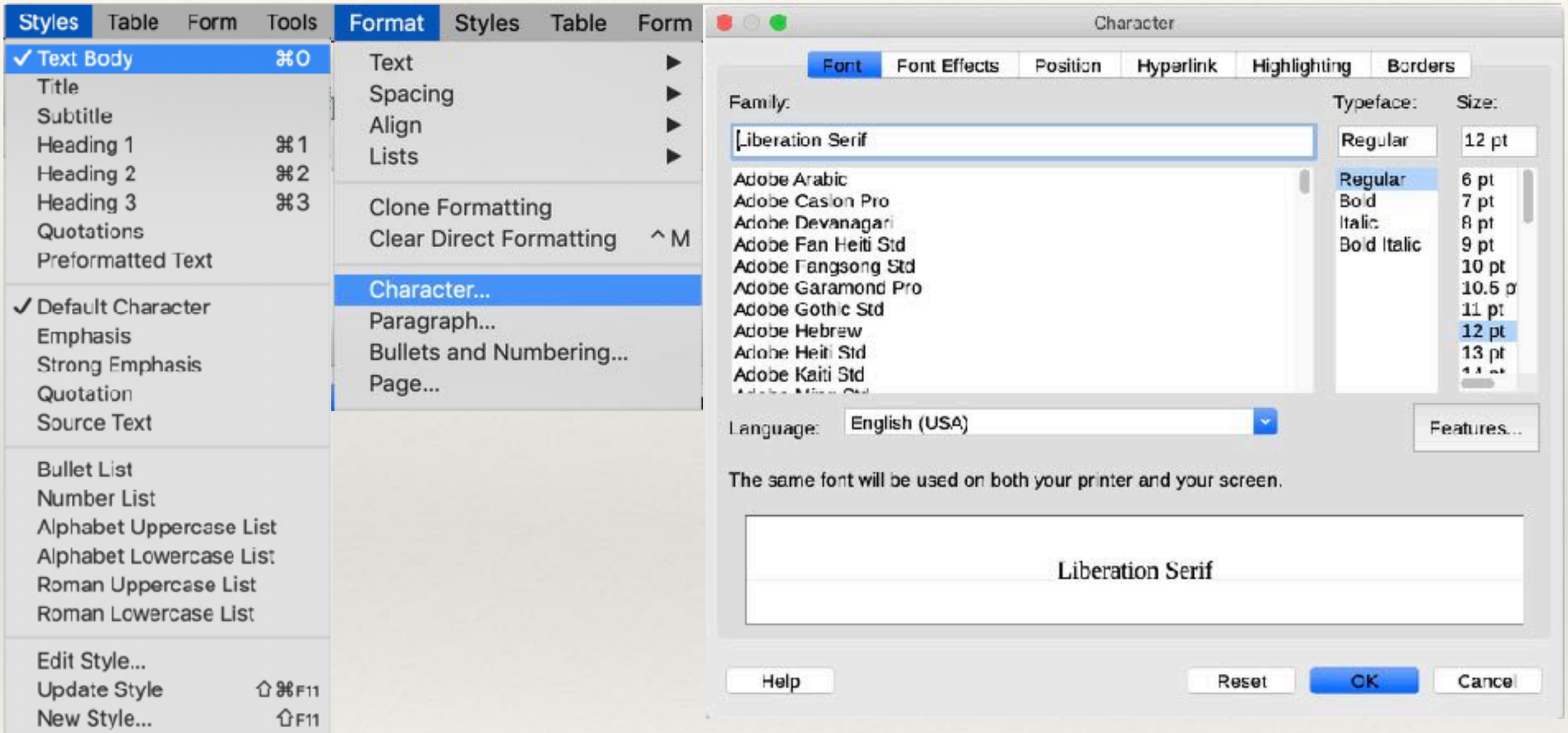


Character Styles - Word

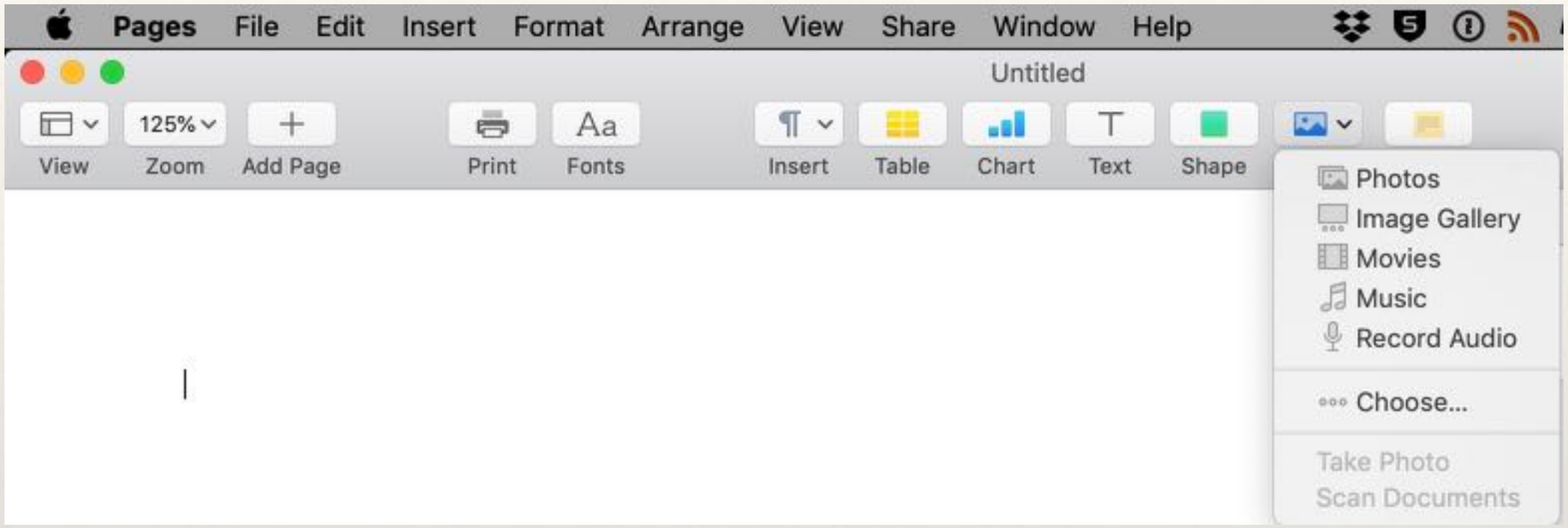
Word does not have a Character Style per se



