

# Pages

Creating documents, projects  
& posters on the iPad



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## Introduction

**Pages** is easily the best document app available for the iPad. It is graced with a wide array of templates that allow users to create reports, projects, assignments, letters, flyers and posters.



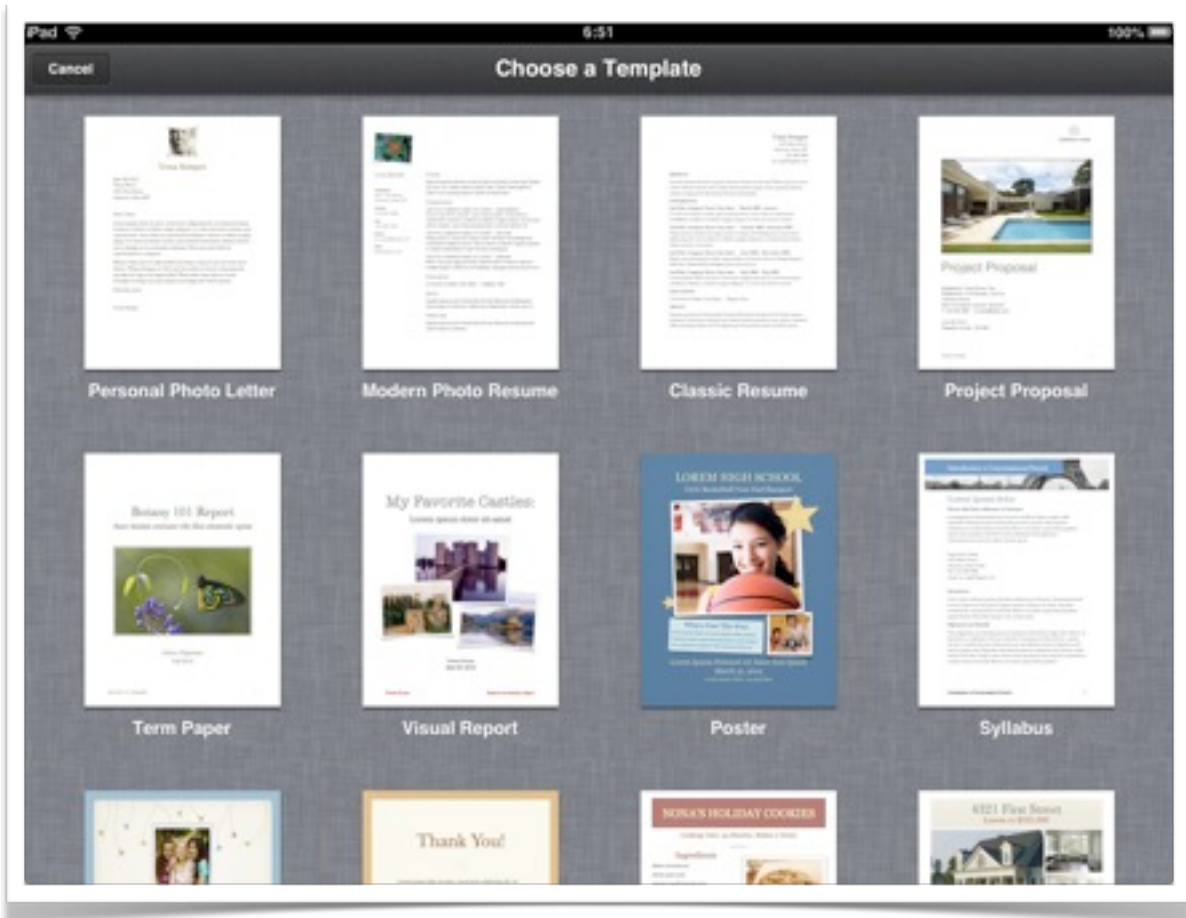
## Creating a document

Tap on the “+” icon in the top left hand corner of the app window to commence your project. The pop up pane displayed at right will appear.



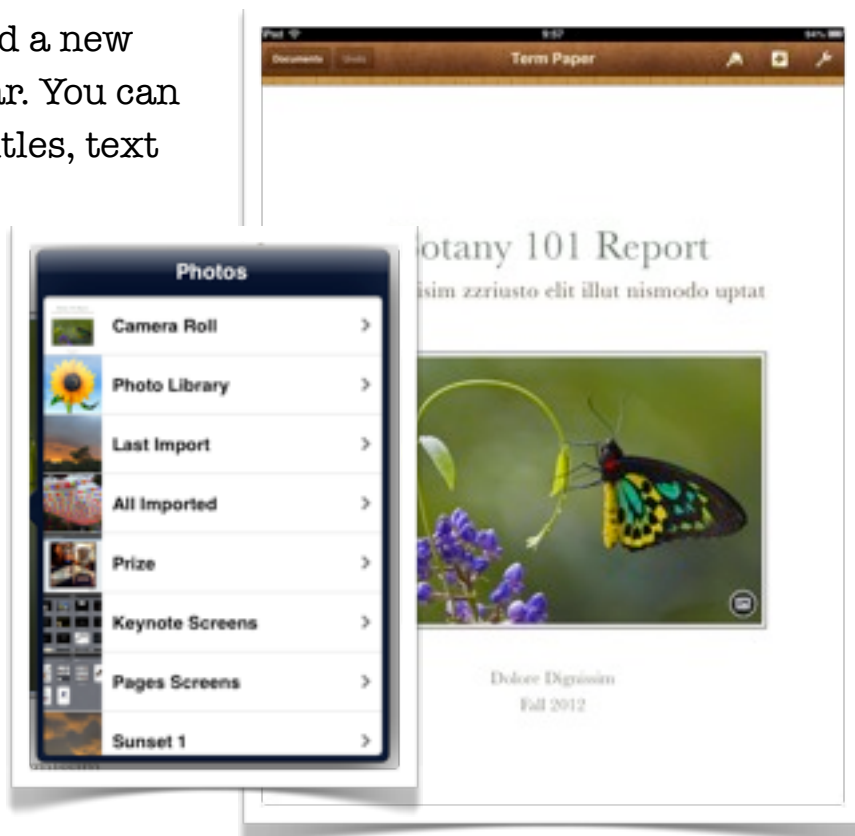
You have the choice to create a document, open a document transferred via **iTunes** or to copy a document saved on a **WebDAV** server.

