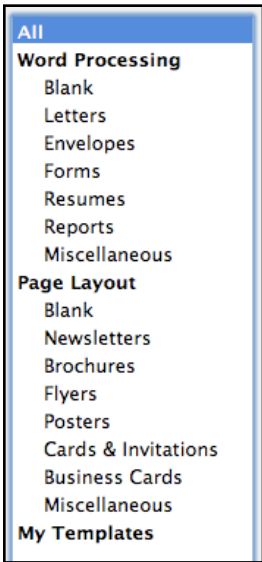




Templates: When opening Pages, you are asked to select a template. Templates provide “look” to your page and include set fonts, styles, and layout. You have the option to select a blank template and create your own, or use the templates and change them to meet your needs.



Word Processing templates work much like any word processing document. Simply replace the placeholder text with your own words. Use word processing templates when:

- The document is mostly text and will use basic paragraphs
- To have the graphics to “stick to” (inline graphics) the text and move when the text changes
- Use text wrapping with graphics
- Creating basic letters, forms, or reports

The Blank word processing template opens a simple blank page for basic word processing.

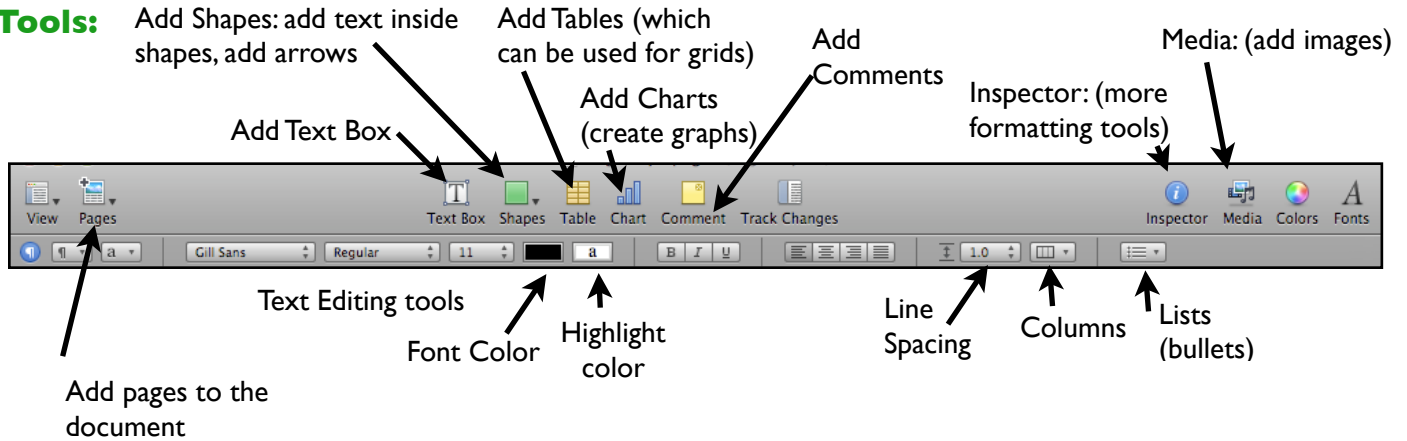
Page Layout templates are based on having many design elements to the page. Use page layout templates when:

- Creating graphic intensive layouts
- Using many text boxes of various sizes, or more than one column of text
- Creating newsletters, brochures, posters, cards, and flyers
- Creating many pages to the document and keeping a layout theme to tie the visual look of the pages together

The Blank page layout template requires the use of text boxes to add text to the page.

Editing Tools: Across the top of the Pages screen are a variety of editing tools. The available tools will change when using text or images.

