

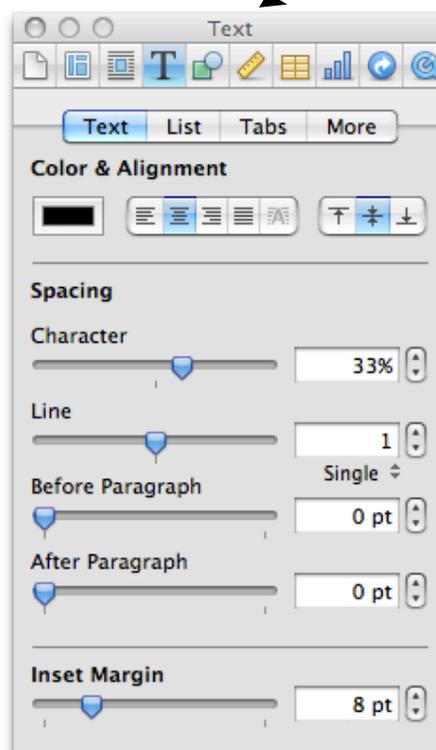
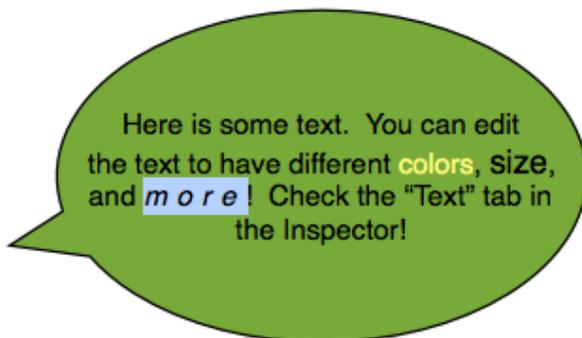
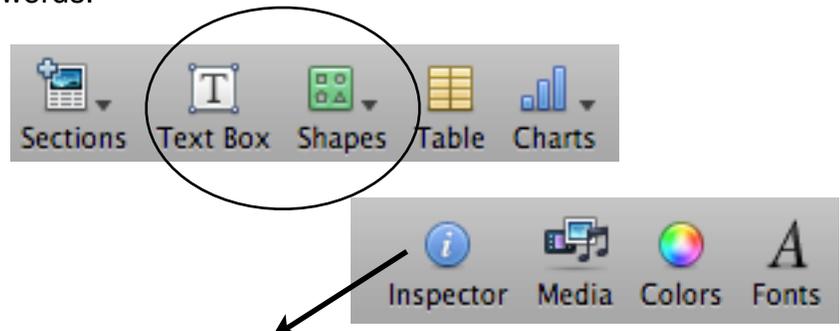
## Intro of Opening/Templates

- “Word Processing” Blank Sheet: Very similar to MS Word. Already has the cursor in place and ready for word processing.
- “Page Layout” Blank Sheet: completely blank, good for starting from scratch for a newsletter. You will have to add your own text boxes.
- When you hover over the different pre-designed templates, the different pages mean that when you choose that template, you get several page options (title, page 1 layout, page 2 layout, etc.)
- Open Recent: Good for finding your most recently worked on Pages documents
- Open Existing File: Browse your computer for Pages documents
- *If you have a pop-up about Pages '09, look for a check box to clear so you don't have to see it each time.*