Character Styles - Writer



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

Text Fit | 12 pt Spacing | 50% Alpha

Back | Front | Backward | Forward

Align | Distribute

Size 6.01 in Width 6.5 in Height

Constrain proportions

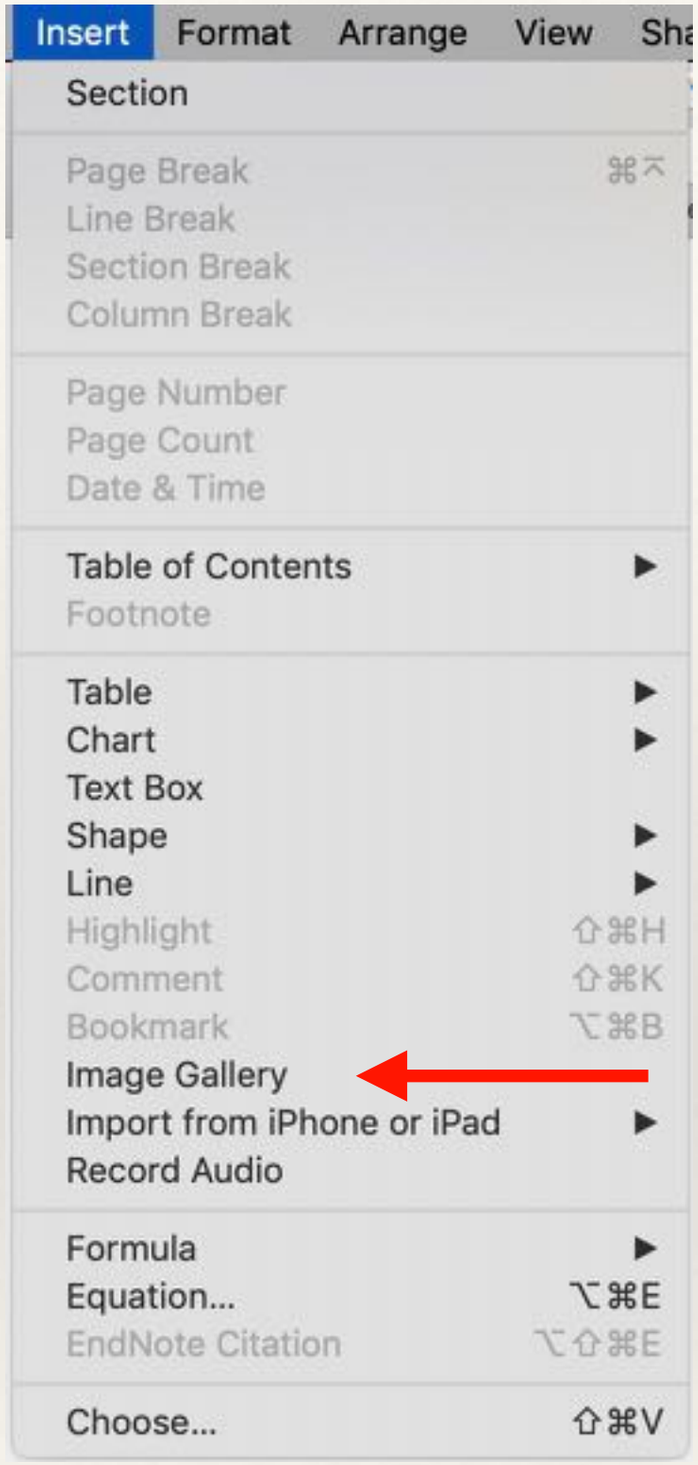
