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

OOO Text
🗅 🗉 🗉 🕇 🖓 🖉 🖬 🖬 📀 🍭
Text List Tabs More
Color & Alignment
Spacing
Character
Line
Before Paragraph
Before Paragraph
Before Paragraph After Paragraph
Before Paragraph
After Paragraph
After Paragraph O pt ÷ After Margin
After Paragraph

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
 Text

		I III 🕑 🥨	
Text L	ist Tabs	More	
Paragraph Inc	lents		
0 in 🗘	0.5 in	0 in 🗘	
First Line	Left	Right	
Tab Settings			
Default Tabs		0.5 in 🗘	
Decimal Tab C	haracter	•	
Tab Stops	Alignment		
	💿 Lef	t	
	Center		
	Right		
	 Decimal 		
	Leader	r	
	None	e \$	
+ -			

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

	Link I T 🕑 🧷 🖽 💷 📀 @		
Hyper	link Bookmark Merge		
🗌 Enable as a hyperlink			
Link To:	Webpage ‡		
URL:	http://www.google.com		
- M	ake 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.