## Choosing a Blank Page Layout Document

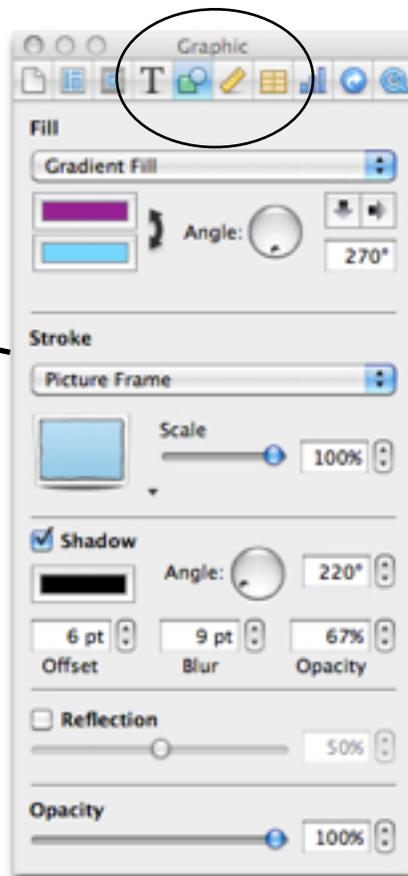
### Text Box without a background:

- click on Text Box at the top; double click inside text box to edit. a “+” means that you have more text inside your text box so you should stretch out the dimensions or change the text size to see all of your text.
- OR, you could click on Shapes and double click inside the shape to add text.
- More text options in the Inspector > Text tab.
  - Color, alignment, character, line, etc. Make sure you highlight the text you wish to be modified whether it's ALL of the text or just certain words.
- *List* gives you options for bullets
- *Tabs* is for indenting
- More - good for line breaks



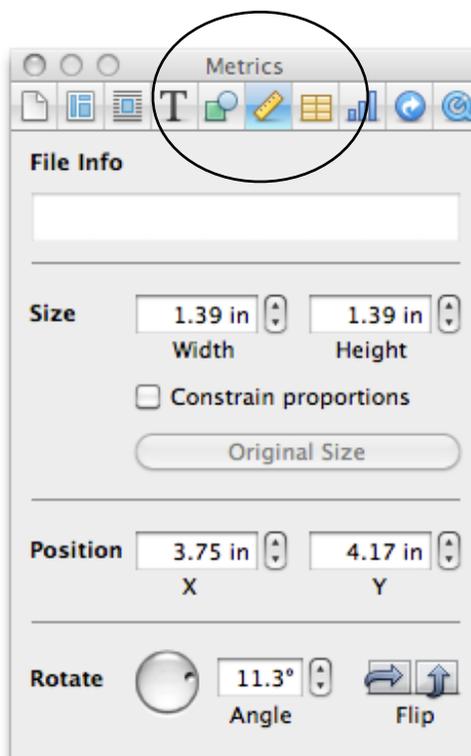
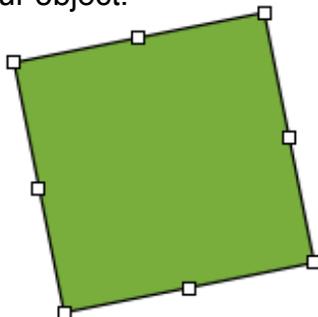
## Editing your Text Box/Shape:

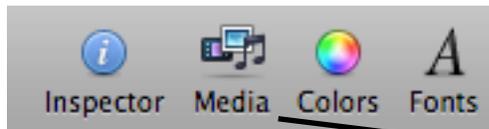
- Click on the desired Text Box/Shape.
- Click on the Graphic Tab within the Inspector.
- Click on the colored box to change the color or choose other coloring options in the drop-down menu.
- Stroke means having an outline or picture frame. You can adjust the size, color, etc. with the given options.
- You can also add shadows or make objects more or less opaque.



## To Rotate and Adjust dimensions of a Text Box/Shape:

- Click on the Metric Tab within the Inspector.
- *Make sure you have clicked on the desired object!*
- You can determine the width and height down to exact measurements.
- You can also rotate and flip your object.