Original Size

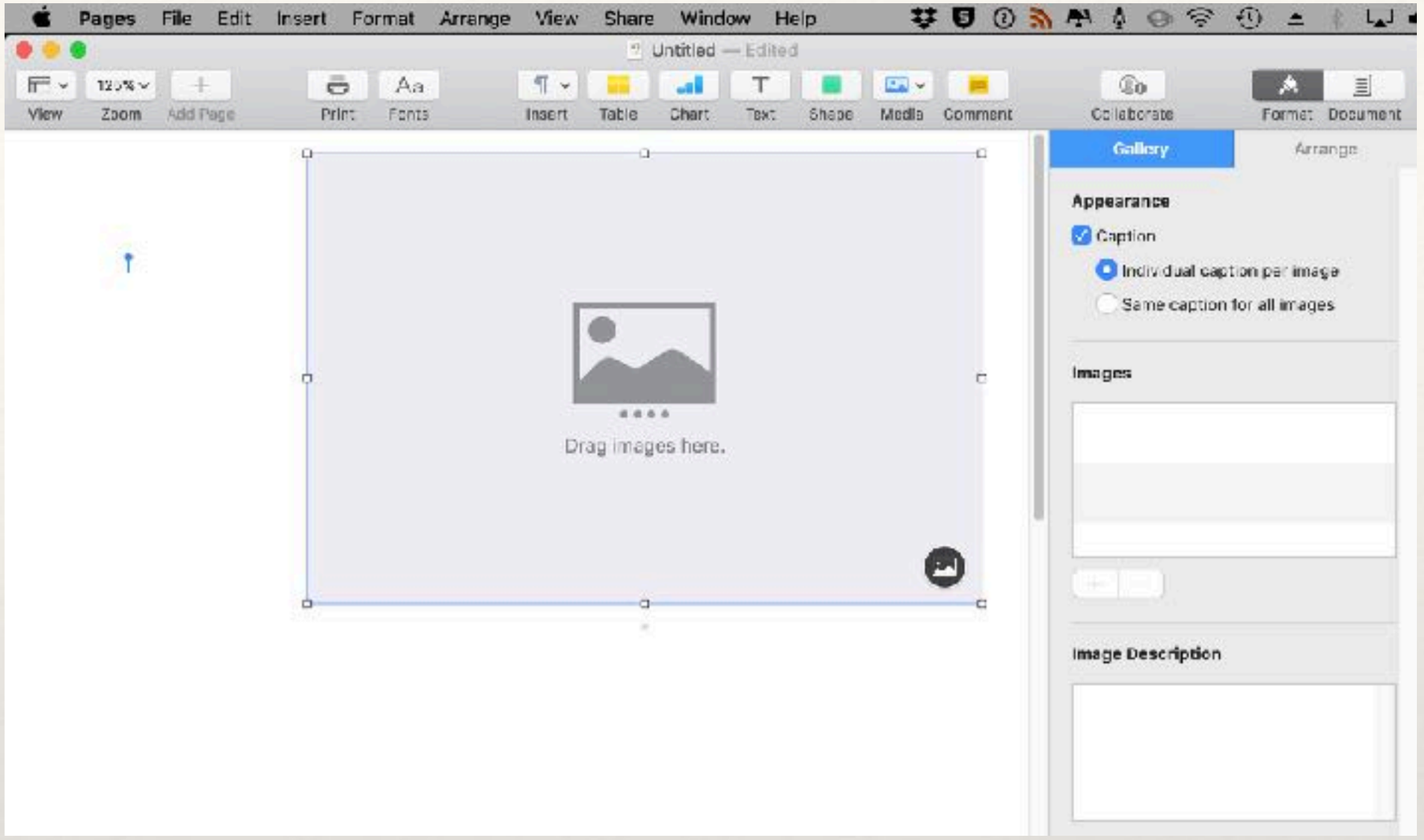
Position 1.23 in X 1.26 in Y

Rotate 0° Angle | Flip

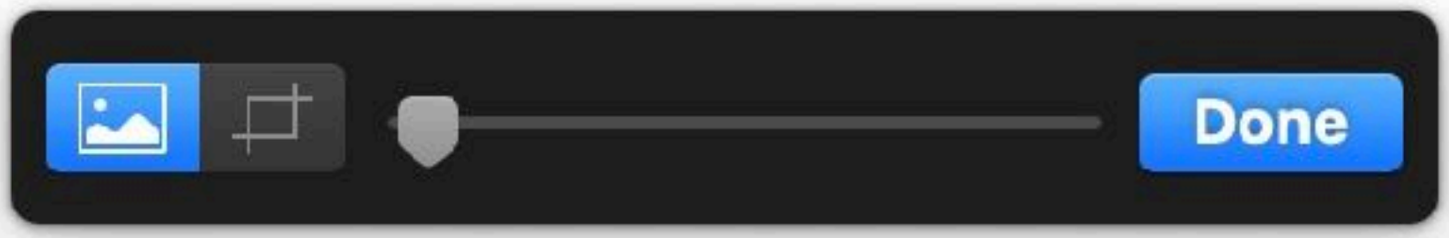
Lock | Unlock

Group | Ungroup

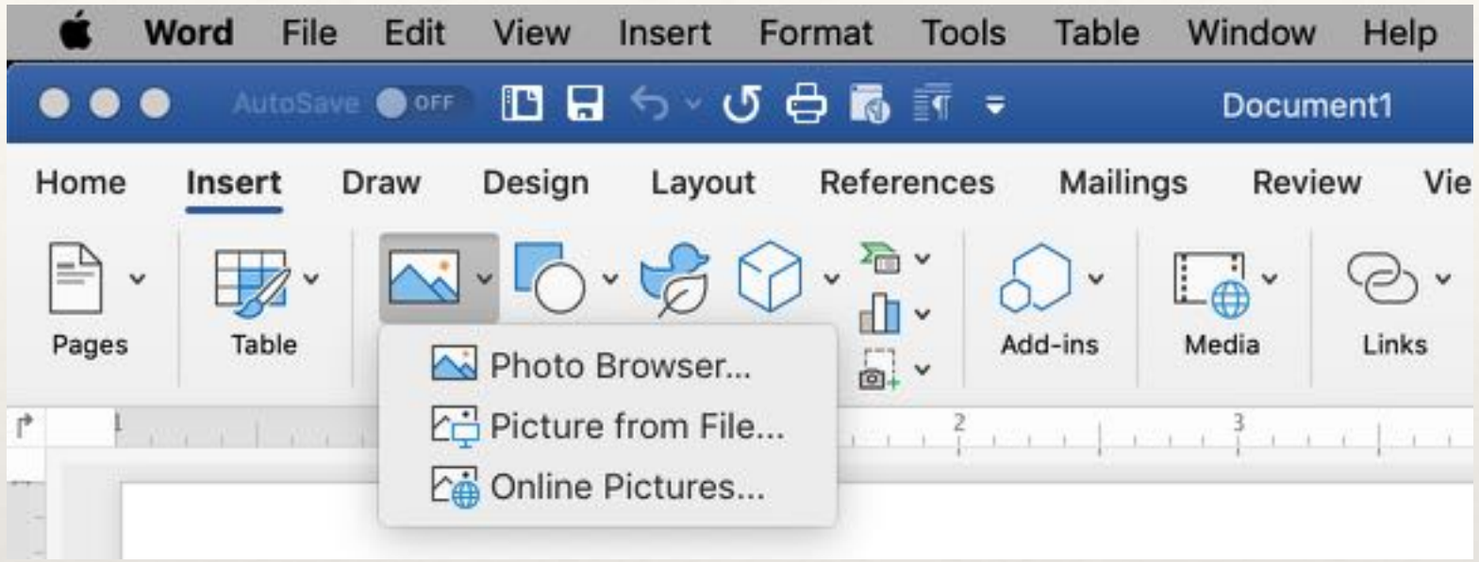

Insert
Format
Arrange
View
Sha
Section