Text Tools:

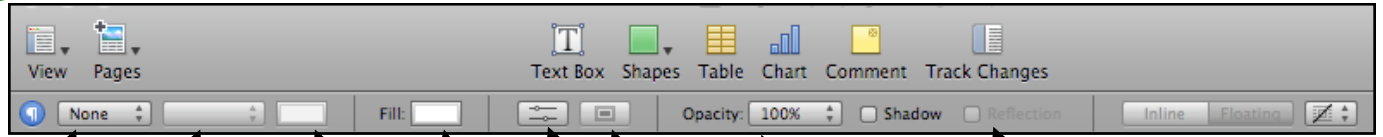


Make a mistake? Use Apple(Command)-Z to undo!



Editing Tools: Objects include images and text boxes. Many of the object tools can also be accessed from the Inspector.

Object Tools:



Line style Line points (thickness) Line color Fill color for text box Adjust image Mask image (hide a portion) Opacity (make image fade) Shadow (image or text) Reflection (graphics only) Change floating and inline graphics

Inline graphics may make the line of text seem to be double spaced.




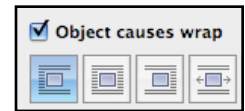
Inline graphics - if you have a cursor located in the existing text when inserting a graphic, it will “stick” to the text and behave just like other words in the text, moving when you add or delete text.

Floating graphics allow you to move the graphic to create a pleasing layout.

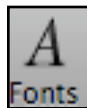
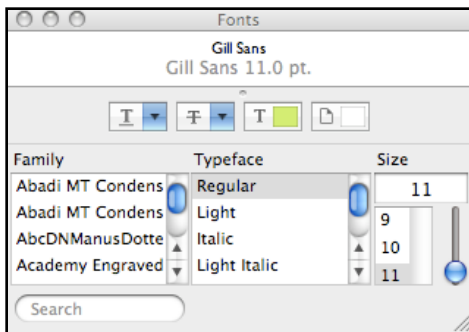


Floating graphics - If the graphic is inserted without a cursor in place, the graphic will be “floating” and can be easily moved around the page.

However, it may be over existing text. From the Inspector > Wrap pane , add text wrap to the image to make the text flow around the



Editing Tools: Across the top of the Pages screen are a variety of editing tools:




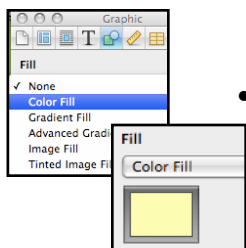
Fonts - Highlight the text and use the Fonts tools to change Font type, style, and size.


- **Font size:** Another way to quickly change font size is to highlight the text, hold down the Apple (Command) key and press the + or - to increase or decrease the text size.
- **Search:** Use the search box to quickly locate a specific font

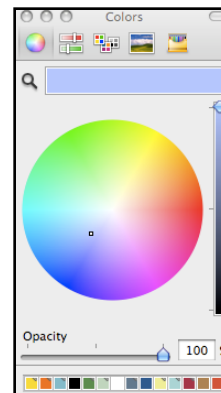


Colors - The colors tools apply to both text and objects, such as a text box.

- **Text color:** highlight the text, click on the Colors tool  and select a color from the color palette.
- **Text box:** Click on the text box to select it, go to the



Objects Inspector pane  and use the pull down Fill menu to select Color Fill, click in the Fill color box and then select a color from the color palette.



- Click around in the color wheel to select a color.
- Use the slider bar to get lighter or darker shades of the color.
- Save a color by dragging it from the top color bar to one of the little boxes at the bottom.

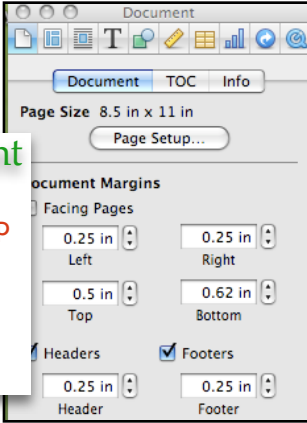


Inspector: The Inspector contains all the special editing tools, arranged in panes. As you select objects on the page, Each pane gives access to the tools needed for the specific task.



