

## How to Use Pages for different Layouts

1. Go to your dock and click on the icon



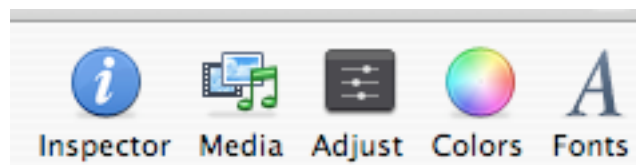
2. You then get a choice of templates to choose from. If you want a three column Newspaper or Newsletter, for example, you should choose Newsletter templates from the left hand column and then choose from the newsletter that have 3 columns.



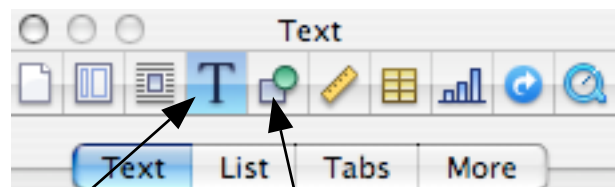
3. There are many different layouts . Education is good for reports, Marketing can be used for brochures, Stationery can be used for letter writing, Browse through the various layouts available. Many have several pages available. For example, school reports has a cover page and also text pages and a bibliography page.

4. All the students need to do is replace the Latin Text with their own words whether it be the Name of Brochure or a column of text.

5. At the top in the menu bar for Pages you will see several choices that will allow you to change the look of your Document

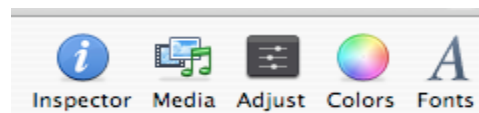


6. Inspector allows you to modify text and objects as well as your document layout.



Click on the T to change text, the shapes to modify objects. You can also set up tables and graphs. Once the item is selected, the Inspector will allow you to make your changes.

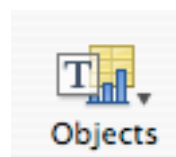
7. Fonts can be changed and resized by clicking on the A in the top



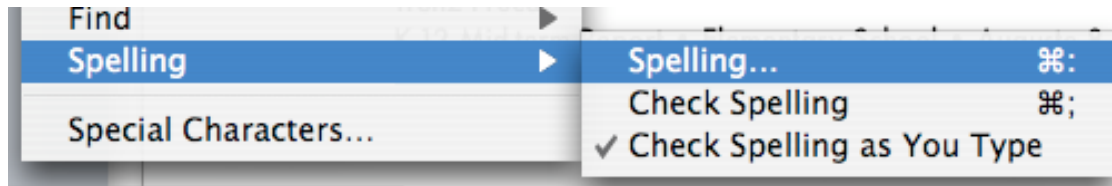
menu. Make sure to highlight the text you want to change first.

7. Click on the media button if you want to insert a picture from iphoto. You can drag and drop a picture into any location. You can also move an existing picture around on the page and the text will wrap around the picture. You can save pictures on your desktop and drag them onto the page. It is best to drag them where there is already a picture space on the original layout so that you preserve the well designed layout. The picture is automatically sized.

8. To insert a table, chart, or shape click on the objects button in the top menu bar



9. Make sure to use spell check by finding spelling under the Edit menu



The program will also check spelling as you type. If a word is misspelled, it will underline the word in red.