Page Break ⌘↵
Line Break
Section Break
Column Break
Page Number
Page Count
Date & Time
Table of Contents ▶
Footnote
Table ▶
Chart ▶
Text Box
Shape ▶
Line ▶
Highlight ⇧⌘H
Comment ⇧⌘K
Bookmark ⌥⌘B
Image Gallery
Import from iPhone or iPad ▶
Record Audio
Formula ▶
Equation... ⌥⌘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
Drag images here.
Gallery
Arrange
Appearance
Caption
Individual caption per image
Same caption for all images
Images
Image Description

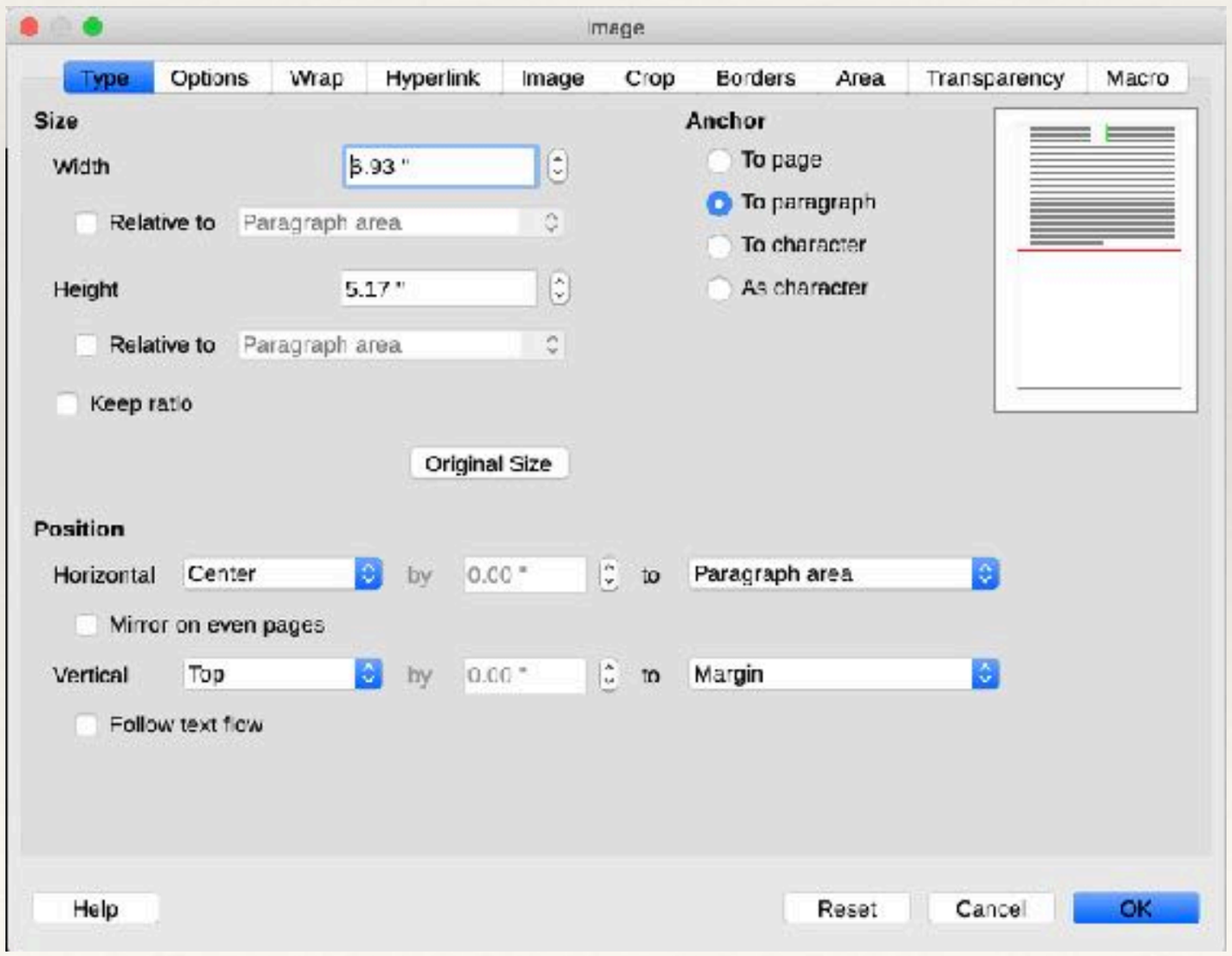
TYPE TO ENTER A CAPTION.