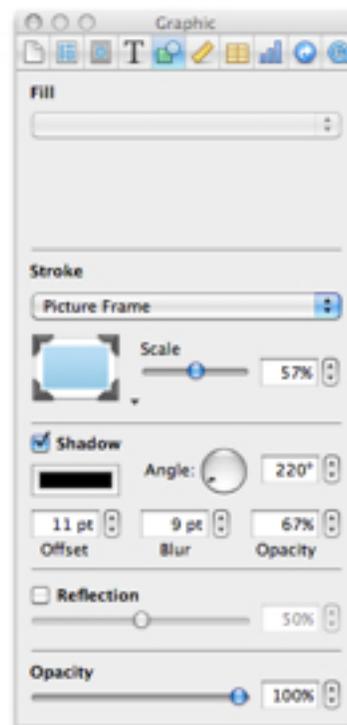




### Adding a Photo

- You can open the Media window (next to Inspector)
- and choose your photo (drag the photo onto the page)
- OR, you can drag photos/images from the desktop or another folder right into your Pages document.
- *Don't forget to experiment with the Graphic and Metric Tabs to add frames, outlines, shadows, etc.*

The top photo of trees has a "Line" border, the bottom photo of leaves has a "Picture Frame" border. Click the item you want to modify. Select the Graphic tab and choose options under "Stroke."

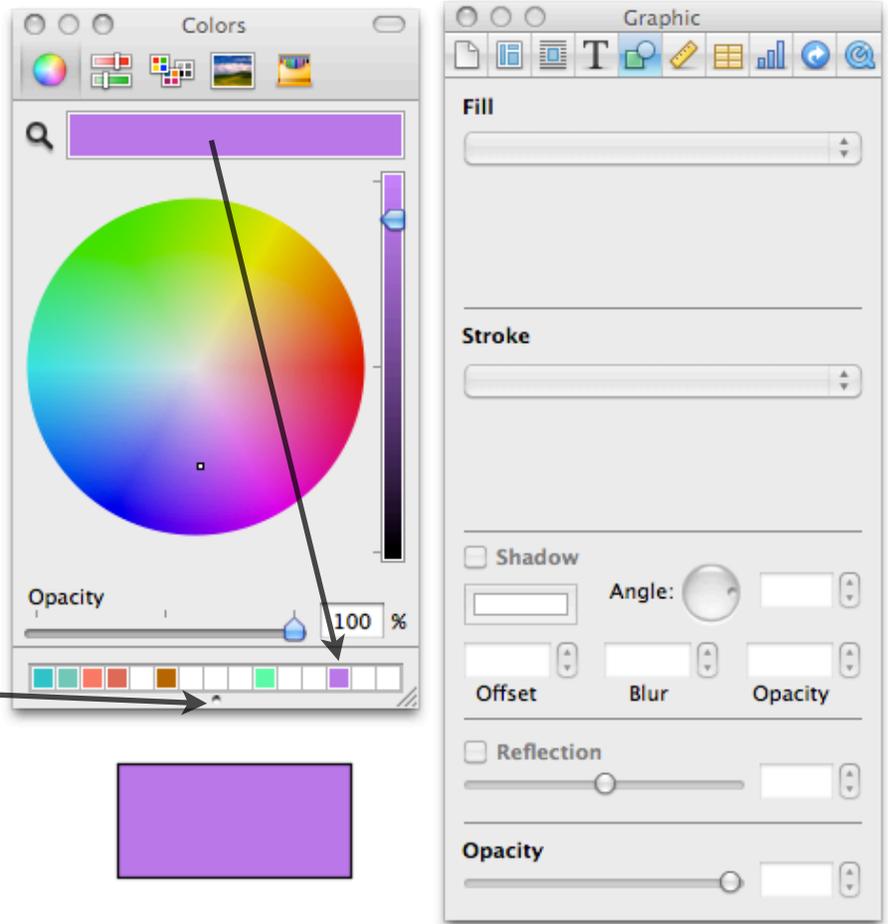


# PAGES - TIPS & TRICKS

## **Save Colors:**

Drag the color you've created from the top to the palette on the bottom.

You can drag the little circle down to extend more palette slots.