When you select **“Create Document”** the window illustrated below will appear giving you the chance to select a template for your document.



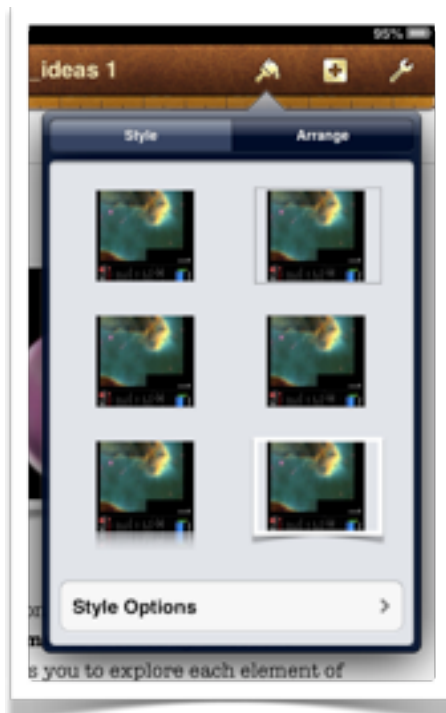
Select a template and a new document will appear. You can simply replace the titles, text and images with your own.

To replace an image click on the icon in the lower right hand corner of the image. A popup pane will give you access to the images in the **Photos** app.



## Applying styles to objects on the page

If you tap and hold on any object or element on a document you will be able to apply a wide array of styles, masks and effects. You can also alter the object's position in relation to other objects on the document.

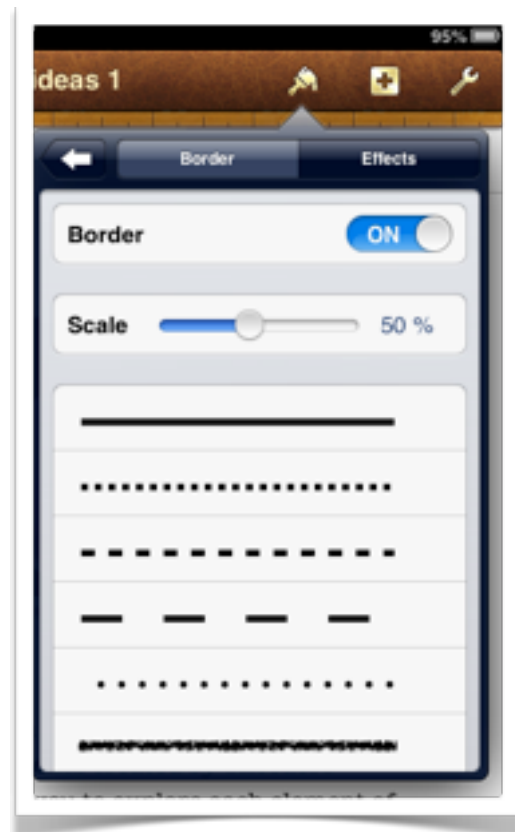
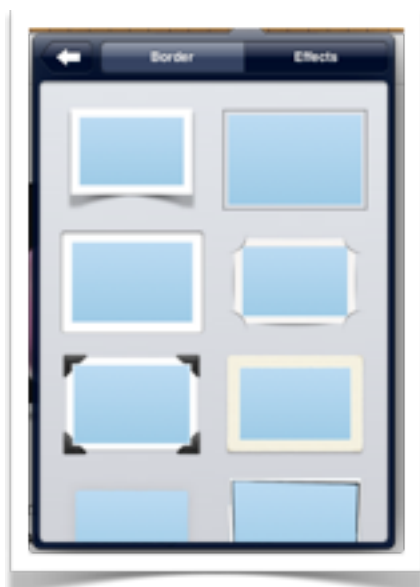


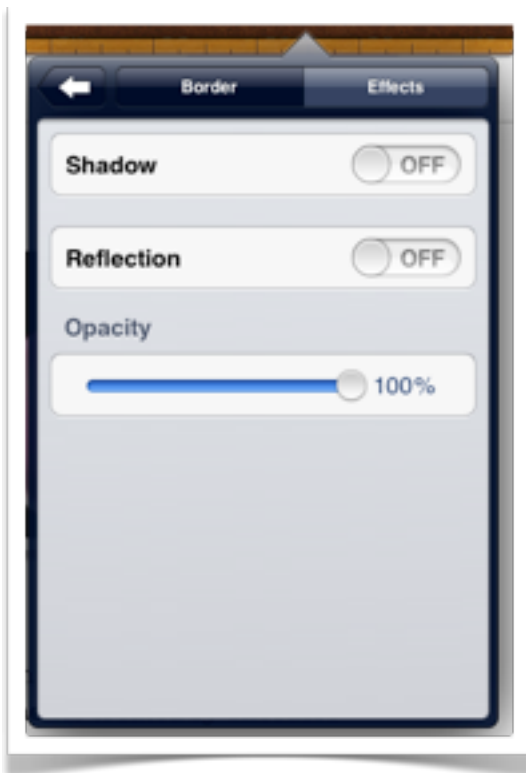
Tap and select the object on the page and then tap on the **Style** icon at the top of the screen. The settings window displayed at left will appear.