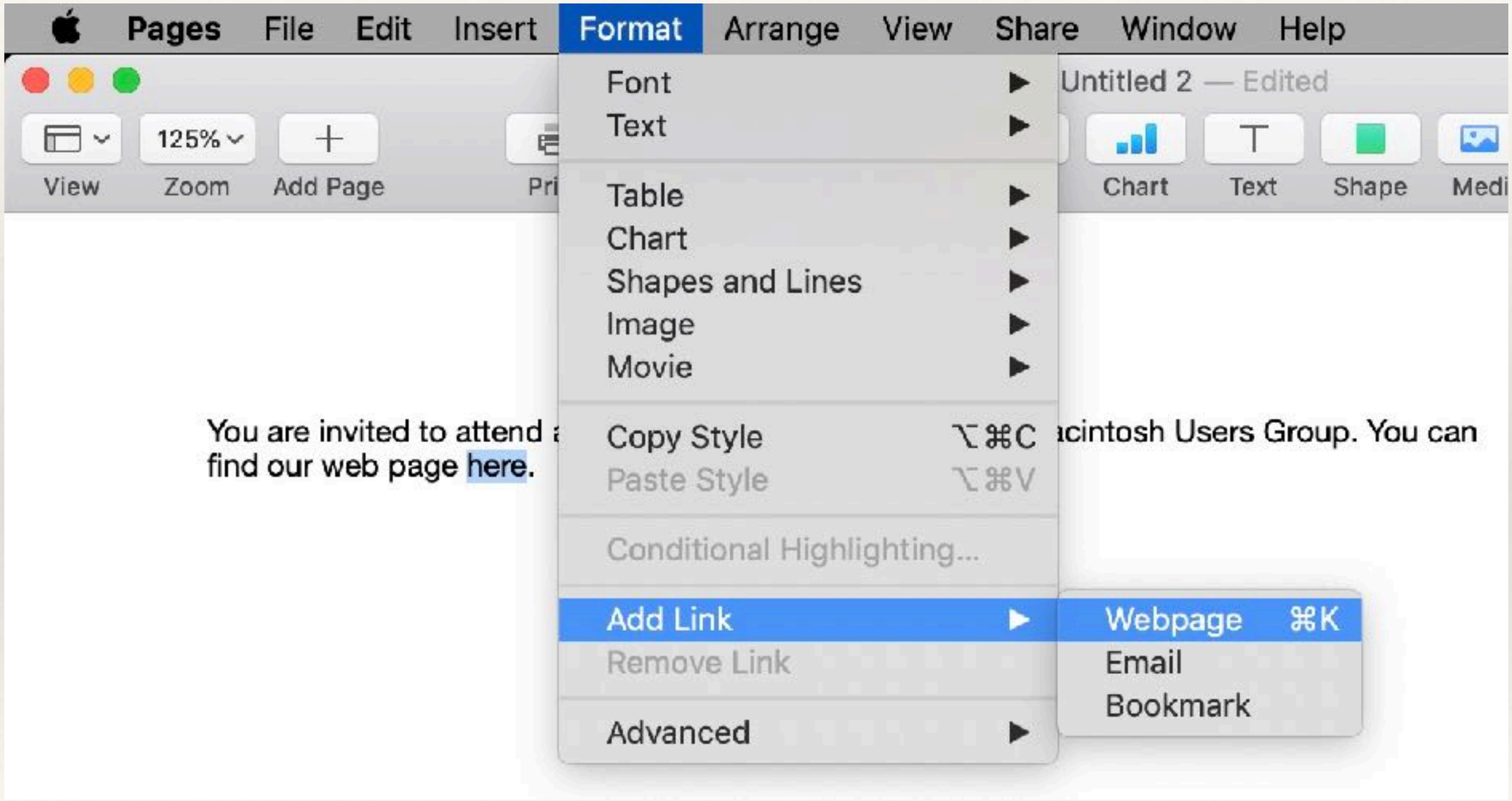
Working with Images - Word