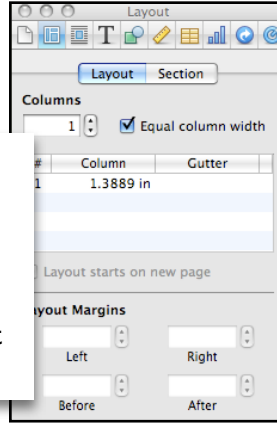
Document Pane:

- Page setup
- Margins
- Headers and Footers



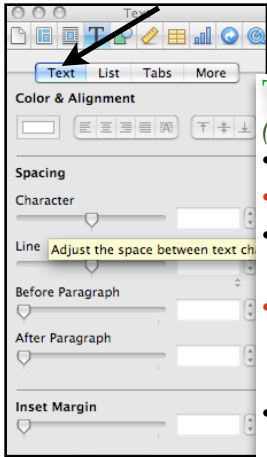
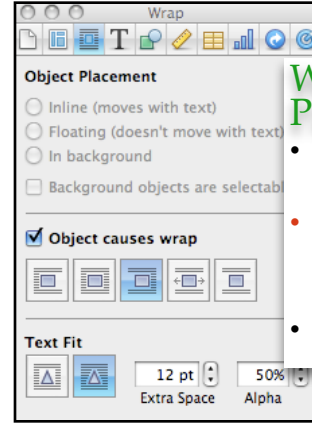
Layout Pane:

- Columns
- Page numbers
- Left/Right pages



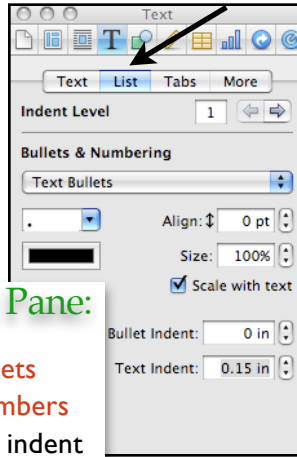
Wrap Pane:

- Object placement
- Object causes wrap
- Text Fit



Text Pane: (Text)

- Text color
- Alignment
- Line spacing
- Space between paragraphs
- Inset Margin

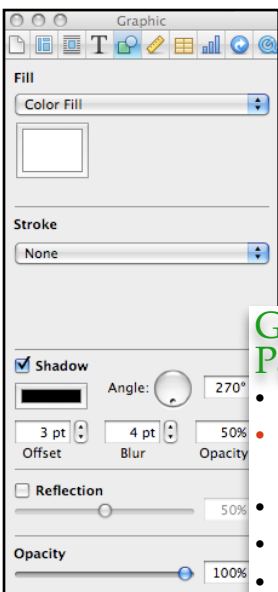
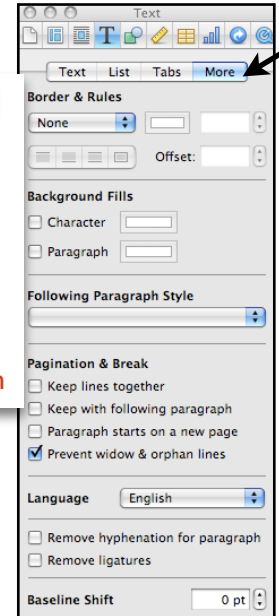


Text Pane: (List)

- Bullets
- Numbers
- List indent

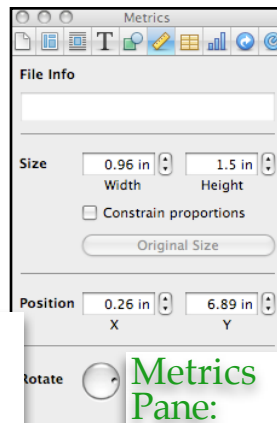
Text Pane: (More)

- Borders
- Background Fills
- Pagination
- Breaks
- Remove hyphenation



Graphic Pane:

- Color Fill
- Object Line and Frames
- Shadow
- Reflection
- Opacity



Metrics Pane:

- Object size
- Object position
- Rotate objects
- Flip objects

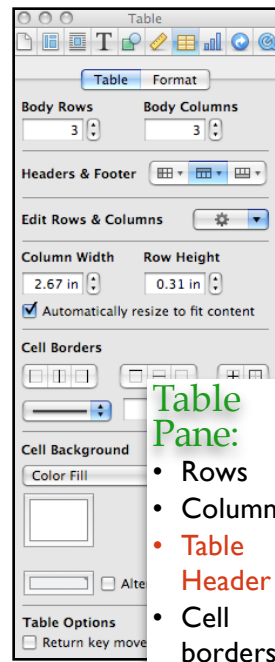


Table Pane:

- Rows
- Columns
- Table Header
- Cell borders
- Cell color

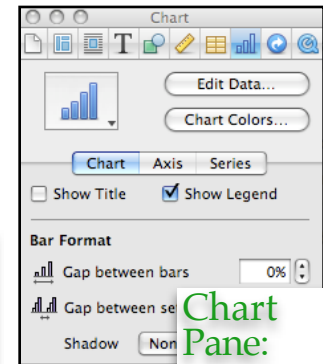
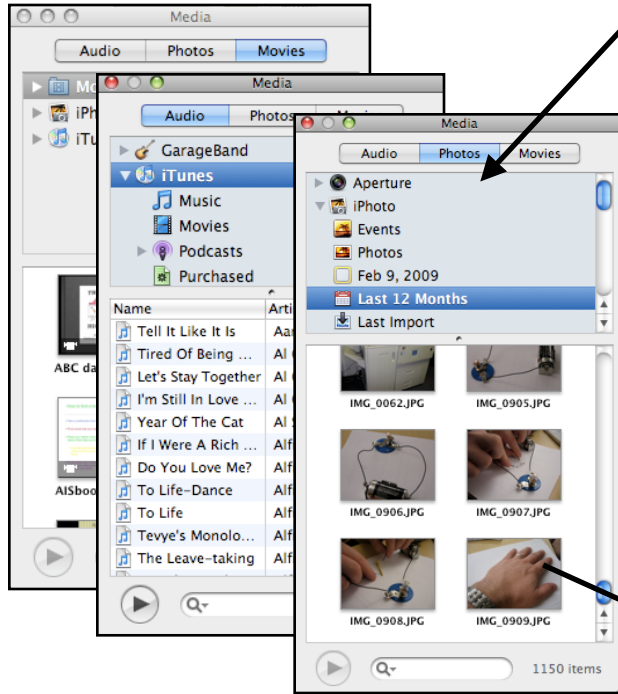


Chart Pane:

- Graph title
- Axis
- Value Labels
- Chart color

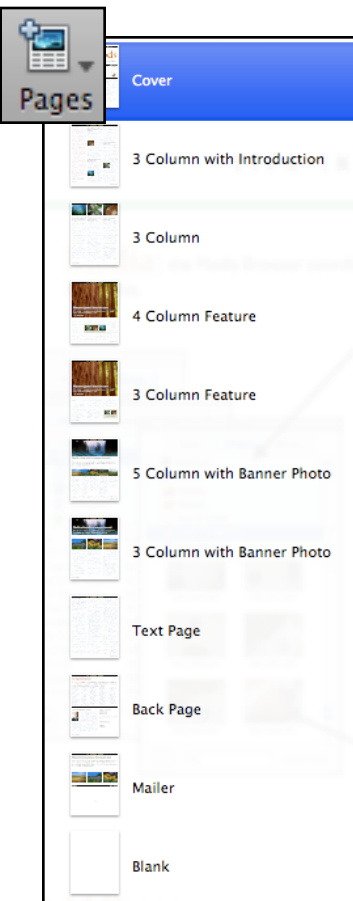


Media: the Media Browser coordinates with iPhoto, iTunes, and iMovie to locate and display your media files. Drag and drop the files from the Media Browser into the document.