## **To Add Images from the Web:**

There is no "clipart" included with Pages. You can "copy" and "paste" images from pre-made Pages Templates.

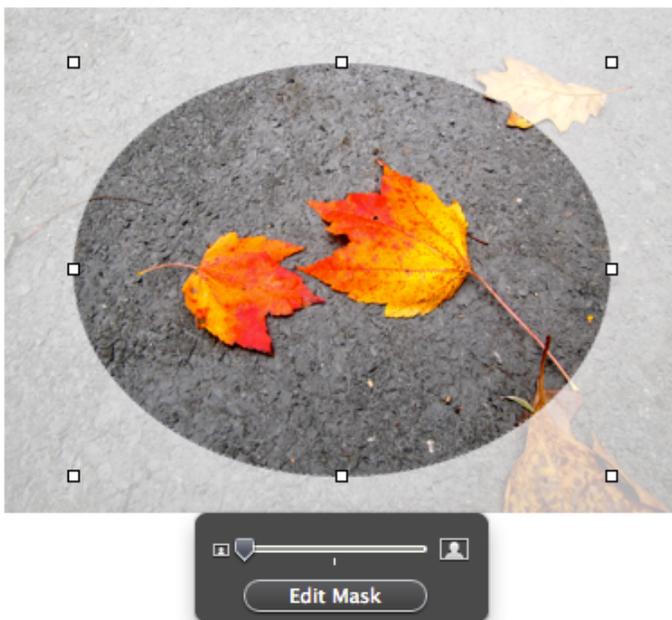
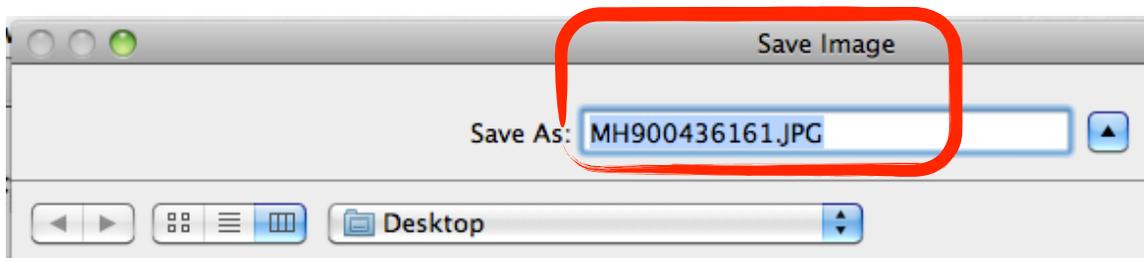
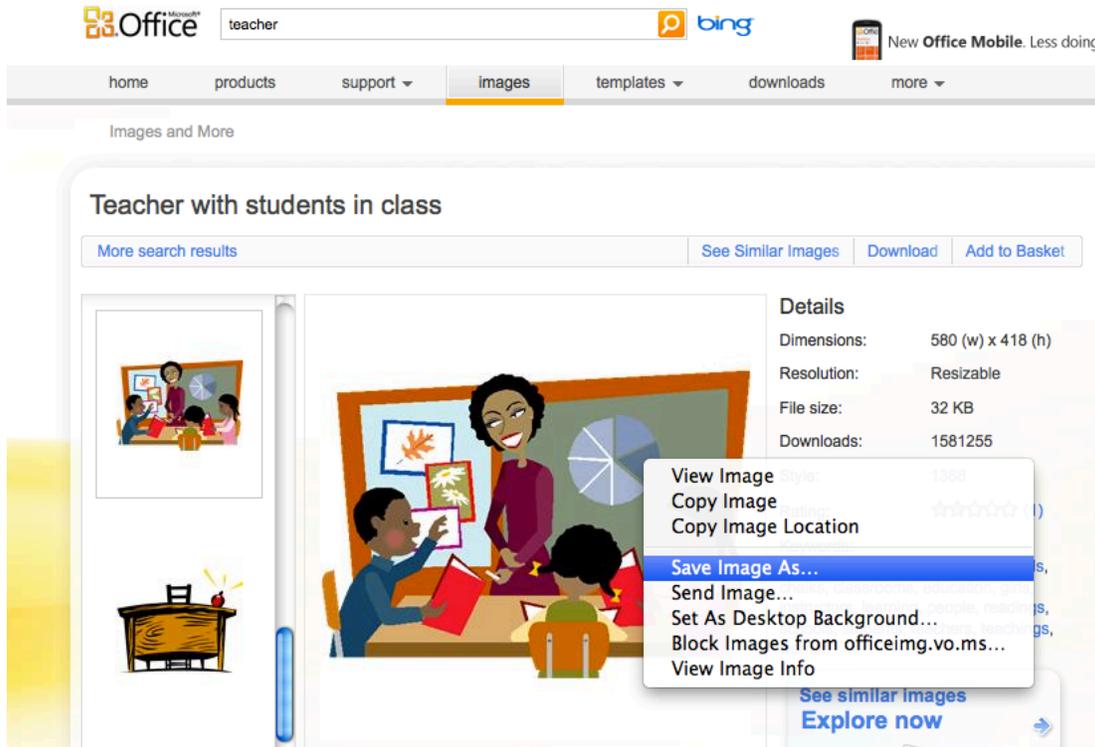
You can add your own Photos from iPhoto (using the Media button next to the Inspector) or by dragging them from your Desktop or File Folder.

