

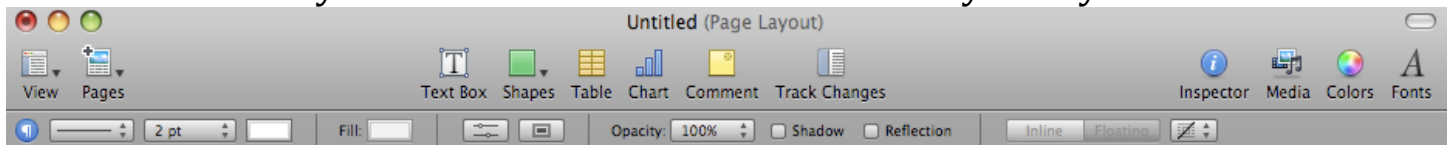
Pages ~ Easily Create Eye-Catching, Graphics-Filled Newsletters, Brochures, Flyers, or Posters

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GETTING STARTED

- Open **Pages** in *iWork* within the applications folder
- *Choose a Template for Your Document* appears as the first screen
 - **Page Layout**
 - **Newsletters**
 - Click one of the templates—each template has a variety of pages you can choose from as your document grows in length

This is your Toolbar. You'll use it constantly. It is your BFF.

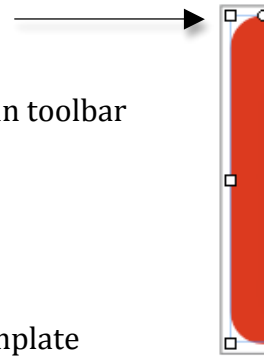


This is your Menu Bar. You'll use it frequently.



CHANGING TEXT TITLES

- Click once on the text element you want to move or resize—square “handles” appear letting you know it's selected
 - click and drag to move
 - grab a handle and drag to resize
- Double click on the text to change wording, font, color, etc.—choices appear in toolbar
 - make aesthetic changes as necessary

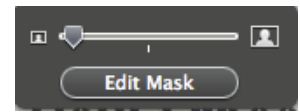


INSERTING YOUR TEXT

- Without closing Pages, open the document with the text you want
- Copy the text you're inserting
- Return to Pages and double click on text block you'd like to replace in the template
 - **Paste**—new text should appear
 - You can now resize, change color, and switch fonts by using the toolbar above the template

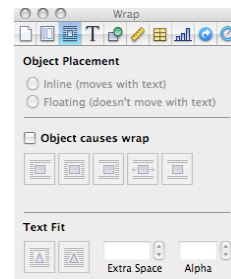
INSERTING PHOTOS

- Open the folder with your photos or go iPhoto on your computer
- Find the picture you want
 - Click and drag the photo on top of the photo you want to replace in the template
 - Use the handles to resize or drag photo if you want to move it
 - Use **Edit Mask** if you need to scoot the picture around in the frame
 - Drag the slider to zoom in or out of the picture



WRAPPING TEXT AROUND PHOTOS

- Click on a photo so handles appear
- Click **Inspector** in the toolbar
 - Choose the third option from this screen —**Wrap Inspector**
 - Play around with different **Object Causes Wrap** options

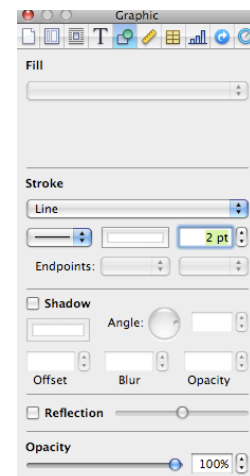
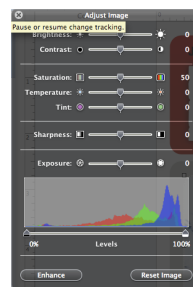


BELLS & WHISTLES WITH PHOTOS

- Click on a photo you'd like to play with
- Choose **Inspector** from toolbar
 - Choose fourth option from this screen
 - Under **Strokes** hit the double arrow and choose **Picture Frames**
 - Play around with different options
 - Choose **Shadow** and play with options
- Click **Settings** from the toolbar



- Adjust your image quality using the sliders



DELETING UNWANTED JUNK

- Click once on what you'd like to delete—the handles appear indicating selected item
 - **Delete**
- Make a mistake?
 - Go to **Edit**
 - **Undo Delete**—you can do this multiple times if you've really mucked things up

ADDING ADDITIONAL PAGES TO YOUR DOCUMENT

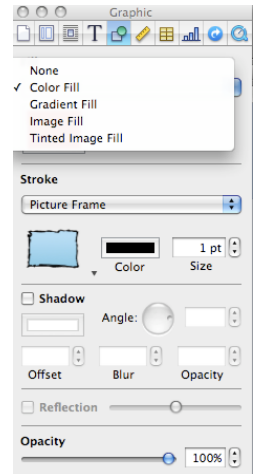
- Go to toolbar
- Select **Pages**
 - Select a new page template

CHANGING BACKGROUND COLORS—2 Ways

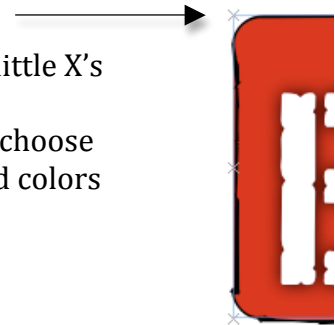
- Click once on template item you want to change the color of
- If handles appear—go to toolbar
 - Go to **Fill** in toolbar and pick new color

OR (offering more creativity)

- Click once on template item you want to change the color of
- Go to **Inspector** in the toolbar
 - Choose **Fill** and play around with different options
 - Add a **Picture Frame** by clicking on the small arrow to the right and below the blue frame
 - Add a **Shadow** and customize it



- **ALERT!** If you click on something and handles do not appear but little X's on the corners do, it is locked (not to worry)
 - Go to **Arrange** in the menu bar *at the top of the computer* and choose **Unlock** and follow steps listed above for changing background colors



THINGS TO CONSIDER

- The little blue arrow ??? near handles on elements really messes things up if you click it, so we avoid it. Go to **Edit** then **Undo** if you accidentally hit it.
- Pages has great **Help**. Use it when in doubt.
- There is tons more to this program that we don't know or haven't the time to explain
- Your BFF is always the toolbar, but your SBFF is the **Edit** then **Undo** function
- Don't be afraid to play around and be adventurous. Just remember to save often so you can revert to the version that was working for you!

