TIPS AND TRICKS

Cheat Sheet

FUN!

Pages is a word processor and page layout tool that is park of Apple's iWork package. It's wonderful for creating newsletters and signage.

WHEN YOU FIRST OPEN PAGES, YOU MUST CHOOSE..

Templates are one of the greatest things contained in Pages. When you first launch the program, a dialog box appears and you will notice on the left hand side of the page, Word Processing or Page Layout. Choose Word Processing for letters, and Page Layout for newsletters, brochures or signage.

You'll also have the opportunity to select a blank page, either landscape or portrait, depending on your needs. When selecting a template, if you drag your curser over the options, you'll be able to preview the different page selections within the category.
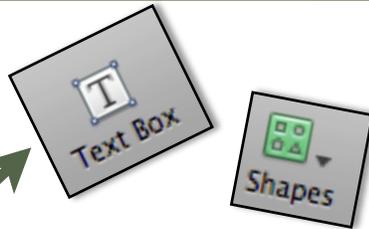
Whether you choose to use a template or a blank sheet, double click to open it. Notice that when you select an option, the top of your page will have an icon that looks like a page with a plus sign. This will allow you to add more pages to the document. A drop down menu will appear, offering you the option of which type of page you'd like to use. On the left side of your screen, you should see a preview of the pages that are within your document. If you don't see that layout option, click **view** then **page thumbnails**. At the top of your screen, your format bar should be visible. If it's not, click **view**, then **show format bar**.

Quick Keys

Command ⌘ N

Opens a new Template Chooser
Use this keystroke if you want to begin a new document.

Command ⌘ C

Copies either a text box or a shape
I use this quick key all the time. It's always easier to copy the style and text from one box and move it to another place on the document.

Command ⌘ V

Pastes the last thing you copied
Pastes the item into the spot you want quickly and easily. And, you can continue pasting b/c it holds onto it in the internal clipboard.

Command ⌘ S

Saves the document
I always save initially to my desktop. It makes the file easier to find. Then, when I'm finished working with it, I drag it into a folder.

Command ⌘ Shift >

Zooms in...
Your screen is relatively small..and it's tough to see detail. This quick key lets you zoom on in, and out, if you choose the same sequence but with the < symbol.

Quick Tips

Click to create
To insert text, click on the Text Box icon. This will produce an empty box with tiny blue tabs on either side. The tabs are there to help you link text boxes together. This is good when you are creating a text flow between columns. I normally don't click on these boxes as a rule. However, if you do accidentally click on them, a blue line will appear showing you which boxes are linked. Simply click the **esc** key to back out of this. Text boxes move easily... when you click on the square they are residing in. If you want to select the text itself, you'll need to double click on it.

The inspector

This tool box, found in the upper right-hand side of the document, opens drawers of tools. The page icon helps with page set-up and margins. The layout helps with setting up a grid. The wrap icon allows you to control how your text interacts with pictures. The T for text helps modify text, mostly for alignment, spacing and margins. The Shapes tab controls fill, stroke and shadow. The table tab will help you when making a grid.

Add a shape
Click on the shapes button and a drop down menu will appear. Choose the shape you want. Double-click inside it to add text to the shape. Change the color by clicking the   solid rectangle in the format bar.
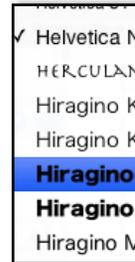Resize the shape by clicking on the white squares in the corner.

Text

It's really simple to change your fonts in Pages. Double-click on some text. On the format bar, you'll see the name of your font, as well as it's style (regular, bold, italic) Select a different type style or font size and it will change. Click on the black rectangle next to the font size and select a new color for your text.

TIP *Download new fonts for free at dafont.com*

Want to match a color exactly? That's no problem. Click on the colors icon in the format bar. Click on the magnifying glass and move the crosshairs to the color you want to match!
Bingo!

Here are some great tips to keep you ahead of the curve!