You can download images from the web. Visit these websites for free images:

<http://office.microsoft.com/en-us/images/>

<http://school.discoveryeducation.com/clipart/>

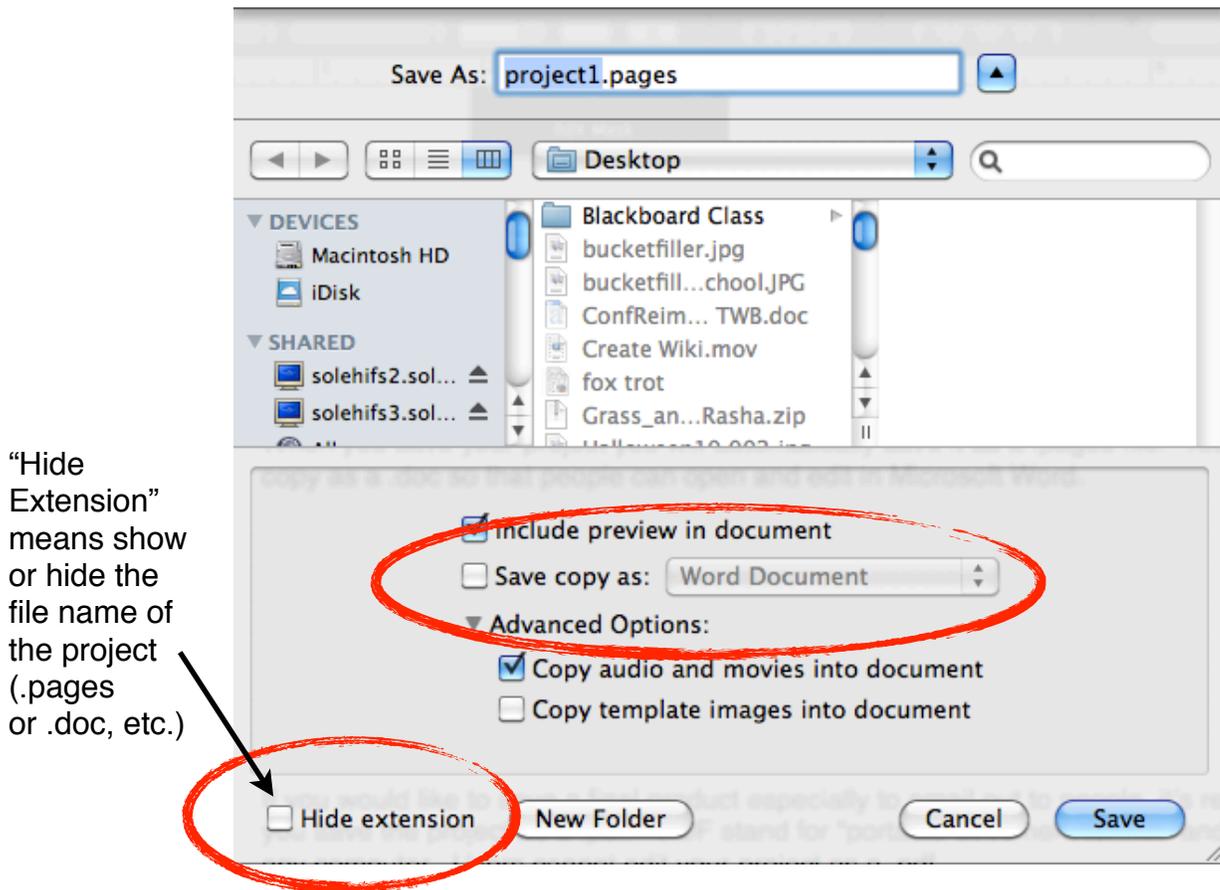
To save an image from the web, right click the image (control + click) and choose “Save Image As.” When you save it and want to rename the image, keep the file name at the end (.jpg) because sometimes if you erase that part, it does not save correctly.