It will enable you to apply a variety of styles to the object including shadows and borders.

Tap on the **Style Options** button to further manipulate the borders applied to the selected object.

You can adjust the colour, width and appearance of the border. You can also switch off the border. Scroll down the page to view more border styles.

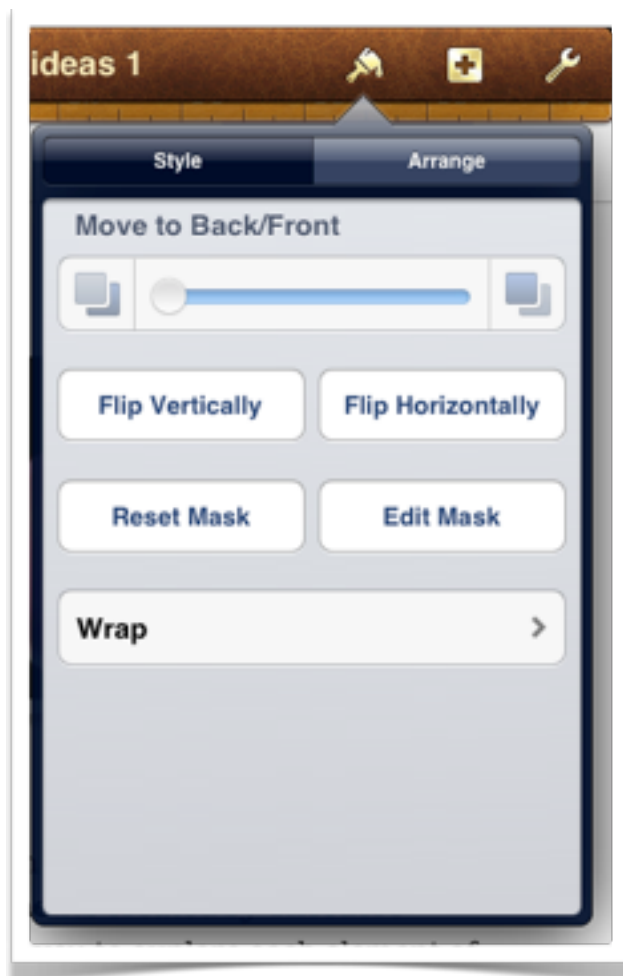




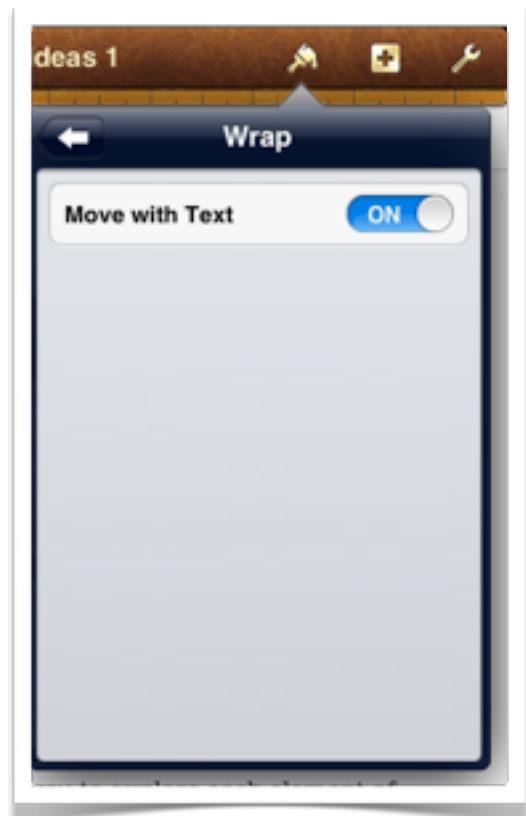
Tapping on the **Effects** tab will allow you to apply reflections to the object. You can also adjust the opacity of the effect as well as switching the shadow on or off.

Finally, tapping on the left arrow will bring back to the main style window.

Tapping on the **Arrange** tab will allow you to adjust the relative position of the object.



You can also flip the object, adjust its **mask** and set “**wrapping**” properties for the object.