A Plus sign on a text box

Means there is more text in the box
If you click on the plus sign and pull the box down, it will show you the rest of the text that's hidden. Want to make it all fit, double click on the text and make it smaller OR adjust your spacing in the inspector window.

Command ⌘ Click the corner of a shape

Will cause the cursor to arc
This will allow you to rotate the shape. It works with a text box, too. If you'd like your text on an angle, give it a try. Don't worry when it squares up again when you try and edit it, it will snap back to the angle when you're finished editing!

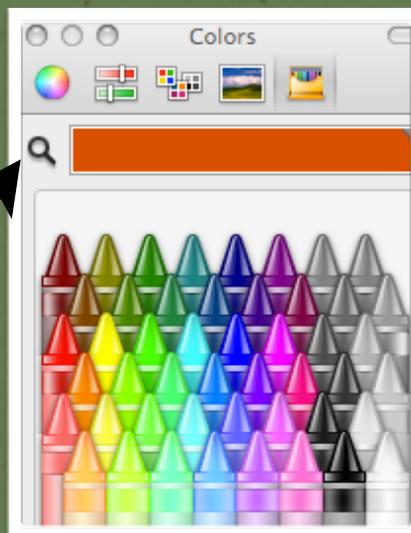## Command ⌘ z

Undoes what you just did...
And it will keep "undo" ing until you get back to where you started! Have no fear...command z is near!

Shift Click on 2 objects

Selects more than one object
I always use this trick. I use it to select several objects and then group them. This will allow me to make the object into one complete shape. So, if I have a word and a picture, and I want to make them into one graphic, I can group them by clicking **Arrange** then **Group**. To ungroup them, click **Arrange** then **Ungroup**.

Using pictures to really make your document POP! • Pages makes it fun and easy!

Pictures are really the most wonderful addition to any document and Pages makes it easy to add them. Open Google while your working in pages and search for images. Click on the picture or clip art you like and drag it into the document. (Make sure your image is royalty free!) Resize your image to your liking by clicking on the tiny white boxes around your picture. Hold the shift key while resizing to constrain proportions.

Add a shadow or a rule by clicking on your Inspector toolbox and clicking on the Graphic tab. You'll see the heading Stroke and a drop down menu. You can add a line, and change it's color and size right in the box. Click the box next to the word Shadow and add a shadow. Adjust it's offset, blur, angle, opacity...and even it's color.

Add a decorative frame by clicking Picture frame in the drop down menu under the Stroke. From there, a new light blue image appears. Click on the tiny black arrow and you can select from the different options of frames provided. Adjust the scale as needed. You can also size the image within a

Add a cation to your picture by putting a text box under the photo and adding the info you want. You can even make a colored shape behind your photo for interest.

mask. When you click on your photo, go to Format then Mask. The Edit Mask box appears. Slide the arrow left and right to adjust the size of your photo within the photo box. Click on the Edit Mask button to see the entire photo that's within the mask and put your cursor on top of the photo to see

your cursor become a hand. This moves your photo around within the mask, allowing you to use only part of the photo, if needed!

Whenever you bring anything into pages, it's on the top "layer." Want to move objects from layer to layer? Click on the object you want and click Arrange. Select Bring to Front or Send to Back. If you want your object to come up (or back) a step at a time, chose Bring Forward or Send Backward.

Make a screenshot, anywhere, anytime!

Screenshots are terrific! When you are working on a document or a website or a photograph. Click Command Shift 4 and you'll see your cursor turn into crosshairs. Move the crosshairs where you want the screenshot to begin and drag your mouse to where you want it to end. When you un-click, you'll hear the snap of a camera. This means the screenshot has been saved to your desktop. (You can save your screenshot as a jpeg file by double-clicking on it. This will open it in Preview. In Preview, do a "save-as" and select the extension .jpeg--this is a great tip if you want your screenshot to be used in your website.)

Bullets ••• and more....

An easy way to make a quick bullet... Click option 8. This will insert a bullet. Option 0 makes the degree° symbol. Option v makes a √ and option / makes a ÷ sign. Option shift k makes (my personal favorite!)