Drag a photo onto a shape to give it is a frame A.K.A. Mask. You can edit the size of the photo in the “mask” by dragging the slider. You can move the phot around by clicking on “Edit Mask.”

## **Saving:**

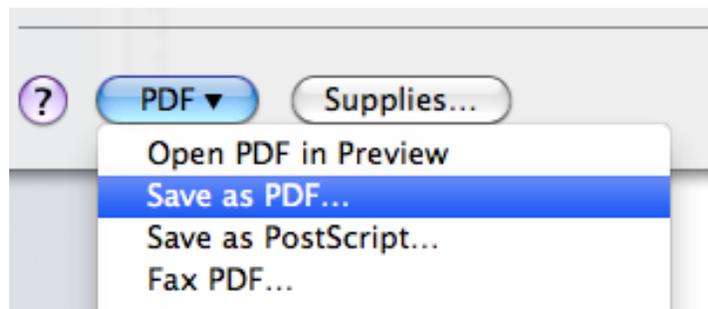
When you save your project you will automatically save it as a .pages file. You can also save a copy as a .doc so that people can open and edit in Microsoft Word.



If you would like to save a final product especially to email out to people, it's recommended that you save the project as a .pdf. “PDF stand for “portable document format” and can be open on any computer. Users cannot edit your project as a .pdf.

## **To save a PDF:**

Click on File  
Click on Print  
Look for the PDF button on the lower left and click the drop menu to choose “Save as PDF...”



You can save your own work as a **Template**. Good for newsletters, posters, etc. Click on File, then “Save as Template.”

You can take a screenshot of something you make in Pages to save it as an image. For example, you can create a message in Pages like the one shown here, take a screenshot of it and then upload it to your Teacher Website as an image.



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#### **To Take a Screenshot:**

Hold down Command + Shift + 4

Your mouse arrow will turn into cross-hairs so you can drag and select the area you wish to capture. Start at the corner, click + drag over the area.

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#### **Layers:**

Right Click (control + click) an object to send it backward, forward or to the very back or very front. Every new item you add will be the top layer.

*You can also select the item you wish to modify/rearrange and click "Arrange" at the top of Pages for these options.*

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Make sure you select exactly what you want to edit. If you want to edit a Text Box, click the BOX. If you want to edit the TEXT, double click to activate your blinking cursor and highlight the text you wish to modify.

Double click: highlights one word

Triple click: highlights one line

Command + A: highlights everything