## Adding media, tables, charts and shapes

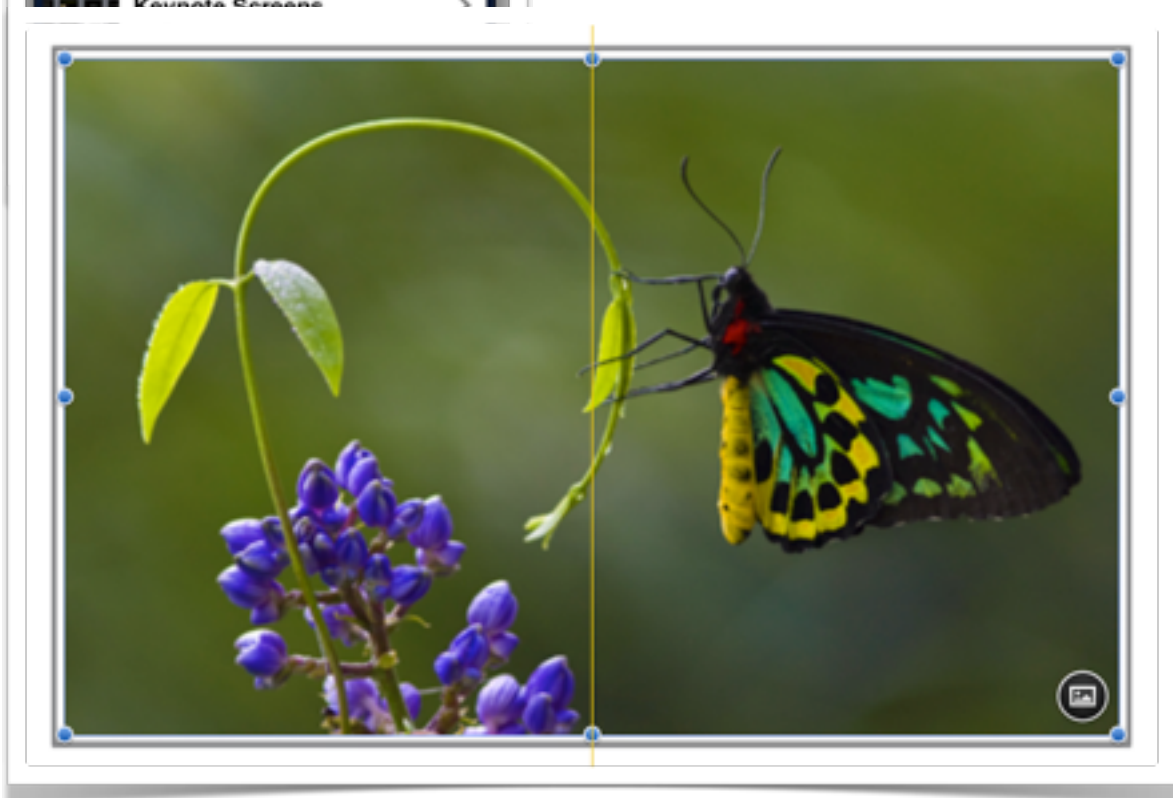
Tapping on the “+” icon at the top right of the screen will allow you to add media, tables, charts and shapes to the document.



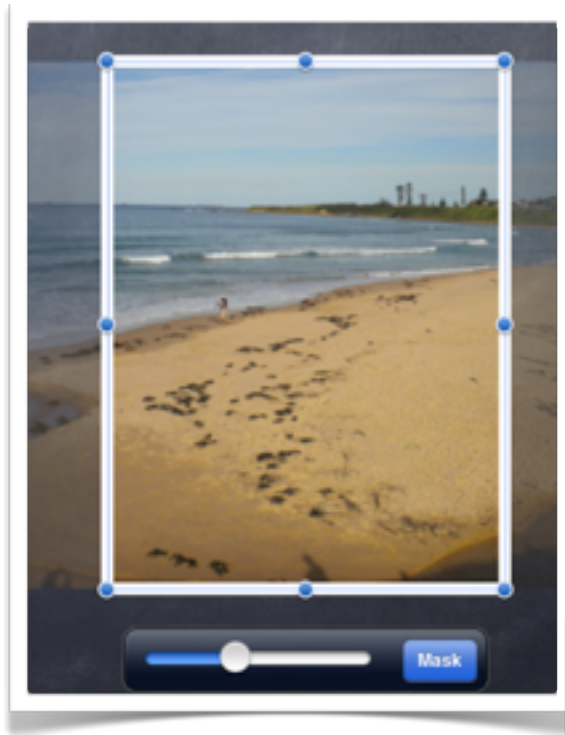
### Adding Images

Selecting the media tab will allow you to add images and photographs

Scroll through the albums available via your **Photos** app and select the image you wish to add to your document.



Once the image is embedded on the page you can **resize** and position the image quite easily. **Guides** are available to precisely **place** the image.

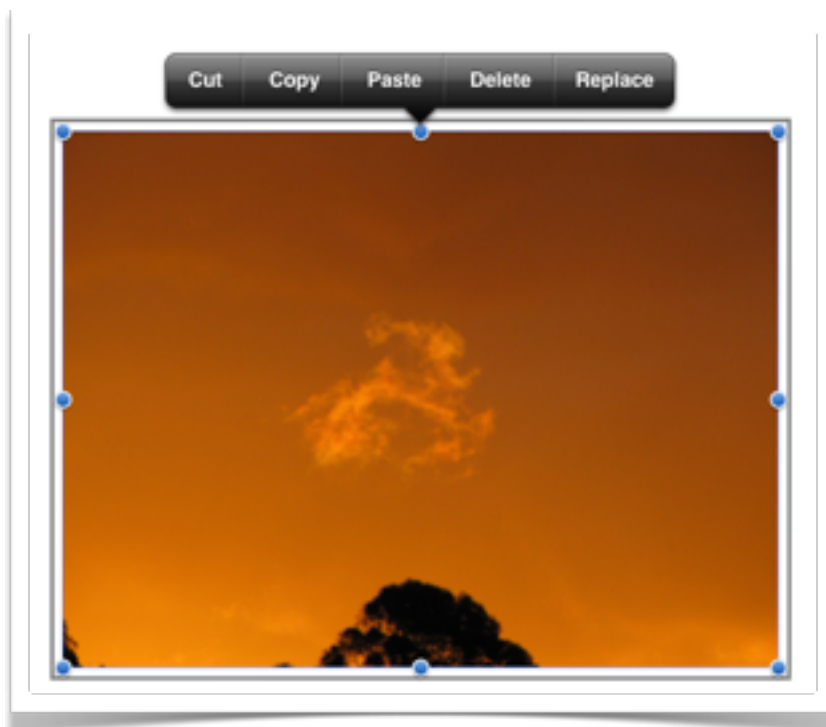


Tap on the image in order to view the **mask** slider.

