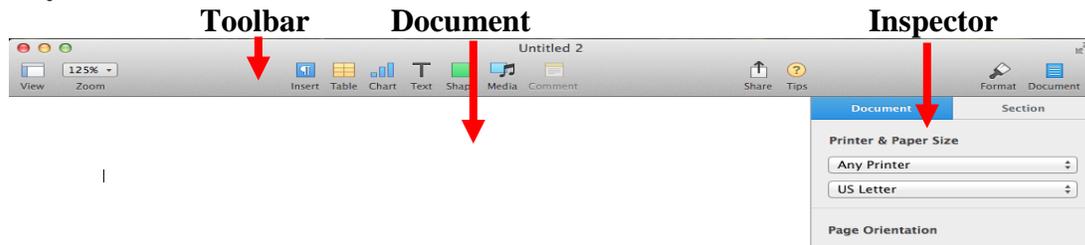


## Pages 5.2.2

### To start Pages:

- Go to **Macintosh HD > Applications > iWork '09 > Pages.**
- Choose **Blank** under **Word Processing.**

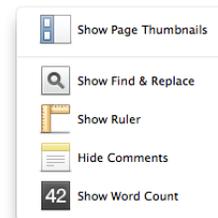
### Layout



- **Toolbar** – List of most used commands.
- **Document** – Document you are currently working on.
- **Inspector** – Displays formatting info about the document or item.

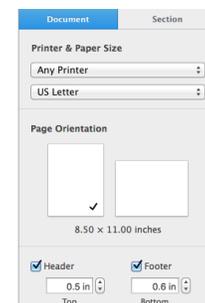
### View

- **Page Thumbnails** – Opens a sidebar with page thumbnails displayed.
- **Show Find & Replace** – Opens the search side bar.
- **Show Ruler** – Turns on/off the ruler.
- **Show Comments** – Turns on/off comments.
- **Show Word Count** – Shows the word count **Outline**
- Applies an outline format to the document.



### Inspector

- Click the Format or Document button. The Inspector allows you to make changes to every item in the page.
- **Document** – Make changes to the entire document.
- **Format** – Make changes to the selected item.
  - o **NOTE:** The options presented in the Format pane will change depending on what is highlighted (text, pictures, etc.)



### Insert

- **Insert**  - Allows you to insert page breaks, page numbers, etc.
- **Table**  - Inserts a table on the page. This can be edited using the Format Inspector.
- **Chart**  - Inserts a chart on the page. This can be edited using the Format Inspector.
- **Text Box T** - Inserts a text box on the page. This can be edited using the Format Inspector.

- **Shape** - Inserts a shape on the slide. This can be edited using the Format Inspector.
- **Media**  - Inserts pictures, movies or music on the page. This can be edited using the Format Inspector.
- **Comment**  - Inserts a comment on the page.

### Comments

- Highlight the text that needs a comment. Click **Comment**. In the Comments pane either add to the data in the comment or replace it.
- To delete a comment, click the **X**.

### Track Changes

- Go to **Edit > Track Changes**. As you type, it will begin recording changes. It will also record deleting text as well.
- Click **Pause** to stop recording. Click **On** to resume it.
- Click **Accept**  to accept a change, click **Reject X** to decline it.
- **Markup View** – Turn on/off markups and edits.

### Templates

- Go to **File > New (Command + N)**.
- Choose one of the templates.
- Drag pictures from iPhoto over pictures to replace them.
- Click text and type to replace it. Double-click it to replace certain portions.
- Click items and change their shape and color in the **Inspector**.

### Edit Mask

- Click on a picture.
- Move the slider to zoom in / out the picture.
- Double-click the picture to adjust it's position.

### Page Setup

- Go to **File > Page Setup...** (**Command + Shift + P**)
- Change the page layout (landscape or portrait) and size.

### Export

- Go to **File > Export...**
  - o **PDF** – Create a PDF of your document.
  - o **Word** – Create a Word document.
  - o **ePub** – Create an open standard ebook document.



### Shortcuts

<u>Task</u>	<u>Key Combo</u>	<u>Action</u>
All	Command + A	Selects everything in the document.
Bold	Command + B	Toggles on <b>Bold</b> text.
Cut	Command + X	Cuts the selected text or object out.
Copy	Command + C	Copies the selected text or object.
Duplicate	Command + D	Copies and pastes the selected text or object.
Find	Command + F	Opens the find windows.
Italic	Command + I	Toggles on <i>Italic</i> text.
New	Command + N	Opens a new document.
Open	Command + O	Opens the Open window.
Paste	Command + V	Paste the copied text or object.
Paste & Match	Command+Shift+Alt+V	Paste the copied item and matches the style.
Print	Command + P	Prints the document using current settings.
Redo	Command + Shift + Z	Redoes the last action.
Save	Command + S	Saves the open document.
Underline	Command + U	Toggles on <u>Underline</u> text.
Undo	Command + Z	Undoes the last action taken.

### Screen Shots

<u>Key Combo</u>	<u>Result</u>
Command+Shift+3	Capture entire screen & save as a file
Command+Control+Shift+3	Capture entire screen & copy to the clipboard
Command+Shift+4	Capture dragged area & save as a file
Command+Control+Shift+4	Capture dragged area & copy to the clipboard
Command+Shift+4 then Space bar	Capture a window, menu, desktop icon, or the menu bar & save as a file
Command+Control+Shift+4 then Space bar	Capture a window, menu, desktop icon, or the menu