



March 9, 2019, General Monthly Meeting Minutes

The regular monthly meeting of the Prescott Mac User Group (PMUG) was held on Saturday, March 9, 2019, at 10:00 a.m., at the Yavapai College, Building 4, Room 102.

The President, John Carter, presided over the meeting. The Recording Secretary, Bobbie Pastor, was present at the meeting. We had 50 people in attendance. **This is an all-time total for our club.**

The guests were made welcome. They were: Jeff Powell, Stephen Ancowitz, Sheila Black, Barry, and Gayla Gordon.

John welcomed our new members from last month. They were: Phil Groves, Michael and Joyce Gatson, Gerald and Mary Mitchell.

Business Meeting: Frank Croft conducted the business portion of the meeting, while John was detained. We approved the Minutes from last month. Sharon Walsh gave the Treasurer's Report. We had a closing balance of \$3265.53 on February 28, 2019.

Mac Brunch will be held at the Prescott Junction, Wednesday, March 27 at 10 a.m.

Dave Rothgery presented a brief update on OLLI's Spring 2 schedule of Tech Topics and Learning Group classes listed in the catalog as Technology Offerings. He also covered the three types of OLLI memberships and the cost for each as well as provided copies of the OLLI catalog for Spring 2 offerings for those not on the OLLI mailing list.

Short Topics: John did a comparison of the different models of Apple TV. [LINK](#)

Tidbits: Bobbie Pastor gave a short tidbit on Contacts and how to sync them across all your devices. [LINK](#).

We broke for Social Time.

Main Topic: John did a comparison review of the three applications: Pages, Word and LibreOffice. Here is a [LINK](#) to his Keynote presentation. Here are most of the bullet points John went over referring to his Keynote presentation.

- ❖ John highlighted the features he thought most relevant to the membership. His chart shows *Simplified Comparisons*.
- ❖ Of the three; Pages doesn't use "Cross-referencing, Mail Merge, and Conditional Text." Microsoft Word falls short on "Smartfont Typography." LibreOffice Writer is

good on all the criteria. John noted that there is always a *workaround* for a feature that is lacking in Pages, for instance.

- ❖ Next graph: LibreOffice Writer works on **all three** platforms: Windows, Mac OS X, and Linux. Word and Pages do not work on Linux.
- ❖ *Import - Export Capabilities.* Import (open) graph shows Pages not being able to convert Word Perfect, however, the workaround would be to install LibreOffice Writer. Then the files can be converted as .doc or .docx and Pages is able to open the file. Export (save) graph shows none of the word processors can export Word Perfect. John noted that, ODF (Office Document Format) is becoming the “Default” across all platforms, universally. However, Apple products do not support this format as yet.
- ❖ In a review of the three programs, Pages, with all of its limitations, wins out for some people because of its *Simplicity!* One can produce a professional document with just the features in Pages. Word and Writer have many, many more features. If one is a power user, then it is well worth the time it takes to learn the program.
- ❖ *Menu Comparisons.* This graph puts the Tool Bar of all three programs where it can be easily viewed side by side. Windows has updated the Tool Bar, where LibreOffice has kept the old Windows features. Pages Tool Bar is uncluttered and easier to use. But the choices are limited. However, there are always *workarounds*.
- ❖ *Templates:* Pre-existing placement of content in a document. One kind of Template - and that is a Document, which has many variations. It can be in a portrait or landscape mode and any size. This graph shows the many pre-existing forms that one might use in everyday workflow. My Templates are forms of content that you created and will use again and again. These are saved in the same place as the other templates. Word has its own set of categories. LibreOffice has a few, however, online, there are many, many more. <https://extensions.libreoffice.org/templates>.
- ❖ The next graph on John’s chart is *Document Formatting*. In Pages, go to the Tool Bar and select your document format. Set up the margins, orientation, and header or footer adjustments.
- ❖ *Paragraph Styles.* John said that it is a **must** to use *Paragraph Styles* whenever we create a document. Otherwise, we would be manually changing paragraphs, numbering, indents, bullets, etc. Here is a **LINK** to Apple’s tutorial on Pages. It is a quick read, but extremely helpful in getting one up and running.
- ❖ *Character Styles.* A character style is a set of font attributes—such as size, color, and styling like bold, italic, and strikethrough—that determines how text looks. When you style text to look a certain way, you can save that look like a custom character style so that you can easily apply it to other text in your document. Here is a **LINK** with detailed information on Character Styles.
- ❖ *Working with Images.* John said that all three programs work with a “Drag and Drop” for most images. However, placement isn’t as easy. In Pages, we can go up to Media and the drop-down menu gives you choices for sources like Photos, Image

Gallery, Movies, Record Audio or Choose, which brings up the Finder. With Word, working with images is basically manual. Click on Photo Browser, Picture from File or Online Pictures. Using Writer, click on Insert and the Drop Down Menu gives you choices. If you select the “Image” icon, another window opens to many options. John emphasized the importance of checking the “Keep Ratio” box checked. If you change the width or height of the image, the ratio must stay the same.

- ❖ *Inserting Links.* To create a Link in Pages, Word or LibreOffice, you basically do the same procedure. 1. Select the text you want to turn into a link. 2. Do one of the following: Click on Insert in the Tool Bar and choose Link - Webpage. Or, press Command-K on your keyboard. 3. Enter a URL in the Link field. 4. To add custom text for the link (so the URL isn’t displayed in the document), type the text in the Display field. 5. Click the Go to Page button to verify the link.
- ❖ *Writing a Book.* John doesn’t consider either of these programs (Pages, Word and LibreOffice) the preferred application for writing a book. However, several reviews have indicated that (among the three), **Pages** is the preferred app for its simplicity. If you have a lot of *cross-referencing*, you have to use **Word** or **Writer**. If you want a full-featured, animated, and interactive book, use **iBooks Author**. Unfortunately, if you use this app, Apple requires you to *sell* your book through them. So, **Writer** provides the best tools for page and section formatting where the book is to be sent to a publisher. Here is a [**LINK**](#) to the User Guide for **iBooks Author**, in case someone might want to check it out.
- ❖ John discussed further information about publishing a book. The publishing company will have its own template one must follow. **Writer** has the most options to follow their template.
- ❖ John explained the different “book sections” that have to be created because no title page is alike. You might have different fonts, paragraphs, styles, etc. By creating different “sections” each page can be different. Example: Front Cover, Chapter first and next page, Bibliography first and next page, Back Cover, Index and so forth.

Pages doesn’t have formatting for bibliographies. You have to make your own or use **Writer** or **Word**. When you send your book to the printer, export it as a PDF. Save your book as a PDF. John said he could do a whole workshop on creating a book in ePub. He thought it would be fun if enough people were interested.

John took Q and A from the floor.

We had our drawing for the Door Prizes. The iTunes gift card went to Melodie Merino. The Staples gift card went to Michael Gatson. Our Take Control Books went to Jerry Grotzinger, Ski Cahall and Bill Johnson (we had only three tickets, so we awarded all three members a book).

John announced that OLLI has a special event coming up, Saturday, March 23rd at 1:00 pm, at Embry-Riddle. OLLI members will gather and attend a Planetarium show and take a tour of the Sci-Tech Feast. It is all free. Members need to RSVP to the OLLI office. The Astronomy Club will be there as well. John will be doing a “Show and Tell” with the guts of a telescope. Learn how a telescope is put together.

Next month's topic: TBD

Adjourned at 12 noon

Submitted by:
Bobbie Pastor
PMUG Secretary
(March 26, 2019)

Draft