This enables you to “**crop**” the image so that you can emphasize the subject matter and eliminate unwanted areas around the perimeter of the image.



You can **rotate** the image with a two finger pinch and rotate.

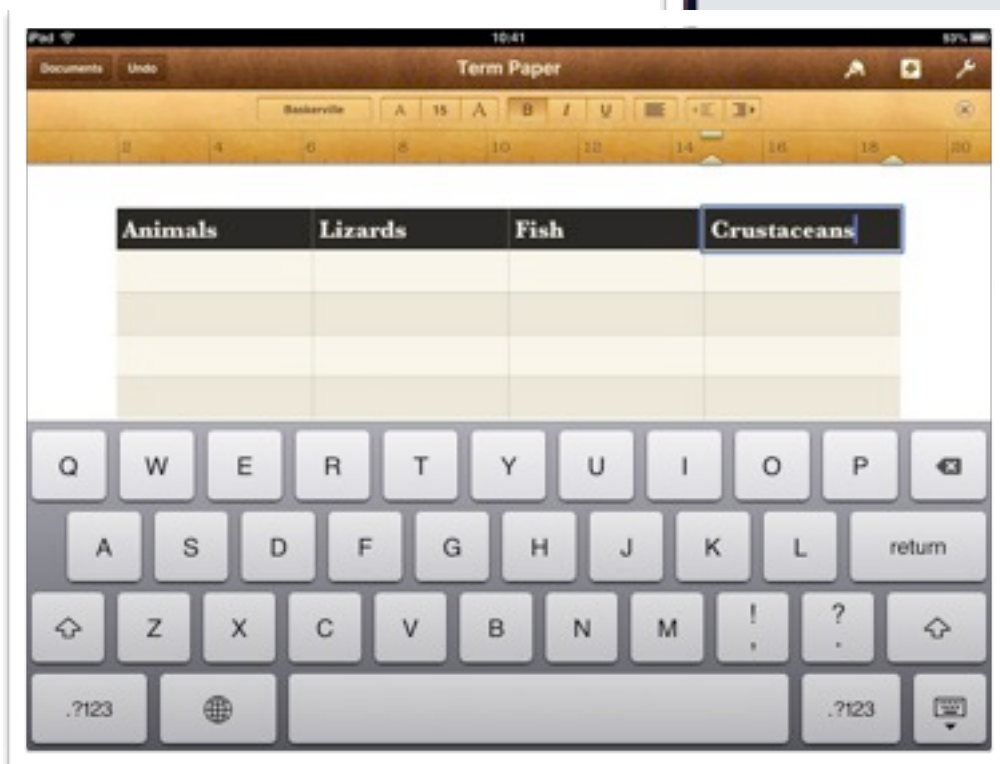
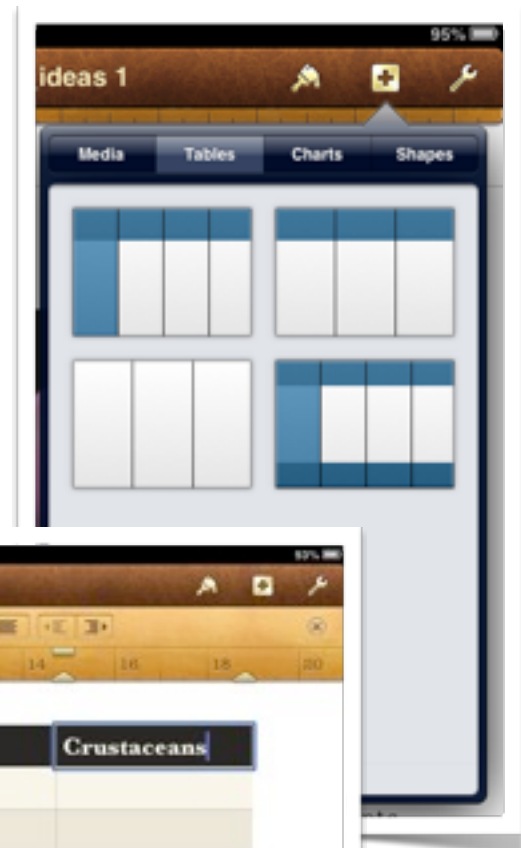


Tapping on the image will bring up a **contextual menu** that allows you to cut, copy, paste, delete and replace the image

## Adding Tables

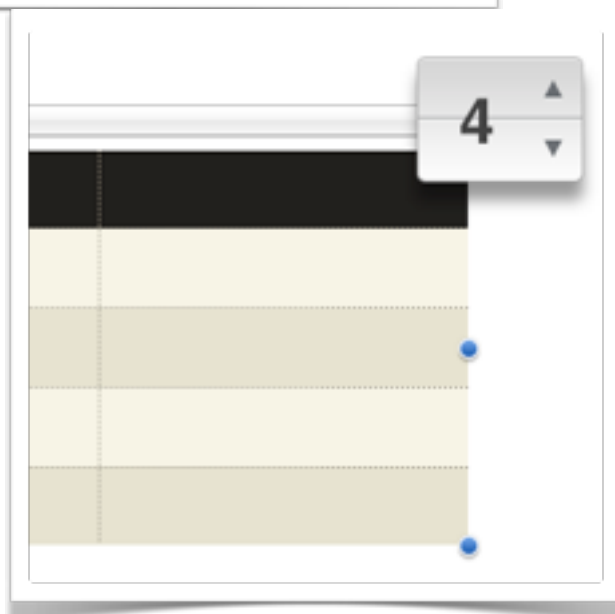
Select the **Tables** tab and review the six screens of table styles and colour schemes.

