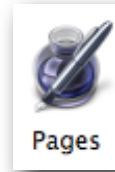
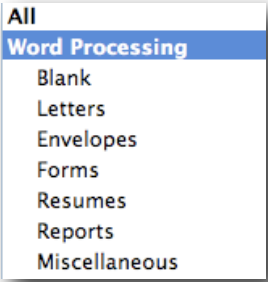
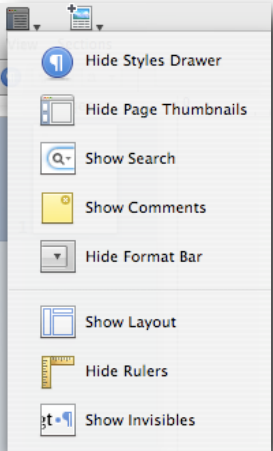


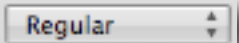


# Thirty Second Guide to Pages

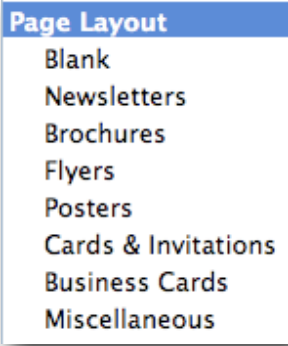
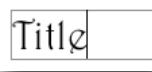
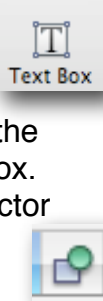
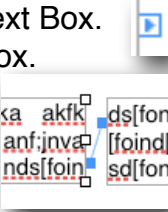


## Word Processing

If You Want To:	Do This:
<p>Open an New Word Processing Document</p>	<ul style="list-style-type: none"> <li>• Under FILE drag New.</li> <li>• Choose from among the available templates.</li> <li>• If you choose a template other than <i>Blank</i>, simply replace the template information with your own.</li> </ul> 
<p>Set the Look of Your Work Screen</p>	<ul style="list-style-type: none"> <li>• Under VIEW, Choose an option.</li> <li>• For ease in formatting, make sure that SHOW FORMAT BAR is selected.</li> </ul> 
<p>Add Audio, Photos, Movies</p>	<ul style="list-style-type: none"> <li>• Choose <b>Audio</b> to add media from iTunes, GarageBand.</li> <li>• Choose <b>Photos</b> to add images from iPhoto. Use Wrap Inspector to create text wrapping around images</li> <li>• Choose <b>Movies</b> to add movies from iPhoto, iMovie, iTunes.</li> <li>• To add media from other sources:             <ul style="list-style-type: none"> <li>• Under INSERT, drag to CHOOSE</li> <li>• Navigate to the source of the media</li> <li>• Click INSERT</li> </ul> </li> </ul>

If You Want To:	Do This:
To Attach an eMail	<p><i>(Note: Page documents attached to an email will appear in .zip format. They will need to be unzipped by the recipient. To avoid zipping follow these directions:)</i></p> <ul style="list-style-type: none"> <li>• Under FILE drag to EXPORT.</li> <li>• Choose PDF, Word, or RTF and click NEXT.</li> <li>• Uncheck HIDE EXTENSION</li> <li>• Click EXPORT.</li> </ul>
Format the Document	<ul style="list-style-type: none"> <li>• From the Pages menu bar, choose the Inspector. </li> </ul>  <ul style="list-style-type: none"> <li>Format inserted movies</li> <li>Add a hyperlink</li> <li>Create graphs from table data</li> <li>Create a table</li> <li>Change size, position, of objects</li> <li>Add fill, lines, and shadows</li> <li>Format text, bullets, paragraph tabs</li> <li>Add text wrap to images</li> <li>Format columns</li> <li>Format margins, page setup, table of contents...</li> </ul>
Add a Page Break	<ul style="list-style-type: none"> <li>• Place the cursor where you would like the break.</li> <li>• Under INSERT, Choose PAGE BREAK</li> </ul>
Italicize, Boldface	<ul style="list-style-type: none"> <li>• Highlight the text. </li> <li>• On the Formatting Bar, choose Oblique for italics, choose Bold or Bold, Oblique for boldface.</li> </ul>

# Page Layout

If You Want To:	Do This
<p>Open an New Page Layout Document</p>	<ul style="list-style-type: none"> <li>• Under FILE drag New.</li> <li>• Choose from among the available templates.</li> <li>• (If you choose a template other than <i>Blank</i>, simply replace the template information with your own.)</li> </ul> 
<p>Add a Title</p>	<ul style="list-style-type: none"> <li>• Click in the title Box and add title.</li> <li>• Use the Formatting bar to add formatting characteristics to the Title.</li> </ul> 
<p>Enter Text</p>	<ul style="list-style-type: none"> <li>• Create a Text Box by Clicking the Text Box icon.</li> <li>• Enter text where prompted.</li> <li>• If the amount of text runs beyond the size of the box, click the X at the bottom to extend the box.</li> <li>• Add color to a Text Box by opening the Inspector and choosing Graphic Inspector.</li> </ul> 
<p>Continue Text in Another Text Box (i.e. to make columns)</p>	<ul style="list-style-type: none"> <li>• Click the blue arrow on the side of the Text Box.</li> <li>• Click on screen to create another Text Box.</li> <li>• Text will flow from the first Text Box to the new one.</li> </ul> 
<p>Format an Image</p>	<ul style="list-style-type: none"> <li>• See <i>Add Audio, Photos, Movies</i>.</li> <li>• Re-size the image by single clicking in the image and dragging any white box on the margin.</li> <li>• Add text wrapping to the image opening the Inspector and clicking on the Wrap Inspector icon. Chose OBJECT CAUSES WRAP</li> <li>• Add a shadow by single clicking on the image and clicking SHADOW in the formatting bar.</li> </ul> 