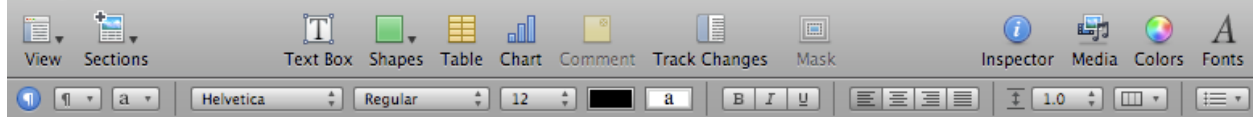


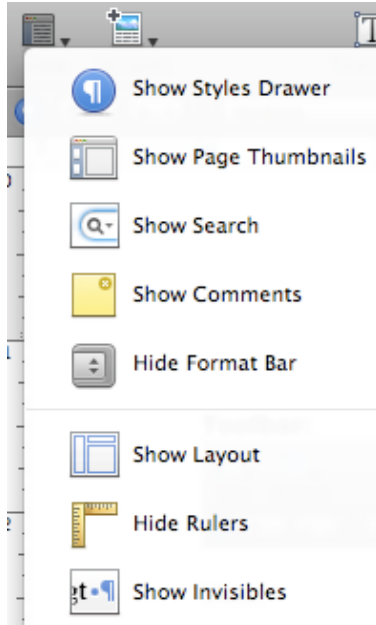
Introduction to Pages

When you open the program, the first screen will allow you to select a blank page or from the many templates available in Pages.

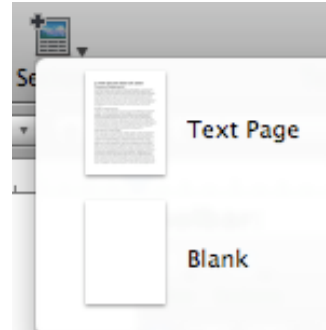
Toolbar:



View:



Sections:



Text Box: Insert a floating text box that can be moved around and positioned on the page as desired

Shapes: Insert shapes on page - these can be moved and positioned as desired; can also resize and change colors

Table: Insert table with rows and columns - customizable; **Table Inspector** opens upon insert

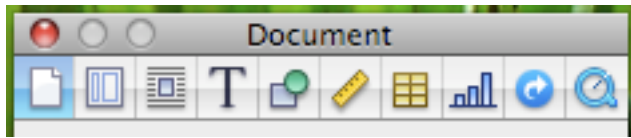
Chart: Insert chart on page; **Chart Data Editor Inspector** opens upon insert and allows for information to be put directly into the chart

Comment: Adds a "sticky" note to document that allows you to "make notes" to yourself; these are not seen when document is printed, etc.

Track Changes: Keeps a running tally of actions taken during the course of the creation of the document; toggles it on and off

Mask: Allows for pictures to be cropped (masked) after they have been inserted into the document

Inspector: Opens Inspector pane; each button opens a different pane for customizing the document



Document
Layout
Wrap
Text
Graphic

Metrics
Table
Chart
Link
QuickTime

Media: Opens Media Browser that will allow you access to Audio, Photos, and Movies from the iLife '08 apps

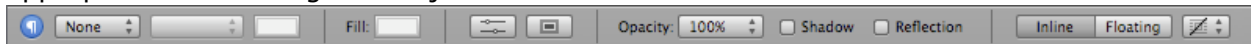
Colors: Shows the Colors window; use to change color of text in document

Fonts: Opens the Fonts window; change fonts, size and typeface; can create a collection of Favorites, etc.

Fonts, typeface, size, color and alignment can also be selected from the Format Bar below the Tool Bar.



This Format Bar changes depending on what is being done on the page. When working with text, it will appear as above. When working with objects, it changes to a bar with tools appropriate for working with objects.



Options for Saving:

- save as Pages document
- export as pdf, Word, RTF, or plain text document
- send it iWeb as pdf file or Pages document
- save as a template

For more help, go to:

<http://www.apple.com/support/pages/>
<http://www.apple.com/iwork/tutorials/#pages>