Select a style that matches the theme for your document and meets your needs.



Once you have embedded the table you can easily add the text to each cell.

You are also able to add and subtract rows and columns from the table by tapping on the top right and bottom left corners of the table.





## Adding Charts

Select the **Charts** tab and review the six screens of charts styles and colour schemes.

There are also **3D** chart styles that can be manipulated once they are added to the slide.

Select a style that matches the theme for your document and meets your needs.



Once you have embedded the chart tap once in order to show the contextual menu and then tap on the **“Edit Data”** tab.

While you are in Chart **editing mode** you can enter data using a numeric keyboard.

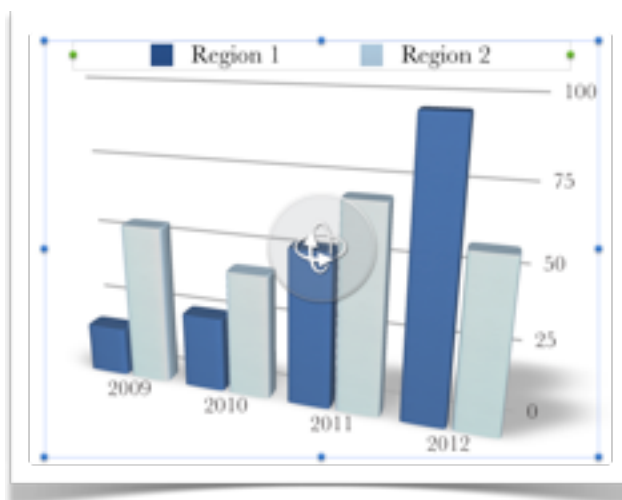


You can also alter the text fields using a character based keyboard. You can also decide whether you plot the rows or columns in series.



Please note that if you inadvertently add a column or row that you do not need it does not seem possible or easy to delete that column or row. You may need to restart with a new chart.

If you add a **3D Chart** you can adjust its position in three dimensions by manipulating the icon in the centre of the chart.



## Adding Shapes

Selecting the **Shapes** tab will allow you to add a variety of shapes to your document slide. Explore the six different colour schemes until you locate the scheme that meets your needs.

Once a shape is embedded on the slide you can alter its style.



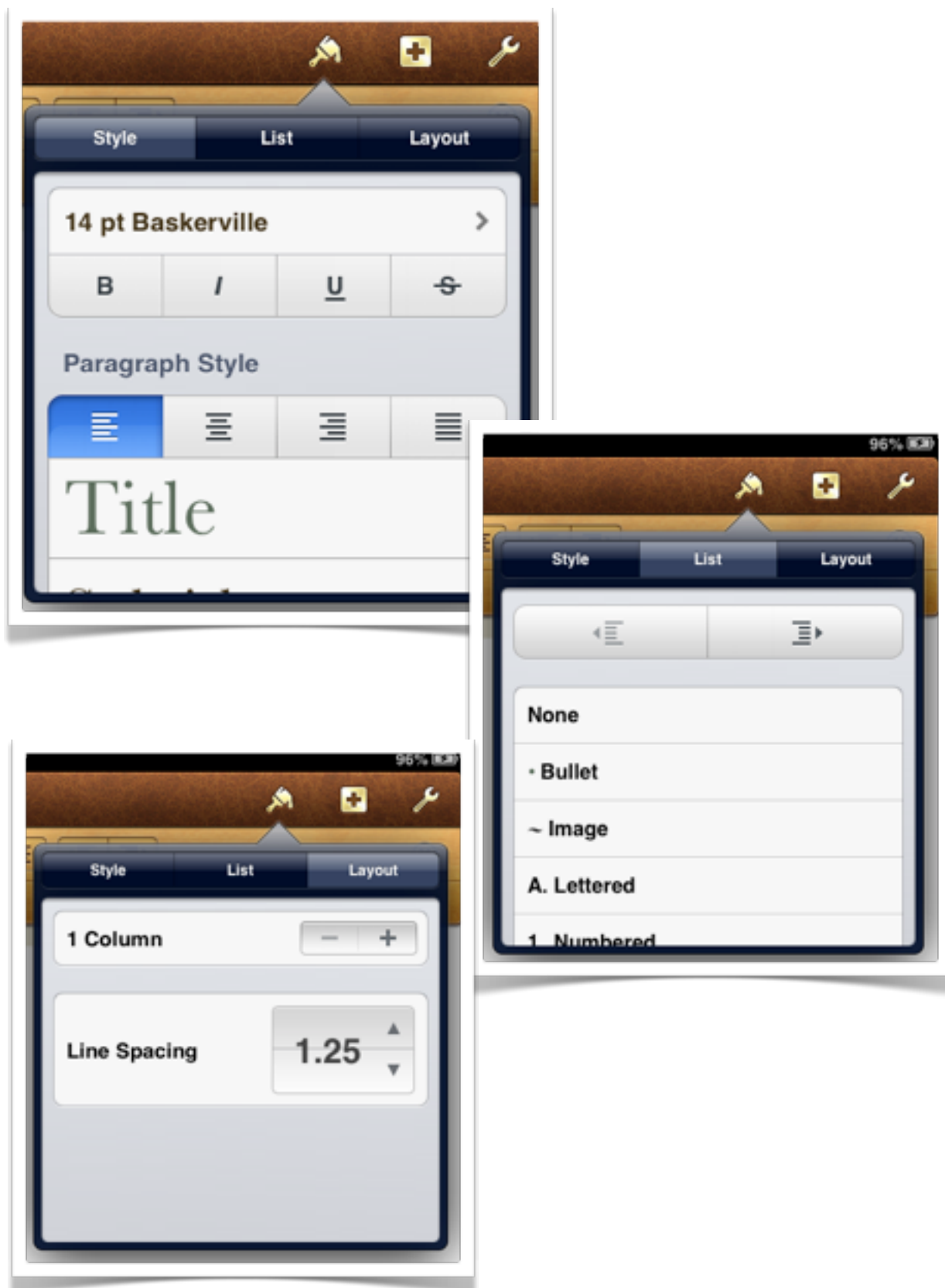
You can alter the fill, adjust the border and add effects. Text can also be entered into shapes.

