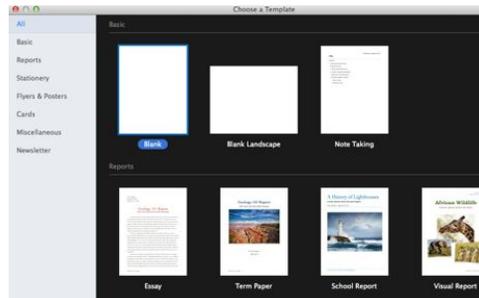
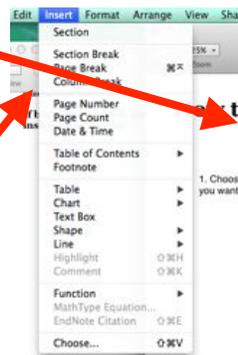


How to Use Pages 5.2

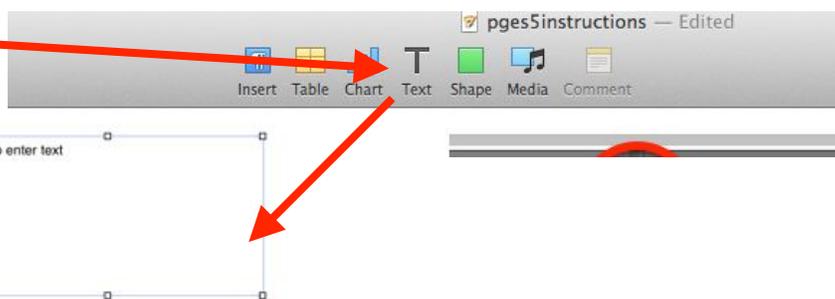


1. Choose the type of file/document you want to create. There are many templates or you can select blank.

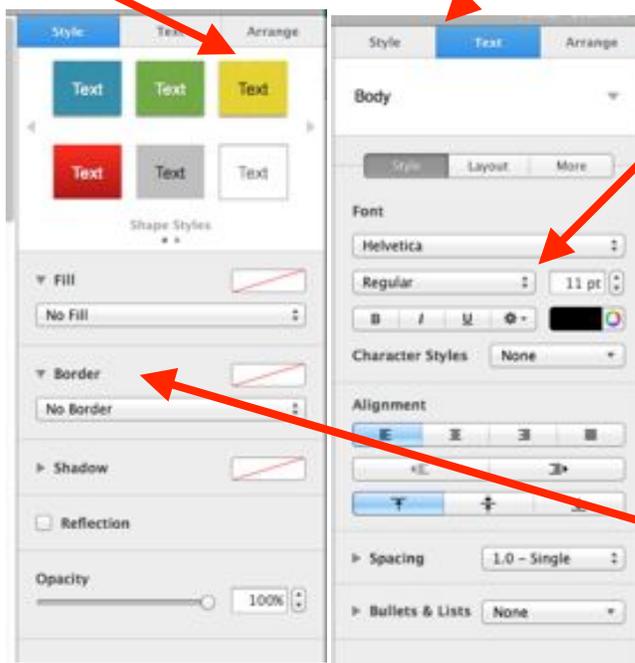
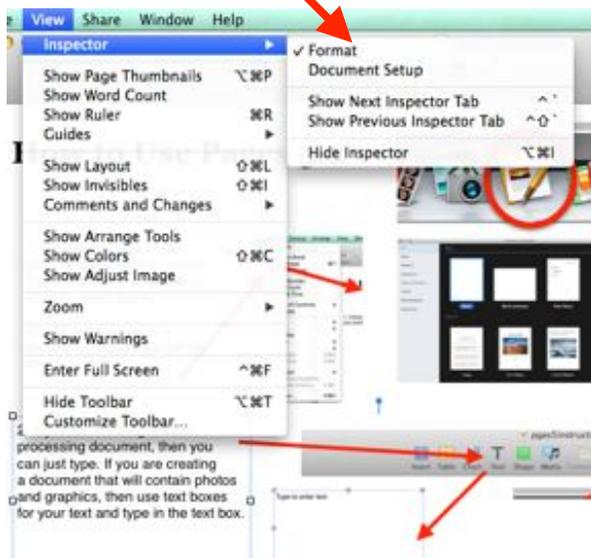
To add more pages to a document, select **Insert>Page Break**.



2. If you are creating a word processing document, then you can just type. If you are creating a document that will contain photos and graphics, then use text boxes for your text and type in the text box.



