

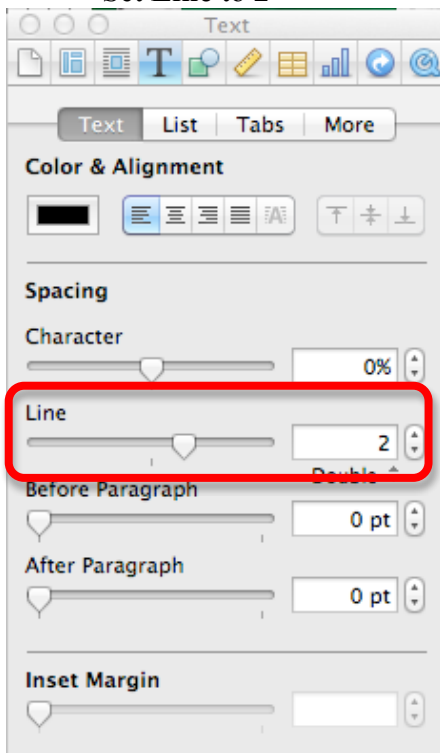
Tips for Preparing a Works Cited using Pages

All formatting can be done using the Inspector



Double Space

- Text inspector
- Text tab
- Set Line to 2

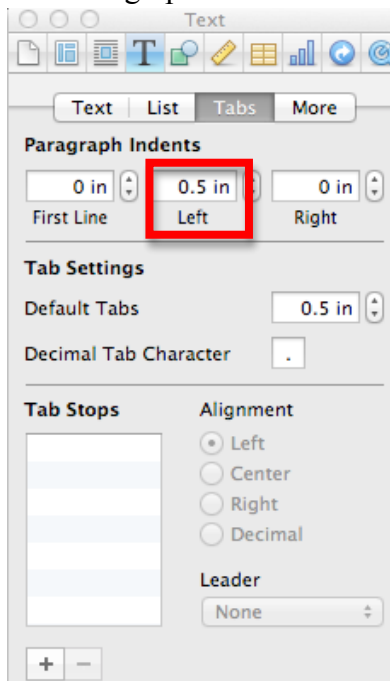


Hanging Indent

Example:

The quick brown fox jumps
over the lazy dog. The
quick brown fox jumps

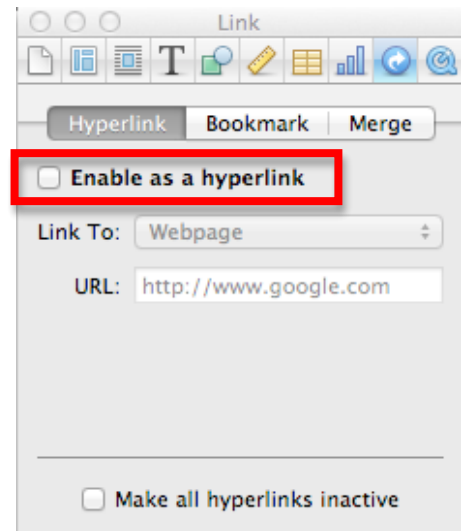
- Text inspector
- Tabs tab
- Paragraph Indents Left .5



NOTE: A hanging indent will not work if you have an Enter (¶) in your citation. Only press Enter at the end of a citation. If it is necessary to move text to the next line, use Shift + Enter.

Turn off the link

- Select the link
- Hyperlink inspector
- Hyperlink tab
- Remove check from **Enable as a hyperlink**
- Can also remove check from **Make all hyperlinks inactive**



Sorting Alphabetically

Pages does not alphabetize/sort unless text is in a table.

Use cut/paste to put items in alphabetical order.