## Applying styles to text

You can also alter the style, formatting and fonts of the text on each page. When you begin typing in a Pages document the keyboard will appear as well as a formatting ribbon. Like many word processing tools you are able to adjust the font, font size, style and indents using the ribbon.



If you select the text and then tap of the **style icon** located on the top right hand corner of the Pages app screen you will be able to add additional changes to the style of the text, apply text justification, create lists and perform some paragraph layout functions.





## Working with the Tools



Tapping on the “Wrench” icon at the top right of the screen will allow you to work with a number of settings and important functions.

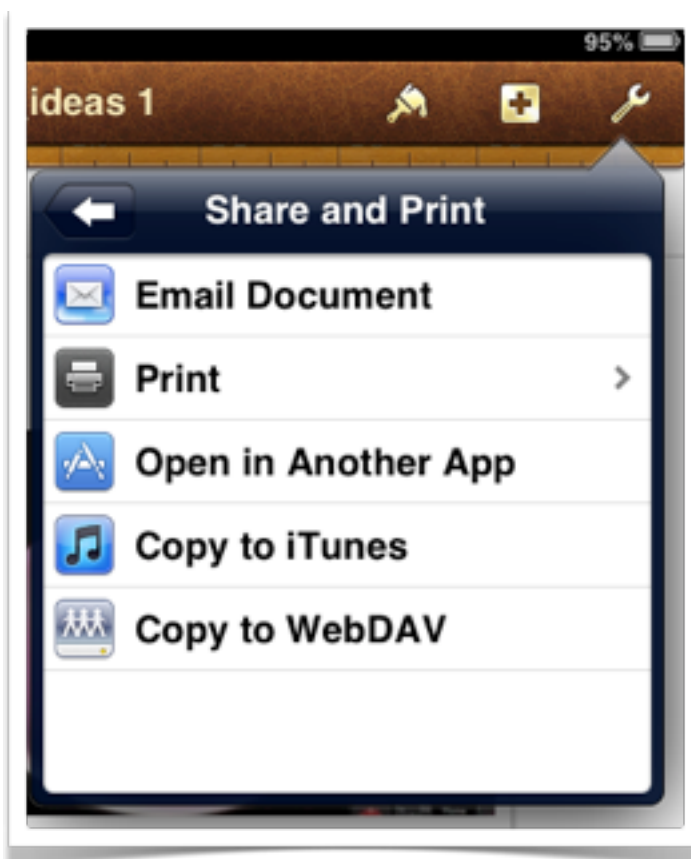
You are also able to print or share your document. You can transfer the document to **iTunes** or you can copy it to a WebDAV server via a wireless network.

You can search for terms, explore the Help topics and set more advanced options.

## Share and Print

If you tap on the **Share and Print** tab you are able to perform the functions illustrated at right. If you copy the document to **iTunes** you will be able to access the document within iTunes the next time you connect your iPad to your computer.

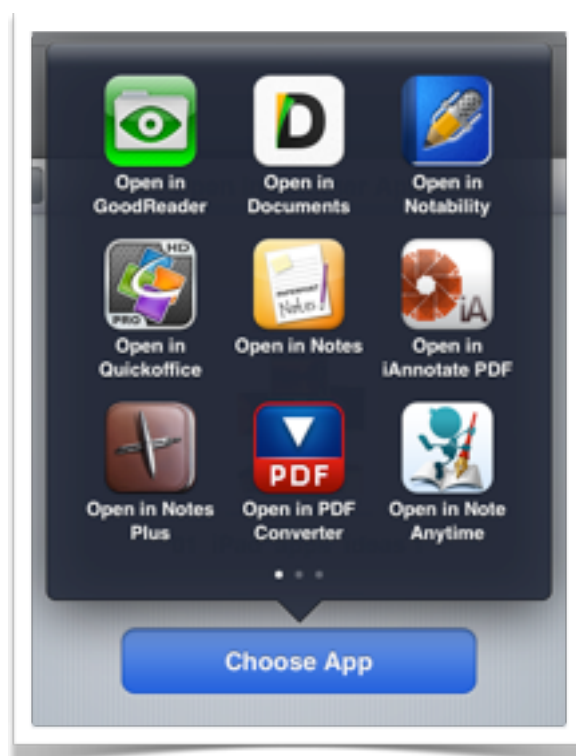
If you have access to a **WebDAV** server you are able to transfer your document to that server so that it can be accessed by others.