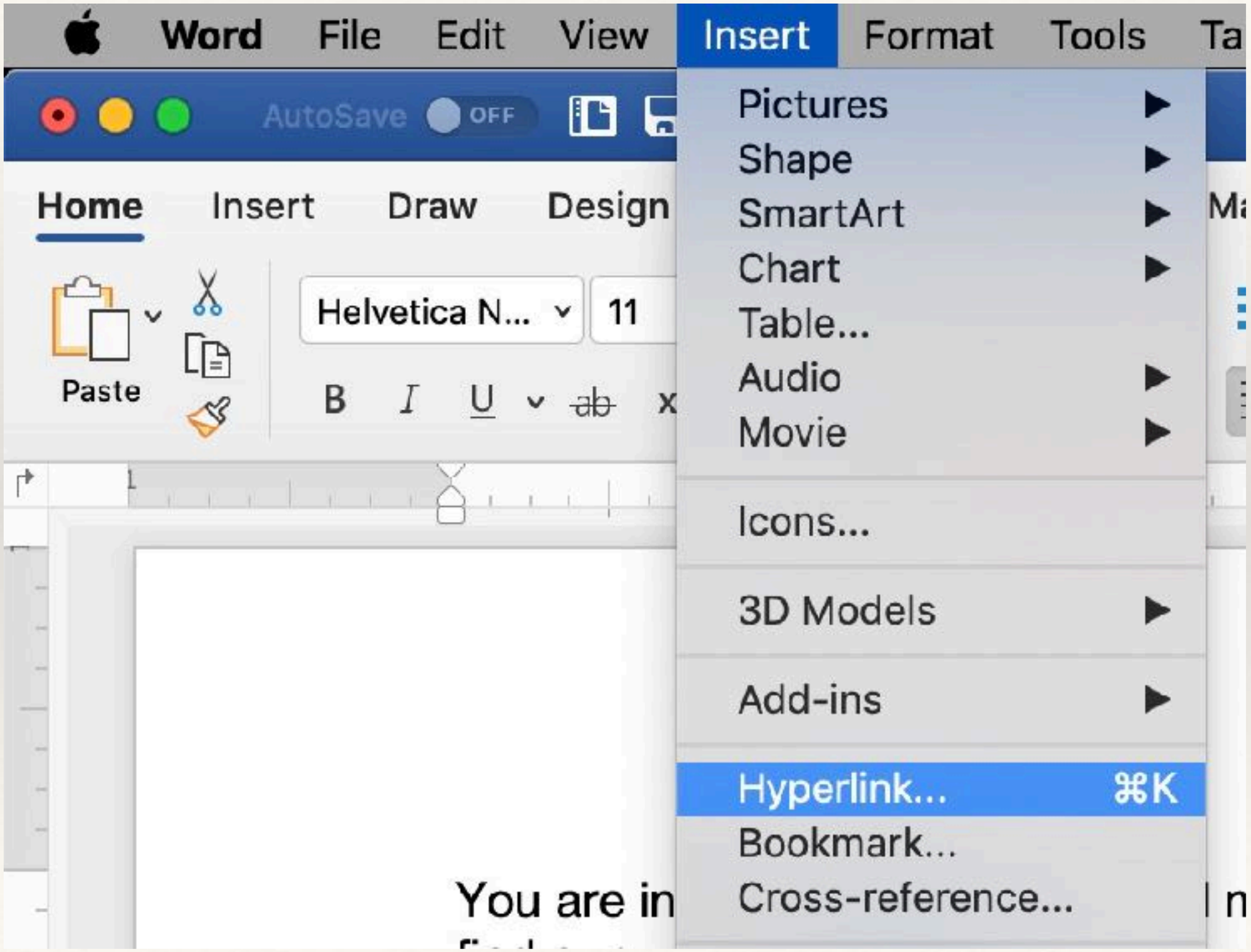
Working with Images - Writer



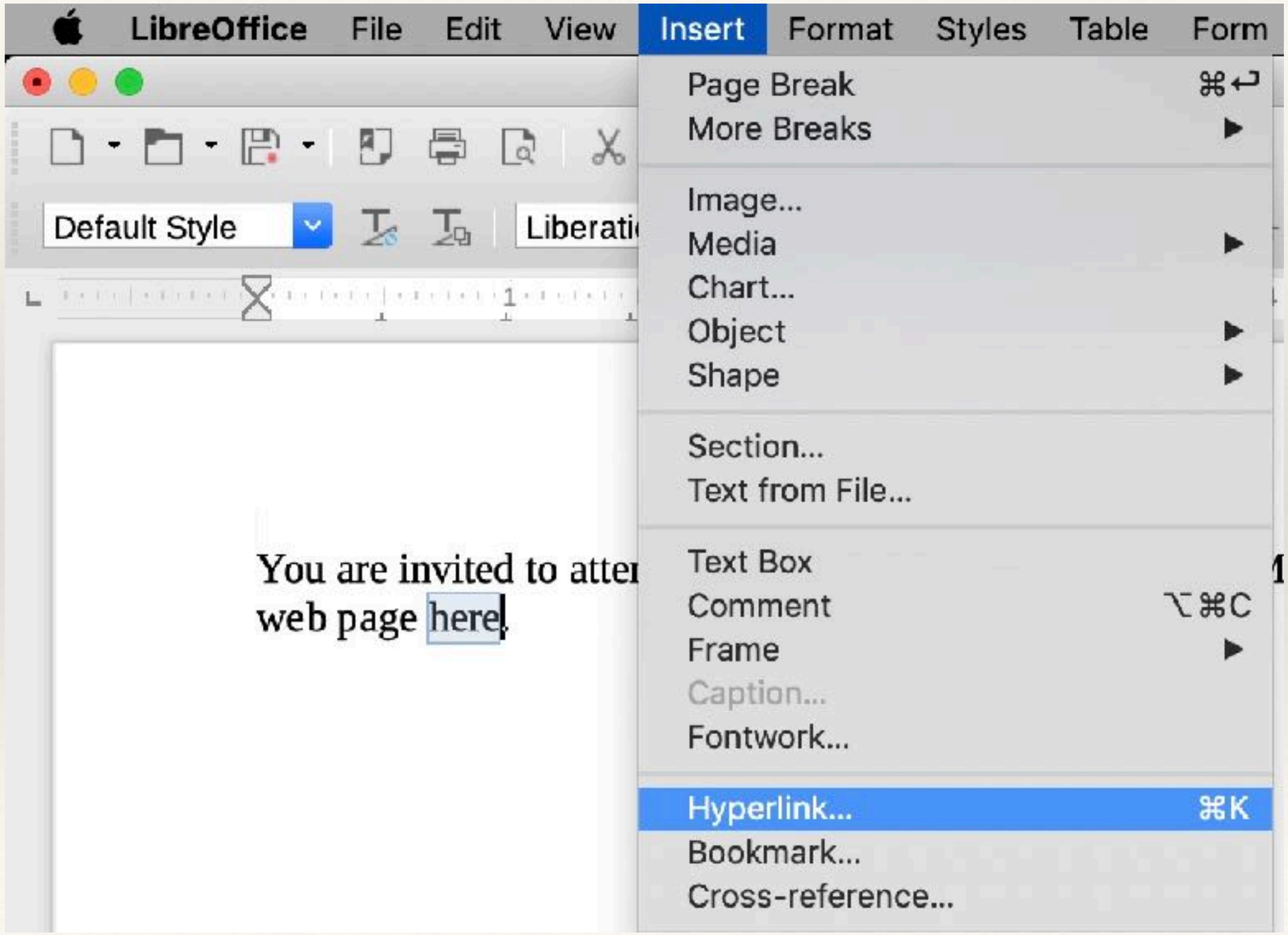
Inserting Links - Pages



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?