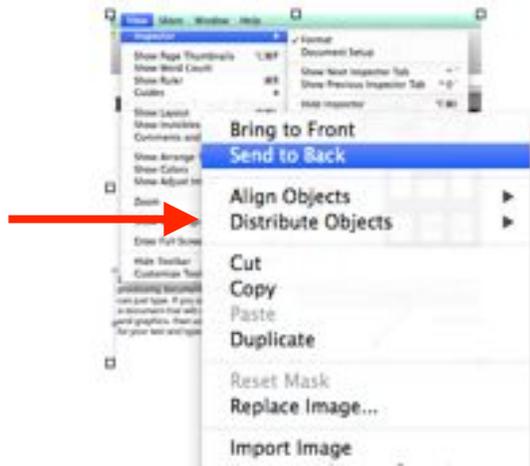
3. You will want your formatting palette available. If it does not automatically open, then select **View>Inspector>Format** and the formatting palette will show up to the right of your document. The formatting palette options change based on the type of item you have selected in your document. For example, this is what the formatting palette looks like when a text box is selected, and this is what it looks like when text is highlighted. If a photo or graphic is selected, the formatting palette adjusts for that.



Change the font, the size of the font, the color of the font, and the alignment with this palette.

Add borders or fill text boxes with color with this palette.

4. You will notice that photos and text might become layered on top of each other or a photo or graphic may move the text box. You need to send items to the back or bring them to the front to arrange them as you wish. Hold the control key down on the keyboard and select the item you want to layer and choose bring to front or send to back. In order to create the arrows in these instructions, we used send to back or bring to front frequently.



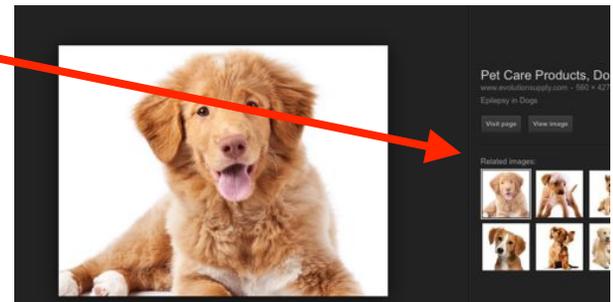
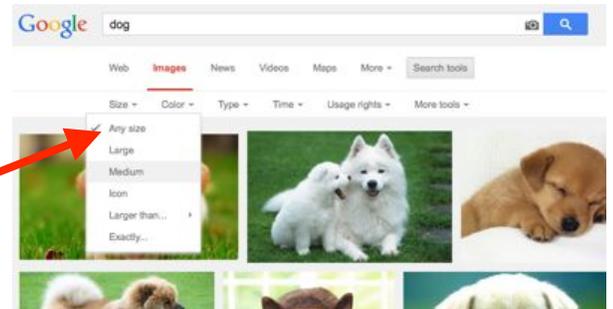
5. Use the icons at the top of the document to insert tables, charts, text boxes, and shapes into your file. The media icon gives you the option of inserting photos that have been saved in iPhoto on the computer (not in your individual account).

6. You can drag photos directly from the internet into a Pages file, but you MUST follow these steps!

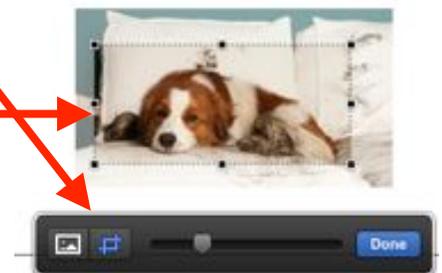
First, select Search Tools>Size>Medium. Do NOT use photos that are larger than medium size.

Then select View Full Image. Do not use thumbnails of photos.

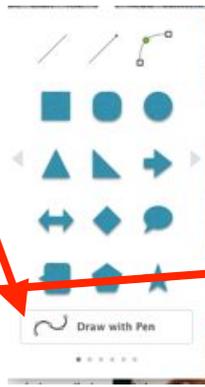
Finally, once you have the full image on the screen, you may click and drag it into the Pages document.



7. You can crop a photo by double clicking on it so the crop option comes up. Move the tag boxes to what you want to crop and then select done.



8. You can crop photos so that you only have the part of the photo you wish to use. To do this select the Draw With Pen tool located under the shapes icon at the top of the page.



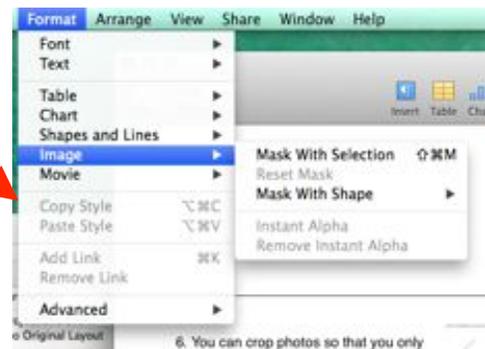
Click around the parts of the photo that you want to KEEP. Make sure the last click you make is on the first dot you created when you began cropping the photo.

Click on the photo; then hold the shift key down and select the part of the photo you just cropped (you will see a faint black line around the photo). You will see tag boxes around the original photo and the part of the photo you are keeping.



Select Format>Images>Mask with Selection.

Hit return on the keyboard to finish the cropping.



9. Use the view icon in the top left corner to select thumbnails of the pages or to view the ruler at the top of the page.

If you want the ruler to show on the left side of the page as well, then select Pages>Preferences> Rulers and check the box that says "enable vertical ruler."