## Converting Pages documents

If you decide to open the Pages document in **another app** you will have the chance to convert the Pages document to Microsoft Word or PDF format. Once the conversion is complete you will then be able to open that file in another app on your iPad.

This may not always function as expected and some apps may crash or freeze as they commence to open the converted file.



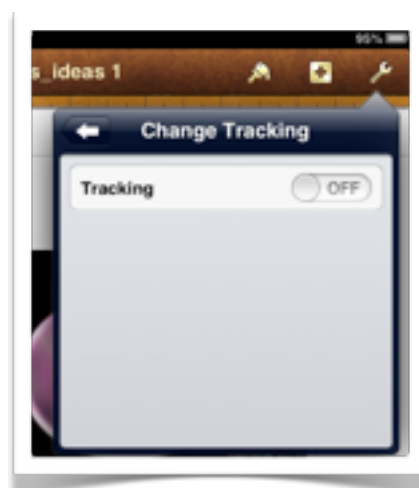
## Performing a find

Tapping on the Find command will allow you to search for and replace words and phrases within the document.

Clicking on the settings icon adjacent to the search field brings up a pane with some useful search options for you to apply.

## Change Tracking

You are also able to switch tracking one or off.



## Document Settings

If you select Settings you will be able to switch the following settings either “On” or “Off”.

- Spelling
- Word Count
- Centre Guides
- Edge Guides
- Spacing Guides



## Document Setup

If you tap on Document Setup a new window will appear as shown at left.

You will be able to edit the **Header** and **Footer**.

You are also able to modify the top, bottom, left and right **margins**.

When you have finished altering the Document settings tap on “**Done**”.

## Opening documents from other sources

You can transfer Pages documents copied to iTunes on a Mac or PC. You can also download Pages documents saved to a WebDAV server.



When you launch Pages and press the “+” icon in the top left hand corner of the screen you can choose to select a document transferred via iTunes or saved on a WebDAV server.



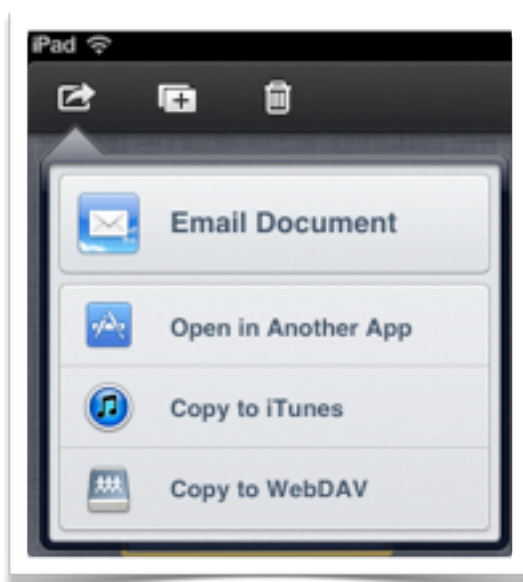
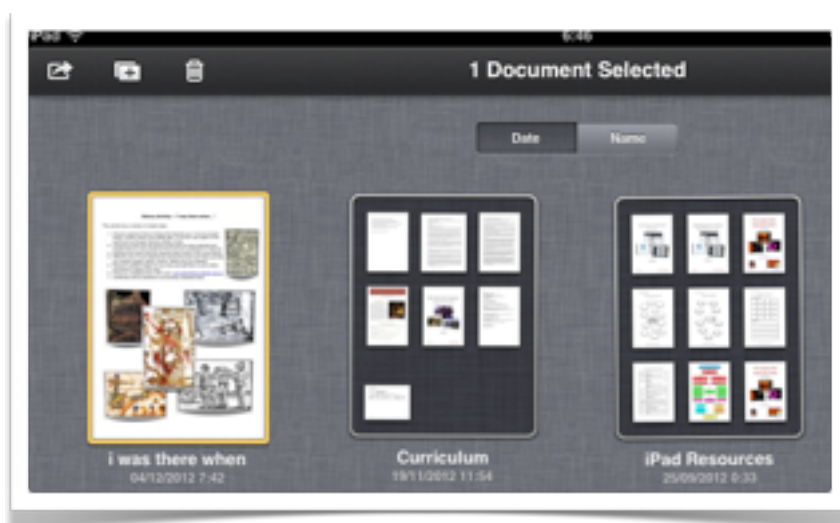
Files copied from iTunes would have previously been transferred to iTunes via the Apps tab and File Sharing Window within the application on the Mac or PC when your iPad is connected to that device.

If your organisation has access to a WebDAV server you will need to know the address of the WebDAV server and you will also need to be allocated a username and password.



## Managing documents and sharing with others

When you launch Pages or return to the Documents library you can share, duplicate or trash selected documents. Tap once on a document to select it.



You are able to email the document, open in another App, copy it to iTunes or copy it to a WebDAV server.

Notice that the other two icons allow you to **duplicate** or **delete** the selected document.

You can also organise your documents into **folders** by dragging a similar document onto another to create the folder in the first instance.