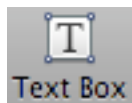
Photos - Click on the Photos Pane to see all the photos in the iPhoto library. There are two ways to insert the photos:

- Drag the photo from the Media Browser to the Pages document. It will be a floating object and can be moved anywhere in the document. Resize as needed.
- If you are using a Template that contains placeholder photos, drag from the Media Browser directly over the placeholder photo and it will replace the template photo. It will keep the same dimensions and properties as the original photo.



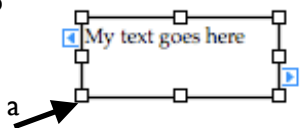
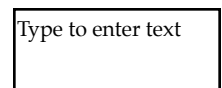
Add Pages: When using a blank page or template, you can add additional pages using the same template. Depending upon the template, you will have different choices of pages.

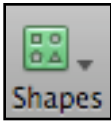
- Each page template is designed to continue the “look” of the whole document.
- Click on the Pages Tool and select the layout of the page you wish to add.
- You can also create your own layout and save as a template to use over and over. From the File Menu, select Save as a Template.




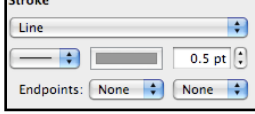
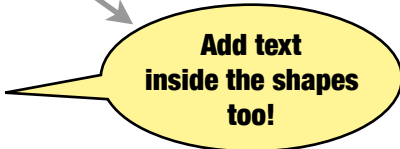
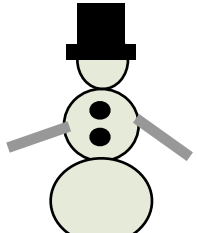
Add Text Box: To create text that you can move around the page, you must have a text box.

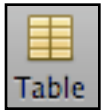
- Click and drag to create the text box.
- To type text in the box, click until you have a cursor.
- To move the text box, click outside the text box to remove the cursor and click once on the text box to select it. When you see the handles, place the mouse over the center of the text box and drag to a new location.





Add Shapes:

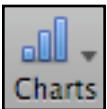
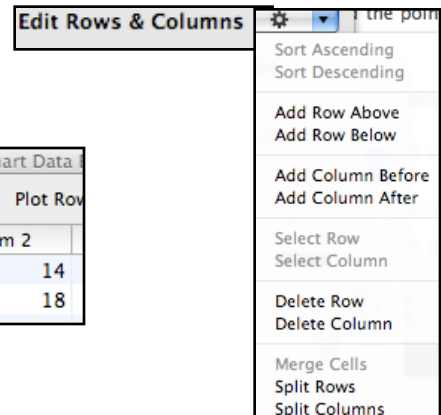
- To create a line, use the line shape. Resize or color in in the Graphics Inspector 
- Arrows are also shapes. Resize, add arrow ends, or change color in the Graphics Inspector.
- Add a line to the border of the shapes to make them stand out clearly. Click on the shape to select it, then use the Graphics Inspector > Stroke to add the line. 
- Add text inside the shapes. 
- Change the color of the shape from the Graphics Inspector too. Use the Fill Menu to select a color or gradient fill.
- Place a variety of shapes together to form a drawing. Use the Arrange Menu to Group the separate shapes into one object. 



Tables:

- Click on the Table to create the table grid.
- From the Table Inspector, edit the rows and columns, cell borders, and headers.
- In the Table Inspector, sort the cell data using the Edit Rows and Columns pull down menu.

name	height	weight
John	64	90
Mary	55	80

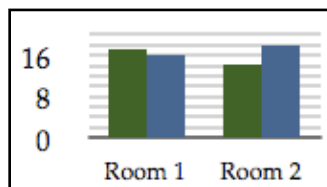


Charts:

Create a chart (or graph)

- Click on Chart. A generic table will appear,
- Edit the data in the table.
- A chart will automatically be created. Edit the chart using the Chart Inspector.
- For large projects, use *Numbers* software instead of *Pages*.

	Room 1	Room 2
Boys	17	14
Girls	16	18



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